

Travel Training

CONCUR



Accounts Payable

- Contact Information
 - Travel@ouhsc.edu
 - (405) 271-2038
- Concur Site
 - Travel.ouhsc.edu
- Concur Training Information
 - <https://financialservices.ouhsc.edu/Departments/Accounts-Payable/Concur-Travel>
- Travel Card Training
 - <https://onpoint.ou.edu>
- Travel Card Application
 - <https://apps.ouhsc.edu/financialservices>
- OUHSC Travel Policy
 - www.ouhsc.edu/policy/Home.aspx#19931977-section-540---travel
- Travel Policy Quick Guide
 - <https://financialservices.ouhsc.edu/Portals/1354/assets/accounts%20payable/Travel%20Policy%20Quick%20Guide.pdf>

What is Concur?

- Travel and Expense Management system
- Facilitates request to travel process
- Book travel online
- Travel Card expenses imported
- Upload receipts electronically
- Online approvals
- Email notifications on report status
- Mobile apps
 - Concur Mobile
 - TripIt

Before Travel Process

Travel Request

- Out of State/International travel
- Submitted by Traveler or Delegate
- Event Name/Nature of Business
- Business Travel Dates and Location
- Personal Travel?
- Online approval by TAL supervisor or offline approval by Higher Authority

Online Booking

- CTP
- Booked by Traveler or Delegate
- Economy/Coach class – domestic
- Business class – foreign
- Warning on flights \$100 over lowest available rate
- Comparable quote required when booked outside CTP

Other Payments

- Made by Traveler
- Registrations must meet prepayment guidelines
- Hotels should be contacted directly for sponsored rate

After Travel Process

Expense Report

- Identifies all expenses
- Total report amount must be \$25+ *or* expenses must be 30+ days old
- Prepared by Traveler or Delegate
- Submitted by Traveler

Higher Authority

- Approval from TAL supervisor
- Can have an approval Delegate

Financial Approver

- Skipped if same as Traveler or Higher Authority
- Approval from Financial Approver
- Cost Transfers, Vouchers or Requisitions
- Can have an approval Delegate

Grants

- If charged to SPNSR accounts

Accounts Payable

- Approves or sends back to Traveler

Concur Expense Reports

•Traveler Type

- Employee
 - All travel reimbursements, Travel Card charges and some regular reimbursements
- Non Employee
 - Direct payments on their behalf, not reimbursements
 - Expenses can be submitted immediately after they are incurred

•Trip Type

- Non Travel
 - Business Meals, Cell Phone Reimbursements, etc.
 - Submitted on a regular basis (monthly or quarterly)
 - Must be greater than \$25 or more than 30 days old
- In State
 - Mileage Only or other in state travel expenses
 - Submitted on a regular basis (monthly or quarterly)
 - Must be greater than \$25 or more than 30 days old
- Out of State
 - Conferences, Trainings, Research, etc. outside of Oklahoma
 - Approved request required
 - Submitted after event is over
- International
 - Conferences, Trainings, Research, etc. outside of the US
 - Approved request required
 - Submitted after event is over

•Expense Payment Types

- Cash/Out of Pocket
 - Expenses paid personally that need to be reimbursed
- Travel Card
 - Expenses paid with the OUHSC Travel Card
 - Pending Travel Card
- Paid with Unused Ticket
 - Used when an airfare expense has been paid, the ticket was cancelled and the itinerary for the new trip loads

General Travel Expenses

- Agenda/Event Information
 - Placeholder for additional documentation
- Expense Reduction
 - Departmental reduction to amount owed to traveler
- Mileage
 - Reimbursed based on current State rates
 - Deduct commutes as appropriate
 - If driving instead of flying out of state, an Airfare vs. Mileage form is required
- Per Diem
 - Must be gone 18 hours/overnight and 60+ miles away from office
 - Rates set by GSA
 - Meals and incidental expenses
 - Reduced by $\frac{1}{4}$ per provided meal
 - Reduction not required for continental breakfasts
 - Reductions not required when there is no registration fee
 - Cannot begin/end 24 hours before/after official domestic event, 48 hours for international
- Per Diem In Lieu of Lodging
 - Additional \$10 per day added to Per Diem when no Lodging expense is incurred
- Personal/Non Reimbursable
 - Personal charges on the Travel Card that may result in a Payroll deduction

Travel Card or Reimbursement

- Actual Meal Cost (Claiming Per Diem)
 - Meals paid with the Travel Card reducing the amount earned from Per Diem
- Actual Meal Cost (Not Claiming Per Diem)
 - Actual meal expenses when not claiming Per Diem
 - Cannot exceed the amount that would have been earned with Per Diem
- Airfare
 - Airfare booked outside of CTP will require a comparison quote showing a lower price was paid outside of the system
 - Domestic flights should be booked with Economy/Coach rates
 - International flights can be booked with Business Class rates
- Airline Fees
 - Baggage fees, Change fees, On Board Internet Access, Seating Upgrade fees, etc.
 - Seating Upgrades require a business justification
- Agency Booking Fees
 - \$5 fees for flight, hotel or rental car bookings
 - Southwest is \$8
 - Calling CTP is \$25 and after hours calls are an additional \$16
 - Recommend to call for complicated or international travel
 - One ticket at a time for online booking
 - CTP can book multiple and split payment over the phone

Travel Card or Reimbursement

- Dispute/Fraud
 - Erroneous charges from vendors
- Freight/Shipping
 - Only allowable when in travel status
- Local Transportation
 - Taxi, Shuttle, Uber, etc.
 - Tipping is capped at 20%
 - Uber for Business
- Miscellaneous Administrative Fee
 - Abstract fees, application fees, etc.
- Miscellaneous Travel Expenses
 - Visas in foreign locations, dry-cleaning, internet access, etc.
- Parking
 - Use for separate Parking expenses
 - Lodging allows for Parking to be itemized
- Printing/Copying
 - Only allowable when in travel status
- Rental Car
 - Ensure this an allowable expense in your department
 - May use Motor Pool instead of Concur
- Rental Car Fuel
 - Not allowable for personal car fuel

Travel Card or Reimbursement

- Lodging
 - GSA Rate
 - Rate assessed by Government
 - Varies for each location/season
 - Used when there is no Sponsored Rate
 - Sponsored Event Rate
 - Rate negotiated by sponsoring organization
 - Must provide documentation showing sponsored single room rate(s) and location(s)
 - OUHSC Sponsored Event
 - Rate negotiated by OUHSC for an OUHSC event
 - Must provide Agency Sponsored Designated Lodging form
 - Non Sponsored Event Rate
 - Rate in excess of GSA or Sponsored Event Rate
 - Must provide documentation showing sold out status of Sponsored Lodging Rates/Locations
 - Limited to the Sponsored single room rate or the GSA rate
- Lodging - Advanced Deposit
 - Advanced deposit for lodging, usually one night, required by some hotels
- Lodging – Group
 - Payments for multiple rooms
- Lodging – Non Employee
 - Payments on behalf of non employees
 - Direct payment to hotel by voucher is more common

Travel Card or Reimbursement

- Registration
 - Must meet University pre-payment guidelines
- Supplies
 - Only allowable when in travel status
- Train
 - Amtrak
- Training
 - Business related training
- Tolls
 - Receipts under \$25 are not required

Travel Card or Reimbursement

- **Business Meals**

- In Travel Status
 - Reduce Per Diem by a provided meal
- Not in Travel Status
 - Cannot earn Per Diem
 - Can use any vendor
 - Should not be charged Sales Tax in Oklahoma
 - May have to provide vendor documentation to waive tax
 - Breakfast = \$25 per person
 - Lunch = \$40 per person
 - Dinner = \$80 per person
- Food/Beverage – Business Meal < 10 Attendees
 - Business Meals with 1 – 9 attendees
- Food/Beverage – Business Meal 10+ Attendees
 - Business Meals with 10 or more attendees
- Food/Beverage – Light Items < 10 Attendees
 - Light Items for 1 – 9 attendees
- Food/Beverage – Light Items 10+ Attendees
 - Light Items for 10 or more attendees
- Food/Beverage – Materials
 - Plates, napkins, cutlery, etc.

Non Travel Reimbursement ONLY

- Books
 - Not allowable on the Travel Card
 - Books or related reference materials owned by University
- Cellular Phone Reimbursement
 - Not allowable on the Travel Card
 - Partial reimbursement of a personal cellular phone/data plan
- Exams
 - Not allowable on the Travel Card
 - Expenses for services and supplies related to examinations
 - Can be reimbursed after the employee has paid or additional restrictions may not allowable for reimbursement until a passing grade is provided
- Licenses/Permits
 - Not allowable on the Travel Card
 - Licenses/Permits required for OUHSC business
 - Cannot pay for CPA licenses
- Memberships
 - Not allowable on the Travel Card unless associated with a Registration
 - Must meet University guidelines
- Subscription
 - Not allowable on the Travel Card unless associated with a Registration
 - Must meet University guidelines
- Uniforms
 - Not allowable on the Travel Card
 - Required apparel
 - May include services to the alteration but not laundry services

Demonstration

- Profile

- Personal information
- Travel Card/Personal Credit Card number
- Delegates
- e-Receipts
- Mobile registration

- Request

- Request header
- Offline – Approval attached
- Online - Concur workflow process

- Booking

- Yourself or guest
- Flight matrix
- Payment
- Required questions

- Out of State report

- Expense from Request
- Itinerary and Per Diem
- Mileage
- Cash/Out of Pocket
- Agenda/Event Information
- Local Transportation
- Missing Receipt Affidavit
- Lodging
- Allocations
- Comments
- Receipts

Emails

- Travel Bookings
- Requests/Expense report updates
- Travel Card transactions
 - Must be moved to a report to acknowledge charges are valid
 - 15 – 29 days = Traveler and Delegate
 - Every 5 days
 - 30 – 89 days = Traveler, Delegate and TAL Approver
 - Every 3 days
 - 90 – 120 days = Traveler, Delegate, TAL Approver and Travel
 - Every weekday
 - 121 days = Traveler, Delegate, TAL Approver and Travel
- **Reported to Payroll as Personal/Non Reimbursable and deducted from next paycheck**
- Report/Trip end date
 - Must be submitted by the Traveler
 - 15 – 29 days = Traveler and Delegate
 - Every 5 days
 - 30 – 89 days = Traveler, Delegate and TAL Approver
 - Every 3 days
 - 90 – 120 days = Traveler, Delegate, TAL Approver and Travel
 - Every weekday
 - 121 days = Traveler, Delegate, TAL Approver and Travel
- **Reported to Payroll as Personal/Non Reimbursable and deducted from next paycheck**

Reconciliation Process

- Concur imports into PeopleSoft
- Journals to repay central account
- Vouchers to reimburse employees
- Transmission to State
- EFT Deposit
- OU Activity Report Example

<u>ACCOUNT</u>	<u>VNDR NAME</u>	<u>INVOICE</u>	<u>VCHR NUM</u>	<u>ACCT TYPE</u>	<u>AMOUNT</u>
210100	BROWN,BRAD	66BROWN	TE100004	LIABILITY	\$ (122.82)
701111	BROWN,BRAD	66BROWN	TE100004	EXPENDITURE	\$ 2.82
860100	BROWN,BRAD	66BROWN	TE100004	EXPENDITURE	\$ 120.00
111290	BROWN,BRAD	66BROWN	TE100004	ASSET	\$ (122.82)
111999	BROWN,BRAD	66BROWN	TE100004	ASSET	\$ 122.82
111999	BROWN,BRAD	66BROWN	TE100004	ASSET	\$ (122.82)
210100	BROWN,BRAD	66BROWN	TE100004	LIABILITY	\$ 122.82

Next Steps

- Talk with your department
 - Your role
 - Delegate
 - Request process
 - Travel Card
 - Reimbursement time frames for non travel expenses or regular reimbursements

Questions?
