

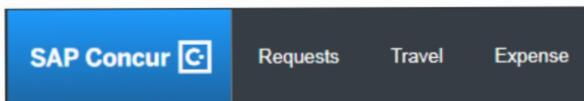
What is Concur?

Concur is a web-based tool that fully integrates travel requests, reservations and expense reporting data into one application. Below are some key advantages the system offers:

- 24 hour online booking for airfare, hotel, and car rentals reservation
- Minimize out-of-pocket expenses by traveler through direct billing and payment of airfare when using Concur. Also allow for the electronic processing of Individual Corporate Travel Card Transactions.
- Convenience through built-in automated features for travel policy compliance, mileage calculation, currency conversion, etc.
- Receipts can be emailed or scanned/uploaded to a user's available receipts area to be attached to your expense report.
- Email notification, reminders of submissions and approvals at designated timed intervals.

Concur Modules

Concur includes three modules which should be used to perform different types of activities in the system.



Concur Request should be used to create a travel requisition.

Concur Travel should be used to reserve airfare, rental cars, and hotels through the University's travel management company (TMC).

Concur Expense must be used CSU employees to reconcile Corporate Travel Card charges and to request reimbursements for CSU employees.

Concur Expense

Should be used by CSU employees to request reimbursement for travel expenses and to reconcile any travel related Corporate Travel Card transactions.

Expense Types

The Expense Type describes the category of the expenditure and is associated with a CSU account code. A listing of the normal expense types has been included in Concur. If you believe there is an expense type that is needed, please contact the Concur Team at sacstatetravel@csus.edu.

To assign an Expense Type to a Corporate Travel Card Transaction:

1. Within the **Expense Report**, select the transaction/charge you want to assign the **Expense Type**.
2. The **Expense Section** on the right-side pane will display the transaction/expense detail.
3. Select the appropriate **Expense Type** from the dropdown menu and any other required fields.
4. In the Comments section you may enter any notes for the approver.
5. Click **Save** when finished.

Tip: If you have multiple transactions with the same Expense Type and/or Business Purpose, you can select the checkbox on the left side of each expense listed in the Expenses section. A dialog box will then appear on the right side of the screen. Select option #3: "Edit one or more fields for the selected expenses" and update the Expense Type and/or Comments to Approver as appropriate.

Attaching Receipts

There are several ways to attach receipts:

1. Scan and Upload to Available Receipts—Scan and save the receipt to an easily accessible location on your computer.
Concur supports .png, .jpg, .jpeg, .pdf, .html, .tif, or .tiff. All formats with a 5 MB limit per file.
2. Scan and email to receipts@concur.com.
3. Take a picture—Use your smart phone or other device to take a picture and email to submit via the **Concur mobile app**.

Attach a Receipt to an Individual Transaction

You may attach receipts to individual transaction line items by uploading scanned receipts saved on your computer or within your Concur account.

- ◆ With the transaction selected, click the **Attach Receipt** button at the bottom right corner.
- ◆ To upload a receipt image from your computer, click **Browse** in the **File Selected for Uploading** window.
 - ◇ Navigate to the location of the receipt image file on your computer.
 - ◇ Select the file and click **Open**.
 - ◇ Click **Attach**.
- ◆ To upload from your **Available Receipts**, check the box of the image and click **Attach**.

Attach Additional Documentation to a Report

You may attach any additional documentation as needed at the report level within an **Expense Report**.

1. Click the **Receipts** button below the Statement Report title at the top of the screen.
2. Select **Attach Receipt** Images.
3. Click **Browse** in the File Selected for Uploading window at the bottom.
4. Navigate to the saved receipt image on your computer.
5. Select the file and click **Open**.
6. Click **Upload** to attach the file. The window will note the file is Attached. Close the window.
7. The approver/processors will be able to see the attached documentation under **View Receipts** function.

Allocating Charges between multiple Expense Types and Chartfields

To allocate charges between multiple chartfields and expense types, the transaction must be **Itemized** and/ or **Allocated**. **Itemization** (allocating between multiple account codes) must be completed prior to **Allocation** (allocating between multiple chartfields).

Itemization

If you need to split a transaction between multiple Expense Types, you must use the Itemize feature.

1. Select the transaction you need to itemize from the expense listing.
2. Select an **Expense Type**.
3. Click **Itemize** in the lower-right corner of the **Expense Details** section.
4. On the **Add Itemization** tab, select **Expense Type** from the drop-down list and complete all required fields.
5. Adjust the expense amount.
6. Click **Save**.
7. Repeat the above steps until the **Remaining Amount** equals \$0.00.
8. Click **Save**.

Allocation

If you need to allocate to a chartfield that is different from the default listed in your profile or you need to split a transaction between multiple chartfield you must use the **Allocation** feature.

1. Select the transaction you need to allocate from the expense listing.
2. Click **Allocate** near the lower-right corner of the **Expense Details** section.
3. From the Allocate By dropdown menu, choose either **Percentage or Amount**.
4. Click the field under Fund or Department. Recently used chartfields will display. Select the desired data from the dropdown or enter them manually.
5. If you want to split the transaction among multiple chartstrings, click **Add New Allocation**.
6. Repeat steps 4 and 5 for each new allocation.
7. Click **Save**. The sum of the split transactions must be equal to the total transaction.
8. In the confirmation message box, click **OK**.
9. In the Allocate Report window, click **Done**.

Submitting Reports for Approval

Expense reports must be submitted within 60 days from the trip return date.

To submit the report, on the **Expense Report** page, click the **Submit Report** button. All red exception flags must be cleared before the report can be submitted. Yellow flags are considered warnings, but will not stop the submittal process.

Examples of Exception Flags:

- ◆ Entry has an undefined expense type
- ◆ Missing required fields

To see who is approving your reports or to see where your report is in the workflow, open the **Expense Report**, click **Details** then click **Approval Flow**.

Concur website: <https://www.csub.edu/bas/paymentservices/Concur/index.html>

Travel email: accounts_payable@csu.edu and enter "travel" in the subject line

Concur Expense Quick Access Guide
4/18/24