



Travel + Expense Management

CAFE - Department Business Officers

September 2020

CONCUR

Background

Process: Procard + Travel

Travel and Expense Management



All Things Travel

Requests

Booking

Expense



Procurement Card Editing

Timeline



Pilot:
5 CAFE
Units, UFS,
ITS

August 7th



Go-Live:
University

September 8th



Processes

Previous Applications



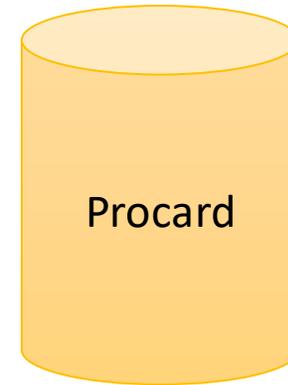
Travel
Request

Per
Department / College



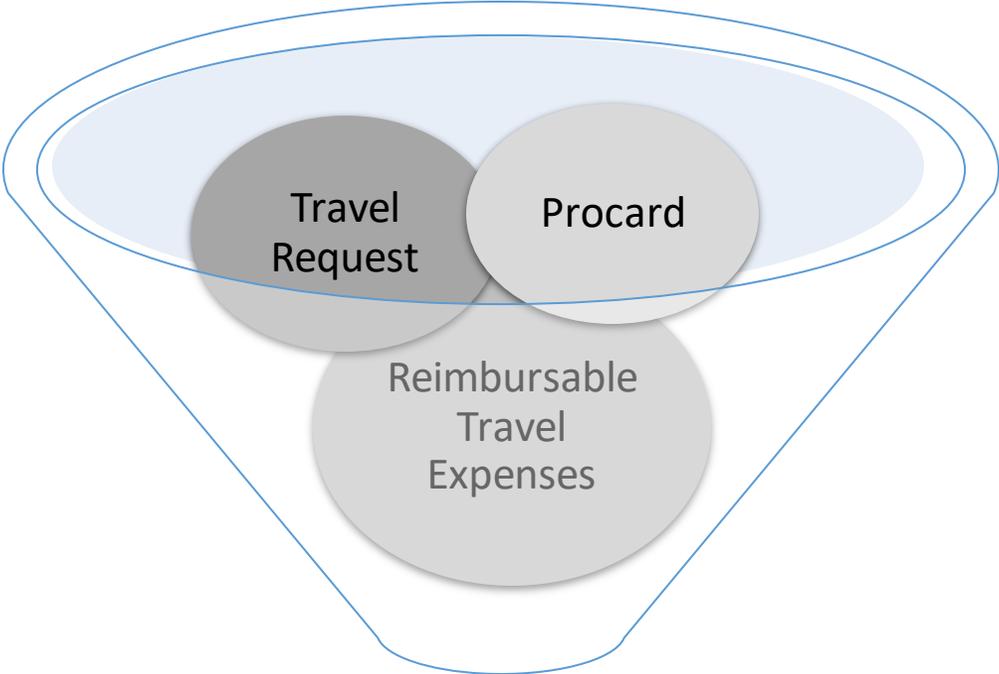
Travel
Expenses

SAP TRIP



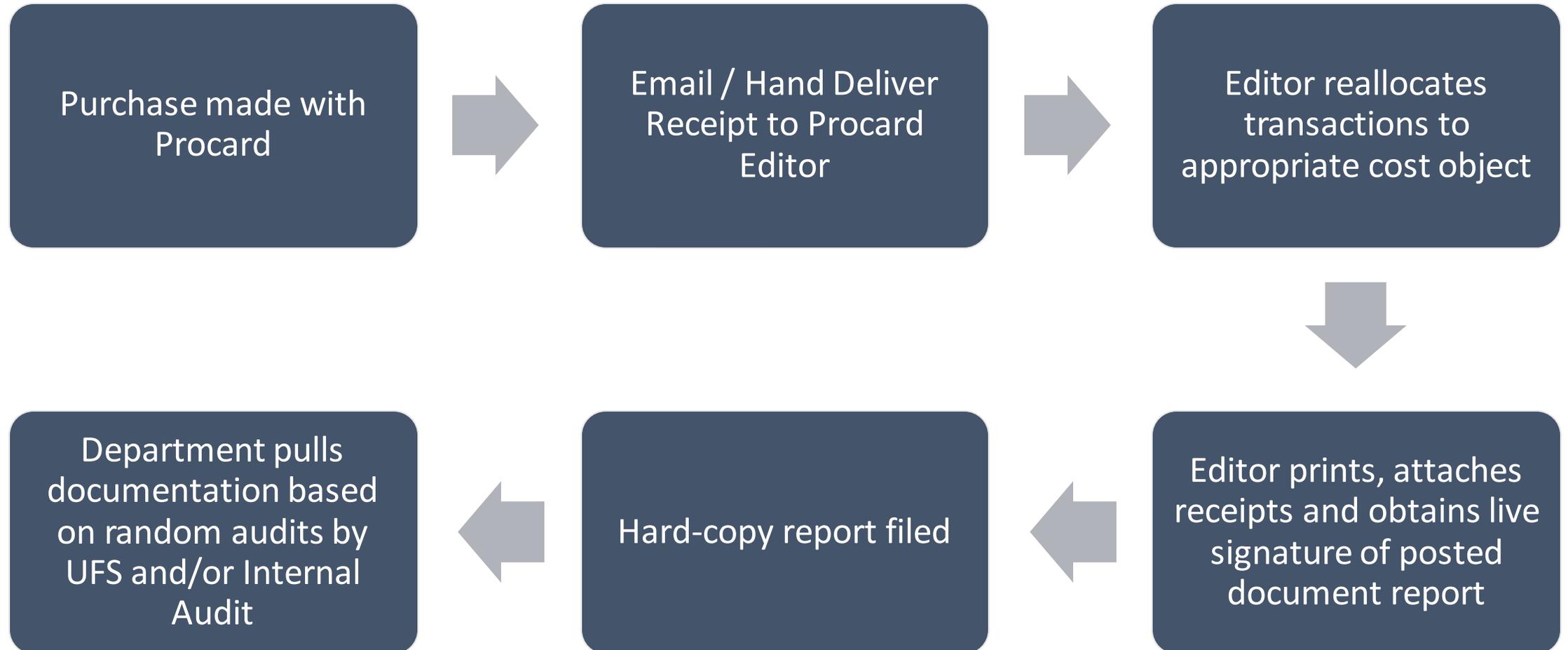
Procard

Enterprise Services

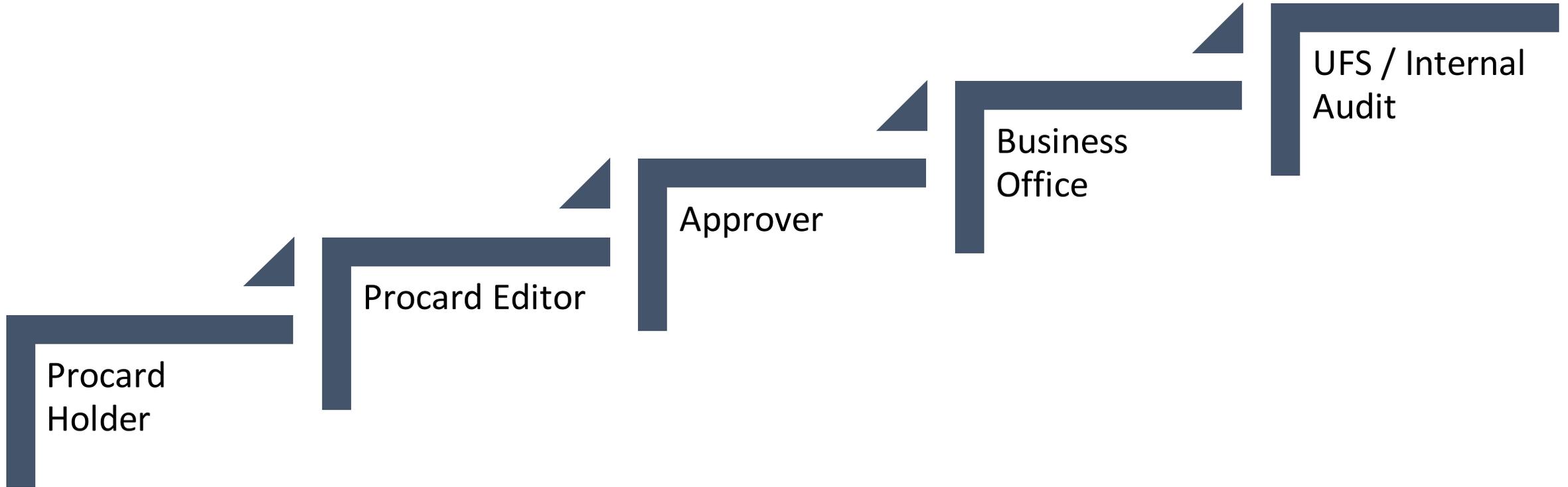


Concur Expense Report(s)

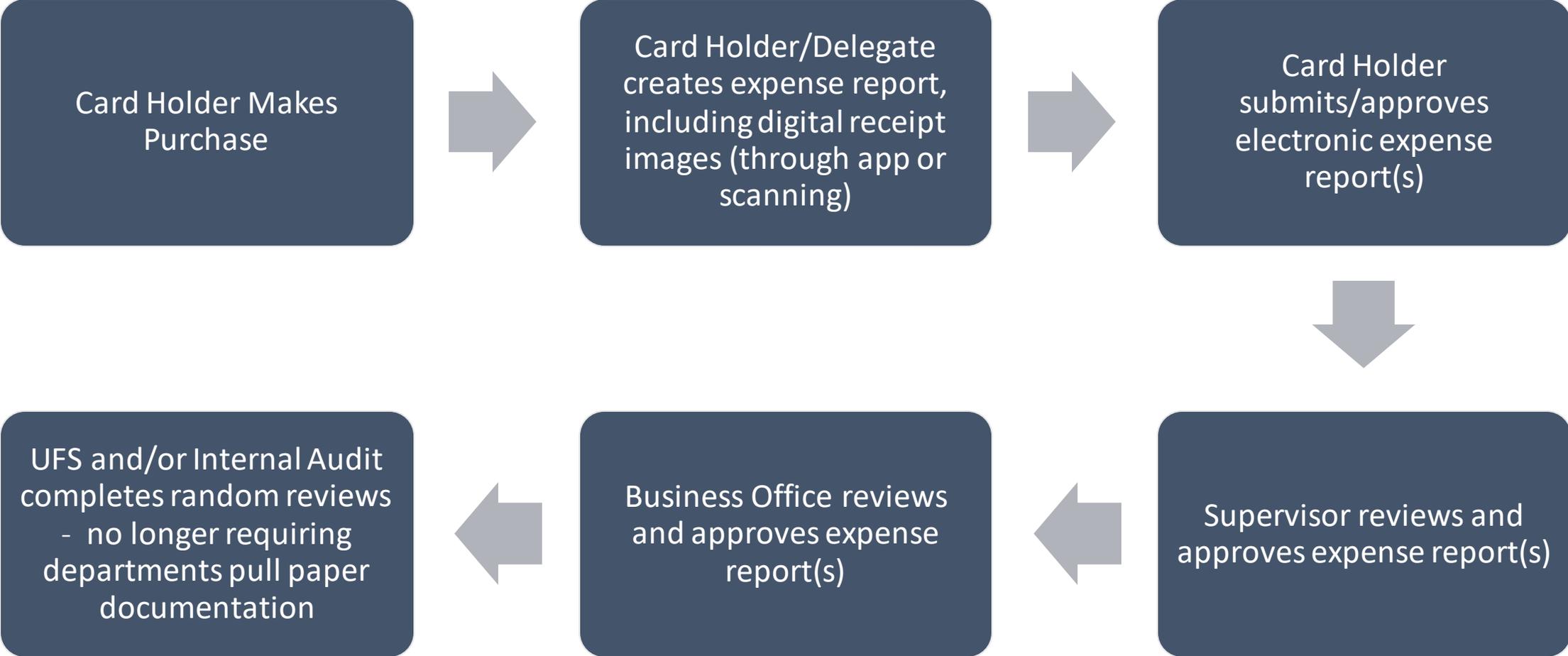
Previous Process: Procard



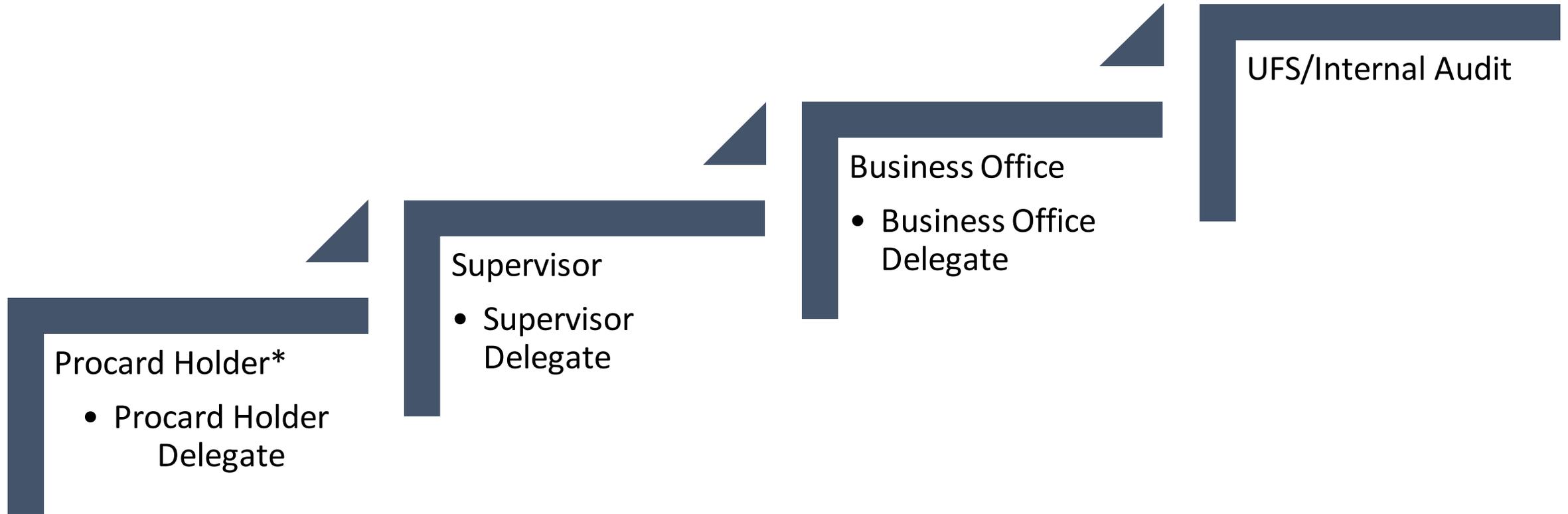
Previous Roles: Procard



New Process: Procard

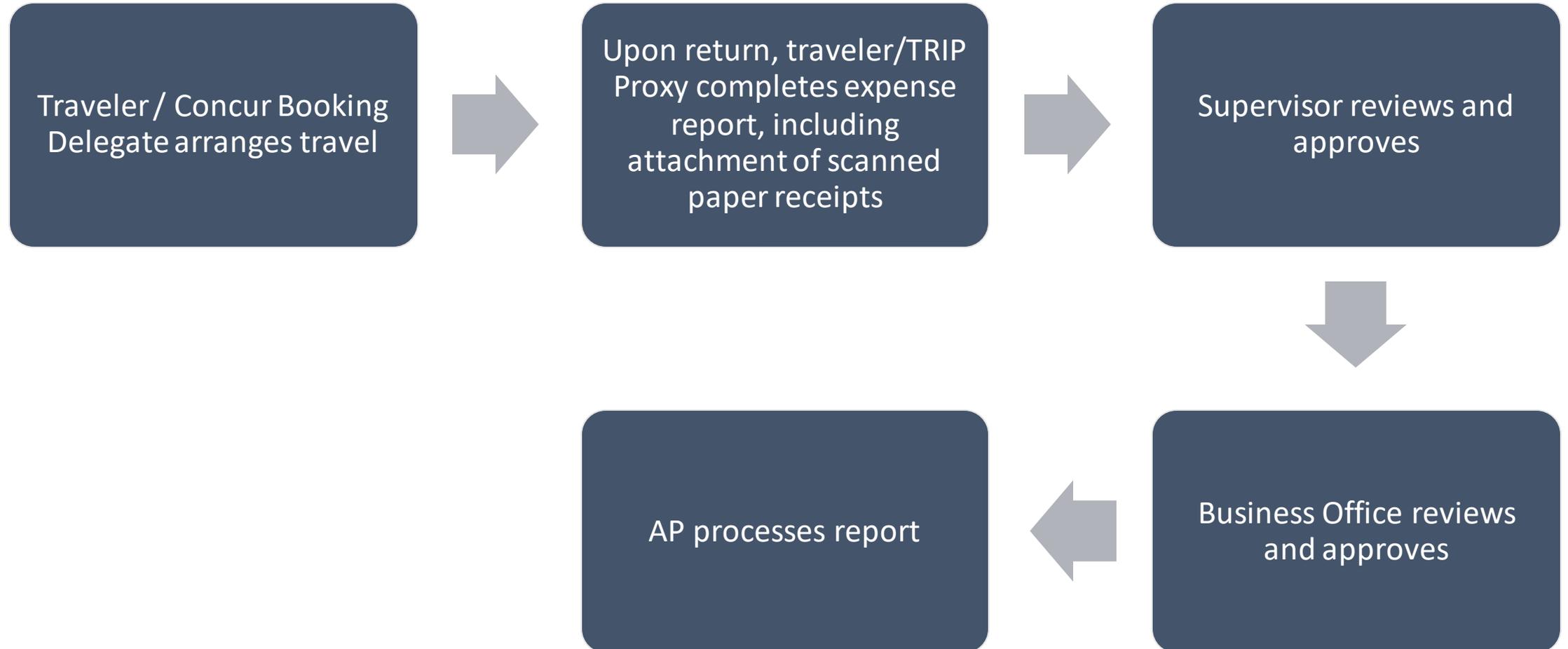


New Roles: Procard

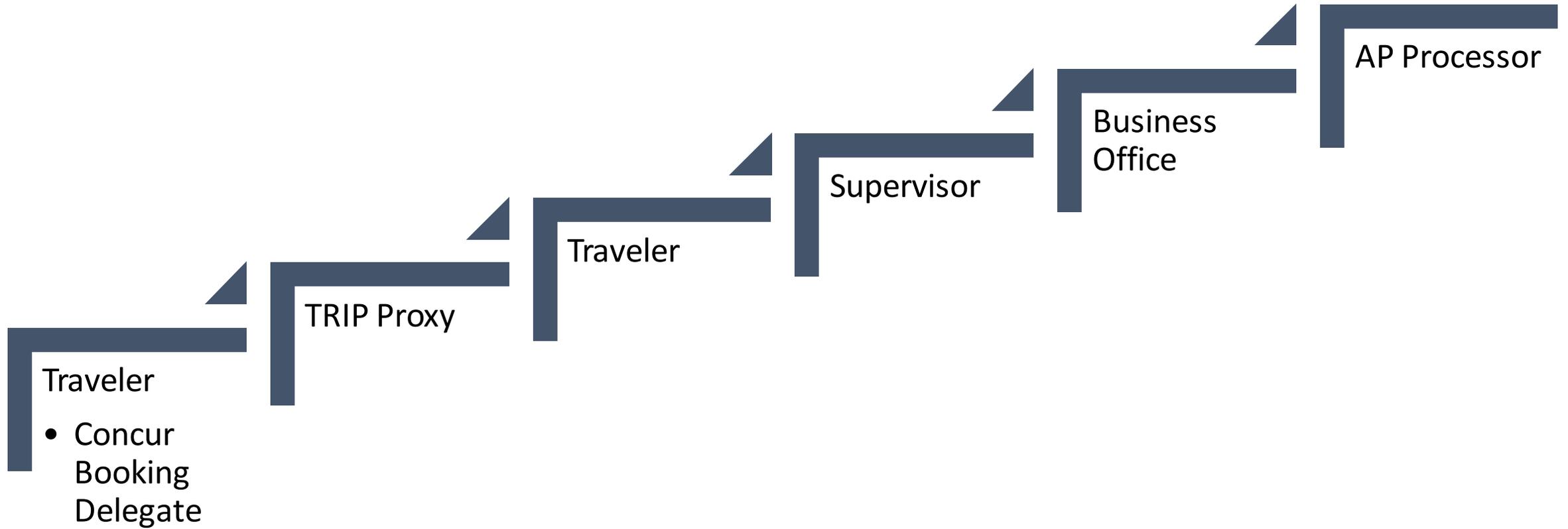


**Procard Holder must submit expense report. Procard Holder Delegate may create and prepare report up until final submission.*

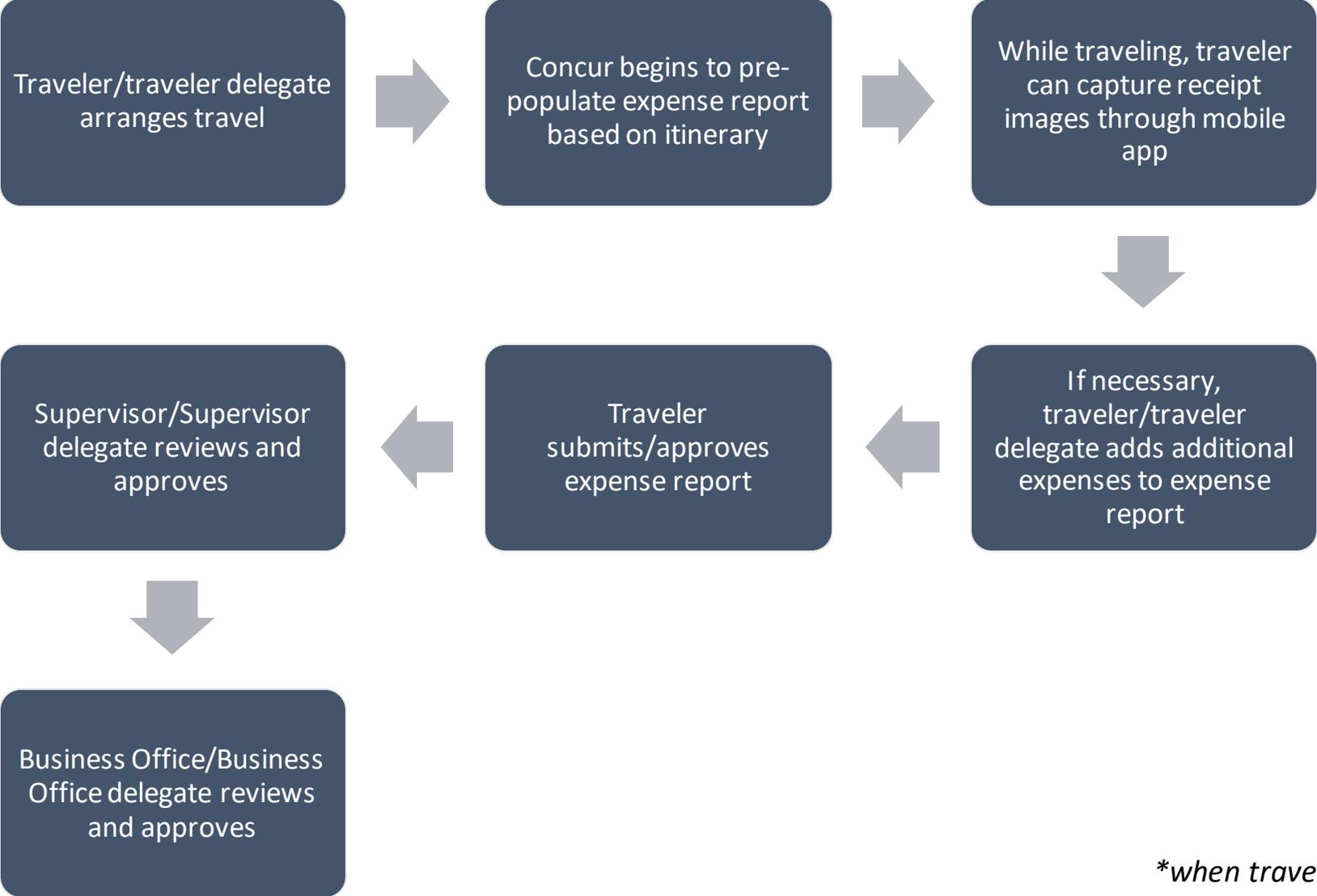
Previous Process: Travel



Previous Roles: Travel

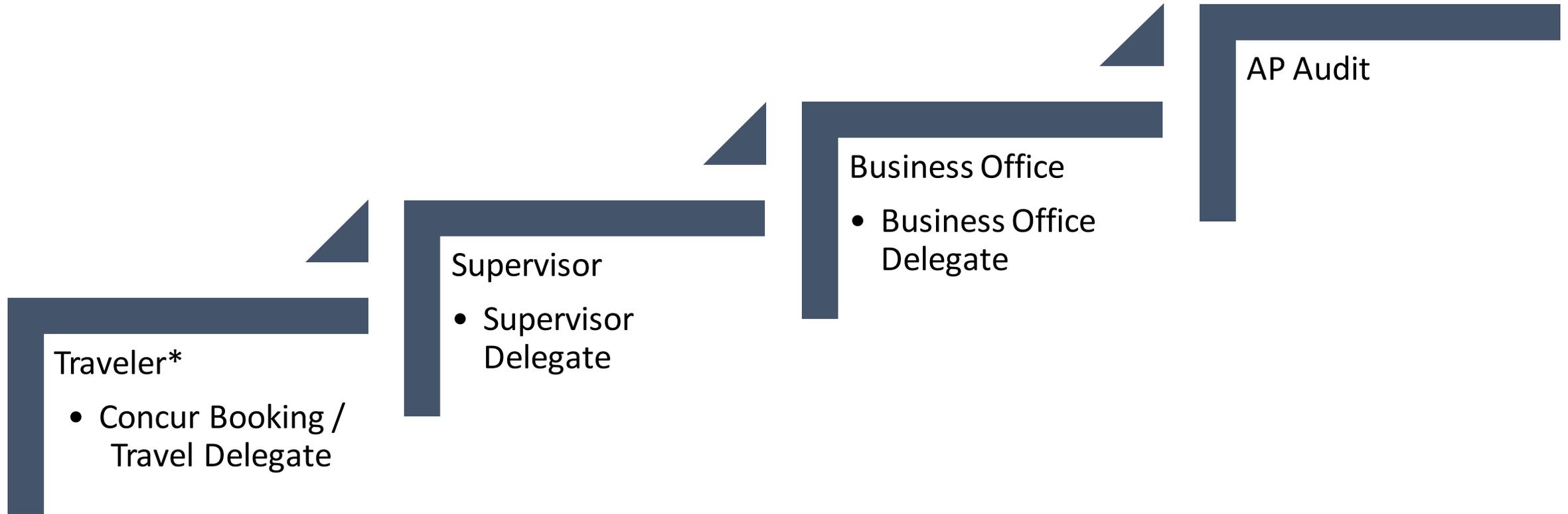


New Process: Travel*



**when travel arrangements are made*

New Roles: Travel



**Traveler must submit expense report. Travel Delegate may create and prepare report up until final submission.*

Implementation

College Policies & Procedures

College FAQs - to date

College - TIPS

Which Policy Do I Choose?

Approval Email

Reporting

CAFE - Procard Policy

- Updated to reflect changes with CONCUR Implementation and updates to University Business Procedures Manual
- Effective September 8th
- Link on College Forms & Policies - Financial Operations Page
 - [Pro Card Policy-Updated](#)

CAFE - Procard Policy

Highlights

- Pre-Approval for purchases over \$500 remains: must be in writing and uploaded to CONCUR documentation
- Purchase approvals will be completed in CONCUR: no longer need a physical/or electronic signature on a procard voucher
- Purchase approval is set by CONCUR: **cardholder must approve**/submit all expense reports, supervisor or delegate can approve, department business officer or delegate must approve. Purchaser and purchaser supervisor will no longer have to approve.
 - If a purchase is being expensed to cost objects in multiple departments, each department's business officer or delegate must approve
- Edit report and approvals no longer required. Documentation saved in SAP for reconciliation.

CONCUR-CAFE FAQs

- Does the cardholder now have to edit their own card?
 - The cardholder can choose to edit their own card, but **CONCUR is not changing departmental practices**. If a designated editor is needed, the cardholder simply assigns the editor as their delegate in their CONCUR profile as a creator and the delegate will be able to view and edit cardholder's purchases.
- When should the traveler stop using the old TRIP system for reimbursements?
 - This date is unknown, but CAFE is recommending that users begin using CONCUR for any new travel reimbursements beginning with go-live date of 9/8.
- Should I create a report for every procard expense?
 - No, UFS is recommending that one report is created per month for non-travel related expenses per cardholder. If you need to process more than one a month, then process what seems to be most effective for your unit. One report can be created and added to throughout the month.

CONCUR-CAFE FAQs

- Where do I access CONCUR Solutions?
 - myUK Employee Self-Service Tab - link to Concur Travel and Expense Management
- Where do I complete training?
 - myUK Employee Self-Service Tab - myUK Learning link and search for CONCUR
 - Introduction to Concur Travel and Expense Management
 - Concur: Expense Reporting for Procard Transactions
- Where do I find the resources for CONCUR FAQs, Quick Reference Cards or Business Procedure Manual updates?
 - [UFS: Concur Travel & Expense Management site](#)
- What policies and procedures updated and what are they?
 - [UFS: Updated Business Policies and Procedures](#)

CONCUR- TIPS

- Request each cardholder and traveler set up their CONCUR profile or update if they already have a CONCUR profile that was previously used for booking travel
- Update to profile should include:
 - Delegate for approvals and/or create if applicable
 - Delegate for approvals will be for everything; cannot differentiate between supervisor level and business officer level
 - Delegate can have both create and approval levels or either; can also set for specific time frame if on leave
 - [How to set up a delegate](#)
 - Set-up personal car - the personal car determines your mileage rate; state or federal. You can have both set up and have one selected as a default.
 - Set-up default cost object if other than your position's master cost center

Which Policy Do I Choose?

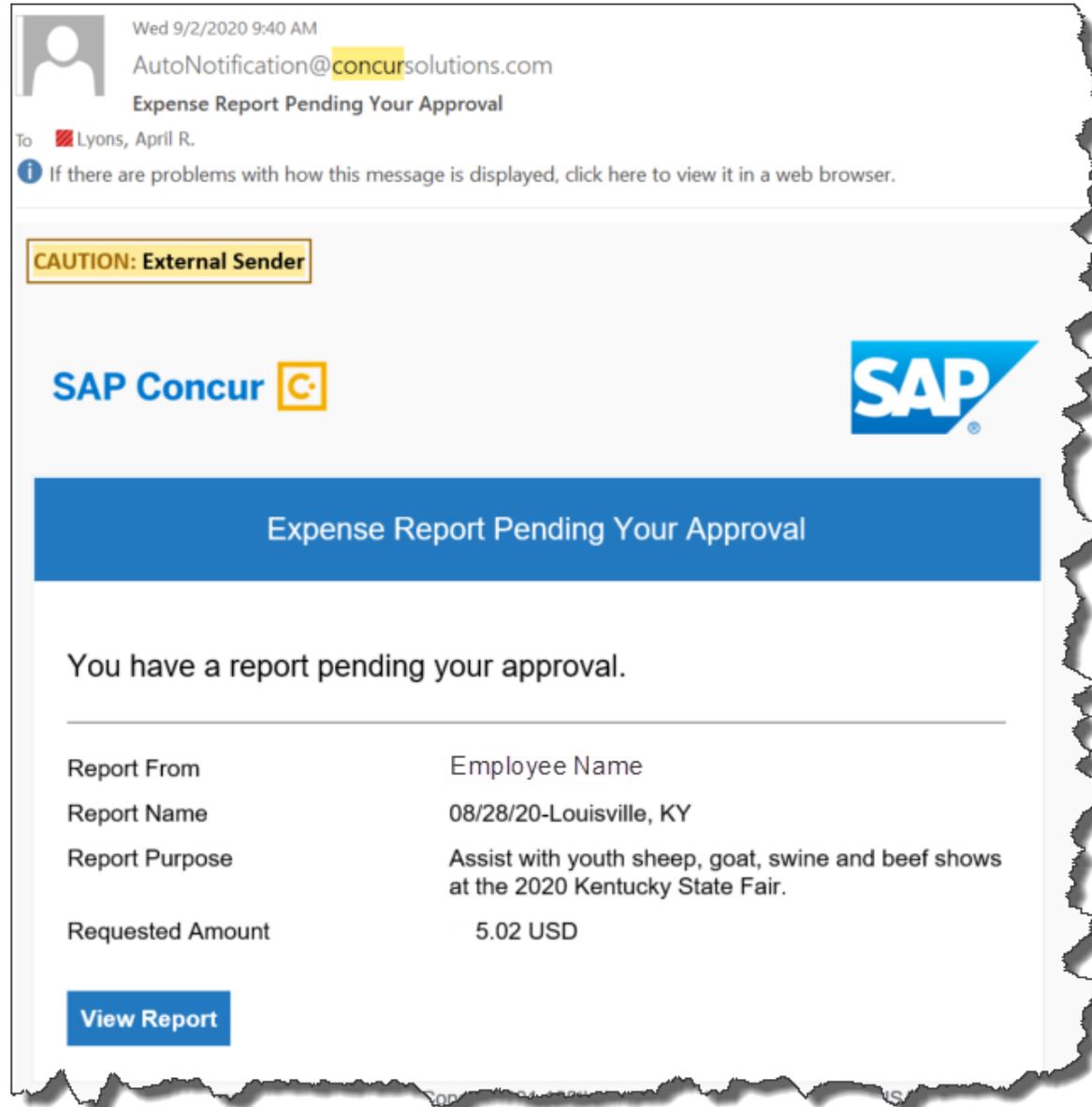
General Travel

- Employee using own procard for travel or when the employee needs reimbursement for own travel expenses
- Travel where an employee utilizes their procard to pay for the expenses of an individual or group with whom the employee is traveling

General Expenditure

- Travel expenses purchased on behalf of a person or group
- Procurement card charges for non-travel expenses

CONCUR Approval Email



Where can I find reports?

- You can find Concur Expense Reports as well as a report for Concur Procard Transactions in the [Tableau Server](#).
- Functionality of Reports thus far:
 - Concur Expense Report
 - Filter by department, transaction date, employee and posting status to SAP
 - Shows type of expenditures, report number (assigned already), amount and transaction date
 - Concur Procard Transactions
 - Filter by department, transaction date, employee, posting status to SAP and Concur Status
 - Shows employee, transaction date, merchant information, report id (if created yet) and amount.
 - This report also shows transactions in orange if they have not been assigned to a report, but is blue if the line has been added to a report.



Questions + Feedback
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