Concur Travel & Expense System
Townhall
October 13th, 2022
Agenda

Project Timeline
Testing Update
Approvers
Delegates
Training
Demo
Questions
Four Phase Project Approach

Phase 1
Project Planning
Jan – April 2022

Phase 2
Preparation & Design
April – September 2022

Phase 3
Testing and Implementation
June – Fall 2022

Phase 4
Go Live and Stabilization
Pilot – Nov 2022
University – Winter 2023

Project Timeline
Testing

- **Unit Testing**
- **SME Testing**
- **Next Steps**
  - UAT – Week of October 10th
  - SIT – Week of October 24th
  - Cutover/System Test – Weeks of November 7th and 14th

**SMEs**

- Herty Cortez Diaz - IOS
- Raymond Dudeck - OAA
- Dean Glorioso - SOL
- Cheryl Fuller - SSW
- Bonnie Bissonette - CGE
- Shauna Guest - SOP
- Kelli Sattler - SOM
- John Yurich - CASS
Travel and Expense Process

Request
- In Concur, start a travel request
- Complete estimates for anticipated travel expenses
- Confirm allocation information
- Attach supporting documentation e.g., conference agenda or invitation from host
- Submit request for approval

Book
- Use approved request to build the itinerary for easy booking in Concur
  - Airfare must be booked through Concur
  - Hotel and car rental can be booked in Concur or independently
  - Provide payment method

Travel
- Itinerary can be printed or loaded to a phone using TripIt
  - Retain all receipts obtained during the trip, including receipts for services booked via Concur
  - Receipts can be uploaded to Concur during or after the trip using ExpenseIt

Submit
- After the trip, use the approved request to build an Expense Report
  - Add out-of-pocket expenses
  - Upload receipts
  - Review payment allocations
  - Submit for approval
  - Payment via paycheck 2-4 weeks after approval

1 Advanced approval for an exception may be requested. Flights can be paid directly by UMB or by the traveler.
2 If the reimbursement is not for a UMB employee, the payment is made using a NONPO Invoice.
3 If an expense report is submitted 60 days after the last day of travel, the expenses become taxable. Expense reports not submitted within 6 months cannot be reimbursed.
Travel and Expense Changes

- GSA Rate Used – Including Incidentals – No More Subtracting the $5.00!
- Mileage Automatically Calculated – No More Maps!
- Create Request Form for Business Expenses in Concur
- Remove Central Office Approval for Expense Reimbursements Meeting Certain Criteria (low dollar, low risk types)
- Require Airfare to be Booked Through Concur
- Airfare Paid by Personal Credit Card Reimbursed after Trip
Concur Travel Request Approval Workflow Upon Submitting

1. Department’s Travel Admin Approval
   - Required if travel destination is considered high or extreme risk

2. International Approval
   - Only if traveler is an employee; otherwise this step is skipped

3. Supervisor Approval
   - This step is skipped if UMB will not be paying any travel costs

4. Cost Center Approval
   - Triggered if there is departure from procedure

5. Dean/VP Approval
   - Workflows偏差 booking
     - If traveler/user indicated they would use Concur for booking

6. Concur Booking Completed

7. Request Approved

Concur Travel Expense Reimbursement Approval Workflow Upon Submitting – Employee Only

1. Department’s Travel Admin Approval

2. Supervisor Approval

3. Cost Center Approval

4. Dean/VP Approval

5. UMB Central Office Approval
   - Triggered if there was not a travel request approved or if airfare was booked outside Concur
Approvers

- **Cost Center Approvers** will need to request security access.
- **Supervisors** will be automatically granted access.
- **Deans/VPs** will be automatically granted access.
- **Travel Administrators** will be required to go to training and then request security access.

<table>
<thead>
<tr>
<th>Approver</th>
<th>Level</th>
<th>Security Request</th>
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<tbody>
<tr>
<td>Cost Center</td>
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<td>Required</td>
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<tr>
<td>Supervisor</td>
<td>Employee</td>
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<tr>
<td>Dean/VP</td>
<td>Org</td>
<td>N/A</td>
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<tr>
<td>Travel Administrator</td>
<td>Employee</td>
<td>Required</td>
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Delegates

Delegates are self assigned

- Still require security access

Delegation is all or nothing

- If someone is a supervisor AND a cost center approver, they would delegate BOTH approvals

Deans/VPs cannot delegate - unless on extended leave (e.g., vacation)
Delegates - Example

Luke - Supervisor
  Willa
    Vani
  Shana

Luke – Cost Approver
  06204000

Lakshmi - Supervisor
  Vani
  Nagaraju

Lakshmi – Cost Approver
  07100000
# Training

<table>
<thead>
<tr>
<th>Traveler Type</th>
<th>Intro To Concur (Self Study)</th>
<th>Travel Requests</th>
<th>Booking Travel</th>
<th>Expense Reports</th>
<th>Approving Travel</th>
<th>Business Expense Reimbursement (Self Study)</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

- **Intro to Concur** and **Business Expense Reimbursement** courses are Self Study for All Users.
- **Travel Admin** training is required.
- ✓ = Recommended

## Training Types

- **Self Study**
- **Instructor Led**
Demo
Questions