Contents

Travel and Expense System
- Background
- Concur System Components and Vocabulary
- Approvals
- Live Demonstrations:
  - Concur Profile
  - Non-Travel Expense Reimbursement
  - In State or Blanket Travel Request
  - In State Expense Report
  - Out of State Travel Request
  - Out of State Online Booking
  - Out of State Expense Report
- Next Steps and Ongoing Training
Background: Travel and Expense Initiative

Strategic Procurement Administrative Review
Recommendation 1 of the Strategic Procurement Administrative Review final report “Travel and Expense Management” describes the purchase of Travel and Expenses systems to increase control, reduce paper, and increase efficiency.

Travel Management Company (TMC)
Request for Proposal to find a TMC to handle system wide travel arrangements and booking: Shorts Travel

Travel and Expense Software
Request for Proposal to find a TMC to handle system wide travel arrangements and booking: Concur Travel and Expense
Background: Shorts Travel

Who is Shorts Travel?

- Full service travel agency
- Providing Travel services for 300 corporations, state governments, colleges, universities, and sports teams:
  - 45+ university programs
  - 100+ athletic departments
  - The National Collegiate Athletic Association (NCAA)

Booking Fees:

- Online service (i.e. Expedia, Orbitz) vs. Concur
- Travel agency average rates vs. Shorts Travel
Background: Why are we changing?

**Efficiency:**
- Online tools allow for easier processing of expense reports
  - Provides user friendly travel and expense reimbursement functionality to all University personnel
  - Saves time submitting expense reports and leads to quicker employee reimbursement and timely credit card payments
  - No need for paper or faxing receipts when using Concur or Concur mobile
  - Pre-populates travel card data and associates charges to an expense report
  - Email notifications regarding expense report approval status and payments

**Visibility:**
- Online tools allows for tracking and visibility of expense reports from start to finish
- Supervisors know where their staff is during travel (Duty of Care)
Background: What does Concur do?

Employee Reimbursement:
- Reimbursement of University expenditures using personal funds
  - Employees, Students, and Guests

Online Travel Booking:
- Travel booking tool tied to industry systems (Apollo and Sabre)
- Familiar functionality
- Travel Card tie-in for ease of use

Online Travel Expense Processing:
- Travel card tie-in
- Automation of expense processing

Online Travel Approval:
- Online replacement of paper travel authorization
Background: What does Concur do?
Background: New Meal Rate

Meal Rate Maximum Per Day Rate Without Receipts:

- Actuals up to $46 per day in Continental United States
- GSA OCONUS rates overseas, Alaska, and Hawaii
- No receipts required
- Travel card automatic feed into expense report
- Not a per diem rate, only actuals
- No exceptions for a higher reimbursement rate for high cost locations
System Components

Employee Profile:
- Important information
- Delegates

Travel Request (Travel Authorization and Cash Advance):
- What is it?
- Why do I need one?
- What does it do?

Booking Tool:
- Similar to Expedia, Orbitz, or Kayak
- Pre approval is required
- Who can book?
System Components

Expense Reporting (Travel Expense Voucher or TEV):

- Non-travel expense reimbursement
- Direct UMS travel card feed
- Mobile application
- Electronic receipts
- End to end process visibility
Approvals:

Role of Approvers:
- Appropriateness of travel or expenses
- Budget and proper chartfield codes

Manager or Supervisor Approver:
- What is the manager/supervisor approving?
- Why do I need this, I never have before?

Cost Object Approver (COA):
- Chartfield string approval
- Budgetary approval

Delegate Approver:
- Approving in Manager/COA’s stead with their Full Authority
- Temporary delegates
System Demonstration

- Concur Profile
- Non-Travel Expense Reimbursement
- In State or Blanket Travel Request
- In State Expense Report
- Out of State Travel Request
- Out of State Online Booking
- Out of State Expense Report