SAP Concur
Open Office
6/16/23

- General Travel and Expense Information

- Concur Demonstration
  - Will incorporate questions sent to Concur@tcu.edu
  - Will cover common Expense Types

- Questions

- ## HR Supervisor and Cost Object Approver
  - To update HR Supervisor
    - https://hr.tcu.edu/files/ePAF.pdf#page=14
  - To update Cost Object Approver
    - Complete form on Concur Webpage

TCU: Office of Finance & Administration

Getting Started with SAP Concur

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Are You a First Time SAP Concur User?

Additional Tools to help with Navigating SAP Concur

Scroll Down

- **Mobile Guides**
- **SAP Concur Icons**
- **SAP Concur Terminology**
- **SAP Concur Cost Object Approver Form**

SAP Concur related questions email: **Concur@tcu.edu**

- Benefits if booked via Concur Travel, Anthony Travel, and/or using TripLink/TripIt App
  - Airfare
    - Itinerary auto-populates in Expense
  - Hotel
    - Itemization (daily rates/taxes) auto-populates
  - Car Rental
    - Car rental provider auto-populates

- ## ACH Advances AKA Direct Deposit
  - Will be extremely limited, users are to request a Travel Card
  - Initiate request for ACH Advance at Concur@tcu.edu
  - If granted, request and approvals take place in Concur
  - Payment will be processed out of PeopleSoft
    - Must allow for overnight integration
    - ACH processed Wednesday morning, funds in bank Friday

- Cash via Travel Cards
  - If cash is needed, users may request access to request cash via an ATM withdrawal from their TCU issued Travel Card in Concur
  - Request and approvals take place in Concur

- ## ACH Advances issued *prior* to Concur
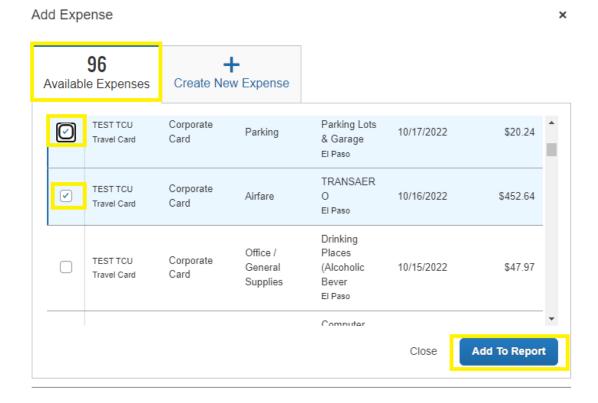 - Once travel has completed, traveler must submit reimbursement via the previous method

- ## Advances issued *in* Concur
  - Once travel has completed, traveler must submit an Expense report in Concur

- Paid using TCU Card (including Air Card)

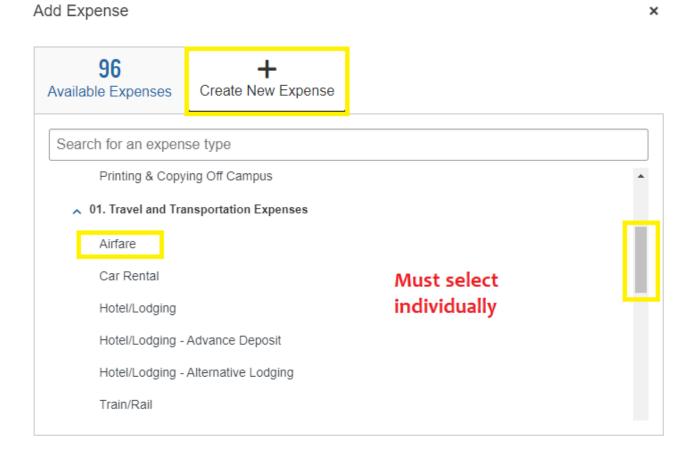- ## Paid using personal credit card
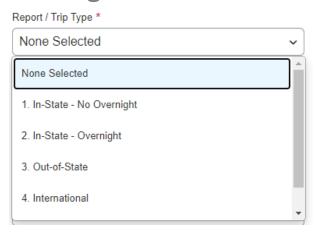
- ## TCU Card vs personal card
  - Some Expense Types are payment specific
    - Allowed only if paid using TCU Card
      - Personal/Non Reimbursable
      - Meals – Per Diem Offset
  - Ability to edit Amount field is payment specific
    - Amount field hard coded if paid with TCU Card
      - Personal charges require Personal/Non Reimbursable or Meals - Per Diem offset
    - Amount field editable if paid with personal card
      - Amount entered should exclude personal charges

- # Report/Trip Type

  - Select considering TCU's campus as the primary location

    - Example – If guest lives in Oklahoma and travels to TCU, Out-of-State would be selected. If the same guest provides a same day service to TCU in Oklahoma, In-State – No Overnight would be selected.

Report / Trip Type *

None Selected ⌄
None Selected
1. In-State - No Overnight
2. In-State - Overnight
3. Out-of-State
4. International

- ## Defaulted Fund and Department codes from HR will no longer pull into Header
  - Based on feedback, codes are largely N/A for operating expenses, requiring user to correct
  - Users will be able to add Business Unit, Fund and Department codes to their profile in Concur (similar to Jaggaer)
    - Codes added to profile will pull into Header and Expense Types
      - Codes pulling from profiles will be able to be changed in Header and Expense Types

- Please send all Concur questions to
  Concur@tcu.edu

  – Managed by:
    - Leslie Bast – Travel Requests and Expenses
    - Sarah Davis – University Credit Card Programs
  – Indicate in email subject line:
    - Travel Requests and Expenses OR
    - University Credit Card Programs