



SAP Concur

Open Office

6/16/23



Agenda

- 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

Getting Started with SAP Concur

Are You a First Time SAP Concur User?

Additional Tools to help with Navigating SAP Concur

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

Scroll Down

SAP Concur related questions email: Concur@tcu.edu



Booking Travel

- 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



Advances

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

Helpful Links:
[TCU Reimbursement Policy](#) [Google Maps](#) [Air Miles Calculator](#) [Foreign Currency Converter](#) [Instructions](#) [Guidelines](#)

 Reimbursement Form	First Name		Last Name		Employee ID		
	Dept. Name		Business Purpose		Destination		
	Extension	TCU Box	Receipts attached? <input type="checkbox"/> <HV <input type="checkbox"/> 10\$		Employee or Student? <input type="checkbox"/> Employee		
	To enter dates for non-consecutive days, check this box. You will need to enter the dates beginning on the 2nd column. <input type="checkbox"/> Date						Totals
1. Breakfast – Employees: Per Diem; Receipts not required. Consider location, and travel vs non-travel day. Students: Report actual expenses and attach receipt(s).							
2. Lunch – Employees: Per Diem; Receipts not required. Consider location, and travel vs non-travel day. Students: Report actual expenses and attach receipt(s).							
3. Dinner – Employees: Per Diem; Receipts not required. Consider location, and travel vs non-travel day. Students: Report actual expenses and attach receipt(s).							

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



Expense process

- Paid using TCU Card (including Air Card)

Add Expense

x

96

Available Expenses



Create New Expense

You can
select
multiple
expenses
at once

<input checked="" type="checkbox"/>	TEST TCU Travel Card	Corporate Card	Parking	Parking Lots & Garage El Paso	10/17/2022	\$20.24
<input checked="" type="checkbox"/>	TEST TCU Travel Card	Corporate Card	Airfare	TRANSAER O El Paso	10/16/2022	\$452.64
<input type="checkbox"/>	TEST TCU Travel Card	Corporate Card	Office / General Supplies	Drinking Places (Alcoholic Bever El Paso	10/15/2022	\$47.97
				Computer		

Close

Add To Report



Expense Process

- Paid using personal credit card

Add Expense



96
Available Expenses

+

Create New Expense

Search for an expense type

Printing & Copying Off Campus

01. Travel and Transportation Expenses

Airfare

Car Rental

Hotel/Lodging

Hotel/Lodging - Advance Deposit

Hotel/Lodging - Alternative Lodging

Train/Rail

Must select individually

Must select individually



Payment Method

- 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



Student/Guest Expense

- 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



Upcoming Change

- 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



Resources

- 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