



SAP Concur Approver Training



General Information

- Employee and Student reimbursements are processed in Concur
 - Some Graduate Assistants (specific to 6 job codes) have employee level access in Concur
- Pcard transactions are reconciled in Concur
- Concur is *not* used for processing:
 - Invoices, Honorariums, Guest reimbursements or Wires, see Jaggaer

Note: Reimbursements are called Expense Reports in Concur



General Information

- Reimbursements

- A reimbursement refers to a payment issued for out-of-pocket expenses incurred while conducting business on behalf of TCU
 - Employee and students processed in Concur
 - Guests processed in Jaggaer – New process week of 10/20/25

- Refunds

- A refund is a repayment of funds previously paid to TCU
 - Processed in Jaggaer
 - Examples include donors, or guests of TCU
 - Reach out to accountspayable@tcu.edu when needed



General Information

- Concur Roles

- Submitter/Requester

- Employee who submits the report

- Delegates can be assigned, but they *cannot* submit Expense Reports, delegates *can* submit Request Reports
 - TCU cardholder (travel and/or Pcard)
 - Employee Paid transactions
 - Submits for student reimbursements

- Approver

- Employee who approves the report

- Human Resources Supervisor – Based on H/R roles
 - Financial Cost Object Approver (COA) – Determined by department code
 - Special Approvers – Determined by Financial Services and trigger based on workflow and/or expense type



Differences between Employees and Students in Concur

Employees	Students
Have access to Concur	Do not have access to Concur*
Required to obtain approved "Request" in Concur for overnight travel prior to travel	Approval for overnight travel not required in Concur
Receives Per Diem for personal meals – Receipts not required	Receives actual meal expenses for personal meals – Receipts required

*Exception = GA's with 1 of 6 job codes do have access to Concur

- Job code = 90004, 90005, 90006, 90007, 90008, 97102

- If GA traveling in job role, employee guidelines apply

- If GA traveling in student role, student guidelines apply



Approver Responsibilities

- Review and understand the Reimbursement for University Related Business Expenses Policy
 - Including the Guidelines and Procedures for Reimbursement of University-Related Business Expenses
 - See Policy Tech
 - <https://tcu.navexone.com/content/?public=true&siteid=1>
 - Guidelines Update: ACH Advances are very limited due to availability of TCU credit cards



Approver Responsibilities

- Review and understand responsibilities as outlined in the Procurement Policy
 - Including Appendix A
 - See Policy Tech <https://tcu.navexone.com/content/?public=true&siteid=1>
 - FIN_Procurement
 - FIN_Appendix A – TCU Responsibilities of Purchases Approvers
 - Appendix A-1
 - See TCU Approver Responsibilities under Managing & Approving Reports in Concur on Travel and Expense Website <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/managing-expenses-in-concur.php#accd23e72-managing--approving-reports-in-concur>
 - Details review requirements for Approvers



Approver Responsibilities

- Appendix A-1 sample

Approval Responsibilities by Role

Each role has related and overlapping responsibilities depending on dollar threshold and/or type of funds used. The following is a template of minimum required by responsibilities by role.

Responsibilities	Requestor/ Purchaser/ Traveler	HR Approver	Cost Object Approver	Special Approver
Purchase Card				
Responsible for ensuring all purchases are business-related, benefit and advance the work of the University.	X	N/A	X	N/A
The business purpose is legitimate.	X	N/A	X	N/A
Ensures receipt attached is appropriate for the expense and shows payment, is itemized, and has \$0 due.	X	N/A	X	N/A
The purchaser is authorized to spend the funds.	X	N/A	X	N/A
The purchase is in compliance with established policies and procedures of the University and any required external regulations.	X	N/A	X	N/A
The amount of the purchase is reasonable (i.e., an appropriate level of spending for the circumstances).	X	N/A	X	N/A
Perform reasonable due diligence in addressing any questions about the payment.		N/A	X	N/A
The expense type selected is proper for the type of purchase selected. (i.e. Computer Equipment is not coded as General Supplies)	X	N/A	X	N/A
There are sufficient budgeted or other approved funds to cover the expense.		N/A	X	N/A
For restricted gift and endowment funds, the charge is in accordance with the terms of the fund.	X	N/A	X	N/A
For Computer Equipment/Software purchases ensure purchases are compatible with the existing equipment and that Information Technology Department has the ability to support the technology products subsequent to purchases. (Special Approver is TCU - Information Technology Department)				X
The expense in compliance with policies and regulations that govern TCU Athletics. (Special Approver is TCU Athletics Compliance Office)				X
For sponsored research (project codes that begin with a 2 or 6), the charge is within the budget and project period and in accordance with terms of the applicable external requirements and regulations. (Special approver is Research Accounting)	X	N/A	X	X
Travel Request				
The traveler has permission to be absent from the University and the job duties will be covered.	X	X		N/A
Responsible for ensuring all purchases are business-related, benefit and advance the work of the University.	X	X	X	N/A



Concur Workflow & Approvals

- **Special Approvals** (applies to Pcard, Requests and Expenses)
 - Examples: IT, Research Grants, International Travel (Request only), Capital Projects, Risk Management (Request only)
- **PCard Statement** (Special approvals if applicable, and 1 approval)
 - Financial Cost Object Approver - Determined by department code
 - Proceeds to AP for processing after 10 days of non-approval by the COA
 - **If a COA does not approve within 10 days, their inaction is a silent approval**

Note: 10 days to approve includes weekends and holidays



Concur Workflow & Approvals

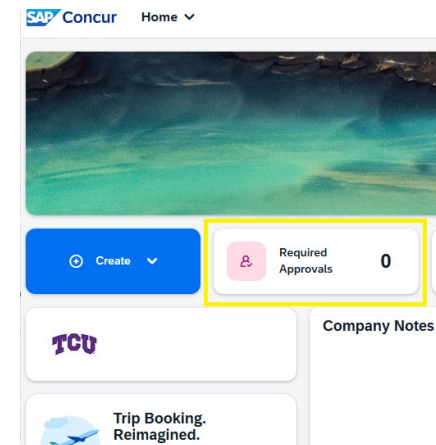
- **Requests and Expenses** (Special approvals if applicable, and 2 approvals)
 - 1st = H/R Supervisor (aka Default Approver)
 - Escalates to Approvers, H/R approver after 10 days of non-approval
 - Based on file feed from Human Resources
 - 2nd = Financial Cost Object Approver (COA)
 - Proceeds to AP for processing after 10 days of non-approval by the COA
 - **If a COA does not approve within 10 days, their inaction is a silent approval**
 - If H/R Supervisor and COA are same person, only one approval is required
 - If report submitter is also the COA, the COA approval is skipped
 - Resources
 - See Approval Quick Reference Guide under Additional Approver Tools on website <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/managing-expenses-in-concur.php#accd23e72-managing--approving-reports-in-concur>

Note: 10 days to approve includes weekends and holidays



Approval Notifications

- Approvers will receive an email when there is a report to approve
 - You can action from the email
- Required Approvals display on the Concur Dashboard
- Approvers can approve via the mobile APP





Budget Codes

- Account codes are determined by Expense Types
 - Example Airfare, Hotel/Lodging, Other Expense

To view Budget Code Detail:

Report Example:

test \$0.00
Not Submitted | Report Number: Q62WA9

Report Details ▾ **Print/Share ▾** Manage Receipts ▾

Add Expense Expenses Move to ▾

*TCU Report Budget Code Detail

Summary by Account Number				
*TCU Business Unit	*TCU Fund	*TCU Department	*TCU Project	Amount
MED01 (Medical School)	34003 (MD-Brumley Svc Learning Endow)	90061 (SOM Financial Aid--Unrestrict)		\$575.00
TCU (Texas Christian University)	11000 (TCU General)	22140 (Treasury)		\$0.25
TCU (Texas Christian University)	11000 (TCU General)	22200 (Financial Services)		\$0.75

Summary by Expense Type		
Expense Type	Account Code	Amount
Airfare	6220	\$575.00
Other Expense	6445	\$0.75
Seminar/Conference Registration	6270	\$0.25

Close

IMPORTANT

Account codes determined in Concur based on Expense Types cannot be changed. Do not submit a journal entry request to change the Account code.



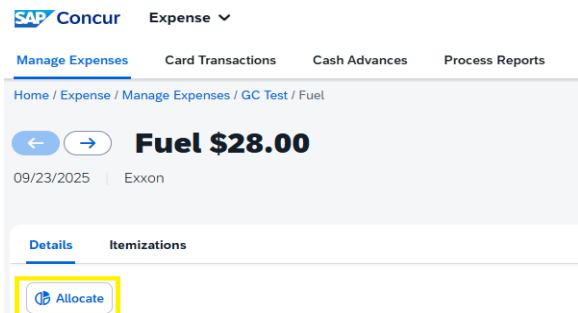
Budget Codes

- Users can view the Expense Type crosswalk
 - Search Concur FAQ’s on Concur website
 - <https://tcu.app.box.com/file/1254388683491?s=axzztho4iydwrrvwm3lo3mlioflux8wy>

Parent Category	Expense Type Name	Policy/Report Type					GL Account
		Travel Expense Report	Non-Travel	Student Reimbursement	PCard-CBS	Guest Policy	
01. Travel and Transportation Expenses	Airfare	X		X		X	6220
01. Travel and Transportation Expenses	Bus Charters	X					6220
01. Travel and Transportation Expenses	Car Rental	X	X	X		X	6220
01. Travel and Transportation Expenses	Hotel/Lodging	X		X		X	6220
01. Travel and Transportation Expenses	Hotel/Lodging - Advance Deposit	X		X		X	6220
01. Travel and Transportation Expenses	Hotel/Lodging - Alternative Lodging	X		X		X	6220
01. Travel and Transportation Expenses	Hotel/Lodging - Group Travel	X					6220
01. Travel and Transportation Expenses	Hotel/Lodging Tax	X		X		X	6220
01. Travel and Transportation Expenses	Housing for Clinical Rotations			X			6409
01. Travel and Transportation Expenses	Train/Rail	X		X		X	6220
02. Other Travel Expenses	Admissions/Programs and Coaches Packet	X	X				6220
02. Other Travel Expenses	Agency Booking Fees	X		X			6220
02. Other Travel Expenses	Airline Fees	X		X		X	6220
02. Other Travel Expenses	Fuel-Car Rental	X	X	X		X	6220
02. Other Travel Expenses	Ground Transportation	X		X		X	6220
02. Other Travel Expenses	Laundry - (exceptions only)	X					6220
02. Other Travel Expenses	Parking	X	X	X		X	6220
02. Other Travel Expenses	Tips/Gratuities	X	X			X	6220
02. Other Travel Expenses	Tolls/Road Charges	X	X	X		X	6220
03. Personal Vehicle Mileage	Personal Car Mileage-Non Employee			X			6220
03. Personal Vehicle Mileage	Personal Vehicle Mileage	X	X				6220
03. Personal Vehicle Mileage	Personal Vehicle Mileage-Relocation	X	X				6220
04. Meals and Hospitality	Business Meals/Hospitality <10	X	X	X			6240
04. Meals and Hospitality	Business Meals/Hospitality 10+	X	X	X			6240
04. Meals and Hospitality	Entertainment	X	X				6260
04. Meals and Hospitality	Meals - Student/Guest Actual Cost			X		X	6240
04. Meals and Hospitality	Meals - Individual Domestic Daily Per Diem	X					6240
04. Meals and Hospitality	Meals - Individual International Per Diem	X					6221

- Fund and Department codes in Concur pull from user's profile into report headers
 - Fund code is a gift or operating budget code
 - Fund and Department codes in profiles and report headers can be updated
 - Users can also update Fund and Department codes in the Expense Lines of a transaction



- Using Allocation

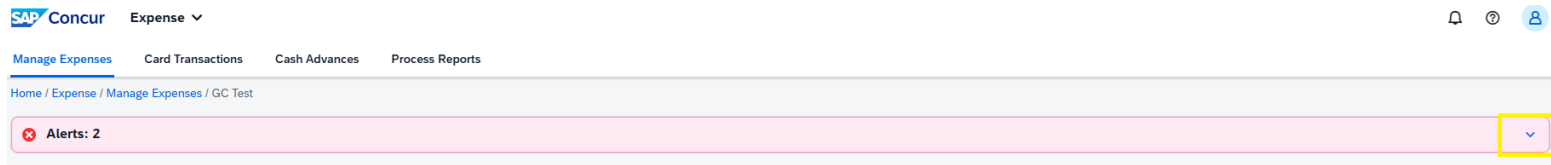




Travel Request Requirement

- Requests to travel are *required* in Concur
 - Must be requested and approved prior to overnight employee travel
 - International travel also requires registration with TCU Global
 - The Concur approval does not replace the TCU Global requirement
 - Requests are estimates
 - Departments determine level of detail required
 - Used as a tool by departments to compare estimated vs actual
 - Requests require 2 approvals
 - HR Supervisor and COA
 - Approved Requests link to respective Expense Report in Concur
 - Attachments in the Request, do NOT transfer to the Expense Report
 - Only Report Header information transfers to the Expense Report

- Alerts
 - Warnings will allow users to submit, but users should read and action warnings 
 - Alerts require users action the alert to submit report 
 - Some alerts clear upon submission of report, if you have cleared all alerts, submit your report
 - Approvers should review alerts and make sure submitter actioned alert requirements and/or left comments



Use dropdown to read all alert notifications. Click on blue "View" link to be taken to the area that needs attention. Approver must make sure user actioned all alerts.



- Receipt management
 - Electronic receipts are required for most transactions
 - Receipt requirements will be noted in Concur for each expense entry
 - Approvers must ensure
 - Transactions are for TCU business
 - Receipts are appropriate for the expense, and shows payment
 - Itemized
 - Paid in full or \$0 balance



Report Submission Timelines

- Expense Reports
 - Must be submitted within 30 days after travel ends, or 30 days after transaction if non-travel
 - Reports submitted greater than 90 days after travel end date, or transaction date if non-travel are taxable to employee
 - Approvers should encourage timely submission
- Pcard Reports
 - Must be submitted by the 7th of the month for the preceding month's expenses



Offboarding Requirements

- Approvers should ensure departing employees review and action requirements listed in the Concur Offboarding Checklist
 - <https://finance.tcu.edu/contracts-procurement-travel/travel-expense/Concur-Travel-Expense-Offboarding-FINAL.pdf>
- Includes if transferring to another department at TCU

TCU CONCUR OFFBOARDING CHECKLIST

TCU has created self-service options to allow departments to manage when employees leave TCU or transfer to new positions. *The below items are required where applicable.*

SYSTEM ACCESS

HR Manager Default Approver Replacement

The HR Manager or "reports-to" manager default is the individual to whom an employee reports directly.

- Identify new or interim HR Manager or "reports-to" manager.
 - Departments are responsible for ensuring the accuracy of an employee's HR manager or "reports-to" manager. If this information is incorrect and HR is not notified, approval workflows, such as those in Concur, will continue to route to the wrong individual.
- To update an employee's HR Manager an ePAF must be submitted. Department managers, and their designated delegates, can create ePAFs for their department. Please note that some delegates may not have access to submit ePAFs for all employee types. If you do not have ePAF access or have questions, contact the HR Tech team at HRtech@tcu.edu. Once submitted, the update will typically be reflected in systems such as Concur within 24 hours.



Approvers Key Responsibilities

- **Personal Travel Days (before/after TCU business travel)**
 - When TCU cards are used, expenses should be marked Personal/Non-Reimbursable
 - Recommended travelers use personal card on personal travel days
 - If Employee Paid, traveler should not report expenses
 - Ensure per diem is not recorded for personal days
 - Some Expenses (airfare) require a cost comparison, ensure traveler attached required comparison(s)
 - Any differences in airfare if traveler traveled before/after TCU business is to be paid by employee
 - Traveler should use the Personal Non-Reimbursable expense type if paid on TCU card

Note: Personable/Non Reimbursable charges are deducted from employees' paycheck



Approvers Key Responsibilities

- **Hotel Itemization**
 - If traveler had personal travel days, ensure traveler marked expenses associated with personal days as Personal/Non reimbursable or excluded amount(s) from expense total
 - Personal charges (ex. laundry) on TCU card must be marked as Personal/Non reimbursable by traveler
 - Personal charges (ex. laundry) on employee paid folios should be excluded from expense total



Approvers Key Responsibilities

- **Travel Allowance (Concur term for Per Diem)**
 - Ensure provided meals are excluded from the per diem
 - If traveler used a TCU card for meals, traveler must record their per diem, and expense meals on cards to Meals - Per Diem Offset
 - *Ensure traveler recorded their per diem if Meals-Per Diem Offset is used*

<input type="checkbox"/>	Receipt ↓	Payment Type ↓	Expense Type ↓	Vendor Details ↓	Date ☰	Requested ↓
<input type="checkbox"/>		Employee Paid	Meals - Individual Domestic Daily Per Diem	San Francisco, California	06/07/2023	\$59.25
<input type="checkbox"/>		Employee Paid	Meals - Individual Domestic Daily Per Diem	San Francisco, California	06/06/2023	\$79.00

New Expense

Details | Itemizations

Allocate

Expense Type *

Meals - Per Diem Offset



To use this Expense Type, users should see Per Diem lines in their report



Approvers Key Responsibilities

- Travel Allowance Cont'd
 - Review reports with personal travel to ensure per diem is for TCU business travel only
 - Review reports with Business Meals/Hospitality to ensure per diem is excluded when meals with others is recorded
 - Return reports to traveler for correction if needed



Approvers Key Responsibilities

- To view Travel Allowance Exclusions

Conur Fusion 2025 Seattle

Summary **Details** Receipts Print / Email

Exceptions

Expense Type	Amount
Personal/Non...	
Personal/Non...	
Parking	

Expenses

Date	Amount
03/21/2025	\$-39.93
03/20/2025	\$46.00
03/20/2025	\$20.10

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

- Allocations

Travel Allowances

- Itineraries
- Expenses & Adjustments**

Assigned Itineraries | Expenses & Adjustments

Show dates from to

Exclude	All	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	03/17/2025 Seattle, Washington	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	<input type="checkbox"/>	03/18/2025 Seattle, Washington	\$92.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$66.00
<input type="checkbox"/>	<input type="checkbox"/>	03/19/2025 Seattle, Washington	\$92.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$43.00
<input type="checkbox"/>	<input type="checkbox"/>	03/20/2025 Seattle, Washington	\$69.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$46.00



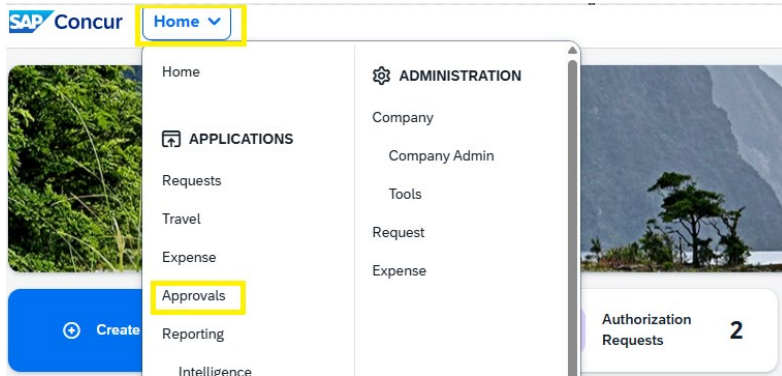
Approvers Key Responsibilities

- **Attendees and/or Recipient Requirements**
 - Business Meals – Hospitality requires listing of attendees
 - Ensure attendees are listed, and appear appropriate for TCU business
 - Gift Card expense type requires listing of recipients
 - Ensure recipients are listed, including TCU ID numbers if applicable and appear appropriate for TCU business
 - Use of gift cards should be infrequent and for specific purposes only

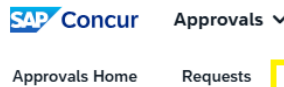


Approver Visibility

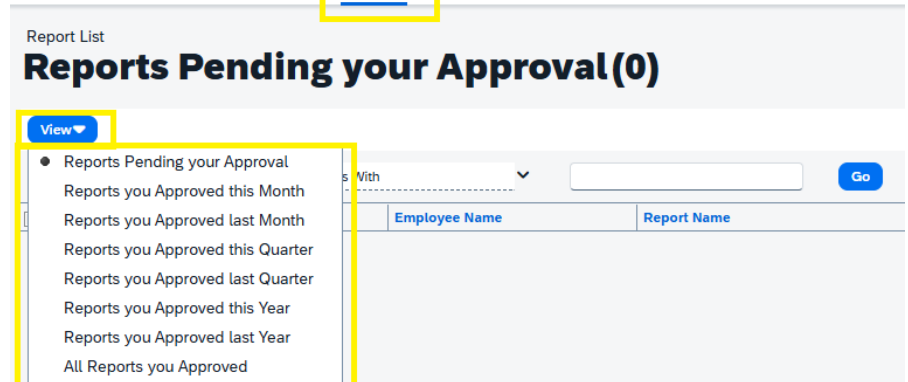
- Approvers can view Requests and Expenses after they have approved



Step 1



Step 2





Approver Visibility

- To view Header, Timeline (lists approvers) and Audit Trail in a Report

Requests

Home / Approvals / Requests / Concur Conference

Concur Conference \$3,276.00

Approved | Request ID: 3FTN

Request Details ▾ Print/Share ▾ Attachments ▾

Request

Request Header

Request Timeline

Audit Trail

Remaining \$922.09

EXPENSES

Expense

Concur Fusion '25 Additional

Summary Details ▾ Receipts ▾ Print / Email ▾

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Exception

Warning: This report contains expense(s) outside of the trip dates, please

Date	Amount	Approved
04/02/2025	\$-128.00	\$-128.00

Report Summary Report Totals



Website Resources

<https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php>

← → ↻ finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php

TCU TEXAS CHRISTIAN UNIVERSITY

Accounting & Financial Services ▾ Budget & Financial Planning Contracts, Procurement & Travel ▾ Facilities ▾ Risk

Travel & Expense

Home > Contracts, Procurement & Travel Services > Travel & Expense

Concur Travel & Expense

TCU uses Concur to make managing your travel and expenses as simple as possible. It offers a suite of tools and services including online booking and expense management. We also have a dedicated travel agent through Anthony Travel, as well as agents who are accessible 24/7; convenient mobile apps; and university credit cards. Our goal is to provide the University with safety, service, and savings.

Getting Started with Concur

Managing Expenses in Concur

Student, Guest, and Peard Expenses

Concur Offboarding Checklist

Summer 2025 Newsletter

Related Links

- [How to Identify Status of Concur Submissions](#)
- [Concur Terminology Reference Guide](#)
- [Frequently Asked Questions](#)
- [Concur Intelligence Reporting](#)

Concur Login



Website Resources

<https://finance.tcu.edu/contracts-procurement-travel/travel-expense/managing-expenses-in-concur.php#accd23e72-managing--approving-reports-in-concur>

finance.tcu.edu/contracts-procurement-travel/travel-expense/managing-expenses-in-concur.php#accd23e72-managing--approving-reports-in-concur

TEXAS CHRISTIAN UNIVERSITY

Managing & Approving Reports in Concur

Managing Reports

- [Printing & Submitting an Expense Report](#) - PDF
- [Adding a Delegate](#) - Video Time 03.11

Approving Requests and Reports

- [Reviewing & Approving Requests](#) - PDF (Box)
- [Reviewing & Approving Expense Reports](#) - PDF
- [Reviewing & Approving Expense Reports](#) - Video Time 01.21
- [Reviewing & Approving Reports/Requests as an Alias](#) - PDF (Box)
- [Sending Back an Expense Report](#) - Video Time 01.21
- [Adding an Additional Review/Approval Step](#) - PDF

Additional Approver Tools

- [TCU Approver Responsibilities](#) - PDF
- [Approval Quick Reference Guide](#) - PDF (Box)
- [Delegates and Special Review Approval Guide](#) - PDF (Box)
- [Workflow Approval Diagrams](#) - PDF (Box)
- [Update Cost Object/Approver](#) - Adobe Sign

- [Concur Terminology Reference Guide](#)
- [Frequently Asked Questions](#)
- [Concur Intelligence Reporting](#)
- [TCU Approver Responsibilities](#)

Concur Questions?

If you need additional information about Concur, please email us at the link below. Please attach any relevant documentation, such as the report number or screenshots.

TCU Concur Support

For Anthony Travel, call the campus extension 817-257-1130 (**after-hours emergencies**, call 800-342-9008) or email:

Anthony Travel Support

To check the service status of Concur:



Concur Support

- Please send all Concur questions to
Concur@tcu.edu
- Managed by:
 - Leslie Bast – Travel Requests and Expenses
 - Mary Grace Held– University Credit Card Programs
- Indicate in email subject line:
 - Travel Requests and Expenses OR
 - University Credit Card Programs