



TEXAS A&M UNIVERSITY-SAN ANTONIO

Concur Training





Travel Staff

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Short Cuts

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How to Order a Travel Credit Card

- ❖ Fill out the Travel Cardholder Application found on our Procurement page [HERE](#)
- ❖ Please fill out the form in its entirety and have your department manager sign for completion
- ❖ Once complete, your department manager/or yourself will need to submit the original application to the Procurement Office

PURCHASING
 TRAVEL

TEXAS A&M UNIVERSITY-SAN ANTONIO
Procurement/Travel Card Application Form

Applicant's Name/Title _____

Department Name _____ **0103** Room # _____

Department's FAMIS Code (Four-Five alpha characters) _____

Phone Number _____ E-mail _____

Employee Universal Identification Number (UIN) _____

Default FAMIS Account (designate only one account) _____

Monthly Limit Request (Max \$5,000) _____ Transaction Limit Request (Max \$1,500) _____

Department contact for Audit/Reconciliation:
Name _____ Phone _____ E-mail _____

I understand that I must attend a training class and agree to follow the procedures set forth in the Cardholder Guide. I further agree to adhere to the departmental delegated authority guidelines and to sign the Cardholder Card Agreement before a card will be issued. Upon the issuance of card, I understand that the improper use of [this](#) card may result in disciplinary action, up to and including termination of my employment.

Applicant's Name (Print/Type) _____ Applicant's Signature _____ Date _____

I hereby approve the applicant, listed above, for issuance of a Texas A&M University-San Antonio Procurement/Travel Card. I agree that the account used will have funds sufficient to cover any and all charges made by this individual. I will assure monthly reconciliation of all statements will be done as required and all documentation retained. I understand that the improper use of this card by this individual may result in disciplinary action, up to and including termination of the applicant's employment.

Division Head (Print/Type) _____ Division Head _____ Date _____

Approved: _____

Card Administrator _____

Submitted to GCMS (date): _____ **06** _____

Revised 03/06/2016

For Procurement Office Use
 _____ S/T
 _____ S/M
 _____ T/D
 _____ T/M



What is Concur?

- ❖ Concur integrates pre-trip approval and expense reporting with a complete travel booking solution.
- ❖ This comprehensive Web-based service provides all of the tools users need to book travel as well as create and submit expense reports.
- ❖ Managers use the service to review and approve expense reports.
- ❖ Back-office employees use the service to produce audit reports, ensure compliance, and deliver business intelligence to help your company reduce its costs.





How to log onto Concur:

<https://sso.tamus.edu/>

Login to Single Sign On using UIN and current password

Select Concur Tab under SSO Menu

Online Resources These are available online resources for all faculty/staff to utilize.					
Blackboard	Faculty/Staff Directory	Faculty Senate	Strategic Plan	A&M Software Store	Single Sign On
Webmail	Student Success Collaborative	A&M-SA Intranet	Staff Council	e-portfolio Digication	JagWire
Heritage Months site	Open Enrollment	Wellness Program			



TEXAS A&M UNIVERSITY SYSTEM SINGLE SIGN ON

HELP **SSO Logoff**

- Home
- My Managers
- My Employees
- My Roles
- Profile
- Log
- Blocked Countries
- Contact

Applications you have access to

Name : **Ramon, Francisco M** UIN : **414004297** ADLOC : **25218260**

SSO Menu

- ▶ AggieBuy
- ▶ Business Objects
- ▶ Business Objects CMC
- ▶ Canopy
- ▶ Canopy (Training)
- ▶ Concur
- ▶ HRConnect Legacy
- ▶ Maestro
- ▶ MyEvive
- ▶ TrainTraq
- ▶ Workday
- ▶ Workday Help

[Manage Menu](#) [Refresh Menu](#)

Recent Logon Activity [Help](#)

Date/Time	Activity
<input type="checkbox"/> 07/02/2020	Successful Logon.
<input type="checkbox"/> 07/01/2020	Successful Logon.
<input type="checkbox"/> 07/01/2020	Successful Logon.
<input type="checkbox"/> 07/01/2020	Successful Logon.
<input type="checkbox"/> 07/01/2020	Successful Logon.

[View Security Log](#)

What should I report?

[Report Problem](#)



System Enterprise Applications
 Office of Information Technology
 The Texas A&M University System
 Privacy Statement
 5/21/2020 5:39:19 PM 5.3.0.31779



Setting Up a Traveler's Profile

- ❖ Select Profile Tab
- ❖ Select "Personal Information"
- ❖ Verify pre-loaded content
- ❖ Complete remaining requirements and preferences
- ❖ Designate Assistants and Travel Arrangers, if applicable
- ❖ Designate Expense Delegates, if applicable
- ❖ Add credit card information

The screenshot shows the SAP Concur user interface. At the top, there are navigation tabs for 'Travel', 'Expense', 'Approvals', and 'App Center'. A 'Profile' dropdown menu is highlighted in the top right corner. Below this, the 'Profile Settings' page is displayed, with a 'Profile Settings' link circled in red. The page is divided into several sections: 'Your Information' (Personal Information, Company Information, Contact Information, Emergency Contact, Credit Cards), 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers), 'Expense Settings' (Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Favorite Attendees), and 'Other Settings' (E-Receipt Activation, System Settings, Connected Apps, Concur Connect, Concur Mobile Registration). The 'Profile Options' section on the right provides instructions for customizing the user profile, including sections for Personal Information, Company Information, Credit Card Information, E-Receipt Activation, Expense Delegates, and Concur Mobile Registration. A 'System Settings' section is also visible, along with a 'Setup Travel Assistants' section. At the bottom, there are logos for SAP and GW iBuy+, and a footer with the text 'Last logged in: 02/15/2018 9:11 AM' and '© Copyright 2018 - SAP Concur - All Rights Reserved'.



Adding Assistants/Travel Arrangers and Expense Delegates

To setup Assistant/Travel Arrangers:

- ❖ Select Profile Tab
- ❖ Select "Assistant/Travel Arrangers" under the "Travel Settings" header on the left hand column
- ❖ Click on "Add an Assistant"
- ❖ Type in the delegates UIN#
- ❖ Select "Can book travel for me" and "is my primary travel assistant" if applicable

To setup Expense Delegates:

- ❖ Select Profile Tab
- ❖ Select "Expense Delegates" under the "Expense Settings" header on the left hand column
- ❖ Click on "Add"
- ❖ Type in the delegates UIN#
- ❖ Check mark "Can prepare" and "receive e-mails"
- ❖ Select Save



Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Favorite Attendees

Profile Options

Select one of the following to customize your user profile.

Personal Information

Your home address and emergency contact information.

Company Information

Your company name and business address or your remote location address.

Credit Card Information

You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

E-Receipt Activation

Enable e-receipts to automatically receive electronic receipts from participating vendors.

Travel Vacation Reassignment

Going to be out of the office? Configure your backup travel manager.

Request Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Company Car

Company Car

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Contact Information

How can we contact you about your travel arrangements?

Setup Travel Assistants

You can allow other people within your companies to book trips and enter expenses for you.

Travel Profile Options

Carrier, Hotel, Rental Car and other travel-related preferences.

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Mobile Registration

Set up access to Concur on your mobile device



Customizing Home Page

- ❖ To customize additional user settings, select “System Settings”
- ❖ Select “Other Preferences”
- ❖ Click on Home Page down arrow
- ❖ Select “My Concur”
- ❖ Home page allows you to see all of your Concur activities on one page
- ❖ You may move these windows and place them in any order you prefer
- ❖ To add mobile access via apps for iPhones or Android devices, select “Mobile Registration” under the “Other Settings” header on the left-hand column



Creating the Travel Request

- ❖ Under the “Request” tab, select “New Request,” select “New Request”, complete the request details, and then select “Save.”

The screenshot shows the CONCUR web application interface for creating a travel request. The top navigation bar includes 'CONCUR' and tabs for 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Requests' tab is selected, and the 'New Request' sub-tab is active. The main form area is titled 'Request' and contains several sections: 'Trip Name/Destination', 'Trip Purpose & Benefit', 'Request Header', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Request Header' section includes fields for Trip Name/Destination, Trip Start Date, Trip End Date, Travel Classification, Traveler Type, Student Travel Activity Type, and Contracts/Grants. The 'Trip Purpose & Benefit' section includes fields for Trip Purpose & Benefit, Personal Travel Included?, Non-Employee/Student Traveler (Last Name, First Name), and Notes. The 'Request Header' section also includes fields for Foreign Risk and Foreign Country 1 through 4. The bottom section includes fields for System (FAMS), System Member (115 Texas A&M Univ-Corpus Chris), Department/SubDepartment ((PURC) PROCUREMENT & DISBURSE), Account, Account Attribute, and Department Reference Number. The status is 'Not Submitted'.



Entering Trip Information

- ❖ Add Trip/Destination field which should include the City & State
- ❖ Fill in trip start and end date (manual or calendar)
- ❖ Fill in purpose of travel
- ❖ Select the travel classification
- ❖ Select the traveler type
- ❖ Denote personal travel – “Yes or No”
- ❖ Add notes to supervisor or auditors
- ❖ System Member is always “25” (DO NOT CHANGE)
- ❖ Department/Sub-Department
- ❖ Account & Account Attributes



Request

Cancel Save Print Email Delete Request Submit Request

Status: Not Submitted

Trip Name/Destination:
Trip Purpose & Benefit:

Request Header Expenses Approval Flow Audit Trail

Trip Name/Destination Houston, TX/El Longoria/10-1	Trip Start Date 10/01/2017	Trip End Date 10/05/2017	Travel Classification Employee-in State	Traveler Type Staff	Student Travel Activity Type	Contracts/Grants No
Trip Purpose & Benefit Travel to Houston to attend Conour conference.	Personal Travel Included No	Non-Employee/Student Traveler (Last Name, First Name)	Notes			
Foreign Risk	Foreign Country 1	Foreign Country 2	Foreign Country 3	Foreign Country 4		
System FAMIS	System Member (15) Texas A&M Univ-Corpus Christi	Department/SubDepartment (PURC) PROCUREMENT & DISBURSE	Account	Account Attribute	Department Reference Number	



Select an Account Number

- ❖ Do not change the System Member number. It will always default to our system number “25”
- ❖ When selecting an account number click in the box labeled account and a drop down box will appear. Type the department for the account being used, list of account numbers will appear where you can pick your account number
- ❖ If you are not sure of your department number, please ask your department manager



Traveler Classification and Type

- ❖ When adding traveler classification and type make sure the correct classification is being used
- ❖ For example: if creating a TR for a prospective employee, guest traveler, or student make sure to select the appropriate classification
- ❖ If you are creating a TR for a traveler who is a prospective employee or guest traveler a W-9 form needs to be filled out and sent appropriate entity (please see next slide). Please note on the W-9 that the traveler needs to be added in Concur.



- ❖ **Notes:** The notes section is reserved for any extra information you will need to explain about the trip. Here is where you can add notes regarding students and/or for multiple traveler approval. Any notes that will help put trips together or offer any type of explanations.
- ❖ **Department Reference Number:** This field may be used by department and is not mandatory
- ❖ **Contracts:** This field will be defaulted as “No” even if you do have a contract or grant. You will need to change to “Yes” if using grant funds.



Foreign Risk Acknowledgment and Foreign Country 1, 2, 3, 4

- ❖ Click “Foreign Risk Acknowledgment” box and select “Country(s) not under a warning” or “Country(s) under US State Dept warning”
- ❖ Foreign Country 1,2,3, and 4: “Foreign 1” – select the first country; “Foreign 2,3,4” – select the second, third or fourth countries (if applicable) where traveler will visit



Request FUXD

Cancel Save Attachments Print / Email Delete Request Submit Request

Status: Not Submitted

Trip Name/Destination: Houston, TX/ELongoria/10-1

Trip Purpose & Benefit: Travel to Houston to attend Conc...

Request Header Expenses Approval Flow Audit Trail

Trip Name/Destination?	Trip Start Date	Trip End Date	Travel Classification	Traveler Type	Student Travel Activity Type	Contracts/Grants
Houston, TX/ELongoria/10-1	10/01/2017	10/05/2017	Employee-In State	Staff		No
Trip Purpose & Benefit	Personal Travel Included?	Non-Employee/Student Traveler (Last Name, First Name?)	Notes			
Travel to Houston to attend Concur conference.	No					
Foreign Risk?	Foreign Country 1	Foreign Country 2	Foreign Country 3	Foreign Country 4		
Country(s) not under a warning						
Country(s) under US State Dept warning						
FAMIS	(15) Texas A&M Univ-Corpus Christi	(PURC) PROCUREMENT & DISBURSE			Department Reference Number	



Once you have filled out all the required fields, hit SAVE

Request FUXD

Cancel Save Attachments + Print / Email + Delete Request Submit Request

Status: Not Submitted

Trip Name/Destination: Houston, TX/Elongoria/10-1
Trip Purpose & Benefit: Travel to Houston to attend Conc...

Request Header Expenses Approval Flow Audit Trail

Trip Name/Destination?	Trip Start Date	Trip End Date	Travel Classification	Traveler Type	Student Travel Activity Type	Contracts/Grants
Houston, TX/Elongoria/10-1	10/01/2017	10/05/2017	Employee-In State	Staff		No

Trip Purpose & Benefit	Personal Travel Included?	Non-Employee/Student Traveler (Last Name, First Name)?	Notes
Travel to Houston to attend Concur conference.	No		

Foreign Risk?	Foreign Country 1	Foreign Country 2	Foreign Country 3	Foreign Country 4

System	System Member	Department/SubDepartment	Account	Account Attribute	Department Reference Number
FAMS	(15) Texas A&M Univ-Corpus Christi	(PURC) PROCUREMENT & DISBURSE			



Encumbering your Expense

- ❖ Select “New Expense”
- ❖ Choose the expense you would like to add to your Travel Request
- ❖ Type in the amount you are requesting for each entry
- ❖ Make sure the account number is correct. You may encumber a different account for each expense up to 4 accounts including the account listed on the Request Header by using the Allocate button.
- ❖ Add any notes and/or higher lodging rate requested for your hotel expense
- ❖ When selecting lodging and meals please make sure you include the General Services Administration (GSA) per diem rates [GSA](#)



Encumber your Expenses

Request FUXD

Attachments Print / Email Delete Request **Submit Request**

Status: Not Submitted

Trip Name/Destination: Houston, TX/ELongoria/10-1
Trip Purpose & Benefit: Travel to Houston to attend
Counc...

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
------	--------------	--------	-----------

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- | | | |
|-----------------------|----------------------------|--------------------------------|
| Communications | Other | Transportation |
| Phone | Conference Registration | Airfare |
| Individual Meals | Dues | Airfare Ticket Tax |
| Business Meal | Educ Books < \$5k | Airline Fees |
| Business Meal-Alcohol | Gifts | Airline Ticket Change Fee |
| Meals | Incidentals | Boat |
| Meals-Non-Overnight | Internet | Bus/Shuttle |
| Lodging | Laundry | Car Rental |
| Hotel | Rental of Space | Gasoline |
| Hotel Tax | Services-Other than Travel | Limousine |
| Rent-Apartment/House | Supplies | Mileage Single Engine Aircraft |
| | Travel Agent Fees | Mileage Turbo Aircraft |
| | Personal Car - Mileage | Mileage Twin Engine Aircraft |
| | | Parking |
| | | Subway |
| | | Taxi |

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00



Higher Lodging

- ❖ If requesting a higher lodging rate please choose “Yes” or “No” in the Higher lodging rate request box

The screenshot shows the 'Request FUXD' interface. At the top right, there are buttons for 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. The status is 'Not Submitted'. The trip details are: Trip Name/Destination: Houston, TX/ELongoria/10-1; Trip Purpose & Benefit: Travel to Houston to attend Conc... The form includes a 'Request Header' section with tabs for 'Request Header', 'Expenses', 'Approval Flow', and 'Audit Trail'. Below this is a table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. To the right of the table is a form for adding a new expense. The 'Expense Type' is set to 'Hotel' and the 'Transaction Date' is '10/01/2017'. The 'Description' field is empty. The 'Higher Lodging Rate Requested?' dropdown menu is open, showing options for 'No' and 'Yes'. The 'Transaction Amount' is '0.00' and the currency is 'USD'. There are also fields for 'Comment', 'FAMS REF-A', and 'FAMS REF-B'.

- ❖ A higher lodging rate is sometimes needed if the GSA per diem rate is not available or the hotel of the conference site has a specific rate that is higher than the standard rate



Submitting the request

- ❖ Once you have requested all your expenses for the trip they will appear on the left side of your Travel Request
- ❖ You will then click on the “Submit Request” tab. This will send the request to your supervisor for approval

Request FUXD

Attachments • Print / Email • Delete Request **Submit Request**

Status: Not Submitted

Trip Name/Destination: Houston, TX/Elongoria'10-1
Trip Purpose & Benefit: Travel to Houston to attend Conc...

Request Header Expenses Approval Flow Audit Trail

+ New Expense Done

Date	Expense Type	Amount	Requested
------	--------------	--------	-----------

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Communications	Other	Transportation
Phone	Conference Registration	Airfare



How to read your Travel Request

There are different ways to read your travel request:

- ❖ Click on the “Requests” tab and all “Active Request” will come up. Choose the one you want to look at
 - ❖ This will show you the basic information of your TR. It will also show you the “Request ID” assigned to your request

- ❖ Click on “Audit Trail”
 - ❖ This will tell you who has touched your document

- ❖ Click “Approval Flow”
 - ❖ This will show the status of your TR and who’s box it is setting in



Travel Request ID



Request FUXD

Trip Name/Destination: Houston, TX/ELongoria/10-1

Trip Purpose & Benefit: Travel to Houston to attend Conc...

Request Header Expenses **Approval Flow** Audit Trail

Trip Name/Destination?

Houston, TX/ELongoria/10-1

Trip Start Date

10/01/2017

Trip Purpose & Benefit

Travel to Houston to attend Concur conference.

Personal Travel Included??

No



Audit Trail View

Request CJPP

Trip Name/Destination: Houston/Longoria/081016

Trip Purpose & Benefit: Travel to Houston to attend the

...

Request Header Expense Summary Approval Flow Audit Trail

Request Level

Date/Time	Updated By	Action	Description
07/12/2016 03:24 PM	LONGORIA, ELIZABETH	Confirmation Agreement Acceptance	FAMIS Request Submit Confirmation
07/12/2016 03:24 PM	LONGORIA, ELIZABETH	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
07/12/2016 03:24 PM	LONGORIA, ELIZABETH	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
07/12/2016 03:24 PM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	HARRAL, JUDY	Approval Status Change	Status changed from Pending Cost Object Approval to Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
07/18/2016 09:02 AM	System, Concur	Approval Status Change	Status changed from Submitted & Pending Approval to Auto Approved Comment:
12/10/2016 06:27 AM	System, Concur	Close/Inactivate Status Change	Request was closed/inactivated



Approval Flow

Request CJPP

Trip Name/Destination: Houston/Longoria/081016

Trip Purpose & Benefit: Travel to Houston to attend the

...

Request Header

Expense Summary

Approval Flow

Audit Trail

Cost Object Approval

(07/18/2016 Approved)



▲ ADMINISTRATIVE SERVICES (FAMS-15-ADMIN): (07/18/2016 Approved)

HARRAL, JUDY A.



(07/18/2016 Approved)



Booking Hotels, Flights, and Car Rentals

Once the trip is approved in Concur, the traveler may:

- ❖ Book local and international flights
- ❖ Make car rental reservations
- ❖ Reserve hotels
- ❖ Using Expedia, Travelocity, and other online booking agents is highly discouraged
- ❖ Using our contracted Concur travel agent, Corporate Travel Planners is recommended
- ❖ To take advantage of special rates (Conference Rates) the traveler is able to book this outside of Concur. Upload reservation confirmations to plans@concur.com and/or receipts to receipts@concur.com . Concur will automatically upload this information to your report once received/completed
- ❖ Once all reservations are complete, traveler is ready to go on trip



Corporate Travel Planners

- ❖ Will provide and deliver comprehensive, client specific travel management services faster and cheaper
- ❖ Online booking fees will be included with total amount charged to credit card
- ❖ For group travel it is recommended you utilize corporate travel planners, fees will apply
- ❖ Corporate Travel Planners is the only State Contract travel agency we can use



Fee Schedule for Corporate Travel Planners

	Line Item Detail	Corporate Travel Planners	
Type	Description	On-Line Booking	Full Service Booking
Domestic	Airline ticket only	\$2.00	\$18.00
	Car reservation only	\$0.00	\$0.00
	Hotel reservation only	\$0.00	\$0.00
	Rail ticket only	\$2.00	\$10.00



CTP Fee Schedule Continued

	Bus ticket only	\$2.00	\$10.00
	Flat fee for booking any combination of airline, car rental, lodging, rail and bus ticket.	\$2.00	\$18.00
	Group Tickets: Per person flat fee for group tickets.	\$0.00	\$18.00
	Ticket exchange fee	\$5.00	\$5.00
	Ticket refund fee	\$0.00	\$0.00
	Voids	\$0.00	\$0.00



CTP Fee Scheduled Continued

International	Airline ticket only	\$2.00	\$27.00
	Car reservation only	\$0.00	\$0.00
	Hotel reservation only	\$0.00	\$0.00
	Rail ticket only	\$2.00	\$15.00
	Bus ticket only	\$2.00	\$15.00
	Flat fee for booking any combination of airline, car rental, lodging, rail and bus ticket.	\$2.00	\$27.00
	Group Tickets: Per person flat fee for group tickets.	\$0.00	\$27.00
	Ticket exchange fee	\$5.00	\$10.00
	Ticket refund fee	\$0.00	\$0.00



CTP Fee Schedule Cont.

	Voids	\$0.00	\$0.00
Miscellaneous/ Other	Direct Connect –domestic or international*	\$4.00	N/A
	Paper ticket-domestic or international	\$15.00	\$15.00
	Express paper ticket delivery fee	\$30.00	\$30.00
	Group and meeting planning fees (per person)		<i>See Below</i>
	After Hours Service (per call)	\$16.00	\$16.00
	Non-GDS Hotel Reservation	\$0.00	\$0.00



CTP Fee Schedule Cont.

Additional Fees		
Description	Corporate Travel Planners	
	On-Line Bookings	Full Service Booking
Agent Assist Fee -Examples include but are not limited to: Modify ground transportation (car, limo, car service), hotel, or air booking that does not require a new ticket, quotes requested through an agent but ticketed online or not ticketed at all, manual Pretrip approval process that is not able to be automated	\$10.00	\$10.00



CTP Fee Schedule Cont.

Call Direct to Supplier - If a request to an agent (online or to an agent direct) requires an agent to call a vendor, we will charge \$10.00 for each outbound call.	\$10.00	\$0.00
Professional services fee (per hour) - assistance with account management; IT projects; customization of program for individual agencies; and other projects outside of mandatory scope of RFP	CTP will assign an Account Executive to help manage The Texas A&M System at no additional cost.	
* CTP does not charge a per person research fee for group travel.		
CTP charges a flat research fee of \$200.00-\$500.00 depending on group size and complexity of trip.		
This fee is applied towards the cost of the trip, if booked through CTP.		



I'm back from my trip... What do I do next?

- ❖ Once you have returned from your trip you will create an expense report to reconcile your charges and be reimbursed for any out of pocket expenses
- ❖ Log onto SSO, select “Concur” and select the “Expense” tab
- ❖ Available expenses will be listed here. Click on the items you need to move to your expense report and click on “Move” then choose “To New Report”
- ❖ Once you have started your report you can click on the report header and add your approved travel request and it will populate all your information into your report
- ❖ Type in the correct account number
- ❖ Click on the “Auth. Encumbrance Release” and select “Final”
- ❖ Once you verify the information on the report click on “Next”



Assigning Expenses to Begin Expense Report

AVAILABLE EXPENSES

<input checked="" type="checkbox"/> Expense Detail	Expense Type	Source	Date ▾	Move ▾ Match Unmatch
<input checked="" type="checkbox"/> SACNAS 831-4590170, CA	Conference Registration		08/21/2017	To New Report

Houston/Longoria/081116

Report header for: Houston/Longoria/081116

Destination Houston/Longoria/081116	Trip Start Date 08/10/2016	Trip End Date 08/12/2016	Report Date 08/13/2016
Policy FAMIS	Purpose & Benefit Travel to Houston to attend the Concur Fusion Exchange Event.	Report Key 305455	Report Id 14AB091D299547C49B05
Report Currency US, Dollar	Approval Status Approved	Payment Status Payment Confirmed	System Member (15) Texas A&M Univ-Corpus Christi
Department / Sub-Department (PURC) PROCUREMENT & DISBU	Account [REDACTED]	Account Attributes (L) LOCAL	Personal Travel Included? ? No
Department Reference Number	Travel Classification Employee-In State	Student Travel Type	Auth. Request Encumbrance Release Final
Famis External VID ?			

Final release

Correct account number goes here

Approved travel request will show here.

[GSA RATES](http://www.gsa.gov)
59.00

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Houston/Longoria/081016	CJPP	No	[REDACTED]	[REDACTED]	\$0.00



Claiming Out of Pocket Expenses

- ❖ Click on New Expense
- ❖ Select the expense you are claiming
- ❖ Fill out all required fields denoted in **red**
- ❖ If claiming hotel you need to itemize your expenses
 - ❖ Click on hotel; select itemize
- ❖ On payment type choose “Out of Pocket”
- ❖ Choose your expense type; Fill in the required fields; and select “Save Itemizations”
- ❖ The expense will populate to the left of the screen with the expense type and itemized amount(s)
- ❖ The total itemization must balance to the amount being claimed




Claiming mileage

- ❖ The maximum state mileage reimbursement rate for travel by state employees in a personal vehicle is 58 cents per mile (Jan. 1 – Dec. 31, 2019)
- ❖ This rate is consistent with the Internal Revenue Service's standard mileage rate. For more information see State Mileage Reimbursement Rate (FPP S.005), Transportation: Mileage in a Personal Vehicle in Textravel



Credit Card Charges and Expense

- ❖ Once your charges and expenses appear on report you will need to assign the expense type to each expense. If “undefined” is showing, that indicates Concur does not know what the expense type is, so you need to tell it
- ❖ Click on the line item to complete transaction details and make sure that the orange circle with a credit card in the middle showing 
This indicates you used your travel card
- ❖ Line items can also be itemized and/or allocated to a different account
- ❖ Attach receipt if required
- ❖ Save



Allocating Charges & Expenses

If the line item needs to be expensed to a different account number:

- ❖ Click on line item
- ❖ Select allocate (located on lower right side of screen)
- ❖ New window appears
- ❖ Select account number
- ❖ Allocate by amount or percentage
- ❖ Click Save and Done



Missing a receipt!

Expenses		
<input type="checkbox"/>	Date ▾	Expense Type
<input type="checkbox"/>	08/09/2017    	Hotel ALA MOANA HOTEL, Honolulu,
<input checked="" type="checkbox"/>	08/08/2017   	Taxi SITTIPRON POONPIROM, Honc

The red circle with the exclamation mark indicates a hard warning and will not allow you to submit this report until the error has been corrected.



Uploading a receipt

Attaching a receipt to the expense line:

- ❖ Scan receipt(s)
- ❖ Save receipt(s) to desktop
- ❖ Select "Attach Receipt"
- ❖ Box pops up
- ❖ Select "Browse"
- ❖ Find receipt on desktop
- ❖ Click "Attach"
- ❖ Receipt is attached

Attaching a document(s) and/or receipt(s) to expense report:

- ❖ Scan receipt(s)
- ❖ Save document(s)/receipt(s) to desktop
- ❖ Select "Receipts"
- ❖ Box pops up
- ❖ Select "Browse"
- ❖ Find receipt(s)/document(s) on desktop
- ❖ Click "Upload"
- ❖ Verify box shows "Attached"
- ❖ Select "Close"



Houston/Longoria/081116

[Copy Report](#)

Summary Details * Receipts * Print / Email *

Expenses

Date	Expense Type	Amount	Approved
06/12/2016	Car Rental ENTERPRISE RENT-A-CAR, Corpus	\$77.48	\$77.48
06/11/2016	Hotel HOTEL INDIGO, Houston, Texas	\$145.41	\$145.41
06/11/2016	Gasoline SHELL OIL 10003382008, El Campo	\$26.00	\$26.00
06/11/2016	Meals SHELL OIL 10003382008, El Campo	\$23.78	\$23.78
06/11/2016	Meals MARRIOTT JW HOUSTON P&L, Hou	\$5.90	\$5.90
06/11/2016	Parking MARRIOTT JW HOUST PARK, Hou	\$18.40	\$18.40
06/10/2016	Meals SHELL OIL 10003382008, El Campo	\$12.31	\$12.31
06/10/2016	Meals MAGGIANOS HOUSTON, Houston,	\$26.19	\$26.19

TOTAL AMOUNT TOTAL APPROVED
\$337.47 **\$337.47**

Expense Receipt Image

Available Receipts

Expense Type Car Rental	Transaction Date 06/12/2016	Number of days the vehicle was rented	Business Purpose	Vendor Enterprise
Vendor Name ENTERPRISE RENT-A-CAR	City Corpus Christi, Texas	Payment Type Corporate Card Agency Liability	Amount 77.48 USD	<input type="checkbox"/> Personal Expense (do not reimburse)
Approved Amount 77.48	Travel Classification Employee-In State	Clearing Account 15-000390	FAMS REF-A	FAMS REF-B

*TAM-Custom 06-08 Corp Id
70230

Attendees

Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$77.48

Click Here

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Amount

[Attach Receipt](#)



Houston/Lanoria/081116

Click to view report name and other details

Copy Report

Summary Details Receipts Print / Email

Expenses

Date	Expense	Approved
06/12/2016	Car Rent ENTERPRISE	\$77.48
06/11/2016	Hotel HOTEL	\$145.41
06/11/2016	Gasoline SHELL OIL 10003362008, El Campo	\$26.00
06/11/2016	Meals SHELL OIL 10003362008, El Campo	\$23.78
06/11/2016	Meals MARRIOTT JW HOUSTON FB, Hou	\$5.90
06/11/2016	Parking MARRIOTT JW HOUST PARK, Hou	\$18.40
06/10/2016	Meals SHELL OIL 10003362008, El Campo	\$12.31
06/10/2016	Meals MAGGIANOS HOUSTON, Houston,	\$28.19

- Receipts Required
- View Receipts in new window
- View Receipts in current window
- Attach Receipt Images
- View Available Receipts



Expense Receipt Image Available Receipts

Expense Type: Car Rental Transaction Date: 06/12/2016 Number of days the vehicle was rented: Business Purpose: Vendor: Enterprise

Vendor Name: ENTERPRISE RENT-A-CAR City: Corpus Christi, Texas Payment Type: Corporate Card Agency Liability Amount: 77.48 USD Personal Expense (do not reimburse)

Approved Amount: 77.48 Travel Classification: Employee-in State Clearing Account: 15-000360 FAMS REF-A: FAMS REF-B:

*TAM-Custom 06-CR Corp Id: 70230

Attendees: Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$77.48

Attendee Name Attendee Title Company Attendee Type Amount



Click on "Browse", search for receipt(s), select "Attach", "Upload" and then "Close"

Houston/Longoria/081116

Summary Details Receipts Print / Email Copy Report

Expenses

Date	Expense Type	Amount	Approved
06/13/2016	Car Rental ENTERPRISE RENT-A-CAR, Corpus	\$77.48	\$77.48
06/11/2016	Hotel HOTEL INDIGO, Houston, Texas	\$145.41	\$145.41
06/11/2016	Gasoline SHELL OIL, 10003382006, El Campo	\$26.00	\$26.00
06/11/2016	Meals SHELL OIL, 10003382006, El Campo	\$23.78	\$23.78
06/11/2016	Meals MARRIOTT JW HOUSTON P&L, Houst	\$5.90	\$5.90
06/11/2016	Parking MARRIOTT JW HOUST PARK, Houst	\$16.40	\$16.40
06/10/2016	Meals SHELL OIL, 10003382006, El Campo	\$12.31	\$12.31
06/10/2016	Meals MAGGIANOS HOUSTON, Houston, *	\$26.19	\$26.19

TOTAL AMOUNT: \$337.47 TOTAL APPROVED: \$337.47

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .gif or .tif file for upload. 5 MB limit per file.

File Selected for uploading: Browse... Select

No file selected

Or choose an image from your Available Receipts.

Available Receipts: Select

Cancel

Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$77.48

Attendee Title	Company	Attendee Type	Amount
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Attach Receipt



How to view your receipts

- ❖ Select the “Receipts” Tab
- ❖ Click on “View Receipts in New Window
- ❖ Your receipts will pop up in a PDF session

Houston/Longoria/081116 Copy Report

Summary Details Receipts Print / Email

Date	Expense	Approved
08/12/2016	Car Rental ENTERPRISE RENT-A-CAR	\$77.48
08/11/2016	Hotel HOTEL	\$145.41
08/11/2016	Gasoline SHELL OIL, 10003362008, El Campo	\$26.00
08/11/2016	Meals SHELL OIL, 10003362008, El Campo	\$23.78
08/11/2016	Meals MARRICOTT JW HOUSTON F&I, Hou	\$5.90
08/11/2016	Parking MARRICOTT JW HOUST PARK, Hou	\$18.40
08/10/2016	Meals SHELL OIL, 10003362008, El Campo	\$12.31
08/10/2016	Meals MAGGIANOS HOUSTON, Houston, T	\$28.19

Expense Receipt Image Available Receipts

Expense Type: Car Rental Transaction Date: 08/12/2016 Number of days the vehicle was rented: Business Purpose: Vendor: Enterprise

Vendor Name: ENTERPRISE RENT-A-CAR City: Corpus Christi, Texas Payment Type: Corporate Card Agency Liability Amount: 77.48 USD Personal Expense (do not reimburse)

Approved Amount: 77.48 Travel Classification: Employee-in State Clearing Account: 15-000990 FAMS REF-A: FAMS REF-B:

*TAM-Custom 05-Cit Corp Id: 70230

Attendees: Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$77.48

Attendee Name	Attendee Title	Company	Attendee Type	Amount
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Printing Detailed Report

- ❖ Open Report
- ❖ Select the “Print/E-mail” Tab
- ❖ Click on “Texas A&M Detailed Report”
- ❖ Report will populate
- ❖ Able to print, e-mail, or get a PDF copy of report

Houston/Longoria/081116

Summary Details Receipts Print / Email Copy Report

Expenses

Date	Expense Type	Amount	Approved Amount
06/12/2016	Car Rental ENTERPRISE RENT-A-CAR		
06/11/2016	Hotel HOTEL INDIGO, Houston, Texas	\$145.41	\$145.41
06/11/2016	Gasoline SHELL OIL 10003382008, El Campo	\$26.00	\$26.00
06/11/2016	Meals SHELL OIL 10003382008, El Campo	\$23.78	\$23.78
06/11/2016	Meals MARRIOTT JW HOUSTON F&L, Hou	\$5.60	\$5.60
06/11/2016	Parking MARRIOTT JW HOUST PARK, Hou	\$18.40	\$18.40
06/10/2016	Meals SHELL OIL 10003382008, El Campo	\$12.31	\$12.31
06/10/2016	Meals MAGGIANOS HOUSTON, Houston, T	\$28.19	\$28.19

Transaction Date: 06/12/2016
Number of days the vehicle was rented:
Business Purpose:
Vendor: Enterprise

Vendor Name: ENTERPRISE RENT-A-CAR
City: Corpus Christi, Texas
Payment Type: Corporate Card Agency Liability
Amount: 77.48 USD
Personal Expense (do not reimburse):

Approved Amount: 77.48
Travel Classification: Employee-in State
Clearing Account: 15-000390
FAMIS REF-A:
FAMIS REF-B:
*TAM-Custom 05-Citl Corp Id: 70230

Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$77.48

Attendee Name	Attendee Title	Company	Attendee Type	Amount
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Expense Report
Report Name : Houston/Longoria/081116
Authorization Request
Name : Houston/Longoria/081016
Request ID : CJPP

Employee Name : LONGORIA, ELIZABETH A.
Employee ID : 319005726
***Custom 9-Job Title : CARD SERVICES COORDINATOR**
***Custom 8-Headquarters : CORPUS CHRISTI, TX**

Report Header
Policy : FAMIS
**Business Purpose : Travel to Houston to attend the Concur
Fusion Exchange Event.**
Report Key : 305455
Report Id : 14AB091D299547C49B05



Transaction Date	Expense Type	Vendor	Vendor Name	City	Payment Type	Amount	Account Code 1	*FAM-Custom 03-FAMIS REF A	*TAM - Custom 01 - Travel Classification	Has Allocation
11/19/2012	Hotel	La Quinta	La Quinta	Austin	Out of Pocket	\$113.90			In State	No
• 11/20/2012	Hotel	La Quinta	La Quinta	Austin	Out of Pocket	\$108.00	3030		In State	No
Allocations: 100.00% (\$108.00) FAMIS-15-PURC-285523 00000-L										
• 11/20/2012	Hotel Tax	La Quinta	La Quinta	Austin	Out of Pocket	\$5.90	3025		In State	No
Allocations: 100.00% (\$5.90) FAMIS-15-PURC-285523 00000-L										

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Report Total:	\$113.90
Personal Expenses:	\$0.00
Total Amount Claimed:	\$113.90
Amount Approved:	\$113.90
Company Disbursements	
→ Amount Due Employee:	\$113.90
Amount Due Company Card:	\$0.00
Total Paid By Company:	\$113.90
Employee Disbursements	
Amount Due Company:	\$0.00
Amount Due Company Card From Employee:	\$0.00
Total Paid By Employee:	\$0.00



Now you are read to Submit

- ❖ Once you have completed your Expense report for your trip you will now Submit the Report
- ❖ Click on the “Submit Report” button on the top right
- ❖ You will be prompted to a “Final Review”
- ❖ Select “Accept and Submit”

Print / Email

Delete Report Submit Report

Hide Exceptions

Travel is <50 mile radius of TAMUCC, or you are only claiming mileage reimbursement. All student travel >25 mile radius of TAMUCC requires pre-trip approval.

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Meals	Hotel	Business Meal	Hotel Tax	Gasoline
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All Expense Types

Communications Phone	Lodging Hotel Hotel Tax Rent-Apartment/House	...Other Dues Educ. Books < \$5k Gifts Incidentals Internet Laundry Rental of Space	...Other Services-Other than Travel Supplies Travel Agent Fees Personal Car - Mileage Personal Car Mileage Transportation Airfare	...Transportation Airfare Ticket Tax Airline Fees Airline Ticket Change Fee Boat Bus/Shuttle Car Rental Gasoline ...Transportation Tolls Train	...Transportation Limousine Mileage Single Engine Aircraft Mileage Turbo Aircraft Mileage Twin Engine Aircraft Parking Subway Taxi
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Receipts ▾ Print / Edit

Final Review





User Submit

I certify that these expenses are true, correct, and unpaid to the best of my knowledge. I further certify that these expenses were incurred in the course of conducting official business, research, or other sponsored activities, and that these expenses are properly chargeable to the account(s) listed. I further certify that no alcohol was purchased in association with meals being expensed, or if there was, a receipt has been provided, the expenses marked appropriately and the business purpose of the alcohol has been documented in the comments or purpose field.

Reminder: Receipts Required!

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images to individual expenses or to the report.

[Print ▾](#) [Attach Receipt Images](#) [View Receipts](#)

Expense Type	Date ▾	Amount
 [Redacted]		
 [Redacted]		
 [Redacted]		
 [Redacted]		

[Accept & Submit](#) [Cancel](#)