

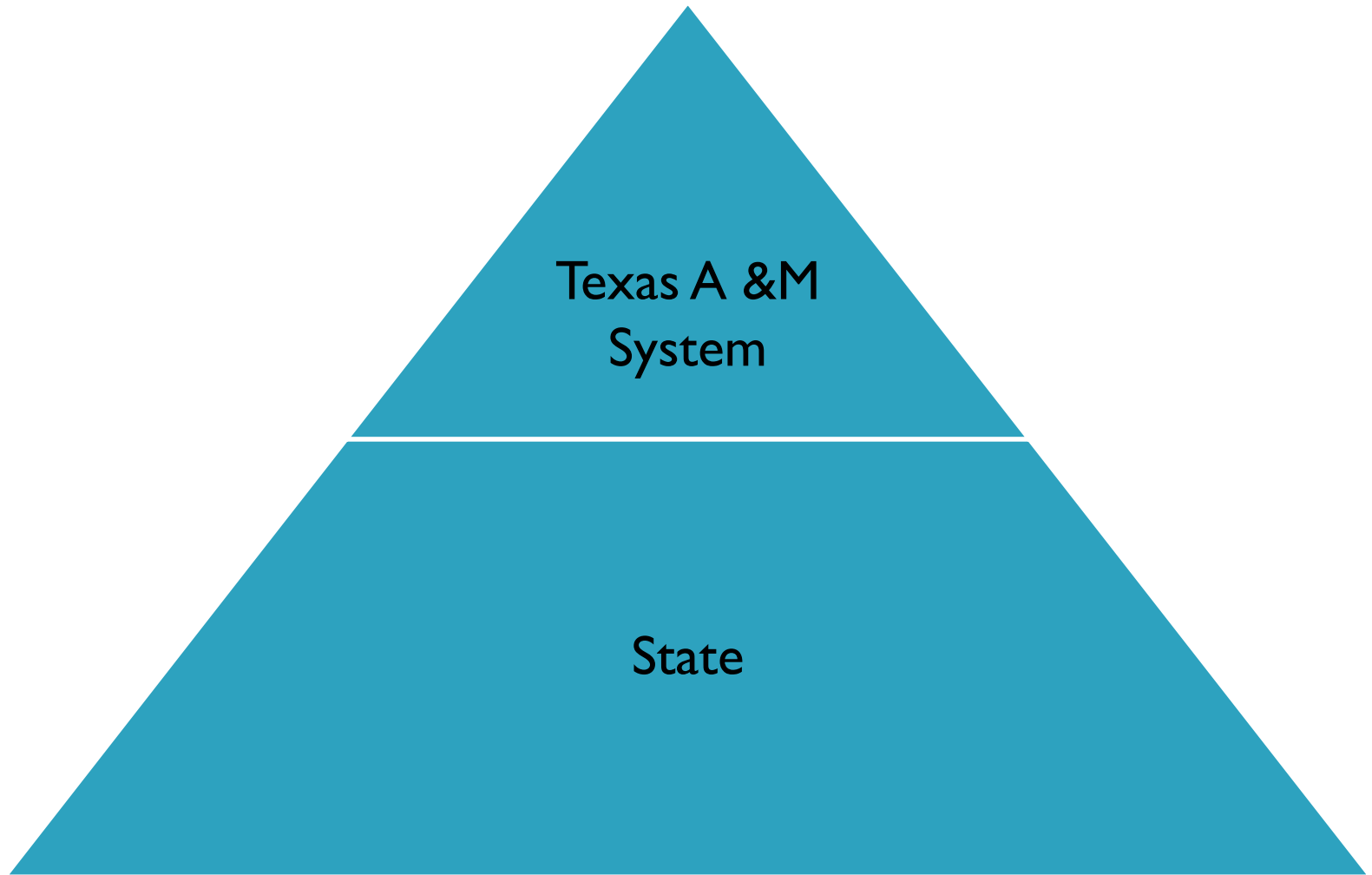



eTravel Training

eTravel/Concur

Brandi Gilbert - Accounts Payable - Travel

Our Relation to State Guidelines





Travel for Tarleton State University follows the guidelines of the State of Texas and that of the Texas A&M University System.

What to think about before traveling:

- Lodging Rates
- Meal Allowances
- http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts
- Mileage rate (\$0.58 per mile)
- Contracted Vendors
- Allowable Incidentals
- <http://www.window.state.tx.us/procurement/prog/stmp/>

First Things First – SSO Menu

- Access eTravel by logging into the Single Sign On (SSO) screen
- You will need your UIN & password
- Click Concur to access the program

SSO Menu

- ▶ Business Objects
- ▶ Canopy
- ▶ Concur
- ▶ Maestro
- ▶ SE
- ▶ TrainTraq
- ▶ Workday Help


Concur

Manage Menu

Refresh Menu

Main Page of Concur

HomeRequestsTravelExpenseApprovalsReportingApp CenterAdministrationHelpProfile



Hello, ASHLEY

+New

00Required Approvals

00Authorization Requests

12Available Expenses

00Open Reports

TRIP SEARCH

Booking for myself | Book for a guest

✈️🚗🛏️🕒

Tarleton State University e-Travel

Flight Search

Round TripOne WayMulti-Segment

Departure City?

Find an airport | Select multiple airports

Arrival City?

Find an airport | Select multiple airports

Search

Show More

Or, tell us in your words what you want to do
e.g. flight from JFK to Paris on Tuesday

Search

COMPANY NOTES

Not possible to book Trainline on new UX

The below message is only shown to the Travel Policy Administrators at your company. Due to technical problems, Trainline bookings are currently failing on the new UX. We appreciate your patience while we work together with our Development team to resolve this issue as quickly as possible.

☐ Don't show me this again

Read more

MY TASKS

00Required Approvals →

Great! You currently have no approvals.

✓

12Available Expenses →

06/03AGNT FEE 89006121069806
\$2.00

03/31AGNT FEE 89006109880671
\$2.00

08/05AGNT FEE 89006130426522
\$2.00

01/15AGNT FEE 890061099000414

✓

00Open Reports →

You currently have no active reports.

✓

Create a Travel Request

Replaced Authorization Requests

Needed for all foreign travel

Click on the Request Tab

The screenshot displays the Concur web application interface. The top navigation bar is dark blue with the Concur logo on the left and 'Administration' and 'Profile' dropdown menus on the right. The 'Requests' tab is highlighted in blue. Below the navigation bar, there are links for 'Manage Requests', 'New Request', 'Process Requests', and 'Quick Search'. The main content area shows a user profile for 'ASHLEY' with a circular logo, a '+ New' button, and five summary cards: '00 Required Approvals', '00 Authorization Requests', '12 Available Expenses', and '00 Open Reports'. A blue arrow points from a 'New Request' button in a light blue box at the bottom to the 'New Request' link in the top navigation bar.

CONCUR

Requests Travel Expense Approvals Reporting App Center

Administration | Profile

Manage Requests New Request Process Requests Quick Search

Hello, ASHLEY

+ New

00 Required Approvals

00 Authorization Requests

12 Available Expenses

00 Open Reports

New Request

Create a Foreign Travel Request

- Fill in the required fields (red lined) and hit save.
- A request must be entered in Concur before traveling Foreign. The request is then routed through TAMU as well as Tarleton's Risk Management.
- *(The expense tab is where you will choose categories to estimate your expenses **if you wish.**)*

CONCUR Requests Travel Expense Approvals Reporting App Center Profile

Manage Requests **New Request** Process Requests Quick Search

Request

Trip Name/Destination:
Trip Purpose & Benefit:

Request Header Expenses Approval Flow Audit Trail

Trip Name/Destination?	Trip Start Date	Trip End Date	Travel Classification	Traveler Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Student Travel Activity Type	Contracts/Grants	Trip Purpose & Benefit	Personal Travel Included?	Non-Employee/Student Traveler (Last Name, First Name)?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes

Foreign Risk?	Foreign Country 1	Foreign Country 2	Foreign Country 3	Foreign Country 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

System	System Member	Department/SubDepartment	Account	Account Attribute
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Department Reference Number

Click "Save" when completed.

Creating a Foreign Travel Request

(Estimate Expenses on TR)

(Needed if department requires an encumbrance of funds.
Always submit one dollar for routing approval)

Request 6RKX

Trip Name/Destination:
Trip Purpose & Benefit:

Request Header Expenses Approval Flow Audit Trail

[+ New Expense](#) [Delete](#)

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

TOTAL AMOUNT \$0.00 | TOTAL REQUESTED \$0.00

Expense:

To create a new expense, click the expense on the left side of the list. To edit an existing expense, click the expense on the right side of the list.

Communications

Phone

Individual Meals

Business Meal

Business Meal-Alcohol

Meals

Meals-Non-Overnight

Lodging

Hotel

Hotel Tax

Other

Conference Registration

Dues

Educ Books < \$5k

Gifts

Incidentals

Internet

Laundry

Rental of Space

Services-Other than Travel

Personal Car - Mileage

Transportation

Airfare

Airfare Ticket Tax

Airline Fees

Airline Ticket Change Fee

Boat

Bus/Shuttle

Car Rental

Gasoline

2. Choose a category:
Lodging, Meals,
Transportation, Other

1. Click New Expense

Attachments Print / Email Delete Request Submit Request

Status: Not Submitted

Foreign Travel

(Setting Additional Approvers on TR)

Click Submit
OR
Notify Employee

Request 6RKX

Trip Name/Destination:
Trip Purpose & Benefit:

Request Header Expenses Approval Flow Audit Trail

Request Approver:
BEATY, LORI L.

(this step may be skipped)

Cost Object Approval:

(this step may be skipped)

Save Workflow Attachments Print / Email Delete Request Submit Request

Status: Not Submitted

New to TR- if you would like to add additional approvals such as primary manager, you can do this here

Travelers MUST submit their OWN reports!



Create a Foreign Request

(Where did it go?, Lets Review)

- Once approved, it will remain in your Active Work queue until you have **completed** your trip and submit an Expense Report for reimbursement.

TRAVEL

CONCUR

Requests

Travel

Expense

Approvals

Reporting

App Center

Administration

Help

Profile

TravelArrangersTrip LibraryTemplatesTools

Booking for myself | Book for a guest

✈️

🚗

🛏️

🕒

Tarleton State University e-Travel

Flight Search

Round Trip

One Way

Multi-Segment

Departure City

Find an airport | Select multiple airports

Arrival City

Find an airport | Select multiple airports

Search

Show More

Or, tell us in your words what you want to do

e.g. flight from JFK to Paris on Tuesday

Search

Company Notes

Upcoming Trips

Remove Trips


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Don't show me this again

This has been completed

Welcome to Tarleton State University eTravel



Tarleton State University eTravel Website

If you would like your travel reimbursement direct deposited into your bank account, please complete this form: [AP ACH FORM](#)

Current Travel Warnings: [United States Department of State Current Travel Warnings](#)

Meal & Lodging rates: [GSA Rates](#)

Currency Converter: [OANDA.COM](#)

Shorts Travel may be contacted at 877-225-0239, or more information may be found [here](#).

If you need assistance, please click [here](#) and contact the appropriate office.

NOTICE:

All Enterprise car rentals will continue to be processed through the Transportation Office. Please contact Joyce Daniels.

Transportation Office Website: <http://www.tarleton.edu/facilities/index.html>



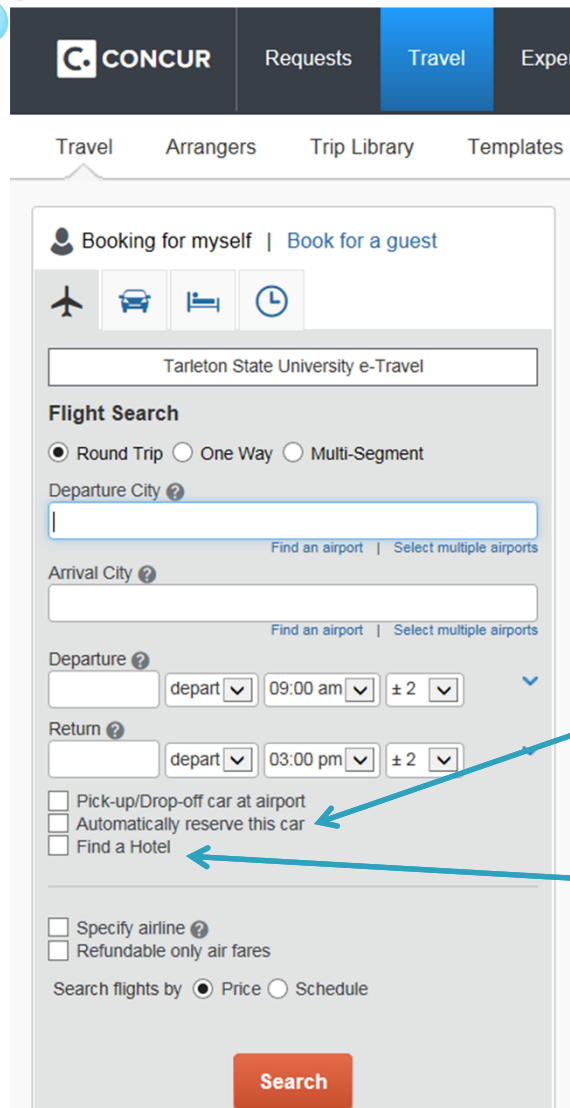
Book Travel

(Using Concur to book travel)

- The concur booking tool works much like Travelocity, Expedia, and Orbitz
- Enter your trip itinerary to book airfare, reserve hotel, and reserve rental vehicles.
- Or you may check outside of Concur for traveling prices. Remember, it should be the less cost to the state.

Book Travel

(Using Concur to book travel)



The screenshot shows the Concur Travel booking interface. At the top, there's a navigation bar with 'CONCUR', 'Requests', 'Travel' (highlighted), and 'Expense'. Below this is a sub-navigation bar with 'Travel', 'Arrangers', 'Trip Library', and 'Templates'. The main content area is titled 'Booking for myself | Book for a guest'. It features icons for flight, car, hotel, and clock. A search bar contains 'Tarleton State University e-Travel'. The 'Flight Search' section has radio buttons for 'Round Trip' (selected), 'One Way', and 'Multi-Segment'. Below are input fields for 'Departure City' and 'Arrival City', each with a 'Find an airport' link and a 'Select multiple airports' link. The 'Departure' section includes a date field, a 'depart' dropdown, a time field (09:00 am), and a time zone dropdown (± 2). The 'Return' section has similar fields with a time of 03:00 pm. There are checkboxes for 'Pick-up/Drop-off car at airport', 'Automatically reserve this car', and 'Find a Hotel'. At the bottom, there are checkboxes for 'Specify airline' and 'Refundable only air fares', and a 'Search flights by' section with radio buttons for 'Price' (selected) and 'Schedule'. A red 'Search' button is at the bottom right.

CONCUR Requests Travel Expense

Travel Arrangers Trip Library Templates

Booking for myself | Book for a guest

Tarleton State University e-Travel

Flight Search

☒ Round Trip ☐ One Way ☐ Multi-Segment

Departure City ?
Find an airport | Select multiple airports

Arrival City ?
Find an airport | Select multiple airports

Departure ?
depart 09:00 am ± 2

Return ?
depart 03:00 pm ± 2

☐ Pick-up/Drop-off car at airport
☐ Automatically reserve this car
☐ Find a Hotel

☐ Specify airline ?
☐ Refundable only air fares

Search flights by ☒ Price ☐ Schedule

Search

• Departure and Arrival airport locations

• Do you want a rental car?

• Find a Hotel?

Book Travel (Choosing Airfare)

SAP Concur | Requests | **Travel** | Expense | Approvals | App Center

Travel | Arrangers | Trip Library | Templates | Tools

Trip Summary

Select Flights

Round Trip
DFW - MSY
Depart: Fri, 10/18/2019
Return: Sun, 10/20/2019

Finalize Trip

Change Flight Search

Depart - Fri, Oct 18

Depart: 05:10 A - 05:00 P
Arrive: 08:42 A - 11:37 P

Return - Sun, Oct 20

Depart: 07:00 A - 07:44 P
Arrive: 09:57 A - 12:31 A

Price

Price: \$392.35 - \$961.02

Display Settings

☐ Hide Non-refundable Fares

Most United and American Airlines fares purchased through Concur... This discount is included in the prices shown below. For itineraries to utilize contract discounts, a separate ticket in order to utilize contract discounts.

DALLAS, TX TO NEW ORLEANS, LA
FRI, OCT 18 - SUN, OCT 20

Hide matrix | Print / Email

	American Airlines	United
All 120 results	Preferred	Preferred
Nonstop 35 results	392.35 35 results	—
1 stop 85 results	559.85 28 results	435.17 35 results

Shop by Fares | Shop by Schedule

Flight Number Search | Sorted By: Policy - Most Compliant

Displaying: 120 out of 120 results. Previous | Page: 1 of 12 | Next | All

American Airlines

07:20a DFW → 08:50a MSY Nonstop 1h 30m \$392.35

08:11a MSY → 09:57a DFW Nonstop 1h 46m

Preferred Airline for Texas A&M University System

Show all details

American Airlines

03:29p DFW → 04:53p MSY Nonstop 1h 24m \$392.35



08:44a MSY → 09:57a DFW Nonstop 1h 46m



If it is not in compliance there will be a yellow caution sign. The request will then be sent for approval before purchase.

Book Travel


(Choosing Airfare)

\$263.20  **Delta** **DFW** 09:30 am → **MSY** 03:40 pm 1 6h 10m
Select  **MSY** 03:15 pm → **DFW** 08:37 pm 1 5h 22m

More like this + Show details v

Travel Policy Violation X

All airfare requires approval from Business Services. In addition please choose from the reason codes below that apply to your booking.

 This is not the lowest airfare in your search.

Please choose the reason for selecting this travel option. If more than one reason applies, choose the most applicable. This reason applies to this entire trip.

Flight chosen to comply with Fly America Act

Please explain why you have chosen this flight. NOTE: We will log flights which you did not take.



Save **Cancel**

The selected fare was: **\$311.70**
The least cost logical fare was: **\$263.20**


Chosen:



Cost: \$311.70


Outbound Flight

UNITED 	4311	Dallas Ft Worth Intl (DFW)	02/27/2015 9:35 AM	George Bush Intercontinental (IAH)	02/27/2015 10:45 AM	Embraer RJ135
UNITED 	1194	George Bush Intercontinental (IAH)	02/27/2015 1:04 PM	Louis Armstrong Intl Arpt (MSY)	02/27/2015 2:16 PM	Boeing 737-800

Return Flight:

UNITED 	4979	Louis	02/28/2015	George Bush	02/28/2015	Canadair
---	------	-------	------------	-------------	------------	----------

\$311.70  **United** **DFW** 09:35 am → **MSY** 03:35 pm 1 6h
Select  **MSY** 03:21 pm → **DFW** 07:27 pm 1 4h 6m

Compare  More like this + Show details v

This box will pop up if you choose to reserve a yellow flight. You will choose a reason for booking the non-compliant flight and add a note if applicable.

Book Travel (Choosing Airfare)

SAP Concur

Requests Travel Expense Approvals App Center

Profile

Travel Arrangers Trip Library Templates Tools

Booking for myself | Book for a guest

Tarleton State University e-Travel

Flight Search

Round Trip One Way Multi City

From
DFW - Dallas/Fort Worth Intl Airport - Dallas, TX

To
Arrival city, airport or train station

Depart
09:00 am

Return
03:00 pm

☐ Pick-up/Drop-off car at airport
☐ Automatically reserve this car
☐ Find a Hotel

Class
Economy class

Search by
Price

☐ Specify a carrier
☒ Refundable only air fares
☒ Flights w/ no double connections

Search

Company Notes Upcoming Trips Remove Trips

Add new itinerary manually

Policy for Expense Reports Travel

Trip Name/Description	Status	Start Date	End Date	Action
No records found.				

Airfare is priced first at non-refundable rates. For refundable rates click the "Refundable only air fares checkbox".

Book Travel (Choosing Car Rental)

The screenshot displays the CONCUR web application interface. The top navigation bar includes links for Requests, Travel (selected), Expense, Approvals, Reporting, and App Center. Below this, a sub-navigation bar shows Travel, Arrangers, Trip Library, Templates, and Tools. The main content area is divided into two sections. On the left, the 'Car Search' form is visible, featuring fields for 'Pick-up date' (02/26/2015) and 'Drop-off date' (02/27/2015), both with time dropdowns set to 12:00 pm. The 'Pick-up car at' section has radio buttons for 'Airport Terminal' (selected) and 'Off-Airport', with a text input field containing 'New Orleans, LA - Louis Armstrong Intl Arpt'. A checkbox for 'Return car to another location' is unchecked. A 'Search' button is at the bottom of the form. On the right, a table with columns 'Trip Name/Description', 'Status', 'Start Date', 'End Date', and 'Action' is shown, displaying 'No records found.' Below the table, a white pop-up box with a blue question mark icon contains the text: 'Have you coordinated sharing a ride with other university travelers attending this event?'. At the bottom of the pop-up are 'Continue' and 'Cancel' buttons.

CONCUR

Requests Travel Expense Approvals Reporting App Center

Administration Help

Profile

Travel Arrangers Trip Library Templates Tools

Booking for myself | Book for a guest

Car Search

Pick-up date: 02/26/2015 12:00 pm

Drop-off date: 02/27/2015 12:00 pm

Pick-up car at:

☒ Airport Terminal ☐ Off-Airport

Please enter an airport:

New Orleans, LA - Louis Armstrong Intl Arpt

☐ Return car to another location

[More Search Options](#)

Search

Or, tell us in your words what you want to do

Company Notes Upcoming Trips Trips Awaiting Approval Remove Trips

Add new itinerary manually

Trip Name/Description	Status	Start Date	End Date	Action
No records found.				

Have you coordinated sharing a ride with other university travelers attending this event?

Continue Cancel

If traveling with multiple people, please be sure to coordinate schedules, this is due to the 4:1 ratio by State of Texas.

Booking Car Rentals In Concur

Displaying: 7 out of 106 results. ?



Standard SUV - \$37.9

Automatic transmission
Unlimited miles, Pick-up: Ter
Adults: 5, Large bags: 3, Sm

Most Preferred Car Vendor for Texas A&M Univer

Choosing your car rental is very similar to booking your airfare.



Total cost*

\$115.35

Location details



Standard SUV - \$50.0

Automatic transmission
Unlimited miles, Pick-up: Ter
Adults: 5, Large bags: 3, Small
(Corporate rate)

Preferred Car Vendor for Texas A&M University System / E-Receipt Enabled ?



Total cost*

\$146.56

Location details



Standard SUV - \$61.00 per day (Worldspan)

Automatic transmission
Unlimited miles, Pick-up: Terminal: MSY
Adults: 5, Large bags: 3, Small bags: 3**
(Corporate rate)

Preferred Car Vendor for Texas A&M University System / E-Receipt Enabled ?

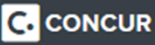


Total cost*

\$173.93

Location details

Booking a Hotel in Concur

 **CONCUR**

Requests

Travel

Expense

Approvals

Reporting ▾

App Center

Administra


Travel





Arrangers

Trip Library

Templates

Tools

 **Booking for myself** | [Book for a guest](#)



Hotel Search

Check-in Date Check-out Date

Find hotels within Distance Units of

☐ Airport

☐ Address

☐ Company Location

☒ Reference Point / Zip Code

Reference Point / Zip Code
(e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')

☐ With names containing:

☐ Add Another Hotel

Search

Or, tell us in your words what you want to do

Search

[Company Notes](#)

[Upcoming Trips](#)

[Trips Awaiting Approval](#)

[Remove Trips](#)

Add new itinerary manually

Trip Name/Description	Status	Start Date	End Date
No records found.			

Book Travel

(Booking a Hotel)

CONCUR Requests **Travel** Expense Approvals Reporting App Center

Travel Arrangers Trip Library Templates Tools

Trip Summary

Select a Hotel

Nights: 1
New Orleans, LA, USA
Check-in: Thu, 02/26/2015
Check-out: Fri, 02/27/2015

Finalize Trip

Hotel Per Diem Locations

Search for Locations near:

Country *(Select a Country to get a list of locations or States)*
United States of America (US) ▼

State/Province
Louisiana (LA) ▼

Location
New Orleans -- Orleans Parish ▼

Lodging Rate	Meals Rate	Incidentals Rate
\$ 151	\$ 66	\$ 5




When choosing a hotel, input the location and the next screen will show you the maximum allowances for your destination. Click next to choose your hotel.

Book Travel

(Booking a Hotel)

Lodging Per Diem limit for Dallas -- Dallas County: \$150.00

Name Search Sorted By: Policy - Most Compliant Displaying: 78 out of 78 results. Previous 1 2 3 4 Next | All

	1. Lorenzo Hotel 1011 South Akard, Dallas, TX 75215 Map it 0.28	\$125 View Rooms Hotel details
	2. A 171 0	\$134 View Rooms Hotel details
	3. B 171 0	\$143 View Rooms Hotel details

Notice the maximum allowed at the top of your list again.

If not in compliance a yellow caution sign will be displayed and the selection will be sent for approval.



Finalizing Reservations

(How to pay)

- Follow the prompts once choosing your travel details.
- ALL airfare booked through the system has to be booked with the individual's travel card.
- You will need to use your Travel Card to reserve hotel rooms and rental cars. If you do not have a Travel Card, visit the Business Services website for Travel Card options.

<http://www.tarleton.edu/business/facultystaff/travel-credit-cards.html>

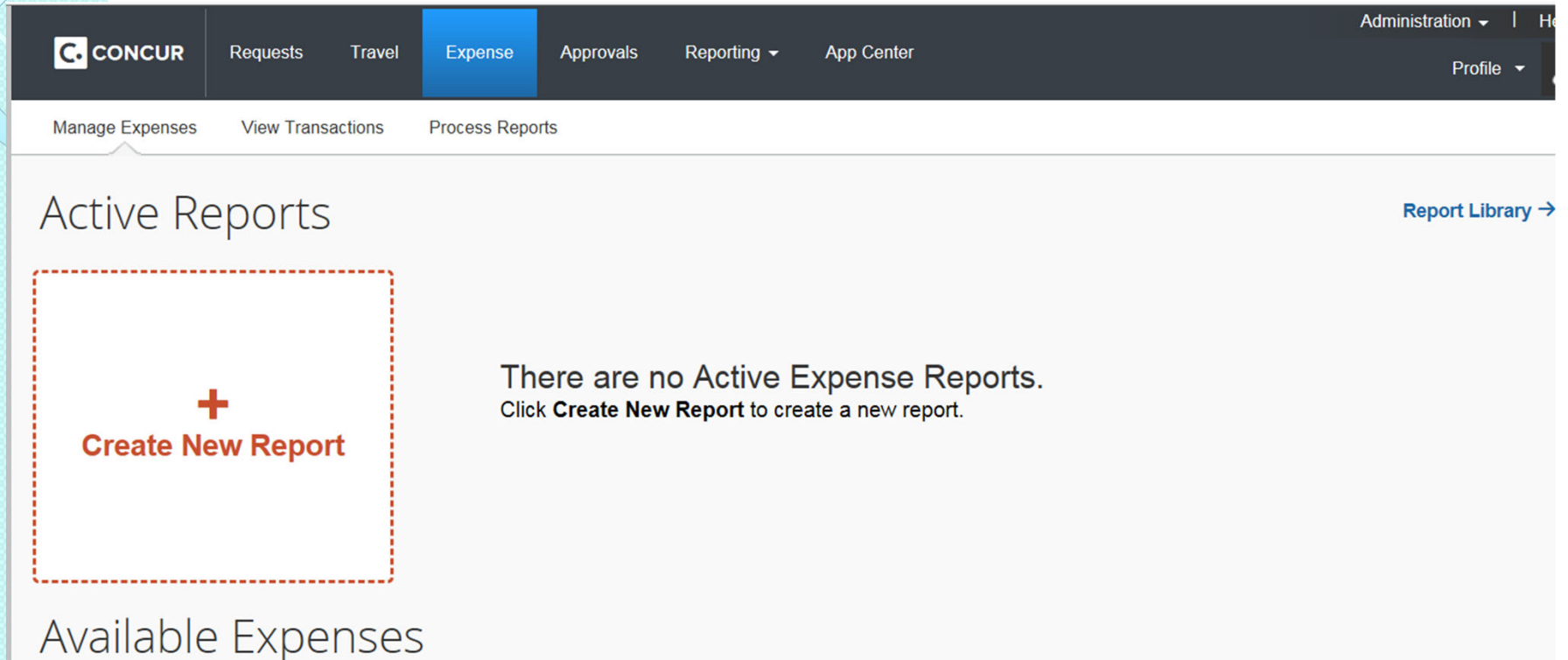


Expense Reports

(What is required)

- Create a new expense for every field you are claiming.
(list meals separately by day)
- Use the mileage calculator for miles driven
- Hotel claims should be itemized by lodging rate and by hotel tax for each day.(this can be done with the “nightly lodging expense” tab)

Expense Reports (What is required)



CONCUR

Requests Travel **Expense** Approvals Reporting App Center

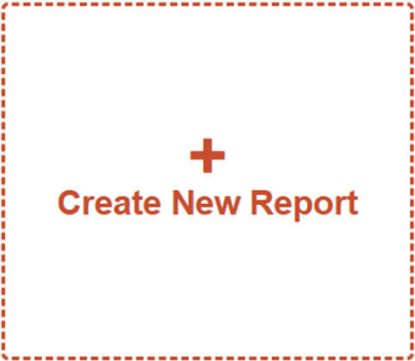
Administration | Help

Profile

Manage Expenses View Transactions Process Reports

Active Reports

[Report Library →](#)



Create New Report

There are no Active Expense Reports.
Click **Create New Report** to create a new report.

Available Expenses

- Make sure you've scanned and uploaded all your receipts to your computer.

Creating Expense Reports

Click on *Create New Report* to create a new report. Make sure to select travel in the policy box.

Fill out all information with Red Line and then select next.

Create a New Expense Report

Report Header

Policy Travel	Destination 	Trip Start Date 	Trip End Date 	Report Date 10/02/2019	Purpose & Benefit 	Report Key
Policy TRAVEL	System Member (04) TARLETON STATE UNI	Department / Sub-Department (FINAM 00001) FINANCE &	Account 	Account Attributes 	Personal Travel Included? h?	Department Reference Number
Travel Classification 	Student Travel Type 	Headquarters STEPHENVILLE, TX	Notes 	Auth. Request Encumbrance Release Final	Famis External VID h?	

GSA Meal Rate [h?](#)
0.00

Over 90 Day Explanation

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining

Add Remove

Expense Reports (Required)

If you have booked airfare and had it prepaid by the University, you should see these card charges on your “My Concur” page. Click the *airfare* and *agent fee* and “import” them to your expense report when you are ready to submit it for reimbursement. Don’t worry, concur recognizes it as company paid and will not reimburse the employee for the airfare. However; this is a necessary step in order to “repay” the clearing account that paid for your airfare.

Available Expenses

<div>All Cards ▼</div> <div>Move ▼ Match Unmatch Delete</div>				
<input type="checkbox"/> Expense Detail	Expense	Source	Date ▲	Amount
<input type="checkbox"/> AGNT FEE 89005970381786 SHORTS...	Travel Agent Fees	=	12/18/2012	\$2.00
<input type="checkbox"/> American Airlines WATERLOO, IA	Airfare	=	12/18/2012	\$579.60

Don't forget the fee!

Expense Reports

(Example if Corporate Card Charges are on Concur page)

The screenshot displays the Concur Expense Center web application. The browser address bar shows the URL <https://www.concursolutions.com/Expense/Client/default.aspx>. The application has a top navigation bar with tabs for Requests, Travel, Expense (selected), Approvals, and Reporting. Below this is a sub-navigation bar with Manage Expenses, View Transactions, and Process Reports. The main content area is titled "test" and includes buttons for New Expense, Quick Expenses, Import, Details, Receipts, and Print / Email. A table of "Available Expenses" is shown, with columns for Expense Detail, Amount, and Requested. The table lists various travel agent fees and airfare charges. At the bottom, there are summary fields for TOTAL AMOUNT (\$0.00) and TOTAL REQUESTED (\$0.00). A blue callout box is overlaid on the right side of the screen, providing instructions on how to import expenses.

Select the expenses for the trip and "import" the charges to the expense report. Once the charges are added, you can attach receipts.

Expense Detail	Amount	Requested
AGNT FEE 89005970381700 SHORTS TRA...	\$2.00	
American Airlines WATERLOO, IA	\$579.60	
American Airlines WATERLOO, IA	\$579.60	
AGNT FEE 89005970383035 SHORTS TRA...	\$2.00	
AGNT FEE 89006100091893 SHORTS TRA...	\$2.00	
AGNT FEE 89006109880671 SHORTS TRA...	\$2.00	
AGNT FEE 89006109900411 SHORTS TRA...	\$2.00	
AGNT FEE 89006109921223 SHORTS TRA...	\$5.00	
AGNT FEE 89006121069806 SHORTS TRA...	\$2.00	
AGNT FEE 89006121120302 SHORTS TRA...	\$2.00	
AGNT FEE 89006130426522 SHORTS TRA...	\$2.00	
AGNT FEE 89006343748884 SHORTS TRA...	\$2.00	

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Creating and Expense Report

The screenshot shows the Concur Expense Center interface. The browser address bar displays <https://www.concursolutions.com/Expense/Client/default.a>. The navigation bar includes links for Requests, Travel, Expense (selected), Approvals, Reporting, and App Center. The main content area is titled 'test' and features buttons for '+ New Expense', '+ Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. Below these, there's a section for 'Expenses' with a table header:

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

. A 'New Expense' form is open, showing a list of 'Recently Used Expense Types' and 'All Expense Types'. The 'Recently Used Expense Types' list includes Gasoline, Personal Car Mileage, Hotel, and Meals. The 'All Expense Types' list is organized into columns: Communications (Phone), Individual Meals (Business Meal, Business Meal-Alcohol, Meals, Meals-Non-Overnight, Sales Tax Charged in Error), Lodging (Hotel, Hotel Tax, Rent-Apartment/House), Other (ATM Cash Withdrawal, Bank Fees, Conference Registration, Dues, Educ Books < \$5k, Gifts, Incidentals, Internet, Laundry, Rental of Space, Services-Other than Travel), ...Other (Supplies, Travel Agent Fees, Personal Car - Mileage, Transportation (Airfare, Airfare Ticket Tax, Airline Fees, Airline Ticket Change Fee, Boat, Bus/Shuttle)), and ...Transportation (Car Rental, Gasoline, Limousine, Mileage Single Engine Aircraft, Mileage Turbo Aircraft, Mileage Twin Engine Aircraft, Parking, Subway, Taxi, Tolls, Train). At the bottom, there's a summary table:

TOTAL AMOUNT	TOTAL REQUESTED
\$0.00	\$0.00

Select appropriate *Expense Type* and fill in all items with a red line.



Expense Reports

(Submission)

- Once you've gotten all your claims added and the required receipts attached, you are ready to click the submit button. You'll find it at the top right of your expense report.
 - *If you are creating one for another traveler then you will see the “notify employee” button.*
- It will then route to the appropriate account owners for approval before arriving in Business Services for processing.

For Approvers

The screenshot shows the Concur web interface for approvers. The top navigation bar includes the Concur logo and links for Requests, Travel, Expense, Approvals (highlighted in blue), Reporting, and App Center. On the right, there are links for Administration, Help, Profile, and a user icon. Below the navigation bar, there are tabs for Approvals Home, Requests, and Reports. The main content area is titled 'Approvals' and displays three summary boxes: '02 Trips', '00 Requests', and '00 Expense Reports'. A blue callout box with an arrow points to the '00 Requests' box.

CONCUR

Requests Travel Expense Approvals Reporting App Center

Administration | Help

Profile

Approvals Home Requests Reports

Approvals

02 Trips	00 Requests	00 Expense Reports
-------------	----------------	-----------------------

Notice there are options for Requests and Expenses- When there are approvals waiting your review there will be number (see Trip for example), click on box to see information

Who Can *submit* reports?



The
Traveler!!



The
Traveler's
submission
is their
electronic
signature.

What goes on my report?



YOUR expenses only! *(make sure receipts are in your name)*



NOT OTHER PEOPLE'S EXPENSES

Do not pay for another employee's travel expenses. If you do, it will be between you and the other traveler to personally work out what is owed back to you.



Q&A

(exceptions)

- **What about conference hotels?** Continue booking them as you have in the past – outside the system. Concur does not have access to conference rates.
- **Do I have to use the system to book my travel?** No, you can book on your own as you have in the past. Receipts are still required as have been.

Helpful Information regarding Travel

Find forms and other traveler information on Business Services website.

← → ↻ 🏠 🔒 tarleton.edu/business/facultystaff/travel.html

📱 Apps 🖨️ Technology Home... 📌 Maintenance 📺 VM Reset 📁 TSU Resources

Meals and Lodging

[Meal and lodging rates](#) differ for in-state and out-of-state travel. State travel expense reimbursement is not a per diem. An employee must claim the actual expenses incurred for meals and lodging not to exceed the maximum allowable rates. The maximum should not be claimed unless the actual expenditures equal or exceed the maximum allowable rate. The reimbursement limit applies without a carry-over from another day. Texas Administrative Code, Title 34, Part 1, Chapter 5, Subchapter C, Section 5.22.

Concur

Concur/eTravel Forms and Information

- [Travel Card Application](#) [📄]
- [Mileage vs. Airfare Justification](#) [📄] (used when driving out of state)
- [Point to Point Travel Request](#) [📄]
- [Hotel Tax Exempt Form](#) [📄]
- [Individual Concur Information Sheet \(see instructions\)](#) [📄]
- [Instructions for entering Individuals in Concur](#) [📄]
- [Travel Expense Checklist](#) [📄]
- [Motor Vehicle Rental Tax Exemption Form](#) [📄]

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<https://www.youtube.com/channel/UCsLdElrRqz2SFYx-jcz7CXA>

Texas A&M Travel

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How to Approve an Expense Report in Concur

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How to Allocate an Expense in Concur

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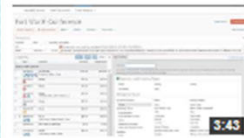
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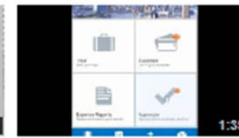
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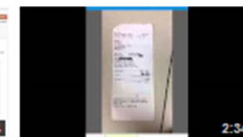
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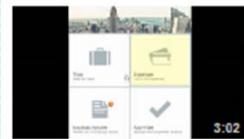
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Overview of New Concur User Interface

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Support

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