



Concur Travel & Expense Overview

What is Concur Travel & Expense?

- **Concur Travel & Expense delivers One-Touch Business Travel™ by integrating travel reservations & expense reporting data into one application**
- **Concur's "Smart Expense" feature pulls travel itinerary detail booked through Cliqbook into the automated expense tool eliminating the need for manual entry**
- **Links to corporate card - charges automatically load in to Concur**
- **Provides automation of the expense reporting and approval processes**
- **Paperless process: access tool on-line then scan or fax receipts**

Easy, Intuitive Navigation

The screenshot displays the Concur user interface with several panels:

- Trip Search:** Includes tabs for Flight, Car, Hotel, and Flight Status. Radio buttons for Round Trip (selected), One Way, and Multi-Segment. Fields for Departure City and Arrival City. Departure and Return sections with dropdowns for depart, Morning/Afternoon, and ± 3. Checkboxes for "Pick-up/Drop-off car at airport", "Find a Hotel", and "Refundable only". Search flights by Price or Schedule (selected). A Search button.
- Company Notes:** Text: "Book travel with the Cliqbook Travel Wizard, check travel rules set by your company, get travel maps, and more." Includes an icon with airplane, car, and return symbols.
- Company News:** Text: "Access our company T&E policy".
- Active Reports:** A table with columns: Report Name, Status, Date Created, Total. Includes links for "New Expense Report" and "View Reports".
- Approval Queue:** Shows a report named "Training Class" with a description "Learn about new training software" and a warning icon.

Report Name	Status	Date Created	Total
September Vendor Visits LenDev and BTEngineering	Not Filed	10/10/2007	\$1,266.94
GlobalTech Sales Training Work with new sales system	Not Filed	10/10/2007	\$765.33

“My Concur” is customizable to suit your individual needs (ie: rearrange boxes on page)

Seamless Travel and Expense Integration

The screenshot displays the Concur web application interface. At the top, the Concur logo is visible, followed by a navigation menu with options: My Concur, Travel, Expense, Profile, Help, and Log Out.

The main content area is divided into several sections:

- Trip Search:** Includes filters for Flight, Car, Hotel, Limo, Rail, Flight Status, and Dining. Radio buttons allow selection of Round Trip, One Way, or Multi-Segment. Fields for Departure City and Arrival City are present. Departure and Return sections include dropdowns for time of day (Morning/Afternoon) and duration (± 3). Checkboxes for "Pick-up/Drop-off car at airport", "Find a Hotel", and "Refundable only" are included. A "Search flights by:" section offers Price or Schedule options with a Search button.
- Company Notes:** Contains text about the Cliqbook Travel Wizard and a small icon representing travel services.
- Company News:** Features a link to "Access our company T&E policy".
- Active Reports:** Shows a "New Expense Report" button and a "View Reports" button. A table lists reports:

Report Name	Status	Date Created	Total
September Vendor Visits LenDev and BTEngineering	Not Filed	10/10/2007	\$1,266.94

- Approval Queue:** Shows a report entry:

Report Name	Total
Training Class Learn about new training software	\$1,500.00

- Upcoming Trips:** Displays the message: "You have no upcoming trips. See trip library for complete list."
- Trips Awaiting Approval:** Displays the message: "You have no trips to approve."

A red arrow points from a yellow callout box to a warning icon in the Approval Queue section. The callout box contains the text: "Book your travel and complete your expense report all from 'My Concur'".

Weather: Shows weather for SEA - Monday: Mostly Cloudy, High: 61°F, Low: 51°F. A search field for airports is also present, with "Seattle, WA - Seattle Tacoma Intl Arprt" entered.

Create your Expense Report with One Touch

My Concur | Travel | Expense | Reporting | Administration | Profile | Help | Log Out

You are administering travel for: Me Search

Trip Search

Flight | Car | Hotel | Rail | Flight Status

Round Trip One Way Multi-Segment

Departure City DCA
DCA - Ronald Reagan National Arpt - Washington, DC

Arrival City




Departure
[] depart [] 9:00am [] ± 2 []

Return
[] depart [] 5:00pm [] ± 2 []

Pick-up/Drop-off car at airport

Find a Hotel

Trip List

Trip Name/Description	Locator	Status	Start Date	End Date	Exp. Report?
Trip from San Antonio, TX to New Orleans, LA (For Ms Nancy Maquire)	SBLMFU	Needs Expense Report	02/17/2009	02/19/2009	
Trip from Los Angeles to Washington (For Jeremiah Jones)	W7K7WQ	Needs Expense Report	03/03/2009	03/17/2009	
Car/Hotel Reservation (For David Clark)	LHFVMS	Needs Expense Report	04/08/2009	04/10/2009	

Two records found.

Expense Info

After completing a trip, easily create an expense report by locating your trip from your "Trip List" on "My Concur" and Export into Expense.

Expense Report Header

My Concur Travel **Expense** Profile Help Log Out

View Reports **New Expense Report**

Create a New Expense Report

Report Name <input type="text"/>	Report Date 06/01/2009	Business Purpose <input type="text"/>	Comment <input type="text"/>
Policy UCG Expense Policy	Report Key <input type="text"/>	Company THV	Conference Number N / A - THV
Department Code A000-Corporate Overhead			

Enter a **name** for your report that will help you to identify it in the future. Complete the **business purpose** field to provide Accounting a reason for the expenses (the business purpose can be changed for each expense line-item within the report, if need be)

Complete Required Expense Fields

My Concur Travel **Expense** Profile Help Log Out

View Reports New Expense Report

Expense Report
trip to boston Hide Exceptions Delete Report

New Expense Details View Import Receipts

Exceptions

Expense Type	Date	Amount	Exception
Office Supplies	06/02/2009	\$30.00	Error! You must specify a cost center on the allocation form.

Expense List Total: \$30.00

Date	Expense Type	Amount	Requested
06/02/2009	Office Supplies	\$30.00	\$30.00

New Expense

Expense Type: Training Transaction Date: 06/02/2009

Business Purpose: meeting with sales team Vendor Name:

City: Payment Type: Cash

Amount: USD Personal Expense (do not reimburse):

Save Itemize Allocate

View required items/"exceptions"

Select your Expense Type and complete all required fields (noted with a red line)

Add Attendees, Itemize & Allocate

The screenshot shows an expense management interface with the following fields and controls:

- Expense Type:** Dinner
- Transaction Date:** 05/06/2008
- Business Purpose:** Meeting
- Vendor Name:** LONDON TRANSPORT (AMEX)-EMBAI
- City:** London, UNITED KINGDOM
- Payment Type:** AMEX IBCP
- Amount:** 5.70 GBP
- Rate (USD=1 GBP):** 2.04385965
- Amount in USD:** 11.65
- Personal Expense (do not reimburse)**
- Comment:** (empty text area)

Add / Delete Attendees section:

- Attendee Total:** £5.70 | **Remaining:** £0.00 | **No Shows:** 0
- Buttons: Search, Edit, Remove, **New Attendee** (circled in yellow), Favorites:

Attendee Name	Attendee Title	Company	Attendee Type	Amount
<input type="checkbox"/> Haskell, Dana			This Employee	£5.70

Bottom navigation bar:

- Buttons: Save, Itemize, **Allocate** (circled in yellow), Cancel

Annotations:

- Red arrow from "Add attendees if entertaining clients, etc." points to the "New Attendee" button.
- Red arrow from "Itemize charges, as needed (required for hotel expenses)" points to the "Itemize" button.
- Red arrow from "Allocate the expense to the appropriate Cost Center, Dept Code, etc." points to the "Allocate" button.

Add attendees if entertaining clients, etc.

Itemize charges, as needed (required for hotel expenses)

Allocate the expense to the appropriate Cost Center, Dept Code, etc.



Allocate Expenses – Select Codes

Allocations

Total Amount : \$11.65
Allocated Amount : \$11.65 (100%)
Remaining : \$0.00 (0%)

Allocate By: ▾ Add New Allocation Delete Selected Allocations

<input type="checkbox"/> Percentage	Company	Conference Num...	Cost Center *	Department Code *	Code
<input checked="" type="checkbox"/> 100	THV	N / A - THV	A000	A000-Co...	THV-N / A - THV...

(Code) Text

- (THV-C1140-H667) Orthopedic Coder's PS
- (THV-N / A - THV-ACON) ACON
- (THV-C1147-B115) Investment Advisor Watch
- (THV-C1110-C037) Voice Report
- (THV-C1141-H668) Anesthesia/Pain Cdrs PS
- (THV-C1081-C037) Voice Report

AAIR
ACON

Dept Code will default. Confirm and change if necessary (ie: if attending a UCG conference).

Select the **Conference Number** (if attending a UCG conference)

Select the **Cost Center**. Previously selected cost centers will appear in bold. Be sure to select the correct code.

Allocation Options

Expense Report
trip to Boston

Hide Exceptions Delete Report Submit Report

Receipts Print

Expense Type	Date	Amount	Exception
Hotel	03/17/2009	\$0.00	This entry must be itemized before the report can be submitted.
Hotel	04/10/2009	\$0.00	This entry must be itemized before the report can be submitted.

Expense List

Delete Total: \$0.00

Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/> 04/10/2009	Hotel Courtyard, Newark	\$0.00	\$0.00
<input checked="" type="checkbox"/> 03/17/2009	Hotel Marriott Hotels, Wa:	\$0.00	\$0.00

You have selected multiple expenses. What would you like to do?

- [Delete](#) the selected expenses
- [Allocate](#) the selected expenses
- [Edit](#) one or more fields for the selected expenses

Note: Allocation can also be found under "Details" on the tool bar.

Check to allocate all expense items to the same Cost Center and Department Code

Select each item separately to allocate to different Cost Centers and Department Codes.



Submit Your Expense Report

Print the Fax Cover Page to
fax in your receipts



-or - Scan & Attach your receipts

Submit your report to your approving
manager. Receipts must be attached
before your manager can approve
the report



View Report Detail

Report Submit Status - Quarterly Sales Meeting [X]

This report was submitted successfully.
Approver: Crotty, Julie L.

Expense Report

Report Total :	\$260.00
Less Personal Amount :	\$0.00

Amount Claimed :	\$260.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$260.00
Total Paid By Company :	\$260.00

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Close

Concur Expense Reimbursement

- **Approved expense reports are processed for payment daily and reimbursement will occur via direct deposit to the employee's bank account within 10 business days.**
- **Expense reports must be submitted and approved by the 10th of the month for all charges incurred the previous month (i.e. charges posted to your account in the month of June are due by July 10th).**

Updates & Notifications

- **Emails are sent when travel reservations are made or expense report status changes:**
 - Travel: Cliqbook Travel Notification, Agency Ticketed Itinerary, Itinerary changes (i.e.: flight schedule, etc)
 - Expense: Approved, Rejected, Resubmitted and/or Authorized for Payment
 - Note: Approved and Authorized for Payment emails are only sent if the employee has selected this feature*
- **An email notification is sent to your manager when your report has been submitted & is ready for approval**

Important Notes

Access Concur Through www.ucgtravel.com

- ✓ Save link to your “Favorites”
- ✓ Review the UCG Travel Policy
 - Corporate card policy – eligibility
 - Car rental suppliers (choose supplier w/lowest rate & write “UCG” on rental agreement)
 - Personal credit card should be used for all travel expenses (air, car, hotel, etc), if you are not authorized to receive a corporate card
 - Contact the Corporate Travel Dept to apply for a corporate card

Concur Login ID

- ✓ Your corporate email address
- ✓ Password is “welcome” (*will prompt to change*)

Profile – verify personal information

- ✓ Name (must identically match Driver’s License and/or Passport)
- ✓ Complete all required fields (including Gender & DOB)
- ✓ Verify Bank Account info
- ✓ Verify Approving Manager
- ✓ Confirm or add travel preferences and frequent flyer info
- ✓ Double-check corporate card number (*or add personal card if ineligible for corp card*)

Resources

- ✓ Address questions re: Expense Reporting to the Accounts Payable Dept
- ✓ Address questions re: Travel and Corporate Card to the Travel Dept
- ✓ Info & Program Overview under “Help” on www.ucgtravel.com