Concur Travel & Expense Training
Agenda

- What is Concur Travel & Expense?
- What will it do for me?
- How to Create an Expense Report
- Concur Expense Reimbursement
- Updates & Notifications
- Concur Travel and Expense Demonstration
- Questions
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 Expenses” feature pulls travel itinerary detail booked through Cliqbook into the automated expense tool eliminating the need for manual entry

- Concur automates the expense reporting and approval process

- Concur provides an easy process to scan or fax receipts and attach them electronically to your expense report
Easy, Intuitive Navigation

Easy navigation through the My Concur page allows quick, secure access to all of Concur’s solutions. My Concur is also customizable to meet your individual needs.
Seamless Travel and Expense Integration

Book your travel and complete your expense report all from My Concur.
After completing a trip, you can easily create an expense report by locating your trip in the Trip List section of the My Concur page.
What will Concur do for me?

- Provides intuitive screen design
- Provides you with a seamless travel & expense experience
- Automates expense report creation, approval, processing and payment
- Easy to provide receipts – scan or fax to attach to your report
- Sends email notifications regarding the status of approvals and payments
- Provides online access and detailed expense history
Create a New Expense Report

Enter a name for your report that will help you 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.
Complete Required Expense Fields

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

View required steps
Add Attendees, Itemize & Allocate

Add attendees if entertaining clients, etc.

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

Itemize charges, as needed (required for hotel expenses)
Allocate Expenses – Select Codes

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.

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

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

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

Note: Allocation can also be found under “Details” on the tool bar.
Submit Your Expense Report

Submit report to your approving manager. Scan in your receipts. Receipts must be attached before your manager can approve the expense report.
View List of Required Receipts

According to company policy, you must provide receipts for the expenses listed below. You may either fax the receipts or attach scanned images. If you have already provided receipts, you can submit your report now.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td>05/05/2009</td>
<td>$200.00</td>
</tr>
<tr>
<td>Southwest Airlines, New York, New York</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dinner</td>
<td>05/05/2009</td>
<td>$60.00</td>
</tr>
<tr>
<td>Joes Bar and grill, New York, New York</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Attach receipts (scan or fax)
View Report Detail

Report Submit Status - Quarterly Sales Meeting

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
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

Travel Website is now www.ucgtravel.com
  ✓ Anyone who had link for site hosted by World Travel saved in their favorites will need to delete/resave link above
  ✓ Review the revised Travel Policy
    o Corporate card policy
    o Car rental suppliers (choose supplier w/lowest rate/write “UCG” on rental agreement)
    o Personal card should be used for all travel expenses (air, car, hotel, etc), if you do not have a corporate card
    o Contact the Corporate Travel Dept to apply for a corporate card

Concur Login ID
  ✓ Your corporate email address
  ✓ Password (will be “Welcome” but then will prompt to change)

Resources
  ✓ Address questions re: Concur & Expenses to Accounts Payable
  ✓ Address questions re: Cliqbook & Travel to the Corporate Travel Dept
  ✓ Info & Program Overview under “Help” on www.ucgtravel.com
Concur Travel & Expense

Training Demonstration
Questions?