Concur Training Athletics Handbook

Ways to Pay Travel Expenses

- 1. Concur Ghost Card
 - a. If booking airfare directly via Concur, the University Ghost Card is automatically charged and the transa Available Expenses. Attach the issued receipt to the Expense Report with all other travel

- 4. Out-of-Pocket
 - a. During travel, in the case, a vendor only accepts cash or you are unable to use your Travel Card for a particular transaction, you can pay out-of-pocket with your personal funds (cash, or credit card) and upon submission of approved travel expense report, reimbursement check will be issued.
 - b. For any athletic reimbursements not related to travel, you will need to pay out of pocket and request reimbursement.
 - i. Hospitality Reimbursement for Recruits traveling to you.
 - ii. Business Reimbursement for any business related expenses unrelated to travel.
 - iii. Itemized Receipts required.

User Profile Setup:

1. Personal Information

Make sure all required fields are populated if booking airfare in Concur.

My Travel Network as personal

travel itineraries may funnel into your Concur account.

Add Travel Arranger if someone will be booking travel on your behalf. Add them as a Delegate too.

Add CT Card to your Credit Cards section if you plan on booking any hotel reservations in Concur.

2. Personal Car (Under Expense Settings)

Add license plate # as the vehicle ID and select Personal as the

Recruiting/Conferences/Competition Travel with overnight stay (all travel expenses) Must submit a Request for each travel/event Include all estimated expenses Expense post travel within 30 days

Team Travel

Cash advance available, include team Roster Request submitted for each travel Include all estimated expenses for the travel Expense post travel within 30 days Use specified Expense Types for Group Travel Attach required documents such as RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND

Concur Travel Card Transactions:

Travel card transactions will appear under Available Expenses.

For a day team travel group meals, can only reimburse for student meals, not coaches. Coaches should use personal card for their meals and not request reimbursement. All Transactions need to be placed on an expense report with any out of pocket and university paid transactions.

Transaction Date can be updated if needed.

Make sure to complete all required fields fF41.044 0 0r0092p

ended, the flight transaction on an expense report within 60 days of travel end date.

No first class, preferred seating, etc. allowed. Cannot pay for baggage through Concur. You can pay for baggage at the airport using travel card or out of pocket and request reimbursement (if it falls under business-related expense and approved by the department head).

You can also use travel card and pay directly through the airline vendor if you choose to.

3. Car Rental