

# **REL Travel/Purchase Policy & CONCUR Procedures**

## **CONTENTS**

P. 2 YOU WILL NEED...

P. 2 SETTING UP CONCUR MOBILE APP

P. 3 CREATING DELEGATES/TRAVEL ARRANGERS

P. 4 POLICY

P. 6 SCANNING A RECEIPT

P. 6 REQUESTING/REPORTING TRAVEL & PURCHASES

P. 7 INTERNATIONAL TRAVEL REQUESTS

Fall 2017

# REL Travel/Purchase Policy & CONCUR Procedures

To implement UA's new purchasing/billing software, CONCUR (that also books travel and facilitates reimbursable expenses, as well as managing international travel requests), REL has developed this policy and procedures document. The following instructions should assist you to set up CONCUR on your desktop and then help you with using the associated app.

## YOU WILL NEED...

1. To do the **CONCUR online training**. You will find it at MyBama under the Employee Tab. Click "Concur Training" (in the far right column); you will have access to the CONCUR system within a week of doing this training.

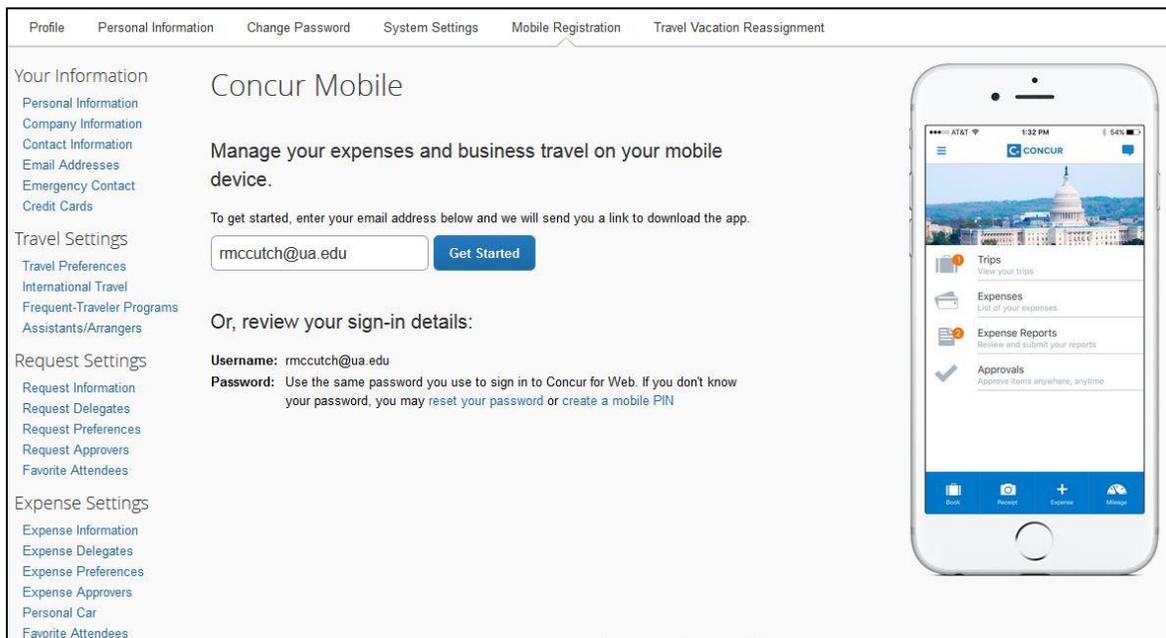


2. To obtain the **CONCUR mobile app** at the App Store (as well as the **Trip It** mobile app—which is not required; it speaks with CONCUR-booked trips and provides you with travel updates etc.).

3. To turn on your phone's "Passcode" feature, to enable the CONCUR mobile app to work.

## SETTING UP CONCUR MOBILE APP

Open the CONCUR site on your desktop (by clicking the CONCUR logo via MyBama [see above]) and go to Profile/Profile Setting (top right of the main CONCUR page). Choose Mobile Registration (as per below). Follow the steps to create a **mobile app password**. Your email address should automatically appear in the box, as per below.



Once the mobile app password is created you will be able to log into the CONCUR mobile app, using the same email and password as entered above at the desktop version.

## CREATING DELEGATES/TRAVEL ARRANGERS

REL will implement CONCUR by asking faculty to delegate to the main office (Betty and, once she has returned/been registered at CONCUR, Donna as well) the rights to (i) go into your account and create expense reports and (ii) book travel plans. These delegations need to be done in two steps.

1. Find **Request Delegates** in the far left vertical menu (on CONCUR's desktop site). "Add" by finding "Dickey, Betty" from the list of possible CONCUR users. Once she is selected, check all boxes that can be chosen, as per below).

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input checked="" type="checkbox"/>	Dickey, Betty bdickey@ua.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save this. Once Donna is back (and part of the CONCUR system) you will need to repeat this step for her.

2. Choose "Personal Information" (on the top horizontal menu) and, toward the bottom of the page that loads as follows...

**\*\* Important \*\***

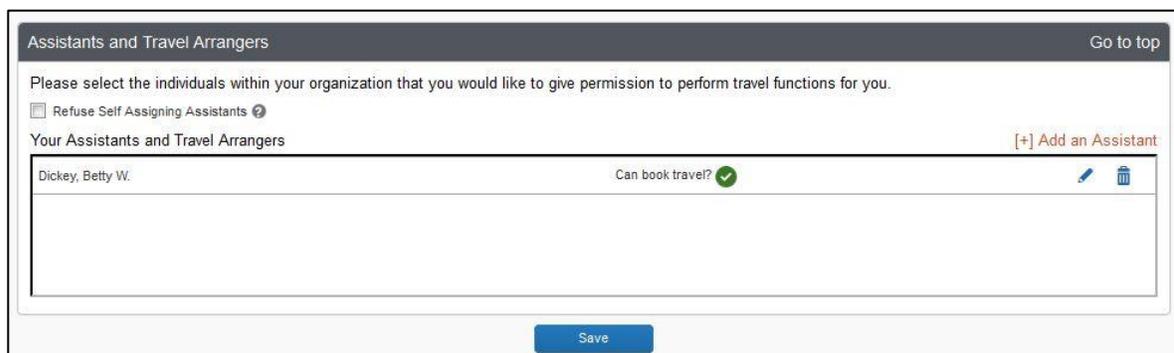
Please review your Concur profile for accuracy and be sure that the names in the name fields match your valid federal issued Traveler ID. Please update if needed and save your profile before booking on line with Concur or with an agent at Christopherson Business Travel (CBT)

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.  
Fields marked [Required] and [Required\*\*] (validated and required) must be completed to save your profile.

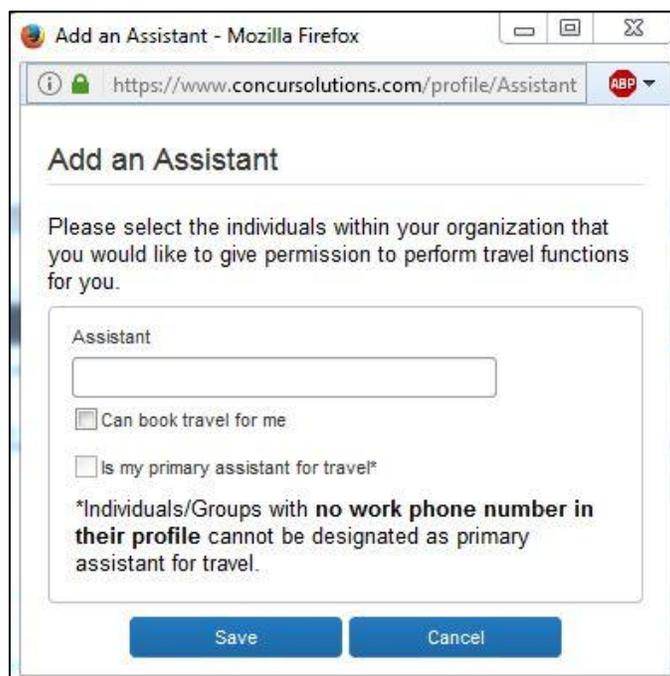
**Important Note**  
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title: [Dropdown] First Name [Required]: Russell Middle Name [Required]: [Dropdown] Nickname: [Dropdown] Last Name [Required]: McCutcheon Suffix: [Dropdown]

..., you will find "Assistants and Travel Arrangers"; Click "Add an Assistant" (in red, toward the right) and search for "Dickey, Betty" and add her. (Repeat, later, for Donna.)



Once you find Betty, click both boxes below, so that she can (i) book your travel and (ii) is your primary assistant for travel. Add her/save the information.



## POLICY

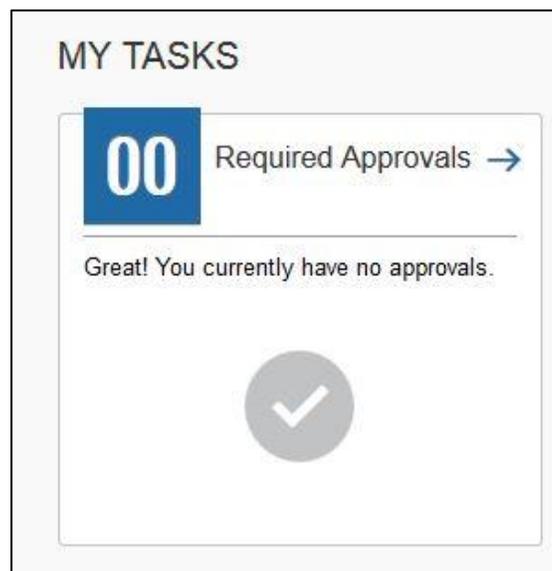
1. Unless otherwise negotiated with the Chair, individual faculty will allow the main office to book their travel through CONCUR and to create expense reports. That is, faculty are *not* booking travel on their own through CONCUR. As per the past, faculty will communicate to the main office their approved travel requests/details of requested flights (via the REL Travel Request form, on our website [see below]). Note: the CONCUR site does not book hotels.
2. Faculty will book their own hotel reservations outside the CONCUR system and seek reimbursement afterward; retain original receipts and add them to your CONCUR library via the CONCUR mobile app (see below).

3. Using the CONCUR app, faculty will photograph all receipts for reimbursable expenses. These will then be automatically added to your CONCUR account and the main office will draw on them to create specific expense reports once you have submitted all of your paperwork (see below).

4. As your delegate, the main office will receive notifications concerning your account and will act on them as required; **minimizing engagement of faculty with the CONCUR site is our goal (and thereby preventing faculty from going over allotted research funds)**. However, you will need to go into your account when an expense report is completed, to approve it (just as you had to sign-off on hard copy expense reports in the old system). The automatic email signaling this will have the following subject line: “**Expense Report Pending Your Approval**” and it will contain the link that takes you directly to your CONCUR account. It then moves to the Chair for approval once you have done this—and so on, up the line. **Note:** you can, of course, opt to do these steps on the app rather than your desktop.



5. Once logged into your CONCUR main page (having clicked the email notice’s link) you will see one or more items needing your approval, all listed under “**My Tasks/Required Approvals**” toward the bottom left of the page. Click the item in the list and approve it on the following page.



## SCANNING A RECEIPT

1. Open the CONCUR app and (after allowing it to access your camera) photograph each individual receipt (pair any one purchase's itemized receipt with the credit card receipt [see below]). Note: it will detect the size of the receipt and, if folded or in odd lighting, may opt to photograph only part of it—ensure that the auto-detect box/lines identifies the entire receipt. And, if the picture turns out blurry in the preview, please retake it. **Note:** this step can happen at any time, so there is no need to save and then process receipts all at once, such as only when a trip is complete or when multiple purchases have all been made.

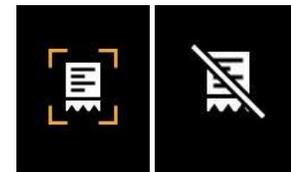
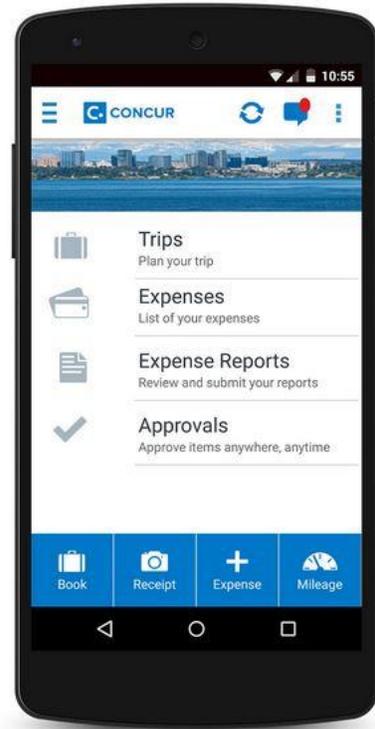
2. Each receipt that you photograph is stored in your CONCUR receipt library automatically and viewable on the desk top version instantly. **One photograph per purchase/item** (see below).

3. **Retain all original hardcopy receipts** and submit them to the main office (see below).

4. Receipts can, of course, be scanned on a flatbed scanner (as in our main office copier), saved to a desktop and then uploaded via CONCUR's desktop version. Having done both, the CONCUR mobile app is far more efficient but does not allow you to rename the scanned image (the app names it as the date/time it was uploaded).

5. Scanned receipts live in CONCUR's "Available Expenses Library"; **once a receipt is there your job is done.** The main office will draw on these when eventually creating an expense report (a step triggered when all of your hardcopy receipts are submitted to the main office along with your hardcopy "REL Expense Form" [see below]).

6. Itemized receipts and credit cards receipts for the same purchase **must be photographed/uploaded together through the CONCUR app** (or scanned together on a flatbed scanner). To do this on the app **turn off** the automatic detect feature (bottom right of the receipt photo screen) so that two receipts can be photographed together.



## REQUESTING/REPORTING TRAVEL & PURCHASES

1. Prior to booking any travel, please go to "Faculty Resources" on the REL website and select "REL Travel Request"; complete the online form with specific information. This will be submitted online to Betty; once it is approved (and you will be notified), the main office will begin making arrangements and consult with you.

2. If you have made a purchase for which you wish to receive reimbursement ensure that you have spoken with the main office to determine whether the item is a reimbursable purchase **prior to buying it**. As always, retain the original receipt and upload it via the CONCUR app.

3. Once travel is complete, or once a purchase made and all receipts are photographed and uploaded, please complete the “REL Expense Form,” also located on our website’s “Faculty Resources” page. (It is an editable Word doc.) Submit that form in hardcopy to Betty, along with all original receipts (not taped to paper but simply arranged properly and clipped together with a binder clip or paperclip). **This will be the signal to the main office to go into your account and produce an expense report for your travel/purchases.**

**Department of Religious Studies**  
**Expense Form**  
 This form is for out-of-state travel, entertainment expenses, and authorized purchases.

Enter relevant values in gray areas.

Submit a completed hard copy of this form, along with original receipts, to Betty Dickley.

\*Be prepared to attach a copy of the conference program.

Travel Dates (mm/dd/yyyy)	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast Provided (Y/N)							
Lunch Provided (Y/N)							
Dinner Provided (Y/N)							
*Lodging (Hotel, motel, etc.)							
*Airport bus/limo/taxi							
*Rental Car							
*Toll/Driving fees							
*Other (specify)							
Mileage (if of miles)							

Entertainment		Purchases	
Reason & attendees	Amount	Reason	Amount

### INTERNATIONAL TRAVEL REQUESTS

Permission to travel internationally is now also managed through CONCUR. Before any plans can be formalized/booked, this form must be completed and go through the various steps for approval.

1. Under “Requests” (on the desktop version) select “New Request”; an international travel request is the only option.

CONCUR | Requests | Travel | Expense | Invoice | Approvals | Reporting | App Center

Manage Requests | **New Request** | Quick Search

## Request

Request/Trip Name:  
 Business Purpose Explanation:

Request Header | Segments | Expenses | Approval Flow | Audit Trail

Request Policy: International Travel Request | Request/Trip Name: | Request/Trip Start Date: | Request/Trip End Date: | Destination City: |

Report Type: International | Business Purpose: | P-Card Cardholder Name: |

Business Purpose Explanation: | Comment to Approver: |

Chart (Required field): 1 | Fund: 2 | Org: 3 | Program: 4 |

Activity: | Work Order: | Phase: |

2. Save the request for editing later or Submit the request once all required fields have been completed.