

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 transactions will load in your Concur's Available Expenses. Attach the issued receipt to the Expense Report with all other travel related expenses.
- b. Payment Type: ***Ghost Card-USBank**. This is a virtual card used only for airfare and railway tickets for campus travel. No credit card information is available.

2. Concur Individual Travel Card (CIT Card) –

- a. Travel cards issued to all head and assistant coaches will need the approval of Athletics Director.
- b. Travel card pays only for all expenses related to university athletic travel and events.
- c. Coaches can pay for their expenses as well as the Athletic Team for Travel for travel related expenses.
- d. **For team/group travel, to pay for airfare booked outside of Concur, you can use the travel card but must advise the Accounting Manager to add the MCC code to include airfare.**
- e. The Athletic Team may be governed by the NCAA regulations for Athletic Travel but the employees and volunteers must follow the campus travel policy.
- f. The travel card is not eligible for cash advance. You must request cash advance through the Concur Travel Request process.
- g. If driving personal car, please do not pay gas using the travel card. The campus reimburses mileage, not gas.

3. Cash Advance – Team Travel Only

- a. If cash is needed to be given out to Athletes for meals or entry fees, please see below under Travel Request – Team Travel on how to request.
- b. Cash advance can only be given out to the Athletes for meals and not coaches, and volunteers.
- c. For meal reconciliation, a group list that includes student names, amounts given, and their signatures, must attach to the Expense Report.
- d. Issuance of cash advance is no earlier than 30 days from travel as a check payment or direct deposit.
- e. Cash Advance given out will be expensed under appropriate expense type and payment type "out of pocket". Cash advance balance must be \$0 in order to submit the expense report. Any additional out of pocket expenses paid, will be reimbursed to the employee.

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.
- Enter frequent Travel #'s but be careful to opt in to **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 CIT 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 **Mileage Rate Type**. This information is important if you intend and will be driving on University Business.
- Make sure you have completed the Defensive Driver's Training. This is a requirement in order to reimburse for personal car mileage.

3. Request/Expense Delegate

- Add a delegate under Request or Expense. Once you add the delegate, they will appear in both sections.
- Add and check the boxes for the delegate to prepare, view receipts and receives emails.
- If you have a travel arranger, make sure to also make them a delegate, otherwise they won't be able to see the Requests and or Expense Reports associated with the travel.

Travel Requests: (Authorization to Travel)

- **Blanket Request** – Recruiting/traveling with no overnight stay (**mileage/parking/toll**)
 - Fiscal Year (July 1, 2021 - June 30, 2022) or custom length of time but cannot overlap 2 fiscal years.
 - Estimate expense totals for duration of the blanket.
 - Expense on a monthly basis at the end of each month if you traveled.
 - Personal car mileage – add license plate under Profile Settings, and DDT.

- **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 AGREEMENT TO PAY CLAIMS, Conference Agenda, etc.

Expense Reports: (Travel Claim)

1. Blanket Expense Reports-

- Mileage, Parking/toll can be expensed for travel with no overnight stay.
- Expense at the end of the month when you have traveled.
- Change the Report Name to Blanket and the month/year.
- Change the travel start and travel end date to that month's travel.

2. Recruiting/Conference/Competition Expense Reports-

- **Expense each travel** within 30 days post travel.
- Include all out of pocket, travel card transactions, and university paid transactions on the expense report.
- Attach all required receipts/supporting documentation.

3. Team Travel-

- Expense within 30 days post travel.
- Include all out of pocket, travel card transactions, and university paid transactions on each travel expense report.
- Attach receipts/supporting documentation, and signatures of each athlete if needed/required.
- Attach team roster of who traveled.
- Use Team/Group Expense category if applicable.
 - Group Meals
 - Group lodging (other accommodation)
 - Pre-season
 - Entry Fees
- Attach all Athletics Team Travel related documents (including team roster) as receipts.
- Cash advance documentation must be attached. Cash advance balance must be at \$0 in order to submit expense report.

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 for that expense.
- Include a receipt if a receipt is required. Receipt requirements are the same as the CSU Travel Policies and Procedures.
- Credits need to expense. If you anticipate a credit/refund on the card/wait to expense if you still are within the 60 day timeframe.
- Make sure to include Team Roster of who traveled if paying for group meals/lodging.

Booking Travel via Concur:

1. Book travel recruiting/conferences using the Trip Search tab

- Use the Trip Search for estimates or look for pricing. Just don't following through with booking reservation if you don't want to book in Concur.
- **Group travel** does not work using the Trip Search. You need to book flights and/or hotel directly with a Christopherson Business Travel (CBT) agent or book outside of Concur. Please follow guidance when booking team travel.
- Once a request is approved in Concur, traveler/travel arranger can book travel directly in Concur using the Trip Search or calling a CBT Agent.
- Once reservation is booked, the reservation request will be sent directly to Christopher Business Travel (CBT) our third party vendor to finalize the booking. Traveler will receive an email confirmation from CBT once their booking is finalized.
- Service fees of \$5 apply for online airfare bookings. \$26 if booked over the phone with an agent. See our Travel website for the CBT Service Fee Agreement.
- Can add frequent traveler numbers, and travel preferences in user profile > Travel Preferences like AAA will show if added under travel preferences. Government rates will already show.
- Changes, cancellation can be done in Concur through the Travel Tab or by calling a CBT agent. No service charge for cancellations.
- Enabling e-receipts allows receipts to be sent directly to Concur if vendor is preferred by Concur.
- When travel is booked in Concur, it will all be located under the traveler's travel tab.

2. Airfare

- Traveler can select the most economical flight, vendor, time based on their travel needs. Cancellation policy is dependent on the vendor and type of ticket purchased. Cancellation for non-refundable tickets (not business economy) will get a credit and will be stored in Concur for future use by the traveler.
- Campus prepays flight booked through Concur with the travel ghost card. There is no option to pay using a personal credit card if booking in Concur. Once the travel has

ended, *traveler must expense* 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

- Car rental reservations must be booked via Concur. Rates and insurance are included with the CSU contract for Enterprise and National. (Please do not get hold of CBT agent to book a car/van.)
- For car/van rentals, Enterprise/National are the only allowable to select. If Enterprise/National vendors are not available, *an exception to using a different car rental vendor other than Enterprise/National, approval by the Risk Management Manager/Office is required.*
- No additional insurance required if booking through Enterprise/National via Concur. *If booking through a different vendor, you must purchase insurance.* No payment required in Concur. Payment is due at the time of pick-up/drop-off of the car. Can use travel card for payment. Or, paying out of pocket, payment will be reimbursed by including receipt and amount of car rental on the expense report.

4. Hotel/Lodging

- Hotel reservations can be booked via Concur. If booking a conference rate, CBT probably cannot match that rate but still check Concur to see if a better rate exists. Otherwise, book directly with the Conference hotel or lodging.
- CSU Preferred hotels will show as preferred. Government rates will also show. Make sure the hotel accepts/states – State Government rates. Traveler may need to show campus staff/faculty ID at the time of check-in to get that rate.
- Any hotel rate over \$275 a night must have an approved one time exception form attached to the expense report.
- A credit card must be on file/added during the reservation process in Concur in order to place a hotel reservation. The travel card can be stored in your profile, credit card section.
- Please make sure to read the cancellation policy of the hotel before booking. Hotel should not require deposit/no refundable choices in Concur.
- Hotel reservation can be paid using travel card. On the expense report, traveler must move transaction over to expense report, complete itemization and attach receipt. Otherwise, traveler can use his/her own personal card. For reimbursement, under 'payment type' enter 'out of pocket' indicating amount and receipt (expense requires itemization for each night's rate) on the expense report.