

Concur Travel and Expense

Travel Advisory Group Meeting
August 8, 2018



Agenda

- Concur Project Timeline
- TCNJ Travel Policy Highlights
- User Acceptance Testing Session 3
 - Audit Rules
- Next Steps
- Questions

PROJECT TIMELINE

Concur Project Timeline

Planning and Pre-design

Campus Interviews, Travel Policy Updates, Select New Travel Management Company (TMC)

NOV. – FEB.

Deployment and Transition

Develop Training Materials, Host Campus Training Events, Conduct Pilot Testing

AUG. – NOV.

MAR. – AUG.

NOVEMBER

Implementation

Analyze, Design, Configure & Validate Travel System and Conduct User Acceptance Testing

Go-Live!

Roll Out New Travel and Expense System to Campus

Concur Project Timeline

Key Activities	Date
Conduct Core Project Team Site Validation	April 23 rd – Sept. 30 th
Functional and Technical Knowledge Transfer Sessions	April 30 th – August 27 th
Design, Develop and Test Employee Import	May 4 th – August 27 th
Conduct User Acceptance Testing #1	June 25 th - June 28 th
Obtain Travel Policy Board Approval	July 10 th
Conduct User Acceptance Testing #2	July 23 rd – July 26 th
Conduct User Acceptance Testing #3	August 20 th – August 24 th
Campus Training Sessions	September – December
Pilot	October 16
Go Live	November 8

TCNJ TRAVEL POLICY HIGHLIGHTS

Planning a Trip

- A Travel Request Form must be completed in Concur at least **one** week prior to travel and must be approved prior to incurring any financial commitments. Out of pocket expenses incurred prior to travel will **NOT** be reimbursed until after the travel is complete.
- Use of Anthony Travel, the College's new travel management company, is strongly encouraged. Both Concur and Anthony Travel provide access to special travel rates through preferred vendors and incorporate guidelines based on the College's travel policy.

GSA Per Diem

- Meals will be reimbursed at the GSA Per Diem rate for the particular travel destination. The GSA Per Diem for meal allowances includes incidentals such as tips and applicable sales tax and **receipts are not required**.
- Meals included as part of the registration fee or in the cost of lodging will not be reimbursed even if the employee chooses not to accept the included meal. Included meal(s) cannot be claimed under the per diem.
- Group meals are not subject to the GSA per diem and will be reimbursed at actual cost. Itemized receipts must be submitted.
- For day trips lasting longer than seven hours, meals will be reimbursed at 75% of the GSA per diem rate for the particular travel destination. Meal costs will not be reimbursed for day trips under 7 hours (standard work day).
- Lodging will be reimbursed at the GSA Per Diem rate for the particular travel destination. The GSA Per Diem for lodging includes incidentals such as tips but does not include tax which may be reimbursed separately. Itemized receipts must be submitted.
- If the official College business travel is related to a conference and selected hotels are offering discounted conference rates, reimbursement will be allowed at that rate.

Air & Rail

- Travel by air or rail must be a coach/economy class fare equivalent.
- The College will not pay for or reimburse for upgraded seat fares (i.e. exit row, aisle seat, etc.), unless the flight has a scheduled in air flying time in excess of three consecutive hours and must be approved by the traveler's supervisor on the Travel Request Form.
- The College will not pay for or reimburse for business class fares unless warranted by a medical condition and/or recommended by the traveler's physician and must be approved by the traveler's supervisor on the Travel Request Form.
- Any seat upgrades using a traveler's own rewards/miles/credits is considered a personal expense and will not be reimbursed.
- Fees required for early check-in are reimbursed at actual cost and itemized receipts must be submitted.
- Baggage fees that are necessary for the purpose and length of the trip are reimbursed at actual cost and itemized receipts must be submitted. Fees for baggage that is personal in nature (i.e. golf clubs) will not be reimbursed.

Transportation, Mileage and Parking

- No transportation costs will be reimbursed between the employee's place of residence and the official work station on scheduled work days. When an employee is temporarily assigned to another location or is on College related business travel, and leaves from home to that temporary assignment, the employee will be reimbursed for the mileage from the College **OR** from their place of residence, to the destination, whichever is the lesser of the two.
- If a car rental is deemed necessary, a justification must be submitted with the Travel Request Form. The College will pay for or reimburse for the rental of up to a full-sized vehicle. Itemized receipts must be submitted.
- Employees are required to purchase the comprehensive insurance offered by the car rental company.
- The College will not pay for or reimburse for the cost of additional equipment, service add-ons or any motor vehicle violations. Fines for all motor vehicle violations shall be the obligation of the operator of the vehicle.
- Fuel charges will be reimbursed at actual cost and itemized receipts must be submitted.
- Airport parking is reimbursed at the Long-Term Airport rate and itemized receipts must be submitted. For extended travel, the cost of long-term parking should not exceed the cost of other ground transportation options, such as taxi, ride share or public transportation.
- Tolls and parking (not including airport parking) are reimbursed at actual cost and itemized receipts must be submitted.

Blanket Travel (Daily Repetitive Travel)

- Employees, who by the nature of their job responsibilities are required to incur repetitive daily travel, should submit a Blanket Travel Request Form to cover the term of the required travel.
- The form must specify the types of reimbursement that are authorized (even if not always incurred), such as meals, mileage, parking, tolls, misc. expenses, etc., but need not be cost specific.
- The Blanket Travel Request Form will be used as a means of verifying that the employee is authorized to travel on behalf of the College.

Reimbursement

- All travelers should complete and submit their Travel Expense Report within 30 days of the conclusion of the expense or trip.
- If personal travel is combined with official College business related travel, only the business portion of the trip is reimbursable.

Miscellaneous

- Registration fees for conventions, conferences, and staff training are fully reimbursable if approved on the Travel Request Form and itemized receipts must be submitted. If advanced payment is required, the departmental Travel Card can be used for pre-payment and should be indicated on the Travel Request Form.
- Certain international travel expenses including Passport, Visa, and immunization fees will be reimbursed and itemized receipts must be submitted.
- The College will NOT reimburse the cost of alcohol under any circumstances.
- The TCNJ Travel Policy includes several helpful related links including: IT Security Program – International Travel, Information on Honorariums, Travel and Expense Approval Workflow, Concur Training Toolkit, Travel Card Policy, etc. Travel procedures will be captured separately on the College’s travel website.
- If a traveler does not meet the criteria outlined in this Travel Policy special approval may be granted at the discretion of the traveler’s supervisor.

USER ACCEPTANCE TESTING

User Acceptance Testing


- User Acceptance Testing (UAT) plays an important role in validating system setup and use. Select TCNJ travelers will receive brief training on system access and navigation and will then be asked to enter various test transaction scenarios in Concur.
- UAT #1 – June 25th to June 28th
 - Familiarization with Concur Travel and Expense System
 - Filling out Request and Expense Forms
- UAT #2 – July 23rd to July 26th
 - Testing Various Workflow Approval Scenarios
- **UAT #3 – August 20th to August 23rd**
 - **Acceptance of Audit Rules**

Audit Rules

- Help ensure correct data entry so travelers get it right before submission
- Help teach TCNJ policy
- Help approvers by identifying items they need to review

Audit Rules

- Triggers
 - Request/Report Save
 - Request/Report Entry Save
 - Request/Report Submit

- Types of Rules
 - Hard Stop/Action Required 
 - Soft Reminder/Warning 

Audit Rules

! You have indicated this is International Travel with a Destination City within the United States. Please update accordingly.

<input checked="" type="checkbox"/>	08/14/2018	Daily Meal Per Diem	\$59.00	\$59.00
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Reminder, Per Diem is only available for trips exceeding 7 hours.

Create a New Expense Report

Exceptions

Expense Type	Date	Amount	Exception
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N/A

! All trips must have an associated Travel Request. Please attach a Request for this trip.

Exceptions

Expense Type	Date	Amount	Exception
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Gas	08/05/2018	\$26.00	! WARN-This report contains expense(s) outside of the trip dates, please review for accuracy.
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Next Steps

- Email communication will be sent for session three of User Acceptance Testing
- Email communication will be sent for Pilot participants
- Next Travel Advisory Group Meeting date TBD

Questions?

Thank You!