



PAYING STATE TRAVEL CARD





The State of Alabama OneCard/Travel Card is managed and paid through Concur. It is the traveler/cardholder’s responsibility to make sure charges to the card are processed timely. Once an expense report is submitted and approved, the transactions will interface into STAARS for a payment to generate. Transactions can be reconciled two ways:

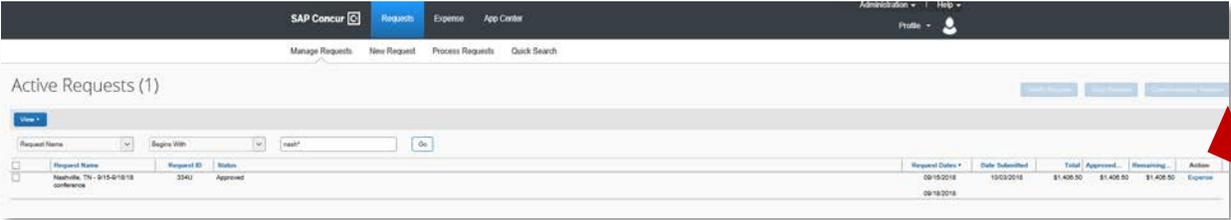
- In advance of state business trip
- Upon return of state business trip

PAYING STATE TRAVEL CARD IN ADVANCE

To pay the State Travel Card in advance, please follow the instructions below or see the job aid, ***Paying State Travel Card in Advance.***

The Expense module will allow for the air booked through the Travel module and/or conference fees paid with the Travel card to be expensed when the charge from the State’s travel card has imported into your profile. This will be important to do in order to keep the travel card from incurring interest charges on trips booked well in advance of the travel dates.

1. Select the **Request tab** on the menu bar.
2. Select **Manage Requests**. This will give you a list of all active requests.



3. Under the Action column, the option for “Expense” will be available for any approved requests. Select **Expense** to begin creating the expense report.





4. The link should take you to the following screen:

Note: Required fields are marked with a red bar.

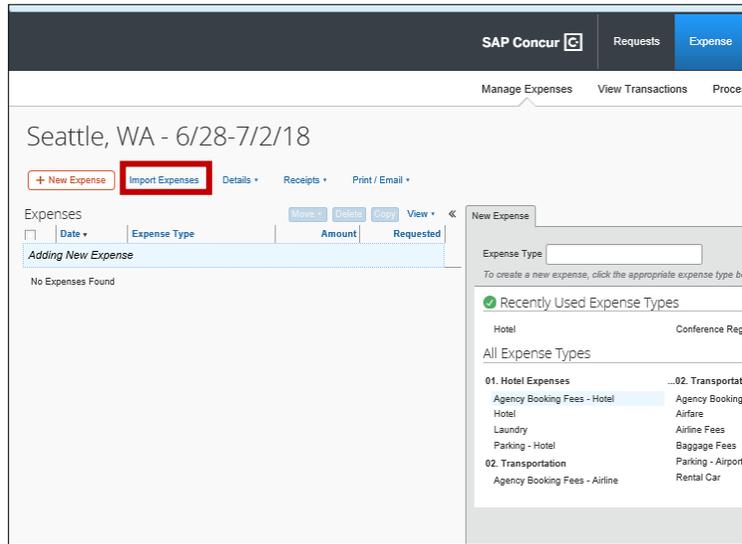
- **Policy** – The Policy will default to policy on Request.
- **Report Name** – The Report Name should default from the Request. Be sure the suggested format (Destination, Travel Dates) is used.
- **Report Date** – This field will default to the current date.
- **Comment** – Notate paying AL Visa charges in advance of travel.
- **Department** – This information should default based on the user.
- **Accounting Group** - This information should default based on the user.
- **Accounting Template** - This information should default based on the user.
- The Request tied to the expense report should be visible. If it is not, you can select the **Add** button to choose a different request. Note: Only one request per expense report is allowed.

5. Select **Next** in the bottom right-hand corner of the screen.

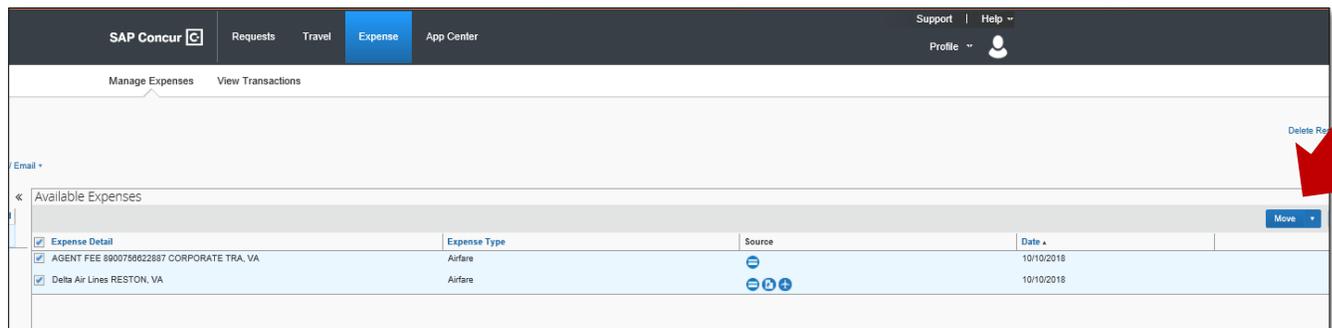
6. The Travel Allowances screen will appear. This feature will NOT be used for this payment. Please click “**Cancel**”. This tool is used to calculate CONUS rates/meal amounts to be claimed when the traveler returns from a trip.



7. Select the **Import Expenses** link to be shown a list of AL Visa transactions that have imported into your profile from the bank.



8. Select any that apply to this trip and click **Move** in the right corner.



9. This will move the expenses into the current expense report. Be sure the Expense Type is correct and that receipts are available for all charges. Note: **The Agent Fee does not require a receipt.** The Airfare transaction should have the following three icons visible, letting the traveler know the transaction is ready for processing. If the card transaction icon is not visible, the charge has not imported into Concur.

 AL Visa Card Transaction

 e-Receipt

 Travel Itinerary



10. If an Expense Type imports into Concur incorrectly or with an error, the traveler may change the selection by using the dropdown box provided on each line. In this example, the airline ticket imported as “02. Transportation”, which is just a category in the expense types.

The screenshot shows the 'Expenses' page with a table of entries. The second entry is selected and highlighted in blue. A red box highlights the 'Expense Type' dropdown menu, which currently shows '02. Transportation'. Another red box highlights an error message below the entry.

Date	Expense Type	Amount	Requested
01/08/2019	Agency Booking Fees AGENT FEE 8900760328038	\$5.00	\$5.00
01/08/2019	02. Transportation Virgin Atlantic, Atlanta, Georgia	\$789.73	\$789.73

Error Message:
An error occurred attempting to look up the account code(s) for this entry. The account code lookup was based on : CGI Advantage, [CT_REPORT.Policy] 1059. This report cannot be submitted until your system administrator adds an account code for this expense type with the above ledger segment data.

The traveler can expand the list and select “Airfare” and save the changes to that line item.

The screenshot shows the 'Expenses' page with the same table as above. The second entry is selected. A red box highlights the expanded dropdown menu for 'Expense Type', which now shows a list of options including 'Airfare'. Another red box highlights the error message.

Date	Expense Type	Amount	Requested
01/08/2019	Agency Booking Fees AGENT FEE 8900760328038	\$5.00	\$5.00
01/08/2019	02. Transportation Virgin Atlantic, Atlanta, Georgia	\$789.73	\$789.73

Error Message:
An error occurred attempting to look up the account code(s) for this entry. The account code lookup was based on : CGI Advantage, [CT_REPORT.Policy] 1059. This report cannot be submitted until your system administrator adds an account code for this expense type with the above ledger segment data.

Expanded Expense Type List:
01. Hotel Expenses
Hotel
Laundry
Parking - Hotel
02. Transportation
Agency booking Fees
Airfare
Airline Fees
Baggage Fees
Parking - Airport
Rental Car



PAYING STATE TRAVEL CARD AFTER BUSINESS TRIP

If you need assistance creating an expense report, please use the job aid *Creating an Expense Report*. Once you have started an expense report, any travel card charges related to the trip can be added.

1. To add travel card charges, select **Import Expenses** to be shown a list of AL Visa transactions that have imported into your profile from the bank.

Nashville, TN - 9/15-9/18/18

Buttons: + New Expense, **Import Expenses**, Details, Receipts, Print

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/18/2018	M&IE Rate Nashville, Tennessee	\$44.25	\$44.25
<input type="checkbox"/>	09/17/2018	M&IE Rate Nashville, Tennessee	\$59.00	\$59.00
<input type="checkbox"/>	09/18/2018	M&IE Rate Nashville, Tennessee	\$50.00	\$50.00
<input type="checkbox"/>	09/15/2018	M&IE Rate Nashville, Tennessee	\$44.25	\$44.25

TOTAL AMOUNT: \$206.50 TOTAL REQUESTED: \$206.50

Expense Type: [Search Box]

Recently Used Expense Types: Airfare, Breakfast, Hotel

All Expense Types:

- 01. Hotel Expenses: Agency Booking Fees - Hotel, Hotel, Laundry, Parking - Hotel
- 02. Transportation: Agency Booking Fees - Airline, Agency Booking Fees - Rental Car, Airfare, Airline Fees, Baggage Fees, Parking - Airport
- 03. Meals: Breakfast, Dinner, Incidentals, Lunch
- 04. Promotional Expenses: Promotional - General
- 05. Office Expenses: Computer Equipment/Hardware, Courier/Shipping/Freight, Office Software, Office Supplies, Postage, Printing/Photocopying, Internet/Online Fees, Telephone/Fax
- 06. Communications: Internet/Online Fees, Telephone/Fax
- 07. Fees: Currency Exchange Fees, Passports/Visa Fees
- 08. Other: Conference Registration, Miscellaneous, Parking - General/Metered, Professional Dues, Mileage, Personal Car Mileage

2. Select transaction(s) that apply to this trip and click **Move** to add them to the current expense report.

Available Expenses

Expense Detail	Expense Type	Source	Date	Move
<input checked="" type="checkbox"/> AGENT FEE 8900758022887 CORPORATE TRA, VA	Airfare	[Source Icon]	10/10/2018	[Move]
<input checked="" type="checkbox"/> Delta Air Lines RESTON, VA	Airfare	[Source Icon]	10/10/2018	[Move]



3. This will move the expenses into the current expense report. Be sure the Expense Type is correct and that receipts are available for all charges. Note: **The Agent Fee does not require a receipt.**

Expense: **Nightly Lodging Expenses** Available Receipts

Expense Type: **Hotel** Transaction Date: **07/10/2018** Business Purpose: Vendor: **HOMEWOOD SUITES**

Enter Vendor Name: **HOMEWOOD SUITES** City of Purchase: **Nashville, Tennessee** Payment Type: ***AL-VISA** Amount: **357.02** USD

Comment: Request: **09/15/2018, \$800.00 - Nashv**

Attendees: **Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$357.02**

New Attendee **Advanced Search** **Favorites** Search Recently Used **Remove** **Create Group**

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Amount
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Itemize **Attach Receipt** **Cancel**

- **Expense Type** – This field will default if you manually select an expense type. If you select a credit card transaction, be sure the expense type is accurate based on the charges.
- **Transaction Date** – This field will default if a loaded credit card transaction is selected.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – This field will default if a loaded credit card transaction is selected.
- **City of Purchase** – Enter the city the purchase took place.
- **Payment Type** – Travel card transactions will default with *AL-VISA.
- **Amount** – This field will contain the amount charged to the Travel Card.
- **Request** – This field shows the amount that was requested. If more than one line item was entered on the Request, make a selection from the drop-down and save any changes.