SAP Concur

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

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