SAP Concur

PAYING STATE TRAVEL CARD IN ADVANCE

TABLE OF CONTENTS

The State of Alabama One Card/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 in Concur, 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.

ADVANCE PAYMENTS

Conference registration fees and/or travel accommodations for air and hotel that are charged to the state travel card in advance of the state travel event should be paid timely to prevent interest charges from incurring on the state travel card.

The Concur System is set up to allow these advance charges on the state travel card to be submitted for payment as they import into the traveler's profile.

NOTE: Travel accommodations should not be made more than 60 days in advance.

TRAVEL CROSSING FISCAL YEARS

The purchase of an airline ticket can be made in the last two months of the current fiscal year for travel in the next fiscal year (October 1 – September 30).

For conference registration fees, the following guidelines should be used in determining if payment can be made outside fiscal years:

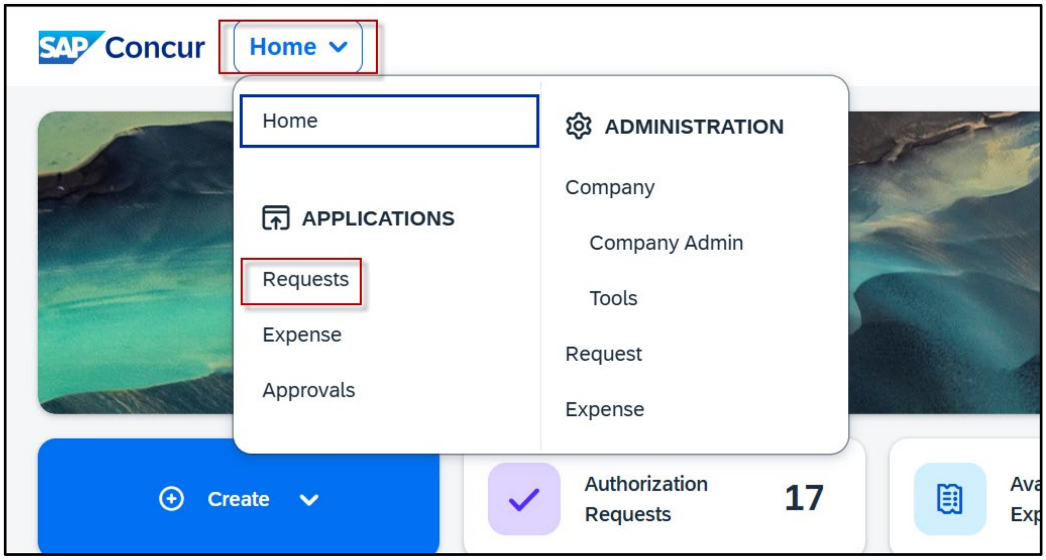
- There must be an immediate need. – There is limited space and if the conference isn't paid for at that moment, then all spots will fill up.
- Payment scheduling is out of the control of the agency – if the due date for all registrants is set prior to the event and falls in the current fiscal year, then payment can be made within 30 days of the new fiscal year.

An early bird special is not an exception to these guidelines.

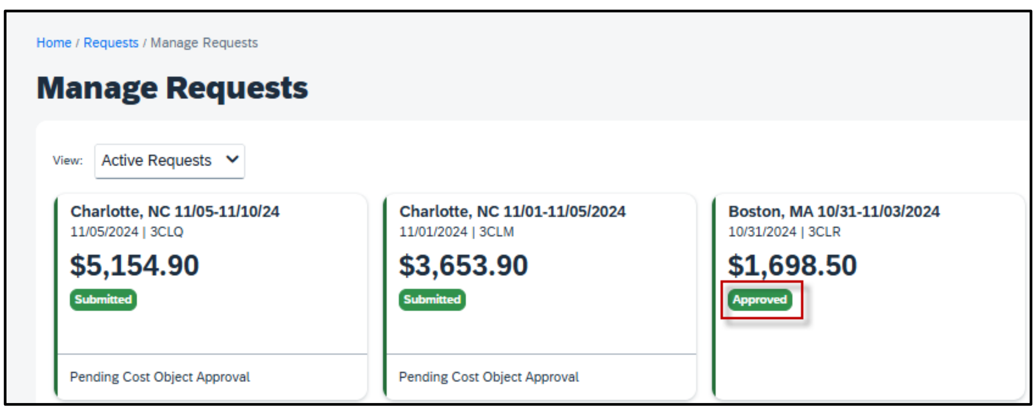
LINK REQUEST TO EXPENSE

An approved Request is necessary to create a travel related Expense Report in Concur. It is important to keep all travel Requests active until you are sure no other travel expenses related to the event are expected. Once the Request is inactivated, the only way to submit future travel expenses is to create a new Request. Our office recommends keeping all Requests active for up to a month after the event for this reason.

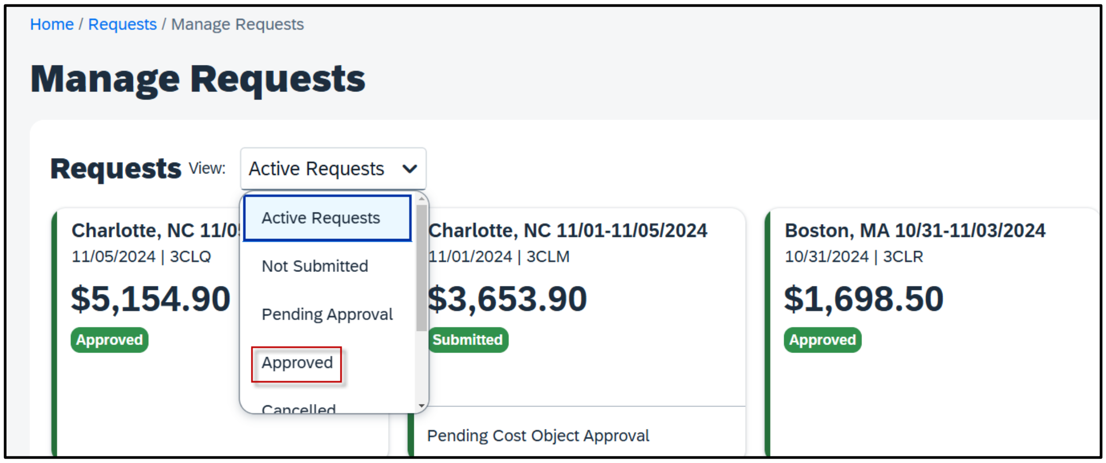
Select **Home>Request** from the drop-down menu.



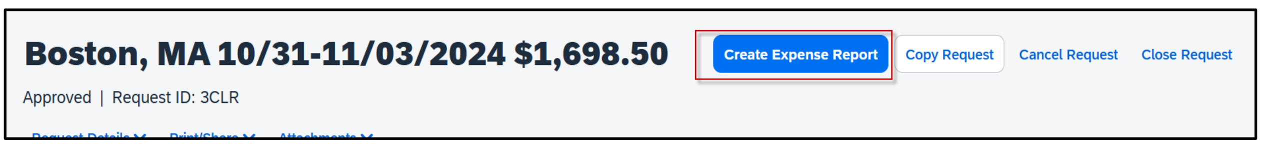
The screen will default to **Manage Requests**. This will show all active requests. Select **Approved Requests.**



If you do not see a Request you are looking for, the Active Requests filter can be selected for other options. **Active Requests** populates travel requests that were created within the last sixty days. Select **Approved** to view Requests that are older than sixty days.

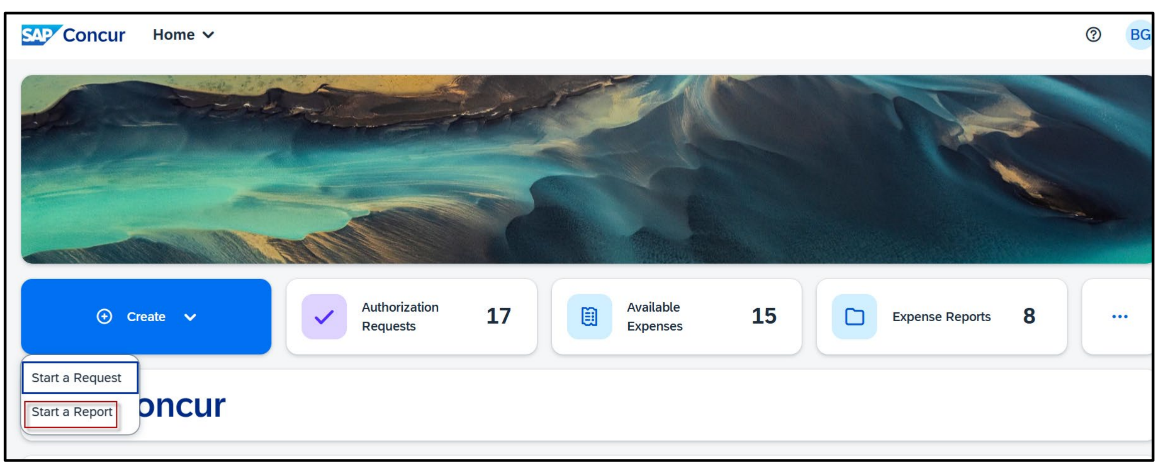


Within the appropriate approved Request, select **Create Expense Report** in the top right corner of the screen to begin creating the expense report.



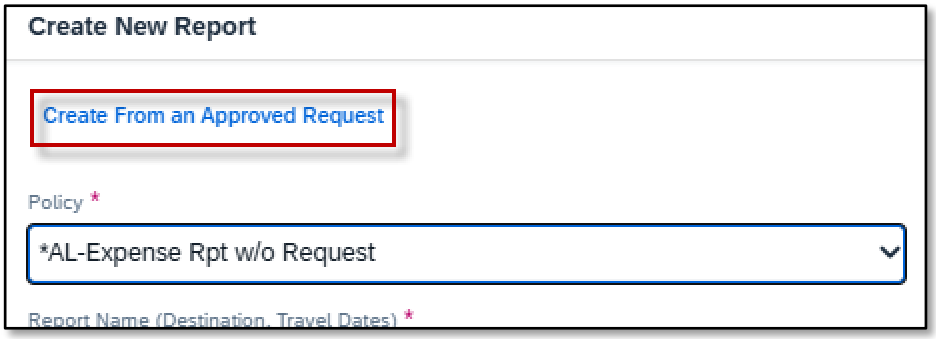
OR

Select the **Create action button** on the Concur banner and select "**Start a Report**".

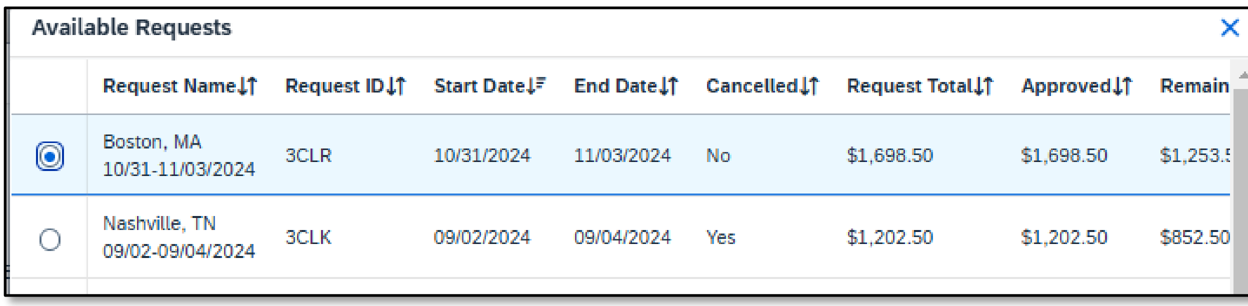


Select **Create From an Approved Request**.

NOTE: If this step is skipped, you will be unable to submit your expense report.



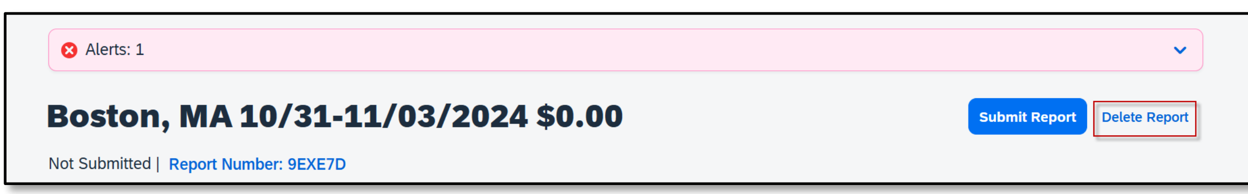
Select the radio button next to the appropriate Request and select **Create Report**.



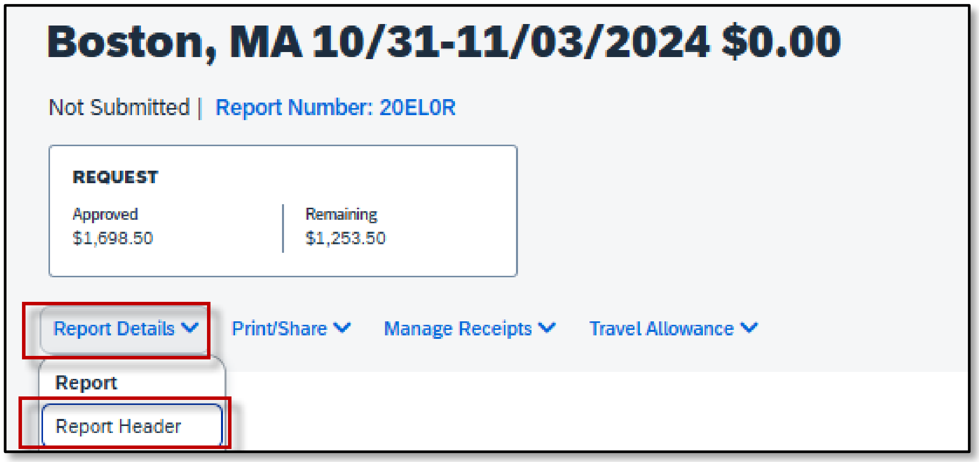
REPORT HEADER

If you have created the expense report by mistake or just need to delete, there is a **Delete Report** icon to the right of the screen.

If you notice the Report Name does not follow the required format, you can click the actual name and will be taken directly to the Report Header screen to make necessary adjustments. Remember, the name should be formatted with the Destination and travel dates (including the year). Any reports not using this format will be rejected for correction.



You can also access the Report Header by selecting the **Report Details** dropdown then **Report Header.** This is necessary to double check the information that transferred from the Request.

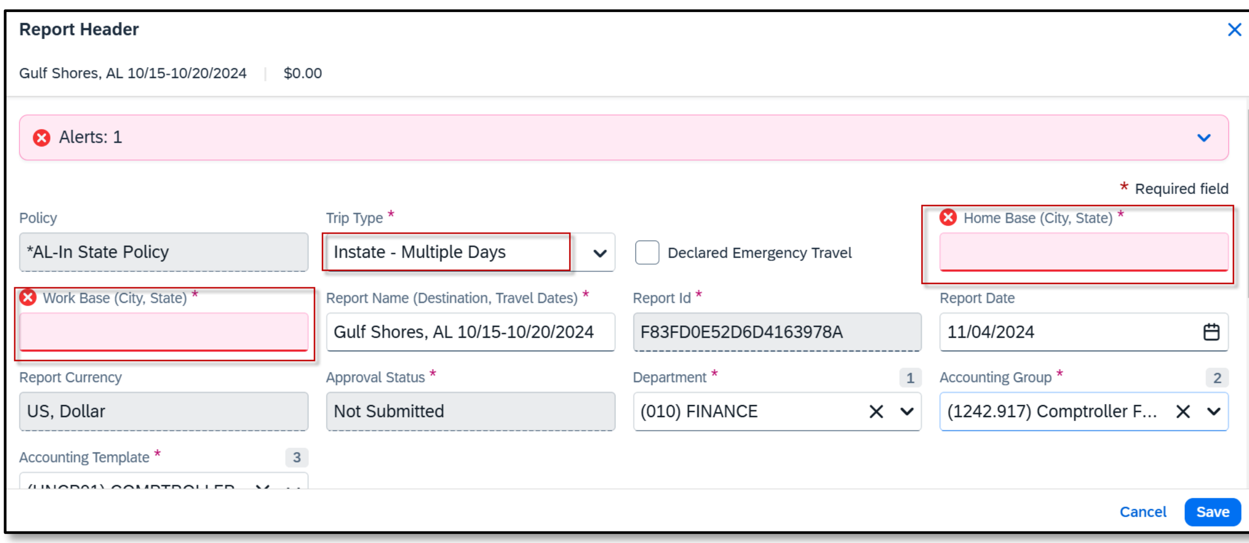


NOTE: Required fields are marked with a red asterisk.

It is very important to go to the Report Header first, because there are required fields that must be completed to claim M&IE/CONUS.

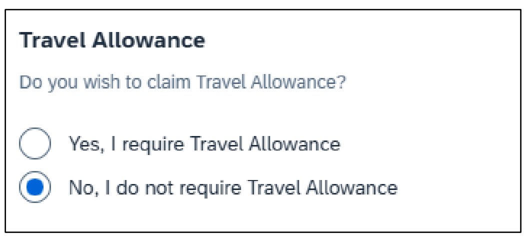
IN STATE REPORT HEADER

The Report Header for the In State Policy has two additional fields that must be completed.



- **Policy** – The Policy will default to the Policy on the Request. This drives the allowable expenses, so if the wrong policy is visible you will need to cancel and redo the Request using the correct policy (In State Policy vs Out of State Policy).
- **Trip Type** – Currently only Instate – Multiple days should be selected. Same Day Trips should not be entered in Concur.

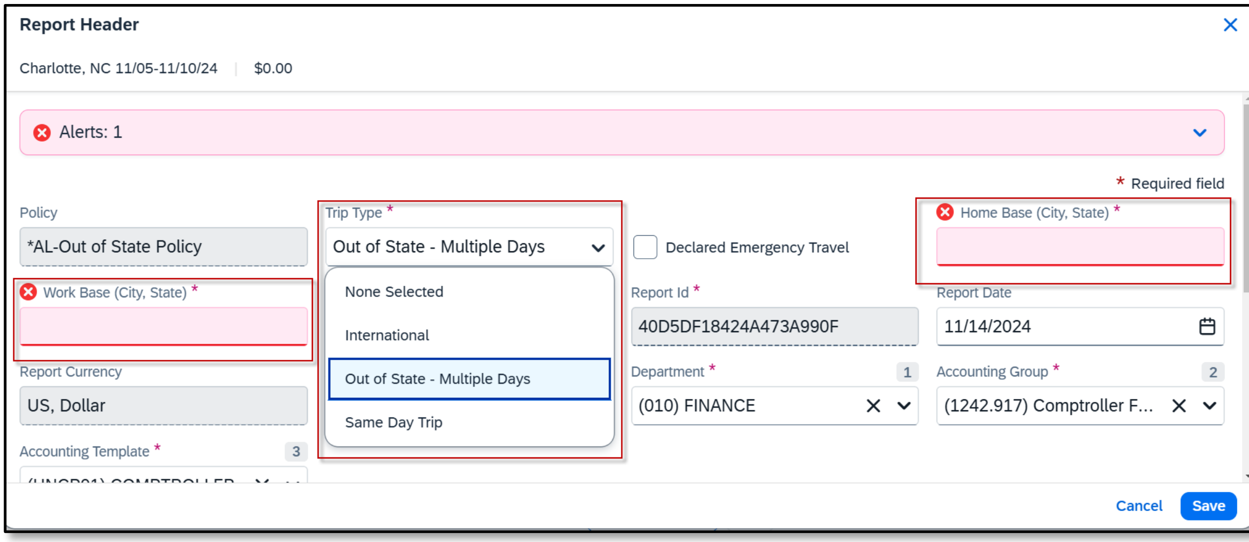
- **Declared Emergency Travel –** This button should only be selected if there is a Declared State of Emergency or if the agency has a Declared Emergency that is being used as the authority to travel. *Note: Please see the* **Declared Emergency Travel** *job aid for assistance with this process*.
- **Home Base** – Enter the City and State of your home base.
- **Work Base** – Enter the City and State of your work base.
- **Report Name** – The Report Name should default from the Request. Be sure the required format of Destination (city, state) and Travel Dates (including the year) is used.
  NOTE: This is a required format. The Expense Report will not be processed until this format is used.
- **Report Date** – This field will default to the current date.
- **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.
  NOTE: This will determine how the expense is posted. The agency accounting offices can allocate expenses to different templates during their audit of the Expense Report. See the ***Allocations*** *job aid for assistance.*
- **Comment** – Enter any necessary comments that your approver will need to approve the expense report.
- **Claim Travel Allowance** – Since this report is being created before the travel event, you will select "**No, I do not require Travel Allowance".** You will have the opportunity to claim the travel allowance when you return from the travel event.



NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.

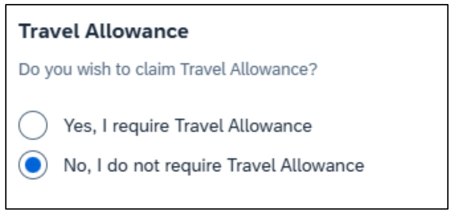
OUT OF STATE/INTERNATIONAL REPORT HEADER

The Report Header for the Out of State Policy has additional fields that must be completed.



- **Policy** – The Policy will default to the Policy on the Request. This drives the allowable expenses, so if the wrong policy is visible you will need to cancel and redo the Request using the correct policy (In State Policy vs Out of State Policy).
- **Trip Type** – If the travel event is International, please select that option from the drop-down box. Otherwise, Out of State will default in this field. *Note: Please see the* **Creating an Expense Report for International Travel** *for more assistance with international trips.*
- **Declared Emergency Travel –** This button should only be selected if there is a Declared State of Emergency or if the agency has a Declared Emergency that is being used as the authority to travel. *Note: Please see the* **Declared Emergency Travel** *job aid for assistance with this process*.
- **Home Base** – Enter the City and State of your home base.
- **Work Base** – Enter the City and State of your work base.
- **Report Name** – The Report Name should default from the Request. Be sure the required format of Destination (city, state) and Travel Dates (including the year) is used.
  NOTE: This is a required format. The Expense Report will not be processed until this format is used.
- **Report Date** – This field will default to the current date.
- **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.
  NOTE: This will determine how the expense is posted. The agency accounting offices can allocate expenses to different templates during their audit of the Expense Report. See the ***Allocations*** *job aid for assistance.*
- **Comment** – Enter any necessary comments that your approver will need to approve the expense report.

- **Claim Travel Allowance** – Since this report is being created before the travel event, you will select “**No, I do not require Travel Allowance”.** You will have the opportunity to claim the travel allowance when you return from the travel event.



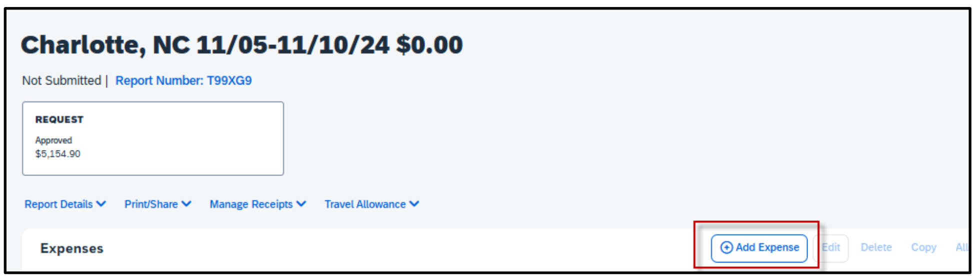
NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.

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

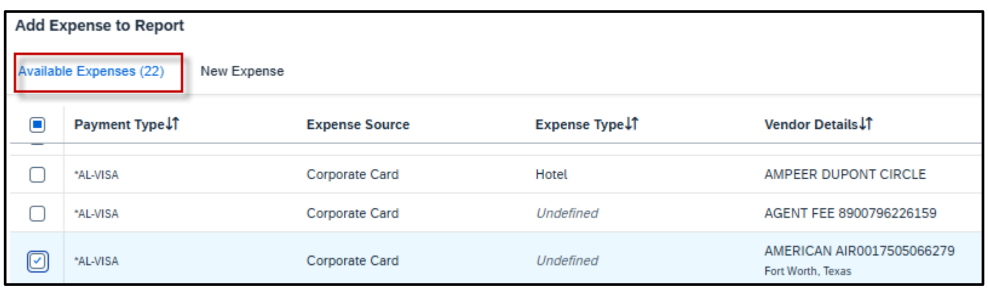
TRAVEL CARD CHARGES

ADDING CHARGES

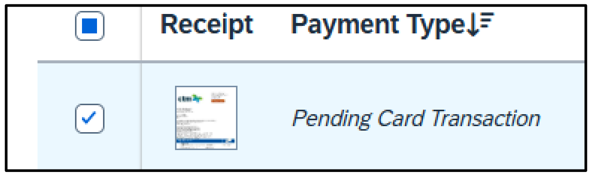
If you have travel card charges, select **Add Expense**.



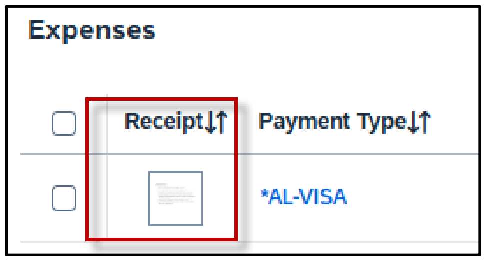
A new window will appear. Select **Available Expenses**, to view charges from the AL-VISA.



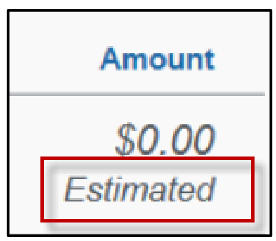
*NOTE: State travel card charges will have *AL-VISA as the payment type. If the expense line indicates "Pending Card Transaction" then the posted charge has not imported from the bank yet. Please wait for the *AL-VISA notation on the line before adding to an expense report.*



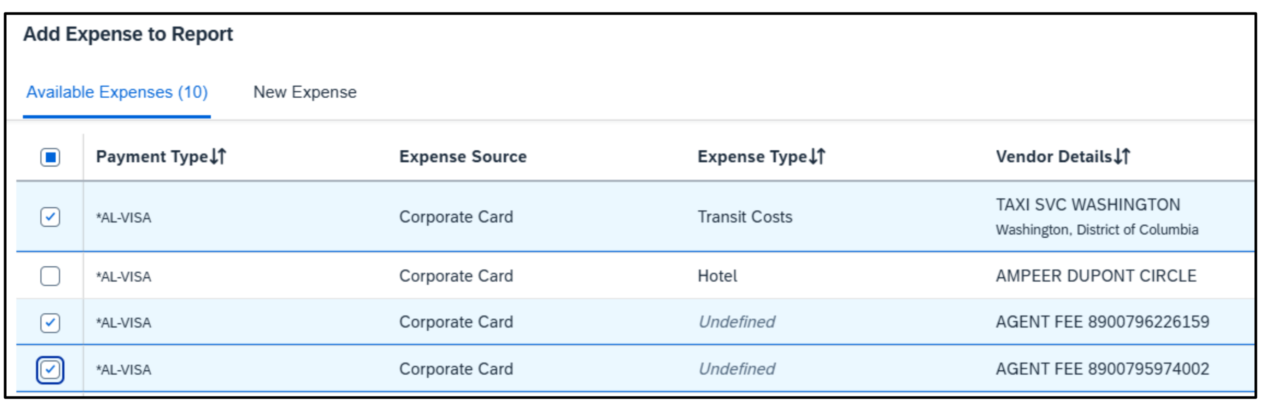
A receipt image will be visible on expense lines that have receipts or e-receipts attached.



If a travel itinerary is the only item imported from the airline carrier or rental car provider, it will have an "Estimated" amount in that column.



Select the charges that relate to the travel event, then click **Add to Report**.



Add Expense to Report

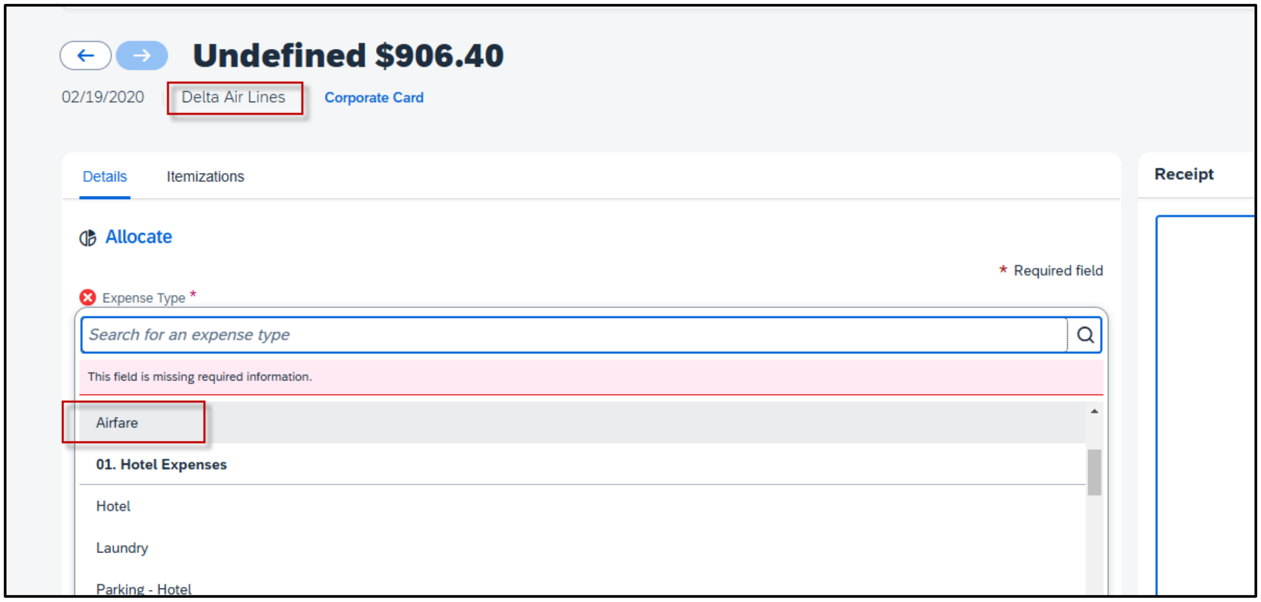
Available Expenses (10) New Expense

Payment Type	Expense Source	Expense Type	Vendor Details
*AL-VISA	Corporate Card	Transit Costs	TAXI SVC WASHINGTON Washington, District of Columbia
*AL-VISA	Corporate Card	Hotel	AMPEER DUPONT CIRCLE
*AL-VISA	Corporate Card	*Undefined*	AGENT FEE 8900796226159
*AL-VISA	Corporate Card	*Undefined*	AGENT FEE 8900795974002

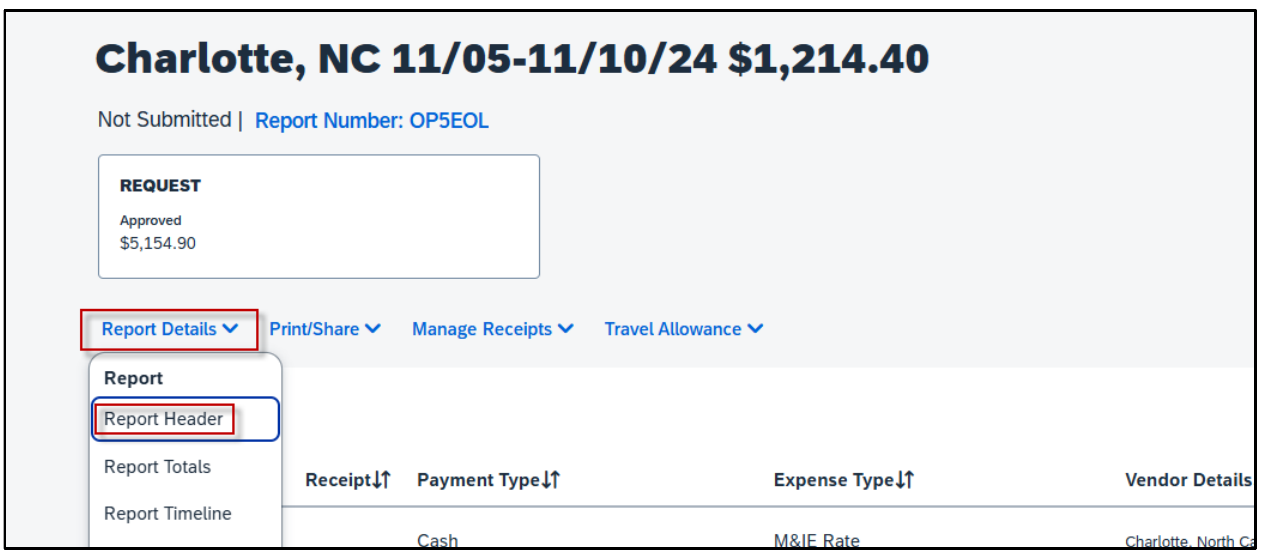
The transactions are pulled into the expense report and ready for additional information to be entered. Be sure the Expense Type is correct and that receipts are available for all charges. Note: *The Agency Booking Fee does not require a receipt.*

EXPENSE TYPES

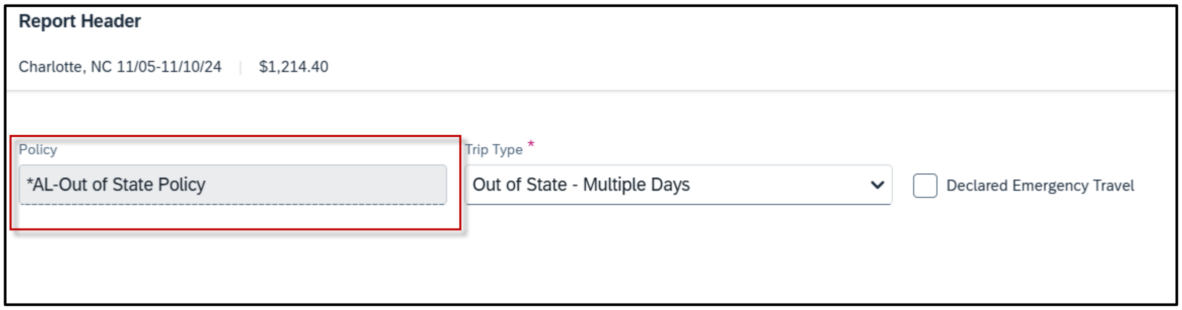
If an Expense Type imports into Concur incorrectly or with an error, the traveler may change the selection by using the drop-down provided on each line.



If the expense type you need is not available, make sure the correct Report Policy is being referenced on the expense report. This can be checked by clicking the **Report Details** dropdown and selecting **Report Header**.



The expense report should either reference ***AL-Out of State Policy** or ***AL-In State Policy**, depending on the exact travel event. If this field is incorrect, the report will need to be deleted. The expense report pulls the policy referenced on the Request, so if the wrong policy was entered on the Request, you will need to submit a new Request for approval using the correct policy.



If the policy on the Report Header is ***AL-Expense Rpt w/o Request**, then you have created your expense report without a Request. You need to delete the existing expense report and access the approved Request in the Request module to create the expense report. See the *Link Request to Expense* section of this job aid to assist with this process.

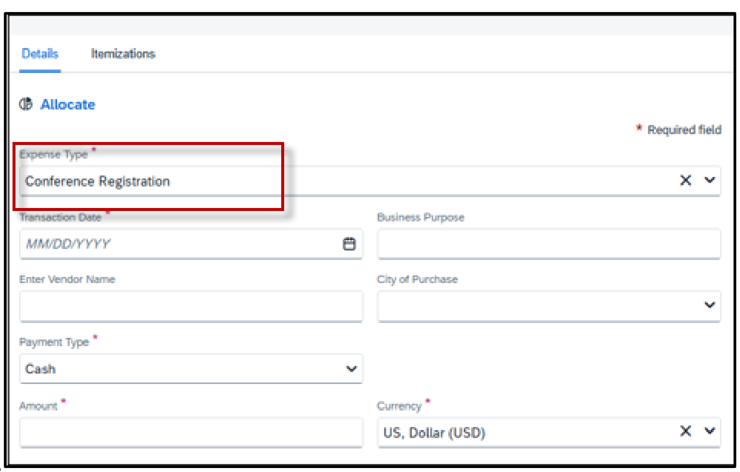
CONFERENCE REGISTRATION

Conference registration fees can be paid within 60 days of the travel event. For conferences that fall in the next fiscal year (October 1 – September 30), the following guidelines should be used in determining if payment can be made outside fiscal years:

- There must be an immediate need. – There is limited space and if the conference isn't paid for at that moment, then all spots will fill up.
- Payment scheduling is out of the control of the agency – if the due date for all registrants is set prior to the event and falls in the current fiscal year, then payment can be made within 30 days of the new fiscal year.

An early bird special is not an exception to these guidelines.

Payments for registration fees that follow the guidelines mentioned above can be submitted in advance of the travel event when the state travel card charge imports into the traveler's profile. Make sure the correct expense type is selected, Conference Registration, and the receipt and conference details are attached to the expense report.

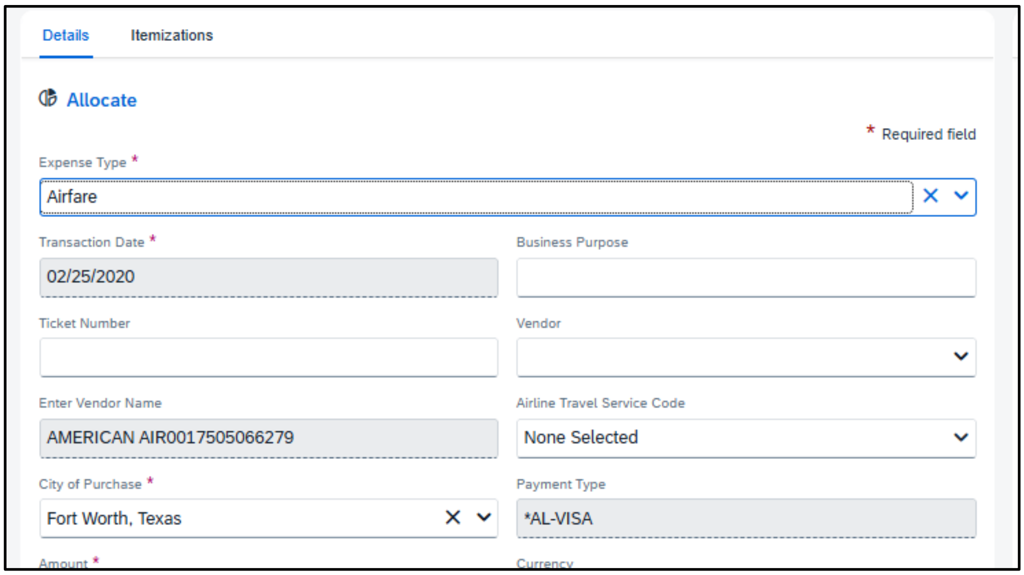


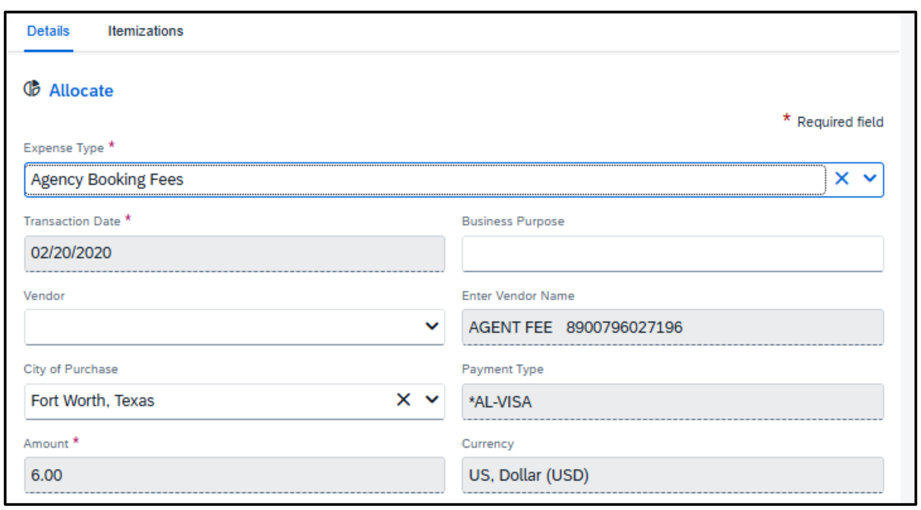
AIRLINE TICKET

Airline tickets booked in Concur within 60 days of the travel event can be processed for payment when the state travel card charge imports into the traveler's profile. Because the Concur Travel module is utilized for these bookings, there will also be an additional charge that imports for the Agency Booking Fee. This fee is normally $4.10, unless the agency's Concur Travel Liaison had to call the Concur travel agent directly. The charge increases to $20.20 each time the agent is called directly. The Concur travel agency only has the authority to speak with the agency's Concur Travel Liaison; therefore, the traveler should contact the agency's Concur Travel Liaison to handle this communication.

Make sure the correct expense types are selected for these charges. Sometimes they import in from the bank incorrectly, so it is very important to double check before submitting the expense report.

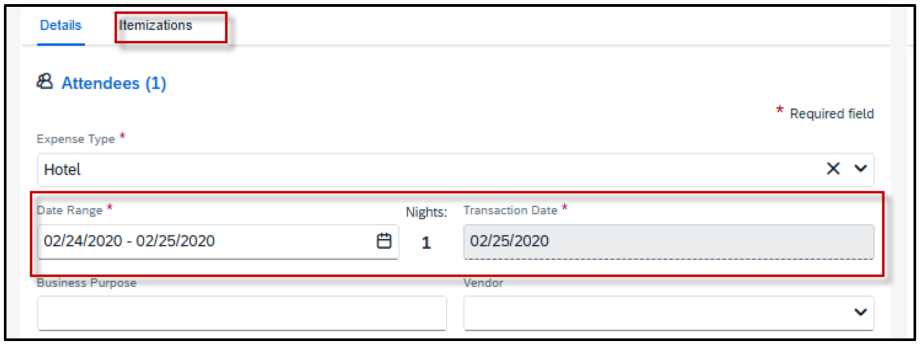
NOTE: The Agency Booking Fee does not require a receipt.





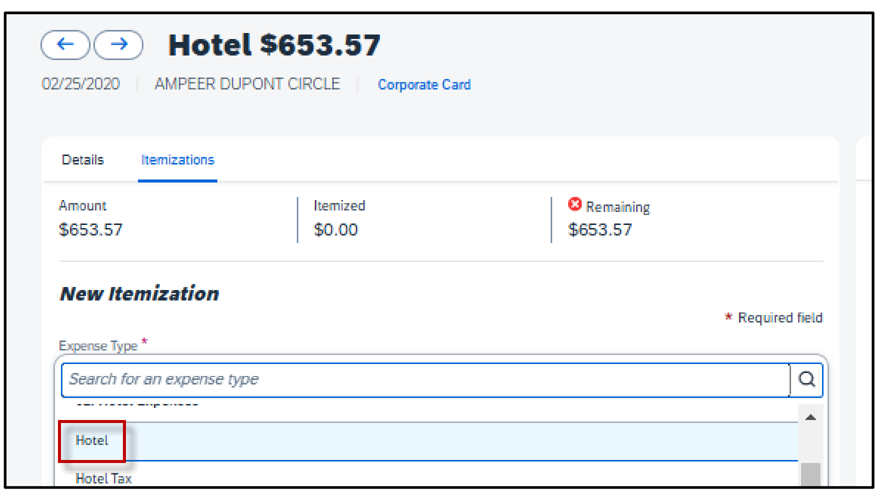
HOTEL DEPOSIT

If a hotel deposit is charged to the state travel card, this charge will require an itemization before the expense report can be submitted. You will leave the **Date Range** as the transaction date of the charge. The system will not allow you to enter a date that has not occurred. Enter the **beginning of the Date Range** as the date before, so that it shows up as a single night charge. Select the **Itemizations** tab to enter the itemizations.



Select **Itemizations**.

Click the Expense Type drop-down to select the appropriate expense type for the charge. Select **Hotel** to enter the room rate.



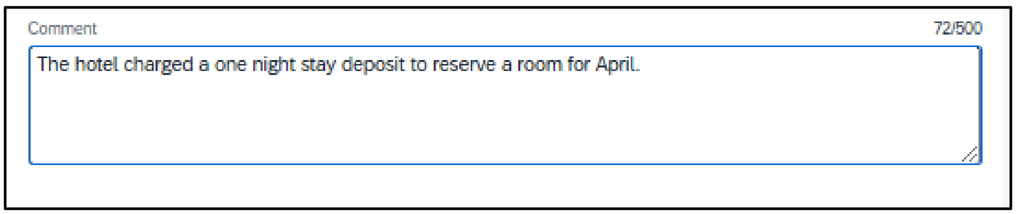
Once the Hotel expense type is selected, more fields become available. Since this is for a hotel deposit, only one night will be available to enter. If the receipt you were provided breaks out the deposit by room rate and room tax, make those entries as necessary. If no breakdown was provided, enter the entire deposit amount as the Room Rate. Click **Save Itemization.**

The itemization for the hotel deposit should have the transaction date on all lines.

Itemizations — Create Itemization | Edit

	Alerts	Date	Expense Type	Requested
☐	⚠	08/06/2024	Hotel	$150.00
☐	⚠	08/06/2024	Hotel	$62.50

It is always helpful to approvers if comments are made on the expense lines. In the example of the hotel deposit, notating that this charge is a deposit for a future stay will alleviate questions.



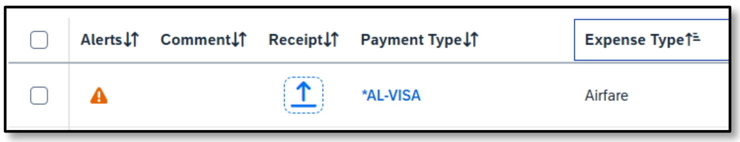
After all information has been verified for all card charges and receipts have been uploaded to each expense line, the report is ready to be submitted.

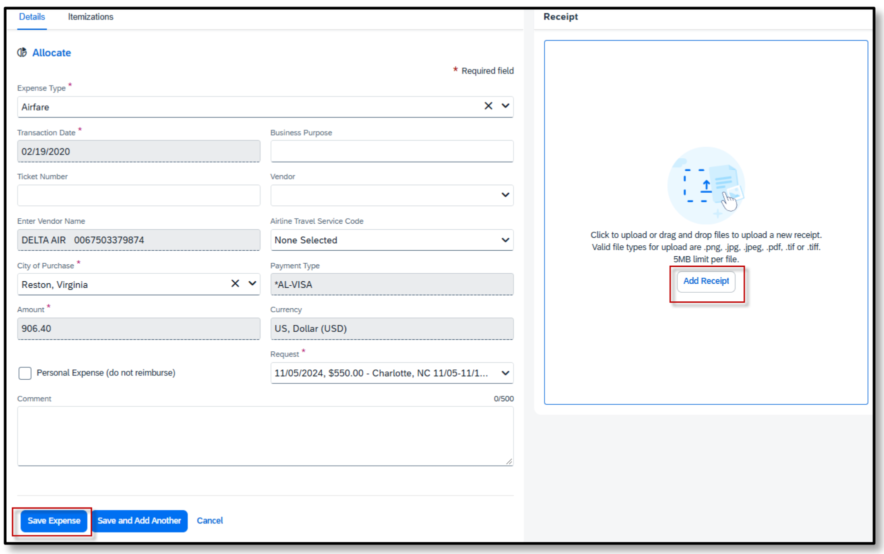
RECEIPTS

Each expense, except for the M&IE rate and Agency Booking Fees, will need a receipt attached. A orange warning alert will be visible on each expense line requiring a receipt. There are two ways to access the screen to upload receipts.

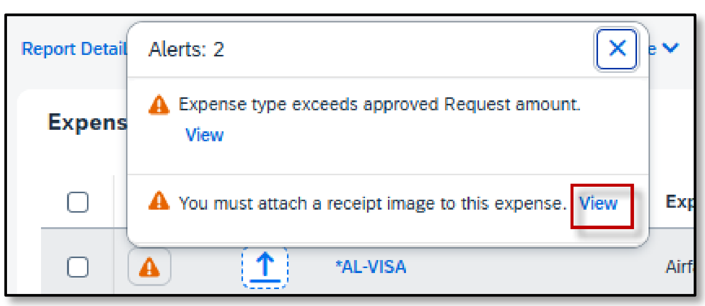
Receipt Icon

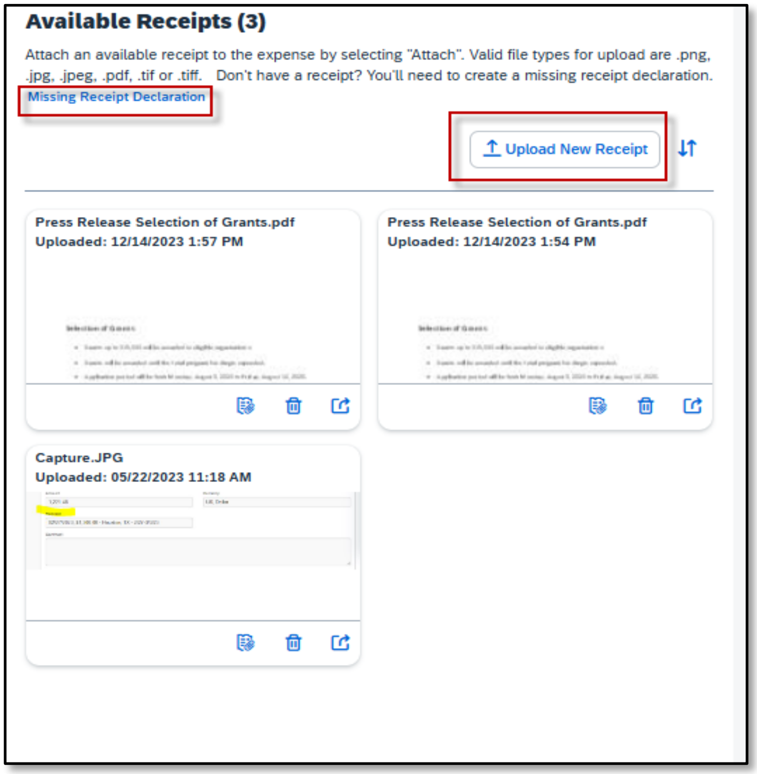
Clicking the **Receipt** Icon will take you to the details of the expense and the option to **Add Receipt Image** is to the right of the screen.



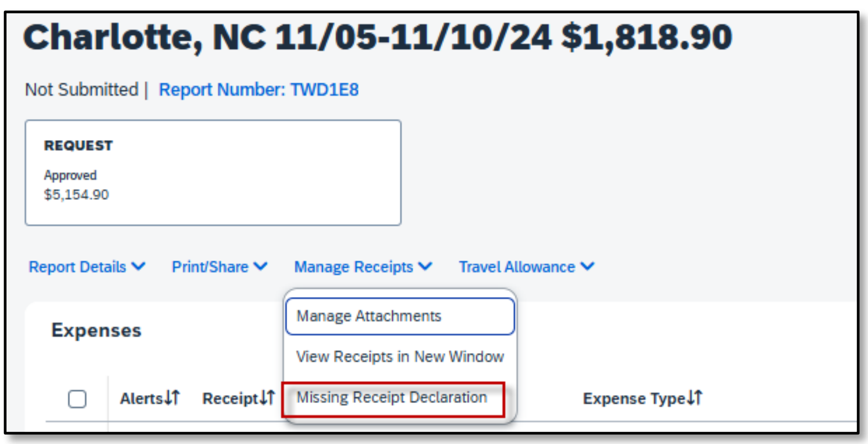


You can also click on the orange warning alert to view the message, then click "**View**". A separate screen will pop up, giving you the option to **Upload Receipt Image** or add a **Missing Receipt Declaration**.

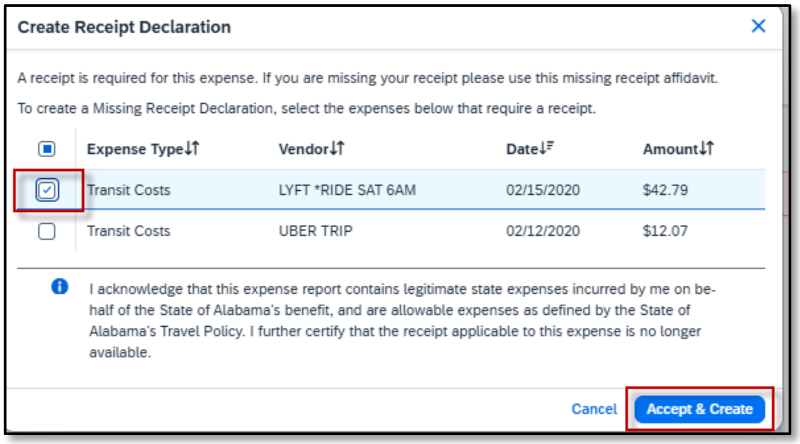




The **Missing Receipt Declaration** can also be accessed under the "Manage Receipts" drop-down if the traveler is unable to provide the actual receipt. <u>This function is not available for delegates.</u> The traveler must complete the affidavit themselves since they are certifying that the amount is accurate.

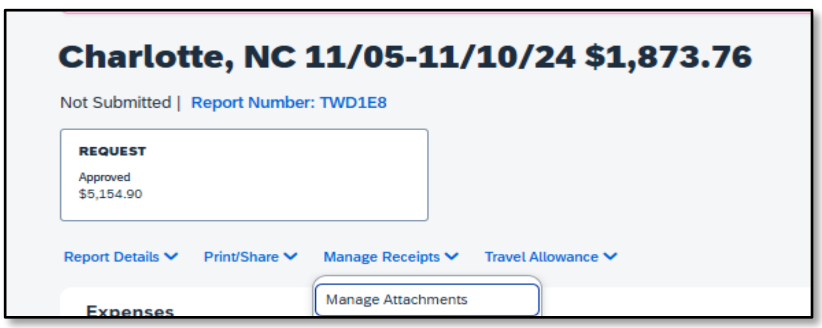


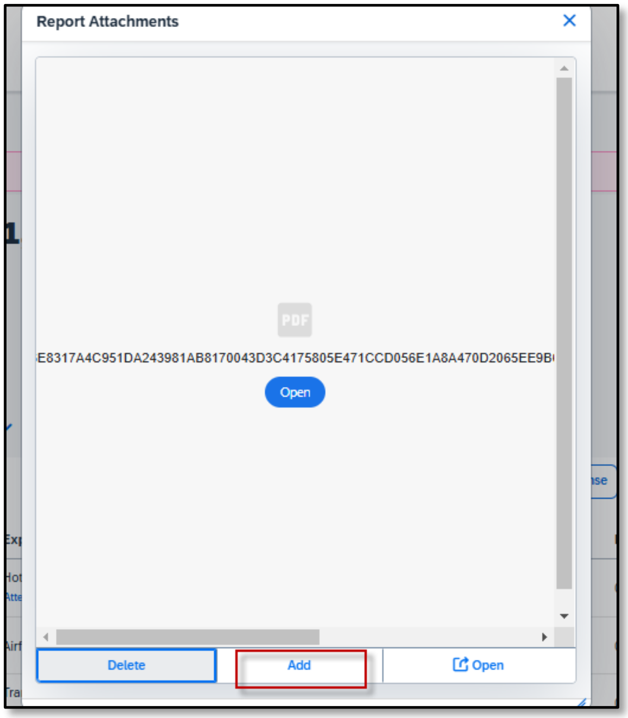
A list of all expenses requiring a receipt will be visible. Click next to the expense that needs the certification and select the **Accept & Create** button.



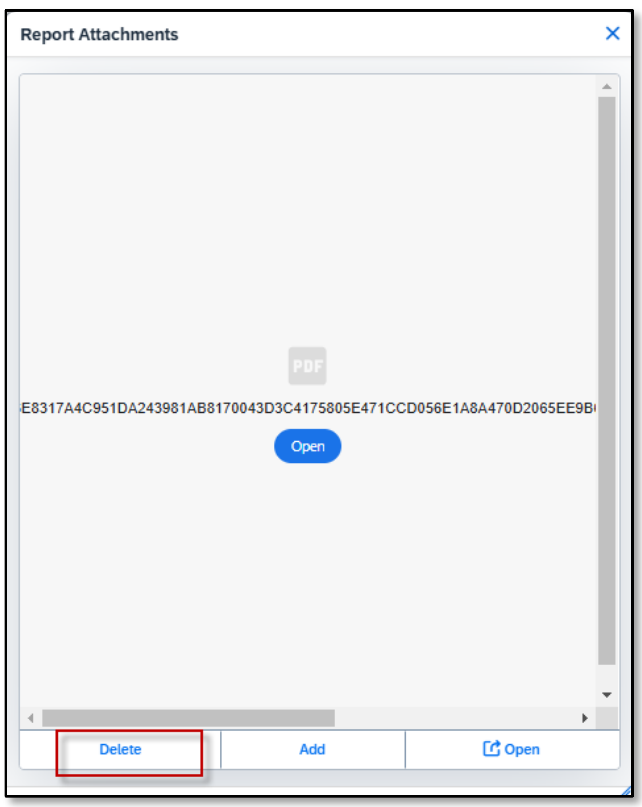
You may also attach any general information, such as the conference itinerary, by selecting **Manage Attachments** under the "Manage Receipts" dropdown. A separate screen will appear, allowing you to **Upload Report Level Attachment**.

NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.





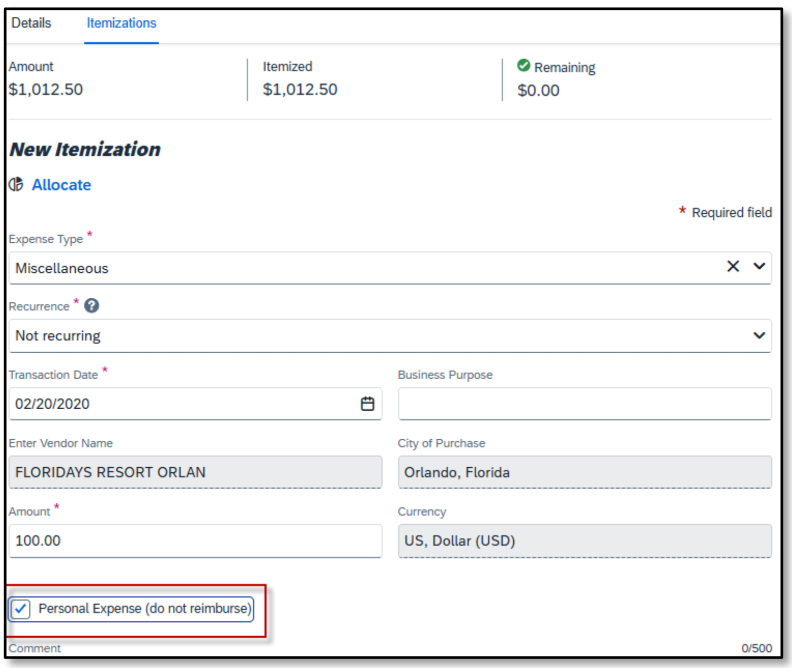
If receipts already exist in the report, you will have the option to "Delete" the attachments and add additional receipts or documentation as necessary.



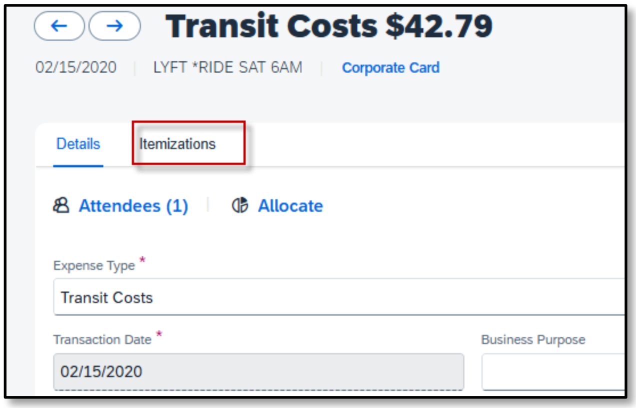
PERSONAL EXPENSES

If a personal charge is made using the state travel card, the traveler should get the charge reversed as soon as possible. It is recommended that travelers pay close attention to receipts that are provided to make sure all charges are correct, and business related. It is easier to get a charge corrected while on site, rather than weeks later over the phone. If a personal charge still comes through to Concur, it is the traveler's responsibility to reconcile that charge, so the bank is paid. If the personal charge is submitted on the expense report along with the CONUS and personal mileage claim, then the personal amount will be deducted from the money due the employee. If the employee is not due any reimbursement or if the reimbursement is not enough to cover the personal expense, then the agency must collect the funds from the employee and attach the cash receipt to the expense report before submitting to the Comptroller's Office. It is recommended that any card charges that occur during the actual travel event be submitted on the same expense report with the claim for CONUS, so there is a method to recoup any personal expenses that were charged to the State travel card.

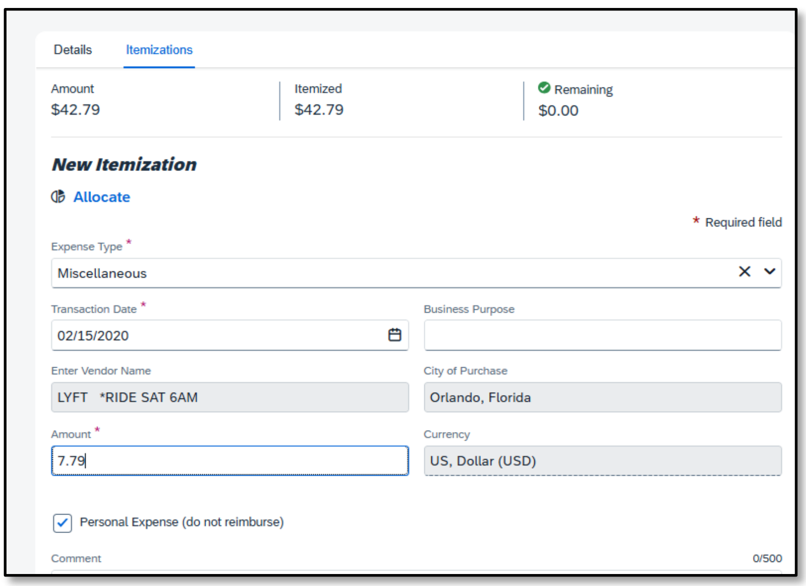
NOTE: A travel card charge expense line that relates to a personal expense should be marked as personal if the employee is due a personal reimbursement on the same expense report (i.e., M&IE or mileage). If the traveler must pay the state directly for the personal charge, the expense line will not be marked as a personal expense, but a comment must be added to the line to explain the circumstances and to include the information regarding the repayment.

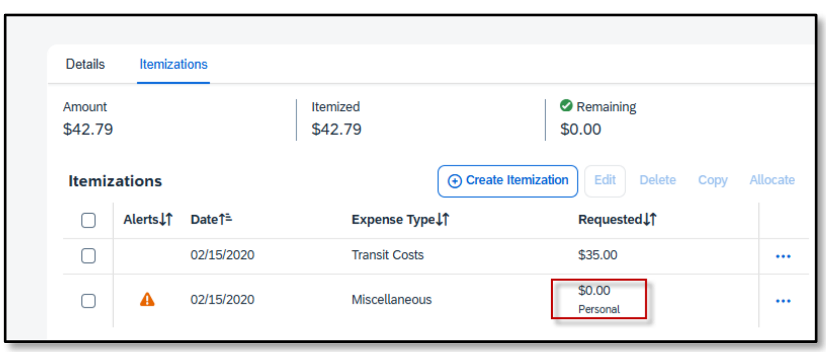


If a portion of a charge needs to be marked personal, this can be done by selecting the **Itemizations** tab on that expense line.



This will allow you to break out the expense into multiple lines, marking the amount that is not business related as personal. An example would be a traveler paying an UBER driver a tip over the allowable 20%. The excessive tip would be claimed as a personal expense.

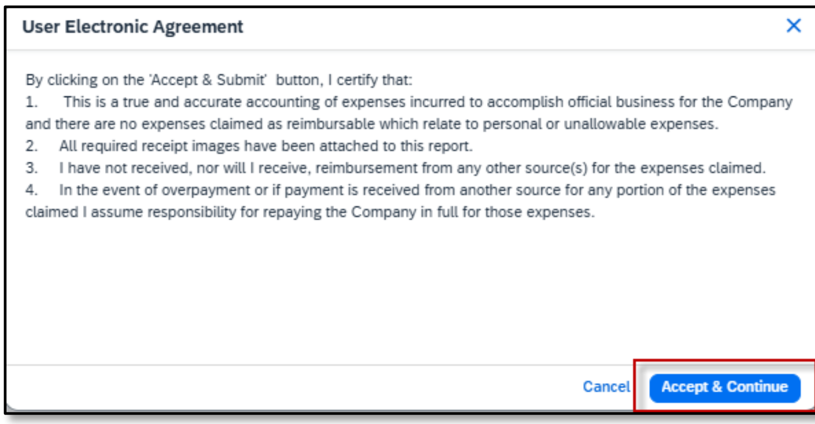




SUBMIT REPORT

Select **Submit Report** from the top right corner of the expense report.

Select **Accept & Continue**.



REPORT TIMELINE (APPROVAL WORKFLOW)

Select the **Report Details** dropdown, then **Report Timeline** to see the routing of your expense report.