



Approvers Guide for Concur Travel

Approving travel Requests, cash advances, and travel Expense Reports

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit [YSU's Commitment to Accessibility webpage](#) for contact information for persons designated to handle questions about this policy.

All Travel must be in compliance with Travel Guidelines – see [Travel Services](#)

Travel Guidelines require that all travel is pre-approved. A Request must first be completed and approved in Concur. To complete the Request you need to *estimate* expenses for your travel and enter into the fields in the online form. Reservations can then be booked either through the Concur booking tool or agent direct with Traveline. The use of Traveline in most instances is mandatory. After the trip has occurred, an Expense Report must be completed in order to reimburse the traveler for any expenses or reconcile any Cash Advances or TravelCard charges.

There are many Concur guides and videos that are excellent tools for learning how to use the CT&E system and are available once you login to the application. This document summarizes and clarifies some procedures which may be unique to YSU. Concur videos can be viewed by clicking the “**Help**” button at the top right-hand corner of the Concur screen. There is also a list of videos following the Table of Contents. CT&E Travel Tips are short snippets to address common issues and are posted on the [Travel Services](#) website.

Click commands are in **bold** and “quotes”

Table of Contents

1. Things to keep in mind.....	2
2. Review Request/Cash Advance.....	3
3. Reviewing Travel Expense Report.....	7

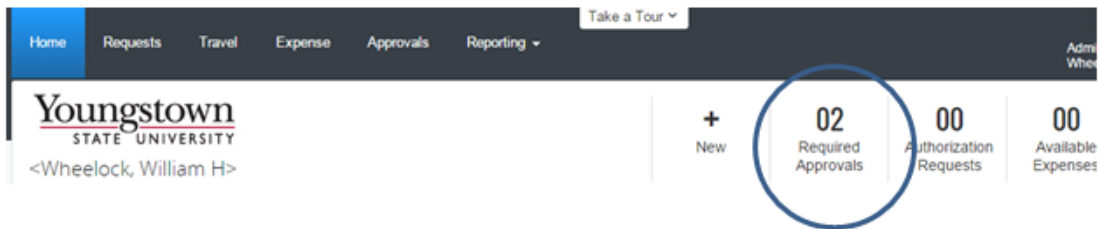
1. Things to keep in mind

- The Request/Expense Report will route to you as the assigned approver regardless of the FOAP(s) being charged.
- The Request does not encumber any of the FOAP(s) that are designated.
- The Expense Report will charge the FOAP(s) designated for the amounts on the Expense Report.
- A Request and an Expense Report approved amounts can be reduced on a per line item basis. You cannot apply a maximum total to the entire report.
- Anything entered as part of a segment on the Request (personal car mileage) or system calculated on the Expense Report (mileage and fixed meals), cannot be reduced by entering an approved amount.
- Any charges from the JPM Travel Card cannot have the approved amount reduced. These are on the YSU bill and need to be paid. If the traveler needs to repay the University, they will have to write a check to the University and deposit with the Bursars Office to offset the expense from the credit card.
- If multiple FOAPs are designated on a Request or an Expense Report, then a colored pie chart will show up next to that Expense. For the Expense Report, see the YSU detail report under the print/email button. This report shows all FOAPs being charged.
- If there isn't a colored pie chart next to any expense, then the FOAP charged will be the FOAP on the Expense Header.
- If another approval is required such as dual funding, you must forward the Report to the next approver by pressing the "Approve and Forward button" and searching for the approver. Then hit the "approve" button and the report will move to the next approver.
- You can set-up a delegate to review Reports on your behalf but they cannot approve the reports. Once they complete their review, they can click the Notify Approver to let the approver know that the delegate review is completed. They also have the option of sending the report back to the employee for correction.
- You can set this permission up by going to your profile/ click on delegates/ and search for the person/assign the permissions and save.
- An approver has 5 days to approve a Request or Expense Report or it will move on to their approver.
- The Traveler must have an approved Request before they can book any reservations.
- Please see the YSU [Travel Guidelines](#) for Approver's responsibilities.
- It is beneficial that the Request and Expense Reports are thoroughly reviewed by the Approvers and returned to travelers for correction. Once the cash advance or the Expense Report reaches processing and needs to be returned, the process starts over again.

2. Review Request/Cash Advance

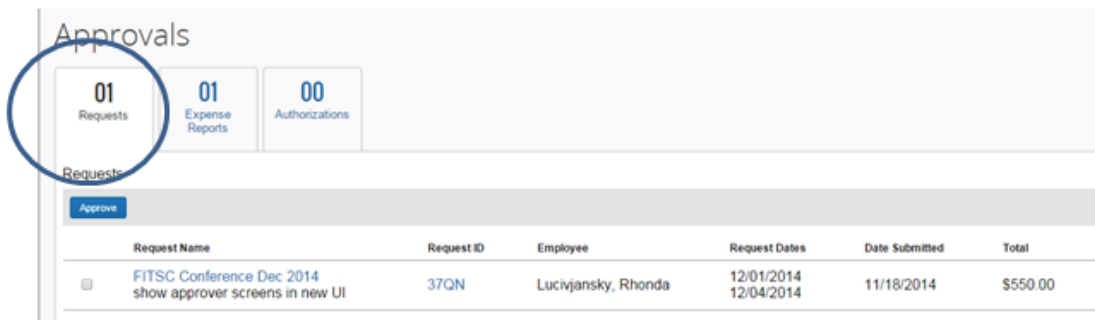
- Logon to Concur. You will be on the “My Concur” home page.
- Any Requests that you prepare for yourself will be located under the Request pane.
- Any Requests that require your approval will be located under the Required Approvals menu at the top right-hand of the screen. Click on “**Required Approvals**”.

Screen shot of home page



- This will take you to the approvals screen. You will see a Requests tab with the Requests for you to approve and the Expense Reports tab which has Expense Reports that need approval. Click on the Report name to open either the Request or the Expense Report.

Screen shot of Approvals screen



Click on the Request name to review the Request. The report opens to the Expense Summary tab. Remember these are estimated expenses only. They will not post to any budget.

- The total amount of the expenses and the total requested is at the bottom of the screen.
- You can navigate across any of the tabs at the top – Request Header, Segments, Expense Summary, Approval Flow, Audit Trail.

- Click on any individual expense to move it to the right-hand side. The approver can change the Approved Amount by typing over the amount. The only amount that cannot be changed on a Request by the approver is the personal car mileage since it is coming from a segment. Any approved amounts that can be change will have a red bar beside them.

Screen shot of Expense Summary tab

The screenshot displays the 'Expense Summary' tab for 'Request 37QN'. The table below shows the expense details:

Date	Expense	Amount	Requested
12/01/2014	Fixed Meals	\$100.00	\$100.00
12/01/2014	Hotel	\$200.00	\$200.00
12/01/2014	Airfare	\$250.00	\$250.00

Summary: TOTAL AMOUNT €550.00 | TOTAL REQUESTED €550.00

The detailed view on the right shows the selected expense 'Fixed Meals' for '12/01/2014'. The 'Approved Amount' field is circled in blue and contains the value '100.00' with a red bar to its left, indicating it is a changeable amount.

- If a colored pie chart is not beside the estimated expenses, the default FOAP is listed on the Request header screen. To see the default FOAP and other Request header details, click on the Request Header tab. If the FOAP needs changed or additional FOAPs need added, return to the Traveler for correction.
- If the traveler is requesting a cash advance, the cash advance box will show up on the Request Header. Make sure that the Traveler has an estimated expense for the conference fee and that a copy of the registration is attached to the Request under Attachments.

Screen shot of Request Header tab

Request 37QN [Lucivjansky, Rhonda]
Request Name: FITSC Conference Dec 2014
Purpose: show approver screens in new UI

Request Header Segments Expense Summary Approval Flow Audit Trail

Date	Expense	Amount	Requested
12/01/2014	Fixed Meals	\$100.00	\$100.00
12/01/2014	Hotel	\$200.00	\$200.00
12/01/2014	Airfare	\$250.00	\$250.00

- If there is an estimate for personal car mileage and you want to see the detail – click on the Segments tab beside the Request Header.
- You can also check any attachments such as a conference registration if they are requesting a cash advance or a list of students or others who may be traveling as part of the group. **“Click on Attachments/ Check Documents”**.

Screen shot of Attachment screen

Request 37QN [Lucivjansky, Rhonda]
Request Name: FITSC Conference Dec 2014
Purpose: show approver screens in new UI

Request Header Segments Expense Summary Approval Flow Audit Trail

Attachments Print / Email Send Back Request Approve Approve & Forward
Check Documents Attach Documents

Status: Submitted & Pending Approval
Amount: \$650

- To see a copy of the printed Request go to **“Print/Email – Request Printed Report”**

Screen shot of Print/Email Request Printed Report

The screenshot shows a web interface for managing a request. At the top left, the request ID is 'Request 37QN' and the user is 'Lucijansky, [a]'. Below this, the request name is 'FITSC Conference Dec 2014' and the user's role is 'show approver screens in new UI'. On the right side, there are several action buttons: 'Attachments', 'Print / Email', 'Send Back Request', 'Approve', and 'Approve & Forward'. A dropdown menu is open under 'Print / Email', showing the option 'Request Printed Report'. Below the buttons, the status is 'Submitted & Pending Approval' and the amount is '\$550.00'. At the bottom, there are tabs for 'Request Header', 'Segments', 'Expense Summary', 'Approval Flow', and 'Audit Trail'. Below the tabs is a table with columns 'Date/Time', 'Updated By', 'Action', and 'Description'. The table contains one row with the following data: '18/2014 01:47 PM', 'Lucijansky, Rhonda', 'Confirmation Agreement Acceptance', and 'Request Submit Confirmation'.

Date/Time	Updated By	Action	Description
18/2014 01:47 PM	Lucijansky, Rhonda	Confirmation Agreement Acceptance	Request Submit Confirmation

- The report can be Sent Back to Employee for correction by clicking on the **“Send Back Request”**, **“Approve”** or **“Approve & Forward”** to send to another approver.
- You will have to choose another valid approver in the system.
- Once a Request is approved, it cannot be changed but can be cancelled and re-entered by the Traveler.

Screen shot of approver options

The screenshot shows a close-up of the approver options. It features five buttons: 'Attachments', 'Print / Email', 'Send Back Request', 'Approve', and 'Approve & Forward'. Below the buttons, the status is 'Submitted & Pending Approval' and the amount is '\$550.00'.

3. Reviewing Travel Expense Report

- Logon to Concur. You will be on the “My Concur” home page.
- Click on the “Required Approvals” at the top of the screen.

Screen shot of Home Page



- Click on the Report Name to open the report for review.

Screen shot of Expense Reports awaiting approval

Approvals

01 Requests	01 Expense Reports	00 Authorizations		
Expense Reports				
Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
columbus 6-25 iuc conference	Lucivjansky, Rhonda	11/06/2014	\$619.30	\$1,119.30

- It will open on the Expense tab and a summary will appear to the right show the amount due to the company, amount due to company card (travel card if applicable) and the amount due employee. Below that will show the Request that is tied to the Expense Report. Another pane that will show, if applicable, is the cash advance pane, beginning balance, amount used, and ending balance.
- Make sure that a Request summary tab shows in the right-hand pane. It is a YSU requirement that all travel be pre-approved prior to the trip and this is the proof that guideline has been met. If the Request does not show up here, return it to the traveler for correction.
- On the left side of the screen is the detail of the expenses.
- Review any warnings under Exceptions near the top of the screen. If something needs corrected, send it back to the Traveler for correction.

Screen shot of open Expense Report and Report Summary

columbus 6-25 [Luckjenky, Rhonda]

Save Back to Employee Approve App

Exceptions

Expense	Date	Amount	Exception
Fixed Meals	10/31/2014	\$53.25	Please be sure that the user has a hotel stay for the same dates as the itinerary.
Fixed Meals	11/01/2014	\$71.00	Please be sure that the user has a hotel stay for the same dates as the itinerary.

Transaction Date	Expense Type	Enter Vendor N...	Business Purp...	City of Purchase	Payment Type	Amount	Action
11/12/2014	Personal Car MI...		kc conference		Out of Pocket	\$268.80	
11/03/2014	Fixed Meals		kc conference	Arlington, Virginia	Out of Pocket	\$53.25	
11/02/2014	Fixed Meals		kc conference	Arlington, Virginia	Out of Pocket	\$71.00	
11/01/2014	Fixed Meals		kc conference	Arlington, Virginia	Out of Pocket	\$71.00	
11/01/2014	Airfare	American Airlines	kc conference	Youngstown, Ohio	YSU Prepaid	\$350.00	
10/31/2014	Fixed Meals		kc conference	Arlington, Virginia	Out of Pocket	\$53.25	
10/31/2014	Car Rental	Enterprise	kc conference	Youngstown, Ohio	YSU Prepaid	\$150.00	
10/31/2014	Fuel	BP	kc conference	Youngstown, Ohio	Out of Pocket	\$50.00	
10/31/2014	Fuel	BP	kc conference	Youngstown, Ohio	Out of Pocket	\$52.00	

TOTAL AMOUNT \$1,119.30 TOTAL REQUESTED \$1,119.30

Report Summary

Report Totals

Amount Due Company	Amount Due Employee
\$0.00	\$119.30

Requests (1)

Request ...	Request ID	Amount A...	Amount R...
> columbus	3490	\$1,250.00	\$651.50

- You can click on each individual expense to review or change the amount under the **approved amount** with the exception of per diem meals and personal car mileage because they are system generated. You can change the per diem meals by clicking on the daily allocations button and removing the entire per diem or certain meals. Remember – do not change the amount on any travel card expenses or expenses marked as YSU prepaid. The only items that should be marked as YSU prepaid are flights that are prepaid by the University, Enterprise/National Car rentals paid by the University credit card or any items that are paid for by a non-travel YSU credit card.

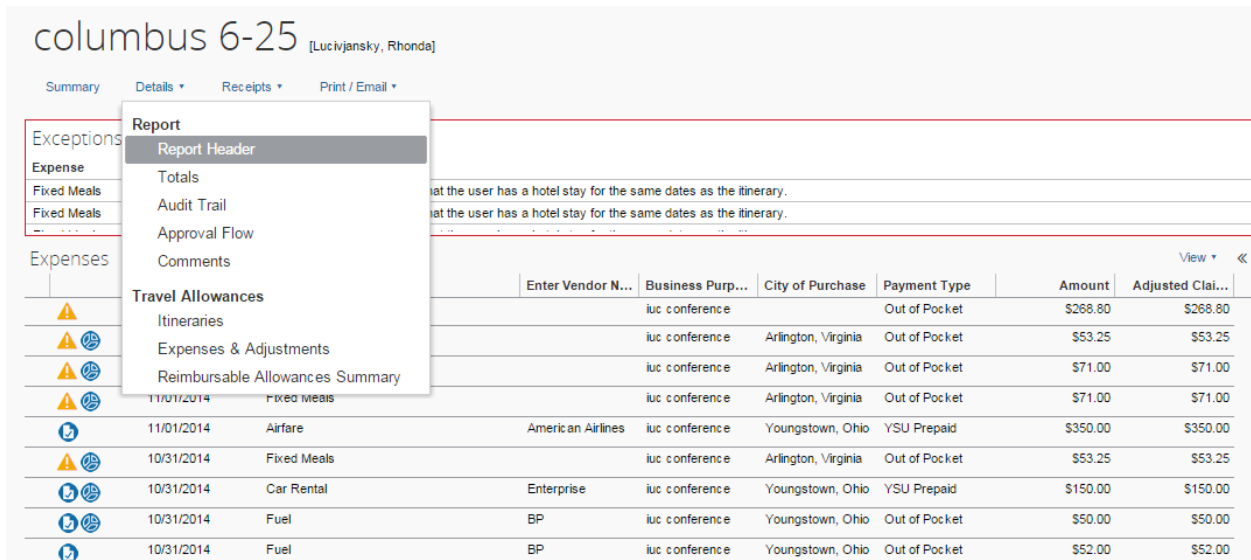
Screen shot of Approved Amount box

The screenshot displays an expense report interface. On the left, a table lists transactions with columns for Transaction Date, Expense Type, Enter Vendor N..., Business Purp..., City of Purchase, Payment Type, Amount, and Adjust. The table contains 10 rows of data. On the right, a detailed view of a selected expense is shown, including fields for Expense Type, Transaction Date, Business Purpose, Vendor, City of Purchase, Payment Type, Amount, and Reversed. The 'Approved Amount' field is highlighted with a blue circle and contains the value '50.00'. At the bottom of the interface, there are buttons for 'Save', 'Allocate', and 'Attach Receipt', along with summary fields for 'TOTAL AMOUNT' and 'TOTAL REQUESTED' both showing '\$1,119.30'.

Transaction Date	Expense Type	Enter Vendor N...	Business Purp...	City of Purchase	Payment Type	Amount	Adjust
11/12/2014	Personal Car Mil...		ku conference		Out of Pocket	\$268.80	
11/03/2014	Food Meals		ku conference	Arlington, Virginia	Out of Pocket	\$33.25	
11/02/2014	Food Meals		ku conference	Arlington, Virginia	Out of Pocket	\$71.00	
11/01/2014	Food Meals		ku conference	Arlington, Virginia	Out of Pocket	\$71.00	
11/01/2014	Airfare	American Airlines	ku conference	Youngstown, Ohio	YSU Prepaid	\$350.00	
10/31/2014	Food Meals		ku conference	Arlington, Virginia	Out of Pocket	\$33.25	
10/31/2014	Car Rental	Enterprise	ku conference	Youngstown, Ohio	YSU Prepaid	\$190.00	
10/31/2014	Fuel	BP	ku conference	Youngstown, Ohio	Out of Pocket	\$50.00	
10/31/2014	Fuel	BP	ku conference	Youngstown, Ohio	Out of Pocket	\$50.00	

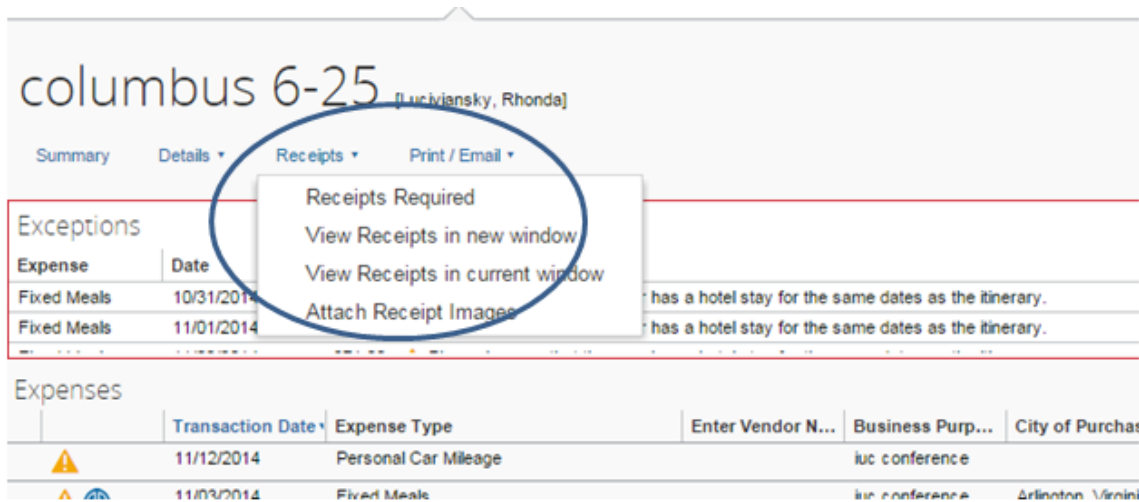
- If the traveler receives an advance to pay a conference fee, the traveler must enter an expense for the conference fee and the payment type must be out-of-pocket.
- Icons will appear next to the expense – colored pie chart – indicates FOAP(s) have been allocated, grey box – no receipt, green box – receipt, blue box – comment, etc. Hover over the icon to see what it says.
- Yellow warnings – yellow warnings appear beside individual expenses and in the Exceptions review pane above the Expense pane. These may indicate instances where the individual is not in compliance with University guidelines. You must review these prior to approval.
- Common yellow warning – cash advance was received but not applied to this report. Once a traveler receives a cash advance, any expense reports they prepare will want the cash advance applied to it. This may or may not be correct. The easiest way to determine if it should be applied to this report is by clicking on the Request Name in the right-hand pane to open up the Request. The Request will actually say Cash Advance at the top if one was received.
- Another common yellow warning – You have exceeded the mileage reimbursement for one day... again, this may or may not be applicable. YSU guidelines allow a traveler to travel 120 miles a day in their personal vehicle before their mileage reimbursement is capped. If you are taking a 1 day trip to Columbus and back (approximately 360 miles), your mileage reimbursement will be capped. If you are taking a 3 day trip to Columbus, your mileage reimbursement will not be capped.
- If the mileage is to be capped, make sure the traveler is using the mileage limited by max. rental rate and attaching a copy of the mileage calculator as the receipt.
- To navigate to other screens in the report, click on the **“Details”** menu drop-down and choose the screen that you wish to see.

Screen shot of Details drop-down menu



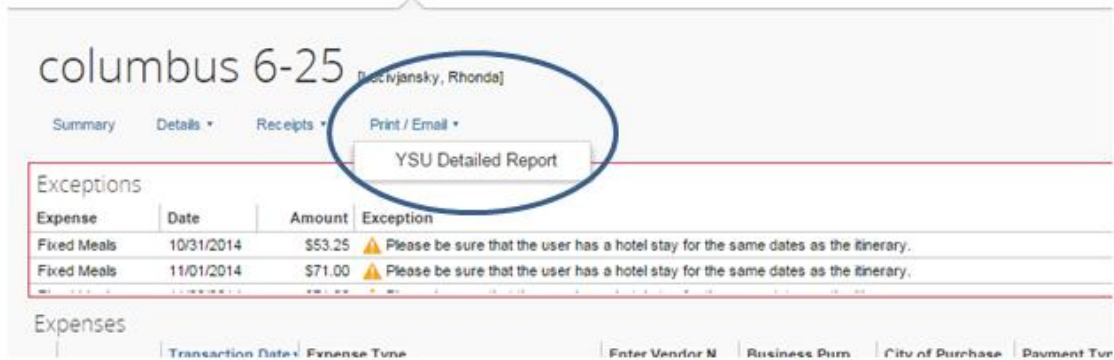
- To review the attached receipts either hover over the receipt icon next to each expense or go to the **“Receipts drop-down menu/ View Receipts”**.

Screen shot of Receipt drop-down menu



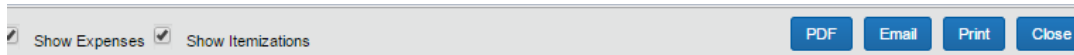
- To review the YSU Detailed Report with all expenses, payment type, and FOAPs being charged, click on the Print/Email drop-down and choose **“YSU Detailed Report”**.

Screen shot of Print/Email YSU Detailed Report screen



- Once the report is opened, click on the “**Show Itemizations**” box in the upper left-hand corner to show all detail then scroll down through the report.
- The report can be saved as a pdf, emailed, or printed.

Screen shot of itemization check box



Expense Report
Report Name : columbus 6-25

Employee Name : Lucivjansky, Rhonda L.
Employee ID : Y00402083

Screen shot of a sample partial Report

Airfare

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount	Account Code 1
1/01/2014	Airfare	iuc conference	American Airlines	Youngstown	YSU Prepaid	\$350.00	701306
Allocations :		100.00% (\$350.00) 111000-120611-63-701306					

Car Rental

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount	Account Code 1
0/31/2014	Car Rental	iuc conference	Enterprise	Youngstown	YSU Prepaid	\$150.00	701306
Allocations :		44.59% (\$66.89) 111000-120611-63-701306 55.41% (\$83.11) 111000-120602-63-701306					

Fixed Meals

Transaction Date	Expense Type	Business Purpose	Vendor	City of Purchase	Payment Type	Amount	Account Code 1
1/03/2014	Fixed Meals	iuc conference		Arlington	Out of Pocket	\$53.25	701306
Allocations :		44.59% (\$23.75) 111000-120611-63-701306 55.41% (\$29.50) 111000-120602-63-701306					
1/02/2014	Fixed Meals	iuc conference		Arlington	Out of Pocket	\$71.00	701306
Allocations :		44.59% (\$31.66) 111000-120611-63-701306 55.41% (\$39.34) 111000-120602-63-701306					
1/01/2014	Fixed Meals	iuc conference		Arlington	Out of Pocket	\$71.00	701306

- If any corrections need to be made, the approver should click on the “**Send Back to Employee**” at the right-hand top of the screen.
- If the approver is satisfied that the Expense Report is in compliance with University Guidelines and departmental limits, the approver should click either the “**Approve**” button or the “**Approve and Forward**” to forward the report to another approver.
- The approver will have to choose another valid approver in the system to forward the report to.

Screen shot of approver options

