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Signing in to Concur

1. Navigate to travel.tcnj.edu/concur/
2. Click on **Concur Login** from the menu at the top or the **Access Concur Travel System** icon.
3. Your login will be your TCNJ username & password
 - a. If you've forgotten your TCNJ login, go to **account.tcnj.edu**.



TCNJ Apps

Sign In

[Account Manager](#)

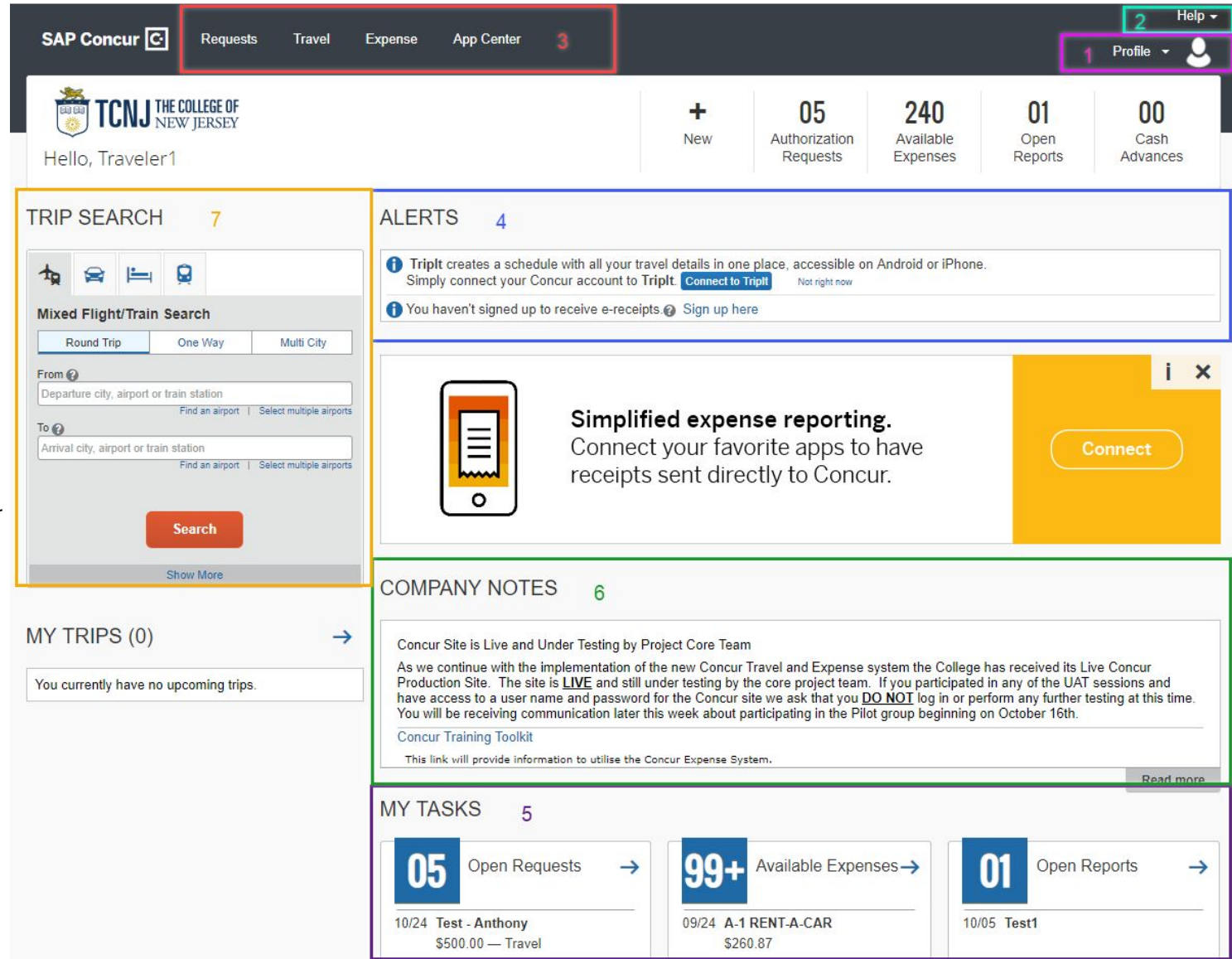
Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.

Get sign in support: [IT Help Desk](#)

Concur Dashboard

This is the Concur landing page which contains quick reference & information to navigate within the system.

1. **Profile** - Update all personal information & switch to Delegate role here
2. **Help** - Concur published training & help documents
3. **Menu Bar** - Takes you to the full breakout for each section of Concur
4. **Profile Alerts** - Important actions or alerts for the User's profile
5. **My Tasks** - "At a Glance" view of open Requests, Reports & available expenses
6. **Company Notes** - Important notes or correspondence provided by TCNJ
7. **Trip Search** - Allows you to search for Live travel segments for a more accurate estimated expense



SAP Concur | Requests | Travel | Expense | App Center | 3

TCNJ THE COLLEGE OF NEW JERSEY

Hello, Traveler1

+ New | 05 Authorization Requests | 240 Available Expenses | 01 Open Reports | 00 Cash Advances

1 Profile | **2** Help

TRIP SEARCH 7

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From ?
Departure city, airport or train station
Find an airport | Select multiple airports

To ?
Arrival city, airport or train station
Find an airport | Select multiple airports

Search

Show More

ALERTS 4

Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. [Connect to Triplt](#) Not right now

You haven't signed up to receive e-receipts. [Sign up here](#)

Simplified expense reporting.
Connect your favorite apps to have receipts sent directly to Concur.

[Connect](#)

COMPANY NOTES 6

Concur Site is Live and Under Testing by Project Core Team

As we continue with the implementation of the new Concur Travel and Expense system the College has received its Live Concur Production Site. The site is **LIVE** and still under testing by the core project team. If you participated in any of the UAT sessions and have access to a user name and password for the Concur site we ask that you **DO NOT** log in or perform any further testing at this time. You will be receiving communication later this week about participating in the Pilot group beginning on October 16th.

[Concur Training Toolkit](#)

This link will provide information to utilise the Concur Expense System.

[Read more](#)

MY TRIPS (0) →

You currently have no upcoming trips.

MY TASKS 5

05 Open Requests → 10/24 Test - Anthony \$500.00 — Travel	99+ Available Expenses → 09/24 A-1 RENT-A-CAR \$260.87	01 Open Reports → 10/05 Test1
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Updating Your Expense Profile

Note: In order to book Travel through Concur, you must update the following in your Profile

Middle Name Work or Home phone number Birth Date Gender
--

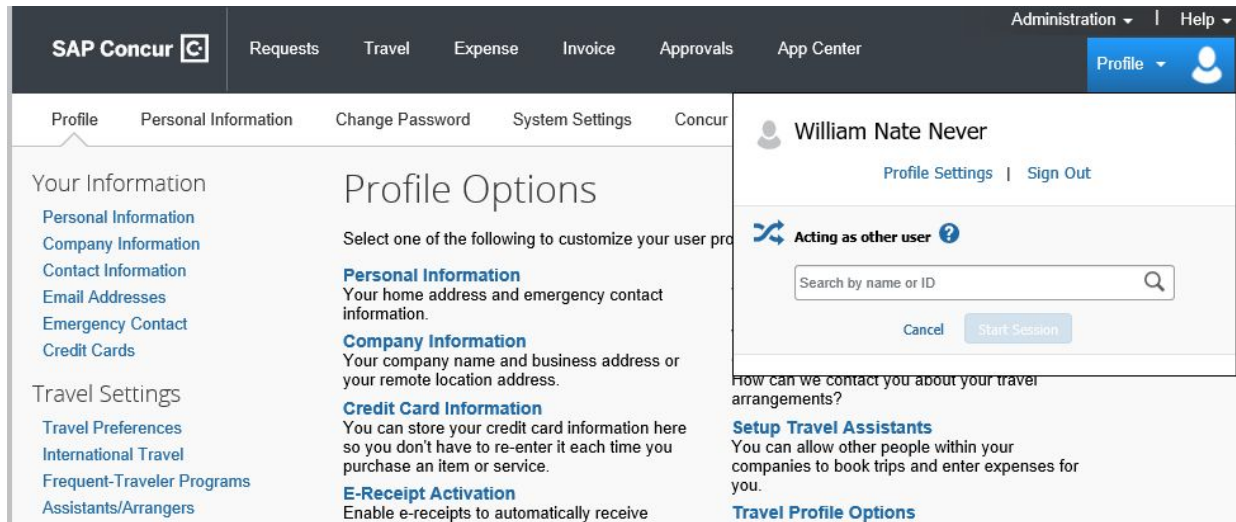
You use the **Profile Options** page to customize your user profile. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes.

Note: Depending on your company's configuration, some of these options might not be available to you. Contact your SAP Concur administrator for more information.

- **Your Information** - Select request information, add or remove delegates, enter email settings, select approvers, and add or remove attendees.
- **Travel Settings** - Enter travel preferences, add international travel information, and your Frequent-Traveler programs. You can also add your travel assistants and arrangers.
- **Request Settings** - Select request information, add or remove delegates, enter email settings, select approvers, and add or remove attendees.
- **Expense Settings** - Enter expense preferences, add bank information and company card information. You can also enter expense delegates and approvers.
- **Invoice Settings** – Enter invoice preferences, add invoice delegates and approvers.
- **Other Settings** – Provides settings such as E-Receipts Activation and Concur Mobile Registration that you can set or update.

To access your Profile page

1. Click **Profile > Profile Settings**.



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with the SAP Concur logo and several menu items: Requests, Travel, Expense, Invoice, Approvals, and App Center. On the right side of the navigation bar, there are links for Administration and Help, and a Profile dropdown menu with a user icon. Below the navigation bar, the main content area is divided into two columns. The left column contains a sidebar with links for Profile, Personal Information, Change Password, System Settings, and Concur. The right column displays the user's profile information for William Nate Never, including links for Profile Settings and Sign Out. Below the profile information, there is a section for 'Acting as other user' with a search bar and buttons for Cancel and Start Session. The bottom section of the page contains links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards, Travel Settings, Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers, and Travel Profile Options.

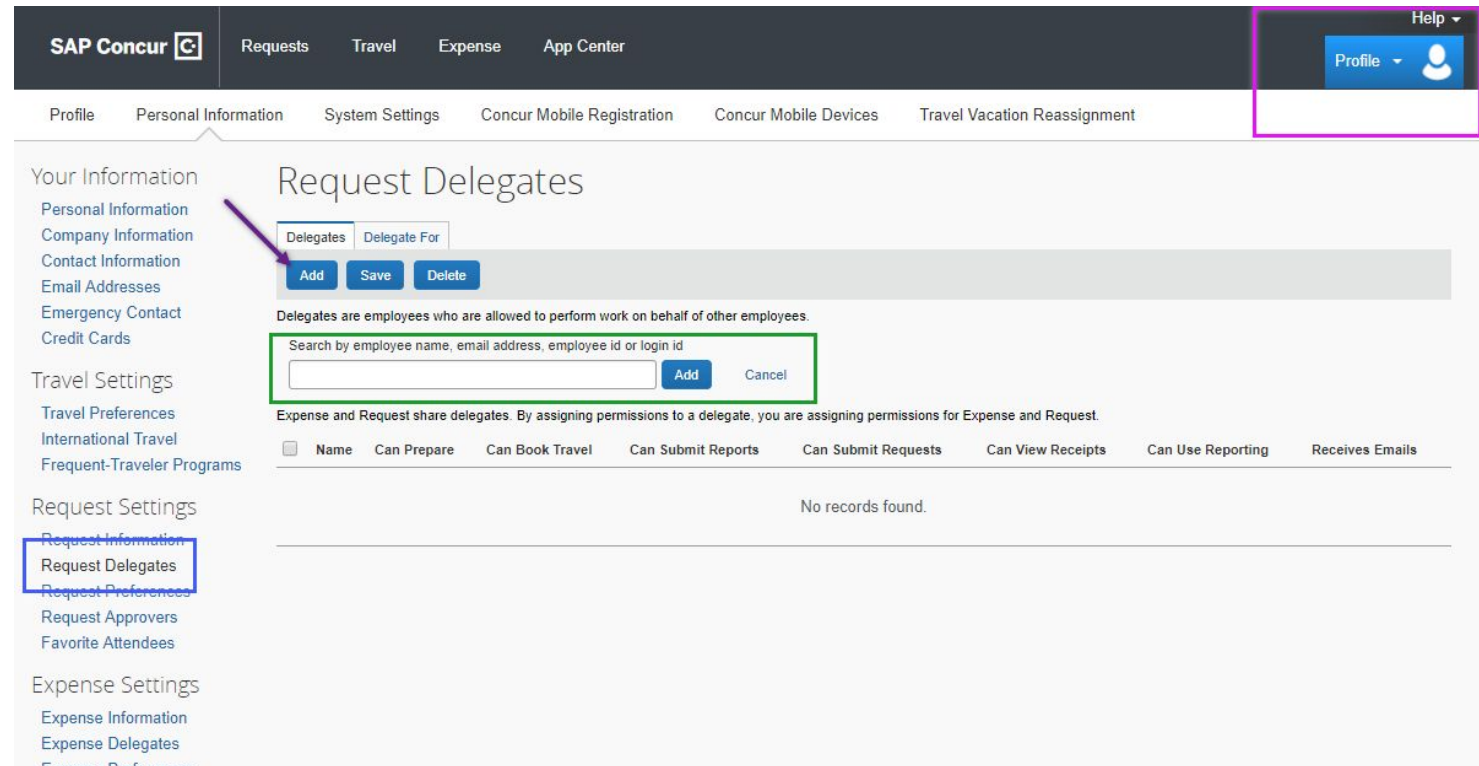
- On the **Profile Options** page, review your information, and select the appropriate links to update your profile information.

Profile	Personal Information	Change Password	System Settings	Mobile Registration	Travel Vacation Reassignment
<div> <div> Your Information Personal Information Company Information Contact Information Email Addresses Emergency Contact Credit Cards Travel Settings Travel Preferences International Travel Frequent-Traveler Programs Request Settings Request Information Request Delegates Request Preferences Request Approvers Favorite Attendees Expense Settings Expense Information Bank Information Expense Delegates Expense Preferences Expense Approvers Favorite Attendees Invoice Settings Invoice Information </div> <div> <h2>Profile Options</h2> <p>Select one of the following to customize your user profile.</p> <div> <div> Personal Information Your home address and emergency contact information. </div> <div> Company Information Your company name and business address or your remote location address. </div> <div> Credit Card Information You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service. </div> <div> Travel Profile Options Carrier, Hotel, Rental Car and other travel-related preferences. </div> <div> Bank Information Bank Information </div> <div> Request Preferences Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print. </div> <div> Change Password Change your password. </div> </div> <div> <div> System Settings Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end? </div> <div> Contact Information How can we contact you about your travel arrangements? </div> <div> E-Receipt Activation Enable e-receipts to automatically receive electronic receipts from participating vendors. </div> <div> Travel Vacation Reassignment Going to be out of the office? Configure your backup travel manager. </div> <div> Expense Delegates Delegates are employees who are allowed to perform work on behalf of other employees. </div> <div> Expense Preferences Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print. </div> <div> Mobile Registration Set up access to Concur on your mobile device </div> </div> </div> </div>					

Assigning a Delegate

You can assign any employee of The College to enter Requests or Expense reports on your behalf. Once these requests are submitted, it is the Traveler's responsibility to submit the prepared request or report.

1. Click **Profile** to access Personal Information.
2. Click **Request Delegates**.
3. Click **Add** under the Delegates tab.
4. Enter the employee name, email address or user id in the box & click **Add**.



SAP Concur | Requests | Travel | Expense | App Center

Profile | Personal Information | System Settings | Concur Mobile Registration | Concur Mobile Devices | Travel Vacation Reassignment

Help | Profile

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs

Request Settings

- Request Information
- Request Delegates**
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences

Request Delegates

Delegates | Delegate For

Add **Save** **Delete**

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

Add Cancel

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can Submit Reports	Can Submit Requests	Can View Receipts	Can Use Reporting	Receives Emails
No records found.								

Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing and submitting reports.

To work as a delegate

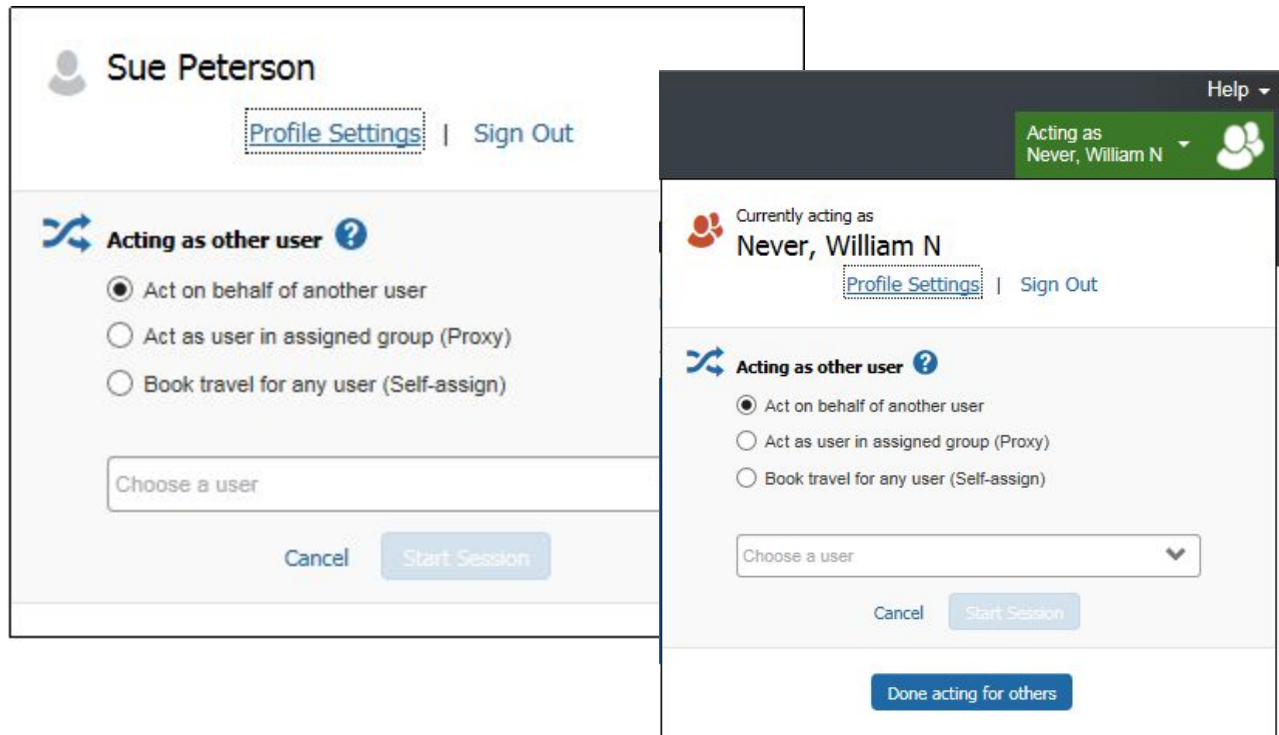
1. Click **Profile > Act on behalf of another user**.
2. Select the appropriate user's name.
3. Click **Start Session**.

Note: The **Profile** menu now displays **Acting as** and shows the name you just selected.

You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.

4. To select a different user, follow the same steps but select a different name.
5. To return to your own tasks, click **Acting as**, and then click **Done acting for others**.

Note: The **Profile** menu now appears.



The screenshot displays the TCNJ Travel system interface. The background window shows the user profile for Sue Peterson, with links for [Profile Settings](#) and [Sign Out](#). The foreground window is a modal titled "Acting as other user" with three radio button options: "Act on behalf of another user" (selected), "Act as user in assigned group (Proxy)", and "Book travel for any user (Self-assign)". Below these options is a "Choose a user" dropdown menu. At the bottom of the modal are "Cancel" and "Start Session" buttons. A separate window or overlay shows the "Acting as" dropdown menu, currently displaying "Never, William N", with a "Help" dropdown and a "Done acting for others" button at the bottom.

Creating Requests

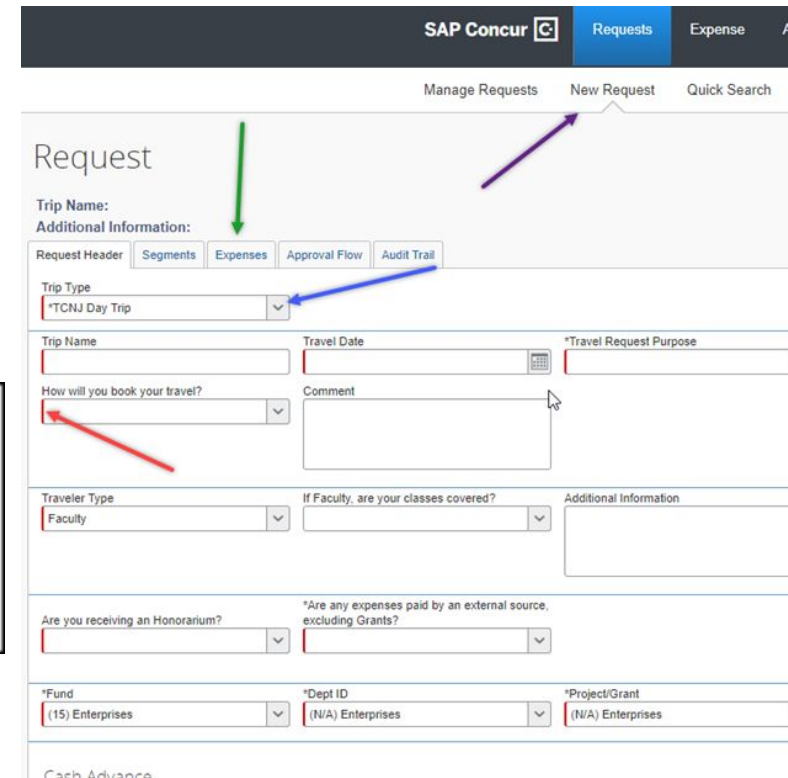
Creating Day-Trip Request

1. Log in to Concur
2. Click **Requests** from the menu on the top.
3. Click **New Request** from pop out menu.
4. Choose **TCNJ Day Trip** from the **Trip Type** drop down.
5. Fill out all Trip Information, Traveler Type & Chart of Accounts marked in **RED**.

How will you book your travel?:

01. Online Travel Booking - Book travel through Concur with Anthony Travel.
02. Offline/TMC Travel Booking - Booking with Anthony Travel Agent, but not through Concur.
03. External Travel Booking - Bookings made outside of Concur & Anthony (ex. directly with airline or expedia).
04. No Booking Needed - No travel arrangements (flight, car rental, train ticket, hotel) needed.

Note: If your Day Trip requires booking travel arrangements Click the **Segments** tab & refer to [Creating Travel](#) before continuing to step 6.



SAP Concur **Requests** Expense

Manage Requests New Request Quick Search

Request

Trip Name:
Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

Trip Type
*TCNJ Day Trip

Trip Name Travel Date *Travel Request Purpose

How will you book your travel? Comment

Traveler Type If Faculty, are your classes covered? Additional Information

Are you receiving an Honorarium? *Are any expenses paid by an external source, excluding Grants?

*Fund *Dept ID *Project/Grant

(15) Enterprises (N/A) Enterprises (N/A) Enterprises

Cash Advance

6. Click **Expenses** tab to enter the estimated expenses for the travel request.
7. Choose the **Expense Type** you would like to request & enter the information. Then click **Save**.

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit

01. Travel Expenses

Charter Bus/Transfers

02. Other Travel Expenses

03. Personal Car Mileage

04. Meals & Entertainment

Daily Meal Per Diem

Group Meals/Entertainment <10 Attendees

05. Fees

Registration/Fees

Expense Type	Transaction Date	Description?	Transaction Amount
02. Other Travel Expenses	09/21/2018	taxi	30.00 USD

8. Click **New Expense** to add multiple estimated expenses.
9. Once all estimated expenses have been entered, click **Submit Request**.

Attachments ▾

Print / Email ▾

Delete Request

Submit Request

Status: Not Submitted
Amount: \$372.72

Trip Name: Test1
Additional Information:

Request Header
Segments
Expenses
Approval Flow
Audit Trail

+ New Expense
Delete

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 09/21/2018	Rail/Train	\$66.00	\$66.00
<input type="checkbox"/> 09/21/2018	02. Other Travel Expenses	\$30.00	\$30.00
<input type="checkbox"/> 09/21/2018	03. Personal Car Mileage	\$2.72	\$2.72
<input type="checkbox"/> 09/21/2018	Daily Meal Per Diem	\$74.00	\$74.00
<input type="checkbox"/> 09/21/2018	Registration/Fees	\$200.00	\$200.00

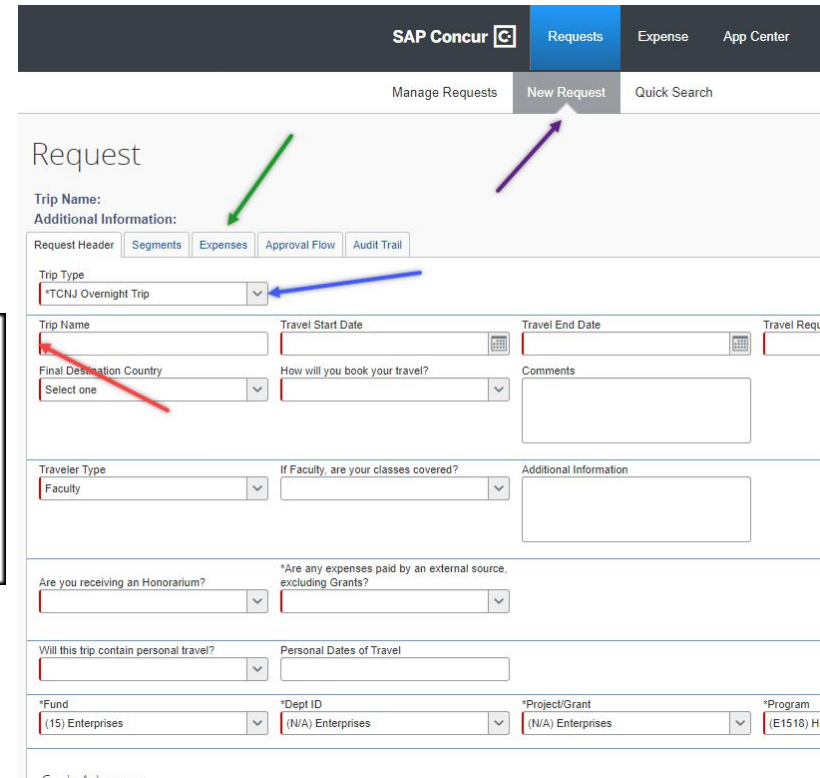
Creating Overnight request


1. Log in to Concur
2. Click **Requests** from the menu on the top.
3. Click **New Request** from pop out menu.
4. Choose **TCNJ Overnight Trip** from the **Trip Type** drop down.
5. Fill out all Trip Information, Traveler Type & Chart of Accounts marked in **RED**.

How will you book your travel?:

01. Online Travel Booking - Book travel through Concur with Anthony Travel.
02. Offline/TMC Travel Booking - Booking with Anthony Travel Agent, but not through Concur.
03. External Travel Booking - Bookings made outside of Concur & Anthony (ex. directly with airline or expedia).
04. No Booking Needed - No travel arrangements (flight, car rental, train ticket, hotel) needed.

Note: If your Overnight Trip requires booking travel arrangements Click the **Segments** tab & refer to [Creating Travel](#) before continuing to step 6.



SAP Concur  **Requests** Expense App Center

Manage Requests **New Request** Quick Search

Request

Trip Name:
Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

Trip Type
*TCNJ Overnight Trip

Trip Name Travel Start Date Travel End Date Travel Requester

Final Destination Country How will you book your travel? Comments

Traveler Type If Faculty, are your classes covered? Additional Information

Are you receiving an Honorarium? *Are any expenses paid by an external source, excluding Grants?

Will this trip contain personal travel? Personal Dates of Travel

*Fund (15) Enterprises *Dept ID (N/A) Enterprises *Project/Grant (N/A) Enterprises *Program (E1518) H

6. Click **Expenses** tab to enter the estimated expenses for the travel request.
7. Choose the **Expense Type** you would like to request & enter the information. Then click **Save**.

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Travel Expenses Charter Bus/Transfers Hotel Group Other Accommodations	02. Other Travel Expenses Personal Car Mileage	04. Meals & Entertainment Daily Meal Per Diem Group Meals/Entertainment Attendees Per Diem- Multiple Locations	05. Fees Passports/Visa Fees	06. Communications Mobile/Cellular Phone
---	---	---	---------------------------------	---

Expense Type: 02. Other Travel Expenses
Transaction Date: 09/21/2018
Description: taxi
Transaction Amount: 30.00 USD

8. Click **New Expense** to add multiple estimated expenses.
9. Once all estimated expenses have been entered, click **Submit Request**.

Attachments ▾
Print / Email ▾
Delete Request
Submit Request

Status: Not Submitted
Amount: \$372.72

Trip Name: Test1
Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

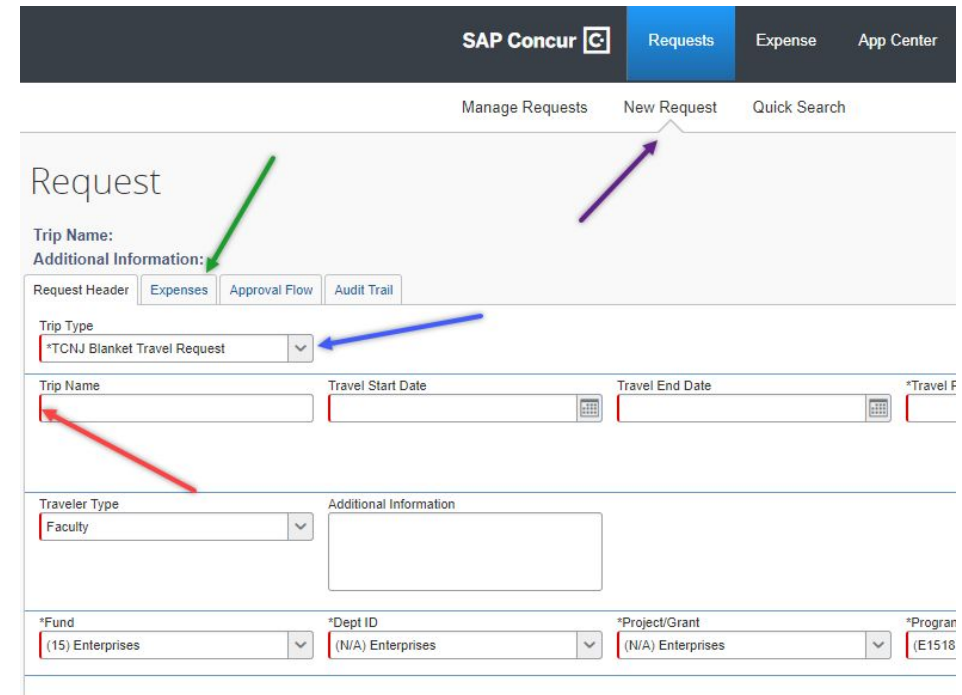
Date	Expense Type	Amount	Requested
09/21/2018	Rail/Train	\$66.00	\$66.00
09/21/2018	Hotel	\$500.00	\$500.00
09/21/2018	02. Other Travel Expenses	\$30.00	\$30.00
09/21/2018	03. Personal Car Mileage	\$2.72	\$2.72
09/21/2018	Daily Meal Per Diem	\$296.00	\$296.00
09/21/2018	Registration/Fees	\$200.00	\$200.00

Segment expenses will transfer over to Expense tab

Creating Blanket 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.
- Multiple expense reports can be submitted under one blanket travel request.

1. Log in to Concur
2. Click **Requests** from the menu on the top.
3. Click **New Request** from pop out menu.
4. Choose **TCNJ Blanket Travel Request** from the **Trip Type** drop down.
5. Fill out all Trip Information, Traveler Type & Chart of Accounts marked in **RED**.
6. Click **Expenses** tab to enter the estimated expenses for the travel request.
7. Choose the **Expense Type** you would like to request & enter the information. Then click **Save**.



The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with 'SAP Concur', 'Requests', 'Expense', and 'App Center'. Below this, there are tabs for 'Manage Requests', 'New Request', and 'Quick Search'. The 'New Request' tab is active. The main form is titled 'Request'. It has a 'Trip Name' field and an 'Additional Information' field. Below these are tabs for 'Request Header', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Request Header' tab is active. It contains several fields: 'Trip Type' (set to '*TCNJ Blanket Travel Request'), 'Trip Name' (with a red arrow pointing to it), 'Travel Start Date', 'Travel End Date', and 'Travel F'. Below these are 'Traveler Type' (set to 'Faculty') and 'Additional Information'. At the bottom, there are four dropdown menus for '*Fund' (set to '(15) Enterprises'), '*Dept ID' (set to '(N/A) Enterprises'), '*Project/Grant' (set to '(N/A) Enterprises'), and '*Program' (set to '(E1518)').

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit

01. Travel Expenses	03. Personal Car Mileage	05. Fees
Charter Bus/Transfers	04. Meals & Entertainment	Registration/Fees
02. Other Travel Expenses	Daily Meal Per Diem	
	Group Meals/Entertainment <10 Attendees	

Expense Type:

Transaction Date:

Description:


Transaction Amount:

USD

8. Click **New Expense** to add multiple estimated expenses.
9. Once all estimated expenses have been entered, click **Submit Request**.

Trip Name: test - blanket

Additional Information:

Request Header  Expenses Approval Flow Audit Trail

[+ New Expense](#) [Delete](#) <<

<input type="checkbox"/> Date	Expense Type	Amount	Requested
<input type="checkbox"/> 09/25/2018	03. Personal Car Mileage	\$272.50	\$272.50

[Attachments ▾](#)
[Print / Email ▾](#)
[Delete Request](#)
[Submit Request](#)

Status: Not Submitted
Amount: \$372.72

No Cost Trip

If you are planning a travel that will have No Reimbursable Expenses, you are still required, by TCNJ Policy, to complete a Request.

1. Complete the Request Header with the trip's details.
2. Click the Expenses Tab.
3. Choose Expense Type **No Cost Trip** and click Save.

You will not complete an expense report for this Request. Instead, upon return from the trip, open the Request & click **Close/Inactivate Request**.

[Create Expense Report](#)
[Attachments ▾](#)
[Print / Email ▾](#)
[Cancel Request](#)
[Close/Inactivate Request](#)

Status: Approved

Guest/Group/Student Travel

An employee can create a request & travel for a Guest, Group or Student(s); defined below. They would follow the same instructions as if they were entering a TCNJ Day Trip or TCNJ Overnight Trip. The only difference is the employee would choose **Guest, Group or Student** from Traveler Type & enter the person's name(s) in the Additional Comments field.



Traveler Type Guest	If Faculty, are your classes covered? 	Additional Information John Smith
------------------------	---	--------------------------------------

Note: You will not be able to book Travel through Concur. In order to use the Travel Management Card (TMC Card), when booking travel for a Guest traveler, you must call Anthony Travel & provide the name of the sponsoring employee.

Enter estimated expenses and submit the request as if you were completing it for a TCNJ employee. (refer to [Creating Requests](#))

Guest - a non-TCNJ individual traveling to the College or on behalf of the College. This includes supplemental employees not listed in HR.

Group - TCNJ Group (students traveling w/an employee or group of employees) Groups of 2-9 people will be ticketed individually. For groups of 10 or more Anthony Travel will work with the airline and/or hotel to secure a discounted group rate.

Student - TCNJ Student(s) traveling without a TCNJ employee.

The Student travel type should only be used if Anthony Travel will be used to book the flights so that the students don't incur that cost. A TCNJ employee will enter the travel request for airfare only. Once the request is approved, that employee will call Anthony Travel, on behalf of the students, to book the flights. Anthony Travel will charge the Lodge card directly.

Creating Travel





When requesting a TCNJ Day Trip or TCNJ Overnight Trip, the traveler may need to book/create Travel. This means that the trip may require transportation by train or plane or a hotel stay. If Travel is needed, click on the **Segments** tab after completing the Request Header (step 5 in [Creating Requests](#)).

1. Click the **Segments** tab.
2. Click on the **Icon** pertaining to the travel expense you will need.
3. Enter the expense details & estimated amount in the fields provided.
4. Click **Save** for each segment.

Once all estimated Travel expenses have been entered, Click the **Expenses** tab & continue to step 6 in [Creating Requests](#).


Note: Use **Trip Search** from your Dashboard to search for a Live trip segment for a more accurate estimated expense. **Do not** book Travel through Trip Search as you will not have an approved Request at this stage.


TRIP SEARCH

Mixed Flight/Train Search

☐ Round Trip
 ☐ One Way
 ☐ Multi City

From 
 Departure city, airport or train station
Find an airport | Select multiple airports

To 
 Arrival city, airport or train station
Find an airport | Select multiple airports





[Show More](#)

Request 3337

Trip Name: Test1
Additional Information:

[Request Header](#)
[Segments](#)
[Expenses](#)
[Approval Flow](#)
[Audit Trail](#)

Add Segment
CLICK ICON TO CREATE SEGMENT

Railway Ticket



☒ Round Trip
 ☐ One Way
 ☐ Multi-Segment

Amount: USD

Outbound



From:

To:

Date:  Depart at 

Comment:

Return

Date:  Depart at 

Comment:

Note: You will not be able to create an Online Booking if you choose Segments for both Plane & Rail. If you require transportation, during your trip, using Regional Rail, please enter this expense under **Other Travel Expenses** on the Expense Tab.

Booking with Anthony Travel

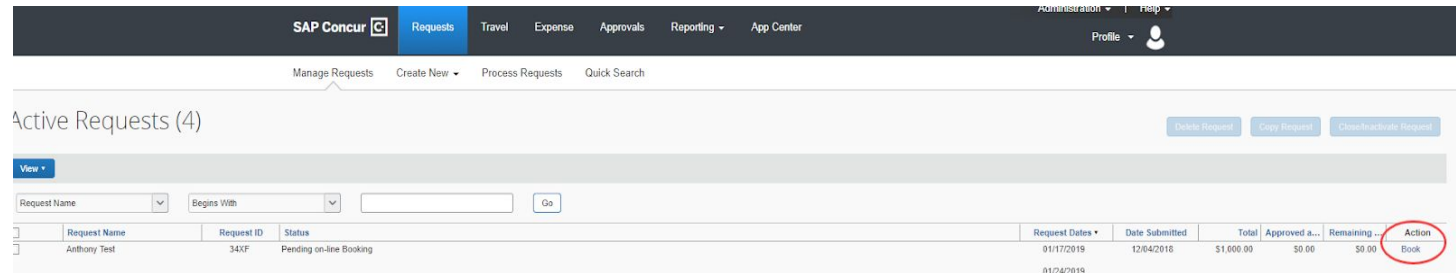
Once you have a fully approved **Request** in Concur, you can book Travel segments (flight & train only) through our Travel Management Company (TMC), Anthony Travel, directly in Concur.

If you are booking Travel through Anthony, using Concur, you should have chosen **How will you book your Travel? = Online Booking** in the Request Header. If you are experiencing difficulties with Online Booking, you may call Anthony Travel directly.

How will you book your travel?

01. Online Travel Booking

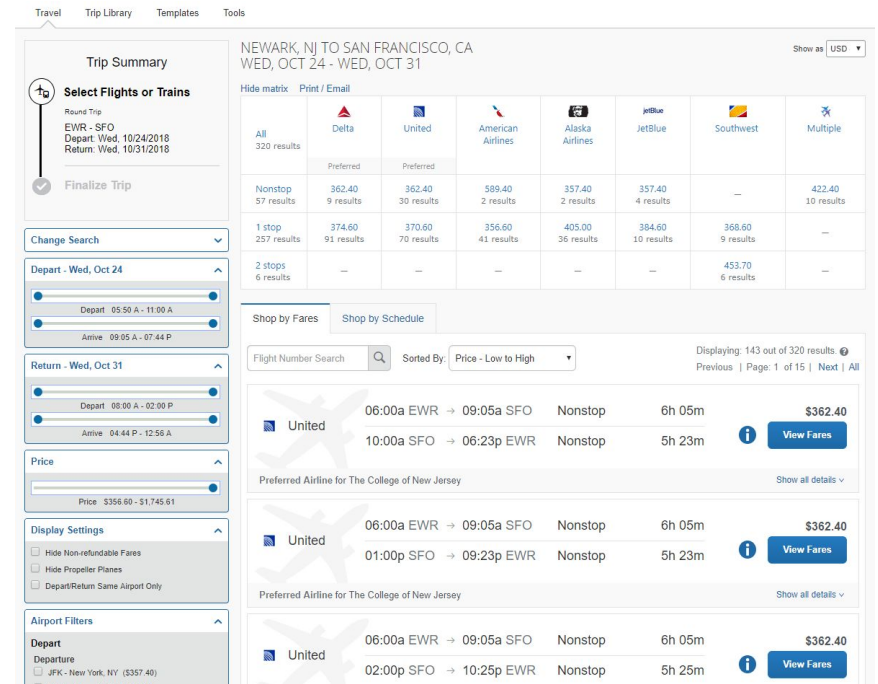
1. Log in to Concur.
2. Click **Requests** from the menu bar.
3. Click the **Book** link in the Action column for the Approved Request.
4. Click Proceed to Booking.



The screenshot shows the SAP Concur interface. At the top, there's a navigation bar with 'Requests' highlighted. Below it, a table lists 'Active Requests (4)'. The first request is 'Anthony Test' with ID '34KF' and status 'Pending on-line Booking'. In the 'Action' column, there is a 'Book' link circled in red.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining...	Action
Anthony Test	34KF	Pending on-line Booking	01/17/2019	12/04/2018	\$1,000.00	\$0.00	\$0.00	Book

Once you click Proceed, up to the minute results based on your Request Header, for airfare or train fare, will populate. Choose the flight or train that works best with your travel criteria.



The screenshot shows the 'Travel' results page for a round trip from Newark, NJ to San Francisco, CA. It includes a 'Trip Summary' sidebar with filters for dates, price, and display settings. The main area shows a 'Hide matrix' table with flight options from various airlines like Delta, United, American Airlines, Alaska Airlines, JetBlue, and Southwest. Below the table, there are 'Shop by Fares' and 'Shop by Schedule' tabs, and a list of specific flight options with prices.

Airline	Flight	Class	Price
United	06:00a EWR → 09:05a SFO	Nonstop	\$362.40
United	10:00a SFO → 06:23p EWR	Nonstop	\$362.40
United	06:00a EWR → 09:05a SFO	Nonstop	\$362.40
United	01:00p SFO → 09:23p EWR	Nonstop	\$362.40
United	06:00a EWR → 09:05a SFO	Nonstop	\$362.40
United	02:00p SFO → 10:25p EWR	Nonstop	\$362.40

5. Click on the fare you would like to choose.
6. Review the flight or rail results for accuracy.
7. Click **Reserve “Flight” and Continue.**

SAP Concur
Requests
Travel
Expense
Approvals
App Center
Help
Profile

Travel
Trip Library
Templates
Tools

Trip Summary
Flights Selected
Round Trip
EWR - SFO
Depart: Wed, 10/24/2018
Return: Wed, 10/31/2018
Finalize Trip

Review and Reserve Flight

REVIEW FLIGHTS

DEPART
Wed, Oct 24 - Newark, NJ to San Francisco, CA
Hide details

Wed, Oct 24	06:00a EWR → 09:05a SFO	6h 05m	United 1483 Boeing 757-200
-------------	-------------------------	--------	-------------------------------

RETURN
Wed, Oct 31 - San Francisco, CA to Newark, NJ
Hide details

Wed, Oct 31	10:00a SFO → 06:23p EWR	5h 23m	United 1493 Boeing 757-200
-------------	-------------------------	--------	-------------------------------

ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct.

Primary Traveler
Edit | Review all

Name:
Phone:
@tcnj.edu

Frequent Flyer Programs
Add a Program

For United
No Program selected

SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

Flight	Seat
UA 1483 Basic Economy (N)	Select a seat
UA 1493 Basic Economy (N)	Select a seat

REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$310.70	\$51.70	\$362.40
		Total Estimated Cost: \$362.40	
		Total Due Now: \$362.40	

SELECT A METHOD OF PAYMENT

How would you like to pay?

Please choose a credit card.
Add credit card

* Indicates credit card is a company card

This is a Non-Refundable Ticket

Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only.

By completing this booking, you agree to the fare rules and restrictions and hazardous goods policy.

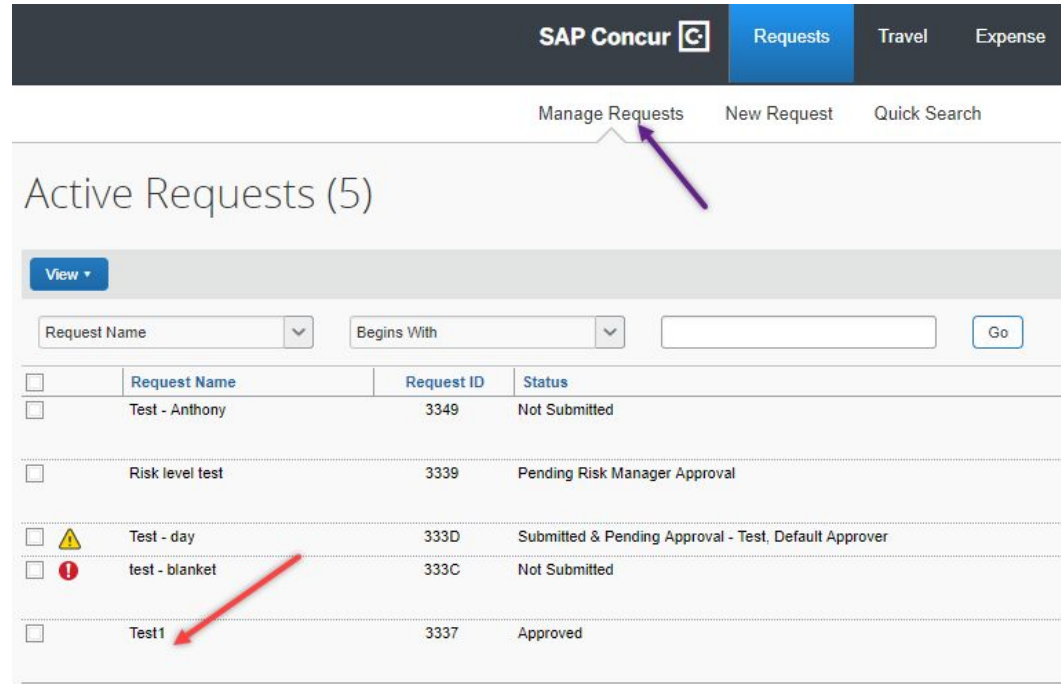
Back
Reserve Flight and Continue

Creating Expense Report

1. Log into Concur
2. Click **Requests** from the menu on the top.
3. Click **Manage Requests** from pop out menu. This will show all Active Requests.
4. Find the request you need to create an Expense Report and click **Expenses** in the Action column on the far right of the screen.

09/21/2018	09/28/2018	\$1,094.72	\$1,094.72	\$1,094.72	Expense
09/24/2018					

Note: Clicking **Expense** or **Create Expense Report** will start an expense report by migrating the Request Header into the Expense Report header. It will also change the section you're working in from Requests to Expense.



SAP Concur Requests Travel Expense

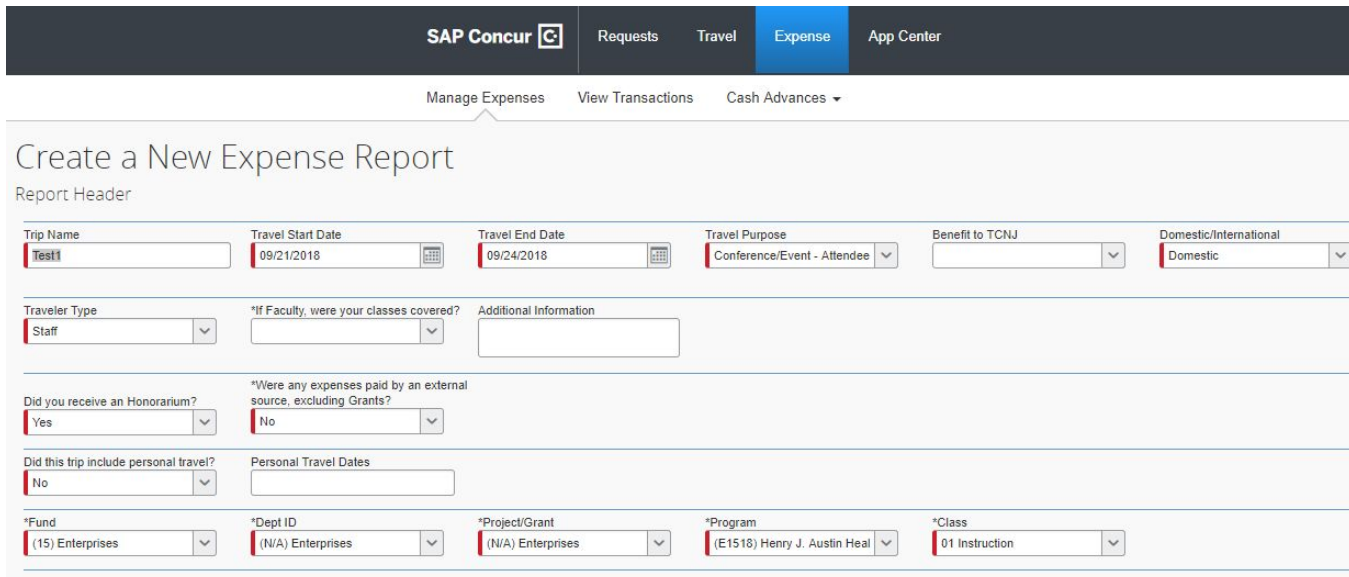
Manage Requests New Request Quick Search

Active Requests (5)

View ▾

Request Name ▾ Begins With ▾

<input type="checkbox"/>	Request Name	Request ID	Status
<input type="checkbox"/>	Test - Anthony	3349	Not Submitted
<input type="checkbox"/>	Risk level test	3339	Pending Risk Manager Approval
<input type="checkbox"/>	Test - day	333D	Submitted & Pending Approval - Test, Default Approver
<input type="checkbox"/>	test - blanket	333C	Not Submitted
<input type="checkbox"/>	Test1	3337	Approved



SAP Concur Requests Travel **Expense** App Center

Manage Expenses View Transactions Cash Advances ▾

Create a New Expense Report

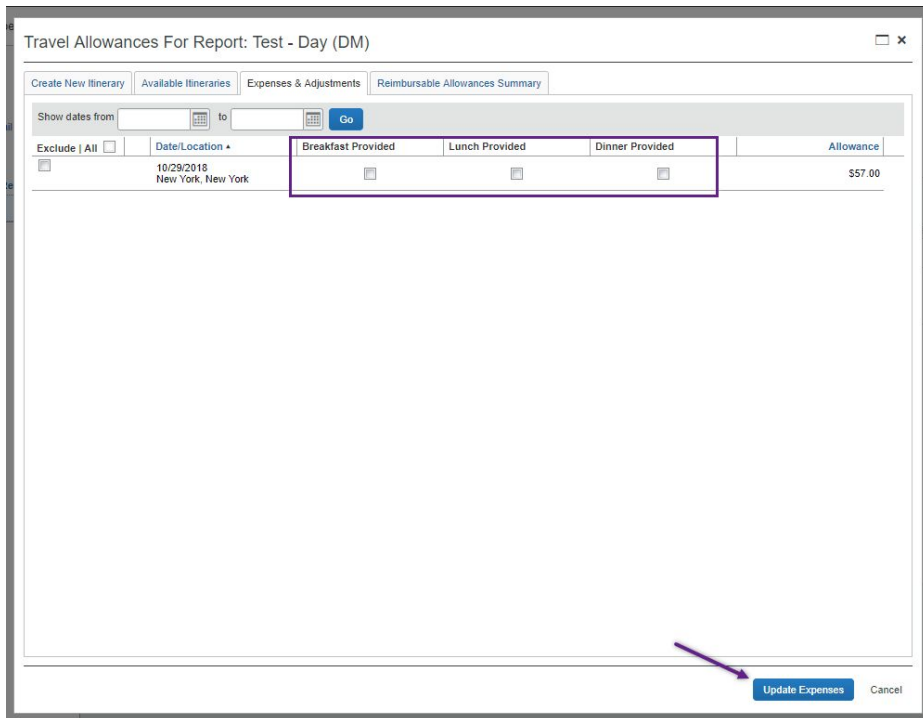
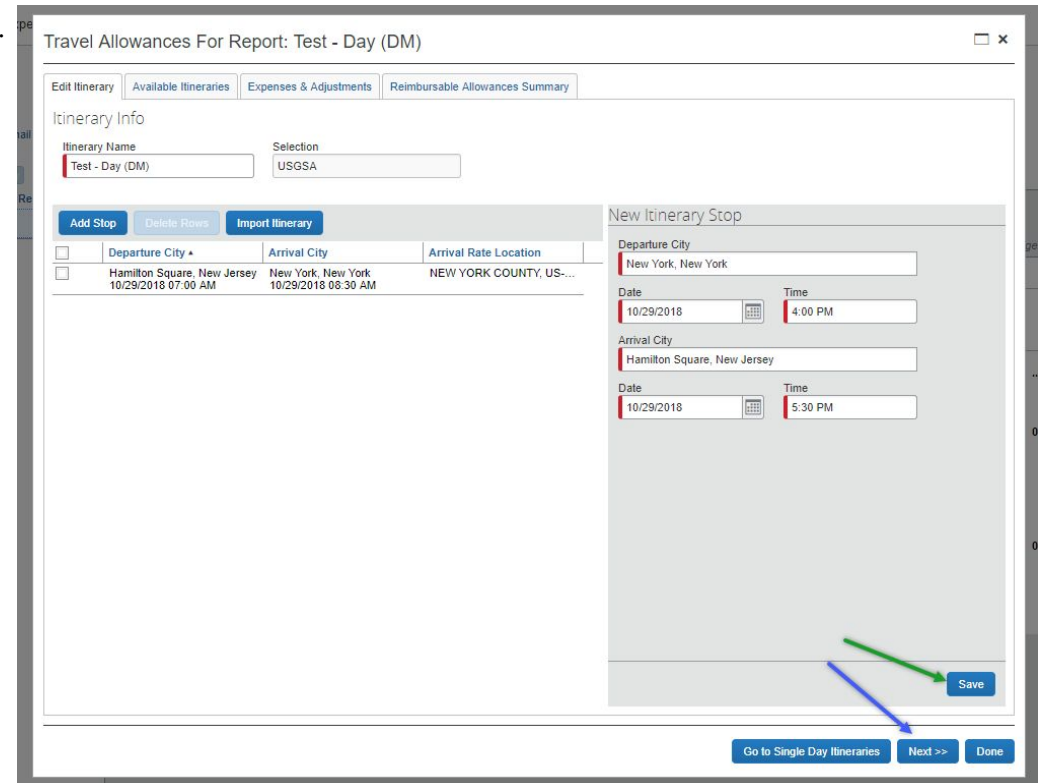
Report Header

Trip Name Test1	Travel Start Date 09/21/2018	Travel End Date 09/24/2018	Travel Purpose Conference/Event - Attendee	Benefit to TCNJ ▾	Domestic/International Domestic
Traveler Type Staff	*If Faculty, were your classes covered? ▾	Additional Information <input type="text"/>			
Did you receive an Honorarium? Yes	*Were any expenses paid by an external source, excluding Grants? No				
Did this trip include personal travel? No	Personal Travel Dates <input type="text"/>				
*Fund (15) Enterprises	*Dept ID (N/A) Enterprises	*Project/Grant (N/A) Enterprises	*Program (E1518) Henry J. Austin Heal	*Class 01 Instruction	

Note: You will be required to re-enter your **Travel End Date** & reanswer **Did this trip include personal travel?** on Day Trip expense reports.

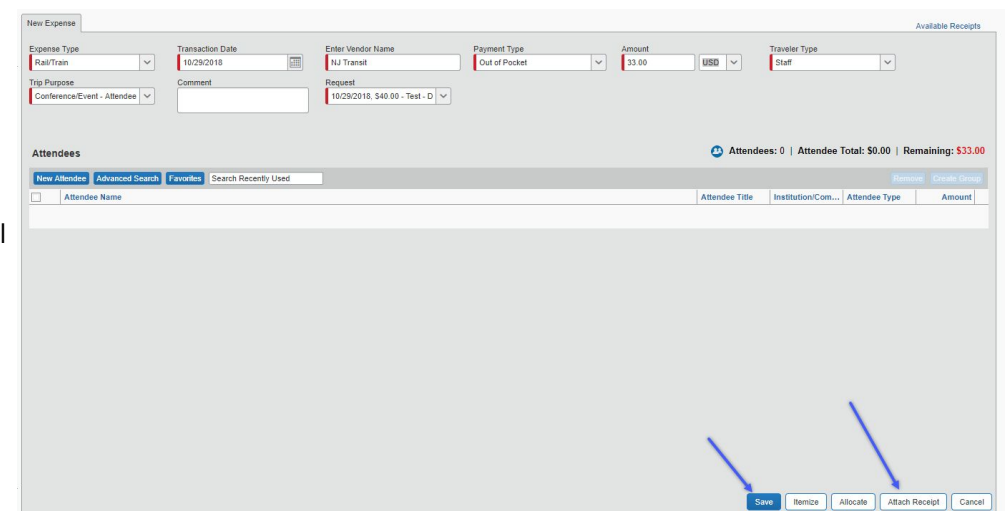
5. Click the **Next** button in the bottom right corner.
6. Answer the **Travel Allowance** question in the pop-up window.

7. Enter Itinerary details for your Departure point. Click **Save** then **Next**.
8. Enter Itinerary details for your Arrival point. Click **Save** then **Next**.
This will import your Per Diem allowances.
9. Check off any meals that were provided & not out of pocket. Click **Update Expenses**.

10. Choose the **Expense Type** you would like to enter expenses for.
11. Enter expense details, **attach all receipts** & Click **Save**. Repeat for all expenses.
12. Click **Submit**.

Note: If your Expense Report is for a Blanket Travel, refer to [Blanket Travel Expense Report](#)
[TCNJ Travel](#)



Blanket Travel Expense Report

Enter expenses as you would for a Day-Trip or overnight. However, you will be able to submit more than 1 expense report against the same Blanket Travel Request. Please group together multiple trips, if possible, when submitting Expense Reports against a Blanket Request.

Department Limit

Due to the use of the GSA rate to calculate Per Diem, some travels may exceed the travel reimbursement budget for departments. If this is the case, you can add a Department Limit which will reduce the overall reimbursement, but leave the itemized expenses. This can be done on the **Request or Expense Report**.

From in a Request or Expense Report

1. Choose Expense Type **Department Limit**.
2. Enter the difference between your Actual Expenses & your department's reimbursable amount (this is a negative value).
3. Click Save.
4. Your Reimbursable amount will reduce by the Department Limit.

Expense Type Department Limit	Transaction Date 12/01/2018	Description <div></div>	Transaction Amount -331.45	USD
----------------------------------	--------------------------------	----------------------------	-------------------------------	-----

Request Information				
Request Header	Segments	Expenses	Approval Flow	Audit Trail
+ New Expense Delete				
<input type="checkbox"/> Date	Expense Type	Amount	Requested	
<input type="checkbox"/> 12/01/2018	Rail/Train	\$100.00	\$100.00	
<input type="checkbox"/> 12/01/2018	02. Other Travel Expenses	\$70.00	\$70.00	
<input type="checkbox"/> 12/01/2018	03. Personal Car Mileage	\$5.45	\$5.45	
<input type="checkbox"/> 12/01/2018	Daily Meal Per Diem	\$456.00	\$456.00	
<input type="checkbox"/> 12/01/2018	Registration/Fees	\$200.00	\$200.00	
<input checked="" type="checkbox"/> 12/01/2018	Department Limit	\$-331.45	\$-331.45	

Charging Multiple Chartfields

In some cases, you may need to charge your travel to multiple funding sources. In these cases, you will allocate your expenses through Concur. If the allocations have different Cost Object Approvers, the request & expense report will sit pending each COA's approval before becoming fully approved.

From in a Request of Expense Report

1. Choose the Expenses to be allocated
2. Click **Allocate** from the bottom right.

Request 36DV

Trip Name: Allocate Test
Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense	Delete		
<input checked="" type="checkbox"/> Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/> 03/01/2019	Airfare	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/> 03/01/2019	02. Other Travel Expenses	\$500.00	\$500.00
<input checked="" type="checkbox"/> 03/01/2019	03. Personal Car Mileage	\$54.50	\$54.50
<input checked="" type="checkbox"/> 03/01/2019	Daily Meal Per Diem	\$380.00	\$380.00

TOTAL AMOUNT
\$1,934.50

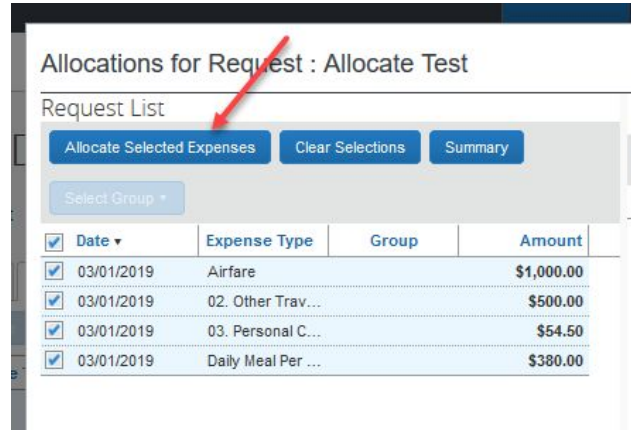
TOTAL REQUESTED
\$1,934.50

Expense Type Transaction Amount
Airfare 1,000.00 USD

[Allocate](#) [View segment detail](#)

This will bring up the Allocation screen.

3. Choose the Expenses to be allocated again.
4. Click **Allocate Selected Expenses**.



Allocations for Request : Allocate Test

Request List

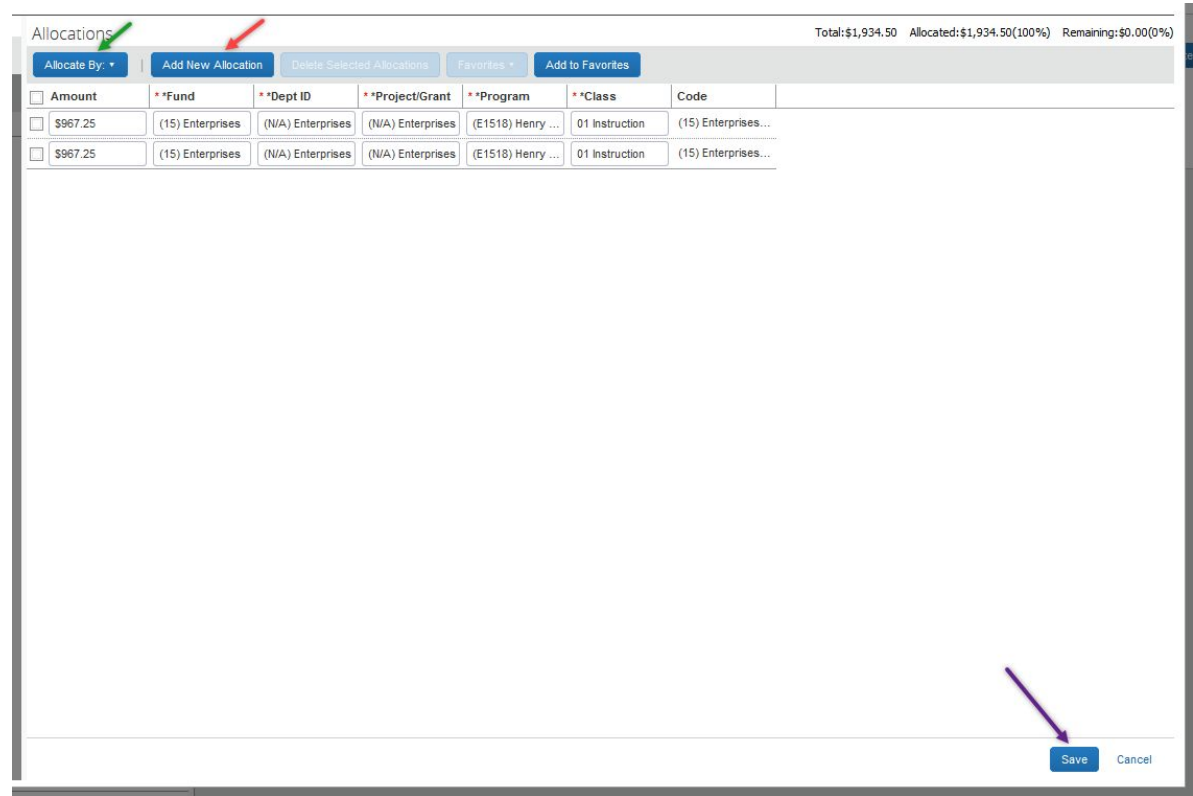
Allocate Selected Expenses Clear Selections Summary

Select Group *

<input checked="" type="checkbox"/> Date ▼	Expense Type	Group	Amount
<input checked="" type="checkbox"/> 03/01/2019	Airfare		\$1,000.00
<input checked="" type="checkbox"/> 03/01/2019	02. Other Trav...		\$500.00
<input checked="" type="checkbox"/> 03/01/2019	03. Personal C...		\$54.50
<input checked="" type="checkbox"/> 03/01/2019	Daily Meal Per ...		\$380.00

5. Click **Add New Allocation**
6. Add the new chartfield string
7. Choose to **Allocate By:** Percentage or Amount
8. Change percentage or amount to reflect the budget allocation.
9. Click **Save**.

If the chartfields that you need are not available, email travel@tcnj.edu to request the addition.



Allocations

Total: \$1,934.50 Allocated: \$1,934.50 (100%) Remaining: \$0.00 (0%)

Allocate By: * Add New Allocation Delete Selected Allocations Favorites * Add to Favorites

<input type="checkbox"/> Amount	**Fund	**Dept ID	**Project/Grant	**Program	**Class	Code
<input type="checkbox"/> \$967.25	(15) Enterprises	(N/A) Enterprises	(N/A) Enterprises	(E1518) Henry ...	01 Instruction	(15) Enterprises...
<input type="checkbox"/> \$967.25	(15) Enterprises	(N/A) Enterprises	(N/A) Enterprises	(E1518) Henry ...	01 Instruction	(15) Enterprises...

Save Cancel

Approving Requests

1. Log into Concur
2. Click **Required Approvals** or **Approvals** from the Menu Bar to show full pending list.

Approvals

02 Requests	00 Expense Reports
----------------	-----------------------

Request Name	Request ID	Employee	Request Dates	Date Submitted	Total
Test - day	333D	Test, Traveler1	09/28/2018	09/27/2018	\$170.00
Test1	3337	Test, Traveler1	09/21/2018 09/24/2018	09/28/2018	\$1,094.72

MY TASKS

02 Required Approvals →

Traveler1 T. | Test - day
\$170.00 — Travel

Traveler1 T. | Test1
\$1,094.72 — Travel

3. Click on the Request you would like to review.
4. Review **Header**, **Segments** & **Expense Summary** details.
5. If all request details of the request are correct, click **Approve** to move it on to the next approval level.

Trip Name: Test1

Additional Information:

Request Header Segments Expense Summary Approval Flow Audit Trail

Trip Type

Attachments ▾ Print / Email ▾ Send Back Request **Approve** Approve & Forward

Status: Submitted & Pending Approval
Amount: \$170.00

Note: If there is an error in the request, refer to [Sending Back Requests](#).

Note: If you would like to inform the Traveler of a Maximum Reimbursement, enter a Comment on the Report Header with initials & date. This will show up on all other approvals & in the Travelers Request & Expense Report.

<input type="checkbox"/>	Test - Anthony	3349	Pending on-line Booking
Comment: Approved for \$2500 reimbursement - (approver's initials & date)			

Expense Reports

1. Log into Concur
2. Click **Required Approvals** or **Approvals** from the Menu Bar to show full pending list.
3. Click on the Request you would like to review.
4. Review expenses & verify that all receipts are attached.
5. If all expense details of the report are correct, click **Approve** to move it on to the next approval level.

Summary

Details

Receipts

Print / Email

Expenses

View

Summary

Report Summary

Report Totals

Amount Due Company

Amount Due Employee

Transaction Date	Expense Type	Enter Vendor N...	Additional Info...	City of Purchase	Payment Type	Amount	Adjusted Claim...
10/02/2018	Daily Meal Per Diem			New York, New ...	Out of Pocket	\$57.00	\$57.00
10/02/2018	Rail/Train		NJ Transit		Out of Pocket	\$33.00	\$33.00
10/02/2018	Registration/Fees				Out of Pocket	\$200.00	\$200.00
10/02/2018	Personal Car Mileage				Out of Pocket	\$4.91	\$4.91
10/02/2018	Taxi/Car Service/Ride-Share				Out of Pocket	\$45.00	\$45.00

Requests (1)

Request Name	Request ID	Amount Approved	Amount Remain...
Test - Day (DM)	334P	\$371.45	\$88.54

Sending Back Requests

If there is an error in the Request or Expense report, the Traveler must correct it before approval.

1. Click **Send Back Request**, enter a reason in the pop-up & click **OK**.

The Traveler will receive the request back in their Open Requests.
The reason comment will appear in the Header of the Request.

Trip Name: Test - Day (DM)

Additional Information:

Request Header Segments Expenses  Approval Flow Audit Trail

— Previous Comment —

Entered By Default Approver Test: Wrong chartfields

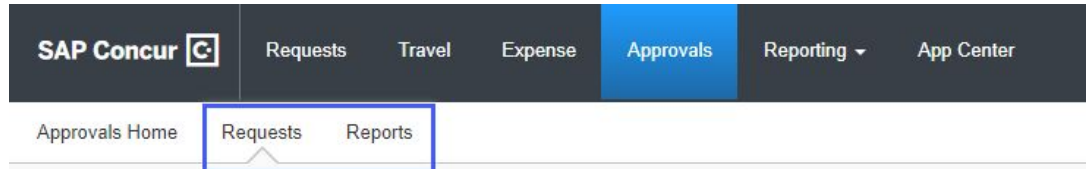
Cancel Save Attachments Print / Email Send Back Request Approve Approve & Forward

Status: Submitted & Pending Approval
Amount: \$371.45

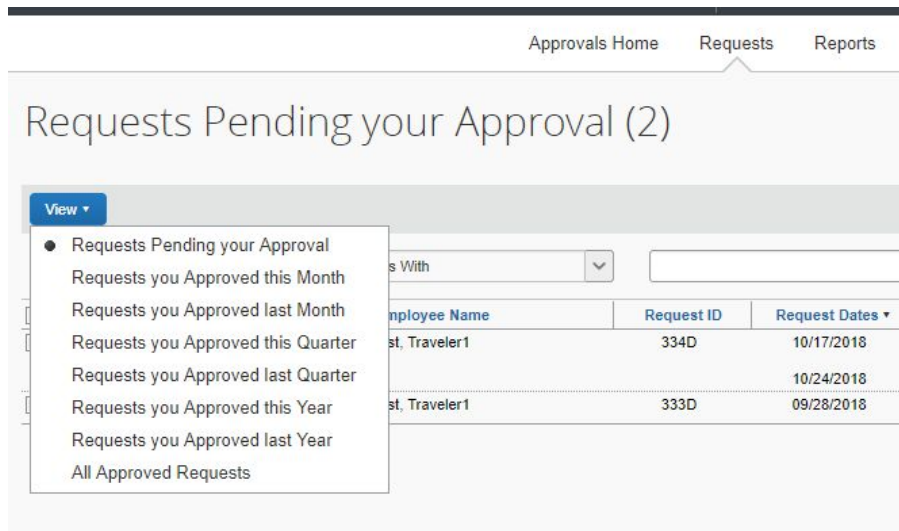
Reports

An Approver can see all Requests or Expense Reports, pending or approved, by changing the **View** of their approval list.

1. Click **Approvals** from the Menu Bar.
2. Choose **Requests** or **Reports**.



3. Change the **View** to the list you would like to see.



Credit Cards

All Lodge Card (TMC) transactions, made through Anthony Travel, and Travel Credit Card transactions are loaded into Concur on a daily basis. These transactions must be tied to a Expense report.

Lodge Card Transactions

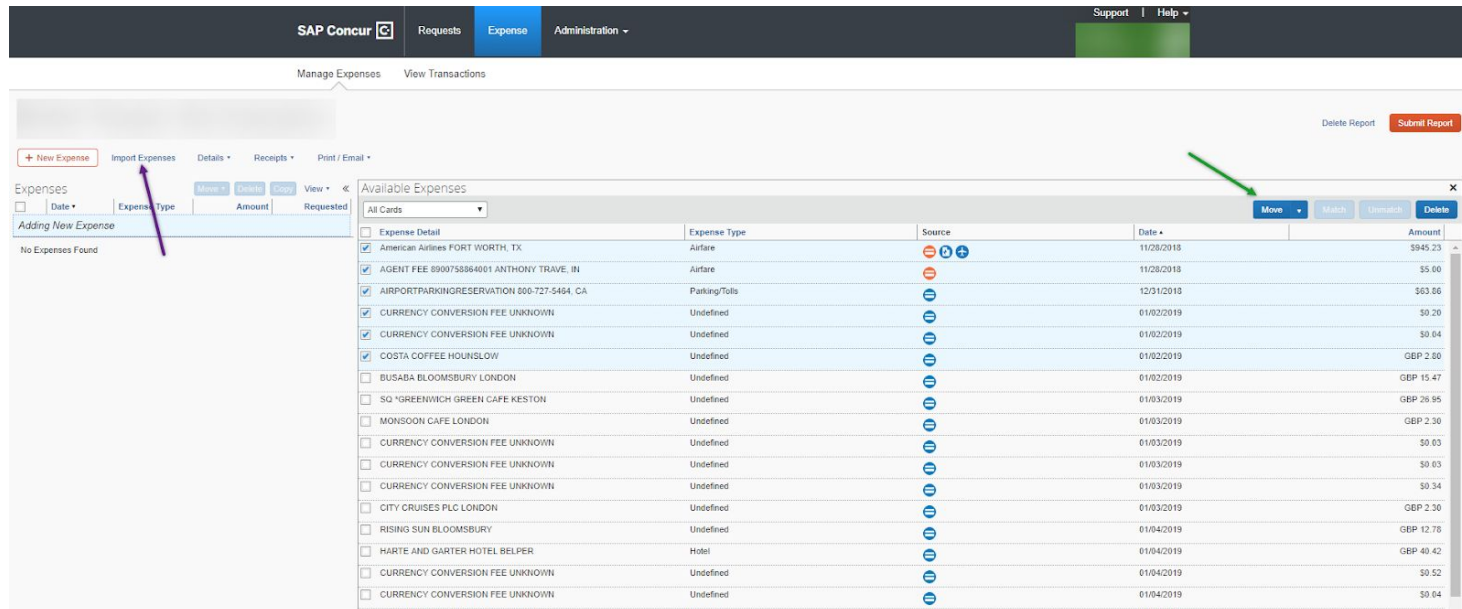
For each transaction completed on the Lodge Card, through Anthony Travel, will result in 2 expenses; the ticket & an agent fee. Both of these expenses must be tied to the trip's expense report upon return. These expenses are designated by an **orange credit card icon**.

Travel Credit Card Transactions

Transactions paid for using a Travel Credit Card may tie directly to a travel request in Concur or may be for office incidentals not related to a trip. Expense relating to a trip must be tied to that trip's expense report upon return. Those for office incidentals must be tied to a month end expense report. These expenses are designated by a **blue credit card icon**.

Reconciling Trip Expenses

1. Begin your trip's expense report, refer to [Creating Expense Report](#).
2. After you've entered your Per Diem expenses, you will be redirected to the Expense Tab.
3. Click **Import Expenses**.
4. Check the box next to the expenses you would like to tie to this trip.
5. Click **Move**.



The screenshot shows the SAP Concur interface for managing expenses. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', and 'Administration'. The 'Expense' tab is active. Below the navigation bar, there are tabs for 'Manage Expenses' and 'View Transactions'. The 'Import Expenses' tab is selected, showing a list of 'Available Expenses'. A green arrow points to the 'Move' button in the top right corner of the 'Available Expenses' list. The list of expenses includes details such as Expense Detail, Expense Type, Source, Date, and Amount.

Expense Detail	Expense Type	Source	Date	Amount
<input checked="" type="checkbox"/> American Airlines FORT WORTH, TX	Airfare	+	11/28/2018	\$945.23
<input checked="" type="checkbox"/> AGENT FEE 5900758864001 ANTHONY TRAVE, IN	Airfare	+	11/28/2018	\$5.00
<input checked="" type="checkbox"/> AIRPORT/PARKING/RESERVATION 800-727-5454, CA	Parking/Tolls	+	12/31/2018	\$63.06
<input checked="" type="checkbox"/> CURRENCY CONVERSION FEE UNKNOWN	Undefined	+	01/02/2019	\$0.20
<input checked="" type="checkbox"/> CURRENCY CONVERSION FEE UNKNOWN	Undefined	+	01/02/2019	\$0.04
<input checked="" type="checkbox"/> COSTA COFFEE HOUNSLOW	Undefined	+	01/02/2019	GBP 2.00
<input type="checkbox"/> BUSABA BLOOMSBURY LONDON	Undefined	+	01/02/2019	GBP 15.47
<input type="checkbox"/> SQ *GREENWICH GREEN CAFE KESTON	Undefined	+	01/03/2019	GBP 26.95
<input type="checkbox"/> MONSOON CAFE LONDON	Undefined	+	01/03/2019	GBP 2.30
<input type="checkbox"/> CURRENCY CONVERSION FEE UNKNOWN	Undefined	+	01/03/2019	\$0.03
<input type="checkbox"/> CURRENCY CONVERSION FEE UNKNOWN	Undefined	+	01/03/2019	\$0.03
<input type="checkbox"/> CURRENCY CONVERSION FEE UNKNOWN	Undefined	+	01/03/2019	\$0.34
<input type="checkbox"/> CITY CRUISES PLC LONDON	Undefined	+	01/03/2019	GBP 2.30
<input type="checkbox"/> RISING SUN BLOOMSBURY	Undefined	+	01/04/2019	GBP 12.78
<input type="checkbox"/> HARTS AND GARTER HOTEL BELPER	Hotel	+	01/04/2019	GBP 40.42
<input type="checkbox"/> CURRENCY CONVERSION FEE UNKNOWN	Undefined	+	01/04/2019	\$0.52
<input type="checkbox"/> CURRENCY CONVERSION FEE UNKNOWN	Undefined	+	01/04/2019	\$0.04

Your expenses will now be listed on the left.

6. Attach all receipts pertaining to the expenses.
7. Address any errors the expenses may have created by clicking on the expense & following the error exception.

SAP Concur
Requests
Expense
Administration ▾
Support | Help ▾

Manage Expenses
View Transactions

+ New Expense
Import Expenses
Details ▾
Receipts ▾
Print / Email ▾

Delete Report
Submit Report

Hide Exceptions

Expense Type	Date	Amount	Exception
Airline Fees	11/28/2018	\$5.00	Missing required field: Type of Airline Fee
Parking/Tolls	12/31/2018	\$63.86	This expense is outside of the trip dates, please review for accuracy.
Undefined	01/02/2019	\$0.20	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Expenses

☐

Date ▾

Expense Type

Amount

Requested

Move ▾
Delete
Copy
View ▾

Adding New Expense

<input type="checkbox"/>	01/02/2019	Undefined CURRENCY CONV	\$0.20	\$0.20
<input type="checkbox"/>	01/02/2019	Undefined COSTA COFFEE, I	\$3.58 GBP 2.00	\$3.58
<input type="checkbox"/>	01/02/2019	Undefined CURRENCY CONV	\$0.04	\$0.04
<input type="checkbox"/>	12/31/2018	Parking/Tolls AIRPORT PARKING	\$63.86	\$63.86
<input type="checkbox"/>	11/28/2018	Airfare American Airlines, I	\$945.23	\$945.23
<input type="checkbox"/>	11/28/2018	Airline Fees AGENT FEE 89007	\$5.00	\$5.00

Available Expenses

☐

Expense Detail

Expense Type

Source

Date ▾

Amount

Move ▾
Match
Unmatch

All Cards ▾

<input type="checkbox"/>	BUSABA BLOOMSBURY LONDON	Undefined		01/02/2019	GBP 15.47
<input type="checkbox"/>	SQ *GREENWICH GREEN CAFE KESTON	Undefined		01/03/2019	GBP 26.95
<input type="checkbox"/>	MONSOON CAFE LONDON	Undefined		01/03/2019	GBP 2.30
<input type="checkbox"/>	CURRENCY CONVERSION FEE UNKNOWN	Undefined		01/03/2019	\$0.03
<input type="checkbox"/>	CURRENCY CONVERSION FEE UNKNOWN	Undefined		01/03/2019	\$0.03
<input type="checkbox"/>	CURRENCY CONVERSION FEE UNKNOWN	Undefined		01/03/2019	\$0.34
<input type="checkbox"/>	CITY CRUISES PLC LONDON	Undefined		01/03/2019	GBP 2.30
<input type="checkbox"/>	RISING SUN BLOOMSBURY	Undefined		01/04/2019	GBP 12.78
<input type="checkbox"/>	HARTE AND GARTER HOTEL BELPER	Hotel		01/04/2019	GBP 40.42
<input type="checkbox"/>	CURRENCY CONVERSION FEE UNKNOWN	Undefined		01/04/2019	\$0.52
<input type="checkbox"/>	CURRENCY CONVERSION FEE UNKNOWN	Undefined		01/04/2019	\$0.04
<input type="checkbox"/>	CURRENCY CONVERSION FEE UNKNOWN	Undefined		01/04/2019	\$0.16

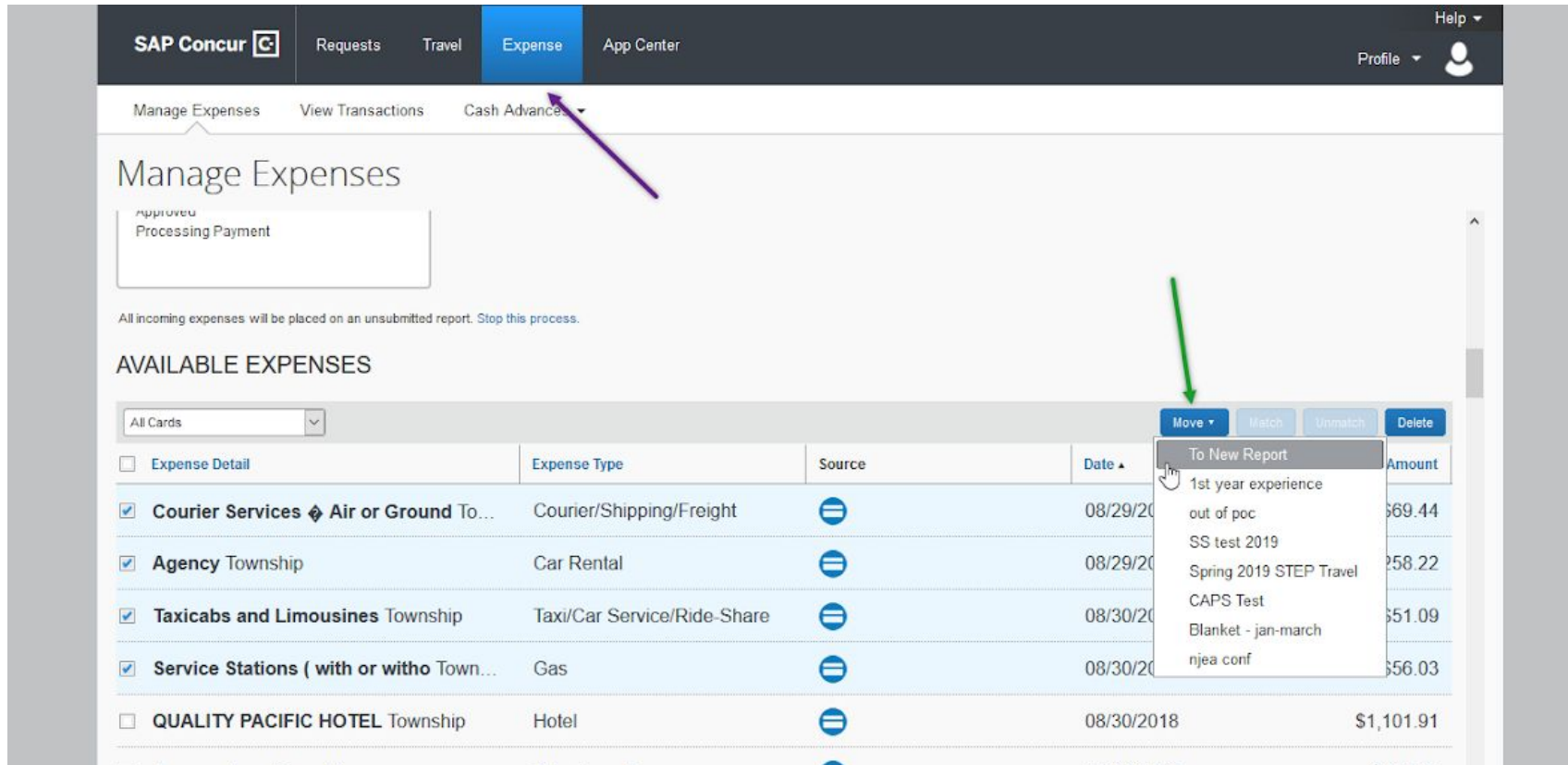
TCNJ Travel

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Reconciling Non-Trip Expenses

These expenses must be tied to a Non-trip expense report each month.

1. Click on Expenses.
2. Navigate to the list of open credit card expenses under **Available Expenses**.
3. Check the box next to the expenses for the month you are creating an expense report.
4. Click **Move - To New Report**. This will generate a Report Header.



The screenshot shows the SAP Concur interface. The top navigation bar includes 'Requests', 'Travel', 'Expense' (highlighted with a purple arrow), and 'App Center'. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The main section is titled 'Manage Expenses' and contains a 'Processing Payment' button. Below this, a message states: 'All incoming expenses will be placed on an unsubmitted report. Stop this process.' The 'AVAILABLE EXPENSES' section features a table with columns: Expense Detail, Expense Type, Source, Date, and Amount. The table lists several expenses, including 'Courier Services', 'Agency Township', 'Taxicabs and Limousines Township', 'Service Stations', and 'QUALITY PACIFIC HOTEL'. A green arrow points to the 'Move' button in the table's header, which has opened a dropdown menu. The dropdown menu includes the option 'To New Report'.

Expense Detail	Expense Type	Source	Date	Amount
<input checked="" type="checkbox"/> Courier Services Air or Ground To...	Courier/Shipping/Freight	=	08/29/20	\$69.44
<input checked="" type="checkbox"/> Agency Township	Car Rental	=	08/29/20	\$58.22
<input checked="" type="checkbox"/> Taxicabs and Limousines Township	Taxi/Car Service/Ride-Share	=	08/30/20	\$51.09
<input checked="" type="checkbox"/> Service Stations (with or witho Town...	Gas	=	08/30/20	\$56.03
<input type="checkbox"/> QUALITY PACIFIC HOTEL Township	Hotel	=	08/30/2018	\$1,101.91

5. Fill out the Report Header using the following information:

Trip Name - **Month** **Year** CC Clean-up

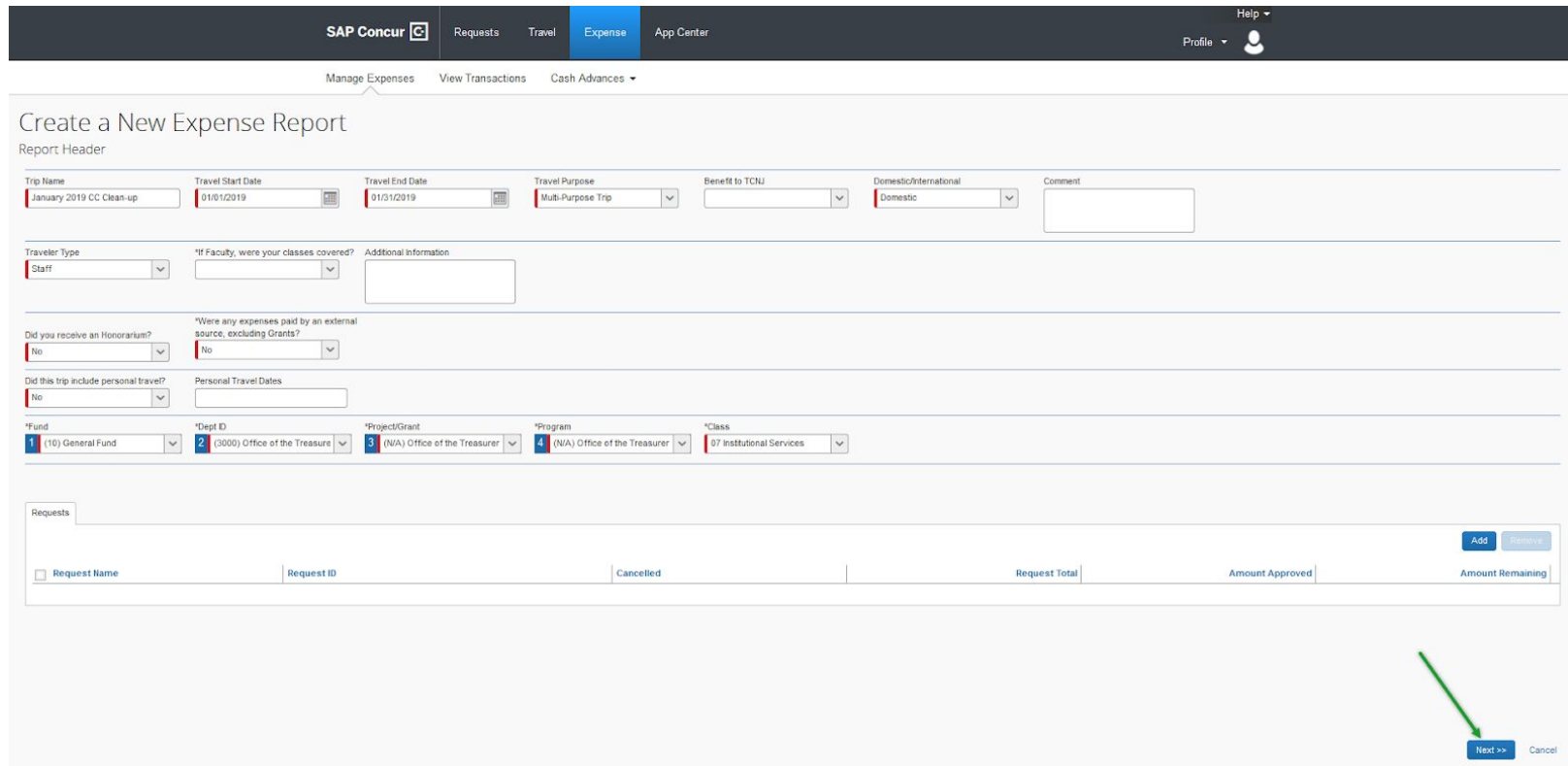
Travel Start Date - 1st day of the Month

Travel End Date - Last day of the Month

Travel Purpose - Multi-purpose

Fill out all other required fields accordingly.

6. Click **Next**.



7. Answer **NO** to the pop question “Was your trip over 7 hours?”.

Your expenses will now be listed on the left.

8. Attach all receipts pertaining to the expenses.

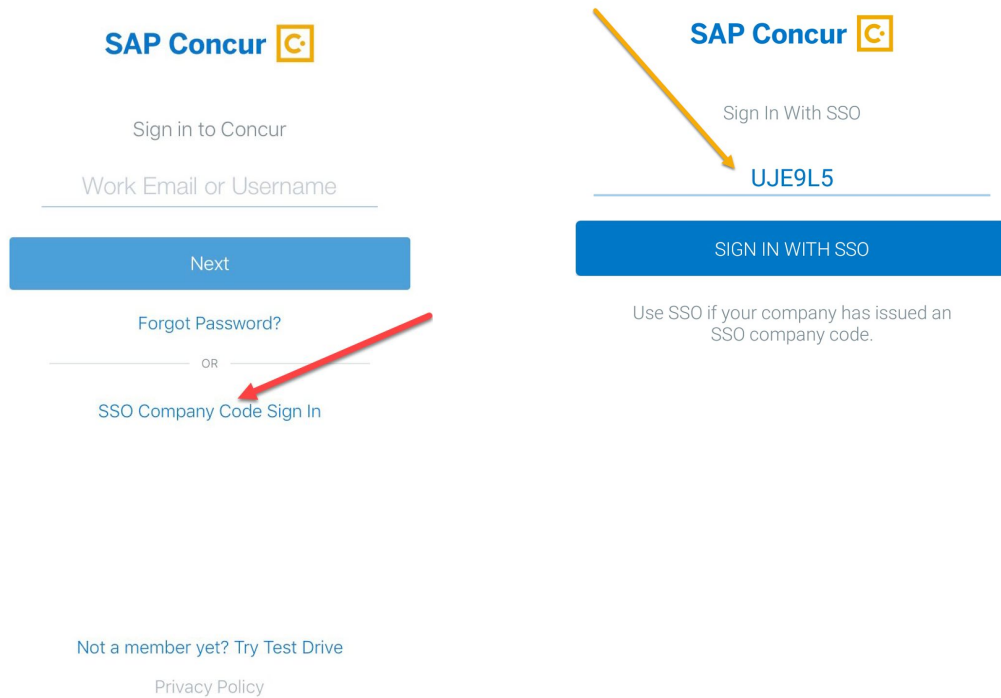
9. Address any errors the expenses may have created by clicking on the expense & following the error exception.

10. Click **Submit**.

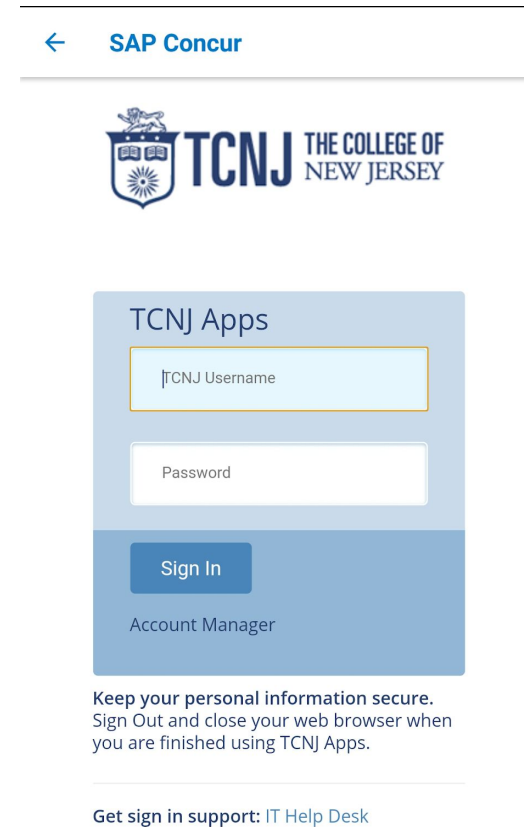
Concur Mobile App

Downloading & Signing in

1. Download the SAP Concur mobile app from the Google Play Store or Apple App Store.
2. Open the app & choose **SSO Company Code Sign In**.
3. Enter the TCNJ company ID **UJE9L5**.
4. Sign into the app using your TCNJ Username & Password.



The screenshot shows the SAP Concur login interface. At the top, it says 'SAP Concur' with a logo. Below that is 'Sign in to Concur'. There is a text input field for 'Work Email or Username' and a blue 'Next' button. Below the button is a link for 'Forgot Password?'. Underneath is an 'OR' separator. Below that is a link for 'SSO Company Code Sign In', which is highlighted with a red arrow. At the bottom, there are links for 'Not a member yet? Try Test Drive' and 'Privacy Policy'. To the right of the main form, there is a separate section for 'Sign In With SSO'. It has a yellow arrow pointing to a text input field containing 'UJE9L5'. Below this is a blue button labeled 'SIGN IN WITH SSO'. Under the button, it says 'Use SSO if your company has issued an SSO company code.'



The screenshot shows the SAP Concur mobile app login screen. At the top, there is a back arrow and the text 'SAP Concur'. Below that is the TCNJ logo and 'THE COLLEGE OF NEW JERSEY'. The main section is titled 'TCNJ Apps' and contains two input fields: 'TCNJ Username' and 'Password'. Below these fields is a blue 'Sign In' button and a link for 'Account Manager'. At the bottom, there is a warning: 'Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.' and a link: 'Get sign in support: IT Help Desk'.