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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

[Account Manager](#)

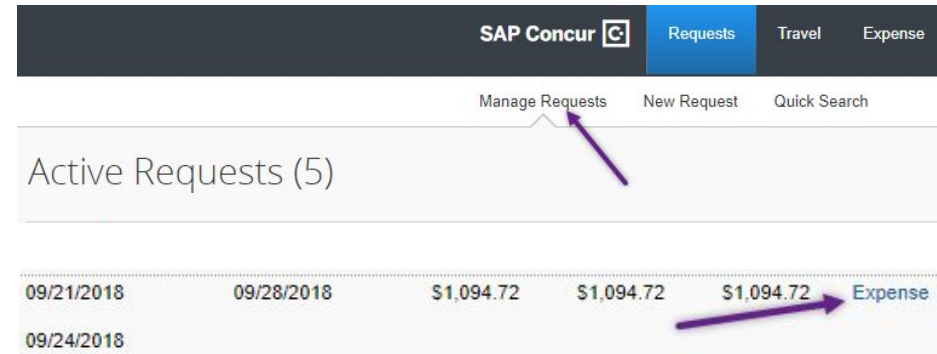
Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.


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

Creating Expenses against Cash Advance

1. Log into Concur
2. Begin your Expense Report as normal.

Note: You will see your Issued Cash Advance Balance.

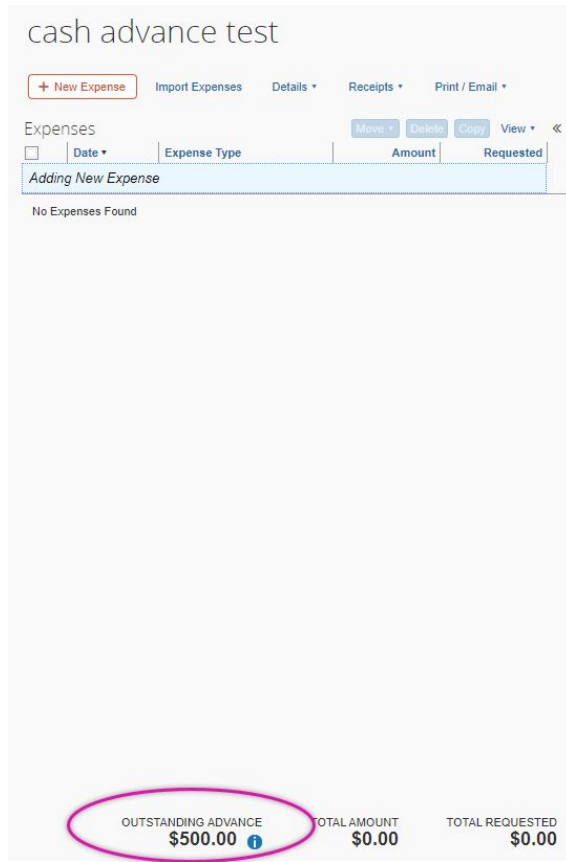


SAP Concur  Requests Travel Expense

Manage Requests New Request Quick Search

Active Requests (5)

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




cash advance test

+ New Expense Import Expenses Details Receipts Print / Email

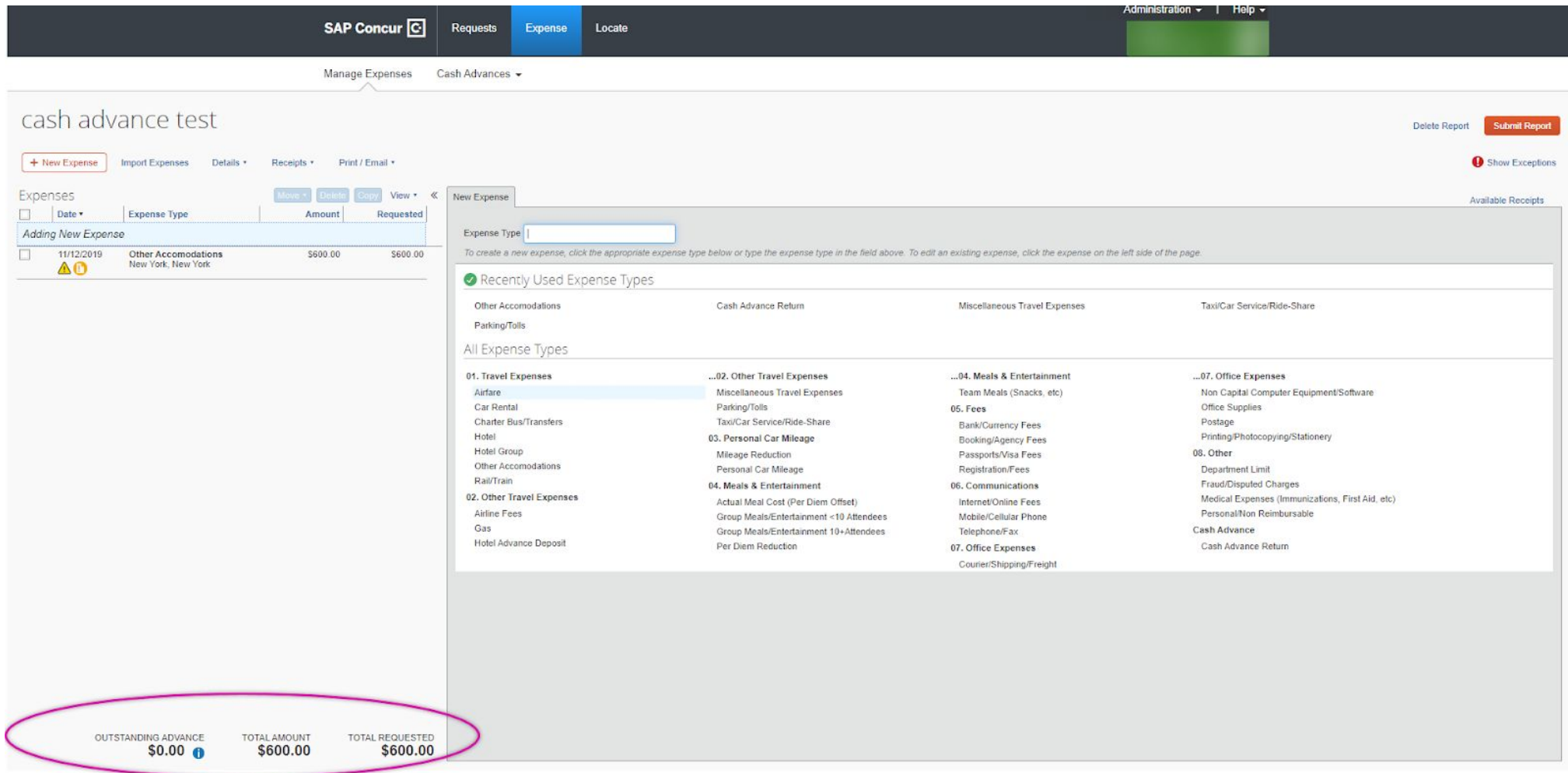
Expenses Move Delete Copy View

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				
No Expenses Found				

OUTSTANDING ADVANCE \$500.00  TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Enter Cash Advance Transactions:

3. Choose the Expense Type associated with each expense of your cash advance.
Note: As you add these expenses, your Outstanding Balance will reduce.
4. Attach receipts to each of these expenses.
5. Add any additional travel expenses incurred on the trip.



The screenshot shows the SAP Concur Expense entry interface. At the top, there are navigation tabs for 'Requests', 'Expense', and 'Locate'. Below this, there are options for 'Manage Expenses' and 'Cash Advances'. The main area is titled 'cash advance test' and includes a 'New Expense' button and a table of existing expenses. A 'New Expense' modal is open, showing a list of 'Recently Used Expense Types' and 'All Expense Types'. At the bottom, a summary table is circled in red.

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$0.00	\$600.00	\$600.00

6. Enter a **Cash Advance Return** if you have an Outstanding Balance after adding **ALL** travel expenses.
Note: This remaining balance will automatically be deducted from your payroll.

SAP Concur | Requests | Expense | Locate | Administration | Help | Acting as Maynard, Kiara N

Manage Expenses | Cash Advances

cash advance test

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

Expenses

Date	Expense Type	Amount	Requested
11/12/2019	Other Accomodations New York, New York	\$400.00	\$400.00

New Expense

Expense Type

Recently Used Expense Types

Other Accomodations	Cash Advance Return	Miscellaneous Travel Expenses	Taxi/Car Service/Ride-Share
Parking/Tolls			

All Expense Types

01. Travel Expenses	...02. Other Travel Expenses	...04. Meals & Entertainment	...07. Office Expenses
Airfare	Miscellaneous Travel Expenses	Team Meals (Snacks, etc)	Non Capital Computer Equipment/Software
Car Rental	Parking/Tolls	05. Fees	Office Supplies
Charter Bus/Transfers	Taxi/Car Service/Ride-Share	Bank/Currency Fees	Postage
Hotel	03. Personal Car Mileage	Booking/Agency Fees	Printing/Photocopying/Stationery
Hotel Group	Mileage Reduction	Passports/Visa Fees	06. Other
Other Accomodations	Personal Car Mileage	Registration/Fees	Department Limit
Rail/Train	04. Meals & Entertainment	06. Communications	Fraud/Disputed Charges
02. Other Travel Expenses	Actual Meal Cost (Per Diem Offset)	Internet/Online Fees	Medical Expenses (immunizations, First Aid, etc)
Justice Fees	Group Meals/Entertainment <10 Attendees	Mobile/Cellular Phone	Personal/Non Reimbursable
Gas	Group Meals/Entertainment 10+Attendees	Telephone/Fax	Cash Advance
Hotel Advance Deposit	Per Diem Reduction	07. Office Expenses	Cash Advance Return
		Courier/Shipping/Freight	

OUTSTANDING ADVANCE \$100.00 | TOTAL AMOUNT \$400.00 | TOTAL REQUESTED \$400.00

cash advance test

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

Exceptions

Expense Type	Date	Amount	Exception
Other Accomod...	11/12/2019	\$400.00	This expense is outside of the trip dates, please revi
Cash Advance ...	11/12/2019	\$100.00	This expense is outside of the trip dates, please revi

Expenses

Date	Expense Type	Amount	Requested
11/12/2019	Other Accomodations New York, New York	\$400.00	\$400.00
11/12/2019	Cash Advance Return	\$100.00	\$0.00

OUTSTANDING ADVANCE \$0.00 | TOTAL AMOUNT \$500.00 | TOTAL REQUESTED \$400.00

Report Total Showing Reimbursement

Report Totals
✕

Expense Report

Report Total :	\$600.00
Less Personal Amount :	\$0.00
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
Amount Claimed :	\$600.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$100.00
Cash Advance Utilized :	\$500.00
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
Total Paid By Company :	\$600.00

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Report Total Showing Cash Advance Return

Report Totals
✕

Expense Report

Report Total :	\$500.00
Less Personal Amount :	\$0.00
Less Cash Advance Returns :	\$100.00
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
Amount Claimed :	\$400.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$0.00
Cash Advance Utilized :	\$400.00
<hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>	
Total Paid By Company :	\$400.00

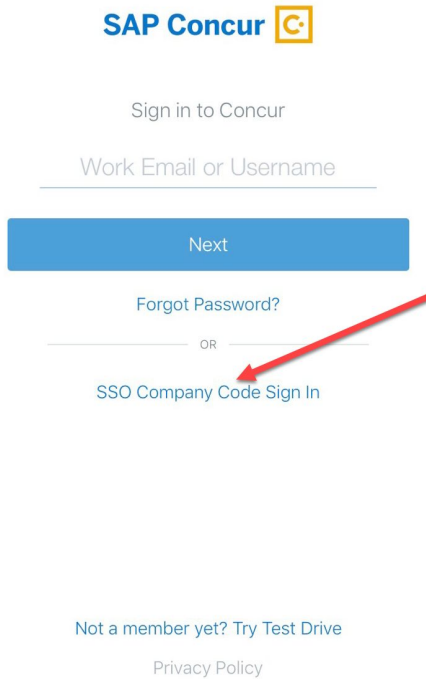
Employee Disbursements


Amount Owed Company :	\$100.00
Total Owed By Employee :	\$100.00

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.



SAP Concur 

Sign in to Concur

Work Email or Username

Next

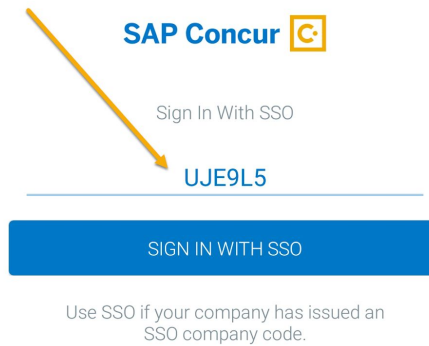
Forgot Password?


OR

SSO Company Code Sign In

Not a member yet? Try Test Drive

[Privacy Policy](#)



SAP Concur 

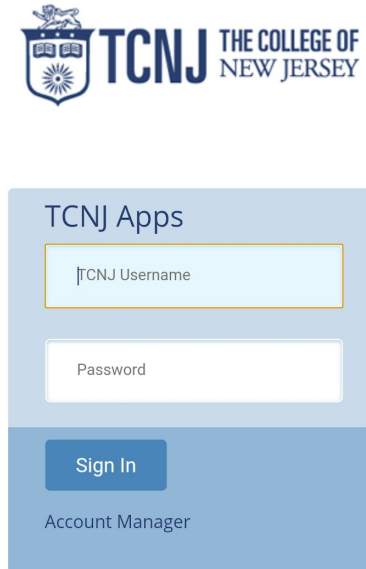
Sign In With SSO


UJE9L5

SIGN IN WITH SSO

Use SSO if your company has issued an SSO company code.

← SAP Concur



 **TCNJ** THE COLLEGE OF
NEW JERSEY

TCNJ Apps

TCNJ Username

Password

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](#)