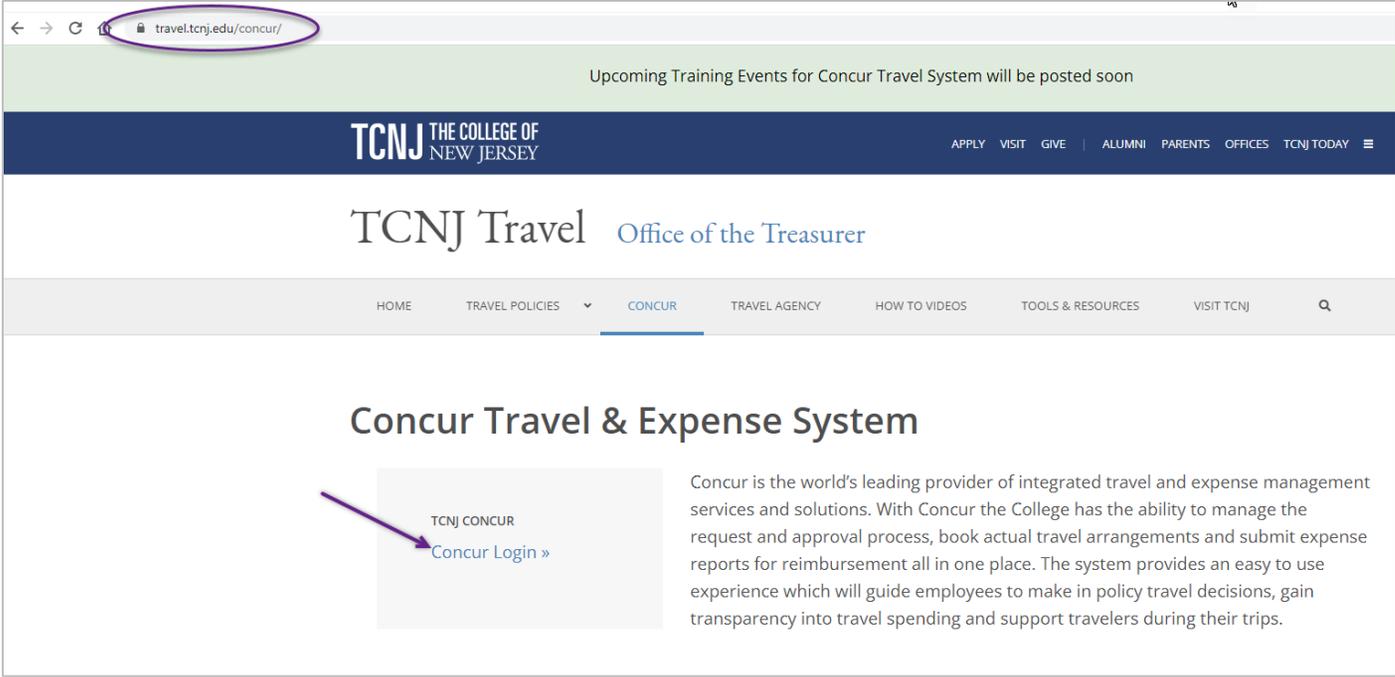


# Process Name: Submitting Travel Requests & Expense Reports

STEP	DETAIL
1	<p>Sign in to Concur</p> <ul style="list-style-type: none"> <li>- Navigate to <b>travel.tcnj.edu</b></li> <li>- Click Concur from the menu</li> <li>- Click Concur Login</li> </ul>  <p>Upcoming Training Events for Concur Travel System will be posted soon</p> <p><b>TCNJ</b> THE COLLEGE OF NEW JERSEY</p> <p>APPLY VISIT GIVE   ALUMNI PARENTS OFFICES TCNJ TODAY ☰</p> <p>TCNJ Travel Office of the Treasurer</p> <p>HOME TRAVEL POLICIES ▾ <u>CONCUR</u> TRAVEL AGENCY HOW TO VIDEOS TOOLS &amp; RESOURCES VISIT TCNJ 🔍</p> <h2>Concur Travel &amp; Expense System</h2> <p>TCNJ CONCUR  <a href="#">Concur Login »</a></p> <p>Concur is the world's leading provider of integrated travel and expense management services and solutions. With Concur the College has the ability to manage the request and approval process, book actual travel arrangements and submit expense reports for reimbursement all in one place. The system provides an easy to use experience which will guide employees to make in policy travel decisions, gain transparency into travel spending and support travelers during their trips.</p>

2

Enter your TCNJ login information

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

3

**Submit Requests**

Click **Requests** from the black bar  
 Click the unsubmitted Request

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Locate

Administration | Help | Profile

Manage Requests | Create New | Process Requests | Quick Search

Active Requests (12)

Delete Request | Copy Request | Close/Inactivate Request

View

Request Name | Begins With | Go

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
blanket test	3XXT	Not Submitted	08/06/2021		\$560.00	\$0.00	\$0.00	
			08/28/2021					

Click orange **Submit** button

4

The screenshot displays the SAP Concur interface for a travel request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', 'App Center', and 'Locate'. The user's profile and navigation options are visible in the top right. The main content area is titled 'Request 3XXT' and includes a status bar with 'Status: Not Submitted' and 'Amount: \$560.00'. The 'Request Header' section contains the following fields:

Field	Value
Trip Type	*TCNJ Blanket Travel Request
Trip Name	blanket test
Travel Start Date	08/06/2021
Travel End Date	08/28/2021
Travel Request Purpose	Student Observation/Supervision
*Benefit to TCNJ	
Comments	

The 'Traveler Type' section shows:

Field	Value
Traveler Type	Staff
Additional Information	

The 'Entity' section shows:

Field	Value
Entity	(TCNJ) The College of New Jersey
Fund/Project #	(100000) General Fund
Organization/Task	(3601) Finance Business Services
Category/Award & Funding Source	(325) Institutional Services
Program	(0000) Default Program
Activity	(0000) Default Activity
Location	(0000) Default Location

## Submit Expense Reports

Click **Expense** from the black bar  
 Click the unsubmitted Expense Report

5

The screenshot shows the SAP Concur 'Manage Expenses' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Approvals', 'Reporting', 'App Center', and 'Locate'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Processor'. The main content area is titled 'Manage Expenses' and contains two sections: 'ACTIVE REPORTS' and 'AVAILABLE EXPENSES'. In the 'ACTIVE REPORTS' section, there is a 'Create New Report' button and three report cards, each labeled 'NOT SUBMITTED'. A purple arrow points to the first report card. The 'AVAILABLE EXPENSES' section includes a dropdown menu set to 'All Cards', buttons for 'Move', 'Match', and 'Unmatch', and a table with columns for 'Expense Detail', 'Expense Type', 'Source', 'Date', and 'Amount'.

Expense Detail	Expense Type	Source	Date	Amount
test			04/24/2019	\$3,220.00
cc test			04/24/2019	\$0.00
expense type test			10/25/2018	\$2,054.50

Click orange **Submit** button

6

SAP Concur Expense

Administration | Help | Profile

Manage Expenses View Transactions Processor

test Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses	Date	Expense Type	Amount	Requested
<b>Adding New Expense</b>				
<input type="checkbox"/>	06/27/2019	Airfare United Airways	\$1,400.00	\$1,400.00
<input type="checkbox"/>	06/27/2019	Other Accomodations London, UNITED KINGDOM	\$1,000.00	\$1,000.00
<input type="checkbox"/>	06/27/2019	Parking/Tolls	\$150.00	\$150.00
<input type="checkbox"/>	06/27/2019	Taxi/Car Service/Ride-Share	\$250.00	\$250.00
<input type="checkbox"/>	06/27/2019	Personal Car Mileage	\$59.74	\$59.74
<input type="checkbox"/>	06/27/2019	Daily Meal Per Diem London, UNITED KINGDOM	\$110.25	\$110.25
<input type="checkbox"/>	06/27/2019	Department Limit London, UNITED KINGDOM	\$-548.24	\$-548.24
<input type="checkbox"/>	06/26/2019	Daily Meal Per Diem London, UNITED KINGDOM	\$156.00	\$156.00
<input type="checkbox"/>	06/25/2019	Daily Meal Per Diem London, UNITED KINGDOM	\$156.00	\$156.00
<input type="checkbox"/>	06/23/2019	Daily Meal Per Diem London, UNITED KINGDOM	\$156.00	\$156.00
<input type="checkbox"/>	06/22/2019	Daily Meal Per Diem London, UNITED KINGDOM	\$156.00	\$156.00
<input type="checkbox"/>	06/21/2019	Daily Meal Per Diem London, UNITED KINGDOM	\$110.00	\$110.00

New Expense

Expense Type

Recently Used Expense Types

Personal Car Mileage	Department Limit	Other Accomodations	Airfare
Taxi/Car Service/Ride-Share			

All Expense Types

<b>01. Travel Expenses</b> Airfare Car Rental Charter Bus/Transfers Hotel Hotel Group Other Accomodations Rail/Train <b>02. Other Travel Expenses</b> Airline Fees Gas Hotel Advance Deposit	...02. Other Travel Expenses Miscellaneous Travel Expenses Parking/Tolls Taxi/Car Service/Ride-Share <b>03. Personal Car Mileage</b> Mileage Reduction Personal Car Mileage <b>04. Meals &amp; Entertainment</b> Actual Meal Cost (Per Diem Offset) Group Meals/Entertainment <10 Attendees Group Meals/Entertainment 10+Attendees Per Diem Reduction	...04. Meals & Entertainment Team Meals (Snacks, etc) <b>05. Fees</b> Bank/Currency Fees Booking/Agency Fees Passports/Visa Fees Registration/Fees <b>06. Communications</b> Internet/Online Fees Mobile/Cellular Phone Telephone/Fax <b>07. Office Expenses</b> Courier/Shipping/Freight	...07. Office Expenses Non Capital Computer Equipment/Software Office Supplies Postage Printing/Photocopying/Stationery <b>08. Other</b> Department Limit Fraud/Disputed Charges Medical Expenses (Immunizations, First Aid, etc) Personal/Non Reimbursable
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