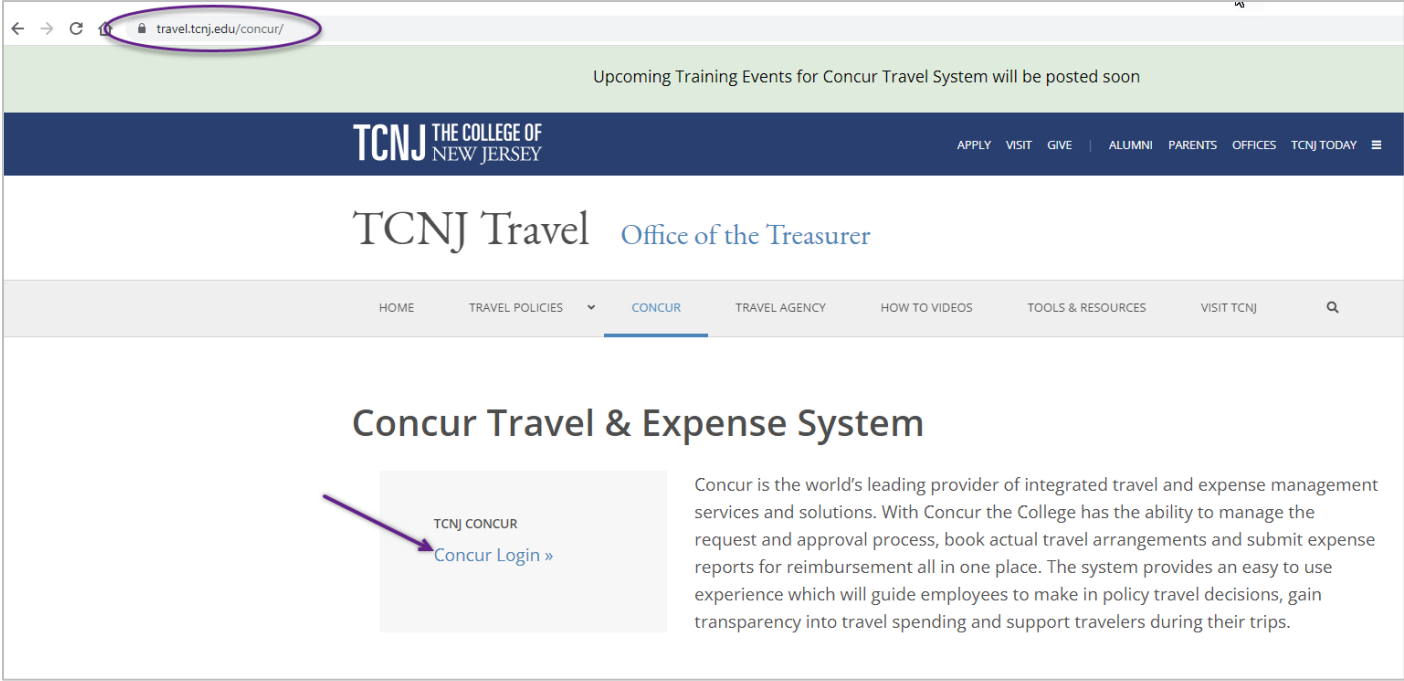
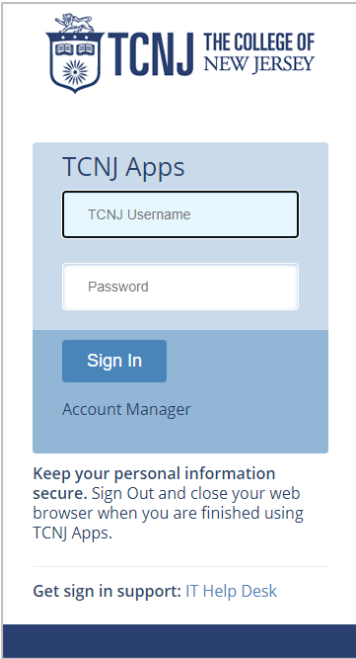


## Process Name: Travel Card-Personal Charge

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>TCNJ 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 CONCUR TRAVEL AGENCY HOW TO VIDEOS TOOLS &amp; RESOURCES VISIT TCNJ</p> <h3>Concur Travel &amp; Expense System</h3> <p>TCNJ CONCUR Concur Login »</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	<p>Enter your TCNJ login information</p> <div data-bbox="802 186 1155 841"><p>The image shows a mobile application login screen for TCNJ. At the top is the TCNJ logo and name. Below it, the text 'TCNJ Apps' is displayed. There are two input fields: 'TCNJ Username' and 'Password'. A blue 'Sign In' button is positioned below the password field. Underneath the button is a link for 'Account Manager'. A security notice reads: 'Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.' At the bottom, there is a link: 'Get sign in support: IT Help Desk'.</p></div>
3	<p><a href="#">Import Transaction</a> to expense report</p>

Choose **Personal/Nonreimbursable** from the Expense Type dropdown  
 Enter a Comment  
 Click Save

4

Manage Expenses View Transactions

test Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email Hide Exceptions

Expense Type	Date	Amount	Exception
Undefined	08/19/2021	\$490.00	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	08/19/2021	\$490.00	This expense is outside of the trip dates, please review for accuracy.

Expense Type	Date	Amount	Requested
Personal/Non Reimbursable	08/19/2021	\$490.00	\$490.00

Expense Type: Personal/Non Reimbursable  
 Transaction Date: 08/19/2021  
 Payment Type: Visa Travel Card  
 Amount: 490.00 USD  
 Comment: used accidentally

TOTAL AMOUNT \$490.00 TOTAL REQUESTED \$490.00

Save Attach Receipt Cancel



The transaction amount will reflect as \$0 in Total Requested.

Personal is the only transaction

test

+ New Expense Import Expenses Details Receipts Print / Email

Expense Type	Date	Amount	Exception
Personal/Non ...	08/19/2021	\$490.00	⚠ This expense is outside of the trip dates, please review

Date	Expense Type	Amount	Requested
08/19/2021	Personal/Non Reimbursable WPY*HAWAII INTERNATIONAL	\$490.00	\$0.00

TOTAL AMOUNT \$490.00 TOTAL REQUESTED \$0.00

Personal is more than other transactions

test

+ New Expense Import Expenses Details Receipts Print / Email

Expense Type	Date	Amount	Exception
Personal/Non ...	08/19/2021	\$490.00	⚠ This expense is outside of the trip dates, please review

Date	Expense Type	Amount	Requested
09/01/2021	Parking/Tolls	\$300.00	\$300.00
08/19/2021	Personal/Non Reimbursable WPY*HAWAII INTERNATIONAL	\$490.00	\$0.00

TOTAL AMOUNT \$790.00 TOTAL REQUESTED \$300.00

Personal is less than other transactions

test

+ New Expense Import Expenses Details Receipts Print / Email

Expense Type	Date	Amount	Exception
Personal/Non ...	08/19/2021	\$490.00	⚠ This expense is outside of the trip dates, please review

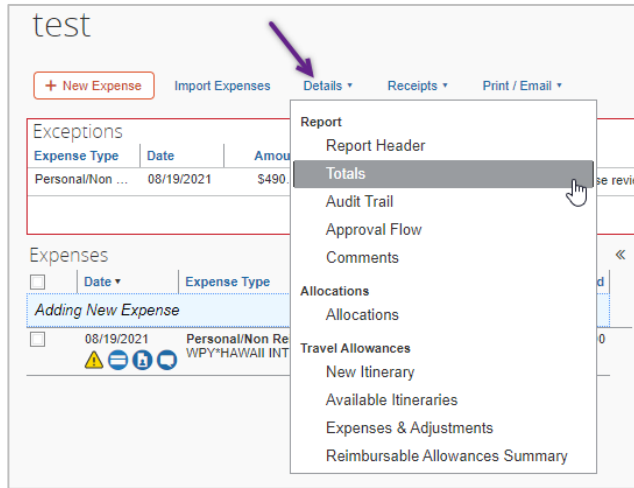
Date	Expense Type	Amount	Requested
09/01/2021	Parking/Tolls	\$500.00	\$500.00
08/19/2021	Personal/Non Reimbursable WPY*HAWAII INTERNATIONAL	\$490.00	\$0.00

TOTAL AMOUNT \$990.00 TOTAL REQUESTED \$500.00

5

### Checking Amount Owed

Choose Totals under the Details link



Personal is the only transaction

Report Totals	
<b>Expense Report</b>	
Report Total :	\$490.00
Less Personal Amount :	\$490.00
Amount Claimed :	\$0.00
Amount Rejected :	\$0.00
<b>Company Disbursements</b>	
Amount Due Employee :	\$0.00
Amount Due Visa Travel Card :	\$490.00
Total Paid By Company :	\$490.00
<b>Employee Disbursements</b>	
Amount Owed Company :	\$490.00
Total Owed By Employee :	\$490.00

Personal is more than other transactions

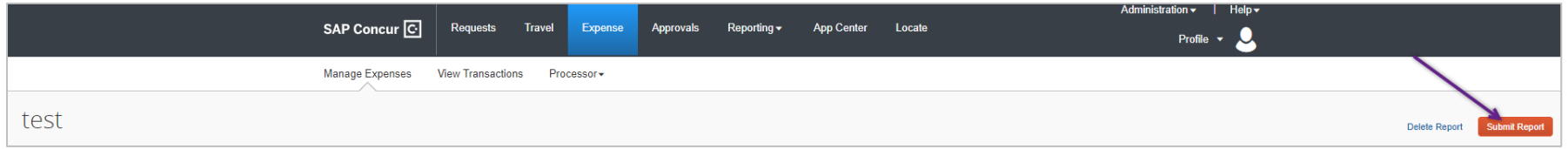
Report Totals	
<b>Expense Report</b>	
Report Total :	\$790.00
Less Personal Amount :	\$490.00
Amount Claimed :	\$300.00
Amount Rejected :	\$0.00
<b>Company Disbursements</b>	
Amount Due Employee :	\$0.00
Amount Due Visa Travel Card :	\$490.00
Total Paid By Company :	\$490.00
<b>Employee Disbursements</b>	
Amount Owed Company :	\$190.00
Total Owed By Employee :	\$190.00

Personal is less than other transactions

Report Totals	
<b>Expense Report</b>	
Report Total :	\$990.00
Less Personal Amount :	\$490.00
Amount Claimed :	\$500.00
Amount Rejected :	\$0.00
<b>Company Disbursements</b>	
Amount Due Employee :	\$10.00
Amount Due Visa Travel Card :	\$490.00
Total Paid By Company :	\$500.00
<b>Employee Disbursements</b>	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

6

Click orange **Submit** button.



If Traveler owes TCNJ money, it will be automatically withdrawn from Paycheck.