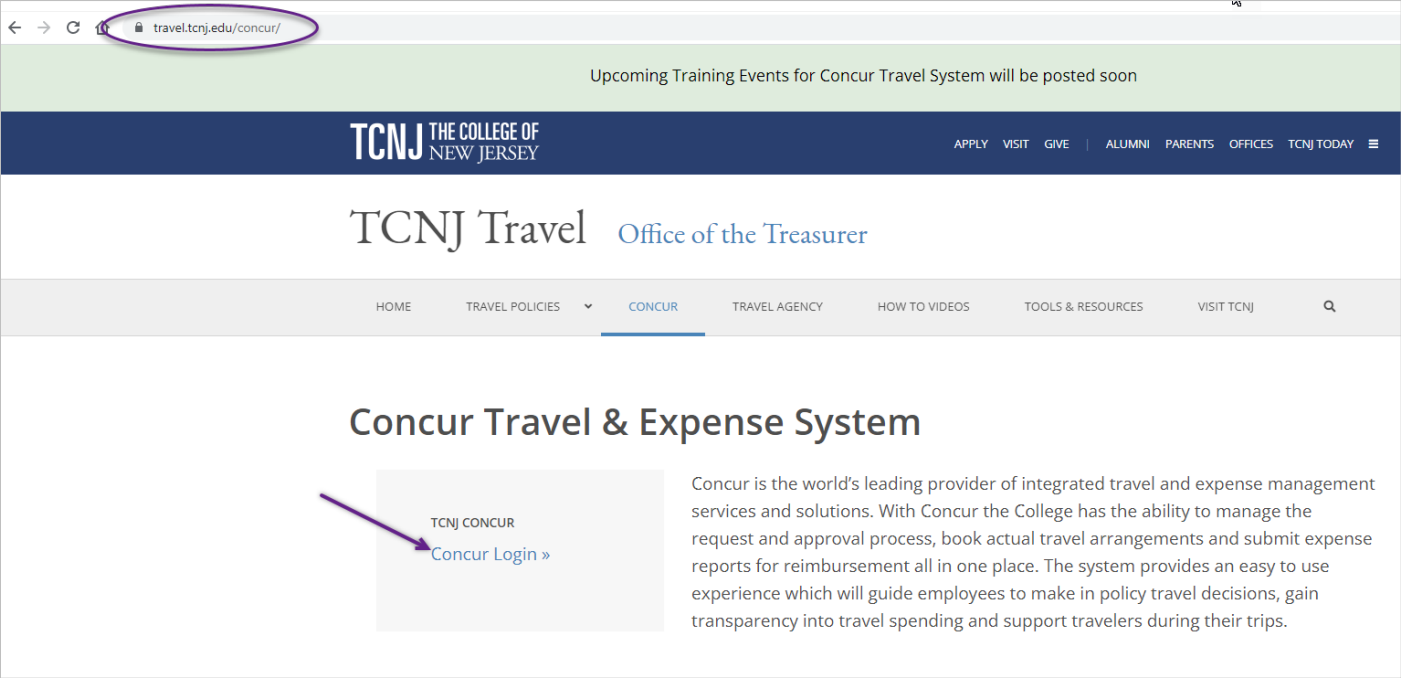
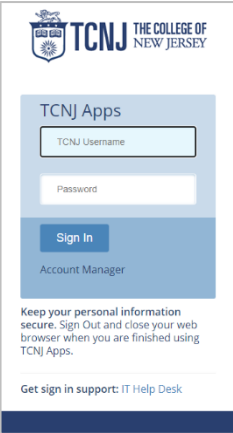


Process Name: Travel/Corporate Card Expenses

STEP	DETAIL
<p>1</p>	<p>Sign in to Concur</p> <ul style="list-style-type: none"> - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login  <p>Enter your TCNJ login information</p> 

Importing Charges into Travel Expense Report

These charges directly tie to a trip (travel request) that the cardholder attended.
 -Start creating Expense Report as normal.

Click **Add Expense** to access the lists of Available Expenses on the travel/corporate cards.

2a

New UI - Overnight(domestic) \$0.00 Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$2,500.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

No Expenses
Add expenses to this report to submit for reimbursement.

Add Expense +
Available Expenses Create New Expense

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Test- Visa Travel Card	Car Rental	A-1 RENT-A-CAR	09/24/2018	\$260.87
<input type="checkbox"/>	Test- Visa Travel Card	Car Rental	EUROP CAR	09/24/2018	\$680.07
<input type="checkbox"/>	Test- Visa Travel Card	Hotel	RADISSON HOTELS	09/23/2018	\$1,295.49
<input type="checkbox"/>	Test- Visa Travel Card	Hotel	FLAG IHNS (AUSRALIA)	09/22/2018	\$419.70

Close Add To Report

Check the boxes next to the expenses to be added to the Expense Report.
 Click **Add to Report**

3a

Add Expense +
Available Expenses Create New Expense




<input checked="" type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Test- Visa Travel Card	Car Rental	A-1 RENT-A-CAR	09/24/2018	\$260.87
<input type="checkbox"/>	Test- Visa Travel Card	Car Rental	EUROP CAR	09/24/2018	\$680.07
<input type="checkbox"/>	Test- Visa Travel Card	Car Rental	A-1 RENT-A-CAR	09/24/2018	\$995.44
<input checked="" type="checkbox"/>	Test- Visa Travel Card	Undefined	Local/Suburban Commuter Passenge	09/24/2018	\$75.93


Close Add To Report

- Clear up any  Alerts.
 - Attach required receipts. Note: Transactions from the Travel Agent do not require receipts.
- Click **Save Expense**

4a


Alerts: 3


-  Missing required field: Did you purchase insurance?.
-  This expense is outside of the trip dates, please review for accuracy.
-  You must attach a receipt image to this expense.

Car Rental \$260.87 

09/24/2018 | A-1 RENT-A-CAR | Corporate Card

Cancel **Save Expense**

Details | Itemizations Hide Receipt 

 Allocate * Required field

Expense Type *
Car Rental

Transaction Date: 09/24/2018 Vendor: A-1 RENT-A-CAR

Enter Vendor Name: A-1 RENT-A-CAR **Did you purchase insurance? ***
None Selected


Payment Type: Test- Visa Travel Card

Amount: 260.87 Currency: US, Dollar

Traveler Type *: Staff Trip Purpose *: Conference/Event - Attendee

Comment

Save Expense Cancel


Upload Receipt Image

Creating Non-Travel Expense Reports (Credit Card Clean-up)

- Click **Expense** from the black bar at the top of the page.
- Check all non-trip Travel Card expenses.

2b

The screenshot shows the SAP Concur Expense interface. At the top, there is a navigation bar with 'Expense' highlighted. Below it, the 'Manage Expenses' section displays a 'REPORT LIBRARY' with three report cards: 'New UI - Overnight(domestic)' (RETURNED 02/23/2022), 'OSGP - Bangkok 2019 Session 1' (RETURNED 03/15/2019), and 'Boutros Test' (NOT SUBMITTED 12/03/2021). A pink arrow points to the 'Expense' tab in the top navigation bar. Below the report library, a message states: 'All incoming expenses will be placed in an unsubmitted report. Turn off Expense Assistant'. The 'AVAILABLE EXPENSES' section shows a table of expenses with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Amount. A pink oval highlights the checkboxes in the 'Receipt' column for the first four rows.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Test- Visa Travel Card	Car Rental	EUROP CAR	09/24/2018	\$680.07
<input checked="" type="checkbox"/>	Test- Visa Travel Card	Printing/Photocopying/Stationery	Stationery, Office Supplies, Pri	09/24/2018	\$53.37
<input checked="" type="checkbox"/>	Test- Visa Travel Card	Car Rental	A-1 RENT-A-CAR	09/24/2018	\$995.44
<input checked="" type="checkbox"/>	Test- Visa Travel Card	Courier/Shipping/Freight	Freight Carriers	09/24/2018	\$35.35
<input type="checkbox"/>	Test- Visa Travel Card	Airfare	LAB (BOLIVIA)	09/24/2018	\$1,427.51
<input type="checkbox"/>	Test- Visa Travel Card	Hotel	RADISSON HOTELS	09/23/2018	\$1,295.49

3b

Click the **Move to** dropdown
Choose **New Report**

This close-up shows the 'Move to' dropdown menu from the 'AVAILABLE EXPENSES' table. A pink arrow points to the 'Move to' button. The dropdown list contains the following items: 'Italy 2019', 'business test', 'OSGP - Mallorca 2019 Session 2', 'OSGP - Portugal Session 3', 'Cash Advance', 'Cash Adv. Test', and 'New Report'. A mouse cursor is shown clicking on the 'New Report' option at the bottom of the list.

Fill in all required fields (marked with red asterisk).
 For Trip Name, Start Date, End Date & Travel Purpose, use the information provided below (highlighted in example).

- **Trip Name:** Spring or Fall **Year** CC Clean-up ex) Spring 2022 CC Clean-up
- **Start Date:** Date of the 1st transaction you are reconciling
- **End Date:** Date of the last transaction you are reconciling
- **Travel Purpose:** Multi-Purpose Trip

Click **Create Report**

4a

Create New Report ✕

Create From an Approved Request * Required field

Trip Name * <input type="text" value="Spring 2022 CC Clean-up"/>	Travel Start Date * <input type="text" value="01/01/2022"/>	Travel End Date * <input type="text" value="05/31/2022"/>
Travel Purpose * <input type="text" value="Multi-Purpose Trip"/>	Benefit to TCNJ <input type="text" value="None Selected"/>	Domestic/International * <input type="text" value="Domestic"/>
Traveler Type * <input type="text" value="Staff"/>	If Faculty, were your classes covered? <input type="text" value="None Selected"/>	Additional Information <input type="text"/>

Did you receive an Honorarium? * <input type="text" value="No"/>	Were any expenses paid by an external source, excluding Grants? * <input type="text" value="No"/>
---	--

Did this trip include personal travel? * <input type="text" value="No"/>	Personal Travel Dates <input type="text"/>
---	---

Entity * 1 <input type="text" value="(TCNJ) The College of New Jersey"/>	Fund/Project # * 2 <input type="text" value="(100000) General Fund"/>	Organization/Task * 3 <input type="text" value="(3601) Finance Business Services"/>
Category/Award & Funding Source * 4 <input type="text" value="(325) Institutional Services"/>	Program <input type="text" value="(0000) Default Program"/>	Activity <input type="text" value="(0000) Default Activity"/>
Location * <input type="text" value="(0000) Default Location"/>	Report Total <input type="text"/>	

Comment

Claim Travel Allowance
 Was this trip more than 7 hours?

Yes, I want to claim Travel Allowance
 No, I do not want to claim Travel Allowance

Cancel Create Report

- Clear up any  Alerts.
 - Attach required receipts. Note: Transactions from the Travel Agent do not require receipts.
- Click **Save Expense**

5b

Click **Submit Report**

6b

