Research Travel Claims Online

Electronic Approval – Margo Ross

1. Concur Travel System
   1. Doing travel – in-depth training in April with hands-on travel claim
   2. Or contact them for help
2. Request Authorization: must be approved prior to expenses claim; can’t backdate; done and approved electronically; keep receipts and scan; submit electronically to approver; elec.→research accounting→if using US corporate travel card can go to bank directly and balance to traveller; can track where claim is in process
3. Sign on for MyInfo
4. Login to Concur: via MyInfo or via Concur website
5. Have Request Expense
   1. Request: request homepage; all info for active requests
   2. New request [Travel Authorization Form] they’re working out bugs re: for e.g. meals
      1. request name: title of travel; mobile app users see that: e.g. U of T Talk; Grad Meeting with Ministry
      2. request policy→LU Request Policy
      3. purpose of trip and comments: Tri-Agency audit: need to better document justification for travel, red line is mandatory field
      4. default budget code: Dept.; so change to budget you want (sort by code or just start typing in code)
      5. if multiple codes: primary in code fields and secondary in comments area
   3. Segments
      1. air, rail, car and accommodations
      2. click and fill and remember to save
6. Expenses
   * 1. for other expenses
     2. add new expense, select from list and input
     3. incidentals: $17/day, no receipts required (has changed)
     4. option for attachments if you want approvers to see (i.e. conference agenda, letter of invite, etc.)→save doc as PDF, word won’t work
     5. can print/email to self
     6. click submit request
7. Expense
   1. Activate new expense
   2. Can pull travel auth. info
   3. Bottom: add→lists, you select and go from there
   4. Can submit expense each week i.e. U of T Talk – 1, U of T Talk – 2, etc.
   5. Object: i.e. travel, travel field trip, fieldwork (this is for accounting’s purposes)
   6. Enter expenses: new expense i.e. hotel vendor: list or type in (chain)
   7. Attach receipts (as picture or PDF): LEGIBLE and INFORMATIVE (Tri-Agency audit→must improve) vendor, what was purchased, taxes→if it’s not on receipts needs to be put in comments
   8. Can use mobile app for Concur→can take photos of receipts
   9. Itemize: i.e. hotels (HST or meals, personal items)
   10. Add new expenses, select from list
   11. If using corporate card need to designate in system because system pulls card total
   12. Import: if using corporate card, can import credit card items from corporate card
   13. When done submit report
   14. Hold onto receipts (admin assistant job) for 7 years with report and file