The Latest Scoop: What’s New with Concur Expense?
Concur Mobile App

• Do you know people in your School/Center/Department who always have their phones in their hand and who travel?

• Concur Mobile has moved into the next generation and has become a powerhouse. It is THE app to use for the Penn traveler on the go!
Concur Mobile App

- From receipt capture to reimbursement, you can manage the entire expense reporting process with the convenience of a mobile device!
Concur Mobile App

• You can capture receipts on the go with the Concur mobile app.
Concur Mobile App

• The Concur Mobile App has new functionality.

• Travelers can now:
  • Create an itinerary & claim per diem on an expense report.
  • Allocate expense lines in an expense report.
Concur Mobile App

- Per Diem/Travel Allowances
Concur Mobile App

• Allocating an expense line
New Fields in Concur

- There are 2 new fields on the Report Header of Concur Expense Reports:
  - Trip Begin Date
  - Trip End Date
New Fields in Concur

• Trip Begin Date & Trip End Date are required only when the ‘Type of Travel/Reimbursement’ on the Report Header is ‘2. International’.

• They can still be used with other Types of Travel.

• Approvers can update these fields.
New Fields in Concur

• There is a new checkbox on the Report Header of Concur Expense Reports – ‘Schedule F Checkbox – Penn/UPHS Foreign Activity’.

• It is viewable and editable to Approvers only, the traveler/submittor will never see this checkbox.

• This checkbox merely allows any of the approvers of the report to flag it to be used as Schedule F reportable.
New Fields in Concur

<table>
<thead>
<tr>
<th>Type of Travel/Reimbursement</th>
<th>Country Code</th>
<th>Report Name</th>
<th>Report Date</th>
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<tr>
<td>2. International</td>
<td>Aruba (AW)</td>
<td>Research trip</td>
<td>05/24/2017</td>
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<table>
<thead>
<tr>
<th>Policy</th>
<th>Business Justification</th>
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<th>Employee Name</th>
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<tr>
<td>US Expense Policy</td>
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<table>
<thead>
<tr>
<th>Expense Group ID</th>
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<th>Report Id</th>
<th>Report Currency</th>
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<th>Receipts Received</th>
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<th>Approval Status</th>
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<td>Pending Cost Object Approval</td>
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<thead>
<tr>
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<tr>
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<table>
<thead>
<tr>
<th>Checkbox to require Supplement Approver for Report under $500</th>
<th>Schedule F Checkbox – Penn/UPHS foreign activity</th>
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<td></td>
<td>05/01/2017</td>
</tr>
<tr>
<td></td>
<td>05/15/2017</td>
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</table>

Check to indicate business travel conducted outside the US (foreign activity of Penn/UPHS). Including: recruitment, development, research, & education. Additionally, check if traveler spoke at a conference outside US (not if traveler only attended).
Next Generation Concur Expense

• COMING! New Concur Expense User Interface!

- Improved usability and Reduced time on task
- Improved accessibility
- Improve compliance, and control over business expenses
- Better UI Technology Bounded Services & APIs
Next Generation Concur Expense

- General theme across the board is to focus the user on the task at hand.
- Expense Report View:

*Key Task: Add Expenses & remove policy issues.*
Next Generation Concur Expense

- New Expense View – emphasizes important information like a receipt side-by-side view.
Next Generation Concur Expense

• Changing the way exceptions are handled.

• Click ‘View’ to drill down and address that specific exception!
Next Generation Concur Expense

• Improved Hotel Itemizations!
Next Generation Concur Expense

- Improved Hotel Itemizations!

Work Smarter, not harder!
Next Generation Concur Expense

- Ability to add new expenses manually, or draw from those already there and not assigned to report.
Next Generation Concur Expense

Attendees will move to a button located at the top of the expense entry, rather than falling out of sight under the expense details as it is now.

Like change to attendees – more streamlined, more intuitive.

Report Library will be relocated to the top left under ‘Manage Expenses’ – much more visible.
Next Generation Concur Expense

• What is the timing on rolling out the New Concur Expense User Interface?
  • Early-to-Mid 2018
• When the New Concur Expense User interface is rolled out, we will:
  • Provide all new instructional guides on the Penn Travel website.
  • Hold demos across campus.
20 Things I Want You to Know!

20. Concur Instructional Guides – Downloadable PDFs for Concur Travel & Concur Expense.

www.upenn.edu/penntravel
19. We have a listserv for Concur – Travel & Expense! We use the listserv to send:

- Periodic News & Notes for Concur Travel & Expense
- System issues & outages

This is a self-subscribe listserv – to subscribe:
- Send an email to listserv@lists.upenn.edu.
- Leave the subject line empty.
- Enter in the body of the email: Join Concurinfo
20 Things I Want You to Know!

18. You can reach the Concur Travel & Expense helpdesk via email: 

doftemsupp@pobox.upenn.edu

You can contact travel@exchange.upenn.edu for any travel/booking related questions.
20 Things I Want You to Know!

17. ...or phone!

- 215-746-4357 (6-HELP)
- Option 3 for Concur
  - Then option 1 for Travel
- Or 2 for Expense
16. Do you want to know what object code will be charged for a specific expense line item?

We have a Concur Expense Type/Object Code Matrix posted online:

www.finance.upenn.edu/comptroller/accounting/gloc/
### 20 Things I Want You to Know!

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Domestic</th>
<th>International</th>
<th>Local</th>
<th>Non-Travel</th>
<th>Team Travel</th>
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<tr>
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<td>5226</td>
<td>5226</td>
<td>5204</td>
</tr>
</tbody>
</table>
20 Things I Want You to Know!

15. There is a way to view TEM Web ADI Information without having that responsibility!

In BEN, if you have GL Inquiry (Secured), GL Reporting (Secured) or GL Inquiry/Reporting – you have access already!
20 Things I Want You to Know!

• View only information available.

• Want to know who a person's Default Reviewer is?

• If a student has enrolled in Direct Deposit?

• Who the Cost Object Approver is for a specific Funding Source?
20 Things I Want You to Know!

14. Do you routinely have to Allocate expenses split between multiple funding sources? You can create ‘Favorites’ in the Allocations window!
20 Things I Want You to Know!

13. ...you can also create a group of attendees that allows you to just pick the group instead of entering each attendee individually!
12. Do you have Delegates that are assigned to everyone in a specific ORG, or even in your School/Center?

Keep in mind that Concur functionality allows a person to be a delegate for a **maximum of 250 people!**
20 Things I Want You to Know!

11. If you are a Concur Expense Approver – please don’t forget to setup an Approver Delegate when you are out of the office!

20 Things I Want You to Know!

10. Meals – if the meal in question was eaten while traveling on University Business and the traveler is requesting reimbursement for only their portion of the meal, then it should be entered as one of the below:

• Breakfast
• Lunch
• Dinner
• Snacks
20 Things I Want You to Know!

9. Meals – if the meal requesting to be reimbursed is for a group of people...
   • That attended a meeting where food was provided – then it should be entered in Concur as:
     Campus Business Meetings
   • That consumed the meal in a Dining Establishment and where University Business discussion was the primary purpose of the meal – then it should be entered in Concur as:
     Business Meal Attendees
   • That attended a meal or an event that was business-related but social or celebratory in nature – then it should be entered in Concur as:
     Entertainment – Other
8. If a portion of a meal is being itemized as Non-Reimbursable, there is a form that calculates the taxes & tip associated with the Non-Reimbursable portion.

Search for ‘Tax & Tip Itemization Form’ on www.upenn.edu/penntravel .

http://cms.business-services.upenn.edu/penntravel/training-manuals.html
20 Things I Want You to Know!

7. Always enter the FULL AMOUNT of the receipt! This includes any and all tax, tip & non-reimbursable amounts.

If a portion of the receipt is non-reimbursable – you simply need to itemize the expense.

Entering the FULL AMOUNT of the receipt is not only best practice, but allows for Concur to check for potential duplicate transactions.
20 Things I Want You to Know!

6. Use the ‘Notes to Approver’ field on the Report Header to communicate important information to your Approvers.

This could prevent expense reports from being rejected due to missing information.
5. Warnings/Exception Messages:

• Red Exceptions are hard stops and must be reconciled before the report can be submitted.

• Yellows Exceptions are warnings – if applicable, use the comment field on the expense line item to provide explanations or justifications.
20 Things I Want You to Know!

4. Identify BOA/AMEX card charges easily – any expense line with the blue icon below will be paid to BOA/AMEX (as long as it is not marked as Non-Reimbursable).

If an expense line does NOT have this icon, then the expense will be paid to the requestor.

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Transaction Date</th>
<th>Expense Type</th>
<th>Vendor Name</th>
<th>Business Justification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>07/14/2017</td>
<td>Taxi</td>
<td>UBER US M45U...</td>
<td>Travel b/t HUP a...</td>
</tr>
<tr>
<td></td>
<td>07/10/2017</td>
<td>Taxi</td>
<td>UBER US 6FRML</td>
<td>Travel b/t HUP a...</td>
</tr>
</tbody>
</table>
3. Banking Information in Concur – we import the bank account that is entered on the U@Penn portal.

• If you are on Payroll, any expense reimbursements will be sent to the same Direct Deposit account in which you receive your Paychecks.
  • If you do not have a Direct Deposit account on file and receive your pay on an ADP Total Pay card – this is where you will also receive your Concur reimbursements
• Students (not on Payroll) MUST enter their Direct Deposit information on Penn InTouch.
20 Things I Want You to Know!

2. What happens if you change your Direct Deposit account on U@Penn portal?

Your new Direct Deposit account will automatically be sent to Concur in 3-5 business days.
20 Things I Want You to Know!

1. Whatever bank account is active in Concur at the time you submit your expense report is where the money will be deposited.

You can view your active banking information in Concur in your Profile.

If you update your Direct Deposit information on the U@Penn Portal – be aware of any expense reports you may have in progress.
BONUS! Concur Approval Process

There are four approver roles in the system:

- **Default Reviewer** – defined in each user’s profile
- **Cost Object (Funding Source) Approver** – based on CNAC-ORG-BC-FUND entered (max 3 allowed)
- **Supplemental Approver** – selected from list by Default Reviewer, required on all expense reports $500 or greater
- **User Added Approver** – can be added by Default Reviewer, Funding Source Approver(s), or Supplemental Approver