SAP Concur Expense: Non-employee Travel

Use this guide to help you create guest profiles, Travel Requests, and Expense Reports via Concur Expense.

Accounts Payable & Travel

Revised Oct. 2021
Overview

A department or division can request security for a staff person to have the Proxy (Travel Assistant) role. As a proxy, you will have access to create Travel Requests, Expense Reports and Book Travel on behalf of others across the university. The instructions below will assist you on how to create a profile for a non-employee traveler.

How to create a Guest Profile

1. Click the Administration dropdown menu. Then click Company admin.

2. Click Add User from the left-hand column.

3. Select Guests from the Employee Group Configuration dropdown menu. Click the checkboxes for Travel Wizard User, Request User and Expense User.
   NOTE: Non-employed students will be entered as Guests as well.
4. Enter a capital G, the guest traveler’s phone number and @nonemp.edu in the CTE Login Name field. (G1234567890@nonemp.edu)
5. Enter welcome1 in the password field and verify password field.
6. Enter the Guest Travelers First, Middle and Last name.
7. Enter a capital G and the guest traveler’s phone number in the Employee ID field.
8. Enter the Proxy’s (Travel Assistant) email address.

9. Scroll to Expense and Invoice Settings, enter the guest traveler’s Street Address, State/Province (must be two letter code), City, Zip Code and Country of Residence. This is where the reimbursement will be mailed if in the US or Canada, a wire will be processed if in a foreign country other than Canada.

   NOTE: Payment may be delayed if State is not a 2 digit code.

10. Select SAP in the Ledger field. Select US,Dollar in the Reimbursement Currency field. Enter the guest’s SAP vendor number if applicable, if no vendor number enter the generic vendor number 700001 in the Non Profiled Vendor ID field. Select RP1CLNT100 in the Logical System Field. Select (754) Texas State University in the Company field.

11. Select IO for Grants and Funded Programs or CC for Cost Centers in the Cost Object Type field.

12. Search for the correct Cost Object by using the drop-down menu or entering the account information.

   Once the first numbers are entered, a list of selections will be generated.

13. Select the appropriate fund from the drop-down menu.

14. Statistical Order will be NA unless required by your funding for reporting purposes.

15. In the PA field select the division associated with the funding entered.

16. Select the appropriate College/Division in the required field.

17. Select the associated school or department in the school field.

18. Click Save to create the profile. Click Save and New to repeat the process for an additional traveler. Click Cancel to exit without saving profile.
Booking on behalf of a Guest

**NOTE:** You must be listed as a Travel Assistant/Arranger in order to book travel for another user. Refer to the [SAP Concur Travel: Updating your Profile](#) instructions for more information.

1. Once in SAP Concur Travel, the homepage will appear.
2. From the Profile drop down click on Act on behalf of another user.
3. Type in the user’s name in search field and select the user.
4. Verify the name and email address are correct.
5. Select Start Session.
6. Once the profile has been selected, the screen will convert to Acting as (NAME).

7. Refer to SAP CONCUR TRAVEL Homepage to continue with booking procedures.

How to Create a Guest Travel Request

1. In the Quick Task Bar, under New, click **Start a Request** to create a Travel Request or in the Requests section, click **New Request**.

2. In the Request Header section, fields with a red line require entry. All required fields must be completed before advancing to the Expense tab.
• **Request Policy** – Non Employee Traveler will be pre-populated.

• **Request/Trip Name** – Enter event’s name or something relevant to the trip purpose. Up to 32 characters are allowed.
  
  • **Example:** NCAA Conference Mar.2021

• **Request/Trip Start Date and Request/Trip End Date** – Entry for the time period of the trip. Enter in MM/DD/YYYY format or use the menu calendar drop-down to select date information.
  
  **NOTE:** Include any personal travel dates that may be taken along with business travel.

• **Request/Trip Purpose** – Select the business purpose and benefit to the university from the drop-down menu. If the specific purpose is not listed, choose Advancement of University and notate in Additional Information a more detailed explanation.
  
  **NOTE:** If selecting **Contractor**, **Speaker/Lecturer** or **Visiting Guest** a T-14 attachment will be required.

• **Destination City** – Enter destination of travel, begin entering the city, and a listing will populate to narrow the search. Scroll down the list and click on the correct city, state, and/or country.
• **Traveler Type** – Selection is required for Non Employees.  
  **NOTE:** If selecting **Speaker** or **Visiting Guest** a **T-14** attachment will be required.

![Traveler Type](image1)

• **Trip Type** – Select the correct trip schema for the trip. This will determine the approval workflow for the request.

![Trip Type](image2)

• **Does this trip contain personal travel?** – Select **Yes** or **No** from the drop-down menu.

![Does this trip contain personal travel?](image3)

  o **Personal Dates of Travel** – If **Yes** is selected, this section must be completed to proceed to the Expense tab. Enter in MM/DD/YYYY-MM/DD/YYYY format.

![Personal Dates of Travel](image4)

• **Additional Information** – More detailed information may be added here, any messages to the Account Managers or Travel Office processors should be placed here. This notation will be locked and may not be edited once the request is submitted.

• **Comment To/From Approvers/Processors** – This section is only for Approvers and Processors. Comments are listed for all to see and cannot be deleted. An unlimited number of comments can be created.

• **Cost Object Type, Cost Object** – This will prepopulate with the fund and cost center (or I/O for Grants & Funded Programs) on the traveler’s profile but may be changed if a different funding will be responsible for the traveler’s expenses.  
  **NOTE:** Once the Cost Object is entered, the Fund will list all associated funding from which to select.

  o If multiple funding’s will be used, they may be added on the Expenses tab.
3. If required fields are not completed, an error message will appear and will not allow the request to advance further. The incomplete field will have **Required field** notated in the error message. Select your response.

   o  **If Yes**, the system will advance to the Expense tab, but will not allow the request to be submitted.
   o  **If No**, the required field will need to be filled before advancing to the Expenses tab.

   ![Required field error message](image)

   **a.** Once all required information is entered, select:

   ![Options](image)

   - **Cancel** to save without submitting.
   - **Save** to advance to the Expenses tab.
   - **Delete Request** to start over.
   - **Submit Request** to prompt an agreement notification for submittal; select Cancel to resume expense entry.

   ![Final Review](image)

   **Texas State University - User Submit Agreement**
   I confirm that I have entered all data to the best of my knowledge.

   ![Accept & Submit](image)

   **b.** If **Accept & Submit** is selected, an error will appear since no expenses are added.
4. Once saved, the request will advance to the Expenses tab to enter the estimated expenses. A request ID is generated, and the Request/Trip Name is listed.

5. Expense types are listed on the right side of screen and can also be searched by name.

**NOTE:** A detailed listing of Expense Types may be found in the Concur Expense Types Guide. Not all Expense types listed for Employees are listed for Non Employees.

a. Click New Expense or the Expense name above to enter additional estimates.
6. Once an expense type has been selected and the dollar amount entered, they may be distributed to different funding’s by selecting **Allocate**. **Note:** This can be done on the Travel Request and the Expense Report.

   a. Check the expense that will be allocated.

   b. Click on **Allocate Selected Expenses**.

   c. Distribute the allocations by clicking either **Percent** or **Amount**.

   d. **Percent:** The system defaults the first cost assignment to 100%. Manually enter the correct percentage based on the funding from the department(s) sponsoring the trip and the total trip cost.

   e. **Amount:** The system will default to the total amount of the expense. Enter the amount to be paid based on funding from the department(s) sponsoring the trip and the total trip cost.
f. If additional funding lines are needed, select **Add New Allocation**.

![Allocation dropdown menu]

**Allocations**

<table>
<thead>
<tr>
<th>Allocate By: ▼</th>
<th>Add New Allocation</th>
<th>Delete Selected Allocations</th>
<th>Favorites ▼</th>
<th>Add to Favorites</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Percentage</td>
<td></td>
<td></td>
<td>□ Percentage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Logical System</td>
<td>Company</td>
<td>Cost Object Ty</td>
<td>Cost Object</td>
</tr>
<tr>
<td>100</td>
<td>RS2CLNT100</td>
<td>(754) Texas St...</td>
<td>CC</td>
<td></td>
</tr>
</tbody>
</table>

Total: $322.00 Allocated: $322.00

g. If the allocation breakouts will be used on other trips, you can save allocation settings for future use by selecting **Add to Favorites**, entering the name, then click **Save**.

![Add to Favorites dialog]

**Add to Favorites**

Enter Allocation Favorite Name: GAO staff fund

Save ✗ Cancel

h. A dropdown list of saved allocation settings will be produced under Favorites. See example below.

![Saved allocation settings]

i. Select **Save** once distribution is complete or **Cancel** to return to expense listing.
j. Once allocations are complete, the allocation symbol will appear next to the expense selected. The allocation distribution will appear when the cursor is placed over the symbol.

7. Once all expense estimates have been entered and allocations made, any attachments can be added (this includes the T-4 Form required for Foreign travel).
   a. Select the Attachments drop down, click Attach Documents.
   b. Click Browse.
8. Select the document from the browser window. **NOTE:** PDF documents are the preferred format for attachments as they are more browser friendly, you cannot attach Word Doc or Excel.
   a. Click **Open** to upload.

   ![Image of file explorer](image)

   - The attachment will be listed under Files Selected for uploading.
   **NOTE:** Up to 10 files may be selected and each file may not be more than 5MB.
   - If a receipt was added in error, click **Remove** to delete.

   b. Click **Upload** to add to SAP Concur.

   ![Receipt Upload window](image)

   c. Once upload is complete, Remove will change to Attached.

   ![Attached](image)

   d. Click **Close**.
9. Once the request is ready to be submitted into approval workflow, click **Submit Request**.

   - Once **Submit Request** is clicked, a submission confirmation pop-up will appear. Click **Accept & Submit**.

   - If there are any errors, an error message will appear, and the request cannot be submitted until the error is fixed. (See definition of error messages – a guide with these is in development.)

   - Submission is complete when the confirmation appears.

10. **Delete Request** may be selected if the request has not been submitted and is no longer needed.
How to Create a Guest Expense Report

**NOTE:** Expense Reports are no longer required for trips completed with no company billed items or $0.00 reimbursable expenses. Concur does not allow the submittal of a zero-dollar Expense Report, please view the [SAP Concur Expense: Close/Inactivate a Request](#) instructions.

1. **Select Requests** section.

2. A list of all Active Requests will appear. Approved Requests may be selected from the View drop-down menu to display requests that are ready for the Expense Report to be created.

3. **Approved Requests** will have Expense in the Action column. Click on **Expense** to start an Expense Report.

4. Information from the Travel Request will transfer to the Expense Report Header, changes may be made if needed.
5. A new section related to student travel, allocations, itinerary, and encumbrances will be required to be completed.

- **Are you an enrolled Student/or was one with you on this trip** - Used to report and stay in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act).
- **Have you changed the allocations from your original Request** – Is a new funding source being added or is the **percentage** of funding sources changing? If yes, this will cause the Expense Report to be routed to the Account Manager for approval.
- **Have you changed your itinerary from your original** – Did you change the destination? This may cause the Expense Report to be routed to the Account Manager for approval.
- **Is this you last Expense Report against this Request** - Answering Yes will generate an automated email to the traveler (and Proxy if they are a delegate) to close the Request. Closing the request will unencumber the remaining funds on the Request. Answering No will result in no action and leave the Request available for more Expense Reports.

a. All required fields marked with red must be completed before clicking **Next** to advance to the Expense tab.

b. If no action is to be taken on the Expense Report, select **Cancel**. If no information was changed or added, no Expense Report will be saved.
6. A popup message will appear for Meal and Lodging per diems.
   a. Answering **Yes** will allow an itinerary to be entered that will calculate per diems based on GSA.gov.
   b. Answering **No** advances to expense entry. No meal or lodging per diems will populate.

7. Proceed with itinerary entry for the trip that occurred.
   a. Enter New Itinerary Stop (Departure City, Date & Time and Arrival City, Date & Time) then **click Save**.
   b. If additional stops were made during the trip, they may be entered by selecting **Add Stop**. This is not required for non-direct flights with non-overnight layovers.

**NOTE**: If travel is Out of State or Foreign, the time entered will need to reflect the time zone of City/Country. If not, the following error message will display.

![Travel Allowance Error]

**c. After selecting **Next**, the Meal per diem breakdown will appear for all stops entered.**

**NOTE:** Check the corresponding box where a Business Meal occurred or if the meal was included in the conference registration. This will remove the meal from the per diem calculation.
8. Expense types are listed on the right side of screen and can also be searched by name or click **New Expense** to add additional expenses to be reimbursed. **NOTE:** Please review the [Concur Expense Types Guide](#) for detailed information on each expense type.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Vehicle-Mileage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Vehicle-Mileage-Alternate Rate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Transport/Shuttle</td>
<td></td>
<td></td>
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<tr>
<td>Taxis/rideShare</td>
<td></td>
<td></td>
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<tr>
<td>Tolls</td>
<td></td>
<td></td>
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<tr>
<td>Train/Rail</td>
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<td></td>
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<tr>
<td>Vehicle Rental</td>
<td></td>
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<tr>
<td>04. Meals (Non-Pet dine)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meal Alcoholic Beverages (with Attire)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Meals (with Attire)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group Meal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meal Per Diem Reduction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06. Incidental/Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AV Rental</td>
<td></td>
<td></td>
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<tr>
<td>Car Rental</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course/Shipping/Postage (&lt;$100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Incidental Office Supplies (&lt;$100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07. Communications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education Abroad/Meal/Cellular Phone</td>
<td></td>
<td></td>
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<tr>
<td>Internet/Online Fees</td>
<td></td>
<td></td>
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<tr>
<td>Telephone/Fax</td>
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<td>08. Fees</td>
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<tr>
<td>Bank Fees</td>
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<tr>
<td>Membership Fees</td>
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<tr>
<td>Passports/Visa Fees</td>
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<tr>
<td>09. Transportation</td>
<td></td>
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<tr>
<td>Airfare</td>
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<tr>
<td>10. Misc</td>
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<tr>
<td>Travel Expenses</td>
<td></td>
<td></td>
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<tr>
<td>Education Abroad Excursion Fees</td>
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<tr>
<td>Group Lodging</td>
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<tr>
<td>Lodging</td>
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<tr>
<td>TMC Booking Fees</td>
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<tr>
<td>02. Travel Expenses-Athletics</td>
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<td></td>
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<tr>
<td>Athletic Activity Entry Fees</td>
<td></td>
<td></td>
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<tr>
<td>Athletic Team Laundry</td>
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<tr>
<td>Athletic Tournament Entry Fees</td>
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</tbody>
</table>

**SAP Concur Expense:** Non-employee Travel
a. Selecting **Import Expenses** will display any direct billed expenses in your name as available expenses to be added to the Expense Report. (**Note:** this section will be updated after Concur is in production and Expenselt is functional for adding expenses/receipts.)

![Import Expenses](image1)

b. Check the box next to the expense item, select **Move**, Select **To Current Report** to add the transaction to the current Expense Report.

![Available Expenses](image2)

c. Each Expense Type will have unique required fields marked in red.

![Expense Type](image3)

d. Once all the required information has been entered you may click **Save**, **Itemize**, **Allocate**, **Attach Receipt** or **Cancel** at the bottom right-hand corner of the screen.

![Save Itemize Allocate Attach Receipt Cancel](image4)

i. **Save** will close the expense type and take you back to the summary page.

ii. **Itemize** will allow the user to itemize lodging expenses into the room rate, taxes, and other miscellaneous charges.

iii. **Allocate** allows the user to distribute the expense across multiple funding sources by percentage or dollar amount.

iv. **Attach Receipt** allows the user to attach the documentation for the reimbursement and is required for all expense types except meal per diem.

v. **Cancel** will exit the user out of the current expense type and take you back to the summary page.

**NOTE:** Document missing symbol ![Document Missing](image5) will appear for expenses that require documentation and will not allow the report to be submitted. Document attached ![Document Attached](image6) will appear once documentation is added.
9. Once all expenses and required information is entered, select **Submit Report**.

   a. A Final Review popup will appear. Click **Accept & Submit** as validation that all information is correct. **NOTE:** A Certification Statement is required when submitting on behalf of another user.

   b. A popup will appear once successfully submitted with a report overview.
   
   c. Click **Close** after this screen is reviewed.
d. If there are any errors that need to be corrected, this popup will appear.

○ Click **OK** to review list of Exceptions (error messages).

○ Click on the Exception to view the error message.

○ A popup will appear under the expense that needs to be corrected.

○ Once the correction has been made for all errors, click **Submit Report**.

If you have already clicked Create a New Expense Report at least once, check your Active Reports for any saved drafts. **NOTE:** When you exit the Expense Report a draft is saved and could affect the submittal of an Expense Report if multiple drafts are saved.