



Business Liaison Weekly Q&A

April 11, 2024

SAP Concur 



Critical Role of Business Liaison

- Primary quality control point
 - Validate funding/expense types
 - Verify expenses claimed are allowable under department/university policy
 - Provide comments/details needed for understanding and processing of expense
 - Ensure all receipts and required documentation are attached
 - Communicate important information to travelers and cardholders in your unit(s)

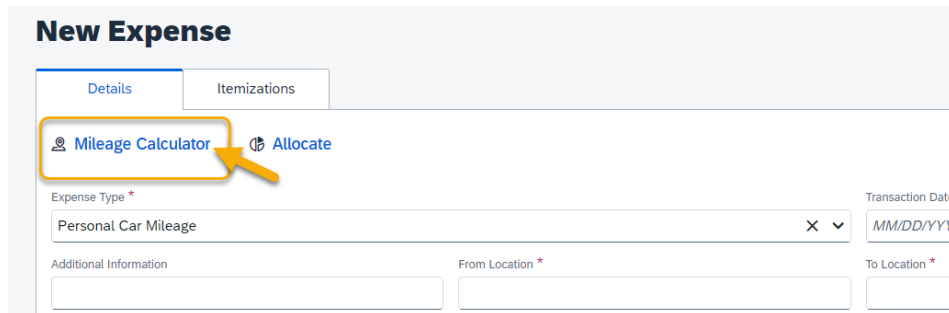


Topics Covered

- Mileage Calculator
- Student vs. Employee Travel
- E-Receipt adjustments
- How to adjust for personal expenses on card
- How to reduce expenses
- What to do if employee booked travel for another employee on their card
- Monthly Travel Requests and Reports
- How to book guest travel
- When to book student group travel with Anthony Travel

Mileage Calculator Requirements

- Travel Request
 - May enter mileage estimate, do not have to use mileage calculator
- Travel Expense Report
 - Must use mileage calculator to map and calculate expenses



The screenshot shows a web form titled "New Expense". At the top, there are two tabs: "Details" (selected) and "Itemizations". Below the tabs, there are two buttons: "Mileage Calculator" (with a person icon) and "Allocate" (with a document icon). The "Mileage Calculator" button is highlighted with a yellow box and a yellow arrow. Below the buttons, there are several input fields: "Expense Type *" with a dropdown menu showing "Personal Car Mileage", "Transaction Date" with a date picker showing "MM/DD/YYYY", "Additional Information" with a text input field, "From Location *" with a text input field, and "To Location *" with a text input field.

University Sponsored Student Travel

Student Type	Purpose of Travel	Process	Payment Type	Expense Type
Student Employee	Employment-related business	<ul style="list-style-type: none"> requires pre-trip travel request for each student employee expensed through Concur 	<ul style="list-style-type: none"> university card (central airfare card or card issued to traveler) traveler's personal card 	Employee Travel Expense Types (E25xx)
Student Consultant (Non-Employee)	On behalf of the University	<ul style="list-style-type: none"> follows department pre-trip travel procedures OOP expensed through eForms APV (must submit W-9) 	<ul style="list-style-type: none"> university card issued to faculty/staff in sponsoring department traveler's personal card 	Consultant Travel (E2793)
Student (Employee/Non-Employee)	Educational	<ul style="list-style-type: none"> follows department pre-trip travel procedures OOP expensed through eForms APV (must submit W-9) 	<ul style="list-style-type: none"> university card issued to faculty/staff in sponsoring department traveler's personal card 	Student/Trainee Travel (E5630)
Faculty-led Student Group	Educational	<ul style="list-style-type: none"> requires pre-trip travel request for faculty leading trip airfare booked through Anthony Travel following student group protocol expensed through Concur 	<ul style="list-style-type: none"> university card issued to faculty/staff in sponsoring department 	Faculty Led/Educational Student Travel (E2799)

Adjustments to E-Receipts

- E-Receipts feature auto imports information
- If transaction paid OOP and includes personal charge, two options

Option 1	Option 2
<ul style="list-style-type: none">• Save receipt to computer• Delete E-receipt in Concur under Available Expenses• Enter expense manually for lesser amount	<ul style="list-style-type: none">• Itemize receipt with personal amount expensed as Non-reimbursable /Personal Expense• Create 2nd expense for Personal Expense Reduction

Personal Expenses on University Card

- Itemize expense – personal amount expensed to Non-Reimbursable / Personal Expense

Travel Expense Report	Non-Travel Expense Report
<ul style="list-style-type: none">• Amount due to employee must be greater than personal expense, or use non-travel process• Create a 2nd entry for personal expense reduction• Personal expense (+/-) will automatically charge to default account	<ul style="list-style-type: none">• Personal expense (+/-) will automatically charge to default account• Must collect amount from employee and deposit it back to the default account using object code E3997

Reducing / Limiting Expenses – Mileage

- Personal Car Mileage
 - Use mileage calculator to enter all mileage at the regular rate
 - Add Personal Car Mileage Reduction amount

Example: Traveled 150 miles

$150 \times \text{current rate (63.5 cents/mile)} = \95.25

If limited to 20 cents/mile enter a \$-65.25 reduction

Airfare vs Mileage Reduction

- Use Cost Comparison worksheet on Concur Travel site
- Use mileage calculator to calculate route
- Use Personal Car Mileage Reduction expense type to limit amount

Traveler Name: Willie Wildcat

Airfare Amount – Estimated Cost for Business Date of Travel		
Description	Miles	Amount
Airfare Quote Amount <i>(must attach quote)</i>		\$350.00
Airport Parking/Tolls Amount		\$ 10.00
Baggage Fee Amount		\$40.00
Distance To/From Departure Airport Amount	20	\$ 13.10
Local Transportation Amount <i>(cost to/from airport to business destination)</i>		\$ 60.00
TOTAL AIRFARE AMOUNT		\$473.10

Mileage Amount		
Description	Miles	Amount
Total Number of Miles <i>(use Concur mileage calculator)</i>	763	\$499.77
Business Location Parking Amount		\$40.00
Toll Amount		\$5.20
TOTAL MILEAGE AMOUNT		\$ 544.97

Comparison Amount	
Description	Amount
Total Airfare Amount	\$473.10
Total Mileage Amount	\$ 544.97
DIFFERENCE <i>(include mileage reduction on report if result is negative)</i>	\$71.87

Reducing / Limiting M&IE

Travel Allowance Option

- Mark meals that are not budgetarily reimbursable to limit amount

Meal Per Diem Reduction Option

- Enter a lump sum reduction using Meal Per Diem Reduction expense type

Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days pany policy guidelines.

View: [Adjustments](#) [Show Filters](#)

Date/Location	Exclude Day	Breakfast	Lunch	Dinner		
All Days Dates: 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Mon, 04/08/2024 Raleigh, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
Tue, 04/09/2024 Raleigh, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$187.50 \$0.00
Wed, 04/10/2024 Raleigh, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00 \$0.00
					Total:	\$375.00 Total: \$0.00

Breakfast	Lunch	Dinner
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



Reducing / Limiting Expenses - Other

- Enter the reduced or limited reimbursement amount in the “Amount” field of the Out-of-Pocket expense
- Note in comments expense is being reduced
- For hotels, if only reimbursing 1 of 3 nights, make adjustment in the itemization by only indicating on day of hotel stay



Other Employee Travel Expense Charged in Error

- Employee travel expenses must be paid out of pocket by the employee or through an approved university purchase method.
 - Approved Methods
 1. On a university card issued directly to employee traveler.
 2. Airfare booked through Concur/Anthony charged to university central card.
 3. Travel event registration paid direct payment or on any university card.
- If happens in error, expense to Other Employee Travel Expense Charged in Error, add employee(s) as attendee and note Travel Request ID.



Monthly Travel Requests/Reports – Bringing Border Cities Back

- Mileage only in-state or border city travel, including parking and tolls, does not require an approved travel request. A pre-trip travel request is required for overnight in-state or border city travel or extended day travel in which the employee is eligible to and is claiming M&IE. A monthly blanket travel request will be accepted for multiple business trips with the same business purpose for the period month (i.e. January 1st-January 31st). These requests may include business expenses incurred during in-state travel for this purpose. Trips related to a different business purpose must be placed on their own travel request. A border city is defined as any location within 100 miles of the Kansas border.



Monthly Travel Requests

Tips:

- Enter a city in the area most traveled as the primary destination.
- **Do not** use travel allowance on monthly request even if meals will be reimbursed.
- Enter estimated personal mileage totals.
Do not use mileage calculator.



Monthly Expense Report

- Enter a travel allowance itinerary for each trip period within the month.
- Use mileage calculator to record each trip period within the month separately.
- Recommend using mobile app so travelers can record information as they travel for best tracking.



Booking Guest Travel

- Examples of guests:
 - Non-employee students/students traveling for educational purposes
 - Guest speakers/lecturers
 - Interview Candidates
- Book directly with vendor or through 3rd party of your choice (per policy). Anthony Travel is for Employee and University Sponsored Student Group Travel only.



Student Group Travel through Anthony

- Must be university-sponsored/paid directly by the department facilitating
- Anthony will primarily coordinate airfare but can also coordinate hotels and rental vehicles.

Questions?

