Concur Travel and Expense

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Concur Travel and Expense

What is Concur?

UCONN will be deploying SAP Concur, a cloud-based Travel & Expense management software application. Concur allows for business travelers to capture their entire trip in one single application from the travel pre-approval, travel booking, and expense reimbursement.

UCONN will be deploying the following modules:

- **Request**: module used to seek pre-approval for travel.
- **Travel**: Concur’s online booking tool.
- **Expense**: module used to record business expenses – includes out-of-pocket expenses as well as University Card products (Travel Cards and Pro-Cards)
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Take A Look Around!

https://www.youtube.com/watch?v=DzU5yp8pl_E
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Concur Request

The Request module in Concur can be used to request pre-approval for travel as well as register you for Duty of Care.

In addition, this module will be used to obtain the following:

- **Guest Travel Bookings**: University employees will be able to request pre-approval for guest travel via Concur. Once approved, the employee will call Key travel to book on behalf of the guest.

- **Bradley Parking Pass**: automated notification to Travel team upon approved Travel Request

- **Cash Advances**: rules and amount limitations will be configured into Concur to ensure amounts requested are in line with UCONN’s travel policy
Concur Request – Duty of Care
The final important piece of the request module is functionality related to Duty of Care.  

- Duty of Care enables UCONN to know where employees and students will be traveling to, and in the case of an emergency, communicate with travelers to ensure their safety and/or provide safety instructions

- The location of the traveler can be determined in a variety of ways:
  - Based on the dates/times/locations entered on the pre-approval request.
  - Based on the uploaded itinerary from a traveler who booked outside the system
  - Based on the employee initiating a “ping” in Concur to alert the system to their current location.
Concur Travel
The Concur solution provides employees a commercial look and feel to book pre-approved travel directly online. This process is backed by the travel management company, Key Travel. Concur, with the help of Key Travel, will provide:

- A broad inventory of global booking options for airfare, hotels, car rentals, and rail travel
- Reports and real-time information to guide informed travel decisions
- Travel planning that ensures employees are compliant with University policy
- Mobile applications which provides a streamlined travel experience
- 24/7 customer service utilizing Key Travel employees for complex travel bookings as well as emergencies while travelling.
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Concur Expense
Concur’s Expense module will be used for entry and approval of all expense reports. With the use of “Audit Rules” travelers and approvers will be notified of potential issues when completing and reviewing expense reports.

Key Highlights of Concur Expense include:
• Daily interface with University Card provider, importing all expenses into Concur for processing and enhanced transparency.
• T&E Policy enforcement – Concur can identify when receipts are required, when limits have been exceeded, etc.
• Electronic Receipt Capture – Simply take a picture of a receipt and upload it to the expense report.
• Automated Workflow – Expense reports are routed based on employee profile and specific report criteria.
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**Travel Card (T-Card) Program**

As part of the Concur implementation, UConn will be administering a new Travel Card (T-Card) program.

**Key Highlights of the T-Card Program include:**

- The travel card program will be company bill company pay and linked to the traveler’s profile.

- T-Cards will be issued to University faculty and staff when approved by a dean, director, or department head.

- A direct feed from JPMC to Concur will allow travelers to see their T-Card transactions on a daily basis and easily apply them to expense reports. One expense report will be submitted per trip.

- P-Cards will remain in place and will also be integrated into Concur with a module called Company Billed Statements. Some faculty and staff may be responsible for two separate cards: one for purchasing and one for travel.
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Purchasing Card (P-Card) Program
In addition to T-Cards, the P-Card program will also be reconciled and approved within Concur, starting in Q1 of calendar year 2020 (January). This is known as Company Billed Statements (CBS).

Key Highlights of Company Billed Statements (CBS) include:

• P-Card transactions will come into Concur on a Company Billed Statement Report for the P-Card holder daily. Reconciliation/allocation can be done on a daily basis, however, submission of the statement for approval by the FO can only be done (X) days after the statement closes.

• Currently, P-Card transactions come into KFS daily where the reconciler can reclassify the transaction and submit for FO approval immediately.

• P-Card charges will not be posted to the GL until the statement has been fully approved in Concur and processed into KFS.
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Project Timeline

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- System Configuration
- Integration Development
- Travel Policy Review and Revisions
- User Acceptance Testing
- Initial Go-Live
- Full Campus Rollout
- Project Rollout
- End User Training
- Change Management
- Today

Project Kick Off
Thank you for your time and attention!

Questions?

Contact Us Through Our Project Mailbox:
Travel.Project@uconn.edu