

# BronchoTravel Concur Request, Travel & Expense



UNIVERSITY OF CENTRAL OKLAHOMA

# UCO Travel Compliance Team

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# Overview of Training



- What is Concur?
- Travel Card
- Creating a Profile  
Concur Mobile
- Concur:  
Request  
Travel  
Expense  
Triplt



# What is Concur?

Concur is the Request, Travel, and Expense system used to encumber travel funds, book flights for University business, reconcile Travel Card charges, and submit travel related reimbursements.



# Travel Card

The Individual Travel Card will be used to pay for all travel related expenses. Items that are rate based such as meals, mileage, and private lodging will be paid out of pocket and reimbursed.

These expenses include, but not limited to:

- Airfare through UCO's contracted travel agent (Travel Inc.)
- Hotels
- Registration
- Baggage fees
- Local transportation (State only allows for a maximum 15% gratuity)
- Rental Car




# BronchoTravel Homepage

SAP Concur

RequestsTravelExpenseApprovalsApp Center

Help

Profile

 UNIVERSITY OF  
Central Oklahoma

Hello, Lora

+

New

00  
Required  
Approvals

00  
Authorization  
Requests

03  
Available  
Expenses

00  
Open  
Reports

TRIP SEARCH



**WARNING**-Holding multiple reservations for same routing or times or making multiple airline changes is considered an illegal booking practice by the airlines. This can result in additional fees billed to your credit card at a later date.

Mixed Flight/Train Search

Round TripOne WayMulti City

From

Departure city, airport or train station

Find an airportSelect multiple airports

To

Arrival city, airport or train station

Find an airportSelect multiple airports

Depart

departMorning±3

Return

departMorning±3

☐ Pick-up/Drop-off car at airport

☐ Find a Hotel

Search by

Price

☐ Specify a carrier

☐ Refundable only air fares

☒ Flights w/ no double connections

Search



**Simplified expense reporting.**  
Connect your favorite apps to have receipts sent directly to Concur.

i

x

Connect

COMPANY NOTES

WELCOME to BronchoTravel!  
Contact the UCO Travel Compliance Office at [travel@uco.edu](mailto:travel@uco.edu) or [405-974-3737](tel:405-974-3737) with any questions.

TRAINING RESOURCES  
Find the training resources you need on the [UCO Travel Compliance Office website](#). Sign up for instructor-led training in the [Learning Center](#).

Read more

MY TASKS

00  
Required Approvals →

Great! You currently have no approvals.



03  
Available Expenses →

04/25 OUPLIAUIIKH AHUALIEH  
BGN 6.60

03/31 MARSHALLS  
\$80.35

11/15 THE LOCAL  
\$55.74

00  
Open Reports →

You currently have no open reports.



 UNIVERSITY OF CENTRAL OKLAHOMA

# Creating a Profile

SAP Concur

RequestsExpenseApprovalsApp Center

Help

UcoUNIVERSITY OF Central Oklahoma

00

00

00

01

Hello, Lora

New

Requ

Appr

Lora Ann Sweet

Profile Settings | Sign Out

Acting as other user

Choose a user

Cancel | Start Session

COMPANY NOTES

WELCOME to BronchoTravel!  
Contact the UCO Travel Compliance Office at [travel@uco.edu](mailto:travel@uco.edu) or [405-974-3737](tel:405-974-3737) with any questions.

TRAINING RESOURCES  
Find the training resources you need on the [UCO Travel Compliance Office website](#). Sign up for instructor-led training in the Learning Center.

MY TASKS

00 Required Approvals →

00 Available Expenses →

01 Open Reports →

Great! You currently have no approvals.

You currently have no available expenses.

01/29 test  
\$3,059.70

SAP

Processor Privacy Statement

SAP Concur



SAP Concur

Requests

Travel

Expense

Approvals

Reporting

App Center

Administration

Help

Profile

Profile

Personal Information

Change Password

System Settings

Concur Mobile Registration

Travel Vacation Reassignment

Your Information

Personal Information

Company Information

Contact Information

Email Addresses

Emergency Contact

Credit Cards

Travel Settings

Travel Preferences

International Travel

Frequent-Traveler Programs

Assistants/Arrangers

Request Settings

Request Information

Request Delegates

Request Preferences

Request Approvers

Favorite Attendees

Expense Settings

Expense Information

Expense Delegates

Expense Preferences

My Profile - Personal Information

Jump To:

Personal Information

Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked[Required] and [Required\*\*] (validated and required) must be completed to save your profile.

Change Picture

Important Note

Your Name and Airport Security:

Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title

First Name

Middle Name

Nickname

Last Name

Suffix

Sarah

Louise

Castleberry

Company Information

Go to top

Employee ID

20002759

Manager

Org. Unit/Division

Employee Position/Title

David Young

Save

The complete name should match your government issued photo ID. If name is incorrect, please contact Human Resources to update your information in Banner.



# Important!

Your @uco.edu will automatically be uploaded into the BronchoTravel system, but you must verify your email address within the system first.

Once you verify, you will be able to forward any electronic receipts to [receipts@concur.com](mailto:receipts@concur.com). They will then be displayed in the Available Receipts in Expense. It also enables itinerary information to be sent [plans@concur.com](mailto:plans@concur.com).

The screenshot displays two sections of a web form. The top section, 'Contact Information', contains fields for Work Phone, Home Phone, Work Extension, Work Fax, 2nd Work Phone/Remote Office, Pager, Other Phone, Mobile Phone Country/Region, and Mobile Phone. A red arrow points to the Home Phone field, which is marked as required. Below these fields is a 'Save' button. The bottom section, 'Email Addresses', includes a message 'Please add at least one email address.' and several links: 'How do I add an email address?', 'Travel Arrangers / Delegates', 'Why should I verify my email address?', and 'How do I verify my email address?'. Below the links is a table with columns: Email Address, Verification Status, Verify, Contact?, and Actions. A red arrow points to the 'Verify' column. The table contains one entry for 'scastleberry1@uco.edu' with a 'Verified' status. An 'Add an email address' button is located to the right of the table.

**Contact Information** [Go to top](#)

Work Phone[Required\*\*] 405-974-2497 Work Extension Work Fax 2nd Work Phone/Remote Office

Home Phone[Required\*\*] 580-235-2949

Pager Other Phone

Mobile Phone Country/Region Mobile Phone

**\*\*You must specify either a home phone or a work phone.**

[Save](#)

**Email Addresses** [Go to top](#)

Please add at least one email address.

[How do I add an email address?](#)

[Travel Arrangers / Delegates](#)

[Why should I verify my email address?](#)

[How do I verify my email address?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 scastleberry1@uco.edu	Verified	Verify Disable Verification	Yes	<a href="#">✎</a>

1. Fill in the [Required] information (work phone and home phone).
2. Click Verify, you will be sent an email with a code that you will copy and paste into the box provided (not on the example), then click "ok".
3. Click Save.



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## Travel Preferences

[Go to top](#)

### Eligible for the following discount travel rates/fare classes

☐ AAA/CAA ☐ Government ☐ Military ☐ Senior/AARP

### Air Travel Preferences ?

Seat

Don't Care

Seat Section

Don't Care

Special Meals

Regular Meal

Ticket Delivery

E-ticket when possible

Preferred Departure Airport ?

Other Air Travel Preferences

Medical Alerts

### Hotel Preferences

Room Type

Don't Care

Smoking Preference

Don't Care

☐ Foam pillows

☐ Rollaway bed

☐ Crib

Message to Hotel Vendor ?

### I prefer hotel that has:

☐ a gym ☐ a pool ☐ a restaurant ☐ room service ☐ Early Check-in

### Accessibility Needs

☐  Wheelchair access ☐ Blind accessible

### Car Rental Preferences

Car Type

Any Car Class

Smoking Preference

Don't Care

Car Transmission

Automatic

☐ In-car GPS system

Message to Car Rental Vendor ?



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Unused Tickets

Southwest Ticket Credits

+ Add Ticket Credit

TSA Secure Flight

The Transportation Security Authority (TSA) requires us to transmit information collected from you. Providing information is required. If it is not provided, you may be subject to additional screening or denied transport or authorization. TSA may share information you provide with law enforcement or intelligence agencies or others under its records notice. For more on TSA privacy policies or to view the records notice and the privacy impact assessment, see the TSA's web site at [WWW.TSA.GOV](#).

Gender **[Required]** Date of Birth (mm/dd/yyyy) **[Required]** DHS Redress No. TSA Pre Known Traveler Number

☐ Male ☐ Female

International Travel: Passports and Visas 

Go to top

Adding your passport information to your profile will allow us to include it in your reservations. Having this information in your reservation can make international travel a little easier.

Passports 

+ Add a Passport

☐ I do not have a passport

International Visas 

+ Add a Visa

Save

Assistants and Travel Arrangers 

Go to top

Please select the individuals within your organization that you would like to give permission to perform travel functions for you.

☐ Refuse Self Assigning Assistants

Your Assistants and Travel Arrangers 

+ Add an Assistant

You currently have no assistants defined.

Save

Credit Cards 

Go to top

You currently have the following credit cards saved with your profile.

Credit Cards 

Go to top

You currently have the following credit cards saved with your profile. 

+ Add a Credit Card

You currently have no credit cards saved.

Save



SAP Concur

RequestsExpenseApprovalsApp Center

Help

Profile

ProfilePersonal InformationChange PasswordSystem SettingsConcur Mobile Registration

Your Information

[Personal Information](#)[Company Information](#)[Contact Information](#)[Email Addresses](#)

Request Settings

[Request Information](#)[Request Delegates](#)[Request Preferences](#)[Request Approvers](#)[Favorite Attendees](#)[International Travel](#)

Expense Settings

[Expense Information](#)[Expense Delegates](#)[Expense Preferences](#)[Expense Approvers](#)[Favorite Attendees](#)

Other Settings

[System Settings](#)[Connected Apps](#)[Concur Connect](#)[Change Password](#)[Concur Mobile Registration](#)

Request Information

SaveCancel

User Group

UCO

Reimbursement Currency

US, Dollar

Traveler Type

1-Faculty/Staff

Vehicle Tag #

Org

(021289) Administration Employee I

Fund

(313021) Administration Employee I

Program

(62000) General Administration

Activity

The logo of the University of Central Oklahoma, featuring the letters 'UCO' in a stylized, blocky font with a blue and yellow color scheme.

UNIVERSITY OF CENTRAL OKLAHOMA

# How to Add a Delegate to Your Profile

Delegate: Able to perform work on behalf of other employees; however, they **cannot submit** Expense reports on behalf of the employee.

The screenshot displays the SAP Concur user interface. At the top, there's a navigation bar with links for Requests, Expense, Approvals, Reporting, and App Center. Below this, a sub-navigation bar includes Profile, Personal Information, Change Password, System Settings, and Concur Mobile Registration. The main content area is titled 'Profile Options' and instructs users to select an option to customize their profile. The left sidebar lists various settings categories: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses), 'Request Settings' (Request Information, Request Delegates, Request Preferences, Request Approvers, Favorite Attendees, International Travel), 'Expense Settings' (Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Favorite Attendees), 'Other Settings' (System Settings, Connected Apps, Concur Connect, Change Password, Concur Mobile Registration), and 'Reporting Settings' (Reporting Budget, Notification Settings). A red arrow points to 'Request Delegates' in the 'Request Settings' category. The main content area shows the 'Expense Delegates' section, which states: 'Delegates are employees who are allowed to perform work on behalf of other employees.'



SAP Concur

[Requests](#)
[Expense](#)
[Approvals](#)
[Reporting](#)
[App Center](#)

[Help](#)

[Profile](#)

[Personal Information](#)
[Change Password](#)
[System Settings](#)
[Concur Mobile Registration](#)

Your Information

[Personal Information](#)
[Company Information](#)
[Contact Information](#)
[Email Addresses](#)

Request Settings

[Request Information](#)
[Request Delegates](#)
[Request Preferences](#)
[Request Approvers](#)
[Favorite Attendees](#)
[International Travel](#)

Expense Settings

[Expense Information](#)
[Expense Delegates](#)
[Expense Preferences](#)
[Expense Approvers](#)
[Favorite Attendees](#)

Other Settings

[System Settings](#)
[Connected Apps](#)
[Concur Connect](#)
[Change Password](#)
[Concur Mobile Registration](#)

Reporting Settings

[Reporting Budget](#)
[Notification Settings](#)

Request Delegates

Delegates

Delegate For

Add

Save

Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
No records found.								

SAP

SAP Concur

1. Click Add, then search person to be set up as your delegate.
2. Click Add next to delegate name.
3. Check the boxes of the permissions you are allowing.
4. Click Save



## Your Information

[Personal Information](#)  
[Company Information](#)  
[Contact Information](#)  
[Email Addresses](#)  
[Emergency Contact](#)  
[Credit Cards](#)

## Travel Settings

[Travel Preferences](#)  
[International Travel](#)  
[Frequent-Traveler Programs](#)  
[Assistants/Arrangers](#)

## Request Settings

[Request Information](#)  
[Request Delegates](#)  
[Request Preferences](#)  
[Request Approvers](#)  
[Favorite Attendees](#)

## Expense Settings

[Expense Information](#)  
[Expense Delegates](#)  
[Expense Preferences](#)  
[Expense Approvers](#)  
[Favorite Attendees](#)

## Other Settings

[E-Receipt Activation](#)  
[System Settings](#)  
[Connected Apps](#)  
[Concur Connect](#)  
[Change Password](#)  
[Travel Vacation Reassignment](#)  
[Concur Mobile Registration](#)  
[I'm Assisting...](#)

# Concur Mobile

Manage your expenses and business travel on your mobile device.

To get started, enter your email address below and we will send you a link to download the app.

[Get Started](#)

Or, review your sign-in details:

To sign in to the Concur Mobile app, simply tap on "Company Code Sign In" after downloading the Concur Mobile app and enter your company code. Then follow the instructions per your company procedure for single sign on.

**Company Code:** KPGYN9

Alternatively, you can use your Concur username and a Concur Mobile PIN.

Enter a new Concur Mobile PIN in the fields below to setup a new one.

**Concur Username:** scastleberry1@uco.edu

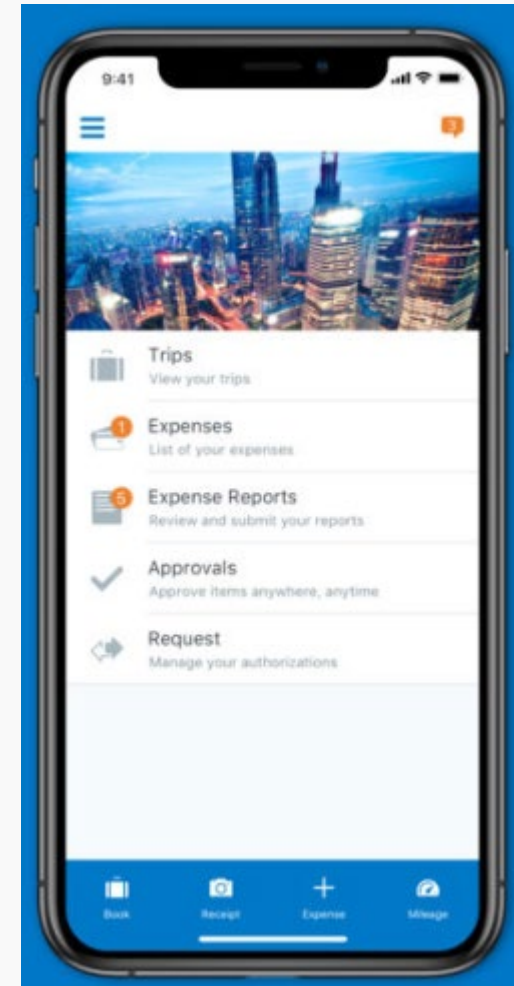
Create PIN:

PIN may be letters, numbers and special characters such as !, \$, or # but no spaces

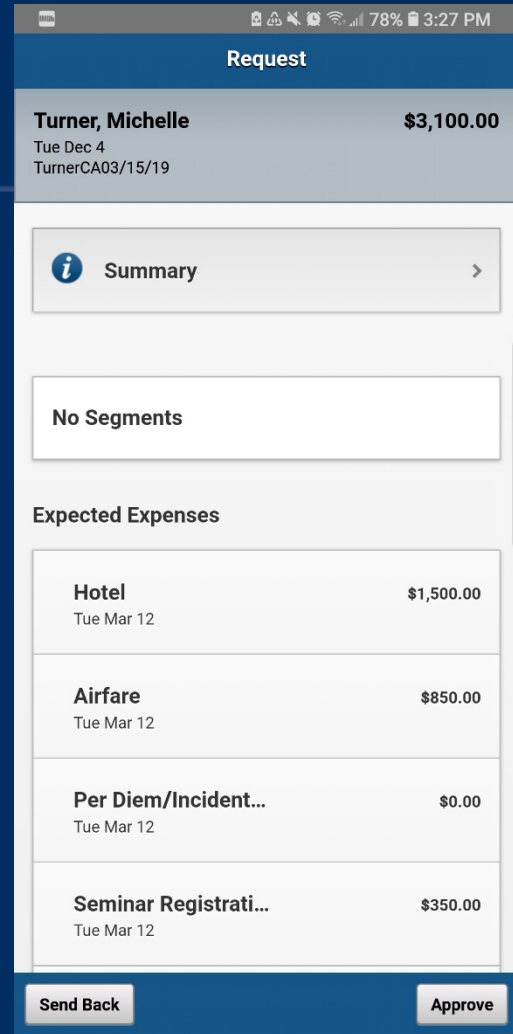
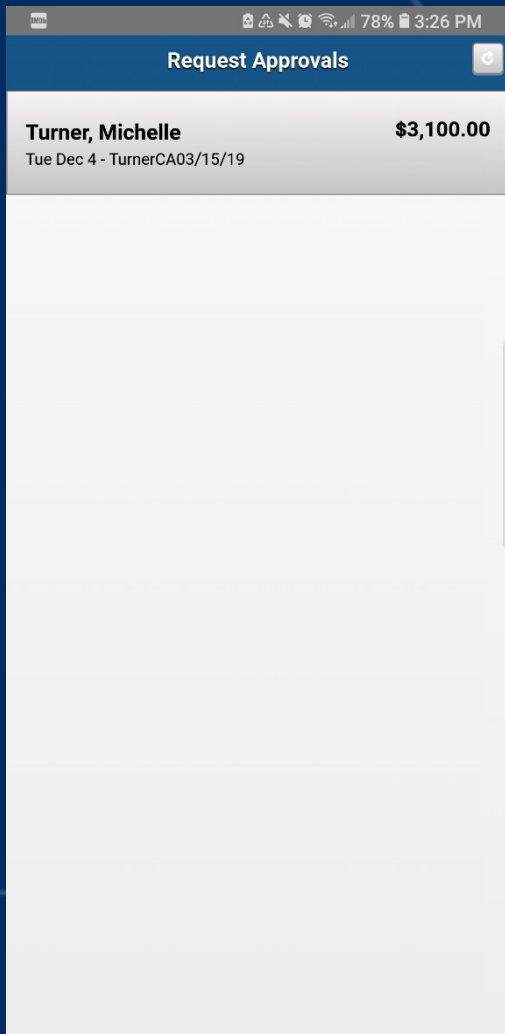
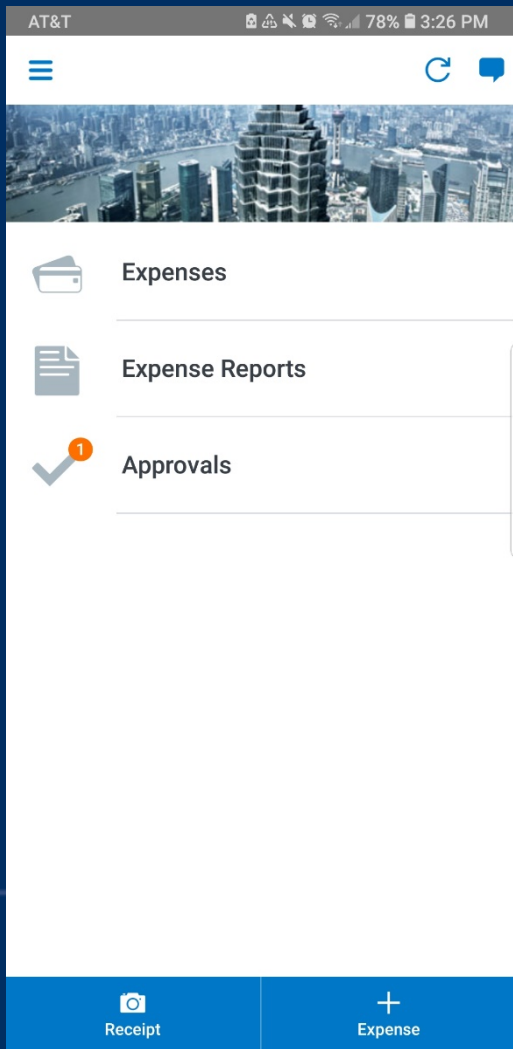
Retype PIN:

[Set Concur Mobile PIN](#)

Download our free mobile app



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Approve

Are you sure you want to approve this Request?

✓ Approve

✕ Cancel

This is a mobile app screenshot showing a confirmation dialog box titled "Approve". The dialog asks "Are you sure you want to approve this Request?". There are two buttons: "Approve" with a checkmark icon and "Cancel" with an 'x' icon. The status bar at the top shows 78% battery and 3:28 PM.

- Either Approve or Return to Traveler
- If returning to Traveler a comment is required.

Send Back


Enter Comment (required)



Send Back

Cancel

This is a mobile app screenshot showing a "Send Back" dialog box. It prompts the user to "Enter Comment (required)". There is a text input field above two buttons: "Send Back" with a checkmark icon and "Cancel" with an 'x' icon. The status bar at the top shows 78% battery and 3:27 PM.

# Request

SAP Concur  Requests Expense Approvals App Center

Help  Profile 

Manage Requests **New Request** Quick Search

Request Cancel Save Print / Email Delete Request Submit Request Status: Not Submitted

Request Name:  
Event Name/Nature of Official Business:

Request Header Expenses Approval Flow Audit Trail

Traveler Type  Official Duty Station Address

Request Name  Trip Type  Trip Purpose

Event Name/Nature of Official Business  Business Travel Start Date  Business Travel End Date  Destination City  Destination Country

Does this trip include personal travel?  Start Date of Personal Travel (MM/DD/YYYY)  End Date of Personal Travel (MM/DD/YYYY)  Comments

Org  Fund  Program  Activity

- In the Request Header section, enter the appropriate values for each field, noting that required fields contain the red bar.
- Request Name: last name, state/country traveling to, date you are returning.
- Do not submit until Expenses (estimate) are 100% complete.
- Travel Authorizations “TA” is now known as Request.



SAP Concur

Requests

Expense

Approvals

App Center

Help

Profile

Manage Requests

New Request

Quick Search

Request 337Q

Attachments

Print / Email

Delete Request

Submit Request

Status: Not Submitted

Request Name:

Event Name/Nature of Official Business:

Request Header

Expenses

Approval Flow

Audit Trail

+ New Expense

Date	Expense Type	Amount	Requested

TOTAL AMOUNT

\$0.00

TOTAL REQUESTED

\$0.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Hotel/Lodging Expenses

02. Transportation

03. Personal Car Mileage

09. Other

Hotel

Airfare

Mileage Reduction

Conference Registration/Fees

Hotel - Private Lodging

Car Rental

04. Meal Per Diem - Individual Meals

Miscellaneous

Incidentals

Ground Transportation

Meal Per Diem - Multiple Destinations

Laundry

Parking

Meal Per Diem - Single Destination

Train

Per Diem Reduction

- On the left side of the screen, you will see the estimated expenses established within the Expenses tab. The right side of the screen allows you to add additional estimated expenses.



# Request 337X

[Attachments ▾](#)[Print / Email ▾](#)[Cancel Request](#)[Submit Request](#)

Request Name: Testing123

Event Name/Nature of Official Business: Just a test

Status: Sent Back to User

Amount: \$0.00

[Request Header](#)[Expenses !\[\]\(82ace3c1cdce20e5f8670b9f0a4207cd\_img.jpg\)](#)[Approval Flow](#)[Audit Trail](#)[+ New Expense](#)[Delete](#)[«](#)

<input type="checkbox"/> Date	Expense Type	Amount	Requested
-------------------------------	--------------	--------	-----------

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Hotel/Lodging Expenses

02. Transportation

03. Personal Car Mileage

09. Other

Hotel

Airfare

Mileage Reduction

Conference Registration/Fees

Hotel - Private Lodging

Car Rental

04. Meal Per Diem - Individual  
Meals

Miscellaneous

Laundry

Ground Transportation

Meal Per Diem - Multiple  
Destinations

Division Documentation

Parking

Train

Meal Per Diem - Single  
Destination

Per Diem Reduction

TOTAL AMOUNT  
\$0.00

TOTAL REQUESTED  
\$0.00



UNIVERSITY OF CENTRAL OKLAHOMA

Request 337X

Request Name: Testing123  
Event Name/Nature of Official Business: Just a test

Attachments Print / Email Cancel Request Submit Request

Status: Sent Back to User  
Amount: \$0.00

Request Header Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
	<div>Expense Type</div> <div>Hotel</div>	<div>Business Travel Start Date</div> <div>02/05/2019</div>	<div>Business Travel End Date</div> <div>02/08/2019</div>
	<div>Destination City</div> <div>Orlando (Airport - MCO), Orlando, Florida</div>	<div>Expected Payment Type</div> <div>Reimbursable</div>	<div>Total Amount Including Taxes and Fees</div> <div>0.00 USD</div>
	<div>Over GSA Limit Justification?</div> <div></div>	<div>UCO Individual Travel Card</div>	
		University Paid (PO, PCard)	

- Enter the estimated amount of each expense that you will be requesting.
- There is a new drop down box called Expected Payment Type that will list how the expense will be paid for.
- Note: All expenses requested will be encumbered once fully approved.



# Allocating Expenses

The Allocation feature allows you to allocate expenses to the appropriate Org. You can allocate to any Org by single, multiple, or all expense lines. You can also split charges to multiple accounts.

Note: By default, all expenses will be charged to the Org that is entered in the Request Report Header.



# To Allocate Expenses:

Enter all expenses before beginning Allocation.

- For a single allocation, select Allocate located in the lower right corner.
- To allocate multiple lines click the check boxes next to the items that you will be allocating.

The screenshot displays the SAP Concur 'Request 337F' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. The main header shows 'Request 337F' with buttons for 'Attachments', 'Print / Email', 'Delete Request', and 'Submit Request'. Below the header, the 'Request Name' is 'Event Name/Nature of Official Business:'. The 'Request Header' tab is active, showing a table of expenses:

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 02/02/2019	Laundry	\$300.00	\$300.00
<input type="checkbox"/> 02/02/2019	Hotel	\$1,000.00	\$1,000.00

At the bottom of the interface, the 'TOTAL AMOUNT' is \$1,300.00 and the 'TOTAL REQUESTED' is \$1,300.00. A red arrow points to the 'Allocate' button in the bottom right corner, next to 'Save' and 'Cancel' buttons.




1. Select all expenses on the report by clicking in the check box to the left of the Date column, or click the check box for individual expenses, if allocating individual expense items to different orgs.
2. Click Allocate Selected Expenses

Allocations for Request : 0 ☐ x

---

Request List

Allocate Selected Expenses Clear Selections Summary

Select Group \* 

<input type="checkbox"/> Date ▼	Expense Type	Group	Amount
<input type="checkbox"/> 02/02/2019	Laundry		\$300.00
<input checked="" type="checkbox"/> 02/02/2019	Hotel		\$1,000.00

Allocations Total:\$1,000.00 Allocated:\$1,000.00(100%) Remaining:\$0.00(0%)

Allocate By: ▼ Add New Allocation Delete Selected Allocations Favorites ▼ Add to Favorites

<input type="checkbox"/> Percentage	* Org	* Fund	* Program	Activity	Code
-------------------------------------	-------	--------	-----------	----------	------



4. Allocate by Percentage or Dollar Amount. If allocating to more than one Org or account, click Add New Allocation

Allocations

Total:\$3,059.70   Allocated:\$3,059.70 (100%)   Remaining:\$0.00 (0%)

Allocate By: ▾

Add New Allocation

Delete Selected Allocations


Favorites ▾


Add to Favorites

<input type="checkbox"/>	Percentage	* Org	* Fund	* Program	Activity	Code
<input type="checkbox"/>	100	(010005) Phot...	(100000) Educ...	(10000) Gener...		-010005-100000...

5. Click Save, then click Done. If entered in by dollar amount, the amount will be automatically converted to a percentage when saved.

Notes: If allocating multiple expenses, the airfare MUST be allocated last.

SAP Concur  Requests Expense Approvals App Center

Help  Profile


Manage Requests New Request Quick Search


## Request 337F



Request Name:  
Event Name/Nature of Official Business:



Attachments Print / Email Delete Request Submit Request



Status: Not Submitted  
Amount: \$1,300.00



Request Header  Expenses **Approval Flow** Audit Trail







Supervisor Approval:  
Turner, Michelle L.    
(this step may be skipped)

Next Level Supervisor Approval:  
Castleberry, Sarah L.    
(this step may be skipped)

Financial Manager Approval:  
 

International Approval:  
Test, Int'l Approver    
(this step may be skipped)

VP Approval:  
Neuhold, Patti  

Travel Office Approval:  
 

- Allows you to see where the request is in the approval process.
- Will include the Financial Managers of the all Orgs that the travel will be coming from. Financial Managers will not populate until after the supervisors approve.





Manage Requests

New Request

Quick Search

## Request 337F

Attachments ▾

Print / Email ▾


Delete Request

Submit Request

Status: Not Submitted

Request Name:

Event Name/Nature of Official Business:

Request Header 

Expenses

Approval Flow

Audit Trail

## Request Level

Date/Time

Updated By

Action

Description

## Entry Level

Date/Time

Updated By

Action

Description

## Segment Level

Date/Time

Updated By

Action

Description

If an approver has made a comment or request for correction, it will be documented here for the traveler.



# Travel

SAP Concur

RequestsTravelExpenseApprovalsApp Center

HelpProfile

TravelTrip LibraryTemplatesTools

WARNING-Holding multiple reservations for same routing or times or making multiple airline changes is considered an illegal booking practice by the airlines. This can result in additional fees billed to your credit card at a later date.

Mixed Flight/Train Search

Round TripOne WayMulti City

From

Departure city, airport or train station

Find an airportSelect multiple airports

To

Arrival city, airport or train station

Find an airportSelect multiple airports

Search

Show More

Company NotesUpcoming TripsTrips Awaiting ApprovalRemove Trips

Concur Travel Live Training and Tips - [Click Here](#)

Concur Expense & Request Questions - [Contact Broncho Travel Compliance Team at 405-974-3737 / Email: travel@uco.edu](#)

Concur Travel Technical Support - [Call Travel Inc. Online Technical Support at 866-738-6444](#)

Book Reservations via a Travel Consultant - [Contact Travel Inc. Consultant Team at 800-237-1248 / Email: tampa@travelinc.com](#) (\*\*Please book online whenever possible to save cost on fees \$20 Call In fee versus \$5 Online fee\*\*)

For Complete Travel Program Information - [Click Here](#)

Note: Booking reservations via a Travel Consultant will be a fee of \$20.00 while booking online the fee is only \$5 per ticket

The logo of the University of Central Oklahoma, featuring a stylized 'UCO' in a shield-like shape.

UNIVERSITY OF CENTRAL OKLAHOMA

SAP Concur

Travel

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🏨

**WARNING**-Holding multiple reservations for same routing or times or making multiple airline changes is considered an illegal booking practice by the airlines. This can result in additional fees billed to your credit card at a later date.

Flight Search

Round Trip

One Way

Multi City

From

Departure city, airport or train station

Find an airport | Select multiple airports

To

Arrival city, airport or train station

Find an airport | Select multiple airports

Depart

depart

Morning

± 3

Return

depart

Morning

± 3

☐ Find a Hotel

Search by

Price

☐ Specify a carrier
 ☐ Refundable only air fares
 ☒ Flights w/ no double connections

Search

Travel Alerts

**TripIt** creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to TripIt. [Connect to TripIt](#) Not right now

You haven't signed up to receive e-receipts. [Sign up here](#)

Company Notes

Upcoming Trips

Trips Awaiting Approval

Trip Name/Description	Status	Start Date	End Date	Action
Multi-Segment Trip (7S3MQG)	Confirmed	05/01/2019	05/06/2019	Cancel Trip

SAP

TRAVEL Incorporated

- The hotel option is ONLY for hotels that are NOT the designated hotel. Designated hotels can NOT be booked through Concur and receive conference rates.



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Trip Summary

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Select Flights

Round Trip

OKC - LAS

Depart: Fri, 02/01/2019

Return: Mon, 02/04/2019

✓

Finalize Trip

Change Flight Search

Depart - Fri, Feb 1

Depart 06:00 A - 11:57 A

Arrive 07:55 A - 06:10 P

Return - Mon, Feb 4

Depart 06:00 A - 11:44 A

Arrive 12:56 P - 09:58 P

Price

Price \$715.00 - \$1,921.00

Display Settings

☐ Hide Non-refundable Fares
 ☐ Hide Propeller Planes
 ☐ Display Return Same Time Only

OKLAHOMA CITY, OK TO LAS VEGAS, NV

FRI, FEB 1 - MON, FEB 4

Show as USD

Hide matrix

Print / Email

All 103 results	United	Southwest	Delta	Multiple	American Airlines
1 stop 87 results	715.00 48 results	1,072.66 12 results	1,160.00 7 results	1,216.00 5 results	1,284.00 15 results
2 stops 16 results	1,260.60 12 results	1,085.56 3 results	—	1,765.20 1 results	—

Shop by Fares

Shop by Schedule

Please note: the order and content of the search results reflect your company policies.

Travel Inc. Online Support ~ for Concur Travel technical assistance dial 866-738-6444.

Flight Number Search

Sorted By: Policy - Most Compliant

Displaying: 103 out of 103 results.

Previous | Page: 1 of 11 | Next | All

United

11:57a OKC→06:10p LAS

1 stop IAH

8h 13m

\$715.00

06:30a LAS→04:10p OKC

1 stop SFO

7h 40m

Show all details

Least Cost Logical Fare

United

11:57a OKC→06:10p LAS

1 stop IAH

8h 13m

\$783.84

07:05a LAS→04:10p OKC

1 stop SFO

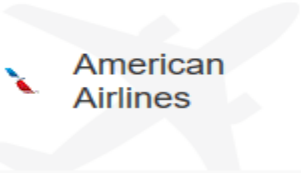
7h 05m

Show all details



Select the flight with the preferred times by clicking Show all Details.

UNIVERSITY OF CENTRAL OKLAHOMA

# Alert Icons



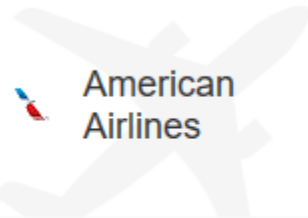
02:54p OKC → 09:04p LAS	1 stop LAX	8h 10m
02:47p LAS → 11:37p OKC	1 stop LAX	6h 50m





\$344.00

Show all details ▾

 Basic Economy: allowed, but non-refundable, seat selection not available, and may contain additional restrictions.



06:30a OKC → 07:40a DFW	Nonstop	1h 10m
06:05a DFW → 02:23p OKC	1 stop LAX	8h 18m



\$746.30

Show all details ▾



Warning: out of compliance.

Fare rules / Fare Details — Ticket is refundable

Southwest



\$455.96

 Confirms to UCO policy.



UNIVERSITY OF CENTRAL OKLAHOMA

## ENTER TRAVELER INFORMATION

Ensure all traveler information below is correct. ?

### Primary Traveler

[Edit](#) | [Review all](#)

**Name:** William Never **Phone:** 770-291-4200

### Frequent Flyer Programs [Add a Program](#)

For American Airlines

## SELECT SEATS

Select your preferred seats, otherwise Concur will request them for you based on your Profile.

flight	Seat
AA 5984 Main Cabin Flexible (L)	<a href="#">View seat map</a>
AA 5984 Main Cabin Flexible (S)	<a href="#">View seat map</a>

## REVIEW PRICE SUMMARY

Description	Fare	Taxes and Fees	Charges
Airfare	\$307.91	\$51.69	\$359.60
Total Estimated Cost: \$359.60			
Total Due Now: \$359.60			

## SELECT A METHOD OF PAYMENT

How would you like to pay?

[Edit](#) | [Add credit card](#)

\* Indicates credit card is a company card

- If you have NOT selected Basic Economy, you will be able to select your seat by clicking on View seat map.
- The Review Price Summary is just an estimate.
- After entering the Method of Payment, this will reserve the airfare but NOT book the airfare.



UNIVERSITY OF CENTRAL OKLAHOMA

Travel Trip Library Templates Tools

### Trip Summary

☒ **Finalize Trip**


Review Travel Details  
Enter Trip Information  
Submit Trip Confirmation

## Travel Details


### TRIP OVERVIEW



I want to...  
[Print Itinerary](#)  
[E-mail Itinerary](#)

**Trip Name:** Trip from Oklahoma City to Dallas [\(Edit\)](#)  
**Start Date:** February 02, 2019  
**End Date:** February 09, 2019  
**Created:** February 01, 2019, William Never *(Modified: February 01, 2019)*  
**Description:** (No Description Available) [\(Edit\)](#)  
**Agency Record Locator:** 2J4EDR  
**Passengers:** William Never  
**Total Estimated Cost:** \$464.60 USD [\(Details\)](#)

 Airfare must be ticketed by: 02/01/2019 11:00 PM Eastern

**Add to your Itinerary**

 [Hotel](#)



- If you had not checked the Hotel box at the time of the Flight Search, here you will be able to select Hotel and add to your itinerary.
- This is ONLY for hotels that are NOT the designated hotel. Designated hotels can NOT be booked through Concur.
- Airfare must be purchased by the ticketed expiration date and time.



If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>

Cancel Trip

- Click Next

**SAP Concur** Travel App Center Help

Profile

Travel Trip Library Templates Tools

**Trip Summary**

- ✓ **Finalize Trip**
  - ✓ Review Travel Details
  - Enter Trip Information
  - Submit Trip Confirmation

**Trip Booking Information**

The trip name and description are for your record keeping convenience. If you have any special requests for the travel agent, please enter them into the agent comments section.

**Trip Name**  
This will appear in your upcoming trip list.

Trip from Oklahoma City to Dallas

**Trip Description (optional)**  
Used to identify the trip purpose

**Comments for the Travel Agent (optional)**  
Special Requests may incur a higher service fee.

Please add your Travel Request ID number [Required]

111111

Note: Including Comments to Travel Inc. could incur an additional service fee.

- Enter your Travel Request ID number (this will be generated once your Request has been created)
- Click Next



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Trip Summary

✓

Finalize Trip

✓ Review Travel Details

✓ Enter Trip Information

Submit Trip Confirmation

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Purchase Ticket" Button after reviewing this page.

To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from Oklahoma City to Dallas

Start Date: February 02, 2019

End Date: February 09, 2019

Created: February 01, 2019, William Never (Modified: February 01, 2019)

Description: (No Description Available)

Please add your travel request ID number: 111111

Agency Record Locator: 2J4EDR

Passengers: William Never

Total Estimated Cost: \$464.60 USD

i

Airfare must be ticketed by: 02/01/2019 11:00 PM Eastern

Agency Name: Travel Incorporated 60E

Daytime Phone: 800-246-7129 / 770-291-4254

TOTAL ESTIMATED COST

Air

Airfare quoted amount:

\$405.58 USD

View Fare Rules

Taxes and fees:

\$59.02 USD

Total Estimated Cost:

\$464.60 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Almost done... Please confirm this itinerary.


Display Trip

<< Previous

Purchase Ticket>>


Cancel Trip

UNIVERSITY OF CENTRAL OKLAHOMA

SAP Concur  Travel App Center Help


Travel Trip Library Templates Tools

Trip Summary

 **Finished!**

Tell us how we are doing (optional)


Overall satisfaction with Concur: ★★★★★

Comments and suggestions:   
(Max 1000 Characters)

1000 characters left

☐ Sign me up to participate in future research studies.

[Send Feedback](#)

**Finished!** 

Your reservation has been booked, but not yet processed. Travel Incorporated will send you the final itinerary/invoice once completed. If you do not receive your email within 24 hours, please call the Travel Incorporated Online Technical Support Desk at [1-866-738-6444](tel:1-866-738-6444) for assistance.


**Trip Record Locator : 2J4EDR**

This trip complies with your travel policy.  
Your itinerary has been saved. Travel Incorporated 60E will service your itinerary.  
**Please Note:** Fares are not guaranteed until tickets are issued and are subject to change without notice.  
Airfare must be ticketed by: 02/01/2019 11:00 pm Eastern


**Travel Contact Information**  
[800-246-7129](tel:800-246-7129) / [770-291-4254](tel:770-291-4254)


If you do not receive an e-mail confirmation of your itinerary within 24 hours please contact your travel manager.

**TRIP OVERVIEW**



**Trip Name:** Trip from Oklahoma City to Dallas  
**Start Date:** February 02, 2019  
**End Date:** February 09, 2019  
**Created:** February 01, 2019, William Never (Modified: February 01, 2019)  
**Description:** (No Description Available)  
**Please add your travel request ID number:** 111111  
**Agency Record Locator:** 2J4EDR  
**Passengers:** William Never  
**Total Estimated Cost:** \$464.60 USD

 Airfare must be ticketed by: 02/01/2019 11:00 PM Eastern

 **Agency Name:** Travel Incorporated 60E  
**Daytime Phone:** [800-246-7129](tel:800-246-7129) / [770-291-4254](tel:770-291-4254)

When the airfare is booked, you will see “Finished!”.



UNIVERSITY OF CENTRAL OKLAHOMA

# Creating an Expense Report From Request

Request 339N Create Expense Report Attachments Print / Email Cancel Request Close/Inactivate Request

Request Name: iData testing Status: Approved  
Amount: \$1,525.00

Event Name/Nature of Official Business: Fusion

Request Header Expense Summary Approval Flow Audit Trail

Traveler Type	Official Duty Station Address			
1-Faculty/Staff	100 N. University Drive, Edmond, OK 73034			
Request Name	Trip Type	Trip Purpose		
iData testing	Out-of-State	Conference Participant		
Event Name/Nature of Official Business	Business Travel Start Date	Business Travel End Date	Destination City	Destination Country
Fusion	02/17/2019	02/21/2019	San Diego, California	UNITED STATES
Does this trip include personal travel?	Start Date of Personal Travel (MM/DD/YYYY)	End Date of Personal Travel (MM/DD/YYYY)	Comments	
No				
Org	Fund	Program	Activity	
(010183) Procurement Services	(100000) Educational & General	(82000) General Administration		

- When creating an Expense report through the Request Header, the Header information will be automatically populated.



# Create a New Expense Report

## Report Header

Report Date 02/18/2019	Traveler Type 1-Faculty/Staff	Official Duty Station Address 100 N. University Drive, Edmond, OK			
Report Name Data testing	Trip Type Out-of-State	Trip Purpose Conference Participant			
Event Name/Nature of Official Business Fusion	Business Travel Start Date 02/17/2019	Business Travel End Date 02/21/2019			
Does this trip include personal travel? No	Start Date of Personal Travel (MM/DD/YYYY) 	End Date of Personal Travel (MM/DD/YYYY) 	Comments 		
Org (010183) Procurement Servic	Fund (100000) Educational & Gene	Program (82000) General Administratic	Activity 		
Report Key 					
Requests					
<div>Add Remove</div>					
<input checked="" type="checkbox"/> Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input checked="" type="checkbox"/> Data testing	339N	No	\$1,525.00	\$1,525.00	\$1,525.00

- You must check the box to attach the requested amount to the Expense report.
- Click Next to proceed through the entering of expenses (the expenses will not auto populate from the Request).



1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

## Itinerary Info

Itinerary Name

iData testing

Add Stop

Delete Rows



Departure City ▲

Arrival City

Arrival Rate Location

No Itinerary Rows Found

## New Itinerary Stop

Departure City

Edmond, Oklahoma

Date

02/17/2019



Time

7:00 AM

Arrival City

San Diego, California

Date

02/21/2019



Time

10:00 PM

Save

Go to Single Day Itineraries

Next &gt;&gt;

Cancel

Enter Itinerary information and click Next.



UNIVERSITY OF CENTRAL OKLAHOMA

## Travel Allowances For Report: iData testing



1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Assigned Itineraries

Edit

Unassign

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
Itinerary: iData testing				
Edmond, Oklahoma	02/17/2019 07:00 AM	San Diego, California	02/21/2019 10:00 PM	SAN DIEGO COUNTY, US-CA, US

### Available Itineraries

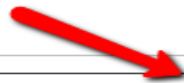
Current Itineraries



Delete

Assign

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Concur testing				
Oklahoma City, Oklahoma	02/05/2019 07:00 AM	Las Vegas, Nevada	02/07/2019 06:00 PM	CLARK COUNTY, US-NV, US



<< Previous

Next >>

Click Next




UNIVERSITY OF CENTRAL OKLAHOMA

### Travel Allowances For Report: iData testing

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/17/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	02/18/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	02/19/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	02/20/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	02/21/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25



- Select all meals that **WERE** provided.
- Click Create Expenses



# Adding Travel Card charges to the Expense Report

iData Testing Delete Report Submit Report

+ New Expense Import Expenses Details ▾ Receipts ▾ Print / Email ▾

Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input type="checkbox"/>	02/21/2019	04. Meal Per Diem San Diego, California	\$53.25	\$53.25
<input type="checkbox"/>	02/20/2019	04. Meal Per Diem San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/19/2019	04. Meal Per Diem San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/18/2019	04. Meal Per Diem San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/17/2019	04. Meal Per Diem San Diego, California	\$71.00	\$71.00

TOTAL AMOUNT

**\$337.25**

TOTAL REQUESTED

**\$337.25**

Available Expenses

All Cards ▾ Move ▾

<input type="checkbox"/>	Expense Detail	Expense Type	Source	Date ▾	Amount
<input type="checkbox"/>	SUSHI SAMBA DALLAS DALLAS, TX	zNotUsed-Dinner	⊕	07/05/2018	\$244.95
<input type="checkbox"/>	STARBUCKS WEST SAN SAN DIEGO, CA	zNotUsed-Dinner	⊕	07/05/2018	\$5.90
<input type="checkbox"/>	GTP 1275181670 RFND DULUTH, GA	Undefined	⊕	07/05/2018	\$6.25
<input type="checkbox"/>	GTP 1275181670 RFND DULUTH, GA	Undefined	⊕	07/05/2018	\$6.25
<input type="checkbox"/>	ASK PIZZA & PASTA OLD AMERSHAM	zNotUsed-Dinner	⊕	07/05/2018	GBP 39.05
<input type="checkbox"/>	VONAGE HOLDINGS CORP HOLMDEL, NJ	Undefined	⊕	07/28/2018	\$44.00
<input type="checkbox"/>	STARBUCKS LONDON	Undefined	⊕	07/28/2018	GBP 2.79
<input checked="" type="checkbox"/>	SPRINT PCS998-AUTO PYMT KANSAS CITY, MO	zNotUsed-Telephone/Fax	⊕	07/28/2018	\$210.24
<input type="checkbox"/>	SPRINT PCS998-AUTO PYMT KANSAS CITY, MO	zNotUsed-Telephone/Fax	⊕	07/28/2018	\$155.12
<input type="checkbox"/>	SPRINT PCS998-AUTO PYMT KANSAS CITY, MO	zNotUsed-Telephone/Fax	⊕	07/28/2018	\$205.27
<input type="checkbox"/>	SPAZZO ITALIAN GRILL 211 REDMOND, WA	Group Meals/Entertainment <10 Attendees	⊕	07/28/2018	\$49.39
<input type="checkbox"/>	SILVERCAB SERVICES LTD CHESHAM	Undefined	⊕	07/28/2018	GBP 30.80
<input type="checkbox"/>	SBC EASYCHARGE ELGIN, IL	zNotUsed-Telephone/Fax	⊕	07/28/2018	\$88.62
<input type="checkbox"/>	SBC AMERITECH CHICAGO, IL	zNotUsed-Telephone/Fax	⊕	07/28/2018	\$156.17
<input type="checkbox"/>	OFFICE MAX 333 EVANS, GA	Undefined	⊕	07/28/2018	\$18.17
<input type="checkbox"/>	Northwest Airlines SAINT PAUL, MN	Airfare	⊕	07/28/2018	\$715.60
<input type="checkbox"/>	NIKO TERIYAKI RESTAURANT REDMOND, WA	zNotUsed-Dinner	⊕	07/28/2018	\$17.51
<input type="checkbox"/>	LONDON TRANSPORT (AMEX)-EMBANKME LONDON	Undefined	⊕	07/28/2018	GBP 5.70
<input type="checkbox"/>	HOULHAN'S 296 WEEHAWKEN, NJ	zNotUsed-Dinner	⊕	07/28/2018	\$74.91
<input type="checkbox"/>	Hertz OKLAHOMA CITY, OK	Car Rental	⊕	07/28/2018	\$88.67
<input type="checkbox"/>	GTP 1275181670 RFND DULUTH, GA	Undefined	⊕	07/28/2018	\$6.25

- Select from available expenses your travel card charges for the trip and then hit the blue Move button.
- This will assign card charges to your Expense report



# Adding Travel Card charges to the Expense Report

iData Testing

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Undefined	07/05/2018	\$244.95	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.
Undefined	07/05/2018	\$244.95	Warning: This report contains expense(s) outside of the trip dates, please review for accuracy.
Undefined	07/28/2018	\$210.24	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Expenses

	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	02/21/2019	04. Meal Per Diem - Individual IV San Diego, California	\$53.25	\$53.25
<input type="checkbox"/>	02/20/2019	04. Meal Per Diem - Individual IV San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/19/2019	04. Meal Per Diem - Individual IV San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/18/2019	04. Meal Per Diem - Individual IV San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/17/2019	04. Meal Per Diem - Individual IV San Diego, California	\$71.00	\$71.00
<input checked="" type="checkbox"/>	07/28/2018	Undefined SPRINT PCS998-AUTO PYMT, Kans	\$210.24	\$210.24
The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. Warning: This report contains expense(s) outside of the trip dates, please review for accuracy.				
<input type="checkbox"/>	07/28/2018	Undefined VONAGE HOLDINGS CORP, Holmd	\$44.00	\$44.00
<input type="checkbox"/>	07/28/2018	Undefined SPAZZO ITALIAN GRILL 211, Redm	\$49.39	\$49.39
<input type="checkbox"/>	07/05/2018	Undefined SUSHI SAMBA DALLAS, Dallas, Te	\$244.95	\$244.95

TOTAL AMOUNT \$885.83 TOTAL REQUESTED \$885.83

Expense

Expense Type Transaction Date Enter Vendor Name City of Purchase Payment Type

Undefined SPRINT PCS998-AUTO PYMT Kansas City, Missouri UCO Individual Travel Card

01. Hotel/Lodging Expenses

- Hotel
- Hotel - Private Lodging

02. Transportation

- Airfare
- Airline/Baggage Fees
- Car Rental
- Car Rental Fuel
- Charter Bus/Transfers Local
- Ground Transportation
- Parking
- Tolls
- Train

03. Personal Car Mileage

- Mileage Reduction

Save Itemize Allocate Attach Receipt Cancel

- Under the Expense Type select what the charge was for and the select Save.



# iData testing

[Delete Report](#)
[Submit Report](#)
[+ New Expense](#)
[Import Expenses](#)
[Details ▾](#)
[Receipts ▾](#)
[Print / Email ▾](#)

## Expenses

[New Expense](#) [Cancel](#) [Close](#) [View ▾](#)

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	02/21/2019	04. Meal Per Diem - Individual N San Diego, California	\$53.25	\$53.25
<input type="checkbox"/>	02/20/2019	04. Meal Per Diem - Individual N San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/19/2019	04. Meal Per Diem - Individual N San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/18/2019	04. Meal Per Diem - Individual N San Diego, California	\$71.00	\$71.00
<input type="checkbox"/>	02/17/2019	04. Meal Per Diem - Individual N San Diego, California	\$71.00	\$71.00

TOTAL AMOUNT  
\$337.25

TOTAL REQUESTED  
\$337.25

## New Expense

[Available Receipts](#)

Expense Type 

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

## Recently Used Expense Types

Hotel

## All Expense Types

### 01. Hotel/Lodging Expenses

Hotel  
Hotel - Private Lodging  
02. Transportation  
Airfare  
Airline/Baggage Fees  
Car Rental  
Car Rental Fuel  
Charter Bus/Transfers Local

### 02. Transportation

Ground Transportation  
Parking  
Tolls  
Train

### 03. Personal Car Mileage

Mileage in lieu of Airfare  
Mileage Reduction  
Personal Car Mileage

### 04. Meal Per Diem - Individual Meals

Per Diem Reduction  
06. Office Expenses  
Computer Accessories  
Office Supplies - Expendable  
Office Supplies - Non-Expendable

### 07. Communications

Internet/Online Fees

### 08. Fees

Booking Fees

### 09. Fees

Passports/Visa Fees

### 10. Other

Conference Registration/Fees  
Miscellaneous  
Personal Expense/Non Reimbursable

### 11. Attachments

Conference Agenda



UNIVERSITY OF CENTRAL OKLAHOMA

# Hotels In Expense

- Everything must be itemized.
- After you itemize, if the room rate is over the GSA rate, you must:
  1. Click the box next to all of the itemizations and select “Edit”

Expenses

Move ▾

Delete

Copy

View ▾

⏪

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input type="checkbox"/>	06/03/2019	Personal Car Mileage	\$23.50	\$23.50
<input type="checkbox"/>	06/03/2019	Conference Agenda	\$0.00	\$0.00
<input type="checkbox"/>	06/03/2019	Hotel Sheraton, Indianapolis, Indiana	\$650.52	\$650.52
<input checked="" type="checkbox"/>	05/30/2019	Hotel	\$162.63	\$162.63
<input checked="" type="checkbox"/>	05/31/2019	Hotel	\$162.63	\$162.63
<input checked="" type="checkbox"/>	06/01/2019	Hotel	\$162.63	\$162.63
<input checked="" type="checkbox"/>	06/02/2019	Hotel	\$162.63	\$162.63

You have exceeded the Hotel limit, please select a justification from the list.

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses

2. Allocate the selected expenses

3. Edit one or more fields for the selected expenses



2. Click the box for “Over Limit Justification”
3. Select Designated Hotel

Edit Multiple Fields

The following fields can be changed for the selected expenses. Select the check box of each field that you want to change. Fields that are not selected will not be changed.

☐

Expense Type

Hotel

☐

Travel Allowance

Yes

☐

Comments

☒

\*Over Limit Justification [?](#)

Designated Hotel

Save

Cancel

The logo of the University of Central Oklahoma, featuring the letters 'UCO' in a stylized, blocky font with a blue and yellow color scheme.

UNIVERSITY OF CENTRAL OKLAHOMA

# To Allocate Expenses:

1. Enter all expenses before beginning Allocation.

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there's a navigation bar with 'SAP Concur', 'Requests', 'Expense' (highlighted), 'Approvals', and 'App Center'. Below this, the page title is 'Manage Expenses' and a search bar contains the text 'test'. A toolbar includes '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The main content area is divided into two sections: 'Exceptions' and 'Expenses'.

**Exceptions Table:**

Expense Type	Date	Amount	Exception
Hotel	02/02/2019	DKK 10,0...	! This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	02/02/2019	DKK 10,0...	! Itemizations are required for this entry.
Hotel	02/03/2019	DKK 10,0...	! This entry cannot be submitted until a Travel Allowance Itinerary is created.

**Expenses Table:**

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	02/03/2019	Hotel Allstar Hotels, Houborg, DENMAF	\$1,529.85 DKK 10,000.00	\$1,529.85
<input checked="" type="checkbox"/>	02/02/2019	Hotel Allstar Hotels, Houborg, DENMAF	\$1,529.85 DKK 10,000.00	\$1,529.85

Below the first expense row, a red-bordered box contains the message: 'This entry cannot be submitted until a Travel Allowance Itinerary is created. Itemizations are required for this entry.'

On the right side, a panel titled 'You have selected multiple expenses. What would you like to do?' contains three options:

1. Delete the selected expenses
2. Allocate the selected expenses (indicated by a red arrow)
3. Edit one or more fields for the selected expenses



2. Select all expenses on the report by clicking in the check box to the left of the Date column, or click the check box for individual expenses, if allocating individual expense items to different accounts.
3. Use the Allocate hyperlink to the right of the expense items that says “Allocate the selected expenses” or if the hyperlink does not display because you have chosen just one expense item, click the Allocate button in the lower right corner of the screen.

Manage Expenses

test

+ New Expense

Import Expenses

Details ▾

Receipts ▾

Print / Email ▾

Exceptions

Expense Type	Date	Amount	Exception
Hotel	02/02/2019	DKK 10,0...	❗ This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	02/02/2019	DKK 10,0...	❗ Itemizations are required for this entry.
Hotel	02/03/2019	DKK 10,0...	❗ This entry cannot be submitted until a Travel Allowance Itinerary is created.

Expenses

Move ▾

Delete

Copy

View ▾

«

<input checked="" type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	02/03/2019	Hotel Allstar Hotels, Houborg, DENMAF	\$1,529.85 DKK 10,000.00	\$1,529.85
❗ ⓘ This entry cannot be submitted until a Travel Allowance Itinerary is created. Itemizations are required for this entry.				
<input checked="" type="checkbox"/>	02/02/2019	Hotel Allstar Hotels, Houborg, DENMAF	\$1,529.85 DKK 10,000.00	\$1,529.85
❗ ⓘ				

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses

2. Allocate the selected expenses

3. Edit one or more fields for the selected expenses



4. Allocate by Percentage or Dollar Amount. If allocating to more than one Org, click Add New Allocation

Allocations

Total:\$3,059.70   Allocated:\$3,059.70 (100%)   Remaining:\$0.00 (0%)

Allocate By: ▾

Add New Allocation

Delete Selected Allocations

Favorites ▾

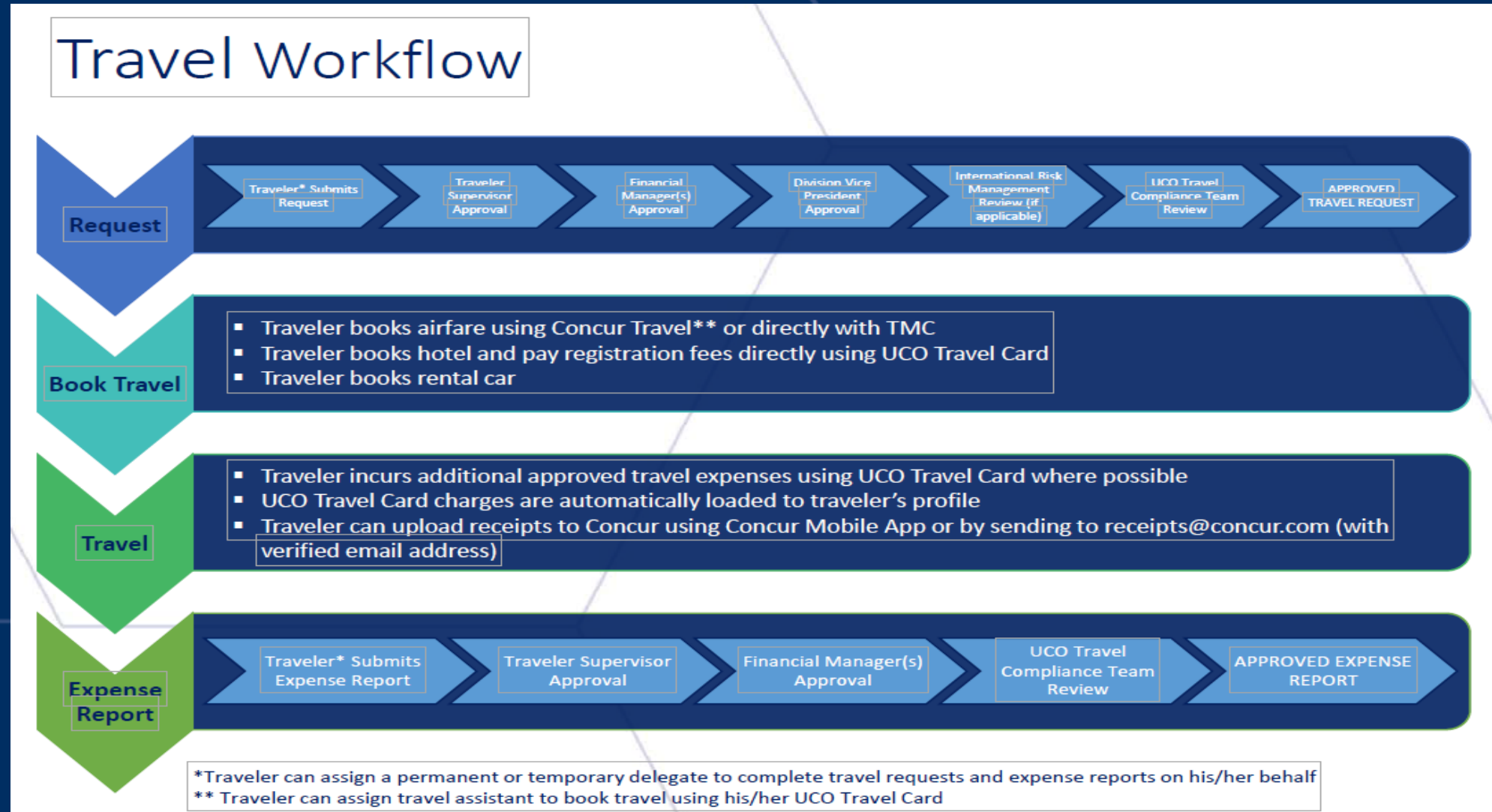
Add to Favorites

<input type="checkbox"/>	Percentage	* Org	* Fund	* Program	Activity	Code
<input type="checkbox"/>	100	(010005) Phot...	(100000) Educ...	(10000) Gener...		-010005-100000...

5. Click Save, then click Done. If allocating by dollar amount, the amount will be automatically converted to percentage when saved.

Notes: If allocating multiple expenses, the airfare MUST be allocated last.

# Travel Workflow:



# Attaching Receipts to an Expense Report via Scanned Images

The screenshot displays the SAP Concur 'Manage Expenses' interface. At the top, there's a navigation bar with 'SAP Concur', 'Requests', 'Expense' (selected), 'Approvals', and 'App Center'. A user profile icon is visible on the right. Below the navigation bar, the 'test' user is logged in. The main area shows a list of expenses under the 'Expense Type' tab. The 'New Expense' form is open, showing fields for Expense Type (Airfare), Transaction Date (02/03/2019), Ticket Number, Vendor, City of Purchase (Houborg, DENMARK), Payment Type (Reimbursable), Amount (DKK 10,000.00), and Rate (USD=1 DKK). The form also includes a 'Comment' field and a 'Save' button. At the bottom, there are buttons for 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'Attach Receipt' button is highlighted.

Expense Type	Date	Amount	Exception
Hotel	02/02/2019	DKK 10,000.00	This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	02/02/2019	DKK 10,000.00	Itemizations are required for this entry.
Hotel	02/03/2019	DKK 10,000.00	This entry cannot be submitted until a Travel Allowance Itinerary is created.

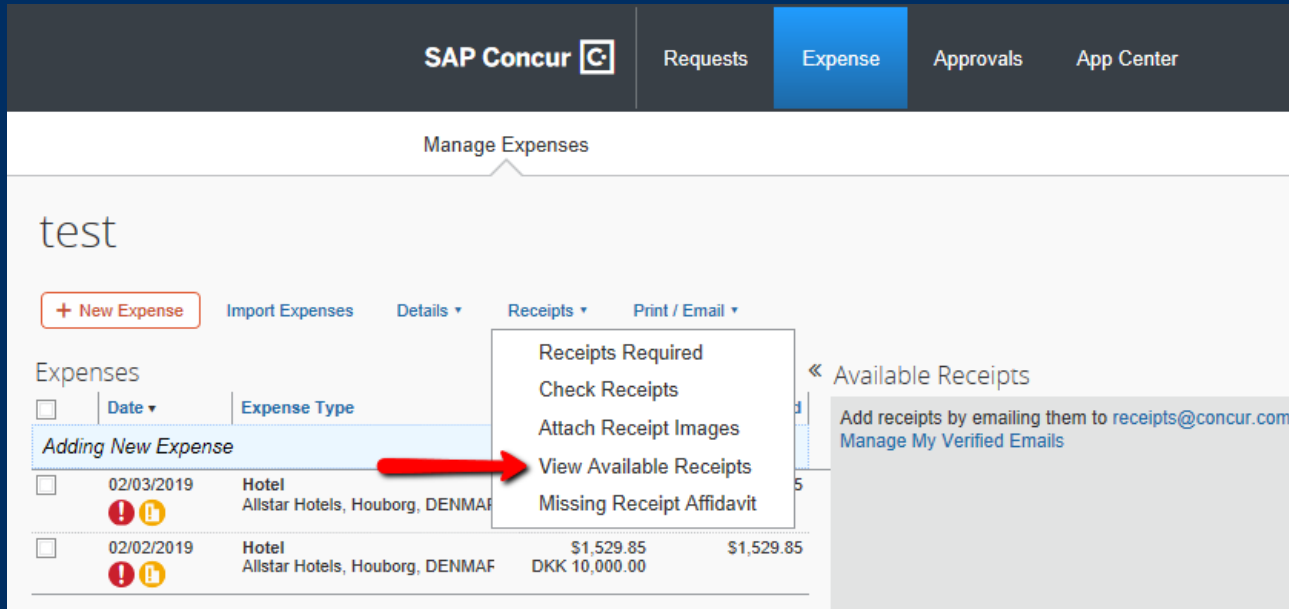
Expense Type	Date	Amount	Requested
Hotel	02/03/2019	\$1,529.85	\$1,529.85
Hotel	02/02/2019	\$1,529.85	\$1,529.85

TOTAL AMOUNT: \$3,059.70  
TOTAL REQUESTED: \$3,059.70

1. Scan your receipts and save the file(s) to your computer. *(Save files as .png, .jpeg, .pdf or .tiff and 5MB limit per file)*
2. Click the expense line item, then click Attach Receipt.
3. Click Browse to locate the file on your computer, then Attach and Close.



# Attaching Receipts via Concur Mobile App






Note: Under Profile, you will need to follow the directions to setting up your mobile device *before* you will be able to attach receipts using the Concur Mobile App.

1. On your mobile device, within the Concur application, use the Receipt Camera icon to take a picture of your receipt. Click Done. The receipt will be added to the Receipt Store within the Concur Application.
2. From the Expense Report, click View Available Receipts. Drag a receipt to the corresponding line item of the report.
3. Concur Mobile App creates an expense line after scanning the receipt image. Both the expense line and receipt image will display under Import Expenses, Available Expenses.
4. Select the expense, and select Move to move the expense and the receipt image to the current report.



# Attaching E-Receipts or Receipt Images

## ALERTS


-  As a University of Central Oklahoma employee, you are eligible for a free **Triplt Pro** subscription. [Learn More and Activate](#) [Not right now](#)
-  You haven't signed up to receive e-receipts.  [Sign up here](#)


Note: Under Profile, you will need to verify your email *before* you will be able to email the attachments to Concur.

1. Email your e-receipt or receipt image(s) as attachments to [receipts@concur.com](mailto:receipts@concur.com). The receipts will be added to your Receipts Store.
2. From your expense report, click Receipt Store (or click Receipts, View Available Receipts).
3. Drag a receipt to the corresponding expense line item on your report.



# Creating an Expense Report for Mileage Only




SAP Concur  Requests **Expense** Approvals App Center Help ▾

Profile ▾ 

Manage Expenses

## Create a New Expense Report

Report Header

Report Date <input type="text" value="01/29/2019"/> 	Traveler Type <input type="text"/>	Official Duty Station Address <input type="text"/>	
Report Name <input type="text"/>	Trip Type <input type="text"/>	Trip Purpose <input type="text"/>	
Event Name/Nature of Official Business <input type="text"/>	Business Travel Start Date <input type="text"/> 	Business Travel End Date <input type="text"/> 	
Does this trip include personal travel? <input type="text"/>	Start Date of Personal Travel (MM/DD/YYYY) <input type="text"/>	End Date of Personal Travel (MM/DD/YYYY) <input type="text"/>	Comments <input type="text"/>
Org <input type="text"/>	Fund <input type="text"/>	Program <input type="text"/>	Activity <input type="text"/>



# Creating an Expense Report for Mileage Only

Castleberry February Mileage Delete Report Submit Report

[+ New Expense](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

Expenses Move ▾ Delete Copy View ▾ «



<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
No Expenses Found				

**New Expense** Available Receipts

[View Reimbursement Rates](#)

Expense Type: Personal Car Mileage ▾ Transaction Date: 02/20/2019 📅 Vehicle Tag #: 123456 From Location: 100 N University Drive, Edmond, OK To Location: 25 S Oklahoma Ave #400, Oklahoma

Payment Type: Reimbursable ▾ Distance : Amount: 14 : 7.00 USD ▾ Comments:

  [Mileage Calculator](#)  
(Required)

Select Expense Calculator (Tag number should already be filled in from your profile)



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# Creating an Expense Report for Mileage Only

The screenshot displays the 'Mileage Calculator' window. On the left, the 'Waypoints' section contains two addresses: '100 N University Drive, Edmond, OK 730' and '25 S Oklahoma Ave #400, Oklahoma City'. A red arrow points to the '14.3 MI' distance shown next to the first waypoint. Below the waypoints are buttons for 'Calculate Route' and 'Make Round Trip'. The 'Directions' section shows suggested routes: 'US-77 S and I-235 S 14.3 mi. About 24 mins' and 'I-35 S 19.2 mi. About 27 mins'. A list of 7 steps provides turn-by-turn directions. At the bottom left, a table shows 'TOTAL PERSONAL 0.0 MI' and 'TOTAL BUSINESS 14.3 MI'. A red arrow points to the 'Add Mileage to Expense' button at the bottom right of the calculator window. The background is a map of the Oklahoma City area with a blue line indicating the route between the two points.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

100 N University Drive, Edmond, OK 730

25 S Oklahoma Ave #400, Oklahoma City

14.3 MI

Calculate Route Make Round Trip

Directions

Suggested routes:

US-77 S and I-235 S 14.3 mi. About 24 mins

I-35 S 19.2 mi. About 27 mins

100 N University Dr, Edmond, OK 73034, USA

14.3 mi. About 24 mins

1. Head south on E Main St toward E Main St 341 ft
2. Turn right onto Garland Godfrey Dr 0.1 mi
3. Turn right onto E 2nd St 0.5 mi
4. Turn left onto US-77 S/S Broadway  
Continue to follow US-77 S  
Pass by Dunkin' Donuts (on the right in 2.0 mi) 3.0 mi
5. Keep left to stay on US-77 S, follow signs for Kelley Ave 6.2 mi
6. Continue onto I-235 S/US-77 S 3.6 mi
7. Take exit 1F toward N. 6 St W/Downtown 0.2 mi

☐ Deduct Commute

TOTAL PERSONAL	0.0 MI	TOTAL BUSINESS	14.3 MI
----------------	--------	----------------	---------

Add Mileage to Expense Cancel

- Enter Starting Address and Ending location. Can enter multiple destinations.
- Select Add Mileage to Expense



# Submitting an Expense Report

test

Manage Expenses

Delete Report Submit Report

Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Hotel	02/02/2019	DKK 10,0...	This entry cannot be submitted until a Travel Allowance Itinerary is created.
Hotel	02/02/2019	DKK 10,0...	Itemizations are required for this entry.
Hotel	02/03/2019	DKK 10,0...	This entry cannot be submitted until a Travel Allowance Itinerary is created.

Expenses

Date	Expense Type	Amount	Requested
02/03/2019	Hotel	\$1,529.85	\$1,529.85
02/02/2019	Hotel	\$1,529.85	\$1,529.85

Adding New Expense

New Expense

Expense Type

Available Receipts

Recently Used Expense Types

Hotel


All Expense Types



1. On the expense report page, click Submit Report.
2. Click Accept & Submit (this replaces the Statement of Oath)
3. If you cannot successfully submit the report, a message appears describing the report error.



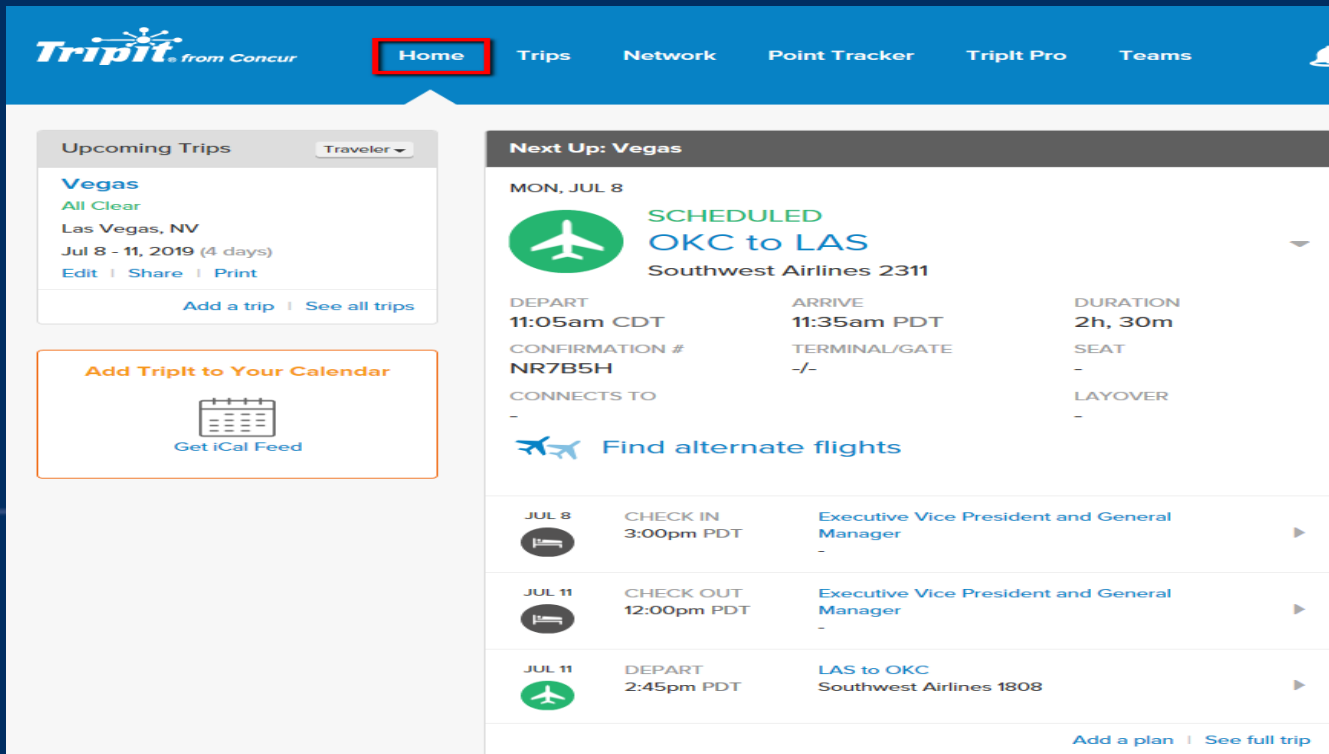
# Triplt

## ALERTS

 As a University of Central Oklahoma employee, you are eligible for a free **Triplt Pro** subscription. [Learn More and Activate](#) [Not right now](#)

 You haven't signed up to receive e-receipts.  [Sign up here](#)

- Includes Triplt Pro to University employees
- Can add itineraries booked outside of Travel system by emailing [plans@tripit.com](mailto:plans@tripit.com)
- Able to use for both personal and business



**Upcoming Trips**

**Vegas**  
All Clear  
Las Vegas, NV  
Jul 8 - 11, 2019 (4 days)  
[Edit](#) | [Share](#) | [Print](#)


[Add a trip](#) | [See all trips](#)

[Add Triplt to Your Calendar](#)

[Get iCal Feed](#)

**Next Up: Vegas**

MON, JUL 8

 **SCHEDULED**  
**OKC to LAS**  
Southwest Airlines 2311

DEPART 11:05am CDT	ARRIVE 11:35am PDT	DURATION 2h, 30m
CONFIRMATION # NR7B5H	TERMINAL/GATE -/-	SEAT -
CONNECTS TO -		LAYOVER -

[Find alternate flights](#)

JUL 8	CHECK IN 3:00pm PDT	Executive Vice President and General Manager
JUL 11	CHECK OUT 12:00pm PDT	Executive Vice President and General Manager
JUL 11	DEPART 2:45pm PDT	LAS to OKC Southwest Airlines 1808

[Add a plan](#) | [See full trip](#)



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[Home](#)[Trips](#)[Network](#)[Point Tracker](#)[Triplt Pro](#)[Teams](#)[Lora](#)[Pro](#)[Support](#)[Upcoming Trips](#)[Past Trips](#)[Unfiled Items](#)

## Upcoming Trips (1 of 1)

[Traveler](#)[Not Traveler](#)[All](#)[Add A Trip](#)

Vegas

All Clear

Las Vegas, NV

Jul 8 - 11, 2019

(4 days, in 70 days)

[Edit](#) | [Delete](#)



UNIVERSITY OF CENTRAL OKLAHOMA

**TripIt** from Concur Team travel: organized. Try TripIt for Teams Lora Ann Robnett PRO | Add a Trip | Support

Home Trips Point Tracker Network TripIt Pro Teams



Everything looks good, but TripIt Pro will keep monitoring this trip.

**Vegas**

Jul 8 - 11, 2019 / Las Vegas, NV

Travelers: Lora Ann R... [Add](#)

Viewers: [Add](#) Planners: [Add](#)

 ☐ Business Trip 

Mon, Jul 8 Las Vegas, NV: Sunny 102°F / 83°F [Add Plans](#)

**Scheduled**

7/8/2019

**OKC to LAS | Southwest Airlines 2311**

Confirmation #: NR7B5H

Depart  
Oklahoma City Terminal: Gate:

Arrive  
Las Vegas Terminal: Gate:

Duration: 2H, 30M Layover: None Connects to: None

Pro: [Alternate Flights](#)

Seat(s): None Entered

Pro:

Traveler Info

[Edit](#) [Copy](#) [Move](#) [Share](#) [Delete](#)

**Travel to new places with TripIt Pro's international travel tools**

Socket and plug requirements

[Learn More](#)

Select "Business Trip" if University business so you will be able to upload itinerary to Expense



UNIVERSITY OF CENTRAL OKLAHOMA

### Flight Alerts

No alerts for now!

[Add a Trip](#)

### Point Tracker

Keep track of reward-program points and miles in one spot.

[Set Up Point Tracker](#)

### Seat Tracker

Don't get stuck in the middle seat!

[Set Up Seat Tracker](#)

### VIP Benefits



**CLEAR** 4-month free trial

4-month free trial and discounted membership price.

### Travel Alert Settings

Manage mobile alerts in Settings on your mobile app.

Email

SMS

Departure Summary and Gate Changes



Cancellations and Delays



Arrival and Connection Summaries



Check-in Reminder



Schedule Changes



Airfare Refunds



# Timeline

July 8, 2019 Concur available for individual travel use. All FY 20 travel must be entered in Concur or via paper forms.

TBD Concur available for student and group travel use.



Logging on to BronchoTravel

[brunchotravel.uco.edu](https://brunchotravel.uco.edu)

Use your university credentials to login.



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