

# **Riverside Community College District**

**SAP - Concur**

**User's Guide**

**Updated – October 2022**

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## Introduction

Concur is a web-based, integrated travel and expense management solution that centralizes and consolidates the travel request, booking, and out-of-pocket expense reimbursement.

With faculty, classified professional, and students traveling for a wide-range of academic and professional development purposes, the Concur automated solution will help simplify and expedite the travel process, provide cost savings, increase efficiency, reduce reimbursement times, and eliminate paper. Concur was selected through a collaborative (District and College) proposal process and approved by the RCCD Board of Trustees.

This manual provides users guidance for processing travel requests, booking travel, and processing expense reimbursements in accordance with RCCD Board Policy 6900.

If you have any questions regarding the travel and expense reimbursement process or general Concur questions, please contact the Riverside City College Service Desk at (951) 222-8388 or [Servicedesk@rcc.edu](mailto:Servicedesk@rcc.edu) between 7:30am – 7:30pm Monday – Friday (excluding Holidays).

## Accessing SAP Concur

Employees can access Concur at any time through the District's Single Sign-on (SSO) Portal. To find the single sign-on portal open a web browser and go to [myapplications.microsoft.com](https://myapplications.microsoft.com).

Once there, enter the same username and password you use to login to your computer and/or access your RCCD email. Search for the SAP Concur Travel and Expense icon (as referenced below).



SAP Concur Travel  
and Expense

# **Section I: Creating your Travel Profile**

## Creating your travel profile

Login to the single sign-on portal and launch Concur by clicking on the icon:



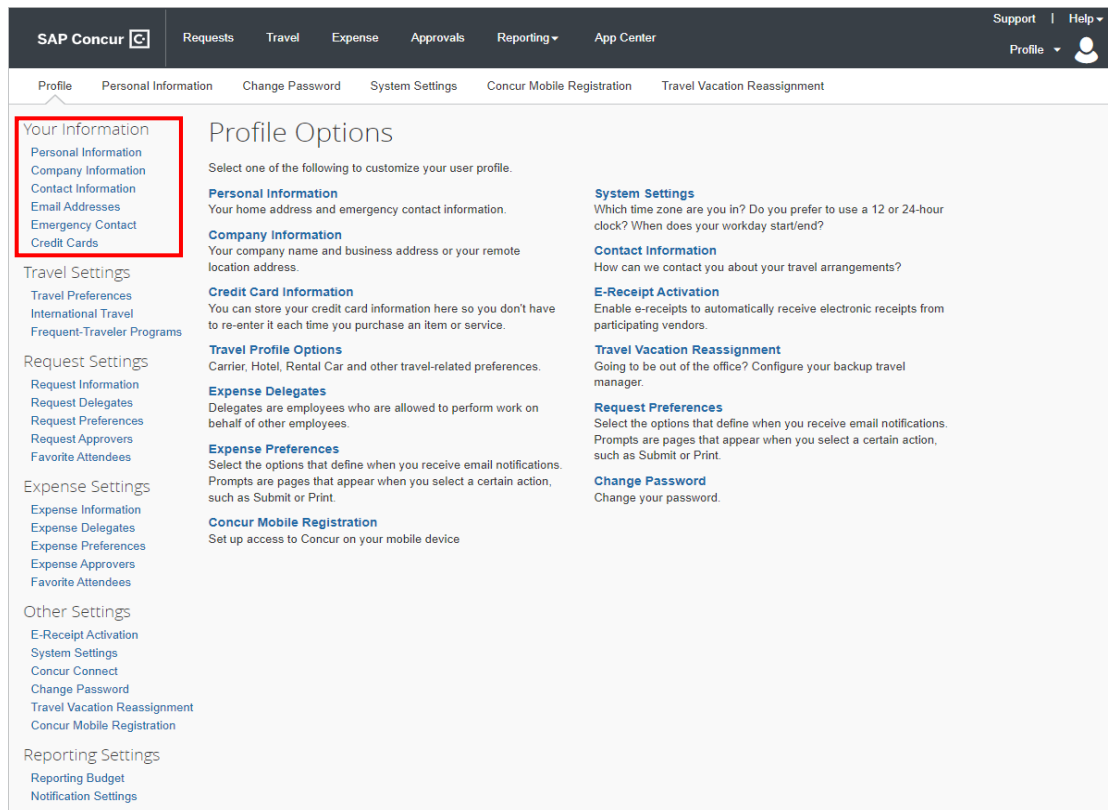
In the upper right-hand corner, click on the “Profile” down arrow and click “profile settings”.  
**IMPORTANT NOTE:** You must complete the required fields of the Profile before you can book a trip.

### Access

To access your Concur Travel profile information

1. Click **Profile > Profile Settings**.
2. On the **Profile Options** page, the **Your information** section is located on the left side of the page.

This brings you to the Profile page. There are several sections of the Profile page, and various links to access them.



## Personal Information

- Your name should already appear in the fields. Your name must appear EXACTLY how it shows on your photo identification.
- If you find there are any errors in this field, please submit a Human Resources work order via servicedesk.rccd.edu to have the information corrected before booking any travel.

### 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
<input type="text"/>	Walt	Mickey	<input type="text"/>	Disney	<input type="text"/>

## Company Information

- This company information should also already be pre-populated with your Colleague employee ID number and the name of your manager/direct supervisor.
- If you notice any errors, please contact the Service Desk for assistance.

Company Information		<a href="#">Go to top</a>
Employee ID	<input type="text" value="1234567"/>	
Manager	Ora. Unit/Division	Employee Position/Title
<input type="text" value="Minnie Mouse"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>		

The work address section automatically populates the company name of *Riverside Community College District*. Under “Assigned Location,” select from the drop-down menu the street name of the physical location of where you work. Enter the street address of your work location. If you work at a satellite location, such as Rubidoux Annex, enter that street address.



Work Address

Go to top

Company Name

Assigned Location

Riverside Community Co

Magnolia Avenue (Riverside, CA) ▼

Street

4800 Magnolia Avenue

☐ Address same as assigned location

City

State/Province/Region

Riverside

CA - California

Postal Code

Country

92506

United States of America ▼

Save

You may notice there are “save” buttons at the bottom of each section. You may save each section as you move along, however, you will not be able to create a travel request and begin using the system until all required fields have been completed.

Next, you may choose to enter your home address; however, this is not a required field.

Home Address

Go to top

Street

City

State/Province/Region

Postal Code

Country

▼

## Contact Information/Mobile Phone Registration

The next section contains two required fields: **Work phone** and **Home phone**.

- You can substitute your mobile phone number for your home phone, but please note a home phone number is required.
- You can also register your mobile device with Concur. By registering your cell phone number, this allows District Risk Management to send you important safety or security information via text or voice message when you are traveling.
- By registering your phone number, the District office will be able to issue you an AMEX GO Card to be able to pay for travel related expenses. To register your mobile device, click on “Add a new device”.

Contact Information

Go to top

Work Phone[Required\*\*]

Work Extension

Work Fax

2nd Work Phone/Remote Office


Home Phone[Required\*\*]

Pager

Other Phone

Concur Mobile Devices

Register and manage your mobile devices here.



Add a new device »

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

## Email Verification

You will need to verify your email address. When you verify your email address, we can associate information forwarded from that email address to your account. This will help you add travel plans and receipts to your SAP Concur account.

- Check to see that the pre-populated email address is correct. Then, click on the “verify” link.

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?](#)

Email Address

Verification Status

Verify

Contact?

+

Add an email address

Email 1

Walt.disney@rcc.edu


✓

Not Verified

Verify


Verify

Yes



A verification code is sent to your email. Copy and paste the code into the verification field and click “ok”.

Verification Email Sent



An email has been sent to this email address. Copy the Verification Code from the email and paste it into the "Enter Code" box below.

OK

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	Email Address	Verification Status	Verify	Contact?	Actions
Email 1	Walt.Disney@rcc.edu	Check email for code	Resend   Cancel	Yes	

Enter Code

UTYLT5Q5HF9L51G13TY

### Email Verification Status

Your email address has been verified.

You may now send receipts to Concur by emailing [receipts@concur.com](mailto:receipts@concur.com)

You may now send trips to Concur by emailing [plans@concur.com](mailto:plans@concur.com)

You will receive this dialog box informing you the verification process has been successful.

## Emergency Contact Information

Complete the Emergency Contact Information field. While this is not required, the information is used in the event of an emergency and is highly encouraged.

Emergency Contact
Go to top

Name

Relationship

▼

Street

☒ Address same as employee

City

State/Province/Region

Postal Code

Country

Phone

Alternate Phone

United States of America ▼

## Travel Preferences

Under the Travel Settings section, follow the travel preferences link to enter your personal travel preferences.

**SAP Concur** | Requests | Travel | Expense | Approvals | Reporting | App Center | Support | Help

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

**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
- Concur Connect
- Change Password
- Travel Vacation Reassignment
- Concur Mobile Registration

**Reporting Settings**

- Reporting Budget
- Notification Settings

**Profile Options**

Select one of the following to customize your user profile.

- Personal Information**  
Your home address and emergency contact information.
- Company Information**  
Your company name and business address or your remote location address.
- Credit Card Information**  
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.
- Travel Profile Options**  
Carrier, Hotel, Rental Car and other travel-related preferences.
- Expense Delegates**  
Delegates are employees who are allowed to perform work on behalf of other employees.
- Expense Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Concur Mobile Registration**  
Set up access to Concur on your mobile device.
- System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- Contact Information**  
How can we contact you about your travel arrangements?
- E-Receipt Activation**  
Enable e-receipts to automatically receive electronic receipts from participating vendors.
- Travel Vacation Reassignment**  
Going to be out of the office? Configure your backup travel manager.
- Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- Change Password**  
Change your password.

## Air Travel Preferences

- Enter your seat, section, and meal preferences.
- Enter your preferred departure airport, type in a city name or 3-letter airport code in the preferred departure airport box.
- Enter any medical alerts you may have.

## Hotel Preferences

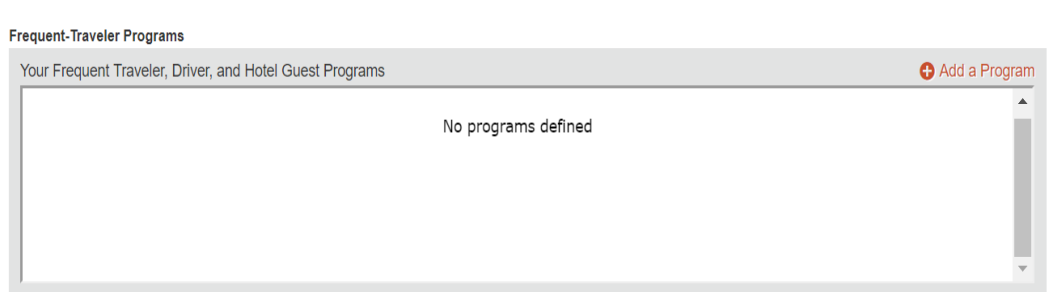
- Select your hotel preferences including room type, smoking preferences or messages to hotel vendors.

## Car Rental Preferences

Enter your car rental preferences and include any special messages to the vendor. Please note that the State of California does not reimburse for navigation systems (GPS).

## Frequent Traveler Program Information

This section allows you to retain your frequent traveler rewards/benefits for college or business use.

The screenshot shows a web interface for "Frequent-Traveler Programs". At the top, there is a header bar with the text "Your Frequent Traveler, Driver, and Hotel Guest Programs" on the left and a red "+ Add a Program" button on the right. Below this header is a large, empty rectangular box with the text "No programs defined" centered inside. A vertical scrollbar is visible on the right side of this box.

To enter information for any frequent traveler programs you may have, click on the “Add a Program” link. You may enter up to five travel programs at a time. Follow the directions and click “Save”. If you have more than five rewards program numbers, you may click the “Add a program” link again to add additional numbers.

## Unused Tickets

If you have pending unused ticket credits, they will display in the box.

## TSA Secure Flight Information

TSA requires entry of gender and date of birth.

- You will not be able to book your flight until this information has been completed and saved to your profile. You can also enter your TSA Precheck Known Traveler Number if you have one.

## International Travel: Passports and Visas

- If you have a passport or visa, enter the information in this box.

## Credit Card Information

Do **NOT** enter personal credit card information.

## Saving Profile Changes

Once your entire profile has been completed, click any of the “save” buttons visible.

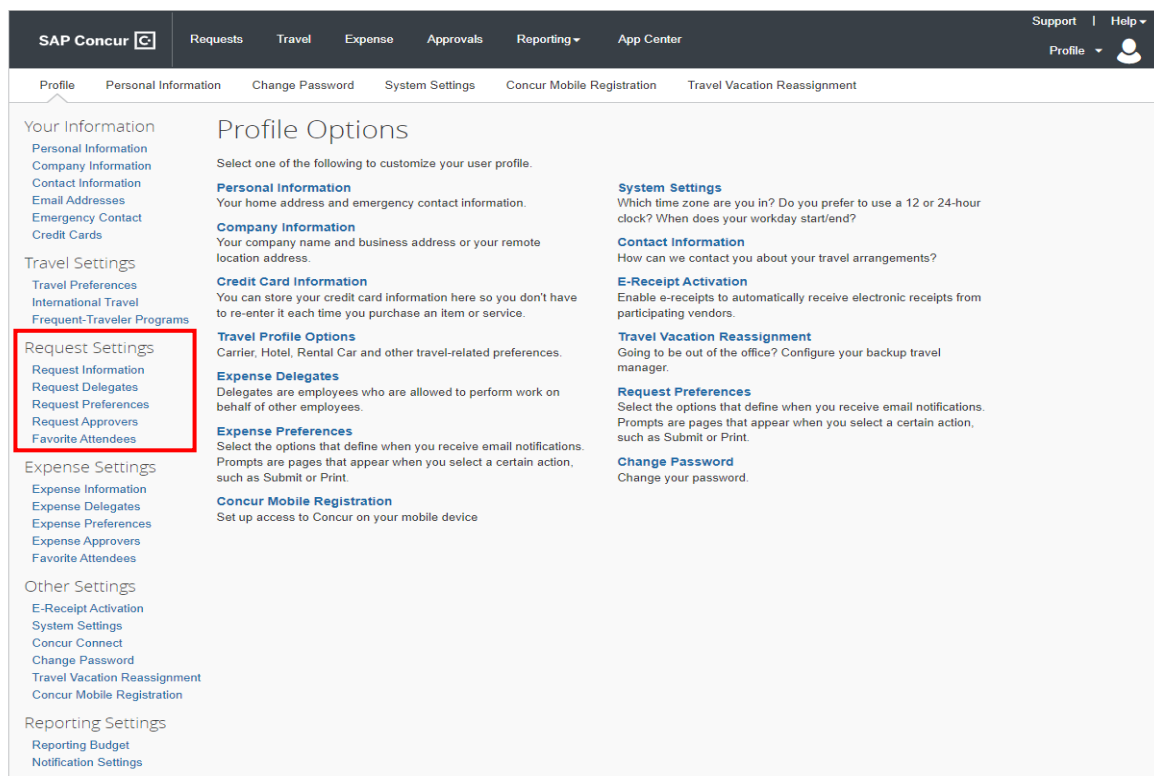
- If an error occurs, a pop-up message will inform you of any needed corrections. Correct the errors and click “save” again.
- Once the profile is saved, a message will appear on the upper right-hand portion of the screen.



## Request Settings

The next step is to verify that your Galaxy Employee ID, Galaxy Vendor ID number and default budget string are listed correctly. To do this, click on the “Request information” link on the left column of your screen under “Request Settings”:

- If Information is not correct, contact the Service Desk for additional support.
- If you do not have a Galaxy Vendor ID, a default of “999999” will appear. This means you have not been issued a reimbursement for expenses through Galaxy.
- If you do not know your Galaxy Employee and Vendor ID, please contact the Service Desk for assistance.



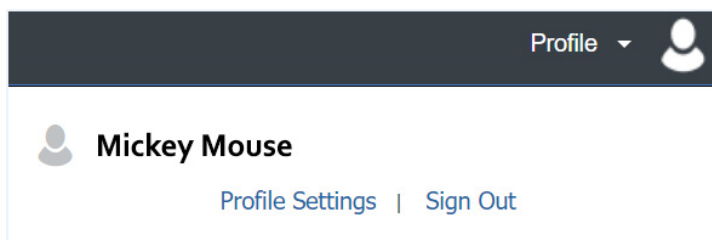
The screenshot shows the SAP Concur user interface. At the top, there's a navigation bar with links for Requests, Travel, Expense, Approvals, Reporting, and App Center. Below this is a sub-navigation bar with links for Profile, Personal Information, Change Password, System Settings, Concur Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'Profile Options' and contains several sections: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, Credit Cards), 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs), '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, Concur Connect, Change Password, Travel Vacation Reassignment, Concur Mobile Registration), and 'Reporting Settings' (Reporting Budget, Notification Settings). The 'Request Settings' section is highlighted with a red box.

## Assigning Delegates

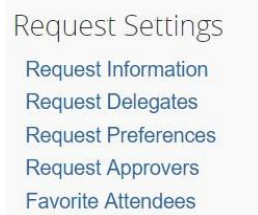
A delegate is an individual you assign to act on your behalf for both the travel request process as well as the expense reimbursement process. Please be sure to discuss the role with the individual you would like to assign as your delegate prior to doing so.

### Travel Request Delegates

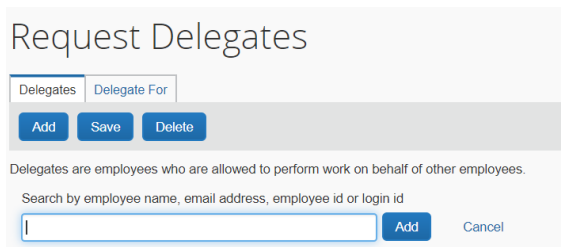
To assign someone to be your travel request delegate, click on the “Profile” icon and select “Profile Settings”:



On the left-hand side of your screen under the Request Settings, click on “Request Delegates”:



Click on “Add” and begin typing the name of the individual you would like to assign to act as your delegate. Their name will automatically pop-up in the search bar. Click on their name to add them.



Once they are added, you will need to check each function you want the delegate to be able to perform on your behalf:

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 Book Travel	Can Submit Requests	Can View Receipts	Receives Emails
<input type="checkbox"/>	TATUM, ELIZABETH Liz.Tatum@rcc.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click “Save” to save your changes. This individual will now be able to perform the functions you have identified on your behalf.

## Expense Delegates

To assign someone to act as your Delegate for creating expense reports, click on “Expense Delegates” on the left-hand side of your screen. Next, click on the blue “Add” button and search for the individual you would like to assign:

## Expense Delegates

Delegates

Delegate For

Add

Save

Delete

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

Search by employee name, email address, employee id or login id

Add

Cancel

Once selected, be sure to check mark all of the actions you want to allow them to take on your behalf.

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 Book Travel	Can Submit Requests	Can View Receipts	Receives Emails
<input type="checkbox"/>	Tatum, Elizabeth Liz.Tatum@rcc.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Click “Save” to save these changes.

- If you need a delegate to cover for you in your absence, please contact the Service Desk for assistance.

*Note: Expense Preferences, Expense Approvers, Favorite Attendees – No action is required for these tabs.*



## Expense Settings

Select **Expense Information**> verify the information listed is correct.

- If Information is not correct, contact the Service Desk for additional support.
- If you do not have a Galaxy Vendor ID, a default of “999999” will appear. This means you have not been issued a reimbursement for expenses through Galaxy.
- If you do not know your Galaxy Employee and Vendor ID, please contact the Service Desk for assistance.

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with links for Requests, Travel, Expense, Approvals, Reporting, and App Center. Below this is a sub-navigation bar with links for Profile, Personal Information, Change Password, System Settings, Concur Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'Profile Options' and contains several sections: Personal Information, Company Information, Credit Card Information, Travel Profile Options, Expense Delegates, Expense Preferences, Concur Mobile Registration, System Settings, Contact Information, E-Receipt Activation, Travel Vacation Reassignment, Request Preferences, and Change Password. On the left side, there is a sidebar with links for Your Information, Travel Settings, Request Settings, Expense Settings (highlighted with a red box), Other Settings, and Reporting Settings. The 'Expense Settings' link is highlighted with a red box.

## Other Settings

- No Action is Required for this section

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Support | Help

Profile | Personal Information | Change Password | System Settings | Concur Mobile Registration | Travel Vacation Reassignment

## Profile Options

Select one of the following to customize your user profile.

**Your Information**

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

**Travel Settings**

- Travel Preferences
- International Travel
- Frequent-Traveler Programs

**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
- Concur Connect
- Change Password
- Travel Vacation Reassignment
- Concur Mobile Registration

**Reporting Settings**

- Reporting Budget
- Notification Settings

**Personal Information**  
Your home address and emergency contact information.

**Company Information**  
Your company name and business address or your remote location address.

**Credit Card Information**  
You can store your credit card information here so you don't have to re-enter it each time you purchase an item or service.

**Travel Profile Options**  
Carrier, Hotel, Rental Car and other travel-related preferences.

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

**Expense Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

**Concur Mobile Registration**  
Set up access to Concur on your mobile device.

**System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

**Contact Information**  
How can we contact you about your travel arrangements?

**E-Receipt Activation**  
Enable e-receipts to automatically receive electronic receipts from participating vendors.

**Travel Vacation Reassignment**  
Going to be out of the office? Configure your backup travel manager.

**Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

**Change Password**  
Change your password.

## Reporting Settings

- No Action is required for this section

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Support | Help

Profile | Personal Information | Change Password | System Settings | Concur Mobile Registration | Travel Vacation Reassignment

## Profile Options

Select one of the following to customize your user profile.

**Your Information**

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

**Travel Settings**

- Travel Preferences
- International Travel
- Frequent-Traveler Programs

**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
- Concur Connect
- Change Password
- Travel Vacation Reassignment
- Concur Mobile Registration

**Reporting Settings**

- Reporting Budget
- Notification Settings

**Personal Information**  
Your home address and emergency contact information.

**Company Information**  
Your company name and business address or your remote location address.

**Credit Card Information**  
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**Concur Mobile Registration**  
Set up access to Concur on your mobile device.

**System Settings**  
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

**Contact Information**  
How can we contact you about your travel arrangements?

**E-Receipt Activation**  
Enable e-receipts to automatically receive electronic receipts from participating vendors.

**Travel Vacation Reassignment**  
Going to be out of the office? Configure your backup travel manager.

**Request Preferences**  
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

**Change Password**  
Change your password.

## Acting as a Delegate

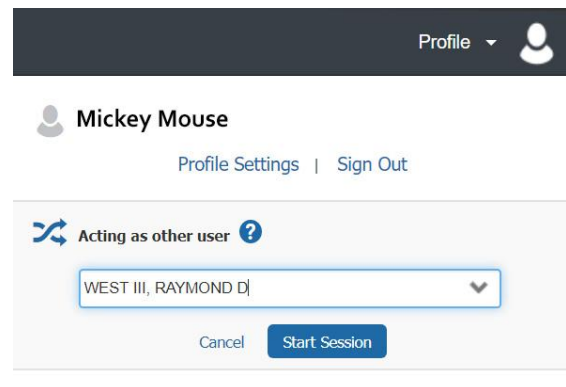
To begin acting as someone's delegate, first you must login to Concur using your own login credentials. If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing and submitting reports.

**NOTE:** Please do not assign someone as your delegate without first discussing with them.

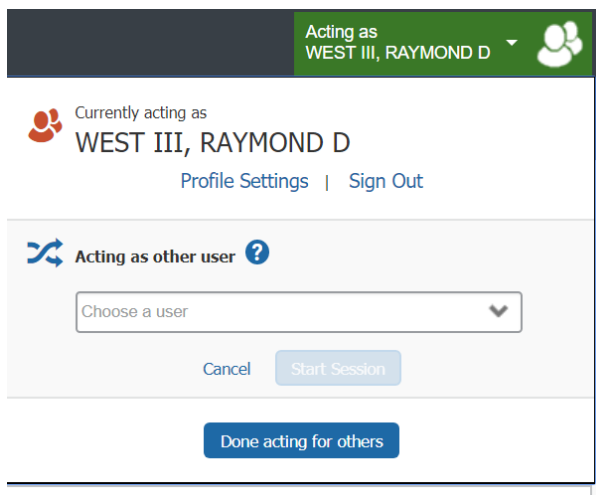
### To work as a delegate:

1. Click on the Profile icon in the upper right-hand corner of the screen.
2. Click on > **Act on behalf of another user.**
3. Select the appropriate user's name.
4. Click **Start Session.**

**Note:** The Profile menu now displays **Acting as** and shows the name you just selected.



You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.



5. To select a different user, follow the same steps but select a different name.

6. To return to your own tasks, click **Acting as**, and then click **Done acting for others**.

**NOTE:** The role of the delegate and the tasks you are asked to perform can vary from person-to-person. For example, some administrators may wish their delegates to complete the travel request and/or expense reports on their behalf. A delegate may be asked to review incoming

requests pending an administrator's approval. Those duties and your role as a delegate will need to be defined.

### **Request Delegates**

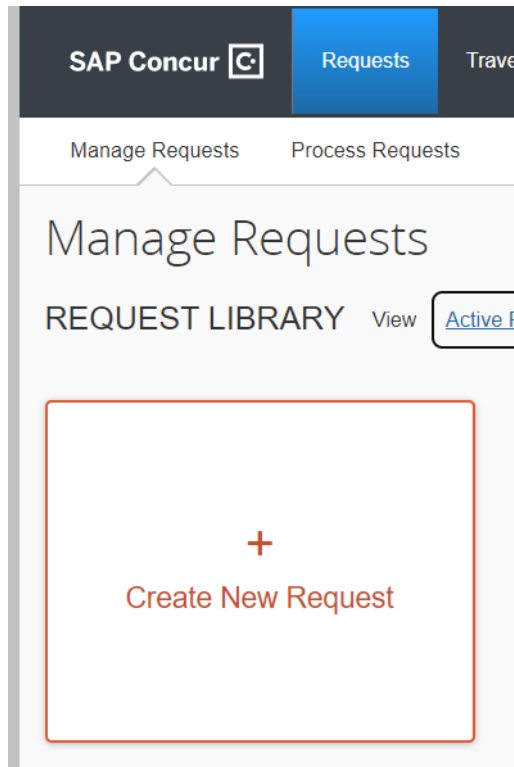
- Delegates can be added to prepare and book travel on your behalf.
- If you need a delegate to cover for you in your absence, please contact the Service Desk for assistance.

*Note: Request Preferences, Request Approvers, Favorite Attendees – No action is required for these tabs.*

# **Section II: Instructions for Travelers**

## Creating a Travel Request

To begin a new Travel Request, click on **Requests** > then **Create New Request** below Manage Requests:



A blank request will appear:

Create New Request

Request/Trip Name *	How will you book your travel? *	Business Trip Start Date *
<input type="text"/>	None Selected	MM/DD/YYYY
Business Trip End Date *	Request/Trip Purpose *	Paid for by an outside entity? *
MM/DD/YYYY	None Selected	None Selected
Destination City *	Out of State and beyond 500 miles? *	Destination Country
<input type="text"/>	None Selected	
Traveler Type *	Does this trip contain personal travel? *	Personal Dates of Travel
Staff	None Selected	
Additional Information	Fund *	School *
<input type="text"/>	(11) 11 - UNRESTRICTED GENERAL FUND	(DCA) PLANNING AND DEVELOPMENT - RIVERSIDE
	Resource *	Project Year *
	(1000) 1000 - GENERAL FUND	0
Goal *	Function *	Group
6624	(0000) COLLEGE PLANNING AND DEVELOPMENT	RCC
Comment	<input type="text"/>	

Cancel Create Request

## **Request Trip Name**

**Request/Trip Name** – Enter the complete trip name. There is a limit of 30 characters that can be entered into the Trip Name field. If you need additional space to spell out acronyms, please enter the information in the “Additional Information” or “Comment” box.

**How will you book your travel?** There are three options for booking your travel.

**NOTE: Your request must be fully approved prior to booking.**

1. Book Online: Concur Travel - Select this option if you will be using the booking feature within Concur to book any portion (airfare, hotel, car rental, or train) of your travel after the travel request is fully approved.
2. Book with Agent: Cal Travel Agent – Select this option if you will be contacting the Cal Travel Store Agency for assistance in booking your travel. This option is recommended if your travel will include multiple stops, group travel, personal travel, or other complicated variations.
3. Book Outside of Concur & Cal Travel Store – select this option if you will be making all of your travel arrangements outside of the Concur segments (i.e. not using the Cal Travel Store) For example, you have already purchased airfare, reserved hotel and car rental, registered for conference separately. You will be able to add details about the expenses you have incurred or reservations you made in the Expense section tab.

**Business Trip Start/End Date** – Please indicate the days you will be traveling based on conference agenda or flyer. These dates should include any additional travel days that may be required. (Ex: If the conference is out of state and begins at 8:00 am on the 4th and ends at 7:00pm on the 8th, your travel days might be the 3rd-9th, to include all days you will be traveling). Only include business trip start and end dates. If there are personal travel dates associated with this trip, there will be another field to include this information.

**Request/Trip Purpose** – Select from the drop-down menu the best description of the purpose for your trip.

**Paid for by an outside agency?** Yes or No. – Select “Yes” only if all of the travel expenses will be paid by an outside agency (e.g. State Chancellor’s office or conference organizers).

**Destination City** - Enter name of city, and select from options.

**Out-of-state and beyond 500 miles?** Per Administrative Policy 6900, “Requests for travel outside of the State of California, **AND** beyond 500 miles from primary work site, including out-of-country

travel, require that a travel request be completed and approved by an appropriate administrator and by the Board of Trustees before the travel event takes place.” Select yes or no as appropriate.

**Restricted travel:**

As of August 15, 2022, there are now 22 states where AB 1887 prohibits the use of state funds to pay for travel to a state on the Attorney General’s list, except where one of the statutory exceptions applies. It does not affect travel that is paid for or reimbursed using non-state funds.

- |                 |                    |
|-----------------|--------------------|
| 1. Alabama      | 12. Montana        |
| 2. Arizona      | 13. North Carolina |
| 3. Arkansas     | 14. North Dakota   |
| 4. Florida      | 15. Ohio           |
| 5. Idaho        | 16. Oklahoma       |
| 6. Indiana      | 17. South Carolina |
| 7. Iowa         | 18. South Dakota   |
| 8. Kansas       | 19. Tennessee      |
| 9. Kentucky     | 20. Texas          |
| 10. Louisiana   | 21. Utah           |
| 11. Mississippi | 22. West Virginia  |

**Destination City/State** – Enter the destination city of your trip. As you begin typing the city name, the system will automatically display search results. For virtual conferences, **ALWAYS** select “Riverside, CA” as the destination city.

**Destination Country** – This option automatically populates based on destination city entered.

**Traveler Type** - Select the option that best describes the traveler.

- **If you select “Group Travel”**

When three or more individuals have been selected to attend the same virtual conference, you can consider designating one individual to submit the travel request in Concur on behalf of the group. If the conference is face-to-face, it is likely each group member will need to submit a travel request separately as they may each have differing travel components to consider.

**Does this trip contain personal travel?** If there is a portion of your trip that will be personal in nature, select “yes” and indicate the dates the personal travel will take place in the section “Personal Dates of Travel” field. Add any clarifying comments in the “Additional Information” section provided.

**Budget Information** – Please select from the drop-down menu the correct components of the budget string funding your travel. **Note: Be sure to use the budget string provided by the area/department funding the request.**



- If the traveler is using a grant or trust account (anything other than regular General Fund budget), the Galaxy flow associated with the budget string may not include the immediate supervisor and must be added. In this case, the traveler must use 11 AZK 1000 0 6960 0501 XXXX and indicate which ASRCC/Trust account is being used in the comments with the appropriate identification number.

Fund (11) 11 - UNRESTRICTED GENERAL FUND	School (DMF) DMF - DEAN OF INSTRUCTION	Resource (1000) 1000 - GENERAL FUND	Project Year 0
Goal 6017	Function (3000) 3000 - DEAN OF INSTRUCTION	Group RCC	

Click **“Create Request.”** You will notice once you do the system automatically assigns a Request/Trip ID number. Request ID’s are issued once a request is created. In order to book travel, the Concur Request must be approved through the approval process. Use this ID number when contacting [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu).

Request 3DR4

## Add Expected Expenses

Request Details ▾ Print/Share ▾ Attachments ▾

EXPECTED EXPENSES

**Add** Edit Delete Allocate

## Completing the Expected Expenses

Once you have obtained estimates, you are ready to enter the information under the “Add” tab. Click “Add” tab and select Travel Expense Type, Transportation, Mileage, Meals, Fees, Other Travel Expenses or Non-Employee (Student, Guest) Expenses.

Add Expected Expense
×

Search for an expense type

- > 01. Travel Expenses
- > 02. Transportation
  - 03. Mileage
  - 04. Meals
- > 05. Fees
- 06. Other Travel Expenses
- > 09. Non-Employee (Student, Guest) Expenses

## 01. Travel Expenses

- **Air Ticket** - Complete boxes based on estimates received and hit save.
- **Hotel Reservation**- Complete boxes based on estimates received and hit save.

## 02. Transportation

- **Car Rental** – Complete boxes to search for available car rentals. The approved Rental Car vendor for RCCD is Enterprise. Enter the estimated amount and hit save. Do not book the reservation until your Concur request is approved.

The screenshot shows a 'Car Search' form. At the top, there are five icons: an airplane, a train, a car, a bed, and a bus. The 'Car' icon is highlighted. Below the icons, the form has the following fields: 'Pick-up date' with a calendar icon and a time dropdown set to '12:00 pm'; 'Drop-off date' with a calendar icon and a time dropdown set to '12:00 pm'; a 'Pick-up car at' section with two radio buttons, 'Airport Terminal' (which is selected) and 'Off-Airport'; a text input field labeled 'Please enter an airport.'; a checkbox labeled 'Return car to another location'; a link labeled 'More Search Options'; and a red 'Search' button at the bottom.

- **Parking** - Complete boxes on estimates received and hit save.
- **Train** - Complete boxes on estimates received and hit save.

## 03. Mileage

*Per AP 5900, local travel is defined as within 50 miles of the employees' primary work site. Mileage should be calculated based on employees' primary work site as both a starting and ending location.*

*Google Maps allocates the following one-way mileage to the following airports:*

<i>District/College</i>	<i>Airport</i>	<i>One-Way Mileage</i>
<i>Riverside CCD</i>	<i>Ontario International (ONT)</i>	<i>15.7</i>
<i>Riverside CCD</i>	<i>John Wayne International (SNA)</i>	<i>42.9</i>
<i>Riverside CCD</i>	<i>Los Angeles International (LAX)</i>	<i>67.7</i>
<i>Riverside CCD</i>	<i>San Diego International (SAN)</i>	<i>100</i>
<i>Moreno Valley College</i>	<i>Ontario International (ONT)</i>	<i>29.1</i>
<i>Moreno Valley College</i>	<i>John Wayne International (SNA)</i>	<i>57.5</i>

Moreno Valley College	Los Angeles International (LAX)	82.3
Moreno Valley College	San Diego International (SAN)	91.5
Norco College	Ontario International (ONT)	13.4
Norco College	John Wayne International (SNA)	33
Norco College	Los Angeles International (LAX)	57.7
Norco College	San Diego International (SAN)	100
Riverside City College	Ontario International (ONT)	18.1
Riverside City College	John Wayne International (SNA)	42.8
Riverside City College	Los Angeles International (LAX)	67.6
Riverside City College	San Diego International (SAN)	101

Manage Requests

New Expense: 03. Mileage  
08/18/2022

Allocate

Request/Trip Start Date  
08/18/2022

Request/Trip End Date  
08/22/2022

Paid for by an outside entity? \*  
No

Distance \*  
|

Mileage  
0.585

Amount  
|

Currency  
US, Dollar

Description  
|

Comment  
|

Save Cancel

## 04. Meals

Complete boxes based on estimates and hit save. On average, travelers spend approximately \$100 per day on meals.

*NOTE: Per AP 5900 - The actual and necessary cost of meals during the travel event, plus reasonable and customary tips, will be paid upon submission of original, itemized receipts. If meals are included in the cost of a conference, workshop or other travel event, charges for additional meals that substitute for the included meals will not be reimbursed. When meals are charged to an employee's hotel room, the original itemized receipt for the meal must be provided – a line-item charge on the hotel bill will not be sufficient. Credit card receipts which do not itemize the contents of meals purchased will not be reimbursed.*

## 05. Conference Registration Fees

Complete boxes based on conference agendas and flyers you have received. Please add one of the following comments as applicable when referencing transaction amounts:

- a. **Registration paid out of pocket** - use this comment to indicate you have paid for the cost of registration out-of-pocket and will be seeking reimbursement through the expense report process following the event.
- b. **Credit card payments not accepted, please pay by check** – use this comment if the vendor does not accept American Express credit card payments.
- c. **Please issue AMEX Go Card** – use this comment to indicate you would like to be issued the AMEX Go Card to make payment. Note: Use of the AMEX Go Card will require you to download an app on your mobile device.

\*Contact Liz Tatum for any additional payment methods.

## **06. Other Travel Expenses**

Per AP 5900 - The actual cost of taxi service, parking fees, luggage service, and reasonable and customary tips will be paid upon submission of appropriate original receipts. Employees are encouraged to use long-term, airport parking.

Please complete boxes based on estimates and hit save.

## **09. Non-Employee (Student, Guest) Expenses**

**Student Travel** - Travel involving students can now be submitted through Concur.

When entering student-related expenses:

1. The chaperone/faculty member will complete Travel Expense Types 1-6.
2. For expenses related to the student travel, the chaperone/faculty member will complete Travel Expense Type 9.
3. This section is for student travel using general fund funds. To travel under ASRCC budgets/trust accounts, refer to ASRCC Section VII.
4. A list of all student travelers is required.
5. Once fully approved, follow the steps requesting payment.
6. The Chaperone/Faculty member will be issued an AMEX GO Card on behalf of the group and will be responsible for issuing payment to the vendor.

**Note:** *Cash Advances are no longer processed for student/group travel. All expenses to be allocated on AMEX GO cards.*

## **Allocating Budget**

If more than one budget string is being used in the travel request, please allocate budget per the following steps:

- Select the “Allocate” button and complete either percentage or amount.
- Select “Add” to provide additional budget strings. The requester will need to have the full budget string prior to entering into Concur. Hit Save.

New Expense: Non-Employee Airfare \$1,000.00

08/18/2022

**Allocate**

Request/Trip Start Date

08/18/2022

Request/Trip End Date

08/22/2022

Paid for by an outside entity? \*

No

Transaction Amount \*

1,000.00

Currency \*

US, Dollar

Description

Comment

Save Cancel

**NOTE:** There is no limit to the number of budget strings you can add.

If you would like to modify the percentages, simply click in the field and change as needed. Remember to Save the allocations. Once you have entered expenses and allocated budget, you are ready to upload the required documents.

### Uploading Required Documents

Prior to submitting your request for approval, please upload one or more of the following documents as applicable:

Prior to submitting your request for approval, you are required to upload:

- copy of the conference/meeting flyer or agenda
- copy of quote for airfare/transportation/hotel
- copy of your proof of registration OR
- copy of the registration invoice

To upload required documents, click on the “Attachments” button and attach documents in PDF format only.

Request Details ▾ Print/Share ▾ **Attachments ▾**

**EXPECTED EXPENSES**

Add Edit Delete Allocate

Click on the “browse” button and attached the documents you need to upload one at a time. Click on “Upload”. Once all required documents are uploaded, click on “close.” All documents will be combined into one file within Concur.

To verify the documents are uploaded, return to the “attachments” button and select “view documents’ from the drop-down menu. A pop-up window will appear (be sure to enable pop-ups in your web browser).

## Adding/Verifying Travelers’ Supervisor

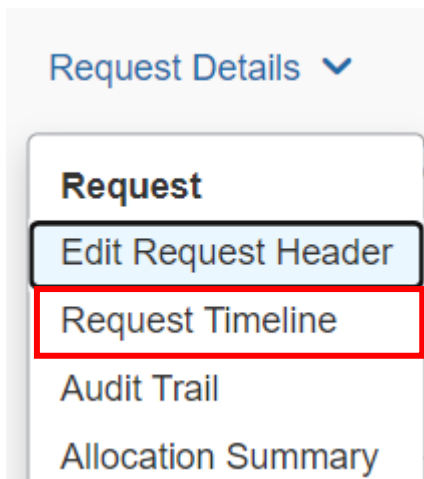
Once you have uploaded all of the required documents, you are ready to submit the request for approval. In all instances travelers must confirm their direct supervisor is included in the approval workflow.

**Classified Professionals/Managers** - Travel requests will automatically be routed to the traveler’s immediate supervisor as noted in the travel profile.

**Faculty** - The division dean must be manually added as an approver for faculty travel requests.

### To add an additional approver to workflow

- Before submitting, select “Request Details” under the Header and select “Request Timeline”



- Under “Request Timeline” select Edit next to Approval Flow

- Under Edit Approval Flow, the Requestor can add additional Approvers to the flow. Select “Add Step” and use drop down menu to select appropriate approver. Once all additional Approvers are selected, hit Save to continue.

Edit Approval Flow
✕

---

+ Add Step

Direct Supervisor Approval

▼

Wright, Lynn M.

+ Add Step

User-Added Approver

▼

Tatum, Elizabeth

Delete

+ Add Step

Budget Approval

+ Add Step

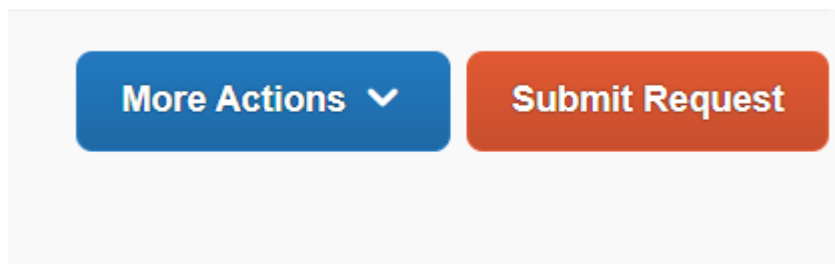
Pending Booking

+ Add Step

Cancel
Save

### **Submitting Request for Approval**

Click on the “Submit Request” button.



The electronic agreement dialog box will appear. Read and if no changes need to be made click on “Accept & Continue.”

## User Electronic Agreement



This is a true and accurate estimation of expenses that will be incurred to accomplish official business for Riverside Community College District and this request is in compliance with Riverside Community College District Travel & Expense policy.

Cancel

Accept & Continue

Now, your request will appear under your “Requests” tab and will appear under “Manage Requests” with the automatically assigned travel number and status shown.

- Requester will need to monitor status of request for approval **PRIOR** Booking travel.

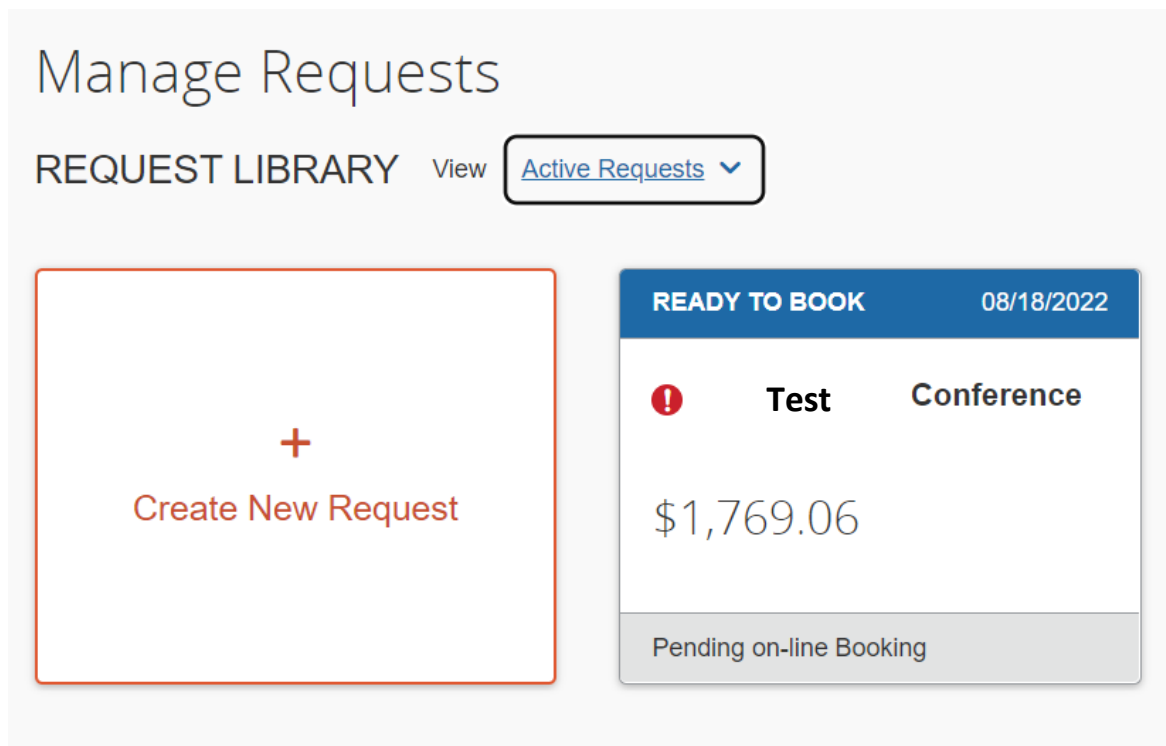


## **Section III: Completing the Booking Process**

## Booking Travel

Now that your travel request has been approved, you are now ready to book your travel. You will receive an email notification from [AutoNotifications@concursolutions.com](mailto:AutoNotifications@concursolutions.com) indicating there is a request pending travel booking. You are now ready to book your airfare, hotel, or car rental as appropriate. To complete the booking process, take the following steps:

Within Concur, click on the “Requests” link on the top banner. This will take you to your active travel request dashboard. You will see a comment of “Pending on-line Booking” under the request status.



Manage Requests

REQUEST LIBRARY View [Active Requests](#) ▼

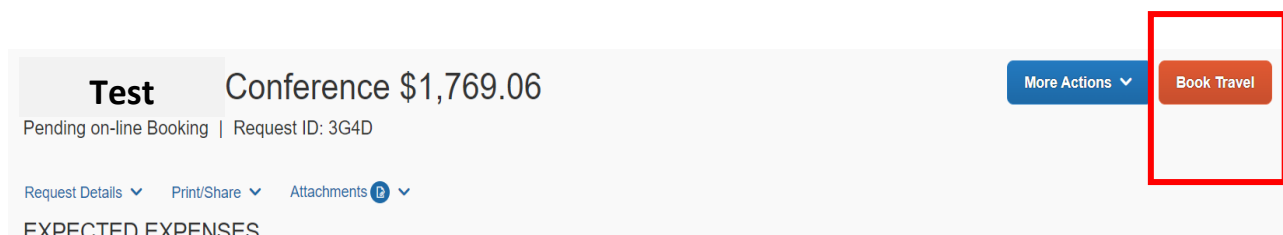
**Create New Request**

**READY TO BOOK** 08/18/2022

**Test Conference**


\$1,769.06

Pending on-line Booking



**Test Conference \$1,769.06**

Pending on-line Booking | Request ID: 3G4D

[Request Details](#) ▼ [Print/Share](#) ▼ [Attachments](#)  ▼

EXPECTED EXPENSES

More Actions ▼ **Book Travel**

Select the travel request by clicking on the request name. Click on the “Book with Concur Travel” button.

### 01. Book Online – Concur Travel

Option 1 requires you to book directly through the Concur website, following the prompts.

## 02. Book with Agent - Cal Travel Store

If you chose, Option 2 “Book with Agent: Cal Travel Store” in the Request Header section, follow the steps to enter the segments and expenses. After the request has been fully approved, the Cal Travel Store will receive the Request and will process the reservation. If additional information is needed, an agent will contact the traveler to finalize the reservation. There is no need for the traveler to contact the agent prior to an agent reaching out to them to confirm the reservation.

Once any reservations have been confirmed, and agent will send a confirmation email to the traveler.

## 03. Book Outside of Concur and Cal Travel Store

If you chose, Option 3 “Book Outside of Concur and Cal Travel Store” in the specific Concur Request, follow the steps to complete the request, the expenses tab, and submit for approval as noted.

### Booking Airfare

Enter your flight criteria (like the process followed when obtaining quotes) to display flight options. Select your flights by clicking the “Select” button.

The screenshot displays the Concur flight booking interface. The top navigation bar includes 'Travel', 'Trip Library', 'Templates', and 'Tools'. The main header shows the trip summary: 'LOS ANGELES TO SAN FRANCISCO', 'THU, FEB 6 - MON, FEB 10', and a 'Show as' dropdown set to 'USD'. Below the header, there are tabs for 'Shop by Fares' and 'Shop by Schedule'. The 'Shop by Fares' tab is active, showing a search bar, a 'Sorted By' dropdown set to 'Policy - Most Compliant', and a 'Displaying: 78 out of 504 results' indicator. The flight results are presented in a table with columns for the airline (Southwest), flight number, departure time, arrival time, duration, and price. The first two rows of results are highlighted with a red box. The first row shows a flight from ONT to SFO at 10:20 AM, arriving at 11:50 AM, with a price of \$107.96. The second row shows a flight from SFO to ONT at 03:40 PM, arriving at 05:10 PM, with a price of \$107.96. The 'Wanna Get Away' fare is selected for both flights. The 'Anytime' fare is also visible with a price of \$505.52. The interface includes a 'Previous Searches' section on the left and a 'Preferred Airline' section at the bottom.

Review your flight selections. Choose your frequent flyer program from the drop-down menu (if you have them).

The RCCD credit card automatically pays for the airfare. Click on “Reserve Flight and Continue”.

## Booking Hotel

To book your hotel accommodations, enter your search criteria.

Travel Trip Library Templates Tools

**Trip Summary**

**Flights Reserved**  
Round Trip  
ONT - SFO  
Depart: Thu, 02/06/2020  
Return: Mon, 02/10/2020

**Select a Hotel**  
Nights: 4  
San Francisco, CA  
Check-in: Thu, 02/06/2020  
Check-out: Mon, 02/10/2020

**Finalize Trip**

**Total Estimated Cost**

Air	USD	107.96
	USD	107.96
<b>Total</b>	<b>USD</b>	<b>107.96</b>

[Change Search](#)

CHECK-IN THU, FEB 6 - CHECK-OUT MON, FEB 10

Hide Map Print / Email

Company Preferred Accommodation

San Francisco Bay Area Map

Displaying: 100 out of 100 results. Previous 1 2 3 4 Next | All

Select the hotel by clicking on the “View Rooms” button to view room options.

**13. Acqua Hotel**  
555 Redwood Hwy, Mill Valley, CA 94941 [Map it](#)  
9.46 miles ★★★★★ [View Rooms](#)

**Most Preferred Hotel** for Riverside Community College District [Hotel details](#)

**14. Orchard Hotel**  
665 Bush St, San Francisco, CA 94108 [Map it](#)  
1.2 miles ★★★★★ [View Rooms](#)

Select the room option by clicking on the blue button.

**13. Acqua Hotel**  
555 Redwood Hwy, Mill Valley, CA 94941 [Map it](#)  
9.46 miles ★★★★★ [Hide Rooms](#)

**Most Preferred Hotel** for Riverside Community College District [Hotel details](#)

*The CA Green Lodging Program encourages State and Local government travelers to seek out and give preference to certified green hotels.*

**Room Options**

Best Available Rate - Dlx Queen Bed Down Comforter CD Player Vcr Fridge Spa Robes Comp Wireless Hspd Cont Brkfst Best Available Rate (Sabre) [Rules and cancellation policy](#) [i](#) [\\$239](#)

Best Available Rate - Dlx Queen Bed Ada Accessible Fridge Spa Robes Comp Wireless Hspd Amer Brkfst Best Available Rate (Sabre) [Rules and cancellation policy](#) [i](#) [\\$239](#)

Review and reserve your hotel room by clicking the “Reserve hotel and continue” button.

Trip Summary

Flights Reserved

Round Trip  
ONT - SFO  
Depart: Thu, 02/06/2020  
Return: Mon, 02/10/2020

Hotel Selected

Nights: 4  
San Francisco, CA  
Check-in: Thu, 02/06/2020  
Check-out: Mon, 02/10/2020

Finalize Trip

Review and Reserve Hotel

REVIEW HOTEL ROOM

Acqua Hotel

Best Available Rate - Dlx Queen Bed Down Comforter CD Player Vcr Fridge Spa Robes Comp Wirless Hspd Cont Brkfst Best Available Rate  
4 Nights | 1 Guest\*

Check-in

Thursday, February 06, 2020

Check-out

Monday, February 10, 2020

Address

555 Redwood Hwy  
Mill Valley, California 94941  
United States

Phone

415-380-0400

\* We reserve every hotel room for 1 guest only, regardless of the number of actual travelers sharing the room. The primary traveler's name is attached to the reservation for hotel check-in.

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)  
Ex: Need early check-in (10am)

☐ Request foam pillows ☐ Request rollaway bed ☐ Request crib

ENTER HOTEL GUEST INFORMATION

Ensure the name below matches the I.D. shown on the day of check-in.

Hotel Guest

Name: Raymond DULK West Phone: 951.222.8307 chip.west@rcc.edu

Edit | Review all

Be sure to agree to the rates and rules by checking the box before clicking on reserve hotel and continue.”

REVIEW PRICE SUMMARY

Description	Nightly rate	Dates	Total
Acqua Hotel	\$229.00	Feb 06 - Feb 07	\$229.00
	\$239.00	Feb 07 - Feb 09	\$478.00
	\$229.00	Feb 09 - Feb 10	\$229.00
Total Estimated Cost:			\$936.00*
Total Due Now:			\$0.00**

\* May not include taxes or additional fees.

\*\* Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

The credit card you select will be held to confirm your reservation. You will not be charged in full until your hotel stay.

Citi Bank Mastercard\* (...6011)

Add credit card

\* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

Please review the rate details and cancellation policy provided by the hotel.

TOTAL RATE: 1050.15 USD  
EXTRA PERSON: \$25.00  
RATE CHANGES OVER DURATION OF STAY

Hotel Rates

229.00 06FEB - 07FEB  
239.00 07FEB - 09FEB  
229.00 09FEB - 10FEB

☐ I agree to the hotel's rate rules, restrictions, and cancellation policy.

Back

Reserve Hotel and Continue

RCCD Concur Manual

Effective Date 9-30-22

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The RCCD credit card reserves your hotel room, however, the hotel will still request a personal debit or credit card be presented at check-in for incidental charges.

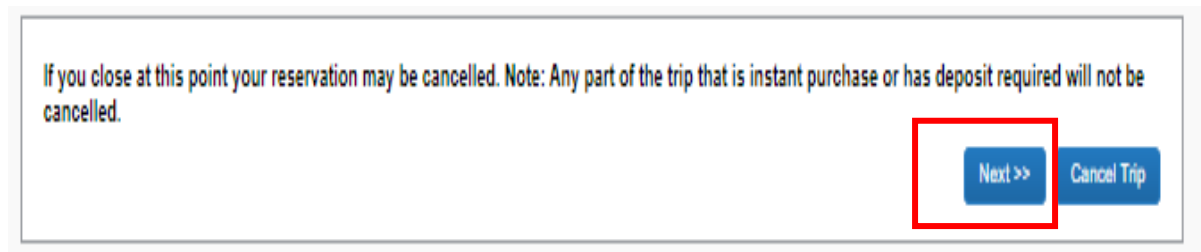
## Booking Car Rental

The process to book your car rental is the same as the process for booking your airfare and hotel.

1. Enter your search criteria
2. Select your model option
3. Click “Reserve car and continue”

The RCCD credit card reserves your car. The District holds an agreement with Enterprise Car Rentals. When renting a vehicle, the District will be automatically billed.

To complete the booking process, you must click each blue “next” button that appears at the bottom right hand of the screen.



Once you have reached “Confirm Booking” as an option, click to finalize the booking process.

The following message will appear and an overview of the trip overview displays.

## Finished!

**You have successfully booked your trip!**

### Trip Record Locator : HJFIBP

This trip complies with your travel policy.

Your itinerary has been saved. CalTravelStore (State of CA RX0F) 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: 11/21/2019 09:59 pm Pacific

Travel Contact Information  
877-454-8785

## Contacting Purchasing for Payments

Once your travel request has been fully approved, you will receive an automated email notification from [AutoNotifications@concursolutions.com](mailto:AutoNotifications@concursolutions.com). Be sure to add this email to your contacts to avoid having the message moved to your Clutter or Junk inbox.

Your next step will be to contact the Purchasing department via email at [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) to request:

- a. An AMEX Go Card to be issued to you - OR -
- b. Request a paper check for those vendors who do not accept credit card payments using the Direct Pay Form. Refer to Appendix A

**NOTE:** If you have prepaid the expenses and will be seeking reimbursements, you can skip this step. When contacting [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) be sure to include the following information:

- Travel request/trip ID number in the subject header. Please do this for all communications regarding travel.
- Traveler's name
- Traveler's mobile number (necessary for issuing AMEX Go Card)

### Requesting an AMEX GO Card

If you are requesting an Amex Go Card for the first time, please reply with the following information:

- Approved Concur Request ID:
- Traveler's Name:
- Traveler's Cell Phone No.:

If you are requesting additional funds to be added to your AmEx Go Card, please provide your:

- Approved Concur Request ID#
- Traveler's Name:
- Traveler's Cell Phone No.:

### Requesting a Paper Check

If the conference vendor does not accept American Express or other credit cards as a form of payment for your conference registration, please email [PurchasingTravel@rccd.edu](mailto:PurchasingTravel@rccd.edu) with the following information:

- First & Last Name of Requestor and Concur Request ID on the Email Subject line
- Instructions on how to pay for the registration
- URL link for the registration (login/password if necessary) or Vendor Information necessary to make payment.
- Any important registration preferences necessary to complete your registration (A screenshot of filled out registration form would be helpful)

Please note that your request will only be processed once your Concur Request is fully approved. Please follow up with your approvers to make sure that your request is approved on time.

## How to Modify a Request

### Delete/Cancel/Recalling/Closing Requests

**Delete** - A Request can only be deleted if it has never been submitted. Delete icon:



**Cancel** - A Request can be cancelled once it's been submitted

- If cancelled before approval, you will not see the Expense link
- If Request is cancelled after approval but before booking, the Request will be cancelled
  - Expense link will remain visible
  - Request must be Closed/Inactivated in order to prevent expensing
- If Request is cancelled after booking, the Request and the Booking will be cancelled
  - Expense link will remain visible
  - Request must be Closed/Inactivated in order to prevent expensing
- Cancellation of a Request, after it has been fully approved, will release the encumbrance

### Recall and Resubmit

You cannot change, cancel, or delete a Request that has been submitted unless you Recall it first. A user may recall a request at any point in the approvals process.

**Canceling an approved request will result in not being able to book travel or submit an expense report. Use caution when canceling a request.**

Some of the reasons to recall a request are to correct an existing entry or add missing information. If you have questions regarding this process, please contact your local Concur administrator.

### Close/Inactive

All requests need to be manually closed/inactivated only if you have already or will not be receiving a reimbursement.

### Multiple Requests

If another Request is created due to changes in travel plans mid-stream, you are able to attach the Requests associated with the trip to a single expense report. For assistance with this option, please contact your local Concur administrator.



## **Section IV: AMEX GO Card**

## Purpose

In order to provide individuals with flexibility for payment of conference related expenses, the District is able to offer travelers the choice to use either the AMEX Go Virtual card and/or a physical card. This option allows you to pay registration fees and minimizes the need for travelers to use their personal credit cards to issue payment.

### *Why should I use the AMEX Go Card?*

Using the AMEX Go Card allows travelers to have control on when and how your registration payments are made. You won't need to wonder if a check has been issued. If the conference vendor requires payment at the time of registration, you'll be able to register yourself and pay ensuring your spot at the event. If you are able to register and pay later, again, payment is in your hands. You'll know when and how the registrations have been made.

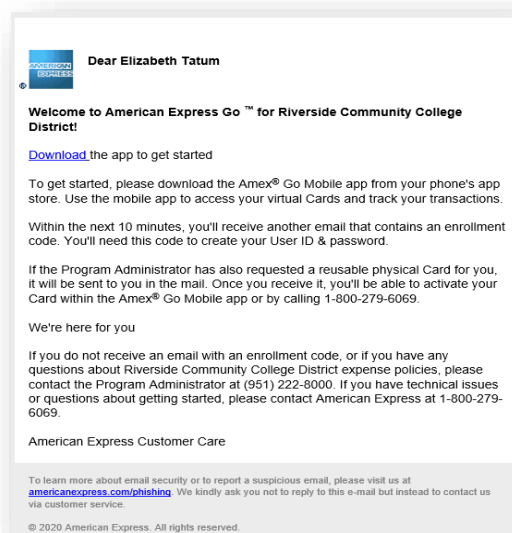
### *What can I pay with the AMEX Go Card?*

- Conference/workshop registration
- Hotel stays
- Car rentals (when booked outside of Concur travel store)
- Incidentals such as meals and parking

## Downloading the AMEX GO Card

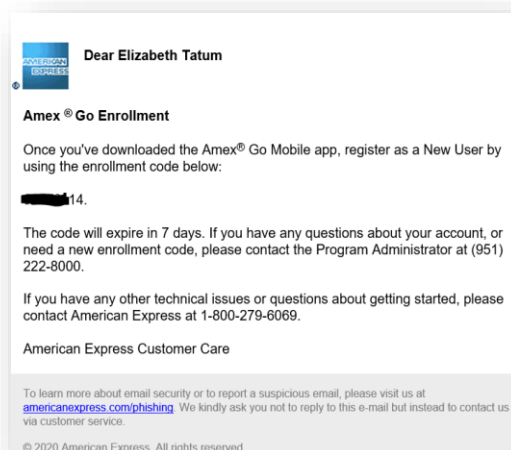
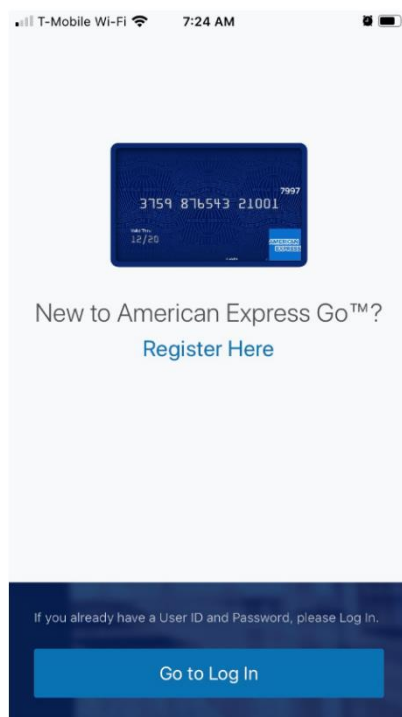
1. RCCD purchasing assigns an AMEX GO virtual card to the requestor who has submitted a request via Concur.

2. An email from AMEX GO is sent to your RCCD email account to download the app.

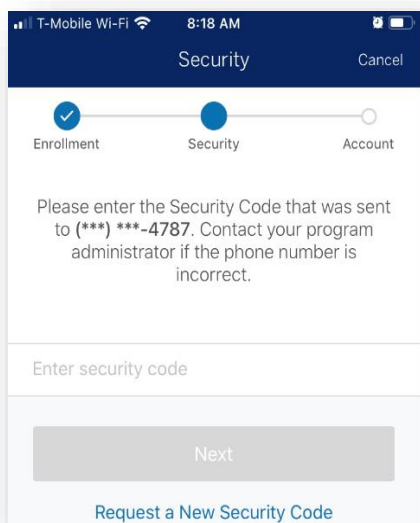


3. Once the app is downloaded an email will be sent to your RCCD email account to register as a new user using an enrollment code.

4. Click Register Here



5. Once enrolled a Security Code will be sent to you via text. You will then be prompt to create a User ID:

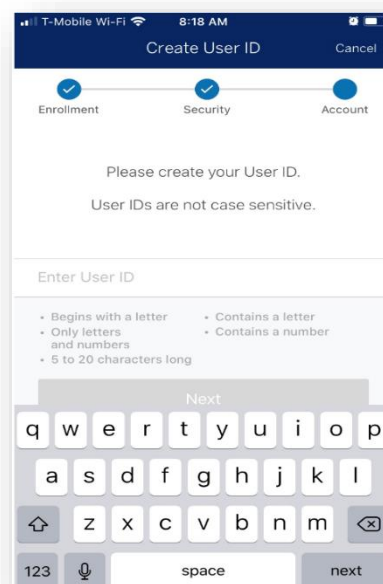


*Note-*

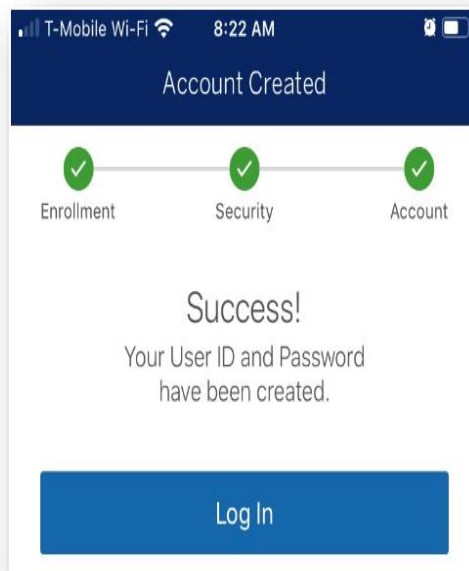
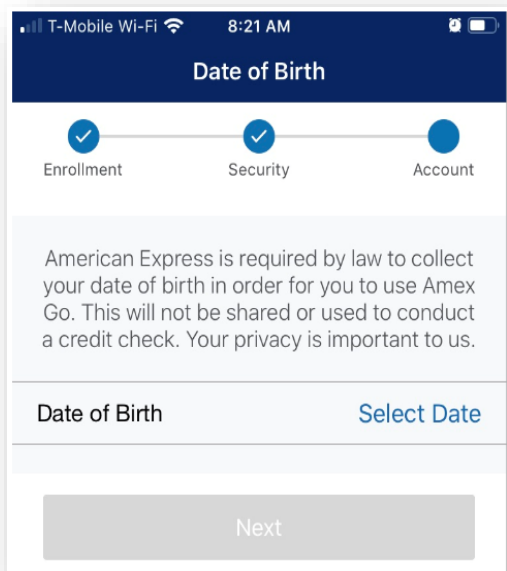
**\*Personal AMEX card DOES NOT interfere with RCCD AMEX GO – they are completely different apps/system.**

**\*Contact: John Geraghty @ [john.geraghty@rccd.edu](mailto:john.geraghty@rccd.edu) for AMEX GO questions**

**\*Msg & data rates may apply**

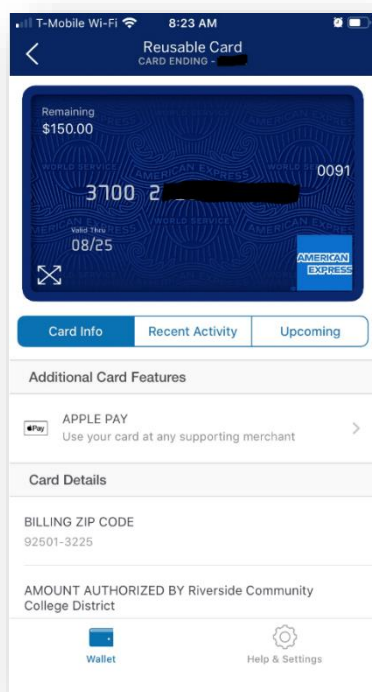
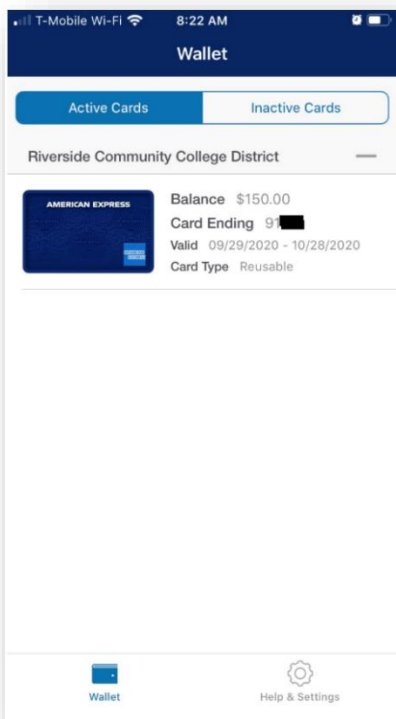


6. Enter your date of birth and this completes the enrollment process - Success!



## Viewing the AMEX GO Card

Click on the app and log in. Note - the amount displayed on the virtual card is the amount requested from Concur.



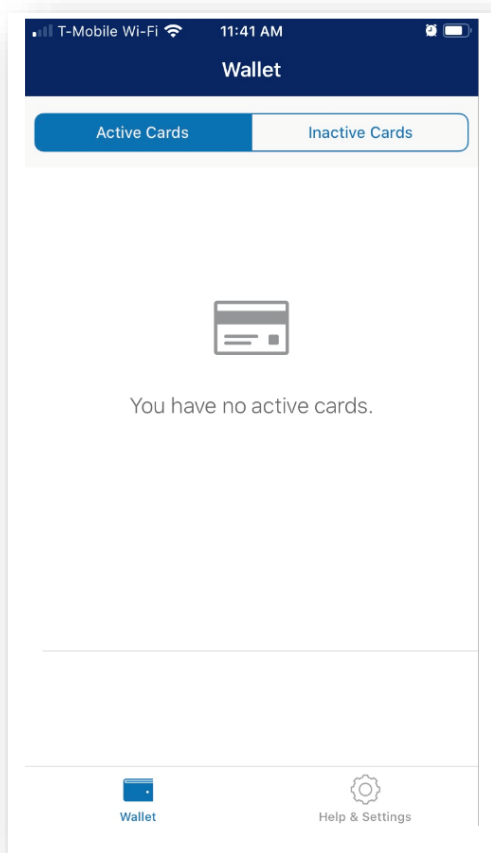
### Conference Registration Payment:

Retrieve your registration, fill out the registration form and use the virtual card to pay for your fees. In some cases, you may have to call them directly and provide them with the card number.

Do NOT type the AMEX card number more than twice as it will block the card from being used.

If you do NOT want a virtual AMEX GO Card issued or you do not want to utilize your mobile device to download the app, contact purchasing at [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) to request payment to conference vendor. Additionally, if the conference vendor does not accept the American Express card, contact [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu) to request payment.

After you register the remaining balance will be zero, so the card will show on AMEX as not active. When you complete a new TR in Concur, RCCD will increase the balance on this card.



# **Section V: Creating your Expense Report**

## Creating your Expense Report

Once you complete your trip you are ready to prepare your expense reimbursement. Please note: You **must** submit an expense report regardless of whether or not you have out-of-pocket reimbursements.

Alerts: 4

TEST - Conference \$1,769.06

Approved | Request ID: 3G7P

Request Details | Print/Share | Attachments (1)

REPORTS: 1  
Remaining  
\$1,769.06

EXPECTED EXPENSES

More Actions | Create Expense Report

To create a new expense report:

1. On the Request Library, select the travel request that you are to enter expenses.
2. Complete all required fields by adding expenses using the Add Expense button

TEST - Conference \$0.00

Not Submitted

Report Details | Print/Share | Manage Receipts

REQUEST  
Approved  
\$1,769.06

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

No Expenses  
Add expenses to this report to submit for reimbursement.

3. At this point, you will likely either:

- Add an out-of-pocket expense to your expense report (New Expense)
- Add AmexGo transactions to your expense report

TEST - Conference \$1,600.00

Copy Report
Submit Report

Not Submitted

Report Details
Print/Share
Manage Receipts

REQUEST  
Approved  
\$1,769.06

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input type="checkbox"/>			AmEx Go Card	Undefined	IDI LLC Olney, Maryland	07/12/2022	\$1,600.00
							\$1,600.00

## Adding AMEX GO Card Expenses

Add Expense



2  
Available Expenses

+  
Create New Expense

<input type="checkbox"/>	Payment T... ↑↓	Expense T... ↑↓	Vendor De... ↑↓	Date ≡	Amount ↑↓
<input type="checkbox"/>	AmEx Go Card	Undefined	IDI LLC Olney, Maryland	07/12/2022	\$1,600.00
<input type="checkbox"/>	AmEx Go Card	Parking	HILTON ORANGE COUNTY/COST Costa Mesa, California	05/23/2022	\$-83.25

Displayed expenses: 2, Total: 2

Close
Add To Report

After selecting Add Expense, you will receive a pop-up option as presented below. Please confirm that the expenses listed under “Available Expenses” match those that correspond with the appropriate Concur Request ID (looking at dates and Vendor), and hit “Add To Report.”



## Add Expense



2  
Available Expenses

+

Create New Expense

<input type="checkbox"/>	Payment T... ↑↓	Expense T... ↑↓	Vendor De... ↑↓	Date ≡	Amount ↑↓
<input type="checkbox"/>	AmEx Go Card	Undefined	IDI LLC Olney, Maryland	07/12/2022	\$1,600.00
<input type="checkbox"/>	AmEx Go Card	Parking	HILTON ORANGE COUNTY/COST Costa Mesa, California	05/23/2022	\$-83.25

Displayed expenses: 2, Total: 2

Close

Add To Report

Select the expense that aligns with the corresponding Concur Request ID.

Please ensure you add any copies of receipts that are aligned with the expense by selecting the icon under the Receipt column.

Add Expense

Edit

Delete

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓
<input type="checkbox"/>	!		AmEx Go Card

Select the expense by checking the box, then select “Move To” to align it to the appropriate Concur Request ID.

### Adding Out of Pocket Expenses

If out of pocket expenses associated with your travel, select “Create New Expense,” select the appropriate category, and add expense amounts following prompts.

**New Expense** Cancel Save Expense

**Details** **Itemizations** Hide Receipt

**Allocate** \* Required field

**Expense Type \***  
Hotel

**Check-in Date \*** MM/DD/YYYY **Check-out Date \*** MM/DD/YYYY **Nights:** 0

**Transaction Date \*** MM/DD/YYYY **Report/Trip Purpose \*** Conference Presenter

**Additional Information** **Vendor \*** Search for Vendor

**City of Purchase \*** **Payment Type \*** Out of Pocket

**Amount \*** **Currency** US, Dollar

**Request \*** 08/29/2022, \$500.00 - TEST - K's ...

**Comment**

Save Expense Save and Add Another Cancel

**Upload Receipt Image**

Click on the expense type from the drop-down menu and choose the expense type that applies (conference registration, hotel, etc.). If necessary use “Miscellaneous” in the “Other Travel Expenses” section if you do not see the expense type you are looking for.

**Expense Report**

**01. Travel Expenses**  
Airfare  
Hotel

**02. Transportation**  
Car Rental  
Parking  
Train

**04. Meals**  
Breakfast  
Dinner  
Lunch

**05. Fees**  
Conference Registration Fees/Agenda

**06. Other Travel Expenses**  
Agency Booking Fees

**Undefined** 07/15/2021

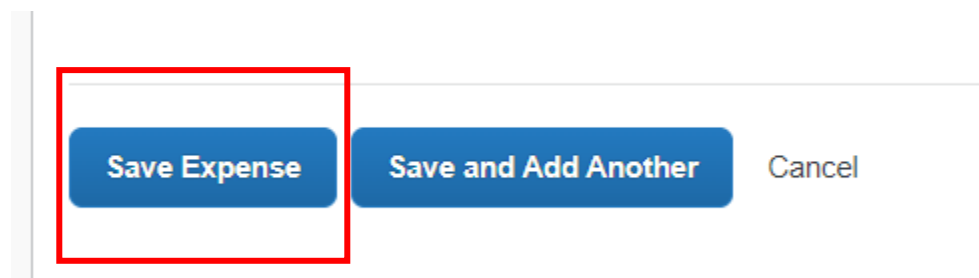
**Payment Type** AmEx Go Card **Amount** 2,529.00 **USD**

For prepaid expenses, identify expense type and payment type by clicking on the drop-down menu.

There are several expense types available to choose from in the drop-down menu.

- Out of Pocket – Select this option if the expense was paid out of pocket by the traveler.
- College Card (AmEx) or College Card (BoA) – The Purchasing department has two credit cards to pay travel related expenses. Travelers should contact Purchasing to confirm which card was used. Hotel or conference registration fees are examples of the type of expenses that may have been paid by the District credit card.
- Other Entity – Select this option for expenses paid for by an outside entity.
- RCC Ghost Card (Citi) – Select this option if airfare and/or car rental were booked through Concur.

To complete the expense report, select each available expense and link it to the appropriate type. For each expense, select payment type, upload corresponding backup documentation, and click “Save Expense,” or “Save and Add Another” to add additional expenses.



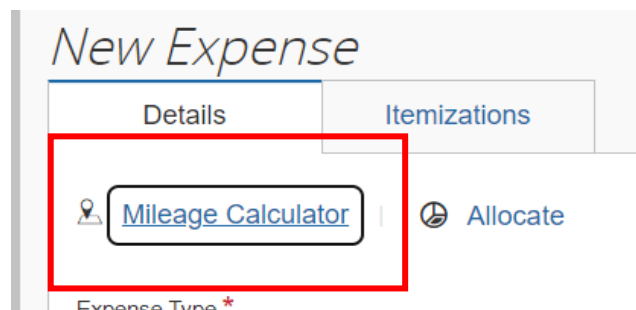
### Adding Mileage Expense

#### 03. Mileage

Monthly Mileage Report  
Personal Car Mileage

When adding mileage to the expense report, select “personal car mileage”. Instructions for creating a monthly mileage report are on page 53.

To add personal car mileage, complete the transaction date, and purpose of the trip. Next, click on the “mileage calculator” link:



Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

- A 3631 Teaberry Cir, Seal Beach, CA 90740, USA
- B San Diego, CA, USA
- C 3631 Teaberry Cir, Seal Beach, CA 90740, USA

99.1 MI  
100.7 MI

Calculate Route

Deducted Commute Distance

Home: 3631 Teaberry Cir, Seal Beach, CA 90740, USA  
Office: 3801 Market St, Riverside, CA 92501, U

98.2 MI

☒ Deduct Round Trip

Directions

A 3631 Teaberry Cir, Seal Beach, CA 90740, USA

☒ Deduct Commute

TOTAL PERSONAL 98.2 MI TOTAL BUSINESS 101.6 MI

Map

Los Angeles San Bernardino San Bernardino National Forest Joshua Tree National Park

Long Beach Irvine Temecula La Quinta Brawley El Centro Calexico Yuma Salome Wenden

Catalina Island Essential Fish Habitat... Cleveland National Forest Anza-Borrego Desert State Park

San Diego Chula Vista Tijuana Rosarito

Colorado River Reservation Quartzsite Blythe Ehrenberg

Kofa National Wildlife Refuge

Map data ©2022 Google, INEGI

Keyboard shortcuts

[Add Mileage to Expense](#)

When completing the Mileage Calculator for **round trip** reporting, the first point "A" will be your home address, the second point "B" will be the destination for which you are driving (airport, hotel, etc.), and the third point "C" will be your home address. Click on Calculate Route. Check **both** the Deduct Round Trip box and the Deduct Commute box.

Select **only** the Deduct Commute option for **one-way travel**.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

- A 3631 Teaberry Cir, Seal Beach, CA 90740, USA
- B San Diego, CA, USA
- C 3631 Teaberry Cir, Seal Beach, CA 90740, USA

99.1 MI  
100.7 MI

Calculate Route

Deducted Commute Distance

Home: 3631 Teaberry Cir, Seal Beach, CA 90740, USA  
Office: 3801 Market St, Riverside, CA 92501, U

49.1 MI

☐ Deduct Round Trip

Directions

A 3631 Teaberry Cir, Seal Beach, CA 90740, USA

☒ Deduct Commute

TOTAL PERSONAL 49.1 MI TOTAL BUSINESS 150.7 MI

Map

Santa Ana Huntington Beach Dana Point San Clemente Oceanside Vista Carlsbad Escondido Ramona Alpine Pine Valley El Cajon

Palomar Mountain Warner Springs Borrego Springs Salton City Niland Estelle Calipatria Westmorland Brawley Imperi El Cent

Catalina Island Essential Fish Habitat... Cleveland National Forest Anza-Borrego Desert State Park

San Diego

Map data ©2022 Google, INEGI

Keyboard shortcuts

[Add Mileage to Expense](#)

The mileage will automatically calculate, then you will click “Add Mileage to Expense.”

Next, click on “Add Mileage to Expense” and then “Save” to complete the personal car mileage entry.

## Adding Other Expenses

Continue to add additional expenses until all expenses and receipts have been added to the expense report.

## Finalizing Expense Report

Once all expenses have been entered, the total cost of the trip will be displayed at the end of the page. NOTE: Total approved is not the amount to be reimbursed to the traveler.

5CTCA General Meeting \$712.48

Pending Cost Object Approval

Report Details

Print/Share

Manage Receipts

REQUEST

Approved  
\$1,716.91

Remaining  
\$1,430.66

Alerts	Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
			Out of Pocket	Personal Car Mileage		08/10/2022	\$286.25
			AmEx Go Card	Lunch	DAIRY QUEEN #43698 Yermo, California	08/03/2022	\$7.52
			AmEx Go Card	Lunch	CIRCLE K 2700755 Las Vegas, Nevada	08/03/2022	\$7.36
			AmEx Go Card	Hotel	PARK MGM - NOMAD FRONT DE Las Vegas, Nevada	08/03/2022	\$319.74
			AmEx Go Card	Lunch	GREWAL TACO BELL Las Vegas, Nevada	08/03/2022	\$3.76
			AmEx Go Card	Dinner	WEERA THAI RESTAURANT Las Vegas, Nevada	08/02/2022	\$72.69
			AmEx Go Card	Lunch	CVS/PHARMACY #03210 Las Vegas, Nevada	08/01/2022	\$7.68
			AmEx Go Card	Lunch	CVS/PHARMACY #03210 Las Vegas, Nevada	08/01/2022	\$1.99
			AmEx Go Card	Dinner	BAKERSBURGERS 164 Riverside, California	07/31/2022	\$5.49
							\$712.48

The reimbursement must not exceed the original estimated travel request by more than 10% or \$200 per RCCD Board Policy. To verify the expense reimbursement has not exceeded this amount, view the Approved amount and Remaining amount displayed on the left-hand side of the expense report.

Report Details

Print/Share

Manage Receipts

REQUEST

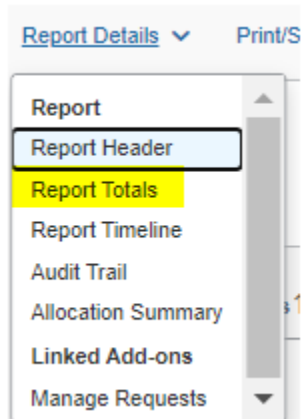
Approved  
\$1,716.91

Remaining  
\$1,430.66

Click on the display to view further information:

Requests					
Request Name ↑↓	Request ID ↑↓	Cancelled ↑↓	Request Total ↑↓	Approved ↑↓	Remaining ↑↓
5CTCA General Meeting	3GE6	No	\$1,716.91	\$1,716.91	\$1,430.66

You can view what is due to the employee under **Report Details > Report Totals**



Total Due to Employee:

Report Totals ×

Company Pays  
\$286.25  
Employee

\$426.23  
Card (AmEx Go Card)

Employee Pays  
\$0.00  
Company

Amount Total:  
\$712.48

Due Employee:  
\$286.25  
  
Amount Due (AmEx Go Card):  
\$426.23

Owed Company:  
\$0.00

Requested Amount:  
\$712.48

Total Paid By Company:  
\$712.48

Total Owed By Employee:  
\$0.00

Close

## Receipts

Itemized receipts are required for each expense entered. There are several methods to add the receipts to an expense report:

**Upload:** Receipt images can be uploaded from your desktop (please note image size must be less than 5BM).

**Missing Receipts Affidavit:** Missing Receipts Affidavit is an electronic attestation by user that the expenses incurred were within policy and business related. You can submit a Missing Receipts Affidavit under Manage Receipts by clicking Missing Receipt Declaration:

Report Details	Print/Share	Manage Receipts
<a href="#">Add Expense</a>	<a href="#">Edit</a>	<a href="#">Manage Attachments</a>
<a href="#">Allocate</a>	<a href="#">Combine Expenses</a>	<a href="#">Move to</a>
<input type="checkbox"/> Alerts ↑	<input type="checkbox"/> Receipt ↑	<input type="checkbox"/> Payment type ↑
<input type="checkbox"/> Expense Type ↑	<input type="checkbox"/> Vendor Details ↑	<input type="checkbox"/> Date ↑
<input type="checkbox"/> Requested ↑		

Expense Type	Vendor	Date	Amount
Lunch	FALL Restaurant San Diego, California	10/03/2022	\$50.00

Check the box for whom you do not have a receipt and click "Accept & Create".

### Create Receipt Declaration



Supporting documentation must be submitted to substantiate expenses in accordance with IRS rules and audit guidelines. Itemized receipts must be attached when available and are considered acceptable support for Riverside Community College District expenses. When the original receipt has been lost or is otherwise not available from the vendor, the affidavit statement and Additional Information on the expense to include a breakdown of the items purchased must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

<input checked="" type="checkbox"/>	Expense Type ↑↓	Vendor ↑↓	Date ≡	Amount ↑↓
<input checked="" type="checkbox"/>	Lunch	FALL Restaurant	10/03/2022	\$50.00



I acknowledge that this expense report contains legitimate expenses incurred by me on behalf of Riverside Community College District's benefit, and are allowable expenses as defined by Riverside Community College District Travel Policy 6900. I certify that the amount shown is the amount I actually paid, I have not and will not submit a duplicate claim, no alcohol was purchased, and that one or more of the related receipts applicable to this expense report are no longer available.

Cancel

Accept & Create


# LOVELY Day Conference

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts

**Add Expense** Edit Delete

☐ Alerts ↑↓ ☐ Receipt ↑↓ ☐ Payment Type ↑↓

☐  Out of Pocket

## Missing Receipt Affidavit - Lunch

Date of Expense: 10/03/2022  
Vendor: FALL Restaurant  
Amount: \$50.00  
City: San Diego, California

I acknowledge that this expense report contains legitimate expenses incurred by me on behalf of Riverside Community College District's benefit, and are allowable expenses as defined by Riverside Community College District Travel Policy 6900. I certify that the amount shown is the amount I actually paid, I have not and will not submit a duplicate claim, no alcohol was purchased, and that one or more of the related receipts applicable to this expense report are no longer available.

Elizabeth Tatum  
09/30/2022  
3:25 AM Greenwich Mean Time

**SAP**

Travel Policy  
Service Status (US2)

Receipt\_Affidavit

Delete Open

## Creating your Monthly Mileage Report

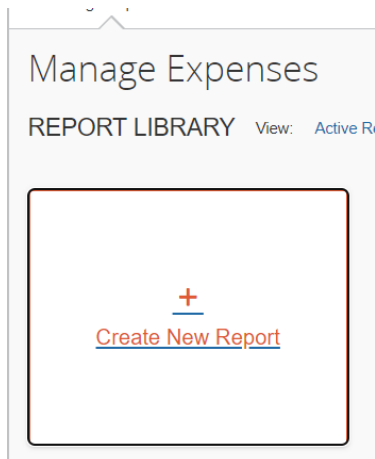
Monthly Mileage Reports may be submitted for mileage reimbursement requests for local travel (<50 miles each trip) without a Travel Request on a monthly basis

- Create one expense report for all mileage incurred during the month
- Enter a line entry for each day for Mileage (using Mileage Calculator)
- Enter Parking or Tolls related to the trips
- Attach receipts for Parking and/or Tolls

Note\*\*Do Not select “Personal Car Mileage” as this Expense Type is specifically for mileage connected to a Travel Request.

To create a monthly mileage report, click on the “Expense” tab on the ribbon on the top of your screen.





Click on "Create a new report".

Complete all sections. For assistance in obtaining the appropriate budget string to charge, please contact your department.

- Report/Trip Name - enter the month the report is for.
- Start Date – select the first day of the month
- End Date – select the last day of the month
- Complete all fields
- Click "Create Report"

Once Monthly Mileage Report is created, select it from the "Manage Expenses." Select Add expense, create new expense, and then select 3. Monthly Mileage Report. Complete the prompts using "mileage calculator" (remember to change the first address to the college address). Then select "Save Expense" or "Save and Add Another"

## New Expense



Cancel

Save Expense

Details

Itemizations

Show Receipt 

 [Mileage Calculator](#) |  Allocate

Expense Type \*

Monthly Mileage Report

Transaction Date \*

MM/DD/YYYY

Purpose of the Trip \*

\* Required field

From Location \*

To Location \*

Payment Type

Out of Pocket

Comment

Distance \*

0

Amount

0.00

Currency

US, Dollar

Reimbursement Rates

Save Expense

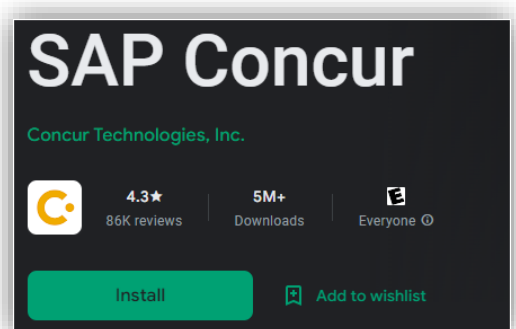
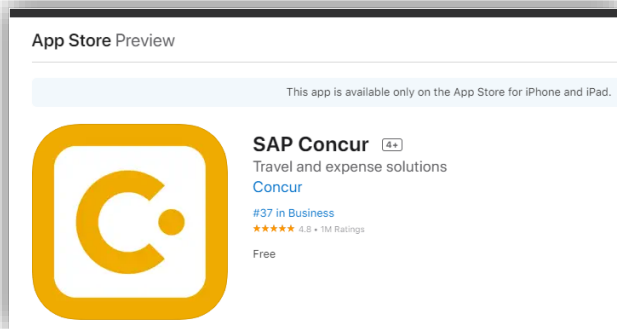
Save and Add Another

Cancel

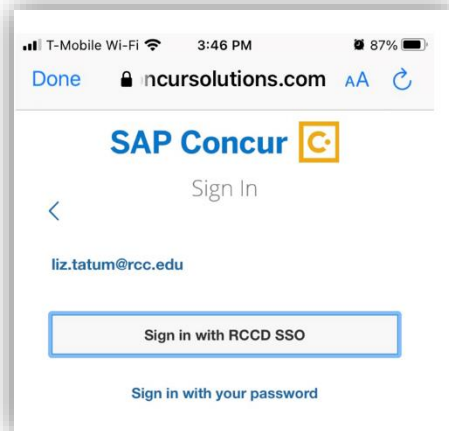
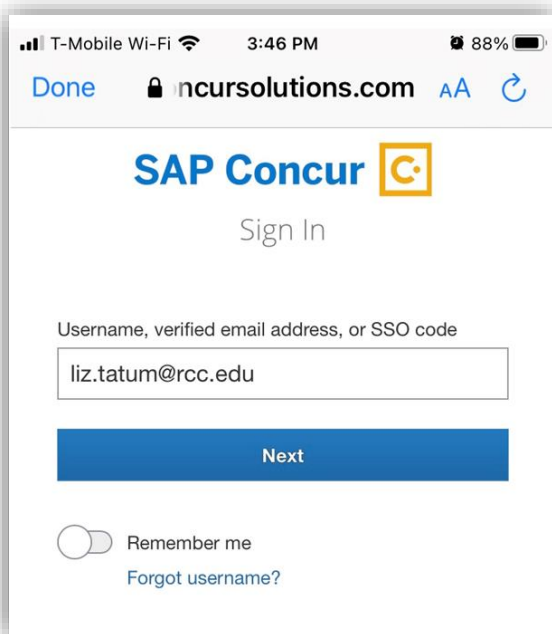
Once done preparing your report, click “Submit Report”.

# **Section VI: Concur App Procedure**

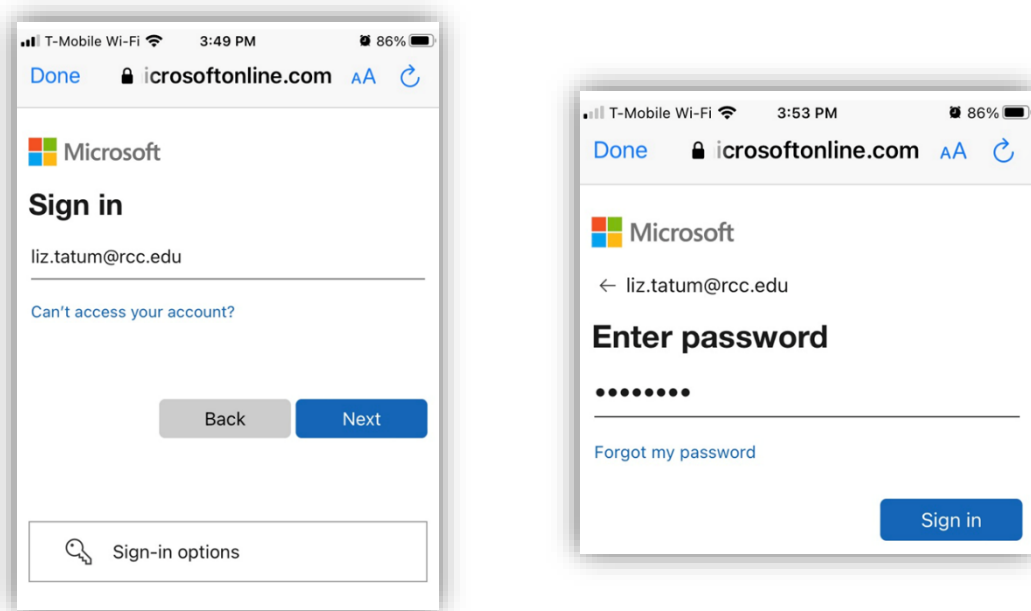
## Downloading the SAP Concur App



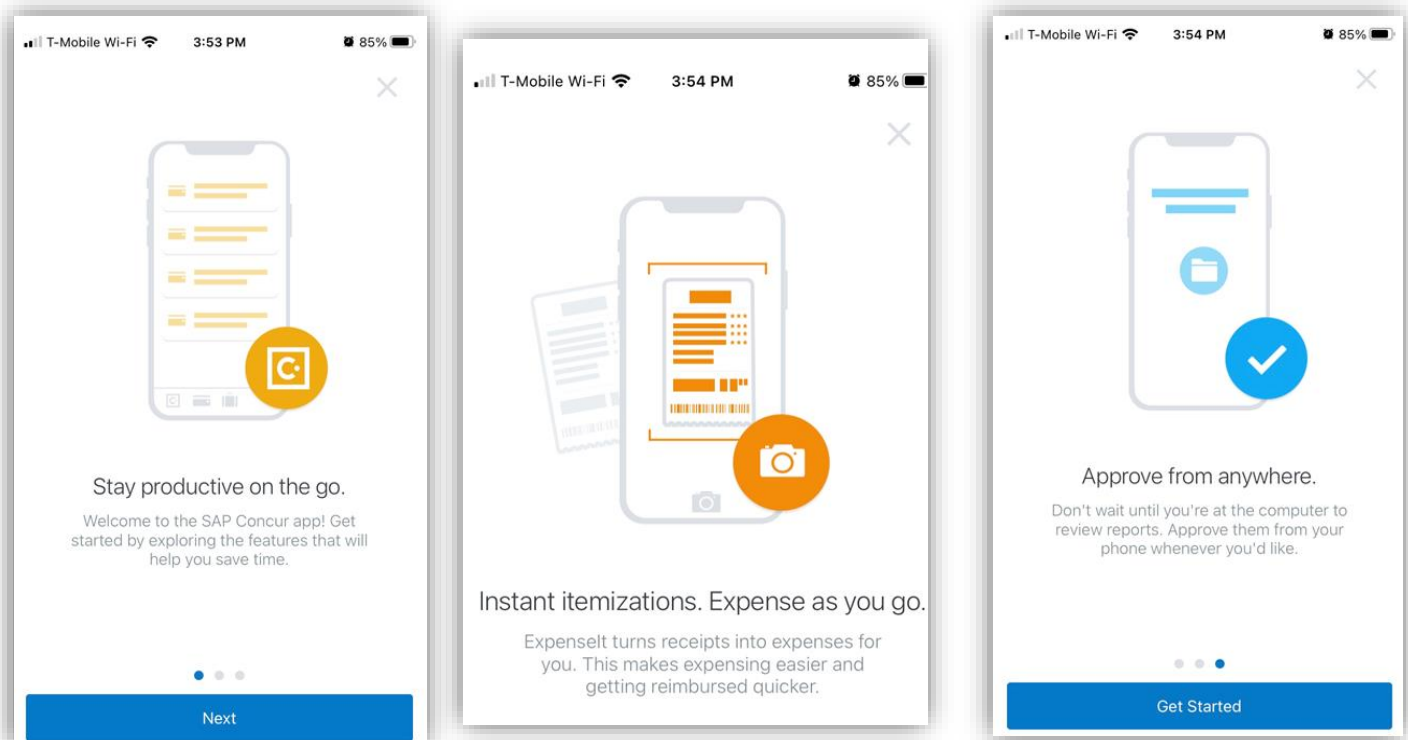
Login using your RCCD Concur credentials:



Then login through the MS OFFICE authentication process:

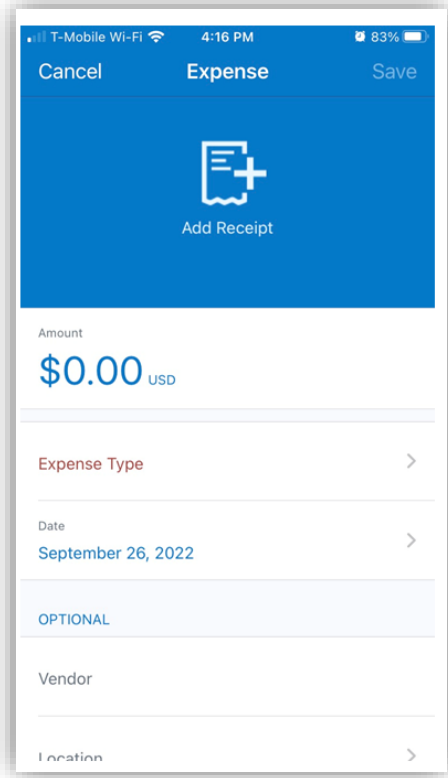
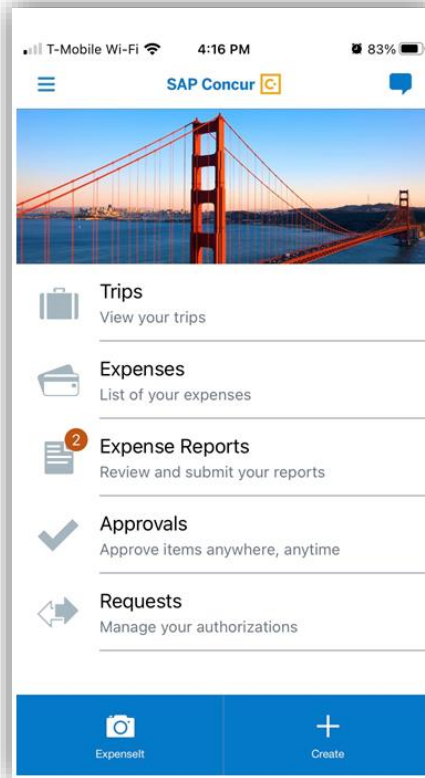


Once logged in you will see the following:

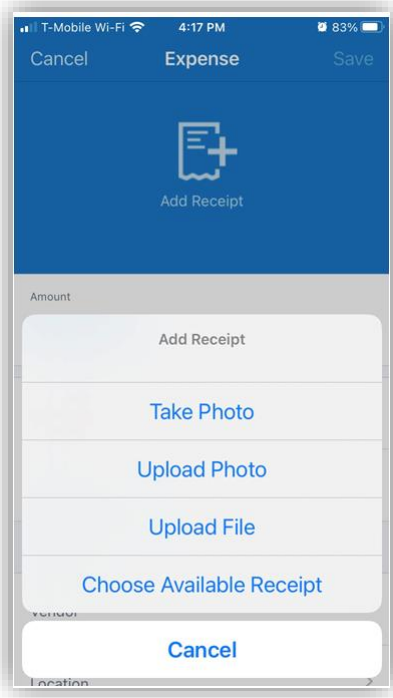


## Adding Receipts

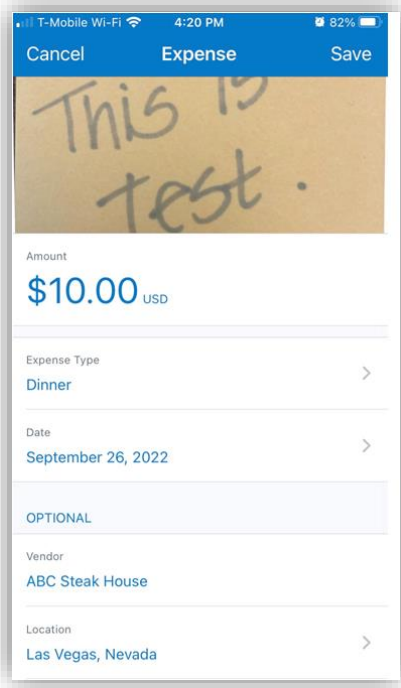
To add a receipt, click on **+Create > Add Receipt**



Select the option on how you will **Add Receipt**.

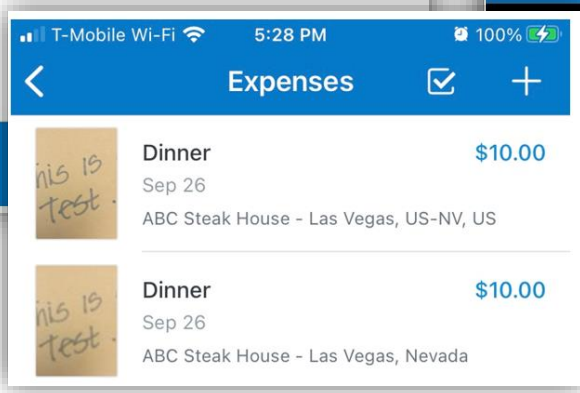
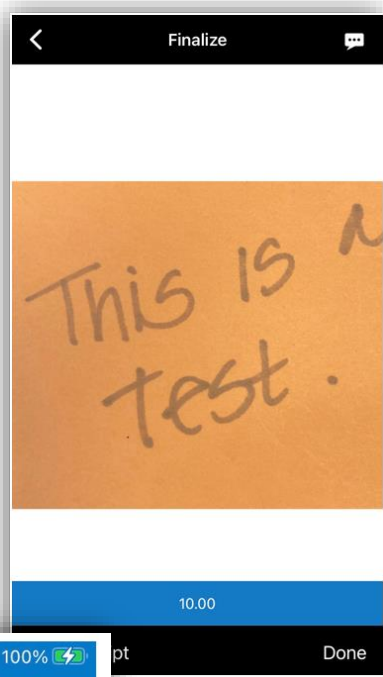
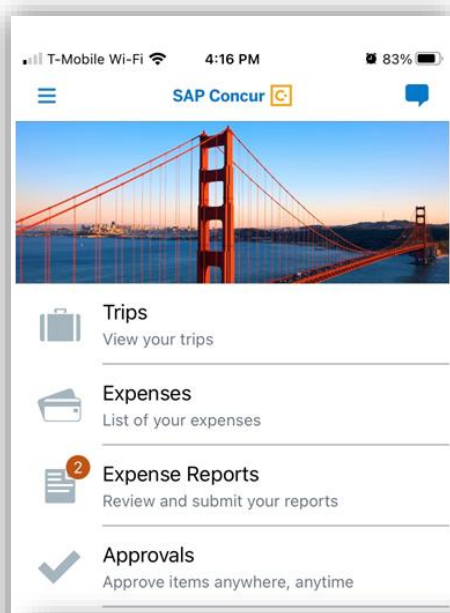


Fill out the  
Expense Type  
information:



You can also add a  
receipt by clicking on  
**ExpenseIt** > it will  
scan the receipt and  
add it to your  
**Expenses**.

To view your receipts,  
go to your **Expense**  
on the main page:



Receipts will be available in the Concur Expense tab under **AVAILABLE EXPENSES** ready to be moved to the appropriate expense report.

The screenshot displays the SAP Concur Expense tab interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. The right side of the header shows 'Administration', 'Help', and a user profile icon.

Below the navigation bar, the 'Manage Expenses' section is active. It features a 'REPORT LIBRARY' with a 'View: Active Reports' dropdown. A red box highlights a '+ Create New Report' button. To the right, a card labeled 'NOT SUBMITTED 07/23/2022' shows a 'TEST' report with a value of '\$0.00'.

Below the report library, it states 'Displayed reports: 1, Total: 1'. The 'AVAILABLE EXPENSES' section has a 'View: All Expenses' dropdown and buttons for 'Delete', 'Combine Expenses', and 'Move to'. Below these buttons is a table of available expenses.

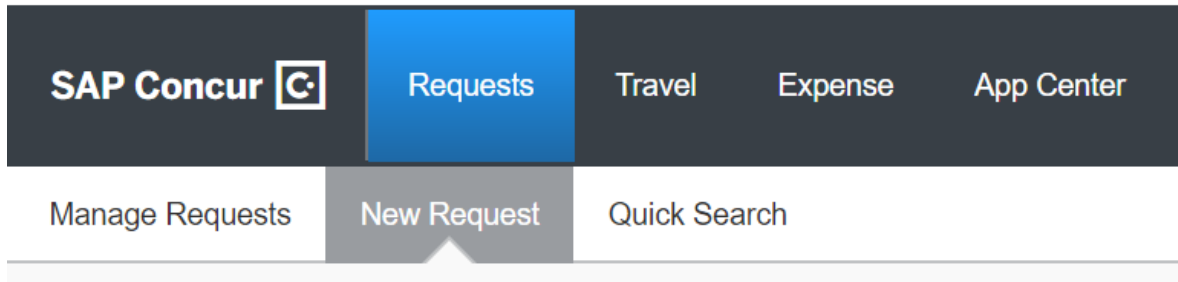
<input type="checkbox"/>	Receipt	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Amount ↑↓
<input type="checkbox"/>		Out of Pocket	Currency Exchange Fees	Test	09/26/2022	¥10
<input type="checkbox"/>		Out of Pocket	Dinner	ABC Steak House Las Vegas	09/26/2022	\$10.00



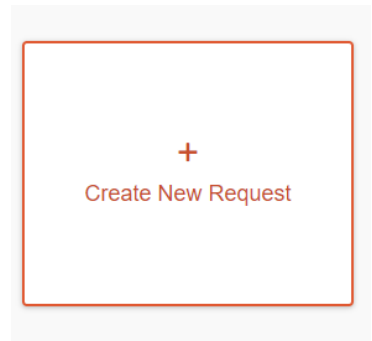
## **Section VII: Associated Students Riverside City College (ASRCC) Process**

## Creating a Travel Request (ASRCC)

There are two ways to begin a new Travel Request. Click on Requests > then New Request at the top left-hand side of the screen:



OR from the Home Page, click “Create New Request” then select “Start a Request”:



A blank request will appear:

Create New Request

\* Required field

Request/Trip Name *	How will you book your travel? *	Business Trip Start Date *
<input type="text"/>	None Selected	MM/DD/YYYY
Business Trip End Date *	Request/Trip Purpose *	Paid for by an outside entity? *
MM/DD/YYYY	None Selected	None Selected
Destination City *	Out of State and beyond 500 miles? *	Destination Country
<input type="text"/>	None Selected	<input type="text"/>
Traveler Type *	Does this trip contain personal travel? *	Personal Dates of Travel
Staff	None Selected	<input type="text"/>
Additional Information	Fund *	School *
<input type="text"/>	(11) 11 - UNRESTRICTED GENERAL FUND	(DCA) PLANNING AND DEVELOPMENT - RIVERSIDE
	Resource *	Project Year *
	(1000) 1000 - GENERAL FUND	0
Goal *	Function *	Group
6624	(0000) COLLEGE PLANNING AND DEVELOPMENT	RCC
Comment		
<input type="text"/>		

Cancel Create Request

### **Request Trip Name**

**Request/Trip Name** – Enter the complete trip name. There is a limit of 30 character that can be entered into the Trip Name field. If you need additional space to spell out acronyms, please enter the information in the “Additional Information” or “Comment” box.

**How will you book your travel?** There are three options for booking your travel.

**NOTE:** Your request must be approved through Concur approval tree prior to booking.

4. Book Online: Concur Travel - Select this option if you will be using the booking feature within Concur to book any portion (airfare, hotel, car rental, or train) of your travel after the travel request is fully approved.
5. Book with Agent: Cal Travel Agent – Select this option if you will be contacting the Cal Travel Store Agency for assistance in booking your travel. This option is recommended if your travel will include multiple stops, group travel, personal travel, or other complicated variations.
6. Book Outside of Concur & Cal Travel Store – select this option if you will be making all of your travel arrangements outside of the Concur segments (i.e. not using the Cal Travel Store) For example, you have already purchased airfare, reserved hotel and car rental, registered for conference separately. You will be able to add details about the expenses you have incurred or reservations you made in the Expense section tab.

**Business Trip Start/End Date** – Please indicate the days you will be traveling based on conference agenda or flyer. These dates should include any additional travel days that may be required. (Ex: If the conference is out of state and begins at 8:00 am on the 4th and ends at 7:00pm on the 8th, your travel days might be the 3rd-9th, to include all days you will be traveling). Only include business trip start and end dates. If there are personal travel dates associated with this trip, there will be another field to include this information.

**Request/Trip Purpose** – Select from the drop-down menu the best description of the purpose for your trip.

**Paid for by an outside agency?** Yes or No. – Select “Yes” only if all of the travel expenses will be paid by an outside agency (e.g. State Chancellor’s office or conference organizers).

**Destination City** - Enter name of city, and select from options.

**Out-of-state and beyond 500 miles?** Per Administrative Policy 6900, “Requests for travel outside of the State of California, **AND** beyond 500 miles from primary work site, including out-of-country travel, require that a travel request be completed and approved by an appropriate administrator and by the Board of Trustees before the travel event takes place.” Select yes or no as appropriate. **Destination City/State** – Enter the destination city of your trip. As you begin typing the cityname, the system will automatically display search results. For virtual conferences, **ALWAYS** select “Riverside, CA” as the destination city.

**Destination Country** – This option automatically populates based on destination city entered.

**Traveler Type** - Select the option that best describes the traveler.

- **If you select “Group Travel”**

When three or more individuals have been selected to attend the same virtual conference, you can consider designating one individual to submit the travel request in Concur on behalf of the group. If the conference is face-to-face, it is likely each group member will need to submit a travel request separately as they may each have differing travel components to consider.

**Does this trip contain personal travel?** If there is a portion of your trip that will be personal in nature, select “yes” and indicate the dates the personal travel will take place in the section “Personal Dates of Travel” field. Add any clarifying comments in the “Additional Information” section provided.

**Budget Information** – By default, Concur will display the budget string the traveler is configured to. Therefore, for ASRCC travel, enter 11AZK 1000 0 6960 0501.

Additional Information	Fund	School
	1111 - UNRESTRICTED GENERAL FUND	AZK ASRCCD CHARGEBACK
	Resource	Project Year
	1000 - GENERAL FUND	0
Goal	Function	Group
6960	0501	RCC

**Request Comment** - Add a Comment referencing the AS Budget or Trust Account charging the travel to:

**Request Comment**  
Tatum, Elizabeth 08/26/2022

Per Jim McCarron paying this travel out of Trust account number 94551 Mens Track Trust. Refer to AZK / 11 / 1000/ 6960/ 0501 Notes: AZK with goal/function 6960/0501

If using multiple accounts, list them in the comments and break down the charges to each account separately:

Elizabeth Tatum 09/01/2022

Per Jim McCarron charge Mens Track Trust account 94551 = HOTEL CHARGE

Per Jim McCarron charge Mens Track Trust account 90603 = MEALS CHARGE

Click **“Create Request.”** You will notice once you do the system automatically assigns a Request/Trip ID number. Request ID’s are issued once a request is created. In order to book travel, the Concur Request must be approved through the approval process. Use this ID number when contacting [purchasingtravel@rccd.edu](mailto:purchasingtravel@rccd.edu).

Request 3DR4

## Add Expected Expenses

Request Details ▾ Print/Share ▾ Attachments ▾

### EXPECTED EXPENSES

Add

Edit

Delete

Allocate

## Completing the Expected Expenses

Once you have obtained estimates, you are ready to enter the information under the “Add” tab. Click “Add” tab and select Travel Expense Type, Transportation, Mileage, Meals, Fees, Other Travel Expenses or Non-Employee (Student, Guest) Expenses.

Add Expected Expense

Search for an expense type

> 01. Travel Expenses

> 02. Transportation

03. Mileage

04. Meals

> 05. Fees

06. Other Travel Expenses

> 09. Non-Employee (Student, Guest) Expenses

## 05. Travel Expenses

- **Air Ticket** - Complete boxes based on estimates received and hit save.

- **Hotel Reservation**- Complete boxes based on estimates received and hit save.

## 06. Transportation

- **Car Rental** – Complete boxes to search for available car rentals. The approved Rental Car vendor for RCCD is Enterprise. Enter the estimated amount and hit save. Do not book the reservation until your Concur request is approved.

The screenshot shows a 'Car Search' form. At the top, there are icons for different travel modes: airplane, train, car, hotel, and bus. The 'Car' icon is selected. Below the icons, the form has the following fields:

- Pick-up date:** A date picker and a time dropdown set to 12:00 pm.
- Drop-off date:** A date picker and a time dropdown set to 12:00 pm.
- Pick-up car at:** Two radio buttons: 'Airport Terminal' (selected) and 'Off-Airport'. Below these is a text input field with the placeholder 'Please enter an airport'.
- Return car to another location:** A checkbox that is currently unchecked.
- More Search Options:** A link with a right-pointing triangle icon.
- Search:** A large orange button at the bottom.

- **Parking** - Complete boxes on estimates received and hit save.
- **Railway Ticket** - Complete boxes on estimates received and hit save.

## 07. Mileage

*Per AP 5900, local travel is defined as within 50 miles of the employees' primary work site. Mileage should be calculated based on employees' primary work site as both a starting and ending location.*

*Google aps allocates the following one-way mileage to the following airports:*

<i>District/College</i>	<i>Airport</i>	<i>One-Way Mileage</i>
<i>Riverside CCD</i>	<i>Ontario International (ONT)</i>	<i>15.7</i>
<i>Riverside CCD</i>	<i>John Wayne International (SNA)</i>	<i>42.9</i>
<i>Riverside CCD</i>	<i>Los Angeles International (LAX)</i>	<i>67.7</i>
<i>Riverside CCD</i>	<i>San Diego International (SAN)</i>	<i>100</i>
<i>Moreno Valley College</i>	<i>Ontario International (ONT)</i>	<i>29.1</i>
<i>Moreno Valley College</i>	<i>John Wayne International (SNA)</i>	<i>57.5</i>
<i>Moreno Valley College</i>	<i>Los Angeles International (LAX)</i>	<i>82.3</i>
<i>Moreno Valley College</i>	<i>San Diego International (SAN)</i>	<i>91.5</i>
<i>Norco College</i>	<i>Ontario International (ONT)</i>	<i>13.4</i>
<i>Norco College</i>	<i>John Wayne International (SNA)</i>	<i>33</i>

Norco College	Los Angeles International (LAX)	57.7
Norco College	San Diego International (SAN)	100
Riverside City College	Ontario International (ONT)	18.1
Riverside City College	John Wayne International (SNA)	42.8
Riverside City College	Los Angeles International (LAX)	67.6
Riverside City College	San Diego International (SAN)	101

Manage Requests

New Expense: 03. Mileage

08/18/2022

Allocate

Request/Trip Start Date: 08/18/2022

Request/Trip End Date: 08/22/2022

Paid for by an outside entity? \*: No

Distance \*: [Red Box]

Mileage: 0.585

Amount: [Red Box]

Currency: US, Dollar

Comment: [Red Box]

Save Cancel

## 08. Meals

Complete boxes based on estimates and hit save. On average, travelers spend approximately \$100 per day on meals.

*NOTE: Per AP 5900 - The actual and necessary cost of meals during the travel event, plus reasonable and customary tips, will be paid upon submission of original, itemized receipts. If meals are included in the cost of a conference, workshop or other travel event, charges for additional meals that substitute for the included meals will not be reimbursed. When meals are charged to an employee's hotel room, the original itemized receipt for the meal must be provided – a line-item charge on the hotel bill will not be sufficient. Credit card receipts which do not itemize the contents of meals purchased will not be reimbursed.*

## 05. Conference Registration Fees

Complete boxes based on conference agendas and flyers you have received. Please add one of the following comments as applicable when referencing transaction amounts:

- d. **Registration paid out of pocket** - use this comment to indicate you have paid for the cost of registration out-of-pocket and will be seeking reimbursement through the expense report process following the event.

- e. **Credit card payments not accepted, please pay by check** – use this comment if the vendor does not accept American Express credit card payments.
- f. **Please issue AMEX Go Card** – use this comment to indicate you would like to be issued the AMEX Go Card to make payment. Note: Use of the AMEX Go Card will require you to download an app on your mobile device.

## **07. Other Travel Expenses**

Per AP 5900 - The actual cost of taxi service, parking fees, luggage service, and reasonable and customary tips will be paid upon submission of appropriate original receipts. Employees are encouraged to use long-term, airport parking.

Please complete boxes based on estimates and hit save.

## **09. Non-Employee (Student, Guest) Expenses**

**Student Travel** - Travel involving students can now be submitted through Concur.

When entering student-related expenses:

- 7. The chaperone/faculty member will complete Travel Expense Types 1-6.
- 8. For expenses related to the student travel, the chaperone/faculty member will complete Travel Expense Type 9.
- 9. A list of all student travelers is required.
- 10. Once fully approved, follow the steps requesting payment.
- 11. The Chaperone/Faculty member will be issued an AMEX GO Card on behalf of the group and will be responsible for issuing payment to the vendor.

**Note:** *Cash Advances are no longer processed for student/group travel. All expenses to be allocated on AMEX GO cards.*

### **Uploading Required Documents**

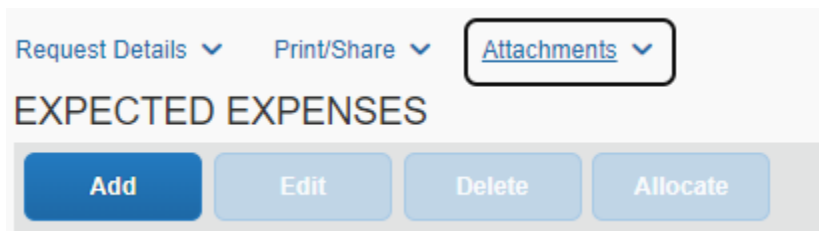
Prior to submitting your request for approval, please upload one or more of the following documents as applicable:

Prior to submitting your request for approval, you are required to upload:

- copy of the conference/meeting flyer or agenda
- copy of quote for airfare/transportation/hotel
- copy of your proof of registration OR
- copy of the registration invoice
- list of students
  - Athletics Roster
- For Athletics - Game Schedule



To upload required documents, click on the “Attachments” button and attach documents in PDF format only.



Click on the “browse” button and attached the documents you need to upload one at a time. Click on “Upload”. Once all required documents are uploaded, click on “close.” All documents will be combined into one file within Concur.

To verify the documents are uploaded, return to the “attachments” button and select “view documents’ from the drop-down menu. A pop-up window will appear (be sure to enable pop-ups in your web browser).

### Adding/Verifying Travelers’ Supervisor (ASRCC)

Once you have uploaded all of the required documents, you are ready to submit the request for approval. In all instances travelers must confirm their direct supervisor is included in the approval workflow.

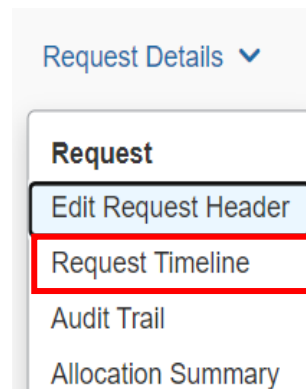
**Classified Professionals/Managers** - Travel requests will automatically be routed to the traveler’s immediate supervisor as noted in the travel profile.

**Faculty** - The division dean must be manually added as an approver for faculty travel requests.

**Athletics** – The Athletic Director must be manually added as a approver.

#### To add an additional approver to workflow

- Before submitting, select “Request Details” under the Header and select “Request Timeline”



Approval Flow

Edit

Request Summary

- Under “Request Timeline” select Edit next to Approval Flow
- Under Edit Approval Flow, the Requestor can add additional Approvers to the flow. Select “Add Step” and use drop down menu to select appropriate approver. Once all additional Approvers are selected, hit Save to continue.

Edit Approval Flow ×

[+ Add Step](#)

Direct Supervisor Approval

▼

Wright, Lynn M.

[+ Add Step](#)

User-Added Approver

▼

Tatum, Elizabeth [Delete](#)

[+ Add Step](#)

Budget Approval

[+ Add Step](#)

Pending Booking

[+ Add Step](#)

[Cancel](#) [Save](#)

## Adding ASRCC Approval Workflow

- For ASRCC Budgets **manually** add workflow:

### **FOR ATHLETICS**

- Athletic Coach
- Athletic Director
- Associated Students Controller/  
Executive Treasurer (or President in  
the absence of a Treasurer)
- Student Activities Coordinator
- Vice President of Student Services
- Director of Business Services (new)

### **FOR CLUBS/ORGANIZATION**

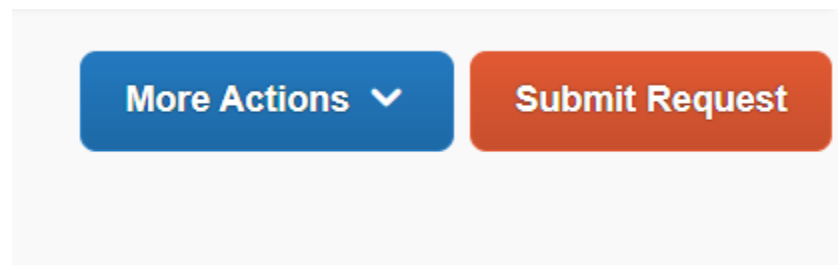
- Club/Organization Advisor
- Associated Students Controller/  
Executive Treasure (or President in  
the absence of a Treasurer)
- Student Activities Coordinator
- Vice President of Student Services
- Director of Business Services (new)

- For Trust Accounts **manually** add workflow:

- Club/Organization Advisor
- Associated Students Club Treasurer/Representative
- Vice President of Student Services/Supervising Administrator
- Director of Business Services (new)

### **Submitting Request for Approval**

Click on the “Submit Request” button.



The electronic agreement dialog box will appear. Read and if no changes need to be made click on “Accept & Continue.”

User Electronic Agreement



This is a true and accurate estimation of expenses that will be incurred to accomplish official business for Riverside Community College District and this request is in compliance with Riverside Community College District Travel & Expense policy.

Cancel

Accept & Continue

Now, your request will appear under your “Requests” tab and will appear under “Manage Requests” with the automatically assigned travel number and status shown.

- Requester will need to monitor status of request for approval **PRIOR** Booking travel.

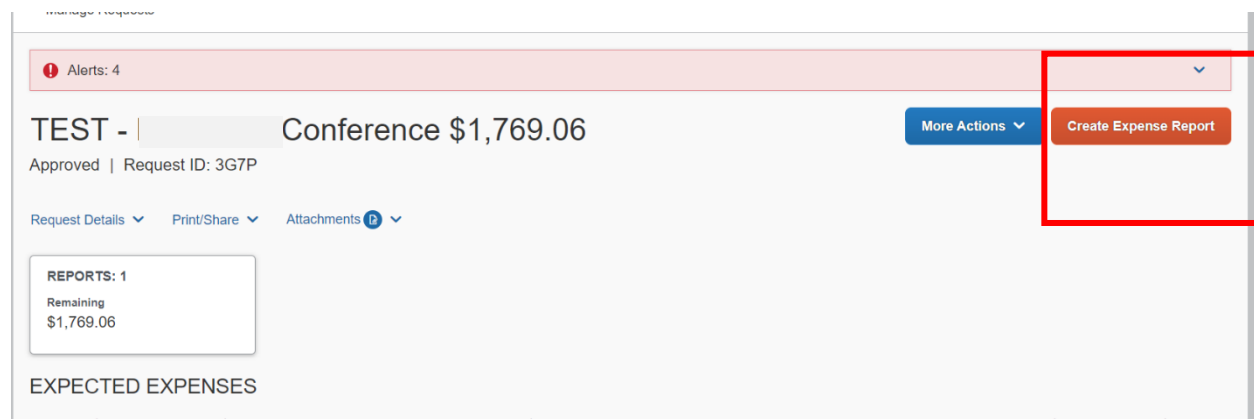
---

For information on Booking travel refer to Section III: Completing the Booking Process section of the manual.

For information on requesting payment and AMEX card refer to the Contacting Purchasing for Payments section of the manual.

## Creating your ASRCC Expense Report


Once you complete your trip you are ready to prepare your expense reimbursement. Please note: You **must** submit an expense report regardless of whether or not you have out-of-pocket reimbursements.



To create a new expense report:

1. On the Request Library, select the travel request that you are to enter expenses.

2. Complete all required fields by adding expenses using the **Add Expense** button

TEST - Conference \$0.00 

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

REQUEST

Approved

\$1,769.06


**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to ▾

No Expenses

Add expenses to this report to submit for reimbursement.

3. At this point, you will likely either:

- Add an out-of-pocket expense to your expense report (New Expense)
- Add Amex Go transactions to your expense report

TEST - K's Vegas Conference \$1,600.00 

Not Submitted



Report Details ▾ Print/Share ▾ Manage Receipts ▾

REC

Approved

\$1,769.06

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓
<input type="checkbox"/>			AmEx Go Card	Undefined	IDI LLC Olney, Maryland	07/12/2022	\$1,600.00
							<b>\$1,600.00</b>

## Adding AMEX GO Card Expenses

Add Expense

×

2  
Available Expenses

+  
Create New Expense

<input type="checkbox"/>	Payment T... ↑↓	Expense T... ↑↓	Vendor De... ↑↓	Date ≡	Amount ↑↓
<input type="checkbox"/>	AmEx Go Card	Undefined	IDI LLC Olney, Maryland	07/12/2022	\$1,600.00
<input type="checkbox"/>	AmEx Go Card	Parking	HILTON ORANGE COUNTY/COST Costa Mesa, California	05/23/2022	\$-83.25

Displayed expenses: 2, Total: 2

Close [Add To Report](#)

After selecting Add Expense, you will receive a pop-up option as presented below. Please confirm that the expenses listed under “Available Expenses” match those that correspond with the appropriate Concur Request ID (looking at dates and Vendor), and hit “Add To Report.”

Add Expense

×

2  
Available Expenses

+  
Create New Expense


<input type="checkbox"/>	Payment T... ↑↓	Expense T... ↑↓	Vendor De... ↑↓	Date ≡	Amount ↑↓
<input type="checkbox"/>	AmEx Go Card	Undefined	IDI LLC Olney, Maryland	07/12/2022	\$1,600.00
<input type="checkbox"/>	AmEx Go Card	Parking	HILTON ORANGE COUNTY/COST Costa Mesa, California	05/23/2022	\$-83.25

Displayed expenses: 2, Total: 2

Close [Add To Report](#)

Select the expense that aligns with the corresponding Concur Request ID.

Please ensure you add any copies of receipts that are aligned with the expense by selecting the icon under the Receipt column.

Add Expense		Edit	Delete
<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓
<input type="checkbox"/>	!		AmEx Go Card

Select the expense by checking the box, then select “Move To” to align it to the appropriate Concur Request ID.

### Adding the ASRCC Budget and/or Trust Account

Enter the account number under the **Additional Information** section:

Expense Type \*  
Hotel

Check-in Date \* 08/01/2022 Check-out Date \* 08/03/2022 Nights: 2

Transaction Date 08/03/2022 Report/Trip Purpose \* Conference Attendee

**Additional Information**  
Trust Acct # 94551


Vendor PARK MGM - NOMAD FRONT DE

City of Purchase \* Las Vegas, Nevada

Enter Vendor Name PARK MGM - NOMAD FRONT DE

Payment Type AmEx Go Card

Amount 319.74 Currency US, Dollar

<div>  <div> <div>Jim McCarron</div> <div> Room No. 15325  Conf No. 902334914  Arrival 07/31/22  Departure 08/03/22 </div> </div> </div>			
DATE	DESCRIPTION	CHARGES	CREDITS
07/31/22	Room Rate	55.00	
07/31/22	Room Tax	7.36	
07/31/22	Resort Fee	39.00	
07/31/22	Resort Fee Tax	5.22	
08/01/22	Room Rate	55.00	
08/01/22	Room Tax	7.36	
08/01/22	Resort Fee	39.00	
08/01/22	Resort Fee Tax	5.22	
08/02/22	Room Rate	55.00	
08/02/22	Room Tax	7.36	
08/02/22	Resort Fee	39.00	
08/02/22	Resort Fee Tax	5.22	
08/03/22	American Express		319.74
XXXXXXXXXXXXX8513 XX/XX			
AMERICAN EXPRESS XXXXXXXXXXXXXXXX8513			
TOTAL USD 319.74			
AID: A000000025010801			
TVR: 0800008000 TSF: F800			
IAD: 060A0100000000 ARCC: 00			
ENTRY CODE: ICC SE0300			
<b>Total</b>		<b>319.74</b>	<b>319.74</b>
<b>Balance</b>		<b>0.00</b>	

If using multiple ASRCC budget or trust accounts, enter the account information under the appropriate expense type.

## Adding Out of Pocket Expenses

If out of pocket expenses associated with your travel, select “Create New Expense,” select the appropriate category, and add expense amounts following prompts.

\* Required field

Expense Type \*  
Dinner

Transaction Date \*  
07/31/2022

Report/Trip Purpose \*  
Conference Attendee

Additional Information  
Trust Acct #94551

Paid for by an outside entity?  
No

Enter Vendor Name \*  
ABC Diner

City of Purchase \*  
Las Vegas, Nevada

Payment Type \*  
Out of Pocket

Amount \*  
50.00

Currency \*  
US, Dollar

Request \*  
07/31/2022, \$500.00 - 5CTCA Ge...

Click on the expense type from the drop-down menu and choose the expense type that applies (conference registration, hotel, etc.). If necessary use “Miscellaneous” in the “Other Travel Expenses” section if you do not see the expense type you are looking for.

see Reports

01. Travel Expenses  
Airfare  
Hotel

02. Transportation  
Car Rental  
Parking  
Train

04. Meals  
Breakfast  
Dinner  
Lunch

05. Fees  
Conference Registration Fees/Agenda

06. Other Travel Expenses  
Agency Booking Fees

Undefined

07/15/2021

Payment Type  
AmEx Go Card

Amount  
2,529.00 USD

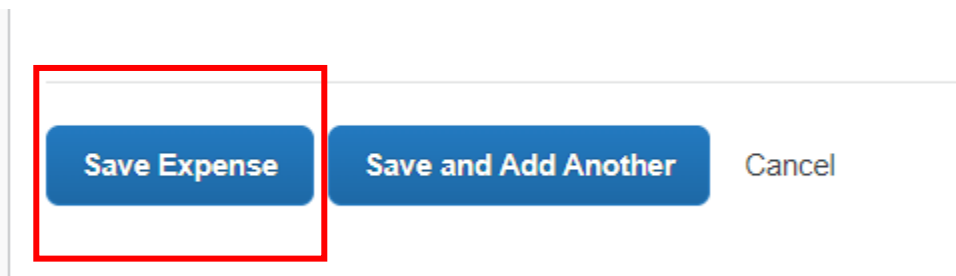


For prepaid expenses, identify expense type and payment type by clicking on the drop-down menu.

There are several expense types available to choose from in the drop-down menu.

- Out of Pocket – Select this option if the expense was paid out of pocket by the traveler.
- College Card (AmEx) or College Card (BoA) – The Purchasing department has two credit cards to pay travel related expenses. Travelers should contact Purchasing to confirm which card was used. Hotel or conference registration fees are examples of the type of expenses that may have been paid by the District credit card.
- Other Entity – Select this option for expenses paid for by an outside entity.
- RCC Ghost Card (Citi) – Select this option if airfare and/or car rental were booked through Concur.

To complete the expense report, select each available expense and link it to the appropriate type. For each expense, select payment type, upload corresponding backup documentation, and click “Save Expense,” or “Save and Add Another” to add additional expenses.



### Adding Mileage Expense

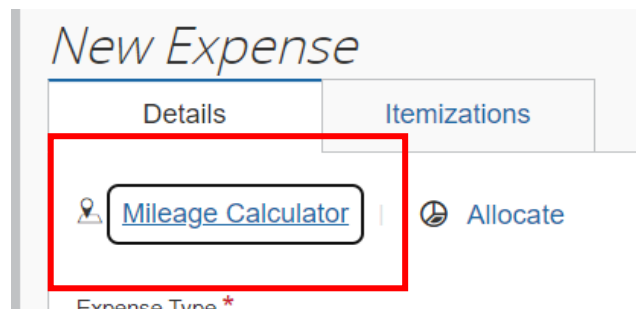
#### 03. Mileage

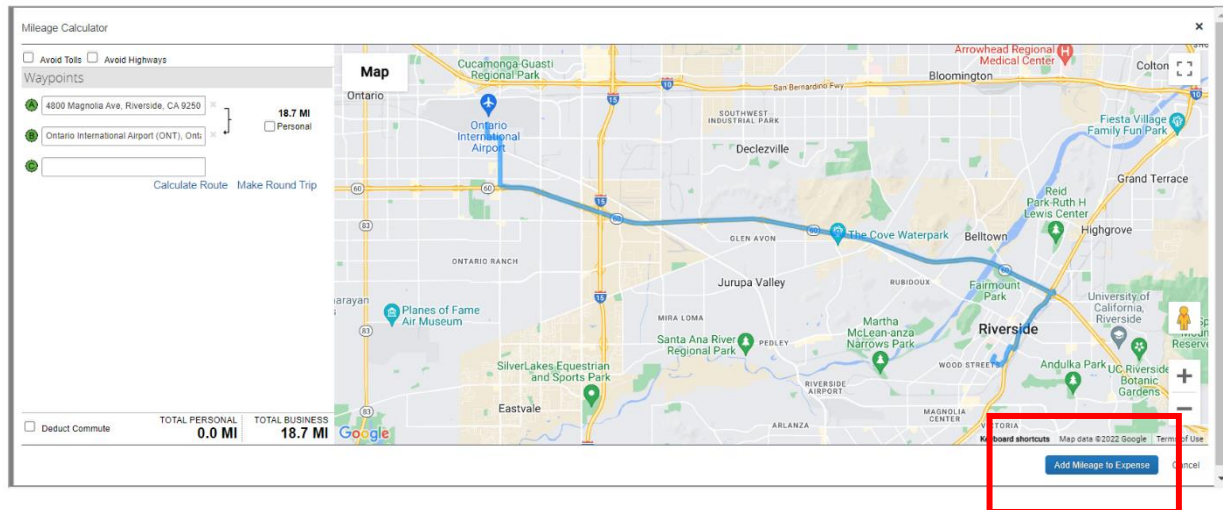
Monthly Mileage Report

Personal Car Mileage

When adding mileage to the expense report, select “personal car mileage”. Instructions for creating a monthly mileage report are on page 53.

To add personal car mileage, complete the transaction date, and purpose of the trip. Next, click on the “mileage calculator” link:





When completing the Mileage Calculator, the first point “A” will be the address of the college, the second point “B” will be the destination for which you are driving (airport, hotel, etc.). The mileage will automatically calculate, then you will click “Add Mileage to Expense.”

Next, click on “Add Mileage to Expense” and then “Save” to complete the personal car mileage entry.

### Adding Other Expenses

Continue to add additional expenses until all expenses and receipts have been added to the expense report.

### Finalizing Expense Report

Once all expenses have been entered, the total cost of the trip will be displayed. Total is not the amount to be reimbursed to the traveler.


















## 5CTCA General Meeting\_\$710.61

Not Submitted

[Copy Report](#)[Submit Report](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

REQUEST  
Approved  
\$1,716.91

Add Expense		Edit	Delete	Copy	Allocate	Combine Expenses	Move to ▾		
<input type="checkbox"/>	Alerts ↑↓	Comments ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓		Date 📅	Requested ↑↓
<input type="checkbox"/>				Out of Pocket	Personal Car Mileage			08/10/2022	\$284.38
<input type="checkbox"/>				AmEx Go Card	Lunch	DAIRY QUEEN #43698 Yermo, California		08/03/2022	\$7.52
<input type="checkbox"/>				AmEx Go Card	Lunch	CIRCLE K 2700755 Las Vegas, Nevada		08/03/2022	\$7.36
<input type="checkbox"/>				AmEx Go Card	Hotel	PARK MGM - NOMAD FRONT DE Las Vegas, Nevada		08/03/2022	\$319.74
<input type="checkbox"/>				AmEx Go Card	Lunch	GREWAL TACO BELL Las Vegas, Nevada		08/03/2022	\$3.76
<input type="checkbox"/>				AmEx Go Card	Dinner	WEERA THAI RESTAURANT Las Vegas, Nevada		08/02/2022	\$72.69
<input type="checkbox"/>				AmEx Go Card	Lunch	CVS/PHARMACY #03210 Las Vegas, Nevada		08/01/2022	\$7.68
<input type="checkbox"/>				AmEx Go Card	Lunch	CVS/PHARMACY #03210 Las Vegas, Nevada		08/01/2022	\$1.99
<input type="checkbox"/>				AmEx Go Card	Dinner	BAKERSBURGERS 164 Riverside, California		07/31/2022	\$5.49
									\$710.61

## Receipts

Itemized receipts are required for each expense entered. There are several methods to add the receipts to an expense report:

**Upload:** Receipt images can be uploaded from your desktop (please note image size must be less than 5BM).

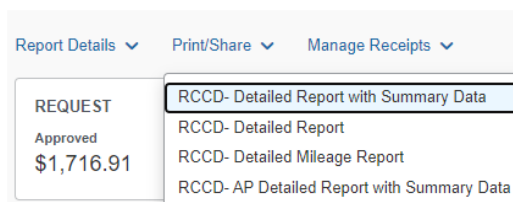
**Missing Receipts Affidavit:** Missing Receipts Affidavit is an electronic attestation by user that the expenses incurred were within policy and business related.

## Not to Exceed Travel Request Amount

The reimbursement must not exceed the original estimated travel request by more than 10% or \$200 per RCCD Board Policy. To verify the expense reimbursement has not exceeded this amount, view the approved amount displayed on the right-hand side of the expense report under "Approved".

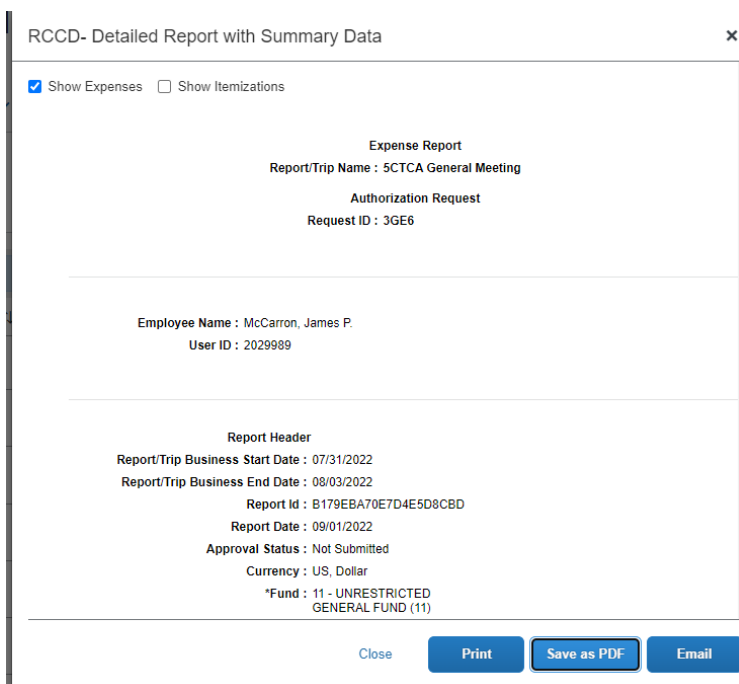
## Review Travel Expense Report

To view what is due back to the employee click on **Print/Share > RCCD-Detailed Report with Summary Data**:



The screenshot shows a user interface with three tabs: 'Report Details', 'Print/Share', and 'Manage Receipts'. The 'Print/Share' tab is active, and a dropdown menu is open, displaying the following options: 'RCCD- Detailed Report with Summary Data' (highlighted), 'RCCD- Detailed Report', 'RCCD- Detailed Mileage Report', and 'RCCD- AP Detailed Report with Summary Data'. To the left of the dropdown, a 'REQUEST' card shows 'Approved' and a total amount of '\$1,716.91'.

Save as PDF or email:



The screenshot shows a window titled 'RCCD- Detailed Report with Summary Data'. At the top, there are two checkboxes: 'Show Expenses' (checked) and 'Show Itemizations' (unchecked). The main content area displays the following information:

- Expense Report**  
Report/Trip Name : 5CTCA General Meeting
- Authorization Request**  
Request ID : 3GE6
- Employee Name** : McCarron, James P.  
**User ID** : 2029989
- Report Header**  
Report/Trip Business Start Date : 07/31/2022  
Report/Trip Business End Date : 08/03/2022  
Report Id : B179EBA70E7D4E5D8CBD  
Report Date : 09/01/2022  
Approval Status : Not Submitted  
Currency : US, Dollar  
\*Fund : 11 - UNRESTRICTED  
GENERAL FUND (11)

At the bottom right, there are four buttons: 'Close', 'Print', 'Save as PDF' (highlighted), and 'Email'.

## Expense Report:

Expense Report  
Report/Trip Name : 5CTCA General Meeting  
Authorization Request  
Request ID : 3GE6

---

Employee Name : McCarron, James P.  
User ID : 2029989

---

Report Header  
Report/Trip Business Start Date : 07/31/2022  
Report/Trip Business End Date : 08/03/2022  
Report Id : B179EBA70E7D4E5D8CBD  
Report Date : 09/01/2022  
Approval Status : Not Submitted  
Currency : US, Dollar  
\*Fund : 11 - UNRESTRICTED  
GENERAL FUND (11)  
\*School : ASRCCD CHARGEBACK  
(AZK)  
\*Resource : 1000 - GENERAL FUND  
(1000)  
\*Project Year : 0 (0)  
\*Goal : 6960 (6960)  
\*Function : 0501 (0501)  
\*Traveler Type : Athletics (Athletics)  
\*Trip Type : Employee (Employee)  
\*Report/Trip Purpose : Conference Attendee  
(Conference Attendee)

## ASRCC Budget and/or Trust Account information under Additional Information:

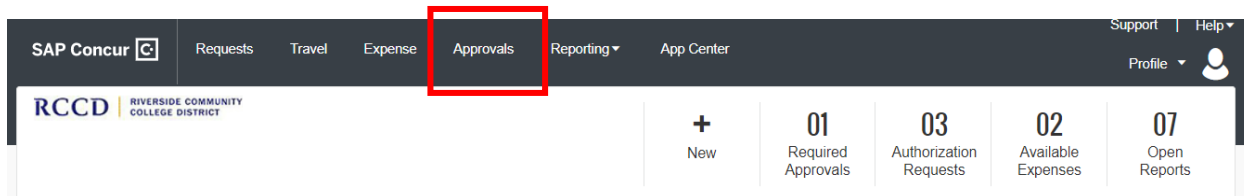
Hotel								
Transaction Date	*Report/Trip Purpose	Expense Type	Account Code 1	Additional Information	Vendor	City of Purchase	Payment Type	Amount
08/03/2022	Conference Attendee (Conference Attendee)	Hotel	5220	Trust Acct # 94551	PARK MGM - NOMAD FRONT DE	Las Vegas	AmEx Go Card	\$319.74
Allocations : 100% (\$319.74) AZK-6960-0501-11-1000-0								

## Expense Report Total Amounts:

Report Total :	\$710.61
Personal Expenses :	\$0.00
Total Amount Claimed :	\$710.61
Amount Approved :	\$710.61
Company Disbursements	
Amount Due User :	\$284.38
Amount Due College Card :	\$426.23
Total Paid By Company :	\$710.61
Employee Disbursements	
Amount Due College :	\$0.00
Amount Due Company Card From Employee :	\$0.00
Total Paid By Employee :	\$0.00

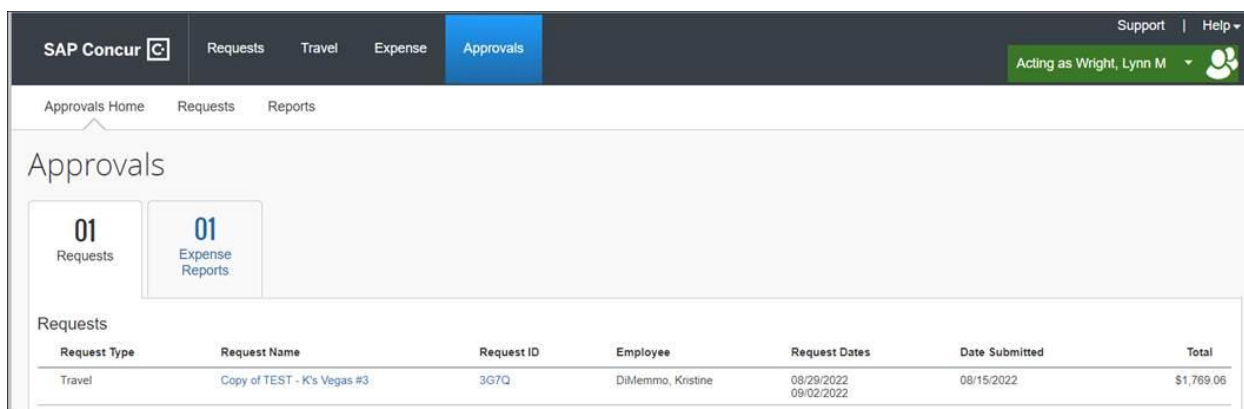
## **Section VIII: Instructions for Reviewers/Approvers**

The following steps apply to both individuals reviewing travel requests and expense reports as well as those approving travel requests and expense reports. Approvals are required for both travel requests and expense reimbursements. To begin, approvers will need to login to the single sign-on portal using your email address and password at go.rccd.edu.



Click on the Concur icon to launch Concur. To view pending approvals, click on the **Approvals** tab on the home page ribbon.

The approvals dashboard will appear. Click on either the **Request** tab or the **Expense Reports** tab to view items pending approval.



## Approving a Travel Request

All employees traveling on behalf of the District are required to complete a travel request prior to travel in compliance with Board Policy/Administrative Policy 6900.

To view pending travel requests in Concur, click on the “Requests” tab and select the travel request you wish to review.

Review the following items:

- Dates of travel (personal dates of travel included?)
- Destination (out-of-state travel requires Board approval)
- Funding Source/Budget String (is this the appropriate funding source for the trip?)
- Required Documents have been attached.

## Verify Attached Documents

The items noted below are the required documents to be attached to a travel request in Concur:

- Conference agenda or flyer
- Conference registration confirmation or invoice
- Documentation demonstrating how estimate of expenses were reached
  - Conference registration fee
  - Airfare estimate
  - Hotel estimate
  - Car rental estimate
  - Parking estimate
  - Uber/Lyft estimate
  - Mileage estimate (Google Map, MapQuest, or refer to table earlier in document with mileage listed to airports)

To view the attachments, select “Manage Receipts” and then “View Receipt in New Window.”

The screenshot shows the SAP Concur interface for a travel request. The top navigation bar includes 'Requests', 'Travel', 'Expense', and 'Approvals'. The user is logged in as 'Acting as Wright, Lynn M'. The request title is 'Copy of TEST - K's Vegas #3 \$1,769.06' and the status is 'Submitted & Pending Approval'. The 'Attachments' dropdown menu is highlighted with a red box, showing options 'View Documents' and 'Attach Documents'. Below the menu, there is a table of expenses.

Expense type	Details	Date	Amount	Requested	Approved
Air Ticket	Ontario (ONT) - Las Vegas (LAS) : Round Trip	08/29/2022	\$300.00	\$300.00 Allocated	\$300.00
Hotel Reservation	Las Vegas, Nevada	08/29/2022	\$500.00	\$500.00 Allocated	\$500.00
03. Mileage		08/29/2022	\$21.06	\$21.06 Allocated	\$21.06

A new window will open with all of the attached documents appearing as one PDF document. Approver should scroll through to verify each expense type has a corresponding piece of backup attached.

NOTE: Only the traveler or their delegate can make changes to the travel request and resubmit for approval. If changes are needed, click “send back to user” and add comments regarding requested changes.



Once your review of the travel request has been completed, click “Approve”. The travel request will move to the next approver.

## Approving Mileage Reports

The process for reviewing monthly mileage reimbursements is similar to regular expense reports. Click on the Approvals tab at the top of your screen and select the “Expense” tab to view pending expense reports.

Mileage for August 2019				Copy Report	
Summary	Details ▾	Receipts ▾	Print / Email ▾	Show Exceptions	
Expenses				View ▾	Summary
Date ▾	Expense Type	Amount	Approved	Report Summary	
08/27/2019	Monthly Mileage Report	\$2.90	\$2.90	Report Totals	
08/23/2019	Monthly Mileage Report	\$12.76	\$12.76	Amount Due Company	Amount Due Employee
08/19/2019	Monthly Mileage Report	\$4.64	\$4.64	\$0.00	\$20.30
		TOTAL AMOUNT	TOTAL APPROVED		
		\$20.30	\$20.30		

Click on an individual item to view details for each mileage entry. Travelers are required to use the embedded mileage calculator which will auto populate the trip mileage. The standard IRS mileage rate will be used to calculate the reimbursement rate and automatically updates each year.

View of the mileage calculator.

**Mileage Calculator**

Waypoints

- 4800 Magnolia Ave, Riverside, CA 92501 11.0 MI
- 4501 Ambs Dr, Riverside, CA 92505, US 10.9 MI
- 4800 Magnolia Ave, Riverside, CA 92501

Directions

A 4800 Magnolia Ave, Riverside, CA 92506, USA

11.0 mi. About 20 mins

☐ Deduct Commute

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 21.9 MI



Map





Close






Once reviewed, click “Approve”.

# Appendix A: Icon Legend

## Exception Messages

-  A yellow Warning Message typically guide user or approvers regarding policy or actions recommended and do not prevent submission of a report
-  Stop Submit Exceptions will not allow the report to be submitted for approval until the issue is resolved

Icon	Name	Description
	Exception	Indicates an exception must be resolved before submission.
	Question	Indicates a question that does not prevent submission.
	Information	Indicates an exception that does not prevent submission.
	Alert	Indicates an exception that does not prevent submission.

Icon	Name	Description
	Attendees	Indicates that an expense entry has associated attendees.
	Comments	Indicated that the expense or report contains a comment.
	Trip Data	Indicates trip information from an itinerary.
	Full Allocation	Indicates that the expense entry has been fully allocated.
	Partial Allocation	Indicates that the expense entry has only been partially allocated.

	OCR Receipt	Indicates that an expense entry has an Optical Character Recognition (OCR) receipt (for example, Expenselt).
	Receipt Image Required	Indicates that an imaged receipt is required for this expense.
	Missing Receipt Affidavit	Indicates that a missing receipt affidavit has been attached to the expense.
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.
	Receipt Attached	Like other expense report entries, this entry has a receipt image attached to it.

# Appendix B: Forms

## Direct Pay Form

Double click to fill out the form

RIVERSIDE COMMUNITY COLLEGE DISTRICT  
TRAVEL PAY BY CHECK FORM

---

Invoice No.	_____	Date	_____
Vendor No.	_____	Total	_____
Vendor Name	_____		
Remit To	_____		
Address	_____		
Description	_____		
Concur TR#	_____		

Budget Account

Fund	School	Resource	PY	Goal	Function	Object	Amount

Total