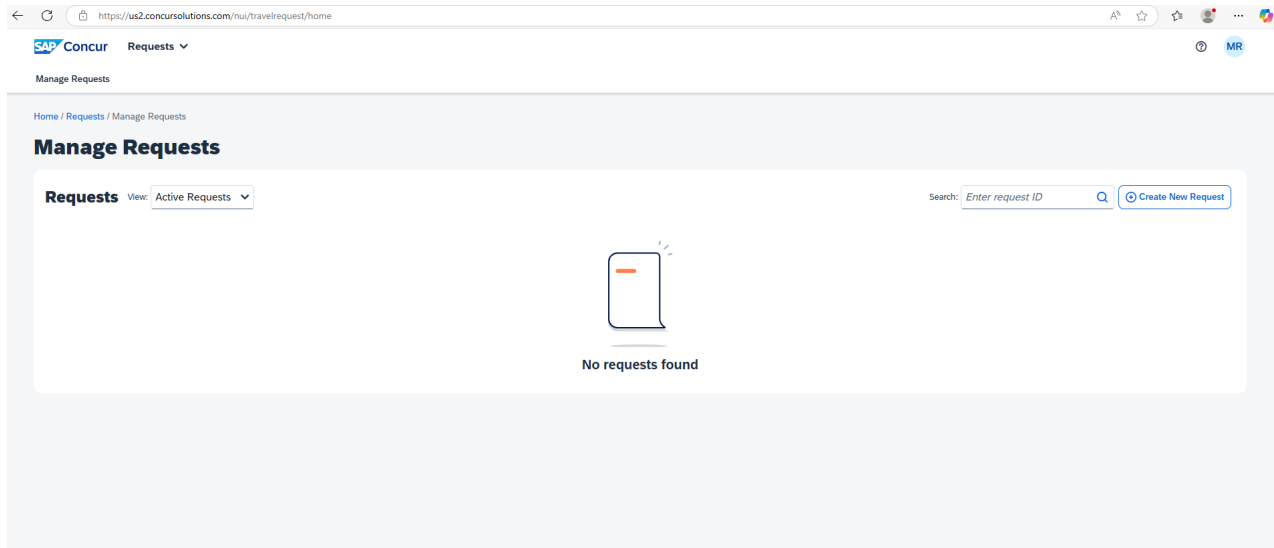


# Concur Group Travel Guidelines, Including International

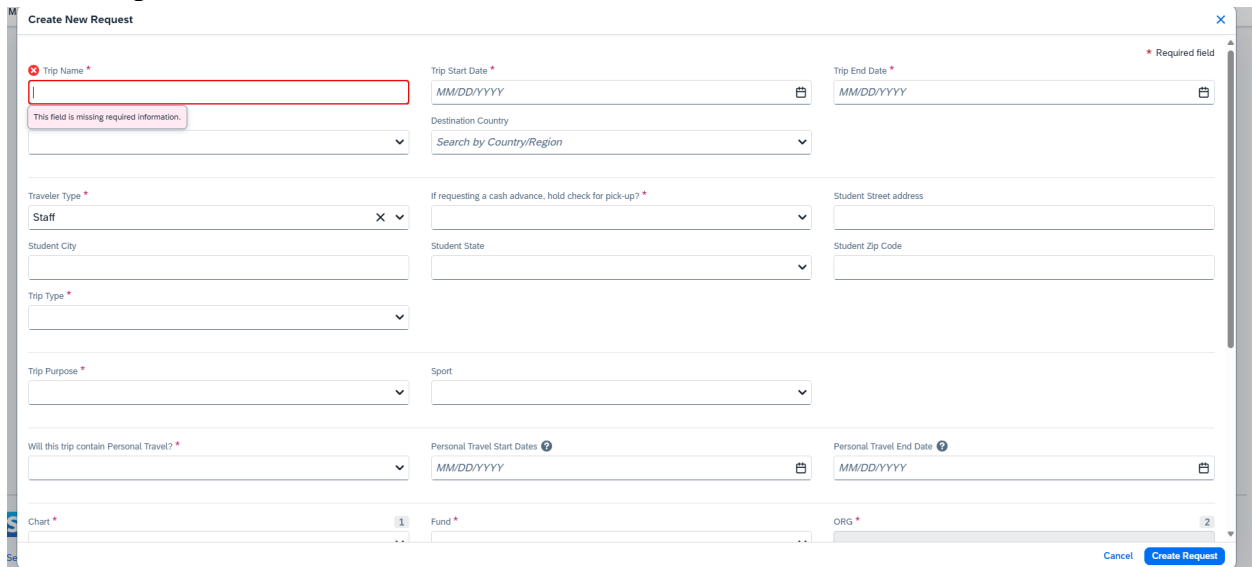
1. **Travel Request:** Request permission for approval to travel following your unit's established expense request process.
  - a. The Group Leader should submit a Concur Travel Request which includes an estimate for the entire trip for all participants, as defined in the approved Program Budget. This would include lodging, transportation, food, conference fees, etc.

## Create New Request



The screenshot shows the SAP Concur 'Manage Requests' interface. At the top, there's a navigation bar with 'SAP Concur' and 'Requests'. Below it, a 'Manage Requests' section contains a search bar with the placeholder 'Enter request ID' and a 'Create New Request' button. A message 'No requests found' is displayed with a calendar icon.

## Enter Trip Information



The screenshot shows the 'Create New Request' form in SAP Concur. The form includes various fields for trip information. A red box highlights the 'Trip Name' field with a message 'This field is missing required information.' The form also includes fields for 'Trip Start Date', 'Trip End Date', 'Destination Country', 'Traveler Type', 'Student City', 'Student State', 'Student Zip Code', 'Trip Type', 'Trip Purpose', 'Sport', 'Will this trip contain Personal Travel?', 'Personal Travel Start Dates', 'Personal Travel End Date', 'Chart', 'Fund', and 'ORG'. A 'Create Request' button is visible at the bottom right.

- b. If there are additional Group Leaders, or students who will have out-of-pocket expenses for which reimbursement will be requested after the trip, follow your unit's procedures for travel authorizations to determine if the student is required to

submit their own Concur Request, or if those estimated out-of-pocket expenses can be included on the Group Leader's Concur Request.

2. **Travel Expense Report:** Effective July 1, 2025, travelers will no longer be required to add separate expense types for "University Paid" expenditures to their travel expense reports. Instead, please add a comment to the report header explaining previous pre-paid travel expenses. For instance, "Lodging, airfare, and car rental pre-paid with University One Card ending in XXXX."
  - a. No Travel Expense Report is required for WSGA grants: WSGA will reimburse departments rather than individual students. Department funds will pay up front, then departments will submit for a journal transfer, attaching a receipt for something on the pcard that would equal or more than equal the grant amount (airfare, hotel, etc.).
3. **Out of Pocket Expenses:** When traveling with a group, any participant who has out-of-pocket expenses will need to complete their own travel expense report in Concur, upon returning from the trip, to be reimbursed.
  - a. An individual report for each participant is not needed if the Group Leader has paid all expenses for all participants. This may be done by the Group Leader requesting a Cash Advance for meals or entertainment and/or utilizing their One Card while traveling.
4. **Cash Advance:** A cash advance must be requested at least 2 weeks prior to needing the cash, by submitting a Request in Concur, which includes the Cash advance request.
  - a. Prior to beginning this request, you must email [Concur@washburn.edu](mailto:Concur@washburn.edu) stating that you will need a cash advance (this is only required for your first advance). Accounts Payable personnel will grant you permission in Concur to be able to complete a Cash Advance Request.
  - b. Cash advances are allowable for meals and other items which require cash. Complete the Cash Advance - Group form located at <https://washburnmail.sharepoint.com/sites/AccountingFinance/SitePages/FORMS.aspx> and attach the completed form to the Request in Concur.
    - i. If exact participants are not known at the time the Request is submitted, list the names of all possible participants on the Group Form. Calculate the cash advance amount based on the maximum number of participants for the trip. Example: The class has 30 students, but funding is only available for 10 students. List the names of all 30 students on the Group Form but only include the amount for 10 as one lump sum on the form.

- ii. Remember you may include the Group Leader on the Group Form so they may receive a Cash Advance for their meals as well.
      - 1. If this option is utilized, the Group Leader would not add the “Travel Allowance” expense type on their Request or Travel Expense Report.
    - iii. Participants must sign the Group Form when they receive their Cash Advance. This signed form must be submitted with the Group Leader’s expense report.
  - c. Refer to the Finance SharePoint site <https://washburnmail.sharepoint.com/sites/AccountingFinance/SitePages/Accounting.aspx> to find reference documents and videos on how to complete a Request in Concur.
  - d. Remember the estimated expense lines on the request must support the amount requested for the cash advance.
    - i. For example, if you are requesting \$100 for meals and \$300 for tickets, you would have two expense lines. One for \$100 using the “travel business meals” expense type and one for \$300 using the “recreation and entertainment” expense type. The Cash Advance amount requested would be \$400.
  - e. All cash advances must be picked up from the Cashier Window, 1st Floor Morgan Hall, or paid as an ACH payment directly to the Group Leader’s bank account.
5. **Approval & Travel Arrangements:** Once the Request has been approved in Concur you may begin making your travel arrangements.  
**Add approved Travel Agencies and contact info**
6. **University One Card:** If this is your first group trip and you would like a University One Card (credit card/One Card), complete the application for this card at [https://www.washburn.edu/faculty-staff/purchasing/\\_files/Washburn-University-One-Card-Application.pdf](https://www.washburn.edu/faculty-staff/purchasing/_files/Washburn-University-One-Card-Application.pdf)
- a. Indicate on the application this is a request for a Group Travel card as these cards have higher monthly limits and a higher single transaction limit.
  - b. Prior to receiving your One Card, you must complete Concur training. Training videos and documents can be found on the Finance SharePoint Training page. Once you have watched the videos, contact Purchasing at ext. 2333 to schedule a time to pick up the One Card.
7. **SAP Concur Mobile App:** Download the SAP Concur mobile app prior to traveling to allow you to utilize it and take pictures of your receipts while traveling. This solves the

issue of retaining and possibly losing a receipt as you will have it electronically in Concur as soon as you take the picture and save it.

- a. If a receipt is emailed, it can be attached to the Concur report after travel concludes.
  - b. Please see the document titled “Combining Receipts and Pcard Charges” on the Accounting SharePoint for additional information.
8. **Notify Bank of Travel Dates:** Contact US Bank via 800 number listed on the back of the card, prior to travel to notify them where you will be traveling. This helps prevent transaction declines.

### **Washburn Travel Facts:**

- It is encouraged to use the University One Card when paying for pre-paid travel. If you pre-pay for travel with personal funds, reimbursement will not occur until after the trip has occurred.
- Itemized receipts are required for all business-related purchases, EXCEPT for individual meals. You must make every effort possible to document your transaction.
- Utilize your University One Card while traveling for business related expenditures. For instance, you may use this for Ubers, lyfts, group meals, etc. Itemized receipts are required for all purchases utilizing the University One Card.
  - a. Helpful tip: Use your SAP Concur app and take a picture of the receipt.
- Using the GSA rate for meals is considered the best practice. Refer to the U.S. Department of State Per Diem Rates By Location, if the location of your program is not listed use the rate listed for “other”:
  - a. GSA Domestic Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates?topnav=travel>
  - b. GSA Foreign Rates: [https://allowances.state.gov/web920/per\\_diem.asp?](https://allowances.state.gov/web920/per_diem.asp?)
- Group Leaders may submit an amount that is below the GSA rate for meals in their program budget. Faculty may also opt out of all or some meals in the program budget.
- Individual meals should not be charged on a University One Card. Individual meals that have been approved to be covered, either by their inclusion in the program administrative expense or by another entity, are paid for through a per diem process.
- If the Group Leader is not included on the Cash Advance, the University reimburses the GSA meal and incidental per diem rates established by the U.S. General Services Administration. Therefore, meal receipts are not required for individual meals. You will receive the appropriate per diem amount, depending on travel location and number of days traveled, upon your return after you file your expense report in Concur.
- If you have included group meals in the program budget, you may charge this on the University One Card.
  - a. You DO need to submit the itemized receipt when reconciling this charge.

- i. Helpful tip: Use your SAP Concur app and take a picture of the receipt.
  - b. The University allows up to 20% of the total for any type of tip.
- Lodging charges need to include names of those who stayed in each room/facility.
- When multiple individuals stay in one room/facility, if not attending a conference, you may claim up to the lodging GSA rate times the number of individuals in the room/facility, which will be the maximum allowed. Refer to the U.S. Department of State Foreign Per Diem Rates By Location, if the location of your program is not listed use the rate listed for “other”:
  - a. GSA Domestic Rates: <https://www.gsa.gov/travel/plan-book/per-diem-rates?topnav=travel>
  - b. GSA Foreign Rates: [https://allowances.state.gov/web920/per\\_diem.asp?](https://allowances.state.gov/web920/per_diem.asp?)
- The University pays for the most economical parking while in travel status. For instance, at the KCI Airport, the University will reimburse for the Outdoor parking through Park Air Express which is \$10 a day as of April 17, 2025. Park Air Express offers valet parking at no additional cost.
- University owned vehicles may utilize indoor/covered parking at the KCI Airport. The University will reimburse for the indoor/covered parking through Park Air express which is \$20 a day as of April 17, 2025. Park Air Express offers valet parking at no additional cost.
- The University allows the purchase of the most economical flight; therefore, seat selections and early bird check-in cannot be paid for by the University.
- Baggage fees should not exceed \$30 per bag.
- Cell phones and/or internet service - provide documentation showing this fee and explain the business need for the service.

#### **University One Card (credit card/One Card)**

- **Purchasing** manages the issuing of cards, card limits and can offer assistance if you have fraudulent charges. For questions contact: [purchasing@washburn.edu](mailto:purchasing@washburn.edu) or ext. 2333.
- **Accounts Payable** provides Concur training for processing One Card transactions, responds to Concur questions and processes the expense reports. For questions contact: [concur@wasburn.edu](mailto:concur@wasburn.edu) or ext. 2044.

#### **Contacts:**

**FOAPAL questions:** Department funding the travel (In CAS contact Christine Stoner) or The Finance Office: [finance@washburn.edu](mailto:finance@washburn.edu)

**Concur questions:** [concur@washburn.edu](mailto:concur@washburn.edu) or ext. 2044

**Pre-Approval for GSA Exceptions:** [concur@washburn.edu](mailto:concur@washburn.edu)

**Concur Request or Travel Report Questions:** [concur@washburn.edu](mailto:concur@washburn.edu) or ext. 2044

**Approval of Expenses due to Travel Issues:** Contact your department head.

**US Bank for One Card fraud issues:** 844-539-1864 option 1. You will need to have the following:

- pin which is the last four of your WIN,
- work phone number as it appeared on your One Card application,
- email associated with their card, as it appeared on your One Card application
- monthly limit and individual transaction limit amounts,
- WASHU is our entity's short name.