

# Introduction to TravelWayne – 101



Last updated July 16, 2012



# What is TravelWayne?

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- TravelWayne automates the travel request, reservation booking, expense report and approval process for Wayne State employee travel
- This solution also introduces several improvements in the overall process:
  - New streamlined travel policy – issued April 1, 2012
  - New travel agency – Conlin Travel
  - New travel card – JPMorgan Chase MasterCard (Chase MasterCard)
  - Direct deposit for expense reimbursement
  - New monthly mileage form



# Phase 1: What's now / what's next

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## What's now

- All employee travel
  - Including Athletics' individual travel activities
- Students that act as employees and that are not part of group travels
- Monthly mileage will be processed in TravelWayne

## What's next

- In progress travels
  - Travel started with AAA and the TAER form prior to your Go Live date will be finalized with the TAER process
- Department travel cards
- Group/Team travel
- Guest & Student travel
- These expenses are being targeted for spring 2013



# Concur roles

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- **Traveler**
  - All active employees with active positions
  - All employees with the exception of the following employee classes:
    - CB - COBRA Self-Pay
    - CH - Hourly Workers' Compensation
    - CO - Workers' Compensation/Salaried
    - ER - Early Retirees
    - SU - Substitute Teacher
    - TR - Public School Teacher
    - XB - Retirees
    - XD - Long Term Disability
    - XH - Housing Employer Benefits Cost
    - XO - Non Paid but Benefited
    - XU - Conversion Generated E-Class
    - XX - Terminated
- **Approvers**
  - Travel Requests should be approved by the traveler's supervisor
  - Expense Reports are approved by the BAO
- **Delegate(s)**
  - Able to create a travel request and expense report for the traveler
  - An individual can be added as a delegate with a start and end date to accommodate vacations
  - The primary delegate can be added to the user profile spreadsheet
- **Assistant**
  - Able to book a trip for the traveler
  - The assistant(s) must be entered on the user profile page and cannot be added via the user profile spreadsheet



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**TravelWayne** powered by Concur, Conlin Travel and Chase MasterCard





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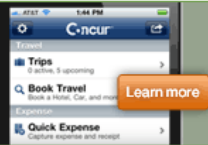


My Concur Request Travel Expense Profile Help Log Out

My Concur - Train1 Train1

You are administering travel for: **Me** Search

On your smartphone  
book your travel  
and manage your  
expenses on the go!



**Trip Search**

Air/Rail  Car  Hotel  Taxi  Rail  Flight Status

Round Trip  One Way  Multi-Segment

Departure City  [Select nearby airports](#)

Arrival City  [Select nearby airports](#)

Departure  depart 9:00am ± 3

Return  depart 5:00pm ± 3

Pick-up/Drop-off car at airport

Find a Hotel

Specify airline  Refundable only air fares

Class of service: Economy class

Search flights by:  Price  Schedule

Flights w/ no double connections:

**Search**

**Approval Queue**

Travel Requests (0) Expense Reports (0)

Report Name	Employee	Report Date	Requested Amount
No records found.			

**Trip List**

You have no upcoming trips. See trip library for complete list.

**Active Work**

[New Expense Report](#) [View Reports](#)

Travel Requests (7) Expense Reports (9)

Report Name	Status	Payment Status	Report Date	Requested Amount
<a href="#">Test Transaction</a> Went There....	Approved	Extracted for Payment	05/12/2012	USD 815.80
<a href="#">ABCD Annual Conference</a> Attending annual conference of associaton of ABC	Approved & In Accounting Review	Not Paid	05/09/2012	USD 1,135.98
<a href="#">Meeting on Summer Session Proj</a> Planning meeting on summer session project	Not Submitted	Not Paid	05/04/2012	USD 319.00
<a href="#">Meeting on Summer Session Proj</a> Planning meeting on summer session project	Not Submitted	Not Paid	05/01/2012	USD 6.00
<a href="#">Summit 2012 Conference</a> Banner conference	Submitted & Pending Approval - Test, TApprover	Not Paid	04/23/2012	USD 2,431.76
<a href="#">ABCD Annual Conference</a> Attending annual conference of associaton of ABC	Not Submitted	Not Paid	04/05/2012	USD 532.00
<a href="#">CASE conference</a> Case conference for financial staff, including n	Not Submitted	Not Paid	04/03/2012	USD 815.84
<a href="#">ABCD Annual Conference</a> Attending annual conference of associaton of ABC	Not Submitted	Not Paid	04/03/2012	USD 0.00
<a href="#">CASE conference</a> Case conference for financial staff, including n	Not Submitted	Not Paid	03/27/2012	USD 0.00



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# Travel Request - estimated expense

**Travel Request** Cancel Save Print / Email Delete Travel Request Submit Travel Request

Trip Title (Short Description): Status: Not Submitted

**Travel Request Header** | Segments | Approval Flow | Audit Trail

Destination **1** | Travel Type **2** | Trip Title (Short Description) **3** | Business Purpose **4**

Date of Departure **5** | Date of Return **6** | Index **7** | Trip Detailed Description **8**

Travel Award? **9** |  Guest? **10** |  Student? | Accompanied By: **11**

Comment **12**

**Note: the RED bar in a field indicates it is required**

**Travel Type**

- Out of State Travel
- ATHLETIC Team Travel
- Foreign Travel
- In State
- Out of State Travel

**Business Purpose**

- Attend a conference
- Annual Meetings
- Attend a conference
- Attend a workshop
- Employee Recruitment
- Field Work
- Other
- Planning meeting for research
- Presenter at a seminar/symposium
- Student Recruitment
- Team travel
- Training session

**Index**

12345

Type to search by:  TEXT  CODE  EITHER

(Code) Text

- (1234 ) General Athletics
- (1234 ) Athletics - Strength & Conditioning
- (1234 ) Athletics -Marketing & Promotions
- (1234 ) !Training Index











# Cost estimate segments

**Travel Request 2236**

Trip Title (Short Description): Fusion Conference - Travel Admin

Travel Request Header | **Segments** | Approval Flow | Audit Trail

**Add Segment**  
Click icon to create segment

 Air Fare
  Rail Fare
  Car Rental
  Lodging
  Dining (Meals)
  Miscellaneous

*Note: A red callout box points to the 'Segments' tab with the text 'Click here to add cost estimates'.*



## Dining - Meals

WSU Travel Policy specifies a daily fixed meal allowance

The allowance is based on the GSA *per diem*, *Meals & Incidentals* (MIE) rate for the **specific travel location / destination**

	Brkfst	Lunch	Dinner
<b>Outbound</b>			
Depart before 2:00p.m.		X	X
Depart after 2:00, before 8:00p.m.			X
<b>Inbound</b>			
Arrive before 12:00 / noon	X		
Arrive between noon & 6:00p.m.	X	X	
Arrive after 6:00p.m.	X	X	X



# Submit for approval – add an approver

## Travel Request Center - Train1 trains Train1

### Travel Request 226M

Trip Title (Short Description): Presenter-2012 Symposium-DENVER

Save Workflow

Attachments

Print / Email

Cancel Travel Request

Submit Travel Request

Status: Sent Back to Employee

Amount: \$1,600.00

Travel Request Header

Segments

Approval Flow

Audit Trail

Manager Approval:

Train0, Train0



## Travel Request Center - Train1 trains Train1

### Travel Request 226M

Trip Title (Short Description): Presenter-2012 Symposium-DENVER

Save Workflow

Attachments

Print / Email

Cancel Travel Request

Submit Travel Request

Status: Sent Back to Employee

Amount: \$1,600.00

Travel Request Header

Segments

Approval Flow

Audit Trail

User-Added Approver:



Manager Approval:

Train0, Train0





# Approver selection for “add a step”

**Travel Request 226M**  
Trip Title (Short Description): Presenter-2012 Symposium-DENVER  
Status: Sent Back to Employee  
Amount: \$1,600.00

Travel Request Center - Train1 trains Train1

Approval Flow

User-Added Approver:

- Train
- Train0, Train0 (travelwayne@wayne.edu)  
Employee ID: Train0  
Org Unit 2-Dept ID: Accounts Payable
- Train10, Train10 (travelwayne@wayne.edu)  
Employee ID: Train10  
Org Unit 2-Dept ID: Addiction Research Institute
- Train11, Train11 (travelwayne@wayne.edu)  
Employee ID: Train11  
Org Unit 2-Dept ID: Nutrition & Food Science
- Train12, Train12 (travelwayne@wayne.edu)  
Employee ID: Train12  
Org Unit 2-Dept ID: Uroloov

Search Approvers By



# Travel Request – Submit for approval

My Concur Request Travel Expense Profile Help Log Out  
View Travel Requests New Travel Request Approve Travel Requests Quick Search

Travel Request Center - Train1 Train1

**Travel Request 226M**  
Trip Title (Short Description): Presenter  
Status: Sent Back to Employee  
Amount: \$1,600.00

Save Workflow Attachments Print / Email Cancel Travel Request **Submit Travel Request**

Travel Request Header Segments **Approval Flow** Audit Trail

**Final Review**

Travel Request Submit Confirmation

Are you sure you want to submit this Travel Request?

**Submit Travel Request** Cancel

Train0, Train0

**Travel Request 33CA**  
Trip Title (Short Description): Attend Educational Conference  
Status: Submitted & Pending Approval  
Amount: \$1,225.00

Attachments Print / Email Cancel Travel Request Recall

Travel Request Header Segments **Approval Flow** Audit Trail

**Travel Request Level**

Date/Time	Updated By	Action	Description
05/21/2012 6:18 PM	Train1,Train1	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
05/21/2012 6:18 PM	Train1,Train1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:

**Entry Level**

Date/Time	Updated By	Action	Description
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**Segment Level**

Date/Time	Updated By	Action	Description
05/21/2012 6:18 PM	Train1,Train1	Exception	You indicated you are attending a conference; return to the request header and attach the conference invitation.



# Travel Request – Approvers review



Concur™



My Concur Request Travel Expense Profile Help Log Out

My Concur - Train10 Train10

You are administering travel for: Me  Search

On your smartphone book your travel and manage your expenses on the go!

[Learn more](#)

**Trip Search**

Air/Rail Car Hotel Taxi Rail Flight Status

Round Trip One Way Multi-Segment

Departure City

Arrival City

Departure  depart 9:00am ± 3

Return  depart 5:00pm ± 3

Pick-up/Drop-off car at airport

Find a Hotel

**Active Work**

New Travel Request View Travel Requests

Travel Requests (2) Expense Reports (1)

Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
<a href="#">San Francisco Donor</a>	<a href="#">224K</a>	Approved	04/23/2012 04/30/2012	USD 850.00	
<a href="#">Concur Conference</a>	<a href="#">224Y</a>	Approved	03/24/2012 03/27/2012	USD 700.00	

**Approval Queue**

Approve

Travel Requests (1) Expense Reports (0)

	Travel Request Name	Travel Request ID	Employee	Travel Request Dates	Date Submitted	Total
<input type="checkbox"/>	<a href="#">Presenter</a>	<a href="#">226M</a>	Train1, Train1	05/05/2012 05/09/2012	05/22/2012	USD 1,600.00

**Available Company Card Charges** [View All Charges](#)

Card Name	Card Number	Card Status	Total Unexpensed
TEST Corp Card	****0089	Active	USD 50.00
TEST Corp Card	****0090	Active	USD 321.30

All Cards Select Expense Report Concur Conference Import

Travel Request Center - Train10 Train10

**Travel Requests Pending your Approval (1)**

View

	Travel Request Name	Employee Name	Travel Request ID	Travel Request Date...	Comment	Date Submitted	Total	Approve.	Remainin..
<input type="checkbox"/>	<a href="#">Presenter</a>	Train1, Train1	226M	05/05/2012 05/09/2012		05/22/2012	\$1,600.00	\$1,600.00	\$1,600.00



# Travel Request – Approvers review



**Travel Request 226M**  
Trip Title (Short Description): Presenter

Cancel Save Attachments Print / Email Send Back Travel Request **Approve** Approve & Forward

Status: Submitted & Pending Approval  
Amount: \$1,600.00

Travel Request Header Segments Approval Flow Audit Trail

Previous Comment View all

Entered By Train1 Train1: This is only a test

**Destination**  
Denver

**Travel Type**  
Out of State Travel

**Trip Title (Short Description)**  
Presenter

**Business Purpose**  
Presenter at a seminar/symposium

**Date of Departure**  
05/05/2012

**Date of Return**  
05/09/2012

**Index#?**  
(161471) General Disbursements

**Trip Detailed Description**  
Presenter at the annual test of the Concur syste

**Student Travel Award?**  
No

Student?

**Accompanied By:**  
Nobody

**Comment**

**Travel Request 226M**  
Trip Title (Short Description): Presenter

Attachments Print / Email Send Back Travel Request **Approve** Approve & Forward

Status: Submitted & Pending Approval  
Amount: \$1,600.00

Travel Request Header Segments Approval Flow Audit Trail

**Air Ticket** Round Trip One Way Amount: \$450.00 Allocate

Outbound

From:

To:

Date:

Comment:

**Dining** Amount: \$200.00 Allocate

Start

Date:

Detail:

**Hotel Reservation** Amount: \$800.00 Allocate

Check-In

City:

Date:



# Travel Request – Approvers review



## Travel Request 226M

Trip Title (Short Description): Presenter

Attachments ▾

Print / Email ▾

Send Back Travel Request

**Approve**

Approve & Forward

Status: Submitted & Pending Approval

Amount: \$1,600.00

Travel Request Header

Segments

Approval Flow

**Audit Trail**

### Travel Request Level

Date/Time	Updated By	Action	Description
05/22/2012 8:45 AM	Train1,Train1	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
05/22/2012 8:45 AM	Train1,Train1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
05/22/2012 8:46 AM	Train1,Train1	Travel Request Recall	Status changed from Submitted & Pending Approval to Sent Back to Employee Comment:
05/22/2012 8:54 AM	Train1,Train1	Workflow Step Added	Added a workflow step with approver : Train10,Train10
05/22/2012 8:54 AM	Train1,Train1	Workflow Step Removed	Removed a user-added workflow step with approver :
05/22/2012 9:02 AM	Train1,Train1	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
05/22/2012 9:02 AM	Train1,Train1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
05/22/2012 3:36 PM	Train1,Train1	Travel Request Recall	Status changed from Submitted & Pending Approval to Sent Back to Employee Comment:

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# Conlin Travel - Online booking or agent-assisted



TravelWayne

Welcome to the  
Travel Hub



Conlin Travel  
People. Technology. Results.

Today is Tuesday, May 08, 2012
TRAVEL HUB HOME
ONLINE ACCESS
CONTACT US

**Online Access** ▶

Need travel arrangements? Go online 24 hours a day!

**Contact Us** ▶

Available all day, every day for your convenience.

Check your Flight Status with our  
**Interactive Flight Tracker**


FLIGHT STATUS BY FLIGHT

Airline

Enter an airline name or code

Flight


Go



**Get Ready**

Exciting changes are coming to the Wayne State travel program.

- State-of-the-art online booking
- 24 hour travel support
- Travel vendor programs and benefits
- Comprehensive travel policy




**Next Steps**

Workshops and travel seminars are being planned now. Stay tuned for email announcements.

**Who is Conlin Travel?**

We have been meeting the travel needs of businesses around the world for over 50 years, and we look forward to offering our expertise to each of you. As your partner our goal is to bring value by providing state-of-the-art technology. [READ MORE>](#)



Conlin Travel  
People. Technology. Results.

**Check In Online**

- Air France
- Air Tran
- Alaska Air
- American Airlines
- British Airways
- Delta

**In the News...from USA Today: Today in the Sky**

[Opening of new Berlin airport is delayed](#)


German officials say the planned opening of Berlin's new airport next month must be delayed because of fire safety issues.

*Publ.Date : Tue, 08 May 2012 17:46:00 GMT*

[American touts codesharing, bigger regional jets](#)

American Airlines will keep its emphasis on international flights and hopes to make more efficient use of the smaller jets in its fleet.

**Travel Tools**


 **ONLINE ACCESS**

Book Online

View a tutorial

Concur Guides

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 **SECURITY**

3-1-1 Rule

Travel Security Advisories

Travel Health



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# Concur mobile apps provide

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Concur

Triplt Pro

...broad coverage for your travel needs



# Mobile apps provide easy access to information

Manage itineraries

Full expense functionality

Directions, maps, and more

Flight status

Manage Receipts





# Triplt Pro mobile app



**Triplt  
Pro**

- Master itinerary
- Calendar integration
- Flight alerts
- Triplt Groups

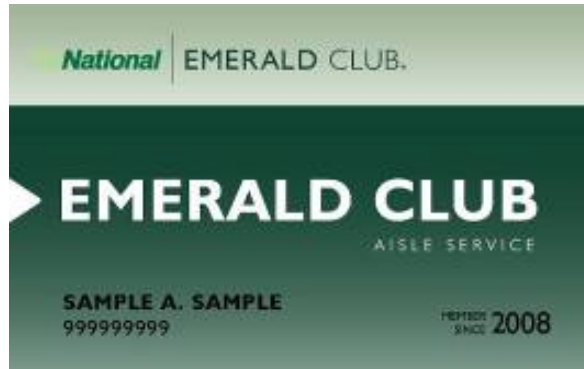


**Travel  
Wayne**

- Points tracker
- Airfare monitoring
- Alternate flights
- Inner Circle



# Use the perks of National's Emerald Club card



Renting from National using an Emerald Club card number is as easy as:

1. Pick your favorite car from their lot
2. Show your drivers license on the way out
3. You are on your way!

WSU-negotiated prices for National and Enterprise rentals are available via the online booking tool or Conlin Travel agent



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# Travel card charges auto populate!



1. Use the WSU travel card for your charges

2. Travel card charges auto populate your expense report – minimizing data entry

3. WSU pays Chase for “approved” charges – easing your personal cash flow



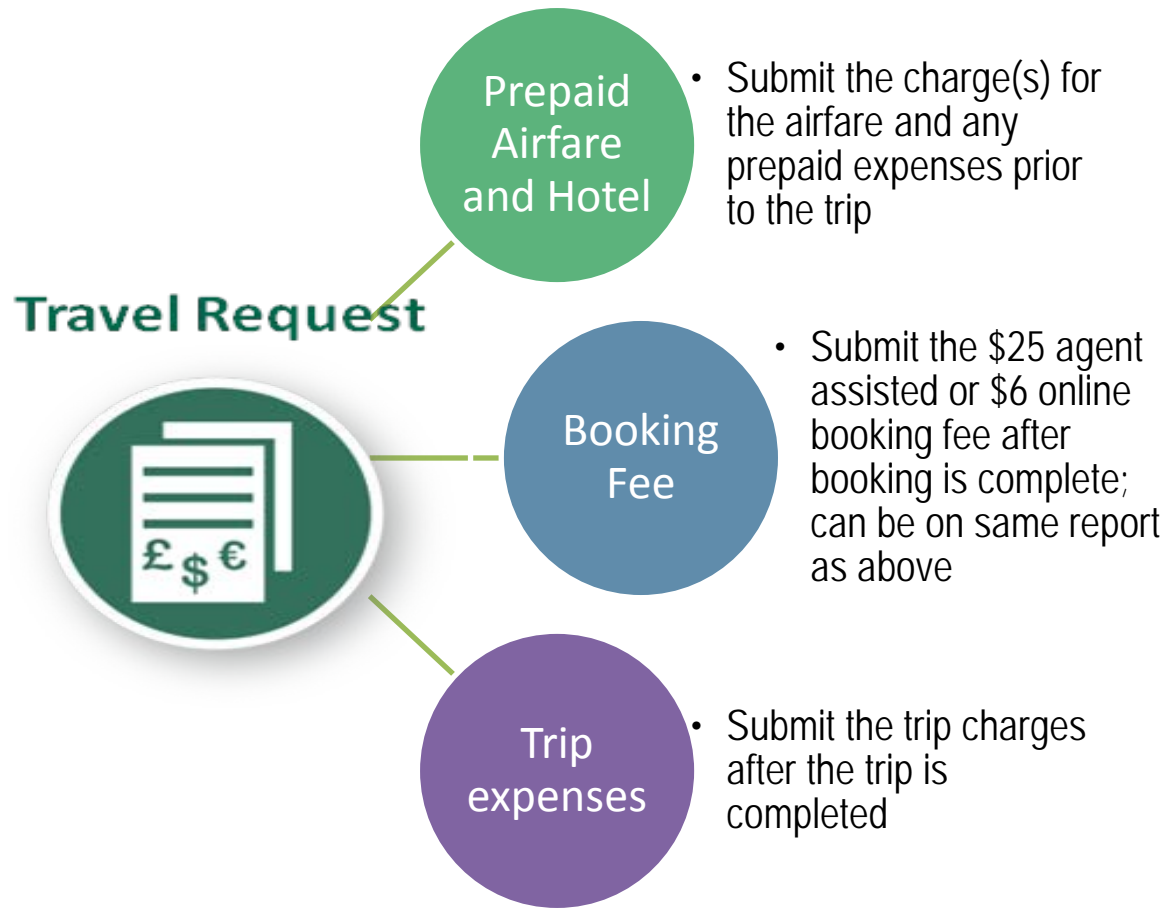


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# Many expense reports can be tied to one travel request





# Create an expense report from the approved travel request in Concur

My Concur - Train21 Train21 You are administering travel for: Me  Search

On your smartphone book your travel and manage your expenses on the go! [Learn more](#)

**Active Work**

[New Travel Request](#) [View Travel Requests](#)

**Travel Requests (2)** **Expense Reports (0)**

	<a href="#">Travel Request Name</a>	<a href="#">Travel Request ID</a>	<a href="#">Status</a>	<a href="#">Travel Request Dates</a>	<a href="#">Total</a>	<a href="#">Expense Report?</a>
	<a href="#">Las Vegas</a>	<a href="#">224H</a>	Approved	07/18/2012 07/21/2012	USD 600.00	
	<a href="#">Conference</a>	<a href="#">225U</a>	Approved	04/06/2012 04/19/2012	USD 1,875.00	

[Create an expense report from this travel request](#)

**Available Company Card Charges** [View All Charges](#)

Card Name	Card Number	Card Status	Total Unexpensed
TEST Corp Card	***0047	Active	USD 633.14

Select Expense Report:  [Import](#)

<input type="checkbox"/>	<a href="#">Charge</a>	<a href="#">Expense</a>	<a href="#">Transaction Date</a>	<a href="#">Amount</a>
<input type="checkbox"/>	PRO SPORTS CLUB, BELLEVUE, WA	Undefined	05/14/2011	USD 8.70
<input type="checkbox"/>	BEAR CREEK GC 431, WOODINVILLE, WA	Undefined	05/11/2011	USD 300.00
<input type="checkbox"/>	SHERATON SUITES, ALEXANDRIA, VA	Hotel	05/08/2011	USD 209.85
<input type="checkbox"/>	DORAL WAY MIA, MIAMI, FL	Undefined	05/08/2011	USD 19.59
<input type="checkbox"/>	BLUE DOOR AT DELANO, MIAMI BEACH, FL	Undefined	05/07/2011	USD 95.00

- Choosing the correct line item, launch to the expense report using the Expense Report Icon as shown above



# Expense report - header completed

Expense Center - Train21 Train21

## Create a New Expense Report

### Report Header

Destination Washington DC	Travel Type Out of State Travel	Trip Title (Short Description) Conference	Business Purpose Regional Engagement		
Date of Departure 04/06/2012	Date of Return 04/19/2012				
Index (147291) Academic College Enrichment S	Trip Detailed Description Presentation of the research findings WSU	Student Travel Reward? No	<input type="checkbox"/> Guest? <input type="checkbox"/> Student?	Accompanied By: 	
Report Date 05/24/2012	Travel Request ID 225U	Comment 	Dept ID Anatomy	Address 5700 AAB	City Detroit
State/Province MI	Country US	Zip/Postal Code 48202			

Travel Requests					
<input type="checkbox"/> Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> Conference	225U	No	\$1,875.00	\$1,875.00	\$1,875.00

- Complete the header screen by adding any trip comments as required
- - Next



# Meal itinerary needed for per diem calculation

Travel Allowances For Report: Conference

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

### Itinerary Info

Itinerary Name  
Conference

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City ^	Arrival City	Arrival Rate Location
--------------------------	------------------	--------------	-----------------------

### New Itinerary Stop

Depart from (city)  
Detroit, Michigan

Date  
04/06/2012

Time  
3:00 PM

Arrive in (city)  
Washington, District of Columbia

Date  
04/06/2012

Time  
5:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

- Complete the required information for date of departure and click “Save”
- Complete the required information for date of return and click “Next”



# Meal itinerary needed for per diem calculation

Travel Allowances For Report: Conference

Edit Itinerary | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

### Itinerary Info

Itinerary Name  
Conference

Add Stop | Delete Rows | Import Itinerary

<input type="checkbox"/>	Departure City ^	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Detroit, Michigan 04/06/2012 3:00 PM	Washington, District of Columbia 04/06/2012 5:00 PM	DISTRICT OF COLUMBIA, US-DC, US
<input type="checkbox"/>	Washington, District of Columbia 04/19/2012 1:00 PM	Detroit, Michigan 04/19/2012 3:00 PM	WAYNE COUNTY, US-MI, US

### Edit Itinerary Stop

Depart from (city)  
Detroit, Michigan

Date  
04/06/2012

Time  
3:00 PM

Arrive in (city)  
Washington, District of Columbia

Date  
04/06/2012

Time  
5:00 PM

Save

- Complete the required fields to generate the per diem meal expense reimbursements



# Meal itinerary needed for per diem calculation

## Travel Allowances For Report: Conference

**Edit Itinerary** | Available Itineraries | Expenses & Adjustments | Reimbursable Allowances Summary

**Itinerary Info**

Itinerary Name  
Conference

Add Stop | Delete Rows | Import Itinerary

<input type="checkbox"/>	Departure City ^	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Detroit, Michigan 04/06/2012 3:00 PM	Washington, District of Columbia 04/06/2012 5:00 PM	DISTRICT OF COLUMBIA, US-DC, US
<input checked="" type="checkbox"/>	Washington, District of Columbia 04/19/2012 1:00 PM	Detroit, Michigan 04/19/2012 3:00 PM	WAYNE COUNTY, US-MI, US

**Edit Itinerary Stop**

Depart from (city)  
Washington, District of Columbia

Date  
04/19/2012

Time  
1:00 PM

Arrive in (city)  
Detroit, Michigan

Date  
04/19/2012

Time  
3:00 PM

Save

- Complete the required fields to generate the per diem meal expense reimbursements - Save



# Expense report - meals

Travel Allowances For Report: ABCD Annual Conference

Create New Itinerary | Available Itineraries | **Expenses & Adjustments** | Reimbursable Allowances Summary

Show dates from  to  Go

Exclude   ... <input type="checkbox"/>	Date/Location ^	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/04/2012 Dallas, Texas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	06/05/2012 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	06/06/2012 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	06/07/2012 Dallas, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$35.00

**Expenses** Delete Copy View <<

<input type="checkbox"/>	Date ^	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	06/07/2012	<b>Fixed Meals</b> Dallas, Texas	\$35.00	\$35.00
<input type="checkbox"/>	06/06/2012	<b>Fixed Meals</b> Dallas, Texas	\$71.00	\$71.00
<input type="checkbox"/>	06/05/2012	<b>Fixed Meals</b> Dallas, Texas	\$71.00	\$71.00
<input type="checkbox"/>	06/04/2012	<b>Fixed Meals</b> Dallas, Texas	\$59.00	\$59.00
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$236.00</b>	<b>\$236.00</b>





# Expense report - detail

Expenses				
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
<input type="checkbox"/>	06/07/2012	<b>Fixed Meals</b> Dallas, Texas	\$35.00	\$35.00
<input type="checkbox"/>	06/06/2012	<b>Fixed Meals</b> Dallas, Texas	\$71.00	\$71.00
<input type="checkbox"/>	06/05/2012	<b>Fixed Meals</b> Dallas, Texas	\$71.00	\$71.00
<input type="checkbox"/>	06/04/2012	<b>Fixed Meals</b> Dallas, Texas	\$59.00	\$59.00
<input checked="" type="checkbox"/> ▾	06/04/2012 	<b>Hotel</b> Drury Inn & Suites, Dallas, Texas	\$499.98	\$499.98
<input type="checkbox"/>	06/06/2012	Hotel	\$135.00	\$135.00
<input type="checkbox"/>	06/06/2012	Hotel Tax	\$31.66	\$31.66
<input type="checkbox"/>	06/05/2012	Hotel	\$135.00	\$135.00
<input type="checkbox"/>	06/05/2012	Hotel Tax	\$31.66	\$31.66
<input type="checkbox"/>	06/04/2012	Hotel	\$135.00	\$135.00
<input type="checkbox"/>	06/04/2012	Hotel Tax	\$31.66	\$31.66
<input type="checkbox"/>	06/01/2012 	<b>Airfare</b> Delta Air Lines, Dallas, Texas	\$400.00	\$400.00
			<b>TOTAL AMOUNT</b> <b>\$1,135.98</b>	<b>TOTAL REQUESTED</b> <b>\$1,135.98</b>



# Expense report - meals

test

New Expense Import Details Receipts Print / Email

Expenses Delete Copy View

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	06/04/2012	Fixed Meals Milwaukee, Wisconsin	\$61.00	\$61.00
<input type="checkbox"/>	06/03/2012	Fixed Meals Milwaukee, Wisconsin	\$61.00	\$61.00
<input type="checkbox"/>	06/02/2012	Fixed Meals Milwaukee, Wisconsin	\$61.00	\$61.00
<input type="checkbox"/>	06/01/2012	Fixed Meals Milwaukee, Wisconsin	\$61.00	\$61.00
<input type="checkbox"/>	05/14/2011	Miscellaneous BURGER KING NS PHX, Phoenix, Ariz	\$7.22	\$0.00
<input type="checkbox"/>	05/08/2011	Miscellaneous SPAZZO ITALIAN GRILL 211, Redmond	\$49.39	\$0.00

Mark the actual meal receipt as a 'personal expense' when declaring fixed meals (per diem). The traveler will need to pay JPMorgan Chase for these personal expenses – which should be offset by the per diem payment to the traveler from WSU.

# Complete and Submit Expense Report



## Expense report – review & summary

### Final Review

**User Submit**

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Wayne State University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Wayne State University in full for those expenses.

**Reminder: Receipts Required!**

According to company policy, you must provide receipts for the expenses listed below.  
You may attach scanned images to individual expenses or to the report.

Expense	Date	Amount
<b>Airfare</b> Delta Air Lines, Dallas, Texas	06/01/2012	\$400.00
<b>Hotel</b> Drury Inn & Suites, Dallas, Texas	06/04/2012	\$499.98

### Report Submit Status - ABCD Annual Conference

This report was submitted successfully.  
Approver: Train0, Train0

**Expense Report**

Report Total :	\$1,135.98
Less Personal Amount :	\$0.00
<b>Amount Claimed :</b>	<b>\$1,135.98</b>
<b>Amount Rejected :</b>	<b>\$0.00</b>

**Company Disbursements**

Amount Due Employee :	\$1,135.98
<b>Total Paid By Company :</b>	<b>\$1,135.98</b>

**Employee Disbursements**

Amount Owed Company :	\$0.00
<b>Total Owed By Employee :</b>	<b>\$0.00</b>

# Complete and Submit Expense Report



## Expense report – Approver's Review



My Concur Request Travel Expense Administration Profile Help Log Out

My Concur - Train0 Train0 You are administering travel for: Me Search Proxy Search

On your smartphone book your travel and manage your expenses on the go!

[Learn more](#)

**Approval Queue**

Travel Requests (3) Expense Reports (2)

Report Name	Employee	Report Date	Requested Amount
<a href="#">Testing test</a>	Train30, Train30	05/19/2012	USD 167.00
<a href="#">Meeting on Summer Session Proj</a> Planning meeting on summer session project	Train1, Train1	05/04/2012	USD 319.00

**Expense Center - Train0 Train0** Proxy Search

**Meeting on Summer Session Proj** [Train1, Train1] Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email

**Expenses** View

Transaction Date	Expense Type	Vendor Name	Business Purpose	City	Payment Type	Amount	Adjusted Claim...
05/09/2012	Fixed Meals			Denver, Colorado	Cash	\$66.00	\$66.00
05/08/2012	Fixed Meals			Denver, Colorado	Cash	\$66.00	\$66.00
05/07/2012	Fixed Meals			Denver, Colorado	Cash	\$66.00	\$66.00
05/06/2012	Fixed Meals			Denver, Colorado	Cash	\$66.00	\$66.00
05/05/2012	Fixed Meals			Denver, Colorado	Cash	\$55.00	\$55.00

**Summary**

**Report Summary**

[Report Totals](#)

Amount Due Company	Amount Due Employee
\$0.00	\$319.00

**Travel Requests (1)**

Name	Request ID	Amount ...	Amount ...
<a href="#">Meeting ...</a>	2245	\$828.00	\$828.00



# Expense report – Approver's Review



Report header for: Meeting on Summer Session Proj

<b>Destination</b> Miami, Florida	<b>Travel Type</b> Out of State Travel	<b>Trip Title (Short Description)</b> Meeting on Summer Session Proj	<b>Business Purpose</b> Planning meeting for research
<b>Date of Departure</b> 06/21/2012	<b>Date of Return</b> 06/22/2012		
<b>Index</b> (128271) MPSS Credit Programs-Admin	<b>Trip Detailed Description</b> Planning meeting on summer session project	<b>Student Travel Reward?</b> No	<input type="checkbox"/> Guest?
<b>Report Date</b> 05/04/2012	<b>Travel Request ID</b> 2245	<input type="checkbox"/> Student?	<b>Accompanied By:</b> Terry Margolis
<b>Dept ID</b> Accounting	<b>Report Key</b> 151	<b>Comment</b>	<b>Employee Name</b> Train1, Train1
		<b>Report Id</b> F6D9A70B32334CEFB50C	<b>Report Currency</b> US, Dollar
<b>Approval Status</b> Submitted & Pending Approval	<b>Payment Status</b> Not Paid	<b>Receipts Received</b> No	<b>Submit Date</b> 05/23/2012
		<b>Address</b> 6180 h	<b>City</b> t

## Final Confirmation

### Approver Receipts

By clicking on the 'Accept' button, I certify that:

- 1) the receipts have been reviewed and support the itemized expenses.
- 2) The expenses claimed herein are reasonable and in compliance with the WSU Travel Policy.



## Expense report – Approver's Review



- The approver can elect to add another individual for approval purposes by using the 'Approve and Forward'
  - Exception requires additional approval
  - Split accounting across multiple schools



# Expense report – receipts

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## Stop the receipt runaround

- email
- mobile photo
- scan and upload



# Expense report - receipts

## Receipts on the go smartphone photo



**Take a picture of your  
receipt on your  
smartphone via the  
Concur mobile application**





# Expense report - receipts

Or eliminate paper with

*E-receipts:*

- Save time
- Improve accuracy

**Summary of Your Stay**

Hotel: DENVER MARRIOTT CITY CENTER  
DENVER COLORADO, 80202

Guest: SARAH KUBERRY

Arrival Date: 04/17/2011  
Departure Date: 04/21/2011  
Room Rate: \$228.00

Confirmation #: 88524957 SM  
Folio #: 4609198  
Room Number: K9198

Date	Description	Reference	Charges	Credits
04/17/2011	GUEST ROOM	18157889	\$228.00	
04/17/2011	GST RM-CORP NEGOTIATED	18157890		\$17.10
04/17/2011	ROOM TAX	18157891	\$11.40	
04/17/2011	GENERAL EXCISE TAX	18157892	\$14.13	
04/17/2011	MINIBAR	18157893	\$9.95	
04/17/2011	MOVIE RENTAL	18157894	\$10.00	
04/17/2011	VALET PARKING	18157895	\$48.80	
04/17/2011	RESTAURANT	18157896	\$2.00	
04/17/2011	TIP	18157897	\$4.33	
04/17/2011	PHONE			\$228.00
04/18/2011	GUEST ROOM	18157898		
04/18/2011	GST RM-CORP NEGOTIATED	18157899		\$17.10
04/18/2011	ROOM TAX	18157900	\$11.40	
04/18/2011	GENERAL EXCISE TAX	18157901	\$2.00	
04/18/2011	TIP			\$2.00

**Elect to receive e-receipts within your user profile**



# Expense report - receipts

- Concur e-receipt partners (representative list)



AIR CANADA





travel smarter with

**TravelWayne** powered by Concur, Conlin Travel and Chase MasterCard





# Payment

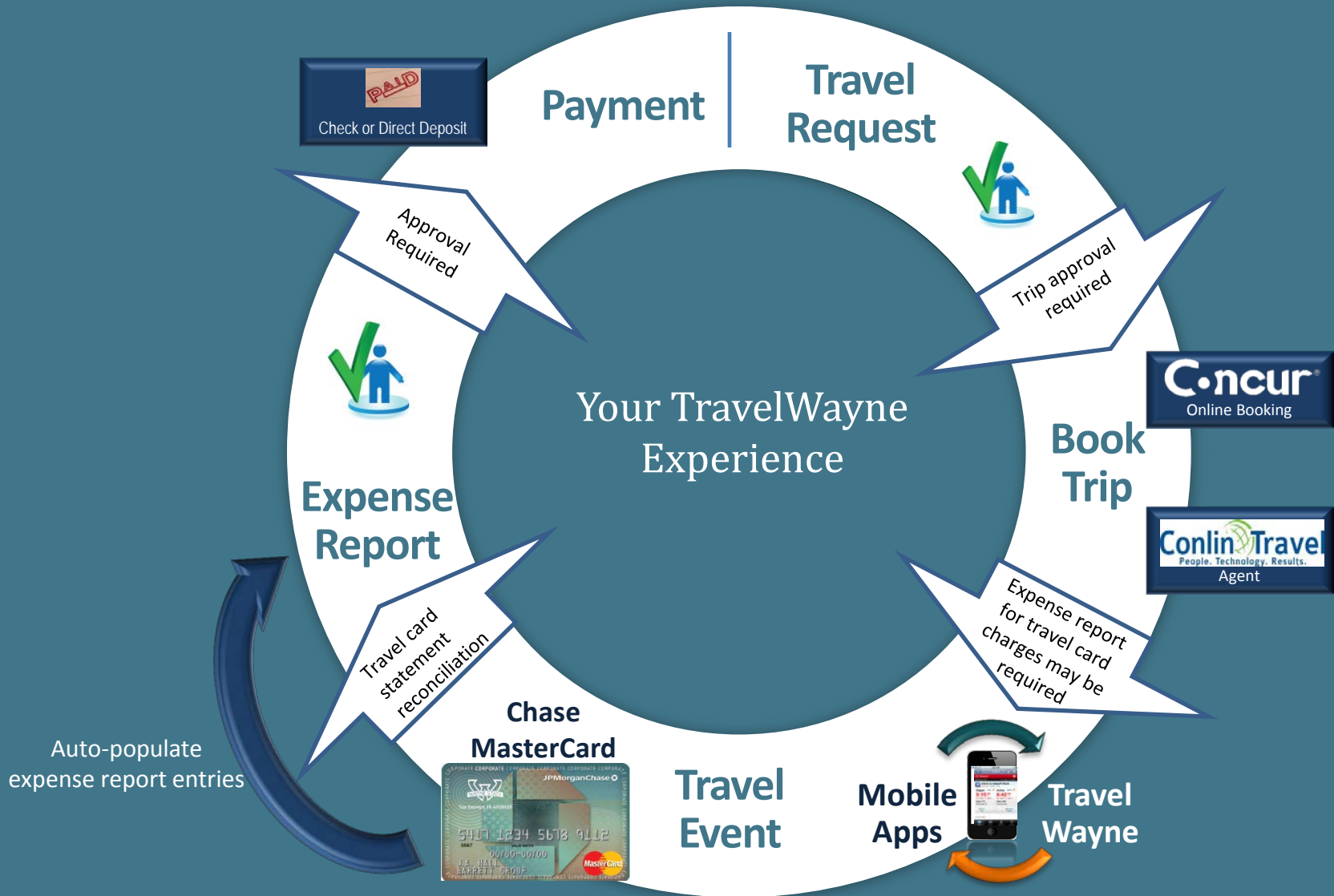
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- Default user profile setting is 'Employee ACH' (direct deposit)
- When your log on is activated – update your banking information for direct deposit immediately
- A penny test will be conducted and you must verify that it completed successfully before your expense report can be submitted for payment
- Out of pocket expenses will be deposited in 3 business days after final approval



travel smarter with

**TravelWayne** powered by Concur, Conlin Travel and Chase MasterCard





# Training opportunities

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## **Introduction to TravelWayne – 101 (Today)**

- Introduction and a review of the basics of how to use TravelWayne
- 2 hours lecture-style including a brief online demo and Q&A

## **Hands-on Training - 201**

- Register through Pipeline - by invitation only from your BAO - registration is required
- Recommended for department administrators and super users
- 2 hours - lab setting - hands-on exercises covering Travel Request, Booking & Expense

## **Office hours for hands-on assistance**

- Open session – no agenda – bring your questions
- Lab setting

## **On-line Training Aids**

- Quick Reference Guides & Program Details located at [Travel.Wayne.edu](http://Travel.Wayne.edu)

## **Conlin Travel Hub**

- Online booking training videos, Travel information & more located at [Conlintravelhub.com/ws](http://Conlintravelhub.com/ws)

*Training is available but not required*



# TravelWayne support options

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- Call **313-577-TRIP** (8747) for TravelWayne support options
- Visit **Travel.Wayne.edu** to view the travel policy and information to help you get started
- Visit **www.conlintravelhub.com/ws** for a wealth of travel tips, online booking training videos and much more
- Contact your **Unit Implementation Coordinator(s)** for onsite assistance

# Q & A





# Demonstration

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