TravelWayne 201 – Hands On Session

Last updated August 3, 2012

In follow up to your TW101 class

- TravelWayne automates the travel request, reservation booking, expense report and approval process for Wayne State employee travel – Guest, Team and group travel to be released as phase two
- 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
  - Direct deposit for expense reimbursement

We reviewed these main sections

- Profile updates
- Travel Request - estimated expenses
- Travel Request Approval
- Travel Booking
- Mobile Apps
- National / Emerald Club
- Expense report – header & expense segments
- Expense report review & summary
- Payments – Travel card and your reimbursement

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

What's now

- All employee travel
  - Including Athlete's 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

Travel policy & new websites

Travel Policy for: Wayne State University - Windows Internet Explorer

https://concursolutions.com/twPopup/travel_rules_popup.asp

Travel Policy for: Wayne State University

Close

Travel Policy Group: Default Travel Class (Wayne State University)

Flight

- **The Least Cost Logical Airfare is the least cost fare that is: cheapest on plane only, any carrier, fewest stops, within company default time window, using airports preferred by the user**
- **Air Fare is greater than the least cost logical airfare plus 150 dollars** - Log For Reports

Flight - Class of Service

- **Cabin classes allowed: First class, Business class when Flight distance is greater than 1 M** - Log For Reports
- **Cabin classes allowed: First class, Business class when Marketing airline is in Amtrak** - Log For Reports

Car

- **Car size exceeds company preferred size of Intermediate Car** - Log For Reports
- **Car vendor is not preferred** - Log For Reports

Hotel

- **Rate description contains any of text 'non-refundable,nonrefundable,advance purchase,deposit'** - Show, but Do Not Allow
- **Hotel Rate is greater than the lowest rate at the hotel plus 25 dollars** - Log For Reports
- **Hotel Rate is greater than the location rate or $200** - Log For Reports

When you book a trip, Conlin Travel (Wayne State University) will generate an itinerary.
If any company travel policies are violated, we forward that information to the person responsible for approving your travel; otherwise the trip will be automatically approved.

Close

Done | Internet | Protected Mode: On | 90%

- The University Travel Policy is represented in the configuration of the system – please visit Travel.Wayne.edu for the most current information on the system and link to Conlin Travel Hub

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Today's agenda to include

- Profile updates required
- Creating a travel request for:
  a. Yourself or another
  b. Cost segment estimates
- Submitting travel request for approval:
  a. For yourself or another
  b. Add a step before the listed approver
  c. Notification of approval
- Booking a trip for yourself or another

Today's agenda to include (cont.)

- Creating an expense report for:
  a. For yourself or another
  b. Detailed expense line entry
  c. Itemizing the Hotel Folio
  d. Allocating Expenses
  e. E-Receipts and attaching other receipts
  f. Submitting for approval
  g. Approve and forward process
  h. Notification of approval
- Reviewing and approving expense reports

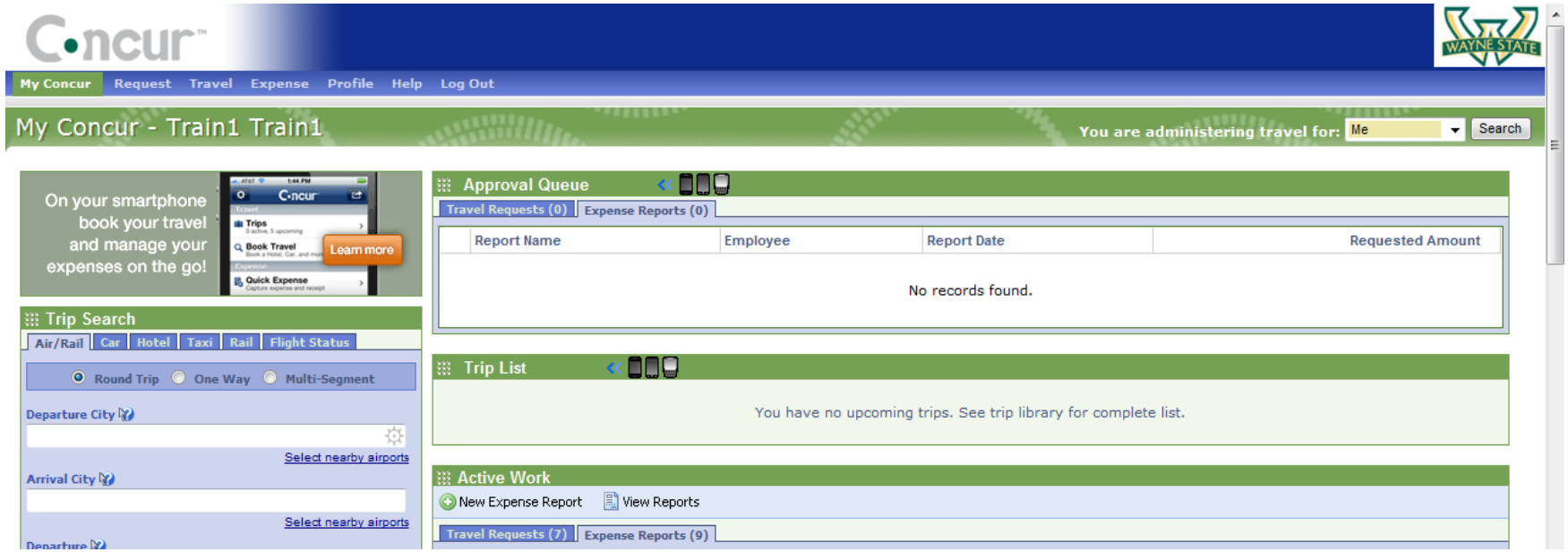
Go to user profile

Go to the online system here

Update your user profile

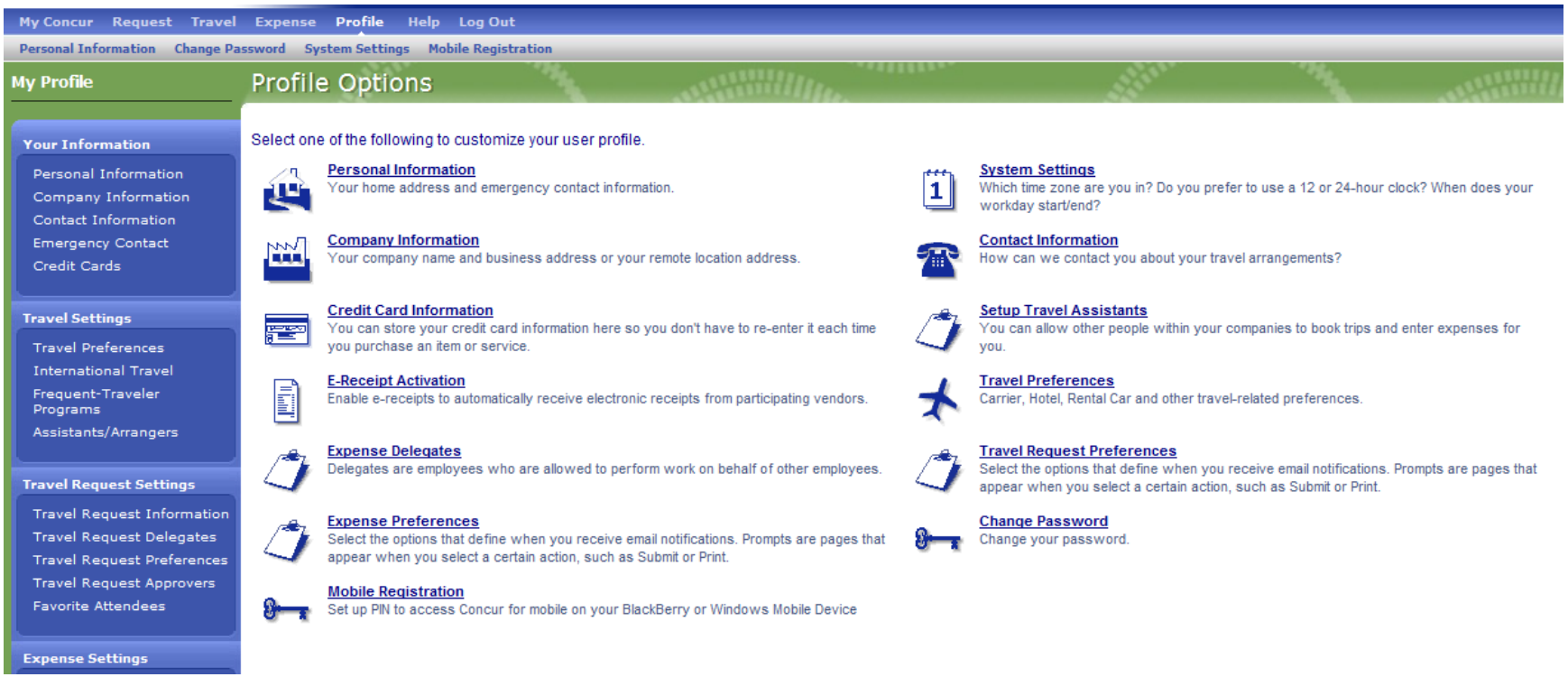
- Change your time zone, date format, or language
- Update your personal information
- Set up a delegate
- Set up a travel assistant
- Set up credit cards
- Set up bank information
- (Recommended) Concur mobile apps registration
- (Recommended) E-Receipts activation

The Concur homepage



- The Homepage can be sorted to fit your preferences for priority viewing
- Please refer to the Homepage Job Aid for details
- Let's move to the "Profile" selection to the right on the toolbar

Your Concur profile



- This is the most important section for getting starting in TravelWayne – Your personalized profile must be updated for your specific information – please review every screen
- You will need to advise your travelers to review it closely and update as needed or you can provide them a template for data to be entered on their behalf – DON’T FORGET TO HIT SAVE

Go to Conlin Travel Profile Presentation

Go to the Conlin Screen – Profile Logon

Go to Travel Request

Go to the online system here

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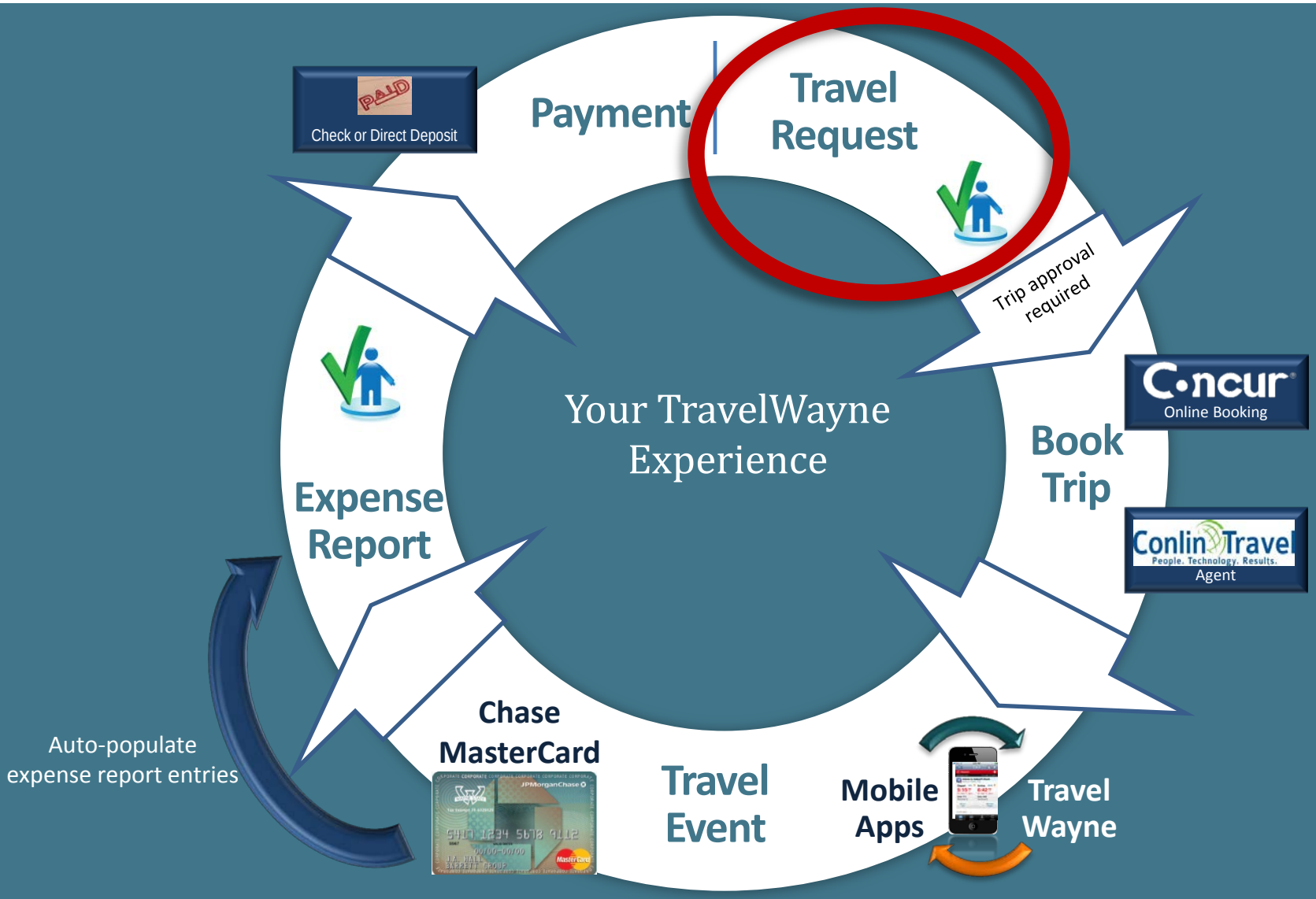
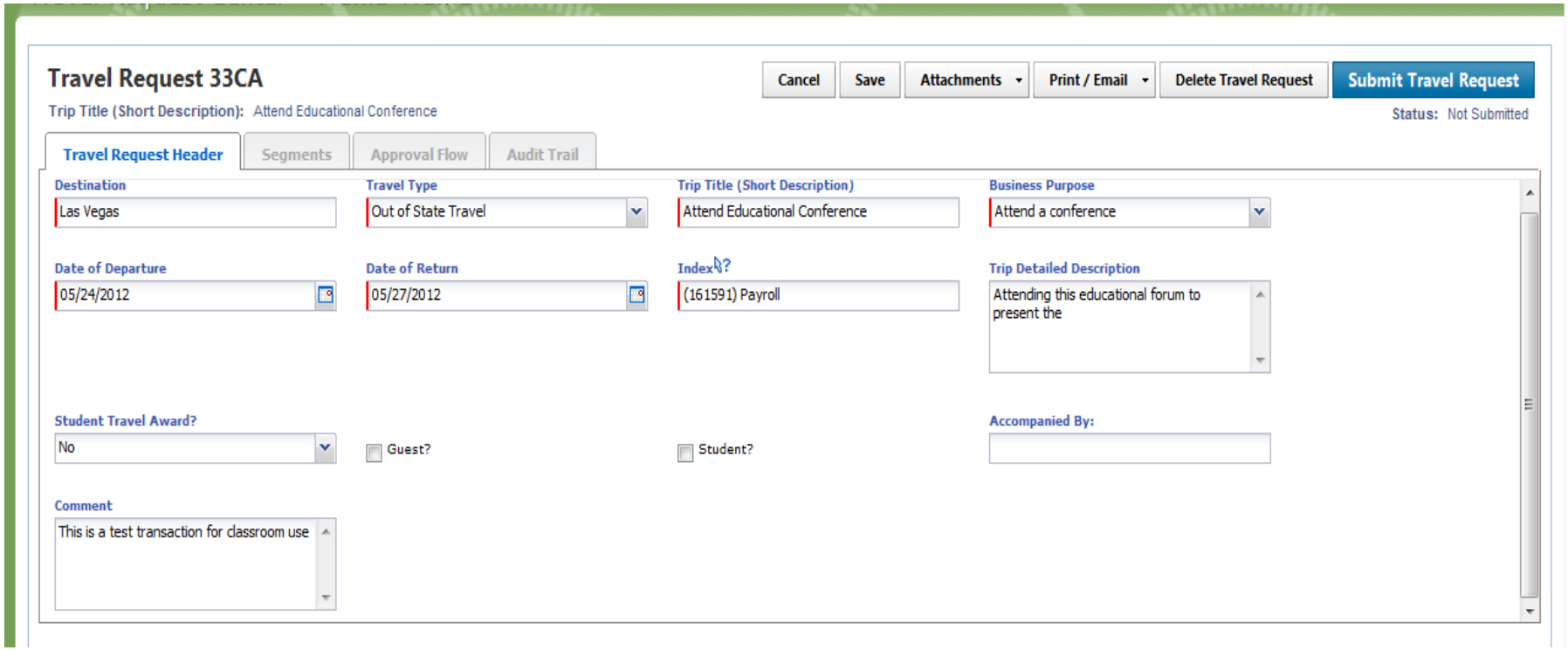


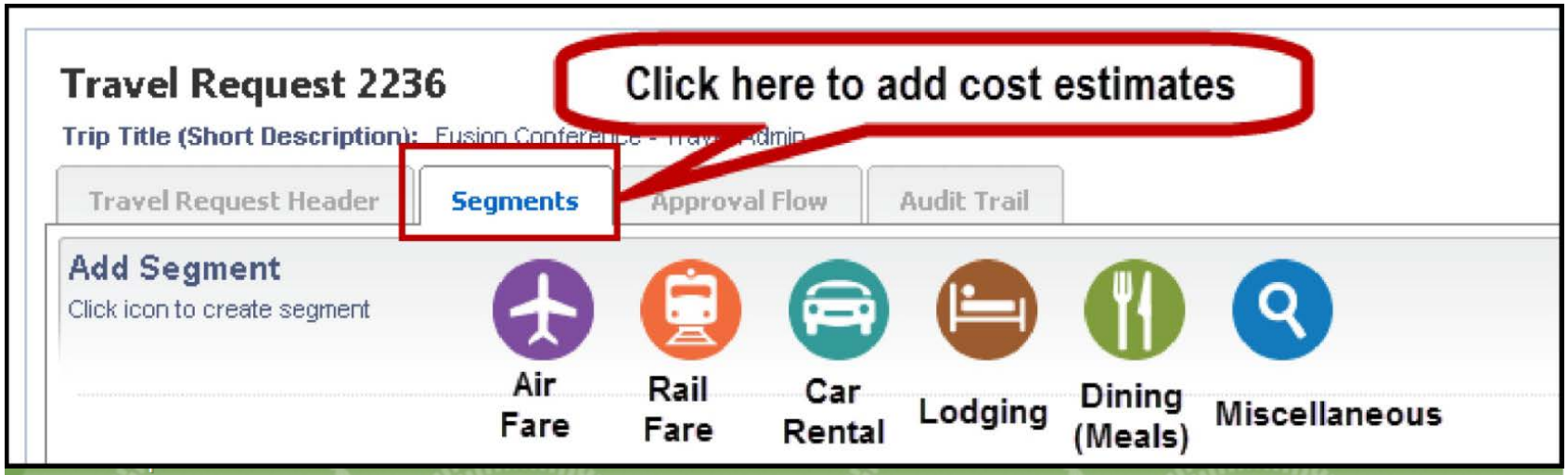
Travel request header

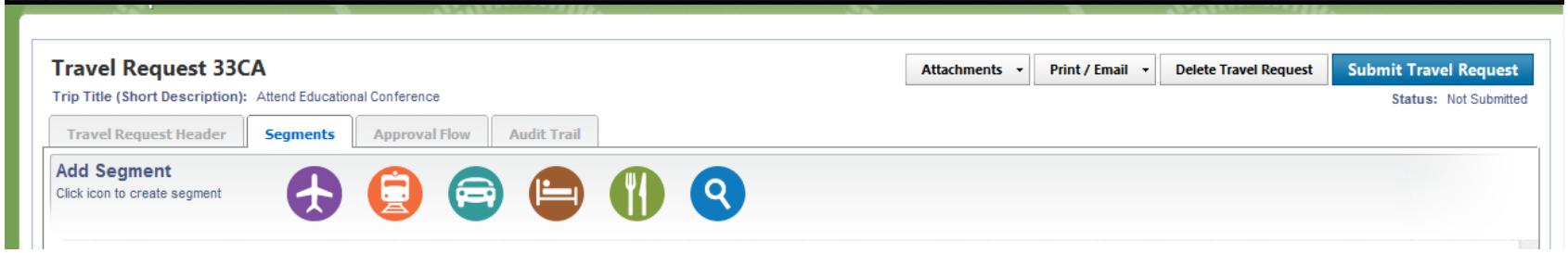
Travel request header



- Please begin the data entry for your travel request header page – we are all going to Las Vegas
- Remember to click the save tab when complete before going to the next option - Segments

Travel request segment





- Estimated expenses for the trip are entered to provide the approver the details of the trip
- Remember to click the save tab when complete before going to the next option - Segments

Travel request segment - airfare

Travel Request 33CA

Attachments | Print / Email | Delete Travel Request | Submit Travel Request

Trip Title (Short Description): Attend Educational Conference

Status: Not Submitted

Travel Request Header | Segments | Approval Flow | Audit Trail

Add Segment

Click icon to create segment

Air Ticket | Round Trip | One Way | Amount : | USD | Save | Cancel

Outbound

From:

To:

Date: | Depart at

Comment:

Return

Date: | Depart at

Travel Request 33CA

Attachments | Print / Email | Delete Travel Request | Submit Travel Request

Trip Title (Short Description): Attend Educational Conference

Status: Not Submitted

Travel Request Header | Segments | Approval Flow | Audit Trail

Add Segment

Click icon to create segment

Air Ticket | Round Trip | One Way | Amount : 425.00 | USD | Save | Cancel

Outbound

From: Detroit Wayne County Arpt,MI,United States of America

To: Las

McCarran Intl,NV,United States of America

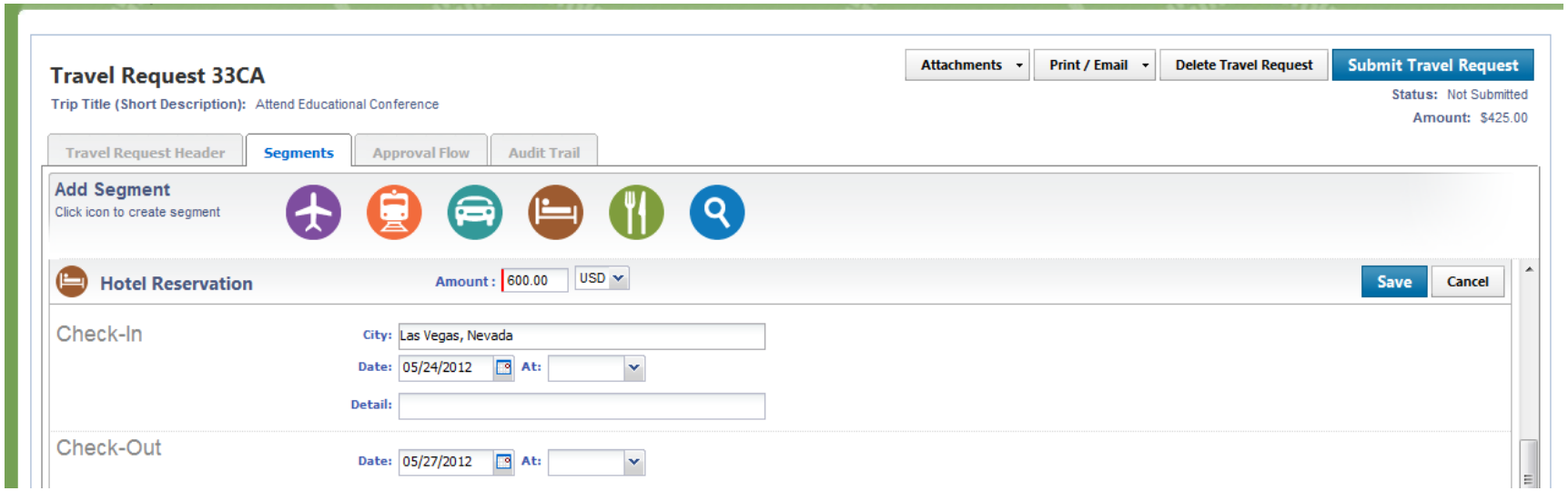
ch and select a location from the list.)

Date: All Countries

Comment:

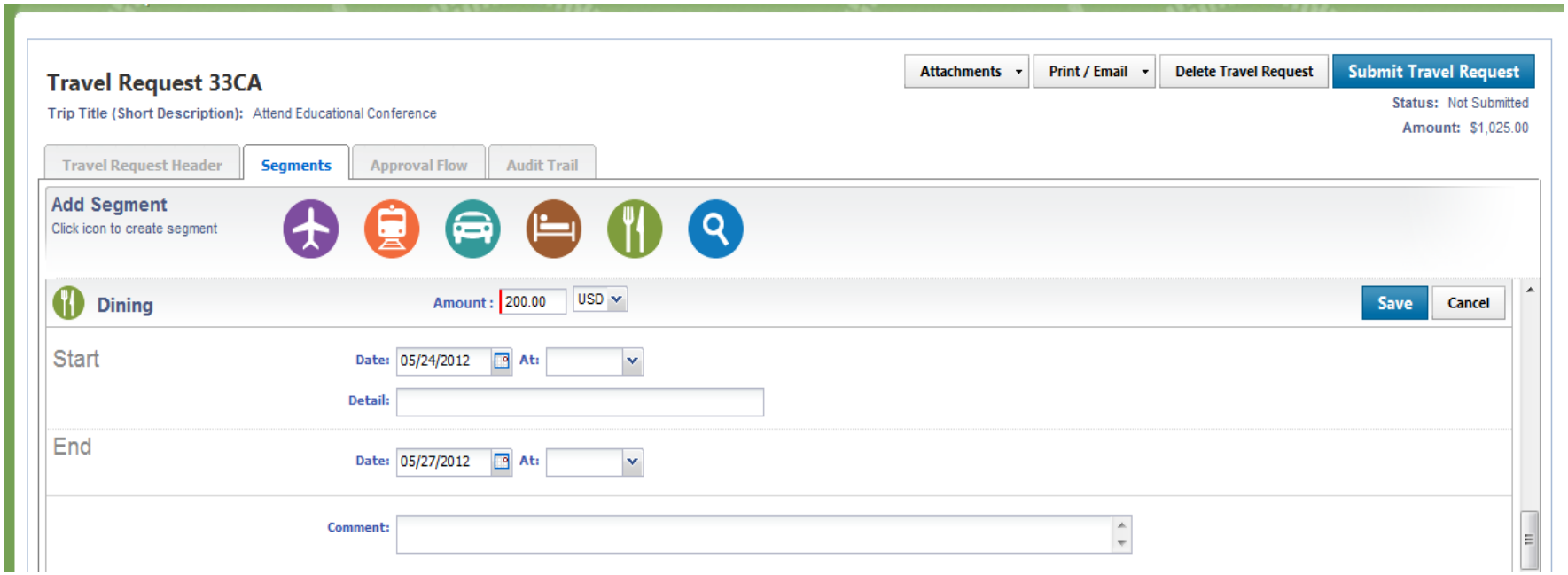
- Please be sure to review the selections available – begin typing the locations or 3 – digit short name for the airport if known

Travel request segment - hotel



- As with other segments, provide the level of data required for your travel approver to know enough details of the trip to access for approval
- Departments may require more than just the expense segment amount
- Don’t forget to hit “save” as you move to the next segment

Travel request segment - meal



- Your meal estimate should follow the policy guidelines (See GSA Tables for per diems)
- Departments may require more details in the comments section if a meal will be a group event or business meal
- Don’t forget to hit “save” as you move to the next segment

Travel request segment - summary

PDF E-Mail Print Close

Booking Business Travel

Request ID : **33CA**
Minimum Departure Date : **05/24/2012**
Approval Status : **Not Submitted**

List of Travel Request Exceptions

Message
You indicated you are attending a conference; return to the request header and attach the conference invitation.
You indicated you are attending a conference; return to the request header and attach the conference invitation.
You indicated you are attending a conference; return to the request header and attach the conference invitation.
You indicated you are attending a conference; return to the request header and attach the conference invitation.

Employee Name : **Train1, Train1**
Email Address : travelwayne@wayne.edu
Default Manager Name : **Train0, Train0**
Default Manager Email : travelwayne@wayne.edu
Country : **UNITED STATES**
Org Unit 2-Dept ID : **Accounting**

Sender Name : **Train1, Train1**
Email Address : travelwayne@wayne.edu
Default Manager Name : **Train0, Train0**
Default Manager Email : travelwayne@wayne.edu
Country : **UNITED STATES**

- Using the Print/Email Tab – generate a summary for your review online

Travel request segment - summary

Segments

Air Ticket
Foreign Amount : $425.00
05/24/2012 Detroit Wayne County Arpt (US) – McCarran Intl (US)

05/27/2012 McCarran Intl (US) – Detroit Wayne County Arpt (US)
Allocations : 100.00% ($200.00) Payroll-Accounting

Dining
Foreign Amount : $200.00
05/24/2012 05/27/2012
Allocations : 100.00% ($600.00) Payroll-Accounting

Hotel Reservation
Foreign Amount : $600.00
05/24/2012 Las Vegas (US) 05/27/2012
Allocations : 100.00% ($425.00) Payroll-Accounting

Air Ticket
Foreign Amount : $425.00
05/27/2012 McCarran Intl (US) – Detroit Wayne County Arpt (US)

05/24/2012 Detroit Wayne County Arpt (US) – McCarran Intl (US)
Allocations : 100.00% ($425.00) Payroll-Accounting

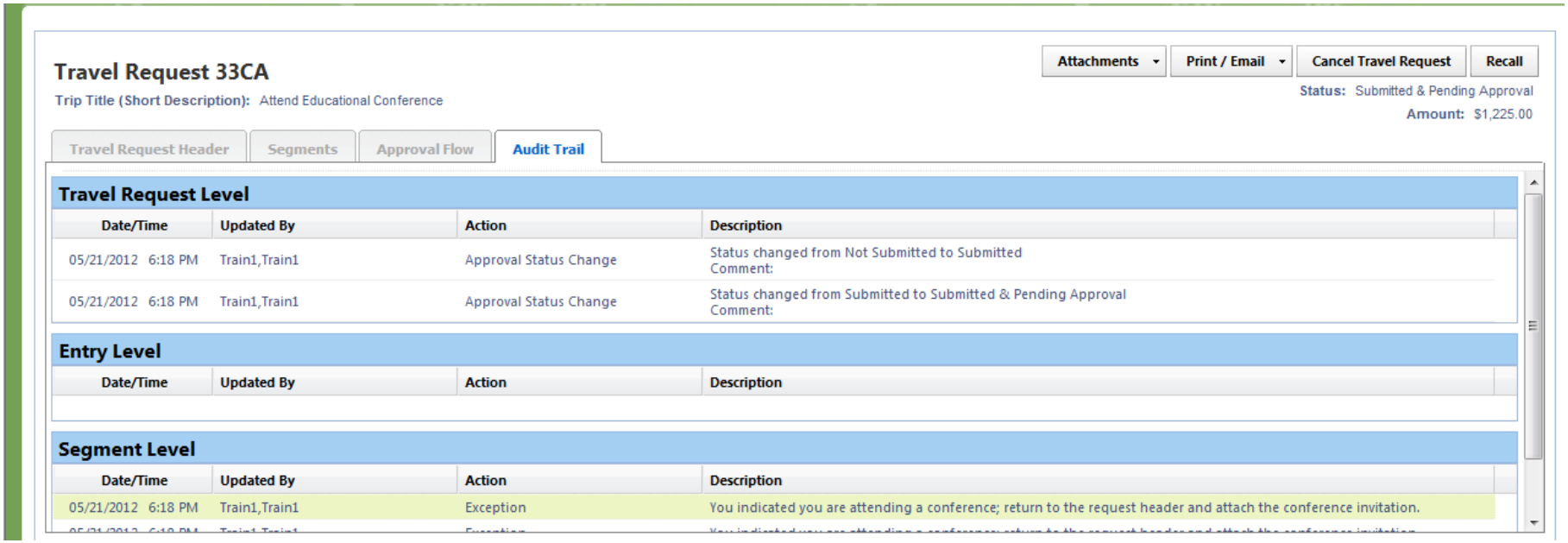
Expenses

Transaction Date	Expense Type	Business purpose	Foreign Amount	Amount
05/24/2012	Airfare		$425.00	$425.00
05/24/2012	Lodging		$600.00	$600.00
05/24/2012	Fixed Meals		$200.00	$200.00

Printed on 05/21/2012 6:11 PM

- Using the Print/Email Tab – generate a summary for your review online before submission

Travel Request – Submission



- Review the Travel Request Status screen for possible Exceptions (need to attach Conference agenda)

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Go to Conlin Travel Booking Presentation

Go to the Conlin Screen – Booking Logon

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TravelWayne powered by Concur, Conlin Travel and Chase MasterCard

Auto-populate expense report entries

Create an expense report from the approved travel request in Concur

Concur

My Concur | Request | Travel | Expense | Profile | Help | Log Out

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

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

Active Work

New Travel Request | View Travel Requests

Travel Requests (2) | Expense Reports (0)

Travel Request Name	Travel Request ID	Status	Travel Request Dates	Total	Expense Report?
Las Vegas	224H	Approved	07/18/2012 07/21/2012	USD 600.00	
Conference	225U	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: New Expense Report | Import

Charge	Expense	Transaction Date	Amount
PRO SPORTS CLUB, BELLEVUE, WA	Undefined	05/14/2011	USD 8.70
BEAR CREEK GC 431, WOODINVILLE, WA	Undefined	05/11/2011	USD 300.00
SHERATON SUITES, ALEXANDRIA, VA	Hotel	05/08/2011	USD 209.85
DORAL WAY MIA, MIAMI, FL	Undefined	05/08/2011	USD 19.59
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 information from the approved travel request

Concur

My Concur Request Travel Expense Profile Help Log Out

View Charges View Reports New Expense Report View Receipt Store Approve Reports

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:	Student Travel Reward?: No	Guest? / Student? / Accompanied By:
Report Date: 05/23/2012	Travel Request ID:	Comment:	Dept ID: Anatomy / Address: 5700 AAB / City: Detroit
State/Province: MI	Country: US	Zip/Postal Code: 48202	

Travel Requests

Add Remove

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Conference	225U	No	$1,875.00	$1,875.00	$1,875.00

Next >> Cancel

- Complete the header screen by entering the TR # and the and any other required items - Next

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	☐ Guest? ☐ 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

Add Remove

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Conference	225U	No	$1,875.00	$1,875.00	$1,875.00

- Complete the header screen by entering the TR # and the and any other required items - 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

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

Departure City	Arrival City	Arrival Rate Location
Detroit, Michigan 04/06/2012 3:00 PM	Washington, District of Columbia 04/06/2012 5:00 PM	DISTRICT OF COLUMBIA, US-DC, US
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

Departure City	Arrival City	Arrival Rate Location
Detroit, Michigan 04/06/2012 3:00 PM	Washington, District of Columbia 04/06/2012 5:00 PM	DISTRICT OF COLUMBIA, US-DC, US
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

Meals to be excluded from per diem calculation

Travel Allowances For Report: Conference

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

Show dates from to Go

Exclude | ...	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐	04/06/2012 Washington, District of Columbia	☑	☑	☐	$41.00
☐	04/07/2012 Washington, District of Columbia	☐	☐	☐	$71.00
☐	04/08/2012 Washington, District of Columbia	☐	☐	☐	$71.00
☐	04/09/2012 Washington, District of Columbia	☐	☐	☐	$71.00
☐	04/10/2012 Washington, District of Columbia	☐	☐	☐	$71.00
☐	04/11/2012 Washington, District of Columbia	☐	☐	☐	$71.00
☐	04/12/2012 Washington, District of Columbia	☐	☐	☐	$71.00
☐	04/13/2012 Washington, District of Columbia	☐	☐	☐	$71.00
☐	04/14/2012 Washington, District of Columbia	☐	☐	☐	$71.00
☐	04/15/2012 Washington, District of Columbia	☐	☐	☐	$71.00

Done

- Complete the required information and click “Done “

Expense report – meal line items created from the meal itinerary

New Expense | Import | Details | Receipts | Print / Email

Expenses Delete Copy View

	Date	Expense	Amount	Requested
	Adding New Expense			
	04/19/2012	Fixed Meals Washington, District of Columbia	$35.00	$35.00
	04/18/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/17/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/16/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/15/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/14/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/13/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/12/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/11/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00

TOTAL AMOUNT **$928.00** | TOTAL REQUESTED **$928.00**

New Expense

Expense

To create a new expense, click the appropriate expense type bel of the page.

Lodging
- Hotel

Meals and Entertainment
- Breakfast
- Business Meal (attendees)
- Dinner
- Entertainment
- Lunch

Transportation
- Tolls
- Train

Other
- Booking Fees
- Conference Registration Fee
- Duplicating
- Individual Membership Fees
- Internet Fees
- Laundry
- Meeting Room Fees

Expense report – import card charges

Conference

New Expense | Import | Details | Receipts | Print / Email

Expenses — Delete | Copy | View

	Date	Expense	Amount	Requested
	Adding New Expense			
	04/19/2012	Fixed Meals Washington, District c	$35.00	$35.00
	04/18/2012	Fixed Meals Washington, District c	$71.00	$71.00
	04/17/2012	Fixed Meals Washington, District c	$71.00	$71.00
	04/16/2012	Fixed Meals Washington, District c	$71.00	$71.00
	04/15/2012	Fixed Meals Washington, District c	$71.00	$71.00
	04/14/2012	Fixed Meals Washington, District c	$71.00	$71.00
	04/13/2012	Fixed Meals Washington, District c	$71.00	$71.00
	04/12/2012	Fixed Meals Washington, District c	$71.00	$71.00
	04/11/2012	Fixed Meals	$71.00	$71.00

TOTAL AMOUNT **$928.00** | TOTAL REQUESTED **$928.00**

Smart Expenses — Import | Match | Unmatch

	Expense Detail	Expense	Date
	Corporate Card Charges		
	PRO SPORTS CLUB BELLEVUE,WA	Undefined	05/14/2011
	BEAR CREEK GC 431 WOODINVILLE...	Undefined	05/11/2011
	Sheraton ALEXANDRIA,VA	Hotel	05/08/2011
	DORAL WAY MIA MIAMI,FL	Undefined	05/08/2011
	BLUE DOOR AT DELANO MIAMI BE...	Undefined	05/07/2011

Expense report – import card charges

Concur

My Concur Request Travel Expense Profile Help Log Out

View Charges View Reports New Expense Report View Receipt Store Approve Reports

Expense Center - Train21 Train21

Conference

Delete Report Submit Report

New Expense Import Details Receipts Print / Email

Expenses

Delete Copy View

Date	Expense	Amount	Requested
Adding New Expense			
04/19/2012	Fixed Meals Washington, District c	$35.00	$35.00
04/18/2012	Fixed Meals Washington, District c	$71.00	$71.00
04/17/2012	Fixed Meals Washington, District c	$71.00	$71.00
04/16/2012	Fixed Meals Washington, District c	$71.00	$71.00
04/15/2012	Fixed Meals Washington, District c	$71.00	$71.00
04/14/2012	Fixed Meals Washington, District c	$71.00	$71.00
04/13/2012	Fixed Meals Washington, District c	$71.00	$71.00
04/12/2012	Fixed Meals Washington, District c	$71.00	$71.00
04/11/2012	Fixed Meals	$71.00	$71.00

TOTAL AMOUNT $928.00 TOTAL REQUESTED $928.00

Smart Expenses

Import Match Unmatch

Expense Detail	Expense	Date	Amount
Corporate Card Charges			
PRO SPORTS CLUB BELLEVUE,WA	Undefined	05/14/2011	$8.70
BEAR CREEK GC 431 WOODINVILLE...	Undefined	05/11/2011	$300.00
Sheraton ALEXANDRIA,VA	Hotel	05/08/2011	$209.85
DORAL WAY MIA MIAMI,FL	Undefined	05/08/2011	$19.59
BLUE DOOR AT DELANO MIAMI BE...	Undefined	05/07/2011	$95.00

- Select the credit card charges to be added to this expense report and click on the “import” tab

Imported card charge - Hotel

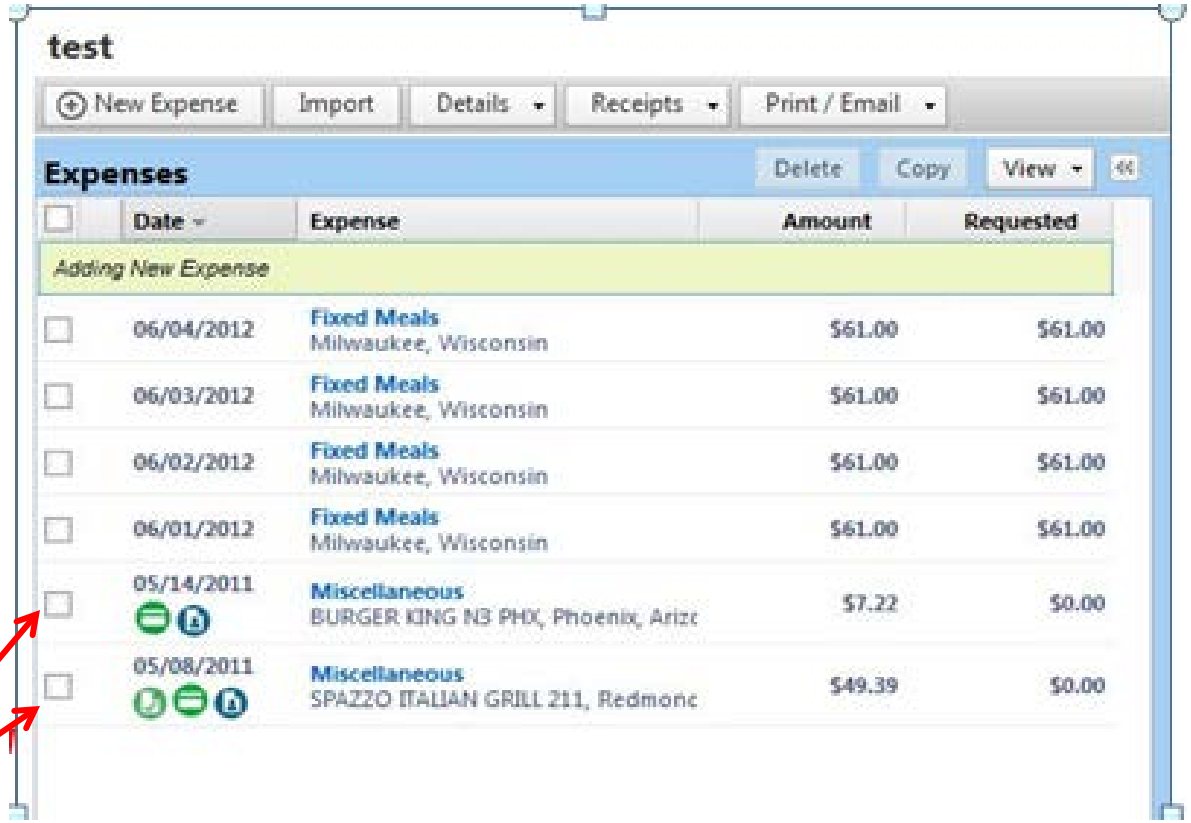
Expenses

Delete | Copy | View

Date	Expense	Amount	Requested
Adding New Expense			
04/10/2012	Washington, District of Columbia	$71.00	$71.00
04/09/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/08/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/07/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/06/2012	Fixed Meals Washington, District of Columbia	$41.00	$41.00
05/08/2011	Hotel SHERATON SUITES, Alexandria, Virginia	$209.85	$209.85

TOTAL AMOUNT **$1,137.85** | TOTAL REQUESTED **$1,137.85**

Expense report - meals



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.

Imported card charge details

- Move the pointer to the expense line icons to reveal the attached card receipt data

Itemize the hotel expenses

Expense	Date	Amount	Exception
Hotel	05/08/2011	$209.85	Itemizations are required for this entry.

Expenses Delete Copy View

	Date	Expense	Amount	Requested
		Washington, District of Columbia		
	04/10/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/09/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/08/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/07/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
	04/06/2012	Fixed Meals Washington, District of Columbia	$41.00	$41.00
✓	05/08/2011	Hotel	$209.85	$209.85

TOTAL AMOUNT $1,137.85 | TOTAL REQUESTED $1,137.85

Expense | Nightly Lodging Expenses | Receipt Store

Check-in Date | Check-out Date 05/08/2011 | Number of Nights

Recurring Charges (each night)

Room Rate | Room Tax

Other Room Tax 1 | Other Room Tax 2

☐ Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense: Choose an expense type | Amount

Save Itemizations | Cancel

- Enter the hotel folio details by day

Itemize the hotel expenses

Expenses

Delete | Copy | View

Date	Expense	Amount	Requested
04/10/2012	Washington, District of Columbia	$71.00	$71.00
04/09/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/08/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/07/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/06/2012	Fixed Meals Washington, District of Columbia	$41.00	$41.00
05/08/2011	Hotel SHERATON SUITES, Alexandria, Virginia	$209.85	$209.85

Itemizations are required for this entry

TOTAL AMOUNT $1,137.85 | TOTAL REQUESTED $1,137.85

Expense | Nightly Lodging Expenses | Receipt Store

Check-in Date: 04/06/2012
Check-out Date: 04/07/2012
Number of Nights: 1

Recurring Charges (each night)

Room Rate: 200.00
Room Tax: 9.85
Other Room Tax 1:
Other Room Tax 2:

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense: Choose an expense type
Amount:

Save Itemizations | Cancel

- Enter the hotel folio details by day - “save itemizations”

Hotel expenses –receipt required

Concur

My Concur | Request | Travel | Expense | Profile | Help | Log Out

View Charges | View Reports | New Expense Report | View Receipt Store | Approve Reports

Expense Center - Train21 Train21

Conference

Delete Report | Submit Report

New Expense | Import | Details | Receipts | Print / Email

Expenses

Delete | Copy | View

Date	Expense	Amount	Requested
Adding New Expense			
04/11/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/10/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/09/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/08/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/07/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/06/2012	Fixed Meals Washington, District of Columbia	$41.00	$41.00
05/08/2011	Hotel SHERATON SUITES, Alexandria, Virginia	$209.85	$209.85
	Receipt image required	$200.00	$200.00
04/06/2012	Hotel Tax	$9.85	$9.85

TOTAL AMOUNT $1,137.85 | TOTAL REQUESTED $1,137.85

New Expense | Receipt Store

Expense

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

Lodging	**Other**	**_Other**	**_Team Expenses**	**_Transportation**
Hotel	Booking Fees	Miscellaneous	Practice Fees	Car Rental
Meals and Entertainment	Conference Registration Fee	Postage	Team Meals	Gasoline
Breakfast	Duplicating	Supplies (Office)	Team Supplies & Equipment	Parking
Business Meal (attendees)	Individual Membership Fees	Telephone Expense	**Transportation**	Personal Car Mileage
Dinner	Internet Fees	Travel Visa	Airfare	Shuttle Bus/Metro Car
Entertainment	Laundry	**Team Expenses**	Airline Fees (Baggage etc)	Subway
Lunch	Meeting Room Fees	Equipment Repair	Bus	Taxi
_Transportation				
Tolls				
Train				

- Receipt image required icon – receipt must be attached to complete the report

Uploading a receipt image

- Uploading the receipt image

Add a new out-of-pocket expense item

New Expense | Import | Details | Receipts | Print / Email

Expenses — Delete | Copy | View

Date	Expense	Amount	Requested
Adding New Expense			
04/19/2012	Fixed Meals Washington, District of Columbia	$35.00	$35.00
04/18/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/17/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/16/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/15/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/14/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/13/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/12/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00
04/11/2012	Fixed Meals Washington, District of Columbia	$71.00	$71.00

TOTAL AMOUNT **$1,137.85** | TOTAL REQUESTED **$1,137.85**

New Expense — Receipt Store

Expense Type: Taxi
Transaction Date: 05/08/2011
Business Purpose:
Vendor Name:
From Location:
To Location:
Amount: 55.00 USD
Payment Type: Cash
☐ Personal Expense (do not reimburse)
Comment:

Save | Itemize | Allocate | Attach Receipt | Cancel

Submit expense report for approval

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.

Accept & Submit | Cancel

Expense report summary

Report Submit Status - Conference

This report was submitted successfully.
Approver: Train0, Train0

Expense Report

Report Total :	$1,192.85
Less Personal Amount :	$0.00
Amount Claimed :	$1,192.85
Amount Rejected :	$0.00

Company Disbursements

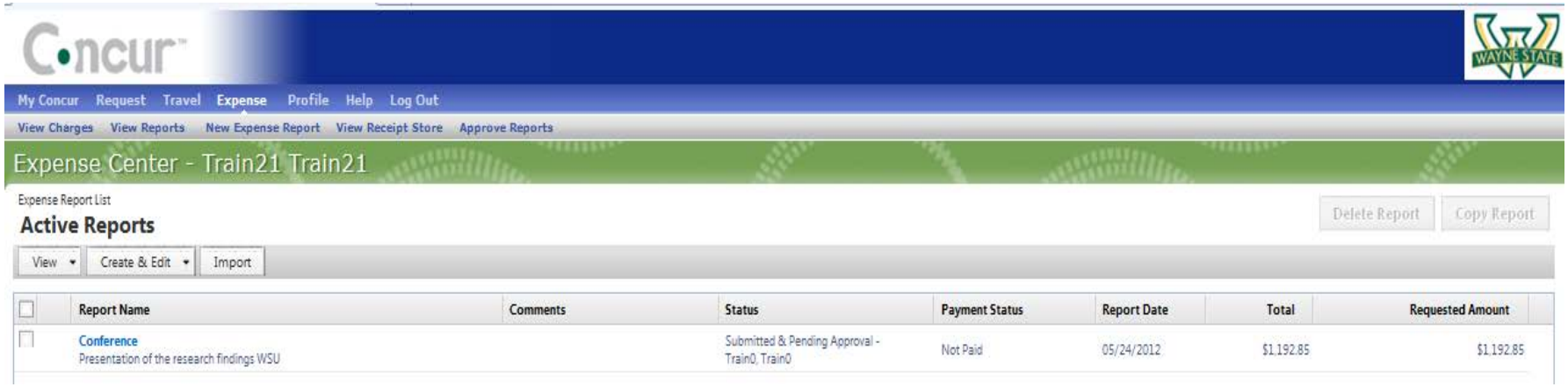
Amount Due Employee :	$983.00
Amount Due TEST Corp Card :	$209.85
Total Paid By Company :	$1,192.85

Employee Disbursements

Amount Owed Company :	$0.00
Total Owed By Employee :	$0.00

Close

Expense report submitted



Homepage status of transactions

Concur

My Concur | Request | Travel | Expense | Profile | Help | Log Out

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

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

Trip List

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

Active Work

New Expense Report | View Reports

Travel Requests (2) | Expense Reports (1)

Report Name	Status	Payment Status	Report Date	Requested Amount
Conference Presentation of the research findings WSU	Submitted & Pending Approval - Train0, Train0	Not Paid	05/24/2012	USD 1,192.85

Available Company Card Charges

View All Charges

Card Name	Card Number	Card Status	Total Unexpensed

Select Expense Report: New Expense Report | Import

Charge	Expense	Transaction Date	Amou
PRO SPORTS CLUB, BELLEVUE, WA	Undefined	05/14/2011	USD 8.
BEAR CREEK GC 431, WOODINVILLE, WA	Undefined	05/11/2011	USD 300.

Expense report – receipts

Stop the receipt runaround

- email
- mobile photo
- scan and upload

Expense report - receipts

Receipts on the go
smartphone photo

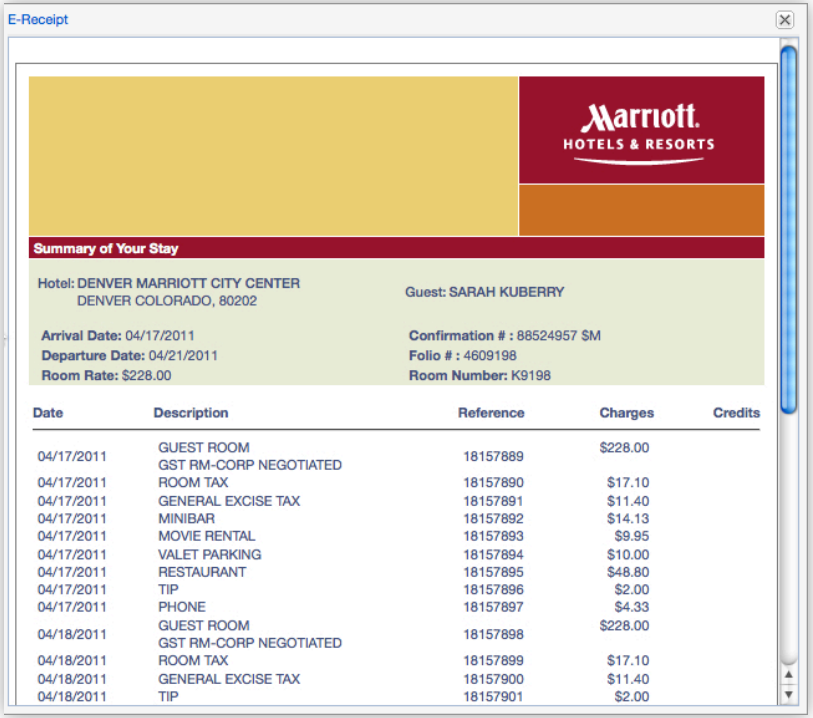
Take a picture of your receipt on your smartphone via the <u>Concur mobile application</u>

Expense report - receipts

Or eliminate paper with

E-receipts:

- Save time
- Improve accuracy



E-Receipt

Marriott. HOTELS & RESORTS

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 $M
Folio # : 4609198
Room Number: K9198

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

Elect to receive e-receipts within your user profile

Expense report - receipts

- Concur e-receipt partners (representative list)

DELTA
AmericanAirlines
UNITED
AIR CANADA
SOUTHWEST CORPORATE TRAVEL
interjet
airTran

LA QUINTA INNS & SUITES
HILTON WORLDWIDE
CHOICE HOTELS INTERNATIONAL
Marriott
starwood Hotels and Resorts
IHG InterContinental Hotels Group

National Car Rental
enterprise rent-a-car
Taxi Magic
AVIS
Hertz
Budget
Alamo

Training opportunities

Introduction to TravelWayne – 101

- 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 expert users
- 2 ½ 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**

Conlin Travel Hub

- Online booking training videos, Travel information & more located at **Conlintravelhub.com/wsu**

Training is available but not required

TravelWayne support options

- 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/wsu** for a wealth of travel tips, online booking training videos and much more
- Contact your **unit's Expert User(s)** for assistance. They are ready to help you get started.

Q & A