The Concur Request module is used to facilitate advance approval of travel and expenses related to the following situations:

- A **Pre-Trip Request** is required for all Students in order to be reimbursed for travel expenses. Some schools and departments may also require approved pre-trip requests for all travel. If you are required to obtain pre-trip approval, you will not be able to submit an Expense Report without the pre-trip approval attached.
- You may request a **Travel Cash Advance** to cover out-of-pocket, incidental expenses that cannot reasonably be charged to a credit card. An advance should be requested within a reasonable period of time (10 to 20 days) before the trip and must be reconciled in an Expense Report after travel.
- A Non-Travel Expense Cash Advance may be requested to support start-up or operational costs on an intermittent or ongoing basis.
- If you are required to submit a Pre-Trip Request in order to be reimbursed for travel expenses, you may submit a **Pre-Trip Request with Advance**, if a Travel/Cash Advance is needed.

Refer to the <u>Travel Expense Policy</u> and the <u>Cash Advance for International Operations Policy</u> for more details.

# **Creating and Submitting a Pre-Trip Request**

A Pre-Trip Request is required for all Students in order to be reimbursed for travel expenses. Some schools and departments may also require approved pre-trip requests for all travel. If you are required to obtain pre-trip approval, you will not be able to submit an Expense Report without the pre-trip approval attached.

1. Click the Requests tab and click Create New Request.

SAP Concur C Requests	avel Expense	Administration *   Help * Profile * 🐣
Manage Requests		
Manage Requests		
	ve Requests V	
+ Create New Request	THERE ARE NO ACTIVE REQUESTS Click Create New Request to create a new request	

The Create New Request Details screen appears.

Specific Appart     Specific Appart     Description       "CU Pre-Trip Reposit     "V"     "PIN Renarce (400000)       Specific Appart     "V"     "PIN Administration (1440000)       Specific Appart     "Pin Appart     "Specific Appart       Specific Appart     "Specific Appart     "Specific Appart       Specific Appart     "Specific Appart     Specific Appart       Specific Appart     "Specific Appart     Specific
COU Per-Trip Request     ▼     F N F Prance (1400000)     ▼     F V     F NA deministration (1400000)       Sub-Drawer*     ●     Material State Stat
bab Channel     Amm Departmet <sup>1</sup> Image: Channel Strate Human Resources (140300)     Image: The Phil Human Resources (1403162)       Image: Channel Strate
▼         FHR Finance Human Resources (140000)         ▼         FHR Human Resources (140000)           toped tome *         Backsta Trave Dot Data *         Backsta Trave Ext Data *           MMDD0YYYY         IM         MMDD0YYYY           Top Argust *         MMDD0YYYY         IM           None Selected         *         MMDD0YYY           Top Argust *         First Data tome Opt *         IM           None Selected         *         Im           matrix Pupper Funding Sours *         Im         Im           Top Syster         Top Syster         Witting top out arguest towes *
MMDD0YYYY     Implementation     MMDD0YYYY       Top Pupue*     Prior Destration City*       None Selected     v       Vol Top %     Implementation
To Argunt * Prov Destroant City* None Selected   To Trys*  None Selected   None Selected   None Selected   None Selected   None selected   None selected selected   None se
None Selected         v           Intel Burniss Purpose (Funding Source*         Image: Control Source*           Image: Control Source*         Image: Control Source*
stated Business Purgess ( Funding Source *
ne rijek model i svend verse i s
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PC Business Unit *      B Project *
Individual Iravel V None Selected V No
▼     Columbia University (COLUM)     ▼     FHR Human Resources (1403102)
PC Business Unit * 🔊 Project *

2. Select CU Pre-Trip Request from the Type of Request dropdown.

Job Aid: Submitting Pre-Trip and Travel / Cash Advance Requests

Type of Request *	
*CU Pre-Trip Request	~
None Selected	
*CU Non-Travel Expense/Advance	
*CU Pre-Trip Request	
*CU Pre-Trip Request w Advance	
*CU Travel Cash Advance	

The Create New Request form appears. Complete the required **Request Header** fields indicated by a red asterisk \*.

Create New Request		×
Type of Request *  *CU Pre-Trip Request	School*     Division*       Y ~ FIN Finance (140000X)     Y ~ FIN Administration (14AD00X)       Sub-Division*     Admin Department*       Y ~ FHR Finance Human Resources (140300X)     Y ~ FHR Human Resources (1403102)	* Required field
4 Request Name *@ Training Conference	Business Travel Start Date *         Business Travel End Date *           05/23/2022         Im         05/27/2022	
Detailed Business Purpose / Funding Source * Attend Finance Training Conference	Trip Purpose *  Conference  V  Final Destination City *  US  Seattle, Washington	6
		el Create Request

- 3. The School, Division, Sub-Division and Admin Department default from your Concur Profile. You can edit them for this Request, if necessary. Note: *The completed fields displayed in the graphic above are for example purposes only*.
- 4. Type a **Request Name**, select the **Trip Purpose** from the dropdown, and type a **Detailed Business Purpose / Funding Source**.
- 5. Enter the planned Business Travel Start Date and Business Travel End Date.
- 6. Enter a **Final Destination City** and select the matching city. The dropdown next to the field entry can be used to narrow your search by country. This is the primary location where business will be conducted. If there are other locations, they can be entered on the Expense Report.

vel Type *		Trip Type *		Will this tri	p include personal travel? *	
ndividual Travel	~	Domestic / Non-Travel	~	No		×
rsonal Travel Dates 🕢		GLBU <sup>★</sup> ▼         Columbia University (COLUM)           PC Business Unit *	0	Departmen	nt * FHR Human Resources (1403102)	(
ivity* ✓ GI Funding (01)	3	Initiative *       The first of t		Segment <sup>2</sup>	GI Funding (UR004672) Undefined Segment (00000000)	
<ul> <li>Search by Text</li> </ul>						
nment						

Job Aid: Submitting Pre-Trip and Travel / Cash Advance Requests

- 7. Select the Travel Type (Individual, Group, or Team) and Trip Type (Domestic or International).
- 8. Select to answer Did this trip include personal travel? If Yes, enter the Personal Travel Dates.
- 9. The ChartFields default from your Concur Profile. You can edit them for this Request, if necessary. Note: The ChartFields displayed above are for example purposes only. Please ensure that your ChartFields are relevant and correct for your Expense Report. Requests cannot be allocated to multiple ChartStrings when originally submitted for approval, but you can allocate your reconciliation Expense Report to multiple ChartStrings. Refer to the <u>Allocating to Multiple ChartStrings</u> Concur Tip for instructions.
- 10. Click **Create Request**. The Expected Expenses list appears.

#### **Adding Expected Expenses**

1. Click the Add button to add expected expense items.

Request Details 🗸	Print/Share 🗸 Attachments	~			
EXPECTED EX	PENSES				
Add					
Expense typ	e↑↓	Details ↑↓	Date 😇	Amount ∱↓	Requested ↑↓

The Add Expected Expense screen appears.

Add Expected Expense	×
Search for an expense type	
<ul> <li>V 01. Travel Expenses</li> </ul>	<u>^</u>
Hotel/Lodging	
Hotel/Lodging Advanced Deposit	
Hotel/Lodging Group	
Other Accommodations	
<ul> <li>V 02. Transportation</li> </ul>	
Airfare	
Car Rental	
Charter Bus	
Ground Transportation	
Train/Rail	
03. Meals & Entertainment	
05. Communications	
<ul> <li>V 06. Professional Development</li> </ul>	
Conference/Seminar/Trainino Fees	*

2. Search and select the type of **Expense Type**. The New Expense screen appears.

New Expense: Airfare	Cancel Save
Business Travel Start Date	Business Travel End Date
07/11/2022	07/14/2022
Transaction Amount * Currency * US, Dollar 🗸	Comment
	Save Cancel

- 3. Enter the anticipated Transaction Amount and any Comments, if needed.
- 4. Click Save. The Expected Expense appears in the list.

EXF	ECTED E	EXPENSES				
	Add					
	Alerts †↓	Expense type ↑↓	Details ↑↓ Da	ate \Xi	Amount ↑↓	Requested ↑↓
		Airfare	07	7/11/2022	\$1,200.00	\$1,200.00
					Estimated To	otal: \$1,200.00

Repeat steps 4 through 7 for any other Expected Expense.

5. After entering all Expected Expenses, click **Submit Request**.

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Job Aid: Submitting Pre-Trip and Travel / Cash Advance Requests

# Creating and Submitting a Travel / Cash Advance

- You may request a **Travel Cash Advance** to cover out-of-pocket, incidental expenses that cannot reasonably be charged to a credit card. An advance should be requested within a reasonable period of time (10 to 20 days) before the trip and must be reconciled in an Expense Report after travel.
- A Non-Travel Expense Cash Advance may be requested to support start-up or operational costs on an intermittent or ongoing basis.
- If you are required to submit a Pre-Trip Request in order to be reimbursed for travel expenses, you may submit a **Pre-Trip Request with Advance**, if a Travel/Cash Advance is needed.
- 1. Click the **Requests** tab and click **Create New Request**.

SAP Concur 🖸 🛛 Re	squests Travel Expense	Administration V   Help V Profile V
Manage Requests		
Manage Reque	ests	
REQUEST LIBRARY	View <u>Active Requests</u> ~	
+	THERE ARE NO ACTIVE REQUESTS	
Create New Requ	Jest	

The Create New Request Details screen appears.

Type of Request	School *	Division *	* Required fe
"CU Pre-Trip Request	<ul> <li>FIN Finance (140000X)</li> </ul>	T v FIN Administration (14AD00)	K)
	Sub-Division *	Admin Department*	(
	🝸 👻 FHR Finance Human Resources (1	10300X) T v FHR Human Resources (140	03102)
quest Name * 🕢	Business Travel Start Date *	Business Travel End Date *	
	MM/DD/YYYY	MM/DD/YYYY	8
	Trip Purpose *	Final Destination City * 🕢	
	None Selected	✓ ◎ ✓	
tailed Business Purpose / Funding Source *			
svel Type *	Тгір Туре 🛎	Will this trip include personal travel?	
avel Type * ndividual Travel	Trip Type * None Selected	Will this trip include personal travel? * No	
avel Type * ndividual Travel rsonal Travel Dates @	The Type *  None Selected  OL BU *	Will this trip include personal travet? *  No  Desartment *	
avel Type * ndividual Travel rsonal Travel Dates @	The Type *  None Selected  OL BU *  (COLUM)	Will this top include personal travel? * No Department * FHR Human Resources (140	)3102)
rzed Type * Individual Travel essonal Travel Outes @	Trip Type *  None Selected  GL BU*  T  Columbia University (COLUM)  PC Natives Uni *	Wit the trp include personal treat? * V No C V V V V V V V V V V V V V V V V V V	33102)

2. Select **CU Pre-Trip Request w/Advance** or **CU Travel Cash Advance** from the **Type of Request** dropdown. If needed, you can request a CU Non-Travel Expense Advance.

Type of Request *	
*CU Pre-Trip Request	~
None Selected	
*CU Non-Travel Expense/Advance	
*CU Pre-Trip Request	
*CU Pre-Trip Request w Advance	
*CU Travel Cash Advance	

The Create New Request form appears. Complete the required **Request Header** fields indicated by a red asterisk \* You can follow the steps described in the Pre-Trip Request section for CU Pre-Trip Request w/Advance and CU Travel Cash Advance. The CU Non-Travel Expense Advance form will not have a field for Final Destination.

3. Scroll down the form below the ChartFields and select the **Purpose for Advance** from the dropdown.

Job Aid: Submitting Pre-Trip and Travel / Cash Advance Requests

Purpose for Advance None Selected ~ Comment	Payment via Direct Deposit / ACH / Check 🚱 Yes 🗸	
<u> </u>		
	Ci	uncel Create Request

 The Payment via Direct Deposit/ACH/Check dropdown will default to Yes. Make sure your preferred <u>AP</u> reimbursement method is updated in PAC. You will not be able to submit the request for processing if you select No.

If you require payment via Wire, the request cannot be processed through Concur. You will need to create an incident in ServiceNow to request that Vendor Management setup a wire location and you will need to complete a wire request with Accounts Payable.

5. Click Create Request. The Expected Expenses list appears.

#### Adding the Cash Advance

Refer to the section on Adding Expected Expenses to add your expected expenses to the Request. The Cash Advance amount cannot exceed the total Expected Expenses.

1. Click the Request Details dropdown and select Add Cash Advance.



#### The Cash Advance window appears.

Research Tr	ip		Cancel Save Submit
Cash Advance Timeline	Manage Attachments		
Details	Expenses		
Cash Advance Amount 1,000.00 Cash Advance Commer	* 	Durrency * US, Dollar	* Required field

2. Enter the **Cash Advance Amount**, type a Comment, if needed, and click **Save**. The Cash Advance appears on the Request screen.



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Job Aid: Submitting Pre-Trip and Travel / Cash Advance Requests

### **Closing/Inactivating Requests**

If the Expense Types in your Request and Expense Report differ or if your Expense Report total is less than the Request total, the Request status will remain open. After your Expense Report is fully processed you can Close/Inactivate the Request to remove the Request from your Active list, if desired. In addition, if you have an active, approved Request where travel was canceled or did not take place, you can Close/Inactivate the Request.

More Actions 🗸

- 1. Click the **Requests** tab. The list of Active Requests appears.
- 2. Click the link in the tile to open the Request.
- 3. Click the **Close/Inactivate Request** button.

Test 1 \$5,000.00 Approved | Request ID: 3LRN

### **Getting Help**

Please contact the Finance Service Center http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com