

Riverside Community College District

SAP - Concur

User's Guide

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Introduction

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

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

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

If you have any questions regarding the travel request process, expense reimbursement process, or general Concur questions, submit your questions to the email address for your location as noted below:

Moreno Valley College: concurquestions@mvc.edu

Norco College: concurquestions@norcolleage.edu

Riverside City College: concurquestions@rcc.edu

RCCD Office: concurquestions@rccd.edu

Accessing SAP Concur

Employees can access Concur anytime through the District's Single Sign-on (SSO) Portal. To find the single sign-on portal, open a web browser and visit myapplications.microsoft.com.

Once there, enter the same username and password you use to log in to your computer and/or access your RCCD email. Search for the SAP Concur Travel and Expense icon. If you do not see the Concur application available on your single sign-on, submit a Service Desk ticket or email servicedesk@rccd.edu.



SAP Concur Travel and Expense

Section I: Creating Your Travel Profile

Creating your travel profile

You must create your travel profile before creating a travel request or booking travel segments through Concur. To do so, log in to Concur through the single sign-on portal at myapplications.microsoft.com using your email and password.

To access your Concur Travel profile information:

1. In the upper right-hand corner, click on the icon with your initials and “**Profile Settings.**”
2. On the **Profile Options** page, the **Your Information** section is on the left.

Your Information

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

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveler Programs

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favorite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Concur Connect
- Change Password
- Travel Vacation Reassignment
- Concur Mobile Registration

Profile Options

Select one of the following to customize your user profile.

Personal Information
Your home address and emergency contact information.

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

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

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

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

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

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

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

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

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

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

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

Change Password
Change your password.

3. Create your travel profile by clicking the **Personal Information** link.

Personal Information

- Your name should already appear in the fields. Please confirm that your name appears EXACTLY how it appears on your photo identification.
- If you find any errors in this field, please email [concurquestions@ \(mvc.edu; norcollege.edu, rcc.edu, or rccd.edu\)](mailto:concurquestions@mvc.edu) as appropriate.

My Profile - Personal Information

Jump To: Personal Information Choose

To see the Notice on Collection for details on how the Statewide Travel Program collects, uses, and shares personal information you provide through this form, please follow this link: <https://www.dgs.ca.gov/OFAM/Travel>

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket.

Title	First Name	Middle Name	Preferred Name	Last Name	Suffix
<input type="text"/>	<input type="text" value="Ella"/>	<input type="text" value="Ailee"/>	<input type="text"/>	<input type="text" value="Blount"/>	<input type="text"/>

Company Information

- This company information should also already be pre-populated with your Colleague employee ID number and the name of your manager/direct supervisor.
- If you notice any errors, please email [concurquestions@ \(mvc.edu; norcollege.edu, rcc.edu, or rccd.edu\)](mailto:concurquestions@mvc.edu) as appropriate.

Company Information Go to top

Employee ID

Manager Org. Unit/Division Employee Position/Title

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

Work Address Go to top

Company Name Assigned Location

Street Address same as assigned location

City State/Province

Postal Code Country/Region

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

Next, enter your home address. This will make it easier to use the mileage calculator when requesting personal car mileage reimbursement.

Home Address Go to top

Street

City State/Province

Postal Code Country/Region

Contact Information/Mobile Phone Registration

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

- You can substitute your mobile phone number for your home phone, but please note a home phone number is required.

Note: An SAP Concur app is available for Apple and Android devices. Feel free to explore this option.

Contact Information Go to top

Work Phone **[Required**]** Work Extension Work Fax 2nd Work Phone/Remote Office

Home Phone **[Required**]**

Pager Other Phone

Mobile Phone Country/Region Mobile Phone

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

Email Verification

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

- Check to see that the pre-populated email address is correct. Then, click on the “verify” link.
- A verification code is sent to your email. Copy and paste the code into the verification field and click “ok”.
- Once verified, your profile will reflect a green verified checkmark.

Email Addresses Go to top

Please add at least one email address.

[How do I add an email address?](#)
[How do I verify my email address?](#)
[Why should I verify my email address?](#)
[Travel Arrangers / Delegates](#)

[+ Add an email address](#)

	Email Address	Verify	Contact?	Actions
Email 1	elia.blount@rccd.edu	✔ Verified	Yes	Disable Verification

Emergency Contact Information

Complete the Emergency Contact Information field.

Emergency Contact Go to top

Name: Relationship:

Street: Address same as employee

City: State/Province: Postal Code:

Country/Region: Phone: Alternate Phone:

Travel Preferences

In the travel preferences section of your profile, you can indicate if you are eligible for travel discounts, set your air travel and hotel preferences, note if you have accessibility needs, and add your frequent traveler program information. The system will automatically use these travel preferences when you are searching for air or hotel options using the travel store.

Air Travel Preferences

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

Hotel Preferences

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

Car Rental Preferences

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

Frequent Traveler Program Information

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

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

TSA Secure Flight Information

TSA requires entry of gender and date of birth.

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

International Travel: Passports and Visas

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

Credit Card Information

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

Saving Profile Changes

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

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

Request Settings

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

Employee Group	Reimbursement Currency	Traveler Type	<input type="checkbox"/> No Direct Supervisor?
RCC	US, Dollar	Staff	
Fund	Job Title	Galaxy Emp ID	Galaxy Vendor ID
(11) 11 - UNRESTRICTED GENERAL	Coordinator, Professional Development	231698	107268
School	Resource	Project Year	Goal
(DCA) PLANNING AND DEVELOPME	(1000) 1000 - GENERAL FUND	0	(6624) PLANNING AND DEVELOPMI
Function	Has BoA Card?		
(0000) COLLEGE PLANNING AND D	Yes		

- If you do not have a Galaxy Vendor ID, a default of “999999” will appear. This means you have not been issued a reimbursement for expenses

through Galaxy. Contact purchasingtravel@rccd.edu to request a vendor ID be added to your profile.

- If you do not know your Galaxy Employee or Vendor ID numbers or the information is incorrect, please email [concurquestions@](mailto:concurquestions@mvc.edu) (mvc.edu; norcollege.edu, rcc.edu, or rccd.edu) as appropriate.

Request Delegates

A delegate is an individual you assign to act on your behalf for both the travel request and expense reimbursement processes. Before doing so, please discuss the role with the individual you would like to assign as your delegate. To assign someone to be your travel request delegate:

1. Click on “**Request Delegates**” in the Request Settings section.
2. Click “Add” and begin typing the name of the individual you want to assign to act as your delegate. Their name will automatically pop up in the search bar. Click on their name to add them.

Request Delegates

Delegates | Delegate For

Add Save Delete

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

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

Add Cancel

3. Check each function you want the delegate to be able to perform on your behalf:

Request Delegates

Delegates | Delegate For

Add Save Delete

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

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

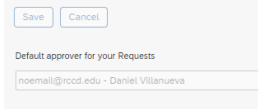
	Can	Can Book	Can Submit	Can View	Receives	Can	Can Approve Temporary	Can Preview For	Receives
	Approve	Requests	Receipts	Receipts	Approval	Approve		Approver	Approval
<input type="checkbox"/> Mickey Mouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Note: No action is required for the Request Preferences, Request Approvers, or Favorite Attendees sections.

Request Approvers

Request Approvers

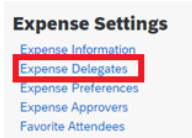


If you are a classified professional or manager, please confirm that the approver for your request is accurate.

Note: For faculty that this field may be blank and there are instructions later on in the manual to add your approver.

Expense Delegates

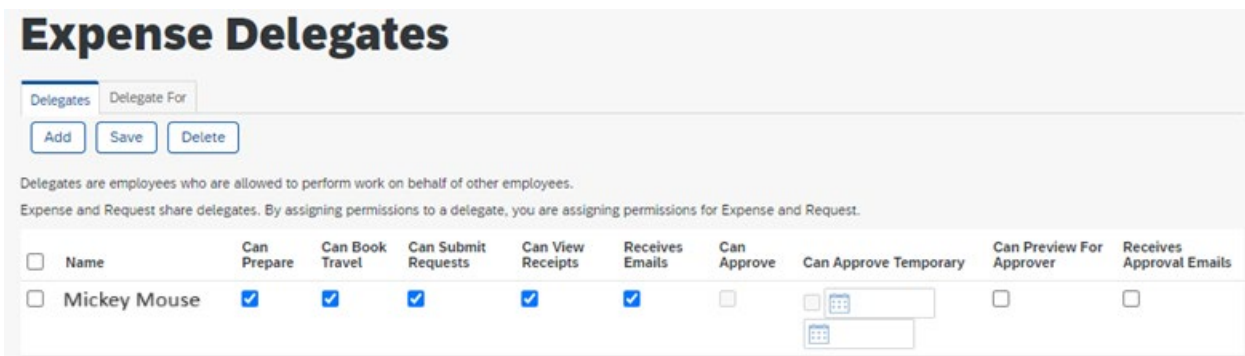
To assign someone to act as your Delegate for creating expense reports:



1. Click on “Expense Delegates” found in the Expense Setting section on the left-hand side of your screen.

2. Click on the “Add” button and search for the individual you would like to assign:

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



<input type="checkbox"/>	Name	Can Prepare	Can Book Travel	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Mickey Mouse	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Click “Save” to save these changes.

Note: No action is required for Expense Preferences, Expense Approvers, Favorite Attendees sections.

Other Settings

No Action is Required for this section

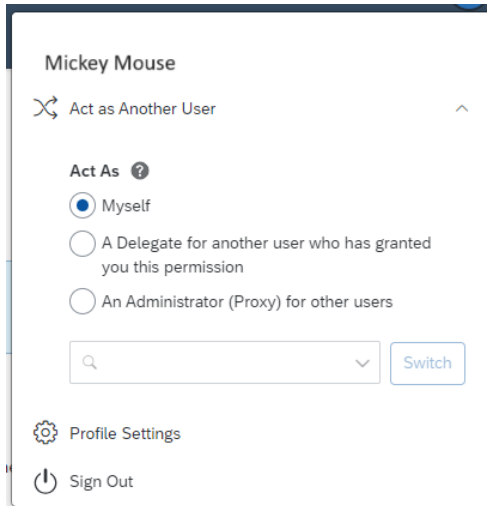
Acting as a Delegate

To act as someone’s delegate, you must first log in to Concur using your login credentials. If assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing and submitting reports.

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

To act as a delegate:

1. Click on the **Profile** icon in the upper right-hand corner of the screen.
2. Click on > **Act as Another User**.



3. Select the appropriate user's name.
4. Click Switch.

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

5. You are now officially working on behalf of that person. Complete the normal processes of creating a travel request, expense report, etc.

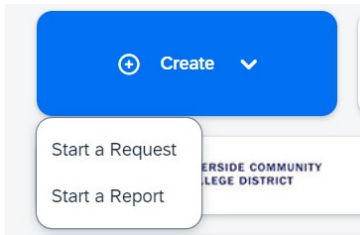
6. To select a different user, follow the same steps but select a different name.
7. To return to your own tasks, click **Acting as**, and then click **"Myself"** and then click **Switch**

NOTE: The role of the delegate and the tasks you are asked to perform can vary from person to person. For example, some administrators may wish their delegates to complete the travel request and/or expense reports on their behalf. A delegate may be asked to review incoming requests pending an administrator's approval. Those duties and your role as a delegate will need to be defined.

Section II: Instructions for Travelers

Creating a Travel Request

To begin a new Travel Request, click the down arrow next to “Create” and select “Start a request” from your Concur dashboard:



A blank request header screen will appear:

Create New Request

Request/Trip Name *

Business Trip End Date *

Destination City *

Traveler Type *

Additional Information

Goal *

Comment

How will you book your travel? *

Request/Trip Purpose *

Out of State and beyond 500 miles? *

Does this trip contain personal travel? *

Fund *

Resource *

Function *

Business Trip Start Date *

Paid for by an outside entity? *

Destination Country

Personal Dates of Travel

School *

Project Year *

Group

Cancel Create Request

Completing the Request Header

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

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

1. **Book Online: Concur Travel** - Select this option if you will be using the booking feature within Concur to book any portion (airfare, hotel, car rental, or train) of your travel after the travel request is fully approved.
2. **Book with Agent: Cal Travel Agent**—Select this option if you will contact the Cal

Travel Agency for assistance in booking your travel. This option is recommended if your travel will include multiple stops, for booking student travel, group travel, or other complicated variations.

3. **Book Outside of Concur & Cal Travel**—Select this option if you make all of your travel arrangements outside of the Concur segments (i.e., not using Cal Travel by CI Azumano). For example, you have already purchased airfare, reserved a hotel and car rental, and registered for the conference separately. In the Expense section tab, you can add details about the expenses you have incurred or reservations you made.

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

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

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

Destination City - Enter the city's name and select from the available options.

Out-of-state and beyond 500 miles? Per Administrative Policy 6900, “Requests for travel outside of the State of California, AND beyond 500 miles from the primary work site, including out-of-country travel, require that a travel request be completed and approved by an appropriate administrator and by the Board of Trustees before the travel event takes place.” Select yes or no as appropriate.

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

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

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

- **If you select “Group Travel”:**

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

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

- **Budget Information** – Please select the correct components of the budget string from the drop-down menu to fund your travel. If an element of the budget string you wish to use is unavailable from the drop-down menu, please email [concurquestions@ \(mvc.edu; norcollege.edu, rcc.edu, or rccd.edu\)](mailto:concurquestions@mvc.edu) as appropriate.

Note: Be sure to use the budget string provided by the area/department funding the request.

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

Click “**Create Request.**” Once you do, the system automatically assigns a Request/Trip ID number. Request IDs are issued once a request is created.

Request 3DR4

How to Estimate Your Expenses

Before creating a travel request, estimate all your expenses (airfare, hotel, car rental, etc.) to compare the cost of booking travel inside Concur using the CI Azumano Travel Store to the cost of booking travel outside Concur.

Estimating Expenses through the CI Azumano Travel Store

The CI Azumano Travel Store offers discounted airfare, hotel, and car rental rates. To estimate costs for any of these, use the search feature located on the left-hand side of your Concur dashboard.

At the top of the trip search dialog box, you will see four search icons:

1. Flight/Train
2. Car Rental
3. Hotel
4. Train

Click on the icon for the type of expense you wish to see available fare information.

Airfare estimates:

- Enter the airport code for the airport you wish to depart from.
- Enter the airport code that you of where you want to go.
- Enter the departure date and time frame (+/- 3 hours).
- If you do not wish to search for a hotel at this time, uncheck “Pick a hotel” or you can leave it checked.
 - If you are searching for a hotel at the same time as you searching for air fares, add a reference point or the name of the hotel you are searching for in the “Only show results containing” field.
 - You can also search by carrier or by price.
- Click “Search”

Once you click search, the system will show all available carriers and flights matching your search description. This process takes several seconds to complete.

To view search results by carrier, click the icon at the top of the search display. Otherwise, scroll through the various options and identify the flight time that best suits your travel needs.

are

Trip Summary

Select Flights or Trains

Round Trip
 ONT - SFO
 Depart: Fri, 03/01/2024
 Return: Mon, 03/04/2024

Finalize Trip

Change Search

Depart - Fri, Mar 1
 Depart: 06:00 A - 12:00 P
 Arrive: 07:30 A - 09:50 P

Return - Mon, Mar 4
 Depart: 12:00 P - 05:35 P
 Arrive: 02:26 P - 10:40 P

Price
 Price: \$166.51 - \$2,681.08

Display Settings

Los Angeles, CA To San Francisco, CA
Fri, Mar 1 - Mon, Mar 4

Hide matrix Print / Email

	United	Southwest	American Airlines	Delta	Multiple	Alaska Airlines
All 36 results	Preferred	Preferred				
Nonstop 2 results	274.04 2 results	—	—	—	—	—
1 stop 32 results	656.87 4 results	299.78 16 results	463.20 4 results	942.21 2 results	—	1,543.40 6 results
2 stops 2 results	—	—	—	—	1,224.20 2 results	—

Shop by Fares Shop by Schedule

Southwest Airlines is the primary preferred domestic carrier. If Southwest Airlines does not have availability in a selected domestic market, please use the secondary preferred domestic carrier, United Airlines. Non-contracted carriers should only be used if Southwest Airlines or United Airlines do not have availability in that market. An email notification will be sent to the DGS Statewide Travel Program if you choose a non-contracted carrier and your trip will be audited.

Flight Number Search Sorted By: Policy - Most Compliant

Displaying: 36 out of 283 results.

Previous 1 2 3 4 Next | All

United ¹	Basic Economy	ECONOMY
06:00 AM ONT → 07:41 AM SFO Nonstop 1h 41m	\$274.04	\$331.64
04:25 PM SFO → 06:00 PM ONT Nonstop 1h 35m		

¹ UA 4805 / UA 4783 operated by SKYWEST DBA UNITED EXPRESS

The cost of each flight is listed to the right of the flight time. *Note: taxes and fees may not be reflected in the cost.*

Car Rental Estimates:

Pick up: (SFO) on Sat, Mar 2 12:00 PM
Return: Tue, Mar 5 12:00 PM

Show as USD

Hide matrix Print / Email

All	Compact	Intermediate	Standard	Full-size	Premium	Luxury	Mini	Oversize
46 results								
Enterprise Preferred	174.25	175.49	180.16	182.85	242.44	301.12	243.88	—
Enterprise Preferred	371.56	364.97	387.07	382.03	426.35	460.68	500.39	1,133.66

Sorted By: Policy - Most Compliant

Displaying: 46 out of 46 results.

Previous 1 2 3 4 5 Next | All

Enterprise Compact Car - \$37.75 per day (Sabre)

Automatic transmission
 Unlimited miles, Pick-up: Terminal: SFO
 Adults: 2, Children: 2, Large bags: 1, Small bags: 2¹
 (Corporate rate)

Total cost¹
\$174.25




- Click on the car icon in the Trip Search dialogue box and complete the pick-up date/time field and the return date/time field
- If you wish to pick up the rental car at the airport terminal, add the airport code where it states “Please enter an airport”.
- Indicate whether or not you wish to pick up the rental car at the airport terminal.

- Click on “More Search Options” to enter additional search criteria as needed.
 - Note: Enterprise Car Rental is the preferred vendor for RCCD. Only Enterprise rates will be displayed.
- Click “Search”
- Choose the car type from the options listed (Compact, Intermediate, Standard, etc.)
- The car rental rates are displayed.


- Note: The rates and total costs do not include charges for optional services such as fuel and insurance waivers.

Hotel Estimates:

- Click on the hotel icon in the Trip Search dialogue box.
- Enter your check-in and check-out dates.
- Indicate if you would like the search results to include hotels near the airport, a particular address, or reference point.
 - If you would like to search by reference point or airport, include that information in the fields provided.
 - If you would like to view the results for a specific hotel, enter that information in the “only show results containing” field.
- The search results will display the various hotels that match your search criteria.

	1. Rodeway Inn 222 South Airport Blvd, South San Francisco, CA 94080 Map it 2.19 miles ★★☆☆☆	\$62 View Rooms
Hotel details		
	2. Travelodge San Francisco Airport North 326 S Airport Blvd, South San Francisco, CA 94080 Map it 1.9 miles ★★☆☆☆	\$71 View Rooms
Hotel details		
	3. Ramada Limited San Francisco Arpt North 721 Airport Blvd, South San Francisco, CA 94080 Map it 2.91 miles ★★☆☆☆	\$74 View Rooms
Hotel details		

- Click on “view rooms” to see details for that particular hotel.



1. Rodeway Inn
 222 South Airport Blvd, South San Francisco, CA 94080 [Map it](#)

2.19 miles ★ ★ ★ ★ ★

\$62

[Hide Rooms](#)

[Hotel details](#)

Room Options

Government/military Rate - 1 Queen Bed/nonsmoking/accessible/doorshave 32-inch Clear Width/tv With Closedcaptioning/ Roll-in Shower/hair Dryer/mini-fridge/ Microwave/clock Radio/am-fm//accessible Bathroom Sink/free Hi-spdwireless/50 Inch Tv/ Tv, Cable/satellite (Sabre) ✓ \$62

[Rules and cancellation policy](#)

Government/military Rate - 1 King Bed/nonsmoking/50 Inch Tv/hairdryer/ Mini-fridge/microwave/free Hi-spdwireless/ Phone, Local, Free/airconditioning/desk With Ergonomic Chair (Sabre) ✓ \$67

[Rules and cancellation policy](#)

- The rates per night are displayed. Click on the type of room you wish to stay in to view the estimated cost. Note: The price summary may not include taxes or additional fees.

Review Price Summary

Description	Nightly rate	Dates	Total
Rodeway Inn	\$62.10	Mar 01 - Mar 05	\$248.40
Total Estimated Cost: \$248.40*			
Total Due Now: \$0.00**			

* May not include taxes or additional fees.
 ** Remaining amount due at hotel location

Estimate your other remaining expenses:

Registration – Notice if there is an early bird registration discount.

Mileage – Estimate your mileage to and from your home to the airport, conference venue, etc. Note: If you are leaving for your trip from your home, use your home address as the starting point to calculate your round-trip mileage. If you are leaving from your work location, use your work site address to estimate the round-trip mileage.

Parking – Estimate your parking fees (airport parking, conference venue parking, or hotel parking).

Meals – While there is no District per diem rate, consider which meals are provided by the conference or event organizers when estimating your meals.

Other Travel Expenses – For example, air baggage fees, car rental fuel, etc.

Estimating Expenses Outside of the CI Azumano Travel Store

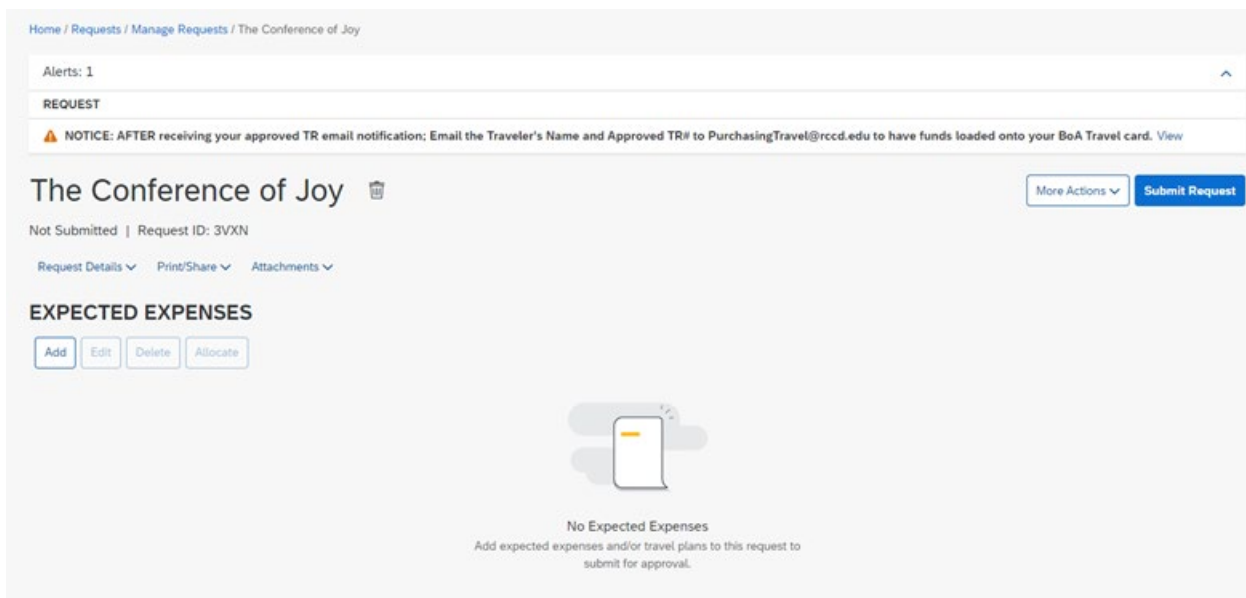
Once you have estimated your expenses using the CI Azumano Travel Store you can compare the costs with search results outside of the CI Azumano Travel Store. Simply conduct an internet search to compare hotel, airfare, and car rental rates.

Tip: In some cases, the hotel rates included in the conference registration or offered through the conference planes might be more affordable than what is available through the CI Azumano Travel Store.

Note what expenses you want to book inside of Concur using the CI Azumano Travel Store and which you want to book outside of Concur. Once you have your estimates ready, you are ready to add expenses to your travel request.

Adding Expenses to the Travel Request

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




Home / Requests / Manage Requests / The Conference of Joy

Alerts: 1

REQUEST

NOTICE: AFTER receiving your approved TR email notification; Email the Traveler's Name and Approved TR# to PurchasingTravel@rccd.edu to have funds loaded onto your BoA Travel card. View


The Conference of Joy  More Actions Submit Request

Not Submitted | Request ID: 3VXN

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate



No Expected Expenses

Add expected expenses and/or travel plans to this request to submit for approval.

01. Travel Expenses

- **Air Ticket** – Select this option if you wish to purchase your air ticket through the travel store. Complete boxes based on estimates received and hit save.
- **Airfare (Not Booked in Concur)** - Select this option if you wish to purchase your airfare outside of the travel store.
- **Hotel (Not Booked in Concur)** - Select this option if you wish to purchase your hotel outside of the travel store.
- **Hotel Reservation**- Select this option if you wish to purchase your hotel reservation through the travel store. Complete boxes based on estimates received and hit save.

02. Transportation

- **Car Rental**—Select this option if you wish to purchase your car rental through the travel store. Complete boxes based on estimates received and hit save. Enterprise is the approved Rental Car vendor for RCCD. Enter the estimated amount and hit save. **Do not book** the reservation until your Concur request is approved.
- **Car Rental (Not Booked in Concur)** - Select this option to purchase your car rental outside the travel store.
- **Car Rental Fuel** – If you rent a car, add car rental fuel as an expense.
- **Parking** - Complete boxes on estimates received and hit save.
- **Train** - Complete boxes on estimates received and hit save.

03. Mileage

Per AP 5900, local travel is defined as within 50 miles of the employee’s primary work site. Mileage should be calculated using the primary work site as both a starting and ending location. The standard IRS mileage rate is automatically updated annually.

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

<i>District/College</i>	<i>Airport</i>	<i>One-Way Mileage</i>
<i>Riverside CCD</i>	<i>Ontario International (ONT)</i>	<i>15.7</i>
<i>Riverside CCD</i>	<i>John Wayne International (SNA)</i>	<i>42.9</i>
<i>Riverside CCD</i>	<i>Los Angeles International (LAX)</i>	<i>67.7</i>
<i>Riverside CCD</i>	<i>San Diego International (SAN)</i>	<i>100</i>
<i>Moreno Valley College</i>	<i>Ontario International (ONT)</i>	<i>29.1</i>
<i>Moreno Valley College</i>	<i>John Wayne International (SNA)</i>	<i>57.5</i>
<i>Moreno Valley College</i>	<i>Los Angeles International (LAX)</i>	<i>82.3</i>
<i>Moreno Valley College</i>	<i>San Diego International (SAN)</i>	<i>91.5</i>
<i>Norco College</i>	<i>Ontario International (ONT)</i>	<i>13.4</i>
<i>Norco College</i>	<i>John Wayne International (SNA)</i>	<i>33</i>
<i>Norco College</i>	<i>Los Angeles International (LAX)</i>	<i>57.7</i>
<i>Norco College</i>	<i>San Diego International (SAN)</i>	<i>100</i>
<i>Riverside City College</i>	<i>Ontario International (ONT)</i>	<i>18.1</i>
<i>Riverside City College</i>	<i>John Wayne International (SNA)</i>	<i>42.8</i>
<i>Riverside City College</i>	<i>Los Angeles International (LAX)</i>	<i>67.6</i>
<i>Riverside City College</i>	<i>San Diego International (SAN)</i>	<i>101</i>

Home / Requests / Manage Requests / The Conference of Joy / New Expense: 03. Mileage

Alerts: 1

⚠ NOTICE: AFTER receiving your approved TR email notification; Email the Traveler's Name and Approved TR# to PurchasingTravel@rccd.edu to have funds loaded onto your BoA Travel card.

New Expense: 03. Mileage

04/22/2024 Cancel Save

Allocate

Request/Trip Start Date: 04/22/2024

Request/Trip End Date: 04/26/2024

Paid for by an outside entity? *
No

Description: 0/64

Distance *
Mileage: 0.655

Amount *
Currency: US, Dollar

Comment: 0/2000

Save Cancel

04. Meals

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

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

05. Conference Registration Fees

Complete boxes based on conference agendas and flyers you have received and upload as an attachment.

06. Other Travel Expenses

Use this expense type for any other travel expenses you want to include. Per AP 5900 - The actual cost of taxi service (may consist of Uber or Lyft), luggage service, and reasonable and customary tips will be paid upon submission of appropriate original receipts.

Please complete boxes based on estimates and hit save.

09. Non-Employee (Student, Guest) Expenses

Use these expense types for non-employee (student) travel expenses. For more detailed instructions, please refer to the Non-Employee Travel section of this manual.

- Non-Employee Airfare
- Non-Employee Charter Bus

- Non-Employee Lodging
- Non-Employee Meals
- Non-Employee Other Travel Expenses

Note: Cash Advances are no longer processed for student/group travel.

Allocating Budgets

If you need to use more than one budget string for your travel request, you must “allocate” the budget among them by either amount or percentage. To use more than one budget string:

- Click on the expense you wish to allocate to a different budget by checking the corresponding check box or select all of the expenses by choosing the first check box:

The screenshot shows a travel request interface. At the top, it says "Test Travel \$2,033.50" with a trash icon. Below that, it says "Not Submitted | Request ID: 3TR4". There are three buttons: "Request Details", "Print/Share", and "Attachments" (with a red circle and a plus sign). Below the buttons is the section "EXPECTED EXPENSES" with four buttons: "Add", "Edit", "Delete", and "Allocate". Below the buttons is a table with a header row and four data rows. The header row has a checkbox, "Alerts", and "Expense type". The data rows are: "Airfare (Not Booked In Concur)", "Hotel (Not Booked in Concur)", "Conference Registration Fees/Agenda", and "03. Mileage".

<input type="checkbox"/>	Alerts	Expense type
<input type="checkbox"/>		Airfare (Not Booked In Concur)
<input type="checkbox"/>		Hotel (Not Booked in Concur)
<input type="checkbox"/>		Conference Registration Fees/Agenda
<input type="checkbox"/>		03. Mileage

The **Allocate** dialog box appears. Here, you can allocate funds by percentage or by an amount.

In this example, we will allocate the expense by percentage.

- Click on the “Percentage” field.

Allocate x

Expenses: 1 | \$500.00

Percent	Amount		
Amount	Allocated \$500.00	100%	Remaining \$0.00 0%
\$500.00			

Default Allocation

Code
11DDB1000067290000 Percent %
100

Add

- Next, click the “Add” button. The add allocation dialogue box appears. Click on the various components of the budget string, then click “Save”.

Add Allocation x

New Allocation Favorite Allocations

School * (1)

(DCA) PLANNING AND DEVELOPMENT - RIVERSIDE x

Resource * (2)

(1000) 1000 - GENERAL FUND x

Project Year * (2)

0

Goal * (2)

(6624) PLANNING AND DEVELOPMENT - RIVERSIDE x

- Repeat to add as many budget strings as needed. Once you have added the budget strings you wish to use, modify the percentages that you want to allocate the expenses to (i.e., 50/50, 25/75, 15/85. etc.):

<input type="checkbox"/>	Fund ↕	School ↕	Resource ↕	Project Year ↕	Goal ↕	Function ↕	Code ↕	Percent %
<input type="checkbox"/>	11 - UNRESTRICTED GENERAL FUND	PLANNING AND DEVELOPMENT - RIVERSIDE	1000 - GENERAL FUND	0	PLANNING AND DEVELOPMENT - RIVERSIDE	COLLEGE PLANNING AND DEVELOPMENT	11-DCA-1000-0-6624-0000	75
<input type="checkbox"/>	11 - UNRESTRICTED GENERAL FUND	DEAN OF INSTRUCTION - LANGUAGES, HUMANITIES & SOCIAL SCIENCES	1000 - GENERAL FUND	0	DEAN OF INSTRUCTION - LANGUAGES, HUMANITIES & SOCIAL SCIENCES	DEAN OF INSTRUCTION - LANGUAGES, HUMANITIES & SOCIAL SCIENCE	11-DMF-1000-0-6017-3000	25

To allocate an individual expense rather than all of them at once:

- Select the “Allocate” button.

- Select “Add” and enter the additional budget string you wish to use. Indicate if you want to allocate by percentage or amount.
- Hit Save.

Note: The traveler must have the whole budget string number ready before creating your travel request in Concur.

Tip: If one of the portions of the budget string is not an option for you to use, the budget string may need to be added to Concur. Please email [concurquestions@ \(mvc.edu; norcollege.edu, rcc.edu, or rccd.edu\)](mailto:concurquestions@mvc.edu) as appropriate to request the budget string be added to Concur.

Once you have entered expenses and allocated budget, you can upload the required documents.

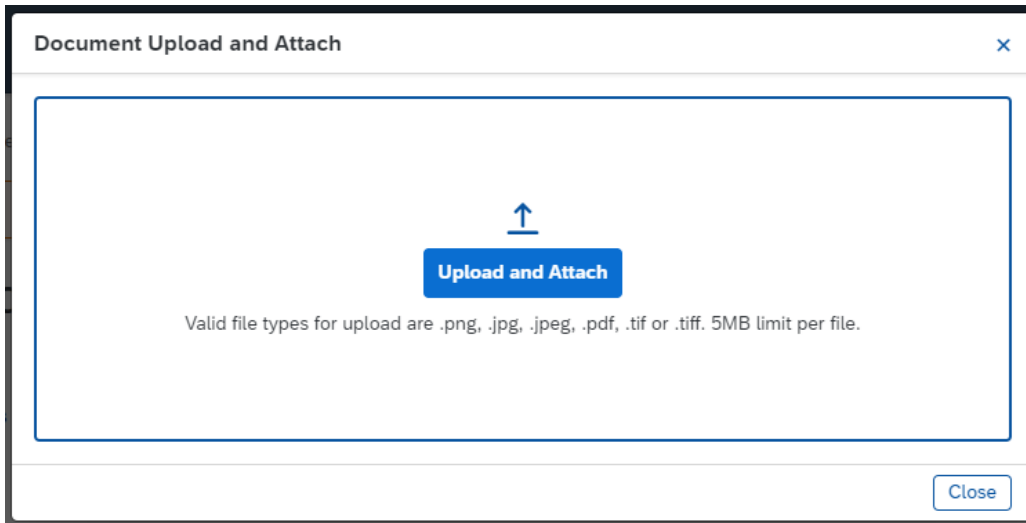
Attaching Required Documents

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

- copy of the conference/meeting flyer or agenda
- copy of the quote for airfare/transportation/hotel
- copy of the registration costs

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

Click on the “browse” button and attach the documents you need to upload one at a time. Click on “Upload and Attach.” All documents will be combined into one file within Concur.



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

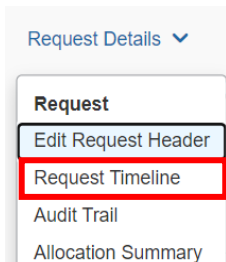
Adding/Verifying Travelers’ Supervisor/Dean

Once you have uploaded all of the required documents, you are ready to submit the request for approval.

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

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

To add approver to the workflow:



- Click on “Request Details” and select “Request Timeline.”
- Under “Request Timeline,” select Edit next to Approval Flow

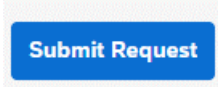
Approval Flow [Edit](#) Request Summary

- Under **Edit Approval Flow**, the Requestor can add additional Approvers to the flow. Select the **first** “+ Add Step” and use the drop-down menu to select the appropriate approver.

- Once all additional Approvers are selected, hit **Save** to continue.

Submitting Request for Approval

Click on the “Submit Request” button.



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

Now, your request will appear under your “Open Requests” on your dashboard.

Please note: Your travel request must be fully approval **BEFORE** booking travel through the Cal Travel by CI Azumano or requesting funds be added to your Bank of America travel card.

Modifying a Request

There are various reasons why you may need to modify a travel request. Below are examples and the associated steps.

Delete/Cancel/Recalling/Closing Requests

Delete - A Request can only be deleted if it is not fully approved. To delete a request, open the request and click on the trash can icon to the right of the request title.

Cancel—Cancel a request if you are no longer going on your trip and no expenses have been paid, such as registration or hotel. Do not cancel a request if any expenses are incurred. If you have booked airfare using Cal Travel by CI Azumano, canceling a request will create an airline credit that will need to be used at a later date.

Recall and Resubmit

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

Canceling an approved request will prevent you from booking travel or submitting an expense report. Use caution when canceling a request.

Some of the reasons to recall a request are to correct an existing entry or add missing information. If you have questions regarding this process, please email [concurquestions@ \(mvc.edu; norcollege.edu, rcc.edu, or rccd.edu\)](mailto:concurquestions@mvc.edu) as appropriate.

Add-on Requests

If your trip expenses increase by more than 10% or \$200 (whichever is greater) of the total cost, you must create an “add-on” to your original travel request.

Close/Inactive

Do not close or inactivate your travel requests. This will be done for you once the corresponding expense reports have been processed and sent for payment.

Section III: Completing the Booking Process

Booking Travel

Once your travel request is fully approved and if you selected “Book online” or “Book with Agent”, you are ready to book your travel. You will receive an email notification from AutoNotifications@concur.com indicating that a request is pending online booking. You can now book your airfare, hotel, or car rental as appropriate.

If you selected “Book with Agent,” call Cal Travel by CI Azumano at (877) 454-8785 or (916) 376-3989 to book your travel segments. Travel counselors are available 24/7/365.

To complete the booking process online, take the following steps:

Manage Requests

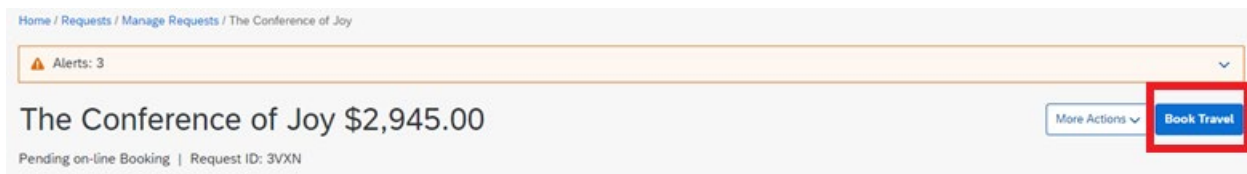
Request Library



The Conference of Joy
04/22/2024 | 3VXN
\$2,945.00
Ready to Book
Pending on-line Booking

1. Click “Authorization Requests” from your Concur dashboard to view your travel request.

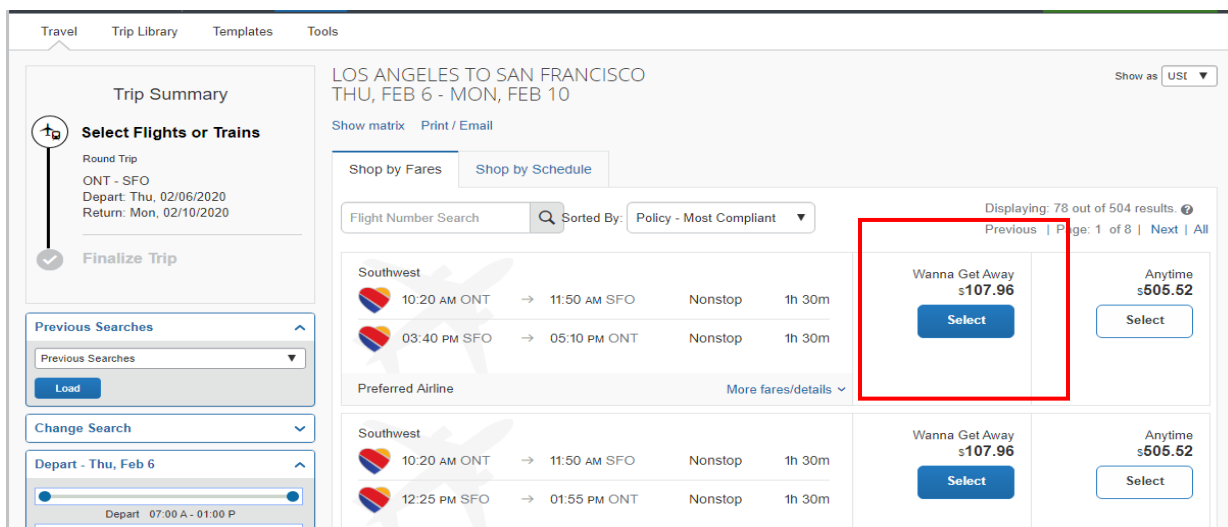
2. Open the travel request and click on the “Book Travel” link. This will take you to your active travel request dashboard. You will see a “Pending on-line Booking” comment under the request status.



Home / Requests / Manage Requests / The Conference of Joy
Alerts: 3
The Conference of Joy \$2,945.00
Pending on-line Booking | Request ID: 3VXN
More Actions | **Book Travel**

Booking Airfare

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



Travel | Trip Library | Templates | Tools
Trip Summary
Select Flights or Trains
Round Trip
ONT - SFO
Depart: Thu, 02/06/2020
Return: Mon, 02/10/2020
Finalize Trip
Previous Searches
Change Search
Depart - Thu, Feb 6
Depart 07:00 A - 01:00 P
LOS ANGELES TO SAN FRANCISCO
THU, FEB 6 - MON, FEB 10
Show as UST
Show matrix | Print / Email
Shop by Fares | Shop by Schedule
Flight Number Search | Sorted By: Policy - Most Compliant
Displaying: 78 out of 504 results. Page: 1 of 8 | Next | All
Southwest
10:20 AM ONT → 11:50 AM SFO Nonstop 1h 30m
03:40 PM SFO → 05:10 PM ONT Nonstop 1h 30m
Preferred Airline | More fares/details
Southwest
10:20 AM ONT → 11:50 AM SFO Nonstop 1h 30m
12:25 PM SFO → 01:55 PM ONT Nonstop 1h 30m
Wanna Get Away \$107.96 | Select
Anytime \$505.52 | Select

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

The RCCD ghost card embedded in the system automatically pays for the airfare. Click on “Reserve Flight and Continue”.

Booking Hotel

To book your hotel accommodations, enter your search criteria.

The screenshot shows a travel booking interface. On the left, a 'Trip Summary' sidebar includes: 'Flights Reserved' (Round Trip, ONT - SFO, Depart: Thu, 02/06/2020, Return: Mon, 02/10/2020), 'Select a Hotel' (Nights: 4, San Francisco, CA, Check-in: Thu, 02/06/2020, Check-out: Mon, 02/10/2020), and 'Finalize Trip'. Below this is a 'Total Estimated Cost' table:


Total Estimated Cost	
Air	USD 107.96
	USD 107.96
Total	USD 107.96

At the bottom of the sidebar is a 'Change Search' button. The main area displays 'CHECK-IN THU, FEB 6 - CHECK-OUT MON, FEB 10' and 'Show as USD'. It features a map of the San Francisco Bay Area with 16 numbered hotel markers. A search bar at the bottom has 'Name Search' and 'Sorted By: Price - Low to High'. The map shows various locations including San Rafael, Richmond, Berkeley, San Francisco, Alameda, San Leandro, Hayward, and Union City.

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

The screenshot shows two hotel listings. The first is '13. Acqua Hotel' with a price of \$239. It is located at 555 Redwood Hwy, Mill Valley, CA 94941, 9.46 miles away, and has a 4.5-star rating. A 'View Rooms' button is visible. Below this is a note: 'Most Preferred Hotel for Riverside Community College District'. The second listing is '14. Orchard Hotel' with a price of \$242. It is located at 665 Bush St, San Francisco, CA 94108, 1.2 miles away, and has a 4.5-star rating. A 'View Rooms' button is also visible.

Select the room option by clicking on the blue button.



13. Acqua Hotel
555 Redwood Hwy, Mill Valley, CA 94941 [Map it](#)

9.46 miles ★★☆☆☆ **\$239**
[Hide Rooms](#)

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

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

Room Options

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

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

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

Trip Summary

- Flights Reserved**
Round Trip
ONT - SFO
Depart: Thu, 02/06/2020
Return: Mon, 02/10/2020
- Hotel Selected**
Nights: 4
San Francisco, CA
Check-in: Thu, 02/06/2020
Check-out: Mon, 02/10/2020
- Finalize Trip**

Review and Reserve Hotel

REVIEW HOTEL ROOM

Acqua Hotel

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

Check-in	Check-out	Address	Phone
Thursday, February 06, 2020	Monday, February 10, 2020	555 Redwood Hwy Mill Valley, California 94941 United States	415-380-0400

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

PROVIDE HOTEL ROOM PREFERENCES

Your preferences and comments will be passed to the hotel.

Comments (30 character max)

Request foam pillows Request rollaway bed Request crib

ENTER HOTEL GUEST INFORMATION

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

Hotel Guest [Edit](#) | [Review all](#)

Name: Raymond DULK West **Phone:** 951.222.8307

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

REVIEW PRICE SUMMARY

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

* May not include taxes or additional fees.
** Remaining amount due at hotel location.

SELECT A METHOD OF PAYMENT

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

Citi Bank Mastercard* (...6011) [Add credit card](#)

* Indicates credit card is a company card

ACCEPT RATE DETAILS AND CANCELLATION POLICY

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

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

Hotel Rates

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

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

[Back](#) [Reserve Hotel and Continue](#)

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

Booking Car Rental

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

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

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

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

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Next >>](#) [Cancel Trip](#)

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

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

Finished!

You have successfully booked your trip!

Trip Record Locator : HJFIBP

This trip complies with your travel policy.

Your itinerary has been saved. CalTravelStore (State of CA RX0F) will service your itinerary.

Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice.
Airfare must be ticketed by: 11/21/2019 09:59 pm Pacific

Travel Contact Information
877-454-8785

Section IV: BANK OF AMERICA Card

Purpose

To provide flexibility for conference-related expenses, the District offers travelers the choice of using the Bank of America Travel Card, minimizing the need to pay out-of-pocket for travel-related expenses.

What can I pay with the Bank of America Card?

- Conference/workshop registration
- Hotel stays
- Car rentals (when booked outside of Concur)
- Car rental fuel
- Flights (when booked outside of Concur)
- Uber/Lyft/Shuttle
- Meals, parking, and other incidentals

Requesting the BANK OF AMERICA Card

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

When your travel request is fully approved, email purchasingtravel@rccd.edu and provide them with the following information if you are requesting the Bank of America Card for the first time:

- Full traveler's name (name as it appears on your official ID)
- Travel request ID
- Cell phone number
- Work location

Purchasing Travel will contact you with the next steps. Cashier's offices at respective locations will contact you to pick up your Bank of America card when ready. Only the traveler can pick up their travel card.

Please Note: Allow 7 to 10 business days for the travel card to be ordered and available for pick-up. Please submit your travel request within enough time to have your card issued!

Activating the Bank of America Card

Please call the phone number on the card to activate the card. You will be required to set up a PIN number.

Reloading the Bank of America Card

If you already have a Bank of America travel card, you must email purchasingtravel@rccd.edu to have your travel funds loaded onto your card once your travel request is fully approved.


Provide the below information:

- Full traveler's name (name as it appears on your official ID)
- Travel request ID
- Traveler's Cell Phone Number

Using the Bank of America Card

Each time you use your travel card, a transaction record is automatically generated and will appear on your Concur profile. However, please be sure to obtain an itemized receipt every time you use your travel card. You will need itemized receipts when you create your expense report.

Requesting a Travel Check

If your vendor(s) does not accept credit cards as a form of payment, complete the Travel Check Request  and submit it to Accounts Payable for processing. You can find the Travel Check Request Form on the RCCD webpage.

Please note that your travel check request will only be processed once your Concur Travel Request is fully approved.

Section V: Creating your Expense Report

Creating your Expense Report

Per board policy 5900, you are required to complete and submit an expense report within 30 days.

Please note: You **must** submit an expense report even if you only used your travel card to pay for your expenses, had no expenses to report, or have no out-of-pocket expenses that you need to have reimbursed.

To create a new expense report:

1. Open the travel request and click on the blue Create Expense Report button.

Conference \$2,573.24 More Actions ▾ Create Expense Report

Request ID: 3044

Importing BANK OF AMERICA Card Expenses

A credit card transaction record will appear in the dialogue box if you used your Bank of America card to pay for any of your travel expenses. Carefully review each transaction record for those associated with the trip you are reporting.

1. Click the **Add Expense** button. This will open the Add Expense dialogue box.

Add Expense ×

2 Available Expenses + Create New Expense

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

Displayed expenses: 2, Total: 2

Close Add To Report

2. Review the transaction dates and vendor information to confirm that the expenses listed under “Available Expenses” correspond with the appropriate Concur Request ID.
3. Click the checkbox for the transaction records you want to include in this expense report. Click the Add to Report button.

Add Expense



16

Available Expenses

+

Create New Expense

	Paym... ↑↓	Expe... ↑↓	Expe... ↑↓	Vend... ↑↓	Date↓=	Amount ↑↓	
<input checked="" type="checkbox"/>	AmEx Go Card	Corporate Card	Undefined	HYATT REG PORTLAN D F&B Portland, Oregon	07/22/202 3	\$9.60	...
<input checked="" type="checkbox"/>	AmEx Go Card	Corporate Card	Undefined	THEMARK ETST1792 Portland, Oregon	07/22/202 3	\$12.99	...
				PDX			

Close
Add To Report

4. Review and confirm each of the following fields for accuracy:

- Transaction Date
- Report/Trip Purpose
- Paid for by an outside entity?
- Enter Vendor Name
- Have you attached the Conference Agenda?*
- City of Purchase
- Payment Type
- Amount
- Currency
- Request**

*Important note: If you indicated on the travel request that you attended the trip as a conference attendee or presenter, you must include a Conference Registration Fee/Agenda expense type even if you did NOT pay for registration.

**This field attaches the expense line from the travel request to the expense report. Select the appropriate option from the drop-down menu.

5. Next, attach your itemized receipts.



Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Adding Out-of-Pocket expenses

If out-of-pocket expenses associated with your travel and you wish to be reimbursed for them:

1. Select “Create New Expense” and choose the appropriate expense category.

Add Expense



2 Available Expenses

+ Create New Expense

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

Displayed expenses: 2, Total: 2

Close Add To Report

2. Scroll through the available options and select the expense type you wish to add to the report.

3. Complete all of the expense fields and ensure that you select “Out of Pocket” for the Payment Type.

Note: If necessary, use “Miscellaneous” in the “Other Travel Expenses” section if you do not see the expense type you are looking for.

Identifying Payment Types

Identify the expense type and payment type for prepaid expenses by clicking on the drop-down menu.

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

- Out of Pocket – Select this option if the expense was paid out of pocket by the traveler.
- Other Entity – Select this option for expenses paid for by an outside entity.
- RCC Ghost Card (Citi) – Select this option if airfare and/or car rental were booked through Concur.

Adding Personal Car Mileage Expense

Personal car mileage is reimbursed for miles driven above and beyond your normal daily commute to your work location. When adding mileage to the expense report, select “personal car mileage.” Specific Instructions for creating a monthly mileage report are covered on page 50.

To add personal car mileage:

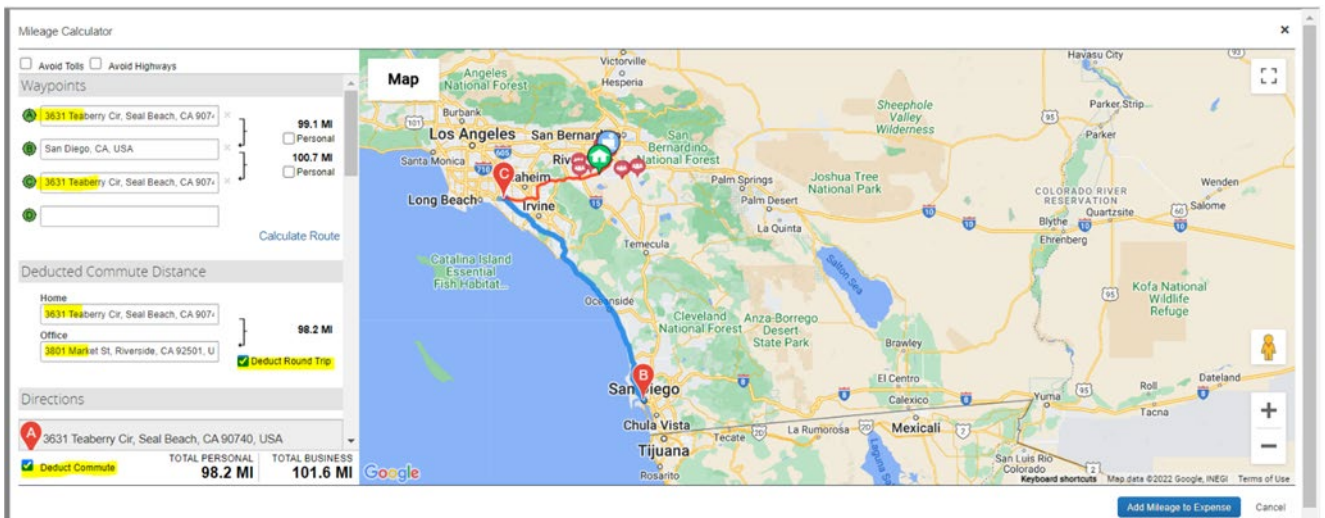
1. Click on “add expense.”
2. Select the “Personal Car Mileage” expense type.
3. Add the transaction date and note the purpose of the trip.
4. Now STOP! Do not manually add the “From” and “To” locations. Instead, click on the Mileage Calculator link to open the dialogue box.

Mileage Calculator

5. Under “Waypoints,” your home address should already appear in the “A” field if you completed your travel profile. If you do not see your home address populated, add it here.
6. Add the destination address and click “Calculate Route”.

Note: If you traveled round trip on this day, click “Make Round Trip”.

7. Click “Deduct Commute” to deduct your normal daily commute.



Waypoint	Address	Distance
A	3631 Teaberry Cir, Seal Beach, CA 90740	99.1 MI
B	San Diego, CA, USA	100.7 MI
C	3631 Teaberry Cir, Seal Beach, CA 90740	

Category	Address	Distance
Home	3631 Teaberry Cir, Seal Beach, CA 90740	98.2 MI
Office	3801 Market St, Riverside, CA 92501, U	

Category	Distance
TOTAL PERSONAL	98.2 MI
TOTAL BUSINESS	101.6 MI

8. Click “Add Mileage to Expense.” The mileage reimbursement amount will automatically be calculated using the annual standard IRS mileage reimbursement rate.

9. Click “Save” to complete the personal car mileage entry.

Note: If you have questions about reporting your mileage, see Appendix D for a variety of mileage scenarios.

Adding Other Expenses

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

Finalizing Expense Report

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

5CTCA General Meeting \$712.48

Copy Report
Recall Report

Pending Cost Object Approval

Report Details ▾
Print/Share ▾
Manage Receipts ▾

REQUEST

Approved
\$1,716.91

Remaining
\$1,430.66

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

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

Report Details ▾
Print/Share ▾
Manage Receipts ▾

REQUEST

Approved
\$1,716.91

Remaining
\$1,430.66

Click on the display to view further information:

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

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

Report Totals ✕

Company Pays
\$286.25
Employee

\$426.23
Card (AmEx Go Card)

Employee Pays
\$0.00
Company

<p>Amount Total: \$712.48</p> <hr/> <p>Requested Amount: \$712.48</p>	<p style="background-color: yellow;">Due Employee \$286.25</p> <p>Amount Due (AmEx Go Card): \$426.23</p> <hr/> <p>Total Paid By Company: \$712.48</p>	<p>Owed Company: \$0.00</p> <hr/> <p>Total Owed By Employee: \$0.00</p>
---	--	---

Close

Receipts

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

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

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

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense
Edit
Manage Attachments
Allocate
Combine Expenses
Move to ▾

<input type="checkbox"/>	Alerts ▾	Receipt ▾	Payment type ▾	Expense Type ▾	Vendor Details ▾	Date ≡ ▾	Requested ▾
<input type="checkbox"/>	!	📄	Out of Pocket	Lunch	FALL Restaurant San Diego, California	10/03/2022	\$50.00

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

Create Receipt Declaration✕

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

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

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

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

Cancel Accept & Create

Creating your Monthly Mileage Report

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

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

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

To create a monthly mileage report:

1. Click on the "Expense" tab on the ribbon at the top of your screen.
2. Click on "Create a new report".
3. Complete all sections. For assistance in obtaining the appropriate budget string to charge, please contact your department.
 - Report/Trip Name - enter the month the report is for.
 - Start Date – select the first day of the month
 - End Date – select the last day of the month

- Complete all fields
- Click “Create Report”

4. Select the “Monthly Mileage Report” expense type.

5. Follow the same steps as presented in the “Personal Car Mileage” section on page 47.

6. Repeat these steps for each day you want to report mileage driven, then click “Save and Add Another.”

7. Once you have finished adding all of the dates, select “Save Expense”.

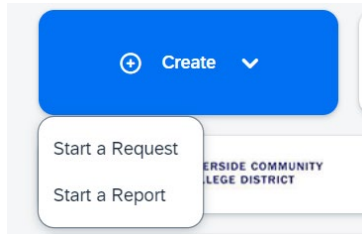
8. Once done preparing your report, click “Submit Report”.

Section VII: Student Travel Process

Student Travel Requests

The process of creating a travel request that involves students and/or is funded through Associated Students or Trust Account funds is similar to creating a regular travel request.

1. Log in to Concur via the single sign-on using your email address and password.
2. Click the down arrow next to “Create” and select “Start a request” from your Concur dashboard:



A blank request header dialogue box will appear:

The 'Create New Request' dialog box contains the following fields:

- Request/Trip Name ***: Text input field.
- Business Trip Start Date ***: Date input field (MM/DD/YYYY).
- Business Trip End Date ***: Date input field (MM/DD/YYYY).
- Request/Trip Purpose ***: Dropdown menu (None Selected).
- Paid for by an outside entity? ***: Dropdown menu (None Selected).
- Destination City ***: Text input field with a location icon.
- Out of State and beyond 500 miles? ***: Dropdown menu (None Selected).
- Destination Country**: Text input field.
- Traveler Type ***: Dropdown menu (Staff).
- Does this trip contain personal travel? ***: Dropdown menu (None Selected).
- Personal Dates of Travel**: Text input field.
- Additional Information**: Text input field.
- Fund ***: Dropdown menu ((11) 11 - UNRESTRICTED GENERAL FUND).
- School ***: Dropdown menu ((DCA) PLANNING AND DEVELOPMENT - RIVERSIDE).
- Resource ***: Dropdown menu ((1000) 1000 - GENERAL FUND).
- Project Year ***: Text input field (0).
- Goal ***: Dropdown menu (6624).
- Function ***: Dropdown menu ((0000) COLLEGE PLANNING AND DEVELOPMENT).
- Group**: Text input field (RCC).
- Comment**: Text input field.

Buttons: Cancel, Create Request

3. Complete the Request Header fields.

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

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

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

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

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

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

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

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

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

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

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

- **If you select “Group Travel”:**

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

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

Budget Information – By default, Concur will display the budget string that is assigned to the traveler. If you are using an Associated Student (AS) or Trust Account to fund the travel, enter 11 AZK 1000 0 6960 0501 as the budget line.

The screenshot shows a form with several fields for budget information. The 'Fund' field contains '(11) 11 - UNRESTRICTED GENERAL FUND'. The 'Resource' field contains '(1000) 1000 - GENERAL FUND'. The 'Goal' field contains '6960'. The 'Function' field contains '0501'. The 'School' field contains '(AZK) ASRCCD CHARGEBACK'. The 'Project Year' field contains '10'. The 'Group' field contains 'RCC'.

Request Comment - Add the AS Budget or Trust Account number this travel should be charged to:

Request Comment
Tatum, Elizabeth 08/26/2022
Per Jim McCarron paying this travel out of Trust account number 94551 Mens Track Trust.
Refer to AZK / 11 / 1000/ 6960/ 0501 Notes: AZK with goal/function 6960/0501

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

Elizabeth Tatum 09/01/2022
Per Jim McCarron charge Mens Track Trust account 94551 = HOTEL CHARGE
Per Jim McCarron charge Mens Track Trust account 90603 = MEALS CHARGE

Click “**Create Request.**” You will notice that once you do, the system automatically assigns a Request/Trip ID number. Request IDs are issued once a request is created. The

Concur Request must be approved through the approval process to book travel. Use this ID number when contacting purchasingtravel@rccd.edu.

Request 3DR4

Add Expected Expenses

Next, add any of the travel expenses associated with the trip once you have obtained estimates.

Click the “Add” tab and select the travel expenses you wish to include in the travel request from the list provided.

01. Travel Expenses

- **Air Ticket** – Use this expense type if you choose “Book with Agent” or “Book online with Cal Travel by CI Azumano” as your booking type.
- **Airfare (Not Booked in Concur)** – Use this expense type if you chose “Book outside of Concur and the Cal Travel by CI Azumano” as your booking type.
- **Hotel (Not Booked in Concur)** – Use this expense type if you chose “Book outside of Concur and the Cal Travel by CI Azumano” as your booking type.
- **Hotel Reservation**- Use this expense type if you choose “Book with Agent” or “Book online with Cal Travel by CI Azumano” as your booking type.

02. Transportation

- **Car Rental** – Use this expense type if you chose “Book with Agent” or “Book online with Cal Travel by CI Azumano” as your booking type. Complete boxes to search for available car rentals. The approved Rental Car vendor for RCCD is Enterprise. Enter the estimated amount and hit save. Do not book the reservation until your Concur request is approved.
- **Car Rental (Not Booked in Concur)** - Use this expense type if you chose “Book outside of Concur and the Cal Travel by CI Azumano” as your booking type.
- **Car Rental Fuel**—If you are renting a car, Be sure to add car rental fuel. Do not use your Bank of America card to purchase fuel for your personal vehicle.
- **Parking** - Complete boxes on estimates received and hit save.
- **Railway Ticket** - Complete boxes on estimates received and hit save.

03. Mileage

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

Google maps allocates the following one-way mileage to the following airports:

<i>District/College</i>	<i>Airport</i>	<i>One-Way Mileage</i>
<i>Riverside CCD</i>	<i>Ontario International (ONT)</i>	<i>15.7</i>
<i>Riverside CCD</i>	<i>John Wayne International (SNA)</i>	<i>42.9</i>
<i>Riverside CCD</i>	<i>Los Angeles International (LAX)</i>	<i>67.7</i>
<i>Riverside CCD</i>	<i>San Diego International (SAN)</i>	<i>100</i>
<i>Moreno Valley College</i>	<i>Ontario International (ONT)</i>	<i>29.1</i>
<i>Moreno Valley College</i>	<i>John Wayne International (SNA)</i>	<i>57.5</i>
<i>Moreno Valley College</i>	<i>Los Angeles International (LAX)</i>	<i>82.3</i>
<i>Moreno Valley College</i>	<i>San Diego International (SAN)</i>	<i>91.5</i>
<i>Norco College</i>	<i>Ontario International (ONT)</i>	<i>13.4</i>
<i>Norco College</i>	<i>John Wayne International (SNA)</i>	<i>33</i>
<i>Norco College</i>	<i>Los Angeles International (LAX)</i>	<i>57.7</i>
<i>Norco College</i>	<i>San Diego International (SAN)</i>	<i>100</i>
<i>Riverside City College</i>	<i>Ontario International (ONT)</i>	<i>18.1</i>
<i>Riverside City College</i>	<i>John Wayne International (SNA)</i>	<i>42.8</i>
<i>Riverside City College</i>	<i>Los Angeles International (LAX)</i>	<i>67.6</i>
<i>Riverside City College</i>	<i>San Diego International (SAN)</i>	<i>101</i>

04. Meals

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

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

05. Conference Registration Fees

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

- a. **Registration paid out of pocket** - Use this comment to indicate you have paid for the cost of registration out-of-pocket and will be seeking reimbursement through the expense report process following the event.
- b. **Credit card payments not accepted, please pay by check** – use this comment if the vendor does not accept American Express credit card payments.

- c. **Please issue Bank of America Card** – use this comment to indicate you would like to be issued the Bank of America Card to make payment. Note: Use of the Bank of America Card will require you to download an app on your mobile device.

06. Other Travel Expenses

Please use this expense type for any other travel expenses that you would like to include. Per AP 5900, the actual cost of taxi service (which may include Uber or Lyft), luggage service, and reasonable and customary tips will be paid upon submission of appropriate original receipts.

Please complete boxes based on estimates and hit save.

09. Non-Employee (Student, Guest) Expenses

Use the non-employee expense category to include any student-related travel expenses.

When entering student-related expenses:

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

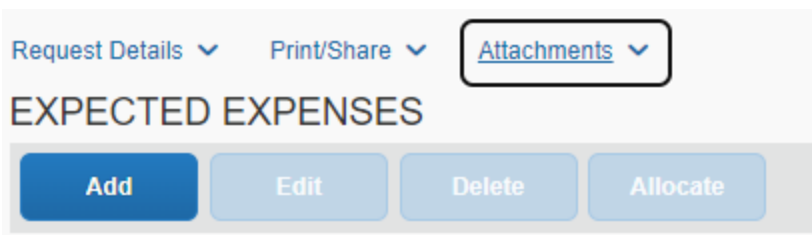
Note: *Cash Advances are no longer processed for student/group travel. All expenses are to be allocated on BANK OF AMERICA cards.*

Uploading Required Documents

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

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

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



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

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

Field Trips

Field trips or excursions are trips conducted in connection with courses of instruction or instructional-related social, educational, cultural, athletic, or musical activities for students to and from places in California, or any other state, the District of Columbia, or a foreign country.

The field trip process steps are:

1. Faculty must complete a [Field Trip Request Form](#) at least six (6) weeks prior to the trip (unless extenuating circumstances exist) which will include:
 - a. Date of request
 - b. Number of students attending
 - c. Date of field trip
 - d. Course/Club name
 - e. Time of departure & return
 - f. Destination
 - g. Transportation method
 - h. Approved driver(s), if any
 - i. Signature of Instructor/Advisor
 - j. Signature of Dean/Director/Vice President
2. Students must also complete and sign an [Emergency Information Form](#) and a [Release and Waiver of Liability, Assumption of Risk and Indemnity](#).
3. Travel request must be entered into Concur adding approved field trip request as an attachment.
4. If travel is approved, copies of Emergency Information Forms and a Release and Waiver of Liability, Assumption of Risk and Indemnity forms will be made and one set will accompany the instructor/supervisor on the trip. The other set will remain in the office of the Dean of Student Services or the Dean of Instruction, depending on the nature of the trip.
5. Each party traveling must be given a copy of the District’s [Board Policies and Administrative Procedures on Nondiscrimination](#) (6410) and [Prohibition of Harassment](#) (6430).
6. Each party traveling must be informed that if they need an accommodation for a disability, they must let the person making the arrangements know so that an accommodation can be made.

The instructor/administrator/director/club advisor should contact the Disabled Student Programs & Services Office at the College for assistance/information, if necessary, for the accommodation.

7. If overnight travel is involved, a [Student Excursion Contract](#) must be filled out and signed by the student, or their guardian, in the case of a minor.
8. Student club/organization advisors shall also follow the rules and guidelines for club travel, which are contained in the [Club Advisor's Guide](#).

Board Policy/Administrative Procedure 2300 governs field trips and excursions and provides additional information.

Note: A Concur travel request MUST be submitted for field trips even when there are no costs expected and/or the trip is local.

Adding/Verifying Travelers' Supervisor

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

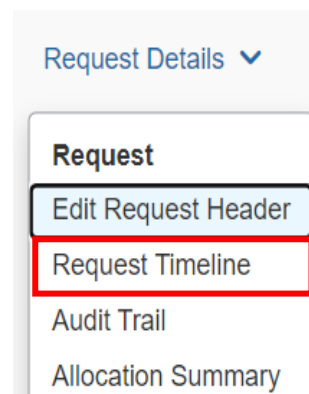
Classified Professionals/Managers—Travel requests will automatically be routed to the traveler's immediate supervisor as noted in the traveler's profile.

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

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

To add an additional approver to the workflow

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



- Under "Request Timeline," select Edit next to Approval Flow

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

Edit Approval Flow ✕

[+ Add Step](#)

Direct Supervisor Approval

✕

[+ Add Step](#)

User-Added Approver

[Delete](#)

[+ Add Step](#)

Budget Approval

[+ Add Step](#)

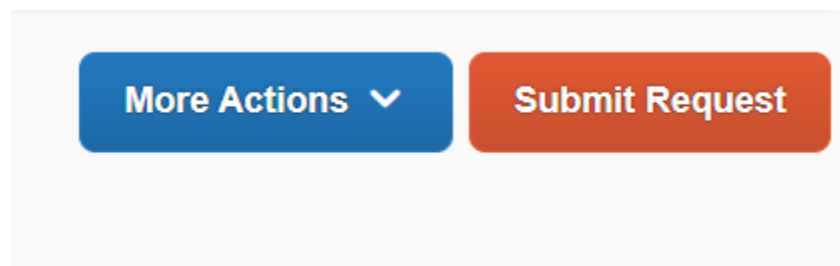
Pending Booking

[+ Add Step](#)

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

Submitting Request for Approval

Click on the “Submit Request” button.



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



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

Cancel

Accept & Continue

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

- The Requester must monitor the request's status for approval **BEFORE** Booking travel.

For information on Booking travel, refer to the “Completing the Booking Process” section of the manual.

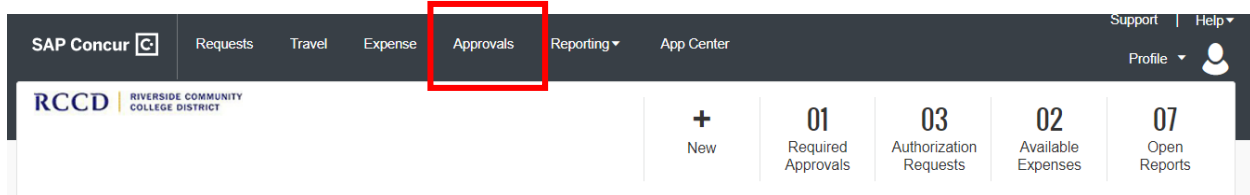
For information on requesting payment and the Bank of America card, refer to the manual's Contacting Purchasing for Payments section.

Creating your Expense Report

Once you complete your trip, you are ready to prepare your expense reimbursement. To create the expense report, follow the steps outlined in the expense report section.

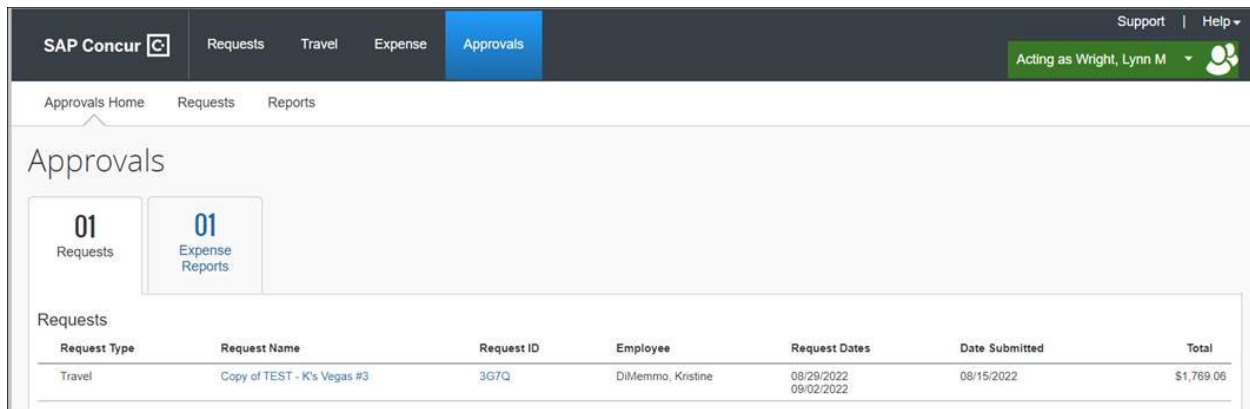
Section VIII: Instructions for Approvers

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



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

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



Approving a Travel Request

All employees traveling on behalf of the District must complete a travel request before traveling in compliance with Board Policy/Administrative Policy 6900.

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

Review the following items:

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

Verify Attached Documents

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

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

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

The screenshot shows the SAP Concur interface for a travel request. The header includes 'SAP Concur', navigation tabs for 'Requests', 'Travel', 'Expense', and 'Approvals', and user information 'Acting as Wright, Lynn M'. The main content area displays 'Copy of TEST - K's Vegas #3 \$1,769.06' with 'More Actions' and 'Approve' buttons. Below this is a table of 'EXPECTED EXPENSES' with columns for Alerts, Expense type, Details, Date, Amount, Requested, and Approved. A red box highlights the 'Attachments' dropdown menu, which contains 'View Documents' and 'Attach Documents' options.

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

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

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

Once you have reviewed the travel request, click “Approve.” The request will then be sent to the next approver.

Approving Mileage Reports

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

The screenshot shows a web interface for reviewing mileage reports for August 2019. At the top, there is a title "Mileage for August 2019" and a "Copy Report" button. Below the title are navigation tabs: "Summary", "Details", "Receipts", and "Print / Email". A "Show Exceptions" link is also visible. The main content area is divided into two sections. On the left, under the heading "Expenses", there is a table with columns for "Date", "Expense Type", "Amount", and "Approved". The table lists three entries: 08/27/2019, 08/23/2019, and 08/19/2019, all for "Monthly Mileage Report" with amounts of \$2.90, \$12.76, and \$4.64 respectively, all of which are approved. At the bottom of this table, it shows "TOTAL AMOUNT \$20.30" and "TOTAL APPROVED \$20.30". On the right, a "Report Summary" box shows "Report Totals" with "Amount Due Company" at \$0.00 and "Amount Due Employee" at \$20.30.

Date	Expense Type	Amount	Approved
08/27/2019	Monthly Mileage Report	\$2.90	\$2.90
08/23/2019	Monthly Mileage Report	\$12.76	\$12.76
08/19/2019	Monthly Mileage Report	\$4.64	\$4.64

TOTAL AMOUNT: \$20.30
TOTAL APPROVED: \$20.30

Report Summary
Report Totals
Amount Due Company: \$0.00
Amount Due Employee: \$20.30

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

View of the mileage calculator.

The screenshot shows the "Mileage Calculator" interface. It features a map of Riverside, CA, with a blue route connecting three waypoints: A (4800 Magnolia Ave, Riverside, CA 92506, USA), B (4501 Amb's Dr, Riverside, CA 92505, US), and C (4800 Magnolia Ave, Riverside, CA 92506, USA). The calculator shows a total distance of 11.0 miles. Below the map, there are sections for "Waypoints" and "Directions". The "Directions" section shows the starting point and a distance of 11.0 miles, about 20 minutes. At the bottom, there are checkboxes for "Deduct Commute" and "Personal" (checked), and a summary showing "TOTAL PERSONAL 0.0 MI" and "TOTAL BUSINESS 21.9 MI".

Mileage Calculator

Waypoints

- 4800 Magnolia Ave, Riverside, CA 92506, USA (11.0 MI)
- 4501 Amb's Dr, Riverside, CA 92505, US (10.9 MI)
- 4800 Magnolia Ave, Riverside, CA 92506, USA (11.0 MI)

Directions

4800 Magnolia Ave, Riverside, CA 92506, USA

11.0 mi. About 20 mins

TOTAL PERSONAL 0.0 MI
TOTAL BUSINESS 21.9 MI

Once reviewed, click “Approve”.

Appendix B: Forms

Travel Pay by Check Form

Double-click the image to fill out the form.

RIVERSIDE COMMUNITY COLLEGE DISTRICT
TRAVEL PAY BY CHECK FORM

Invoice No. _____ Date _____

Vendor No. _____ Total _____

Vendor Name _____

Remit To Address _____

Description _____

Concur TR# _____

Budget Account

Fund	School	Resource	PY	Goal	Function	Object	Amount

Total

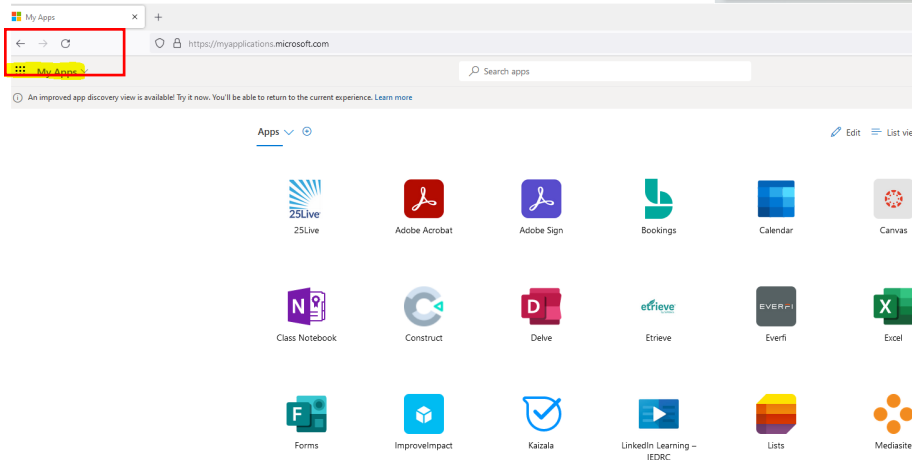
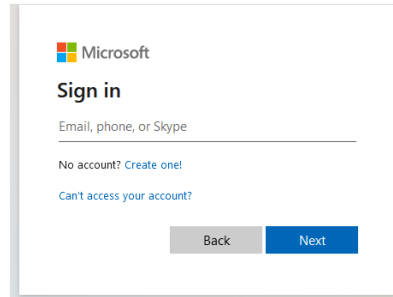
Appendix B: FAQs

Section 1: General Access to Concur

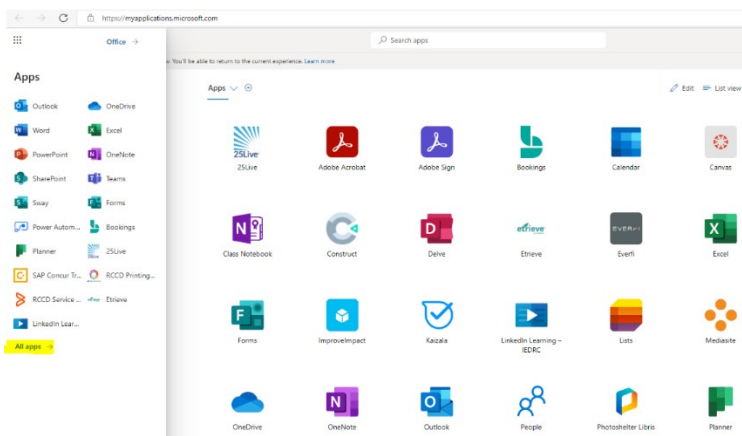
Q: How do I access Concur?

Login into the Microsoft Applications
<https://myapplications.microsoft.com/>

Click on the widget next to the “My Apps”



If you do not see the Concur icon then click on “All apps” to find the Concur icon.



If you encounter technical issues, please contact the RCCD Help Desk

Section 2: Travel Request Questions

Q: Concur vs IERR vs Galaxy. How do I know if it goes into Concur?

A: ALL travel-related events, such as conferences/workshops, that require payment should be entered into Concur. You do NOT need a Galaxy requisition for travel-related expenses.

Q: Do I need a travel request even if there is no cost?

A: If you are physically attending a workshop or conference, you must complete a travel request even if there is no cost associated. A travel request is also your authorization to travel on behalf of the District and ensures the District is aware of your travel if you are injured. Once the request has been fully approved and the travel has ended, close it.

Q: Do I need a travel request even if a third party covers all expenses?

A: Yes, a travel request must be completed with a zero amount and a list paid by an outside agency. This is for management and travel risk tracking.

Q: What documents do I need to attach to my request?

A: Flyer/Agenda, Conference registration fee, Airfare estimate, Hotel estimate, and transportation estimate.

Q: Can I use Concur for student travel?

A: Yes, Concur can be used for student travel. A “non-employee travel expense” type is available to denote student-related travel expenses.

Q: Can I book airfare for students?

A: Yes, see section xxx of the Concur Manual.

Q: What documents do I need to upload for student travel?

A: The same as for a traveler request, with the exception of including a list of students, associated field trip request forms, and a schedule of game events (for Athletics).

Q: Can we use Concur for group travel?

A: Yes, if the ONLY expense is registration and each individual will not be reimbursed for travel expenses such as meals or mileage.

Q: My Concur Request is being routed to the wrong approver; how do I change or update the approver?

A: Email [concurquestions@ \(rcc.edu, norcocolleg.edu, mvc.edu, or rccd.edu\)](mailto:concurquestions@rcc.edu).

Q: Travel is approved but there has been an addition to the travel (add-on). Can I modify my request?

A: If your travel request is not yet fully approved, you can recall the request, modify it, and then resubmit it for approval. You must create an “add-on” to your original travel request if it is already fully approved.

Q: Can I use more than one budget string on my travel request?

A: Yes, follow the steps to “allocate budget” found in the Concur manual.

Q: Can I use the RCCD Foundation Accounts for Concur travel?

A: Yes, follow the steps found on page 55 of the Concur manual.

Q: If I underestimated the cost of my request, how can I add more money to my Concur travel request?

A: If your travel request is not yet fully approved, you can recall the request, modify it, and then resubmit it for approval. You must create an “add-on” to your original travel request if it is already fully approved.

Q: My travel request has been underestimated due to price changes. What is the maximum amount I can go over without processing an add-on?

A: Your travel request can go over 10% or 200 dollars, whichever is greater.

Q: What is the process of out-of-state travel?

A: In addition to submitting your Concur Travel Request, connect with the respective offices of the president/chancellor’s office to ensure your request is placed on the Board agenda for approval. NOTE: The Board MUST approve your out-of-state travel before traveling. Please allow sufficient time for processing.

Section 3: Bank of America (BoA) Card Questions

Q: How do I get my Bank of America card?

A: Once your travel request has been fully approved, you will email purchasingtravel@rccd.edu asking for a Bank of America card. In the email, provide the travel request number, your name, your cell phone number, and whether this is a reload or a first-time requesting a card. See page 40 in the Concur Manual for instructions.

Q: How long will it take for me to receive my Bank of America card?

A: It takes about 7-10 days for your Bank of America card to be available for pick up at your Cashier’s office. The Cashier’s office will notify you via email when your card is available for pick up.

Q: How long does it take for my funds to appear on my Bank of America card?

A: It takes approximately 2-3 days for the funds to appear on the Bank of America card once requested.

Q: Is the Bank of America good for a one-time use?

A: No, once the Bank of America card has been issued to you, then it is yours to keep and use for future travel.

Q: I canceled my travel and no longer need the Bank of America card. What should I do with it?

A: You can keep the card for future travel.

Q: Can I use my Bank of America card to buy gas?

A: Yes, you may purchase gas using the Bank of America card under the following conditions:

- You are renting a vehicle or using a college vehicle.
- You have included the gas expense in your original travel request as an “other travel request.”

Q: Can I use my Bank of America card to buy gas for my personal car?

A: No, if you drive your personal vehicle for business purposes, then you will get mileage reimbursement. Mileage will need to be included as an Expected Expense in your original travel request

Q: I am using “Book with Concur” to create my travel request. Can I still use the Bank of America Card for my other expenses?

A: Yes! You can always request the Bank of America card regardless of the booking type you choose.

Q: Is there a way to set up a credit card so that I can get credit for the money spent put on my account so I can use it in the future?

A: Bank of America does not have a reward/credit system. These are district public funds and cannot be used on personal rewards.

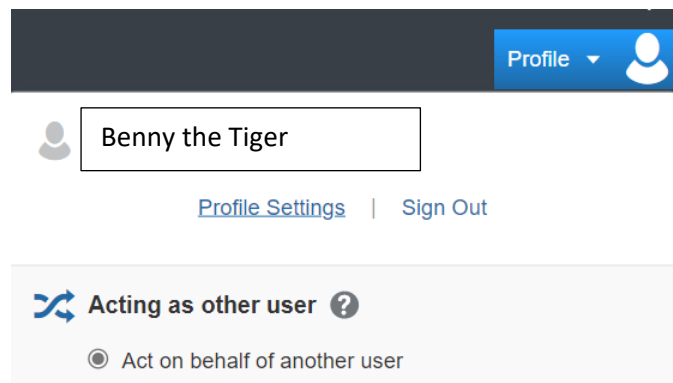
Section 4: Delegate Questions

Q: When should I make someone my delegate?

A: If you are an administrator and would like to have your assistant act on your behalf to create your travel request, book your travel, and create and submit your expense reports, consider making someone your delegate.

Q: I was made a delegate for someone else. How do I act as their delegate?

A: Log in to Concur. At the top, right-hand portion of your screen, click the down area near the word “profile.” Then, enter the name of the individual you will be acting as and select from the list. This will open that individual’s profile for you to work under.



Q: I am a delegate trying to book my manager's travel and can't see the book link.

A: Your manager must update what you can access as their delegate.

Q: I am a delegate and need to submit a Missing Receipt Affidavit. Why can't I locate and submit the form on the traveler's behalf?

A: By design, the SAP Concur system only allows the end user to fill out the legal declaration form. Like any legal declaration, only the person claiming something can create the form. Proxies, delegates, or anyone acting as the user cannot use or make this declaration.

Section 5: Associated Students (AS)

Q: How do I book a Concur travel using my AS Budget Trust Accounts?

A: Please see Section VII of the Concur Manual.

Q: The approval listed on the Trust Cards are not updated, do I need to update the Trust Card prior to initiating my Concur Request?

A: Yes, for specific questions, please email [concurquestions@ \(mvc.edu; norcollege.edu, rcc.edu, or rccd.edu\)](mailto:concurquestions@mvc.edu) as appropriate.

Q: Can we use multiple AS budget accounts?

A: Yes, list the budget accounts in the comments sections on the request header. See page 55 of the Concur Manual.

Q: Can I use the general fund budget and an AS account?

A: Yes, but please allocate the expenses appropriately.

Q: Do I need to fill out the AS Field Trip Packet?

A: Yes, the AS process has not changed.

Q: If I am going on a field trip or college trip less than 500 miles – do I need submit a Concur Request?

A: Yes, Concur will be required for all travel, including local field trips. You can find more information in the AS Field Trip Packet.

Section 6: Approval Process Questions

Q: My travel request/mileage report/expense report is routing to the wrong person for approval.

A: Email [concurquestions@ \(mvc.edu; norcollege.edu, rcc.edu, or rccd.edu\)](mailto:concurquestions@mvc.edu) as appropriate and include information about the error message you are receiving and the necessary corrections.

Q: I'm going on vacation; can someone approve on my behalf?

A: Yes! You can have someone as your temporary delegate approve it on your behalf.

Q: How long does the approval process take?

A: The process varies, but on average, approvals are completed between 2 – 3 days.

Q: How do I know if my travel request or expense report is approved?

A: Log into Concur and click on requests at the top of your screen. All of your open travel requests will display along with their approval status.

Section 7: Booking Questions

Q: When can I book my travel?

A: A link to “Book Travel” will appear once your travel request is fully approved. Follow the link to book your travel segment.

Q: How do I decide if I should book in Concur?

A: Before entering the travel request, explore the rates available to you through the Travel Store for your airfare or hotel. Are these rates better than what you can obtain going outside of Concur?

For example, is the conference rate for the hotel less expensive than what you found in Concur? Are the flight departure and arrival times what you need? If you feel you will benefit from using the Travel Store for air, hotel, and/or car rental, then you should select “Book in Concur.” If you do not wish to use the Travel Store for any of your travel fares, then you should choose “Book outside of Concur”.

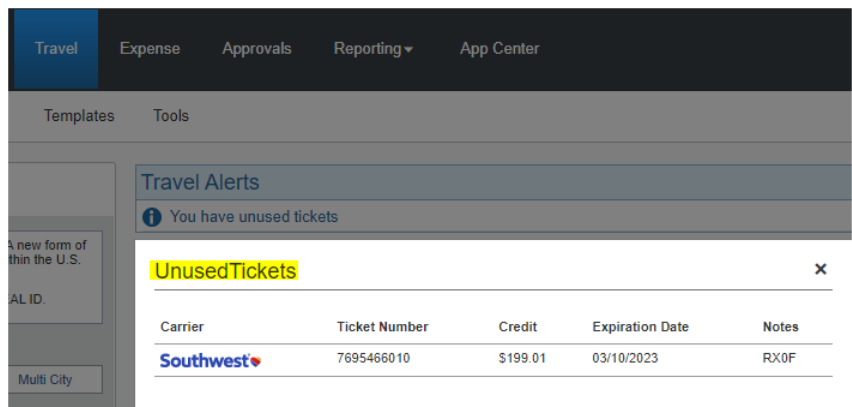
Q: Do I have to use the online booking tool in Concur for all travel arrangements?

A: No. Although it is highly recommended, the online booking tool in Concur is optional. The Concur booking tool includes state-contracted discounts for airfare, lodging, and rental cars, as well as an inventory of travel arrangements available through public websites like Expedia or Travelocity.

Q: I have encountered an emergency and can no longer attend the conference. What do I do with my airfare? Can I transfer my airfare to a colleague?

A: Contact the Cal Travel Store immediately, if you booked your airfare through the Cal Travel Store and let them know you will not be able to use the airfare ticket. Typically, the airfare ticket is non-refundable and non-transferable therefore the airfare ticket assigned to you will be available for future use.

Information on Unused Tickets can be found on your Concur Travel site:



Section 8: Payment Questions

Q: How do my conference vendors get paid?

A: Once your travel request is fully approved, you will need to email purchasingtravel@rccd.edu to request a Bank of America card. This is a pre-loaded credit card you will use to pay all of your conference/trip expenses.

Q: What if the vendor does not accept Bank of America as a form of payment?

A: The District has other credit cards available to issue payments. Email purchasingtravel@rccd.edu and let them know the vendor does not accept Bank of America for payment.

Q: What if the vendor does not accept credit card payments at all?

A: You can request a paper check to pay this vendor. To do so, email purchasingtravel@rccd.edu a completed “Direct Pay Request” form. Let them know the vendor does not accept credit card payments and that you are requesting a check.

Q: When should I request a Cash Advance?

A: The Bank of America card is now available, and a cash advance should only be requested after consultation with the purchasing department. In some cases, a vendor might only accept cash. If this is the case, consult with purchasing to identify a recommended course of action.

Q: How do I pay for my UBER using the Bank of America card?

A: Login into your UBER app and click on your **Wallet**. Scroll down and under **Payment Methods** add the Bank of America credit card information.

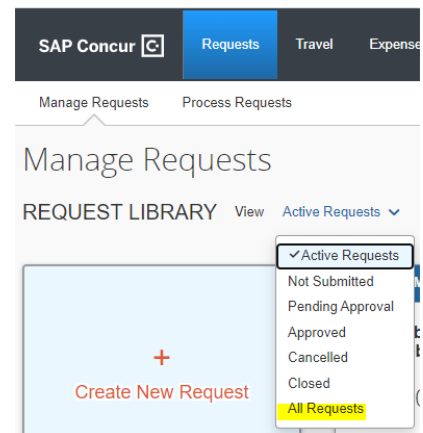
Section 9: Expense Report Questions

Q: Do I need to create an expense report even if I am not expecting a reimbursement?

A: Yes, you need to create an expense report for every travel request you submit. The expense report is needed to “close the loop” and finalize the trip.

Q: I have attended my travel and collected all the receipts – hotel folio, meals, airfare, parking, etc. but I cannot find my Concur Request on my Concur site. How can I find my requests so I can proceed in submitting my expense report?

A: Under your Manage Requests you will view all of your “Active Requests” and click the drop-down arrow and click on “All Requests”.



Q: My expense report was approved, what now?

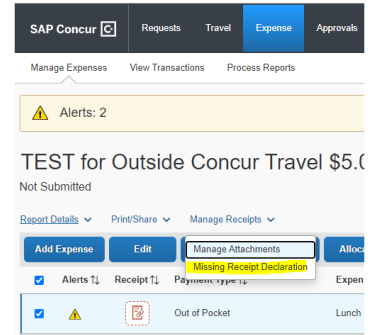
A: Accounts payable will process your expense report and will reimburse you for any out-of-pocket travel expenses you may have paid.

Q: How will I receive my reimbursement?

A: A check will be sent to your home mailing address.

Q: What do I do if I am missing a receipt?

A: You will need to submit a Missing Receipt Affidavit via Concur. Check the box on which you are missing the receipt for and under Manage Receipts click "Missing Receipt Declaration":

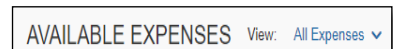


Q: My total expenses exceed the travel request approved by more than 10% and I cannot submit the expense report. What do I do?

A: You will need to create an "add-on" to your travel request. Please contact your Concur trainer for guidance.

Q: Where do you see the Bank of America card charges?

A: You will see your card charges in your Concur queue. You can click on "Available Expenses" to view your charges.



Q: How do I report personal expenses such as alcohol?

A: On the expense report, enter **two-line** items. There should be one line for the original amount indicated on the receipt (including the alcohol) and another line for the payback amount identified as "**Out of Pocket**" on the Payment Type. The payback amount must be entered as a **negative** number. Payments for reimbursement/deposits are made at the Cashiers Office and receipts must be attached to Concur expense reports.

When reimbursing/depositing the personal expense at the Cashier's Office, be sure to provide a budget account reference, such as 11-DXX-1000-0-1501-0000-5220, and a Concur Request ID: 3ABC Conference XYZ on the cashier's miscellaneous receipt. If paying with a check, please write the check payable to RCCD.

Q: Are receipt photos accepted as a backup document.

A: Yes, receipt photos are accepted as a backup document for Expense Reports as long as they are legible.

Q: Do I need to upload a copy of a mapping service website (e.g., Mapquest) to Expense Reports for mileage reimbursements?

A: Concur has a built-in Mileage Calculator (Google Maps) which calculates the mileage based on addresses entered. Click on the "Mileage Calculator" icon and compute the mileage.

First line = \$44.59 (incl alcohol charge on the itemized receipt)
Second line = \$-9.00 the payback to the district for the alcohol charge.

Q: I have submitted my expense report, and I have no other receipts to submit; why is it showing on my Manage Request view?

A: If there is a remaining balance, it will continue to appear on your Manage Requests platform. If all expense reports are completed, then CLOSE the report, but no future expense reports can be processed. Note: RCCD cannot reverse a CLOSED travel request.

Section 10: Error Messages

Q: Why am I receiving the “contact purchasingtravel@rccd.edu to request a vendor ID” error message?

A: This means you have never received a reimbursement check from the District and need to have a vendor ID number created and added to your profile. Email purchasingtravel@rccd.edu and request for them to create a vendor ID for you in Concur. They will update your profile and notify you when this has been accomplished. Then, go into your travel request and make some small changes (such as adding a period in a comment field) and save the request. This will clear the error message allowing you to submit your travel request.

Section 11: SAP/Concur RCCD Contact Listing

Moreno Valley College: concurquestions@mvc.edu

Norco College: concurquestions@norcolleage.edu

Riverside City College: concurquestions@rcc.edu

RCCD Office: concurquestions@rccd.edu

Appendix C: Mileage Scenarios

The following are examples of common mileage scenarios you may encounter and how to report them best.

Scenario 1 - Traveler drives from home to the event and returns home the same day.

Recommendation: One entry, deduct round trip commute

Scenario 2 - Traveler drives from home to the event and returns a different day.

Recommendation: One entry per day, deduct commute each day

Scenario 3 - Traveler drives from campus/location to the event and returns to campus/location the same day.

Recommendation: One entry, do not deduct commute

Scenario 4 - Traveler leaves from campus/location and returns the same day but drives home.

Recommendation: Two entries, do not deduct commute for the first leg, deduct commute for the second leg

Scenario 5 - Traveler drives from home to the conference location on a regular working day but returns home on a non-working day.

Recommendation: Two entries, deduct commute for first day/leg, do not deduct commute for the second day/leg as this is a non-working day and traveler would not normally have a commute

Scenario 6 - Traveler is driven to and from the airport/conference location and dropped off.

Recommendation: Two entries for each leg, deduct commute for both entries. Traveler would have driven their vehicle to the work location and is therefore still eligible to receive mileage reimbursement

On Carpooling

Scenario 7 - Traveler's meet at a location and carpool to the event.

Recommendations:

- Each traveler submits mileage to and from meet location, deducting normal commute.
- Individual driving to the final location receives reimbursement from home, to meet up location, and then final destination, deducting normal commute.

On Net Zero Mileage

- Even if a traveler does not expect to be reimbursed, they are advised to include the entry on their expense reports. For liability purposes, need to document when an employee uses their personal car for business.

On Selecting a Route

- When using mileage calculator, it is appropriate to select the route that matches the one the traveler actually took. Not necessary to select the shortest distance route.