



Travel Management System (TMS)

JOB AID # 8.10

Date: 1/24/2013

Job Aid Description: Travel Expense Report

Review Process for Business Managers

(and for Business Operations Professionals and others that review travel reports)

This job aid provides detail steps to REVIEW and VALIDATE on a travel expense report to facilitate timely processing and reimbursement to the employee. Note that when expense reports are sent back to the employee for correction, the approval workflow is also restarted.

1. You will receive an email from AutoNotification@concur solutions.com when there is a travel expense report awaiting your review/approval.
2. Login to the Concur website <https://www.concursolutions.com>, entering your user id and password.
Reminder: always include @ksu in your user id; for most users their login is same as their NetID and/or PS login@ksu.
3. Select My Concur tab.
4. Scroll to the **Approval Que** window on the **My Concur** tab.
5. Select the **Expense Report** tab and open the travel expense report awaiting your review/approval. Begin your review to validate that the required documentation for each expense report is attached and readable. In the selected/open expense report:

Details/Report Header

6. Select **Details, Report Header** and review to make sure appropriately filled out.
7. Validate the SpeedChart is correct.
8. Validate if there is an electronic Travel Request associated with this expense report. If no electronic Travel Request number is noted, then when reviewing receipts you will validate if a paper form is provided as an attachment/receipt.

Details/Allocations

9. Select **Details, Allocations**.
10. Select the **Allocation Summary** button near the top of the window.
11. Validate the allocations.

Receipts/Itemized Expenses

12. Select **Receipts, View receipts** in new window (or you can select and itemized expense and then select the Receipt Image tab on the right hand side of the screen). Compare the expenses claimed to the receipts in the receipt window
13. Select on the **Itemized Expenses** and look at the right hand side of the screen to validate **Travel Type** (employee, non-employee, recruiting).
14. Validate conference agenda/itinerary attached to expense report.
15. Validate destination, dates and per diem.

Airfare

16. Select **Travel Expense** screen (where you see the itemized expenses listed).
17. Select **Airfare** and validate if the airfare and booking fees are imported.
18. Review Airfare and Transaction date (which is visible on right hand side of screen when you have the airfare selected) to validate flight was booked 14 days in advance of trip or if not, that a comment/justification is provided.
Note these expenses will not have a receipt attached if booked via the system.

Lodging

19. Review Lodging and validate that non-reimbursable items (alcohol, room service) are NOT included.
20. Also validate In-State lodging taxes (occupancy and municipal tax) are NOT included.
21. Validate if the lodging and booking fees are imported (if booked via the system). If booked outside the system and is an out-of-pocket expense, then you can view the receipt for verification.

22. These expenses will not have a receipt if booked via the system.
23. When you have the lodging expense selected you can see the itemization by Selecting on the expand icon on the left. Validate non-reimbursable items are not included in the expense reimbursement.

Car Rental

24. Validate NO rental mileage included.
25. Review Gas charges.
26. If car rental function used, in state bookings/fees should be imported. Out of state car rental will be an out of pocket expenses, not direct billed.

Meals Per Diem (receipts not required for per diem)

27. Select Details, Travel Allowances (Per Diem), Expense and Adjustments and compare the travel allowance (per diem) claimed to the conference agenda in the receipt window

Mileage

28. Validate Personal commute miles are deducted from mileage
29. Validate Personal car use >100 miles includes attached cost comparison and justification comment if mode of transportation was NOT most cost effective
30. Select **Travel Expense** screen (where you see the itemized expenses listed)
31. Review to see if mileage is claimed.
32. Select on the mileage listed and then look on the right hand side of the screen for the summary.
33. Select the mileage calculator button at the bottom. This will provide you the detail of the mileage and if commuter miles were taken or not.

Details/Approval Flow

34. Select **Details, Approval Flow** and validate appropriate personnel are in the approval workflow.
35. Insert additional approvers/reviewers if necessary by selecting the up or down arrows and typing in the person's name, etc.
36. Select **Save**.

Details/Audit Trail

37. Select **Details, Audit Trail** to review the flow for the travel expense. Review the history of the expense (if any).
38. Select the **Approve** button at the top right, once everything has been reviewed and you have validated all required receipts are attached and readable **OR** Select the **Return to Employee** button at the top right for corrections and to restart the approval workflow if necessary.

AP Travel Administrator Coordination

39. Respond promptly to AP Travel Admin requests for assistance on any repeat issues found from their AP review/audit of expense reports and to help notify/correct department travelers' mistakes.
40. WHEN AP Travel Admin identifies repeat issues (i.e. when per diem and/or meal receipts are submitted for same meal included in the conference costs; missing/ineligible receipts; not linking travel request and/or travel authority; and not inserting the correct approval flow, etc.), facilitate periodic reminders to all department travelers.
41. WHEN AP Travel Admin notifies the Business Manager that a traveler is not responding to their MULTIPLE requests then the Business Manager should escalate the request to encourage the traveler to respond to AP Travel Admin.

Budget Management/SAS Reporting (not available until later in 2013)

42. Check SAS reporting routinely (daily, weekly and/or monthly) to monitor travel.