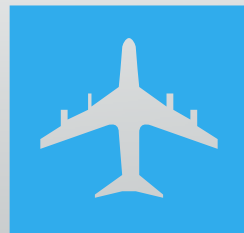


CAL POLY POMONA

INTRODUCTION TO THE NEW  
eTRAVEL SYSTEM,  
CONCUR



# Implementation Team

Joe Simoneschi

Associate Vice President, Finance & Administrative Services

[jsimoneschi@cpp.edu](mailto:jsimoneschi@cpp.edu)

Jorge Lomeli

Associate Vice President, Process & Project Management

[jllomeli@cpp.edu](mailto:jllomeli@cpp.edu)

Michelle Cardona

Director and Controller, University Accounting Services

[mdcardona@cpp.edu](mailto:mdcardona@cpp.edu)

Helen Lee

Accounts Payable Coordinator

[helenlee@cpp.edu](mailto:helenlee@cpp.edu)

# Topics of Discussion

- Change in Travel Terminology
- Travel Policy Alignment Changes
- Updates to the Travel Credit Card program
- Rollout of Employee Reimbursement Direct Deposit
- Implementation of the eTravel System – Concur
  - Demonstration
- Q & A

# Change in Travel Terminology

Authorization to Travel (1A) → Travel Request in Concur

Travel Expense Claim → Expense Report in Concur

# Change in Travel Terminology

Funding Sources → Policies in Concur

Travel Request

Request Header | Expenses | Approval Flow | Audit Trail

Request Policy | Request/Tri

\*CPP-State Travel Request Policy-NIT

\*CPP-State Travel Request Policy-NIT

\*CPP-Foundation Travel Request Policy-NIT

\*CPP-Foundation Grants and Contracts Request Policy-NIT

Expense Report

Report Header

Policy

\*CPP-State Travel Policy

\*CPP-State Travel Policy

\*CPP-Foundation Travel Policy

\*CPP-Foundation Grants and Contract

\*CPP Philanthropic Foundation to be added in the coming months

# Policy Alignment Changes

□ A side-by-side comparison of the CPP Travel Procedures and how it compares to the CSU Travel Procedures was completed to identify measures that no longer meet the needs of CPPs current strategic direction for our travelers. The following areas are affected by the alignment:

- Authorization to Travel/Travel Request
- Automobile Travel
- Payment of Expenses on Behalf of Others
- Air Travel
- Surface Transportation Used in Lieu of Air Travel
- Itemized Receipts
- Completion of a Travel Expense Claim/Report
- Incidentals

# Policy Alignment Changes

Documentation of a boarding pass is no longer required to be submitted with a travelers expense claim/report.



# Policy Alignment Changes

## Welcome to CPP University Travel

The UAS Accounts Payable Unit is responsible for the accurate and timely processing of travel reimbursements for official University business travel conducted on behalf of the California State

### Announcements


- Assembly Bill No. 1887 – Updated April 4, 2019

paperless process targeted for January 2020. For more details, please visit our [Concur](#) site.

- CPP Travel Procedures Alignment with the CSU Travel Procedures

A side-by-side comparison of the CPP travel procedures and how it compares to the CSU Travel Procedures was completed to identify restrictive measures that are not valuable to the CPP traveler. A summary of the changes approved by the University Cabinet can be viewed at:

[CPP Travel Procedures Alignment Summary](#)

 The Alignment Summary can be found on the updated campus travel website



# Policy Alignment Changes

Questions regarding Travel Procedures?

Email: [travel@cpp.edu](mailto:travel@cpp.edu)

# Update to the Travel Credit Card Program

- Current Option
  - Individual Liability Travel Credit Card with US Bank
  
- Future Options
  - Corporate Individual Travel Credit Card with US Bank
  - Corporate Departmental Travel Credit Card with US Bank
  
- Liability for charges falls under the University/Department, not the traveler
  
- Transition to the new card platform in July 2019

# Update to the Travel Credit Card Program

- Corporate Individual Travel Credit Card with US Bank
  - Option for frequent travelers
  - Issued to the traveler
  - Preferred payment method
    - Airfare
    - Hotel
    - Car Rental
    - Registration
  - Traveler can charge additional travel related costs while on their trip


# Update to the Travel Credit Card Program

- Corporate Departmental Travel Credit Card with US Bank
  - Option for personnel who travel infrequently
  - Issued to department coordinators/designees
  - Preferred payment method for prepaid travel costs
    - Airfare
    - Hotel (if accepted by the establishment)
    - Registration

# Update to the Travel Credit Card Program

- If I currently have an Individual Liability Travel Credit Card, will I transition to the Corporate Individual Travel Credit Card?
  - Divisional review of current cardholders by VP
    - Those deemed “frequent travelers” will transition to the Corporate Individual Travel Credit Card
    - Those deemed “infrequent travelers” will have the option of using the Corporate Departmental Travel Credit Card held by a designee
- Current cardholders will receive communication from University Accounting Services regarding their transition

# Update to the Travel Credit Card Program

 Visit our US Bank Corporate Travel Card website for further details

Campus-wide communication will be forthcoming

## UNIVERSITY ACCOUNTING SERVICES

- ▶ Accounts Payable
- ▶ GAAP & Tax
- General Accounting
- ▼ Travel
  - Planning Your Trip
  - Travel Ban States (AB 1887)
  - Approved Travel Agencies
  - Group Payments
  - Air Travel
  - Automobile Travel
  - Lodging, Meals & Incidentals
  - Submitting Your Travel Claim/Expense Report
  - International Travel
  - US Bank Corp Travel Card**
  - Concur

# Rollout of Employee Reimbursement Direct Deposit

- Convenient, reliable and safe payment option
- Eliminates the risk of payments being lost in the mail, misplaced or stolen
- Deposit posted within three (3) business days



**Now Available!**

# Rollout of Employee Reimbursement Direct Deposit

## Who can enroll?

Current CPP faculty and staff can enroll to receive employee reimbursements via direct deposit.

Cell phone

Rideshare

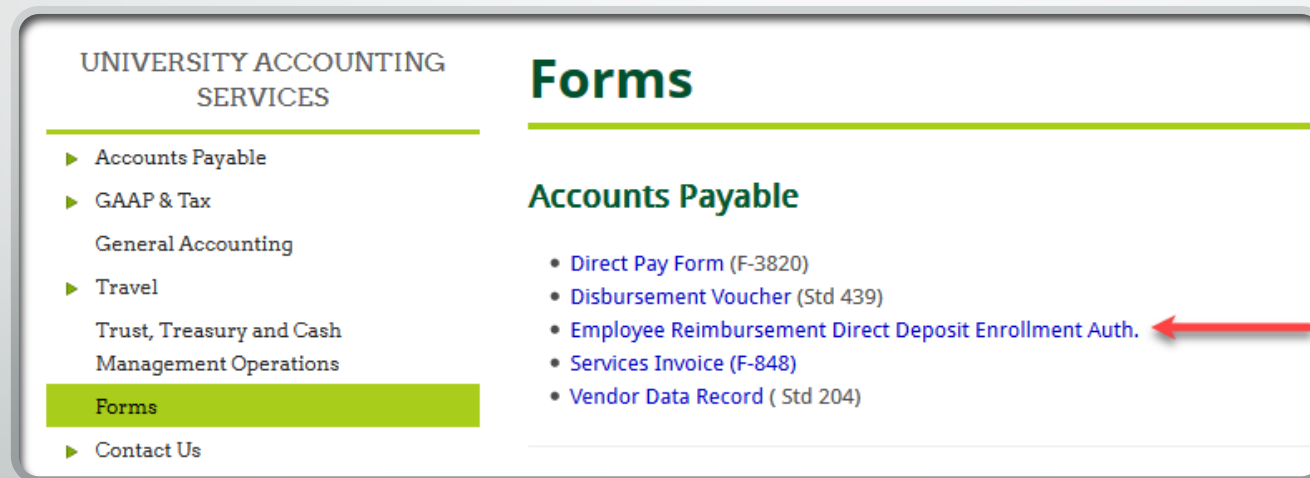
Travel

Other miscellaneous reimbursements processed by Accounts Payable



# Rollout of Employee Reimbursement Direct Deposit

- How can you enroll?
  - Complete the Employee Reimbursement Direct Deposit Enrollment Authorization Form and submit it to Accounts Payable.



UNIVERSITY ACCOUNTING SERVICES

- ▶ Accounts Payable
- ▶ GAAP & Tax
- General Accounting
- ▶ Travel
- Trust, Treasury and Cash Management Operations
- Forms**
- ▶ Contact Us

## Forms

### Accounts Payable

- [Direct Pay Form \(F-3820\)](#)
- [Disbursement Voucher \(Std 439\)](#)
- [Employee Reimbursement Direct Deposit Enrollment Auth.](#) ←
- [Services Invoice \(F-848\)](#)
- [Vendor Data Record \( Std 204\)](#)

# Rollout of Employee Reimbursement Direct Deposit

Questions regarding Employee  
Reimbursement Direct Deposit?

Email: [cpp-ap@cpp.edu](mailto:cpp-ap@cpp.edu)

# Implementation of Concur

## Benefits

- Streamline the workflow associated with processing travel related activity
- System configuration of checks and balances to ensure completeness and policy enforcement
- Faster approval and processing time for travel reimbursements to University personnel
- Fully automated and paperless process
- Online system availability 24/7

# Implementation of Concur

## Features

- Built-in approval workflow for requests and expense reports
- Email notifications for pending approvals in queue
- Reminder emails
  - Pending approvals
  - Unsubmitted expense reports
  - Past requests with no expense reports
- Ability to check the status of your request or expense report in real-time
- System calculated mileage via Google Maps for Expense Reporting
- Customized audit rules
  - Identification of travel ban states
  - Receipt required notification on expense types
  - Message displayed to provide justification for hotel above the cap

# Implementation of Concur

- Training Materials and Resources
  - In-person, classroom training
  - Concur training documentation library
    - How-to user guides
    - Step-by-step instructions
  - Concur training videos in coordination with MediaVision
    - How to create a request
    - How to create an expense report
  - Online tutorials and training bundles offered through SumTotal
  - Open sessions for drop-in questions and assistance
  - One-on-one training by appointment with University Accounting staff

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**CONCUR**

# Demonstration