POLY TRAVEL.

Plan. Book. Go.

NEWS AND UPDATES

1. Due Date June 2nd: Travel Claims and Expense Reports for FY 22/23

All travel claims and Concur expense reports must be fully approved and in payment services queue (sbs-payment@calpoly.edu) for paper claim forms or in Concur "In Accounting Review" for Concur Expense Reports by June 2nd to be reviewed and processed for Fiscal Year 2022-23.

2. Booking for Guests in Concur

Admins may now book and expense on behalf of a guest in Concur. Guests can include, but are not limited to: recruitments, donors, and/or volunteers.
Vendors are not guests.
For more information and steps on how to book and expense for a guest are available on the travel website: https://afd.calpoly.edu/travel/guest/

Honorarium Travel Guidance to Come (paid for services to the University)

3. Travel Open Lab Hours

Concur Q&A sessions available now for sign up or drop in. These sessions are for your current Concur travel related questions. Initial training is separate and begins with training videos available on the website.
Open Lab Hours

- 1:00 p.m. - 2:00 p.m., Mondays
- 10:00 a.m. - 11:00 a.m., Thursdays

Sign up on the travel site https://afd.calpoly.edu/travel/

QuickTips and FAQ's

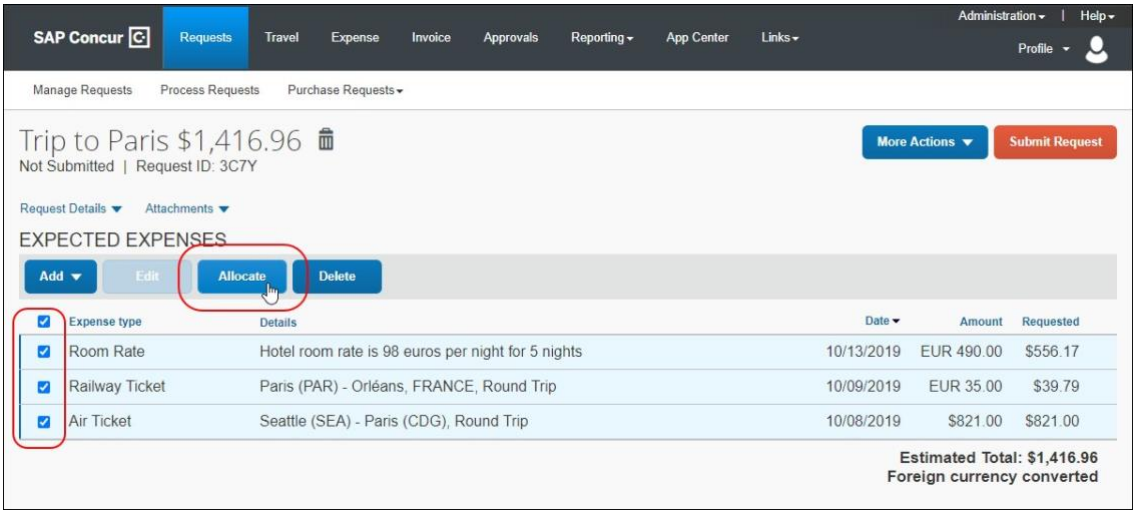
4. State Employees traveling on Corporation Funding

All state employees, regardless of funding source, must use Concur for their Request and Expense Reports. A corporation account code can be added to the Request or Expense Report. Refer to the GUIDE for steps.
Corporation employees do not have access to Concur and will use the CPC employee travel process.

5. Allocating in Concur

Requests: Allocations are done on the Expected Expenses page by selecting applicable expenses and then clicking Allocate. For full instructions visit the GUIDE on the Poly Travel Website

Please note: Funds are not encumbered on a Concur Request



Expense Reports: Allocations allows you to allocate selected expenses to multiple chart field strings. A single expense or multiple expenses can be allocated on an Expense Report. The complete GUIDE is available on the Poly Travel website.

Note: Allocations should be added *after* itemizing any expense(s).

6. Car Rental Fuel Expense Type – when and how to use it

a. Car Rental Fuel with a rental car – the person who has rented the car should pay for ALL fuel expenses for that car with their Concur travel card and add all charges to their Expense Report. Another traveler (even when driving together) should NOT pay for any car rental fuel or claim on their Expense Report.

b. Driving a State Vehicle – When driving a state vehicle, use the Voyager/Fleet card when possible and do not add to the Concur expense report. A comment can be added to the Expense Report Header that a state vehicle and fleet card were used for travel. If those are the only expenses for the trip, no Concur expense report is required.
When driving a state vehicle and paying with the Concur travel card (no fleet card or fleet card did not work), one person should pay for and claim the fuel expenses on their expense report. A comment must be added that a state vehicle was driven to show why there is no car rental shown on the expense report.

c. Personal Car Mileage – car rental fuel expense *cannot* be claimed with Personal Car Mileage. Personal Car Mileage reimbursement rate includes fuel and car usage reimbursement based on the annual IRS rate listed on the Poly Travel website main page. https://afd.calpoly.edu/travel/

7. Concur TRAVEL Tab for Booking

Car Rental for individual state employee travel must be booked using the Concur Travel tab. Admins can book for student and guest travel on the Enterprise portal site.

Airfare should be booked using the Concur Travel tab. All airfare booked in Concur is paid with the Cal Poly ghost card so no Concur card is required to book airfare. The transaction will post directly to the traveler's Concur for expensing.

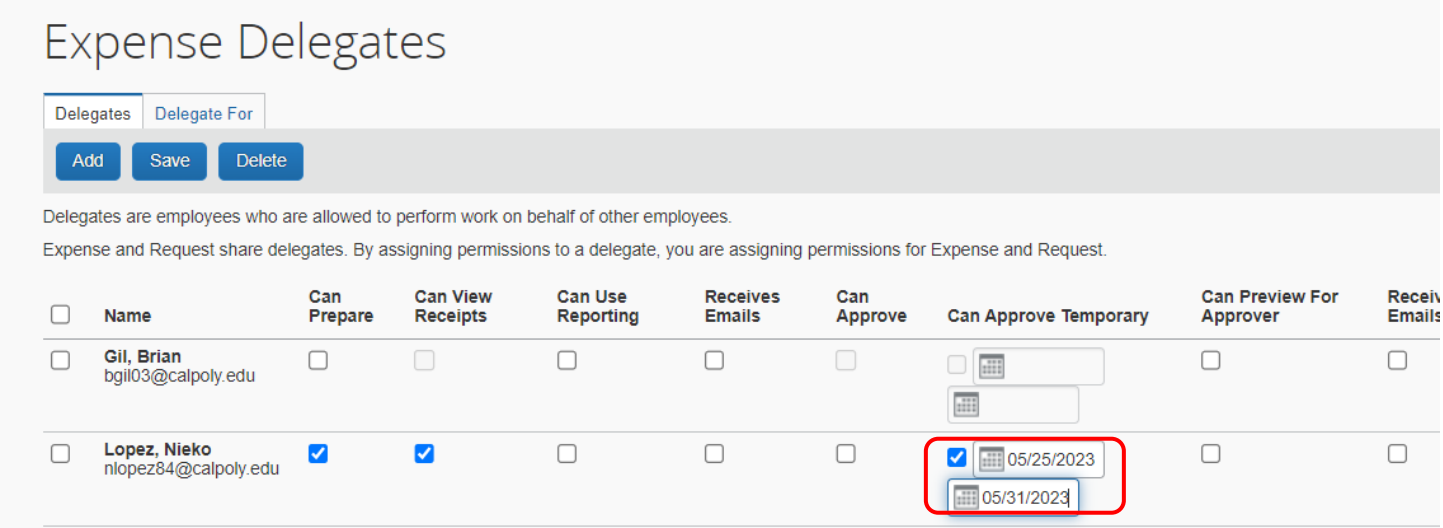
Hotels can be booked using Concur. If the traveler has a discount code from a conference or event, it is best to book direct through the conference or event site as discount codes are not allowed in Concur. The traveler can still use their Concur travel card to pay for the hotel and the transaction will post to their Concur for expensing.

8. APPROVERS can delegate approval rights while away (out of office or vacation)

Approver can delegate an approve to approve "on behalf of" temporarily (vacation). Go to Profile/Profile Settings/Expense Delegates (or Request Delegates, it is the same) then ADD any delegates. Then click on the boxes to add their approver roles and dates that you will be away.

The delegated approver will need to "Act as a delegate for another user who has granted you this permission" in order to see and review the Requests and Reports to approve in Concur.

Note: *Approvers have 10 calendar days to approve a Request or Expense Report. If not approved, the request or report will move to the next in line manager for approvals.*



9. Concur Travel Card

Remember to ACTIVATE your Concur Travel card before your first trip or use of the card. Activation instructions are inside the envelope with your new card.
This is also a good time to register your card with USBank which will allow you to view previous and pending transactions, check your monthly credit limit, view available credit and balance and view your monthly statement.

Contact Us:

Concur General Support

Stephanie Albright – Travel Analyst
polytravel@calpoly.edu
805-756-1717

Concur Expense Report Support

Payment Services
Find Your P2P Payment Services Tech:
https://afd.calpoly.edu/procure-to-pay/how-to-pay/