SAP Concur Definitions

Alerts: There are two types of alerts:
1. Orange triangles with an exclamation point will appear when there is information to share with you based on information you have included in your report. This might be information from our current WUPRPM J. Travel policy and procedures. These alerts typically do not need any action prior to submitting a report.
2. Red triangles with an exclamation point will appear which means the item is outside of the policy and reports may not be submitted until the issue is resolved.

Allocate: Assigning the FOAPAL to each expense type. This includes splitting the expense between multiple FOAPALs.

Cash Advance: Request a cash advance for an upcoming business trip.

Concur: World's leading brand for integrated travel, expense, and invoice management. (Washburn did not purchase the travel or invoice modules.)

Conference Hotel and Lodging: Utilize this expense when attending a conference and requesting reimbursement for the actual conference rate.

Cost Object Approver (COA): This is the individual who has authority to approve funding on each report.

Delegate: Travelers may set up a delegate who can access the traveler's on-line receipts, p-card transactions, travel request (authorizations) and create an expense (reimbursement) report.

Delegator: Traveler who grants access to another individual to act on their behalf. The delegator will define which tasks the delegate may complete on their behalf. This may be assigned for a limited period of time while someone must be away from the office.

Expense Module: Used for two purposes. 1) P-card transaction reconciliation and 2) travel reimbursement for WU employees and students (unless funded by a Student Organization) after official university travel is completed.

Expense Type: Previously known as the "Account" in our FOAPAL. This explains the type of expense being reported.

First Day Travel: Employees will be reimbursed 50% of the daily meal and incidental per diem regardless of departure time, less any meals provided.

Group Meals: Meals eaten in a group and paid for by one individual.

Header Record: Summary, cover sheet, or report details in each component of SAP Concur.

Invoice Management (SAP Concur): Washburn University did not purchase this module. Invoice management allows processing of invoices. Washburn will continue to use Dynamic Forms for processing of invoices, plus for Student Organization travel.

Itemization: Allows receipts and p-card transactions to be split between multiple expense types and/or when there are non-reimbursable/personal items as well as business expenses on the same receipt.

Last Day Travel: Employees will be reimbursed 75% of the daily meal and incidental per diem regardless of return time, less any meals provided.

Non-Reimbursable: Describes the type of items on receipts which are not reimbursable by the University. There are four (4) types:
1. Insufficient budget – spent more than approved by Washburn.
2. Non-allowable expense – Examples include, but are not limited to early bird seat selection on flights, travel insurance, over tipping on group meals, late check out fee, etc.
3. Personal Expense – an expense which was not business related, but is included on a receipt with business related expenses.
4. Other – any other item which does not fall in one of the above categories. Include an explanation in the comment field.

Payment Types: Describes the type of payment. There are four (4) types,
1. Out of Pocket – used for anything not purchased with a p-card.
2. Pending Card Transaction – temporary, use if you add a p-card charge before you can see it in SAP Concur.
3. P-card – charges will automatically be the payment type when a charge comes into SAP Concur from U.S. Bank.
4. University Paid – used on an expense report (reimbursement) when the item was previously charged and paid with the University p-card prior to traveling.

Personal Care Mileage: An expense type which has a mileage calculator built in which allows travelers to input their destination, including multiple locations, and the system will calculate the mileage. It also allows travelers to select round trip to calculate the appropriate mileage for round trips.

Profile: Users may set up or change personal preferences. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information, etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes. The profile options include:
- Approvers
- Attendees
- Bank Information
- E-Receipts
- Expense Delegates
- Expense Preferences:
  - Email notifications
  - Prompts

Report: Request reimbursement for traveling or to reconcile p-card transactions.

Report Type: Describes the type of report. There are two types,
1. Travel Policy – used to request reimbursement after traveling on official university business.
2. Pcard/Prepaid Travel – used to reconcile p-card transactions including prepaid travel occurring prior to the month of the actual travel.

Request Module: Request permission to travel for a specific business purpose/trip, similar to a travel authorization.

Same Day Travel: Employees on official university business travel for over 5 hours on the same day will be reimbursed 50% of the daily meal and incidental per diem, less any meals provided.

SAP: System Applications and Products in Data Processing. SAP is the market leader in ERP software and helps companies of all sizes.

Tool Tip: clicking this symbol will provide useful information based on Washburn's WUPRPM J. Travel policy and procedures.

Travel Allowance: GSA per diem for 1) lodging and 2) meals and incidentals. GSA rates will appear on the screen based on the travel location. Please note the lodging rate will not flow into the expense type listing, you will manually need to select "(700510) Hotel/Lodging" and enter the rate up to the amount shown on the Travel Allowance screen.

Travel Module: Washburn University did not purchase this module. Travel allows for booking a trip with flights, railway, vehicle rental, and hotels.

Traveler Type: Describes the type of traveler of which there are six (6) options. These are Administrator, Athletics, Faculty, Group, Staff and Student.

Trip Type: Describes the type of trip of which there are three (3) options. These are Domestic, In Town and International.