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## Signing in to Concur

1. Navigate to [travel.tcnj.edu/concur/](https://travel.tcnj.edu/concur/)
2. Click on **Concur Login** from the menu at the top or the **Access Concur Travel System** icon.
3. Your login will be your TCNJ username & password
  - a. If you've forgotten your TCNJ login, go to [account.tcnj.edu](https://account.tcnj.edu).



### TCNJ Apps

  
  
[Sign In](#)  
[Account Manager](#)

Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.

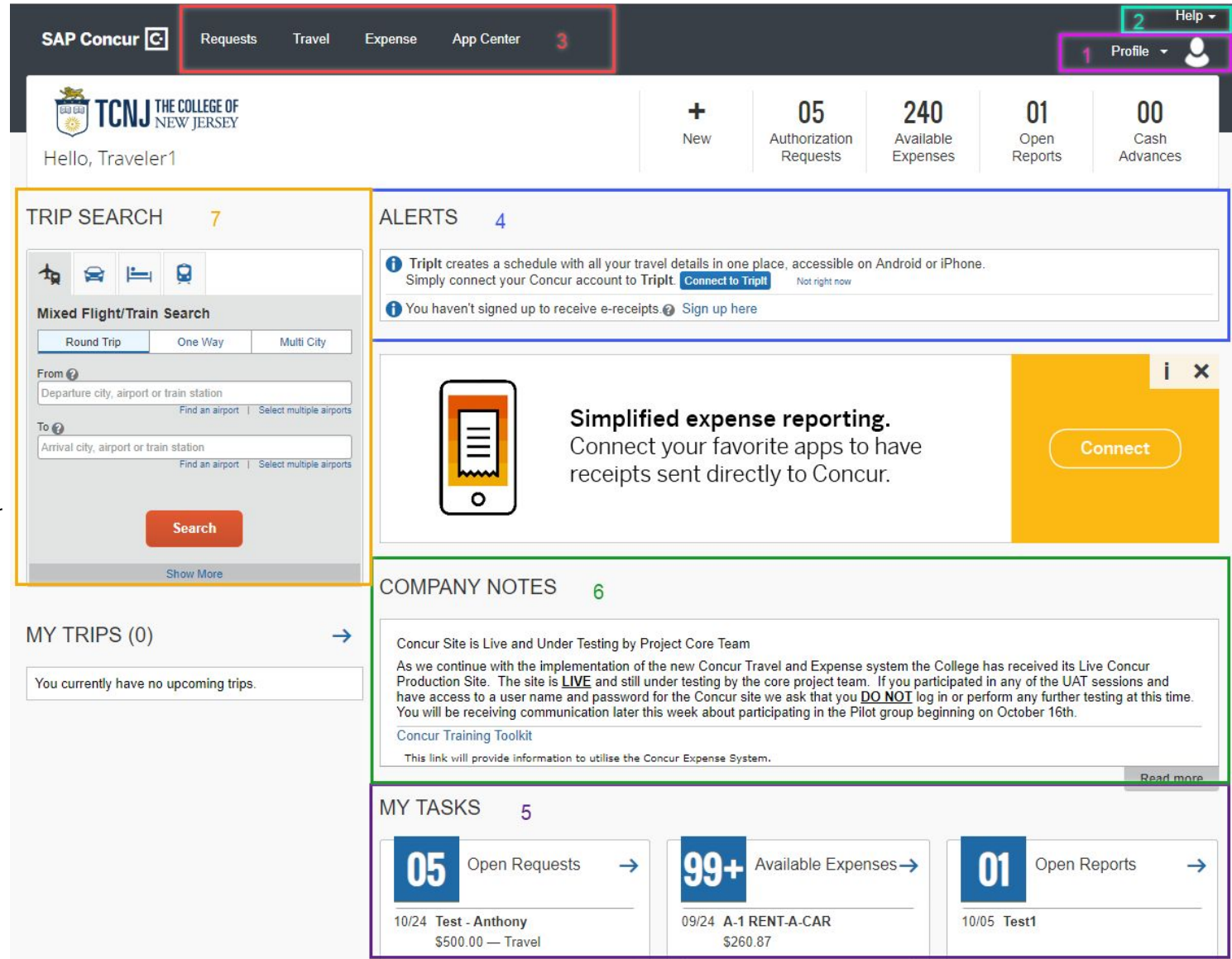
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Get sign in support: [IT Help Desk](#)

## Concur Dashboard

This is the Concur landing page which contains quick reference & information to navigate within the system.

- 1. Profile** - Update all personal information & switch to Delegate role here
- 2. Help** - Concur published training & help documents
- 3. Menu Bar** - Takes you to the full breakout for each section of Concur
- 4. Profile Alerts** - Important actions or alerts for the User's profile
- 5. My Tasks** - "At a Glance" view of open Requests, Reports & available expenses
- 6. Company Notes** - Important notes or correspondence provided by TCNJ
- 7. Trip Search** - Allows you to search for Live travel segments for a more accurate estimated expense



The screenshot shows the SAP Concur dashboard interface. At the top, there is a navigation bar with 'Requests', 'Travel', 'Expense', and 'App Center' menus, and a 'Help' dropdown. A user profile dropdown is also visible. Below the navigation bar, the dashboard displays the TCNJ logo, a greeting 'Hello, Traveler1', and several key metrics: '+ New', '05 Authorization Requests', '240 Available Expenses', '01 Open Reports', and '00 Cash Advances'. The main content area is divided into several sections:
 

- TRIP SEARCH (7)**: A search interface for flights and trains, including fields for 'From' and 'To' (departure and arrival cities/airports) and a 'Search' button.
- ALERTS (4)**: A section with two alerts: one about connecting to Triplt for mobile access and another about signing up for e-receipts.
- Simplified expense reporting**: A promotional banner with a smartphone icon and a 'Connect' button, encouraging users to link their favorite apps for direct receipt transfer.
- COMPANY NOTES (6)**: A section containing a notice about the Concur site being live and under testing, along with a link to the 'Concur Training Toolkit'.
- MY TRIPS (0)**: A section indicating that the user currently has no upcoming trips.
- MY TASKS (5)**: A section showing task cards for 'Open Requests' (05), 'Available Expenses' (99+), and 'Open Reports' (01), each with a list of recent items and their amounts.

## Updating Your Expense Profile

**Note:** In order to book Travel through Concur, you must update the following in your Profile

Middle Name
Home Address
Work or Home phone number
Birth Date
Gender

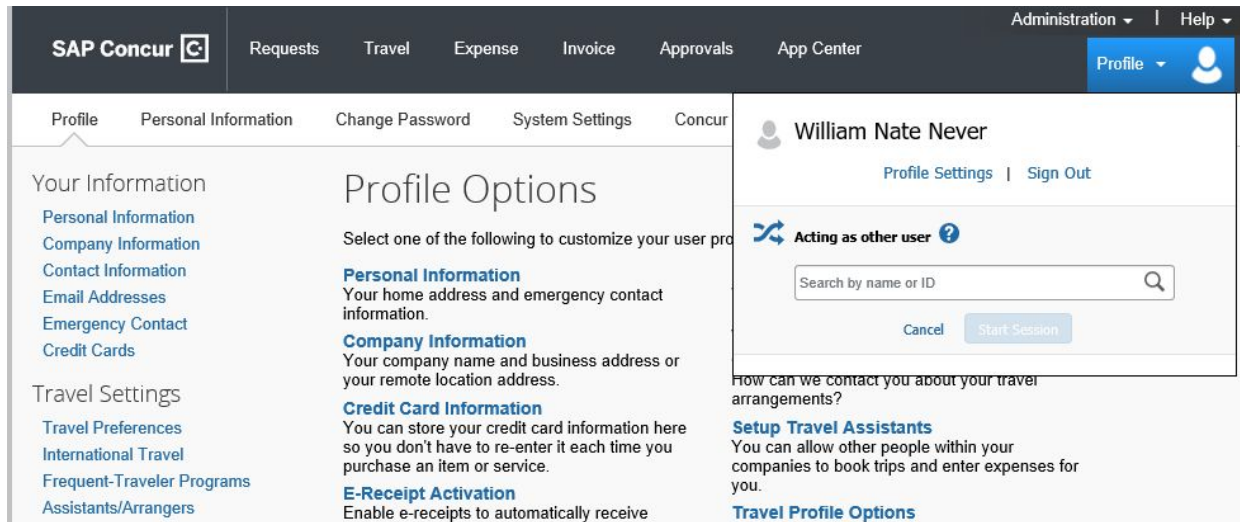
You use the **Profile Options** page to customize your user profile. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes.

**Note:** Depending on your company's configuration, some of these options might not be available to you. Contact your SAP Concur administrator for more information.

- **Your Information** - Select request information, add or remove delegates, enter email settings, select approvers, and add or remove attendees.
- **Travel Settings** - Enter travel preferences, add international travel information, and your Frequent-Traveler programs. You can also add your travel assistants and arrangers.
- **Request Settings** - Select request information, add or remove delegates, enter email settings, select approvers, and add or remove attendees.
- **Expense Settings** - Enter expense preferences, add bank information and company card information. You can also enter expense delegates and approvers.
- **Invoice Settings** – Enter invoice preferences, add invoice delegates and approvers.
- **Other Settings** – Provides settings such as E-Receipts Activation and Concur Mobile Registration that you can set or update.

**To access your Profile page**

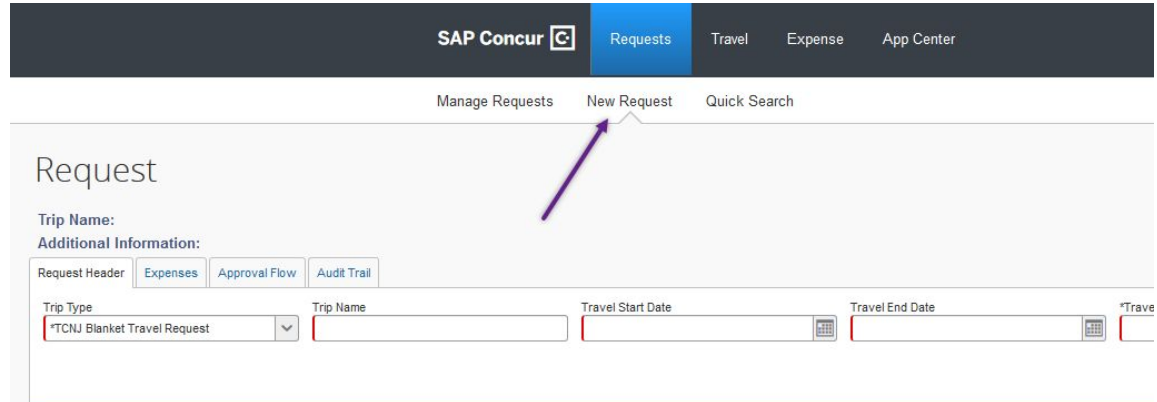
1. Click **Profile > Profile Settings > Personal Information**.



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with the SAP Concur logo and several menu items: Requests, Travel, Expense, Invoice, Approvals, and App Center. On the right side of this bar, there are links for Administration and Help, and a Profile dropdown menu with a user icon. Below the navigation bar, the main content area is titled 'Profile' and includes sub-tabs for Personal Information, Change Password, System Settings, and Concur. The 'Personal Information' sub-tab is active. On the left side of the main content area, there is a sidebar menu with 'Your Information' and 'Travel Settings' sections. The 'Your Information' section includes links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, and Credit Cards. The 'Travel Settings' section includes links for Travel Preferences, International Travel, Frequent-Traveler Programs, and Assistants/Arrangers. The main content area is titled 'Profile Options' and contains several sections: '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), 'E-Receipt Activation' (Enable e-receipts to automatically receive), 'Acting as other user' (with a search box for 'Search by name or ID' and 'Start Session' button), 'Setup Travel Assistants' (You can allow other people within your companies to book trips and enter expenses for you), and 'Travel Profile Options'. The user's name 'William Nate Never' is displayed at the top of the main content area, along with 'Profile Settings' and 'Sign Out' links.

## Creating STEP Blanket Requests

1. Log in to Concur
2. Click **Requests** from the menu on the top.
3. Click **New Request** from pop out menu.
4. Choose **TCNJ Blanket Travel Request** from the **Trip Type** drop down.



The screenshot shows the SAP Concur interface. At the top, there is a navigation bar with 'SAP Concur' and a 'C' icon. Below it, there are tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. Under the 'Requests' tab, there are sub-links for 'Manage Requests', 'New Request', and 'Quick Search'. A purple arrow points to the 'New Request' link. Below the navigation, the main content area is titled 'Request'. It includes a 'Trip Name' field and an 'Additional Information' section with tabs for 'Request Header', 'Expenses', 'Approval Flow', and 'Audit Trail'. At the bottom, there are input fields for 'Trip Type' (with a dropdown menu showing 'TCNJ Blanket Travel Request'), 'Trip Name', 'Travel Start Date', 'Travel End Date', and a partially visible '\*Travel' field. Red boxes highlight the 'TCNJ Blanket Travel Request' dropdown, the 'Trip Name' field, and the 'Travel Start Date' and 'Travel End Date' fields.

5. Fill out all Trip Information, Traveler Type & Chart of Accounts marked in **RED**, with the following information, as in the example below.

**Trip Type:** TCNJ Blanket Travel Request

**Trip Name:** Spring or Fall \*\*Year\*\* STEP Travel - ex) Spring 2019 STEP Travel

**Travel Start Date:** September 1 or January 1 (dependent upon the semester)

**Travel End Date:** December 31 or June 30 (dependent upon the semester)

**Travel Request Purpose:** Student Observation/Supervision

**Comments:** \*\*Use this field to list the schools & student at each school - "School Name - Student Name" \*\*

**Traveler Type:** Faculty

**Chartfields:** 10-1210-(N/A)-(N/A)-01

# Request

[Cancel](#)
[Save](#)
[Print / Email](#)
[Delete Request](#)
[Submit Request](#)

Status: Not Submitted

Trip Name:

Additional Information:

[Request Header](#)
[Expenses](#)
[Approval Flow](#)
[Audit Trail](#)

*Trip Type TCNJ Blanket Travel Request	*Trip Name Spring 2019 STEP Travel	*Travel Start Date 01/17/2019	*Travel End Date 06/30/2019	*Travel Request Purpose Student Observation/Supervision	*Benefit to TCNJ	Comments School Name - Student Name
Traveler Type Faculty	Additional Information					
*Fund (15) Enterprises	*Dept ID (N/A) Enterprises	*Project/Grant (N/A) Enterprises	*Program (E1518) Henry J. Austin Health Center	*Class 01 Instruction	<div style="border: 2px solid purple; padding: 5px; display: inline-block;">           Change Chartfields to: 10-1210-N/A-N/A-01         </div>	

- Click **Expenses** tab to enter the estimated expenses for the travel request. You will only need “Other Travel Expenses” & “Personal Car Mileage” as in the example below.
- Choose the **Expense Type** you would like to request & enter the information. Then click **Save**.

[Manage Requests](#)
[New Request](#)
[Quick Search](#)

# Request 36LN

[Attachments](#)
[Print / Email](#)
[Delete Request](#)
[Submit Request](#)

Status: Not Submitted  
Amount: \$1,940.00

Trip Name: Spring 2019 STEP Travel

Additional Information:

[Request Header](#)
[Expenses](#)
[Approval Flow](#)
[Audit Trail](#)

[+ New Expense](#)
[Delete](#)

Date	Expense Type	Amount	Requested
<input type="checkbox"/> 01/17/2019	02. Other Travel Expenses	\$200.00	\$200.00
<input type="checkbox"/> 01/17/2019	03. Personal Car Mileage	\$1,740.00	\$1,740.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- |                     |                           |   |
|---------------------|---------------------------|---|
| 01. Travel Expenses | 02. Other Travel Expenses | 04. Meals & Entertainment               |
| Car Rental          | 03. Personal Car Mileage  | Group Meals/Entertainment <10 Attendees |
| Hotel               |                           | Per Diem- Blanket Estimate              |
| Rail/Train          |                           |   |

- Once all estimated expenses have been entered, click **Submit Request**.

## Creating Expense Report

You will only submit an Expense report, for reimbursement, 2 times per semester.

**Submit Dates:**

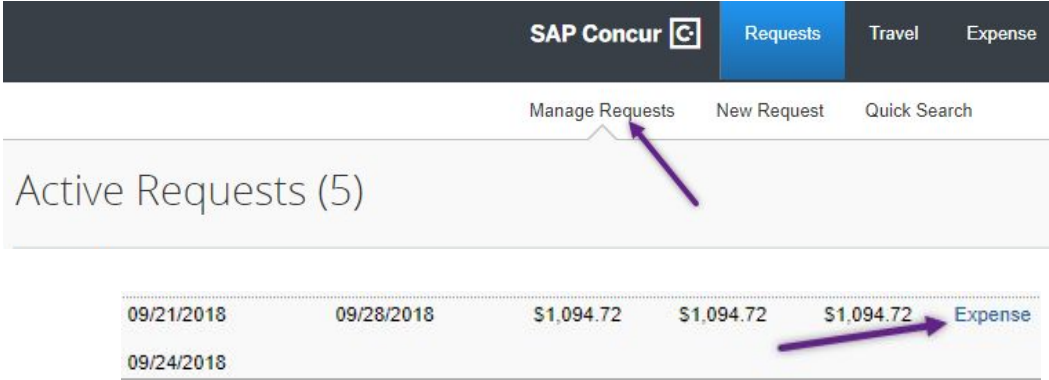
**Fall Semester** - November 1 (Report Dates = September 1 - October 31)

- January 1 (Report Dates = November 1 - December 31)

**Spring Semester** - April 1 (Report Dates = January 1 - March 31)

- July 1 (Report Dates = April 1 - June 30)

1. Log into Concur
2. Click **Requests** from the menu on the top.
3. Click **Manage Requests** from pop out menu. This will show all Active Requests.
4. Find the request you need to create an Expense Report and click **Expenses** in the Action column on the far right of the screen.



The screenshot shows the SAP Concur interface. At the top, there are navigation tabs for 'Requests', 'Travel', and 'Expense'. Below these, there are buttons for 'Manage Requests', 'New Request', and 'Quick Search'. A purple arrow points to the 'Manage Requests' button. Below the navigation, a section titled 'Active Requests (5)' contains a table with the following data:

09/21/2018	09/28/2018	\$1,094.72	\$1,094.72	\$1,094.72	<a href="#">Expense</a>
09/24/2018					

A purple arrow points to the 'Expense' link in the first row of the table.

Note: Clicking **Expense** or **Create Expense Report** will start an expense report by migrating the Request Header into the Expense Report header. It will also change the section you're working in from Requests to Expense.

Note: You will be required to change **Travel Start & End Dates** according to the table above & answer additional information regarding the trip.

5. Click the **Next** button in the bottom right corner.
6. Answer the **NO** to the question "Was this trip over 7 hours" in the pop-up window.



7. Choose the **Expense Type “Personal Car Mileage”**. You will be redirected to a Google map. Enter the Start point (home or TCNJ) & destinations for your day. Click “Make Round Trip” to bring you back to start point.
8. Click **Add Mileage to Expense**.

### Mileage Calculator

Avoid Tolls  Avoid Highways

**Waypoints**

2000 Pennington Road, Ewing Township 13.0 MI

2720 S Clinton Ave, Trenton, NJ 08610, 1  Personal

[Calculate Route](#) [Make Round Trip](#)

**Directions**

Suggested routes:

- I-295 S 13.0 mi. About 18 mins
- N Olden Ave 6.8 mi. About 21 mins
- Chambers St 6.8 mi. About 22 mins

**A** Packer Hall, Metzger Dr, Ewing Township, NJ 08638, USA

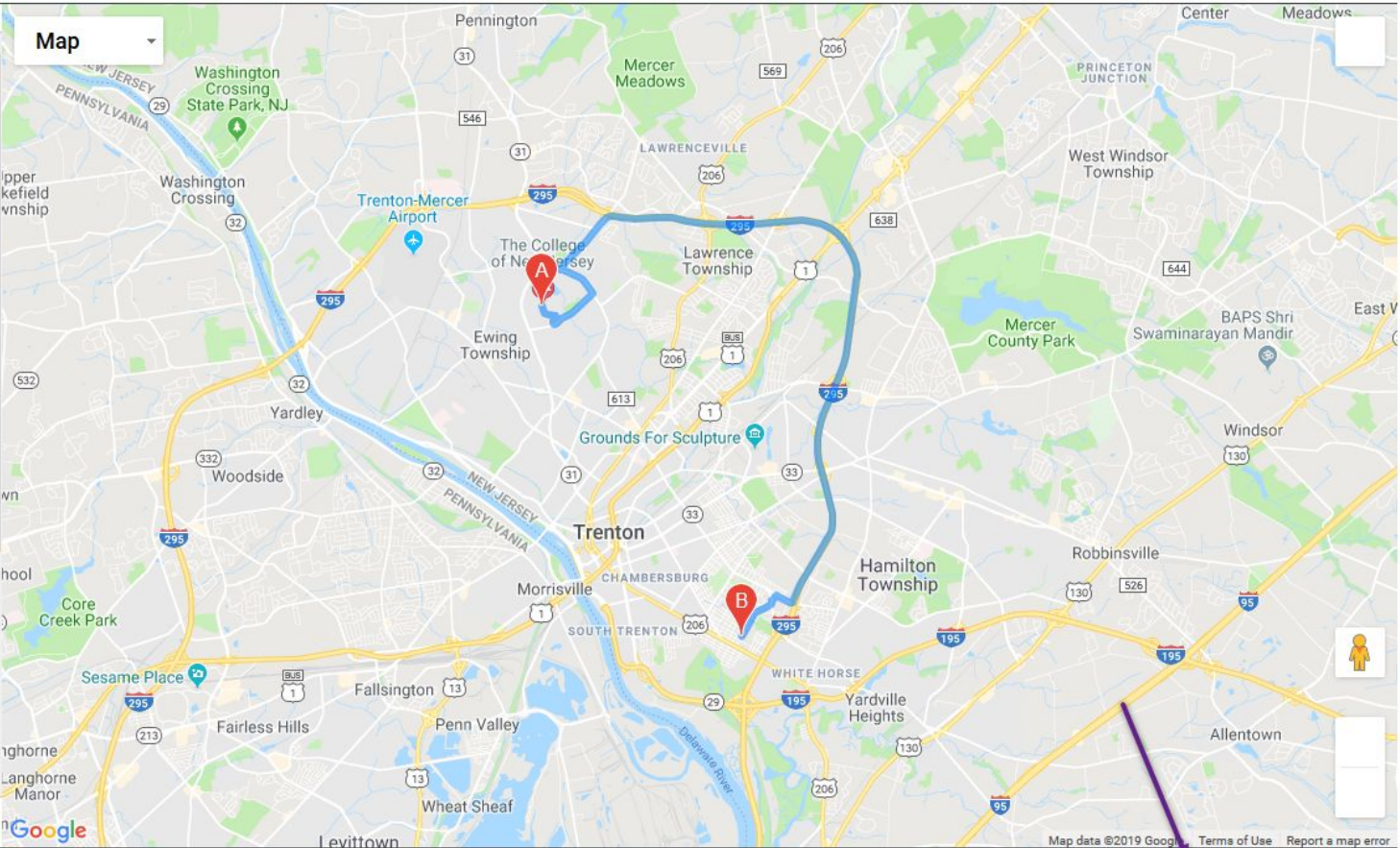
13.0 mi. About 18 mins

1. Head south	121 ft
2. Continue onto C St	0.3 mi
3. Turn right onto Metzger Dr	0.1 mi
4. Turn left toward Lion Dr	72 ft
5. Turn left onto Lion Dr	236 ft
6. Turn left onto Green Ln	0.7 mi
7. Turn left onto Ewingville Rd	0.6 mi
8. Turn right onto Federal City Rd	1.0 mi
9. Take the I-95 N ramp to I-295 S/Camden/New York	0.3 mi

Deduct Commute

**TOTAL PERSONAL** 0.0 MI

**TOTAL BUSINESS** 13.0 MI



Map data ©2019 Google, Terms of Use, Report a map error


[Add Mileage to Expense](#) [Cancel](#)

9. Change the **Transaction Date** to the date of the site visit.
10. Add the names of the Sites visited in the Comment field & Click **Save**.

New Expense Available Receipts

[View Reimbursement Rates](#)

Expense Type:

Transaction Date:  

From Location:

To Location:

Payment Type:


Distance : Amount:  :

Traveler Type:

Trip Purpose:

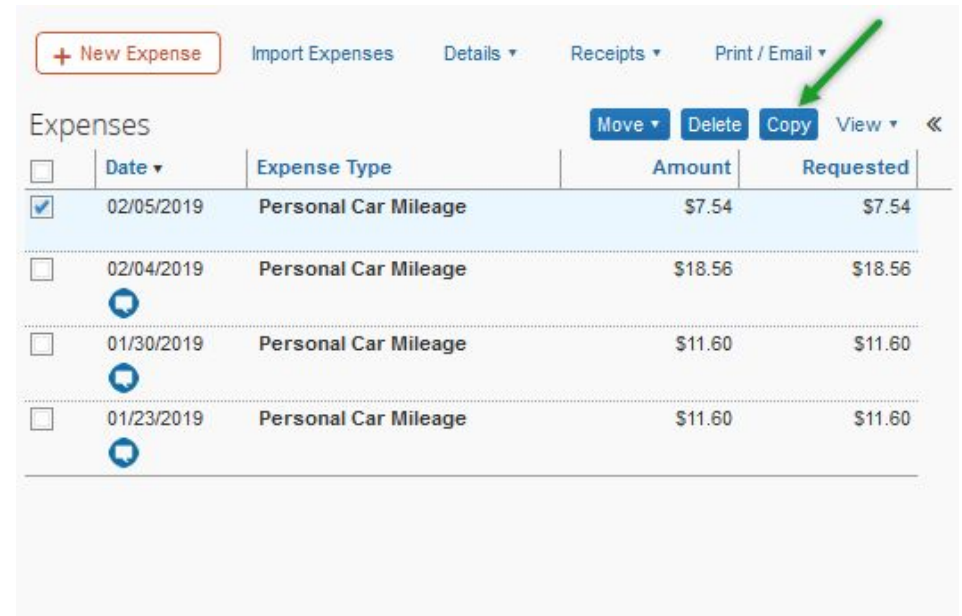
Comment:

Request:

 **Mileage Calculator (Required)**

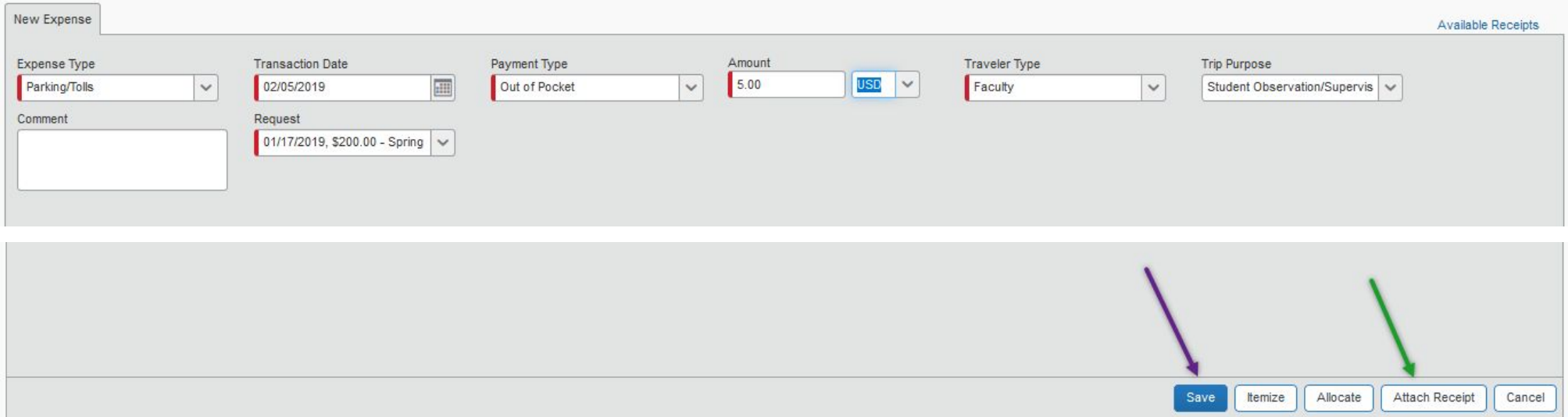
\*\*If you make the same trip multiple times, you can use the **Copy** expense feature.

- Check the box next to the expense you would like to copy.
- Click **Copy**.
- Change the **Transaction Date**.
- Hit **Save**.



<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	02/05/2019	Personal Car Mileage	\$7.54	\$7.54
<input type="checkbox"/>	02/04/2019	Personal Car Mileage	\$18.56	\$18.56
<input type="checkbox"/>	01/30/2019	Personal Car Mileage	\$11.60	\$11.60
<input type="checkbox"/>	01/23/2019	Personal Car Mileage	\$11.60	\$11.60

**11.** Choose the **Expense Type “Parking/Tolls”**. Change the Transaction Date & attach the receipts pertaining to the expense. Repeat for all expenses.



New Expense Available Receipts

Expense Type:  ▾

Transaction Date:

Payment Type:  ▾

Amount:   ▾

Traveler Type:  ▾

Trip Purpose:  ▾

Comment:

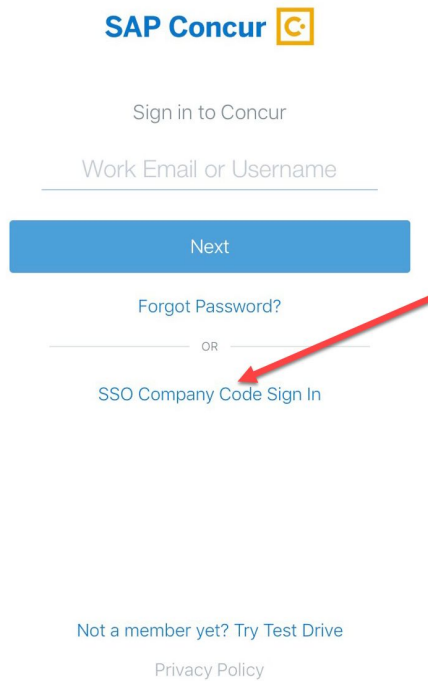
Request:  ▾


**12.** Click **Submit** on the date in the **“Submit Dates”** table.

## Concur Mobile App

### Downloading & Signing in

1. Download the SAP Concur mobile app from the Google Play Store or Apple App Store.
2. Open the app & choose **SSO Company Code Sign In**.
3. Enter the TCNJ company ID **UJE9L5**.
4. Sign into the app using your TCNJ Username & Password.



SAP Concur 

Sign in to Concur

Work Email or Username

Next

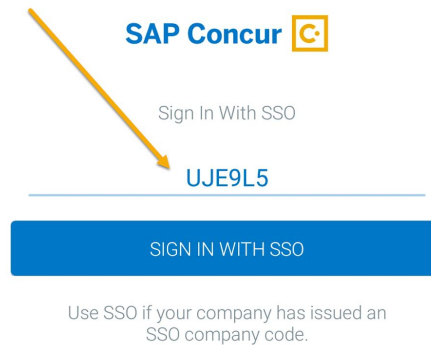
Forgot Password?


OR

SSO Company Code Sign In

Not a member yet? Try Test Drive

Privacy Policy



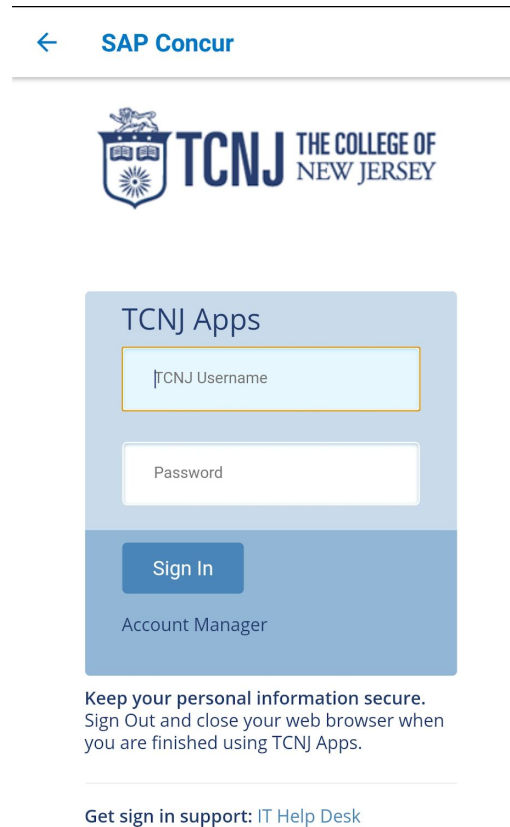
SAP Concur 

Sign In With SSO


UJE9L5

SIGN IN WITH SSO

Use SSO if your company has issued an SSO company code.



← SAP Concur

 **TCNJ** THE COLLEGE OF  
NEW JERSEY

TCNJ Apps

TCNJ Username

Password

Sign In

Account Manager

Keep your personal information secure.  
Sign Out and close your web browser when you are finished using TCNJ Apps.

Get sign in support: IT Help Desk