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Some Additional Notes to help with Creating the Blanket Account:

1. You have to type the numbers in individually in each box.
2. You will have to choose code or for the last one code or text for it to "take" and populate the box.
3. Make sure all questions above the chartfields have been answered (i.e., is this personal travel)
4. The new codes given were: COA: TCNJ-604710-100000-1405-100-0000-0000-0000-0000
Translation: TCNJ-Travel Faculty Staff-General Fund-Support for Teacher Education Programs-Instruction General-Default Program-Default Activity-Default Location-Default Future
5. There was no place to put the code 604710, so when I just removed that number the computer registered the account

Signing in to Concur

1. Navigate to 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.



TCNJ Apps

Sign In

[Account Manager](#)

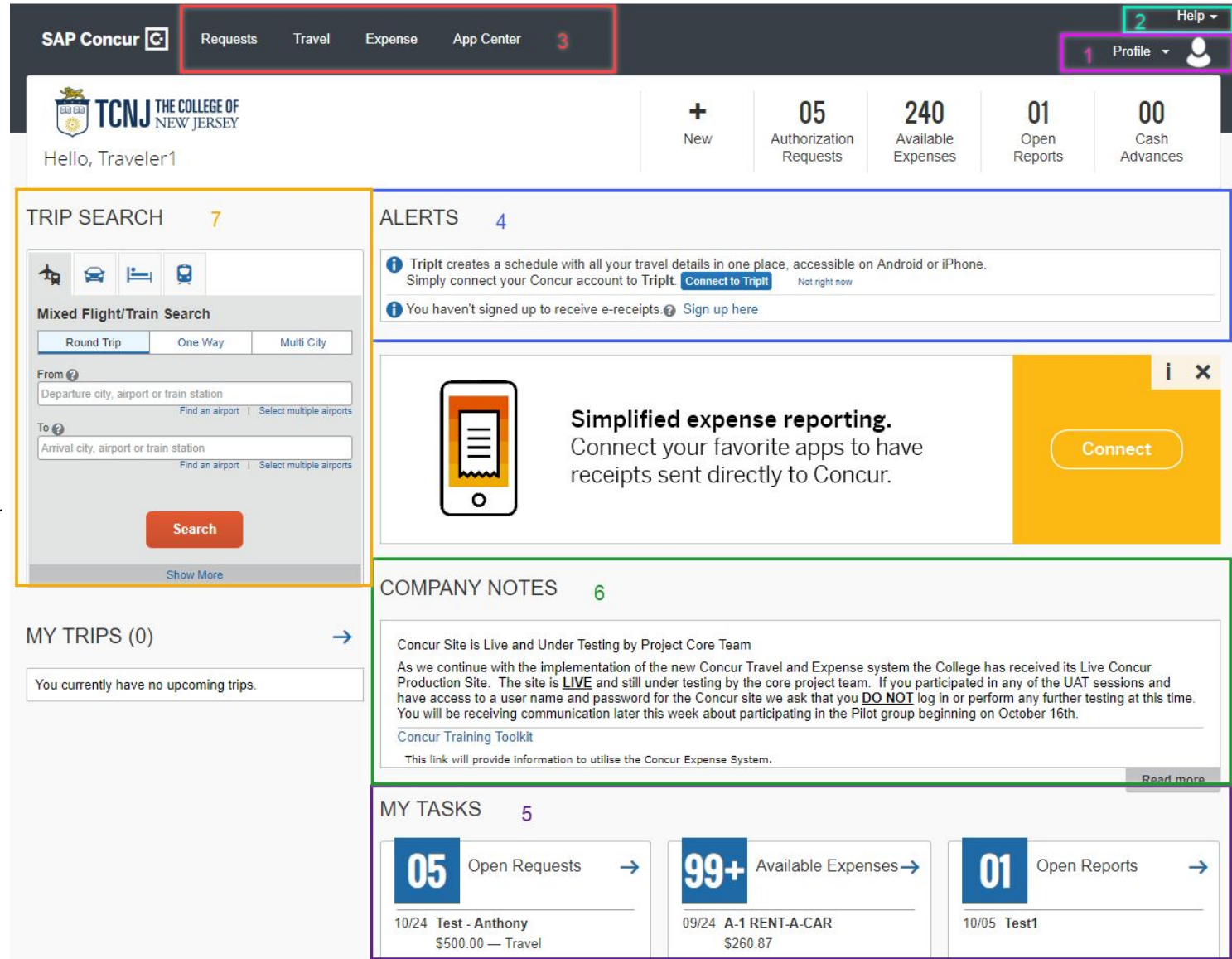
Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.

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



SAP Concur | Requests | Travel | Expense | App Center | 3

TCNJ THE COLLEGE OF NEW JERSEY

Hello, Traveler1

TRIP SEARCH 7

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From ?
Departure city, airport or train station
Find an airport | Select multiple airports

To ?
Arrival city, airport or train station
Find an airport | Select multiple airports

Search

Show More

ALERTS 4

- Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. [Connect to Triplt](#) Not right now
- You haven't signed up to receive e-receipts. [Sign up here](#)

Simplified expense reporting.
Connect your favorite apps to have receipts sent directly to Concur.

Connect

COMPANY NOTES 6

Concur Site is Live and Under Testing by Project Core Team

As we continue with the implementation of the new Concur Travel and Expense system the College has received its Live Concur Production Site. The site is **LIVE** and still under testing by the core project team. If you participated in any of the UAT sessions and have access to a user name and password for the Concur site we ask that you **DO NOT** log in or perform any further testing at this time. You will be receiving communication later this week about participating in the Pilot group beginning on October 16th.

[Concur Training Toolkit](#)

This link will provide information to utilise the Concur Expense System.

[Read more](#)

MY TASKS 5

Open Requests	Available Expenses	Open Reports
05	99+	01
10/24 Test - Anthony \$500.00 — Travel	09/24 A-1 RENT-A-CAR \$260.87	10/05 Test1

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

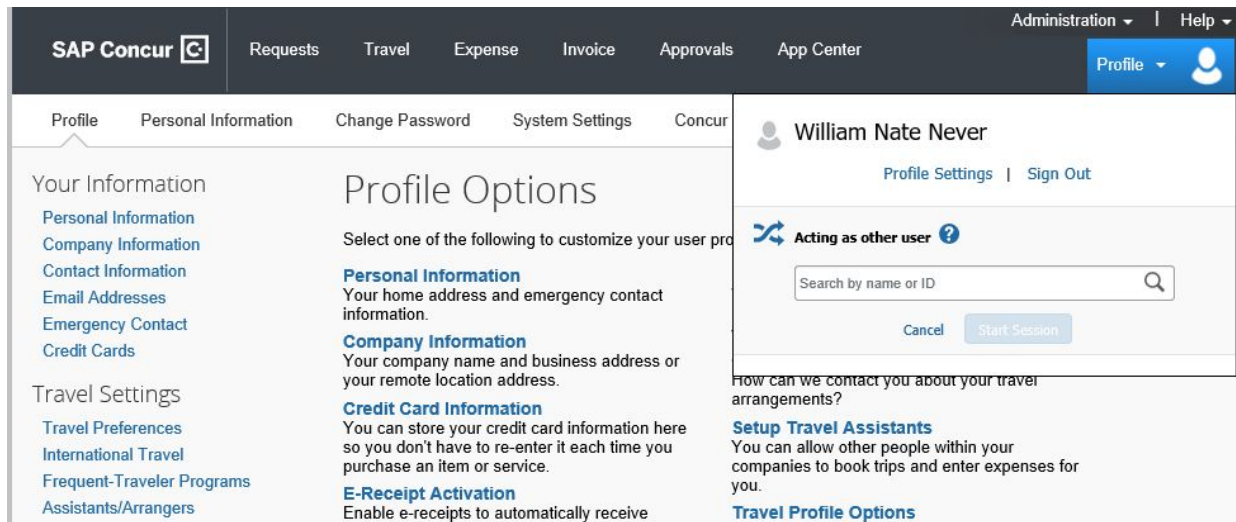
You use the **Profile Options** page to customize your user profile. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information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

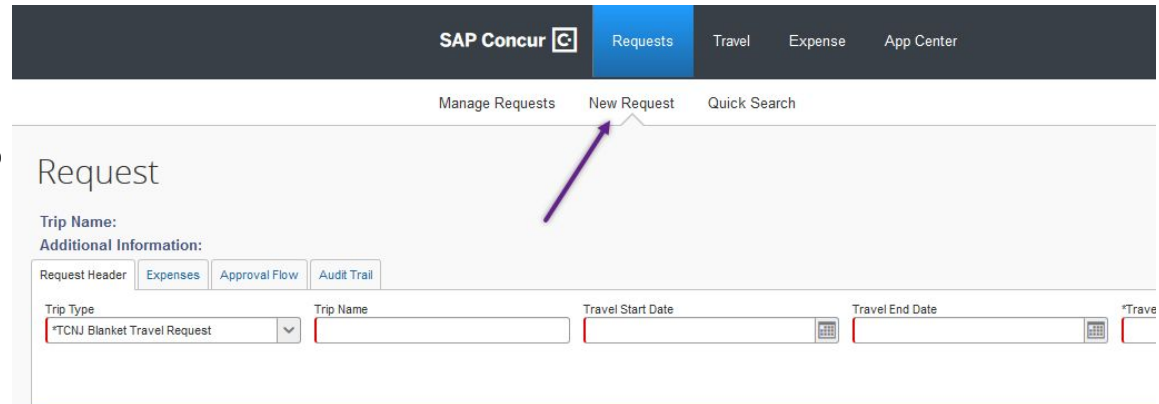
1. Click **Profile > Profile Settings > Personal Information**.



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with links for Requests, Travel, Expense, Invoice, Approvals, and App Center. On the right of this bar are links for Administration and Help, and a Profile dropdown menu. Below the navigation bar, the main content area is divided into two columns. The left column contains a sidebar with links for Profile, Personal Information, Change Password, System Settings, and Concur. The right column displays the user's profile information for William Nate Never, including links for Profile Settings and Sign Out. Below this, there is a section for 'Acting as other user' with a search bar and buttons for Cancel and Start Session. The bottom section of the right column contains links for Personal Information, Company Information, Credit Card Information, E-Receipt Activation, and Travel Profile Options.

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.



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

COA: TCNJ-100000-1405-100-0000-0000-0000

Note: you must type "Default" in the Location Field

Request

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

Trip Name:
 Additional Information:

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

Trip Type TCNJ Blanket Travel Request	Trip Name Spring 2020 STEP Travel	Travel Start Date 01/06/2020	Travel End Date 06/30/2020	Travel Request Purpose Student Observation/Supervision	*Benefit to TCNJ	Comments
Traveler Type: Staff Additional Information: TCNJ-100000-1405-100-0000-0000-0000 (Type "Default" in the Location field.)						
Entity TCNJ The College of New Jersey	Fund/Project # (100000) General Fund	Organization/Task (1405) Support for Teacher Education Pr	Category/Award & Funding Source (100) Instruction General	Program (0000) Default Program	Activity (0000) Default Activity	Location (0000) Default Location

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

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

Request 36LN

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

Trip Name: Spring 2019 STEP Travel
 Additional Information:

Status: Not Submitted
 Amount: \$1,940.00

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

+ New Expense Delete			
Date	Expense Type	Amount	Requested
01/17/2019	02. Other Travel Expenses	\$200.00	\$200.00
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		

Creating Expense Report

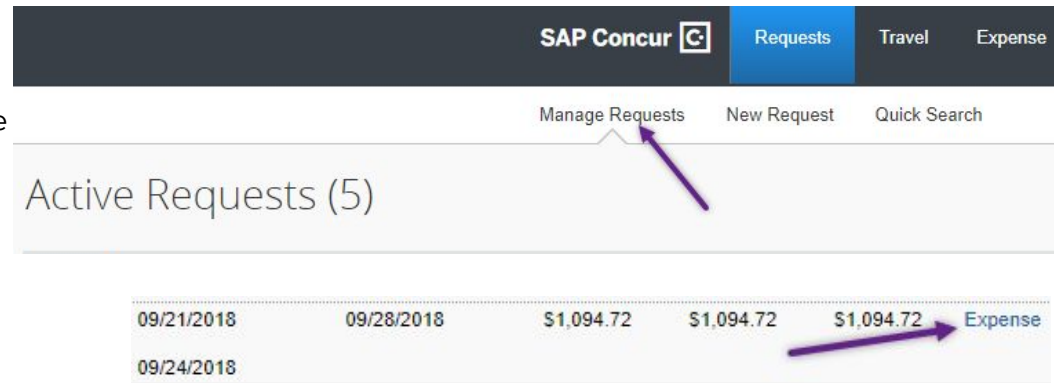
You will only submit an Expense report, for reimbursement, 1 time per semester.

Submit Dates:

Fall Semester - 1 Day after your last day of Travel

Spring Semester - 1 Day after your last day of Travel

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 is a navigation bar with 'SAP Concur' and tabs for 'Requests', 'Travel', and 'Expense'. Below the navigation bar, there are links for 'Manage Requests', 'New Request', and 'Quick Search'. The main section is titled 'Active Requests (5)'. Below this, there is a table with the following data:

Start Date	End Date	Amount	Amount	Amount	Action
09/21/2018	09/28/2018	\$1,094.72	\$1,094.72	\$1,094.72	Expense
09/24/2018					

An arrow points from the 'Manage Requests' link to the 'Expense' link in the action column of the first row.

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

2720 S Clinton Ave, Trenton, NJ 08610, I

13.0 MI

☐ 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

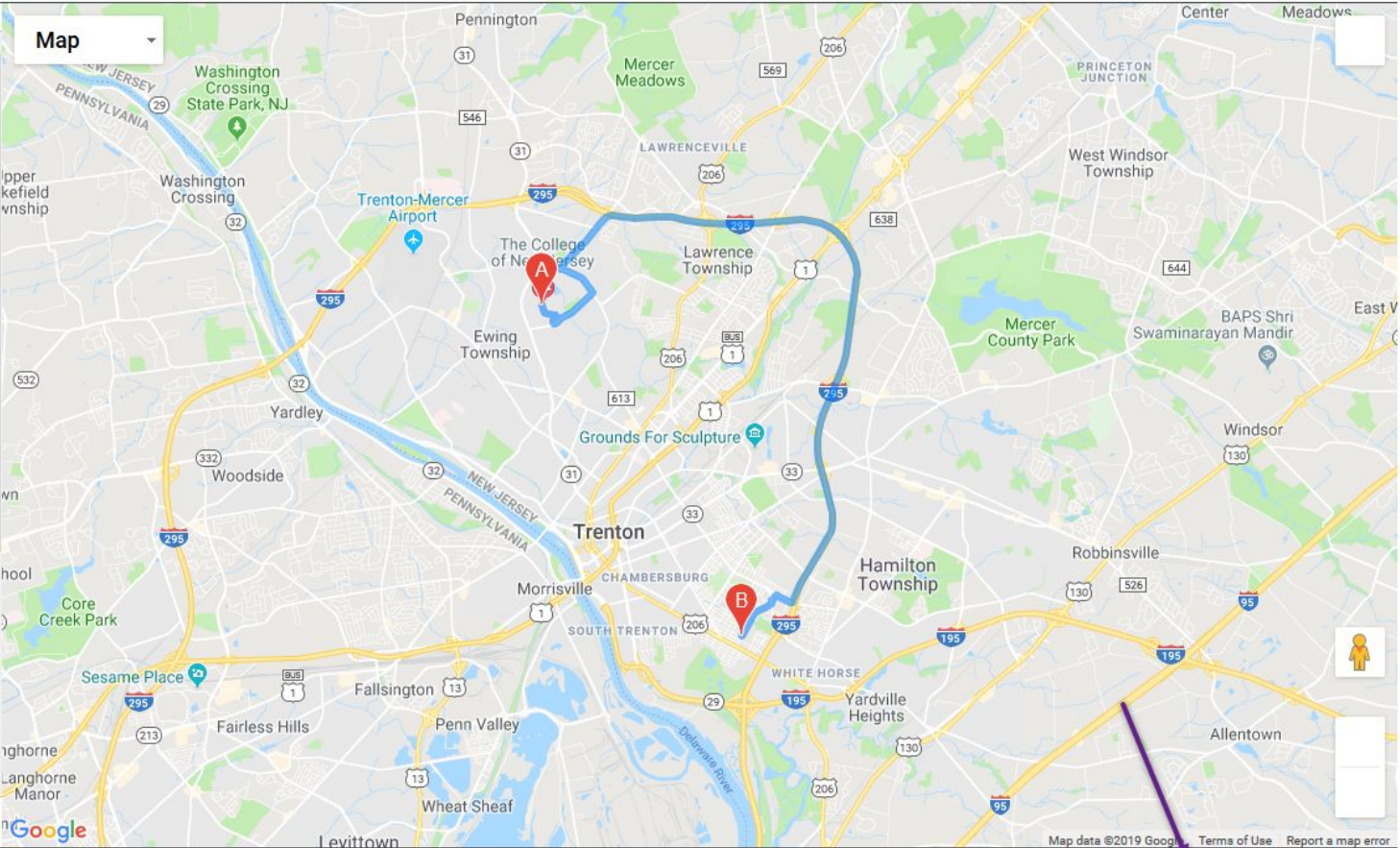
TOTAL PERSONAL

0.0 MI

TOTAL BUSINESS

13.0 MI

Map



Add Mileage to Expense

Cancel

[TCNJ Travel](#)

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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](#)

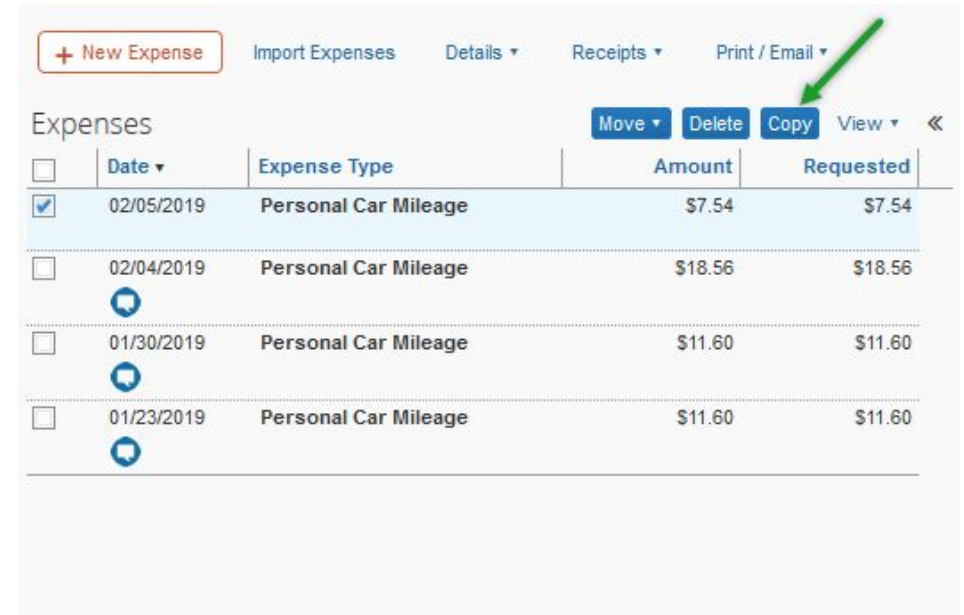
Expense Type <div>Personal Car Mileage</div>	Transaction Date <div>02/05/2019</div>	From Location <div>2000 Pennington Road, Ewing Towns</div>	To Location <div>2720 S Clinton Ave, Trenton, NJ 086</div>	Payment Type <div>Out of Pocket</div>	Distance : Amount <div>13 : 7.54 USD</div>
Trip Purpose <div>Student Observation/Supervis</div>	Comment <div></div>	Request <div>01/17/2019, \$1,740.00 - Sprin</div>	Traveler Type <div>Faculty</div>		

 **Mileage Calculator
(Required)**

[Save](#) [Allocate](#) [Attach Receipt](#) [Cancel](#)

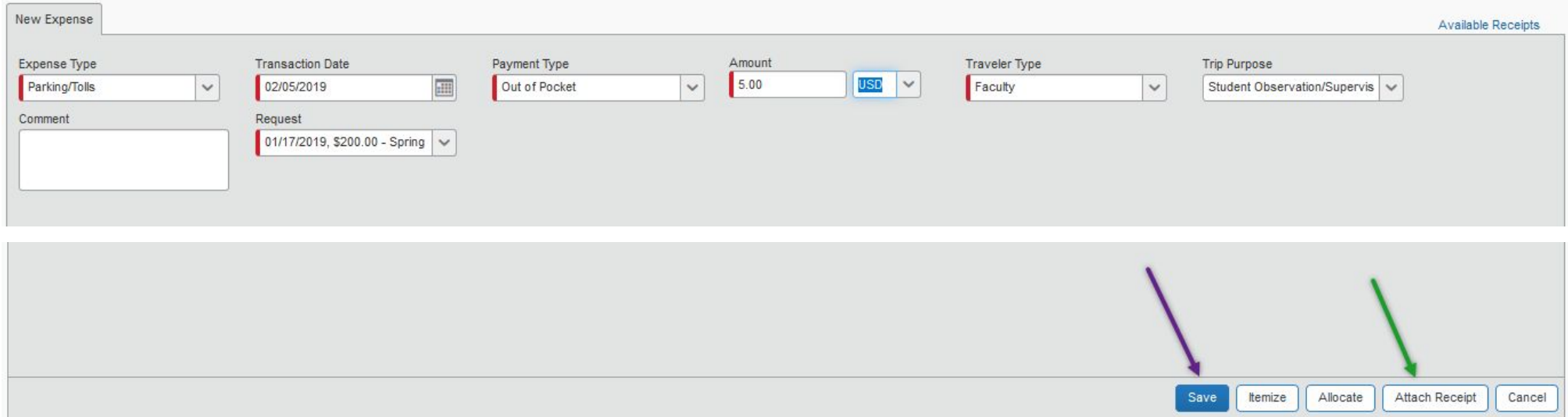
If you make the same trip multiple times, you can use the **Copy expense feature.

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



+ New Expense Import Expenses Details ▾ Receipts ▾ Print / Email ▾				
Expenses				
	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
Parking/Tolls ▾

Transaction Date
02/05/2019

Payment Type
Out of Pocket ▾

Amount
5.00 USD ▾

Traveler Type
Faculty ▾

Trip Purpose
Student Observation/Supervis ▾

Comment

Request
01/17/2019, \$200.00 - Spring ▾

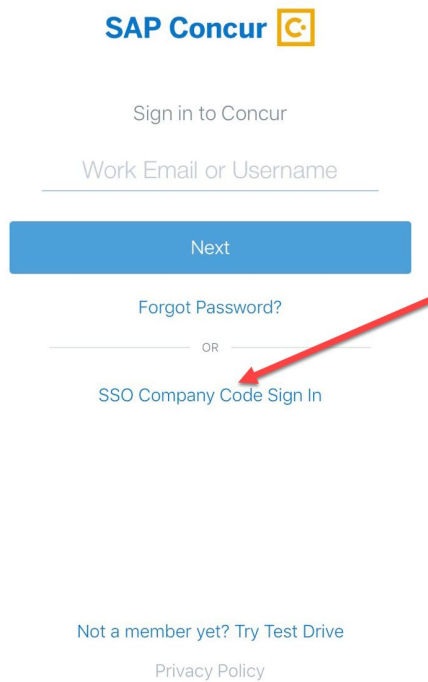
Save Itemize Allocate Attach Receipt Cancel


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

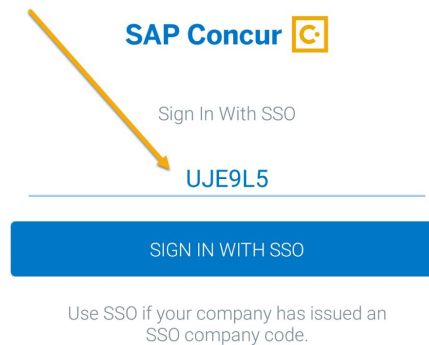
Forgot Password?


OR

SSO Company Code Sign In

Not a member yet? Try Test Drive

[Privacy Policy](#)



SAP Concur 

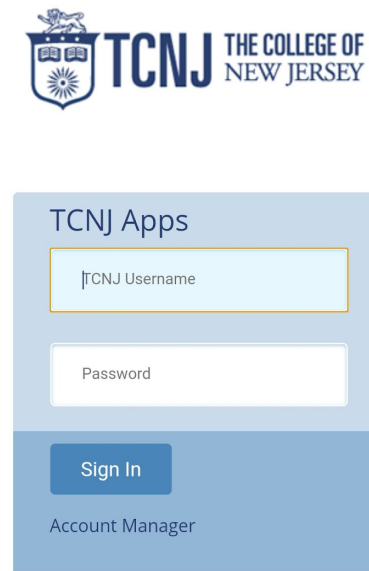
Sign In With SSO


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](#)