

OSU Concur Travel

Your {mostly} One Stop Travel and Reimbursement Shop



Oregon State
University

SAP 
Concur

Travel and Expense Department Resources

- Go to the new OSU Travel website for immediate answers: <https://fa.oregonstate.edu/travel-and-expense>
- The OSU Travel website has a great selection of videos, process documents, and tip sheets that explain and walk you through various aspects of Concur: <https://fa.oregonstate.edu/training-1>
- Updated Per Diem rates: <https://www.gsa.gov/travel-resources>
- Information about non-OSU employee/student travel reimbursement process can be found here: <https://fa.oregonstate.edu/resources-0>
- Fisheries, Wildlife, and Conservation Sciences travel resources page: <https://fwcs.oregonstate.edu/fwcs/employee-resources#travel>

What's Not Covered by Concur?

- Motorpool will still need to be reserved through the Motorpool website:
<https://transportation.oregonstate.edu/motorpool>
- Non-OSU employees/students/volunteers will need to fill out the following forms (*hourly student workers, GRA's/GTA's are employees*):
 - Field Crew Travel Form:
<https://oregonstate.app.box.com/s/yx0gaku5ig20n4euam2sj6gqllj96xrk>
OR
 - Personal Reimbursement Request Form:
<https://fw.oregonstate.edu/sites/agscid7/files/fw/Personal%20Reimbersment%20Request.pdf>
- Small or boutique Hotels/VRBO/Campsites
 - Airbnb can be connected via the App Center to your Concur account. Please contact travel@oregonstate.edu for more information.

Things to Remember

- Concur is for both Travel and Personal Reimbursement.
- Personal Reimbursements are meant to be emergency situations and we ask that the total be under \$100.
 - These should be stand-alone purchases, not associated with a trip.
- Out of State Travel requires a trip authorization prior to traveling.
 - This includes if you're living another state and traveling to Oregon for business purposes.
- You may only claim 75% of Per Diem for first and last day of travel or for one day trips.

MyOSU Concur

To access Concur Travel and Expense System, you'll first access your MyOSU portal at:

<https://my.oregonstate.edu>

What about mileage reimbursement for use of POV for work

Private Vehicle miles are calculated on the reimbursement side and don't need to be pre-booked.

'Is their option to provide frequent flier #s? Or Global Entry travel authorizations?

Yep! You can enter in that information under your Profile.

So we can keep using our own cards, there is a rumor, that all have to get a concur/osu related card. Please affirm personal cards remain OK

OSU would prefer all hotels, airfare, ground transportation and conference registrations are pre booked using an OSU credit card. They do not want the travel to have the liability.

If you prefer to book your own expenses or are the type to wait until the last minute to make accommodations it might be worth looking into the OSU travel card. But keep in mind you would be responsible for reconciling it after EVERY trip.

Concur won't bring up many small towns during the pre-trip authorization step?

Concur is a 'work in progress'. As we use it more and add new destinations and hotels they will eventually be added to our drop down options. Until you see it populated you can use 'other'.

How do you know when you create a new request if you will be able to book through concur if, for instance, there are no hotels in the place you are travelling to? Can you change that option later on?

You can check if you're able to book a hotel by going into the hotel booking tool and checking for the nearest option. You can go in and change the option later on when you enter your reimbursement expense information if needed.

I think you mentioned this already, but do you have to fill out the form BEFORE travel, even for in state? If you don't, will you not be able to get reimbursed?

If you are traveling and will 1) will book reservations through concur 2) involve airfare or 3) are out of state a travel authorization will be required.

Is it possible to remove the warning for the United States?

No, that's a system warning within Concur since Concur is used internationally.

We can't just allocate all the tax to the same itemization?

Yes, you can itemize all tax at the same time. In the example, the dates were only for one night (even though her receipt was multiple nights), so that is why it wasn't populating for multiple nights. Just need to make sure and check the box if the tax was the same each night or not.

If it is a multi-night stay, and the tax is different each night, you will have to itemize each night's lodging tax.

You mentioned that campgrounds were more complicated. Can't we just enter it here, maybe under non-commercial lodging?

Campgrounds will not show in the drop down menu for lodging. You are correct, to claim them you will add the expense as 'non-commercial lodging'

Do we need to put pre-trip requests through both concur and fill out the FWCS form?

Concur replaces all previous travel requests forms. Please use Concur