Over the next 3 hours you will learn how to:

1. Update the Profile
2. Claim Basic Expenses
3. Utilize Expense Special Features
4. Cash Advances
Updating Your Profile

Key Differences Between Travel and Expense Profile Settings

- Personal Info & Travel Settings
  - Required info must be completed in order to travel
  - Designate Travel Assistants/Arrangers
  - Input Frequent-Traveler programs

Updating Your Profile

Differences Between Travel and Expense Profile Settings

- Expense Settings
  - Set-up default information for expense reports
  - Add expense delegates and temporary approvers
  - View Expense and Cash Advance Approvers
  - Set expense email preferences
Things to Remember When Booking Travel

- Always utilize the +/- 9 to find the best options
- Air Canada flights can be $30-$50 cheaper when you get to the booking section
- The University “Ghost” card pays for the charge
- If your travel booking has comments to hotel or car rental, confirm with company they received the information.

Things to Remember...

- The steps for booking may appear different depending on your airline choice
  - Can pre-select seats on certain flights/airlines
  - Air Canada issues tickets immediately / WestJet and others can take hours until tickets are fulfilled by the Travel Agent (still receive itinerary immediately)
Expense Reports

Things to Remember

- Reconcile credit card charges within 20 business days!
  - Email sent out after 15 days; if not reconciled in a timely manner, Travel Services will contact employee to train/assist on process
- Can claim multiple receipts under one expense – e.g. 5 taxi receipts claimed under 1 Taxi expense type line
- Per diems must be claimed on a daily basis

- Need to attach receipts!
  - Scan and load from computer
  - Email phone images or receipts to Receipt Store
  - Print UofM Receipt Submission report and fax receipts to Concur – receipts loaded at the report level
- Mileage and per diems do not require receipts
- Print UofM Receipt Submission report and mail along with original receipts to Travel Services
**Special Features**

- **Itemization** occurs when you provide detail on an expense. Examples include:
  - Detailing how the full amount is distributed (e.g. a hotel folio could include room charges, room tax, parking and internet costs)
  - Accounting for personal charges (portion of charge)
  - Only accommodation expenses *force* you to itemize

**Special Features**

- **Allocation**
  - Distributing an expense to various FOAPs.
- **Mileage**
- **Attendees**
  - Listing all the people present at the business meal
Simple Form, Strict Requirements

1. Report Name
   - Name advance is for / Employee or Student #

2. Amount
   - Only in Canadian!

3. Comments
   - FOP with account 760001 (1st line)
   - Reason for the advance (2nd line)

Process

1. Report is sent to approver (Budget Officer)

2. Assistant Manager Budgets or Assistant Manager Research & Special Fund Accounting review the advances

3. Processed through Supplier Payment Services

4. Account for Cash Advance on an Expense Report

5. Any balances need to be returned to Cashier’s Office AND receipt attached to expense report.
Cash Advances

Process cont’d…

5. Any balances need to be returned to Cashier’s Office with FOP and name of person the advance was for.

6. Create a “cash advance return” expense
   - Receipt from cashier attached to expense report

Assistance

Help working with Concur can be found at:

- Travel Services HelpDesk 474-7944
  [TravelAssistance@umanitoba.ca](mailto:TravelAssistance@umanitoba.ca)

- Aurora Finance HelpDesk 480-1001

*Note:* Only Travel Services can provide assistance with access problems