

FACT SHEET: CONCUR – EMPLOYEE TRAVEL & REIMBURSEMENT



HARVARD
Faculty of Arts and Sciences

OBJECTIVE

Harvard University is implementing a new system for processing employee expense reimbursements. All University schools and departments will be migrating from Web Reimbursement to Concur, an online, integrated Travel & Expense (T&E) system. Please note: the process for PCard and BCD travel transactions is not changing.

OVERVIEW

Why

Our current system, Web Reimbursement, is a custom application built in Oracle that is manually intensive, inefficient and built on technology that will be obsolete in 2-3 years. Concur offers a scalable, end-to-end electronic expense management solution for the University.

Who

All Harvard employees (Faculty and Staff) will use Concur to process their reimbursements.

What

Concur is a web-based system that facilitates the processing of out of pocket travel reimbursements and corporate card payments. Concur allows users to upload receipts with their mobile phone, import corporate credit transactions directly into expense reports, and gain more visibility into the status of reimbursements.

When

In FAS we are implementing Concur in waves through October 2017.

FEATURES

- **Mobility:** Users can take pictures of receipts, create and submit expense reports, and review and approve reports from a mobile device.
- **Credit Card Integration:** Citibank corporate credit card charges are imported directly into your expense report. Foreign transactions are converted in USD as part of the interface.
- **Financial Connectors:** Concur is integrated with Oracle financial systems offering a complete picture of budget and spend.
- **Reporting:** A single, accurate view of expense data providing detailed reporting, dashboards and analytics, making it easy to take action and control spend.
- **Additional Integrated Tools:**
 - **Per diem rate calculator** for meal, lodging and incidental expenses using federal (GSA) rates
 - **Foreign currency conversion** based on location and travel date(s)
 - **Personal car mileage calculator** that calculates mileage based on start and end locations

BENEFITS

- Offers an improved end-user experience through an intuitive, web based system and mobile application
- Reduces paper through online processing and e-receipts
- Improves reimbursement processing time - by providing email notifications and eliminating the need to transport paper to AP
- Provides greater visibility into the status of expense report approvals and payments

CONCUR PREVIEW

Web Application

The web application interface shows a dashboard for a user named Charley at Harvard University. Key statistics include 00 Required Approvals, 55 Available Expenses, 01 Open Reports, and 00 Cash Advances. A 'Start a Report' button is visible.

The 'Create a New Expense Report' form includes the following fields:

- Report Name: Trip to Austin IT Conference
- Traveler Type: Other
- Report Date: 05/13/2016
- Business Purpose: 3.8 - 3/10/16 Austin IT Conference
- TUB: (010) GADM/Center Adm
- ORG: (5585) GADM/Center for W
- FUND: (1) Unrestricted Undesignated
- ACTIVITY: (70000) GADM/A4) Genes
- SUB-ACTIVITY: (0000) 750000/Unspecified
- ROOT: (00000) Unspecified

The 'Expense' section for 'Nightly Lodging Expenses' includes:

- Check-in Date: 03/08/2016
- Check-out Date: 03/10/2016
- Number of Nights: 2
- Recurring Charges (each night):
 - Room Rate: 185.00
 - Room Tax: 14.25
 - Other Room Tax 1: [Empty]
 - Other Room Tax 2: [Empty]
- Additional Charges (each night):
 - Expense Type: Parking
 - Amount: 15.00

The summary table for 'ABC Conference - San Antonio' is as follows:

| Date | Expense Type | Amount | Requested |
|---------------------|--|-----------------|-----------------|
| 03/09/2016 | Car Rental Avis, San Antonio, Texas | \$69.22 | \$69.22 |
| 03/09/2016 | Individual Meals Los Pollos Hermanos, San Antonio | \$24.87 | \$24.87 |
| 03/09/2016 | Parking Westin Hotel, San Antonio, Texas | \$22.00 | \$22.00 |
| TOTAL AMOUNT | | \$115.09 | \$115.09 |

Mobile App

The mobile app interface shows a 'Capture Receipt' screen with a photo of a Chipotle receipt. The receipt details include:

- Chipotle Mexican Grill
- 1 Brattle Square Ste. 1A, Cambridge, MA 02138
- 05/03/2016 12:52 PM
- Chicken Bowl, Small Salsa, Salsacito
- Manager: COBO
- Subtotal: 5.80
- State & Local Tax: 1.90
- DINE IN Total: 7.70

The 'Expense' report details screen shows the following information:

- Amount: 9.20
- Currency: US Dollar
- Date: Wed May 04 2016
- Location: Cambridge, Massachusetts
- Vendor: Chipotle