

# Concur: Access & Report Processing Fees

## Concur Access:

- Go [HERE](#) to enroll in Concur training. (follow each of the steps on the website as follows)
  - o Choose Main Campus and Traveler or go [HERE](#)
  - o Complete travel training
  - o Submit a Ticket to receive Concur Access or go [HERE](#)
    - In the Description section, include the following information:
      - Your Name & UNID
      - Role: Traveler
      - BU: 01
      - Activity: 05470
      - Org: 00106
      - Delegate: Sam Lee u6055573
      - Supervisor: Faculty use Gabe Bowen u0133977
  - o Complete the remaining travel training. Choose Main Campus and Traveler Courses or go [HERE](#)
  - o Set up Direct Deposits for Reimbursement [HERE](#)
- Getting access will take 1-2 days.
- Once you get access, come see Sam Lee ([sam.l.lee@utah.edu](mailto:sam.l.lee@utah.edu)) so she can walk you through creating your first Travel Request and/or arranging your flight through Concur.
- After traveling, come see Sam Lee ([sam.l.lee@utah.edu](mailto:sam.l.lee@utah.edu)) so she can walk you through your first Expense Report and adding a Report Processing Fee.

## Report Processing Fees

- Every submitted 'Expense Report' needs a Report Processing Fee added to it.
- The fees are as follows:
  - o \$10 flight booked inside Concur
  - o \$25 flight booked with Christopherson Travel (go [HERE](#) for contact info)
  - o \$40 flight booked outside Concur
  - o \$10 no flight booked

## **Adding Report Processing Fee to Expense Report**

- Once you have created an Expense Report from your Travel Request, add a Report Process Fee by doing the following:
  - o In your Expense Report, click on Add Expense
  - o Choose Manually Create Expense
  - o Scroll down and go to 08. Fees. Click on Report Processing Fee
  - o Fill in each required section:
    - Date: choose a date within your travel period
    - How was Airfare Booked: choose one from the dropdown menu
    - Payment Type: choose Company Paid (Report Fee Only)
    - Amount: the \$ amount associated with your chosen Payment Type
    - Click on Save Expense