

ROLES AND RESPONSIBILITIES IN CONCUR

OVERVIEW ROLES IN CONCUR

This document provides a general description of the roles and responsibilities in Concur, specific to UConn Athletics Recruitment and Team Travel. These are standards where there may be a need for additional review/responsibility depending on the situation. In addition, submissions, reviews and approvals need to be performed in a timely manner outlined in the Travel and Entertainment Policies and Procedures. For any questions or concerns, please use the contact information at the bottom of this document.

KEY TERMS

AP	Accounts Payable
FO	Fiscal Officer
PI	Principal Investigator
SPS	Sponsored Program Services
OVPR	Office of Vice President for Research
TRAVEL SEGMENT	Airfare, Car rental, or Hotel
CONCUR EXPENSE REPORT	Refers to Concur Expense Reports (Travel, Non-travel, Student, Guest, and Athletic Policies).

TIMELINE FOR APPROVAL – EXPENSE REPORTS ONLY

SUPERVISOR/FO/PI/SPS	21 Days
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Role	Description
Traveler/Report Preparer or their delegate	<p>Pre-Trip - Travel Request</p> <ul style="list-style-type: none"> • Policy exceptions - For transactions that may be considered out of policy please select “Request for exception to Policy” on the request form and provide the exception and the business justification or cost savings. If you are unsure, please reach out to Travel Services for guidance before the trip. <p>Post Trip – Submit a Concur Expense Report per trip –</p> <ul style="list-style-type: none"> • The employee, or their delegate acting in their role, must attach detailed receipts, where applicable, assign the correct expense type to the provided receipt, and ensure the full receipt amount agrees with the amount entered on the Concur Expense Report. • Provide an explanation in the report header or expense type comment section for any items that would at first appear to be out of policy. • Break out any “personal/non-reimbursable” expenses that are not a UConn business purpose or is out of policy. • Submit Expense Report within 30 days of business trip.

Fiscal Officer	<p>Post Trip – Concur Expense Report Approval</p> <ul style="list-style-type: none"> • Ensure funds are available to cover trip/expense in full • Verify the KFS account number and expense type being used is accurate
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Direct Supervisor (if applicable)	<p>Role of Supervisor</p> <p>The supervisor is in the best position to have sufficient knowledge of, and authority over, their direct reports to ensure reasonableness of travel plans and ability to question and deny unallowable expenses, where necessary. For this reason, downward delegation is not permitted and if delegating upwards or to a peer this person must be an Authorized Approver defined in the Policy on Approval Authority for Financial Transactions.</p> <p>Supervisor’s approvals:</p> <ul style="list-style-type: none"> • Concur expense reports <p>Post Trip – Summary for Concur Expense Reports –</p> <p>Supervisors provide a general overview to ensure the trip:</p> <ul style="list-style-type: none"> • Is necessary • Has a valid business purpose • The location and amount of time are reasonable
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	<ul style="list-style-type: none"> • Unusual requests or transactions are explained to ensure expenses have a valid business purpose. Example - Conference was 3 days but Traveler has 7 days as business travel • Long-term travel – over 30 days <ul style="list-style-type: none"> ○ Business purpose to include a description that will allow a non-specialist to understand the nature of the travel taking place. A brief 2-3 sentence summary should be able to provide enough information for someone to understand the travel. ○ Generic terms such do not adequately describe long-term travel. Instead, the nature of the work to be completed and some brief explanation of why the travel location is necessary should be provided.
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PI/SPS	The approver acting in this role will review the Expense report transaction details for compliance against the research grant and KFS account being charged.
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Travel Services in Procurement	Assist with front end training of Concur and monitor and respond to the central support email and phone line to provide guidance and clarification to the University community regarding policy and procedures and the submission of travel requests and expense reports in Concur.
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Anthony Travel	University’s Travel Management Company (TMC) that assists travelers in booking travel.
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AP Expense Report Processor	Accounts Payable will manually review only Expense Reports that have potential travel policy violations and will then confirm compliance based on the Travel and Entertainment Policy for the specific potential violation.
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ADDITIONAL SUPPORT

For help with Concur Expense Reports, contact travel@uconn.edu

For additional reference material, refer to <https://travel.uconn.edu/training-and-resources/>