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## Booking Group Travel

Group Travel most often occurs when an employee accompanies a group of students on a University-related trip and travel can be booked in the following ways:

- The employee can use Concur to book group travel only if all arrangements are made by the employee on the students' behalf – including hotel, air, and transportation. An advance can be made to the employee for students' per diem meals.
- The employee can apply for an individual Golden Eagle Travel (GET) Card to book travel and avoid out-of-pocket expenses. If you are interested in applying for a GET Card, please refer to the *Golden Eagle Travel (GET) Card Guide*.
- One-Stop Financial Services can book group travel. Please include as a comment under Expected Expenses if flight, conference fees, hotel, etc. need to be paid by One-Stop. Please refer to the *One-Stop Payment Steps for Booking Travel Guide* for more information.

## Creating a Concur Travel Request/Expense Report for Group Travel

The steps to create a travel request or expense report for Group Travel is similar to the standard process, with minor changes.

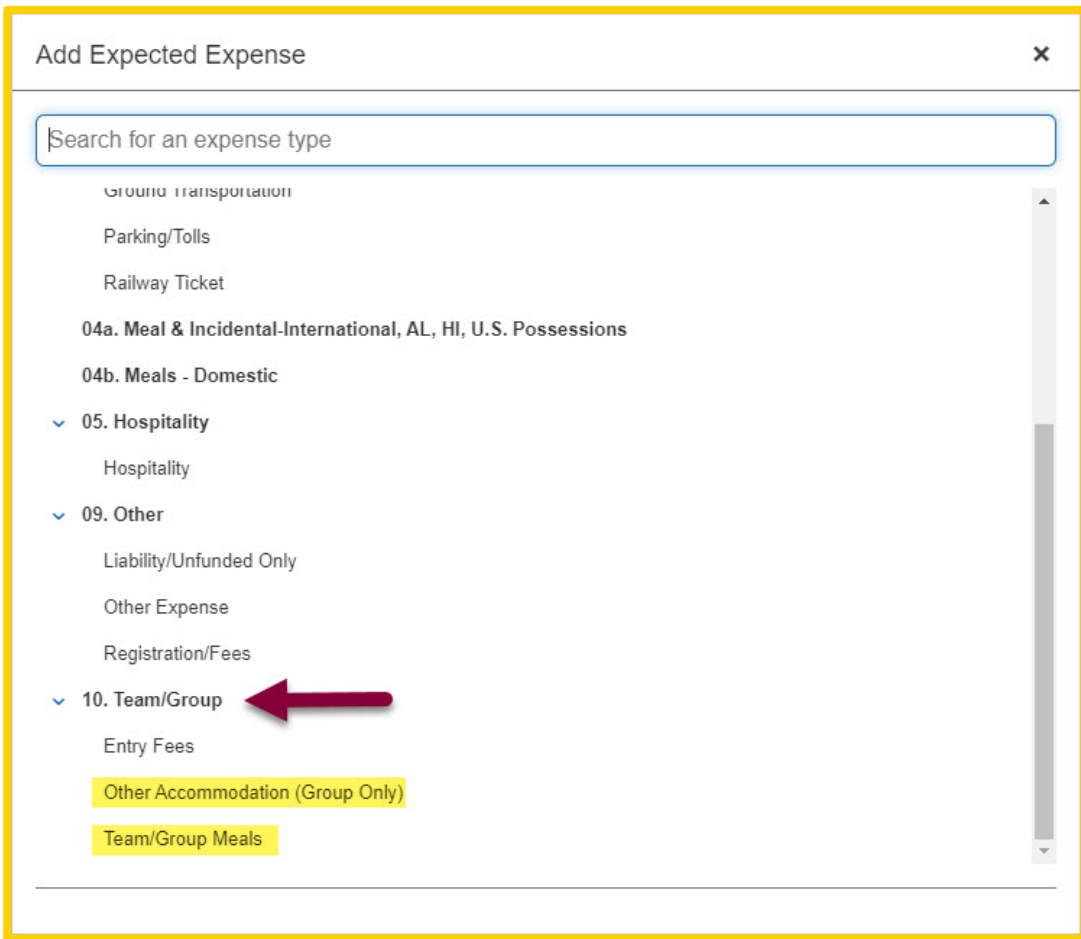
1. Start by creating a standard Travel Request Header.
2. If the group is a sports team, select **Athletics** for the **Traveler Type**. If not, select **Faculty** or **Staff**, whichever is applicable to the person accompanying the student group.
3. You will need to indicate **Yes** that you are traveling with students.

The screenshot shows the 'Create New Request' form in Concur. The 'Traveler Type' dropdown is highlighted, showing 'Athletics' as the selected option. The 'Are you traveling with students?' dropdown is also highlighted, showing 'Yes' as the selected option. The form includes fields for Request Policy, Request/Trip Name, Trip Type, Travel Start Date, Travel End Date, Trip Purpose, Destination City/State, Final Destination Country, Business Unit, Department, Program, Class, and Project. A 'Comments To/From Approvers/Processors' field is located at the bottom. The form has a 'Cancel' button and a 'Create Request' button.

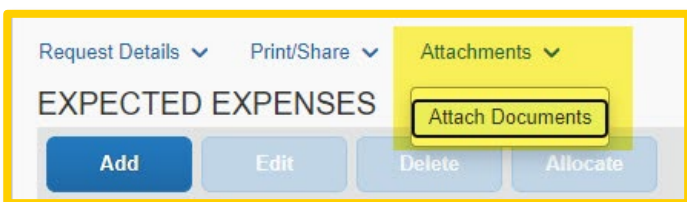
4. You will need to submit an Individual General Release Form or a Class General Release Form, found at <https://www.calstatela.edu/ehs/risk-management-forms>
5. Click **Create Request**.

6. Add your Expected Expenses, with the following changes:

- **Accommodations:** To add the estimated cost of multiple hotel rooms or Airbnb rentals, select the **Other Accommodation** expense type, which will allow you to enter in the total for all rooms.
- **Meals:** To add the estimated cost of meals, select **Team/Group Meals**. Add the total estimated cost of meals for the trip.



7. After you've entered all Expected Expenses, attach your supporting documents under **Attachments**.



8. Submit your Travel Request.

## Cash Advance for Student Group Travel

Cash advances will only be issued for group travel and exceptional cases. Cash advances will be issued no more than 10 days prior to the date of travel. There should be one cash advance per traveler at a time.

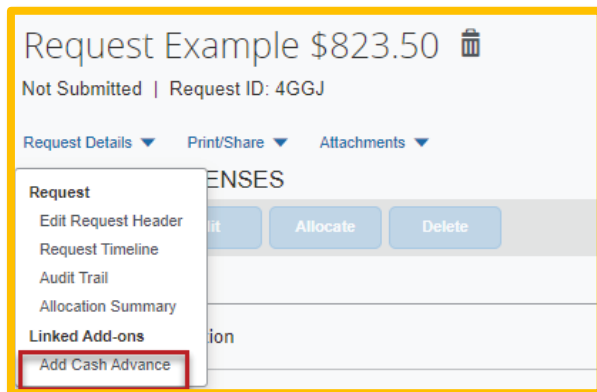
**Note:** In most cases, a travel advance is no longer needed since travelers may have a Golden Eagle Travel (GET) card. If you do not have a GET card, please contact the Fiscal/Resource Manager in your department to determine if you are eligible to receive one. Make sure you allow yourself enough time to obtain the card before your travel dates.

### Requesting a Cash Advance

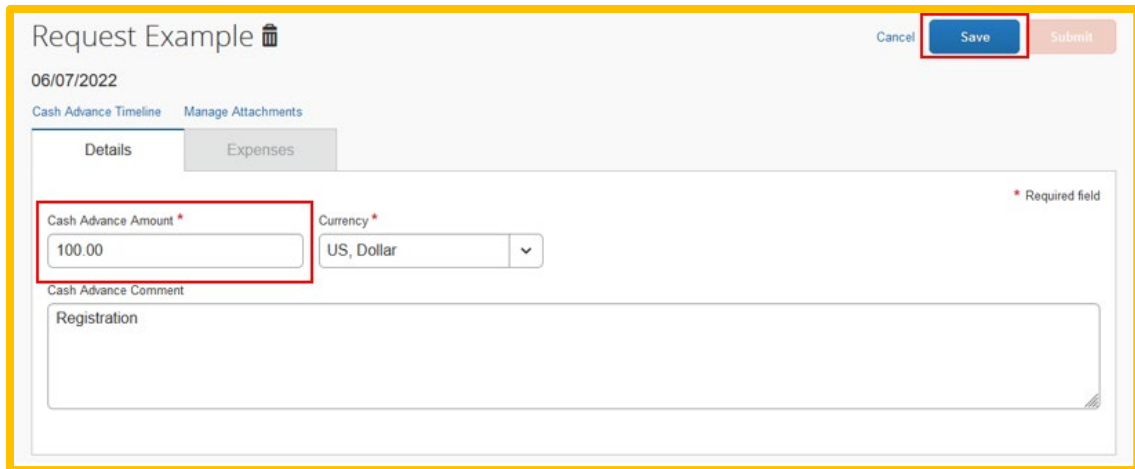
In order to be eligible to request a cash advance, an approved [Cash Advance Setup Form](#) needs to be submitted to One-Stop Financial Services. Your Concur settings will then be updated to reflect this option by your campus Concur Admin.

#### To Request a Cash Advance:

1. Navigate to **Request, New Request** (or remain in request currently working on).
2. Select Request Details and then choose **Add Cash Advance**.



**NOTE:** A user will not see this option if approval and additional setup noted above have not occurred.

A screenshot of the Concur Cash Advance form. The header shows 'Request Example' with a trash icon, '06/07/2022', and buttons for 'Cancel', 'Save', and 'Submit'. Below the header are two tabs: 'Details' and 'Expenses'. The 'Details' tab is active. The form contains two required fields: 'Cash Advance Amount \*' with a text input containing '100.00' and 'Currency \*' with a dropdown menu showing 'US, Dollar'. A red box highlights the 'Cash Advance Amount' field. Below these fields is a 'Cash Advance Comment' section with a text area containing 'Registration'.

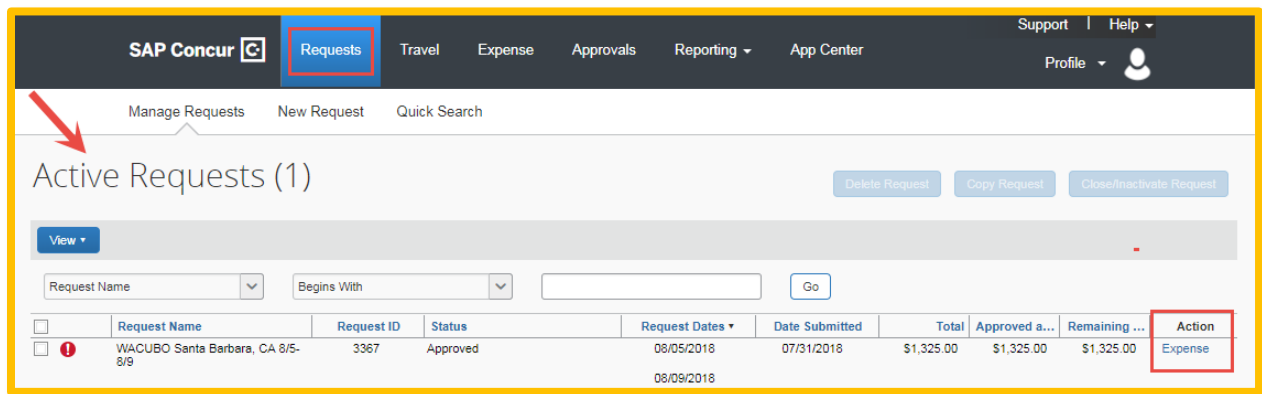
3. Add **Cash Advance Amount** and enter comments if applicable. Then, select the **Save** button. This will add the cash amount to your travel request and increase the anticipated expense.
4. Complete and **Submit Request** as normal.

### Expensing a Cash Advance

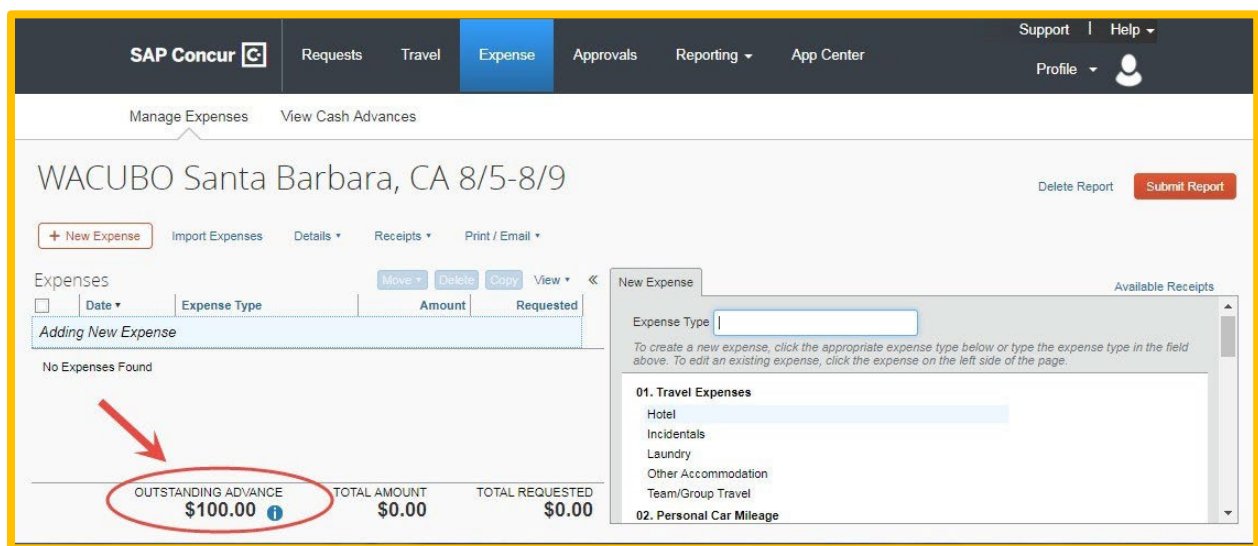
If you had a cash advance issued, you will need to expense the cash advance with your expense report for the associated trip the advance was used for.

#### To Expensing a Cash Advance (Fully utilized):

1. Click on **Requests, Active Requests**, find the request you are ready to expense and click on **Expense** located under Action.



2. Finish completing the Report Header and click **Next**.
3. At the bottom of the report you will see **Outstanding Advance**. This should be the amount you received for the cash advance.



4. Continue to enter your expenses as normal.

- When you enter an out-of-pocket expense, the outstanding cash advance balance will reduce.
- If the Outstanding Advance balance is zero, then the cash advance has been fully utilized.
- If you have additional out of pocket expenses, you will receive the balance you paid out of pocket minus the cash advance amount.

WACUBO Santa Barbara, CA 8/5-8/9

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	08/05/2018	Parking/Tolls	\$30.00	\$30.00

OUTSTANDING ADVANCE **\$70.00** TOTAL AMOUNT \$30.00 TOTAL REQUESTED \$30.00

5. Make sure all expense have been entered, and receipts have been attached. Click **Submit**. A pop-up window will appear and state "Report Successfully Submitted" with a summary of the expense totals and disbursements.

**Report Successfully Submitted**

Denver, CO 7/16-7/20/18  
Sent to: External Validation - Submit

Expense Report

Report Total :	\$350.00
Less Personal Amount :	\$0.00
Amount Claimed :	\$350.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$150.00
Cash Advance Utilized :	\$200.00
Total Paid By Company :	\$350.00

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Close

Had an additional \$150 in out of pocket expenses. So they will get back \$150 out of the \$350 Report Total since \$200 was issued as a cash advance.

### To Expense a Cash Advance (Excess Funds to be returned to the University):

If there are funds still available from the advance after accounting for all expenses, you will see two messages.

1. At the bottom of the screen:

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$70.00 ⓘ	\$30.00	\$30.00

2. The following message will appear when you attempt to submit the expense report.

This report could not be submitted. Cash Advances must be entirely utilized or returned. Please add a Cash Advance Return on this report to return the remaining balance.

*All excess funds must be returned to the University before you can submit your report.*

### To Pay Back the Excess Funds and Enter Returned Cash Advance Amount:

1. Go to the Cashier/Bursar's office to return the excess funds. The amount will be shown under Outstanding Advance.

**NOTE:** Retain Cashier/Bursar's office receipt as you will need to incorporate in your expense report under steps described below.

2. On the **New Expense** tab, select **Cash Advance Return** expense type.

13. Cash Advance
Cash Advance Return
Currency Gain/Loss

3. Enter the amount of the receipt. Click **Attach Receipt** and attach the scanned copy of the receipt you received from the Cashier/Bursar's office.

New Expense Available Receipts

Expense Type: **Cash Advance Return** Date: 06/10/2018

Description:  Amount: 70.00 USD

Cash Advances Assigned to Report

Cash Adv...	Foreign Am...	Exchang...	Amount	Balance	Amount Used in Report
WACUBO ...	\$100.00	1.00000000	\$100.00	\$70.00	\$30.00

**Save**

4. Click **Submit**.