

## Concur Approval, for CLAS Chairs and Directors [rev. 8-22-24]

### Using the Corporate Card (C-Card) and Concur:

The C-Card is the preferred method of payment for authorized, University-funded business travel expenses, everyday work-related purchases, and **non-travel** related expenses.

The C-Card is **not** to be used for items that can be purchased through the University's primary means of procurement, MaineStreet Marketplace. Non-Travel C-Card purchases are usually for small amounts. Except for purchases under \$160, emergency purchases, or in unusual extenuating circumstances, a non-travel C-Card purchase will be made with **the knowledge and prior written approval** of the cardholder's supervisor (or the supervisor's designee). Employees who do not have a C-Card and wish to make an authorized, business-related purchase should do so through their departmental office.

Please be aware that a 1% fee may be assessed when making non-travel purchases from international vendors. The international transaction fee will not be reflected on the receipt from the vendor.

C-Cards must not be used for personal purposes, regardless of the intent to reimburse the University. Use of a C-Card for personal purposes could result in disciplinary action.

C-Card transactions are, typically, required to be submitted on a Concur Expense Report within 15 days of the transaction posting date for non-travel expenses, and no later than 30 days from the end of the trip for travel expenses.

Please refer to the CLAS Corporate Card policy, posted at <https://umaine.edu/las/faculty-resources/financial/> and also included at the end of this document.

### Travel Request Approval:

Concur Travel Requests are required only for out-of-state travel. Travel Requests must be submitted and approved in Concur before any expenditures are made, even when University funds are not being used. Requests are located in the Required Approvals section in Concur (see screen shot below).

Per UMS Administrative Practice Letter IV-B on Travel, Expense, and Corporate Card Procedures, posted at <https://www.maine.edu/apls/apl-iv-b/>, Travel Requests serve three purposes:

- To document approval to travel from the traveler's supervisor.
- To allow the appropriate budget approval authority to ensure that adequate funds exist for the travel.
- To provide visibility into the trip to ensure the traveler is adequately insured AND to allow the University to render assistance, as appropriate, to the traveler while traveling.

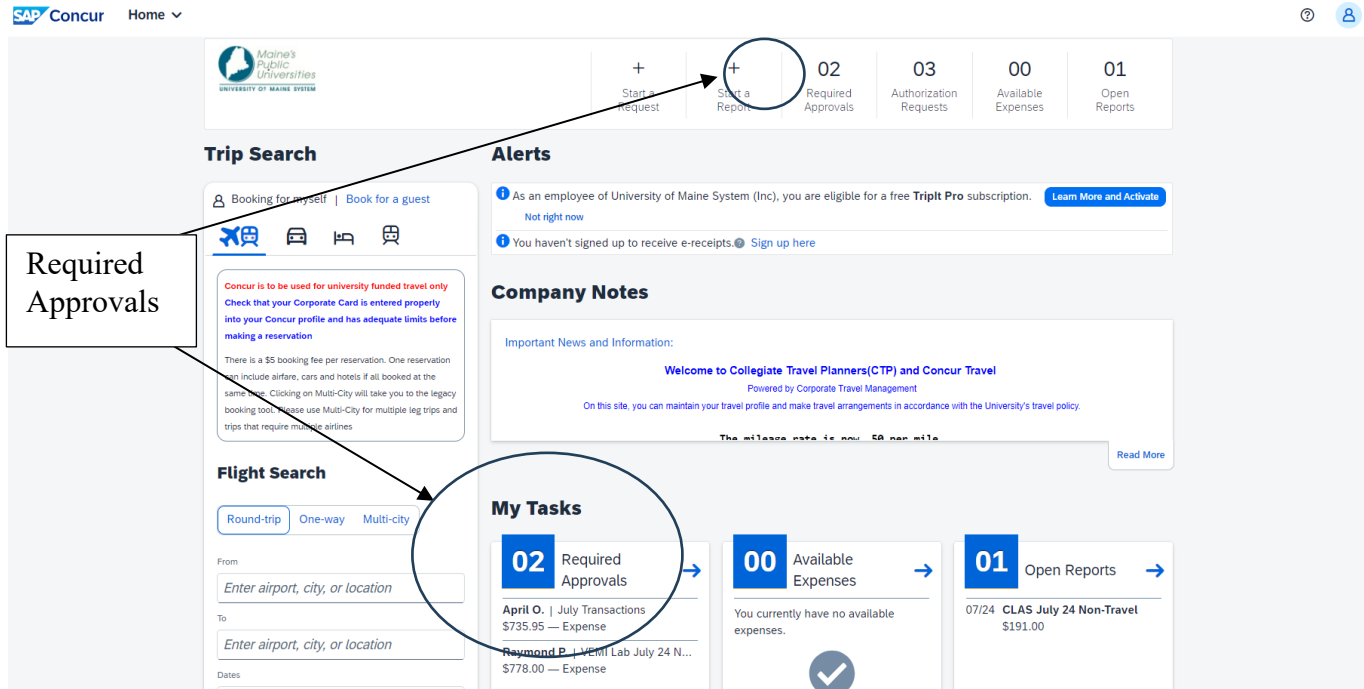
As chair, you must review submitted requests for purpose, comments, dates, amounts, and chartfield information. It is your responsibility to determine whether there are funds available to pay for the request. Funds committed on a request **do not** appear as such in the General Ledger (GL) until after the Expense Report has been fully approved and payment has been made. Consequently, departments must track commitments and subtract them from available funds in order to maintain accurate department financial records.

Procurement Services has created a guide to assist in approving Concur requests that can be found at <https://drive.google.com/file/d/1fmLqT0Au2TPvF1nxs6w-OoEITNheQVs/view>.

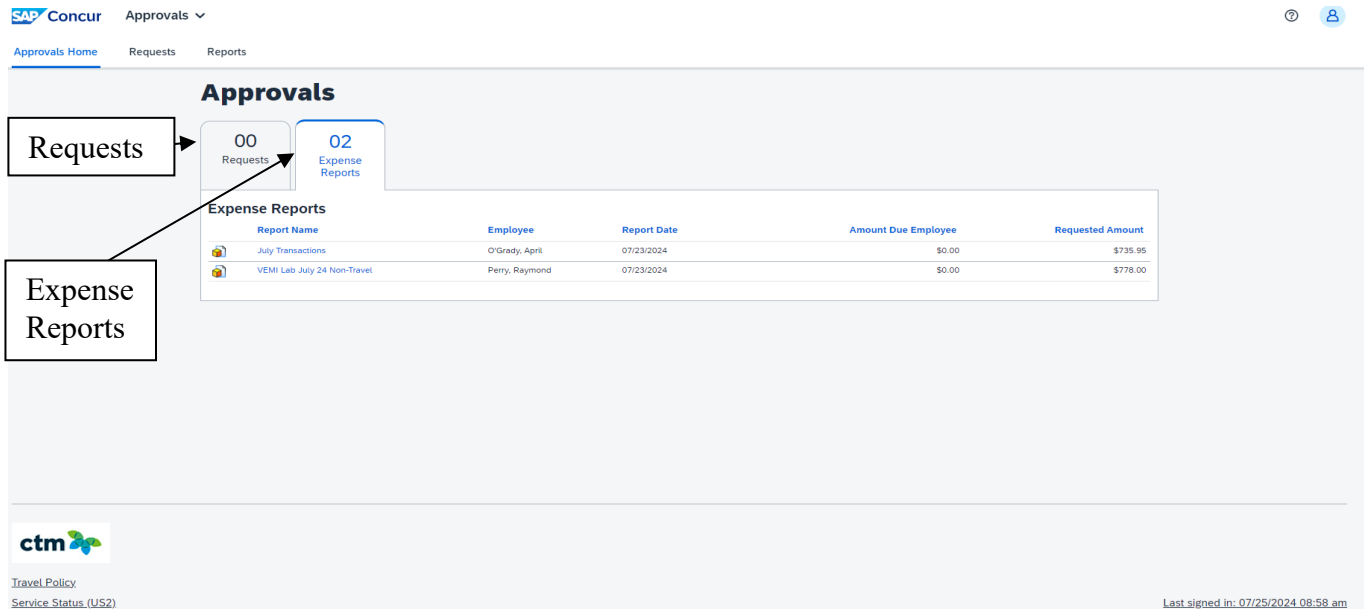
When an Out-of-State Travel Expense Report is eventually submitted, the approved request must be attached to the Expense Report in Concur. When you review the Expense Report, make sure that the actual expenses align with the request.

**Expense Approval:**

1. Log in to Concur and go to Required Approvals



2. Select either Requests or Expense Reports



### 3. Review the Expense Report

The screenshot displays the Concur Expense Center interface. At the top, there is a navigation bar with 'CONCUR' logo and tabs for 'Requests', 'Travel', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. Below this, there are sub-tabs: 'Manage Expenses', 'View Transactions', and 'Process Reports'. The main content area is titled 'CMJM External Review Airfare' and includes a 'Recall' and 'Copy Report' button. On the left, there is a table of expenses:

Date	Expense Type	Amount	Approved
09/01/2016	Airfare AMERICAN AIR0017826288863, Akn	\$388.20	\$388.20
08/30/2016	Airline Fees AGENT FEE 8900667190842, Bango	\$5.00	\$5.00

At the bottom of the table, it shows 'TOTAL AMOUNT \$393.20' and 'TOTAL APPROVED \$393.20'. To the right of the table is a detailed form for the selected expense, including fields for 'Expense Type', 'Transaction Date', 'Business Purpose', 'Ticket Number', 'Vendor', 'City of Purchase', 'Travel Type', 'Payment Type', 'Amount', and 'Approved Amount'. A 'Previous Comment' section is also visible, containing the text: 'Entered By Ami Austin: Airfare for Jeffrey Child, External reviewer for Journalism Dept.'

### 4. Look for the following items:

- Copies of original, itemized receipts (click on the tab that says Receipt Image).
- C-Card transaction receipts (click on the small icon at left that looks like a credit card with a stripe in the middle)
- Hotel, group meals, airfare, and transportation transactions (other than tolls) must have **both** original itemized and C-Card receipts attached.
- **If the required receipts are not attached, do not approve.** Return the Expense Report to the submitter to complete/correct. Provide notes in the comment section explaining why the report is being returned.
- If the dates on the receipts do not fall within the period of the approved travel, do not approve even if the total amount is within the budget.

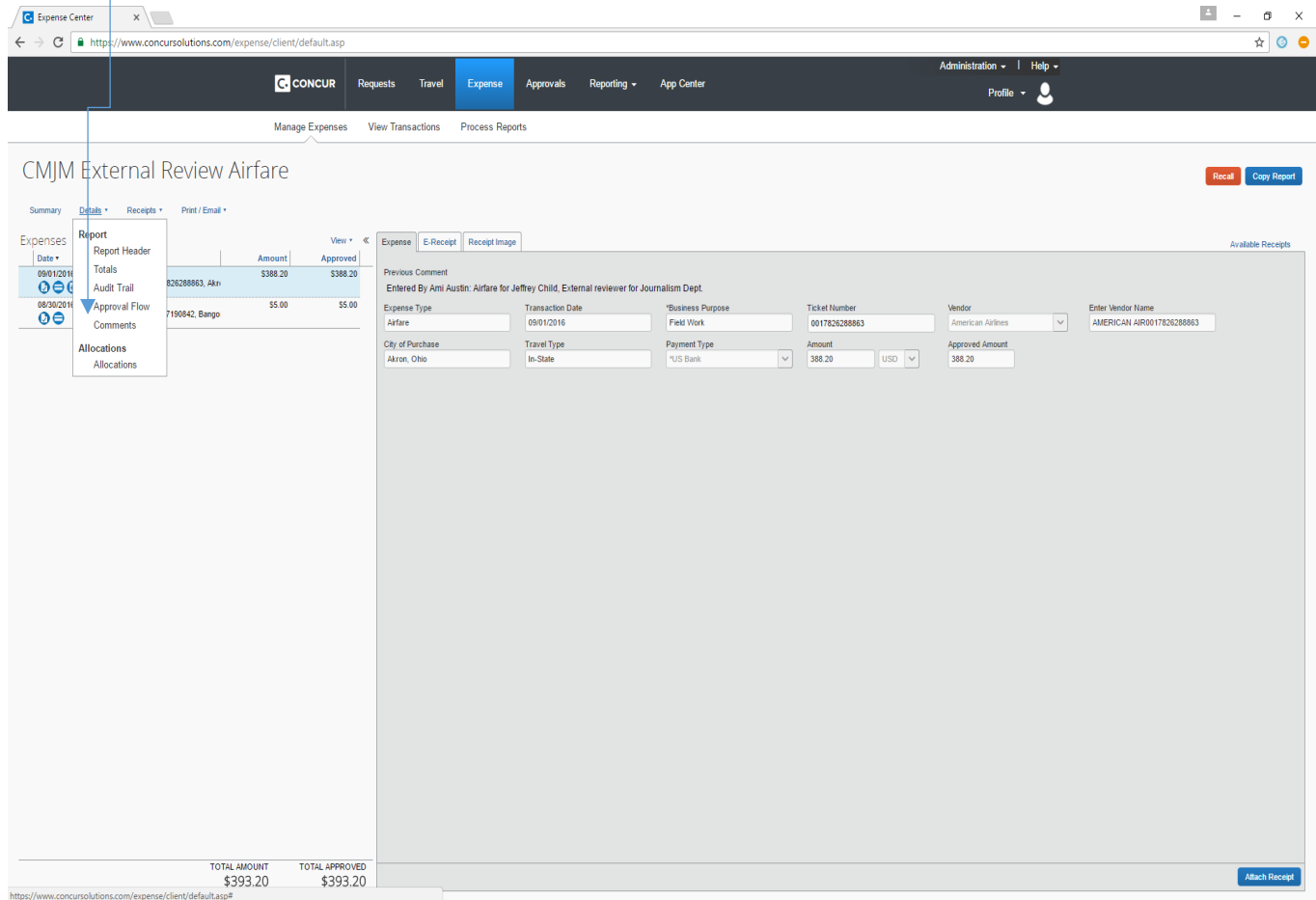
\*\*\*Please be aware that international corporate card transactions may be assessed a 1% fee that is not reflected on the receipt from the vendor.

### 5. Verify that no Maine State Sales tax was charged for expenses and that university funds are not being used for alcohol purchases.

- If Maine State Sales tax was charged, or alcohol charges appear, do not approve. Return the report to the submitter to correct.

6. Check the Allocation to ensure accuracy.

To find the chartfield(s), click on Details, Allocations, then Summary. If the chartfield(s) is not correct, do not approve. Return to submitter for correction or contact the Dean's Office for assistance with chartfield information.



The Dean's Office at 581-1954 or the Procurement Services Team at 581-9101 can help with specific questions and can provide additional training.

For more information about Concur, including recorded training webinars and videos, visit <https://mycampus.maine.edu/group/mycampus/travel>.

## Corporate Card and Travel Funding Policies, College of Liberal Arts and Sciences [7-24-24]

### General Information

All University **Corporate Card (C-Card)** [applications](#) for members of the College of Liberal Arts and Sciences must be submitted through Concur to obtain authorization from the employee's supervisor and Strategic Procurement. Issuance of new University Corporate Cards will ordinarily be limited to University employees who hold regular positions in the College. Exceptions may be approved for limited periods.

It is the responsibility of a C-Card holder to reconcile reports within the required time frame. If a cardholder does not resolve delinquent reports and transactions in a timely fashion, the credit limit on the card will be reduced to one dollar. Repeated delinquencies could result in the termination of card privileges.

Upon separation from the University of Maine, all CLAS employees are required to return their University credit cards to their departmental office.

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### Travel Guidance

A fully approved Concur travel request is required for all out-of-state travel. University funding for travel is not guaranteed and, in the case of out-of-state travel, will not be provided if it is not requested and approved prior to the travel occurring. Additional funding will ordinarily not be provided for travel expenses that exceed the approved travel request.

Ordinarily allowable travel expenses, within reason, include transportation, registration, lodging, and travel meals. Justification for any additional travel expenses must be provided by the traveler. All CLAS Travel Meal Expenses require itemized receipts for payment. Travelers are expected to choose the most economical options for their travel-related expenses.

Further information about travel and Concur is posted on the CLAS Faculty/Staff Resources page here: <https://umaine.edu/las/faculty-resources/financial/>.

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### Non-Travel Guidance

Per UMS APL IV-B, "With the exception of purchases under \$160, emergency purchases, or other unusual extenuating circumstances, a non-travel Corporate Card purchase will be made with **prior written knowledge and approval** (generally an email) from the cardholder's supervisor (or the supervisor's designee)."

Any funding of memberships with E&G dollars requires a specific request from a chair/director and prior written approval from the Dean's Office.

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### University of Maine System Policies

Cardholders are responsible for complying with University of Maine System policies concerning the use of University funds:

**University of Maine Administrative Practice Letter: Travel, Expense, and Corporate Card Procedures - [Administrative Practice Letter IV-B - University of Maine System](#)**

**University of Maine Administrative Practice Letter: Use of University Funds - [Administrative Practice Letter IV-I - University of Maine System](#)**