

Travel Booking and Expense reporting for Students and Visitors:

Student and Visitor travel is not currently required to be booked through CAT or Concur. Student and visitors can book their travel as they are currently doing. However, if booking through the travel agency and online in Concur is preferred there are three options to accomplish this.

The three options when booking travel and submitting expense reports for students and/or Visitors are:

1. Students can be set up in the Concur system with their own profile. This option would allow the student to book their own travel with the agency or online through Concur. The booking would require pre-trip approval from a designated supervisor before the tickets would actually be issued to the student. In this option the student would also be responsible for submitting their own expense reports.
2. Students can have their travel arranged by an RPI employee as a guest. This option would not give the student the option to book their own travel. The assigned travel arranger would book the travel on behalf of the student and would also be responsible for submitting the expense report on behalf of the student.
3. Visitors can only be booked as a guest in the system by an approved RPI employee. Visitors will not be granted access to the Concur system. The designated arranger for the Visitor will also be required to submit an expense report on behalf of the Visitor.

Option 2 and Option 3 are basically handled the same way in the system. The differentiation that needs to be made with these options is whether the student or Visitor is going to have out-of-pocket expenses that need to be reimbursed to them. Airfare, Rail, and Hotel charges are not considered to be out-of-pocket expenses within the new process unless the Visitor or student actually books the travel reservations themselves.

Option #1 –

Students allowed to book their own travel arrangements with pre-trip approval and submit their own expense reports

Students that are allowed to book their own travel arrangements with pre-trip approval must have a profile in Concur. The Concur Authorization Form for Rensselaer Students (found on the Finance Web site) must be completed, signed by the appropriate authorizer and sent to Disbursement Operations. Once the student is established in Concur they will receive an e-mail to access the system.

Booking a trip online

After a student saves their trip itinerary they will receive the following message:

Finished!
Thanks for using Concur

Trip Record Locator : NS5ZPT

The reservation is held for 24 hours. If not approved, it will be automatically cancelled.

This trip is awaiting approval and must be approved by: 08/14/2012 5:59 PM Eastern. The itinerary will not be ticketed until your travel manager has approved the trip.

Your itinerary has been saved. Child Travel/Albany Travel (Rensselaer Polytechnic Institute) will service your itinerary. Please Note: Fares are not guaranteed until tickets are issued and are subject to change without notice. Airfare must be ticketed by an agent by: 08/14/2012 7:59 PM Eastern

Once the student has finished selecting the itinerary for their trip an e-mail will be sent to the Manager/Supervisor listed in the student's profile.

The Manager/Supervisor must sign into Concur within 24 hours of the reservation and approve or reject the reservation.

- If the Manager approves the trip, CAT will ticket the travel arrangements.
- If the Manager rejects the reservation, the trip is cancelled.

Submitting an expense report

When the student returns from their trip, they would be required to submit an expense report the same way that any Rensselaer traveler is required to do. Students who are granted this option should attend training for Concur travel and expense.

Option #2 or Option #3 (with no out-of-pocket expenses to be reimbursed) –

Student or Visitor travel that involves only bookings for Air/Rail/Hotel paid for by Rensselaer, no out-of-pocket expenses to be reimbursed

With these options, all travel arrangements will be made by an RPI employee for the student or Visitor using the guest functionality in Concur. If you select option #2 or #3 and you are **only** booking airline reservations, a train reservation or a hotel reservation for a Visitor or student you do not need to fill out a Concur Authorization Form for that individual. It is expected that these individuals will not have any out-of-pocket expenses that will need to be reimbursed. Expenses for these type of travelers will flow into the expense account of the person booking the travel and that person will submit the expense report on behalf of the traveler.

If the Visitor or student traveler is expected to have out-of-pocket expenses that will need to be reimbursed then you must fill out a Concur Authorization form for that individual. (Refer to the next section in this guide.)

Booking a trip online for a Visitor or student (as a guest) with no out-of-pocket expenses

In order to book travel for a student or Visitor you will need the following information from the traveler:

- Legal Name
- E-mail address
- Phone Number
- Date of Birth (if you can obtain it)

To book the travel arrangements first choose:

“You are administering Travel/Expense for “ *Guest Traveler*”

Or

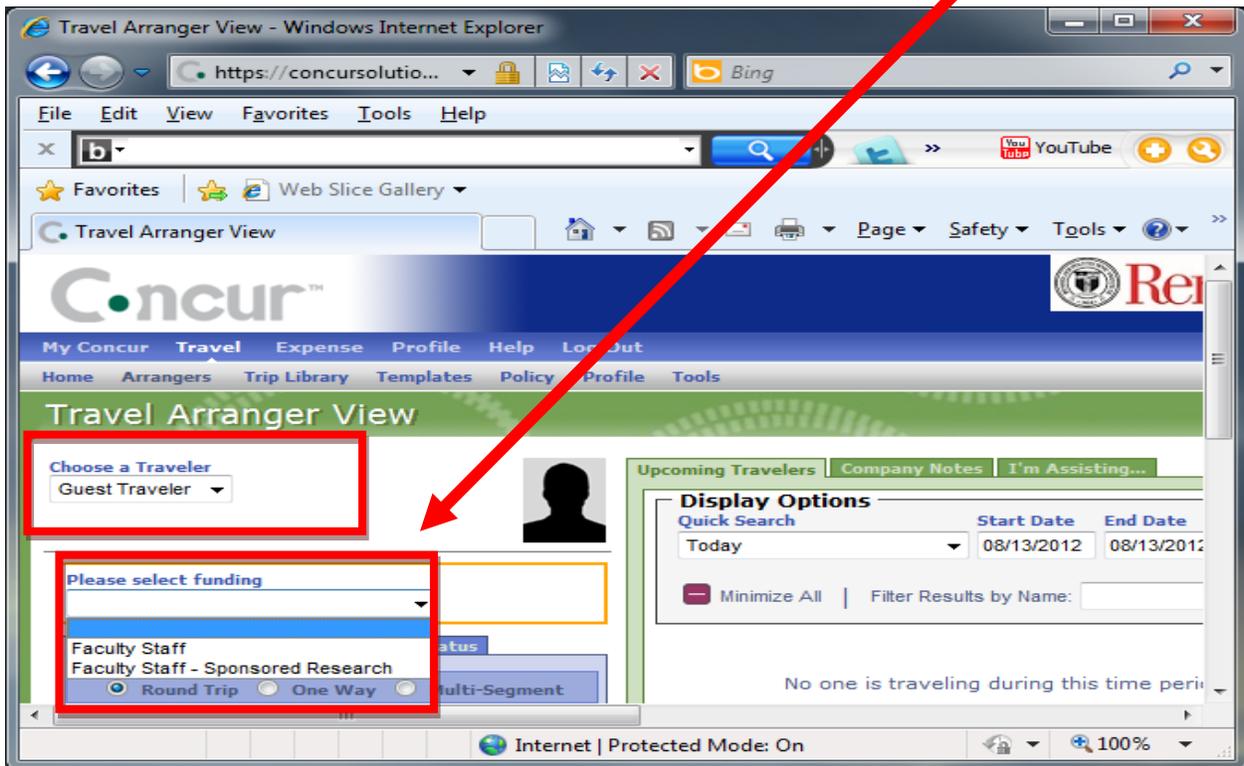
Click on Travel

Click on Arrangers

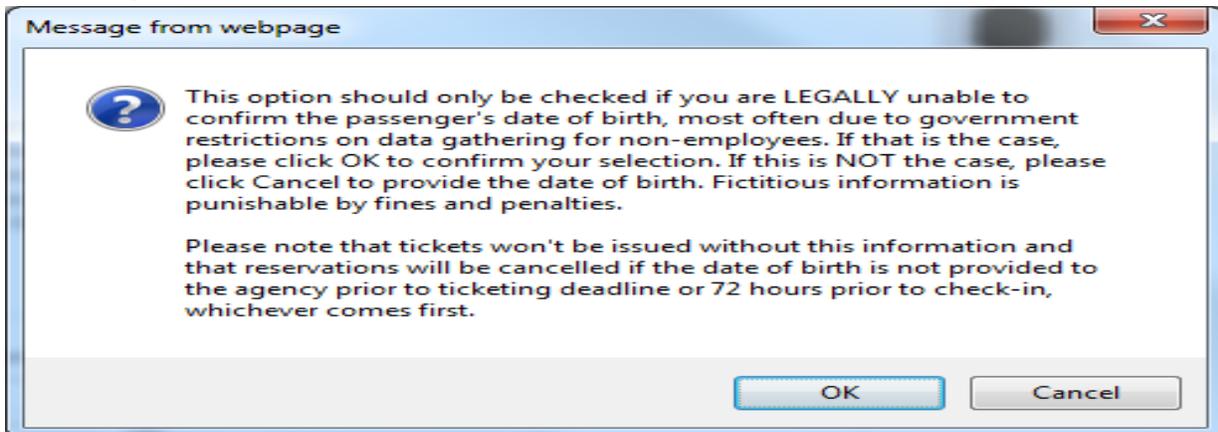
Choose “Guest Traveler”

If you do not have the option to select guest traveler you have not been given the permission to do so. You need to contract Christopher Thorne, in Disbursement Operations for that permission or you will be unable to book travel for guests.

- Next you will have to select the Funding Source. The funding choices are not going to give you the option of selecting student or Visitor. The choice is between regular travel and travel on sponsored research. If you have a student or Visitor that is not traveling on sponsored research, please select Faculty Staff. If they will be traveling on sponsored research, please select Faculty Staff- Sponsored Research.



- At this point you can make your trip selection and enter the required information.
- You will at some point be prompted to choose a credit card – please leave the credit card option as “RPI-Air...” With this selection, RPI will pay for the travel arrangements on a virtual card.
- Date of Birth – the system will ask you for the date of birth for the traveler. If you do not have the date of birth, mark it as Unknown, at which point the following warning will appear. Click ok to this message.



- The reservation at this point can be accessed by the travel agency. CAT will contact the traveler to obtain their date of birth if you were unable to get that information. The ticket will not be fulfilled until CAT is able to obtain the date of birth from the traveler. Once the reservation has been ticketed, you should receive an email with the itinerary for the traveler.

Submitting an expense report for a student or visitor (guest) with no out-of-pocket expenses

- After the arrangements are made and the charge is posted to the Rensselaer Virtual Credit Card the charge will appear in the Smart Expenses of the RPI Employee who made the reservation.
- The arranger will then be able to complete and submit an expense report on behalf of the traveler and to charge the expense to the correct FOAPAL. There is no reimbursement to the traveler in this option. All expense charges have been paid for on a Rensselaer virtual card.

Option #2 or Option #3 (with out-of-pocket expenses to be reimbursed) –

In this option, the student or Visitor may have airfare/hotel charges that are paid by Rensselaer but will also have out-of-pocket costs that they need to be reimbursed for. The student or Visitor may have also booked their airfare themselves and need to be reimbursed for the cost. A RPI employee can be designated as a travel arranger and expense delegate for any visitor or any student that it is determined does not need access to the Concur system. Travelers in this option will need to have a Concur profile created for them. The RPI employee will be required to submit a Concur Authorization Form for the individual needing to be reimbursed. This RPI employee will then be granted permission to book travel and/or submit an expense report on behalf of the visitor or student.

Steps in this process:

Submit a Concur Authorization Form This form is to be completed by the Rensselaer Employee that will be booking the travel and/or performing the expense submission on behalf of the guest traveler. The form needs to be approved by the appropriate supervisor. Please note that there are separate forms for students and Visitors. These forms can be found on the Finance website.

Disbursement Operations upon receipt of the Authorization Form will set up a profile in Concur and any required Banner elements for the visitor or student traveler. The steps will be as follows:

- If not in Banner, they will set the person up in Banner to obtain a RIN and initialize the individual to be able to receive reimbursement.
- Set the approved Rensselaer employee up as the Travel Arranger and/or Expense Delegate for the visitor/student.
- Give the Expense Delegate access to SUBMIT expense reports for the visitor/student.
- Enter the Expense Delegates e-mail address in General Settings / E-mail Address.
- In the Position/Title field enter either Visitor or Student as the title, along with the appropriate supervisor.
- If a visitor is a Non-resident Alien; Set the Manager as the Tax Compliance Specialist in Disbursement Operations.

Booking Travel as an Arranger

Once the visitor or student has been set up with a Concur Profile, the RPI employee should then be able to select that person in their “people I can arrange travel for” settings and also “functioning as a delegate for” settings. Travel reservations for Visitors or students in this option should not be done under the guest function. Reservations should be made as you are arranging travel for that specific person. The person should be seen in your arranger section of your travel options. If the visitor or student arranges their own travel and pays for it out of pocket there is nothing to do in this step.

Submitting an Expense Report as an Expense Delegate

After the travel has occurred for the Visitor or student, an expense report needs to be created and submitted for that traveler. The traveler will be required to submit receipts to the RPI employee for the expenses requested to be reimbursed.

- To access the Visitor/student expense data, change your expense settings to “ I am administering for:” and select the specific traveler.
- Do NOT set up the Receipt Store of this traveler with your e-mail address. Receipts for this traveler that need to be reimbursed to the visitor or student should be saved to your desktop and then uploaded into the expense report.
- Once all of the expenses and receipts have been attached to the report and the allocation of expenses is correct , SUBMIT the report.

The Financial Manager

- The financial manager tied to the org that was selected in the allocation will then receive the expense report for approval.

Non-resident Alien Review

- If the visitor is marked as a non-resident alien on the Concur Authorization Form, the Tax Compliance Specialist in Disbursement Operations, will receive the expense report for review and approval after the financial manager has approved the report.
- Tax Compliance Specialist will be required to perform the following responsibilities:
 - Reach out to Expense Delegate or Traveler to obtain required data for taxability analysis.
 - Perform NRA analysis based on data from GLACIER.
 - If taxable – complete form and give to A/P with Tax Amount
 - Enter a Comment
 - Then Forward to the Manager/Supervisor of the traveler for final approval
 - If not taxable
 - Enter a Comment
 - Then Forward to the Manager/Supervisor of the traveler for final approval

The Manager/Supervisor

- Will receive the expense report for approval after it has gone to disbursements for review. If approved in this step, the expense report will be submitted for payment and the traveler will be reimbursed for their approved out of pocket expenses.