Concur Implementation Plan

1. Accounts Payable will email a list of potential Concur users to the CDAs for review and update. The list will include:
   a. Employee name, empl ID, and primary department ID
   b. Delegates who can <u>prepare</u> Requests and Expense Reports for the employee
   c. Delegates who can <u>approve</u> Requests and Expense Reports on behalf of the employee (Employees must submit their own Requests/Reports into workflow but can delegate someone else to approve Requests/Reports for others.)
   d. Eligibility of employee to receive a cash travel advance
   e. If eligible for cash advances, name of travel advance approver
   f. Default cost center for travel expense (cost center can be changed on Request and/or Report)
   g. Name of Request approver (normally the employee's supervisor)
   h. Employee's UH email address

2. Accounts Payable will email a list of Authorized Approvers to the CDAs for review and update. The list will include:
   a. Certifying signatories
   b. Unit heads, which are normally Directors, Chairs, Deans, Assistant VPs, and Associate VPs (approves Travel Request for non-employees)

   Note: An individual cannot have more than Authorized Approver role. Other Authorized Approver roles include Division VPs and the Tax Department.

3. Departments will enter Travel Card transactions into GCMS for the last time in the October billing cycle (September 4 – October 3). Travel Card transactions posted October 4, 2015 and after will be documented in Concur (not GCMS).

4. Starting about October 15, Accounts Payable will begin training departments to:
   a. Create Requests for new travel and moving expenses in Concur
   b. Create Expense Reports for Department Travel Card transactions in Concur
   c. Create Expense Reports for Individual Travel Card transactions and travel reimbursements in Concur
   d. Create Expense Reports for moving expense reimbursements in Concur

   Note: If a Travel Request was already created before Concur training, just upload it to the Expense Report in Concur. You don't have to create a Concur Request. If a Voucher was created before Concur training, just complete the Voucher as before. You don't have to create a Concur Expense Report. After departments receive training, they will be expected to use Concur.