Hello everyone,

This Concur update addresses five areas.

1) Guest/Visitor reimbursements:
   Are you interested in using Concur to reimburse a guest or visitor for expenses?

   You can process expense reimbursements for guests by completing the applicable expense report header fields. You *must be in the non direct deposit group*.

   (Note: Concur System Administrators can move you to the non direct deposit group; this request needs to be submitted by the user to concur@rice.edu. In the email, please request to be moved to the non direct deposit group in Concur. The Concur support team will **not** move you back to the direct deposit group after processing expense reports for a guest/visitor.)

   If you wish to be paid via direct deposit for expense reimbursements and you also process reimbursements for guests/visitors, you can be in the Concur non direct deposit group and will remain on direct deposit in Banner. Instead, Rice will process your direct deposit reimbursement after a Concur expense report is approved.

   Steps to complete the expense report's header information for guest reimbursements as a non direct deposit user:
   - First, identify whether the guest to be reimbursed is already set up as a vendor in Banner. If the person is not an active vendor, email the full name and mailing address for the payment to disbmt@rice.edu. If it is a travel expense reimbursement, this is the only information needed. If you choose to submit a W-9 form, for security purposes (since the W-9 includes a SSN #), that form MUST be submitted via the payables portal at https://payables.rice.edu/index.cfm? using the section at the portal for "External Reimbursement to Individuals".
   - You will log in to your Concur account using your login and complete the applicable sections at the header of the expense report, including
   - Answering the question at the "Guest to be reimbursed" box "yes". With that response, two additional boxes will appear that must be completed,
   - Fill in the full name of the guest and
   - Provide the "Banner Vendor #" for the guest. For this automated process to work best, it is *important* that the vendor # provided at this field is accurate.

   To determine the Banner Vendor #, you will query Webapps by going to
   - Finance/Payment Queries/Vendor Detail query. This query should also be used to confirm that the vendor's address is accurate, or
   - Finance/Payment Queries/Vendor Invoice History and searching at the "Vendor" box.

   When the Concur expense report is approved, it will feed into the Banner system and will be included on the next Tuesday payment run. We are working to expand this timing so it will be included on the next payment run (e.g. Tuesday or Friday).

2) Year-end process
   We are working on the FY15 end of year calendar which includes information regarding the Concur system. Stay tuned for more details which will be provided by mid-May in the campus communication of year-end deadlines. When the year-end sessions are scheduled, Concur will be addressed during those sessions.

3) Warning symbols at the expense reports
   We have trained users that warning symbols in red require action, while warnings in gold tend to be information that doesn't necessarily require action. We recently learned the Concur Audit Service has changed one set of warnings that appears with a gold triangle and *must* be addressed. The following message "Please review the comments for this expense and action accordingly" requires action that is indicated in the Concur Audit Service's response.

   Please know that warnings can be sorted by clicking on the "Exception" heading at the "Exceptions" section when you are in an expense report.

4) Concur expense reports
   All paid employees and most graduate students are loaded in Concur as users. All expense reimbursements and travel advances for these individuals *must* be processed using Concur. We are seeing an increase in check requests which are *not* the payment mechanism for expense reimbursements or cash advances for Concur users.

5) Summer travel – reports covering extended periods
   In next week's listserve communication, more details will be provided regarding these expense reports.