

# CONCUR FOR NON-TRAVEL REIMBURSEMENTS

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# BEFORE WE GET STARTED

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- This session will be recorded.
- The chat has been disabled, please use the Q&A function to submit questions.
- At the end of the session, time permitting, we will have a Q&A session.
- As a reminder, this preview session is not training. You will be introduced to new terms and concepts and see system sneak peeks!



# SESSION TOPICS

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## Phase II Policy Additions

Additions to Concur and what will be remaining in ePay

## Business Meetings/ Entertainment and T&E Card Program Changes

Policy reminders and T&E Card updates

## Other Non-Travel Policies

Overview of the policy additions and policy reminders



# QUICK DEFINITIONS

Term	Description
Concur "Policy" Type	<p>The main Request/Expense type available for selection in Concur, i.e., Travel, Relocation, Petty Cash, etc.</p> <ul style="list-style-type: none"><li>• In most cases, the Request/Expense type is tied to a specific UC policy/policy set</li><li>• Expense types Employee Reimbursement and Non-Employee Reimbursement includes a combination of multiple polices</li></ul>
Authorized Procurement Method	An approved method for procuring goods and services on behalf of UCR.
Allocation	Splitting an expense between more than one COA
Chart of Accounts	Often referred to as COA, will replace UCR's current FAU accounting structure
Attestation	Certifications/Acknowledgements completed at various stages of the workflow

# CONCUR PHASE II

## Policy Additions



# CONCUR POLICIES

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## Current

Travel Reimbursements  
(Employee and Non-Employee)

## Phase II

Employee Reimbursements  
(Non-Travel)

Non-Employee Reimbursements  
(Non-Travel)

Relocation Expenses

Petty Cash Replenishment

Business Meeting / Entertainment





# RETIRING FROM EPAY

MOVING TO CONCUR

## SINGLE PAYEE/VENDOR, SINGLE PAYMENT

- Membership (reimbursement)
- Petty Cash
- Reimbursement
- Refunds
- RHA (Housing Use Only)

## BUSINESS MEETINGS, ENTERTAINMENT & OTHER OCCASIONS

- All Categories



ePay – Online  
Payment  
System

# REMAINING IN EPAY

## SINGLE PAYEE/VENDOR, SINGLE PAYMENT

- Honoraria to Non-UC Employee or Non-UCR Student
- Human Subject Payment
- Performance Agreement
- Stipend to Non-Student
- Casual Labor
- Game Official
- Homestay
- Library Acquisitions (ORG16 access only)
- Other

## MULTI-PAYEE/SUPPLIER, MULTI-PAYMENTS

- Honoraria to Non-UC Employee or Non-UCR Student
- Human Subject Payment
- Refunds
- Stipend to Non-Student
- Casual Labor
- Game Official
- Homestay



# CONCUR

Business Meetings, Entertainment  
and T&E Card Program Updates





# Business Meeting/Entertainment

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With Concur Phase II go live this July, policy type Business Meeting/Entertainment will be available to allow for the recording and reimbursement of expenses. Please note:

Business Meeting and Entertainment related expenses may be purchased using your Travel and Entertainment (T&E) Card

If there is a contract related to a Business Meeting or Entertainment event, these must still route through Procurement outside of Concur.

Accounts Payable is looking into a proposed process that would allow departments to use Concur to request Exception/additional approvals without generating a letter to be signed and manually uploaded.



# T&E Card Program Updates

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**With the opening of expense types allowable on the Corporate Liability T&E Card, steps will be finalized for the full closure of the Personal Liability card program.**

- The Travel & Entertainment (T&E) Card has converted from a personal liability card program to a corporate liability card program. This is the preferred method of payment for official business entertainment expenses.
- All T&E Card transactions are paid automatically by the University (corporate-billed) and must be reconciled via a Concur Expense Report.
- New report coming to iReports
  - Card Aging Report
  - Will run monthly on the first of each month
    - First report scheduled to run on 4/1/2023





# T&E Card Program

## New Cardholder Resource

- If you do not see an expense type listed, the expense would be considered exceptional, or a preferred purchasing method exists (ex., Purchase Order)
- T&E Card is to be used for the cardholder's expenses only unless the cardholder is approved to cover travel expenses for others as a Team Leader OR is purchasing items for a UCR business meeting/entertainment event.
- For questions regarding T&E Card charges, contact [travelfeedback@ucr.edu](mailto:travelfeedback@ucr.edu)
- [Card Payment Matrix | Impact23 \(ucr.edu\)](#)

## Card Payment Matrix

YES = Allowable Purchase NO = Unallowable Purchase			
Expense Type	Travel and Entertainment Card (T&E Card)	Procurement Card (PCard)	Considerations/Comments
Advertising-Fed Allow-Recruit	NO	YES	Prior to payment - Contact Central Procurement Services for any contract docs that requires signature
Advertising-Fed Unallowable	NO	YES	Prior to payment - Contact Central Procurement Services for any contract docs that requires signature
Airfare	YES	YES	When purchased using a PCard, automatic Traveler Insurance Registration for comprehensive coverage does not apply
Airline Fees	YES	NO	
Animal Food	NO	YES	
Animal Purch - Non-Inventorial	NO	YES	
Automotive Supplies	NO	YES	
Bank/Currency Fees	YES	NO	
Beverages - Alcoholic	NO	NO	
Bindery	NO	YES	
Book/Serial/Periodical-Non-Inv	YES	YES	T&E Card charges only while on "Travel Status" with a valid business justification (ex. Conference/Research materials)
Business Meals	NO	NO	
Business Meeting Rental of Supplies	NO	NO	
Business Meeting Room Rental	NO	NO	
Car Rental	YES	NO	
Car Rental Fuel	YES	NO	



# Entertainment Policy Highlights

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- ❑ **Benefits to UCR:** Ensure that the *anticipated benefits* outweigh the costs
- ❑ **Frequency:** Check the *frequency* of (how often) the event takes place in relation to the nature of the event
- ❑ **Appropriate Amounts:** While the *per-person maximum* may be exceeded on occasion, it might trigger a taxable event for the host and guests depending on the circumstances
- ❑ **Documentation:** Events exceeding costs must *document* the circumstances which were unavoidable or necessary to accomplish the University business purpose
- ❑ **Tax Issues:** Expenses considered taxable are NOT reimbursable. The IRS considers entertainment expenses as *reportable income* to the host/payee when:
  - Expenses are not substantiated with required receipts (\$75+)
  - The expenses are lavish or extravagant for the type of function
  - The expense is not directly related to the employee's job or otherwise qualifies as a UC Riverside business expense

# CONCUR

## Other Non-Travel Policies



# Employee Reimbursement (Non-Travel)

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Reimburse Employees for the purchase of allowable, out of pocket expenses

## Available Report Purposes:

- Registration/Training
- Dues/Fees (State/Federal, Visa/Passport, Licensing, etc.)Membership
- Safety Shoes/Uniforms
- Employee/Non-Employee Non-Cash Award
- Professional Development
- Other Purpose (Will require Back-Office review)





# Non-Employee Reimbursements (Non-Travel)

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Reimburse Non-Employees for allowable, out of pocket expenses

- Expense policy was separated to better accommodate ease of access to Non-Employee vendors by the campus

## RELATED POLICIES

- BFB G-43 University Membership in Organizations
- BFB G-41 Employee Non-Cash Awards and Gifts
- BFB G-42 Gifts Presented to Non-Employees on Behalf of the University
- BFB Bus 79 Expenditures for Business Meetings, Entertainment, and Other Occasions
- UCRPP 200-44 Expenditures; Campus Hospitality
- UCRPP 750-63 Purchasing Authority



# Unauthorized Purchases

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- Procurement of goods and services must be on a Purchase Order or PCard
- Reimbursement for procurement of goods and services is considered an unauthorized purchase and may not be reimbursed
- Unauthorized purchases require Procurement approval
- If a contract is required for a purchase, it must flow through the Procurement Dept.
  - Department buyers are NOT authorized to sign contracts on behalf of UC Riverside
- Services are 1099 reportable to the IRS, therefore cannot be purchased out of pocket with intent for reimbursement
- Some policies do reference reimbursement as an approved, or in some cases, required method of payment

## RELATED POLICIES

- UCRPP 750-63 Purchasing Authority
- BFB G-43 University Membership in Organizations
- BFB G-41 Employee Non-Cash Awards and Gifts
- BFB G-42 Gifts Presented to Non-Employees on Behalf of the University
- PPSM 50: Professional Development
- BFB Bus 79 Expenditures for Business Meetings, Entertainment, and Other Occasions
- UCRPP 200-44 Expenditures; Campus Hospitality





# Relocation and Removal

## Record expenses related to the move/relocation of employees

- All expenses related to the relocation of a transferring or new employee should be captured
  - Out of pocket expenses for moving household items/members
  - Expenses paid to a third-party moving company
  - House Hunting prior to employment (non-standard expense for Staff/Academic)
- All personal move/household expenses are taxable to the employee
  - Reimbursement and imputed income is processed by UCPath via the Payroll Coordination team

## RELATED POLICIES

- BFB G-13 - Policy and Regulations Governing Moving and Relocation
- Regent's policy 7710 - Senior Management Group Moving Reimbursement
- Regent's policy 7711 - Senior Management Group Relocation Allowance
- UCRPP 650-31 - Moving and Relocation Expense Reimbursements for Academic Employees
- UCRPP 650-32 - Moving and Relocation Expense Reimbursements for Staff Employees



# Petty Cash

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**Intended for the reconciliation and replenishment of an existing, approved Petty Cash Fund**

DO	DO NOT
<ul style="list-style-type: none"><li>• Be an authorized Petty Cash Custodian</li><li>• Include the completed petty cash disbursement slip with the receipt</li><li>• Submit reimbursements prior to 60 days of the date purchased</li></ul>	<ul style="list-style-type: none"><li>• Use this expense type to request to establish a new Petty Cash Fund or temporary Cash fund</li><li>• Submit reimbursements for individual who is not a Petty Cash Custodian or items not expensed from an approved petty cash fund</li></ul>

## RELATED POLICIES

- UCOP Accounting Manual C-176-61  
Cash: Petty Cash Disbursements
- UCRPP 200-72 Petty Cash Funds

**THANK YOU!**

IMPACT23: Modernizing UC Riverside's Financial Systems

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