

## Concur Monthly Helpful Reminders

### Welcome to Concur, Academic Affairs!

Beginning December 27<sup>th</sup>, the Division of Academic Affairs, specifically the colleges within Academic Affairs, began using Concur to process travel requests, travel expenses and P-Card expenses. As a reminder, paper forms will not longer be accepted for state-funded travel. To access resources to assist you with using Concur, please visit the [Faculty Resources Webpage](#).

### Travel Restrictions Lifted on all P-Cards

Beginning Wednesday, October 26, 2022 **all** State issued P-Cards became available for use for Pre-Authorized Business Travel purposes with Travel Restrictions already lifted on all individual P-Cards.

Users no longer need special eBusiness permissions, Q# issuances or proof of a granted "Exception" to allow travel accommodation transactions on all P-Cards going forward.

-- However, in accordance with Campus Travel Program policies, remember to attain your pre-authorized TR # **prior** to making any arrangements or charging any transactions.

**A reminder that all other related travel meals, tips, and personal incurrence expenditures are not allowed on your P-Card.**

Please contact [eBusiness@fullerton.edu](mailto:eBusiness@fullerton.edu) or [Travel Operations](#) if you have any questions or concerns.

### Designating Delegates in Concur

As a reminder, if you would like to designate a delegate to create travel requests and expense reports on your behalf in Concur, please review the [Designating Delegates Guide](#) for step-by-step instructions. This guide will also show you how to access a Concur account for a Concur user that you have been designated as a delegate for.

### Blanket Travel Requests for FY 2022 - 2023

If you haven't already, please submit your blanket travel request for FY 2022-2023. A blanket travel request is to be used for travel within California and is only to be used for mileage and parking.

In addition, please remember to complete the [STD261 Authorization to Use Privately Owned Vehicles on State Business form](#). This form is retained with your department supervisor and must be renewed every fiscal year (July 1 – June 30). As a reminder, if the driver's license expiration date on your STD261 form has passed, you will need an updated STD261 form with the new expiration date.

### Closing Travel Requests

After Travel Operations has reviewed and approved your final expense report, close and inactivate any open travel requests and blanket travel requests (FY 2021-2022) associated with that expense report.

For assistance with closing and inactivating an open travel request or blanket travel request, please review the [Close Request Guide](#).

### Useful Dates and Deadlines

- January billing cycle dates are 12/27/2022 – 1/25/2023
- February billing cycle dates are 1/26/2023 – 2/27/2023
- P-Card reconciliation is always due the 10<sup>th</sup> of the month or the next business day if the 10<sup>th</sup> falls on a weekend or holiday
- To view all of the billing cycle dates for FY 2022-2023, please see the [Billing Cycle Dates Handout](#).

### Delinquent Transactions

Division	Number of Individuals	Number of Transactions
IT	10	54
AA	12	84
A&F	23	198
SA	33	491
UA	9	70

If you have not reconciled your past due transactions, your card is subject to suspension. Please note, this is the total number of transactions for the entire campus. It is not the number for a specific employee.

**If you have any questions, please send an email to [eBusiness](#). Thank you!**

## Resources

- [Travel Website](#)
- [Contracts and Procurement Website](#)

## Contact Information

657-278-3600

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