

IN YOUR PROFILE SETTINGS IN CONCUR:

Make your ASC and Anne Montgomery your “Request Delegates”, under “Request Settings” (pages 2-3) Travel awards program information can be entered.

**ENTERING A REQUEST – first identify funding source, or enter as Liability/Unfunded Only
Must be done before travel. For unfunded travel this is for insurance coverage purposes.**

Do not change pre-populated fields

Include personal travel in trip dates (dates outside of “business” dates, if any)

Enter comments re:

- Funding source
- Plans for class coverage if applicable

Entering estimated expenses:

- Meal per diem will be based on location
- Association membership fees can be included
- Hotel cost: enter your maximum nightly rate and amount for the whole anticipated hotel bill
- Maximum pre-approved lodging rate is \$275 pre-tax
- Car rental must be from Enterprise/National

Attach an agenda or other documentation showing dates, location (pages 4-8)

Pay attention to alerts. Yellow alerts will not go away after they are addressed, red alerts will prevent submission.

International requests and requests with funding from UEI grants have different instructions. See the Academic Affairs travel page link below or contact me.

EXPENSE REPORTS:

Submit within 60 days of travel

For direct deposit of reimbursement, complete Electronic Funds Transfer form, found here:

<https://www.csus.edu/administration-business-affairs/internal/aba-forms.html#accounts-payable-travel>

If you receive checks and your address has changed let me know.

***Follow up on emails and returned reports** (see page 9 for example of returned report email)

Tips for easy reimbursement:

- Meal reimbursement requires entering Travel Allowance information: see page 28 of the Concur manual
- Use the Concur app for receipts you don't receive electronically
- Take photos of your receipts right away
- **Max reimbursable tip is 20%** (now mainly for ground transportation)
- Trip insurance, Early Bird seating, charge for seat selection, Expedia fees are not reimbursable

All receipts must show (pages 10-13):

- Items purchased
- Method of payment
- \$0 balance

Concur web page with manuals: <https://www.csus.edu/administration-business-affairs/internal/concur-travel/>

Travel web page: <https://www.csus.edu/administration-business-affairs/internal/accounts-payable/travel.html>

Academic Affairs instructions for international, UFSS funded, and UEI funded travel are found here:

<https://www.csus.edu/academic-affairs/internal/travel-during-travel-suspension.html>

DESIGNATE YOUR REQUEST DELEGATES IN CONCUR:

Go to Profile, select Profile settings:

The screenshot shows the SAP Concur interface for a user named Anne Montgomery. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. A 'Profile' dropdown menu is open, showing options for 'Profile Settings' (highlighted with a red box) and 'Sign Out'. Below the profile menu, there is a section for 'Acting as other user' with a search bar and 'Cancel' and 'Start Session' buttons. The main content area includes a 'TRIP SEARCH' section with a warning: **"Don't book travel until your request is approved"**, a 'Mixed Flight/Train Search' form, and an 'ALERTS' section with a message: **"As an employee of CSU Office of the Chancellor, you are eligible for..."**. There is also a 'COMPANY NOTES' section with links to policy guides and contact information for Email Accounts Payable.

Select Request Delegates:

The screenshot shows the 'Profile Options' page in SAP Concur. The left sidebar contains a navigation menu with categories: 'Your Information', 'Travel Settings', 'Request Settings', and 'Expense Settings'. Under 'Request Settings', 'Request Delegates' is highlighted with a red box. The main content area is titled 'Profile Options' and contains several sections for customization: 'Personal Information', 'Company Information', 'Credit Card Information', 'E-Receipt Activation', 'Expense Delegates', 'Expense Preferences', 'Concur Mobile Registration', 'System Settings', 'Contact Information', 'Setup Travel Assistants', 'Travel Profile Options', 'Request Preferences', and 'Personal Car'. Each section provides a brief description of the settings available.

Click on Add and type the name in the search field:

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and menu items: 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. On the right, there is a 'Profile' dropdown and a 'Help' icon. Below the navigation bar, there is a breadcrumb trail: 'Profile' > 'Personal Information' > 'System Settings' > 'Concur Mobile Registration'. The main content area is titled 'Request Delegates'. It features a sub-header with 'Delegates' and 'Delegate For' tabs. Below the tabs are three buttons: 'Add', 'Save', and 'Delete'. The 'Add' button is highlighted with a red box. Below the buttons, there is a text description: 'Delegates are employees who are allowed to perform work on behalf of other employees.' followed by a search input field with the placeholder text 'Search by employee name, email address, employee id or login id' and 'Add' and 'Cancel' buttons. Below the search field, there is a note: 'Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.' Below this note is a table with columns: 'Name', 'Can Prepare', 'Can View Receipts', 'Can Use Reporting', 'Receives Emails', 'Can Approve', 'Can Approve Temporary', 'Can Preview For Approver', and 'Receives Approval Emails'. The table currently shows 'No records found.'

Select the available boxes and click Save:

The screenshot shows the same SAP Concur 'Request Delegates' page. The 'Save' button is now highlighted with a red box. Below the buttons, there is a text description: 'Delegates are employees who are allowed to perform work on behalf of other employees.' followed by a search input field with the placeholder text 'Search by employee name, email address, employee id or login id' and 'Add' and 'Cancel' buttons. Below the search field, there is a note: 'Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.' Below this note is a table with columns: 'Name', 'Can Prepare', 'Can View Receipts', 'Can Use Reporting', and 'Receives Emails'. The table contains one record for 'Montgomery, Anne' with email 'sac27913@csus.edu'. The 'Can Prepare' and 'Receives Emails' columns have checked boxes, while 'Can View Receipts' and 'Can Use Reporting' have unchecked boxes.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails
<input type="checkbox"/>	Montgomery, Anne sac27913@csus.edu	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



SCHEDULE

■ SOCIAL
EVENTS

■ EDUCATION
EVENTS

■ CONFERENCE
FUNCTIONS

SUNDAY, SEPTEMBER 25, 2022

8:00 AM - 7:00 PM

Conference Registration Open

Sponsored by Post Consumer Brands

Palm Springs Convention Center, Mesquite
D

8:00 AM - 1:30 PM

[The Illuminators Golf Tournament](#)

Mission Hills Country Club, Rancho Mirage

2:30 PM - 4:30 PM

[Emerging Brands Pitch Contest](#)

5:00 PM - 6:00 PM

[The Opening Experience](#)

Sponsored by Mercatus

Renaissance Palm Springs Hotel, California
Grand Ballroom

6:00 PM - 8:00 PM

[Opening Reception](#)

Sponsored by E. & J. Gallo Winery

Renaissance Palm Springs Hotel, California
Grand Ballroom

8:00 PM - 10 PM

[Molson Coors After Hours Social](#)

Sponsored by Molson Coors Beverage
Company

Renaissance Palm Springs Hotel, Pool Deck

MONDAY, SEPTEMBER 26, 2022

6:30 AM - 5:00 PM

Conference Registration Open

Sponsored by Post Consumer Brands

Palm Springs Convention Center, Mesquite
D

6:30 AM - 8:00 AM

Breakfast

Provided by The Illuminators

Palm Springs Convention Center, Oasis 1-3

7:00 AM - 8:20 AM

Whiteboard Sessions

Sponsored by RMS, Inc.

8:30 AM - 10:30 AM

Opening Remarks & Conference General Session

10:30 AM - 5:00 PM

Enterprise Risk Protection Executive Summit

Sponsored by RMS, Inc.

10:30 AM - 5:30 PM

Pre-Scheduled Business Meetings/Conference Exhibit Hall Open

11:30 AM - 1:00 PM

Lunch Provided by The Illuminators

Palm Springs Convention Center, Oasis 1-3

1:00 PM – 3:00 PM

Independent Grocers Forum

Palm Springs Convention Center, Mesquite H

5:30 PM – 7:00 PM

[Sip! Tequila Tasting & Guacamole Happy Hour](#)

Palm Springs Convention Center, Lobby

TUESDAY, SEPTEMBER 27, 2022

6:30 AM - 8:00 AM

Breakfast

Provided by The Illuminators

Palm Springs Convention Center, Oasis 1-3

7:30 AM - 1:00 PM

Conference Registration Open

Sponsored by Post Consumer Brands

Palm Springs Convention Center, Mesquite D

8:00 AM - 9:00 AM

[The Morning Kickoff](#)

Renaissance Palm Springs Hotel, California Grand Ballroom

9:15 AM - 11:30 AM

Pre-Scheduled Business

Meetings/Conference Exhibit Hall Open

11:30 AM - 12:30 PM

Lunch Provided by The Illuminators

Palm Springs Convention Center, Lobby

12:30 PM - 1:30 PM

Keynote Address

Palm Springs Convention Center, Primrose
Ballroom

1:30 PM - 5:00 PM

Pre-Scheduled Business Meetings

5:00 PM

Event Concludes



CALIFORNIA
GROCERS
ASSOCIATION

CGA STRATEGIC CONFERENCE

(916) 448-3545

(800) 794-3545 (TOLL FREE)

conference@cagrocers.com

Your travel request listed below has changed status.

Changed By	Concur System
Request ID	6NFY
Request Name	XXXXXXXXXX
Request Date	08/19/2022
Submit Date	09/22/2022

Approval Status Set To	Approved
Approver's Comments	

*Please attach the Travel Policy Exception Justification for hotel rate over \$275:
<https://www.csus.edu/academic-affairs/internal/travel-during-travel-suspension.html>.*

Link To Request Processing

<http://ds.calstate.edu/?svc=concur>



You're going to San Diego on 10/24 (4EB46P)!

1 message

Southwest Airlines <southwestairlines@ifly.southwest.com>
Reply-To: Southwest Airlines <no-reply@ifly.southwest.com>

Mon, Oct 3, 2022 at 3:45 PM

Here's your itinerary & receipt. See ya soon!

[View our mobile site](#) | [View in browser](#)



[Manage Flight](#) | [Flight Status](#) | [My Account](#)

Travel notice

REAL ID: Beginning May 3, 2023, TSA will require every Passenger to present a state-issued [REAL ID](#) compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States.



We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 24 - OCTOBER 26

SMF  **SAN**

Sacramento to San Diego

Confirmation # **4EB46P**

Confirmation date: 10/03/2022

PASSENGER

RAPID REWARDS #

TICKET #

EST. POINTS EARNED 496

Rapid Rewards® points are only estimations.

Your itinerary

Flight 1: Monday, 10/24/2022 Est. Travel Time: 1h 35m [Wanna Get Away®](#)

FLIGHT
0824

DEPARTS
SMF 07:00AM
Sacramento



ARRIVES
SAN 08:35AM
San Diego

Flight 2: Wednesday, 10/26/2022 Est. Travel Time: 1h 35m Wanna Get Away®

FLIGHT
2124

DEPARTS
SAN 05:30PM
San Diego



ARRIVES
SMF 07:05PM
Sacramento

Payment information

Total cost

Air - 4EB46P

Base Fare	\$	82.56
U.S. Transportation Tax	\$	6.19
U.S. 9/11 Security Fee	\$	11.20
U.S. Flight Segment Tax	\$	9.00
U.S. Passenger Facility Chg	\$	9.00
Total	\$	117.95

Payment

Visa ending in 9183
Date: October 3, 2022

Payment Amount: \$117.95

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free², no change³ or cancel⁴ fees, and 6X Rapid Rewards® points. [Learn more.](#)



Make sure you know [when to arrive at your airport](#). Times vary by city.



If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit.⁶ If you don't cancel your reservation in time, your funds will be forfeited.

Prepare for takeoff

Use our app to make changes to your trip, get a boarding pass, & more.





LUSKIN CONFERENCE CENTER

**6000 J St
 Ms 6053 Sacramento,
 CA 95819 United
 States**

Folio No. : 147203 Room No. : 461
 A/R No : Arrival : 10-17-22
 Group Cod: : LG2210TEA Departure : 10-19-22
 C

Conf. No. : 79010835
 Cashier No. : 1794
 Custom Ref. :

Date	Description	Charges	Credits
10-17-22	Room Charge	229.00	
10-17-22	Occupancy Tax	32.06	
10-17-22	City Tourism Asmnt	4.58	
10-18-22	Room Charge	229.00	
10-18-22	Occupancy Tax	32.06	
10-18-22	City Tourism Asmnt	4.58	
10-19-22	Visa XXXXXXXXXXXX5357 XX/XX		531.28
Total Charges		531.28	
Total Credits			531.28
Balance			0.00

Guest Signature:

I agree that I am personally liable for payment of this account, and if this person, company, or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company, or association.

Merchant ID
Transaction ID 29246596
Approval Code 02813C
Approval Amount 531.28

Credit Card # XXXXXXXXXXXXX5357
Credit Card Expiry XX/XX
Capture Method Chip
Transaction Amount 531.28

American Political Science Association

1527 New Hampshire Avenue, NW

Washington, DC 20036

Phone: (202) 483-2512

Fax: (202) 483-2657

RECEIPT	
Number: 8390954	
DATE	CONTACT
5/23/2022	46426

Items	Quantity	Price	Total
2022 Meeting Pre-Reg Member	1	\$240.00	\$240.00

Order Subtotal:	\$240.00
Payment Received:	\$240.00
Total Due:	\$0.00

Payment Information
Paid By: Visa
Check/Card (last 4 digits) No: 1990