

Purchase, Pay & Travel

Concur Expense Changes
Lunch and Learn
September 19 & 20, 2023



Important

- The presentation will be recorded. All Zoom participants will receive an email with the link to the recording. The recording will also be available on the Purchase, Pay & Travel website following the session.
- All participants are automatically muted on Zoom to avoid any background noise throughout the presentation.
- Enter any questions into the chat feature of Zoom throughout the presentation.

On Today's Call

Payment Processing & Compliance

- Elizabeth Lanzy – Manager
- Stephen Vallejo - Expense Report Analyst
- Jessica Rybak – Payment Processing Coordinator

Financial Operations Administration

- Caitlin Mutkus-Communications Specialist

Agenda

Concur Changes

- Expense Policies – (Report Type)
- Located on the Header

Pitt General Expense Policy

- Is changing **effective 9-25-2023**

Replaced by two (2) options on the Header

- **Pitt Travel**
- **Pitt Non-Travel**

Pitt Guest Expense Policy will remain the same

- May see more expense types

Pitt Athletic Expense Policy - will remain the same

- **Pitt Non-Travel** - added

Additional features

- **Sales & Use Tax questions**

Reminders

Concur Changes

The changes have been necessitated by:

- The new banking partnership with JPMorgan
- Merging the Pcard and the Travel Card into the **JPMorgan OneCard**
- Adding additional expense types to accommodate charges that were traditionally Pcard-type purchases
 - Many have already been added in Concur and are being used
- Making it easier for end-users to submit non-travel expenses on a monthly basis
- Adding & emphasizing a feature that can help reduce the automated 30, 60 and 90 day reminders for future travel, if used by the traveler
- Updates to the email reminders to help promote timely submissions of expense to avoid possible imputed income for old expenses due to IRS Regulations

Changes – Pitt General Policy

Beginning on September 25, 2023

- The Pitt General Expense Policy will **no longer be available**

What does this mean?

- Any reports that have not been submitted
- Any reports that were **unapproved** by your Approver on September 22, 2023, **will be returned to the end user**
- Any reports that were **unapproved** by Payment Processing on September 22, 2023, **will be returned to the end user**
- Any charges not on an expense report will remain in their Concur queue

Instead of the selecting the Pitt General Expense Policy, you will select one of the following:

- **Pitt Travel**
- **Pitt Non-Travel**
- **For Athletics – Pitt Non-Travel (will be added)**

Dates to Remember

On September 19, 2023

The Concur system was locked down

- **Cardholders and delegates will NOT be able to submit expense reports**
- **You CAN still book travel**

Any reports in Payment Processing will be reviewed and either approved or returned

- **You will not be able to resubmit any returned expense reports until September 25, 2023**
- Updates will need to be made to these existing reports

Any unapproved reports with Payment Processing or with your Approver will be returned to the end user/traveler or delegate on Friday, September 22, 2023

- Updates will need to be made to these returned reports

The changes to the Concur system will be made over the weekend of September 23 and 24, 2023

Concur will be back online on Monday, September 25, 2023

Concur Header Changes

A new expense report will need to be created

Select either the **Pitt Travel** or **The Pitt Non-Travel**

- In the **Header**

You can then move all of the expenses from your old report

- To the new report just created
- Open the returned report in Concur
- Selecting the expenses
 - You can select all
- Then click the **Move To** option
 - Selecting the report you want the expenses **Moved to**
 - **By** (Report Name)
 - Then delete the old report once all charges have been moved

There will be other items that you may need to complete

- **Sales & Use Tax** question has been added

Benefits

Pitt Travel Traveler

- If you book Travel charges in advance, simply create an expense report and add those charge(s) on the report
 - **On header add the Begin Date & End Date of travel**
 - **This will eliminate the 30, 60 & 90 day reminders until the return from travel date has reached those milestones**

Pitt Non Travel

Super-User / Department Admins

- The header is simpler, designed specifically for purchases not travel-related
- Super-Users can add travel-related purchases for guests and students.
Think of it as YOU are not the traveler.
 - Airfare, hotels, taxi, etc.
 - **The monthly reports will remain the same 30, 60 & 90 day reminders from the posted date**

Sales Tax

Sale Tax Exemptions

- The University is Sales Tax Exempt in Pennsylvania
- The Tax Exempt # is embossed on the OneCard
- Pitt has 33 Sales Tax Exemptions from other states
- Visit the [Purchase Pay Travel Website](#)
 - These are printable forms
 - Taxes/Sales Tax exemptions & W-9

The concur system has alerts based on answered questions

- State of Purchase
- Did you pay Sales Tax

If a yellow alert is not triggered then no action required

- Pitt is not exempt in that state
- Please note: These additional fields are only on expense types that are generally taxable

Use Tax

These questions are to help with the filing of the Use Tax reports

- Perform Use tax calculation – By the Tax Department

Was Sales Tax applied to the receipt or invoice (two questions)

- These are two choices
- Yes
- No /Unknown
 - Conditional if No / Unknown

• Was the purchase made in Pennsylvania

- Yes
- No

• If No

- Select the State of Purchase

* Please note: These additional field are only on expense types that are generally taxable

Reconcile ATM Withdrawals

ATM (Cash) Withdrawals and Bank Fee Reconcilements

Bank Fee Expense Type = Are Only Bank Fees associated with the advance
ATM Withdrawal = Advance Amount Only (Expense Type)

- This is treated as a personal Expense Type – CANNOT be Itemized
- Traveler must enter each Cash/Personal Credit Card expense line items used with the amount withdrawn.
 - Attach itemized receipt (as usual)
 - The cardholder (traveler) should use the foreign currency (matching the receipt)
 - These amounts will subtract from the ATM Withdrawal amount.
 - Then look under Report Totals (Report Details)
 - Confirm amount due to User
 - And/Or
 - Confirm amount due to University
 1. Cash Advance Return Expense type & the dollar amount
 2. Traveler sends check to Payment Processing with report Key # Listed on Check
- **Reminder Foreign Transaction fees are fees for foreign purchases while Exchange fees are for foreign currency exchanges charges and have their own expense types - DO NOT use Bank Fees**

Reconciliation of Expense Reports

If you are a Department's Super User

- **Submit - Monthly Expense Reports**

Traveler

- Submit - By Business Trip
- If you book travel in advance, put charge on an expense report
 - **On header add the begin and end date of travel**
 - **This will eliminate the 30, 60 & 90 day reminders until the return from travel date has reached those milestones.**
- Monthly for all other incidental expenses
 - Keep in mind Fiscal Year End closing

Please note:

Due to IRS Regulations expenses (charges) that are not submitted in a timely manner may become imputed income and included on your W-2

Reminder - Foreign Transaction Fees

Departments will not be charged the 3% fee for foreign currency transactions when having used the University OneCard effective May 1, 2022

- Each foreign transaction fee must be added to an expense report in Concur as an individual line item. These fees should be included on your full trip report – not a separate report.
- The traveler must allocate only the line item(s) for foreign transaction fees to the following Travel Account: 02.02105.00000.000000.00001. All other line items should be charged to the appropriate department or grant dependent on the default account code used for the expense report.
- Once the traveler submits their completed expense report in Concur, it will be routed to the approver of the travel account to review and approve the foreign transaction fee line items. Final review and approval will be completed by Payment Processing & Compliance.
- **The department will be responsible for any Foreign Transaction fees paid on a traveler's/purchaser's personal card**

Questions?

Contact Information

- Purchase, Pay & Travel Customer Service
 - Submit an [online inquiry](#) or call 412-624-3578 (4-3578 or “HELPU”)
- Anthony Travel Booking Consultants
 - Call 412-246-9024 or email Pitt@AnthonyTravel.com
- Emily Duchene, Travel Program Manager:
 - Call 412-624-4398 or email educhene@cfo.pitt.edu
- Visit the [Purchase Pay Travel Website](#)
- Sales Tax Exemptions - www.ppt.pitt.edu/payments-taxes/state-tax-exemption-and-w-9