## Resources
- Concur Website: http://finance.fullerton.edu/concur/
- Phone: (657) 278-7777
- Email: concur@fullerton.edu

Visit the Concur website for more information, including Concur Login tab, Training, and Guides.

## Policy Resources
### Travel Operations Policies
- http://finance.fullerton.edu/controller/travel/

### Procurement Card Program Policies
- http://finance.fullerton.edu/Procurement/PCard/

## Travel Request / Expense Reports

### Reminders

#### Adjustment Expense Type
- There is a new expense type “Adjustment” that allows users to adjust their request/expense by an amount not to exceed.
- Please refer to the Adjustments Expense Type Guide for more information.

### Expenses on Travel Request / Expense Report
- The Traveler must include all expenses regardless of the form of payment (Personal Credit Card, Cash, Procurement Card, Cash Posting Order, University Check, etc.) on a Travel Request and Expense Report.
- On the Report Header:
  - Click the Policy dropdown arrow
  - For travel related expenses—Select State Travel
  - For purchases related only to Goods and Services—Select State P-Card

### Delegate Communication
- When a delegate selects the notify employee button on a Travel Request, the employee will see a green check mark icon, as shown below.
- When a delegate selects the notify employee button on an Expense Report, the employee will see “Ready for Review” icon as shown on the right.
- These two icons indicate your Travel Request and Expense Report is ready for you to review and your action is required.