Top 5 Things to Know About Concur

1. You Can Access Concur via myCI

2. Concur Training & Support is Available

3. Travelers Who are Employed by CSUCI are Required to Use Concur

4. Travel Requests are Required!

5. Meal Per Diems are Tricky

Top 5 Things to Know About Concur

1. You Can Access Concur via myCI

    Problems logging in?
  - Contact travel@csuci.edu and let them know if you are Faculty.
  - If you were in the system previously and kicked out, return to step 1.

2. Concur Training & Support is Available
   - Concur Quick Reference Guides
     - Search CSUCI webpage for "Travel Policy" then select "Training and Resources" on right navigation
   - Office Hours 2 Times a Week via Zoom
     - Tuesdays 3:00 PM-4:00 PM
     - Thursday 11:00 AM-12:00 PM

Top 5 Things to Know About Concur (Cont.)

3. Travelers Who are Employed by CSUCI are Required to Use Concur
   - Must login to review/update one's user profile (typically done once)
     - Personal Information
     - Contact Information
     - Assign Delegates (optional)
     - Assign Assistants (optional)
   - Must review and submit travel requests and travel expense reports prepared by assigned delegates

4. Travel Requests are Required!
   - Travel should not be booked until approved. Travel ID is required when booking.
   - Approvals take time, plan accordingly
   - Expense Reports are created off the approved Travel Request
   - Blanket Travel Requests may be used to cover personal vehicle mileage/parking

5. Meal Per Diems are Tricky
   - Travel Request- Include as Expected Expense
   - Expense Report- Include as Travel Allowance
     - Itinerary with locations & dates determine reimbursable amounts

Additional Resources

Accounts Payable: ciap@csuci.edu

Travel: travel@csuci.edu