

**Who Wants**

**to be a**

**Millionaire?**

**MSU provides what resource to learn how to use the Concur travel system?**

**Is this your Final Answer?**

**Yes**

**No**

\$1,000,000  
\$500,000  
\$100,000  
\$50,000  
\$10,000  
\$5,000  
\$1,000  
\$500  
\$200  
\$100

**Both C and D**

**C** In person & recorded training sessions

**B** None – you are on your own

**D** Open Labs



What items appear in my Concur Available Expense area?

Is this your Final Answer?

Yes

No

\$1,000,000  
\$500,000  
\$100,000  
\$50,000  
\$10,000  
\$5,000  
\$1,000  
\$500  
\$200  
**\$100**

◆ **A** Airfare prepaid by MSU

◆ **B** Items I charge to my MSU Travel Card

◆ **C** My Concur Mobile App trip expenses

All of the above



Why is a conference agenda required?

Is this your Final Answer?

Yes

No

\$1,000,000  
\$500,000  
\$100,000  
\$50,000  
\$10,000  
\$5,000  
\$1,000  
\$500  
**\$200**  
\$100

◆ **A** The Travel Manager says so

Support for travel dates/meals

◆ **B** MSU is nosy

◆ **D** It's not



How do you document the mileage you are claiming for reimbursement?

Is this your Final Answer?

Yes

No

\$1,000,000  
\$500,000  
\$100,000  
\$50,000  
\$10,000  
\$5,000  
\$1,000  
**\$500**  
\$200  
\$100

◆ **A** Attach a MapQuest or Google Maps PDF

Use the built in Concur Mileage Calculator

◆ **C** Both A and B

◆ **D** Use a guesstimate



What is a valid business purpose for a ground transportation (taxi, uber, etc.)?

Is this your Final Answer?

Yes

No

\$1,000,000  
\$500,000  
\$100,000  
\$50,000  
\$10,000  
\$5,000  
**\$1,000**  
\$500  
\$200  
\$100

◆ **A** Going to the zoo

◆ **C** Going to dinner

From airport to hotel

◆ **D** Don't feel like walking



What action should I take when an Expense Report is sent back to me?

Is this your Final Answer?

Yes

No

\$1,000,000  
\$500,000  
\$100,000  
\$50,000  
\$10,000  
**\$5,000**  
\$1000  
\$500  
\$200  
\$100

◆ **A** Redo the Expense Report

◆ **B** Nothing – it should be fine

◆ **C** Call Accounting

Read the comment, correct the issue and resubmit



Who gets the reimbursement payment from an Expense Report?

Is this your Final Answer?

Yes

No

- \$1,000,000
- \$500,000
- \$100,000
- \$50,000
- \$10,000**
- \$5,000
- \$1,000
- \$500
- \$200
- \$100

It depends

◆ C The preparer

◆ B The traveler

◆ D The Travel Office





**How does Concur determine the location used for per diem calculations?**

**Is this your Final Answer?**

Yes

No

     
\$1,000,000  
\$500,000  
\$100,000  
**\$50,000**  
\$10,000  
\$5000  
\$1000  
\$500  
\$200  
\$100

**A** The flight itinerary

**C** Conference Location

Lodging location from Travel Allowance itinerary

**D** Lodging location from Hotel expense type



Where do you “tell your travel story” in Concur?

Is this your Final Answer?

Yes

No



\$1,000,000

\$500,000

**\$100,000**

\$50,000

\$10,000

\$5,000

\$1,000

\$500

\$200

\$100

◆ **A** Why would I do that?

Both B and D

◆ **B** On the Header

◆ **D** In the Comment box



# When is itemization of an Expense Type used?

Is this your Final Answer?

Yes

No

\$1,000,000

**\$500,000**

\$100,000

\$50,000

\$10,000

\$5,000

\$1,000

\$500

\$200

\$100

◆ **A** If a receipt has more than 1 expense type on it

◆ **B** Hotel expense type

◆ **C** Personal expenses on receipt

A, B, and C



How long do you have to submit an Expense Report?

Is this your Final Answer?

Yes

No

     
\$1,000,000  
\$500,000  
\$100,000  
\$50,000  
\$10,000  
\$5,000  
\$1,000  
\$500  
\$200  
\$100

◆ **A** Up to a year

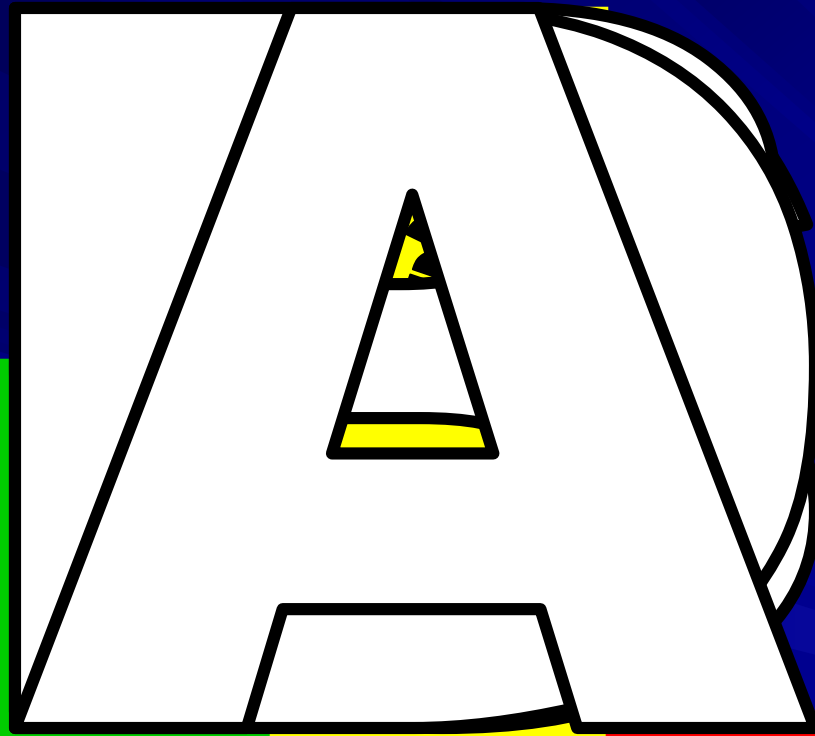
90 days after trip end date

◆ **B** As long as you want

◆ **D** 30 days



# Poll the audience



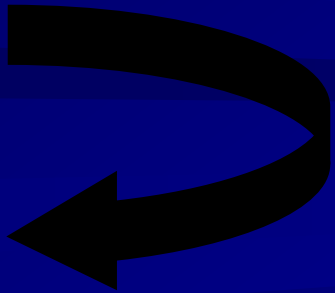
?

**A**

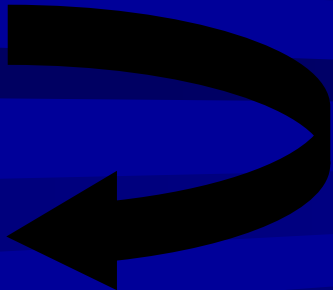
**B**

**C**

**D**



# Phone a friend



**50 / 50**

