Important details before reconciling Concur Travel

1. It is important for the reconciler to have access to all of a department's travel expense reports.
    a. The best way is for the reconciler to be a delegate for all of a department's approvers so that they have access to their department's travel expense reports. This will allow them to see everything that goes through an approver's queue.
    b. A reconciler could also be an approver within the department. This would allow them to know about every travel expense report in their department before it hits the banner account, also giving them access to see the expense report.
2. If the reconciler is not given access to expense reports in Concur, then it is up to the approvers or delegates of those approvers to ensure that a copy of the expense report is downloaded and filed appropriately or at least emailed to the departmental reconciler. The reconciler must have access to this information to successfully reconcile Concur travel transactions to their Banner ledgers.

Document Number for each type of travel related expense

There are three document types that can be used on one travel report that you will see on the Banner ledgers. All three document types will show up on the Banner ledger within the month that the expense report is submitted.

1. "TR" Documents – These are out of pocket expenses that are personally paid by the traveler. These expenses will show right after the Concur expense report has been approved in Concur. Traveler's name is in the description on the banner ledgers, but no unique identifier exists from Concur.
2. "TB" Documents – These are expenses that are paid by the traveler's official MSU travel card. These expenses will show up on the banner ledger on the last day of the month that the report was approved in. A unique identifier number from Concur shows up in the description along with the traveler's name.
3. "TA" Documents – These are airline expenses that are charged directly to an MSU credit card at the time the flight is booked. These expenses will show up on the ledger on the last day of the month that the concur report was approved in. A unique identifier number from Concur shows up in the description along with the traveler's name.

Departmental Reconciliation of Travel Expense Reports

1. Departmental reconciliation of travel expense reports can and will vary in each department.
2. The primary concern of the reconciler should be that all expenses charged to their Banner FOAPALs should be reasonable and appropriate.
3. If the expense report within Concur is reviewed by the appropriate departmental Business Manager, then that review should include an assessment to ensure the travel is reasonable, allocable, and allowable. Once approved, automated processes from Concur to Banner should make the ledger review straightforward, serving primarily as a confirmation that the FOAPAL information was not mis keyed or assigned to the wrong account.