

# Concur

[www.concursolutions.com](http://www.concursolutions.com)

Phi Delta Chi regional and national officers may use Concur to book travel and submit expense reports. It is pretty straightforward. Search for flights, hotels, etc. from the homepage or travel tab. Create and submit your expense report in the expense tab.

**User Name:** Personal Email Address (not your phideltachi.org email address)

**Password:** Emailed to each user. Use the forgot your password link to reset it.

Important things to know:

1. Concur uses PDC's corporate card to book flights and hold hotel rooms.
2. Please book your travel online whenever possible. It costs an additional \$20 to make your reservation over the phone.
3. Our corporate card only holds your hotel room. You will still need to pay with a personal card and submit the receipt on an expense report.
4. Submit your expense report within 60 days of travel.
5. We do not receive a receipt when you make your reservation. **You must submit receipts for all expenses – EVEN AIRFARE AND HOTELS BOOKED THROUGH CONCUR.** This is by far the most common error.
6. When filling out your expense report, you will be asked if the payment type was **out of pocket** or **company paid**. Anything paid with the corporate card should be marked company paid. You should include company paid and out of pocket expenses on the same report.
7. The mobile app can be very handy, but the airline receipt does not always show up when creating your expense report in the app. If you have this problem, sign in to the website and add your airfare there. From the website:
  - Open the desired report
  - Check the **Available Expenses**. If it does not appear automatically, click **Import Expenses**.
8. Some people already have a Concur account through their employer. That user name and password are different from your Phi Delta Chi user name and password.
9. We will send your check to the address listed in our database (YM). Let Becky know if you would like it sent to an alternate address.

Concur has detailed instructions online. To learn more about creating an expense report, select Help > Expense Help > Expense User to view step-by-step instructions.