

## SAP Concur User Guide – Helpful Crosswalks

This user guide is intended to help crosswalk some of the differences in systems, policy, process, and terminology with the implementation of SAP Concur. It was created to address the more common help desk inquiries and issues found on travel expense reports.

### Systems, Forms, and Procedures

Prior System, Form, or Procedure:	Current System, Form, or Procedure:
GetThere online booking tool	SAP Concur
ESS Travel Management and SAP TRIP transaction	SAP Concur
Commonwealth Out of State Travel Application (COSTA)	No changes
Department of General Services (DGS) Enterprise Booking Tool	No changes
DGS Ground Travel Worksheet	No changes
Agency Lodging Card requests	No changes
REV-1220 – Pennsylvania Exemption Certificate for exemption from PA local hotel occupancy tax.	No changes
BCPO-3302 – Declaration of Missing Receipt	No changes

### Policy

Prior Policy:	Current Policy:
Unlimited number of travel expense reports.	No more than one report submission per week.
Overnight subsistence entered based on a 24-hour clock beginning with the trip start date/time.	Overnight subsistence entered on the calendar date the expense was incurred.
Train reservations made direct on AMTRAK website.	SAP Concur must be used to make train reservations.

## Terminology

Prior Term:	SAP Concur Term:
Trip / Travel Expense Report	Report
Trip Number	Report Key
US General Services Administration (GSA) maximum lodging and subsistence rates.	Travel Allowance
Region Code	Itinerary
Alternative Cost Assignment	Allocation

## Roles

Prior Role:	SAP Concur Role:
Travel Arranger – access based on org structure authority.	Delegate – access granted by individual user.
Agency Travel Approver – received all deadline workflows for their agency.	Does not exist. Deadline workflow moves up the org structure after 5 days without action.

## Expense Types

Prior Expense Type:	SAP Concur Expense Type:
Lunch – travel > 15 miles	Union Contracted Lunch
Misc. Expense - for hotel housekeeping or baggage handling tip	Incidentals (Hotel – Airline Baggage Tips)
Misc. Expense – for Uber or Lyft expense	Ride Hailing Service – Taxi/Uber/Lyft
Taxi Fares	Ride Hailing Service – Taxi/Uber/Lyft
The prior system did not have an “expense type” for vehicle mileage. Trip segments and vehicle miles were entered differently than other types of expenses.	Vehicle Mileage is in the same list as all other available expense type options.