

CU Concur Travel Tip: How to pay when booking travel through Concur or WTI

1 message

Finance Training <financetraining@columbia.edu>
 Reply-To: Finance Training <financetraining@columbia.edu>
 To: CONCUR-USERS@lists.columbia.edu

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**CU Concur Travel Tip: How to pay when booking travel through Concur or WTI****What is it?**

When making business travel-related purchases through Concur Travel or World Travel (WTI), you can use different payment methods depending on the type of travel product you are booking and your role. In some cases, University policy will determine which payment method(s) can be used. The tables below will help you determine the best way to pay.

Who's it for?

Anyone who makes business travel-related purchases through Concur Travel or WTI.

How do I do it?

Determine your payment method(s) if you are purchasing travel for yourself or a colleague as their Delegate:

Faculty / Staff:	Air Fare	Rail	Hotel	Car Rental	Incidentals	Conference Registration
Columbia Air/Rail Central Pay All Travelers - No out of pocket expense, must reconcile in a Concur Expense Report	✓	✓				
Travel and Expense Corporate Card Those traveling 5-6 times per year or Travel Arrangers - No out of pocket expense, must reconcile in a Concur Expense Report			✓	✓	✓	✓
Personal Credit Card Could result in out of pocket expenses	✓	✓	✓	✓	✓	✓
P-Card P-Card holders – No out of pocket expense, must reconcile charges in ARC						✓
Personal Frequent Traveler Programs						

For personal travel only; the University will not reimburse cash for the use of points

Determine your payment method if you are purchasing travel on behalf of a guest of the University in your role as a Travel Arranger:

Guests (Travel Arrangers):	Air Fare	Rail	Hotel	Car Rental	Incidentals	Conference Registration
Columbia Air/Rail Central Pay	✓	✓				
Travel and Expense Corporate Card The Corporate Card can be used to hold the reservation but the traveler must present their own card upon check-in/pickup			✓	✓		

Where do I get help?

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>

You are receiving this e-mail because you have an active Concur profile for purposes of travel and business expense management; anyone with an active Concur profile will receive communications from cutravelandexpense@columbia.edu or financetraining@columbia.edu when we need to share important information pertaining to Concur system accessibility, enhancements, or relevant information and guidance. If you do not feel you need a Concur profile going forward, please speak with your Departmental Administrator or School Senior Business Officer, and they will assist with the removal of your access, if appropriate.