

# **Concur Expense: Travel Segments Payment Types Setup Guide**

**Last Revised: July 13, 2020**

Applies to these SAP Concur solutions:

- ☒ Expense
  - ☒ Professional/Premium edition
  - ☐ Standard edition
- ☐ Travel
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Invoice
  - ☐ Professional/Premium edition
  - ☐ Standard edition
- ☐ Request
  - ☐ Professional/Premium edition
  - ☐ Standard edition



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## Revision History

Date	Notes / Comments / Changes
September 17, 2022	Minor edits
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
January 7, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
July 13, 2020	Removed information about Flight Pass
April 9, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 2, 2020	Updated the copyright; no other changes; cover date not updated
January 4, 2019	Updated the copyright; no other changes; cover date not updated
April 4 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
January 9 2018	Updated the copyright; no other changes; cover date not updated
December 14 2016	Changed copyright and cover; no other content changes.
May 13 2016	Updated instances of he/she to they.
March 18 2016	Updated graphics to show text under title on the Travel Segments Payment Types page
February 26 2016	Added more information about which payment types can be used.
February 19 2016	Updated page name and expanded guide content.
June 12 2015	Updated the screen shots to the enhanced UI; no other content changes
September 24 2014	Added information about two user interfaces; no other content changes.
April 15 2014	Changed copyright and cover; no other content changes
December 28 2012	Made rebranding and/or copyright changes; no content changes
February 2012	Changed copyright; no content changes
May 20 2011	Added information about setting default payment types for all travel itinerary items.
December 31 2010	Updated the copyright and made rebranding changes; no content changes
December 2009	Changed to stand-alone setup guide; no content change
May 15 2009	Change in the <b>Import</b> menu
March 20 2009	Added information about Flight Pass
January 16 2009	Initial publication





# Travel Segment Payment Types

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**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

## Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions, for example, they can affect only certain groups and/or use only certain options (*view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur solutions administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. In this case, the client must initiate a service request with SAP Concur support.

## Section 2: Overview

The default payment type for all travel itineraries available for the user can be set using the Travel Segments Payment Types page. Defining default payment types for the travel segments creates accurate data for travel segments.

This may include travel segments booked/paid via:

- Company Card
- Ghost Cards
- TripLink itineraries sent to Concur by an Agency via TripLink



For more information about TripLink, refer to the *TripLink User Guide*.

Any payment type that is active for the selected group can be set as a default.



For information on how to change the selected group, refer to the *Modifying the Travel Segments Payment Types Page View* section of this guide.

This feature is available to the Expense Configuration Administrator and the Expense Configuration Administrator (Restricted) role.

## Travel Segment Payment Type Logic

The travel segments in Concur will default to various payment types, depending on several circumstances.

### ***Segments from Concur Travel***

**If** the segment:

- Was purchased with a ghost card
- And the ghost card has payments types configured in the **<cardname> Ghost Card** section of the **Travel Segments Payment Types** page

**Then** the configured ghost card default payment type will be used.

In the following example, the administrator has allowed the ghost card to inherit the default payment type for Railway Tickets, and has configured a ghost card specific payment type for Air Tickets. Air Ticket segments that were purchased with the ghost card will default to the *Company Paid* payment type.

AirPlus Corporate Ghost Card	Air Ticket	Company Paid
	Railway Ticket	Company Paid (default)

**If** the segment :

- Was not purchased with a ghost card
- And the user has a corporate card assigned
- And the user's group has the *Pending Card Transaction* payment type active

**Then** the *Pending Card Transaction* payment type will be used.

In the following example, the administrator has set the default payment type for Air Ticket segments to *Cash*. However, if the Air Ticket segment was purchased by a user with a corporate card assigned, from a group with the *Pending Card Transaction* payment type active, then the segment will default to the *Pending Card Transaction* payment type instead of the *Cash* payment type.

Travel Segment	Default Payment Type
Helicopter Ticket	Cash
Air Ticket	Cash

If the segment:

- Was not purchased with a ghost card
- And the user's group **does not** have the *Pending Card Transaction* payment type active



**Then** the payment types defined in the **Defaults for Segment Type** section of the **Travel Segments Payment Types** page will be used.

In the following example, the administrator has set the default payment type for Hotel Reservations to Company Paid. If the segment was not purchased with a ghost card, from a user that does not have the *Pending Card Transaction* payment type active for their group, then the Hotel Reservation segment will default to the *Company Paid* payment type.

Defaults for segment type	Event	Cash
	Hotel Reservation	Company Paid
	Insurance	Company Paid
	Limousine Reservation	Cash
	Miscellaneous	Cash
	Parking Fee	Cash

## Segments from TripLink

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**NOTE:** This functionality is only available from select TripLink Agency partners.

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**If** the segment :

- Was purchased with a ghost card, lodge card, or company account
- And the **Third Party Travel Company Paid** section of the **Travel Segments Payment Types** page has been configured with a payment type for the segment type

**Then** the configured Third Party Travel Company Paid payment type will be used.

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**NOTE:** Concur recommends that the administrator select *Company Paid* as the default payment type in the **Third Party Travel Company Paid** section of the **Travel Segments Payment Types** page.

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## User Experience

Once the feature is enabled, the Expense user creates a new expense report, and clicks **Import Expenses** to view the travel segments.

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**NOTE:** Depending on your company's configuration, the user may need to click **Import Expenses > Available Expenses**.

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The trip itinerary appears in the **Available Expenses** window, with a message suggesting that the user wait until the credit card charge is imported.

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**NOTE:** Ghost card charges are typically not imported through a card feed.

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The user adds the transaction to their expense report, which appears in the **Expense List** with the configured default payment type.

## Section 3: Configuration

### Accessing the Travel Segments Payment Types Page

► **To access the Travel Segments Payment Types page:**

1. Click **Administration > Expense**.
2. Click **Travel Segments Payment Types**. The **Travel Segments Payment Types** page appears.

The screenshot shows the Concur Expense Administration interface. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', 'Reporting', and 'App Center'. The 'Expense' tab is selected. Below the navigation bar, the 'Expense Admin' section is active, displaying the 'Travel Segments Payment Types' page. A filter section allows users to select a 'Group Name' (currently set to 'Global') and a 'View By' option. The main table lists various travel segments and their corresponding default payment types. A note at the top states: 'If the user has corporate credit card, then payment type default is Pending Card Transaction given that this payment type is active for the user.'

Paid By	Travel Segment	Default Payment Type
	Helicopter Ticket	Cash
	Air Ticket	Cash
	Air subscription	Company Paid
	Car Rental	Cash
	Dining	Cash
	Event	Cash
	Hotel Reservation	Company Paid
	Insurance	Company Paid
	Limousine Reservation	Cash
	Miscellaneous	Cash
	Parking Fee	Cash
	Railway Ticket	Company Paid
	Rail subscription	Company Paid

### Modifying the Travel Segments Payment Types Page View

The **Travel Segments Payment Types** page initially loads with a view that lists the default payment types by segment source for the Global group. The administrator can modify which group's data they are viewing. Any payment type that is active for the selected group can be used as a default. The administrator can also change the page view to list the groups instead of the segment source.

► **To view a group's payment types:**

In the **Filter** section, select the desired group in the **Group Name** field.

Travel Segments Payment Types

*If the user has corporate credit card, then payment type default is Pending Card Tra*

View By: Group Name

Group Name: Global, Global- France, Global- AEBT

Paid By:

Travel Segment:

The page refreshes with the new group's payment types.

► **To view the payment types by group instead of source:**

1. In the **Filter** section, select *Paid By* in the **View By** field.

Travel Segments Payment Types

*If the user has corporate credit card, then payment type default is Pending Card Tra*

View By: Paid By

Paid By: Group Name

Group Name: Global

Paid By:

Travel Segment:

The page refreshes to list the groups and the default payment types.

2. Select the desired segment source in the **Paid By** field.

Travel Segments Payment Types

*If the user has corporate credit card, then payment type default is Pending*

Filter

View By: Paid By

Paid By: Defaults for segment type, AirPlus Corporate Ghost Card, AirPlus Ghost Card 2, US Visa Ghost Card, Air Canada Flight Pass, Third Party Travel Company Paid

Group Name:

Travel Segment:

The page refreshes to show the payment types for that source.

## Setting the Default Payment Types

### ► To set the default payment types for the travel segments:

Select the desired payment type in the **Default Payment Type** field. The system saves and refreshes the page after every selection.

**Travel Segments Payment Types**  
*If the user has corporate credit card, then payment type default is Pending Card Transaction given that this payment type is active for the user.*

Filter

View By: Group Name ▼ Group Name: Global ▼

Paid By	Travel Segment	Default Payment Type
	Helicopter Ticket	Cash
	Air Ticket	Cash
	Air subscription	Company Paid
	Car Rental	Cash
	Dining	Cash
	Event	Cash
	Hotel Reservation	Company Paid
	Insurance	Company Paid
	Limousine Reservation	Cash

Defaults for segment type

### ► To set the default payment type for each segment source:

Select the desired payment type in the **Default Payment Type** field. The administrator can configure different payment types for different sources of the same type- for example, two ghost cards may have two different default payment types. The system saves and refreshes the page after every selection.

Source	Travel Segment	Default Payment Type
Visa	Air Ticket	Cash
AirPlus Corporate Ghost Card	Railway Ticket	Company Paid (default)
AirPlus Ghost Card 2	Air Ticket	Cash (default)
	Railway Ticket	Company Paid (default)
US Visa Ghost Card	Air Ticket	Company Paid
	Railway Ticket	Company Paid (default)
Air Canada Flight Pass	Air Ticket	Company Paid

