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Exploring the Home Page

The home page contains these sections. Numbered references described on next page.
### Expense and Travel

You will see these sections.

<table>
<thead>
<tr>
<th></th>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Quick Task Bar</td>
<td>This section provides Quick Tasks (links) so you can:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Start a new report, request, cash advance, payment request, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Open reports and requests</td>
</tr>
<tr>
<td></td>
<td></td>
<td>o Manage available expenses</td>
</tr>
<tr>
<td>2</td>
<td>My Tasks</td>
<td>This section shows your available expenses, open reports, and approvals that require attention.</td>
</tr>
<tr>
<td>3</td>
<td>Alerts</td>
<td>This section displays informational alerts about Travel features.</td>
</tr>
<tr>
<td>4</td>
<td>Trip Search</td>
<td>This section provides the tools you need to book a trip with any or all of these:</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Flight:</strong> Use to book a flight. You can also book hotel and reserve a car at the same time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Car, Hotel, Limo, or Rail:</strong> Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (<strong>Flight</strong> tab).</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Flight Status:</strong> Use to check the status of a flight. Enter the cities, date, and airline to see arrival times for the flight.</td>
</tr>
<tr>
<td>5</td>
<td>Upcoming Trips</td>
<td>This section lists your outstanding trips.</td>
</tr>
<tr>
<td>6</td>
<td>Trips Awaiting Approval</td>
<td>This section lists the trips awaiting your approval.</td>
</tr>
</tbody>
</table>
Creating a New Expense Report

To create a report:

1. Either:
   - On the home page, on the Quick Task Bar, click the New task and then Start a Report.
   - or -
   - On the menu, click Expense > Manage Expenses (on the sub-menu). Click the Create New Report tile.
2. Complete all required fields (red bars).

3. Enter Fund/Org, choose radio button Code if you know the budget code, choose Text if you want to enter text (* for wildcard) or Either to search for both.

4. Enter Form of Travel

5. Click Next
6. If you chose Domestic as the form of travel, you will be prompted with the question, “Will you be using Domestic Per Diem?”

7. Select Yes if you will be using Per Diem Meals for any meal on your trip.
   **NOTE:** You must use either Per Diem meals or receipted meals by day. If you are using Per Diem for dinner, you must use it for breakfast and lunch that day. The same applies to receipted meals. If you use receipts for dinner, you must use receipts for breakfast and lunch for that day.
Using Per Diem (Travel Allowances)

The Travel Allowances for Report page appears for your travel itinerary information.

1. Complete all required fields (red bars) for the first day of your trip.

2. Click Save. The page to enter your return trip information will appear.
3. Complete all required fields (red bars) for the last day of your trip. If multiple travel destinations, enter the itinerary stop information for each destination.

**NOTE:** This is your destination days not layover stops for your flight.

4. Click Save.
5. If you have completed your itinerary, click Next.
6. The assigned itineraries page appears. Click Next.

**NOTE:** The available itineraries could be travel you have booked with CBT where an itinerary would be started automatically and moved into Concur. In this situation, select the appropriate itinerary to use it for your expense report.
7. The travel allowances for report page appears with each day of your trip and the per diem allowance is shown. You may exclude the entire day if have receipted meals for that day, select a meal provided to remove a meal from the per diem allowance total or make no changes if using per diem for every day of the trip. When done, click Create Expenses.
8. The expense report page appears with your meal expenses already setup based on your per diem choices.

9. At this point, you will likely either:
   - Add company card transactions to your expense report
   - Add an out-of-pocket expense to your expense report
Adding Card Transactions to an Expense Report

You can add card transactions to an expense report in these ways:

- While the desired report is open
- From the Credit Card Charges page (Expense > View Transactions on the sub-menu)
- From the Available Expenses section (Expense > Manage Expenses on the sub-menu)

While the expense report is open

To add card transactions within the open report:

1. On the expense report page, click Add Card Charges if you do not see the Available Expenses section.
2. Select each transaction that you want to assign to the current expense report.

3. Click **Import** to Current Report (in the **Available Expenses** section) or Click and Drag expense to the left side of the page.
Adding an Out-of-Pocket Expense to an Expense Report

To add an expense to a report:

1. With the report open, click **New Expense**. (If there are no other expenses on the report, you may not need to click **New Expense**.)

![Click New Expense](image)

2. On the **New Expense** tab, click the desired expense type. The page refreshes, displaying the required and optional fields for the selected expense type.

![New Expense](image)
3. Complete the required (red) and optional fields.

4. Click one of the following:
   - **Save**
   - **Itemize** (to itemize the expense)
   - **Allocate** (to allocate the expense)
   - **Attach Receipts** (to upload and attach receipt images)
Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. These expenses must be itemized so that they can be accounted for correctly. Lodging Itemization allows you to quickly itemize room rates and taxes, which are the same for each night of your stay. You can then itemize the remaining charges on your hotel bill.

To create a lodging expense:

1. On the New Expense tab, select Hotel expense type. Complete the required fields.
2. Click Itemize. The expense appears on the left side of the page; the Nightly Lodging Expenses pane appears on the right side of the page.
3. On the **Nightly Lodging Expenses** tab, use the calendar to select the check-in date. The number of nights appears automatically.

4. Enter the room rate, tax, and other recurring charges.

5. Click **Save Itemizations**.

6. If there is a remaining amount to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field on the right side of the **New Itemization** pane. Complete the normal steps to itemize the remainder of the expense.
Allocating Expenses

The Allocations feature allows you to allocate expenses to projects or departments, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

To allocate:

1. Either:
   - While creating or editing a single expense, click **Allocate** at the bottom of the Expense tab.
To allocate *multiple* expenses, select the desired expenses on the left side of the page. To select all expenses, click the box to the left of the Date column. Then either:

- Click **Allocate** the selected expenses

- or -

Click **Details > Allocations**
The **Allocations for Report** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.

2. From the **Allocate By** list, select **Percentage** or **Amount**.
3. Change the Fund/Org by searching for the text or code.

4. Add as many allocations as necessary.

5. You can adjust the amounts and percentages.

   **NOTE:** You do not have to allocate 100% of the total. The amount that is not allocated is charged as usual.
6. Click Save.

7. For the confirmation message, click OK.

8. Click Done. The allocation icon appears with the expense.
   - If the expense is 100% allocated, the icon appears with the expense.
   - If the expense is not 100% allocated, the icon appears with the expense.
Attaching Receipts

Receipts are required depending on the type of expense. You can bring your receipts into Concur in a variety of ways. You can upload one receipt at a time, drag and drop multiple receipts or use Concur Mobile app to capture your receipts.

To attach a receipt to an expense:

1. Click on Available Receipts.

2. If no receipts are shown, click Upload and find the receipt. This allows one receipt at a time to be uploaded.
3. Or copy all receipts into Available Receipts by the click and drag method from the location of your saved receipts.

4. Highlight the receipts and move them to the Available Receipts section.

5. Or you will already have available receipts if you used the Concur Mobile App.
6. Once you have Available Receipts, you can attach the receipt to the expense. Click Attach Receipt.

7. Select the receipt and click Attach. You can also browse for another receipt or drag the receipt from Available Receipts to the expense.
8. The receipt is now attached to this expense. Click Save if new expense.
9. In this example, the Parking expense now shows the check mark for the receipt icon.
Adding Attendees to a Business Meal

For expense type Entertainment-Client/Candidate Recruiting and Entertainment -Staff, you will be prompted to add the attendee name and distribute the expenses.

Use the favorites field (the type-ahead field to the right of the Favorites button in the Attendees area):

To add an individual attendee to an expense:

1. In the field with the text *Enter last or first name*, type several letters. Your Favorites list of attendees appears.
2. If found, select the desired attendee.
To locate recently used attendees:

1. Click **Favorites** or **Search**. The **Search Attendees** window appears.
2. Click the **Recently Used** tab. **NOTE**: This tab lists the last 25 attendees that you have used minus those already assigned to the expense.
3. Select one or more attendees.
4. Click **Add to Expense**.

If you cannot locate the desired attendee in your favorites,

1. Click **New Attendee**.
2. Complete the required information.
3. Click **Save**.
The expense amount is distributed among the attendees. You may adjust the amounts if necessary.

Click Save.
**Entering Personal Car Mileage**

For expense type, Personal Car Mileage, you will be required to use Google maps mileage calculator to calculate the route.

1. On the **New Expense** tab, select Personal Car Mileage.
2. The Google **Mileage Calculator** window automatically displays and you enter your point-to-point routes.

3. Complete required information.
4. Select **Make Round Trip** if appropriate.
5. Click **Add Mileage to Expense**.
6. Enter **User Type** from drop down list. If traveling with Students, please use Students.
7. Click **Save**.
Adding Quick Expenses

To add an expense to a report:

1. With the report open, click **Quick Expenses**. A quick-entry grid appears.

2. For each row (expense):
   - Enter the date (or use the calendar) the expense was incurred.
   - Select the appropriate expense type.
   - Enter the business purpose.
   - Enter the amount.

3. To copy a row, click the plus sign icon at the right side of the row.

4. To delete a row, click the red icon at the right side of the row.

5. To add more rows, click **Add Row**.

6. Click **Save**.

The expenses appear on the report. Some expenses require additional information, such as attendees or allocations. Open any of these quick-entry expenses and make the desired changes as usual.
Copying an Expense

To copy an expense:

1. With the expense report open, select the expense you want to copy.

2. Click Copy.
Then, Expense creates the new expense and:

- The original date is incremented by 1 day.
- All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense.
- Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are **not** copied to the new expense. **NOTE:** This type of information is generally associated with only one expense so it is not copied to the new expense.
- If the Payment Type of the original expense is a credit card, then the Payment Type of the new expense is changed to Cash.
Printing and Submitting an Expense Report

To preview and print the expense report:

1. On the expense report page, click **Print/Email** and select from two reports:
   - **CU Detail Report**: Prints a report that includes all report-level information.
   - **CU Detailed Report with Summary Date**: Prints a report that includes all report-level information as well as a summary by Fund/Org.

     **NOTE**: This report is recommended since it will show the totals of the amounts being reimbursed to you/due from you and amounts being paid to the CC company.

2. Review the report then click **Print**.
To submit your expense report:

1. On the expense report page, click **Submit Report**. The **Final Review** window appears.

2. Review the information for accuracy.

3. Click **Submit Report**.

   If the report cannot be successfully submitted, a message appears describing the report error. Correct the error or, if help is required to complete the task, consult your Concur administrator.
Correcting and Resubmitting an Expense Report

Your Expense approver may send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To identify and correct expense reports requiring resubmission:

1. To open the report, on the home page, in the Quick Task Bar, click the Open Reports task. In the Active Reports section of the page, the report appears with Returned on the report tile. The approver’s comment appears below the amount.

2. Click the report tile to open the report.

3. Make the requested changes.

4. Submit the report again.
Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing reports, submitting reports, etc.

To work as a delegate:

1. Click Profile > Administer for another user.
2. Select the desired delegator's name.
3. Click Apply.
   
   NOTE: Notice that the Profile menu now reads Administer for and shows the name you just selected.

4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.

   To choose a different user, follow the same steps but click a different name.

   To return to your own tasks, click Administer for and then End Admin Session.

   NOTE: Notice that the Profile menu now appears.