

CREATING EXPENSE REPORTS

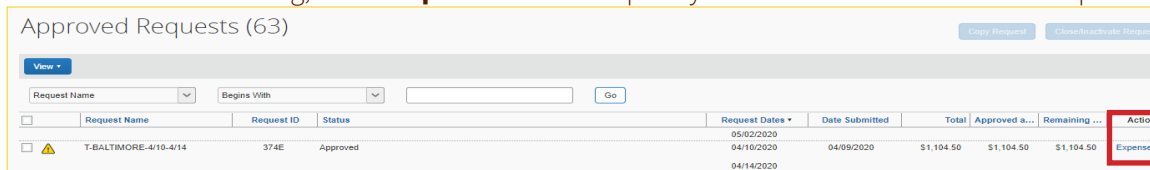
MAY 2020

CONCUR

Expense Reports must be submitted within 10 business days after overnight travel was completed. Extended delay in submitting an Expense Report could lead to a denial of reimbursement.

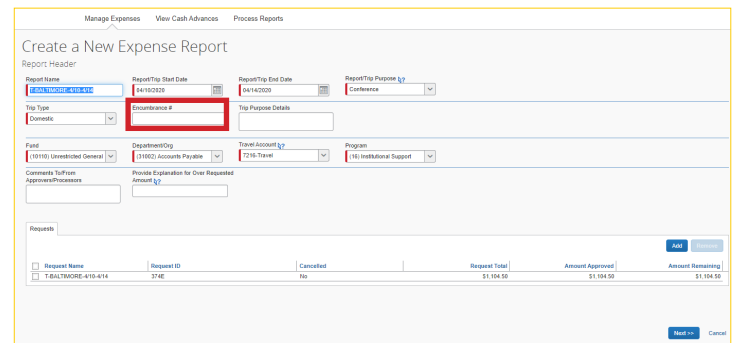
CREATING AN EXPENSE REPORT THAT IS CONNECTED TO A REQUEST

1. On the Concur home page, select **Requests**.
2. Under the action heading, select **Expense** for the Request you would like to create a new Expense Report.

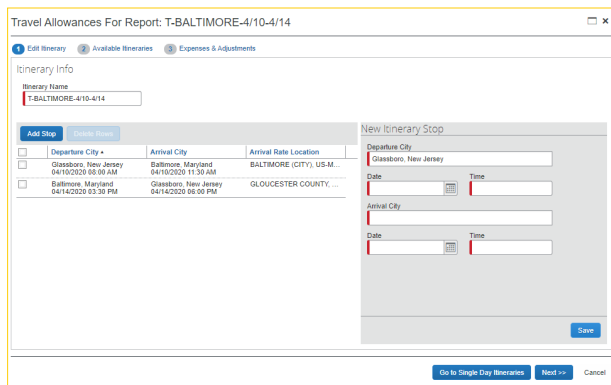


Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
T-BALTIMORE-4/10-4/14	374E	Approved	05/02/2020 04/10/2020	04/09/2020	\$1,104.50	\$1,104.50	\$1,104.50	Expense

3. Your Report header will appear with the information from your Request, in the Encumbrance # field type in the Encumbrance Approval Number (E#) you received from **cognos-proxy@rowan.edu**.
4. Select the **Next>>** on the bottom right corner of the screen.
5. A new window will appear asking, “Was this trip for overnight travel or for recruiting?” Answer **Yes**.



ENTERING TRAVEL ALLOWANCES (MEAL PER DIEM)



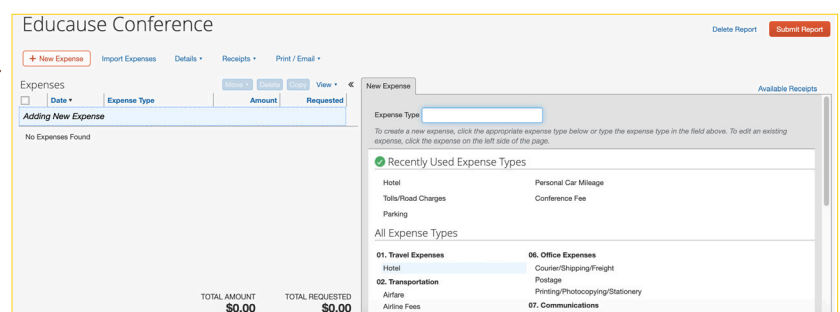
1. Enter the departure city, date and time of departure, and enter the arrival city, dates and time of arrival. Select **Save**.
2. Enter the return trip date, or if this is a multi-stop trip, you will enter the next “leg” of the trip. After each itinerary stop, select **Save**.
3. Once all itinerary stops have been entered select **Next>>**.
4. A new window will appear with the itinerary you entered, select **Next>>**.
5. Another window will appear with a per diem grid. The allowable amount appears on the right.

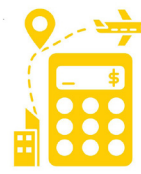
To remove individual meals: Remove meals that were provided by the conference by selecting the check box for the applicable meal per diem. (Breakfast, Lunch or Dinner were provided)

6. Select **Create Expenses**.

ADDING EXPENSES

1. The Expense screen will appear. On the left side of the screen, you will see the expenses from your trip. The right side of the screen allows you to add additional expenses incurred while traveling on official University business. (Example for airline fees, conference fees, etc.)
2. Select **Receipts** then select **Attach Receipt Images** to upload Agenda, Schedule at a Glance, etc. for meal verification.
3. Select **Import Expenses** to import any transactions regarding your trip that are already in Concur.





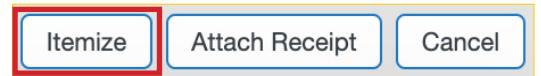
4. Select the check box next to the name(s) of the Expense(s) you would like to import then select **Move**.
5. Once you have imported your expenses, you will add other expenses for your trip. Select an **Expense Type** from the right side of the screen. If the list of expense types does not appear select **+ New Expense** from the top left corner of the screen.

6. Enter all required information regarding the expense denoted by a red bar.
7. Select **Attach Receipt** if the expense is over \$25.
8. A new window will appear with the option to browse your computer or select from available receipts. Select **Attach**.
9. Select **Save**. You will see the expense has been added to the left side of the screen.
10. Repeat steps 4-9 for the other expenses.

ITEMIZING NIGHTLY HOTEL EXPENSES

A hotel bill typically contains multiple charges such as room fees, taxes, parking, meals, etc. You must itemize these expenses so they can be reimbursed correctly. If your hotel was booked by Concur Travel, itemization may be auto-populated.

1. Select the **Hotel** expense type from the right side of the screen.
2. On the new expense tab, complete the required fields denoted by a red bar.
3. Select **Attach Receipt** to add a receipt for the hotel.
4. Select **Itemize** on the bottom right corner of the screen.
5. The Nightly Lodging Expense tab will appear. Complete the required fields for recurring nightly expenses.



- Use the Receipt Image tab to refer to the receipt you are itemizing.
 - If there are any additional recurring charges besides room and tax on your hotel bill, choose an Expense Type under the Additional Charges and the charges will be added for each night.
6. Select **Save Itemizations**.
 7. After entering all of the recurring charges, select any additional expense types, and continue itemizing all

one-time charges that appear on your statement until the remaining amount is \$0.00.

8. Select **Save**.

SUBMITTING AN EXPENSE REPORT

1. Once you have added all of your expenses for the trip, select **Submit Report** on the top right corner of the screen.
 - If you cannot successfully submit the Report, a message appears describing the Report error or exception. Correct the error and attempt to submit again.
2. A new window will appear with the User Electronic Agreement, read the agreement, and select **Accept & Submit**.
3. A new window will appear stating "Report Successfully Submitted" with a summary of your disbursement.

