

CONCUR

# **CREATING EXPENSE REPORTS**

### MAY 2020

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. Approved Requests (63)

View •										
Request N	ame 🗸	Begins With	~	Go						
	Request Name	Request ID	Status		Request Dates •	Date Submitted	Total	Approved a	Remaining	Action
					05/02/2020					
□ 🛆	T-BALTIMORE-4/10-4/14	374E	Approved		04/10/2020	04/09/2020	\$1,104.50	\$1,104.50	\$1,104.50	Expense
					04/14/2020					

 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.

ravel Allowances For Report: T-BALTIMORE-4/10-4/14				
Edit Rinerary ② Available Riner inerary Info T-BaltTIMORE-4/10-4/14 Add Stop Delcat: Rows	aries (3) Expenses & Adjus	tments	New Itinerary Stop	
Departure City +	Arrival City	Arrival Rate Location	Departure City	
Glassboro, New Jersey 04/10/2020 08:00 AM	Baltimore, Maryland 04/10/2020 11:30 AM	BALTIMORE (CITY), US-M	Glassboro, New Jersey Date Time	
Baltimore, Maryland 04/14/2020 03:30 PM	Glassboro, New Jerray Gui142020 65:00 PM	GLOUCESTER COUNTY	Date The State	

		Ned
Enter the de	eparture city, date and time of departure, and enter the	
arrival city,	dates and time of arrival. Select <b>Save</b> .	

Report/Trip End Date

Org Travel Account counts Payable V 7216-Travel Report/Trip Purpose by?

Program
 (16) Instituti

- 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>>.

Create a New Expense Report

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- 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)

- ADDING EXPENSES
- 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.)

6. Select Create Expenses.

- 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.

Educause Conference		Delete Report Submit Report
+ New Expense Import Expenses Datails • Receipts • Print / Email •		
Expenses Mover Date Copy View * «	New Expense	Available Receipts
Adding New Expense	Expense Type	
No Expenses Found	To create a new expense, click the ap expense, click the expense on the let	ppropriate expense type below or type the expense type in the field above. To edit an existing It side of the page.
	Recently Used Expension	e Types
	Hotel	Personal Car Mileage
	Tolls/Road Charges	Conference Fee
	Parking	
	All Expense Types	
	01. Travel Expenses	06. Office Expenses
	Hotel	Courier/Shipping/Freight
	02. Transportation	Postage Printing/Photocopying/Stationery
TOTAL AMOUNT TOTAL REQUESTED	Airfare	97. Communications
\$0.00 \$0.00	Airline Fees	07. Communications

## EXPENSE REPORTS CONCUR

### MAY 2020

- 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.

New Expense		Available Receipts
Expense Type Conference Fee	Transaction Date	# of Attendees
List of Attendees on same trip N?	Report/Trip Purpose Conference	Vendor
City of Purchase	Payment Type Cash Out of Pocket	Amount USD V
Comment	Request 05/13/2020, \$130.00 - Educe	
	Sav	e Itemize Allocate Attach Receipt Cance

- 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.

Expense Nightly Lodging Expenses	Receipt Image		Available	Receipts
		Total Amo	unt: \$500.00   Itemized: \$500.00   Remain	ing: \$0.00
Check-in Date	Check-out Date	Number of Nights		
	05/13/2020		]	
Recurring Charges (each nigh	nt)			
oom Rate	Room Tax			
ther Room Tax 1	Other Room Tax 2			
Room rate and taxes will be shown a	is separate expenses			
dditional Charges (each nigh	nt)			
cpense Type	Amount			
Choose an expense type				
kpense Type	Amount			
Choose an expense type 🗸 🗸				
			Save Itemizations	Cancel
			Save nemizations	Gulleel

Itemize Attach Receipt Cancel

- 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.

Delete Report

Submit Report

- 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.

### **RowanUniversity**

