RowanUniversity
INFORMATION RESOURCES & TECHNOLOGY

View
go.rowan.edu/APTravelPolicy
Contact
asktravel@rowan.edu

MONTHLY DAY TRAVEL EXPENSE REPORT

MAY 2020   **CONCUR**

Day Travel consists of attending official University business without the need to stay overnight. Reimbursable expenses for Day Travel include: mileage, tolls, parking, conference fees, workshop fees, or training fees.

REMINDERS

✓ You do not need a Request or encumbrance number for your Day Travel.
✓ Create one Expense Report per month for all car mileage and related expenses.
✓ Deduct your daily commute when leaving from home.
✓ Utilize the "Campus to Campus" mileage when traveling between Rowan Glassboro, CMSRU Camden, and Rowan SOM Stratford.
✓ Day Travel should be submitted within 45 days after the monthly travel was completed.
✓ Separate mileage expenses for each trip that you make.
✓ When creating an expense report for personal car mileage reimbursement, choose Travel Account 7216.
✓ Per diem meals are not authorized for Day travel.
✓ Refer to the Travel Policy for guidelines of all Day Travel and mileage reimbursement information.

CREATE A NEW DAY TRAVEL REPORT

From the Concur Home page select **+ New** from the top of the page. Select **Start a Report.**

EXPENSE TYPE - MILEAGE

Complete all the required fields denoted by a red bar in the **Report Header**.
Note: You do not need an Encumbrance number (E#) for Day Travel. At the bottom of the page select **Next>>**.

Answer the question in the pop-out window- Was this for overnight or for recruiting? Answer **No** for Day Travel.

Select **Personal Car Mileage**.

Select **Mileage Calculator.**

MILEAGE CALCULATOR

Modify **Waypoints** based on your trip (start and end points).
Select **Deduct Commute** if applicable.
Select **Calculate Route.**
If there are multiple routes, select the shortest route and the map will update.
Select **Add Mileage to Expense**.

COMPLETE EXPENSE TYPE MILEAGE

Some information will populate based on the map.
Complete all required fields denoted by a red bar.
Select **Allocate** if this travel will be paid by another FOAPAL.
Select **Save.**

COPY AN EXPENSE

You can use the copy feature in Concur Expense to quickly enter expenses. This feature is especially useful for recurring out-of-pocket business expenses.

Select the expense, and then **Copy**.

CAMPUS TO CAMPUS MILEAGE

Use Campus to Campus Mileage when traveling between Rowan Glassboro, CMSRU Camden, and Rowan SOM Stratford.
Once you have created a Monthly Day Travel Report, select Campus to Campus Mileage.

Complete all the required fields denoted by a red bar.
Select the route from the drop down menu.
Select **Save.**
The information regarding the expense will update.

SUBMIT THE MONTHLY DAY TRAVEL REPORT

Once you have added all of your expenses for the month, select **Submit Report.**
Select **Accept & Submit** from the new window.
A new window will appear stating "Report Successfully Submitted" with the information regarding the expense report.
Select **Close.**

ADD NEW EXPENSE TYPE

Add any additional expenses for parking, tolls, and fees.
Select from the **All Expense Types** menu.

Enter the required information denoted with a red bar.
Select **Attach Receipt** if the expense is over $25. Select Allocate if travel will be paid by another FOAPAL.
Select **Save.**