

CONCUR

### MONTHLY DAY TRAVEL EXPENSE REPORT

### MAY 2020

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.** 

## tart 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.

Report Name	Report/Trip Start Date	Report/Trip End Date	Report/Ti
Тгір Туре	Encumbrance #	Trip Purpose Details	
Fund	Departmen//Org	Travel Account b?	Program
Comments To/From Approvers/Processors	Provide Explanation for Over R Amount b2		

Select

### Personal Car Mileage.

### Select Mileage Calculator.

Recently Used Expension	e Types	Expense Type	Transaction Date	Report/Trip Purpose
Inter Campus Mileape	Conference Fee	Personal Car Mileage 🗸 🗸	1	Meeting
All Expense Types	Contentice Pee	Purpose of the Trip	From Location	To Location
01. Travel Expenses Hotel	02. Transportation Taxi	Payment Type	Distance : Amount	Comment
02. Transportation Airfare Airline Fees Car Rental Fuel	Tolls/Road Charges Train UberLyft 03. Mileage Inter Campus Mileage	Cash Out of Pocket	0 : 0.00 USD V	
Parking Public Transport	Personal Car Mileage 04. Meals Breaktast	Vehicle ID IRS Rate	Number of Passengers 0	Distance to Date: 235
				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.



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### 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**.



### **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.



~

From/To Location (Inter Campus)

CMSRU to Glassboro

Glassboro to CMSRU

CMSRU to SOM

Glassboro to SOM

SOM to CMSRU SOM to Glassboro

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.

### 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**.

	Mar	Nege Expenses						
Mi (+=	es •• Expense	Import Doesses Details -	Recepts * Print/	Const •				Delete Report Submit Report
Exper	Dube •	Expense Type	Amount	New + &	New Expense			Available Deceipts
Addin	New Expen	10			Expense Type Pating	Transaction Date	Trip Purpose Details	
	6413/2029 6413/2029	Personal Car Mileage	54.03 54.03	54.03 54.03	Report Trip Purpose CED Clinical Supervision Visit	Vendor	City of Purchase	
	6413/2020	Patking	\$23.00	\$20.00	Payment Type Cesh Out of Pocket	Amount	Comment	
		101	\$28.06	\$28.06			Seve Bernize Ado	cale Atlach Receipt Cancel

### **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**.

Expe	enses		Move • Delete	Copy View • «
<b>~</b>	Date •	Expense Type	Amount	equested
<b>V</b>	03/02/2020	Personal Car Mileage	\$10.93	10.93

### 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.

onthly Mileage for March prover: Approver, Test Approver		
xpense Report		
Report Total :	\$32.21	
Less Personal Amount :	\$0.00	
Amount Claimed :	\$32.21	
Amount Rejected :	\$0.00	
Company Disbursements		
Amount Due Employee :	\$32.21	
Total Paid By Company :	\$32.21	
mployee Disbursements		
Amount Owed Company :	\$0.00	
Total Owed By Employee :	\$0.00	





INFORMATION RESOURCES & TECHNOLOGY

