Creating a New Expense Report

Employees can submit up to two expense reports per month.

1. From the **My Concur** page, click the **Start A Report** button. The **Report Header** page is displayed.
2. Type a descriptive name in the **Report Name** field.
3. If there are any expenses from a Non-General fund included in this report, click **the Any Non General Funds Being Used?** pull-down arrow and select **Yes** from the list; otherwise select **No** from the list.
4. Verify the correct default budget account (FOAPAL) is displayed. From the **Requests** tab, click the **Add** button to attach a previously created travel request to this expense report.
5. Click the **Next** button. The **Travel Allowances for…** window is displayed.
6. Click the **Cancel** button.

Adding a Payment Card Transaction

Payment Card transactions are uploaded nightly to Concur. Once transferred, they can be added to an expense report.

1. From an open expense report, click the **Import** button. The **Available Expenses** window is displayed. A list of Payment Card transactions are displayed.
2. Drag and drop a transaction onto the **Expenses** section.
3. Click the payment card transaction (I.e., expense entry). The **Expense** section is displayed.
4. Type the business reason in the **Business Purpose** field.
5. Click the **Save** button. The **New Expense** section is displayed.

Adding Other Transactions

Other expenses are out-of-pocket and some PCard expenses.

1. From the **New Expense** section of an open expense report, click the appropriate expense type. The New **Expense Details** section is displayed.
2. Click the calendar button to select the date of the transaction in the **Transaction Date** field.
3. Type the business reason in the **Business Purpose** field.
4. Click the **Payment Type** pull-down arrow and select Cash for out-of-pocket expenses or **EMU Paid on Secondary Pay Card** for expenses paid on a separate EMU Payment Card.
5. Type the total expense amount in the **Amount** field. To report mileage, click the **Mileage Calculator** link
6. Click the **Save** button. The expense entry appears in the **Expenses** section.

Itemizing an Expense

Itemizing allows you to split expense amounts between business & personal expenses and between multiple account codes.

1. From an open expense report, click the expense you want to itemize. The **Expense** section is displayed.
2. Click the **Itemize** button. The **New Itemization** section is displayed.
3. Click the **Expense Type** pull-down arrow and select an account code from the list.
4. Type the itemized amount in the **Amount** field. Check **Personal Expense (do not reimburse)** if the itemized amount is personal.
5. Click the **Save** button. If the total amount of the expense is itemized, the **New Expense** section is displayed; otherwise the **New Itemization** section is displayed.
6. Repeat these steps until the total amount of the expense is itemized. Once the total amount of the expense is itemized, the itemizations are displayed under the expense entry in the **Expenses** section.

Allocating an Expense

Allocating allows you to split expense amounts between multiple budget accounts (FOAPAL).

1. From an open expense report, click the expense you want to allocate. More than one expense can be selected to allocate at one time. The **Expense Details** section is displayed.
2. Click the **Allocate** button. The **Allocations for Report…** window is displayed.
3. Click the **Allocate By** pull-down arrow and select **Percentage** or **Amount**.
4. Type the percentage or amount of the expense you are allocating to the associated account in the first column, labeled **Percentage** or **Amount**.
5. Verify the correct FOAPAL is displayed. To change any portion of the FOAPAL, click the pull-down arrow of the desired field and select the desired code.
6. To add additional lines, click the **Add New Allocation** button and repeat steps 4 and 5 for each allocation.
7. Click the **Save** button. A **Success** window is displayed.
8. Click the **OK** button. The **Allocation for Report…** is displayed.
9. Click the **Done** button. The expense entry displays the **Allocated** icon in the expense report.

Attaching a Receipt to an Expense

You can attach up to a 5MB PNG, JPG, TIFF, HTML, or PDF file. Once you verify your email address, you can email receipts to your Receipt Store via receipts@concur.com. You can also upload or fax them.

1. From an open expense report, click the desired expense. The **Expense Details** section is displayed.
2. Click the **Available Receipts** button. The **Available Receipts** section is displayed with a list of uploaded, faxed, and emailed receipts.
3. Click the receipt you want to attach. The selected receipt is displayed. Click the green circle with a sheet and arrow symbol to attach the receipt.
4. From the **Expense Details** section, click the **Save** button. The **Receipt Image Available** icon is displayed.

Creating a New Itinerary

Create an itinerary when reporting per diem amounts.

1. From an open expense report, click the **Details** button pull-down arrow and select **New Itinerary** from the list. The **Travel Allowances for…** window is displayed.
2. In the **New Itinerary Stop** section of the **Itinerary Info** page, enter the required information for each leg of your trip.
3. Click the **Save** button after entering each stop. The stop is displayed on the left side of the window.
4. Click the **Next** button. The **Expense & Adjustments** section is displayed with a list of provided meals.
5. Uncheck any meals that were not provided. The traveler is reimbursed for any unchecked meals.
6. Click the **Create Expenses** button. A list of fixed meal expenses are displayed in the **Expenses** section of the page. You will need to add a business purpose and fixed meal type to each fixed meal expense.

Submitting an Expense Report

Submit an expense report to your default manager once you have reviewed the content for accuracy.

1. From an open expense report, click the **Submit Report** button. The **Final Review** window is displayed.
2. Click the **Accept & Submit** button. The **Report Submit** Status window is displayed.
3. Click the button. The **Active Reports** page is displayed.

Approving an Expense Report

Prior to approving an expense report, an Approver is responsible for reviewing reports for accuracy and completeness.

1. From the **My Tasks** section of the **My Concur** page, click the name of the report or travel request you want to review. The request or report will open.
2. Click the **Details** button pull-down arrow and select **Report Header** from the list. The **Report Header** section is displayed for review.
3. Click the **Cancel** button. The **Expenses** page is displayed.
4. Click to review each expense entry. Expense details are displayed in the **Expenses** section and via buttons located at the bottom of the section.
5. Click the **Approve** button. The report is approved and forwarded.

Returning an Expense Report

Send an expense report back to the originator for correction.

1. From the **My Tasks** section of the **My Concur** page, click the name of the report or travel request you want to review. The request or report will open.
2. Click the **Send Back to Employee** button. The **Send Back Report** window is displayed.
3. Type the reason in the **Comment** field.
4. Click the **OK** button. The report is returned to the originator.

Adding an Approval Step

Approvers can add an approval step (e.g., additional approver) to an expense report.

1. From the **My Tasks** section of the **My Concur** page, click the name of the report or travel request you want to review. The request or report will open.
2. Click the **Approve & Forward** button. The **Approve & Forward Report** window is displayed.
3. Click the **User-Added Approver** field, then click the pull-down arrow and select **Last Name** from the list.
4. Type the approver's last name in the **User-Added…** field. A list of matching names is displayed.
5. Select the name of the approver from the list. The selected name is displayed in the field.
6. Click **Approve & Forward** button. The **Final Confirmation** window is displayed.
7. Click the **Approve** button. The expense report is approved and forwarded.