



Creating Your Travel Expense Report in Concur

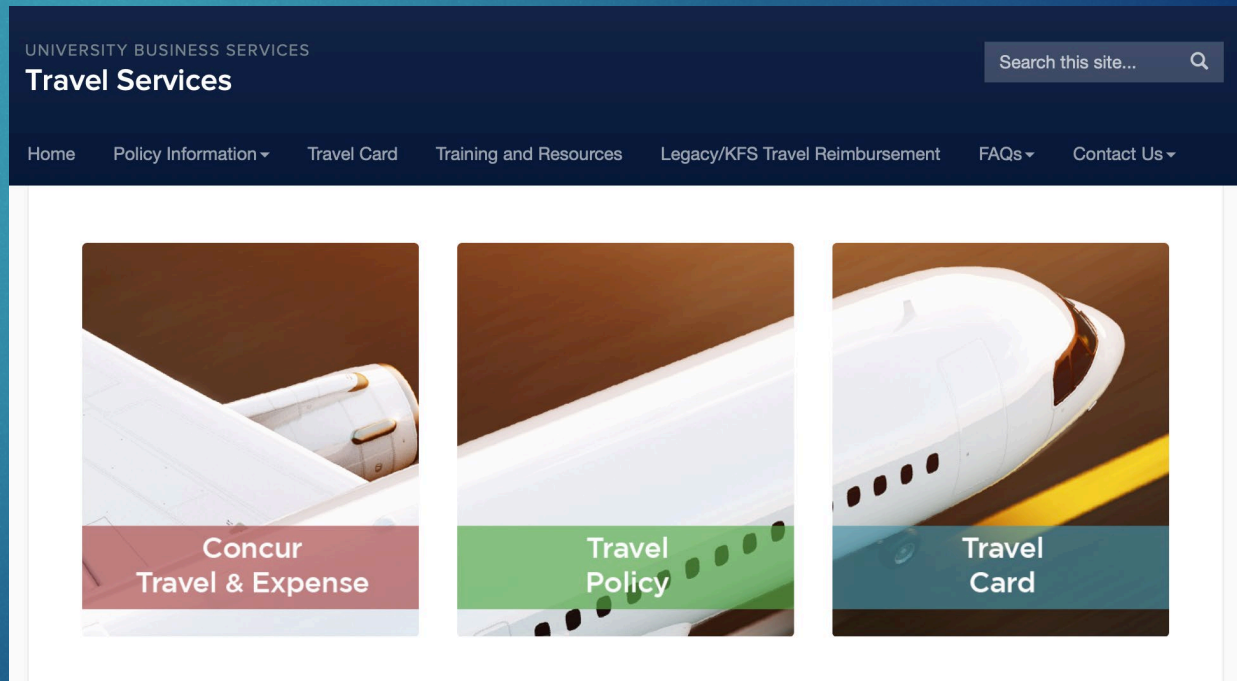
COMPLETE FOR YOUR EXPENSE REPORT AFTER MAKING A
PREAPPROVED BUSINESS TRIP.

Table of Contents

▶ Resources	Slides 3-6
▶ Part 1 – Before Your Travel	7
▶ Part 2 – During Your Travel	8-10
▶ Part 3 – Connecting Your Travel Request	11-19
▶ Part 4 – Adding Transactions	20-25
▶ Part 5 – Itemizing Expenses	26-28
▶ Part 6 – Solving Exceptions	29-30

Resources

- ▶ Any questions or concerns, contact travel@uconn.edu
- ▶ Travel Project Website: <https://travel.uconn.edu>
- ▶ Extensive Training Materials can be found here:
 - ▶ <https://concurproject.uconn.edu/training-documentation-and-user-guides/#>



Resources

In Concur, a delegate is someone who is authorized to perform various tasks within the system on behalf of another Concur user.

There are several types of delegates:

- **A Preparer Delegate**
- **An Approval Delegate**
- **A Previewer Delegate**

NOTE: Separate from a delegate, a traveler must assign travel arranger(s), if desired.

Quick Tip: Split Screen

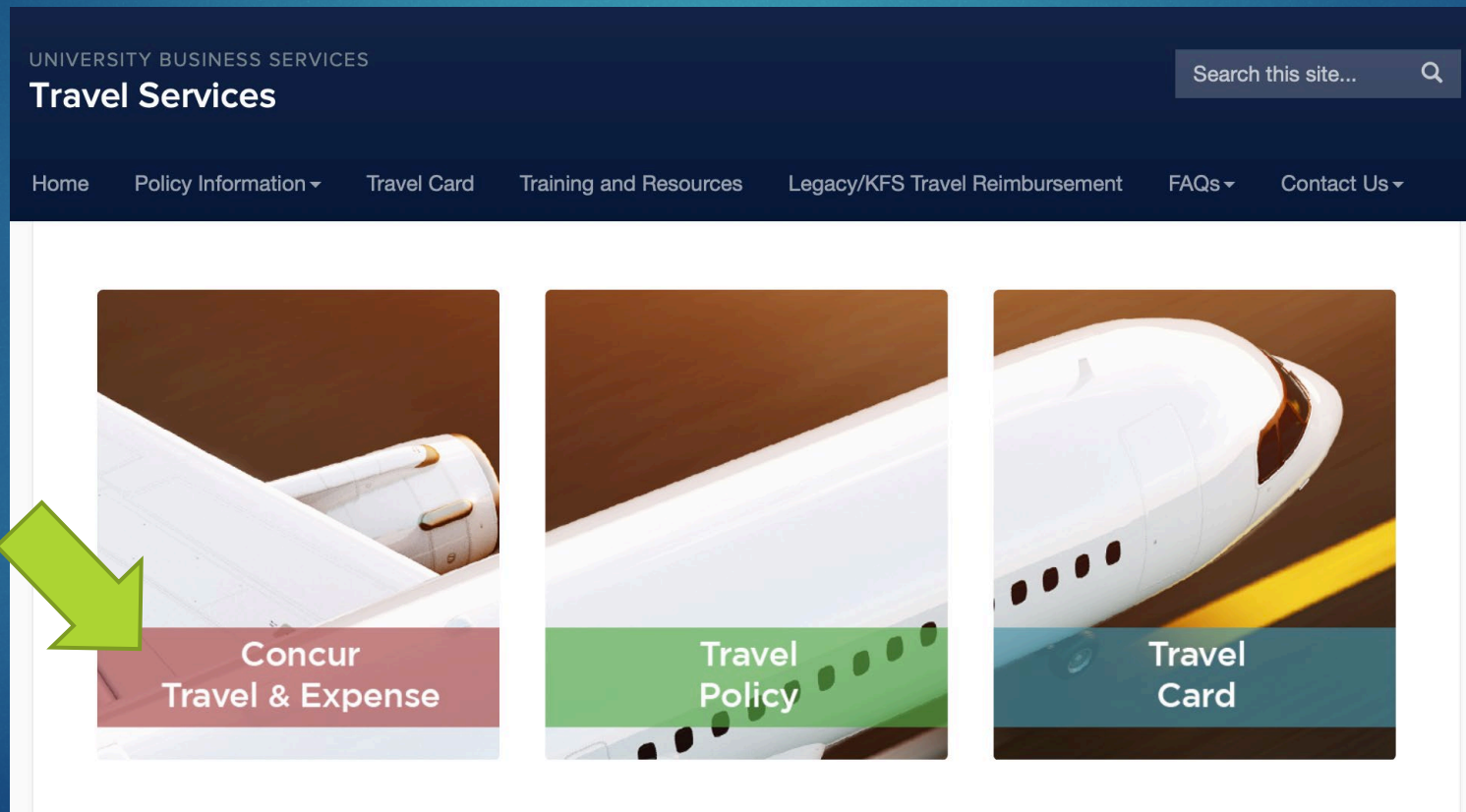
- ▶ This slideshow is a step by step instruction on setting up your travel expense report in Concur. It is HIGHLY recommended that you split your screen between this PowerPoint and the website so you can follow along.

The image shows a split-screen view. On the left is the UConn University Business Services website, specifically the Travel Services page. The page has a dark blue header with the UConn logo and a search bar. Below the header, there are navigation links for Home, Policy Information, Travel Card, and Training and Resources. The main content area features three large cards: 'Concur Travel & Expense', 'Travel Policy', and 'Travel Card'. Below these cards are three smaller green buttons: 'UConn Travel Suspension FAQ', 'Coronavirus Related Expenses', and 'FAQs on Cancelled Travel'. At the bottom of the page, there are logos for Key Travel, Anthony Travel, and Enterprise National Car Rental, along with a 'Concur Cutover Plan' button.

On the right is a PowerPoint slide with a dark blue background and a light blue gradient. The slide title is 'Concur Account Setup Department of English April 2020'. Below the title, there is a line of text in yellow: 'COMPLETE THE FOLLOWING STEPS BEFORE YOUR NEXT TRAVEL REIMBURSEMENT IN CONCUR'. The slide is displayed within a PowerPoint application window, with the 'Slides' tab and various editing tools visible at the top.

Accessing Concur

- ▶ Accessing the Concur system is directly on the home page of <https://travel.uconn.edu>
- ▶ You should be able to see the NetID SSO Sign-in page. Sign in with your NetID to access Concur.



Part One – Before Your Trip

- ▶ Be sure that you complete the following tasks **before** your trip
 - ▶ Be sure that your Concur profile is completely set up and working (see *the Profile Setup tutorial on the English Department's travel page for all of the steps required*)
 - ▶ Complete a travel Pre-Approval request in Concur. **You will not be able to get reimbursement if this is done after the trip has been completed.**
 - ▶ If you are eligible, apply for a travel card to use for the trip. This requires the completion of a 20 minute training module.

Part Two – Collecting Information During Your Trip

- ▶ While on your trip, it is critical that you keep tabs of all the information you can. This includes:
 - ▶ Conference / Event brochures and itineraries, especially those that show proof of your attendance if you are a presenter, speaker, etc.
 - ▶ Receipts of all purchases, whether they be through Travel Card, out-of-pocket, or any other means of purchasing. **Receipts must include a proof of purchase to be counted.** They can, however, be in electronic or paper form.

Part Two – Collecting Information During Your Trip

- ▶ You will **NO LONGER** be able to receive reimbursement from simply turning in relevant physical receipts to the main office.
- ▶ You have multiple alternatives to turning in your receipts and information, including:
 - ▶ Using the receipt upload function on the Concur Mobile App (instructions to install this are in the Profile Setup tutorial on the department travel page)
 - ▶ Emailing copies of receipts to **receipts@expenseit.com**. If you verified your email as instructed in the Profile Setup tutorial, Concur will automatically add any attached receipts to your account.



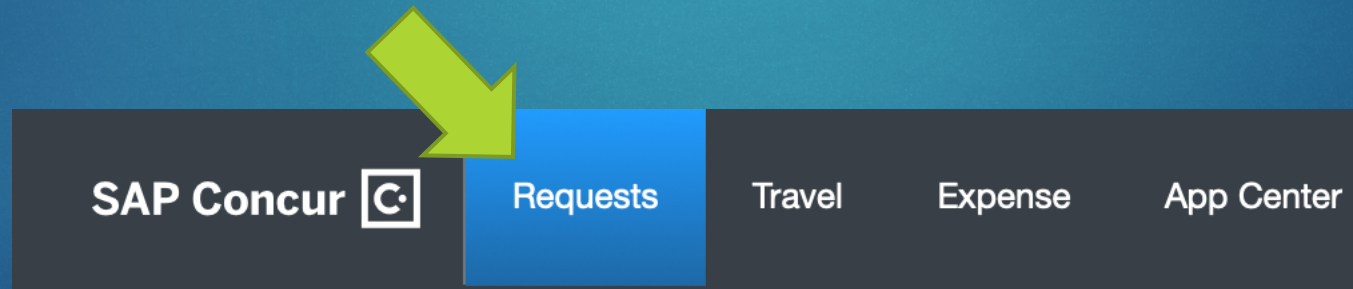


PARTS 1 & 2 COMPLETE

NOW THAT YOU HAVE A CHECKLIST FOR DURING YOUR TRIP, HERE IS HOW TO
COMPLETE THE EXPENSE REPORT WHEN YOU GET BACK

Part Three – Connecting Your Request

- ▶ If you had a Travel Request approved before your trip, you can connect this request to an expense report to keep everything together.
- ▶ This should become available the minute it is fully approved.
- ▶ On the home page of the Concur website, look for the **Requests** option.



Part Three – Connecting Your Request

- ▶ You should see that particular request listed on your Active Requests list under the status **Approved**. Check the box to the left of the entry and select the **Expense** Link.

Approved

03/16/2020

01/07/2020

\$2,013.50

\$2,013.50

\$2,013.50

[Expense](#)

03/19/2020

Create an expense report from this request



Part Three – Connecting Your Request

- ▶ This will auto-generate an expense report with information from the request you already filled out. Confirm that all this information is correct.

Report Header

Policy
[ent: General Travel & Expense]

Trip Name: R&D Conf March 2020
Business Travel Start Date: 03/16/2020
Business Travel End Date: 03/19/2020
Trip Purpose: Conference-Attending
Travel Award No:

Traveler Type: Faculty
Trip Type: Out-of-State
Does this trip include personal travel?:
Personal Travel Dates:
Business Purpose/Justification: This will benefit...

Additional Information/Comment:
Account Number: (5835060) Federal Preschool
*Sub-Account Number:

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> R&D Conf March 2020	36WY	No	\$2,013.50	\$2,013.50	\$2,013.50

[Add](#) [Refresh](#)

Part Three – Connecting Your Request

- ▶ If you have a travel award (i.e. from AAUP/OVPR), enter in the **Travel Award No** field
- ▶ If there are multiple requests associated with this expense report, you can add them to the list on the bottom by selecting **Add**.

Report Header

Policy
Users General Travel & Expense

Trip Name: R&D Conf March 2020
Business Travel Start Date: 03/16/2020
Business Travel End Date: 03/19/2020
Trip Purpose: Conferenc-Attending
Travel Award No:

Traveler Type: Faculty
Trip Type: Out-of-State
Does this trip include personal travel?:
Personal Travel Dates:
Business Purpose/Justification: This will benefit...

Additional Information/Comment:
Account Number: (5635050) Federal Preschool
*Sub-Account Number:

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	R&D Conf March 2020	39WY	No	\$2,013.50	\$2,013.50	\$2,013.50

Part Three – Connecting Your Request

- ▶ When all the required information is completed (fields with a red bar), select **Next**.

Report Header

Policy
eers General Travel & Expense

Trip Name: R&D Conf March 2020
Business Travel Start Date: 03/16/2020
Business Travel End Date: 03/19/2020
Trip Purpose: Conference-Attending
Travel Award No.


Traveler Type: Faculty
Trip Type: Out-of-State
Does this trip include personal travel?:
Personal Travel Dates:
Business Purpose/Justification: This will benefit...

Additional Information/Comment:
Account Number: (5635060) Federal Preschool
*Sub-Account Number:

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	R&D Conf March 2020	36WY	No	\$2,013.50	\$2,013.50	\$2,013.50


Next >> Cancel



Part Three – Connecting Your Request

- ▶ You will be asked whether you are accepting per diem rates for food and lodging. Choose **Yes** or **No** depending on the circumstances of the travel reimbursement
- ▶ If you used your travel card for food purchases during the trip, you can **not** claim per diem rates. Select **No** in this case.

Travel Allowances ×

 Will you be claiming meal per diem and/or lodging expenses on this report?

Part Three – Connecting Your Request

Travel Allowances For Report: Test for ENGL Department

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Test for ENGL Department Selection: USGSA

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: []

Date: [] Time: []

Arrival City: []

Date: [] Time: []

Save

Go to Single Day Itineraries Next >> Cancel

- ▶ If you answered yes to this question, you will need to provide itinerary information on the trip.
- ▶ If you use the Concur travel booking tools (which is **STRONGLY RECOMMENDED**), an itinerary will be made for you. Send this itinerary to **plans@concur.com** and this information will be available automatically. If you do not, this will have to be done manually.
- ▶ Click **Next** two times to get to Step 3

Part Three – Connecting Your Request

Travel Allowances For Report: R&D Conf March 2020

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Use Percent Rule	Allowance
<input type="checkbox"/>	03/16/2020 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75
<input type="checkbox"/>	03/17/2020 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	03/18/2020 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	03/19/2020 Nashville, Tennessee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75

- ▶ Whether entered through an itinerary or manually, this page should show your day to day per diem rates for that particular city; the full rate for full days and 75% of the rate for travel days.
- ▶ Check off the meals that your event provided for you.
- ▶ Check off every box in the **Use Percent Rule** to indicate lodging expenses are required.
- ▶ Select **Create Expense**



PART THREE COMPLETE

THIS EXPENSE REPORT IS NOW SAVED SO THAT YOU CAN CLOSE CONCUR AND
GO BACK TO IT LATER IF YOU NEED TO

Your Main Page

Manage Expenses

Test for ENGL Department

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- 01. Travel & Transportation**
 - Airfare
 - Car Rental
 - Charter Bus
 - Hotel Lodging
 - Hotel Lodging Deposit
 - Train
- 02. Other Travel Expenses**
 - Airline Fees
 - Car Rental Fuel
 - Ground Transportation
 - Laundry - Exceptions Only
 - Parking
 - Tolls
 - Travel Visa Fees
- 03. Personal Car Mileage**
 - Personal Car Mileage
- 04. Meals & Entertainment**
 - Bulk Food/Groceries
 - Business Meals/Hospitality <10 Attendees
 - Business Meals/Hospitality 10+ Attendees
 - Individual Actual Meals Cost
 - Meal Per Diem Reduction
- 05. Supplies**
 - Office Supplies
- 06. Other General Expenses**
 - Personal/Non Reimbursable
 - Postage/Shipping

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

▶ This is the main expense report page you work with when filling out your expense report.

▶ The left side will show a record of the expenses you've entered, the right side shows you categories that you need to choose from to allocate your expenses.

Part Four – Adding Transactions

SAP Concur Requests Travel **Expense** App Center

Manage Expenses

Test for ENGL Department

+ New Expense Import Expenses Details ▾ Receipts ▾ Print / Email ▾

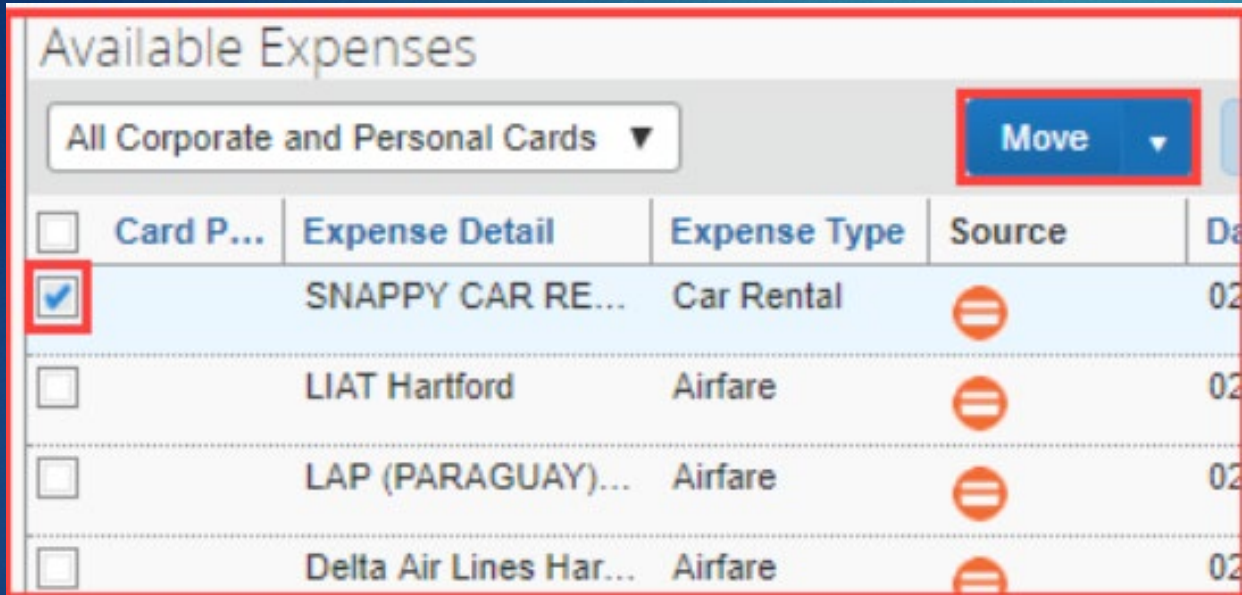
Expenses Move ▾ Delete Copy View ▾

Date ▾	Expense Type	Amount	Requested
--------	--------------	--------	-----------

Adding New Expense

- ▶ Multiple kinds of transactions will need to be accounted for in this expense report
- ▶ If you chose per diem meals & lodging, the daily entries from Slide 17 should already be listed in your report.
- ▶ To allocate the rest of your expenses, select **Import Expenses**.

Part Four – Adding Transactions



<input type="checkbox"/>	Card P...	Expense Detail	Expense Type	Source	Da
<input checked="" type="checkbox"/>		SNAPPY CAR RE...	Car Rental	⊖	02
<input type="checkbox"/>		LIAT Hartford	Airfare	⊖	02
<input type="checkbox"/>		LAP (PARAGUAY)...	Airfare	⊖	02
<input type="checkbox"/>		Delta Air Lines Har...	Airfare	⊖	02

- ▶ This will bring you to your Expense queue. This is the list of expenses that you have allowed Concur to collect for you, either by purchasing it on your Travel card, or by going through the steps in **Slide #8**.
- ▶ To add an entry to your expense report, check on the box to the left of the entry and select **Move -> To Current Report**.

Part Four – Adding Transactions



Test for ENGL Department

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Mail

Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Postage/Shippi...	06/14/2020	\$12.52	! Missing required field: Comment.

Expenses

Move Delete Copy View

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Travel & Transportation

- Airfare
- Car Rental
- Charter Bus
- Hotel Lodging
- Hotel Lodging Deposit
- Train

02. Other Travel Expenses

- Airline Fees
- Car Rental Fuel
- Ground Transportation
- Laundry - Exceptions Only
- Parking
- Tolls
- Travel Visa Fees

03. Personal Car Mileage

Adding New Expense

Date	Expense Type	Amount	Requested
06/14/2020	Postage/Shipping Www.f	\$12.52	\$12.52

! !

- ▶ This will add your receipt to the expense report, but will be labeled as incomplete with a red exclamation point and an entry in the **Exceptions** section.
- ▶ Click on the expense entry that was created from the receipt to view the details.

Part Four – Adding Transactions

Test for ENGL Department Delete Report Submit Report

+ New Expense [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

Exceptions ✕

Expense Type	Date	Amount	Exception
Postage/Shippi...	06/14/2020	\$12.52	Missing required field: Comment.

Expenses [Move](#) [Delete](#) [Copy](#) [View](#) <<

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/14/2020	Postage/Shipping Www.f	\$12.52	\$12.52

Missing required field: Comment.

Expense Receipt Image Available Receipts

Expense Type
Postage/Shipping

Transaction Date
06/14/2020

Report/Trip Purpose
Speaking Engagement

Enter Vendor Name
Www.f

City of Purchase

Payment Type
Cash/Out of Pocket

Amount
12.52 USD

Comment ?

Sub-Object Code

Project Code

TOTAL AMOUNT **\$12.52** TOTAL REQUESTED **\$12.52**

Save Itemize Allocate Attach Receipt Cancel

- ▶ Clicking on the expense entry brings you to this page.
- ▶ Confirm that the receipt shows correctly with proof of purchase by selecting the **Receipt Image** tab.
- ▶ Make sure all of the information in the **Expense** tab is accurate & complete.
- ▶ Once all required information (fields with red tabs) is complete, select **Save** to save the information. You should see that entry in the **Exceptions** tab disappear.



PART FOUR COMPLETE

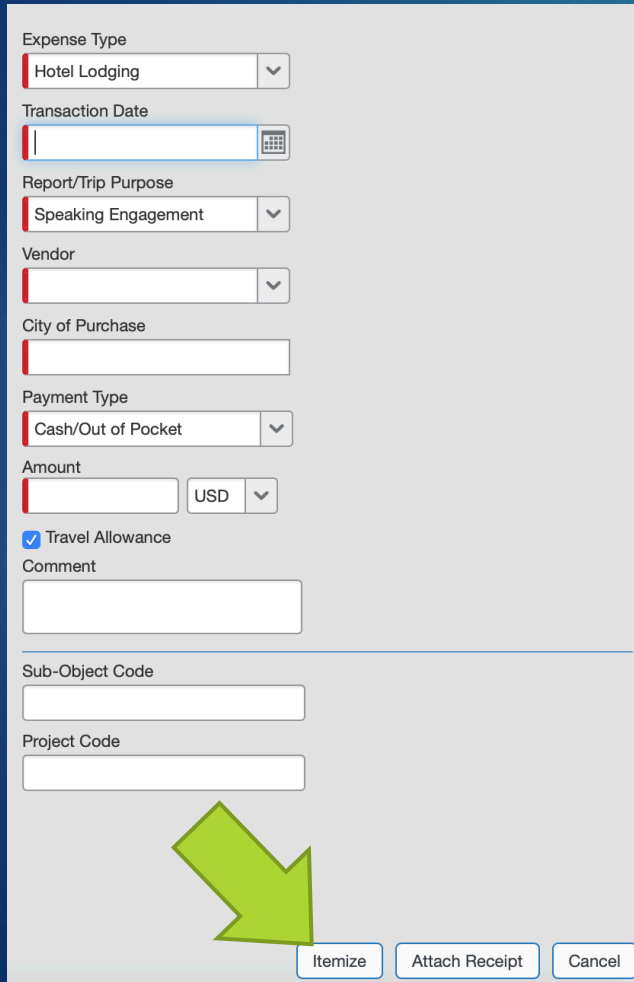
COMPLETE THESE STEPS FOR ALL EXPENSES

Part Five – Itemizing Travel Expenses

01. Travel & Transportation

Hotel Lodging

Hotel Lodging Deposit



Expense Type
Hotel Lodging

Transaction Date
| |

Report/Trip Purpose
Speaking Engagement

Vendor
| |

City of Purchase
| |

Payment Type
Cash/Out of Pocket

Amount
| | USD

Travel Allowance

Comment
| |

Sub-Object Code
| |

Project Code
| |

Itemize Attach Receipt Cancel

- ▶ For some types of expenses, you will need to itemize the various taxes and fees associated with it.
- ▶ As an example, we are going to do hotel/lodging expenses, which are the most common.
- ▶ If you don't already, make sure you have an entry in your expense report for **Hotel Lodging**. You should get this set of details to fill in.
- ▶ When everything is filled out, select **Itemize**

Part Five – Itemizing Travel Expenses

Expense | Nightly Lodging Expenses | Available Receipts

Check-in Date

Check-out Date

Number of Nights

Recurring Charges (each night)

Room Rate

Room Tax

Other Room Tax 1

Other Room Tax 2

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type

Amount












- ▶ This Nightly Lodged Expenses tab will appear.
- ▶ Check your hotel receipt for how the **Room Rate**, as well as other taxes and fees, are distributed.
- ▶ When everything is filled in accurately, select **Save Itemizations**. This entry will not be accepted unless the entire balance is accounted for in this window.
- ▶ If you used your travel card to charge lodging through Concur, this step may already be completed for you.



PART FIVE COMPLETE

THE ITEMIZATIONS SHOULD APPEAR UNDER THE ENTRY IN YOUR EXPENSE REPORT.

Part Six – Solving Exceptions

Icon	Name	Description	Icon	Name	Description
	Receipt Image Required	This indicates that a receipt is required with the selected expense line entry.		Personal Expense	This indicates an expense that was marked Non-Reimbursable/Personal (by the traveler).
	Receipt Attached	This indicates that a receipt has been attached to the respective expense line item.		Itemized Expense	This indicates the expense entry has been itemized (e.g., Hotel expenses). Itemized expenses can be expanded to display nested sub-entries for additional detail.
	Missing Receipt Affidavit	This indicates that a missing receipt affidavit has been attached to the expense item, in lieu of a vendor receipt.		Alert	This indicates that an exception exists. This exception does not prevent submission.
	Travel Card Used	This indicates that an expense entry originated from a University Travel Card transaction. This transaction automatically feeds into the travelers Concur imported expense queue.		Hard Stop Exception	This indicates that an expense entry or report contains an exception that will prevent submission.
	Mobile Expense	This indicates the expense line item was created via the Concur Mobile App.		Full Allocation	This indicates that the expense item has been fully allocated between multiple accounts.
				Comment	This indicates that a report or individual expense item contains a comment.

- ▶ These are the types of exceptions you will see at the top of your expense report window, labeled with the entry that it pertains to.
- ▶ You will not be able to submit your report without clearing all exceptions

PART SIX COMPLETE

ONCE YOU HAVE ALL ENTRIES COMPLETED AND ALL EXCEPTIONS HAVE DISAPPEARED, SELECT **SUBMIT REPORT**. YOUR EXPENSE REPORT IS COMPLETE!

Test for ENGL Department

+ New Expense

Import Expenses

Details ▾

Receipts ▾

Print / Email ▾

Delete Report

Submit Report

Hide Exceptions