Concur Expense Reports for Non-Travel Out-of-Pocket Reimbursements
May 2020

COMPLETE THE FOLLOWING STEPS TO REQUEST REIMBURSEMENT FOR ANY OUT-OF-POCKET COSTS NOT ASSOCIATED WITH TRAVEL.
Quick Tip: Split Screen

This slideshow is a step-by-step instruction on setting up your out-of-pocket expense report in Concur. It is HIGHLY recommended that you split your screen between this PowerPoint and the website so you can follow along.
What is an Out-of-Pocket Expense?

- Items or services purchased out-of-pocket that pertain to University functions. Examples include:
  - Books
  - MLA or other memberships
  - Periodical subscriptions
- For Full Details, see this link: https://accountspayable.uconn.edu/out-of-pocket-purchases/
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/
Accessing Concur

- Accessing the Concur system is directly on the home page of [https://travel.uconn.edu](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 1: Creating a New Expense Report

At the top of the page on Concur, there are a number of options. To create an expense report, select Expense.
Part 1: Creating a New Expense Report

- You should see your list of active reports at the top of the screen. Select **Create New Report**.
Part 1: Creating a New Expense Report

- On the first page, the first drop down menu gives you two options for the type of Expense policy. For out-of-pocket expenses not associated with a pre-approved trip, select **UCONN Non-Travel Expense**.
Part 1: Creating a New Expense Report

The menu options will change once you select **Non-Travel Expense**. Three items are required in this page:

- **Report Name / Purpose:** Type out the title of the expense report, preferably with this naming style:
  - “(item/meal you purchased) for (event or reason for purchase)”

- **User Type:** What type of university affiliation you are (if you’re a faculty member, select **Faculty**, employee in the Graduate program, **Grad Employee**, etc.)

- **Account Number:** The KFS account you are looking to allocate money from (reach out to department admins if you have any questions).
Part 1: Creating a New Expense Report

Select **Next** at the lower right hand corner of the page. This window will come up asking about per diem & lodging. For non-travel expense reports, **ALWAYS SELECT NO.**
PART ONE
COMPLETE

YOU SHOULD SEE YOUR EXPENSE REPORT IN THE ACTIVE REPORTS SECTION ON THE EXPENSE MAIN PAGE (SEE SLIDE #6)
After creating the expense report, you should get this page.

This is the main page for your expense report. All expenses as you list them are on the left column (1).
Part 2: Adding a New Expense

The categories listed on the right are the various expense types you might use. Select the one that best applies to your purchase.
Part 2: Adding a New Expense

- Each expense type has its own information that is required. Listed is the example for All Books (that aren’t university textbooks)
  - Fill in the business reason for this purchase in the **Comments** field.
  - Fill out the required fields in red, and all other relevant information.
Part 2: Adding a New Expense

The buttons on the bottom are for various elements that might be required for your purchase:

- **Itemize**: Select this to identify specific taxes and fees associated with the purchase (i.e. Postage/Shipping, specific Registration Fees, etc.)
- **Allocate**: If you need to split the costs between multiple KFS accounts, click on this and allocate each account by percent or dollar amount.
- **Attach Receipt**: Required for all purchases. Upload and attach the receipt that is associated with the expense. Receipt MUST show proof of purchase through listed payment type.
- **Cancel**: Closes the expense without saving changes.
- **Save**: Saves the expense on your expense report list.
Part 2: Adding a New Expense - Events

- Some expenses for events (i.e. “Meals/Hospitality, 10+ Attendees” is listed for business dinners at a restaurant), require you to list the attendees for each event. If so, this will be at the bottom of the column. If you do not see this, skip to slide #19

- Click on **Add -> Advanced Search** to add the attendees to such an event.
Part 2: Adding a New Expense - Events

- Type the name of the event in **Event Name**, for affiliation, enter **UConn Department of English**, or other department depending on the reason for this event.
- Once these are filled out, select **New Attendee**.
Part 2: Adding a New Expense - Events

► This window will come up next, select **Save**

► Your list will come up like this. Make sure the **Attendee Count** matches the amount of actual attendees at the event.
When all required information is completed, click **Save** at the bottom of the page. This will save your entry into your list.
Part 2: Adding a New Expense

- Once you have completed all of the entries in your expense report, select **Submit Report**.
PART TWO
COMPLETE

YOUR EXPENSE REPORT IS NOW ON ITS WAY TO BEING APPROVED.