Creating Your Travel Expense Report in Concur

COMPLETE FOR YOUR EXPENSE REPORT AFTER MAKING A PREAPPROVED BUSINESS TRIP.
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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/#
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.
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](mailto: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.
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.
This will auto-generate an expense report with information from the request you already filled out. Confirm that all this information is correct.
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**.
Part Three – Connecting Your Request

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

### Travel Allowances For Report: R&D Conf March 2020

<table>
<thead>
<tr>
<th>Date Location</th>
<th>Breakfast Provided</th>
<th>Lunch Provided</th>
<th>Dinner Provided</th>
<th>Use Percent Rule</th>
<th>Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/16/2020 Nashville, Tennessee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$45.75</td>
</tr>
<tr>
<td>03/17/2020 Nashville, Tennessee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$61.00</td>
</tr>
<tr>
<td>03/18/2020 Nashville, Tennessee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$61.00</td>
</tr>
<tr>
<td>03/19/2020 Nashville, Tennessee</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$45.75</td>
</tr>
</tbody>
</table>
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
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

- 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

- 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.
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

- 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
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

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

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Receipt Image Required</td>
<td>This indicates that a receipt is required with the selected expense line entry.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Receipt Attached</td>
<td>This indicates that a receipt has been attached to the respective expense line item.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Missing Receipt Affidavit</td>
<td>This indicates that a missing receipt affidavit has been attached to the expense item, in lieu of a vendor receipt.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Travel Card Used</td>
<td>This indicates that an expense entry originated from a University Travel Card transaction. This transaction automatically feeds into the travelers Concur imported expense queue.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Mobile Expense</td>
<td>This indicates the expense line item was created via the Concur Mobile App.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Personal Expense</td>
<td>This indicates an expense that was marked Non-Reimbursable/Personal (by the traveler).</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Itemized Expense</td>
<td>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.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Alert</td>
<td>This indicates that an exception exists. This exception does not prevent submission.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Hard Stop Exception</td>
<td>This indicates that an expense entry or report contains an exception that will prevent submission.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Full Allocation</td>
<td>This indicates that the expense item has been fully allocated between multiple accounts.</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Comment</td>
<td>This indicates that a report or individual expense item contains a comment.</td>
</tr>
</tbody>
</table>
PART SIX
COMPLETE

Once you have all entries completed and all exceptions have disappeared, select **Submit Report**. Your expense report is complete!