

Quick Guide: Concur Expense Reports

Guide Overview

This Guide will take you through the process of preparing and submitting **Expense Reports**. A travel **Expense Report** should contain all expenses for a travel objective, even if expenses were made months apart, as is commonly seen with Airfare. Submitting an **Expense Report** certifies that the expenses listed are accurate and appropriate, while sending the **Expense Report** on for review by the designated approvers. Even though a Delegate can prepare your **Expense Report** for you, only you can submit it. If a Delegate has prepared the **Expense Report** for you, you should be notified when the **Expense Report** is ready for submission. Notification might be in the form of email or verbal communication from the Delegate.

Accessing Concur

1. Go to bronchotravel.uco.edu and login with your UCO credentials.

Preparing an Expense Report – Out of State and International

Expense Reports for Out of State or International travel expenses require an approved request in Concur.

Expense – Out of State and International

1. To access an approved request, click on **Requests** from the main menu.
2. Approved requests that have not been expensed to a report will have the option to **Expense** under the Action column. Click the **Expense** hyperlink to create the **Expense Report**.

The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests' (highlighted with a yellow box), 'Travel', 'Expense', 'Approvals', and 'App Center'. Below the navigation bar, there are links for 'Manage Requests', 'New Request', and 'Quick Search'. The main content area displays 'Active Requests (68)' with buttons for 'Delete Request', 'Copy Request', and 'Close/Inactivate Request'. A search bar is present with fields for 'Request Name' and 'Begins With', and a 'Go' button. Below the search bar is a table of requests:

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	RogersFL061619 testing prompt?	337E	Pending External Validation	06/13/2019 06/16/2019	05/16/2019	\$1,044.00	\$0.00	\$0.00	
<input type="checkbox"/>	TurnerTest06/14/19 Testing	337W	Approved	06/12/2019 06/14/2019	06/11/2019	\$1,278.60	\$1,278.60	\$1,278.60	Expense

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Information entered on the Request Header will automatically populate on the Report Header. The chart field, **Org**, **Fund**, **Program** and **Activity**, will also auto populate from the Request Header.

Create a New Expense Report

Report Header

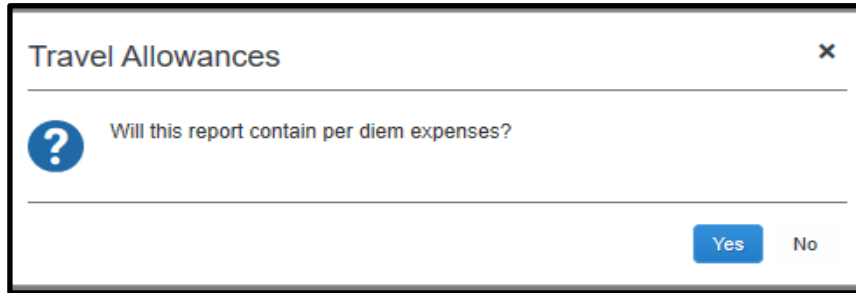
Policy Test-Travel	Report Date 06/20/2019	Traveler Type 1-Faculty/Staff	Official Duty Station Address 100 N. University Drive, Edmond, O
Report Name Broncho FL 5/17/19	Trip Type Out-of-State	Trip Purpose Conference Participant	
Event Name/Nature of Official Business Test Student	Business Travel Start Date 05/13/2019	Business Travel End Date 05/17/2019	
Does this trip include personal travel? No	Start Date of Personal Travel (MM/DD/YYYY)	End Date of Personal Travel (MM/DD/YYYY)	Comments
Org (010026) IT - Academic Sup	Fund (100000) Educational & Gen	Program (15000) Instruction Informati	Activity

- The selected request will appear at the bottom of the screen. Click the **box** to the left of the request name and then click **Next** at the bottom of the screen.

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> Broncho FL 5/17/19	334L	No	\$2,006.00	\$2,006.00	\$2,006.00

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4. A pop-up menu will appear asking if the **Expense Report** will include either Per Diem or Lodging expenses.
- Select the **appropriate answer** and either begin filling out the Itinerary for the trip or begin entering in expenses on the **Expense Report**.

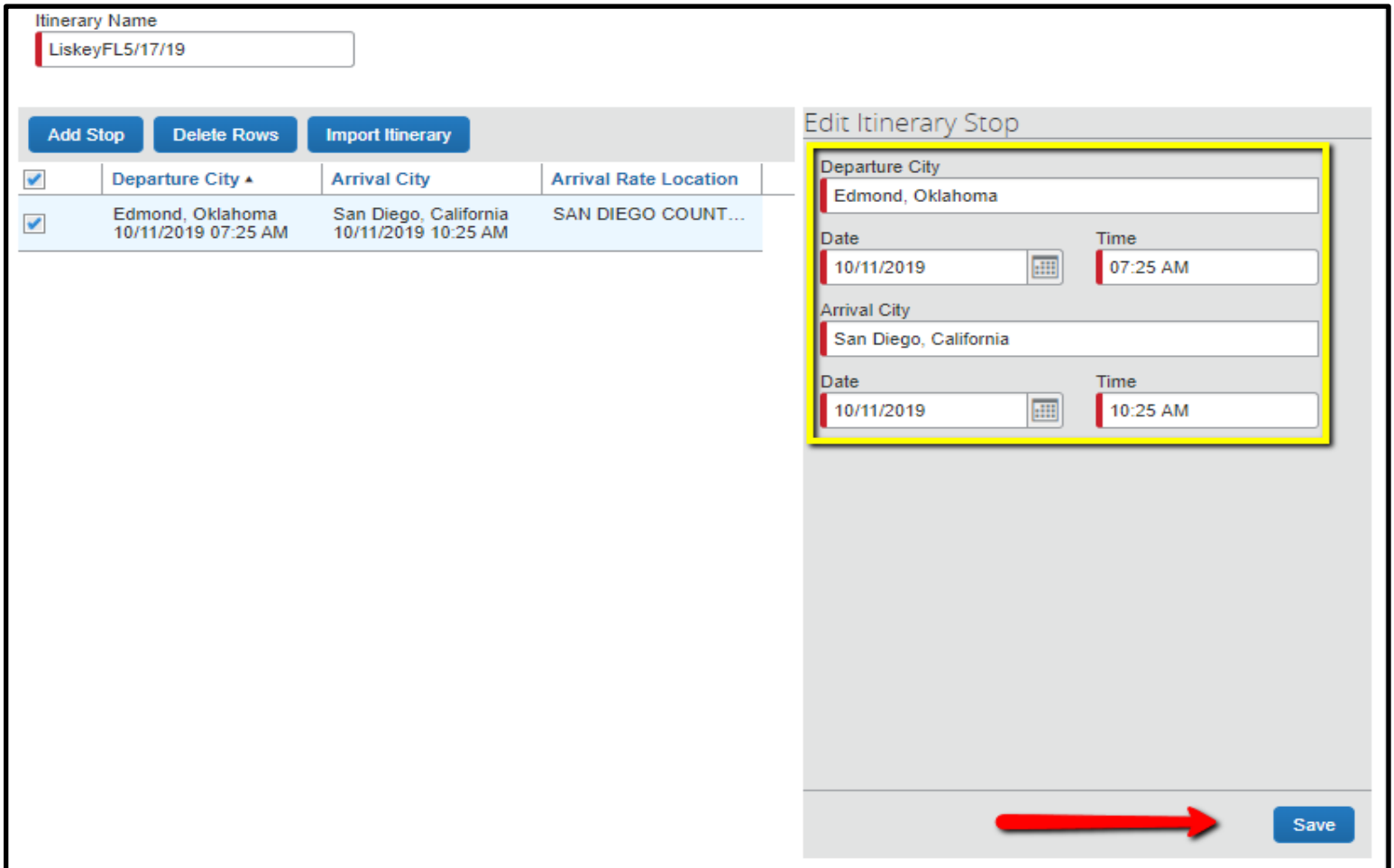


Travel Allowances

Will this report contain per diem expenses?

Yes No

- Enter the **Itinerary information for the Departure and Arrival city** and click **Save**. The arrival city should be the city in which you spend the night, not the airport. Do not include any airport layovers in your itinerary, this will create a travel error warning.



Itinerary Name
LiskeyFL5/17/19

Add Stop Delete Rows Import Itinerary

<input checked="" type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input checked="" type="checkbox"/>	Edmond, Oklahoma 10/11/2019 07:25 AM	San Diego, California 10/11/2019 10:25 AM	SAN DIEGO COUNT...

Edit Itinerary Stop

Departure City
Edmond, Oklahoma

Date
10/11/2019

Time
07:25 AM

Arrival City
San Diego, California

Date
10/11/2019

Time
10:25 AM

Save

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c. Enter the **Itinerary information for the Return trip** and click **Next**.

Itinerary Info

Itinerary Name
LiskeyFL5/17/19

Add Stop **Delete Rows** **Import Itinerary**

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Edmond, Oklahoma 10/11/2019 07:25 AM	San Diego, California 10/11/2019 10:25 AM	SAN DIEGO COUNT...

New Itinerary Stop

Departure City
San Diego, California


Date: 10/14/2019 Time: 5:05 PM

Arrival City
Edmond, Oklahoma

Date: 10/14/2019 Time: 11:20 PM

Save

Go to Single Day Itineraries **Next >>** **Done**



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5. Next, select all the **Meals that Were provided** and click **Create Expense**.

Travel Allowances For Report: iData testing

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/17/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	02/18/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	02/19/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	02/20/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$71.00
<input type="checkbox"/>	02/21/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

<< Previous Create Expenses Cancel

6. Next, select from available **travel card charges** and click the **Move** button. This will add your travel card charges to your **Expense Report**.

iData Testing

Expenses

Date	Expense Type	Amount	Requested
02/21/2019	04. Meal Per Dien San Diego, Californ	\$53.25	\$53.25
02/20/2019	04. Meal Per Dien San Diego, Californ	\$71.00	\$71.00
02/19/2019	04. Meal Per Dien San Diego, Californ	\$71.00	\$71.00
02/18/2019	04. Meal Per Dien San Diego, Californ	\$71.00	\$71.00
02/17/2019	04. Meal Per Dien San Diego, Californ	\$71.00	\$71.00

TOTAL AMOUNT \$337.25 TOTAL REQUESTED \$337.25

Available Expenses

Expense Detail	Expense Type	Source	Date	Amount
SUSHI SAMBA DALLAS DALLAS, TX	z/NotUsed-Dinner		07/05/2018	\$244.95
STARBUCKS WEST SAN SAN DIEGO, CA	z/NotUsed-Dinner		07/05/2018	\$5.90
GTP 1275181670 RFND DULUTH, GA	Undefined		07/05/2018	\$6.25
GTP 1275181670 RFND DULUTH, GA	Undefined		07/05/2018	\$6.25
ASK PIZZA & PASTA OLD AMERSHAM	z/NotUsed-Dinner		07/05/2018	GBP 39.05
VONAGE HOLDINGS CORP HOLMDEL, NJ	Undefined		07/09/2018	\$44.00
STARBUCKS LONDON	Undefined		07/09/2018	GBP 2.79
SPRINT PCS998-AUTO PYMT KANSAS CITY, MO	z/NotUsed-Telephone/Fax		07/28/2018	\$210.24
SPRINT PCS998-AUTO PYMT KANSAS CITY, MO	z/NotUsed-Telephone/Fax		07/28/2018	\$155.12
SPRINT PCS998-AUTO PYMT KANSAS CITY, MO	z/NotUsed-Telephone/Fax		07/28/2018	\$205.27
SPRAZZO ITALIAN GRILL 211 REDMOND, WA	Group Meals/Entertainment +10 Attendees		07/28/2018	\$49.39
SILVERCAB SERVICES LTD CHESHAM	Undefined		07/28/2018	GBP 30.00
SBC EASYCHARGE ELGR, IL	z/NotUsed-Telephone/Fax		07/28/2018	\$88.62
SBC AMERITECH CHICAGO, IL	z/NotUsed-Telephone/Fax		07/28/2018	\$158.17
OFFICE MAX 333 EVANS, GA	Undefined		07/28/2018	\$18.17
Northwest Airlines SAINT PAUL, MN	Airfare		07/28/2018	\$715.60
NKO TERYAKI RESTAURANT REDMOND, WA	z/NotUsed-Dinner		07/28/2018	\$17.51
LONDON TRANSPORT (AMEX)-EMBANKME LONDON	Undefined		07/28/2018	GBP 5.70
HOULHAN'S 296 WEEHAWKEN, NJ	z/NotUsed-Dinner		07/28/2018	\$74.91
Hertz OKLAHOMA CITY, OK	Car Rental		07/28/2018	\$88.67
GTP 1275181670 RFND DULUTH, GA	Undefined		07/28/2018	\$6.25

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7. If an **Expense Type** was imported as undefined, select the correct expense type and click **Save**.

The screenshot shows the 'iData Testing' interface for Concur Expense Reports. At the top, there are navigation buttons: '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. On the right, there are 'Delete Report' and 'Submit Report' buttons. Below the navigation is an 'Exceptions' table with columns for Expense Type, Date, Amount, and Exception. The table shows two entries with 'Undefined' expense types and warning messages. Below the exceptions is an 'Expenses' table with columns for Date, Expense Type, Amount, and Requested. The table shows several entries, including one with an 'Undefined' expense type for 'SPRINT PCS998-AUTO PYMT, Kans'. A red box highlights this entry with a warning message. To the right of the expenses table is an 'Expense' form with fields for Expense Type, Transaction Date, Enter Vendor Name, City of Purchase, and Payment Type. A dropdown menu is open for the 'Expense Type' field, showing a list of categories: '01. Hotel/Lodging Expenses', '02. Transportation', and '03. Personal Car Mileage'. A red arrow points to the 'Undefined' option in the dropdown. At the bottom of the interface, there are buttons for 'Save', 'Remove', 'Allocate', 'Attach Receipt', and 'Cancel'. The total amount and requested amount are both \$885.83.

8. Enter in any additional expenses that were not imported from the credit card charges. Click **New Expense**.

The screenshot shows the 'Adding New Expense' form in the Concur Expense Reports interface. At the top, there are navigation buttons: '+ New Expense', 'Details', 'Receipts', and 'Print / Email'. A red arrow points to the '+ New Expense' button. Below the navigation is an 'Exceptions' table with columns for Expense Type, Date, Amount, and Exception. The table shows three entries with 'Car Rental', 'Hotel', and 'Hotel' expense types and warning messages. Below the exceptions is an 'Expenses' table with columns for Date, Expense Type, Amount, and Requested. The table shows three entries: '07/08/2019 Personal Car Mile: \$83.50 \$83.50', '02/26/2019 Hotel PENNSULA HOTEL \$1,649.18 \$1,649.18', and '02/25/2019 Car Rental Automobile Parking \$88.24 \$88.24'. To the right of the expenses table is an 'Available Expenses' list with columns for Expense Detail, Expense Type, and Source. The list shows several entries: 'VisaPhone RENO', 'Taxicabs and Limousines ...', 'TOKYO HOTEL RENO', and 'QUALITY PACIFIC HOTEL...'. A red arrow points to the '+ New Expense' button.

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9. Select or search for the additional expense type.

The screenshot shows the 'New Expense' form with the 'Expense Type' dropdown menu open. The dropdown menu is highlighted with a yellow box. Below the dropdown menu, there is a section titled 'Recently Used Expense Types' with a green checkmark icon. This section lists several expense types: Hotel, Personal Car Mileage, Tolls, Parking, and Personal Expense/Non Reimbursable. Below this section is another section titled 'All Expense Types'. This section is divided into two categories: '01. Hotel/Lodging Expenses' and '02. Transportation'. Under '01. Hotel/Lodging Expenses', there are two options: 'Hotel' and 'Hotel - Private Lodging'. Under '02. Transportation', there are two options: 'Airfare' and 'Airline/Baggage Fees'. A red arrow points to the 'Airfare' option.

10. Enter the appropriate information in the required fields. Click **Save**.

The screenshot shows the 'New Expense' form with the following fields filled out: 'Expense Type' is set to 'Airfare', 'Transaction Date' is '02/26/2019', 'City of Purchase' is 'Reno, Ohio', and 'Payment Type' is 'Pending Card Transaction'. The 'Amount' field is empty and has a red arrow pointing to it. The 'Vendor' field is empty and has a red arrow pointing to it. The 'Comment' field is empty.

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Hotel charges in **Expense** must be itemized.

11. To Itemize the charges, Click on the **Hotel Expense**.

The screenshot shows a table of expenses with the following data:

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	07/08/2019	Personal Car Mileage	\$83.50	\$83.50
<input checked="" type="checkbox"/>	02/26/2019	Hotel PENNSULA HOTEL, Reno, Ohio	\$1,649.18	\$1,649.18
<input type="checkbox"/>	02/25/2019	Car Rental Automobile Parking Lots & Garaç	\$88.24	\$88.24

A red arrow points to the checkbox of the hotel expense. A warning box is overlaid on the selected row:

This entry cannot be submitted until a Travel Allowance Itinerary is created.
Warning: This report contains expense(s) outside of the trip dates, please review for accuracy.
Itemizations are required for this entry.

a. Click **Itemize**.

A close-up view of the bottom of the expense report interface. A red arrow points to the **Itemize** button, which is located next to **Attach Receipt** and **Cancel** buttons.

b. Enter the appropriate information in the necessary fields.

The screenshot shows the expense report with the **Nightly Lodging Expenses** form open for the selected hotel expense. The form contains the following fields:

- Check-in Date:** [Empty]
- Check-out Date:** 02/26/2019
- Number of Nights:** [Empty]
- Recurring Charges (each night):**
 - Room Rate:** [Empty]
 - Room Tax:** [Empty]
 - Other Room Tax 1:** [Empty]
 - Other Room Tax 2:** [Empty]

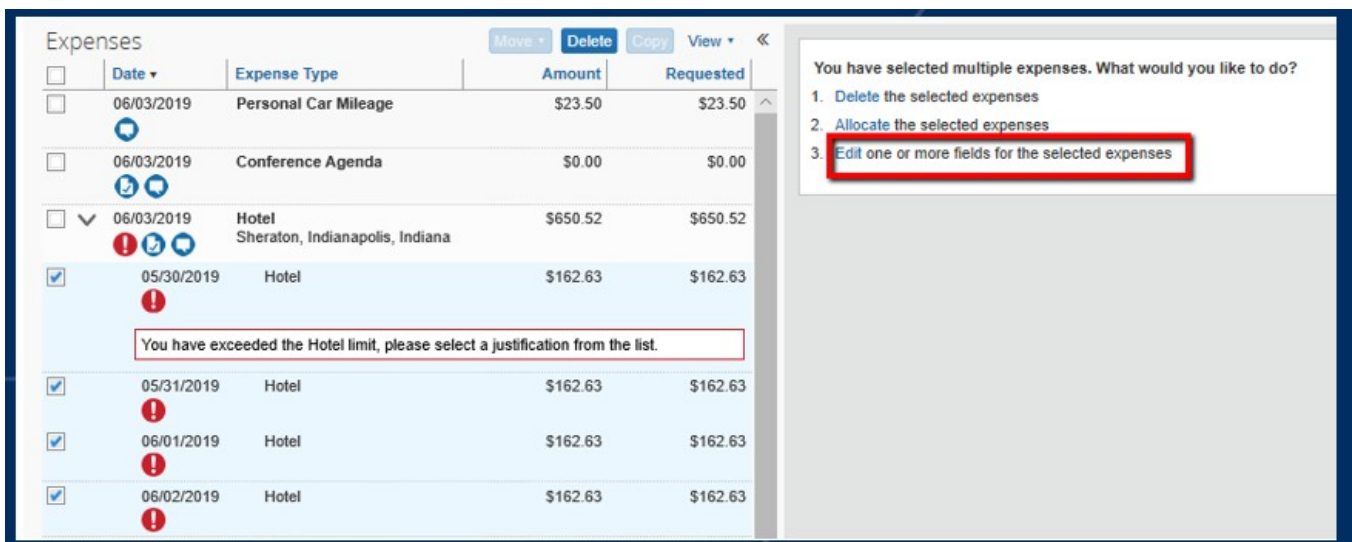
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c. Click **Save Itemizations**.



12. After you Itemize, if the room rate is over the GSA rate you must:

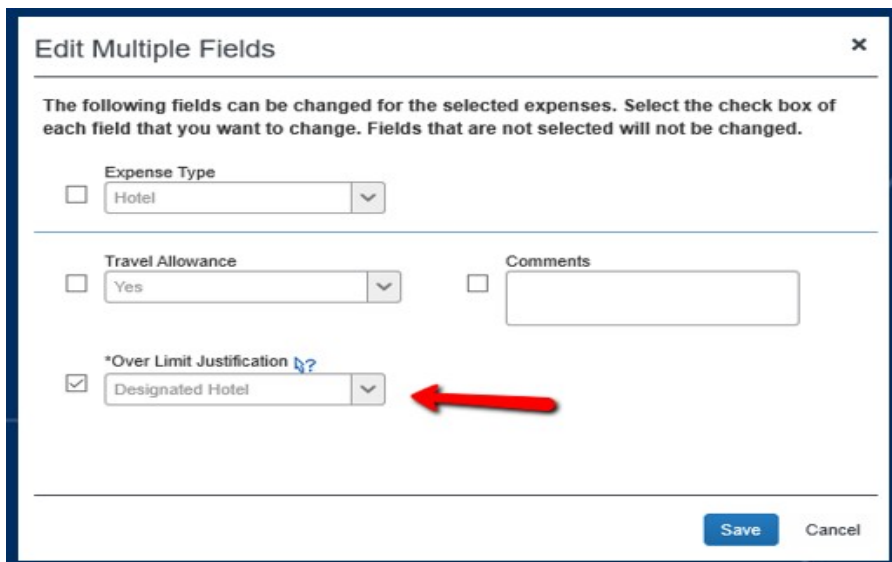
a. Click the **box** next to all of the itemizations and select **Edit**.



The screenshot shows the "Expenses" table with columns for Date, Expense Type, Amount, and Requested. A modal dialog is open on the right with the title "You have selected multiple expenses. What would you like to do?". The dialog lists three options: "Delete the selected expenses", "Allocate the selected expenses", and "Edit one or more fields for the selected expenses". The third option is highlighted with a red box. In the background, a table of expenses is visible, including a hotel entry for Sheraton, Indianapolis, Indiana, with a warning icon and a message: "You have exceeded the Hotel limit, please select a justification from the list."

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	06/03/2019	Personal Car Mileage	\$23.50	\$23.50
<input type="checkbox"/>	06/03/2019	Conference Agenda	\$0.00	\$0.00
<input type="checkbox"/>	06/03/2019	Hotel Sheraton, Indianapolis, Indiana	\$650.52	\$650.52
<input checked="" type="checkbox"/>	05/30/2019	Hotel	\$162.63	\$162.63
<input checked="" type="checkbox"/>	05/31/2019	Hotel	\$162.63	\$162.63
<input checked="" type="checkbox"/>	06/01/2019	Hotel	\$162.63	\$162.63
<input checked="" type="checkbox"/>	06/02/2019	Hotel	\$162.63	\$162.63

b. Select the box **"Over the Limit Justification"** and select **Designated Hotel**. Click **Save**.



The "Edit Multiple Fields" dialog box contains the following fields:

- Expense Type: Hotel
- Travel Allowance: Yes
- Comments: [Text Field]
- *Over Limit Justification: Designated Hotel

A red arrow points to the "Designated Hotel" option in the "Over Limit Justification" dropdown. At the bottom right, there are "Save" and "Cancel" buttons.

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- 13.** Next to **Allocate Expenses**, all expenses must be entered **prior to allocation**.
- Select all expenses on the report by checking the box to the left of the date column or check the box for individual expenses, if allocating individual expense items to different accounts.
 - Click the **Allocate the selected expenses** hyperlink to the right of the expense items.

The screenshot shows the 'Manage Expenses' interface. At the top, there's a search bar with 'test' and navigation links: '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is an 'Exceptions' table with columns for Expense Type, Date, Amount, and Exception. The table contains three rows for 'Hotel' expenses with various dates and amounts, each with an exception message. Below the exceptions is an 'Expenses' table with columns for Date, Expense Type, Amount, and Requested. It shows two rows for 'Hotel' expenses. A red box highlights an error message: 'This entry cannot be submitted until a Travel Allowance Itinerary is created. Itemizations are required for this entry.' To the right of the expenses table is a selection menu with the text 'You have selected multiple expenses. What would you like to do?' and three options: 'Delete the selected expenses', 'Allocate the selected expenses' (highlighted with a red arrow), and 'Edit one or more fields for the selected expenses'.

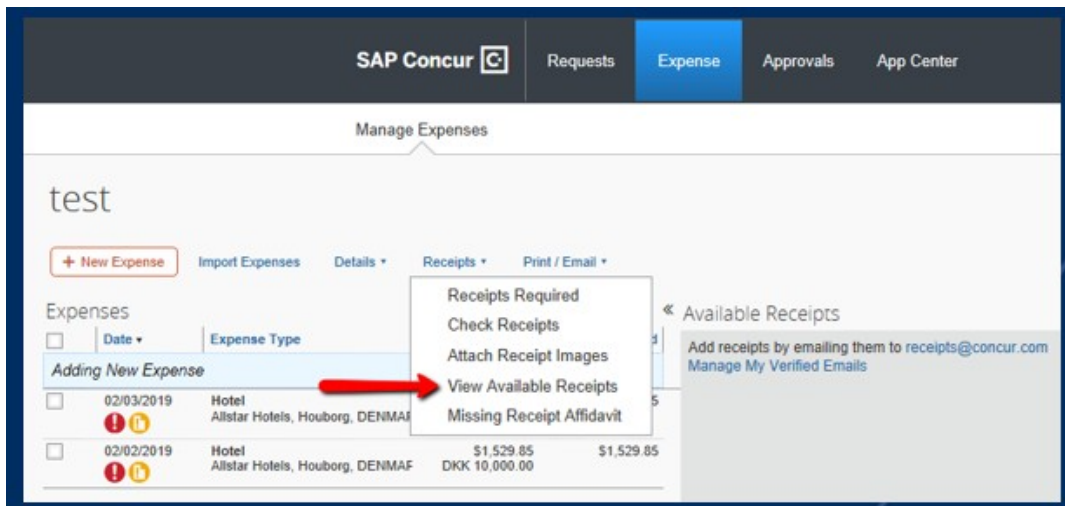
- 14.** Next, **Allocate by Percentage** or **Dollar Amount**.
- Please note once the data has been saved the amount will convert to a percentage.
- 15.** Click **Add New Allocation** for multiple allocations. Click **Save**, then **Done**.

The screenshot shows the 'Allocations' interface. At the top, there's a summary: 'Total: \$3,059.70 Allocated: \$3,059.70 (100%) Remaining: \$0.00 (0%)'. Below this is a toolbar with buttons: 'Allocate By' (highlighted with a yellow box), 'Add New Allocation' (highlighted with a red box), 'Delete Selected Allocations', 'Favorites', and 'Add to Favorites'. Below the toolbar is a table with columns: Percentage, Org, Fund, Program, Activity, and Code. The first row shows '100' in the Percentage column, '(010005) Phot...' in the Org column, '(100000) Educ...' in the Fund column, '(10000) Gener...' in the Program column, and '-010005-100000...' in the Code column.

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Next, **Receipts** will need to be attached to the **Expense Report**. There are several ways to attach receipts in Concur.

16. If you have uploaded receipts with your **Concur Mobile App** those receipts will be added to the **Receipt Store**. (Your device must be set up before using the mobile app).



17. From the Expense report:

- a. Click **Receipts**
- b. **View Available Receipts** and drag a receipt to the corresponding line item of the report. Click **Save**.

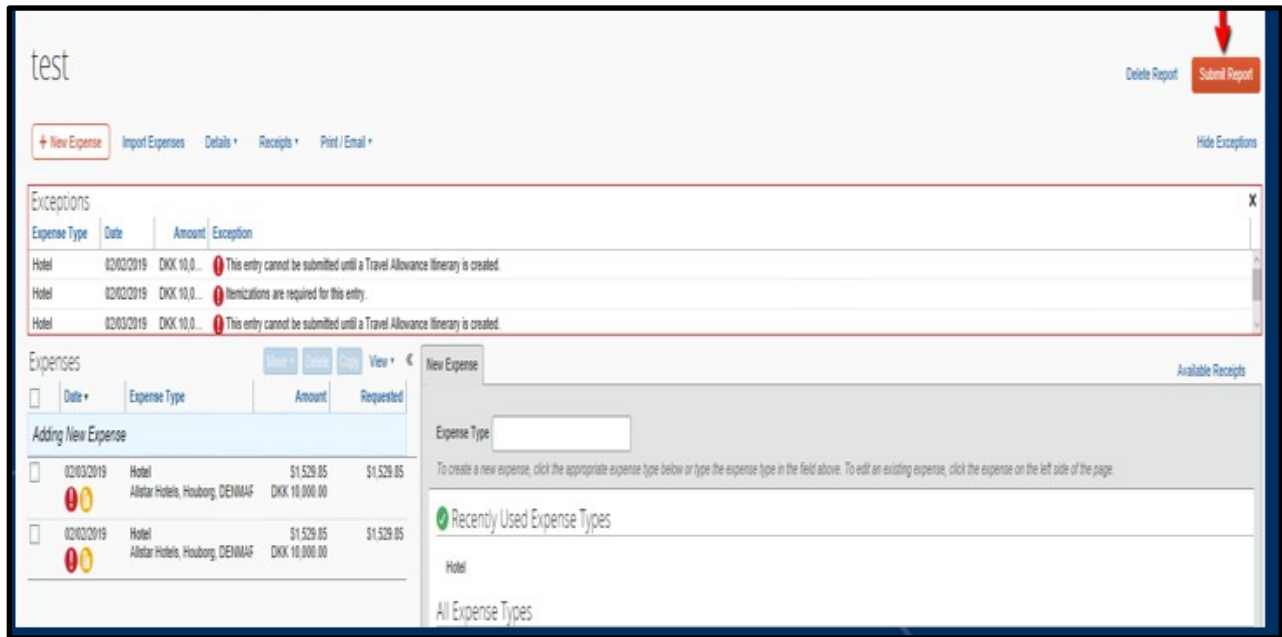
18. To attach **E-Receipts** or **Receipt Images**, email your e-receipts or images to receipts@concur.com. The receipts will be added to your **Receipt Store**. Then follow the above steps to attach. Please note you must be signed up to receive e-receipts. To activate e-receipts please refer to the **Profile Guide**.

19. Receipts may also be attached via a **Scanned Image**.

- a. **Scan** your receipts and save the file to your computer. (Save as .png, .jpeg, .pdf or .tiff and 5MB limit per file).
- b. Click the expense line item, then click **Attach Receipt**.
- c. Click **Browse** to locate the file on your computer, then **Attach** and **Close**.

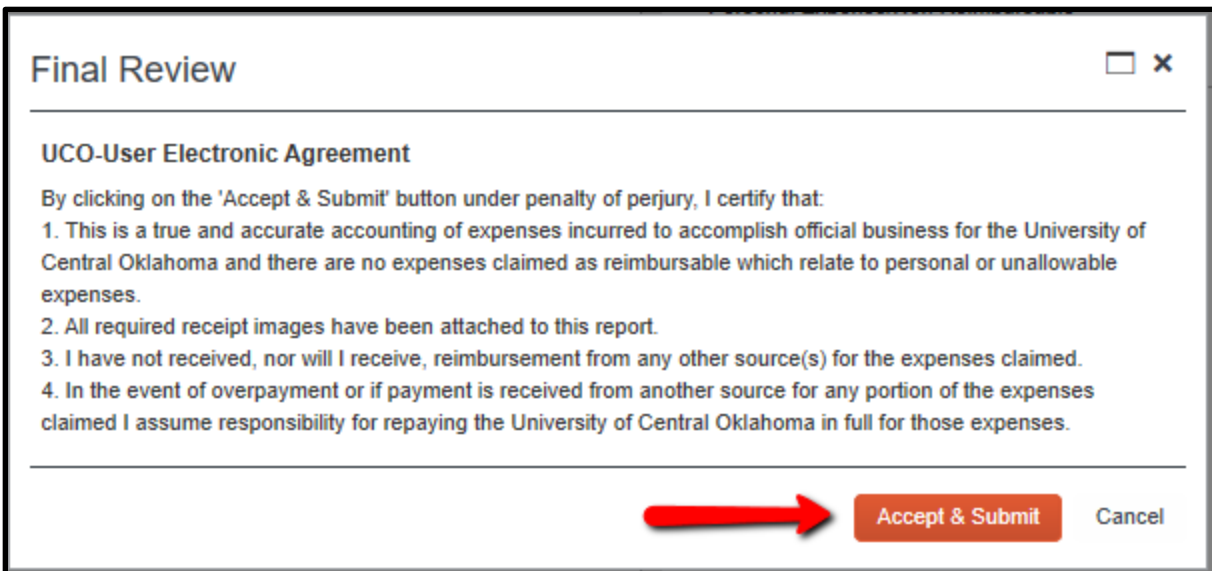
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20. After all Expenses have receipts attached and been allocated, click the **Submit Report** button.



The screenshot shows the Concur Expense Report interface. At the top right, there are two buttons: 'Delete Report' and 'Submit Report'. A red arrow points to the 'Submit Report' button. Below the buttons, there is a navigation bar with 'New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The main content area is divided into two sections: 'Exceptions' and 'Expenses'. The 'Exceptions' section contains a table with columns 'Expense Type', 'Date', 'Amount', and 'Exception'. The 'Expenses' section contains a table with columns 'Date', 'Expense Type', 'Amount', and 'Requested'. A 'New Expense' modal is open on the right side of the screen, showing an 'Expense Type' field and a list of 'Recently Used Expense Types'.

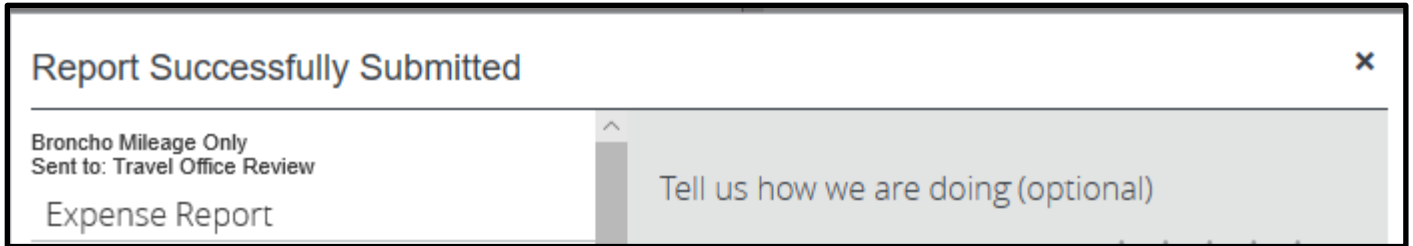
21. Click **Accept & Submit** (this replaces the statement of Oath).



The screenshot shows a 'Final Review' dialog box. The title is 'Final Review'. Below the title, there is a section titled 'UCO-User Electronic Agreement'. The text reads: 'By clicking on the 'Accept & Submit' button under penalty of perjury, I certify that:'. Below this, there are four numbered items: 1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University of Central Oklahoma and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses. 2. All required receipt images have been attached to this report. 3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed. 4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University of Central Oklahoma in full for those expenses. At the bottom right of the dialog box, there are two buttons: 'Accept & Submit' and 'Cancel'. A red arrow points to the 'Accept & Submit' button.

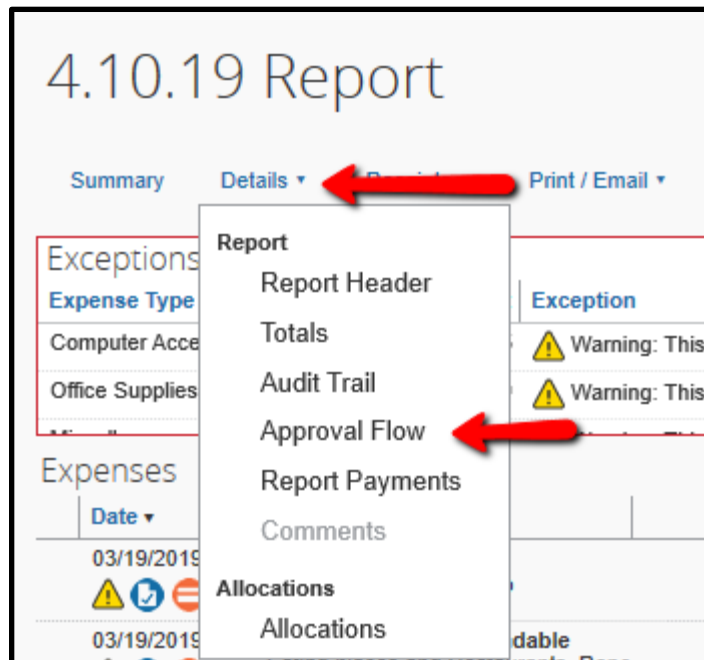
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22. The report will be submitted and processed for additional approvals. Once all approvals are complete, you will receive an email notification that your report approval status has been set to Approved.



Approval Flow

After the Expense Report has been submitted click **Details** and **Approval Flow**. This allows you to see where the report is in the approval process.



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Audit Trail

If an approver has made a comment or request for correction it will be documented in the **Audit Trail**. Click **Details** and **Audit Trail**.

4.10.19 Report

Summary **Details** Reports Print / Email

Report

- Report Header
- Totals
- Audit Trail**
- Approval Flow
- Report Payments
- Comments

Allocations

Allocations

Exception

Warning: This report contains expense(s) outside of t

Warning: This report contains expense(s) outside of t

View <<

	Amount	Approved
	\$97.65	\$97.65
dable	\$46.40	\$46.40

Audit Trail			
Report Level			
Date/Time	Updated By	Action	Description
04/11/2019 06:03 PM	Test, Processor	Approval Status Change	Status changed from Pending Travel Office Approval to Approved Comment:
04/11/2019 06:01 PM	Never, William	Approval Status Change	Status changed from Submitted to Pending Travel Office Approval Comment:
04/11/2019 06:01 PM	Never, William	Approval Status Change	Status changed from Not Submitted to Submitted Comment: