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

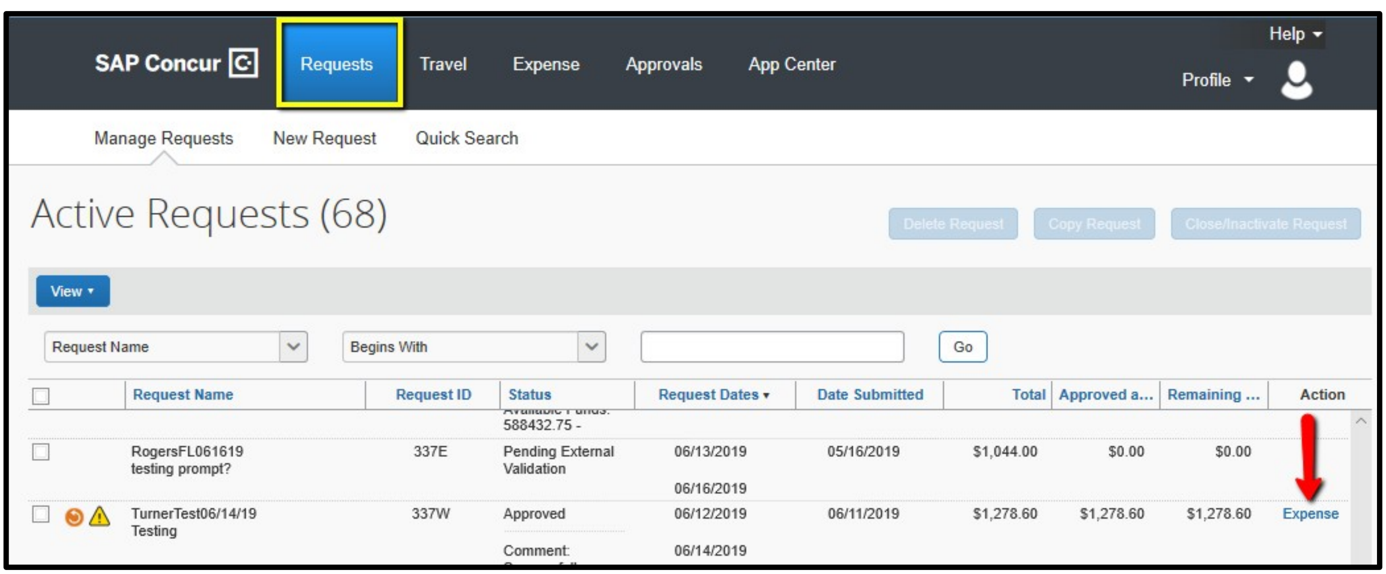
1. Go to **bronchotravel.uco.edu** and login with your UCO credentials.

Preparing an Expense Report – Out of State and International

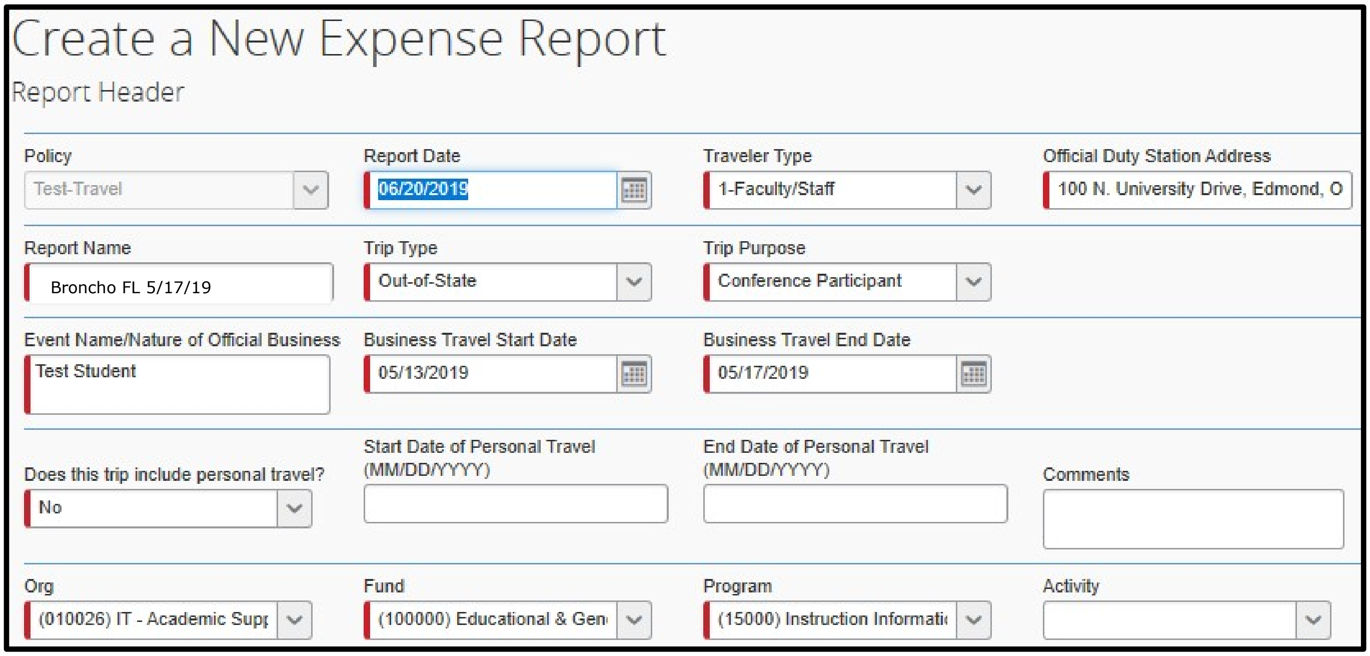
Expense Reports for Out of State or International travel expenses require an approved request in Concur.

Expense – Out of State and International

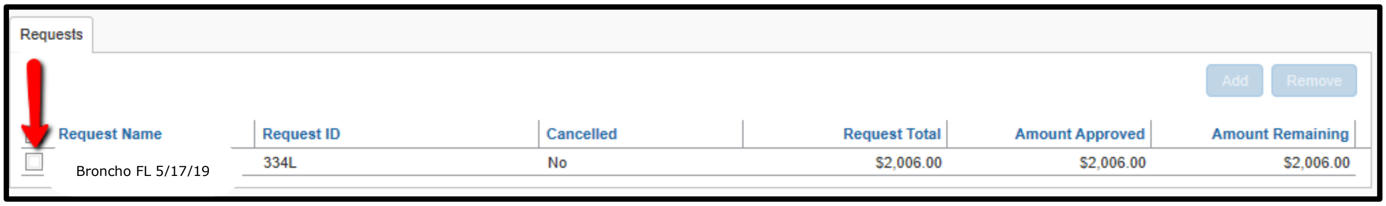
1. To access an approved request, click on **Requests** from the main menu.
2. Approved requests that have not been expensed to a report will have the option to **Expense** under the Action column. Click the **Expense** hyperlink to create the **Expense Report**.



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.

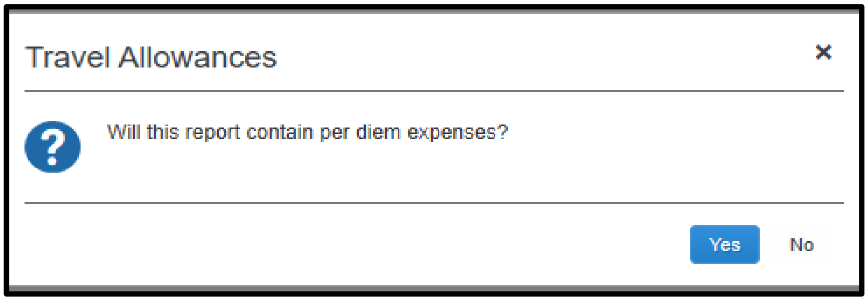


3. The selected request will appear at the bottom of the screen. Click the **box** to the left of the request name and then click **Next** at the bottom of the screen.

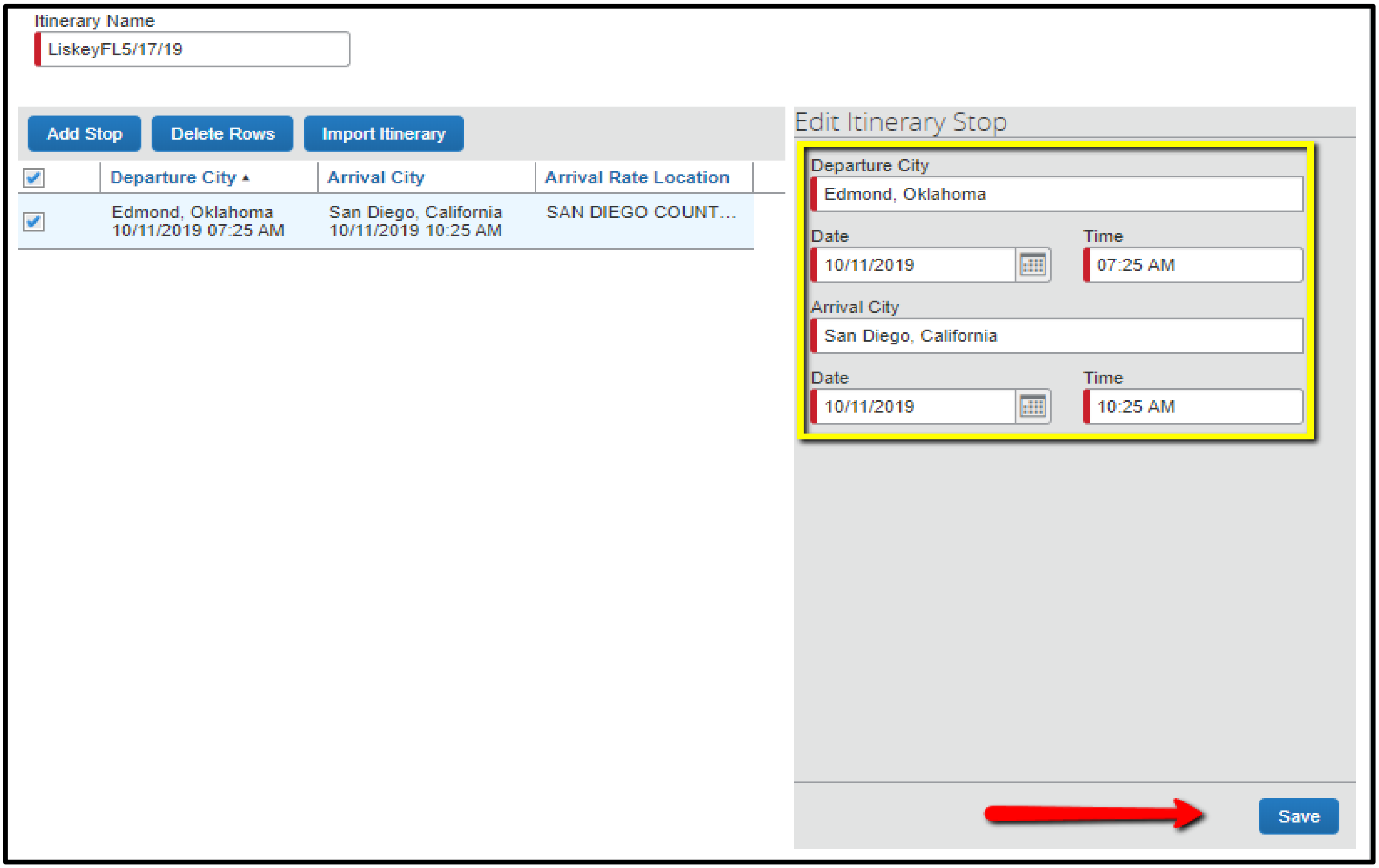


4. A pop-up menu will appear asking if the **Expense Report** will include either Per Diem or Lodging expenses.

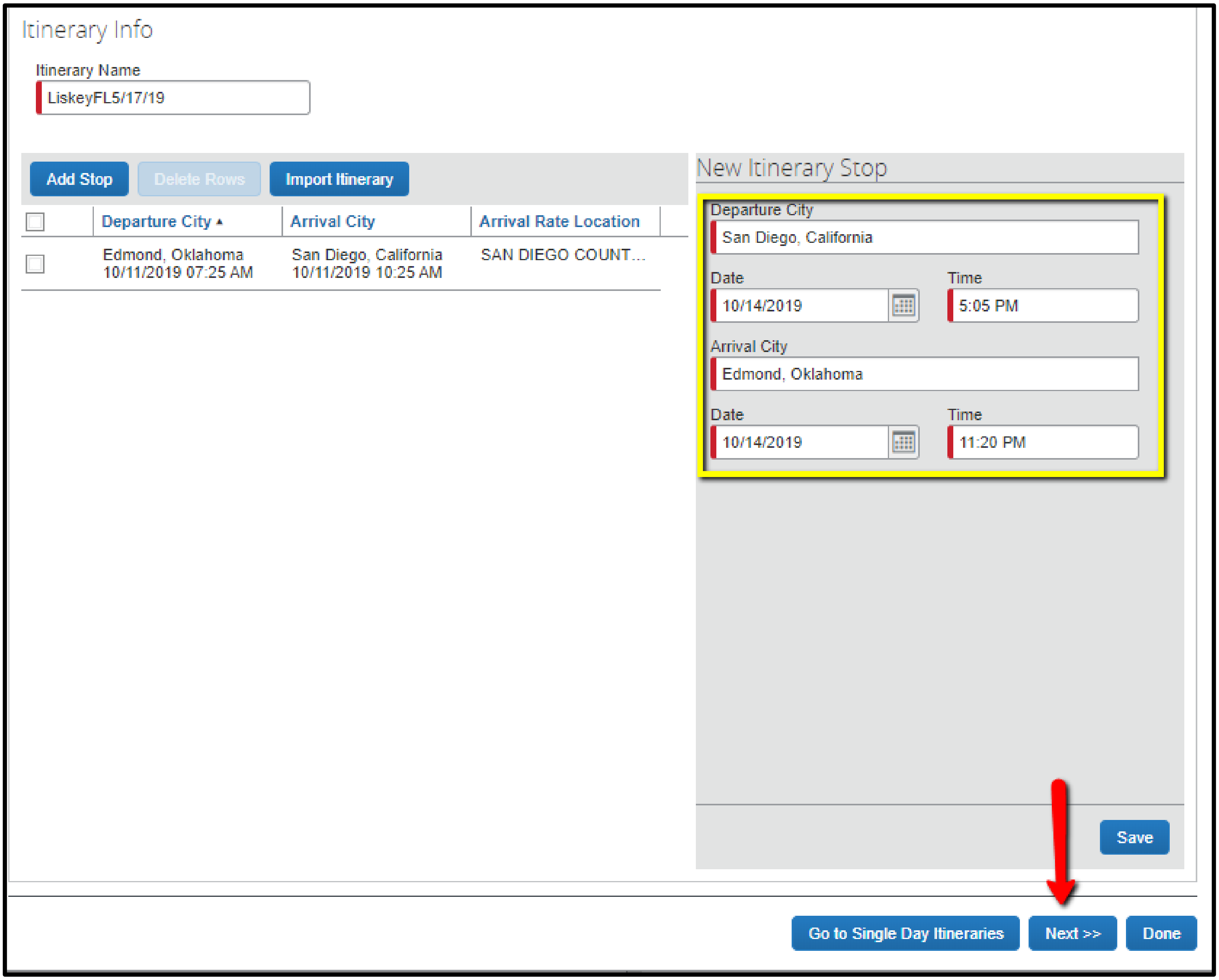
a. Select the **appropriate answer** and either begin filling out the Itinerary for the trip or begin entering in expenses on the **Expense Report**.



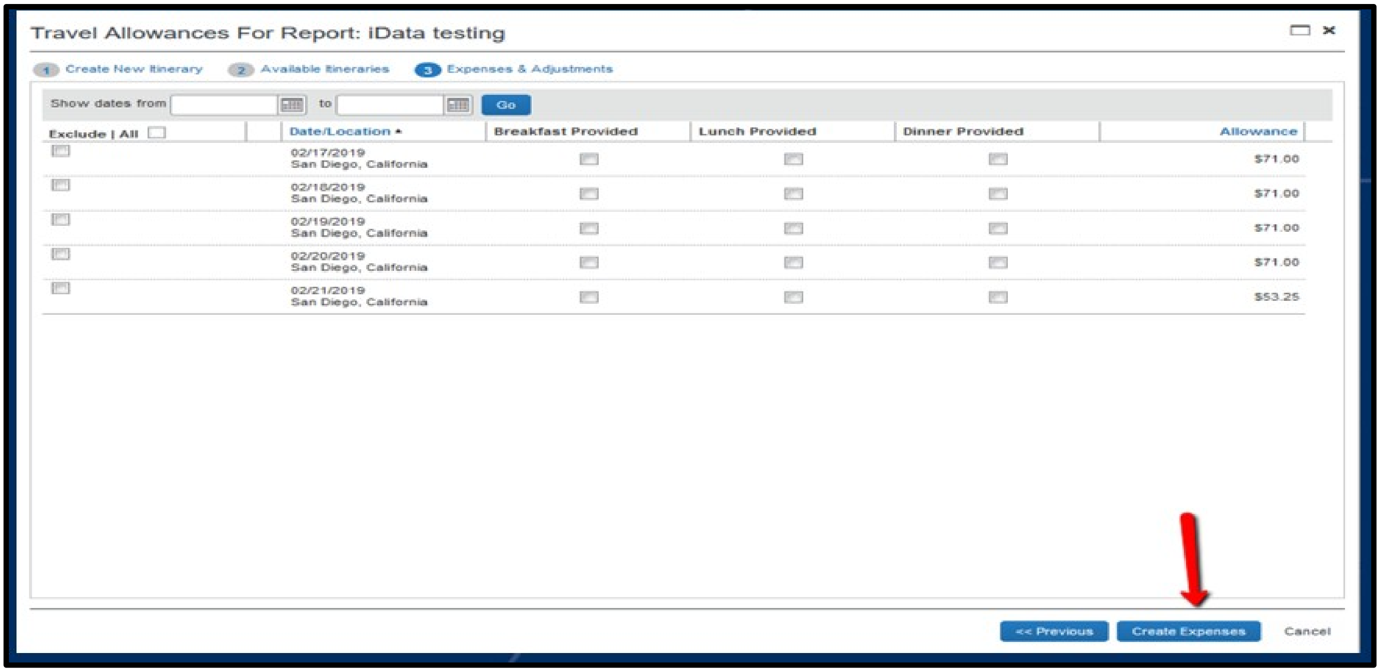
b. Enter the **Itinerary information for the Departure and Arrival city** and click **Save**. The arrival city should be the city in which you spend the night, not the airport. Do not include any airport layovers in your itinerary, this will create a travel error warning.



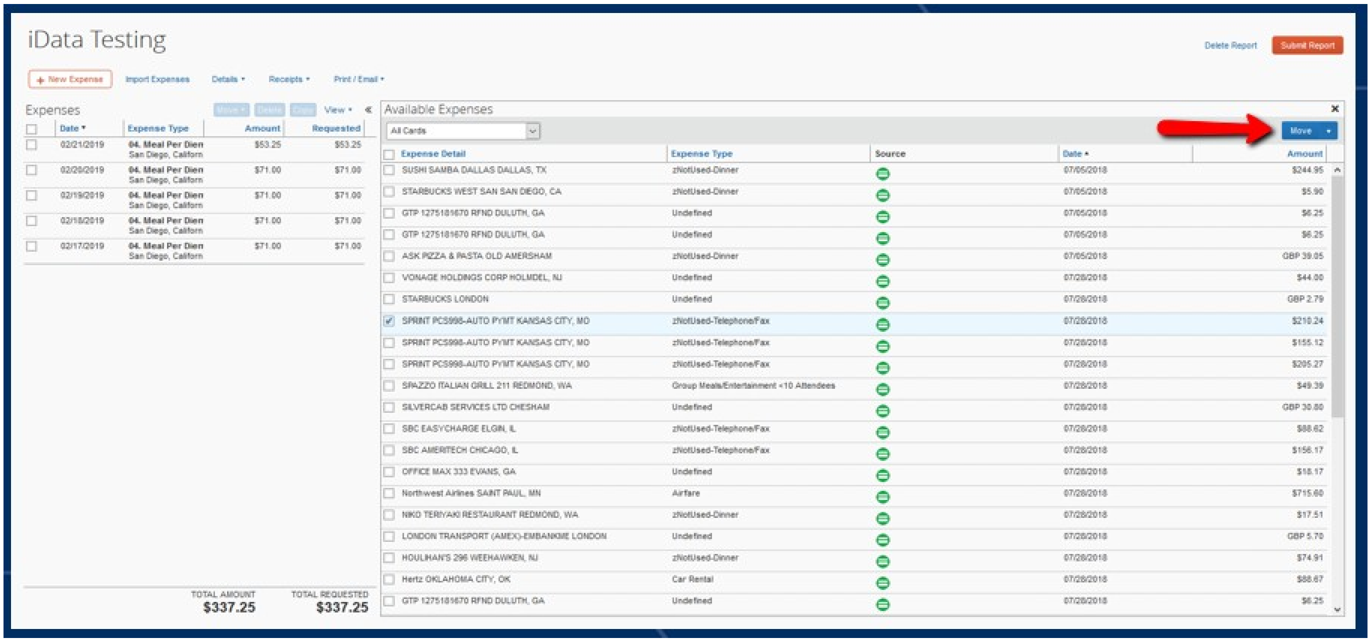
c. Enter the **Itinerary information** **for the Return trip** and click **Next**.



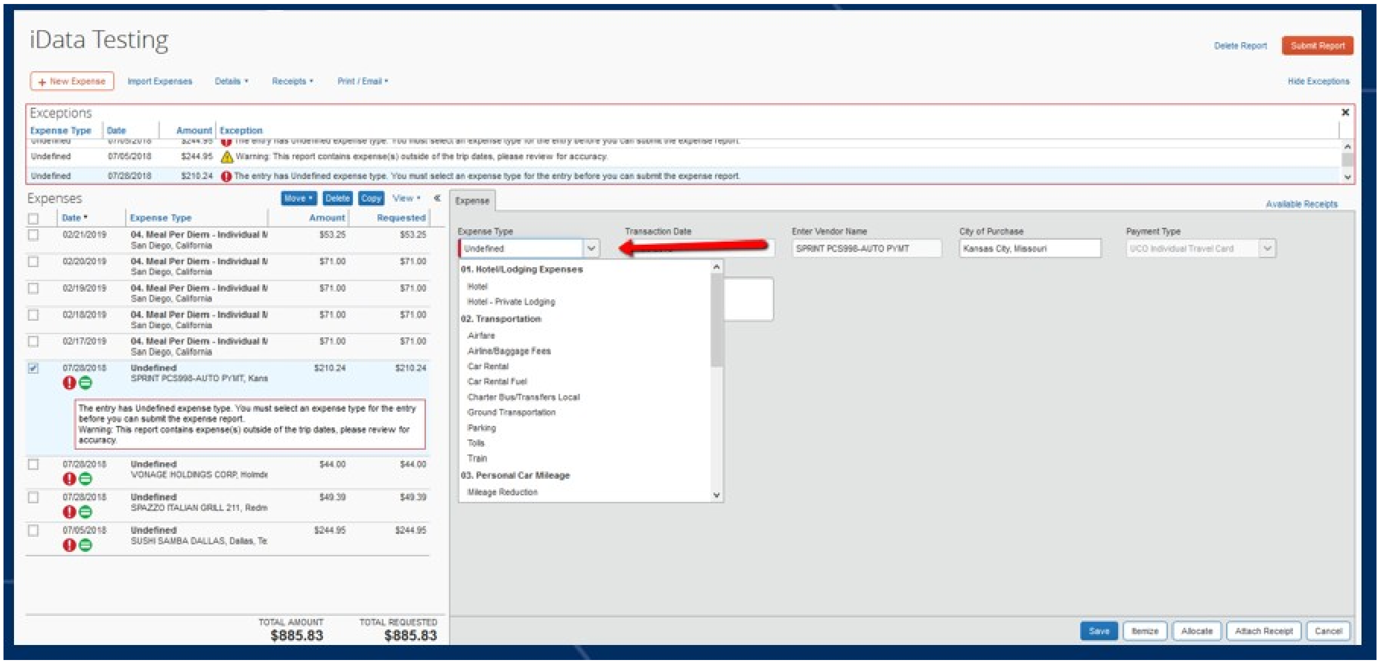
5. Next, select all the **Meals that Were provided** and click **Create Expense**.



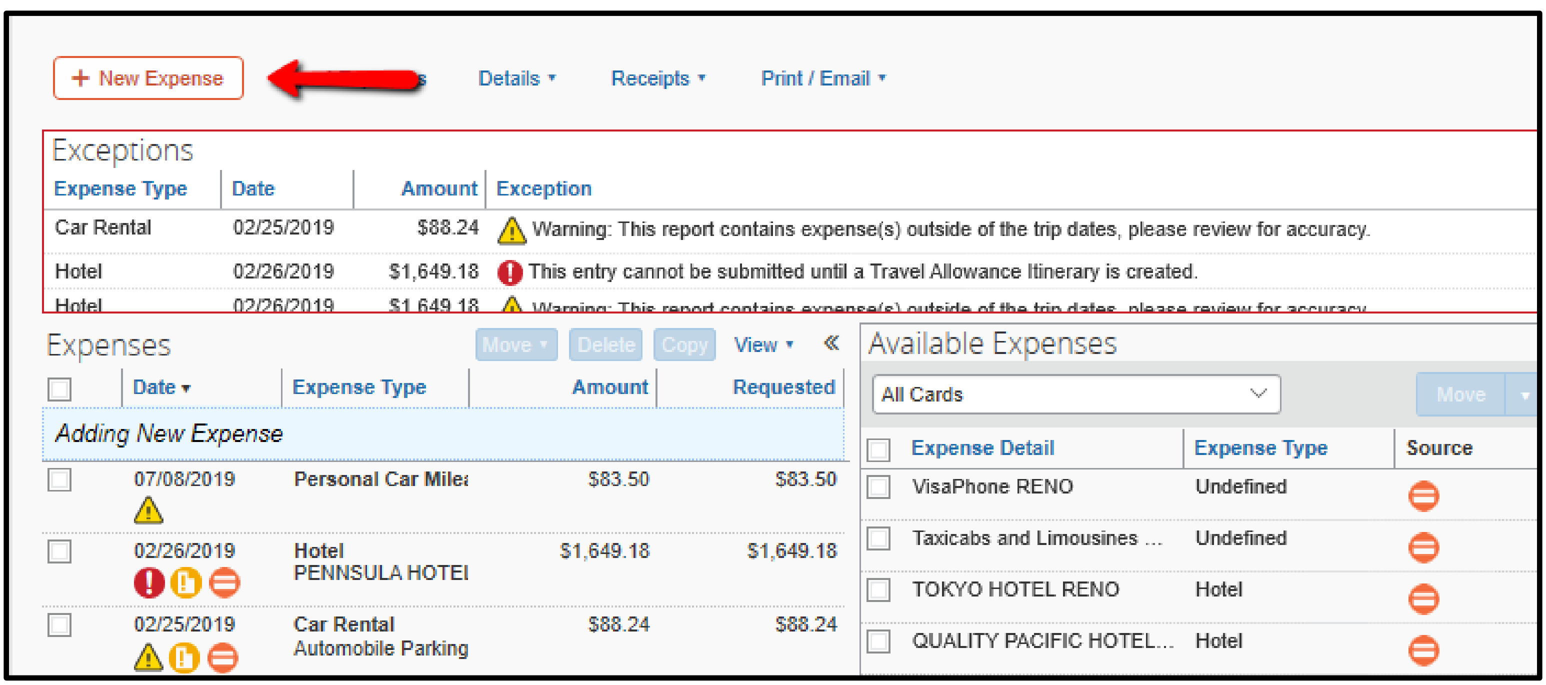
6. Next, select from available **travel card charges** and click the **Move** button. This will add your travel card charges to your **Expense Report**.



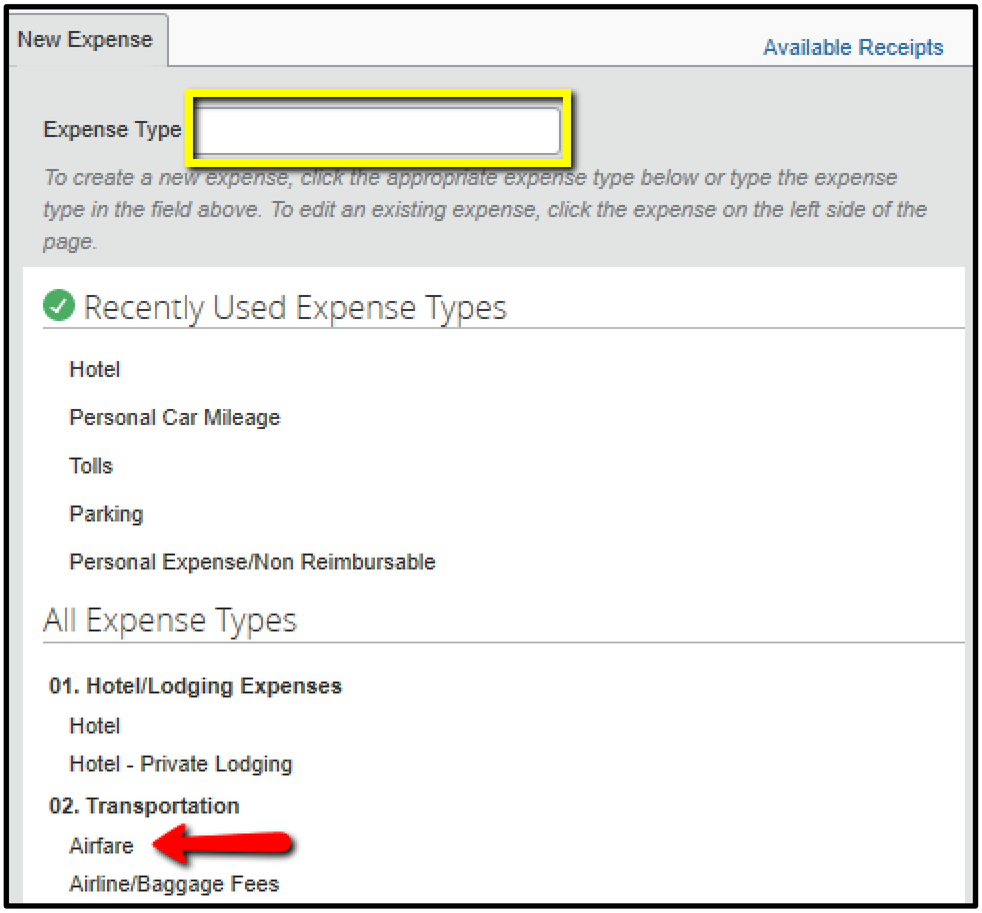
7. If an **Expense Type** was imported as undefined, select the correct expense type and click **Save**.



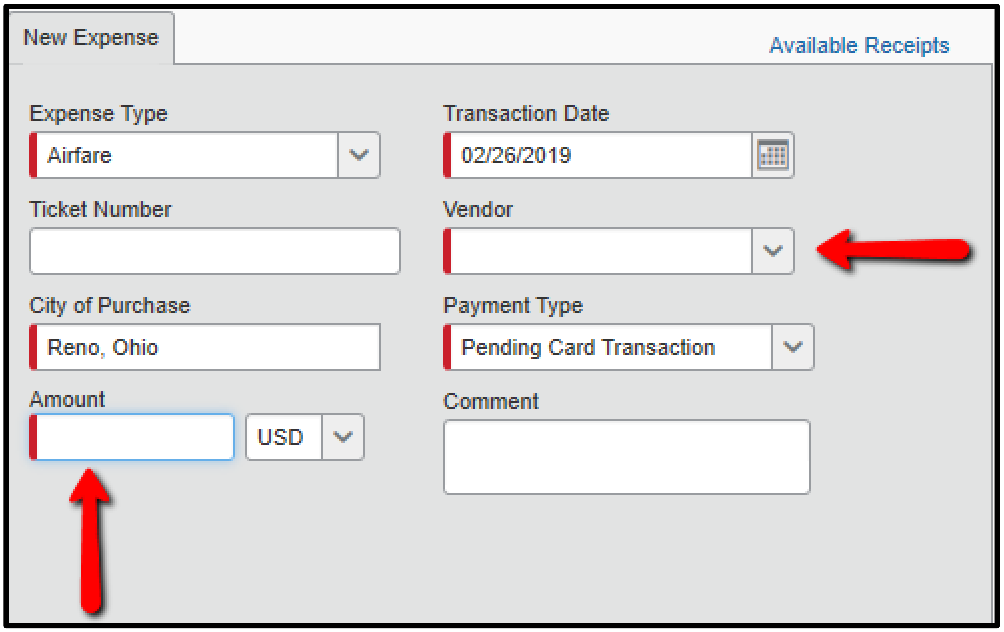
8. Enter in any additional expenses that were not imported from the credit card charges. Click **New Expense**.



9. Select or search for the additional expense type.

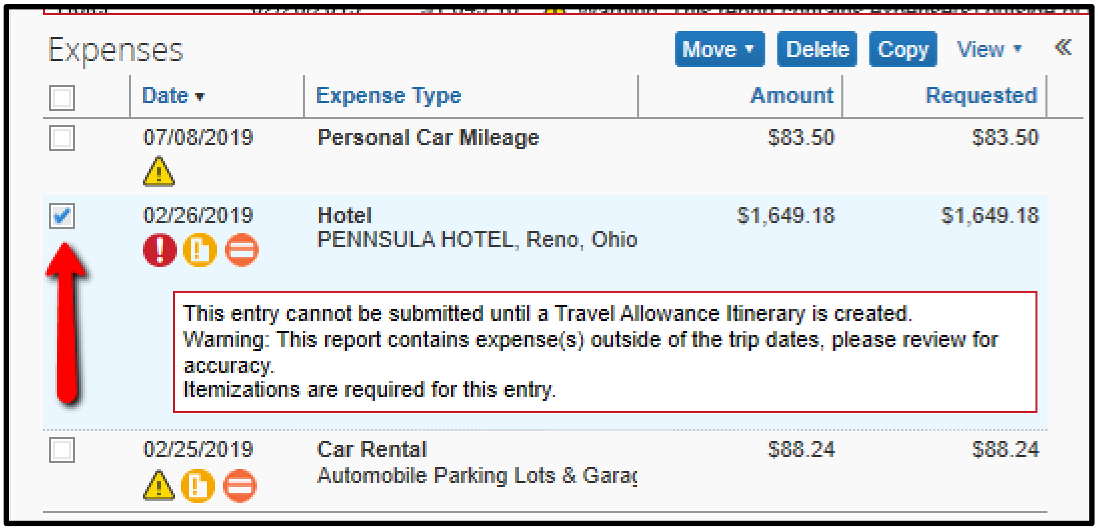


10. Enter the appropriate information in the required fields. Click **Save**.



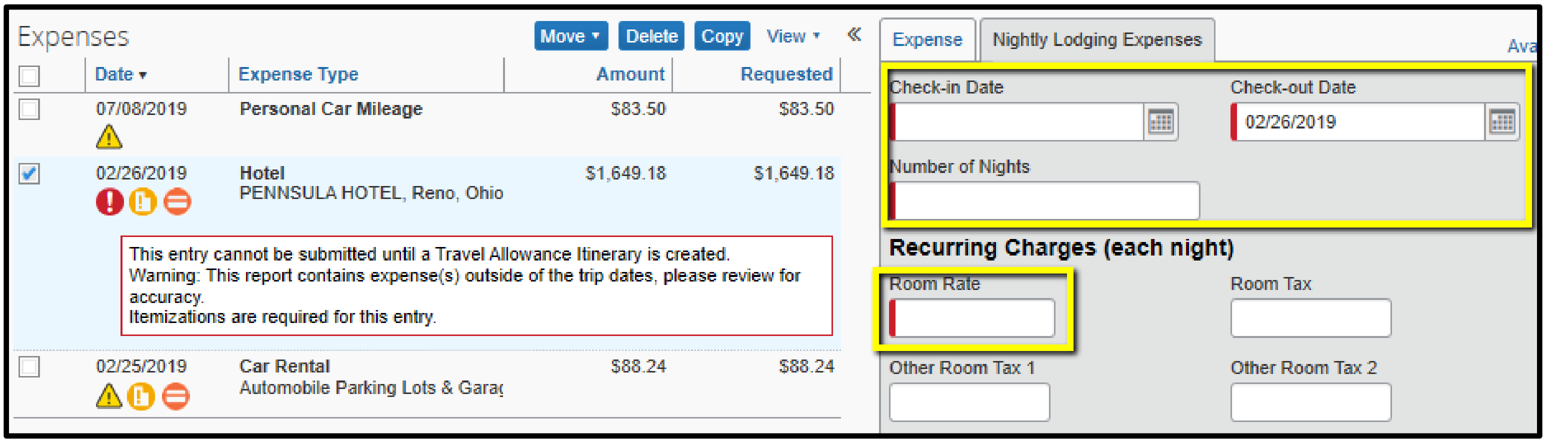
Hotel charges in **Expense** must be itemized.

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



a. Click **Itemize**.

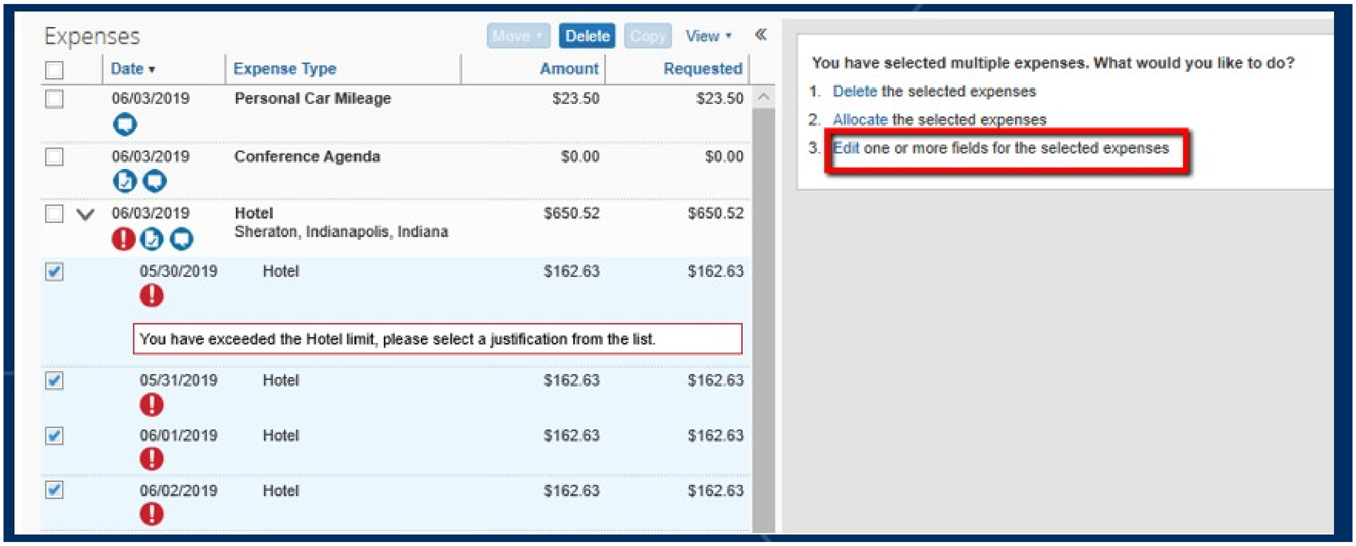
b. Enter the appropriate information in the necessary fields.



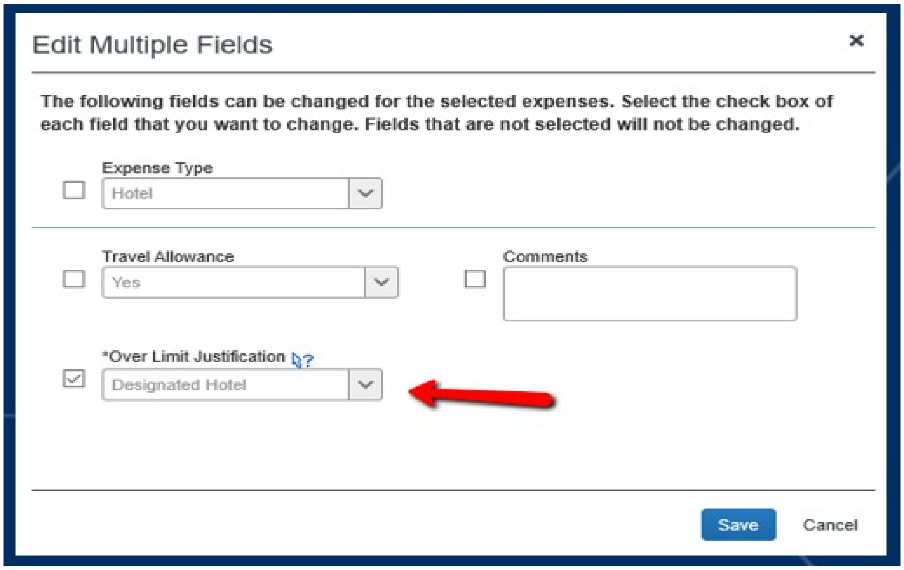
c. Click **Save Itemizations**.

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**.



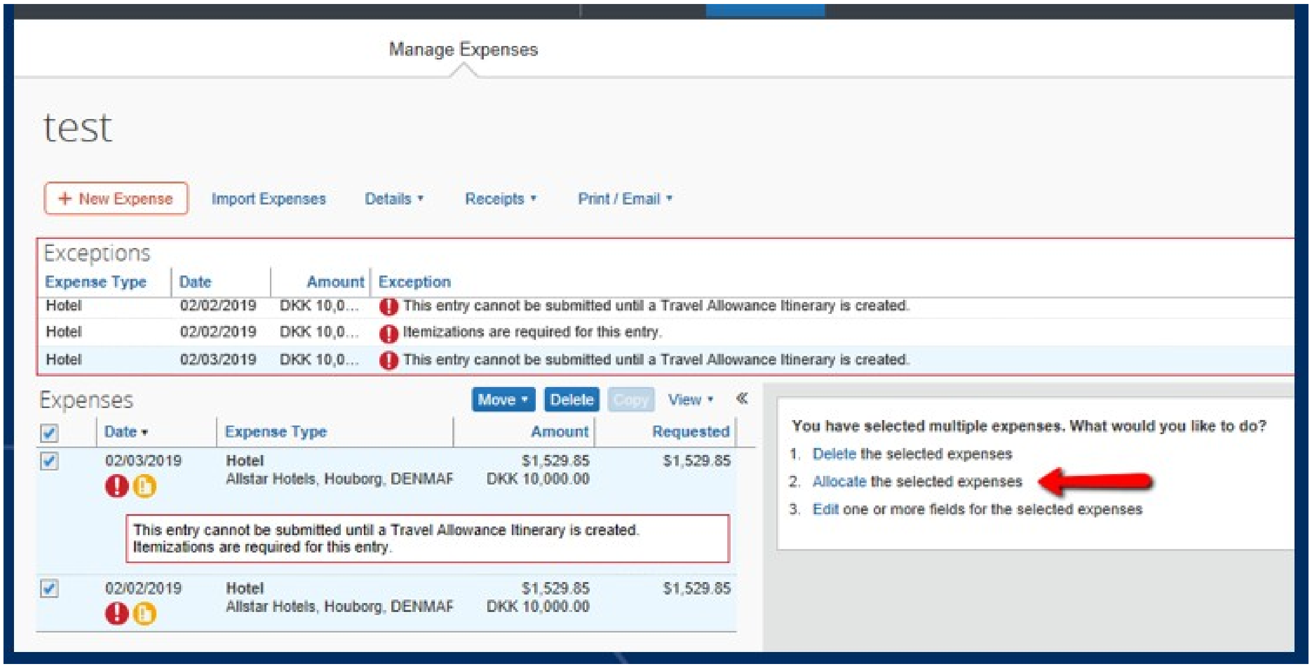
b. Select the box **"Over the Limit Justification"** and select **Designated Hotel**. Click **Save**.



13. Next to **Allocate Expenses**, all expenses must be entered **prior to allocation**.

a. 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.

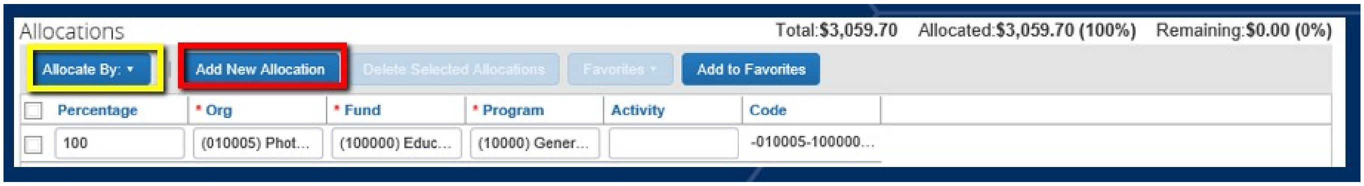
b. Click the **Allocate the selected expenses** hyperlink to the right of the expense items.



14. Next, **Allocate by Percentage** or **Dollar Amount**.

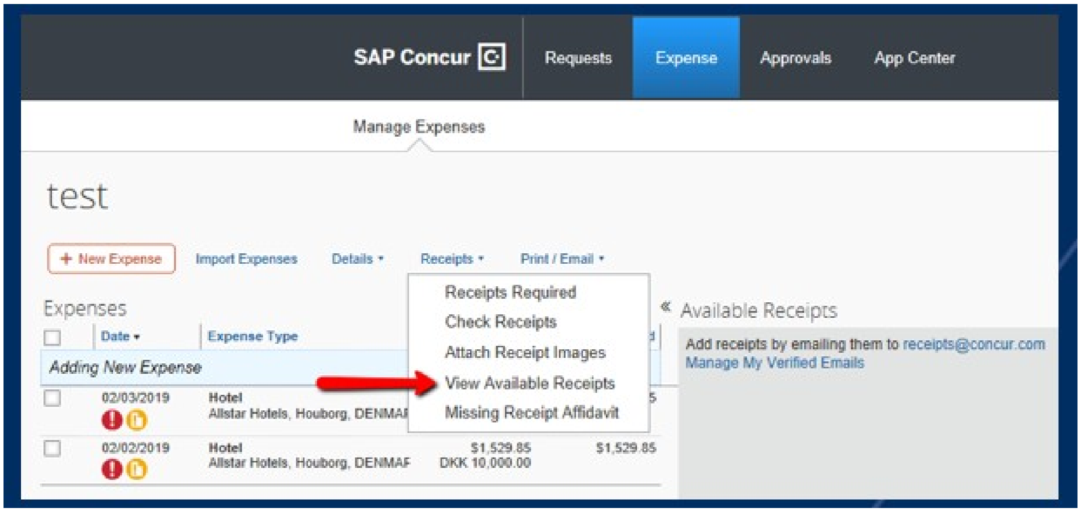
a. Please note once the data has been saved the amount will convert to a percentage.

15. Click **Add New Allocation** for multiple allocations. Click **Save**, then **Done**.



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**.

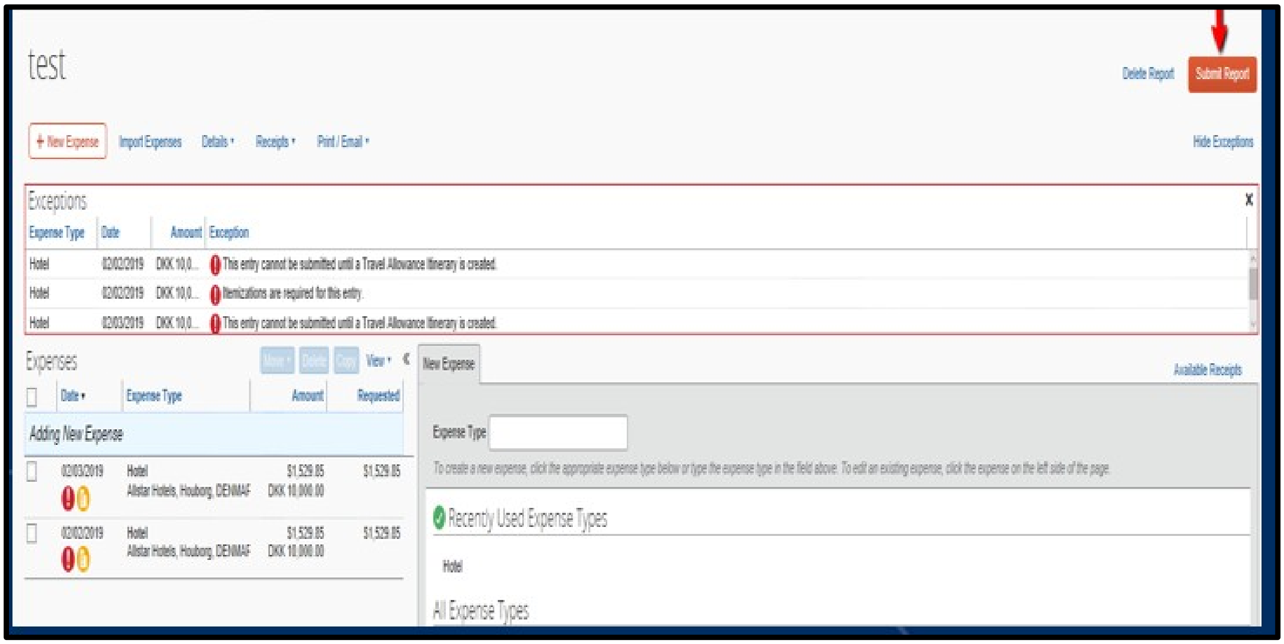
19. Receipts may also be attached via a **Scanned Image**.

a. **Scan** your receipts and save the file to your computer.(Save as .png, .jpeg, .pdf or.tiff and 5MB limit per file).

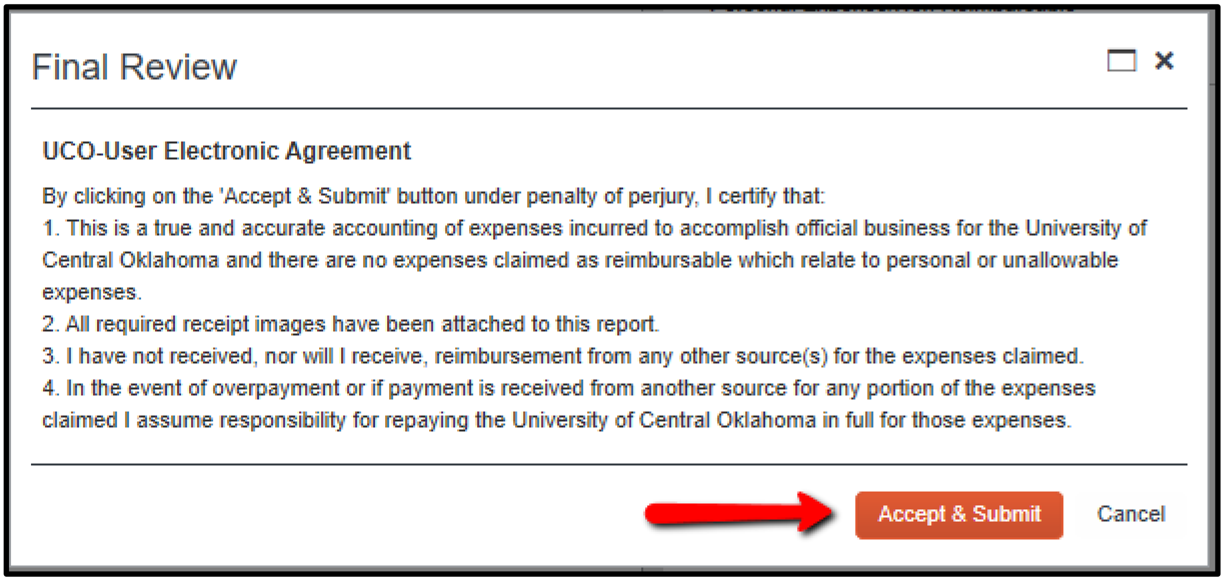
b. Click the expense line item, then click **Attach Receipt**.

c. Click **Browse** to locate the file on your computer, then **Attach** and **Close**.

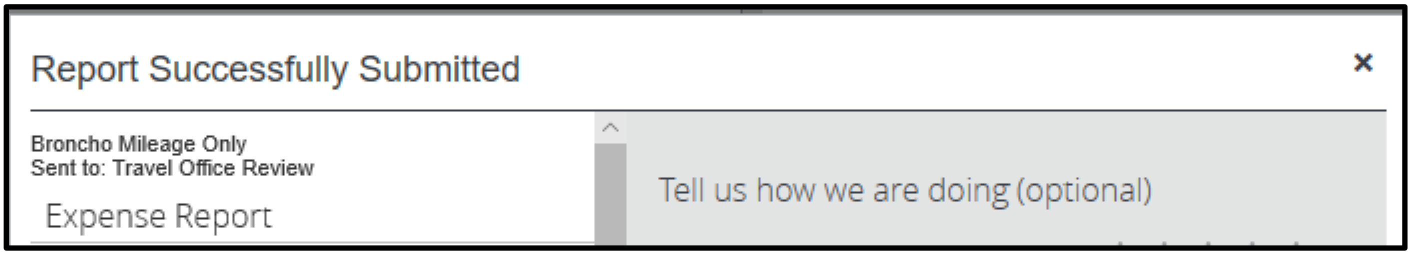
20. After all Expenses have receipts attached and been allocated, click the **Submit Report** button.



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

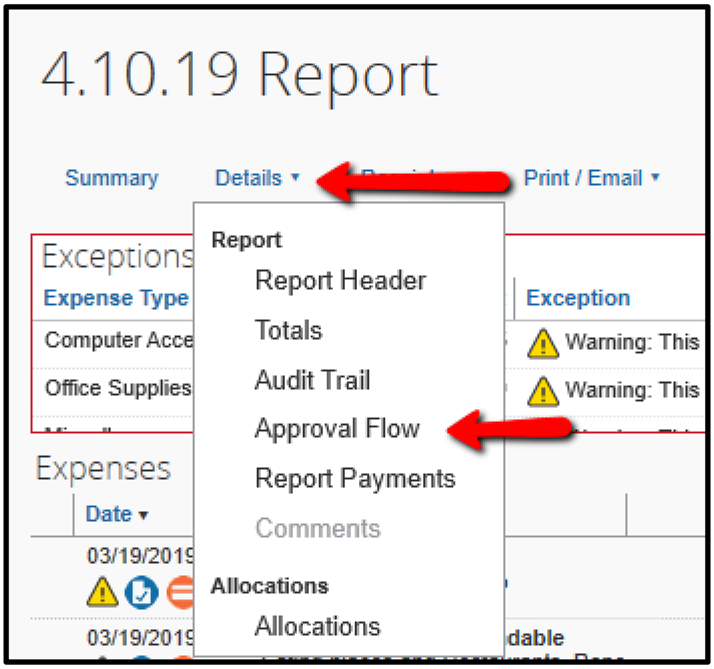


22. The report will be submitted and processed for additional approvals. Once all approvals are complete, you will receive an email notification that your report approval status has been set to Approved.



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.



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**.