

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. **Expense Reports** for In State/Mileage Only or Non-Travel expenses should contain all related expenses for a standard time period, like each month or each quarter. 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

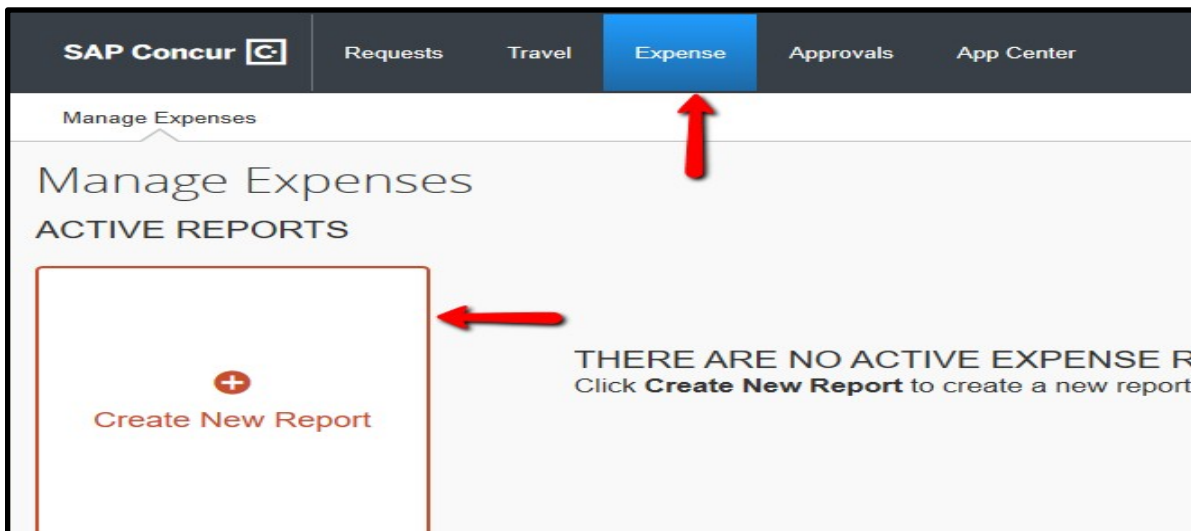
1. Go to bronchotravel.uco.edu and login with your UCO credentials.

Preparing an Expense Report – Mileage Only

Expense Reports for **Mileage Only** travel do not require a request in Concur.

Expense – Mileage Only

2. To begin an **Expense Report** without a request, click on **Expense** from the main menu and select **+ Create New Report**.



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3. Enter the **Report Date**, **Traveler Type**, **Report Name**, **Trip Type**, **Official Duty Station**, **Trip Purpose**, **Event Name/Nature of Business** and **Business Travel Start & End Dates**.
4. Under the field of **Does this trip contain personal travel?**, either select **Yes** or **No**.
5. If choosing **Yes**, enter in the **Dates of Personal Travel** in the next field.
 - a. If additional information for the request needs to be provided, enter that in the **Comments** section.
6. If a trip is paid from a single **Org**, change the **Org**, **Fund**, **Program** and **Activity** field chart. Please note, not all Org's have an associated Activity code. Please see the document on **Profiles** for more information on defaulting future chart field spread information.

Create a New Expense Report

Report Header

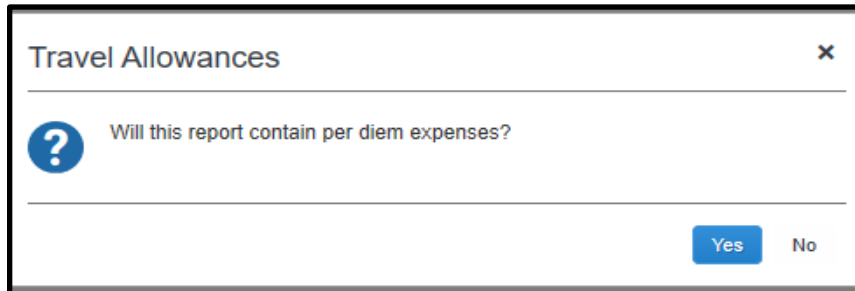
Policy Travel	Report Date 06/10/2019	Traveler Type	Official Duty Station Address
Report Name	Trip Type	Trip Purpose	
Event Name/Nature of Official Business	Business Travel Start Date	Business Travel End Date	
Does this trip include personal travel?	Start Date of Personal Travel (MM/DD/YYYY)	End Date of Personal Travel (MM/DD/YYYY)	Comments
Org	Fund	Program	Activity

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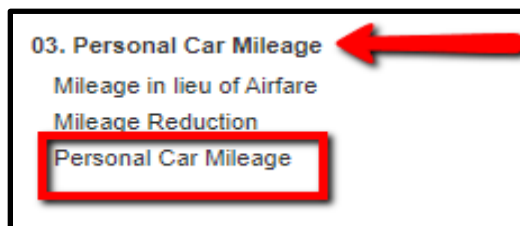
7. Click **Next** at the bottom of the screen.



a. Please note a pop-up menu will appear asking if the Expense Report will include Per Diem select the appropriate answer.

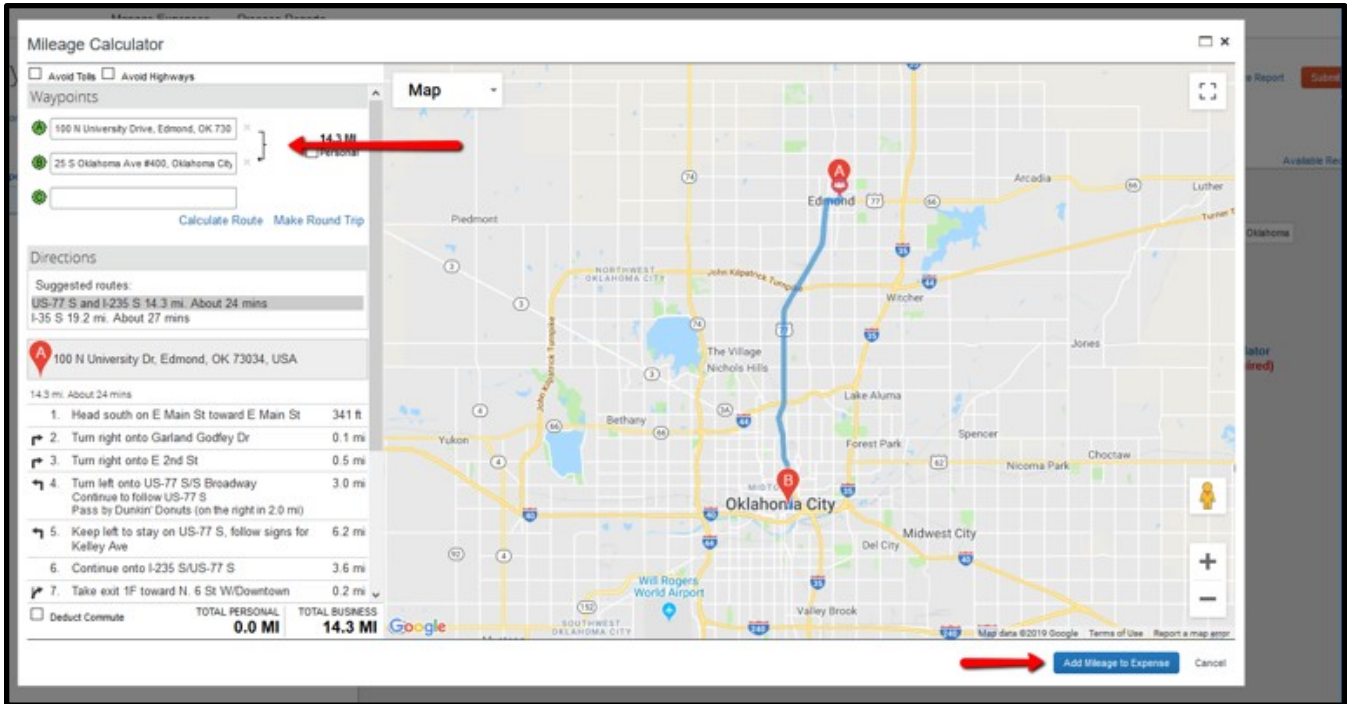


8. Select **New Expense** and select **Personal Car Mileage**.

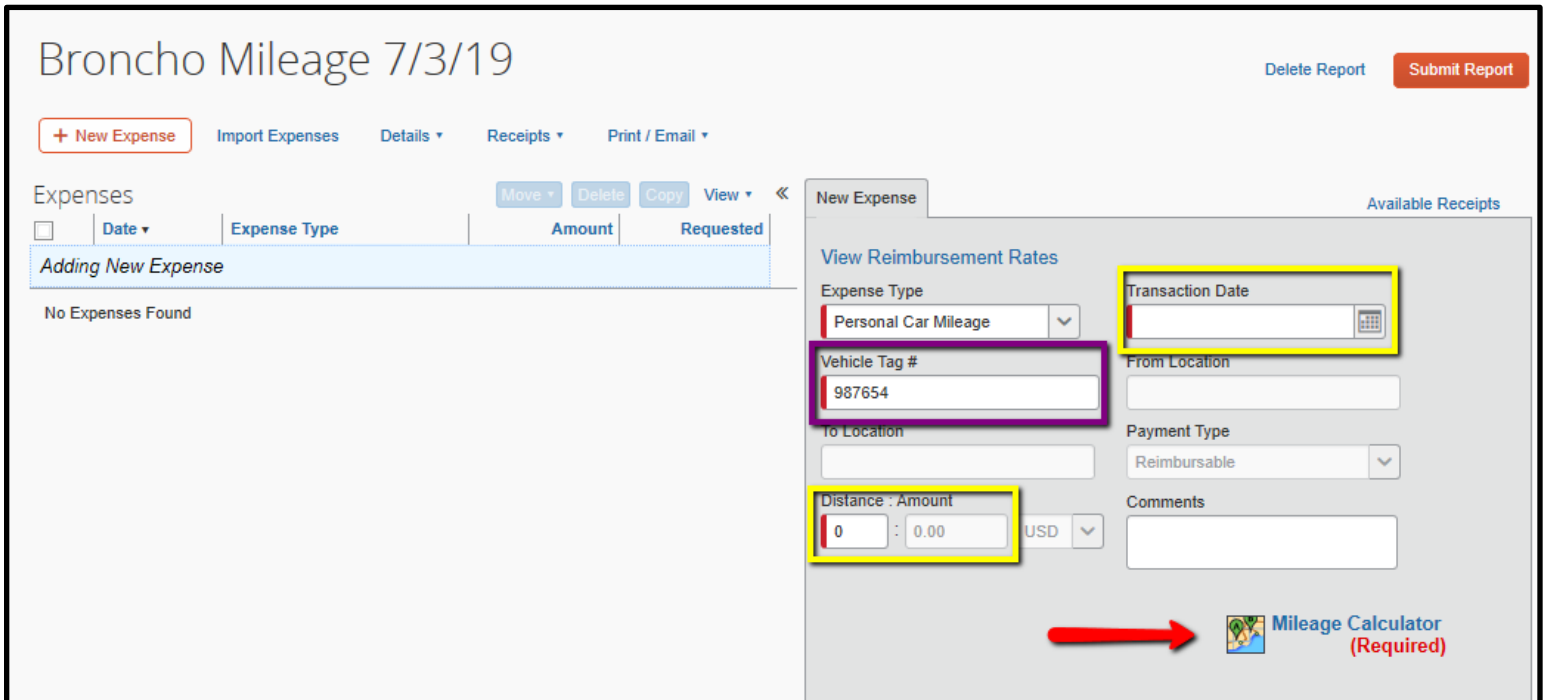


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9. The **Mileage Calculator** may open automatically. Enter your **Starting address and Ending location in the Mileage Calculator**.
- a. Select **Add Mileage to Expense**.



- b. Enter the transaction date. Note your **Vehicle tag** number auto populates from your Profile. Refer to the **Profile Guide** for more information. The distance will populate automatically from the mileage calculator.



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- c. To add additional personal car mileage, select the **Personal Car Mileage** expense type. Follow the above instructions from #9 to enter in your Monthly or Quarterly report.

The screenshot displays the Concur Expense Reports interface. On the left, a table titled 'Expenses' shows a single entry: 'Adding New Expense' with a date of 11/04/2019, an expense type of 'Personal Car Mileage', and an amount of \$7.00. The right-hand pane is titled 'New Expense' and features a dropdown menu for 'Expense Type'. Below this, there are sections for 'Recently Used Expense Types' (listing 'Personal Car Mileage') and 'All Expense Types'. The 'All Expense Types' section is organized into categories: '01. Hotel/Lodging Expenses', '02. Transportation', and '03. Personal Car Mileage'. Under '03. Personal Car Mileage', the options are 'Mileage in lieu of Airfare', 'Mileage Reduction', and 'Personal Car Mileage'. A red arrow points to the 'Personal Car Mileage' option.

As a reminder, expense reports for mileage only cannot cross fiscal years. Mileage accrued prior to June 30th must be expensed in a separate expense report from mileage after July 1st.

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10. To submit the **Expense Report**, click on the **Submit Report** button.

The screenshot shows the 'Broncho Mileage Only' expense report interface. At the top right, there is a red arrow pointing to the 'Submit Report' button. Below the title, there are navigation options: '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. On the right side, there is a 'Hide Exceptions' link. The main area is divided into 'Exceptions' and 'Expenses' sections. The 'Exceptions' section shows a warning: 'Warning: This report contains expense(s) outside of the trip dates, please review for accuracy.' The 'Expenses' section shows a table with one entry: 'Personal Car Mileage' for the date '07/08/2019' with an amount of '\$83.50' and a 'Requested' amount of '\$83.50'. A 'New Expense' panel on the right allows adding new expenses with a dropdown for 'Expense Type' and a list of 'Recently Used Expense Types' including 'Personal Car Mileage', 'Hotel', 'Tolls', and 'Parking'.

a. Click **Accept & Submit** (this replaces the Statement of Oath).

The 'Final Review' dialog box contains the following text:

UCO-User Electronic Agreement

By clicking on the 'Accept & Submit' button under penalty of perjury, I certify that:

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, there is a red arrow pointing to the 'Accept & Submit' button, with a 'Cancel' button next to it.