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.

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

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

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