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

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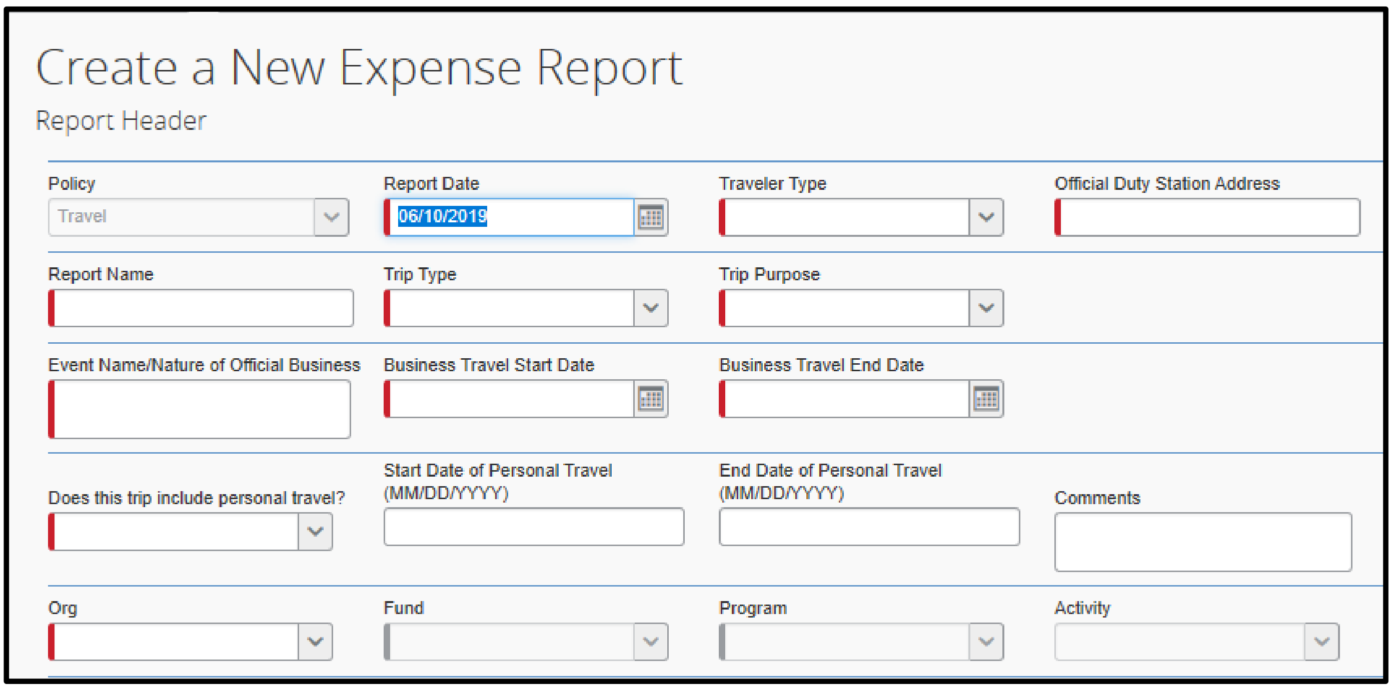
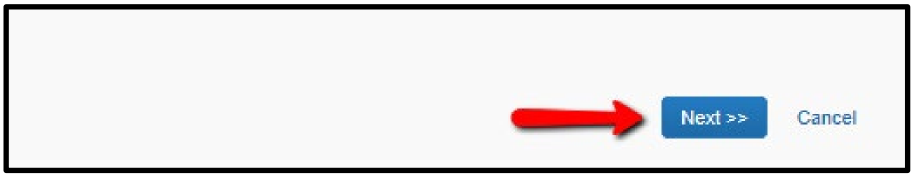
2. To begin an **Expense Report** without a request, click on **Expense** from the main menu and select **+ Create New Report**.

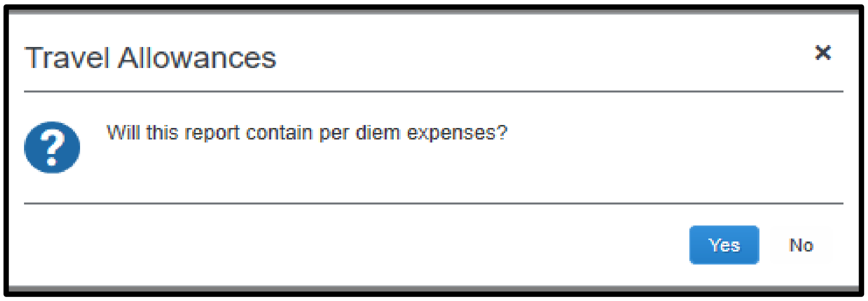
3. Enter the **Report Date**, **Traveler Type**, **Report Name**, **Trip Type**, **Official Duty Station**, **Trip Purpose**, **Event Name/Nature of Business** and **Business Travel Start** & **End Dates**.
4. Under the field of **Does this trip contain personal travel?**, either select **Yes** or **No**.
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.



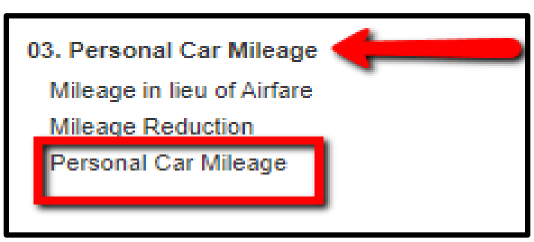
7. Click **Next** at the bottom of the screen.



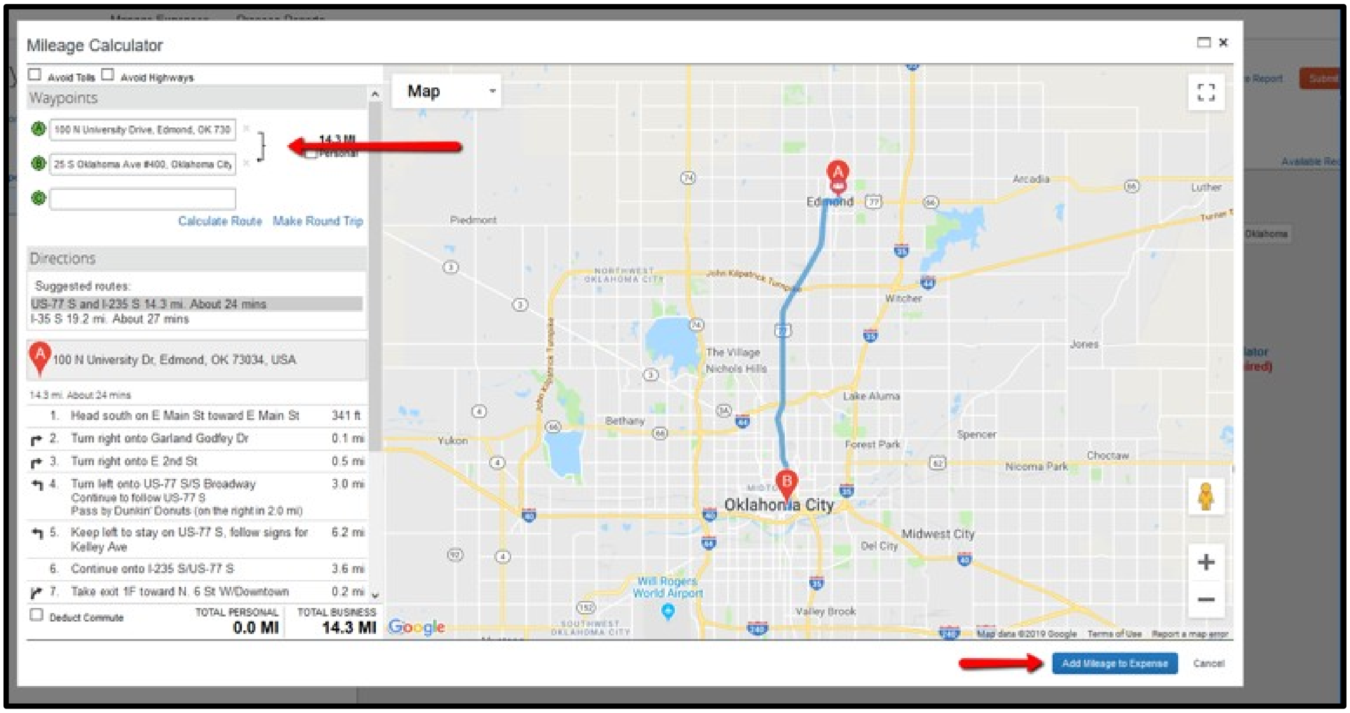
a. Please note a pop-up menu will appear asking if the Expense Report will include Per Diem select the appropriate answer.



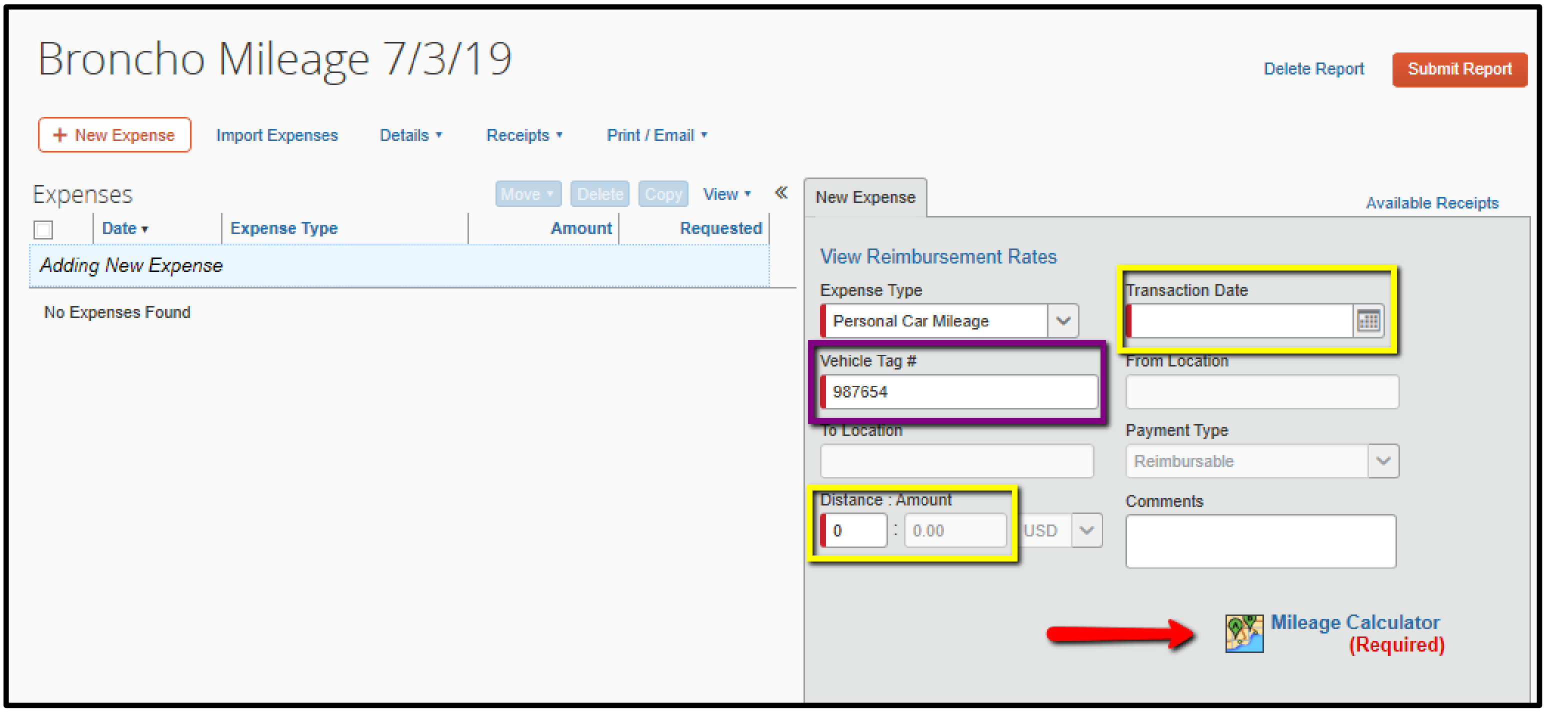
8. Select **New Expense** and select **Personal Car Mileage**.



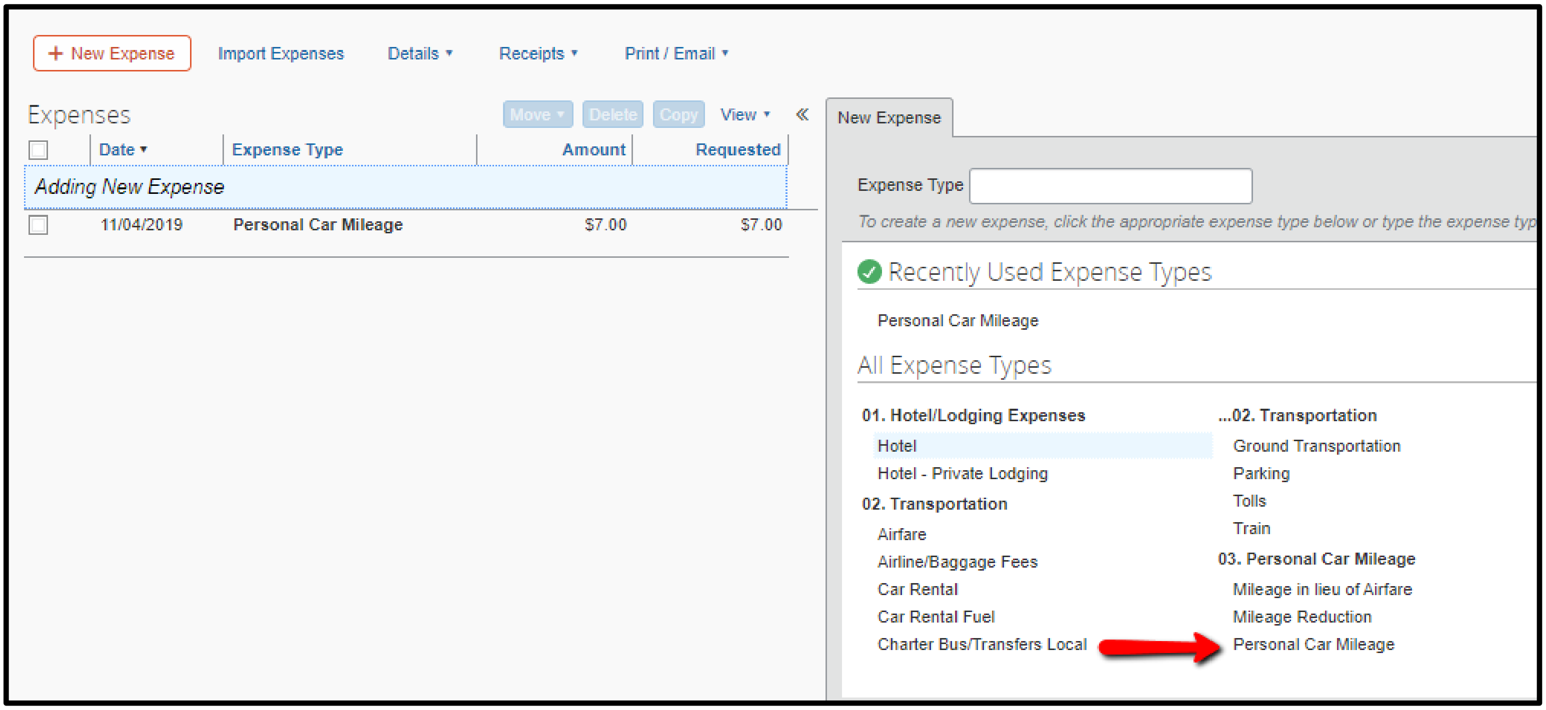
9. The **Mileage Calculator** may open automatically. Enter your **Starting address and Ending location in the Mileage Calculator**.
   a. Select **Add Mileage to Expense.**



   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.

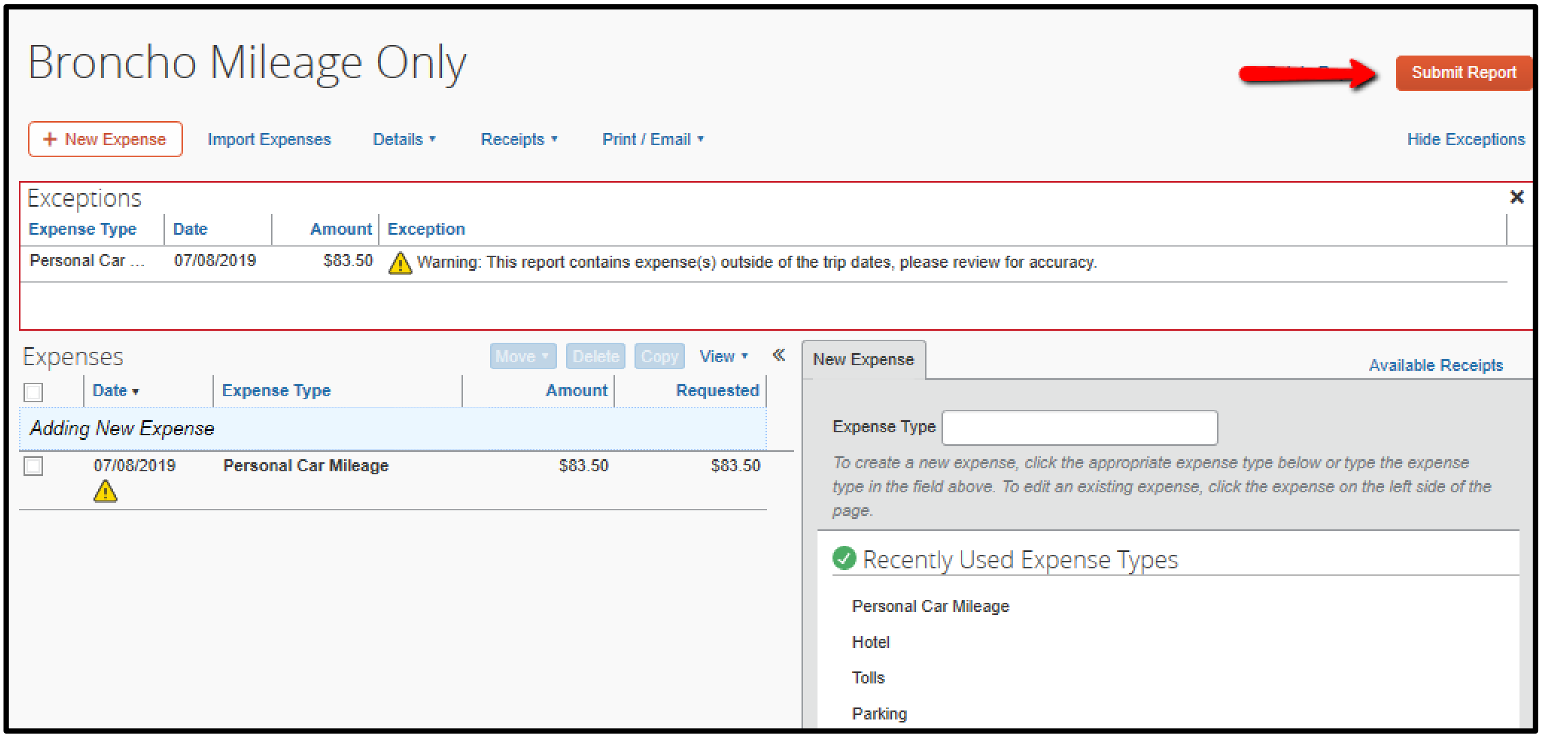


c. To add additional personal car mileage, select the **Personal Car Mileage** expense type. Follow the above instructions from #9 to enter in your Monthly or Quarterly report.



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).