

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

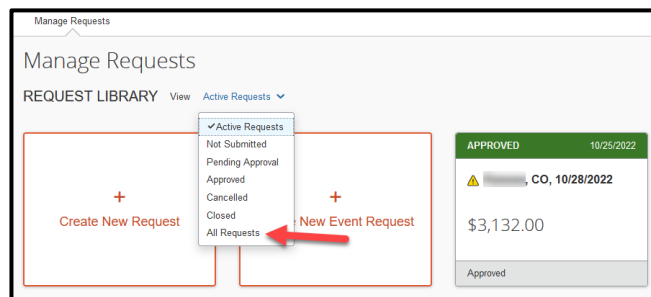
1. Go to bronchotravel.uco.edu and login with your UCO credentials.

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.

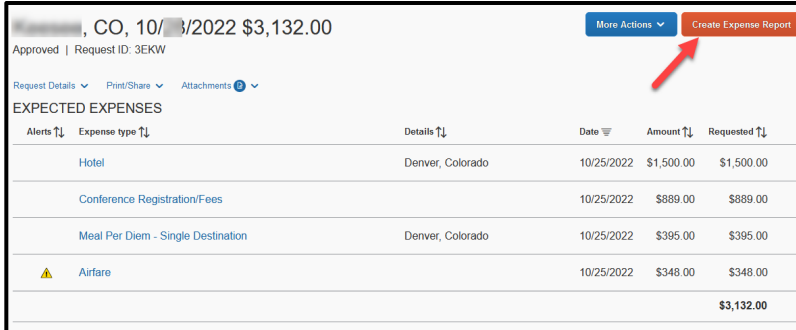
Expense – Out of State and International

1. To access an approved request, click on **Requests** from the main menu. If you don't see the request. Click the Active Request drop down and select All Request



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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.



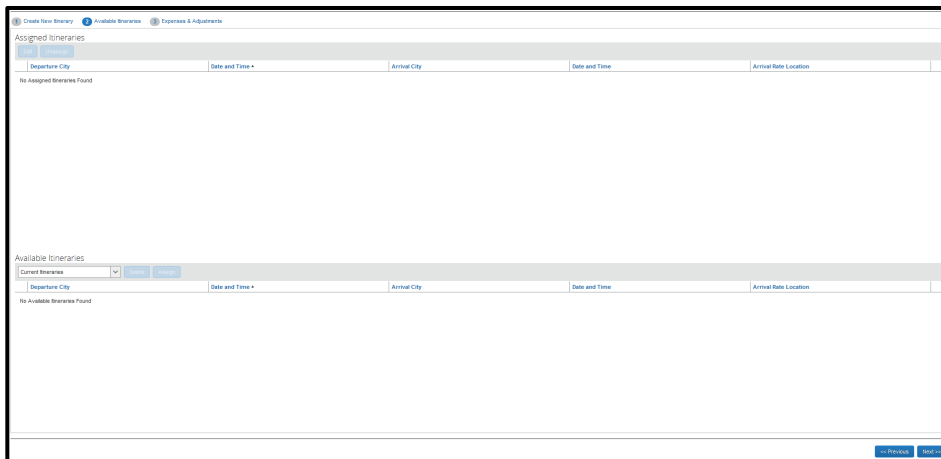
Request Header: [Redacted], CO, 10/31/2022 \$3,132.00
Approved | Request ID: 3EKW
Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Alerts	Expense type	Details	Date	Amount	Requested
	Hotel	Denver, Colorado	10/25/2022	\$1,500.00	\$1,500.00
	Conference Registration/Fees		10/25/2022	\$889.00	\$889.00
	Meal Per Diem - Single Destination	Denver, Colorado	10/25/2022	\$395.00	\$395.00
⚠	Airfare		10/25/2022	\$348.00	\$348.00
					\$3,132.00

3. To enter an itinerary, select the **Travel Allowance** drop down, then click **Manage Travel Allowance**.

- a. 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.



Create New Itinerary | Available Itineraries | Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

Available Itineraries

Current Itinerary

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

Buttons: [Back] [Save]

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b. 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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4. 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 <input type="checkbox"/>	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

5. Next, select **Add Expense**. Then select the expenses that are on the individual travel card. Then click **Add to Report**.

Add Expense

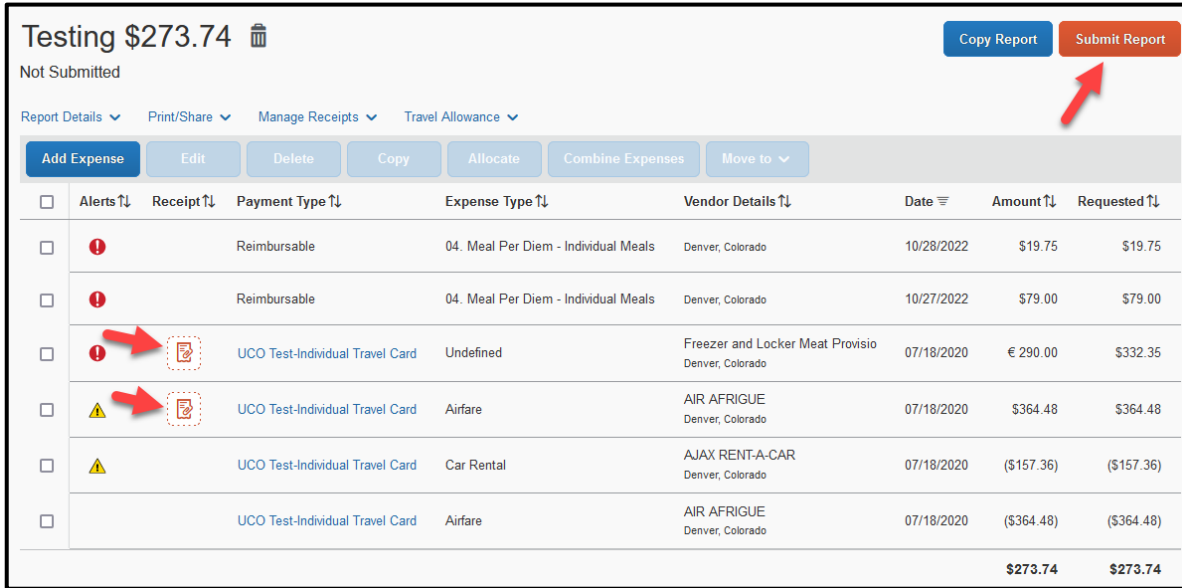
99+ Available Expenses + Create New Expense

<input type="checkbox"/>	Payment ...	Expense ...	Vendor D...	Date	Amount
<input checked="" type="checkbox"/>	UCO Test-Individual Travel Card	Airfare	AIR AFRIGUE	07/18/2020	(\$364.48)
<input checked="" type="checkbox"/>	UCO Test-Individual Travel Card	Undefined	Freezer and Locker Meat Provisio	07/18/2020	€ 290.00
<input type="checkbox"/>	UCO Test-Individual Travel Card	Airfare	AIR AFRIGUE	07/18/2020	\$364.48
<input type="checkbox"/>	UCO Test-Individual Travel Card	Car Rental	AJAX RENT-A-CAR	07/18/2020	(\$157.36)

Close Add To Report

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



The screenshot displays a Concur Expense Report for a total amount of \$273.74. The report is currently in a 'Not Submitted' state. At the top right, there are two buttons: 'Copy Report' and 'Submit Report'. A red arrow points to the 'Submit Report' button. Below the buttons, there are several menu items: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A toolbar contains buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The main table lists expenses with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, Amount, and Requested. Two rows are highlighted with red arrows pointing to the 'Expense Type' column, which contains 'Undefined' and 'Airfare' respectively. The total amount at the bottom of the table is \$273.74.

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>	!		Reimbursable	04. Meal Per Diem - Individual Meals	Denver, Colorado	10/28/2022	\$19.75	\$19.75
<input type="checkbox"/>	!		Reimbursable	04. Meal Per Diem - Individual Meals	Denver, Colorado	10/27/2022	\$79.00	\$79.00
<input type="checkbox"/>	!		UCO Test-Individual Travel Card	Undefined	Freezer and Locker Meat Provisio Denver, Colorado	07/18/2020	€ 290.00	\$332.35
<input type="checkbox"/>	!		UCO Test-Individual Travel Card	Airfare	AIR AFRIGUE Denver, Colorado	07/18/2020	\$364.48	\$364.48
<input type="checkbox"/>	!		UCO Test-Individual Travel Card	Car Rental	AJAX RENT-A-CAR Denver, Colorado	07/18/2020	(\$157.36)	(\$157.36)
<input type="checkbox"/>			UCO Test-Individual Travel Card	Airfare	AIR AFRIGUE Denver, Colorado	07/18/2020	(\$364.48)	(\$364.48)
							\$273.74	\$273.74

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

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8. Select or search for the additional expense type.

The screenshot shows the 'New Expense' form with the 'Expense Type' field highlighted by a yellow box. Below the field is a list of 'Recently Used Expense Types' including Hotel, Personal Car Mileage, Tolls, Parking, and Personal Expense/Non Reimbursable. Under 'All Expense Types', there are two categories: '01. Hotel/Lodging Expenses' and '02. Transportation'. Under '02. Transportation', 'Airfare' is highlighted with a red arrow pointing to it.

9. 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.

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

a. Click **Itemizations**

New Expense Cancel Save Expense

Details **Itemizations** Hide Receipt

* Required field

Expense Type *
Hotel

Check-in Date * 10/01/2022 Calendar Check-out Date * 10/05/2022 Calendar Nights: 4

Transaction Date * 10/05/2022 Calendar Vendor * Omni Hotels

City of Purchase * Orlando, Florida Payment Type * Reimbursable

Amount * 750.00 Currency * US, Dollar

Travel Allowance

Comment

Upload Receipt Image

b. Enter the appropriate information in the necessary fields and select **Save**

Itemization

Hotel \$750.00 Trash Cancel Save Itemization

10/05/2022 | Omni Hotels Hide Receipt

Details **Itemizations**

Amount	Itemized	Remaining
\$750.00	\$0.00	\$750.00

New Itemization * Required field

Expense Type *
Hotel

Entry Type: Recurring Itemization 10/01/2022 - 10/05/2022 (Nights: 4)

Your hotel room rate was:
 The Same Every Night Not the Same

Room Rate (per night) *	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


(Amounts in USD) Add Tax Fields

Save Itemization Cancel

Upload Receipt Image

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- 11.** 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**.

Report Details		Print/Share		Manage Receipts		Travel Allowance							
Add Expense		Edit		Delete		Copy		Allocate		Combine Expenses		Move to	
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested						
<input type="checkbox"/>	!		Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/17/2022	\$16.00						
<input type="checkbox"/>	!		Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/16/2022	\$64.00						
<input type="checkbox"/>	!		Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/15/2022	\$64.00						
<input type="checkbox"/>	!		Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/14/2022	\$64.00						
<input type="checkbox"/>	!		Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/13/2022	\$64.00						
<input type="checkbox"/>	!		Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/05/2022	\$1,000.00 Itemized						
<input checked="" type="checkbox"/>	!		Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/04/2022	\$250.00						
<input checked="" type="checkbox"/>	!		Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/03/2022	\$250.00						
<input checked="" type="checkbox"/>	!		Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/02/2022	\$250.00						
<input checked="" type="checkbox"/>	!		Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/01/2022	\$250.00						
							\$1,272.00						

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

Edit Itemizations ×

Expenses (✓ 4)

Edits you make to the fields below will be applied to all selected expenses. If a field is not edited, no changes will be made.

Expense Type

Hotel ▼

Over Limit Justification ?

Designated Hotel ▼

Travel Allowance

Yes ▼

Comment

Cancel Next

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12. 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**.

EXPECTED EXPENSES

Add
Edit
Delete
Allocate

<input checked="" type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
<input checked="" type="checkbox"/>		Hotel	Orlando, Florida	10/31/2022	\$750.00	\$750.00
<input checked="" type="checkbox"/>		Meal Per Diem - Single Destination	Orlando, Florida	10/31/2022	\$276.00	\$276.00
<input checked="" type="checkbox"/>		Conference Registration/Fees		10/31/2022	\$100.00	\$100.00
<input checked="" type="checkbox"/>		Airfare		10/31/2022	\$400.00	\$400.00
\$1,526.00						

13. Next, **Select the Add Button** to Allocate to a different Org.

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

14. Click **Add** for multiple allocations. Click **Save**, then **Done**.

Allocate x

Expenses: 4 | \$1,526.00

Percent

Amount

Amount

\$1,526.00

Default Allocation

Code

Default

Allocated \$1,526.00

100%

Remaining \$0.00

0%

Percent %

Amount

Code

Default

Percent %

0

Add
Edit
Remove
Save as Favorite

<input type="checkbox"/>	Org ↑↓	Fund ↑↓	Program ↑↓	Activity ↑↓	Code ≡	Percent %
<input type="checkbox"/>	President's Office	Educational & General	Executive Management	NONE	010001-100000-60000-NONE	50
<input type="checkbox"/>	Procurement Services	Educational & General	General Administration	None	010183-100000-62000-NONE	50

Cancel
Save


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

- 15.** 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).
- 16.** From the Expense report:
 - a.** Open the expense that needs a receipt.
 - b.** Click **Upload Receipt Image**
 - c.** **View Available Receipts** and select the receipt for the expense. Click **Save**.
- 17.** 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**.
- 18.** 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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19. After all Expenses have receipts attached and been allocated, click the **Submit Report** button.

Test \$1,351.36  Copy Report Submit Report
Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts <input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Requested <input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>			Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/17/2022	\$16.00	
<input type="checkbox"/>			Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/16/2022	\$64.00	
<input type="checkbox"/>			Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/15/2022	\$64.00	
<input type="checkbox"/>			Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/14/2022	\$64.00	
<input type="checkbox"/>			Reimbursable	04. Meal Per Diem - Individual Meals	Pittsburgh, Pennsylvania	11/13/2022	\$64.00	
<input type="checkbox"/>			Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/05/2022	\$1,000.00 Itemized	<input type="checkbox"/>
<input type="checkbox"/>			Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/04/2022	\$250.00	
<input type="checkbox"/>			Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/03/2022	\$250.00	
<input type="checkbox"/>			Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/02/2022	\$250.00	
<input type="checkbox"/>			Reimbursable	Hotel	Omni Hotels Orlando, Florida	10/01/2022	\$250.00	
<input type="checkbox"/>			UCO Test-Individual Travel Card	Airfare	CROWN AIR Orlando, Florida	07/17/2020	\$79.36	
							\$1,351.36	


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

Final Review

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.

 Accept & Submit Cancel

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- 21.** 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.