

Concur Expense Report – Job Aid for Participants/Fellows

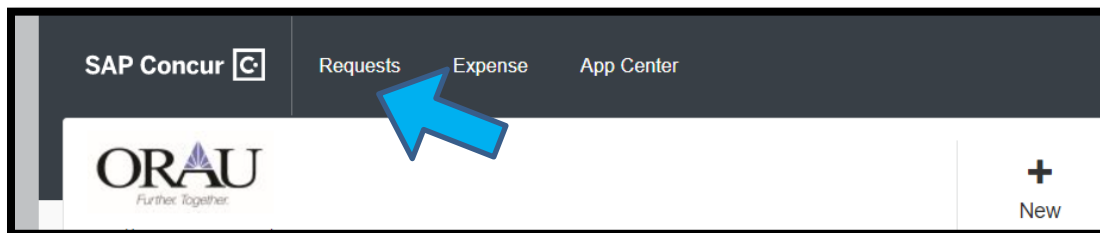
Once your trip is complete, you will need to log into **Concur** or via your single sign on in Zintellect to get to the **Concur Home** page.

NOTE:

- A **red asterisk *** indicate a required field.
- Grey question marks “?” are **Tool Tips** to assist you. To see the Tool Tips, hover your cursor over the “?”.

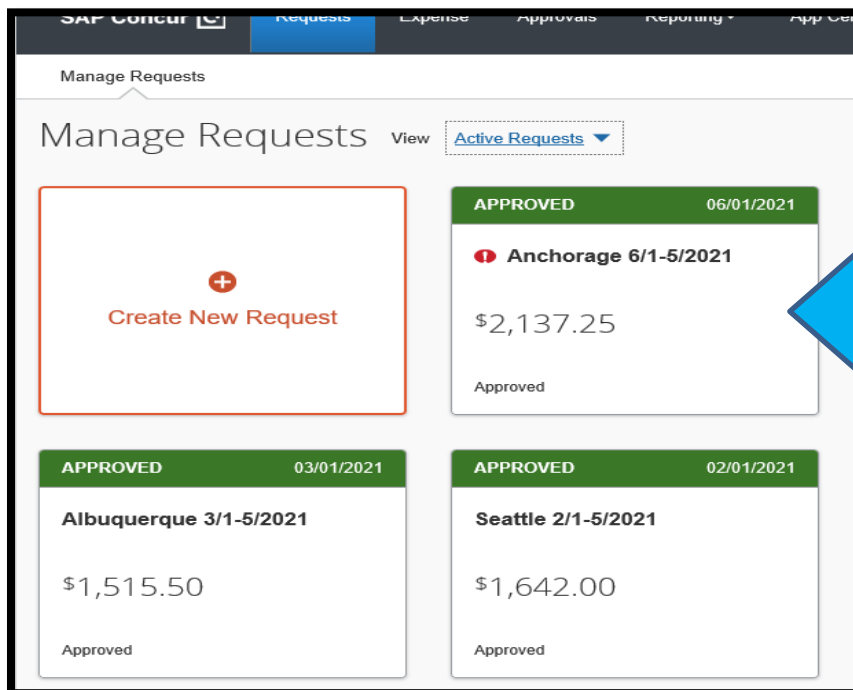
Create New Expense Report

1) To create a new **Expense Report**, click on **Requests** in the header:



This will display your **Active Requests** in the system:

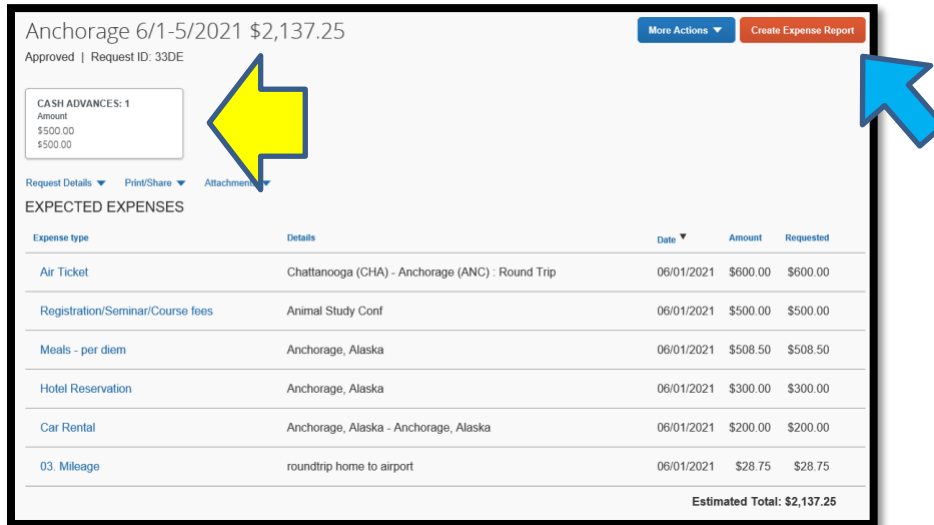
2) Click to open the trip for which you will be creating an **Expense Report**:



The following page will display the information that was entered into the **Travel Request**:

- 4) To start creating an **Expense Report**, click the **Create Expense Report** button in the top right corner.

Note: the **\$500 Cash Advance** shown on this example request is the amount that will be deducted from the **Expense Report**.



Anchorage 6/1-5/2021 \$2,137.25
 Approved | Request ID: 33DE

CASH ADVANCES: 1
 Amount
 \$500.00
 \$500.00

Request Details ▼ Print/Share ▼ Attachments ▼

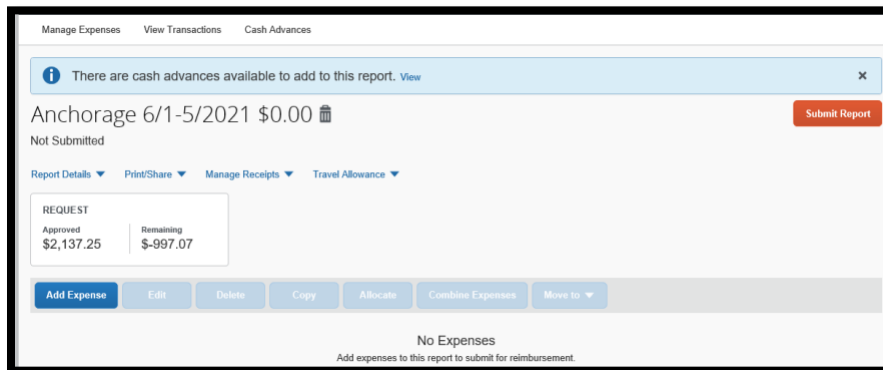
EXPECTED EXPENSES

Expense type	Details	Date ▼	Amount	Requested
Air Ticket	Chattanooga (CHA) - Anchorage (ANC) - Round Trip	06/01/2021	\$600.00	\$600.00
Registration/Seminar/Course fees	Animal Study Conf	06/01/2021	\$500.00	\$500.00
Meals - per diem	Anchorage, Alaska	06/01/2021	\$508.50	\$508.50
Hotel Reservation	Anchorage, Alaska	06/01/2021	\$300.00	\$300.00
Car Rental	Anchorage, Alaska - Anchorage, Alaska	06/01/2021	\$200.00	\$200.00
03. Mileage	roundtrip home to airport	06/01/2021	\$28.75	\$28.75

Estimated Total: \$2,137.25

Clicking **Create Expense Report** will display this page:

NOTE: Each tab will display a different item.



Manage Expenses View Transactions Cash Advances

There are cash advances available to add to this report. View

Anchorage 6/1-5/2021 \$0.00
 Not Submitted

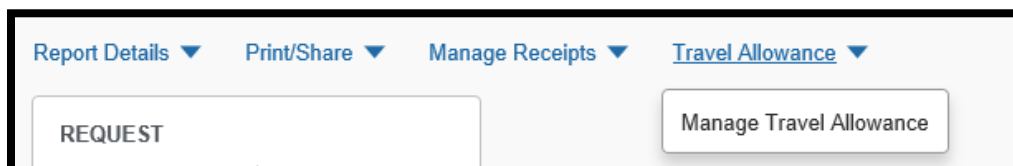
Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

REQUEST
 Approved \$2,137.25 Remaining \$-997.07

Add Expense Edit Delete Copy Allocate Combine Expenses More to ▼

No Expenses
 Add expenses to this report to submit for reimbursement.

TIP: When using this Expense Report form for the first time, it is helpful to review the options in the drop-down of each tab below.

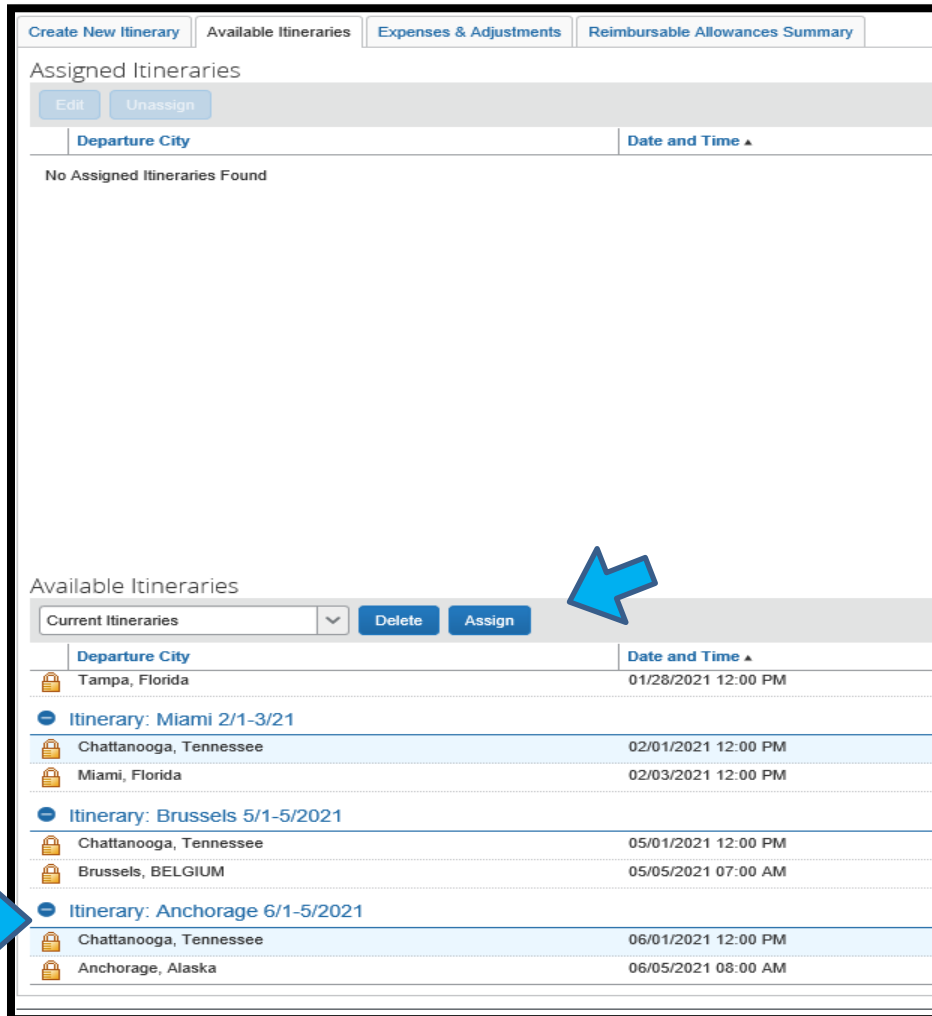


Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

REQUEST

Manage Travel Allowance

- 5) Click on the **Travel Allowance** tab and then **Manage Travel Allowance** to view **Available Itineraries** displayed at the bottom of the page.
- 6) Click on the relevant itinerary and click the **Assign** button:

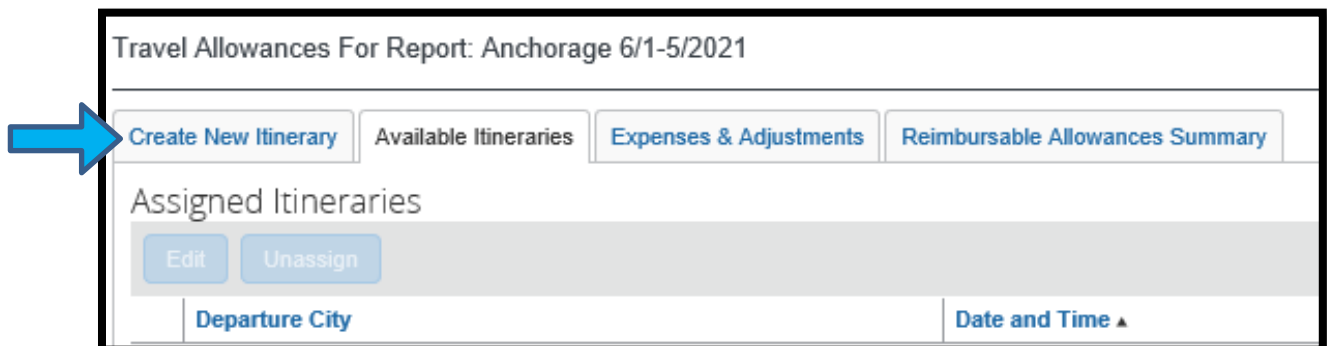


Available Itineraries

Current Itineraries ▼ **Delete** **Assign**

Departure City	Date and Time ▲
Tampa, Florida	01/28/2021 12:00 PM
Itinerary: Miami 2/1-3/21	
Chattanooga, Tennessee	02/01/2021 12:00 PM
Miami, Florida	02/03/2021 12:00 PM
Itinerary: Brussels 5/1-5/2021	
Chattanooga, Tennessee	05/01/2021 12:00 PM
Brussels, BELGIUM	05/05/2021 07:00 AM
Itinerary: Anchorage 6/1-5/2021	
Chattanooga, Tennessee	06/01/2021 12:00 PM
Anchorage, Alaska	06/05/2021 08:00 AM

- 7) (Skip to STEP 8. if itinerary is available to select) **Only if your itinerary is not available**, select the **Create New Itinerary** tab:



Travel Allowances For Report: Anchorage 6/1-5/2021

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

Edit Unassign

Departure City	Date and Time ▲
----------------	-----------------

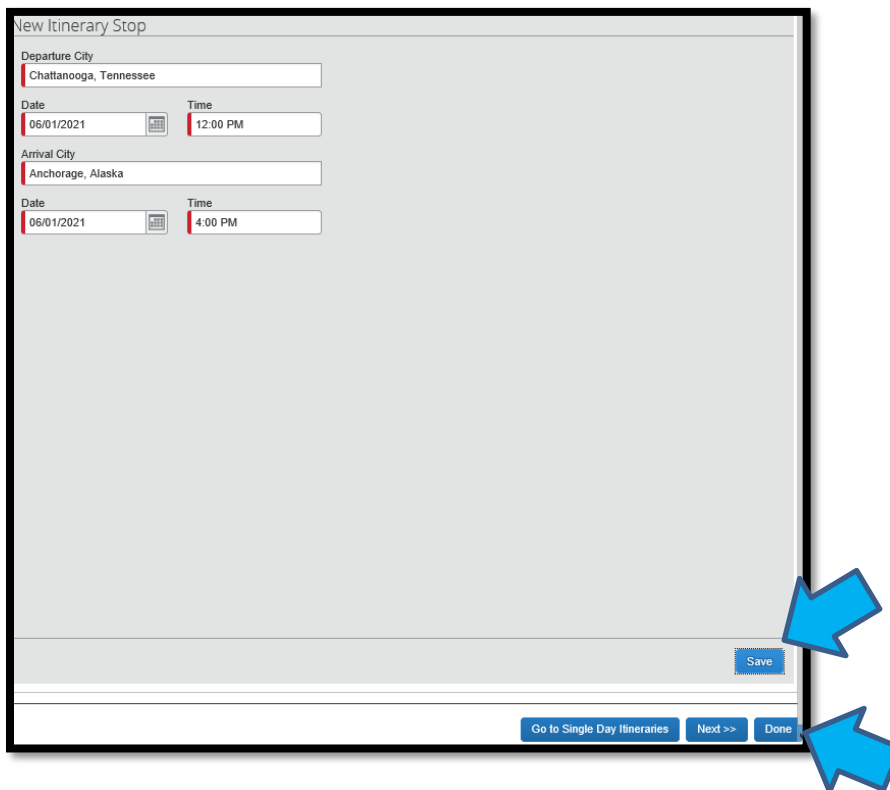
- a. Enter the required **Departure/Arrival** information and click **Save**:



The screenshot shows a web form titled "New Itinerary Stop". It contains two sets of input fields. The first set is for the departure, with a "Departure City" text box, a "Date" text box with a calendar icon, and a "Time" text box. The second set is for the arrival, with an "Arrival City" text box, a "Date" text box with a calendar icon, and a "Time" text box. All fields are currently empty.

Note: It is important to verify the accuracy of departure and arrival cities since some locations may contain more than one selection for the same city. This selection impacts the M&IE and lodging reimbursement rate.

- b. Enter required **Departure/Arrival** information for the return portion of your trip and click **Save** and then click **Done**.



The screenshot shows the same "New Itinerary Stop" form, but now with data entered. The "Departure City" is "Chattanooga, Tennessee", the "Date" is "06/01/2021", and the "Time" is "12:00 PM". The "Arrival City" is "Anchorage, Alaska", the "Date" is "06/01/2021", and the "Time" is "4:00 PM". At the bottom right of the form is a blue "Save" button, which is pointed to by a large blue arrow. Below the form, there is a navigation bar with three buttons: "Go to Single Day Itineraries", "Next >>", and "Done". The "Next >>" button is pointed to by another large blue arrow.

- 8) Review your itinerary as displayed and, if correct, click the **Next** button in the bottom right-hand corner of the page:

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City
Itinerary: Anchorage 6/1-5/2021		
Chattanooga, Tennessee	06/01/2021 12:00 PM	Anchorage, Alaska
Anchorage, Alaska	06/05/2021 08:00 AM	Chattanooga, Tennessee

Travel Allowances For Report: Anchorage 6/1-5/2021

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Anchorage 6/1-5/2021				
Chattanooga, Tennessee	06/01/2021 12:00 PM	Anchorage, Alaska	06/01/2021 08:00 PM	US-AK, UNITED STATES
Anchorage, Alaska	06/05/2021 08:00 AM	Chattanooga, Tennessee	06/05/2021 12:00 PM	HAMILTON COUNTY, US-TN, US

Available Itineraries

Current Itineraries

Unassign Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Tampa 1/20-23/21				
Chattanooga, Tennessee	01/20/2021 12:00 PM	Tampa, Florida	01/20/2021 12:00 PM	HILLSBOROUGH COUNTY, US-FL, US
Tampa, Florida	01/23/2021 12:00 PM	Chattanooga, Tennessee	01/23/2021 12:00 PM	HAMILTON COUNTY, US-TN, US
Itinerary: Tampa 1/20-23/21				
Chattanooga, Tennessee	01/20/2021 12:00 PM	Tampa, Florida	01/20/2021 12:00 PM	HILLSBOROUGH COUNTY, US-FL, US
Tampa, Florida	01/20/2021 12:00 PM	Chattanooga, Tennessee	01/20/2021 12:00 PM	HAMILTON COUNTY, US-TN, US
Itinerary: Miami 2/1-3/21				
Chattanooga, Tennessee	02/01/2021 12:00 PM	Miami, Florida	02/01/2021 12:00 PM	MIAMI-DADE COUNTY, US-FL, US
Miami, Florida	02/03/2021 12:00 PM	Chattanooga, Tennessee	02/03/2021 12:00 PM	HAMILTON COUNTY, US-TN, US
Itinerary: Pittsburgh 5/1-5/2021				

Previous Next

9) **M&IE:** Review your meal allowance:

- a. **Check boxes** for any meals that were provided during your trip (e.g., meals provided during a conference) and for any meals during personal days during your travel:

Travel Allowances For Report: Anchorage 6/1-5/2021

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

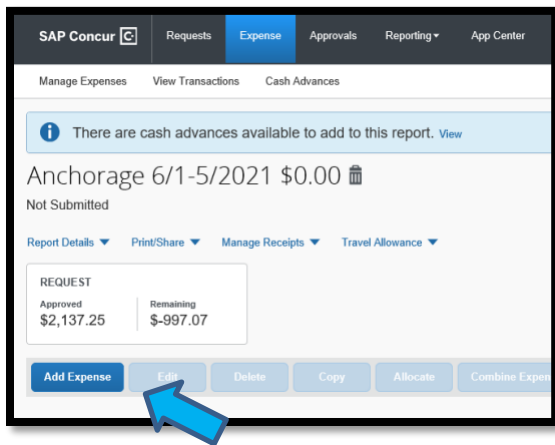
Exclude All ☐

Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
06/01/2021 Anchorage, Alaska	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$84.75
06/02/2021 Anchorage, Alaska	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$113.00
06/03/2021 Anchorage, Alaska	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$113.00
06/04/2021 Anchorage, Alaska	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$113.00
06/05/2021 Anchorage, Alaska	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$84.75

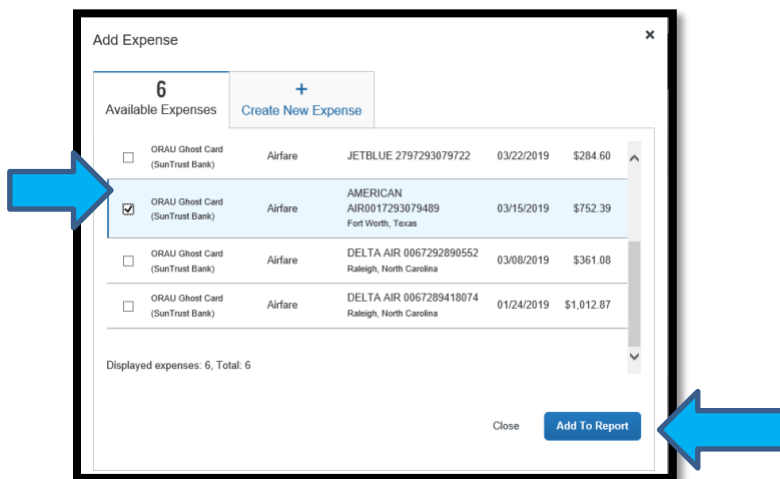
- b. Click the **Create Expense** button in the bottom



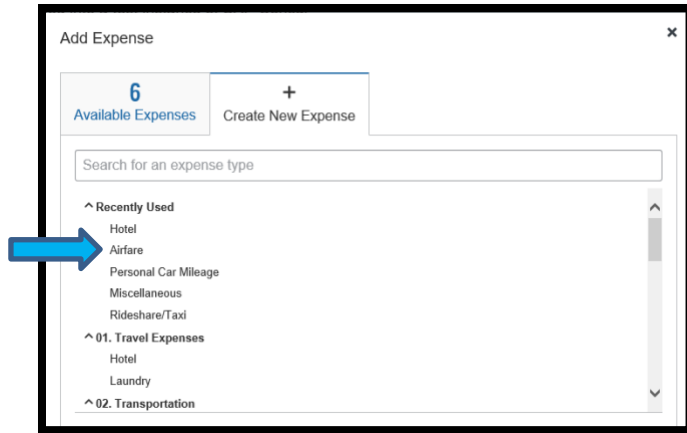
10) Click **Add Expense** to begin adding other expenses:



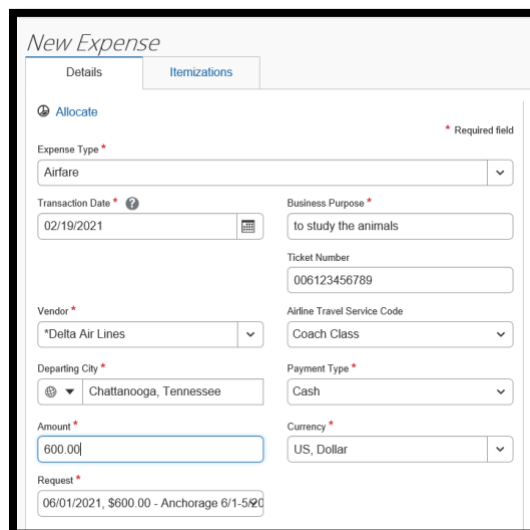
- Available Expenses:** Select from the **Available Expenses** (expenses that were prepaid on your behalf such as airline tickets).
- Check the box** next to your airline ticket and click **Add To Report**.



- If you purchased your own ticket, click on the **Create New Expense** tab and select the expense type you wish to add.

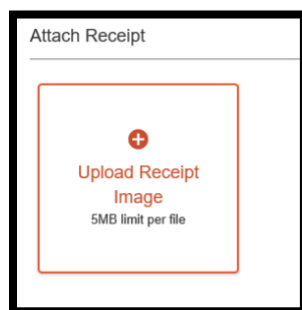


- d. When you click on **Airfare**, the following page will display for you to enter information in the required fields:



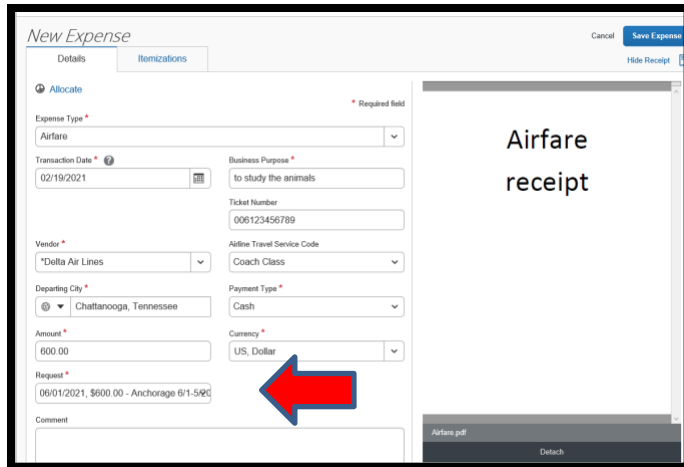
The 'New Expense' form has two tabs: 'Details' (active) and 'Itemizations'. The 'Allocate' section is expanded. Required fields are marked with an asterisk (*). The form contains the following fields: Expense Type (Airfare), Transaction Date (02/19/2021), Business Purpose (to study the animals), Ticket Number (006123456789), Vendor (*Delta Air Lines), Airline Travel Service Code (Coach Class), Departing City (Chattanooga, Tennessee), Payment Type (Cash), Amount (600.00), Currency (US, Dollar), and Request (06/01/2021, \$600.00 - Anchorage 6/1-5/20).

- e. Click the **+** button on **Attach Receipt** and follow directions for uploading the receipt:
Note: A paid receipt is required for any airline ticket, hotel, car rental, and any expense over \$75



- f. Click **Save Expense**:





New Expense

Details Itemizations

Expense Type * Airfare

Transaction Date * 02/19/2021

Business Purpose * to study the animals

Ticket Number 006123456789

Vendor * Delta Air Lines

Airline Travel Service Code

Coach Class

Departing City * Chattanooga, Tennessee

Payment Type * Cash

Amount * 600.00

Currency * US, Dollar

Request * 06/01/2021, \$600.00 - Anchorage 6/1-5/21

Comment

Airfare receipt

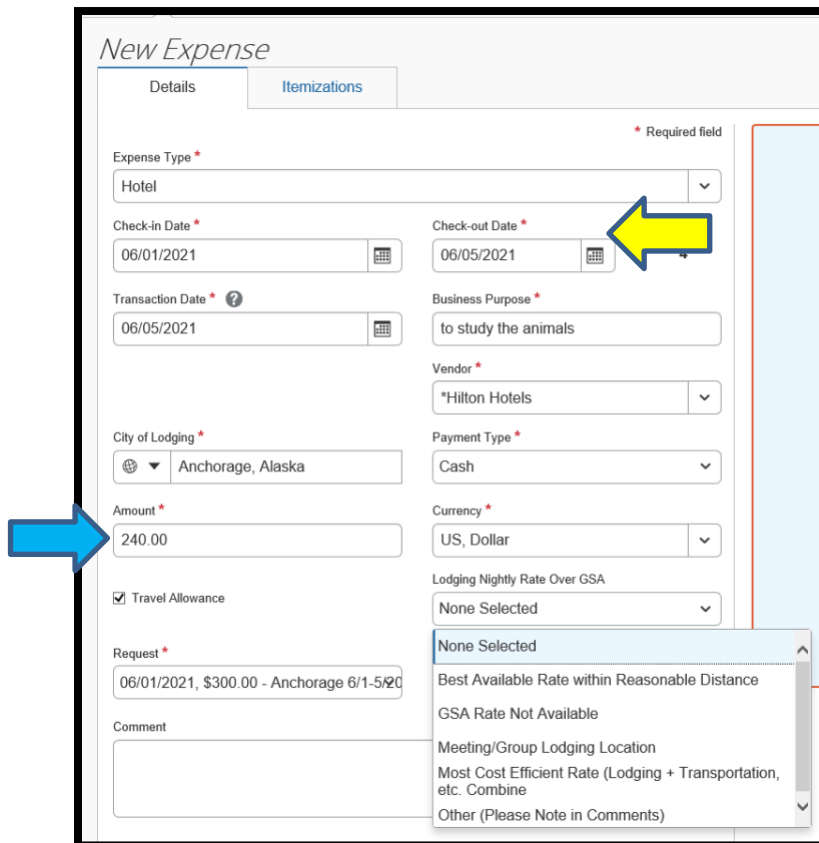
Airfare.pdf

Detach

- g. **Other Expenses:** Most every possible expense on the selection list is similar to the one above. Follow the same steps to enter information in the required fields and **Save Expense**. In some cases, the system may require an itemization of expenses, such as **Hotel** expenses.

11) Click **Itemizations** to begin entering itemized expenses (See red arrow).

Note: Concur will display the expense amounts approved from your **Travel Request** (See blue arrow). If you exceed the GSA allowance and a justification is required (See yellow arrow).



New Expense

Details Itemizations

Expense Type * Hotel

Check-in Date * 06/01/2021

Check-out Date * 06/05/2021

Transaction Date * 06/05/2021

Business Purpose * to study the animals

Vendor * Hilton Hotels

Payment Type * Cash

City of Lodging * Anchorage, Alaska

Amount * 240.00

Currency * US, Dollar

Lodging Nightly Rate Over GSA

None Selected

Travel Allowance

Request * 06/01/2021, \$300.00 - Anchorage 6/1-5/21

Comment

None Selected

Best Available Rate within Reasonable Distance

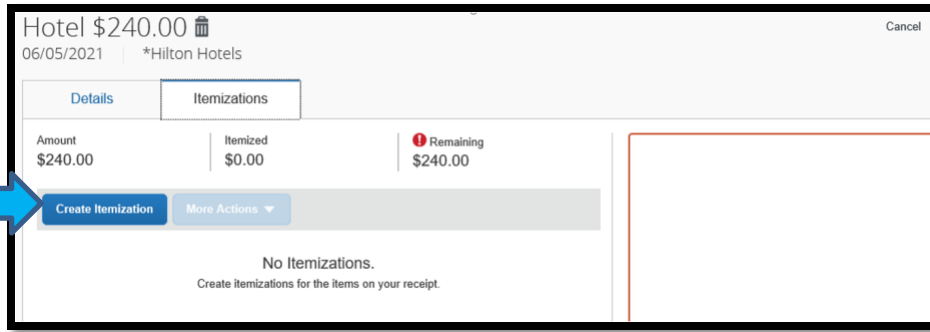
GSA Rate Not Available


Meeting/Group Lodging Location

Most Cost Efficient Rate (Lodging + Transportation, etc. Combine

Other (Please Note in Comments)

12) Click **Create Itemization** and select **Hotel** as the expense type:



Hotel \$240.00 

06/05/2021 | *Hilton Hotels

Cancel

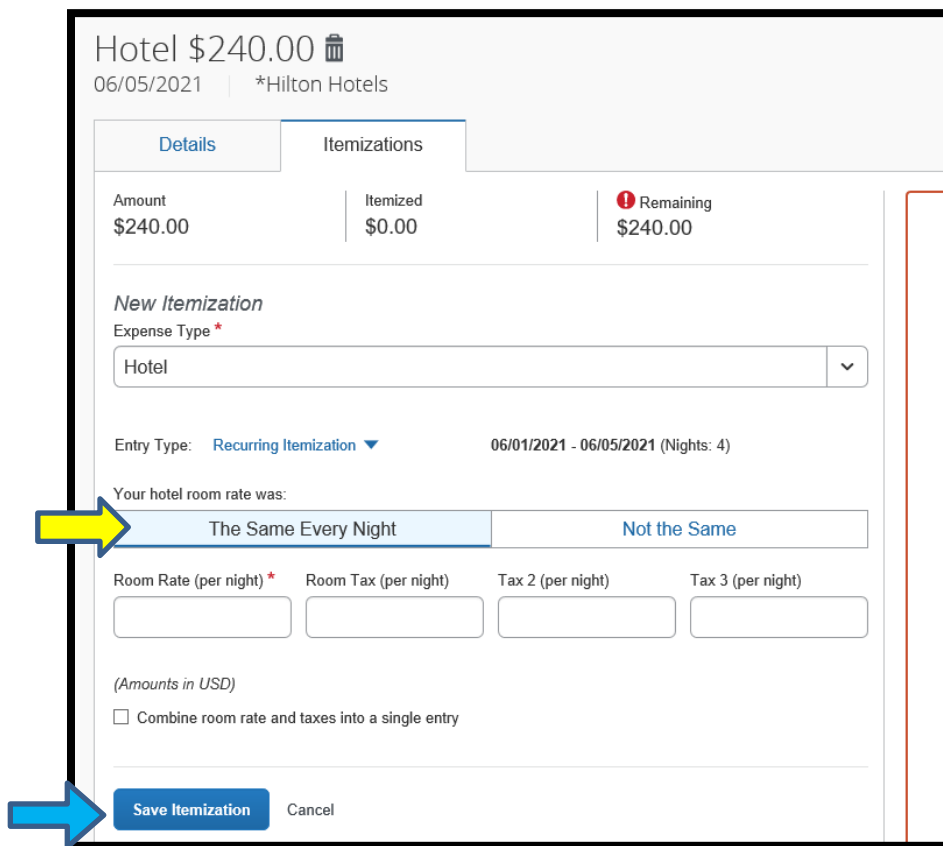
Details | Itemizations


Amount \$240.00	Itemized \$0.00	Remaining \$240.00
--------------------	--------------------	-----------------------

Create Itemization More Actions ▼

No Itemizations.
Create itemizations for the items on your receipt.

Note: Some hotels charge the same rate for each night, while others may charge a different nightly rate. See the yellow arrow below.



Hotel \$240.00 

06/05/2021 | *Hilton Hotels

Details | Itemizations

Amount \$240.00	Itemized \$0.00	Remaining \$240.00
--------------------	--------------------	-----------------------

New Itemization

Expense Type *
Hotel ▼

Entry Type: Recurring Itemization ▼ 06/01/2021 - 06/05/2021 (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)

(Amounts in USD)

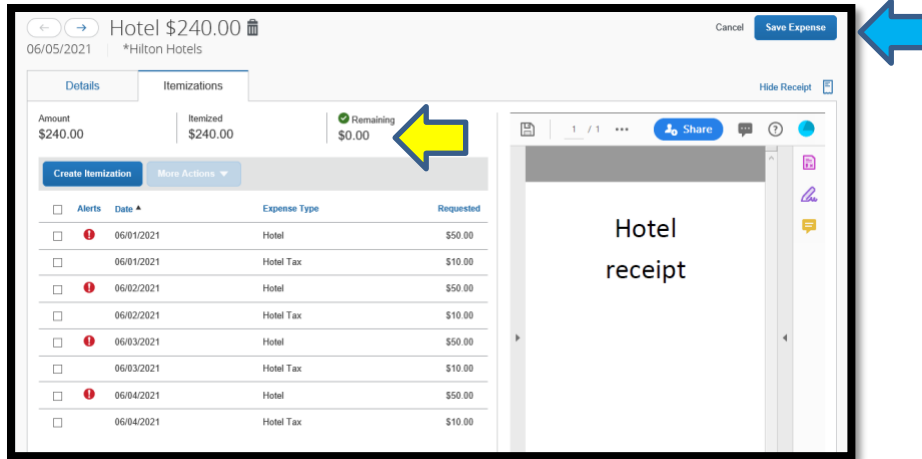
☐ Combine room rate and taxes into a single entry

Save Itemization Cancel

13) Enter required information, attach your receipt, and click **Save Itemization.**

Note: The next page that displays will reflect the amount remaining on the Itemization of \$0.00 (See yellow arrow).

14) Click **Save Expense.**



Hotel \$240.00
06/05/2021 *Hilton Hotels

Amount: \$240.00, Itemized: \$240.00, Remaining: \$0.00

Buttons: Cancel, Save Expense

Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	06/01/2021	Hotel	\$50.00
<input type="checkbox"/>	06/01/2021	Hotel Tax	\$10.00
<input type="checkbox"/>	06/02/2021	Hotel	\$50.00
<input type="checkbox"/>	06/02/2021	Hotel Tax	\$10.00
<input type="checkbox"/>	06/03/2021	Hotel	\$50.00
<input type="checkbox"/>	06/03/2021	Hotel Tax	\$10.00
<input type="checkbox"/>	06/04/2021	Hotel	\$50.00
<input type="checkbox"/>	06/04/2021	Hotel Tax	\$10.00

Hotel receipt

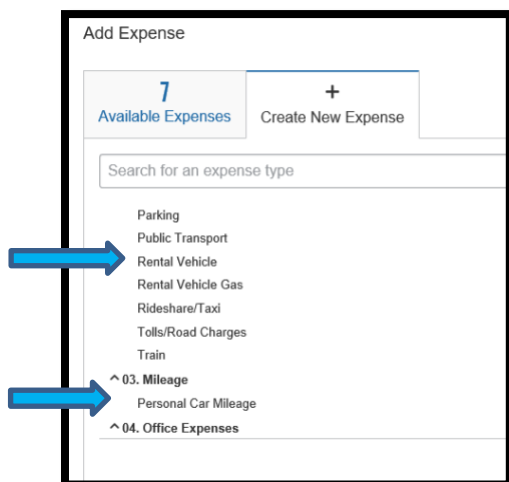
15) Airfare and hotel costs are now showing. Click **Add Expense** to add more expenses.



Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash	Hotel	*Hilton Hotels Anchorage, Alaska	06/05/2021	\$240.00 Itemized
<input type="checkbox"/>		Cash	Airfare	*Delta Air Lines Chattanooga, Tennessee	02/19/2021	\$600.00
						\$840.00

16) Select type of expense to be added:



Add Expense

7 Available Expenses | Create New Expense

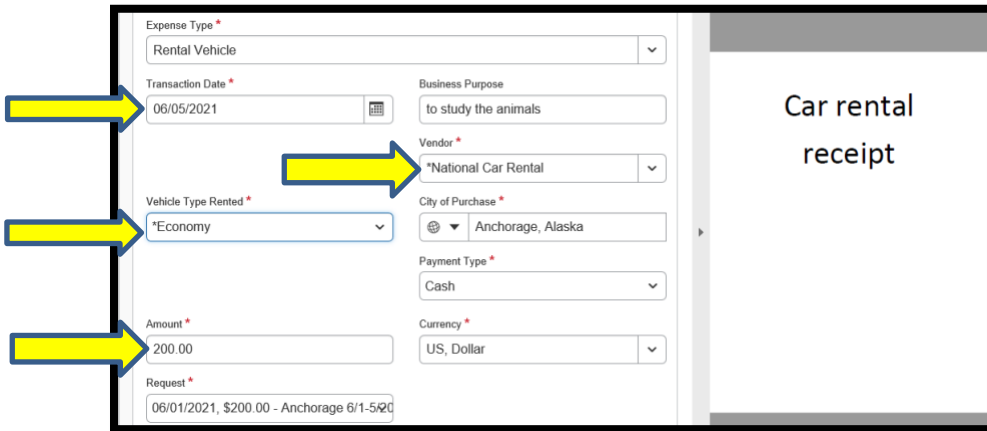
Search for an expense type

- Parking
- Public Transport
- Rental Vehicle
- Rental Vehicle Gas
- Rideshare/Taxi
- Tolls/Road Charges
- Train
- ^ 03. Mileage
 - Personal Car Mileage
- ^ 04. Office Expenses

17) Enter **Rental Vehicle** expense:

Note: Some **Rental Vehicle** fields will be pre-filled.

a. Enter **Transaction Date**, **Vendor** name, **Vehicle Type Rented** and **Amount**. Attach your receipt and click **Save Expense**.

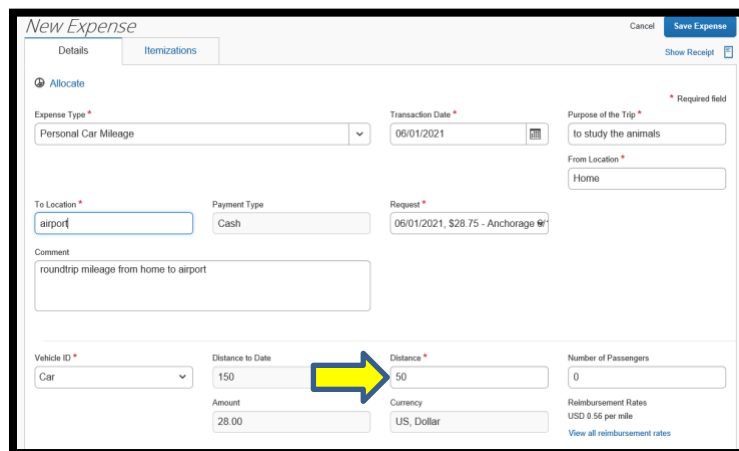


The screenshot shows the 'New Expense' form for 'Rental Vehicle'. Yellow arrows point to the following fields:

- Transaction Date**: 06/05/2021
- Vendor**: *National Car Rental
- Vehicle Type Rented**: *Economy
- Amount**: 200.00

Other visible fields include: Expense Type (Rental Vehicle), Business Purpose (to study the animals), City of Purchase (Anchorage, Alaska), Payment Type (Cash), Currency (US, Dollar), and Request (06/01/2021, \$200.00 - Anchorage 6/1-5/2021). A receipt titled 'Car rental receipt' is shown on the right.

18) Personal Car Mileage: Some information will be pre-filled. Fill in the required fields to include mileage for travel to and from airport and home; or to and from destination if vehicle is the primary mode of transportation. When the **Distance** amount is entered, the amount of the reimbursement will automatically calculate. Click **Save Expense**.



The screenshot shows the 'New Expense' form for 'Personal Car Mileage'. A yellow arrow points to the **Distance** field, which is set to 50. Other visible fields include:

- Expense Type**: Personal Car Mileage
- Transaction Date**: 06/01/2021
- Purpose of the Trip**: to study the animals
- From Location**: Home
- To Location**: airport
- Payment Type**: Cash
- Request**: 06/01/2021, \$28.75 - Anchorage
- Comment**: roundtrip mileage from home to airport
- Vehicle ID**: Car
- Distance to Date**: 150
- Distance**: 50
- Amount**: 28.00
- Currency**: US, Dollar
- Number of Passengers**: 0
- Reimbursement Rates**: USD 0.56 per mile

19) Other Expenses:

- Select type of expense from the pick list.
For Example – **Registration/Seminar/Course fees**

Add Expense

7
Available Expenses

+
Create New Expense

Search for an expense type

- Currency Exchange Fees
- Passports/Visa Fees
- ^ 07. Other**
 - Abstract Registration Fees
 - Miscellaneous
 - Non Reimbursable/Personal Expense
 - Personal Professional Development
 - Publication Charges
 - Registration/Seminar/Course fees**
 - Tips/Gratuities

- b. Enter information in required fields. **Transaction Date** is the date of payment. Attach your paid receipt, then click **Save Expense**.

New Expense

Cancel **Save Expense**

Hide Receipt

Details Itemizations

Allocate

Expense Type * * Required field
Registration/Seminar/Course fees

Transaction Date *
02/19/2021

Business Purpose *
to study the animals

Enter Vendor Name *
Alaska Conference on Animal Studies

City of Purchase
Anchorage, Alaska

Payment Type *
Cash

Amount *
500.00

Currency *
US, Dollar

Request *
06/01/2021, \$500.00 - Anchorage 6/1-5/20


Conference Receipt

After adding all Expenses, a page will display with all expenses listed.

Note: The **Cash Advance** will automatically be deducted.

CASH ADVANCE: 1

Amount	Remaining
\$500.00	\$0.00




Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Approved
		Cash	Hotel	*Holiday Inn Chattanooga, Tennessee	06/05/2021	\$240.00 Itemized
		Cash	Meals - per diem	Anchorage, Alaska	06/05/2021	\$84.75
		Cash	Meals - per diem	Anchorage, Alaska	06/04/2021	\$113.00
		Cash	Meals - per diem	Anchorage, Alaska	06/03/2021	\$113.00
		Cash	Meals - per diem	Anchorage, Alaska	06/02/2021	\$113.00
		Cash	Meals - per diem	Anchorage, Alaska	06/01/2021	\$84.75
		Cash	Rental Vehicle	*National Car Rental Anchorage, Alaska	06/01/2021	\$200.00
		Cash	Personal Car Mileage		06/01/2021	\$28.75
		Cash	Airfare	*Delta Air Lines Chattanooga, Tennessee	03/10/2021	\$600.00
		Cash	Registration/Seminar/Course fees	Animal research group Anchorage, Alaska	12/10/2020	\$500.00
						\$2,077.25

20) Click **Submit Report** in the top right hand corner to complete the **Expense Report**.

Copy Report

Submit Report



21) Next you will see a Pop-up window for you to verify the accuracy of the information you have entered into the **Expense Report**. If agreed, click the **Accept and Continue**.

22) Once approved by the cost approver, you will receive notification that the **Expense Report** has been approved and submitted to Accounts Payable for processing.