

Concur Expense Report – Job Aid for Participants/Fellows

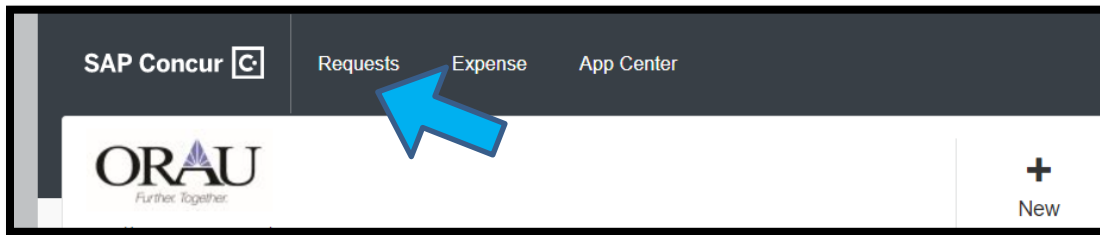
Once your trip is complete, you will need to log into **Concur** or via your single sign on in Zintellect to get to the **Concur Home** page.

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 “?”.

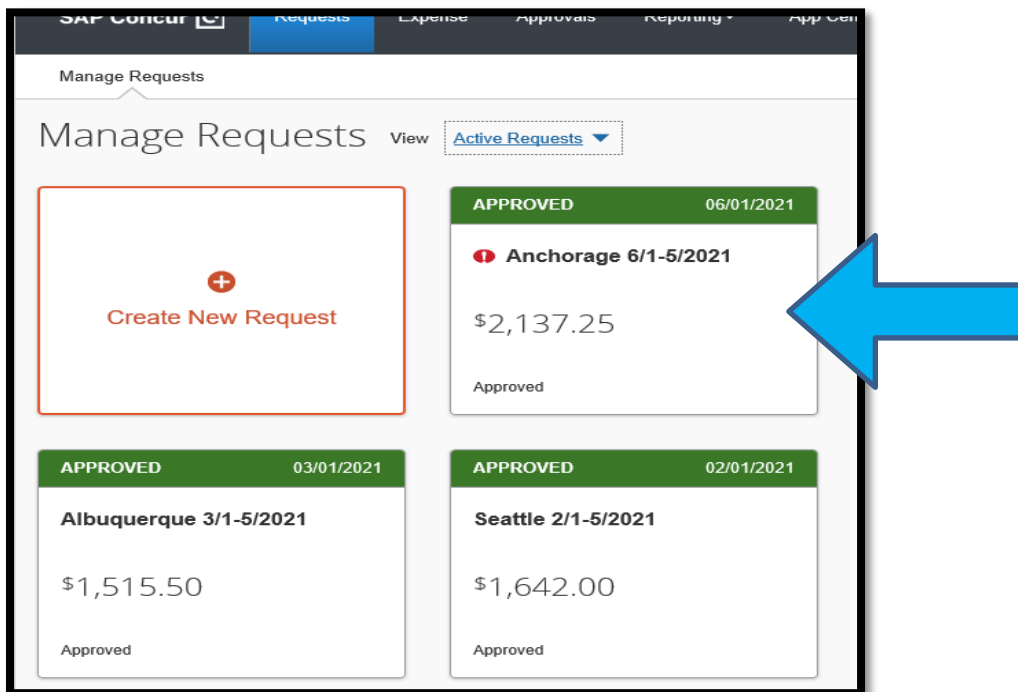
Create New Expense Report

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



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

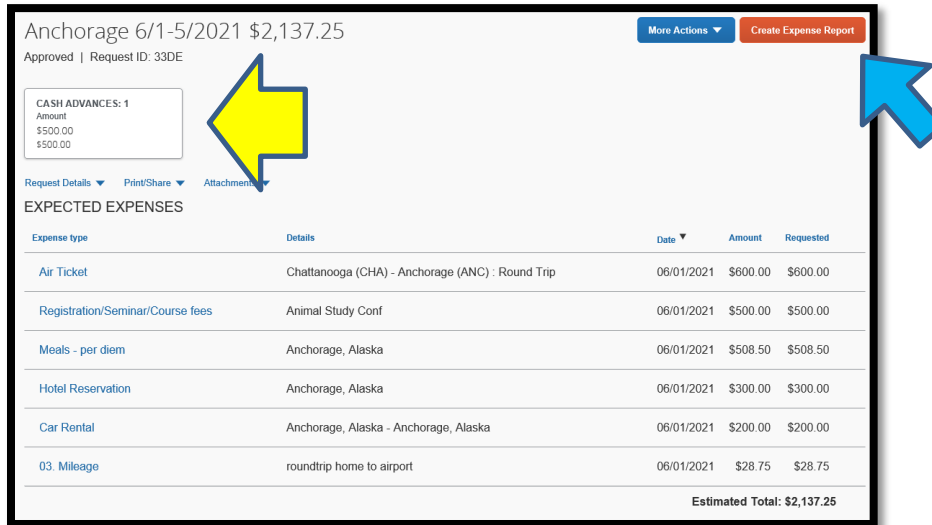
2) Click to open the trip for which you will be creating an **Expense Report**:



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

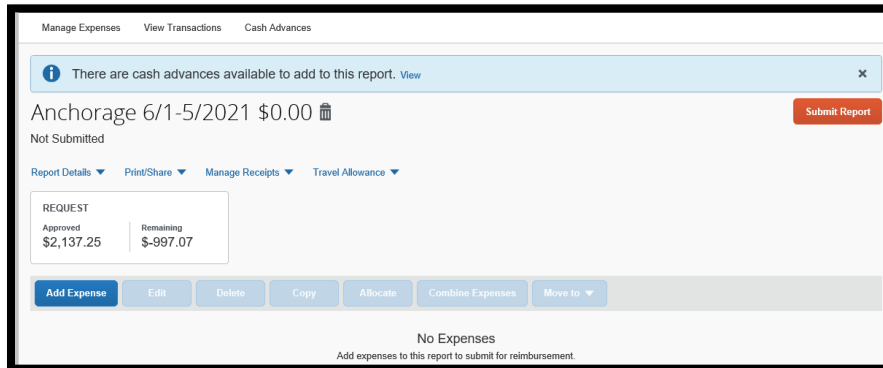
EXPECTED EXPENSES

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

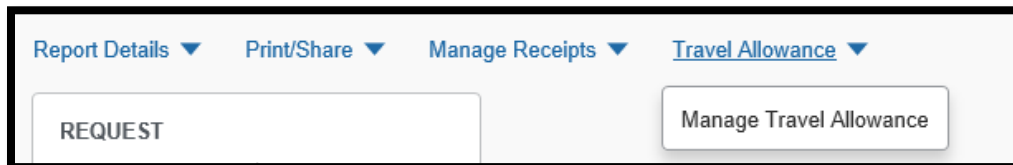
REQUEST

Approved	Remaining
\$2,137.25	\$-997.07

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

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

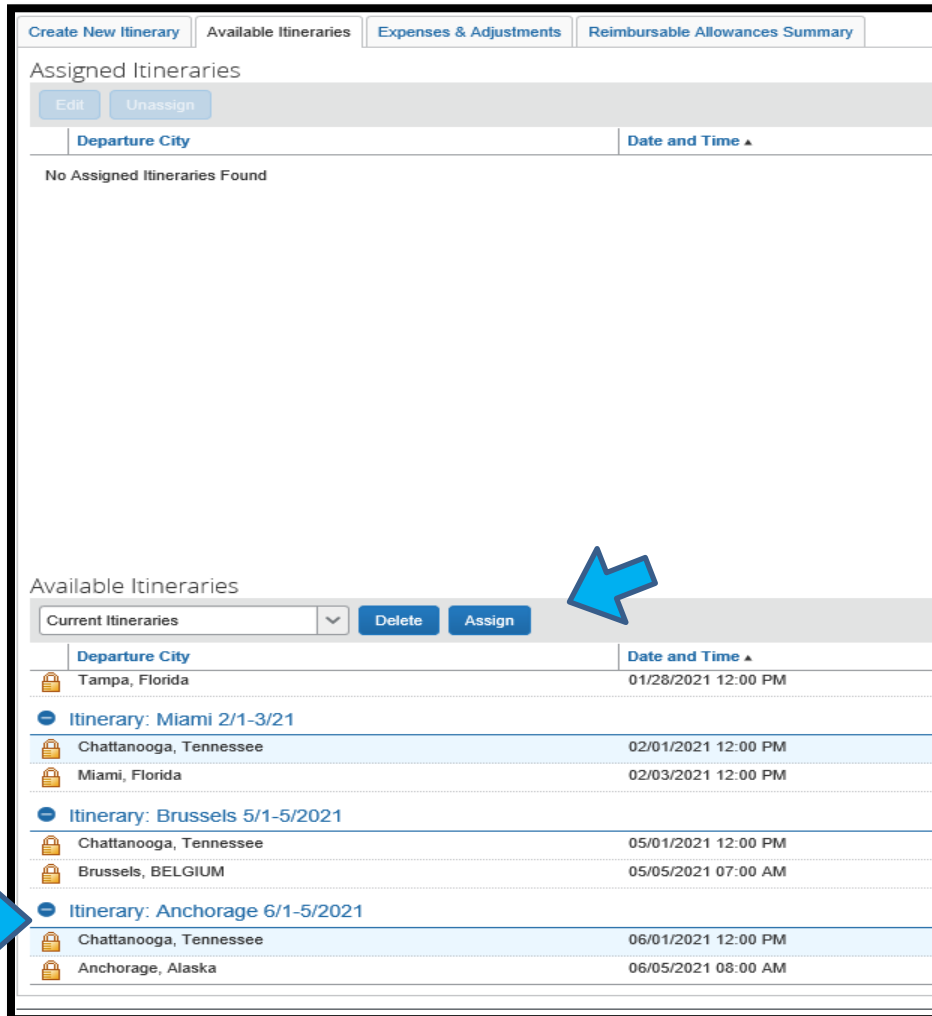
TIP: When using this Expense Report form for the first time, it is helpful to review the options in the drop-down of each tab below.



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:

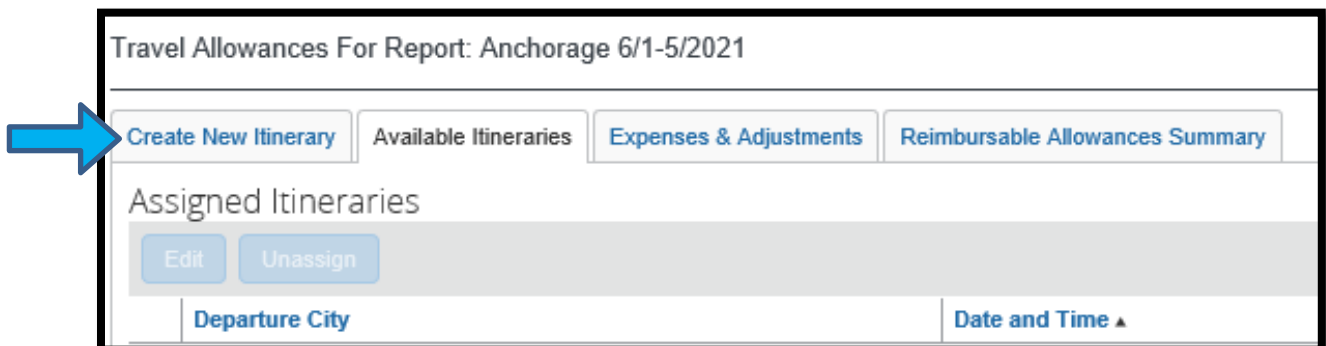


Available Itineraries

Current Itineraries

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:

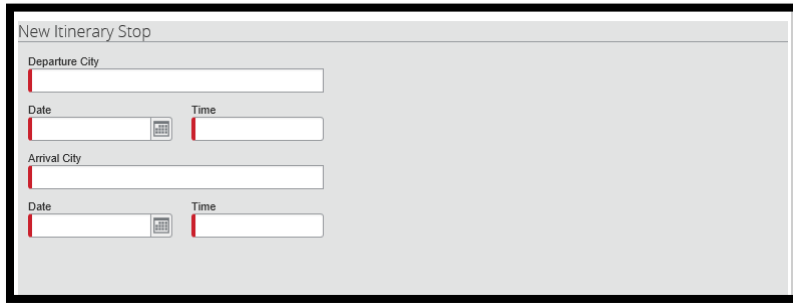


Travel Allowances For Report: Anchorage 6/1-5/2021

Assigned Itineraries

Departure City	Date and Time ▲
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a. Enter the required **Departure/Arrival** information and click **Save**:



New Itinerary Stop

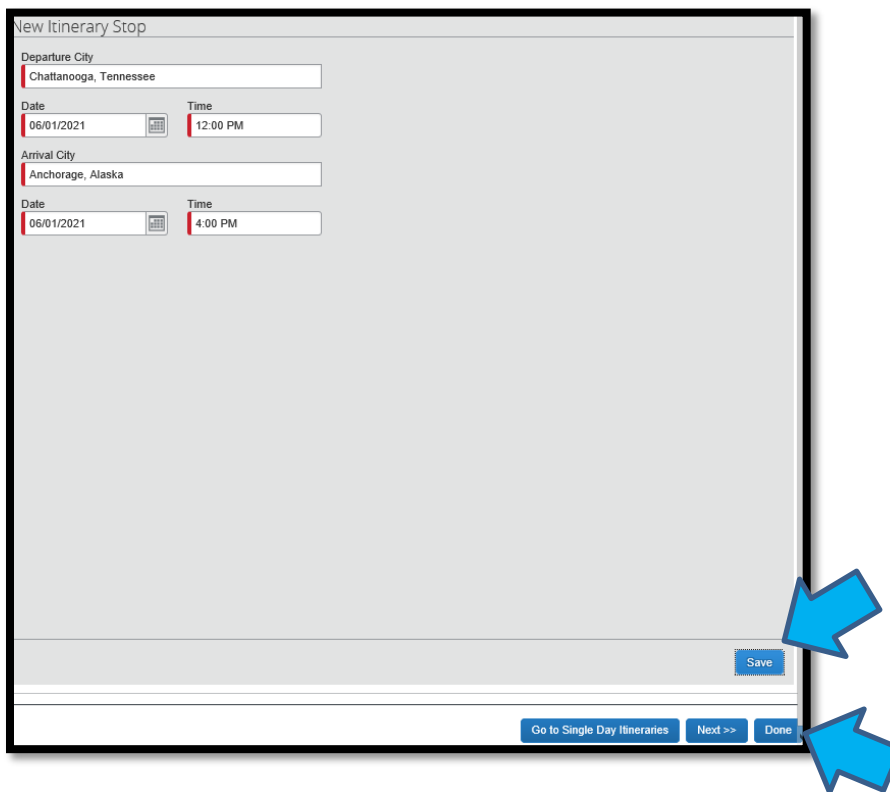
Departure City
[Empty text box]

Date [Empty date box] Time [Empty time box]

Arrival City
[Empty text box]

Date [Empty date box] Time [Empty time box]

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



New Itinerary Stop

Departure City
[Chattanooga, Tennessee]

Date [06/01/2021] Time [12:00 PM]

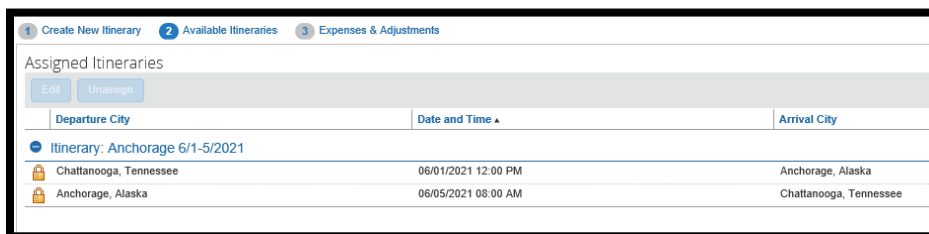
Arrival City
[Anchorage, Alaska]

Date [06/01/2021] Time [4:00 PM]

[Save]

[Go to Single Day Itineraries] [Next >>] [Done]

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

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

Available Itineraries

Itinerary	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Tampa 1/20-23/21					
Chattanooga, Tennessee	Chattanooga, Tennessee	01/20/2021 12:00 PM	Tampa, Florida	01/20/2021 12:00 PM	HILLSBOROUGH COUNTY, US-FL, US
Tampa, Florida	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	Chattanooga, Tennessee	01/25/2021 12:00 PM	Tampa, Florida	01/25/2021 12:00 PM	HILLSBOROUGH COUNTY, US-FL, US
Tampa, Florida	Tampa, Florida	01/28/2021 12:00 PM	Chattanooga, Tennessee	01/28/2021 12:00 PM	HAMILTON COUNTY, US-TN, US
Itinerary: Miami 2/1-3/21					
Chattanooga, Tennessee	Chattanooga, Tennessee	02/01/2021 12:00 PM	Miami, Florida	02/01/2021 12:00 PM	MIAMI-DADE COUNTY, US-FL, US
Miami, Florida	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					



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

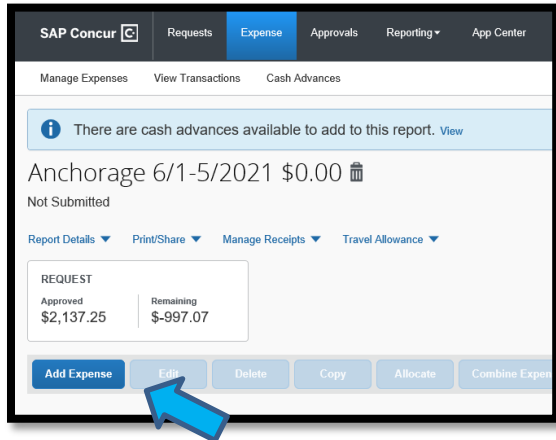
Exclude All

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

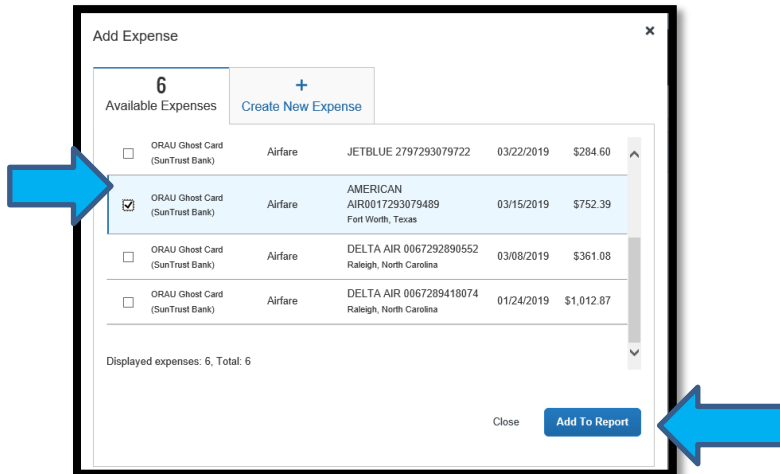
- b. Click the **Create Expense** button in the bottom



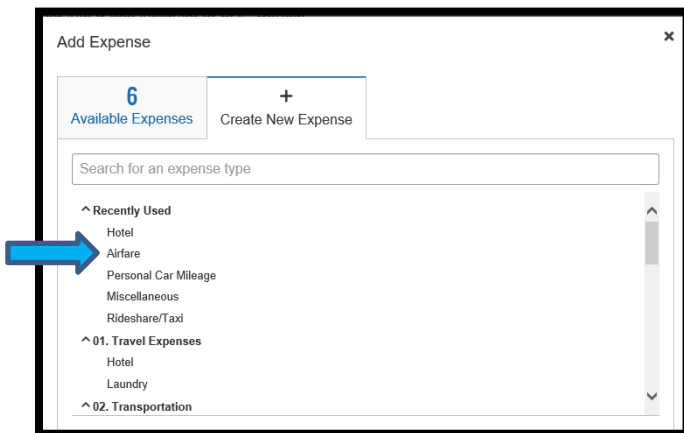
10) Click **Add Expense** to begin adding other expenses:



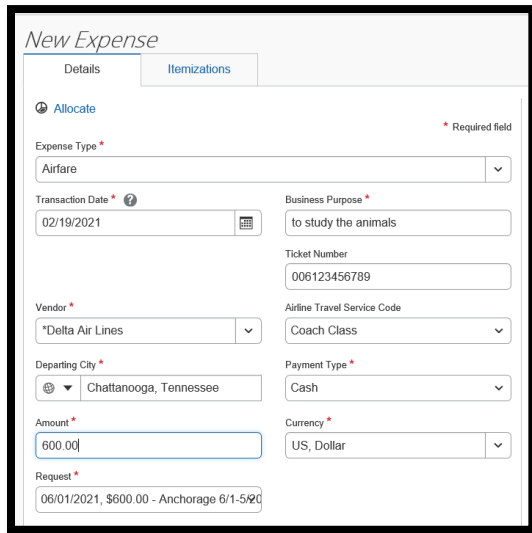
- a. **Available Expenses:** Select from the **Available Expenses** (expenses that were prepaid on your behalf such as airline tickets).
- b. **Check the box** next to your airline ticket and click **Add To Report**.



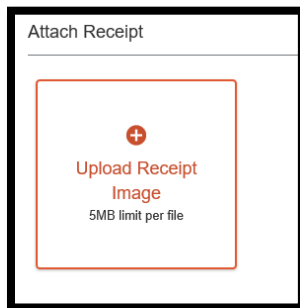
- c. If you purchased your own ticket, click on the **Create New Expense** tab and select the expense type you wish to add.



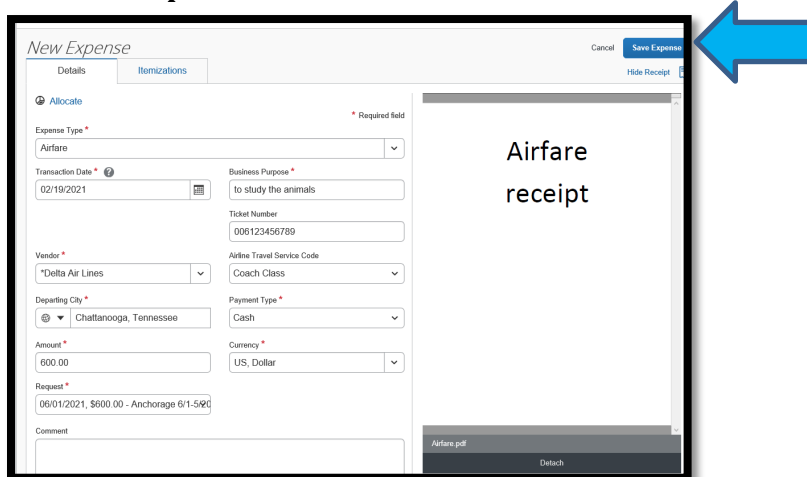
- d. When you click on **Airfare**, the following page will display for you to enter information in the required fields:



- 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



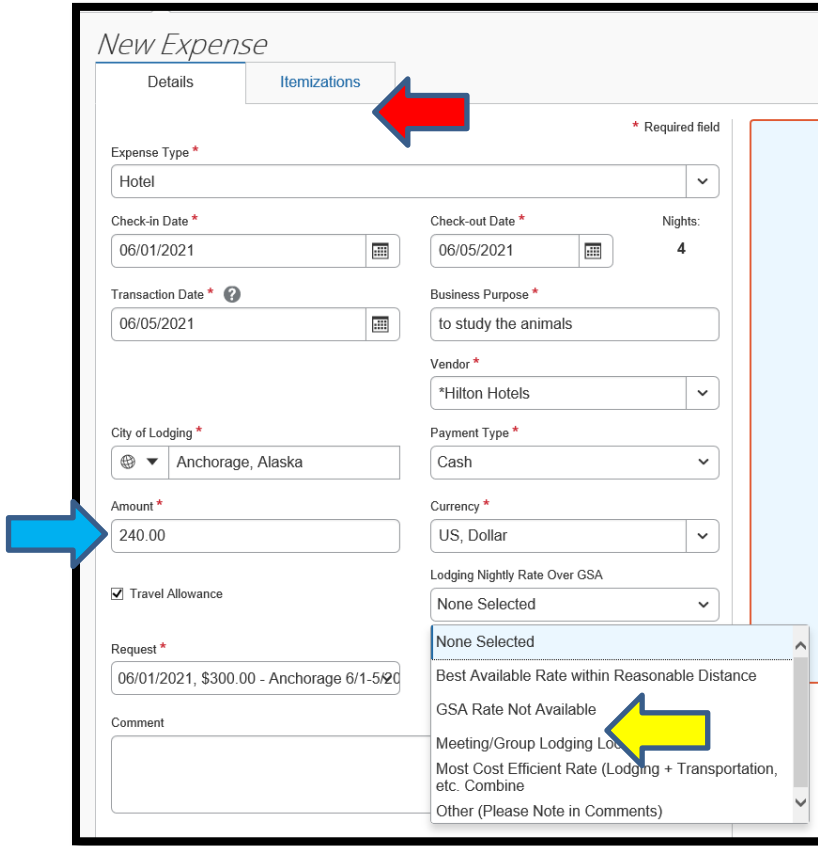
- f. Click **Save Expense**:



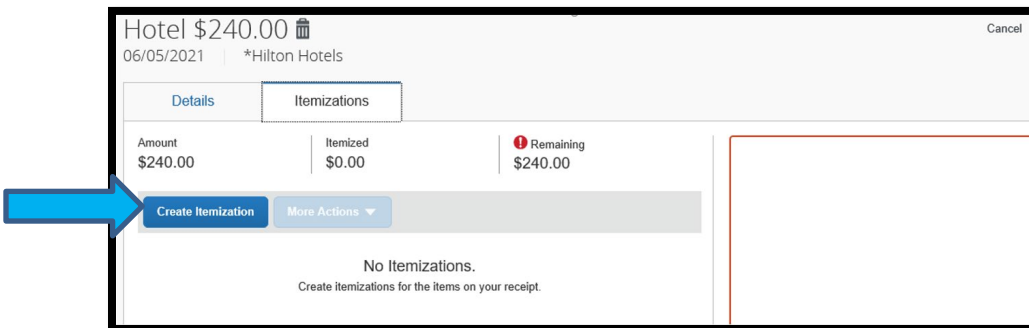
g. Other Expenses: Most every possible expense on the selection list is similar to the one above. Follow the same steps to enter information in the required fields and **Save Expense**. In some cases, the system may require an itemization of expenses, such as **Hotel** expenses.

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

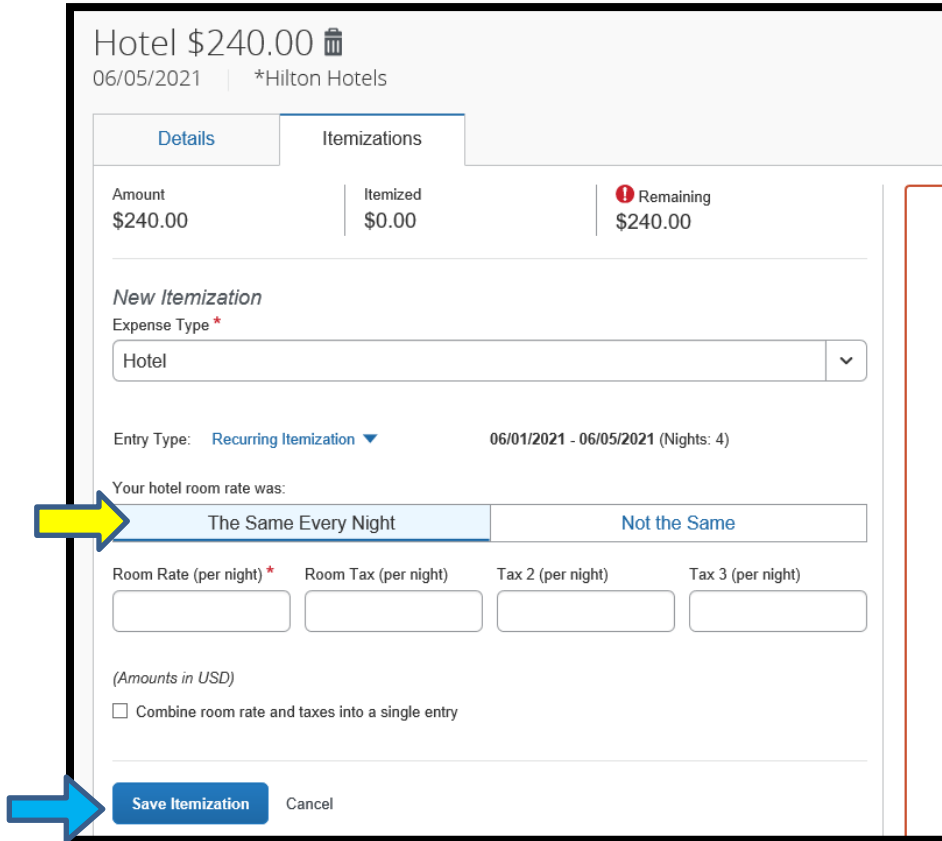
Note: Concur will display the expense amounts approved from your **Travel Request** (See blue arrow). If you exceed the GSA allowance and a justification is required (See yellow arrow).




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




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)

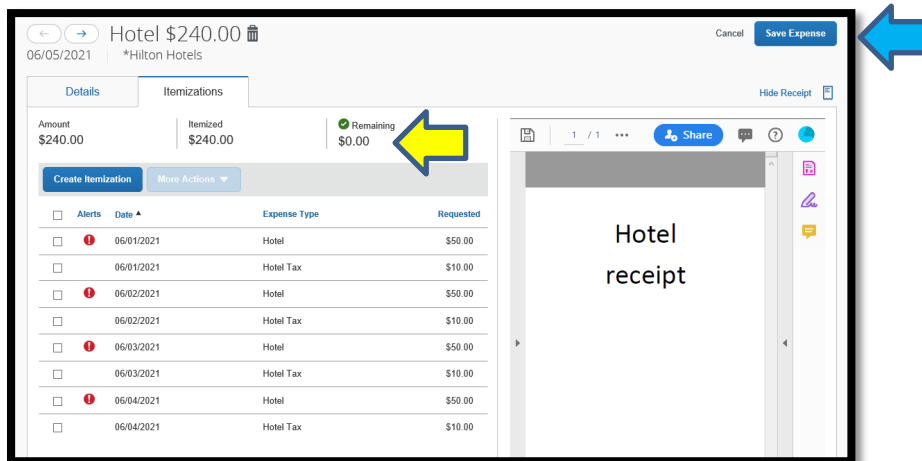
(Amounts in USD)
 Combine room rate and taxes into a single entry


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

Details | Itemizations

Amount \$240.00 | Itemized \$240.00 |  Remaining \$0.00

Create Itemization | More Actions ▼

Alerts	Date	Expense Type	Requested
	06/01/2021	Hotel	\$50.00
	06/01/2021	Hotel Tax	\$10.00
	06/02/2021	Hotel	\$50.00
	06/02/2021	Hotel Tax	\$10.00
	06/03/2021	Hotel	\$50.00
	06/03/2021	Hotel Tax	\$10.00
	06/04/2021	Hotel	\$50.00
	06/04/2021	Hotel Tax	\$10.00

Hotel receipt

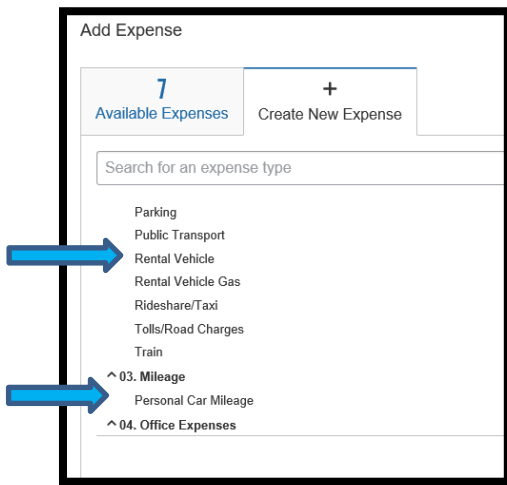
Save Expense

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



<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"/>			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

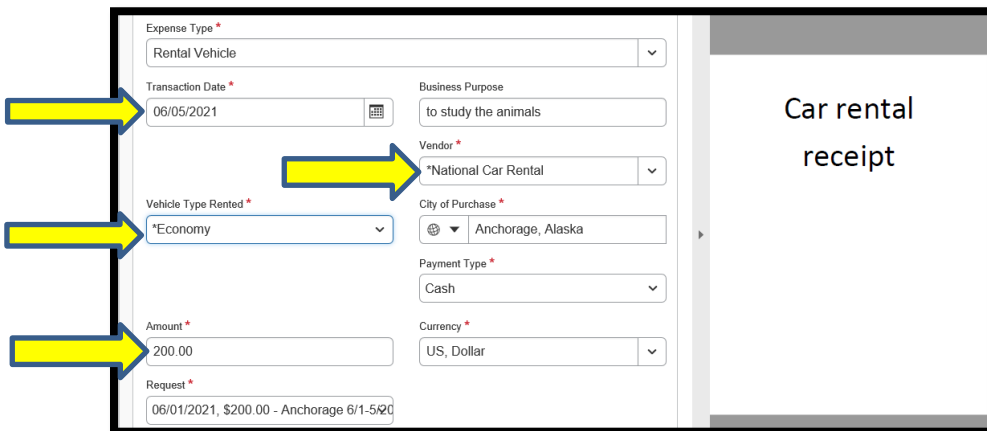
Search for an expense type

- 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**.



Expense Type *
Rental Vehicle

Transaction Date *
06/05/2021

Business Purpose
to study the animals

Vendor *
*National Car Rental

Vehicle Type Rented *
*Economy

City of Purchase *
Anchorage, Alaska

Payment Type *
Cash

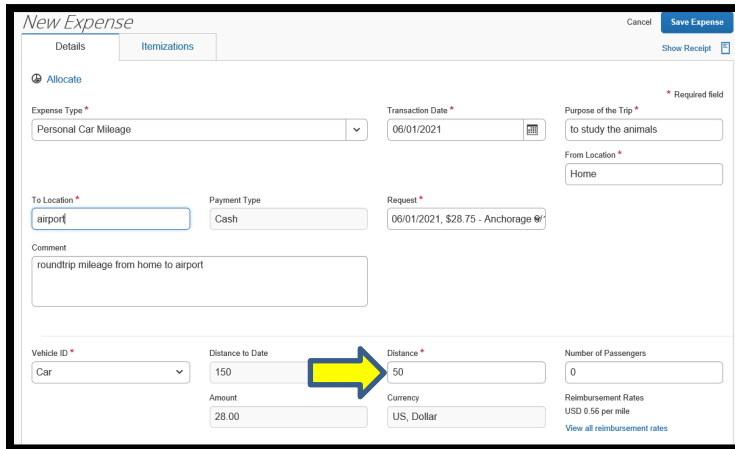
Amount *
200.00

Currency *
US, Dollar

Request *
06/01/2021, \$200.00 - Anchorage 6/1-5/20

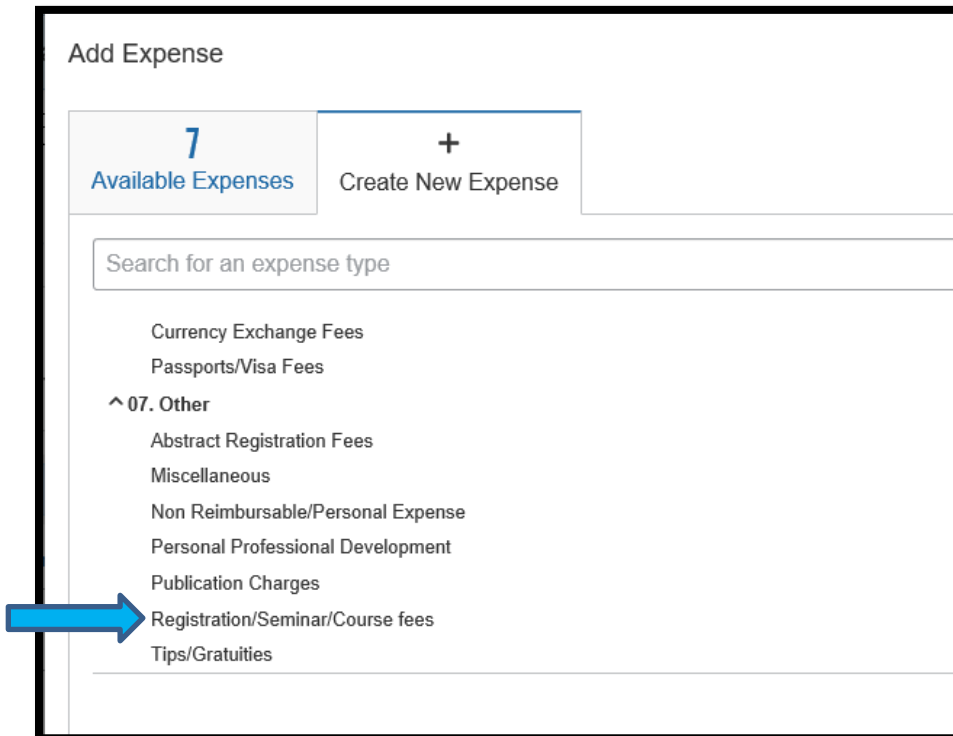
Car rental receipt

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**.



19) Other Expenses:

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



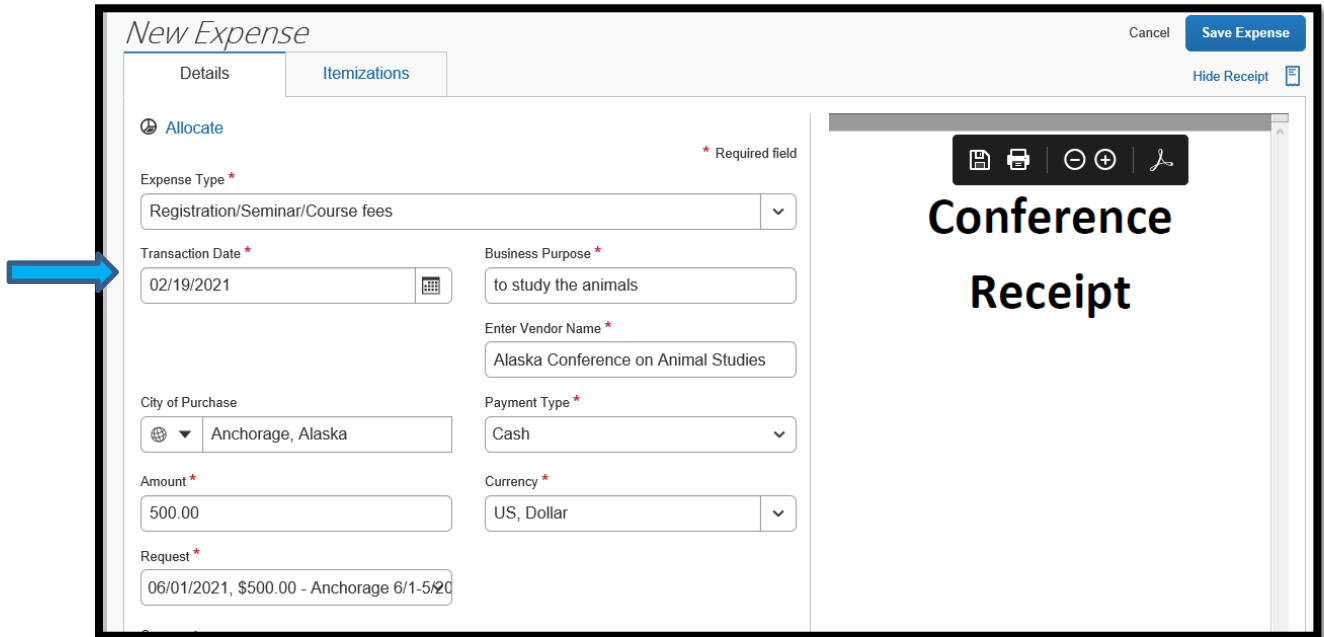
Add Expense

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**

Details **Itemizations** Hide Receipt

Allocate

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

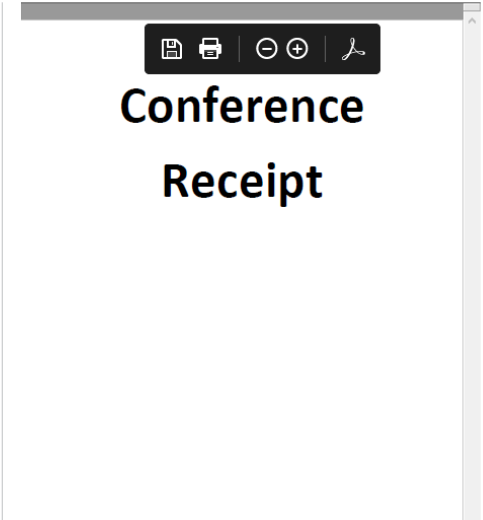
Transaction Date * Business Purpose *
 02/19/2021 to study the animals

Enter Vendor Name *
 Alaska Conference on Animal Studies

City of Purchase Payment Type *
 Anchorage, Alaska Cash

Amount * Currency *
 500.00 US, Dollar

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



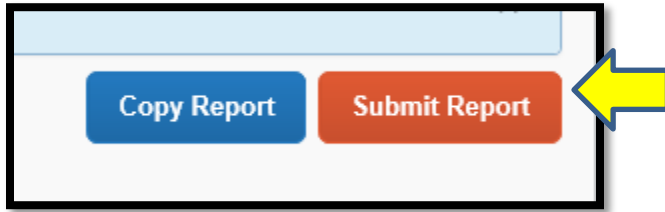
After adding all Expenses, a page will display with all expenses listed.

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**.



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.