OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION

Concur Expense Report – Job Aid for Participants/Fellows

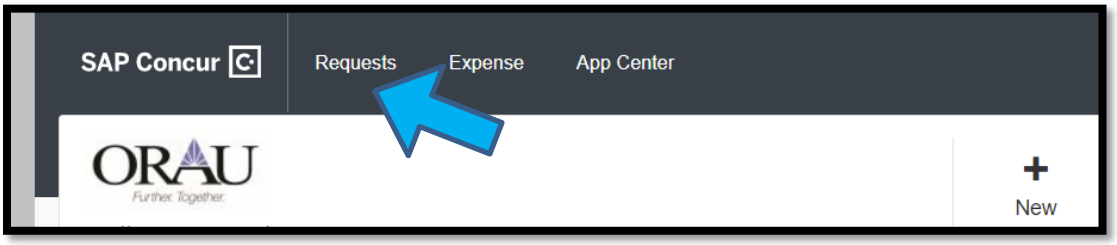
Once your trip is complete, you will need to log into **Concur** or via your single sign on in Zintellect to get to the **Concur Home** page.

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 "?".

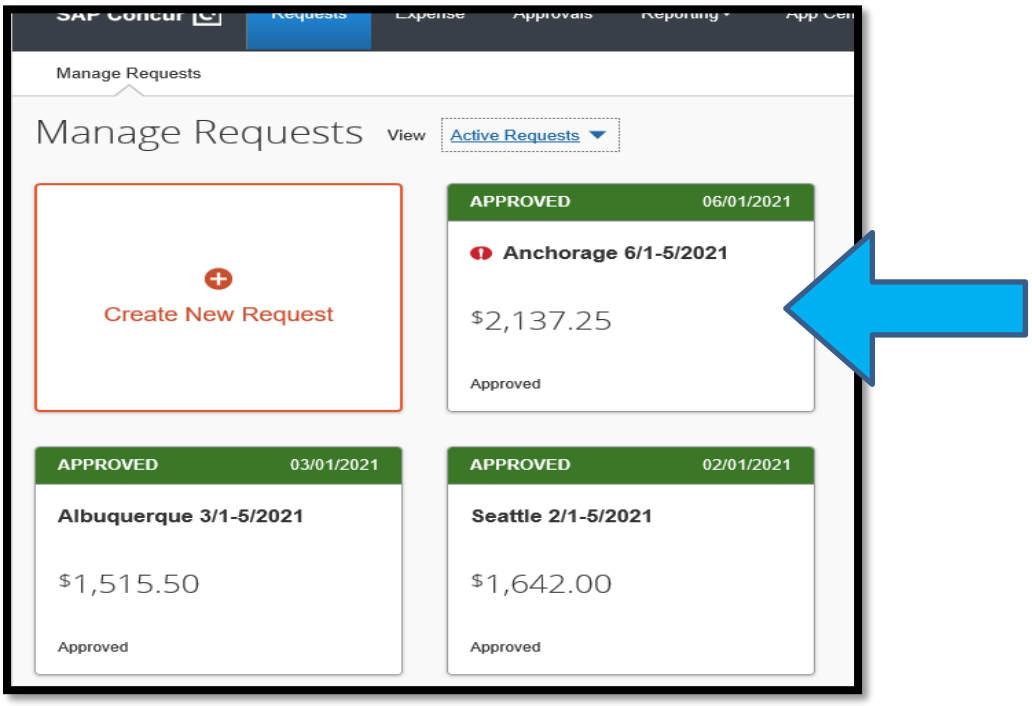
Create New Expense Report

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



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

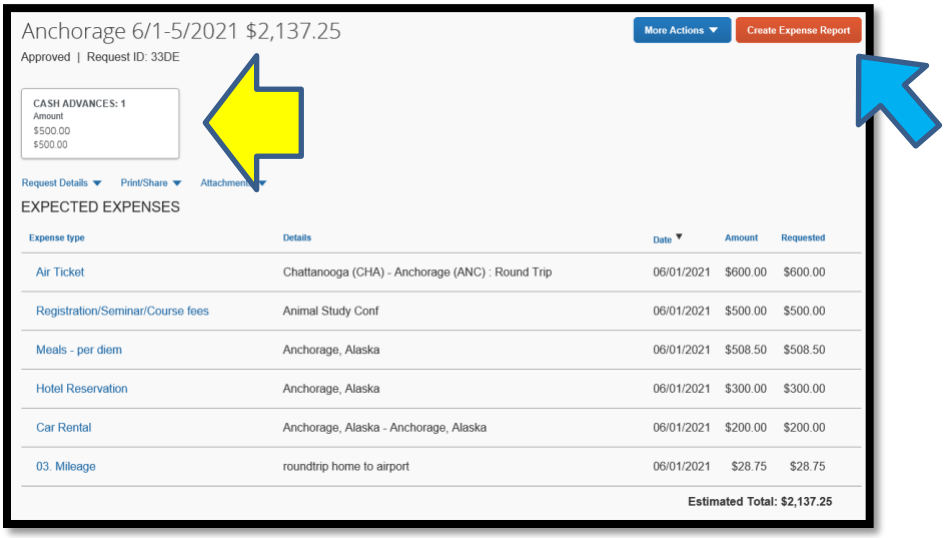
2) Click to open the trip for which you will be creating an **Expense Report**:



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

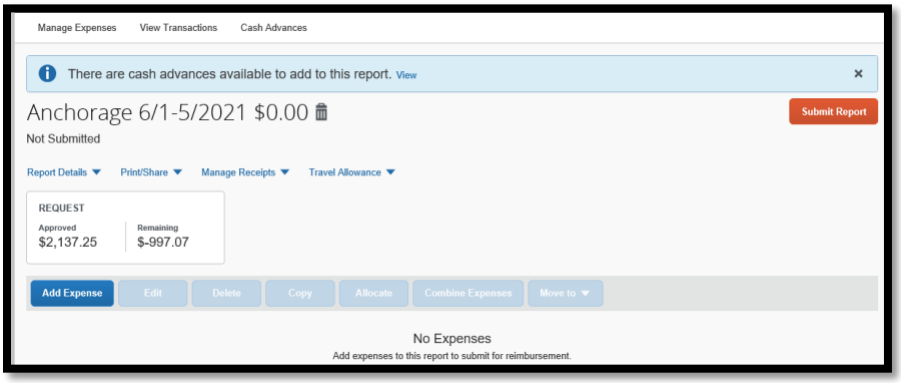
4) To start creating an **Expense Report**, click the **Create Expense Report** button in the top right corner.

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

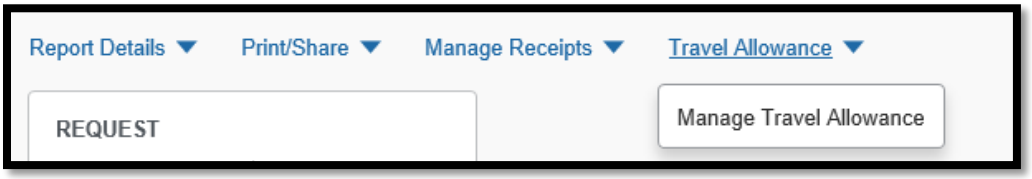


Clicking **Create Expense Report** will display this page:

NOTE: Each tab will display a different item.

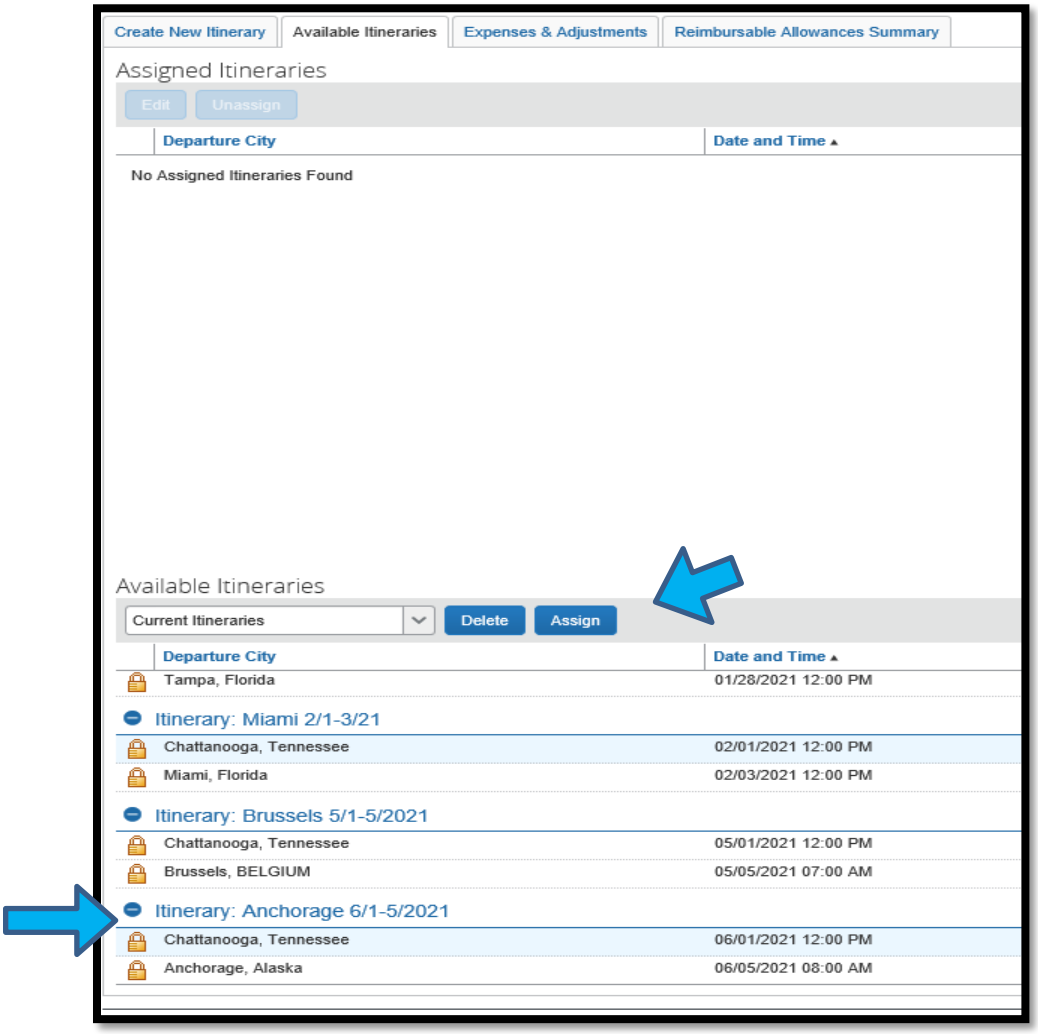


TIP: When using this Expense Report form for the first time, it is helpful to review the options in the drop-down of each tab below.



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:

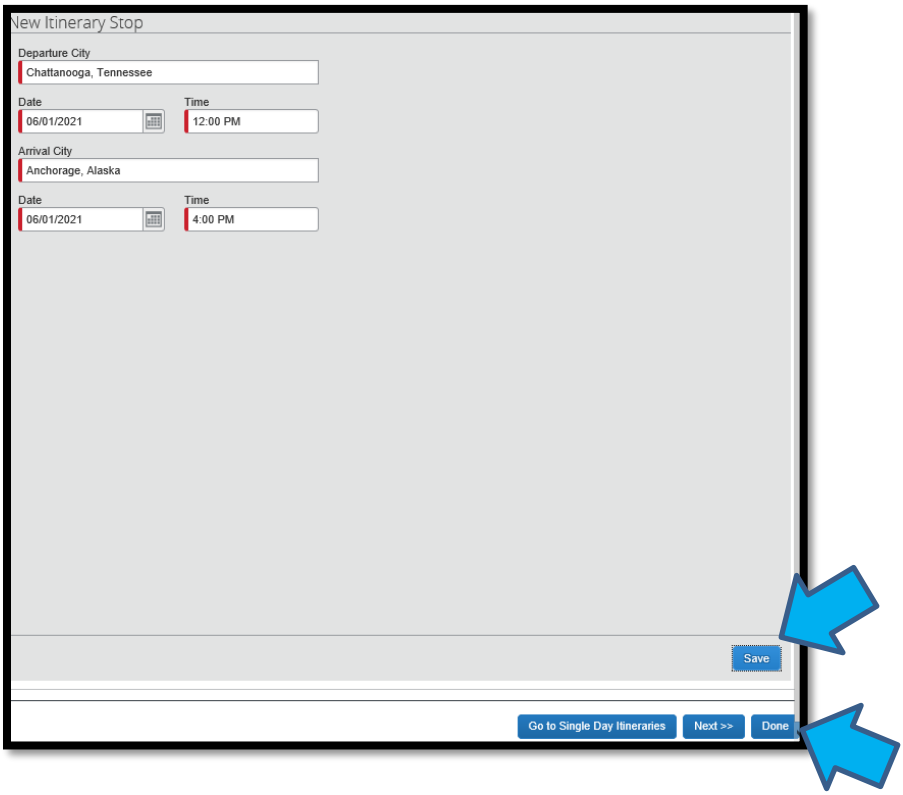


7) (Skip to STEP 8. if itinerary is available to select) **Only if your itinerary is not available**, select the **Create New Itinerary** tab:

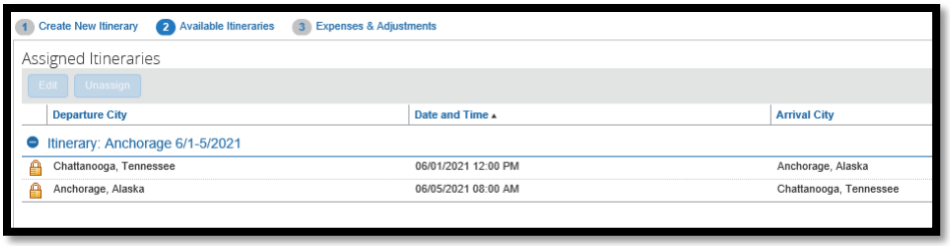
a. Enter the required **Departure/Arrival** information and click **Save**:

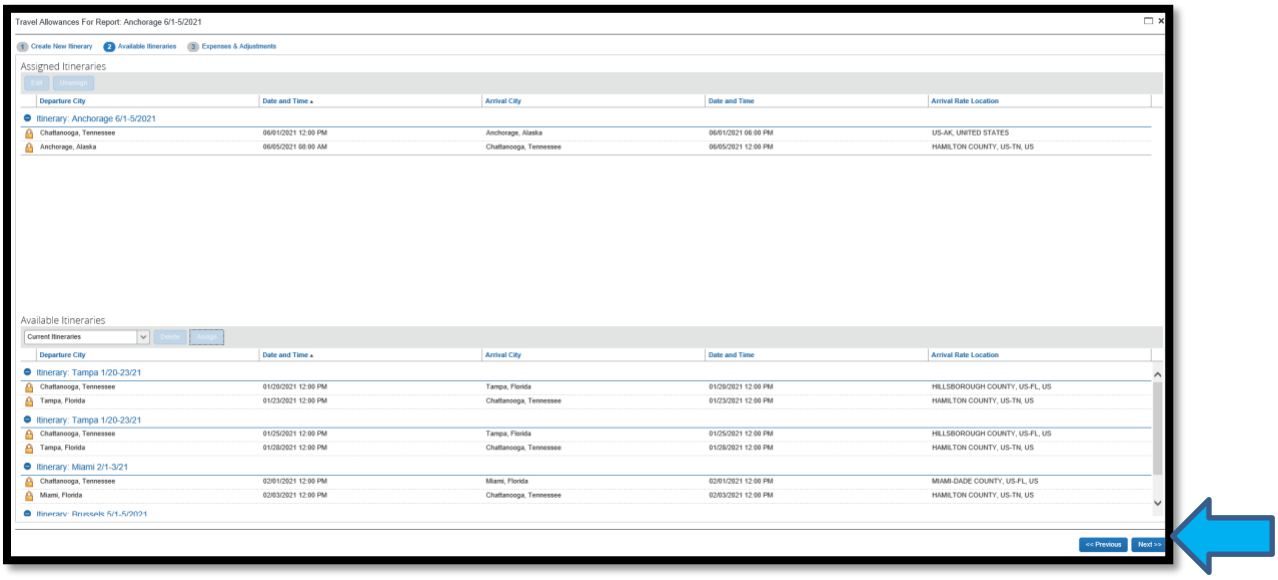
Note: It is important to verify the accuracy of departure and arrival cities since some locations may contain more than one selection for the same city. This selection impacts the M&IE and lodging reimbursement rate.

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

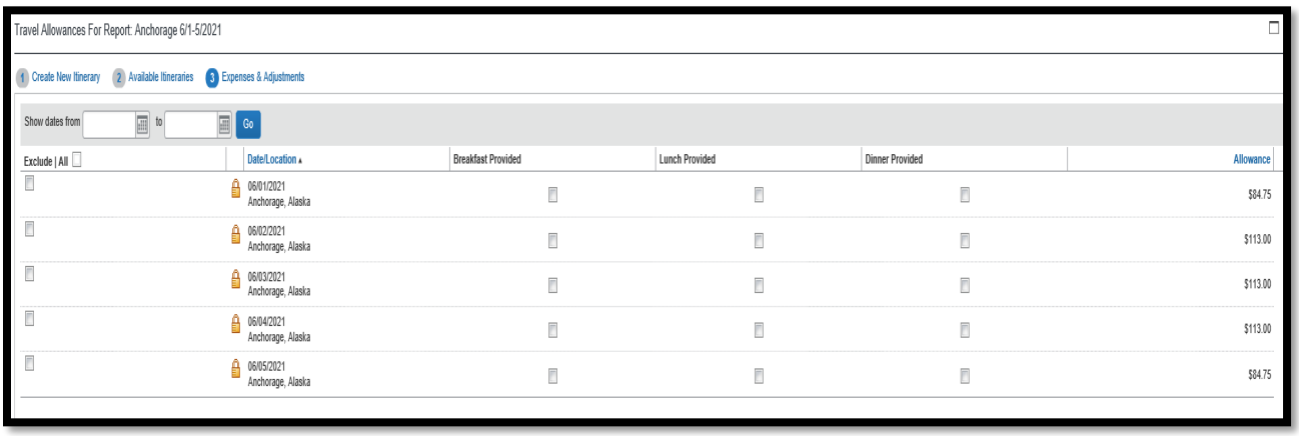


8) Review your itinerary as displayed and, if correct, click the **Next** button in the bottom right-hand corner of the page:



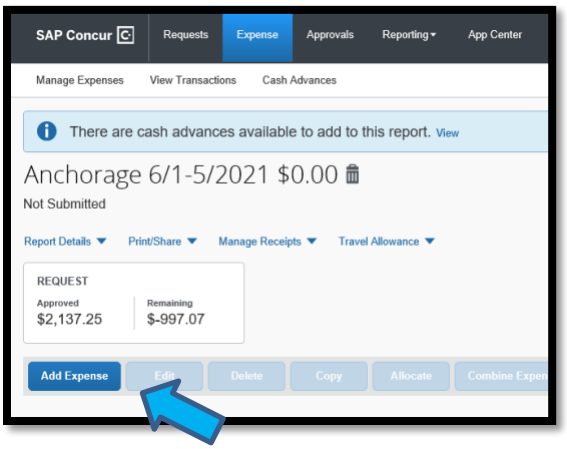


9) **M&IE:** Review your meal allowance:
   a. **Check boxes** for any meals that were provided during your trip (e.g., meals provided during a conference) and for any meals during personal days during your travel:



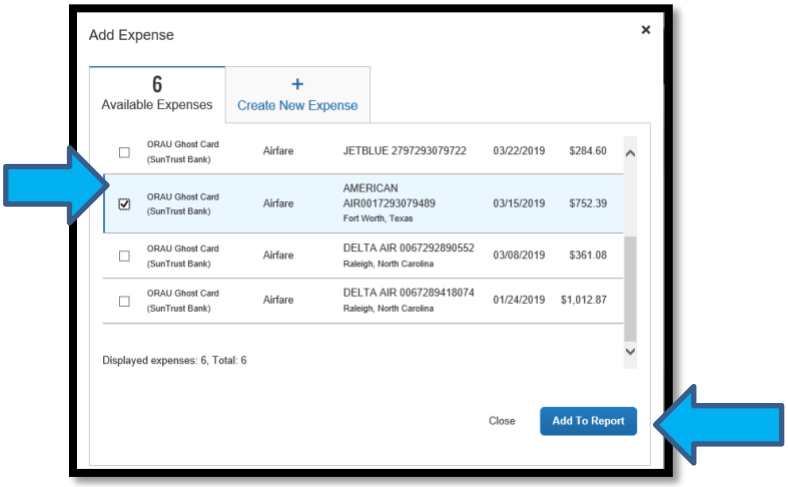
   b. Click the **Create Expense** button in the bottom

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

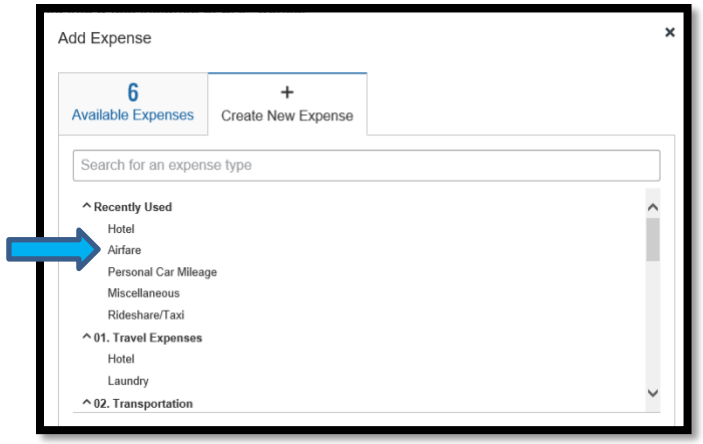


a. Available Expenses: Select from the **Available Expenses** (expenses that were prepaid on your behalf such as airline tickets).

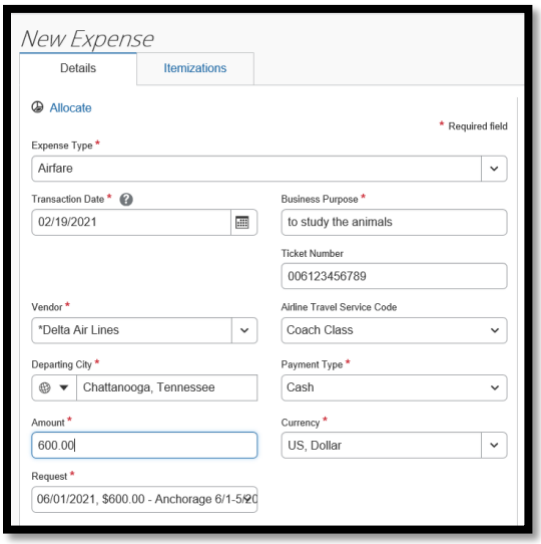
b. Check the box next to your airline ticket and click **Add To Report**.



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

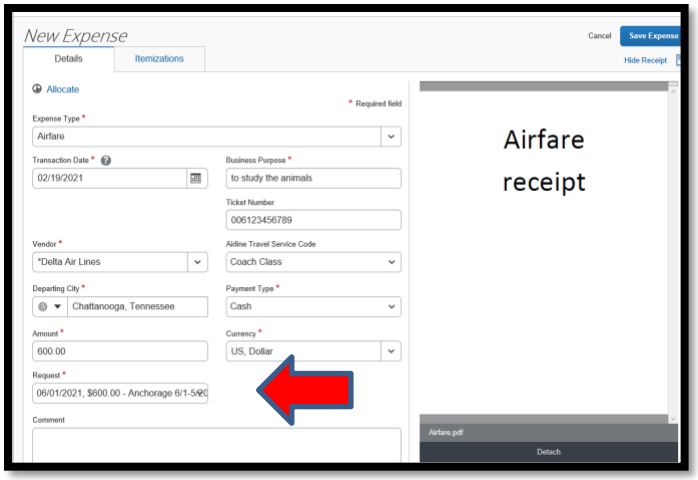


d. When you click on **Airfare**, the following page will display for you to enter information in the required fields:



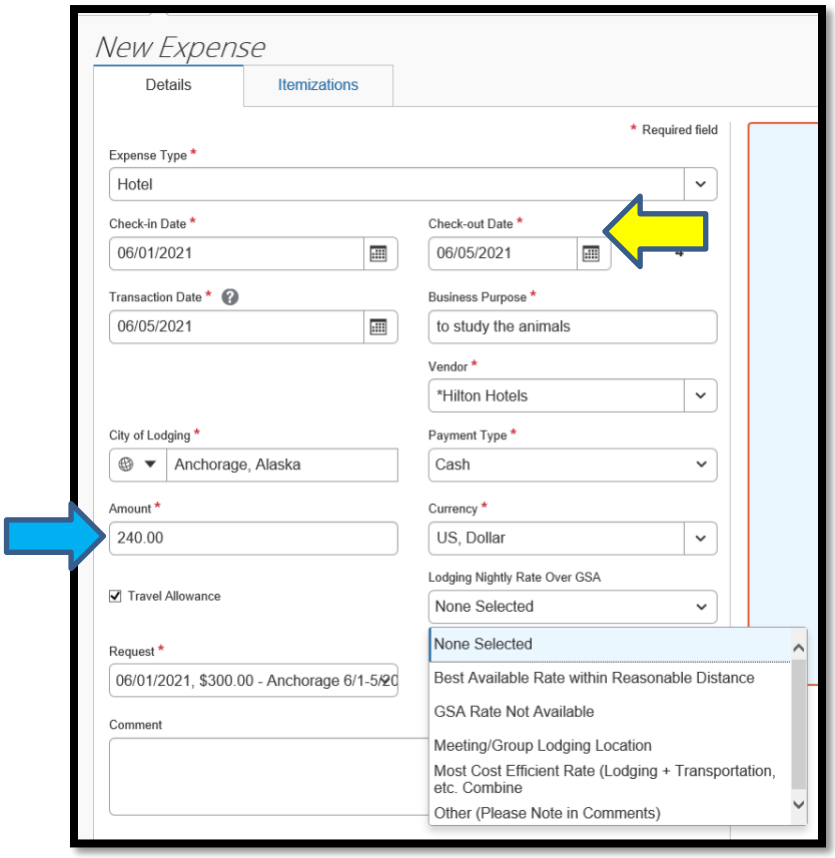
e. Click the **+** button on **Attach Receipt** and follow directions for uploading the receipt:
Note: A paid receipt is required for any airline ticket, hotel, car rental, and any expense over $75

f. Click **Save Expense**:

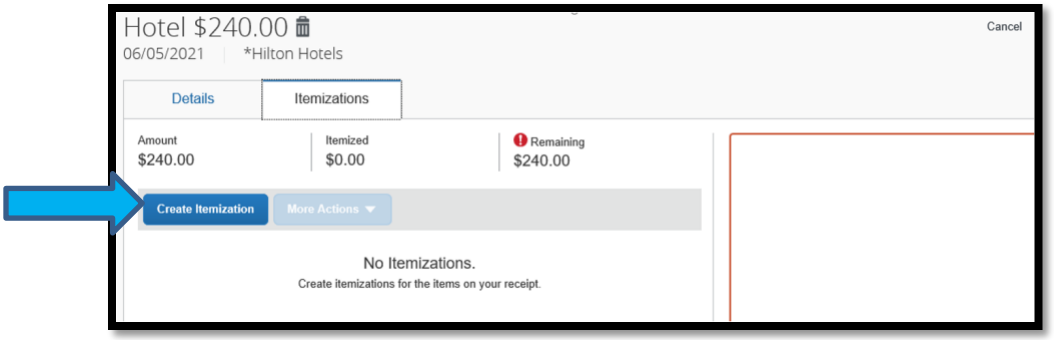


g. Other Expenses: Most every possible expense on the selection list is similar to the one above. Follow the same steps to enter information in the required fields and **Save Expense**. In some cases, the system may require an itemization of expenses, such as **Hotel** expenses.

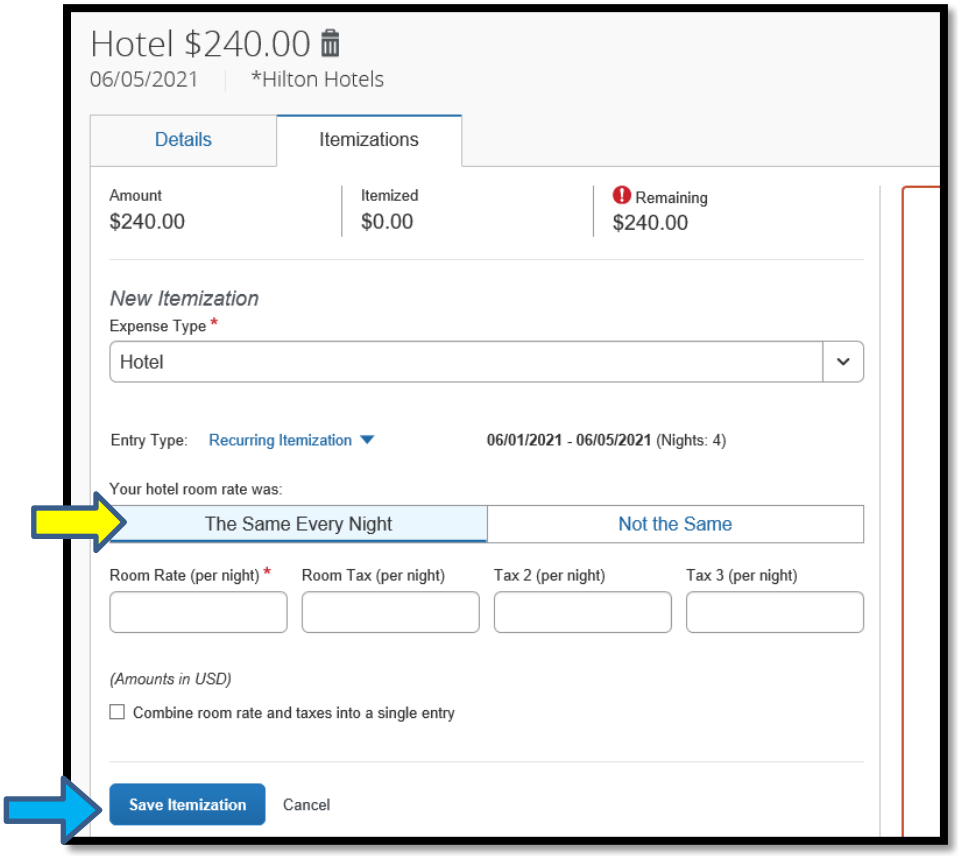
11) Click **Itemizations** to begin entering itemized expenses (See red arrow).
Note: Concur will display the expense amounts approved from your **Travel Request** (See blue arrow). If you exceed the GSA allowance and a justification is required (See yellow arrow).



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



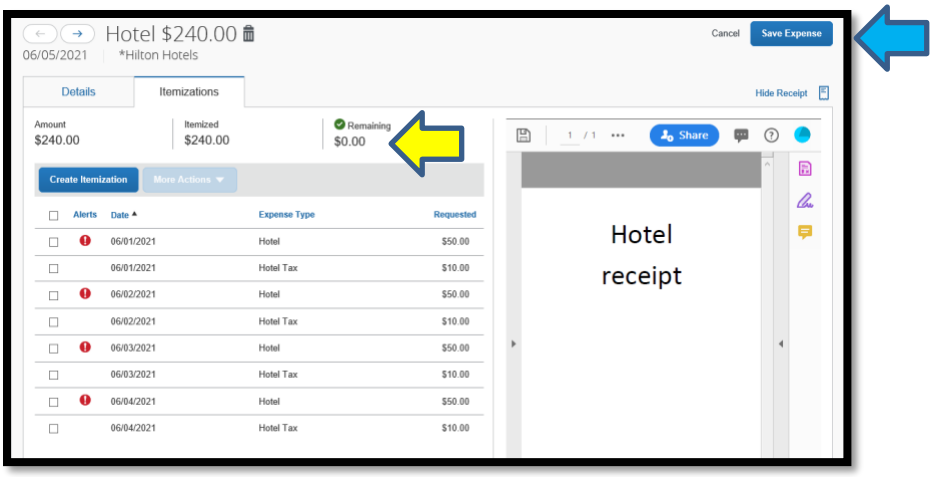
Note: Some hotels charge the same rate for each night, while others may charge a different nightly rate. See the yellow arrow below.



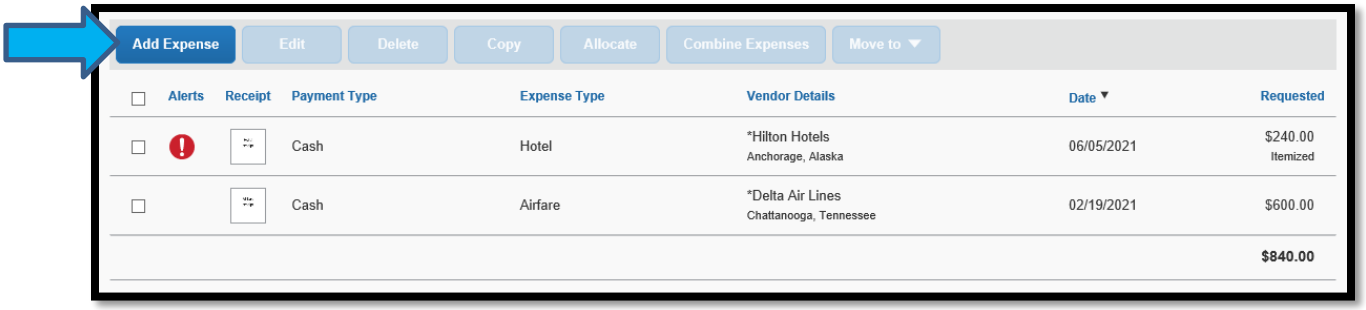
13) Enter required information, attach your receipt, and click **Save Itemization**.

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

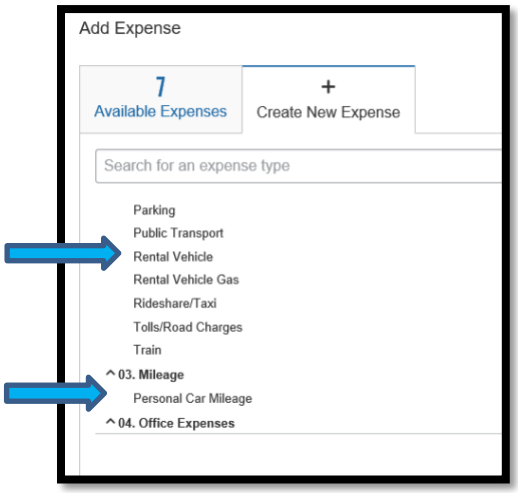
14) Click **Save Expense.**



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



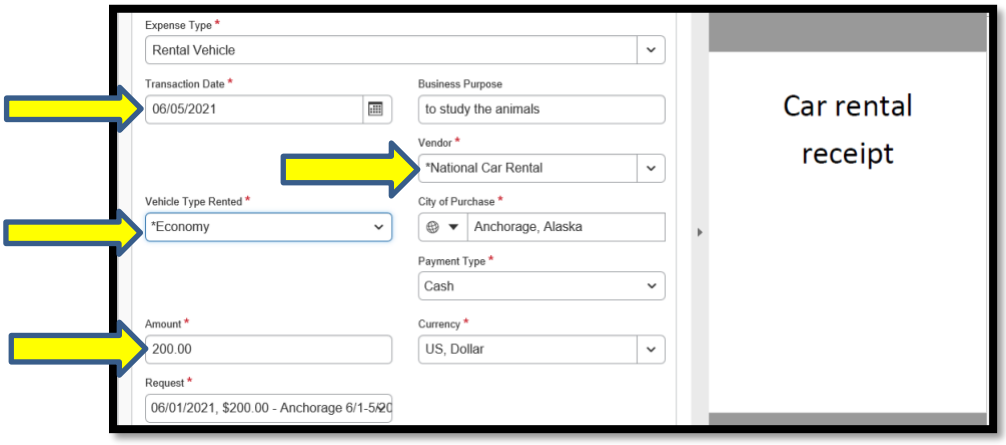
16) Select type of expense to be added:



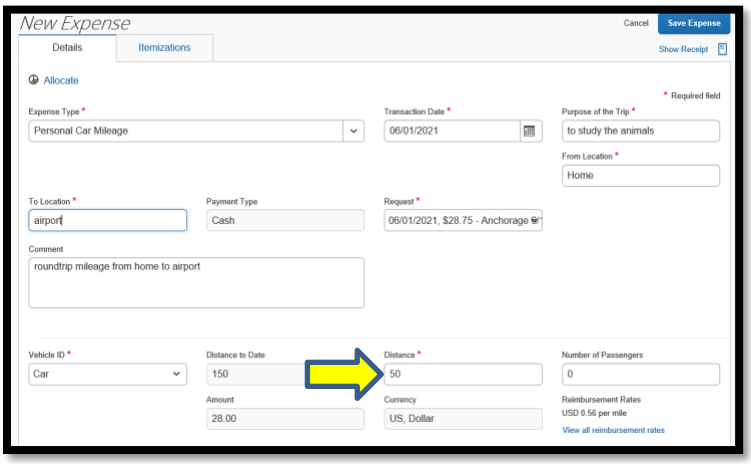
17) Enter **Rental Vehicle** expense**:**

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.**



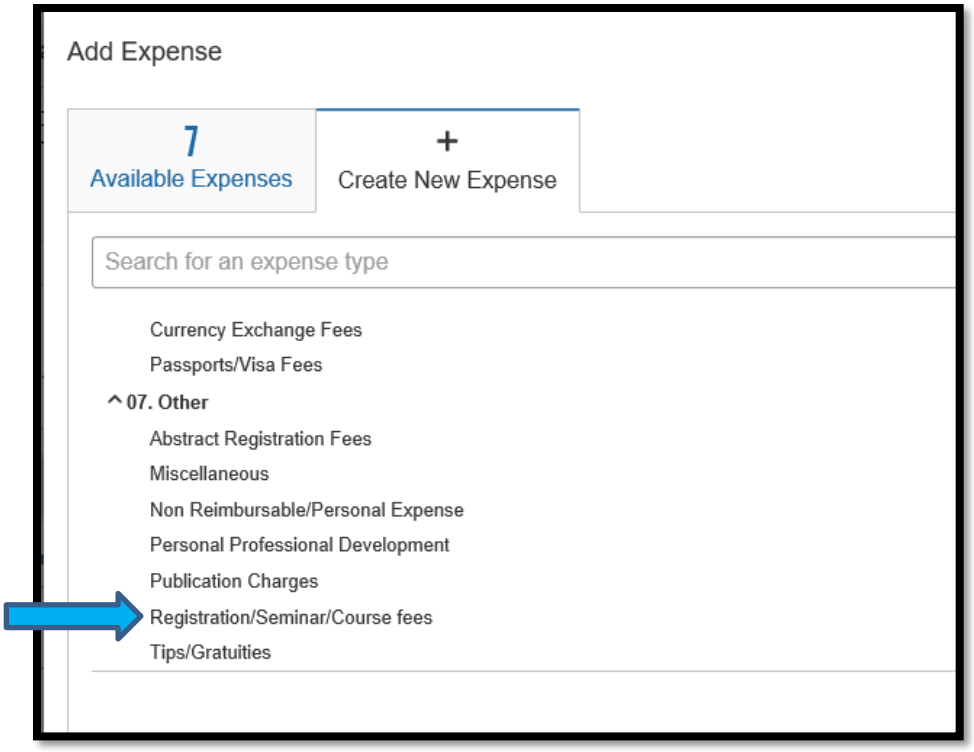
18) Personal Car Mileage: Some information will be pre-filled. Fill in the required fields to include mileage for travel to and from airport and home; or to and from destination if vehicle is the primary mode of transportation. When the **Distance** amount is entered, the amount of the reimbursement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



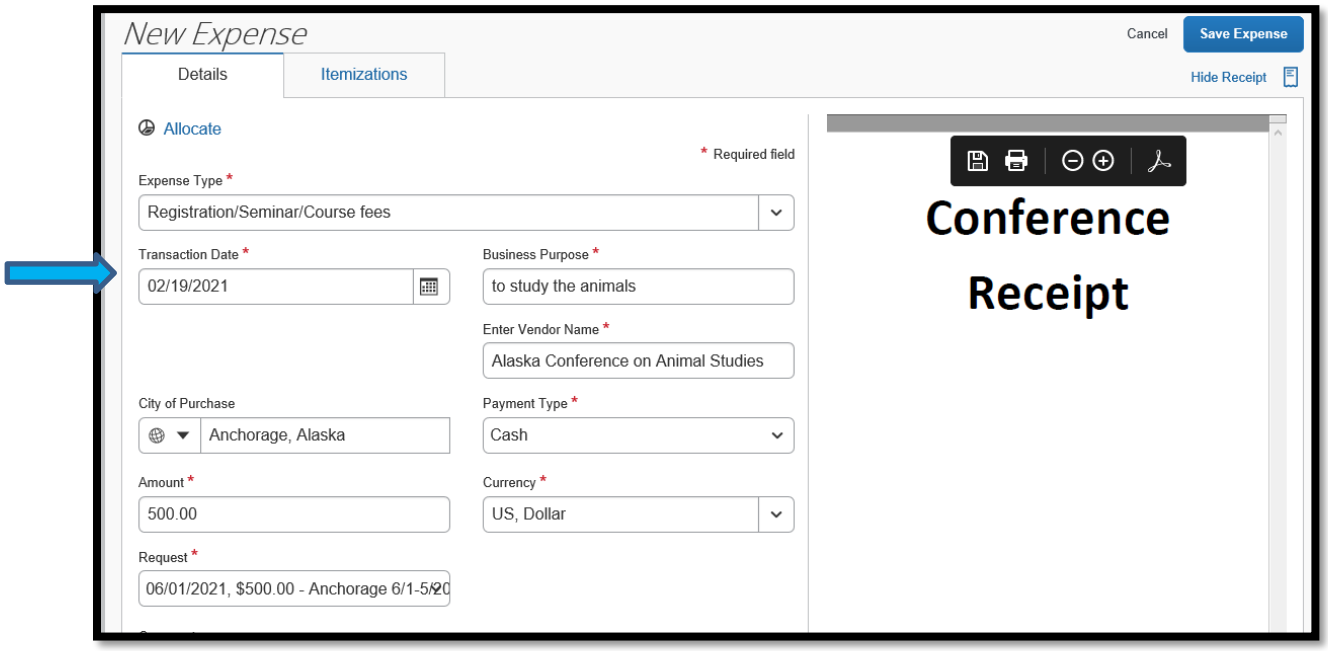
19) Other Expenses:

a. Select type of expense from the pick list.

For Example – **Registration/Seminar/Course fees**

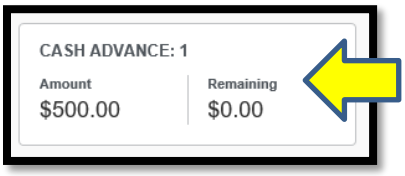


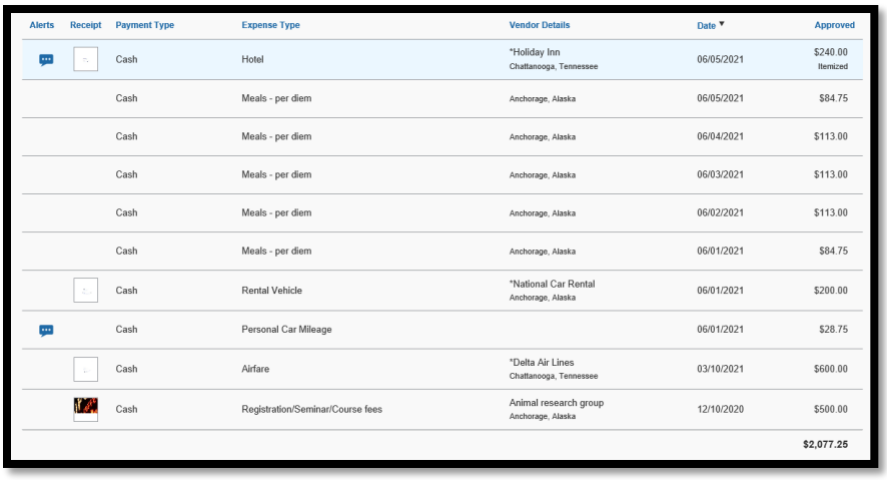
b. Enter information in required fields. **Transaction Date** is the date of payment. Attach your paid receipt, then click **Save Expense**.



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

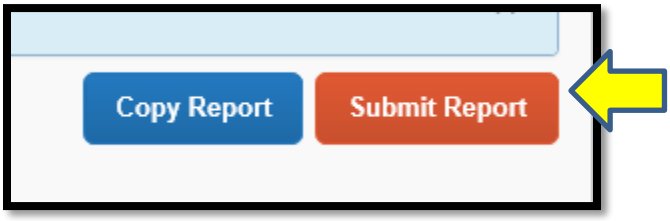
Note: The **Cash Advance** will automatically be deducted.





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.