

CONCUR | CREATING AN EXPENSE REPORT

OVERVIEW

This document provides instruction for creating an expense report, based on a previously approved travel request.

LOGGING IN

1. Navigate to any web browser.
2. Access Concur by clicking on the following link: [Concur SSO](#).

CREATING AN EXPENSE REPORT

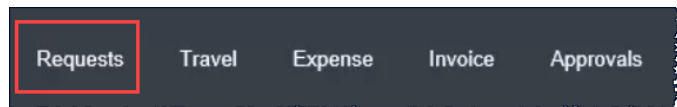
UConn related business travel, that includes a travel segment (Air, Car Rental, Amtrak Rail, or Hotel), must have an approved Travel Request before an expense report can be created.

Expense reports can be created a couple ways:


- From an approved request in the Request Module, or
- Directly from the Expense Module.

Starting from an Approved Request

1. From the Concur homepage, click **Requests** from the ribbon. *A list of your travel requests display.*



2. Locate the appropriate approved request.

 **TIP:** If there are multiple requests to add to the same expense report. See the Linking an Approved Request section of this document.

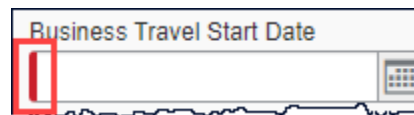
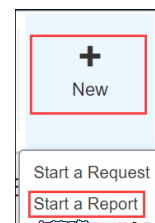
3. Click the **Expense** link. *The expense report is created. The information entered on the linked request will autofill various Expense header fields.*
4. Review the fields that automatically feed over from the information that was entered in the linked Travel Request.
5. Update the **Personal Travel** fields. If **Personal Travel** is **Y**, specific dates should be entered in the **Personal Travel Dates** field.
6. Enter a **Travel Award No.** when applicable.

NOTE: When applicable, UCPEA/AAUP award letter must be attached to expense report prior to submission.

7. Update any other header fields, as necessary.
8. Click **Next**. *The **Are you claiming meal or lodging per diem** pop-up displays.*
9. Click **Yes**, if lodging or meal expenses will be included with the expense report. *The **Travel Allowances** window will display.*

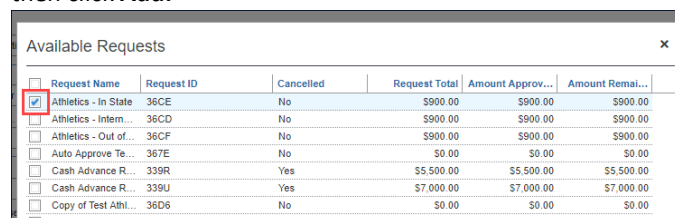
Starting from the Expense Module

1. From the Concur homepage, click **New | Start a Report**. *A new expense report displays.*
2. Complete the required report header fields, identified with a **red bar** to the left of each field.



3. Complete optional fields, as necessary.

NOTE: To link an approved request to an existing expense report, navigate to the **Available Requests** section on the Report Header and then click **Add**. Click to check the approved request(s) and then click **Add**.



Available Requests					
Request Name	Request ID	Cancelled	Request Total	Amount Approv...	Amount Remal...
<input checked="" type="checkbox"/> Athletics - In State	36CE	No	\$900.00	\$900.00	\$900.00
<input type="checkbox"/> Athletics - Intern...	36CD	No	\$900.00	\$900.00	\$900.00
<input type="checkbox"/> Athletics - Out of...	36CF	No	\$900.00	\$900.00	\$900.00
<input type="checkbox"/> Auto Approve Te...	367E	No	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Cash Advance R...	339R	Yes	\$5,500.00	\$5,500.00	\$5,500.00
<input type="checkbox"/> Cash Advance R...	339U	Yes	\$7,000.00	\$7,000.00	\$7,000.00
<input type="checkbox"/> Copy of Test Athl...	36D6	No	\$0.00	\$0.00	\$0.00

TRAVEL ALLOWANCES (PER DIEM)

Travel allowances include Lodging and Meal Per Diems. Travelers may claim meal per diem, or individual actual meals, as permitted by their funding source. Refer to the [UConn Travel Policy](#) for additional details.

Below are itinerary options available, which determine the travel allowance for each day of business travel.

Create Itinerary

Use this option when travel was booked outside of Concur/UConn's Travel Management Company (TMC) and the itinerary was not forwarded to plans@concur.com.

1. On the **New Itinerary** tab, enter details for the **first leg** of your trip.
 - a. **Departure City.** This should reflect the city you depart from.
 - b. **Date and Time.** Enter details for the same day of travel.

NOTE: The dates on each itinerary stop are usually the same, as a traveler generally departs and arrives on the same date.

- c. **Arrival City.** This should reflect your destination city.
2. Click **Save**.
 3. Repeat the steps above, for your return itinerary.
 4. If this is a multi-destination trip, additional itinerary stops may be needed.

Available Itinerary

Use this option when travel was booked through Concur/UConn's TMC.

1. Click the **Available Itineraries** tab.
2. Select an available itinerary and then click **Assign**.



The selected itineraries display within the **Assigned Itineraries** section.

3. Click **Next>>**.

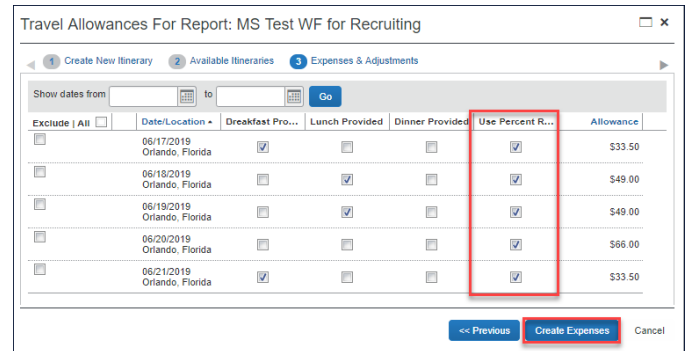
Import Itinerary

Use this option when travel was booked outside of Concur/UConn's TMC and the itinerary was forwarded to plans@concur.com.

NOTE: The email address, used to forward an external itinerary, must be verified through the traveler's Concur Profile.

Expenses & Adjustments

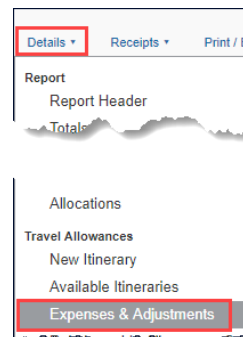
1. Click to indicate any meals that were provided during your trip, as necessary.
2. ALWAYS click the **Use Percent Rule** checkbox for each date of travel.



NOTE: The Use Percent Rule allows calculation of 150% of the GSA rate for lodging.

3. Click **Create Expenses**. *Meal Per Diem displays as individual line items on the expense report.*

NOTE: To modify individual Meal Per Diem expense items from an open expense report, click the **Details** dropdown, and then click **Expenses & Adjustments**.

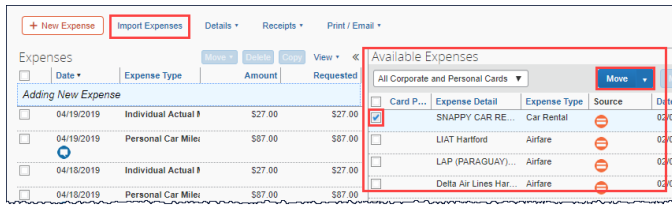


ADDING TRAVEL CARD TRANSACTIONS

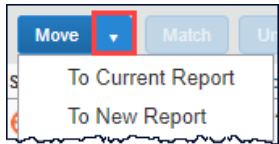
When using the UConn Travel Card, transactions automatically feed into the travelers Available Expenses queue within the Expense module. Imported expenses will minimize data entry as most, if not all, required fields will pre-populate.

From the Open Expense Report

1. Click **Import Expenses**. A list of **Available Expenses** display.
2. From **Available Expenses**, select the check box (es) for the appropriate expenses.



3. Click the **Move** dropdown and then select **Current Report** or **New Report**.



4. Verify or update the Expense Type classification of the imported credit card transactions.
5. Additional details or receipts may be required.

TIP: Select the top checkbox to quickly mark all available expenses.

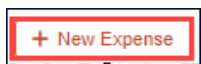
NOTES: (1) If you select an existing report, the report opens and the selected transactions are attached to the report. (2) If you select New Report, the Create New Report page appears for you complete the information, as applicable.

6. Verify or update the Expense Type classification of the imported credit card transactions.
7. Additional details or receipts may be required.

ADDING OUT-OF-POCKET EXPENSES

Out of Pocket expenses must be added manually from within an open expense report.

1. From the open expense report, click + **New Expense**.



The *New Expense* tab displays.

2. Select the appropriate **expense type** from the options available. *The page refreshes, displaying the fields respective to the expense type selected.*
3. Complete all required fields marked with a **red bar**.
4. Complete optional fields, as necessary.
5. As necessary, click any of the following:
 - a. Click **Itemize** (to itemize the expense).
 - b. Click **Allocate** (to allocate the expense to one or more accounts).
 - c. Click **Attach Receipts** (to upload and attach receipt images).

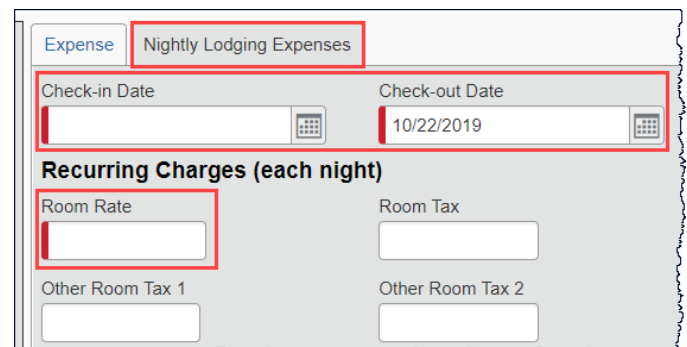
EXPENSE TYPES

A variety of commonly used expense types are listed, with respective details, below.

Hotel Lodging: Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses which may include room fees, taxes, parking, meals, personal items, etc. You must itemize these expenses as they appear on the hotel folio to ensure your reimbursement is processed in a timely manner.

1. With the expense report open, select Hotel Lodging from the expense type listing. *The Hotel Lodging related fields display to the right.*
2. Complete the required form fields.
3. Click **Itemize**. *The **Nightly Lodging Expenses** tab display.*
4. Complete the **Nightly Lodging Expenses** required fields.



5. Enter the Room Rate (per night) and Room Tax (per night), as identified on the hotel folio.

NOTE: If the nightly room rate differ, use the first evening room rate in the initial itemization, and then modify each expense line item (and respective nightly tax) to reflect the true nightly rate/tax after Concur creates the nightly lodging expense items.

- Click **Save Itemizations**.
- If there is a remaining amount, continue to identify expense types to continue itemizing appropriately until the balance is \$0.00.

NOTE: If applicable, the remaining amount is displayed in the Remaining section of the expense item. Any amount that is non-reimbursable, should be itemized to the Personal/Non-Reimbursable expense type

Itemizing partially Non-Reimbursable Expenses

Itemize any expense to account for transactions that include both business and personal expenses or for expenses that are only partially funded, therefore requiring some out of pocket (Non-Reimbursable/Personal) contribution.

- Click to select an existing expense item from the list of items on the expense report.

Expenses				
<input type="checkbox"/>	Date ▼	Expense Type	Amount	Requested
<input type="checkbox"/>	10/22/2019	Hotel Lodging Aloft Hotels, Nashville, Tennessee	\$500.00	\$500.00
<input checked="" type="checkbox"/>	10/21/2019	Parking Nashville, Tennessee	\$200.00	\$200.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$700.00	\$700.00

The expense item details display to the right of the view.

- Click **Itemize**.

Enter Vendor Name

City of Purchase

Save
Itemize
Allocate

- From the available dropdown, select the **Expense Type** that applies to the first itemization.

Train
02. Other Travel Expenses
Airline Fees
Hotel Tax
Laundry - Exceptions Only
Parking
Tolls
Travel Visa Fees
04. Meals & Entertainment
Parking

The page refreshes, displaying the respective fields for the selected expense type.

- Complete other **required fields** (with red bar), and then any optional fields, as needed. .
- Click **Save**. The newly created itemization appears.
- Select another expense type to itemize the remaining balance, and complete the required fields.
- For Personal/Non-Reimbursable expenses, mark the expense item/portion of the expense as a **Personal/Non Reimbursable** expense type.

Itemization
Expense Type
Personal/Non Reimbursable
Transaction Date
10/21/2019
Amount
100.00 USD
☒ Personal Expense (do not reimburse)

ALLOCATING EXPENSES

The Allocation feature allows you to allocate selected expenses to multiple funding accounts.

Allocate a Single Expense

- With the report open, select an expense (left side). The expense details display to the right.
- Click **Allocate** from the bottom of the Expense tab (right side).

Allocate Multiple Expenses

- Select the checkboxes for the appropriate expenses on the left side of the page.
- Click the **Allocate** link (right side).

You have selected multiple expenses. What would you like to do?
1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses

The Allocations for Report window appears.

- Click the **Allocate By** dropdown, and then select **Percentage** or **Amount**.
- Click **Add New Allocation** for each additional account needed.
- Enter the appropriate amount or percentage associated with each account.
- Complete the **Account Number** and related account fields for each line item.

TIP: The Allocation Total, Allocated, and Remaining amounts are displayed at the top of the Allocations view. The total amount must be allocated 100%, otherwise an audit rule is triggered and you will not be able to submit the report.

- When allocations are complete, click **Save**. A confirmation pop-up displays.
- Click **OK** to confirm.
- Click **Done**. The allocation icon appears with the expense.
- From the main expense report line item view, hover on an allocation icon to see details, as desired.

ADDING ATTENDEES TO A BUSINESS MEAL

For business meals or entertainment expenses, you must identify all attendees associated with the expense. Users can add attendees and attendee groups to the system in the Expense Profile Settings

When selecting the expense type **Business Meals/Hospitality <10**, all attendees must be listed. When selecting the expense type **Business Meals/Hospitality >10**, the event functionality within the expense type should be used. Creating an event allows you to specify the number of attendees, rather than listing out the individual names.

Refer to the **Creating a Business Meal Expense** section of the [Non-Travel Expense Report](#) documentation for additional business meal expense details.

ENTERING PERSONAL CAR MILEAGE

Personal car mileage expenses should be submitted for use of a personal vehicle for business miles driven.

- From the open expense report, click **+ New Expense**.

The New Expense tab displays.

- Click **Personal Car Mileage** from the list of expense types. A *Google Maps mileage calculator* window displays with the traveler's home address automatically populated in field "A".

NOTE: If home address is not saved in the traveler's profile, it must be entered manually with each personal mileage expense to appropriately deduct commute.

- Confirm field "A" reflects the starting point of your trip. Modify field "A" as necessary.

For example, if you leave your home and travel to a destination other than your duty station, field "A" should contain your home address. However, if you are starting from the office, to a secondary location, field "A" should reflect your office address.

- Enter the destination address in field "B" and then tap **TAB** from your keyboard. *Google maps mileage between the waypoints is calculated and an additional field displays.*
- Enter additional waypoints for the trip, as necessary.

- Review the calculated route displaying on the map. Manually drag the line between points to modify the route you drove, as necessary.

- Click **Deduct Commute** to subtract one way of your typical work commute from the total business mileage. *Deducted Commute Distance fields for Home and Office display.*

NOTE: If the traveler enters their home and work addresses in their travel profile, they will automatically populate when the Deduct Commute box is checked.

- Review the **Home** and **Office** fields, update as necessary.
- Click **Deduct Round Trip** your typical round trip commute from the total business mileage.

NOTE: Check **Deduct commute** when your trip begins at your home address, directly to your trip destination, bypassing your duty station. **Deduct Round Trip** should be checked off when you are not returning to your duty station for the day.

- Click **Add Mileage to Expense**.
- Complete the **Transaction Date** field and then click **Save**. *Personal Car mileage expense item is added to the expense report with the calculated reimbursement amount based on the date, miles driven, and the predefined reimbursement rate.*

NOTE: If daily mileage expenses are incurred, expense reports should be created on a weekly or monthly basis, rather than daily. Individual line items should be created for each day's personal mileage expense.

Refer to the [Creating a Personal Car Mileage Expense Report](#) document for additional details.

FOREIGN CURRENCY TRANSACTIONS

Transactions incurred in a foreign currency will convert to USD within Concur. The **City of Purchase** field drives the expense currency. For example, if City of Purchase is Dublin, Ireland, the following displays:

- Update the **X Rate**, as needed.
- Alternatively, update the **=Amount in USD** to instruct the system to accurately calculate the correct exchange rate.

NOTE: Refer to the **Creating out of Pocket Expenses** section above to create the expense item.

RECEIPTS

Concur is configured to comply with the receipt requirements, as per the Travel and Expense policy. Receipts can be sent to your available receipt queue to be attached to an expense report at a later date, via email or through the Concur mobile app.

Required Receipts

Expense transactions that require receipts can be identified by the Receipt Required icon next to the item in the expense list.

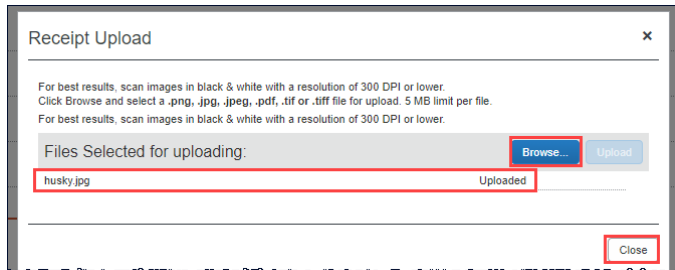
TIP: Alternatively, a full listing of required receipts can be viewed by clicking the **Receipts link | Receipts Required**.

Upload Receipts from your Computer

Files saved to a folder on your computer may be uploaded directly into an Expense Report using the following steps.

- Scan the documentation. Save to a folder on your computer.
- Click **Expense** (from the top ribbon).
- Scroll to the bottom of the Manage Expenses view.
- Click **Upload New Receipt**. *The Receipt Upload window appears.*
- Click **Browse**.
- Locate the desired image(s), select, and click **Open**.

- Click **Upload**. *The image(s) is Uploaded.*
- Click **Close**. *The image is then available to be attached at any time.*



Email Receipts

Before emailing receipts to the Available Receipts library, you must **verify** your email address in the **Personal Information** section of your **Profile**.

Profile Setup | Email Verification

- Click **Profile > Profile Settings**. *The Profile Options page appears.*
- Click **Personal Information** from the left navigation pane. *The Personal Information screen displays.*
- Scroll down to the **Email Addresses** section and click **Add an Email Address**.
- Follow the below steps to verify your email address:
 - Once you have saved an email address, click Verify.
 - Check your email for a verification message from Concur.
 - Copy the code from the email message into the Enter Code box next to the email address.
 - Click OK to submit the code and complete verification.
- Address your email to **receipts@concur.com**, attach a single receipt image, and send the email.
- Alternatively, for **automated expense itemization**, address your email to **receipts@expenseit.com**, attach a single receipt image, and send the email.

NOTE: Receipt file formats must be one of the following: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF. Maximum file size cannot exceed 5MB, per receipt.

Allow your delegate to send receipt images to your Available Receipts library

The Delegate may send receipts to **receipts@concur.com** or **receipts@expenseit.com** as long as both the User and Delegate have verified their email addresses within their own profile.

When emailing receipts on a delegate's behalf, the delegate must **replace the subject line with the User's primary (verified) email address**.

TIP: See [How to Add a Delegate](#) documentation for additional delegation permission details to allow a delegate to Prepare and View Receipts.

Attach an Available Receipt to an expense entry

- In the Expense Report, select an expense entry. *Expense details display to the right.*
- Click the **Receipts** dropdown and then select **View Available Receipts**. *Available receipt images display.*
 - Click the **left-pointing arrow icon** on the appropriate image, OR
 - Drag the receipt image directly over the expense entry

The receipt image is attached to the expense entry.

- Confirm that the receipt is attached by noting that the (yellow) Receipt Required icon has changed to a **(blue)** Receipt Received icon.



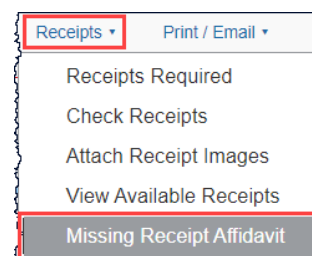
MISSING RECEIPT AFFIDAVIT

A Missing Receipt Affidavit can be generated for a transaction missing a receipt, however the expense transaction details require a receipt.

Only the owner of an expense report can create a Missing Receipt Affidavit. I.E., a delegate CANNOT create a missing receipt affidavit on behalf of another traveler.

NOTE: The missing receipt affidavit cannot be used for a trip segment – i.e., Airfare, Hotel, Car Rental, Amtrak Rail.

- To attach a missing receipt affidavit, click the **Receipts** link and then click **Missing Receipt Affidavit**.



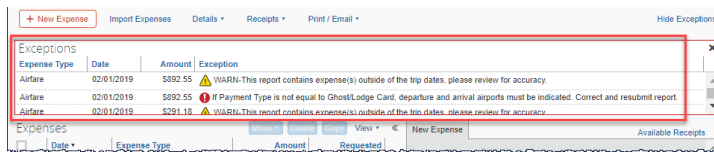
The Missing Receipt Affidavit pop-up displays.

- Click to select the applicable expense transaction.
- Click **Accept & Create**.

RESOLVING EXCEPTIONS

Audit rules are built into Concur, compliant with the travel policy and procedures, ensuring employees are in line with the travel policy and universities best practices. Exception warnings and/or hard stops will display if a traveler violates any of the audit rules built into Concur. Yellow warnings are “soft” stops and designed to warn the traveler. Yellow warnings do not prevent a traveler from submitting for approval. Red warnings are “hard” stops. The red warnings must be resolved before submitting for approval.

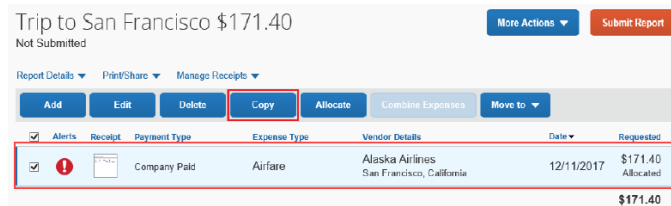
Exceptions display at the top of the request and/or expense report page.



COPYING AN EXPENSE

Recurring business expenses can be copied from a previous expense and then updated for the new expense item.

1. With the expense report open, select the **expense** you want to **copy**.
2. Click **Copy**.



The new expense is added to the **Expenses** list with a date one day later than the original expense.

3. Click to open the copied expense.
4. Review the details of the expense to confirm accuracy for the new expense item.
5. Modify applicable fields for the new expense where allowed, as necessary.

NOTES: (1) All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense. **(2)** Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are **NOT** copied to the new expense.

6. Once updated, click **Save Expense**.

FRAUDULENT CHARGES

Travel card charges identified as fraudulent must be rectified by the cardholder. Fraudulent charges should be submitted with the travelers next expense report, netting out the fraudulent charge with the respective credited item. If fraudulent charges exist, but there is no travel expected (therefore no expense report in the near future) – contact travel@uconn.edu.

1. Add fraudulent charge.
2. Add credit for fraudulent charge.

SUBMITTING YOUR REPORT

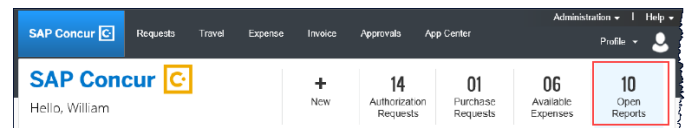
1. On the expense report page, click **Submit Report**. The **Report Totals** window displays.
3. Review the information for accuracy, and then click **Submit Report**. The **Report Status** window appears.
4. Click **Close**.

NOTE: If you have not met policy requirements when completing the details of your report, a message will display describing the report error or alert. Correct the error, or if you require help to complete the task, contact your Concur administrator.

CORRECTING AND RESUBMITTING AN EXPENSE REPORT

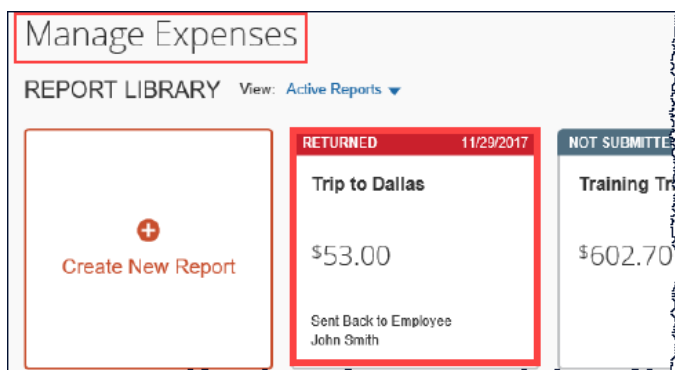
If you an expense report is returned to you by an approver, you will need to correct and resubmit the report for approval and reimbursement. The approver will include a comment explaining why the report was returned.

1. Open the report, from the Concur home page Quick Task Bar, click the **Open Reports** task.



The **Manage Expenses** screen displays with the report appearing within the **Returned** tile.

2. Click the **Returned** tile to view the returned report.



- Review the approver's comment appears below the amount.
- Make the requested changes, and then click **Submit Report**.

ICON INDEX

A variety of key Concur icons are listed below with a brief description.

Icon	Name	Description
	Receipt Image Required	This indicates that a receipt is required with the selected expense line entry.
	Receipt Attached	This indicates that a receipt has been attached to the respective expense line item.
	Missing Receipt Affidavit	This indicates that a missing receipt affidavit has been attached to the expense item, in lieu of a vendor receipt.
	Travel Card Used	This indicates that an expense entry originated from a University Travel Card transaction. This transaction automatically feeds into the travelers Concur imported expense queue.
	Mobile Expense	This indicates the expense line item was created via the Concur Mobile App.
	Personal Expense	This indicates an expense that was marked Non-Reimbursable/Personal (by the traveler).
	Itemized Expense	This indicates the expense entry has been itemized (e.g., Hotel expenses). Itemized expenses can be expanded to display nested sub-entries for additional detail.

Icon	Name	Description
	Alert	This indicates that an exception exists. This exception does not prevent submission.
	Hard Stop Exception	This indicates that an expense entry or report contains an exception that will prevent submission.
	Full Allocation	This indicates that the expense item has been fully allocated between multiple accounts.
	Comment	This indicates that a report or individual expense item contains a comment.

ADDITIONAL SUPPORT

For help with Concur, contact travel@uconn.edu.

For additional reference material, refer to <https://concurproject.uconn.edu/home/>