

CREATE A NON-TRAVEL EXPENSE REPORT

TRAVEL APPLICATION

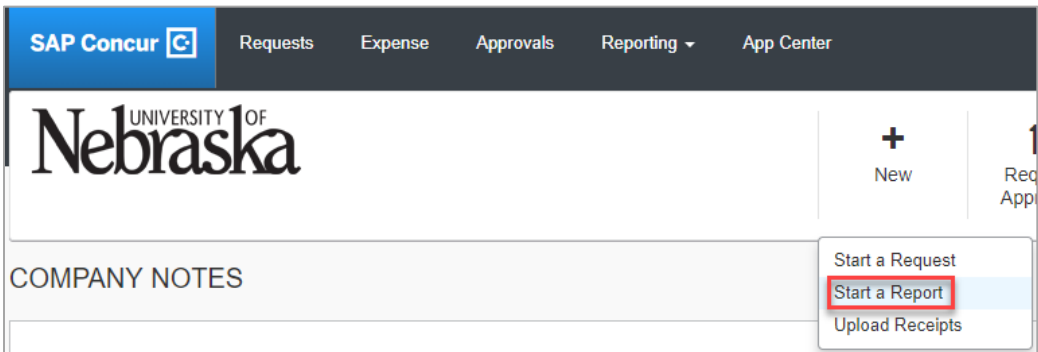
Expense

HELPFUL HINTS

- A non-travel expense report does not require pre-approval within the Concur system.
- A non-travel expense reimbursement must be submitted, approved and processed through the University expense management tool (Concur) no later than sixty (60) calendar days after the expenses were incurred.

PROCEDURE

On the Concur homepage, hover your mouse over the new button and select *Start a Report*.

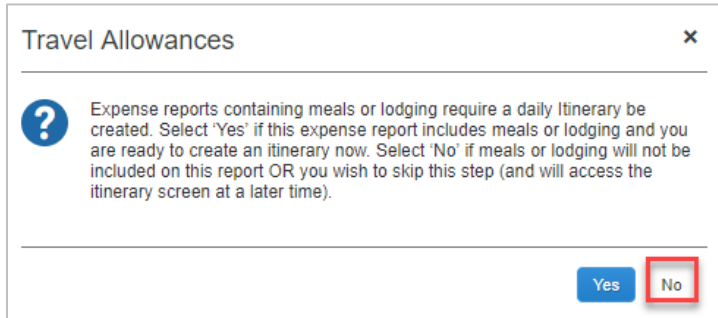


1. Select Non-Travel from the policy dropdown field.
2. In the report name field, enter a description to name your report.
3. Select an option from the Business Purpose dropdown field.

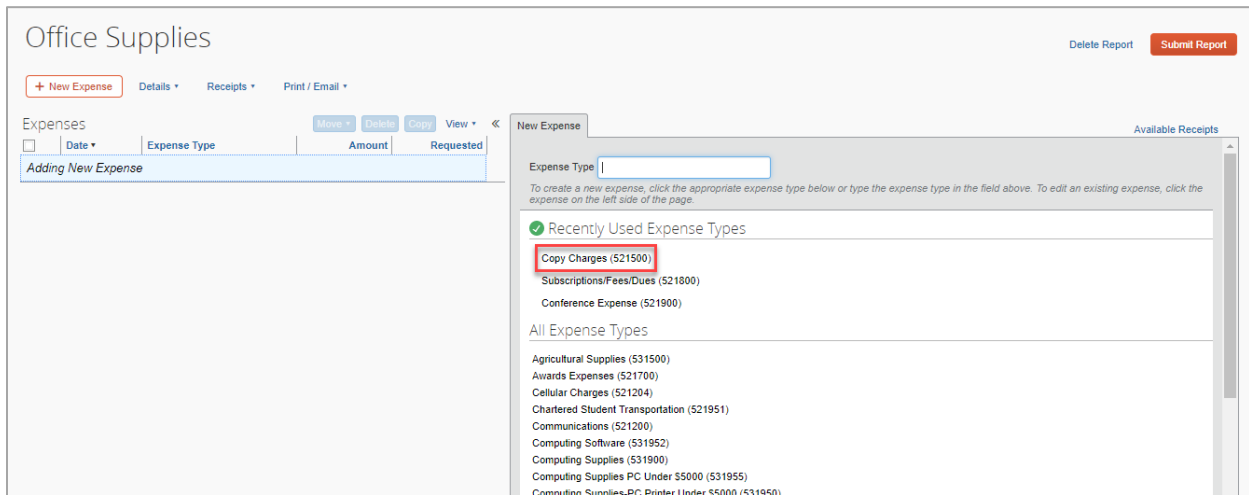
 A screenshot of the 'Create a New Expense Report' form. The form is titled 'Manage Expenses' and 'Create a New Expense Report'. It includes a 'Report Header' section with fields for 'Policy' (set to 'Non-Travel-UNIV'), 'Report Name', and 'Business Purpose'. Below this are fields for 'Cost Object Type', 'Cost Object', 'User Defined', 'Personnel Area' (set to 'UNCA'), and 'Employee ID' (set to '00043081'). There are also fields for 'Reason/Business Purpose' and 'Comments To/From Approvers/Processors'. At the bottom right, there are 'Next >>' and 'Cancel' buttons.

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4. Select the cost object type (cost center or WBS) and make a selection from the cost object dropdown menu.
5. The personnel area and employee ID are read-only fields. No action is required.
6. Enter information in the Reason/Business Purpose field.
7. Click the next button.
8. A travel allowance pop-up window will appear asking if this expense includes meals or lodging. Select No.



9. Select the expense type from the right-side menu.



10. Enter the information in the required fields.

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Updated October 30, 2018

Office Supplies

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

| Date | Expense Type | Amount | Requested |
|--------------------|--------------|--------|-----------|
| Adding New Expense | | | |
| No Expenses Found | | | |

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

New Expense

Expense Type: Copy Charges (521500) Transaction Date: Business Purpose: Books/Videos/etc

Reason/Business Purpose: Enter Vendor Name: City of Purchase:

Payment Type: Cash/Personal Funds Amount: USD Comment:

Logical System: (UNP005) Production Client Company: (1000) University of Nebraska Cost Object Type: (CC) Cost Center

Cost Object: (9146200500) Administrative

Save Itemize Allocate Attach Receipt Cancel

11. Click the **Attach Receipt** button.

Office Supplies

+ New Expense Details Receipts Print / Email

Expenses

| Date | Expense Type | Amount | Requested |
|--------------------|--------------|--------|-----------|
| Adding New Expense | | | |

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

New Expense

Expense Type: Copy Charges (521500) Transaction Date: Business Purpose: Supplies (Lab/Office)

Additional Information: Enter Vendor Name: City of Purchase:

Payment Type: Cash/Personal Funds Amount: USD Comment:

Logical System: (UNS005) SandBox System Company: (1000) University of Nebraska Cost Object Type: (CC) Cost Center

Cost Object: (9146200500) Administrative

Save Itemize Allocate **Attach Receipt** Cancel

12. Upload the receipt(s) or select an image of the receipt if uploaded from the Concur mobile app.

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Attach Receipt ✕

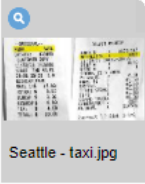
Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading: Browse... Attach

No file selected

Or choose an image from your Available Receipts.

Available Receipts Attach



Seattle - taxi.jpg

Cancel

13. Once the receipt has been selected, click the **Attach** button.
14. Click the save button.
15. Click on submit report.