TRAVEL APPLICATION

Expense

HELPFUL HINTS

- Reimbursement for travel expenses which have a business purpose and are paid with personal funding sources are submitted through Concur expense and must include itemized receipts.
- Travel expenses cannot be submitted without an approved travel request (exception being a non-travel expense report).

PROCEDURE

From the request library in Concur, click on the approved travel request.

From the open travel request, click **Create Expense Report**.
A new expense report is generated.

The alert indicates the report header needs to be updated with departure time and arrive time. Click on View to update the report header.

Enter the departure time and arrive time, then click Save.
Before building the expense report, click **Travel Allowance**, and select *Manage Travel Allowance* to build the trip itinerary.

Click **Create New Itinerary**.

Enter the outbound itinerary and click **Save**.

Enter the return itinerary and click **Save**. Click **Next >>**.
When applicable, check the box for any meals that were provided by a third-party source (conference, hotel, etc.) during the trip. Note: the meal per diem allowance will decrease as checkboxes are selected. Once completed, click **Create Expenses**.

The meals (per diem) populate automatically. Continue building the expense report by clicking **Add Expense**.
Select an expense type from the Create New Expense list. If a traveler has an available expense (e.g., submitted via Concur app), it will be listed under Available Expenses.
Enter the required information, including the receipt image where applicable. To upload a receipt image, click **Upload Receipt Image**. Select from the available receipts or search for a file.

When complete, click **Save Expense**.

Continue building the expense report by clicking **Add Expense**.
Available options from the expense screen include:

- **Report Details**: to view/update report header, view totals, audit trail, or allocation summary.

- **Print/Share**: to print the detailed expense report or the audit trail report.
- **Manage receipts**: view receipts or create a missing receipt affidavit (only employee can create).

- **Travel Allowance**: to view or update the available itinerary or expenses & adjustments.

Once the report is complete, click **Submit Report**.