**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 scroll to the bottom of the page.
If meals or lodging will be added to the expense report, select Yes, I want to claim Travel Allowance. Otherwise select No and move forward to add expenses.

**Claim Travel Allowance**

Expense reports containing meals or lodging require a daily itinerary be created. Select ‘Yes’ if this expense report includes meals or lodging and you are ready to create an itinerary now. Select ‘No’ if meals or lodging will not be included on this report OR you wish to skip this step (and will access the itinerary screen at a later time).

- Yes, I want to claim Travel Allowance
- No, I do not want to claim Travel Allowance

If yes, the travel allowances screen appears. Enter the outbound itinerary and click **Save**.

Enter the return itinerary and click **Save**. Click **Next >>**.
Where 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**.