TRAVEL AND NON-TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

TRAVEL EXPENSE REPORT

Note: a travel request must be approved prior to any travel and before an expense report can be submitted.

From the approved travel request, select Expense to begin an expense reimbursement report. If an expense report was started prior to the approval of the request, follow these instructions. For non-travel expenses, refer to the checklist on page two.

1. EXPENSE REPORT HEADER

Information from the approved travel request carries over to the expense report header, which can be updated if needed. Enter information into the Departure and Arrival time fields.

- **Departure Time**: The trip departure time is when the traveler leaves their home or office/workstation to begin the trip (begins travel status), not when a flight leaves.
- **Arrival Time**: The trip arrival time is when the traveler returns to their home or office/workstation (ends travel status).
- **Click the checkbox** at the bottom of the page to link the new expense report to the approved travel request.

2. TRAVEL ALLOWANCES (POP UP WINDOW)

- **If the expense report contains meals and/or lodging**, click Yes on the travel allowances pop-up window. If the expense report does not contain meals or lodging (e.g.; mileage only trip), click on No. Note: if you selected No, skip to Create Expenses section of this tip sheet.

3. ITINERARY

- **Create the itinerary** that includes the destination of where the traveler actually conducted business and/or spent the night. Enter an itinerary manually – do not use the Import Itinerary button.
- **Departure/Arrival Locations** – An itinerary should include at least two itinerary stops (lines of information) for any trip that where business is conducted and/or requires an overnight stay. For example:
  - Line 1: Departure trip – Home/Office to Arrival City
  - Line 2: Return trip - Departure City to Home/Office
- **Click on save** for each itinerary stop.
- **Do not include flight layovers**, unless business is conducted or an overnight stay is required in the layover city.
- **The itinerary stops should be when the traveler begins and ends travel status (not flight times).**

4. TRAVEL ALLOWANCES – EXPENSES AND ADJUSTMENTS

- **Indicate when meals are provided by the hotel, conference, official functions, or paid by another individual by checking the appropriate boxes.**

5. CREATE EXPENSES

- **Select an expense type**, enter details of each expense and attach receipts. See 5A through 5C below for tips on lodging, meals, and mileage.
- **Enter any Company Paid expenses** on the report. Select the expense type and from the Payment Type dropdown select Company Paid.

5A. LODGING OR LODGING/CONFERENCE RATE EXPENSE

- **Lodging requires itemization. Lodging/Conference Rate should be used when an employee attended a conference.**
  - If applicable, **attach the conference agenda**. The agenda needs to show the conference name, city, date, meals that were included, and registration amounts.
  - Instructions on attaching an agenda can be found [here].
- **Room service and hotel parking** must be entered as separate expense lines with attached itemized receipts.

5B. MEAL & MEAL (OR GROCERY EQUIVALENT) EXPENSE

- The Per Diem does not require meal receipts to be attached.
- **If you are on Grant-Sponsored travel**, contact your campus Sponsored-Programs department for grants that may require a meal receipt.
- **Do not attach any meal receipts** to your expense report.
- **Remove alcohol and associated tax and tip**. Alcohol should not be included on the expense report. You may need to use Foundation funds.

5C. MILEAGE

- **Use the Concur mileage calculator**. Enter each waypoint (city or exact address) along the route and the final destination. Click “Make Round Trip” if applicable. Click “Calculate Route” and then “Add Mileage to Expense.”
- **If you have the Concur Mobile application**, you may log your miles using the DRIVE tool.

Travel expense report continued...
TRAVEL AND NON-TRAVEL
EXPENSE REIMBURSEMENT CHECKLIST

6. SUBMIT REPORT
- When the report is complete, delegates should click on the “Notify Employee” button; employees (travelers) should click on the “Submit Report” button.

REMEMBERS
- 60-day Reimbursement Deadline. To ensure timely reimbursement of expenses, submit expense reports as soon as reasonably possible. Expense reports must be submitted by the employee and approved by the financial approver no more than sixty (60) days from the last day trip expenses were incurred. A report is considered “received” by Accounts Payable/Payment Services the date the financial approver approves it. Regardless of how many times a report is returned for corrections, it is this initial financial approver date that is used to determine timeliness.
- Redact credit card numbers except for the last 4 digits. Please review all receipts and attachments carefully.
- Receipt Substitution: A cancelled check, charge card slip or subsequently acquired receipt may be used for a receipt substitution when submitting a Missing Receipt Affidavit. Consult your Accounts Payable/Payment Services office for any missing receipt situations.
- Students (not traveling as an employee) and non-employees do not have access to Concur. Reimbursements for expenses should be submitted via paper form.

NON-TRAVEL EXPENSE REPORT
Non-travel expenses do not require pre-approval within the Concur system. From the Expense tab within Concur, click on Create New Report.

1. EXPENSE REPORT HEADER
- Select Non-Travel from the Policy field dropdown menu. This will significantly reduce the number of fields to be populated.
- Enter information in the required fields.
  - Type a report name.
  - Select a business purpose from the dropdown menu.
  - From the Cost Object Type dropdown, select either Cost Center or Project WBS Element.
  - From the Cost Object dropdown, enter either a cost object or WBS. Note: WBS numbers require dashes.
- If desired, enter information in the optional fields.
- Click on Next at the bottom right of the screen.

2. TRAVEL ALLOWANCES (POP UP WINDOW)
- When the Travel Allowances pop-up appears, always click on No.

3. CREATE EXPENSES
Expense types are listed on the right of the screen. Each expense type displays the G/L account associated with the type of expense.
- Select an expense type and enter details of each expense.

3A. ATTACH RECEIPTS
- Attach the receipt to each expense line.
- If needed, an attachment can be added to the entire expense report to provide additional information/reason for expenses (e.g.; Rental of Conf Facilities – attach a description detailing the reason for the rental). To attach a document to the report, click on the Receipts dropdown menu and select Attach Receipt Images.

4. SUBMIT REPORT
- When the report is complete, delegates should click on the “Notify Employee” button; employees (travelers) should click on the “Submit Report” button.

REMEMBERS
- 60-day Reimbursement Deadline. To ensure timely reimbursement of expenses, submit expense reports as soon as reasonably possible. Expense reports must be submitted by the employee and approved by the supervisor and financial approver no more than sixty (60) days from the day the non-travel expenses were incurred. A report is considered “received” by Accounts Payable/Payment Services on the date the financial approver approves it. Regardless of how many times a report is returned for corrections, it is this initial financial approver date that is used to determine timeliness.
- Redact credit card numbers except for the last 4 digits. Please review all receipts and attachments carefully.
- Students and non-employees do not have access to Concur. Reimbursements for expenses should be submitted via paper form.