TRAVEL AND NON-TRAVEL EXPENSE REIMBURSEMENT CHECKLIST

Concur Tip Sheet

Updated June 9, 2021

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).

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 selecting **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:
    - o Line 1: Departure trip – Home/Office to Arrival City
    - o 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 Expense

- ❑ **Lodging/Conference Rate** should be used for ***all*** lodging.
    - ❑ If applicable, **attach the conference agenda**, which includes conference name, city, date, meals included, and registration amounts.
- ❑ **Hotel parking** must be entered as separate expense lines with attached itemized receipt.
- ❑ Deduct **room service** totals on lodging receipt.

5B. Meals (Per Diem)

- ❑ The Per Diem does not require meal receipts to be attached.
- ❑ If traveling on Grant-Sponsored travel, contact campus Sponsored-Programs department for grants that may require a meal receipt.
- ❑ **Do not** attach meal receipts to the expense report.

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."
- ❑ Log miles using DRIVE in the Concur mobile app.

Travel expense report continued…

6. Submit Report

- ❑ When the report is complete, delegates should click on the ***Notify Employee***; employees (travelers) should click on ***Submit Report***.

Reminders

- ❑ **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 no more than sixty (60) days from the last day trip expenses were incurred. Regardless of how many times a report is returned for corrections, the deadline is determined by the initial submission by the employee.
- ❑ **Redact credit card numbers** except for the last 4 digits. Please review all receipts and attachments carefully.
- ❑ **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 requires dashes.
- ❑ If desired, enter information in the optional fields.
- ❑ Click ***Next*** at the bottom right of the screen.

2. Travel Allowances (Pop Up Window)

- ❑ **When the Travel Allowances pop-up** appears, click ***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 expense (e.g.; Rental of Conference Facilities – attach a description detailing the reason for the rental). To attach a document, click the Receipts dropdown menu and select *Attach Receipt Images*.

4. Submit Report

- ❑ When the report is complete, delegates should click on the ***Notify Employee***; employees (travelers) should click on ***Submit Report***.

Reminders

- ❑ **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 no more than sixty (60) days from the last day trip expenses were incurred. Regardless of how many times a report is returned for corrections, the deadline is determined by the initial submission by the employee.
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