CONCUR QUICK GUIDE: GENERATING EXPENSE REPORTS

GETTING STARTED

Log in to https://www.concursolutions.com/

You will be taken to the Concur home page

CREATE AN EXPENSE REPORT:

1. To start an Expense Report click **Requests**, on the Quick Task Bar identify the applicable **Request**, and click **Expense** under the **Action** heading
2. **Create a New Expense Report** will open, and **Header** information will automatically populate from the related request
3. Click **Next**
4. For each day of travel, note what expenses occurred by choosing **New Expense** and selecting expense types applicable

TRAVEL CARD EXPENSE

To add Travel card expenses to an open expense report, click **Import Expenses**. Select the expenses to apply to the current report, click **Move**, select **To Current Report**. Travel card transactions can also be added from the following screens:

- Credit Card Charges Page (Expense >View Transactions)
- Available Expenses (Expense>Manage Expenses)
- Quick Task Bar (Available Expenses)

OUT OF POCKET EXPENSES

1. In the open report, click **New Expense**
2. Select an **Expense Type**
3. Enter information in all required fields (indicated by a red strip)
4. Click **Attach Receipt** and select a receipt from your receipt store if they are loaded into Concur - Otherwise, browse your file directories to attach a copy of the receipt
5. **Itemize** if necessary

ACTUAL MEAL COSTS

1. Add a New Expense
2. Enter the expense type (breakfast, lunch, dinner)
3. Enter all require fields

ENTERING PERSONAL CAR MILEAGE

1. With the expense report open, on the **New Expenses** tab, select **Personal Car Mileage**
2. **Google Mileage Calculator** window automatically displays. Enter **Way Points** –Starting point (e.g., campus or hotel location, if already in travel) and Destination
3. Click **Calculate Route** (If needed, map display can be adjusted to reflect actual route taken)
4. If applicable, click **Make Round Trip**
5. If you started from home on a normal business day, click **Deduct Commute**, enter home and office location, click **Deduct Round Trip**, if applicable
6. Click **Add Mileage to Expense**

ITEMIZING NIGHTLY LODGING EXPENSES

NOTE: *Lodging Expenses must be itemized.* If lodging was charged to a Travel Card, and the supplier has E-Receipt capability, the expenses might automatically be itemized. If they are not automatically itemized, or if lodging was paid for out-of-pocket, it must be itemized when the expense is entered.

1. Create the expense as usual, selecting the **Lodging** expense type
2. Complete the required fields
3. Click **Itemize**
4. Enter daily recurring charges, including room rate and taxes *(notice the option to combine daily room rate and taxes into a single entry)*
5. Enter additional daily charges (e.g., online fees, parking, valet)
6. Click **Save Itemizations**
7. Itemization amounts must equal expense amounts: Continue to itemize expenses (nightly or individual) until they are equal.

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ACCOUNT ALLOCATIONS

By default all expenses will be charged to the chartfield entered in the Expense Report Header. To allocate to different chartfields:

1. Check off the line item(s) you would like to allocate, clicking in the checkbox to the left of **Date** selects all line items
2. Use the **Allocate** hyperlink to the right of the expense items that says "Allocate the select expenses"
3. Allocate by percentage or dollar amount - If allocating to more than one chartfield, click **Add New Allocation**
4. Enter or select the appropriate chartfield segment values
5. Click **Save**, then **Done** to return to your report

ATTACH RECEIPTS TO AN EXPENSE REPORT

Concur mobile app:

1. Within the app, use the camera icon to take a picture of your receipt, the receipt will be added to your Receipt Store
2. From your expense report, click Receipts, View Available Receipts, drag a receipt to the corresponding line item on your report

Scanned Images:

1. Scan your receipts and save the file(s) to your computer
2. Click on the line item that requires a receipt, then click Attach Receipt on the right side of the screen
3. Click Browse to locate the file on your computer, then Attach and Close

Email: *(your email address must be verified in your Concur profile)*

1. Email your receipt images as attachments to receipts@concur.com, the receipts will be added to your Receipt Store
2. From your expense report, click Receipts, View Available Receipts, drag a receipt to the corresponding line item on your report

SUBMITTING A REPORT

1. Click **Submit Report** button

NOTE: Delegates cannot submit reports. If you are a Delegate, click **Notify Employee**.

2. The employee will find the report on the Concur home page under **Open Reports**
3. The employee can click the expense report name to open the report, and then click **Submit Report**

RECALLING REPORTS

1. Submitted reports display on the Expenses home page, under Active Reports
2. Click the Expense Report name to open the report
3. Click Recall
4. Recalled reports can be modified and resubmitted

RETURNED REPORTS

1. Approvers cannot modify reports, but can return them for corrections
2. Returned Reports display on the Expenses home page, under Active Reports
3. Click the Expense Report name to open the report
4. Make the requested changes
5. Click Submit Report

NOTE: If a report was entered by a Delegate, and is returned by the approver, both the employee and Delegate will receive email notification, and both will be able to modify the returned report.

FIND A PREVIOUSLY SUBMITTED REPORT

Click Expense, Report Library

QUESTIONS?

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