Concur Expense Report Quick Guide

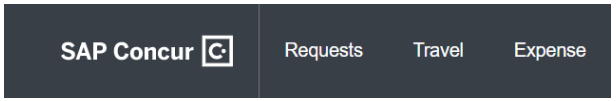
What is Concur?

Concur is a comprehensive web-based tool that integrates travel request and expense reporting with a complete travel booking solution for higher education business travel. Concur allows for the electronic processing of the following:

- Travel Reimbursements
- US Bank Travel Ghost Card Transactions (airfare)
- Domestic & International Travel Approvals

Concur Modules

Concur includes three modules which should be used to perform different types of activities in the system.



Travel Request is required to obtain pre-approval of your travel prior to making any travel reservations.

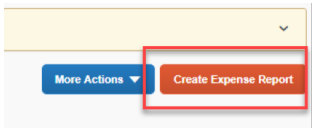
Concur Travel should be used to reserve airfare, car rental reservation, and hotel reservations through the University's travel management company (TMC), Christopherson Business Travel (CBT) by using the online booking tool or booking directly with a CBT agent.

Expense Report is required to request reimbursement for out-of-pocket expenses, and to reconcile any university prepaid transactions including US Bank Travel Ghost Card transactions.

Creating an Expense Report

- To submit an Expense Report, you must have a completed and approved Travel Request.

To create a new Expense Report from an Approved Request, on the Concur Homepage Menu, click on **Requests >** Click approved request > Click on create expense report



Expense Types

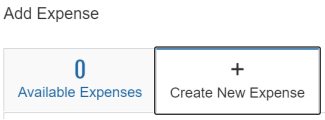
- Start adding your expenses by selecting the appropriate **Expense Type**. The Expense Type describes the category of the expenditure and is associated with a CSU account code.
- Each Expense Type may have different required fields. In addition, **Hotel** Expense Type requires **Itemization**.
- For Personal Car Mileage Expense Type, use the provided Mileage Calculator to expense your mileage.
- Add all out-of-pocket expenses you seek reimbursement for, as well as any university paid expenses paid by ProCard, Travel Card, or Ghost Card.

Available Expenses

If you booked airfare via Concur Travel, or utilized a travel card those transactions will feed into concur. Once the transaction posts, it will be available under **Available Expenses**. You can then add the expense to your Expense Report.

1. **Click on the Add Expense Tab**

   Your Available Expenses will be listed, if any.



2. To reconcile your credit card transactions, select the appropriate expenses associated to your travel request and add them to the expense report.
3. You can modify the expense if needed by clicking on the expense. You can then enter any additional information, **Allocate**, **Attach Receipt**, **itemize**, etc.

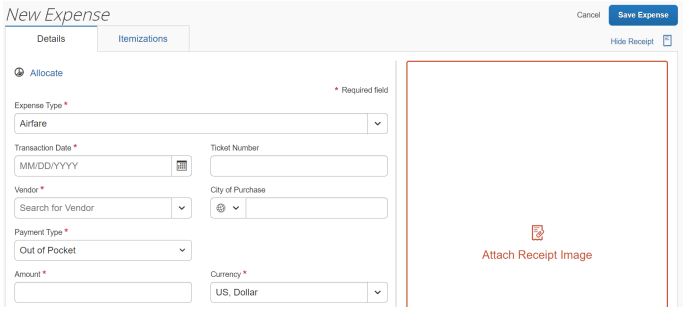
Attaching

Receipts are required for an expense $75.00 and more. There are several ways to attach receipts:

- Scan and Upload to Available Receipts—Scan and save the receipt to an easily accessible location on your computer. Concur supports .png, .jpg, .jpeg, .pdf, .html, .tif, or .tiff file formats with a 5 MB limit per file.
- Scan and email to **receipts@concur.com**.
- Take a picture with your smart phone to email and submit via the Concur mobile App.
- To attach a document other than a receipt, you will need to use the **Attach Receipt** function. Any document attached to a Travel Request **will not** carry over to your Expense Report.

Attach a Receipt to an Individual Transaction

You may attach receipts to individual transaction line items by uploading scanned receipts saved on your computer or within your Concur account. Click into the line item and select attach.



Attach a Receipt to Multiple Transactions

You may attach a single document at the report level to document multiple transactions within an **Expense Report**.

1. Click the **Manage Receipts** button below the Statement Report title at the top of the screen.
2. Select **Attach Receipt Images**.
3. Click **Browse** in the File Selected for Uploading window at the bottom.
4. Navigate to the saved receipt image on your computer.
5. Select the file and click **Open**.
6. Click **Upload** to attach the file. The window will note the file is Attached. Close the window.
7. Please use this function to upload conference agendas, when applicable.

Allocating Charges between multiple Expense Types and chartfields

To allocate charges between multiple chartfields and expense types, the transaction must be **Itemized** and/or **Allocated**. **Itemization** (allocating between multiple account codes) must be completed prior to **Allocation** (allocating between multiple chartfields).

Itemization

If you need to split a transaction between multiple Expense Types, you must use the **Itemize** feature.

1. Select the transaction you need to itemize from the expense listing.
2. Click into the line item.
3. Click **Itemizations** in the upper-left corner of the **Expense Details** section.
4. On the **Add Itemization** tab, select the **Create Itemization** then select the expense type from the drop-down list and complete all required fields.
5. Adjust the expense amount.
6. Click **Save**.
7. Repeat the above steps until the Remaining Amount equals $0.00.
8. Click **Save**.

Allocation

The chartfield used for the Travel Request will copy over to the Expense Report Header. If you need to allocate to a chartfield that is different from the chartfield indicated on the Travel Request/Expense Report Header or you need to split a transaction between multiple chartfields, you must use the **Allocation** feature:

1. Select the transaction you need to allocate from the expense listing.
2. Click **Allocate** near the upper- left corner of the **Expense Details** section.
3. Click the **Add** button
4. Enter the chartfields information and hit save. You can save as favorite for future use.
5. Determine how you want to allocate either percent or amount.
6. If you want to split the transaction among multiple chartfields, click **Add** again.
7. Repeat steps 4 and 5 for each new allocation.
8. Click **Save**. The sum of the split transactions must be equal to the total transaction.

Submitting Reports for Approval

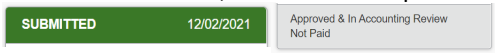
Expense reports must be summited within 60 days from the trip return date.

To submit the report, on the **Expense Report** page, click the **Submit Report** button. All red exception flags must be cleared before the report can be submitted. Yellow flags are considered warnings but will not stop the submittal process.

Examples of Exception Flags:

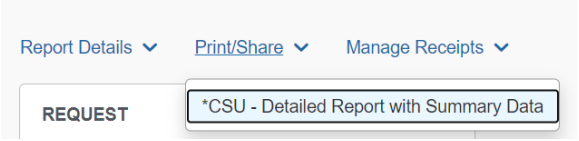
- ✓ Entry has an undefined Expense Type
- ✓ Missing required field

To see who is approving your reports or to see where your report is in the workflow, click into the expense tab.



Print/Email an Expense Report

You can print a copy of your Expense Report at any time. The **Approval Status, Approval Flow and Audit Trail** will reflect when you printed the report.



1. Click on **Print/Share** > **CSU-Detailed Report with Summary Data**.
2. You have the option to save as PDF, Email, or Print the report.

❖ For Questions:

Please email: traveloffice@csusm.edu