CONCUR | CREATING AN EXPENSE REPORT

OVERVIEW

This document provides instruction for creating an expense report, based on a previously approved travel request.

LOGGING IN

1. Navigate to any web browser.
2. Access Concur by clicking on the following link: Concur SSO.

CREATING AN EXPENSE REPORT

UConn related business travel, that includes a travel segment (Air, Car Rental, Amtrak Rail, or Hotel), must have an approved Travel Request before an expense report can be created.

Expense reports can be created a couple ways:

- From an approved request in the Request Module, or
- Directly from the Expense Module.

Starting from an Approved Request

1. From the Concur homepage, click Requests from the ribbon. A list of your travel requests display.

2. Locate the appropriate approved request.
   
   TIP: If there are multiple requests to add to the same expense report. See the Linking an Approved Request section of this document.

3. Click the Expense link. The expense report is created. The information entered on the linked request will autofill various Expense header fields.

4. Review the fields that automatically feed over from the information that was entered in the linked Travel Request.

5. Update the Personal Travel fields. If Personal Travel is Y, specific dates should be entered in the Personal Travel Dates field.

6. Enter a Travel Award No. when applicable.

NOTE: When applicable, UCPEA/AAUP award letter must be attached to expense report prior to submission.

7. Update any other header fields, as necessary.

8. Click Next. The Are you claiming meal or lodging per diem pop-up displays.

9. Click Yes, if lodging or meal expenses will be included with the expense report. The Travel Allowances window will display.

Starting from the Expense Module


2. Complete the required report header fields, identified with a red bar to the left of each field.

   Business Travel Start Date

3. Complete optional fields, as necessary.

NOTE: To link an approved request to an existing expense report, navigate to the Available Requests section on the Report Header and then click Add. Click to check the approved request(s) and then click Add.
TRAVEL ALLOWANCES (PER DIEM)

Travel allowances include Lodging and Meal Per Diems. Travelers may claim meal per diem, or individual actual meals, as permitted by their funding source. Refer to the UConn Travel Policy for additional details.

Below are itinerary options available, which determine the travel allowance for each day of business travel.

Create Itinerary

Use this option when travel was booked outside of Concur/UConn’s Travel Management Company (TMC) and the itinerary was not forwarded to plans@concur.com.

1. On the New Itinerary tab, enter details for the first leg of your trip.
   a. Departure City. This should reflect the city you depart from.
   b. Date and Time. Enter details for the same day of travel.

   NOTE: The dates on each itinerary stop are usually the same, as a traveler generally departs and arrives on the same date.
   c. Arrival City. This should reflect your destination city.

2. Click Save.

3. Repeat the steps above, for your return itinerary.

4. If this is a multi-destination trip, additional itinerary stops may be needed.

Available Itinerary

Use this option when travel was booked through Concur/UConn’s TMC.

1. Click the Available Itineraries tab.

2. Select an available itinerary and then click Assign.

   The selected itineraries display within the Assigned Itineraries section.

3. Click Next>>.

Import Itinerary

Use this option when travel was booked outside of Concur/UConn’s TMC and the itinerary was forwarded to plans@concur.com.

NOTE: The email address, used to forward an external itinerary, must be verified through the traveler’s Concur Profile.

Expenses & Adjustments

1. Click to indicate any meals that were provided during your trip, as necessary.

2. ALWAYS click the Use Percent Rule checkbox for each date of travel.

   NOTE: The Use Percent Rule allows calculation of 150% of the GSA rate for lodging.

3. Click Create Expenses. Meal Per Diem displays as individual line items on the expense report.

   NOTE: To modify individual Meal Per Diem expense items from an open expense report, click the Details dropdown, and then Expenses & Adjustments.
**ADDING TRAVEL CARD TRANSACTIONS**

When using the UConn Travel Card, transactions automatically feed into the travelers Available Expenses queue within the Expense module. Imported expenses will minimize data entry as most, if not all, required fields will pre-populate.

**From the Open Expense Report**

1. Click **Import Expenses**. A list of *Available Expenses* display.
2. From *Available Expenses*, select the check box (es) for the appropriate expenses.
3. Click the **Move** dropdown and then select **Current Report** or **New Report**.
4. Verify or update the Expense Type classification of the imported credit card transactions.
5. Additional details or receipts may be required.
   - **TIP:** Select the top checkbox to quickly mark all available expenses.

**NOTES:**
1. If you select an existing report, the report opens and the selected transactions are attached to the report. (2) If you select New Report, the Create New Report page appears for you to complete the information, as applicable.

6. Verify or update the Expense Type classification of the imported credit card transactions.
7. Additional details or receipts may be required.

**ADDING OUT-OF-POCKET EXPENSES**

Out of Pocket expenses must be added manually from within an open expense report.

1. From the open expense report, click **+ New Expense**.

**ITEMIZING EXPENSES**

**Hotel Lodging: Itemizing Nightly Lodging Expenses**

A hotel bill typically contains a variety of expenses which may include nightly room charges, nightly room taxes, parking, meals, etc. You must itemize these expenses as they appear on the hotel folio to ensure your reimbursement is processed in a timely manner.

1. With the expense report open, select Hotel Lodging from the expense type listing. The *Hotel Lodging related fields display to the right.*
2. Complete the required form fields.
3. Click **Itemize.** The *Nightly Lodging Expenses tab display.*
4. Complete the *Nightly Lodging Expenses* required fields.
5. Enter the Room Rate (per night) and Room Tax (per night), as identified on the hotel folio.
   - **NOTE:** If the nightly room rate differ, use the first evening room rate in the initial itemization, and then modify each expense line item (and respective nightly tax) to reflect the true nightly rate/tax after Concur creates the nightly lodging expense sub-entries.
6. Click **Save Itemizations.**
7. If the hotel lodging expense has a remaining/outstanding amount, continue to select expense types and itemize amounts appropriately until the balance is $0.00.

NOTE: The total amount of the folio transaction, the itemized amount, and the remaining amount appear on the right side of the page, until the remaining amount is $0.00.

8. For Personal/Non-Reimbursable expenses, mark the expense item/portion of the expense as a **Personal/Non-Reimbursable** expense type.

NOTE: If a traveler is claiming meals per diem, any meals charged to the hotel room must be itemized under the Personal/Non-Reimbursable.

9. When done, all itemizations appear (on the left), below the parent expense.

NOTE: Hotel deposits made prior to the hotel will be listed on the final itemized hotel folio. Each charge listed on the hotel folio must be itemized under a Hotel Lodging expense line item (e.g., nightly rate, taxes, hotel deposit (when applicable) parking, laundry, room service, etc.). Itemize the hotel deposit using the **Hotel Lodging Deposit** expense type, ensuring the amount is entered as a negative number (for example, if the deposit was $100, enter the amount as -100 in the hotel lodging deposit amount field).

**Itemizing partially Non-Reimbursable Expenses**

Itemize any expense that includes both business and personal expenses, or that is only partially funded, therefore requiring some out of pocket (Non-Reimbursable/Personal) contribution.

For example, you have a parking expense for $200. A portion of this expense was incurred during business travel, however a portion of the parking expense was incurred during personal time taken after the business trip. In this scenario, you should create a parking expense line item for the total transaction amount, and then itemize the expense creating two itemizations: one, under the parking expense type, for the amount incurred during the day(s) of business travel, and one, under the Personal/Non-Reimbursable expense type, for the remaining amount of the transaction, incurred during the day(s) of personal travel.
When done, all itemizations appear (on the left), as sub-entries, below the parent expense.

**ALLOCATING EXPENSES**

The Allocation feature allows you to allocate selected expenses to multiple funding accounts.

**Allocate a Single Expense**

1. With the report open, select an expense (left side). The expense details display to the right.
2. Click Allocate from the bottom of the Expense tab (right side).

**Allocate Multiple Expenses**

1. Select the checkboxes for the appropriate expenses on the left side of the page.
2. Click the Allocate link (right side).

The Allocations for Report window appears.

3. Click the Allocate By dropdown, and then select Percentage or Amount.
4. Click Add New Allocation for each additional account needed.
5. Enter the appropriate amount or percentage associated with each account.
6. Complete the Account Number and related account fields for each line item.

**TIP:** The Allocation Total, Allocated, and Remaining amounts are displayed at the top of the Allocations view. The total amount must be allocated 100%, otherwise an audit rule is triggered and you will not be able to submit the report.

7. When allocations are complete, click Save. A confirmation pop-up displays.
8. Click OK to confirm.

9. Click Done. The allocation icon appears with the expense.
10. From the main expense report line item view, hover on an allocation icon to see details, as desired.

**ADDING ATTENDEES TO A BUSINESS MEAL**

For business meals or entertainment expenses, you must identify all attendees associated with the expense. Users can add attendees and attendee groups to the system in the Expense Profile Settings.

When selecting the expense type **Business Meals/Hospitality <10**, all attendees must be listed. When selecting the expense type **Business Meals/Hospitality >10**, the event functionality within the expense type should be used. Creating an event allows you to specify the number of attendees, rather than listing out the individual names.

Refer to the Creating a Business Meal Expense section of the Non-Travel Expense Report documentation for additional business meal expense details.

**ENTERING PERSONAL CAR MILEAGE**

Personal car mileage expenses should be submitted for use of a personal vehicle for business miles driven.

1. From the open expense report, click + New Expense.

The New Expense tab displays.

1. Click Personal Car Mileage from the list of expense types. A Google Maps mileage calculator window displays with the traveler’s home address automatically populated in field “A”.
NOTE: If home address is not saved in the traveler’s profile, it must be entered manually with each personal mileage expense to appropriately deduct commute.

2. Confirm field “A” reflects the starting point of your trip. Modify field “A” as necessary.

For example, if you leave your home and travel to a destination other than your duty station, field “A” should contain your home address. However, if you are starting from the office, to a secondary location, field “A” should reflect your office address.

3. Enter the destination address in field “B” and then tap TAB from your keyboard. Google maps mileage between the waypoints is calculated and an additional field displays.

4. Enter additional waypoints for the trip, as necessary.

5. Review the calculated route displaying on the map. Manually drag the line between points to modify the route you drove, as necessary.

6. Click Deduct Commute to subtract one way of your typical work commute from the total business mileage. Deducted Commute Distance fields for Home and Office display.

NOTE: If the traveler enters their home and work addresses in their travel profile, they will automatically populate when the Deduct Commute box is checked.

7. Review the Home and Office fields, update as necessary.

8. Click Deduct Round Trip your typical round trip commute from the total business mileage.

NOTE: Check Deduct commute when your trip begins at your home address, directly to your trip destination, bypassing your duty station. Deduct Round Trip should be checked off when you are not returning to your duty station for the day.

9. Click Add Mileage to Expense.

10. Complete the Transaction Date field and then click Save. Personal Car mileage expense item is added to the expense report with the calculated reimbursement amount based on the date, miles driven, and the predefined reimbursement rate.

NOTE: If daily mileage expenses are incurred, expense reports should be created on a weekly or monthly basis, rather than daily. Individual line items should be created for each day’s personal mileage expense.

Refer to the Creating a Personal Car Mileage Expense Report document for additional details.

FOREIGN CURRENCY TRANSACTIONS

Transactions incurred in a foreign currency will convert to USD within Concur. The City of Purchase field drives the expense currency. For example, if City of Purchase is Dublin, Ireland, the following displays:

1. Update the X Rate, as needed.

2. Alternatively, update the =Amount in USD to instruct the system to accurately calculate the correct exchange rate.

NOTE: Refer to the Creating out of Pocket Expenses section above to create the expense item.

RECEIPTS

Concur is configured to comply with the receipt requirements, as per the Travel and Expense policy. Receipts can be sent to your available receipt queue to be attached to an expense report at a later date, via email or through the Concur mobile app.

Required Receipts

Expense transactions that require receipts can be identified by the Receipt Required icon next to the item in the expense list.

TIP: Alternatively, a full listing of required receipts can be viewed by clicking the Receipts link |Receipts Required.
Upload Receipts from your Computer
Files saved to a folder on your computer may be uploaded directly into an Expense Report using the following steps.

1. Scan the documentation. Save to a folder on your computer.
2. Click Expense (from the top ribbon).
3. Scroll to the bottom of the Manage Expenses view.
5. Click Browse.
6. Locate the desired image(s), select, and click Open.
7. Click Upload. The image(s) is Uploaded.
8. Click Close. The image is then available to be attached at any time.

Email Receipts
Before emailing receipts to the Available Receipts library, you must verify your email address in the Personal Information section of your Profile.

Profile Setup | Email Verification
1. Click Profile > Profile Settings. The Profile Options page appears.
2. Click Personal Information from the left navigation pane. The Personal Information screen displays.
3. Scroll down to the Email Addresses section and click Add an Email Address.
4. Follow the below steps to verify your email address:
   a. Once you have saved an email address, click Verify.
   b. Check your email for a verification message from Concur.
   c. Copy the code from the email message into the Enter Code box next to the email address.
   d. Click OK to submit the code and complete verification.
5. Address your email to receipts@concur.com, attach a single receipt image, and send the email.

6. Alternatively, for automated expense itemization, address your email to receipts@expenseit.com, attach a single receipt image, and send the email.

NOTE: Receipt file formats must be one of the following: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF. Maximum file size cannot exceed 5MB, per receipt.

Allow your delegate to send receipt images to your Available Receipts library
The Delegate may send receipts to receipts@concur.com or receipts@expenseit.com as long as both the User and Delegate have verified their email addresses within their own profile.

When emailing receipts on a delegate’s behalf, the delegate must replace the subject line with the User’s primary (verified) email address.

TIP: See How to Add a Delegate documentation for additional delegation permission details to allow a delegate to Prepare and View Receipts.

Attach an Available Receipt to an expense entry
1. In the Expense Report, select an expense entry. Expense details display to the right.
2. Click the Receipts dropdown and then select View Available Receipts. Available receipt images display.
   a. Click the left-pointing arrow icon on the appropriate image, OR
   b. Drag the receipt image directly over the expense entry
      The receipt image is attached to the expense entry.
3. Confirm that the receipt is attached by noting that the (yellow) Receipt Required icon has changed to a (blue) Receipt Received icon.

MISSING RECEIPT AFFIDAVIT
A Missing Receipt Affidavit can be generated for a transaction missing a receipt, however the expense transaction details require a receipt.

Only the owner of an expense report can create a Missing Receipt Affidavit. I.E., a delegate CANNOT create a missing receipt affidavit on behalf of another traveler.

NOTE: The missing receipt affidavit cannot be used for a trip segment – i.e., Airfare, Hotel, Car Rental, Amtrak Rail.
To attach a missing receipt affidavit, click the **Receipts** link and then click **Missing Receipt Affidavit**.

The Missing Receipt Affidavit pop-up displays.

1. Click to select the applicable expense transaction.
2. Click **Accept & Create**.

**RESOLVING EXCEPTIONS**

Audit rules are built into Concur, compliant with the travel policy and procedures, ensuring employees are in line with the travel policy and universities best practices. Exception warnings and/or hard stops will display if a traveler violates any of the audit rules built into Concur. Yellow warnings are “soft” stops and designed to warn the traveler. Yellow warnings do not prevent a traveler from submitting for approval. Red warnings are “hard” stops. The red warnings must be resolved before submitting for approval.

Exceptions display at the top of the request and/or expense report page.

**COPYING AN EXPENSE**

Recurring business expenses can be copied from a previous expense and then updated for the new expense item.

1. With the expense report open, select the expense you want to **copy**.
2. Click **Copy**.

The new expense is added to the Expenses list with a date one day later than the original expense.

3. Click to open the copied expense.
4. Review the details of the expense to confirm accuracy for the new expense item.
5. Modify applicable fields for the new expense where allowed, as necessary.

**NOTES:**

1. All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense.
2. Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are **NOT** copied to the new expense.

6. Once updated, click **Save Expense**.

**FRAUDULENT CHARGES**

Travel card charges identified as fraudulent must be rectified by the cardholder. Fraudulent charges should be submitted with the travelers next expense report, netting out the fraudulent charge with the respective credited item. If fraudulent charges exist, but there is no travel expected (therefore no expense report in the near future) – contact travel@uconn.edu.

1. Add fraudulent charge.
2. Add credit for fraudulent charge.

**SUBMITTING YOUR REPORT**

2. Review the information for accuracy, and then click **Submit Report**. The Report Status window appears.
3. Click **Close**.

**CORRECTING AND RESUBMITTING AN EXPENSE REPORT**

If you an expense report is returned to you by an approver, you will need to correct and resubmit the report for approval and reimbursement. The approver will include a comment explaining why the report was returned.

1. Open the report, from the Concur home page Quick Task Bar, click the **Open Reports** task.
The Manage Expenses screen displays with the report appearing within the Returned tile.

2. Click the Returned tile to view the returned report.

3. Review the approver's comment appears below the amount.

4. Make the requested changes, and then click Submit Report.

**ICON INDEX**

A variety of key Concur icons are listed below with a brief description.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image.png" alt="Receipt Image Required" /></td>
<td>Personal Expense</td>
<td>This indicates an expense that was marked Non-Reimbursable/Personal (by the traveler).</td>
</tr>
<tr>
<td><img src="image.png" alt="Receipt Attached" /></td>
<td>Itemized Expense</td>
<td>This indicates the expense entry has been itemized (e.g., Hotel expenses). Itemized expenses can be expanded to display nested sub-entries for additional detail.</td>
</tr>
<tr>
<td><img src="image.png" alt="Alert" /></td>
<td>Alert</td>
<td>This indicates that an exception exists. This exception does not prevent submission.</td>
</tr>
<tr>
<td><img src="image.png" alt="Hard Stop Exception" /></td>
<td>Hard Stop Exception</td>
<td>This indicates that an expense entry or report contains an exception that will prevent submission.</td>
</tr>
<tr>
<td><img src="image.png" alt="Full Allocation" /></td>
<td>Full Allocation</td>
<td>This indicates that the expense item has been fully allocated between multiple accounts.</td>
</tr>
<tr>
<td><img src="image.png" alt="Comment" /></td>
<td>Comment</td>
<td>This indicates that a report or individual expense item contains a comment.</td>
</tr>
</tbody>
</table>

**ADDITIONAL SUPPORT**

For help with Concur, contact travel@uconn.edu.

For additional reference material, refer to https://concurproject.uconn.edu/home/