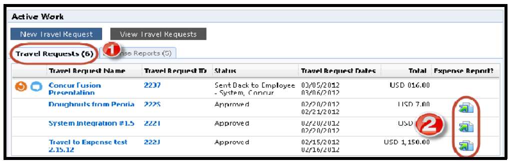
Concur - Expense Report

ver .091

Creating Expense Report, Itinerary & Meal Allowance

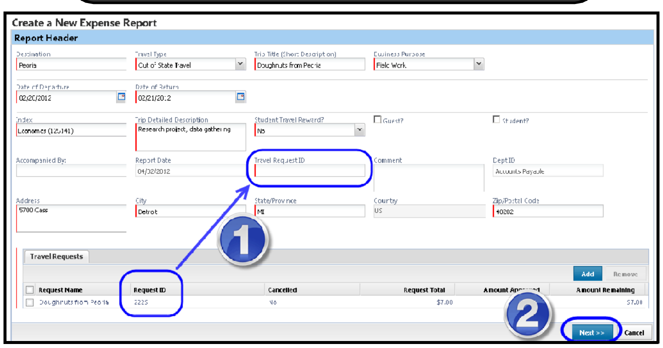
Starting An Expense Report

- Navigate to a listing of active Travel Requests:
  - **Menu-bar** => **Requests** => **View** ~or~
  - **Concur homepage** => **Active Work** => **Travel Request folder tab (#1)**



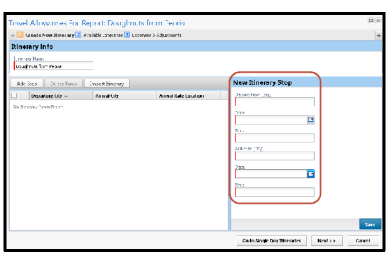
- Click the *Create Expense Report* **(#2)** icon associated with the originating Travel Request

Expense Report Header

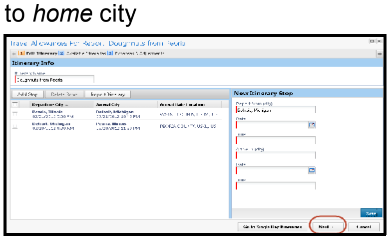


- Review information that carried forward from the Travel Request for completeness and accuracy
- Copy the **Request ID** as illustrated **(#1)**
- Click **Next** button **(#2)**

Create Trip Itinerary - Optional

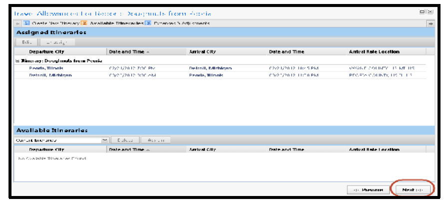


- Enter appropriate information for **each *leg* of the trip:**
  - Out-bound to initial destination
  - Any applicable leg/segment of a multi-destination trip
  - Return to *home* city



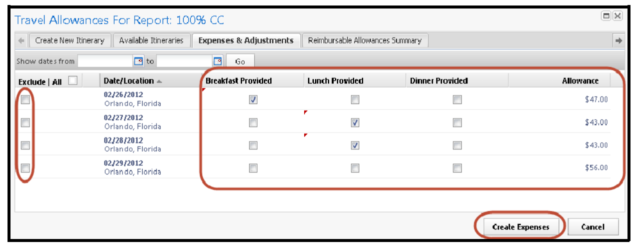
- Click **Save** after entering each *leg* of the trip itinerary
- Click **Next** when complete

Trip Itinerary => Travel / Meal Allowance



- If necessary, click **Edit** to adjust the entries
- Click **Next** when complete

Selecting Meals To Include / Exclude



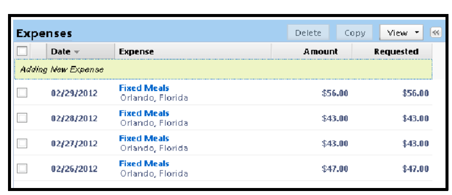
NOTES:

- *Allowance* column represents the applicable Meals & Incidentals for the location and dates of the trip
- Select the meals that were either:
  - Provided by another source, i.e., host conference
  - Not eligible for reimbursement on *travel days*, per WSU Travel Policy (see chart below)
- Use *Exclude* checkbox to exclude entire days from the expense report - such as add-on vacation days

Outbound	Brkfst	Lunch	Dinner
Depart before 2:00p.m.		X	X
Depart after 2:00, before 8:00p.m.			X
Inbound			
Arrive before 12:00 / noon	X		
Arrive between noon & 6:00p.m.	X	X	
Arrive after 6:00p.m.	X	X	X

- Click 

button when complete

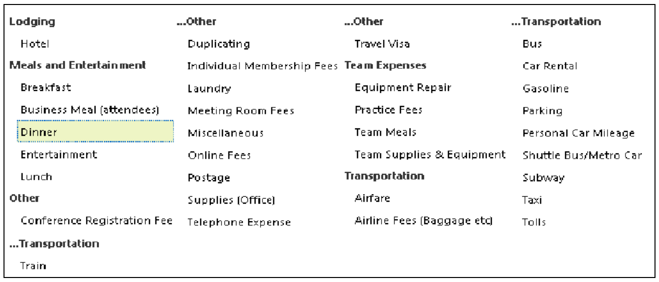


Example of meal expense report entries generated from Itinerary

Creating An Expense Entry

- Click 

- Select the appropriate expense type

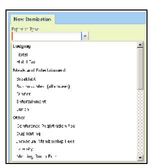


- Enter required information
- Itemize the entry as required or necessary
- Allocate entry as needed
- Attach required receipts

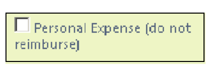
Itemizing An Expense Entry

- With an entry selected, click the **Itemize** button

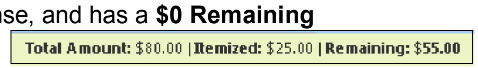
- Select the appropriate *Expense Type* for this portion of the expense entry



- Enter the expense detailed information
- Select if this is a **Personal Expense**



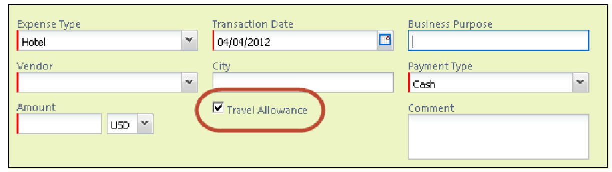
- Ensure the total itemizations add-up to the total of the expense, and has a **$0 Remaining**



- Click **Save** when finished

Creating An Hotel Expense Entry

- **NOTE: Uncheck the *Travel Allowance* checkbox!**
- Enter the detailed information about this Hotel entry

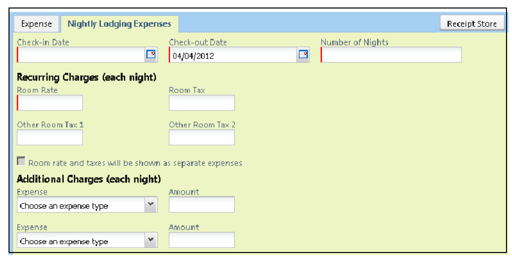


- Click the **Itemize** button

Hotel expense entries are **required** to be itemized

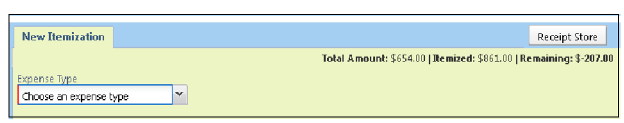
- There are two levels of itemization:
  - **Nightly charges** - these are recurring and will be *multiplied* by the number of nights of stay
  - **One-time charges** - examples: business center charges; a meal charged to the room, etc.

Nightly Recurring Charges



- Enter dates and charge information
  NOTE: The number of nights will auto-calculate
- Additional Charges can be assigned to their own Expense Type, i.e., **Online** charges
- Click **Save Itemizations** when the nightly charges are complete

One-time Charges: Add any additional one-time charges that appear on the hotel folio, until the total hotel expense is itemized and the "**Remaining Amount "** displayed at the top of the entry screen is $0



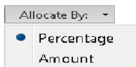
- Click **Save** when finished

Concur - Expense Report
Allocating Expenses - Attach Receipts - Receipt Store

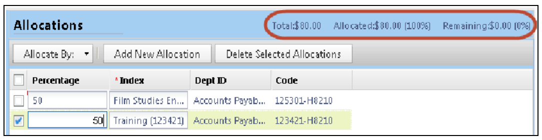
Allocating Expense Entry
~ Splitting costs between multiple Indexes ~

- With the expense entry highlighted, click the **Allocate** button in the lower-right corner

- Choose allocation method:



- Click **Add New Allocation**



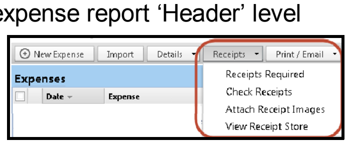
- Enter the *Percentage* or *Amount* for each index
- Reminder: Type index number *slowly* to have the list ***find-as-you-type***
- Ensure the allocation lines add-up to the total of the expense, and has a **$0 Remaining** (see above)
- Click **Save** when done

Note the  allocate icon on the expense entry

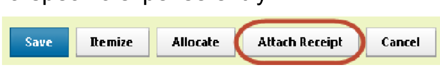
Attaching Receipts

Receipts can be attached to:

1. The expense report 'Header' level

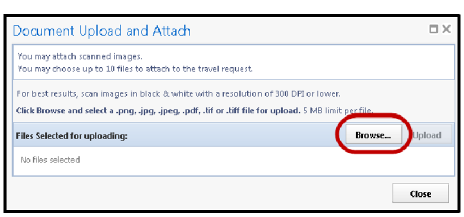


2. To a specific expense entry

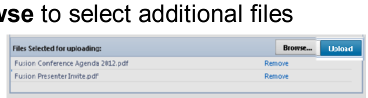


NOTE: you must attach receipts to an expense entry when you see this icon: 

- Click **Browse**



- Use standard *Windows* procedures to find and select the desired file(s)
  - Click **Browse** to select additional files
- Click **Upload**

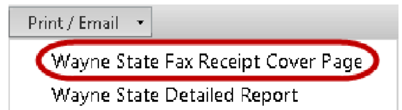


Faxing Receipts

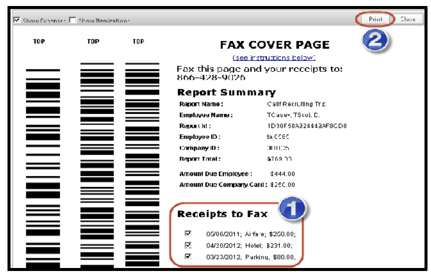
Receipts can be *faxed* and automatically assigned to your Concur expense report.

From the expense report entry screen, select:

Print / Email => Wayne State Fax Receipt Cover Page



- Select the expense entries the receipts apply to (#1)
- Click **Print** (#2)

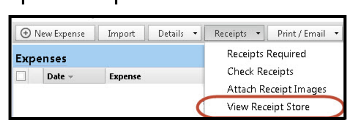


- Click **Close** when finished

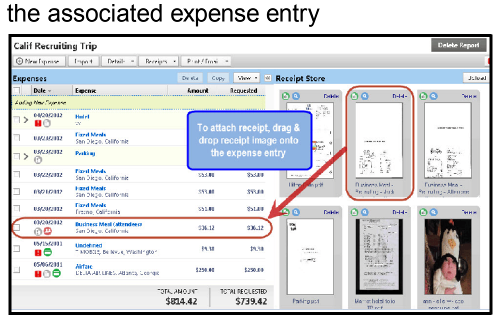
Using the *Receipt Store*

The *Receipt Store* can be accessed via:

- My Concur => **Expense Center** => View Receipt Store
- From the expense report menubar

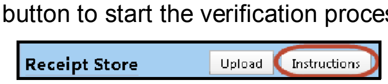


- Click the desired receipt image and simply *drag-and-drop* onto the associated expense entry



NOTE: Your email address needs to be verified in order to email receipt images to your Receipt Store.

- Click the button to start the verification process.



Email receipt image files to:

MyInBox@concursolutions.com

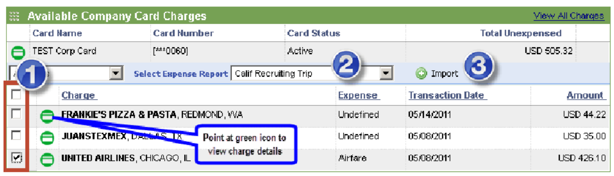
Concur - Expense Report
Assigning Card Charges - Review - Submit for Approval

Assigning Credit Card Charges

There are 2 ways to assign credit card transactions to a specific expense report:

- On the "*My Concur*" homepage
- **Import card charges** from 'inside' an expense report, on the *expense entry* page

Card Charges - *My Concur*



1. Select charges to be assigned
2. Select the *existing* expense report to assign charges to

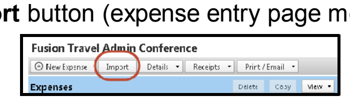
   NOTE: do not use *Create New*

3. Click **Import** button - expense report will automatically open to the expense entry page

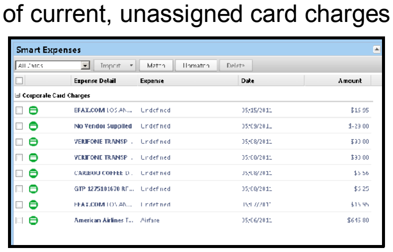
Select each new entry and if applicable and make the appropriate changes - i.e., adjust the expense type, complete missing information, itemize, etc.

Assigning Card Charges *Inside Expense Report*

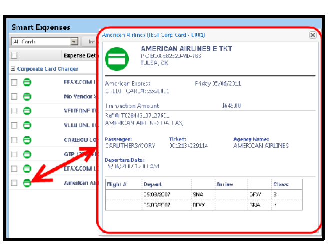
- Click **Import** button (expense entry page menu-bar)



- Listing of current, unassigned card charges

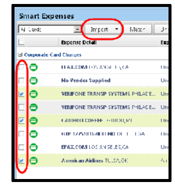


- To see the detailed charge receipt image, point mouse cursor at the green icon

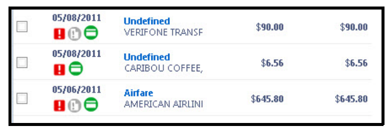


Assigning Card Charges *Inside Expense Report -cont.*

- Use check-boxes & **Import** button to add selected charges to the expense report



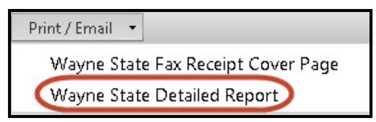
- Select each new entry and if applicable, review the **exception detail** and make the appropriate changes, i.e., expense type, complete missing information, itemize, etc.



Reports & Review

- **Report Totals -** Summary statement of totals

  Menu-bar => Details => Totals
- **Detailed Report -** complete & comprehensive Itemized report



Submit For Approval

- Click **Submit Report** button

- Review & accept certification of accuracy statement

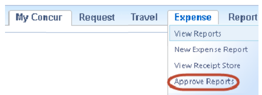
- Click **Submit Report** button to complete the process

Concur - Expense Report
Review & Approve Expense Report

Accessing Expense Reports for Approval

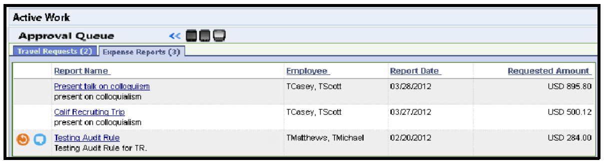
Access the Expense Report Approval Queue:

1. *My Concur* menu-bar

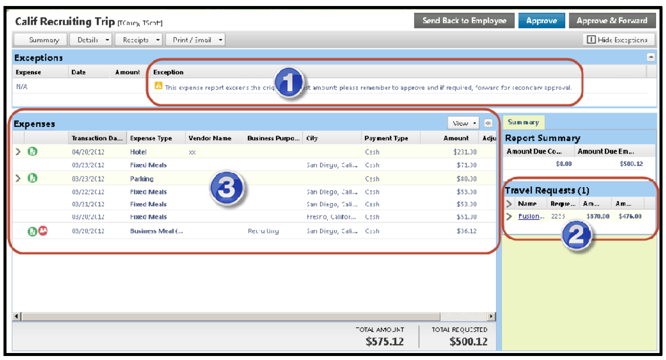


~ or ~

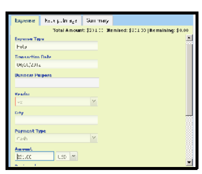
2. **Active Work** on *My Concur* homepage



- Click the *name* of the report to be reviewed / approved

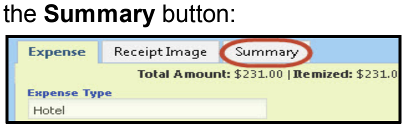


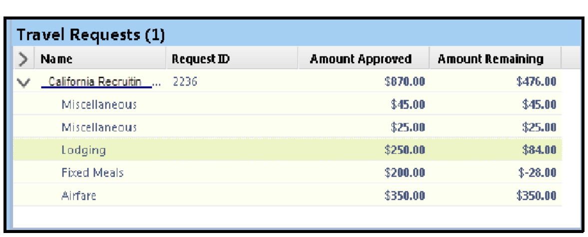
1. **Review Exception(s), if applicable**
2. **Access associated Travel Request**
   - Click the name of the TR to open in a separate window, for detailed comparison
3. **Review expense entries**
   - Click the "**>**" icon to display the **itemized detail** for an expense entry
   - Clicking an entry will display the expense detail in the frame to the right



   - View associated receipts by:
     - Pointing at the  icon, or...
     - click the **Receipt Image** button

NOTE: Travel Request segment entry detail can be displayed by clicking the **Summary** button:



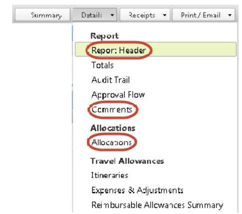


Travel Requests (1)

Name	Request ID	Amount Approved	Amount Remaining
California Recruitin...	2236	$870.00	$476.00
Miscellaneous		$45.00	$45.00
Miscellaneous		$25.00	$25.00
Lodging		$250.00	$84.00
Fixed Meals		$200.00	$-28.00
Airfare		$350.00	$350.00

Review Report Details

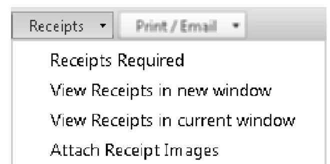
- **Review Report Header** for any changes that may have occurred from the Travel Request
- **Review Allocations - NOTE:** You are able to allocate expense entries during the review process
- **Review / Add Comments** - add as necessary



Receipts - Review / Add

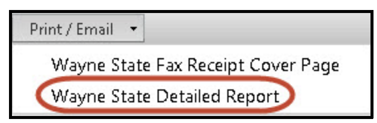
Review attached for accuracy meeting policy requirements

- Receipts Required - summary statement of required receipts
- View Receipts - current or new window
- Attach Receipts as necessary



Reports & Review

- **Report Totals -** Summary statement of totals
  Menu-bar => Details => Totals
- **Detailed Report -** complete & comprehensive Itemized report

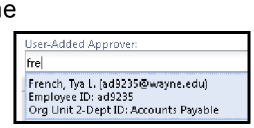


Available Approver Actions

- **Return to Sender** - Provide comments as to the reason the Travel Request is being returned

- **Approve** - finishes the review / approval process
- **Approve & Forward** - this may be necessary for additional levels of approval due to exceptions to WSU Travel Policy or S/C/D business process needs

Select An Approver -
Type the Approver's last name or access ID



- Click the **Approve** button to finish the process

NOTE: Click **"Save Workflow"** for future use of this same modified approval routing