Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Procedures to create and submit a travel expense report when a travel request was previously submitted and approved for the travel.

<table>
<thead>
<tr>
<th>Procedures</th>
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</thead>
<tbody>
<tr>
<td>From the Concur launch page, click on Requests.</td>
</tr>
<tr>
<td>Concur will default to Manage Requests.</td>
</tr>
<tr>
<td>Locate the preapproved request and click on Expense (far right).</td>
</tr>
<tr>
<td>Concur will start the Travel Expense Report and show the preapproved amount.</td>
</tr>
</tbody>
</table>
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Click on Report Details and click on Report Header to complete the required fields for the expense report.

Several of the fields will be completed by the data entered on the Request.

Review the data, complete blank fields and modify existing field data if necessary.

Remember to scroll down and click in the Yes radio button if meal per diem needs to be reimbursed for this trip.

Click Next.
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<table>
<thead>
<tr>
<th>The Report Header is now complete and Concur will return to the expense report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click Add Expense to begin adding travel expenses to the report.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>The Add Expense window will appear.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Available Expenses tab contains transaction on your own procard that are pending allocation and review on a report.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To add a procard transaction, click the check box next to transaction to be added to the travel expense report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click Add to Report.</td>
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</table>

<table>
<thead>
<tr>
<th>The procard transaction has now been added to the report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>To review the expense information, click on the Expense Type of the transaction.</td>
</tr>
</tbody>
</table>
Concur will display the transaction Details tab.

Review and modify the data in all fields if necessary. Be certain all fields denoted with a red (*) are populated.

Add Additional Information or Comments to provide the business purpose of the transaction.

Click on Allocate to review/modify the allocation for this expense.

The Allocate window will open.

NOTE: Allocations added to the Request will carry forward to the expense report.

Expenses can be allocated by Percent or Amount. Click the correct option for the allocation.

Click Add to add a new allocation.
On the Add Allocation window, select the Cost Object Type and Cost Object ID for the new allocation.

Click Add to List.

Add the allocation percentage or amount to the new allocation. Tab out of the field to see the allocation calculate.

Click Save.
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Concur will return to the expense Details tab.

Next, add an attachment by clicking on the red (+) Attach Receipt Image.

The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.
Quick Reference Card – Concur

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The File Upload window will appear. Locate the file on your computer, click on the file and click Open.

The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.
Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.
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The attachment is now saved to the expense.

If the wrong file was uploaded, click Detach and repeat the attachment process, selecting the correct file.

When the expense information is complete and correct, click Save Expense.

Concur will return to the expense report.

To add another expense, click Add Expense.
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The Add Expense window will appear.

To add an expense that was not changed to the traveler’s procard, click on the Create New Expense tab.

Click in the Search for an Expense Type field or scroll down to search for the Expense Type to be added.

Click on the Expense Type.
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The New Expense will open to the expense Details tab.

Be sure to review and complete all required fields.

NOTE: Many fields will autocomplete from the report header. Other fields such as Transaction Date, Vendor Name, Payment Type, Amount and Currency are transaction specific and will need to be completed for each expense not charged to the procard.

The business purpose needs to be added to the Additional Information field or the Comment field.
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For Payment Type, be certain to choose the correct payment method from the dropdown menu.

NOTE: Payment Type AG-Paid by County should only be used by the AG Extension Agents for expenses charged to the county credit cards.

Once all of the expense Details fields have been completed, add the attachment.

As before, add an attachment by clicking on the red (+) Attach Receipt Image.
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The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

The file upload window will appear. Locate the file on your computer, click on the file and click Open.
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The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.
**Concur – Create and Submit a Travel Expense Report from a Preapproved Request**

| Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense. |
| Close the file by clicking on the X in the top right corner. |
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Once the attachment is closed, Concur will return to the expense Details tab.

Click Save Expense.

Concur will return to the expense report.
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To claim per diem, click on Travel Allowance and Manage Travel Allowance.

The Travel Allowance for Report screen will open.

To create a new itinerary for the travel expense report, click Create New Itinerary.

Enter the Departure City, Date and Time. Enter the Arrival City, Date and Time for the travel to the business destination.

NOTE: When searching for a city and state, the state abbreviation cannot be used.

Click SAVE.
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Complete the itinerary by entering the data for the trip home.

Enter the Departure City, Date and Time. Enter the Arrival City, Date and Time.

Click Save.

The itinerary information will be displayed and can be modified if changes are needed.

Click Next.

The Travel Allowances for Report will display the itinerary once again and allow for the itinerary to be edited. If the itinerary is correct, click Next.
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The per diem allowance will be displayed for each day.

Click for box for each meal provided and the per diem allowance will be reduced for those meals.

Click Create Expenses.

The travel expense report will be created and populated with the daily per diem allowances.

When complete, review the expense report to ensure all expenses are complete and accurate.
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To review the Report Header data and expense data on one file, click on Print/Share and UK-Detailed Report.

Review the Employee details, report header information, and expenses including allocations.
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Review the Expense Type Summary, Allocation Summary, and Report Totals sections for accuracy.

Additional sections of the UK-Detailed Report that should be reviewed are the Approval Flow and Audit Trail.
Quick Reference Card – Concur

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Once the report is reviewed, click Close.
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Once the report is reviewed and ready to be submitted for approval, click Submit Report.

The User Electronic Agreement will appear. Read the agreement and click Accept and Continue.
The Report Totals screen will appear. Review the totals for accuracy.

Click Submit Report.

The Report Status window will appear and confirm the report has been submitted.

Click Close.
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Concur will return to the Manage Expenses Report Library.

The report will show as Submitted and show the current status in workflow.

Continue creating expenses report, correcting reports that may have been returned, or sign out if finished.