

## CONCUR EXPENSE Approver Manual

After logging into Cliqbook & Concur Expense – hover on the expense tab and click **Approve Reports**. A list of reports pending your approval will show.

To open a report, click on the **Report Name**.

The screenshot shows the 'Approve Reports' page in the Concur Expense system. The page header includes the American Express Online logo and the Saint Louis University logo. The navigation menu includes 'My Concur', 'Expense', 'Reporting', 'Profile', 'Help', and 'Log Out'. The main heading is 'Approve Reports'.

Annotations include:

- A red box pointing to the 'Expense' tab: "Can choose to show reports PENDING approval or reports you've already approved"
- A red box pointing to the 'Reports you Approved this Month' section: "Sort on any of the headers by clicking"
- A red box pointing to the 'View' button: "Can choose to show reports PENDING approval or reports you've already approved"
- A red box pointing to the exception icon: "When an exception icon shows here, you will know the report has exceptions that need to be reviewed"
- A red box pointing to the comment field: "Any comments entered on the header screen will show here"

Employee Name	Report Name	Comments	Status	Payment Status	Report Date	Date Submitted	Total
Smith, John	A000275 San Fran CA 8/7-8/11/09	need to change fund/acct to 120201-738010	Approved	Extracted for Payment	09/09/2009	09/17/2009	\$1,395.38
1.  This report has one or more entry level exceptions.							
Doe, Jane	VB Aug 09 Mileage & Parking Aug 09 Mileage and parking	with rounding reimbursement was off by .51. Add another mile to offset	Approved	Extracted for Payment	09/03/2009	09/03/2009	\$64.15
1.  This report has one or more entry level exceptions.							
Jones, Mike	VB Aug Mileage Driving for press checks		Approved	Extracted for Payment	09/03/2009	09/03/2009	\$30.80
Davis, Sam	VB Welcome Home Event Welcome Home Event Sociology/Criminal Justice Dept		Approved	Extracted for Payment	09/03/2009	09/03/2009	\$12.51
Sims on, Ann	VB ice & beverages Ice and beverages		Approved	Extracted for Payment	09/03/2009	09/03/2009	\$7.27

A listing of the reported expenses will show.

Review exceptions by looking at the list or by clicking on each expense with a flag and reviewing information.

View Reports | New Expense Report | **Approve Reports**

Expense Report  
A096123

Click Hide Exceptions button to make expense section larger

Hide Exceptions | Send Back to Employee | Approve

Details | View | Receipts | Print

**Exceptions**

Review exceptions for compliance to policy

Expense Type	Date	Amount	Exception
Parking	08/10/2009	\$37.80	Maximum daily reimbursement for St. Louis airport parking is \$9.30.
Seminar Fees/R...	08/06/2009	\$105.00	Please deduct any personal expenses using the itemization button before submitting report.
Hotel - Conferen...	08/06/2009	\$656.46	Please provide published conference rate with documentation back up.

May need to use scroll bar to see all exceptions

**Expense List** Total: \$1,146.67

	Transaction Date	Expense Type	Vendor Name	City	Payment Type	Amount
!	08/10/2009	<b>Parking</b>	FastTrak	St Louis, Missouri	Cash	\$37.80
	08/10/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$20.00
	08/10/2009	<b>Meals (self)</b>	Roxanne's Cafe	San Francisco, C...	Cash	\$20.00
	08/10/2009	<b>Meals (self)</b>	Klein's Deli Term...	San Francisco, C...	Cash	\$13.17
	08/09/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$25.00
	08/09/2009	<b>Meals (self)</b>	Maya Rest	San Francisco, C...	Cash	\$58.48
	08/08/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$25.00
	08/08/2009	<b>Meals (self)</b>	cortez rest	San Francisco, C...	Cash	\$41.00
	08/08/2009	<b>Meals (self)</b>	Roxanne's Cafe	San Francisco, C...	Cash	\$20.00
	08/08/2009	<b>Incidentals/Tips</b>		San Francisco, C...	Cash	\$3.00
	08/07/2009	<b>Meals (self)</b>	Sotano Grill	San Francisco, C...	Cash	\$23.92
	08/07/2009	<b>Meals (self)</b>	Renaissance Sta...	San Francisco, C...	Cash	\$24.31
	08/06/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$20.00
!	08/06/2009	<b>Seminar Fees/Registration</b>		San Francisco, C...	Cash	\$105.00
!	08/06/2009	<b>Hotel - Conference</b>	Renaissance	San Francisco, C...	Cash	\$656.46
	08/06/2009	<b>Meals (self)</b>	Wolfgang	San Francisco, C...	Cash	\$8.50
	08/06/2009	<b>Meals (self)</b>	Wolfgang	San Francisco, C...	Cash	\$2.43
	08/06/2009	<b>Meals (self)</b>	Chill's	San Francisco, C...	Cash	\$15.00
	08/06/2009	<b>Meals (self)</b>	Kan's	San Francisco, C...	Cash	\$27.60

Itemization Icon

To see where all expenses are currently allocated, click on Print and select SLU Detailed Report.

View Reports New Expense Report **Approve Reports**

Expense Report  
A096123 [ ]

Hide Exceptions Send Back to Employee Approve

Details View Receipts Print

**Exceptions**

Expense Type	Date	Amount	Exception
Parking	08/10/2009	\$37.80	Maximum daily reimbursement for St. Louis airport parking is \$9.30.
Seminar Fees/R...	08/06/2009	\$105.00	Please deduct any personal expenses using the itemization button before submitting report.
Hotel - Conferen...	08/06/2009	\$656.46	Please provide published conference rate with documentation back up.

To view expense fund/accts, click Print and choose SLU Detailed Report

SLU Fax Receipt Cover Page  
SLU Detailed Report

**Expense List** Total: \$1,146.67

Transaction Date	Expense Type	Vendor Name	City	Payment Type	Amount
08/10/2009	<b>Parking</b>	FastTrak	St Louis, Missouri	Cash	\$37.80
08/10/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$20.00
08/10/2009	<b>Meals (self)</b>	Roxanne's Cafe	San Francisco, C...	Cash	\$20.00
08/10/2009	<b>Meals (self)</b>	Klein's Deli Termi...	San Francisco, C...	Cash	\$13.17
08/09/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$25.00
08/09/2009	<b>Meals (self)</b>	Maya Rest	San Francisco, C...	Cash	\$58.48
08/08/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$25.00
08/08/2009	<b>Meals (self)</b>	cortez rest	San Francisco, C...	Cash	\$41.00
08/08/2009	<b>Meals (self)</b>	Roxanne's Cafe	San Francisco, C...	Cash	\$20.00
08/08/2009	<b>Incidentals/Tips</b>		San Francisco, C...	Cash	\$3.00
08/07/2009	<b>Meals (self)</b>	Sotano Grill	San Francisco, C...	Cash	\$23.92
08/07/2009	<b>Meals (self)</b>	Renaissance Sta...	San Francisco, C...	Cash	\$24.31
08/06/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$20.00
08/06/2009	<b>Seminar Fees/Registration</b>		San Francisco, C...	Cash	\$105.00
08/06/2009	<b>Hotel - Conference</b>	Renaissance	San Francisco, C...	Cash	\$656.46
08/06/2009	<b>Meals (self)</b>	Wolfgang	San Francisco, C...	Cash	\$8.50
08/06/2009	<b>Meals (self)</b>	Wolfgang	San Francisco, C...	Cash	\$2.43
08/06/2009	<b>Meals (self)</b>	Chill's	San Francisco, C...	Cash	\$15.00
08/06/2009	<b>Meals (self)</b>	Kan's	San Francisco, C...	Cash	\$27.60

The SLU Detail Report contains report information and shows the expenses, funds, and accounts where expenses will be charged (allocated).

**Expense Report**

**Employee Name :** Smith, John  
**Employee ID :** 000123123  
**Report Name :** A096123  
**Policy :** Travel  
**Report Key :** 20

All information entered on Header Page

**Report Header**

**Business Purpose :** San Fran 8/6-10/2009  
**Report Date :** 09/14/2009  
**Approval Status :** Submitted & Pending Approval  
**Payment Status :** Not Paid  
**Comment :** Group, ArtsandSciences(09/17/2009): Beaumont Grant fund number to be entered by Sponsored Programs

Review to see if any actions are required by you or open Report Header to add notes for approvers after you to see

NON TRAVEL accounts will show 000000 and will be expenes to default indicated on cheat sheet UNLESS reallocated

Allocation Information

Expense Information

Expense Information

Transaction Date	Expense Type	Business Purpose	Vendor	Vendor Name	City	Payment Type	Amount	Travel Allowance
08/06/2009	Hotel - Conference		Renaissance		San Francisco	Cash	656.46	No
• 08/09/2009	Hotel		Renaissance		San Francisco	Cash	47.25	Yes
	<b>Allocations :</b>	100.00% (47.25)	000215985-D110-120254-731000					
• 08/08/2009	Hotel		Renaissance		San Francisco	Cash	47.25	Yes
	<b>Allocations :</b>	100.00% (47.25)	000215985-D110-120254-731000					
• 08/07/2009	Hotel		Renaissance		San Francisco	Cash	47.25	Yes
	<b>Allocations :</b>	100.00% (47.25)	000215985-D110-120254-731000					
• 08/06/2009	Hotel		Renaissance		San Francisco	Cash	47.25	Yes
	<b>Allocations :</b>	100.00% (47.25)	000215985-D110-120254-731000					
• 08/09/2009	Hotel - Conference		Renaissance		San Francisco	Cash	94.50	No
	<b>Allocations :</b>	100.00% (94.50)	000215985-D110-120254-731000					
• 08/08/2009	Hotel - Conference		Renaissance		San Francisco	Cash	94.50	No
	<b>Allocations :</b>	100.00% (94.50)	000215985-D110-120254-731000					
• 08/07/2009	Hotel - Conference		Renaissance		San Francisco	Cash	94.50	No
	<b>Allocations :</b>	100.00% (94.50)	000215985-D110-120254-731000					
• 08/06/2009	Hotel - Conference		Renaissance		San Francisco	Cash	94.50	No
	<b>Allocations :</b>	100.00% (94.50)	000215985-D110-120254-731000					

These expenses were NOT reallocated - all travel expensed to 731000 unless reallocated

## Note reallocations and report total information

08/09/2009	Meals (self)	San Francisco	Cash	53.03	Yes		
	<b>Allocations :</b>	100.00% (53.03) ATS111111-D000-111111	-738010				
08/08/2009	Meals (self)	San Francisco	Cash	22.71	Yes		
	<b>Allocations :</b>	100.00% (22.71) ATS111111-D000-111111	1-738010				
08/08/2009	Meals (self)	breakfast	starbucks	San Francisco	Cash	17.32	Yes
	<b>Allocations :</b>	100.00% (17.32) ATS111111-D000-111111	-738010				
08/08/2009	Meals (self)	breakfast		San Francisco	Cash	23.53	Yes
	<b>Allocations :</b>	100.00% (23.53) ATS111111-D000-111111	-738010				
08/07/2009	Meals (self)	breakfast		St Louis	Cash	10.49	Yes
	<b>Allocations :</b>	100.00% (10.49) ATS111111-D000-111111	-738010				
08/09/2009	Taxi/Metro	home to airport		St Louis	Cash	22.28	No
	<b>Allocations :</b>	100.00% (22.28) ATS111111-D000-111111	-738010				
08/09/2009	Taxi/Metro	airport to hotel		St Louis	Cash	44.00	No
	<b>Allocations :</b>	100.00% (44.00) ATS111111-D000-111111	-738010				
08/09/2009	Taxi/Metro	hotel to airport		San Francisco	Cash	45.00	No
	<b>Allocations :</b>	100.00% (45.00) ATS111111-D000-111111	-738010				
08/09/2009	Taxi/Metro	airport to home		San Francisco	Cash	25.00	No
	<b>Allocations :</b>	100.00% (25.00) ATS111111-D000-111111	-738010				

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

If you have selected the correct expense type, account code will be correct in Banner after upload.

This expense was reallocated to new org - fund - account

### Report Total

<b>Report Total :</b>	1,395.38
<b>Personal Expenses :</b>	0.00
<b>Total Amount Claimed :</b>	1,395.38
<b>Amount Approved :</b>	1,341.05

### Company Disbursements

<b>Amount Due Employee :</b>	1,341.05
<b>Amount Due Company Card :</b>	0.00
<b>Total Paid By Company :</b>	1,341.05

Report and payment information summary

### Employee Disbursements

<b>Amount Due Company :</b>	0.00
<b>Amount Due Company Card From Employee :</b>	0.00
<b>Total Paid By Employee :</b>	0.00

If the expenses need to be charged to a different fund or account, reallocations are made by clicking on Details and choosing Allocations.

**AMERICAN EXPRESS ONLINE**

My Concur | **Expense** | Reporting | Profile | Help | Log Out

View Reports | New Expense Report | Approve Reports

Expense Report **A096123** Click on Details

Hide Exceptions | Send Back to Employee | Approve

Details | View

Receipts | Print

**Report**

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Allocations**
  - Allocations
- Travel Allowances
  - Itineraries
  - Reimbursable Allowances Summary

**Choose Allocations**

Exception

- Maximum daily reimbursement for St. Louis airport parking is \$9.30.
- Please deduct any personal expenses using the itemization button before submitting report.

Total: \$1,146.67

	Vendor Name	City	Payment Type	Amount
	FastTrak	St Louis, Missouri	Cash	\$37.80
	Metro	San Francisco, C...	Cash	\$20.00
	Meals (self)	Roxanne's Cafe	San Francisco, C...	\$20.00
	Meals (self)	Klein's Deli Termi...	San Francisco, C...	\$13.17
	Metro	San Francisco, C...	Cash	\$25.00
08/09/2009	Meals (self)	Maya Rest	San Francisco, C...	\$58.48
08/08/2009	Taxi/Metro		San Francisco, C...	\$25.00
08/08/2009	Meals (self)	cortez rest	San Francisco, C...	\$41.00
08/08/2009	Meals (self)	Roxanne's Cafe	San Francisco, C...	\$20.00
08/08/2009	Incidentals/Tips		San Francisco, C...	\$3.00
08/07/2009	Meals (self)	Sotano Grill	San Francisco, C...	\$23.92
08/07/2009	Meals (self)	Renaissance Sta...	San Francisco, C...	\$24.31
08/06/2009	Taxi/Metro		San Francisco, C...	\$20.00
08/06/2009	Seminar Fees/Registration		San Francisco, C...	\$105.00
08/06/2009	Hotel - Conference	Renaissance	San Francisco, C...	\$656.46
08/06/2009	Meals (self)	Wolfgang	San Francisco, C...	\$8.50
08/06/2009	Meals (self)	Wolfgang	San Francisco, C...	\$2.43
08/06/2009	Meals (self)	Chill's	San Francisco, C...	\$15.00
08/06/2009	Meals (self)	Karl's	San Francisco, C...	\$27.60

**Expense**

Expense Type  
Taxi/Metro

Transaction Date  
08/10/2009

Business Purpose  
Shuttle to SF airport

Vendor Name

City  
San Francisco, California

Payment Type  
Cash

Amount  
20.00 USD

Personal Expense (do not reimburse)

Reviewed  
No

Approved Amount  
20.00

Comment

Save

When pop-up appears click Cancel in lower right hand corner and then **Clear Selections** at the top in order to choose expenses to reallocate. Select by clicking in box next to expense and then clicking Allocate Selected Expenses

**Allocations for Report: A096123**

Expense List

Allocate Selected Expenses Clear Selections

Select Group

Date	Expense Type	Group	Amount
08/10/2009	Parking		\$37.00
08/10/2009	TaxiMetro		\$20.00
08/10/2009	Meals (self)		\$20.00
08/10/2009	Meals (self)		\$13.17
08/09/2009	TaxiMetro		\$25.00
08/09/2009	Meals (self)		\$58.48
08/08/2009	TaxiMetro		\$25.00
08/08/2009	Meals (self)		\$41.00
08/08/2009	Meals (self)		\$20.00
08/08/2009	Incidentals/T...		\$3.00
08/07/2009	Meals (self)		\$23.92
08/07/2009	Meals (self)		\$24.31
08/06/2009	TaxiMetro		\$20.00
08/06/2009	Seminar Fee...		\$105.00
08/06/2009	Meals (self)		\$8.50
08/06/2009	Meals (self)		\$2.43
08/06/2009	Meals (self)		\$15.00
08/06/2009	Meals (self)		\$27.60

Hotel - Conference

08/09/2009	Hotel - Conf...		\$94.50
08/09/2009	Hotel Tax		\$14.91
08/09/2009	Hotel		\$47.25
08/09/2009	Hotel Tax		\$7.45
08/08/2009	Hotel - Conf...		\$94.50
08/08/2009	Hotel Tax		\$14.91

Allocations

Total Amount  
Allocated Amount  
Remaining

Allocate By

Activity Code Code

Save Cancel

Done

1. To get started, click cancel in the lower right hand corner

2. Next click the Clear Selections button

3. Select expenses to reallocate by clicking the box next to it. Clicking the top box by Date will select all.

4. Click Allocate Selected Expenses

Continue with reallocation.

**AMERICAN EXPRESS® ONLINE**

Allocations for Report: A096123

Expense List

Allocate Selected Expenses Clear Selections

Select Group ▾

Date	Expense Type	Group	Amount
08/10/2009	Parking		\$37.80
08/10/2009	Taxi/Metro		\$20.00
08/10/2009	Meals (self)		\$20.00
08/10/2009	Meals (self)		\$13.17
08/09/2009	Taxi/Metro		\$25.00
08/09/2009	Meals (self)		\$58.48
08/08/2009	Taxi/Metro		\$25.00
08/08/2009	Meals (self)		\$41.00
08/08/2009	Meals (self)		\$20.00
08/08/2009	Incidentals/T...		\$3.00
08/07/2009	Meals (self)		\$23.92
08/07/2009	Meals (self)		\$24.31
08/06/2009	Taxi/Metro		\$20.00
08/06/2009	Seminar Fee...		\$105.00
08/06/2009	Meals (self)		\$8.50
08/06/2009	Meals (self)		\$2.43
08/06/2009	Meals (self)		\$15.00
08/06/2009	Meals (self)		\$27.60

**Hotel - Conference**

08/09/2009	Hotel - Conf...		\$94.50
08/09/2009	Hotel Tax		\$14.91
08/09/2009	Hotel		\$47.25
08/09/2009	Hotel Tax		\$7.45
08/08/2009	Hotel - Conf...		\$94.50
08/08/2009	Hotel Tax		\$14.91

**Allocations**

Total Amount : \$65.00  
Allocated Amount : \$65.00 (100%)  
Remaining : \$0.00 (0%)

Use drop down to choose to reallocate by dollar amount or percentage

Allocate By: ▾ Add New Allocation Delete Selected Allocations

Percentage	Org *	Fund *	Account Code *	Activity Code	Code
100	(D000) D000	(1111111) 1111111	(731000) 73100...		

choose amount or percentage to reallocate

Change dept/org if necessary

Choose correct fund. Access to funds reflect permissions in banner

Choose new account and activity code if applicable

Searches can be made by using \* as a wild card

If expense needs to be allocated to several orgs or funds, click Add New Allocation to create another line.

Save when finished. If additional expenses need to be reallocated - click clear selection at the tip left and click on expenses to begin again.

Click Save and then click Done to get back to expense report

Save changes → Save Cancel

Return to report → Done

Comment

Save

Once comments, exceptions, and allocations have been reviewed, receipts will need to be verified. View receipts by clicking on Receipts and choosing how to view them.




My Concur | **Expense** | Reporting | Profile | Help | Log Out

**Approve Reports**

Expense Report  
A000275
Hide Exceptions

Details | View
Receipts | Print

**Exceptions**

Expense Type	Date	Amount	Exception
Hotel - Conferen...	08/07/2009	\$947.76	Please provide published conference rate with documentation back up.
Hotel - Conferen...	08/07/2009	\$947.76	This itemized entry has sub-entries with one or more exceptions.

Expense List
«

Total: \$1,395.38

Date	Expense Type	Amount	Approved
08/11/2009	Meals (self) San Francisco, Califor	\$33.06	\$33.06
08/11/2009	Meals (self) San Francisco, Califor	\$6.99	\$6.99
08/11/2009	Meals (self) San Francisco, Califor	\$14.91	\$14.91
08/10/2009	Meals (self) San Francisco, Califor	\$17.32	\$17.32
08/10/2009	Meals (self) San Francisco, Califor	\$86.10	\$86.10
08/10/2009	Incidentals/Tips San Francisco, Califor	\$3.00	\$3.00
08/09/2009	Taxi/Metro St Louis, Missouri	\$22.28	\$22.28
08/09/2009	Taxi/Metro St Louis, Missouri	\$44.00	\$44.00
08/09/2009	Taxi/Metro San Francisco, Califor	\$45.00	\$45.00
08/09/2009	Taxi/Metro San Francisco, Califor	\$25.00	\$25.00
08/09/2009	Meals (self) San Francisco, Califor	\$17.32	\$17.32
08/09/2009	Meals (self) San Francisco, Califor	\$53.03	\$53.03
08/09/2009	Incidentals/Tips San Francisco, Califor	\$3.00	\$3.00
08/08/2009	Meals (self) San Francisco, Califor	\$17.32	\$17.32

Pops up list of required receipts

Allows viewing of receipts in new or current window

- Receipts Required
- View Receipts in new window
- View Receipts in current window
- Attach Receipt Images

When View Receipts in Current Window choice is made – receipts will appear within the report.




My Concur
Travel
Expense
Reporting
Administration
Profile
Help
Log Out

View Reports
New Expense Report
View Cash Advances
New Cash Advance

You are administering Expense for: [ Smith, John ]
Proxy Search

Expense Report

Expense List

Date	Expense Type	Amount	Requested
08/11/2009	Personal Car Mileage	\$101.20	\$101.20

Total: \$101.20

Expense

View Reimbursement Rates

Previous Comment

Entered By : drove on calculator attached - original reimbursement \$100.70, 183 miles with 184 miles

Expense Type  
Personal Car Mileage

Transaction Date  
08/11/2009

Purpose of the Trip  
Clemency Project

From Location  
St. Louis

To Location  
Chillicothe

Payment Type  
Cash

Distance : Amount  
184 : 101.20

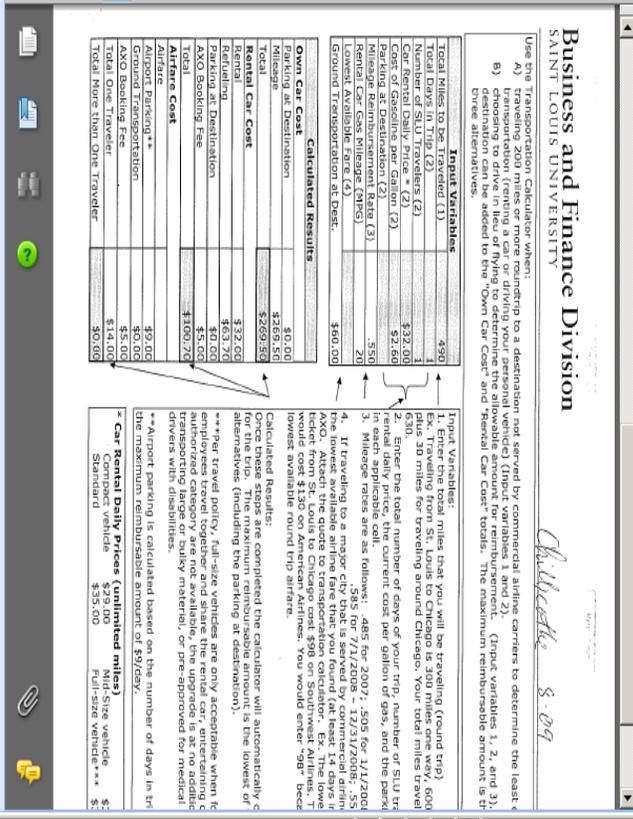
Approved Amount

Receipts

Print

When viewing in CURRENT window, receipts will appear in the lower right side of the screen.

Panels can be resized to make viewing area larger or smaller



**Business and Finance Division**  
SAINT LOUIS UNIVERSITY

Use the Transportation Calculator when:  
 A) reimbursing (renting a car or driving your personal vehicle) to a destination not served by commercial airline carriers to determine the least expensive alternative.  
 B) traveling 200 miles or more round-trip to a destination not served by commercial airline carriers to determine the least expensive alternative.  
 C) traveling to a destination not served by commercial airline carriers to determine the least expensive alternative.  
 D) traveling to a destination not served by commercial airline carriers to determine the least expensive alternative.

Input Variables	Calculated Results
Total Miles to be Traveled (1)	490
Number of SUV Travelers (2)	1
Car Rental Daily Price * (2)	\$32.00
Cost of Gasoline per Gallon (2)	\$2.60
Mileage Reimbursement Rate (3)	550
Rental Car Gas Mileage (4)(5)	20
Lowest Available Rate (4)	\$60.00
Standard Transportation at Best:	
<b>Own Car Cost</b>	\$10.00
Mileage at Destination	\$269.50
<b>Rental Car Cost</b>	\$33.70
Rentals	\$83.70
Parking at Destination	\$5.00
AXO Booking Fee	\$100.70
<b>Airfare Cost</b>	\$9.00
Airport Parking**	\$4.00
Ground Transportation	\$5.00
AXO Booking Fee	\$4.00
Total One Traveler	\$30.00
Total Three (3) One Traveler	\$90.00

**Calculated Results:**  
 Once these steps are completed the calculator will automatically calculate the lowest of alternatives (including the parking at destination).  
 \*\*\*Per travel policy, full-size vehicles are only acceptable when it is necessary to transport large or bulky material, or pre-approved for medical drivers with disabilities.  
 \*\*Airport parking is calculated based on the number of days in the trip.  
 \*Car Rental Daily Prices (unlimited miles)  
 Compact vehicle \$25.00 Mid-Size vehicle \$30.00 Full-Size vehicle \$35.00

When View Receipts in New Window choice is made – a pop up will appear with receipts (pop up blocker will need to be off). Pop up should be able to be resized to enlarge viewing area.

Address: https://app2.outtask.com/Services/GetImage.aspx?ickey=1&rid=8FA5452A8BD845A4BA99&doctype=1 - Microsoft Internet Explorer provide

SAINT LOUIS UNIVERSITY

## Business and Finance Division

SAINT LOUIS UNIVERSITY

*Chillicothe 8-09*

Use the Transportation Calculator when:

- traveling 200 miles or more roundtrip to a destination not served by commercial airline carriers to determine the least expensive mode of transportation (renting a car or driving your personal vehicle) (Input variables 1 and 2).
- choosing to drive in lieu of flying to determine the allowable amount for reimbursement. (Input variables 1, 2, and 3). Parking at destination can be added to the "Own Car Cost" and "Rental Car Cost" totals. The maximum reimbursable amount is the lowest of the three alternatives.

Input Variables	
Total Miles to be Traveled (1)	490
Total Days in Trip (2)	1
Number of SLU Travelers (2)	1
Car Rental Daily Price * (2)	\$32.00
Cost of Gasoline per Gallon (2)	\$2.60
Parking at Destination (2)	
Mileage Reimbursement Rate (3)	.550
Rental Car Gas Mileage (MPG)	20
Lowest Available Fare (4)	
Ground Transportation at Dest.	\$60.00

Calculated Results	
<b>Own Car Cost</b>	
Parking at Destination	\$0.00
Mileage	\$269.50
<b>Total</b>	<b>\$269.50</b>
<b>Rental Car Cost</b>	
Rental	\$32.00
Refueling	\$63.70
Parking at Destination	\$0.00
AXO Booking Fee	\$5.00
<b>Total</b>	<b>\$100.70</b>
<b>Airfare Cost</b>	
Airfare	
Airport Parking**	\$9.00
Ground Transportation	\$0.00
AXO Booking Fee	\$5.00
<b>Total One Traveler</b>	<b>\$14.00</b>
<b>Total More than One Traveler</b>	<b>\$0.00</b>

Input Variables:

- Enter the total miles that you will be traveling (round trip)  
Ex. Traveling from St. Louis to Chicago is 300 miles one way, 600 miles round trip plus 30 miles for traveling around Chicago. Your total miles traveled would equal 630.
- Enter the total number of days of your trip, number of SLU travelers, the car rental daily price, the current cost per gallon of gas, and the parking at destination in each applicable cell.
- Mileage rates are as follows: .485 for 2007; .505 for 1/1/2008-6/30/2008; .585 for 7/1/2008 - 12/31/2008; .550 for 1/1/2009 --
- If traveling to a major city that is served by commercial airline carriers, enter in the lowest available airline fare that you found (at least 14 days in advance) using AXO. Attach the quote to transportation calculator. Ex. The lowest round trip ticket from St. Louis to Chicago cost \$98 on Southwest Airlines. That same ticket would cost \$130 on American Airlines. You would enter "98" because it is the lowest available round trip airfare.

Calculated Results:  
Once these steps are completed the calculator will automatically calculate the costs for the trip. The maximum reimbursable amount is the lowest of these three alternatives (including the parking at destination).

\*\*\*Per travel policy, full-size vehicles are only acceptable when four or more employees travel together and share the rental car, entertaining customers, cars in authorized category are not available, the upgrade is at no additional cost, transporting large or bulky material, or pre-approved for medical reasons, i.e. drivers with disabilities.

\*\*Airport parking is calculated based on the number of days in trip multiplied by the maximum reimbursable amount of \$9/day.

\* Car Rental Daily Prices (unlimited miles)

Compact vehicle	\$29.00	Mid-Size vehicle	\$32.00
Standard	\$35.00	Full-size vehicle***	\$38.00

183 miles = \$100.65 so

Updated 3/4/09

Amounts can be corrected by choosing the expense and then keying in the amount field. Comments can also be added for each expense item OR on the Header page.



My Concur **Expense** Reporting Profile Help Log Out

View Reports New Expense Report **Approve Reports**

Expense Report **A096123** Hide Exceptions Send Back to Employee Approve

Details View Receipts Print

**Exceptions**

Expense Type	Date	Amount	Exception
Parking	08/10/2009	\$37.80	Maximum daily reimbursement for St. Louis airport parking is \$9.30.
Seminar Fees/R...	08/06/2009	\$105.00	Please deduct any personal expenses using the itemization button before submitting report.

**Expense List** Total: \$1,146.67

	Transaction Date	Expense Type	Vendor Name	City	Payment Type	Amount
⚠	08/10/2009	<b>Parking</b>	FastTrak	St Louis, Missouri	Cash	\$37.80
	08/10/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$20.00
	08/10/2009	<b>Meals (self)</b>	Roxanne's Cafe	San Francisco, C...	Cash	\$20.00
	08/10/2009	<b>Meals (self)</b>	Klein's Deli Termi...	San Francisco, C...	Cash	\$13.17
	08/09/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$25.00
	08/09/2009	<b>Meals (self)</b>	Maya Rest	San Francisco, C...	Cash	\$58.48
	08/08/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$25.00
	08/08/2009	<b>Meals (self)</b>	cortez rest	San Francisco, C...	Cash	\$41.00
	08/08/2009	<b>Meals (self)</b>	Roxanne's Cafe	San Francisco, C...	Cash	\$20.00
	08/08/2009	<b>Incidentals/Tips</b>		San Francisco, C...	Cash	\$3.00
	08/07/2009	<b>Meals (self)</b>	Sotano Grill	San Francisco, C...	Cash	\$23.92
	08/07/2009	<b>Meals (self)</b>	Renaissance Sta...	San Francisco, C...	Cash	\$24.31
	08/06/2009	<b>Taxi/Metro</b>		San Francisco, C...	Cash	\$20.00
⚠	08/06/2009	<b>Seminar Fees/Registration</b>		San Francisco, C...	Cash	\$105.00
⚠	08/06/2009	<b>Hotel - Conference</b>	Renaissance	San Francisco, C...	Cash	\$656.46
	08/06/2009	<b>Meals (self)</b>	Wolfgang	San Francisco, C...	Cash	\$8.50
	08/06/2009	<b>Meals (self)</b>	Wolfgang	San Francisco, C...	Cash	\$2.43
	08/06/2009	<b>Meals (self)</b>	Chill's	San Francisco, C...	Cash	\$15.00
	08/06/2009	<b>Meals (self)</b>	Kar's	San Francisco, C...	Cash	\$27.60

Expense information in box at right is for highlighted charge

**Expense**

Expense Type  
Taxi/Metro

Transaction Date  
08/10/2009

Business Purpose  
Shuttle to SF airport

Vendor Name

City  
San Francisco, California

Payment Type  
Cash

Amount  
20.00 USD

Personal Expense (do not reimburse)

Reviewed  
No

Approved Amount  
20.00

Comment

Change amount to be reimbursed by entering amount in Approved Amount field

Save

To view information on Header page – click Details and choose Report Header.

AMERICAN EXPRESS® ONLINE

My Concur | Expense | Reporting | Profile | Help | Log Out

View Reports | New Expense Report | Approve Reports

Expense Report

**A096123**

Hide Exceptions
Send Back to Employee
Approve

Details | View

Report

- Report Header ←
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

- Allocations

Travel Allowances

- Itineraries
- Reimbursable Allowances Summary

Exception

0 ⚠ Maximum daily reimbursement for St. Louis airport parking is \$9.30.

0 ⚠ Please deduct any personal expenses using the itemization button before submitting report.

Total: \$1,146.67

Expense Type	Vendor Name	City	Payment Type	Amount
ing	FastTrak	St Louis, Missouri	Cash	\$37.80
<b>Metro</b>		San Francisco, C...	Cash	\$20.00
<b>Meals (self)</b>	Roxanne's Cafe	San Francisco, C...	Cash	\$20.00
<b>Meals (self)</b>	Klein's Deli Termi...	San Francisco, C...	Cash	\$13.17
<b>Meals (self)</b>		San Francisco, C...	Cash	\$25.00
08/09/2009 <b>Meals (self)</b>	Maya Rest	San Francisco, C...	Cash	\$58.48
08/08/2009 <b>Taxi/Metro</b>		San Francisco, C...	Cash	\$25.00
08/08/2009 <b>Meals (self)</b>	cortez rest	San Francisco, C...	Cash	\$41.00
08/08/2009 <b>Meals (self)</b>	Roxanne's Cafe	San Francisco, C...	Cash	\$20.00
08/08/2009 <b>Incidentals/Tips</b>		San Francisco, C...	Cash	\$3.00
08/07/2009 <b>Meals (self)</b>	Sotano Grill	San Francisco, C...	Cash	\$23.92
08/07/2009 <b>Meals (self)</b>	Renaissance Sta...	San Francisco, C...	Cash	\$24.31
08/06/2009 <b>Taxi/Metro</b>		San Francisco, C...	Cash	\$20.00
<span style="color: yellow;">⚠</span> 08/06/2009 <b>Seminar Fees/Registration</b>		San Francisco, C...	Cash	\$105.00
<span style="color: blue;">⚠</span> 08/06/2009 <b>Hotel - Conference</b>	Renaissance	San Francisco, C...	Cash	\$656.46
08/06/2009 <b>Meals (self)</b>	Wolfgang	San Francisco, C...	Cash	\$8.50
08/06/2009 <b>Meals (self)</b>	Wolfgang	San Francisco, C...	Cash	\$2.43
08/06/2009 <b>Meals (self)</b>	Chill's	San Francisco, C...	Cash	\$15.00
08/06/2009 <b>Meals (self)</b>	Kan's	San Francisco, C...	Cash	\$27.60

Expense

Expense Type  
Taxi/Metro

Transaction Date  
08/10/2009

Business Purpose  
Shuttle to SF airport

Vendor Name

City  
San Francisco, California

Payment Type  
Cash

Amount  
20.00 USD

Personal Expense (do not reimburse)

Reviewed  
No

Approved Amount  
20.00

Comment

Save

## Report Header:

Review the comments on the report header screen to determine if you need to take any requested action. Use comment box to leave notes of changes or for approvers after you. Example: Charge to fund 273074.

**Report header for: A096123**

Previous Comment

Entered By ArtsandSciences Group: Beaumont Grant fund number to be entered by Sponsored Programs

<b>Policy</b>	<b>Trip ID</b>	<b>Report Date</b>	<b>Business Purpose</b>
Travel	A096123	09/14/2009	San Fran 8/6-10/2009
<b>Employee Name</b>	<b>Report Currency</b>	<b>Receipts Received</b>	<b>Submit Date</b>
Smith, John	US, Dollar	Yes	09/17/2009
<b>Approval Status</b>	<b>Payment Status</b>	<b>Commitment Office</b>	<b>Comment </b>
Submitted & Pending Approval	Not Paid	Financial Commitment-Non Grants	
<b>Report Key</b>	<b>Banner ID</b>	<b>Org</b>	<b>Fund</b>
20	000123123	0000	120254

Default Fund

Comments can be added for approvers to see.  
Make sure to save if changes are made.

Save Cancel

To view the approver flow or ADD another approver before approving report – click on Details and choose Approver Flow.

**Approval Flow for Report: A096123**

**Manager Approval:**  
 Group, ArtsandSciences Department/Expense Approver  
 (09/17/2009 Approved)

**User-Added Approver:**  
 Financial Commitment, Sponsored Programs  
 Department Approver has added an approver BEFORE Approver 3 by clicking the arrow and choosing an approver. Start entering last name and smart list will start populating matching approvers

**Approver 3 (FINCOMMIT approver) Non Grant:**  
 Group, VPBusinessandFinance  
 ((this step may be skipped))

Once approver has been added - click Approve and the report will route to User-Added Approver before going to Commitment Office chosen on Report Header

Click Send Back if something is wrong or missing

Buttons: Approve, Send Back, Save Workflow, Cancel

Payment Type	Amount
Cash	\$37.80
Cash	\$20.00
Cash	\$20.00
Cash	\$13.17
Cash	\$25.00
Cash	\$58.48
Cash	\$25.00
Cash	\$41.00
Cash	\$20.00
Cash	\$3.00
Cash	\$23.92
Cash	\$24.31
Cash	\$20.00
Cash	\$105.00
08/06/2009 Hotel - Conference Renaissance San Francisco, C...	Cash \$656.46
08/06/2009 Meals (self) Wolfgang San Francisco, C...	Cash \$8.50
08/06/2009 Meals (self) Wolfgang San Francisco, C...	Cash \$2.43
08/06/2009 Meals (self) Chili's San Francisco, C...	Cash \$15.00
08/06/2009 Meals (self) Kar's San Francisco, C...	Cash \$27.60

**Expense Summary:**  
 Total: \$1,146.67  
 Expense Type: Taxi/Metro  
 Transaction Date: 08/10/2009  
 Business Purpose: Shuttle to SF airport  
 Vendor Name: [Blank]  
 City: San Francisco, California  
 Payment Type: Cash  
 Amount: 20.00 USD  
 Personal Expense (do not reimburse): [Checked]  
 Reviewed: No  
 Approved Amount: 20.00  
 Comment: [Blank]

When report is ready for approval – click Approve button in upper right corner. Can also click approve on the approval flow screen.

If report needs to be sent back to employee, click Send Back to Employee button in upper right corner. The tool requires a comment when a report is sent back. Employee will receive e-mail telling them a report has been returned. Delegates have the option to receive e-mail also.

The screenshot displays the American Express Online Expense Reporting interface. At the top, there is a navigation menu with options: My Concur, Expense, Reporting, Profile, Help, and Log Out. Below this, there are tabs for View Reports, New Expense Report, and Approve Reports. The main area shows an "Approval Flow for Report: A096123" window. This window contains three sections for adding approvers:

- Manager Approval:** Includes a dropdown for "Group, ArtsandSciences" and a text input field for "Department/Expense Approver".
- User-Added Approver:** Includes a dropdown for "Financial Commitment, Sponsored Programs" and a text input field. A red box highlights the "Add" button with the instruction: "Department Approver has added an approver BEFORE Approver 3 by clicking the arrow and choosing an approver. Start entering last name and smart list will start populating matching approvers".
- Approver 3 (FINCOMMIT approver) Non Grant:** Includes a dropdown for "Group, VPBusinessandFinance" and a text input field. A note below it says "((this step may be skipped))".

At the bottom of the approval flow window, there are buttons for "Approve", "Send Back", "Save Workflow", and "Cancel". A red arrow points from the "Add" button in the User-Added Approver section to the "Approve" button. A red box at the bottom of the window contains the instruction: "Once approver has been added - click Approve and the report will route to User-Added Approver before going to Commitment Office chosen on Report Header".

The background interface shows a table of expenses with columns for Payment Type and Amount. The total amount is \$1,146.67. On the right side, there is a summary panel for the selected expense, including fields for Expense Type (Taxi/Metro), Transaction Date (08/10/2009), Business Purpose (Shuttle to SF airport), Vendor Name, City (San Francisco, California), Payment Type (Cash), Amount (20.00 USD), and Approved Amount (20.00). Buttons for "Hide Exceptions", "Send Back to Employee", "Approve", "Receipts", and "Print" are visible at the top right.

## **CONCUR EXPENSE: APPROVERS CHECK LIST**

1. Log into Cliqbook & Concur Expense. Or Outtask if a group approver.
2. Hover the EXPENSE tab and click APPROVE REPORTS.
3. See list of reports in your queue.
4. Click on the report you want to review/approve.
5. Review COMMENTS on report header for requested actions.
6. Review exception FLAGS and correct expense entries if necessary.
7. Click PRINT and choose SLU DETAIL REPORT to see fund/accounts.
8. Reallocate expenses to correct fund/accounts.
9. Check that all required RECEIPTS and documentation are attached.
10. Need to add any approvers to the flow?
11. Notes for additional approvers added to comment box on report header.