Business and Finance Division
SAINT LOUIS UNIVERSITY

Concur Expense Non-Travel Manual

To get started on creating an expense report for reimbursement, log into MySLU and click on the Suitcase Cliqbook & Concur Expense icon in your TOOL tab.

To start a new expense report or view a list of your other expense reports, click on the Expense tab.

To start a new expense report, click New Expense Report link.

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

View Reports | New Expense Report | View Cash Advances | New Cash Advance

Expense Report List
Active Reports

To start a new expense report click New Expense Report

View ▾ Create & Edit ▾ Import

Delete Report

| | Report Name | Comments | Status | Payment Status | Report Date ▾ | Total |

No Expense Reports Found

Use drop down to choose to see list of Pending Reports, Approved Reports, Paid Reports, All Reports etc

The first screen you will see is the Header Page. Choose Non-Travel in the Policy drop down.

After choosing Non-Travel as the policy on the Report Header:

The header contains not only the basic report information, but also your BANNER ID, and your default ORGANIZATION and FUND. If expenses are not reallocated later in the report, the expense for this report will be charged to these defaults.

COMMITMENT OFFICE - This choice is important because it dictates which Commitment Office your report will route to for approval and payment.
    Medical Center Finance Office - choose if your expense report is sent to the Medical Center Finance Office for approval
    Financial Commitment-Non Grant - choose when your expense report is charged to your department and is sent to the Financial Commitment Office
    Financial Commitment-Sponsored Programs - choose when your expense report is sent to the Financial Commitment Office and the expenses will be charged to grant funds (Ex: funds beginning with a 3)

Once the header information has been entered and Next has been clicked, you will be ready to start entering expenses.

Start by choosing an expense type from the list on the right.

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Expense Report
Sept 2009 Recruiting Expenses

If you have a Corporate Amex T&E card, you will want to click Import so you can pull your card expenses into your report.

⊖ Delete Report   ▣ Submit Report

➕ New Expense   📋 Details ▾   ▣ View ▾   📥 Import   📄 Receipts ▾   🖨 Print ▾

Expense List   «

⊖ Delete   **Total: $0.00**

☐	Date ▾	Expense Type	Amount	Requested

Adding New Expense

If you do not have a Corporate Amex, start entering expenses by clicking on an expense type from the list on the right

New Expense

Expense Type

[🔍]

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation
Car Rental
Gas & Oil
Parking
Personal Car Mileage
Taxi/Metro

02. Business & Entertainment
Business Meal (attendees)
Clin/Res-Dietary/Trv (Patient Related)
Entertainment
Food Service (Sprnd Prog Trng; Dept. Events--Holiday, Grad)
Orientation
Recruitment (Faculty/Staff)

03. Communications
Internet
Local Phone
Long Distance

04. Other
College Fair booth/fees

...04. Other
Dues & Memberships
Employee Moving/Relocation
Gifts(donors, graduates, speakers)
Job Fair booth/fees
Materials/Books
Meals (self)
Meetings
Minor Computer Software
Minor Other Equipment
Miscellaneous (Other)
Office Supplies
Outside Printing
Permits/Licenses/Abstracts
Postage
Seminar Fees/Registration
Subscriptions
Teaching/Research Supplies

Once you have chosen an expense type, you will need to enter information pertaining to this expense.

When all information has been entered, click Save to proceed with report

The system will not allow you to proceed unless the Remaining amount is $0.00

Use this for any NON REIMBURSABLE or PERSONAL portions of an expense that should NOT be reimbursed back to the employee

As attendees are added, the system will split the Amount

When all information has been entered, click the SAVE button to proceed.

Continue adding expenses to report. If an exception has been generated, it must be looked at and resolved if necessary. A yellow exception may just be information about policy. A RED exception MUST be resolved before the report can be submitted.

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

View Reports | New Expense Report | View Cash Advances | New Cash Advance

Expense Report
Sept 2009 Recruiting Expenses

Hide Exceptions | Delete Report | Submit Report

New Expense | Details ▾ | View ▾ | Import

Receipts ▾ | Print ▾

Note any expense that has been entered that generates a exception. Yellow exceptions need to be looked at and action taken if necessary.
If a RED exception is generated, you WILL NOT be able to submit the report until the error has been resolved.

Exceptions

Expense Type	Date	Amount	Exception
Parking	09/16/2009	$6.00	⚠ Maximum daily reimbursement for St. Louis airport parking is $9.30.

Expense List «

Delete | Total: $56.00

	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
☐	**09/16/2009** 👥	**Business Meal (a** Triumph, St Louis, M	**$50.00**	**$50.00**
☐	**09/16/2009** ⚠	**Parking** Parking Spot, St Lou	**$6.00**	**$6.00**

Icon denotes that attendees have been entered

New Expense

Expense Type

🔍

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation
 Car Rental
 Gas & Oil
 Parking
 Personal Car Mileage
 Taxi/Metro

02. Business & Entertainment
 Business Meal (attendees)
 Clin/Res-Dietary/Trv (Patient Related)
 Entertainment
 Food Service (Sprnd Prog Trng; Dept. Events--Holiday, Grad)
 Orientation
 Recruitment (Faculty/Staff)

03. Communications
 Internet
 Local Phone
 Long Distance

04. Other
 College Fair booth/fees

...04. Other
 Dues & Memberships
 Employee Moving/Relocation
 Gifts(donors, graduates, speakers)
 Job Fair booth/fees
 Materials/Books
 Meals (self)
 Meetings
 Minor Computer Software
 Minor Other Equipment
 Miscellaneous (Other)
 Office Supplies
 Outside Printing
 Permits/Licenses/Abstracts
 Postage
 Seminar Fees/Registration
 Subscriptions
 Teaching/Research Supplies

🔒 Internet

Updated 10/23/09

Once all expenses have been entered, receipts need to be attached to the report. To see what receipts are required, click on the Receipts button and click on Receipts Required. The pop up box will contain a list of receipts that should be attached.

To attach receipts click on the Receipts button and choose Attach Receipt Images.

You can attach receipts by scanning and attaching OR by printing a fax cover page and faxing in with your receipts.
- To fax in receipts – Click on Print button on right of screen and choose SLU Fax Receipt Cover Page
- To scan and attach receipts – Click Receipts button on right of screen and choose Attach Receipt Images (please note you will need to scan first). Browse for your receipts – Click Attach – and then Done
- You can check to see if your receipts are loaded by clicking the Receipts button and selecting Check Receipts

Once receipts are attached the SLU Detailed Report can be printed out or viewed to see where all expenses will be allocated to. On the right hand side of the screen, click the Print button and choose SLU Detailed Report.

Remember, you will always want to make sure that the check box in the upper left corner by show allocations is selected, if it's not line item detail that has been entered will not show .

Print ☑ Show Itemizations ← Always check the Show Itemizations box   ⊗ Cancel

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
	Allocations :	100.00% (47.25) 000215985-D110-120254-731000						
• 08/08/2009	Hotel		Renaissance		San Francisco	Cash	47.25	Yes
	Allocations :	100.00% (47.25) 000215985-D110-120254-731000						
• 08/07/2009	Hotel		Renaissance		San Francisco	Cash	47.25	Yes
	Allocations :	100.00% (47.25) 000215985-D110-120254-731000						
• 08/06/2009	Hotel		Renaissance		San Francisco	Cash	47.25	Yes
	Allocations :	100.00% (47.25) 000215985-D110-120254-731000						
• 08/09/2009	Hotel - Conference		Renaissance		San Francisco	Cash	94.50	No
	Allocations :	100.00% (94.50) 000215985-D110-120254-731000						
• 08/08/2009	Hotel - Conference		Renaissance		San Francisco	Cash	94.50	No
	Allocations :	100.00% (94.50) 000215985-D110-120254-731000						
• 08/07/2009	Hotel - Conference		Renaissance		San Francisco	Cash	94.50	No
	Allocations :	100.00% (94.50) 000215985-D110-120254-731000						
• 08/06/2009	Hotel - Conference		Renaissance		San Francisco	Cash	94.50	No
	Allocations :	100.00% (94.50) 000215985-D110-120254-731000						

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

Updated 10/23/09

The SLU Detail report also contains report total information.

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

Report Total :	1,395.38
Personal Expenses :	0.00
Total Amount Claimed :	1,395.38
Amount Approved :	1,341.05

Company Disbursements

Amount Due Employee :	1,341.05
Amount Due Company Card :	0.00
Total Paid By Company :	1,341.05

Report and payment information summary

Employee Disbursements

Amount Due Company :	0.00
Amount Due Company Card From Employee :	0.00
Total Paid By Employee :	0.00

Once expense entries have been double checked and receipts have been attached, the report is ready to submit for approval and reimbursement. Click the Submit Report button in the upper right of the screen.

The system may ask if you are ready to submit, click Yes. Once you have submitted your report, a pop-up with your report summary information will appear. This summary will tell you what your report total is, what your reimbursement amount is and the amount that will be paid to your Corporate American Express card (if applicable).

You will receive e-mail updates as the status of your report changes (approved – ready for payment etc).