

## 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.

The screenshot shows the MySLU interface. At the top left, there is a 'my SLU' logo. To its right is a search bar with the text 'Search | SLU Home'. Below the logo, it says 'Welcome Jane Doe' and 'You are currently logged in.' On the right side, there are links for 'groups', 'logout', and 'help'. Below this, there are tabs for 'Home', 'Tools', and 'Employee', with 'Tools' being the active tab. The date 'September 30, 2009' is displayed on the right. The main content area is titled 'Tools' and contains a grid of application icons. A red callout box with the text 'Click to access expense reimbursement and travel booking' has an arrow pointing to the 'Cliqbook & Concur Expense' icon, which is a green suitcase.

People Finder	Banner Self-Service	Blackboard Learning System
Google Apps	SendThisFile	My Files
Internet Native Banner	<b>Cliqbook &amp; Concur Expense</b>	OASIS
WebXtender	WebFOCUS Dashboard	Old WebFOCUS
BB Community	Cards/Stationery Orders	Online Maintenance Request

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

The screenshot shows the American Express Online (AXO) interface for Saint Louis University. At the top, the navigation bar includes 'My Concur', 'Travel', 'Expense', 'Profile', 'Help', and 'Log Out'. A red arrow points to the 'Expense' tab, which has a dropdown menu with 'View Reports' and 'New Expense Report'. A callout box above the 'Expense' tab reads: 'To start a new expense report or view a list of expense reports, click on the Expense tab'. The top right corner features the Saint Louis University logo and the text 'You are administering travel for: Me'. The main content area is divided into several sections: 'Alerts' (with a 'Sign up here' link), 'Travel Info' (with a welcome message and contact information), and a large red 'Stop!' warning. The warning states: 'Log on to SLU Banner Self-Service to obtain a Trip Number before you make your reservation. SLU Banner Self-Service. You will not be able to complete your reservation without a valid Trip Number. If you already have a Trip Number designated for this trip, please continue.' On the left side, there is a 'Trip Search' sidebar with fields for 'Flight', 'Car', 'Hotel', and 'Flight Status', and options for 'Round Trip', 'One Way', and 'Multi-Segment'. Below these are fields for 'Departure City' and 'Arrival City', and dropdown menus for 'Departure' and 'Return' times. There are also checkboxes for 'Pick-up/Drop-off car at airport', 'Find a Hotel', and 'Refundable only air fares'. At the bottom of the sidebar, there is a 'Search' button and a 'Weather' section with a 'Local Weather' link and a 'Please enter an airport' field.

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

The screenshot shows the American Express Online interface for expense reports. At the top, there are navigation tabs: My Concur, Travel, **Expense**, Profile, Help, and Log Out. Below these are links for View Reports, New Expense Report, View Cash Advances, and New Cash Advance. The main content area is titled "Expense Report List" and "Active Reports". It features a toolbar with "View", "Create & Edit", and "Import" options. A table with columns for Report Name, Comments, Status, Payment Status, Report Date, and Total is present, but it is empty, displaying "No Expense Reports Found".

Two red callout boxes provide instructions:

- The first callout points to the "New Expense Report" link in the top navigation bar, stating: "To start a new expense report click New Expense Report".
- The second callout points to the "View" dropdown menu in the toolbar, stating: "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.

**AMERICAN EXPRESS ONLINE**

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

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

### Create a New Expense Report

**Report Header**

<b>Policy</b> Travel	<b>Trip ID</b> 	<b>Report Date</b> 09/30/2009	<b>Business Purpose</b> 	<b>Commitment Office</b> Financial Commitment-Non Grants
<b>Report Key</b> 	<b>Banner ID</b> 000012123	<b>Org</b> D001	<b>Fund</b> 023964	

To start a new expense report for Non-Travel (expenses that would have previously been submitted on a BEEV or DPV) choose Non-Travel in the Policy drop down

Next >> | Cancel

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.

**AMERICAN EXPRESS ONLINE**

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

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

### Create a New Expense Report

**Report Header**

Policy	Report Name	Report Key	Report Date	Business Purpose
Non-Travel	Sept 2009 Recruiting Expenses		09/30/2009	Highschool recruiting expenses
Comment	Commitment Office	Banner ID	Org	Fund
please reallocate to fund 273074	Financial Commitment-Non Grants	000012123	D001	023828

Red line denotes REQUIRED field.

Once all information has been entered, click Next to start entering expenses

Next >> Cancel

**REPORT NAME** - This field should be used for a general description of all expenses within the report.

**REPORT DATE** - Defaults to the day the report is started - this can be changed if necessary.

**BUSINESS PURPOSE** - This is a more detailed description of the business purpose for your expenses.

**COMMENT** - This should be used for any notes to your approver (for example if you know the expenses should be reallocated to a different fund than your default).

**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)

**BANNER ID** - Your 9 digit banner ID will always default in this field.

**ORG** - This is your default org that will always populate in this field. If no reallocations are made on the report, this is the org that will be charged.

**FUND** - This is your default fund that will always populate in this field. If no reallocations are made on the report, this is the fund that will be charged.

**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.

AMERICAN EXPRESS ONLINE

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

New Expense Details View Import

Delete Report Submit Report

Receipts Print

Expense List Total: \$0.00

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**

**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.**

**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.

<b>01. Transportation</b> <ul style="list-style-type: none"><li>Car Rental</li><li>Gas &amp; Oil</li><li>Parking</li><li>Personal Car Mileage</li><li>Taxi/Metro</li></ul>	<b>...04. Other</b> <ul style="list-style-type: none"><li>Dues &amp; Memberships</li><li>Employee Moving/Relocation</li><li>Gifts(donors, graduates, speakers)</li><li>Job Fair booth/fees</li><li>Materials/Books</li><li>Meals (self)</li><li>Meetings</li><li>Minor Computer Software</li><li>Minor Other Equipment</li><li>Miscellaneous (Other)</li><li>Office Supplies</li><li>Outside Printing</li><li>Permits/Licenses/Abstracts</li><li>Postage</li><li>Seminar Fees/Registration</li><li>Subscriptions</li><li>Teaching/Research Supplies</li></ul>
<b>02. Business &amp; Entertainment</b> <ul style="list-style-type: none"><li>Business Meal (attendees)</li><li>Clin/Res-Dietary/Trv (Patient Related)</li><li>Entertainment</li><li>Food Service (Sprnd Prog Trng; Dept. Events--Holiday, Grad)</li><li>Orientation</li><li>Recruitment (Faculty/Staff)</li></ul>	
<b>03. Communications</b> <ul style="list-style-type: none"><li>Internet</li><li>Local Phone</li><li>Long Distance</li></ul>	
<b>04. Other</b> <ul style="list-style-type: none"><li>College Fair booth/fees</li></ul>	

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

**AMERICAN EXPRESS ONLINE**

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 | Delete Report | Submit Report

New Expense | Details | View | Import

Expense List | Total: \$0.00

Adding New Expense

**REQUIRED fields identified by red bar**

Business Meal (attendees) | Transaction Date: 09/16/2009 | Business Purpose: Recruiting | Provide business purpose for expense

Vendor Name: Triumph | City: st l | Payment Type: Cash | Payment type will be CASH when EMPLOYEE should be reimbursed

Amount: | USD | Start typing for Smart List to populate. List will save previous cities used.

St Louis, Illinois | St Louis, Missouri | St Louis, Michigan | St Louis Park, Minnesota | St Louis-Spirit of St Louis Apt, Missouri

Add / Delete Attendees | UNITED STATES | Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$0.00

Attendee Name	Attendee Title	Company	Attendee Type	Amount
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Save | Itemize | Allocate | Cancel

Choose the date of the transaction by using the pop-up calendar or typing date in

Business Meal was the expense type chosen

Attendees are required when Business Meal expense type is chosen. Add new attendees by Clicking New Attendee or search for previously used attendees by starting to type the name in the Favorites field.

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

Expense Report  
Sept 2009 Recruiting Expenses

Expense List

Total: \$0.00

Expense Type: Business Meal (attendees) | Transaction Date: 09/16/2009 | Business Purpose: Recruiting

Vendor Name: Triumph | City: St Louis, Missouri | Payment Type: Cash

Amount: 50.00 USD | Personal Expense (do not reimburse):  | Comment:

Attendees: 2 | Attendee Total: \$50.00 | Remaining: \$0.00

Attendee Name	Attendee Title	Company	Attendee Type	Amount
Doe, John		This Employee	This Employee	\$25.00
Smith, John	CEO	Adco	Business Guest	\$25.00

Buttons: Save, Itemize, Allocate, Cancel

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.

AMERICAN EXPRESS ONLINE

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

Note any expense that has been entered that generates an 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.

Receipts Print

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

Expense List Total: \$56.00

Adding New Expense

Date	Expense Type	Amount	Requested
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
  - 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 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

**AMERICAN EXPRESS ONLINE**

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

Approve Reports

Expense Report A000275 [redacted]

Details View

Hide Exceptions

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	TaxiMetro St Louis, Missouri	\$22.28	\$22.28
08/09/2009	TaxiMetro St Louis, Missouri	\$44.00	\$44.00
08/09/2009	TaxiMetro San Francisco, Califor	\$45.00	\$45.00
08/09/2009	TaxiMetro 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) starkunke, San Franci	\$17.32	\$17.32

**Receipts Required**

Attach Receipt Images

Select to print out a bar code to attach receipts via FAX

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

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All information entered on Header Page

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**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

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

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					

The SLU Detail report also contains 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

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).