

# CONCUR EXPENSE Manual: Travel Expense

To submit a Travel expense report, a trip number must first be obtained via Banner Self Service.

Log into MySLU and under the TOOLS tab, click on the Cliqbook & Concur Expense green suitcase icon.

The screenshot displays the MySLU user interface. At the top, there is a search bar and a welcome message for 'Jane Doe'. Below this is a navigation menu with 'Home', 'Tools', and 'Employee' tabs. The 'Tools' tab is active, showing a grid of application icons. A red box highlights the 'Cliqbook & Concur Expense' icon, which is a green suitcase, with a red arrow pointing to it. A text box next to the arrow reads: 'Click to access expense reimbursement and travel booking'. Other visible icons include People Finder, Banner Self-Service, Blackboard Learning System, Google Apps, SendThisFile, My Files, Internet Native Banner, OASIS, WebXtender, WebFOCUS Dashboard, Old WebFOCUS, BB Community, Cards/Stationery Orders, and Online Maintenance Request. The footer contains copyright information for SunGard and the SunGard Higher Education logo.

The next screen is the My Concur Homepage.

To begin a new report, hover over the Expense Tab and choose New Expense Report

**AMERICAN EXPRESS ONLINE**

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

View Reports  
New Expense Report  
Approve Reports  
Process Reports

You are administering Travel/Expense for **Me** Search Proxy Search

**Alerts**  
You haven't signed up to receive e-receipts. [Sign up here](#)

**Travel Info**  
**Join the Concur Community Forum**  
The below message is only shown to the Travel Policy Administrators at your company.  
We've seen many of you taking advantage of the new Concur Community Forum. The Forum has given you the ability to network, post questions and learn from other clients. In the short time this online environment has been available, there has been a good amount of participation in community discussions. We've also seen many clients providing helpful advice to one another.  
The Concur Community Forum was created to give clients a place where they could communicate directly with one another. Benefits of the forum community include:  

- Communicate with Concur clients on a domestic and global scale
- Exchange best-practices and information with other Concur clients
- 24/7 access to support, ideas and knowledge
- Provide input for new services
- Learn about other Concur products through clients using them

  
If you haven't had a chance to join the forum, please follow the below directions to login:  

1. Visit [www.concur.com](http://www.concur.com)
2. Click on the "Community" link in the global navigation
3. Click on the "Forgot Password" tab
4. Enter your email address
5. A forum password will be emailed to you, at which point you can login

  
If you have trouble logging into the forum, please send an email with your full name, email address and full company name to [webusers@concur.com](mailto:webusers@concur.com). See you in the forum!  
 Don't show me this again

**Did You Know?**  
You can change your purchased/ticketed reservations on Cliqbook without a call to your agency. Click this link for a short demonstration: [demo](#)  
 Don't show me this again

**Concur Cliqbook Maintenance**  
The below message is only shown to the Travel Policy Administrators at your company.  
Please be aware that Concur Cliqbook may not be accessible for 5-10 minutes on November 7th, 2009 at 1am EST due to maintenance that will be occurring during that time. If users are unable to log in or book travel please wait and try again after 15 minutes.  
 Don't show me this again

**Weather**  
Local Weather

Please enter an airport.

The report header is the next screen.

The header contains basic report information, the employees' banner ID – default Org/Dept – Fund. If expenses are not reallocated later in the report, the expenses will be charged to the default Org and Fund. Fields marked in red are required.

**AMERICAN EXPRESS ONLINE** Report Header

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

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

Travel (Eterv) expenses should be submitted on Travel policy

You are administering Expense for: Me Proxy Search

**Create a New Expense Report** Trip number from Banner Self Service Defaults to date created Business purpose should be city, state and travel dates St. Louis, MO 10/25-10/30/09

**Report Header**

Policy: Travel  
Trip ID: A000223  
Report Date: 11/04/2009  
Business Purpose: City, State Travel Dates  
Commitment Office: Financial Commitment-Non Grants

Comment: ?  
Report Key: Auto generated when Next clicked  
Banner ID: 000066033  
Org: D010  
Fund: 124502

Comment field on header page should be used to send approver (department or commitment office) important information. For example grant information or exception approvals

Employees 9 digit banner ID

Employee's default org and fund. If no reallocations are done on the report, this is where expenses will be charged to

Commitment Office - routes report to chosen commitment office  
Financial Commitment - Non Grants  
Financial Commitment - Sponsored Programs  
Medical Center Finance Office

Click Next

Next >> Cancel

For travel (Eterv) expenses choose Travel as the Policy and enter the Trip number from Banner Self Service (starts with the letter A).

The report date will default to the date the report was created.

The city, state and travel dates should be used as the Business Purpose.

The Commitment Office field is an important field. The choice here dictates which Commitment Office the report will route to for approval prior to payment.

**Commitment Office** options are:

- Medical Center Finance Office
- Financial Commitment Non-Grants
- Financial Commitment Sponsored Programs

- Select **Medical Center Finance Office** when your expense report is sent to the medical center finance office for approval.
- Select **Financial Commitments Non-Grants** when your expense report is charged to your department and is sent to the financial commitment office.
- Select **Financial Commitment – Sponsored Programs** 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).

Click Next when all fields have been entered.

When submitting expenses AFTER a trip has occurred, an itinerary MUST be imported or created and assigned to the report. This is the only way Concur Expense will know what per diems should be applied to the expense report.

**\*\*Please note that when submitting for reimbursement PRIOR to a trip, an itinerary IS NOT assigned to the expense report.\*\***

After completing the header information, click on Details and Choose New Itinerary

The screenshot shows the American Express Online interface for managing an expense report. The top navigation bar includes 'My Concur', 'Travel', 'Expense', 'Reporting', 'Administration', 'Profile', 'Help', and 'Log Out'. The user is logged in as 'Smith, John' and is administering the expense report for 'Smith, John'. The report ID is 'A000123'. A red box highlights the 'Details' menu item, which is expanded to show 'New Itinerary' as an option. A red arrow points from the text 'Click Details and Choose New Itinerary' to the 'New Itinerary' option. The main area displays a list of expenses categorized by trip, including items like 'Marriott Vacatio Las Vegas, NV' and 'Delta Atlanta, GA'.

Expense Detail	Date	Amount
<b>Trip: Car/Hotel Reservation (MBHURY)</b>		
Marriott Vacatio Las Vegas, NV	05/22/2009	\$278.00
<b>Trip: Trip from Atlanta to Savannah (KPQLJA)</b>		
Delta Atlanta, GA	10/22/2009	\$469.20
<b>Trip: Trip from St Louis to Atlanta (DYDBYU)</b>		
Delta St Louis, MO	10/13/2009	\$189.20
<b>Trip: Trip from St Louis to Chicago (GNIAUI)</b>		
Southwest	06/10/2009	\$158.20
<b>Trip: Trip from St Louis to Denver (PRBKYY)</b>		
Frontier St Louis, MO	09/10/2009	\$193.20
<b>Trip: Trip from St Louis to Jackson (EYOKYY)</b>		
United St Louis, MO	01/14/2009	\$449.40
United St Louis, MO	04/09/2009	\$0.00
<b>Trip: Trip from St Louis to Kansas City (EYJABP)</b>		
Southwest	06/02/2009	\$235.20
Enterprise Kansas City, MO	06/08/2009	\$59.52
<b>Trip: Trip from St Louis to Las Vegas (DHZKCK)</b>		
Southwest	03/31/2009	\$319.20
Enterprise Las Vegas, NV	05/25/2009	\$195.00
<b>Trip: Trip from St Louis to Minneapolis/St. Paul (IPZAAT)</b>		
Northwest St Louis, MO	08/28/2009	\$281.20
<b>Trip: Trip from St Louis to Pensacola (DFBYLM)</b>		

When the Create New Itinerary screen appears the Itinerary Name defaults to the Trip Number entered on the header.

The screenshot shows the 'Create New Itinerary' screen in the American Express Online system. The 'Itinerary Name' field is set to 'A000123'. A dropdown menu for 'Selection' is open, showing three options: 'USGSA Meal Receipt', 'USGSA Meal Receipt', and 'USGSA NO Meal Receipt'. A red callout box with an arrow points to the dropdown, containing the text 'Choose Meal Receipts or No Meal Receipts'. The 'New Itinerary Stop' form is visible, with fields for 'Depart from (city)', 'Date', 'Time', 'Arrive in (city)', 'Date', and 'Time'. The right side of the screen shows a list of expenses with amounts.

The selection of **USGSA Meal Receipt** or **USGSA No Meal Receipt** occurs here. **This choice is important because this determines reimbursement against meal receipts or NO meal receipts.**

The amount of meal reimbursement is determined by the maximum meals allowance allowed per day based upon US Government tables for each US city.

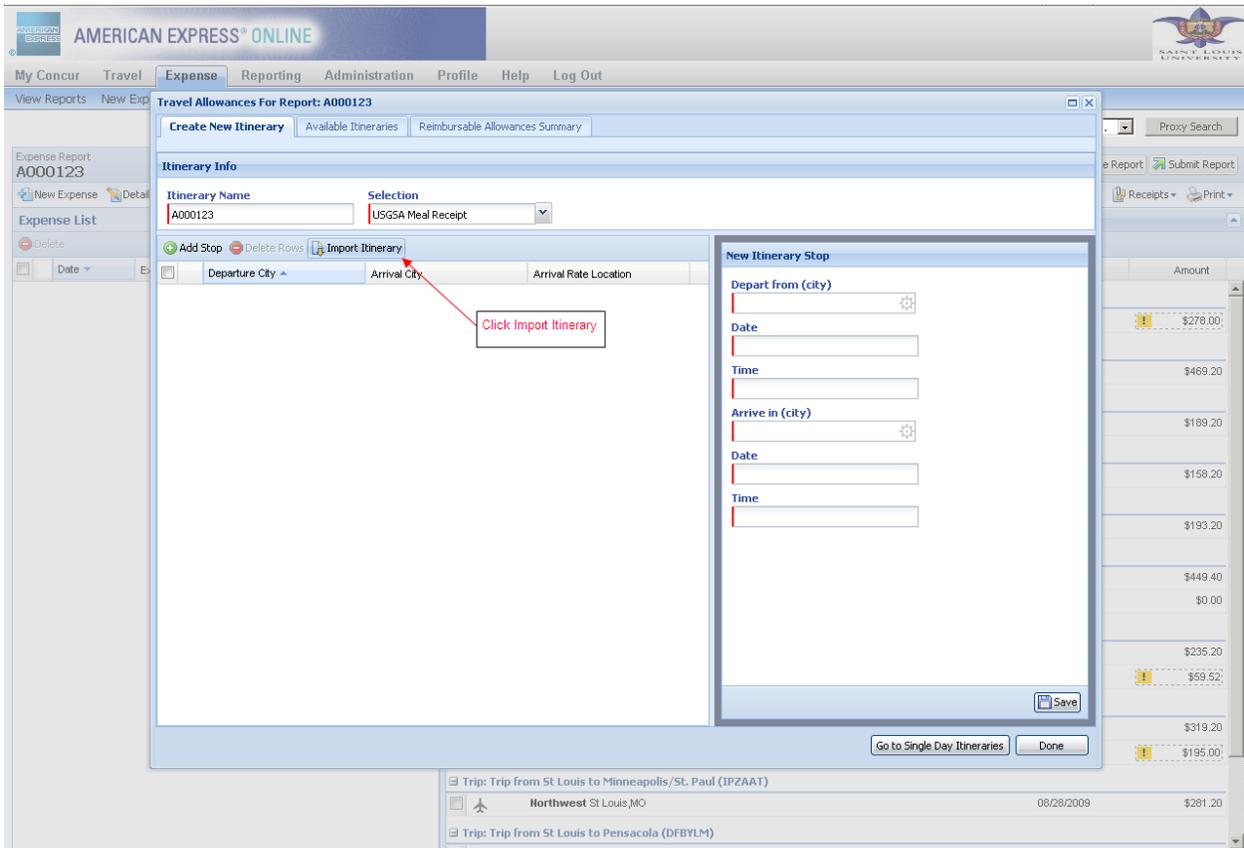
Selecting '**USGSA Meal Receipts**' allows the traveler to be reimbursed up to the maximum daily allowance, provided receipts are submitted. The meal receipts must be submitted in order for the report to be processed.

Selecting '**USGSA No Meal Receipts**' allows the traveler to be reimbursed for 60% of the daily allowance without having receipts.

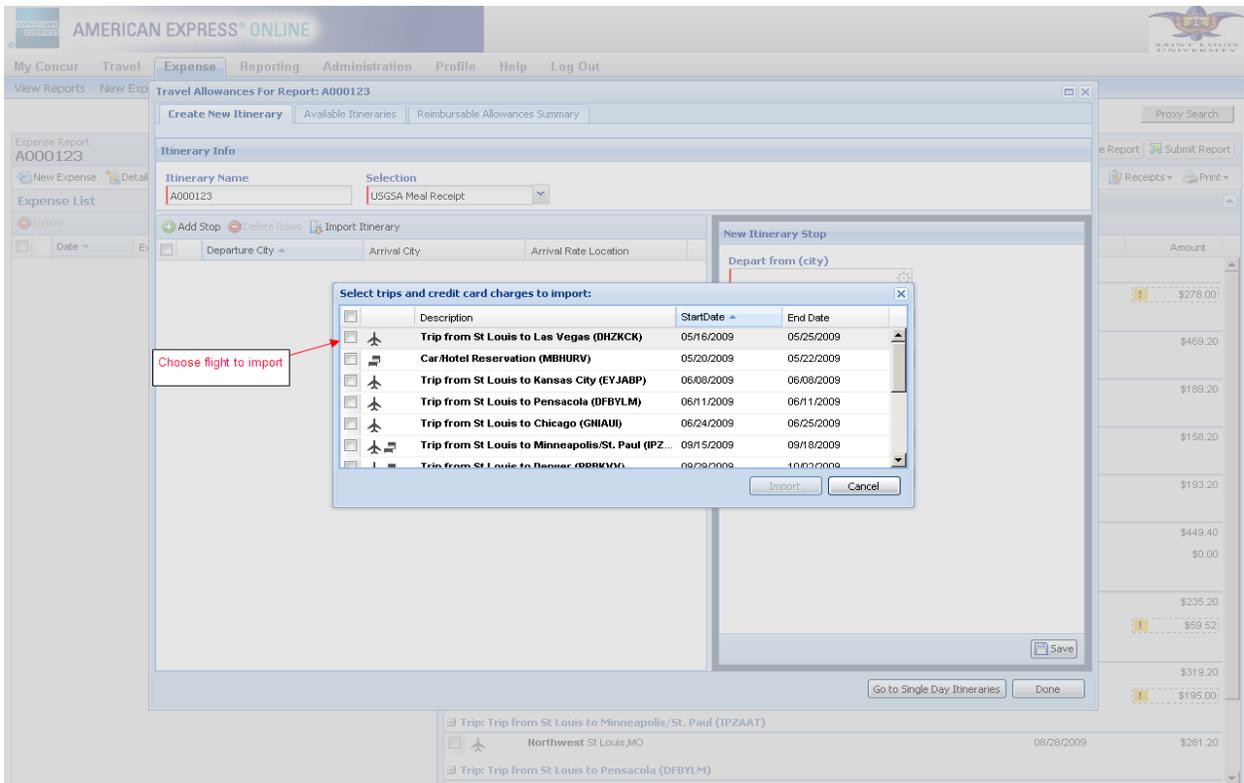
At this time, the traveler must decide which meal option to select. You are not allowed to change it later in the report. If you decide to change to the other option, you will have to delete your itinerary and start over with a new one. Note: You are not allowed to mix the two options on one expense report.

If you do not make a selection, the default is '**USGSA Meal Receipts**'.

After the meal selection has been made, click Import Itinerary



A list of itineraries will appear.



Select the box next to the correct itinerary, and click **import**.

The screenshot shows the American Express Online interface for managing travel allowances. The main window is titled "Travel Allowances For Report: A000123". A modal window titled "Select trips and credit card charges to import:" is open, displaying a table of travel itineraries. The first row, "Trip from St Louis to Las Vegas (DHZKCK)", is selected with a checkmark. A red arrow points from a text box below to the "Import" button in the modal. The background shows the "Itinerary Info" section with "A000123" and "USGSA Meal Receipt" selected.

Description	StartDate	End Date
<input checked="" type="checkbox"/> Trip from St Louis to Las Vegas (DHZKCK)	05/16/2009	05/25/2009
<input type="checkbox"/> Car/Hotel Reservation (MBHURY)	05/20/2009	05/22/2009
<input type="checkbox"/> Trip from St Louis to Kansas City (EYJABP)	06/08/2009	06/08/2009
<input type="checkbox"/> Trip from St Louis to Pensacola (DFBYLM)	06/11/2009	06/11/2009
<input type="checkbox"/> Trip from St Louis to Chicago (GHIAU)	06/24/2009	06/25/2009
<input type="checkbox"/> Trip from St Louis to Minneapolis/St. Paul (IPZAA)	09/15/2009	09/18/2009
<input type="checkbox"/> Trip from St Louis to Denver (DPRKMO)	09/29/2009	10/02/2009

Once option is chosen - click Import

The selected itinerary is now assigned to your report.

To view per diem amounts allowed click on the Reimbursable Allowances Summary tab.

The screenshot displays the 'Reimbursable Allowances Summary' tab for report A000223. The interface includes a navigation menu at the top with options like 'My Concur', 'Travel', 'Expense', 'Reporting', 'Administration', 'Profile', 'Help', and 'Log Out'. The main content area shows a table of expenses for the dates 10/25/2009 to 10/30/2009 in Minneapolis, Minnesota. The table has columns for 'Expense Type', 'Allowance Limit', 'Expense Total', 'Above Allowable Limit', and 'Reimbursable Amount'. Red arrows point to the 'Per diem limit' (Allowance Limit), 'Summary total of expenses recorded' (Expense Total), 'Overage' (Above Allowable Limit), and 'Amount reimbursed' (Reimbursable Amount) columns. A 'Done' button is located at the bottom right, with a red arrow pointing to it and a text box that says 'Click Done when ready to start recording expenses'. A warning message states 'Once expenses are entered, they will be shown by line item'.

Expense Type	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
<b>10/25/2009 (Minneapolis, Minnesota)</b>				
Lodging	\$164.40	\$0.00	\$0.00	\$0.00
Once expenses are entered, they will be shown by line item				
Meal	\$66.00	\$0.00	\$0.00	\$0.00
No Reimbursable expenses found				
<b>10/26/2009 (Minneapolis, Minnesota)</b>				
Lodging	\$164.40	\$0.00	\$0.00	\$0.00
Meal	\$66.00	\$0.00	\$0.00	\$0.00
<b>10/27/2009 (Minneapolis, Minnesota)</b>				
Lodging	\$164.40	\$0.00	\$0.00	\$0.00
Meal	\$66.00	\$0.00	\$0.00	\$0.00
<b>10/28/2009 (Minneapolis, Minnesota)</b>				
Lodging	\$164.40	\$0.00	\$0.00	\$0.00
Meal	\$66.00	\$0.00	\$0.00	\$0.00
<b>10/29/2009 (Minneapolis, Minnesota)</b>				
Lodging	\$164.40	\$0.00	\$0.00	\$0.00
Meal	\$66.00	\$0.00	\$0.00	\$0.00
<b>10/30/2009 (Minneapolis, Minnesota)</b>				

Click Done when ready to start recording expenses for reimbursement.

Employees with a Corporate American Express T&E card will have charges that will automatically appear in the Concur Expense tool. Reservations and expenses can be imported into the report.

\*If Amex charges do not appear on right hand side – click the IMPORT button next to the VIEW button on the right hand side of the screen.

The screenshot shows the American Express Online Expense Report interface. At the top, there are navigation tabs for My Concur, Travel, Expense, Reporting, Administration, Profile, Help, and Log Out. Below these are links for View Reports, New Expense Report, View Cash Advances, and New Cash Advance. The user is identified as John Smith, and the report is for 'Expense Report A'. The interface includes a 'Smart Expenses' section with an 'Import' button and a 'Match' button. A table of expenses is displayed, including items like 'THE WAYNE HOTEL Philadelphia, PA' and 'Marriott Vacatio Las Vegas, NV'. Several red callout boxes provide instructions: one points to the 'Import' button, another to the 'Match' button, and two others point to specific expense entries in the table.

**Callout 1:** Once expense or reservation has been chosen, import into Current Report

**Callout 2:** An expense and reservation for the same vendor and dates may be matched by the tool. You can import into the report - match expenses with reservations - or unmatched expenses and reservations.

**Callout 3:** To bring expense over into report, click on box next to expense and Import to Current Report

**Callout 4:** Hotel reservation that can be imported into report

**Callout 5:** Flight reservation information that can be imported into report

Expense Type	Amount	Requested	Date	Amount
THE WAYNE HOTEL Philadelphia, PA	\$515.16		10/30/2009	\$515.16
HUDSON GROUP PHILADELPHIA, PA	\$1.89		10/30/2009	\$1.89
STARBUCKS 788 WAYNE WAYNE, PA	\$5.72		10/30/2009	\$5.72
SUN REFINING & MARKETING TULSA, OK	\$30.02		10/30/2009	\$30.02
HEMCHER FAMILY PTRNSHP WAYNE, PA	\$19.29		10/29/2009	\$19.29
WESTCHESTER CASUAL DINING WAYNE, PA	\$7.40		10/29/2009	\$7.40
MAGGIANO'S 178 KING OF PRUSSIA, PA	\$34.57		10/28/2009	\$34.57
D'IGNAZIO'S TOWNE HSE INC MEDIA, PA	\$24.06		10/28/2009	\$24.06
STARBUCKS 788 WAYNE WAYNE, PA	\$5.72		10/28/2009	\$5.72
Marriott Vacatio Las Vegas, NV	\$278.00		05/22/2009	\$278.00
Delta Atlanta, GA	\$469.20		10/22/2009	\$469.20
Delta Hartford, CT	\$431.60		09/28/2009	\$431.60
American New York, NY	\$194.80		09/28/2009	\$194.80
Delta St Louis, MO	\$189.20		10/13/2009	\$189.20
Enterprise Atlanta, GA	\$141.72		11/06/2009	\$141.72
American St Louis, MO	\$305.80		10/29/2009	\$305.80

Once expenses are imported they will appear on the left side of the screen.

The screenshot shows the American Express Online Expense Report interface. At the top, there is a navigation bar with 'My Concur', 'Travel', 'Expense', 'Reporting', 'Administration', 'Profile', 'Help', and 'Log Out'. Below this, there are links for 'View Reports', 'New Expense Report', 'View Cash Advances', and 'New Cash Advance'. The main content area is titled 'Expense Report' and includes a 'New Expense' button, 'Details', 'View', and 'Import' options. A table of 'Exceptions' is displayed, with one entry for 'Undefined' on '10/29/2009' for '\$7.40'. A red circle highlights this entry, and a callout box says 'Note exceptions and reconcile'. Below the exceptions is an 'Expense List' table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The entry for '10/29/2009' is highlighted in blue, and a callout box says 'Highlight charge on left and update information on right side of screen'. To the right of the expense list is a form for editing the expense, with fields for 'Expense Type', 'Transaction Date', 'Business Purpose', 'Vendor Name', 'City', 'Payment Type', 'Amount', and 'Personal Expense (do not reimburse)'. A red arrow points from the highlighted expense in the list to the 'Expense Type' field in the form.

Exceptions with a RED circle are hard stops which must be reconciled and saved before moving forward. Exceptions with YELLOW yield signs contain policy information and as long as they have been read and adjustments have been made as necessary, you can continue.

To record another expense for reimbursement, choose the expense type.

The screenshot shows the American Express Online Expense Report interface with the 'New Expense' form open. The 'Expense List' table on the left shows the same entry as the previous screenshot, but now it is highlighted in blue. A callout box says 'Denotes Amex charge'. Below the list is a 'Adding New Expense' section with a red arrow pointing to the 'Expense Type' field. A callout box says 'Denotes attendees'. The 'New Expense' form on the right has a search bar for 'Expense Type' and a list of categories: '01. Transportation', '...01. Transportation', '...03. Communications', and '...04. Other'. A callout box at the bottom of the form says 'Choose record another expense for reimbursement, choose expense type'.

Fill in all required information and click Save. Expenses will then appear on left side of screen.

The screenshot shows the American Express Online Expense Report interface. The top navigation bar includes 'My Concur', 'Travel', 'Expense', 'Reporting', 'Administration', 'Profile', 'Help', and 'Log Out'. Below this, there are links for 'View Reports', 'New Expense Report', 'View Cash Advances', and 'New Cash Advance'. The user is logged in as 'Smith, John' and is administering expenses for 'Smith, John'. The main area is divided into several sections: 'Expense Report' with buttons for 'New Expense', 'Details', 'View', and 'Import'; 'Exceptions' with a table showing a parking exception for \$45.00; 'Expense List' with a table showing two expenses: a Business Meal for \$7.40 and a Parking expense for \$45.00; and a 'New Expense' form. The 'New Expense' form has several fields: Expense Type (Tolls), Transaction Date (10/29/2009), Business Purpose (Highway toll), Vendor Name (Safeway), City (Wayne, Pennsylvania), Payment Type (Cash), Amount (.65), and a checkbox for Personal Expense. At the bottom of the form are buttons for 'Save when done', 'Save', 'Itemize', 'Allocate', and 'Cancel'. Red arrows point from text boxes to these fields and buttons. The text boxes contain instructions: 'Fill in all information (fields in red are required) and click Save', 'For personal expenses that should not be reimbursed - check the Personal Expense box', 'To itemize (hotel or partially reimbursable expenses) click the Itemize button', and 'To reallocate to different org - fund - account click Allocate button'. A 'Saved Expenses' box is also present in the Expense List section.

Expense Type	Date	Amount	Exception
Parking	10/29/2009	\$45.00	Maximum daily reimbursement for St. Louis airport parking is \$9.30.

Date	Expense Type	Amount	Requested
10/29/2009	Business Meal (attendees) WESTCHESTER CASUAL DINING, Wayne	\$7.40	\$7.40
10/29/2009	Parking aaa, Wayne, Pennsylvania	\$45.00	\$45.00

\*For additional information on Itemizing or reallocating, please see tutorials on [SLU-Concur](#) web page.\*

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

The screenshot shows the American Express Online Expense Report interface. At the top, there is a navigation bar with 'My Concur', 'Expense', 'Reporting', 'Profile', 'Help', and 'Log Out'. Below this is the 'Approve Reports' section, showing an 'Expense Report' for 'A000275'. There are buttons for 'Details', 'View', 'Receipts', and 'Print'. A 'Hide Exceptions' button is also present. The 'Exceptions' table lists two entries for 'Hotel - Conferen...' on 08/07/2009, each for \$947.76. The first exception has a warning icon and the text 'Please provide published conference rate with documentation back up.' The second has a warning icon and the text 'This itemized entry has sub-entries with one or more exceptions.' Below the exceptions is the 'Expense List' table, which shows a total of \$1,395.38 and lists various expenses such as 'Meals (self)', 'Incidentals/Tips', and 'Taxi/Metro' with their respective dates, amounts, and approved amounts. Annotations with red arrows point to the 'Receipts' button, the 'Receipts Required' button, the 'Attach Receipt Images' button, and the 'Print' button. A red box highlights the 'Attach Receipt Images' button with the text 'Choose to attach SCANNED receipt images'. Another red box highlights the 'Print' button with the text 'Select to print out a bar code to attach receipts via FAX'.

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.

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) starbucks, San Franci	\$17.32	\$17.32

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.

You want to be sure to check the box in the upper left corner by show itemizations. If it's not, the line item detail that has been entered will not appear.

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

**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

Allocation Information

Expense Information

Expense Information

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

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

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	L-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

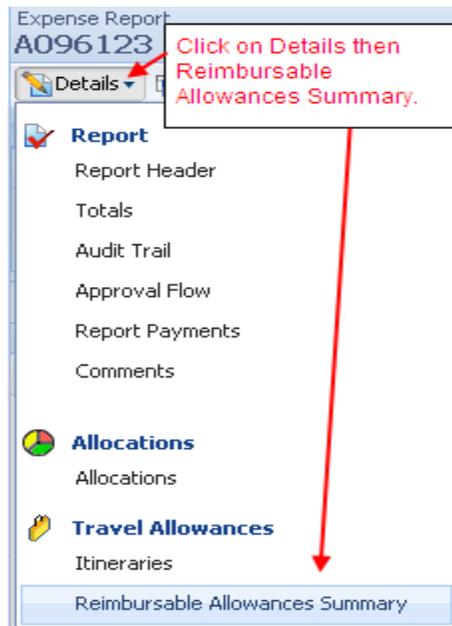
Report and payment information summary

**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

Before submitting report, use the Reimbursable Allowances Summary window to check on expenses that may not be paid due to per diem overage.

Click on Details then on Reimbursable Allowances Summary.



Allowance Limit = Per Diem Limit

Above Allowable Limit = Amount NOT paid

Expense Total = Total of daily expenses

Reimbursable Amount = Amount Paid

Travel Allowances For Report: A096123

Assigned Itineraries | **Reimbursable Allowances Summary**

Show dates from  to

	Expense Type	Allowance Limit	Expense Total	Above Allowable Limit	Reimbursable Amount
<b>08/06/2009 (San Francisco, California)</b>					
<input type="checkbox"/>	Lodging	\$196.80	\$47.25	\$0.00	\$47.25
<input type="checkbox"/>	Meal	\$61.00	\$53.53	\$0.00	\$53.53
	Expense Type	Vendor	Foreign Amount	Amount	
<input type="checkbox"/>	Meals (self)		\$8.50	\$8.50	
<input type="checkbox"/>	Meals (self)		\$2.43	\$2.43	
<input type="checkbox"/>	Meals (self)		\$15.00	\$15.00	
<input type="checkbox"/>	Meals (self)		\$27.60	\$27.60	
<b>08/07/2009 (San Francisco, California)</b>					
<input type="checkbox"/>	Lodging	\$196.80	\$47.25	\$0.00	\$47.25
<input type="checkbox"/>	Meal	\$61.00	\$48.23	\$0.00	\$48.23
<b>08/08/2009 (San Francisco, California)</b>					
<input type="checkbox"/>	Lodging	\$196.80	\$47.25	\$0.00	\$47.25
<input type="checkbox"/>	Meal	\$61.00	\$61.00	\$0.00	\$61.00
<b>08/09/2009 (San Francisco, California)</b>					
<input type="checkbox"/>	Lodging	\$196.80	\$47.25	\$0.00	\$47.25
<input type="checkbox"/>	Meal	\$61.00	\$58.48	\$0.00	\$58.48
<b>08/10/2009 (San Francisco, California)</b>					
<input type="checkbox"/>	Lodging	\$0.00	\$0.00	\$0.00	\$0.00
<input type="checkbox"/>	Meal	\$61.00	\$33.17	\$0.00	\$33.17

Done

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).

Retain your receipts at least until you have been reimbursed. Or follow your department rules.