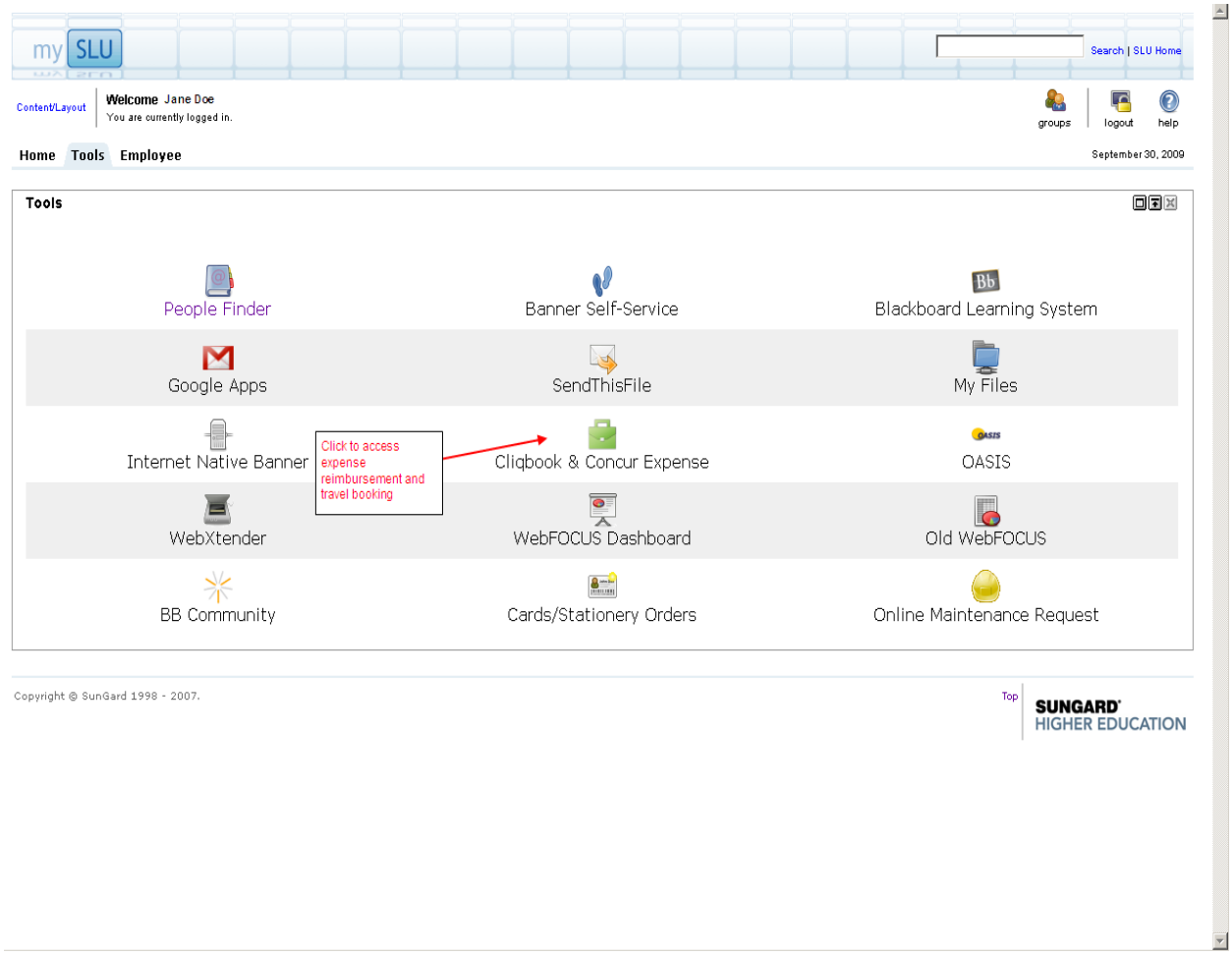
CONCUR EXPENSE Manual: Travel Expense

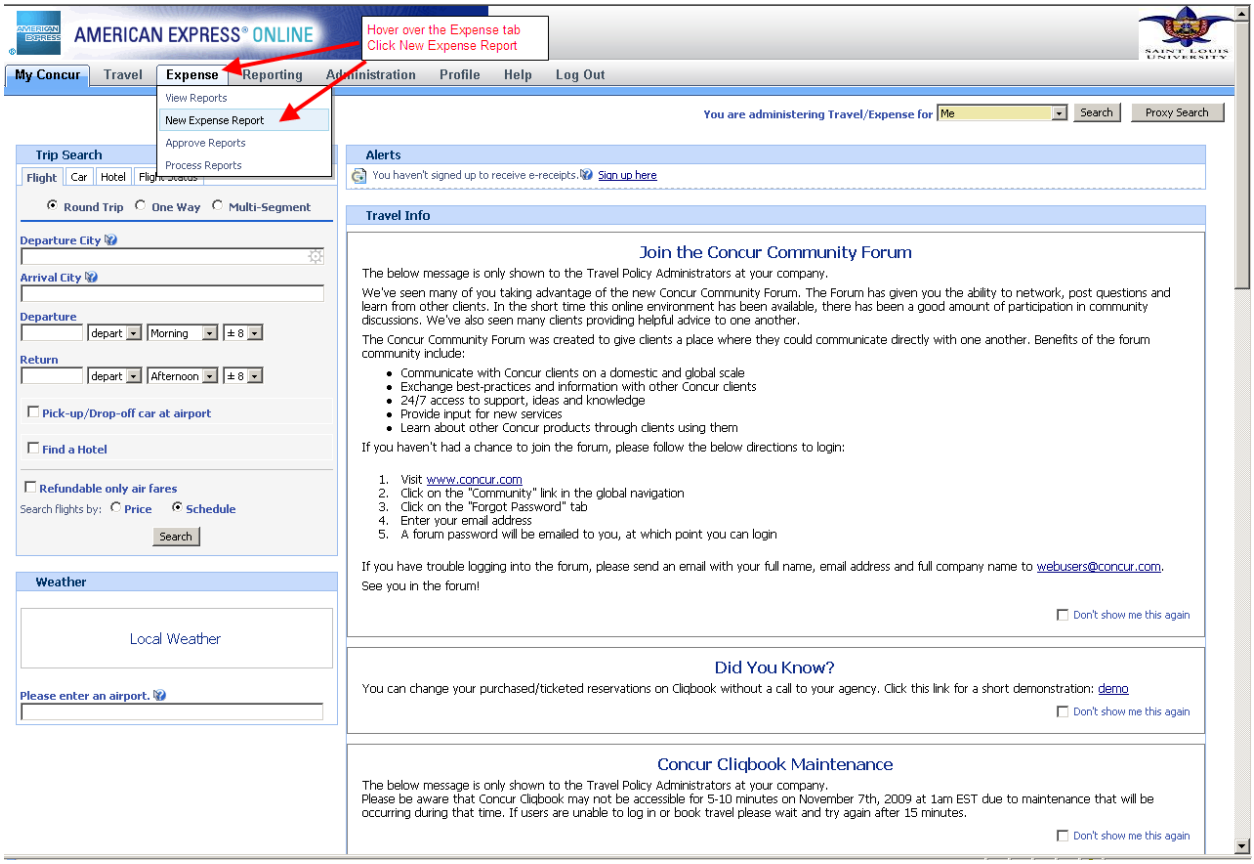
To submit a Travel expense report, a trip number must first be obtained via Banner Self Service.

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

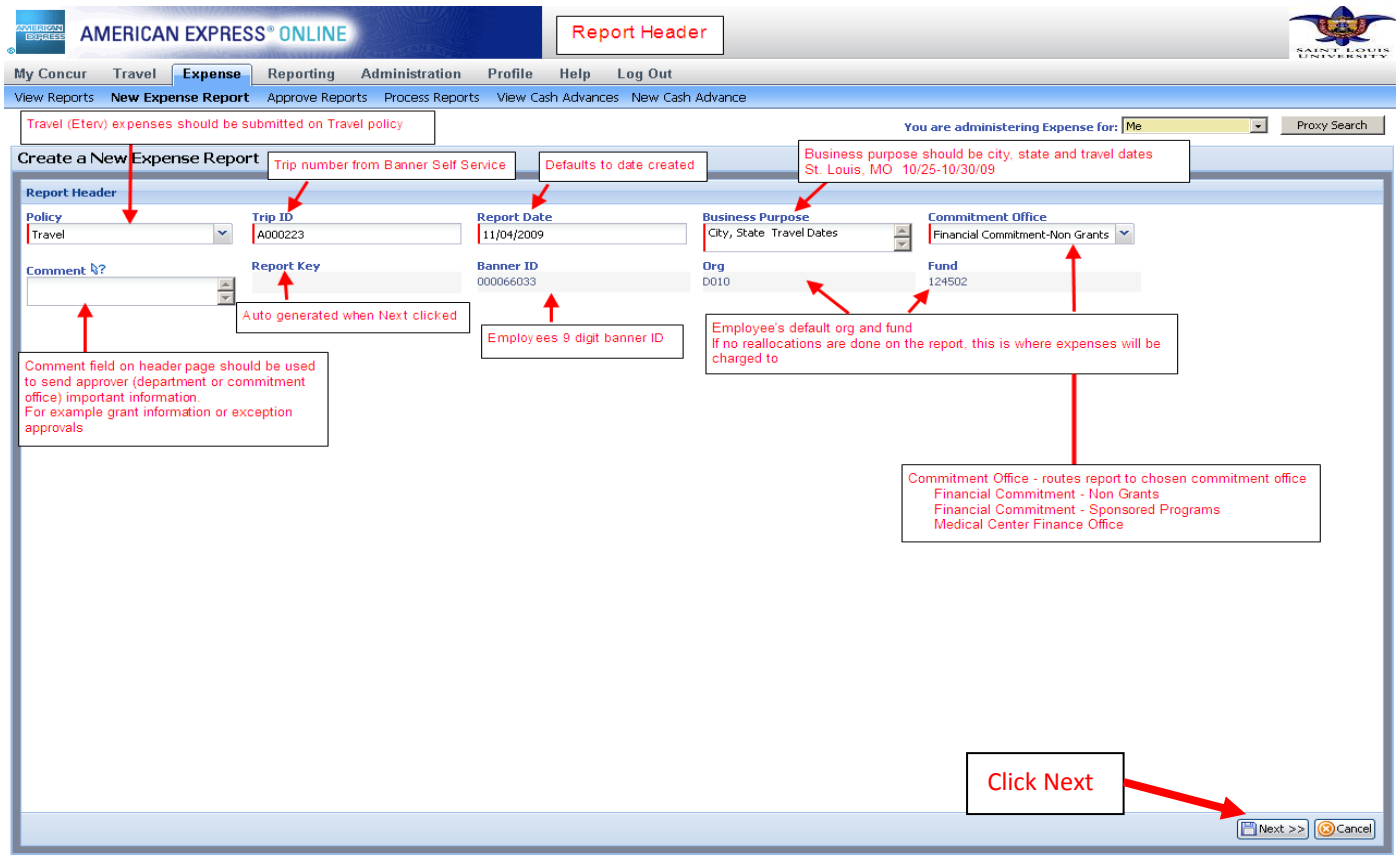


The next screen is the My Concur Homepage.

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



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.



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

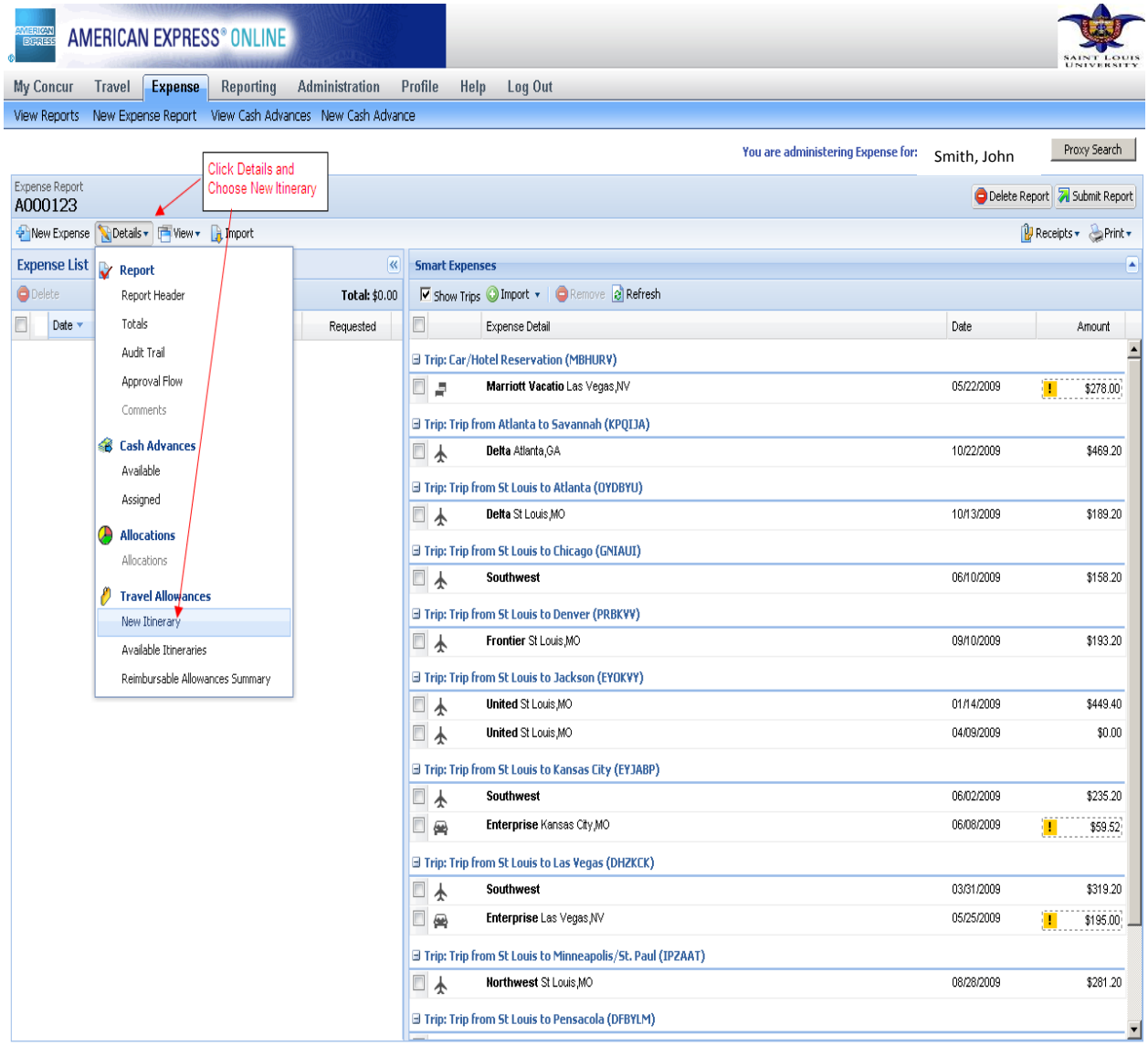
- Select **Medical Center Finance Office** when your expense report is sent to the medical center finance office for approval.
- Select **Financial Commitments Non-Grants** when your expense report is charged to your department and is sent to the financial commitment office.
- Select **Financial Commitment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

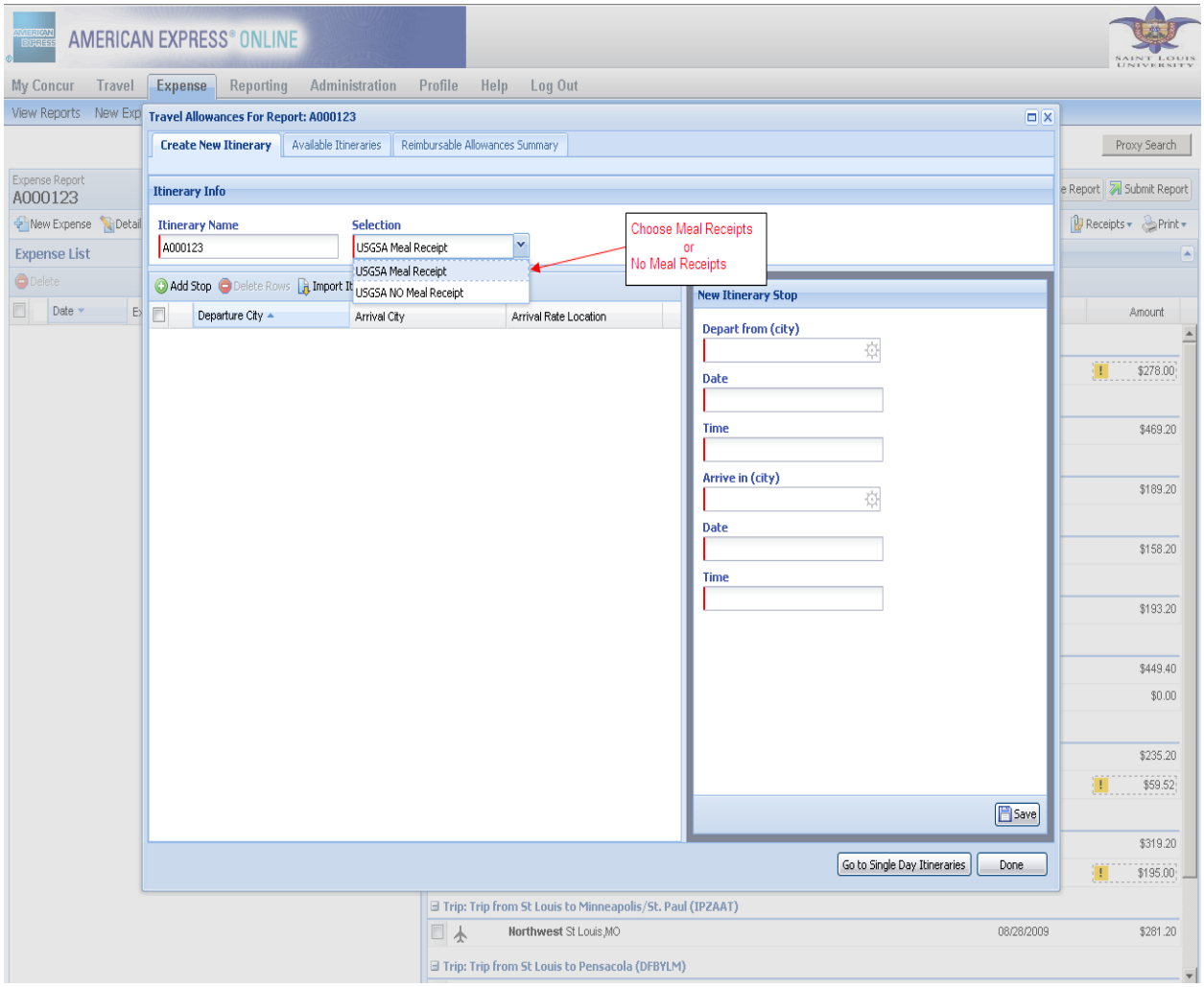
When submitting expenses AFTER a trip has occurred, an itinerary MUST be imported or created and assigned to the report. This is the only way Concur Expense will know what per diems should be applied to the expense report.

****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



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



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.

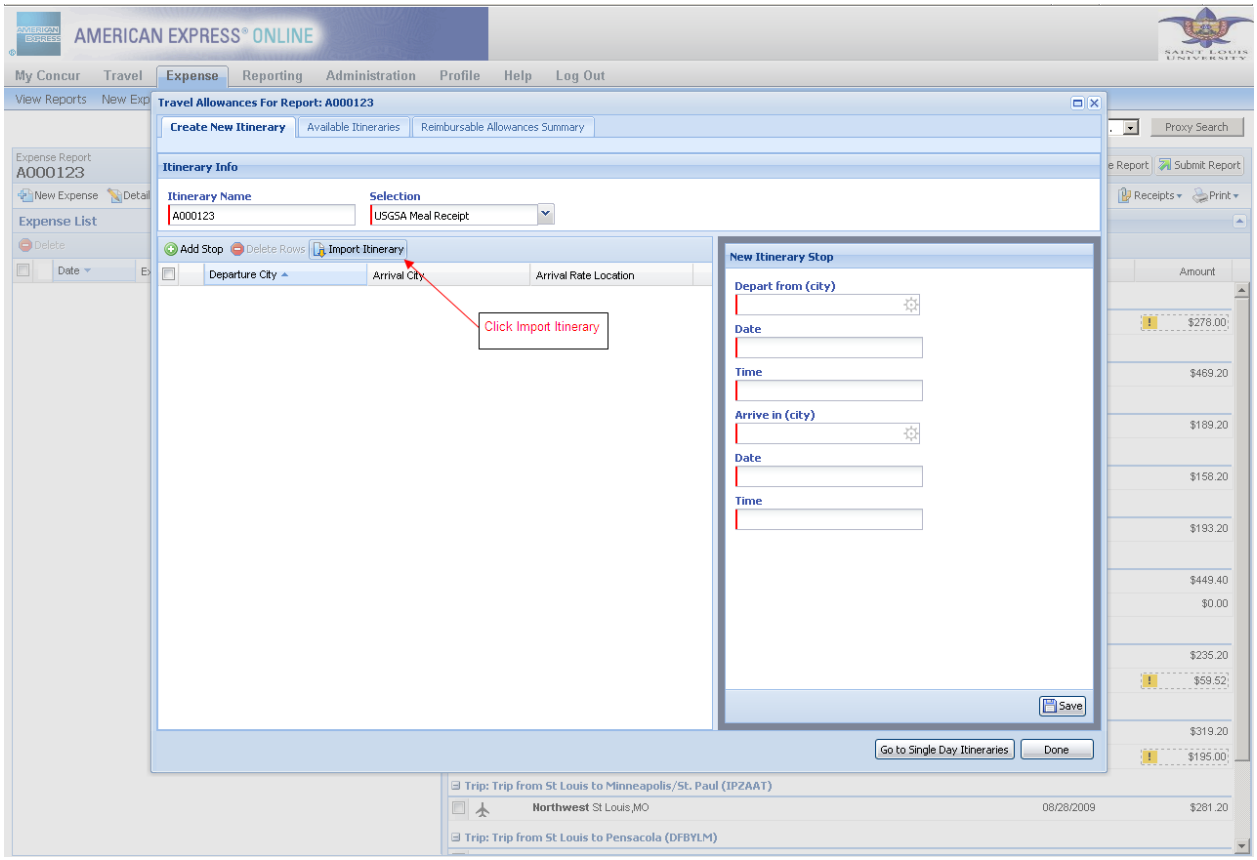
Selecting '**USGSA Meal Receipts'** allows the traveler to be reimbursed up to the maximum daily allowance, provided receipts are submitted. The meal receipts must be submitted in order for the report to be processed.

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

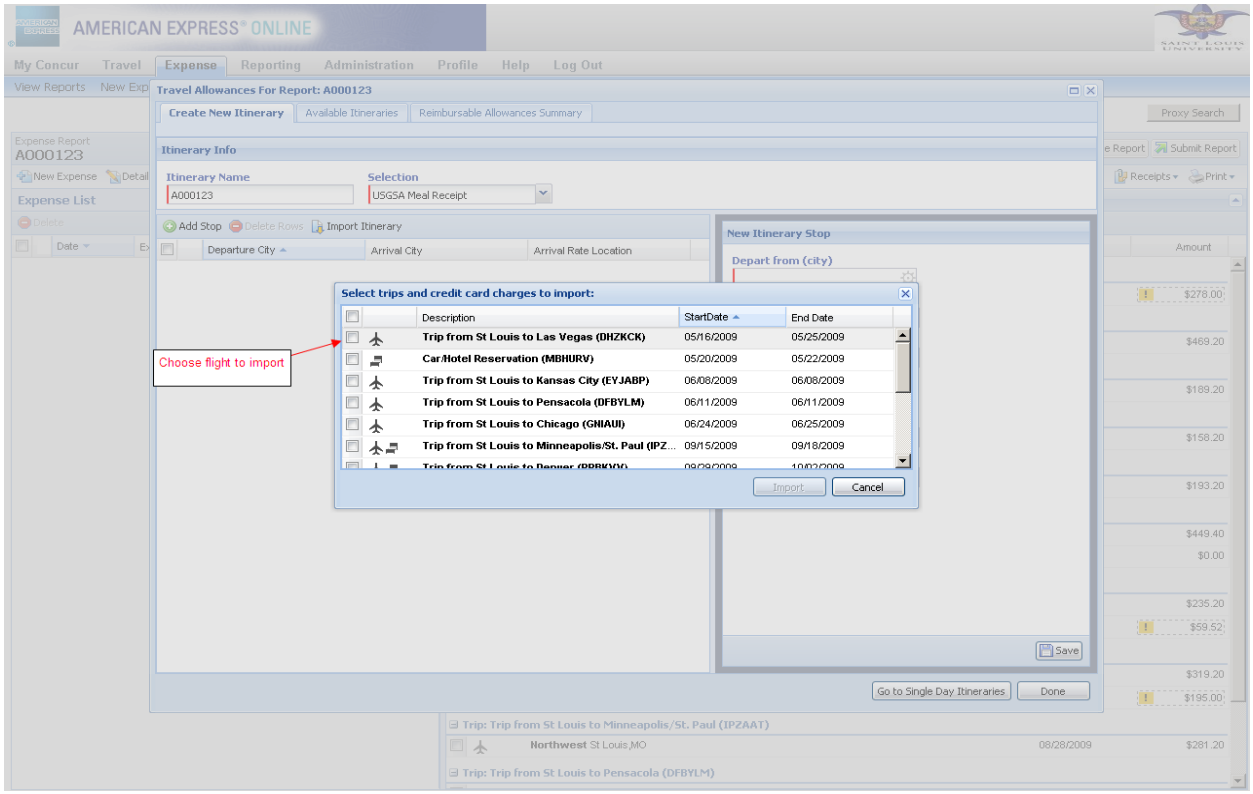
At this time, the traveler must decide which meal option to select. You are not allowed to change it later in the report. If you decide to change to the other option, you will have to delete your itinerary and start over with a new one. Note: You are not allowed to mix the two options on one expense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

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

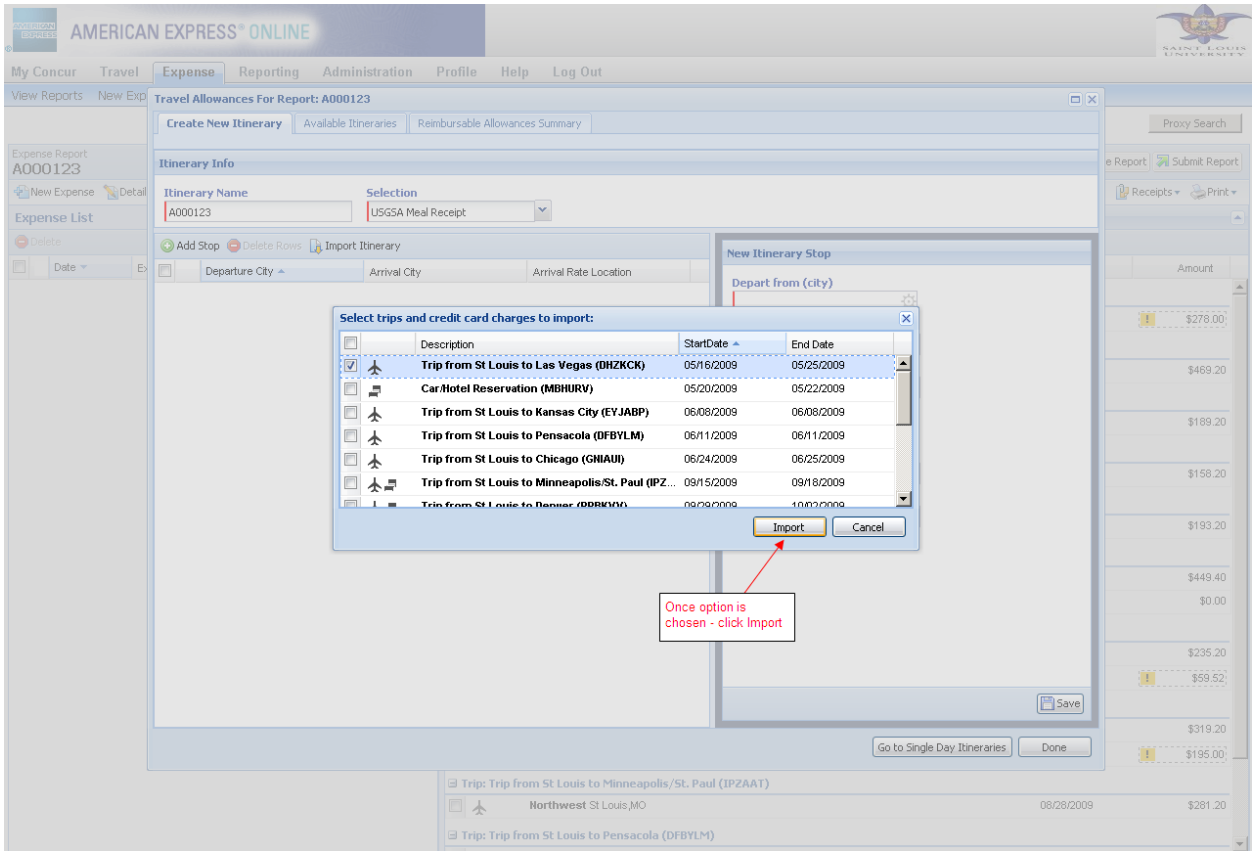
After the meal selection has been made, click Import Itinerary



A list of itineraries will appear.

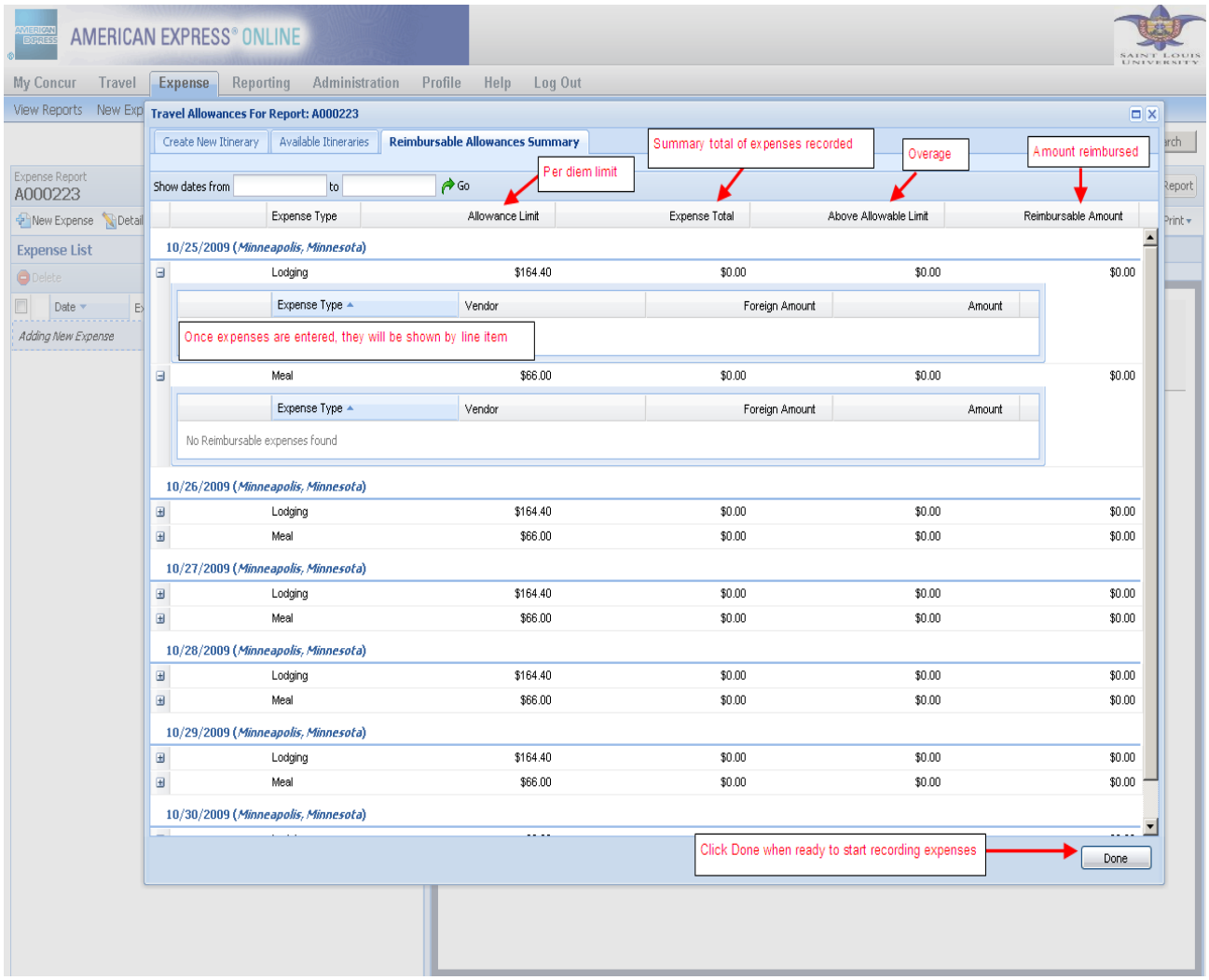


Select the box next to the correct itinerary, and click **import.**



The selected itinerary is now assigned to your report.

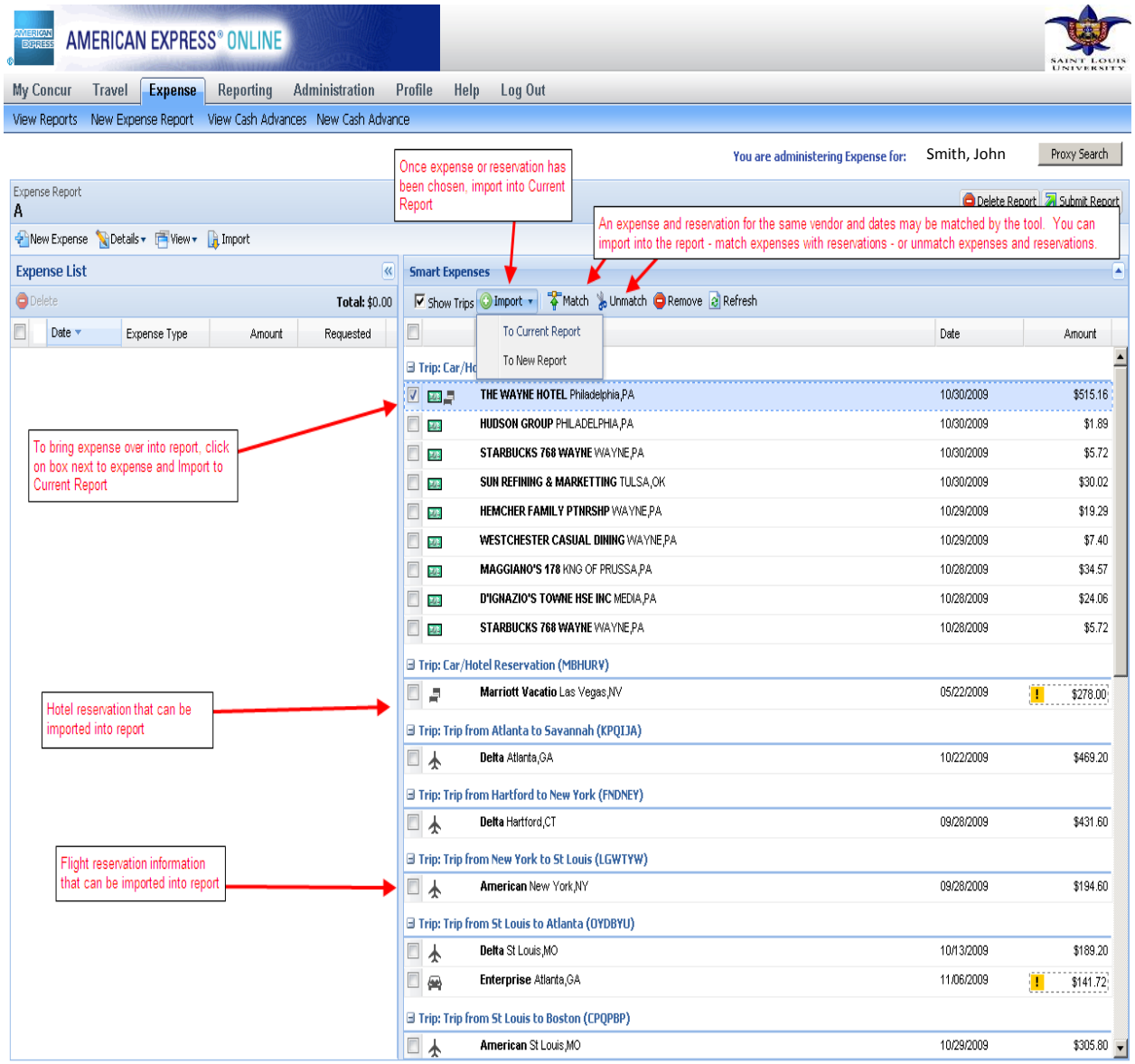
To view per diem amounts allowed click on the Reimbursable Allowances Summary tab.



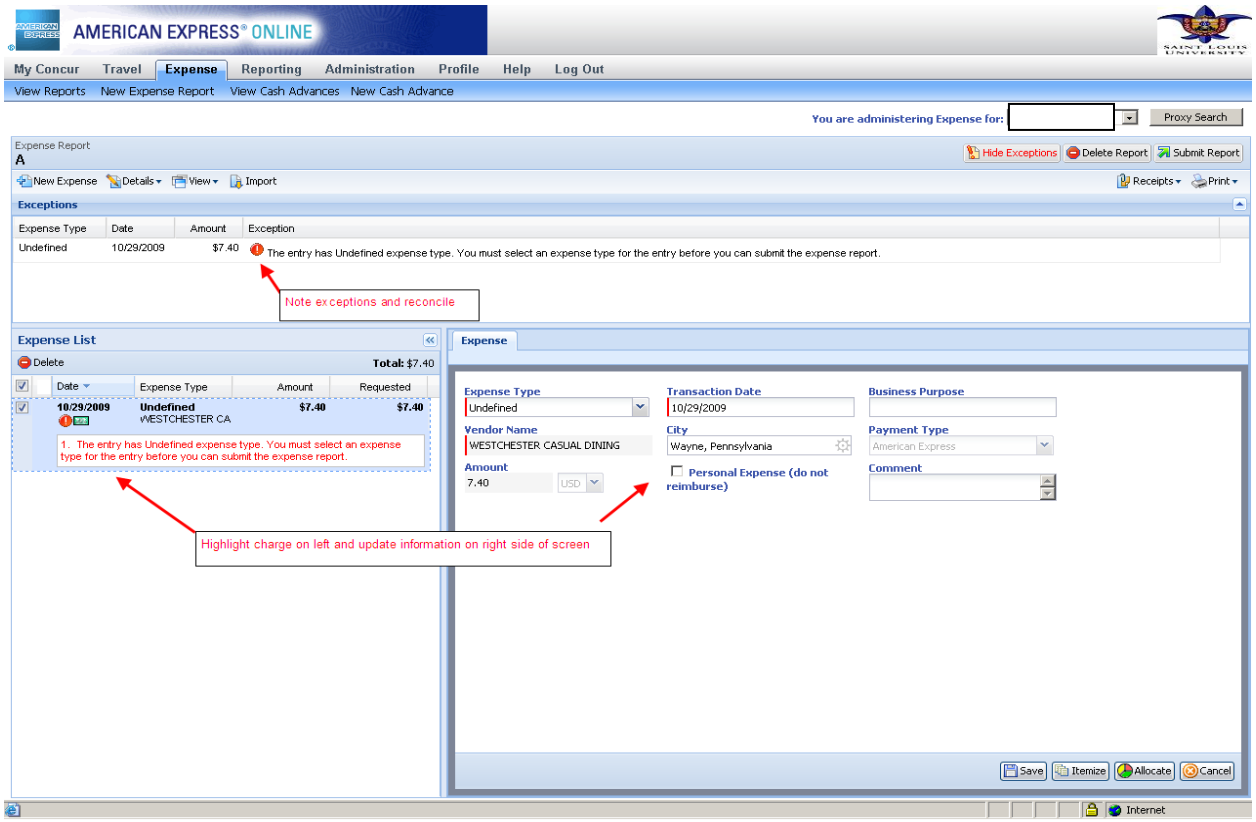
Click Done when ready to start recording expenses for reimbursement.

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.

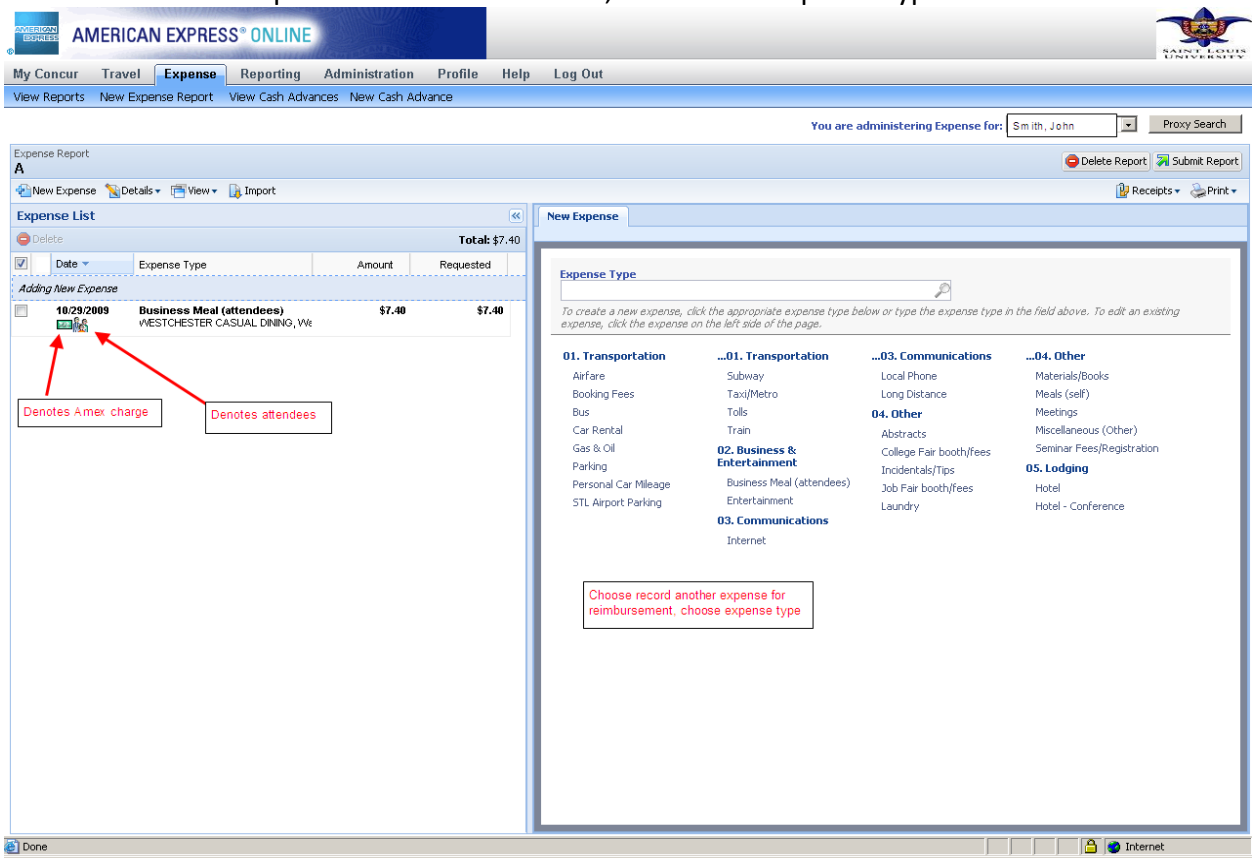


Once expenses are imported they will appear on the left side of the screen.

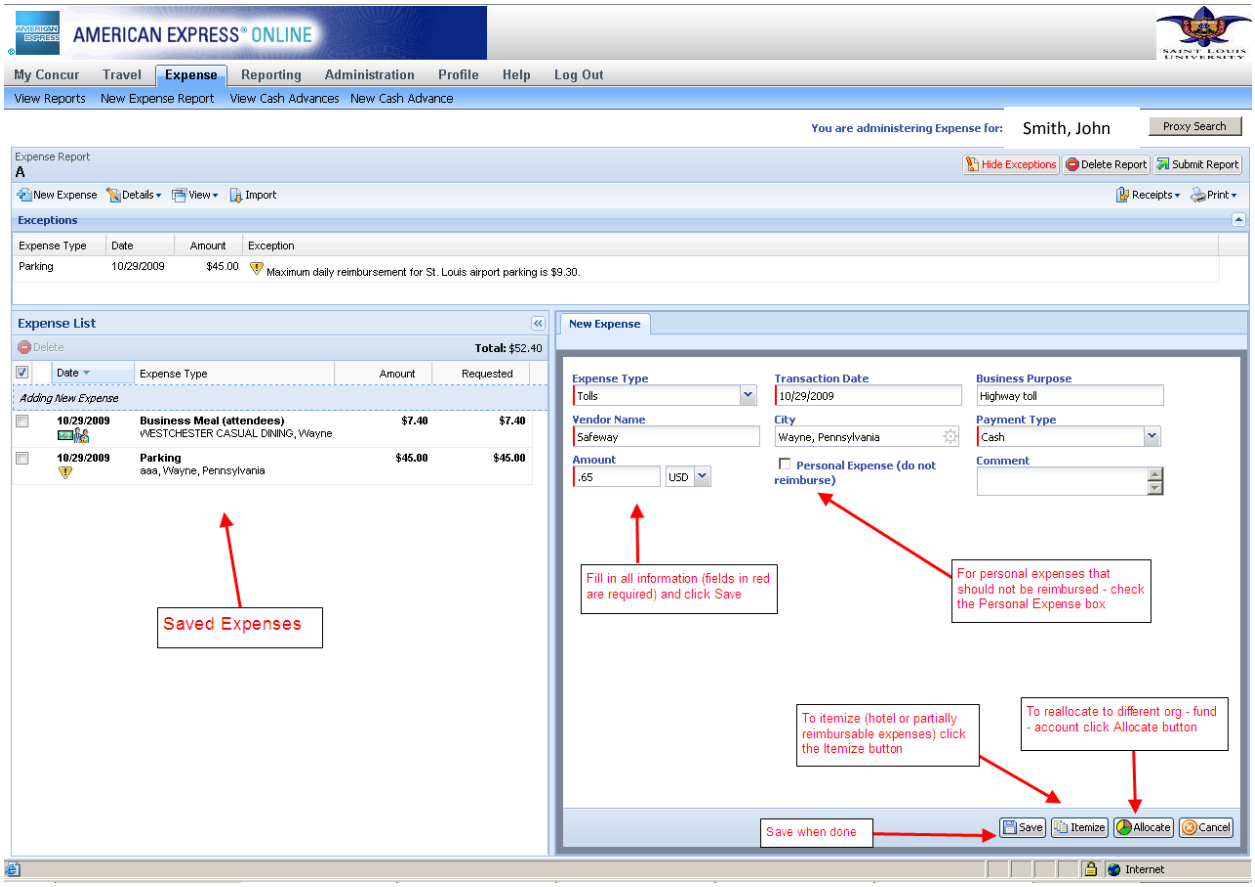


Exceptions with a RED circle are hard stops which must be reconciled and saved before moving forward. Exceptions with YELLOW yield signs contain policy information and as long as they have been read and adjustments have been made as necessary, you can continue.

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



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



For additional information on Itemizing or reallocating, please see tutorials on SLU-Concur web page.

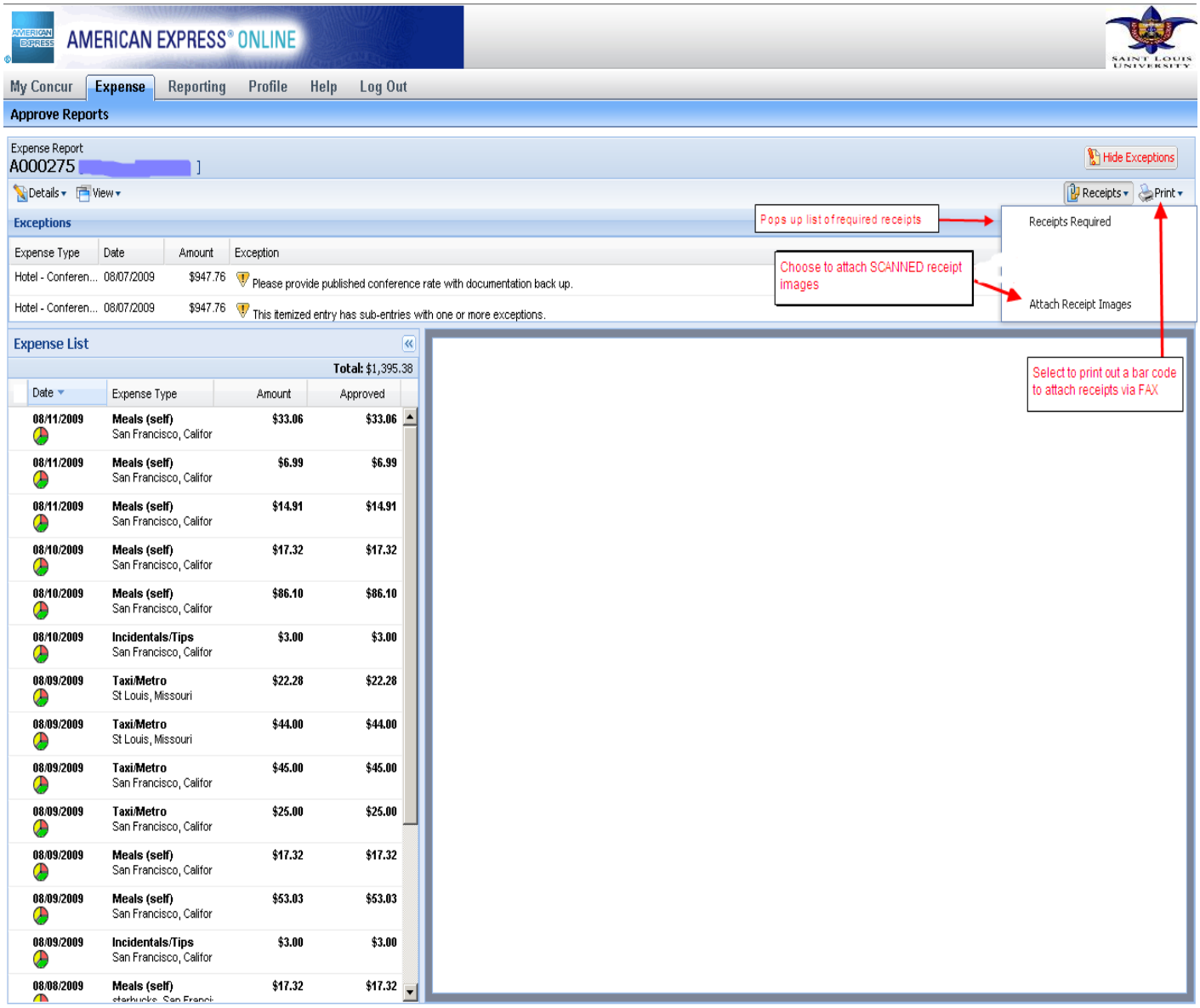
Once all expenses have been entered, receipts need to be attached to the report. To see what receipts are required, click on the Receipts button and click on Receipts Required. The pop up box will contain a list of receipts that should be attached.

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

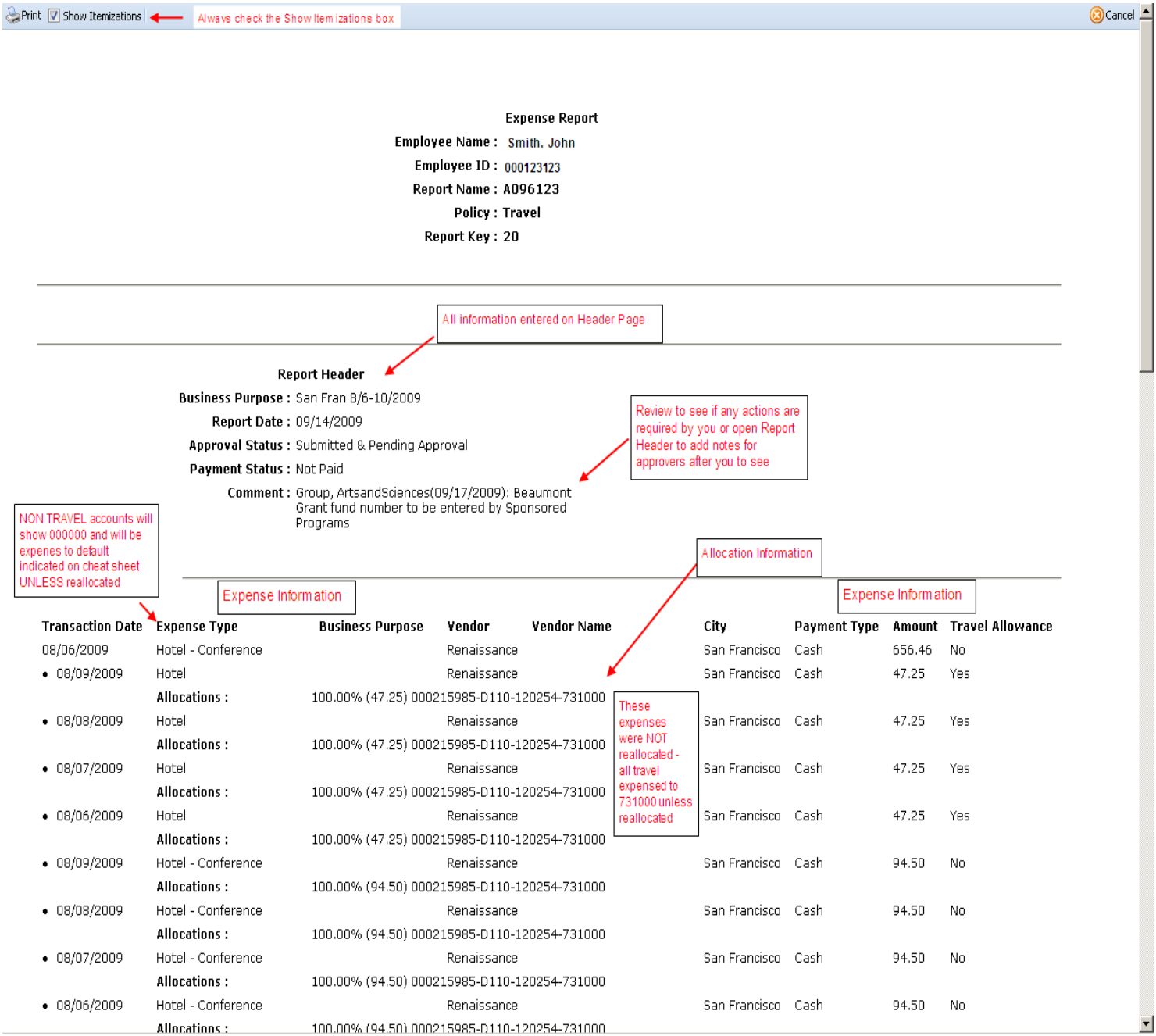
To scan and attach receipts – Click Receipts button on right of screen and choose Attach Receipt Images (please note you will need to scan first). Browse for your receipts – Click Attach – and then Done

You can check to see if your receipts are loaded by clicking the Receipts button and selecting Check Receipts



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.



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

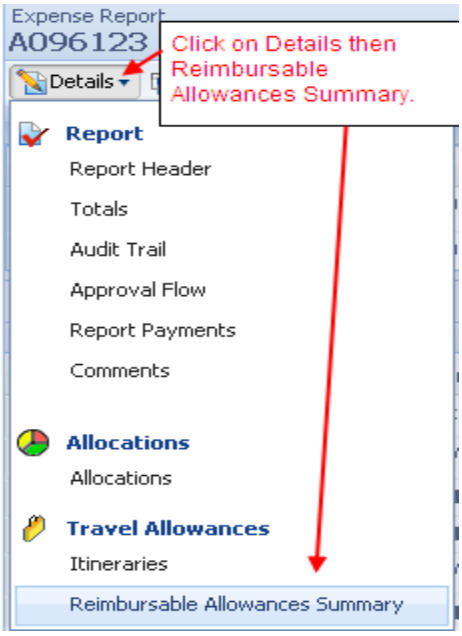
Report and payment information summary

Employee Disbursements

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

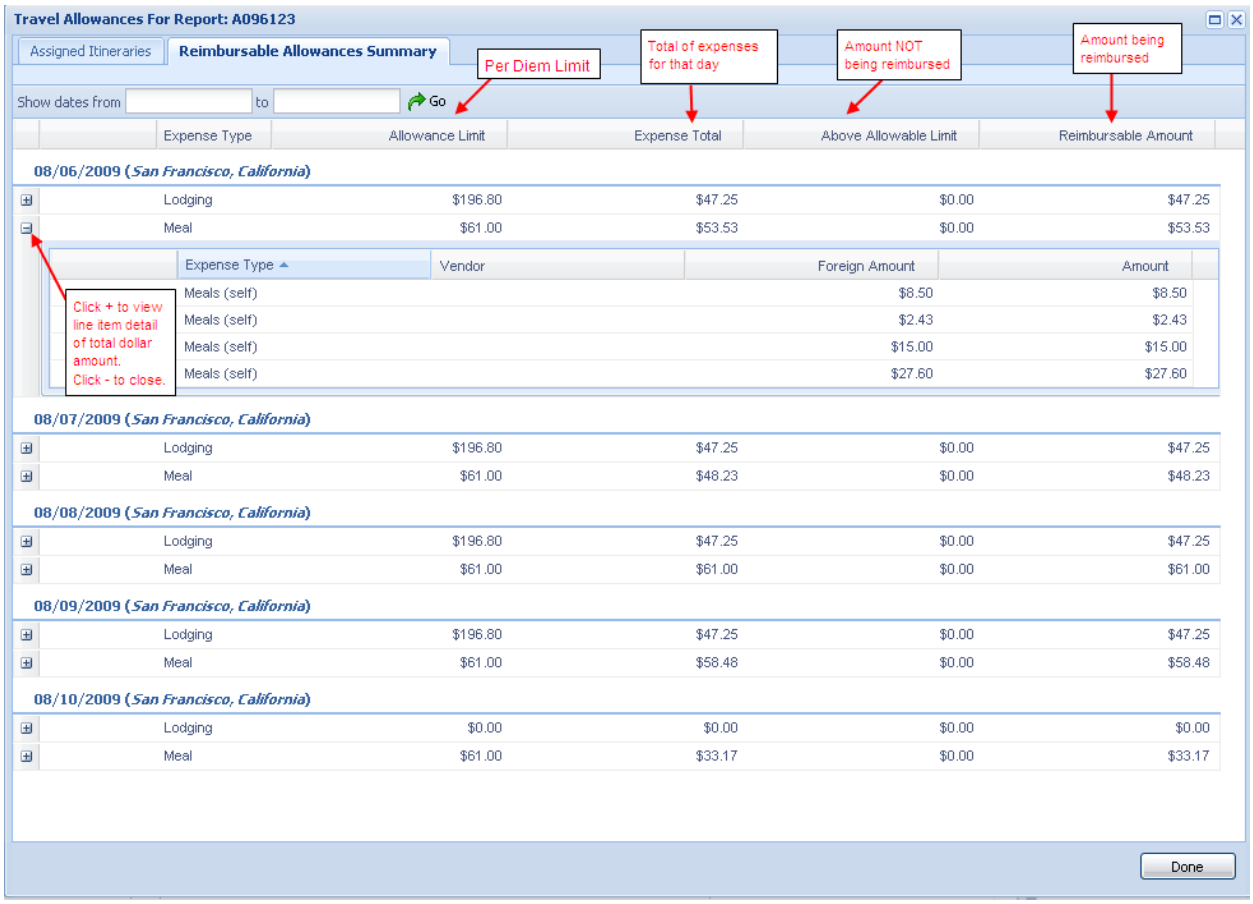
Before submitting report, use the Reimbursable Allowances Summary window to check on expenses that may not be paid due to per diem overage.

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



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.