Travel Expense Report Basics

• This guide will illustrate:
  – How per diem is added to an Expense Report
  – How to itemize a hotel receipt
  – How to calculate personal car mileage
• To begin, log into udel.edu/concur using your UD credentials
• Click on the Requests tab at the top of the Concur home page
Find your Approved Travel Request and click on the blue “Expense” link
• Concur will bring you into the Expense tab.
  • Your Expense Report Header will be pre-filled with the information from your Request Header.
  • The Request that you used to create the Expense Report is listed under the Report Header.
• You may add any additional information that you would like to include in the information fields on the Report Header.
• Click “Next”
• Concur will ask you if you would like to calculate your Travel Allowance.
• Click “Yes”
If your Itinerary Rows do not appear in the Itinerary Info Box, click “Available Itineraries”
• In the Available Itineraries section, select the itinerary related to your trip
• Click “Assign”
• You will now see your itinerary listed in the Assigned Itineraries section
• Click “Next”
• Concur will bring you to the Expenses and Adjustments screen
• Concur brings in the GSA per diem rate for your destination
  • Concur calculates 75% of the GSA rate for your first and last travel days
• Check the boxes to select meals that were provided for you
  • Concur will deduct the breakdown for those meals
• When you are done, click “Create Expenses”
• Concur will bring you into the body of your Expense Report and you will see your per diem allowance entries have been added
If you need to review the meal allowances for one of the days, select the expense listed for that day. The Expense Detail will open up on the right side of the page. You can click “Show fixed allowances for mm/dd/yyyy” to re-open the provided meals selection menu and make any necessary changes.
• If you have *UD Credit Card* expenses associated with this trip, click “Import Expenses” and a list of your Available Expenses will appear on the right side of the page.
  • You can select an Expense and click “Move” to add it to the Expense Report.

• If you paid *out of pocket* for some travel expenses, you can click “+New Expense” to create an expense to add to your Expense Report.
• When you click “+New Expense”, a New Expense tab will open up
  • You can start typing keywords to find the Expense Type you would like to use.
  • Concur will begin to refine the listing of All Expense Types as you type your keyword
  • Concur will also offer you a list of your Recently Used Expense Types
• Click on the Expense Type you want to use
Concur will bring you to the New Expense details tab. Complete any required information fields. For hotel/lodging expenses, make sure that the “Travel Allowance” box is un-checked. Click “Itemize”
• Concur will bring you to the Nightly Lodging Expenses tab.
• The Nightly Lodging Expenses tab is for expenses that were charged every night of your stay.
• If you had multiple room/tax rates over the course of your stay, use the most prevalent rate on the Nightly Lodging Expenses tab.
  • You will have the opportunity to adjust the rates for specific nights later.
  • You can add multiple tax rates together and enter one lump sum tax entry.
• The Additional Charges fields are also only for expenses that were charged every night of your stay. (e.g., nightly wifi)
  • You will have the opportunity to add singular expenses later (e.g., a room service meal or just one night of parking).
• Complete any required information fields
• Click “Save Itemizations”
• Concur will bring you to a New Itemization tab.
  • This is where you can create an itemized expense entry for any singular expenses on your hotel folio such as a meal or one-night parking charge
• You will also see that your Lodging expense has been itemized by day based on the entries you made on the Nightly Itemizations tab
• If you had multiple room/tax rates over the course of your stay, select the expense for the date that had a different rate.
• The Itemization detail tab for that expense line will open up and you can change the rate Amount and Save.
• You can continue to click on individual expense lines and adjust the Amounts as needed.
• To add your lodging receipt, click on the lodging “parent” expense
  • This will open the Expense detail tab
  • Click “Attach Receipt”
• An Available Receipts gallery will open, displaying any receipts you have already added to your profile.
  • Choose the receipt that belongs to the selected expense and click “Attach”
  • You can also click “Browse” to search for and upload documents that are saved to your computer
To create a personal car mileage expense, click “+New Expense” and a New Expense tab will open up.
- You can start typing keywords to find the Expense Type you would like to use.
- Concur will begin to refine the listing of All Expense Types as you type your keyword.
- Concur will also offer you a list of your Recently Used Expense Types.
- Click on the Personal Car Mileage Expense Type.
• Concur will launch a Google maps mileage calculator
• Enter your start and end points and click “Calculate Route”
• You will also have the options to:
  • Add additional stops each time you click “Calculate Route”
  • Select “Make Round Trip”
  • Deduct any personal mileage
  • Select “Deduct Commute” if applicable
• Click and drag the route to account for detours or variations
• Click “Add Mileage to Expense”
• Concur will bring you to the New Expense details tab.
  • Complete any required information fields
  • Click “Save”
To allocate an expense to a different SpeedType/Purpose Codes that the one you entered on your Report Header, select the expense you would like to allocate:

- The Expense Detail will open up on the right side of the page
- Click "Allocate"
Allow Concur to “churn” twice, and an Allocations menu will pop up.

From this menu you can:
- Click “Allocate By” to switch from Percentage to Amount.
- Click “Add New Allocation” to add additional lines and split one expense across multiple SpeedTypes/Purpose Codes.
- Click “Add to Favorites” to save allocation splits that you would like to use in the future for other expenses.
- Click “Favorites” to apply previously saved allocation splits.

When done allocating, click “Save”
• Continue to add and allocate any expenses related to your trip.
• When you have finished, Click “Submit Report”
• The Travel Expense Report approval flow is as follows:
  1. The Concur Receipt Audit team will review your attached receipts for accuracy.
     • If they identify issues with your receipts, they will return your Expense Report to you for corrections
  2. Your Supervisor will review your report.
  3. The Cost Object Approvers for the SpeedTypes/Purpose Codes you allocated to will review your expenses and allocations for accuracy.
Questions?

- AskConcur@udel.edu
- udel.edu/procurement