SAP Concur

CREATING AN EXPENSE REPORT

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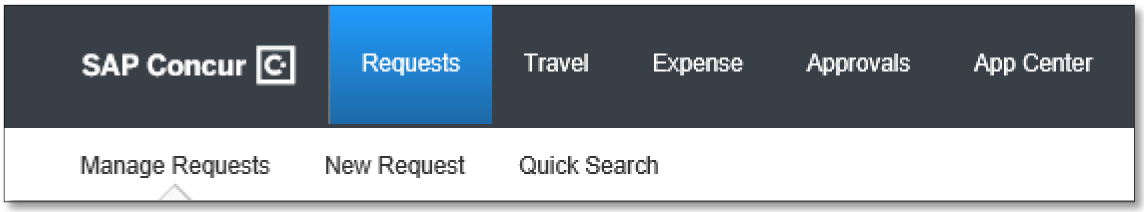
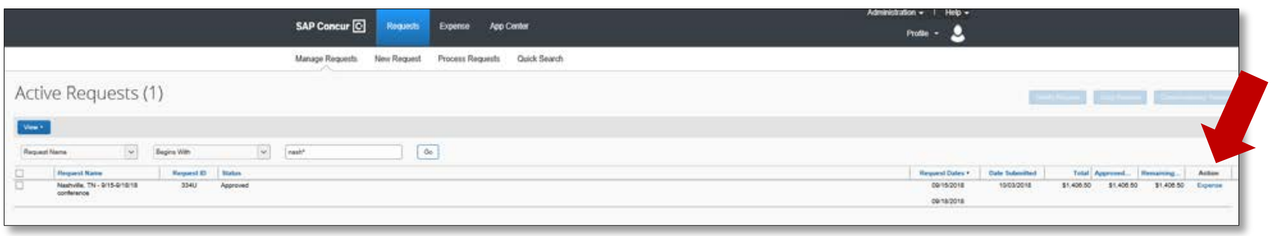
LINK REQUEST TO EXPENSE

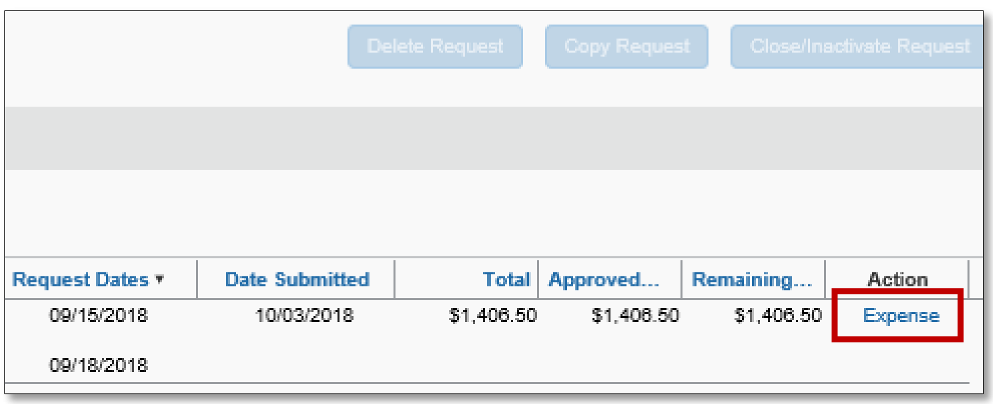
Select the **Request tab** on the menu bar.



Select **Manage Requests**. This will give you a list of all active requests.



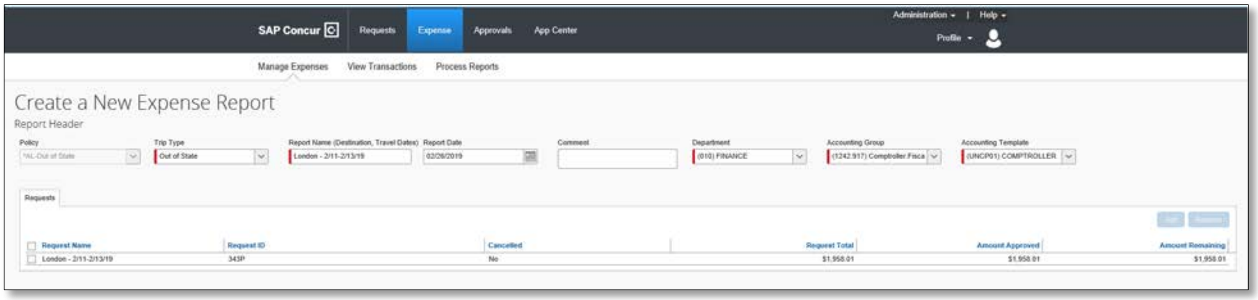
Under the Action column, the option for "Expense" will be available for any approved requests. Select **Expense** to begin creating the expense report.



REPORT HEADER

The “Expense” link should take you to the following screen:

Note: Required fields are marked with a red bar.



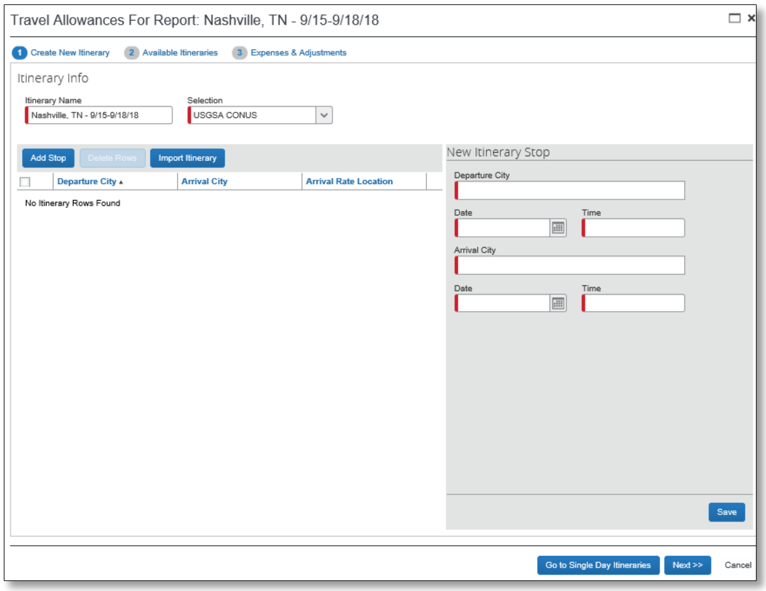
- **Policy** – The Policy will default to the Policy on the Request.
- **Trip Type** – This field is only visible for Out of State travel. If the travel event is International, please select that option from the drop-down box. Otherwise, Out of State will default in this field.
- **Report Name** – The Report Name should default from the Request.
- **Report Date** – This field will default to the current date.
- **Comment** – Enter any necessary comments that your approver will need to approve the expense report.
- **Department** – This information should default based on the user. *This will determine how the expense is posted, but your approver will have the ability to change this information if necessary.*
- **Accounting Group** - This information should default based on the user. *This will determine how the expense is posted, but your approver will have the ability to change this information if necessary.*
- **Accounting Template** - This information should default based on the user. *This will determine how the expense is posted, but your approver will have the ability to change this information if necessary.*
- The Request tied to the expense report should be visible. If it is not, you can select the **Add** button to choose a different request. Note: Only one request per expense report is allowed.

NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.

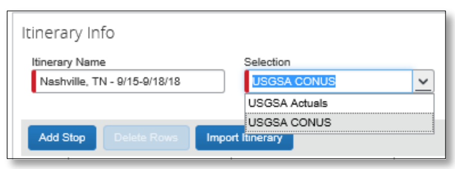
5. Select **Next** in the bottom right-hand corner of the screen.

TRAVEL ALLOWANCE ITINERARY

1. Creating your travel allowance itinerary:



- **Itinerary Name** – This will default to the Report Name.
- **Selection** – This field will default to USGSA CONUS for agencies that will reimburse the CONUS per diem. For the agencies that continue to reimburse based on actual expenses, you will select USGSA Actuals. *Note: Please see* **<u>Creating Travel Allowance for Receipts</u>** *for assistance with this process.*



- **Departure City** – Enter the city you are departing from.
- **Date** – Enter the date your travel began. If the date is not available for selection, it may be tied to another expense report.
- **Time** – Enter the time your travel began.
- **Arrival City** – Enter the city you traveled to.
- **Date** – Enter the date you arrived at your destination.
- **Time** – Enter the time you arrived at your destination.
- Select **Save**. This should be the itinerary for your departure date.

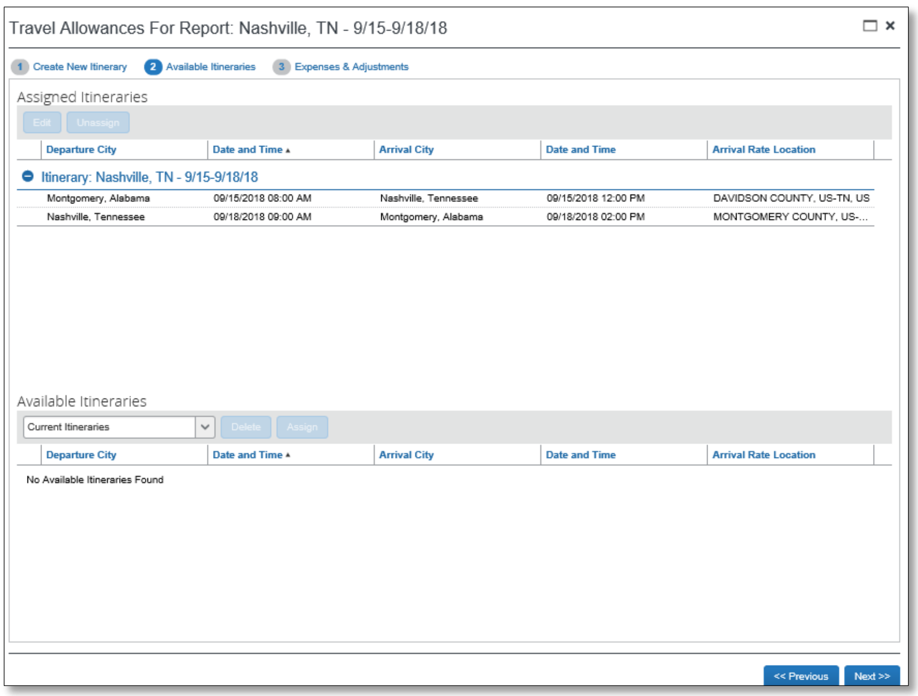
Note: You will repeat this process for the return itinerary or any other stops.

- **Departure City** – This will default from the Arrival City in the prior itinerary entry screen.

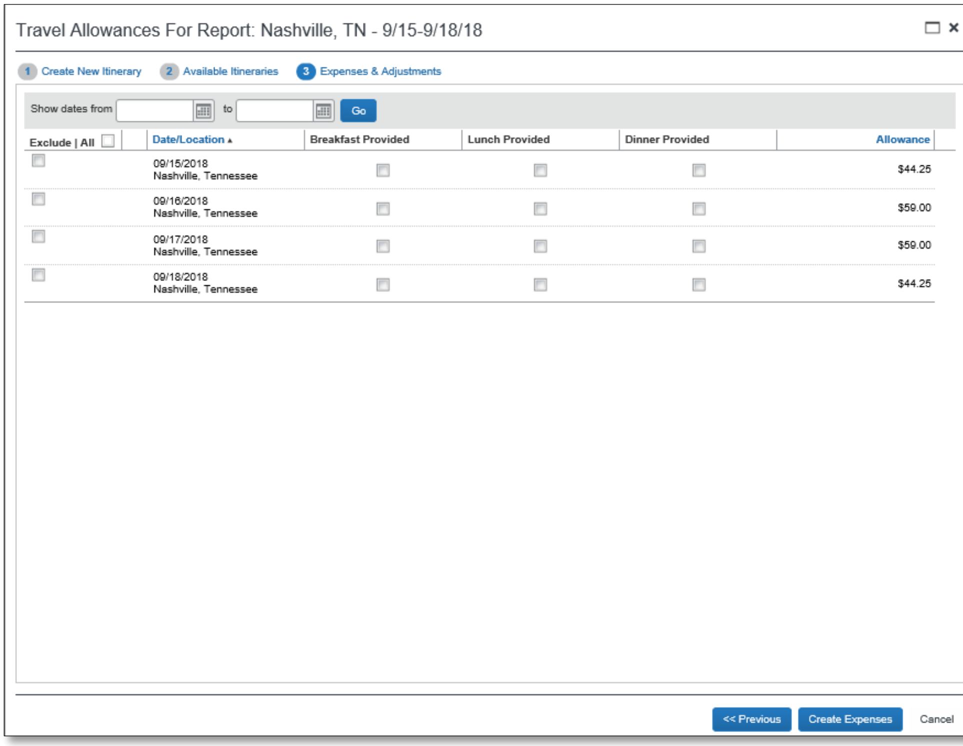
- **Date** – Enter the date you departed. If the date is not available for selection, it may be tied to another expense report.
- **Time** – Enter the time you departed.
- **Arrival City** – This will default from the Departure City in the prior itinerary entry screen.
- **Date** – Enter the date you arrived.
- **Time** – Enter the time you arrived.
- Select **Save**. This should be the itinerary for your return date.

2. If there are no other stops, select **Next**. You should have at least two lines visible (departure date and return date).

3. Review the itinerary information for accuracy and select **Next**. You can edit from this screen if a correction is necessary. To edit, select a line and the **Edit** button will become available.



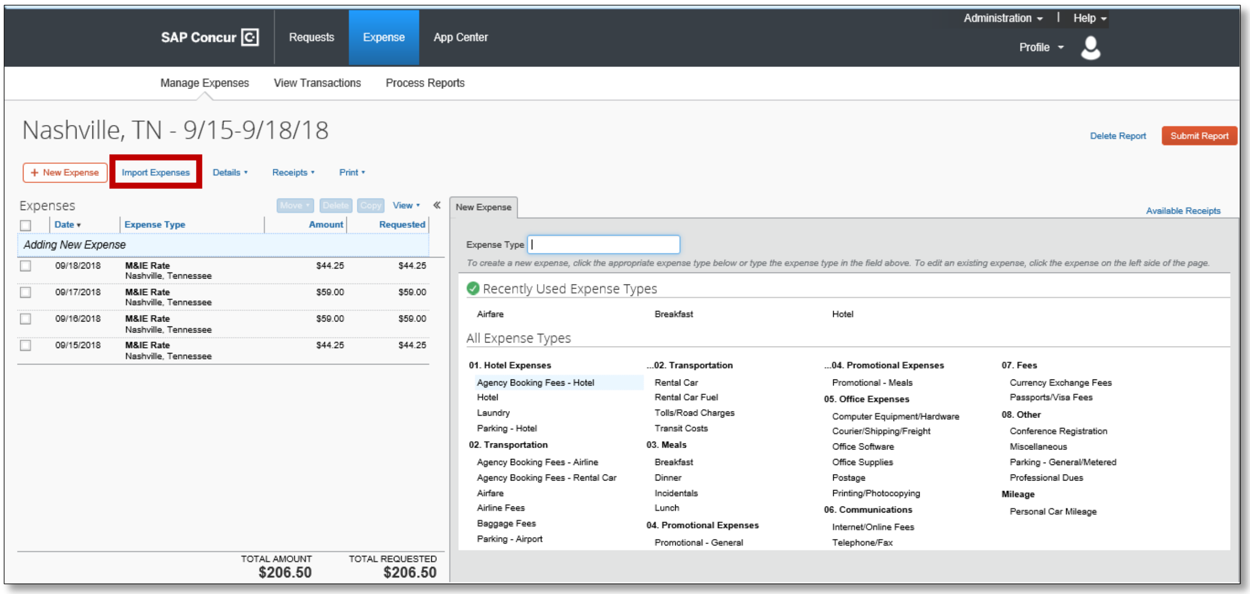
4. The next screen will allow you to select individual meals that were provided by a conference. If any personal days were taken, you can select the row to exclude the entire day from the CONUS calculation.



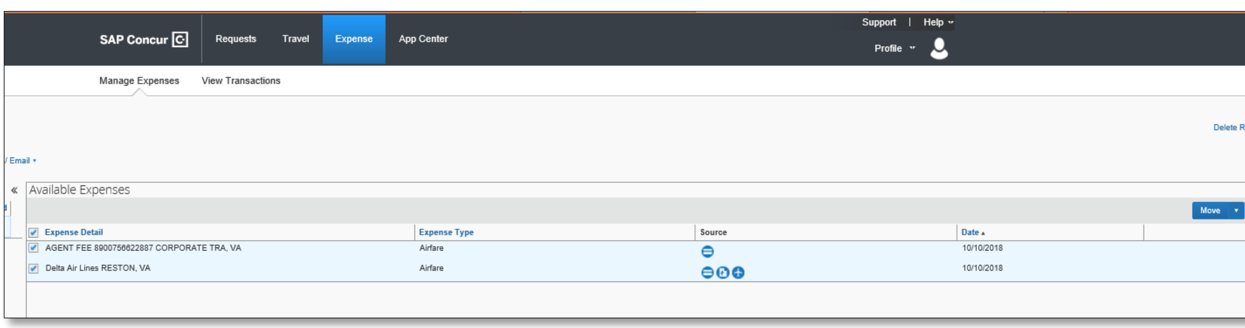
5. Select **Create Expenses**.

TRAVEL CARD CHARGES

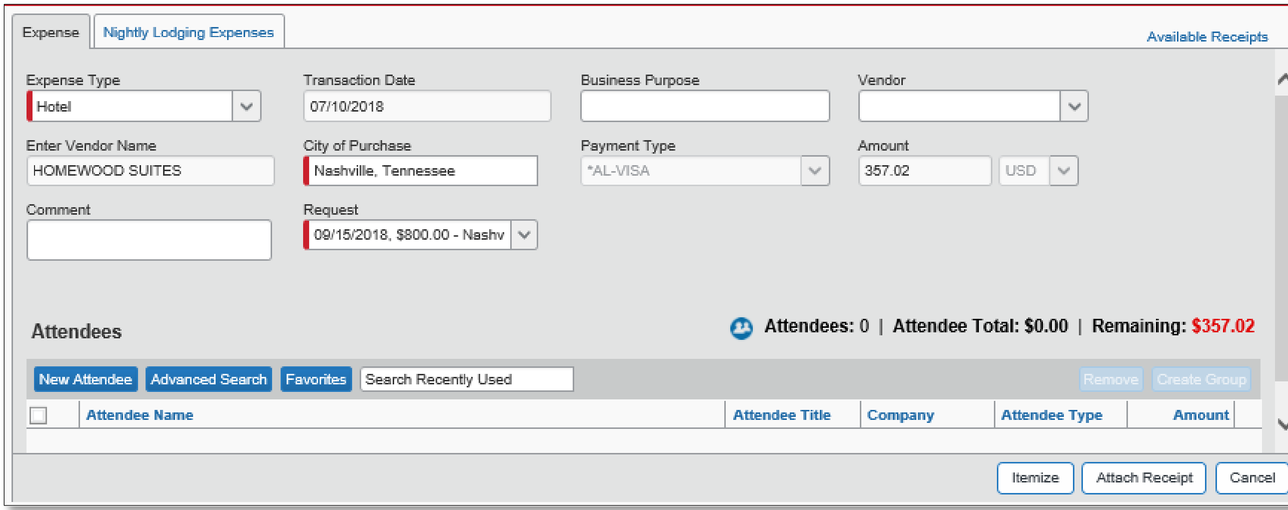
If you have travel card charges, select **Import Expenses** to pull them to the expense report.



Select transaction(s) click **Move** to add them to the current expense report.



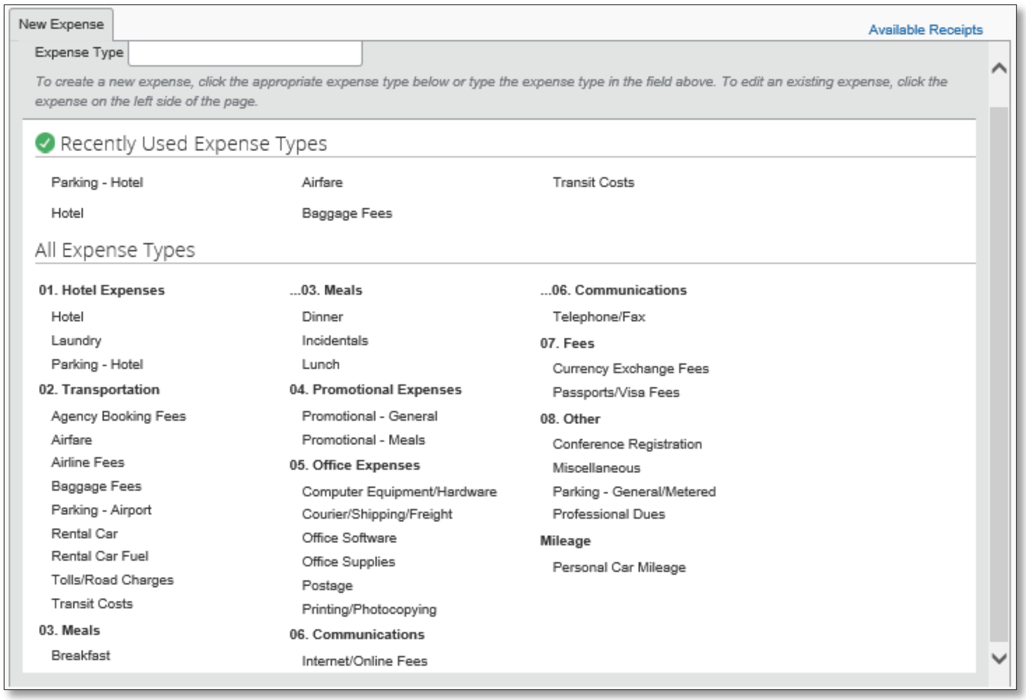
The transaction is pulled into the expense report and ready for additional information to be entered.



- **Expense Type** – This field will default if you manually select an expense type. If you select a credit card transaction, be sure the expense type is accurate based on the charges.
- **Transaction Date** – This field will default if a loaded credit card transaction is selected. If a manual charge is added, this field will need to be completed.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – This field will default if a loaded credit card transaction is selected. If a manual charge is added, this field will need to be completed.
- **City of Purchase** – Enter the city the purchase took place.
- **Payment Type** – If a loaded credit card transaction is selected, AL-VISA will default.
- **Amount** – Enter the amount of the reimbursement.
- **Request** – This field shows the amount that was requested. If more than one line item was entered on the Request, make a selection from the drop-down and save any changes.

EXPENSES PAID WITH PERSONAL FUNDS

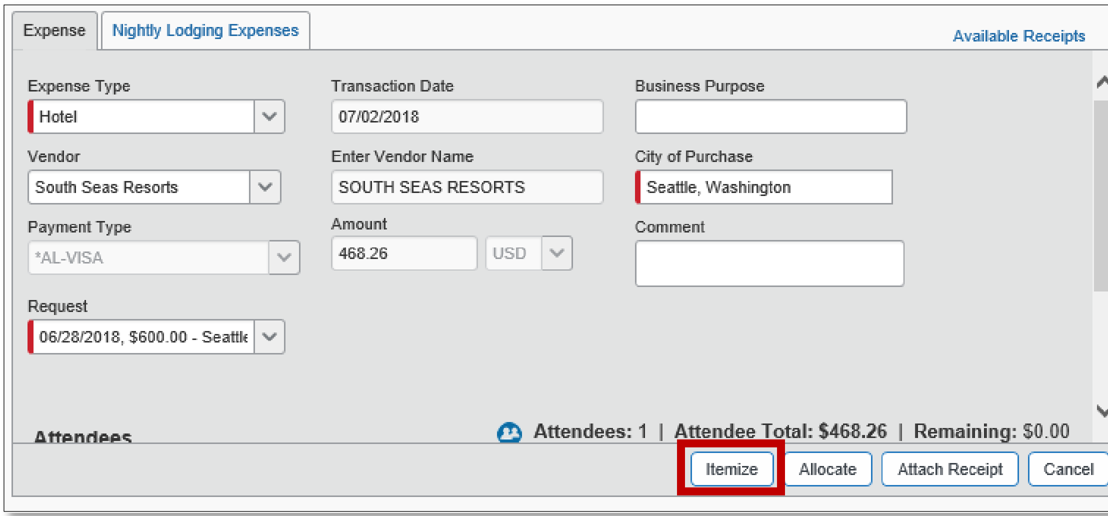
Any business expenses that were not paid with the State's travel card will need to be manually entered. You may do so by selecting the expense type from the options on the right of the screen.



- **Expense Type** – This field will default if you manually select an expense type.
- **Transaction Date** – If a manual charge is added, this field will need to be completed.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – This field will default if a loaded credit card transaction is selected. If a manual charge is added, this field will need to be completed.
- **City of Purchase** – Enter the city the purchase took place.
- **Payment Type** – Enter the payment type used. If a loaded credit card transaction is selected, AL-VISA will default. If personal funds were used, select Cash.
- **Amount** – Enter the amount of the reimbursement.
- **Request** – This field shows the amount that was requested. If more than one line item was entered on the Request, make a selection from the drop-down and save any changes.

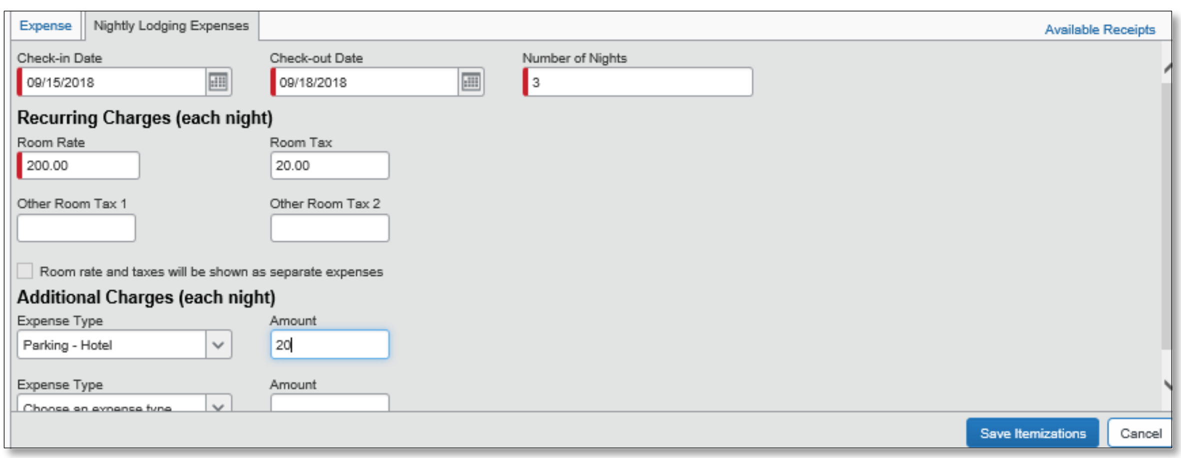
ITEMIZING HOTEL STATEMENT

When keying a hotel reimbursement, select **Itemize** at the bottom right-hand corner. This will allow you to key the nightly rate and associated taxes and parking.

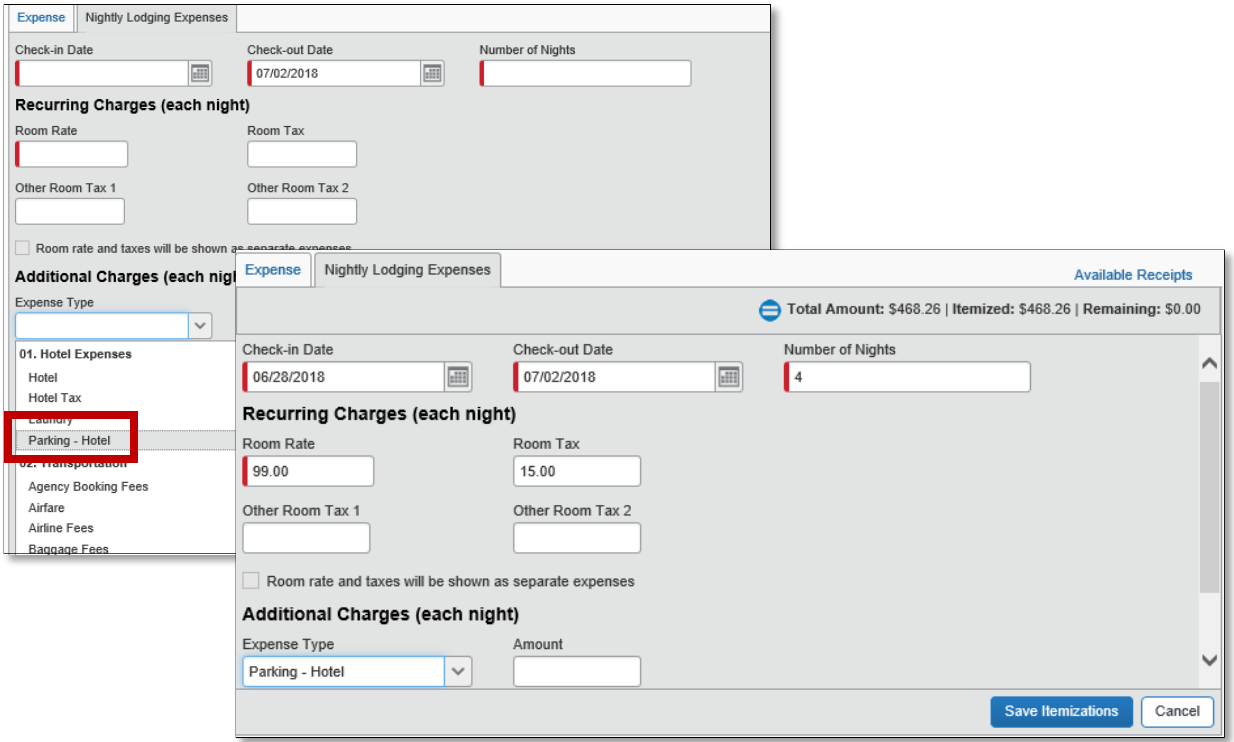


1. Enter the **Check-in Date**. The Check-out Date will default to the transaction date on the expense tab, which should also default from the bank transaction that imported into Concur. The number of nights will automatically calculate.

2. Enter the **Room Rate** and **Room Tax(s)** amount for each night. **Note: These amounts should be <u>per night</u> amounts.** If nightly amounts differ, choose one of the rates to enter and you will learn how to adjust the others later in the job aid.

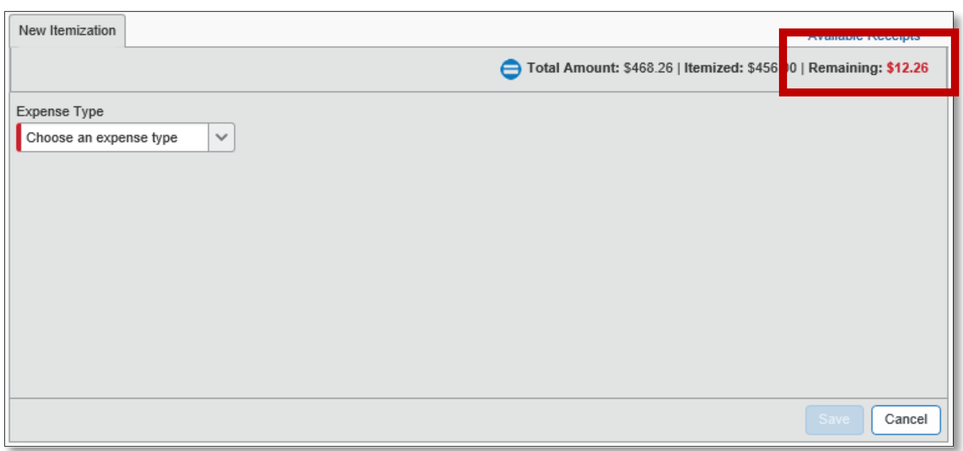


3. If you need to add Hotel Parking or another recurring charge, you may select that from the Expense Type drop down. **Note: These amounts should be <u>per night</u> amounts.**



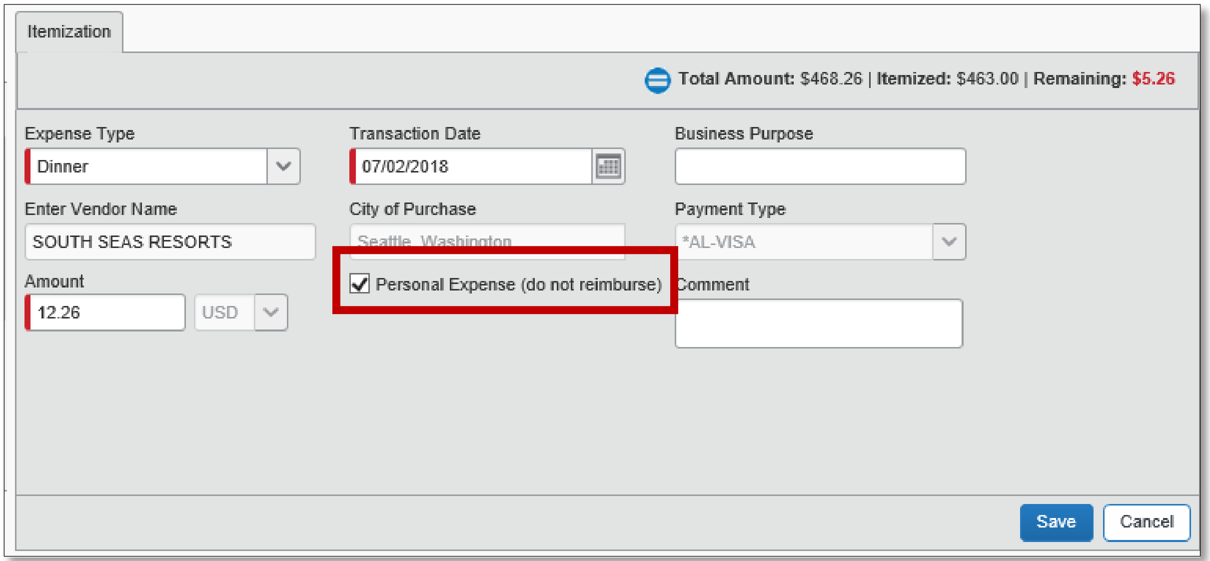
4. Once you have entered all recurring charges, select **Save Itemizations**.

5. If you have not itemized all hotel charges, you will have the option to select an expense type to classify the remaining amount. You will be able to add as many expense types as necessary.



6. Click **Save** each time an expense type is added.

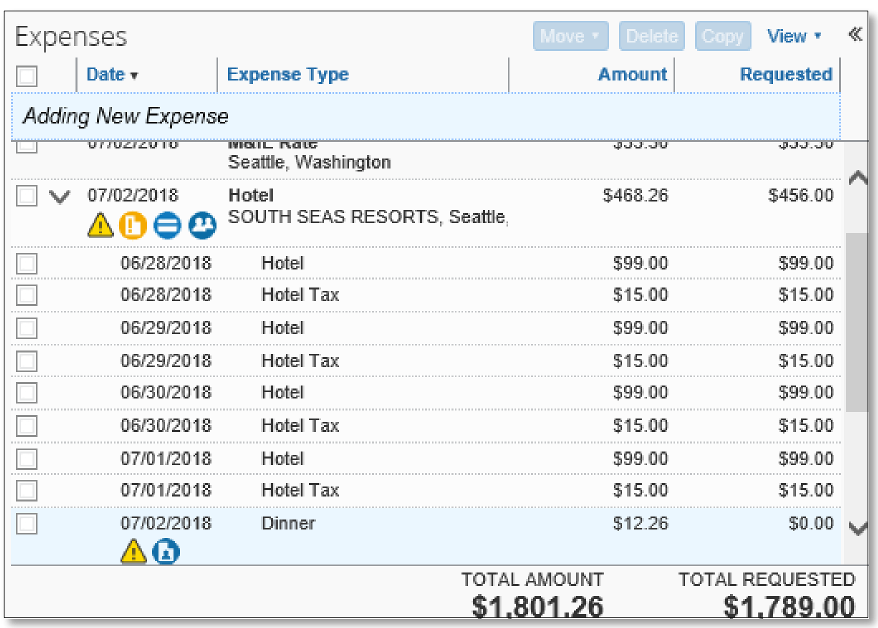
7. If you are claiming CONUS rate and inadvertently charged something to your hotel bill, such as a meal, you will need to be sure the expense is marked as **Personal Expense**.



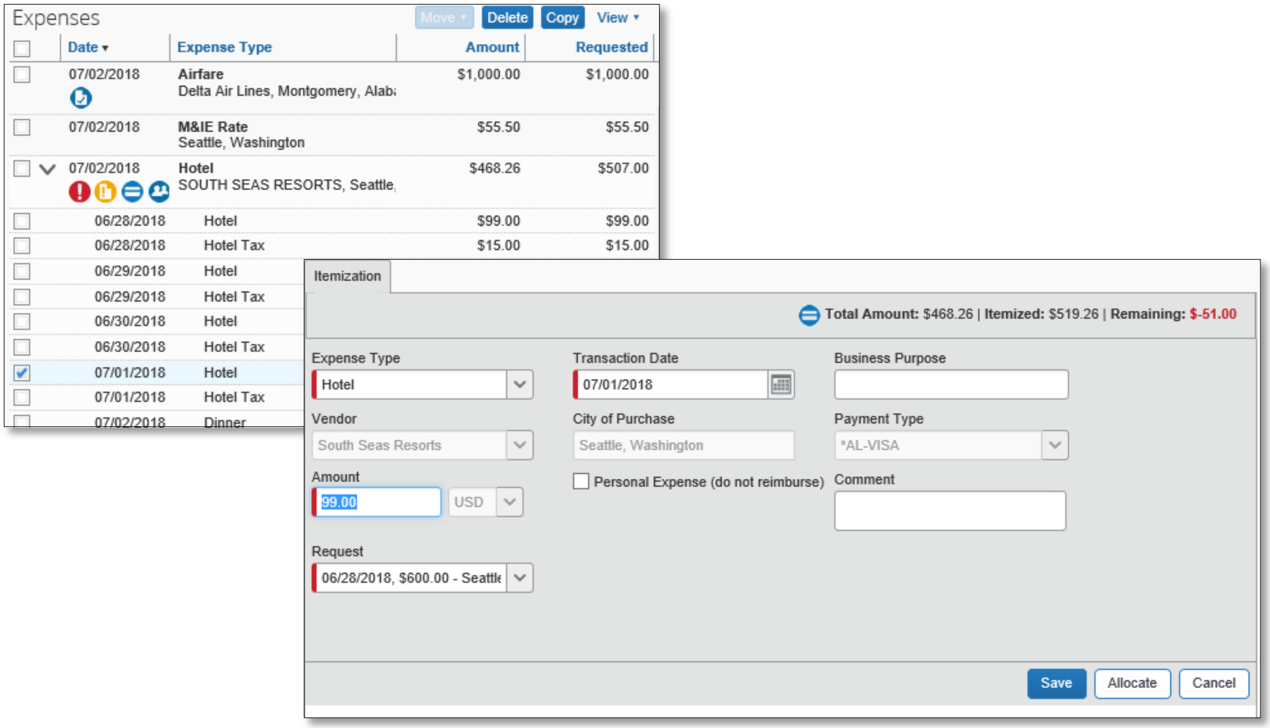
8. Click **Save**.

The itemization should be displayed on the left of the screen with all other expenses claimed.

9. If the nightly room rate differs from night to night, you can edit the rates from this screen.



10. To edit the rate, click in the specific line and the itemization will be available for edit on the right of the screen.

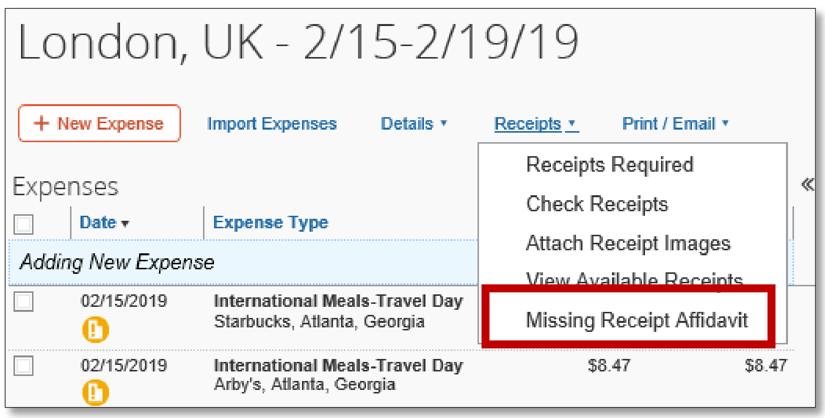


11. Once you have finished making changes, click **Save**.

RECEIPTS

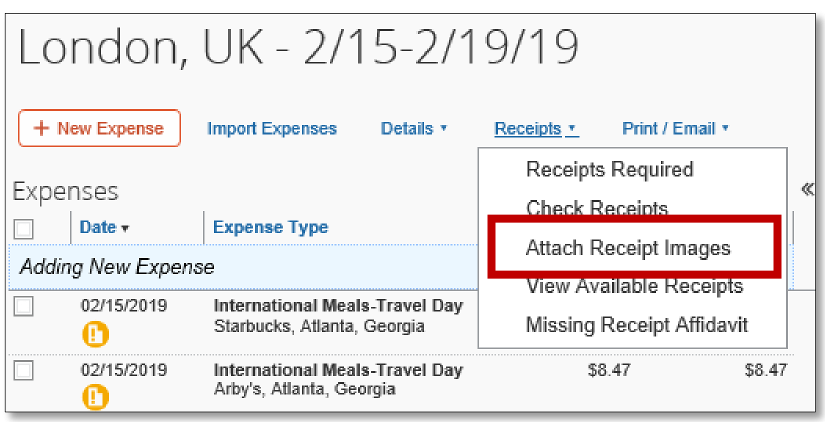
Each expense, except for the M&IE rate and Agency Booking Fees, will need a receipt attached. You can do so by selecting the **Attach Receipt** button in each expense type.

There is a **Missing Receipt Affidavit** available under the “Receipts” dropdown, if the traveler is unable to provide the actual receipt.



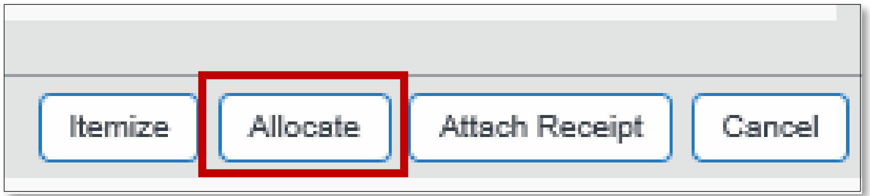
You may also attach any general information, such as the conference itinerary, by selecting **Attach Receipt Images** under the “Receipts” dropdown.

NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.

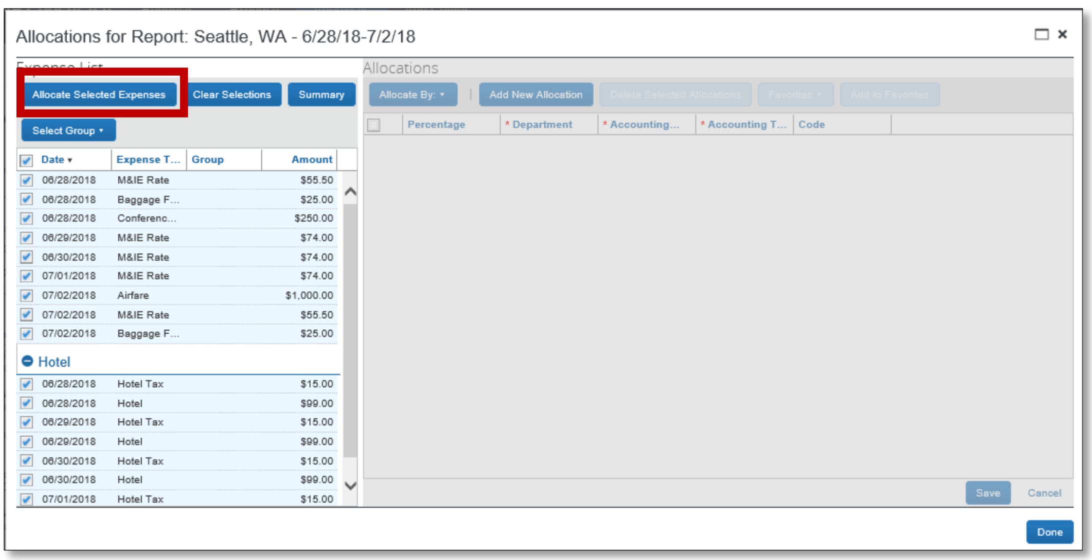


ALLOCATIONS

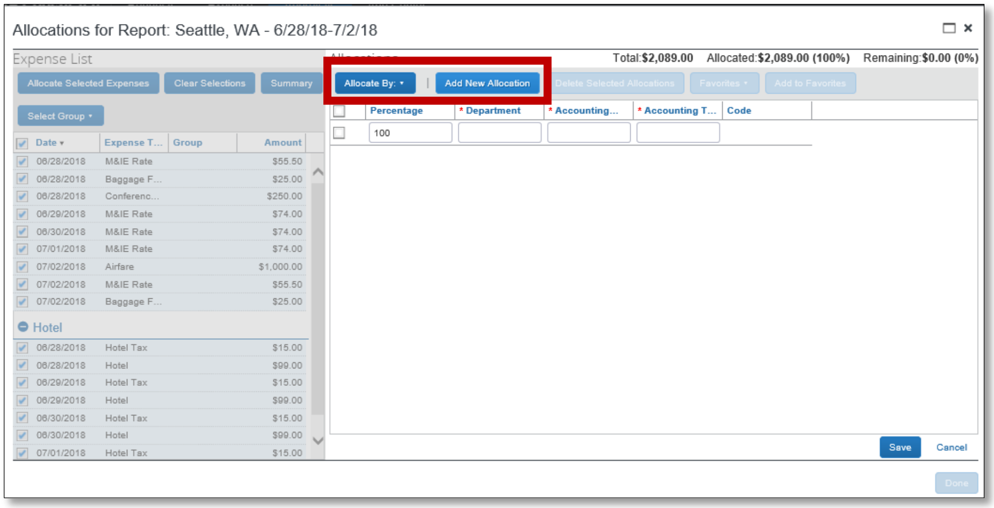
The expense can also be allocated to different accounting templates by selecting the **Allocate** button. *Note: Approvers in the workflow will have the capability to make adjustments to allocations as necessary.*



Allocations can be changed by selecting individual expenses or by clicking the box next to **Date** to select them all. Once expenses are selected, you will have the option to **Allocate Selected Expenses**.

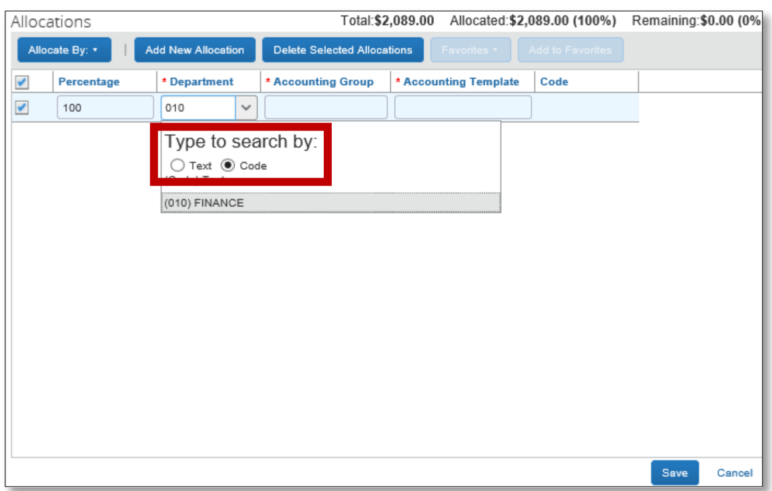


Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.



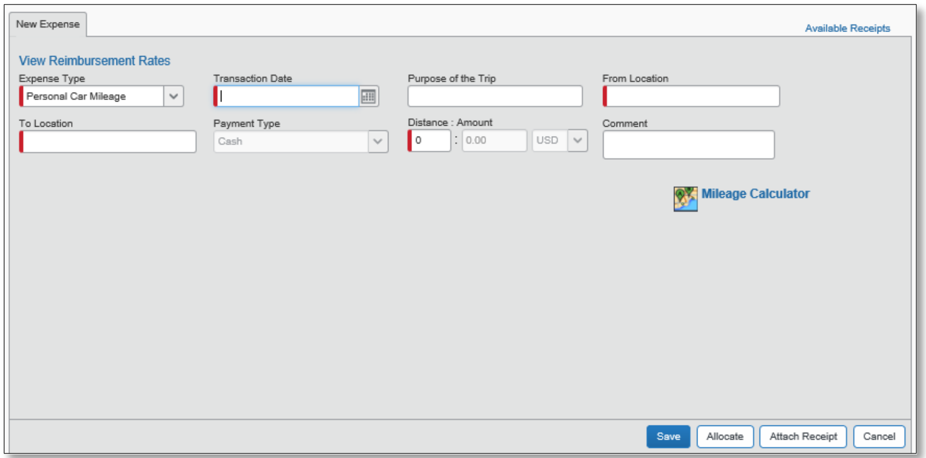
Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**.

Note: Adding allocations may add approval roles to the workflow of the document.

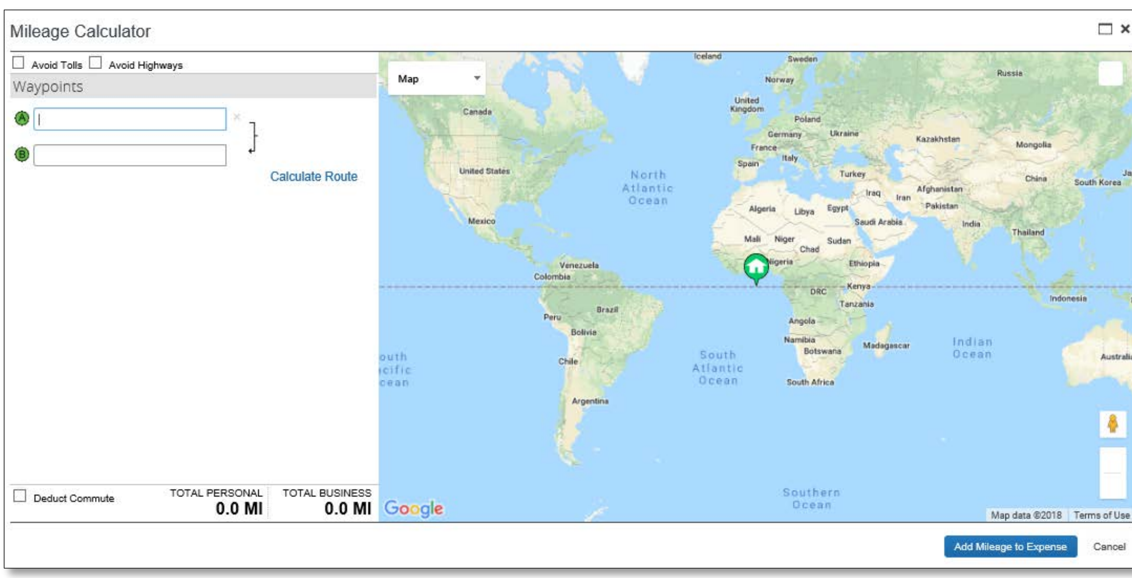


MILEAGE CALCULATOR

Select the **Personal Car Mileage** expense type – enter the transaction date and select the **Mileage Calculator** link.

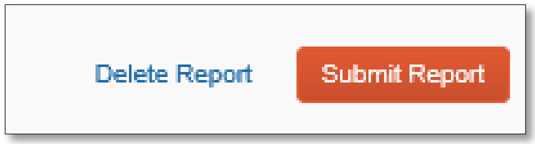


Enter the points of travel and **Calculate Route**. Commute miles can be deducted from the calculation by clicking the **Deduct Commute** button. Select **Add Mileage to Expense**.

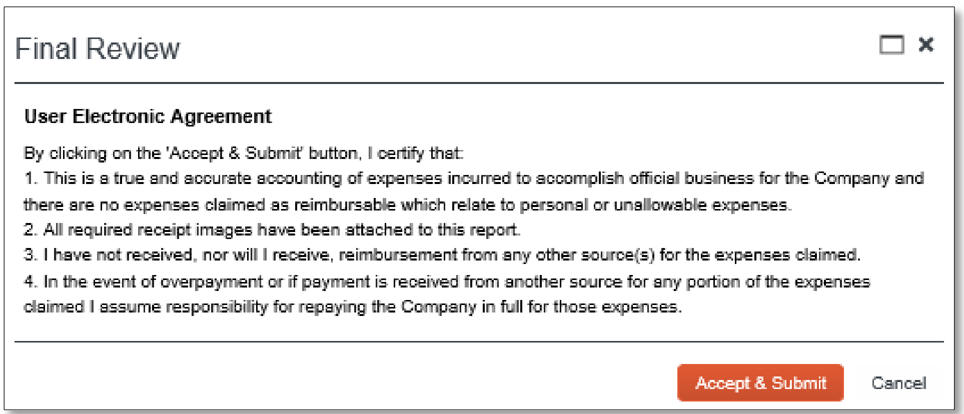


SUBMIT REPORT

Select **Submit Report** from the top right corner of the expense report.



Select **Accept & Submit**.



REPORT SUMMARY

A summary of the expense report will display detailing all totals. Take note of the disbursements section. This is a breakdown of the reimbursement to the traveler and the amount that will be sent to the bank to pay off the state travel card.