SAP Concur

CREATING AN EXPENSE REPORT FOR INTERNATIONAL TRAVEL

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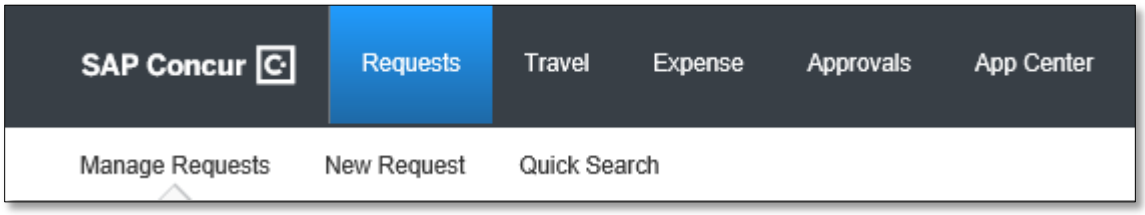
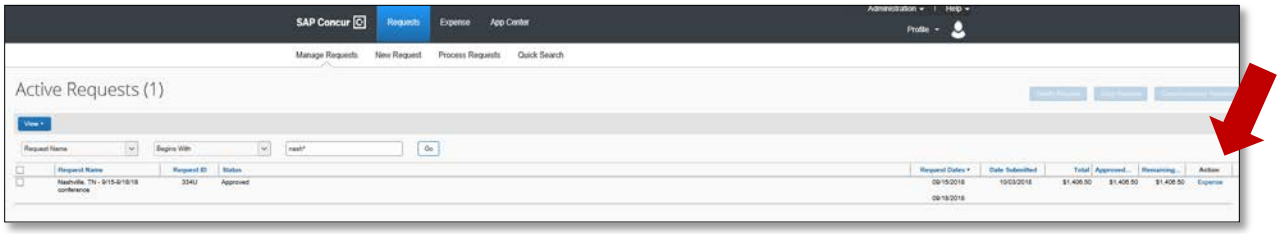
LINK REQUEST TO EXPENSE

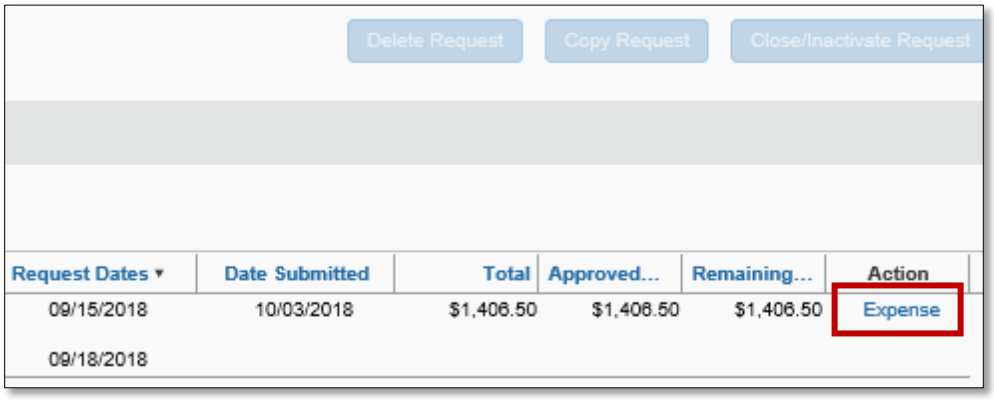
Select the **Request tab** on the menu bar.



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



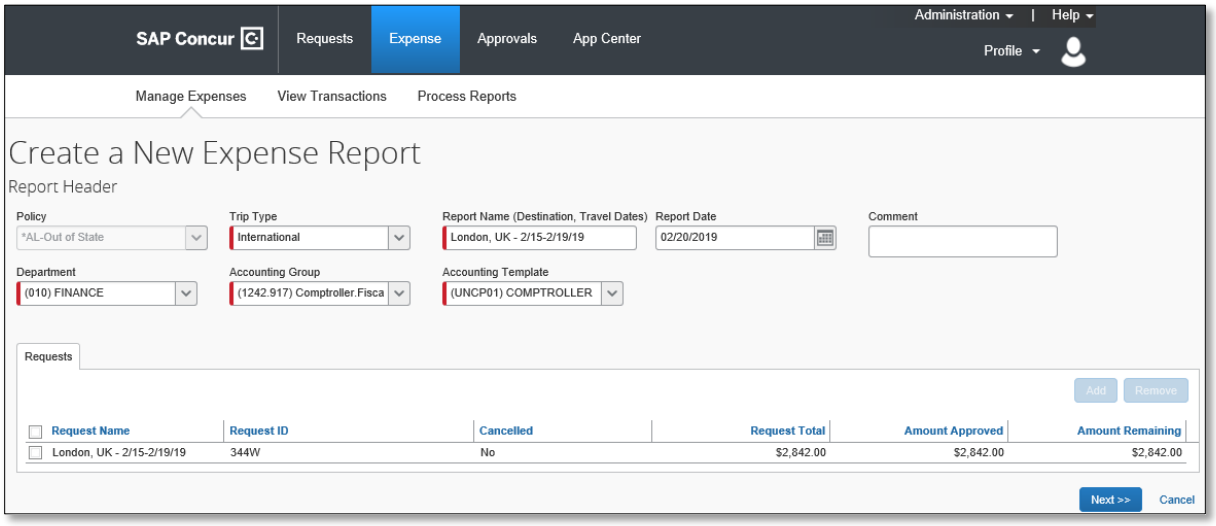
Under the Action column, the option for "Expense" will be available for any approved requests. Select **Expense** to begin creating the expense report.



REPORT HEADER

The "Expense" link should take you to the following screen:

Note: Required fields are marked with a red bar.

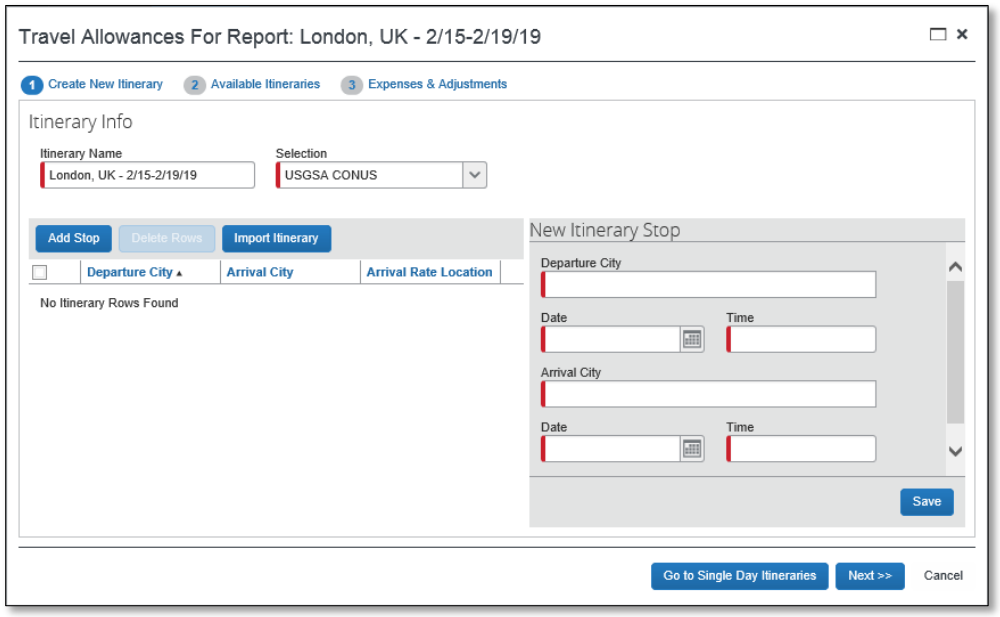


- **Policy** – The Policy will default to the Policy on the Request. *AL-Out of State should be visible.
- **Trip Type** – The Trip Type will default to Out of State but be sure to change to ***International***.
- **Report Name** – The Report Name should default from the Request. Be sure the suggested format (Destination, Travel Dates) is used.
- **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.

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

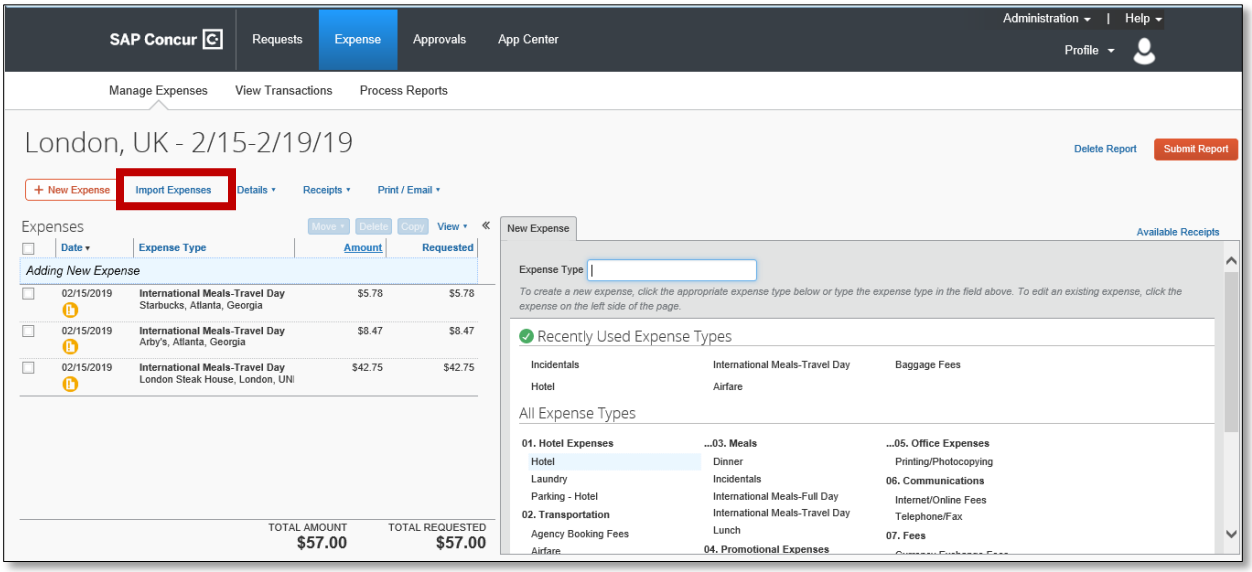
TRAVEL ALLOWANCE

The Travel Allowances screen will appear. This feature will NOT be used for International Travel. Please click "**Cancel**". This tool is used to calculate CONUS rates. Since the State of Alabama's policy is to limit International Travel to the highest US rate, another method to calculate this rate will be used.

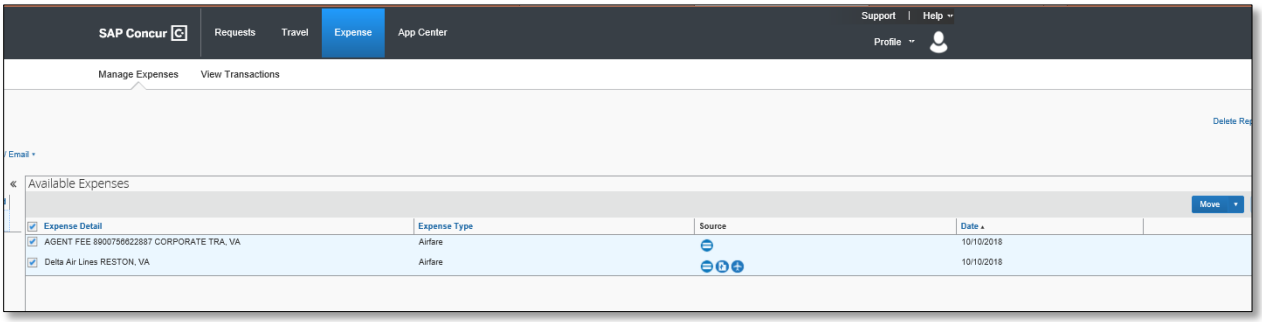


TRAVEL CARD CHARGES

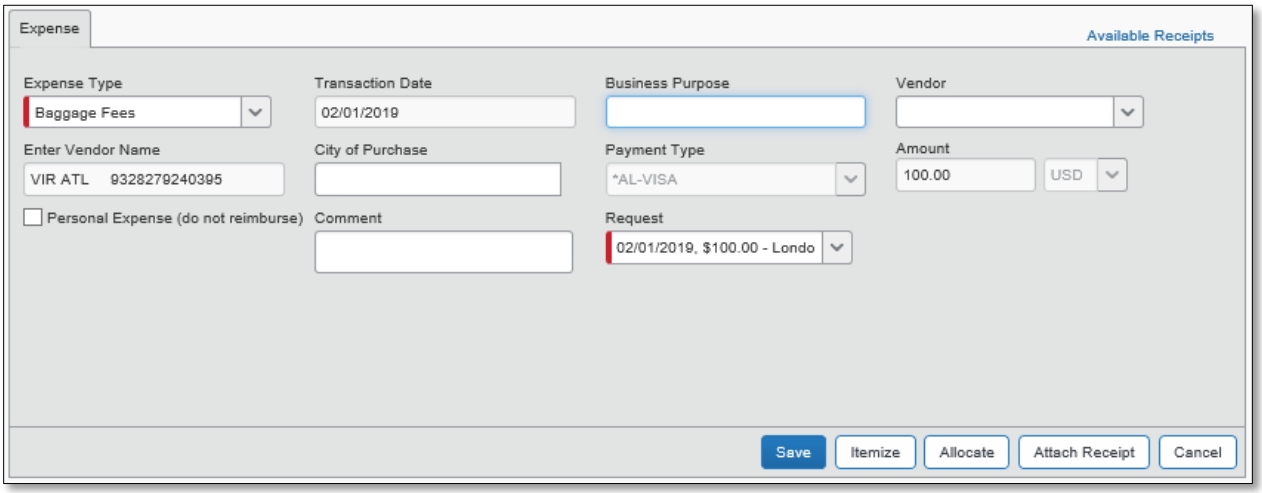
If you have travel card charges related to this travel event, select **Import Expenses** to pull them to the expense report.



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



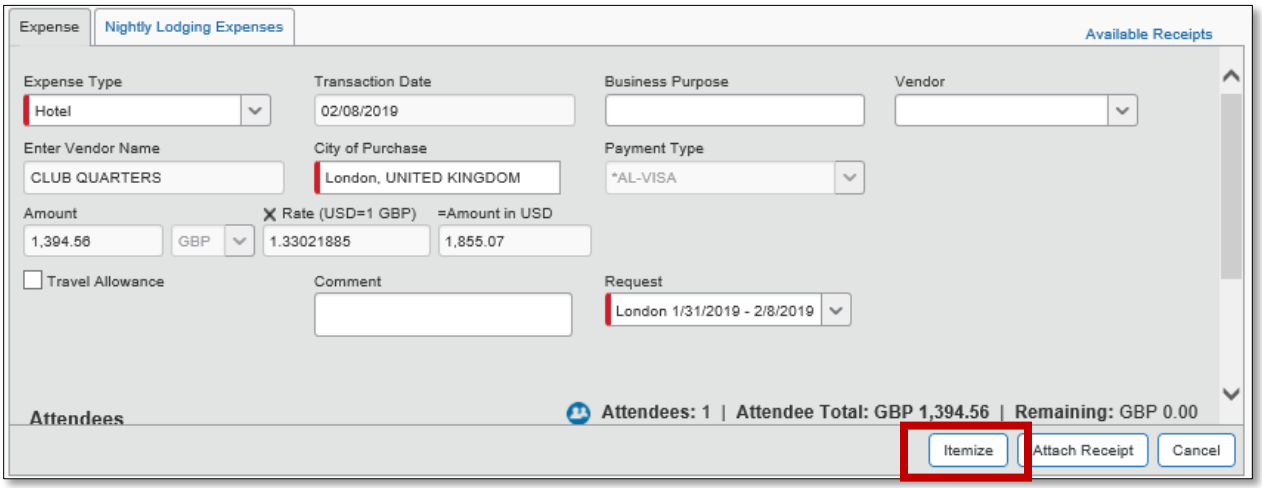
The transaction is pulled into the expense report and ready for additional information to be entered.



- **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. These import into Concur using the bank MCC code. This MCC code may not always reflect the correct expense.
- **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/Enter Vendor Name** – One of these fields will default if a loaded credit card transaction is selected. If a manual charge is added, one 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.
- **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.

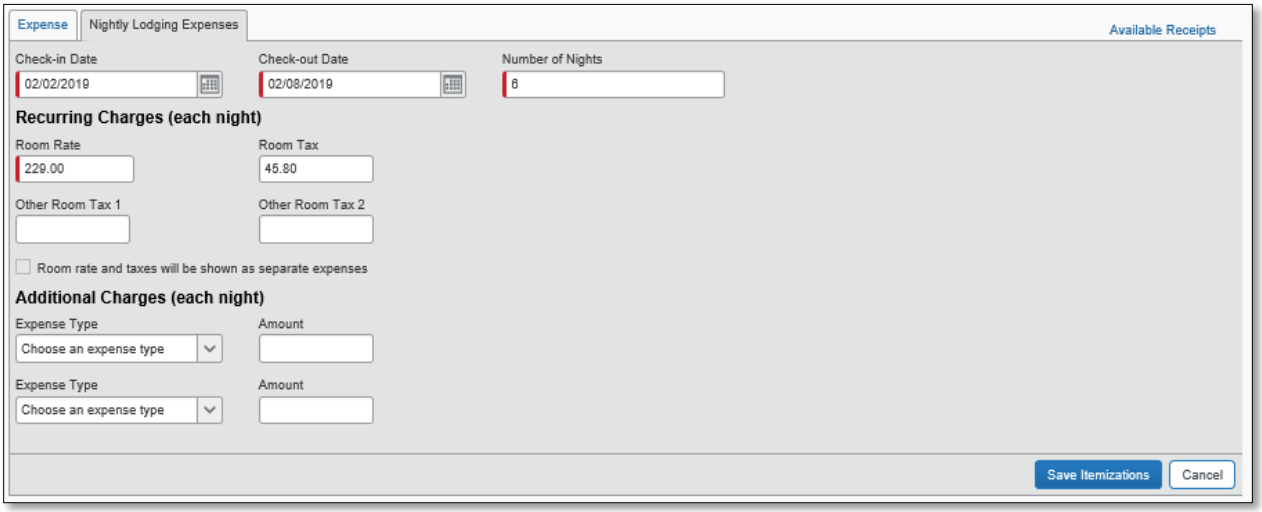
ITEMIZING HOTEL STATEMENT

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

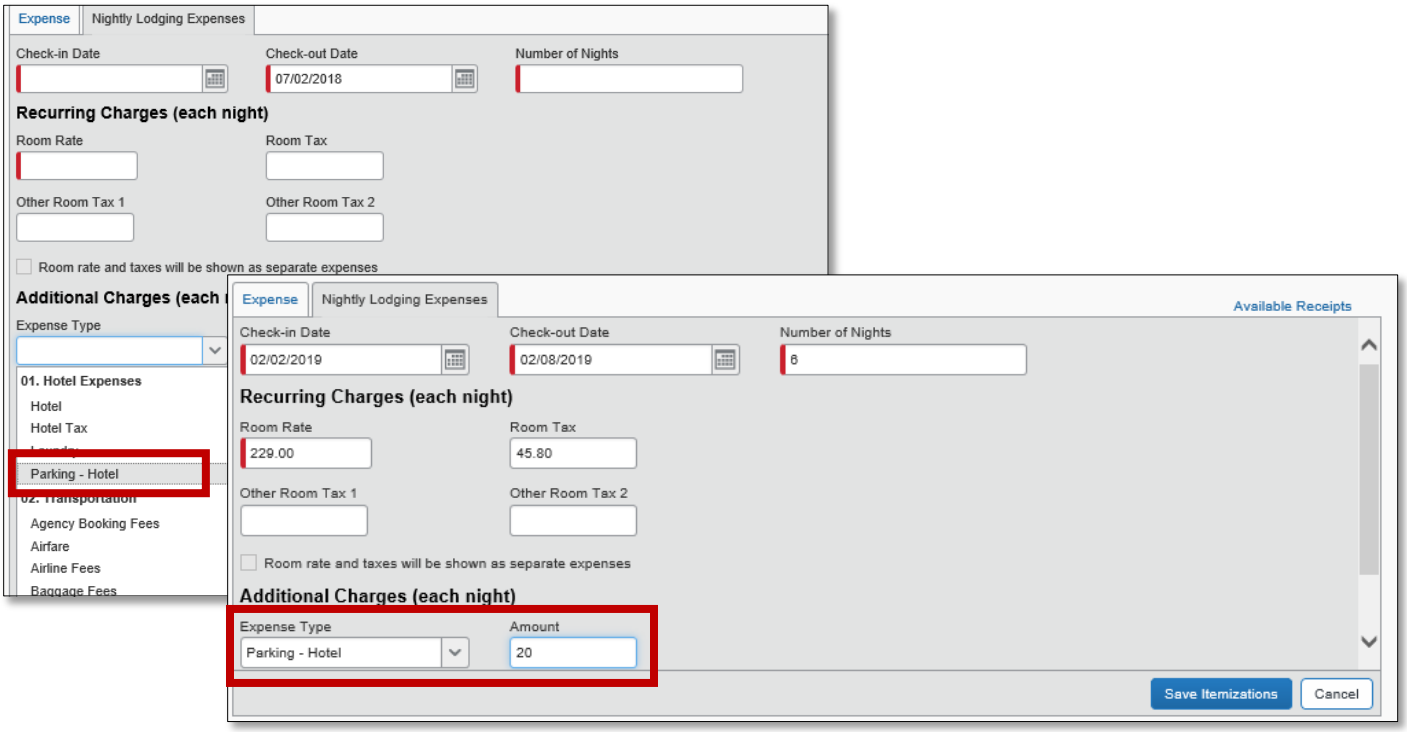


1. Enter the **Check-in Date**. The Check-out Date will default to the transaction date on the expense tab, which should also default from the bank transaction that imported into Concur. The number of nights will automatically calculate.

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.

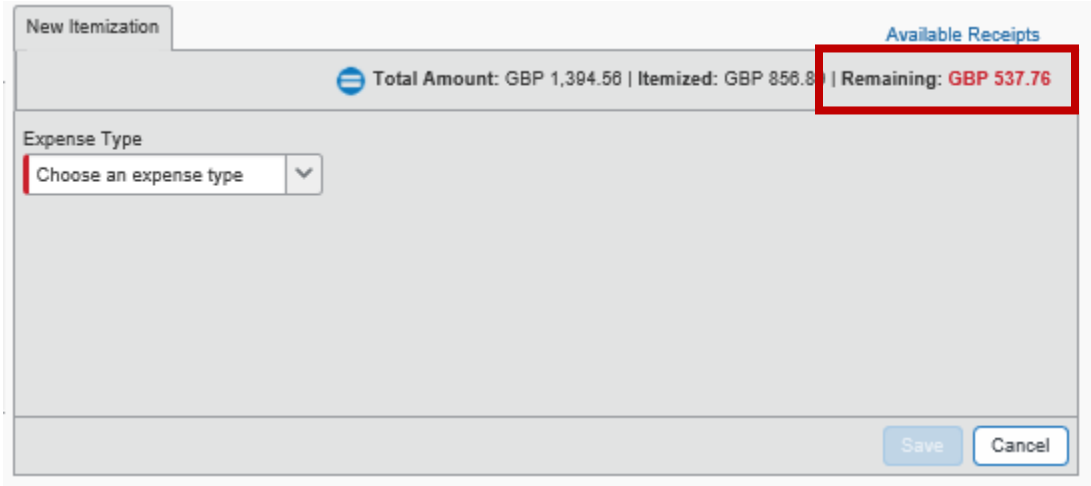


3. If you need to add Hotel Parking or another recurring charge, you may select that from the Expense Type drop down. **Note: These amounts should be <u>per night</u> amounts.**



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

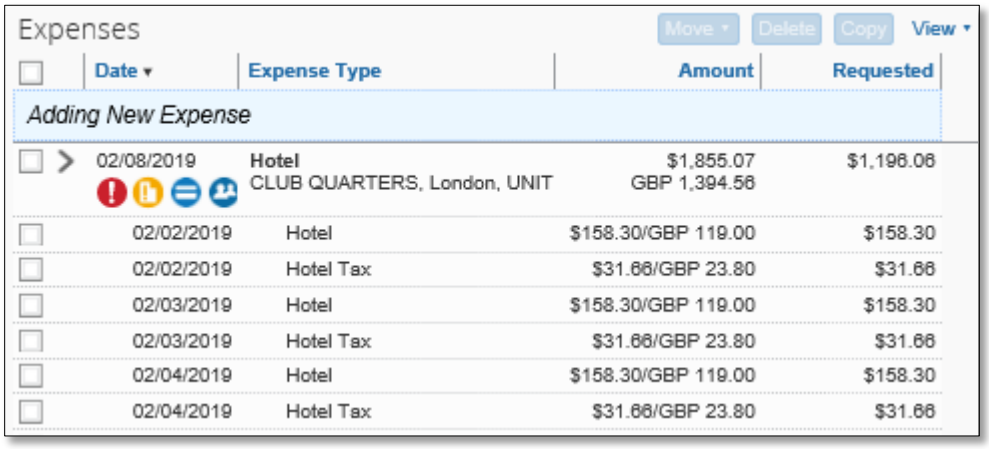
5. If you have not itemized all hotel charges, you will have the option to select an expense type to classify the remaining amount. You will be able to add as many expense types as necessary.



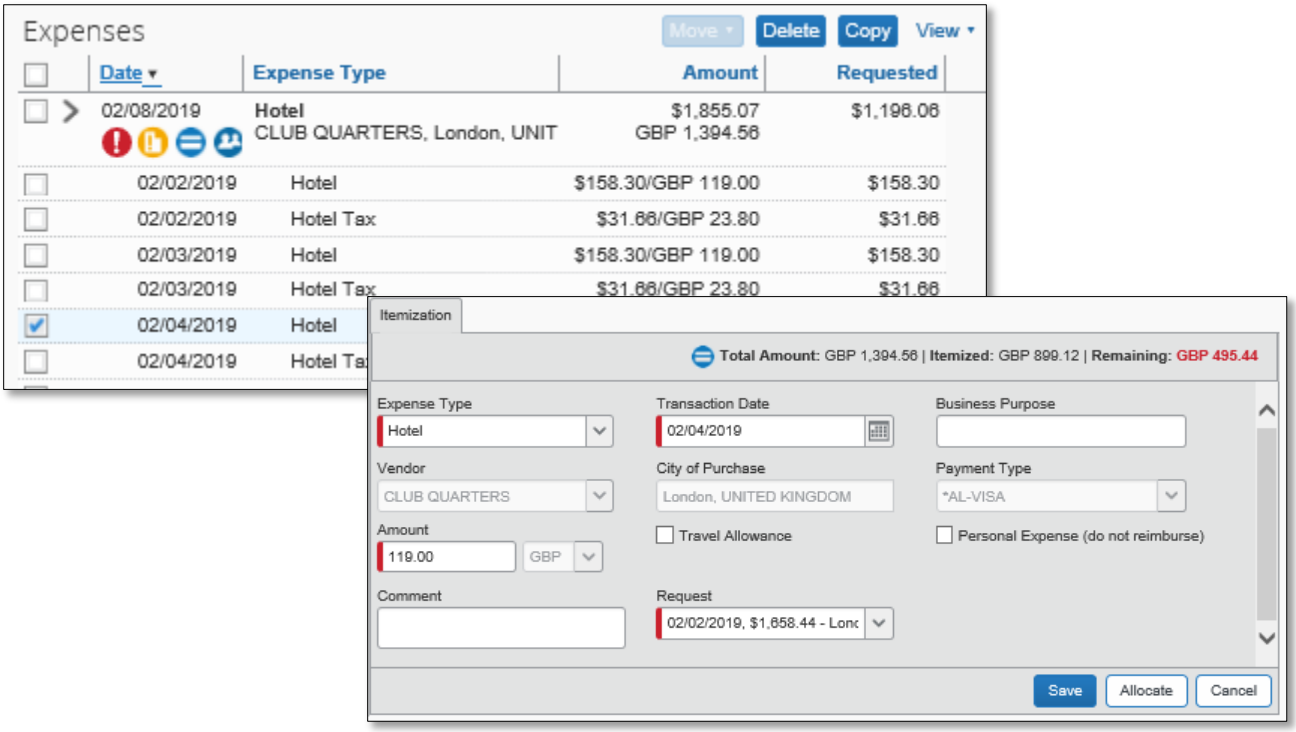
6. Click **Save** each time an expense type is added.

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

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



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



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

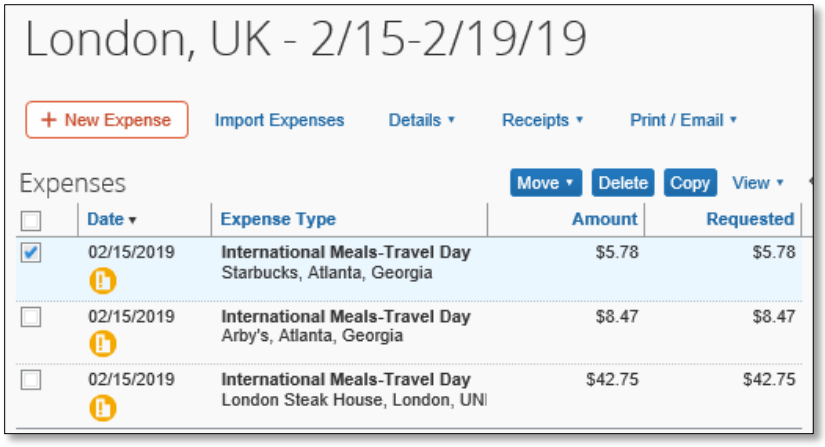
EXPENSES PAID WITH PERSONAL FUNDS

MEAL EXPENSES

Meal receipts are required for international travel; therefore, each meal will need to be keyed either with the "International Meals – Travel Day" or "International Meals – Full Day" expense types. These are the only two expense types that should be used for reimbursement of meal and incidental expenses for international travel.

- **International Meals – Travel Day** – This expense type is capped at $57, which is 75% of the highest US CONUS rate. Meals on the departure travel day and return travel day will be entered using this expense type up to the capped amount. Each day is capped at $57. Receipts are required for meals related to international travel.
- **International Meals – Full Day** – This expense type is capped at $76, which is the highest US CONUS rate. Meal expenses that occur on days other than the travel days will be keyed in as this expense type up to the capped amount. Each day is capped at $76. Receipts are required for meals related to international travel.

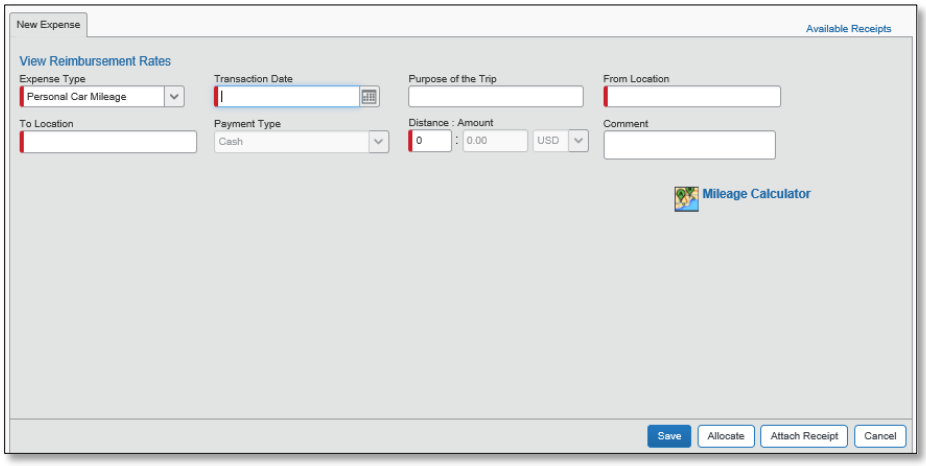
Below is an example of meal entries for the travel day:



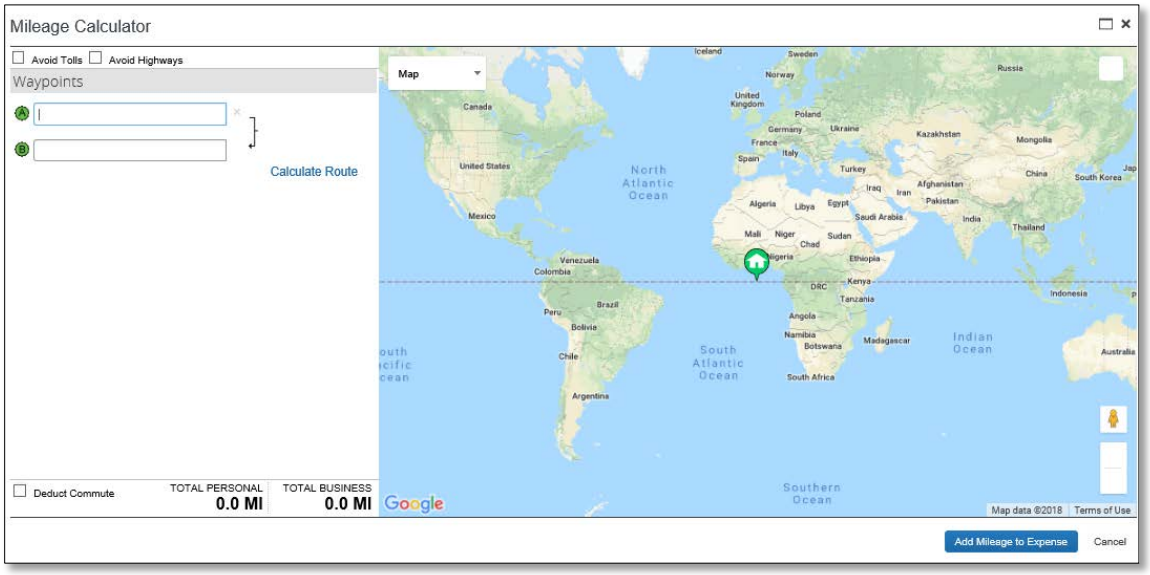
Note: Any incidental expenses ($5/day allowable) must also be keyed in under the International Meals expense types to be allowable for this trip type.

MILEAGE CALCULATOR

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

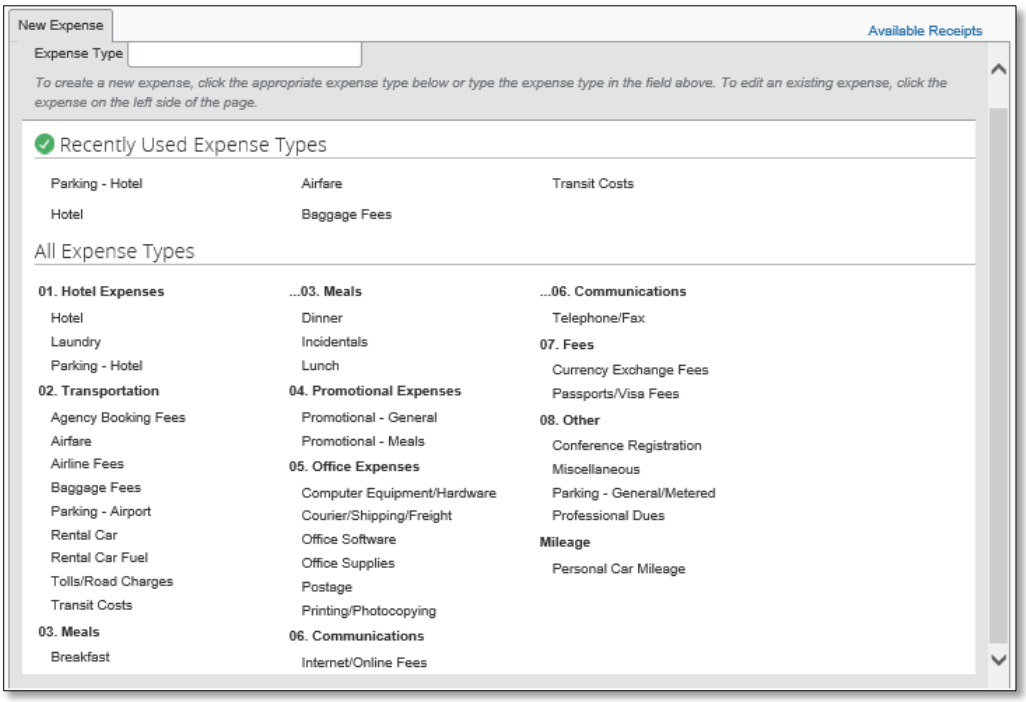


Enter the points of travel and **Calculate Route**. Commute miles can be deducted from the calculation by clicking the **Deduct Commute** button. Select **Add Mileage to Expense**.



OTHER TRAVEL EXPENSES

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 expense 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.

RECEIPTS

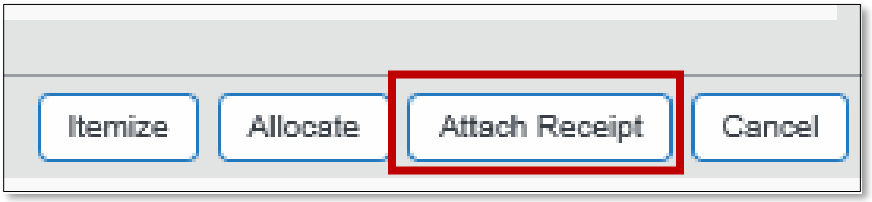
Receipts can be entered into Concur several different ways:

- If the vendor used is e-receipt enabled, the below icon will be visible with the travel card charged on the expense line.

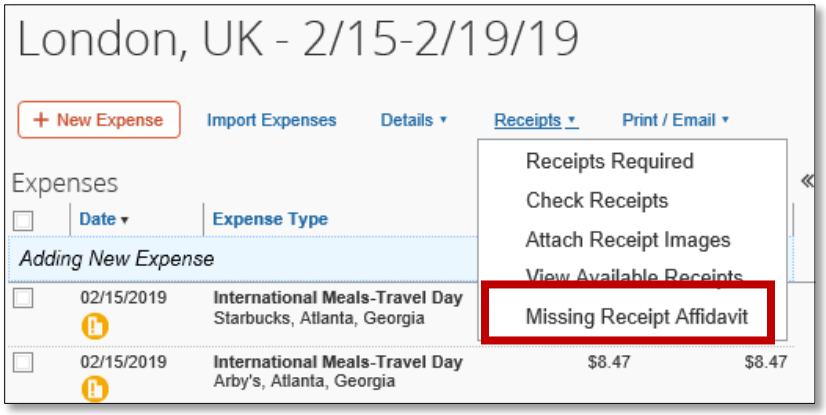
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.

- Using the Mobile App to capture an image. If you use the mobile app, it is beneficial to capture the image prior to completing your expense report. The capture will read the information on the receipt and assist in completing the expense type fields in the report. Some adjustments may be necessary, but this cuts down on the data entry that is necessary.
- Emailing receipts at Receipts@Concur.com. Be sure the email address you are using for this process has been entered and verified in the user's profile.
- It is always acceptable to scan in receipts and upload from a computer. Be sure receipts are facing the same direction and scanned in legibly.

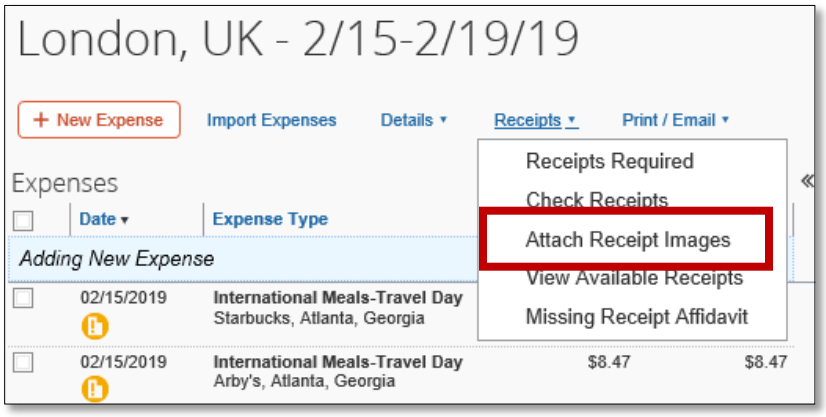
Each expense, except for Agency Booking Fees, will need a receipt attached. You can do so by selecting the **Attach Receipt** button in each expense type.



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



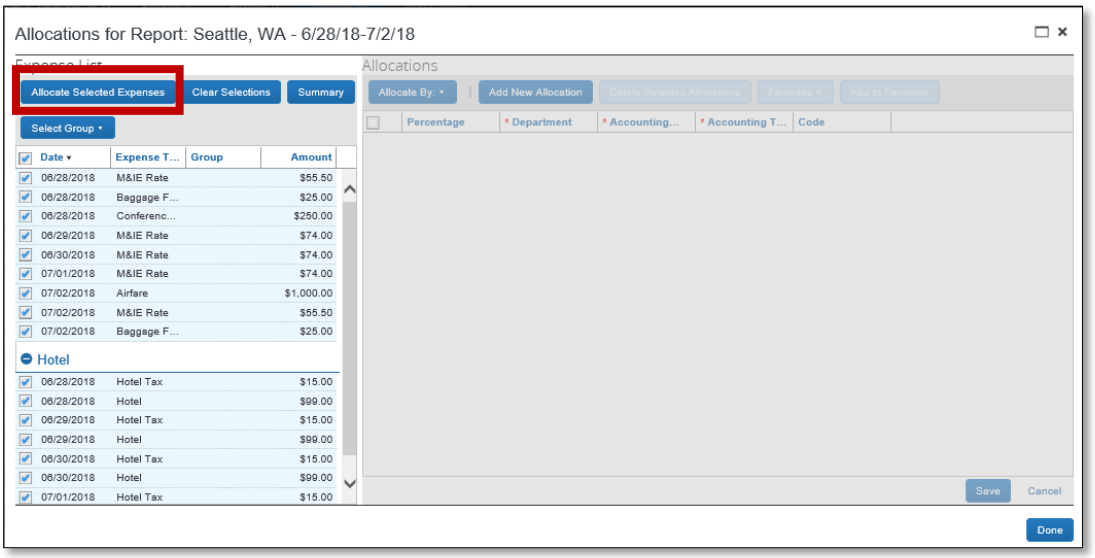
You may also attach any general information, such as the conference itinerary, by selecting **Attach Receipt Images** under the “Receipts” dropdown.



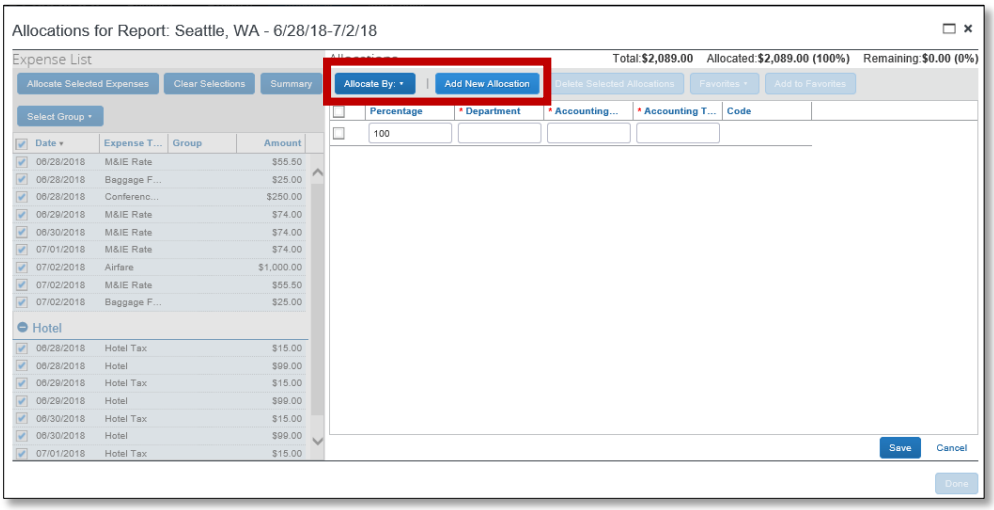
ALLOCATIONS

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**.

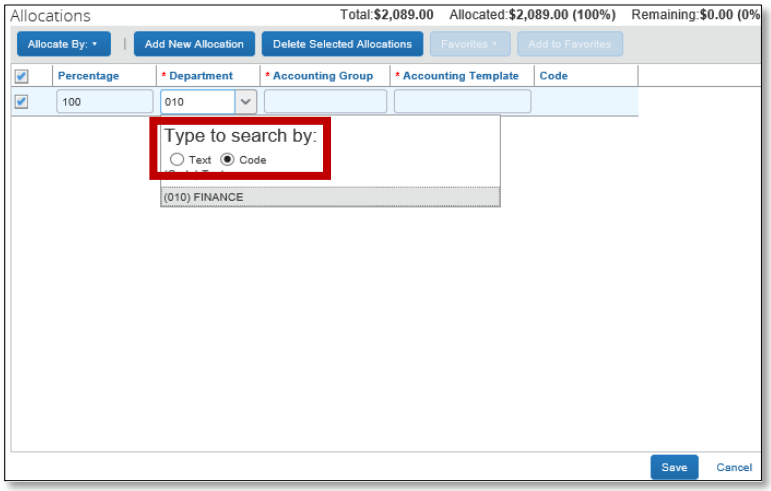


Select **Allocate By** to allocate by either Percentage or Amount. Select **Add New Allocation** to add lines to allocate by.



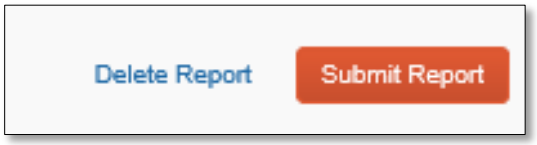
Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**.

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

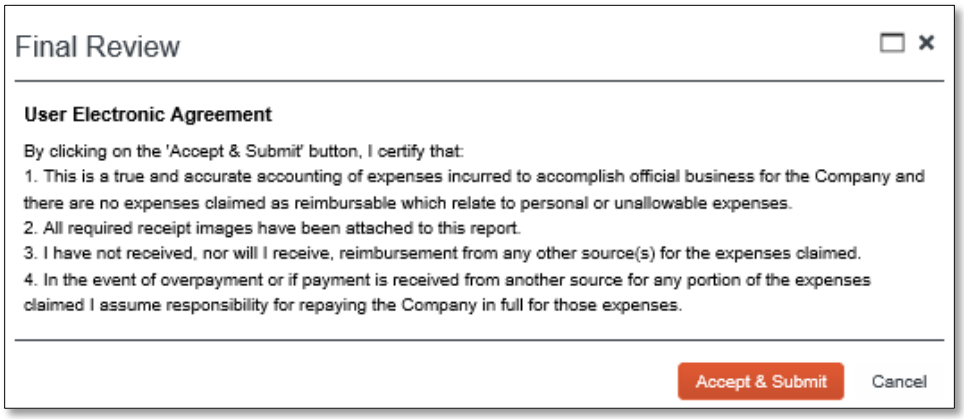


SUBMIT REPORT

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.