



CREATING AN EXPENSE REPORT FOR INTERNATIONAL TRAVEL





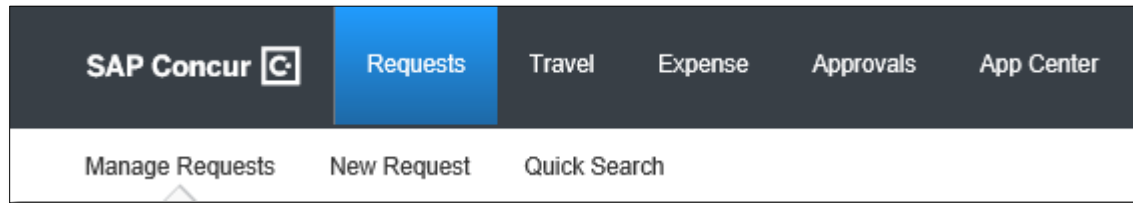
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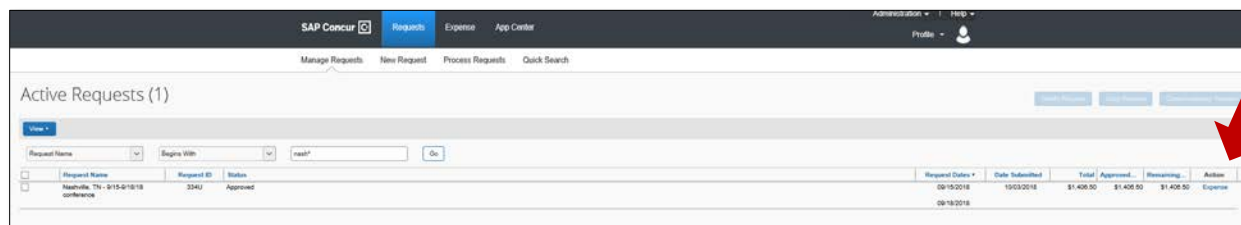


LINK REQUEST TO EXPENSE

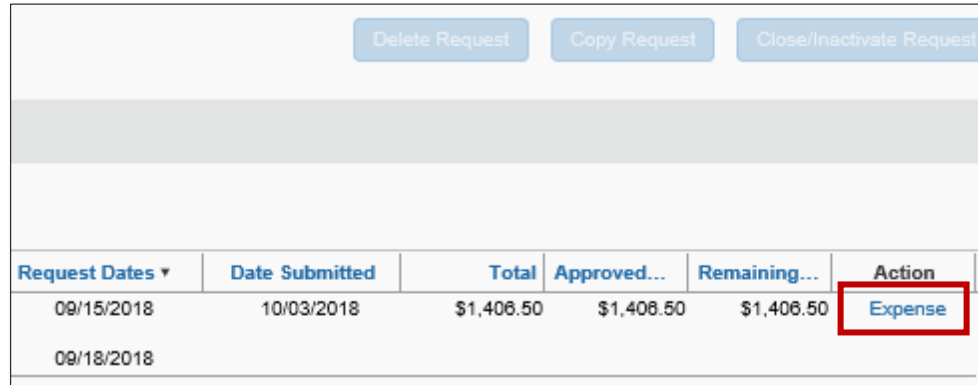
Select the **Request tab** on the menu bar.



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.

The screenshot shows the SAP Concur interface for creating a new expense report. The 'Report Header' section includes the following fields:

- Policy:** *AL-Out of State (dropdown)
- Trip Type:** International (dropdown)
- Report Name (Destination, Travel Dates):** London, UK - 2/15-2/19/19 (text input)
- Report Date:** 02/20/2019 (calendar icon)
- Comment:** (text input)
- Department:** (010) FINANCE (dropdown)
- Accounting Group:** (1242.917) Comptroller.Fisca (dropdown)
- Accounting Template:** (UNCP01) COMPTROLLER (dropdown)

Below the header is a 'Requests' table with the following data:

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>	London, UK - 2/15-2/19/19	344W	No	\$2,842.00	\$2,842.00	\$2,842.00

Buttons for 'Add', 'Remove', 'Next >>', and 'Cancel' are visible at the bottom of the form.

- **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 Allowances For Report: London, UK - 2/15-2/19/19

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: London, UK - 2/15-2/19/19 Selection: USGSA CONUS

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City: [Text Field]

Date: [Date Picker] Time: [Time Picker]

Arrival City: [Text Field]

Date: [Date Picker] Time: [Time Picker]

Save

Go to Single Day Itineraries Next >> Cancel



TRAVEL CARD CHARGES

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

London, UK - 2/15-2/19/19

+ New Expenses **Import Expenses** Details Receipts Print / Email

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day Starbucks, Atlanta, Georgia	\$5.78	\$5.78
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day Arby's, Atlanta, Georgia	\$8.47	\$8.47
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day London Steak House, London, UK	\$42.75	\$42.75
TOTAL AMOUNT			\$57.00	TOTAL REQUESTED \$57.00

New Expense

Expense Type

Recently Used Expense Types

- Incidentals
- Hotel
- International Meals-Travel Day
- Airfare
- Baggage Fees

All Expense Types

- 01. Hotel Expenses
- Hotel
- Laundry
- Parking - Hotel
- 02. Transportation
- Agency Booking Fees
- Airfare
- ...03. Meals
- Dinner
- Incidentals
- International Meals-Full Day
- International Meals-Travel Day
- Lunch
- 04. Promotional Expenses
- ...05. Office Expenses
- Printing/Photocopying
- 06. Communications
- Internet/Online Fees
- Telephone/Fax
- 07. Fees

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

Available Expenses

Expense Detail	Expense Type	Source	Date
<input checked="" type="checkbox"/> AGENT FEE 6900756622837 CORPORATE TRA, VA	Airfare		10/10/2016
<input checked="" type="checkbox"/> Delta Air Lines RESTON, VA	Airfare		10/10/2016



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

The screenshot shows an 'Expense' form with the following fields and values:

- Expense Type:** Baggage Fees
- Transaction Date:** 02/01/2019
- Business Purpose:** (empty)
- Vendor:** (empty)
- Enter Vendor Name:** VIR ATL 9328279240395
- City of Purchase:** (empty)
- Payment Type:** *AL-VISA
- Amount:** 100.00 USD
- Personal Expense (do not reimburse):**
- Comment:** (empty)
- Request:** 02/01/2019, \$100.00 - Londo

Buttons at the bottom: Save, Itemize, Allocate, Attach Receipt, Cancel.

- **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.

Expense Type: Hotel
Transaction Date: 02/08/2019
Business Purpose: [Empty]
Vendor: [Empty]
Enter Vendor Name: CLUB QUARTERS
City of Purchase: London, UNITED KINGDOM
Payment Type: *AL-VISA
Amount: 1,394.56 GBP
Rate (USD=1 GBP): 1.33021885
Amount in USD: 1,855.07
Comment: [Empty]
Request: London 1/31/2019 - 2/8/2019
Attendees: 1 | Attendee Total: GBP 1,394.56 | Remaining: GBP 0.00
Itemize Attach Receipt Cancel

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 per night 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.

Check-in Date: 02/02/2019
Check-out Date: 02/08/2019
Number of Nights: 8
Recurring Charges (each night)
Room Rate: 229.00
Room Tax: 45.80
Other Room Tax 1: [Empty]
Other Room Tax 2: [Empty]
 Room rate and taxes will be shown as separate expenses
Additional Charges (each night)
Expense Type: Choose an expense type
Amount: [Empty]
Expense Type: Choose an expense type
Amount: [Empty]
Save Itemizations Cancel



- 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 per night amounts.**

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

- 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.

Expenses					Move ▾	Delete	Copy	View ▾
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested				
<i>Adding New Expense</i>								
<input type="checkbox"/>	> 02/08/2019	Hotel CLUB QUARTERS, London, UNIT	\$1,855.07 GBP 1,394.56	\$1,198.08				
<input type="checkbox"/>	02/02/2019	Hotel	\$158.30/GBP 119.00	\$158.30				
<input type="checkbox"/>	02/02/2019	Hotel Tax	\$31.66/GBP 23.80	\$31.66				
<input type="checkbox"/>	02/03/2019	Hotel	\$158.30/GBP 119.00	\$158.30				
<input type="checkbox"/>	02/03/2019	Hotel Tax	\$31.66/GBP 23.80	\$31.66				
<input type="checkbox"/>	02/04/2019	Hotel	\$158.30/GBP 119.00	\$158.30				
<input type="checkbox"/>	02/04/2019	Hotel Tax	\$31.66/GBP 23.80	\$31.66				

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

Expenses					Move ▾	Delete	Copy	View ▾
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested				
<input type="checkbox"/>	> 02/08/2019	Hotel CLUB QUARTERS, London, UNIT	\$1,855.07 GBP 1,394.56	\$1,198.08				
<input type="checkbox"/>	02/02/2019	Hotel	\$158.30/GBP 119.00	\$158.30				
<input type="checkbox"/>	02/02/2019	Hotel Tax	\$31.66/GBP 23.80	\$31.66				
<input type="checkbox"/>	02/03/2019	Hotel	\$158.30/GBP 119.00	\$158.30				
<input type="checkbox"/>	02/03/2019	Hotel Tax	\$31.66/GBP 23.80	\$31.66				
<input checked="" type="checkbox"/>	02/04/2019	Hotel	\$158.30/GBP 119.00	\$158.30				
<input type="checkbox"/>	02/04/2019	Hotel Tax	\$31.66/GBP 23.80	\$31.66				

Itemization

Total Amount: GBP 1,394.56 | Itemized: GBP 899.12 | Remaining: GBP 495.44

Expense Type	Transaction Date	Business Purpose
Hotel	02/04/2019	
Vendor	City of Purchase	Payment Type
CLUB QUARTERS	London, UNITED KINGDOM	*AL-VISA
Amount	<input type="checkbox"/> Travel Allowance	<input type="checkbox"/> Personal Expense (do not reimburse)
119.00 GBP		
Comment	Request	
	02/02/2019, \$1,858.44 - Lonc	

Save Allocate Cancel

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:

London, UK - 2/15-2/19/19				
Expenses				
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	02/15/2019	International Meals-Travel Day Starbucks, Atlanta, Georgia	\$5.78	\$5.78
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day Arby's, Atlanta, Georgia	\$8.47	\$8.47
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day London Steak House, London, UNI	\$42.75	\$42.75

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.

The screenshot shows a 'New Expense' form with the following fields and options:

- Expense Type:** Personal Car Mileage (selected)
- Transaction Date:** [Calendar icon]
- Purpose of the Trip:** [Text input]
- From Location:** [Text input]
- To Location:** [Text input]
- Payment Type:** Cash (selected)
- Distance:** 0
- Amount:** 0.00
- USD:** [Dropdown]
- Comment:** [Text input]

At the bottom right of the form, there is a **Mileage Calculator** link with a small icon. Below the form are buttons for **Save**, **Allocate**, **Attach Receipt**, and **Cancel**.

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**.

The screenshot shows the 'Mileage Calculator' map interface with the following elements:

- Waypoints:** Two input fields labeled 'A' and 'B' for entering travel points.
- Map:** A Google Maps view showing a route between the two waypoints.
- Options:** Avoid Tolls, Avoid Highways, Deduct Commute.
- Summary:** TOTAL PERSONAL 0.0 MI, TOTAL BUSINESS 0.0 MI.
- Buttons:** **Add Mileage to Expense** and **Cancel**.



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.

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Parking - Hotel	Airfare	Transit Costs
Hotel	Baggage Fees	

All Expense Types


01. Hotel Expenses	...03. Meals	...06. Communications
Hotel	Dinner	Telephone/Fax
Laundry	Incidentals	07. Fees
Parking - Hotel	Lunch	Currency Exchange Fees
02. Transportation	04. Promotional Expenses	Passports/Visa Fees
Agency Booking Fees	Promotional - General	08. Other
Airfare	Promotional - Meals	Conference Registration
Airline Fees	05. Office Expenses	Miscellaneous
Baggage Fees	Computer Equipment/Hardware	Parking - General/Metered
Parking - Airport	Courier/Shipping/Freight	Professional Dues
Rental Car	Office Software	Mileage
Rental Car Fuel	Office Supplies	Personal Car Mileage
Tolls/Road Charges	Postage	
Transit Costs	Printing/Photocopying	
03. Meals	06. Communications	
Breakfast	Internet/Online Fees	

- **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.

London, UK - 2/15-2/19/19

[+ New Expense](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

Expenses

<input type="checkbox"/>	Date ▾	Expense Type		
<i>Adding New Expense</i>				
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day Starbucks, Atlanta, Georgia		
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day Arby's, Atlanta, Georgia	\$8.47	\$8.47

Receipts Required
Check Receipts
Attach Receipt Images
View Available Receipts
Missing Receipt Affidavit



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

London, UK - 2/15-2/19/19

[+ New Expense](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

Expenses

<input type="checkbox"/>	Date ▾	Expense Type		
<i>Adding New Expense</i>				
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day Starbucks, Atlanta, Georgia		
<input type="checkbox"/>	02/15/2019	International Meals-Travel Day Arby's, Atlanta, Georgia	\$8.47	\$8.47

- Receipts Required
- Check Receipts
- Attach Receipt Images**
- View Available Receipts
- Missing Receipt Affidavit



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**.

Allocations for Report: Seattle, WA - 6/28/18-7/2/18

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

<input checked="" type="checkbox"/>	Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	06/28/2018	M&IE Rate		\$55.50
<input checked="" type="checkbox"/>	06/28/2018	Baggage F...		\$25.00
<input checked="" type="checkbox"/>	06/28/2018	Conferenc...		\$250.00
<input checked="" type="checkbox"/>	06/29/2018	M&IE Rate		\$74.00
<input checked="" type="checkbox"/>	06/30/2018	M&IE Rate		\$74.00
<input checked="" type="checkbox"/>	07/01/2018	M&IE Rate		\$74.00
<input checked="" type="checkbox"/>	07/02/2018	Airfare		\$1,000.00
<input checked="" type="checkbox"/>	07/02/2018	M&IE Rate		\$55.50
<input checked="" type="checkbox"/>	07/02/2018	Baggage F...		\$25.00
Hotel				
<input checked="" type="checkbox"/>	06/28/2018	Hotel Tax		\$15.00
<input checked="" type="checkbox"/>	06/28/2018	Hotel		\$99.00
<input checked="" type="checkbox"/>	06/29/2018	Hotel Tax		\$15.00
<input checked="" type="checkbox"/>	06/29/2018	Hotel		\$99.00
<input checked="" type="checkbox"/>	06/30/2018	Hotel Tax		\$15.00
<input checked="" type="checkbox"/>	06/30/2018	Hotel		\$99.00
<input checked="" type="checkbox"/>	07/01/2018	Hotel Tax		\$15.00

Allocations

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

<input type="checkbox"/>	Percentage	Department	Accounting...	Accounting T...	Code
--------------------------	------------	------------	---------------	-----------------	------

Save Cancel

Done



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

Percentage	Department	Accounting...	Accounting T...	Code
<input type="checkbox"/>				
<input checked="" type="checkbox"/>	100			

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.

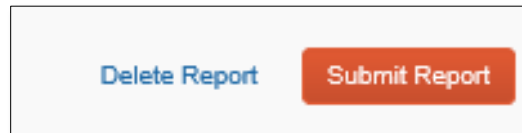
Type to search by:
 Text Code

[010] FINANCE



SUBMIT REPORT

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



Select **Accept & Submit**.

Final Review □ ×

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

Accept & Submit Cancel



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.

Report Totals	
Expense Report	
Report Total :	\$2,101.26
Less Personal Amount :	\$12.26
Amount Claimed :	\$2,089.00
Amount Rejected :	\$0.00
Amount Approved :	\$2,089.00
Company Disbursements	
Amount Due Employee :	\$1,620.74
Amount Due *AL-VISA :	\$468.26
Total Paid By Company :	\$2,089.00
Employee Disbursements	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00
Close	