

SAP Concur 

CONCUR USER GUIDE





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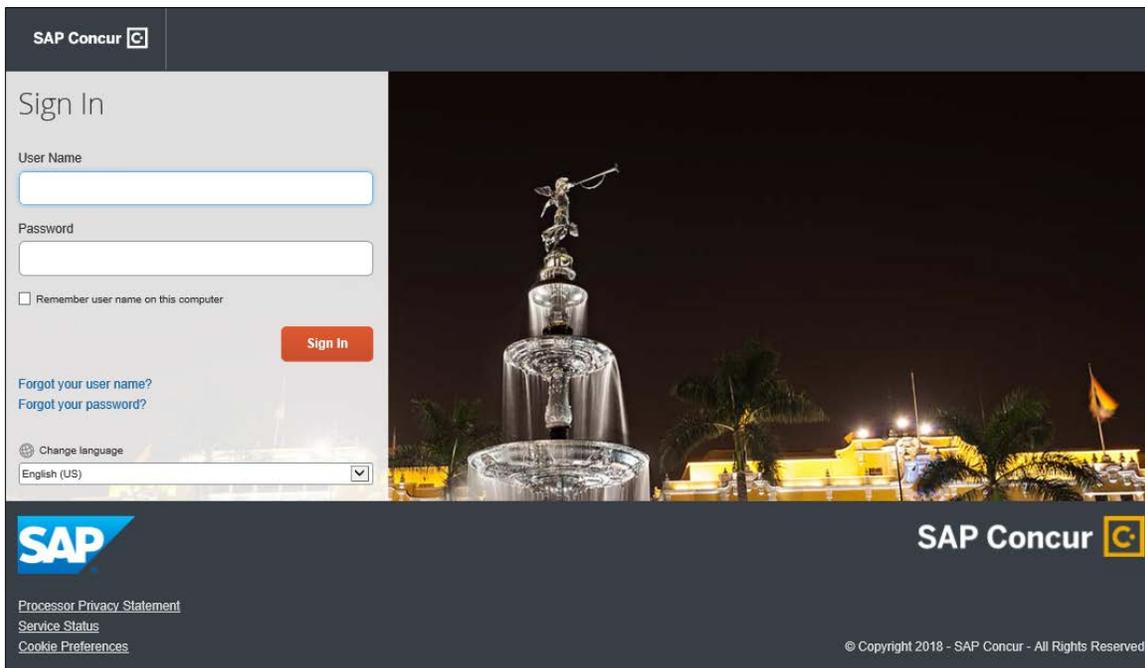
REPORT SUMMARY 63



LOGGING IN TO CONCUR

Travelers and approvers will access the Concur Travel System at <https://www.concursolutions.com/>.

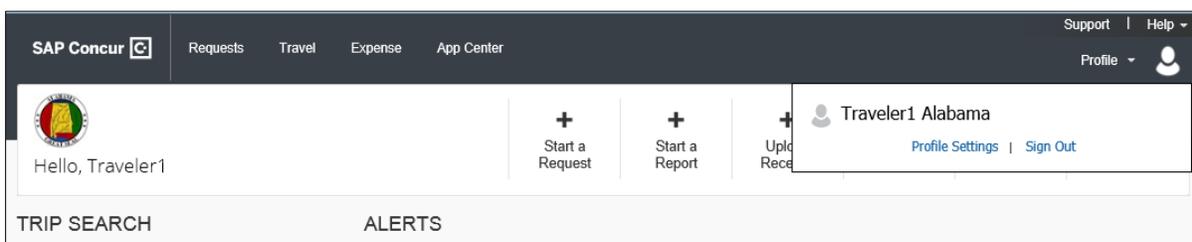
Your access will be limited to the test site <https://implementation.concursolutions.com> until your agency decides to go live. A password will be assigned once training has been completed. This can be done by attending a live training session or by viewing all required interactive training videos on the Comptroller website.



The User Name is your state email address. A password will be provided and activated once required training has been completed. Contact your travel administrator to find out about available training.

CHANGING YOUR PASSWORD

To change your password, click **Profile** in the top right of the page then select **Profile Settings**.





Select **Change Password** and follow the instructions given. Be sure to format your new password based on the guidelines provided.

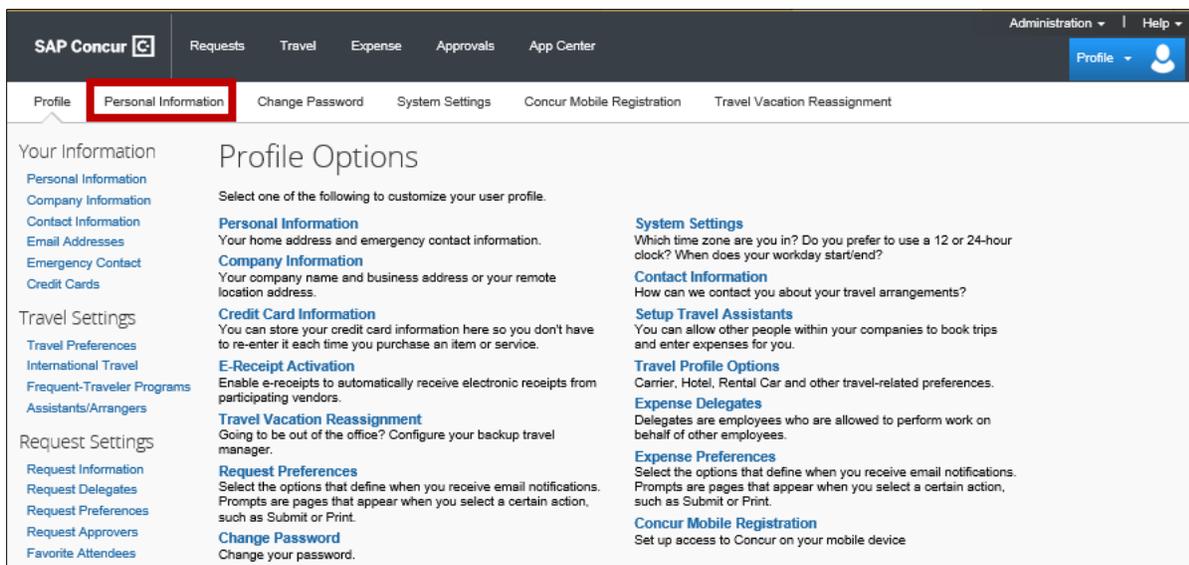
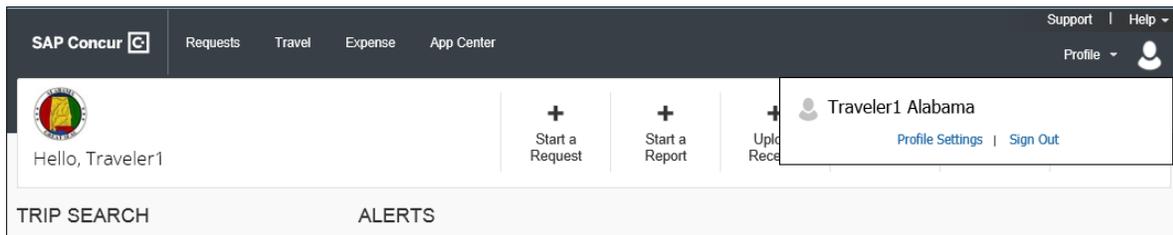
The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and menu items: Requests, Travel, Expense, Approvals, App Center, Administration, and Help. Below this is a secondary navigation bar with 'Profile' and a user icon. The main content area is titled 'Profile Options' and contains several sections: 'Your Information', 'Travel Settings', and 'Request Settings'. The 'Change Password' option is highlighted with a red box. To the right of the 'Change Password' link, there is a brief description: 'Change your password.'

The screenshot shows the 'Change Password' form. At the top, there is a navigation bar with 'Requests', 'Travel', 'Expense', 'Approvals', 'App Center', 'Administration', and 'Help'. Below this is a secondary navigation bar with 'Profile' and a user icon. The main content area is titled 'Change Password' and contains the following text: 'A password must be at least 7 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%*#@#). It cannot contain spaces. All fields are required.' Below this text is a note: 'Note: Passwords are case sensitive.' There is a blue information banner that says 'This will change your password for all Concur products.' Below the banner are three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. Below these fields is a 'Password Hint (we will email this to you if you forget your password)' field. At the bottom of the form are 'Submit' and 'Cancel' buttons.



UPDATING PERSONAL INFORMATION

To update your personal information, click **Profile** in the top right of the page then select **Profile Settings**. Select **Personal Information** from the menu bar. Prior to using the Concur Travel application to book your travel, you must review and update your personal information in order to prevent errors when booking.



NAME

Verify that your name matches exactly to the photo identification that will be presented at the airport. If changes need to be made, contact your personnel department to get your GHRIS file updated.

WORK AND HOME ADDRESS

Verify that your work and home addresses are correct. *This information will be used for mileage calculations in the Expense module.*

CONTACT INFORMATION

Either a work or home phone number is required, along with a mobile phone number. These will only be used in an emergency situation if the travel management company needs to contact you about your



booking or travel details. Phone numbers must be entered in the fields marked “Required” in a phone number format. Failure to do so will cause an error when booking travel in Concur.

EMAIL ADDRESS

Be sure your state issued email address is listed under this section. You may add two additional email addresses that the travel management company will automatically send all travel related notifications to. Three notifications are sent with each booking: itinerary, invoice notification, ticketing notification.

Once you have saved your email address, select the **Verify** link. A message from Concur will be sent to your email with a verification code. Enter this code into the **Enter Code** field next to the email address. Select OK to submit. *When this verification is done, Concur can associate information forwarded from that email address to your account. You will be able to email receipts to receipts@concur.com and they will be uploaded into your Available Receipts section. An email address can only be associated with one Concur profile.*

EMERGENCY CONTACTS

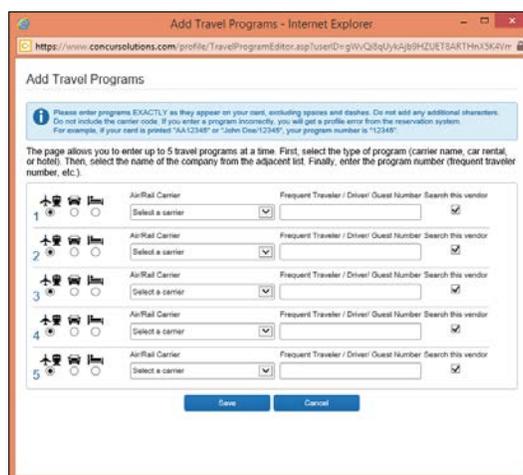
Complete this section as necessary.

TRAVEL PREFERENCES

In this section you can enter:

- Discount travel rates/fare classes
- Air, Hotel and Car Rental preferences
- Add Frequent Traveler Programs

To add a **Frequent Traveler Program**, select **Add a Program**. If a program is entered incorrectly, it could result in an error in the reservation system. Use the **Search this Vendor** check box to prioritize the search in the Travel application. Keep in mind that the State’s travel policy will usually override your individual vendor preferences.





UNUSED TICKETS

The **Unused Tickets** section will populate if a trip is canceled after ticketing and the airline ticket goes unused. Concur will not auto-reuse your unused ticket credits listed in your profile. During regular business hours the travel agent team will be alerted if the traveler has an unused ticket and if possible, use the credit towards your upcoming travel.



TSA SECURE FLIGHT

In the TSA Secure Flight section, verify the required **Gender** and **Date of Birth** fields. Complete the **DHS Redress No** and the **TSA Precheck Known Traveler Number** fields, as needed.

INTERNATIONAL TRAVEL: PASSPORTS AND VISAS

Passports and Visas can be added to your profile and the information will be included with your travel booking.

ASSISTANTS AND TRAVEL ARRANGERS

You can assign an assistant/arranger to view and modify your profile and book travel on your behalf. Each traveler can have one primary assistant.

CREDIT CARDS

In the **Credit Cards** section, add or update your state issued travel card information. You must have a credit card saved here in order to book travel through Concur. You may only add a state issued travel card in Concur. Personal credit cards will not be accepted.

To add a credit card, select **Add a Credit Card**. It is recommended that you set the credit card as the default for air, car and hotel travel. If this is done, Concur will not prompt you to choose a credit card each time you are booking travel. The Billing Address will be the address the agency had the state travel cards delivered to. Please contact your pcard administrator if you need assistance with this address.



Internet Explorer window: Add a Credit Card - Internet Explorer

URL: https://www.concursolutions.com/profile/CreditCardEditor.asp?ulD=gWucUM8C4\$sdmWIUWWVIPAIZ\$s3lI3Nppe3oeA&

Add a Credit Card * Required

Enter the appropriate information for the credit card you'd like to use below. Use the "Display Name" field to label the card so you can easily identify and select it when using features that require a credit card transaction.

Display Name (e.g., My Corporate Card) * Your name as it appears on this card *

Card Type * Credit Card Number * Expiration Date *

Use this card as the default card for:

Plane Tickets Rail Tickets Car Rentals Hotel Reservations

Billing Address

Enter the billing address for this credit card below. If this is a personal credit card, the billing address will typically be your home address. If it's a company card, the billing address might be your company address. The billing address must be the address where the bills for this card are currently delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions. Your credit card may be declined if your billing address is inaccurate.

Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street * Tip: If you complete your personal profile, we'll fill in this address information for you each time you add a new card.

City * State * Zip/Postal Code *

Country *

Cancel

Be sure to **Save** all changes made to your personal information before proceeding.



OTHER PROFILE INFORMATION

Under Profile Settings, there are other areas to view and update information.

REQUEST SETTINGS

- Request Information

This section should default with your agency and accounting template information. If this information looks incorrect, please contact your travel admin.

- Request Preferences

This section allows you to select email notification options for your travel request.

EXPENSE SETTINGS

- Expense Information

This section should default with your agency and accounting template information. If this information looks incorrect, please contact your travel admin.

- Expense Preferences

This section allows you to select email notification options for your expense report.

E-RECEIPT ACTIVATION

E-Receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor.

CONCUR MOBILE REGISTRATION

From this section, you can send a link to your email address in order to download the Concur app. The login for the app will be your state email address and the password that has been provided. Once a password has been provided, you will be able to create a Mobile PIN if you prefer that method of logging in.



EXPLORING THE HOME PAGE

The screenshot shows the SAP Concur home page. At the top, there is a navigation bar with 'SAP Concur' logo and links for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, there is a 'Hello, [User Name]' greeting and a dashboard with five cards: '+ New', '00 Required Approvals', '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. The main content area is divided into several sections, each highlighted with a red box: 'TRIP SEARCH' (a flight search form), 'ALERTS' (informational messages about TripIt and e-receipts), 'COMPANY NOTES' (a 'Welcome to Concur!' message), 'MY TASKS' (three task cards for 'Required Approvals', 'Available Expenses', and 'Open Reports'), and 'MY TRIPS (0)' (a message stating 'You currently have no upcoming trips.').

MENU BAR

The menu bar contains the Request, Travel, Expense and Approvals (for approvers only) modules. If at any time you need to return to the Home page, click the SAP Concur logo in the top left corner.

TRIP SEARCH

This section provides the tools you need to book travel. You will be able to book a flight, hotel and rental car.

ALERTS

This section displays informational alerts about Travel features.

COMPANY NOTES

The Comptroller's Office will update this section with important notes/tools related to travel.

MY TRIPS

This section lists your upcoming trips that have been booked with the Travel module.



MY TASKS

This section lists Required Approvals, Open Requests, Available Expenses and Open Reports.

- Required Approvals – this section will only be utilized by individuals who are designated as an approver in the agency workflow.
- Open Requests – this section will list any open or unsubmitted requests.
- Available Expenses – any State Travel Card transactions will import into Concur from the bank and will be visible in this section.
- Open Reports – this section will list any open expense reports that the traveler has not submitted.



CREATING A REQUEST

1. Select the **Request** tab on the menu bar.
2. Select **New Request**.

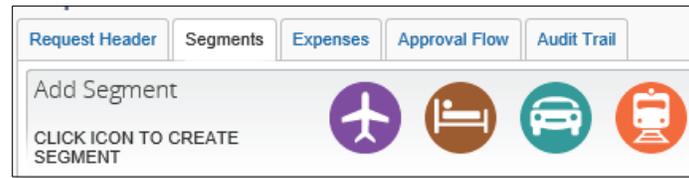
The screenshot shows the SAP Concur 'Request' form. The 'Request Header' section is highlighted. The 'Request Policy' dropdown is set to '*AL-Out of State'. The 'Request Name (Destination, Travel Dates)' field is empty. The 'Start Date' and 'End Date' fields are empty. The 'Will this include days of Personal Travel?' dropdown is set to 'No'. The 'Dates of Personal Travel' field is empty. The 'Department' dropdown is set to '(010) FINANCE'. The 'Accounting Group' dropdown is set to '(1242.917) Comptroller:Fiscal Mgmt'. The 'Accounting Template' dropdown is set to '(UNCP01) COMPTROLLER'. The 'Purpose' and 'Comment' fields are empty. A red bar is visible under the 'Request Policy', 'Request Name', 'Start Date', 'End Date', and 'Department' fields, indicating they are required.

Note: Required fields are marked with a red bar.

3. Complete the required fields on the Request Header.
 - **Request Policy** – The Request Policy will default to Out of State. Make the necessary change if the travel is for In State Actual.
 - **Request Name** – The Report Name should be formatted as “Destination, Travel Dates”. As an example, “Atlanta, GA – 10/1-10/3/18”.
 - **Start Date** – Enter the trip start date.
 - **End Date** – Enter the trip end date.
 - **Will this include dates of Personal Travel?** – Select yes or no. If yes is selected, you will be required to enter dates in the Dates of Personal Travel field.
 - **Dates of Personal Travel** – Enter dates only if personal travel is combined with the business travel event.
 - **Department** – This information should default based on the user.
 - **Accounting Group** - This information should default based on the user. *This information is for workflow purposes only.*
 - **Accounting Template** - This information should default based on the user. *This information is for workflow purposes only.*
 - **Purpose** – Enter the reason for the travel event.
 - **Comment** – Use this field for any additional information that your approver will need to approve the request. Examples: 100% funded by organization, using motor pool, etc.
4. Select **Save** in the top right-hand corner of the screen.



5. You will be directed to the **Segments** tab.



In this section, you can enter the travel itinerary and estimated cost information related to your trip for air, hotel, rental car and rail. Be sure to take into consideration that ticket prices may increase if the request is held up for any reason.

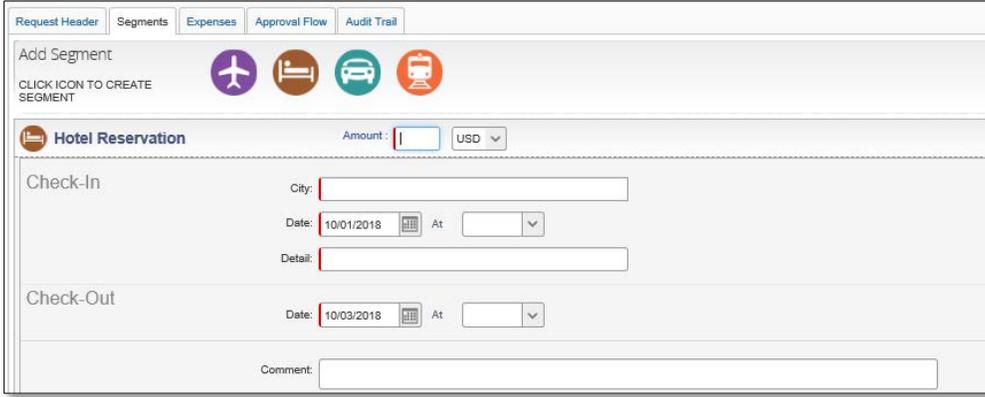
a. Select the airfare icon. 

The screenshot shows the 'Add Segment' form for an 'Air Ticket'. It includes radio buttons for 'Round Trip', 'One Way', and 'Multi-Segment'. There is an 'Amount' field and a currency dropdown set to 'USD'. The 'Outbound' section has fields for 'From', 'To', 'Date' (with a calendar icon), and 'Depart at' (with a dropdown). A 'Comment' field is also present. The 'Return' section has a 'Date' field (with a calendar icon) and a 'Comment' field.

- **Select Round Trip, One Way or Multi-Segment.**
- **Amount** - Enter the estimated cost of your airfare in the Amount field. This field is only for the ticket cost and applicable taxes and fees. Baggage will be estimated in another area of the request.
- **From** – Enter the departure airport.
- **To** – Enter the destination airport.
- **Outbound Date** – Enter the date you are departing and the estimated time of departure.
- **Return Date** – Enter the date of your return flight and the estimated time of departure.
- **Save**



b. Select the hotel icon. 



Request Header Segments Expenses Approval Flow Audit Trail

Add Segment
CLICK ICON TO CREATE SEGMENT

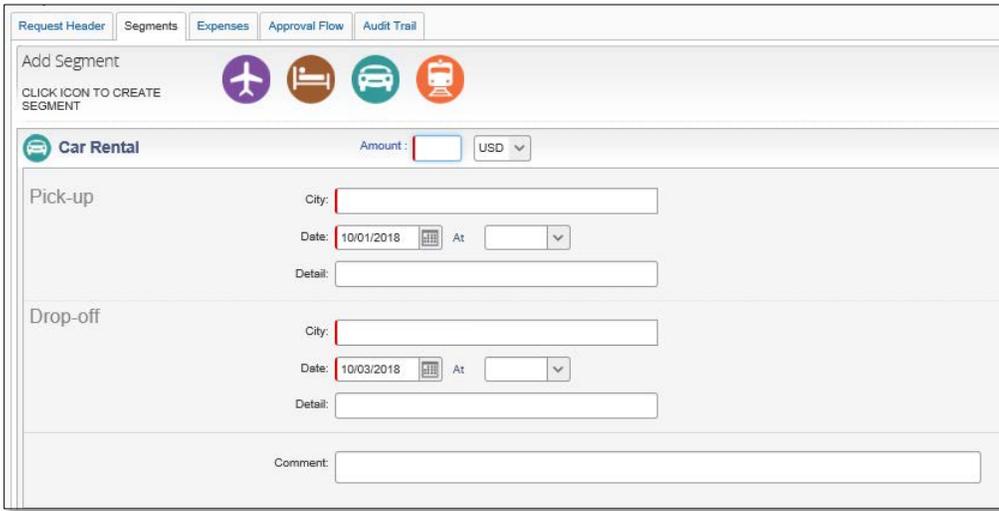
Hotel Reservation Amount: USD

Check-In
City:
Date: 10/01/2018 At
Detail:

Check-Out
Date: 10/03/2018 At
Comment:

- **Amount** – Enter the estimated cost of your hotel stay. This cost should include all fees, taxes, parking, etc.
- **City** – Enter the city the hotel is located.
- **Check-In Date** – Enter the date of check-in.
- **Detail** – Enter the name of the hotel you wish to book.
- **Check-Out Date** – Enter the date of check-out.
- **Save**

c. Select rental car icon. 



Request Header Segments Expenses Approval Flow Audit Trail

Add Segment
CLICK ICON TO CREATE SEGMENT

Car Rental Amount: USD

Pick-up
City:
Date: 10/01/2018 At
Detail:

Drop-off
City:
Date: 10/03/2018 At
Detail:
Comment:

- **Amount** – Enter the estimated cost of the rental car.
- **Pick Up City** – Enter the city where you will pick up the car.
- **Date** – Enter the date you will pick up the car.
- **Drop Off City** – Enter the city where you will drop off the car.



- **Date** – Enter the date you will drop off the car.
- **Save**

6. Select the **Expenses** tab to enter estimates of other travel expenses related to your trip.

Some of the most commonly used expenses are as follows:

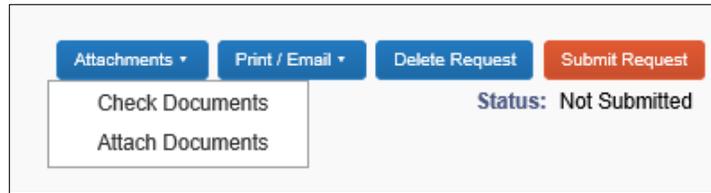
- **Baggage Fees**
- **Airport Parking**
- **Transit Costs**
- **Conference Registration**
- **Mileage** – Enter the estimated mileage and the system will calculate the allowable mileage reimbursement amount for the trip.

- **M&IE Rate** – Select the start and end date of business, along with the city you are traveling to, and the system will calculate the allowable total M&IE (Meals and Incidental Expenses) for the trip.

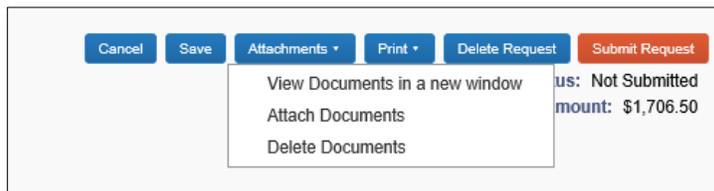
Be sure to **Save** after each expense type is completed.



7. Select **Attachments** and **Attach Documents** to upload your travel packet and any information necessary for the approval of your travel request.



If the attachment needs to be edited, select **Check Documents**. (Be sure pop-up blocker is turned off.) The dropdown menu will change. Select **View Documents in a new window**.

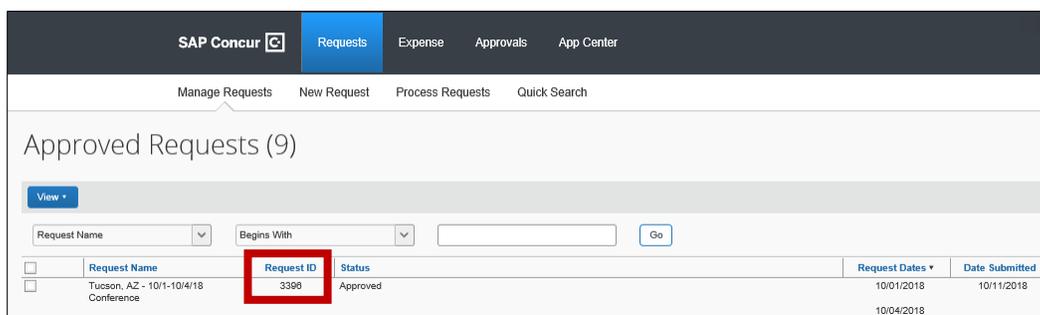


8. After you have entered all information and verified it is accurate, **Submit Request**. Once you submit a request, you can only recall the request if your approver has not started the approval process.

9. Select the **Approval Flow** tab to see the routing of your travel request.



10. Once your request has been approved, the 4 digit Request ID will be necessary to proceed with booking your travel in Concur.





BOOKING TRAVEL

Before booking travel in Concur, please be sure the following has been completed to avoid errors:

- Concur Profile has been updated completely with current information. All required fields must be completed as instructed.
- Verify state email address in profile so you may utilize the receipts@concur.com function.
- State Travel Card has been saved in Concur Profile.
- Sign up for eReceipts. This can be found under the Alerts section of the home page.
- Travel Card has available credit to support purchases.

When travel arrangements are booked in Concur, a “Trip” is created. It is very important to refer to this “Trip” if any adjustments need to be made to your arrangements, such as adding a rental car or canceling a flight. This prevents additional Agency Booking Fees from being charged to your account. More information on where you can find the trip information will be discussed later in this job aid in the **MY TRIPS/TRIP LIBRARY** section.

This job aid walks you through the steps to book air, car and hotel individually. When you begin the initial trip search, you will have the option to search for air, car and hotel all at one time.

BOOKING A FLIGHT

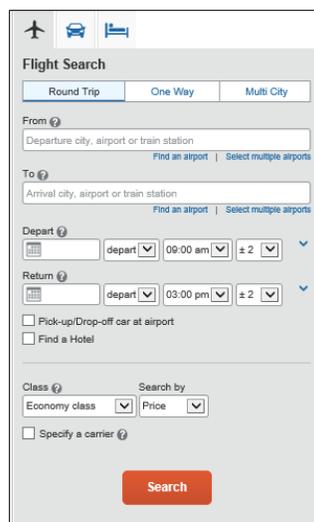
From Concur home page, use the Flight  tab to book a flight by itself or with car rental and/or hotel reservations. To book car and hotel reservations **without** a flight, use the **Hotel**  and **Car**  Search tabs, respectively.

You can access the Flight  tab by doing one of the following:

On the Concur home page, on the menu bar, click **Travel**.

On the Concur home page, on the menu bar, click the SAP Concur logo at the top left of the screen.

The **Flight**  tab is on the left side of the page.





STEP 1: START THE SEARCH

1. Select one of the following types of flight options:
 - Round Trip
 - One Way
 - Multi City
2. In the **From** (Departure City) and **To** (Arrival City) fields, enter the cities for your travel. When you enter a city, airport name, or airport code, Concur will automatically search for a match.
Note: Use the **Find an airport** and **Select multiple airports** links as needed.
3. Click in the **Departure** and **Return** date fields, and then select the appropriate dates from the calendar. Use the remaining fields in this section to define the appropriate time range.
4. Click the ▼ arrow to the right of the time window to see a graphical display of nonstop flights available for the routing and date you have selected. This allows you to adjust your search criteria, if necessary, to see/reserve nonstop flights.

Notes:

- Each green bar represents 30 minutes of time. Place your mouse pointer over a green bar to see all the flights available for that time slot.
 - If you change locations or dates, click **refresh graph** for more data.
5. If you need a car, click the **Pick-up / Drop-off car at airport** check box.

Pick-up/Drop-off car at airport
 Find a Hotel

- If you need an off-airport car or have other special requests, you can skip this step and add a car later from your itinerary.
6. If you need a hotel, click the **Find a Hotel** check box.
Additional fields appear.
 - Choose to search near an **Airport, Address, Company Location, or Reference Point / Zip Code**, and then enter the appropriate information in the available fields.
 - If you are staying at more than one hotel during your trip or do not need a hotel for the entire length of your stay, you can skip this step and add a hotel later from your itinerary.**Note: Before booking, canceling, or changing your hotel reservation, verify the hotel's cancellation policy. Hotel cancellation policies have recently become much stricter. Fees will likely apply.**
 7. You may also specify which airline you would like to search for if you have a preference by selecting the **Specify a carrier** check box.



Note: You can only search one vendor at a time, and this will override the preferred airline searches normally done for all the frequent flyer number carriers.

If you click the **Specify a carrier** check box, a list of carriers appears that are color coded:

- The first (yellow) will be their frequent flyer carriers.
 - The second (gray/khaki) are the most requested airlines.
 - The remaining airlines are in alphabetical order.
8. You are also able to select the appropriate class of service.
 9. Click **Search**.

STEP 2: PROVIDING INFORMATION

1. The traveler will be prompted to answer 2 questions in order to continue with their search.
2. “Before purchasing, have you notified your Travel Card Admin to increase your card credit limit?”
 - a. If this has been done, you may continue with your search.
 - b. If this has not been done, you must get your credit limit adjusted or your reservations will not be booked.
3. “Is a segment of this trip already booked in Concur?”
 - a. If you are trying to edit or add a reservation to an existing trip, cancel this search and access the current trip through the Trip Library in the Travel module. More information on where you can find the trip information will be discussed later in this job aid in the **MY TRIPS/TRIP LIBRARY** section.
 - b. If this is a new trip, you may continue with your trip search.
4. If your card has the appropriate credit limit and this is a new trip, select “Next”.

Welcome to Concur!

We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click **Next**.

Thank you.

| | |
|---|---|
| Before purchasing, have you notified your Travel Card Admin to increase your card credit limit? [Required] | Is a segment of this trip already booked in Concur? [Required] |
| <input type="text"/> | <input type="text"/> |

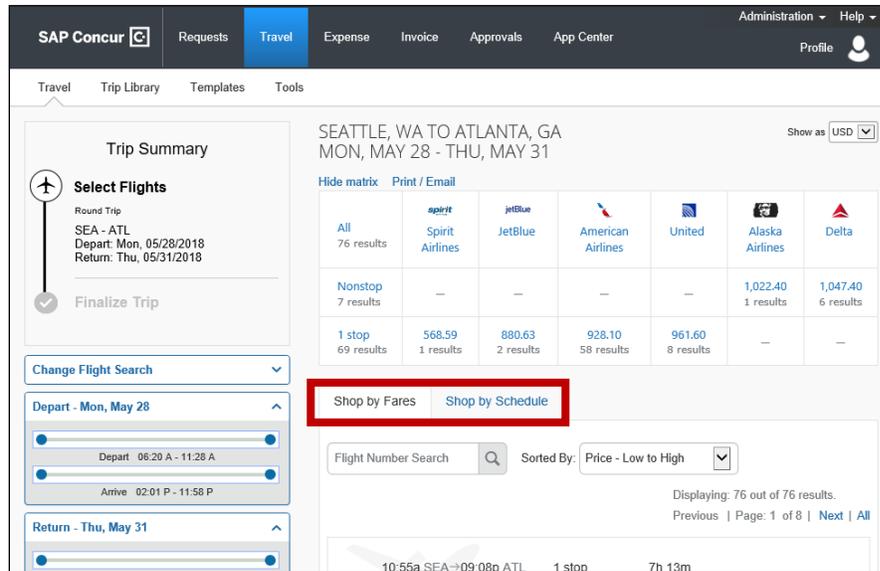
The flight search results appear.



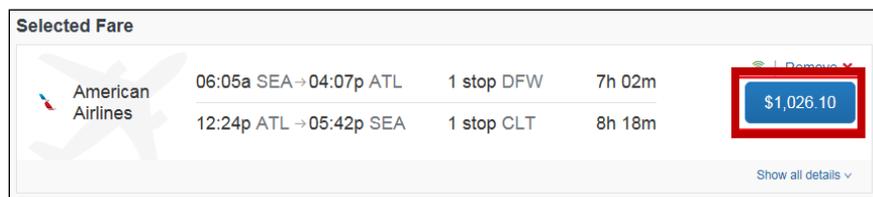
STEP 3: SELECT A FLIGHT

On the **Flight Search** results page:

1. You have the option to **Shop by Fares** or **Shop by Schedule** to review available flights.



2. On the **Shop by Fares** tab, to view additional details for the flights, click the **Show all details** dropdown arrow.
3. To select a flight, click the fare button.



Policy for airfare is based on the *Least Cost Logical Flight*. This is the cost of what a non-stop flight would be if that flight was an available option. Anything \$25 over that cost is marked with a yellow caution sign.

Note that a yellow caution sign next to the **Fare** button will indicate if the selection is out of policy compliance. If one of these flights is selected, you will be prompted to select a reason and this information will be sent to your supervisor, along with the results of your search.

Flights marked with a red exclamation point as **Not Allowed** are Basic Economy flights. Basic economy flights are against state policy because if the flight needed to be canceled, the ticket price could not be transferred to another flight. They appear in the Concur search for informational purposes only.



STEP 4: SELECT A RENTAL CAR

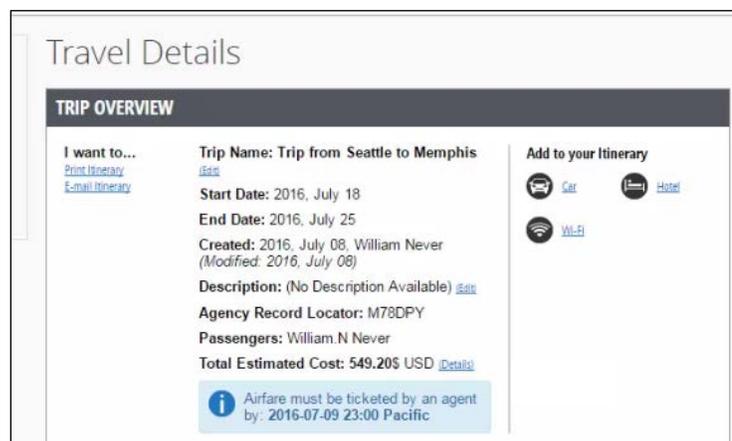
If you requested a car on the **Flight tab Search**, the rental car search results appear. For information about booking a rental car, see **[Booking a Car](#)** in this document.

STEP 5: SELECT A HOTEL

If you requested a hotel on the **Flight tab Search**, the hotel search results appear. For information about booking a hotel, see **[Booking a Hotel](#)** in this document.

STEP 6: REVIEW THE TRAVEL DETAILS PAGE (ITINERARY)

1. On the **Travel Details** page, review and change your itinerary, if necessary.
2. In the **Trip Overview** section:
 - a. Review the information for accuracy.
 - b. In the **I want to** section, print or email your itinerary as appropriate.
 - c. In the **Add to your Itinerary** section, add a car, hotel, as needed.



3. In the **Flight** section:
 - a. Verify the information for accuracy.
 - b. Click **Select Seat** or **Change Seat** to select or change your seat option (depending on the airline).
 - c. Your company might allow you to change or cancel your flight from the itinerary page. If so, click **Change** or **Cancel**, and then follow the prompts to change your outbound or return flight.

Travelers given the option to change a flight will be able to select a different date or time for the trip but must stay on the same airline.

Note: Changing a flight can result in fare changes.
 - d. Click **Cancel all Air**, as needed.



RESERVATIONS
Tuesday, November 20, 2018

Flight **Montgomery, AL (MGM) to Atlanta, GA (ATL)** [Change](#) | [Cancel all Air](#)

Delta 3443
Operated by: ENDEAVOR AIR DBA DELTA CONNECTION

Departure: 08:00 AM
Montgomery Regional-Dannelly Field (MGM)
Duration: 1 hour, 4 minutes
Nonstop

Confirmation: H82M7E
Status: **Confirmed**

Seat: 12C (Confirmed)
[Change seat](#)

Arrival: 10:04 AM
Atlanta Hartsfield-Jackson Intl Airport (ATL)
Terminal: SOUTH TERMINAL

Additional Details
Aircraft: Canadair Jet
E-Ticket
Cabin: MAIN CABIN (L)

Distance: 147 miles

[Add to your itinerary](#)

4. Review the remaining sections and make the appropriate changes.
5. Review the **Total Estimated Cost** section.
6. Click **Next**.
7. The **Trip Booking Information** page appears.

STEP 7: REVIEW THE BOOKING INFORMATION

Use the **Trip Booking Information** page to enter additional information about your trip.

Trip Summary

- Finalize Trip
 - Review Travel Details
 - Enter Trip Information**
 - Submit Trip Confirmation

Trip Booking Information

The trip name and description are for your record keeping convenience.

| Trip Name This will appear in your upcoming trip list. | Trip Description (optional) Used to identify the trip purpose |
|--|---|
| <input type="text" value="Trip from Montgomery to Nashville"/> | <input type="text"/> |

Send a copy of the confirmation to:

Send my email confirmation as
 HTML Plain-text

With my email confirmation...

Please enter your approved travel request ID [Required]

You may **HOLD** this reservation until: 10/30/2018 10:00 pm Eastern

Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled.
Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

[Display Trip](#) [Hold Trip](#) [<< Previous](#) [Next >>](#) [Cancel Trip](#)

1. Enter or modify your **Trip Name**.
This is how the trip will appear on your itinerary and in the automated email from Concur. This will also appear under "My Trips" on your home page.
2. Enter a **Trip Description** (optional).
3. Indicate if there is anyone else who should receive the initial confirmation email. Enter as many recipients as needed, separated by commas.



If you book the trip, you will automatically receive the email. If you book the trip as an arranger, you will also receive the email.

4. Choose your preferred email format, either plain text or HTML.
5. You will also be able to choose whether you would like to receive directions or maps to the hotel.

This information will be part of the initial email from Concur.

6. The approved travel request ID must be entered in the required field. You will not be able to proceed with booking if you do not have this information.
7. Click **Next**.

Note: Your company might offer its travelers the option to hold a trip. Travel will always display the length of time this trip can be held on this page. **Pay close attention to the date and time displayed; if the trip is not submitted, approved, and ticketed by the date and time displayed, in most cases it will be automatically cancelled.**

Concur displays your itinerary on the **Trip Confirmation** page. This itinerary will include any messages about ticketing policies.

Travel Trip Library Templates Tools

Trip Confirmation

To **COMPLETE BOOKING**, please press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, press the Cancel button.

TRIP OVERVIEW

Trip Name: Trip from Seattle to Memphis
Start Date: 2016, July 18
End Date: 2016, July 25
Created: 2016, July 08, William Never (Modified: 2016, July 08)
Description: (No Description Available)
Agency Record Locator: M78DPY
Passengers: William N Never
Total Estimated Cost: 549.20\$ USD

i Airfare must be ticketed by an agent by: 2016-07-09 23:00 Pacific

Agency Name: CTE Demo Site

STEP 8: PURCHASE THE TICKET

1. Click **Purchase Ticket** to send your request to the travel management company. At this time, your agency will be charged a \$5 booking fee by the travel management company. Cancellations may be allowed within the same day without a charge to the travel card, but the booking fee is nonrefundable.

The **Finished!** screen shows your confirmation number and information to contact the travel agent.

2. Click **Return to Travel Center**.



BOOKING A CAR

If you are booking a car related to an existing trip, be sure to access this trip through your Trip Library to add the car booking. This will prevent additional booking fees on your account.

STEP 1: SEARCH FOR YOUR CAR

If you require a car **but not airfare**, from the Concur home page, request the car using the **Car**  tab instead of the **Flight**  tab.

1. Enter your **pick-up** and **drop-off dates and times**.
2. In the **Pick-up car at** section, select either:
 - **Airport Terminal**, and then type the city or the Airport code.
 - **Off-Airport**, and then enter (or search for) the location.
3. Select the **Return car to another location** check box, as needed.

If you want to return the car to another location, additional fields will appear. Select either **Airport Terminal** or **Off-Airport**, and then enter the appropriate location.

4. To see additional search preferences, click **More Search Options**.
5. Select the **Car Type**.

Tip: Hold the Ctrl key to select more than one type.

6. Select all your preferences, and then click **Search**.

STEP 2: PROVIDING INFORMATION

1. The traveler will be prompted to answer 2 questions in order to continue with their search.
2. "Before purchasing, have you notified your Travel Card Admin to increase your card credit limit?"
 - a. If this has been done, you may continue with your search.
 - b. If this has not been done, you must get your credit limit adjusted or your reservations will not be booked.
3. "Is a segment of this trip already booked in Concur?"
 - a. If you are trying to edit or add a reservation to an existing trip, cancel this search and access the current trip through the Trip Library in the Travel module. More information on where you can find the trip information will be discussed later in this job aid in the **MY TRIPS/TRIP LIBRARY** section.
 - b. If this is a new trip, you may continue with your trip search.
4. If your card has the appropriate credit limit and this is a new trip, select "Next".



Welcome to Concur!

We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click **Next**.

Thank you.

Before purchasing, have you notified your Travel Card Admin to increase your card credit limit? [Required]

Is a segment of this trip already booked in Concur? [Required]

The rental car search results appear.

STEP 3: FILTER THE RESULTS

There are two sets of filters: The matrix at the top of the page, and the **Change Car Search** area on the left side of the page.

To filter your results using the Change Car Search area

1. On the left side of the page, use the show and hide arrows.
2. Select the **Use my default credit card** check box, if needed.
This is the credit card that you set up as your default in your profile.
3. In the **Change Car Search** area:
 - Change your pick-up and drop-off dates and times, and your pick-up and drop-off locations.
 - Click **More Search Options** to select additional options such as a car type, and vendors.
4. Click **Search**.

The new search results display.

To filter your results using the Matrix at the top of the page

1. Use the grid to filter the results.



- Your company might display only its preferred vendors in the left column.
- The shaded column, if any, displays the type of car defined in your company's travel policy.
- To see a particular size of car, click the cell with the car size. The search results below will reflect that choice.
- To see cars for a particular vendor, click the cell for that vendor. The search results below will reflect that choice.
- To see cars of a particular size **and** a particular vendor, click the appropriate cell. The search results below will reflect that choice.

STEP 4: SORT THE RESULTS

If you want to sort your results, click the **Sorted By** dropdown arrow, and then select the appropriate option.

STEP 5: REVIEW THE RESULTS

Trip Summary

Select a Car

Pick-up: Sun, 05/27/2018
SEA - Terminal

Drop-off: Wed, 05/30/2018
ATL - Terminal

Finalize Trip

Use my default credit card: 'Corporate Card'.

Change Car Search

Pick-up date
05/27/2018 12:00 pm

Drop-off date
05/30/2018 12:00 pm

Pick-up car at
 Airport Terminal Off-Airport
Please enter an airport.
SEA - Seattle-Tacoma Intl Airport - Seattle, WA

Return car to another location

Drop-off car at
 Airport Terminal Off-Airport
Please enter an airport.
ATL - Atlanta Hartsfield-Jackson Intl Airport - Atlant

PICK UP: (SEA) ON SUN, MAY 27 12:00 PM Show as USD

DROP OFF: (ATL) ON WED, MAY 30 12:00 PM

[Hide matrix](#) [Print / Email](#)

| All 20 results | Economy Car | Compact Car | Intermediate Car | Standard Car | Full-size Car | Premium Car |
|-------------------|--|-------------|------------------|--------------|---------------|-------------|
| AVIS | 198.98 | 203.99 | 210.99 | 216.99 | 216.99 | 228.99 |
| Most Preferred | | | | | | |
| | 195.00 | 195.00 | 211.25 | 227.50 | 243.75 | 260.00 |
| | 195.00 | 195.00 | 211.25 | 227.50 | 243.75 | 258.64 |
| | 020 NO RATES AVAILABLE FOR ONE WAY #ZR# | | | | | |
| | 020 UNABLE TO PRICE - NO RATE QUALIFIES #ZE# | | | | | |

Sorted By: Policy - Most Compliant

Displaying: 20 out of 20 results. Previous 1 2 Next | All

Economy Car - \$198.98 per day
(Worldspan)

Automatic transmission
Unlimited miles, Pick-up: Terminal: SEA
Adults: 2, Children: 2, Large bags: 1, Small bags: 1

Total cost*

\$806.56

Most Preferred Car Vendor for Learning Services Demo / E-Receipt Enabled [Location details](#)

1. Review the price and options.
2. Click the picture of the car (if available) to see a larger picture as well as passenger and luggage capacity.
3. Click **Location details** for more information about the available options.

CONCUR USER GUIDE

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STEP 6: SELECT THE RENTAL CAR

1. Click the **Total cost** button.

Policy for rental cars is set up to identify those vendors on state contract. The search results will display the yellow caution next to vendors other than Enterprise and National.

Note that a yellow caution sign next to the **Total cost** button will indicate if the selection is out of policy compliance. If this is the case, you will be prompted to select a reason and this information will be sent to your supervisor. If there is another vendor that has a more economical option, you may make that selection and notate that the car was cheaper from the drop-down.

The **Review and Reserve Car** page appears.

2. Review the details for accuracy.
3. Select a rental car program, as needed.
4. Select a method of payment, if necessary.
5. Click **Reserve Car and Continue**.

If you requested the car using the Flight  tab, and you elected to reserve a hotel room, Travel will display those search result pages.



BOOKING A HOTEL

If you are booking a conference hotel, you will not use the Travel module. You will need to book the hotel directly with the conference in order to get the conference rate. If you are booking a hotel related to an existing trip, be sure to access this trip through your Trip Library to add the hotel booking. This will prevent additional booking fees on your account.

STEP 1: SEARCH FOR YOUR HOTEL

1. If you require a hotel **but not airfare**, from the Concur home page, click the **Hotel**  tab.
2. Enter the **Check-in** and **Check-out Dates** (or click in the fields to use the calendar).
3. Enter the search radius.
Concur will always show *company preferred hotels* within a larger radius, usually 30 miles or kilometers.
4. Choose to search near an Airport, Address, Company Location, or Reference point / Zip Code, and then enter the appropriate information in the available fields.
5. If you will be using more than one hotel on your trip, select the **Add Another Hotel** check box. Additional fields will appear. The **Check-in Date** field for the second hotel is automatically populated with the check-out date of the first hotel. Change the date as necessary.
6. Click **Search**.

STEP 2: PROVIDING INFORMATION

1. The traveler will be prompted to answer 2 questions in order to continue with their search.
2. “Before purchasing, have you notified your Travel Card Admin to increase your card credit limit?”
 - a. If this has been done, you may continue with your search.
 - b. If this has not been done, you must get your credit limit adjusted or your reservations will not be booked.
3. “Is a segment of this trip already booked in Concur?”
 - a. If you are trying to edit or add a reservation to an existing trip, cancel this search and access the current trip through the Trip Library in the Travel module. More information on where you can find the trip information will be discussed later in this job aid in the **MY TRIPS/TRIP LIBRARY** section.
 - b. If this is a new trip, you may continue with your trip search.
4. If your card has the appropriate credit limit and this is a new trip, select “Next”.



Welcome to Concur!

We need a little more information to start booking your trip. Please take a moment to fill out the following fields and click **Next**.

Thank you.

Before purchasing, have you notified your Travel Card Admin to increase your card credit limit? [Required]

Is a segment of this trip already booked in Concur? [Required]

The hotel search results appear.

STEP 3: CHANGE AND FILTER YOUR SEARCH

1. In the **Change search** area:

- Change your check-in and check-out dates, and your hotel location.
- Click **Search**.

Travel displays the new results.

2. Use the slider in the **Price** area to narrow your search.
3. In the **Hotel chain** area, select the appropriate hotels.
4. In the **Hotel Amenities** area, select the appropriate options.



STEP 4: REVIEW THE HOTEL MAP

1. Review the hotel map.

CHECK-IN SUN, MAY 27 - CHECK-OUT WED, MAY 30 Show as USD

Hide Map Print / Email Company Preferred Hotel

Hotel Name Search Sorted By: Policy - Most Compliant

Displaying: 71 out of 71 results.
Previous 1 2 3 Next | All

2. Click any blue icon to see specific hotel information. Use your mouse to zoom, and move the map, as needed.

The red  icon indicates your reference point, and the blue  icon shows your company's preferred hotels.

STEP 5: SORT THE SEARCH RESULTS (AS NEEDED)

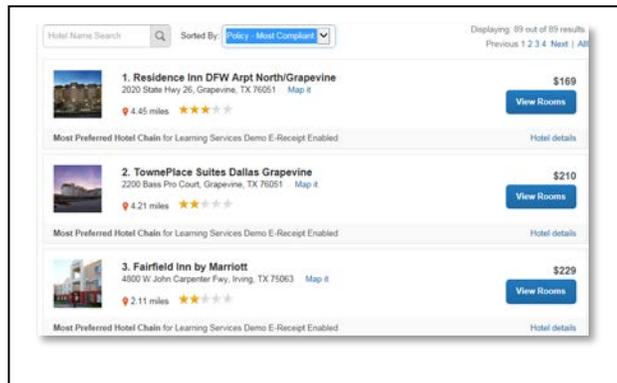
Below the map, use the **Hotel Name Search** and **Sorted By** fields to sort the results.



STEP 6: REVIEW THE RESULTS

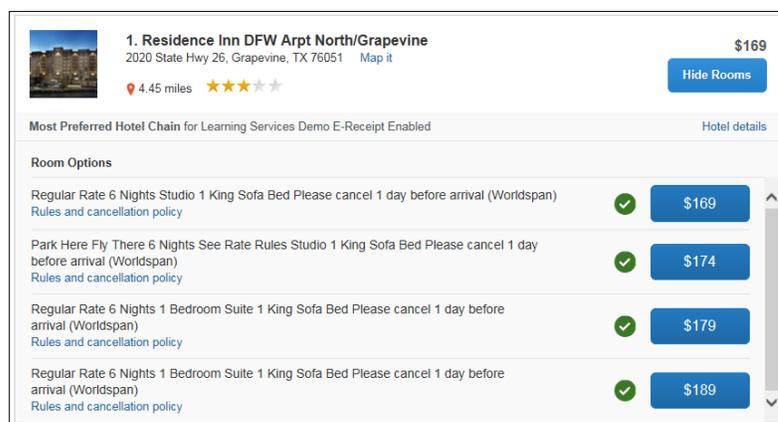
A picture, as well as, the name, address, rating stars, and price range appears.

1. Click the picture to see more images.
2. Click **Hotel details** to see contact information, street address, cancellation policy, and information about the facility.
3. Click **View Rooms** to see:
 - The available room options and rates
 - Other amenities per room/rate
 - Rules and cancellation policy



STEP 7: SELECT THE HOTEL ROOM

1. Click the **Cost** button next to the room that you want to reserve.



Policy for hotel rooms is based on the government lodging rate for the destination.

Note that a yellow caution sign next to the **Fare** button will indicate if the selection is out of policy compliance. If this is the case, you will be prompted to select a reason and this information will be sent to your supervisor.



The **Review and Reserve Hotel** page appears. Navigate through the page and:

- Review or modify the room preferences.
- Verify or modify the guest and program information.
- Review the price summary.
- Select a method of payment, if available, as defined by your company's configuration.
- Review and accept the rate details and cancellation policy.

2. Select the I agree to the hotel's rate rules, restrictions, and cancellation policy check box.
3. Click **Reserve Hotel and Continue**.

Your **Travel Details** page (itinerary) displays.

REVIEWING TRAVEL DETAILS

1. In the **Trip Overview** section, verify the travel dates and passenger information is correct.
2. You may also add Car or Hotel reservations to your itinerary at this time, if you have not already done so.
3. The **Reservations** section is a detailed listing of all travel details:
 - Outbound Flight – seat assignments can be changed
 - a. Car Rental
 - b. Hotel
 - c. Inbound Flight – seat assignments can be changed
4. The **Total Estimated Cost** section will break down the cost by major category.
5. If all details are accurate, you can continue with the booking process by selecting **Next**. If you need to make adjustments, select **Cancel Trip** to start the search process over.

If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.

Next >>

Cancel Trip



TRIP BOOKING INFORMATION

1. **Trip Name** – Concur defaults the format to list the upcoming trip as follows:
“Trip from Montgomery to Seattle”
The name is only for the traveler to keep track of upcoming trips, so it can be edited to the traveler’s preferred format. The trip name will also appear on your itinerary and in the automated email from Concur.
2. The next field is available to add one or more email addresses to receive the itinerary. The email addresses in the traveler’s profile will already receive the itinerary information. This is only to add additional recipients. If multiple email addresses are entered, separate them with a comma.
3. If a hotel is booked through Concur, there is an option to include directions and/or a map to the hotel with the email confirmation.
4. The last field on the page is a required field. The 4-digit Request ID from the traveler’s approved Request must be keyed in this field before continuing with the booking. If you need assistance with locating the Request ID, please see the **Creating a Request** job aid.
5. Once these steps have been completed, you can continue with the booking process by selecting **Next**. If you need to make adjustments, select **Cancel Trip** to start the search process over.

The screenshot shows the 'Trip Booking Information' form in the Concur system. The navigation bar at the top includes 'Travel', 'Arrangers', 'Trip Library', 'Templates', 'Tools', and 'Concur XA'. On the left, a 'Trip Summary' sidebar shows a 'Finalize Trip' section with a checkmark and options to 'Review Travel Details', 'Enter Trip Information', and 'Submit Trip Confirmation'. The main form area is titled 'Trip Booking Information' and contains the following fields and options:

- Trip Name:** This will appear in your upcoming trip list. The value entered is 'Trip from Montgomery to Seattle'.
- Trip Description (optional):** Used to identify the trip purpose. This field is currently empty.
- Send a copy of the confirmation to:** A text input field for email addresses.
- Send my email confirmation as:** Radio buttons for 'HTML' (selected) and 'Plain-text'.
- With my email confirmation...:** A dropdown menu currently set to 'Do not include directions to hotels with email'.
- Please enter your approved travel request ID [Required]:** A text input field for the request ID.

Below the form, a message states: 'You may HOLD this reservation until: 02/28/2019 10:00 pm Eastern'. At the bottom, a disclaimer reads: 'Please enter information about this trip then press Next to finalize your reservation. If you close at this point your reservation may be cancelled. Note: Any part of the trip that is instant purchase or has deposit required will not be cancelled.' Navigation buttons at the bottom include 'Display Trip', 'Hold Trip', '<< Previous', 'Next >>', and 'Cancel Trip'.



TRIP CONFIRMATION

1. This is the final overview of trip details before tickets are booked/purchased. Review all travel details thoroughly. Seat assignments have been finalized in this step, so if adjustments need to be made, you may do so by selecting the **Previous** button.
2. Once all details have been reviewed, continue with the booking process by selecting **Purchase Tickets**. Once this selection is made, the information is passed along to the travel agency for ticketing/booking. The state agency will be charged an agency booking fee at this time. If you need to make adjustments, select **Cancel Trip** to start the search process over. Once the information has been sent to the travel agency, a cancelled trip will cost the state agency an additional agency booking fee to have the trip cancelled.
3. When the travel information is submitted to the travel agency, you will see this screen appear. This will let you know that you have completed the booking process.

The screenshot shows a web interface with a navigation bar at the top containing 'Travel', 'Arrangers', 'Trip Library', 'Templates', 'Tools', and 'Concur XA'. The main content area is titled 'Finished!' and includes a 'Trip Summary' box with a checkmark icon and the text 'Finished!'. Below this, there is a red notice: 'You have successfully booked your trip and your reservation has been submitted for purchase.' followed by blue text: 'If your itinerary includes air, your ticket will be issued shortly. The notice below is only an indication of the ticketing deadline. It is not necessary to contact CTM unless your Concur itinerary does not reflect "TICKETED" after the deadline.' The screen also displays 'Trip Record Locator : IIAWYD' and a footer note: 'A copy of this itinerary has been sent to your travel manager. Your itinerary has been saved. CTM NA (State of Alabama - East) will service your itinerary.'

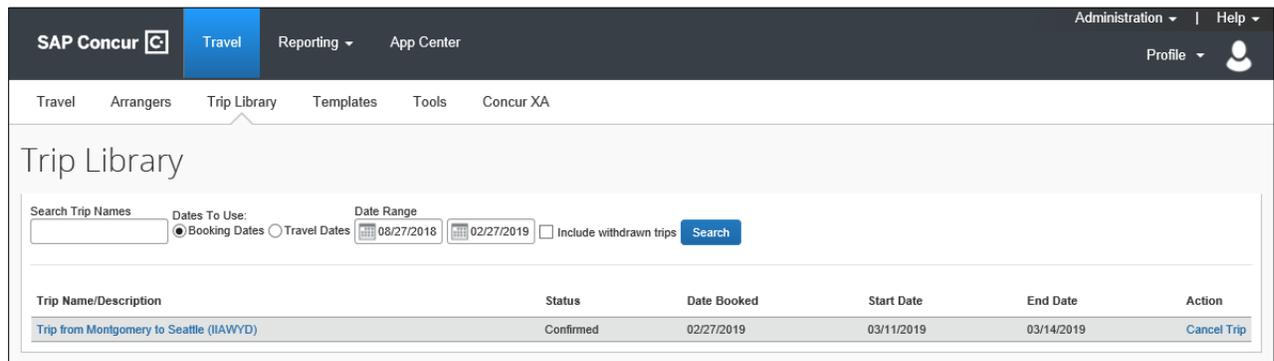
MY TRIPS/TRIP LIBRARY

1. The traveler's upcoming trips will be visible in two places:
 - a. Home screen under **My Trips**

The screenshot shows a card titled 'MY TRIPS (1)'. Inside the card, there is a date box for 'MAR 11-14' and the text 'Trip from Montgomery to Seattle'. Below the date and title, there is a 'More' dropdown menu and two icons: an airplane and a train.



b. **Trip Library** – found under the Travel tab on the Home screen



2. The travel can be edited by accessing the trip through the Trip Library.
 - a. Under **Action**, you can **Cancel Trip** if necessary.
 - b. If you click the **Trip Name**, you will be directed to the itinerary details. You can cancel individual segments of the trip or add items, such as a Rental Car or Hotel. If additions are made via this process, the traveler will not be charged an additional agency booking fee.

CANCELING A FLIGHT, HOTEL OR CAR BOOKING

If your travel plans change and a cancellation to all or a portion of your travel arrangements is necessary, the following steps must be taken:

- Access the trip under your TRIP LIBRARY in the Travel module.
- The entire trip can be canceled by selecting **Cancel Trip** under the Action column.
- If a portion of the trip needs to be canceled/edited, click on the **Trip Name** to view the itinerary details. From here you can make changes as necessary.

Since the purchase of an airline ticket is an immediate charge to your state travel card, the card expense will still need to be paid. Reference the **Paying the AL VISA in Advance** job aid to assist in the process. If the flight is canceled properly through Concur, the air carrier will have a credit on file to apply to a future flight.



PAYING STATE TRAVEL CARD IN ADVANCE

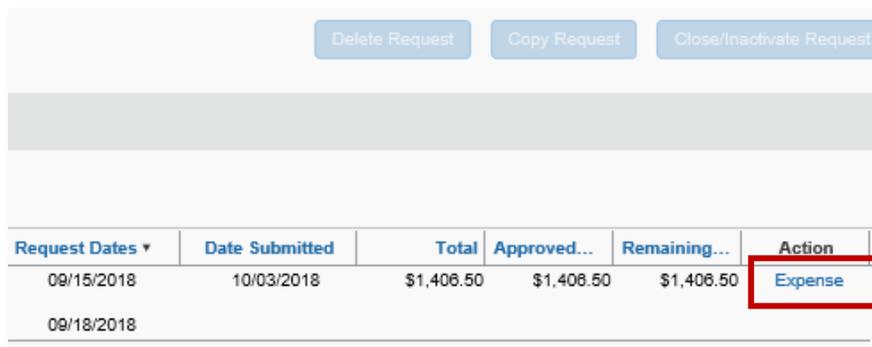
To pay the State Travel Card in advance, please follow the instructions below or see the job aid, *Paying State Travel Card in Advance*.

The Expense module will allow for the air booked through the Travel module and/or conference fees paid with the Travel card to be expensed when the charge from the State's travel card has imported into your profile. This will be important to do in order to keep the travel card from incurring interest charges on trips booked well in advance of the travel dates.

1. Select the **Request tab** on the menu bar.
2. Select **Manage Requests**. This will give you a list of all active requests.



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



4. The link should take you to the following screen:

Note: Required fields are marked with a red bar.



| Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining |
|------------------------------|------------|-----------|---------------|-----------------|------------------|
| Nashville, TN - 9/15-9/18/18 | 3343 | No | \$1,408.50 | \$1,408.50 | \$1,408.50 |

- **Policy** – The Policy will default to policy on Request.
- **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** – Notate paying AL Visa charges in advance of travel.
- **Department** – This information should default based on the user.
- **Accounting Group** - This information should default based on the user.
- **Accounting Template** - This information should default based on the user.
- 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.

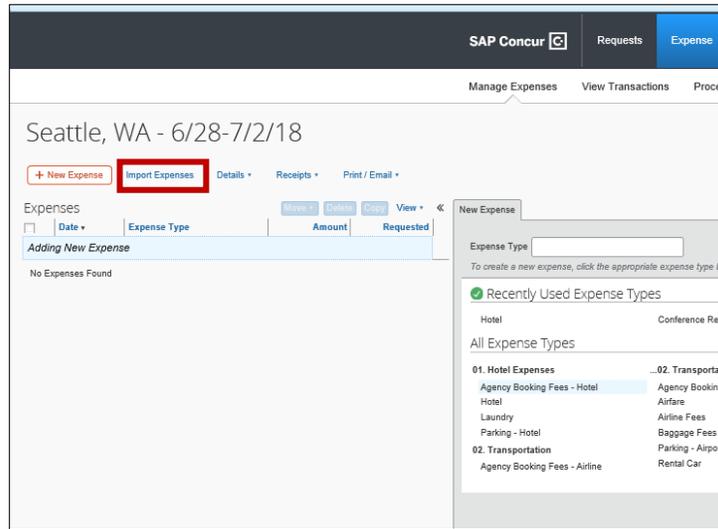
5. Select **Next** in the bottom right-hand corner of the screen.

6. The Travel Allowances screen will appear. This feature will NOT be used for this payment. Please click **“Cancel”**. This tool is used to calculate CONUS rates/meal amounts to be claimed when the traveler returns from a trip.

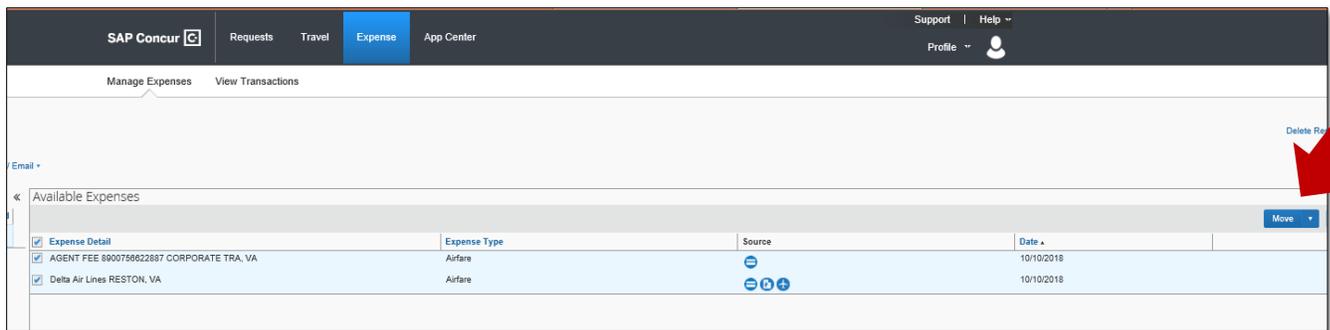
| Departure City | Arrival City | Arrival Rate Location |
|-------------------------|--------------|-----------------------|
| No Itinerary Rows Found | | |



7. Select the **Import Expenses** link to be shown a list of AL Visa transactions that have imported into your profile from the bank.



8. Select any that apply to this trip and click **Move** in the right corner. If multiple bookings or cancellations were made without accessing the same trip in the Trip Library, multiple Agency Booking Fees may result. Be sure that all booking fees related to the trip are added to the same report.



9. This will move the expenses into the current expense report. Be sure the Expense Type is correct and that receipts are available for all charges. Note: **The Agent Fee does not require a receipt.** The Airfare transaction should have the following three icons visible, letting the traveler know the transaction is ready for processing. If the card transaction icon is not visible, the charge has not imported into Concur.

-  AL Visa Card Transaction
-  e-Receipt
-  Travel Itinerary



10. If an Expense Type imports into Concur incorrectly or with an error, the traveler may change the selection by using the dropdown box provided on each line. In this example, the airline ticket imported as “02. Transportation”, which is just a category in the expense types.

The screenshot shows the 'Expenses' page with two entries. The first entry is 'Agency Booking Fees' for \$5.00. The second entry is '02. Transportation' for \$789.73, with a red error icon and a message box stating: 'An error occurred attempting to look up the account code(s) for this entry. The account code lookup was based on : CGI Advantage, [CT_REPORT.Policy] 1059. This report cannot be submitted until your system administrator adds an account code for this expense type with the above ledger segment data.' To the right, a dropdown menu for 'Expense Type' is open, showing '02. Transportation' selected.

The traveler can expand the list and select “Airfare” and save the changes to that line item.

This screenshot shows the same 'Expenses' page as above. The dropdown menu for 'Expense Type' is expanded, showing a list of options under '02. Transportation'. The 'Airfare' option is highlighted with a red box. The error message is still present.

If the expense type you need is not available, make sure the correct Report Policy is being referenced on the expense report. This can be checked by clicking the **Details** dropdown and selecting **Report Header**.

The screenshot shows the 'Details' dropdown menu open in the Concur interface. The 'Report Header' option is highlighted with a red box. The background shows a list of expenses for a report titled 'Charleston, SC 5/10-5/12/19'.



The expense report should either reference **AL-Out of State* or **AL-In State*, depending on the exact travel event. If this field is incorrect, the report will need to be deleted and a new report will need to be created.

Report header for: Charleston, SC 5/10-5/12/19

| | |
|------------------|--------------|
| Policy | Trip Type |
| *AL-Out of State | Out of State |

The expense report pulls the policy referenced on the Request, so if the wrong policy was entered on the Request, you will need to submit a new Request for approval using the correct policy.

If the policy on the Report Header is **AL-Expense Rpt w/o Request*, then you have created your expense report without a Request. You need to delete the existing expense report and access the approved Request in the Request module in order to create the expense report. See Steps 1, 2 and 3 in this job aid to assist with this process.

11. If a hotel deposit is charged to the state travel card, this charge will require an itemization before the expense report can be submitted. You will leave the date as the transaction date of the charge. The system will not allow you to enter a date that has not occurred. Select the **Nightly Lodging Expenses** tab to enter the itemizations. Enter the charge transaction date for the Check-In date and the Check-Out date should be the following day. If the receipt you were provided breaks out the deposit by room rate and room tax, make those entries as necessary. If no breakdown was provided, enter the entire deposit amount as the Room Rate. Click **Save Itemizations**.

The screenshot shows a software interface for managing expense reports. At the top, there is a table titled "Exceptions" with columns for Expense Type, Date, Amount, and Exception. A single entry is shown for a Hotel on 06/20/2018 for \$431.45, with a red warning icon and the text "Itemizations are required for this entry." Below this is a section for "Expenses" with a table listing the expense details. The entry for the hotel is selected, and a red box highlights the "Itemizations are required for this entry" message. To the right, there are tabs for "Expense" and "Nightly Lodging Expenses". The "Nightly Lodging Expenses" tab is active, showing fields for Check-in Date (06/20/2018), Check-out Date (06/21/2018), and Number of Nights (1). Below these are fields for "Recurring Charges (each night)", including Room Rate (400.00), Room Tax (31.45), and Other Room Tax 1 and 2. At the bottom, there are buttons for "Save Itemizations" and "Cancel".

| Expense Type | Date | Amount | Exception |
|--------------|------------|----------|---|
| Hotel | 06/20/2018 | \$431.45 | Itemizations are required for this entry. |

| Expense Type | Date | Amount | Requested |
|--------------|------------|----------|-----------|
| Hotel | 06/20/2018 | \$431.45 | \$431.45 |

Itemizations are required for this entry.

Check-in Date: 06/20/2018 | Check-out Date: 06/21/2018 | Number of Nights: 1

Recurring Charges (each night):
Room Rate: 400.00 | Room Tax: 31.45
Other Room Tax 1: | Other Room Tax 2: |

TOTAL AMOUNT: \$431.45 | TOTAL REQUESTED: \$431.45



The itemization for the hotel deposit should have the transaction date on all lines.

| Expenses | | | | | Move ▾ | Delete | Copy | View ▾ |
|-------------------------------------|------------|--|----------|-----------|--------|--------|------|--------|
| <input type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested | | | | |
| <input checked="" type="checkbox"/> | 06/20/2018 | Hotel ARABELLA HOTELS, Seattle, Wa: | \$431.45 | \$431.45 | | | | |
| <input type="checkbox"/> | 06/20/2018 | Hotel | \$400.00 | \$400.00 | | | | |
| <input type="checkbox"/> | 06/20/2018 | Hotel Tax | \$31.45 | \$31.45 | | | | |

It is always helpful to approvers if comments are made on the expense lines. In the example of the hotel deposit, notating that this charge is a deposit for a future stay will alleviate questions.

Comment

The hotel charged a deposit to reserve my room for June. ⬆

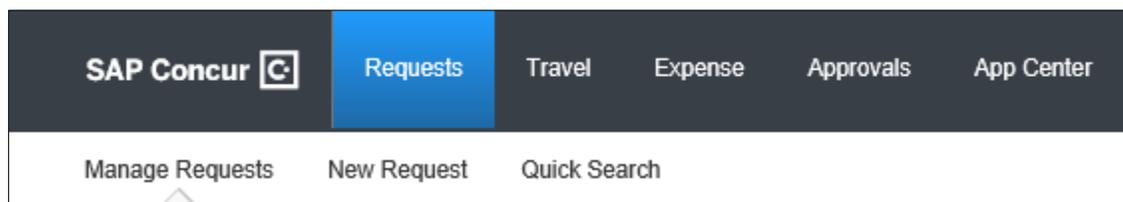
⬇



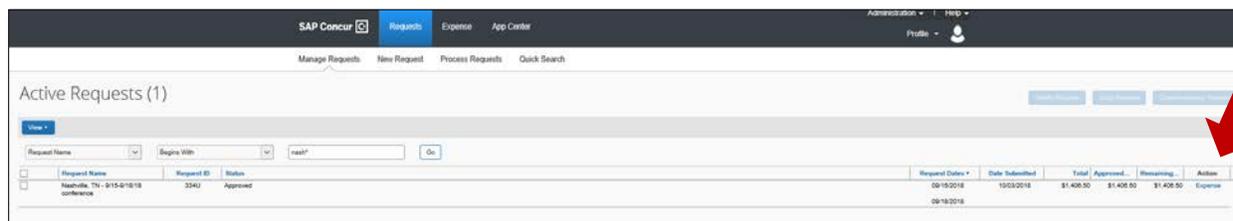
CREATING AN EXPENSE REPORT

LINK REQUEST TO EXPENSE

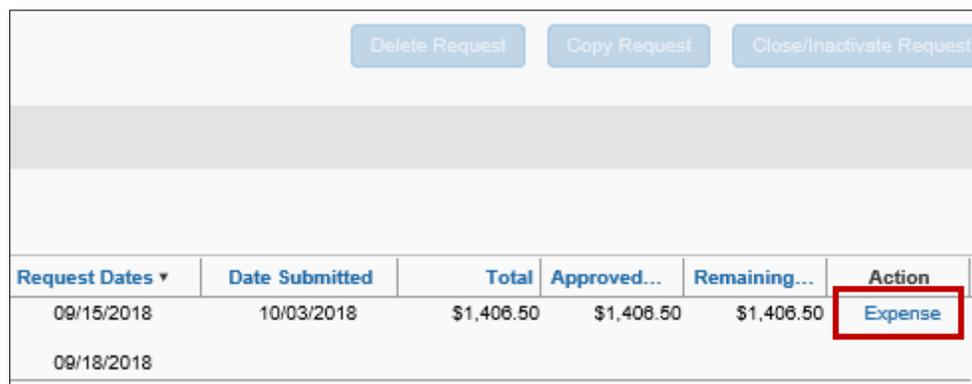
Select the **Request** tab on the menu bar.



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 top navigation bar includes 'SAP Concur', 'Requests', 'Expense', 'Approvals', and 'App Center'. The main heading is 'Create a New Expense Report' with a sub-heading 'Report Header'. The form contains several fields: 'Policy' (set to 'Out of State'), 'Trip Type' (set to 'Out of State'), 'Report Name' (set to 'London - 2/11-2/13/19'), 'Report Date' (set to '02/09/2019'), 'Comment' (empty), 'Department' (set to '0101 FINANCE'), 'Accounting Group' (set to '1242317 Comptroller's Office'), and 'Accounting Template' (set to 'SUNG011 COMPTROLLER'). Below the form is a table with the following data:

| Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining |
|-----------------------|------------|-----------|---------------|-----------------|------------------|
| London - 2/11-2/13/19 | 343P | No | \$1,958.01 | \$1,958.01 | \$1,958.01 |

- **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.

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



If the traveler has already expensed the Travel Card charges on an expense report in advance of the travel, the following error will appear. Continue by clicking **Next**.

Note: If an expense report has not been submitted prior to the travel event, check for duplicate expense reports before continuing.

Create a New Expense Report

Exceptions

| Expense Type | Date | Amount | Exception |
|--------------|------|--------|-------------------------------|
| N/A | | | Dates overlap another report. |

Report Header

Policy: *AL-Out of State

Trip Type: Out of State

Report Name (Destination, Travel Dates): Seattle, WA - 6/28-7/2/18

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 [Creating Travel Allowance for Receipts](#) 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 depart 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 (depart 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.



Travel Allowances For Report: Nashville, TN - 9/15-9/18/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

| Departure City | Date and Time | Arrival City | Date and Time | Arrival Rate Location |
|---|---------------------|----------------------|---------------------|----------------------------|
| Itinerary: Nashville, TN - 9/15-9/18/18 | | | | |
| Montgomery, Alabama | 09/15/2018 08:00 AM | Nashville, Tennessee | 09/15/2018 12:00 PM | DAVIDSON COUNTY, US-TN, US |
| Nashville, Tennessee | 09/18/2018 09:00 AM | Montgomery, Alabama | 09/18/2018 02:00 PM | MONTGOMERY COUNTY, US-... |

Available Itineraries

Current Itineraries [v] Delete Assign

| Departure City | Date and Time | Arrival City | Date and Time | Arrival Rate Location |
|--------------------------------|---------------|--------------|---------------|-----------------------|
| No Available Itineraries Found | | | | |

<< Previous Next >>

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.

Travel Allowances For Report: Nashville, TN - 9/15-9/18/18

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

| Exclude All <input type="checkbox"/> | Date/Location | Breakfast Provided | Lunch Provided | Dinner Provided | Allowance |
|--|------------------------------------|--------------------------|--------------------------|--------------------------|-----------|
| <input type="checkbox"/> | 09/15/2018 Nashville, Tennessee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$44.25 |
| <input type="checkbox"/> | 09/16/2018 Nashville, Tennessee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$59.00 |
| <input type="checkbox"/> | 09/17/2018 Nashville, Tennessee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$59.00 |
| <input type="checkbox"/> | 09/18/2018 Nashville, Tennessee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$44.25 |

<< Previous Create Expenses Cancel

5. Select **Create Expenses**.



TRAVEL CARD CHARGES

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

SAP Concur Expense Report: Nashville, TN - 9/15-9/18/18

Buttons: + New Expense, **Import Expenses**, Details, Receipts, Print

| Expenses | Date | Expense Type | Amount | Requested |
|--------------------------|------------|-----------------------------------|---------|-----------|
| <input type="checkbox"/> | 09/18/2018 | M&IE Rate Nashville, Tennessee | \$44.25 | \$44.25 |
| <input type="checkbox"/> | 09/17/2018 | M&IE Rate Nashville, Tennessee | \$59.00 | \$59.00 |
| <input type="checkbox"/> | 09/18/2018 | M&IE Rate Nashville, Tennessee | \$50.00 | \$50.00 |
| <input type="checkbox"/> | 09/15/2018 | M&IE Rate Nashville, Tennessee | \$44.25 | \$44.25 |

TOTAL AMOUNT: \$206.50 | TOTAL REQUESTED: \$206.50

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

SAP Concur Expense Report: Available Expenses

| Expense Detail | Expense Type | Source | Date | Move |
|---|--------------|--------|------------|------|
| <input checked="" type="checkbox"/> AGENT FEE 8900759022887 CORPORATE TRA, VA | Airfare | | 10/10/2018 | |
| <input checked="" type="checkbox"/> Delta Air Lines RESTON, VA | Airfare | | 10/10/2018 | |

If the card transaction icon is not visible, the charge has not imported into Concur.

- AL Visa Card Transaction
- e-Receipt
- Travel Itinerary



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

The screenshot shows an expense entry form with the following fields and values:

- Expense Type: Hotel
- Transaction Date: 07/10/2018
- Business Purpose: (empty)
- Vendor: (empty)
- Enter Vendor Name: HOMEWOOD SUITES
- City of Purchase: Nashville, Tennessee
- Payment Type: *AL-VISA
- Amount: 357.02 USD
- Comment: (empty)
- Request: 09/15/2018, \$800.00 - Nashv

Attendees section:

- Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$357.02
- Buttons: New Attendee, Advanced Search, Favorites, Search Recently Used, Remove, Create Group
- Table headers: Attendee Name, Attendee Title, Company, Attendee Type, Amount
- Buttons: Itemize, 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.
- **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.

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 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.

Expense: **Nightly Lodging Expenses** Available Receipts

Expense Type: Hotel Transaction Date: 07/02/2018 Business Purpose:

Vendor: South Seas Resorts Enter Vendor Name: SOUTH SEAS RESORTS City of Purchase: Seattle, Washington

Payment Type: *AL-VISA Amount: 468.26 USD Comment:

Request: 06/28/2018, \$600.00 - Seattle

Attendees: 1 | Attendee Total: \$468.26 | Remaining: \$0.00

Buttons: **Itemize** Allocate 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.

Expense: **Nightly Lodging Expenses** Available Receipts

Check-in Date: 09/15/2018 Check-out Date: 09/18/2018 Number of Nights: 3

Recurring Charges (each night)

Room Rate: 200.00 Room Tax: 20.00

Other Room Tax 1: Other Room Tax 2:

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type: Parking - Hotel Amount: 20

Expense Type: Choose an expense type Amount:

Buttons: 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.**

Expense | Nightly Lodging Expenses

Check-in Date: [] Check-out Date: 07/02/2018 Number of Nights: []

Recurring Charges (each night)

Room Rate: [] Room Tax: []

Other Room Tax 1: [] Other Room Tax 2: []

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type: []

01. Hotel Expenses
Hotel
Hotel Tax
Laundry
Parking - Hotel
02. Transportation
Agency Booking Fees
Airfare
Airline Fees
Baggage Fees

Check-in Date: 06/28/2018 Check-out Date: 07/02/2018 Number of Nights: 4

Recurring Charges (each night)

Room Rate: 99.00 Room Tax: 15.00

Other Room Tax 1: [] Other Room Tax 2: []

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type: Parking - Hotel Amount: []

Total Amount: \$468.26 | Itemized: \$468.26 | Remaining: \$0.00

Save Itemizations Cancel

- 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.

New Itemization

Total Amount: \$468.26 | Itemized: \$456.00 | Remaining: \$12.26

Expense Type: Choose an expense type

Save Cancel

- 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**.

Itemization

Total Amount: \$468.26 | Itemized: \$463.00 | Remaining: \$5.26

Expense Type: Dinner

Transaction Date: 07/02/2018

Business Purpose:

Enter Vendor Name: SOUTH SEAS RESORTS

City of Purchase: Seattle, Washington

Payment Type: *AL-VISA

Amount: 12.26 USD

Personal Expense (do not reimburse)

Comment:

Save Cancel

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.

| | Date | Expense Type | Amount | Requested |
|--------------------------|------------|---------------------------------------|--------------|-----------------|
| Adding New Expense | | | | |
| <input type="checkbox"/> | 07/02/2018 | Hotel Rate Seattle, Washington | \$33.30 | \$33.30 |
| <input type="checkbox"/> | 07/02/2018 | Hotel SOUTH SEAS RESORTS, Seattle, | \$468.26 | \$456.00 |
| <input type="checkbox"/> | 06/28/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 06/28/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 06/29/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 06/29/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 06/30/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 06/30/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 07/01/2018 | Hotel | \$99.00 | \$99.00 |
| <input type="checkbox"/> | 07/01/2018 | Hotel Tax | \$15.00 | \$15.00 |
| <input type="checkbox"/> | 07/02/2018 | Dinner | \$12.26 | \$0.00 |
| | | | TOTAL AMOUNT | TOTAL REQUESTED |
| | | | \$1,801.26 | \$1,789.00 |



10. 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"/> | 07/02/2018 | Airfare Delta Air Lines, Montgomery, Alab; | \$1,000.00 | \$1,000.00 | | | | |
| <input type="checkbox"/> | 07/02/2018 | M&IE Rate Seattle, Washington | \$55.50 | \$55.50 | | | | |
| <input type="checkbox"/> | 07/02/2018 | Hotel SOUTH SEAS RESORTS, Seattle, | \$468.26 | \$507.00 | | | | |
| <input type="checkbox"/> | 06/28/2018 | Hotel | \$99.00 | \$99.00 | | | | |
| <input type="checkbox"/> | 06/28/2018 | Hotel Tax | \$15.00 | \$15.00 | | | | |
| <input type="checkbox"/> | 06/29/2018 | Hotel | | | | | | |
| <input type="checkbox"/> | 06/29/2018 | Hotel Tax | | | | | | |
| <input type="checkbox"/> | 06/30/2018 | Hotel | | | | | | |
| <input type="checkbox"/> | 06/30/2018 | Hotel Tax | | | | | | |
| <input checked="" type="checkbox"/> | 07/01/2018 | Hotel | | | | | | |
| <input type="checkbox"/> | 07/01/2018 | Hotel Tax | | | | | | |
| <input type="checkbox"/> | 07/02/2018 | Dinner | | | | | | |

Itemization

Total Amount: \$468.26 | Itemized: \$519.26 | Remaining: **-\$51.00**

Expense Type: Hotel
Transaction Date: 07/01/2018
Business Purpose:

Vendor: South Seas Resorts
City of Purchase: Seattle, Washington
Payment Type: *AL-VISA

Amount: USD
 Personal Expense (do not reimburse)
Comment:

Request: 06/28/2018, \$600.00 - Seattle

Save Allocate Cancel

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

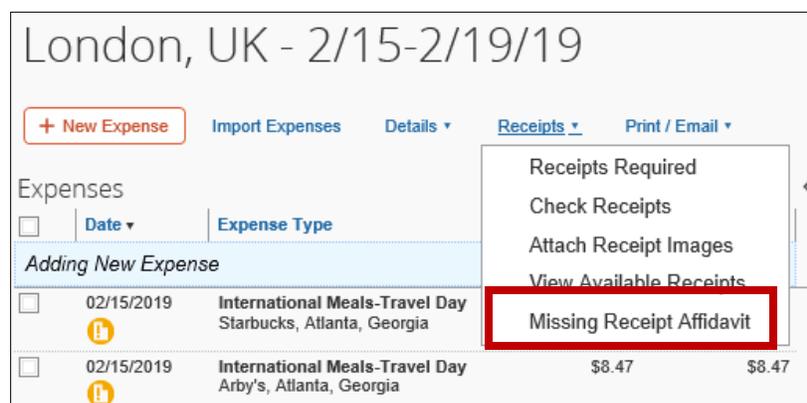


RECEIPTS

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.

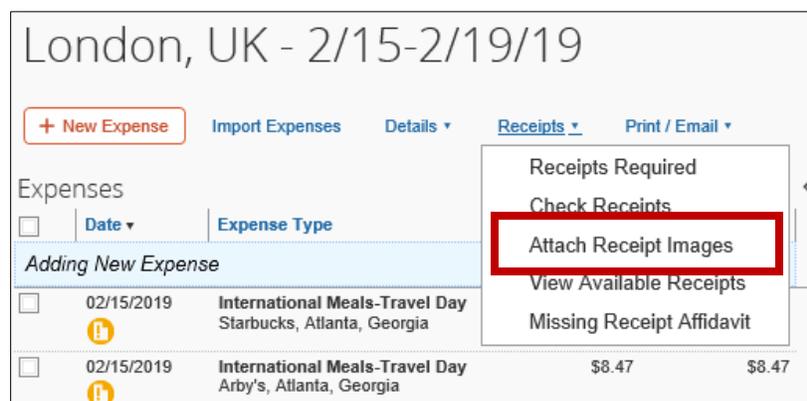


There is a **Missing Receipt Affidavit** available under the “Receipts” dropdown, if the traveler is unable to provide the actual receipt.



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.





PERSONAL EXPENSES

If a personal charge is made using the state travel card, the traveler should get the charge reversed as soon as possible. It is recommended that travelers pay close attention to receipts that are provided to make sure all charges are correct, and business related. It is easier to get a charge corrected while on site, rather than weeks later over the phone. If a personal charge still comes through to Concur, it is the traveler's responsibility to reconcile that charge, so the bank is paid and make the necessary steps to repay this money back to the State. If the personal charge is submitted on the expense report along with the CONUS and personal mileage claim, then the personal amount will be deducted from the money due the employee. If the employee is not due any reimbursement, then the agency must collect the funds and attach the cash receipt to the expense report before submitting to the Comptroller's Office. It is recommended that any card charges that occur during the actual travel event be submitted on the same expense report with the claim for CONUS, so there is a method to recoup any personal expenses that were charged to the State.

Any expense line that relates to a personal expense should be marked as personal.

The screenshot shows the 'Itemization' form in Concur. At the top right, it displays 'Total Amount: \$468.26 | Itemized: \$463.00 | Remaining: \$5.26'. The form fields include: Expense Type (Dinner), Transaction Date (07/02/2018), Business Purpose (empty), Enter Vendor Name (SOUTH SEAS RESORTS), City of Purchase (Seattle, Washington), Payment Type (*AL-VISA), Amount (12.26 USD), and a checkbox for 'Personal Expense (do not reimburse)' which is checked and highlighted with a red box. There is also a Comment field and 'Save' and 'Cancel' buttons at the bottom right.

If a portion of a charge needs to be marked personal, this can be done by selecting the **Itemize** button on that expense line.

The screenshot shows the 'Expense' form in Concur. It includes fields for Expense Type (Transit Costs), Transaction Date (05/12/2019), Business Purpose (empty), Vendor (UBER), City of Purchase (empty), Payment Type (Cash), Amount (15.00 USD), and a checkbox for 'Personal Expense (do not reimburse)' which is unchecked. At the bottom, there are buttons for 'Save', 'Itemize' (highlighted with a red box), 'Allocate', 'Attach Receipt', and 'Cancel'. A 'Receipt Image' tab and 'Available Receipts' link are also visible at the top.



This will allow you to break out the expense into multiple lines, marking the amount that is not business related as personal. An example would be a traveler paying an UBER driver a tip over the allowable 20%. The excessive tip would be claimed as a personal expense.

Itemization

Total Amount: \$15.00 | Itemized: \$15.00 | Remaining: \$0.00

| | | |
|---------------|---|-----------------------------------|
| Expense Type | Transaction Date | Business Purpose |
| Transit Costs | 05/12/2019 | |
| Vendor | City of Purchase | Payment Type |
| UBER | | Cash |
| Amount | <input checked="" type="checkbox"/> Personal Expense (do not reimburse) | Comment |
| 10.00 USD | | Tip for UBER - over allowable 20% |

Save Cancel

| | | | | |
|--------------------------|------------|---------------|---------|--------|
| <input type="checkbox"/> | 05/12/2019 | Transit Costs | \$15.00 | \$5.00 |
| | | UBER | | |
| <input type="checkbox"/> | 05/12/2019 | Transit Costs | \$5.00 | \$5.00 |
| <input type="checkbox"/> | 05/12/2019 | Transit Costs | \$10.00 | \$0.00 |



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

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.

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

Total: \$2,089.00 Allocated: \$2,089.00 (100%) Remaining: \$0.00 (0%)

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

Expense List

| Date | Expense T... | Group | Amount |
|------------|--------------|-------|------------|
| 08/28/2018 | M&IE Rate | | \$55.50 |
| 08/28/2018 | Baggage F... | | \$25.00 |
| 08/28/2018 | Conferenc... | | \$250.00 |
| 08/29/2018 | M&IE Rate | | \$74.00 |
| 08/30/2018 | M&IE Rate | | \$74.00 |
| 07/01/2018 | M&IE Rate | | \$74.00 |
| 07/02/2018 | Airfare | | \$1,000.00 |
| 07/02/2018 | M&IE Rate | | \$55.50 |
| 07/02/2018 | Baggage F... | | \$25.00 |
| Hotel | | | |
| 08/28/2018 | Hotel Tax | | \$15.00 |
| 08/28/2018 | Hotel | | \$99.00 |
| 08/29/2018 | Hotel Tax | | \$15.00 |
| 08/29/2018 | Hotel | | \$99.00 |
| 08/30/2018 | Hotel Tax | | \$15.00 |
| 08/30/2018 | Hotel | | \$99.00 |
| 07/01/2018 | Hotel Tax | | \$15.00 |

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.

Allocations

Total: \$2,089.00 Allocated: \$2,089.00 (100%) Remaining: \$0.00 (0%)

| Percentage | Department | Accounting Group | Accounting Template | Code |
|-------------------------------------|------------|------------------|---------------------|------|
| <input checked="" type="checkbox"/> | 100 | 010 | | |

Type to search by:

Text Code

(010) FINANCE



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:** [Empty field]
- Purpose of the Trip:** [Empty field]
- From Location:** [Empty field]
- To Location:** [Empty field]
- Payment Type:** Cash (selected)
- Distance : Amount:** 0 : 0.00 USD
- Comment:** [Empty field]

At the bottom right of the form, there is a **Mileage Calculator** link with a small icon. At the very bottom of 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**.

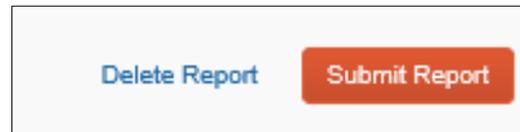
The screenshot shows the 'Mileage Calculator' map interface with the following elements:

- Waypoints:** Two input fields for starting and ending locations, with a 'Calculate Route' button.
- Map:** A Google Maps interface showing a world map with a green pin on Nigeria.
- Options:** Avoid Tolls, Avoid Highways, Deduct Commute.
- Summary:** TOTAL PERSONAL 0.0 MI, TOTAL BUSINESS 0.0 MI.
- Buttons:** Add Mileage to Expense, Cancel.

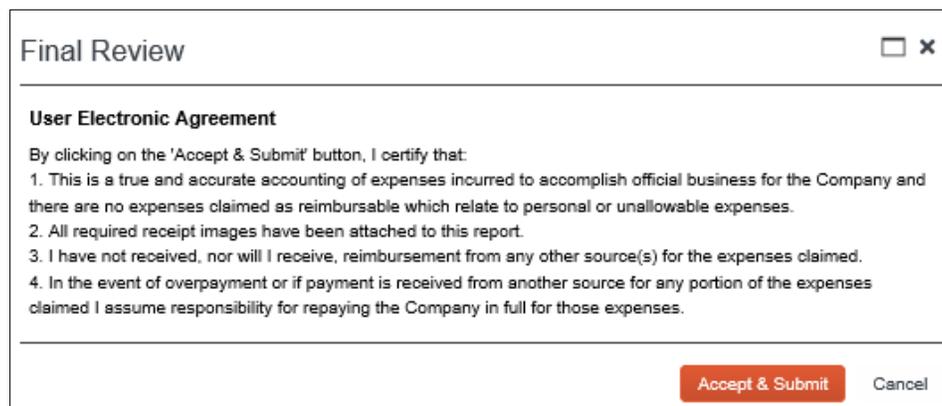


SUBMIT REPORT

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.

| 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