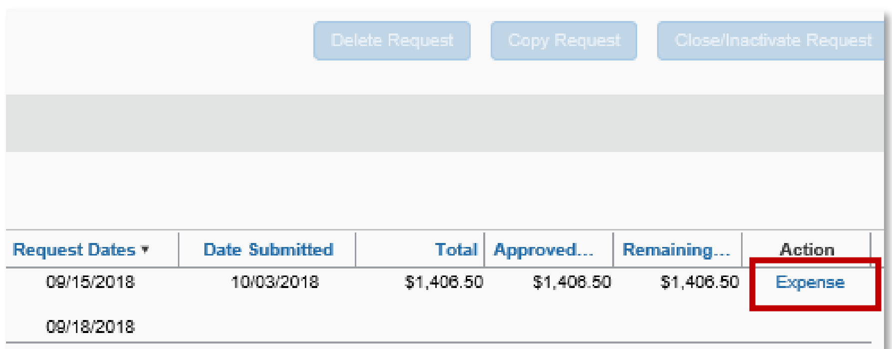
PAYING STATE TRAVEL CARD IN ADVANCE

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.

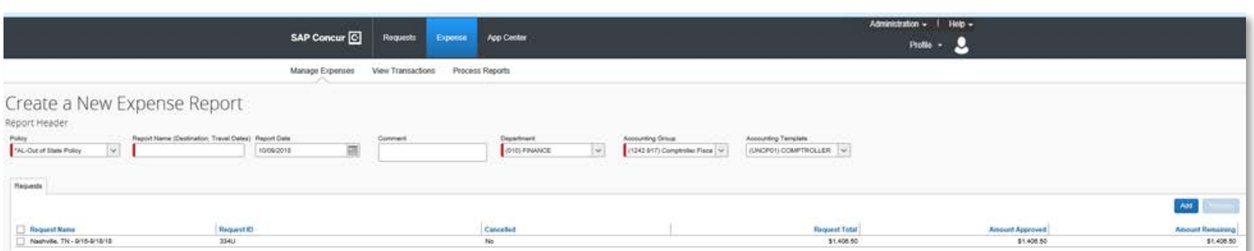
1. Select the **Request tab** on the menu bar.
2. Select **Manage Requests**. This will give you a list of all active requests.

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.

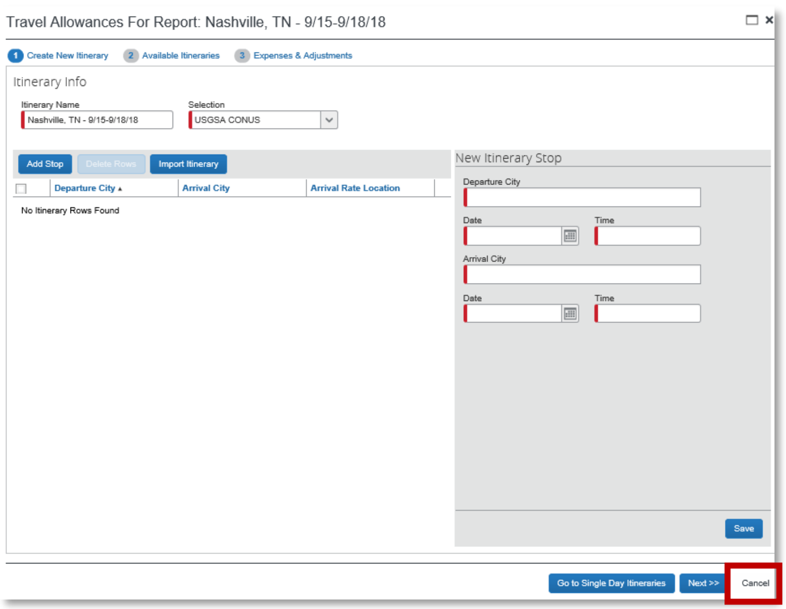


- **Policy** – The Policy will default to policy on Request.
- **Report Name** – The Report Name should default from the Request. Be sure the suggested format (Destination, Travel Dates) is used.
- **Report Date** – This field will default to the current date.
- **Comment** – Notate paying AL Visa charges in advance of travel.

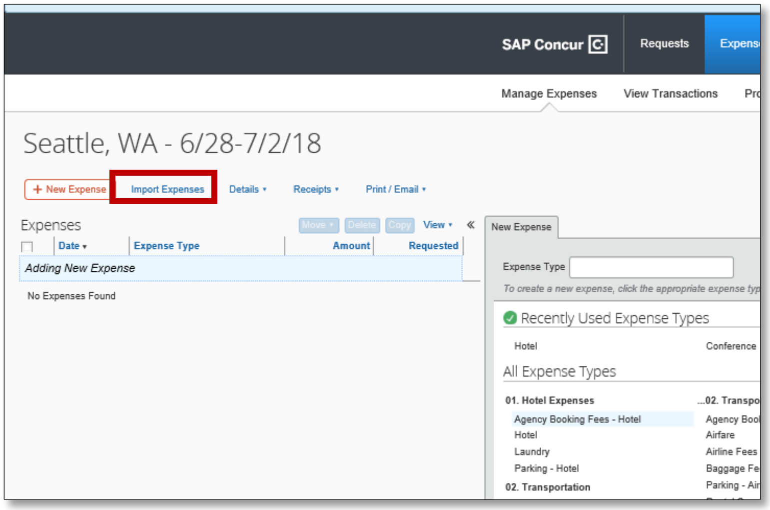
- **Department** – This information should default based on the user.
- **Accounting Group** - This information should default based on the user.
- **Accounting Template** - This information should default based on the user.
- The Request tied to the expense report should be visible. If it is not, you 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.

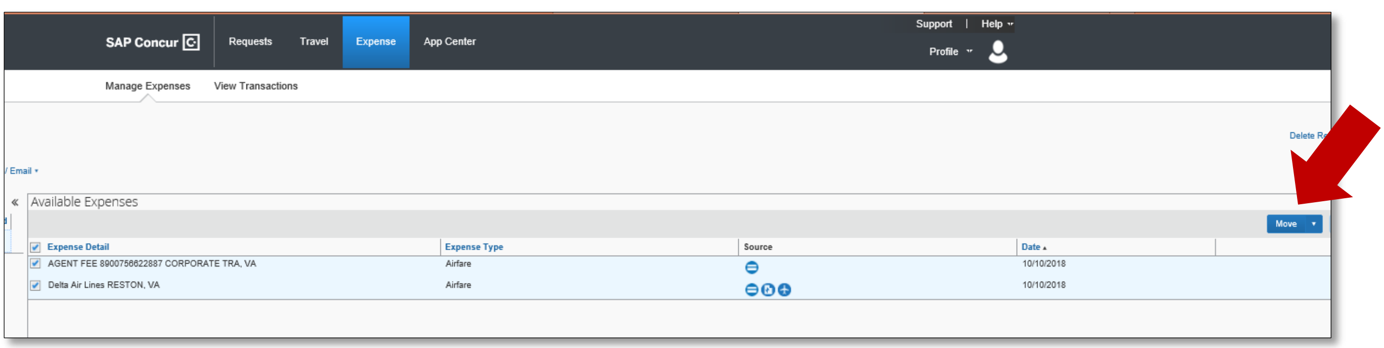
6. The Travel Allowances screen will appear. This feature will <u>NOT</u> be used for this payment. Please click "**Cancel**". This tool is used to calculate CONUS rates/meal amounts to be claimed when the traveler returns from a trip.



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



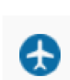
8. Select any that apply to this trip and click **Move** in the right corner. If multiple bookings or cancellations were made without accessing the same trip in the Trip Library, multiple Agency Booking Fees may result. Be sure that all booking fees related to the trip are added to the same report.



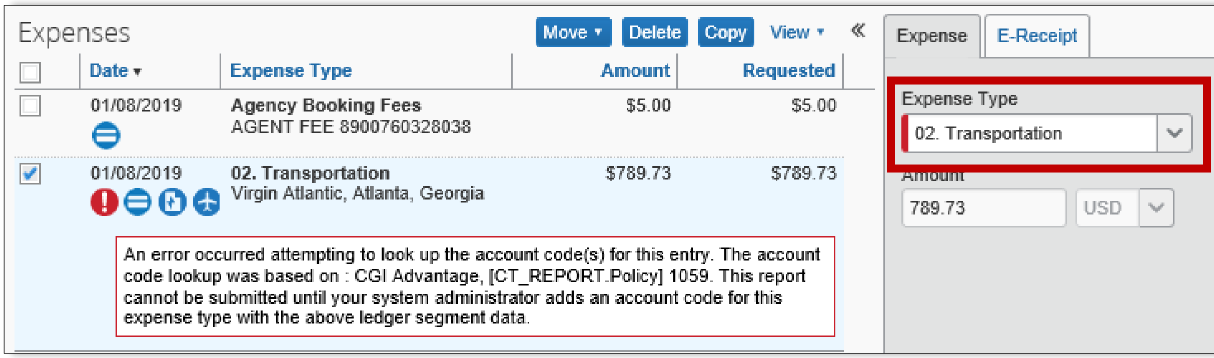
9. This will move the expenses into the current expense report. Be sure the Expense Type is correct and that receipts are available for all charges. Note: The Agency Booking Fee does not require a receipt. The Airfare transaction should have the following three icons visible, letting the traveler know 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

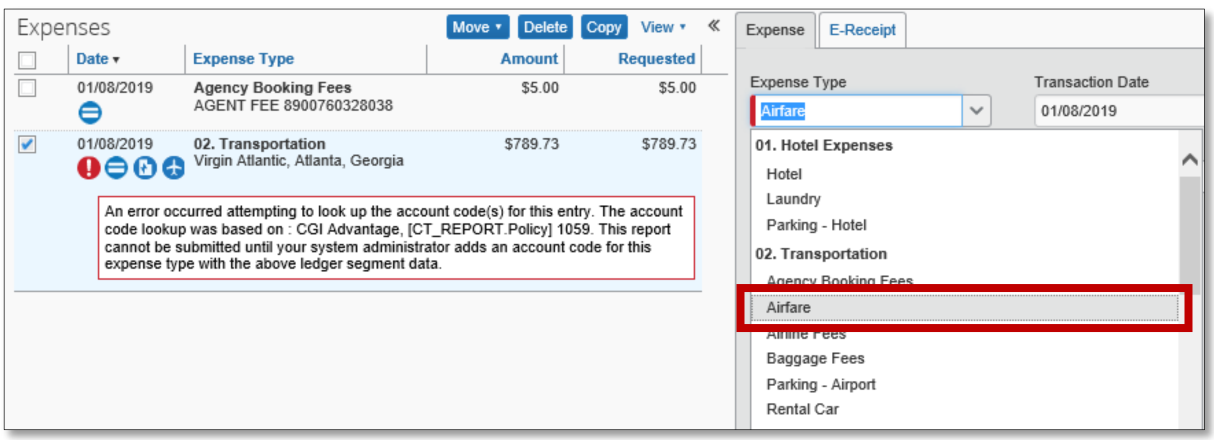
 e-Receipt

 Travel Itinerary

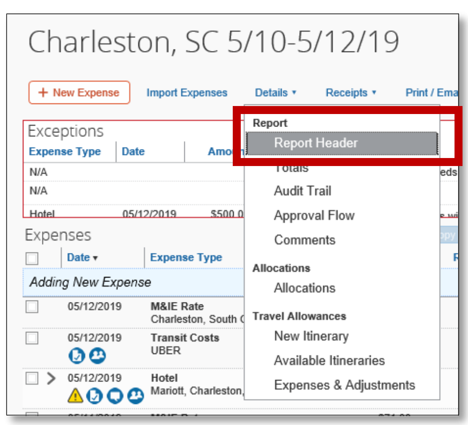
10. If an Expense Type imports into Concur incorrectly or with an error, the traveler may change the selection by using the dropdown box provided on each line. In this example, the airline ticket imported as "02. Transportation", which is just a category in the expense types.



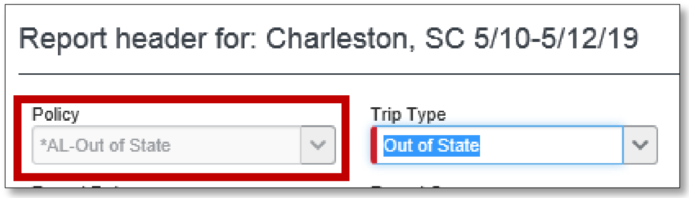
The traveler can expand the list and select "Airfare" and save the changes to that line item.



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**.



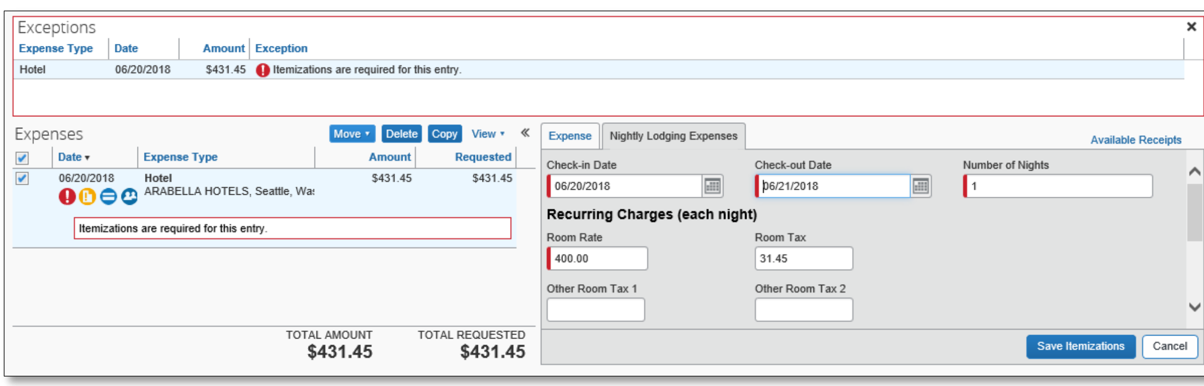
The expense report should either reference **AL-Out of State* or **AL-In State*, depending on the exact travel event. If this field is incorrect, the report will need to be deleted and a new report will need to be created.



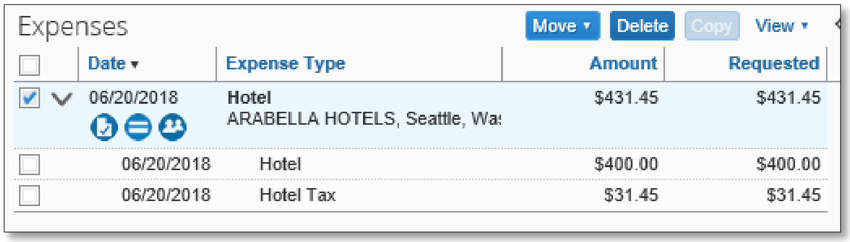
The expense report pulls the policy referenced on the Request, so if the wrong policy was entered on the Request, you will need to submit a new Request for approval using the correct policy.

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



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.