SAP Concur

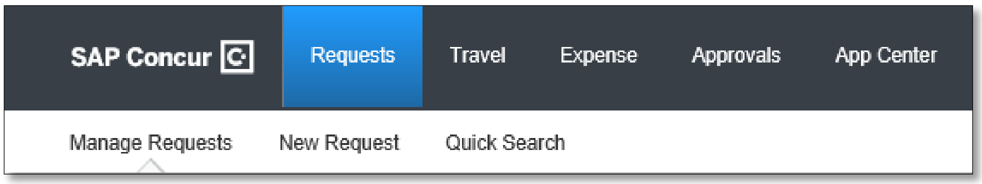
CREATING AN EXPENSE REPORT

TABLE OF CONTENTS

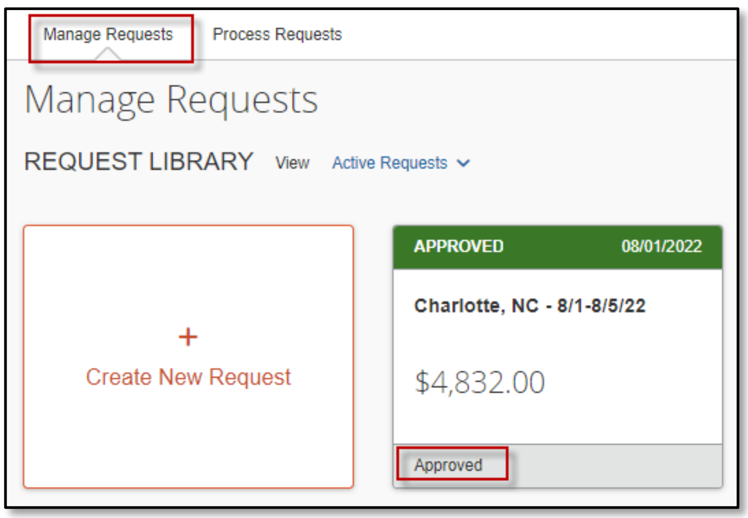
LINK REQUEST TO EXPENSE

An approved Request is necessary to create a travel related Expense Report in Concur. It is important to keep all travel Requests active until you are sure no other travel expenses related to the event are expected. Once the Request is inactivated, the only way to submit future travel expenses is to create a new Request. Our office recommends keeping all Requests active for up to a month after the travel event for this reason.

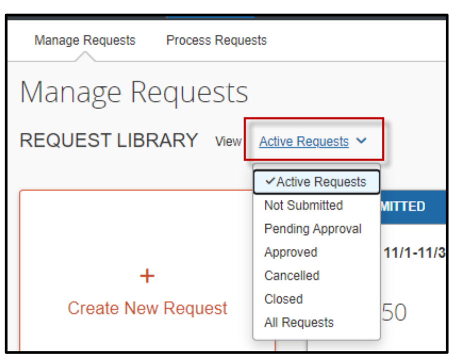
Select the **Request tab** on the menu bar.



Select **Manage Requests**. This will show all active requests. Click to open the “Approved” Request.



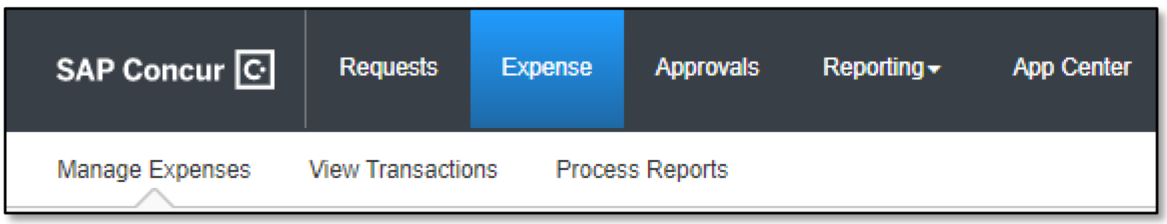
If you do not see a Request you are looking for, the Active Requests filter can be selected for other options.



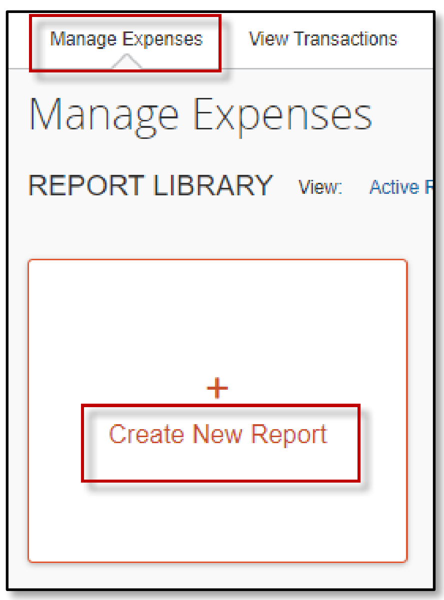
Within the appropriate approved Request, select **Create Expense Report** in the top right corner of the screen to begin creating the expense report.

OR

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



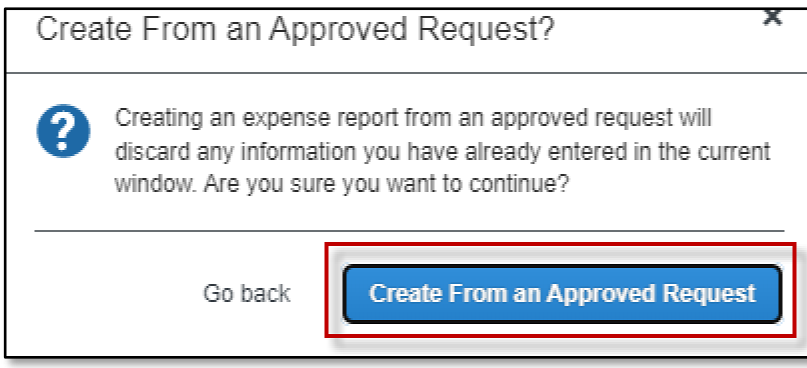
Select **Manage Expenses** and **Create New Report**.



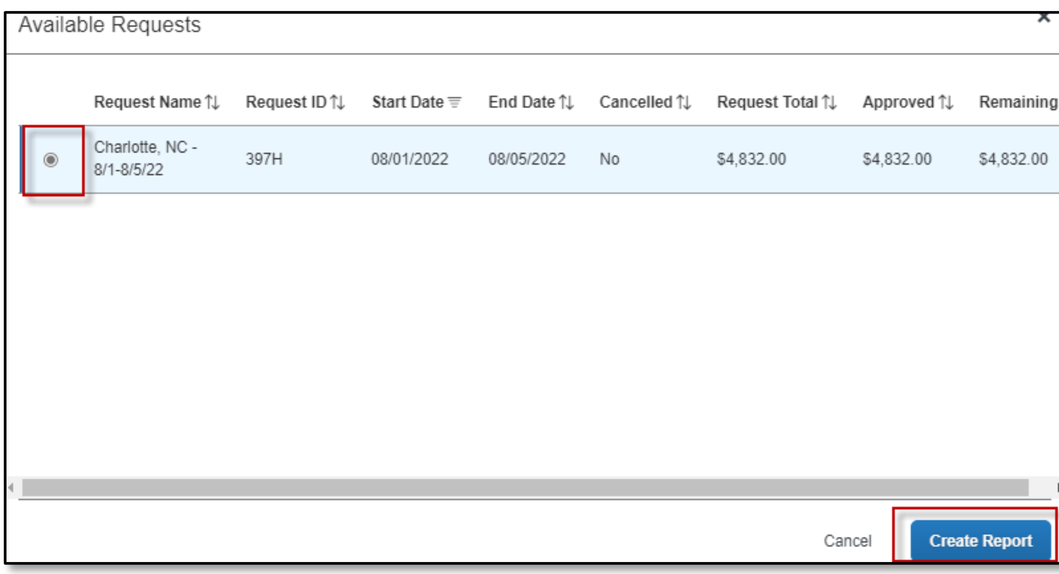
Select **Create From an Approved Request**.

NOTE: If this step is skipped, you will be unable to submit your expense report.

Click the **Create From an Approved Request** button that appears.



Select the radio button next to the appropriate Request and select **Create Report**.

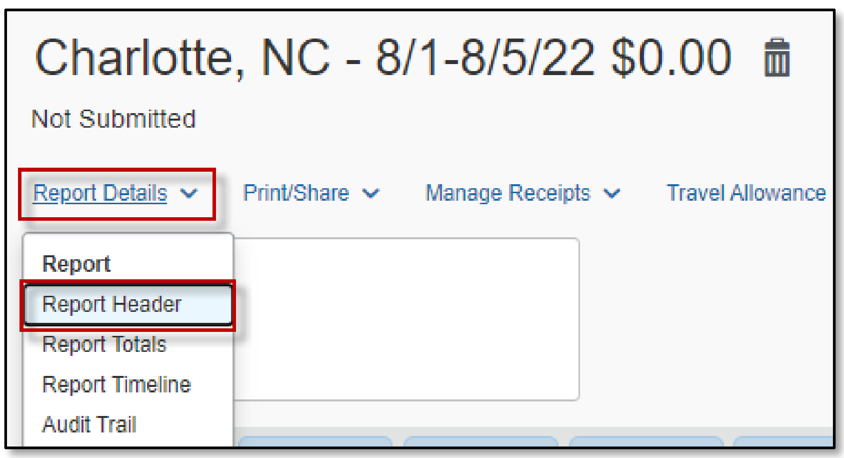


REPORT HEADER

If you have created the expense report by mistake or just need to delete, there is a trash can icon next to the report name.

If you notice the Report Name does not follow the required format, you can click the actual name and will be taken directly to the Report Header screen to make necessary adjustments. Remember, the name should be formatted with the Destination and travel dates (including the year). Any reports not using this format will be rejected for correction.

You can also access the Report Header by selecting the **Report Details** dropdown then **Report Header.** This is necessary to double check the information that transferred from the Request.

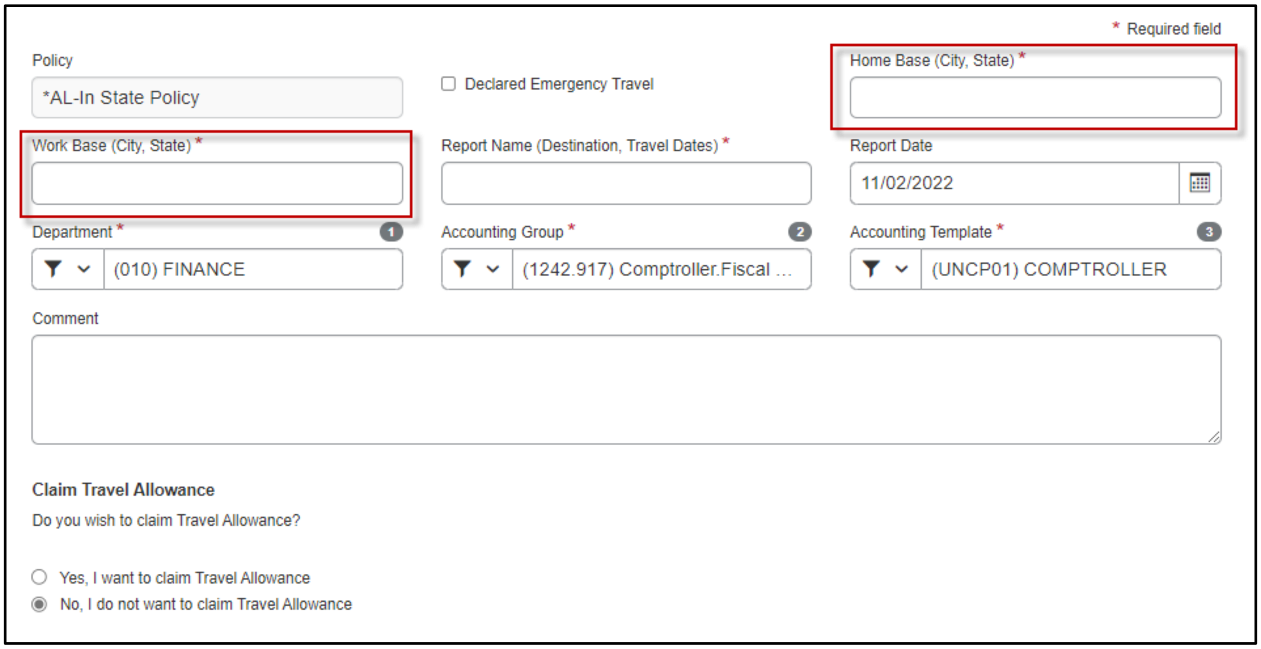


NOTE: Required fields are marked with a red asterisk.

It is very important to go to the Report Header first, because there are required fields that must be completed in order to claim M&IE/CONUS.

IN STATE REPORT HEADER

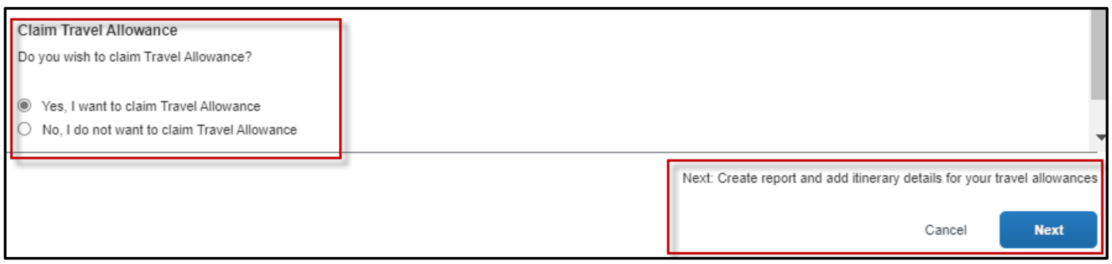
The Report Header for the In State Policy has two additional fields that must be completed.



- **Policy** – The Policy will default to the Policy on the Request. This drives the allowable expenses, so if the wrong policy is visible you will need to cancel and redo the Request using the correct policy (In State Policy vs Out of State Policy).
  NOTE: The state or traveler must be a dues-paying member of the national, state, or regional organization holding the event to qualify for In State Actual. The Certification of In State Travel Expenses Form must be attached to the Expense Report for processing. This form can be found on the Comptroller's website under Online Forms.
- **Declared Emergency Travel –** This button should only be selected if there is a Declared State of Emergency or if the agency has a Declared Emergency that is being used as the authority to travel. *Note: Please see the* **Declared Emergency Travel** *job aid for assistance with this process.*
- **Home Base** – Enter the City and State of your home base.
- **Work Base** – Enter the City and State of your work base.
- **Report Name** – The Report Name should default from the Request. Be sure the required format of Destination (city, state) and Travel Dates (including the year) is used.
  NOTE: This is a required format. The Expense Report will not be processed until this format is used.
- **Report Date** – This field will default to the current date.
- **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.

NOTE: This will determine how the expense is posted. The agency accounting offices can allocate expenses to different templates during their audit of the Expense Report. See the ***Allocations*** *job aid for assistance.*

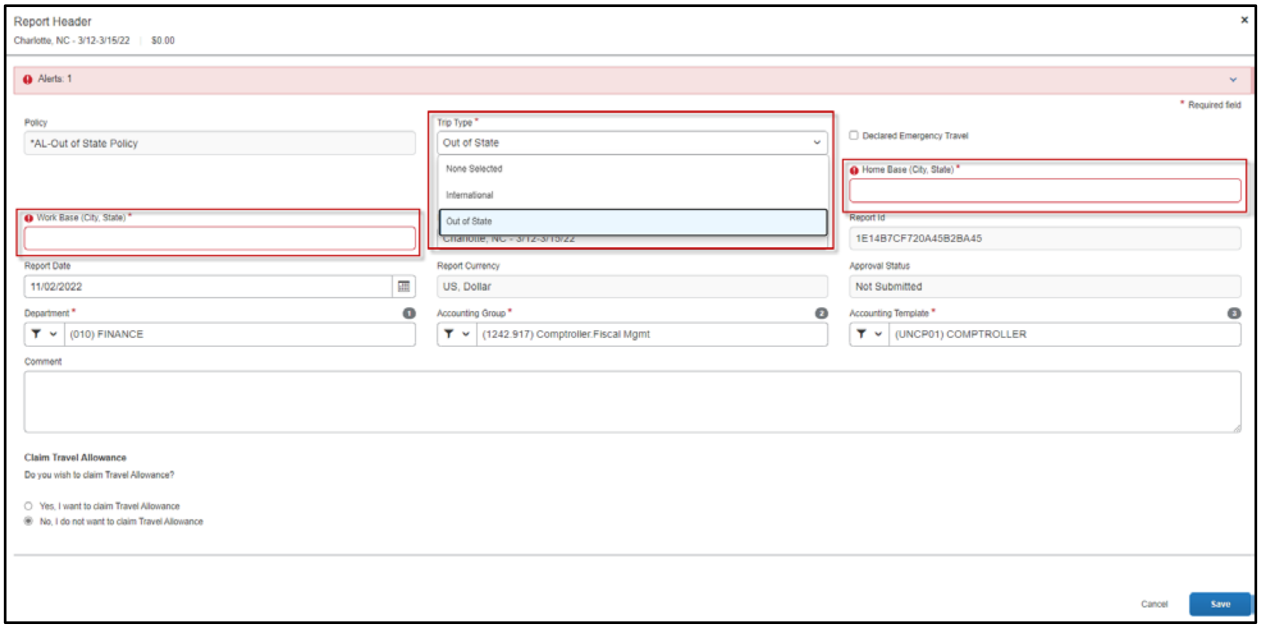
- **Comment** – Enter any necessary comments that your approver will need to approve the expense report.
- **Claim Travel Allowance** – If you wish to claim the allowable CONUS rate for meal reimbursement, be sure to select "**Yes, I want to claim Travel Allowance**" in order to proceed to the Itinerary portion of the Expense Report. If you are only processing an expense report to pay for a card charge in advance of the travel event, you will select "**No, I do not want to claim Travel Allowance".** You will have the opportunity to claim the travel allowance when you return from the travel event.



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.

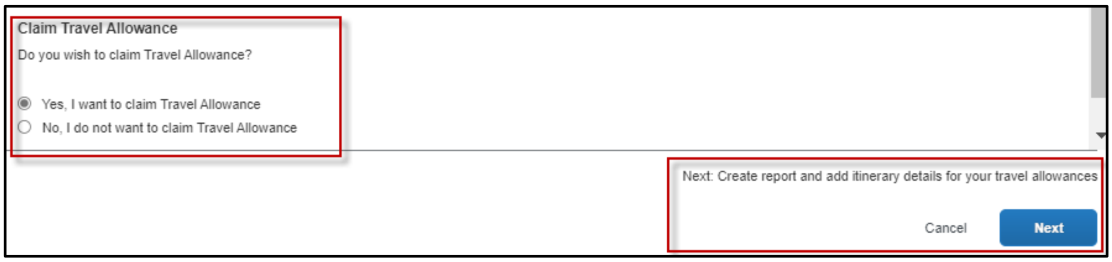
OUT OF STATE/INTERNATIONAL REPORT HEADER

The Report Header for the Out of State Policy has additional fields that must be completed.



- **Policy** – The Policy will default to the Policy on the Request. This drives the allowable expenses, so if the wrong policy is visible you will need to cancel and redo the Request using the correct policy (In State Policy vs Out of State Policy).
- **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. *Note: Please see the* **Creating an Expense Report for International Travel** *for more assistance with international trips.*
- **Declared Emergency Travel –** This button should only be selected if there is a Declared State of Emergency or if the agency has a Declared Emergency that is being used as the authority to travel. *Note: Please see the* **Declared Emergency Travel** *job aid for assistance with this process*.
- **Home Base** – Enter the City and State of your home base.
- **Work Base** – Enter the City and State of your work base.
- **Report Name** – The Report Name should default from the Request. Be sure the required format of Destination (city, state) and Travel Dates (including the year) is used.
  NOTE: This is a required format. The Expense Report will not be processed until this format is used.
- **Report Date** – This field will default to the current date.
- **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.
  NOTE: This will determine how the expense is posted. The agency accounting offices can allocate expenses to different templates during their audit of the Expense Report. See the **Allocations** *job aid for assistance.*

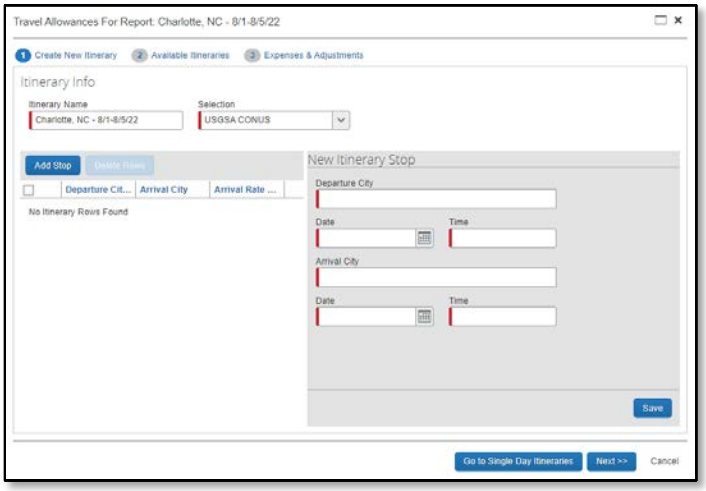
- **Comment** – Enter any necessary comments that your approver will need to approve the expense report.
- **Claim Travel Allowance** – If you wish to claim the allowable CONUS rate for meal reimbursement, be sure to select "**Yes, I want to claim Travel Allowance**" in order to proceed to the Itinerary portion of the Expense Report. If you are only processing an expense report to pay for a card charge in advance of the travel event, you will select "**No, I do not want to claim Travel Allowance".** You will have the opportunity to claim the travel allowance when you return from the travel event.



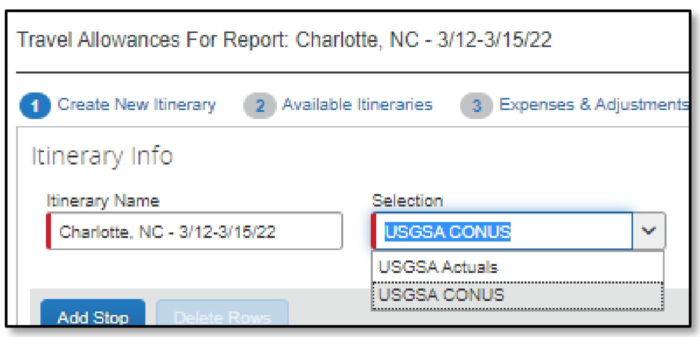
NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.

TRAVEL ALLOWANCE ITINERARY

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 business travel began. If the date is not available for selection, it may be tied to another expense report. *See* **Travel Allowance Itinerary** *job aid for more assistance.*

NOTE: If personal time was added to the beginning of the trip, only enter the date the business travel would have begun if personal time was not included. An explanation of the dates and times of personal time must be included as an attachment to the expense report for auditing purposes. See the ***Travel Allowance Itinerary*** *job aid for more information regarding personal time.*

- **Time** – Enter the time your travel began.
- **Arrival City** – Enter the city you traveled to. This should be the city where your state business took place. It should not be the location of the airport or lodging, if it differs.

- **Date** – Enter the date you arrived at your destination.
- **Time** – Enter the time you arrived at your destination.
- Select **Save**. This should be the itinerary for your departure date.

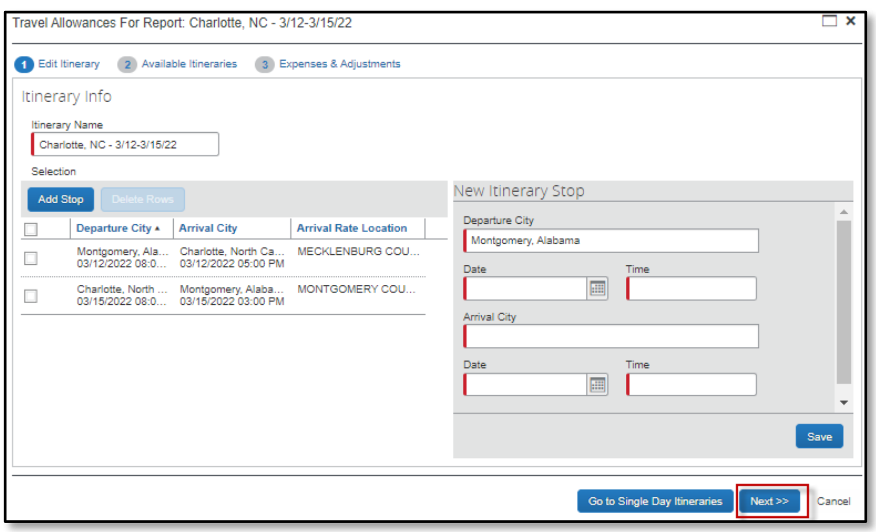
Note: You will repeat this process for the return itinerary or any other stops.

- **Departure City** – This will default from the Arrival City in the prior itinerary entry screen.
- **Date** – Enter the date your business travel ended. If the date is not available for selection, it may be tied to another expense report.

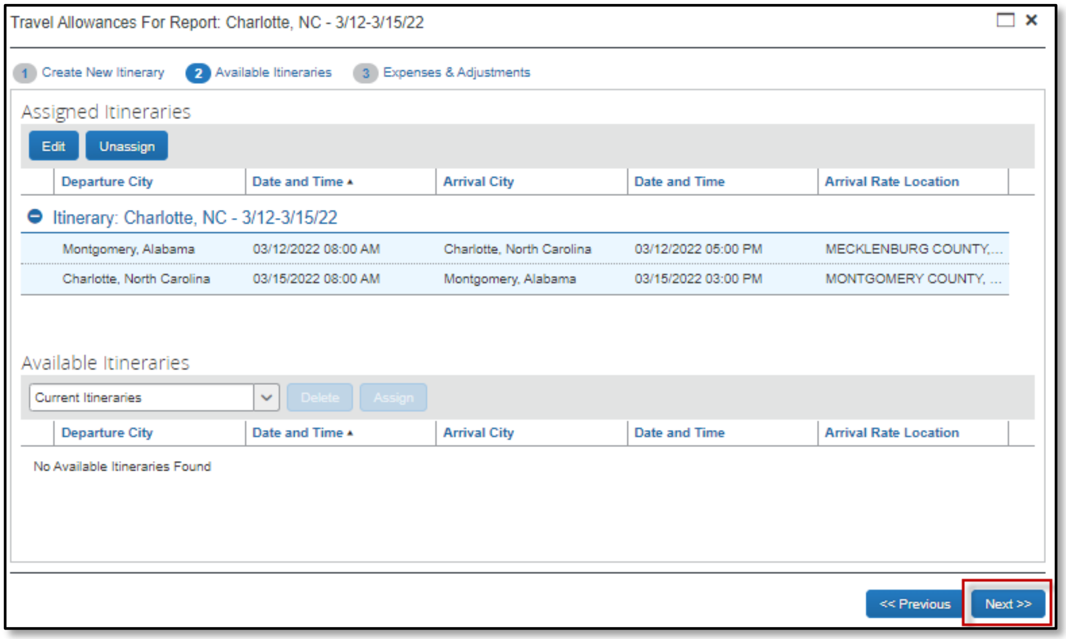
NOTE: If personal time was added to the end of the trip, only enter the date the business travel would have ended if personal time was not included. An explanation of the dates and times of personal time must be included as an attachment to the expense report for auditing purposes. See the ***Travel Allowance Itinerary*** *job aid for more information regarding personal time.*

- **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.

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



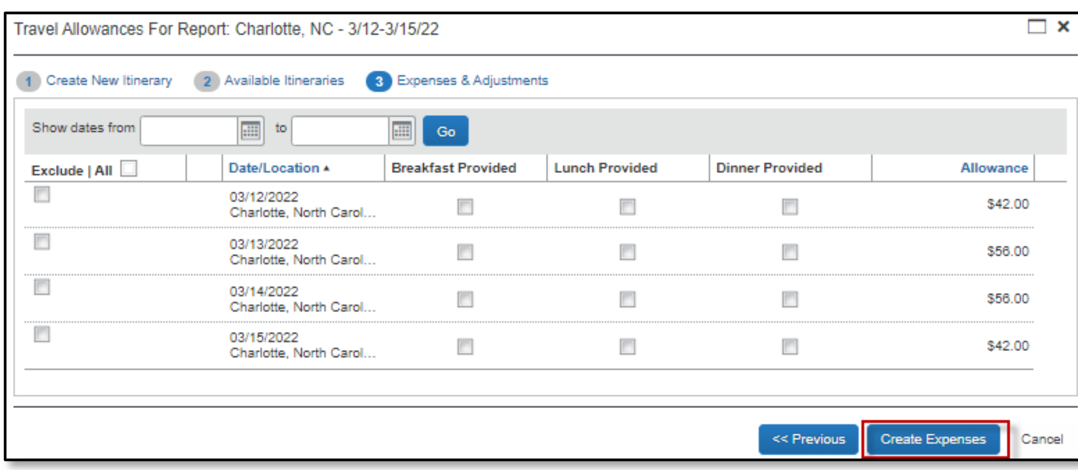
Review the itinerary information for accuracy and select **Next**. You can edit from this screen if a correction is necessary. To edit, select a line and the **Edit** button will become available.



The next screen will allow you to select individual meals that were provided by a conference.

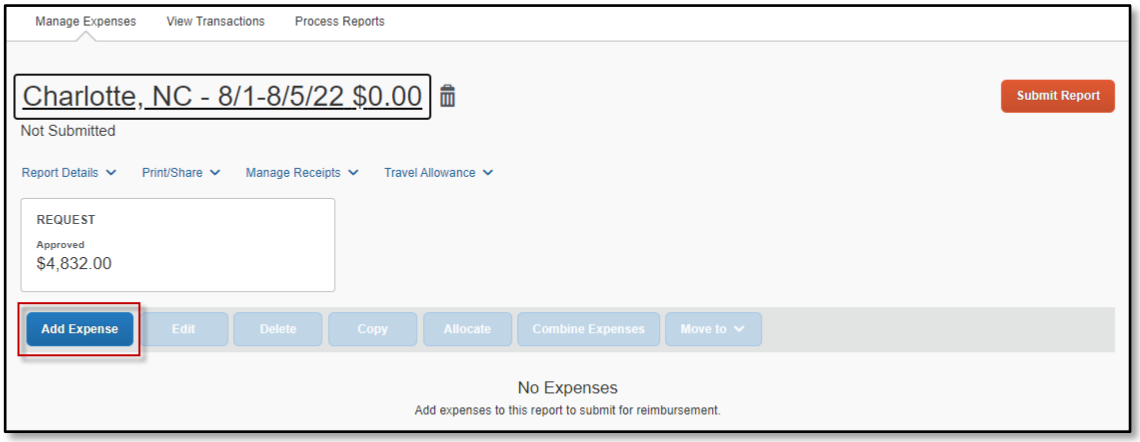
*NOTE: If personal days were added to the beginning or ending of the trip, only notate the dates that would have been for business travel had you departed or returned without taking personal time. The first and last day of business travel only qualify for 75% of CONUS. If personal days were taken in the middle of the business trip, you can select the row to exclude the entire day from the CONUS calculation. See the **Travel Allowance Itinerary** job aid for more information regarding personal time.*

Select **Create Expenses**.

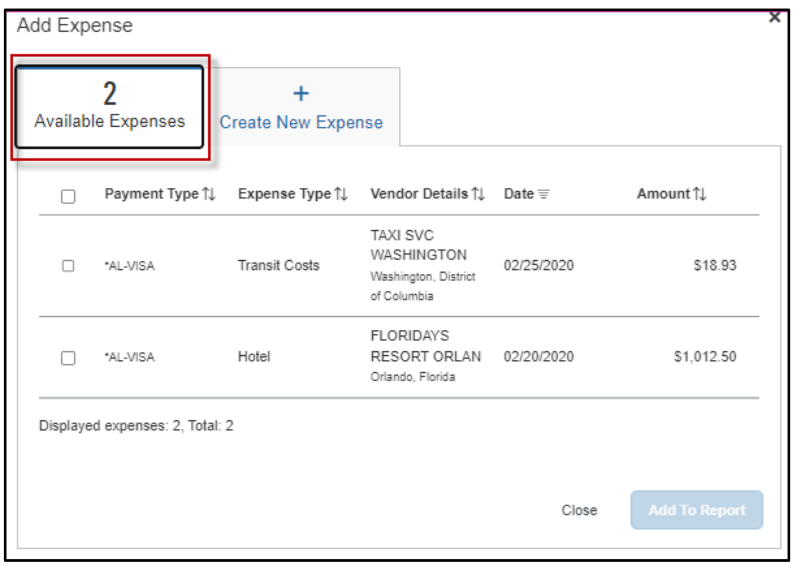


TRAVEL CARD CHARGES

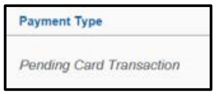
If you have travel card charges, select **Add Expense**.



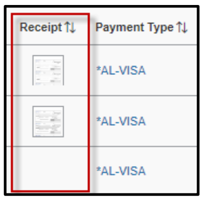
A new window will appear. Select the tab for **Available Expenses**, in order to view charges from the AL-VISA.



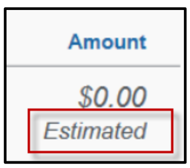
NOTE:
*State travel card charges will have *AL-VISA as the payment type. If the expense line indicates "Pending Card Transaction" then the posted charge has not imported from the bank yet. Please wait for the *AL-VISA notation on the line before adding to an expense report.*



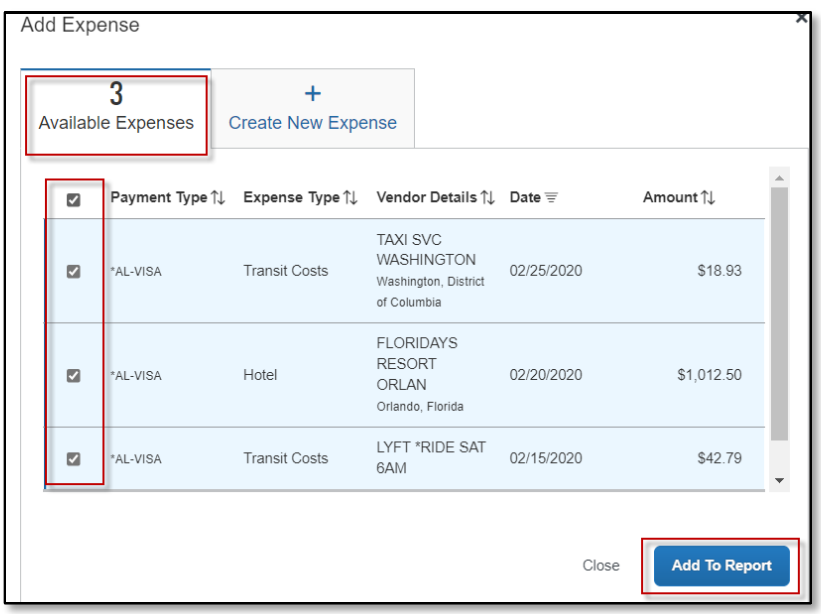
A receipt image will be visible on expense lines that have receipts or e-receipts attached.



If a travel itinerary is the only item imported from the airline carrier or rental car provider, it will have an "Estimated" amount in that column.



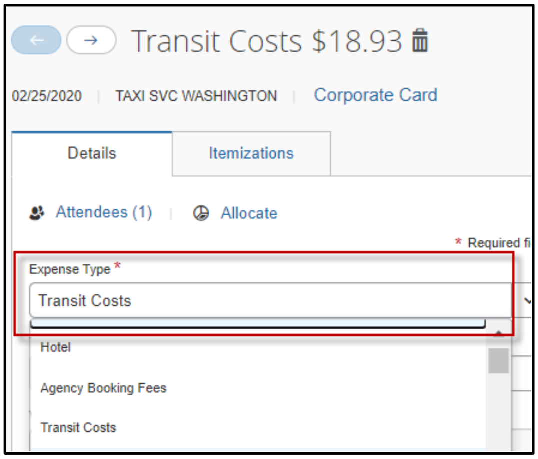
Select the charges that relate to the travel event, then click **Add to Report**.



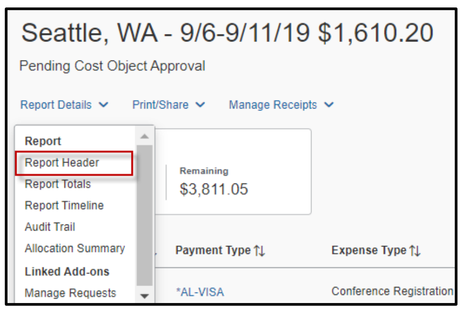
The transactions are pulled into the expense report and ready for additional information to be entered. Be sure the Expense Type is correct and that receipts are available for all charges. Note: The Agency Booking Fee does not require a receipt.

EXPENSE TYPES

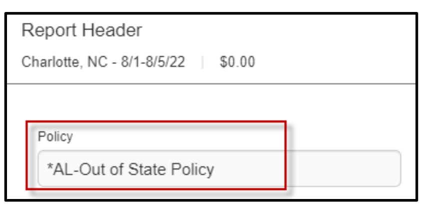
If an Expense Type imports into Concur incorrectly or with an error, the traveler may change the selection by using the drop-down provided on each line.



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 **Report Details** dropdown and selecting **Report Header**.

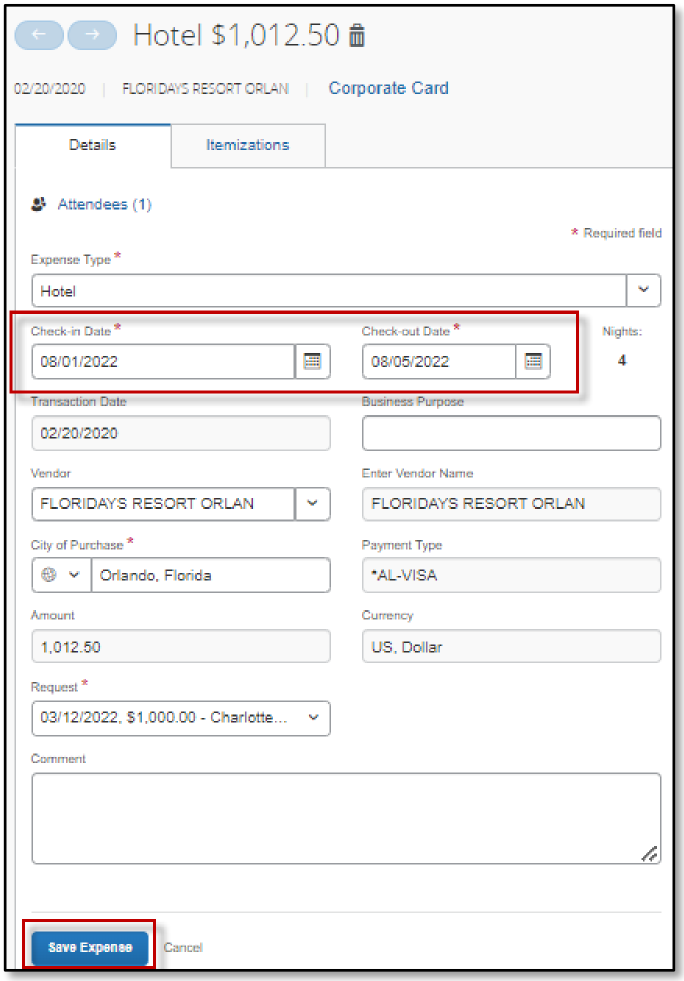


The expense report should either reference ***AL-Out of State*** or ***AL-In State***, depending on the exact travel event. If this field is incorrect, the report will need to be deleted. The expense report pulls the policy referenced on the Request, so if the wrong policy was entered on the Request, 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 the *[Link Request to Expense](#)* section of this job aid to assist with this process.

EXPENSE TYPE DETAILS

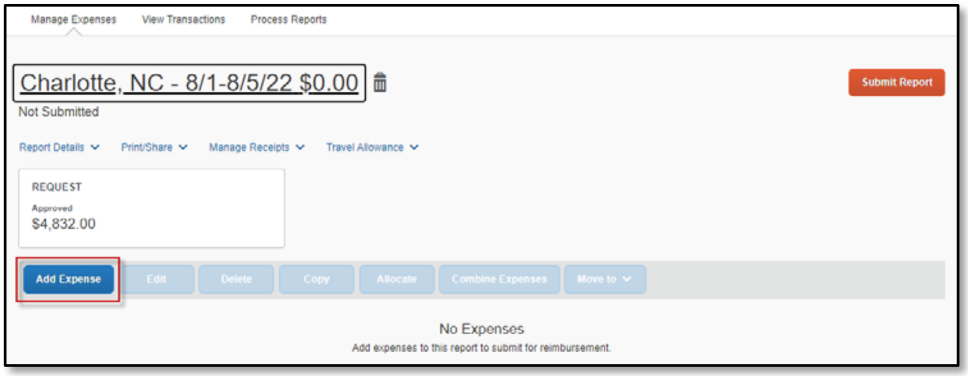


- **Expense Type** – State travel card transactions will already have an expense type selected. Be sure the expense type is accurate based on the charges. Edits can be made by selecting another option from the drop-down menu.
  NOTE: The Hotel expense type will require the check-in and check-out dates.
- **Transaction Date** – This field will default if a loaded credit card transaction is selected.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – This field will default if a loaded credit card transaction is selected.
- **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** – The amount of the card charge will be in this field.
- **Request** – This field shows the amount that was approved on the Request. If more than one line item was entered on the Request, make a selection from the drop-down and save any changes.
  NOTE: This field is necessary to show the amounts that were approved on the Request. If this field is not visible, make sure the correct Expense Type is selected on the line. Otherwise, contact your agency Concur office to find out options if the expense was not approved on the Request.

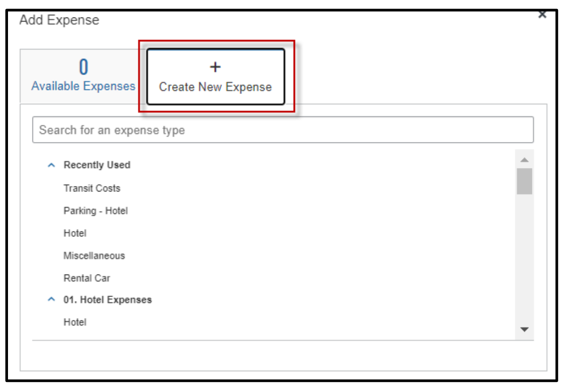
EXPENSES PAID WITH PERSONAL FUNDS

Any business expenses that were not paid with the State's travel card will need to be manually entered. *NOTE: The state travel card should be used for airfare, hotel, rental car, conference registration, transit costs, etc.*

You may do so by selecting **Add Expense**.



A new window will appear. Select the tab for **Create New Expense**, in order to view a menu of expense types to select from.

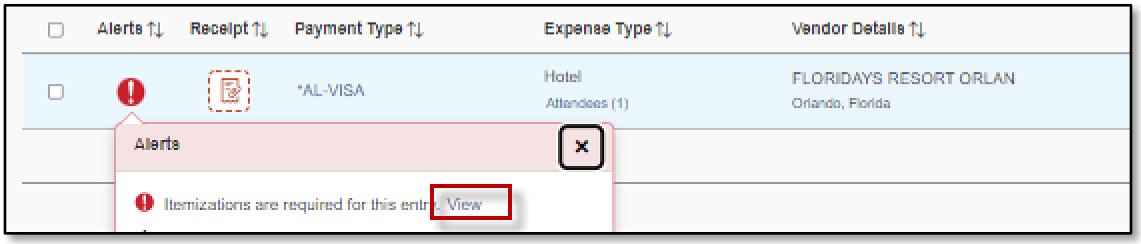


- **Expense Type** – This field will default if you manually select an expense type.
- **Transaction Date** – Enter the date of the charge supported by the receipt.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – Enter the vendor information supported by the receipt.
- **City of Purchase** – Enter the city the purchase took place.
- **Payment Type** – If personal funds were used, select Cash.
- **Amount** – Enter the amount of the reimbursement.
- **Request** – This field shows the amount that was approved on the Request. If more than one line item was entered on the Request, make a selection from the drop-down and save any changes.

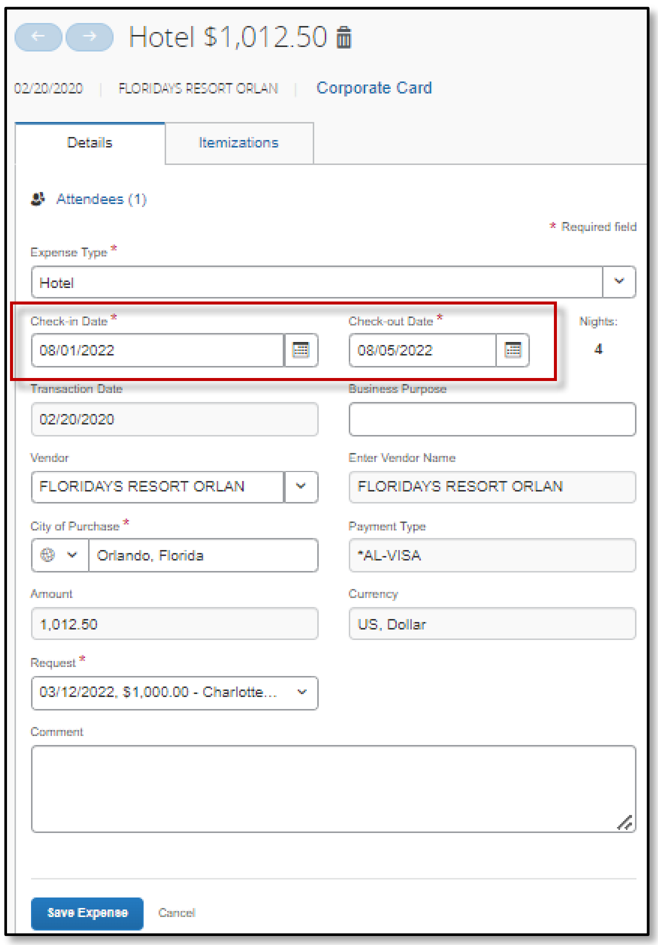
NOTE: This field is necessary to show the amounts that were approved on the Request. If this field is not visible, make sure the correct Expense Type is selected on the line. Otherwise, contact your agency Concur office to find out options if the expense was not approved on the Request.

ITEMIZING HOTEL STATEMENT

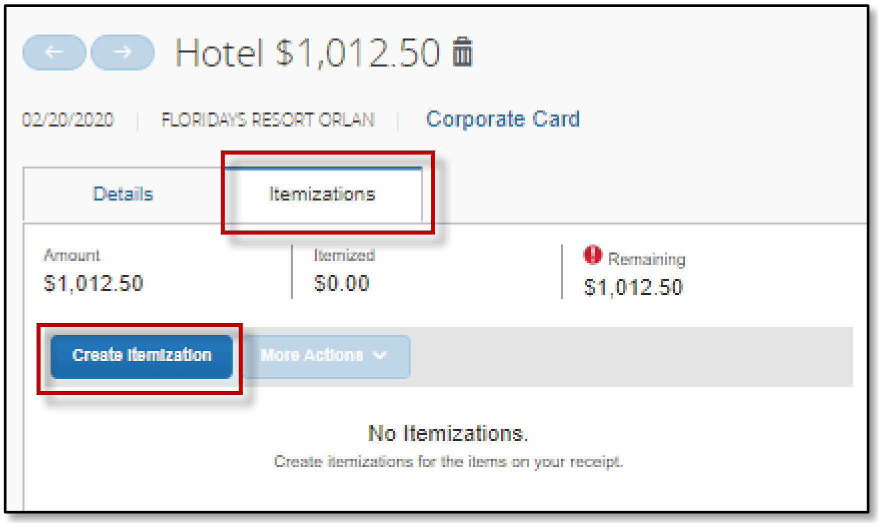
When keying a hotel reimbursement, a red alert will be visible until the expense is itemized. Either select the "View" hyperlink next to the alert or click in the expense line in order to open the expense for more details.



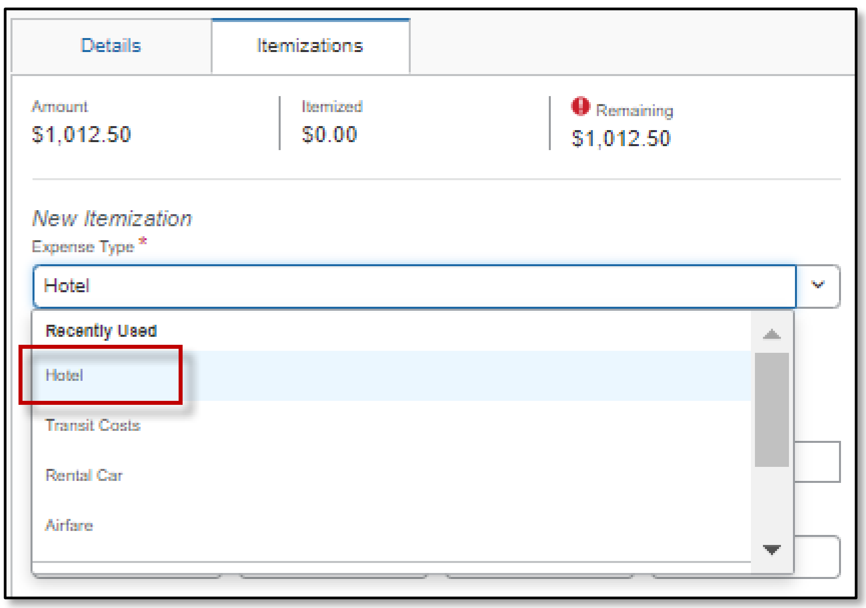
Enter the **Check-in Date**. The Check-out Date will default to the transaction date on the expense tab, which should also default from the bank transaction that imported into Concur. The number of nights will automatically calculate.



Next, click the **Itemizations** tab and the **Create Itemization** button.

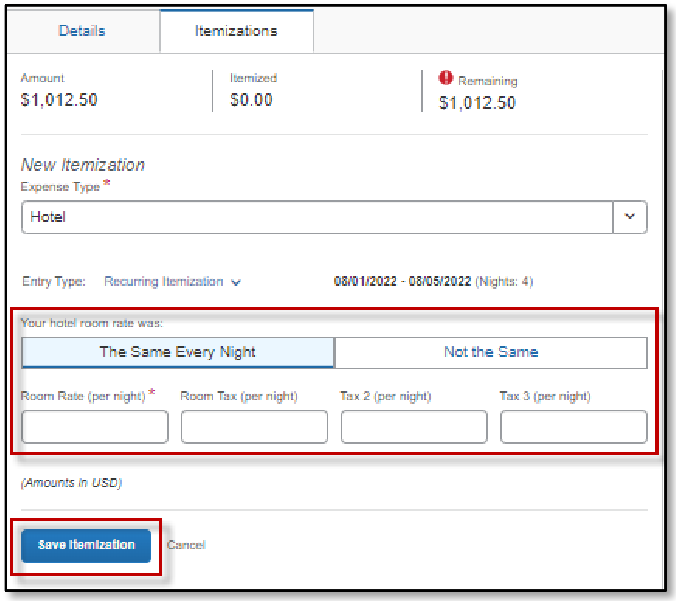


Select the Expense Type associated with the charge on the hotel bill.

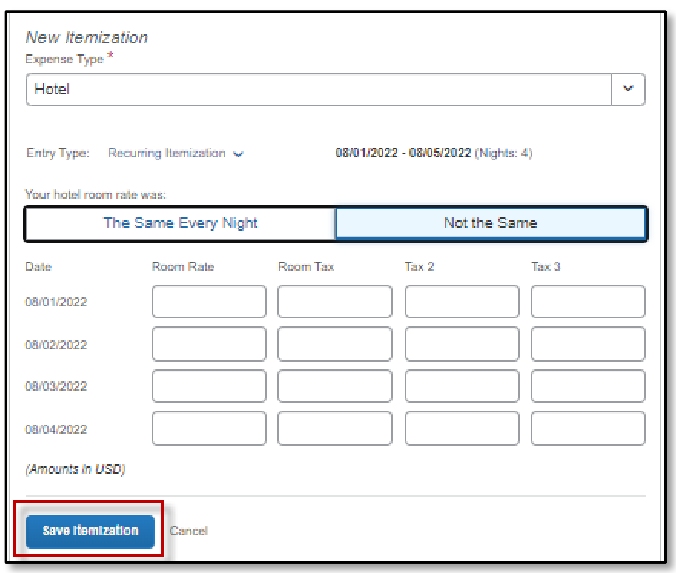


If the room rate and tax rates are the same each night, select **The Same Every Night**. If they differ each night, select **Not the Same**. Enter the **Room Rate** and **Room Tax(s)** amount for each night. **Note: These amounts should be <u>per night</u> amounts.** After entering the nightly amounts, select **Save Itemization**.

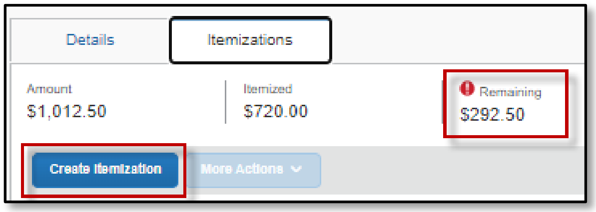
<u>The Same Every Night</u>



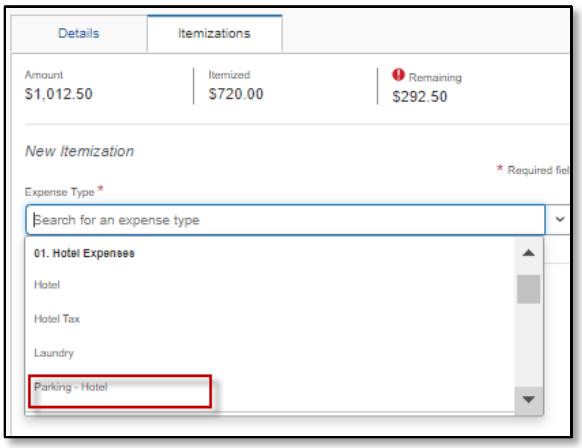
<u>Not the Same</u>



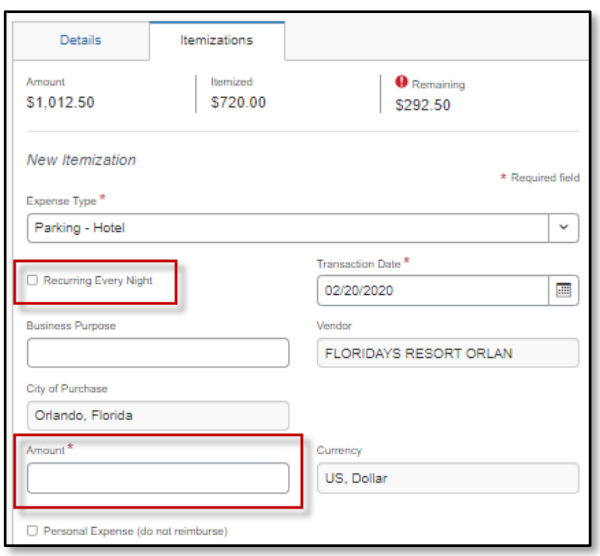
If there are other amounts that need to be itemized, such as Hotel Parking, there will be a Remaining Amount visible. Select the **Create Itemization** button.



Select the appropriate expense type from the available drop-down menu.

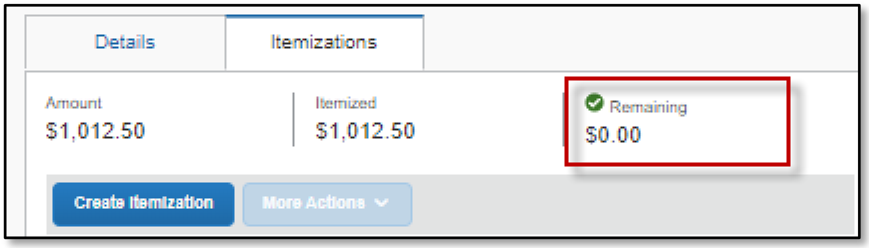


Enter the amount per the hotel bill. If the charge is the same each night, click the box next to **Recurring Every Night**.

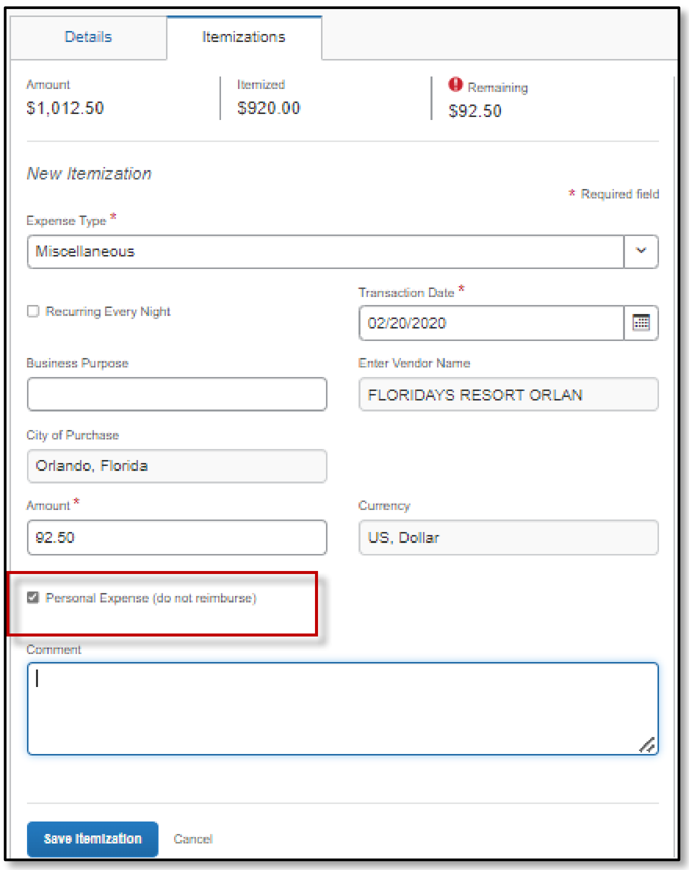


Once you have entered the charges, select **Save Itemization**.

Repeat this process until all hotel charges are itemized.

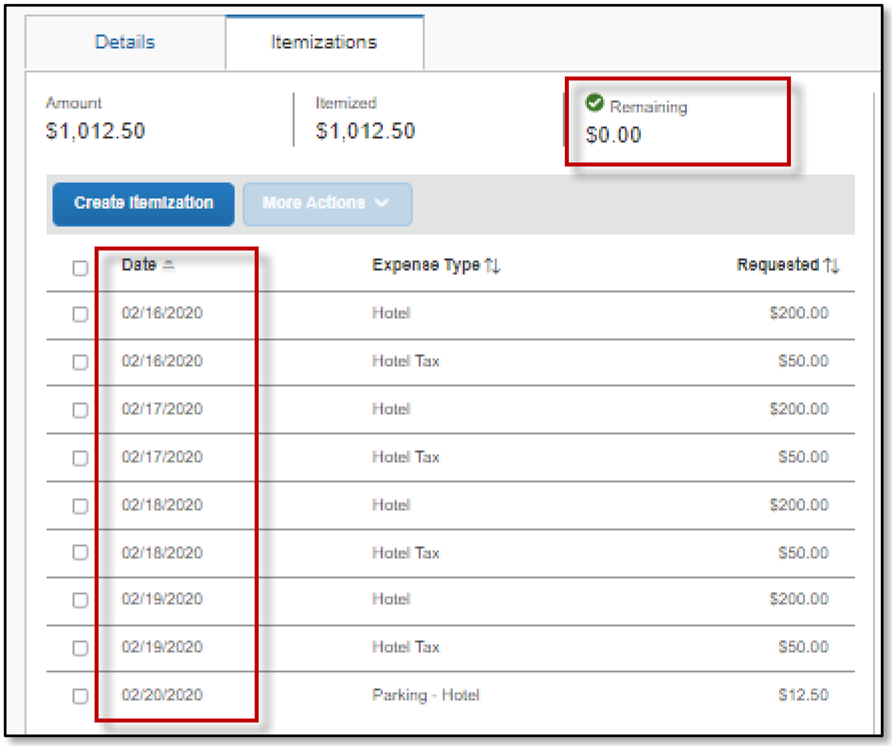


If you are claiming CONUS rate and inadvertently charged something to your hotel bill, such as a meal, you will need to be sure the expense is marked as **Personal Expense**.



Click **Save Itemization**.

The itemizations will display by date, so they should reflect how charges are broken down per the hotel receipt.

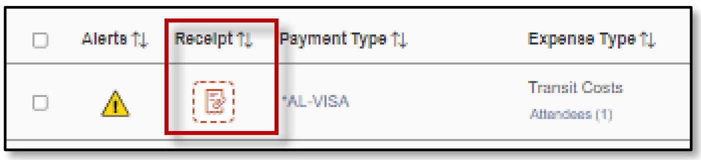


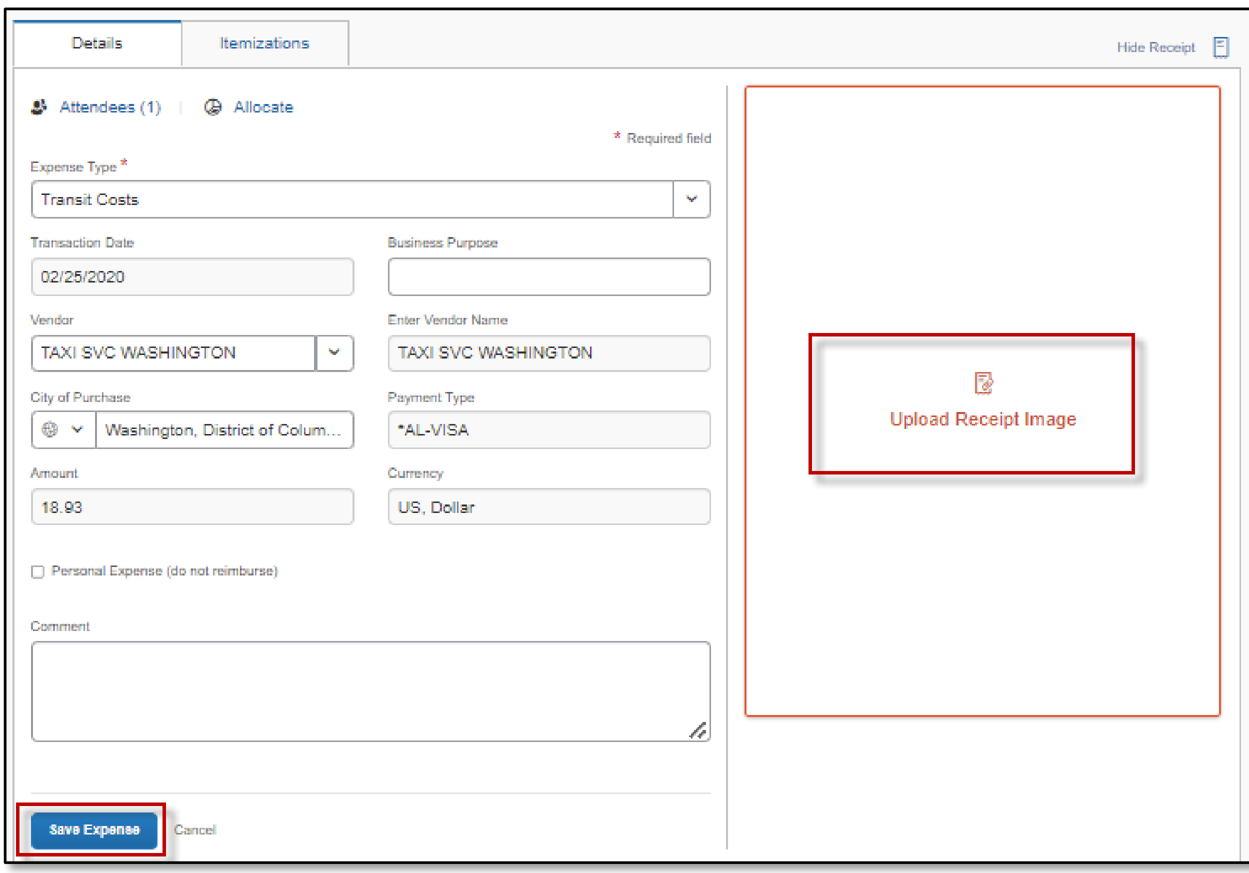
RECEIPTS

Each expense, except for the M&IE rate and Agency Booking Fees, will need a receipt attached. A yellow warning alert will be visible on each expense line requiring a receipt. There are two ways to access the screen to upload receipts.

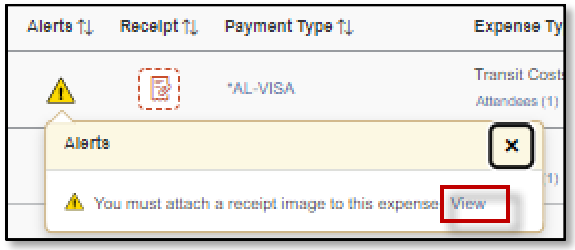
Receipt Icon

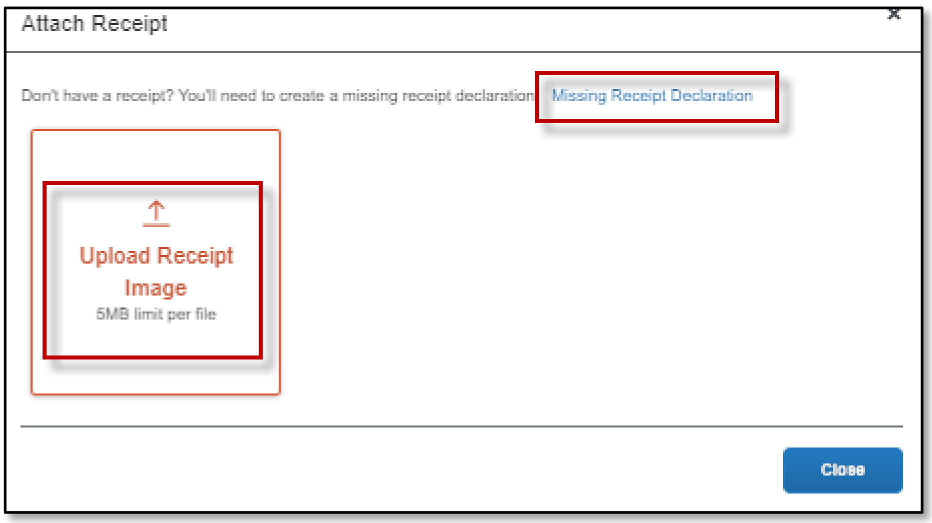
Clicking the **Receipt** Icon will take you to the details of the expense and the option to **Upload Receipt Image** is to the right of the screen.



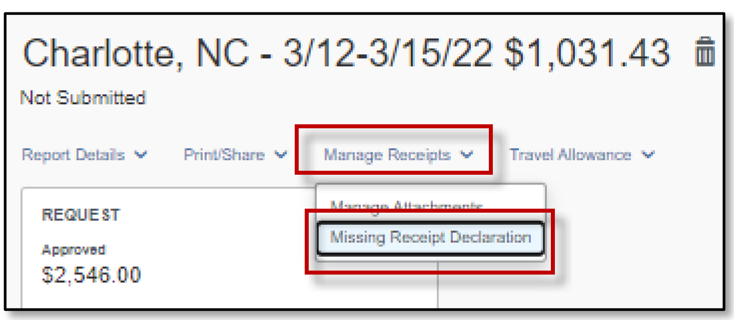


You can also click on the yellow warning alert to view the message, then click “**View**”. A separate screen will pop up, giving you the option to **Upload Receipt Image** or add a **Missing Receipt Declaration**.

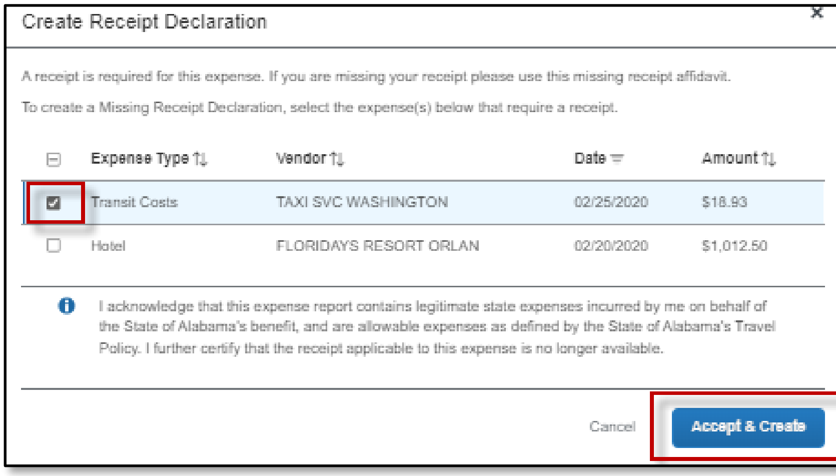




The **Missing Receipt Declaration** can also be accessed under the “Manage Receipts” drop-down if the traveler is unable to provide the actual receipt. <u>This function is not available for delegates.</u> The traveler must complete the affidavit themselves since they are certifying that the amount is accurate.



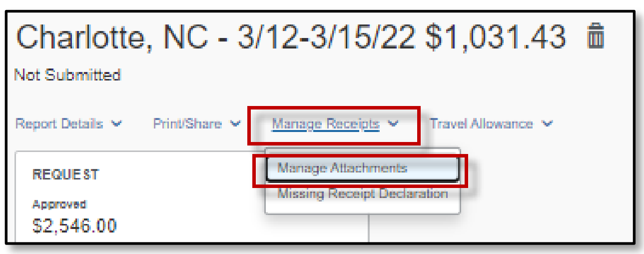
A list of all expenses requiring a receipt will be visible. Click next to the expense that needs the certification and select the **Accept & Create** button.

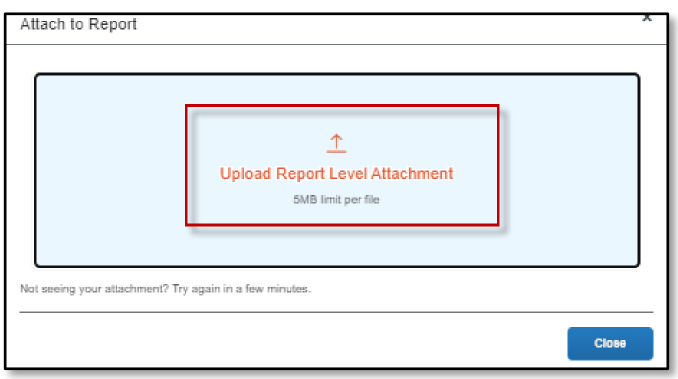


You may also attach any general information, such as the conference itinerary, by selecting **Manage Attachments** under the "Manage Receipts" dropdown. A separate screen will appear, allowing you to **Upload Report Level Attachment**.

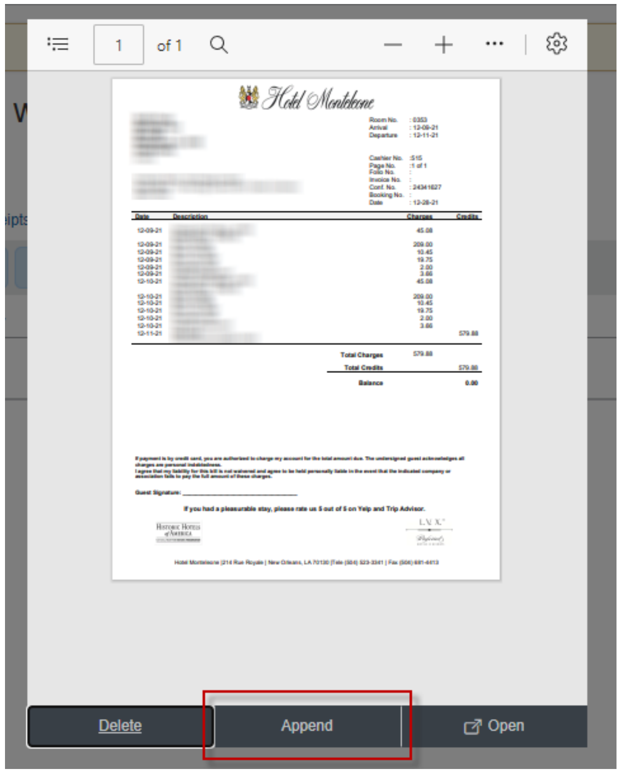
NOTE: If personal time is included in this trip, an explanation of dates and times must be included as an attachment to the expense report for auditing purposes.

If an instate actual report is being submitted, be sure to attach the Certification of Instate Travel Expenses Form to the expense report.





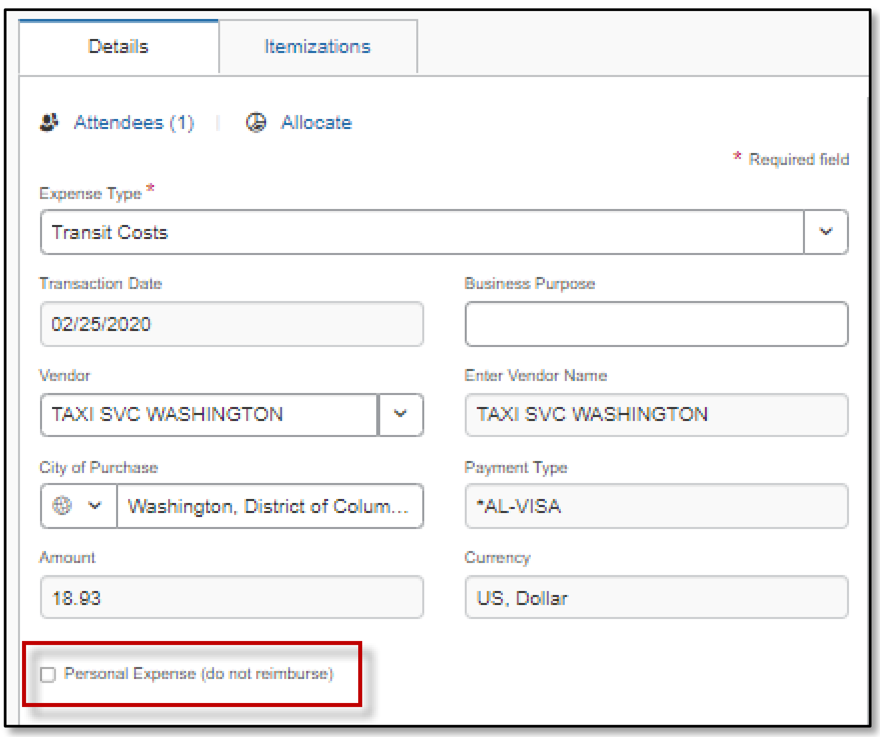
If receipts already exist in the report, you will have the option to “Append” the attachments and add additional receipts or documentation as necessary.



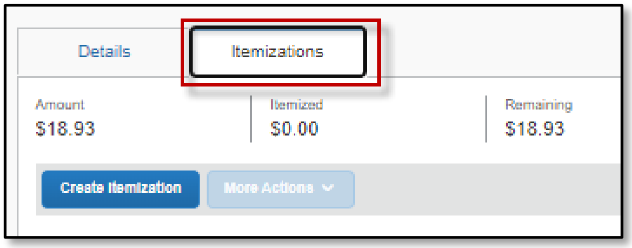
PERSONAL EXPENSES

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. 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 or if the reimbursement is not enough to cover the personal expense, then the agency must collect the funds from the employee 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 travel card.

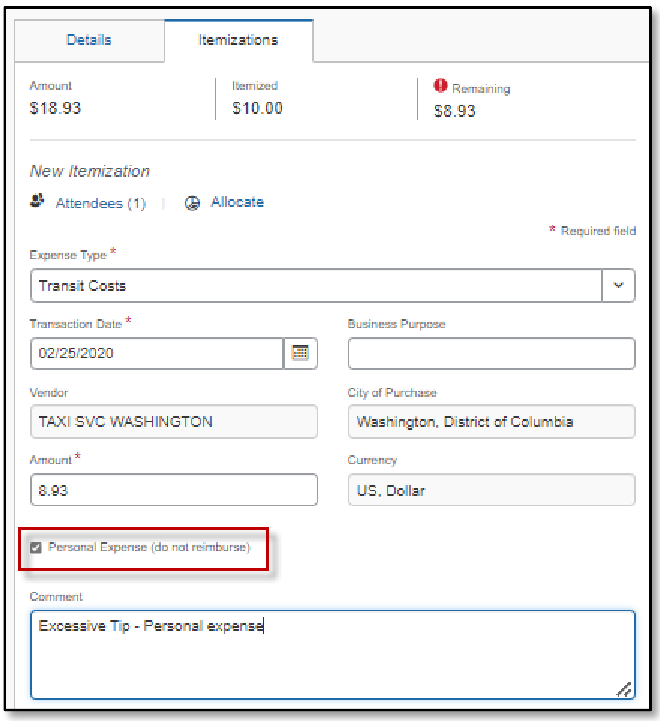
NOTE: A travel card charge expense line that relates to a personal expense should be marked as personal if the employee is due a personal reimbursement on the same expense report (i.e., M&IE or mileage). If the traveler must pay the state directly for the personal charge, the expense line will not be marked as a personal expense, but a comment must be added to the line to explain the circumstances and to include the information regarding the repayment.

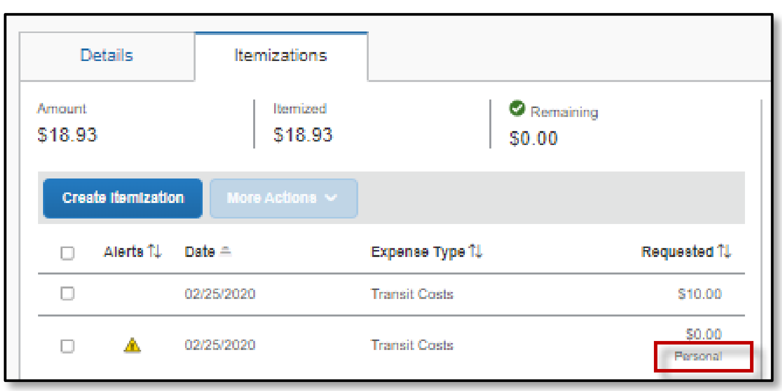


If a portion of a charge needs to be marked personal, this can be done by selecting the **Itemizations** tab on that expense line.



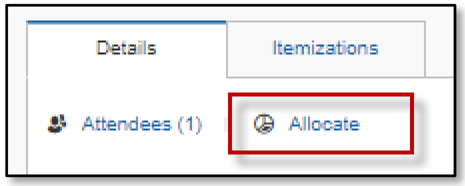
This will allow you to break out the expense into multiple lines, marking the amount that is not business related as personal. An example would be a traveler paying an UBER driver a tip over the allowable 20%. The excessive tip would be claimed as a personal expense.



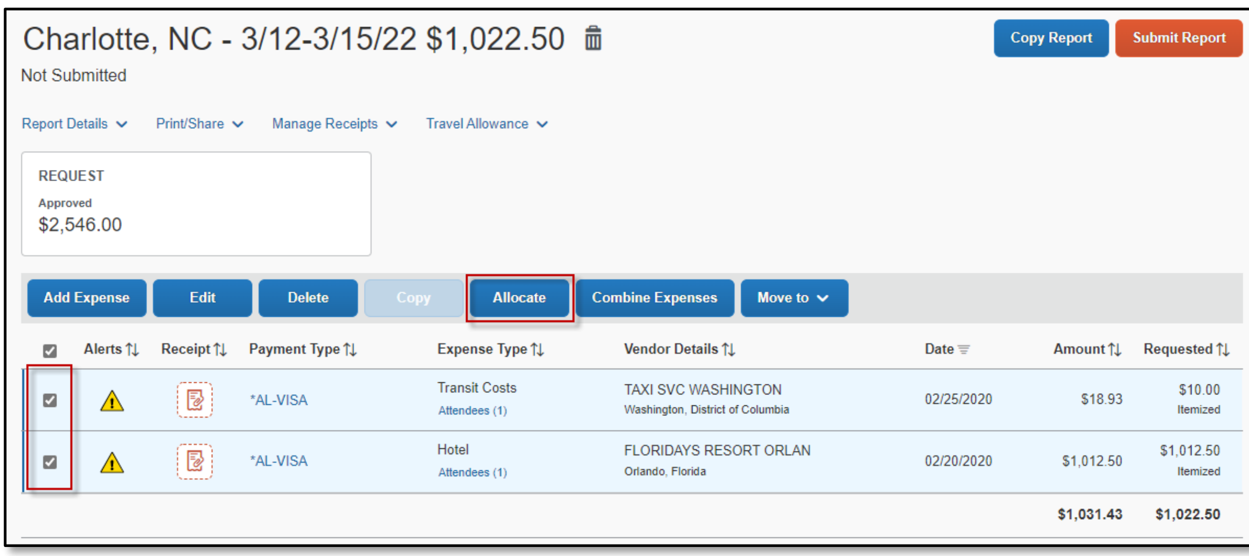


ALLOCATIONS

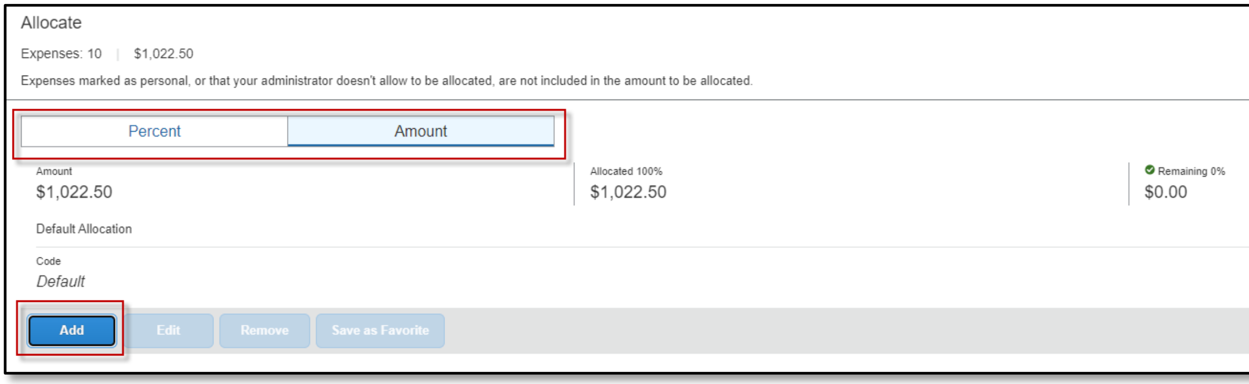
Each expense can be allocated to different accounting templates by selecting the **Allocate** link within the expense line. *Note: Approvers in the workflow will have the capability to make adjustments to allocations as necessary.*



Expenses can also be allocated as a group by clicking the box(es) on each expense line and selecting the **Allocate** button.

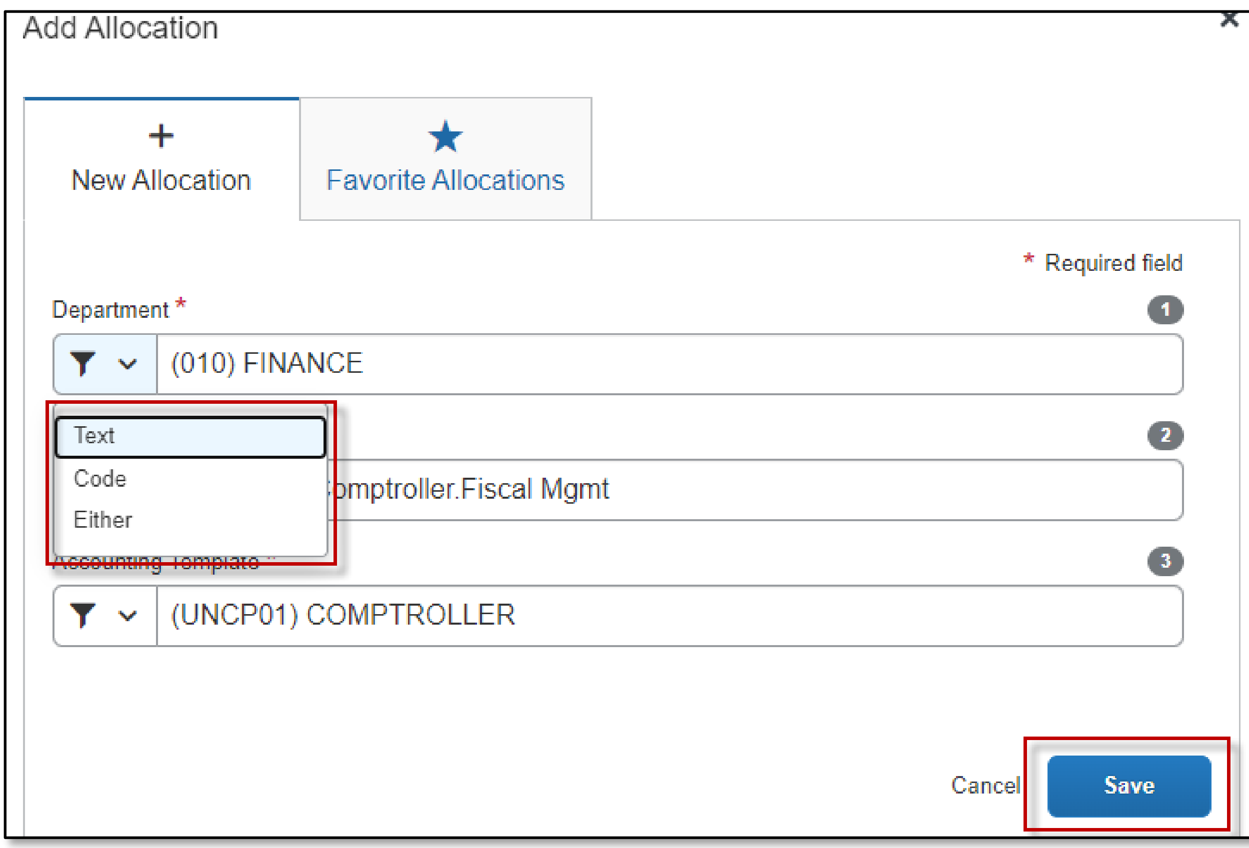


A screen will appear to allocate by either Percentage or Amount. Select **Add** button to add lines to allocate by.

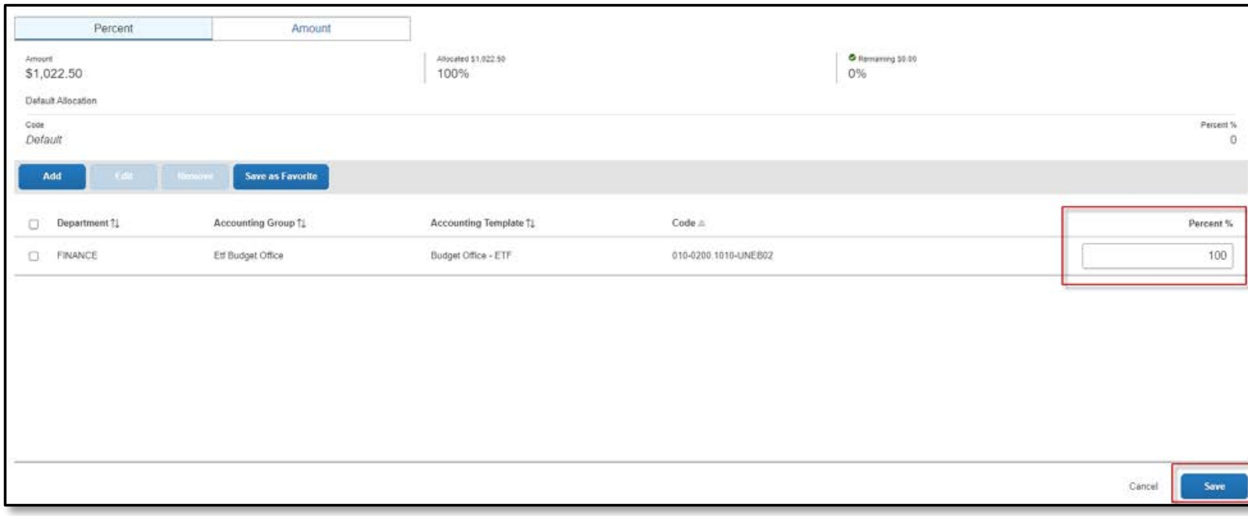


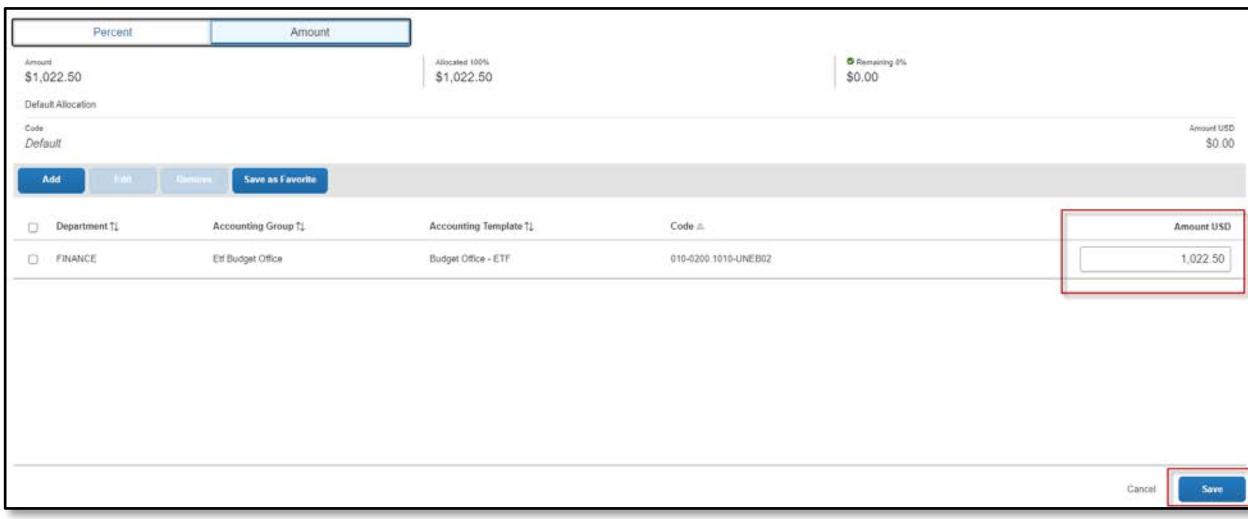
Enter information into the **Department**, **Accounting Group** and **Accounting Template** fields by either selecting **Text** or **Code**. Once information has been keyed, select **Save**.

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

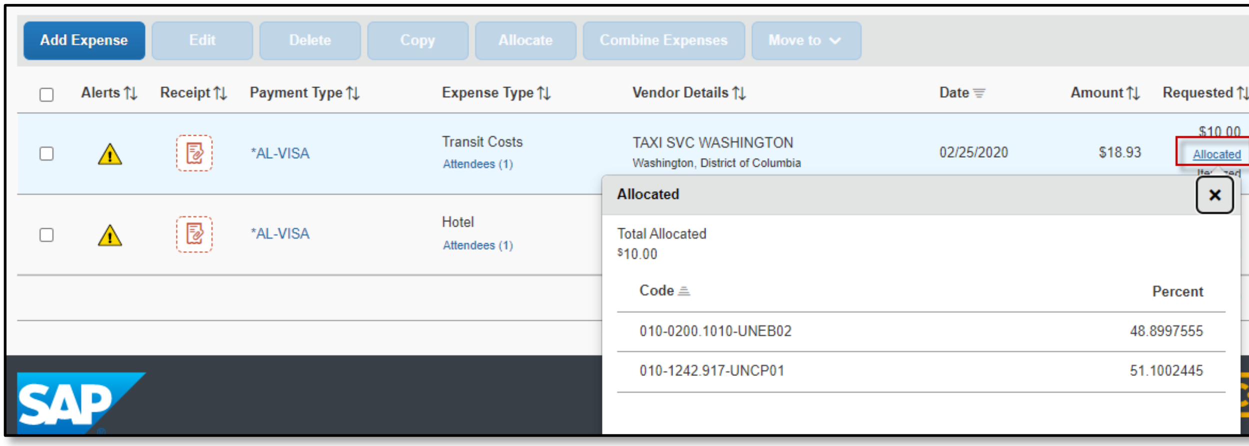


After the desired template(s) is added, you can allocate the expenses either by percent or amount, based on the selection that is made at the top of the screen. Click **Save** when done.

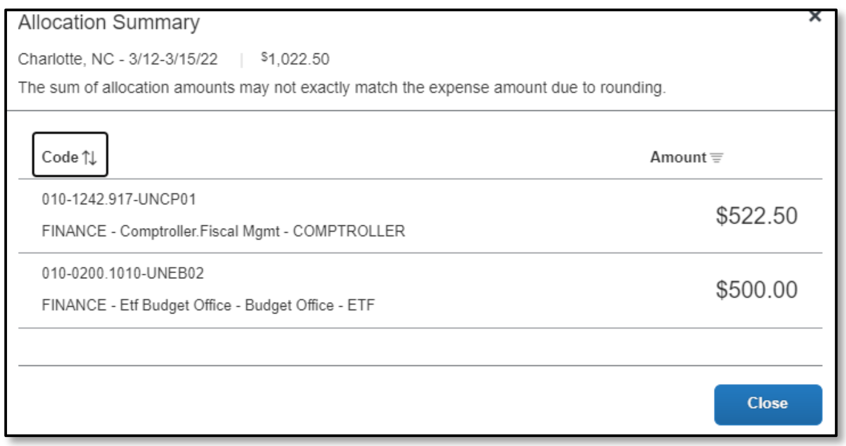




Once the allocations have been saved, an **Allocated** hyperlink will be visible on each accounting line. This allows the user to click and view the allocations that have been applied to the expense line.

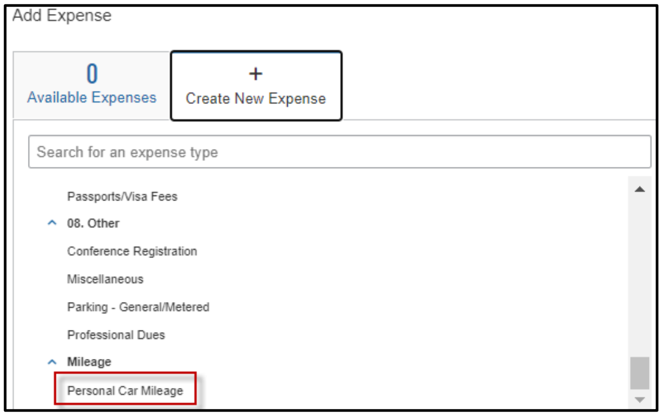


An Allocation Summary is also available by selecting **Report Details** -> **Allocation Summary**.

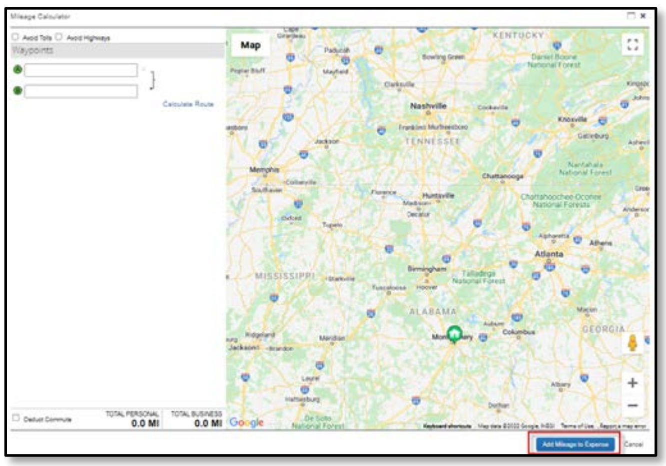


MILEAGE CALCULATOR

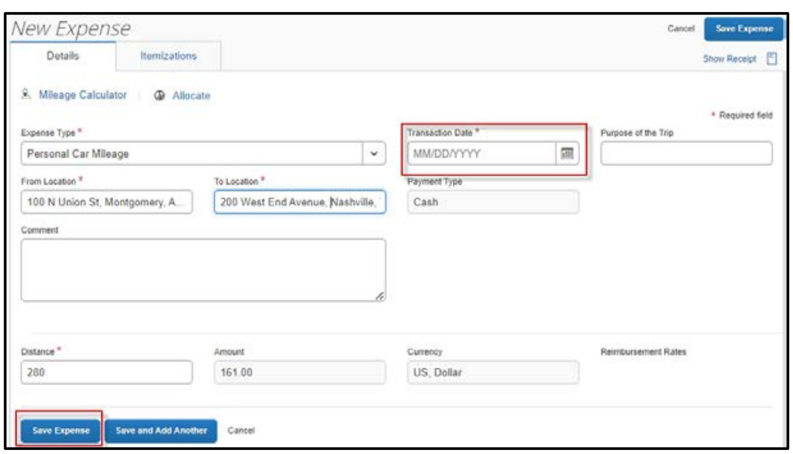
Select the **Personal Car Mileage** expense type from the list of available expense types.



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**

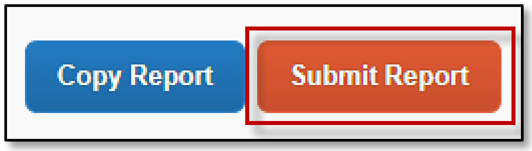


Enter the Transaction Date and select **Save Expense**.

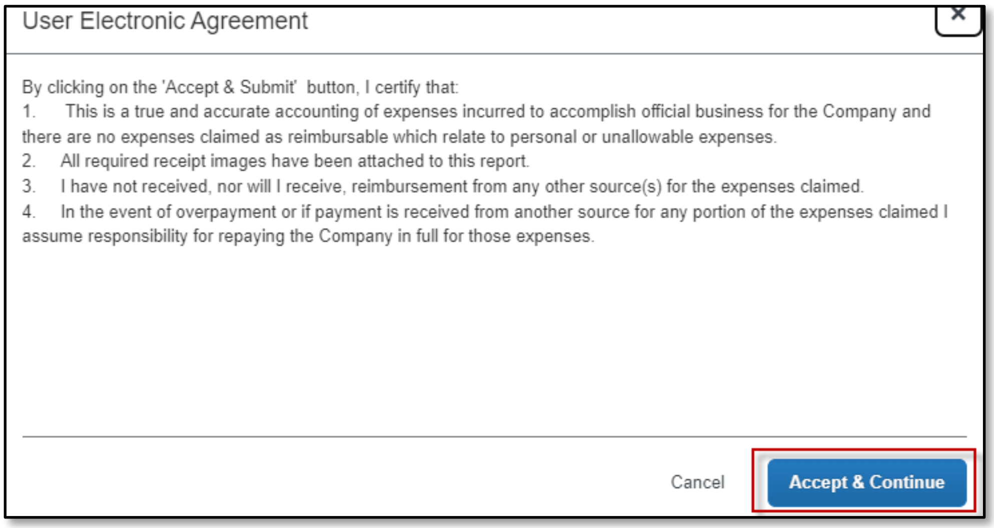


SUBMIT REPORT

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

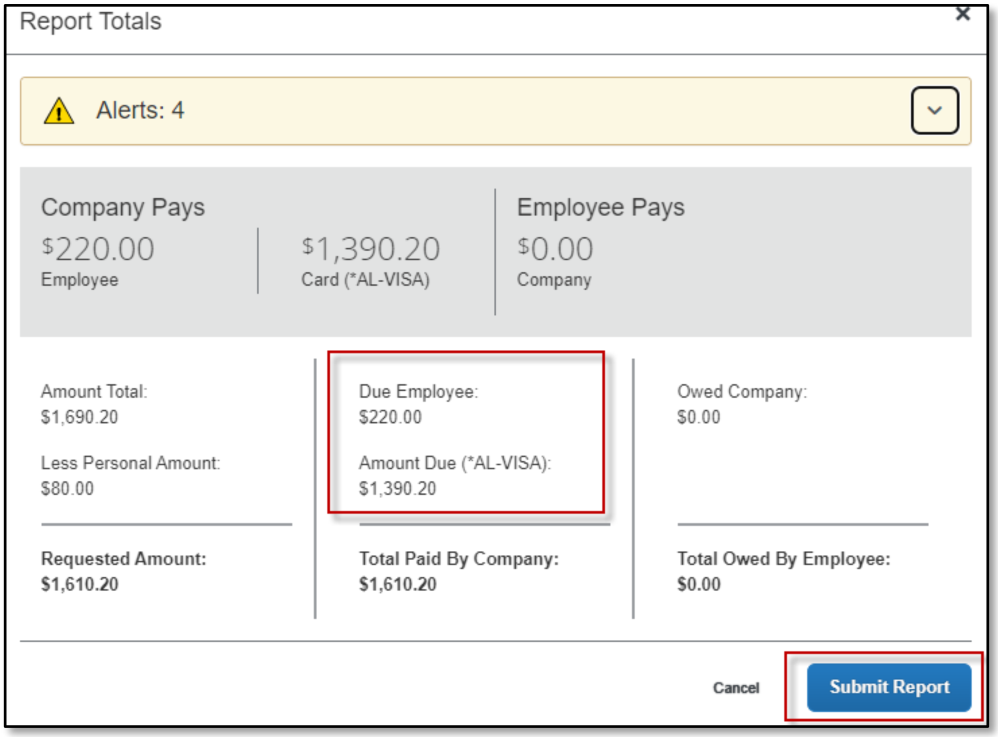


Select **Accept & Continue**.



REPORT SUMMARY

A summary of the expense report will display detailing all totals. 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 TIMELINE (APPROVAL WORKFLOW)

Select the **Report Details** dropdown, then **Report Timeline** to see the routing of your expense report.