



DECLARED EMERGENCY TRAVEL





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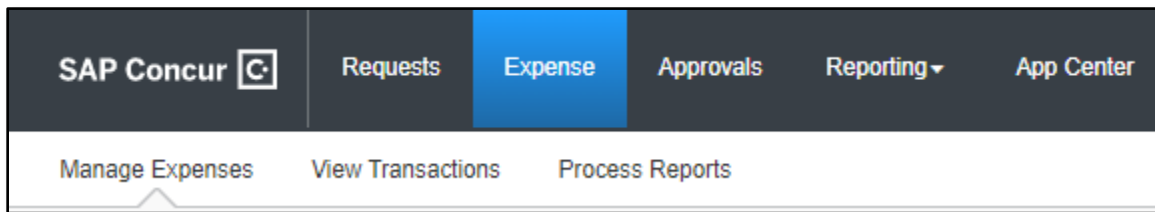
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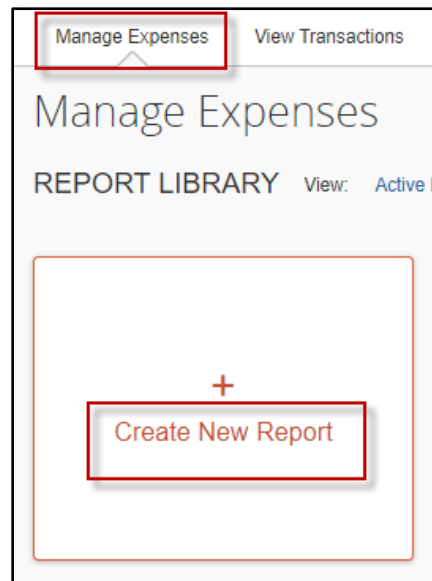
EMERGENCY TRAVEL EXPENSE REPORT

In most cases, declared emergency travel will not have a pre-approval or Request created before the travel event. To create an expense report in Concur for the expenses related to the emergency travel event, the traveler will need a copy of the Declared Emergency or the Declared State of Emergency in order to proceed with claiming travel expenses. This job aid walks you through the process of creating an expense report for those scenarios.

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



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



NOTE: Required fields on the Report Header are marked with a red asterisk.

It is very important to complete the Report Header first because those required fields are necessary in order to claim M&IE/CONUS.



Select the **Policy** that relates to the travel event (**In State Policy** vs **Out of State Policy**).

Policy *

*AL-Expense Rpt w/o Request

None Selected

*AL-CBS PCard Policy

*AL-In State Policy

*AL-Out of State Policy

Select the **Declared Emergency Travel** button. If you do not select this button, the system will require a Request to be linked to the Expense Report.

Create New Report

Create From an Approved Request

Policy

*AL-In State Policy

☐ Declared Emergency Travel

Go to the [In State Report Header](#) or [Out of State Report Header](#) section of this document to continue entering the required information.



IN STATE REPORT HEADER

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

*** Required field**

Policy
*AL-In State Policy

☐ Declared Emergency Travel

Home Base (City, State) *

Work Base (City, State) *

Report Name (Destination, Travel Dates) *

Report Date
11/02/2022

Department * 1
(010) FINANCE

Accounting Group * 2
(1242.917) Comptroller.Fiscal ...

Accounting Template * 3
(UNCP01) COMPTROLLER

Comment

Claim Travel Allowance
Do you wish to claim Travel Allowance?

☐ Yes, I want to claim Travel Allowance
☒ No, I do not want to claim Travel Allowance

- **Policy** – This drives the allowable expenses, so if the wrong policy is visible you will need to discard the expense report and create a new report with the correct policy selected (In State Policy vs Out of State Policy).
- **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.
- **Home Base** – Enter the City and State of your home base.
- **Work Base** – Enter the City and State of your work base.
- **Report Name** – 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.

Claim Travel Allowance

Do you wish to claim Travel Allowance?

☒ Yes, I want to claim Travel Allowance

☐ No, I do not want to claim Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Cancel

Next

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.

Report Header
Charlotte, NC - 3/12-3/15/22 | \$0.00

Alerts: 1

Policy: *AL-Out of State Policy

Trip Type: Out of State

Declared Emergency Travel: ☐

Home Base (City, State): *

Work Base (City, State): *

Report Date: 11/02/2022

Department: (010) FINANCE

Accounting Group: (1242.917) Comptroller Fiscal Mgmt

Accounting Template: (UNCP01) COMPTROLLER

Report ID: 1E14B7CF720A45B2BA45

Approval Status: Not Submitted

Comment:

Claim Travel Allowance
Do you wish to claim Travel Allowance?
☐ Yes, I want to claim Travel Allowance
☒ No, I do not want to claim Travel Allowance

Cancel Save

- **Policy** – This drives the allowable expenses, so if the wrong policy is visible you will need to discard the expense report and create a new report with the correct policy selected (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.
- **Home Base** – Enter the City and State of your home base.
- **Work Base** – Enter the City and State of your work base.
- **Report Name** – 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.

Claim Travel Allowance

Do you wish to claim Travel Allowance?

☒ Yes, I want to claim Travel Allowance

☐ No, I do not want to claim Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Cancel **Next**

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).

Travel Allowances For Report: Charlotte, NC - 3/12-3/15/22

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Charlotte, NC - 3/12-3/15/22

Selection

Add Stop Delete Rows

| | Departure City | Arrival City | Arrival Rate Location |
|--------------------------|----------------------|------------------------|-----------------------|
| <input type="checkbox"/> | Montgomery, Ala... | Charlotte, North Ca... | MECKLENBURG COU... |
| <input type="checkbox"/> | Charlotte, North ... | Montgomery, Alaba... | MONTGOMERY COU... |

New Itinerary Stop

Departure City
Montgomery, Alabama

Date
Time

Arrival City
Date
Time

Save

Go to Single Day Itineraries Next >> Cancel



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: Charlotte, NC - 3/12-3/15/22

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: Charlotte, NC - 3/12-3/15/22 | | | | |
| Montgomery, Alabama | 03/12/2022 08:00 AM | Charlotte, North Carolina | 03/12/2022 05:00 PM | MECKLENBURG COUNTY,... |
| Charlotte, North Carolina | 03/15/2022 08:00 AM | Montgomery, Alabama | 03/15/2022 03:00 PM | MONTGOMERY COUNTY, ... |

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 >>

The next screen will allow you to select individual meals that were provided by the government.

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 Allowances For Report: Charlotte, NC - 3/12-3/15/22

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

Exclude | All ☐

| | Date/Location | Breakfast Provided | Lunch Provided | Dinner Provided | Allowance |
|--------------------------|---|--------------------------|--------------------------|--------------------------|-----------|
| <input type="checkbox"/> | 03/12/2022 Charlotte, North Carol... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$42.00 |
| <input type="checkbox"/> | 03/13/2022 Charlotte, North Carol... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$56.00 |
| <input type="checkbox"/> | 03/14/2022 Charlotte, North Carol... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$56.00 |
| <input type="checkbox"/> | 03/15/2022 Charlotte, North Carol... | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$42.00 |

<< Previous Create Expenses Cancel



TRAVEL CARD CHARGES

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

Manage Expenses View Transactions Process Reports

Charlotte, NC - 8/1-8/5/22 \$0.00

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$4,832.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

No Expenses
Add expenses to this report to submit for reimbursement.

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

Add Expense

2
Available Expenses

Create New Expense

| <input type="checkbox"/> | Payment Type | Expense Type | Vendor Details | Date | Amount |
|--------------------------|--------------|---------------|---|------------|------------|
| <input type="checkbox"/> | *AL-VISA | Transit Costs | TAXI SVC WASHINGTON Washington, District of Columbia | 02/25/2020 | \$18.93 |
| <input type="checkbox"/> | *AL-VISA | Hotel | FLORIDAYS RESORT ORLAN Orlando, Florida | 02/20/2020 | \$1,012.50 |

Displayed expenses: 2, Total: 2

Close



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.

| Payment Type |
|--------------------------|
| Pending Card Transaction |

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

| Receipt | Payment Type |
|---------|--------------|
| | *AL-VISA |
| | *AL-VISA |
| | *AL-VISA |

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.

| Amount |
|-----------|
| \$0.00 |
| Estimated |

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

Add Expense

3

Available Expenses

+

Create New Expense

| <input checked="" type="checkbox"/> | Payment Type | Expense Type | Vendor Details | Date | Amount |
|-------------------------------------|--------------|---------------|---|------------|------------|
| <input checked="" type="checkbox"/> | *AL-VISA | Transit Costs | TAXI SVC WASHINGTON Washington, District of Columbia | 02/25/2020 | \$18.93 |
| <input checked="" type="checkbox"/> | *AL-VISA | Hotel | FLORIDAYS RESORT ORLAN Orlando, Florida | 02/20/2020 | \$1,012.50 |
| <input checked="" type="checkbox"/> | *AL-VISA | Transit Costs | LYFT *RIDE SAT 6AM | 02/15/2020 | \$42.79 |

Close

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.

A screenshot of the Concur interface showing the 'Expense Type' dropdown menu. The menu is open, displaying 'Transit Costs' as the selected option. The dropdown is highlighted with a red box. Above the dropdown, the text 'Expense Type *' is visible, with a red asterisk indicating a required field. The background shows a summary for 'Transit Costs \$18.93' with a trash icon, and a date of '02/25/2020'.

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**.

A screenshot of the Concur interface showing the 'Report Details' dropdown menu. The menu is open, displaying 'Report Header' as the selected option. The dropdown is highlighted with a red box. The background shows a summary for 'Seattle, WA - 9/6-9/11/19 \$1,610.20' with a 'Pending Cost Object Approval' status.

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 redone with the correct policy.

A screenshot of the Concur 'Report Header' form. The form displays 'Charlotte, NC - 8/1-8/5/22' and '\$0.00'. Below this, the 'Policy' dropdown menu is open, showing '*AL-Out of State Policy' as the selected option. The dropdown is highlighted with a red box.



EXPENSE TYPE DETAILS

Hotel \$1,012.50

02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Details | Itemizations

Attendees (1)

Expense Type *
Hotel

Check-in Date * 08/01/2022 Check-out Date * 08/05/2022 Nights: 4

Transaction Date 02/20/2020 Business Purpose

Vendor FLORIDAYS RESORT ORLAN Enter Vendor Name FLORIDAYS RESORT ORLAN

City of Purchase * Orlando, Florida Payment Type *AL-VISA

Amount 1,012.50 Currency US, Dollar

Request * 03/12/2022, \$1,000.00 - Charlotte...

Comment

Save Expense Cancel

- **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. This field will not populate on Declared Emergency Travel expense reports.



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. This field will not populate on Declared Emergency Travel expense reports.

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.

This screenshot shows the top portion of the expense entry interface. At the top, there are tabs for Alerts, Receipt, Payment Type, Expense Type, and Vendor Details. Below these tabs is a table with one row. The first column contains a red alert icon. The second column contains a document icon. The third column contains the text '*AL-VISA'. The fourth column contains the text 'Hotel' and 'Attendees (1)'. The fifth column contains the text 'FLORIDAYS RESORT ORLAN' and 'Orlando, Florida'. Below the table, there is a red alert box with the text 'Itemizations are required for this entry' and a 'View' link. A red box highlights the 'View' link.

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.

This screenshot shows the 'Hotel \$1,012.50' expense entry form. The form has tabs for Details and Itemizations. The Details tab is active. The form contains the following fields: Attendees (1), Expense Type (Hotel), Check-in Date (08/01/2022), Check-out Date (08/05/2022), Nights (4), Transaction Date (02/20/2020), Business Purpose, Vendor (FLORIDAYS RESORT ORLAN), Enter Vendor Name (FLORIDAYS RESORT ORLAN), City of Purchase (Orlando, Florida), Payment Type (*AL-VISA), Amount (1,012.50), Currency (US, Dollar), Request (03/12/2022, \$1,000.00 - Charlotte...), and Comment. A red box highlights the Check-in Date and Check-out Date fields.



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

Hotel \$1,012.50

02/20/2020 | FLORIDAYS RESORT ORLAN | Corporate Card

Details | **Itemizations**

| | | |
|------------|----------|------------|
| Amount | Itemized | Remaining |
| \$1,012.50 | \$0.00 | \$1,012.50 |

Create Itemization | More Actions ▾

No Itemizations.
Create itemizations for the items on your receipt.

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

Details | **Itemizations**

| | | |
|------------|----------|------------|
| Amount | Itemized | Remaining |
| \$1,012.50 | \$0.00 | \$1,012.50 |

New Itemization

Expense Type *

Hotel ▾

Recently Used

- Hotel**
- Transit Costs
- Rental Car
- Airfare



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 per night amounts.** After entering the nightly amounts, select **Save Itemization**.

The Same Every Night

Details

Itemizations

Amount

\$1,012.50

Itemized

\$0.00

Remaining

\$1,012.50

New Itemization

Expense Type *

Hotel

Entry Type: Recurring Itemization

08/01/2022 - 08/05/2022 (Nights: 4)

Your hotel room rate was:

The Same Every Night

Not the Same

Room Rate (per night) *

Room Tax (per night)

Tax 2 (per night)

Tax 3 (per night)

(Amounts in USD)

Save Itemization

Cancel

Not the Same

New Itemization

Expense Type *

Hotel

Entry Type: Recurring Itemization

08/01/2022 - 08/05/2022 (Nights: 4)

Your hotel room rate was:

The Same Every Night

Not the Same

| Date | Room Rate | Room Tax | Tax 2 | Tax 3 |
|------------|-----------|----------|-------|-------|
| 08/01/2022 | | | | |
| 08/02/2022 | | | | |
| 08/03/2022 | | | | |
| 08/04/2022 | | | | |

(Amounts in USD)

Save Itemization

Cancel



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.

The screenshot shows the 'Itemizations' tab with a summary table:

| Amount | Itemized | Remaining |
|------------|----------|-----------|
| \$1,012.50 | \$720.00 | \$292.50 |

Below the table, the 'Create Itemization' button is highlighted with a red box, along with a 'More Actions' dropdown menu.

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

The screenshot shows the 'New Itemization' form. The 'Expense Type' dropdown menu is open, showing a list of options under '01. Hotel Expenses':

- Hotel
- Hotel Tax
- Laundry
- Parking - Hotel

'Parking - Hotel' is highlighted with a red box.

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

The screenshot shows the 'New Itemization' form with the following details:

- Expense Type:** Parking - Hotel
- Recurring Every Night:** ☒ (highlighted with a red box)
- Transaction Date:** 02/20/2020
- Vendor:** FLORIDAYS RESORT ORLAN
- City of Purchase:** Orlando, Florida
- Amount:** (empty field, highlighted with a red box)
- Currency:** US, Dollar

At the bottom, there is a checkbox for 'Personal Expense (do not reimburse)' which is unchecked.

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



Repeat this process until all hotel charges are itemized.

| Details | | Itemizations |
|------------------------------------|------------|--------------------------------|
| Amount | Itemized | Remaining |
| \$1,012.50 | \$1,012.50 | ✓ \$0.00 |
| Create Itemization | | More Actions ▾ |

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**.

| Details | | Itemizations |
|---|----------|---|
| Amount | Itemized | Remaining |
| \$1,012.50 | \$920.00 | ! \$92.50 |
| <i>New Itemization</i> | | |
| * Required field | | |
| Expense Type * | | |
| <input type="text" value="Miscellaneous"/> | | |
| <input type="checkbox"/> Recurring Every Night | | |
| Transaction Date * | | <input type="text" value="02/20/2020"/> |
| Business Purpose | | Enter Vendor Name |
| <input type="text"/> | | <input type="text" value="FLORIDAYS RESORT ORLAN"/> |
| City of Purchase | | |
| <input type="text" value="Orlando, Florida"/> | | |
| Amount * | | Currency |
| <input type="text" value="92.50"/> | | <input type="text" value="US, Dollar"/> |
| <input checked="" type="checkbox"/> Personal Expense (do not reimburse) | | |
| Comment | | |
| <input type="text"/> | | |
| Save Itemization | | Cancel |

Click **Save Itemization**.



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

Details

Itemizations

Amount
\$1,012.50

Itemized
\$1,012.50

✓ Remaining
\$0.00

Create Itemization

More Actions ▾

| <input type="checkbox"/> | Date ▾ | Expense Type ↑↓ | Requested ↑↓ |
|--------------------------|------------|-----------------|--------------|
| <input type="checkbox"/> | 02/16/2020 | Hotel | \$200.00 |
| <input type="checkbox"/> | 02/16/2020 | Hotel Tax | \$50.00 |
| <input type="checkbox"/> | 02/17/2020 | Hotel | \$200.00 |
| <input type="checkbox"/> | 02/17/2020 | Hotel Tax | \$50.00 |
| <input type="checkbox"/> | 02/18/2020 | Hotel | \$200.00 |
| <input type="checkbox"/> | 02/18/2020 | Hotel Tax | \$50.00 |
| <input type="checkbox"/> | 02/19/2020 | Hotel | \$200.00 |
| <input type="checkbox"/> | 02/19/2020 | Hotel Tax | \$50.00 |
| <input type="checkbox"/> | 02/20/2020 | Parking - Hotel | \$12.50 |



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.

| <input type="checkbox"/> | Alerts ↑↓ | Receipt ↑↓ | Payment Type ↑↓ | Expense Type ↑↓ |
|--------------------------|-----------|------------|-----------------|--------------------------------|
| <input type="checkbox"/> | | | *AL-VISA | Transit Costs Attendees (1) |

DetailsItemizations

Hide Receipt

Attendees (1) | Allocate

Expense Type *

Transit Costs

Transaction Date

02/25/2020

Business Purpose

Vendor

TAXI SVC WASHINGTON

Enter Vendor Name

TAXI SVC WASHINGTON

City of Purchase

Washington, District of Colum...

Payment Type

*AL-VISA

Amount

18.93

Currency

US, Dollar

☐ Personal Expense (do not reimburse)

Comment

Save Expense

Cancel

Upload Receipt Image



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. This function is not available for delegates. 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.

Create Receipt Declaration

A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit.
To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

| <input type="checkbox"/> | Expense Type ↑↓ | Vendor ↑↓ | Date ▾ | Amount ↑↓ |
|-------------------------------------|-----------------|------------------------|------------|------------|
| <input checked="" type="checkbox"/> | Transit Costs | TAXI SVC WASHINGTON | 02/25/2020 | \$18.93 |
| <input type="checkbox"/> | Hotel | FLORIDAYS RESORT ORLAN | 02/20/2020 | \$1,012.50 |

i I acknowledge that this expense report contains legitimate state expenses incurred by me on behalf of the State of Alabama's benefit, and are allowable expenses as defined by the State of Alabama's Travel Policy. I further certify that the receipt applicable to this expense is no longer available.

Cancel **Accept & Create**

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.

***Be sure the Emergency Declaration is attached to the Expense Report before submitting for approval.*

Charlotte, NC - 3/12-3/15/22 \$1,031.43

Not Submitted

Report Details ▾ Print/Share ▾ **Manage Receipts ▾** Travel Allowance ▾

REQUEST

Approved
\$2,546.00

Manage Attachments
Missing Receipt Declaration

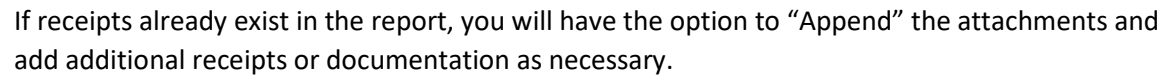
Attach to Report

Upload Report Level Attachment

SMB limit per file

Not seeing your attachment? Try again in a few minutes.

Close

DECLARED EMERGENCY TRAVEL



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.

The screenshot shows the 'Details' tab of a Concur expense report. The form includes fields for Expense Type (Transit Costs), Transaction Date (02/25/2020), Business Purpose, Vendor (TAXI SVC WASHINGTON), Enter Vendor Name (TAXI SVC WASHINGTON), City of Purchase (Washington, District of Colum...), Payment Type (*AL-VISA), Amount (18.93), and Currency (US, Dollar). A checkbox labeled 'Personal Expense (do not reimburse)' is located at the bottom left and is highlighted with a red rectangular box.



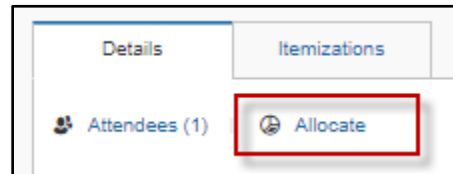
If a portion of a charge needs to be marked personal, this can be done by selecting the **Itemizations** tab on that expense line.

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 adjust 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.

Charlotte, NC - 3/12-3/15/22 \$1,022.50

[Copy Report](#) [Submit Report](#)

Not Submitted

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

REQUEST

Approved

\$2,546.00

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

| <input checked="" type="checkbox"/> | Alerts | Receipt | Payment Type | Expense Type | Vendor Details | Date | Amount | Requested |
|-------------------------------------|--------|---------|--------------|--------------------------------|---|------------|------------|------------------------|
| <input checked="" type="checkbox"/> | | | *AL-VISA | Transit Costs Attendees (1) | TAXI SVC WASHINGTON Washington, District of Columbia | 02/25/2020 | \$18.93 | \$10.00 Itemized |
| <input checked="" type="checkbox"/> | | | *AL-VISA | Hotel Attendees (1) | FLORIDAYS RESORT ORLAN Orlando, Florida | 02/20/2020 | \$1,012.50 | \$1,012.50 Itemized |
| | | | | | | | \$1,031.43 | \$1,022.50 |



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

The 'Allocate' screen displays the following information:

- Expenses: 10 | \$1,022.50
- Expenses marked as personal, or that your administrator doesn't allow to be allocated, are not included in the amount to be allocated.
- Allocation method: **Percent** (selected) and **Amount**
- Amount: \$1,022.50
- Allocated 100%: \$1,022.50
- Remaining 0%: \$0.00
- Default Allocation: Code Default
- Buttons: **Add** (highlighted), Edit, Remove, Save as Favorite

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.

The 'Add Allocation' screen displays the following information:

- Buttons: **New Allocation** (+), **Favorite Allocations** (★)
- Required field indicator: * Required field
- Department: (010) FINANCE (1)
- Accounting Group: Comptroller.Fiscal Mgmt (2)
- Accounting Template: (UNCP01) COMPTROLLER (3)
- Buttons: **Cancel**, **Save** (highlighted)



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.

Percent Amount

Amount
\$1,022.50

Allocated \$1,022.50
100%

Remaining \$0.00
0%

Default Allocation

Code
Default

Percent %
0

Add Edit Remove Save as Favorite

| <input type="checkbox"/> Department T1 | Accounting Group T1 | Accounting Template T1 | Code A | Percent % |
|--|---------------------|------------------------|----------------------|-----------|
| <input type="checkbox"/> FINANCE | ETF Budget Office | Budget Office - ETF | 010-0200 1010-UNE002 | 100 |

Cancel Save

Percent Amount

Amount
\$1,022.50

Allocated 100%
\$1,022.50

Remaining 0%
\$0.00

Default Allocation

Code
Default

Amount USD
\$0.00

Add Edit Remove Save as Favorite

| <input type="checkbox"/> Department T1 | Accounting Group T1 | Accounting Template T1 | Code A | Amount USD |
|--|---------------------|------------------------|----------------------|------------|
| <input type="checkbox"/> FINANCE | ETF Budget Office | Budget Office - ETF | 010-0200 1010-UNE002 | 1,022.50 |

Cancel Save



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.

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

| <input type="checkbox"/> | Alerts | Receipt | Payment Type | Expense Type | Vendor Details | Date | Amount | Requested |
|--------------------------|--------|---------|--------------|--------------------------------|---|------------|---------|--------------------------------------|
| <input type="checkbox"/> | | | *AL-VISA | Transit Costs Attendees (1) | TAXI SVC WASHINGTON Washington, District of Columbia | 02/25/2020 | \$18.93 | \$10.00 Allocated |
| <input type="checkbox"/> | | | *AL-VISA | Hotel Attendees (1) | | | | |

Allocated

Total Allocated
\$10.00

| Code | Percent |
|----------------------|------------|
| 010-0200.1010-UNEB02 | 48.8997555 |
| 010-1242.917-UNCP01 | 51.1002445 |

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

Allocation Summary

Charlotte, NC - 3/12-3/15/22 | \$1,022.50

The sum of allocation amounts may not exactly match the expense amount due to rounding.

| Code | Amount |
|---|----------|
| 010-1242.917-UNCP01 FINANCE - Comptroller.Fiscal Mgmt - COMPTROLLER | \$522.50 |
| 010-0200.1010-UNEB02 FINANCE - Etf Budget Office - Budget Office - ETF | \$500.00 |

Close



MILEAGE CALCULATOR

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

The 'Add Expense' form has a header with '0 Available Expenses' and a '+ Create New Expense' button. Below is a search bar labeled 'Search for an expense type'. A list of expense types follows: 'Passports/Visa Fees', '08. Other' (expanded), 'Conference Registration', 'Miscellaneous', 'Parking - General/Metered', 'Professional Dues', 'Mileage' (expanded), and 'Personal Car Mileage' (highlighted with a red box).

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 'Mileage Calculator' interface shows a map of the Southeastern United States. Two points are entered: '100 N Union St, Montgomery, AL' and '200 West End Avenue, Nashville, TN'. A route is calculated and highlighted in blue. At the bottom, it shows 'TOTAL PERSONAL: 0.0 MI' and 'TOTAL BUSINESS: 0.0 MI'. A red box highlights the 'Add Mileage to Expense' button.

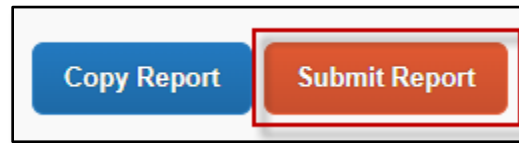
Enter the Transaction Date and select **Save Expense**.

The 'New Expense' form has tabs for 'Details' and 'Itemizations'. Under 'Details', there are two sub-tabs: 'Mileage Calculator' (selected) and 'Allocate'. The 'Expense Type' is set to 'Personal Car Mileage'. The 'Transaction Date' is highlighted with a red box and shows 'MM/DD/YYYY'. The 'From Location' is '100 N Union St, Montgomery, AL' and the 'To Location' is '200 West End Avenue, Nashville, TN'. The 'Payment Type' is 'Cash'. At the bottom, the 'Distance' is '289' and the 'Amount' is '161.00'. A red box highlights the 'Save Expense' button.



SUBMIT REPORT

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



Select **Accept & Continue**.

User Electronic Agreement

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

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

Cancel


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 Totals

 Alerts: 4

Company Pays

\$220.00
Employee

\$1,390.20
Card (*AL-VISA)

Employee Pays

\$0.00
Company

Amount Total:
\$1,690.20

Less Personal Amount:
\$80.00

Requested Amount:
\$1,610.20

Due Employee:
\$220.00

Amount Due (*AL-VISA):
\$1,390.20

Total Paid By Company:
\$1,610.20

Owed Company:
\$0.00

Total Owed By Employee:
\$0.00

Cancel

Submit Report

DECLARED EMERGENCY TRAVEL

Revised 11/10/2022

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REPORT TIMELINE (APPROVAL WORKFLOW)

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

Charlotte, NC - 8/1-8/5/22 \$25.00

Pending Cost Object Approval

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Linked Add-ons

Manage Requests

Remaining

\$4,807.00

Payment Type ↑↓

Cash