



# PAYING STATE TRAVEL CARD





# TABLE OF CONTENTS

PAYING STATE TRAVEL CARD IN ADVANCE.....	2
ADVANCE PAYMENTS.....	2
TRAVEL CROSSING FISCAL YEARS.....	2
LINK REQUEST TO EXPENSE .....	3
REPORT HEADER .....	6
IN STATE REPORT HEADER.....	7
OUT OF STATE/INTERNATIONAL REPORT HEADER.....	9
TRAVEL CARD CHARGES.....	11
ADDING CHARGES.....	11
EXPENSE TYPES .....	13
RECEIPTS .....	19
PERSONAL EXPENSES .....	23
SUBMIT REPORT.....	25
REPORT TIMELINE (APPROVAL WORKFLOW) .....	25
PAYING STATE TRAVEL CARD AFTER BUSINESS TRIP .....	26
LINK REQUEST TO EXPENSE .....	26
REPORT HEADER .....	29
IN STATE REPORT HEADER.....	30
OUT OF STATE/INTERNATIONAL REPORT HEADER.....	32
TRAVEL CARD CHARGES.....	34
ADDING CHARGES.....	37
EXPENSE TYPES .....	39
ITEMIZING HOTEL STATEMENT.....	41
RECEIPTS .....	47
PERSONAL EXPENSES .....	51
SUBMIT REPORT.....	53
REPORT TIMELINE (APPROVAL WORKFLOW) .....	54



The State of Alabama OneCard/Travel Card is managed and paid through Concur. It is the traveler/cardholder's responsibility to make sure charges to the card are processed timely. Once an expense report is submitted and approved in Concur, the transactions will interface into STAARS for a payment to generate. Transactions can be reconciled two ways:

- In advance of state business trip
- Upon return of state business trip

## 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**.

### ADVANCE PAYMENTS

Conference registration fees and/or travel accommodations for air and hotel that are charged to the state travel card in advance of the state travel event should be paid timely to prevent interest charges from incurring on the state travel card.

The Concur System is set up to allow these advance charges on the state travel card to be submitted for payment as they import into the traveler's profile.

***NOTE: Travel accommodations should not be made more than 60 days in advance.***

### TRAVEL CROSSING FISCAL YEARS

The purchase of an airline ticket can be made in the last two months of the current fiscal year for travel in the next fiscal year (October 1 – September 30).

For conference registration fees, the following guidelines should be used in determining if payment can be made outside fiscal years:

- There must be an immediate need. – There is limited space and if the conference isn't paid for at that moment, then all spots will fill up.
- Payment scheduling is out of the control of the agency – if the due date for all registrants is set prior to the event and falls in the current fiscal year, then payment can be made within 30 days of the new fiscal year.

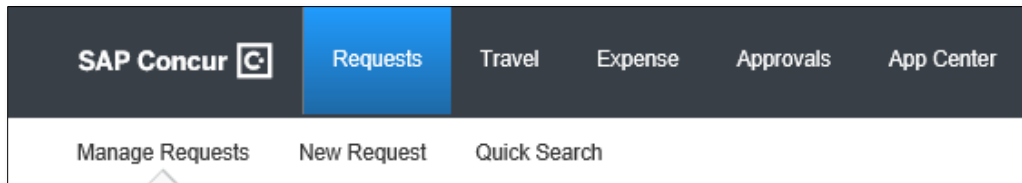
An early bird special is not an exception to these guidelines.



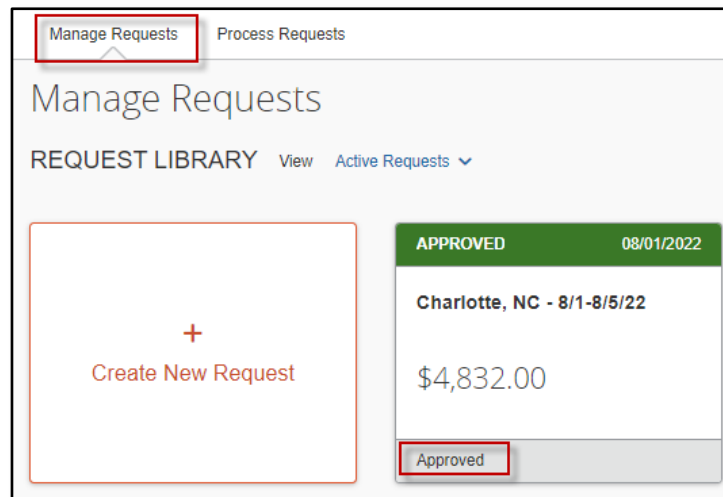
## LINK REQUEST TO EXPENSE

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 event for this reason.

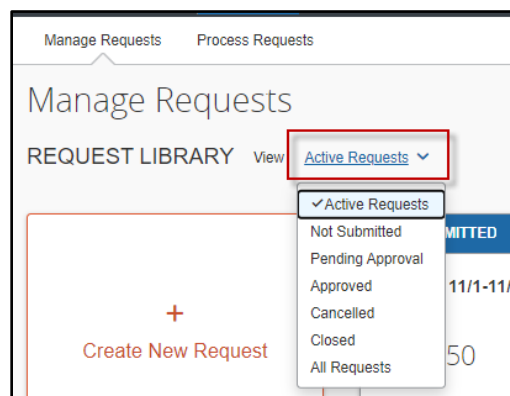
Select the **Request tab** on the menu bar.



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.



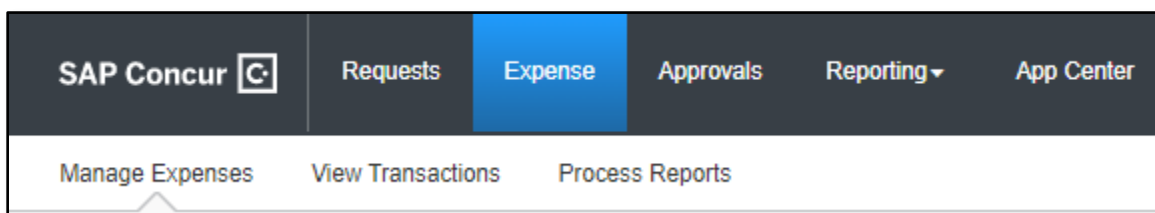


Within the appropriate approved Request, select **Create Expense Report** in the top right corner of the screen to begin creating the expense report.

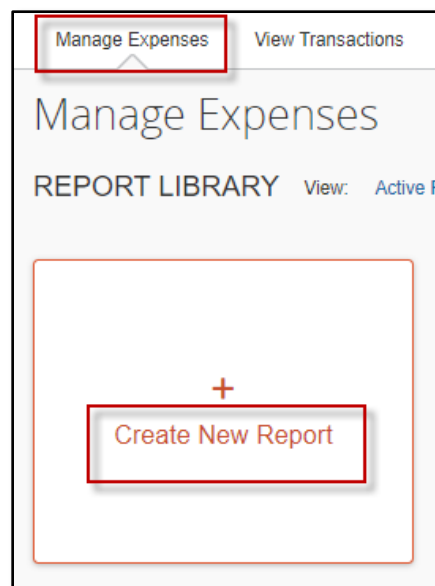


OR

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.*

Create New Report

Create From an Approved Request

Policy

\*AL-Expense Rpt w/o Request

Department <sup>\*</sup>

▼

(010) FINANCE

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

Create From an Approved Request?

?

Creating an expense report from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?

Go back

Create From an Approved Request

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

Available Requests

Request Name ↑↓	Request ID ↑↓	Start Date ▾	End Date ↑↓	Cancelled ↑↓	Request Total ↑↓	Approved ↑↓	Remaining
<input checked="" type="radio"/> Charlotte, NC - 8/1-8/5/22	397H	08/01/2022	08/05/2022	No	\$4,832.00	\$4,832.00	\$4,832.00

Cancel

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.

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

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST

Approved  
\$4,832.00

Submit Report

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.

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

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Report

Report Header

Report Totals

Report Timeline

Audit Trail

**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.

\* 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** – 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** – Since this report is being created before 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

*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 (Selected)

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

Declared Emergency Travel: ☐

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** – 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** – Since this report is being created before 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

*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.*

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

**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**



# TRAVEL CARD CHARGES

## ADDING 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 **Add To Report**



**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 8AM	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.

The screenshot shows the 'Transit Costs' expense report with a total of \$18.93. The interface includes tabs for 'Details' and 'Itemizations'. Below these are links for 'Attendees (1)' and 'Allocate'. A red box highlights the 'Expense Type' dropdown menu, which currently shows 'Transit Costs'. Other visible options in the list include 'Hotel', 'Agency Booking Fees', and 'Transit Costs'.

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 screenshot shows the 'Report Details' dropdown menu. The 'Report Header' option is highlighted with a red box. Other options in the menu include 'Report Totals', 'Report Timeline', 'Audit Trail', 'Allocation Summary', 'Linked Add-ons', and 'Manage Requests'. The main report information shows 'Seattle, WA - 9/6-9/11/19 \$1,610.20' and 'Pending Cost Object Approval'.

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.

The screenshot shows the 'Report Header' section for a report titled 'Charlotte, NC - 8/1-8/5/22' with a total of \$0.00. A red box highlights the 'Policy' dropdown menu, which currently shows '\*AL-Out of State 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.



CONFERENCE REGISTRATION

Conference registration fees can be paid within 60 days of the travel event. For conferences that fall in the next fiscal year (October 1 – September 30), the following guidelines should be used in determining if payment can be made outside fiscal years:

- There must be an immediate need. – There is limited space and if the conference isn’t paid for at that moment, then all spots will fill up.
- Payment scheduling is out of the control of the agency – if the due date for all registrants is set prior to the event and falls in the current fiscal year, then payment can be made within 30 days of the new fiscal year.

An early bird special is not an exception to these guidelines.

Payments for registration fees that follow the guidelines mentioned above can be submitted in advance of the travel event when the state travel card charge imports into the traveler’s profile. Make sure the correct expense type is selected, Conference Registration, and the receipt and conference details are attached to the expense report.

←

→

Conference Registration \$653.57

02/25/2020 | AMPEER DUPONT CIRCLE | Corporate Card

Details

Itemizations

Allocate

\* Required field

Expense Type \*

Conference Registration

▼



## AIRLINE TICKET

Airline tickets booked in Concur within 60 days of the travel event can be processed for payment when the state travel card charge imports into the traveler's profile. Because the Concur Travel module is utilized for these bookings, there will also be an additional charge that imports for the Agency Booking Fee. This fee is normally \$6, unless the agency's Concur Travel Liaison had to call the Concur travel agent directly. The charge increases to \$20 each time the agent is called directly. The Concur travel agency only has the authority to speak with the agency's Concur Travel Liaison; therefore, the traveler should contact the agency's Concur Travel Liaison to handle this communication.

Make sure the correct expense types are selected for these charges. Sometimes they import in from the bank incorrectly, so it is very important to double check before submitting the expense report.

**NOTE:** *The Agency Booking Fee does not require a receipt.*

← →

Airfare \$292.50

08/25/2021 | Delta Air Lines | [Corporate Card, E-Receipt](#)

Details

Itemizations

🔄

[Allocations](#)

Expense Type

Airfare

← →

Agency Booking Fees \$6.00

08/25/2021 | AGENT FEE 8900803158806 | [Corporate Card](#)

Details

Itemizations

🔄

[Allocations](#)

Expense Type

Agency Booking Fees

Transaction Date

08/25/2021

Business Purpose

Vendor

AGENT FEE 8900803158806

City of Purchase





HOTEL DEPOSIT

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 **Check-out Date** as the transaction date of the charge. The system will not allow you to enter a date that has not occurred. Enter the **Check-in Date** as the date before, so that it shows up as a single night charge. Select the **Itemizations** tab to enter the itemizations.

Hotel \$1,012.50

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

Details | **Itemizations**

Attendees (1)

Expense Type \*  
Hotel

Check-in Date \*  
02/19/2020

Check-out Date \*  
02/20/2020

Nights:  
1

Transaction Date  
02/20/2020

Business Purpose

Select **Create Itemization**.

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



Click the Expense Type drop-down to select the appropriate expense type for the charge. Select **Hotel** to enter the room rate.

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

New Itemization

Expense Type \*

Search for an expense type

Recently Used

Hotel

Once the Hotel expense type is selected, more fields become available. Since this is for a hotel deposit, keep **The Same Every Night** option selected. 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**.

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

New Itemization

Expense Type \*

Hotel

Entry Type: Recurring Itemization 02/19/2020 - 02/20/2020 (Nights: 1)

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



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

Hotel \$1,012.50

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

Details

Itemizations

Amount

\$1,012.50

Itemized

\$1,012.50

Remaining

\$0.00

Create Itemization

More Actions

<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input type="checkbox"/>		02/19/2020	Hotel	\$950.00
<input type="checkbox"/>		02/19/2020	Hotel Tax	\$62.50

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 one night stay deposit to reserve the room for April.

After all information has been verified for all card charges and receipts have been uploaded to each expense line, the report is ready to be submitted.

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

Copy Report

Submit Report

Not Submitted

Report Details

Print/Share

Manage Receipts

Travel Allowance

REQUEST

Approved

\$2,546.00



## 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

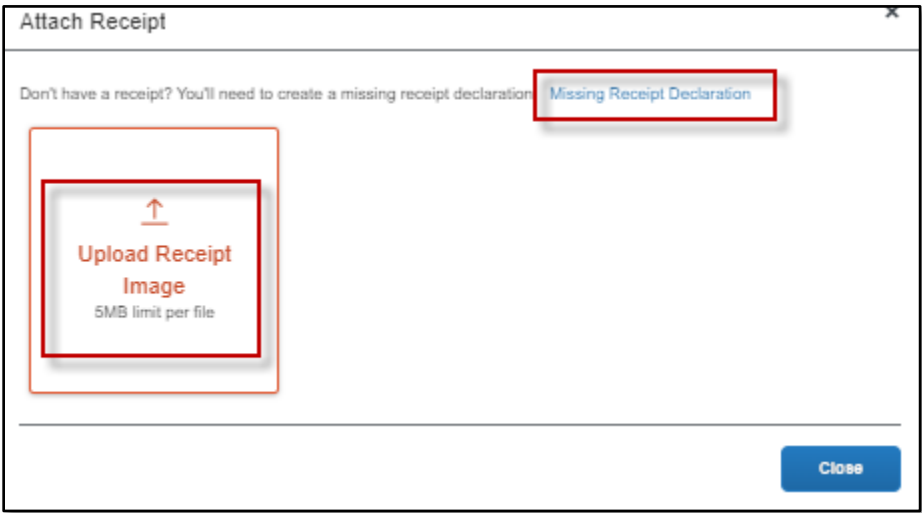
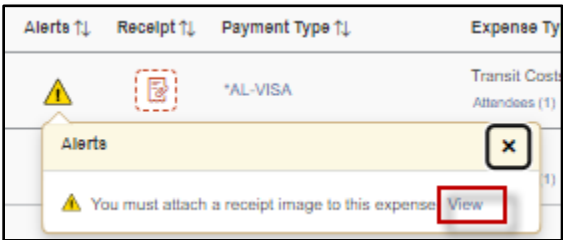
Save Expense

Cancel

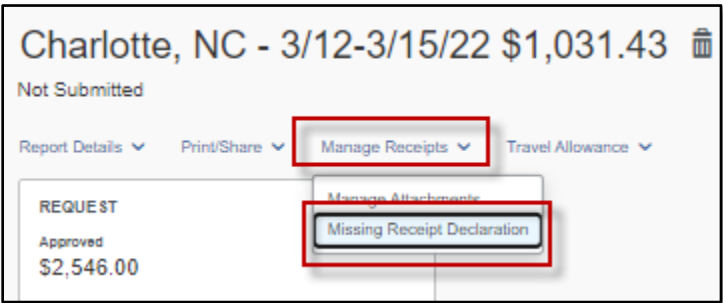
Upload Receipt Image



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 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.*

*If an instate actual report is being submitted, be sure to attach the [Certification of Instate Travel Expenses Form](#) to the expense report.*

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

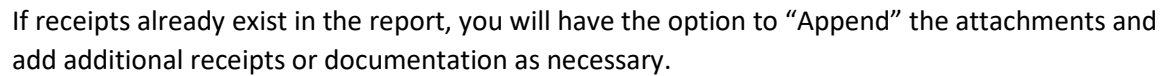
Attach to Report

Upload Report Level Attachment

SMB limit per file

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

Close

PAYING STATE TRAVEL CARD



## 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 form. The form includes the following fields and options:

- Expense Type \***: A dropdown menu with 'Transit Costs' selected.
- Transaction Date**: A text box containing '02/25/2020'.
- Business Purpose**: An empty text box.
- Vendor**: A dropdown menu with 'TAXI SVC WASHINGTON' selected.
- Enter Vendor Name**: A text box containing 'TAXI SVC WASHINGTON'.
- City of Purchase**: A dropdown menu with 'Washington, District of Colum...' selected.
- Payment Type**: A text box containing '\*AL-VISA'.
- Amount**: A text box containing '18.93'.
- Currency**: A text box containing 'US, Dollar'.
- Personal Expense (do not reimburse)**: A checkbox that is currently unchecked and is highlighted with a red rectangular box.





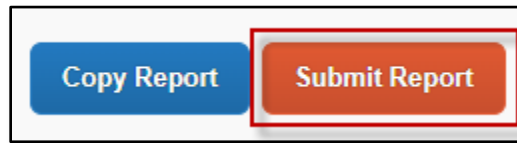
If a portion of a charge needs to be marked personal, this can be done by selecting the **Itemizations** tab on that expense line.

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.



## SUBMIT REPORT

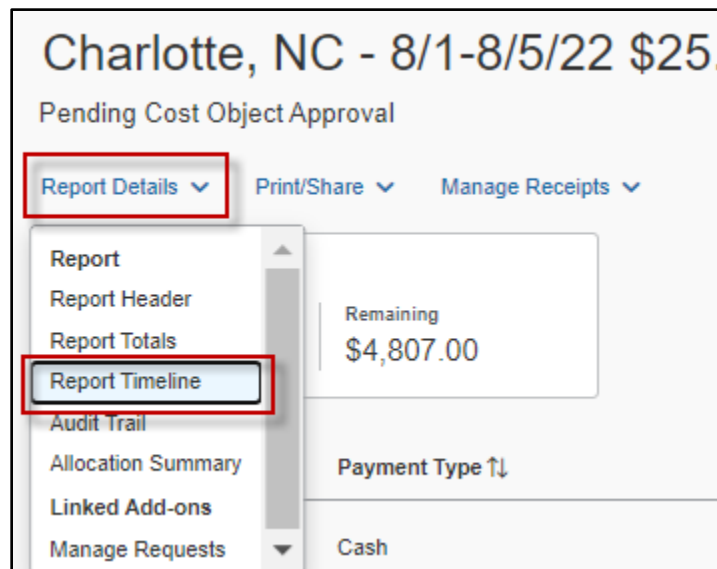
Select **Submit Report** from the top right corner of the expense report.



Select **Accept & Continue**.

## REPORT TIMELINE (APPROVAL WORKFLOW)

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



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



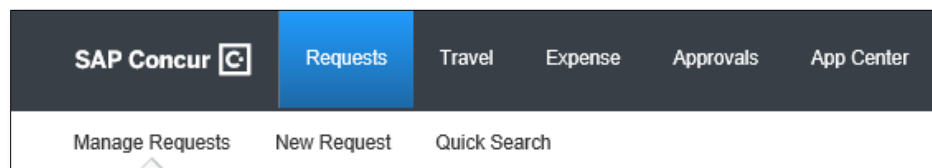
# PAYING STATE TRAVEL CARD AFTER BUSINESS TRIP

If you need assistance creating an expense report, please see the job aid [Creating an Expense Report](#) for more assistance. Once you have started an expense report, any travel card charges related to the trip can be added.

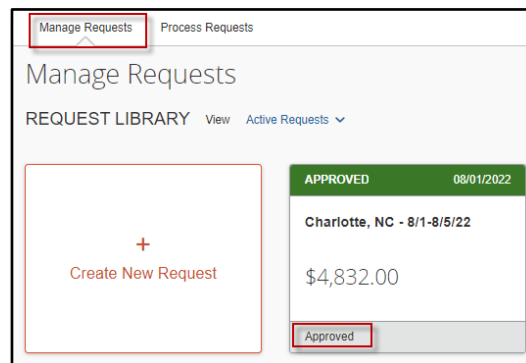
## LINK REQUEST TO EXPENSE

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 event for this reason.

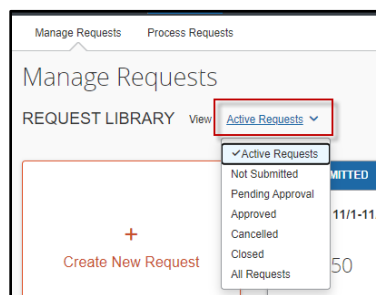
Select the **Request** tab on the menu bar.



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

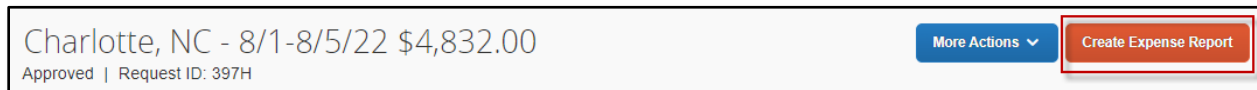


If you do not see a Request you are looking for, the Active Requests filter can be selected for other options.



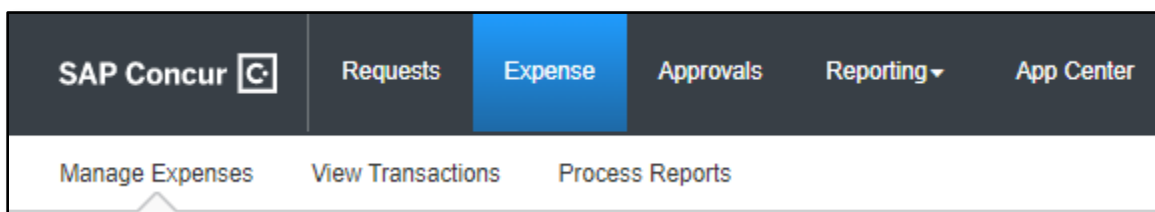


Within the appropriate approved Request, select **Create Expense Report** in the top right corner of the screen to begin creating the expense report.

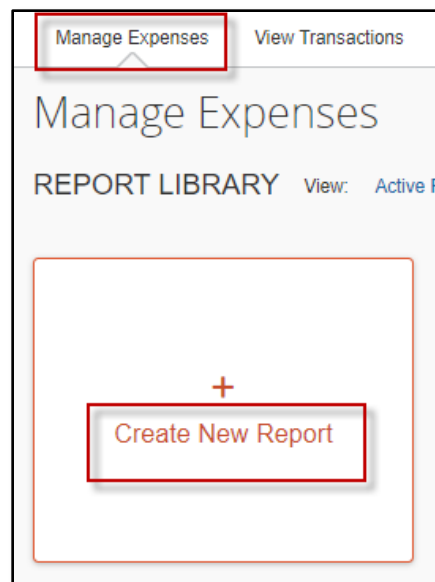


OR

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.*

Create New Report

Create From an Approved Request

Policy

\*AL-Expense Rpt w/o Request

Department <sup>\*</sup>

▼

(010) FINANCE

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

Create From an Approved Request?

?

Creating an expense report from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?

Go back

Create From an Approved Request

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

Available Requests

	Request Name ↑↓	Request ID ↑↓	Start Date ▾	End Date ↑↓	Cancelled ↑↓	Request Total ↑↓	Approved ↑↓	Remaining
<input checked="" type="radio"/>	Charlotte, NC - 8/1-8/5/22	397H	08/01/2022	08/05/2022	No	\$4,832.00	\$4,832.00	\$4,832.00

Cancel

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.

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

Not Submitted

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

REQUEST

Approved  
\$4,832.00

Submit Report

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.

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

Not Submitted

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

Report

Report Header

Report Totals

Report Timeline

Audit Trail

**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.

**\* 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** – 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, you will select **“No, I do not want to claim Travel Allowance”**.

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.

- **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.

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...
	03/12/2022 08:00	03/12/2022 05:00 PM	
<input type="checkbox"/>	Charlotte, North ...	Montgomery, Alaba...	MONTGOMERY COU...
	03/15/2022 08:00	03/15/2022 03:00 PM	

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 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 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 <input type="checkbox"/>	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

## ADDING CHARGES

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

The screenshot shows the 'Manage Expenses' interface. At the top, there are tabs for 'Manage Expenses', 'View Transactions', and 'Process Reports'. Below these, a text box displays 'Charlotte, NC - 8/1-8/5/22 \$0.00' with a trash icon to its right. A red 'Submit Report' button is in the top right corner. Below the text box, it says 'Not Submitted'. There are four dropdown menus: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A 'REQUEST' box shows 'Approved' and '\$4,832.00'. At the bottom, a row of buttons includes 'Add Expense' (highlighted with a red box), 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below the buttons, it says 'No Expenses' and '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.

The screenshot shows the 'Add Expense' window. At the top, there are two tabs: '2 Available Expenses' (selected and highlighted with a red box) and '+ Create New Expense'. Below the tabs is a table with columns: 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Amount'. The table contains two rows of expenses. Below the table, it says 'Displayed expenses: 2, Total: 2'. At the bottom right, there are 'Close' and 'Add To Report' buttons.

<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



**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.

Transit Costs \$18.93

02/25/2020 | TAXI SVC WASHINGTON | Corporate Card

Details | Itemizations

Attendees (1) | Allocate

Expense Type \*

Transit Costs

Hotel

Agency Booking Fees

Transit Costs

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**.

Seattle, WA - 9/6-9/11/19 \$1,610.20

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 \$3,811.05

Payment Type | Expense Type

\*AL-VISA | Conference Registration

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.

Report Header

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

Policy

\*AL-Out of State 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

Hotel \$1,012.50

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

Details | Itemizations

Attendees (1)

\* Required field

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. 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.

The screenshot shows a table of expenses. The first row is highlighted in blue and contains the following information: a checkbox, a red alert icon, a receipt icon, the payment type '\*AL-VISA', the expense type 'Hotel', the number of attendees 'Attendees (1)', and the vendor 'FLORIDAYS RESORT ORLAN' with the location 'Orlando, Florida'. A red alert box is overlaid on the first row, containing the text 'Alerts' and 'Itemizations are required for this entry'. A red box highlights the 'View' link next to the alert.

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.

The screenshot shows the 'Hotel \$1,012.50' expense itemization form. The form is titled 'Hotel \$1,012.50' and includes a trash icon. Below the title, the transaction date is '02/20/2020', the vendor is 'FLORIDAYS RESORT ORLAN', and the payment type is 'Corporate Card'. The form has two tabs: 'Details' and 'Itemizations'. The 'Details' tab is active. The form includes the following fields: 'Attendees (1)', 'Expense Type' (set to 'Hotel'), 'Check-in Date' (set to '08/01/2022'), 'Check-out Date' (set to '08/05/2022'), 'Nights' (set to '4'), 'Transaction Date' (set to '02/20/2020'), 'Business Purpose', 'Vendor' (set to 'FLORIDAYS RESORT ORLAN'), 'City of Purchase' (set to 'Orlando, Florida'), 'Payment Type' (set to '\*AL-VISA'), 'Amount' (set to '1,012.50'), 'Currency' (set to 'US, Dollar'), 'Request' (set to '03/12/2022, \$1,000.00 - Charlotte...'), and a 'Comment' field. A red box highlights the 'Check-in Date' and 'Check-out Date' fields. At the bottom, there are 'Save Expense' and 'Cancel' buttons.



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
<b>New Itemization</b>			
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, displaying a list of options under '01. Hotel Expenses':

- Hotel
- Hotel Tax
- Laundry
- Parking - Hotel

The 'Parking - Hotel' option 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 currently 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
<a href="#">Create Itemization</a>		<a href="#">More Actions</a> ▾

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
<b>New Itemization</b> <span style="float: right;">* Required field</span>		
Expense Type * <div>Miscellaneous ▾</div>		
<input type="checkbox"/> Recurring Every Night		
Transaction Date * <div>02/20/2020</div>		
Business Purpose <div></div>		Enter Vendor Name <div>FLORIDAYS RESORT ORLAN</div>
City of Purchase <div>Orlando, Florida</div>		
Amount * <div>92.50</div>	Currency <div>US, Dollar</div>	
<input checked="" type="checkbox"/> Personal Expense (do not reimburse)		
Comment <div></div>		
<a href="#">Save Itemization</a> <a href="#">Cancel</a>		

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

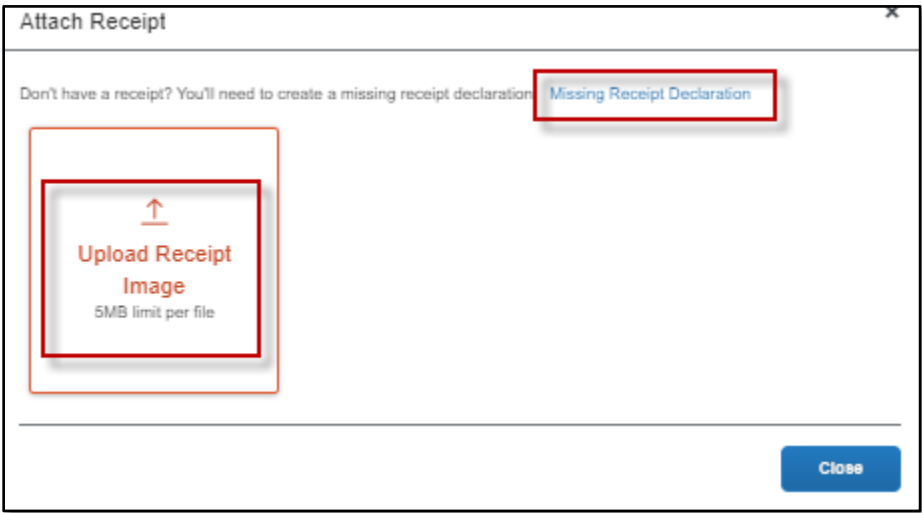
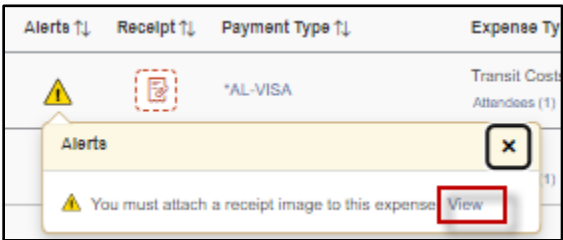
Cancel

Upload Receipt Image

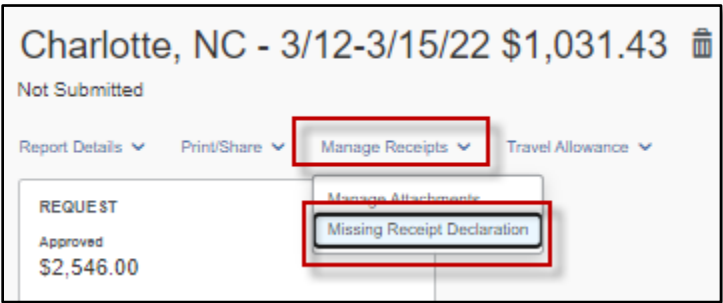




You can also click on the yellow warning alert to view the message, then click **“View”**. A separate screen will pop up, giving you the option to **Upload Receipt Image** or add a **Missing Receipt Declaration**.



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.

The modal window titled "Create Receipt Declaration" contains the following elements:

- Text: "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."
- Table with 4 columns: Expense Type, Vendor, Date, Amount.

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
- Text: "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."
- Buttons: "Cancel" and "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.*

*If an instate actual report is being submitted, be sure to attach the [Certification of Instate Travel Expenses Form](#) to the expense report.*

The first screenshot shows an expense report for "Charlotte, NC - 3/12-3/15/22 \$1,031.43" with a status of "Not Submitted". It features a dropdown menu for "Manage Receipts" which includes options for "Manage Attachments" and "Missing Receipt Declaration".

The second screenshot, titled "Attach to Report", shows a large box with an upload icon and the text "Upload Report Level Attachment" and "SMB limit per file". A "Close" button is located at the bottom right.


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

☰

1 of 1

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— + ... | ⚙️



## Hotel Montreux

Room No. 5383  
 Arrival 12-08-21  
 Departure 12-11-21


Cancellation \$15  
 Page No. 1 of 1  
 Invoice No. 24341627  
 Contract No. 12-08-21  
 Billing No. 12-08-21

Date	Description	Debit	Credit
12-09-21		45.00	
12-09-21		208.00	
12-09-21		19.45	
12-09-21		19.75	
12-09-21		2.00	
12-09-21		3.88	
12-10-21		45.00	
12-10-21		208.00	
12-10-21		19.45	
12-10-21		19.75	
12-10-21		2.00	
12-10-21		3.88	
12-11-21			579.88
		<b>Total Charges</b>	<b>579.88</b>
		<b>Total Credits</b>	<b>579.88</b>
		<b>Balance</b>	<b>0.00</b>


Payment is by credit card, you are authorized to charge my account for the total amount due. The undersigned guest acknowledges all charges are personal and non-transferable.  
 I agree that my liability for this bill is not released and agrees to be held personally liable in the event that the indicated company or agency does not pay the bill within the set amount of these charges.

Guest Signature: \_\_\_\_\_

If you had a pleasurable stay, please rate us 5 out of 5 on Yelp and Trip Advisor.



HOTEL MONTREUX  
1714 RUE PEARCE • NEW ORLEANS, LA 70116 • (504) 523-5341 • FAX (504) 523-4123





## 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 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), and Currency (US, Dollar). A red box highlights the checkbox labeled 'Personal Expense (do not reimburse)' at the bottom left of the form.



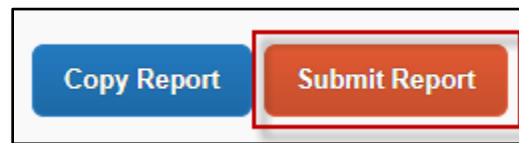
If a portion of a charge needs to be marked personal, this can be done by selecting the **Itemizations** tab on that expense line.

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.



## 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

PAYING STATE TRAVEL CARD

REVISED 11/10/2022

54



## 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