



CREATING AN EXPENSE REPORT FOR INTERNATIONAL TRAVEL





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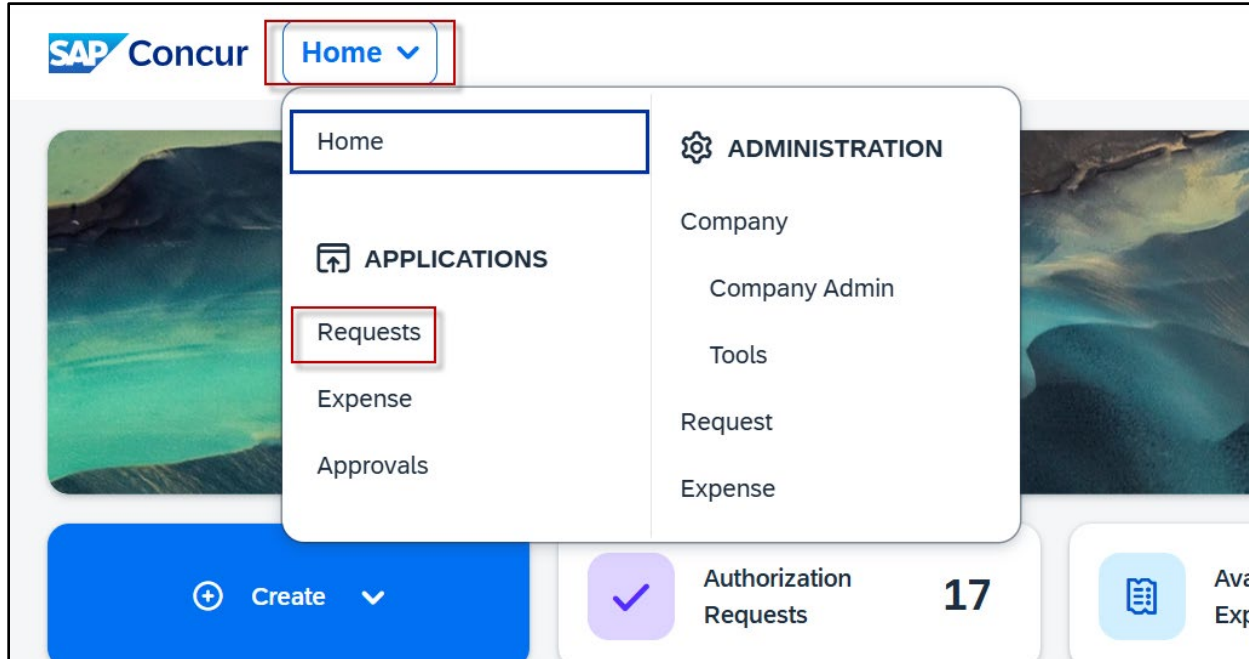
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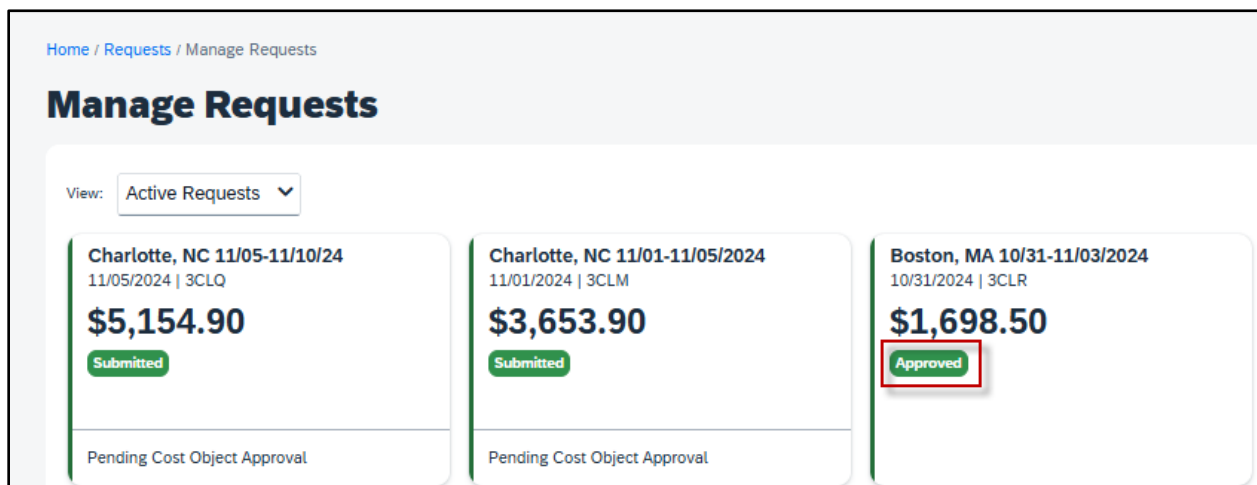
LINK REQUEST TO EXPENSE

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

Select the **Home dropdown** then **Request**.



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. **Active Requests** populates travel requests that were created within the last sixty days. Select **Approved** to view Requests that are older than sixty days.

REPORT HEADER

If you have created the expense report by mistake or just need to delete, select **Delete Report**.

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

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



NOTE: Required fields are marked with a red asterisk.

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

OUT OF STATE/INTERNATIONAL REPORT HEADER

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

The screenshot shows a web-based form for creating an expense report. At the top, it displays 'London, England 03/11-03/15/2024 | \$0.00'. Below this is an 'Alerts: 1' notification bar. The main form area contains several sections:

- Policy:** A dropdown menu set to '*AL-Out of State Policy'.
- Trip Type:** A dropdown menu with 'International' selected. A red box highlights the 'International' option in the dropdown list.
- Home Base (City, State):** A required field marked with a red asterisk and a red 'X' icon, currently empty.
- Report ID:** A text field containing '0E54B7D50AC04989A52A'.
- Report Date:** A date field set to '11/05/2024'.
- Department:** A dropdown menu set to '(010) FINANCE'.
- Accounting Group:** A dropdown menu set to '(1242.917) Comptroller Fiscal Mgmt'.
- Accounting Template:** A dropdown menu set to '(UNCP01) COMPTROLLER'.
- Report Currency:** A dropdown menu set to 'US, Dollar'.
- Declared Emergency Travel:** An unchecked checkbox.
- Comment:** A large text area for entering notes.
- Travel Allowance:** A section at the bottom of the form.

Buttons for 'Cancel' and 'Save' are located at the bottom right of the form.

- **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** – If the travel event is **International**, please select International from the drop-down box.
- **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 require Travel Allowance**” 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 require Travel Allowance**”.



You will have the opportunity to claim the travel allowance when you return from the travel event. **

Travel Allowance

Do you wish to claim Travel Allowance?

Yes, I require Travel Allowance

No, I do not require 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.

**The policy for international travel has changed to allow travelers to claim the meal per diem rate for the applicable location. Per the State’s policy, the M&IE Rate must be adjusted for meals furnished by the government, including meals purchased through a registration fee.

TRAVEL ALLOWANCE ITINERARY

Creating your travel allowance itinerary:

Travel Allowances For Report: London, England 03/11-03/15/2024

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: London, England 03/11-03/15/2024 Selection: USGSA CONUS

Add Stop **Delete Rows**

Departure City?	Arrival City	Arrival Rate Location
<input type="checkbox"/> Helena, Alabama 03/11/2024 06:00 AM	London, UNITED KINGDOM 03/11/2024 09:00 PM	LONDON, UNITED KINGDOM

New Itinerary Stop

Departure City: London, UNITED KINGDOM

Date: 03/15/2024 Time: 6:00 AM

Arrival City: Helena, Alabama

Date: 03/15/2024 Time: 9:00 PM

Save

[Go to Single Day Itineraries](#) [Next >>](#) [Cancel](#)



- **Itinerary Name** – This will default to the Report Name.
- **Selection** – This field will default to USGSA CONUS. Please do not change the selection. USGA CONUS should be selected on all Travel Allowance Itineraries.

- **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).

Add Stop	Departure City	Date and Time	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Helena, Alabama	03/11/2024 06:00 AM	London, UNITED KINGDOM	LONDON, UNITED KINGDOM
<input type="checkbox"/>	London, UNITED KINGDOM	03/15/2024 06:00 AM	Helena, Alabama	SHELBY COUNTY, US-AL, US

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.

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: London, England 03/11-03/15/2024				
Helena, Alabama	03/11/2024 06:00 AM	London, UNITED KINGDOM	03/11/2024 09:00 PM	LONDON, UNITED KINGDOM
London, UNITED KINGDOM	03/15/2024 06:00 AM	Helena, Alabama	03/15/2024 09:00 PM	SHELBY COUNTY, US-AL, US

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Boston, MA 10/31-11/03/2024				
Helena, Alabama	10/31/2024 08:00 AM	Boston, Massachusetts	10/31/2024 04:00 PM	SUFFOLK COUNTY, US-MA, US
Boston, Massachusetts	11/03/2024 08:00 AM	Helena, Alabama	11/03/2024 04:00 PM	SHELBY COUNTY, US-AL, US
Itinerary: Charlotte, NC 11/05-11/10/24				
Helena, Alabama	11/05/2024 08:00 AM	Charlotte, North Carolina	11/05/2024 04:00 PM	MECKLENBURG COUNTY, US-NC, US
Charlotte, North Carolina	11/11/2024 08:00 AM	Helena, Alabama	11/11/2024 04:00 PM	SHELBY COUNTY, US-AL, US

The next screen will allow you to select individual meals that were provided by a conference. The CONUS rate will be reduced by these meal rates to prevent taxable employee benefits.

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.

Travel Allowances For Report: London, England 03/11-03/15/2024

Create New Itinerary Available Itineraries Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location*	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/11/2024 London, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$139.50
<input type="checkbox"/>	03/12/2024 London, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$186.00
<input type="checkbox"/>	03/13/2024 London, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$186.00
<input type="checkbox"/>	03/14/2024 London, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$186.00
<input type="checkbox"/>	03/15/2024 London, UNITED KINGDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$139.50

Select **Update Expenses**.

TRAVEL CARD CHARGES

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

London, England 03/11-03/15/2024 \$837.00

Not Submitted | Report Number: 9AK4BN

REQUEST
Approved
\$837.00

Report Details

View Available Receipts

Expenses

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

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

<input type="checkbox"/>	Receipt	Payment Type↓
<input checked="" type="checkbox"/>		Pending Card Transaction



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

Expenses	
<input type="checkbox"/>	Receipt
<input type="checkbox"/>	*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**.

Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/> *AL-VISA	Corporate Card	Undefined	AGENT FEE 8900796226159	02/25/2020	\$6.00
<input checked="" type="checkbox"/> *AL-VISA	Corporate Card	Undefined	AMERICAN AIR0017503379991 Fort Worth, Texas	02/20/2020	\$730.63
<input checked="" type="checkbox"/> *AL-VISA	Corporate Card	Undefined	DELTA AIR 0067503379874 Reston, Virginia	02/19/2020	\$906.40
<input type="checkbox"/> *AL-VISA	Corporate Card	Undefined	AGENT FEE 8900795974002	02/19/2020	\$6.00
<input type="checkbox"/> *AL-VISA	Corporate Card	Transit Costs	LYFT *RIDE SAT 6AM	02/15/2020	\$42.79
<input type="checkbox"/> *AL-VISA	Corporate Card	Hotel	HYATT REGENCY LONG BEACH	02/15/2020	\$1,339.51
<input type="checkbox"/> *AL-VISA	Corporate Card	Undefined	AMERICAN AIR0011504170875 Fort Worth, Texas	02/14/2020	\$30.00
<input type="checkbox"/> *AL-VISA	Corporate Card	Transit Costs	UBER TRIP	02/12/2020	\$12.07
<input type="checkbox"/> *AL-VISA	Corporate Card	Transit Costs	UBER TRIP	02/12/2020	\$3.00
<input type="checkbox"/> Show Errors	Corporate Card	Undefined	AMERICAN AIR0011504041480	02/09/2020	\$30.00

Add To Report Cancel

The transactions are pulled into the expense report and ready for additional information to be entered.

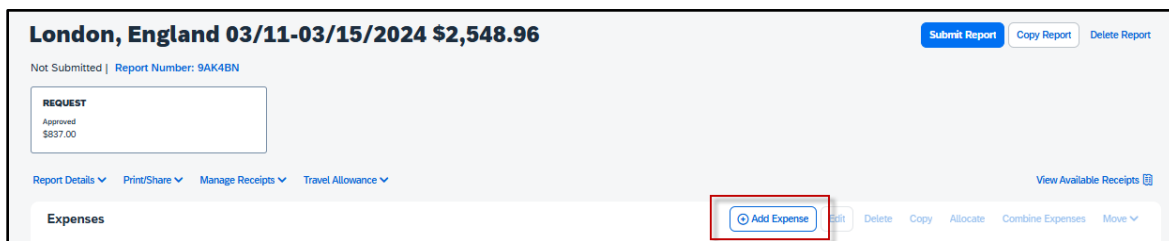
Attendees (1)	
Expense Type *	Hotel
Date Range *	Nights 0
Transaction Date *	02/25/2020
Business Purpose	Vendor
Enter Vendor Name	City of Purchase *
AMPEER DUPONT CIRCLE	London, UNITED KINGDOM
Payment Type	Amount *
*AL-VISA	50.00
Currency	US, Dollar (USD)



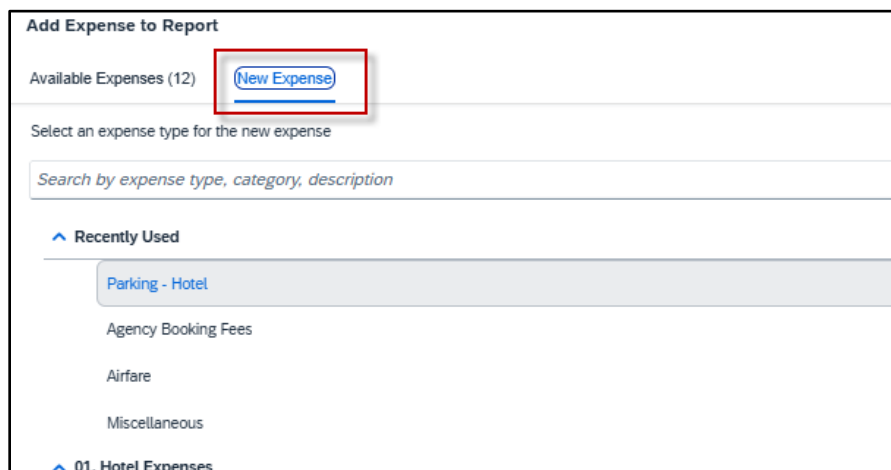
- **Expense Type** – State travel card transactions will already have an expense type selected. Be sure the expense type is accurate based on the charges. Edits can be made by selecting another option from the drop-down menu.
NOTE: The Hotel expense type will require the date range of the stay to be entered.
- **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, select from the drop-down and save any changes.
NOTE: This field is necessary to show the amounts that were approved on the Request. If this field is not visible, make sure the correct Expense Type is selected on the line. Otherwise, contact your agency Concur office to find out options if the expense was not approved on the Request.

EXPENSES PAID WITH PERSONAL FUNDS

Any business expenses that were not paid with the State’s travel card will need to be manually entered. You may do so by selecting **Add Expense**.



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



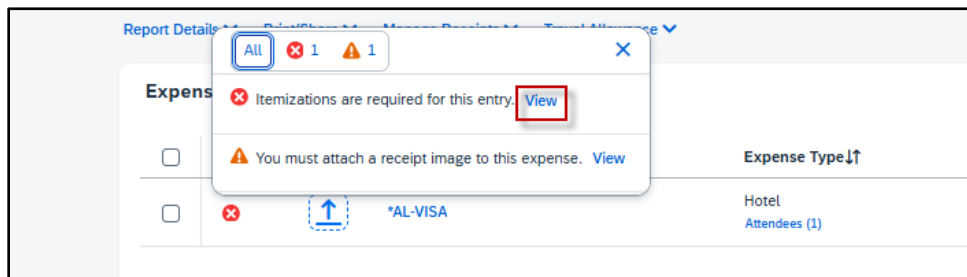


- **Expense Type** – This field will default if you manually select an expense type.
- **Transaction Date** – Enter the date of the charge supported by the receipt.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – Enter the vendor information supported by the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

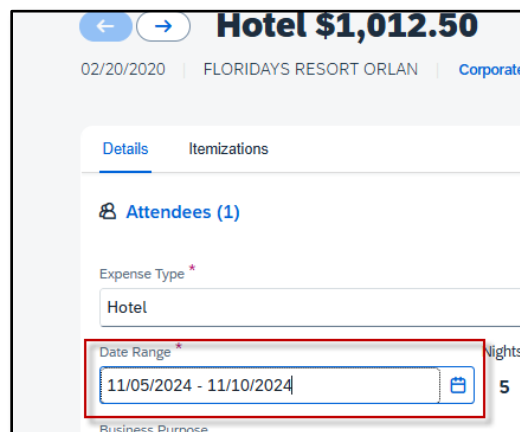
NOTE: This field is necessary to show the amounts that were approved on the Request. If this field is not visible, make sure the correct Expense Type is selected on the line. Otherwise, contact your agency Concur office to find out options if the expense was not approved on the Request.

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 to open the expense for more details.



Enter the **Date Range** of your stay. The Transaction 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 based on your Date Range entered.





Next, click the **Itemizations** tab.

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

New Itemization * Required field

Expense Type *
Hotel X v

Recurrence * ?
Same daily amount v

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

Amount	Itemized	Over
\$1,012.50	\$1,100.00	\$87.50

New Itemization

Expense Type *

Search for an expense type

01. Hotel Expenses

- Hotel
- Hotel Tax
- Laundry
- Parking - Hotel

If the room rate and tax rates are the same each night, select **Same daily amount**. If they differ each night, select **Different daily amount**. If you are entering a one-time charge for a hotel, select **Not recurring**. 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**.



Same daily amount

Details Itemizations

Amount	Itemized	Remaining
\$1,339.51	\$0.00	\$1,339.51

New Itemization * Required field

Expense Type *
Hotel

Recurrence *
Same daily amount

Not recurring

Same daily amount

Different daily amount

Different daily amount

Details Itemizations

Amount	Itemized	Remaining
\$1,339.51	\$0.00	\$1,339.51

New Itemization * Required field

Expense Type *
Hotel

Recurrence *
Different daily amount

Not recurring

Same daily amount

Different daily amount

Not recurring

Details Itemizations

Amount	Itemized	Remaining
\$1,339.51	\$0.00	\$1,339.51

New Itemization * Required field

Expense Type *
Hotel

Recurrence *
Not recurring

Not recurring

Same daily amount

Different daily amount

Not recurring

Same daily amount

Different daily amount

HYATT HOTELS HYATT REGENCY LONG BEACH



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

Details Itemizations

Amount \$1,339.51 Itemized \$1,200.00 **Remaining \$139.51**

New Itemization * Required field

Expense Type *
Hotel

Recurrence *
Same daily amount

Nights: 5

Date	Room Rate*	Room Tax	Tax 2	Tax 3
11/05/2024	200.00	40.00		
11/06/2024	200.00	40.00		
11/07/2024	200.00	40.00		
11/08/2024	200.00	40.00		
11/09/2024	200.00	40.00		

(Amounts in USD) Add Tax Fields

Save Itemization **Save and Add Another** Cancel

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

Details Itemizations

Amount \$1,339.51 Itemized \$1,200.00 **Remaining \$139.51**

New Itemization * Required field

Expense Type *

This field is missing required information.

Recently Used

- Airfare
- Transit Costs
- Miscellaneous
- Parking - Hotel**
- Hotel Tax

01. Hotel Expenses

- Hotel



Enter the amount per the hotel bill. If the charge is the same each night, click the recurrence drop down menu and select **same daily amount**.

Details Itemizations

Amount	Itemized	Remaining
\$1,339.51	\$1,200.00	\$139.51

New Itemization

Allocate * Required field

Expense Type *
Parking - Hotel X v

Recurrence *
Same daily amount v

Not recurring

Same daily amount

Different daily amount

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

Repeat this process until all hotel charges are itemized.

Hotel \$1,339.51

02/15/2020 | Hyatt Hotels | Corporate Card

Details Itemizations

Amount	Itemized	Remaining
\$1,339.51	\$1,339.51	✔ Remaining \$0.00



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
\$1,339.51	\$1,339.51	\$0.00

New Itemization

[Allocate](#)

Expense Type * * Required field

Miscellaneous ✕ ▾

Recurrence * ?

Not recurring ▾

Transaction Date * 📅

02/15/2020

Business Purpose

Enter Vendor Name

HYATT REGENCY LONG BEACH

City of Purchase

Reston, Virginia

Amount *

100.00

Currency

US, Dollar (USD)

Personal Expense (do not reimburse)

Comment 0/500

Click **Save Itemization**.

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

Itemizations	
<input type="checkbox"/>	Alerts↓↑ Date↓↑
<input type="checkbox"/>	11/09/2024
<input type="checkbox"/>	11/09/2024
<input type="checkbox"/>	11/08/2024
<input type="checkbox"/>	11/08/2024
<input type="checkbox"/>	11/07/2024
<input type="checkbox"/>	11/07/2024
<input type="checkbox"/>	11/06/2024
<input type="checkbox"/>	11/06/2024
<input type="checkbox"/>	11/05/2024
<input type="checkbox"/>	11/05/2024



RECEIPTS

Each expense, except for the M&IE rate and Agency Booking Fees, will need a receipt attached. An orange 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↑	Comment↑	Receipt↑	Payment Type↑	Expense Type↑
<input type="checkbox"/>				*AL-VISA	Airfare

Details Itemizations

Allocate

Expense Type * * Required field
Airfare

Transaction Date * 02/19/2020 Business Purpose

Ticket Number Vendor

Enter Vendor Name DELTA AIR 0067503379874 Airline Travel Service Code None Selected

City of Purchase * Reston, Virginia Payment Type *AL-VISA

Amount * 906.40 Currency US, Dollar (USD)

Personal Expense (do not reimburse)

Request * 11/05/2024, \$550.00 - Charlotte, NC 11/05-11/1...

Comment 0/500

Save Expense Save and Add Another Cancel

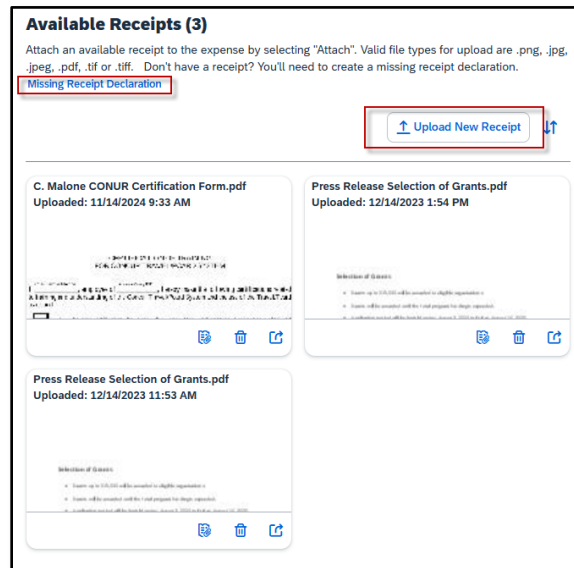
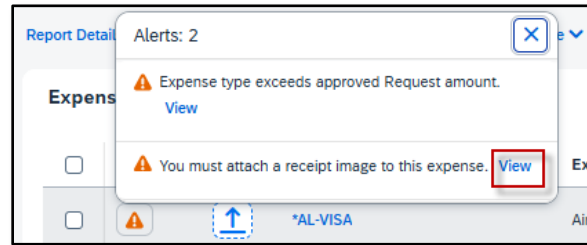
Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

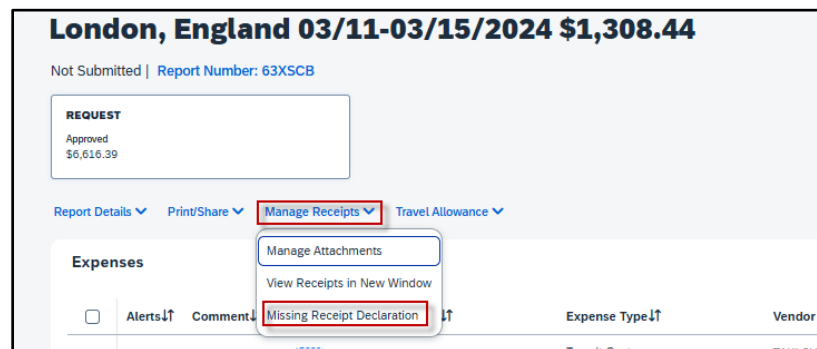
Add Receipt



You can also click on the orange 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 [X]

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 expenses 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"/>	Airfare	DELTA AIR 0067503379874	02/19/2020	\$906.40

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.

London, England 03/11-03/15/2024 \$1,308.44

Not Submitted | Report Number: 63XSCB

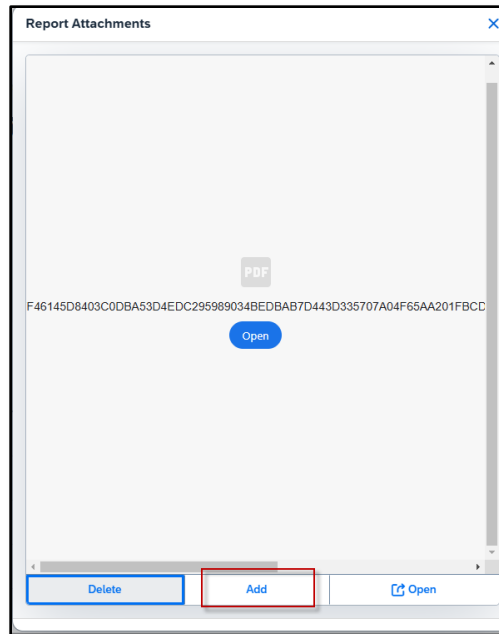
REQUEST
Approved
\$6,616.39

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

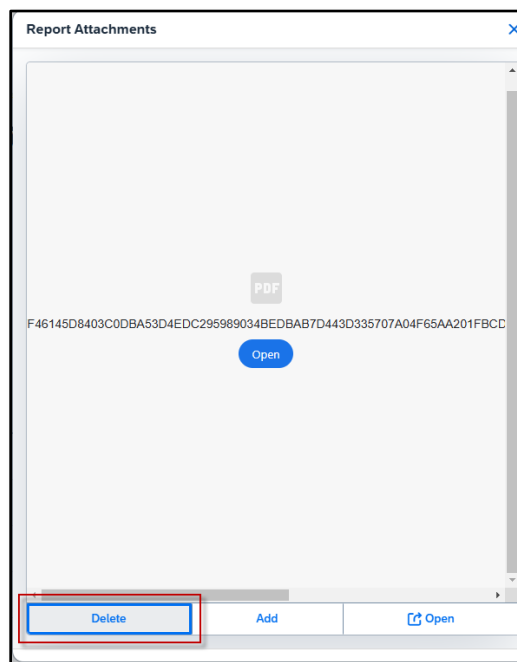
Expenses

Alerts↑ Comment↓ Missing Receipt Declaration ↑ Expense Type↑

Manage Attachments
View Receipts in New Window



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





PERSONAL EXPENSES

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

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

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 (CR document ID must be cited).



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

The screenshot shows the 'Transit Costs \$18.93' expense line. The 'Itemizations' tab is selected and highlighted with a red box. Below the tab, there are buttons for 'Attendees (1)' and 'Allocate'. The 'Expense Type' is set to 'Transit Costs'. The 'Transaction Date' is '02/25/2020' and the 'Business Purpose' field is empty.

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.

The screenshot shows the 'New Itemization' form. At the top, a summary table shows: Amount \$18.93, Itemized \$18.93, and Remaining \$0.00 (the 'Remaining' cell is highlighted with a red box). Below this, the 'Expense Type' is 'Miscellaneous'. The 'Transaction Date' is '02/25/2020' and the 'Business Purpose' is empty. The 'Enter Vendor Name' is 'TAXI SVC WASHINGTON' and the 'City of Purchase' is 'Washington, District of Columbia'. The 'Amount' is '3.93' and the 'Currency' is 'US, Dollar (USD)'. At the bottom, the checkbox 'Personal Expense (do not reimburse)' is checked and highlighted with a red box. A 'Comment' field is at the very bottom with a character count of '0/500'.



Transit Costs \$18.93

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

Details Itemizations

Amount \$18.93 | Itemized \$18.93 | Remaining \$0.00

Itemizations Create Itemization Edit Delete Copy Allocate

<input type="checkbox"/>	Alerts↓↑	Date↑↔	Expense Type↓↑	Requested↓↑	
<input type="checkbox"/>		02/25/2020	Transit Costs	\$15.00	...
<input type="checkbox"/>	⚠	02/25/2020	Miscellaneous	\$0.00 Personal	...

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.*

Details

Allocate

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

Report Details ▾ | Print/Share ▾ | Manage Receipts ▾ | Travel Allowance ▾ | View Available Receipts 📄

Expenses Add Expense Edit Delete Copy Allocate Combine Expenses Move ▾

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↔	Amount↓↑	Req	▾
<input checked="" type="checkbox"/>			Cash	M&IE Rate	Charlotte, North Carolina	02/24/2020	\$42.00	...	
<input checked="" type="checkbox"/>			Cash	M&IE Rate	Charlotte, North Carolina	02/23/2020	\$56.00	...	



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

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

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



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

Allocate

Expenses: 2 | \$98.00 | [View Allocation Group](#)

Amount \$98.00 | Allocated \$98.00 100% | ✔ Remaining \$0.00 0%

Default Allocation

Code **Default** Percent % 0

Allocations (1)

<input type="checkbox"/>	Department↓↑	Accounting Group↓↑	Accounting Template↓↑	Code†≡	Percent %
<input type="checkbox"/>	FINANCE	Comptroller Fiscal Mgmt	COMPTROLLER	010-1242.917-RVPKT00	<input type="text" value="100"/>

Allocate

Expenses: 2 | \$98.00 | [View Allocation Group](#)

Amount \$98.00 | Allocated 100% \$98.00 | ✔ Remaining 0% \$0.00

Default Allocation

Code **Default** Amount USD \$28.00

Allocations (1)

<input type="checkbox"/>	Department↓↑	Accounting Group↓↑	Accounting Template↓↑	Code†≡	Amount USD
<input type="checkbox"/>	FINANCE	Comptroller Fiscal Mgmt	COMPTROLLER	010-1242.917-RVPKT00	<input type="text" value="70.00"/>



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.

Expenses										Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested								
<input checked="" type="checkbox"/>			*AL-VISA	Airfare	DELTA AIR 0067503379874 Reston, Virginia	02/19/2020	\$906.40	\$906.40	Allocated	...						
<input checked="" type="checkbox"/>			*AL-VISA	Transit Costs Attendees (1)	LYFT Orlando				Allocated	...						
<input type="checkbox"/>			*AL-VISA	Transit Costs Attendees (1)	UBER Reston					...						
<input type="checkbox"/>			*AL-VISA	Transit Costs Attendees (1)	SQ *U Washi					...						

Allocated

Total Allocated
\$906.40

Code	Percent
010-1242.917-RVPKT00	55
010-1242.917-UNCP01	45

[View Allocation](#)

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

Charlotte, NC 02/20-02/24/2020 \$1,231.38	
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	\$1,162.78
010-1242.917-RVPKT00 FINANCE - Comptroller Fiscal Mgmt - COMPTROLLER	\$68.60
Close	



MILEAGE CALCULATOR

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

Add Expense to Report

Available Expenses (15) [New Expense](#)

Search by expense type, category, description

- Passports/Visa Fees
- 08. Other
 - Conference Registration
 - Miscellaneous
 - Parking - General/Metered
 - Professional Dues
 - Mileage
 - Personal Car Mileage

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**

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- 2317 Sagewood Dr, Montgomery, AL
- 5900 Messer Airport Hwy, Birmingham

103.8 MI Personal

[Calculate Route](#) [Make Round Trip](#)

Directions

Suggested routes:

- I-65 N 104 mi. About 1 hour 36 mins
- US-231 N and I-65 N 110 mi. About 1 hour 58 mins
- I-65 N and US-280 W 118 mi. About 2 hours 10 mins

2317 Sagewood Dr, Montgomery, AL 36117, USA

104 mi. About 1 hour 36 mins

- Head north on Sagewood Dr toward Apple Orchard Ct 0.3 mi
- Turn right onto Woodmere Loop 0.1 mi
- Turn right onto Woodmere Blvd 0.5 mi
- Continue onto Carmichael Rd 0.7 mi

Deduct Commute

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 103.8 MI

[Add Mileage to Expense](#) [Cancel](#)

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



Mileage Calculator * | Allocate

Expense Type * Transaction Date * Purpose of the Trip *

From Location To Location Payment Type

Distance * Amount * Currency Reimbursement Rates Request *

Comment

SUBMIT REPORT

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

London, England 03/11-03/15/2024 \$1,306.01

Report Number: 63XSCB

Select **Accept & Continue**.

User Electronic Agreement [X]

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.



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 [X]

Alerts: 4 [v]

Company Payments

\$273.00 Employee	\$2,245.91 *AL-VISA
----------------------	------------------------

Employee Payments

\$0.00 Company

Amount Total: \$2,618.91	Due Employee: \$273.00	Owed Company: \$0.00
Less Personal Amount: \$100.00	Amount Due (*AL-VISA): \$2,245.91	
Requested Amount: \$2,518.91	Total Paid By Company: \$2,518.91	Total Owed By Employee: \$0.00

Cancel **Submit Report**