



# CREATING AN EXPENSE REPORT





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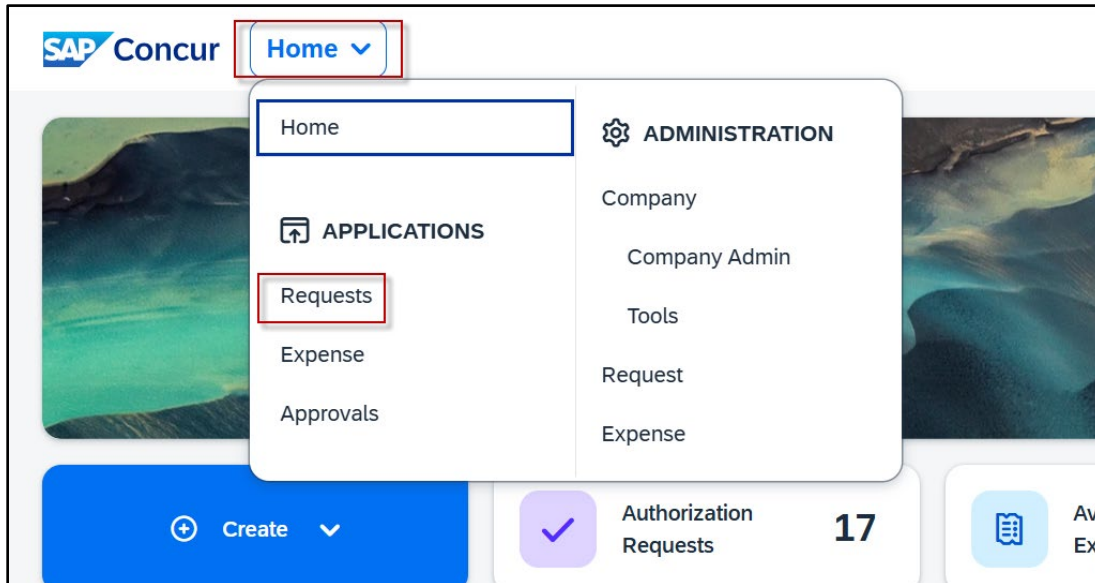
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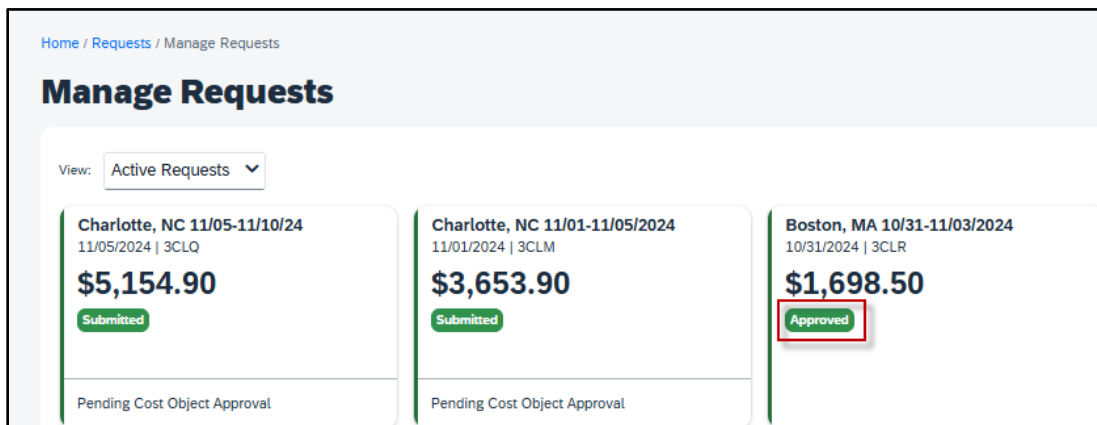
## LINK REQUEST TO EXPENSE

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** drop down menu, then **Requests**.

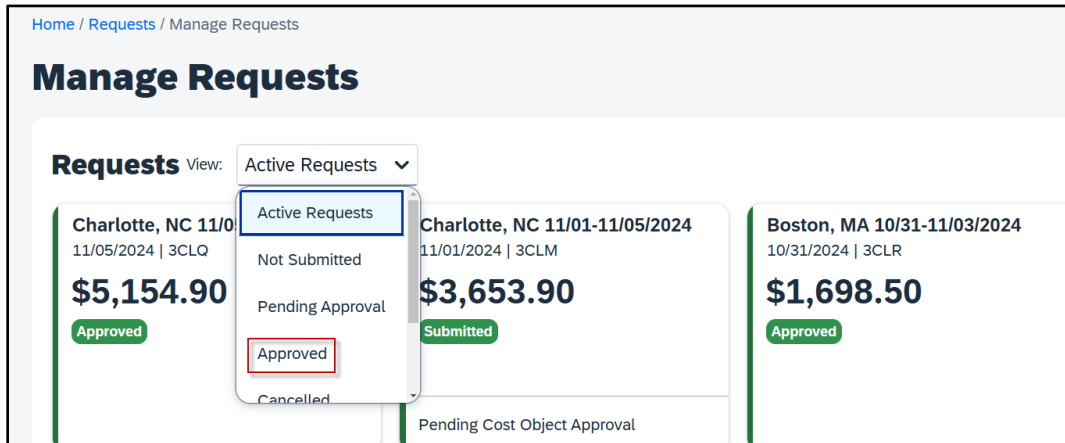


You will be directed to the **Manage Requests** page. This will show all active requests. Click to open the **“Approved”** Request.

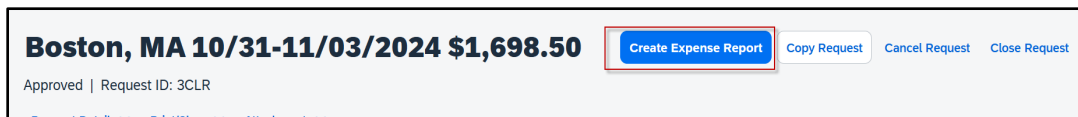




If you do not see a Request you are looking for, the Active Requests filter can be selected for other options. **Active Requests** populates travel requests that were created within the last sixty days. Select **Approved** to view Requests that are older than sixty days.

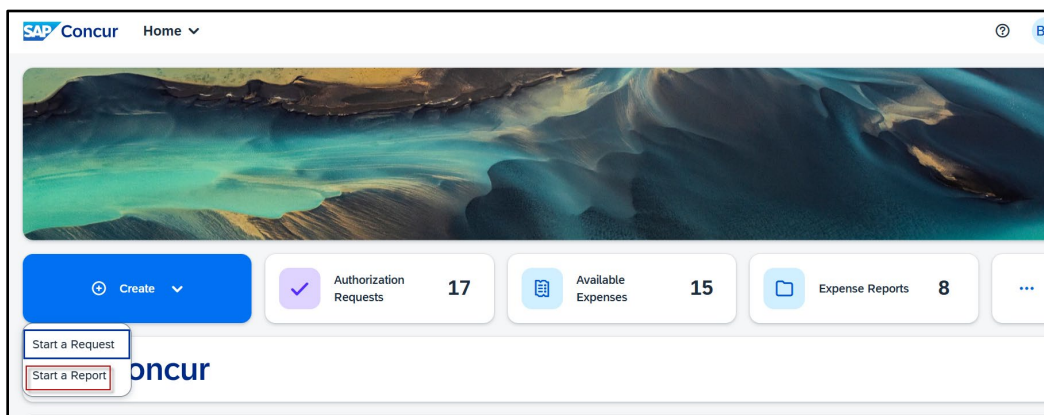


Within the appropriate approved Request, select **Create Expense Report** in the top right corner of the screen to begin creating the expense report.



OR

Select the **Create** action button on the Concur banner and select **Start a 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

Report Name (Destination, Travel Dates) \*

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

	Request Name↓↑	Request ID↓↑	Start Date↓↑	End Date↓↑	Cancelled↓↑	Request Total↓↑	Approved↓↑	Remain
<input checked="" type="radio"/>	Boston, MA 10/31-11/03/2024	3CLR	10/31/2024	11/03/2024	No	\$1,698.50	\$1,698.50	\$1,253.50
<input type="radio"/>	Nashville, TN 09/02-09/04/2024	3CLK	09/02/2024	09/04/2024	Yes	\$1,202.50	\$1,202.50	\$852.50

## REPORT HEADER

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

Alerts: 1

**Boston, MA 10/31-11/03/2024 \$0.00**

Not Submitted | Report Number: 9EXE7D

[Submit Report](#) [Delete Report](#)

If you notice the Report Name does not follow the required format, click Report Details then Report Header to make the 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.

**Boston, MA 10/31-11/03/2024 \$0.00**

Not Submitted | Report Number: 20EL0R

REQUEST	
Approved \$1,698.50	Remaining \$1,253.50

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

[Report](#)

[Report Header](#)



**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.

## IN STATE REPORT HEADER

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

The screenshot shows a 'Report Header' form for 'Gulf Shores, AL 10/15-10/20/2024' with a total amount of '\$0.00'. There is one alert: 'Alerts: 1'. The form contains several fields, some of which are marked as required with a red asterisk and highlighted with a red box:

- Policy:** \*AL-In State Policy
- Trip Type:** Instate - Multiple Days
- Declared Emergency Travel:** (checkbox, currently unchecked)
- Home Base (City, State):** (Required field, currently empty)
- Work Base (City, State):** (Required field, currently empty)
- Report Name (Destination, Travel Dates):** Gulf Shores, AL 10/15-10/20/2024
- Report ID:** F83FD0E52D6D4163978A
- Report Date:** 11/04/2024
- Report Currency:** US, Dollar
- Approval Status:** Not Submitted
- Department:** (010) FINANCE
- Accounting Group:** (1242.917) Comptroller F...
- Accounting Template:** (1) UNOFFICIAL COMPTROLLER...

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. 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** – Currently only Instate – Multiple days should be selected. Same Day Trips should not be entered in Concur.
- **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 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

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 fields that must be completed.

**Report Header**

Charlotte, NC 11/05-11/10/24 | \$0.00

Alerts: 1

Policy: \*AL-Out of State Policy

Work Base (City, State) \*

Report Currency: US, Dollar

Accounting Template \*

Trip Type \*

- Out of State - Multiple Days
- None Selected
- International
- Out of State - Multiple Days
- Same Day Trip

Declared Emergency Travel

Report Id \*: 40D5DF18424A473A990F

Department \*: (010) FINANCE

Home Base (City, State) \*

Report Date: 11/14/2024

Accounting Group \*: (1242.917) Comptroller F...

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** –If the travel event is International, please select that option from the drop-down box. Otherwise, Out of State will default in this field. Same Day trips should not be entered in Concur. *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 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”**.  
\*\*

*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.*



\*\*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:

- **Itinerary Name** – This will default from 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).
- 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 11/05-11/10/24

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time <sup>1</sup>	Arrival City	Date and Time	Arrival Rate Location
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

Available Itineraries

Current Itineraries

Departure City	Date and Time <sup>1</sup>	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

<< Previous Next >>



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.*

Select **Create Expenses**.

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	11/05/2024 Charlotte, North Caro...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00
<input type="checkbox"/>	11/06/2024 Charlotte, North Caro...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	11/07/2024 Charlotte, North Caro...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	11/08/2024 Charlotte, North Caro...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	11/09/2024 Charlotte, North Caro...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	11/10/2024 Charlotte, North Caro...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$56.00
<input type="checkbox"/>	11/11/2024 Charlotte, North Caro...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$42.00

## TRAVEL CARD CHARGES

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

**Charlotte, NC 11/05-11/10/24 \$0.00** Submit Report Delete Report

Not Submitted | Report Number: TWD1E8

**REQUEST**  
Approved  
\$5,154.90

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

**Expenses** **Add Expense** Edit Delete Copy Allocate Combine Expenses Move

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




Add Expense to Report			
Available Expenses (23)		New Expense	
<input type="checkbox"/>	Payment Type↓↑	Expense Source	Expense Type↓↑
<input type="checkbox"/>	*AL-VISA	Corporate Card	Hotel
<input type="checkbox"/>	*AL-VISA	Corporate Card	Hotel

*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.*

Expenses	
<input type="checkbox"/>	Receipt↓↑
<input type="checkbox"/>	
<input type="checkbox"/>	Payment Type↓↑
<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**.

Add Expense to Report							
Available Expenses (15)		New Expense					
<input checked="" type="checkbox"/>	Payment Type↓↑	Expense Source	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Amount↓↑	
<input checked="" type="checkbox"/>	*AL-VISA	Corporate Card	Transit Costs	UBER TRIP	02/12/2020	\$12.07	...
<input checked="" type="checkbox"/>	*AL-VISA	Corporate Card	Transit Costs	UBER TRIP	02/12/2020	\$3.00	...
<input checked="" type="checkbox"/>	*AL-VISA	Corporate Card	Undefined	AMERICAN AIR0011504041480 Fort Worth, Texas	02/09/2020	\$30.00	...
<input type="checkbox"/>	*AL-VISA	Corporate Card	Transit Costs	SO *UVC Washington, District of Columbia	02/07/2020	\$15.11	...
<input type="checkbox"/>	*AL-VISA	Corporate Card	Undefined	AMERICAN AIR0017494675728 Fort Worth, Texas	01/28/2020	\$640.92	...



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 'Undefined \$906.40' expense report entry for 02/19/2020, categorized as 'Delta Air Lines' and 'Corporate Card'. The 'Expense Type' dropdown menu is open, showing 'Airfare' as the selected option. A red box highlights the 'Airfare' option. Below the dropdown, a message states 'This field is missing required information.' Other options visible include '01. Hotel Expenses', 'Hotel', 'Laundry', and 'Parking - Hotel'.

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 'Charlotte, NC 11/05-11/10/24 \$1,214.40' expense report. The report is 'Not Submitted' with 'Report Number: OP5EOL'. A 'REQUEST' box shows 'Approved \$5,154.90'. The 'Report Details' dropdown menu is open, showing 'Report Header' as the selected option. Other options include 'Report Totals', 'Report Timeline', 'Receipt↑', 'Payment Type↑', 'Expense Type↑', and 'Vendor Details'. The report is categorized as 'Cash' and 'M&IE Rate' for 'Charlotte, North Ca'.

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. 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 11/05-11/10/24 | \$1,214.40

Policy: \*AL-Out of State Policy | Trip Type: Out of State - Multiple Days |  Declared Emergency Travel

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 to create the expense report. See the [Link Request to Expense](#) section of this job aid to assist with this process.

#### EXPENSE TYPE DETAILS

- **Expense Type** – State travel card transactions may 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 to be entered of your stay.*
- **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.

*NOTE: The state travel card should be used for airfare, hotel, rental car, conference registration, transit costs, etc.*

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

The screenshot shows the SAP Concur interface for an expense report titled "Charlotte, NC 11/05-11/10/24 \$1,924.90". The report is not submitted and has a report number of TWD1E8. A "REQUEST" box shows it is approved for \$5,154.90. At the bottom, there is a list of "Expenses" with an "Add Expense" button highlighted by a red box. Other buttons include "Submit Report", "Copy Report", "Delete Report", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move".

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

The screenshot shows the "Add Expense to Report" window in SAP Concur. The "New Expense" tab is selected and highlighted with a red box. Below the tabs, there is a table with columns for "Payment Type" and "Expense Source".

Payment Type	Expense Source
*AL-VISA	Corporate Card
*AL-VISA	Corporate Card

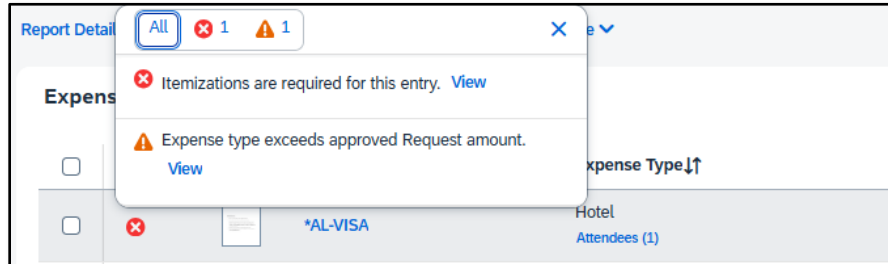
- **Expense Type** – This field will default if you manually select an expense type.
- **Transaction Date** – Enter the date of the charge supported by the receipt.
- **Business Purpose** – This field may be required based on agency policy.
- **Vendor** – Enter the vendor information supported by the 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.*

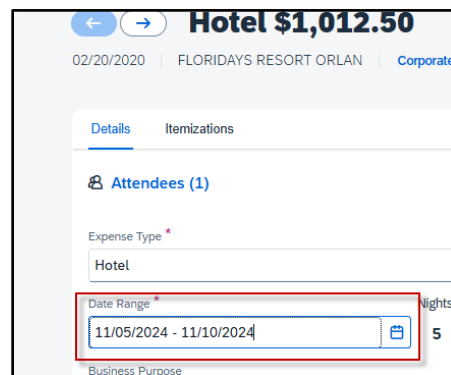


## ITEMIZING HOTEL STATEMENT

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**. The number of nights for itemization will automatically calculate.





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.

Details **Itemizations**

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

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, under the Recurrence drop down menu, select **Same daily amount**.

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

**New Itemization**

[Allocate](#) \* Required field

Expense Type \*  
Parking - Hotel

Recurrence \*  
Same daily amount

Not recurring

Same daily amount

Different daily amount

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

**Hotel \$1,339.51**

02/15/2020 | Hyatt Hotels | Corporate Card

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

Repeat this process until all hotel charges are itemized.



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

Details    Itemizations

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

**New Itemization**

[Allocate](#)

\* Required field

Expense Type \*  
**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.

	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

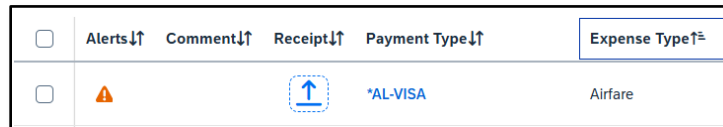


# RECEIPTS

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.



**Details** | Itemizations

**Allocate** \* Required field

Expense Type \*  
Airfare

Transaction Date \*  
02/19/2020

Ticket Number

Enter Vendor Name  
DELTA AIR 0067503379874

City of Purchase \*  
Reston, Virginia

Amount \*  
906.40

Personal Expense (do not reimburse)

Business Purpose

Vendor

Airline Travel Service Code  
None Selected

Payment Type  
\*AL-VISA

Currency  
US, Dollar (USD)

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

Comment  
0500

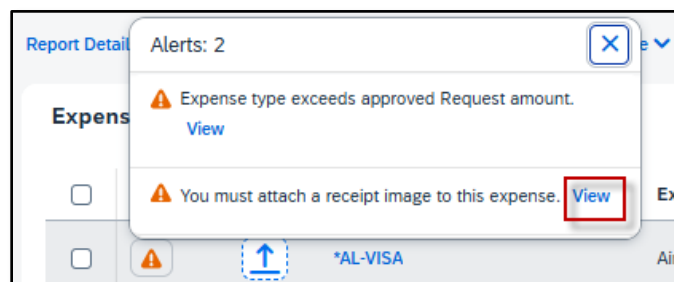
**Receipt**

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

**Add Receipt**

**Save Expense** **Save and Add Another** Cancel

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**.





**Available Receipts (3)**

Attach an available receipt to the expense by selecting "Attach". Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. Don't have a receipt? You'll need to create a missing receipt declaration.

[Missing Receipt Declaration](#)

[Upload New Receipt](#)

**C. Malone CONUR Certification Form.pdf**  
Uploaded: 11/14/2024 9:33 AM

**Press Release Selection of Grants.pdf**  
Uploaded: 12/14/2023 1:54 PM

**Press Release Selection of Grants.pdf**  
Uploaded: 12/14/2023 11:53 AM

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.

**Charlotte, NC 11/05-11/10/24 \$2,453.91**

Not Submitted | Report Number: OP5EOL

**REQUEST**  
Approved  
\$5,154.90

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

**Expenses**

- Manage Attachments
- View Receipts in New Window
- Missing Receipt Declaration**

<input type="checkbox"/>	Alerts ↑↓	Comment		Expense Type ↑↓
<input type="checkbox"/>			Cash	M&IE Rate



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 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 **Add** a 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.*

### Charlotte, NC 11/05-11/10/24 \$2,472.84

Not Submitted | Report Number: OP5EOL

**REQUEST**  
Approved  
\$5,154.90

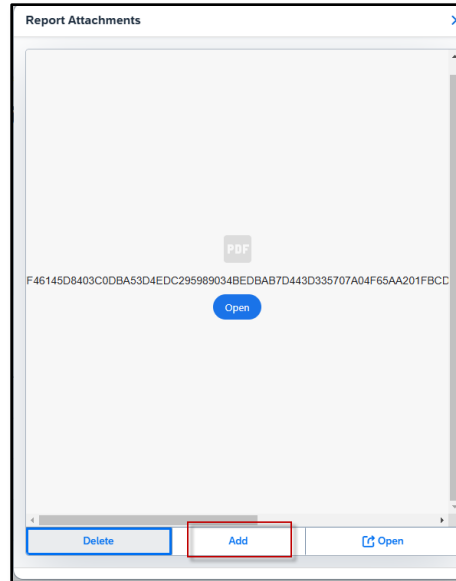
Report Details ▾ Print/Share ▾ **Manage Receipts ▾** Travel Allowance ▾

**Expenses**  
View Receipts in New Window

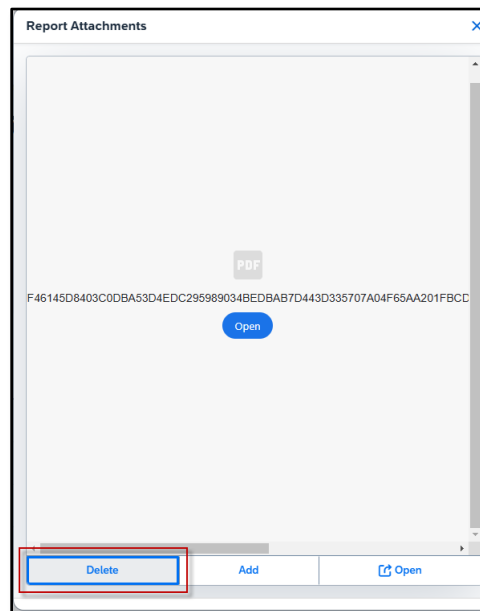
**Manage Attachments**

Missing Receipt Declaration

Expense Type↑ Vendor Details↑



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 accurate, 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 cite the cash receipt on 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 (CR document ID must be cited).*

Details **Itemizations**

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

**New Itemization**

[Allocate](#)

\* Required field

Expense Type \*  
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



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 'Itemizations' tab for an expense line titled 'Transit Costs \$18.93'. The date is 02/25/2020 and the vendor is TAXI SVC WASHINGTON. The expense type is 'Transit Costs'. The 'Itemizations' tab is highlighted with a red box. Below the main form, there are fields for 'Attendees (1)' and 'Allocate'. The 'Expense Type' is set to 'Transit Costs', 'Transaction Date' is '02/25/2020', and 'Business Purpose' 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' field is highlighted with a red box. Below the table, the 'Expense Type' is set to 'Miscellaneous'. The 'Transaction Date' is '02/25/2020', 'Vendor Name' is 'TAXI SVC WASHINGTON', and 'City of Purchase' is 'Washington, District of Columbia'. The 'Amount' is '3.93' and '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.



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.



The 'Allocate' window displays the following information:

- Expenses: 2 | \$98.00
- Buttons: Percent, Amount
- Amount: \$98.00
- Allocated: \$98.00
- 100%
- Remaining: \$0.00
- 0%
- Default Allocation
- Code: **Default**
- Percent %: **100**
- Allocations (0)
- Buttons: Add, Edit, Remove, Save as Favorite
- Buttons: Cancel, Save

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

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

The 'Add Allocation' window shows a dropdown menu for the 'Department' field. The menu options are:

- Text BOARD
- Code COUNTANCY BOARD
- Either CA

Below the dropdown, a list of departments is visible:

- (303) ARCHITECTS REGISTRATION BOARD
- (023) ARCHIVES AND HISTORY
- (027) ATTORNEY GENERAL
- (007) COMMERCE
- (005) CORRECTIONS

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	COMPROLLER	010-1242.917-RVPKT00	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	COMPROLLER	010-1242.917-RVPKT00	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										<a href="#">Add Expense</a>	<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Copy</a>	<a href="#">Allocate</a>	<a href="#">Combine Expenses</a>	<a href="#">Move</a>
<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	<a href="#">Allocated</a>	...						
<input checked="" type="checkbox"/>			*AL-VISA	Transit Costs Attendees (1)	LYFT Orlando				<a href="#">Allocated</a>	...						
<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	<b>\$1,162.78</b>
010-1242.917-RVPKT00 FINANCE - Comptroller Fiscal Mgmt - COMPTROLLER	<b>\$68.60</b>
<a href="#">Close</a>	



# MILEAGE CALCULATOR

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

The screenshot shows a web form titled "Add Expense to Report". At the top, it says "Available Expenses (15)" and has a "New Expense" button. Below is a search bar with the text "Search" and a magnifying glass icon. Underneath the search bar, it says "Search by expense type, category, description". A list of expense categories is shown, including "Passports/Visa Fees", "08. Other", "Conference Registration", "Miscellaneous", "Parking - General/Metered", "Professional Dues", and "Mileage". The "Mileage" category is expanded, and "Personal Car Mileage" is selected and highlighted with a red box.

Enter the points of travel and **Calculate Route**. Commute miles can be deducted from the calculation by clicking the **Deduct Commute** button. Select **Add Mileage to Expense**

The screenshot shows the "Mileage Calculator" interface. On the left, there are two waypoints: "2317 Sagewood Dr, Montgomery, AL" and "5900 Messer Airport Hwy, Birmingham". The distance between them is "103.8 MI". There are checkboxes for "Avoid Tolls" and "Avoid Highways", and a radio button for "Personal". A "Calculate Route" button is highlighted with a red box. Below the waypoints, there are "Directions" and "Suggested routes" sections. The "Directions" section shows a route starting at "2317 Sagewood Dr, Montgomery, AL 36117, USA" and ending at "104 mi. About 1 hour 36 mins". The "Suggested routes" section lists three options: "I-65 N 104 mi. About 1 hour 36 mins", "US-231 N and I-65 N 110 mi. About 1 hour 58 mins", and "I-65 N and US-280 W 118 mi. About 2 hours 10 mins". At the bottom, there are checkboxes for "Deduct Commute" and a summary table showing "TOTAL PERSONAL 0.0 MI" and "TOTAL BUSINESS 103.8 MI". A "Add Mileage to Expense" button is highlighted with a red box.



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

Mileage Calculator \* | Allocate

Expense Type \* Personal Car Mileage ×

Transaction Date \* 11/05/2024

Purpose of the Trip \*

From Location 2317 Sagewood Dr, Montgomery, AL 36117, USA To Location 5900 Messer Airport Hwy, Birmingham, AL 3521...

Payment Type Cash

Distance \* 104 Amount \* 65.00 Currency US, Dollar (USD) Reimbursement Rates USD 0.625 per mile Request \* 11/05/2024, \$11.70 - Charlotte, NC 11/05-1...

Comment 0/500

Save Expense Save and Add Another Cancel

## SUBMIT REPORT

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

Charlotte, NC 11/05-11/10/24 \$2,518.91

Not Submitted | Report Number: OP5EOL

REQUEST Approved \$5,154.90

Submit Report Copy Report Delete 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

<b>Company Payments</b> \$273.00 Employee	\$2,245.91 *AL-VISA
<b>Employee Payments</b> \$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

## REPORT TIMELINE (APPROVAL WORKFLOW)

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

**Charlotte, NC 11/05-11/10/24 \$746.41**

Pending Cost Object Approval | Report Number: TWD1E8

<b>REQUEST</b>	Approved \$5,154.90	Remaining \$5,154.90
----------------	------------------------	-------------------------

Report Details Print/Share Manage Receipts

**Report**

- Report Header
- Report Totals
- Report Timeline**
- Audit Trail
- Allocation Summary
- Linked Add-ons
- Manage Requests

Amount	Receipt	Payment Type	Expense
		Cash	Personal
		*AL-VISA	Airfare
		*AL-VISA	Agency B