



# PAYING STATE TRAVEL CARD





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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.

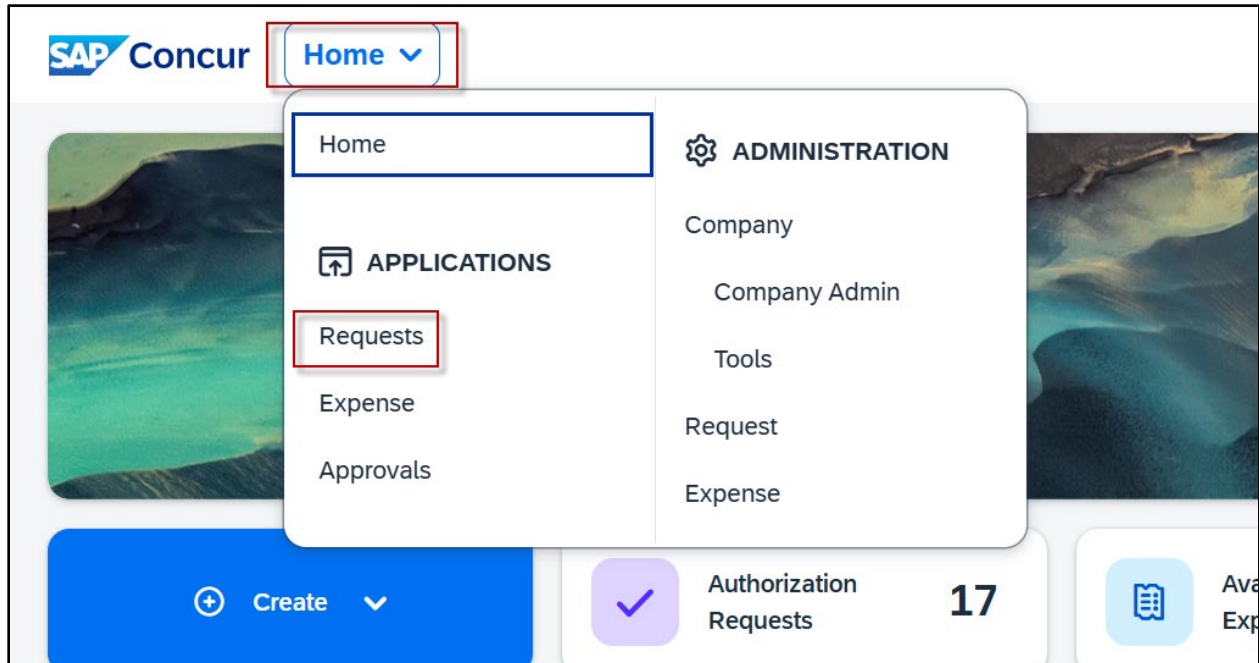
An early bird special is not an exception to these guidelines.



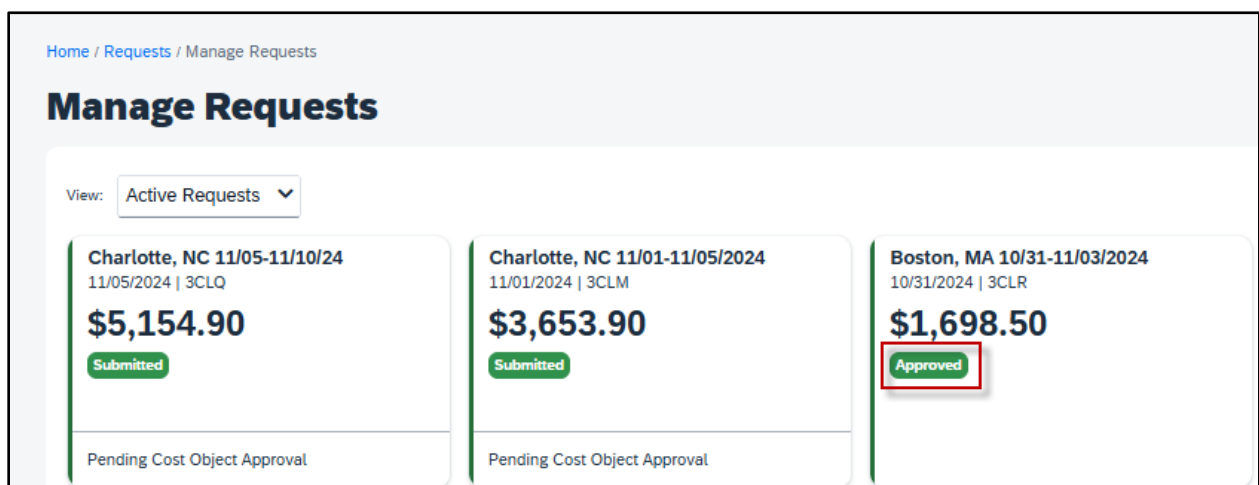
## LINK REQUEST TO EXPENSE

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



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.

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



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

*NOTE: Required fields are marked with a red asterisk.*

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

## IN STATE REPORT HEADER

The Report Header for the In State Policy has two 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).



- **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 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.*



## 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** –If the travel event is International, please select International 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 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.



# TRAVEL CARD CHARGES

## ADDING 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**, in order 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.

<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"/>	<b>Receipt↑↓</b>	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			
<a href="#">Available Expenses (23)</a>	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

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.

← → **Undefined \$906.40**

02/19/2020 Delta Air Lines Corporate Card

Details Itemizations Receipt

**Allocate**

\* Expense Type \*

Search for an expense type

This field is missing required information.

Airfare

01. Hotel Expenses

Hotel

Laundry

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 expense report should either reference **\*AL-Out of State Policy** or **\*AL-In State Policy**, depending on the exact travel event. If this field is incorrect, the report will need to be deleted. The expense report pulls the policy referenced on the Request, so if the wrong policy was entered on the Request, you will need to submit a new Request for approval using the correct policy.

If the policy on the Report Header is **\*AL-Expense Rpt w/o Request**, then you have created your expense report without a Request. You need to delete the existing expense report and access the approved Request in the Request module 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 \$654.46**

02/25/2020 | American Airlines | Corporate Card

Details | Itemizations | Receipt

Allocate

Expense Type \* \* Required field

Conference Registration

Transaction Date \* | Business Purpose

02/25/2020

Enter Vendor Name | City of Purchase

## 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 \$4.10, unless the agency's Concur Travel Liaison had to call the Concur travel agent directly. The charge increases to \$20.20 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 \$730.63**

02/20/2020 | AMERICAN AIR0017503379991 | Corporate Card

Details Itemizations

**Allocate**

\* Required field

Expense Type \*  
Airfare

Transaction Date \* 02/20/2020 Business Purpose

Ticket Number Vendor

#### 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 enter the **Date Range** as the transaction date of the charge. The system will not allow you to enter a date that has not occurred. Select the **Itemizations** tab to enter the itemizations.

Details **Itemizations**

**Attendees (1)**

\* Required field

Expense Type \*  
Hotel

**Date Range \*** 02/24/2020 - 02/25/2020 **Nights:** 1 **Transaction Date \*** 02/25/2020

Business Purpose Vendor



Select **Itemizations**.

Details **Itemizations**

**Attendees (1)**

Expense Type \* \* Required field

Hotel

Date Range \*      Nights:      Transaction Date \*

02/24/2020 - 02/25/2020      1      02/25/2020

Business Purpose      Vendor

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

Details **Itemizations**

Amount	Itemized	<span style="color: red;">✘</span> 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

Once the Hotel expense type is selected, more fields become available. Since this is for a hotel deposit, keep **Same Daily Amount** 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 \$287.51**  
11/14/2024 | Fairfield Inns

Details | **Itemizations**

Amount \$287.51 | Itemized \$0.00 | Remaining \$287.51

**New Itemization** \* Required field

Expense Type \* Hotel

Recurrence \* Same daily amount

Nights: 3

Date	Room Rate*	Room Tax	Tax 2	Tax 3
11/11/2024				
11/12/2024				
11/13/2024				

(Amounts in USD) [Add Tax Fields](#)

Save Itemization | Save and Add Another | Cancel

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

Itemizations		<a href="#">+ Create Itemization</a>	<a href="#">Edit</a>
<input type="checkbox"/>	Alerts ↓↑	<b>Date ↑↓</b>	<b>Expense Type ↓↑</b>
<input type="checkbox"/>	⚠	08/06/2024	Hotel
<input type="checkbox"/>	⚠	08/06/2024	Hotel
			<b>Requested ↓↑</b>
			\$150.00
			\$62.50

It is always helpful to approvers if comments are made on the expense lines. In the example of the hotel deposit, noting that this charge is a deposit for a future stay will alleviate questions.

Comment 72/500

The hotel charged a one night stay deposit to reserve a 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 11/05-11/10/24 \$251.53** [Submit Report](#) [Copy Report](#) [Delete Report](#)

Not Submitted | Report Number: T99XG9

**REQUEST**

Approved  
\$5,154.90

# RECEIPTS

Each expense, except for the M&IE rate and Agency Booking Fees, will need a receipt attached. A 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

**Allocate**

Expense Type \* \* Required field

Airfare X

Transaction Date \*  Business Purpose

Ticket Number  Vendor

Enter Vendor Name  Airline Travel Service Code

City of Purchase \*  Payment Type

Amount \*  Currency

Personal Expense (do not reimburse) Request \*

Comment

[Save Expense](#) [Save and Add Another](#) [Cancel](#)

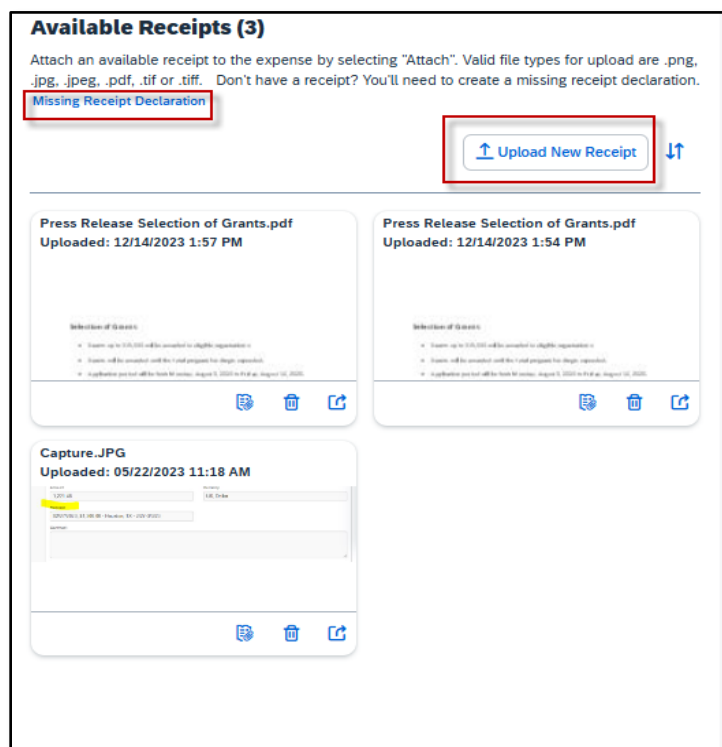
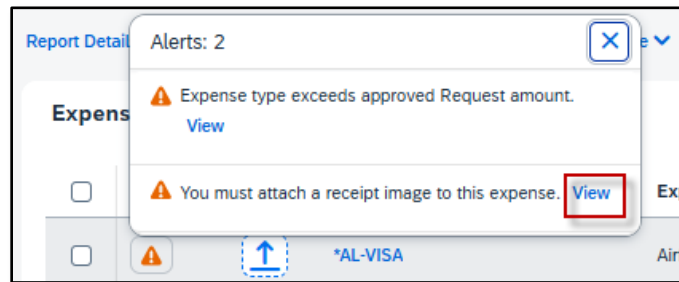
[Hide Receipt](#)

Click to upload or drag and drop files to upload a new receipt.  
Valid file types for upload are .jpg, .jpeg, .pdf, .tif or .tiff.  
SMB 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.

**Charlotte, NC 11/05-11/10/24 \$1,818.90**  
Not Submitted | Report Number: TWD1E8

**REQUEST**  
Approved  
\$5,154.90

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

**Expenses**

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

Alerts | Receipts | Expense Type

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	LYFT *RIDE SAT 6AM	02/15/2020	\$42.79
<input type="checkbox"/>	Transit Costs	UBER TRIP	02/12/2020	\$12.07

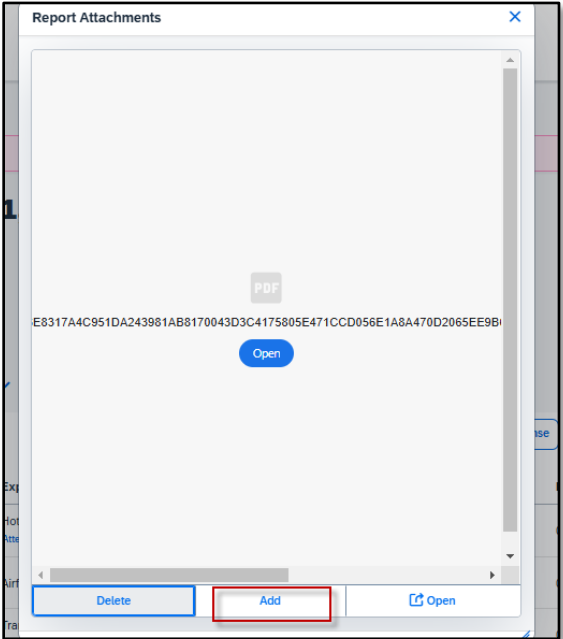
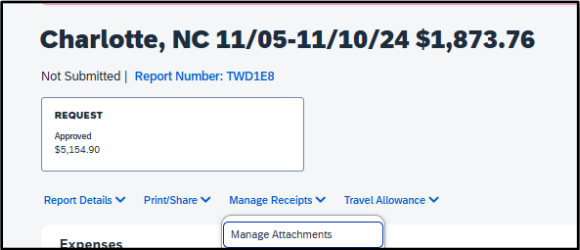
**i** I acknowledge that this expense report contains legitimate state expenses incurred by me on behalf of the State of Alabama's benefit, and are allowable expenses as defined by the State of Alabama's Travel Policy. I further certify that the receipt applicable to this expense is no longer available.

Cancel **Accept & Create**



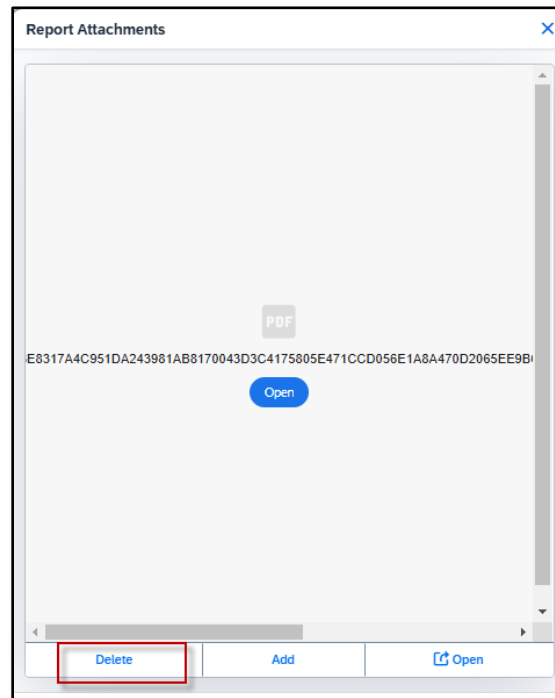
You may also attach any general information, such as the conference itinerary, by selecting **Manage Attachments** under the “Manage Receipts” dropdown. A separate screen will appear, allowing you to **Upload Report Level Attachment**.

*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.*





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.

**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.

Details		
Itemizations		
Amount	Itemized	Remaining
\$1,012.50	\$1,012.50	\$0.00
<b>New Itemization</b>		
<b>Allocate</b>		
* Required field		
Expense Type *		
Miscellaneous		
Recurrence *		
Not recurring		
Transaction Date *		Business Purpose
02/20/2020		
Enter Vendor Name		City of Purchase
FLORIDAYS RESORT ORLAN		Orlando, Florida
Amount *		Currency
100.00		US, Dollar (USD)
<input checked="" type="checkbox"/> Personal Expense (do not reimburse)		
Comment		



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

**Transit Costs \$42.79**  
02/15/2020 | LYFT \*RIDE SAT 6AM | Corporate Card

Details | **Itemizations**

Attendees (1) | Allocate

Expense Type \*  
Transit Costs

Transaction Date \* 02/15/2020 Business Purpose

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.

Details | **Itemizations**

Amount \$42.79 | Itemized \$42.79 | Remaining \$0.00

**New Itemization**

Allocate

Expense Type \* Miscellaneous

Transaction Date \* 02/15/2020 Business Purpose

Enter Vendor Name LYFT \*RIDE SAT 6AM City of Purchase Orlando, Florida

Amount \* 7.79 Currency US, Dollar (USD)

Personal Expense (do not reimburse)

Comment 0500

Details | **Itemizations**

Amount \$42.79 | Itemized \$42.79 | Remaining \$0.00

**Itemizations** Create Itemization Edit Delete Copy Allocate

<input type="checkbox"/>	Alerts↑	Date↑	Expense Type↑	Requested↓	
<input type="checkbox"/>		02/15/2020	Transit Costs	\$35.00	...
<input type="checkbox"/>	⚠	02/15/2020	Miscellaneous	\$0.00 Personal	...



# SUBMIT REPORT

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

**Charlotte, NC 11/05-11/10/24 \$979.21** Submit Report Copy Report Delete Report

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.

Cancel Accept & Continue

# 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

**REQUEST**

Approved	Remaining
\$5,154.90	\$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

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



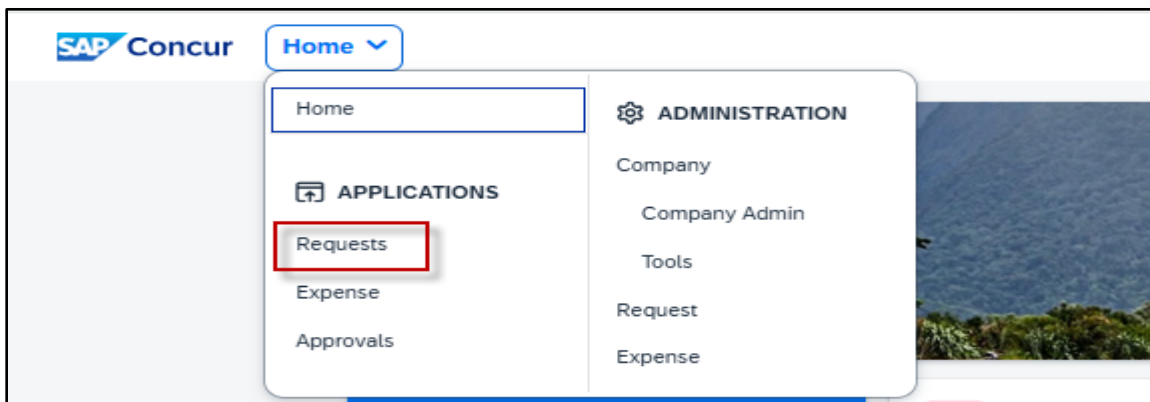
## PAYING STATE TRAVEL CARD AFTER BUSINESS TRIP

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.

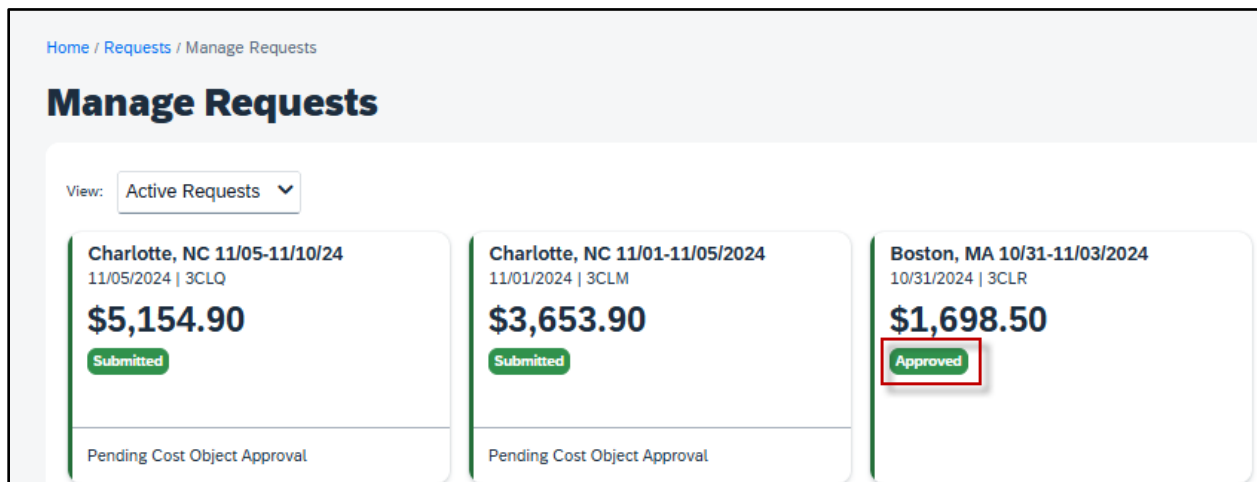
## LINK REQUEST TO EXPENSE

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.



Home / Requests / Manage Requests

### Manage Requests

Requests View: Active Requests

<b>Charlotte, NC 11/01-11/05/2024</b> 11/05/2024   3CLO <b>\$5,154.90</b> Approved	<b>Charlotte, NC 11/01-11/05/2024</b> 11/01/2024   3CLM <b>\$3,653.90</b> Submitted	<b>Boston, MA 10/31-11/03/2024</b> 10/31/2024   3CLR <b>\$1,698.50</b> Approved
---	--	--

Active Requests  
Not Submitted  
Pending Approval  
Approved  
Cancelled

Pending Cost Object Approval

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

**Boston, MA 10/31-11/03/2024 \$1,698.50**

Approved | Request ID: 3CLR

**Create Expense Report** Copy Request Cancel Request Close Request



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

Create

Start a Request

**Start a Report**

Concur

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) \*

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	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, please select **Delete Report**.

Alerts: 1

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

Submit Report Delete 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.



**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 additional fields that must be completed.

**Report Header**

Gulf Shores, AL 10/15-10/20/2024 | \$0.00

Alerts: 1

Declared Emergency Travel

Home Base (City, State) \*

Work Base (City, State) \*

Policy: \*AL-In State Policy | 
 Trip Type: Instate - Multiple Days | 
 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: (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** – 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, you will select “**No, I do not require Travel Allowance**”.

**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 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** – 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 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.

**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.*

## 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. 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).

Travel Allowances For Report: Charlotte, NC 11/05-11/10/24

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Itinerary Info**

Itinerary Name: Charlotte, NC 11/05-11/10/24 Selection: USGSA CONUS

**Add Stop** **Delete Rows**

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Locat...
<input type="checkbox"/>	Helena, Alabama 11/05/2024 08:00 AM	Charlotte, North Ca... 11/05/2024 04:00 PM	MECKLENBURG C...
<input type="checkbox"/>	Charlotte, North Ca... 11/11/2024 08:00 AM	Helena, Alabama 11/11/2024 04:00 PM	SHELBY COUNTY, ...

**New Itinerary Stop**

Departure City: Helena, 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 11/05-11/10/24

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 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: [ ] **Delete** **Assign**

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

**<< 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† <sup>5</sup>	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

### ADDING 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			
<a href="#">Available Expenses (23)</a>		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.

<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↓↑	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 (22) New Expense

<input checked="" type="checkbox"/>	Payment Type↓↑	Expense Source	Expense Type↓↑	Vendor Details↓↑
<input type="checkbox"/>	*AL-VISA	Corporate Card	Hotel	AMPEER DUPONT CIRCLE
<input type="checkbox"/>	*AL-VISA	Corporate Card	Undefined	AGENT FEE 8900796226159
<input checked="" type="checkbox"/>	*AL-VISA	Corporate Card	Undefined	AMERICAN AIR0017505066279 Fort Worth, Texas

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.

**Airfare \$906.40**  
02/19/2020 | DELTA AIR 0067503379874 | Corporate Card

Details | Itemizations

**Allocate** \* Required field

Expense Type \*

Search for an expense type

Recently Used

- Airfare
- Agency Booking Fees
- Miscellaneous

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**.

**Charlotte, NC 11/05-11/10/24 \$912.40**

Not Submitted | Report Number: TWD1E8

**REQUEST**  
Approved  
\$5,154.90

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

**Report**

- Report Header
- Report Totals
- Report Timeline

Receipt↓↑ | Payment Type↓↑ | Expense Type↓↑



The expense report should either reference **\*AL-Out of State Policy** or **\*AL-In State Policy**, 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 11/05-11/10/24	\$912.40
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 to create the expense report. See the [Link Request to Expense](#) section of this job aid to assist with this process.

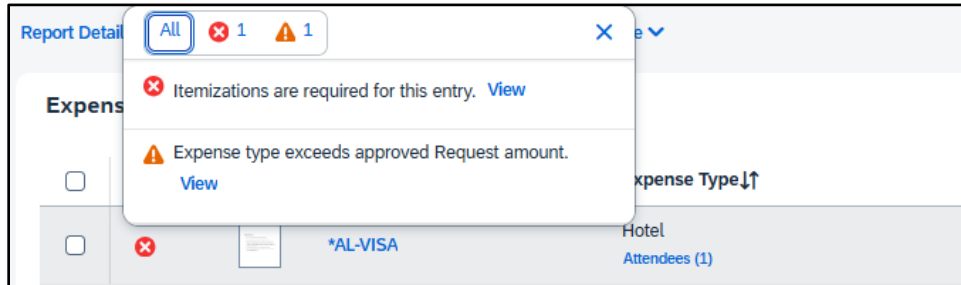
EXPENSE TYPE DETAILS

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

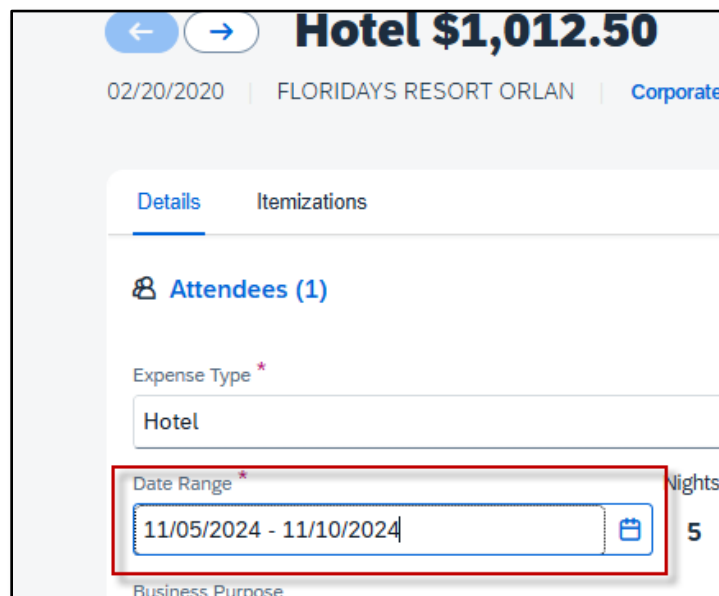


## ITEMIZING HOTEL STATEMENT

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



Enter the **Date Range**. The number of nights 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

Recurrence \*  
Same daily amount

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

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 \$1,012.50 | Itemized \$1,100.00 | **Over \$87.50**

**New Itemization**

Expense Type \*  
Hotel

Recurrence \*  
Same daily amount

Nights: 5

Date	Room Rate*	Room Tax	Tax
11/05/2024	200.00	20	
11/06/2024	20.00	20	
11/07/2024	200.00	20	
11/08/2024	200.00	20	
11/09/2024	200.00	20	

(Amounts in USD)

Save Itemization **Save and Add Another** Cancel

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

Details **Itemizations**

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

**New Itemization**

Expense Type \* \* Required field

Search for an expense type

- Hotel Tax
- Laundry
- Parking - Hotel**



Enter the amount per the hotel bill. If the charge is the same each night, click the box next to **Same daily amount**.

**New Itemization** \* Required field

Expense Type \*  
Hotel

Recurrence \* ?  
Same daily amount

Not recurring

Same daily amount

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

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	\$1,012.50	✓ \$0.00

**New Itemization**

[Allocate](#) \* Required field

Expense Type \*  
Miscellaneous

Recurrence \* ?  
Not recurring

Transaction Date \*  
02/20/2020

Business Purpose

Enter Vendor Name  
FLORIDAYS RESORT ORLAN

City of Purchase  
Orlando, Florida

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.

Details		Itemizations	
Amount	\$1,012.50	Itemized	\$1,012.50
Itemizations			
<input type="checkbox"/>	Alerts↓↑	Date↑≡	Expense Type↓↑
<input type="checkbox"/>	⚠	02/20/2020	Hotel
<input type="checkbox"/>		02/20/2020	Hotel Tax
<input type="checkbox"/>	⚠	02/20/2020	Miscellaneous
<input type="checkbox"/>	⚠	02/21/2020	Hotel
<input type="checkbox"/>		02/21/2020	Hotel Tax
<input type="checkbox"/>	⚠	02/22/2020	Hotel
<input type="checkbox"/>	⚠	02/23/2020	Hotel
<input type="checkbox"/>		02/22/2024	Hotel Tax

## RECEIPTS

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

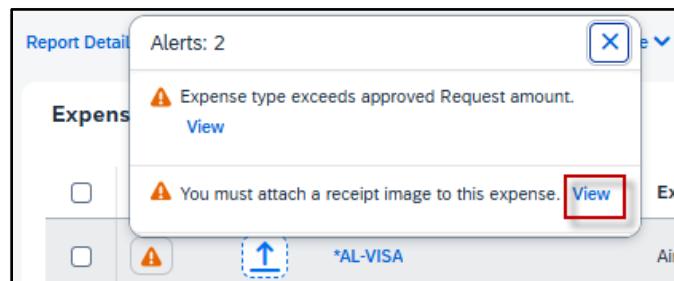
### Receipt Icon

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



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](#)

**Press Release Selection of Grants.pdf**  
Uploaded: 12/14/2023 1:57 PM

Selection of Grants

- Expense up to \$25,000 will be considered for eligible expenditure.
- Expense will be considered until the final program for design expenditure.
- Application period will be back for income August 6, 2023 to April 30, August 10, 2023.

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

Selection of Grants

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- Expense will be considered until the final program for design expenditure.
- Application period will be back for income August 6, 2023 to April 30, August 10, 2023.

**Capture.JPG**  
Uploaded: 05/22/2023 11:18 AM

Expense

12/14/2023

12/14/2023

12/14/2023

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 **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.*

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

Not Submitted | Report Number: OP5EOL

**REQUEST**  
Approved  
\$5,154.90

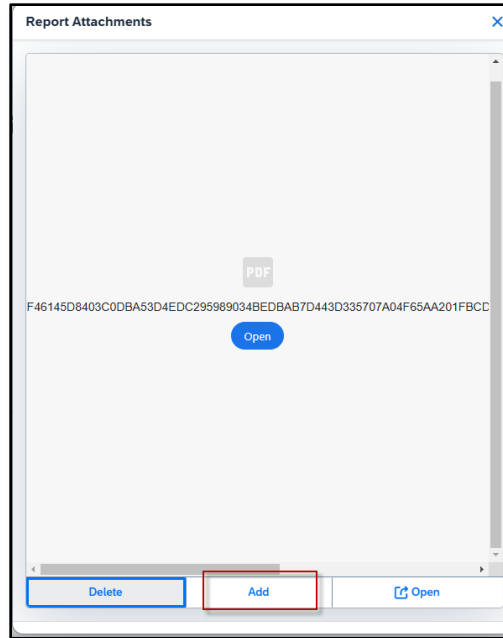
Report Details ▾ Print/Share ▾ **Manage Receipts ▾** Travel Allowance ▾

**Expenses**

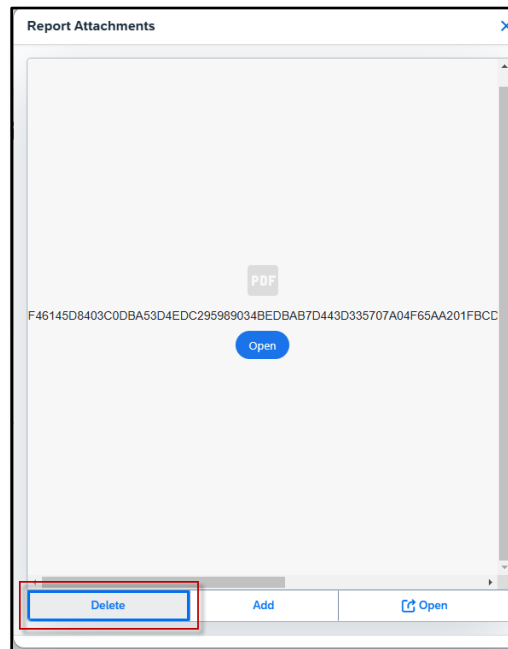
**Manage Attachments**  
View Receipts in New Window

Missing Receipt Declaration ▾

Alerts↓↑	Comment↓	Expense Type↓↑	Vendor Details↓↑
<input type="checkbox"/>		Cash	M&IE Date
<input type="checkbox"/>			Charlotte, North Carolina



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.

*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.*

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

**New Itemization**

Allocate \* Required field

Expense Type \*  
Miscellaneous X v

Recurrence \*  
Not recurring v

Transaction Date \*  
02/20/2020 📅

Business Purpose

Enter Vendor Name  
FLORIDAYS RESORT ORLAN

City of Purchase  
Orlando, Florida

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.

← → **Transit Costs \$42.79**  
02/15/2020 | LYFT \*RIDE SAT 6AM | Corporate Card

Details **Itemizations**

Attendees (1) | Allocate

Expense Type \*  
Transit Costs

Transaction Date \* 02/15/2020 Business Purpose

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.

Details **Itemizations**

Amount \$42.79 Itemized \$42.79 Remaining \$0.00

**New Itemization**

Allocate

Expense Type \* Miscellaneous

Transaction Date \* 02/15/2020 Business Purpose

Enter Vendor Name LYFT \*RIDE SAT 6AM City of Purchase Orlando, Florida

Amount \* 7.79 Currency US, Dollar (USD)

Personal Expense (do not reimburse)

Comment 0/500

Details **Itemizations**

Amount \$42.79 Itemized \$42.79 Remaining \$0.00

**Itemizations** Create Itemization Edit Delete Copy Allocate

<input type="checkbox"/>	Alerts↑↓	Date↑↓	Expense Type↑↓	Requested↑↓	
<input type="checkbox"/>		02/15/2020	Transit Costs	\$35.00	...
<input type="checkbox"/>	⚠	02/15/2020	Miscellaneous	\$0.00 Personal	...



# 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: 1 ⌵

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**Company Payments**

\$9.78	\$736.63
Employee	*AL-VISA

---

**Employee Payments**

\$0.00
Company

---

Amount Total: \$746.41	<div style="border: 1px solid red; padding: 2px;">Due Employee: \$9.78</div> <div style="border: 1px solid red; padding: 2px;">Amount Due (*AL-VISA): \$736.63</div>	Owed Company: \$0.00
Requested Amount: \$746.41	Total Paid By Company: \$746.41	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

**REQUEST**

Approved \$5,154.90	Remaining \$5,154.90
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**Report Details** ▾ | [Print/Share](#) ▾ | [Manage Receipts](#) ▾

**Report**

- Report Header
- Report Totals
- Report Timeline**
- Audit Trail
- Allocation Summary

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