CONCUR | STUDENT TRAVEL
CREATING AN EXPENSE REPORT

OVERVIEW

This document provides instruction for student travelers creating and submitting an expense report, to reconcile business related expenses incurred out of pocket or on the student travel card from a completed business trip. Expense Reports should be submitted within 14 days of returning from a business trip.

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LOGGING IN

1. Navigate to any web browser.
2. Access Concur by clicking on the following link: Concur SSO.

CREATING AN EXPENSE REPORT

UConn related business travel, that includes Air, Car Rental, and/or Hotel, should be booked by a department travel coordinator with their UConn employee travel card and will therefore be expensed in that employee's profile after the student has returned from the trip. Instructions are available in our Creating An Expense report training document.

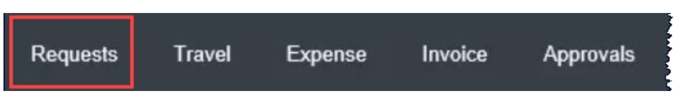
After returning from a trip, the student will also need to create and submit an expense report in their own profile that includes any out of pocket reimbursements such as per diem and/or any incidental expenses paid on a UConn Student travel card.

Starting from an Approved Request

If a Student travel card was requested used the Student would have an approved Concur request in their profile since that is how the Student travel card request is initiated for each trip.

After returning from the UConn business trip, an expense report that includes the Student Travel Card expenses must be created from the respective, approved Concur request.

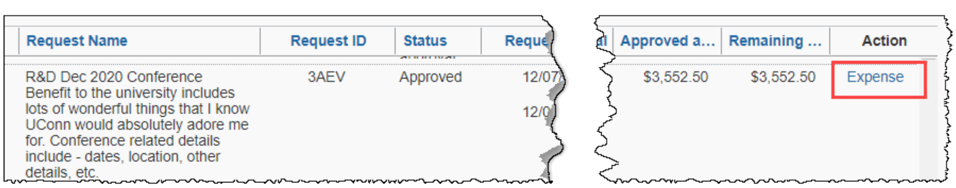
1. From the Concur homepage, click **Requests** from the ribbon. *A list of travel requests display.*



2. Locate the appropriate approved request.

TIP: If there are multiple requests to add to the same expense report. See the **Linking an Approved Request** section of this document.

3. Click the **Expense** link - found with an approved Request.



The expense report is created, auto filling most of the report header fields from the linked request.

4. Review the fields that automatically feed over from the linked Travel Request.
5. Update the **Personal Travel** fields. If **Personal Travel is Y**, specific dates should be entered in the **Personal Travel Dates** field.

6. Update any other header fields, as necessary.
7. Click **Next**. *The **Are you claiming meal or lodging per diem** pop-up displays.*
8. Click **Yes**, if lodging or meal expenses will be included with the expense report. *The **Travel Allowances** window will display, skip ahead to the **Travel Allowances | Itineraries** section of this training document.*

Starting from the Expense Module

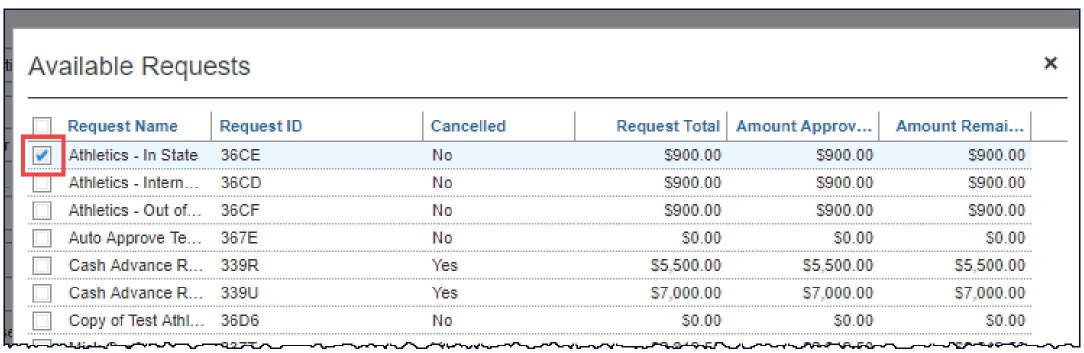
1. From the Concur homepage, click **New | Start a Report**. *A new expense report displays.*
2. Complete the required report header fields, identified with a red bar to the left of each field.

3. Update any other header fields, as necessary.
4. Click **Next**. *The **Are you claiming meal or lodging per diem** pop-up displays.*
5. Click **Yes**, if meal expenses will be included with the expense report. *The **Travel Allowances** window will display.*

LINKING AN APPROVED REQUEST

If you need to link a fully approved request to an existing expense report, follow the steps below:

1. From the Open expense report click **Details.**
2. Click **Report Header.**
3. Click **Add** at the bottom right under requests. *A pop up will appear with a list of your fully approved available request.*
4. Click **the checkbox** beside the appropriate request and click **Add**.


Available Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approv...	Amount Remai...
Athletics - In State	36CE	No	$900.00	$900.00	$900.00
Athletics - Intern...	36CD	No	$900.00	$900.00	$900.00
Athletics - Out of...	36CF	No	$900.00	$900.00	$900.00
Auto Approve Te...	367E	No	$0.00	$0.00	$0.00
Cash Advance R...	339R	Yes	$5,500.00	$5,500.00	$5,500.00
Cash Advance R...	339U	Yes	$7,000.00	$7,000.00	$7,000.00
Copy of Test Athl...	36D6	No	$0.00	$0.00	$0.00

5. Click **Save** at the bottom right to save the changes on the report header.

TRAVEL ALLOWANCES | ITINERARIES

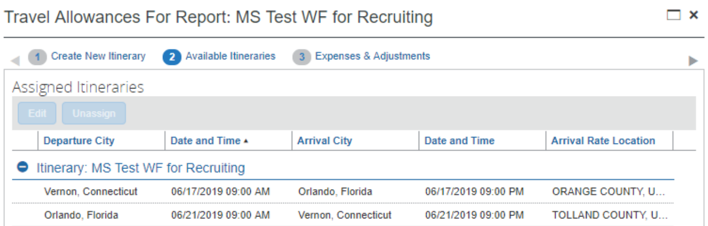
Travel allowances include Lodging and Meal Per Diems. Student travelers may claim meal per diem, or individual actual meals, as permitted by their funding source and your respective department. Refer to the UConn Travel Policy or contact you department travel coordinator for more details.

Note: (1) Student travel cards can be used for individual actual meal expenses if not claiming per diem reimbursement. (2) If an employee is travelling on multiple trips with overlapping days the travel allowance itinerary must be created for the entire period from the first day of the first trip to the last day of the last trip that overlaps and the same itinerary will be assigned to each expense report from the available itinerary menu. When completing the expenses and adjustments page the days not related to an expense report should be **excluded** by clicking the exclude checkbox on those dates when assigning the itinerary for the entire period of the overlapping trip.

Available Itinerary

Use this option when a travel allowance itinerary was previously created for the dates of the trip.

1. Click the **Details** drop-down menu from the open Expense Report then select **Available Itineraries.**
2. From the bottom of the **Available Itineraries** tab, select the appropriate available itinerary and then click **Assign.**



*The selected itineraries display within the **Assigned Itineraries** section.*

3. Click **Next>>** at the bottom right. *Skip ahead to the expenses and adjustments section of this training document.*

Create Itinerary

Use this option if no previous Travel Allowance itinerary was created.

4. Click the **Details** drop-down menu from the open Expense Report then select **New Itinerary**.
5. On the **New Itinerary** tab, click **Import Itinerary.** *Information may be imported from this menu if travel was booked with Concur/UConn's TMC **and/or** the itinerary was forwarded to plans@concur.com.*

NOTE: The email address, used to forward an external itinerary, must be verified through the traveler's Concur Profile.

6. Edit itinerary information as necessary, **save** and click **Next>>** at the bottom right then click **Next>>** again.
7. If no itinerary shows when **Import Itinerary** is clicked, enter details for the **first leg** of your trip in the **New Itinerary Stop box** to the right.
   a. **Departure City.** This should reflect the city you depart from.
   b. **Date and Time.** Enter details for the date and time you left the departure city.

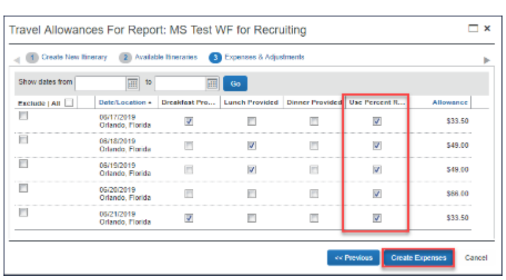
NOTE: The dates on each itinerary stop are usually the same, as a traveler generally departs and arrives on the same date.

   c. **Arrival City.** This should reflect your destination city.
   d. **Date and Time.** Enter details for the date and time you arrived in the arrival city.

8. Click **Save.**
9. Repeat the steps above, for your return itinerary. *If this is a multi-destination trip, additional itinerary stops may be needed.*
10. Click **Next>>** at the bottom right then click **Next>>** again.

TRAVEL ALLOWANCES | EXPENSES & ADJUSTMENTS

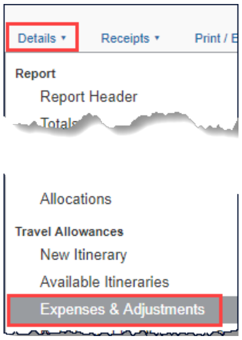
1. Click to indicate any meals that were provided during your trip, as necessary.
2. Click the **Exclude | All** checkbox if the student travel card was used for individual actual meal expenses.
3. ALWAYS click the **Use Percent Rule** checkbox for each date of travel.



NOTE: The Use Percent Rule allows Concur to calculate 150% of the published lodging GSA rate.

4. Click **Create Expenses.** *Meal Per Diem displays as individual line items on the expense report.*

NOTE: To modify individual Meal Per Diem expense items from an open expense report, click the **Details** dropdown, and then click **Expenses & Adjustments**.



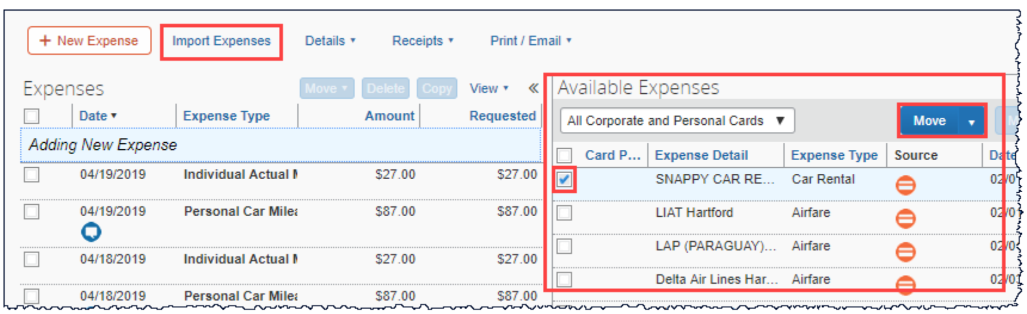
ADDING STUDENT TRAVEL CARD TRANSACTIONS

When using the UConn Student Travel Card, transactions automatically feed into the travelers Available Expenses queue within the Expense module.

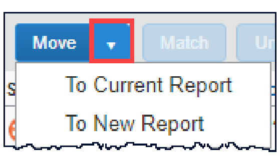
Imported student travel card transactions will minimize data entry – automatically creating an expense line item, populating required fields, etc.

From the Open Expense Report

1. Click **Import Expenses.** *A list of **Available Expenses** display.*
2. From **Available Expenses**, select the check box (es) for the appropriate expenses.



3. Click the **Move** dropdown and then select **Current Report** or **New Report.**



4. Verify or update the Expense Type classification of the imported credit card transactions.
5. Additional details or receipts may be required.

TIP: Select the top checkbox to quickly mark all available expenses.

NOTES: (1) If you select an existing report, the report opens and the selected transactions are attached to the report. **(2)** If you select New Report, the Create New Report page appears for you complete the information, as applicable.

6. Verify or update the Expense Type classification of the imported student travel card transactions.
7. Additional details or receipts may be required.

ADDING OUT-OF-POCKET EXPENSES

Out of Pocket expenses must be added manually from within an open expense report.

1. From the open expense report, click **+ New Expense.**

   The New Expense tab displays.

2. Select the appropriate **expense type** from the options available. *The page refreshes, displaying the fields respective to the expense type selected.*
3. Complete all required fields marked with a **red bar**.
4. Complete optional fields, as necessary.
5. As necessary, click any of the following:
   a. Click **Itemize** (to itemize the expense).
   b. Click **Allocate** (to allocate the expense to one or more accounts).
   c. Click **Attach Receipts** (to upload and attach receipt images).

ITEMIZING EXPENSES

Itemizing partially Non-Reimbursable Expenses

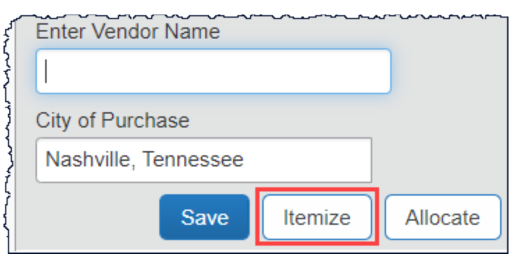
Itemize any expense that includes both business and personal expenses, or that is only partially funded, therefore requiring some out of pocket (Non-Reimbursable/Personal) contribution.

NOTE: Example, you have a parking expense for $200. A portion of this expense was incurred during business travel; however, a portion of the parking expense was incurred during personal time taken after the business trip. In this scenario, you should create a parking expense line item for the total transaction amount, and then itemize the expense creating two itemizations: one, under the parking expense type, for the amount incurred during the day(s) of business travel, and one, under the Personal/Non-Reimbursable expense type, for the remaining amount of the transaction, incurred during the day(s) of personal travel.

1. Click to select an existing expense item from the list of items on the expense report.

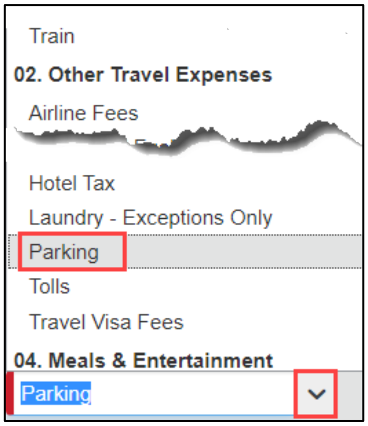
   The expense item details display to the right of the view.

2. Click **Itemize**.



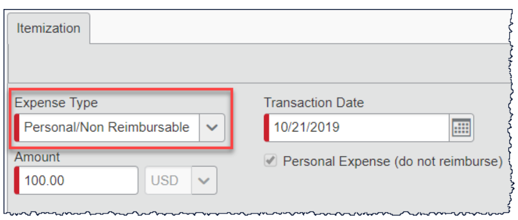
   *The expense tab label changes to **Itemization.***

3. From the available dropdown, select the **Expense Type** that applies to the first itemization.



The page refreshes, displaying the respective fields for the selected expense type.

4. Complete the **required fields** (with red bar), and then any optional fields, as needed.
5. Click **Save**. *The newly created itemization appears as a subentry, nested under the parent expense entry (on the left of the screen).*
6. Select another expense type to itemize the next line item, and then complete the required fields.
7. For Personal/Non-Reimbursable expenses, mark the expense item/portion of the expense as a **Personal/Non-Reimbursable** expense type.



8. When done, all itemizations appear (on the left), as sub-entries, below the parent expense.

ALLOCATING EXPENSES

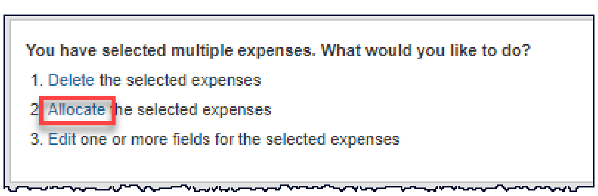
The Allocation feature allows you to allocate selected expenses to multiple funding accounts.

Allocate a Single Expense

1. With the report open, select an expense (left side). *The expense details display to the right.*
2. Click **Allocate** from the bottom of the Expense tab (right side).

Allocate Multiple Expenses

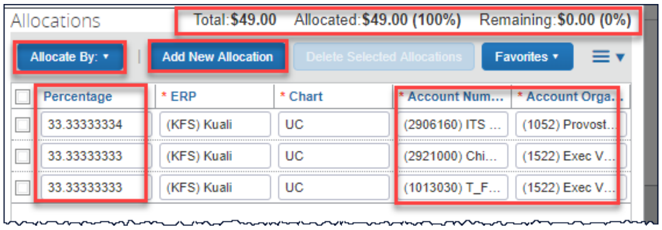
1. Select the checkboxes for the appropriate expenses on the left side of the page.
2. Click the **Allocate** link (right side).



The Allocations for Report window appears.

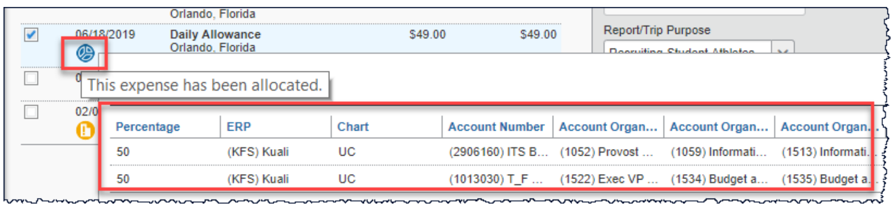
3. Click the **Allocate By** dropdown, and then select **Percentage** or **Amount.**
4. Click **Add New Allocation** for each additional account needed.
5. Enter the appropriate amount or percentage associated with each account.

6. Complete the **Account Number and related account** fields for each line item.



TIP: The Allocation Total, Allocated, and Remaining amounts are displayed at the top of the Allocations view. The total amount must be allocated 100%, otherwise an audit rule is triggered and you will not be able to submit the report.

7. When allocations are complete, click **Save.** *A confirmation pop-up displays.*
8. Click **OK** to confirm.
9. Click **Done**. *The allocation icon appears with the expense.*
10. From the main expense report line item view, hover on an allocation icon to see details, as desired.



ADDING ATTENDEES TO A BUSINESS MEAL

For business meals or entertainment expenses, you must identify all attendees associated with the expense. Users can add attendees and attendee groups to the system in the Expense Profile Settings

Refer to the **Creating a Business Meal Expense** section of the [Non-Travel Expense Report] documentation for additional business meal expense details.

ENTERING PERSONAL CAR MILEAGE

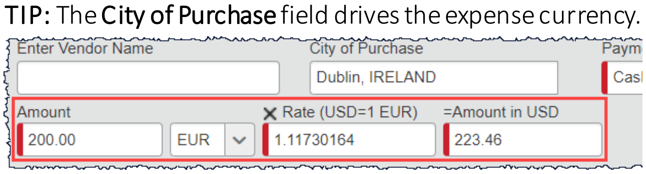
Personal car mileage expenses should be submitted for use of a personal vehicle for business miles driven.

Refer to the [Creating a Personal Car Mileage Expense Report] document for additional details.

FOREIGN CURRENCY TRANSACTIONS

Transactions incurred during international travel should always be billed in the local currency to ensure the currency conversion within Concur is accurately calculated (including conversion rates, taxes, etc.).

TIP: The **City of Purchase** field drives the expense currency. For example, if City of Purchase is Dublin, Ireland, the following displays:



For out of pocket expenses:

1. Update the **X Rate**, when necessary and when you know your exchange rate, OR
2. Alternatively, update the **=Amount in USD** to instruct the system to accurately calculate the correct exchange rate.

NOTE: Refer to the **Adding *out of Pocket Expenses*** section of this document to create the expense item.

For Student travel card expenses:

Transactions billed in local currency (e.g., travel to Japan billed in YEN) will automatically convert to USD within Concur.

1. Review the details of the transactions, confirming the conversion to USD is accurate. No manual adjustment should be required within Concur.

NOTE: If the student travel card transaction feeds into Concur in USD, but the traveler's receipt is in local currency (i.e., a currency other than USD), manual adjustment within Concur will be required.

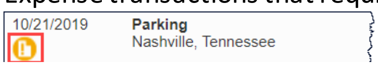
Additional support is always available by contacting travel@uconn.edu or Accounts Payable for additional instruction.

RECEIPTS

Concur is configured to comply with the receipt requirements, as per the Travel and Expense policy. Receipts can be sent to your available receipt queue to be attached to an expense report at a later date, via email or through the Concur mobile app.

Required Receipts

Expense transactions that require receipts are identified by the Receipt Required icon next to the item in the expense list.



TIP: Alternatively, a full listing of required receipts can be viewed by clicking **the Receipts link | Receipts Required.**

Email Receipts

Before emailing receipts to the Available Receipts library, you must **verify** your email address in the **Personal Information** section of your **Profile.**

Profile Setup | Email Verification

1. Click **Profile > Profile Settings**. *The Profile Options page appears.*
2. Click **Personal Information** from the left navigation pane. *The Personal Information screen displays.*
3. Scroll down to the **Email Addresses** section and click **Add an Email Address.**
4. Follow the below steps to verify your email address:
   d. Once you have saved an email address, click Verify.
   e. Check your email for a verification message from Concur.
   f. Copy the code from the email message into the Enter Code box next to the email address.
   g. Click OK to submit the code and complete verification.
5. Address your email to **receipts@concur.com,** attach a single receipt image, and send the email.
6. Alternatively, for **automated expense itemization**, address your email to **receipts@expenseit.com**, attach a single receipt image, and send the email.

NOTE: Receipt file formats must be one of the following: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF. Maximum file size cannot exceed 5MB, per receipt.

Allow your delegate to send receipt images to your Available Receipts library

The Delegate may send receipts to **receipts@concur.com** or **receipts@expenseit.com** as long as both the User and Delegate have verified their email addresses within their own profile.

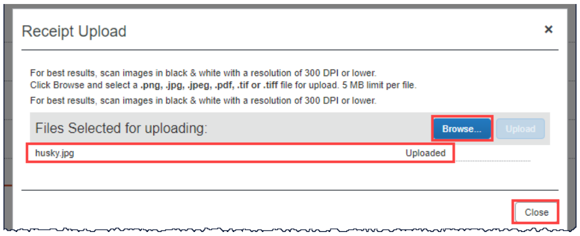
When emailing receipts on a delegate's behalf, the delegate must **replace the subject line with the User's primary (verified) email address**.

TIP: See [How to Add a Delegate]() documentation for additional delegation permission details to allow a delegate to Prepare and View Receipts.

Upload Receipts from your Computer

Files saved to a folder on your computer may be uploaded directly into an Expense Report using the following steps.

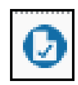
1. Scan the documentation. Save to a folder on your computer.
2. Click **Expense** (from the top ribbon).
3. Scroll to the bottom of the Manage Expenses view.
4. Click **Upload New Receipt**. *The Receipt Upload window appears.*
5. Click **Browse**.
6. Locate the desired image(s), select, and click **Open.**
7. Click **Upload**. *The image(s) is Uploaded.*
8. Click **Close**. *The image is then available to be attached at any time.*



Attach an Available Receipt to an expense entry

1. In the Expense Report, select an expense entry. *Expense details display to the right.*
2. Click the **Receipts** dropdown and then select **View Available Receipts**. *Available receipt images display.*
   a. Click the **left-pointing arrow icon** on the appropriate image, OR
   b. Drag the receipt image directly over the expense entry

   The receipt image is attached to the expense entry.
3. Confirm that the receipt is attached by noting that the (yellow) Receipt Required icon has changed to a **(blue)** Receipt Received icon.



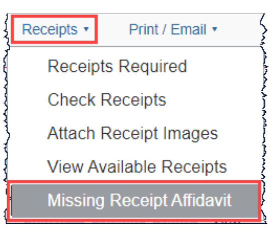
MISSING RECEIPT AFFIDAVIT

A Missing Receipt Affidavit can be generated for a transaction missing a receipt, however the expense transaction details require a receipt.

Only the owner of an expense report can create a Missing Receipt Affidavit. I.E., a delegate CANNOT create a missing receipt affidavit on behalf of another traveler.

NOTE: The missing receipt affidavit cannot be used for a trip segment – i.e., Airfare, Hotel, Car Rental, Amtrak Rail.

1. To attach a missing receipt affidavit, click the **Receipts link** and then click **Missing Receipt Affidavit.**

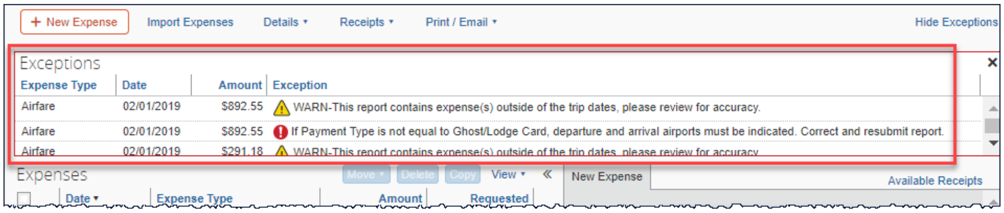
   

   The Missing Receipt Affidavit pop-up displays.
2. Click to select the applicable expense transaction.
3. Click **Accept & Create.**

RESOLVING EXCEPTIONS

Audit rules are built into Concur, compliant with the travel policy and procedures, ensuring travelers are in line with the travel policy and university's best practices. Exception warnings and/or hard stops will display if a traveler violates any of the audit rules built into Concur. Yellow warnings are "soft" stops and designed to warn the traveler. Yellow warnings do not prevent a traveler from submitting for approval. Red warnings are "hard" stops. The red warnings must be resolved before submitting for approval.

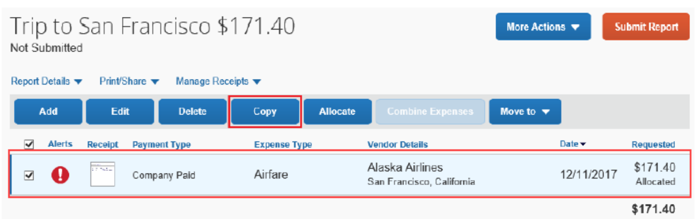
Exceptions display at the top of the request and/or expense report page.



COPYING AN EXPENSE

Recurring business expenses can be copied from a previous expense and then updated for the new expense item.

1. With the expense report open, select the **expense** you want to **copy.**
2. Click **Copy.**



*The new expense is added to the **Expenses** list with a date one day later than the original expense.*

3. Click to open the copied expense.
4. Review the details of the expense to confirm accuracy for the new expense item.
5. Modify applicable fields for the new expense where allowed, as necessary.

NOTES: (1) All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense. **(2)** Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are **NOT** copied to the new expense.

6. Once updated, click **Save Expense**.

FRAUDULENT CHARGES

Student Travel card charges identified as fraudulent must be rectified by the cardholder. Fraudulent charges should be submitted with the travelers next expense report, netting out the fraudulent charge with the respective credited item. If fraudulent charges exist, but there is no travel expected (therefore no expense report in the near future) – contact travel@uconn.edu.

1. Add fraudulent charge.
2. Add credit for fraudulent charge.

SUBMITTING YOUR REPORT

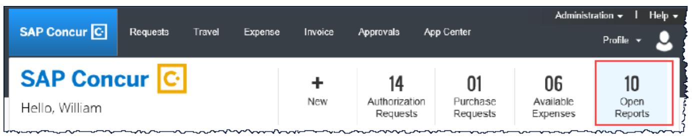
1. On the expense report page, click **Submit Report.** *The **Report Totals** window displays.*
2. Review the information for accuracy, and then click **Submit Report**. *The **Report Status** window appears.*
3. Click **Close**.

NOTE: If you have not met policy requirements when completing the details of your report, a message will display describing the report error or alert. Correct the error, or if you require help to complete the task, contact travel@uconn.edu.

CORRECTING AND RESUBMITTING AN EXPENSE REPORT

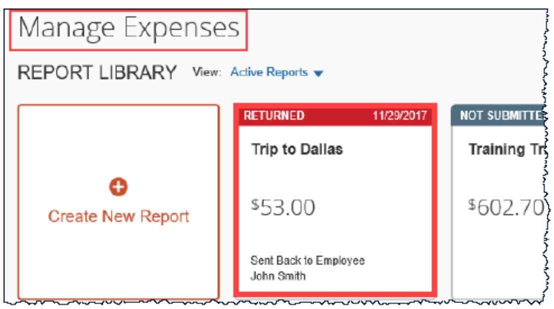
If you an expense report is returned to you by an approver, you will need to correct and resubmit the report for approval and reimbursement. The approver will include a comment explaining why the report was returned.

Open the report, from the Concur home page Quick Task Bar, click the **Open Reports** task.



*The **Manage Expenses** screen displays with the report appearing within the **Returned** tile.*

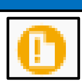
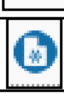
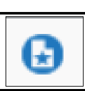
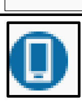
4. Click the **Returned** tile to view the returned report.

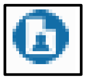
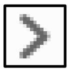
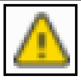
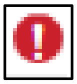
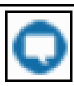


5. Review the approver's comment appears below the amount.
6. Make the requested changes, and then click **Submit Report.**

ICON INDEX

A variety of key Concur icons are listed below with a brief description.

Icon	Name	Description
	**Receipt Image Required**	This indicates that a receipt is required with the selected expense line entry.
	**Receipt Attached**	This indicates that a receipt has been attached to the respective expense line item.
	**Missing Receipt Affidavit**	This indicates that a missing receipt affidavit has been attached to the expense item, in lieu of a vendor receipt.
	**Travel Card Used**	This indicates that an expense entry originated from a University Travel Card transaction. This transaction automatically feeds into the travelers Concur imported expense queue.
	**ExpenseIT Receipt**	This indicates an expense entry that was created by sending a receipt to receipts@expenseit.com
	**Mobile Expense**	This indicates the expense line item was created via the Concur Mobile App.

Icon	Name	Description
	**Personal Expense**	This indicates an expense that was marked Non-Reimbursable/Personal (by the traveler).
	**Itemized Expense**	This indicates the expense entry has been itemized (e.g., Hotel expenses). Itemized expenses can be expanded to display nested sub-entries for additional detail.
	**Alert**	This indicates that an exception exists. This exception does not prevent submission.
	**Hard Stop Exception**	This indicates that an expense entry or report contains an exception that will prevent submission.
	**Full Allocation**	This indicates that the expense item has been fully allocated between multiple accounts.
	**Comment**	This indicates that a report or individual expense item contains a comment.

ADDITIONAL SUPPORT

For help with Concur, contact travel@uconn.edu.

For additional reference material, refer to the Training and Resources page located on the Travel Services page.