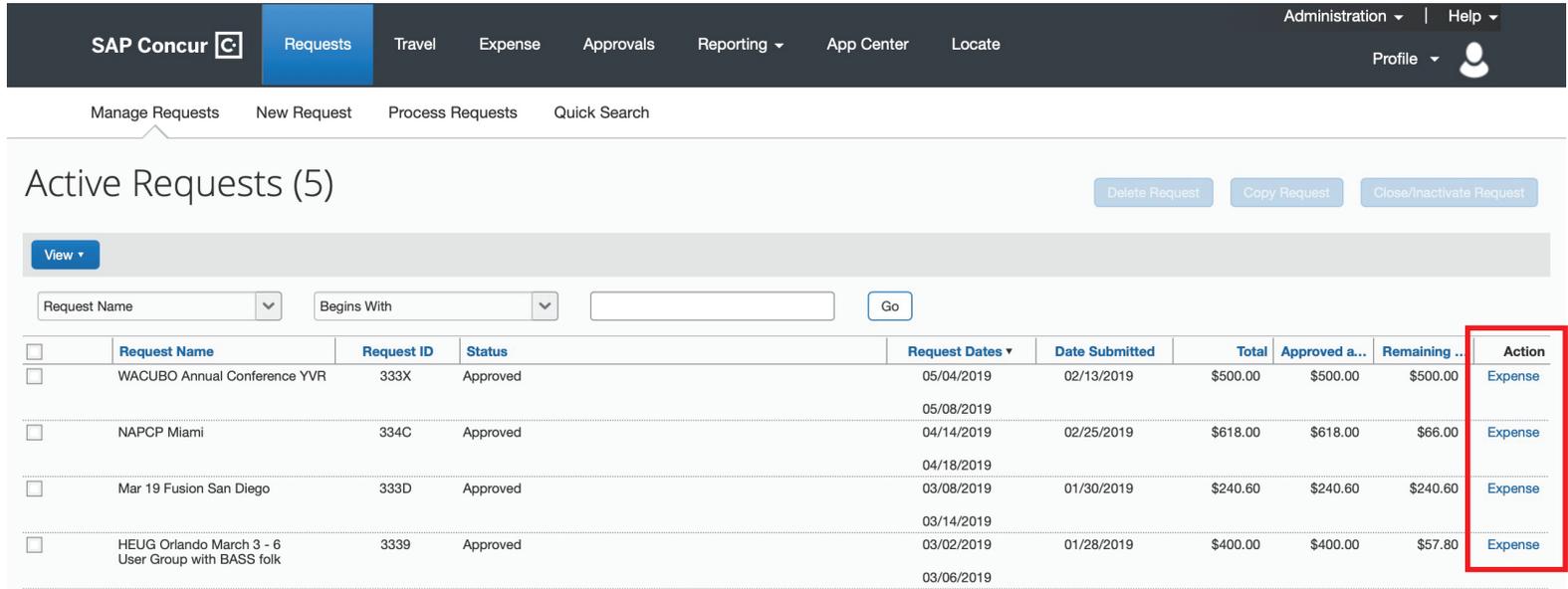


In the past, at the closure of a trip you would create a final reimbursement. Now, you will create an expense request. This is done using the **Expense** link under the Request tab (in the Action column) for the appropriate trip.



Navigation: SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Locate | Administration | Help | Profile

Manage Requests | New Request | Process Requests | Quick Search

Active Requests (5)

Buttons: Delete Request | Copy Request | Close/Inactivate Request

View: [Dropdown]

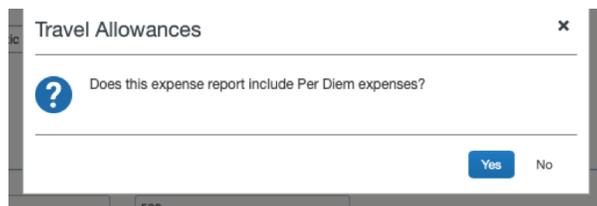
Search: Request Name [Dropdown] Begins With [Dropdown] [Input] [Go]

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ..	Action
<input type="checkbox"/>	WACUBO Annual Conference YVR	333X	Approved	05/04/2019	02/13/2019	\$500.00	\$500.00	\$500.00	Expense
<input type="checkbox"/>	NAPCP Miami	334C	Approved	05/08/2019	04/14/2019	\$618.00	\$618.00	\$66.00	Expense
<input type="checkbox"/>	Mar 19 Fusion San Diego	333D	Approved	04/18/2019	03/08/2019	\$240.60	\$240.60	\$240.60	Expense
<input type="checkbox"/>	HEUG Orlando March 3 - 6 User Group with BASS folk	3339	Approved	03/14/2019	03/02/2019	\$400.00	\$400.00	\$57.80	Expense
				03/06/2019					

If your flight is booked within UTravel or with the onsite agency, your flight will be automatically added to your expense report, as well as any other E-receipts. You will also be able to upload any receipts via your computer or mobile device with the Concur app. The Concur app and the Expense tool will automatically convert foreign receipts to USD.

The Concur app and the Expense tool will automatically convert foreign receipts to USD.

Expense reporting begins with the meal per diem question:



University policy is changing to only reimburse meal per diem. In the past, travelers were allowed to include actual meal receipts, but that has changed. Travelers can still submit Business Meals for reimbursement.

Per diem is based upon dates, times, and locations from the itinerary. The traveler can select **Import Itinerary** which can bring the trip dates, times and destinations from the flights, car and hotel reservations. If those are not there, they must fill the box below with that information.

Travel Allowances For Report: Salt Lake City to San Diego

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Salt Lake City to San Diego Selection: USGSA

Add Stop Delete Rows **Import Itinerary**

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City: []

Date: [] Time: []

Arrival City: []

Date: [] Time: []

Save

Go to Single Day Itineraries Next >> Cancel

Once you have clicked Import Itinerary, the box below will display. Select the appropriate itinerary and click **Import**.

Itinerary Name: Salt Lake City to Miami Selection: USGSA

Add Stop Delete Rows **Import Itinerary**

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City: []

Departure City: []

Select trips and charges to use to create this itinerary

<input checked="" type="checkbox"/>	Description	Start Date	End Date
<input checked="" type="checkbox"/>	Trip from Salt Lake City to Miami (N2GLEE)	04/14/2019 07:05 ...	04/18/2019 11:30 ...

Import Cancel

Continue with the verification process by reviewing the information presented by clicking **Next** on each window.

Then select the meals that need to be deducted from the total per diem calculation.

Once that is complete, select **Create Expenses** and this will populate the Expense Report.

Once that is complete, select **Create Expenses** and this will populate the Expense Report.

Travel Allowances For Report: Salt Lake City to San Diego



1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/10/2019 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$18.25
<input type="checkbox"/>	03/11/2019 San Diego, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$40.00
<input type="checkbox"/>	03/12/2019 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.00
<input type="checkbox"/>	03/13/2019 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>	03/14/2019 San Diego, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$18.25

<< Previous

Create Expenses

Cancel



You can "exclude" All for personal days

There are various ways to get receipts onto the Expense Report:

1. Click **New Expense**, Select **Expense Type**, fill out required fields (marked in red) and 'Attach Receipt'

+ New Expense

Save

Itemize

Allocate

Attach Receipt

Cancel

2. Select **Available Receipts**

The screenshot shows the 'New Expense' form with the 'Available Receipts' tab selected. The 'Expense Type' field is empty. Below the field, there are instructions: 'To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.' The form is divided into two sections: 'Recently Used Expense Types' and 'All Expense Types'. The 'Recently Used Expense Types' section lists: Personal Car Mileage, Ground Transportation, Parking, Hotel, and Airfare. The 'All Expense Types' section is divided into two columns: '01. Travel Expenses' (Hotel, Hotel Deposit or First Night Deposit, Incidentals) and '...06. Office Expenses' (Office Supplies, Shipping/Postage). Below these, '07. Communications' is also listed.

3. Click **Browse** to navigate to the receipt that is saved on the computer

The screenshot shows the 'Available Receipts' dialog box. At the top, there are 'Refresh' and 'Upload' buttons. Below the title bar, there is a text area with the email address 'receipts@concur.com' and a link to 'Manage My Verified Emails'. The main content area is titled 'Receipt Upload' and contains instructions: 'For best results, scan images in black & white with a resolution of 300 DPI or lower. Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file. For best results, scan images in black & white with a resolution of 300 DPI or lower. No Receipt? Create a missing Receipt Affidavit here.' Below the instructions, there is a section for 'Files Selected for uploading:' with a 'Browse...' button highlighted in red and an 'Upload' button. Below this section, it says 'No files selected'. At the bottom right, there is a 'Close' button.

4. Upload available receipts that you have saved on your desktop

Available Receipts

Refresh

Upload



5. Import Expenses that are available. Select the expenses you desire to add to the report and click the **Move** drop down, select **to current report**. **These expenses are from E-Receipts and receipts that were captured with the Concur mobile app.**

Expenses

Adding New Expense

No Expenses Found

Available Expenses

Expense Detail	Expense Type	Source	To Current Report	To New Report	Amount
<input checked="" type="checkbox"/> Delta Air Lines SALT LAKE CTY, UT	Airfare		<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$295.17
<input checked="" type="checkbox"/> Ground Transportation San Diego,...	Ground Transportation		<input type="checkbox"/>	<input type="checkbox"/>	\$12.29
<input checked="" type="checkbox"/> SLC INTERNSTIONAL Salt Lake ...	Parking		<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input checked="" type="checkbox"/> MARINA San Diego, California	Hotel		<input type="checkbox"/>	<input type="checkbox"/>	\$994.56
<input type="checkbox"/> CROWNE PLAZA Washington, DI...	Hotel		<input type="checkbox"/>	<input type="checkbox"/>	\$1,374.80
<input type="checkbox"/> Hertz	Car Rental		<input type="checkbox"/>	<input type="checkbox"/>	\$255.40
<input type="checkbox"/> Hertz	Car Rental		<input type="checkbox"/>	<input type="checkbox"/>	\$255.40
<input type="checkbox"/> Airline Fees San Diego, California	Airline Fees		<input type="checkbox"/>	<input type="checkbox"/>	\$14.99

Personal Mileage

To add personal Mileage, select Personal Car Mileage under Expense Type and use the Mileage Calculator found in the bottom right portion of the screen.



Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- 201 Presidents Circle, Room 201, Salt L
- Salt Lake City International Airport (SLC)

9.4 MI Personal

Calculate Route Make Round Trip

Directions

Suggested routes:

- 180 W 9.4 mi. About 22 mins
- 1300 S and I-80 W 11.4 mi. About 26 mins
- North Temple 9.3 mi. About 27 mins

John R Park, Salt Lake City, UT 84112, USA

9.4 mi. About 22 mins

1. Head north on Presidents' Cir toward 1400 E 0.2 mi
2. Turn left onto University St E 0.2 mi
3. Turn right onto 300 S/E Broadway 1.0 mi
4. Turn left onto 700 E 0.3 mi
5. Turn right onto 500 S/Cesar E. Chavez Blvd 1.8 mi
6. Take the I-80 E/I-80 W ramp on the left to Cheyenne/Reno/S.L. International Airport/Las Vegas 0.2 mi
7. Keep right at the fork, follow signs for I-80 W/Reno/S.L. International Airport 0.8 mi
8. Continue onto I-80 W 2.8 mi

Deduct Commute TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 9.4 MI

Map

Salt Lake City International Airport

John R Park

9.4 MI

Google

Add Mileage to Expense Cancel

Allocating Expenses

There are two ways you may Allocate Expenses:

1. Allocate by clicking the desired expenses then click **Allocate**.

<input checked="" type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/14/2019	Parking SLC INTERNSTIONAL, Salt Lake Ci	\$36.00	\$36.00
<input checked="" type="checkbox"/>	03/14/2019	Hotel MARINA, San Diego, California	\$994.56	\$663.04
<input checked="" type="checkbox"/>	03/11/2019	Hotel	\$294.00	\$294.00
<input checked="" type="checkbox"/>	03/11/2019	Hotel Tax	\$37.52	\$37.52
<input checked="" type="checkbox"/>	03/12/2019	Hotel	\$294.00	\$294.00
<input checked="" type="checkbox"/>	03/12/2019	Hotel Tax	\$37.52	\$37.52
<input checked="" type="checkbox"/>	03/13/2019	Personal/Non Reimbursable	\$37.52	\$0.00
<input checked="" type="checkbox"/>	03/13/2019	Personal/Non Reimbursable	\$294.00	\$0.00

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses

2. Select an expense and on the bottom right of the Expense select **Allocate**.



Once you have selected either option it will take you to the following page:

Allocations								Total: \$36.00	Allocated: \$36.00 (100%)	Remaining: \$0.00 (0%)
Allocate By: ▾	Add New Allocation	Delete Selected Allocations	Favorites ▾	Add to Favorites						
● Percentage	**ADSC	**BU	**Org	**Fund	**Activity	**Project	*AU			
Amount	(10058) TRAVE...	01	(00357) TRAVE...	2000	(10058) TRAVE...	00000000				
<input checked="" type="checkbox"/>	50	(05805) TRAVE...	01	(00357) TRAVE...	1001	(05805) TRAVE...	00000000	1		

You may either Allocate by Percentage or Expense and add as many New Allocations as needed.

Allocations may be saved for future use.

If a  displays on an Expense Report, you will need to fix the exception, before submitting.

<input type="checkbox"/>	03/11/2019	 	Ground Transportation San Diego, California	\$12.29	\$12.29
<input type="checkbox"/>	02/01/2019	   	Airfare Delta, Salt Lake City, Utah	\$295.17	\$295.17

We require that you itemize your room rate and tax on the hotel receipt. If there are additional charges on the hotel receipt, you will need to itemize them.

Expense **Nightly Lodging Expenses** **Receipt Image** Available Receipts

Total Amount: \$994.56 | Itemized: \$524.01 | Remaining: \$470.55

Check-in Date: 03/11/2019 | Check-out Date: 03/14/2019 | Number of Nights: 3

Recurring Charges (each night)

Room Rate: 294.00 | Room Tax: 37.52 **Itemize the room rate and room tax here.**

Other Room Tax 1: | Other Room Tax 2: |

Room rate and taxes will be shown as separate expenses

Additional Charges (each night) **Additional charges on the hotel receipt i.e. parking and personal expenses, should be itemized here.**

Expense Type: Personal/Non Reimbursable | Amount: |

Expense Type: Parking | Amount: |

Save Itemizations **Cancel**

If a traveler had personal days on their hotel receipt, select the day(s), click **edit**:

Expenses					Move	Delete	Copy	View	<<
<input type="checkbox"/>	Date	Expense Type	Amount	Requested					
<input type="checkbox"/>	03/14/2019	Parking SLC INTERNSTIONAL, Salt Lake Ci	\$36.00	\$36.00					
<input checked="" type="checkbox"/>	03/14/2019	Hotel MARINA, San Diego, California	\$994.56	\$994.56					
<input type="checkbox"/>	03/11/2019	Hotel	\$294.00	\$294.00					
<input type="checkbox"/>	03/11/2019	Hotel Tax	\$37.52	\$37.52					
<input type="checkbox"/>	03/12/2019	Hotel	\$294.00	\$294.00					
<input type="checkbox"/>	03/12/2019	Hotel Tax	\$37.52	\$37.52					
<input checked="" type="checkbox"/>	03/13/2019	Hotel	\$294.00	\$294.00					
<input checked="" type="checkbox"/>	03/13/2019	Hotel Tax	\$37.52	\$37.52					

You have selected multiple expenses. What would you like to do?

- Delete the selected expenses
- Allocate the selected expenses
- Edit one or more fields for the selected expenses**

This screen will display:

<input checked="" type="checkbox"/>	03/13/2019	Personal/Non Reimbursable	\$37.52	\$0.00
<input checked="" type="checkbox"/>	03/13/2019	Personal/Non Reimbursable	\$294.00	\$0.00

Select **personal non-reimbursable**, and the amount will not be reimbursed to the traveler.

Once the Expense Report has been submitted, it goes into the following workflow:

1. **Budget approver** (activity or project) For every expense report
2. **Central Administration** (For every expense report)
3. **Supervisor** (For every expense report)
4. **Level 1** (if necessary) Business Meals/Entertainment. Advanced Request violation for domestic trip, out of pocket airfare.
5. **Level 2** (if necessary) Exception to policy/rules. Over \$10,000 and advanced Request violation for international trip

After the last approver, the reimbursement will be submitted to PeopleSoft for approval. The reimbursement will be sent ACH (Direct Deposit) or check depending on how the employee is set up in PeopleSoft.



The Expense Report can be printed or emailed by clicking the **Print/Email** link

Fees

There are UTravel fees depending on which type of trip you are booking, and they apply to each Expense Report generated.

Legacy Travel System



Trip Type

\$8	Driving	\$15
\$12	Domestic Flight	\$25
\$20	International Flight	\$35

Booking

\$30	Exchange (All Fares)	\$30
\$0	Domestic Flight	\$0
\$30	International Flight	\$0
By Size	Group	\$50*/\$100**
\$12*/\$30**	Personal/Leisure	\$12*/\$30**
\$30	State Issued Ticket	\$0
	Other Booking Method	\$10*/\$20**

**Domestic*

***International*

NOTE: Concur users should add AutoNotification@concur solutions.com to their safe sender list in Outlook. All emails sent to users from Concur come from this email address, and may end up in a junk email folder unless it's specifically added to a safe list.