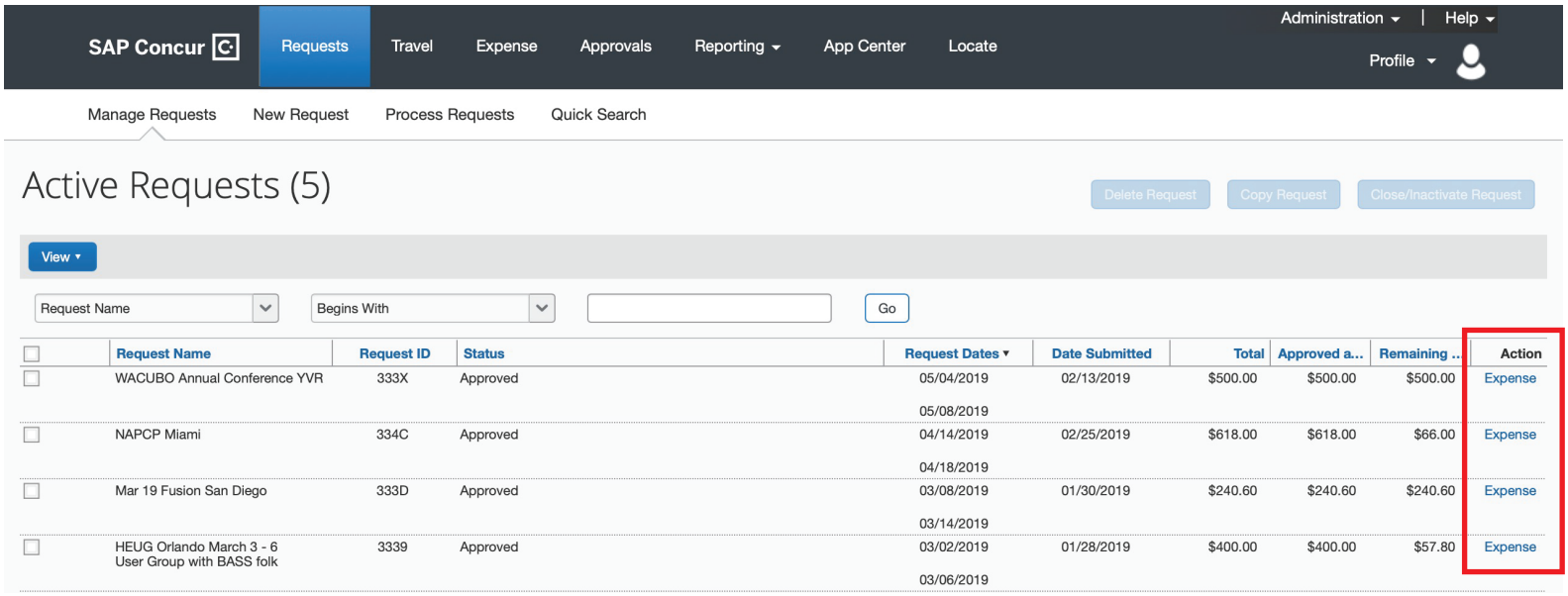
Expense

October, 2020

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.



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.

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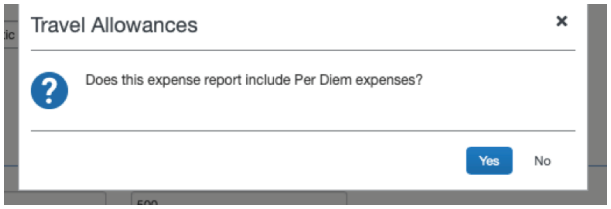
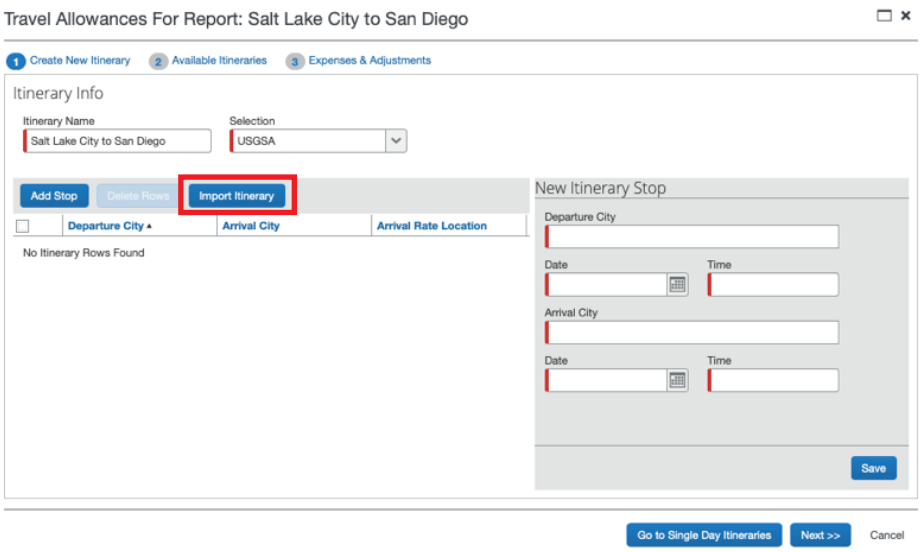
Expense reporting begins with the meal per diem question:

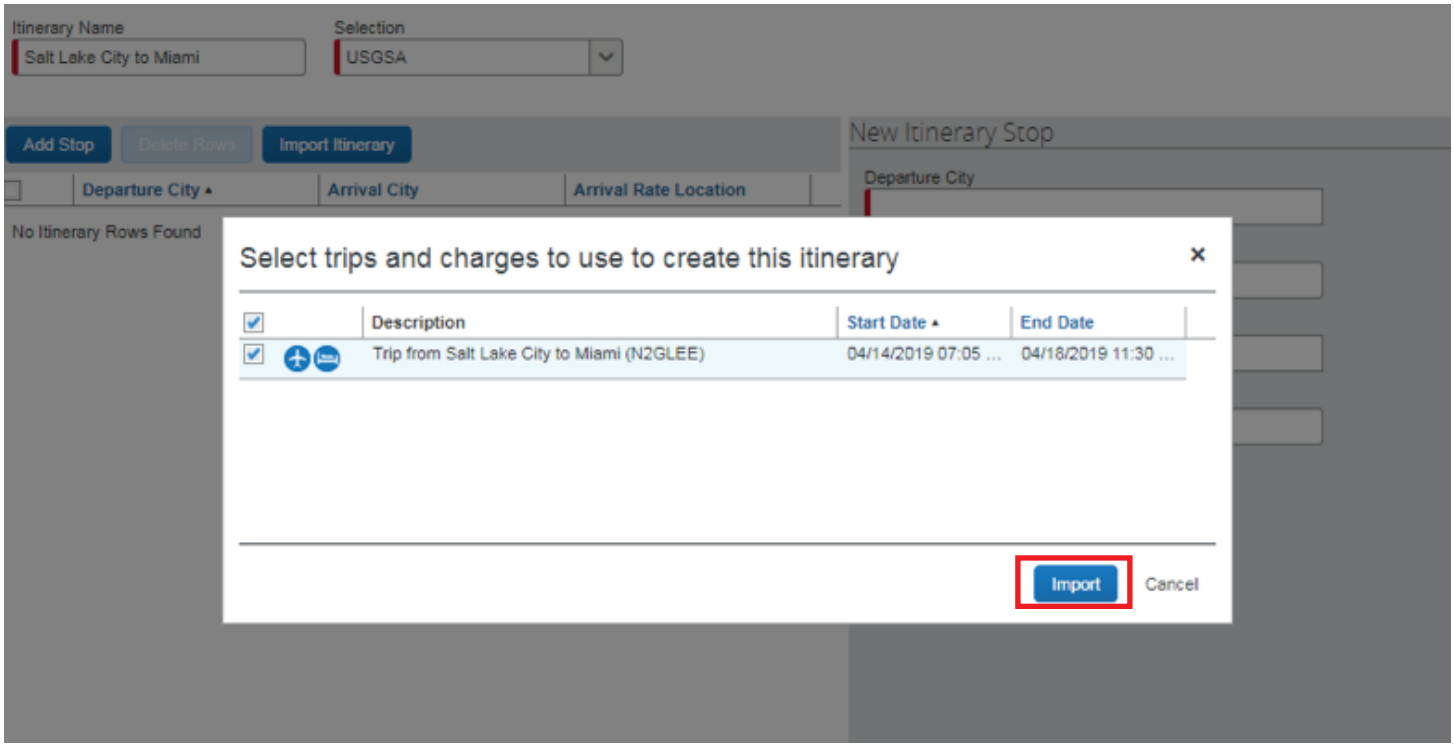


University policy is changing to only reimburse meal per diem. In the past, travelers were allowed to include actual meal receipts, but that has changed. Travelers can still submit Business Meals for reimbursement.

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.



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



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.

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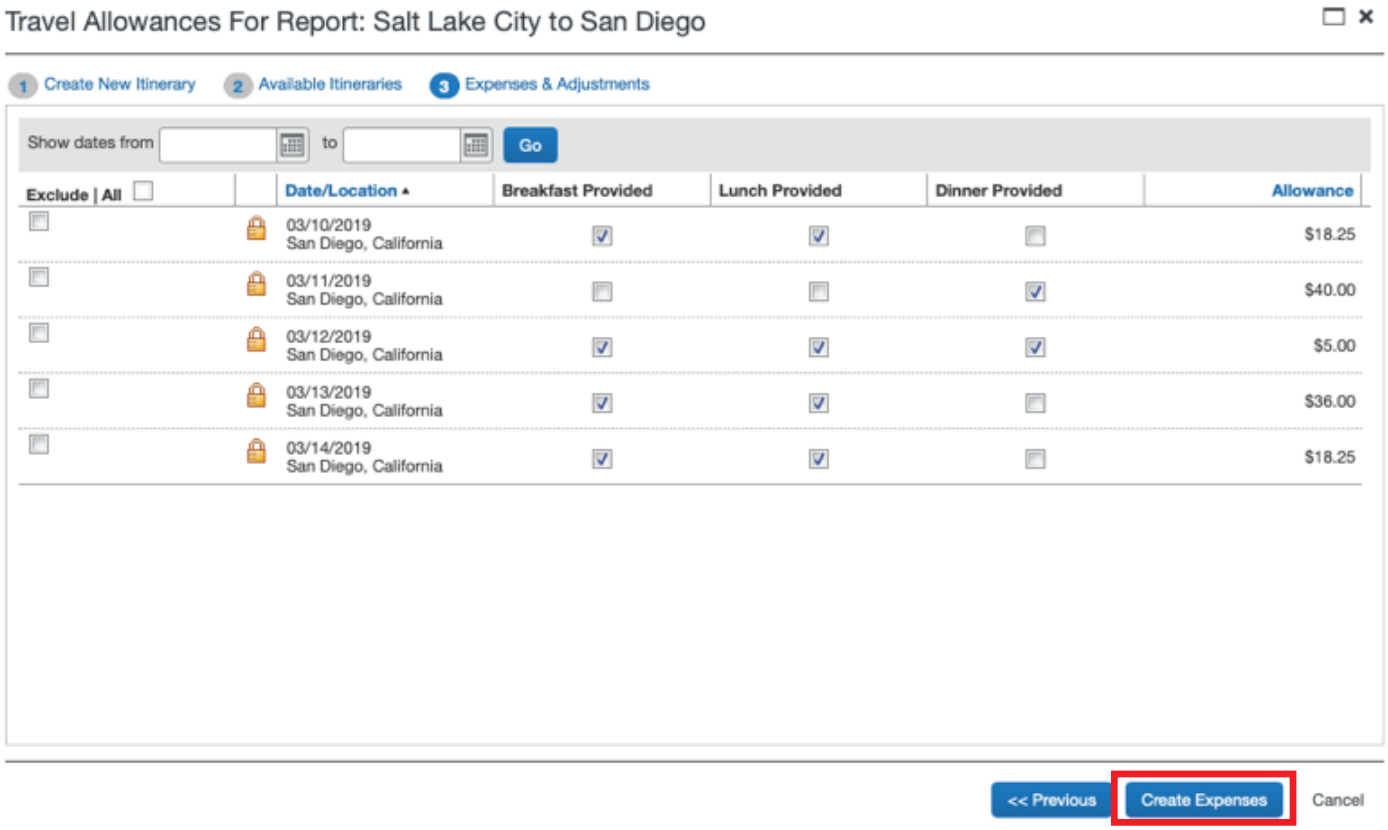
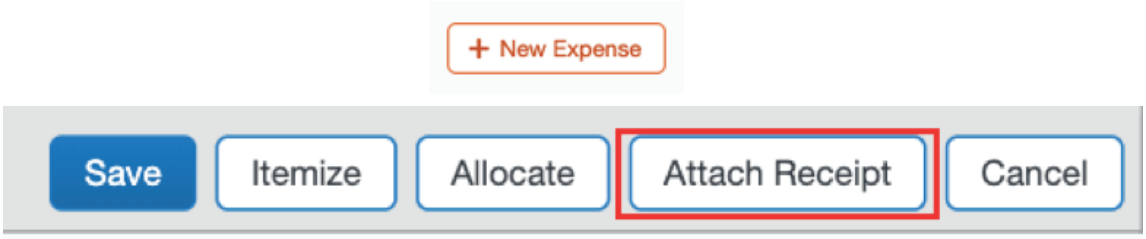


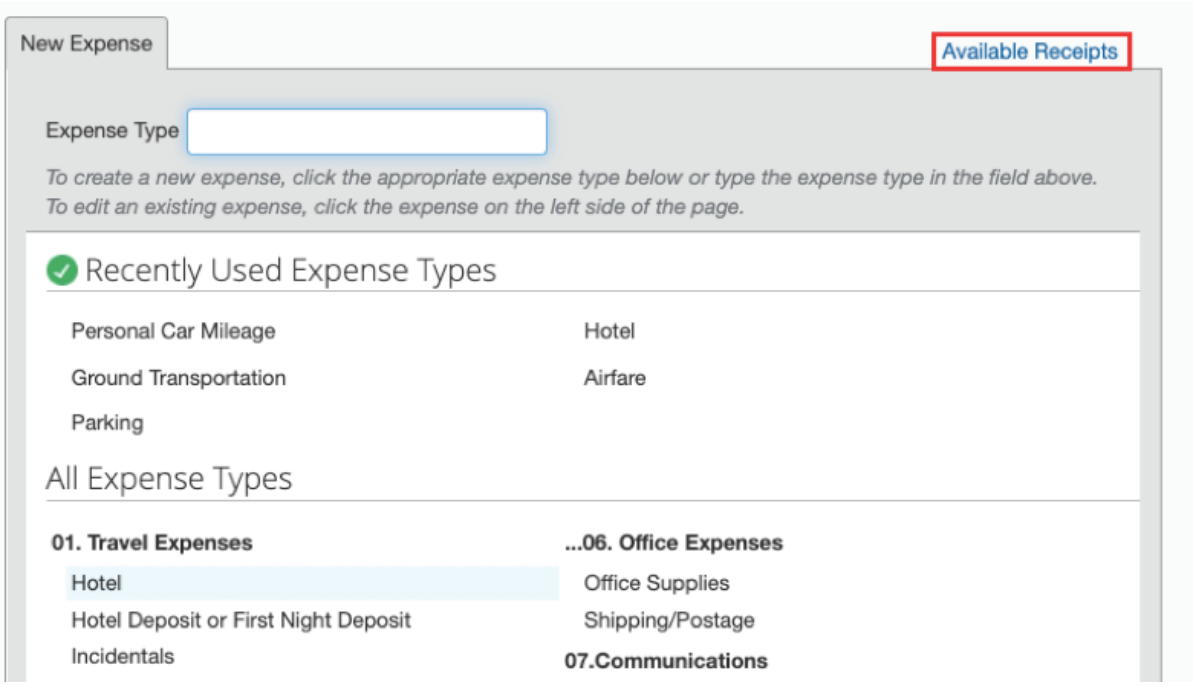
You can "exclude" All for personal days

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

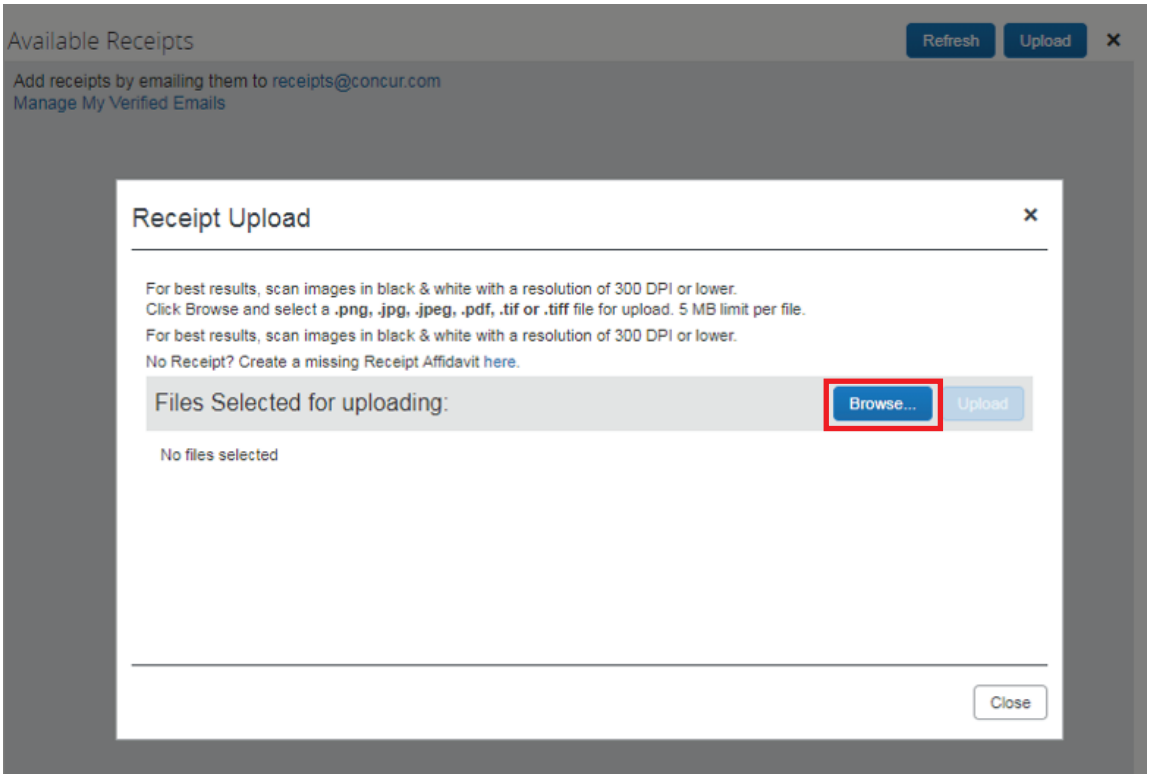
1. Click **New Expense**, Select **Expense Type**, fill out required fields (marked in red) and 'Attach Receipt'



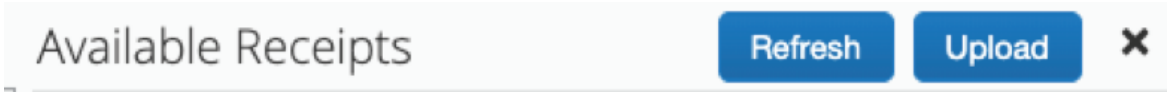
2. Select **Available Receipts**



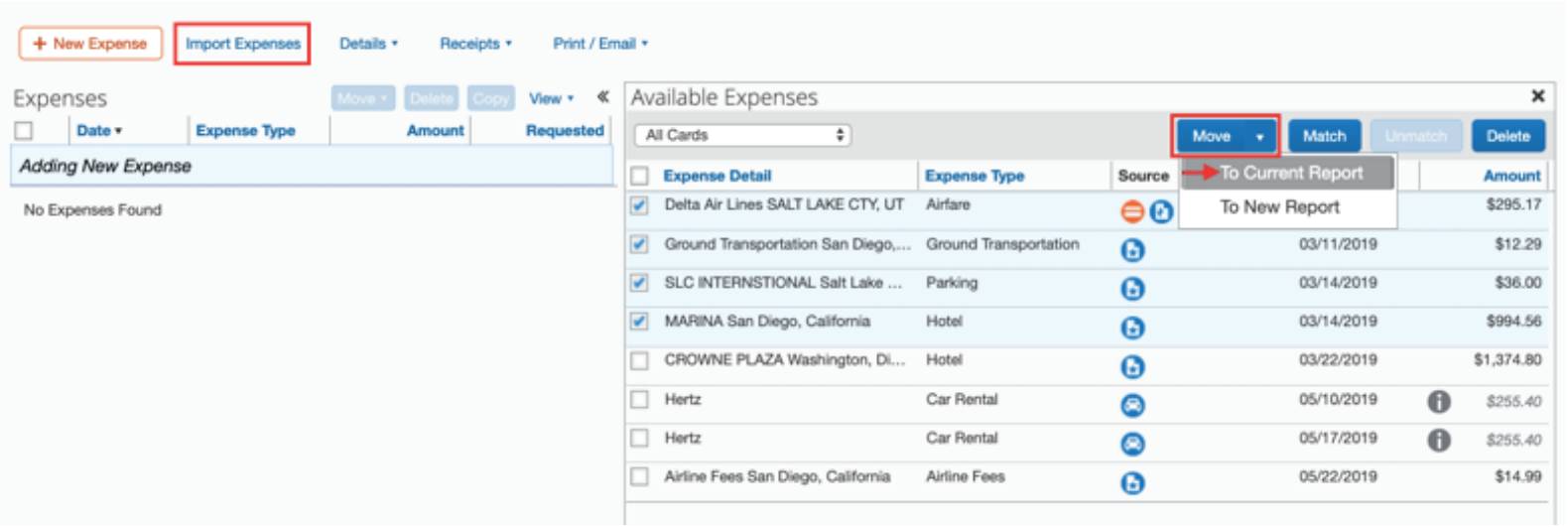
3. Click **Browse** to navigate to the receipt that is saved on the computer



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

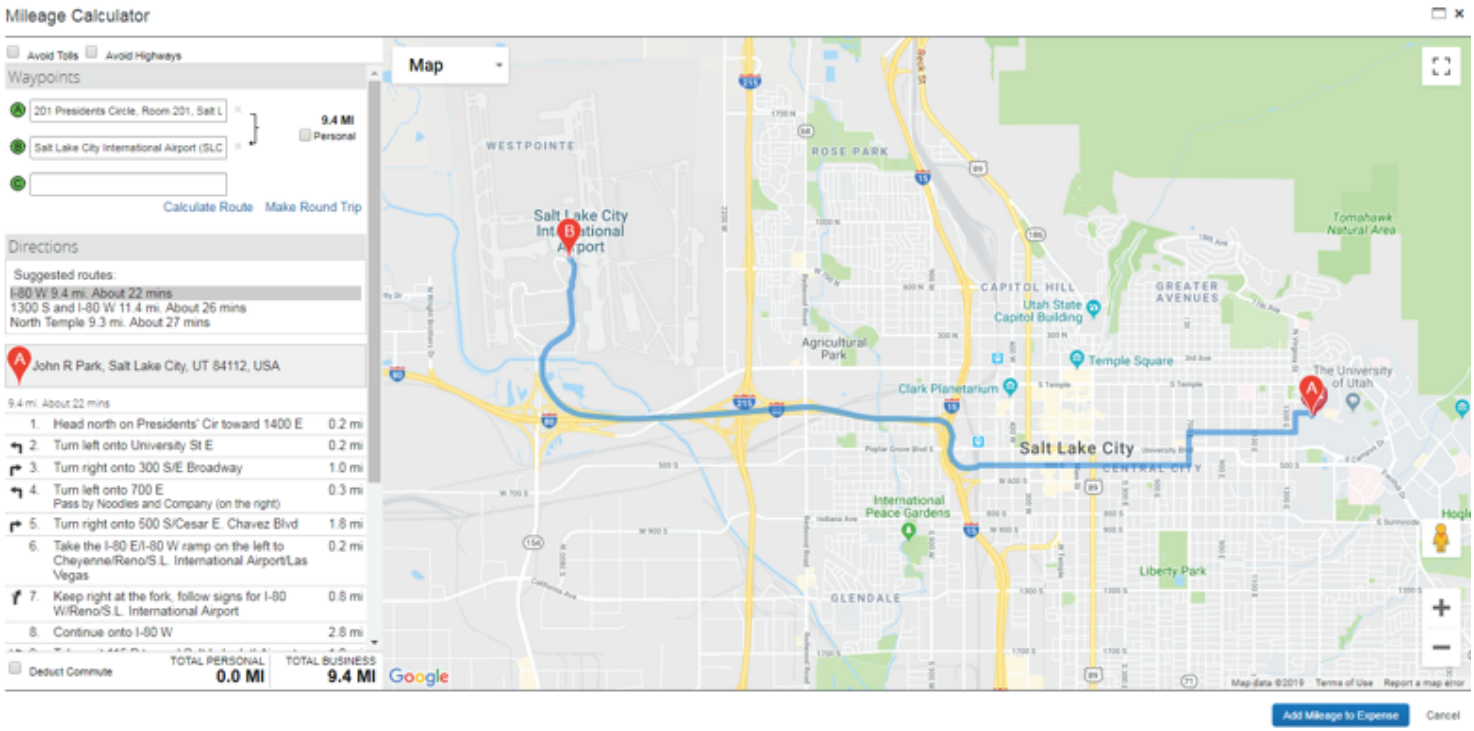


5. Import Expenses that are available. Select the expenses you desire to add to the report and click the **Move** drop down, select ***to current report***. **These expenses are from E-Receipts and receipts that were captured with the Concur mobile app.**



Personal Mileage

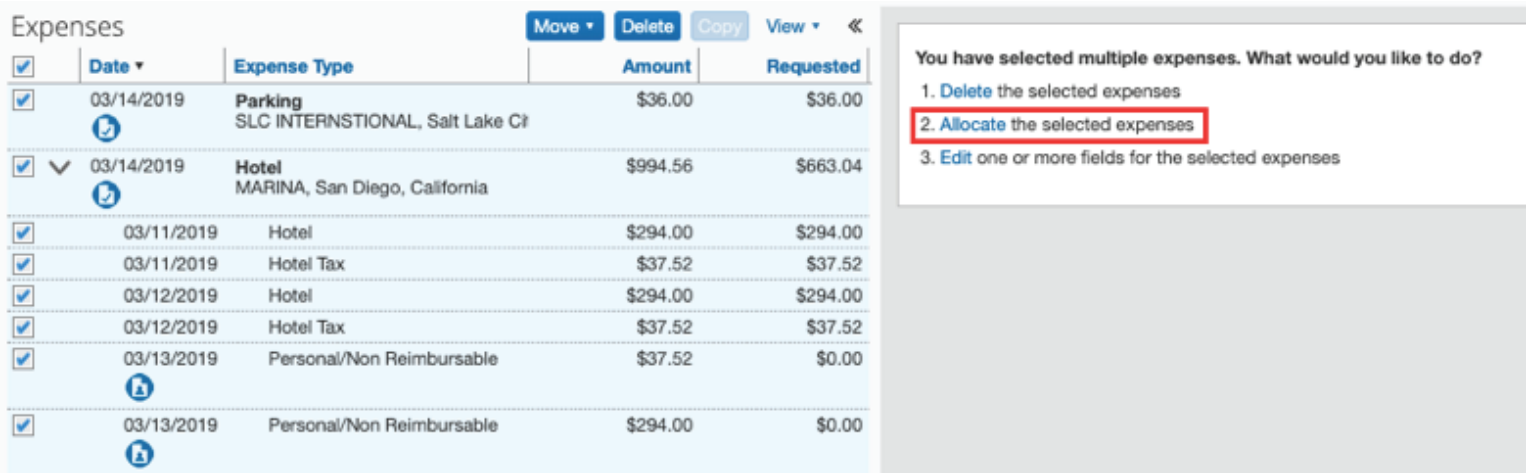
To add personal Mileage, select Personal Car Mileage under Expense Type and use the Mileage Calculator found in the bottom right portion of the screen.



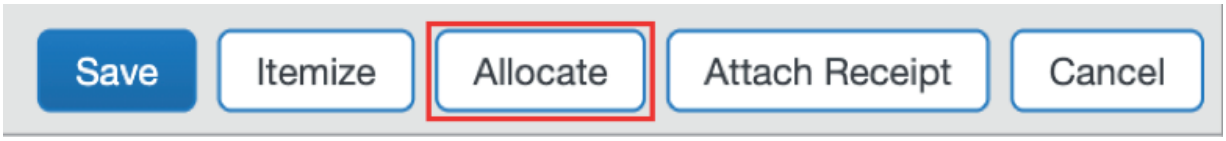
Allocating Expenses

There are two ways you may Allocate Expenses:

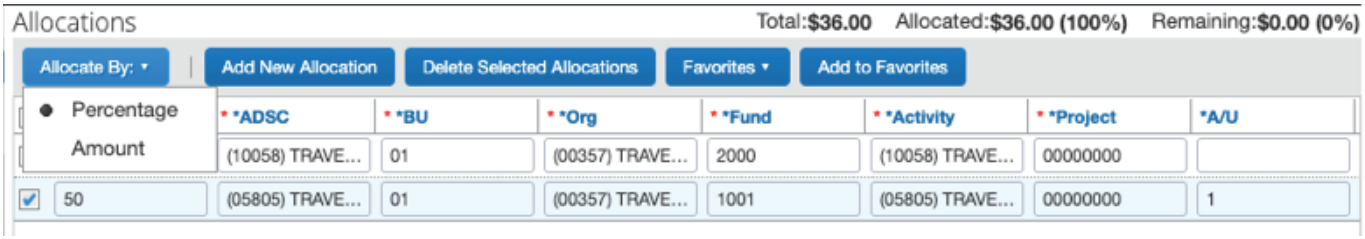
1. Allocate by clicking the desired expenses then click **Allocate.**



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:

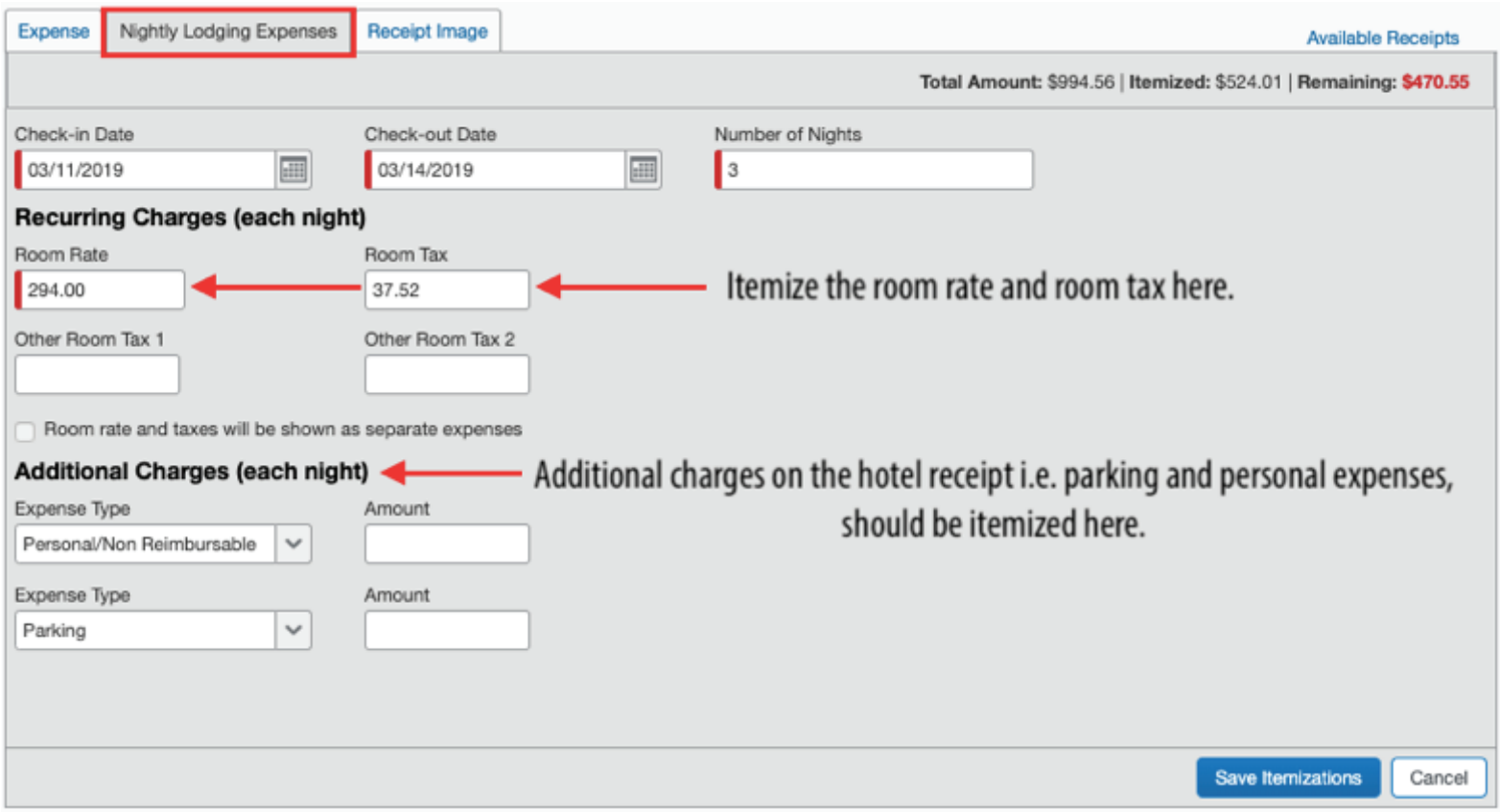


You may either Allocate by Percentage or Expense and add as many New Allocations as needed.

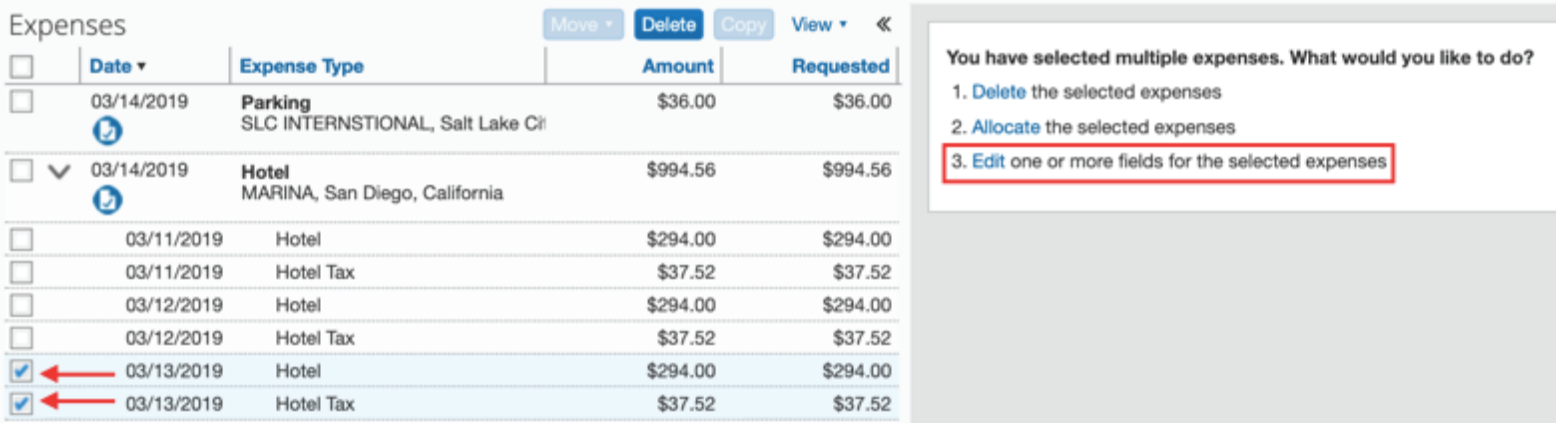
Allocations may be saved for future use.

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

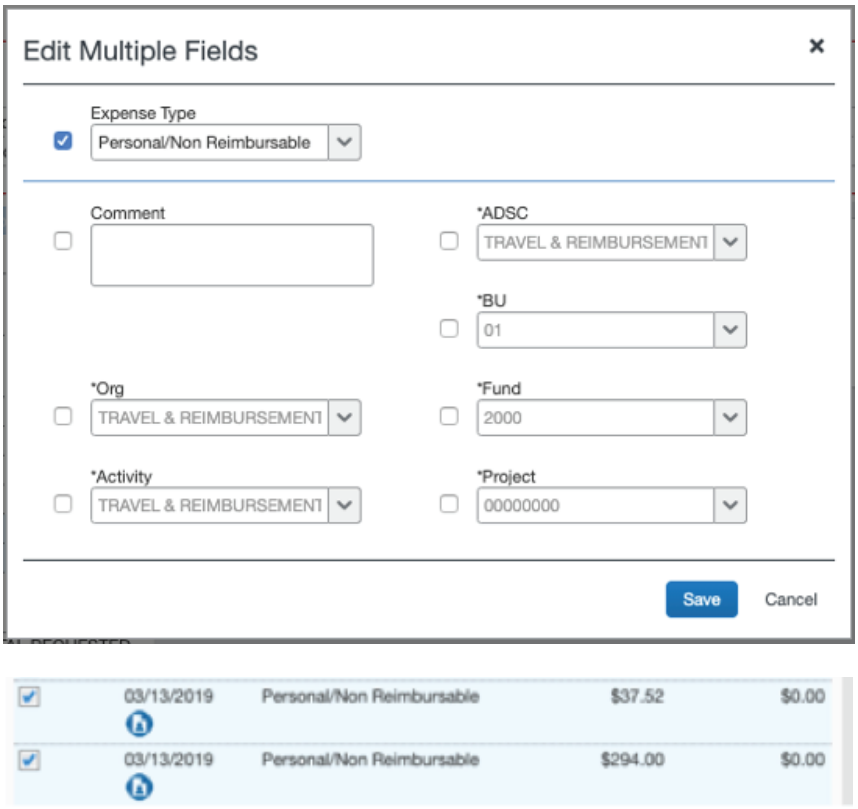
We require that you itemize your room rate and tax on the hotel receipt. If there are additional charges on the hotel receipt, you will need to itemize them.



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



This screen will display:



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 violoation 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		UTravel SAP Concur
	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@concursolutions.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.