

Concur Expense User Guide

Contents

Expense Report Help.....	2
Expense Report Overview	2
Create a New Expense Report	2
Travel Allowance/Itinerary	4
Adding Card Transactions to an Expense Report.....	5
From the open Expense Report (Recommended Method)	5
From the Available Expenses section.....	5
Adding an Out-of-Pocket Expense to an Expense Report.....	6
Itemizing Expenses.....	6
Itemizing Nightly Hotel Expenses.....	7
Allocating Expenses.....	9
Printing and Submitting an Expense Report	9
Correcting and Resubmitting an Expense Report	9
Acting as a Delegate.....	10
Reviewing and Approving an Expense Report	10
Sending Back an Expense Report	11

Expense Report Help

Expense Report [Online Help](#) is available at any time while working within Concur by clicking “Help” in the upper right-hand corner and using navigation on the left-hand side or a search bar to locate the documentation. The following information includes excerpts from this Online Help resource.

There is also a list of available topics related to Expense with videos, guides and tip sheets provided by Concur, found [here](#).

Expense Report Overview

The Concur Expense feature is designed to facilitate reconciliation of expenses related to business travel. Though the process can be customized by each company, a typical process is:

1. The traveler has an approved Request and travels on behalf of MSU business.
2. Upon return, the traveler or delegate reconciles all expenses and the traveler submits an Expense Report, which may include university credit card transactions, reimbursable expenses, prepaid airfare, etc.
3. The Expense Report routes for appropriate approvals.
4. The approver can:
 - Approve the Expense Report
 - Approve the Expense Report and forward it to another approver
 - Send the Expense Report back to the user with a comment to perhaps change and resubmit the Expense Report or to decline the Report

All Expense Reports will need to be assigned to an approved Request, this serves as proof that the expenses were pre-approved.

Create a New Expense Report

To create an Expense Report:

1. Select from the following:
 - **RECOMMENDED:** Click on the Expense link found next to your approved Request within the Manage Requests area.
Note: This will pre-populate information you entered on the header of the Request so that it does not have to be manually entered again on the Expense Report header.
- or -
 - **NOT RECOMMENDED (you will have to re-key all the information from the Request):**
 - On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.
- or -
 - Click the Expense Tab, then click **Manage Expenses** (on the sub-menu), and then click the **Create New Report** tile.

SAP Concur Requests Expense Approvals Reporting App Center Help

Manage Requests Create New Process Requests Quick Search Profile

Active Requests (39)

Delete Request Copy Request Close/Inactivate Request

View

Request Name Begins With

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved ...	Remaining ...	Action
<input type="checkbox"/>	NYC Broadway Tour Audit New York Broadway and off-broadway shows	33CQ	Approved	04/03/2019	01/07/2019	\$3,198.00	\$3,198.00	\$498.00	<a>Expense

2. The following are steps if you follow the recommended approach noted above by clicking on the Expense link when viewing your approved Request.
 - a. Upon clicking the Expense link, you will be taken directly to an Expense Report to add MSU card transactions or out-of-pocket expenses.
 - b. User will need to click Report Details -> Report Header to verify information copied from the Request for accuracy and complete additional required fields related to this trip (such as whether expenses were shared with another traveler).
 - c. Click Save. User will be returned to add/manage expenses for this Report. Note the trip name, dollar amount and status showing below any alerts or informational boxes that may appear. Also note that an approved Request is attached to the Expense Report automatically by clicking on the Expense link from the Manage Requests area.

Alerts: 15

There are cash advances available to add to this report. [View](#)

SCTEM Conference \$737.23 [More Actions](#) [Submit Report](#)

Not Submitted

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

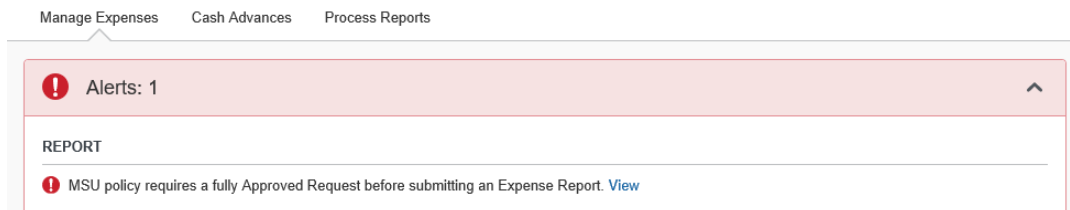
REQUEST

Approved

\$940.13

- d. At this point, you will likely either:
 - i. Add MSU card transaction(s) to your Expense Report.
 - ii. Add an out-of-pocket expense to your Expense Report.
 - iii. Add cash advances to your Expense Report.
 - iv. Manage travel allowance/itinerary associated with your Expense Report.
3. The following are steps if you create a new Expense Report without using the link from the approved Request.
 - a. Complete all required fields (marked with red asterisks) and the optional fields, as needed.
 - i. There is a question at the bottom of the page under Claim Travel Allowance: Does your trip include travel per diems for meals/lodging?

- ii. If there will be a hotel or per diem claimed on this Expense Report, select **Yes**. Otherwise, select **No**.
- b. Click **Next** (or **Create Report** if there are no per diems for meals). **Available Cash Advances are displayed in a popup window (assign Cash Advances or click Next).**
- c. If you selected **Yes** to indicate a Travel Allowance, a new window will appear to create an itinerary. Please see section header **Travel Allowance/Itinerary** below.
- d. After any Travel Allowances are completed, a Request must be manually assigned to the Expense Report.



- i. Select **Report Details>Manage Requests**.
- ii. Select **Add**, click on the appropriate Request, select **Add to Report, Close**. The red Alert will clear after the Expense Report is saved.
- e. At this point, you will likely either:
 - i. Add MSU card transactions to your Expense Report.
 - ii. Add an out-of-pocket expense to your Expense Report.

Travel Allowance/Itinerary

A travel allowance or itinerary needs to be created or selected if claiming per diem or hotel expenses.

Create New Itinerary:

1. In an open Expense Report, user can click **Report Details** and then **Manage Travel Allowance**.
2. There are three sections at the top – Create New Itinerary, Available Itineraries, and Expenses & Adjustments.
3. On Create New Itinerary:
 - a. [Please see Concur Help on how to enter locations of the trip.](#)
 - b. Click **Next**.
4. On Available Itineraries:
 - a. Either the new itinerary just created appears in the Assigned Itineraries area or you can select from the available itineraries that may have been automatically created based on your booking information from Concur Travel.
 - b. If you select from the Available Itineraries, select the itinerary and then hit **Assign**.
 - c. Confirm Itinerary assigned. Click **Next**.
5. Select checkboxes for meals that are NOT out of pocket expenses. You may exclude all by selecting the checkbox next to **exclude all** in the upper left corner.
6. Click **Create Expenses**.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Conference to Seattle NACUBO Selection: USGSA

Buttons: 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:

Adding Card Transactions to an Expense Report

You can add card transactions to an Expense Report in these ways:

- From the open Expense Report.
- From the **Available Expenses** section on the Manage Expenses tab.

From the open Expense Report (Recommended Method)

To add card transactions within the open Report:

1. Click **Add Expense**.
2. From the **Available Expenses** section, select the check box for the appropriate expense(s).
3. Click **Add to Report** (in the **Available Expenses** section). The expense is moved and appears on the list of expenses.

From the Available Expenses section

You can access the **Available Expenses** section in these ways:

- On the home page, on the Quick Task Bar, click the **Available Expenses** task.
- On the home page, in the **My Tasks** section, click the **Available Expenses** task.
- On the menu, click **Expenses > Manage Expenses** on the sub-menu. The **Available Expenses** section appears (you might need to scroll down).

To assign the transaction to a Report:

1. Select a check box next to each appropriate transaction.
2. Click **Move**.
3. Select the name of the appropriate Report or **To New Report**.
 - If you select an existing Report, the Report opens, and the selected transactions are attached to the Report.

- If you select **To New Report (Not Recommended)**, the **Create a New Expense Report** page appears. You will have to manually enter all the Report Header information and will have to attach (link the Expense Report to) an approved Request to submit.

Adding an Out-of-Pocket Expense to an Expense Report

To add an expense to a Report:

1. From the open Report, click **New Expense**. (If there are no other expenses on the Report, you might not need to click **New Expense**.)
2. On the **New Expense** tab, click the appropriate expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the required and optional fields, as needed.
4. Click one of the following:
 - **Save**
 - **Itemize (to itemize the expense)**
 - **Allocate (to allocate the expense)**
 - **Attach Receipts (to upload and attach receipt images)**
 - **Cancel (to exit without saving this expense)**

Itemizing Expenses

Use the Itemize feature to account for receipts that include both business and personal (or non-reimbursable) expenses or to ensure that each of your expenses is accounted for correctly. For example, assume that you have a receipt for a business meeting meal that contains alcohol. You can create an expense for the full amount and then itemize the expense, creating two itemizations, one for the food portion (perhaps using the expense type Business Meetings – Food & Beverage) and one for the alcohol (using the Alcohol expense type).

To itemize an expense:

1. Create the expense as usual, and then click **Itemize** (instead of **Save**).

- The expense appears on the left side of the page, along with the message *No Itemizations*.
- The name of the **Details** tab changes to **Itemizations**.

2. On the **Itemizations** tab, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the fields as directed by your company.
4. Click **Save Itemization**.
 - The newly created itemization appears on the left side of the page.
 - The total amount, the itemized amount, and the remaining amount appear on the top of the page.

5. For each additional itemization, on the **Itemizations** tab, select the appropriate expense type and complete the appropriate fields. **NOTE:** You can also copy itemizations to save time with similar entries.
 - Once you have itemized the **Total Amount** of the charge, click **Save Expense**.


Itemizing Nightly Hotel Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. Travelers should itemize these expenses so that they can be reimbursed correctly. Hotel Itemization allows you to quickly itemize recurring room rates and taxes.

You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay.

To create a lodging expense:

1. With the Expense Report open, click **Add Expense**, and select the Hotel expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
2. Complete the fields.
3. Click **Itemizations**.
4. On the **Itemizations** tab, select the expense type Hotel. The page refreshes, displaying the required and optional fields for the selected expense type.
 - a. Entry Type: defaults to **Recurring Itemization** but can be changed to **Single Itemization** if it is not a repeating charge.
 - b. Your hotel room rate was: defaults to **The Same Every Night** but can select **Not the Same** to enter each night's rate and tax quickly.
5. The number of nights appears automatically.
6. Enter the **Room Rate**, and **Room Tax**.
7. Click **Save Itemizations**.

Hotel \$500.00 

04/18/2019 | Astotel

Details

Itemizations

Amount	Itemized	Remaining
\$500.00	\$0.00	\$500.00

New Itemization

Expense Type *

Hotel
▼

Entry Type: Recurring Itemization ▼

04/15/2019 - 04/18/2019 (Nights: 3)

Your hotel room rate was:

The Same Every Night

Not the Same

Room Rate (per night) *

(Amounts in USD)

Save Itemization

Cancel

If there is a remaining amount to be itemized (other charges, for example, room service), the remaining amount is displayed in the **Remaining** field on the top of the **Itemizations** pane. Continue to itemize the amounts until the balance is \$0.00.

Allocating Expenses

The Allocate feature allows you to distribute expenses to other accounting strings (sub-account, etc.). You can allocate a single expense or multiple expenses.

To allocate:

1. With the Report open, select the appropriate expenses on the left side of the page, and then click **Allocate** on the top of the page.
2. The **Allocate** window appears. The total expense amount, the amount allocated, and the amount remaining all appear in this section.
3. Select *Percentage* or *Amount* to allocate. The system defaults to percentage.
4. Add as many allocations as necessary. You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged, and you will not be able to submit the Report. Note: The object code is automatically assigned based on the expense type and cannot be changed. The main travel object codes (In State, Out of State, International) are used except in cases where the expense type name is followed by 4 digits, which indicates the object code that will be assigned.
5. Click **Add to List**.
6. Click **Save**.

Printing and Submitting an Expense Report

To preview and print the Expense Report

1. On the Expense Report page, click **Print / Email**, and then select the option from the dropdown list. Your company determines the options that are available.
2. A new window appears. Options are PDF, Email or Print.

To submit your Expense Report (faculty and staff must submit their own Expense Report)

1. On the Expense Report page, click **Submit Report**. The **User Electronic Agreement** window appears.
2. Click **Accept & Continue**.
3. The **Report Totals** window appears.
4. Review the information for accuracy.
5. Click **Submit Report**.

If you cannot successfully submit the Report, a message appears describing the error or exception.

Correcting and Resubmitting an Expense Report

Any Expense approver (Fiscal Officer, ad hoc, Contracts & Grants Administration, Central Accounting) might send a Report back to you if an error is found. The approver will include a comment explaining why the Report was returned to you.

To identify and correct Expense Reports requiring resubmission:

1. To open the Report, on the home page, in the Quick Task Bar, click the **Open Reports** task. In the **Active Reports** section of the page, the Report appears with **Returned** on the Report tile. The approver's comment appears below the amount.

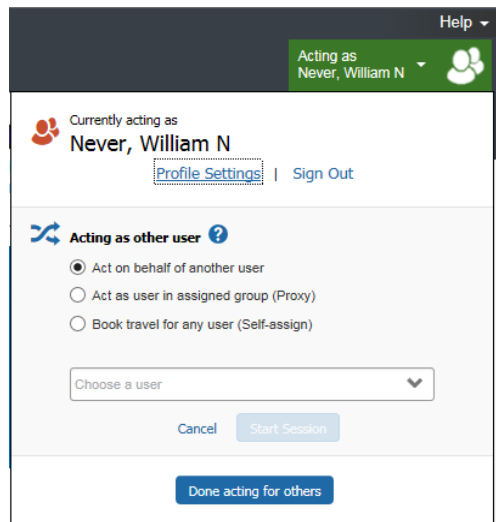
2. Click the Report tile to open the Report.
3. Make the requested changes.
4. Click **Submit Report**.

Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing Expense Reports, approving, etc. Note: Delegates can prepare Expense Reports but cannot submit on behalf of MSU faculty and staff. The MSU faculty or staff member must click the **Submit** button of the Expense Report.

To work as a delegate:

1. Click **Profile > Act on behalf of another user**.
2. Select the appropriate user's name.
3. Click **Start Session**.
NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating Expense Reports, printing, etc.
 - To select a different user, follow the same steps but select a different name.
 - To return to your own tasks, click **Acting as**, and then click **Done acting for others**.
NOTE: Notice that the **Profile** menu now appears.



Reviewing and Approving an Expense Report

To approve a Report "as is":

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Approval** page lists the awaiting Reports. Select the Report you want to open.
2. Review the Report details, and then click **Approve**.

Sending Back an Expense Report

To return the entire Expense Report to the employee for correction:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Approval** page lists the awaiting Reports. Select the Report you want to open.
2. Click **Send Back to User**. The **Send Back Report** window appears.
3. Enter a **Comment** for the employee, explaining why you are returning the Report.
4. Click **OK**.