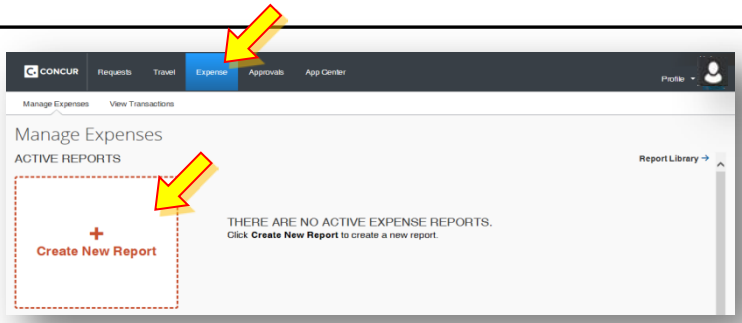
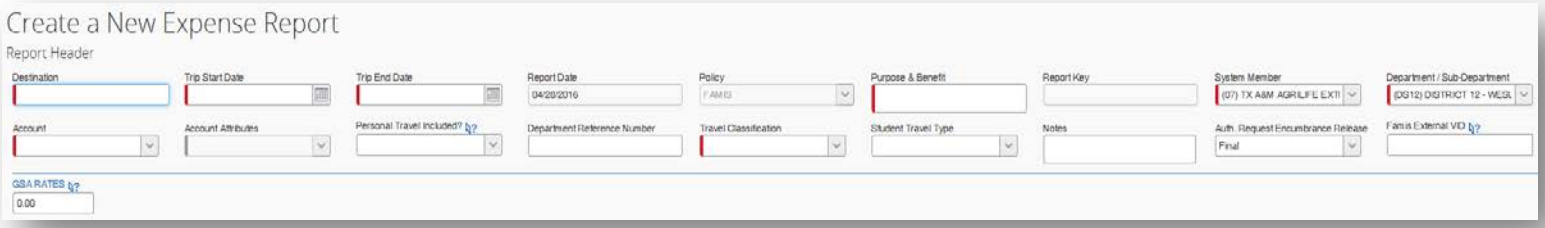
TRAVEL EXPENSE REPORTS ON CONCUR

- Log into your SSO and select eTravel/Concur
- Click on "Expense" tab at the top of the screen
- Select "Create New Report"



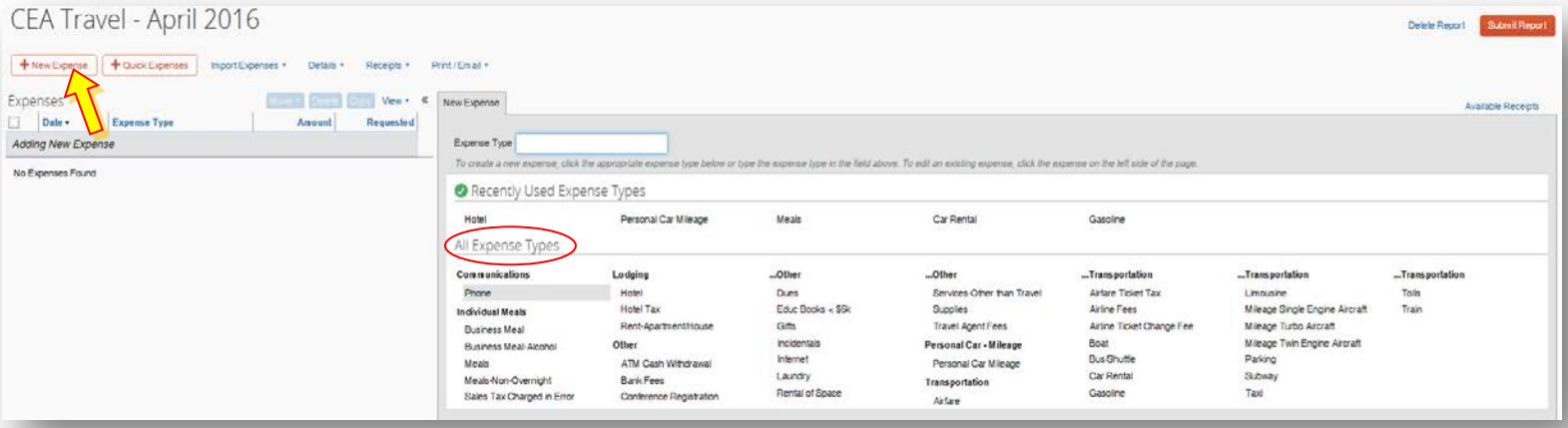
REPORT HEADER: Complete the following items on the "Report Header" *(All items with **RED bar are required** and must be filled in.)*



- Destination: *Location(s) you traveled to – if this is for the whole month, you can put month i.e. "April 2016 Travel"*
- Trip Start Date: *XX/XX/XXXX (if it's for the whole month just put 1st as start date and last day of the month as end date)*
- Trip End Date: *XX/XX/XXXX*
- Purpose & Benefit: *Describe the purpose of travel -- Be specific with Event Name(s) & your duties to be performed there.*
- System Member: *(07) TX A&M AGRILIFE EXTENSION SRVC (default)*
- Department/Sub-Department: *This should be provided to you along with an Account Number to charge your travel expenses – please do not use the default code or account, you must always have travel authorization pertaining to Account you are using. (Frequently used accounts appear in bold at the top of the list.)*
- Account: *to be provided appropriately – once you select the Department Code, a list of available Account Numbers for that Unit will pop up, select the authorized Account Number.*
- Account Attributes: *this value is either "local", "state", or "OSRS". This indicates the funding source and is tested against the rules to determine policy. Appears un-bolded at very bottom of menu.*

- Travel Classification: *Employee-In State*
- GSA Rates: *Must enter the GSA (US General Service Administration) daily meal per diem rate for city visited, click on the link to open the GSA website and find the meal per diem for city visited.*
- Click on the blue "Next" button at the bottom right corner of the screen to continue…

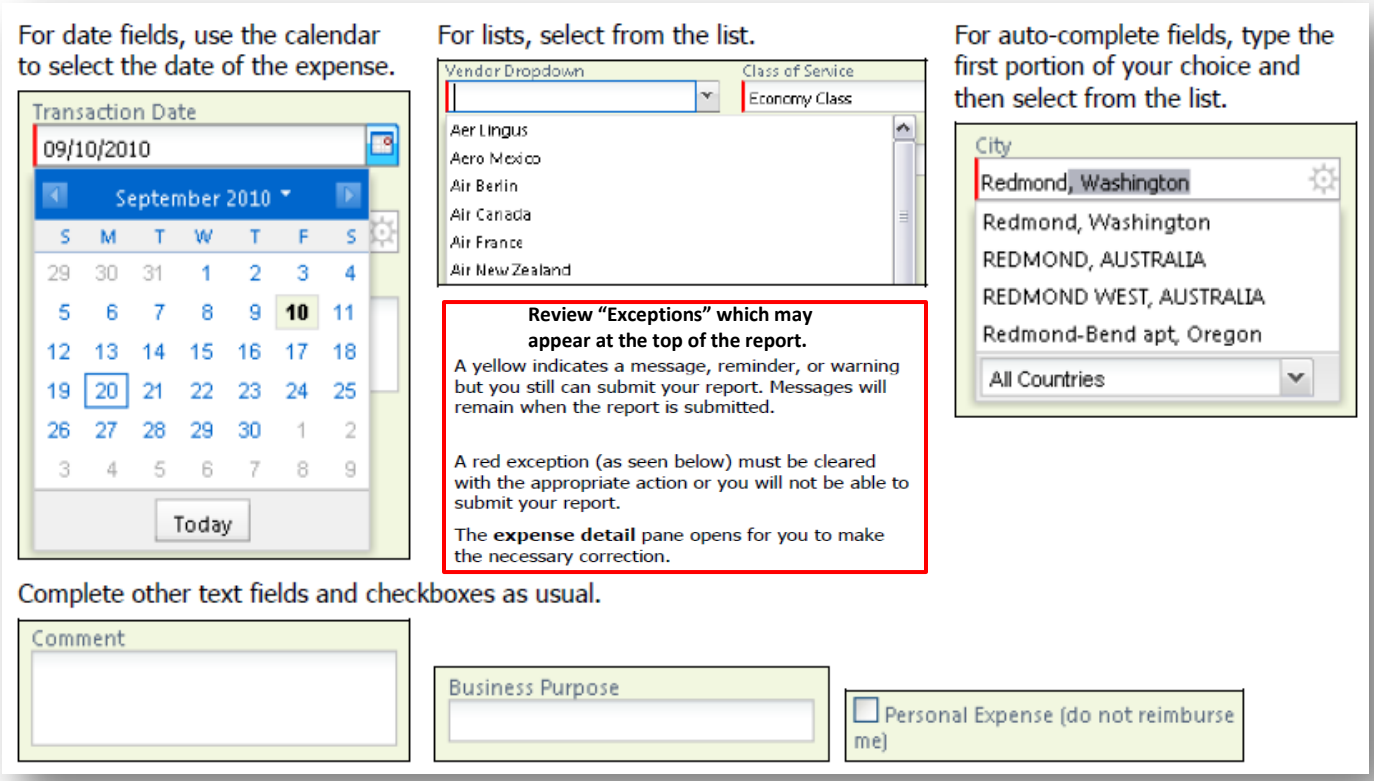
NEW EXPENSES: Add Out-of-Pocket Expenses



- Click "New Expense", then select the appropriate expense type, the page will refresh displaying the required and optional fields for the selected expense type.

TRAVEL EXPENSE REPORTS ON CONCUR

HINTS & SOME THINGS TO REMEMBER as you are filling out the expenses:



LODGING:

- On the New Expense tab, select the Hotel Expense type.
- Complete the required fields on the page as usual (in red) then click Itemize.
- The Nightly Lodging Expenses tab appears - Fill in the Check-in Date (the number of nights appears automatically)
- Room Rate – enter amount charged per night for the room
- Room Tax – enter amount of each room city/county tax charged, never pay STATE taxes.
- Save Itemizations.

PERSONAL CAR MILEAGE:

- On the New Expense tab, select Personal Car Mileage.
- Enter the Transaction Date,
- From Location – enter starting location of your trip
- To Location – enter the ending location of your trip
- Click the Mileage Calculator (which helps you determine mileage between locations. The distance between locations will appear for you to add to your expense report.)
- Click Add Mileage to Expense and complete any additional required fields then SAVE.
- NOTE: If you kept a Mileage Log AG-808 where you listed your trip odometer readings, you can just attach the log to the expense report as you would receipts instead of using the mileage calculator.

ATTACH SCANNED RECEIPTS:

- On the Expense Report page, from the Receipts dropdown menu, select Attach Receipt Images. The Attach Files window appears.
- Click Browse and then locate the file you want to attach.
- Click Attach then Done.
- NOTE: Travel Receipt Requirements and more Travel Resources

Concur On-line Training Videos: *http://it.tamus.edu/concur/training/*

- *How to Add Expenses to an Expense Report (3:42)*
- *How to Itemize an Expense in Concur (3:05)*