# 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"

Manage Expenses View Transaction	a	
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CTIVE REPORTS	$\wedge$	Report Library →
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+	THERE ARE NO ACTIVE EXPENSE REPORTS. Click Create New Report to create a new report.	
Create New Report		

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

Create a New E	Expense Report							
Account	Account Attributes	Personal Travel Included? by?	Report Date 04/29/2016 Department Reterence Number	Policy PAMIS 🕑 Travel Classification	Purpose & Benefit Student Travel Type	Report Key	System Member (07) TX ABM AGRILIFE EXT	Pepartnent / Sub-Department (DS12) DISTRICT 12 - WESL V Fanis External VD by
GSA RATES 5?						3		

- <u>Destination</u>: Location(s) you traveled to if this is for the whole month, you can put month i.e. "April 2016 Travel"
- <u>Trip Start Date:</u> XX/XX/XXXX (if it's for the whole month just put 1<sup>st</sup> as start date and last day of the month as end date)
- <u>Trip End Date:</u> XX/XX/XXXX
- <u>Purpose & Benefit:</u> Describe the purpose of travel -- Be specific with Event Name(s) & your duties to be performed there.
- <u>System Member:</u> (07) TX A&M AGRILIFE EXTENSION SRVC (default)
- <u>Department/Sub-Department:</u> 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.)
- <u>Account:</u> 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.
- <u>Account Attributes:</u> 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.
- <u>Travel Classification:</u> Employee-In State
- <u>GSA Rates:</u> 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

+ New Expense + Quick Expenses Import Expenses + Details + Recepts +	Print / Email *						
Date - Expense Type Amount Requested	and a sector sec						Available R
Date - Date - Amount Requested	Expense Type						
penses Found	To create a new expense, click th	e appropriate expense type below or it	pe the expense type in the field abs	ve. To edit an existing expense, click the ex-	perse on the left side of the page.		
vo ciparaes Found	Recently Used Experies	nse Types					
	Hatel	Personal Car Mileage	Meals	Car Rental	Gasoline		
	All Expense Types						
	Communications	Lodging	Other	Other	Transportation	_Transportation	Transportation
		Hotel	Duns	Services Other than Travel	Airfare Ticket Tax	Linousine	Tolls
	Phone						Train
	Phone Individual Meals	Hotel Tax	Educ Books < \$5k	Supplies	Airline Fees	Mileage Single Engine Aircraft	01400
	Individual Meals Business Meal	Hotel Tax Rent-ApartmentHouse	Giffs	Travel Agent Fees	Arline Ticket Change Fee	Mileage Turbo Arcraft	11481
	Individual Meals Business Meal Business Meal-Alcohol	Hotel Tax Rent-ApartmentHouse Other	Gifts Incidentais	Travel Agent Fees Personal Car - Mileage	Airline Ticket Change Fee Boat	Mileage Turbo Arcraft Mileage Twin Engine Arcraft	11481
	Individual Meals Business Meal	Hotel Tax Rent-ApartmentHouse	Giffs	Travel Agent Fees	Arline Ticket Change Fee	Mileage Turbo Arcraft	Han

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

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

Image: Color Date         O9/10/2010         Aer Lingus         Aero Mexico         Aero Mexico         Air Berlin         Air Canada         Air Canada         Aero Mexico         Aero Mexico         Air Berlin         Air Canada         Air France         Air New Zealand         Review "Exceptions" which may appear at the top of the report.         A yellow indicates a message, reminder, or warning but you still can submit your report. Messages will remain when the report is submitted.         A red exception (as seen below) must be cleared	lists, select from the list.       For auto-complete fields, type the first portion of your choice and then select from the list.
09/10/2010       Aero Micrico         September 2010 *       Arro Micrico         S M T W T F S       Air Berlin         29 30 31 1 2 3 4       Air France         5 6 7 8 9 10 11       Air New Zealand         12 13 14 15 16 17 18       Review "Exceptions" which may appear at the top of the report.         19 20 21 22 23 24 25       Ared exception (as seen below) must be cleared         26 27 28 29 30 1 2       A red exception (as seen below) must be cleared	
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Complete other text fields and checkboxes as usual.	
Comment	
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Business Purpose  Personal Expense (do not reimburse)	
me)	

#### 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 <u>Mileage Log AG-808</u> 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: <u>Travel Receipt Requirements</u> and more <u>Travel Resources</u>

## Concur On-line Training Videos: <u>http://it.tamus.edu/concur/training/</u>

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