

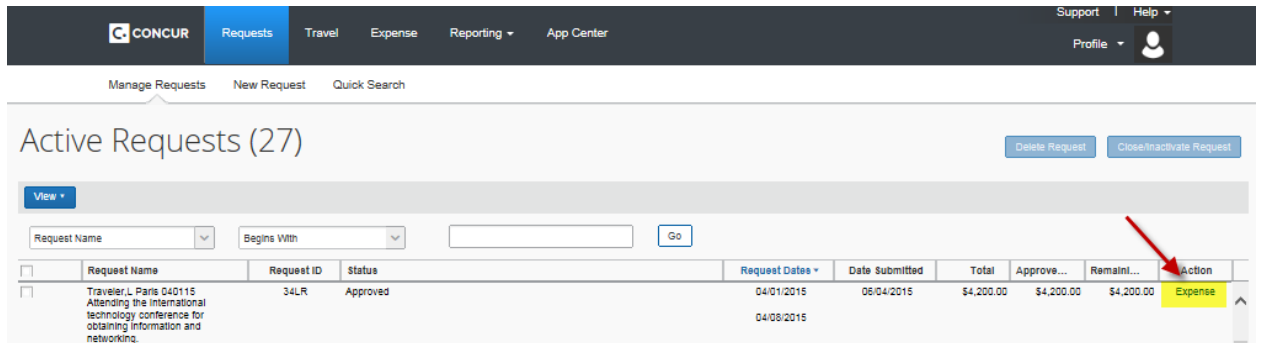
University of Houston Concur Instructions

Creating an Expense Report from a Travel Request (Local Funds)

Step 1: In your Concur main page, you can click on “Authorization Requests” in the header or in the My Tasks section. Then, look for a Travel Request for which you will be creating an Expense Report.

START HERE:

Select the appropriate Travel Request and click on the expense hyperlink.



The screenshot displays the Concur interface for managing requests. At the top, there is a navigation bar with 'CONCUR' and tabs for 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. Below this, there are options for 'Manage Requests', 'New Request', and 'Quick Search'. The main content area is titled 'Active Requests (27)' and includes a search bar with 'Request Name' and 'Begins With' dropdowns, and a 'Go' button. Below the search bar is a table of active requests. The table has the following columns: Request Name, Request ID, Status, Request Dates, Date Submitted, Total, Approve..., Remaini..., and Action. The first row in the table is for a request named 'Traveler, L. Paris 040115' with Request ID '34LR' and Status 'Approved'. The 'Action' column for this row contains a yellow 'Expense' link, which is highlighted by a red arrow.

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approve...	Remaini...	Action
<input type="checkbox"/>	Traveler, L. Paris 040115 Attending the international technology conference for obtaining information and networking.	34LR	Approved	04/01/2015 04/08/2015	06/04/2015	\$4,200.00	\$4,200.00	\$4,200.00	Expense

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Step 2: The system will take you to the expense report header. Select an answer for the following questions and click on "Next".

- **Traveler is BOTH a non-employee and a foreign national**
- **All receipts submitted within 60 days after trip or moving expense**
- **Is this for Department Travel Card charges? (If yes, complete the 4 digits and Request ID number)**

The information for the remaining fields is automatically copied from the corresponding Travel Request.

CONCUR Requests Travel Expense Reporting App Center Support Help Profile

Manage Expenses View Transactions Cash Advances Process Reports

Create a New Expense Report

Report Header

Document ID **Traveler,L Paris 040115** Policy ***UH Expense Policy** Report Date **08/09/2015** Traveler Type **Employee** Travel Type **Employee Travel Outside US**

Primary Purpose of Travel **Conference, workshop, trainin** Business Unit **(00730) University of Houston** Department **(H0156) H0156 FINANCE** Fund Type **LOCAL** Fund Code **(2064) DESIGN-TUITION**

Program **(F0885) ASSOC. VC/NP FIN** Project **NA** Grant Type **NON-GRANT** Chartfield1 **DO NOT USE** Comment

Traveler is BOTH a non-employee and a foreign national. **(1) No** **All receipts submitted within 60 days after trip or moving exp.** **(2) Yes** **Is this for Department Travel Card charges?** **0115** If for a Department Travel Card, enter the last 4 digits **0**

***UH Custom 15 Expense Group ID** **UH** If for a Department Travel Card, enter the Request ID number. **04/01/2015** **04/08/2015** **Number of Personal Days** **0**

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Traveler,L Paris 040115	34LR	No	\$4,200.00	\$4,200.00	\$4,200.00

IMPORTANT

Step 3: The system will display the "Travel Allowances for Report" screen. This screen only applies to state fund travel. For local fund travel, cancel this screen by clicking on "Cancel".

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"NO" Travel Allowances For Report: Traveler,L Paris 040115

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Traveler,L Paris 040115 Selection: USGSA_FIXED_RANL

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Depart from (city):
Date:
Time:
Arrive in (city):
Date:

Save

Go to Single Day Itineraries Next >> Cancel

Step 4: Now you are ready to record each expense.

CONCUR Requests Travel Expense Reporting App Center Support Help Profile

Manage Expenses View Transactions Cash Advances Process Reports

Traveler,L Paris 040115 Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

Date	Expense	Amount	Requested
Adding New Expense			
No Expenses Found			

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

New Expense

Expense *

Recently Used Expense Types

- Registration for Meeting (Not Grant Related)
- Meal for Traveler Only
- Airfare-Moving (Not taxed - 1st trip only)
- Unallowed Charge on UH Credit Card
- Meeting Materials

All Expense Types

01. Transportation

- Airfare (Direct-Billed)
- Airfare (Reimburse)
- Airline Fees
- Bus (Direct-Billed)
- Bus (Reimburse)

The right panel lists expense types. Click on the applicable expense type and enter the required information for each expense.

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Creating an Expense Report from a Travel Request (Local Funds)

All Expense Types

CHOOSE THE ONES FOR REIMBURSEMENT

01. Transportation

Airfare (Direct-Billed)

Airfare (Reimburse)

Airline Fees

Bus (Direct-Billed)

Bus (Reimburse)

Other Public Transport (Direct-Billed)

Other Public Transport (Reimburse)

Parking

Personal Car Mileage

Rental Car (Direct-Billed)

Rental Car (Reimbursed)

Rental Car Gasoline

Taxi (Direct-Billed)

Taxi (Reimburse)

Tolls

Train (Direct-Billed)

Train (Reimburse)

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02. Lodging

Apartment/House Rental
Hotel Room Only

03. Meals

Meal for Traveler Only

04. Business Meals

Business Meal NOT with Prospect Employee
Business Meal with Prospective Employee

05. Other

Business Calls
Currency Exchange Fees
Game Expenses (Athletics)
Internet
Laundry
Meeting Materials
Meeting Space Rental
Other Incidental Expenses
Passports/Visa Fees
Postage/Shipping
Registration for Meeting (Grant Related)
Tax Liability for Non-Resident Alien
Travel Agency Fee
Unallowed Charge on UH Credit Card
Zero-Dollar Expense Report

do not use - - -

06. Moving Expense *Use only for Prospective Employee*

Airfare-Moving (Not taxed - 1st trip only)
Airfare-Moving (Taxed - More than one trip)
Gasoline - Any Vehicle (Not taxed)
Househunting All Expenses (Taxed)
Lodging (Temp hotel, apt, etc.) - (Taxed)
Lodging Enroute including 1st Day Leave and Arrive (Not taxed)
Meal for Employee and Family (Taxed)
Mileage Over IRS Limit-Moving (Taxed)
Mileage Up to IRS Limit-Moving (Not taxed)
Moving Company - Reimburse Employee (Not taxed)
Packing Supplies-Boxing, Tape, etc. (Not taxed)
Parking-Moving (Not taxed)
Rental Truck/Van/Car-Moving (Not taxed)
Shipping Expenses - UPS, Fedex, USPS, etc. (Not taxed)
Storage, Temp (including PODS) Less Than 30 Days (Not taxed)
Storage, Temp (including PODS) More Than 30 Days (Taxed)
Taxi-Moving (Not taxed)
Tolls-Moving (Not taxed)
Train-Moving (Not taxed)
Vehicle Transport (Not taxed)
Visa Application Fee (Not taxed)

Example: Airfare (Reimburse)


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Creating an Expense Report from a Travel Request (Local Funds)

Click on Airfare (Reimburse).





All Expense Types


01. Transportation

- Airfare (Direct-Billed)
- Airfare (Reimburse) 
- Airline Fees
- Bus (Direct-Billed)
- Bus (Reimburse)
- Other Public Transport (Direct-Billed)
- Other Public Transport (Reimburse)
- Parking

Complete the required information and click on "Save".

New Expense Available Receipts


Expense Type Airfare (Reimburse) 	Transaction Date 04/01/2015 
Business Purpose <input type="text"/>	Enter Vendor Name <input type="text"/>
City of Purchase (Required field) Houston, Texas	Payment Type Paid by Traveler 
Amount 2,000.00 <input type="text"/> USD 	<input type="checkbox"/> Personal Expense (do not reimburse)
Comment <input type="text"/>	

 Save Itemize Allocate Attach Receipt Cancel

Example: Hotel Room Only (itemization required)

Click on Hotel Room Only.

New Expense Available Receipts

- 02. Lodging
 - Apartment/House Rental
 - Hotel Room Only 
- 03. Meals
 - Meal for Traveler Only
- 04. Business Meals
 - Business Meal NOT with Prospect Employee
 - Business Meal with Prospective Employee

Complete the required fields and click on "Itemize".

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Creating an Expense Report from a Travel Request (Local Funds)

If you don't understand how to itemize still click "itemized" and then save. Leave it for the Travel Coordinator

New Expense Available Receipts

Expense Type: Hotel Room Only
Transaction Date: 04/08/2015

Business Purpose:
Vendor: Allstar Hotels

City of Purchase: Paris, FRANCE
Payment Type: Paid by Traveler

Amount: 2,100.00 EUR
Rate (USD=1 EUR): 1.08900000
=Amount in USD: 2,286.90

Travel Allowance
Comment:

Request: 04/01/2015, \$1,200.00 - Travi

Enter Check-in and Check-out dates, Room Rate, and Hotel Tax. Click on "Save Itemizations".

Note: If room rate and tax is not separated (foreign travel), place a checkmark for "Combine room rate and taxes into a single entry".

Expense Available Receipts

Nightly Lodging Expenses

Check-in Date: 04/01/2015
Check-out Date: 04/08/2015

Number of Nights: 7

Recurring Charges (each night)

Room Rate: 285.00
Room Tax: 15.00

Other Room Tax 1:
Other Room Tax 2:

Combine room rate and taxes into a single entry

The system lists hotel room rate and tax separately.

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Creating an Expense Report from a Travel Request (Local Funds)

Expenses				
<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	04/08/2015	Hotel Room Only Allstar Hotels, Paris, FRANCE	\$2,286.90 €2,100.00	\$2,286.90
<input type="checkbox"/>	04/01/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/01/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/02/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/02/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/03/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/03/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/04/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/04/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/05/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/05/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/06/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/06/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/07/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
TOTAL AMOUNT			\$4,286.90	TOTAL REQUESTED
				\$4,286.90

Example – Traveler Meals (itemization required for alcohol)

Click on Meal for Traveler Only”.

Available Receipts

03. Meals

Meal for Traveler Only ←

04. Business Meals

Business Meal NOT with Prospect Employee

Business Meal with Prospective Employee

05. Other

Business Calls

Currency Exchange Fees

Game Expenses (Athletics)

Complete the required field. Click on “save” if no alcohol was charged. Click on “Itemize” if alcohol was charged. **NOTE: Alcohol is not allowed for reimbursement unless Professor has cost center to cover.**

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Creating an Expense Report from a Travel Request (Local Funds)

New Expense Available Receipts

Expense Type: Meal for Traveler Only
Transaction Date: 04/01/2015

Business Purpose:
Enter Vendor Name:

City of Purchase: Paris, FRANCE
Payment Type: Paid by Traveler

Amount: 80.00 EUR
Rate (USD=1 EUR): 1.07740000
Amount in USD: 86.19

Travel Allowance
 Personal Expense (do not reimburse)

Comment:
Request: 04/01/2015, \$300.00 - Travel

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

To itemizing alcohol, select “Alcohol with Traveler Meal” for Expense Type. Enter the required information and amount, then save.

New Itemization Available Receipts

Total Amount: €80.00 | Itemized: €0.00 | Remaining: €80.00

Expense Type:

- Taxi (Direct-Billed)
- Taxi (Reimburse)
- Tolls
- Train (Direct-Billed)
- Train (Reimburse)
- 02. Lodging**
 - Apartment/House Rental
 - Hotel Room Only
 - Hotel Tax
- 03. Meals**
 - Alcohol with Traveler Meal (If Allowed)
 - Meal for Traveler Only
- 04. Business Meals**
 - Alcohol with Business Meal (If Allowed)
 - Business Meal NOT with Prospect Employee

Buttons: Save, Cancel

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Creating an Expense Report from a Travel Request (Local Funds)

New Itemization Available Receipts

Total Amount: €80.00 | Itemized: €0.00 | Remaining: €80.00

Expense Type: Alcohol with Traveler Meal (If Allowed) Transaction Date: 04/01/2015

Business Purpose: TEST Enter Vendor Name: [Empty]

City of Purchase: Paris, FRANCE Payment Type: Paid by Traveler

Amount: 10.00 EUR Rate (USD=1 EUR): 1.07740000 =Amount in USD: 10.77

Receipt Status: No Receipt Travel Allowance

Personal Expense (do not reimburse) Comment: [Empty]

Save Allocate Cancel

To itemize the meal portion, select "Meal for Traveler Only" for Expense Type. Enter the required information and amount, then save.

03. Meals

Alcohol with Traveler Meal (If Allowed)

Meal for Traveler Only

04. Business Meals

Alcohol with Business Meal (If Allowed)

Available Receipts

0.00 | Remaining: €70.00

Save Cancel

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Creating an Expense Report from a Travel Request (Local Funds)

Total Amount: €80.00 | Itemized: €10.00 | Remaining: €70.00

Expense Type: **Meal for Traveler Only** | Transaction Date: **04/01/2015**

Business Purpose: | Enter Vendor Name: |

City of Purchase: **Paris, FRANCE** | Payment Type: **Paid by Traveler**

Amount: **70.00** EUR | Rate (USD=1 EUR): **1.07740000** | Amount in USD: **75.42**

Save | Allocate | Cancel

The system lists meal and alcohol separately.

<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	04/03/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/04/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/04/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/05/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/05/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/06/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/06/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/07/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/07/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/01/2015	Airfare (Reimburse) Houston, Texas	\$2,000.00	\$2,000.00
<input checked="" type="checkbox"/>	04/01/2015	Meal for Traveler Only Paris, FRANCE	\$86.19 €80.00	\$86.19
<input type="checkbox"/>	04/01/2015	Alcohol with Traveler Meal (If Allowed)	\$10.77/€10.00	\$10.77
<input type="checkbox"/>	04/01/2015	Meal for Traveler Only	\$75.42/€70.00	\$75.42
			TOTAL AMOUNT	TOTAL REQUESTED
			\$4,373.09	\$4,373.09

Step 6: Attach a receipt, if required. Concur will tell you if a receipt is required for each expense type.

Go to "Receipts" and select "Attach Receipt Images".

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Creating an Expense Report from a Travel Request (Local Funds)

Traveler, L Paris 040115

Buttons: New Expense, Quick Expenses, Import Expenses, Details, Receipts, Print / Email

Receipts Required dropdown menu:
Check Receipts
Attach Receipt Images
View Available Receipts

Expenses	Date	Expense			
<input checked="" type="checkbox"/>	04/08/2015	Hotel Room Only Allstar Hotels, Paris, FRANCE			
<input type="checkbox"/>	04/01/2015	Hotel Room Only	\$310.36/€285.00		\$310.36
<input type="checkbox"/>	04/01/2015	Hotel Tax	\$16.34/€15.00		\$16.34
<input type="checkbox"/>	04/02/2015	Hotel Room Only	\$310.36/€285.00		\$310.36

Total Amount: €2,100.00 | Itemized: €2,100.00 | Remaining: €0.00

Expense Type: Hotel Room Only | Transaction Date: 04/08/2015

Select an applicable expense. Then click on "Browse".

Receipt Upload and Attach

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images to individual expenses or to the report.

You may choose up to 10 files to attach to the request.

	Expense	Date	Amount
<input checked="" type="checkbox"/>	Airfare (Reimburse) Houston, Texas	04/01/2015	\$2,000.00
<input type="checkbox"/>	Meal for Traveler Only Paris, FRANCE	04/01/2015	€80.00
<input type="checkbox"/>	Hotel Room Only Allstar Hotels, Paris, FRANCE	04/08/2015	€2,100.00

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, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading: Browse... Upload

No files selected

Close

Select a file and click on "Upload".

Files Selected for uploading: Browse... Upload

1074.pdf Remove

Close

University of Houston Concur Instructions

Creating an Expense Report from a Travel Request (Local Funds)

Note: If you want to upload documents at the Expense Report Header level (not for individual expenses), then do not select expense. Just click on "Browse".

Examples of documents you would upload to the Expense Report Header include:

- Post-trip travel report
- Fly America Act Waiver Checklist if it was necessary to use a non-US carrier for international travel on federal funds
- Moving expense worksheet
- Taxable Payments or Reimbursements to Employees form, if applicable

IMPORTANT: Do NOT submit. Instead email Travel Coordinator for review. You will be notified when to submit
Step 7: Click on "Submit Report" to submit the Expense Report into workflow.

The screenshot displays the Concur Expense Report interface for a traveler named 'Traveler, L Paris 040115'. The interface is divided into two main sections: a list of expenses on the left and a detailed view of a selected expense on the right.

Expense List (Left):

Date	Expense	Amount	Requested
04/08/2015	Hotel Room Only Allstar Hotels, Paris, FRANCE	\$2,286.00 €2,100.00	\$2,286.90
04/01/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
04/01/2015	Hotel Tax	\$16.34/€15.00	\$16.34
04/02/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
04/02/2015	Hotel Tax	\$16.34/€15.00	\$16.34
04/03/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
04/03/2015	Hotel Tax	\$16.34/€15.00	\$16.34
04/04/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
04/04/2015	Hotel Tax	\$16.34/€15.00	\$16.34
04/05/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
04/05/2015	Hotel Tax	\$16.34/€15.00	\$16.34
04/06/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
04/06/2015	Hotel Tax	\$16.34/€15.00	\$16.34
04/07/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
04/07/2015	Hotel Tax	\$16.34/€15.00	\$16.34
04/01/2015	Airfare (Reimburse)	\$2,000.00	\$2,000.00
TOTAL AMOUNT		\$4,373.09	\$4,373.09
TOTAL REQUESTED		\$4,373.09	\$4,373.09

Expense Detail View (Right):

Total Amount: €2,100.00 | Itemized: €2,100.00 | Remaining: €0.00

Expense Type: Hotel Room Only
Transaction Date: 04/08/2015
Business Purpose: [Empty]
Vendor: Allstar Hotels
City of Purchase: Paris, FRANCE
Payment Type: Paid by Traveler
Amount: 2,100.00 EUR
Rate (USD=1 EUR): 1.08900000
=Amount in USD: 2,286.90
Comment: [Empty]

Buttons: Save, Add Itemization, Attach Receipt, Cancel

Top Right Buttons: Delete Report, Submit Report (indicated by a red arrow)