

University of Houston Concur Instructions

Creating an Expense Report for Individual Travel Card charges (Local Funds)

This instruction is for the Individual Dept Travel Card.

Key Points:

- *Travel card charges for Individual Travel Cards will be listed in the cardholder's queue.*
- *The cardholder or his/her designee will create an Expense Report from the corresponding Travel Request.*
- *The deadline for submitting Expense Reports to Accounts Payable for Travel Card transactions recorded in Concur will be the 25th of the month following the month in which those transactions occurred. For example, Travel Card charges with a transaction date in September (September 1 – September 30) must be submitted to Accounts Payable on an Expense Report by October 25 in Concur. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by AP.*
- *Expense Reports may contain both expenses via Individual Travel Card and traveler's out-of-pocket expenses, if the travel is already completed.*

Step 1: In your Concur main page, you can click on "Request". Then, look for a Travel Request for which you will be creating an Expense Report.

The screenshot displays the Concur user interface for the University of Houston System. At the top, the navigation bar includes 'CONCUR', 'Requests' (highlighted with a red arrow), 'Travel', 'Expense', 'Reporting', and 'App Center'. The user's name 'Linda' is visible. A dashboard summary shows: 43 New Authorization Requests, 03 Available Expenses, 54 Open Reports, and 09 Cash Advances. Below this, there are sections for 'TRIP SEARCH' (with an 'Air/Rail Search' form), 'ALERTS' (with two notification messages), and 'COMPANY NOTES' (with a red heading 'Welcome to the UH System Travel and Expense Online Tool' and a '1. Getting Started' section).

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Select the appropriate Travel Request.

The screenshot shows the SAP Concur 'Manage Requests' interface. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main content area is titled 'Manage Requests' and features a 'REQUEST LIBRARY' section with a 'View' dropdown set to 'Active Requests'. A large blue button with a plus sign and the text 'Create New Request' is on the left. On the right, a request card is displayed with a green header indicating 'APPROVED' status and a date of '09/10/2022'. The card details include the traveler's name 'Traveler, L. Austin 091022' and the amount '\$1,400.00'. A red arrow points to the 'APPROVED' status.

Once inside of the travel request, select the "Crete Expense Report" tab.

The screenshot shows the SAP Concur travel request details page for 'Traveler, L. Austin 091022 \$1,400.00'. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main content area displays the request title, status 'Approved', and 'Request ID: A99W'. Below this, there are links for 'Request Details', 'Print/Share', and 'Attachments'. The 'EXPECTED EXPENSES' section is a table with columns for 'Expense type', 'Details', 'Date', 'Amount', and 'Requested'. A red arrow points to the 'Create Expense Report' button in the top right corner.

Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
Air Ticket	Houston (HOU) - Austin (AUS) : Round Trip	09/10/2022	\$500.00	\$500.00
Dining		09/10/2022	\$300.00	\$300.00
Other Incidental Expenses		09/10/2022	\$600.00	\$600.00
				\$1,400.00

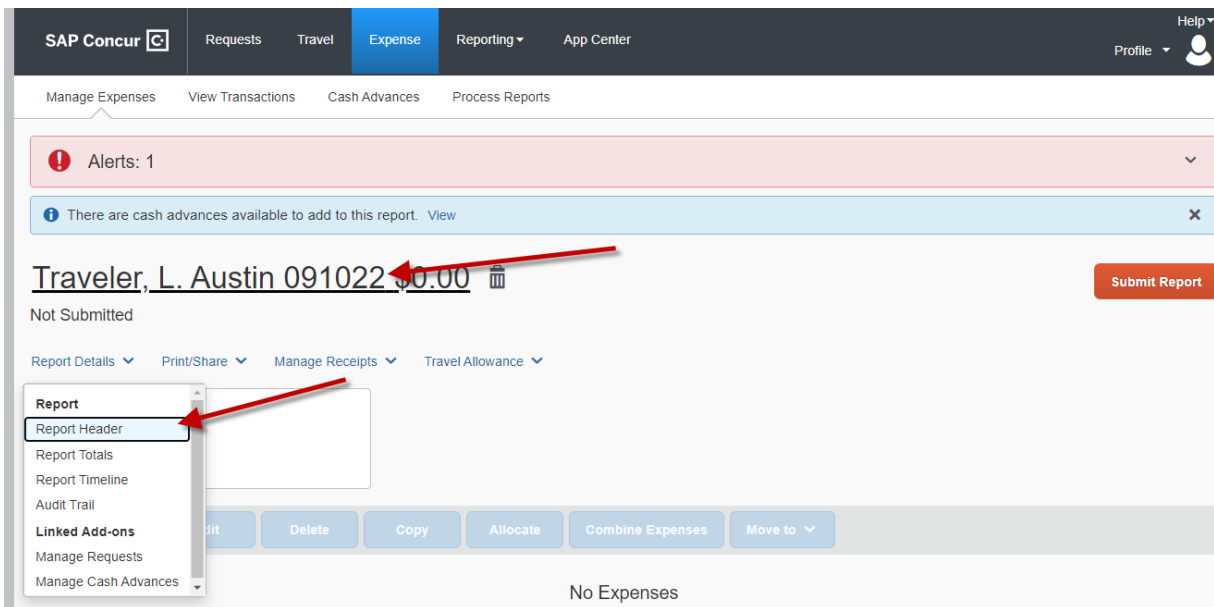
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Step 2: The system will take you to the expense report. Open the report header by selecting the document ID, or “Report Details” followed by “Report Header”. Complete the fields in red.

- Traveler is BOTH a non-employee and a foreign national (No for Individual Travel Card)
- All receipts submitted within 60 days after trip or moving expense (Yes or No)
- Is this for Department Travel Card charges? (No)

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



<p>Traveler Type *</p> <p>Employee</p>	<p>Travel Type *</p> <p>Employee Travel in Texas (Not Studen...</p>	<p>Primary Purpose of Travel *</p> <p>Conference, workshop, training</p>
<p>Report Currency</p> <p>US, Dollar</p>	<p>Approval Status</p> <p>Not Submitted</p>	<p>Business Unit *</p> <p>(00730) University of Houston</p>
<p>Department *</p> <p>(H0116) H0116 DEAN, PHARMACY</p>	<p>Fund Type *</p> <p>LOCAL</p>	<p>Fund Code *</p> <p>(2086) DESIG-INTELLECTUAL P...</p>
<p>Program *</p> <p>(D1116) COP OFFICIAL FUNCTIO...</p>	<p>Project *</p> <p>NA</p>	<p>Grant Type *</p> <p>NON-GRANT</p>
<p>Chartfield1 *</p> <p>DO NOT USE</p>	<p>Traveler is BOTH a non-employee and a foreign national. *</p> <p>None Selected</p>	<p>All receipts submitted within 60 days after trip or moving exp. *</p> <p>None Selected</p>
<p>*UH Custom 15 Expense Group ID</p> <p>UH</p>	<p>Is this for Department Travel Card charges? *</p> <p>None Selected</p>	<p>If for a Department Travel Card, enter the last four digits</p> <p>0</p>

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Step 3: Now you are ready to record each expense. Select “Import Expenses” to pull appropriate Individual Travel Card expenses.

The screenshot displays the SAP Concur interface for creating an expense report. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted in blue), 'Reporting', and 'App Center'. Below this, a secondary navigation bar shows 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main content area shows a report for 'Traveler, L. Austin 091022 \$0.00' with a trash icon and the status 'Not Submitted'. Action links include 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A summary box indicates 'REQUEST Approved \$1,400.00'. A row of buttons at the bottom includes 'Add Expense' (highlighted with a red arrow), 'Edit', 'Delete', 'Copy', 'Allocate', and 'Combine Expenses'. At the bottom right, it says 'No Expenses' and 'Add expenses to this report to submit f'.

Select the appropriate expenses, followed by “Add to Report”.

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Add Expense ✕

4
Available Expenses

+
Create New Expense

<input type="checkbox"/>	Test	Hotel Room Only	DOUBLETREE SOUTHPARK STE Charlotte, North Carolina	01/30/2014	\$-202.04
<input type="checkbox"/>	Test	Undefined	NEWPORT Jersey City, New Jersey	01/28/2014	\$3.50
<input checked="" type="checkbox"/>	Paid by UH - Centrally Billed Travel Card	Hotel Room Only	HERTZ RENT A CAR Oklahoma City, Oklahoma	01/28/2014	\$112.99

Close **Add To Report**

Step 4: Now the Individual Travel Card charge is recorded as an Expense on the Expense Report. Select within the expense entry to complete required information.

Traveler, L. Austin 091022 \$112.99

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST

Approved

\$1,400.00

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to ▼

	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓
<input type="checkbox"/>			Paid by UH - Centrally Billed Travel Card	Hotel Room Only	Hertz Oklahoma City, Oklahoma

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Include the information or make adjustments as required. When selecting expense types for a travel card, select “(Direct-Billed)” if it is an option. Attach itemized receipt by selecting the panel on the right. Select “Save Expenses” to complete the changes, and return to the expense report.

Details | Itemizations | Hide Receipts

Allocate

* Required field

Expense Type *
Rental Car (Direct-Billed)

Transaction Date: 01/28/2014
Business Purpose: [Empty]

Enter Vendor Name: HERTZ RENT A CAR
City of Purchase *: Oklahoma City, Oklahoma

Payment Type: Test

Amount: 112.99
Currency: US, Dollar

Personal Expense (do not reimburse)
Business Unit: (00730) University of Houston

Comment: [Empty]

Save Expense | Cancel

Upload Receipt Image

You may add other individual travel card charges and/or out-of-pocket expenses associated with the particular trip to the same Expense Report. See “Creating an Expense Report” for more details on recording out-of-pocket expenses.

Step 5: Upload the required documents. See “Creating an Expense Report” for details.

Step 6: Submit the Expense Report into workflow by clicking on “Submit Report”.

Traveler, L. Austin 091022 \$112.99

Not Submitted

Copy Report | Submit Report