Step-by-Step Guide:

Submitting a Concur Expense Report

Before You Begin:

This guide assumes you have already logged into Concur for the first time and updated your profile. If you are unsure of how to log into Concur, please refer to the First Time Login guide first. This guide also assumes you have already submitted a Concur Travel Request to associate with your Expense Report. If you have not submitted a Request and need assistance, please refer to the Submitting a Travel Request guide.

Step-by-Step Procedures:

1. Log into Concur and navigate to your Requests Page.

2. Find the trip Request for which you will be submitting a report, and click the “Expense” link under “Action”.

3. Report Header screen will appear. Your Expense Report header information will be filled in with the values from the Request. Please fill in any required fields that were not copied over (Required fields have a red bar on the left). See next page for screenshot example of the Report Header screen with an associated request.
Submit an Expense Report

Example of Expense Report Header:

4. Click “Next” and you will be taken to the screen to add expenses (screenshot below). Steps 5a-6f will show you how to add the expenses.
Submit an Expense Report, Continued

5. Add your TU Travel Card Expenses

- 5a: Click “Import Expenses”
- 5b. Check the expenses from the right pane which apply to this trip.
- 5c. Click “Move” and select “To Current Report”
- 5d. Review each transaction and resolve any “Exceptions”.
- Note: Travel Card transactions should have most of the required information already filled in, such as Expense Type, Vendor Name, Amount, City of Purchase, etc. Fill in or correct missing required information. **Pay close attention that all information, especially the expense type is correct.**
- 5e. Attach receipts to your expense if not already done (Receipts will already be attached if you used ExpenseIt). Click “Receipts” —> “View Available Receipts.” to do this. Drag the correct receipt from the right pane to the expense on the left pane.
Submit an Expense Report, Continued

6. If applicable, add your out-of-pocket expenses (Skip to step 7. if N/A)
   - 6a. Click “+New Expense”
   - 6b. Select the Expense Type you need from the pane on the right.
   - 6c. Enter all of the required information. Unlike imported travel card transactions, you will have to manually fill in the Vendor, Amount, City of Purchase, Transaction Date, etc. Make sure “Personal Card/Cash” is selected as Payment Type.
   - 6d. Attach Receipt
   - 6e. Click “Save”.
   - 6f. Repeat for additional expenses.

7. Ensure all of your transaction details on your report are accurate and receipts attached. (See pages 6-7 for information on splitting budget accounts)

8. Click “Submit Report,” Review Agreement, —> “Accept and Submit”

Notes on Special Expense Types:

- Lodging and Group Lodging must always be itemized (see next page). Use the “Group Lodging” type if more than one room is billed on the hotel folio.
- Expenses with types marked as “Tips/Gratuities” or “Alcohol” will always require explanation in the “Additional Information” field.
- Group Meals: If under 5 attendees, you must add them all as attendees; if over 5 attendees, you may choose the “Group Event 5+ Attendees” Attendee Type and enter information about the meal in “Event Name”.
- Use the Itemize feature to mark any personal portion/amount of an expense as “Personal/non-reimbursable”. 
Itemizing Lodging

All lodging transactions must be itemized to the “Nightly Lodging Expenses”. If you used the mobile app Expenselt to submit your receipt, or have enabled e-receipts, then your lodging may already be itemized, and you will need to just review it for accuracy. If not, you will have to itemize it manually.

1. From your lodging line item, click on the “Nightly Lodging Expenses” tab on the right pane. Alternatively, you can click the “Itemize” button toward the bottom right of the screen.

2. Enter the Check-in and Check-out Dates (number of nights will populate), Room rate, room tax rates, and any additional nightly charges. The system will add it all up to ensure it equals the total amount of the expense. Room Rate + Taxes + Additional Nightly Charges x Number of Nights = total amount.

3. Click “Save Itemizations”
Split Expenses Between Multiple Budget Accounts

If you need to split the report or individual transactions between multiple budget accounts, you can use the Allocate feature to do so.

**To Split a Single Transaction:**

1. From the report’s left pane, click the transaction you need to split.
2. From the report’s right pane (the expense detail), find and click the “Allocate” button. Allocation screen will pop up.

![Allocate screen](image1)

3. Choose whether to “Allocate By” Percentage or Amount
4. Click “Add New Allocation” once for each additional account.
5. Enter the correct account(s) in the allocation line(s) (If you need help on the budget account structure in Concur, refer to the Concur Budget Account Reference Chart).

![Allocation lines](image2)

6. Ensure amounts are adjusted as needed.
7a. Click Save.
7b. Click Done.

![Allocation screen with Save and Done buttons](image3)
Split Expenses Between Multiple Budget Accounts, Continued

To Split Multiple Transactions at the Same Time, or the Entire Report:

1. From the report’s left pane, click the checkbox for the transactions you need to split. If you are splitting the whole report, click the top checkbox to the left of “date” to select all transactions.

2. From the report’s right pane, click “Allocate the selected expenses”

3. Follow steps 3-7b from previous page.

To Review Existing Allocations on your Expense Report:

Important Note: By default, all transactions will be applied to the budget account indicated in the report header. You can also see/change what account a transaction is applied to in the account information fields (Fund, VP Area, Division, Department, Trip Type) in the right pane when the expense is selected. When you “Allocate”, that account information for that expense will be overridden with however you allocate it, but that account information in the right pane for the selected expense will still appear as it did before you allocated. Therefore, to double check your allocations, you should...

- Find the allocation icon next to the expense in the left pane, and hover over to view allocations.
- OR you could check all the transactions in the left pane, click “details” and select “Allocations” to bring up the allocations screen and verify.
- OR you could click “Print/Email” —> “*TU-Detailed report with Summary Data” and scroll to the bottom of the printable report to find the summaries of departments charged.