Creating an Expense Report: Non-Travel Reimbursement

When is a Non-Travel Reimbursement Used?
This form will be used when an employee has made a business-related purchase and it has been paid for out of pocket. This form should only be used for purchases that are not related to a specific business trip.

Step One: Log into Concur using the SSO login.

Step Two: On the home screen click Expense from the top menu bar or click + New and Start a Report.

Step Three: Click Create New Report.
Step Four: In the Report Type select Non-Travel Employee Reimbursement.

Step Five: Fill out all the required fields marked with an asterisk and click Create Report when finished.

Step Six: Click Add Expense.
Step Seven: Choose the **Expense Type** that best matches what you are needing reimbursement for.

![Expense Type Selection]

You can begin typing here or scroll manually through the list.

Step Eight: Once you’ve selected the Expense Type begin filling out the required information marked with an asterisk. **NOTE: In the Payment Type Box select Employee Paid**

![Expense Form]

Payment Type: Employee Paid
Step Nine: Click Upload Receipt.

Step Ten: Either choose from available receipts or upload your own from your computer.

Step Eleven: Once you have attached your receipt click Save Expense.
Step Twelve: If you need reimbursement for more expenses you can continue to click Add Expense and add information as needed. When you are finished with your report click Submit Report. Read the Electronic Agreement and click Accept & Continue.

NOTE: If you are a delegate acting on behalf of another user, the user must click submit. Delegates are not able to submit on behalf of others.

Step Thirteen: Confirm the amount being paid by company is correct and click Submit Report.

Once a Non-Travel Employee Reimbursement is submitted it will go to their Supervisor > Budget Approver > College Grant Coordinator (Fund 20) > Downloaded to Peoplesoft > Reimbursed by ACH