

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 <u>Concur</u> using the SSO login.

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

SAP Concur C. Requests Travel	Expense Approvals Reporting -	App Center	New Theme 🚺	Administra	tion - ∣ Help -
			off ()		Profile •
CLEMS#N		+ 00 New Required Approvals	04 Authorization Requests	00 Available Expenses	O pen Reports
TRIP SEARCH	COMPANY NOTES				
Booking for myself Book for a guest	Clemson Travel and Expense Toolkit				
**	Welcome to Concu	Ir Travel & Expens	e for Clem	son Unive	rsity!
Please select your preferred departure and return flight times from the drop down menus provided below. The tool will automatically search for flight options within +/- 8 hours of your selected preferred times. You may adjust the +/- windowt to affect your flight search results. Mixed Flight/Train Search	Traveler Profile Notes (read more	below)			Read more
Round Trip One Way Multi City	00 Required Approvals \rightarrow	00 Available Exper	nses→	D2 Open Re	ports \rightarrow
Departure city, airport or train station	Great! You currently have no approvale	You currently have no available	09/2	20 Claire Septemb	er 2022
Departure city, airport or train station Find an airport Select multiple airports To @	Great! You currently have no approvals.	You currently have no available expenses.	09/2	20 Claire Septemb	er 2022
Comparture city, airport or train station Pind an airport Select multiple airports To Arrival city, airport or train station Find an airport Select multiple airports Search	Great! You currently have no approvals.	You currently have no available expenses.	09/2	20 Claire Septemb 20 Test July 2022 \$500.00	er 2022

Step Three: Click Create New Report.



Step Four: In the Report Type select Non-Travel Employee Reimbursement.

Report Type *	Report Description/Date Range * 🕢			nednied lield
3. Non-Travel Employee Reimbursement ~				
None Selected				
1. Travel Report				
2. Non-Travel PCard Report	Department *	2	Fund *	3
4. Guest / Visitor Reimbursement				
3. Non-Travel Employee Reimbursement	Class*		Project/Grant *	0
	▼ ✓ Search by Code			
Additional Information				

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

teport Type * Report Description/Date Range * 🕢				
3. Non-Travel Employee Reimbursement ~	Claire Supplies			
Business Unit*	Department*	Fund*		3
Y (CU) Clemson University	▼ ~ (5365) Procurement and Business Svs		(15) E&G Non-State Univ Generated	
Program *	Class *	Project/0	Grant *	4
▼ ~ (602) Inssp: Fiscal Operations	▼ ~ (130) E&G and Deptl Revenues		(1500000) Departmental Default	
Additional Information				
	If you are not familiar with your chartfield strings,			li
	Delegate for assistance			



Step Six: Click Add Expense.

Claire Supplies \$0.00	Submit Report
Report Details V Print V Manage Receipts V	
Add Expense Edit Delete Copy Allocate Combine Expenses Move to V	
No Expenses	

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

0	+		
Available Expenses	Create New Expense		
Search for an expen	se type		
		You can begin typing	
 Recently Used 		here or scroll	
 02. Incidental Tra 	avel Expenses	manually through the	
Currency Exchange Fees		list	
O3. Personal Car	Mileage		
Personal Car Mi	eage		
• 04. Meals/Functi	on/Catering		

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**

Vew Expens	<i>ie</i>			
Details	Itemizatior	าร		
Attendees (0)	Allocate	е		* Required field
Expense Type *				
Office Supplies				~
Business Purpose *			Transaction Date *	
None Selected		~	MM/DD/YYYY	
Vendor			Payment Type *	
			Employee Paid	~
Is the purchase taxable?	*		None Selected	
None Selected		~	Employee Paid	
Amount *			Payment to Non-Supplier	
			US, Dollar	~

Step Nine: Click Upload Receipt.



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

lable Receipts Recei	ipts in Report	
	0BA57B076BB03FE78A81 Uploaded: 08/23/2022 4:0	RECEIPT COMING SOON.pdf Uploaded: 08/18/2022 1:1
<u>↑</u> Upload Receipt Image 5MB limit per file	VERY NUMBER OF A STATE	CONTINUES AND ADDRESS OF CONTINUES
	Attach View	Attach View

Step Eleven: Once you have attached your receipt click Save Expense.

Vew Expens	se			Cancel Save E	xpense
Details	Itemizations			Hide Rec	eipt 🗐
Attendees (0)	Allocate				
Expense Type *			* Required field	Final Details for Order #111-5072042-4693821 Order Placed: June 30, 2022	
Office Supplies			~]	Amazon.com order number: 111-5073042-6693821 Order Total: \$7.65	-
Business Purpose *		Transaction Date *		Business order information Department Number: 5304	
Business Meeting/	Event ~	09/26/2022		Shipped on July 2, 2022 Rems Ordered Pri tof; Circle Hund; Ioni Dat Leve Punch Circle Shap Lever Punch Candy Clar by Rendon 1 \$7.	e 15
Vendor		Payment Type *		n dož denična Puno Doli ta Vitikome (uslaradnih) denična tem Etholana i Malenani	

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.

SAP Concur C Reques	Non-Supplier Reimbursement Electronic Agreement	Profile 👻 💄
Manage Expenses Process R	By clicking on the 'Accept & Submit' button, I certify that: 1. This is a true and accurate accounting of expenses submitted for reimbursement by a Non-Supplier to accomplish official business for the University.	
Claire Supplies	2. All required receipt images have been attached to this report.	opy Report Submit Report
Not Submitted		
Report Details 🗸 Print 🗸 M		
Add Expense Edit		
□ Receipt î↓ Payment Ty		Requested ↑↓
Employee P	Cancel Accent & Continue	\$55.00
		\$55.00

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

Report Totals		×
Company Pays \$55.00 Employee Pays		
\$0.00 Company		
Amount Total: \$55.00	Due Employee: \$55.00	Owed Company: \$0.00
Requested Amount: \$55.00	Total Paid By Company: \$55.00	Total Owed By Employee: \$0.00
		Cancel 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