

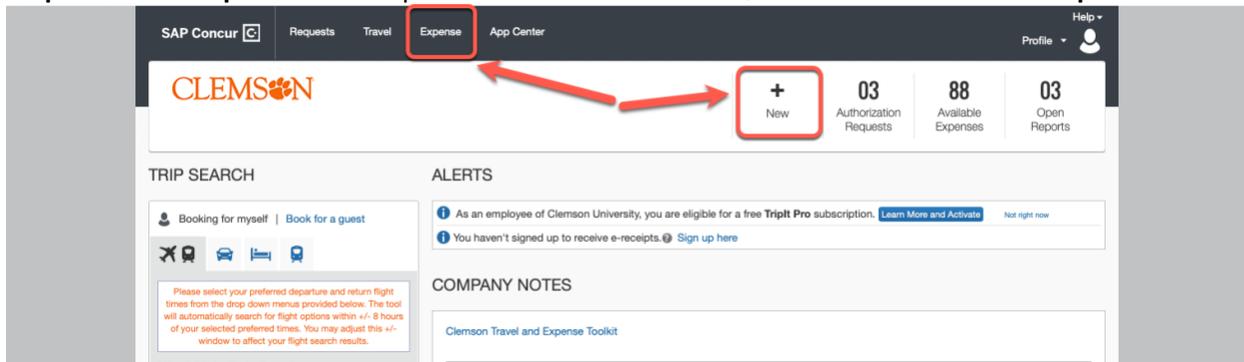
Creating a Travel Expense Report

When is a Travel Expense Report used?

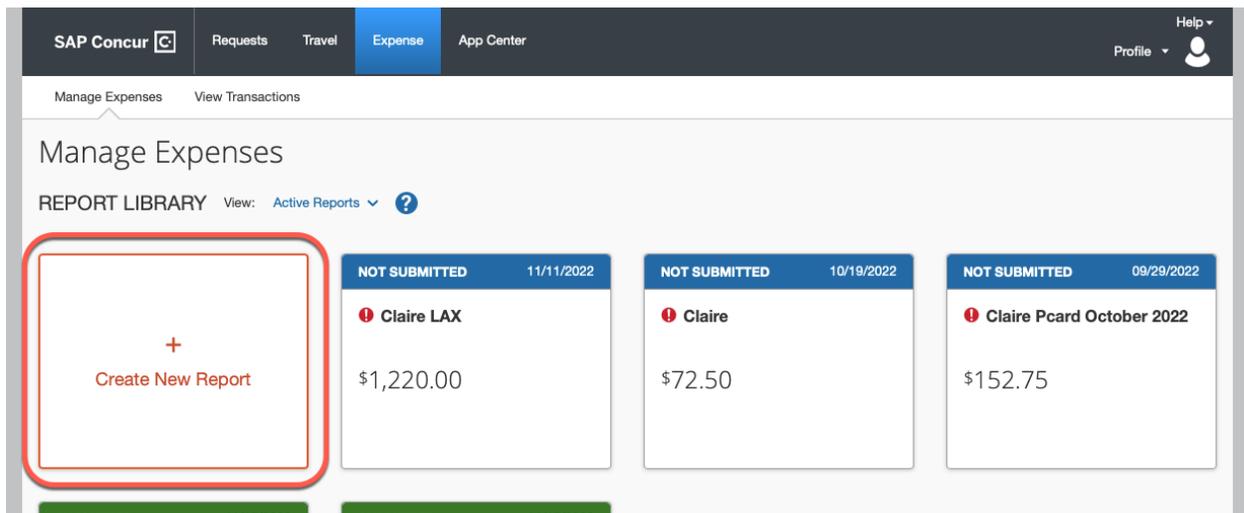
Travel Expense reports should be used to expense both personal and P-Card charges after a trip has been completed. **Note:** If you purchased travel for individuals other than yourself on a departmental P-Card, those charges can be expensed on a Non-Travel P-Card Report.

Step One: Log in to [Concur](#) using the SSO login.

Step Two: Click **Expense** in the top menu bar or **+New** in the Quick Task bar and **Start a Report**.



Step Three: Click **Create New Report**.



Step Four: The report type should be **Travel Report**. Begin filling out the required fields in the Report Header if you do not have an approved travel request in Concur. If you do have an approved request in Concur, click **Create From an Approved Request**.

Note: All Requests to travel after 7/1/2023 must be fully approved in Concur prior to traveling and the expense report should be created from that request. Travel that was requested and booked prior to

7/1/2023 can be expensed by filling in the required fields and not choosing to create from an approved request.

Create New Report

Create From an Approved Request

Report Type *
TEST 1. Travel Report

Trip Name/Description *
Trip Purpose *
None Selected

Business Travel Start Date *
Business Travel End Date *
Trip Type *
Traveler Type *

Once all required fields have been completed, click **Create Report**.

Step Five: Begin adding your expenses by clicking **Add Expense**. For guidance on adding the new GSA per diem rates, [click here](#).

SAP Concur

Requests Travel Expense App Center

Manage Expenses View Transactions

Claire LAX Nov 2022 \$0.00

Not Submitted

Report Details Print Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

No Expenses
Add expenses to this report to submit for reimbursement.

Step Six: Add any applicable CUPcard charges related to the selected trip if necessary or click **Create New Expense** to choose from the list of expense types that are allowable for reimbursement.

Add Expense

88 Available Expenses

Create New Expense

	Payment T...	Expense T...	Vendor De...	Date	Amount
<input checked="" type="checkbox"/>	TEST CU PCard	Car Rental Fuel	ENTERPRISE RENT-A-CAR Anderson, Indiana	05/23/2022	\$678.00
<input type="checkbox"/>	TEST CU PCard	Undefined	Eating places and Restaurants Anderson, Indiana	05/22/2022	\$70.70
<input checked="" type="checkbox"/>	TEST CU PCard	Airfare	UTA/INTERAIR Anderson, Indiana	05/22/2022	\$907.98
<input type="checkbox"/>	TEST CU PCard	Fuel Supplies (NOT for Car	Automated Fuel Dispensers	05/21/2022	\$98.14

Close Add To Report

Click **Add to Report** for CU P-Card transactions to be added or click the Expense Type name on the Create New Expense tab to add to the report automatically.

Step Seven: Click anywhere on an expense type line to edit that expense. **Note:** If you see the **Alert banner** after you add charges to a report, don't panic! Fill out all the required information before you address the Alerts.

Manage Expenses View Transactions

Alerts: 3

Claire LAX Nov 2022 \$1,585.98  Copy Report Submit Report

Not Submitted

Report Details Print Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			TEST CU PCard	Car Rental Fuel	*Enterprise Los Angeles, California	05/23/2022	\$678.00
<input type="checkbox"/>			TEST CU PCard	Airfare	UTA/INTERAIR Anderson, Indiana	05/22/2022	\$907.98
							\$1,585.98

Step Eight: Once you've opened a line item, begin filling out the required information marked with a **Red Asterisk**. For **Created Expenses**, make sure the **Payment Type** is **Employee Paid** (this should be chosen only for out-of-pocket expenses). Make sure to **Upload a Receipt** and you can also allocate individual charges at the line item (only needed when expenses need to be split by across different chartstrings).

Airfare \$907.98  Cancel Save Expense

05/22/2022 | UTA/INTERAIR | Corporate Card

Details Itemizations Hide Receipt

Allocate * Required field

Expense Type *
Airfare

Transaction Date *
05/22/2022

Trip Purpose *
Conference/Seminar

Trip Type *
3. Out of State

Traveler Type *
Employee

Airline Vendor *
Delta Air Lines

Class of Service *
1. Economy/Coach Class

Payment Type
TEST CU PCard

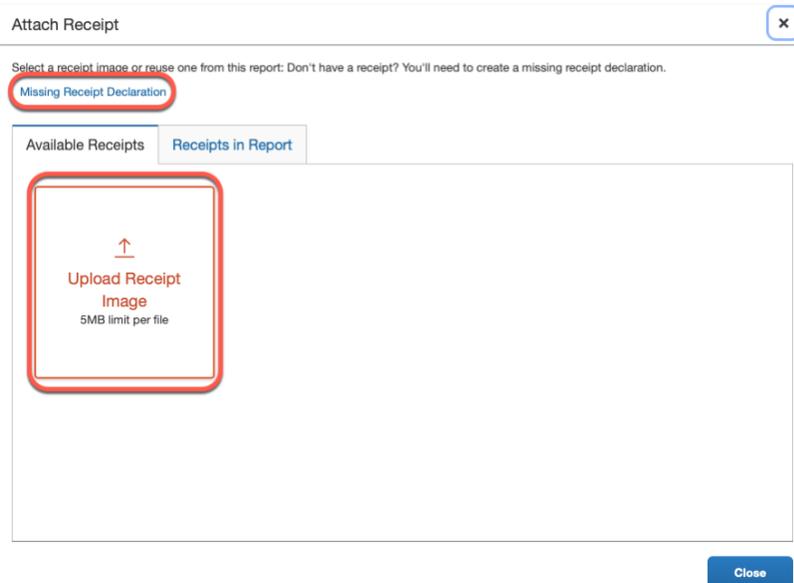
Amount
907.98

Currency
US, Dollar

Comment

Upload Receipt Image

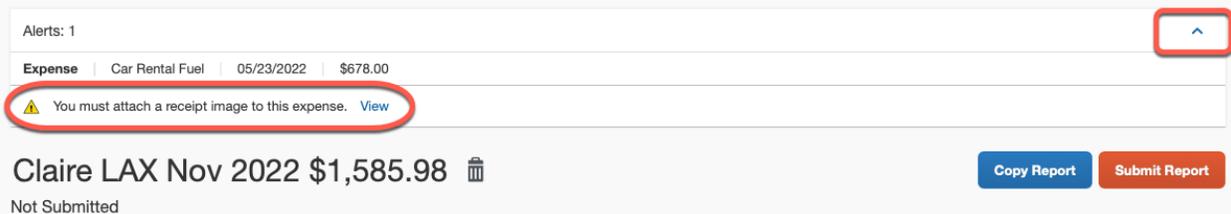
To upload a receipt click **Upload Receipt**. You can choose to upload a receipt from your computer or complete a **Missing Receipt Declaration** if needed.



Note: To get receipts in your profile faster and more efficiently, please reference the [Working with Available Receipts](#) training aid.

Step Ten: If all required information, allocations, and receipts have been uploaded; click **Save Expense**.

Step Eleven: Repeat steps seven through eleven for all expenses until all are complete. If any **Alerts** remain at the top of the screen, click the banner to view the specific errors.



Note: **Yellow Alerts** are there to make you aware of a possible issue and to double-check your work. **Red Alerts** are errors in which you cannot submit until they are resolved. Alerts will not disappear even after the errors are fixed so once you know you have resolved them try to resubmit.

Step Twelve: When all applicable charges have been added and completed, click **Submit Report**.

If you need assistance, please reach out to your Business Office for guidance. Training Aids and resources can be found on our [Travel & Expense Website](#).