



Creating a Non-Travel Employee Reimbursement

When is a Non-Travel Employee Reimbursement used?

This form should be used for employee paid expenses, not related to travel, that qualify for reimbursement. You can combine as many expenses as needed onto one report.

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

Step Two: Click **Expense** either in the top menu bar or click **+New** and then **Start a Report**.

A screenshot of the SAP Concur Expense page. The top navigation bar includes "SAP Concur", "Requests", "Travel", "Expense" (highlighted with a red box), and "App Center". A red arrow points from the "Expense" menu item to a "+ New" button in the top right area. The page displays the "CLEMSON" logo, a dashboard with "03 Authorization Requests", "88 Available Expenses", and "03 Open Reports", and a "MY TASKS" section with a list of expenses and reports.

Expense

+ New

03 Authorization Requests

88 Available Expenses

03 Open Reports

TRIP SEARCH

Booking for myself | Book for a guest

Mixed Flight/Train Search

Round Trip | One Way | Multi City

From: Departure city, airport or train station

To: Arrival city, airport or train station

Search

ALERTS

As an employee of Clemson University, you are eligible for a free **Tript Pro** subscription. [Learn More and Activate](#) Not right now

You haven't signed up to receive e-receipts. [Sign up here](#)

COMPANY NOTES

Clemson Travel and Expense Toolkit

Welcome to Concur Travel & Expense for Clemson University!

Concur Reports

- [Go-Live Login Delegate](#) - Show which users have logged in and which have assigned delegates [Read more](#)

MY TASKS

03	Open Requests →	88	Available Expenses →	03	Open Reports →
11/14	Claire LAX \$3,000.00 — Travel	05/23	ENTERPRISE RENT-A-CAR \$678.00	11/11	Claire LAX \$1,220.00
test	University Card Services	05/22	Eating places and Restauran... \$70.70	10/19	Claire \$72.50
Copy of test	University Card Services	05/22	UTA/INTERAIR \$907.98	09/29	Claire Pcard October 2022 \$152.75

Step Three: Click **Create Report**. For Report Type choose **Non-Travel Employee Reimbursement**. Fill out all the required information and click Create Report.

Note: If you are not sure of the 23-digit account codes you should be using, please contact your Department Aps for assistance.

Create New Report

Create From an Approved Request

Report Type *
3. Non-Travel Employee Reimbursement

Report Description/Date Range * ?

Business Unit * 1
Search by Code

Department * 2
Search by Code

Fund * 3
Search by Code

Program *
Search by Code

Class *
Search by Code

Project/Grant * 4
Search by Code

Additional Information

Cancel Create Report

Step Four: Click **Add** to begin adding the expense types that best match what you are requesting reimbursement for. Scroll through the list to select your choice or begin typing to find your desired selection.

SAP Concur

Manage Expenses Process R

Claire Office Su
Not Submitted

Report Details Print M

Add Expense

Submit Report

Add Expense

0 Available Expenses + Create New Expense

Search for an expense type

Recently Used

- Office Supplies
- Business Meals
- Refreshments
- Personal Car Mileage

02. Incidental Travel Expenses

- Currency Exchange Fees

Step Five: Once you've selected an expense type, the form will open. Begin completing all the required fields marked with a red asterisk.

Step Six: Next you need to attach a receipt. Click **Upload Receipt Image**. You have the option to upload a receipt from your computer or choose from any **Available Receipts** (see training aid [here](#) for more info).

Step Seven: Once you have filled out the required information and attached a receipt, you can **Submit Report**.

Claire Office Supplies \$25.00 

Not Submitted Copy Report Submit Report

Report Details Print Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Requested <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Employee Paid	Office Supplies		11/16/2022	\$25.00
						\$25.00

If you are in need of assistance, please reach out to your Business Office or refer to our new [Travel & Expense Website](#) for more information and training aids.