Concur Expense Quick Reference Guide For Graduate Student Reimbursements

Content

Advanced Features

The following information can be found online at http://travel.nd.edu

- Viewing past expense reports
- Per diem expenses and creating itineraries
- Recalling a submitted expense report

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Section 1: Getting Started

Log on to Concur Expense	
1	To file an expense report or request a cash advance, access http://travel.nd.edu and login using your NetID and password.
You can also access the Concur system through insideND. Within insideND, click on the Administration tab and go to the travelND channel. Click on the travelND logo to login.	

Section 2: Explore My Concur tab

Explore the available sections to familiarize yourself with this page	
1	The **Active Work** section provides information on the expense reports and cash advances that are in process.

Section 3: Update Your Profile

Update your personal information (Optional)	
1	At the top of the My Concur page, click **Profile**.
2	There are some email notifications that you will receive by default. You can choose to configure the optional emails. From the left navigation panel, click on **Expense Preferences** to configure your email options. Click **Save**.
3	From the left navigation panel, click on **Expense Approvers** to set a default financial approver. **Note:** You can change the approver ad-hoc while creating an expense report. If you have multiple approvers in your department, it is best not to set a default approver. You will also be able to add multiple approvers on your expense report.
(OPTIONAL) Add an Expense Delegate	
Delegates are employees who are allowed to prepare and/or edit expense reports on your behalf. However, the individual receiving the reimbursement must submit the expense report.	
1	At the top of the My Concur page, click **Profile**.
2	On the left navigation panel, click **Expense Delegates**.
3	On the Expense Delegate page, click **Add Delegate**.
4	In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add.
5	From the list of matches, select the appropriate person.
6	Select the responsibilities you wish this delegate to perform on your behalf.
7	Click **Save**.

Section 4: Create a New Report

Staff members who have been added as an expense delegate for the graduate student will select their name/profile to create the expense report.	
1	In the **Active Work** section of My Concur, click **New Expense Report**.
2	An Expense Report Header appears. In the **Report Name** field, enter a name for the expense report.
3	In the **Business Purpose** field, enter the business purpose for the expense report.
4	Expense Policy – **Graduate Student Expense Policy** will be the default

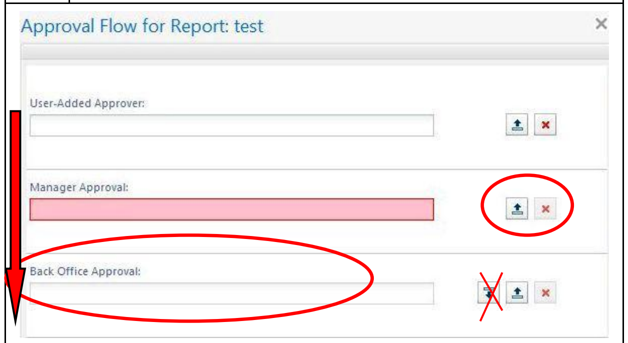
5	Select **"No"** to indicate whether any part of the expenses is to be charged to a restricted/grant fund (range 200000-305999).

6	FOP will populate a default dummy/generic from the graduate student's profile. The delegate or the approver(s) can change the FOP to the appropriate funding sources before they approve it. The Account code is tied to the expense type. As you complete the expense report, the account code will be added automatically. *See section 13 for more information on multiple funding sources.*
7	Enter a **contact name** and **phone number**. This information will be used if there are any questions regarding the expense report.
8	Select **Next**
You may now add out-of pocket expenses to your expense report.	
1	Select New Expense in upper left to view the **New Expense** tab, select the appropriate expense type. You can type in the account number or text to find expense type.
2	Enter the expense information in the respective fields (required fields are indicated by the red bar).
3	(optional) You can split the expense amount into different FOPs by clicking the Allocate button. See steps in Section 6.
4	Click **Save**. Repeat above steps to add

	more out-of-pocket expenses.
5	Lodging expenses must be itemized, if you have any on your expense report. See steps in Section 5.
6	(optional) You can add attendees if you have a group meal. See steps in Section 8. The attendees section appears only for the Entertainment expense types.

Section 4a: Set-up Approval Flow

1	From the **Details** drop-down, click on **Approval Flow.**
2	To add the manager approver, type in the last name of the person. When the name appears, select it from the search results.
3	You may add additional reviewers or approvers as necessary. Click the **Up** arrow to add approvers before a manager. Click the **Up** arrow next to **Back Office Approval** to add approvers after the manager. Click the **red X** button to remove approvers. **Do not** add any approvers after the "**Back Office Approval**" field.



The approval sequence goes from top to bottom with Back Office Approval as the last step in the workflow. Back Office Approval is the compliance team in Accounts Payable.

The expense report must be approved by at least one approver before it can be processed. The appropriateness of the approver will be reviewed by the Compliance Group in Accounts Payable before reimbursement.

Section 4b: Fax or Attach Receipts

You can fax or attach scanned images of your receipts.

1	To fax your receipts, from the **Print** dropdown menu on the right side of the screen, select **Fax Receipt Cover Page**.
2	Click **Print**.
3	Fax the cover page and the receipts to the number on the cover page. The fax cover page contains barcodes which links the receipts to your expense report automatically.
4	To view the faxed receipts, from the **Receipts** dropdown menu, select **Check Receipts**. **Note**: Fax receipts must be viewable in the expense report before you will be able to submit. The receipts may take 7-10 minutes upload.

Attach scanned images of your receipts

1	On the **Expense Report** page, from the **Receipts** dropdown menu, select **Attach Receipt Images**. (Save documents as PDF, jpg, tiff or gif format) Hint: Cell/smart phone pictures of receipts can be e-mailed to yourself or delegate (e.g. taxi, parking, etc.)
2	Click **Browse**.
3	Locate the file you want to attach.
4	Click the file, and then click **Open**.
5	To attach another image, click **Browse**, and then repeat the process.
6	Click **Attach**.
7	Click **Done**, when finished.
8	To view the attached receipts, from the **Receipts** dropdown menu, select **Check Receipts**.

Delete receipt images

1	On the **Expense Report** page, from the **Receipts** dropdown menu, select **Delete Receipt Images**.
2	In the confirmation window, click **Yes**. ***When you select the Delete Receipt Images option, all attached images are deleted. You cannot delete individual receipt images.***

Section 4c: Submit Expense Report

1	When ready, click on the **Submit Report** button (right side of the screen).
2	The system will list the required receipts. You can attach more receipts as necessary.
3	Click **Submit Report**. The system will show you a summary total of the expenses that will be reimbursed to you.

Advanced Features

Section 5: Itemize Nightly Lodging Expenses

1	On the **New Expense** tab, select the **Lodging** expense type.
2	Complete the required fields for lodging expenses.
4	In the **Amount** field, enter the total amount for the lodging expenses.
5	Click **Itemize**.

6	On the **Nightly Lodging Expenses** tab in the **Number of Nights** field, enter the number of nights for your hotel stay (the **Check-in Date** will be filled in once you enter the number of nights).
7	In the **Room Rate** field, enter the amount you were charged per night for the room.
8	In the **Room Tax** fields, enter the amount you were charged per night for the room. (On your expense report, the taxes will be rolled into the total room rate).
9	In the **Additional Charges (each night)** section, from the first **Expense Type** dropdown menu, selects the appropriate expense type for additional charges on your hotel receipt (e.g., Internet, parking).
10	In the **Amount** field, enter the amount of the expense.
11	Repeat steps 9-10 using the second **Expense Type** field if you have more than one recurring additional charge.
12	Click **Save Itemizations**.

Add remaining lodging itemizations

1	If the amount remaining is more than zero, check the Lodging Expense on the left and click **Add Itemization** on the right. On the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.
2	For itemizations that are not reimbursable (e.g., in-room movie), enter the amount, then mark "non-reimbursable" and the amount will be deducted from the reimbursable amount.
3	Complete all required and optional fields.
4	Click **Save**.

5	Repeat steps 1-3 until the **Remaining Amount** equals $0.

Section 6: Itemize Expenses

1	On the **Expense Report** page, click the expense you want to itemize.
2	Click **Itemize**.
3	On the **New Itemization** tab, click the **Expense Type** dropdown arrow and select the appropriate expense from the dropdown list.
4	Complete all required and optional fields as directed by your company.
5	Click **Save**.
6	Repeat steps 3-5 until the **Remaining Amount** equals $0.00.

Itemization is required for Lodging (see section 5 in Advanced Features). Meals including alcohol should be itemized. For most other expense types, itemization would only be used to record personal expenses included on Travel Card Transactions. ***Note:*** *ND's Chase contract prohibits personal charges on the travel card.*

Section 7: Add Attendees

If you will be entertaining other individuals you will need to list them on your expense report.

1	On the **New Expense** tab, select an Entertainment expense type.
2	Click the **Transaction Date** field, and then use the calendar to select the date of the transaction.
3	Fill out all other required fields for this expense type as defined by your company.
4	In the **Amount** field, enter the expense amount.
5	To add a new attendee, click **New Attendee**. Complete the required fields and then click **Save**.
6	To search for an attendee, click **Search**, enter your search criteria in the **Search Attendees** window, and then click **Add to Expense**.
9	Click **Save**.

Once you add Attendees to an expense they are automatically added to your ***Favorite Attendees*** *list in your profile. You can also pre-populate Attendees in your Profile.*

Section 8: Calculate Car Mileage

1	On the **New Expense** tab, select the personal car mileage expense type.
2	Click the **Transaction Date** field, and then use the calendar to select the date of the transaction.
3	In the **From Location** field, enter the starting location of your trip. (If your city does not appear, select the closest major city).
4	In the **To Location** field, enter the ending location of your trip.
5	Complete any additional required fields.
6	Use the **Mileage Calculator** to determine and add mileage or in the **Distance** field, enter the total distance traveled (round-trip).
7	Click **Save**.

*From your Expense Report click the **Details** dropdown menu. You will see several report options such as, **Report Header, Approval Flow, Audit Trail, Cash Advances**, **Allocations** and **Travel Allowances.***

Section 9: Print & Submit or Resubmit Expense Reports

Preview, print, and submit your report

1	From the **Print/Email**, select **UND Detail Report**.
2	After reviewing the document, click **Print**, and then click **Close Window**.
3	On the **Expense Report** page, click **Submit Report**.
4	In the **Final Review** window, click **Submit Report**.
5	In the **Report Submit Status** window, click **Close**.

Correct and resubmit a report sent back by your approver

1	In the **Active Work** section of My Concur, read the approver's comment in the **Status** column.
2	Click the report name.
3	Make the requested changes. Select the approver by clicking on Approval Flow from the Details menu.
4	Click **Save**.
5	Click **Submit Report**.

Section 10: Convert Foreign Currency Transactions

1	In the **Amount** field, enter the amount spent on the expense.
2	Select the "spend" currency from the dropdown list to the right of the **Amount** field.
3	Click the appropriate currency.
4	Click **Save** (or click **Itemize** to itemize the expense).

Section 11: Exceptions and Alerts

Exceptions

TravelND has some built-in reminders and messages that can alert the user.

1	If the message appears with a yellow exception icon, the system will allow the report to be submitted. The message may alert you that additional information is required that your approver may require.
2	If the message appears with a red exception icon, the system will not allow the expense report to be submitted. The exception must be corrected before submission.

Section 12: Review or Edit a Report

1	In the **Active Work** section of My Concur, click the name of the report that you want to review.
2	Make the appropriate changes.
3	Click **Save**.

*Processed reports can be viewed from the **View Reports** icon in Active Work from the Details tab.*

Section 13:

Graduate Student Union (GSU) – Conference Presentation Grant (CPG)
July 2011 – June 2012

Congratulations, your application to the GSU CPG program has been accepted. The award will be distributed after your conference and upon submission of your travelND expense report. The process will proceed in one of three ways; depending on what category you fall under. Please review each category below.

Category A

If you are completing your own expense report AND are seeking reimbursements from other funding sources, proceed as follows:

1) After returning from your trip, submit ALL of your expenses in one travelND expense report.
2) Allocate up to $250 to the GSU CPG account.
3) Allocate the rest of the trip to your department account and/or other funding departments on campus.
4) Upload a copy of your conference brochure cover and specific page showing your presentation to your travelND report.
5) Make sure to add the appropriate approver for each account number you have listed before submitting. The primary approver for the GSU CPG is Donna Frahn.

Category B

If you are in the College of Arts and Letters, proceed as follows:

Instruct your department representative that you have been accepted into the GSU CPG program and that they are allowed to request up to $250 by means of a journal entry. Please make sure that your department representative sends a copy of the conference brochure cover page, the specific page showing the presentation, and the "UND Detailed Report" from your travelND expense report.

gsu.nd.edu

Please do not hesitate to contact the GSU with any questions or concerns you may have.
gsu+cpg@nd.edu

Category C

If you are not in College of Arts and Letters and are ONLY seeking reimbursement from GSU, proceed as follows:

1) After returning from your trip, submit ALL of your expenses in one travelND expense report.
2) Allocate up to $250 to the GSU CPG account.
3) If the total trip is more than $250, make sure to specify enough expenses as non-reimbursable to get your total to $250. The GSU will send back any submissions that ask for more than $250.
4) Upload a copy of your conference brochure cover and specific page showing your presentation to your travelND report.
5) Submit the "ND GSU-CPG Only" form to your department office validating that you are not receiving any other funding for this trip.

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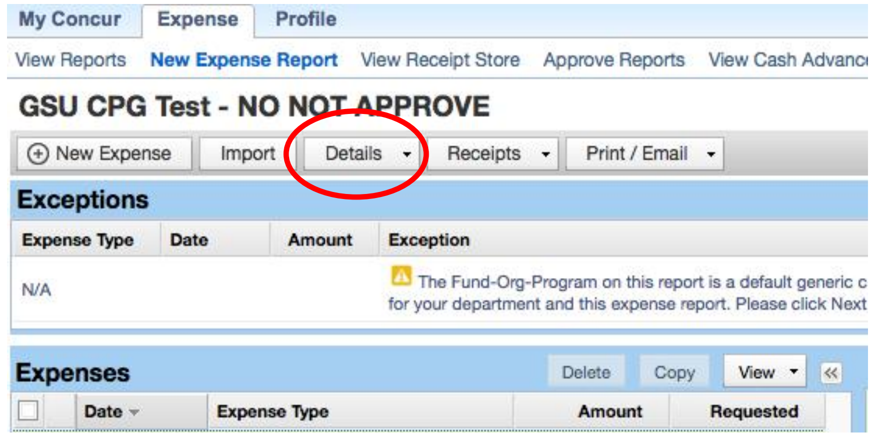
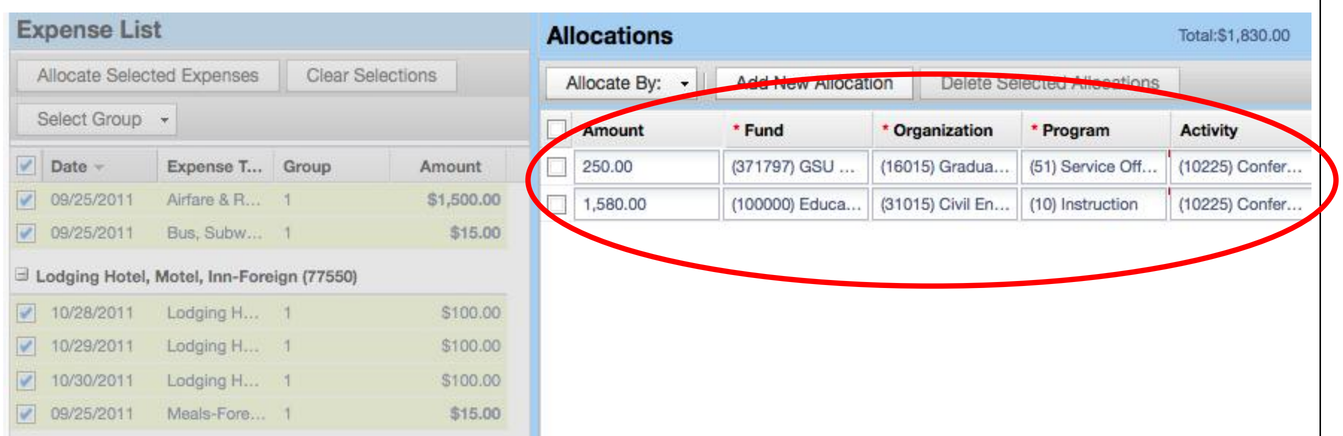
SECTION 14: ALLOCATING EXPENSES

1. If you are only being reimbursed by one department, complete the expense report by hitting “submit” button. You will need to choose your approver. (See Adding Approvers guide section below).

2. If you are expecting to be reimbursed by other sources, allocate your ENTIRE expenses at once after including all expenses. Click on “Details”, then “Allocation”.



3. Select ALL of the expenses and click “Allocate Selected Expenses”. Change the “Allocation By:” to “Amount” instead of “Percentage” and “Add New Allocation” for each fund number you would like to get reimbursed from. If you have spent $250 on eligible expenses (transportation, lodging, and registration fees) then put $250 on the first line. If you have not, then only put the amount of eligible expenses that you have incurred on that line. Distribute the rest of your funds to the other FOAPALs, if applicable. For example, one line will be GSU, one line may be your department, one line may be ISLA, etc. If the GSU is the only funding source, then you will only have one line and your entire expense report must not be over $250.



This second account code is for example only. Your department or other funding source will provide this information for you.

4. After your report is properly allocated to all the appropriate funding sources, you can submit. During this task make sure to designate an approver for EACH account number you have listed. This can be in any order you like but make sure to include them. If they are not listed in the workflow, they will NOT be included in the approval process. This is further explained in the Adding Approver(s) guide section below.

5. Pick out a combination of eligible expenses (transportation, lodging, conference fees) that will reach the $250 and include those as reimbursable expenses. All other expenses should be marked as non-reimbursable as seen in the image below. If one particular eligible expense is already over $250, you are permitted to enter $250 as the amount even though the receipt you upload is for a larger value. Please write in the comments section why you are requesting less than the receipt. If you have any questions regarding this, please contact gsu+cpg@nd.edu.