

CREATE AN EXPENSE REPORT

Travel Quick Reference Guide

Updated August 6, 2018

TRAVEL APPLICATION

Expense

HELPFUL HINTS

- Reimbursement for travel expenses which have a business purpose and are paid with personal funding sources are submitted through Concur expense and must include itemized receipts.
- A travel request must be approved prior to submitting an expense report, with the exception of a non-travel expense.

PROCEDURE

1. To create an expense report, locate the approved request from the active requests screen. Click on expense.

<input type="checkbox"/>	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
<input type="checkbox"/>	Blanket TA Monthly meeting at UNK for payroll	34JY	Submitted & Pending Supervisor Approval	08/01/2018	07/31/2018	\$150.00	\$0.00	\$0.00	
<input type="checkbox"/>	Atlanta, GA SAP HR meeting Human resources meeting with Univ of Georgia.	367C	Approved	07/17/2018 07/19/2018	06/06/2018	\$597.00	\$597.00	\$597.00	Expense

2. Enter the required fields for the transaction, which are indicated with a red bar.
3. Check the box next to the request name to link the approved request to the expense report. Click on next.

Create a New Expense Report

Report Header

Policy: Travel | Report Name: Atlanta, GA SAP HR meeting | Report/Trip Purpose: Meeting

Trip Type: Domestic | Does this trip include personal travel?: No | Personal Dates of Travel:

Report/Trip Business Start Date: 07/17/2018 | Departure Time (24 hr): 06:00 | Report/Trip Business End Date: 07/19/2018 | Arrival Time (24 hr): 20:00

Cost Object Type: (CC) Cost Center | Cost Object: (5107110100) English | User Defined: | Personnel Area: Test-UNL | Employee ID: traveler1

Reason/Business Purpose: Human resources meeting with Univ of Georgia. | Comments To/From Approvers/Processors:

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input checked="" type="checkbox"/>	Atlanta, GA SAP HR meeting	367C	No	\$597.00	\$597.00	\$597.00

Next >> Cancel

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4. The travel allowance pop-up window appears. Click on yes if meals or lodging will be added to the report.

Travel Allowances x

? Expense reports containing meals or lodging require a daily Itinerary be created. Select 'Yes' if this expense report includes meals or lodging and you are ready to create an itinerary now. Select 'No' if meals or lodging will not be included on this report OR you wish to skip this step (and will access the itinerary screen at a later time).

5. Enter an itinerary stop for each final destination of the trip. Click on save for each stop.

- a. For a roundtrip, two itinerary stops will be created. Do not include layover stops.
- b. Multi-stop trips require an itinerary stop for each destination.

Travel Allowances For Report: Atlanta, GA SAP HR mtg x

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Atlanta, GA SAP HR mtg Selection: USGSA

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City: Omaha, Nebraska

Date: 08/14/2018 Time: 7:00 AM

Arrival City: Atlanta, Georgia

Date: 08/14/2018 Time: 12:00 PM

6. Click on next.

Travel Allowances For Report: Atlanta, GA SAP HR mtg x

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Atlanta, GA SAP HR mtg Selection: USGSA

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Omaha, Nebraska	Atlanta, Georgia	FULTON COUNTY, US-GA...
<input type="checkbox"/>	Atlanta, Georgia	Omaha, Nebraska	DOUGLAS COUNTY, US-N...

New Itinerary Stop

Departure City: Omaha, Nebraska

Date: Time:

Arrival City:

Date: Time:

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7. Select the itinerary from the list to assign it to the expense report. Click on next.

Travel Allowances For Report: Atlanta, GA SAP HR mtg

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Atlanta, GA SAP HR mtg				
Omaha, Nebraska	08/14/2018 07:00 AM	Atlanta, Georgia	08/14/2018 12:00 PM	FULTON COUNTY, US-GA, US
Atlanta, Georgia	08/16/2018 01:00 PM	Omaha, Nebraska	08/16/2018 06:00 PM	DOUGLAS COUNTY, US-NE, US

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Denver Meeting				
Omaha, Nebraska	04/11/2018 06:00 AM	Denver, Colorado	04/11/2018 07:30 AM	DENVER COUNTY, US-CO, US
Denver, Colorado	04/12/2018 12:00 PM	Omaha, Nebraska	04/12/2018 03:00 PM	DOUGLAS COUNTY, US-NE, US
Itinerary: Research trip				
Lincoln, Nebraska	04/26/2018 06:00 AM	Phoenix, Arizona	04/26/2018 07:00 PM	MARICOPA COUNTY, US-AZ, US
Phoenix, Arizona	04/30/2018 12:00 PM	Lincoln, Nebraska	04/30/2018 07:00 PM	LANCASTER COUNTY, US-NE

<< Previous **Next >>**

8. If applicable, check the box for any meals that were provided during the trip. Click on **Create Expenses**.

Travel Allowances For Report: Atlanta, GA SAP HR mtg

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided
08/14/2018 Atlanta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08/15/2018 Atlanta, Georgia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
08/16/2018 Atlanta, Georgia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<< Previous **Create Expenses** Cancel

9. The new expense screen appears.

10. To add an expense to the report, select the expense type from the right side menu.

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Atlanta, GA SAP HR mtg Delete Report Submit Report

+ New Expense Details • Receipts • Print / Email •

Expenses Move ▾ Delete Copy View ▾

Date ▾	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

● Recently Used Expense Types

Mileage/Personal Car	Meal (including tip)	Lodging
Official Func Exp-Agenda/Names	Incidentals	

All Expense Types

<p>01. Transportation</p> <ul style="list-style-type: none"> Airfare Bus Rental Car Rental Fuel/Gas State/Private/Rented/Chartered Plane Taxi/Shuttle/Train/Bus 	<p>...03. Food/Meals</p> <ul style="list-style-type: none"> Meal (or grocery equivalent) Meals One Day Travel Official Func Exp-Agenda/Names <p>04. Mileage</p> <ul style="list-style-type: none"> Mileage/Personal Car <p>05. Office Expenses & Supplies</p> <ul style="list-style-type: none"> Copy Charges Educational Supplies Office Supplies Supplies (Auto & Repair) <p>06. Other</p> <ul style="list-style-type: none"> Baggage & Airport Fees 	<p>...06. Other</p> <ul style="list-style-type: none"> Incidentals Job Applicant Laundry/Dry Cleaning Misc Travel-parking/tolls/etc Phone/Fax/Internet Registration/Conf Fees Subscriptions/Fees/Dues Subsistence/Student Exp Visa/Vaccinations (if required) Personal Expense
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TOTAL AMOUNT **\$0.00** TOTAL REQUESTED **\$0.00**

11. Enter the required fields for the transaction, which are indicated with a red bar.

Atlanta, GA SAP HR mtg Delete Report Submit Report

+ New Expense Details • Receipts • Print / Email •

Expenses Move ▾ Delete Copy View ▾

Date ▾	Expense Type	Amount	Requested
Adding New Expense			

New Expense Available Receipts

Expense Type Airfare ▾	Transaction Date 08/14/2018 <input type="text"/>	Report/Trip Purpose Meeting ▾
Additional Information	Ticket Number	Vendor Southwest Airlines ▾
City of Purchase Omaha, Nebraska	Payment Type Company Paid/Not Reimbursed ▾	Amount 351.54 USD ▾
Comment		
Cost Object Type (CC) Cost Center ▾	Cost Object (9146200500) Administrative : ▾	Request 08/14/2018, S238 00 - Atlanta ▾

TOTAL AMOUNT **\$0.00** TOTAL REQUESTED **\$0.00**

Save Itemize Allocate Attach Receipt Cancel

a. For expenses pre-paid by the university or state college, select *Company Paid* from the payment type dropdown menu.

Payment Type

- Company Paid
- Cash/Personal Funds
- Company Paid

b. For expenses paid by the traveler, select *Cash/Personal Funds*.

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12. Click on **Attach Receipt**.

13. Browse and attach a receipt or use an available receipt.

14. To view the attached receipt, click on the receipt tab. Otherwise, click on save.

Expenses	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	08/14/2018	Airfare Southwest Airlines, Omaha, Neb	\$351.54	\$351.54

TOTAL AMOUNT: \$351.54 TOTAL REQUESTED: \$351.54

15. Continue adding expense types and attaching receipts.

16. When the expense report is complete, click on **Submit Report**.

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Atlanta, GA SAP HR mtg Delete Report Submit Report

+ New Expense Details Receipts Print / Email

Expenses			
<input type="checkbox"/>	Date	Expense Type	Amount Requested
Adding New Expense			
<input type="checkbox"/>	08/16/2018	Meal (or grocery equivalent) Starbucks, Omaha, Nebraska	\$14.20
<input type="checkbox"/>	08/16/2018	Lodging/Conference Rate Embassy Suites, Omaha, Nebrac	\$199.00
<input type="checkbox"/>	08/15/2018	Meal (or grocery equivalent) Waffle House, Omaha, Nebraska	\$12.08
<input type="checkbox"/>	08/15/2018	Meal (or grocery equivalent) Olive Garden, Omaha, Nebraska	\$21.05
<input type="checkbox"/>	08/14/2018	Airfare Southwest Airlines, Omaha, Neb	\$351.54
		TOTAL AMOUNT	\$597.87
		TOTAL REQUESTED	\$597.87

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Lodging/Conference Rate	Meal (or grocery equivalent)	Airfare
Mileage/Personal Car	Meal (including tip)	

All Expense Types

01. Transportation Airfare Bus Rental Car Rental Fuel/Gas State/Private/Rented/Chartered Plane Taxi/Shuttle/Train/Bus	02. Travel Expenses Lodging Lodging/Conference Rate Rental of Conf Facilities	03. Food/Meals Meal (including tip)	04. Mileage Mileage/Personal Car	05. Office Expenses & Supplies Copy Charges Educational Supplies Office Supplies Supplies (Auto & Repair)	06. Other Baggage & Airport Fees	07. Food/Meals Meal (or grocery equivalent) Meals One Day Travel Official Func Exp-Agenda/Names	08. Other Incidentals Job Applicant Laundry/Dry Cleaning Misc Travel-parking/etcs Phone/Fax/Internet Registration/Conf Fees Subscriptions/Fees/Dues Substistence/Student Exp Visa/Vaccinations (if required) Personal Expense
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The expense report has now been submitted for financial approval. No further action is required.