

TRAVEL APPLICATION

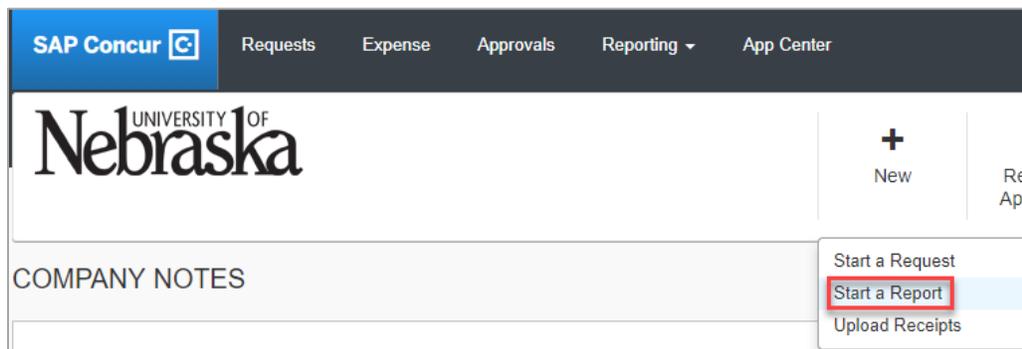
Expense

HELPFUL HINTS

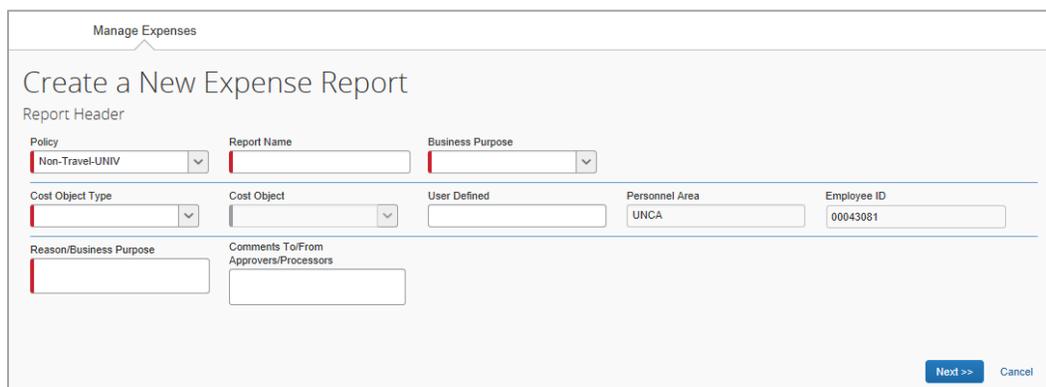
- A non-travel expense report does not require pre-approval within the Concur system.
- A non-travel expense reimbursement must be submitted, approved and processed through the University expense management tool (Concur) no later than sixty (60) calendar days after the expenses were incurred.

PROCEDURE

On the Concur homepage, hover your mouse over the new button and select *Start a Report*.



1. Select Non-Travel from the policy dropdown field.
2. In the report name field, enter a description to name your report.
3. Select an option from the Business Purpose dropdown field.

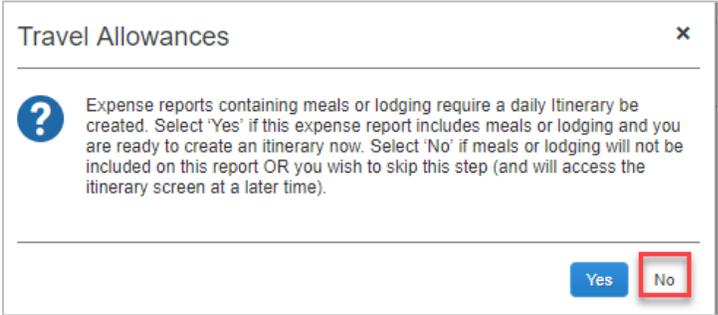
A screenshot of the 'Create a New Expense Report' form in SAP Concur. The form is titled 'Manage Expenses' and 'Create a New Expense Report'. It includes a 'Report Header' section with the following fields: 'Policy' (dropdown menu with 'Non-Travel-UNIV' selected), 'Report Name' (text input field), and 'Business Purpose' (dropdown menu). Below this are 'Cost Object Type' (dropdown menu), 'Cost Object' (dropdown menu), 'User Defined' (text input field), 'Personnel Area' (text input field with 'UNCA' entered), and 'Employee ID' (text input field with '00043081' entered). At the bottom, there are 'Reason/Business Purpose' and 'Comments To/From Approvers/Processors' (text input fields). A 'Next >>' button and a 'Cancel' button are located at the bottom right of the form.

4. Select the cost object type (cost center or WBS) and make a selection from the cost object dropdown menu.
5. The personnel area and employee ID are read-only fields. No action is required.

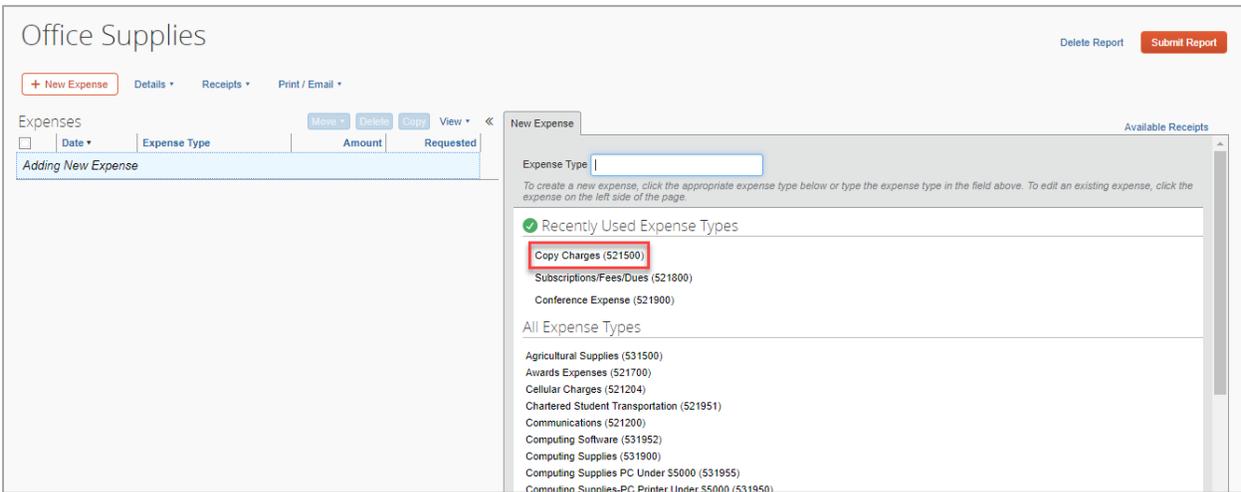
CREATE A NON-TRAVEL EXPENSE REPORT

Updated October 30, 2018

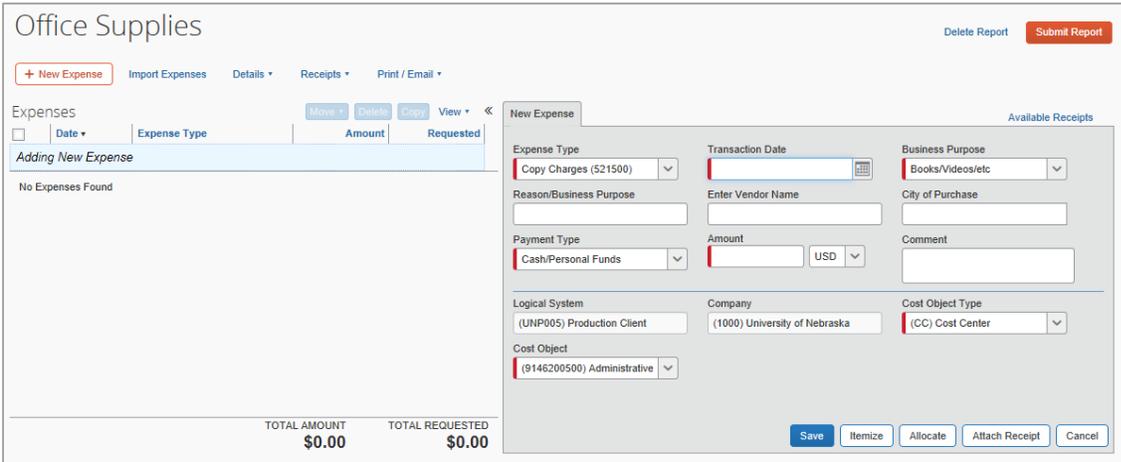
6. Enter information in the Reason/Business Purpose field.
7. Click the next button.
8. A travel allowance pop-up window will appear asking if this expense includes meals or lodging. Select No.



9. Select the expense type from the right-side menu.



10. Enter the information in the required fields.



CREATE A NON-TRAVEL EXPENSE REPORT

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11. Click the **Attach Receipt** button.

The screenshot shows the 'Office Supplies' expense report form. The form is titled 'Office Supplies' and has a 'Delete Report' button and a 'Submit Report' button in the top right corner. Below the title, there are navigation options: '+ New Expense', 'Details', 'Receipts', and 'Print / Email'. On the left, there is a table for 'Expenses' with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The table is currently empty, and a 'Adding New Expense' button is visible. The main form area is titled 'New Expense' and contains several fields: 'Expense Type' (Copy Charges (521500)), 'Transaction Date' (calendar icon), 'Business Purpose' (Supplies (Lab/Office)), 'Additional Information', 'Enter Vendor Name', 'City of Purchase', 'Payment Type' (Cash/Personal Funds), 'Amount' (input field), 'USD' (currency dropdown), 'Comment', 'Logical System' ((UN5005) SandBox System), 'Company' ((1000) University of Nebraska), 'Cost Object Type' ((CC) Cost Center), and 'Cost Object' ((9146200500) Administrative). At the bottom right, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt' (highlighted with a red box), and 'Cancel'.

12. Upload the receipt(s) *or* select an image of the receipt if uploaded from the Concur mobile app.

The screenshot shows the 'Attach Receipt' dialog box. It has a close button (X) in the top right corner. The main text says: 'Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.' Below this, there is a 'File Selected for uploading:' section with a 'Browse...' button and an 'Attach' button. Below that, it says 'No file selected'. Then, there is an 'Or choose an image from your Available Receipts.' section with an 'Attach' button. Underneath, there is a list of 'Available Receipts' with a search icon and a 'Cancel' button at the bottom right. One receipt is visible: 'Seattle - taxi.jpg' with a small thumbnail image of a receipt.

13. Once the receipt has been selected, click the **Attach** button.

14. Click the save button.

15. Click on submit report.