CREATE A NON-TRAVEL EXPENSE REPORT

Updated October 30, 2018

TRAVEL APPLICATION

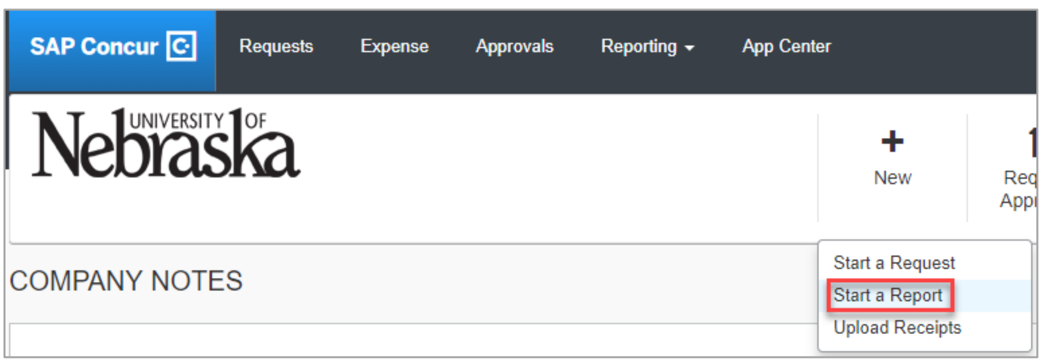
Expense

HELPFUL HINTS

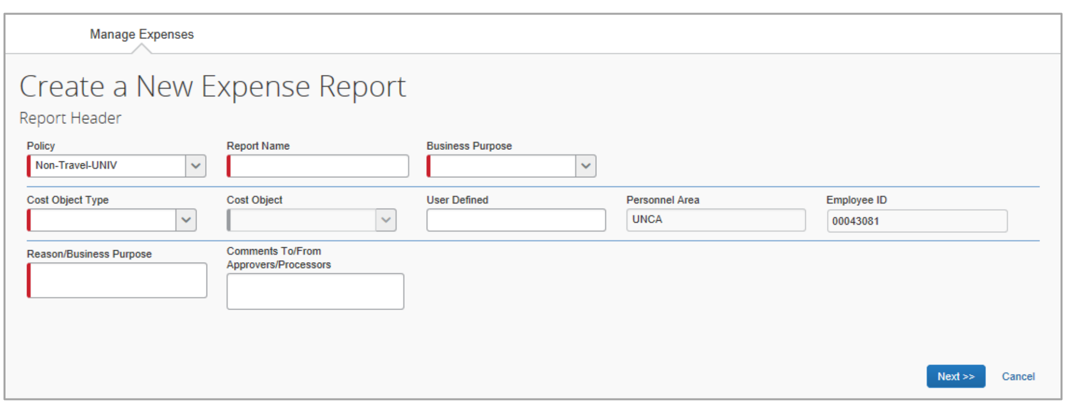
- A non-travel expense report does not require pre-approval within the Concur system.
- A non-travel expense reimbursement must be submitted, approved and processed through the University expense management tool (Concur) no later than sixty (60) calendar days after the expenses were incurred.

PROCEDURE

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

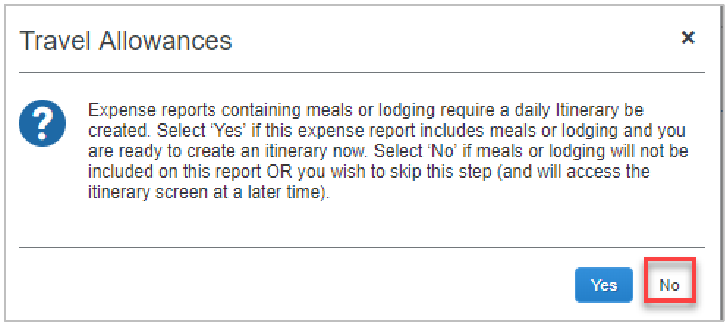


1. Select Non-Travel from the policy dropdown field.
2. In the report name field, enter a description to name your report.
3. Select an option from the Business Purpose dropdown field.

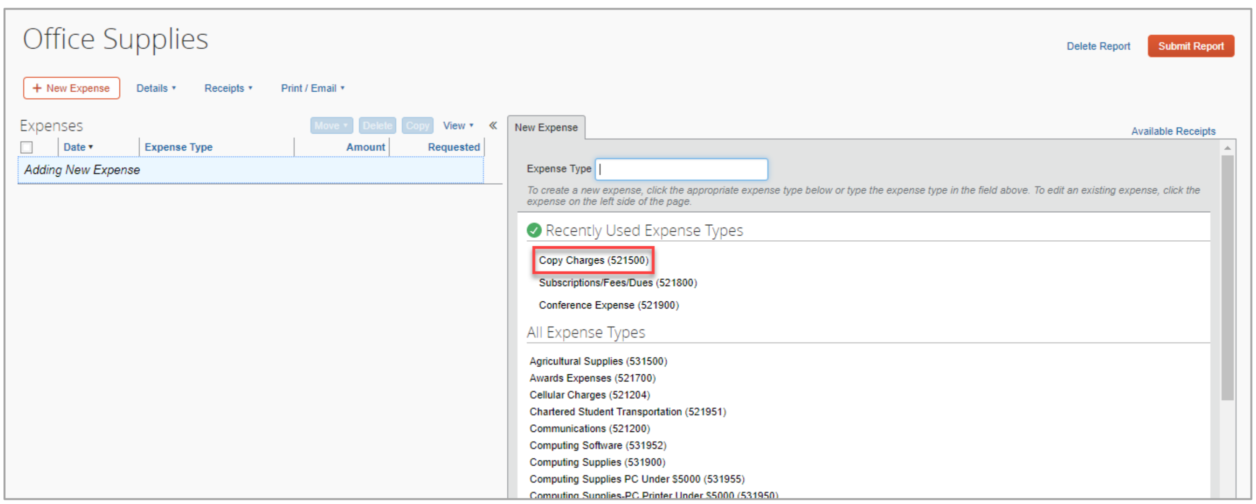


4. Select the cost object type (cost center or WBS) and make a selection from the cost object dropdown menu.
5. The personnel area and employee ID are read-only fields. No action is required.

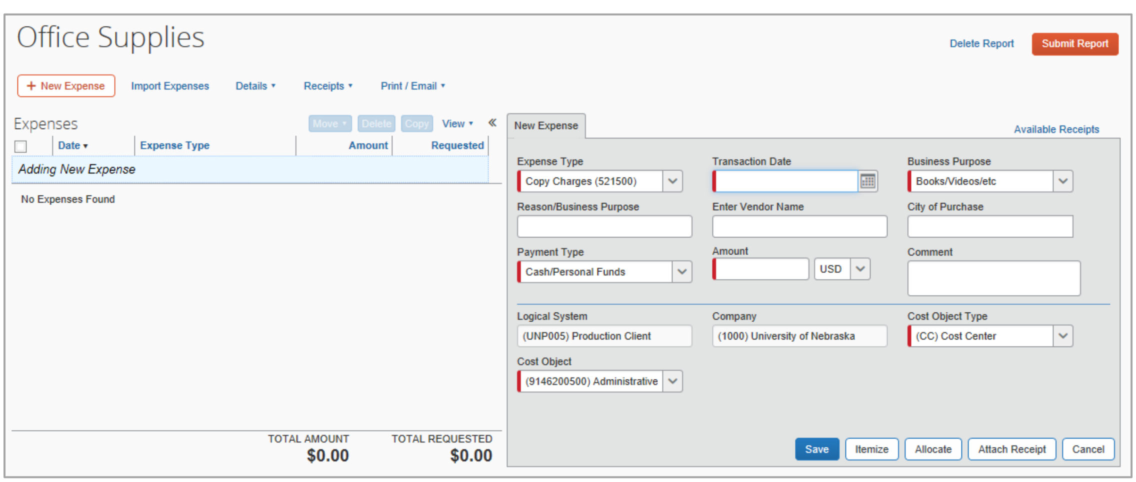
6. Enter information in the Reason/Business Purpose field.
7. Click the next button.
8. A travel allowance pop-up window will appear asking if this expense includes meals or lodging. Select No.



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

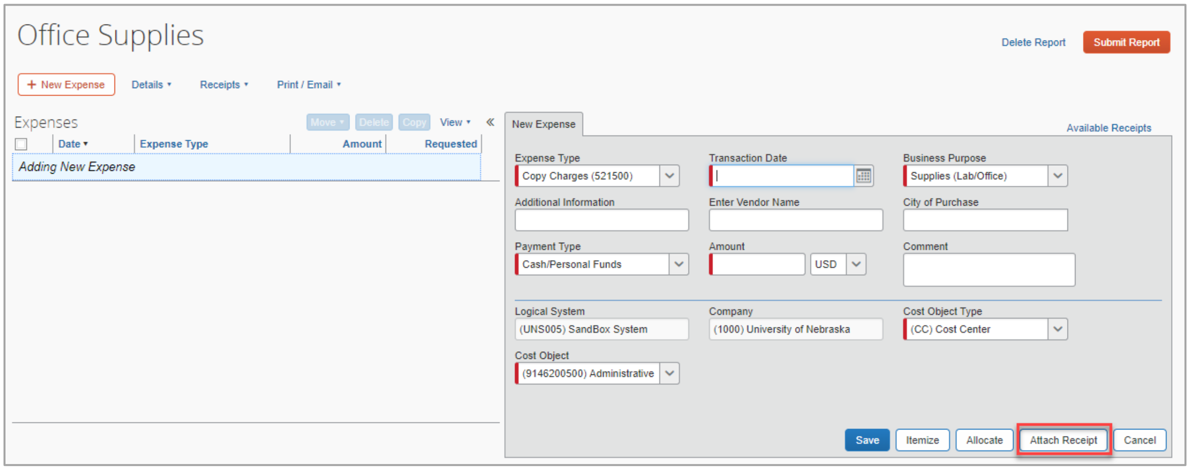


10. Enter the information in the required fields.

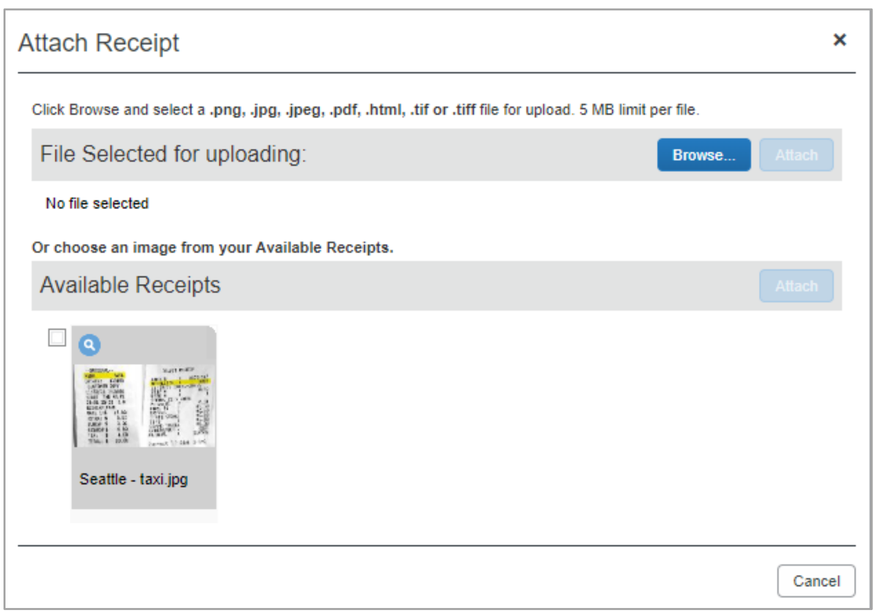


CREATE A NON-TRAVEL EXPENSE REPORT

11. Click the Attach Receipt button.



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



13. Once the receipt has been selected, click the Attach button.
14. Click the save button.
15. Click on submit report.