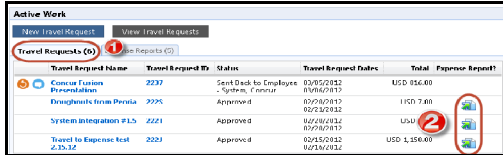


Creating Expense Report, Itinerary & Meal Allowance

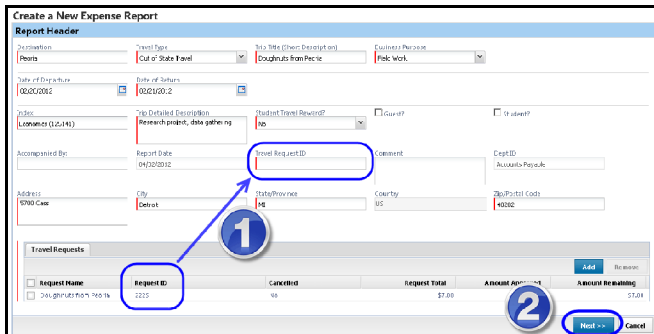
Starting An Expense Report

- Navigate to a listing of active Travel Requests:
 - Menu-bar => Requests => View ~or~
 - Concur homepage => Active Work => Travel Request folder tab (#1)



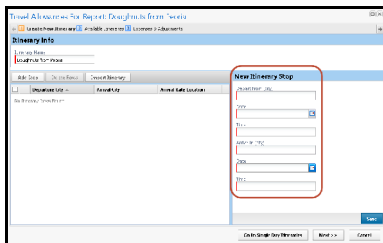
- Click the *Create Expense Report* (#2) icon associated with the originating Travel Request

Expense Report Header

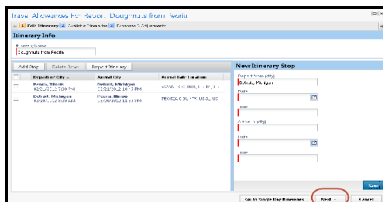


- Review information that carried forward from the Travel Request for completeness and accuracy
- Copy the **Request ID** as illustrated (#1)
- Click **Next** button (#2)

Create Trip Itinerary - Optional

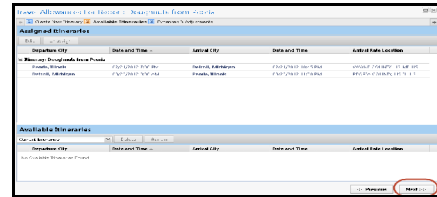


- Enter appropriate information for **each leg of the trip**:
 - Out-bound to initial destination
 - Any applicable leg/segment of a multi-destination trip
 - Return to *home city*



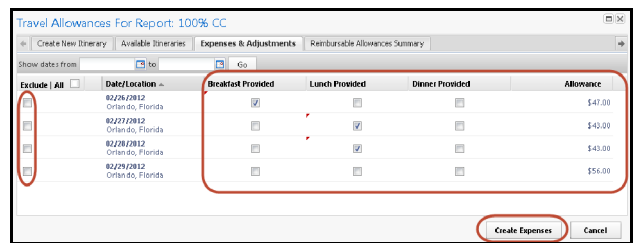
- Click **Save** after entering each *leg* of the trip itinerary
- Click **Next** when complete

Trip Itinerary => Travel / Meal Allowance



- If necessary, click **Edit** to adjust the entries
- Click **Next** when complete

Selecting Meals To Include / Exclude



NOTES:

- Allowance* column represents the applicable Meals & Incidentals for the location and dates of the trip
- Select the meals that were either:
 - Provided by another source, i.e., host conference
 - Not eligible for reimbursement on *travel days*, per WSU Travel Policy (see chart below)
- Use *Exclude* checkbox to exclude entire days from the expense report - such as add-on vacation days

	Brkfst	Lunch	Dinner
Outbound			
Depart before 2:00p.m.		X	X
Depart after 2:00, before 8:00p.m.			X
Inbound			
Arrive before 12:00 / noon	X		
Arrive between noon & 6:00p.m.	X	X	
Arrive after 6:00p.m.	X	X	X

- Click **Create Expenses** button when complete

	Date	Expense	Amount	Requested
<input type="checkbox"/>	02/29/2012	Fixed Meals Orlando, Florida	\$56.00	\$56.00
<input type="checkbox"/>	02/28/2012	Fixed Meals Orlando, Florida	\$43.00	\$43.00
<input type="checkbox"/>	02/27/2012	Fixed Meals Orlando, Florida	\$43.00	\$43.00
<input type="checkbox"/>	02/26/2012	Fixed Meals Orlando, Florida	\$47.00	\$47.00

Example of meal expense report entries generated from Itinerary

Creating An Expense Entry

- Click



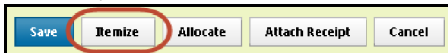
- Select the appropriate expense type

Lodging	...Other	...Other	...Transportation
Hotel	Duplicating	Travel/Visa	Bus
Meals and Entertainment	Individual Membership Fees	Team Expenses	Car Rental
Breakfast	Laundry	Equipment Repair	Gasoline
Business Meal (attendees)	Meeting Room Fees	Practice Fees	Parking
Dinner	Miscellaneous	Team Meals	Personal Car Mileage
Entertainment	Online Fees	Team Supplies & Equipment	Shuttle Bus/Metro Car
Lunch	Postage	Transportation	Subway
Other	Supplies (Office)	Airfare	Taxi
Conference Registration Fee	Telephone Expense	Airline Fees (Baggage etc)	Tolls
...Transportation			
Train			

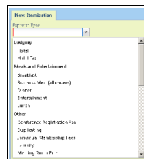
- Enter required information
- Itemize the entry as required or necessary
- Allocate entry as needed
- Attach required receipts

Itemizing An Expense Entry

- With an entry selected, click the **Itemize** button



- Select the appropriate *Expense Type* for this portion of the expense entry



- Enter the expense detailed information
- Select if this is a **Personal Expense**
- Ensure the total itemizations add-up to the total of the expense, and has a **\$0 Remaining**

Total Amount: \$80.00 | Itemized: \$25.00 | Remaining: \$55.00

- Click **Save** when finished

Creating An Hotel Expense Entry

- NOTE: Uncheck the *Travel Allowance* checkbox!**
- Enter the detailed information about this Hotel entry

- Click the **Itemize** button

Hotel expense entries are **required** to be itemized

- There are two levels of itemization:
 - Nightly charges** - these are recurring and will be *multiplied* by the number of nights of stay
 - One-time charges** - examples: business center charges; a meal charged to the room, etc.

Nightly Recurring Charges

- Enter dates and charge information
- NOTE: The number of nights will auto-calculate
- Additional Charges can be assigned to their own Expense Type, i.e., **Online** charges
- Click **Save Itemizations** when the nightly charges are complete

One-time Charges: Add any additional one-time charges that appear on the hotel folio, until the total hotel expense is itemized and the "**Remaining Amount**" displayed at the top of the entry screen is \$0

- Click **Save** when finished

Allocating Expenses - Attach Receipts - Receipt Store

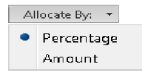
Allocating Expense Entry

~ Splitting costs between multiple Indexes ~

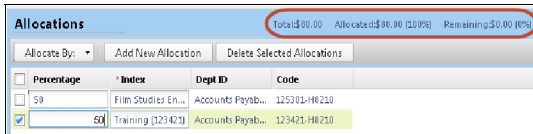
- With the expense entry highlighted, click the **Allocate** button in the lower-right corner



- Choose allocation method:



- Click **Add New Allocation**



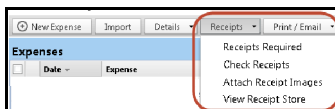
- Enter the *Percentage* or *Amount* for each index
- Reminder: Type index number *slowly* to have the list *find-as-you-type*
- Ensure the allocation lines add-up to the total of the expense, and has a **\$0 Remaining** (see above)
- Click **Save** when done

Note the  allocate icon on the expense entry

Attaching Receipts


Receipts can be attached to:

- The expense report 'Header' level

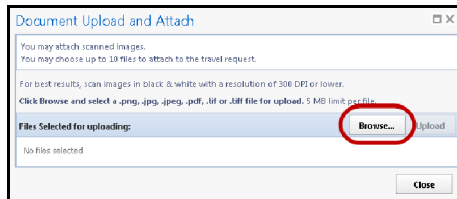


- To a specific expense entry



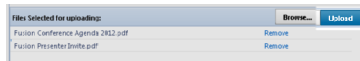
NOTE: you must attach receipts to an expense entry when you see this icon: 

- Click **Browse**



- Use standard *Windows* procedures to find and select the desired file(s)
 - Click **Browse** to select additional files

- Click **Upload**

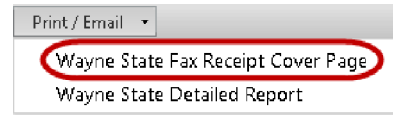


Faxing Receipts

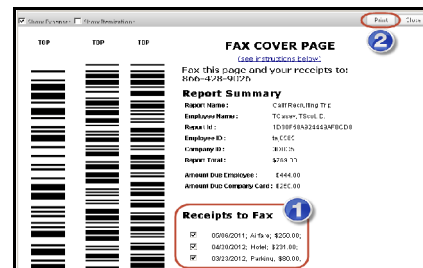
Receipts can be *faxed* and automatically assigned to your Concur expense report.

From the expense report entry screen, select:

Print / Email => Wayne State Fax Receipt Cover Page



- Select the expense entries the receipts apply to (#1)
- Click **Print** (#2)

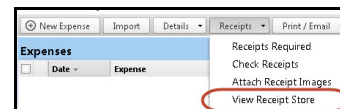


- Click **Close** when finished

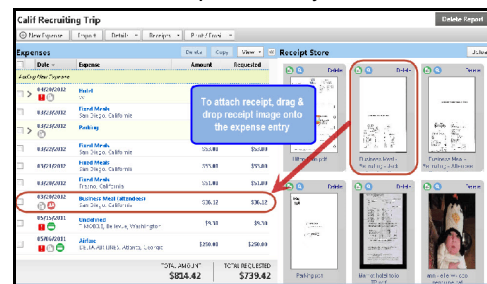
Using the Receipt Store

The *Receipt Store* can be accessed via:

- My Concur => **Expense Center** => View Receipt Store
- From the expense report menubar



- Click the desired receipt image and simply *drag-and-drop* onto the associated expense entry



NOTE: Your email address needs to be verified in order to email receipt images to your Receipt Store.

- Click the button to start the verification process.



Email receipt image files to:

MyInBox@concurolutions.com

Assigning Card Charges - Review - Submit for Approval

Assigning Credit Card Charges

There are 2 ways to assign credit card transactions to a specific expense report:

- On the "My Concur" homepage
- **Import card charges** from 'inside' an expense report, on the *expense entry* page

Card Charges - My Concur

Charge	Expense	Transaction Date	Amount
FRANKIE'S PIZZA & PASTA, REDMOND, WA	Undefined	05/14/2011	USD 44.22
JUANITEXMEX, DALLAS, TX	Undefined	05/08/2011	USD 35.00
UNITED AIRLINES, CHICAGO, IL	Airfare	05/08/2011	USD 425.10

1. Select charges to be assigned
2. Select the *existing* expense report to assign charges to
3. Click **Import** button - expense report will automatically open to the expense entry page

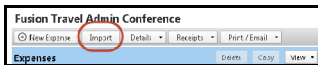


NOTE: do not use *Create New*

Select each new entry and if applicable and make the appropriate changes - i.e., adjust the expense type, complete missing information, itemize, etc.

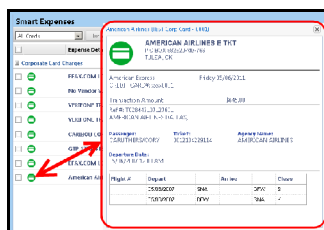
Assigning Card Charges Inside Expense Report

- Click **Import** button (expense entry page menu-bar)
- Listing of current, unassigned card charges



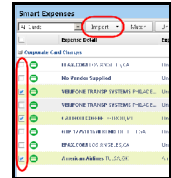
Expense Detail	Expense	Date	Amount
BRALDORA LOCAL...	Undefined	35/05/2011	\$11.95
No Vendor Support	Undefined	35/03/2011	\$-13.00
VERIFONE TRANSP	Undefined	35/03/2011	\$31.00
VERIFONE TRANSP	Undefined	35/03/2011	\$31.00
CARIBOU COFFEE	Undefined	25/03/2011	\$6.56
DEP 8253810N N...	Undefined	35/03/2011	\$2.25
BRALDORA LOCAL...	Undefined	04/07/2011	\$11.95
American Airlines T...	Airfare	35/03/2011	\$415.00

- To see the detailed charge receipt image, point mouse cursor at the green icon



Assigning Card Charges Inside Expense Report -cont.

- Use check-boxes & **Import** button to add selected charges to the expense report

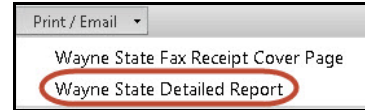


- Select each new entry and if applicable, review the **exception detail** and make the appropriate changes, i.e., expense type, complete missing information, itemize, etc.

05/08/2011	Undefined	VERIFONE TRANSP	\$90.00	\$90.00
05/08/2011	Undefined	CARIBOU COFFEE	\$6.56	\$6.56
05/08/2011	Airfare	AMERICAN AIRLINI	\$645.80	\$645.80

Reports & Review

- **Report Totals** - Summary statement of totals
Menu-bar => Details => Totals
- **Detailed Report** - complete & comprehensive Itemized report



Submit For Approval

- Click **Submit Report** button



- Review & accept certification of accuracy statement



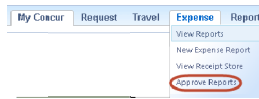
- Click **Submit Report** button to complete the process



Accessing Expense Reports for Approval

Access the Expense Report Approval Queue:

1. My Concur menu-bar



~ OR ~

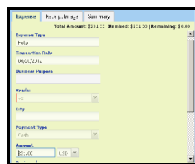
2. Active Work on My Concur homepage

Report Name	Employee	Report Date	Requested Amount
Present talk on collaboration present on collaboration	TCasey, TScott	03/28/2012	USD 895.80
Call Recruitment Trip present on collaboration	TCasey, TScott	03/27/2012	USD 500.12
Testing Audit Rule Testing Audit Rule for TR	TMathews, Michael	02/06/2012	USD 284.00

- Click the *name* of the report to be reviewed / approved

Amount Due	Amount Due Ex.
\$800.00	\$560.12

1. Review Exception(s), if applicable
2. Access associated Travel Request
 - Click the name of the TR to open in a separate window, for detailed comparison
3. Review expense entries
 - Click the ">" icon to display the itemized detail for an expense entry
 - Clicking an entry will display the expense detail in the frame to the right
 - View associated receipts by:
 - Pointing at the icon, or...
 - click the **Receipt Image** button

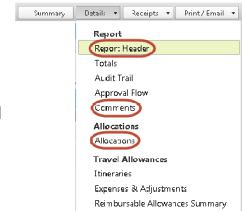


NOTE: Travel Request segment entry detail can be displayed by clicking the **Summary** button:

Name	Request ID	Amount Approved	Amount Remaining
California Recruitin...	2236	\$870.00	\$476.00
Miscellaneous		\$45.00	\$45.00
Miscellaneous		\$25.00	\$25.00
Lodging		\$250.00	\$84.00
Fixed Meals		\$200.00	\$-28.00
Airfare		\$350.00	\$350.00

Review Report Details

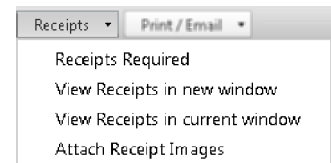
- **Review Report Header** for any changes that may have occurred from the Travel Request
- **Review Allocations - NOTE:** You are able to allocate expense entries during the review process
- **Review / Add Comments** - add as necessary



Receipts - Review / Add

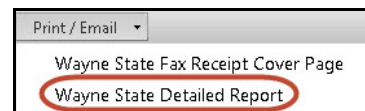
Review attached for accuracy meeting policy requirements

- Receipts Required - summary statement of required receipts
- View Receipts - current or new window
- Attach Receipts as necessary



Reports & Review

- **Report Totals** - Summary statement of totals
Menu-bar => Details => Totals
- **Detailed Report** - complete & comprehensive Itemized report



Available Approver Actions

- **Return to Sender** - Provide comments as to the reason the Travel Request is being returned



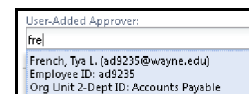
- **Approve** - finishes the review / approval process
- **Approve & Forward** - this may be necessary for additional levels of approval due to exceptions to WSU Travel Policy or S/C/D business process needs



Select An Approver -

Type the Approver's last name or access ID

- Click the **Approve** button to finish the process



NOTE: Click **"Save Workflow"** for future use of this same modified approval routing