

Returning From a Trip – Expense Report

Once your trip is complete, you will need to submit an expense report containing your out-of-pocket expenses to be reimbursed.

Please speak with your professor to determine what can be reimbursed.

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***Click to view a particular subject ***

Returning from Travel:

The travel request submitted before your travel will be converted to an expense report after it is approved through the system and after the request's end date of travel has passed. The report will appear in the "Open Reports."

The 'My Tasks' dashboard consists of three main sections:

- Required Approvals:** Shows '00' approvals. Status: 'Great! You currently have no approvals.' Includes a checkmark icon.
- Available Expenses:** Shows '00' available expenses. Status: 'You currently have no available expenses.' Includes a checkmark icon.
- Open Reports:** Shows '03' open reports. A red box highlights a report for '04/03 Trip Concur Test' with a total of '\$947.00' and a sub-total of '\$5.00'.

Select your report to edit.

Alerts:

There may be Alert Flags at the top of the report:

The report header includes a breadcrumb trail: 'Home / Expense / Manage Expenses / Trip Concur Test'. Below this is a pink bar with 'Alerts: 2' and a dropdown arrow. The main title is 'Trip Concur Test \$892.60' with buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. Below the title, it says 'Not Submitted | Report Number: CH9Y5J'.

Typically, these alerts indicate missing items or information for the expense lines such as receipts, amounts, dates, vendors, or need an itemized breakdown. To view the errors, select the down arrow, you should see something like this:

The alert dropdown menu shows 'Alerts: 2' with a close button. Below are two filters: 'All', '1' with a red 'x' icon, and '1' with a yellow warning triangle icon. The first alert is: 'Expense | Airfare | 03/05/2024 | \$259.00' with a red 'x' icon and text: 'Missing required field: Class of Airfare, Vendor. View'. The second alert is: 'You must attach a receipt image to this expense. View' with a yellow warning triangle icon.

If you select "View", Concur will take you to the error.

If you scroll down the expense list, you may see a line that contains either:

Two examples of error icons in an expense list:

- Example 1: A square icon, a yellow warning triangle icon, and a blue speech bubble icon.
- Example 2: A square icon, a red 'x' icon, and a blue speech bubble icon.

These line items contain errors, clicking on the icon will show what needs to be added or corrected.

Expenses Charged to a Department, Virtual, SET, One, or Travel Card:

Expenses related to travel that were charged to a department card will need to be added to your expense report. These can include registration paid for by an office card, or flights, lodging, transportation, etc. paid by a permanent Travel or One card in your name or a temporary card such as the virtual and set cards.

Registration paid with an office card will be added as “Registration Paid on Other University Card – Travel”:

Personal Car Mileage Reduction

Registration – Travel

Registration Paid on Other University Card – Travel

Rental Car/Rental Car Fuel

Tolls

Fill in transaction date, the cardholder’s name, vender name, and add comments referencing the card used.

* Required field

Expense Type *	
Registration Paid on Other University Card – Travel	
Transaction Date *	Additional Comments
MM/DD/YYYY	None Selected
University Card Paid From (name) *	Report Number *
Whitney Finto	
Additional Information	Enter Vendor Name *
	USU Event Services
City of Purchase *	Payment Type *
Oklahoma City, Oklahoma	Pending Card Transaction
Amount (must be equal to zero)	Currency *
0.00	US, Dollar (USD)
Comment 48/500	
Registration paid on office card ending in 1234	

Ensure the Payment Type has been set to "Pending Card Transaction."

Payment Type *

Pending Card Transaction

Out of Pocket

Pending Card Transaction

48/500

You will not have a report number, our office will complete that field. Until the field has been updated the line item will show an alert.

Report Number *

Make sure the amount is zeroed:

Amount (must be equal to zero)

0.00

Adding Per Diem:

Double check your travel allowance (per diem): ensure your leave and arrival times are correct:

Trip Concur Test \$947.00

Not Submitted | Report Number: CH9Y5J

REQUEST
Approved
\$451.00

Report Details ▾ Print/Share ▾ Manage Receipts ▾ **Travel Allowance ▾**

Add Expense Edit Delete Copy Allocate

- Add Travel Allowance
- Edit Travel Allowance**
- Edit Adjustments
- Delete Travel Allowance
- Reimbursable Allowances Summary

<input type="checkbox"/>	Alerts↑↓	Comment↑↓	Receipt↑↓	Payment	Diem
<input type="checkbox"/>				Out of Po	

Itinerary Name *
 Detailed Itinerary ? Without overnight ?

Start Location *

Start Date *

Start Time *

Arrival Location *

End Location *

End Date *

End Time *

If you have multiple locations visited during your trip, please ensure those locations, date, and your arrival time have been added. If they have not been added, click “Add Destination” and enter the required information:

Destination 1

Arrival Location *

Arrival Date *

Arrival Time *

Ensure your following destination information is correct, if it is not, a warning flag will appear:

Start must be before the end.

Type	Value
arrivalTime	16:00
departureTime	16:00

Locate the discrepancy and correct.

Click “Next”

On the next screen, select any box corresponding to a meal provided to you by either the conference, lodging, or someone else. This will lower the allowed per diem amount you will receive.

View:

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit	Reimbursement Amount
All Days Dates: 11	<input type="checkbox"/>						
Tue, 03/05/2024 Traveling	<input type="checkbox"/>	\$165.00	\$64.00				
Wed, 03/06/2024 Traveling	<input type="checkbox"/>	\$165.00	\$64.00				
Thu, 03/07/2024 Edmond, UNITED STATES	<input type="checkbox"/>	\$165.00	\$64.00				

View: Adjustments Show Filters

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Allowance Limit	Reimbursement Amount
All Days Dates: 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Tue, 03/05/2024 Traveling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$165.00	\$64.00
Wed, 03/06/2024 Traveling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$165.00	\$9.60

Once these adjustments are completed, click “Finish.”

Claiming Reduced Per Diem:

If you are only requesting the amount you spent on meals, you can skip selecting meal boxes, but will need to add the expense “Meal Per Diem Reduction.”

Select “Add Expense” and select “Meal Per Diem Reduction” under Travel & Transportation:

01. Travel & Transportation

- Airfare
- Faculty Led/Educational Student Travel (Funds Collected)
- Ground Transportation
- Hotel
- Meal Per Diem Reduction**
- Other Employee Travel Expense Charged in Error
- Parking
- Personal Car Mileage

From here, you will need to enter a date during your trip:

Expense Type *

Meal Per Diem Reduction

Transaction Date *

MM/DD/YYYY

Then calculate the difference between your total travel allowance and the amount you are wanting reimbursed. Once you have the difference, in the “Amount Line” enter the negative difference.

Example: your total travel allowance per diem is \$450.00 but only \$100.00 is being claimed. You will need to enter a negative 350.00 in the amount line:

Amount *

-350.00

Which will automatically change to:

Amount *

(350.00)

Select "Save Expense"

There will now be a line item, subtracting the amount of per diem that is not being claimed:

<input type="checkbox"/>	Out of Pocket	Meal Per Diem Reduction	03/12/2024	(\$350.00)	...
--------------------------	---------------	-------------------------	------------	------------	-----

Adding Additional Expenses:

If there were expenses paid with personal funds not previously included in the travel request, please add the additional expenses by clicking "Add Expense":

Trip Concur Test \$1,306.40

Not Submitted | Report Number: CH9Y5J

REQUEST

Approved
\$451.00

Report Details ▾

Print/Share ▾

Manage Receipts ▾

Travel Allowance ▾

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to ▾

And select the corresponding expense, most expenses relating to travel will be under "01. Travel & Transportation".

^ 01. Travel & Transportation

Airfare

Faculty Led/Educational Student Travel (Funds Collected)

Ground Transportation

Hotel

Meal Per Diem Reduction

Other Employee Travel Expense Charged in Error

Parking

Personal Car Mileage

Personal Car Mileage Reduction

Registration – Travel

Registration Paid on Other University Card – Travel

Rental Car/Rental Car Fuel

Tolls

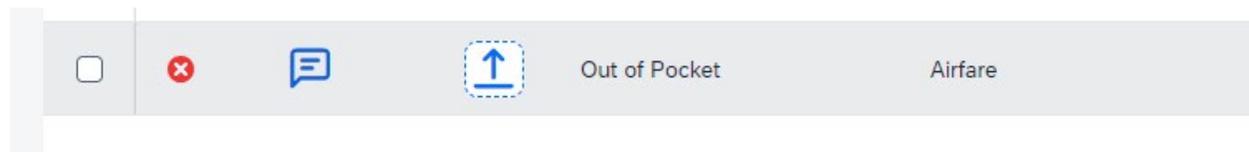
Train

University Vehicle/Motorpool

Adding Receipts:

Add any receipts that were paid with personal funds (except for meal receipts or fuel receipts).

This can be done by either dragging the picture/pdf to the line item on the main page of the expense report:



Or by clicking the line item and uploading the receipt on the right:

A screenshot of the 'Airfare \$259.00' expense report details page. The page is titled 'Airfare \$259.00' and shows the date '03/05/2024'. There are buttons for 'Cancel', 'Delete Expense', and 'Save Expense'. The page is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active, showing various fields for the expense: Expense Type (Airfare), Transaction Date (03/05/2024), Class of Airfare (None Selected), Additional Comments (None Selected), Ticket Number, Vendor (Search for Vendor), Main Destination (Las Vegas, Nevada), Payment Type (Out of Pocket), Amount (259.00), Currency (US, Dollar (USD)), and Request (03/04/2024, \$259.00 - test). A comment field contains the text 'round trip flight to conference and back.' On the right side of the page, there is a 'Receipt' section with a large blue dashed box containing an upward-pointing arrow and the text 'Add Receipt'. Below this box, there is a message: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.' A red box highlights the 'Receipt' section.

Once the receipt has been added, fill in any fields that have "*" or are highlighted in red, add comments pertaining to the receipt, and click "Save Expense":

Allocate

* Required field

Expense Type *
Airfare

Transaction Date *
03/05/2024

Class of Airfare *
None Selected

Additional Comments
None Selected

Additional Information

Ticket Number

Vendor *
Search for Vendor

Main Destination *
Las Vegas, Nevada

Payment Type *
Out of Pocket

Amount *
259.00

Currency *
US, Dollar (USD)

Request *
03/04/2024, \$259.00 - test

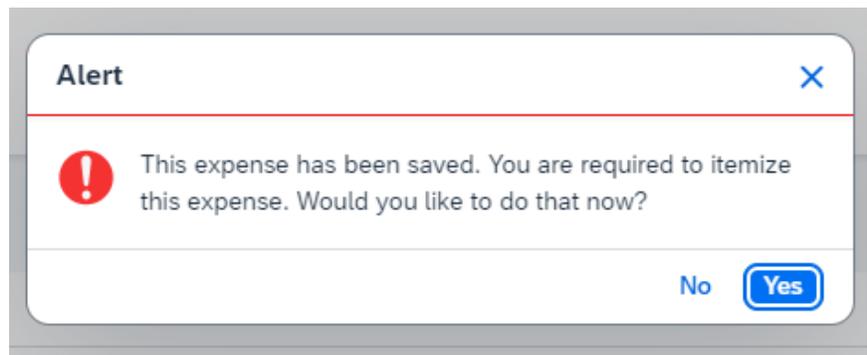
Comment 41/500
round trip flight to conference and back.

Add Hotel and Itemized:

If a hotel has not been added prior to the expense report and lodging was paid by you, select “Add” and “Hotel”. Attach the receipt, complete any fields missing information, including the date range, vendor name, lodging location, amount, and add a comment if the room was shared.

Details		Itemizations	
* Required field			
Expense Type *			
Hotel X v			
Date Range *		Nights:	Transaction Date *
03/10/2024 - 03/14/2024 📅		4	03/14/2024 📅
Additional Comments		Additional Information	
None Selected v			
Vendor *		Lodging Location *	
Holiday Inn v		Oklahoma City, Oklahoma X v	
Payment Type *			
Out of Pocket v			
Amount *		Currency *	
357.48		US, Dollar (USD) X v	
Comment 0/500			
<div style="border: 1px solid #ccc; height: 60px;"></div>			

Once you save this alert will pop up:



Select yes, it will take you to the itemization page.

If the rate is the same each night, complete the room rate fields:

Details Itemizations

Amount \$357.48	Itemized \$0.00	Remaining \$357.48
--------------------	--------------------	-----------------------

New Itemization * Required field

Expense Type *
Hotel

Entry Type:
Recurring Itemization 03/10/2024 - 03/14/2024 (Nights: 4)

Your hotel room rate was:
 The Same Every Night Not the Same

Room Rate (per night)*	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
79.99	5.25	2.14	1.99

(Amounts in USD) Add Tax Fields

Room rates typically consist of the nightly room charge, sales tax, accommodations tax, and city lodging tax.

Some may include other taxes, which can be added by clicking “Add Tax Fields.”

Room Rate (per night)*	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
79.99	5.25	2.14	1.99

(Amounts in USD) Add Tax Fields

Once the rate break down are entered, click "Save Itemization." Concur will save and break down the room rates:

Details		Itemizations			
Amount	\$357.48	Itemized	\$357.48	Remaining	\$0.00
<input type="button" value="Create Itemization"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Allocate"/>					
<input type="checkbox"/>	Date↑	Expense Type↓	Requested↓		
<input type="checkbox"/>	03/10/2024	Hotel	\$79.99	...	
<input type="checkbox"/>	03/10/2024	Hotel Tax	\$9.38	...	
<input type="checkbox"/>	03/11/2024	Hotel	\$79.99	...	
<input type="checkbox"/>	03/11/2024	Hotel Tax	\$9.38	...	
<input type="checkbox"/>	03/12/2024	Hotel	\$79.99	...	
<input type="checkbox"/>	03/12/2024	Hotel Tax	\$9.38	...	
<input type="checkbox"/>	03/13/2024	Hotel	\$79.99	...	
<input type="checkbox"/>	03/13/2024	Hotel Tax	\$9.38	...	

Double check the "Remaining" amount is zeroed out, if it is not, double check your rates. There is a chance rates differed from night to night.

Details		Itemizations			
Amount	\$357.48	Itemized	\$357.48	Remaining	\$0.00

If lodging rates are different, on the itemizations page select "Not the Same" and enter each nights rates.

Your hotel room rate was:

Date	Room Rate*	Room Tax	Tax 2	Tax 3
03/10/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/11/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/12/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
03/13/2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD) [Add Tax Fields](#)

Adding Personal Car Mileage:

If you took your personal vehicle, add “Personal Car Mileage.”

0 Available Expenses [+ Create New Expense](#)

Search for an expense type

- Other Employee Travel Expense Charged in Error
- Parking
- Personal Car Mileage**
- Personal Car Mileage Reduction
- Registration – Travel

and select Mileage Calculator

New Expense

[Details](#) [Itemizations](#)

[Mileage Calculator](#) [Allocate](#)

A map will appear, from here enter all locations (cities or exact addresses) driven to, whether it is K-State business or personal.

Avoid Tolls Avoid Highways

Waypoints

A Manhattan, KS, USA ×

B Lawrence, KS, USA ×

C

84.4 MI Personal

[Calculate Route](#) [Make Round Trip](#)

Selecting “Make Round Trip” will automatically finish your mileage back to the starting location:

Calculate Route **Make Round Trip**

Avoid Tolls Avoid Highways

Waypoints

A Manhattan, KS, USA x } 84.4 MI
 Personal

B Lawrence, KS, USA x } 547.2 MI
 Personal

C Chicago, IL, USA x } 628.2 MI
 Personal

D Manhattan, KS, USA x } 628.2 MI
 Personal

E

Calculate Route

If you are taking personal time and driving there, select the box next to “Personal” that corresponds to your personal time.

Waypoints

A Manhattan, KS, USA x } 84.4 MI
 Personal

B Lawrence, KS, USA x } **547.2 MI**
 Personal

C Chicago, IL, USA x } 628.2 MI
 Personal

D Manhattan, KS, USA x } 628.2 MI
 Personal

E

Calculate Route

Once your driving route have been completed, select “Add Mileage to Expense”:

Keyboard shortcuts | Map data ©2024 Google, INEGI | Terms of Use

Add Mileage to Expense Cancel

Concur will add/adjust the mileage accordingly.

Details | Itemizations | Show Receipt

Mileage Calculator | Allocate

Expense Type * | Transaction Date * | Additional Comments * Required field

Personal Car Mileage | 03/12/2024 | None Selected

Additional Information | From Location * | To Location * | Payment Type

Manhattan, KS, USA | Chicago, IL, USA | Out of Pocket

Distance * | Amount | Currency | Reimbursement Rates

713 | 467.02 | US, Dollar (USD) | USD 0.655 per mile

Comment | 0/500

Add any comments pertaining to the travel miles, such as: took personal vehicle to conference as it was cheaper than flights (provided documents of flights), personal time taken between these dates, other individuals rode with me (name the individuals and departments they belong to), etc.

IMPORTANT: Concur has experienced issues configuring mileage for long trips (nearing 1,000 miles total or above) as a single expense. Concur Support is actively looking for a solution. Until then, if you experience this issue, please break your trip up in multiple expense lines. Such as one expense is Point A to Point B, another expense is Point B to Point C, and so on and so forth until your return trip.

Claiming Only Fuel Expenses:

If you are not wanting to claim the full mileage amount and are only wanting to be reimbursed for fuel costs, you will need to add the personal car mileage and then add the expense “Personal Car Mileage Reduction.”

Add Expense | X

0 Available Expenses | Create New Expense

Search for an expense type

- Hotel
- Meal Per Diem Reduction
- Other Employee Travel Expense Charged in Error
- Parking
- Personal Car Mileage
- Personal Car Mileage Reduction**
- Registration – Travel

Add your transaction date and calculate the difference between the personal car mileage and your reimbursable amount. Add the difference between the two as a negative in the "Amount" field:

Expense Type *
Personal Car Mileage Reduction X v

Transaction Date * 03/12/2024 Additional Comments None Selected

Payment Type *
Out of Pocket v

Amount * (50.00) Currency * US, Dollar (USD) X v

Comment 0/500

Example:

Drove from Manhattan, KS to Lawerance, KS resulting in 169 miles round trip with an amount payable of \$110.70 determined by the Personal Car Mileage expense, but only paid \$50.00 for fuel.

$$110.70 - 50 = 60.70$$

In the "Amount" field enter -60.70 or (60.70)

Amount * -60.70 or Amount * (60.70)

Save Expense

Concur will update the line expense:

Personal Car Mileage Reduction	03/12/2024	(\$60.70)	(\$60.70)	...
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Deleting Expenses:

If you added expenses to your travel request that was not needed, please delete the expense.

To delete an expense line, select the line needing to be removed:

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑
<input checked="" type="checkbox"/>				Out of Pocket	Meal Per Diem Reduction
<input type="checkbox"/>				Out of Pocket	Meal Per Diem

And Delete:

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑
<input checked="" type="checkbox"/>				Out of Pocket	Meal Per Diem Reduction
<input type="checkbox"/>				Out of Pocket	Meal Per Diem

Taking a State Vehicle:

If you are taking a state vehicle, you will need to add the vehicle used as an expense.

Add expense “University Vehicle/Motorpool” and fill out the Vehicle Number (tag number) and the date:

Details Itemizations

* Required field

Expense Type *
University Vehicle/Motorpool X v

Additional Comments
None Selected v

Date *
MM/DD/YYYY 📅

Vehicle No: *
This field is missing required information.

Amount (must be equal to zero)
0.00

Currency *
US, Dollar (USD) X v