Creating an Expense Report Quick Reference Guide

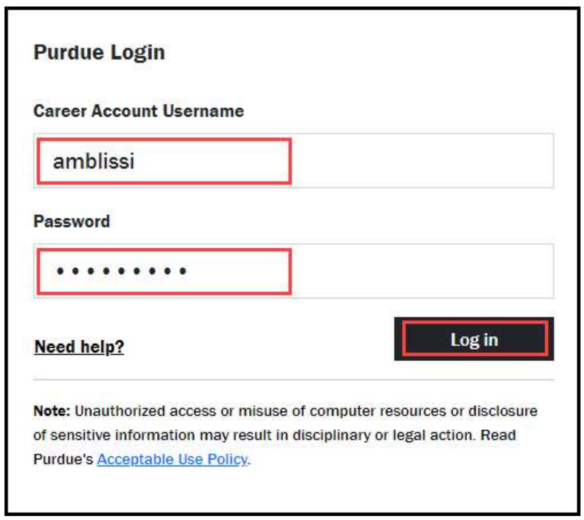
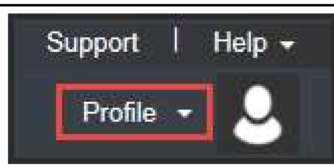
Last Updated: 07/2023

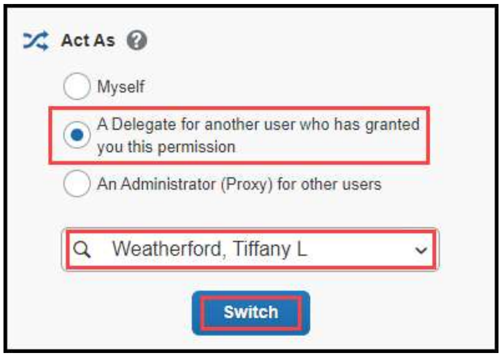
Expense reports can be created (and should be within 30 days) when the traveler returns from the business trip. Travelers should wait until all the Travel Card charges (associated with this trip) are listed in Concur (in the **Available Card Charges** or **Expense – View Transactions**. Charges are normally available within 6-10 business days) before submitting the expense report.

Resources: Current Travel Guidelines

Jump Links: Log in to Concur, Creating the Expense Report, Calculating Travel Allowance – Building an Itinerary, Calculating Travel Allowance – Importing Itinerary from Booked Flight, Expenses – Importing Travel Card Charges, Review and Edit Alerts – Travel Card Charges, ATM Cash Advance – Travel Card, Meal Expenses – Travel Card, Add Expense, Personal Car Mileage, Hotel, Fixed Meal Expense, Personal Expense, Reduction to Expenses, Receipts, Allocations, Review Report Details, Submit Expense Report, Report Approvals

Log In To Concur

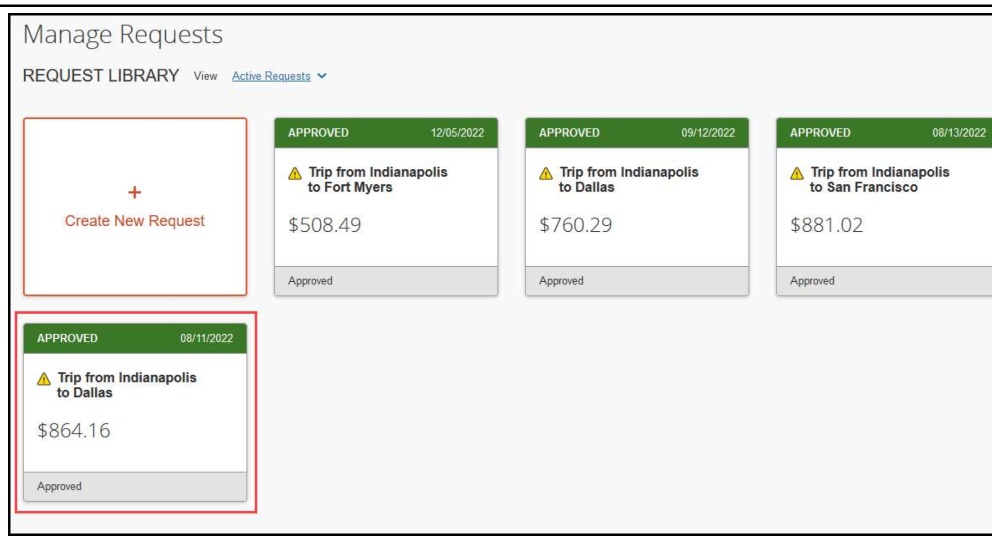
Go to the **OneCampus Portal**. Choose **Travel System (Concur)** to log in to Concur. Log in using your **Purdue Career Account Username** and **Password**. Click **Log in**.	**http://one.purdue.edu/**  
If creating on behalf of another traveler, click **Profile**.	

Under **Act As,** select **A Delegate for another user who has granted you this permission**, then select username by searching or by entering a name. Click **Switch**.	

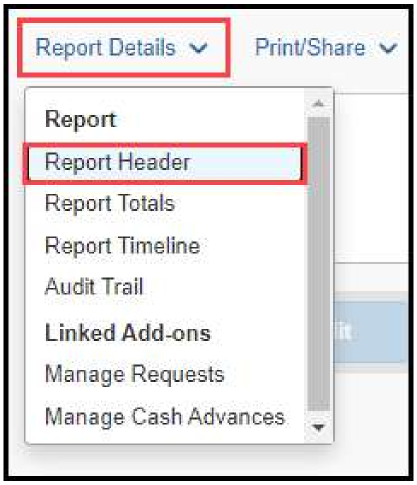
Creating an Expense Report

An Expense Report can be created directly from a Travel Request or by starting a blank report if no Travel Request was submitted prior to travel.

From a Travel Request

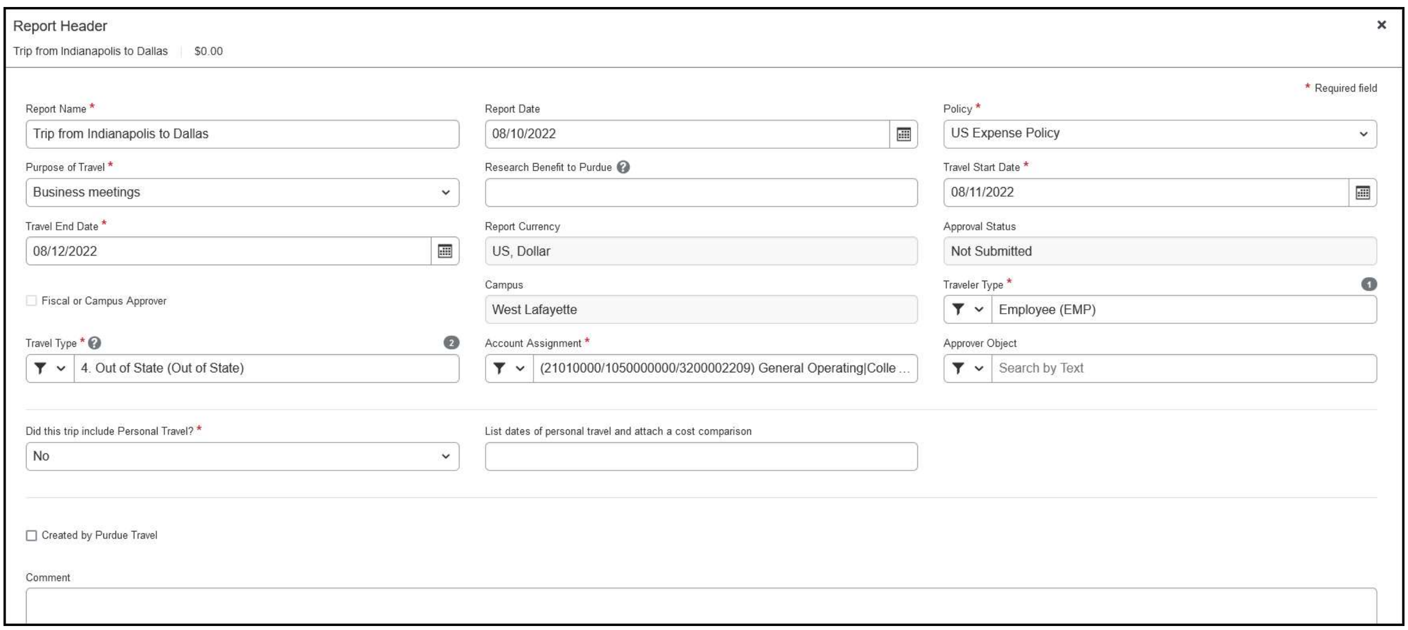
Click **Requests**.	
Find associated travel request from list and click to select.	
Click **Create Expense Report**.	

Click **Report Details,** then click **Report Header**.



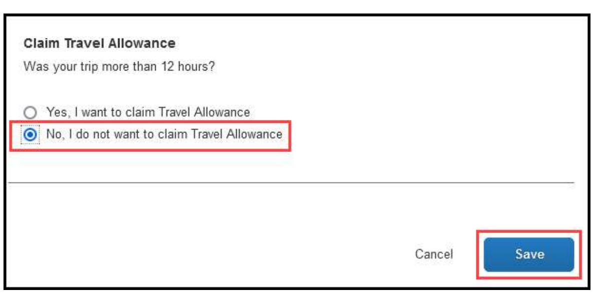
Information from the Travel Request Header is transferred to the **Expense Report Header**.

- ✓ Verify the **Report Header** information is still correct. Make changes if necessary.
- ✓ Add any needed travel details, including business purpose, in the **Comment** box. Comments from Travel Request do not pass through to Expense Report.



Click the **No, I do not want to claim Travel Allowance** radio button if travel did not exceed 12 hours or you <u>do</u> <u>not</u> want to claim travel allowance.

Click **Save**.



Click **Yes, I want to claim Travel Allowance** if travel exceeded 12 hours and you want to claim travel allowance.

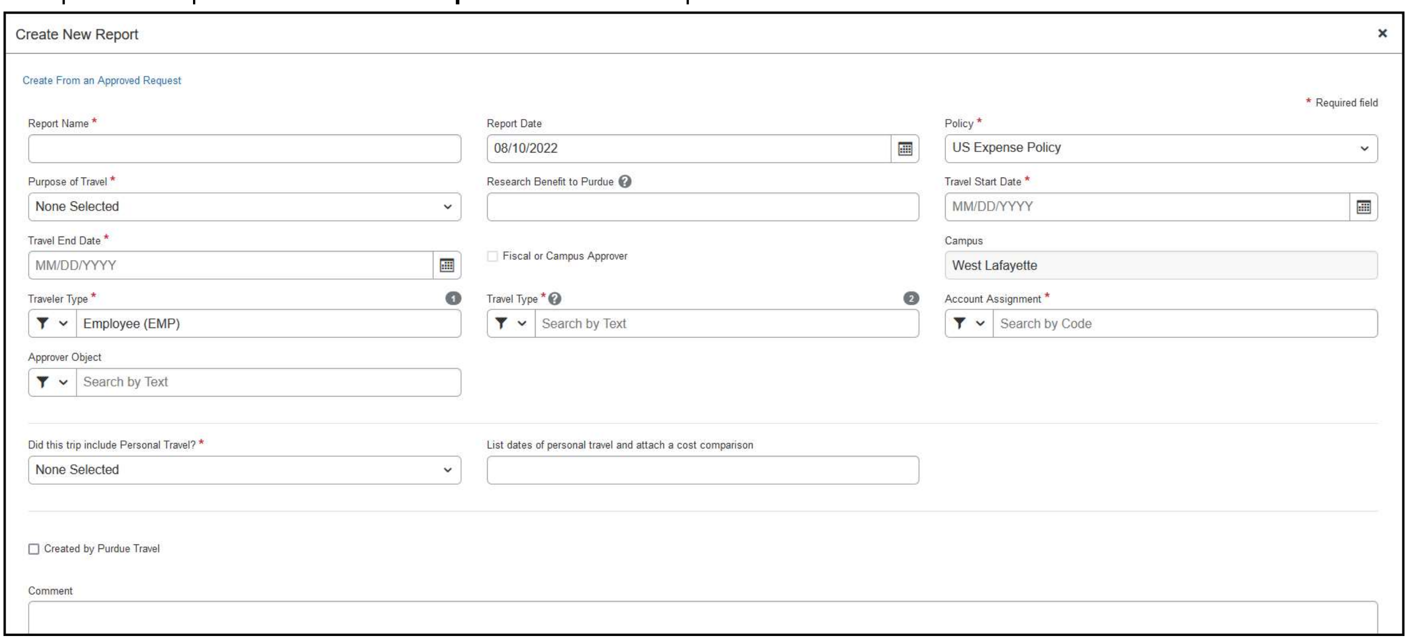
Click **Save**.

Blank Report – No Travel Request

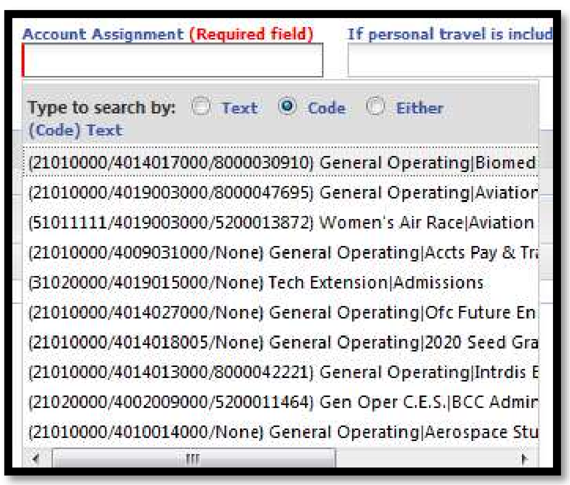
Click **Expense**.

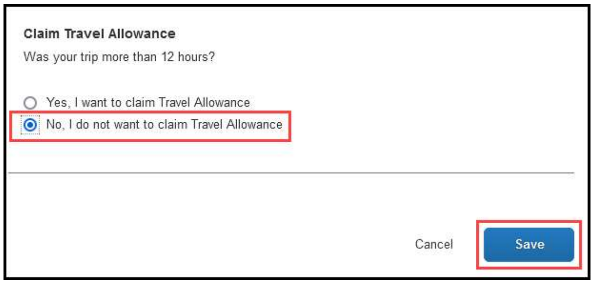
Click **Create New Report**.

Complete all required fields on the **Report Header**. All required fields are noted with a red asterisk.



Report Name	Use the naming convention supplied by the business office. (40 character max).
Report Date	Automatically set to current date.
Policy	Defaults to **US Expense Policy**.
Purpose of Travel	Select best option from down-down menu. <u>NOTE</u>: When option related to research is selected, the business purpose is required in the **Comment** box.

Research Benefit to Purdue	NOTE: When option related to research is selected, the benefit of research is required in the **Research Benefit to Purdue** box.
Travel Start Date	Type date or choose from calendar.
Travel End Date	Type date or choose from calendar.
Traveler Type	Select **Employee (EMP)**.
Travel Type	Select One: In State, International, International - Under Warning, Out of State. NOTE: If travel type is International or International – Under Warning, list all cities and countries that will be visited in the **Comment** box. For a list of countries with travel warnings, visit the Department of State website at: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. Risk Management provides insurance for all international travel.
Account Assignment	Click in the **Account Assignment** text box. The **CODE** radio button is selected by default. • Type an asterisk (*), followed by the account number. Or Search by **TEXT:** • Change the radio button to **TEXT** and type an asterisk (*) followed by the account name.  NOTE: Use the primary and most restrictive account assignment. If all accounts are equally restrictive, list the account that is paying for the majority.
Personal Travel	List any dates to be used as personal time. NOTE: If the personal time exceeds 3 days, the following applies:

	Domestic Travel – Airfare reimbursement is capped at $400. International Travel – Must submit a [Cost Comparison]().
Comment	Enter any comments relevant to this request. NOTE: When **Purpose of Travel** is related to research, the business purpose is required in the **Comment** box.
Claim Travel Allowance	Select **Yes** or **No**.
Click the **No, I do not want to claim Travel Allowance** radio button if travel did not exceed 12 hours or you do not want to claim travel allowance. Click **Save**.	
Click **Yes, I want to claim Travel Allowance** if travel exceeded 12 hours and you want to claim travel allowance. Click **Save**.	

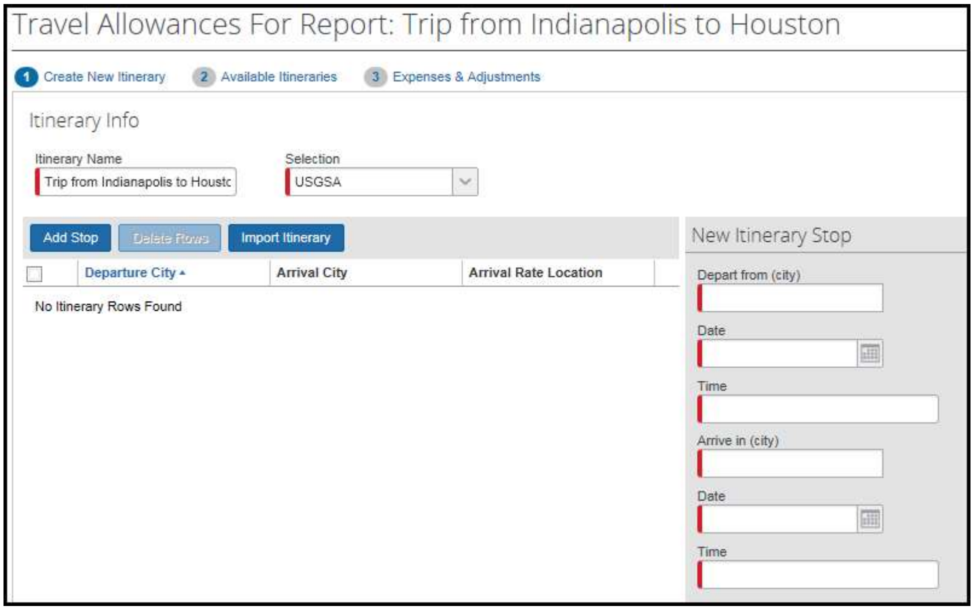
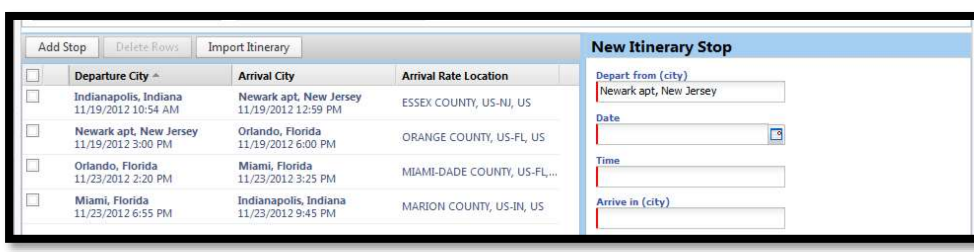
Calculating Travel Allowance (Subsistence) – Building an Itinerary

The **Travel Allowances for Report**, when completed, calculates subsistence for the travel event. Travel Allowance is based on location of University business. Travel status must be 12 or more hours to request subsistence. Review [Travel Webpage – Subsistence]() for more information.

At minimum, two **New Itinerary Stops** must be created.

If subsistence is limited (below the CONUS rates) click **Cancel**. Enter the limited amount by following the [Fixed Meal Expense]() instructions in this document.

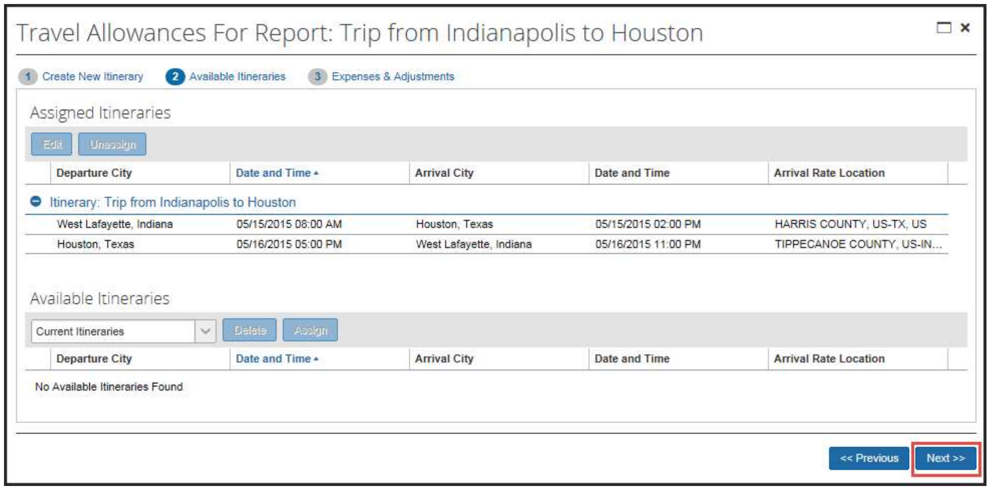
Click **Travel Allowance**, then click **Manage Travel Allowance**.	
Click **Create New Itinerary**.	

For all travel that does not include a flight, or for travel with air tickets where the destination is not the place of business, the itinerary must be built. Complete: • **Departure from (city)** • **Date** of departure • **Time** of departure • **Arrive in (city)** • **Date** of arrival • **Time** of arrival <u>NOTE</u>: Layovers are not to be included as itinerary stops	
Click **Save** and repeat above steps for return travel.	
The two lines itinerary stops displayed to the right indicate subsistence will be calculated according to CONUS rates for Houston, Texas for the dates entered.	
Example of Itinerary that includes multiple business locations for subsistence:	
Click **Next>>**.	

The **Assigned Itinerary** is displayed.

Click **Next>>**.

***If changes are required, click the displayed Itinerary and select **Edit**.*



Indicate the meals that were provided while traveling by selecting the appropriate checkboxes.

If personal travel was included, click the check box next to the date to **Exclude** travel allowance for entire day.

<u>NOTE</u>**:** Travel Allowance is automatically calculated at 75% for the first and last day of travel.

Click **Create Expenses**.

Travel Allowance is imported to Expense Report as **Fixed Meals.**

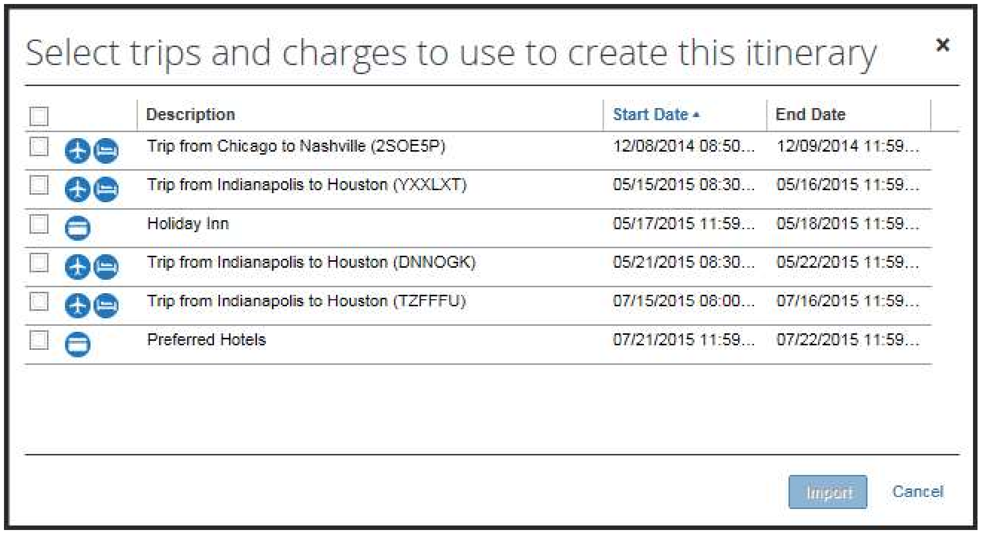
Calculating Travel Allowance (Subsistence) – Importing Itinerary from Booked Flight

For travel that includes a booked flight in Concur, the itinerary can be imported. (Assuming the business location is part of the flight itinerary.)

Click **Import Itinerary**.

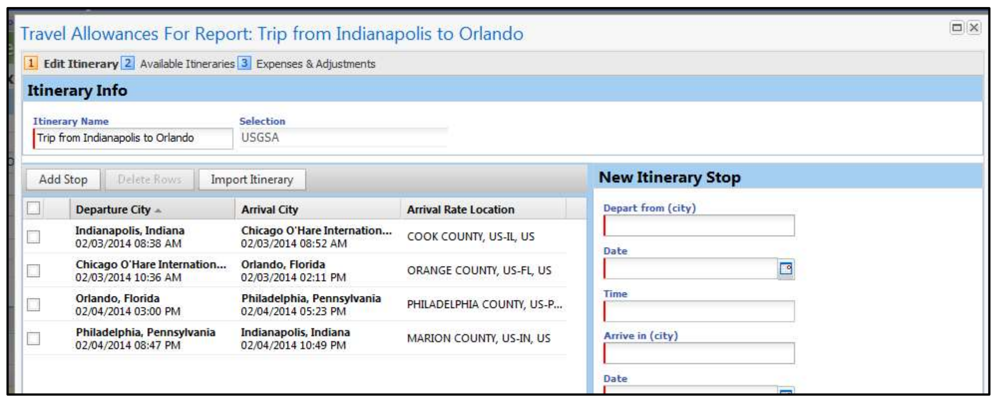
Choose the **Description** and **Dates** that match the trip for which you are preparing an expense report.

Click **Import**.



Review imported itinerary, and edit/delete/add appropriate itinerary stops, as needed.

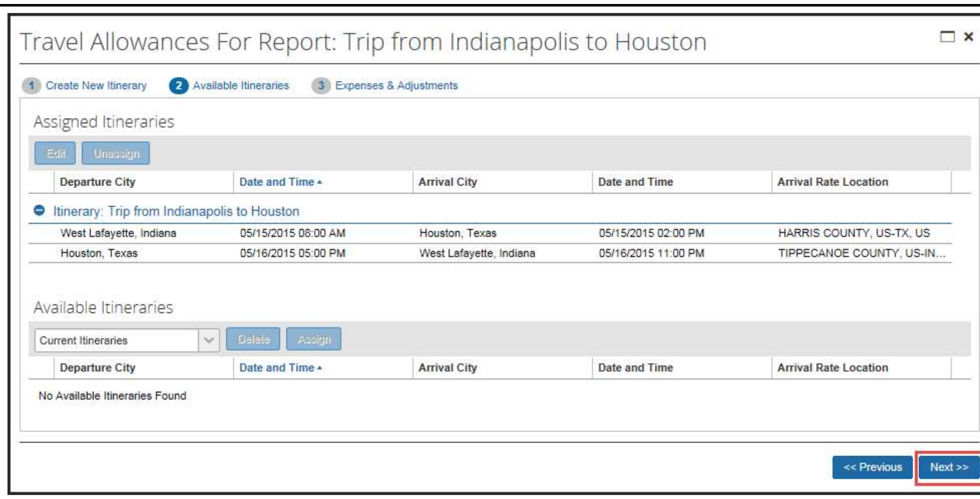
Click **Next**.



The **Assigned Itinerary** is displayed.

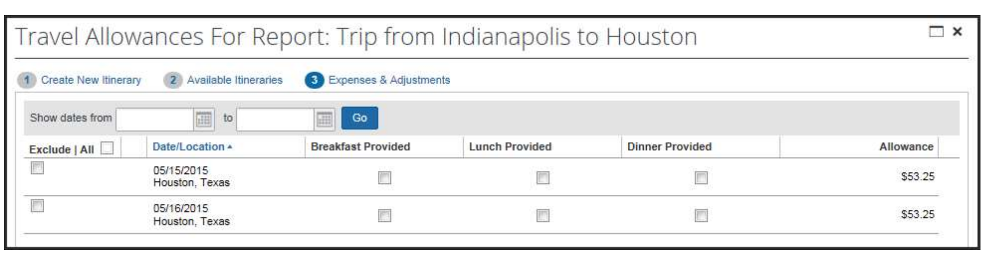
Click **Next>>**.

If changes are required, click the displayed Itinerary and select* ***Edit*.*

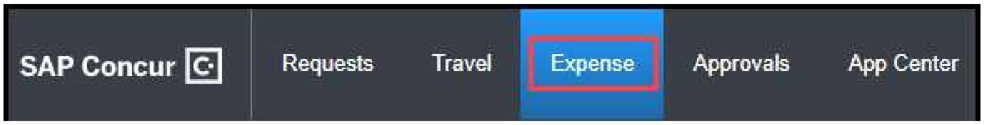
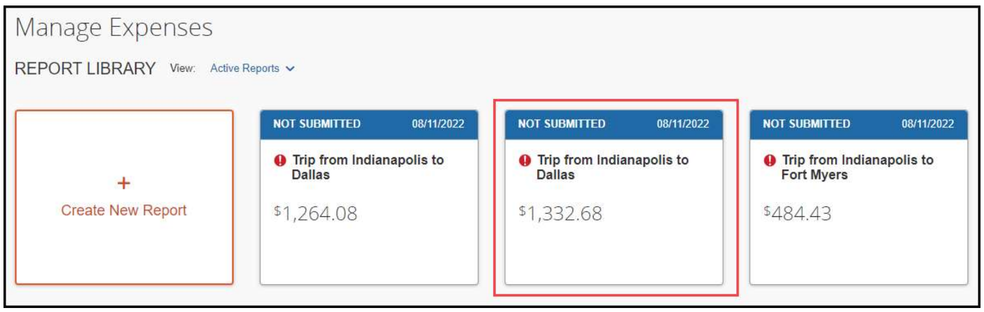


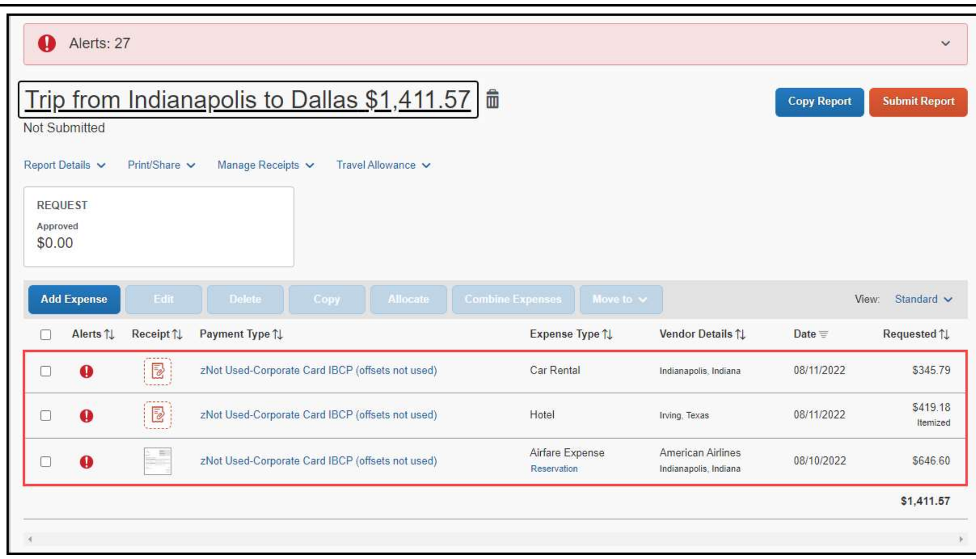
Indicate the meals that were provided while traveling by selecting the appropriate checkboxes.

If personal travel was included, click the check box next to the date to **Exclude** travel allowance for entire day.



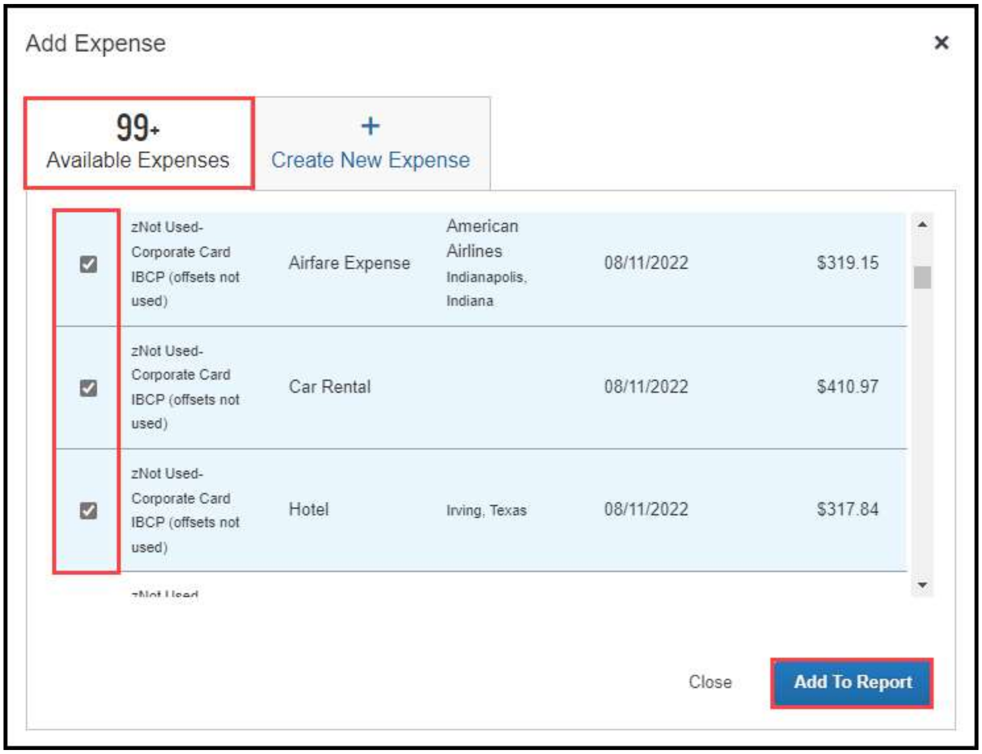
<table>
<tr><td><u>NOTE</u>: Travel Allowance is automatically calculated at 75% for the first and last day of travel.</td><td></td></tr>
<tr><td>Click Create Expenses.

Travel Allowance is imported to Expense Report as Fixed Meals.</td><td>
</td></tr>
<tr><th colspan="2">Expenses – Importing Travel Card Charges</th></tr>
<tr><td>Click Expense.</td><td>
</td></tr>
<tr><td>Find associated Expense from list and click to select.</td><td>
</td></tr>
<tr><td>The Expense Report will open.

Expenses (charges made to the Travel Visa Card) are automatically imported into the expense report, when applicable. These charges usually match the booked segments in the travel request.</td><td>
</td></tr>
<tr><td>For travel card charges that were not automatically imported, click Add Expense.</td><td>
</td></tr>
</table>

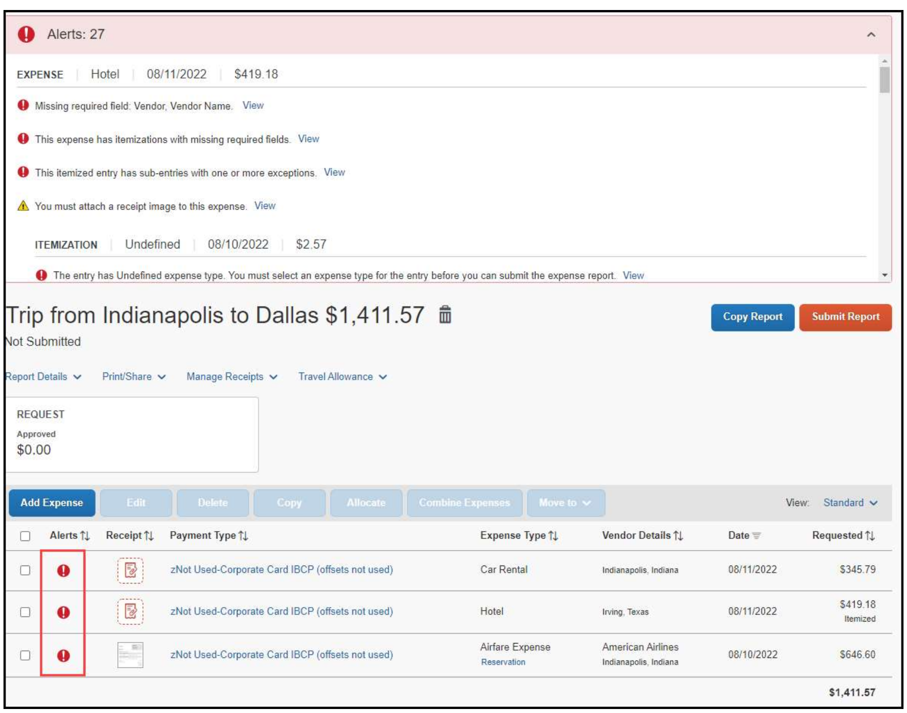
From the **Available Expenses** tab, scroll and select (by marking the checkbox) the charges to be assigned to this report.

Click **Add to Report**.



Review and Edit Alerts – Travel Card Charges

Items that are missing information or that require additional information will be marked with a red exception icon. Click the icon to view what additional information is needed.



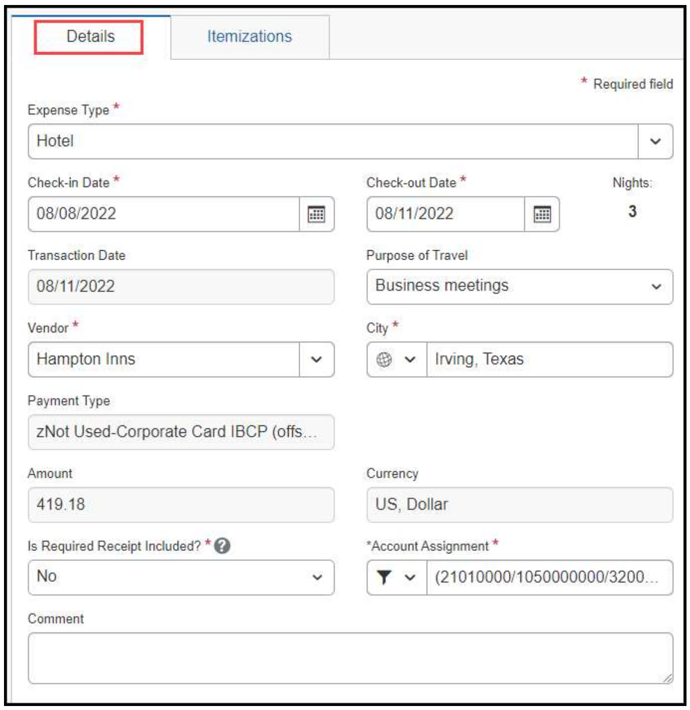
NOTE: Expenses listed as **Undefined** must have an expense type assigned.

To open details of an expense, click the **View** button under **Alerts**, and the details will open.

Complete all required fields on the on the **Details** tab. All required fields are noted with a red asterisk.

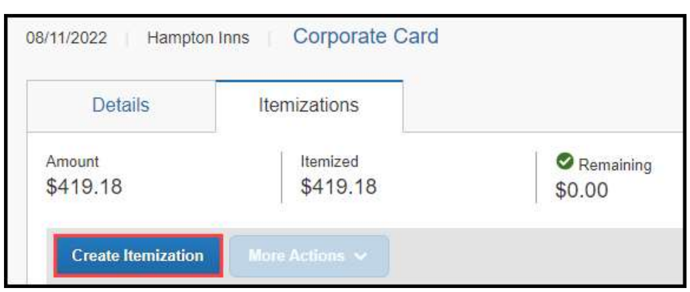
Helpful Hints:

- **Airline** – requires "Class of Service" to be completed.
- **Car Rental** – requires "Class of Service" to be completed.
- **Hotel** – vendor name may not be included, and needs completed. Select "Other" if the name is not included in the drop-down list.



Review **Hotel Expense itemization**, if applicable.

If the hotel charge was not imported itemized, click the hotel expense to see the details on the right and select **Create Itemization**.



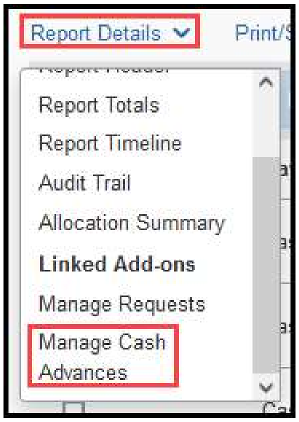
ATM Cash Advance – Travel Card

There are two methods for reconciling ATM Cash Advances, (1) Itemizing or (2) Marking as Personal Expense.

1. Itemize ATM Cash Advance

Click **Report Details**.

Click **Manage Cash Advances**.



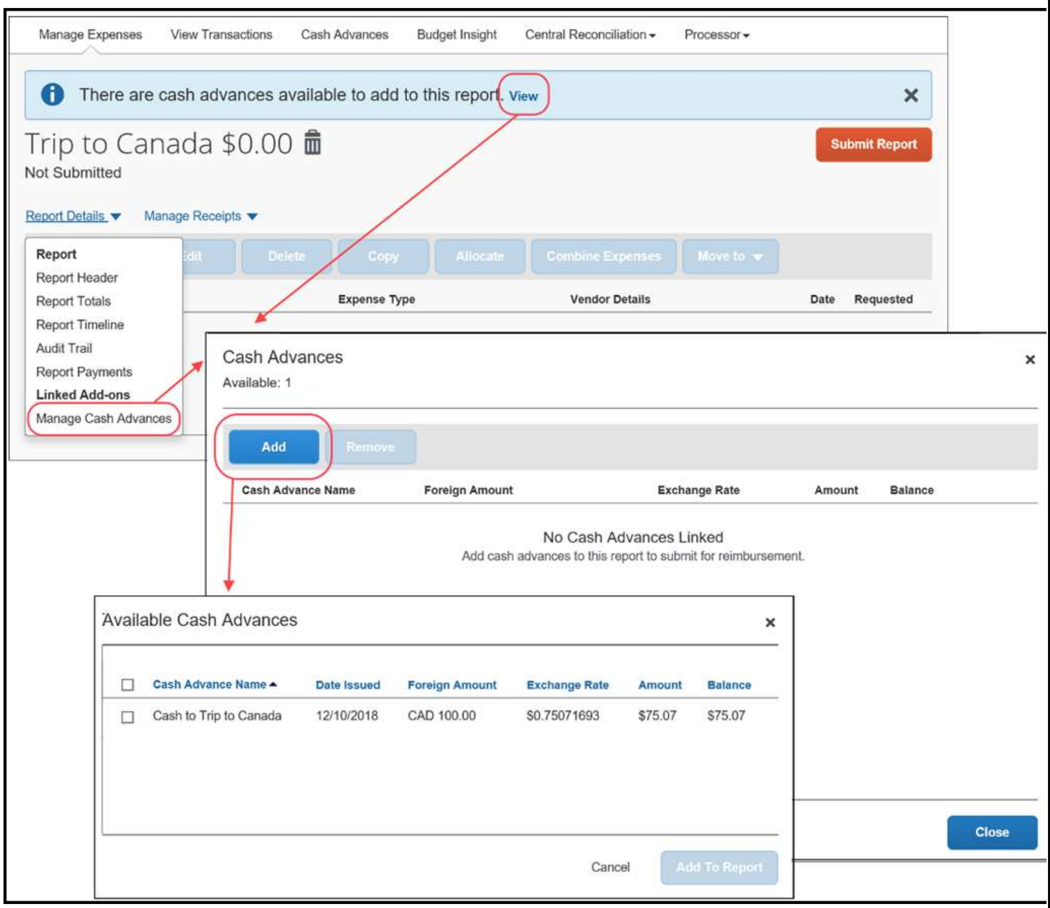
The Cash Advances page appears.

Either:

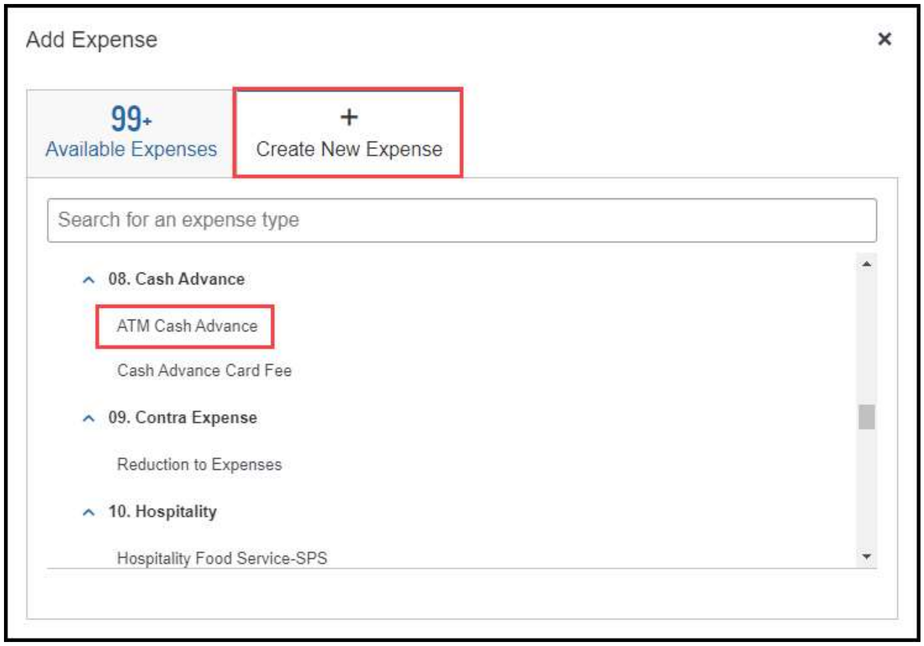
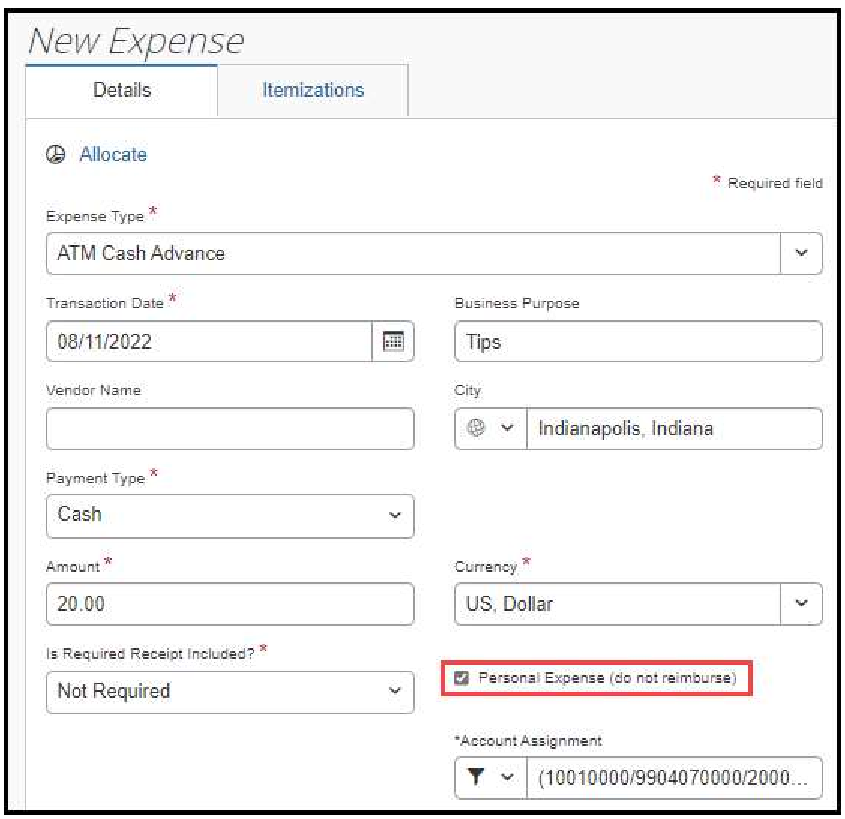
1. Use a cash advance that appears on the page.

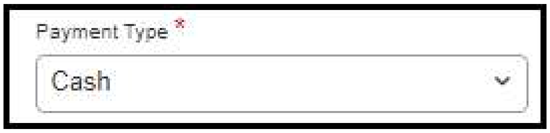
   Or

2. Click **Add**. The **Available Cash Advances** page appears.
   - Select the desired cash advance.
   - Click **Add to Report**.



2. Mark ATM Cash Advance as Personal Expense

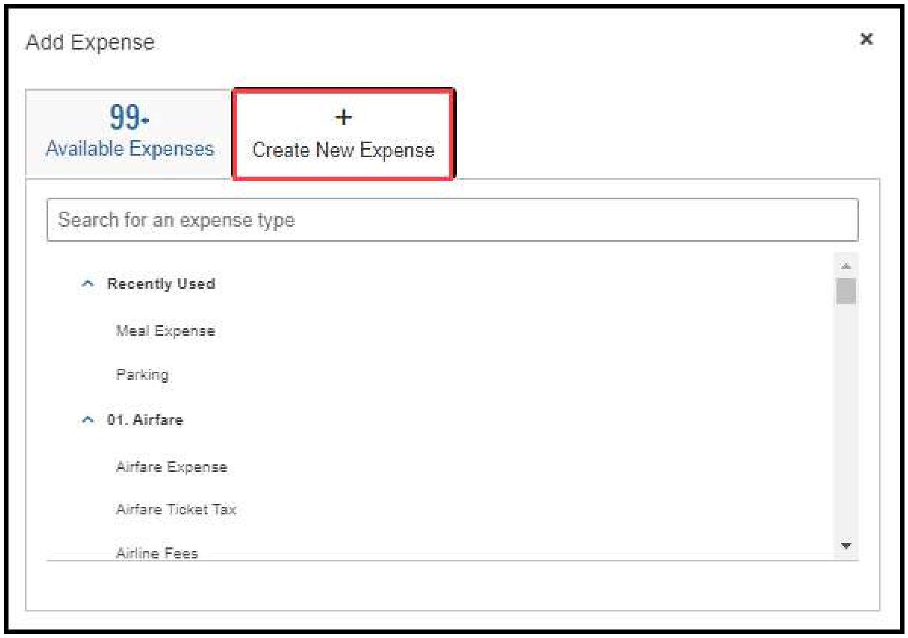
<table>
<tr><td>Click Add Expense.</td><td>
</td></tr>
<tr><td>From the Create New Expense tab, click ATM Cash Advance.</td><td>
</td></tr>
<tr><td>Click the Personal Expense checkbox.</td><td>
</td></tr>
</table>

Click **Save Expense**.	
Follow the [New Expenses]() instructions to create expenses for the items for which the case was used. The **Payment Type** for these expenses should be **Cash**.	
Meal Expenses – Travel Card	
Travelers can use the Travel Card to purchase meals, in order to reduce out-of-pocket expenses. Meal expenses are marked personal, since "fixed meals" display the daily fixed amount. Review [Subsistence]() for more information.	
Click the **Meal Expense** from the report.	
Enter expense details and check mark **the Personal Expense** box.	
Click **Save Expense**.	
Add Expense	
For charges made outside the system or not associated with the Travel Card, click **Add Expense**.	

Click the **Create New Expense** tab.

Select **Expense Type** by scrolling through list, or type in **Search** box.

Click expense type to select.

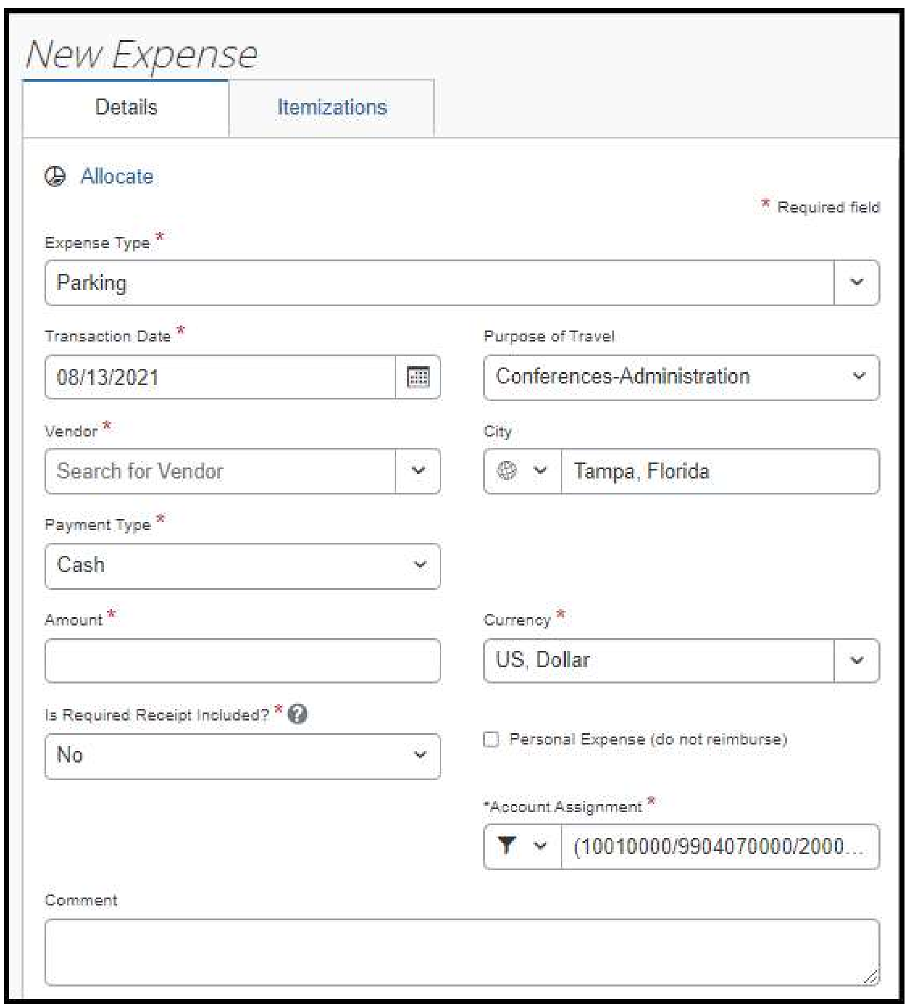


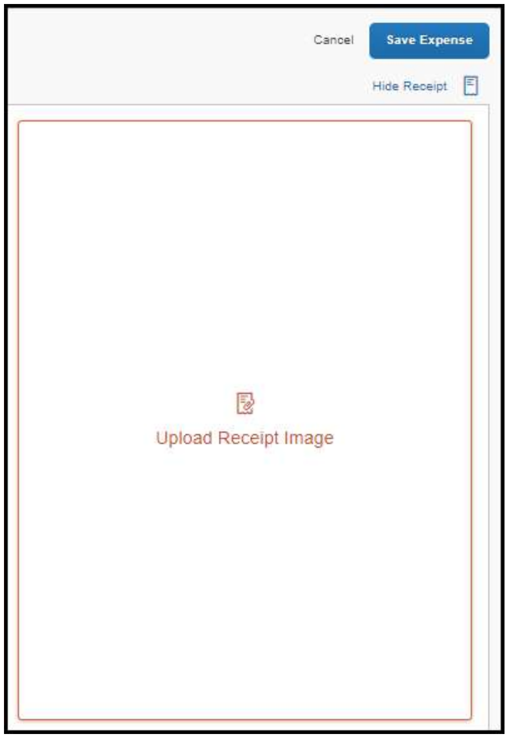
Payment Type defaults to **Cash**, indicating the traveler used their personal funds to pay for this expense.

Select **Company Paid**, if a departmental card was used.

Type explanation in **Comment** box, if applicable

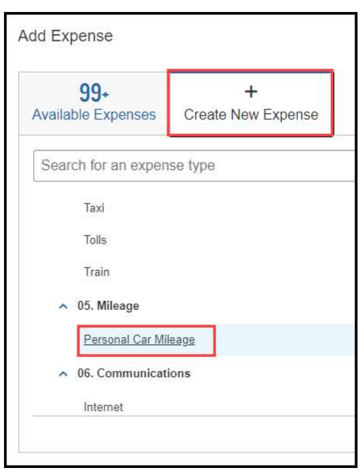
<u>NOTE</u>: Shuttle/Taxi/Subway - require a comment concerning to/from destinations.



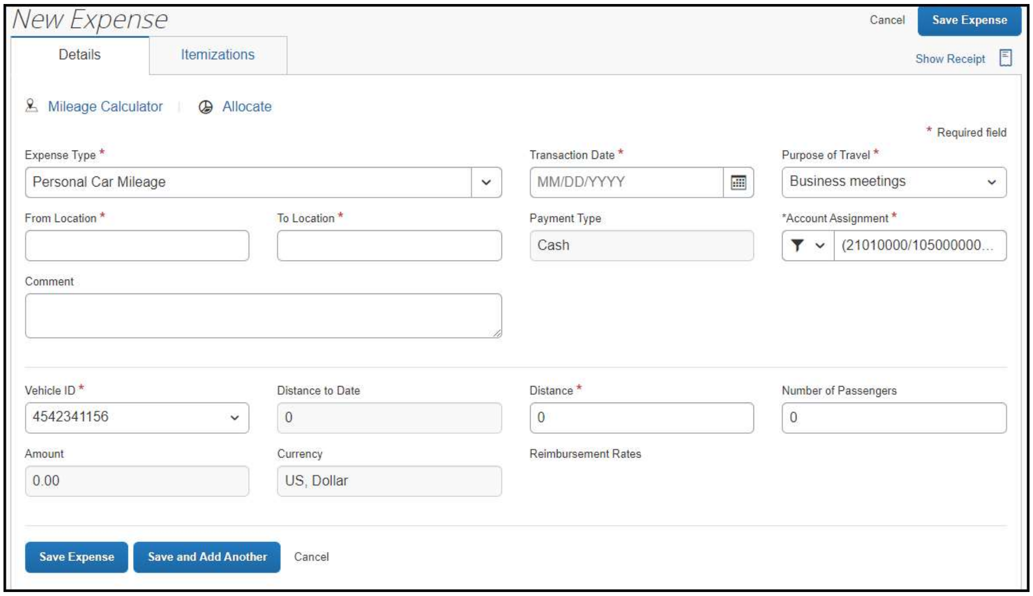
Select **Upload Receipt Image** to attach required receipt, if applicable. Click to view detailed [Receipt Requirement](#) information.	
Click **Save Expense**.	

Personal Car Mileage

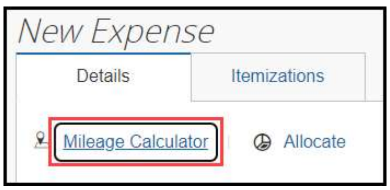
If traveler drove to several locations, they may have more than one **Personal Car Mileage Expense**. Create mileage for all stops to ensure the most accurate mileage reimbursement.



Enter **Transaction Date** and **Purpose of Travel**.



Click **Mileage Calculator**.

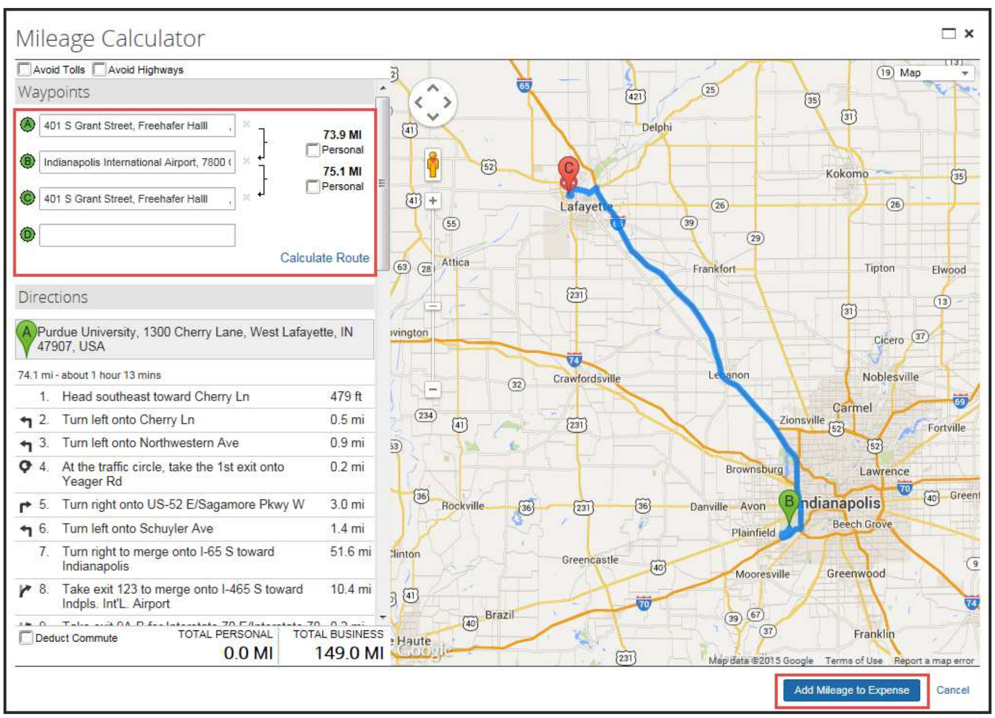


Type addresses for A, B and/or C **Waypoints**.

Select **Make Round Trip**, if applicable.

Choose **Suggested Route** under **Directions**.

Click **Add Mileage to Expense**.

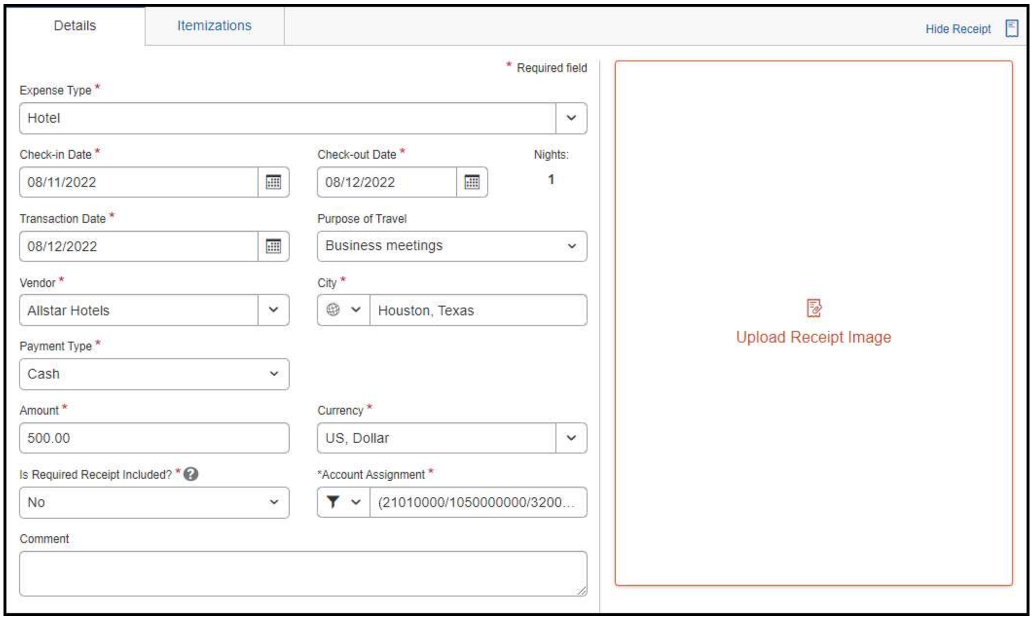
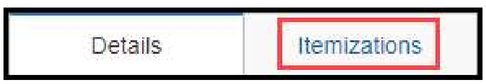
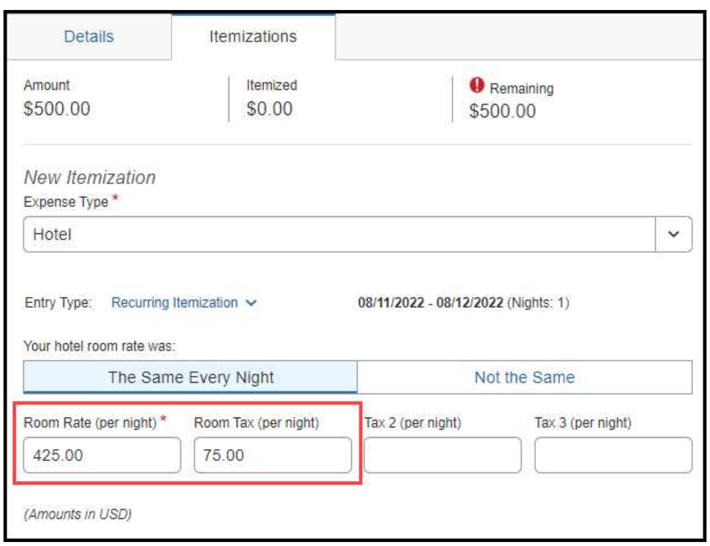


Click **Save Expense**.

Repeat above steps for each leg to be reimbursed.

<table>
<tr><th colspan="2">Hotel</th></tr>
<tr><td>Enter required fields.

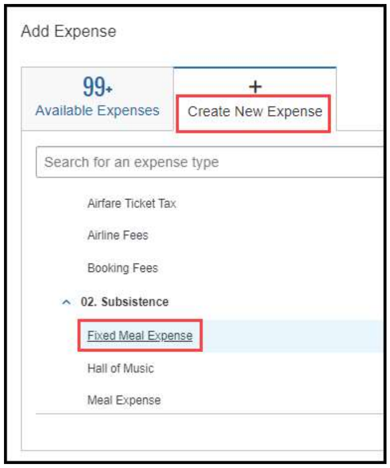
Payment Type defaults to Cash.

Select Upload Receipt Image to attach the required scanned hotel receipt.</td><td>
</td></tr>
<tr><td>Select Itemizations.</td><td>
</td></tr>
<tr><td>Click Create Itemization.</td><td>
</td></tr>
<tr><td>Complete all required fields.</td><td>
</td></tr>
<tr><td>Click Save Itemizations.</td><td>
</td></tr>
<tr><th colspan="2">Fixed Meal Expense</th></tr>
</table>

Fixed Meal Expense can be used when the daily fixed meal amount is less than the Conus rates calculated through the Travel Allowance.

Click **Create New Expense**.

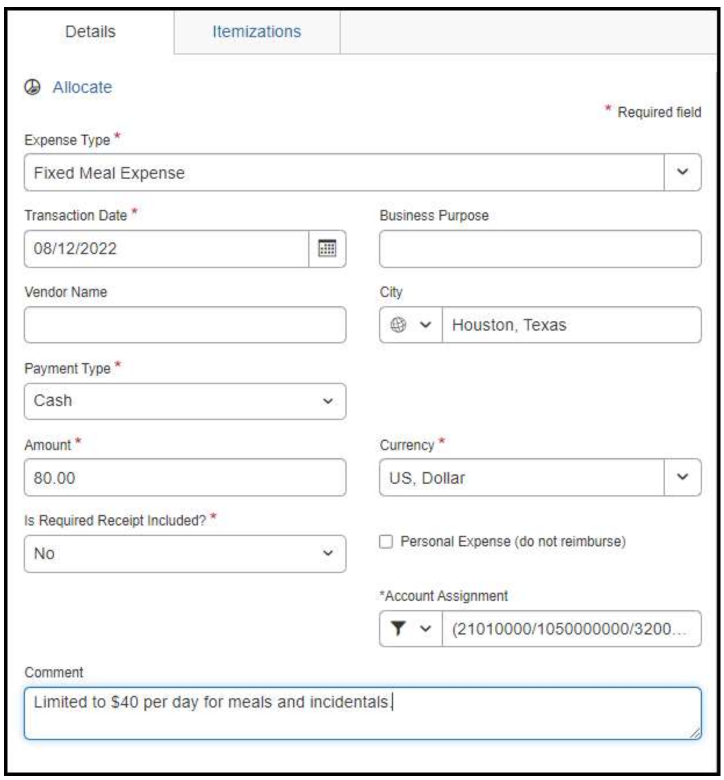
Click **Fixed Meal Expense**.



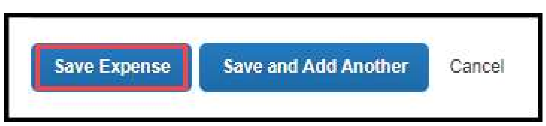
Complete all required fields.

Type **Comment** explaining limited fixed meal amount (indicating how many days per amount.)

Review Meals for more information.



Click **Save Expense**.



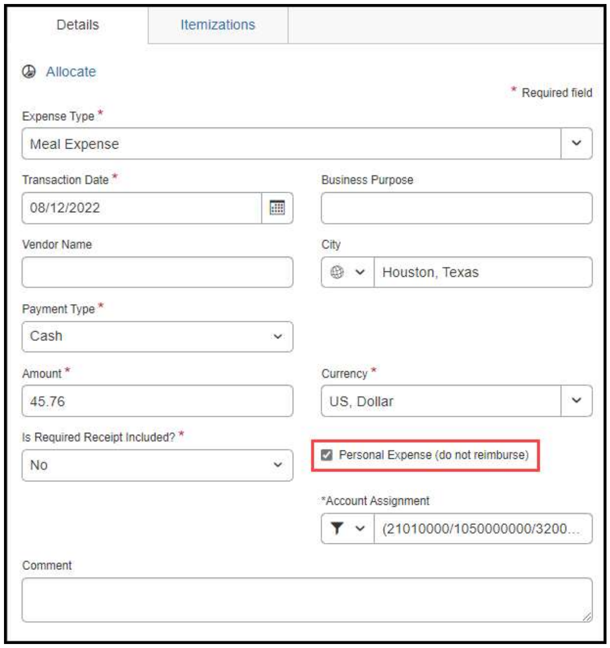
Personal Expense

Any expense charged to the Travel Card that was incurred as a personal expense, must be identified as such.

If the overall Expense Report must be reduced, the [Reduction to Expenses](#) may be used.

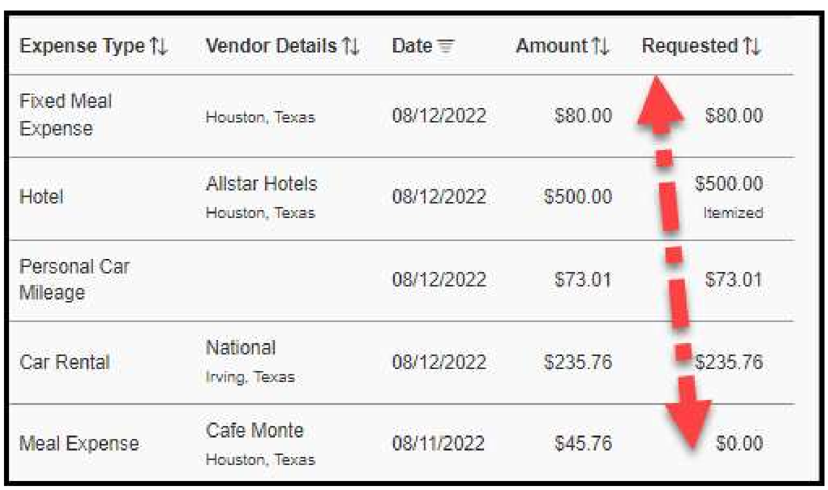
Click **Personal Expense (do not reimburse)** check box to mark charge as personal, when reviewing expense detail.

This reduces the reimbursement amount to employee by the total amount of personal expenses.



Click **Save Expense**.

NOTE: Meal expenses must be marked as personal. Purdue University pays per diem (Travel Allowance or "fixed meals") and does not reimburse individual meal expenses.

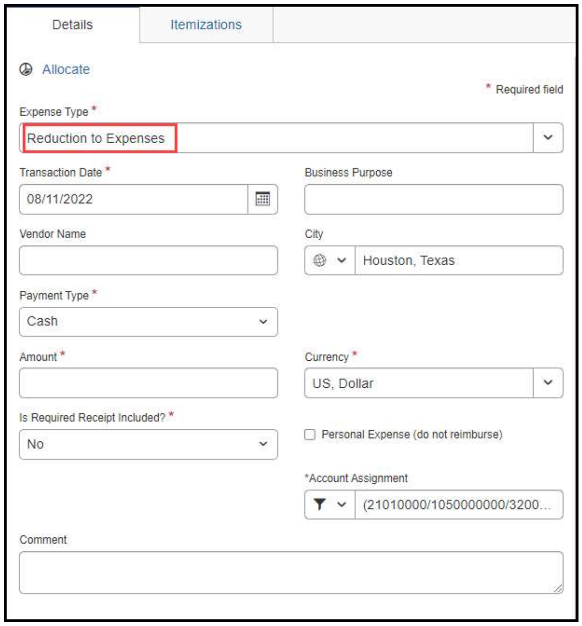
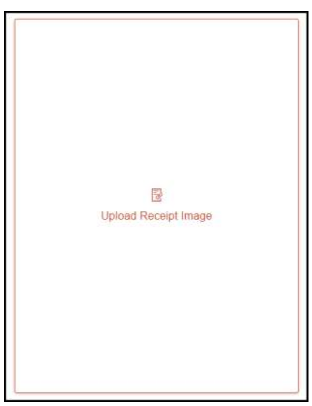


Expense Type	Vendor Details	Date	Amount	Requested
Fixed Meal Expense	Houston, Texas	08/12/2022	$80.00	$80.00
Hotel	Allstar Hotels Houston, Texas	08/12/2022	$500.00	$500.00 Itemized
Personal Car Mileage		08/12/2022	$73.01	$73.01
Car Rental	National Irving, Texas	08/12/2022	$235.76	$235.76
Meal Expense	Cafe Monte Houston, Texas	08/11/2022	$45.76	$0.00

Reduction to Expenses

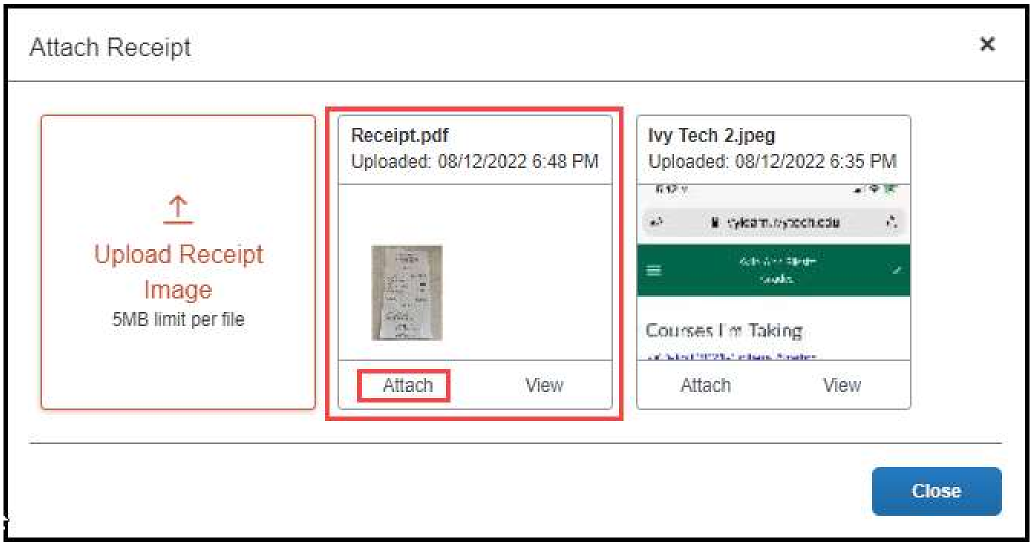
<table>
<tr><td>To create a reduction, select Reduction to Expenses to reduce the total expense report by a specific amount. This reduces the Amount and the Requested columns.

Type the amount as a negative number.

Add Comment explaining reduction</td><td>
</td></tr>
<tr><td>Click Save Expense.</td><td>
</td></tr>
<tr><td colspan="2">Receipts</td></tr>
<tr><td colspan="2">Receipts are required for all expenses totaling $75.00 or more, and all lodging, airfare, and hospitality expenses.</td></tr>
<tr><td>Click expense to view details and click Upload Receipt Image, so it is matched with the expense type.</td><td>
</td></tr>
</table>

Browse to find your receipt or attach an image from the **Receipt Store**.

Click **Attach**.



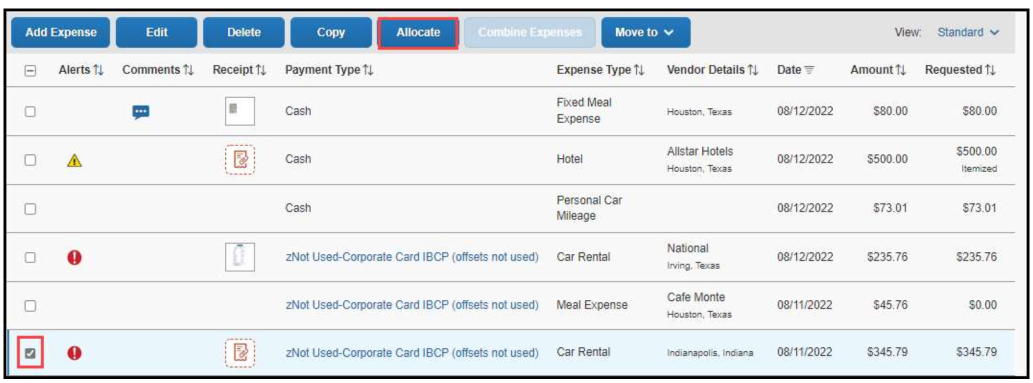
Allocations

Expenses must be allocated prior to submitting the expense report. All funding sources must be listed in the allocations screen.

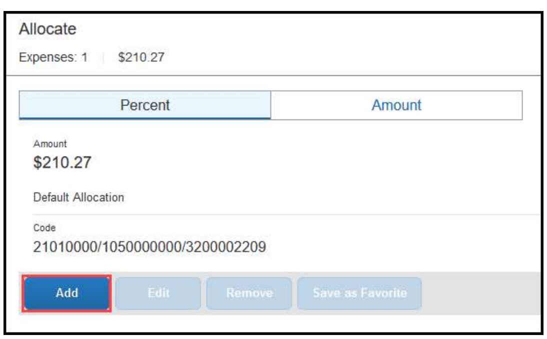
Assign Allocations

If different sources for funding are being used for each expense, allocate each expense individually.

Select expense and click **Allocate**.

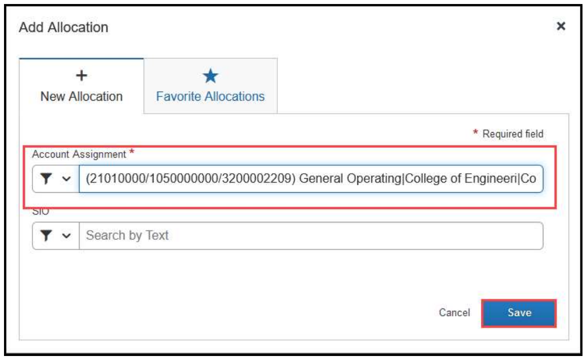


If allocating all expenses to one account, click the **Add** button.



Select the **Account Assignment**.

Click **Save**.



If multiple accounts are paying for trip expenses, click **Percent** or **Amount**.

Click **Add**.

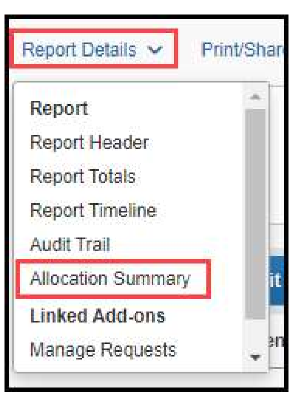
Enter corresponding account assignment information.

Click **Save**.

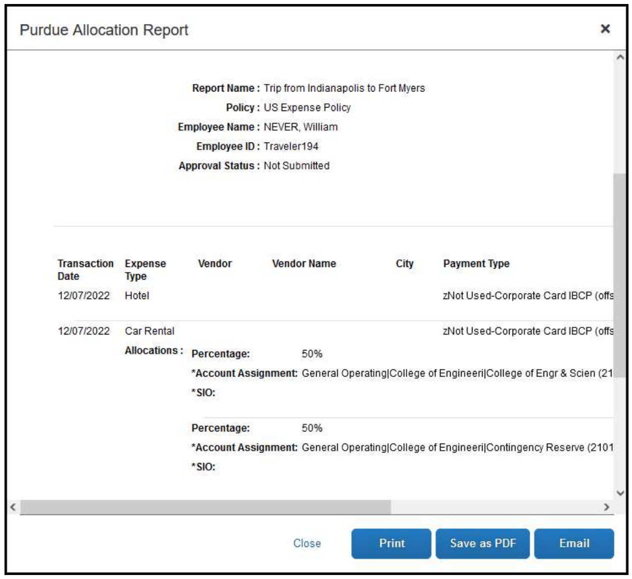
Click the **Allocated** button to review the totals for 100% allocation.

Review Allocation Summary

To view Allocation totals, under **Details** click **Allocations**.



The **Allocation Summary** is displayed.

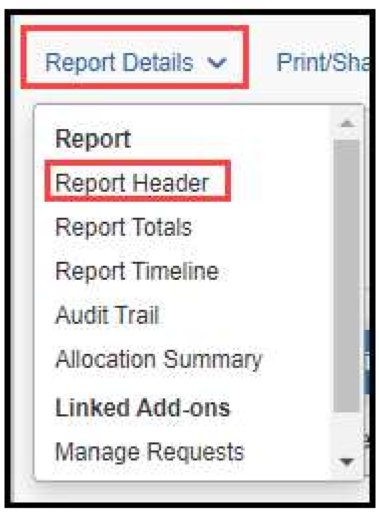


Review Report Details

Review report to ensure that all exceptions have been cleared and that all expenses have been accounted for in the detail.

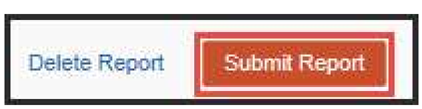
Select **Report Header** from the **Report Details** button to review/edit Report Header information. Add comments, if applicable.

Select **Report Totals** from the **Details** button to review **Amount due Employee a**nd other Disbursement detail.

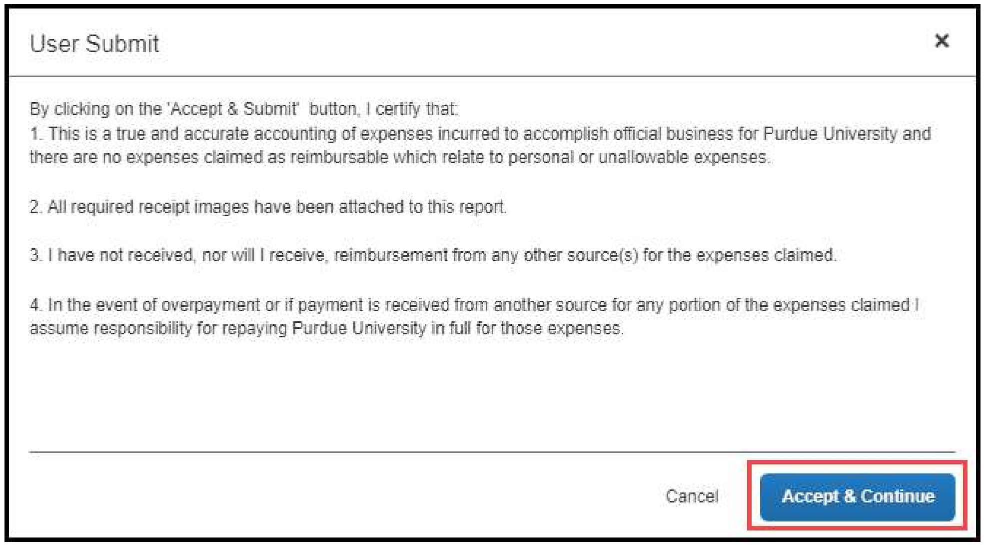


Submit Expense Report

Once the expense report is complete, click **Submit Report**.

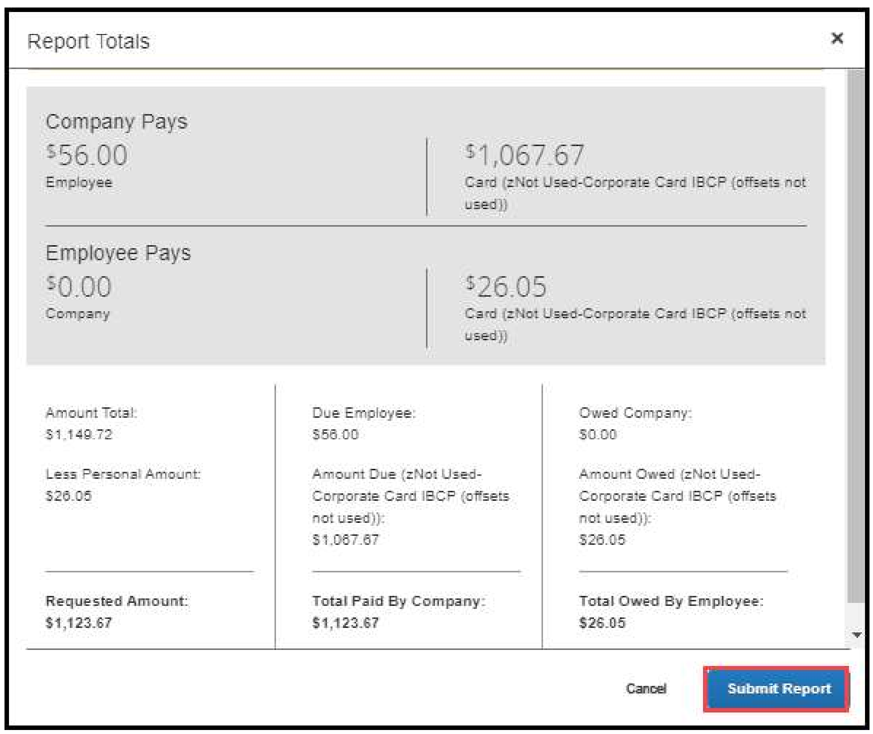


Click **Accept & Submit**.

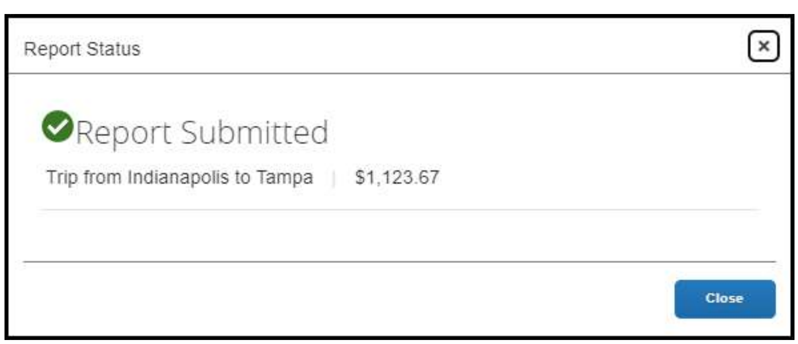


Report Totals are displayed, after **Accept & Submit** is clicked.

Click **Submit Report**.



A confirmation that the report has been submitted is displayed.



If the expense report is completed by delegate on behalf of a traveler, click **Notify Employee**.

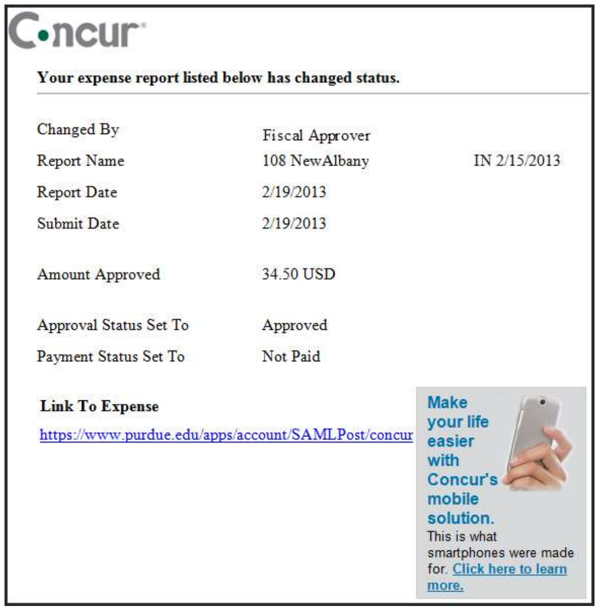
An e-mail is sent immediately to the employee.

<u>NOTE</u>: The traveler must submit his/her own original Expense Report.

Report Approvals

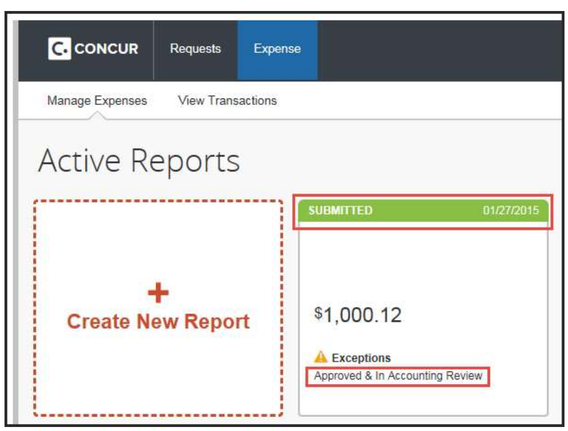
The traveler and their delegates receive several "changed status" e-mails:

- **Fiscal Approval Approved**
- **In Accounting Review** (Central Travel Office Approval)
- **Expense Report is Extracted** (Approved and being prepared for disbursements – payment status is set to "Paid")



Expense report statuses are updated within the **Expense** tab.

Submitted reports will contain a description of where the report is awaiting approval.



Active Reports appear by default. To view other reports, select **Active** Reports from the Expense tab.