

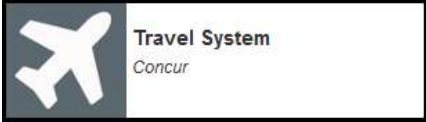
Creating an Expense Report Quick Reference Guide

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/  Purdue Login Career Account Username amblissi Password Need help? Log in Note: Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's Acceptable Use Policy.
If creating on behalf of another traveler, click Profile.	Support Help ▾ 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**.

Act As ?

☐ Myself

☒ A Delegate for another user who has granted you this permission

☐ An Administrator (Proxy) for other users

Q Weatherford, Tiffany L

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

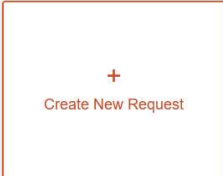
Click **Requests**.

SAP Concur  **Requests** Travel Expense Approvals Reporting ▾ App Center

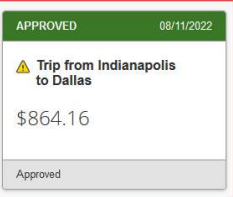
Find associated travel request from list and click to select.

Manage Requests

REQUEST LIBRARY View [Active Requests](#) ▾



APPROVED	12/05/2022	APPROVED	09/12/2022	APPROVED	08/13/2022
	Trip from Indianapolis to Fort Myers		Trip from Indianapolis to Dallas		Trip from Indianapolis to San Francisco
	\$508.49		\$760.29		\$881.02
Approved		Approved		Approved	



Click **Create Expense Report**.

View: [Active Reports](#) ▾ 

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



The screenshot shows a dropdown menu titled 'Report Details' with a downward arrow. The menu is open, displaying a list of options. The option 'Report Header' is highlighted with a red rectangular box. Other visible options include 'Report Totals', 'Report Timeline', 'Audit Trail', 'Linked Add-ons', 'Manage Requests', and 'Manage Cash Advances'. To the right of the dropdown, there is a 'Print/Share' button with a downward arrow.

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.

Report Header

Trip from Indianapolis to Dallas

\$0.00

Report Name *

Trip from Indianapolis to Dallas

Report Date

08/10/2022

Policy *

US Expense Policy

Purpose of Travel *

Business meetings

Research Benefit to Purdue ?

Travel Start Date *

08/11/2022

Travel End Date *

08/12/2022

Report Currency

US, Dollar

Approval Status

Not Submitted

☐ Fiscal or Campus Approver

Campus

West Lafayette

Traveler Type *

Employee (EMP)

Travel Type ?

4. Out of State (Out of State)

Account Assignment *

(21010000/1050000000/3200002209) General Operating/Colle ...

Approver Object

Search by Text

Did this trip include Personal Travel? *

No

List dates of personal travel and attach a cost comparison

☐ Created by Purdue Travel

Comment

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**.

Claim Travel Allowance

Was your trip more than 12 hours?

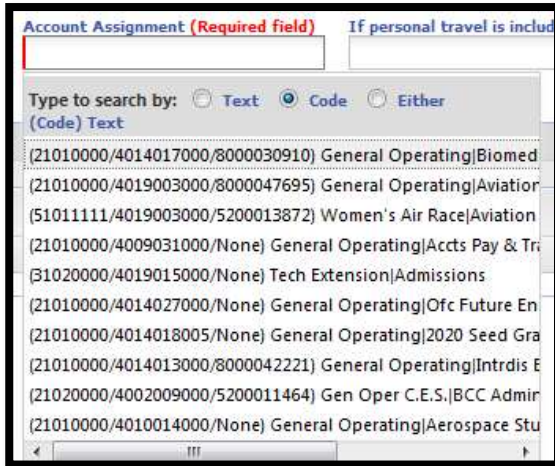
☐ Yes, I want to claim Travel Allowance

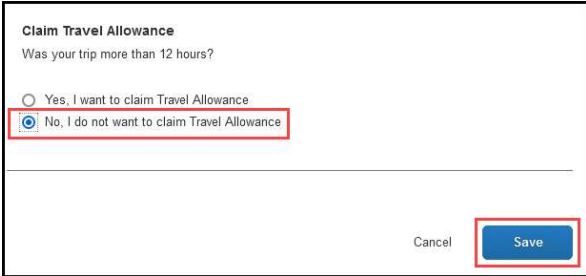
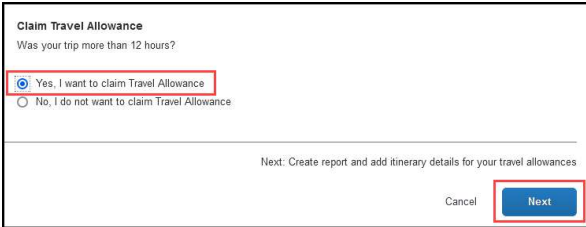
☒ No, I do not want to claim Travel Allowance

Cancel

Save

Click Yes, I want to claim Travel Allowance if travel exceeded 12 hours and you want to claim travel allowance. Click Save.	Claim Travel Allowance Was your trip more than 12 hours? ☒ Yes, I want to claim Travel Allowance ☐ No, I do not want to claim Travel Allowance Next: Create report and add itinerary details for your travel allowances Cancel Next
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.	
Create New Report Create From an Approved Request Report Name * Report Date Policy * Purpose of Travel * Travel End Date * Traveler Type * Approver Object Did this trip include Personal Travel? * Research Benefit to Purdue ? ☐ Fiscal or Campus Approver Travel Start Date * Campus Travel Type * Account Assignment * MM/DD/YYYY West Lafayette Search by Text Search by Code List dates of personal travel and attach a cost comparison Created by Purdue Travel Comment	
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. NOTE: When option related to research is selected, the business purpose is required in the Comment box.

Research Benefit to Purdue	<u>NOTE:</u> 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. <u>NOTE:</u> 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.  <u>NOTE:</u> 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. <u>NOTE:</u> If the personal time exceeds 3 days, the following applies:

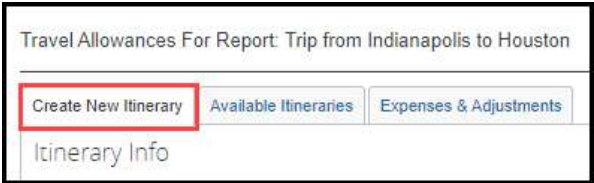
	Domestic Travel – Airfare reimbursement is capped at \$400. International Travel – Must submit a Cost Comparison .
Comment	Enter any comments relevant to this request. NOTE: When Purpose of Travel is related to research, the business purpose is required in the Comment box.
Claim Travel Allowance	Select 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 <u>do 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 .	

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

NOTE: Layovers are not to be included as itinerary stops

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip from Indianapolis to Houston
Selection: USGSA

Add Stop Delete Rows Import Itinerary

☐ Departure City * Arrival City Arrival Rate Location

No Itinerary Rows Found

New Itinerary Stop

Depart from (city)

Date

Time

Arrive in (city)

Date

Time

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.

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip from Indianapolis to Houston
Selection: USGSA

Add Stop Delete Rows Import Itinerary

☐	Departure City *	Arrival City	Arrival Rate Location
☐	West Lafayette, Indiana 05/15/2015 08:00 AM	Houston, Texas 05/15/2015 02:00 PM	HARRIS COUNTY, US-TX,...
☐	Houston, Texas 05/16/2015 05:00 PM	West Lafayette, Indiana 05/16/2015 11:00 PM	TIPPECANOE COUNTY, U...

New Itinerary Stop

Depart from (city)

West Lafayette, Indiana

Date

Example of Itinerary that includes multiple business locations for subsistence:

Add Stop	Delete Rows	Import Itinerary	New Itinerary Stop	
☐			Depart from (city)	Newark apt, New Jersey
☐			Date	
☐			Time	
☐			Arrive in (city)	

☐	Departure City *	Arrival City	Arrival Rate Location
☐	Indianapolis, Indiana 11/19/2012 10:54 AM	Newark apt, New Jersey 11/19/2012 12:59 PM	ESSEX COUNTY, US-NJ, US
☐	Newark apt, New Jersey 11/19/2012 3:00 PM	Orlando, Florida 11/19/2012 6:00 PM	ORANGE COUNTY, US-FL, US
☐	Orlando, Florida 11/23/2012 2:20 PM	Miami, Florida 11/23/2012 3:25 PM	MIAMI-DADE COUNTY, US-FL,...
☐	Miami, Florida 11/23/2012 6:55 PM	Indianapolis, Indiana 11/23/2012 9:45 PM	MARION COUNTY, US-IN, US

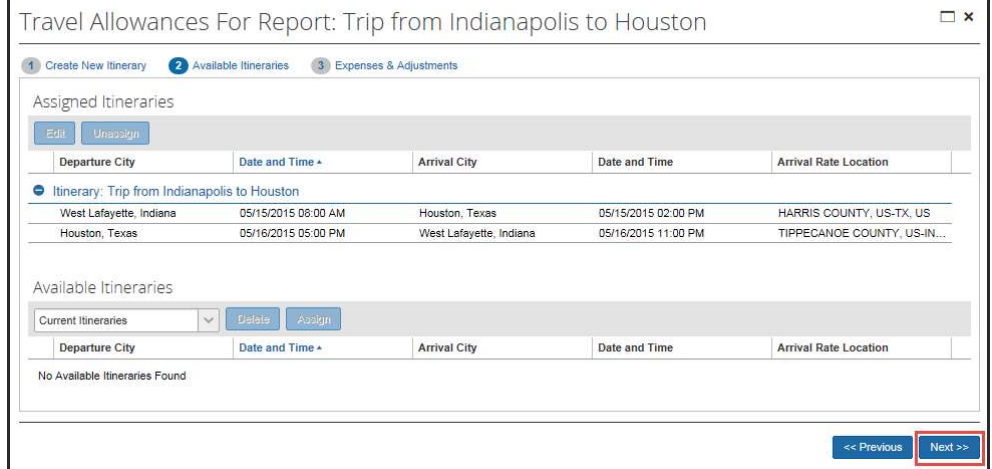
Click **Next>>**.



The **Assigned Itinerary** is displayed.

Click **Next>>**.

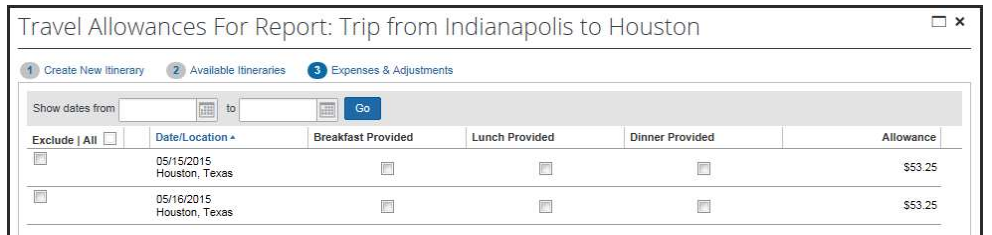
****If changes are required, click the displayed Itinerary and select *Edit*.**



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.

NOTE: Travel Allowance is automatically calculated at 75% for the first and last day of travel.



Click **Create Expenses**.

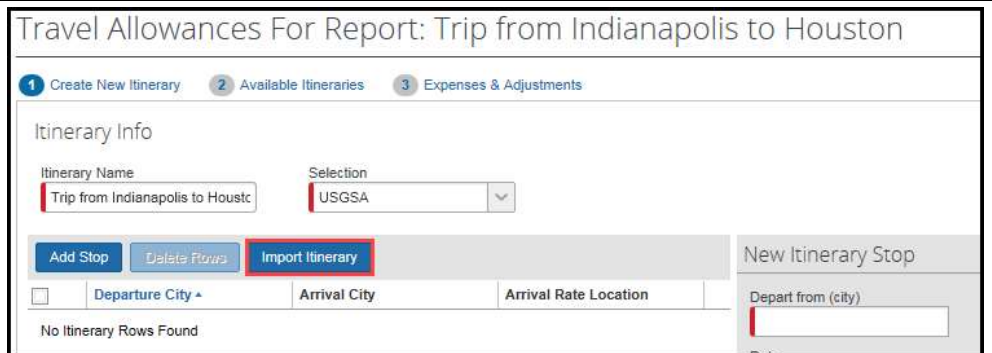
Travel Allowance is imported to Expense Report as **Fixed Meals**.



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**.

Select trips and charges to use to create this itinerary

☐	Description	Start Date	End Date
☐	 Trip from Chicago to Nashville (2SOE5P)	12/08/2014 08:50...	12/09/2014 11:59...
☐	 Trip from Indianapolis to Houston (YXXLXT)	05/15/2015 08:30...	05/16/2015 11:59...
☐	 Holiday Inn	05/17/2015 11:59...	05/18/2015 11:59...
☐	 Trip from Indianapolis to Houston (DNNOGK)	05/21/2015 08:30...	05/22/2015 11:59...
☐	 Trip from Indianapolis to Houston (TZFFFU)	07/15/2015 08:00...	07/16/2015 11:59...
☐	 Preferred Hotels	07/21/2015 11:59...	07/22/2015 11:59...

Import **Cancel**

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

Click **Next**.

Travel Allowances For Report: Trip from Indianapolis to Orlando

Itinerary Info

Itinerary Name: Trip from Indianapolis to Orlando Selection: USGSA

Itinerary Stops

☐	Departure City	Arrival City	Arrival Rate Location
☐	Indianapolis, Indiana 02/03/2014 08:38 AM	Chicago O'Hare International... 02/03/2014 08:52 AM	COOK COUNTY, US-IL, US
☐	Chicago O'Hare International... 02/03/2014 10:36 AM	Orlando, Florida 02/03/2014 02:11 PM	ORANGE COUNTY, US-FL, US
☐	Orlando, Florida 02/04/2014 03:00 PM	Philadelphia, Pennsylvania 02/04/2014 05:23 PM	PHILADELPHIA COUNTY, US-P...
☐	Philadelphia, Pennsylvania 02/04/2014 08:47 PM	Indianapolis, Indiana 02/04/2014 10:49 PM	MARION COUNTY, US-IN, US

New Itinerary Stop

Depart from (city):

Date:

Time:

Arrive in (city):

Date:

The **Assigned Itinerary** is displayed.

Click **Next>>**.

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

Travel Allowances For Report: Trip from Indianapolis to Houston

Assigned Itineraries

Itinerary: Trip from Indianapolis to Houston

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
West Lafayette, Indiana	05/15/2015 08:00 AM	Houston, Texas	05/15/2015 02:00 PM	HARRIS COUNTY, US-TX, US
Houston, Texas	05/16/2015 05:00 PM	West Lafayette, Indiana	05/16/2015 11:00 PM	TIPPECANOE COUNTY, US-IN...

Available Itineraries

Current Itineraries: **Delete** **Assign**

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous **Next >>**

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

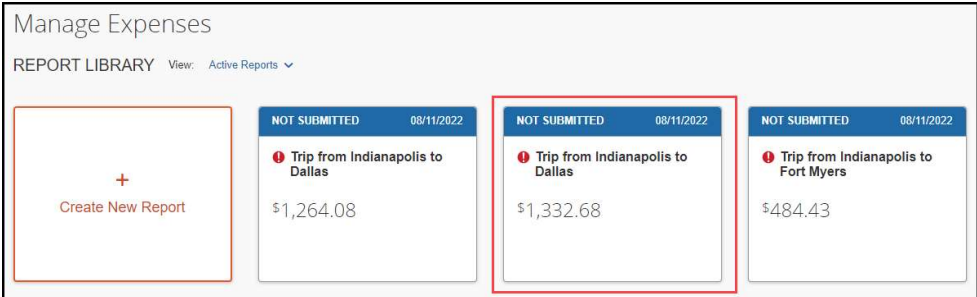
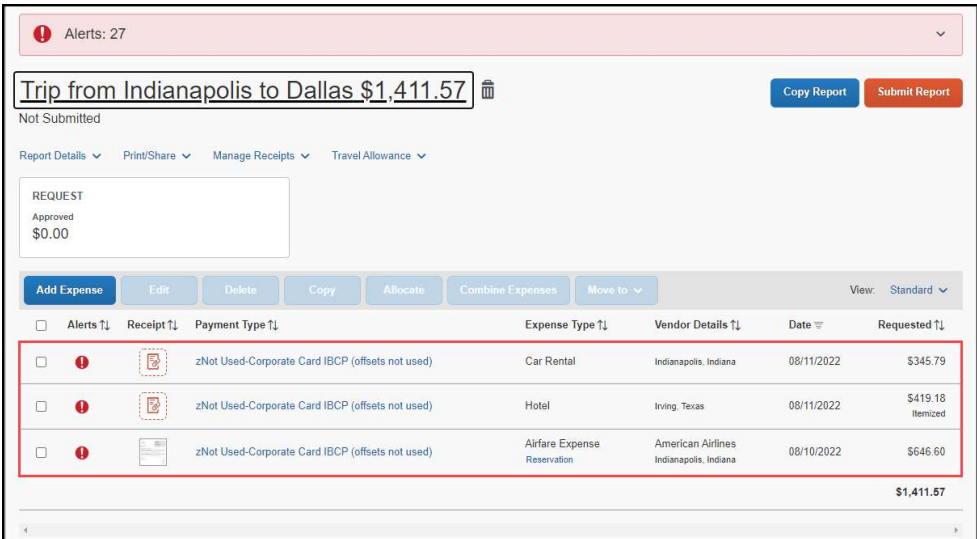
If personal travel was included, click the check box next to the date to **Exclude** travel allowance for entire day.

Travel Allowances For Report: Trip from Indianapolis to Houston

Expenses & Adjustments

Show dates from to **Go**

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐	05/15/2015 Houston, Texas	☐	☐	☐	\$53.25
☐	05/16/2015 Houston, Texas	☐	☐	☐	\$53.25

<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.	
Expenses – Importing Travel Card Charges	
Click Expense.	
Find associated Expense from list and click to select.	
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.	
For travel card charges that were not automatically imported, click Add Expense.	

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

Click **Add to Report**.

Add Expense

99+

Available Expenses

+

Create New Expense

☒	zNot Used- Corporate Card IBCP (offsets not used)	Airfare Expense	American Airlines Indianapolis, Indiana	08/11/2022	\$319.15
☒	zNot Used- Corporate Card IBCP (offsets not used)	Car Rental		08/11/2022	\$410.97
☒	zNot Used- Corporate Card IBCP (offsets not used)	Hotel	Irving, Texas	08/11/2022	\$317.84

Close

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.

Alerts: 27

EXPENSE | Hotel | 08/11/2022 | \$419.18

Missing required field: Vendor, Vendor Name. View

This expense has itemizations with missing required fields. View

This itemized entry has sub-entries with one or more exceptions. View

You must attach a receipt image to this expense. View

ITEMIZATION | Undefined | 08/10/2022 | \$2.57

The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. View

Trip from Indianapolis to Dallas \$1,411.57

Copy Report

Submit Report

Not Submitted

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

REQUEST

Approved

\$0.00

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

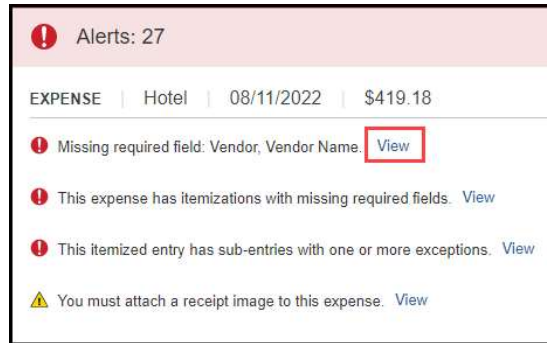
Move to

View: Standard

☐	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
☐			zNot Used-Corporate Card IBCP (offsets not used)	Car Rental	Indianapolis, Indiana	08/11/2022	\$345.79
☐			zNot Used-Corporate Card IBCP (offsets not used)	Hotel	Irving, Texas	08/11/2022	\$419.18 Itemized
☐			zNot Used-Corporate Card IBCP (offsets not used)	Airfare Expense Reservation	American Airlines Indianapolis, Indiana	08/10/2022	\$646.60
							\$1,411.57

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.



Alerts: 27

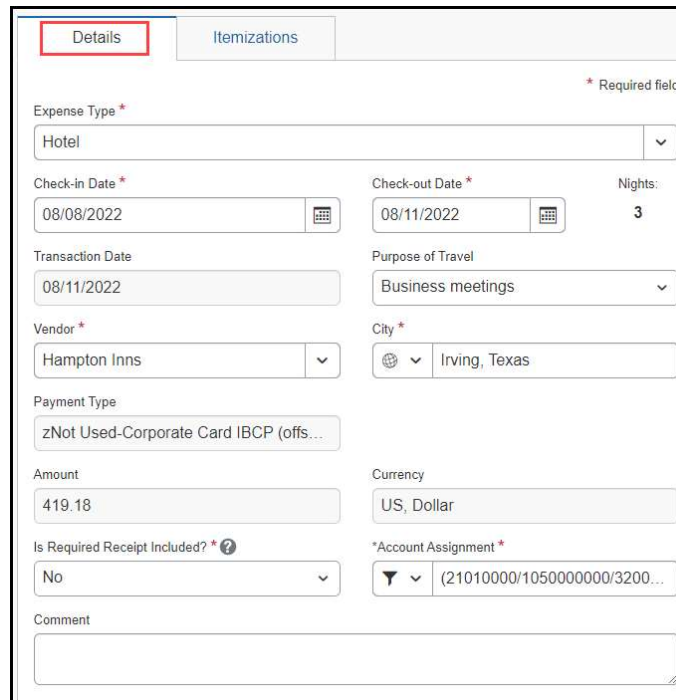
EXPENSE | Hotel | 08/11/2022 | \$419.18

- Missing required field: Vendor, Vendor Name. [View](#)
- This expense has itemizations with missing required fields. [View](#)
- This itemized entry has sub-entries with one or more exceptions. [View](#)
- You must attach a receipt image to this expense. [View](#)

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.



Details | Itemizations

* Required field

Expense Type *
Hotel

Check-in Date *
08/08/2022

Check-out Date *
08/11/2022

Nights:
3

Transaction Date
08/11/2022

Purpose of Travel
Business meetings

Vendor *
Hampton Inns

City *
Irving, Texas

Payment Type
zNot Used-Corporate Card IBCP (offs...

Amount
419.18

Currency
US, Dollar

Is Required Receipt Included? *
No

*Account Assignment *
(21010000/1050000000/3200...

Comment

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

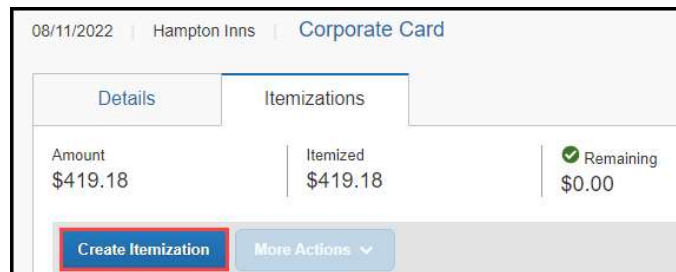


08/11/2022 | Hampton Inns | Corporate Card

Details | **Itemizations**

Amount: \$419.18 | Itemized: \$419.18 | Remaining: \$0.00

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



08/11/2022 | Hampton Inns | Corporate Card

Details | **Itemizations**

Amount: \$419.18 | Itemized: \$419.18 | Remaining: \$0.00

Create Itemization | More Actions

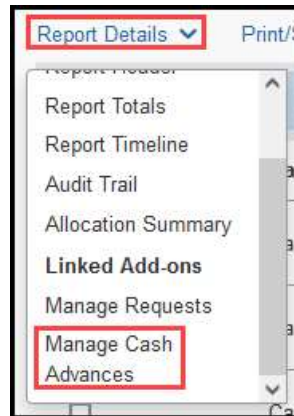
ATM Cash Advance – Travel Card

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**.

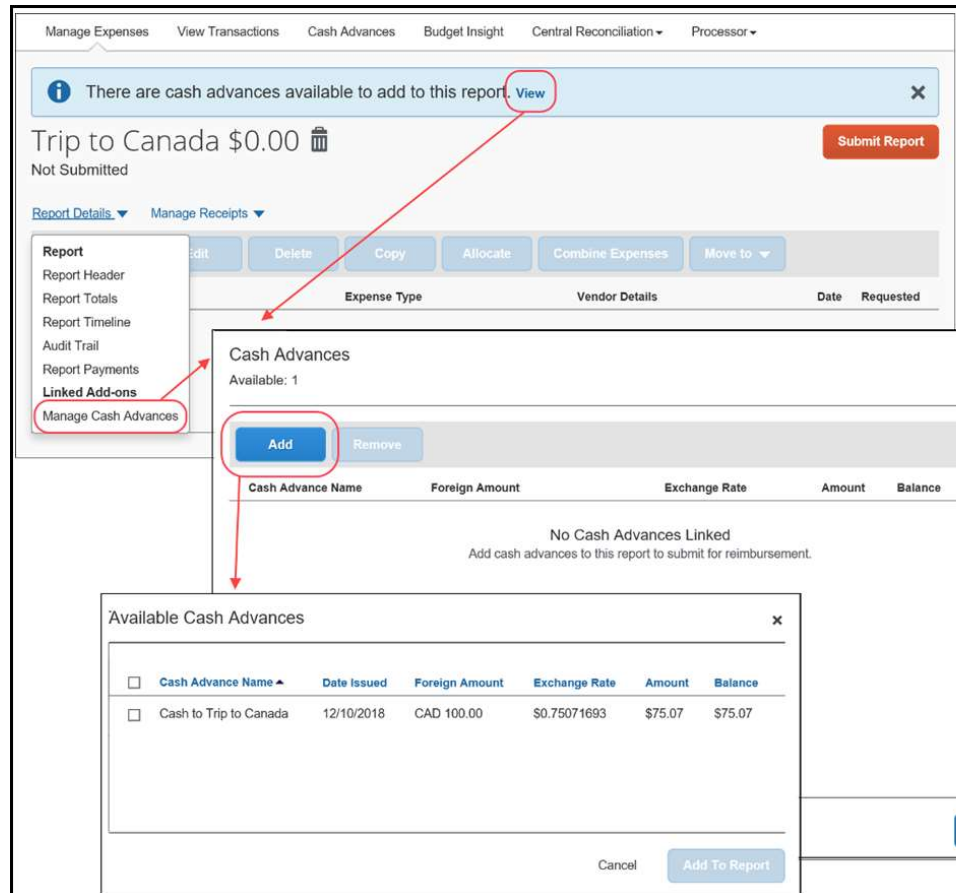
Click **Manage Cash Advances**.



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

Click **Add Expense**.



From the **Create New Expense** tab, click **ATM Cash Advance**.

Add Expense

99+

Available Expenses

+

Create New Expense

Search for an expense type

08. Cash Advance

ATM Cash Advance

Cash Advance Card Fee

09. Contra Expense

Reduction to Expenses

10. Hospitality

Hospitality Food Service-SPS

Click the **Personal Expense** checkbox.

New Expense

Details
Itemizations

Allocate

Expense Type *

ATM Cash Advance

Transaction Date *

08/11/2022

Business Purpose

Tips

Vendor Name

City

Indianapolis, Indiana

Payment Type *

Cash

Amount *

20.00

Currency *

US, Dollar

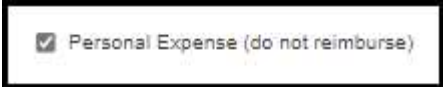
Is Required Receipt Included? *

Not Required

Personal Expense (do not reimburse)

*Account Assignment

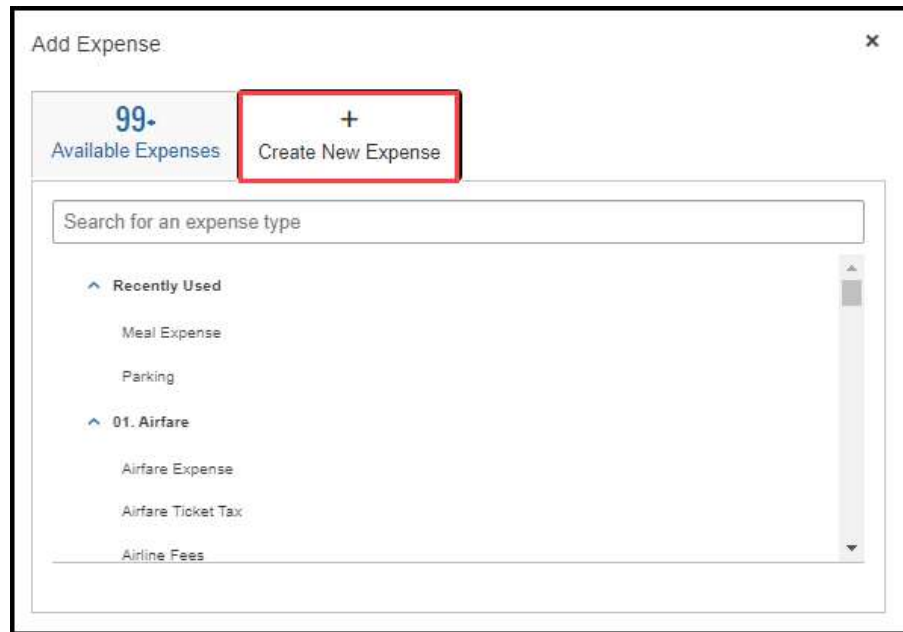
(10010000/9904070000/2000...

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.

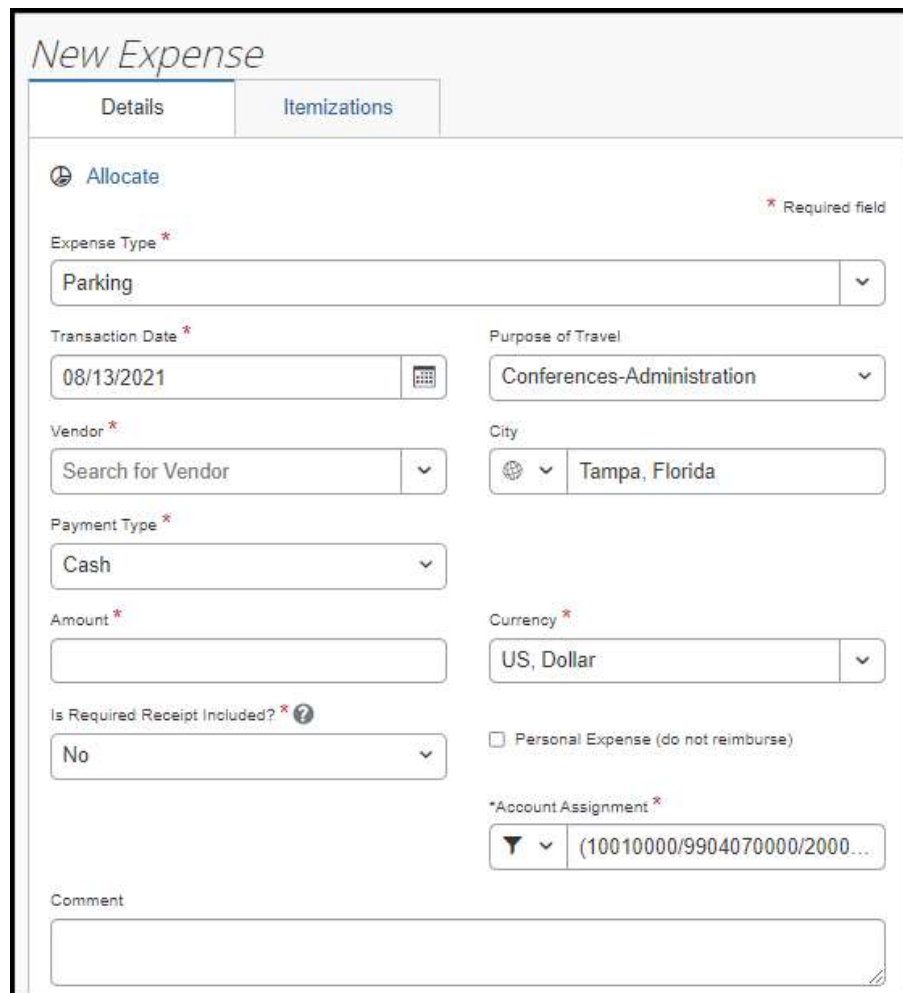


Payment Type defaults to **Cash**, indicating the traveler used their personal funds to pay for this expense.

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

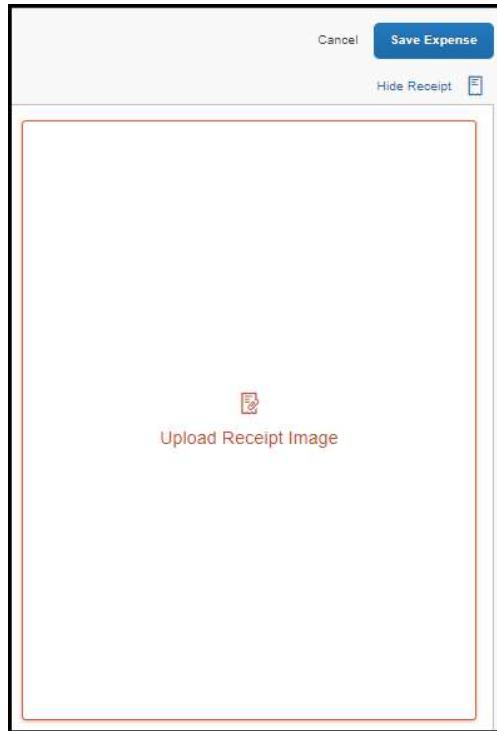
Type explanation in **Comment** box, if applicable

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

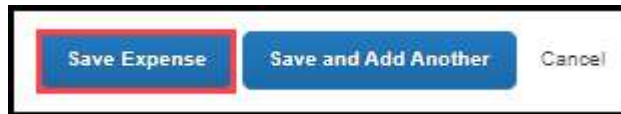


Select **Upload Receipt Image** to attach required receipt, if applicable.

Click to view detailed [Receipt Requirement](#) information.

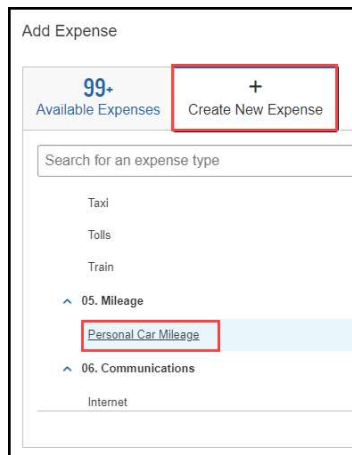


Click **Save Expense**.

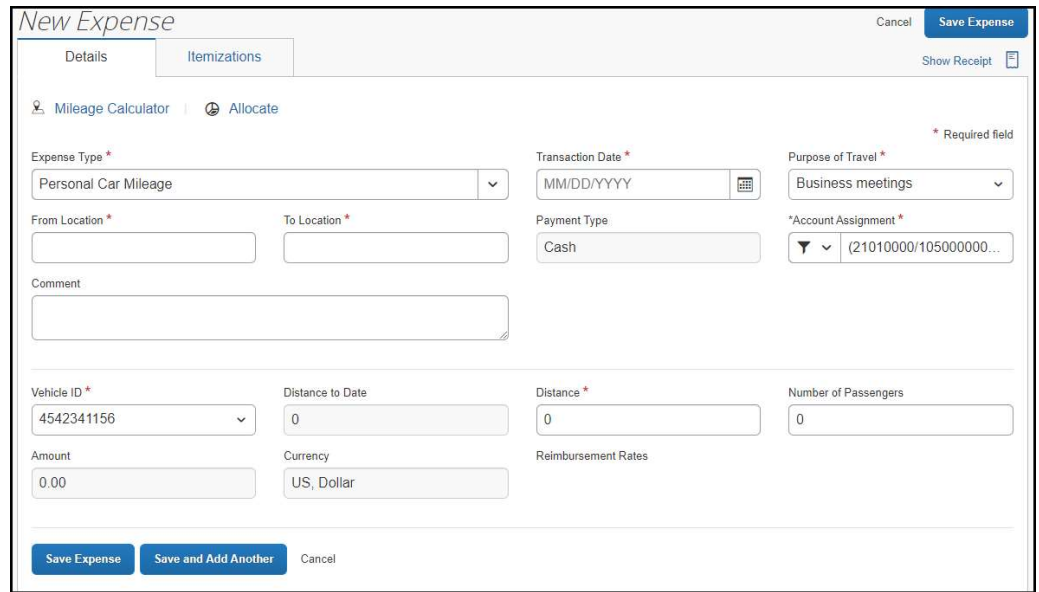


Personal Car Mileage

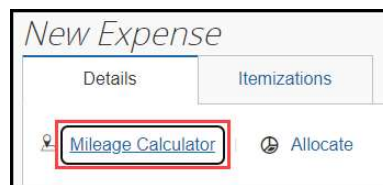
If traveler drove to several locations, they may have more than one **Personal Car Mileage Expense**. Create mileage for all stops to ensure the most accurate mileage reimbursement.



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



Click **Mileage Calculator**.

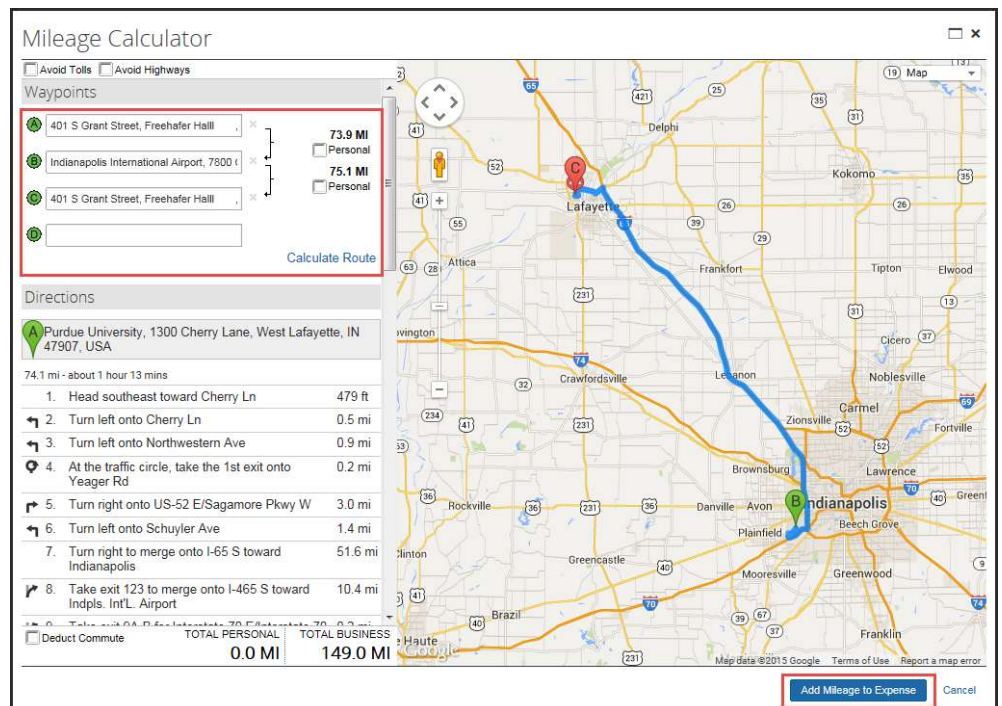


Type addresses for A, B and/or C **Waypoints**.

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

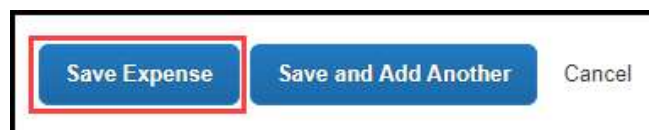
Choose **Suggested Route** under **Directions**.

Click **Add Mileage to Expense**.



Click **Save Expense**.

Repeat above steps for each leg to be reimbursed.

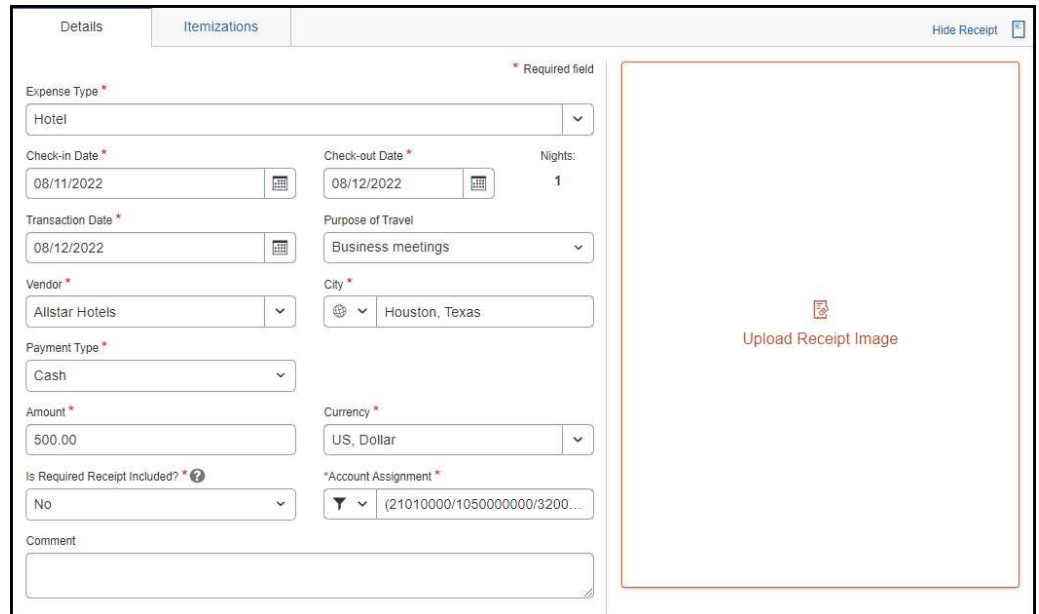


Hotel

Enter required fields.

Payment Type defaults to Cash.

Select **Upload Receipt Image** to attach the required scanned hotel receipt.



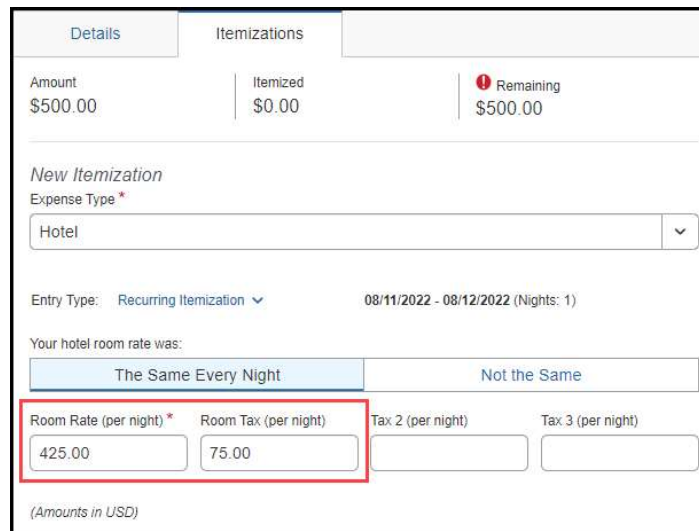
Select **Itemizations**.



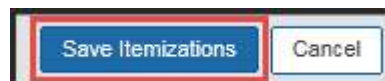
Click **Create Itemization**.



Complete all required fields.



Click **Save Itemizations**.

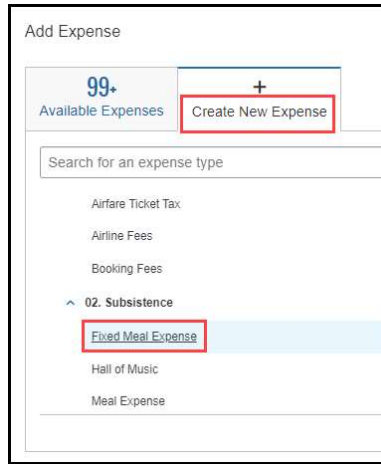


Fixed Meal Expense

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**.

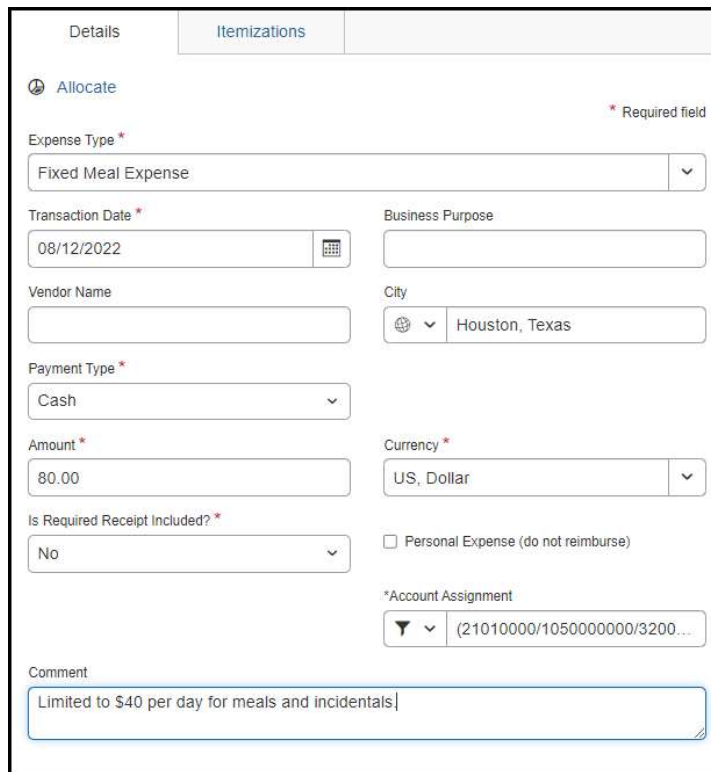
Click **Fixed Meal Expense**.



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.

Details
Itemizations

Allocate

Expense Type *
Meal Expense

Transaction Date *
08/12/2022

Vendor Name

Payment Type *
Cash

Amount *
45.76

Is Required Receipt Included? *
No

Business Purpose

City
Houston, Texas

Currency *
US, Dollar

☒ Personal Expense (do not reimburse)

*Account Assignment
(21010000/1050000000/3200...

Comment

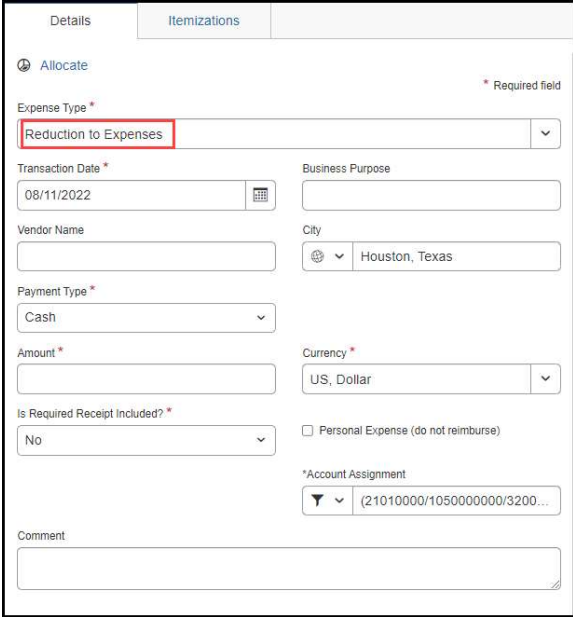
Click **Save Expense**.

Save Expense
Save and Add Another
Cancel

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

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	 The screenshot shows the 'Details' tab of an expense report form. The 'Expense Type' dropdown is set to 'Reduction to Expenses' and is highlighted with a red box. Other fields include 'Transaction Date' (08/11/2022), 'Business Purpose', 'Vendor Name', 'City' (Houston, Texas), 'Payment Type' (Cash), 'Amount' (empty), 'Currency' (US, Dollar), 'Is Required Receipt Included?' (No), and a 'Comment' field at the bottom.
Click Save Expense.	 The screenshot shows three buttons: 'Save Expense' (highlighted with a red box), 'Save and Add Another', and 'Cancel'.
Receipts	
Receipts are required for all expenses totaling \$75.00 or more, and all lodging, airfare, and hospitality expenses.	
Click expense to view details and click Upload Receipt Image, so it is matched with the expense type.	 The screenshot shows a large rectangular placeholder for an image. In the center, there is a small icon of a document with a red 'X' and the text 'Upload Receipt Image' below it.

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

Click **Attach**.

Attach Receipt



Upload Receipt Image

5MB limit per file

Receipt.pdf
Uploaded: 08/12/2022 6:48 PM



Attach View

Ivy Tech 2.jpeg
Uploaded: 08/12/2022 6:35 PM



Attach View

Close

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**.

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾									
☐	Alerts ▾	Comments ▾	Receipt ▾	Payment Type ▾	Expense Type ▾	Vendor Details ▾	Date ▾	Amount ▾	Requested ▾
☐				Cash	Fixed Meal Expense	Houston, Texas	08/12/2022	\$80.00	\$80.00
☐	⚠			Cash	Hotel	Allstar Hotels Houston, Texas	08/12/2022	\$500.00	\$500.00 Itemized
☐				Cash	Personal Car Mileage		08/12/2022	\$73.01	\$73.01
☐	!			zNot Used-Corporate Card IBCP (offsets not used)	Car Rental	National Irving, Texas	08/12/2022	\$235.76	\$235.76
☐				zNot Used-Corporate Card IBCP (offsets not used)	Meal Expense	Cafe Monte Houston, Texas	08/11/2022	\$45.76	\$0.00
☒	!			zNot Used-Corporate Card IBCP (offsets not used)	Car Rental	Indianapolis, Indiana	08/11/2022	\$345.79	\$345.79

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

Allocate

Expenses: 1 | \$210.27

Percent

Amount

Amount

\$210.27

Default Allocation

Code

21010000/1050000000/3200002209

Add

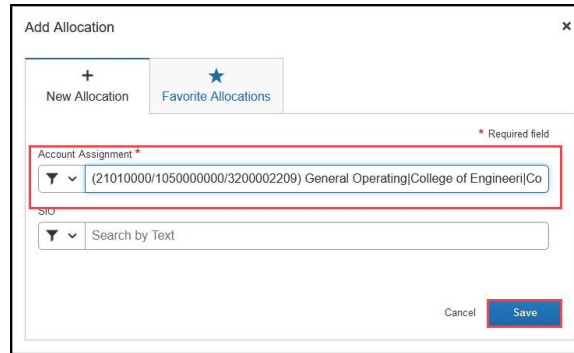
Edit

Remove

Save as Favorite

Select the **Account Assignment**.

Click **Save**.



Add Allocation

+ New Allocation ★ Favorite Allocations

* Required field

Account Assignment *
 ▼ (21010000/1050000000/3200002209) General Operating|College of Engineer|Co

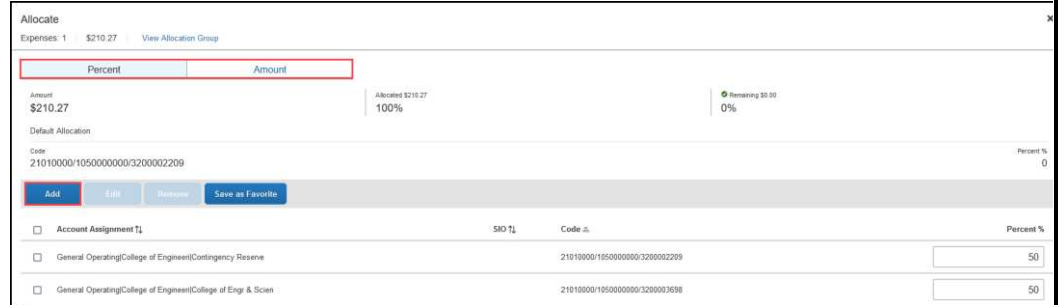
SIO
 ▼ Search by Text

Cancel **Save**

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

Click **Add**.

Enter corresponding account assignment information.



Allocate

Expenses 1 \$210.27 View Allocation Group

Percent Amount

Amount
\$210.27

Allocated \$210.27 100%

Default Allocation

Code
21010000/1050000000/3200002209

Percent %
0

Add Edit Remove Save as Favorite

Account Assignment T1	SIO T1	Code	Percent %
☐ General Operating College of Engineer Contingency Reserve		21010000/1050000000/3200002209	50
☐ General Operating College of Engineer College of Eng & Scien		21010000/1050000000/3200003698	50

Click **Save**.



Cancel **Save**

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



zNot Used-Corporate Card IBCP (offsets not used) Car Rental 12/07/2022 \$210.27

Allocated

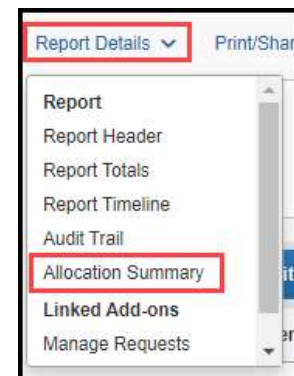
Total Allocated
\$210.27

Code	Percent
21010000/1050000000/3200002209	50
21010000/1050000000/3200003698	50

View Allocation

Review Allocation Summary

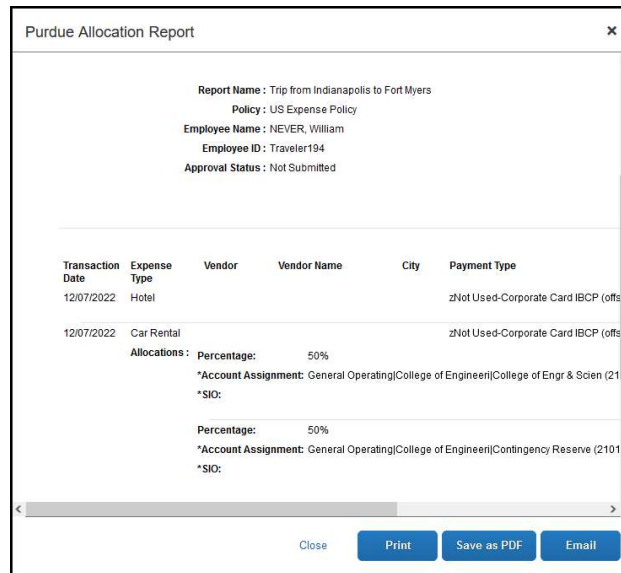
To view Allocation totals, under **Details** click **Allocations**.



Report Details ▼ Print/Share

- Report
- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary**
- Linked Add-ons
- Manage Requests

The **Allocation Summary** is displayed.

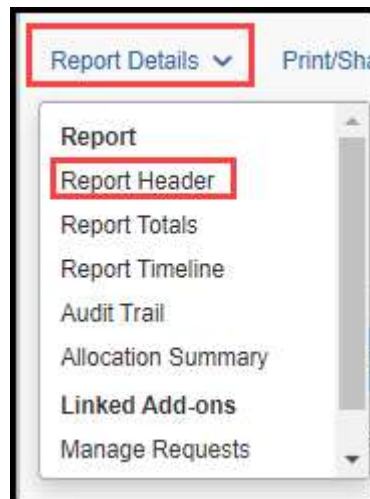


Review Report Details

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

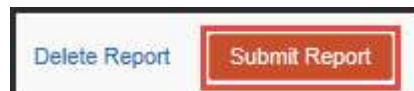
Select **Report Header** from the **Report Details** button to review/edit Report Header information. Add comments, if applicable.

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



Submit Expense Report

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



Click **Accept & Submit**.

User Submit

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Purdue University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Purdue University in full for those expenses.

Cancel

Accept & Continue

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

Click **Submit Report**.

Report Totals

Company Pays

\$56.00

Employee

\$1,067.67

Card (zNot Used-Corporate Card IBCP (offsets not used))

Employee Pays

\$0.00

Company

\$26.05

Card (zNot Used-Corporate Card IBCP (offsets not used))

Amount Total: \$1,149.72	Due Employee: \$56.00	Owed Company: \$0.00
Less Personal Amount: \$26.05	Amount Due (zNot Used-Corporate Card IBCP (offsets not used)): \$1,067.67	Amount Owed (zNot Used-Corporate Card IBCP (offsets not used)): \$26.05
Requested Amount: \$1,123.67	Total Paid By Company: \$1,123.67	Total Owed By Employee: \$26.05

Cancel

Submit Report

A confirmation that the report has been submitted is displayed.

Report Status

✓

Report Submitted

Trip from Indianapolis to Tampa

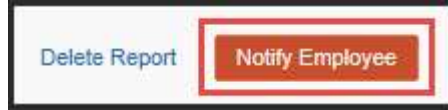
\$1,123.67

Close

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.

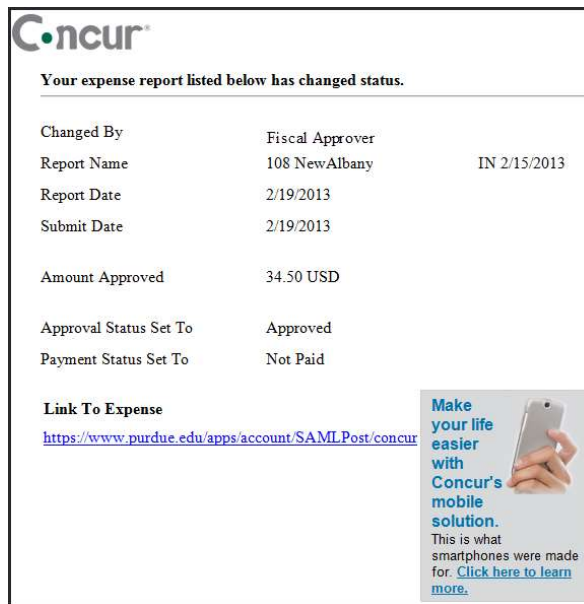
NOTE: The traveler must submit his/her own original Expense Report.



Report Approvals

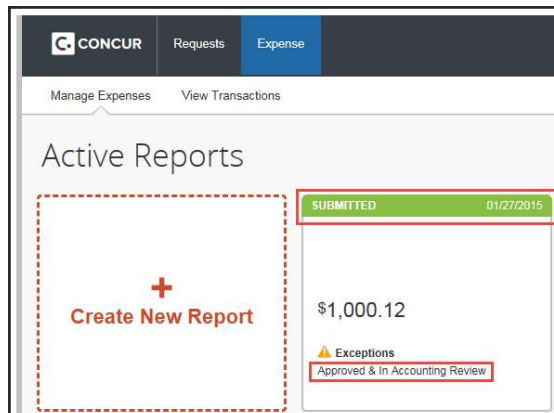
The traveler and their delegates receive several "changed status" e-mails:

- **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.

