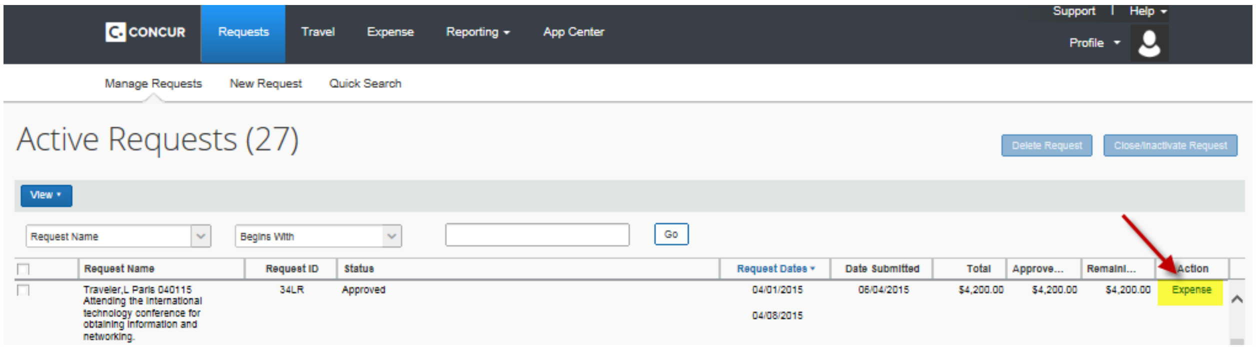
University of Houston Concur Instructions

Creating an Expense Report from a Travel Request (Local Funds)

Step 1: In your Concur main page, you can click on "Authorization Requests" in the header or in the My Tasks section. Then, look for a Travel Request for which you will be creating an Expense Report.

START HERE:

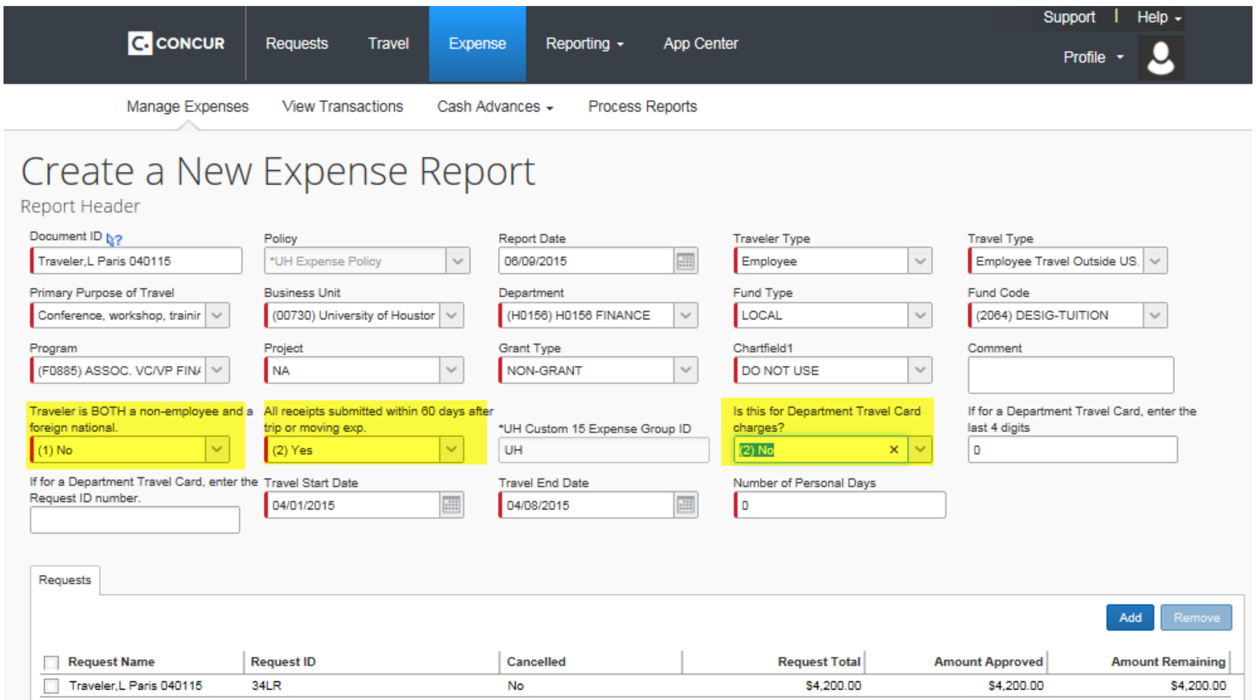
Select the appropriate Travel Request and click on the expense hyperlink.



Step 2: The system will take you to the expense report header. Select an answer for the following questions and click on "Next".

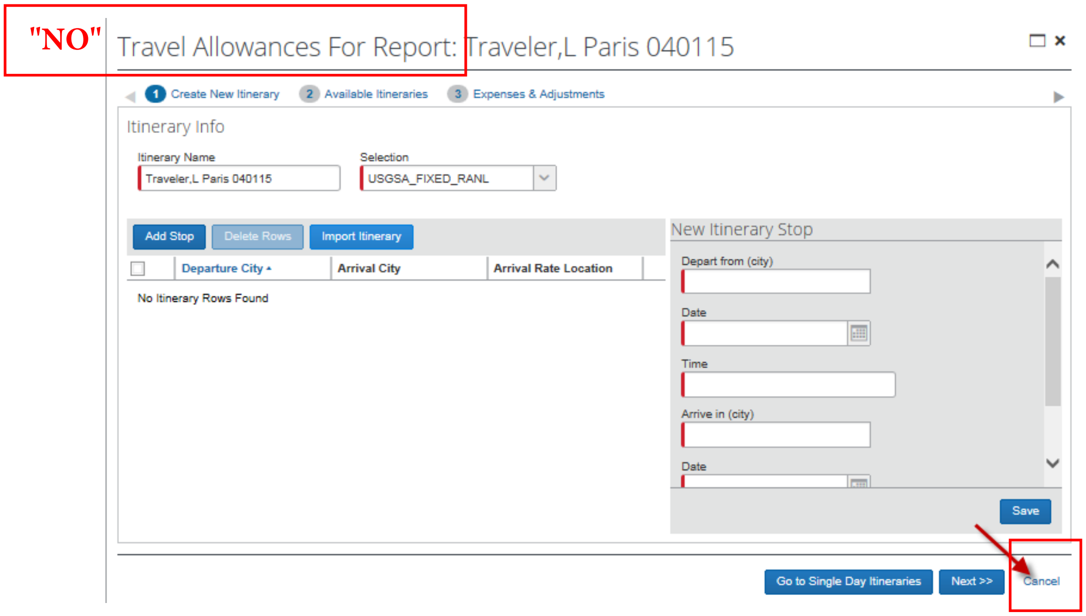
- Traveler is BOTH a non-employee and a foreign national
- All receipts submitted within 60 days after trip or moving expense
- Is this for Department Travel Card charges? (If yes, complete the 4 digits and Request ID number)

The information for the remaining fields is automatically copied from the corresponding Travel Request.

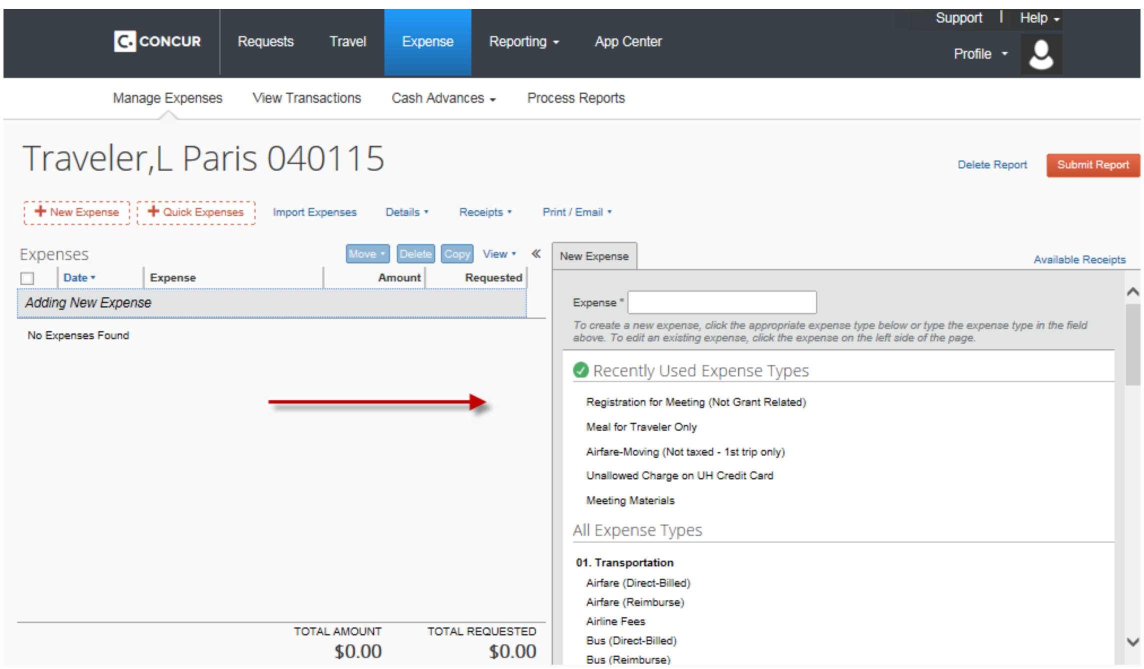


IMPORTANT

Step 3: The system will display the "Travel Allowances for Report" screen. This screen only applies to state fund travel. For local fund travel, cancel this screen by clicking on "Cancel".



Step 4: Now you are ready to record each expense.



The right panel lists expense types. Click on the applicable expense type and enter the required information for each expense.

All Expense Types **CHOOSE THE ONES FOR REIMBURSEMENT**

01. Transportation

Airfare (Direct-Billed)
Airfare (Reimburse)
Airline Fees
Bus (Direct-Billed)
Bus (Reimburse)
Other Public Transport (Direct-Billed)
Other Public Transport (Reimburse)
Parking
Personal Car Mileage
Rental Car (Direct-Billed)
Rental Car (Reimbursed)
Rental Car Gasoline
Taxi (Direct-Billed)
Taxi (Reimburse)
Tolls
Train (Direct-Billed)
Train (Reimburse)

02. Lodging
- Apartment/House Rental
- Hotel Room Only

03. Meals
- Meal for Traveler Only

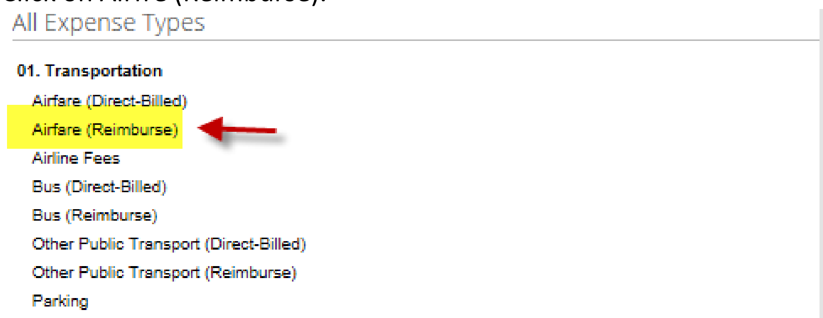
04. Business Meals
- Business Meal NOT with Prospect Employee
- Business Meal with Prospective Employee

05. Other
- Business Calls
- Currency Exchange Fees
- Game Expenses (Athletics)
- Internet
- Laundry
- Meeting Materials
- Meeting Space Rental
- Other Incidental Expenses
- Passports/Visa Fees
- Postage/Shipping
- Registration for Meeting (Grant Related)
- Tax Liability for Non-Resident Alien
- Travel Agency Fee
- Unallowed Charge on UH Credit Card
- Zero-Dollar Expense Report

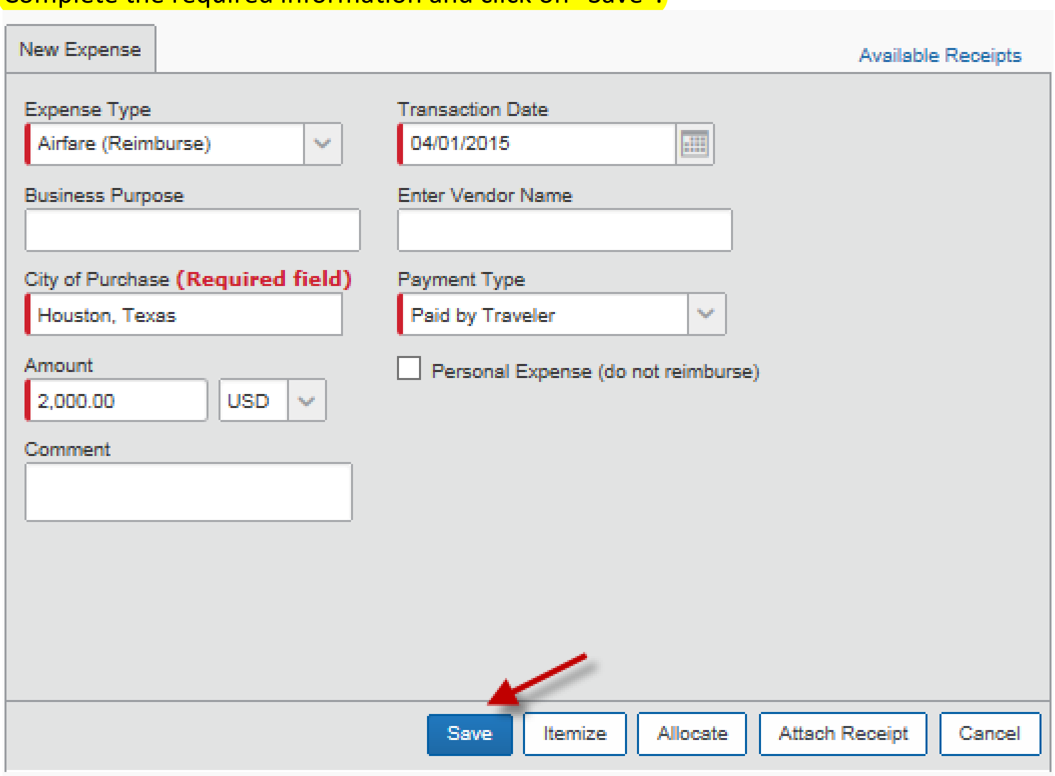
do not use - - - **06. Moving Expense** Use only for Prospective Employee
- Airfare-Moving (Not taxed - 1st trip only)
- Airfare-Moving (Taxed - More than one trip)
- Gasoline - Any Vehicle (Not taxed)
- Househunting All Expenses (Taxed)
- Lodging (Temp hotel, apt, etc.) - (Taxed)
- Lodging Enroute including 1st Day Leave and Arrive (Not taxed)
- Meal for Employee and Family (Taxed)
- Mileage Over IRS Limit-Moving (Taxed)
- Mileage Up to IRS Limit-Moving (Not taxed)
- Moving Company - Reimburse Employee (Not taxed)
- Packing Supplies-Boxing, Tape, etc. (Not taxed)
- Parking-Moving (Not taxed)
- Rental Truck/Van/Car-Moving (Not taxed)
- Shipping Expenses - UPS, Fedex, USPS, etc. (Not taxed)
- Storage, Temp (including PODS) Less Than 30 Days (Not taxed)
- Storage, Temp (including PODS) More Than 30 Days (Taxed)
- Taxi-Moving (Not taxed)
- Tolls-Moving (Not taxed)
- Train-Moving (Not taxed)
- Vehicle Transport (Not taxed)
- Visa Application Fee (Not taxed)

Example: *Airfare (Reimburse)*

Click on Airfre (Reimburse).

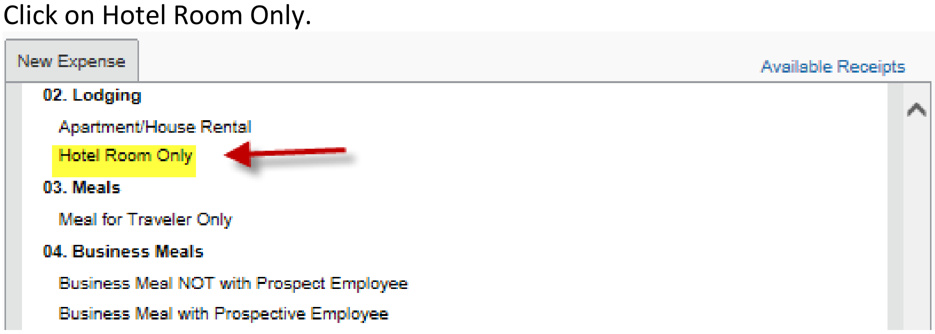


Complete the required information and click on "Save".



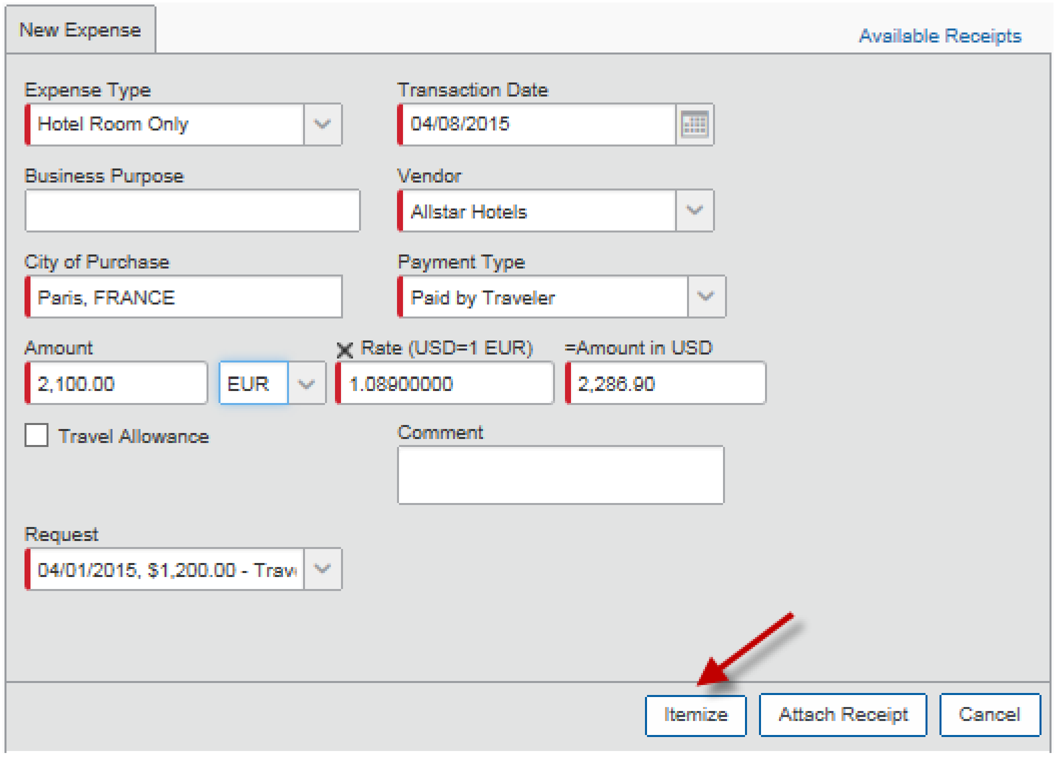
Example: *Hotel Room Only (itemization required)*

Click on Hotel Room Only.

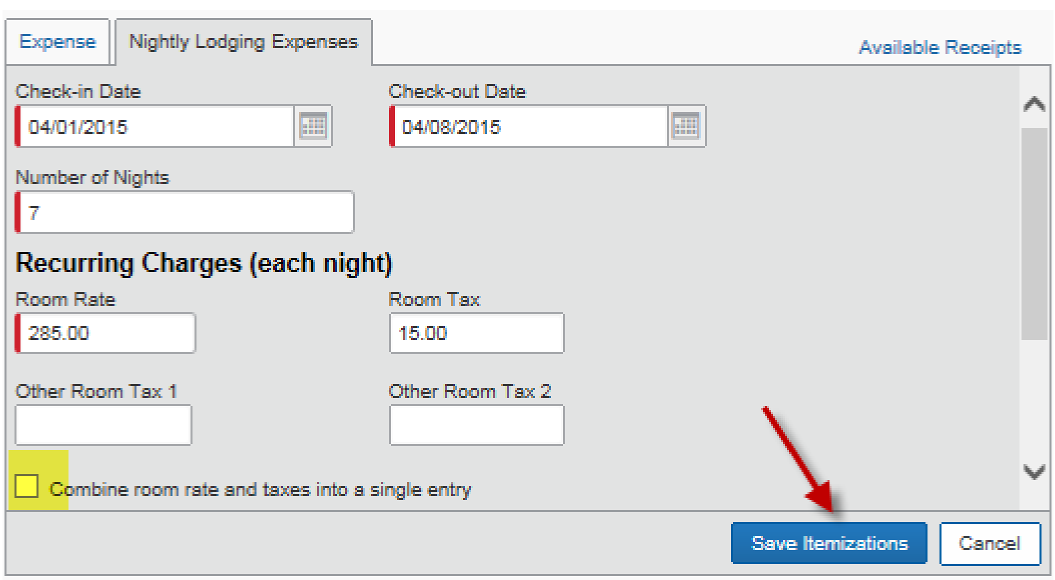


Complete the required fields and click on "Itemize".

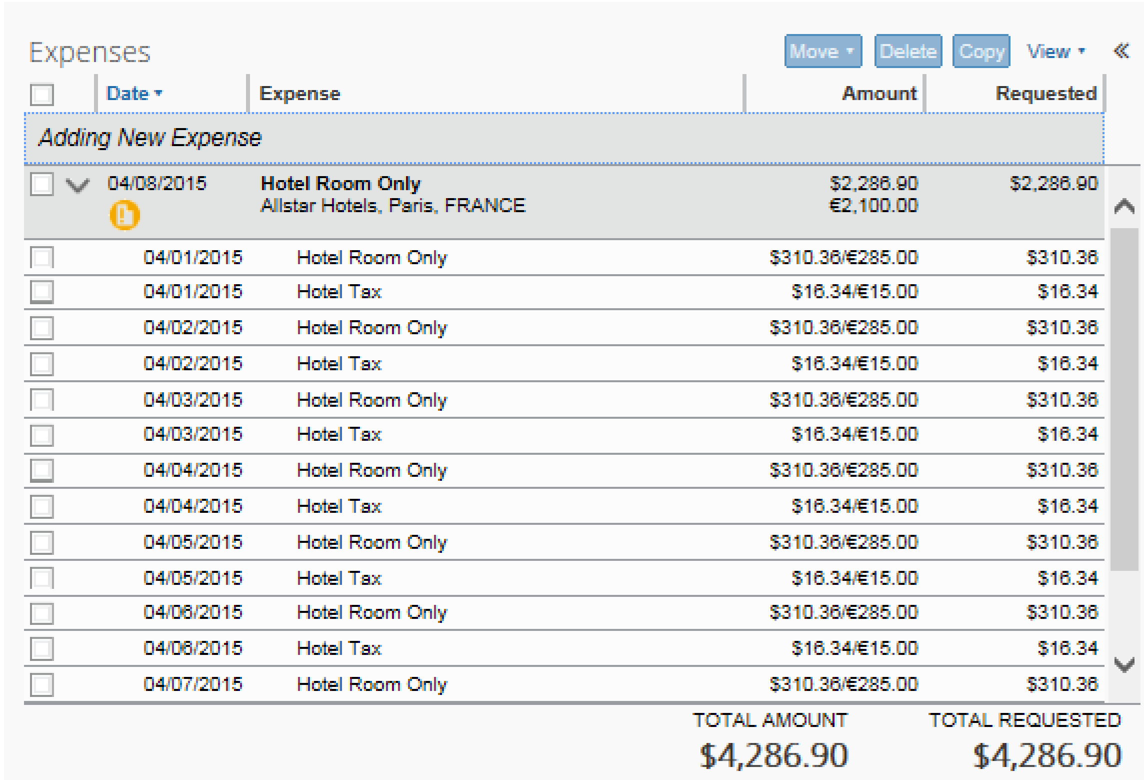
If you don't understand how to itemize still click "itemized" and then save. Leave it for the Travel Coordinator



Enter Check-in and Check-out dates, Room Rate, and Hotel Tax. Click on "Save Itemizations".
Note: If room rate and tax is not separated (foreign travel), place a checkmark for "Combine room rate and taxes into a single entry).



The system lists hotel room rate and tax separately.



Expenses

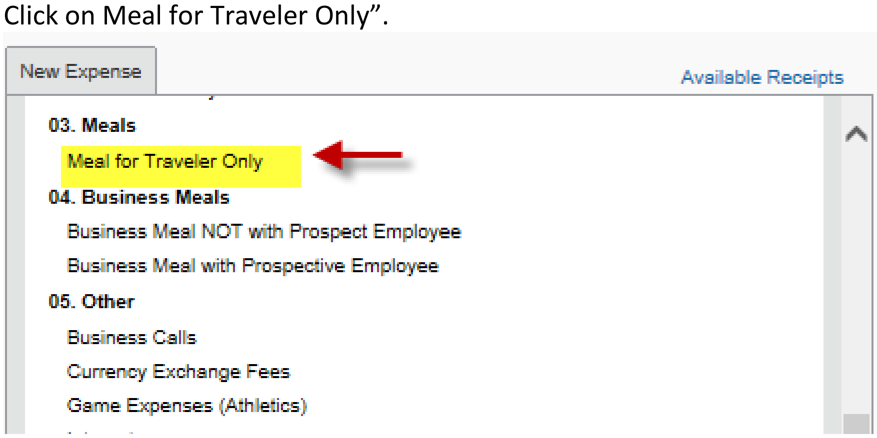
Move Delete Copy View

Date	Expense	Amount	Requested
Adding New Expense			
04/08/2015	Hotel Room Only Allstar Hotels, Paris, FRANCE	$2,286.90 €2,100.00	$2,286.90
04/01/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/01/2015	Hotel Tax	$16.34/€15.00	$16.34
04/02/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/02/2015	Hotel Tax	$16.34/€15.00	$16.34
04/03/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/03/2015	Hotel Tax	$16.34/€15.00	$16.34
04/04/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/04/2015	Hotel Tax	$16.34/€15.00	$16.34
04/05/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/05/2015	Hotel Tax	$16.34/€15.00	$16.34
04/06/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/06/2015	Hotel Tax	$16.34/€15.00	$16.34
04/07/2015	Hotel Room Only	$310.36/€285.00	$310.36

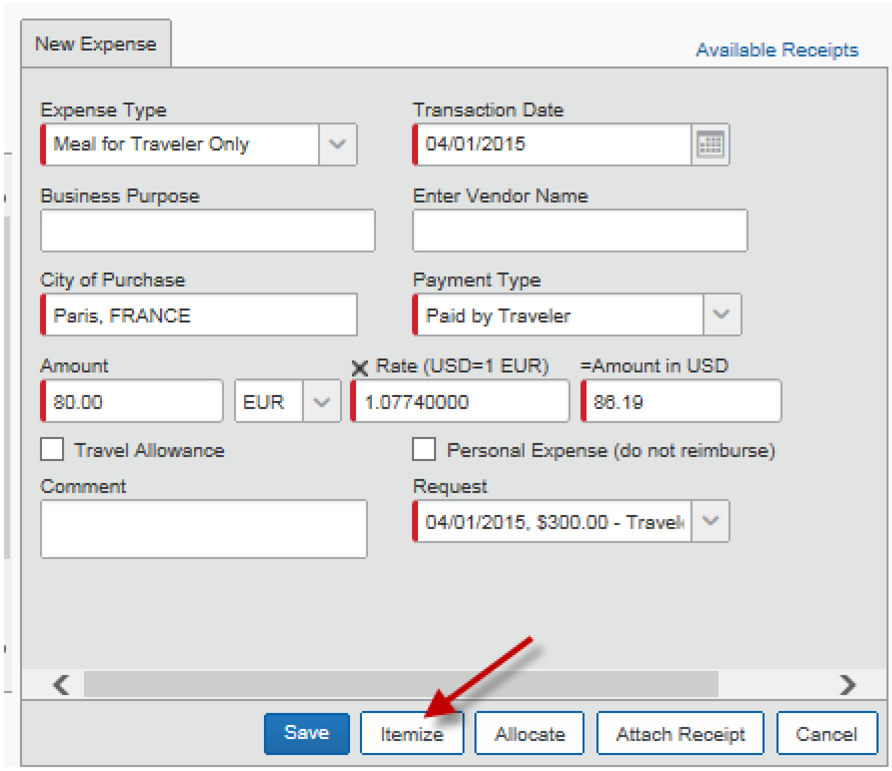
TOTAL AMOUNT $4,286.90 TOTAL REQUESTED $4,286.90

Example – Traveler Meals (itemization required for alcohol)

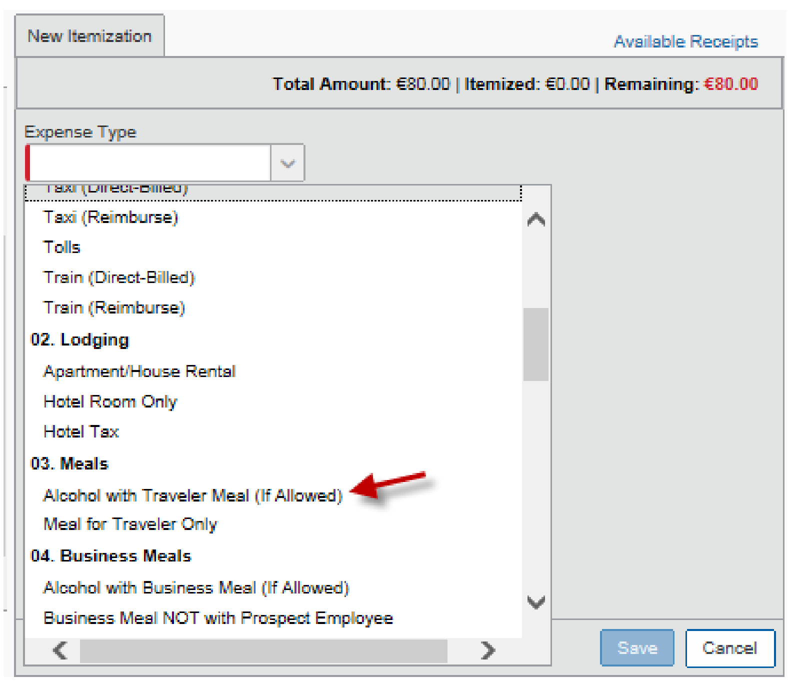
Click on Meal for Traveler Only".

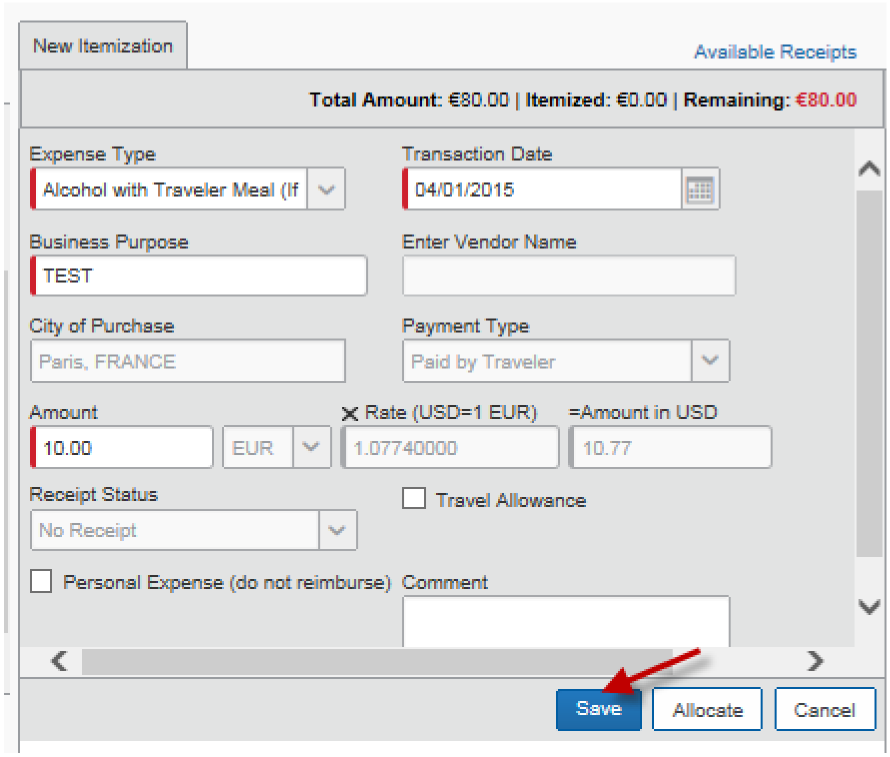


Complete the required field. Click on "save" if no alcohol was charged. Click on" Itemize" if alcohol was charged. **NOTE: Alcohol is not allowed for reimbursement unless Professor has cost center to cover.**

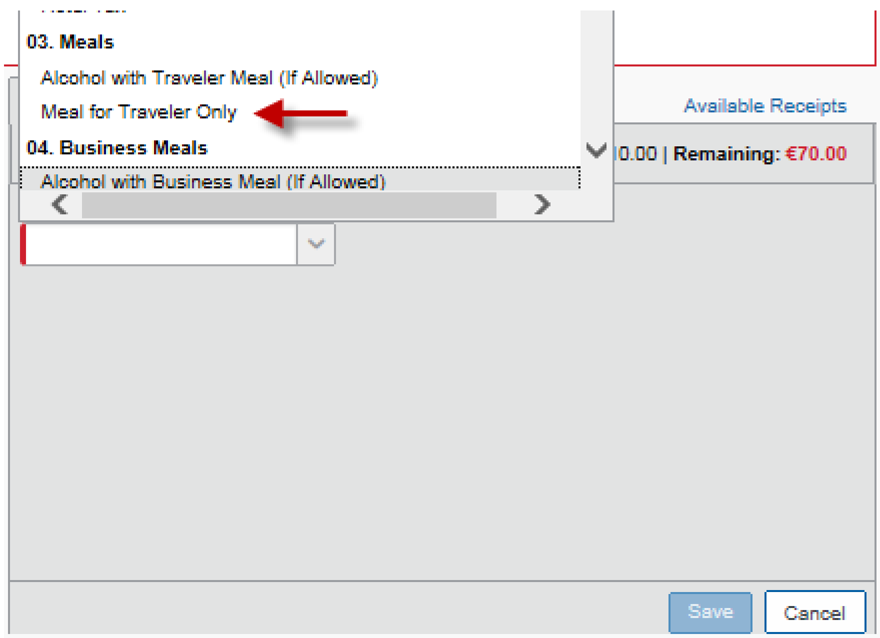


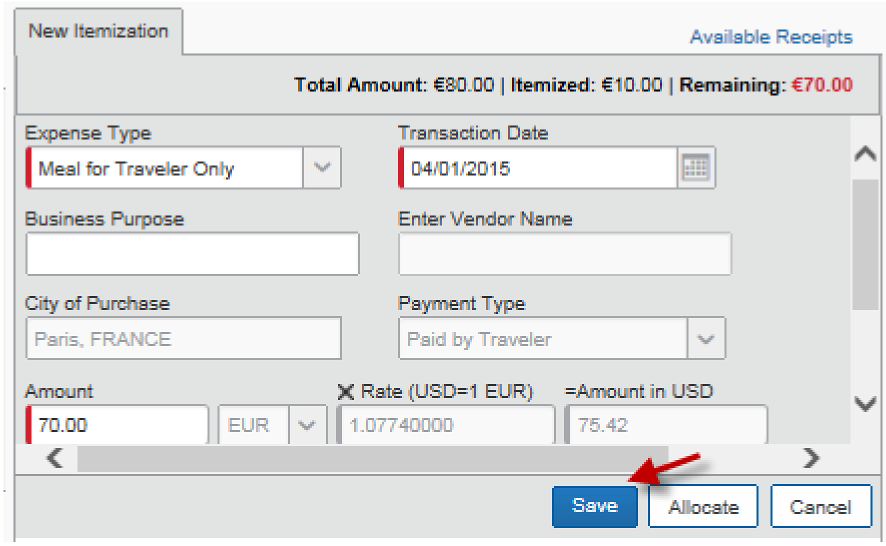
To itemizing alcohol, select “Alcohol with Traveler Meal” for Expense Type. Enter the required information and amount, then save.



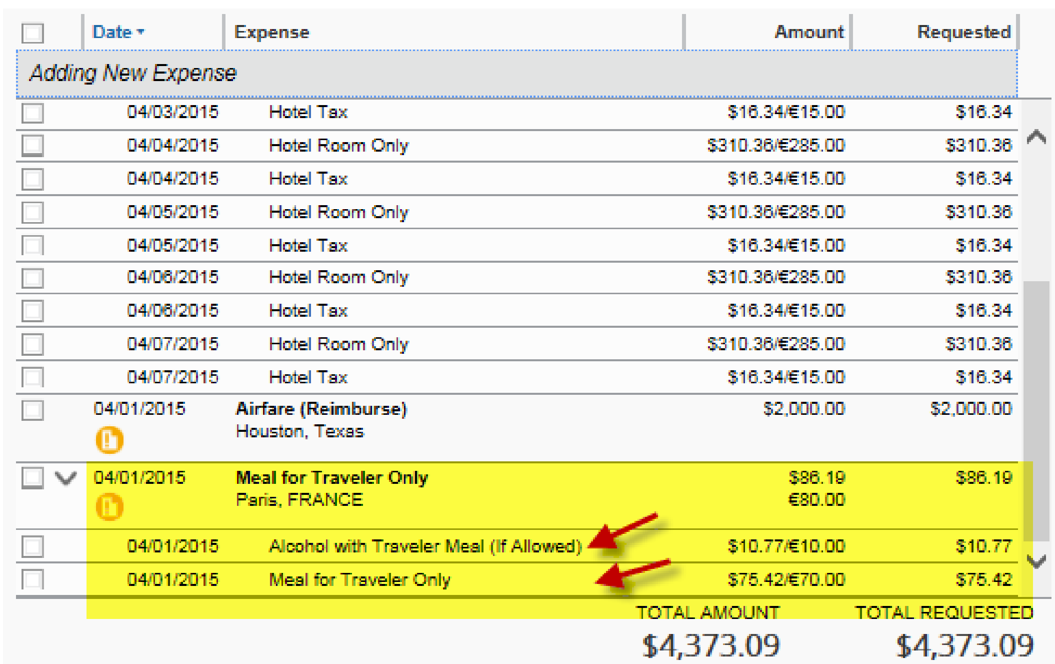


To itemize the meal portion, select "Meal for Traveler Only" for Expense Type. Enter the required information and amount, then save.





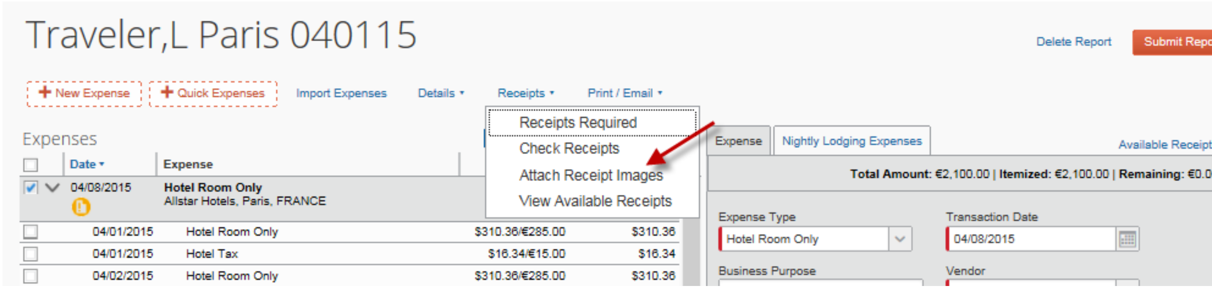
The system lists meal and alcohol separately.



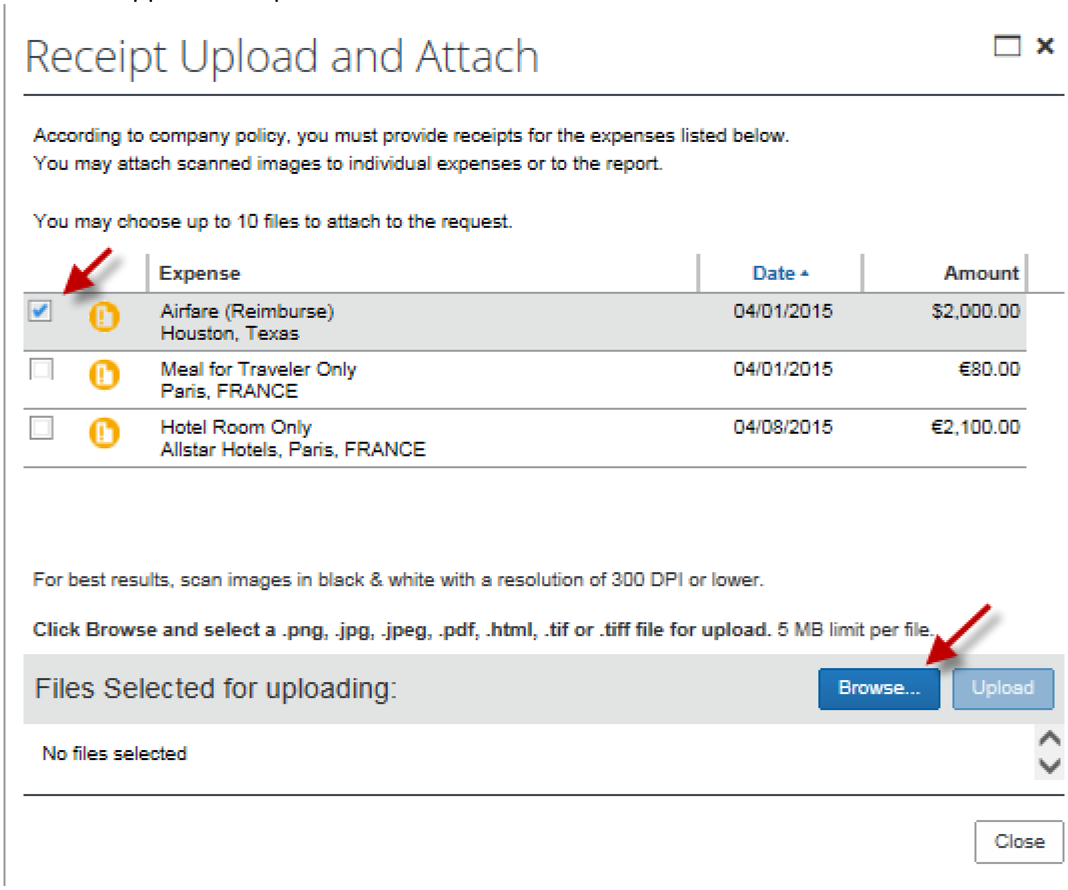
Date	Expense	Amount	Requested
Adding New Expense			
04/03/2015	Hotel Tax	$16.34/€15.00	$16.34
04/04/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/04/2015	Hotel Tax	$16.34/€15.00	$16.34
04/05/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/05/2015	Hotel Tax	$16.34/€15.00	$16.34
04/06/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/06/2015	Hotel Tax	$16.34/€15.00	$16.34
04/07/2015	Hotel Room Only	$310.36/€285.00	$310.36
04/07/2015	Hotel Tax	$16.34/€15.00	$16.34
04/01/2015	**Airfare (Reimburse)** Houston, Texas	$2,000.00	$2,000.00
04/01/2015	**Meal for Traveler Only** Paris, FRANCE	$86.19 €80.00	$86.19
04/01/2015	Alcohol with Traveler Meal (If Allowed)	$10.77/€10.00	$10.77
04/01/2015	Meal for Traveler Only	$75.42/€70.00	$75.42
		TOTAL AMOUNT $4,373.09	TOTAL REQUESTED $4,373.09

Step 6: **Attach a receipt, if required. Concur will tell you if a receipt is required for each expense type.**

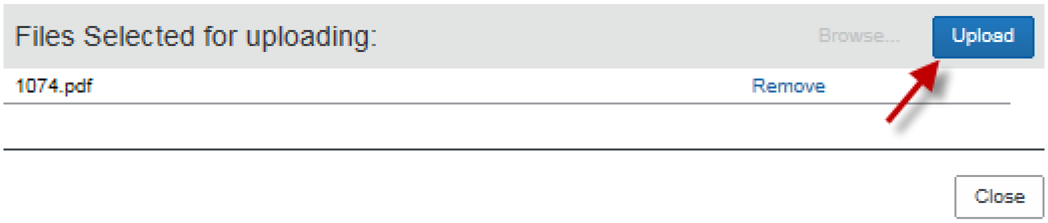
Go to "Receipts" and select "Attach Receipt Images".



Select an applicable expense. Then click on "Browse".



Select a file and click on "Upload".



Note: If you want to upload documents at the Expense Report Header level (not for individual expenses), then do not select expense. Just click on "Browse".

Examples of documents you would upload to the Expense Report Header include:

- Post-trip travel report
- Fly America Act Waiver Checklist if it was necessary to use a non-US carrier for international travel on federal funds
- Moving expense worksheet
- Taxable Payments or Reimbusements to Employees form, if applicable

IMPORTANT: Do NOT submit. Instead email Travel Coordinator for review. You will be notified when to submit

Step 7: Click on "Submit Report" to submit the Expense Report into workflow.