

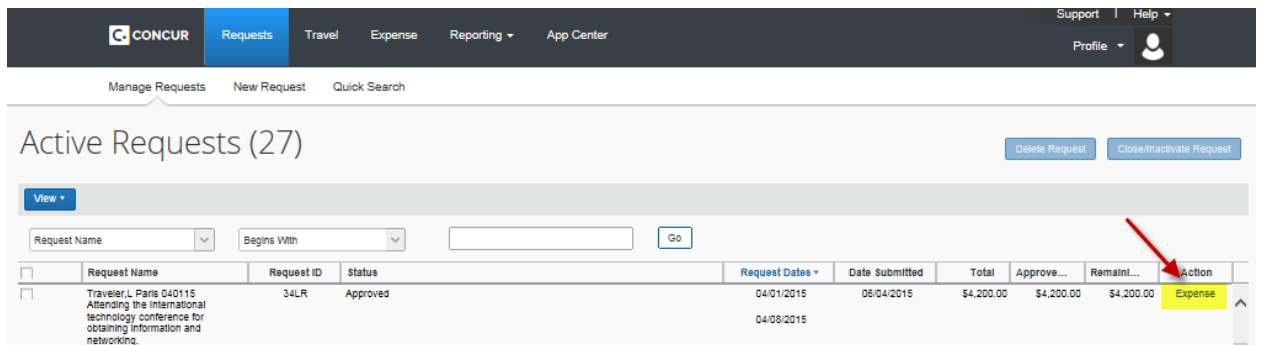
University of Houston Concur Instructions

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.



The screenshot displays the Concur interface for managing requests. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main section is titled 'Active Requests (27)'. Below this, there is a search bar with 'Request Name' and 'Begins With' dropdowns, and a 'Go' button. A table lists the active requests. The first row is highlighted, and a red arrow points to the 'Expense' link in the 'Action' column.

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approve...	Remaini...	Action
☐	Traveler, L. Paris 040115 Attending the international technology conference for obtaining information and networking.	34LR	Approved	04/01/2015 04/08/2015	08/04/2015	\$4,200.00	\$4,200.00	\$4,200.00	Expense

University of Houston Concur Instructions

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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.

Create a New Expense Report
Report Header

Document ID: Traveler,L Paris 040115
Policy: *UH Expense Policy
Report Date: 08/09/2015
Traveler Type: Employee
Travel Type: Employee Travel Outside US

Primary Purpose of Travel: Conference, workshop, trainin
Business Unit: (00730) University of Houstor
Department: (H0156) H0156 FINANCE
Fund Type: LOCAL
Fund Code: (2064) DESIG-TUITION

Program: (F0885) ASSOC. VC/NP FINA
Project: NA
Grant Type: NON-GRANT
Chartfield1: DO NOT USE
Comment:

Traveler is BOTH a non-employee and a foreign national. (1) No
All receipts submitted within 60 days after trip or moving exp. (2) Yes
*UH Custom 15 Expense Group ID: UH
Is this for Department Travel Card charges? YES
If for a Department Travel Card, enter the last 4 digits: 0

If for a Department Travel Card, enter the Request ID number:
Travel Start Date: 04/01/2015
Travel End Date: 04/08/2015
Number of Personal Days: 0

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Traveler,L Paris 040115	34LR	No	\$4,200.00	\$4,200.00	\$4,200.00

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”.

University of Houston Concur Instructions

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

"NO" Travel Allowances For Report: Traveler,L Paris 040115

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Traveler,L Paris 040115 Selection: USGSA_FIXED_RANL

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

Save

Go to Single Day Itineraries Next >> Cancel

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

CONCUR Requests Travel Expense Reporting App Center

Support Help Profile

Manage Expenses View Transactions Cash Advances Process Reports

Traveler,L Paris 040115

Delete Report Submit Report

New Expense Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

Move Delete Copy View

Adding New Expense

No Expenses Found

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

New Expense

Expense

Recently Used Expense Types

- Registration for Meeting (Not Grant Related)
- Meal for Traveler Only
- Airfare-Moving (Not taxed - 1st trip only)
- Unallowed Charge on UH Credit Card
- Meeting Materials

All Expense Types

01. Transportation

- Airfare (Direct-Billed)
- Airfare (Reimburse)
- Airline Fees
- Bus (Direct-Billed)
- Bus (Reimburse)

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

University of Houston Concur Instructions

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

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)

University of Houston Concur Instructions

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

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)

University of Houston Concur Instructions

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

Click on Airfre (Reimburse).

All Expense Types

01. Transportation

- Airfare (Direct-Billed)
- Airfare (Reimburse) 
- Airline Fees
- Bus (Direct-Billed)
- Bus (Reimburse)
- Other Public Transport (Direct-Billed)
- Other Public Transport (Reimburse)
- Parking

Complete the required information and click on "Save".

New Expense Available Receipts

Expense Type Airfare (Reimburse) ▼	Transaction Date 04/01/2015 
Business Purpose 	Enter Vendor Name
City of Purchase (Required field) Houston, Texas	Payment Type Paid by Traveler ▼
Amount 2,000.00 USD ▼	☐ Personal Expense (do not reimburse)
Comment 	

 Save Itemize Allocate Attach Receipt Cancel

Example: Hotel Room Only (itemization required)

Click on Hotel Room Only.

New Expense Available Receipts

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

Complete the required fields and click on "Itemize".

University of Houston Concur Instructions

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

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

New Expense

Expense Type: Hotel Room Only

Transaction Date: 04/08/2015

Business Purpose:

Vendor: Allstar Hotels

City of Purchase: Paris, FRANCE

Payment Type: Paid by Traveler

Amount: 2,100.00 EUR

Rate (USD=1 EUR): 1.08900000

=Amount in USD: 2,286.90

☐ Travel Allowance

Comment:

Request: 04/01/2015, \$1,200.00 - Travi

Itemize Attach Receipt Cancel

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".

Expense Nightly Lodging Expenses

Check-in Date: 04/01/2015

Check-out Date: 04/08/2015

Number of Nights: 7

Recurring Charges (each night)

Room Rate: 285.00

Room Tax: 15.00

Other Room Tax 1:

Other Room Tax 2:

☐ Combine room rate and taxes into a single entry

Save Itemizations Cancel

The system lists hotel room rate and tax separately.

University of Houston Concur Instructions

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

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	TOTAL REQUESTED					
			\$4,286.90	\$4,286.90					

Example – Traveler Meals (itemization required for alcohol)

Click on Meal for Traveler Only”.

New Expense

Available Receipts

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)

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.**

University of Houston Concur Instructions

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

New Expense

Available Receipts

Expense Type: Meal for Traveler Only

Transaction Date: 04/01/2015

Business Purpose:

Enter Vendor Name:

City of Purchase: Paris, FRANCE

Payment Type: Paid by Traveler

Amount: 80.00 EUR

Rate (USD=1 EUR): 1.07740000

Amount in USD: 86.19

☐ Travel Allowance

☐ Personal Expense (do not reimburse)

Comment:

Request: 04/01/2015, \$300.00 - Travel

Save Itemize Allocate Attach Receipt Cancel

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

New Itemization

Available Receipts

Total Amount: €80.00 | Itemized: €0.00 | Remaining: €80.00

Expense Type:

Taxi (Direct-Billed)

Taxi (Reimburse)

Tolls

Train (Direct-Billed)

Train (Reimburse)

02. Lodging

Apartment/House Rental

Hotel Room Only

Hotel Tax

03. Meals

Alcohol with Traveler Meal (If Allowed)

Meal for Traveler Only

04. Business Meals

Alcohol with Business Meal (If Allowed)

Business Meal NOT with Prospect Employee

Save Cancel

University of Houston Concur Instructions

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

New Itemization Available Receipts

Total Amount: €80.00 | Itemized: €0.00 | Remaining: €80.00

Expense Type: Alcohol with Traveler Meal (If Allowed) Transaction Date: 04/01/2015

Business Purpose: TEST Enter Vendor Name:

City of Purchase: Paris, FRANCE Payment Type: Paid by Traveler

Amount: 10.00 EUR X Rate (USD=1 EUR): 1.07740000 =Amount in USD: 10.77

Receipt Status: No Receipt ☐ Travel Allowance

☐ Personal Expense (do not reimburse) Comment:

Save Allocate Cancel

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

03. Meals

Alcohol with Traveler Meal (If Allowed)

Meal for Traveler Only

04. Business Meals

Alcohol with Business Meal (If Allowed)

Available Receipts

0.00 | Remaining: €70.00

Save Cancel

University of Houston Concur Instructions

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

Total Amount: €80.00 | Itemized: €10.00 | Remaining: €70.00

Expense Type: **Meal for Traveler Only** | Transaction Date: **04/01/2015**

Business Purpose: | Enter Vendor Name: |

City of Purchase: **Paris, FRANCE** | Payment Type: **Paid by Traveler**

Amount: **70.00** EUR | X Rate (USD=1 EUR): **1.07740000** =Amount in USD: **75.42**

Save **Allocate** **Cancel**

The system lists meal and alcohol separately.

☐	Date ▼	Expense	Amount	Requested
<i>Adding New Expense</i>				
☐	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	\$4,373.09
TOTAL REQUESTED				

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".

University of Houston Concur Instructions

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

Traveler, L Paris 040115

Delete Report Submit Report

New Expense Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

☐	Date	Expense			
☒	04/08/2015	Hotel Room Only Allstar Hotels, Paris, FRANCE			
☐	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	

Receipts Required
Check Receipts
Attach Receipt Images
View Available Receipts

Expense Nightly Lodging Expenses Available Receipts

Total Amount: €2,100.00 | Itemized: €2,100.00 | Remaining: €0.00

Expense Type Transaction Date
Hotel Room Only 04/08/2015

Business Purpose Vendor

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

Receipt Upload and Attach

According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the report.

You may choose up to 10 files to attach to the request.

☐	Expense	Date	Amount
☒	Airfare (Reimburse) Houston, Texas	04/01/2015	\$2,000.00
☐	Meal for Traveler Only Paris, FRANCE	04/01/2015	€80.00
☐	Hotel Room Only Allstar Hotels, Paris, FRANCE	04/08/2015	€2,100.00

For best results, scan images in black & white with a resolution of 300 DPI or lower.

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

Browse... Upload

No files selected

Close

Select a file and click on "Upload".

Files Selected for uploading:

Browse... Upload

1074.pdf Remove

Close

University of Houston Concur Instructions

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

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 Reimbursements 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.

Traveler, L Paris 040115

[Delete Report](#) [Submit Report](#)

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

☐	Date	Expense	Amount	Requested
☒	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
☐	04/07/2015	Hotel Tax	\$16.34/€15.00	\$16.34
☐	04/01/2015	Airfare (Reimburse)	\$2,000.00	\$2,000.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$4,373.09	\$4,373.09

Expense Type: Hotel Room Only Transaction Date: 04/08/2015

Business Purpose: Vendor: Allstar Hotels

City of Purchase: Paris, FRANCE Payment Type: Paid by Traveler

Amount: 2,100.00 EUR Rate (USD=1 EUR): 1.08900000 Amount in USD: 2,286.90

Comment:

[Save](#) [Add Itemization](#) [Attach Receipt](#) [Cancel](#)