

## Expense Report: Guide for Students

Log into Concur

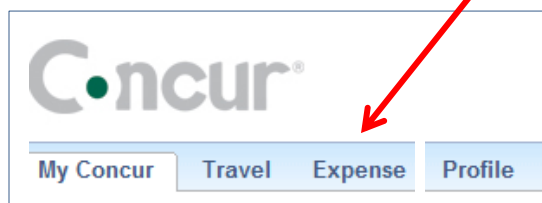
<https://medley.isc-seo.upenn.edu/authentication/profile/concur?app=concurprod>

1. Your PennKey authentication page will pop up. Login.
2. Concur Travel and Expense will automatically load

### Step One: Access to Concur Expense

Look at top tool bar. Do you have the Expense tab?

- If yes, continue to Step Two.
- If no, speak to the office administrator in your school about activating your expense permissions in Concur.



### Step Two: Create an Expense Report

Click on the Expense tab, and select **New Expense Report**

Complete the **Report Header**

**Concur**

My Concur Expense Reporting Administration Profile

View Reports **New Expense Report** View Receipt Store Process Reports

**Create a New Expense Report**

**Report Header**

Type of Travel	Country Code	Report Name	Report Date
[Dropdown]	[Dropdown]	[Text]	11/05/2012
Policy	Business Justification	Report Key	School/Center
US Expense Policy	[Dropdown]	[Text]	(93) BSVCS
CNAC-ORG-BC-FUND - Funding Source	Program	CREF	Affiliation
(930-9303-1-000000) BSVCS-PURCHAS	(0000) NOT PROG REL	(0000) UNDEFINED	Faculty/Staff
Notes to Approver	[Text Area]		

Fill in each block (those with red left borders are required fields)

1. **Type of Travel** – select one. If you choose International, the Country Code is also required (use the drop down box to select the country).

**Report Header**

Type of Travel

- 1. Domestic
- 2. International
- 3. Local (less than 50 mile radius)
- 4. Non-Travel Expense
- 5. UPHS
- 6. Capital Project Program

2. **Report Name** –
  - Recommended format includes location and date: Austin TX 3-14-12
  - Another option includes conference name and date: SCTEM 5-22-12
  - No need to include your name, since you are doing this under your own account.
3. **Report Date** – NO ENTRY – defaults to date expense report was created.
4. **Policy** – select “US Expense Policy”. If this expense report is to request a new Travel Advance, use the drop down to select “ US Travel Advance Policy”
5. **Business Justification** – text field – enter sufficient explanation for satisfy the approvers
6. **Report Key** – NO ENTRY – fills in automatically upon submittal of expense report
7. The next 5 fields fill in automatically based on your PennKey.
8. **Notes to Approver** – useful for comments such as “Sponsored by Professor Smith” or “Conference Attendance paid for by the Madison Grant”

At the bottom of the screen, select



## Navigation

1. The left side of the screen will show the detailed expenses of an expense report as you enter them and complete the required fields
2. The right side of the screen will show a list of expense types to be used when entering a new expense – such as Airfare, Gasoline, Hotel
3. The total of the expense report will show at the bottom of the right side
  - a. Total Amount
  - b. Total Requested

TOTAL AMOUNT	TOTAL REQUESTED
\$50.00	\$50.00

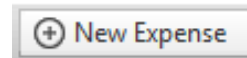
Note: The Total Requested will be smaller than the Total Amount if any personal or non-reimbursable expenses were included on a business receipt. Example: Rental of a movie that appeared on the Hotel bill.

## Step Three: Enter Expenses

For each expense transaction incurred, you will select an expense type from the right hand side of the screen and then fill in the required fields.

### Enter Cash or Personal Credit Card Transactions

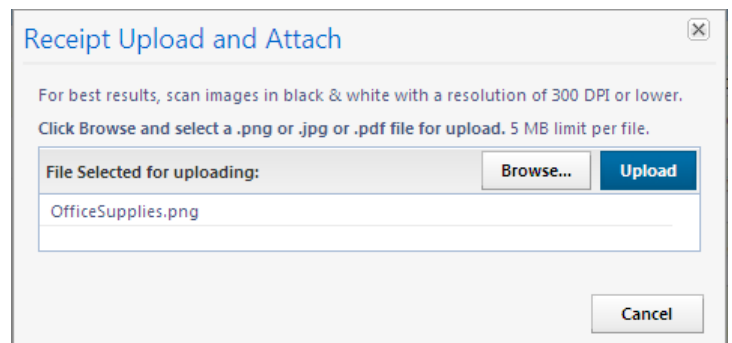
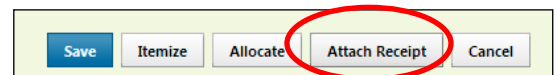
1. Click New Expense button.
2. Select the appropriate Expense Type from the right side of the screen.
3. Enter the information from your receipt, completing all required fields.
4. **IMPORTANT:** The dollar amount for the entire receipt must be entered. If only part of it is to be reimbursed – (I will use Airfare in this example)
  - a. Select the expense type “Airfare” and fill in the required fields
  - b. Enter the entire amount (\$550) of the receipt in the Amount box
  - c. Click the Itemize button on the bottom right of the detailed information
  - d. In the new box that appears, enter “Airfare” as the expense and enter the amount (\$300) you are requesting for reimbursement. Click Save
  - e. In the next new box that appears, enter “Non-Reimbursable” as the expense type and enter the remaining portion of the amount (\$250) that you are not requesting to be reimbursed. Click Save
5. Upon Save, the expense will appear on the left side of the screen as a line item on the expense report.
  - a. If a red exclamation point appears on the left side of the screen, double click the specific transaction, and fix missing information.
  - b. If a yellow exclamation point appears on the left side of the screen, click on it and read the message and make changes if necessary. It is a policy warning.



## Step Four: Attach Receipts – 3 options

Option 1: Upload and Attach an individual receipt from your computer

1. Click an expense item to open it.
2. Click **Attach Receipt** at the bottom of the screen.
3. The Receipt Upload and Attach dialog box opens.
4. Click **Browse**.
5. Navigate to the location on your computer where you saved the receipt image file.
6. Select the file to upload, and then click **Open**. Images can be up to 5 MB in size and must be a PNG, JPG, TIFF or PDF file.



## Option 2: Upload and Attach multiple receipts from your computer

1. Scan receipts and save on your computer – it can be one document or multiples.
2. Select the **Receipts** button from the top tool bar while in the expense report.
3. Select **Attach Receipt Images**
4. Click **Browse**
5. Navigate to the location on your computer where you saved the receipt image file.
6. Select the file to upload, and then click **Open**. Images can be up to 5 MB in size and must be a PNG, JPG, TIFF or PDF file.

## Option 3: Use the Receipt Store – Pictures of Receipts taken with a Mobile Device (cell phone)

1. Initial Setup of receipt store capability on your mobile device
  - o Log into Concur
  - o Select the Profile Tab, Select Mobile Registration, Complete the process
  - o Select the Profile Tab, Email Addresses, Proceed to enter email addresses and follow instructions on verification.
2. Use your mobile device to take a picture of your receipt and email it to [receipts@concur.com](mailto:receipts@concur.com). This will put the receipt in your Concur Receipt Store.
3. To attach a receipt to an expense entry,
  - o Click the box in front of the line item expense in your expense report
  - o Open the Receipt Store (far right side of the screen)
  - o Click the green arrow next to the appropriate receipt. This will move the receipt from the Receipt Store to the line item expense

## Step Five: Submit Expense Report

1. Click **Submit Report** located on the top right of the screen
2. Read the User Submit paragraph and verify that all required receipts are attached.
3. Click **Accept & Submit**

**Final Review**

**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 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 in full for those expenses.

**Reminder: Receipts Required!**

According to company policy, you must provide receipts for the expenses listed below.  
You must attach scanned images to individual expenses on the report. To view the receipts that are already attached to this report, click on the receipt icon next to the expense.

Print Attach Receipt Images View Receipts

Expense	Date	Amount
 Parking BLUE DOOR AT DELANO	05/07/2010	\$95.00

Accept & Submit Cancel

4. A **Report Totals** pop up screen will appear. It will detail the Amount of the Expense Report and any disbursements that will be made to the individual and to the T&E Credit Card.
5. Click **Close** at the bottom of the pop up.
6. The expense report is now submitted.

Expense Report	
Report Total :	\$250.00
Less Personal Amount :	\$0.00
Amount Claimed :	\$250.00
Amount Rejected :	\$0.00
Amount Approved :	\$250.00

Company Disbursements	
Amount Due Employee :	\$250.00
Total Paid By Company :	\$250.00

Employee Disbursements	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

[Close](#)

## Expense Report Workflow

- Completed report is submitted by person requesting reimbursement
- Report goes through a defined list of approvers
- If an approver rejects it, report is electronically returned to individual's account in Concur and a notification is sent to their email. Log into Concur. On Expense Tab select View Reports. Identify the report in the list, and read the comment (under the Details tab). Fix the report and resubmit.
- Once approved by all approvers in the workflow, the report is prepared for payment.
- Payment is sent (norm – 5 to 7 workdays from last approval):
  - To your bank account if you have a direct deposit account set up in SRFS or Payroll
  - To a Pay Card if you do not have a direct deposit account set up