Creating a Travel Expense Report

(Travel reimbursement, previously processed using the Excel spreadsheet)

Travel Expense Reports in Concur should not be completed for travel that is funded by an Agency Account, such as a Student Organization, or for WU Guests, such as a candidate coming to campus for an interview or a guest speaker being reimbursed for travel expenses.

All other travel reimbursements must be reported in Concur.

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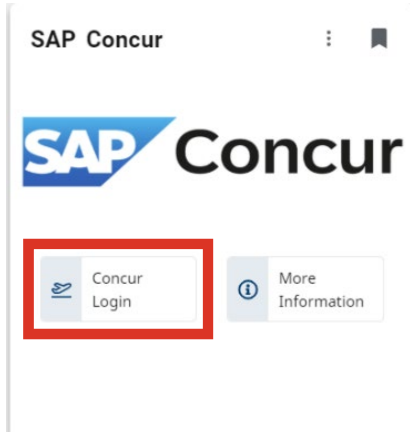
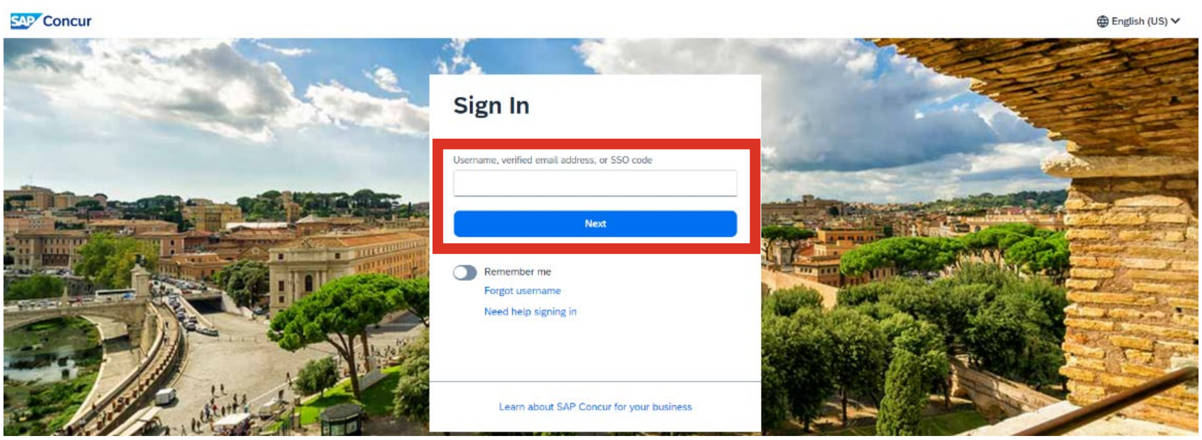
Log in to Concur

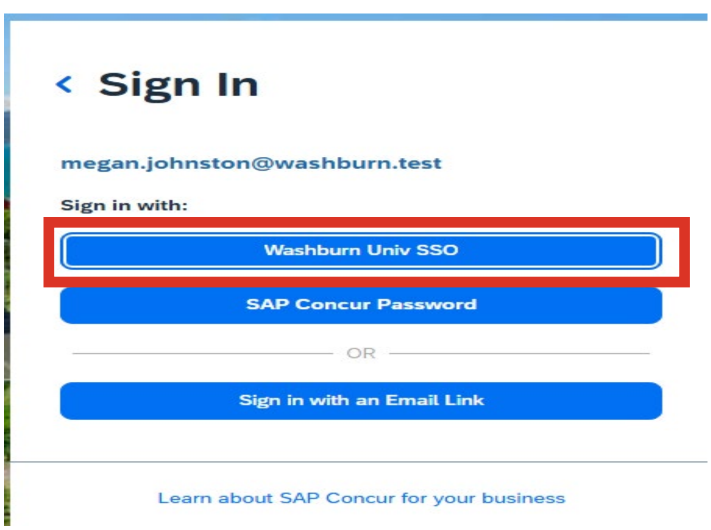
- Go to MyWashburn and find the SAP Concur card and select “Concur Login”.



- Or, go to concursolutions.com.
  - Enter your Washburn University Email and click “Next”.



  - Click on “Washburn Univ SSO”.
  - Enter your Washburn University Single Sign On credentials.

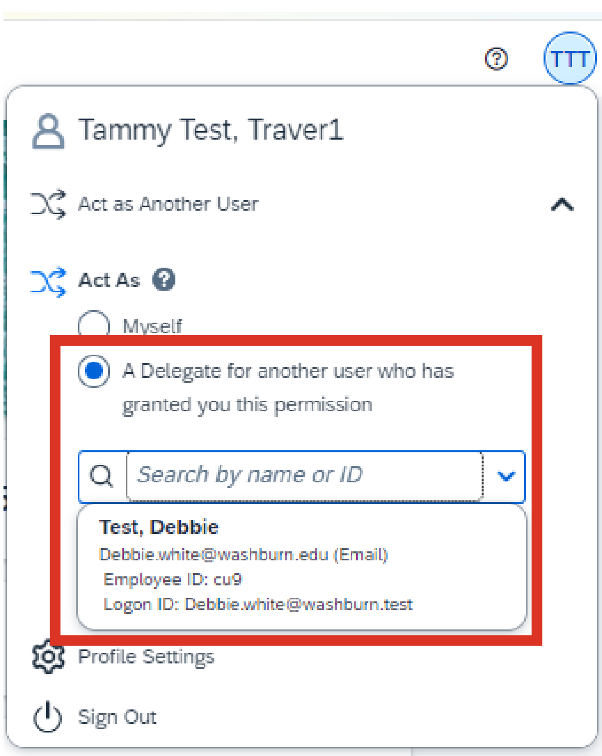


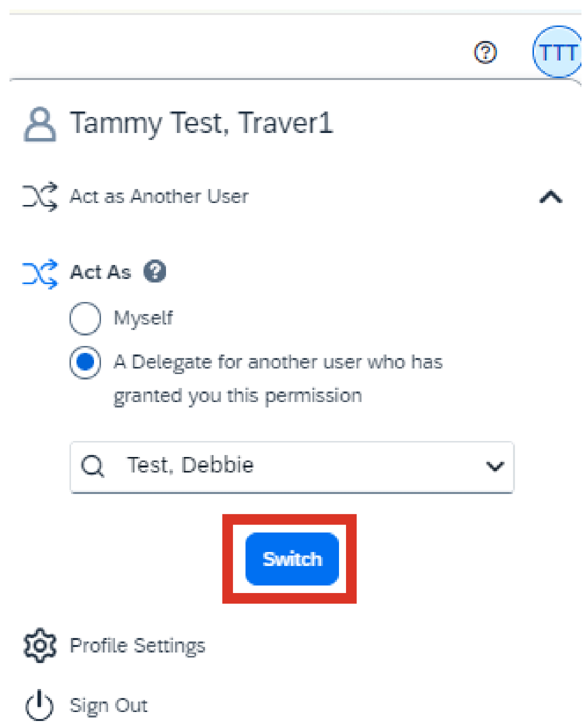
Work as a delegate

If a delegate prepares a Report for someone else, they must do so in the traveler's Concur account by following these steps. To log into the delegator's Concur account:

1. Click on the employee profile icon in the upper right corner.
2. Select "Act as another user".

3. Click the circle next to "A Delegate for another user who has granted you this permission".
4. Enter the name of the Pcard holder in the search bar.
    a. If the individual's name does not appear, that person has not designated you as a delegate.
        i. Contact the individual to set you up as a delegate in Concur.
            1. Please refer to the document on the Washburn University Accounting website titled "Concur Creating a Delegate".
5. Click "Switch".





Steps required to create a Travel Expense Report

1. Create the header record using the FOAPAL paying most, if not all, expenses related to the trip.
    a. Create Travel Allowance (meal and incidental per diem), if applicable.

2. Add **<u>all</u>** expenses related to the trip, with receipts.
    a. Include expenses even if not requesting reimbursement.
        i. This is at the request of the WU President, in an effort to adjust travel budgets when possible.
    b. Refer to the document on the Washburn University Accounting website titled "Concur P Card Travel Charges Flowchart" for more information on how and when to report all charges related to a trip.
    c. Include expenses that were:
        i. Paid on a Pcard in a previous billing cycle
        ii. Paid with someone else's Pcard
        iii. Paid with a Payment Voucher or Purchase Order

3. Itemize Expenses.
    a. Use when one receipt has different types of expenses included.
        i. Example: Hotel receipt has both lodging and parking at the hotel.

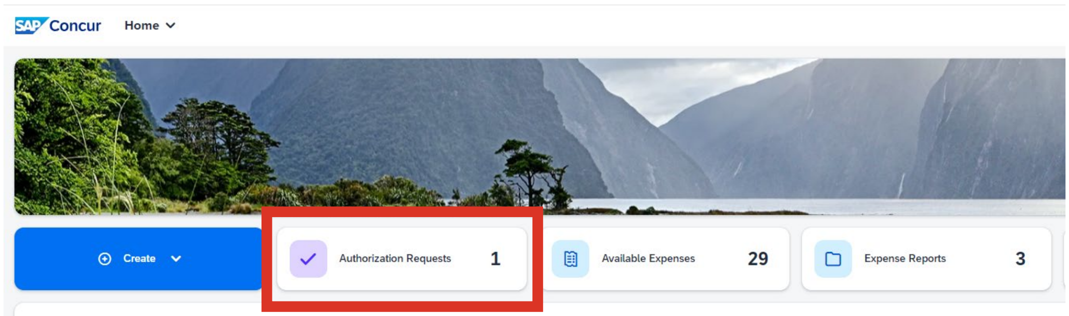
4. Allocate Expenses (split funding).
    a. Use if any part of the trip will be paid from a FOAPAL other than what is on the header record.

5. Submit the Report.

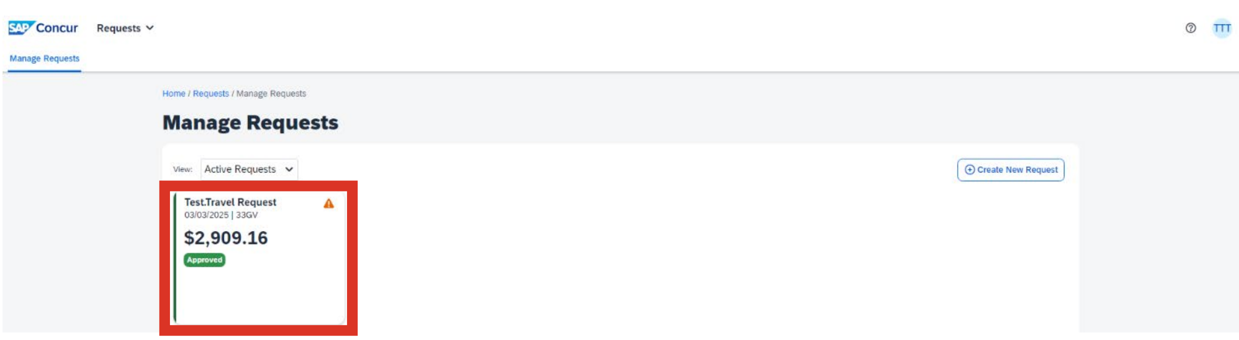
Create the Header Record

If there is a fully approved Request for the trip, start the Travel Expense Report header record by opening the Request.

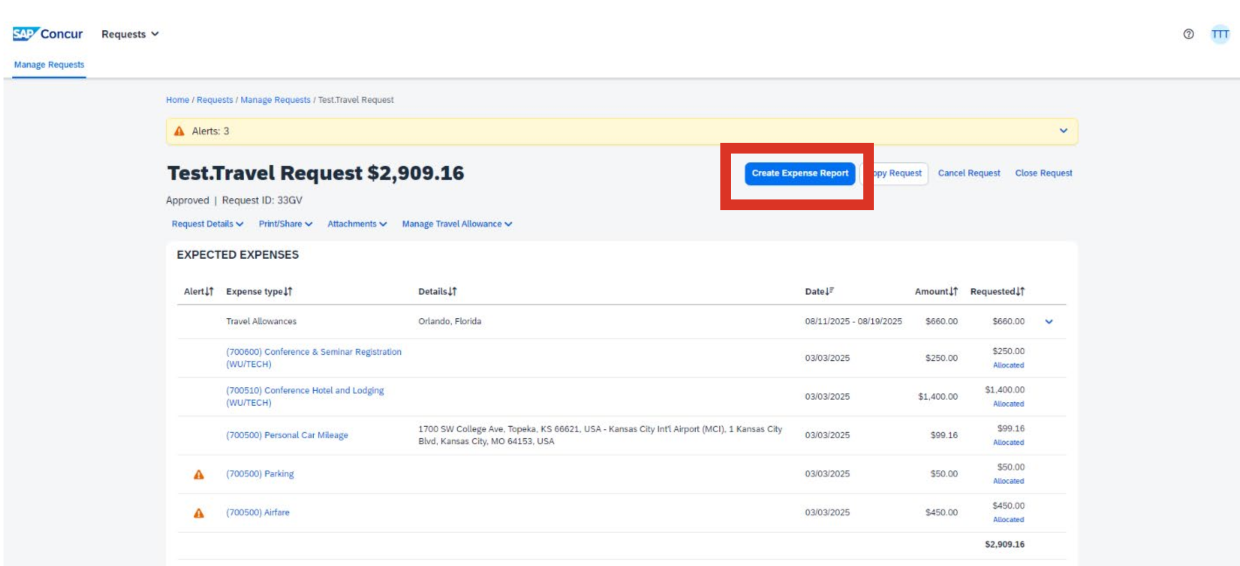
From the Concur home page, click on “Authorization Requests”.



Find the approved Request and click once on the tile to open the Request.



In the upper right corner, select “Create Expense Report”.



Information from the Request Header Record prepopulates on the Expense Header Record.

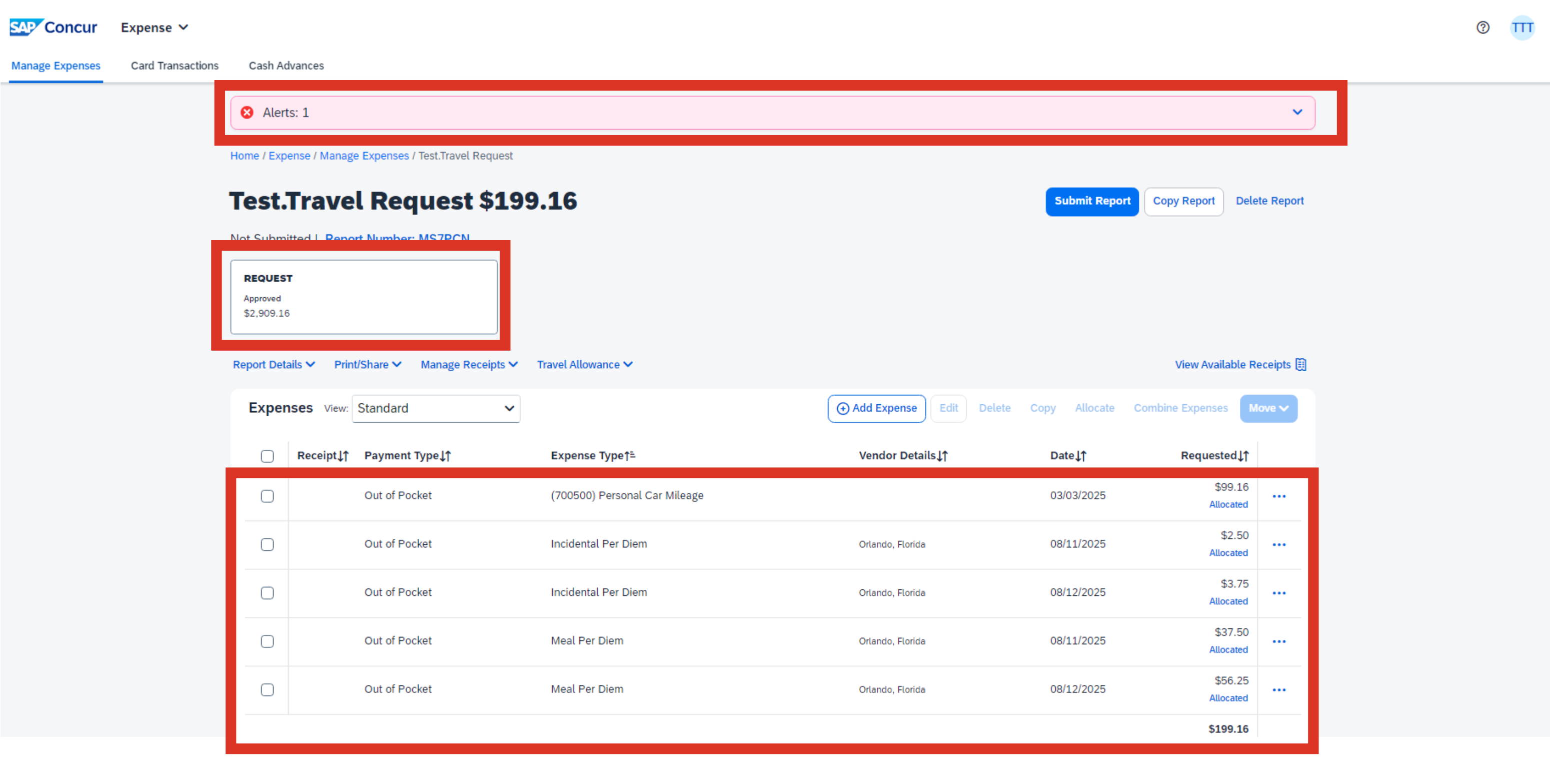
There is an alert on the newly created Report because there are two fields on the Expense Header record that are not on the Request Header that need to be added, departure and return time.

To open the Report Header

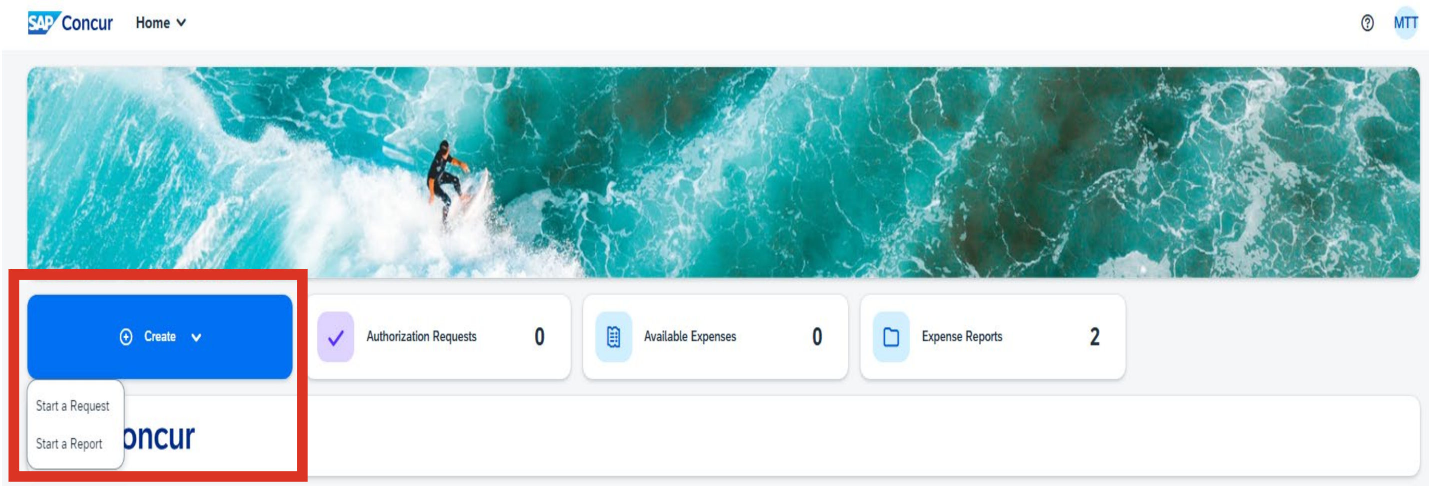
- Select Report Details
- Choose Report Header from the list

When a report is created from an approved Request, there is a white box in the upper left corner of the report showing the approved amount from the Request.

The personal car mileage, Travel Allowance, and allocations come into the Report from the approved Request.



If there is not a fully approved Request in Concur for the trip, from the Concur home page, click on the blue “Create” drop down list and select “Start a Report”.

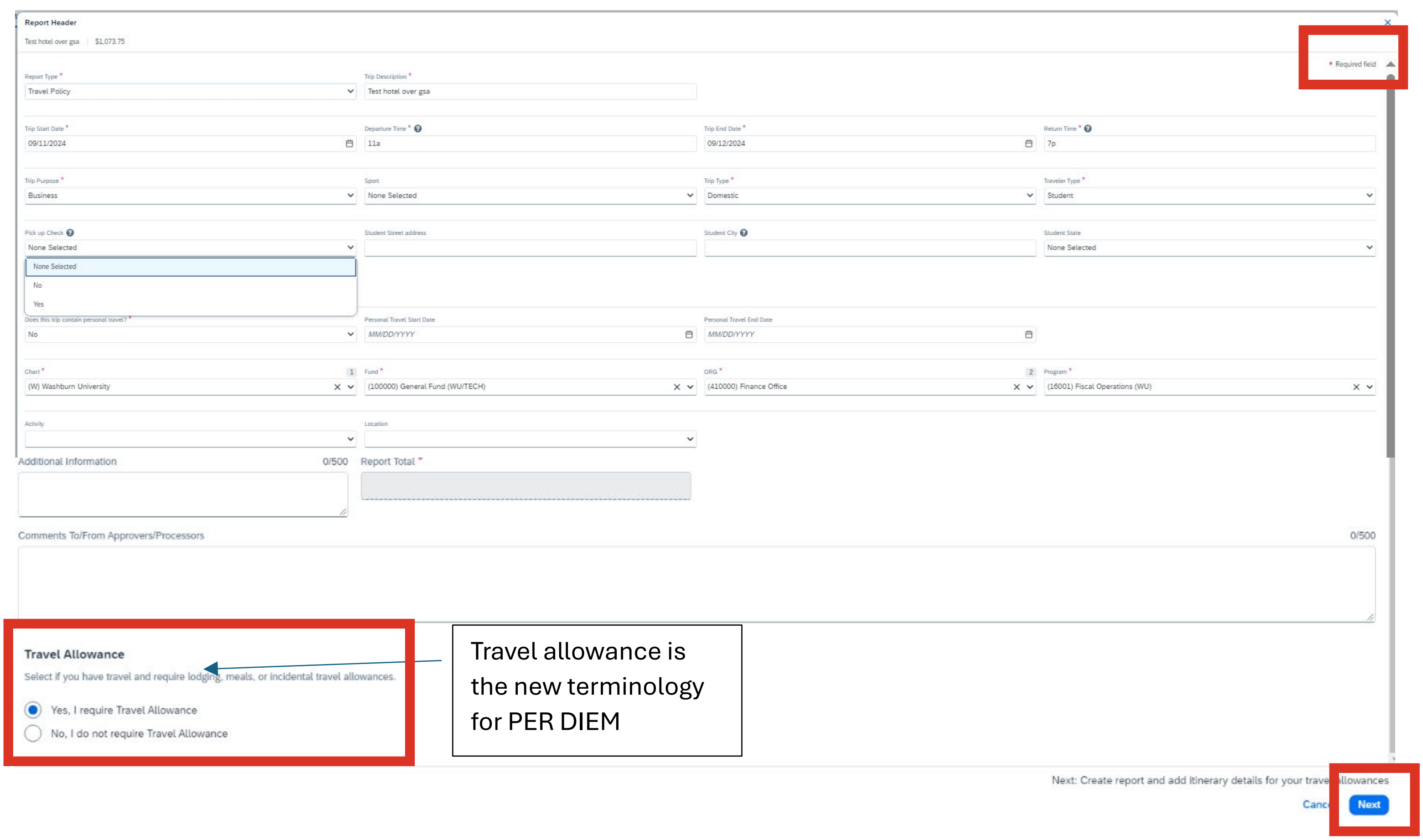


Complete all required fields, with a red asterisk (*):

- Report Type
  - Defaults to “Travel Policy”, does not need changed.
- Trip Description
  - Enter a short Description of the trip.
    - Example: Test Conf. Dec 2024
  - This description is what is uploaded into Banner and will show on the remittance advice at the time the reimbursement is received.
- Trip Start Date
- Departure Time
- Trip End Date
- Return Time
- Trip Purpose
  - If “other”, add reason in the additional information field.
- Trip Type
  - Domestic – Within the US
  - International – Outside of the US
  - In Town – Local
- Traveler Type
  - Staff, Faculty, Student, Administrator
    - If the traveler type is “Student”, an address must be provided.
    - The check will be mailed to the address entered, unless otherwise indicated.
    - There is also an option to pick up the check from the Cashier Window.
      - Pick up Check - select “yes”.
      - Enter Washburn’s address in the address field.
        - 1700 College Ave, Topeka, KS 66621
- Personal Travel
  - Answer “No” if all travel dates are business related.
  - Answer “Yes” if the travel dates include personal travel days.

        - If yes, complete the start and end date for the personal travel days.

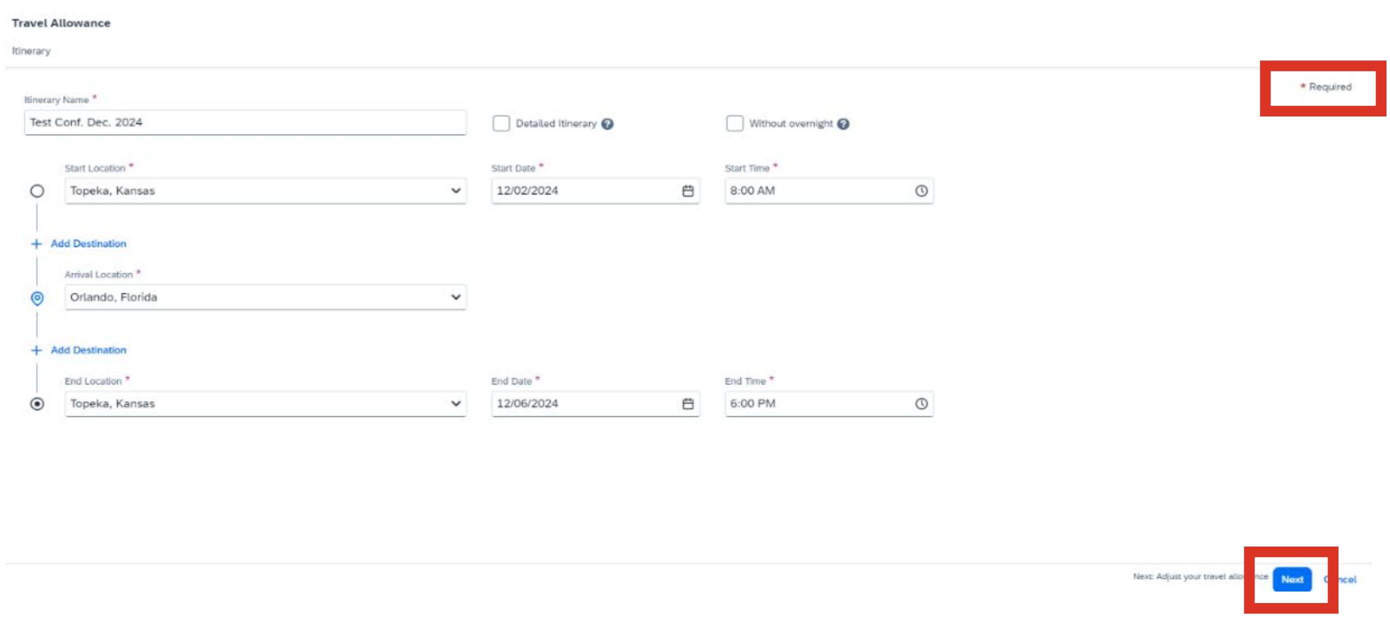
- Chart, Fund, Org, Program
    - This is the FOAPAL from where the trip will be paid.
        - If funding is coming from more than one FOAPAL, an additional FOAPAL is entered during step 4, allocation.
    - This information auto fills from the user's Concur profile.
        - Update, if needed.
    - The FOAPAL account code (now referred to as expense type) is selected later in this process.
- Activity,
    - Not required, enter only if needed.
- Location
    - Refers to the WU campus location and is never used on a travel reimbursement.
- Additional Information
    - Add any additional information about this trip that would be helpful for individuals who review or approve the report.
    - If "other" was selected as the Trip Purpose, enter the purpose of the trip in this field.
- Comments
    - Use this field to provide additional information that will answer any questions an auditor may have when reviewing the report.
- Travel Allowance
    - Answer "YES" if meal and incidental per diem is being requested for the trip.
    - Answer "NO" if meal and incidental per diem is NOT being requested for the trip.
- Click "Next" in the lower right corner.



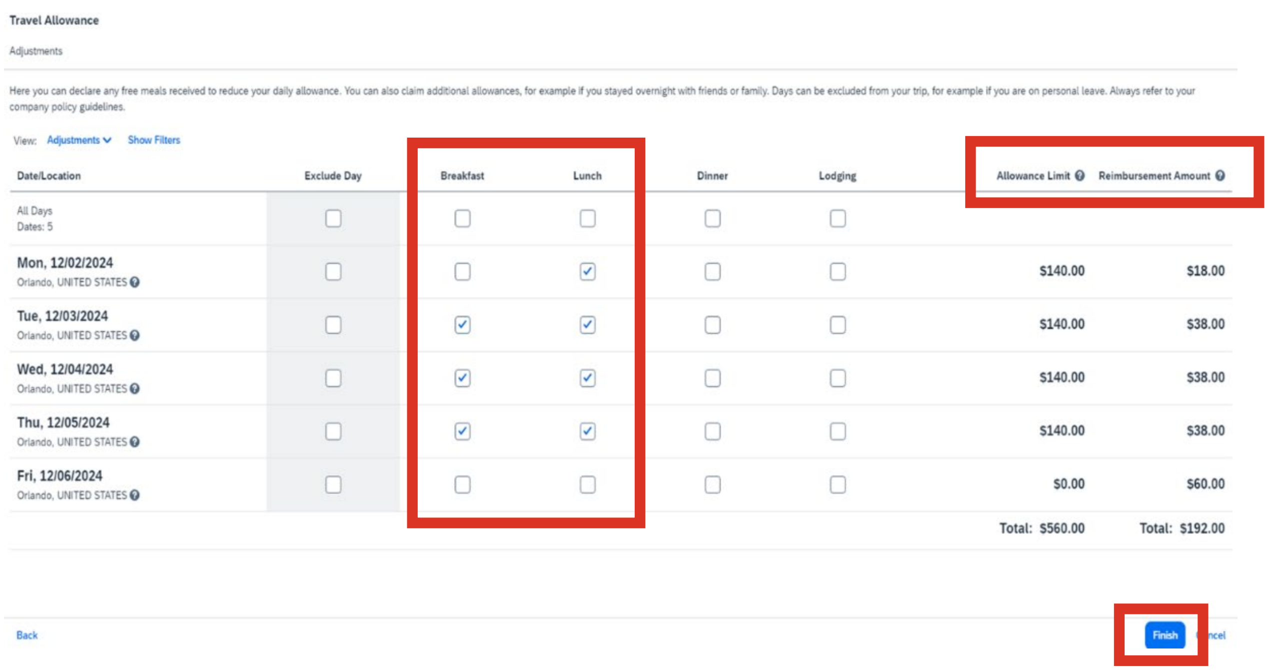
Complete Travel Allowance (meal & incidental per diem expenses)

- GSA = General Services Administration
  - The federal agency who determines food/incidental/lodging rates.
    - Based on date and location.
- On the first Travel Allowance screen, enter the itinerary.
- Complete all required fields, with a red asterisk (*):
  - Itinerary Name
    - This field auto fills from the Header Record.
  - Start Location/Arrival Location/End Location
    - Only add locations where you sleep.
      - Places traveled throughout the day are not needed.
        - Example: KC Airport, connection airports
  - Start and end dates
    - These fields auto fill from the Header Record.
  - Start and end times
    - Enter the time departed from, and returned to, the official workstation.

- Click "NEXT".



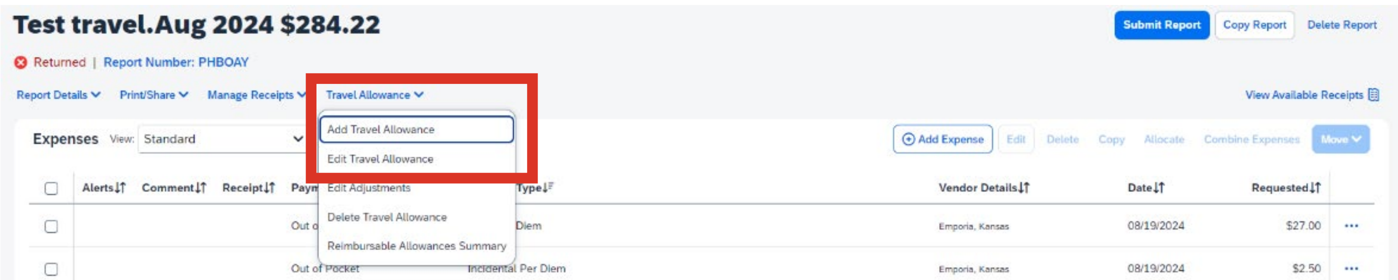
- On the second Travel Allowance screen, declare any free meals that were received, reducing the daily allowance.
  - Check the box for a meal if:
    - The meal was paid for by another individual.
    - The meal was offered at a conference, as part of the registration fee.
      - Continental breakfast or hors d'oeuvres don't count as a meal.
  - The column on the far-right side, "Reimbursement Amount", is the amount calculated for meal and incidentals for each day.
    - First travel day = 50% of the full daily per diem
    - Last travel day = 75% of the full daily per diem
    - Full days in travel status = 100% of the full daily per diem
      - All daily totals are reduced for meal boxes checked each day.
  - The 2nd column from the right, "Allowance Limit", is the GSA rate for lodging.
    - The lodging expense does not automatically add to the report.
    - The lodging expense needs to be manually added as an expense.
  - Click on "Finish".



  - Two lines are added to the list of expenses for each day.
    - One line is for meals for that day.
    - The other line is for incidentals for that day.

If the Travel Allowance isn't entered at the time the Header Record is created, it can be added later.

- Click on "Travel Allowance".
- Select "Add Travel Allowance".
    - After the Travel Allowance has been added, it can also be edited by selecting "Edit Travel Allowance" under "Travel Allowance".
        - The Travel Allowance can be edited until the Report has been submitted.



If a supervisor approves it, meal and incidental per diem can be received for same day travel, if the traveler is gone 5 hours or more.

If claiming meal and incidental per diem for more than one same day trip on the same report, add an additional Travel Allowance for each day.

Add all expenses

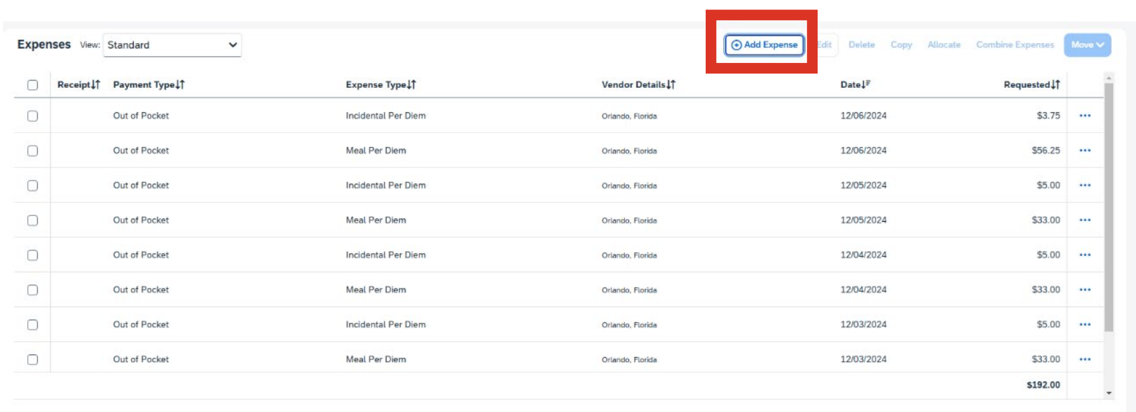
Out of Pocket and/or previously paid by Washburn

- Paid with personal credit card or cash.
- Paid with someone else's Pcard.
- Paid with the traveler's Pcard, but in a previous billing cycle.
- Paid with a Payment Voucher.

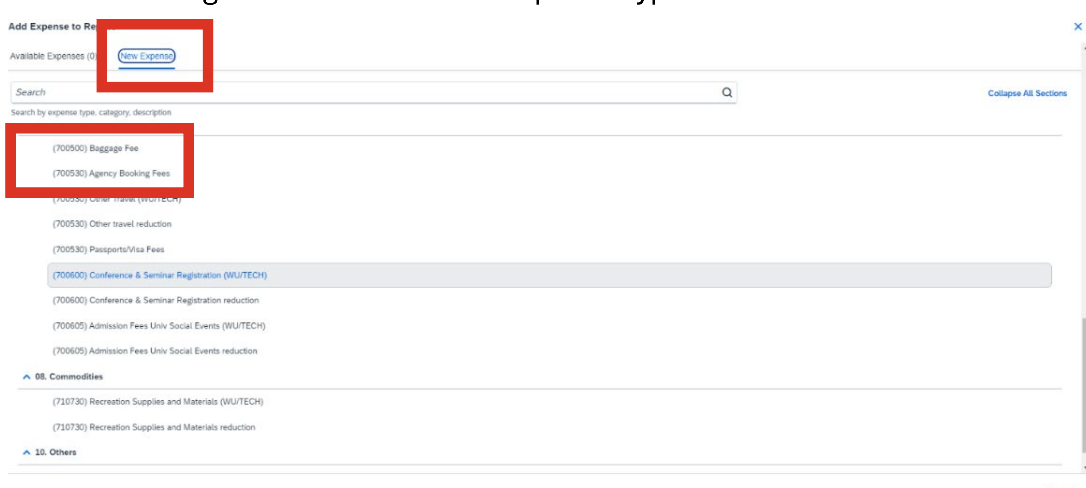
For information on how to report a non-allowable charge included on a receipt with other charges that are allowable, refer to the document on the Washburn University Accounting website titled "Concur Non-Allowable Charges".

For information on how to report expenses that are not paid by Washburn University due to approval limitations, refer to the document on the Washburn University Accounting website titled "Concur Insufficient Budget".

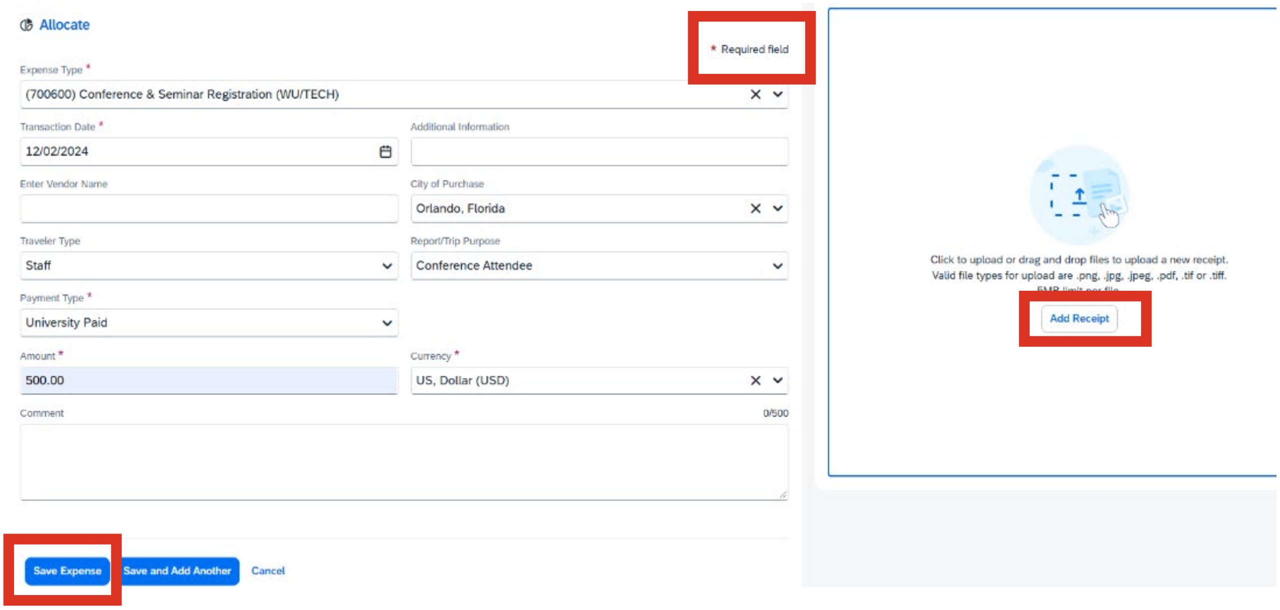
- Click on "Add Expense".



- Select "New Expense".
- Select the appropriate Expense Type.
  - A search field is provided at the top of the screen.
  - The 6-digit number before the expense type is the FOAPAL account code.



- Complete all required fields, with a red asterisk (*):
  - Transaction Date
  - Payment Type
    - University Paid – use when this was paid on someone else's pcard, paid on a pcard in a PREVIOUS pcard cycle or paid via an AP Check.
    - Out of Pocket – Use to indicate reimbursement is needed.
  - Amount
  - Upload an Itemized Receipt.
    - If traveling for a conference, attach the conference agenda, showing the conference hotel rate and any meals that were provided, with the conference registration fee receipt.
- Click on "Save Expense".
- Repeat steps until all expenses have been added.

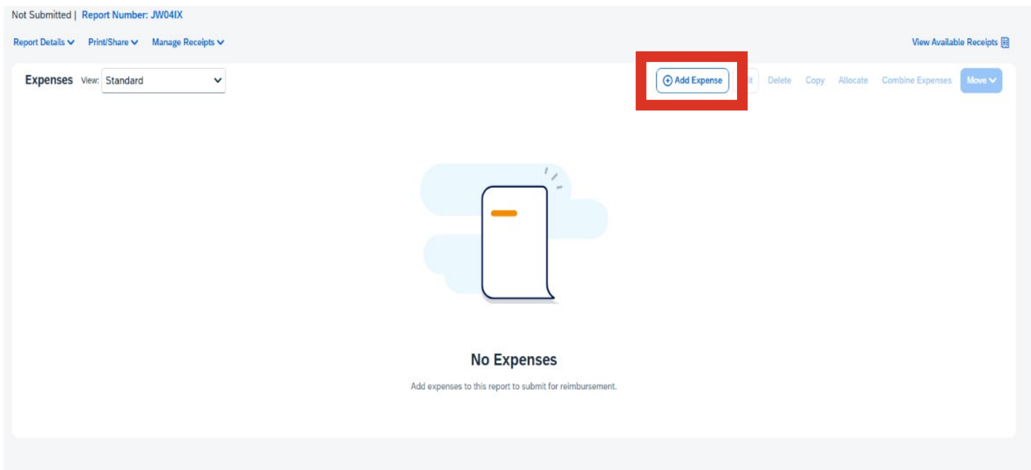


Pcard Charges – current billing cycle

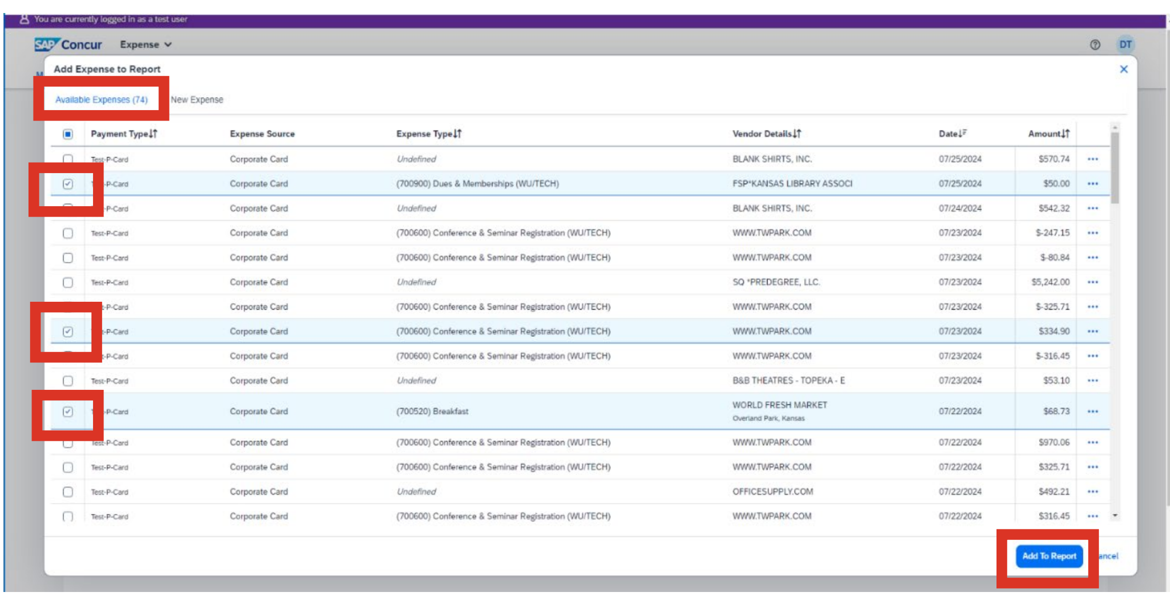
For additional information about when to include a Pcard charge on a Travel Expense Report, refer to the document on the Washburn University Accounting website titled “Concur P Card Travel Charges Flowchart”.

For information on how to report a non-allowable charge on a Pcard, refer to the document on the Washburn University Accounting website titled “Concur Non-Allowable Charges”.

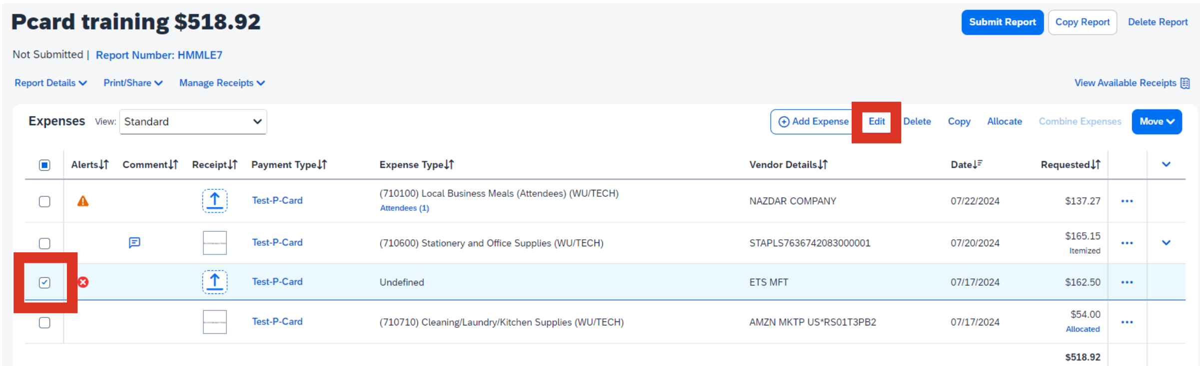
- Click on “Add Expense”



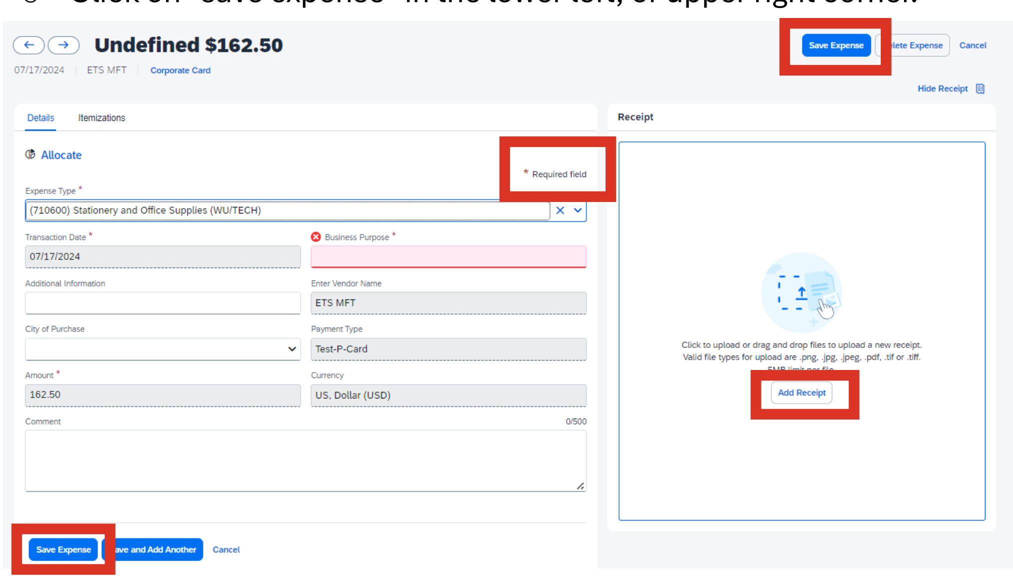
- Select “Available Expenses”.
  - Please refer to the document on the Washburn University Accounting website titled “Combining Receipts and Pcard Charges” on the accounting website for additional information on available expenses.
- Click the box on the left side of the line for the transactions to add to the report.
- Click on “Add to Report”.



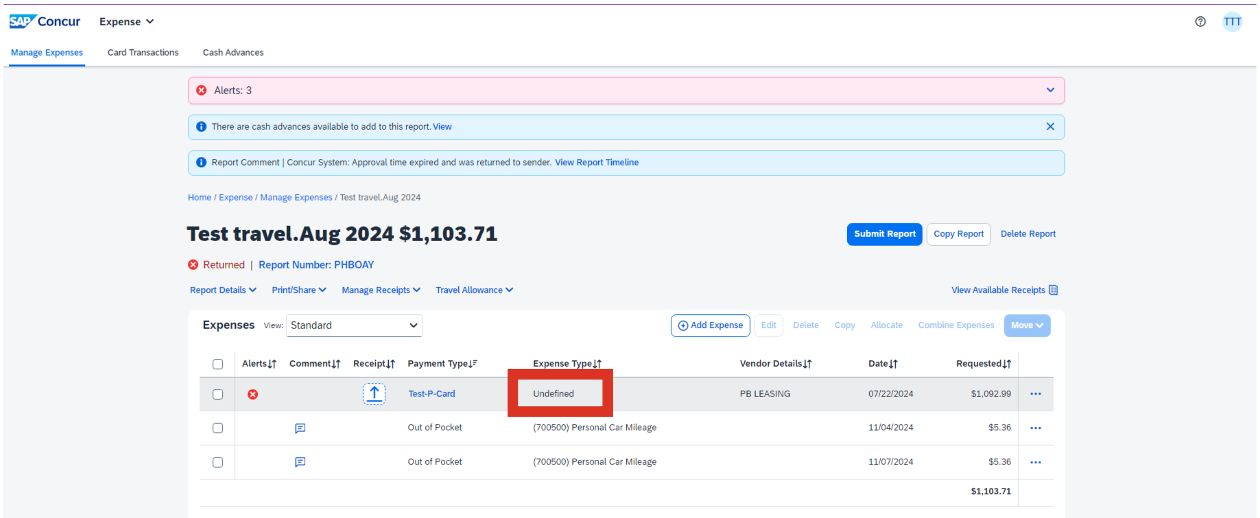
- Open the expense detail screen for one Pcard transaction at a time to provide additional information about the charge.
  - Click the box on the left side of a Pcard transaction line and select "edit" above the list of transactions.



- Complete all required fields, with a red asterisk (*):
  - Expense Type
    - Select the expense type that best describes what was purchased i.e., Conference Registration, Local Business Meals, Other Supplies, Dues and Memberships, etc.
  - Business Purpose (if required for the expense type)
    - Type a brief explanation of how the purchase benefited WU.
    - Always include a business purpose and list of attendees for group meals.
  - Upload an <u>itemized</u> receipt that matches the transaction amount.
    - When an expense is being paid by a Student Organization, appropriate approval signatures must be on the receipt.
    - Refer to the document on the Washburn University Accounting website titled "Concur Combining Receipts and P Card Charges" for additional details.
  - Comments
    - Use this field to provide additional information that will answer any questions an auditor may have when reviewing the report.
  - Click on "save expense" in the lower left, or upper right corner.



- Repeat these steps until all transactions have been reconciled and the "Expense Type" is no longer "UNDEFINED".



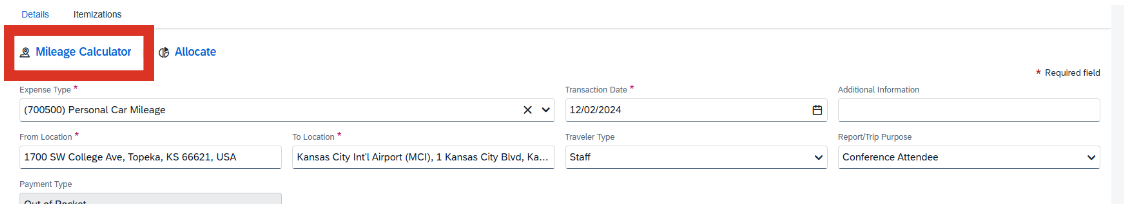
Hotel Expense Types

- Use one of these hotel expense types on a Travel Expense Report, when paying for a hotel expense with a Pcard in your name while traveling.
    - (700510) Hotel/Lodging
        - Use to report the GSA lodging rate.
    - (700510) Conference Hotel and Lodging (WU/TECH)
        - Use when reporting a conference hotel rate.

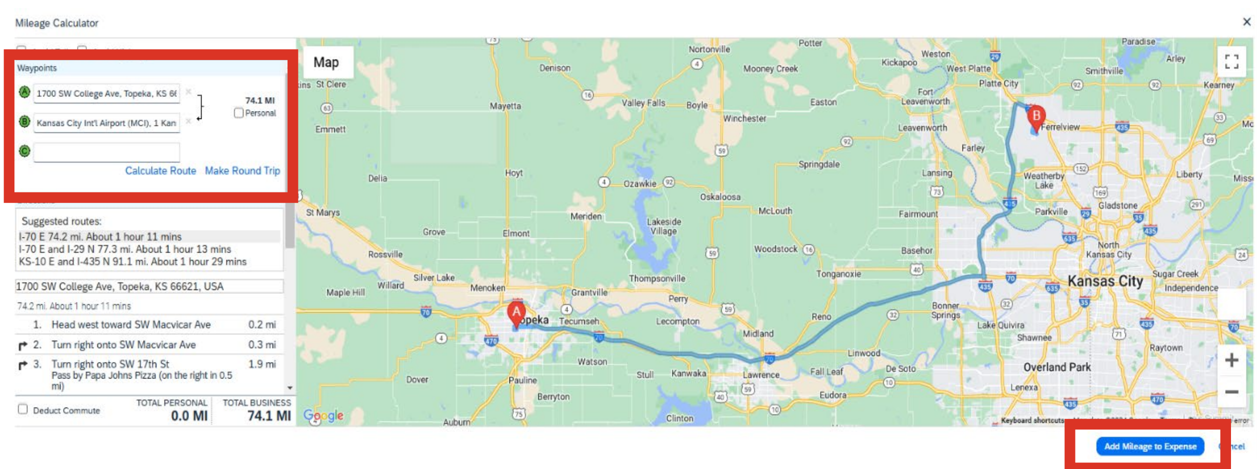
- Only use these expense types on the Pcard Report.
    - (700510) Hotel and Lodging – Dept Pcard
        - Use when paying for a hotel, GSA or conference rate, with a Pcard that another individual is responsible for reconciling, either while traveling or before.
    - (700510) Pre-Paid Conference Hotel and Lodging (WU/TECH)
        - Use when paying a conference hotel rate prior to traveling, either on a Pcard in your name or a Dept Pcard.
    - (700510) Pre-Paid Hotel/Lodging (WU/TECH)
        - Use when paying the GSA hotel rate prior to traveling, either on a Pcard in your name or a Dept Pcard.

Personal Car Mileage

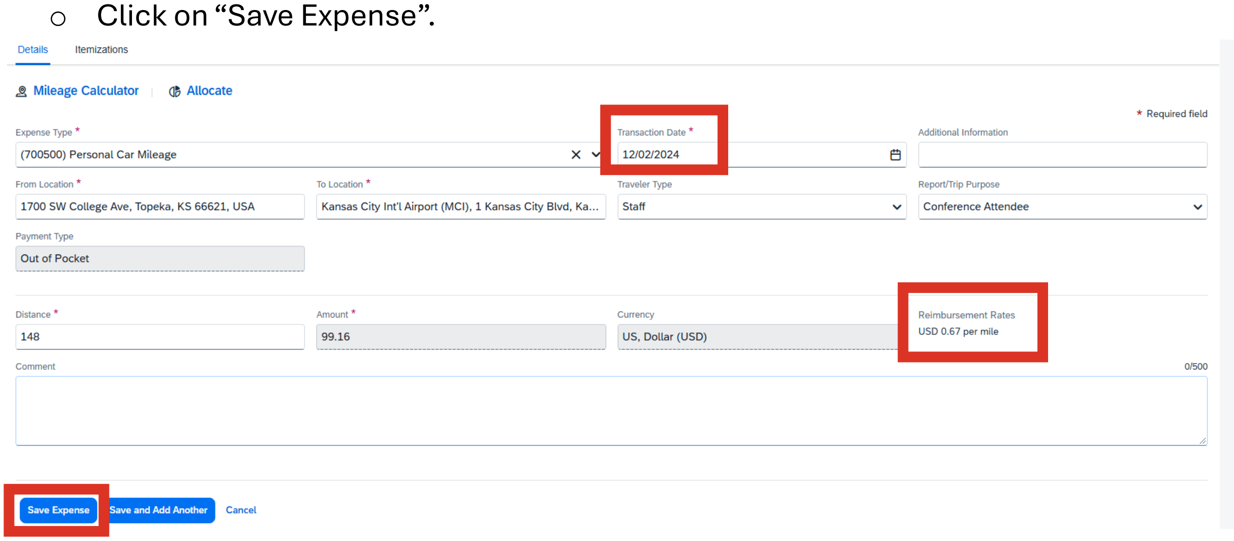
- Select the “Personal Car Mileage” expense type.
- Click on “Mileage Calculator” in the upper left corner.
  - The “From Location” and “To Location” fields are filled in from entering information in the mileage calculator.



- Enter the address for the beginning and ending locations as waypoints A and B.
  - If traveling round trip, click on “Make Round Trip”.
  - If traveling to multiple destinations on the same day, add multiple waypoints by filling in additional addresses in additional waypoint fields.
- Click “Add Mileage to Expense”.



- Enter the Transaction Date.
  - In the lower right corner, above the “comments” field, the IRS mileage reimbursement rate for the date entered is shown.
- Add comments about the mileage, if an explanation will be helpful for Reviewers, Approvers, or Auditors.
- Click on “Save Expense”.

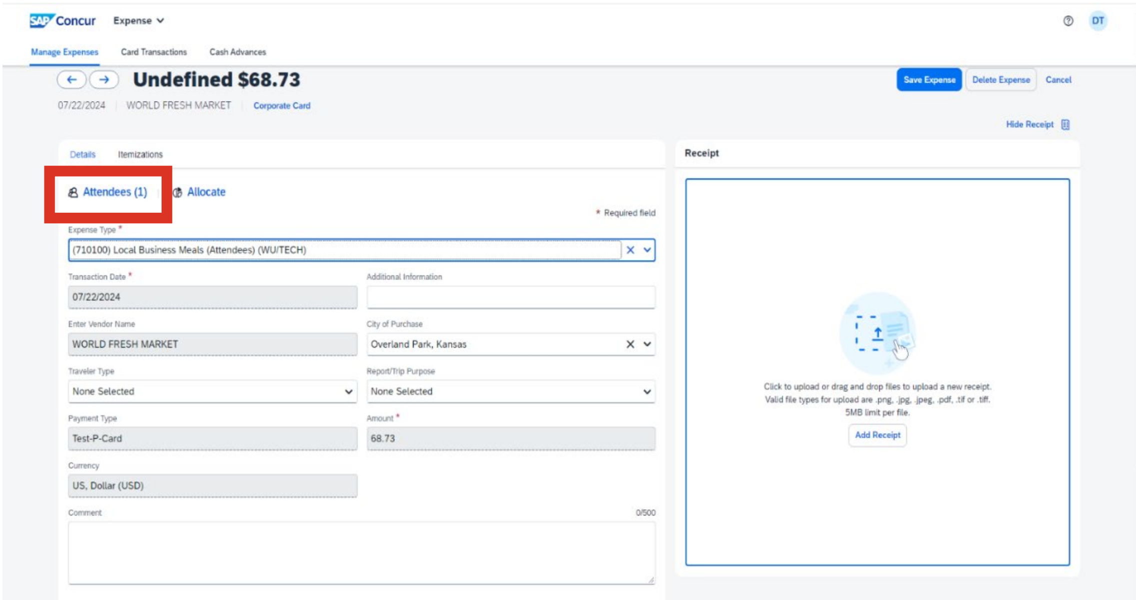


Group Meals

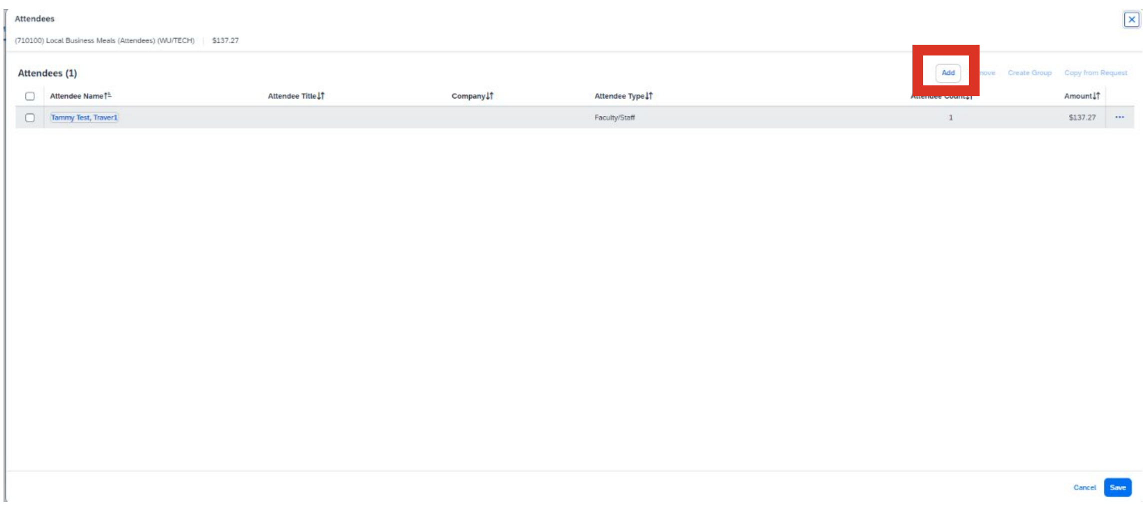
- "(700520) Travel Business Meals (Attendees)"
    - Use this expense type when a meal is purchased for more than one person.
    - Must include a business purpose.
    - A credit card charge slip is not sufficient for a receipt.
    - Ensure the tip does not exceed 20% of the pre-tax total.
    - Ensure no alcohol beverages are being paid from the general fund.
    - Must include names of all attendees at the meal using one of the following methods.
        - Add the names in the comment section for the transaction.
        - Attach a roster with the receipt.
        - Use the "Attendees" feature in Concur.

Add Attendees

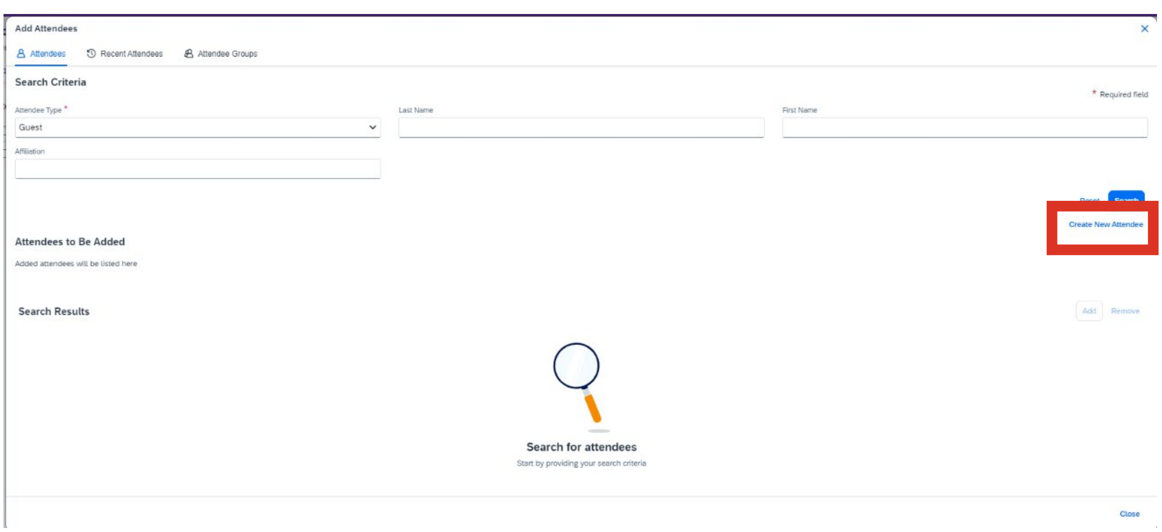
- Click the “Attendees” link in the upper left corner.



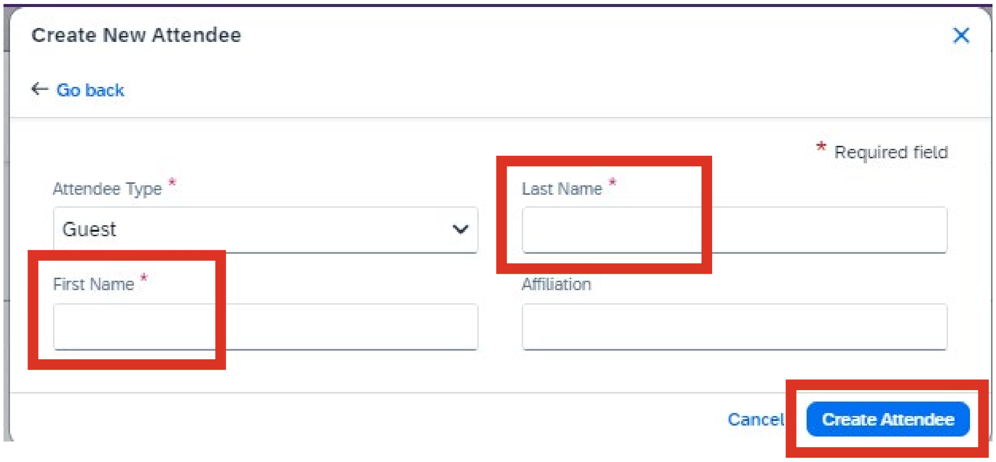
- Click on “Add”.



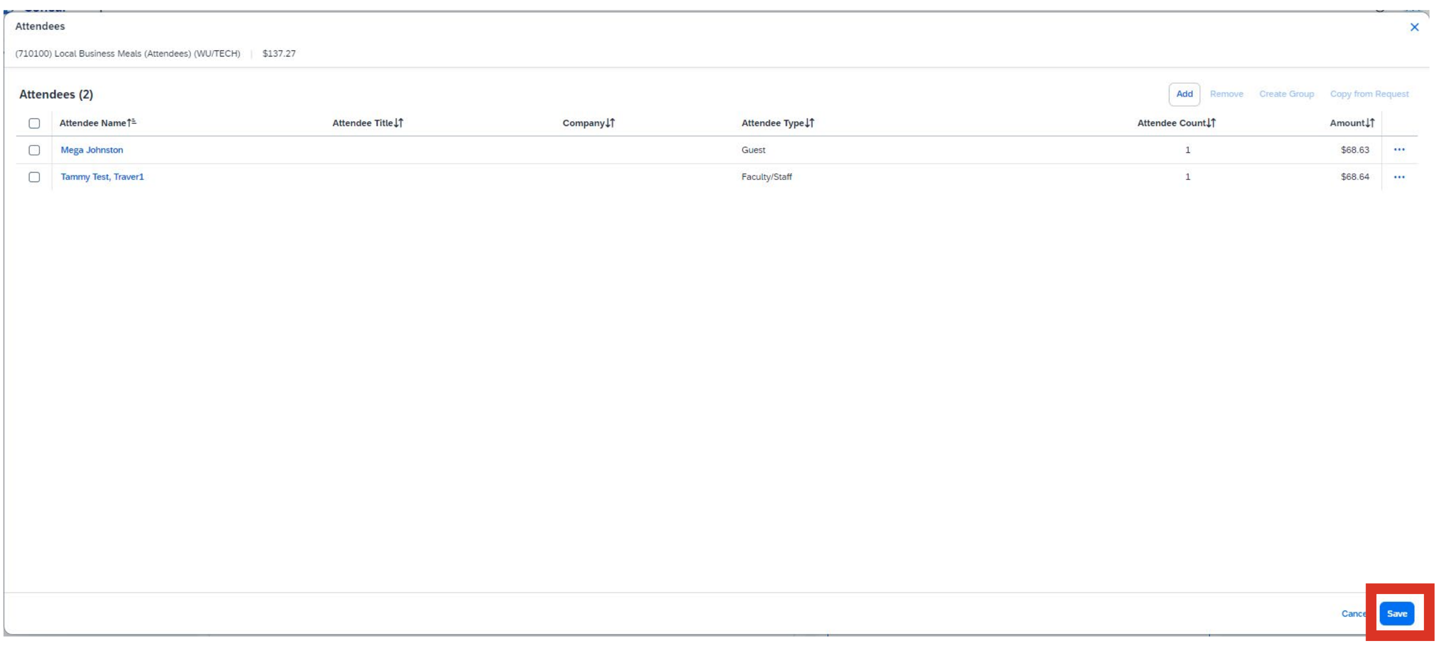
- Click “Create New Attendee”.



- Enter the name of the first attendee at the meal.
- Click "Create Attendee".

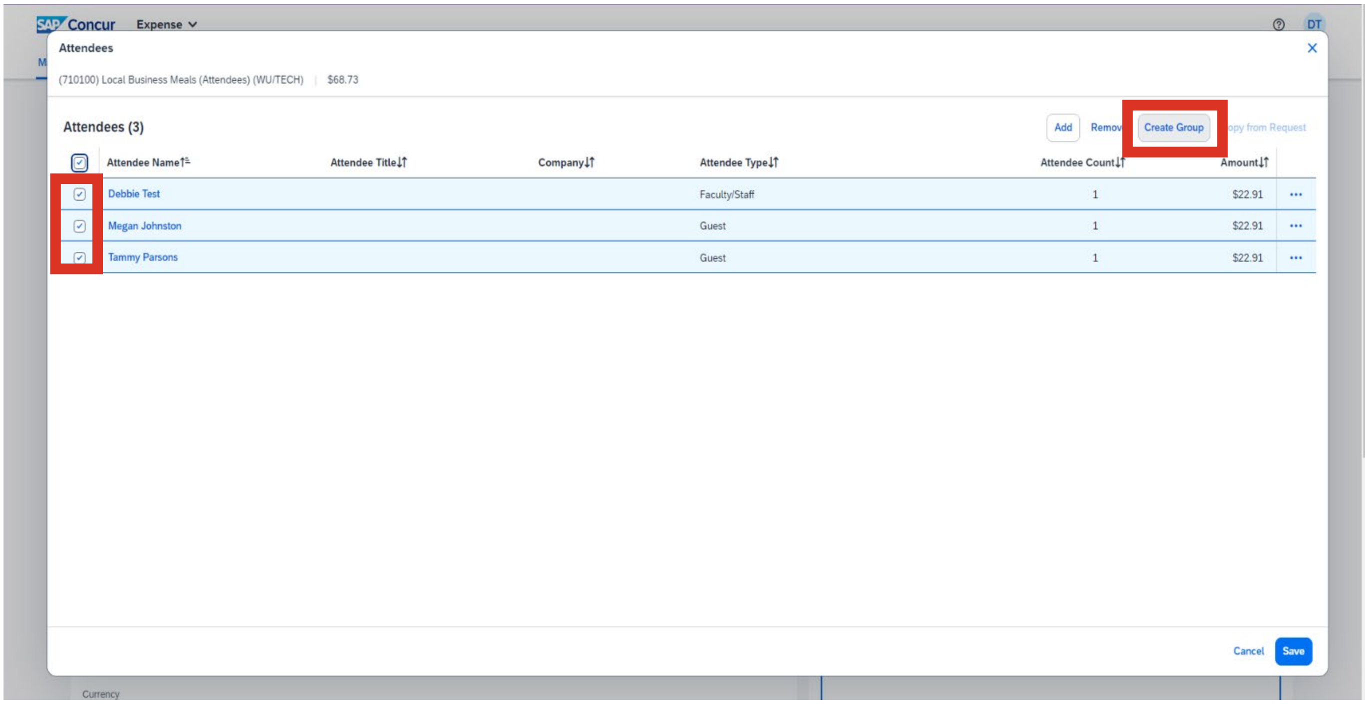


- After all Attendees have been added, click "save" in the lower right corner.

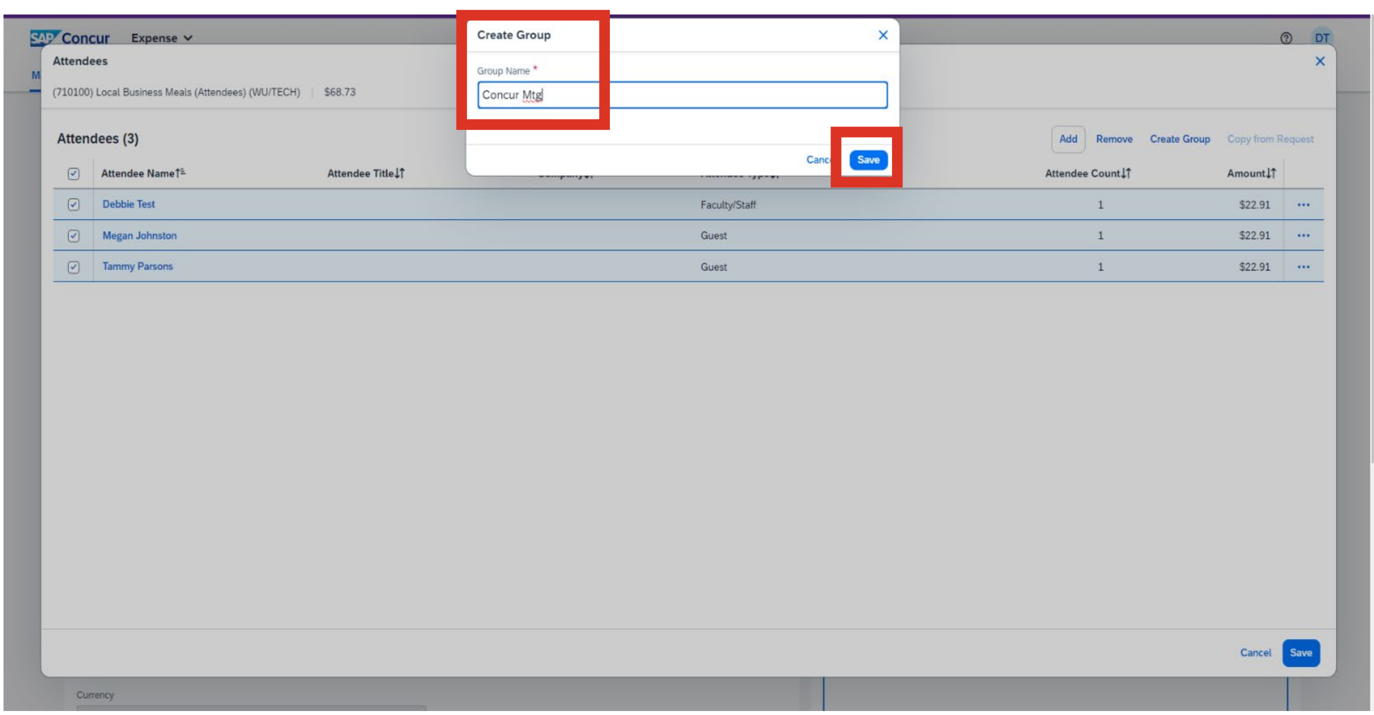


Create Attendee Groups

- Check the box to the left of attendees that are commonly used together.
- Click on “Create Group”.

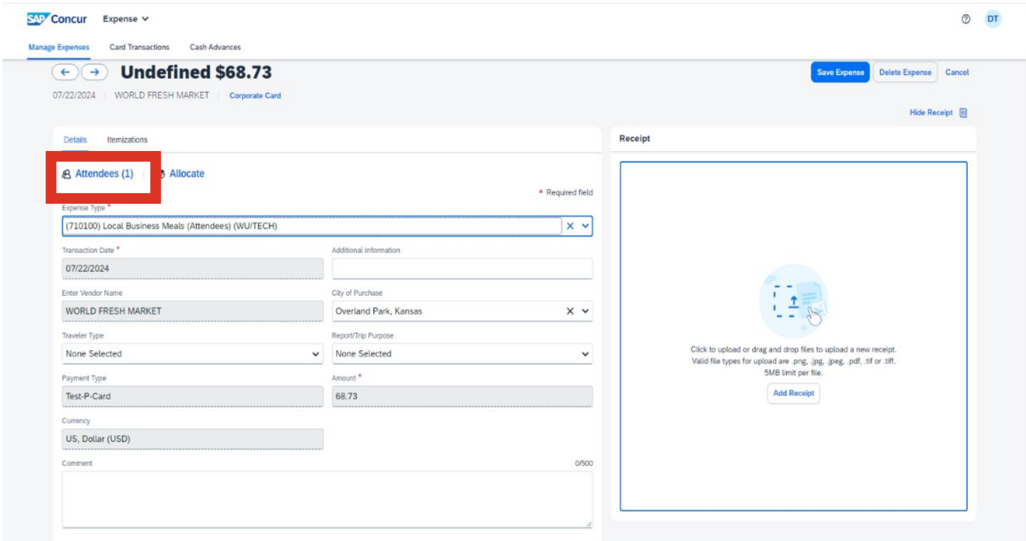


- Enter a name for the Attendee Group.
- Click “save”.

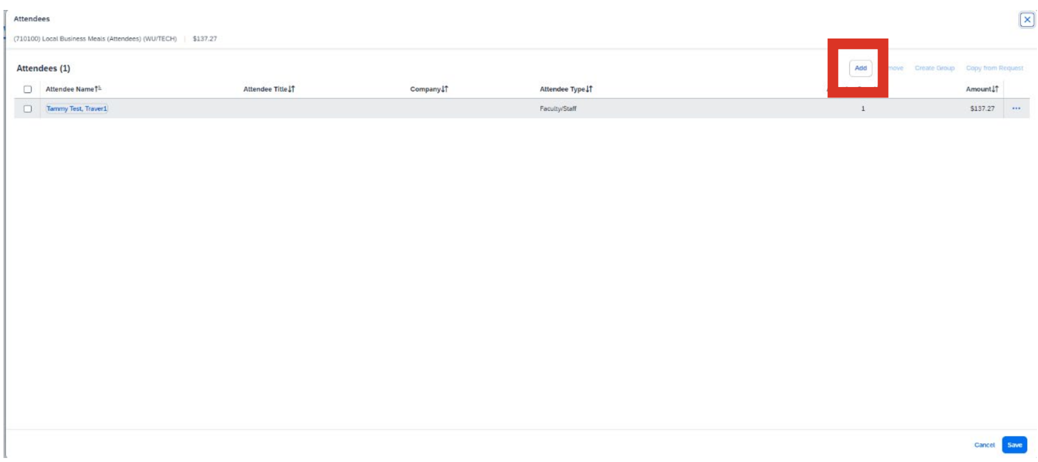


Use Attendee Groups

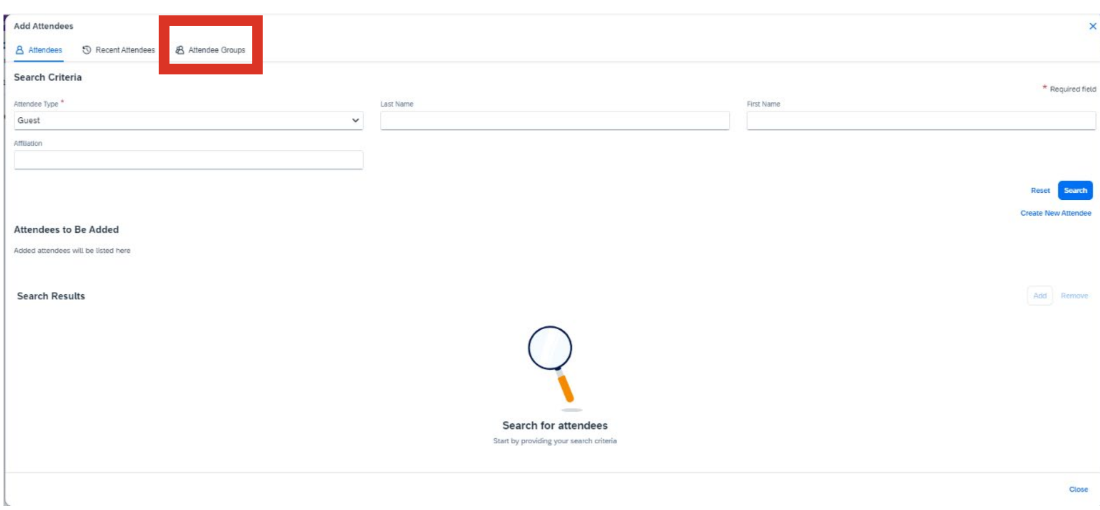
- Click the “Attendees” link in the upper left corner.



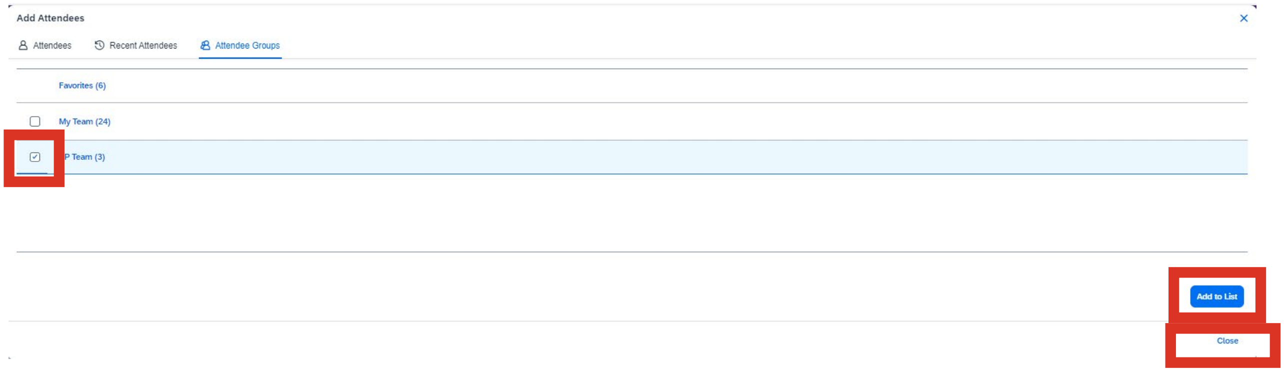
- Click on “Add”.



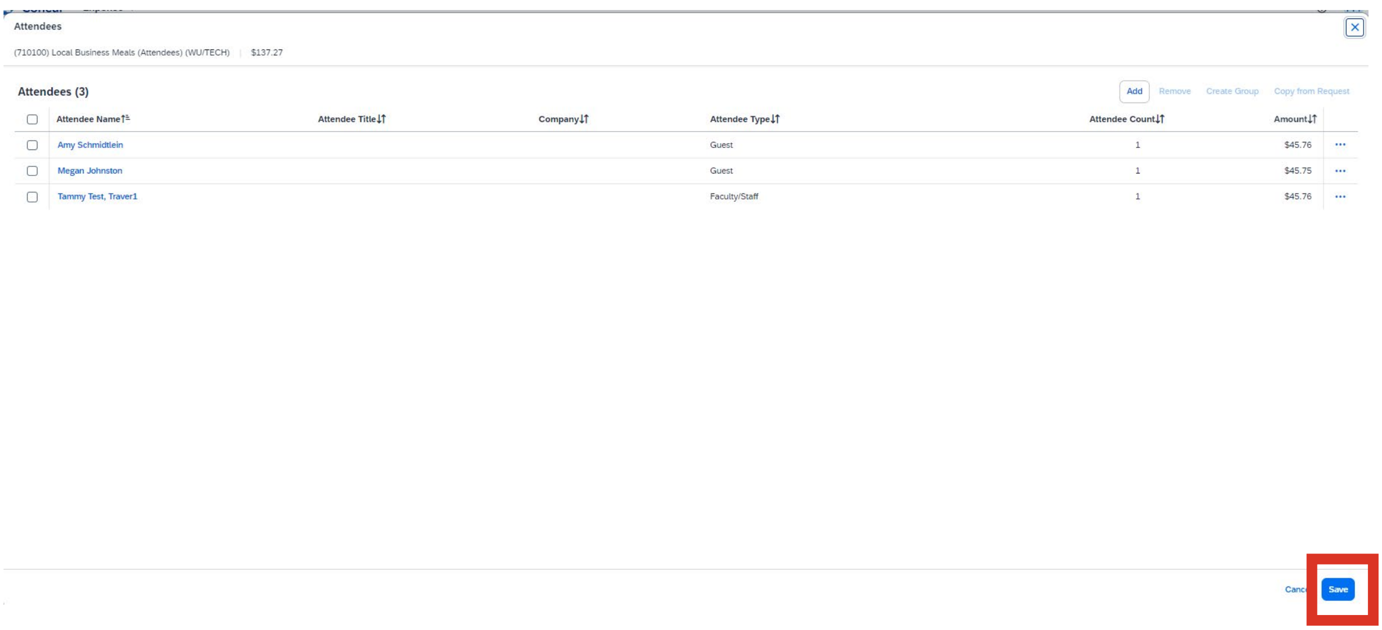
- Click “Attendee Groups”.



- Check the box to the left side of the name of the Attendee Group to be used.
- Click "Add to List".
- Click "Close".

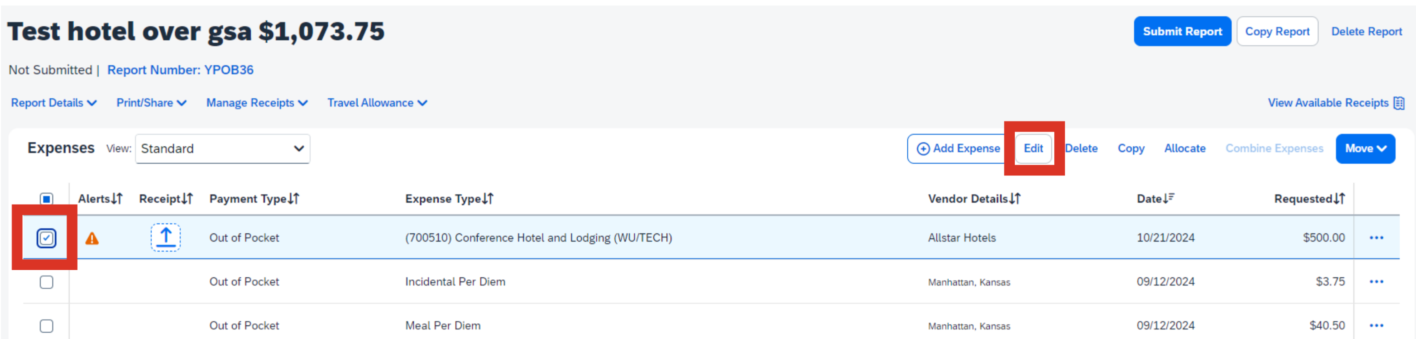


- The attendee names in that group are added to the expense.
- Click "Save".

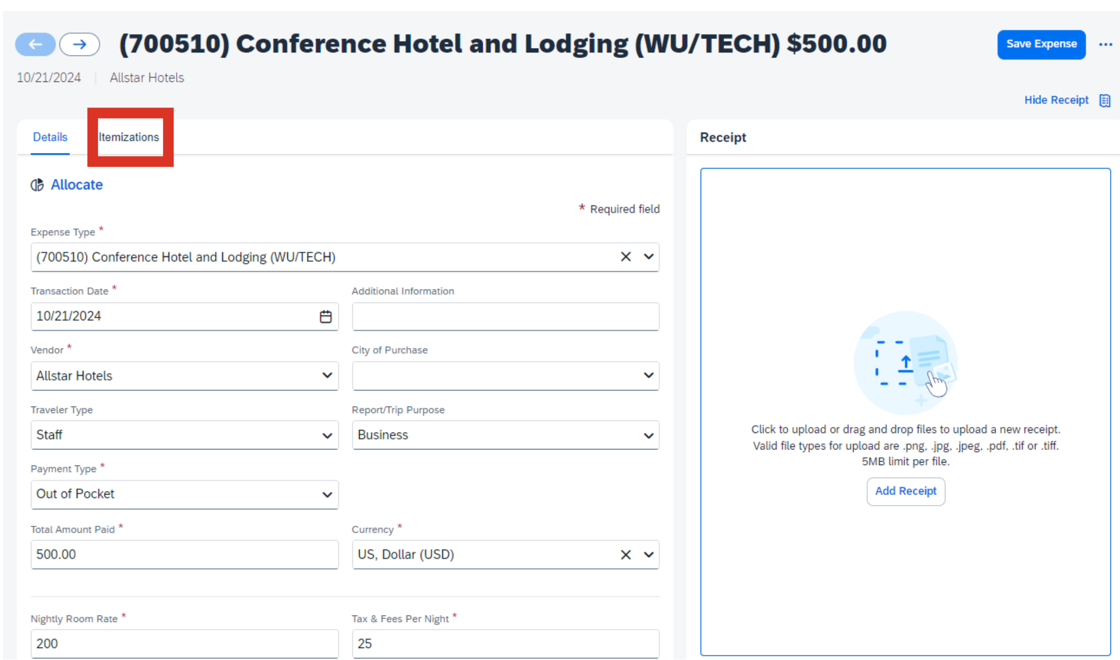


Itemize Expenses

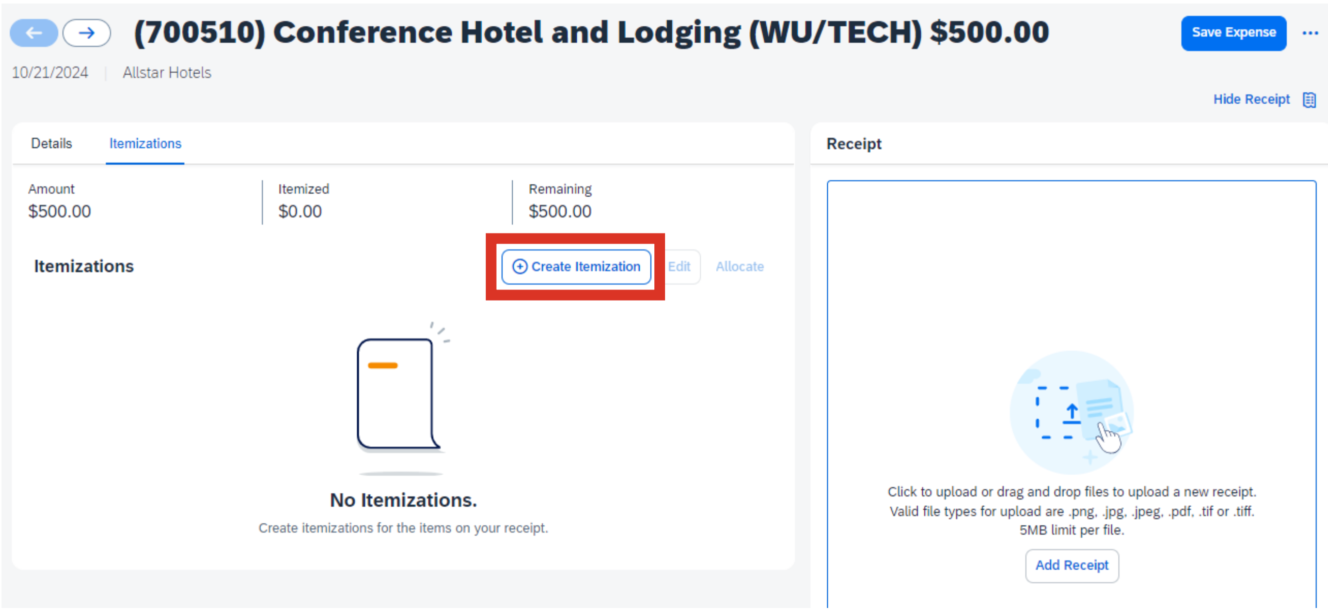
- Itemization is used in Concur when one receipt has purchases included for more than one expense type.
  - Example: hotel with lodging and parking
- If itemizing and allocating the same expense, always itemize first.
- After adding the expense to a report, open the expense detail screen.
  - Click the box on the left side of the expense line and select “Edit” above the list of expenses.



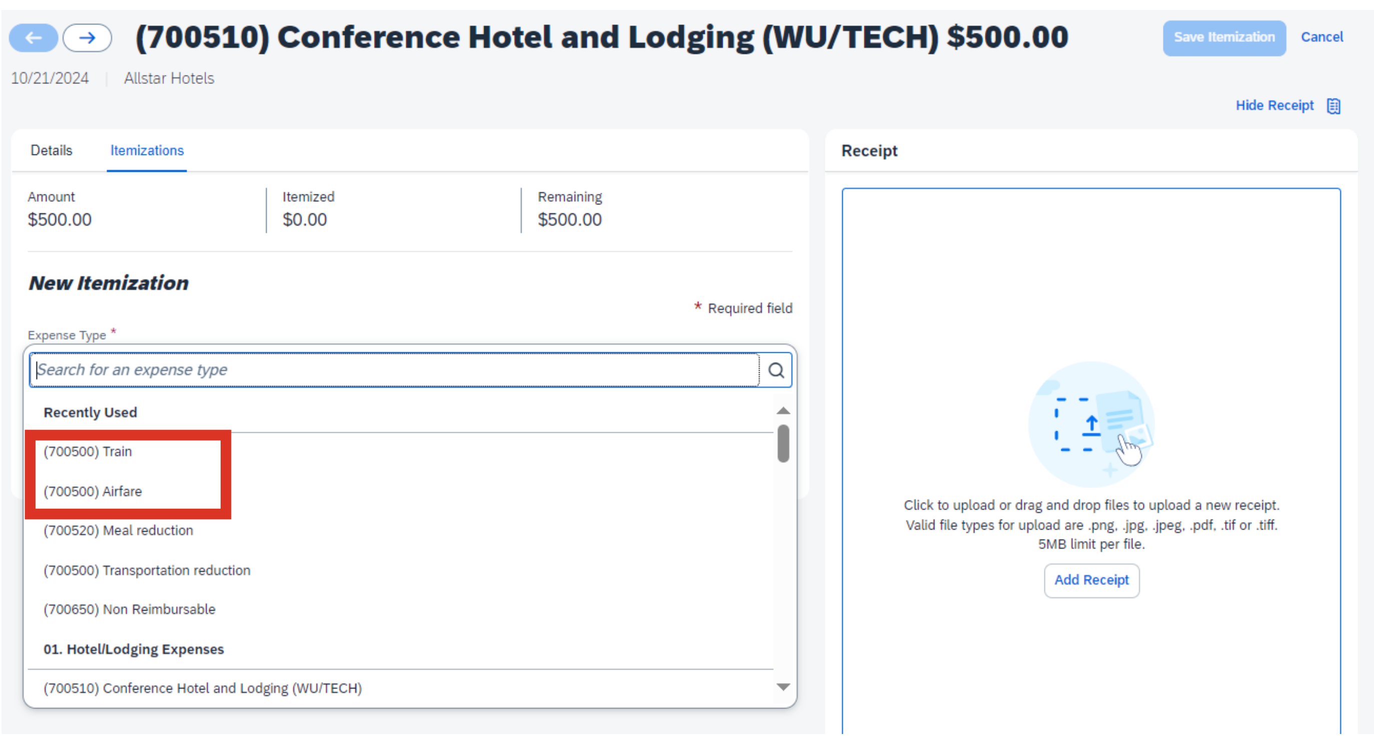
- There are two tabs at the top of the screen:
  - Details
  - Itemizations
- Click on the “Itemizations” tab.



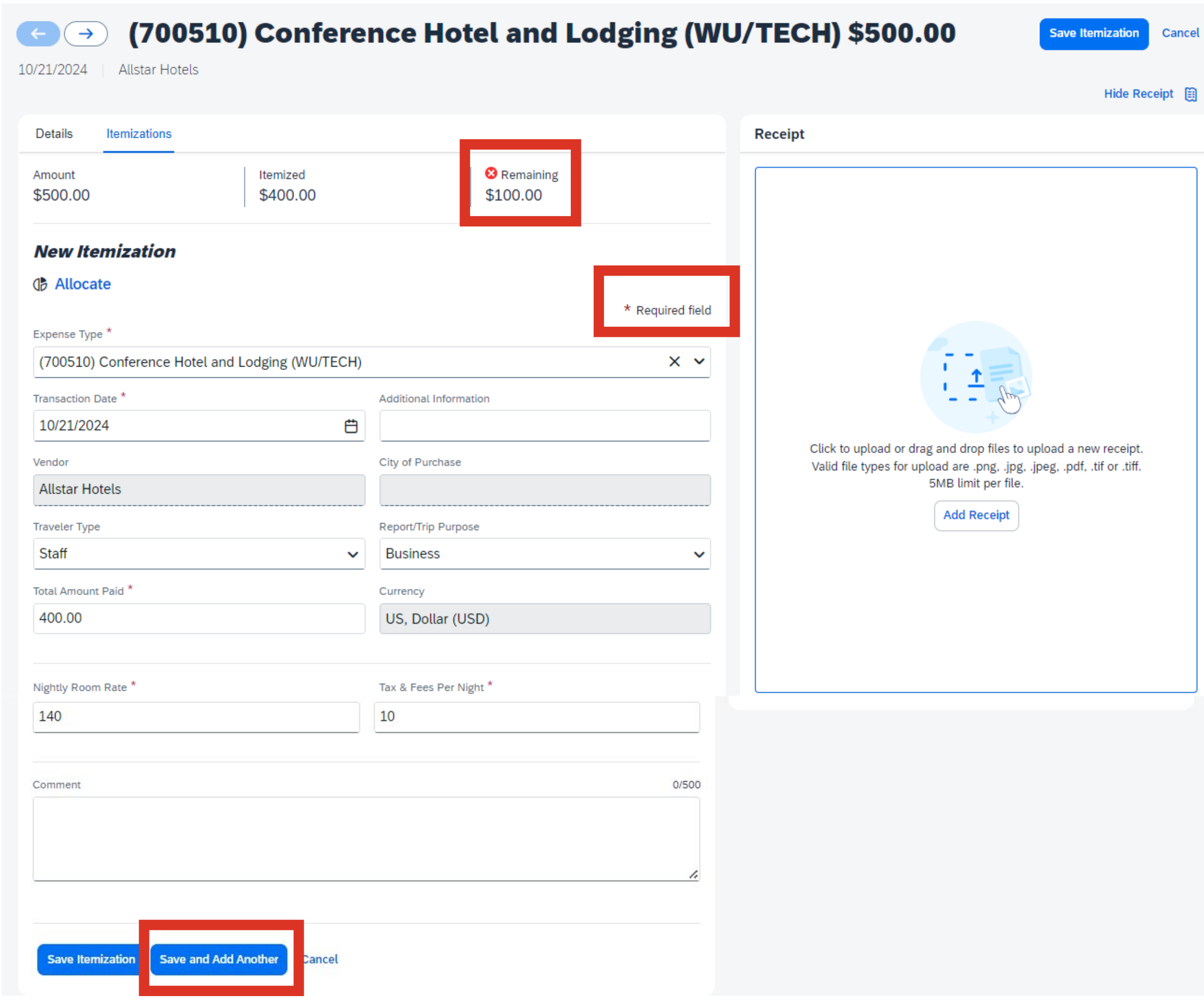
- Click on "Create Itemization".



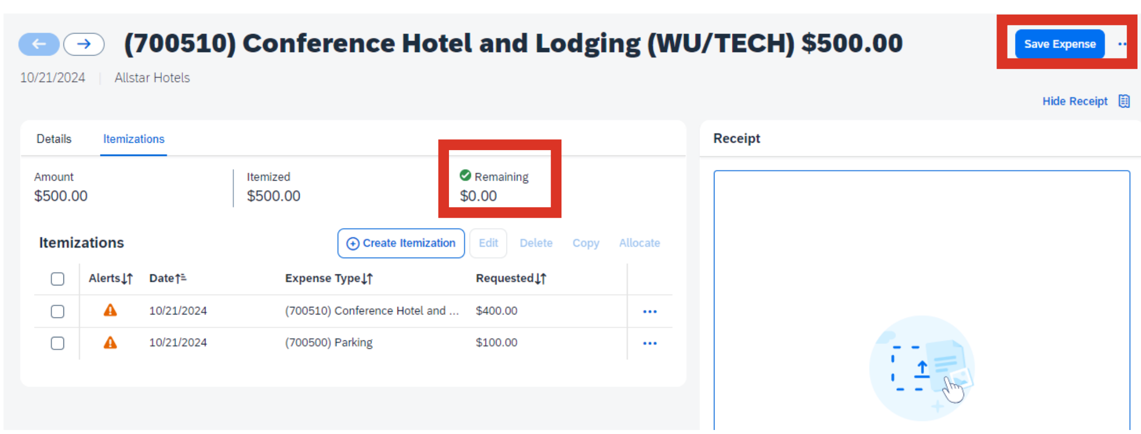
- Choose the first expense type included on the receipt for the selected expense.



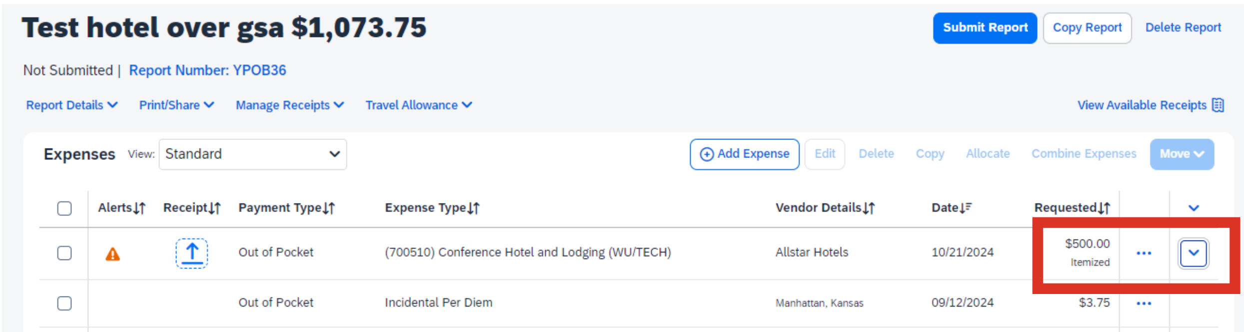
- Complete all required fields, with a red asterisk (*):
- Notice the remaining amount at the top of the itemization screen changes to reflect how much of the transaction still needs to be itemized.



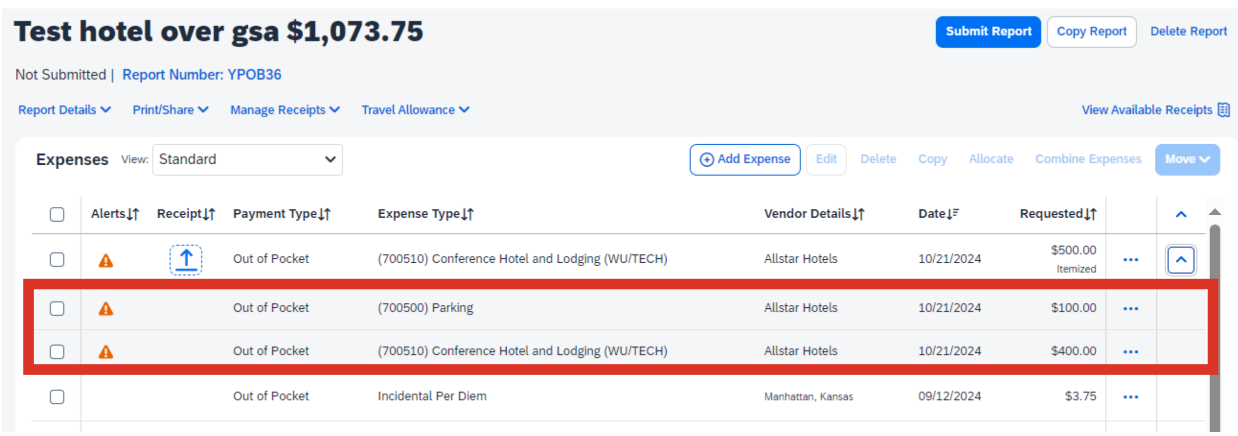
- Select “Save and Add Another”.
- Choose the next expense type included on the receipt for the selected expense.
- Select “Save and Add Another” until the “remaining” amount is $0.00.
- Once the remaining amount is $0.00, click “Save Expense” in the upper right corner.



- On the list of expenses, the word "itemized" shows directly under the amount of the expense.
  - On the far-right side of that expense line there is a down caret symbol.

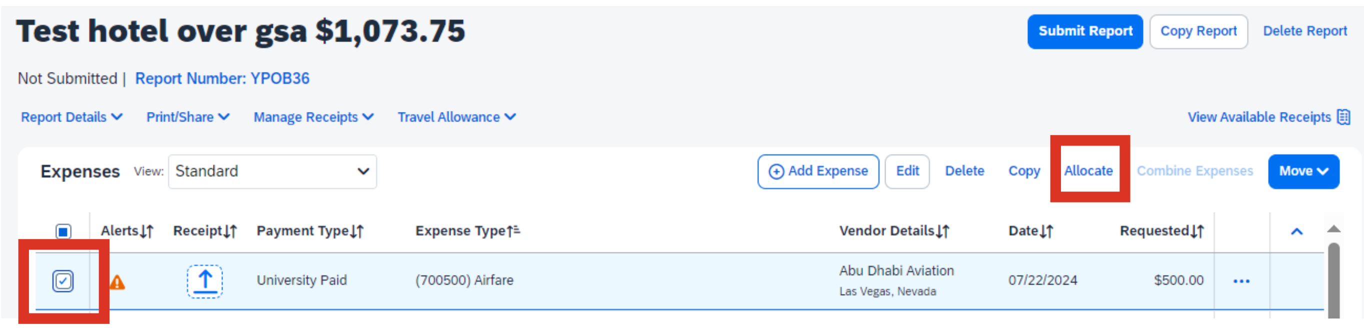


  - Click on that icon to expand that expense and see the itemization.

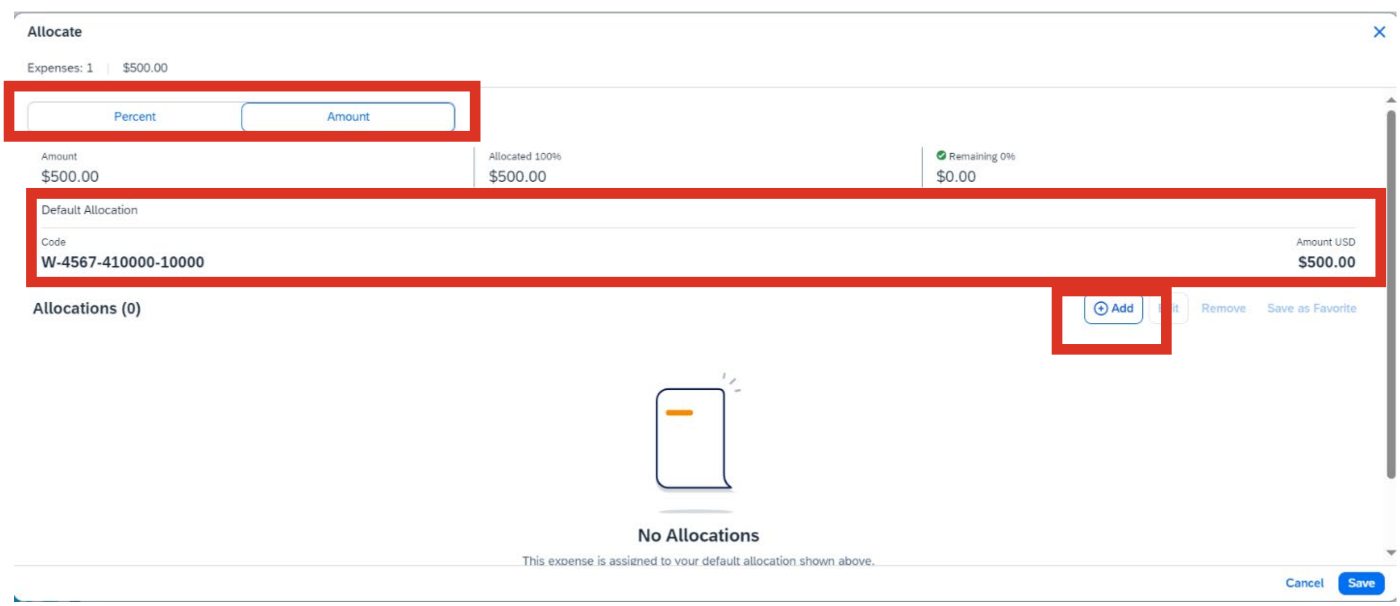


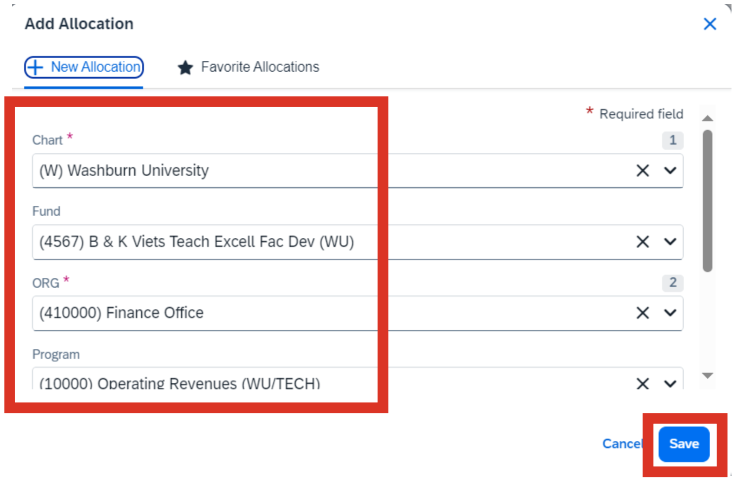
Allocate Expenses – split funding

- Allocate is used in Concur when expenses are being paid from multiple FOAPALs.
- If Allocate isn't used, all expenses are paid from the FOAPAL on the report header.
- Allocate can be used on one expense line, or multiple expense lines.
  - If all expense lines need to be allocated to a different FOAPAL, and all expenses are being paid from the same FOAPAL, simply change the FOAPAL on the header record, rather than allocating every line.
- Check the box(es) to left of the expense line(s) that will be paid from a different source(s).
- Click on "Allocate" in the upper right corner of the Expense section.

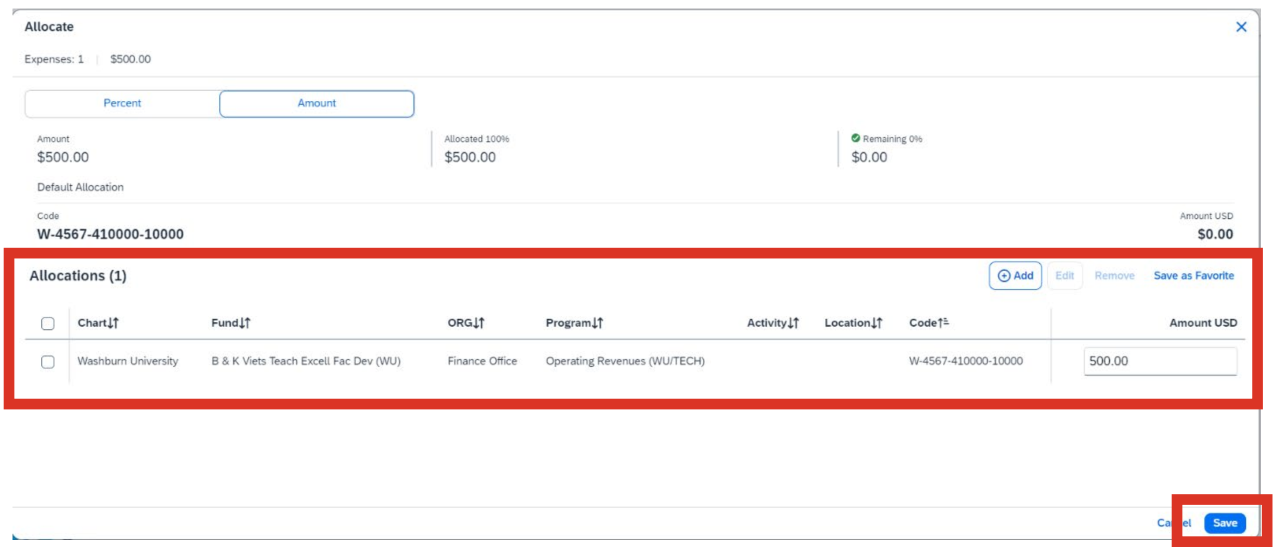


- The Allocate screen shows 100% of the amount charged to the FOAPAL on the header record.
- The allocation can be done by percent or amount.
  - Select the appropriate option at the top of the Allocate screen.
- Select "Add".





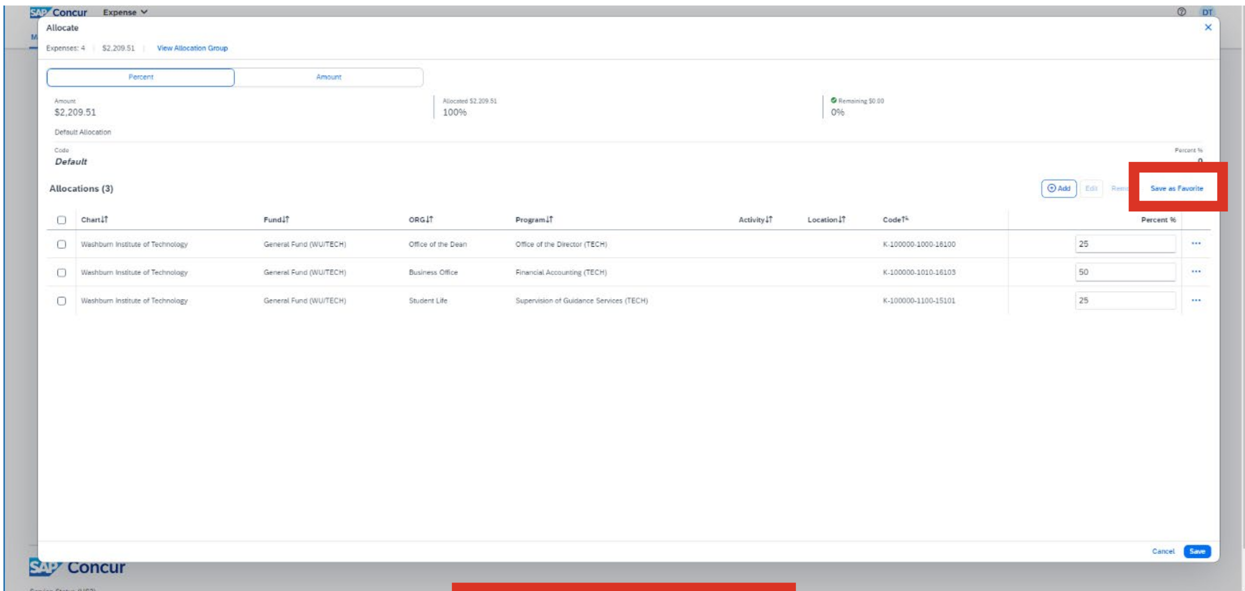
- The FOAPAL from the header record prepopulates on the Add Allocation screen.
- If the FOAPAL from the header record is partially paying the expense(s) being allocated, click "Save" to add that FOAPAL to the allocation.
    - That FOAPAL shows in the lower part of the Allocate screen.
        - If no other FOAPAL is added, the entire expense that was selected will still be paid from the FOAPAL on the header record.

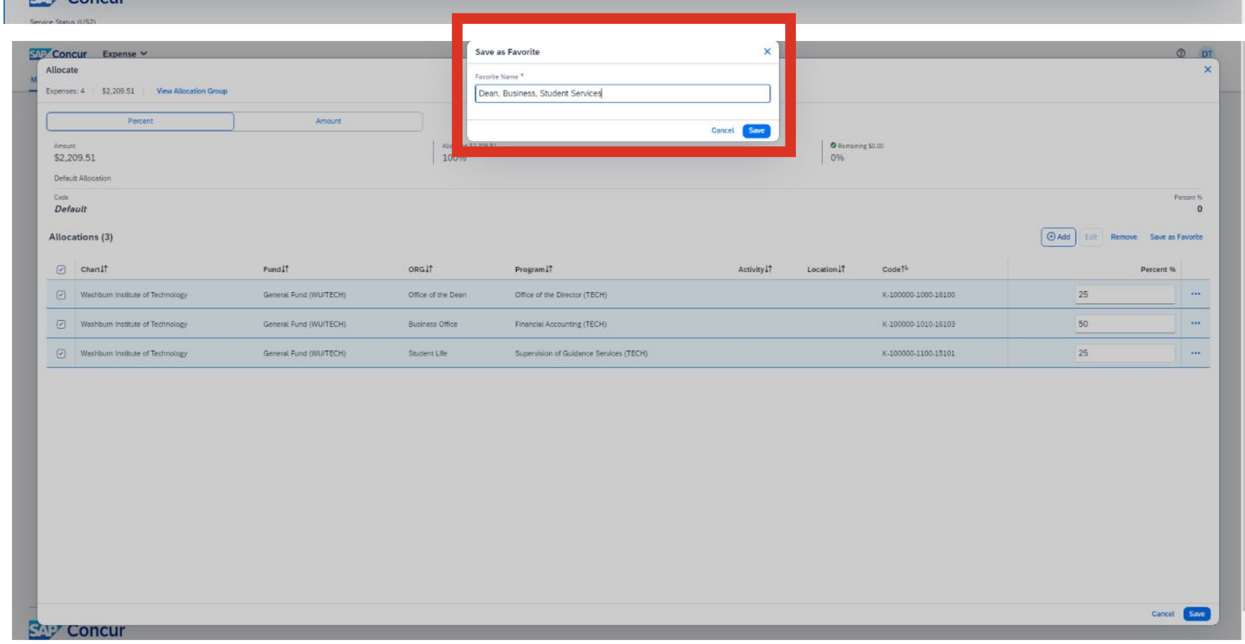


    - To add another funding source that will be paying for part of the expense, select "Add".
    - Change the appropriate FOAPAL component(s).
    - Click on "Save".
- If the FOAPAL on the header record is not part of the allocation, change the FOAPAL components before clicking save for the first time.
- Continue to "Add" FOAPALs until all FOAPALs paying a portion of the selected expense(s) have been added.
- Adjust the amount for each FOAPAL, if needed.
- Click "Save" on the Allocate screen to save the current allocation for the expenses previously selected.
- If this is an allocation that will likely be used again in the future, save it as a Favorite Allocation.

Save Favorite Allocations

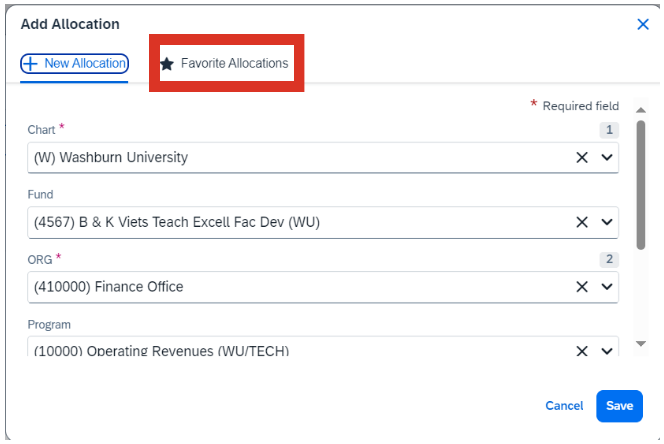
- Allocation Favorites can be one funding line or multiple funding lines.
- Click “Save as Favorite” in the middle of the Allocate window, on the right side of the screen.
- Enter a name for the favorite allocation that can be selected when allocating future expenses.
- Click “Save”.



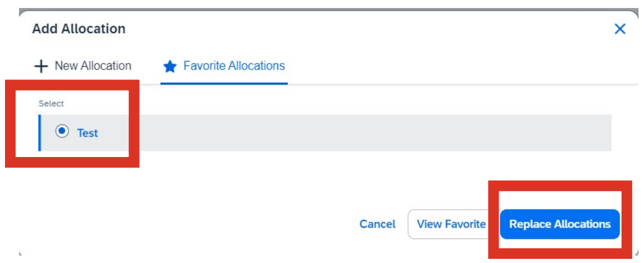


Use Favorite Allocations

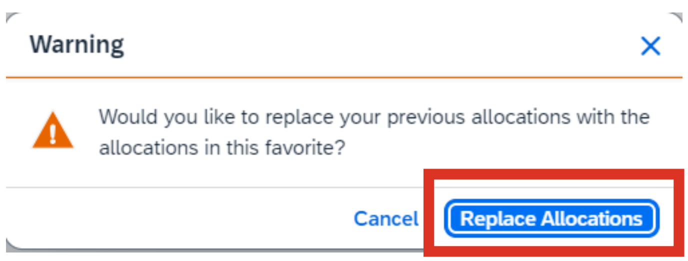
- Click "Favorite Allocations" at the top of the Add Allocation window.



  - Select the appropriate allocation by clicking the circle to the left of the allocation name.
  - Click "Replace Allocations".



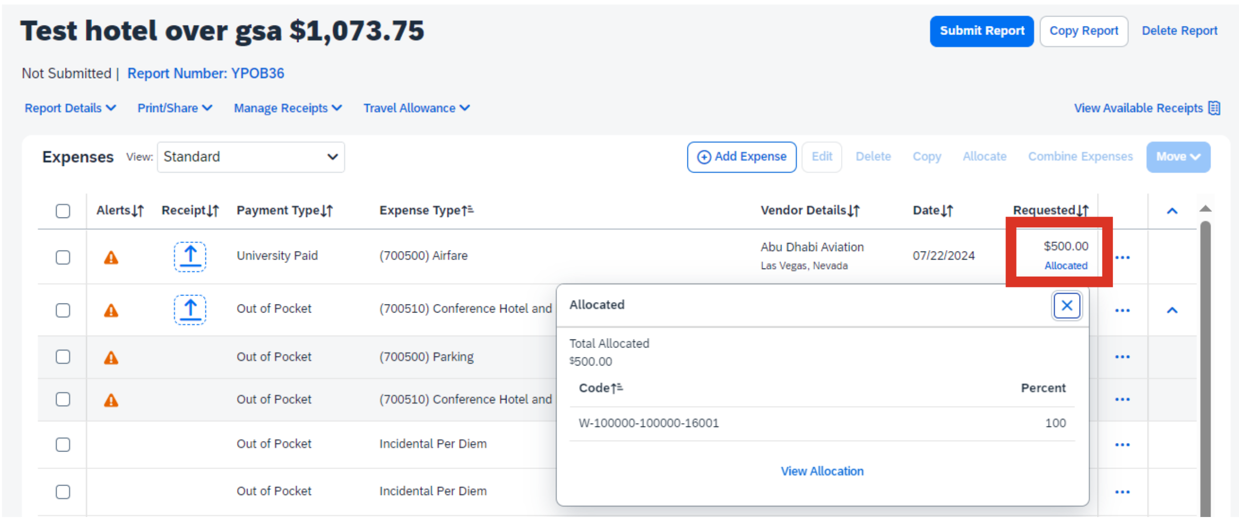
  - Click "Replace Allocations" again in the next warning message.



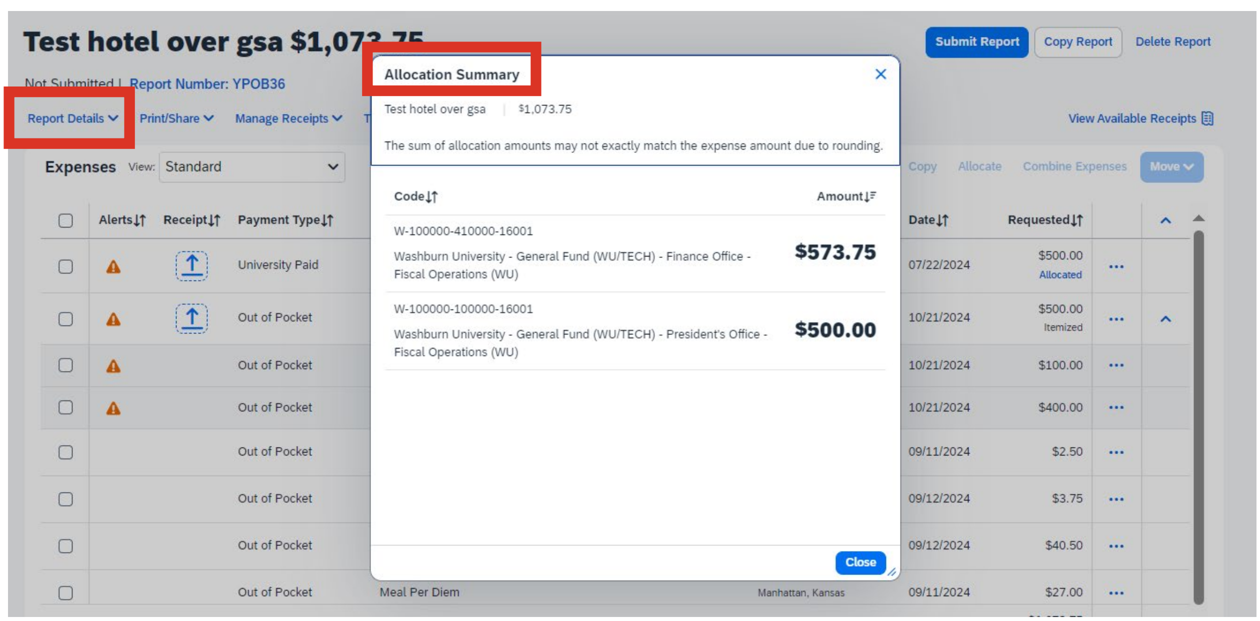
- The expense(s) selected will be paid from the favorite allocation that was selected.

- If other expenses in the Report need to be allocated differently, repeat the steps above until all expenses have been properly allocated.

- "Allocated" appears in blue font under the expense amount on all expense lines that have been allocated.
    - Click on it to see the details of the allocation.
    - This detail defers to percentages, even if amount was selected on the Allocate screen.

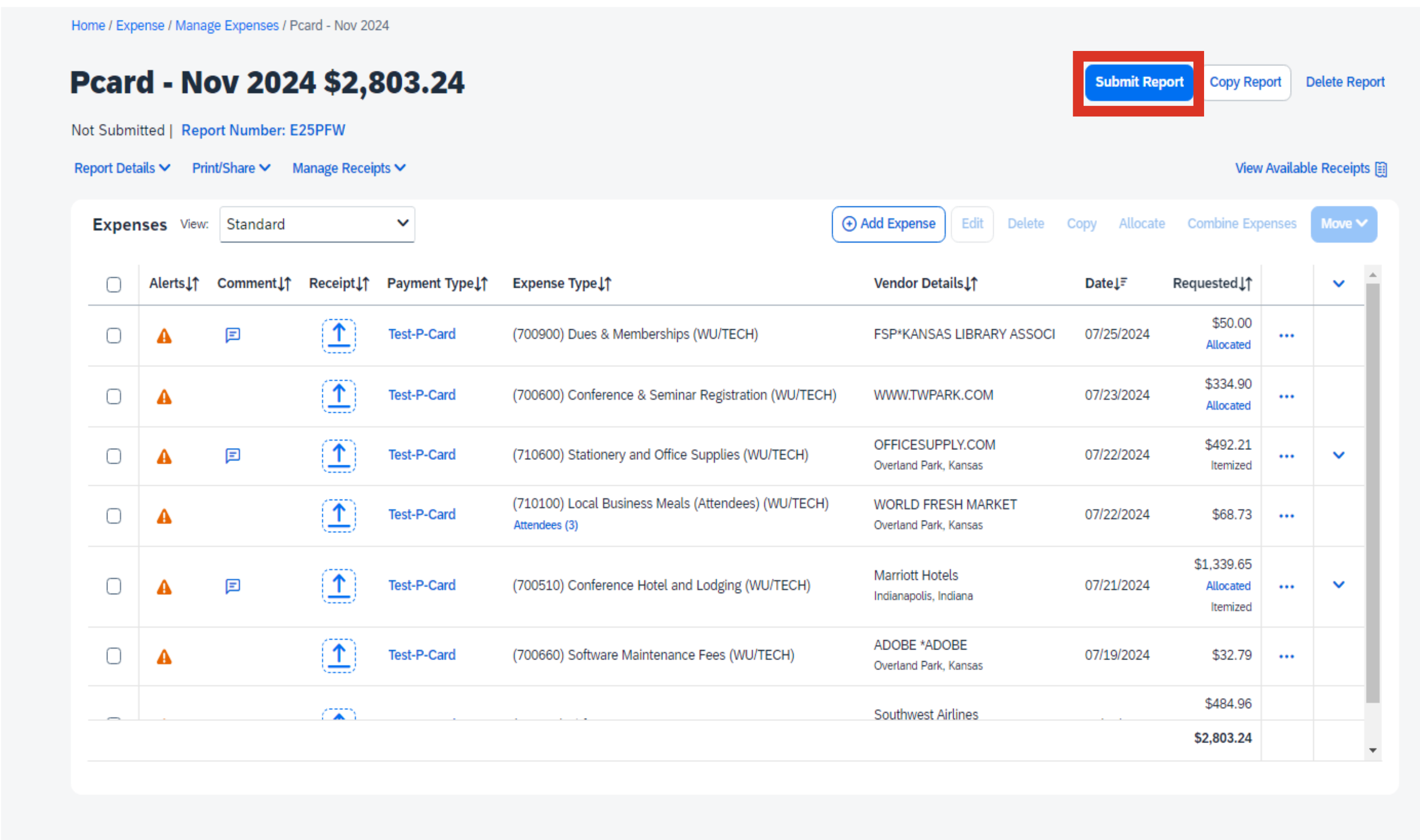


- To see the allocation information a different way, click on Report Details and choose Allocation Summary.

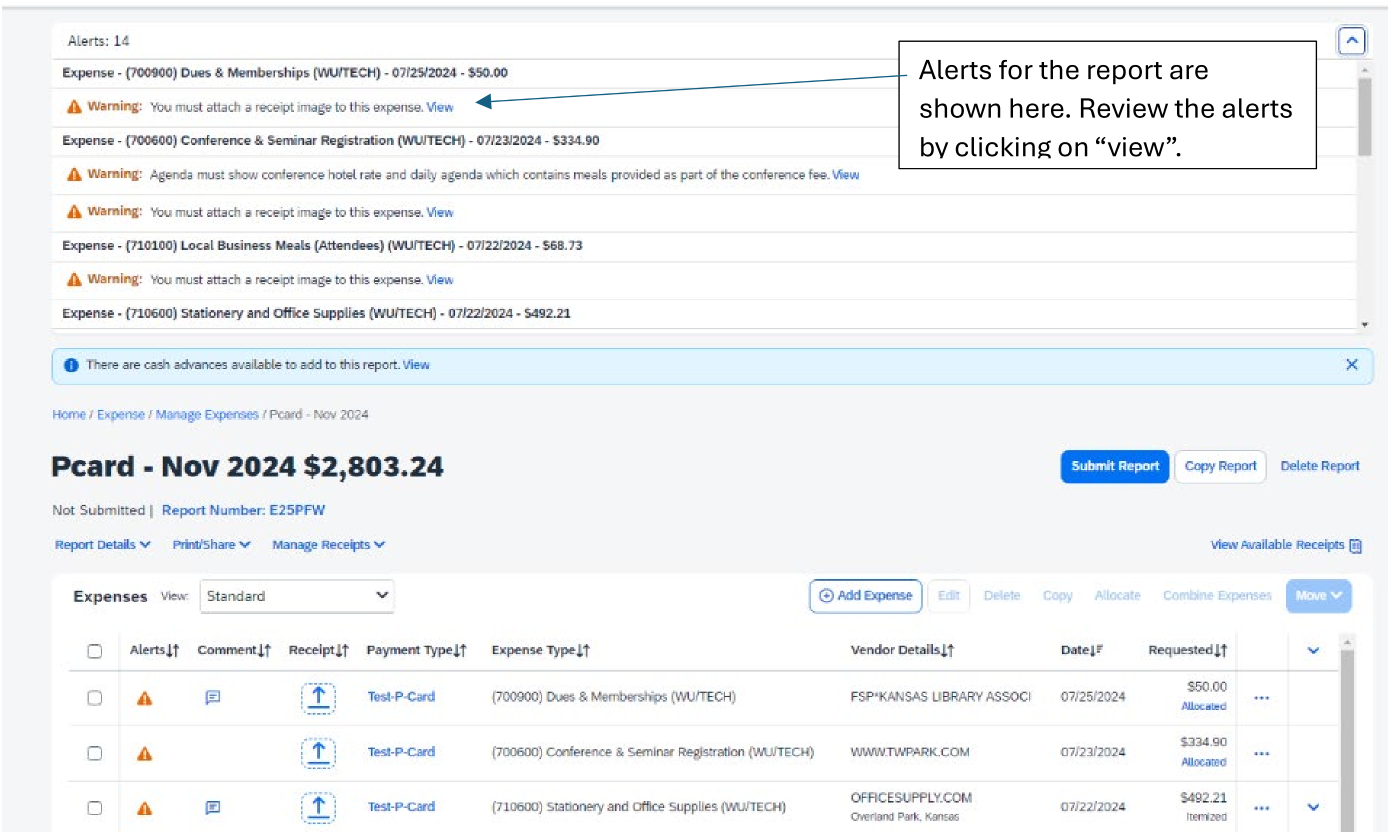


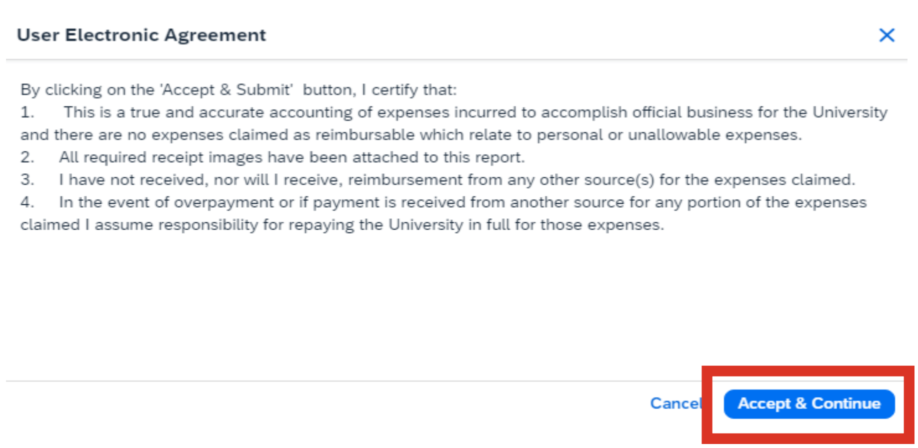
Submit the Report:

- Review all entries on the report, including Attendees, Allocations, and Itemizations.
  - Attendees
    - If this feature was used to list attendees at a group meal, click the blue “attendees” link under the expense type.
  - Allocations
    - Click the blue “Allocated” word under the amount in the “Requested” column.
  - Itemizations
    - Click the down caret in the far-right column to expand the itemization details for that expense.

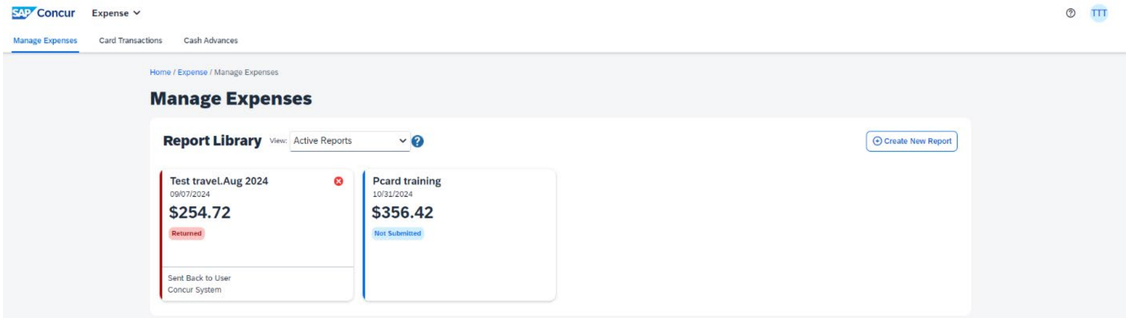


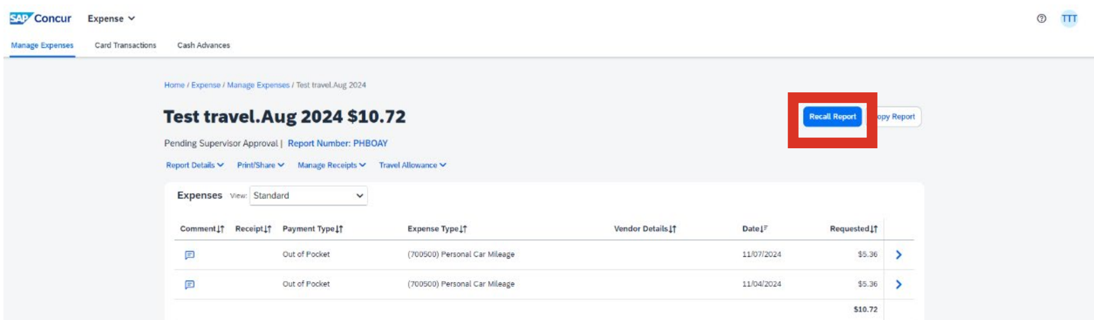
- Review all alerts on the report.
    - Alerts that have a RED X must be resolved prior to submitting the report.
    - Alerts that have an ORANGE TRIANGLE are information only and do not prevent the report from being submitted.
- Once all expenses have been added to the report, have been itemized and allocated, and alerts have been resolved, click on “Submit Report”.
    - A Delegate cannot submit a Report for someone else.
    - If preparing as a delegate, click “Ready for Review”.
    - The traveler must then log into their Concur account to review the Report and click “Submit Report”.
- Click on “Accept & Continue” after reading the submit agreement.



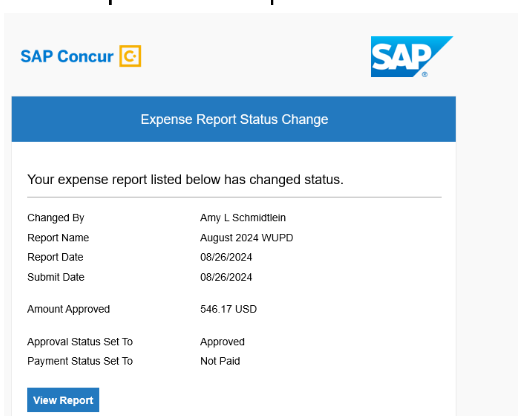


If a revision is needed on a Report that has been submitted, but not fully approved, open the report from the Report Library and click “Recall Report” in the upper right corner.

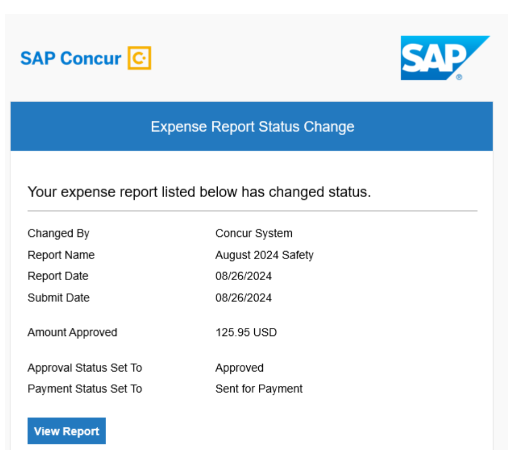




After the Report has been reviewed and approved by Accounts Payable, the Concur user receives this email, if requested in profile set up.



After the reimbursement has uploaded into Banner, to be paid on the next payment date, the Concur user will receive this email, if requested in profile set up.



Please refer to the document on the Washburn University Accounting website titled "Concur Approval Workflow" to see how the report is routed for approval.

Please remember the staff in the Accounts Payable department are unable to make any revisions to the report or make any exceptions to any Washburn University policy.

If you have any questions, please contact the designated staff in your unit or contact the Accounting/Finance office.

- Call Extension: 2044 or 1859
- Email: accounts-payable@washburn.edu