

Concur Expense Quick Reference Guide For Graduate Student Reimbursements

When any student, graduate or undergraduate, needs reimbursed, the individual creating the expense report needs to select the ***Student Expense Policy*** and select the student name from the pre-populated Student List drop down field.

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The following information can be found online at <http://travel.nd.edu>

- Viewing past expense reports
- Per diem expenses and creating itineraries
- Recalling a submitted expense report

Section 1: Getting Started

Log on to Concur Expense

- 1 To file an expense report or request a cash advance, access <http://travel.nd.edu> and login using your NetID and password.

You can also access the Concur system through insideND. Within insideND, click on the Administration tab and go to the travelND channel. Click on the travelND logo to login.

Section 2: Explore My Concur tab

Explore the available sections to familiarize yourself with this page

- 1 The **Active Work** section provides information on the expense reports and cash advances that are in process.

Section 3: Update Your Profile

Update your personal information (Optional)

- 1 At the top of the My Concur page, click **Profile**.
- 2 There are some email notifications that you will receive by default. You can choose to configure the optional emails. From the left navigation panel, click on **Expense Preferences** to configure your email options. Click **Save**.
- 3 From the left navigation panel, click on **Expense Approvers** to set a default financial approver.
Note: You can change the approver ad-hoc while creating an expense report. If you have multiple approvers in your department, it is best not to set a default approver. You will also be able to add multiple approvers on your expense report.

(OPTIONAL) Add an Expense Delegate

Delegates are employees who are allowed to

prepare and/or edit expense reports on your behalf. However, the individual receiving the reimbursement must submit the expense report.

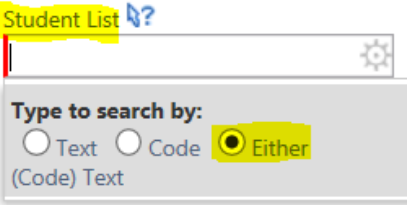
- 1 At the top of the My Concur page, click **Profile**.
- 2 On the left navigation panel, click **Expense Delegates**.
- 3 On the Expense Delegate page, click **Add Delegate**.
- 4 In the **Search by employee name, email address or logon id** field, type the last name of the delegate you wish to add.
- 5 From the list of matches, select the appropriate person.
- 6 Select the responsibilities you wish this delegate to perform on your behalf.
- 7 Click **Save**.

Section 4: Create a New Report

Staff members who have been added as an expense delegate for the graduate student will select their name/profile to create the expense report.

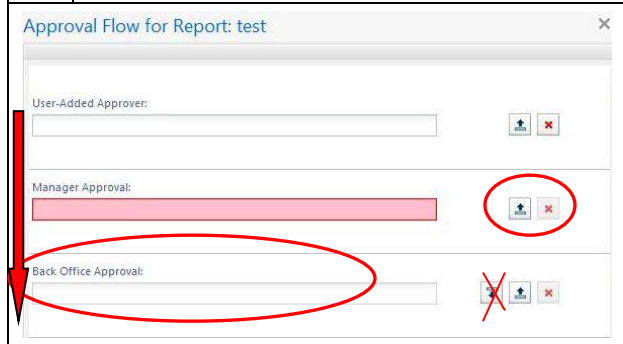
- 1 In the **Active Work** section of My Concur, click **New Expense Report**.
- 2 An Expense Report Header appears. In the **Report Name** field, enter a name for the expense report.
- 3 In the **Business Purpose** field, enter the business purpose for the expense report.
- 4 Expense Policy –**Student Expense Policy** will be the default

5	Select “ No ” to indicate whether any part of the expenses is to be charged to a restricted/grant fund (range 200000-305999).
6	FOP will populate a default dummy/generic from the graduate student’s profile. The delegate or the approver(s) can change the FOP to the appropriate funding sources before they approve it. The Account code is tied to the expense type. As you complete the expense report, the account code will be added automatically. See section 13 for more information on multiple funding sources.
7	Enter a contact name and phone number . This information will be used if there are any questions regarding the expense report.

8	Select your name from the student list.
 <p><i>To search for your name, change the “search by” to “Either” and type in either your first name or your student ID number.</i></p>	
9	Answer “yes” if this is an FSA award payment.
10	Select Next
<p><i>You may now add out-of-pocket expenses to your expense report.</i></p>	
1	Select New Expense in upper left to view the New Expense tab, select the appropriate expense type. You can type in the account number or text to find expense type.
2	Enter the expense information in the respective fields (required fields are indicated by the red bar).
3	(optional) You can split the expense amount into different FOPs by clicking the Allocate button. See steps in Section 6.
4	Click Save . Repeat above steps to add more out-of-pocket expenses.
5	Lodging expenses must be itemized, if you have any on your expense report. See steps in Section 5.
6	(optional) You can add attendees if you have a group meal. See steps in Section 8. The attendees section appears only for the Entertainment expense types.

Section 4a: Set-up Approval Flow

1	From the Details drop-down, click on Approval Flow .
2	To add the manager approver, type in the last name of the person. When the name appears, select it from the search results.
3	You may add additional reviewers or approvers as necessary. Click the Up arrow to add approvers before a manager. Click the Up arrow next to Back Office Approval to add approvers after the manager. Click the red X button to remove approvers. Do not add any approvers after the “ Back Office Approval ” field.



The approval sequence goes from top to bottom with Back Office Approval as the last step in the workflow. Back Office Approval is the compliance team in Accounts Payable.

The expense report must be approved by at least one approver before it can be processed. The appropriateness of the approver will be reviewed by the Compliance Group in Accounts Payable before reimbursement.

Section 4b: Fax or Attach Receipts

You can fax or attach scanned images of your receipts.

1	To fax your receipts, from the Print dropdown menu on the right side of the screen, select Fax Receipt Cover Page .
2	Click Print .
3	Fax the cover page and the receipts to the number on the cover page. The fax cover page contains barcodes which links the receipts to your expense report automatically.
4	To view the faxed receipts, from the Receipts dropdown menu, select Check Receipts .
<p>Note: Fax receipts must be viewable in the expense report before you will be able to submit. The receipts may take 7-10 minutes upload.</p>	

Attach scanned images of your receipts

1	On the Expense Report page, from the Receipts dropdown menu, select Attach Receipt Images . (Save documents as PDF, jpg, tiff or gif format) Hint: Cell/smart phone pictures of receipts can be e-mailed to yourself or delegate (e.g. taxi, parking, etc.)
2	Click Browse .
3	Locate the file you want to attach.
4	Click the file, and then click Open .
5	To attach another image, click Browse , and then repeat the process.
6	Click Attach .
7	Click Done , when finished.
8	To view the attached receipts, from the Receipts dropdown menu, select Check Receipts .

Delete receipt images

1	On the Expense Report page, from the
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	Receipts dropdown menu, select Delete Receipt Images .
2	In the confirmation window, click Yes . <i>When you select the Delete Receipt Images option, all attached images are deleted. You cannot delete individual receipt images.</i>
Section 4c: Submit Expense Report	
1	When ready, click on the Submit Report button (right side of the screen).
2	The system will list the required receipts. You can attach more receipts as necessary.
3	Click Submit Report . The system will show you a summary total of the expenses that will be reimbursed to you.

Advanced Features

Section 5: Itemize Nightly Lodging Expenses

1	On the New Expense tab, select the Lodging expense type.
2	Complete the required fields for lodging expenses.
4	In the Amount field, enter the total amount for the lodging expenses.
5	Click Itemize .
6	On the Nightly Lodging Expenses tab in the Number of Nights field, enter the number of nights for your hotel stay (the Check-in Date will be filled in once you enter the number of nights).
7	In the Room Rate field, enter the amount you were charged per night for the room.

8	In the Room Tax fields, enter the amount you were charged per night for the room. (On your expense report, the taxes will be rolled into the total room rate).
9	In the Additional Charges (each night) section, from the first Expense Type dropdown menu, selects the appropriate expense type for additional charges on your hotel receipt (e.g., Internet, parking).
10	In the Amount field, enter the amount of the expense.
11	Repeat steps 9-10 using the second Expense Type field if you have more than one recurring additional charge.
12	Click Save Itemizations .

Add remaining lodging itemizations

1	If the amount remaining is more than zero, check the Lodging Expense on the left and click Add Itemization on the right. On the New Itemization tab, click the Expense Type dropdown arrow, and then select the appropriate expense from the dropdown list.
2	For itemizations that are not reimbursable (e.g., in-room movie), enter the amount, then mark "non-reimbursable" and the amount will be deducted from the reimbursable amount.
3	Complete all required and optional fields.
4	Click Save .
5	Repeat steps 1-3 until the Remaining Amount equals \$0.

Section 6: Itemize Expenses

1	On the Expense Report page, click the expense you want to itemize.
2	Click Itemize .

3	On the New Itemization tab, click the Expense Type dropdown arrow and select the appropriate expense from the dropdown list.
4	Complete all required and optional fields as directed by your company.
5	Click Save .
6	Repeat steps 3-5 until the Remaining Amount equals \$0.00.
<i>Itemization is required for Lodging (see section 5 in Advanced Features). Meals including alcohol should be itemized. For most other expense types, itemization would only be used to record personal expenses included on Travel Card Transactions. Note: ND's Chase contract prohibits personal charges on the travel card.</i>	

Section 7: Add Attendees

If you will be entertaining other individuals you will need to list them on your expense report.

1	On the New Expense tab, select an Entertainment expense type.
2	Click the Transaction Date field, and then use the calendar to select the date of the transaction.
3	Fill out all other required fields for this expense type as defined by your company.
4	In the Amount field, enter the expense amount.
5	To add a new attendee, click New Attendee . Complete the required fields and then click Save .
6	To search for an attendee, click Search , enter your search criteria in the Search Attendees window, and then click Add to Expense .

9	Click Save .
<i>Once you add Attendees to an expense they are automatically added to your Favorite Attendees list in your profile. You can also pre-populate Attendees in your Profile.</i>	

Section 8: Calculate Car Mileage

1	On the New Expense tab, select the personal car mileage expense type.
2	Click the Transaction Date field, and then use the calendar to select the date of the transaction.
3	In the From Location field, enter the starting location of your trip. (If your city does not appear, select the closest major city).
4	In the To Location field, enter the ending location of your trip.
5	Complete any additional required fields.
6	Use the Mileage Calculator to determine and add mileage or in the Distance field, enter the total distance traveled (round-trip).
7	Click Save .

*From your Expense Report click the **Details** dropdown menu. You will see several report options such as, **Report Header, Approval Flow, Audit Trail, Cash Advances, Allocations and Travel Allowances.***

Section 9: Print & Submit or Resubmit Expense Reports

Preview, print, and submit your report

1	From the Print/Email , select UND Detail Report .
2	After reviewing the document, click Print , and then click Close Window .
3	On the Expense Report page, click Submit

Report.	
4	In the Final Review window, click Submit Report .
5	In the Report Submit Status window, click Close .

Correct and resubmit a report sent back by your approver

1	In the Active Work section of My Concur, read the approver's comment in the Status column.
2	Click the report name.
3	Make the requested changes. Select the approver by clicking on Approval Flow from the Details menu.
4	Click Save .
5	Click Submit Report .


Section 10: Convert Foreign Currency Transactions


1	In the Amount field, enter the amount spent on the expense.
2	Select the "spend" currency from the dropdown list to the right of the Amount field.
3	Click the appropriate currency.
4	Click Save (or click Itemize to itemize the expense).

Section 11: Exceptions and Alerts

Exceptions

TravelIND has some built-in reminders and messages that can alert the user.

1	If the message appears with a yellow  exception icon, the system will allow the report to be submitted. The message may alert you that additional information is required that your approver may require.
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2	If the message appears with a red  exception icon, the system will not allow the expense report to be submitted. The exception must be corrected before submission.
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Section 12: Review or Edit a Report

1	In the Active Work section of My Concur, click the name of the report that you want to review.
2	Make the appropriate changes.
3	Click Save .

*Processed reports can be viewed from the **View Reports** icon in Active Work from the Details tab.*

Section 13:

Graduate Student Union (GSU) – Conference Presentation Grant (CPG)

Congratulations, your application to the GSU CPG program has been accepted. The award will be distributed after your conference and upon submission of your travelND expense report. The process will proceed in one of three ways; depending on what category you fall under. Please review each category below.

Category A

If you are completing your own expense report AND are seeking reimbursements from other funding sources, proceed as follows:

- 1) After returning from your trip, submit ALL of your expenses in one travelND expense report.
- 2) Allocate up to \$250 to the GSU CPG account.
- 3) Allocate the rest of the trip to your department account and/or other funding departments on campus.
- 4) Upload a copy of your conference brochure cover and specific page showing your presentation to your travelND report.
- 5) Make sure to add the appropriate approver for each account number you have listed before submitting. The primary approver for the GSU CPG is Donna Frahn.

Category B

If you are in the College of Arts and Letters, proceed as follows:

Instruct your department representative that you have been accepted into the GSU CPG program and that they are allowed to request up to \$250 by means of a journal entry. Please make sure that your department representative sends a copy of the conference brochure cover page, the specific page showing the presentation, and the “UND Detailed Report” from your travelND expense report.



Please do not hesitate to contact the GSU with any questions or concerns you may have.

gsu+cpg@nd.edu

Category C

If you are not in College of Arts and Letters and are ONLY seeking reimbursement from GSU, proceed as follows:

- 1) After returning from your trip, submit ALL of your expenses in one travelND expense report.
- 2) Allocate up to \$250 to the GSU CPG account.
- 3) If the total trip is more than \$250, make sure to specify enough expenses as non-reimbursable to get your total to \$250. The GSU will send back any submissions that ask for more than \$250.
- 4) Upload a copy of your conference brochure cover and specific page showing your presentation to your travelND report.
- 5) Submit the “ND GSU-CPG Only” form to your department office validating that you are not receiving any other funding for this trip.

SECTION 14: ALLOCATING EXPENSES

1. If you are only being reimbursed by one department, complete the expense report by hitting "submit" button. You will need to choose your approver. (See Adding Approvers guide section below).
2. If you are expecting to be reimbursed by other sources, allocate your ENTIRE expenses at once after including all expenses. Click on "Details", then "Allocation".

My Concur Expense Profile

View Reports **New Expense Report** View Receipt Store Approve Reports View Cash Advance

GSU CPG Test - NO NOT APPROVE

+ New Expense Import **Details** Receipts Print / Email

Exceptions

Expense Type	Date	Amount	Exception
N/A			The Fund-Org-Program on this report is a default generic c for your department and this expense report. Please click Next

Expenses Delete Copy View <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
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3. Select ALL of the expenses and click "Allocate Selected Expenses". Change the "Allocation By:" to "Amount" instead of "Percentage" and "Add New Allocation" for each fund number you would like to get reimbursed from. If you have spent \$250 on eligible expenses (transportation, lodging, and registration fees) then put \$250 on the first line. If you have not, then only put the amount of eligible expenses that you have incurred on that line. Distribute the rest of your funds to the other FOAPALS, if applicable. For example, one line will be GSU, one line may be your department, one line may be ISLA, etc. If the GSU is the only funding source, then you will only have one line and your entire expense report must not be over \$250.

Expense List Allocate Selected Expenses Clear Selections

Select Group

<input checked="" type="checkbox"/>	Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	09/25/2011	Airfare & R...	1	\$1,500.00
<input checked="" type="checkbox"/>	09/25/2011	Bus, Subw...	1	\$15.00
Lodging Hotel, Motel, Inn-Foreign (77550)				
<input checked="" type="checkbox"/>	10/28/2011	Lodging H...	1	\$100.00
<input checked="" type="checkbox"/>	10/29/2011	Lodging H...	1	\$100.00
<input checked="" type="checkbox"/>	10/30/2011	Lodging H...	1	\$100.00
<input checked="" type="checkbox"/>	09/25/2011	Meals-Fore...	1	\$15.00

Allocations Total:\$1,830.00

Allocate By: Add New Allocation Delete Selected Allocations

<input type="checkbox"/>	Amount	* Fund	* Organization	* Program	Activity
<input type="checkbox"/>	250.00	(371797) GSU ...	(16015) Gradua...	(51) Service Off...	(10225) Confer...
<input type="checkbox"/>	1,580.00	(100000) Educa...	(31015) Civil En...	(10) Instruction	(10225) Confer...

This second account code is for example only. Your department or other funding source will provide this information for you.

4. After your report is properly allocated to all the appropriate funding sources, you can submit. During this task make sure to designate an approver for EACH account number you have listed. This can be in any order you like but make sure to include them. If they are not listed in the workflow, they will NOT be included in the approval process. This is further explained in the Adding Approver(s) guide section below.
5. Pick out a combination of eligible expenses (transportation, lodging, conference fees) that will reach the \$250 and include those as reimbursable expenses. All other expenses should be marked as non-reimbursable as seen in the image below. If one particular eligible expense is already over \$250, you are permitted to enter \$250 as the amount even though the receipt you upload is for a larger value. Please write in the comments section why you are requesting less than the receipt. If you have any questions regarding this, please contact gsu+cp@nd.edu.

Expenses				Expense Receipt Store				
	Date	Expense Type	Amount	Requested				
<input type="checkbox"/>	09/25/2011	Airfare & Related Fees-Foreign (7751) Singapore Airlines, Singapore, SINGAF	\$1,500.00	\$1,500.00	Expense Type: Meals-Foreign-Breakfast, Lunch, I			Transaction Date: 09/25/2011
<input type="checkbox"/>	09/25/2011	Bus, Subway, Train-Foreign (77530) Singapore, SINGAPORE	\$15.00	\$15.00	City: Singapore, SINGAPORE			Payment Type: Cash
<input type="checkbox"/>	09/25/2011	Lodging Hotel, Motel, Inn-Foreign (7 Holiday Inn, Singapore, SINGAPORE	\$300.00	\$300.00	Amount: 15.00			USD
<input checked="" type="checkbox"/>	09/25/2011	Meals-Foreign-Breakfast, Lunch, Dir Singapore, SINGAPORE	\$15.00	\$15.00	<input checked="" type="checkbox"/> Non-reimbursable Expense			Business Purpose: Travel to Conference Vendor Name: <input type="text"/> Comment: <input type="text"/>

If alcohol was a part of this expense, please itemize using Entertainment-Beverage/Alcohol