# CONCUR | CREATING AN EXPENSE REPORT

## OVERVIEW

This document provides instruction for creating an expense report, to reconcile business related expenses incurred during a past business trip.

The University requires pre-approval for travel that involves any Airfare, Hotel or Car Rental for Employees, Students and Guests, prior to the start of the trip.

For Employees and Students, a fully approved request must be linked to the Expense Report if Airfare*, Car rental or Hotel expenses are included.

Expense Reports should be submitted within 14 days of returning from a business trip.

**NOTE: (1) STUDENT Airfare, Car Rental and Hotel* -** Employees creating an Expense Report for Student's Airfare, Car rental and Hotel that was charged to the employee's Travel Card are required to link a Travel Request with those expected expenses listed from the employee's profile to that Expense Report. **(2) GUESTS** – Employees creating an Expense Report for a Guest that has pre-approval through means other than a Concur Travel Request (example - contract, purchase order, departmental program, event, conference, etc.) will attest to the fact in Concur or HuskyBuy that this pre-approval is held by the department and can produce this pre-approval if Requested. Departments can also utilize Concur's Travel Request for Guest travel where there is no clear documentation as to the travel approval for the Guest.
**(3)** If expenses are incurred on the travel card for multiple guests or students, or in the case of an employee travelling with a student, on the same or overlapping dates, all associated expenses must be added to one single expense report with the travel allowance itinerary created for the entire period. Alternately one single travel allowance itinerary can be created and assigned from the available itinerary menu to separate expense reports.

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## LOGGING IN

1. Navigate to any web browser.
2. Access Concur by clicking on the following link: Concur SSO.

## CREATING AN EXPENSE REPORT

Expense reports can be created a couple ways:

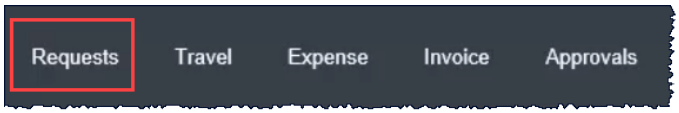
- From an approved request in the Request Module, when Air, Car Rental, and/or Hotel applies, or
- Directly from the Expense Module.

### Starting from an Approved Request

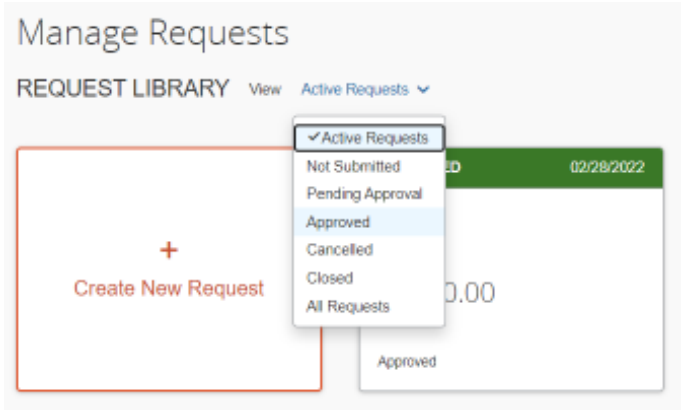
UConn related business travel, that includes Air, Car Rental, and/or Hotel, must have a Travel Request (within Concur) submitted and approved before the start of that trip.

After returning from a business trip, an expense report that includes Air, Car Rental, and/or Hotel must be created from the respective, approved Concur request.

1. From the Concur homepage, click **Requests** from the ribbon. *A list of travel requests display.*

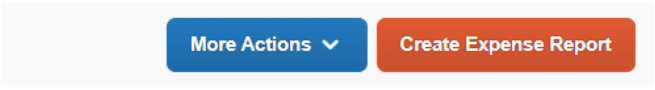



2. Click the drop-down arrow beside view and select **Approved** from the drop-down list.
3. Locate the appropriate approved request and click the green bar to open the request.

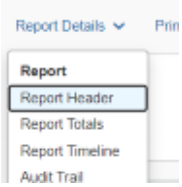



TIP: If there are multiple requests to add to the same expense report. See the **Linking an Approved Request** section of this document.

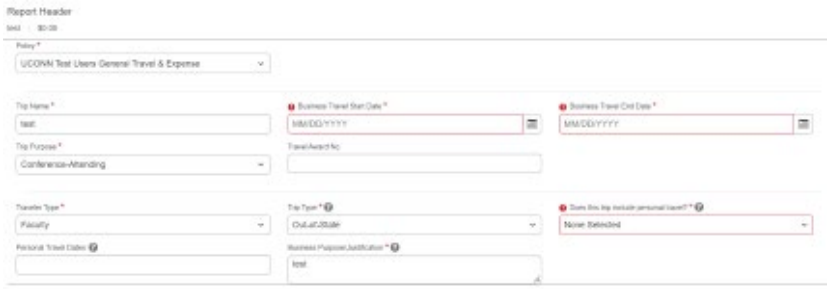
4. Click **Create Expense Report** from the top right of the approved request. *The expense report is created, auto filling most of the report header fields from the linked request.*



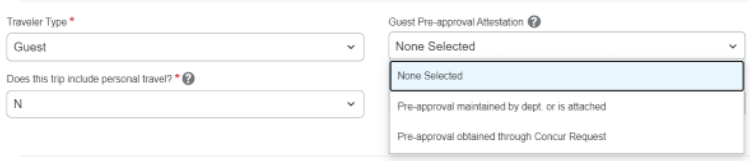

5. Click the **Expense Detail** drop-down arrow and select **Report Header** to review the fields that automatically feed over from the linked Travel Request for accuracy.



6. Update the **Business Travel State Date, End Date** and **Personal Travel** fields. If **Personal Travel is Y**, specific dates should be entered in the **Personal Travel Dates** field.

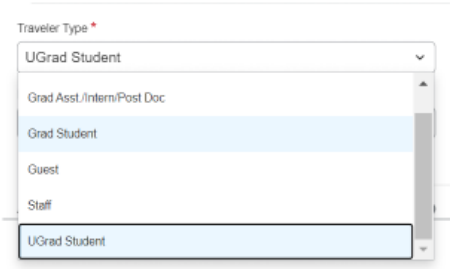



7. If this **Expense Report** is being created by an employee for charges incurred on behalf of the Guest to the **Employee's Travel Card** select **the Traveler Type** of **Guest** and answer the question to state whether the **preapproval was obtained through a Concur Travel Request** or if **Pre-approval is maintained by the Department or is attached.** *Supporting documents can be attached to the expense report via the **Manage Receipts** drop-down menu.*




**NOTE:** If this Expense report if for a **Guest** and the **Trip Purpose** is **Recruiting – Post Offer travel** the employee must attach a **final itinerary/roster** of the new employee or candidate's post-offer visit.

8. If this Expense report is being created in an Employee's profile for a **Student's Airfare** or **Hotel** that has been charged to the **Employee's Travel Card**, or a **Car rental that was direct billed to UConn,** the employee is required to choose the appropriate Traveler type for the Student.

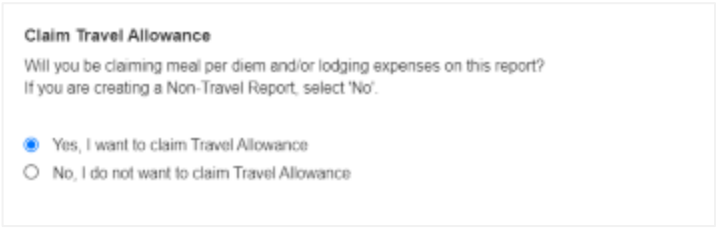



9. Enter a **Travel Award No.** when applicable.

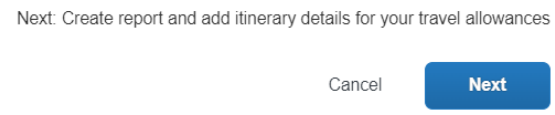
**NOTE:** When applicable, UCPEA/AAUP award letter must be attached to expense report prior to submission.

10. Update any other header fields, as necessary.
11. Scroll to the bottom of the Report Header. The **Claim Travel Allowance** menu displays.

12. Click **Yes**, if lodging or meal expenses will be included with the expense report. The **Travel Allowances** window will display, skip ahead to the **Travel Allowances Itineraries** section of this training document.




13. Click **Next.**

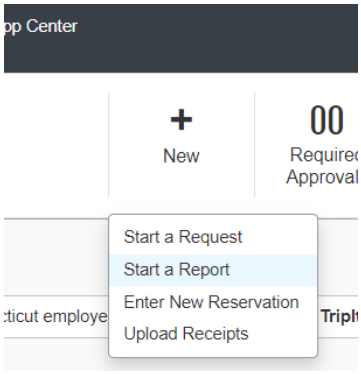



## Starting from the Expense Module

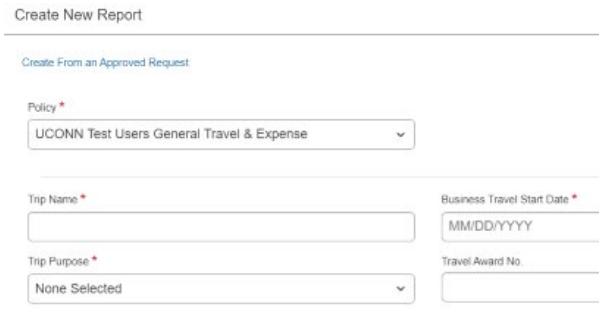
Business travel that does NOT include Air, Car Rental, and/or Hotel, does NOT require a pre-approved Concur request would be started from the Expense Module.

**NOTE:** If an approved request was obtained prior to travel, refer to prior steps to start from the approved request to create the expense report.

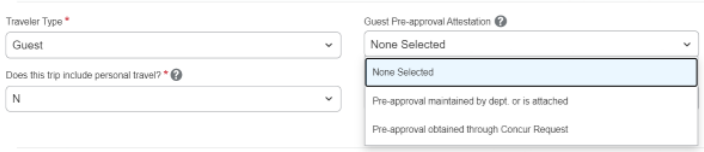
1. From the Concur homepage, click **New | Start a Report**. *A new expense report displays.*




2. Complete the required report header fields, identified with a red asterisk above each field.

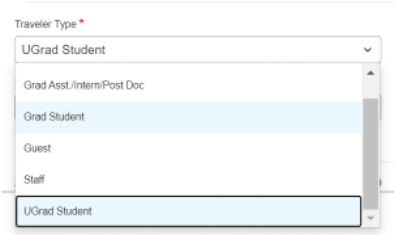



3. If this **Expense Report** is being created in an Employee's profile for charges incurred on behalf of the Guest to the **Employee's Travel Card** select **the Traveler Type** of **Guest** and answer the question to state whether the **preapproval was obtained through a Concur Travel request** or if **Pre-approval is maintained by the Department or is attached**. *Supporting documents can be attached to the expense report via the **Manage Receipts** drop-down menu.*



**NOTE:** If this Expense report if for a **Guest** and the **Trip Purpose** is **Recruiting – Post Offer travel** the employee must attach a **final itinerary/roster** of the new employee or candidate's post-offer visit.

4. If this Expense report is being created in an Employee's profile for a **Student's Airfare** or **Hotel** that has been charged to the **Employee's Travel Card**, or a **Car rental that was direct billed to UConn,** the employee is required to choose the appropriate Traveler type for the Student.



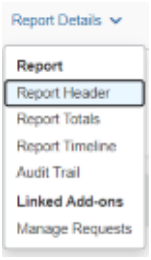

5. Update any optional fields, as necessary.
6. Scroll to the bottom of the Report Header. *The **Claim Travel Allowance** menu displays.*
7. Click **Yes**, if lodging or meal expenses will be included with the expense report. *The **Travel Allowances** window will display, skip ahead to the **Travel Allowances Itineraries** section of this training document.*

8. Click **Next.**

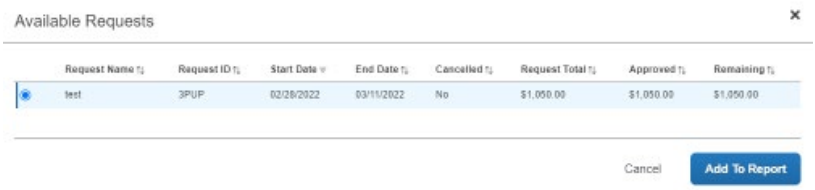
## LINKING AN APPROVED REQUEST

To link a fully approved request to an existing expense report follow the steps below:

1. From the Open expense report click the **Report Details** drop-down arrow.
2. Click **Manage Requests** from the drop-down menu.




3. A pop up will appear with a list of your fully approved available request. Click **Add** at the top left.
4. Under **Available Requests** click **the checkbox** beside the appropriate request and click **Add to Report**.




5. Click **Close** at the bottom right to save the changes.

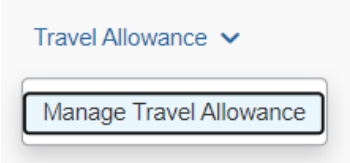
# TRAVEL ALLOWANCES | ITINERARIES

Travel allowances include Lodging and Meal Per Diems. Travelers may claim meal per diem, or individual actual meals, as permitted by their funding source. Refer to the UConn Travel Policy for additional details.

Below are itinerary options available, which determine the travel allowance for each day of business travel.

**NOTE:(1)** If expenses are incurred on the travel card for multiple guests or students, or in the case of an employee travelling with a student, on the same or overlapping dates, all associated expenses should be added to one single expense report with the travel allowance itinerary created for the entire period. Alternately one single travel allowance itinerary can be created and assigned from the available itinerary menu to separate expense reports.
(2) If an employee is travelling on multiple trips with overlapping days the travel allowance itinerary should be created for the entire period from the first day of the first trip to the last day of the last trip that overlaps and the same itinerary can be assigned to each expense report from the available itinerary menu. When completing the expenses and adjustments page the days not related to an expense report should be **excluded** by clicking the exclude checkbox on those dates.

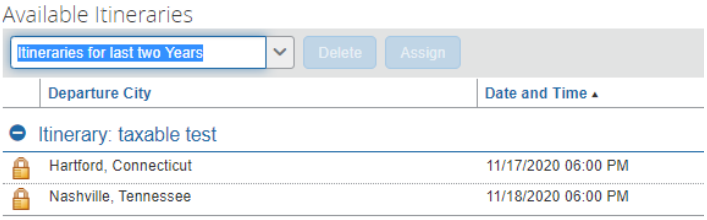
1. From the Open Expense Report Click the T**ravel Allowance** drop-down arrow and select **Manage Travel Allowance.**




## Available Itinerary

Use this option when a travel allowance itinerary was previously created for the dates of the trip.

1. At the bottom of the **Travel Allowances** pop up under **Available Itinerary** click the drop-down arrow to select a viewing criteria.
2. Select the appropriate itinerary and then click **Assign.**




*The selected itinerary now displays within the **Assigned Itineraries** section.*

3. Click **Next>>** at the bottom right**.** *Skip ahead to the expenses and adjustments section of this training document.*

## Create Itinerary

Use this option if no previous Travel Allowance itinerary was created.

1. On the **Travel Allowances** pop-up click the **Create New Itinerary** tab.
2. Click **Import Itinerary**. *Information may be imported from this menu if travel was booked with Concur/UConn's TMC **and/or** the itinerary was forwarded to plans@concur.com.*

**NOTE:** The email address, used to forward an external itinerary, must be verified through the traveler's Concur Profile.

3. Edit itinerary information as necessary.
4. If no itinerary shows when **Import Itinerary** is clicked, enter details for the **first leg** of your trip in the **New Itinerary Stop box** to the right.
   a. **Departure City.** This should reflect the city you depart from.
   b. **Date and Time.** Enter details for the date and time you left the departure city.

**NOTE:** The dates on each itinerary stop are usually the same, as a traveler generally departs and arrives on the same date.

c. **Arrival City.** This should reflect your destination city.
d. **Date and Time.** Enter details for the date and time you arrived in the arrival city.

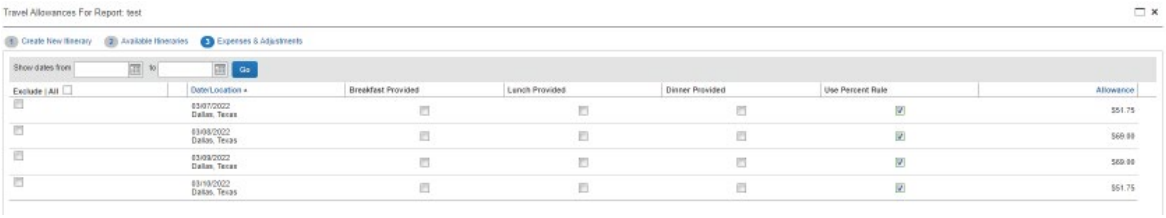
5. Click **Save.**
6. Repeat the steps above, for your return itinerary. I*f this is a multi-destination trip, additional itinerary stops may be needed.*
7. After completing the itinerary stops click **Next>>** at the bottom right and then click **Next>>** again.

## TRAVEL ALLOWANCES | EXPENSES & ADJUSTMENTS

1. Click the checkboxes to indicate any meals that were provided during your trip, as necessary.
2. Click the **Exclude | All** checkbox if the travel card was used for individual actual meal expenses.

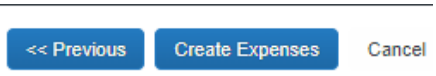
**NOTE:** If this expense report is being created in an employee's profile for Guest or Student expenses click the **Exclude|All** checkbox to remove the per diem reimbursement from the expense report**. Guest Per diem Reimbursements must be submitted via HuskyBuy**. **Student Per diem reimbursement must be submitted in the Student's own profile in a separate expense report.** Refer to the Student Travel Expense report training document for instructions.

3. **ALWAYS** click the **Use Percent Rule** checkbox for each date of travel.

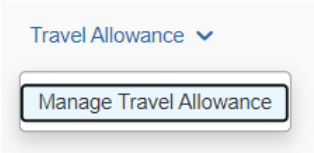



**NOTE:** The Use Percent Rule allows Concur to calculate 150% of the published lodging GSA rate.

4. Click **Create Expenses.** *If claiming Meal Per Diem, Daily Allowances will display as individual line items on the expense report.*




5. To modify Meal Per Diem/Daily Allowance expense items from an open expense report, Click the T**ravel Allowance** drop-down arrow and select **Manage Travel Allowance** and then click **Expenses & Adjustments**.




## ADDING EXPENSES

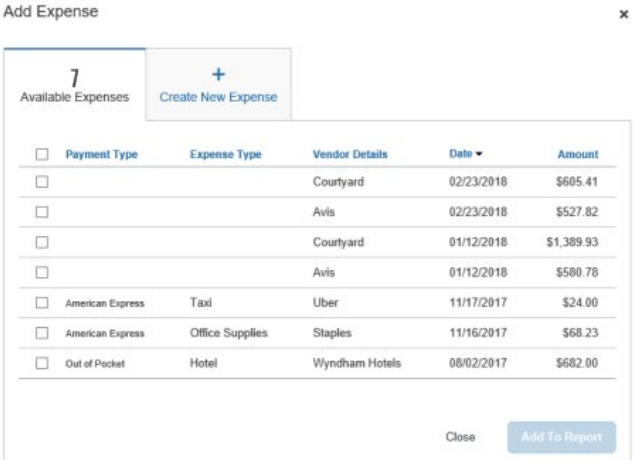
When using the UConn Travel Card, transactions automatically feed into the travelers Available Expenses queue within the Expense module.

Imported travel card transactions will minimize data entry – automatically creating an expense line item, populating required fields, etc.

Travelers can also use the **Create New Expense** menu for out of pocket transactions.

## Adding Travel Card Expenses

1. From the open expense report, click **Add Expense.**
2. Click **Available Expenses**. *A list of **Travel Card Expenses** display. Travel card expenses are identified by an orange credit card icon.*
3. From the **Available Expenses menu**, click the check box(es) for the appropriate expenses to be added to the current expense report.



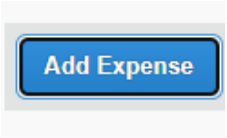

4. Click **Add to Report.**
5. Click the checkbox beside the travel card transaction added to the expense report to verify or update the **Expense Type** is correct. *Click the Expense Type drop-down arrow to select a different expense type if necessary.*

6. Complete all required fields marked with a **red asterisk**.
7. Complete optional fields, as necessary.
8. As necessary, click any of the following:
   a. Click **Itemizations** (to itemize the expense into multiple expense types).
   b. Click **Allocate** (to allocate the expense to one or more KFS accounts).
   c. Click **Attach Receipt Image** (to upload and attach receipt images).
   d. **Attendees** (to add the name of the individual who used the expense).

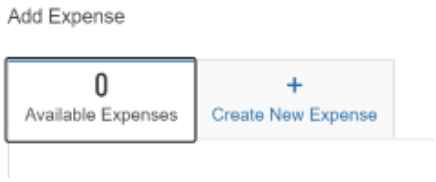
## Adding Out-of-Pocket Expenses

Out of Pocket expenses must be added manually from within an open expense report.

1. From the open expense report, click **Add Expense.**

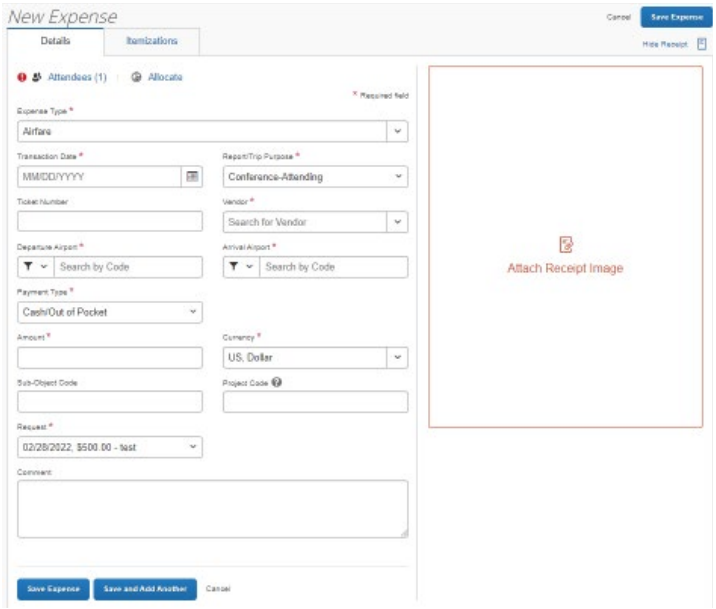



2. Click Create New Expense




3. Select the appropriate **expense type** from the options available or type the expense type in the **search field**.
4. Complete all required fields marked with a **red asterisk**.
5. Complete optional fields, as necessary.
6. As necessary, click any of the following:
   a. Click **Itemizations** (to itemize the expense into multiple expense types).
   b. Click **Allocate** (to allocate the expense to one or more KFS accounts).
   c. Click **Attach Receipt Image** (to upload and attach receipt images).
   d. **Attendees** (to add the name of the individual who used the expense).

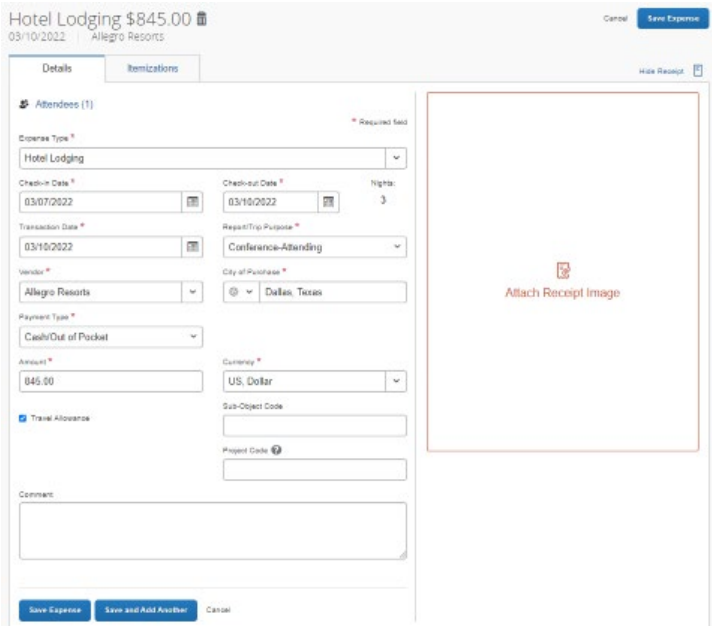
NOTE: Out of pocket reimbursements for **Guests** must be submitted via HuskyBuy. Out of pocket reimbursements for **Students** must be submitted on a separate expense report in the Student's own profile.



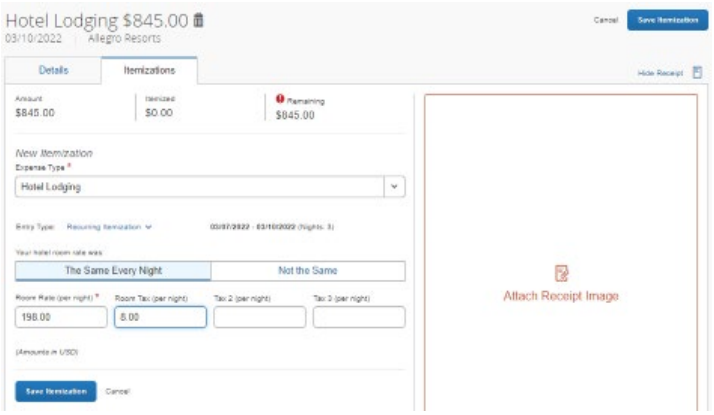
## Hotel Lodging: Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses which may include nightly room charges, nightly room taxes, parking, meals, etc. You must itemize these expenses as they appear on the hotel folio to ensure your reimbursement is processed in a timely manner.

1. With the expense report open, select Hotel Lodging from the expense type listing. *The Hotel Lodging related fields display.*
2. Complete all required fields marked with a **red asterisk**.
3. Complete optional fields, as necessary.




4. Click the **Itemizations** tab, click **Create Itemization**.
5. Select the appropriate lodging expense type. You can then select if this **Entry Type** is a **Recurring** or **Single Itemization.**




6. Select whether your hotel room rate was T**he Same Every Night**, or **Not the Same**.
7. 6. Enter the **Room Rate (per night)** and **Room Tax (per night)**, as applicable.

**NOTE:** You can use the Additional Taxes link to enter additional taxes from your hotel bill.

8. Click **Save Itemizations.**

   Click **Save Expense.** *The word Itemized appears to the right of the expense under the Requested column.*

**NOTE: (1)** If the hotel lodging expense has a remaining or outstanding amount, continue to select expense types and itemize amounts appropriately until the balance is $0.00. **(2)** For Personal/Non-Reimbursable expenses, mark the expense item/portion of the expense as a **Personal/Non-Reimbursable** expense type. **(3)** If a traveler is claiming meals per diem reimbursement, any meals charged to the hotel room accidentally must be itemized under the Personal/Non-Reimbursable.

## Itemizing Hotel Deposits

Hotel deposits made prior to the hotel stay will be listed on the final itemized hotel folio. Each charge listed on the hotel folio must be itemized under a Hotel Lodging expense line item (e.g., nightly rate, taxes, hotel deposit (when applicable) parking, laundry, room service, etc.). Itemize the hotel deposit individually using the **Hotel Lodging Deposit** expense type, ensuring the amount is entered as a negative number (for example, if the deposit was $100, enter the amount as -100 in the hotel lodging deposit amount field).

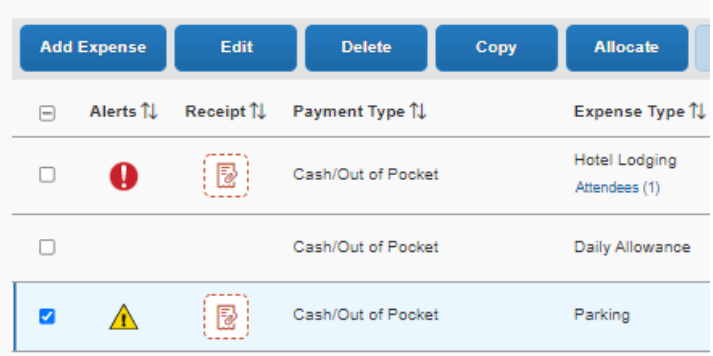
Additional information is available in our Expensing a Hotel Deposit training document.

## Itemizing partially Non-Reimbursable Expenses

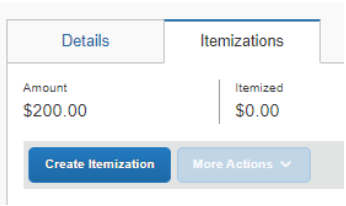
Users can Itemize any expense that includes both business and personal expenses, or that is only partially funded, therefore requiring some out of pocket (Non-Reimbursable/Personal) contribution.

**NOTE:** Example, you have a parking expense for $200. A portion of this expense was incurred during business travel; however, a portion of the parking expense was incurred during personal time taken after the business trip. In this scenario, you should create a parking expense line item for the total transaction amount, and then itemize the expense creating two itemizations: one, under the parking expense type, for the amount incurred during the day(s) of business travel, and one, under the Personal/Non-Reimbursable expense type, for the remaining amount of the transaction, incurred during the day(s) of personal travel.

1. **Create** an expense line item as usual, then Click the **Itemizations Tab**. or Click to **select an existing** expense item from the list of transactions on the expense report then Click **Edit** and then the **Itemizations Tab**.



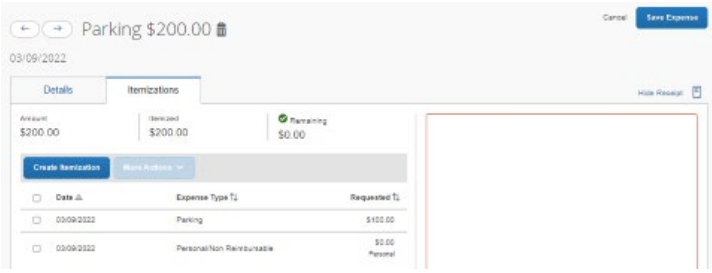

2. Click **Create Itemizations**




3. Select the **Expense Type (Personal/Non-Reimbursable)** that applies to the first itemization from the dropdown list. *The page refreshes, displaying the **required and optional fields** for the selected expense type.*
4. Complete all required fields marked with a **red asterisk**.
5. Click **Save Itemization**. T*he newly created itemization appears.*
6. For each additional itemization, on the **Itemizations tab**, click **Create Itemization**, select the appropriate expense type and complete the appropriate fields. *Once you have itemized the Remaining amount of the charge, an alert displays a green Success checkmark.*

**NOTE:** You can also Copy itemizations to save time with similar entries.
*The page refreshes, displaying the respective fields for the selected expense type.*

7. Click **Save Expense**. *The word Itemized appears to the right of the expense under the Requested column.*

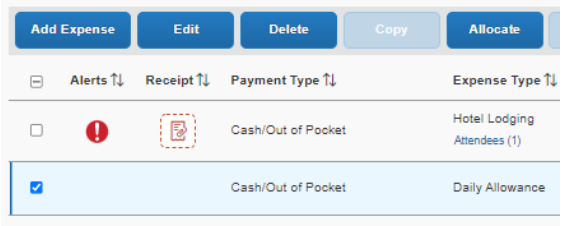



## ALLOCATING EXPENSES

The Allocation feature allows you to allocate selected expenses to multiple KFS accounts.

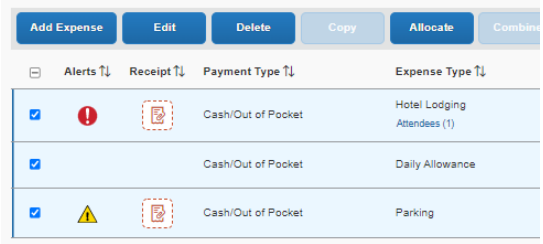
### Allocate a Single Expense

1. With the report open, click the **checkbox beside an expense line.**
2. Click **Allocate**.

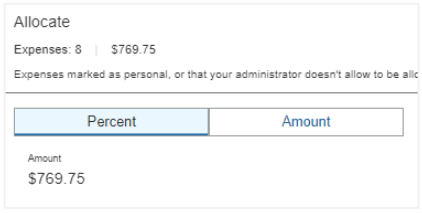



### Allocate Multiple Expenses

1. With the report open, click the **checkbox** beside the appropriate expense lines.

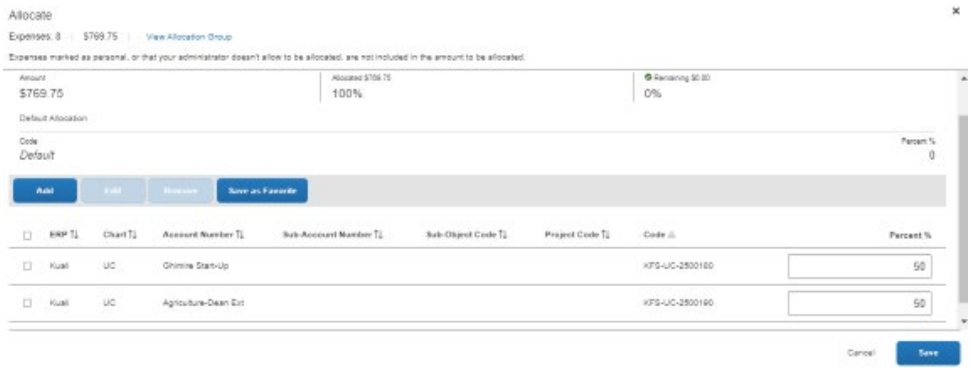



2. Click **Allocate**. *The Allocations for Report window appears.*
3. Select **Percent** to allocate by percentage or **Amount** to allocate by actual dollar amount.




4. Click **Add.**
5. Add as many allocations as necessary, from the **New Allocation** or **Favorite Allocations** tabs
6. Enter the KFS account in the **Account number** field.
7. Click **Save.** *The word allocated appears to the right of the expense under the Requested column.*

**NOTE:** The amounts and percentages can be adjusted, they are not required to be equal amounts. The total amount must be allocated 100%, otherwise an exception message is flagged, and you will not be able to submit the report.

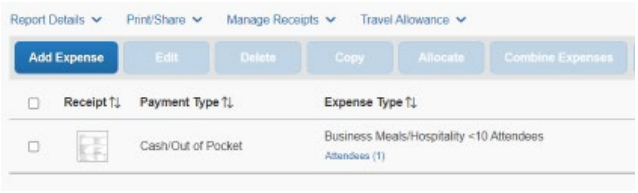



## ADDING ATTENDEES

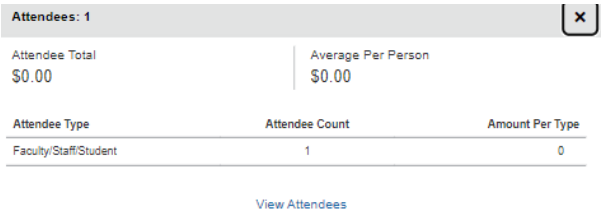
For business meals, airfare, hotel and certain other expense types, all attendees associated with the expense must be identified and listed. Users can add attendees and attendee groups to Concur in the Expense Profile Settings.

When selecting the expense type **Business Meals/Hospitality <10**, all attendees must be listed. When selecting the expense type **Business Meals/Hospitality 10+,** the event functionality within the expense type should be used. Creating an event allows you to specify the number of attendees, rather than listing out the individual names.

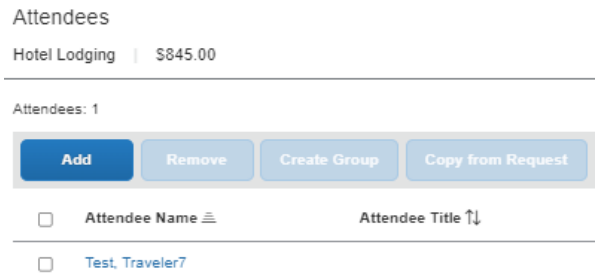
1. With the report open, from the expense screen click **Attendees.**




2. In the **Attendees** window Click **View Attendees.**

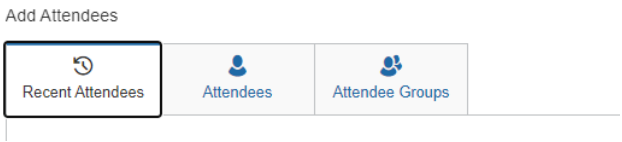



3. The **Add Attendees** Window appears.




4. Click **Add**. Attendees can be added in several ways:
   a. **Recent Attendees** – Select the check box next to the appropriate attendee.
   b. **Attendee** – Search for the guest or Faculty/Staff/Student. If you need to create a new attendee, click **Create New Attendee**, complete the required fields, and then click **Create Attendee**.

c. **Attendee Groups** – Select from your **Favorites** or **My Team** (these are configured in your Profile settings based on Core-CT).



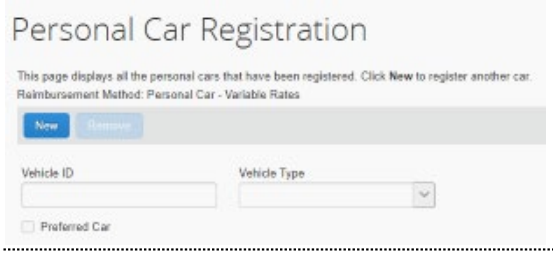

5. Click **Save**.

## ENTERING PERSONAL CAR MILEAGE

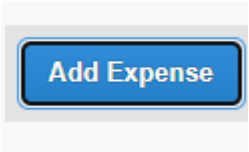
Personal car mileage expenses should be submitted for use of a personal vehicle for business miles driven.

**NOTE:** Users must register a vehicle in their Concur profile before creating a Personal Car mileage expense.

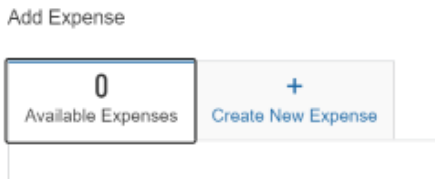
To register a personal vehicle, click **Profile**, then **Profile Settings** and **Personal car**; Next, click **New** then enter the **Vehicle ID, Vehicle Type** and click **save**.



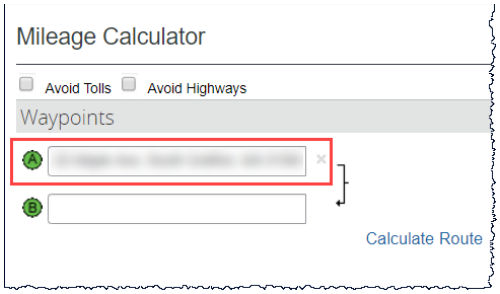

1. From the open expense report, click **Add Expense.**




2. Click **Create New Expense**




3. Select the **Personal Car Mileage** expense type from the options available or type the expense type in the **search field**. *A Google Maps mileage calculator window displays with the traveler's home address automatically populated in field **"A"**.*




**NOTE**: If home address is not saved in the traveler's profile, it must be entered manually with each personal mileage expense to appropriately deduct commute.

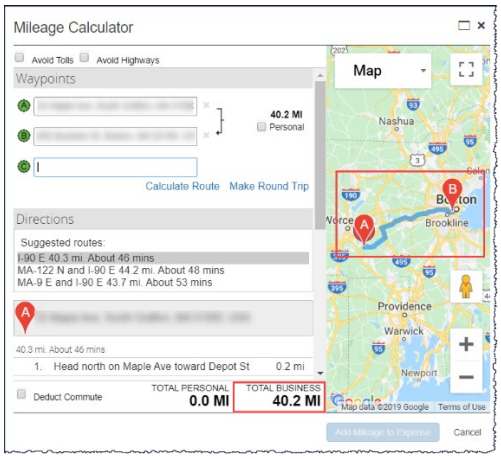
4. Confirm field **"A"** reflects the starting point of your trip. Modify field **"A"** as necessary.

**NOTE**: Example, if you leave your home and travel to a destination other than your duty station, field "A" should contain your home address. However, if you are starting from the office, to a secondary location, field "A" should reflect your office address.

5. Enter the destination address in field **"B"** and then tap **TAB** from your keyboard. *Google maps mileage between the waypoints is calculated and an additional field displays.*
6. Enter additional waypoints for the trip, as necessary.

**NOTE:** You can include the address for any personal stops (for example, if you have driven far off route to a restaurant location for lunch) if you wish to get the most accurate mileage calculations and then click the check mark to note that leg was personal to the right of the box. However, you can also choose to omit those stops from the mileage calculator.

7. Review the calculated route displaying on the map. Manually drag the line between points to modify the route you drove, as necessary.




8. Click **Deduct Commute** to subtract one way of your typical work commute from the total business mileage. *Deducted Commute Distance fields for Home and Office display.*

**NOTE**: If the traveler enters their home and work addresses in their travel profile, they will automatically populate when the Deduct Commute box is checked.

9. Review the **Home** and **Office** fields, update as necessary.
10. Click **Deduct Round Trip** If you departed from home and returned to home on that day.

**NOTE:** Check **Deduct commute** when your trip begins at your home address, directly to your trip destination, bypassing your duty station. **Deduct Round Trip** should be checked off when you are not returning to your duty station for the day.

11. Click **Add Mileage to Expense.**
12. Complete the required fields, identified with a red asterisk above each field, as necessary.
13. Scroll to the bottom of the page to view the **Mileage Calculator** again if you need to make changes.
14. Click **Save.**

**NOTE: (1)** If daily mileage expenses are incurred, expense reports should be created on a weekly or monthly basis, rather than daily. Individual line items should be created for each day's personal mileage expense. **(2)** The reimbursement amount is automatically calculated based on the date, miles driven, and the predefined reimbursement rate.

Refer to the Creating a Personal Car Mileage Expense Report document for additional details.

# FOREIGN CURRENCY TRANSACTIONS

Transactions incurred during international travel should always be billed in the local currency to ensure the currency conversion within Concur is accurately calculated (including conversion rates, taxes, etc.).

## For Travel card expenses:

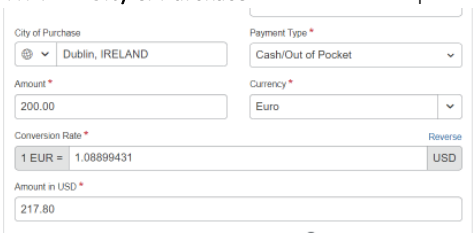
Transactions billed in local currency (e.g., travel to Japan billed in YEN) will automatically convert to USD within Concur.

1. Review the details of the transactions, confirming the conversion to USD is accurate. No manual adjustment should be required within Concur.

**NOTE:** If the travel card transaction feeds into Concur in USD, but the traveler's receipt is in local currency (i.e., a currency other than USD), manual adjustment within Concur will be required.

Additional support is always available by contacting travel@uconn.edu or Accounts Payable for additional instruction.

TIP: The **City of Purchase** field drives the expense currency. For example, if City of Purchase is Dublin, Ireland, the following displays:




## Out-of-Pocket expense incurred in another currency

1. With the report open, click **Add**, and then **Create New Expense.**
2. Search for or enter an **expense type**.
3. Enter the appropriate information in the required and optional fields (required fields are indicated with an **asterisk**). Note the following:
   *a.* Select the "spend" **Currency** from the list to the right of the **Transaction Amount** field. *The **Conversion Rate** field appears.*
   *b.* The **Conversion Rate** is automatically populated according to the **Transaction Date** and **Currency** entries. *Expense calculates the **Amount** in your reimbursement currency.*
   *c.* To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field. *Currency can be converted by multiplying by a particular rate or dividing by a different rate.*
4. Complete the remaining fields as appropriate, and then click **Save Expense**.

# RECEIPTS

Concur is configured to comply with the receipt requirements, as per the Travel and Expense policy. Receipts can be sent to your available receipt queue to be attached to an expense report at a later date, via email or through the Concur mobile app.

## Required Receipts

Expense transactions that require receipts can be identified by the Receipt Required icon next to the item in the expense list.

## Email Receipts

Before emailing receipts to the Available Receipts library, you must **verify** your email address in the **Personal Information** section of your **Profile.**

### Profile Setup | Email Verification

1. Click **Profile > Profile Settings**. *The Profile Options page appears.*
2. Click **Personal Information** from the left navigation pane. *The Personal Information screen displays.*
3. Scroll down to the **Email Addresses** section and click **Add an Email Address.**
4. Follow the below steps to verify your email address:
   a. Once you have saved an email address, click Verify.
   b. Check your email for a verification message from Concur.
   c. Copy the code from the email message into the Enter Code box next to the email address.
   d. Click OK to submit the code and complete verification.
5. Address your email to **receipts@concur.com,** attach a single receipt image, and send the email. *This method sends an **image** of the receipt to the available receipts queue.*
6. Alternatively, for **automated expense itemization**, address your email to **receipts@expenseit.com**, attach a single receipt image, and send the email. *This method sends an **image** of the receipt, **creates an expense line item** for the transaction and **itemizes the expenses** on the receipt.*

**NOTE:** Receipt file formats must be one of the following: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF. Maximum file size cannot exceed 5MB, per receipt.

## Allow your delegate to send receipt images to your Available Receipts library

The Delegate may send receipts to **receipts@concur.com** or **receipts@expenseit.com** as long as both the User and Delegate have verified their email addresses within their own profile.

When emailing receipts on a delegate's behalf, the delegate must **replace the subject line with the User's primary (verified) email address**.

**TIP:** See How to Add a Delegate documentation for additional delegation permission details to allow a delegate to Prepare and View Receipts.

## Upload Receipts from your Computer

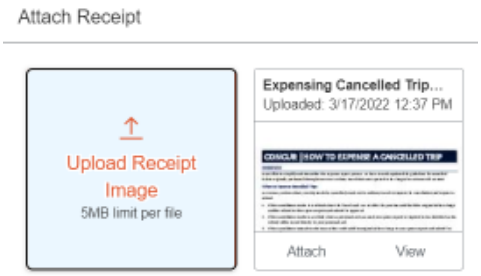
Files saved to a folder on your computer may be uploaded directly into a user's **Available Receipts** queue in Concur using the following steps.

1. Scan the documentation. Save to a folder on your computer.
2. Click **Expense** (from the top ribbon).
3. Scroll to the bottom of the Manage Expenses view.
4. Click **Upload Receipt Image**. *The Receipt Upload window appears.*
5. Locate the desired image(s), select, and click **Open.** *The image(s) is Uploaded and available to be attached to an Expense report at any time.*

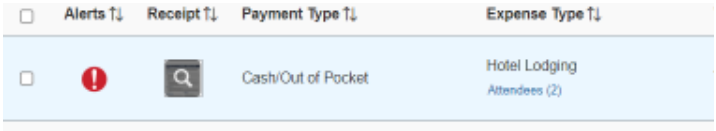
## Attach an Available Receipt to an expense entry

1. In the open expense report, click the **Red Receipt icon** on the expense entry line.

From the **Attach Receipt** menu select **Upload Receipt Images** or select from the list of receipts previously uploaded to Concur.




2. A thumbnail image of the receipt will now appear. **Click on the image to view a larger version of the receipt.**

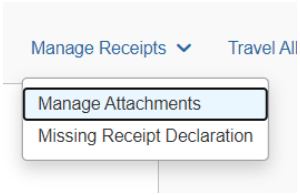



3. To **detach a receipt** from the expense line entry, click on the thumbnail image of the receipt and click **Detach**.
4. To **add additional receipts** to the same expense, click on the thumbnail image of the receipt and click **Append**.

## Attaching supporting documents to the report header

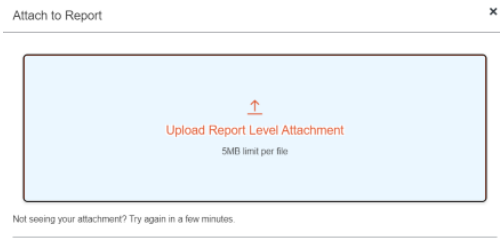
Conference brochures, travel award letters and other supporting documentation are sometimes required to be attached to the header level of an expense report. Use the following steps to attach documents to the Expense Report Header.

1. From the open expense report click **Manage Receipts.**
2. Click **Manage Attachments.**




3. From the **Attach receipt window click Upload Report Level Attachment**.
4. Locate the desired image(s), select, and click **Open.**

**NOTE:** After the first document is attached click Append to attach additional documents.




## Detaching receipts from the report header

1. To detach all receipts from the report header, Click the **Receipts** drop down menu at the top of the expense report.
2. Click **Delete receipt images**. This will delete all documents attached to the report header. Documents cannot be deleted individually from the report header.

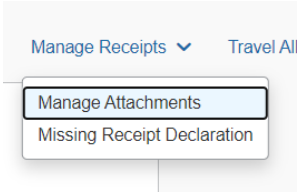
## MISSING RECEIPT DECLARATION

A Missing Receipt Declaration can be generated for a transaction missing a required receipt.

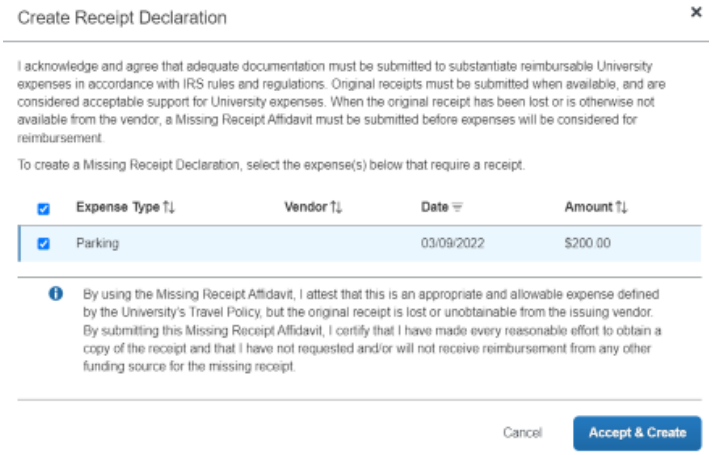
Only the owner of an expense report can create a Missing Receipt Declaration. I.E., a delegate CANNOT create a missing receipt declaration on behalf of another traveler.

**NOTE:** The missing receipt affidavit cannot be used for a trip segment – i.e., Airfare, Hotel, Car Rental, Train.

1. To attach a missing receipt affidavit, From the open expense report click **Manage Receipts.**
2. Click **Missing Receipt Declaration.** *The Create Receipt Declaration pop-up displays.*



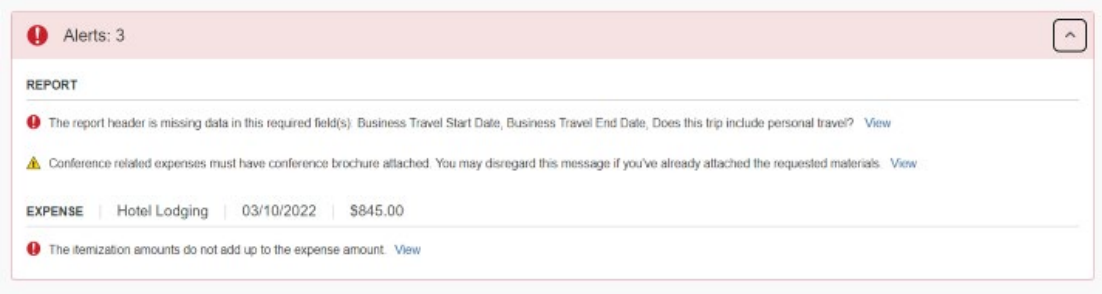

1. Click the checkbox to select the applicable expense transaction.
2. Click **Accept & Create.**




## RESOLVING ALERTS

Audit rules are built into Concur, compliant with the travel policy and procedures, ensuring employees are in line with the travel policy and universities best practices. Alerts will display if a traveler violates any of the audit rules built into Concur. Yellow warnings are "soft" stops and designed to warn the traveler. Yellow warnings do not prevent a traveler from submitting for approval. Red warnings are "hard" stops. The red warnings must be resolved before submitting for approval.

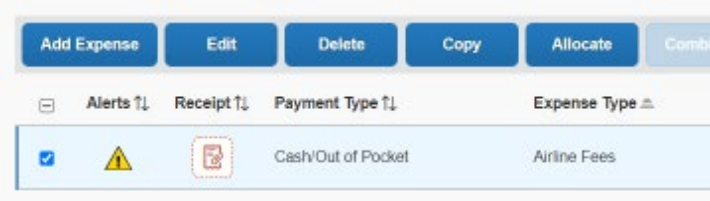
Alerts display at the top of the open request and/or expense report page.



## COPYING AN EXPENSE

Recurring business expenses can be copied from a previous expense and then updated for the new expense item.

1. With the expense report open, select the **expense** you want to copy.
2. Click **Copy.**




*The new expense is added to the **Expenses** list with a date one day later than the original expense.*

3. Click to open the copied expense.
4. Review the details of the expense to confirm accuracy for the new expense item.
5. Modify applicable fields for the new expense where allowed, as necessary.

**NOTES: (1)** All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense. **(2)** Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are **NOT** copied to the new expense.

6. Once updated, click **Save Expense**.

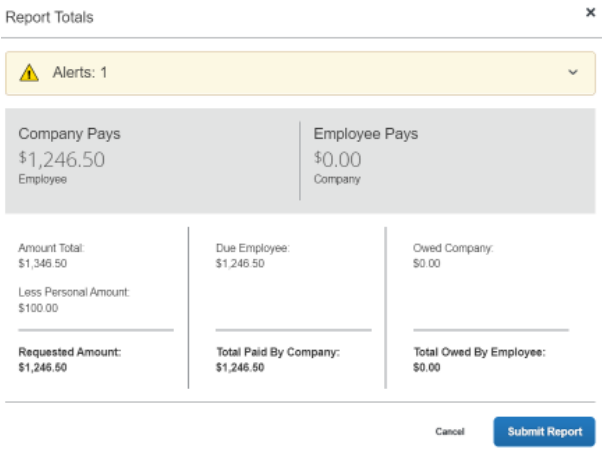
## FRAUDULENT CHARGES

Travel card charges identified as fraudulent must be rectified by the cardholder. Fraudulent charges should be submitted with the travelers next expense report, netting out the fraudulent charge with the respective credited item. If fraudulent charges exist, but there is no travel expected (therefore no expense report in the near future) – contact travel@uconn.edu.

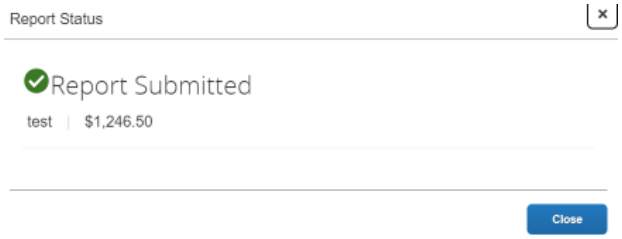
1. Add fraudulent charge.
2. Add credit for fraudulent charge.

## SUBMITTING YOUR REPORT

1. On the expense report page, click **Submit Report.**
2. Scroll through and read to the end of the Attestation**.**
3. Click **Accept & Submit.** *The **Report Totals** window displays.*



4. Review the information for accuracy, and then click **Submit Report**. *The **Report Status** window appears.*
5. Click **Close**.

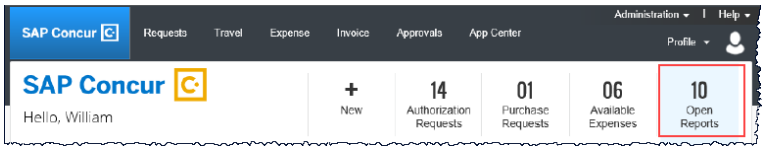



**NOTE:** If you have not met policy requirements when completing the details of your report, a message will display describing the report error or alert. Correct the error, or if you require help to complete the task, contact travel@uconn.edu.

## CORRECTING AND RESUBMITTING AN EXPENSE REPORT

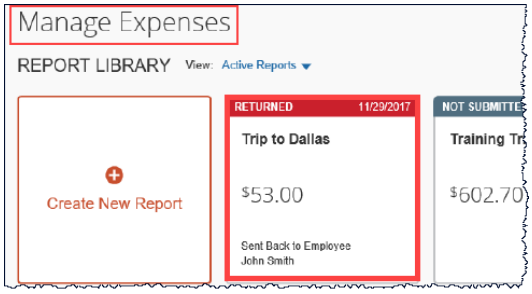
If an expense report is returned to you by an approver, you will need to correct and resubmit the report for approval and reimbursement. The approver will include a comment explaining why the report was returned.

1. Open the report, from the Concur home page Quick Task Bar, click the **Open Reports** task.




*The **Manage Expenses** screen displays with the report appearing within the **Returned** tile.*

2. Click the **Returned** tile to view the returned report.




3. Review the approver's comment appears below the amount.
4. Comments can also be reviewed in the expense report by clicking the **checkbox beside the expense** line item and clicking **Edit**, then reviewing the **comments** field.
5. Make the requested changes, and then click **Submit Report.**

## ICON INDEX

A variety of key Concur icons are listed below with a brief description.

| Icon | Name | Description |
|---|---|---|
| | **Receipt Image Required** | This indicates that a receipt is required with the selected expense line entry. |
| | **Missing Receipt Affidavit** | This indicates that a missing receipt affidavit has been attached to the expense item, in lieu of a vendor receipt. |

| Icon | Name | Description |
|---|---|---|
| | **Travel Card Used** | This indicates that an expense entry originated from a University Travel Card transaction. This transaction automatically feeds into the travelers Concur imported expense queue. |
| | **Soft Stop Alert** | This indicates that a soft stop alert exists. This alert does not prevent submission. |
| | **Hard Stop Alert** | This indicates that an expense entry or report contains an alert that will prevent submission. |

## ADDITIONAL SUPPORT

For help with Concur, contact travel@uconn.edu.

For additional reference material, refer to the Training and Resources page located on the Travel Services page.