

CONCUR | NON-TRAVEL EXPENSE REPORT

OVERVIEW

If you have incurred business expenses unrelated to Travel such as business meals or you are pending reimbursement from the university, you will need to create a non-travel expense report in Concur.

NOTE: Guest reimbursement of Out-of-Pocket expenses should be processed via HuskyBuy. Student reimbursement of Out-of-Pocket expenses should be processed in the student's own profile in Concur.

This document includes instruction for creating a non-travel expense report, specifically detailing business meal expenses.

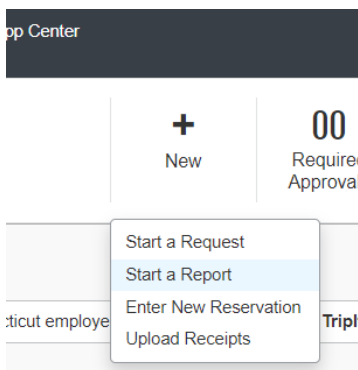
LOGGING IN

1. Navigate to any web browser.
2. Access Concur by clicking on the following: [Concur SSO](#), or navigate directly to the UConn Travel homepage and click on the Concur Link.

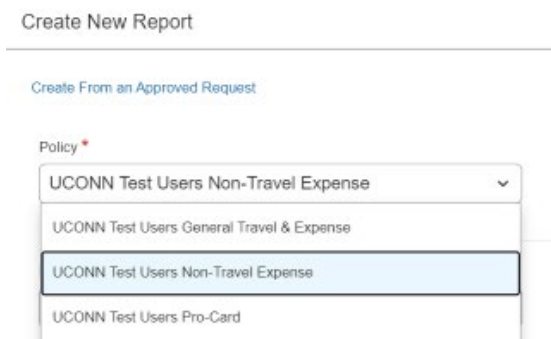
CREATING A NON-TRAVEL EXPENSE REPORT

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.

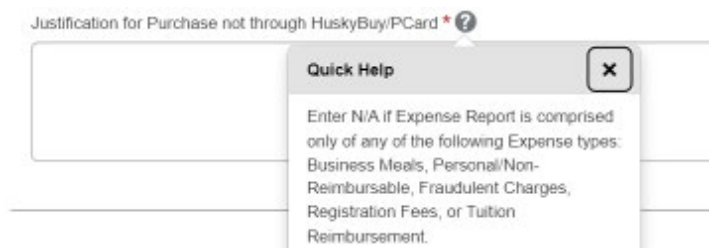
1. From the Concur homepage, click **New | Start a Report**. *A new expense report displays.*



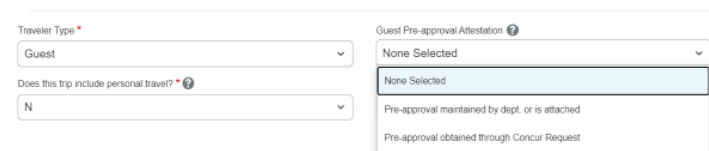
2. Click the drop-down list under **Policy** and select ***UCONN Non-Travel Expense**.



- Complete the **Justification for Purchase not through HuskyBuy/PCard** field.

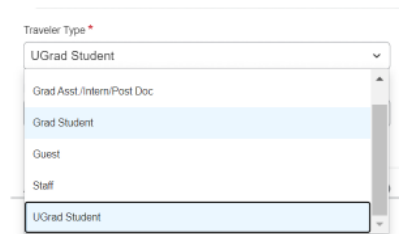


- Complete the required report header fields, identified with a **red asterisk** above each field.
- If this **Expense Report** is being created in an Employee's profile for charges incurred on behalf of the Guest such as Virtual Conference or Business Meals to the **Employee's Travel Card** select the **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 is 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.

- If this Expense report is being created in an Employee's profile for a **Student's Non-Travel expenses such as Virtual Conference registration fee** that has been charged to the **Employee's Travel Card**, the employee is required to choose the appropriate Traveler type for the Student.



- Update any optional fields, as necessary.
- Scroll to the bottom of the Report Header. The **Claim Travel Allowance** menu displays.
- Click **No**, since this is a Non-Travel expense report.

Claim Travel Allowance

Will you be claiming meal per diem and/or lodging expenses on this report? If you are creating a Non-Travel Report, select 'No'.

- Yes, I want to claim Travel Allowance
- No, I do not want to claim Travel Allowance

- Click **Create Report**.



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 Non-Travel related 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 and click **Edit** to verify or update the **Expense Type** is correct. Click the **Expense Type** drop-down arrow to select a different expense type if necessary.

The screenshot shows a form with two tabs: 'Details' and 'Itemizations'. Below the tabs is an 'Allocate' button. The form contains several fields: 'Expense Type' with a dropdown menu showing 'Registration Fees', 'Transaction Date' with a calendar icon and a red asterisk, and 'Report/Trip Purpose' with a dropdown menu showing 'Conference-Attending' and a red asterisk. A legend indicates that a red asterisk denotes a required field.

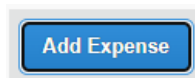
6. Complete all required fields marked with a **red asterisk**.
7. Complete optional fields, as necessary.
8. As necessary, click any of the following:
 - a. Click **Itemizations** (to itemize the expense into multiple expense types).
 - b. Click **Allocate** (to allocate the expense to one or more KFS 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

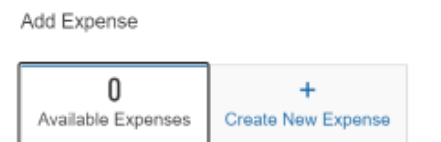
Out of Pocket expenses must be added manually from within an open expense report.

NOTE: Guest reimbursement of Out-of-Pocket expenses should be processed via HuskyBuy. Student reimbursement of Out-of-Pocket expenses should be processed in the student's own profile in Concur.

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.

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.

1. With the report open, from the expense screen click **Attendees** from the line with the Business Meal expense.

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

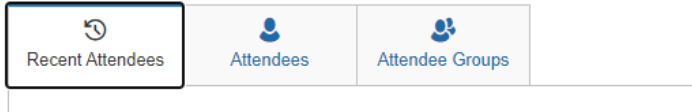
3. The **Add Attendees** Window appears.

4. Click **Add**. Attendees can be added in several ways:

- e. **Recent Attendees** – Select the check box next to the appropriate attendee.
- f. **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**.

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

Add Attendees

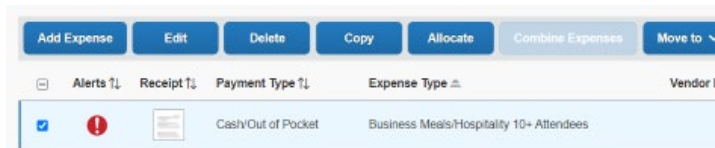


5. Click **Attach Receipt**, select **Receipt**.
6. Click **Save Expense**.

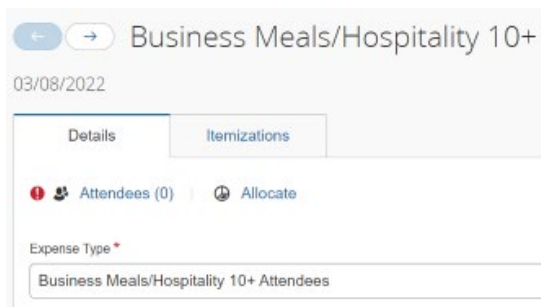
If you are selecting the expense type of **Business Meals/Hospitality 10+ Attendees**, you can follow the simplified process below.

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 and attach the list of attendees via the receipt menu, rather than listing out the individual names.

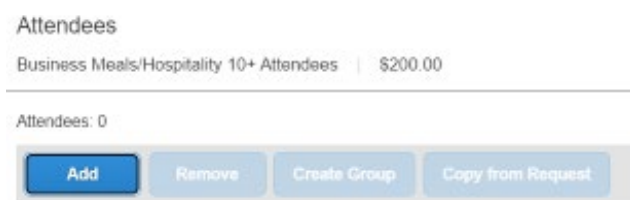
1. With the report open, click the **checkbox** beside the Business Meal expense and click **Edit**.



2. Click **Attendees**.



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



4. Click the **Attendees** tab. From the drop-down list for **Choose an Attendee Type**, select **Group Event 10+ Attendees** and click **More Search Options**.



5. Enter the **Event Name** and **Institution/Company** then click **Attendee** at the bottom right.

Create New Attendee ✕

← Go back

Attendee Type * * Required field

Group Event 10+ Attendees Event Name *
test Group 10+

Institution/Company * *

Cancel Create Attendee

6. **Attendee** has now been added. Click **cancel** to view.

Create New Attendee ✕

← Go back

✔ Attendee added: test Group 10+

Attendee Type * * Required field

Group Event 10+ Attendees Event Name *

Institution/Company * *

Cancel Create Attendee

7. Enter the number of attendees in the **Attendee Count** field and click **Save** at the bottom right.

Attendees

Business Meals/Hospitality 10+ Attendees | \$200.00

Attendees 15

Add
Remove
Create Group
Copy from Request

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	test Group 10+		UConn	Group Event 10+ Attendees	15	\$200.00

8. Click **Attendees** to edit the **Attendee Count** field again if necessary and **save**.

9. Click **Attach Receipt, select Receipt**.

10. Click **Save Expense**.

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.*

Report Totals ✕

⚠ Alerts: 1

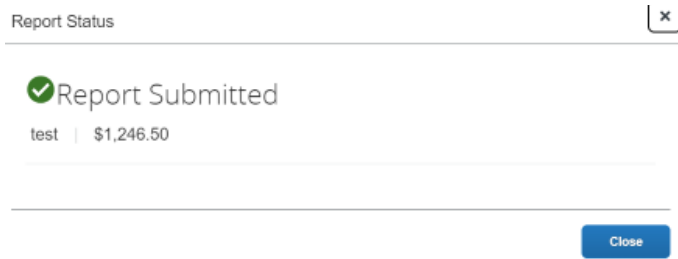
Company Pays
\$1,246.50
Employee

Employee Pays
\$0.00
Company

Amount Total: \$1,346.50	Due Employee: \$1,246.50	Owed Company: \$0.00
Less Personal Amount: \$100.00		
Requested Amount: \$1,246.50	Total Paid By Company: \$1,246.50	Total Owed By Employee: \$0.00

Cancel Submit Report

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.

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](#).