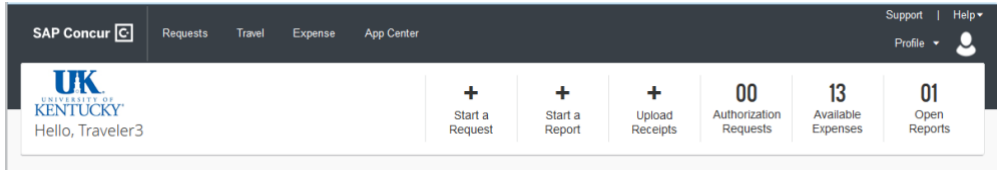
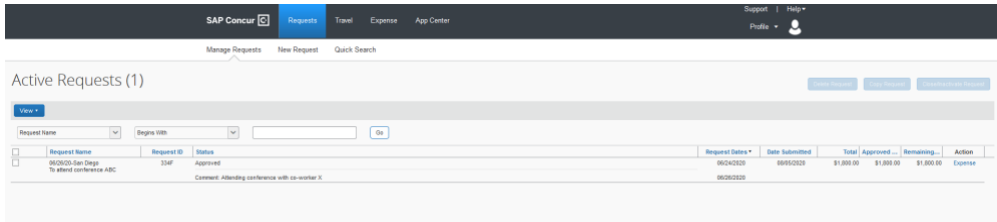
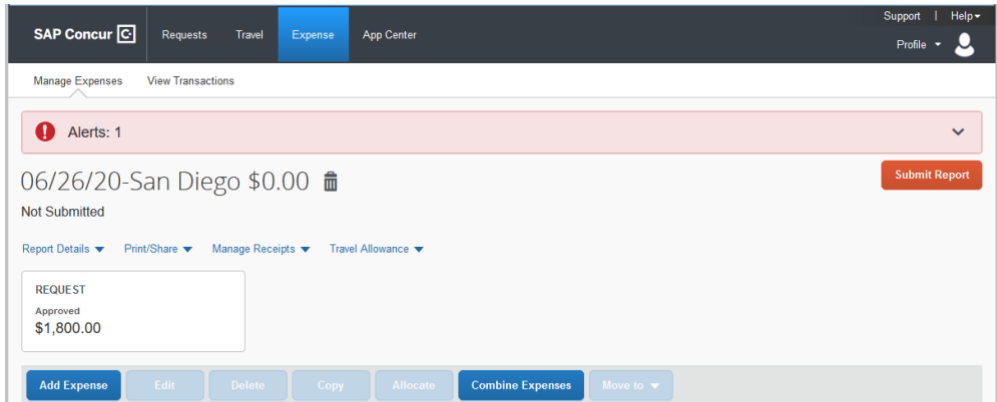


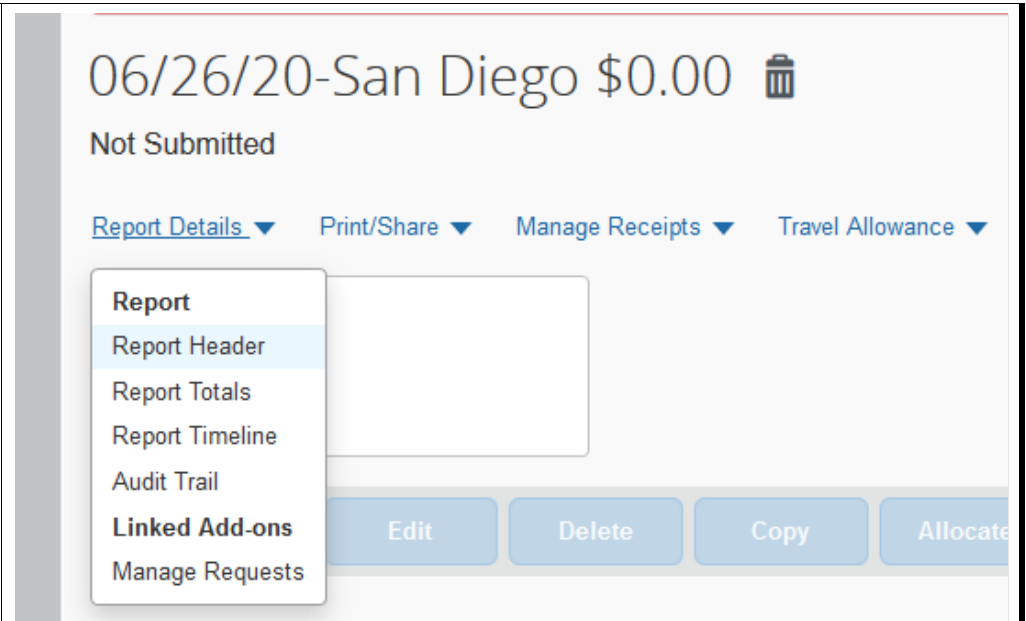
Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Procedures to create and submit a travel expense report when a travel request was previously submitted and approved for the travel.

Procedures																	
<p>From the Concur launch page, click on Requests.</p>	 <p>The screenshot shows the SAP Concur home page. The navigation bar includes 'Requests', 'Travel', 'Expense', and 'App Center'. A user greeting 'Hello, Traveler3' is displayed. Key metrics are shown: 00 Authorization Requests, 13 Available Expenses, and 01 Open Reports. Action buttons for 'Start a Request', 'Start a Report', and 'Upload Receipts' are visible.</p>																
<p>Concur will default to Manage Requests.</p> <p>Locate the preapproved request and click on Expense (far right).</p>	 <p>The screenshot shows the 'Active Requests (1)' page. A table lists the request details:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Request Name</th> <th>Request ID</th> <th>Status</th> <th>Request Dates*</th> <th>Date Submitted</th> <th>Total Approved...</th> <th>Remaining...</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>06/26/20-San Diego To attend conference ABC</td> <td>3247</td> <td>Approved</td> <td>06/24/2020</td> <td>06/09/2020</td> <td>\$1,800.00</td> <td>\$1,800.00</td> <td>Expense</td> </tr> </tbody> </table>	Request Name	Request ID	Status	Request Dates*	Date Submitted	Total Approved...	Remaining...	Action	06/26/20-San Diego To attend conference ABC	3247	Approved	06/24/2020	06/09/2020	\$1,800.00	\$1,800.00	Expense
Request Name	Request ID	Status	Request Dates*	Date Submitted	Total Approved...	Remaining...	Action										
06/26/20-San Diego To attend conference ABC	3247	Approved	06/24/2020	06/09/2020	\$1,800.00	\$1,800.00	Expense										
<p>Concur will start the Travel Expense Report and show the preapproved amount.</p>	 <p>The screenshot shows the 'Travel Expense Report' page for '06/26/20-San Diego \$0.00'. It indicates the report is 'Not Submitted'. A summary box shows 'REQUEST Approved \$1,800.00'. Action buttons include 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A 'Submit Report' button is also present.</p>																

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Click on Report Details and click on Report Header to complete the required fields for the expense report.

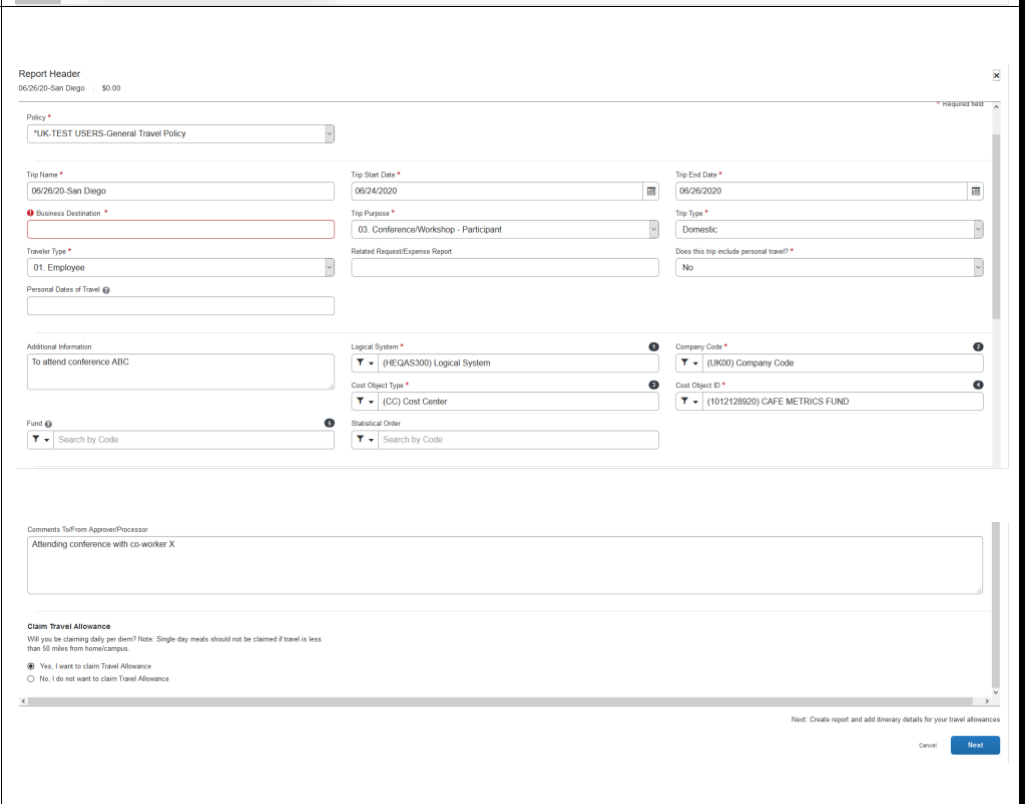


Several of the fields will be completed by the data entered on the Request.

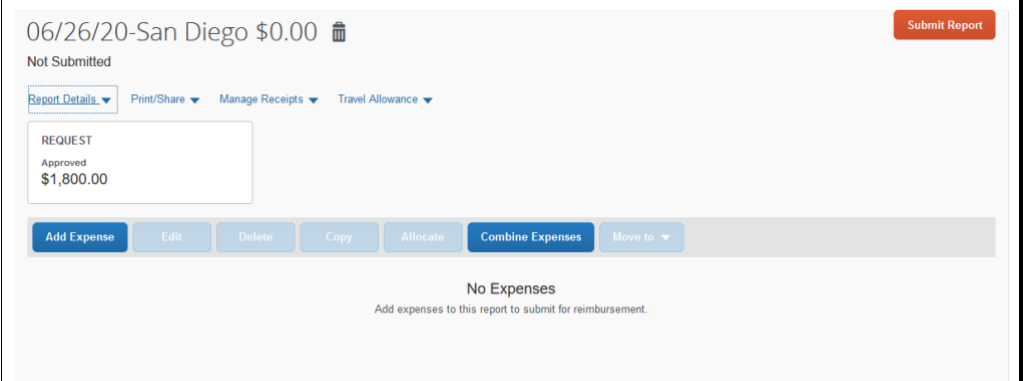
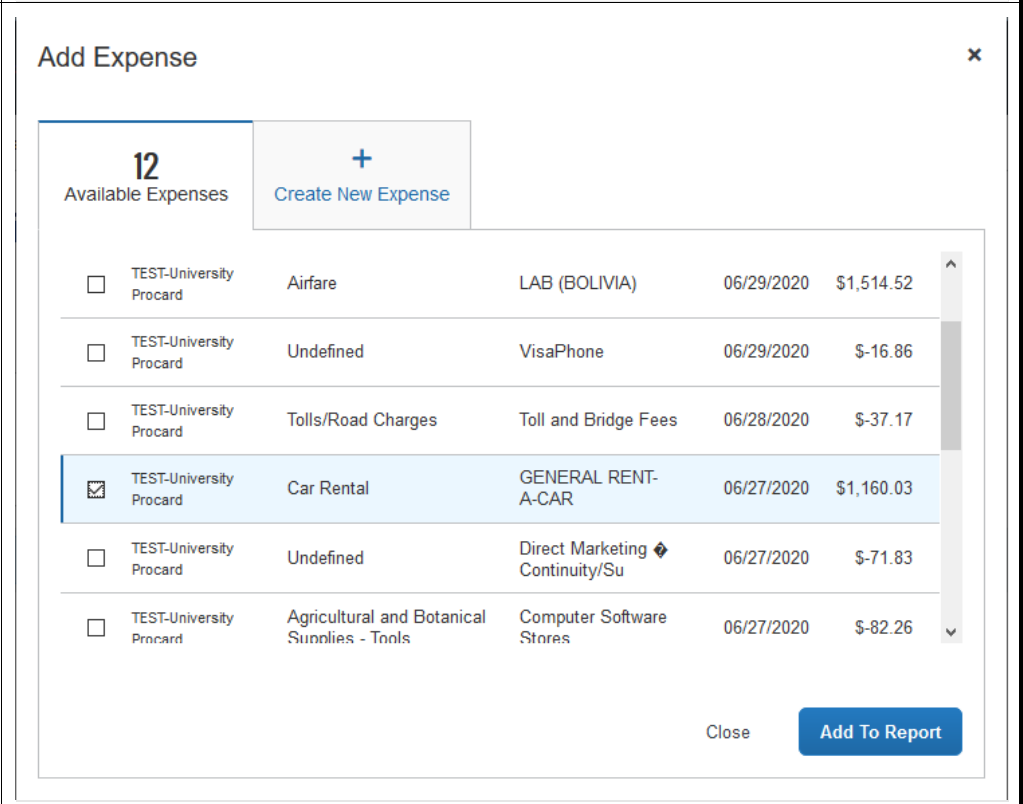
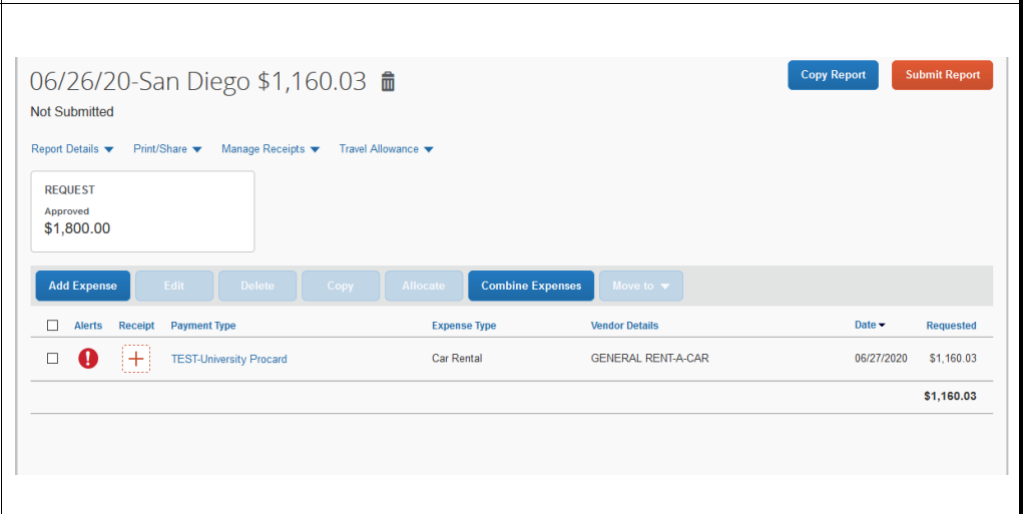
Review the data, complete blank fields and modify existing field data if necessary.

Remember to scroll down and click in the Yes radio button if meal per diem needs to be reimbursed for this trip.

Click Next.



Concur – Create and Submit a Travel Expense Report from a Preapproved Request

<p>The Report Header is now complete and Concur will return to the expense report.</p> <p>Click Add Expense to begin adding travel expenses to the report.</p>	
<p>The Add Expense window will appear.</p> <p>The Available Expenses tab contains transaction on your own procard that are pending allocation and review on a report.</p> <p>To add a procard transaction, click the check box next to transaction to be added to the travel expense report.</p> <p>Click Add to Report.</p>	
<p>The procard transaction has now been added to the report.</p> <p>To review the expense information, click on the Expense Type of the transaction.</p>	

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Concur will display the transaction Details tab.

Review and modify the data in all fields if necessary. Be certain all fields denoted with a red (*) are populated.

Add Additional Information or Comments to provide the business purpose of the transaction.

Click on Allocate to review/modify the allocation for this expense.

The Allocate window will open.

NOTE: Allocations added to the Request will carry forward to the expense report.

Expenses can be allocated by Percent or Amount. Click the correct option for the allocation.

Click Add to add a new allocation.

The screenshot shows the 'Car Rental \$1,160.03' transaction details form. The form is titled 'Car Rental \$1,160.03' and includes a 'Cancel' button and a 'Save Expense' button. The transaction date is '06/27/2020', the vendor is 'GENERAL RENT-A-CAR', and the payment type is 'TEST-University Procard'. The amount is '1,160.03' and the currency is 'US, Dollar'. The transaction ID is 'T18c0218a'. The form is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active, showing fields for 'Expense Type' (Car Rental), 'Transaction Date' (06/27/2020), 'Trip Type' (Domestic), 'Trip Purpose' (03. Conference/Workshop - Participant), 'Traveler Type' (01. Employee), 'Vendor' (GENERAL RENT-A-CAR), 'City of Purchase' (San Diego, California), 'Payment Type' (TEST-University Procard), 'Amount' (1,160.03), 'Currency' (US, Dollar), 'Transaction ID' (T18c0218a), and 'Request' (06/24/2020, \$300.00 - 06/26/20-San Di). There is a red asterisk (*) next to the 'Expense Type', 'Trip Type', 'Trip Purpose', 'Traveler Type', 'City of Purchase', and 'Request' fields, indicating they are required. A large red box on the right side of the form contains a red plus sign and the text 'Attach Receipt Image'.

The screenshot shows the 'Allocate' window. The window title is 'Allocate' and it displays 'Expenses: 1 \$1,160.03'. The window is divided into 'Percent' and 'Amount' tabs. The 'Amount' tab is active, showing a table with columns for 'Amount' and 'Allocated'. The table has one row with 'Amount \$1,160.03' and 'Allocated \$1,160.03' (100%). Below the table, there is a 'Default Allocation' section with the text 'HEQAS300-UK00-CC-1012128920' and 'Percent % 100'. There are buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite'. At the bottom of the window, there is a message: 'No Allocations. This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.' There are 'Cancel' and 'Save' buttons at the bottom right.

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

On the Add Allocation window, select the Cost Object Type and Cost Object ID for the new allocation.

Click Add to List.

Add Allocation

+ New Allocation ★ Favorite Allocations

* Required field

Logical System * 1 (HEQAS300) Logical System

Company Code * 2 (UK00) Company Code

Cost Object Type * 3 (CC) Cost Center

Cost Object ID * 4 (1012013010) UFS OPERATING

Fund 5 Search by Code

Statistical Order Search by Code

Cancel Add to List

Add the allocation percentage or amount to the new allocation. Tab out of the field to see the allocation calculate.

Click Save.

Allocate

Expenses: 1 \$1,160.03

Amount \$1,160.03 Allocated \$1,160.03 100% Remaining \$0.00 0%

Full Allocation

Code HEQAS300-UK00-CC-1012128920 Percent % 50

Add Edit Remove Save as Favorite

Logical System	Company Code	Cost Object Type	Cost Object ID	Fund	Statistical Order	Code	Percent %
Logical System	Company Code	Cost Center	UFS OPERATING			HEQAS300-UK00-CC-1012013010	50

Cancel Save

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Concur will return to the expense Details tab.

Next, add an attachment by clicking on the red (+) Attach Receipt Image.

Car Rental \$1,160.03

06/27/2020 | GENERAL RENT-A-CAR | Corporate Card

Details | Itemizations

Allocate

Expense Type * Car Rental

Transaction Date 06/27/2020 Trip Type * Domestic

Trip Purpose * 03. Conference/Workshop - Participant Traveler Type * 01. Employee

Additional Information Vendor GENERAL RENT-A-CAR

Vendor Name GENERAL RENT-A-CAR City of Purchase * San Diego, California

Payment Type TEST-University Procard

Amount 1,160.03 Currency US, Dollar

Transaction ID T18c0218a Related Request/Expense Report

Request * 06/24/2020, \$300.00 - 06/26/20-San Di

Comment

Cancel Save Expense

Hide Receipt

Attach Receipt Image

The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

Attach Receipt

Upload Receipt Image

5MB limit per file

Example Attachment.pdf

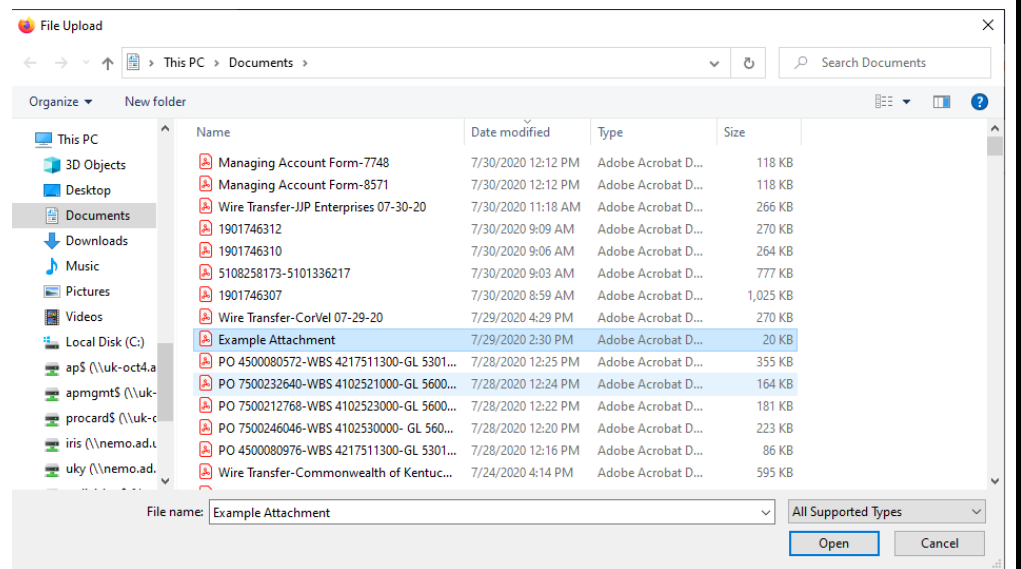
Uploaded: 7/30/2020 5:37 PM

Attach View

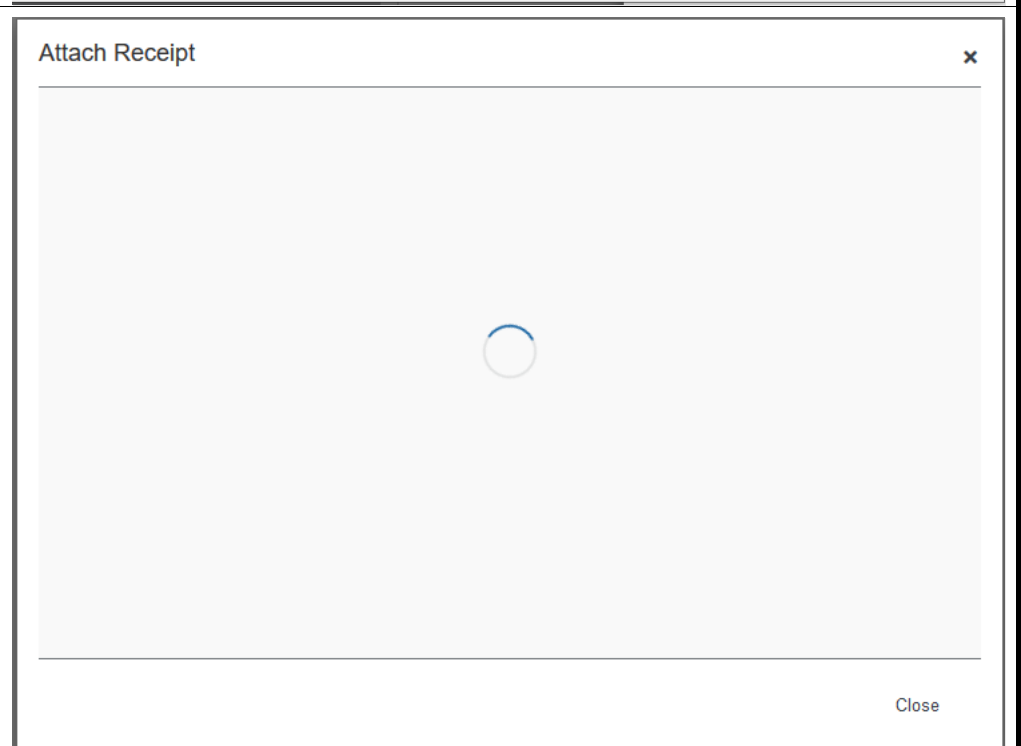
Close

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

The File Upload window will appear. Locate the file on your computer, click on the file and click Open.



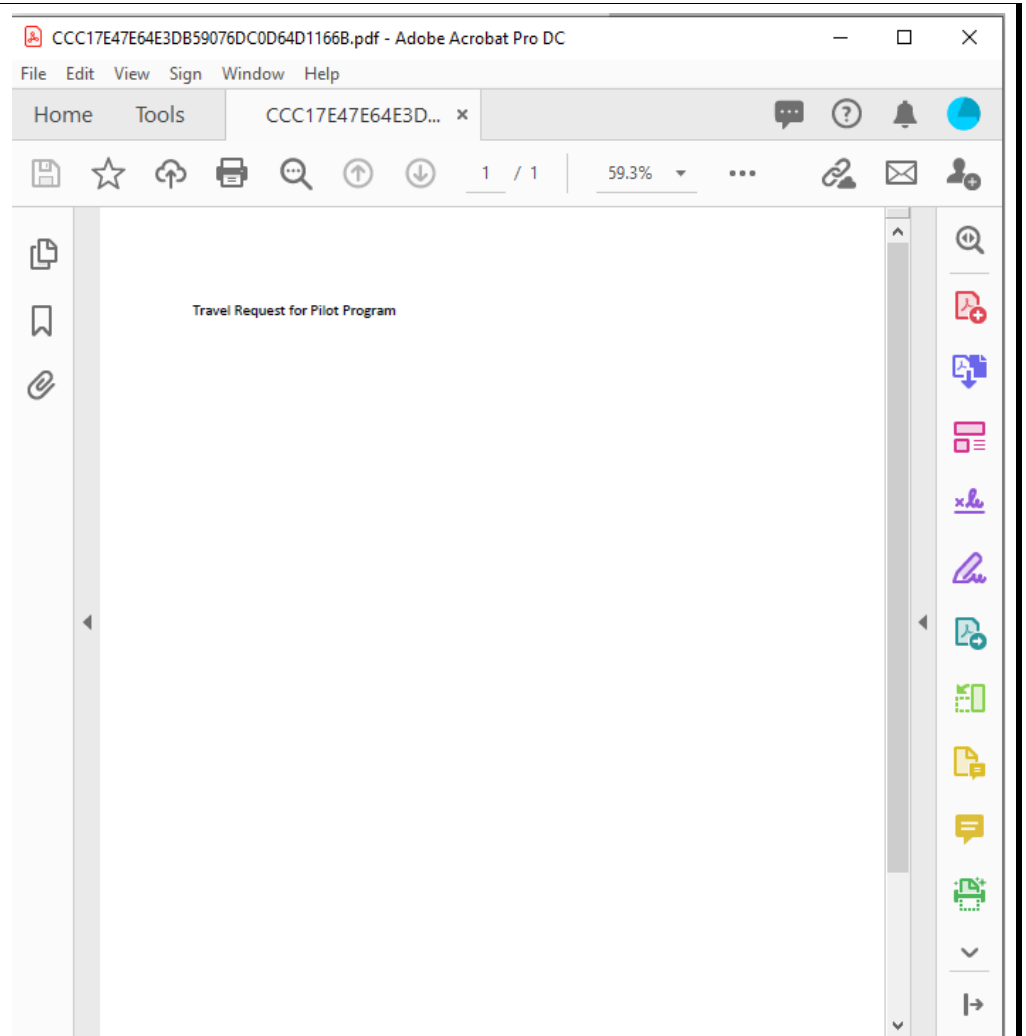
The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.



Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.



Concur – Create and Submit a Travel Expense Report from a Preapproved Request

<p>The attachment is now saved to the expense.</p> <p>If the wrong file was uploaded, click Detach and repeat the attachment process, selecting the correct file.</p> <p>When the expense information is complete and correct, click Save Expense.</p>																							
<p>Concur will return to the expense report.</p> <p>To add another expense, click Add Expense.</p>	<table border="1"> <thead> <tr> <th>Alerts</th> <th>Receipt</th> <th>Payment Type</th> <th>Expense Type</th> <th>Vendor Details</th> <th>Date</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td><input type="checkbox"/></td> <td>TEST-University Procard</td> <td>Car Rental</td> <td>GENERAL RENT-A-CAR San Diego, California</td> <td>06/27/2020</td> <td>\$1,160.03 Allocated</td> </tr> <tr> <td colspan="6"></td> <td>\$1,160.03</td> </tr> </tbody> </table>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	<input type="checkbox"/>		<input type="checkbox"/>	TEST-University Procard	Car Rental	GENERAL RENT-A-CAR San Diego, California	06/27/2020	\$1,160.03 Allocated							\$1,160.03
Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested																	
<input type="checkbox"/>		<input type="checkbox"/>	TEST-University Procard	Car Rental	GENERAL RENT-A-CAR San Diego, California	06/27/2020	\$1,160.03 Allocated																
						\$1,160.03																	

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

The Add Expense window will appear.

To add an expense that was not changed to the traveler's procard, click on the Create New Expense tab.

Click in the Search for an Expense Type field or scroll down to search for the Expense Type to be added.

Click on the Expense Type.

The image displays two screenshots of the 'Add Expense' window in Concur. The top screenshot shows the initial state with two tabs: 'Available Expenses' (with a count of 11) and 'Create New Expense' (with a plus sign). Below the tabs is a search field labeled 'Search for an expense type'. The bottom screenshot shows the same window after a search for 'parking'. The search results are displayed under two categories: '^ Recently Used' and '^ 02. Other Travel Expenses', both showing 'Parking' as a result.

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

The New Expense will open to the expense Details tab.

Be sure to review and complete all required fields.

NOTE: Many fields will autocomplete from the report header. Other fields such as Transaction Date, Vendor Name, Payment Type, Amount and Currency are transaction specific and will need to be completed for each expense not charged to the procard.

The business purpose needs to be added to the Additional Information field or the Comment field.

The screenshot displays the 'New Expense' form in the Concur system. The form is titled 'New Expense' and has two tabs: 'Details' (selected) and 'Itemizations'. In the top right corner, there are 'Cancel' and 'Save Expense' buttons, along with a 'Hide Receipt' link. The form is divided into several sections:

- Allocate:** A radio button option.
- Expense Type:** A dropdown menu with 'Books, Pamphlets and Reprints' selected. A red asterisk indicates it is a required field.
- Transaction Date:** A date input field with a calendar icon, showing 'MM/DD/YYYY'.
- Trip Type:** A dropdown menu with 'Domestic' selected.
- Trip Purpose:** A dropdown menu with '09. Research/Teaching' selected.
- Traveler Type:** A dropdown menu with '01. Employee' selected.
- Additional Information:** A text input field.
- Vendor Name:** A text input field.
- City of Purchase:** A dropdown menu with 'Austin, Texas' selected.
- Payment Type:** A dropdown menu with 'PLEASE SELECT PAYMENT TYPE' selected.
- Amount:** A text input field.
- Currency:** A dropdown menu with 'US, Dollar' selected.
- Transaction ID:** A text input field.
- Related Request/Expense Report:** A text input field with a link icon.
- Comment:** A large text area for additional notes.

On the right side of the form, there is a large red-bordered box containing a red plus sign icon and the text 'Attach Receipt Image'.

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

For Payment Type, be certain to choose the correct payment method from the dropdown menu.

NOTE: Payment Type AG-Paid by County should only be used by the AG Extension Agents for expenses charged to the county credit cards.

Payment Type *

PLEASE SELECT PAYMENT TYPE

None Selected

Paid by Employee

Ag - Paid by County

PLEASE SELECT PAYMENT TYPE

Paid by 3rd Party

University Paid - Other

Once all of the expense Details fields have been completed, add the attachment.

As before, add an attachment by clicking on the red (+) Attach Receipt Image.

New Expense

Cancel Save Expense

Hide Receipt

Details Itemizations

Allocate

* Required field

Expense Type *

Parking

Transaction Date *

06/26/2020

Trip Type *

Domestic

Trip Purpose *

03. Conference/Workshop - Participant

Traveler Type *

01. Employee

Additional Information

Vendor Name

Marriott Parking

City of Purchase

San Diego, California

Payment Type *

Paid by Employee

Amount *

Currency *

US, Dollar

Transaction ID

Related Request/Expense Report

Request *

06/24/2020, \$50.00 - 06/26/20-San Die

Comment

Parking at the meeting hotel.

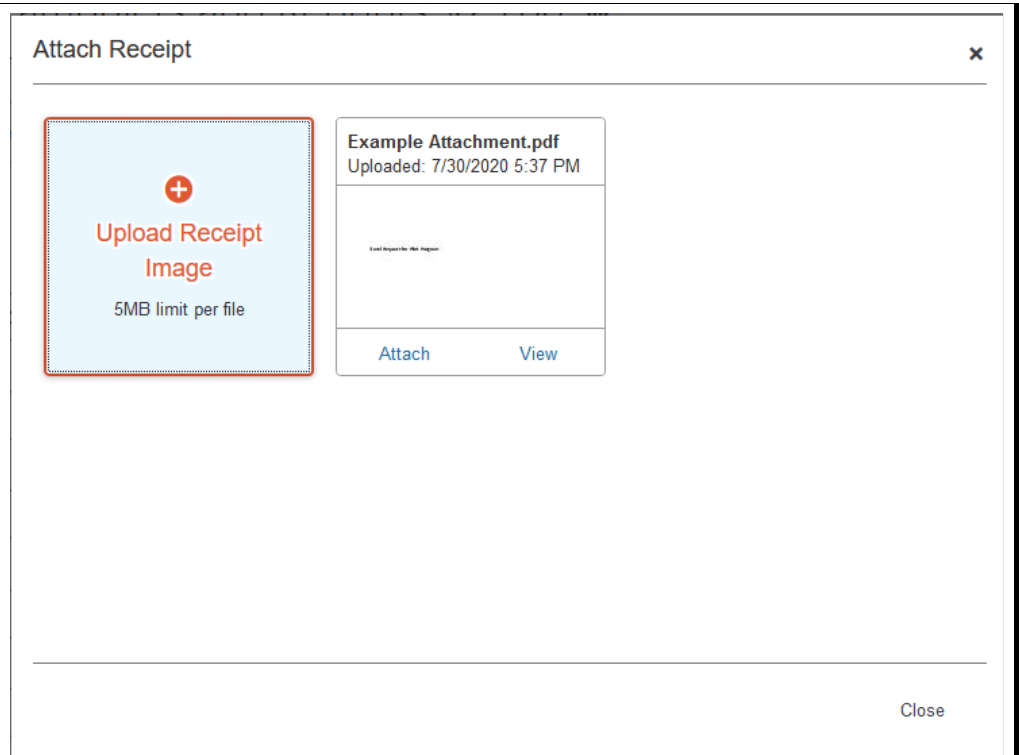


Attach Receipt Image

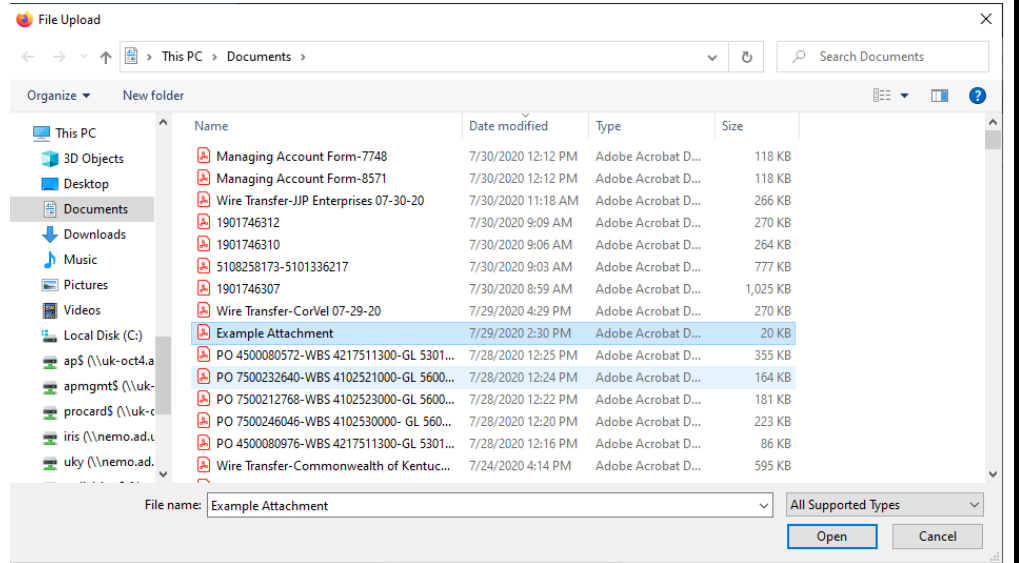
Concur – Create and Submit a Travel Expense Report from a Preapproved Request

The Attach Receipt window will appear.

If any receipts have already been uploaded to Concur they will appear. Otherwise, click on Upload Receipt Image to upload an attachment from your computer.

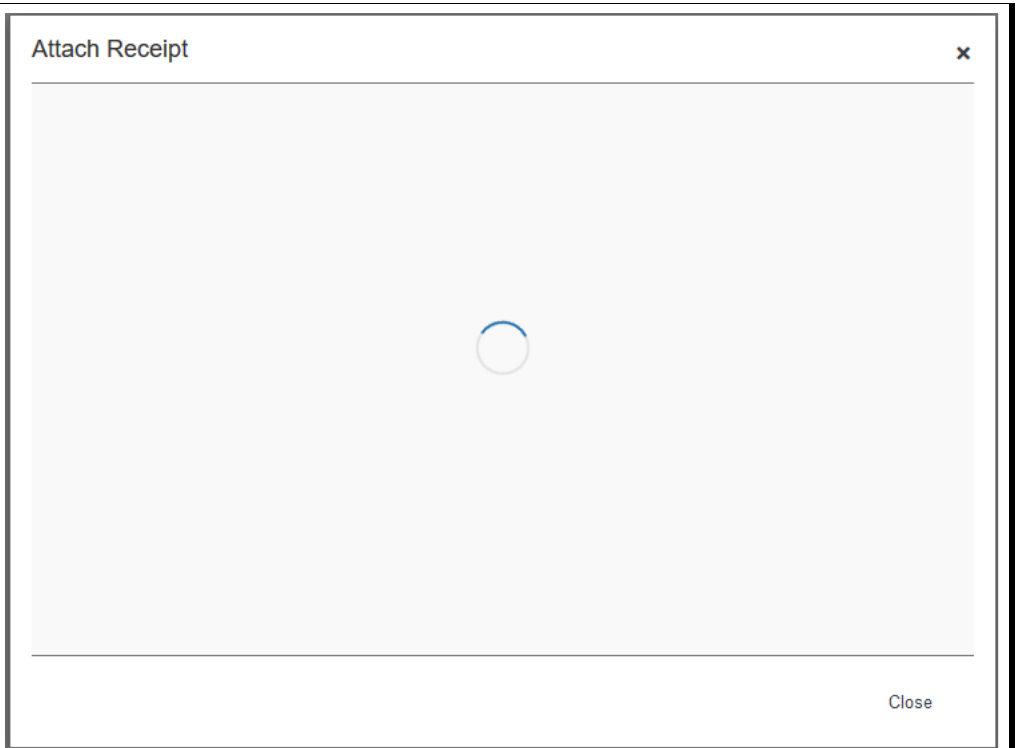


The file upload window will appear. Locate the file on your computer, click on the file and click Open.



Concur – Create and Submit a Travel Expense Report from a Preapproved Request

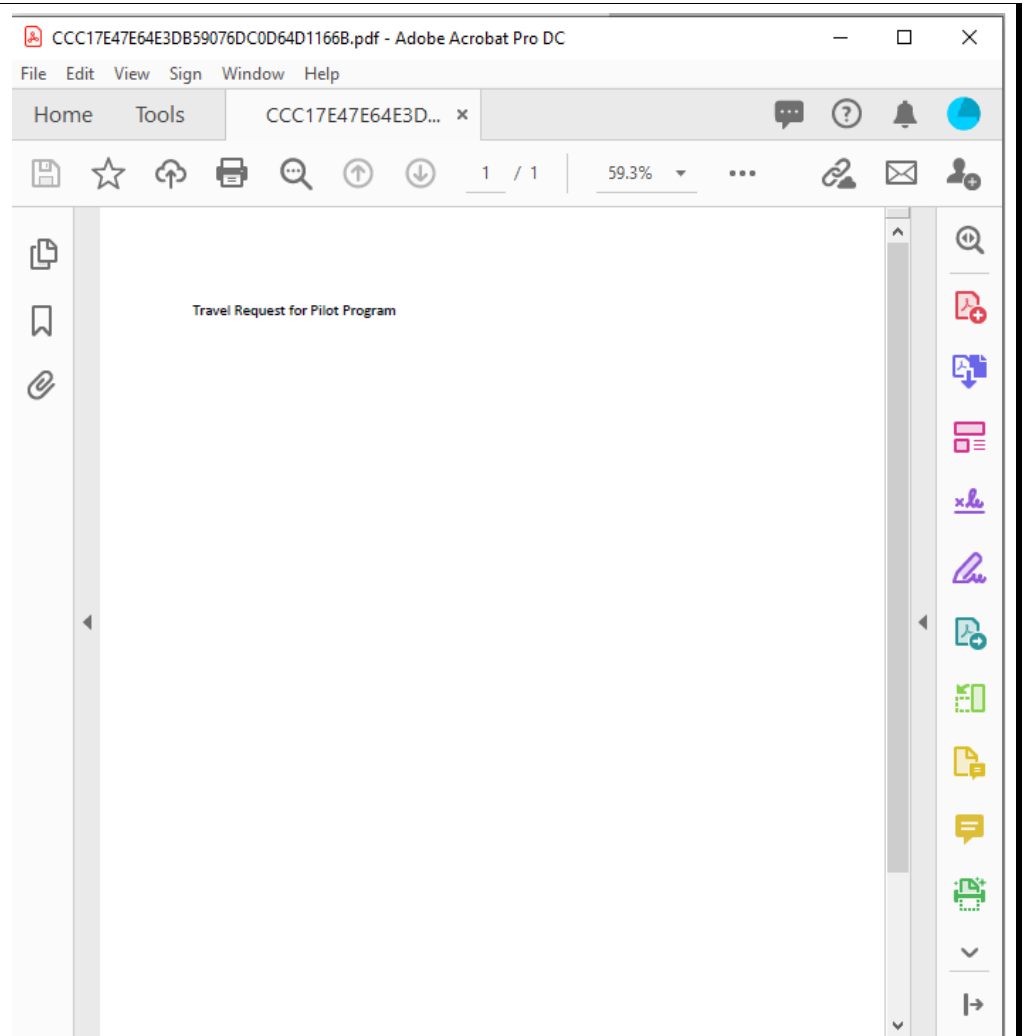
The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.



Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Once the attachment is uploaded, the file will open. Review to be certain the correct attachment was added to the expense.

Close the file by clicking on the X in the top right corner.



Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Once the attachment is closed, Concur will return to the expense Details tab.

Click Save Expense.

Concur will return to the expense report.

Alerts: 1

06/26/20-San Diego \$1,215.03

Not Submitted Copy Report Submit Report

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$1,800.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			TEST-University Procard	Car Rental	GENERAL RENT-A-CAR San Diego, California	06/27/2020	\$1,160.03 Allocated
<input type="checkbox"/>			Paid by Employee	Parking	Marriott Parking San Diego, California	06/26/2020	\$55.00 Allocated
							\$1,215.03

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

To claim per diem, click on Travel Allowance and Manage Travel Allowance.

Alerts: 1

06/26/20-San Diego \$1,215.03

Not Submitted

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

REQUEST
 Approved
\$1,800.00

Manage Travel Allowance

The Travel Allowance for Report screen will open.

To create a new itinerary for the travel expense report, click Create New Itinerary.

Travel Allowances For Report: 06/26/20-San Diego

[Create New Itinerary](#) [Available Itineraries](#) [Expenses & Adjustments](#)

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itinerary Found				

Available Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Lexington, Kentucky	06/13/2020 05:00 AM	Austin, Texas	06/13/2020 08:30 AM	TRAVIS COUNTY, US-TX, US
Austin, Texas	06/13/2020 08:30 PM	Lexington, Kentucky	06/13/2020 09:30 PM	FAYETTE COUNTY, US-KY, US
Itinerary: 20200720MadisonCounty				
Bourbon County, Kentucky	07/06/2020 09:00 AM	Madison County, Kentucky	07/06/2020 11:00 AM	MADISON COUNTY, US-KY, US
Madison County, Kentucky	07/06/2020 07:30 AM	Bourbon County, Kentucky	07/06/2020 09:30 AM	BOURBON COUNTY, US-KY, US
Itinerary: 07150020Frankfort				
Lexington, Kentucky	07/15/2020 05:00 AM	Frankfort, Kentucky	07/15/2020 08:00 AM	FRANKLIN COUNTY, US-KY, US
Frankfort, Kentucky	07/15/2020 08:00 PM	Lexington, Kentucky	07/15/2020 09:30 PM	FAYETTE COUNTY, US-KY, US
Itinerary: 20200801JesseamineCounty				
Caldwell County, Kentucky	07/06/2020 09:00 AM	Jesseamine County, Kentucky	07/06/2020 02:00 PM	JESSEAMINE COUNTY, US-KY, US
Jesseamine County, Kentucky	08/01/2020 07:30 AM	Caldwell County, Kentucky	08/01/2020 11:45 PM	CALDWELL COUNTY, US-KY, US

Enter the Departure City, Date and Time. Enter the Arrival City, Date and Time for the travel to the business destination.

NOTE: When searching for a city and state, the state abbreviation cannot be used.

Click SAVE.

Travel Allowances For Report: 06/26/20-San Diego

[Create New Itinerary](#) [Available Itineraries](#) [Expenses & Adjustments](#)

Itinerary Info

Itinerary Name: Selection:

[Add Date](#) [Report Itinerary](#)

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Step

Departure City:

Date: Time:

Arrival City:

Date: Time:

[Save](#)

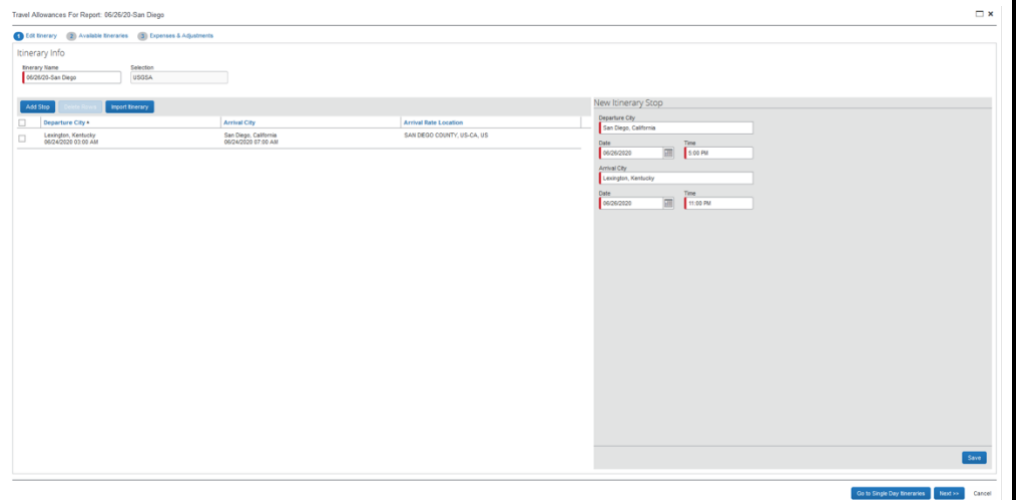
[Go to Single Day Itineraries](#) [Add](#) [Cancel](#)

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Complete the itinerary by entering the data for the trip home.

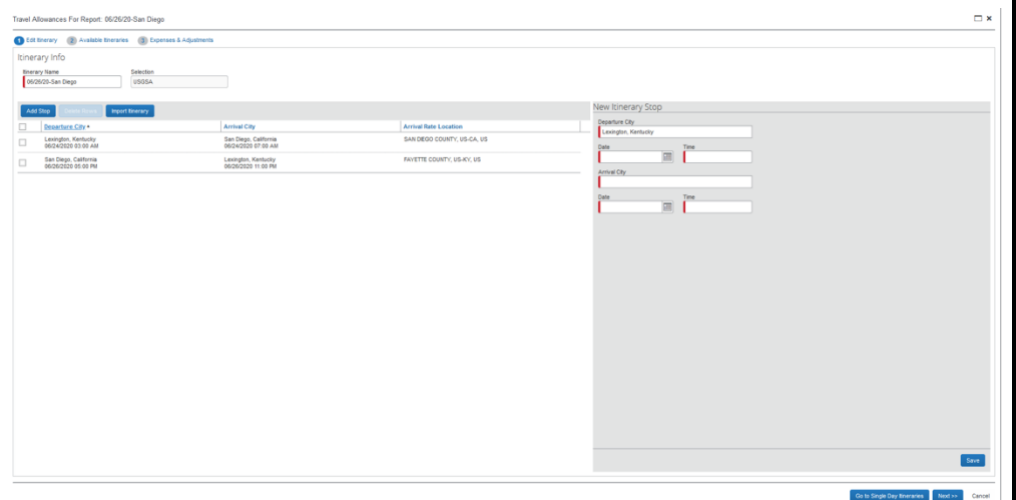
Enter the Departure City, Date and Time.
Enter the Arrival City, Date and Time.

Click Save.

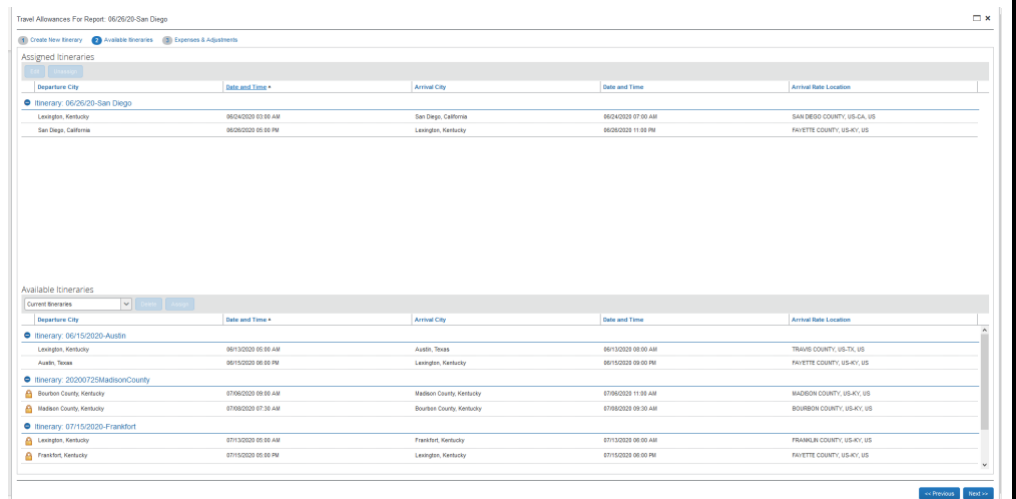


The itinerary information will be displayed and can be modified if changes are needed.

Click Next.

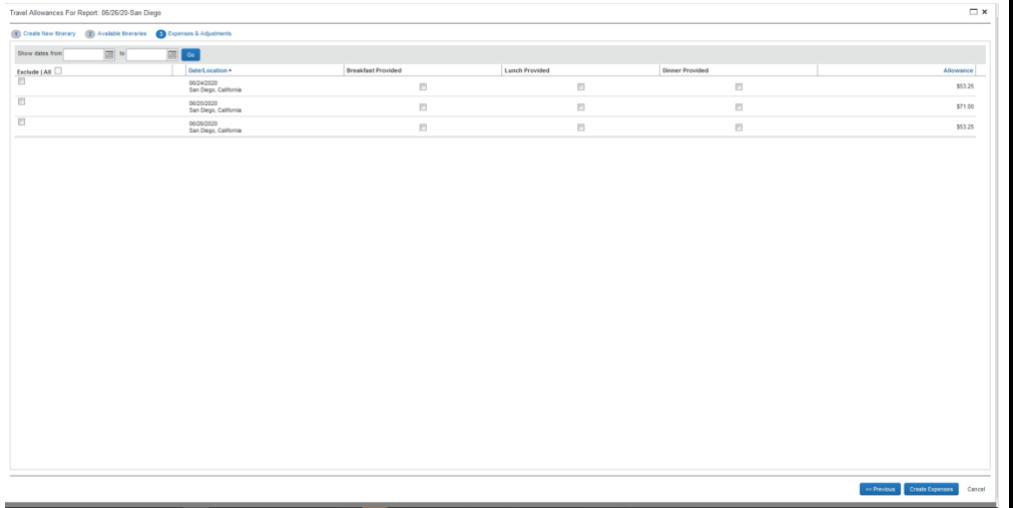


The Travel Allowances for Report will display the itinerary once again and allow for the itinerary to be edited. If the itinerary is correct, click Next.



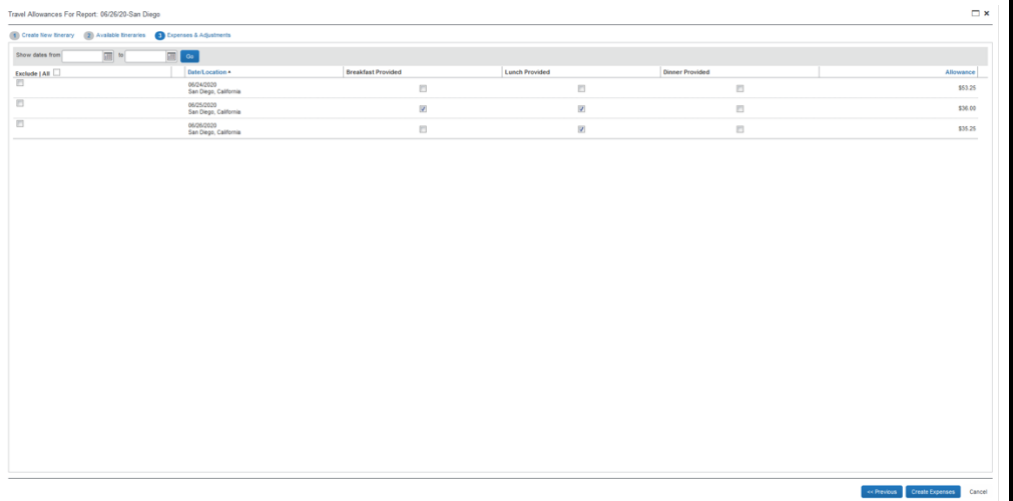
Concur – Create and Submit a Travel Expense Report from a Preapproved Request

The per diem allowance will be displayed for each day.



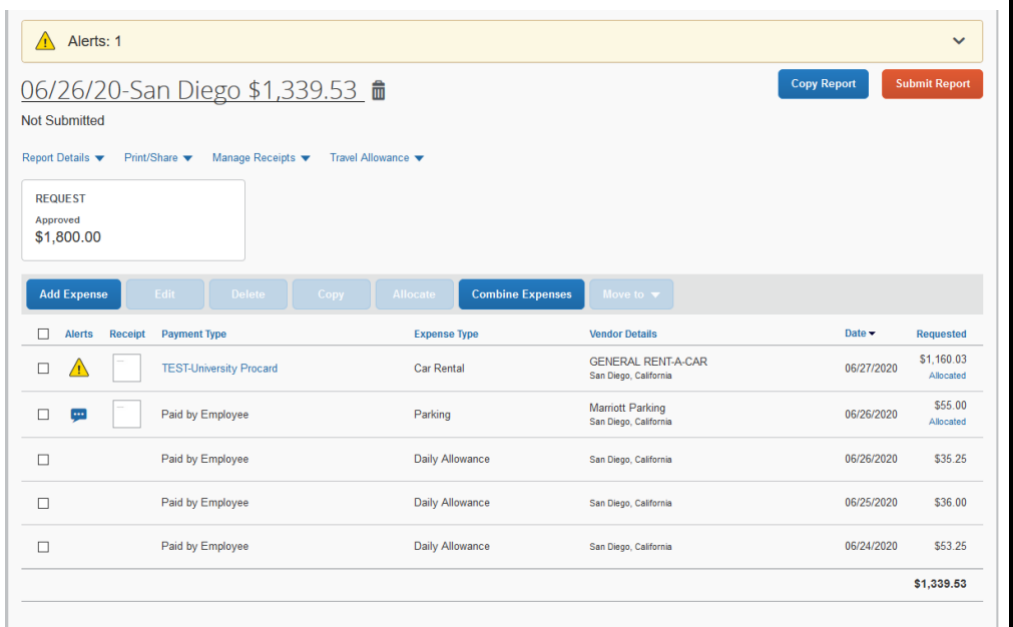
Click for box for each meal provided and the per diem allowance will be reduced for those meals.

Click Create Expenses.



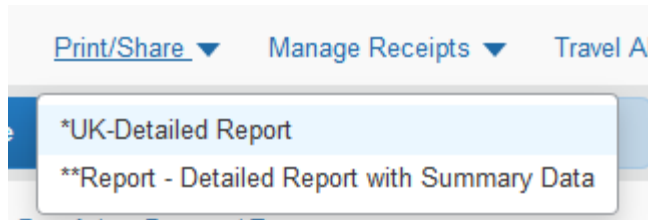
The travel expense report will be created and populated with the daily per diem allowances.

When complete, review the expense report to ensure all expenses are complete and accurate.



Concur – Create and Submit a Travel Expense Report from a Preapproved Request

To review the Report Header data and expense data on one file, click on Print/Share and UK-Detailed Report.



Review the Employee details, report header information, and expenses including allocations.

Expense Report
Report Name : 0626/20-San Diego

Authorization Request
Request/Trip Name : 0626/20-San Diego
Request ID : 334F

User Name : Test, Traveler3
User ID : 30003313
Email Address : concurexpense@uky.edu
Default Approver : Test, Default Approver

Report Header

Policy : *UK-TEST USERS-General Travel Policy
Report Id : 0D3AA841470A4D8B9642
Report Key : 1172
Report Start Date : 09/24/2020
Report End Date : 09/28/2020

*Does this trip include personal travel?: No
*Logical System : Logical System (HEGAS300)
*Company Code : Company Code (UK00)
*Cost Object Type : Cost Center (CC)
*Cost Object ID : CAFE METRICS FUND (1012128920)

Expenses												
Transaction Date	Expense Type	Account Code	*Report/Trip Purpose	*NonTravel Business Purpose	Vendor	*Transaction ID	City of Purchase	Payment Type	Amount	Related Request/Expense Report	Additional Information	
08/27/2020	Car Rental	530019	03. Conference/Workshop - Participant		GENERAL RENT-A-CAR	T18c0218a	San Diego	TEST-University Procard	\$1,160.03			
Allocations : 50% (\$580.02) HEGAS300-UK00-CC-1012000900 50% (\$580.02) HEGAS300-UK00-CC-1012128920												
08/28/2020	Daily Allowance	530019	03. Conference/Workshop - Participant				San Diego	Paid by Employee	\$36.25			
Allocations : 100% (\$36.25) HEGAS300-UK00-CC-1012013010												
08/25/2020	Daily Allowance	530019	03. Conference/Workshop - Participant				San Diego	Paid by Employee	\$36.00			
Allocations : 100% (\$36.00) HEGAS300-UK00-CC-1012013010												
08/24/2020	Daily Allowance	530019	03. Conference/Workshop - Participant				San Diego	Paid by Employee	\$53.25			
Allocations : 100% (\$53.25) HEGAS300-UK00-CC-1012013010												
08/28/2020	Parking	530019	03. Conference/Workshop - Participant		Marriott Parking		San Diego	Paid by Employee	\$55.00			
Allocations : 50% (\$27.50) HEGAS300-UK00-CC-1012013010 50% (\$27.50) HEGAS300-UK00-CC-1012013090												

Note: The sum of allocation amounts may not exactly match the expense amount due to rounding.

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Review the Expense Type Summary, Allocation Summary, and Report Totals sections for accuracy.

Expense Type Summary		
Expense Type	Account Code	Amount
Car Rental	630019	\$1,160.03
Daily Allowance	630019	\$124.50
Parking	630019	\$55.00

Allocation Summary				
*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order	Amount
Cost Center	CAFE METRICS	FUND (1012128920)		\$580.01
Cost Center	DENT SUPPLY	(1012000800)		\$580.02
Cost Center	UFS OPERATING	(1012013010)		\$152.00
Cost Center	UFS-RESEARCH FINANC	(1012013090)		\$27.50

Payment Type	Amount
Paid by Employee	\$170.50
TEST-University Procard	\$1,160.03

Report Totals	
Report Total :	\$1,339.53
Personal Expenses :	\$0.00

Total Amount Claimed :	\$1,339.53	University Disbursements	\$170.50
Amount Approved :	\$1,339.53	Employee Disbursements	\$1,160.03
	Amount Due User :		\$1,339.53
	Amount Due University Card :		\$0.00
	Total Paid By University :		\$0.00
	Amount Due University :		\$0.00
	Amount Due University Card From User :		\$0.00
	Total Paid By User :		\$0.00

Additional sections of the UK-Detailed Report that should be reviewed are the Approval Flow and Audit Trail.

Approval Flow	
Report.print.approval.action	Report.print.approval.approver
1 Supervisor Approval SkipableStep	Test_Default Approver
2 Business Officer Approval	
3 Accounts Payable Approval	

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Once the report is reviewed, click Close.

The screenshot shows a window titled '*UK-Detailed Report' with a close button (X) in the top right corner. The content is organized into sections separated by horizontal lines:

- Report Name :** 06/26/20-San Diego
- Authorization Request**
- Request/Trip Name :** 06/26/20-San Diego
- Request ID :** 334F

- User Name :** Test, Traveler3
- User ID :** 39003313
- Email Address :** concurexpense@uky.edu
- Default Approver :** Test, Default Approver


Report Header

- Policy :** *UK-TEST USERS-General Travel Policy
- Report Id :** 0D3AA841470A4D8B9642
- Report Key :** 1172
- Report Start Date :** 06/24/2020
- Report End Date :** 06/26/2020
- *Does this trip include personal travel? :** No
- *Logical System :** Logical System (HEQAS300)

At the bottom of the window, there is a horizontal scrollbar and four buttons: 'Close', 'Print', 'Save as PDF', and 'Email'.

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Once the report is reviewed and ready to be submitted for approval, click Submit Report.





06/26/20-San Diego \$1,339.53  Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$1,800.00

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to ▼

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			TEST-University Procard	Car Rental	GENERAL RENT-A-CAR San Diego, California	06/27/2020	\$1,160.03 <small>Allocated</small>
<input type="checkbox"/>			Paid by Employee	Parking	Marriott Parking San Diego, California	06/26/2020	\$55.00 <small>Allocated</small>
<input type="checkbox"/>			Paid by Employee	Daily Allowance	San Diego, California	06/26/2020	\$35.25
<input type="checkbox"/>			Paid by Employee	Daily Allowance	San Diego, California	06/25/2020	\$36.00
<input type="checkbox"/>			Paid by Employee	Daily Allowance	San Diego, California	06/24/2020	\$53.25
							\$1,339.53

The User Electronic Agreement will appear. Read the agreement and click Accept and Continue.

User Electronic Agreement ✕

1. This report is a true and accurate accounting of the expenses incurred to accomplish official business for the University of Kentucky, and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses as defined by University BPMs, Appendices, and policies.
2. All required receipt images have been attached to this report.
3. If charged to a sponsored project(s), I further certify that all charges provide direct benefit to the project(s) in accordance with Costing Guidelines for Sponsored Projects, BPM Appendix 3.
4. If this expense report contains personal expenses incurred by me on a University of Kentucky procurement card, I acknowledge that these expenses are not allowable business expenses as defined by University policies. I understand and accept that I must reimburse the University of Kentucky for the total amount of these personal expenses and that this amount will be withheld from my wages through the University's payroll process.
5. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
6. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the University of Kentucky in full for those expenses.

Cancel

Accept & Continue

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

The Report Totals screen will appear. Review the totals for accuracy.

Click Submit Report.

Report Totals

Alerts: 1

Company Pays \$179.50 Employee	\$1,160.03 Card (TEST-University Procard)	Employee Pays \$0.00 Company
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Amount Total: \$1,339.53	Due Employee: \$179.50	Owed Company: \$0.00
	Amount Due (TEST-University Procard): \$1,160.03	


Requested Amount: \$1,339.53	Total Paid By Company: \$1,339.53	Total Owed By Employee: \$0.00
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Cancel **Submit Report**

The Report Status window will appear and confirm the report has been submitted.

Click Close.

Report Status

 **Report Submitted**

06/26/20-San Diego | \$1,339.53

Close

Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Concur will return to the Manage Expenses Report Library.

The report will show as Submitted and show the current status in workflow.

Continue creating expenses report, correcting reports that may have been returned, or sign out if finished.

The screenshot shows the 'Manage Expenses' interface. At the top, it says 'Manage Expenses' and 'REPORT LIBRARY' with a 'View Active Reports' dropdown. Below this are four report cards:

- Create New Report**: A red-bordered box with a plus sign icon and the text 'Create New Report'.
- RETURNED** (08/05/2020): Report title '06/15/2020-Austin', amount '\$147.50', and a 'Sent Back to User' button.
- NOT SUBMITTED** (07/24/2020): Report title 'CN-AG Group Test Policy', amount '\$0.00'.
- SUBMITTED** (08/05/2020): Report title '06/26/20-San Diego', amount '\$1,339.53', and a status box indicating 'Submitted & Pending Supervisor Approval' with 'Default Approver Test'.