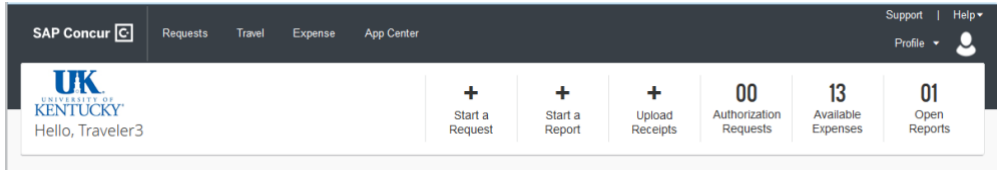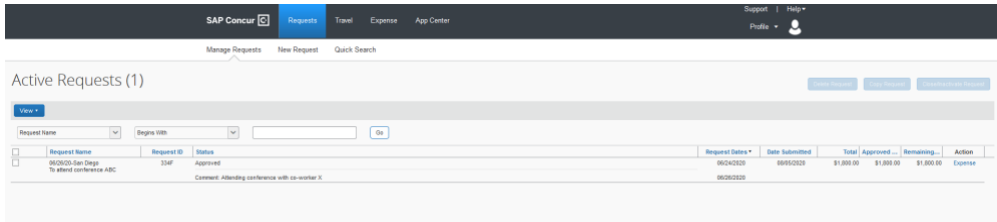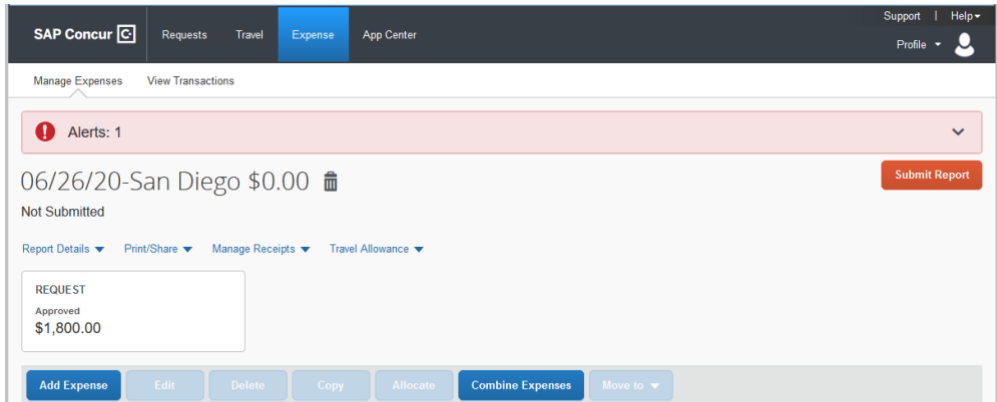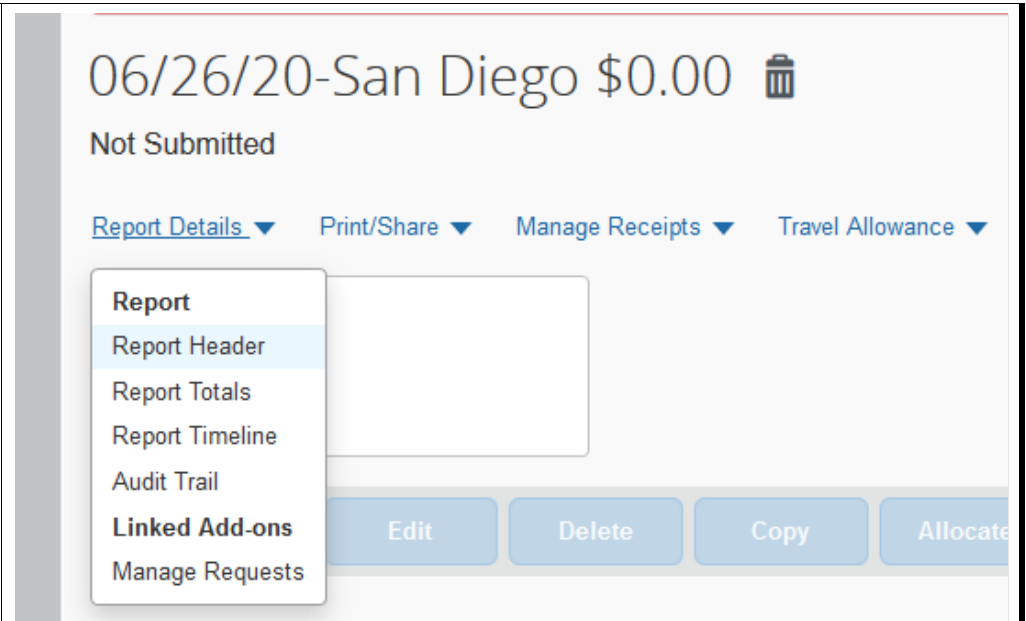# Concur – Create and Submit a Travel Expense Report from a Preapproved Request

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

Procedures	
From the Concur launch page, click on Requests.	
Concur will default to Manage Requests. Locate the preapproved request and click on Expense (far right).	
Concur will start the Travel Expense Report and show the preapproved amount.	

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

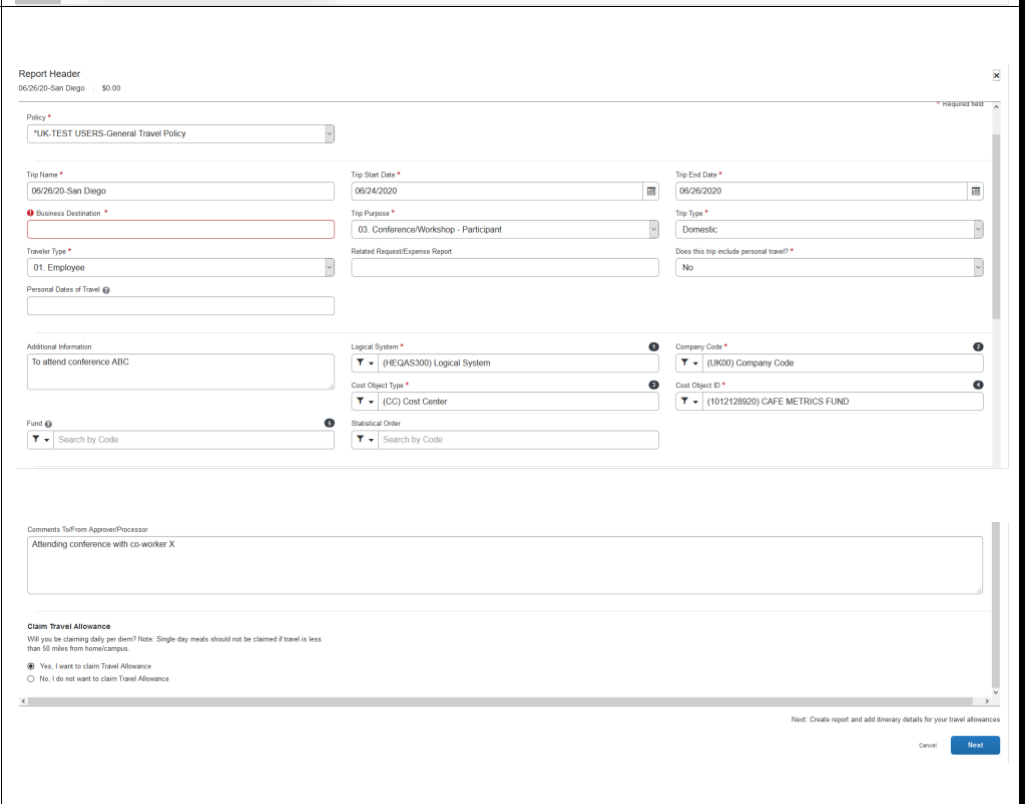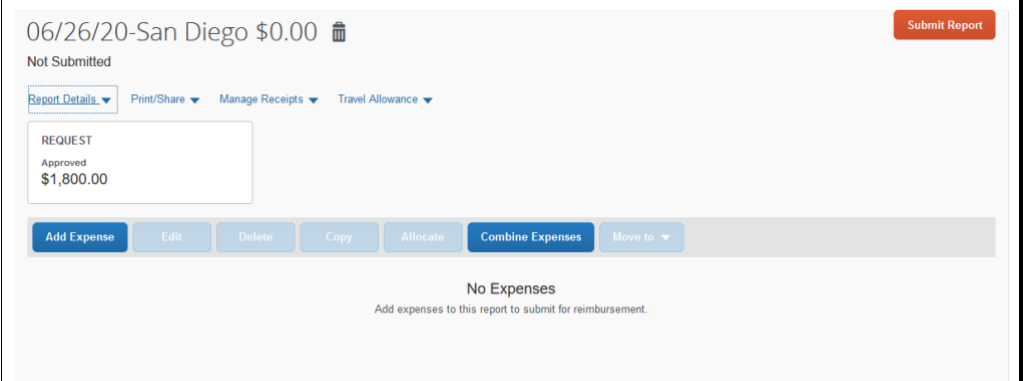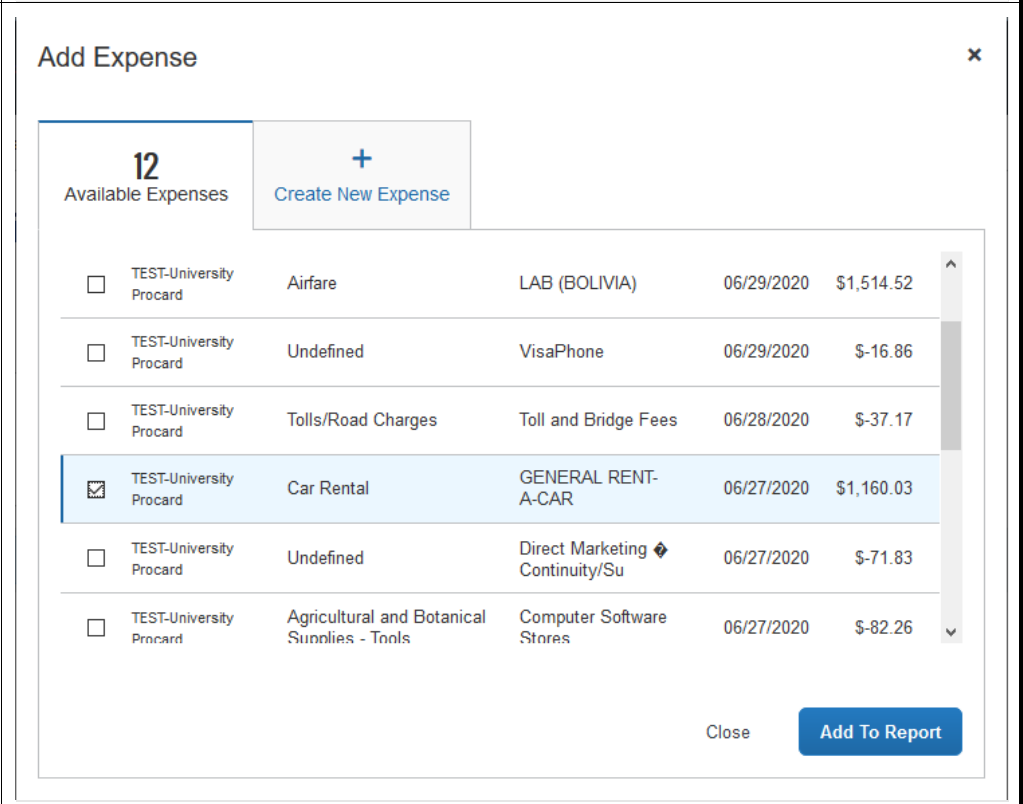|	
Click on Report Details and click on Report Header to complete the required fields for the expense report.	06/26/20-San Diego $0.00 🗑 Not Submitted Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼ **Report** Report Header Report Totals Report Timeline Audit Trail **Linked Add-ons** Manage Requests Edit Delete Copy Allocate
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.	Report Header 06/26/20-San Diego $0.00 Policy * *UK-TEST USERS-General Travel Policy Trip Name * Trip Start Date * Trip End Date * 06/26/20-San Diego 06/24/2020 06/26/2020 ⚠ Business Destination * Trip Purpose * Trip Type * 03. Conference/Workshop - Participant Domestic Traveler Type * Related Request/Expense Report Does this trip include personal travel? * 01. Employee No Personal Dates of Travel Additional Information Logical System * Company Code * To attend conference ABC (HEQAS300) Logical System (UK00) Company Code Cost Object Type * Cost Object ID * (CC) Cost Center (1012128920) CAFE METRICS FUND Fund Statistical Order Search by Code Search by Code Comments To/From Approver/Processor Attending conference with co-worker X **Claim Travel Allowance** Will you be claiming daily per diem? Note: Single day meals should not be claimed if travel is less than 50 miles from home/campus. ◉ Yes, I want to claim Travel Allowance ○ No, I do not want to claim Travel Allowance Next: Create report and add itinerary details for your travel allowances Cancel Next

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

The Report Header is now complete and Concur will return to the expense report. Click Add Expense to begin adding travel expenses to the report.	**06/26/20-San Diego $0.00** 🗑 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 ▾ No Expenses Add expenses to this report to submit for reimbursement.
The Add Expense window will appear. The Available Expenses tab contains transaction on your own procard that are pending allocation and review on a report. To add a procard transaction, click the check box next to transaction to be added to the travel expense report. Click Add to Report.	**Add Expense** ✕ **12** Available Expenses **+** Create New Expense ☐ TEST-University Procard Airfare LAB (BOLIVIA) 06/29/2020 $1,514.52 ☐ TEST-University Procard Undefined VisaPhone 06/29/2020 $-16.86 ☐ TEST-University Procard Tolls/Road Charges Toll and Bridge Fees 06/28/2020 $-37.17 ☑ TEST-University Procard Car Rental GENERAL RENT-A-CAR 06/27/2020 $1,160.03 ☐ TEST-University Procard Undefined Direct Marketing ◆ Continuity/Su 06/27/2020 $-71.83 ☐ TEST-University Procard Agricultural and Botanical Supplies - Tools Computer Software Stores 06/27/2020 $-82.26 Close **Add To Report**
The procard transaction has now been added to the report. To review the expense information, click on the Expense Type of the transaction.	**06/26/20-San Diego $1,160.03** 🗑 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 ▾ ☐ Alerts Receipt Payment Type Expense Type Vendor Details Date ▾ Requested ☐ ❗ ➕ TEST-University Procard Car Rental GENERAL RENT-A-CAR 06/27/2020 $1,160.03 $1,160.03

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.	

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 * ❶ Company Code * ❷ (HEQAS300) Logical System (UK00) Company Code Cost Object Type * ❸ Cost Object ID * ❹ (CC) Cost Center (1012013010) UFS OPERATING Fund ❺ Statistical Order Search by Code 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 Percent Amount Amount $1,160.03 Allocated $1,160.03 100% Remaining $0.00 0% fault 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

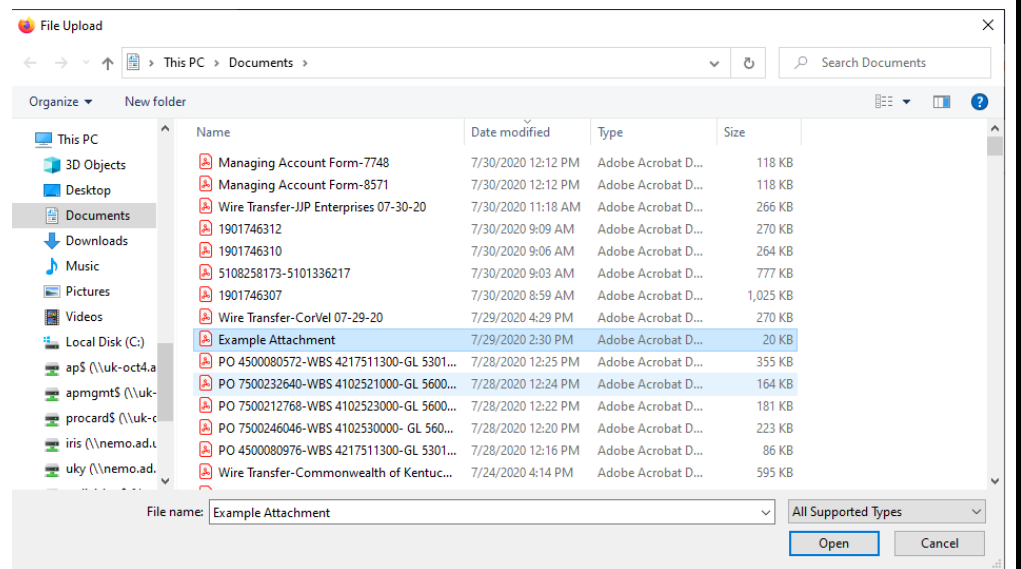|	
Concur will return to the expense Details tab. Next, add an attachment by clicking on the red (+) Attach Receipt Image.	**Car Rental $1,160.03** 06/27/2020 GENERAL RENT-A-CAR Corporate Card Cancel **Save Expense** Details Itemizations Hide Receipt Allocate * Required field Expense Type * Car Rental 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 + 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.	
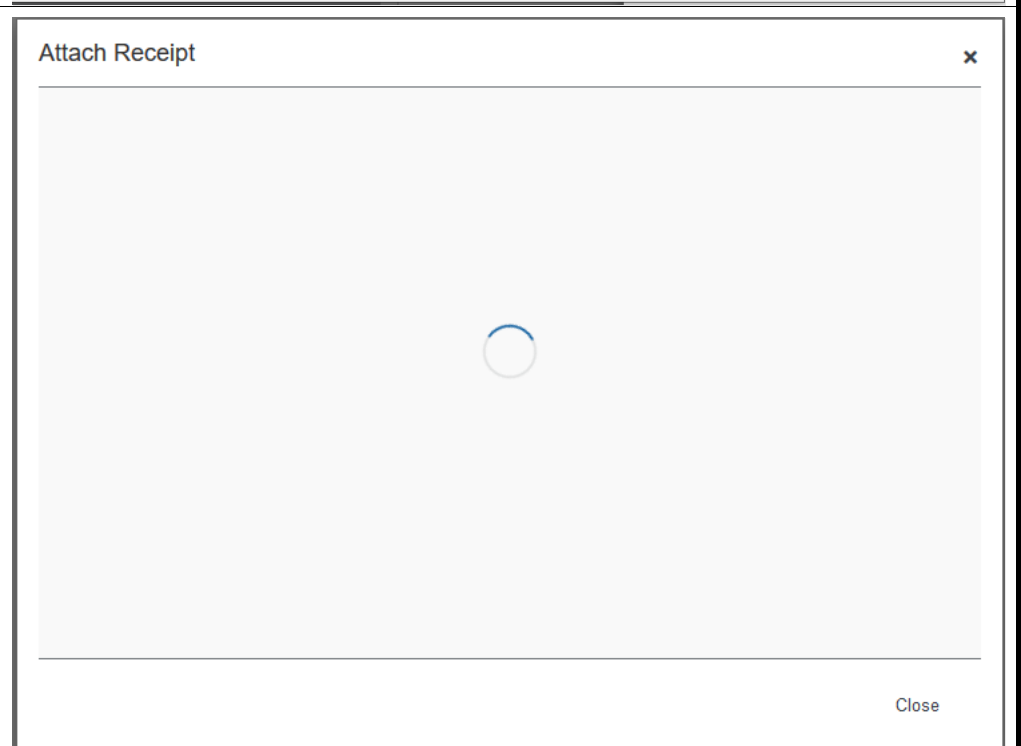
Concur – Create and Submit a Travel Expense Report from a Preapproved Request

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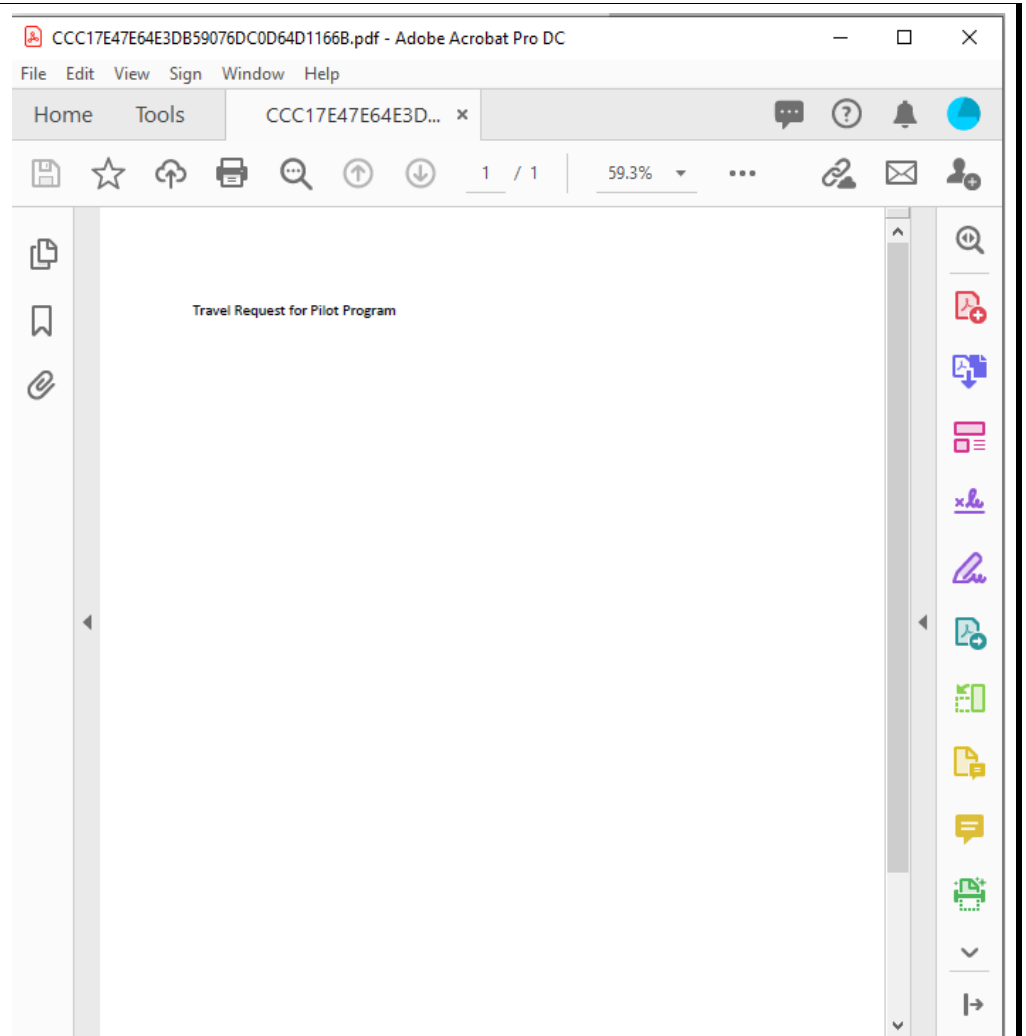
Concur – Create and Submit a Travel Expense Report from a Preapproved Request

The attachment is now saved to the expense. If the wrong file was uploaded, click Detach and repeat the attachment process, selecting the correct file. When the expense information is complete and correct, click Save Expense.	Car Rental $1,160.03 06/27/2020 GENERAL RENT-A-CAR Corporate Card **Details** / Itemizations Allocate * Required field Expense Type *: Car Rental Transaction Date: 06/27/2020 Trip Type *: Domestic Trip Purpose *: 09. Research/Teaching Traveler Type *: 01. Employee Additional Information Vendor: GENERAL RENT-A-CAR Vendor Name: GENERAL RENT-A-CAR City of Purchase *: Austin, Texas Payment Type: TEST-University Procard Amount: 1,160.03 Currency: US, Dollar Transaction ID: T18c0218a Related Request/Expense Report Comment Example Attachment.pdf Detach Append
Concur will return to the expense report. To add another expense, click Add Expense.	Alerts: 1 06/26/20-San Diego $1,160.03 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 ▾ ☐ Alerts Receipt Payment Type Expense Type Vendor Details Date ▾ Requested ☐ ⚠ TEST-University Procard Car Rental GENERAL RENT-A-CAR 06/27/2020 $1,160.03 San Diego, California 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.
	Add Expense ✕
	
	11 Available Expenses **+** Create New Expense
	
	Search for an expense type
	
	Add Expense ✕
	
	11 Available Expenses **+** Create New Expense
	
	parking
	
	＾ Recently Used
	   Parking
	＾ 02. Other Travel Expenses
	   Parking

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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.	**New Expense** Cancel Save Expense Details Itemizations Hide Receipt Allocate * Required field Expense Type * Books, Pamphlets and Reprints Transaction Date * Trip Type * MM/DD/YYYY Domestic Trip Purpose * Traveler Type * 09. Research/Teaching 01. Employee Additional Information Vendor Name City of Purchase Payment Type * Austin, Texas PLEASE SELECT PAYMENT TYPE Amount * Currency * US, Dollar Transaction ID Related Request/Expense Report Comment 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* — Details / Itemizations — Cancel / Save Expense / Hide Receipt 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.	

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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.

Attach Receipt   ✕

Close

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.	

15
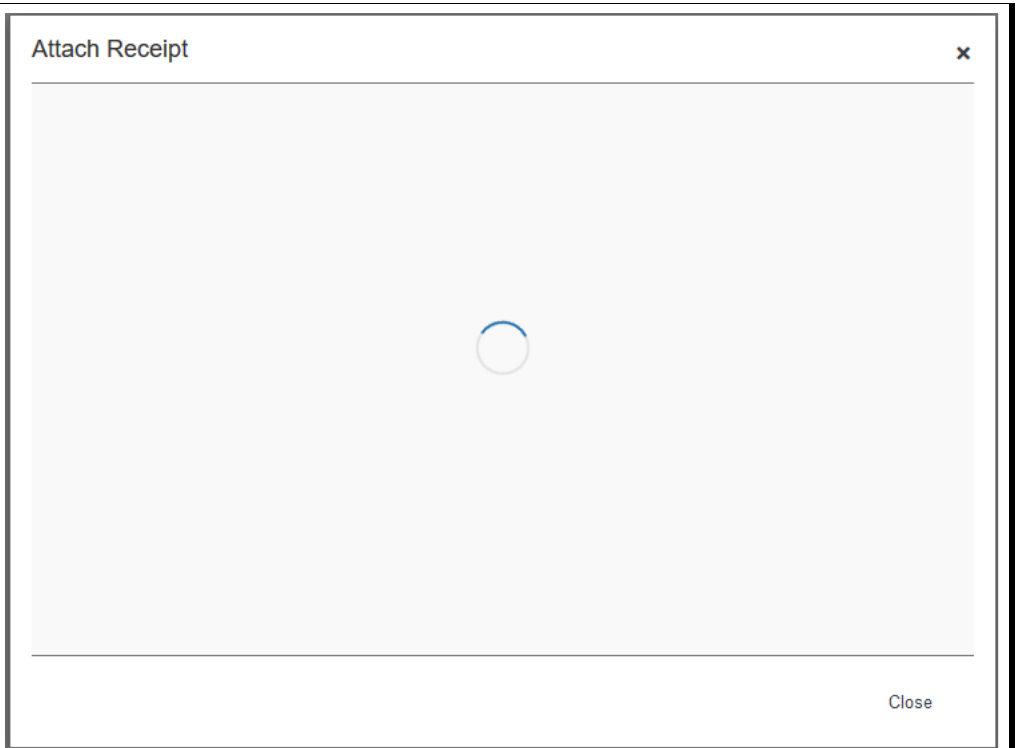
Concur – Create and Submit a Travel Expense Report from a Preapproved Request

Once the attachment is closed, Concur will return to the expense Details tab. Click Save Expense.	
Concur will return to the expense report.	

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 ▼ Manage Travel Allowance REQUEST Approved $1,800.00
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 ① Create New Itinerary ② Available Itineraries ③ Expenses & Adjustments Assigned Itineraries
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 ① Create New Itinerary ② Available Itineraries ③ Expenses & Adjustments Itinerary Info

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

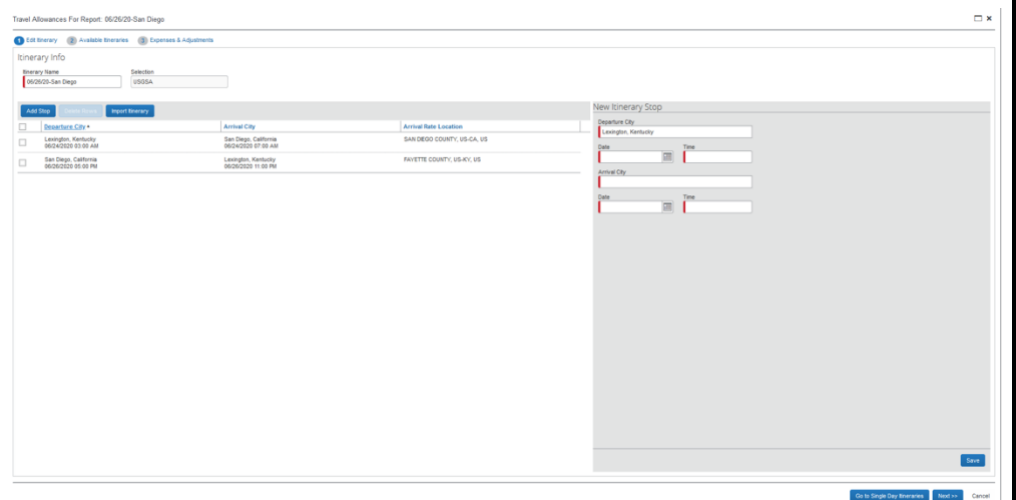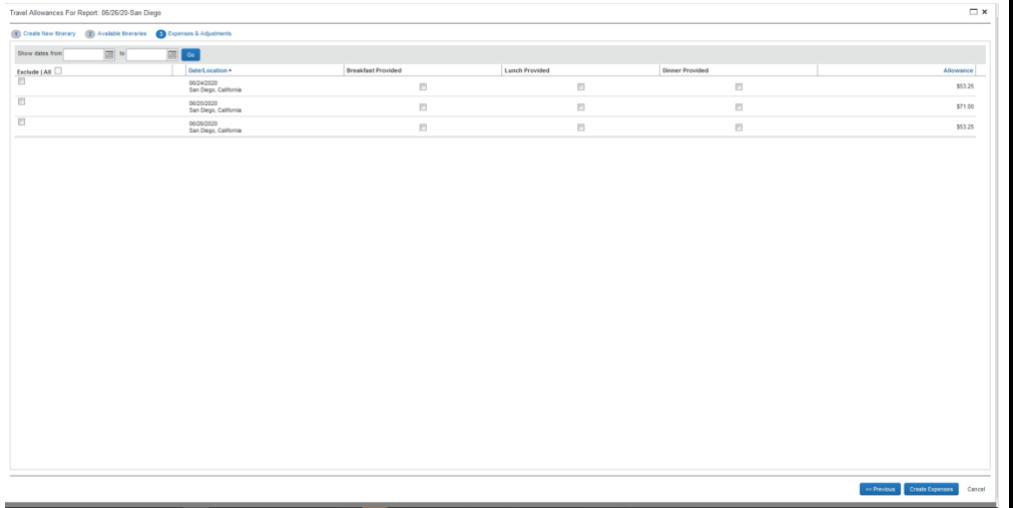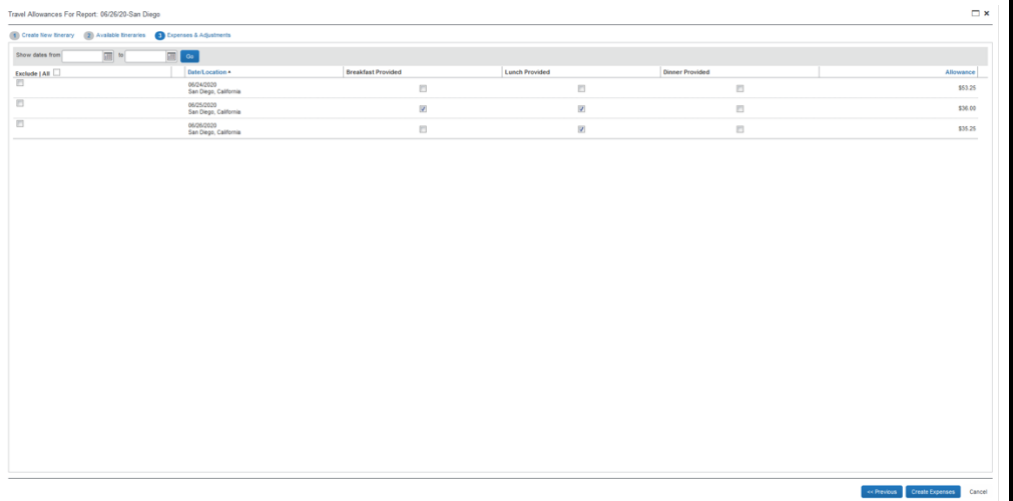|	
Complete the itinerary be entering the data for the trip home. Enter the Departure City, Date and Time. Enter the Arrival City, Date and Time. Click Save.	
The itinerary information will be displayed and can be modified if changes are needed. Click Next.	
The Travel Allowances for Report will display the itinerary once again and allow for the itinerary to be edited. If the itinerary is correct, click Next.	
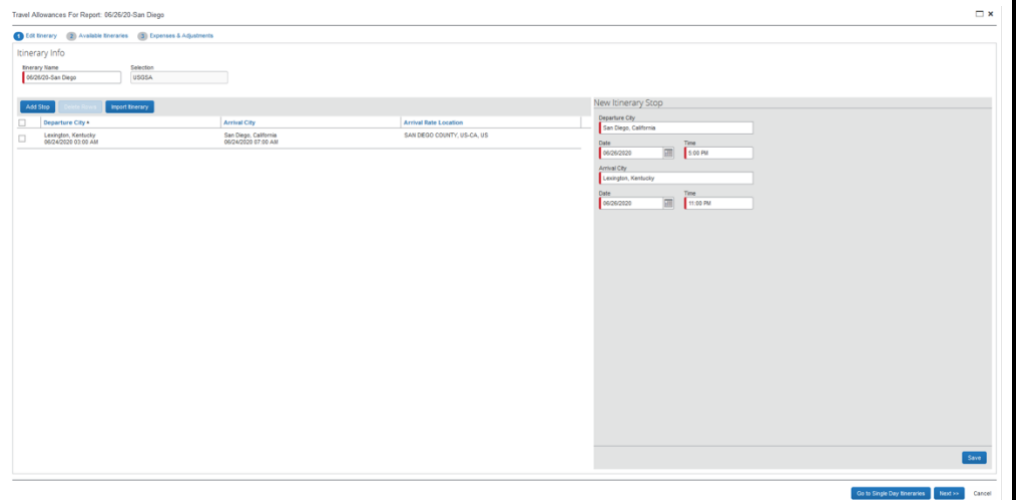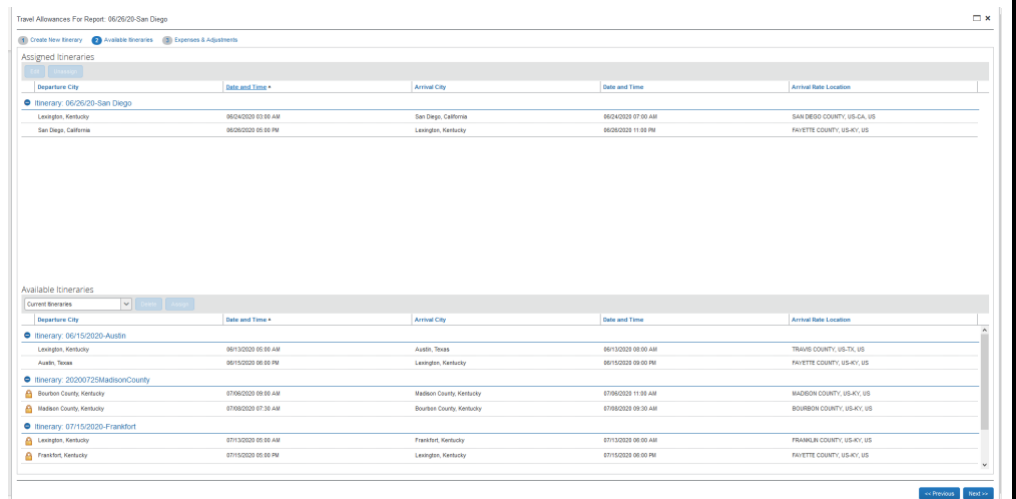
Concur – Create and Submit a Travel Expense Report from a Preapproved Request

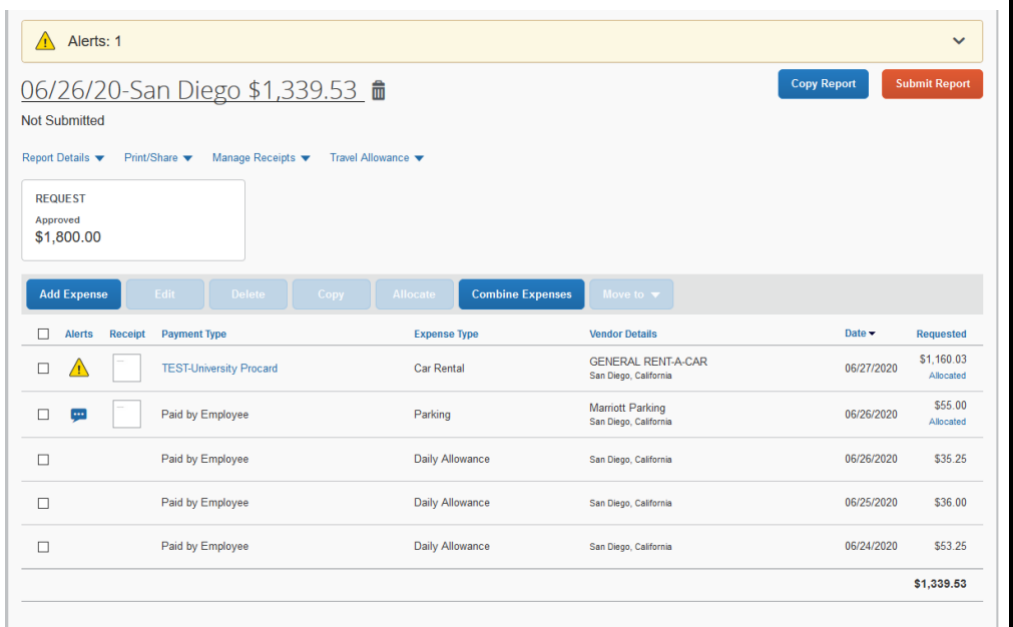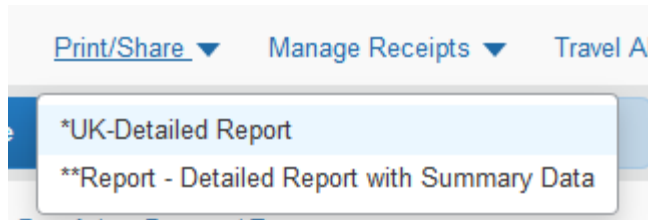|	
The per diem allowance will be displayed for each day.	
Click for box for each meal provided and the per diem allowance will be reduced for those meals. Click Create Expenses.	
The travel expense report will be created and populated with the daily per diem allowances. When complete, review the expense report to ensure all expenses are complete and accurate.	

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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.	Print/Share ▼ Manage Receipts ▼ Travel Al *UK-Detailed Report **Report - Detailed Report with Summary Data
Review the Employee details, report header information, and expenses including allocations.	

Expense Report
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)
*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
06/27/2020	Car Rental	530019	03. Conference/Workshop - Participant		GENERAL RENT-A-CAR	T18c0218a	San Diego	TEST-University Procard	$1,160.03		
Allocations :			50% ($580.02) HEQAS300-UK00-CC-1012000600								
			50% ($580.02) HEQAS300-UK00-CC-1012128920								
06/26/2020	Daily Allowance	530019	03. Conference/Workshop - Participant				San Diego	Paid by Employee	$35.25		
Allocations :			100% ($35.25) HEQAS300-UK00-CC-1012013010								
06/25/2020	Daily Allowance	530019	03. Conference/Workshop - Participant				San Diego	Paid by Employee	$36.00		
Allocations :			100% ($36.00) HEQAS300-UK00-CC-1012013010								
06/24/2020	Daily Allowance	530019	03. Conference/Workshop - Participant				San Diego	Paid by Employee	$53.25		
Allocations :			100% ($53.25) HEQAS300-UK00-CC-1012013010								
06/26/2020	Parking	530019	03. Conference/Workshop - Participant		Marriott Parking		San Diego	Paid by Employee	$55.00		
Allocations :			50% ($27.50) HEQAS300-UK00-CC-1012013010								
			50% ($27.50) HEQAS300-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 — 530019 — $1,160.03 Daily Allowance — 530019 — $124.50 Parking — 530019 — $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 DENT SUPPLY (1012000600) — $580.02 Cost Center — UFS OPERATING (1012013010) — $152.00 Cost Center — UFS-RESEARCH FINANCI (1012013090) — $27.50 Payment Type — Amount Paid by Employee — $179.50 TEST-University Procard — $1,160.03 **Report Totals** Report Total : — $1,339.53 Personal Expenses : — $0.00 Total Amount Claimed : — $1,339.53 Amount Approved : — $1,339.53 **University Disbursements** Amount Due User : — $179.50 Amount Due University Card : — $1,160.03 Total Paid By University : — $1,339.53 **Employee Disbursements** 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 Skippable Step — 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.

*UK-Detailed Report   ✕

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)

Close   **Print**   **Save as PDF**   **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.	
The User Electronic Agreement will appear. Read the agreement and click Accept and 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 $1,160.03
Employee   Card (TEST-University Procard)

Employee Pays
$0.00
Company

Amount Total:
$1,339.53

Due Employee:
$179.50

Amount Due (TEST-University Procard):
$1,160.03

Owed Company:
$0.00

Requested Amount:
$1,339.53

Total Paid By Company:
$1,339.53

Total Owed By Employee:
$0.00

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 |

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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.	Manage Expenses REPORT LIBRARY View Active Reports ▼ **Create New Report** (+) RETURNED 08/05/2020 06/15/2020-Austin $147.50 Sent Back to User NOT SUBMITTED 07/24/2020 CN-AG Group Test Policy $0.00 SUBMITTED 08/05/2020 06/26/20-San Diego $1,339.53 Submitted & Pending Supervisor Approval Default Approver Test

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