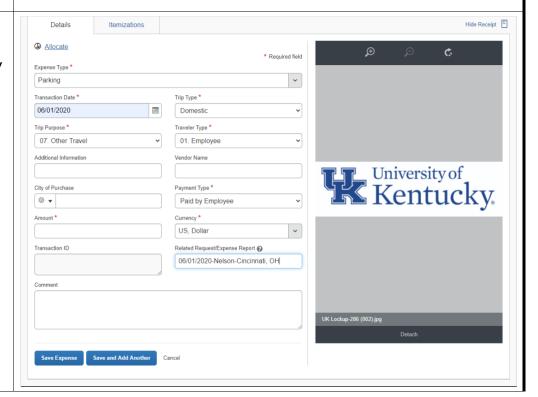
## Concur – Tracking and Reporting on All Expenses Related to a Trip

**Process:** A department may have a need to track and report on all expenses related to a trip. The Related Request/Expense Report field can be used by the department to add a common identifier for a traveler's trip to each expense.

## **PROCEDURES**

Determine how each department wants to identify expenses related to a trip. In many departments, travel expenses such as airfare and registration fees are booked through a central office. Also, due to timing of transactions being charged, it may be necessary to allocate some transactions prior to the travel dates. This will lead to expenses related to a trip being allocated on multiple reports.

Expenses can be linked together through reporting by entering a naming scheme or other internal tracking ID assigned by the department in the Related Request/Expense Report field.



## Concur – Tracking and Reporting on All Expenses Related to a Trip

NOTE: For accurate reporting, be certain to include this information on every travel expense in the Related Request/Expense Report field.

Naming Scheme Suggestions:

- 1. If the traveler has created a Concur Request, enter the Request ID.
- 2. For departments with internal request systems, use the internal request number assigned by that system.
- 3. Use the last date of the trip-last name of the traveler-conference name.

Related Request/Expense Report 

06/01/2020-Nelson-Conference ABC

4. Use the last date of the trip-last name of the travelerbusiness destination.

Related Request/Expense Report 

06/01/2020-Nelson-Cincinnati, OH