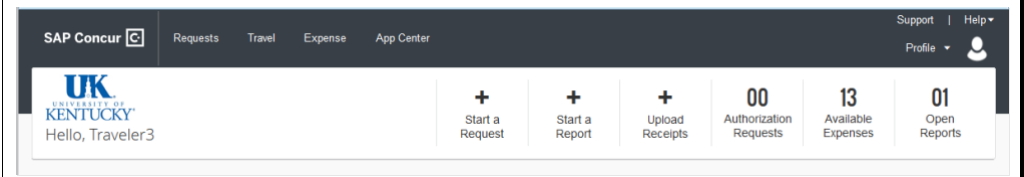


Concur – Create and Submit a Travel Expense Report without a Request

Procedures to create and submit a travel expense report when a travel request was not previously submitted and approved.

Procedures	
<p>From the Concur launch page, click on the Start a Report tab.</p>	 <p>The screenshot shows the SAP Concur interface for the University of Kentucky. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Center'. On the right, there are links for 'Support' and 'Help', and a user profile for 'Traveler3'. The main dashboard area features several cards: 'Start a Request' with a plus sign, 'Start a Report' with a plus sign, 'Upload Receipts' with a plus sign, 'Authorization Requests' with a value of 00, 'Available Expenses' with a value of 13, and 'Open Reports' with a value of 01. The University of Kentucky logo and the text 'Hello, Traveler3' are also visible.</p>

Concur – Create and Submit a Travel Expense Report without a Request

The Create New Report screen will open.

Complete the required fields. Required fields are marked by a red (*).

Be sure to scroll down to view all fields on the Create New Report Screen.

Complete the required fields with the travel information.

The screenshot shows the 'Create New Report' form in Concur. The form is titled 'Create New Report' and has a 'Required field' indicator in the top right corner. The form includes the following fields:


- Policy: * (UK.TEST USERS-General Travel Policy)
- Trip Name: *
- Trip Start Date: * (MM/DD/YYYY)
- Trip End Date: * (MM/DD/YYYY)
- Business Destination: *
- Trip Purpose: * (None Selected)
- Trip Type: * (None Selected)
- Traveler Type: * (None Selected)
- Related Request/Expense Report
- Personal Dates of Travel: *
- Additional Information
- Logical System: * (HEGAS300 Logical System)
- Company Code: * (UK00) Company Code
- Cost Object Type: * ((CC) Cost Center)
- Cost Object ID: * (1012128920) CAFE METRICS FUND
- Fund: *
- Statistical Order

Below the form, there is a 'Comments To/From Approve/Processor' section and a 'Claim Travel Allowance' section with the following text: '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.' The 'Yes, I want to claim Travel Allowance' option is selected.

The following Create New Report fields are required:

- Policy: To create a Concur Travel Expense Report, choose the General Travel Policy
- Trip Name: The Trip Name should be the last date of the trip and the business destination. (i.e. 06/15/20-Austin)
- Trip Start Date: First date of the trip.
- Trip End Date: Last date of the trip.
- Business Destination: Enter the primary business destination of the trip.
- Trip Purpose: Choose the correct trip purpose from the dropdown menu.
- Trip Type: Choose Domestic or International from the dropdown menu.
- Traveler Type: Choose the correct traveler type from the dropdown menu.
- Does this trip include personal travel?: Choose No or Yes from the dropdown menu.
- Personal Dates of Travel: This field will become mandatory if Yes is selected on the previous field. Include the dates of the personal travel included with the business trip.
- Cost Object Type: Choose Cost Center, WBS, Fund or Internal Order.
- Cost Object ID: Enter the appropriate cost object for the report header.

Concur – Create and Submit a Travel Expense Report without a Request

	<ul style="list-style-type: none">• Fund: The fund will be required if a cost share WBS element was entered in the Cost Object ID field. Choose an allowable fund. Otherwise, leave this field blank. <p>Other fields that may need to be populated but are not required by Concur on the Report Header:</p> <ul style="list-style-type: none">• Additional Information: Enter the business purpose for the travel expense report.• Related Request/Expense Report: If other expenses related to this travel are on another expense report, it is optional to use this field to track those expenses for future reporting.• Statistical Order: Enter the appropriate statistical internal order for this travel expense report.• Comments To/From Approver/Processor: Add any additional comments or explanations necessary for the review/approval of this travel expense report.• Claim Travel Allowance: If meal per diem need to be paid for this report, be certain to select the radio button for “Yes, I want to Claim Travel Allowance”.
<p>To claim meal per diem, click the radio button for “Yes, I want to Claim Travel Allowance”.</p> <p>Click Next.</p>	

Concur – Create and Submit a Travel Expense Report without a Request

Concur will open to the Travel Allowances for Report screen.

The default is to Create New Itinerary.

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

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

Click SAVE.

Travel Allowances For Report: 06/15/2020-Austin

Create New Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name: 06/15/2020-Austin Selection: USGSA

Add Stop | Create Itinerary | Report Itinerary

Departure City	Arrival City	Arrival Date Location
No Itinerary Stops Found		

New Itinerary Stop

Departure City: Lexington, Kentucky Date: 06/15/2020 Time: 8:00 AM

Arrival City: Austin, Texas Date: 06/15/2020 Time: 8:00 AM

Go to Single Day Itinerary | Next > | Cancel

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.

Travel Allowances For Report: 06/15/2020-Austin

Edit Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name: 06/15/2020-Austin Selection: USGSA

Add Stop | Create Itinerary | Report Itinerary

Departure City	Arrival City	Arrival Date Location
Lexington, Kentucky	Austin, Texas	TRAVIS COUNTY, 05 TX, US

New Itinerary Stop

Departure City: Lexington, Kentucky Date: 06/15/2020 Time: 01:00 AM

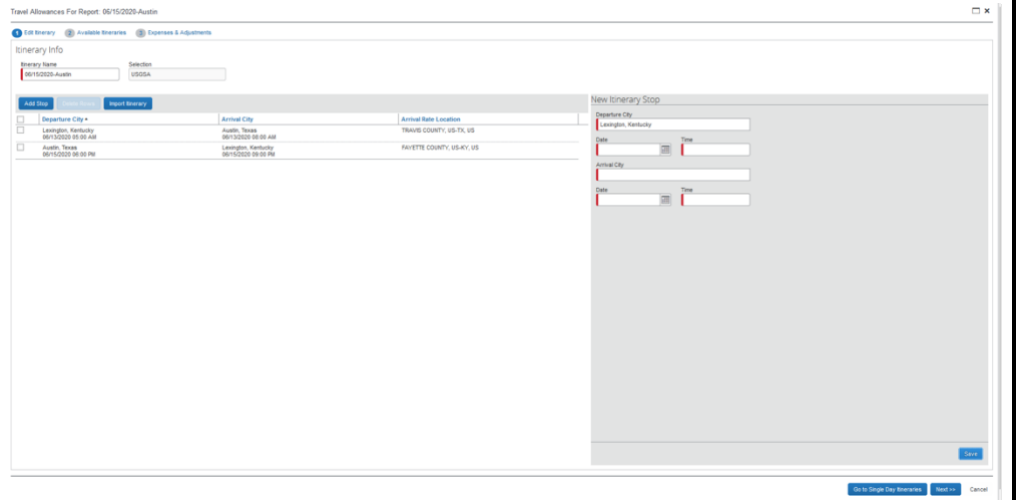
Arrival City: Austin, Texas Date: 06/15/2020 Time: 08:00 AM

Go to Single Day Itinerary | Next > | Cancel

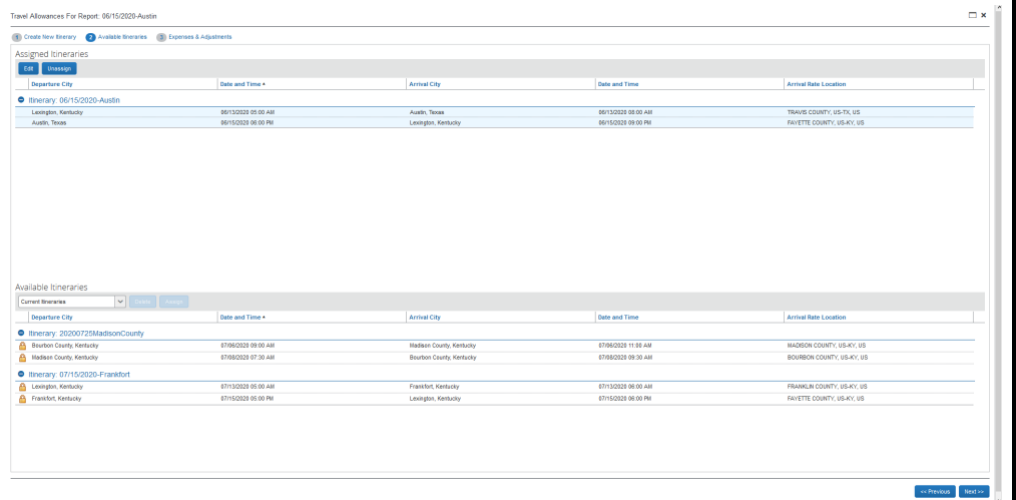
Concur – Create and Submit a Travel Expense Report without a Request

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

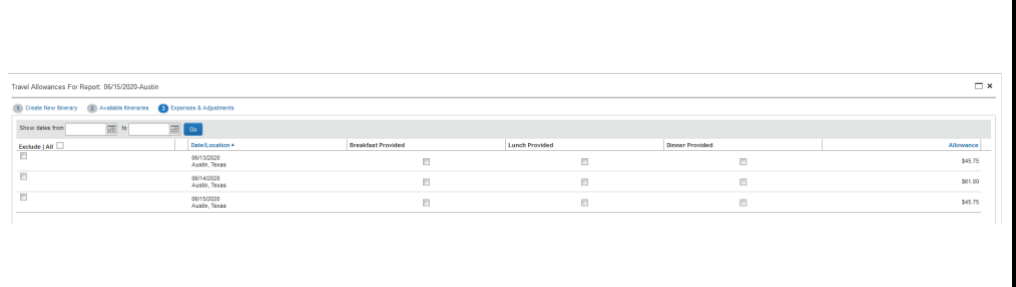
Click Next.



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.



The per diem allowance will be displayed for each day.



Concur – Create and Submit a Travel Expense Report without a Request

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

Click Create Expenses.

Expense Line	Travel Location	Breakfast Provided	Lunch Provided	Dinner Provided	Amount
<input type="checkbox"/>	06/15/2020 Austin, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75
<input type="checkbox"/>	06/14/2020 Austin, Texas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$45.00
<input type="checkbox"/>	06/13/2020 Austin, Texas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$31.75

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

Add additional expenses to the report by clicking Add Expense.

06/15/2020-Austin \$122.50 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Paid by Employee	Daily Allowance	Austin, Texas	06/15/2020	\$31.75
<input type="checkbox"/>	Paid by Employee	Daily Allowance	Austin, Texas	06/14/2020	\$45.00
<input type="checkbox"/>	Paid by Employee	Daily Allowance	Austin, Texas	06/13/2020	\$45.75
					\$122.50

Concur – Create and Submit a Travel Expense Report without a Request

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(s), click the check box next to each transaction to be added to the travel expense report.

Click Add to Report.

The procard transaction(s) has now been added to the report.

To review the expense information, click on the Expense Type of the transaction.

13
Available Expenses

+
Create New Expense

<input type="checkbox"/>	TEST-University Procard	Undefined	VisaPhone	06/29/2020	\$16.86
<input type="checkbox"/>	TEST-University Procard	Undefined	VisaPhone	06/29/2020	\$-16.86
<input type="checkbox"/>	TEST-University Procard	Tolls/Road Charges	Toll and Bridge Fees	06/28/2020	\$-37.17
<input type="checkbox"/>	TEST-University Procard	Undefined	Computer Software Stores	06/27/2020	\$82.26
<input checked="" type="checkbox"/>	TEST-University Procard	Car Rental	GENERAL RENT-A-CAR	06/27/2020	\$1,160.03
<input type="checkbox"/>	TEST-University Procard	Undefined	Stationery, Office Supplies, Pri	06/27/2020	\$-50.51

Close **Add To Report**

Alerts: 2

06/15/2020-Austin \$1,282.53 **Copy Report** **Submit Report**

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate **Combine Expenses** Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			TEST-University Procard	Car Rental	GENERAL RENT-A-CAR Austin, Texas	06/27/2020	\$1,160.03
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/15/2020	\$31.75
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/14/2020	\$45.00
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/13/2020	\$45.75

\$1,282.53

Concur – Create and Submit a Travel Expense Report without a 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.

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' expense details page. The top navigation bar includes 'Cancel' and 'Save Expense' buttons. The breadcrumb trail shows '06/27/2020 | GENERAL RENT-A-CAR | Corporate Card'. The 'Details' tab is active, and the 'Allocate' button is highlighted. The form contains several required fields marked with a red asterisk (*): Expense Type (Car Rental), Transaction Date (06/27/2020), Trip Type (Domestic), Trip Purpose (09. Research/Teaching), Traveler Type (01. Employee), Vendor (GENERAL RENT-A-CAR), City of Purchase (Austin, Texas), Payment Type (TEST-University Procard), Amount (1,160.03), and Transaction ID (T18c0218a). A large red-bordered box on the right side of the form contains a plus sign icon and the text 'Attach Receipt Image'. A 'Comment' field is located at the bottom of the form.

The screenshot shows the 'Allocate' window for the expense. The title bar reads 'Allocate' and 'Expenses: 1 \$1,160.03'. There are two tabs: 'Percent' (selected) and 'Amount'. The 'Amount' tab shows 'Amount \$1,160.03', 'Allocated \$1,160.03', and 'Remaining \$0.00'. The 'Percent' tab shows 'Default Allocation' and 'Percent % 100'. At the bottom, there are buttons for 'Add', 'Edit', 'Remove', and 'Save all Allocations'. A message states: '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.' The 'Cancel' and 'Save' buttons are at the bottom right.

Concur – Create and Submit a Travel Expense Report without a 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 Company Code * 2
(HEQAS300) Logical System (UK00) Company Code

Cost Object Type * 3 Cost Object ID * 4
(CC) Cost Center (1012013010) UFS OPERATING

Fund 5 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%

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 without a 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 * 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

+
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

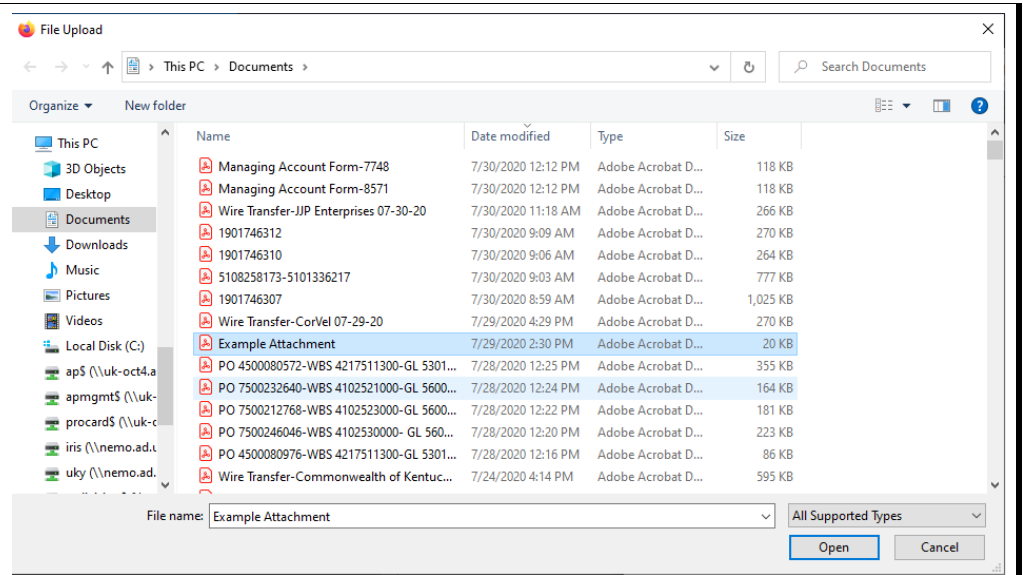
Example Attachment.pdf
Uploaded: 7/30/2020 5:37 PM

Attach View

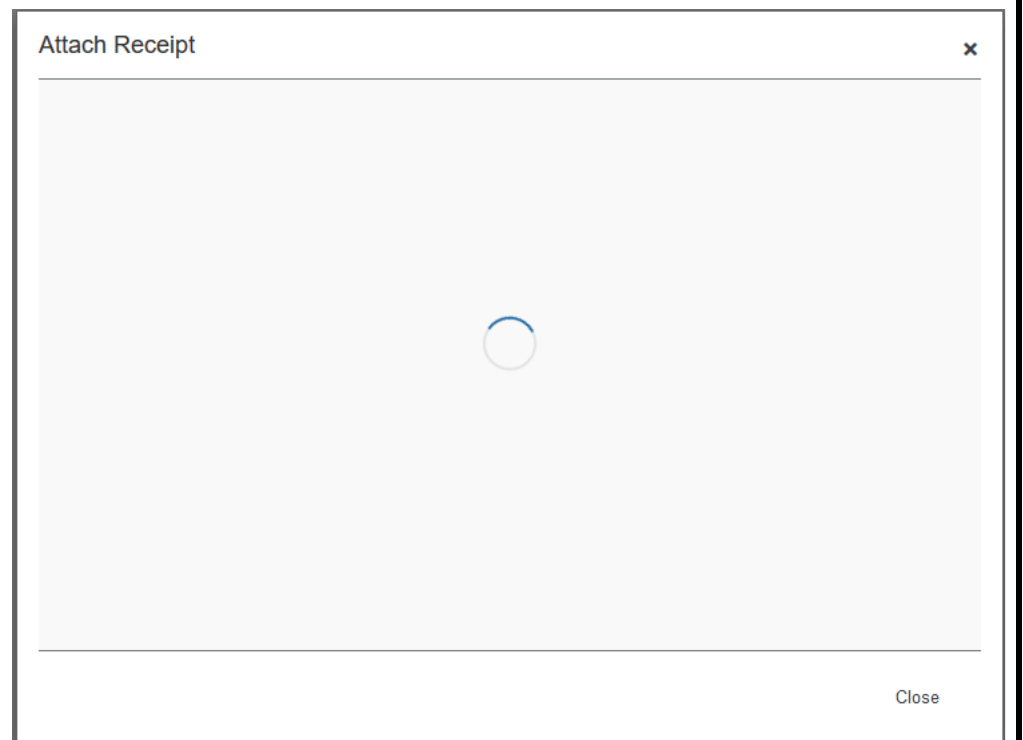
Close

Concur – Create and Submit a Travel Expense Report without a Request

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



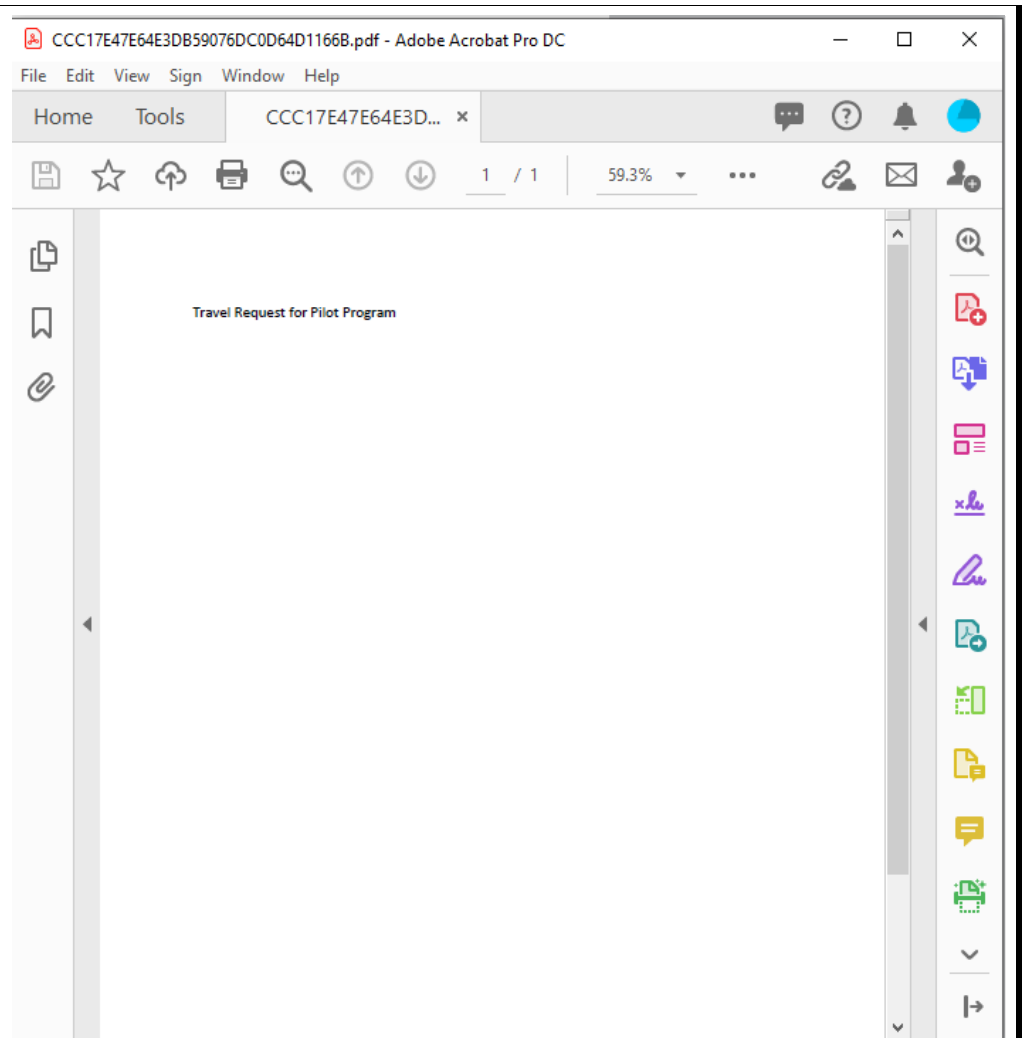
The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.



Concur – Create and Submit a Travel Expense Report without a 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 without a 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 Hide Receipt

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

06/15/2020-Austin \$1,282.53 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

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 Austin, Texas	06/27/2020	\$1,160.03
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/15/2020	\$31.75
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/14/2020	\$45.00
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/13/2020	\$45.75
							\$1,282.53

Concur – Create and Submit a Travel Expense Report without a Request

The Add Expense window will appear.

To add an expense that was not charged 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 '11' icon) and 'Create New Expense' (with a '+' icon). Below the tabs is a search field labeled 'Search for an expense type'. The bottom screenshot shows the same window after the search field has been populated with the text 'book'. Below the search field, there are three expandable sections: '^ Recently Used' with the item 'Books, Pamphlets and Reprints', '^ 02. Other Travel Expenses' with the item 'Booking Fees', and '^ 07. Supplies & Office Expenses' with the item 'Books, Pamphlets and Reprints'. Each section has a small upward-pointing arrow to its left.

Concur – Create and Submit a Travel Expense Report without a 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:

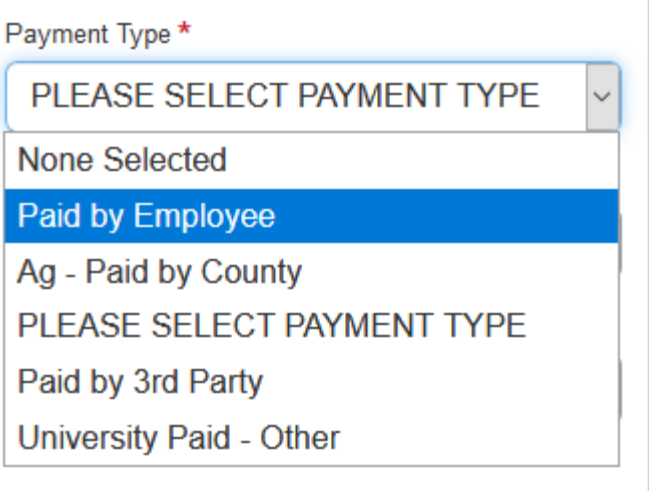
- Allocate:** A radio button option.
- Expense Type:** A dropdown menu with 'Books, Pamphlets and Reprints' selected. A red asterisk indicates it is a required field.
- Transaction Date:** A date input field with a calendar icon, showing 'MM/DD/YYYY'.
- Trip Type:** A dropdown menu with 'Domestic' selected.
- 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 without a Request

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

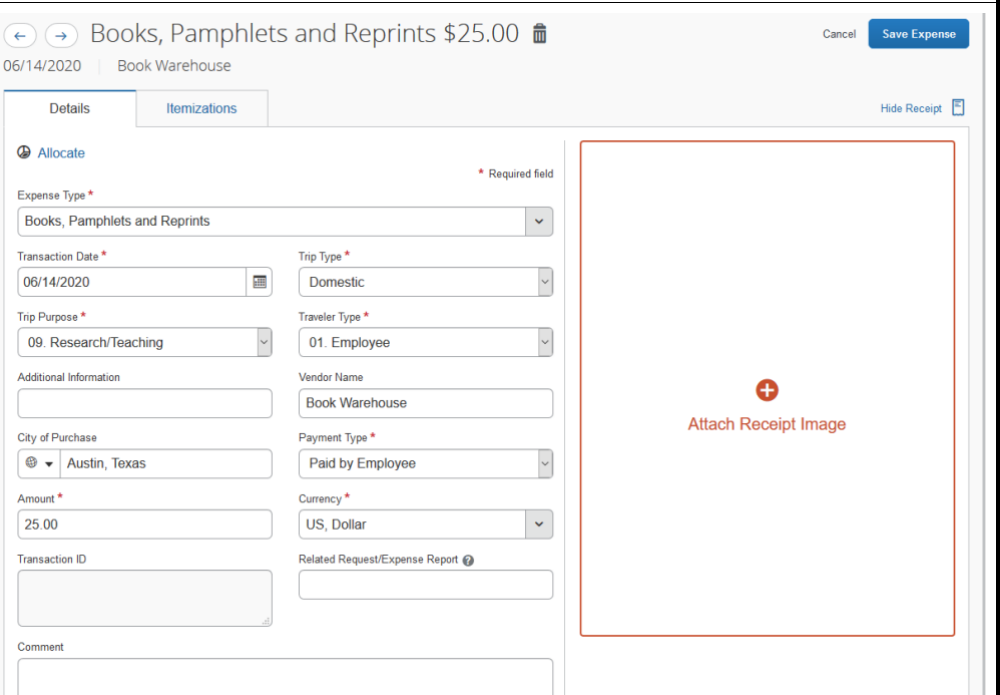
NOTE: Payment Type AG-Paid by County should only be used by the AG Extension Agents for expenses charged to the county credit cards.



The screenshot shows a dropdown menu for the 'Payment Type' field. The menu is open, displaying several options. The option 'Paid by Employee' is highlighted in blue. Other visible options include 'None Selected', 'Ag - Paid by County', 'PLEASE SELECT PAYMENT TYPE', 'Paid by 3rd Party', and 'University Paid - Other'. The dropdown is set against a white background with a light blue border.

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.

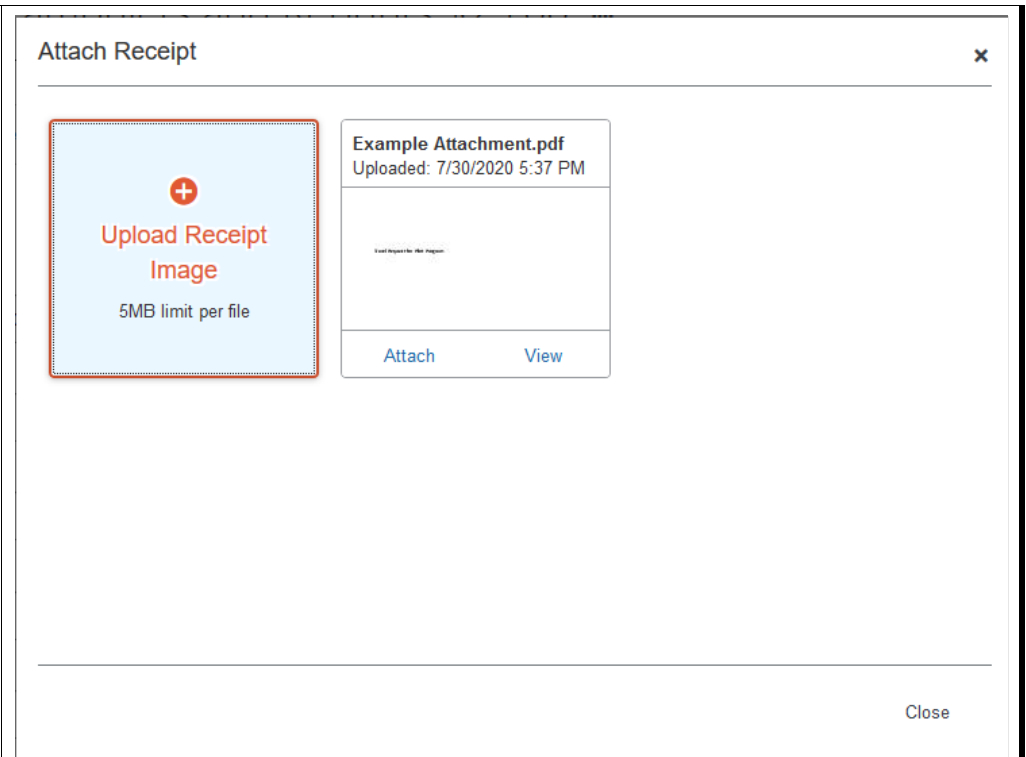


The screenshot shows the 'Details' tab of an expense report in Concur. The report title is 'Books, Pamphlets and Reprints \$25.00'. The date is 06/14/2020 and the vendor is 'Book Warehouse'. The 'Expense Type' is 'Books, Pamphlets and Reprints'. The 'Transaction Date' is 06/14/2020 and the 'Trip Type' is 'Domestic'. The 'Trip Purpose' is '09. Research/Teaching' and the 'Traveler Type' is '01. Employee'. The 'Vendor Name' is 'Book Warehouse' and the 'Payment Type' is 'Paid by Employee'. The 'Amount' is 25.00 and the 'Currency' is 'US, Dollar'. There is a red (+) icon and the text 'Attach Receipt Image' in a red box on the right side of the page. The 'Save Expense' button is visible in the top right corner.

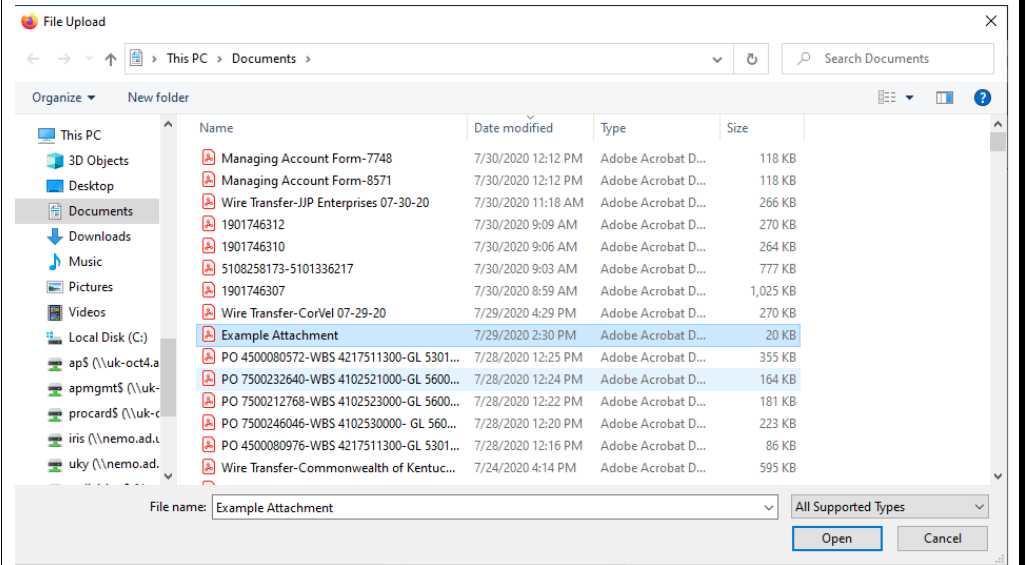
Concur – Create and Submit a Travel Expense Report without a Request

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.

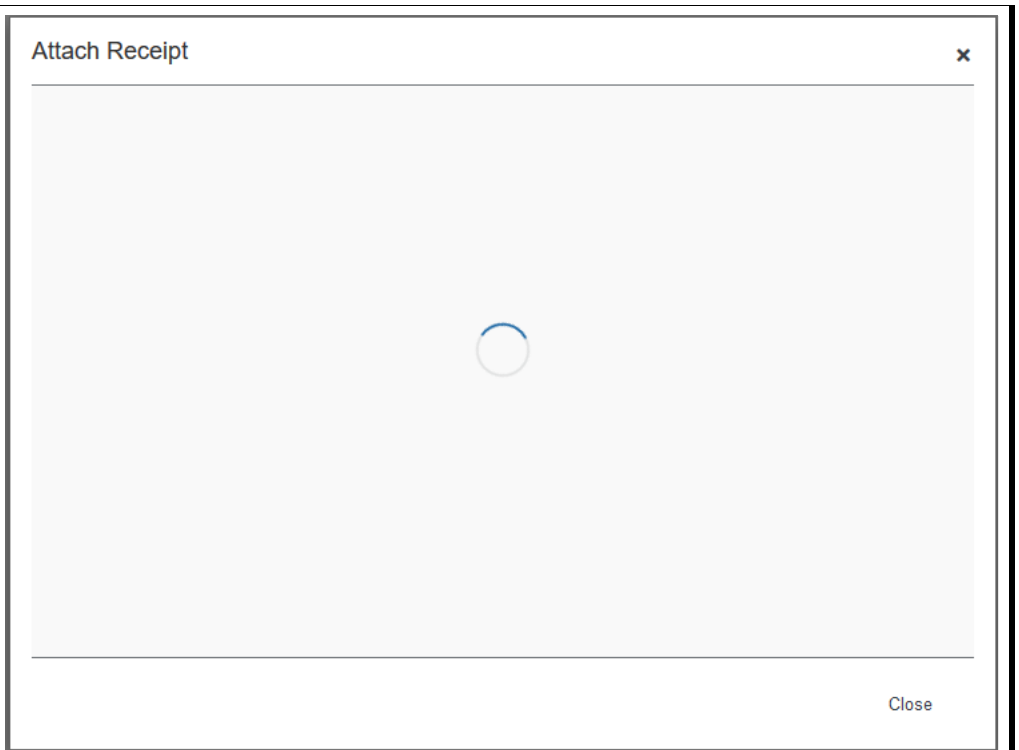


The file upload window will appear. Locate the file on your computer, click on the file and click Open.



Concur – Create and Submit a Travel Expense Report without a Request

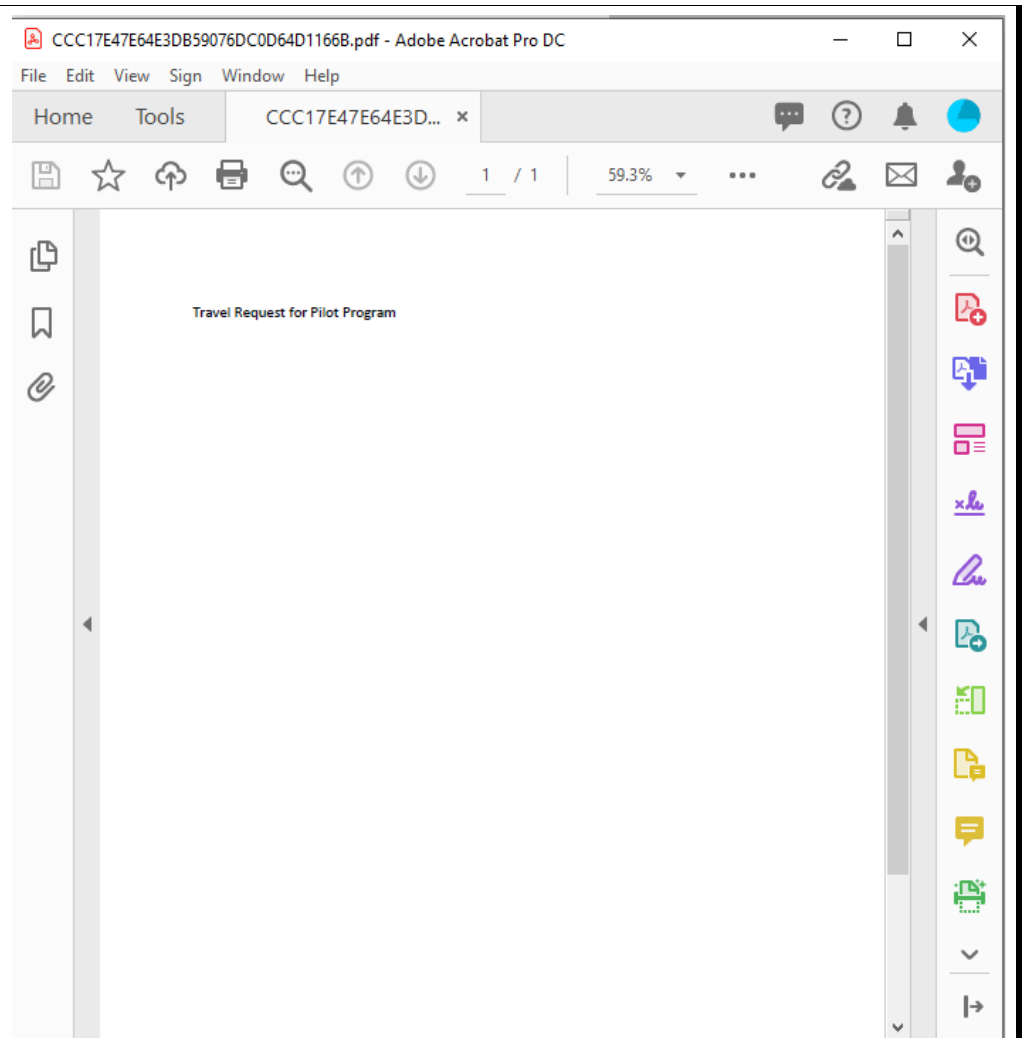
The Attach Receipt screen will appear while Concur is uploading the receipt and saving it to the transaction.



Concur – Create and Submit a Travel Expense Report without a 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 without a Request

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

Click Save Expense.

Concur will return to the expense report.

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

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 Austin, Texas	06/27/2020	\$1,160.03
<input type="checkbox"/>	<input type="checkbox"/>	Paid by Employee	Daily Allowance	Austin, Texas	06/15/2020	\$31.75
<input type="checkbox"/>	<input type="checkbox"/>	Paid by Employee	Daily Allowance	Austin, Texas	06/14/2020	\$45.00
<input type="checkbox"/>	<input type="checkbox"/>	Paid by Employee	Books, Pamphlets and Reprints	Book Warehouse Austin, Texas	06/14/2020	\$25.00
<input type="checkbox"/>	<input type="checkbox"/>	Paid by Employee	Daily Allowance	Austin, Texas	06/13/2020	\$45.75
						\$1,307.53

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

Concur – Create and Submit a Travel Expense Report without a Request

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

Expense Report
Report Name : 06/15/2020-Austin

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 : B846EB7CAA0B48E59E91
Report Key : 1160
Report Start Date : 06/13/2020
Report End Date : 06/15/2020
*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
06/14/2020	Books, Pamphlets and Reprints	540316	09. Research/Teaching		Book Warehouse		Austin	Paid by Employee	\$25.00		
Allocations : 100% (\$25.00) HEGAS300-UK00-CC-1012128920											
06/27/2020	Car Rental	530019	09. Research/Teaching		GENERAL RENT-A-CAR	T18c0218a	Austin	TEST-University Procard	\$1,160.03		
Allocations : 100% (\$1,160.03) HEGAS300-UK00-CC-1012128920											
06/15/2020	Daily Allowance	530019	09. Research/Teaching				Austin	Paid by Employee	\$31.75		
Allocations : 100% (\$31.75) HEGAS300-UK00-CC-1012128920											
06/14/2020	Daily Allowance	530019	09. Research/Teaching				Austin	Paid by Employee	\$45.00		
Allocations : 100% (\$45.00) HEGAS300-UK00-CC-1012128920											
06/13/2020	Daily Allowance	530019	09. Research/Teaching				Austin	Paid by Employee	\$45.75		
Allocations : 100% (\$45.75) HEGAS300-UK00-CC-1012128920											

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

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

Expense Type Summary				
Expense Type	Account Code	Amount		
Books, Pamphlets and Reprints	540316	\$25.00		
Car Rental	530019	\$1,160.03		
Daily Allowance	530019	\$122.50		

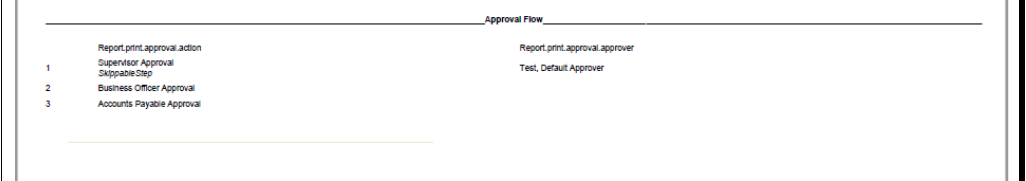
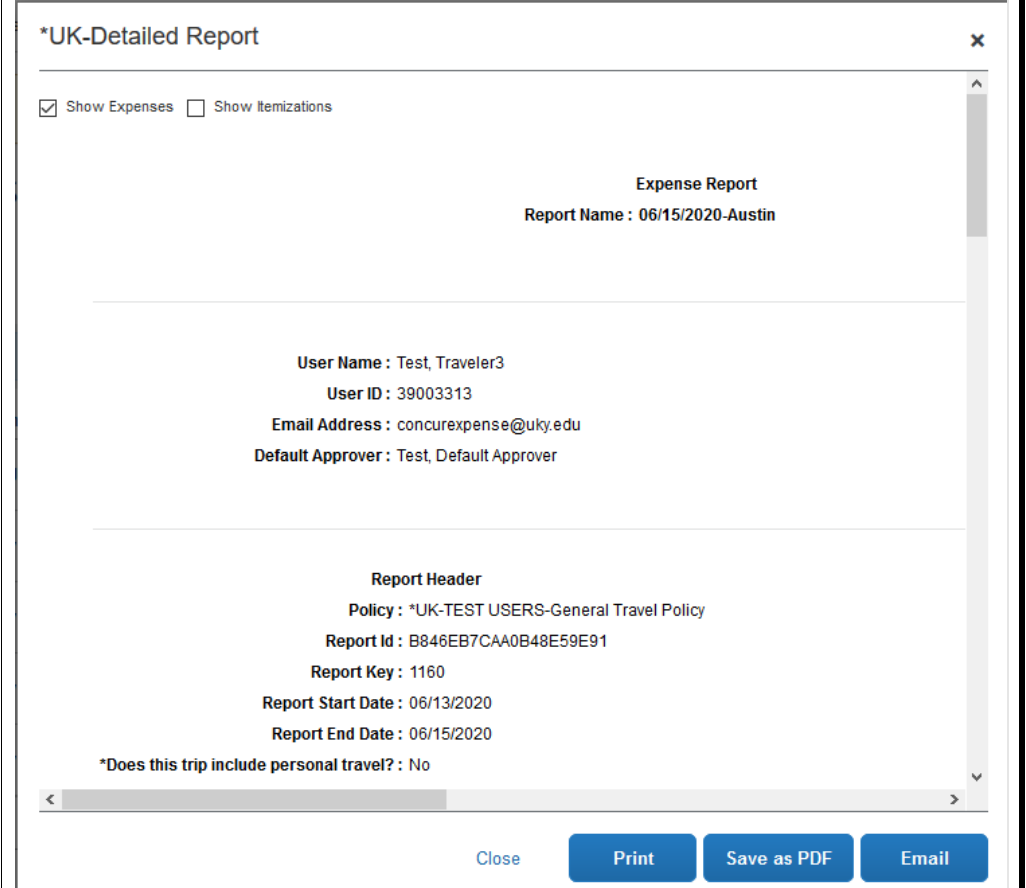
Allocation Summary				
*Cost Object Type	*Cost Object ID	*Fund	*Statistical Order	Amount
Cost Center	CAFE METRICS FUND (1012128920)			\$1,307.53

Payment Type		Amount
Paid by Employee		\$147.50
TEST-University Procard		\$1,160.03

Report Totals	
Report Total :	\$1,307.53
Personal Expenses :	\$0.00
Total Amount Claimed :	\$1,307.53
Amount Approved :	\$1,307.53

Amount Due User :		\$147.50
Amount Due University Card :		\$1,160.03
Total Paid By University :		\$1,307.53
Amount Due University :		\$0.00
Amount Due University Card From User :		\$0.00
Total Paid By User :		\$0.00

Concur – Create and Submit a Travel Expense Report without a Request

<p>Additional sections of the UK-Detailed Report that should be reviewed are the Approval Flow and Audit Trail.</p>	 <table border="1"><thead><tr><th colspan="3">Approval Flow</th></tr><tr><th>Step</th><th>Action</th><th>Approver</th></tr></thead><tbody><tr><td>1</td><td>Report.print.approval.action Supervisor Approval Skippable Step Business Officer Approval</td><td>Report.print.approval.approver Test, Default Approver</td></tr><tr><td>2</td><td>Accounts Payable Approval</td><td></td></tr><tr><td>3</td><td>Accounts Payable Approval</td><td></td></tr></tbody></table>	Approval Flow			Step	Action	Approver	1	Report.print.approval.action Supervisor Approval Skippable Step Business Officer Approval	Report.print.approval.approver Test, Default Approver	2	Accounts Payable Approval		3	Accounts Payable Approval	
Approval Flow																
Step	Action	Approver														
1	Report.print.approval.action Supervisor Approval Skippable Step Business Officer Approval	Report.print.approval.approver Test, Default Approver														
2	Accounts Payable Approval															
3	Accounts Payable Approval															
<p>Once the report is reviewed, click Close.</p>	 <p>*UK-Detailed Report</p> <p><input checked="" type="checkbox"/> Show Expenses <input type="checkbox"/> Show Itemizations</p> <p>Expense Report Report Name : 06/15/2020-Austin</p> <p>User Name : Test, Traveler3 User ID : 39003313 Email Address : concurexpense@uky.edu Default Approver : Test, Default Approver</p> <p>Report Header Policy : *UK-TEST USERS-General Travel Policy Report Id : B846EB7CAA0B48E59E91 Report Key : 1160 Report Start Date : 06/13/2020 Report End Date : 06/15/2020</p> <p>*Does this trip include personal travel? : No</p> <p>Close Print Save as PDF Email</p>															

Concur – Create and Submit a Travel Expense Report without a Request

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

Alerts: 1

06/15/2020-Austin \$1,307.53 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

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 Austin, Texas	06/27/2020	\$1,160.03
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/15/2020	\$31.75
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/14/2020	\$45.00
<input type="checkbox"/>			Paid by Employee	Books, Pamphlets and Reprints	Book Warehouse Austin, Texas	06/14/2020	\$25.00
<input type="checkbox"/>			Paid by Employee	Daily Allowance	Austin, Texas	06/13/2020	\$45.75
							\$1,307.53

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

User Electronic Agreement ✕

- 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.
- All required receipt images have been attached to this report.
- 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.
- 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.
- I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
- 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 without a Request

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

Click Submit Report.

Report Totals ✕

⚠ Alerts: 1 ▾

Company Pays		Employee Pays
\$147.50 Employee	\$1,160.03 Card (TEST-University Procard)	\$0.00 Company

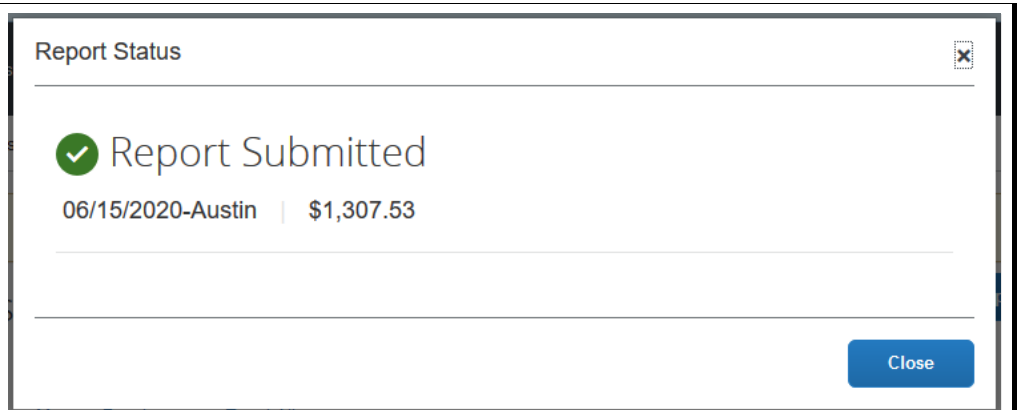
Amount Total: \$1,307.53	Due Employee: \$147.50	Owed Company: \$0.00
	Amount Due (TEST-University Procard): \$1,160.03	
<hr/>	<hr/>	<hr/>
Requested Amount: \$1,307.53	Total Paid By Company: \$1,307.53	Total Owed By Employee: \$0.00

Cancel Submit Report

Concur – Create and Submit a Travel Expense Report without a Request

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

Click Close.



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.

