Creating an Expense Report Quick Reference Guide

**Last Updated:** 03/01/2021

Expense reports can be created (and should be within 30 days) when the traveler returns from the business trip. Travelers should wait until all of the Travel Card charges (associated with this trip) are listed in Concur (in the Available Card Charges or Expense – View Transactions). Charges are normally available within 6-10 business days before submitting the expense report.

If travel was canceled/altred due to COVID-19, you must add a comment in the Comment box under the Report Header of the Expense Report: Review Report Details

**Resources:** Expense Report Details Needed for Travel Affected by COVID-19, Current Travel Guidelines, Return to Campus Guidance


<table>
<thead>
<tr>
<th>Log In To Concur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Go to the OneCampus portal.</td>
</tr>
<tr>
<td>Choose Travel System (Concur).</td>
</tr>
<tr>
<td>Log in using Purdue Career Account ID and BoilerKey passphrase.</td>
</tr>
<tr>
<td>Click Login.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If creating on behalf of another traveler, click Profile.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Administer for another user... select user name from drop-down menu, or search by entering name.</td>
</tr>
<tr>
<td>Click Apply.</td>
</tr>
</tbody>
</table>
Creating an Expense Report

An Expense Report can be created directly from a Travel Request or by starting a blank report if no Travel Request was required for the trip.

### From a Travel Request

1. **Click Requests.**

2. Find associated travel request from list, and click **Expense** in the corresponding Action column.

   ![Expense Report](image)

   Information from the Travel Request Header is transferred to the **Expense Report Header**.

   - ✓ Verify the **Report Header** information is still correct. Make changes if necessary.
   - ✓ Add any needed travel details, including business purpose, in the **Comment** box. Comments from Travel Request do not pass through to Expense Report.
   - ✓ Click the **check box** next to the name of the travel request for which you are preparing an expense report.

3. **Click Next>>.**

### Blank Report – No Travel Request

1. **Click Expense.**

2. **Click Create New Report.**

   ![Create New Report](image)
Complete all required fields on the **Report Header**. All required fields are noted with a heavy red bar.

### Report Header

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report Name</strong></td>
<td>Use the naming convention supplied by the business office (40 character max).</td>
</tr>
<tr>
<td><strong>Report Date</strong></td>
<td>Automatically set to current date.</td>
</tr>
<tr>
<td><strong>Policy</strong></td>
<td>Defaults to <strong>US Expense Policy</strong>.</td>
</tr>
<tr>
<td><strong>Purpose of Travel</strong></td>
<td>Select best option from down-down menu. Some selections (research related activities) require an explanation in the <strong>Comment</strong> section.</td>
</tr>
<tr>
<td><strong>Travel Start Date</strong></td>
<td>Type date or choose from calendar.</td>
</tr>
<tr>
<td><strong>Travel End Date</strong></td>
<td>Type date or choose from calendar.</td>
</tr>
<tr>
<td><strong>Traveler Type</strong></td>
<td>Select <strong>Employee (EMP)</strong>.</td>
</tr>
<tr>
<td><strong>Travel Type</strong></td>
<td>Select <strong>In State</strong> or <strong>Out of State</strong>.</td>
</tr>
</tbody>
</table>

**Account Assignment**

Click in the **Account Assignment** text box.

The **CODE** radio button is selected by default.
- Type an asterisk (*), followed by the account number.

Or Search by **TEXT**:
- Change the radio button to **TEXT** and type an asterisk (*) followed by the account name.

**NOTE**: Use the primary and most restrictive account assignment. If all accounts are equally restrictive, list the account that is paying for the majority.
Calculating Travel Allowance (Subsistence) – Building an Itinerary

The Travel Allowances for Report, when completed, calculates subsistence for the travel event. Travel Allowance is based on location of University business. Travel status must be 12 or more hours to request subsistence. Review Travel Webpage – Subsistence for more information.

At minimum, two New Itinerary Stops must be created.

If subsistence is limited (below the CONUS rates) click Cancel. Enter the limited amount by following the Fixed Meal Expense instructions in this document.

For all travel that does not include a flight, or for travel with air tickets where the destination is not the place of business, the itinerary must be built.

Complete:
- Departure from (city)
- Date of departure
- Time of departure
- Arrive in (city)
- Date of arrival
- Time of arrival

NOTE: Layovers are not to be included as itinerary stops

Click Save and repeat above steps for return travel.

The two lines itinerary stops displayed to the right indicate subsistence will be calculated according to CONUS rates for Houston, Texas for the dates entered.

Click Next>>.
Example of Itinerary that includes multiple business locations for subsistence:

The **Assigned Itinerary** is displayed.

Click **Next>>**.

**If changes are required, click the displayed Itinerary and select **Edit**.

Indicate the meals that were provided while traveling by selecting the appropriate checkboxes.

If personal travel was included, click the check box next to the date to **Exclude** travel allowance for entire day.

**NOTE:** Travel Allowance is automatically calculated at 75% for the first and last day of travel.

Click **Create Expenses**.

Travel Allowance is imported to Expense Report as **Fixed Meals**.

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**Calculating Travel Allowance (Subsistence) – Importing Itinerary from Booked Flight**

For travel that includes a booked flight in Concur, the itinerary can be imported. (Assuming the business location is part of the flight itinerary.)
Click **Import Itinerary**.

Choose the **Description** and **Dates** that match the trip for which you are preparing an expense report.

Click **Import**.

Review imported itinerary, and edit/delete/add appropriate itinerary stops, as needed.

Click **Next**.
The **Assigned Itinerary** is displayed.

Click Next>>.

**If changes are required, click the displayed itinerary and select Edit.**

Indicate the meals that were provided while traveling by selecting the appropriate checkboxes.

If personal travel was included, click the check box next to the date to **Exclude** travel allowance for entire day.

**NOTE:** Travel Allowance is automatically calculated at 75% for the first and last day of travel.

Click **Create Expenses**.

Travel Allowance is imported to Expense Report as **Fixed Meals**.

**Smart Expenses – Importing Travel Card Charges**

**Smart Expenses** (charges made to the Travel Visa Card) are automatically imported into the expense report, when applicable. These charges usually match the booked segments in the travel request.

Click **OK**.

The **Expense Report** will open, with the Travel Card charges already listed on the left side.
Click **Import** from the top menu, to view all Travel Card charges. Check mark the box in front of the **Smart Expenses** that belong with this expense report, and click **Import**.

- : Travel Card Charge  
- : E-Receipt  
- : Receipt Attached  
- : Comment  
- : Receipt Required

Or, another option is to “drag and drop” the charges from the right to the left side of the screen.

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**Review and Edit Exceptions – Travel Card Charges**

Each expense has a number of icons displayed.

- = Travel Visa Card charge
- = E-Receipt
- = Receipt attached
- = Comment stated about expense
- = Receipt Required
- = Exception
- = Alert
Items that are missing information or that require additional information will be marked with a red exception icon. Click the icon to view what additional information is needed.

NOTE: Expenses listed as Undefined must have an expense type assigned.

To open details of an expense, click the Expense item, and the details will be populated on the right. Complete any red-lined box.

Helpful Hints:
- **Airline** – requires “Class of Service” to be completed.
- **Car Rental** – requires “Class of Service” to be completed.
- **Hotel** – vendor name may not be included, and needs completed. Select “Other” if the name is not included in the drop-down list.

Review **Hotel Expense itemization**, if applicable.

If the Hotel Expense (imported charge) is itemized, it will include the symbol: >.

All Undefined expense types must be replaced with an appropriate expense type. Click the line item to edit the details. Click the drop-down to select an appropriate expense type. Click the checkbox for **Personal Expense** (do not reimburse) for any hotel line items that are not reimbursable. Review **Lodging** for more information.
If the hotel charge was not imported itemized, click the hotel expense to see the details on the right and select Add Itemization.

ATM Cash Advance – Travel Card

There are two methods for reconciling ATM Cash Advances, (1) Itemizing or (2) Marking as Personal Expense.

1. Itemize ATM Cash Advance

From the list of Expenses, click to select ATM Cash Advance.

Click Itemize on the ATM Cash Advance expense type, in order to select the Expenses the cash was used for.
From the Expense Type dropdown, select Cash Advance Card Fee to list fee separately.

Select appropriate expense types for the rest of the cash, and complete required fields.

Select the Miscellaneous Expense Type for remaining unused cash.

Click the Personal Expense checkbox.

Ensure that the entire ATM Cash Advance Amount has been itemized and the Remaining total is $0.00.

Total Amount: $250.00 | Itemized: $250.00 | Remaining: $0.00

Click Save.

2. Mark ATM Cash Advance as Personal Expense

From the list of Expenses, click to select ATM Cash Advance.
Click the **Personal Expense** checkbox.

![Image](image1.png)

Click **Save**.

![Image](image2.png)

Follow the **New Expenses** instructions to create expenses for the items for which the case was used.

The **Payment Type** for these expenses should be **Cash**.

**Meal Expenses – Travel Card**

Travelers can use the Travel Card to purchase meals, in order to reduce out-of-pocket expenses. Meal expenses are marked personal, since “fixed meals” display the daily fixed amount. Review **Subsistence** for more information.

Select **Meal Expense** to view details.

Check mark the **Personal Expense** box.

Click **Save** (after completing each Expense Detail).

**New Expenses**

For charges made outside the system or not associated with the Travel Card, click **New Expense**.
Select Expense Type by scrolling through list, or type Expense in Search box.

Payment Type defaults to Cash, indicating the traveler used their personal funds to pay for this expense.

Select Company Paid, if a departmental card was used.

Type explanation in Comment box, if applicable

NOTE: Shuttle/Taxi/Subway - require a comment concerning to/from destinations.

Select Attach Receipt to attach required receipt, if applicable.

Click to view detailed Receipt Requirement information.

Click Save.
If traveler drove to several locations, s/he may have more than one **Personal Car Mileage Expense**. Create mileage for all stops to ensure the most accurate mileage reimbursement.

<table>
<thead>
<tr>
<th>Enter <strong>Transaction Date</strong> and <strong>Purpose of Travel</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select appropriate <strong>Rate</strong>. <strong>IRS Federal Rate Vehicle</strong> is default. Select <strong>State Rate</strong> if traveling on State funded grants.</td>
</tr>
<tr>
<td><strong>Click Mileage Calculator</strong>.</td>
</tr>
<tr>
<td><strong>Type addresses for A, B and/or C Waypoints</strong>. Select <strong>Make Round Trip</strong>, if applicable. Choose <strong>Suggested Route</strong> under <strong>Directions</strong>. <strong>Click Add Mileage to Expense</strong>.</td>
</tr>
<tr>
<td><strong>Click Save</strong>. Repeat above steps for each leg to be reimbursed.</td>
</tr>
</tbody>
</table>
**Hotel**

_Hotel Expense Type_ requires _Transaction Date, Vendor, City, Payment Type_ (defaults to Cash), _Total Amount_ and _Request_ (it is associated with, when applicable).

Select **Itemize**.

Select **Attach Receipt** to attach the required scanned hotel receipt.

Complete all required fields and identify any additional charges associated with the expense.

Review _Total Amount_ displayed. Remaining should be $0.00 when completed.

Can checkmark **Combine room rate and taxes**, if applicable.

Click **Save Itemizations**.

**Fixed Meal Expense**

_Fixed Meal Expense_ can be used when the daily fixed meal amount is less than the Conus rates calculated through the Travel Allowance.
### Select Fixed Meal Expense

Complete red-lined items

Type **Comment** explaining limited fixed meal amount (indicating how many days per amount.)

Review **Subsistence** for more information.

![New Expense form](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Type</td>
<td>Fixed Meal Expense</td>
</tr>
<tr>
<td>Amount</td>
<td>$0.00 USD</td>
</tr>
<tr>
<td>Comment</td>
<td>Limited to $40 per day for meals and incidentals.</td>
</tr>
</tbody>
</table>

Click **Save**.

### Personal Expense

Any expense charged to the Travel Card that was incurred as a personal expense, must be identified as such.

If the overall Expense Report must be reduced, the **Reduction to Expenses** may be used.

![Expense form](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Type</td>
<td>Meal Expense</td>
</tr>
<tr>
<td>Amount</td>
<td>$45.76 USD</td>
</tr>
</tbody>
</table>

Click **Personal Expense (do not reimburse)** check box to mark charge as personal, when reviewing expense detail.

This reduces the reimbursement amount to employee by the total amount of personal expenses.

![Report Totals](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Total</td>
<td>$5310.45</td>
</tr>
<tr>
<td>Less Personal Amount</td>
<td>$45.76</td>
</tr>
<tr>
<td>Amount Claimed</td>
<td>$5254.69</td>
</tr>
<tr>
<td>Amount Rejected</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
NOTE: Meal expenses must be marked as personal. Purdue University pays per diem (Travel Allowance or "fixed meals") and does not reimburse individual meal expenses.

Expense is marked as Personal Expense.

**Reduction to Expenses**

To create a reduction, select Reduction to Expenses to reduce the total expense report by a specific amount. This reduces the Amount and the Requested columns.

Type the amount as a negative number.

Add Comment explaining reduction

Click Save.

**Receipts**

Receipts are required for all expenses totaling $75.00 or more, and all lodging, airfare, and hospitality expenses.

Click expense to view details and click Attach Receipt, so it is matched with the expense type.
**Quick Reference Guide**

**Creating an Expense Report**

Browse to find your receipt or attach an image from the Receipt Store.

Click **Attach**.

Receipts attached at the Expense, contain the 📚 icon.

Expense detail includes Receipt Image tab.

Click **Receipts - Attach Receipt Images**, to attach other required documentation such as the approved travel waiver for any out-of-state travel.
When adding additional documentation enter a statement in Comment Box located in Report Header, indicating required documentation is attached. (Report Header is located under the Details button.)

Allocations

Expenses must be allocated prior to submitting the expense report. All funding sources must be listed in the allocations screen.

Assign Allocations

If different sources for funding are being used for each expense, allocate each expense individually.

Select expense and click Allocate.

If all expenses are being allocated uniformly, click check box at the top of Expenses list to select all of the Expenses on the Expense Report.

Select Allocate in the right hand box.
If allocating all expenses to one account, enter **Account Assignment**.

If multiple accounts are paying for trip expenses, click **Add New Allocation and Allocate By** percentage or dollar amount. Enter corresponding account assignment information.

Review totals in upper right for 100% allocation. Click **Save**.

Click **OK**.

Click **Done**.
Review Allocation Summary

To view Allocation totals, under Details click Allocations.

Select Summary from the View drop-down under the Expense List.

The Allocation Summary is displayed.

Once expenses are allocated, the Allocation Icon 📊 is viewable. Expenses marked “Personal Expense” will not contain the Allocation Icon.

Review Report Details

Review report to ensure that all exceptions have been cleared and that all expenses have been accounted for in the detail.
Select **Report Header** from the **Details** button to review/edit Report Header information. Add comments, if applicable.

**NOTE:** If COVID-19 related, you must include comments in the Comment box of the Report Header. For example, travel went virtual due to COVID or travel canceled due to COVID.

Select **Totals** from the **Details** button to review **Amount due Employee** and other Disbursement detail.

Select **Expenses & Adjustments** to review **Fixed Meals** (subsistence).

In the event the itinerary was missed and no travel allowance was generated, click **Details** and select **New Itinerary**.

### Submit Expense Report

Once the expense report is complete, click **Submit Report**.

Click **Accept & Submit**.

### Final Review

**User Submit**

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Purdue University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.

2. All required receipt images have been attached to this report.

3. I have not resolved, nor will I receive, reimbursement from any other source(s) for the expenses claimed.

4. 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 Purdue University in full for those expenses.
Report Totals are displayed, after Accept & Submit is clicked.

If the expense report is completed by delegate on behalf of a traveler, click Notify Employee.

An e-mail is sent immediately to the employee.

NOTE: The traveler must submit his/her own original Expense Report.

**Report Approvals**

The traveler and their delegates receive several “changed status” e-mails:

- Fiscal Approval Approved
- In Accounting Review (Central Travel Office Approval)
- Expense Report is Extracted (Approved and being prepared for disbursements – payment status is set to “Paid”)

[Image of Concur interface showing report details and approval status]

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Expense report statuses are updated within the Expense tab.

Submitted reports will contain a description of where the report is awaiting approval.

To view reports which have been paid to the traveler, select Expense tab and click Report Library.

The default view will only display the last 30 days of submitted reports.

To view all reports, click View and select All Reports.