

## Creating an Expense Report Quick Reference Guide

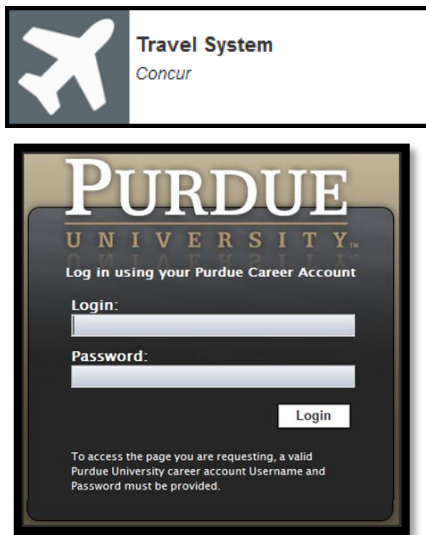
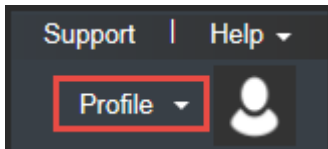
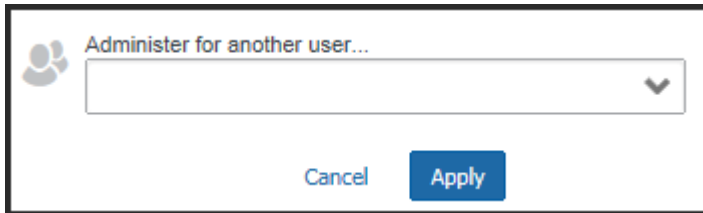
**Last Updated:** 03/01/2021

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/altered 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](#)

**Jump Links:** [Log in to Concur](#), [Creating the Expense Report](#), [Calculating Travel Allowance – Building an Itinerary](#), [Calculating Travel Allowance – Importing Itinerary from Booked Flight](#), [Smart Expenses – Importing Travel Card Charges](#), [Review and Edit Exceptions – Travel Card Charges](#), [ATM Cash Advance – Travel Card](#), [Meal Expenses – Travel Card](#), [New Expenses](#), [Personal Car Mileage](#), [Hotel](#), [Fixed Meal Expense](#), [Personal Expense](#), [Reduction to Expenses](#), [Receipts](#), [Allocations](#), [Review Report Details](#), [Submit Expense Report](#), [Report Approvals](#)


Log In To Concur	
<p>Go to the <b>OneCampus</b> portal.</p> <p>Choose <b>Travel System (Concur)</b>.</p> <p>Log in using <b>Purdue Career Account ID</b> and <b>BoilerKey</b> passphrase.</p> <p>Click <b>Login</b>.</p>	<p><a href="http://www.purdue.edu/employeeportal">www.purdue.edu/employeeportal</a></p> 
<p>If creating on behalf of another traveler, click <b>Profile</b>.</p>	
<p>Under <b>Administer for another user...</b> select user name from drop-down menu, or search by entering name.</p> <p>Click <b>Apply</b>.</p>	

## 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

Click **Requests**.

SAP Concur  **Requests** Travel Expense Approvals Reporting ▾ App Center

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

Trip from Indianapolis to Houston	76FR	Approved	05/15/2015	01/22/2015	\$562.88	\$562.88	\$562.88	<b>Expense</b>
			05/16/2015					

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.

Create a New Expense Report

Report Header

Report Name Trip from Indianapolis to Houston	Report Date 01/28/2015	Policy US Expense Policy	Purpose of Travel Conferences-Administrat	Travel Start Date 05/15/2015
Travel End Date 05/16/2015	Comment			
<input type="checkbox"/> Fiscal or Campus Approver	Campus West Lafayette	Traveler Type Employee (EMP)	Travel Type Out of State	Account Assignment (21010000/2004003000/Non
Approver Object	If personal travel is included, list dates			

Requests

<input type="checkbox"/> Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input checked="" type="checkbox"/> Trip from Indianapolis to Houston	76FR	No	\$562.88	\$562.88	\$562.88

Add Remove

Click **Next>>**.

**Next >>** Cancel

### Blank Report – No Travel Request

Click **Expense**.

CONCUR Requests Travel **Expense** Approvals App Center

Click **Create New Report**.

**+**  
**Create New Report**

Complete all required fields on the **Report Header**. All required fields are noted with a heavy red bar.

## Create a New Expense Report

### Report Header

Report Name <div></div>	Report Date 01/28/2015	Policy US Expense Policy	Purpose of Travel <div></div>	Travel Start Date <div></div>
Travel End Date <div></div>	Comment <div></div>			
<input type="checkbox"/> Fiscal or Campus Approver	Campus West Lafayette	Traveler Type <div></div>	Travel Type <div></div>	Account Assignment <div></div>
Approver Object <div></div>	If personal travel is included, list dates <div></div>			

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

### Account Assignment

**NOTE:** Use the primary and most restrictive account assignment. If all accounts are equally restrictive, list the account that is paying for the majority.

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.

Click **Next >>**,

## 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

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip from Indianapolis to Houstc Selection: USGSA

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Depart from (city):

Date:

Time:

Arrive in (city):

Date:

Time:

Click **Save** and repeat above steps for return travel.

Save

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.

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip from Indianapolis to Houstc Selection: USGSA

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
West Lafayette, Indiana 05/15/2015 08:00 AM	Houston, Texas 05/15/2015 02:00 PM	HARRIS COUNTY, US-TX,...
Houston, Texas 05/16/2015 05:00 PM	West Lafayette, Indiana 05/16/2015 11:00 PM	TIPPECANOE COUNTY, U...

New Itinerary Stop

Depart from (city): West Lafayette, Indiana

Date:

Click **Next>>**.

Go to Single Day Itineraries Next >> Cancel

Example of Itinerary that includes multiple business locations for subsistence:

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Indianapolis, Indiana 11/19/2012 10:54 AM	Newark apt, New Jersey 11/19/2012 12:59 PM	ESSEX COUNTY, US-NJ, US
<input type="checkbox"/>	Newark apt, New Jersey 11/19/2012 3:00 PM	Orlando, Florida 11/19/2012 6:00 PM	ORANGE COUNTY, US-FL, US
<input type="checkbox"/>	Orlando, Florida 11/23/2012 2:20 PM	Miami, Florida 11/23/2012 3:25 PM	MIAMI-DADE COUNTY, US-FL,...
<input type="checkbox"/>	Miami, Florida 11/23/2012 6:55 PM	Indianapolis, Indiana 11/23/2012 9:45 PM	MARION COUNTY, US-IN, US

The **Assigned Itinerary** is displayed.

Click **Next>>**.

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

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip from Indianapolis to Houston				
West Lafayette, Indiana	05/15/2015 08:00 AM	Houston, Texas	05/15/2015 02:00 PM	HARRIS COUNTY, US-TX, US
Houston, Texas	05/16/2015 05:00 PM	West Lafayette, Indiana	05/16/2015 11:00 PM	TIPPECANOE COUNTY, US-IN...

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous **Next >>**

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.

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/15/2015 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25
<input type="checkbox"/>	05/16/2015 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

Click **Create Expenses**.

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

<< Previous **Create Expenses** Cancel

### 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**.

### Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

#### Itinerary Info

Itinerary Name: Trip from Indianapolis to Houston  
Selection: USGSA

Add Stop Delete Rows **Import Itinerary**

Departure City Arrival City Arrival Rate Location

No Itinerary Rows Found

#### New Itinerary Stop

Depart from (city)

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

Click **Import**.

### Select trips and charges to use to create this itinerary

<input type="checkbox"/>	Description	Start Date	End Date
<input type="checkbox"/>	Trip from Chicago to Nashville (2SOE5P)	12/08/2014 08:50...	12/09/2014 11:59...
<input type="checkbox"/>	Trip from Indianapolis to Houston (YXXLXT)	05/15/2015 08:30...	05/16/2015 11:59...
<input type="checkbox"/>	Holiday Inn	05/17/2015 11:59...	05/18/2015 11:59...
<input type="checkbox"/>	Trip from Indianapolis to Houston (DNNOGK)	05/21/2015 08:30...	05/22/2015 11:59...
<input type="checkbox"/>	Trip from Indianapolis to Houston (TZFFFU)	07/15/2015 08:00...	07/16/2015 11:59...
<input type="checkbox"/>	Preferred Hotels	07/21/2015 11:59...	07/22/2015 11:59...

Import

Cancel

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

Click **Next**.

### Travel Allowances For Report: Trip from Indianapolis to Orlando

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

#### Itinerary Info

Itinerary Name: Trip from Indianapolis to Orlando  
Selection: USGSA

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Indianapolis, Indiana 02/03/2014 08:38 AM	Chicago O'Hare Internation... 02/03/2014 08:52 AM	COOK COUNTY, US-IL, US
<input type="checkbox"/>	Chicago O'Hare Internation... 02/03/2014 10:36 AM	Orlando, Florida 02/03/2014 02:11 PM	ORANGE COUNTY, US-FL, US
<input type="checkbox"/>	Orlando, Florida 02/04/2014 03:00 PM	Philadelphia, Pennsylvania 02/04/2014 05:23 PM	PHILADELPHIA COUNTY, US-P...
<input type="checkbox"/>	Philadelphia, Pennsylvania 02/04/2014 06:47 PM	Indianapolis, Indiana 02/04/2014 10:49 PM	MARION COUNTY, US-IN, US

#### New Itinerary Stop

Depart from (city)

Date

Time

Arrive in (city)

Date

The **Assigned Itinerary** is displayed.

Click **Next>>**.

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

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip from Indianapolis to Houston				
West Lafayette, Indiana	05/15/2015 08:00 AM	Houston, Texas	05/15/2015 02:00 PM	HARRIS COUNTY, US-TX, US
Houston, Texas	05/16/2015 05:00 PM	West Lafayette, Indiana	05/16/2015 11:00 PM	TIPPECANOE COUNTY, US-IN...

Available Itineraries

Current Itineraries

Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous **Next >>**

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.

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to Go

Exclude   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/15/2015 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25
<input type="checkbox"/>	05/16/2015 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

Click **Create Expenses**.

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

<< Previous **Create Expenses** Cancel

**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**.

Smart Expenses

**i** The selected items have been successfully imported as expenses.

☐ Never show this prompt again

**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**.

The screenshot shows the 'Expense Report' interface. At the top, there is a menu bar with 'New Expense', 'Quick Expenses', 'Import' (highlighted with a red box), 'Details', 'Receipts', and 'Print'. Below the menu, there is a section for 'Exceptions' with a table showing two entries for 'Fixed Meals' on 05/15/2015 and 05/16/2015, both for \$53.25. Below this is the 'Expenses' section with a table showing two entries for 'Fixed Meals' on 05/16/2015 and 05/15/2015, both for \$53.25. To the right of the 'Expenses' table is the 'Available Expenses' table, which lists various expenses with columns for 'Expense Detail', 'Expense', 'Source', 'Date', and 'Amount'. The 'Import' button is highlighted with a red box in the top right corner of the 'Available Expenses' table.

Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> U.S. Airways Indianapolis, IN	Airfare Expense		04/08/2013	\$465.80
<input type="checkbox"/> United Airlines Indianapolis, IN	Airfare Expense		04/12/2013	\$383.60
<input type="checkbox"/> United Airlines Indianapolis, IN	Airfare Expense		04/12/2013	\$482.60
<input type="checkbox"/> Southwest Airlines Middleton, WI	Airfare Expense		04/18/2013	\$234.30
<input type="checkbox"/> American Airlines Chicago O'Hare Intern...	Airfare Expense		04/22/2013	\$259.30

: 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.

The screenshot shows the 'Expense Report' interface. On the left, there are two sections: 'Meal Expense' with 'Cafe Monte, India' for \$45.76 and 'Office Supplies' with 'Office Warehouse' for \$68.23. On the right, there is the 'Available Expenses' table, which lists various expenses with columns for 'Expense Detail', 'Expense', 'Source', 'Date', and 'Amount'. The 'Enterprise New York-Joh...' entry is highlighted in green, and a '1 selected row' tooltip is visible below it.

Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> Courtyards Jamaica, NY	Hotel			
<input type="checkbox"/> Cafe Monte Jamaica, NY	Meal Expense			
<input type="checkbox"/> Office Warehouse Jamai...	Office Supplies			
<input type="checkbox"/> Cafe Monte Jamaica, NY	Meal Expense			
<input type="checkbox"/> Office Warehouse Jamai...	Office Supplies			
<input type="checkbox"/> Enterprise New York-Joh...	Car Rental			
<input checked="" type="checkbox"/> Enterprise New York-Joh...	Car Rental			
<input type="checkbox"/> Enterprise New York-Joh...	Car Rental			

## 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.

Exceptions			
Expense	Date	Amount	Exception
Airfare Expense	04/08/2013	\$465.80	! Missing required field: Class of Service.
Fixed Meals	05/15/2015	\$53.25	! Please go to the allocation screen for this entry and complete the allocation.

Expenses				
	Date	Expense	Amount	Requested
<b>Adding New Expense</b>				
<input type="checkbox"/>	05/16/2015	Fixed Meals Houston, Texas	\$53.25	\$53.25
<input type="checkbox"/>	05/15/2015	Fixed Meals Houston, Texas	\$53.25	\$53.25
<input type="checkbox"/>	07/09/2013	Car Rental National Car Rental, Nashville, Ter	\$214.52	\$214.52
<input type="checkbox"/>	04/08/2013	Airfare Expense U.S. Airways, Indianapolis, Indiana	\$465.80	\$465.80

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

Expenses				
	Date	Expense	Amount	Requested
<input type="checkbox"/>	05/16/2015	Fixed Meals Houston, Texas	\$53.25	\$53.25
<input type="checkbox"/>	05/15/2015	Fixed Meals Houston, Texas	\$53.25	\$53.25
<input type="checkbox"/>	07/09/2013	Car Rental National Car Rental, Nashville, Ter	\$214.52	\$214.52
<input checked="" type="checkbox"/>	04/08/2013	Airfare Expense U.S. Airways, Indianapolis, Indiana	\$465.80	\$465.80

The transaction date is greater than 60 days old. Please be more timely in your expense submission to avoid possible tax implications. Please go to the allocation screen for this entry and complete the allocation. Missing required field: Class of Service.

Expense		Available Receipts	
Expense Type	Airfare Expense	Transaction Date	04/08/2013
Ticket Number	0370175078233	Vendor	U.S. Airways
Class of Service	Business	City of Purchase	Indianapolis, Indiana
Payment Type	zNot Used-Corporate Carc	Purpose of Travel	Conferences-Administrat
Request	05/15/2015, \$345.70 - Tr	Vendor Name	U.S. Airways
First		Personal Expense (do not reimburse)	<input type="checkbox"/>

TOTAL AMOUNT: \$786.82      TOTAL REQUESTED: \$786.82

Save    Itemize    Allocate    Attach Receipt    Cancel

#### 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: >.

<input type="checkbox"/>	>	05/22/2013	Hotel Hilton Hotels,	\$3,621.57	\$3,621.57
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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.

The screenshot shows the 'Expenses' section with a table of transactions. The 'Itemization' panel on the right is open, showing a list of expense types. The 'Undefined' type is selected, and a warning message is displayed.

Date	Expense	Amount	Requested
05/22/2013	Hotel Hilton Hotels, Seattle, Washington	\$3,621.57	\$3,621.57
04/29/2013	Hotel	\$136.00	\$136.00
04/29/2013	Hotel Tax	\$17.00	\$17.00
04/29/2013	Parking	\$10.00	\$10.00
04/29/2013	Undefined	\$8.45	\$8.45
04/29/2013	Undefined	\$9.95	\$9.95
04/29/2013	Undefined	\$5.08	\$5.08
04/29/2013	Local Phone	\$0.45	\$0.45

**Warning Message:**  
The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.  
The transaction date is greater than 60 days old. Please be more timely in your expense submission to avoid possible tax implications.  
Please go to the allocation screen for this entry and complete the allocation.

**Itemization Panel:**  
Expense Type: Undefined  
Transaction Date: 04/29/2013  
Purpose of Travel: Conferences-Administrati  
Payment Type: zNot Used-Corporate Carc  
☐ Personal Expense (do not reimburse)

If the hotel charge was not imported itemized, click the hotel expense to see the details on the right and select **Add Itemization**.

Buttons: Save, Add Itemization, Attach Receipt, Cancel

## 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**.

The screenshot shows the 'Expenses' section with a table of transactions. The 'ATM Cash Advance' type is selected.

Date	Expense Type	Amount	Requested
01/03/2020	ATM Cash Advance	\$250.00	\$250.00

Click **Itemize** on the **ATM Cash Advance** expense type, in order to select the **Expenses** the cash was used for.

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

From the **Expense Type** drop-down, 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.

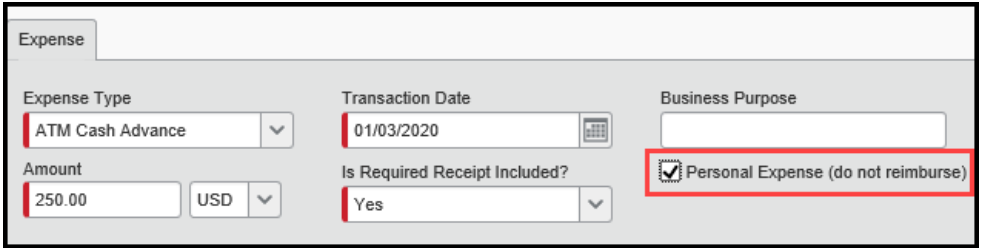

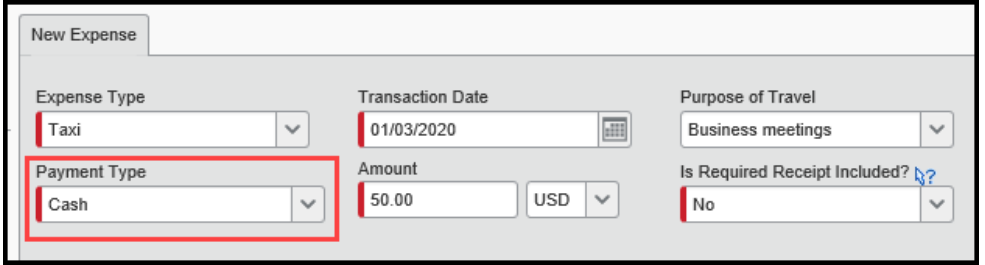
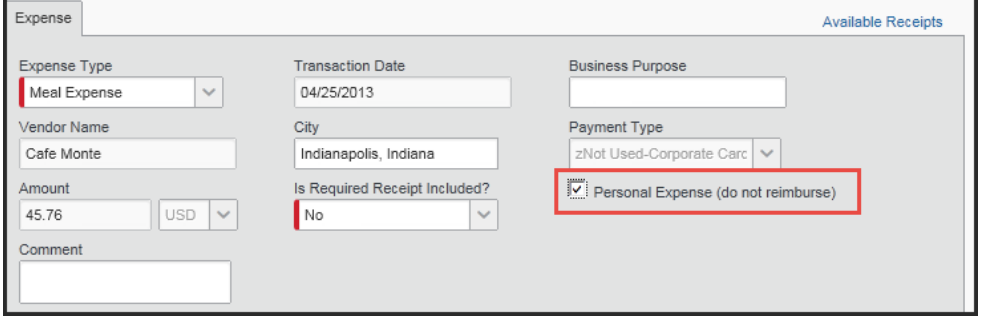
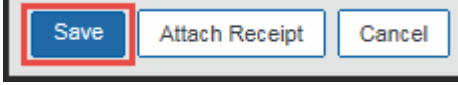
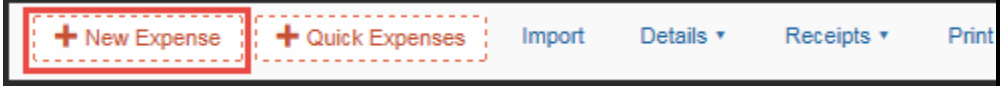
**Total Amount: \$250.00 | Itemized: \$250.00 | Remaining: \$0.00**

Click **Save**.

## 2. Mark ATM Cash Advance as Personal Expense

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

	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	01/03/2020	ATM Cash Advance	\$250.00	\$250.00

<p>Click the <b>Personal Expense</b> checkbox.</p>	
<p>Click <b>Save</b>.</p>	
<p>Follow the <a href="#">New Expenses</a> instructions to create expenses for the items for which the case was used.</p> <p>The <b>Payment Type</b> for these expenses should be <b>Cash</b>.</p>	
<p><b>Meal Expenses – Travel Card</b></p>	
<p>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 <a href="#">Subsistence</a> for more information.</p>	
<p>Select <b>Meal Expense</b> to view details.</p> <p>Check mark the <b>Personal Expense</b> box.</p>	
<p>Click <b>Save</b> (after completing each Expense Detail).</p>	
<p><b>New Expenses</b></p>	
<p>For charges made outside the system or not associated with the Travel Card, click <b>New Expense</b>.</p>	

Select **Expense Type** by scrolling through list, or type **Expense** in Search box.

New Expense Available Receipts

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

**Recently Used Expense Types**

- Meal Expense
- Car Rental
- Personal Car Mileage

**All Expense Types**

<b>Airfare</b>	<b>Mileage</b>
Airfare Expense	Personal Car Mileage
Airfare Ticket Tax	<b>Misc Trip Expenses</b>
Airline Baggage Fees	Copying
Airline Fees	Health and Immunization
Booking Fees	International Change Fees
Chartered Airfare	Laundry
PU Airplane	Materials
<b>Cash Advance</b>	Meetings
ATM Cash Advance	Membership Dues
Cash Advance Card Fee	Miscellaneous
<b>Communications</b>	Office Supplies
Cellular Phone	Passport Fees
Internet Fees	Postage / Shipping
Local Phone	Seminar Fees

**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.

New Expense Available Receipts

Expense Type: Car Rental

Transaction Date: 04/25/2013

Vehicle Class:

Number of days the vehicle was rented:

Purpose of Travel: Conferences-Administrative

Vendor:

City: Indianapolis, Indiana

Payment Type: Cash

Amount:  USD

Is Required Receipt Included? No

☐ Personal Expense (do not reimburse)

Comment:

Request: 05/15/2015, \$85.18 - Trip

Buttons: Save, Allocate, Attach Receipt, Cancel

Select **Attach Receipt** to attach required receipt, if applicable.

Click to view detailed [Receipt Requirement](#) information.

Buttons: Save, Allocate, Attach Receipt, Cancel

Click **Save**.

Buttons: Save, Allocate, Attach Receipt, Cancel

## Personal Car Mileage

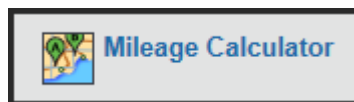
If traveler drove to several locations, s/he may have more than one **Personal Car Mileage Expense**. Create mileage for all stops to ensure the most accurate mileage reimbursement.

Enter **Transaction Date** and **Purpose of Travel**.

Select appropriate **Rate**. **IRS Federal Rate Vehicle** is default.

Select **State Rate** if traveling on State funded grants.

Click **Mileage Calculator**.



Type addresses for A, B and/or C **Waypoints**.

Select **Make Round Trip**, if applicable.

Choose **Suggested Route** under **Directions**.

Click **Add Mileage to Expense**.

Click **Save**.

Repeat above steps for each leg to be reimbursed.

## 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.

The 'New Expense' form is displayed with the following fields and values:

- Expense Type:** Fixed Meal Expense (selected from a dropdown)
- Transaction Date:** 05/15/2015
- Business Purpose:** (empty field)
- Vendor Name:** (empty field)
- City:** Houston, Texas
- Payment Type:** Cash (selected from a dropdown)
- Amount:** 80.00 USD
- Is Required Receipt Included?:** No
- Comment:** Limited to \$40 per day for meals and incidentals.

Click **Save**.

The action buttons are: **Save**, **Allocate**, **Attach Receipt**, and **Cancel**. The **Save** button is highlighted with a red border.

## 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.

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.

The 'Expense' form is displayed with the following fields and values:

- Expense Type:** Meal Expense (selected from a dropdown)
- Transaction Date:** 04/25/2013
- Business Purpose:** (empty field)
- Vendor Name:** Cafe Monte
- City:** Indianapolis, Indiana
- Payment Type:** zNot Used-Corporate Card (selected from a dropdown)
- Amount:** 45.76 USD
- Is Required Receipt Included?:** No
- Comment:** (empty field)
- Personal Expense (do not reimburse):** ☒ (checked)


Select **Totals** from **Details** to view expense report totals and disbursement.



The 'Report Totals' window displays the following totals:

Expense Report	
Report Total :	\$5,310.45
Less Personal Amount :	\$45.76
Amount Claimed :	\$5,264.69
Amount Rejected :	\$0.00



**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**.


Expenses				
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	05/16/2015 	Fixed Meals Houston, Texas	\$53.25	\$53.25
<input type="checkbox"/>	05/15/2015 	Fixed Meals Houston, Texas	\$53.25	\$53.25
<input type="checkbox"/>	04/25/2013   	Meal Expense Cafe Monte, Indianapolis, Indiana	\$45.76	\$0.00

## 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

Expense Type <b>Reduction to Expenses</b> ▾	Transaction Date 05/15/2015 	Business Purpose <input type="text"/>
Vendor Name <input type="text"/>	City Houston, Texas	Payment Type Cash ▾
Amount <input type="text"/> USD ▾	Is Required Receipt Included? No ▾	<input type="checkbox"/> Personal Expense (do not reimburse)
Comment <input type="text"/>		

Click **Save**.

<b>Save</b>	Itemize	Allocate	Attach Receipt	Cancel
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## 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.

<b>Save</b>	Add Itemization	<b>Attach Receipt</b>	Cancel
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**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.

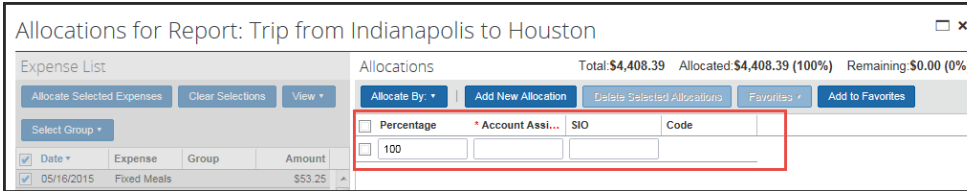
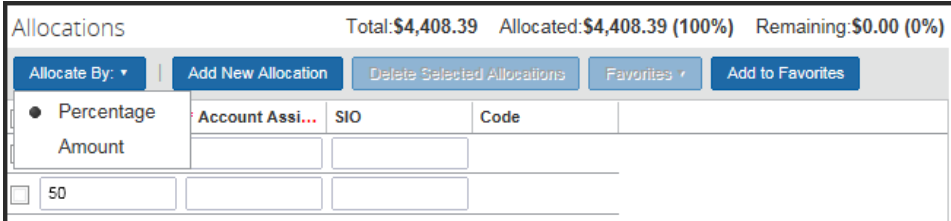

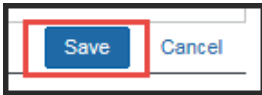
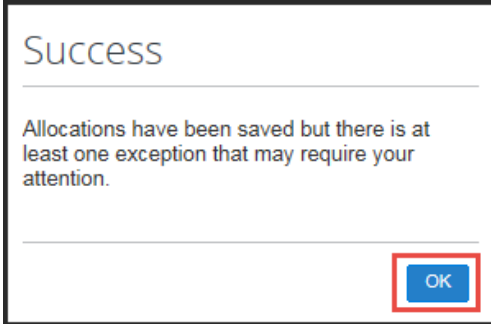
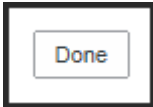
## Assign Allocations

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.

<p>If allocating all expenses to one account, enter <b>Account Assignment</b>.</p>	
<p>If multiple accounts are paying for trip expenses, click <b>Add New Allocation</b> and <b>Allocate By</b> percentage or dollar amount.</p> <p>Enter corresponding account assignment information.</p>	
<p>Review totals in upper right for 100% allocation.</p>	
<p>Click <b>Save</b>.</p>	
<p>Click <b>OK</b>.</p>	
<p>Click <b>Done</b>.</p>	

## Review Allocation Summary

To view Allocation totals, under **Details** click **Allocations**.

Details ▾ Receipts ▾ Print ▾

**Report**

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

**Cash Advances**

- Available
- Assigned

**Allocations**

- Allocations**

**Travel Allowances**

- New Itinerary
- Available Itineraries
- Expenses & Adjustments

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

Allocations for Report: Trip from India

Expense List

Allocate Selected Expenses Clear Selections View ▾ Allocate


Select Group ▾

☐ Date ▾ Expense Group Amount

View All Summary

The **Allocation Summary** is displayed.

Allocation Summary			<input type="checkbox"/> x
Account Assignment	SIO	Amount	
(21010000/2001010000/None) General Operatingl...		\$2,204.05	
(21010000/2004032000/5200011585) General Op...		\$2,204.34	

Once expenses are allocated, the **Allocation Icon**  is viewable. Expenses marked "Personal Expense" will not contain the **Allocation Icon**.

<input type="checkbox"/>	05/15/2015	Fixed Meals Houston, Texas	\$53.25	\$53.25
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## 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**.

Delete Report

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 received, 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.

Accept & Submit

**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.

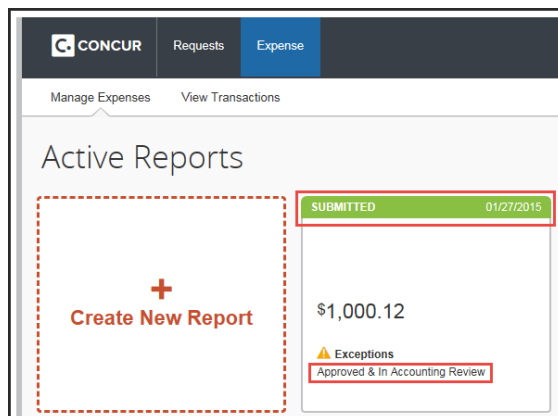
## Report Approvals

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

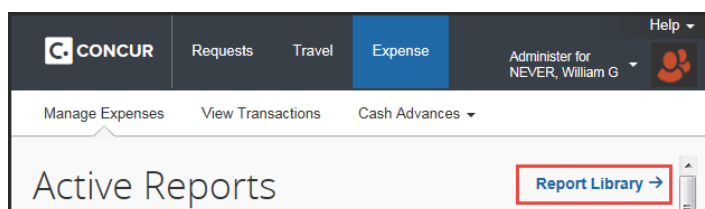
- **Fiscal Approval Approved**
- **In Accounting Review** (Central Travel Office Approval)
- **Expense Report is Extracted** (Approved and being prepared for disbursements – payment status is set to “Paid”)

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**.

