Creating an Expense Report Quick Reference Guide

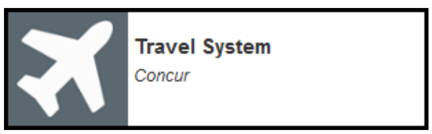
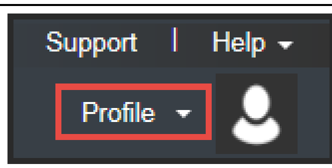
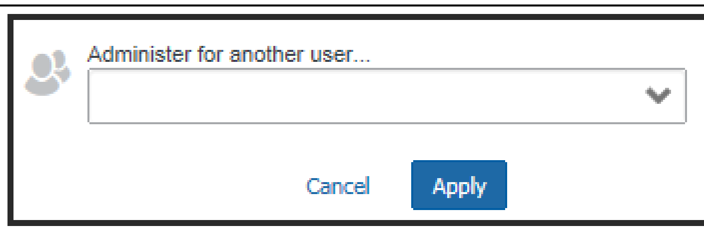
Last Updated: 03/01/2021

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	
Go to the **OneCampus** portal. Choose **Travel System (Concur)**. Log in using **Purdue Career Account ID** and **BoilerKey passphrase**. Click **Login**.	www.purdue.edu/employeeportal  
If creating on behalf of another traveler, click **Profile**.	
Under **Administer for another user…** select user name from drop-down menu, or search by entering name. Click **Apply**.	

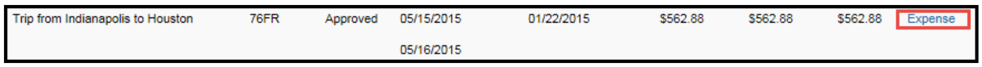
Creating an Expense Report

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

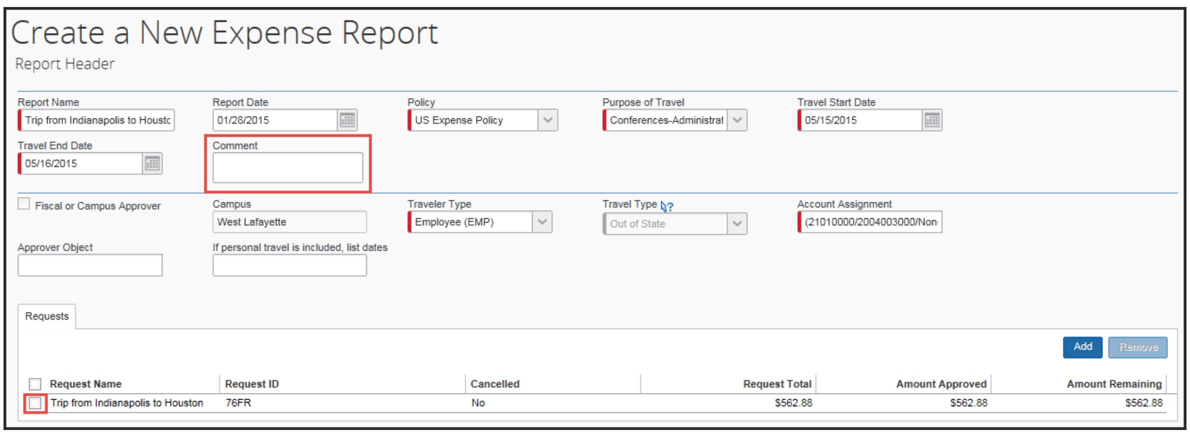
Click **Requests**.

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

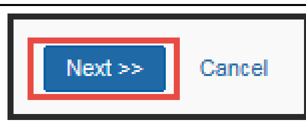


Information from the Travel Request Header is transferred to the **Expense Report Header**.

- ✓ 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.

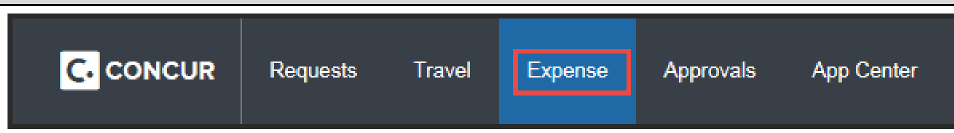


Click **Next>>**.



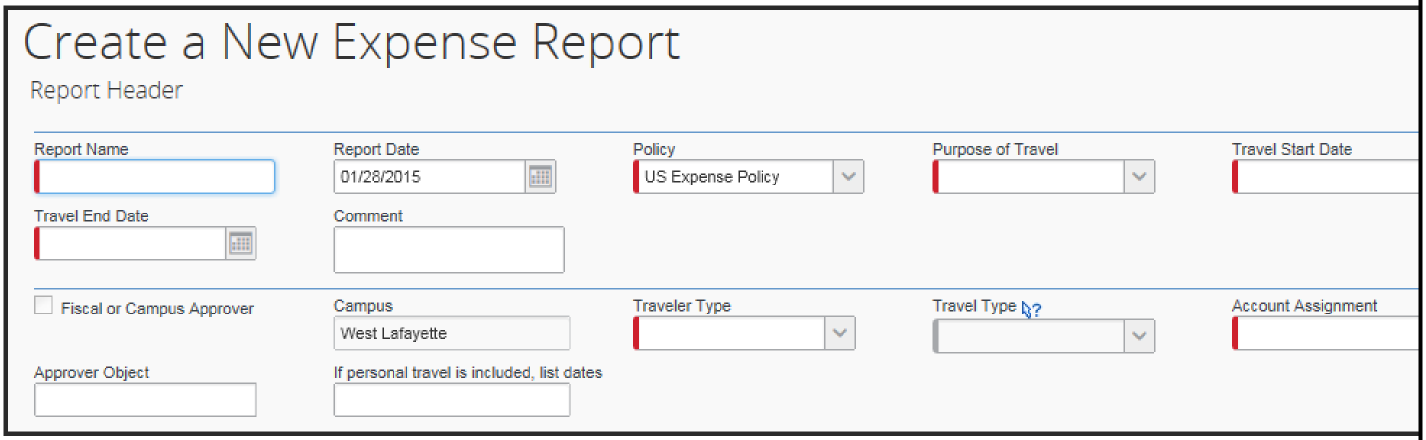
Blank Report – No Travel Request

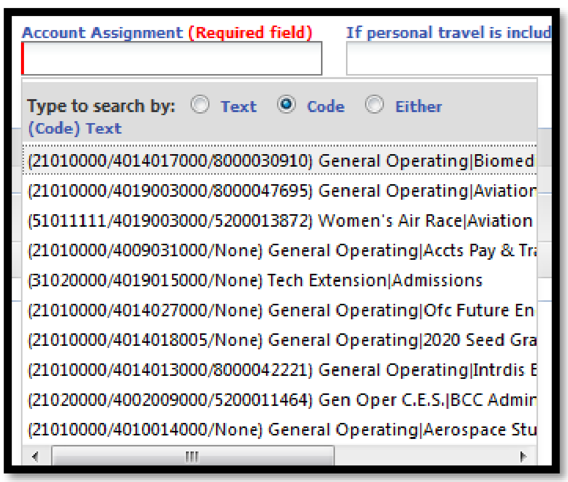
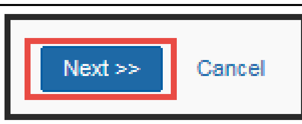
Click **Expense**.



Click **Create New Report**.

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



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

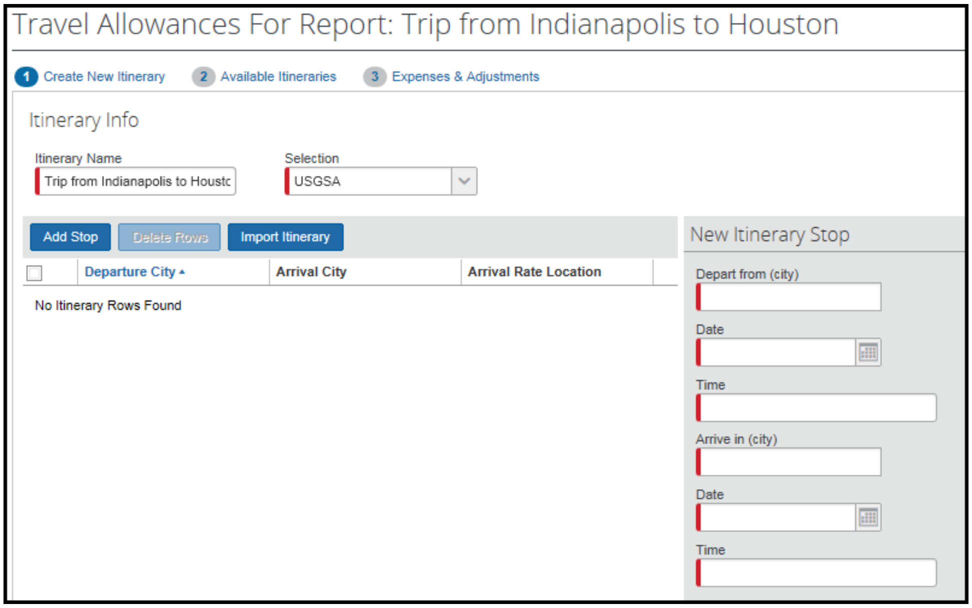
If subsistence is limited (below the CONUS rates) click **Cancel**. Enter the limited amount by following the Fixed Meal Expense instructions in this document.

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:

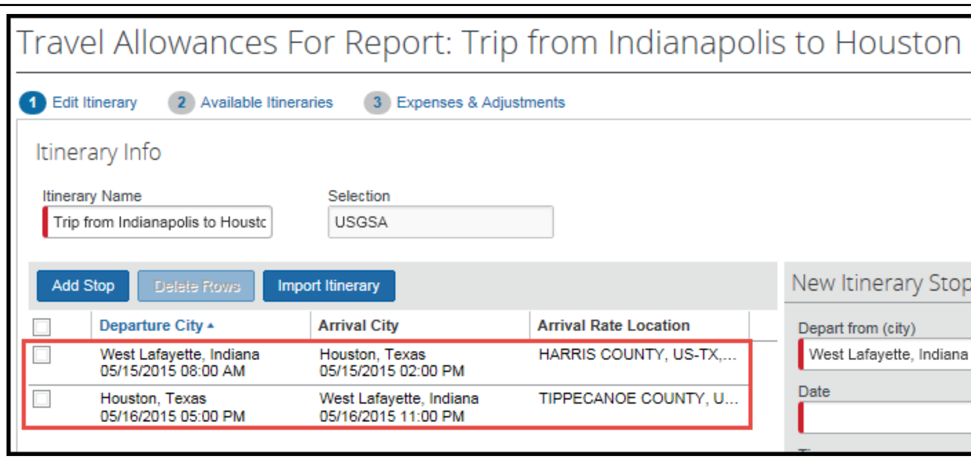
- **Departure from (city)**
- **Date** of departure
- **Time** of departure
- **Arrive in (city)**
- **Date** of arrival
- **Time** of arrival

NOTE: Layovers are not to be included as itinerary stops

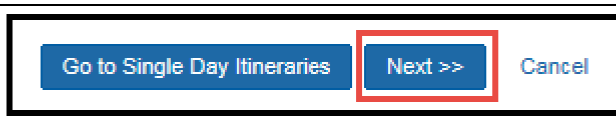


Click **Save** and repeat above steps for return travel.

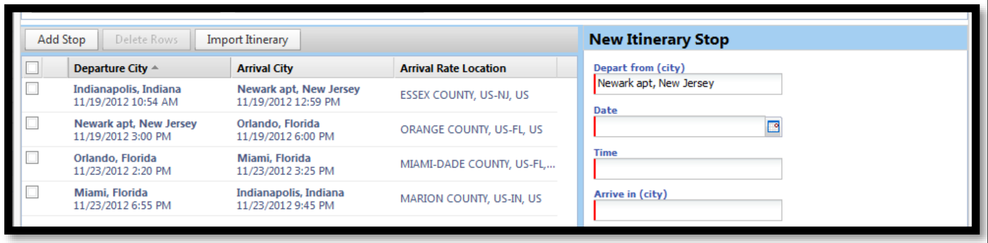
The two lines itinerary stops displayed to the right indicate subsistence will be calculated according to CONUS rates for Houston, Texas for the dates entered.



Click **Next>>**.



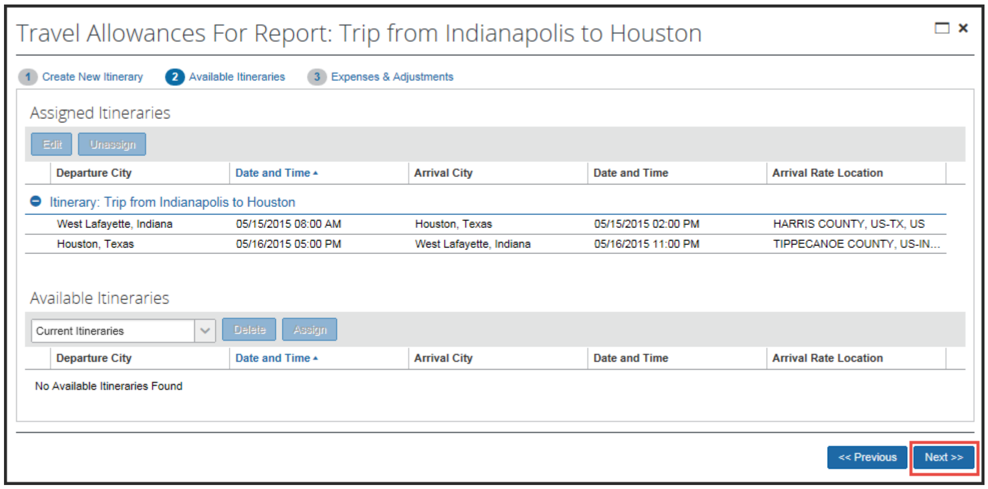
Example of Itinerary that includes multiple business locations for subsistence:



The **Assigned Itinerary** is displayed.

Click **Next>>**.

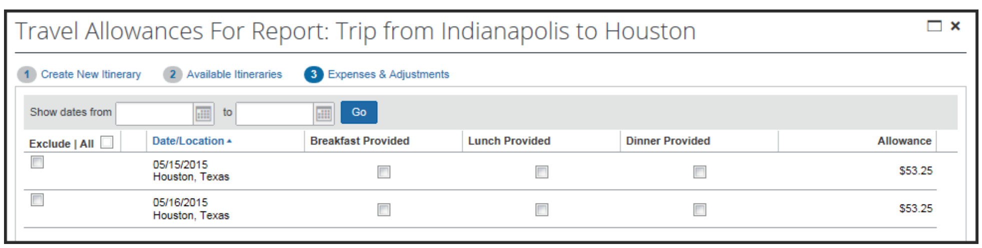
***If changes are required, click the displayed Itinerary and select **Edit**.*



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.

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



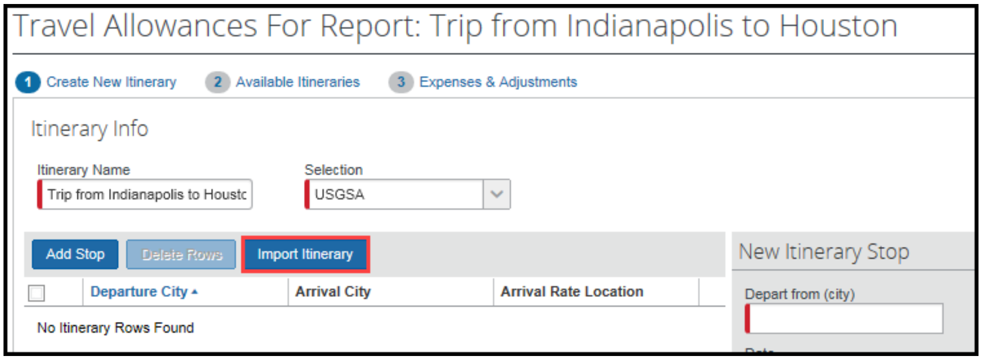
Click **Create Expenses**.

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

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

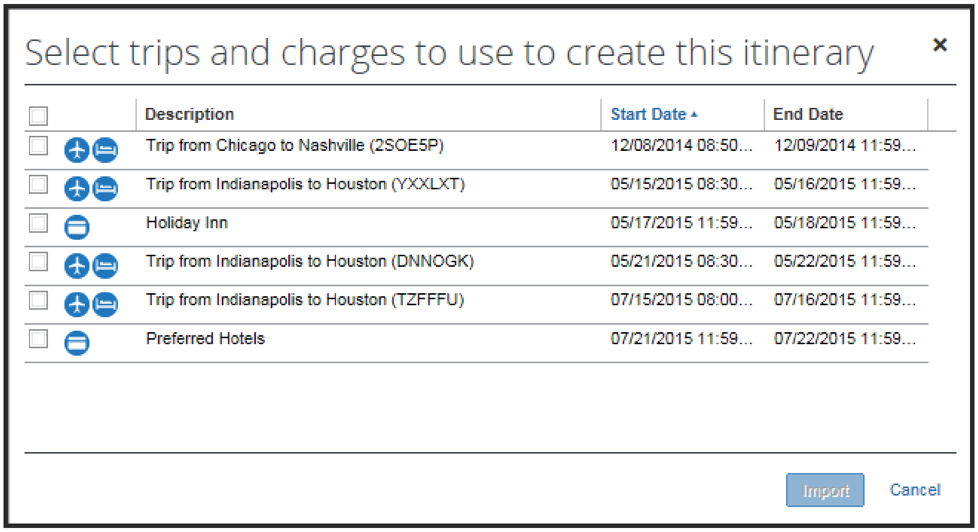
For travel that includes a booked flight in Concur, the itinerary can be imported. (Assuming the business location is part of the flight itinerary.)

Click **Import Itinerary**.



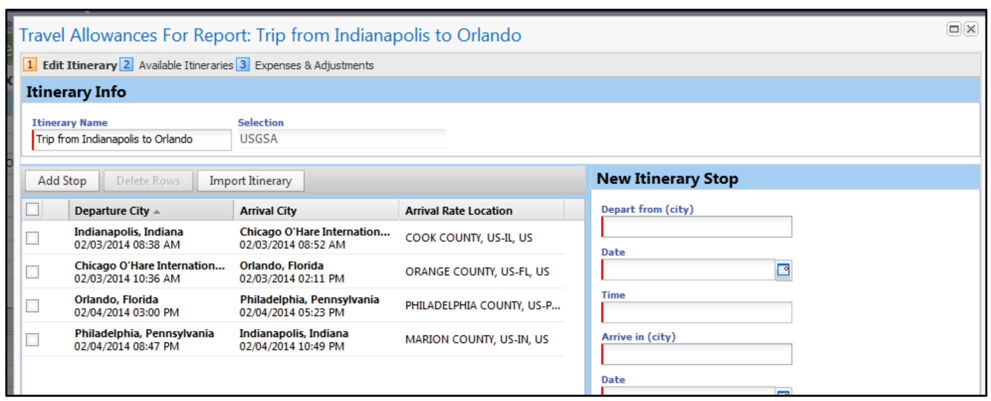
Choose the **Description** and **Dates** that match the trip for which you are preparing an expense report.

Click **Import**.



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

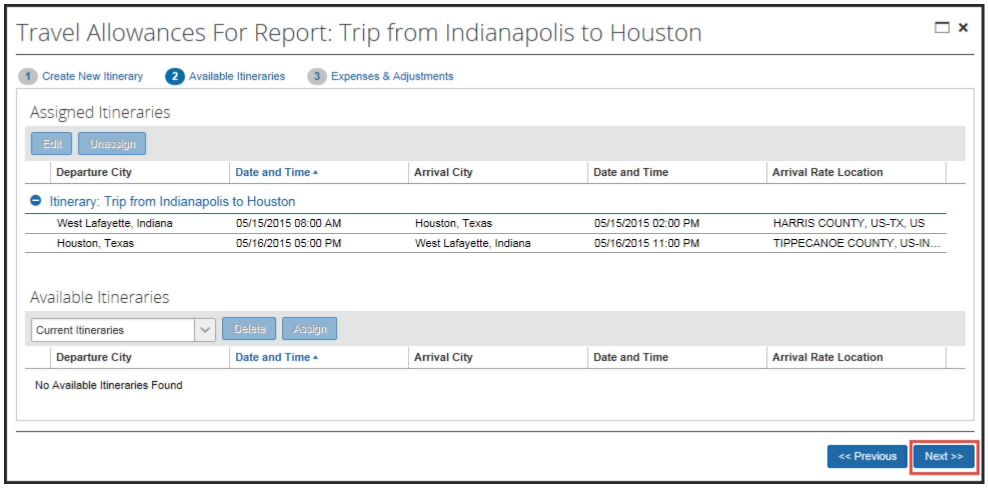
Click **Next**.



The **Assigned Itinerary** is displayed.

Click **Next>>**.

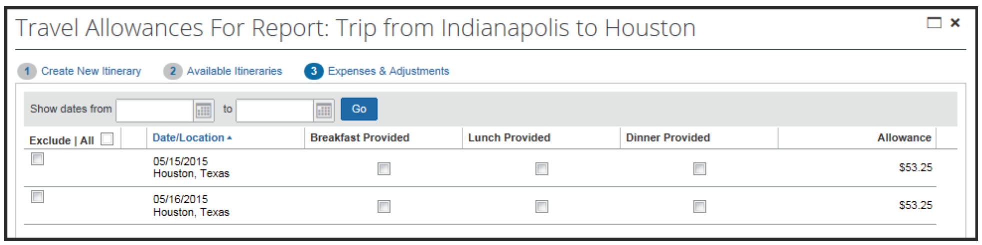
If changes are required, click the displayed Itinerary and select Edit.



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.



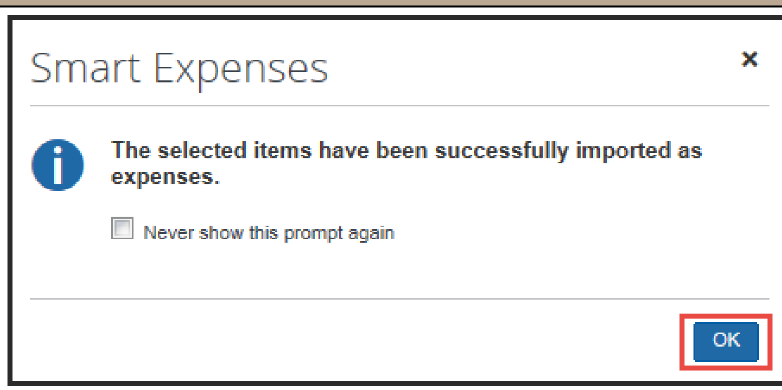
Click **Create Expenses**.

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

Smart Expenses – Importing Travel Card Charges

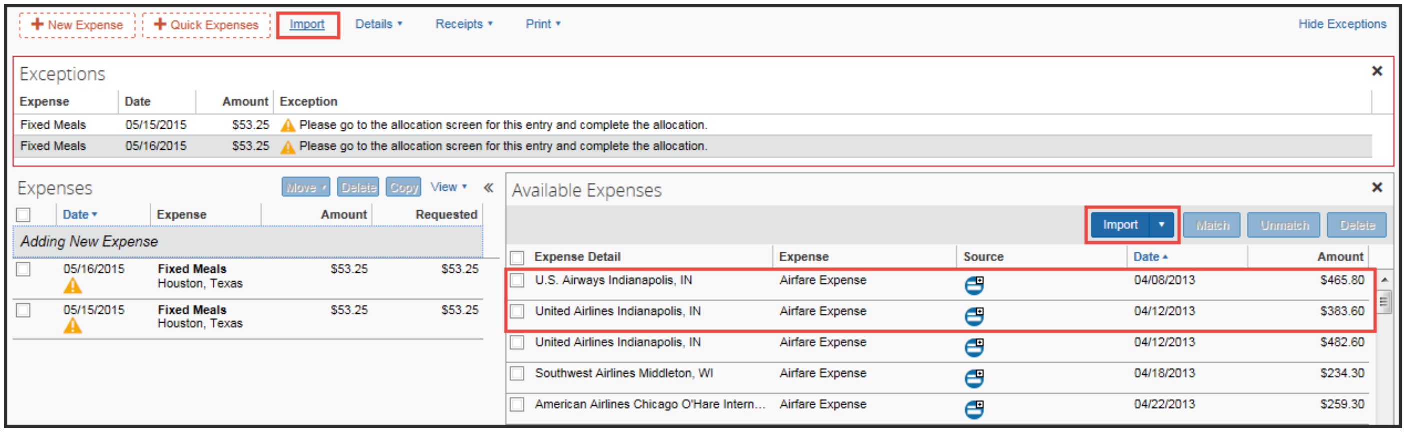
Smart Expenses (charges made to the Travel Visa Card) are automatically imported into the expense report, when applicable. These charges usually match the booked segments in the travel request.

Click **OK**.



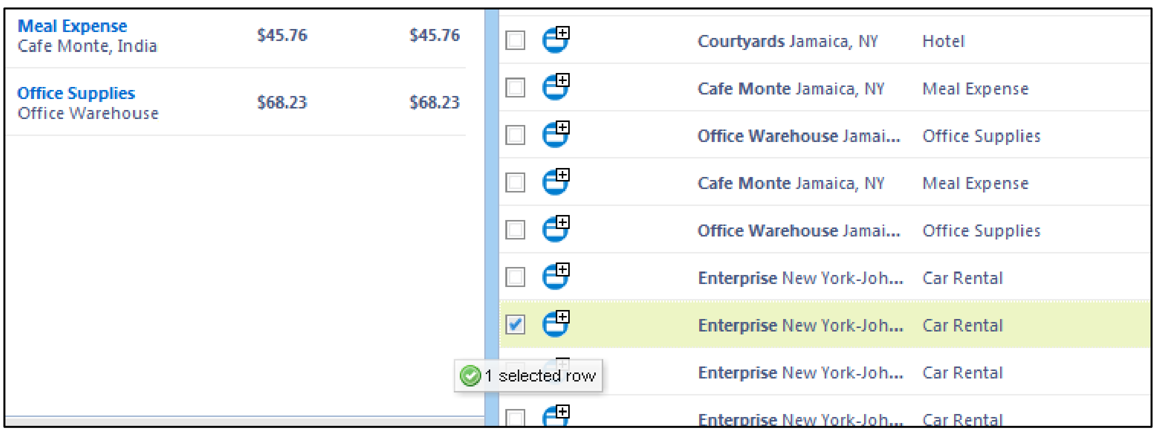
The **Expense Report** will open, with the Travel Card charges already listed on the left side.

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.

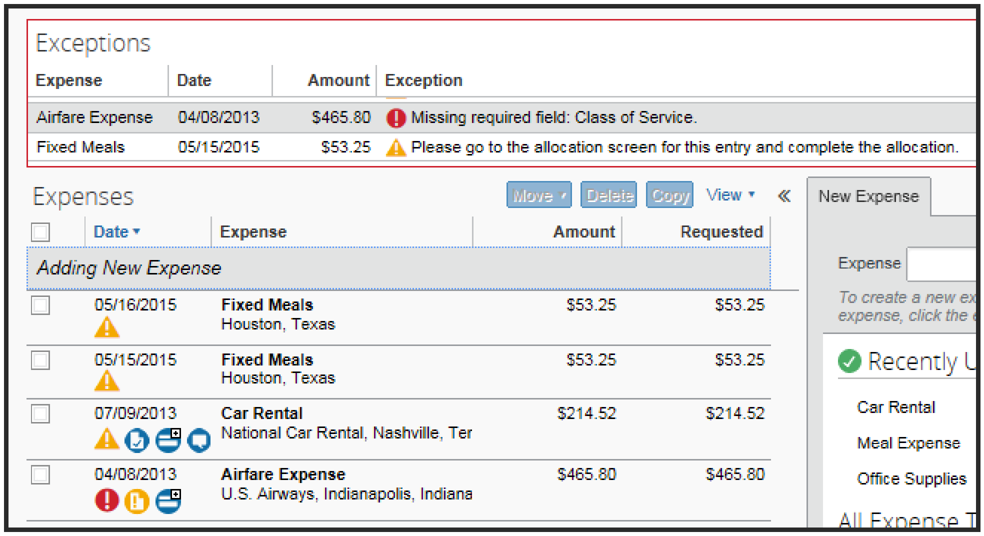


Review and Edit Exceptions – Travel Card Charges

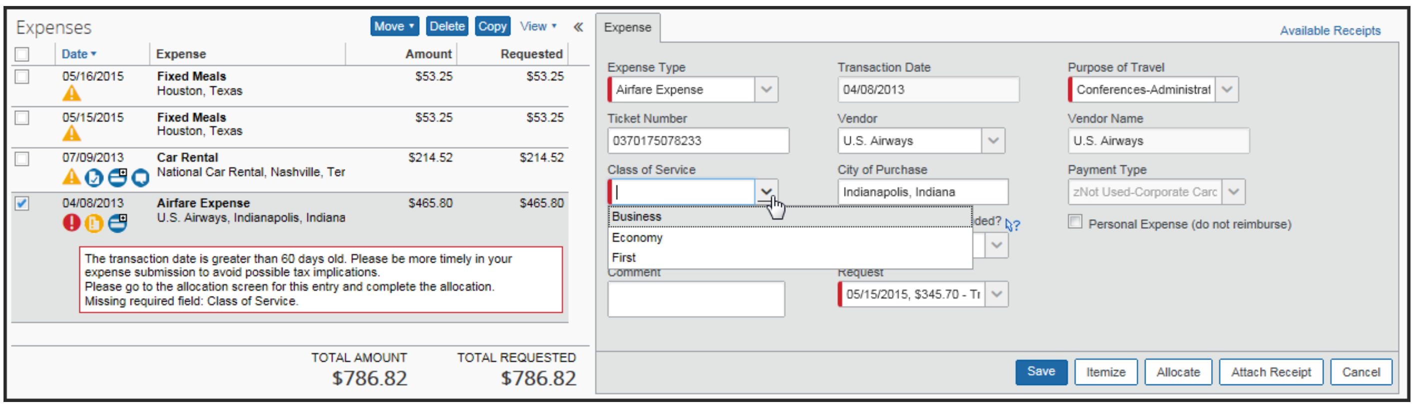
Each expense has a number of icons displayed.	= Travel Visa Card charge = E-Receipt = Receipt attached = Comment stated about expense = Receipt Required = Exception = Alert

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.



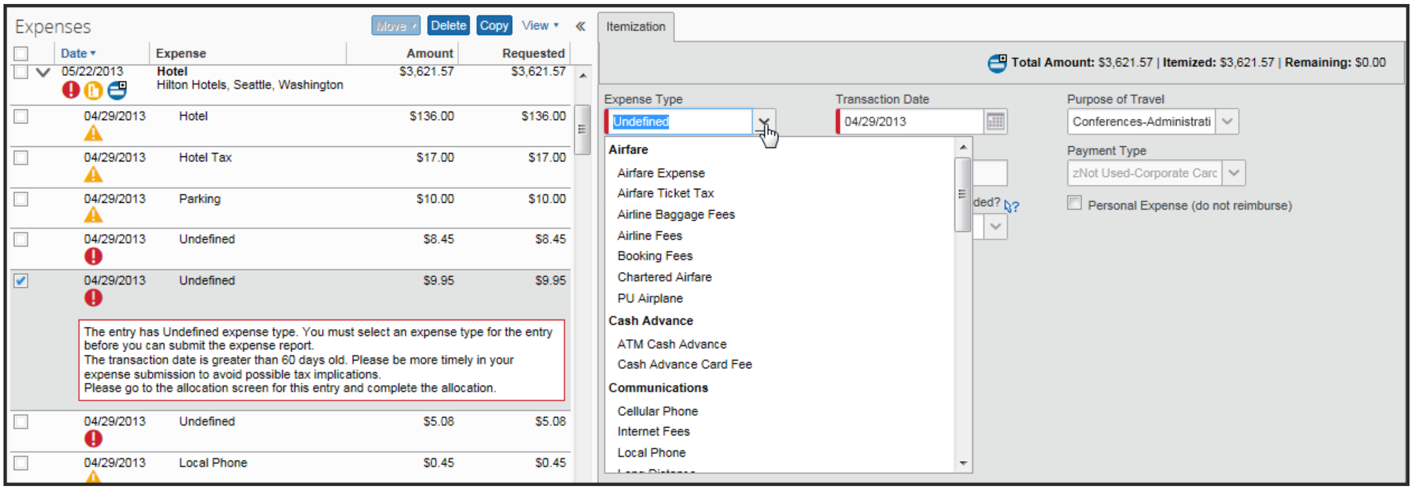
Helpful Hints:

- **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.

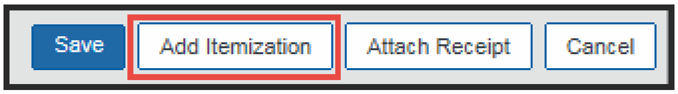
Review **Hotel Expense itemization**, if applicable.

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**.

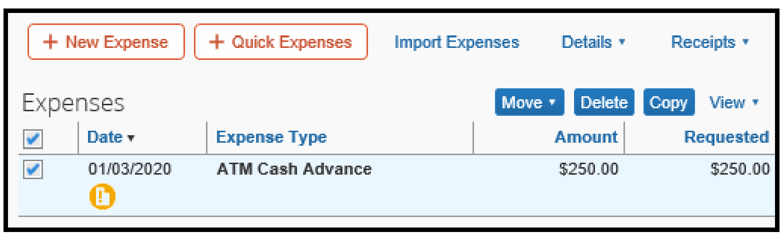


ATM Cash Advance – Travel Card

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

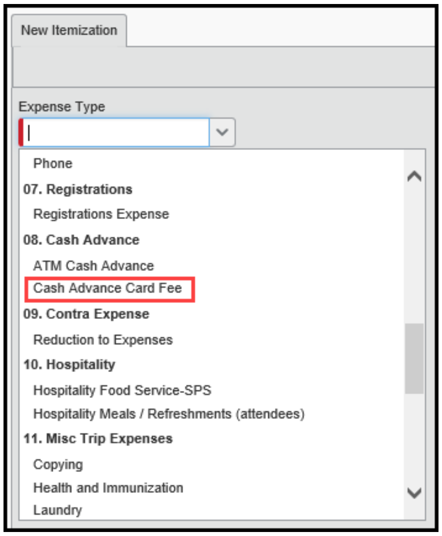
1. Itemize ATM Cash Advance

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

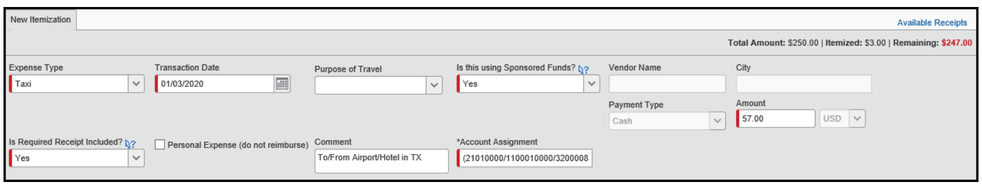


Click **Itemize** on the **ATM Cash Advance** expense type, in order to select the **Expenses** the cash was used for.

From the **Expense Type** drop-down, select **Cash Advance Card Fee** to list fee separately.

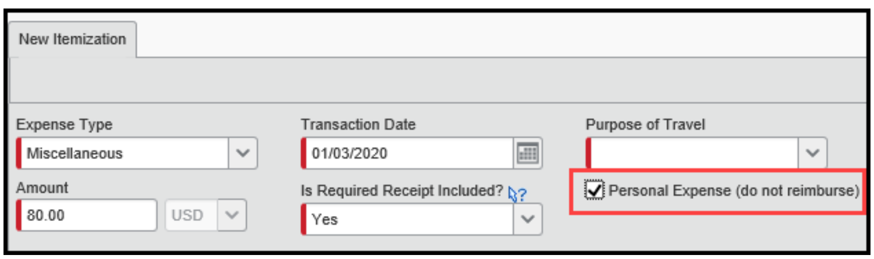


Select appropriate expense types for the rest of the cash, and complete required fields.



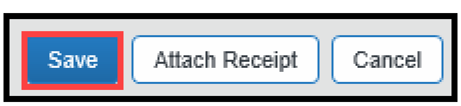
Select the **Miscellaneous** Expense Type for remaining unused cash.

Click the **Personal Expense** checkbox.



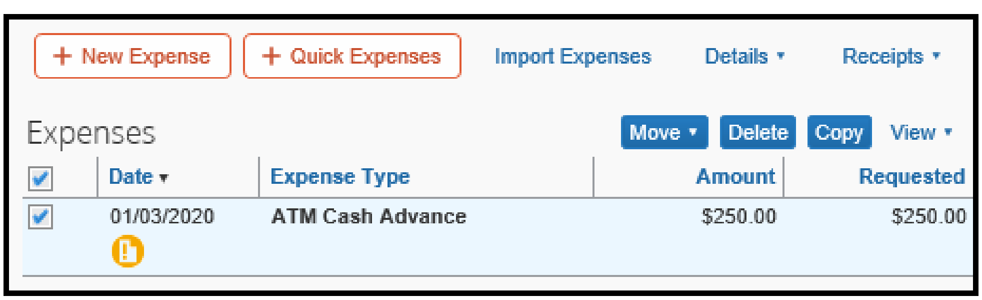
Ensure that the entire ATM Cash Advance Amount has been itemized and the **Remaining** total is $0.00.

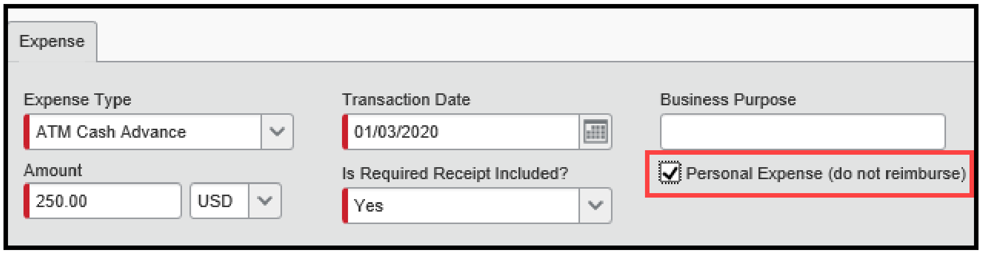
Click **Save**.

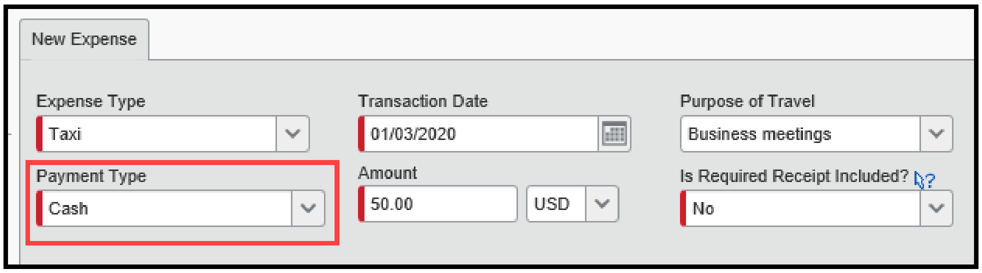


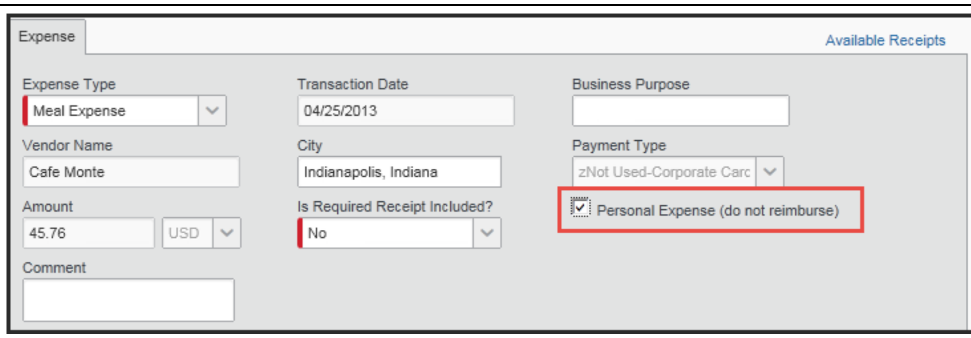
2. Mark ATM Cash Advance as Personal Expense

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

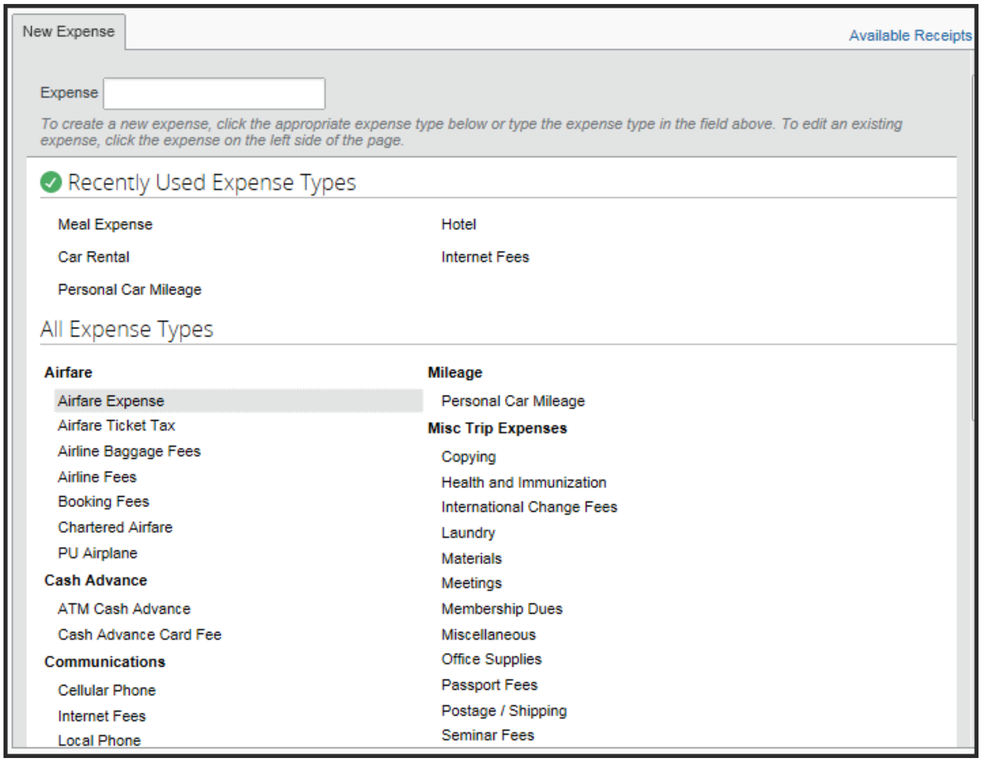


<table>
<tr><td>Click the Personal Expense checkbox.</td><td>
</td></tr>
<tr><td>Click Save.</td><td>
</td></tr>
<tr><td>Follow the New Expenses instructions to create expenses for the items for which the case was used.

The Payment Type for these expenses should be Cash.</td><td>
</td></tr>
<tr><td colspan="2">Meal Expenses – Travel Card</td></tr>
<tr><td colspan="2">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.</td></tr>
<tr><td>Select Meal Expense to view details.

Check mark the Personal Expense box.</td><td>
</td></tr>
<tr><td>Click Save (after completing each Expense Detail).</td><td>
</td></tr>
<tr><td colspan="2">New Expenses</td></tr>
<tr><td>For charges made outside the system or not associated with the Travel Card, click New Expense.</td><td>
</td></tr>
</table>

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

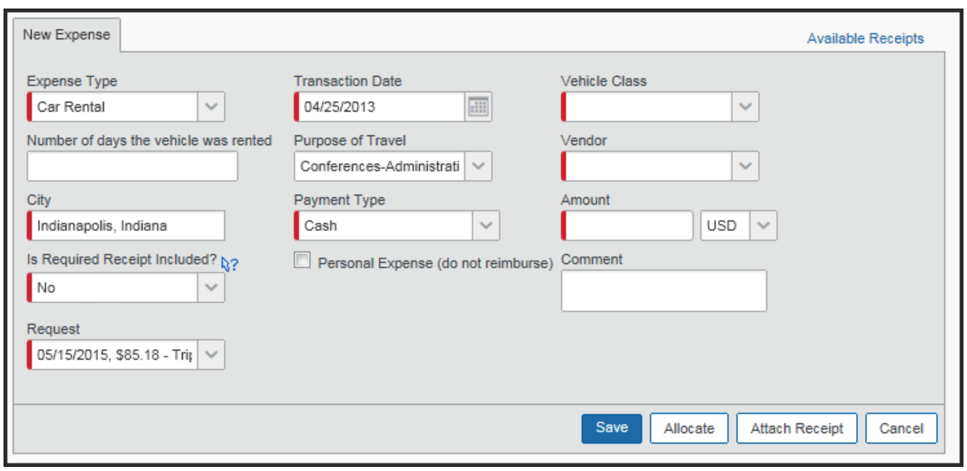


Payment Type defaults to **Cash**, indicating the traveler used their personal funds to pay for this expense.

Select **Company Paid**, if a departmental card was used.

Type explanation in **Comment** box, if applicable

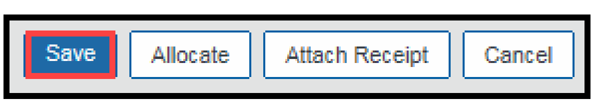
NOTE: Shuttle/Taxi/Subway - require a comment concerning to/from destinations.



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

Click to view detailed [Receipt Requirement] information.

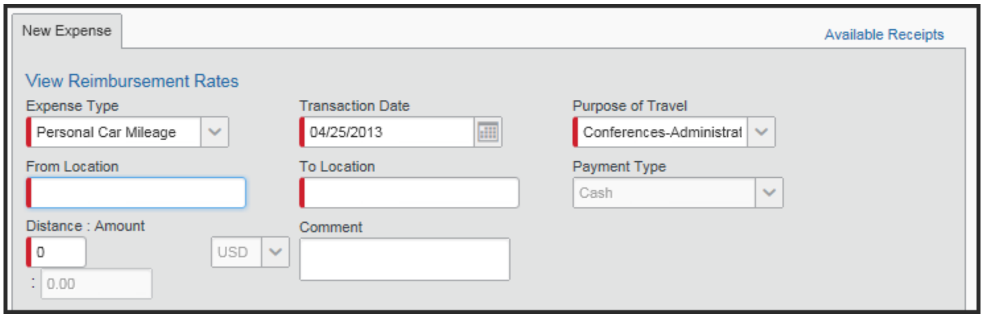
Click **Save**.



Personal Car Mileage

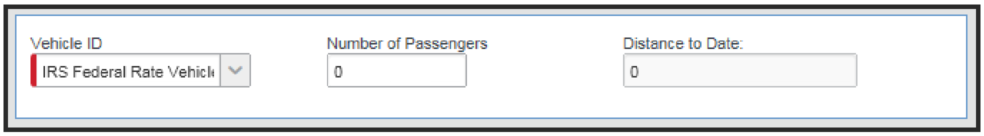
If traveler drove to several locations, s/he may have more than one **Personal Car Mileage Expense**. Create mileage for all stops to ensure the most accurate mileage reimbursement.

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.



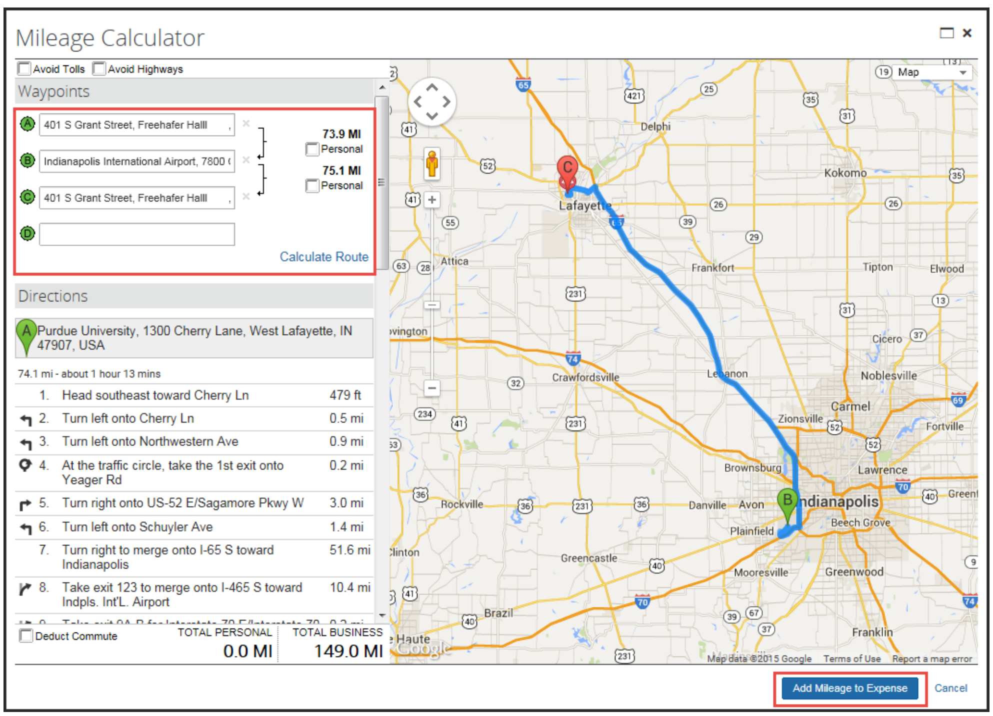
Click **Mileage Calculator**.

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

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

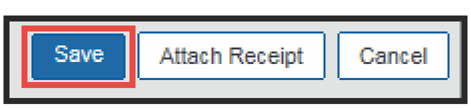
Choose **Suggested Route** under **Directions**.

Click **Add Mileage to Expense**.



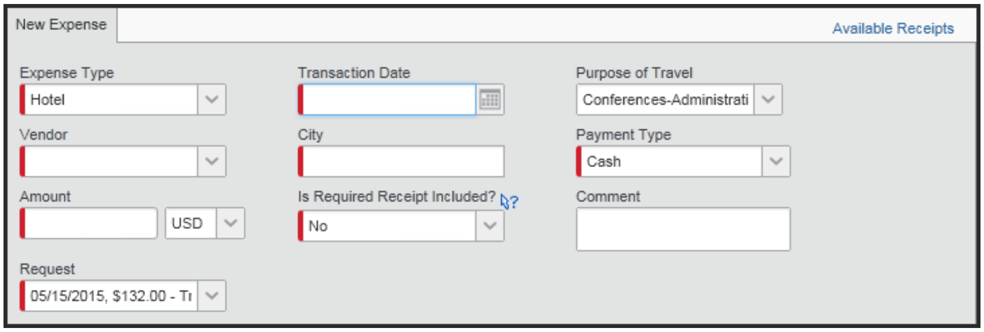
Click **Save**.

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).



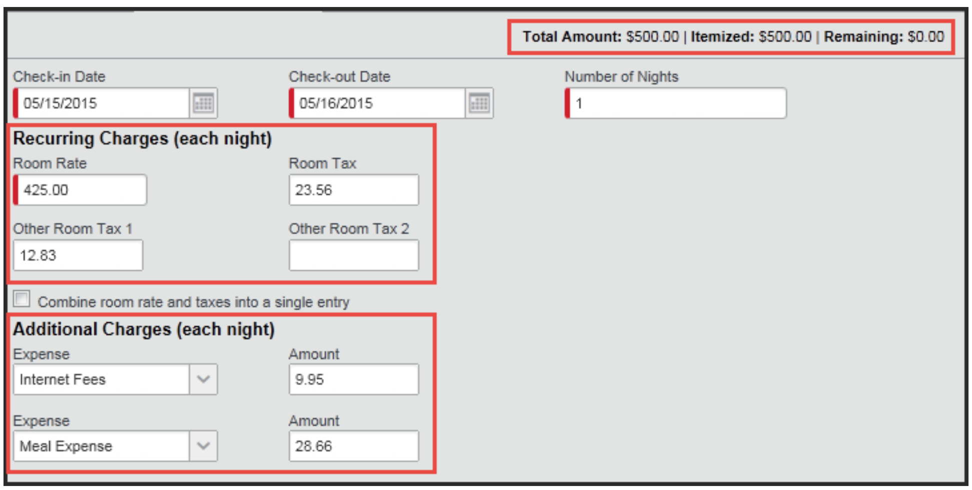
Select **Itemize**.

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

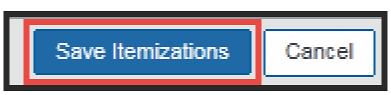
Complete all required fields and identify any additional charges associated with the expense.

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

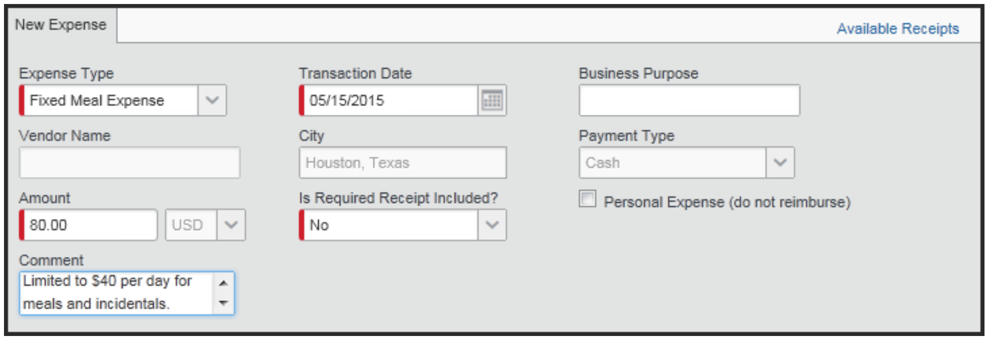
Fixed Meal Expense can be used when the daily fixed meal amount is less than the Conus rates calculated through the Travel Allowance.

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.



Click **Save**.

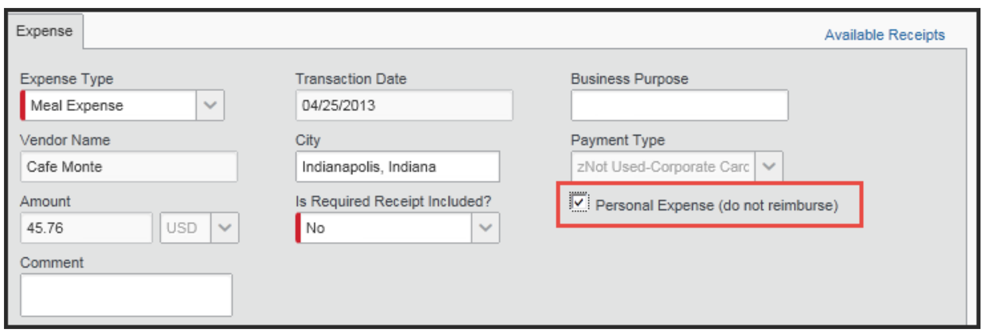
Personal Expense

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

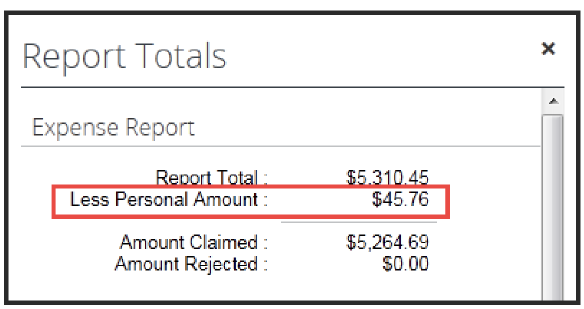
If the overall Expense Report must be reduced, the Reduction to Expenses may be used.

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.

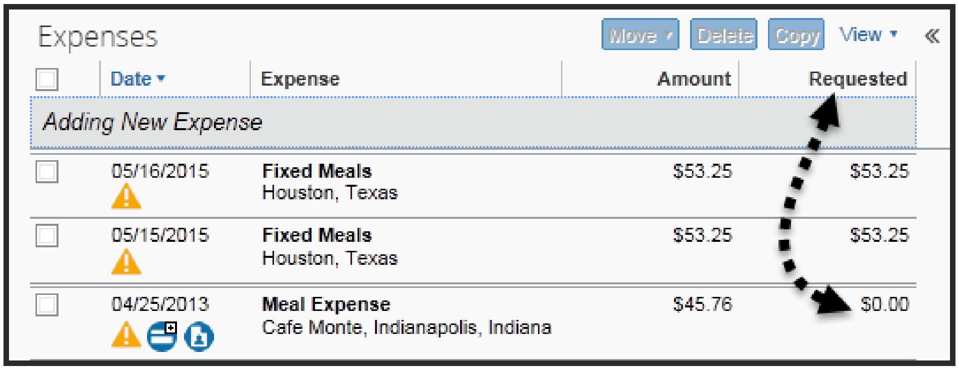


Select **Totals** from **Details** to view expense report totals and disbursement.



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**.

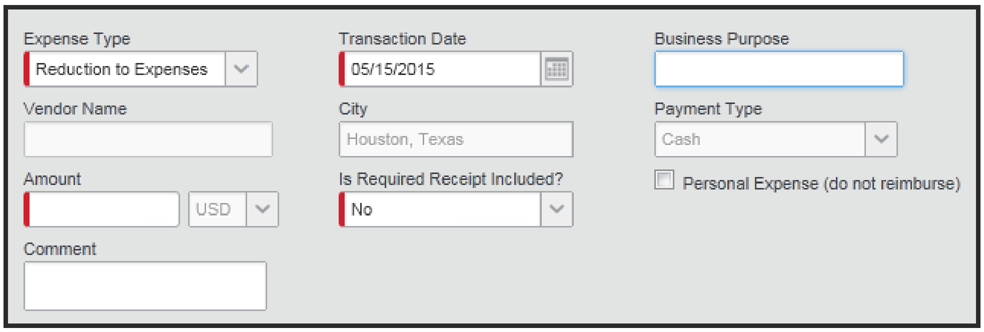


Reduction to Expenses

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.

<table>
<tr>
<td>

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

Click **Attach**.

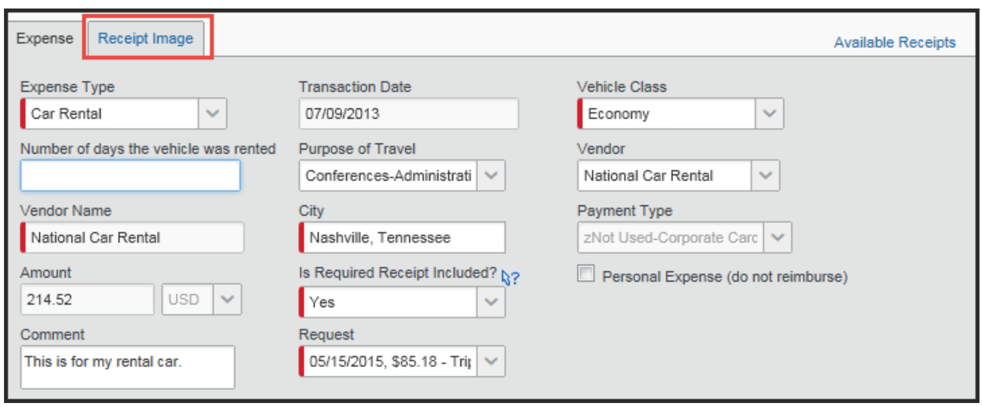
</td>
<td>

</td>
</tr>
<tr>
<td>

Receipts attached at the Expense, contain the icon.

Expense detail includes **Receipt Image** tab.

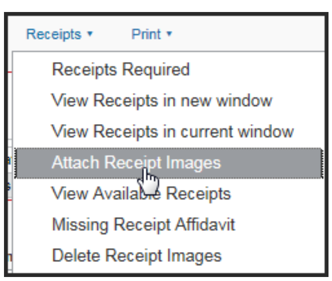
</td>
<td>



</td>
</tr>
<tr>
<td>

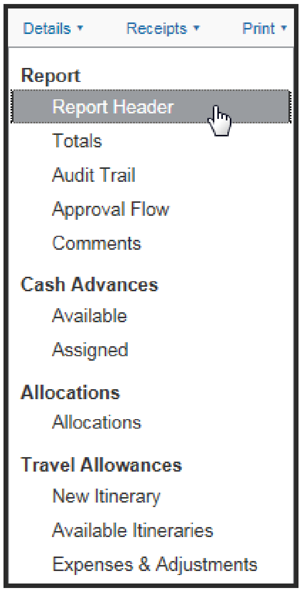
Click **Receipts - Attach Receipt Images**, to attach other required documentation such as the approved travel waiver for any out-of-state travel.

</td>
<td>



</td>
</tr>
</table>

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.)



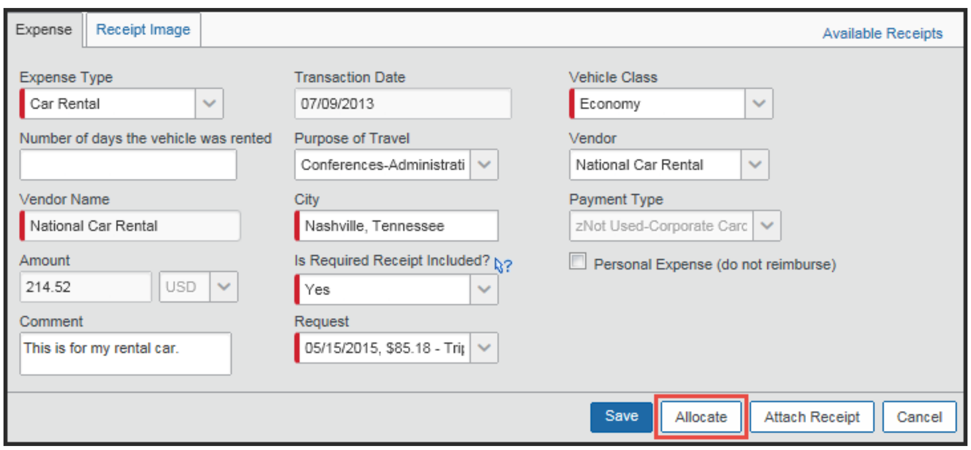
Allocations

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

Assign Allocations

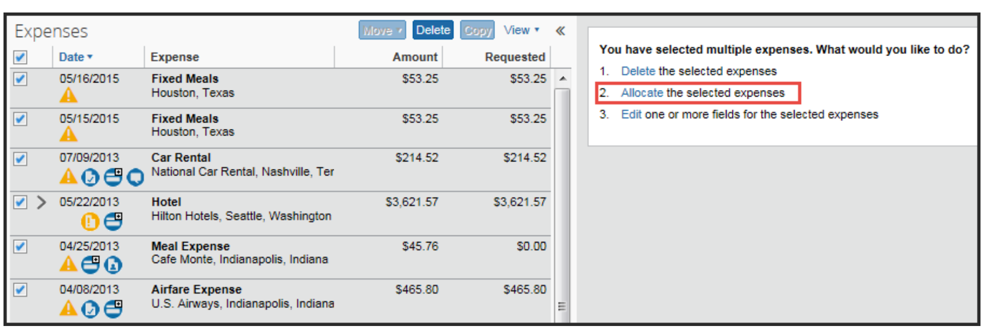
If different sources for funding are being used for each expense, allocate each expense individually.

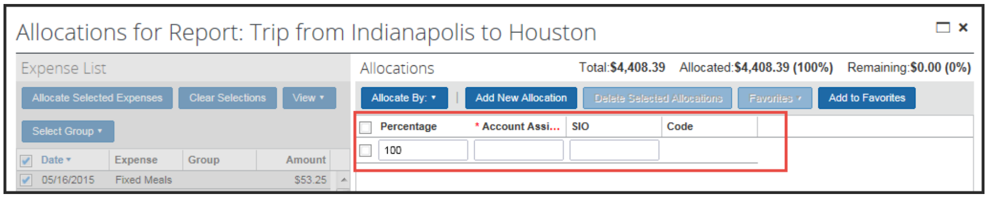
Select expense and click **Allocate**.

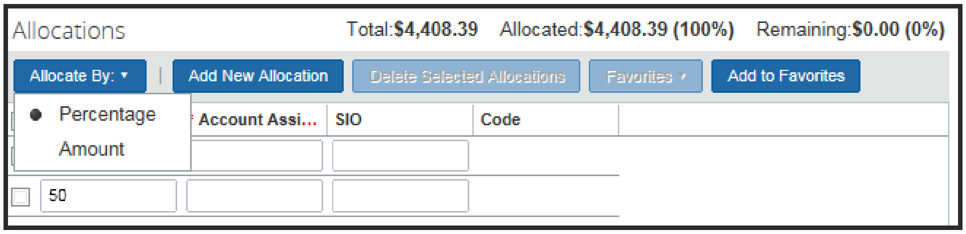
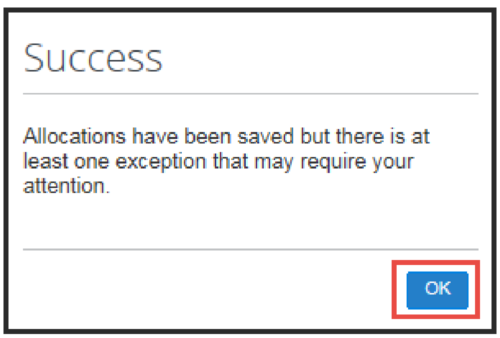


If all expenses are being allocated uniformly, click check box at the top of **Expenses** list to select all of the **Expenses** on the **Expense Report**.

Select **Allocate** in the right hand box.

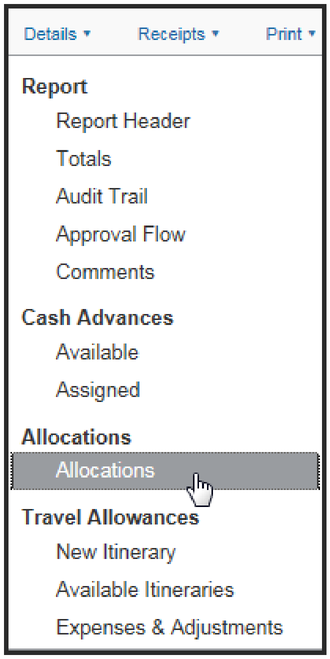


<table>
<tr><td>If allocating all expenses to one account, enter Account Assignment.</td><td>
</td></tr>
<tr><td>If multiple accounts are paying for trip expenses, click Add New Allocation and Allocate By percentage or dollar amount.

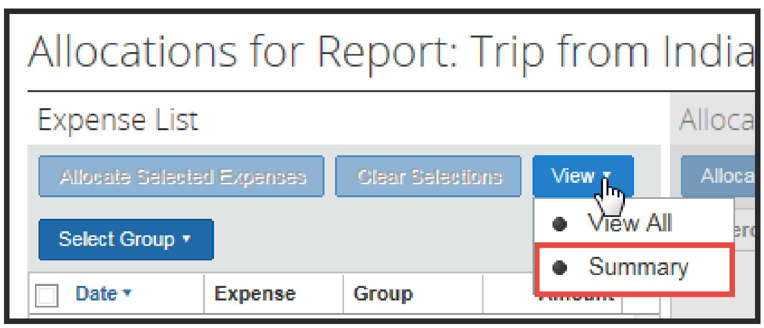
Enter corresponding account assignment information.</td><td>
</td></tr>
<tr><td>Review totals in upper right for 100% allocation.</td><td>
</td></tr>
<tr><td>Click Save.</td><td>
</td></tr>
<tr><td>Click OK.</td><td>
</td></tr>
<tr><td>Click Done.</td><td>
</td></tr>
</table>

Review Allocation Summary

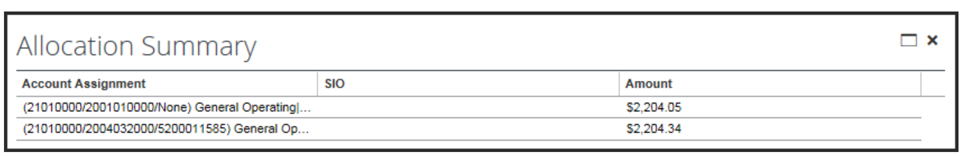
To view Allocation totals, under **Details** click **Allocations**.



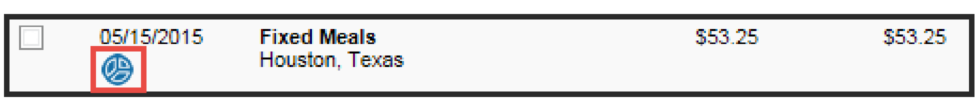
Select **Summary** from the **View** drop-down under the **Expense List**.



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.

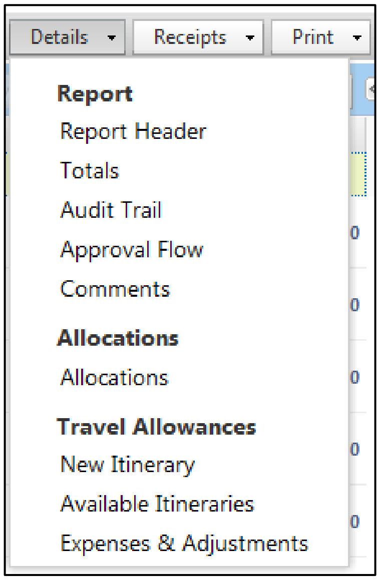
Select **Report Header** from the **Details** button to review/edit Report Header information. Add comments, if applicable.

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.

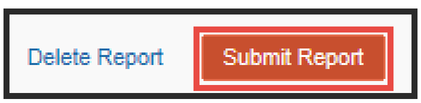
Select **Expenses & Adjustments** to review **Fixed Meals** (subsistence).

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

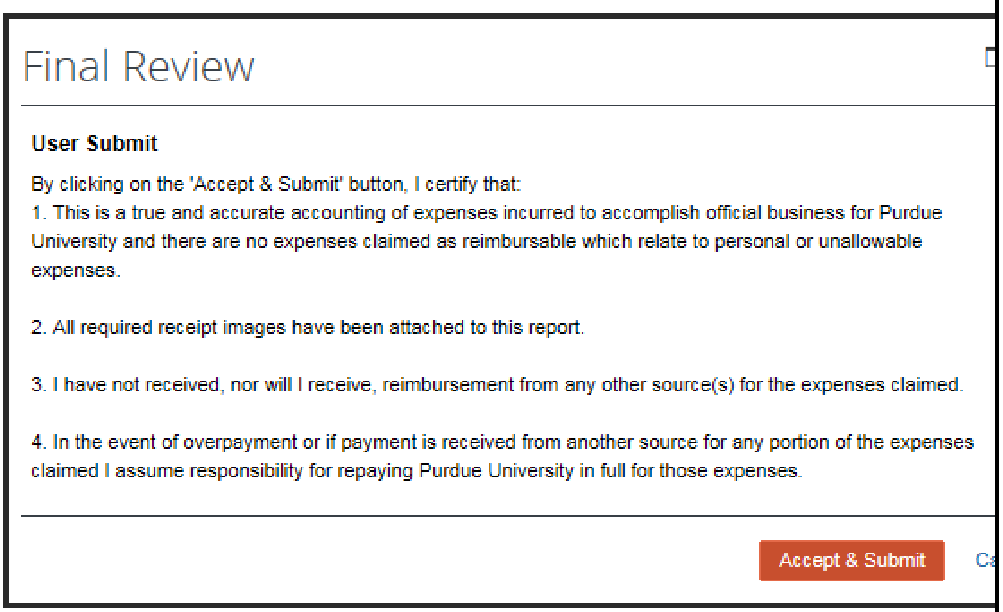


Submit Expense Report

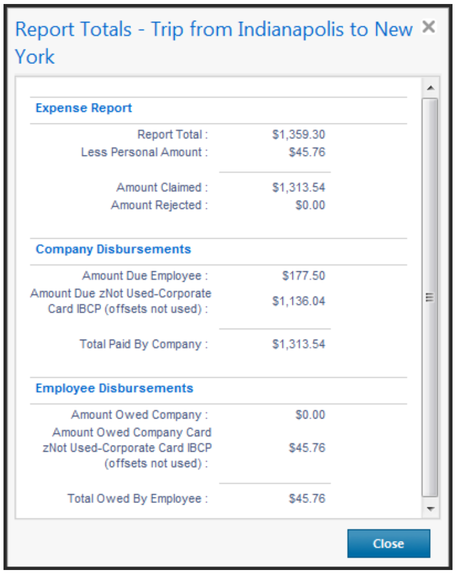
Once the expense report is complete, click **Submit Report**.



Click **Accept & Submit**.



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**.

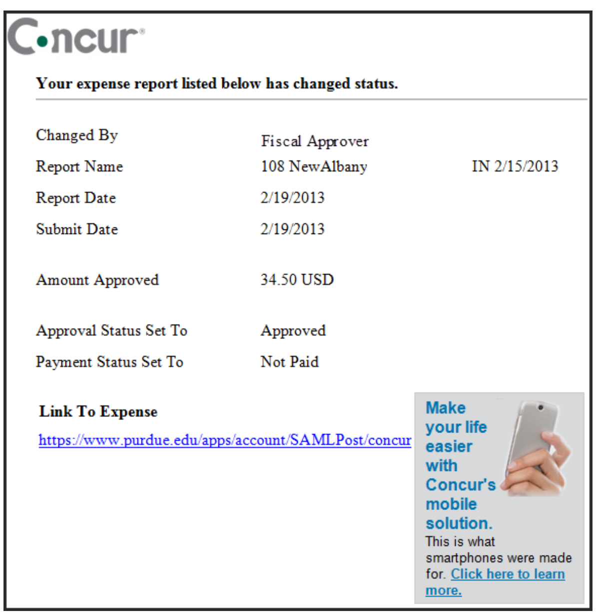
An e-mail is sent immediately to the employee.

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

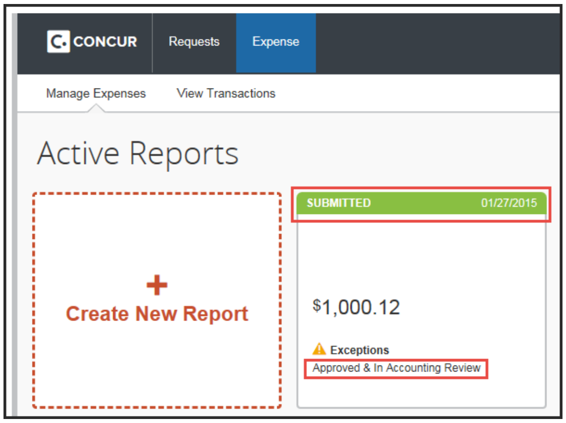
Report Approvals

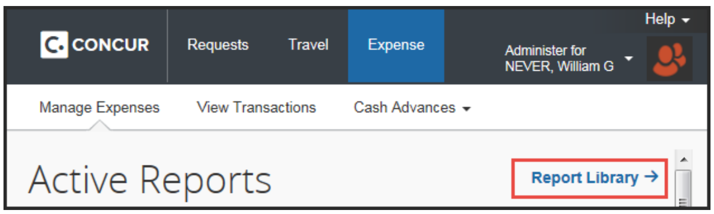
The traveler and their delegates receive several "changed status" e-mails:

- **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")



<table>
<tr>
<td>
Expense report statuses are updated within the Expense tab.

Submitted reports will contain a description of where the report is awaiting approval.
</td>
<td>


</td>
</tr>
<tr>
<td>
To view reports which have been paid to the traveler, select Expense tab and click Report Library.
</td>
<td>


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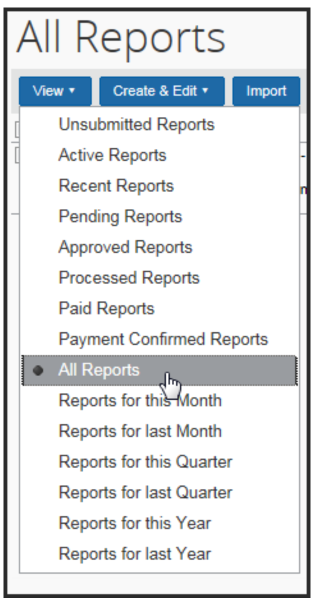
</tr>
<tr>
<td>
The default view will only display the last 30 days of submitted reports.

To view all reports, click View and select All Reports.
</td>
<td>


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