Concur Expense Training Guide

SAP Concur

Technologies

Version 1.9

June 2021

Modified by Michigan Technological University

Document Revision Information

Date	Description	Version	Author
01/24/2019	NextGen Expense UI Updates	1.9	SAP Concur
09/25/2019	Michigan Tech University		MI Tech Admin
05/01/2020	Michigan Tech University		MI Tech Admin
10/20/2022	Michigan Tech University		MI Tech Admin
02/02/2023	Michigan Tech University		MI Tech Admin

Michigan Technological University Statement

This document has been updated to contain more specific information as it pertains to using Concur at Michigan Tech University; however, not all portions of the information have been updated. Changes or enhancements may be made prior to the Go Live date so please consider this a general overview of Concur. Some information may not be available within the Michigan Tech Concur site.

Concur will be used for International Travel Requests, Cash Advance Requests, Travel Expense Reimbursements, Business Meal Reimbursements and Purchasing Card Allocations. **Travel Expense Reimbursements for guests and students will be done outside of Concur.** (See Travel Forms)

Published by SAP Concur Technologies, Inc.
601 108th Avenue, NE, Suite 1000
Bellevue, WA 98004

Michigan Technological University SAP Concur Contacts

Accounts Payable – Travel	7- 2373	concur@mtu.edu
Purchasing - P-Card	7-2510	pcard@mtu.edu

Table of Contents

Michigan Technological University
Travel Account Codes/Expense Types

Account Code	Expense Type in Concur	Category
E710	Car Rental	Transportation
E710	Gas/Fuel - Car Rental	Transportation
E710G	Ground Transportation (Taxi, UBER, Lyft)	Transportation
E711	Airline Tickets - All Airline Tickets	Transportation
E711	Baggage Fees	Transportation
E750	Mileage Allowance	Transportation
E751	Gas/Fuel - Personal Vehicle	Transportation
E706	Business Meal Expenses	Meals
E714	Taxable Meals - Day Travel	Meals
E720	Banquets & Dinners	Meals
E721	Meals - Individuals (Per Diem Allowance)	Meals
E723	Meals - Athletic Team Non-travel	Meals
E725	Meals - Athletic Team Travel	Meals
E729	Meal Per Diem Reduction	Meals
E708	Lodging and Lodging Deposits	Lodging
E726	Lodging at personal residence	Lodging
A127C	Personal, non-reimbursable expense	Other
E699	Other Supplies	Other
E701	Conference Fees	Other
E716	Dependent Care - Taxable Travel Exp.	Other
E760	Miscellaneous Travel Expenses	Other
E762	Bridge Tolls/Tollways	Other
E762	Parking Fees	Other
E835	Telephone - International Travel	Other
***E770**	Moving & House Hunting Expenses - **DO NOT USE**	Moving/HH
***E771**	Moving & Relocation Mileage - **DO NOT USE**	Moving/HH
	***E770/E771 may only currently be used on the House**	
	Hunting/Moving Expense form available on the web.	
A113	Cash Advance Return	Cash Advance

*** Cannot currently be used in Concur. Please use House Hunting/Moving Expense Form**
https://www.mtu.edu/fso/forms/travel/docs/house-hunting-moving.pdf

Who Can Use Concur?

Concur SAP may only be used by Michigan Technological University **faculty/staff**.

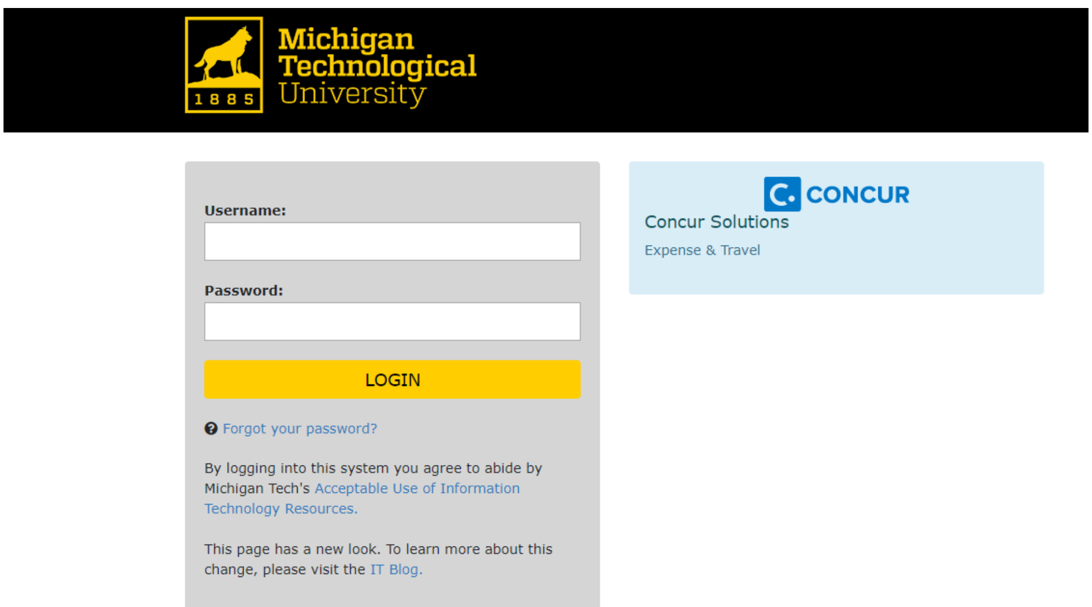
Reimbursements to STUDENTS, GUESTS, and VENDORS must be submitted via web form available on the Travel Forms web page.

Signing in to SAP Concur

To sign in to SAP Concur (https://www.mtu.edu/fso/travel-pcard)

1. On the **Sign In** screen, enter your Michigan Tech ISO Login **User Name** and **Password**.

   Two-step login authentication is required via Duo Mobile.



2. Click **LOGIN**.

   NOTES:

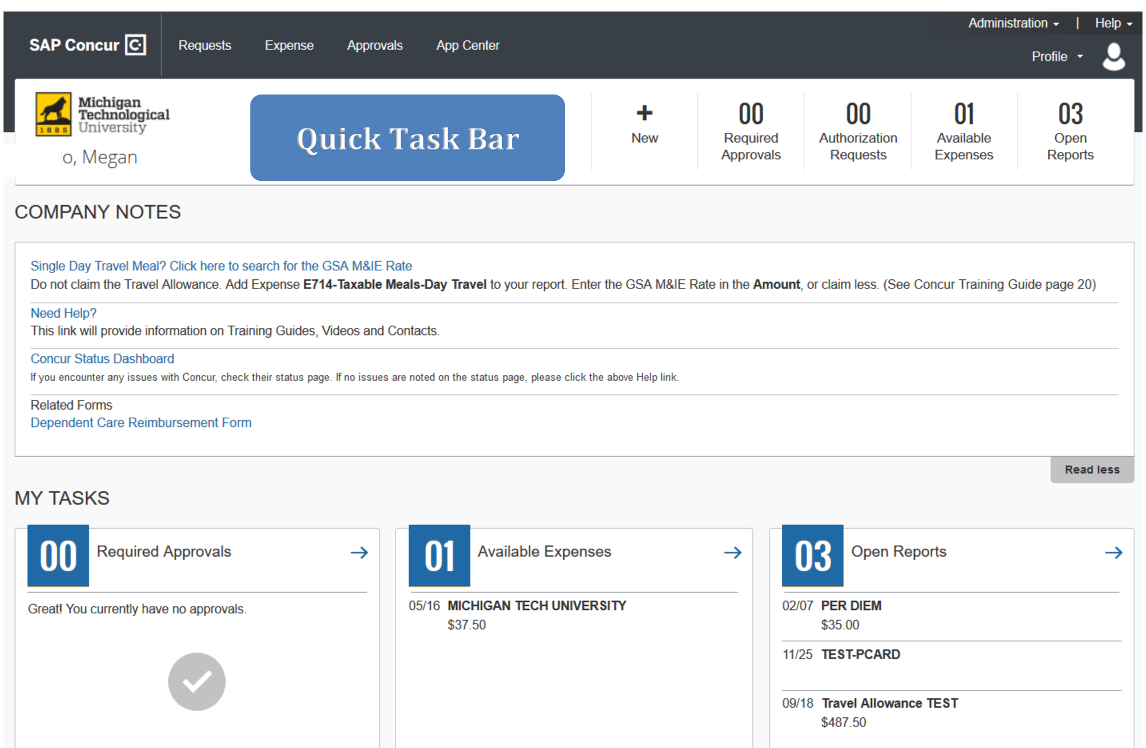
   - Your password is case sensitive.
   - If you are not sure how to log on, check with the MI Tech University SAP Concur Contacts at 487-2373 or 487-2512.

Exploring the SAP Concur Home Page

The SAP Concur home page contains the following sections.

NOTE: To return to the SAP Concur home page from any other page, click the **SAP Concur logo** on the top left-hand corner of the screen.

Section	Description
Quick Task Bar	This section provides Quick Tasks (links) so you can: • Start a new report, request, cash advance, reimbursement request, etc. • Open reports and requests • Manage available expenses
COMPANY NOTES	This section contains useful information provided by MI Tech University • Updated information from MI Tech University Concur Admins • Single-Day per diem rate link • Help information • Concur Status Dashboard. Check for issues with the Concur system. • Related Form – forms that may be required for unique expenses.
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.



Updating Your Expense Profile

****You MUST complete your Expense Profile before submitting your first report****

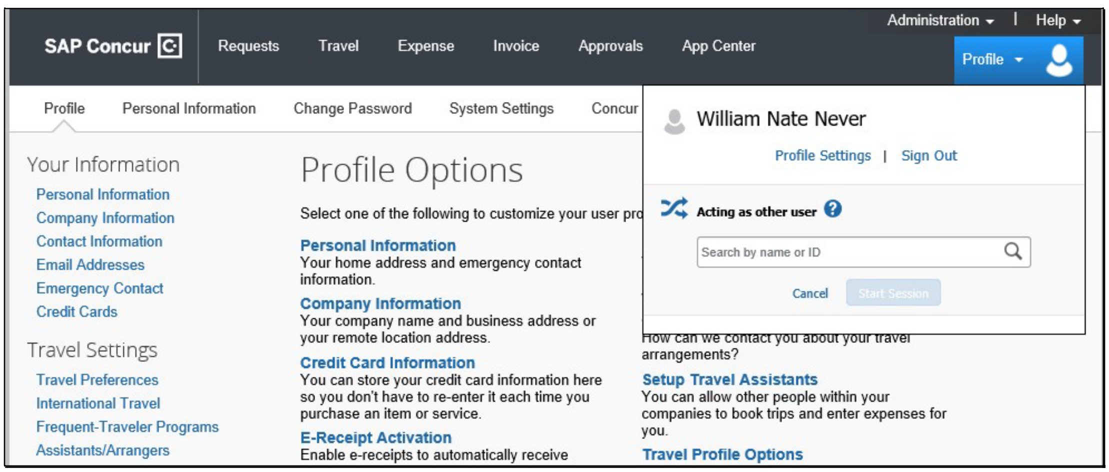
Use the **Profile Settings** page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself (email, traveler type, default index, etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes. Your profile settings options include:

- Approvers
- Attendees
- Expense Delegates
- Expense Preferences:
  - Email notifications
  - Prompts

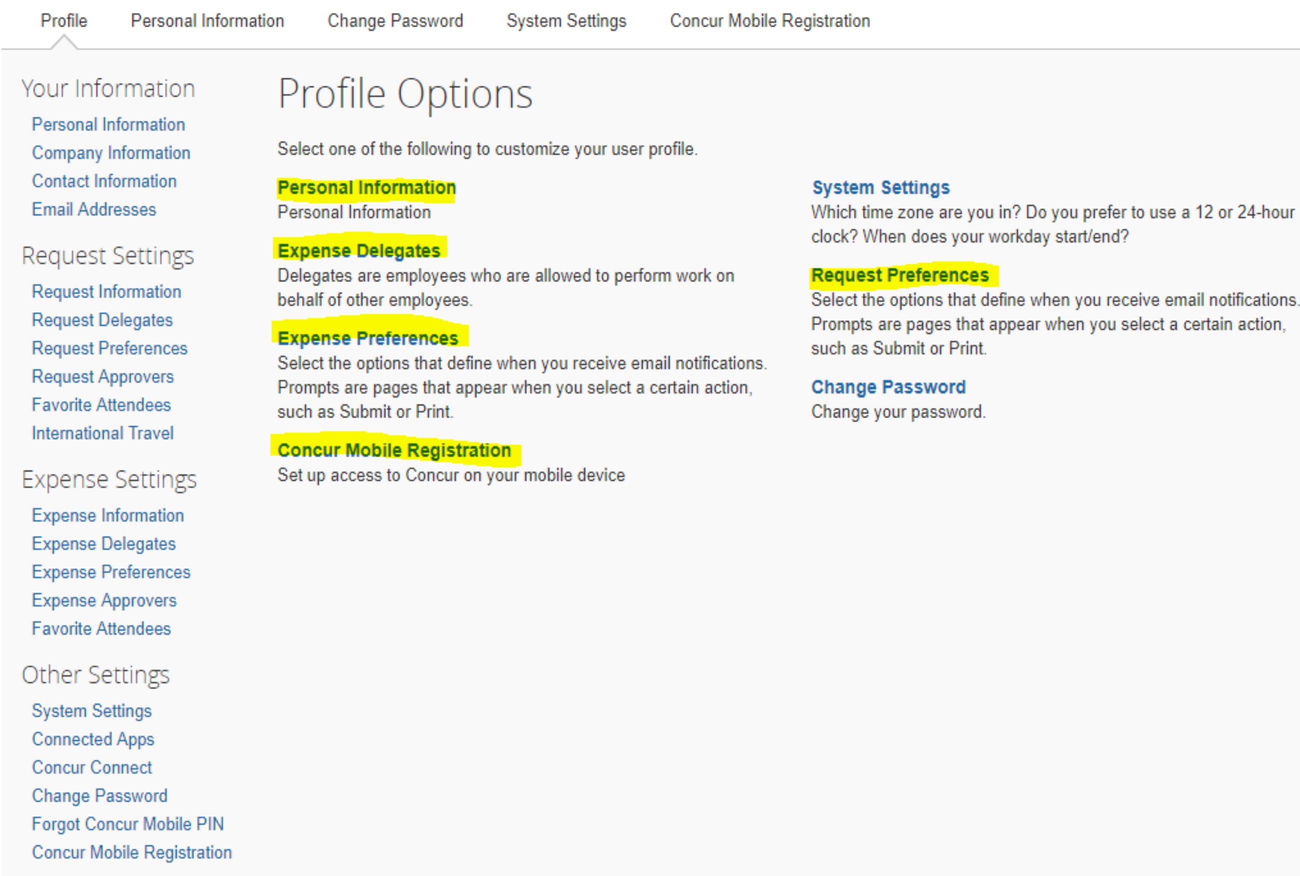
Profile Options

To access your profile information

1. Click **Profile** > **Profile Settings**.



2. For first time users, ALL highlighted options should be set up



Set up Personal Information

Note: Your name and Michigan Tech Employee ID will populate from Human Resources

1. Go to **Email Addresses**
2. Click **Verify Email** link.
3. A verification code will be sent to your @mtu.edu address. Copy and paste that verification code into the corresponding field in Concur.
4. Click **Save**.

With your verified email address, you can:

- Forward your receipt images as attachments to receipts@concur.com to have your receipts uploaded into your **Available Receipts** on your Expense Home Screen.
- If you have a Delegate, your Delegate can email a receipt to receipts@concur.com, and include the user's verified email address in the *Subject* line of the email. This will ensure that the receipt is associated with the correct user.

Expense Settings

Expense Information

1. Go to **Expense Information**
2. Select the **Traveler Type** from the drop down
3. Select your default **Index** from the drop down
4. Click **Save**

Expense Preferences

1. Go to **Expense Preferences**
2. Select the options that define when you receive email notifications
3. Click **Save**

Expense Delegates (only if needed)

An Expense Delegate is able to prepare your expense reports and/or can approve reports on your behalf and/or create and submit requests (International Travel/Cash Advances).

1. Go to **Expense Delegates**
2. Click **Add**
3. Search for the name of the employee; click on the name
4. Select the Delegates roles (which actions you will allow your Delegate to perform on your behalf)
5. Click **Save**

If you are a Delegate for another person, your roles may be viewed on the **Delegate For** tab

Request Settings

Request Information (this information will default from Expense Settings)

Concur Mobile Registration

The Concur Mobile App allows for you to manage your travel expenses while on the go. It also allows you to take a photo of your receipt which uploads into your Concur account.

Follow the instructions on this page for Concur Mobile.

Delegates

If you are acting as an Expense *delegate* for another employee (*delegator*):

- Any changes you make on this page affect <u>only the delegator</u> and <u>do not</u> change your personal information.

Acting as a Delegate

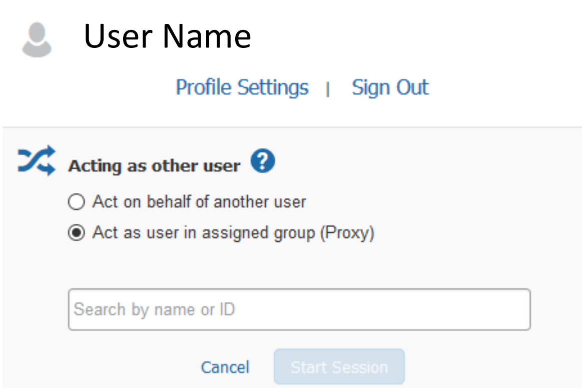
If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing reports, submitting reports, etc.

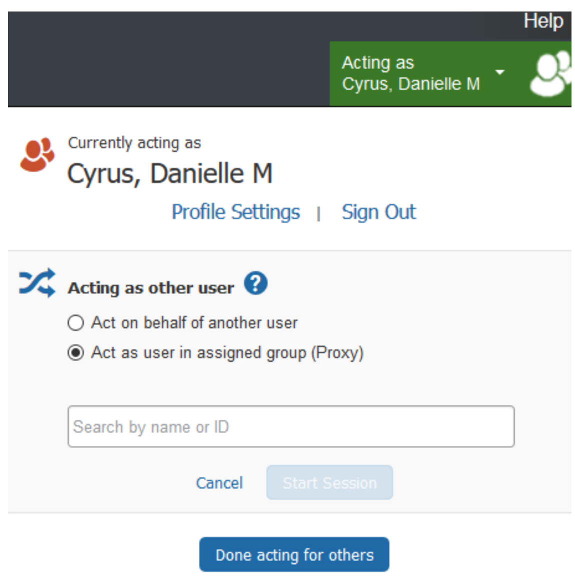
To work as a delegate

1. Click **Profile** > **Act on behalf of another user**.
2. Select the **appropriate delegator's name**.
3. Click **Start Session**.

   NOTE: Notice that the Profile menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.

   To select a different user, follow the same steps but click a different name.
5. To return to your own tasks, click **Acting as**, and then select **Done acting for others**.





International/Domestic Travel/Cash Advance Request

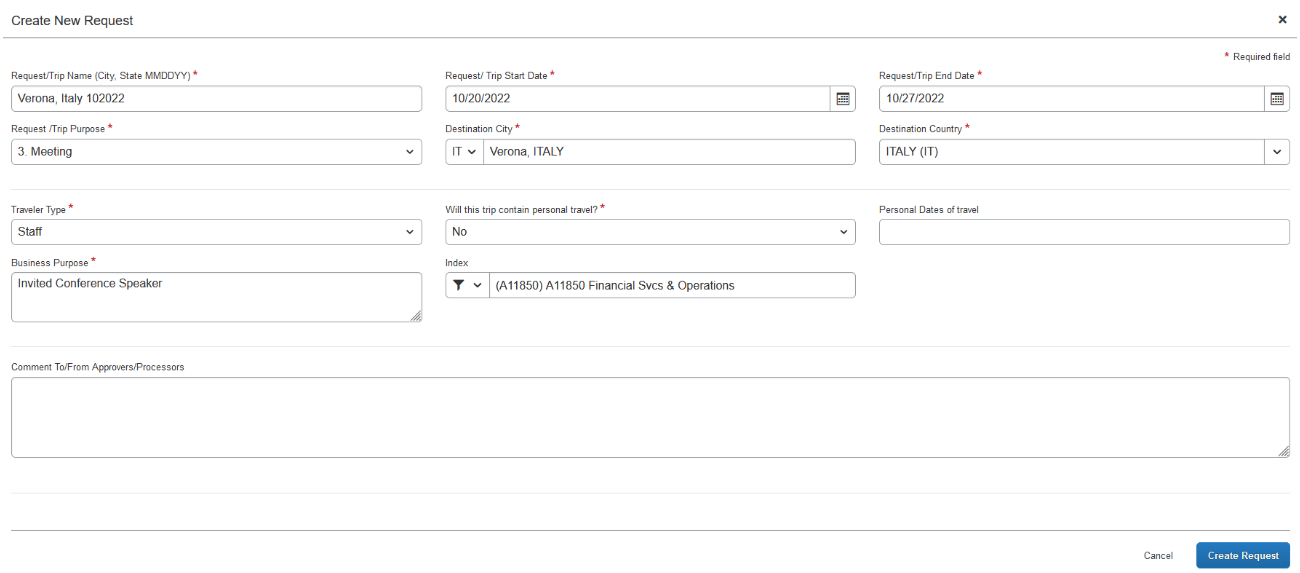
***REQUIRED for ALL international travel. Also used for any travel where a cash advance is being requested.**

***All International Travel on a General Index (A1XXXX) will require VP approval from the respective department. This will route through the Concur approval flow upon submission of the report.**

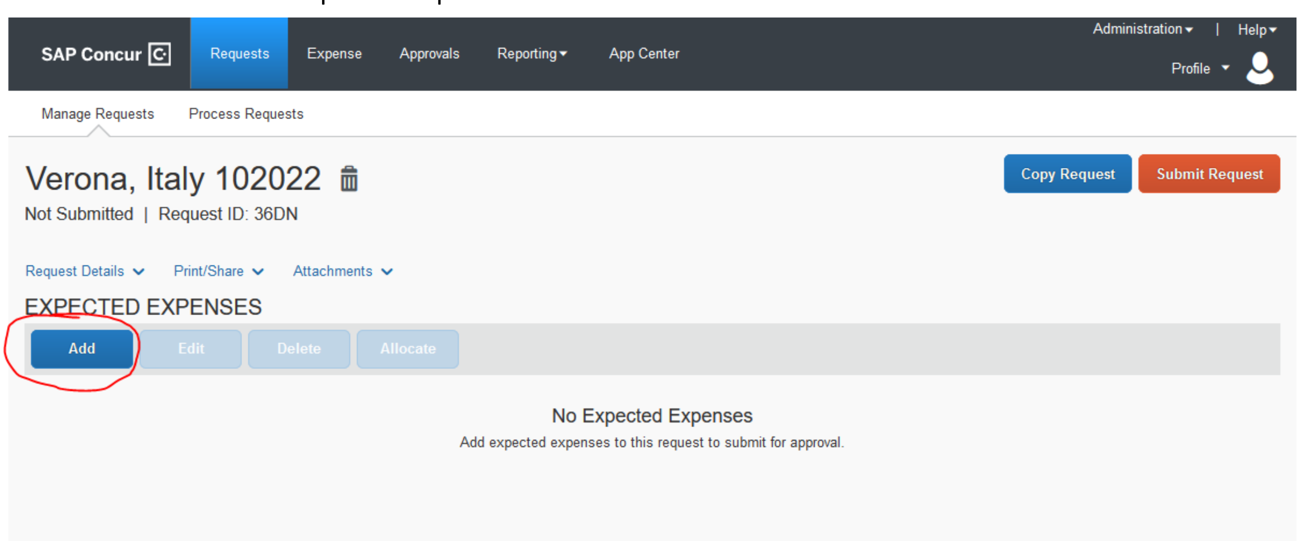
1. Click **Request** > **New Request**

   -OR-

2. Click **New** > **Start a Request**

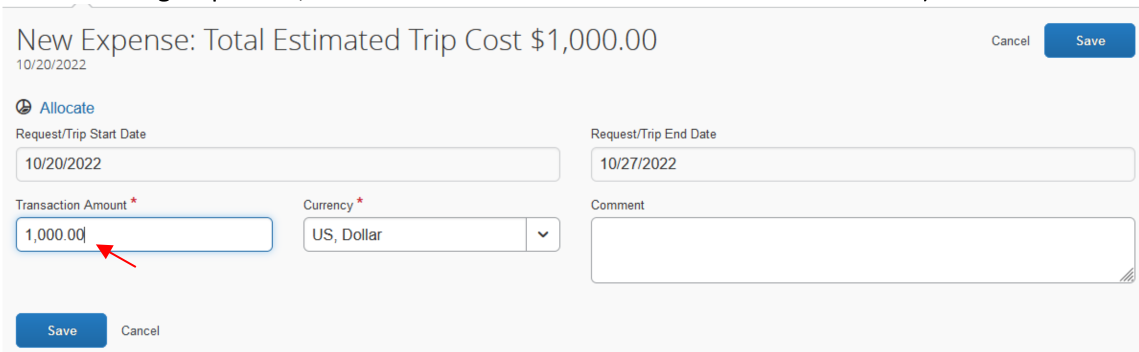


3. Complete all required fields (Red asterisks). The Request/Trip name should be the City, State and Travel Start Date or City, Country and Travel Start Date for International Travel.
4. Click **Create Request**.
5. Click **Add** under the Expected Expenses.

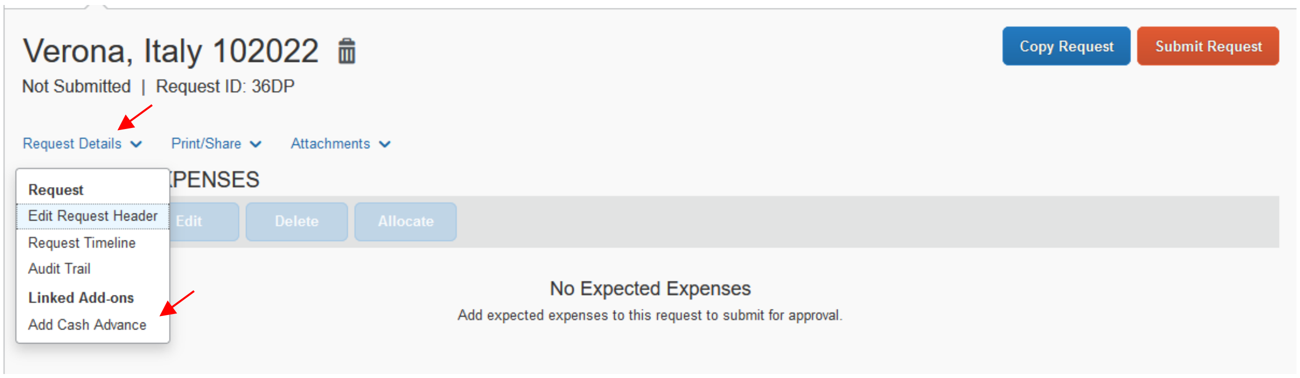


6. Click **Total Estimated Trip Cost**.

7. Enter the total estimated amount of the trip in the ***Transaction Amount*** field (If a cash advance is also being requested, include this amount in the total estimated amount.).



8. **Save.** If you are not requesting a Cash Advance, skip to number 12 – Submit Request
9. *If you need to add a Cash Advance to this Request*, click on **Request Details** – **Add Cash Advance**



10. Enter the **Cash Advance Amount** > **Save**
11. The index for the cash advance will be the index on the report header. The cash advance cannot be split between multiple indexes. **See information below regarding cash advance payments.**
12. **Submit Request**.

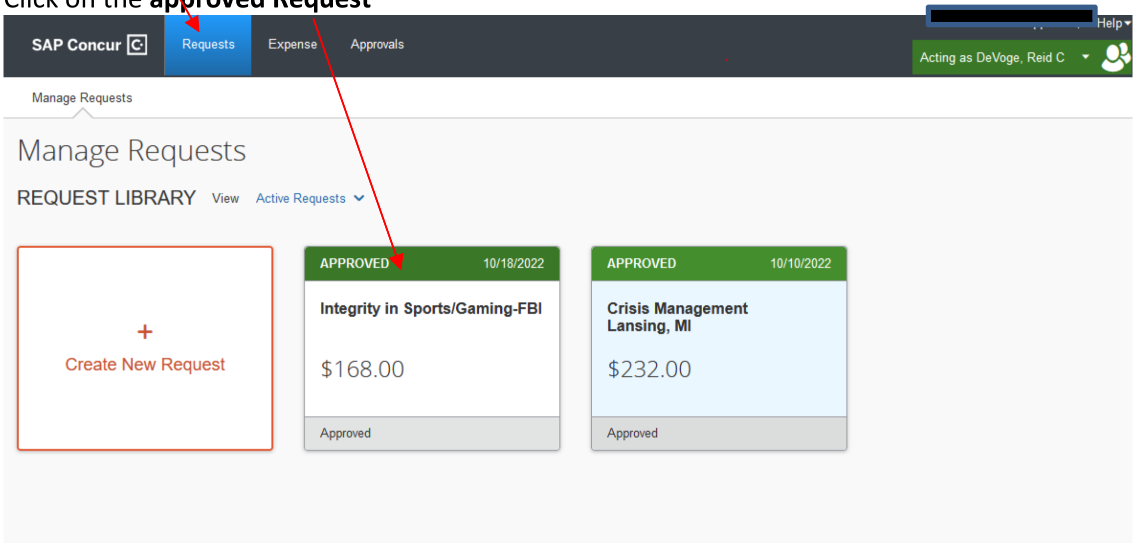
Cash Advance - Payments

All cash advances will be paid seven days prior to the first date of travel, if the cash advance is fully approved seven days prior to travel. Payments will be made via direct deposit or check, depending how the employee is set up in Banner. We <u>CANNOT</u> *Direct Deposit Override* Concur Cash Advance Requests.

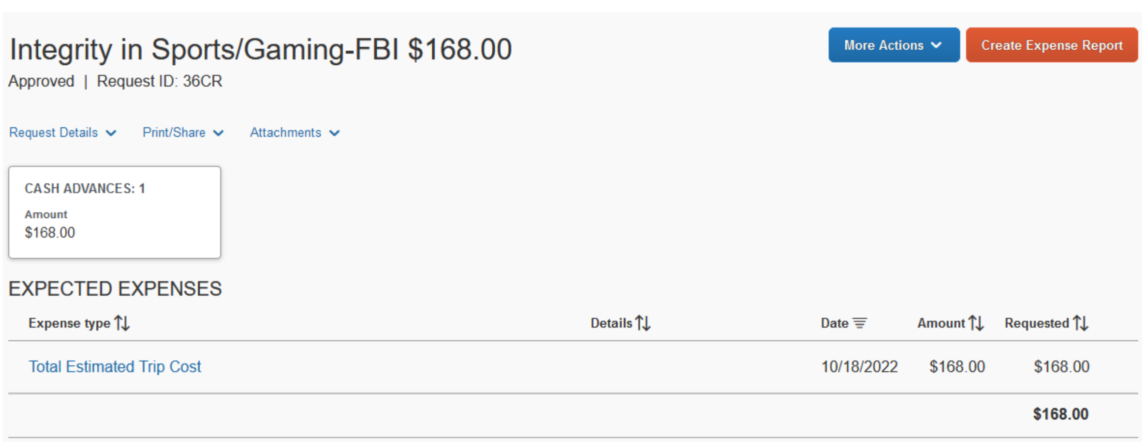
Cash Advance – Attach/Apply to Report

An Expense Report can be created directly from an approved Cash Advance Request, which will automatically attach the cash advance:

1. Click on **Requests** on the black toolbar.
2. Click on the **approved Request**



3. Click **Create Expense Report**. All Report Header information from the request and the cash advance information will copy over to the Expense Report.



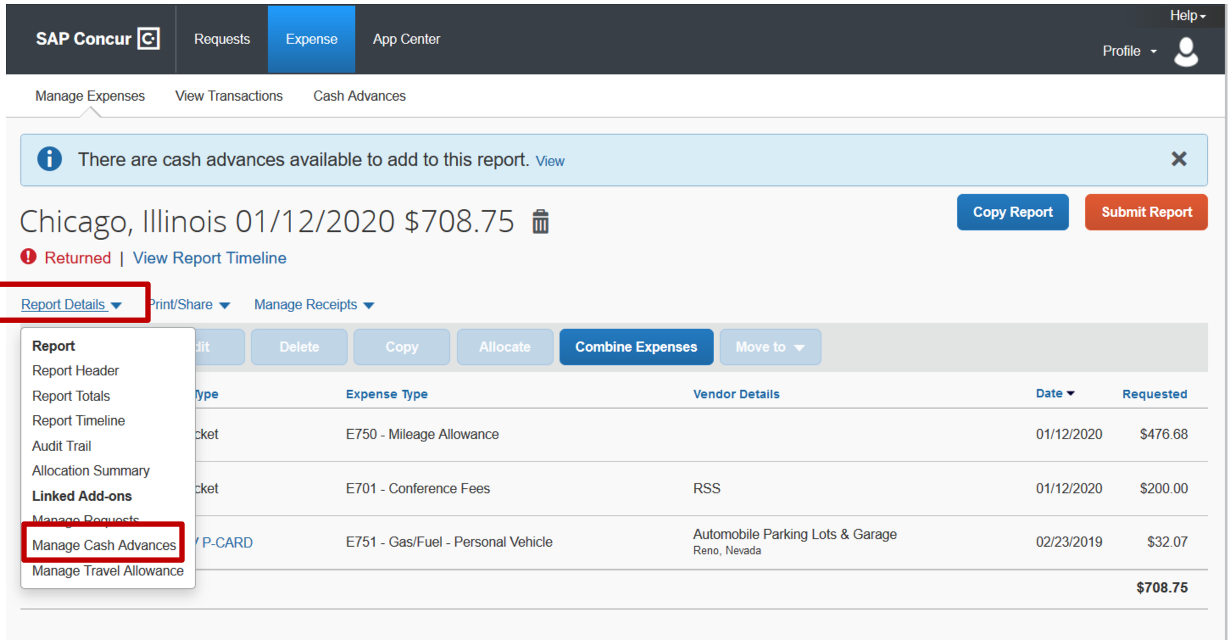
Expense

4. Add expenses and **Submit** report.

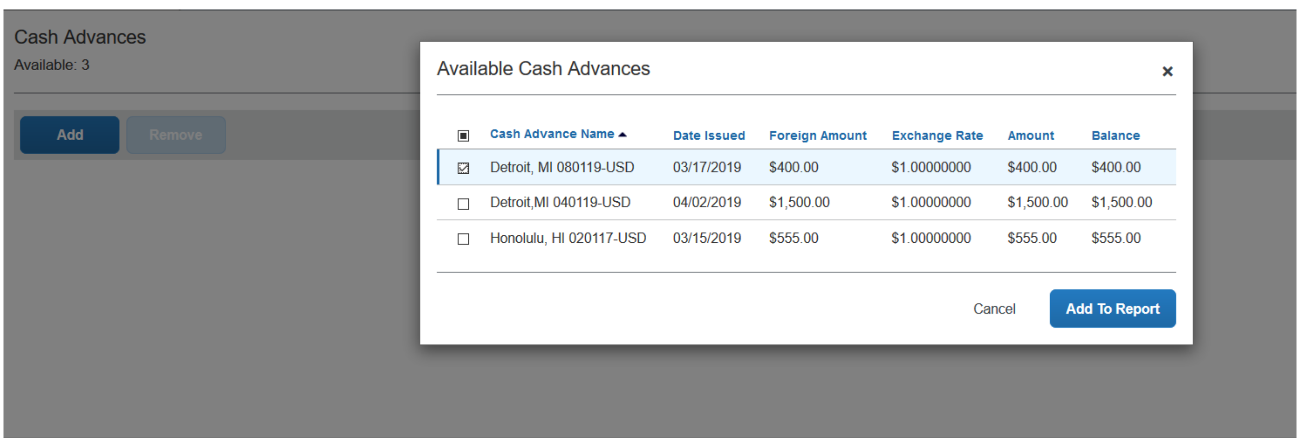
-OR-

Add a cash advance to an already existing expense report:

1. Open the report > **Report Details** > **Manage Cash Advances**



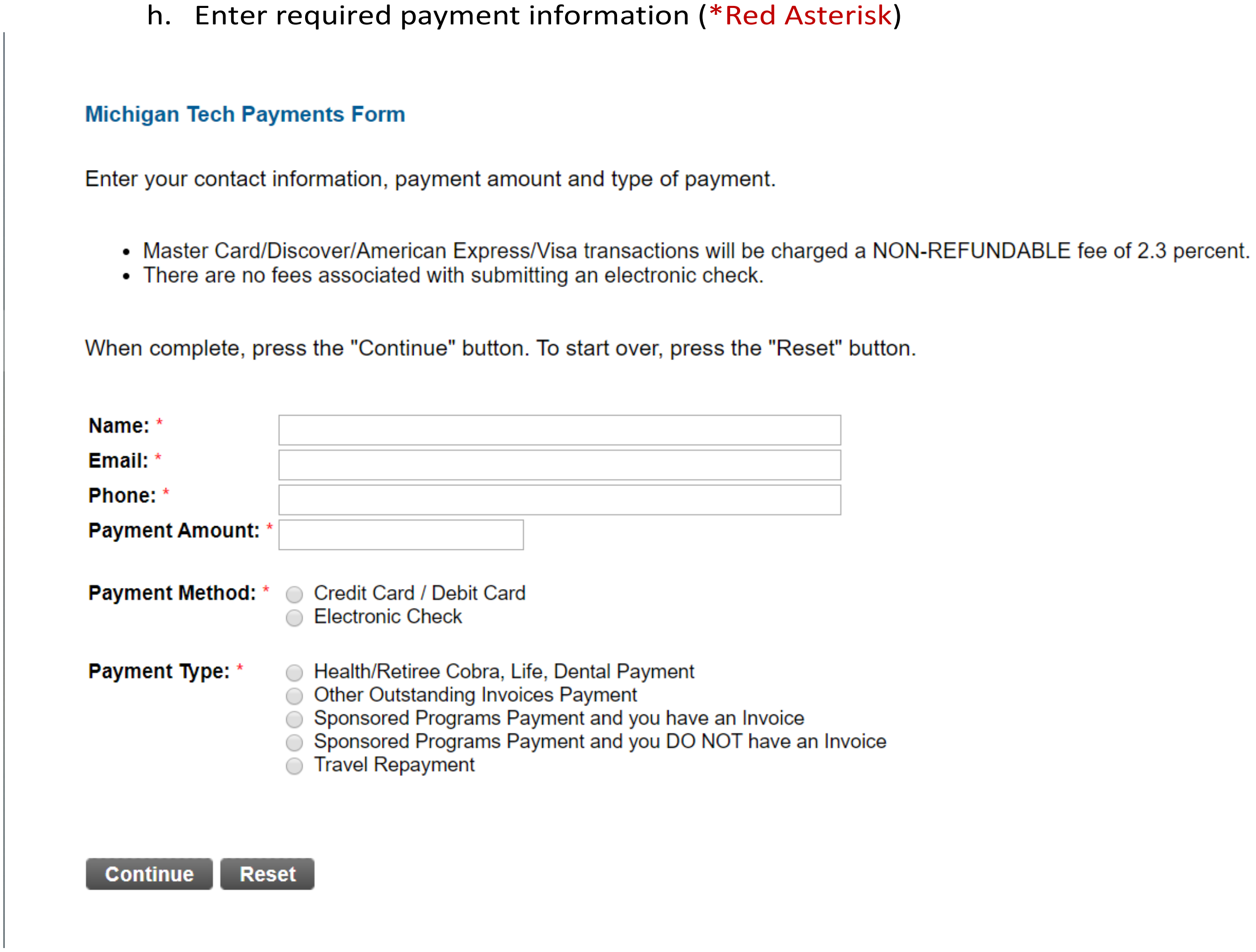
2. **Add** > select the correct cash advance to attach to the report > **Add To Report**



Cash Advance – Repay Unused Amount

***Monies owed to the University from a Cash Advance MUST be paid back to the University in full before the Expense Report can be submitted for approval.**

1. To pay back monies owed to the University, please access the Non-Student Payment Portal on the Michigan Tech University website - Non-Student Payment Portal
   a. Enter all required information (*Red Asterisk) - **Name, Email, Phone, Payment Amount.**
   b. Choose the **Payment Method** - **Electronic Check** to avoid any fees.
   c. Choose the **Payment Type** - **Travel Repayment**.
   d. Click **Continue**
   e. Enter **Index#**, **ID# (M#)**, **Travel Start Date**, **Destination**
   f. Click **Continue**
   g. Click **Make Payment**
   h. Enter required payment information (*Red Asterisk)


Michigan Tech Payments Form

Enter your contact information, payment amount and type of payment.

- Master Card/Discover/American Express/Visa transactions will be charged a NON-REFUNDABLE fee of 2.3 percent.
- There are no fees associated with submitting an electronic check.

When complete, press the "Continue" button. To start over, press the "Reset" button.

Name: *
Email: *
Phone: *
Payment Amount: *

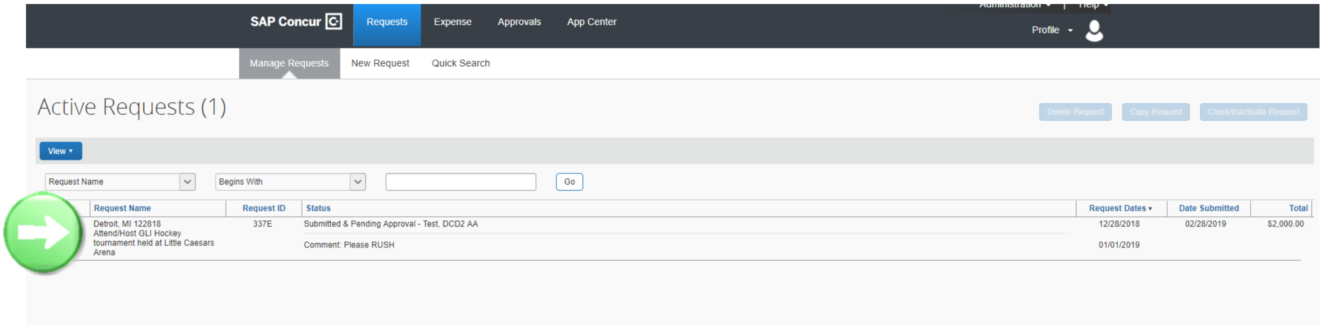
Payment Method: *
- Credit Card / Debit Card
- Electronic Check

Payment Type: *
- Health/Retiree Cobra, Life, Dental Payment
- Other Outstanding Invoices Payment
- Sponsored Programs Payment and you have an Invoice
- Sponsored Programs Payment and you DO NOT have an Invoice
- Travel Repayment

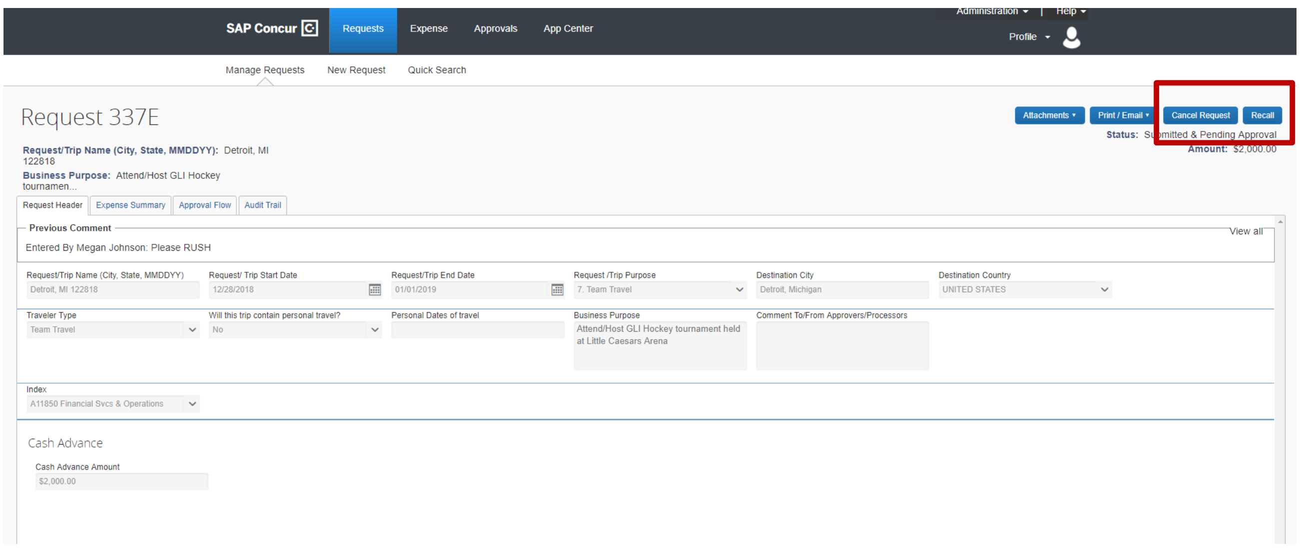
Continue Reset

2. Add an expense on your Concur report for the returned amount - **Add Expense** > **A113-Cash Advance Returned**
3. Enter the amount being returned > attach the receipt from the online payment that was emailed to you (save it as a PDF file) > **Submit Report**.

Recall/Cancel a Request



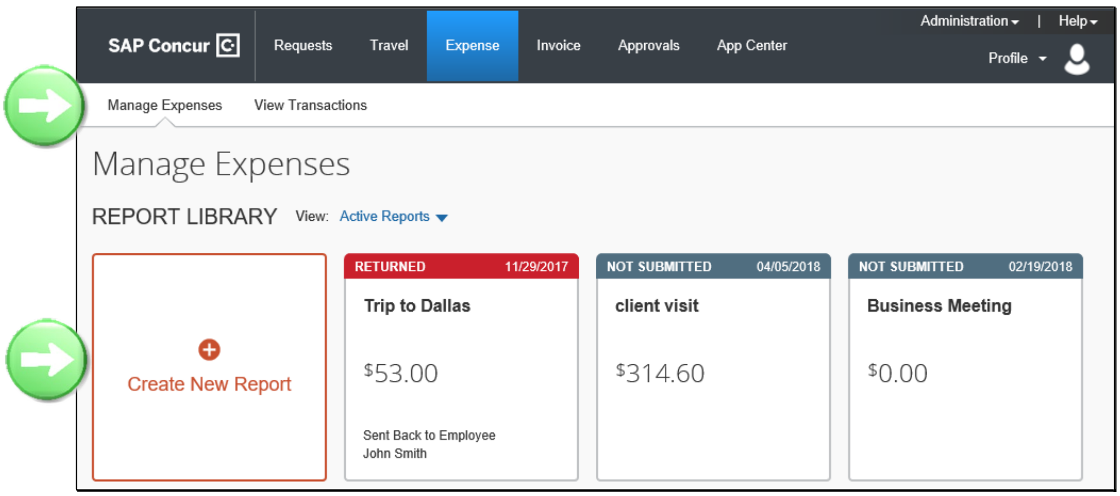
1. **Requests** > **Manage Requests**
2. Select the report you would like to recall/cancel (click to select – Do Not Open report).
3. Choose either **Cancel Request** or **Recall**



Expense Report - Create

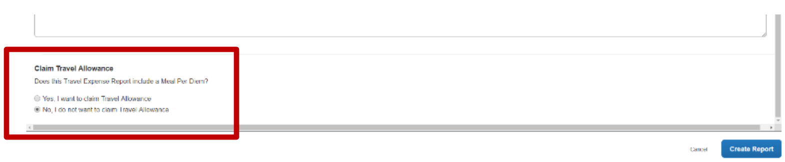
To create a new expense report

1. Either:
   - On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.
     - OR -
   - From the Expense Home Page, click **Manage Expenses** (on the Expense sub-menu) > **Create New Report**.



2. Complete all required fields on the report header (red asterisks) and the optional fields, as needed. <u>You MUST enter the Business Purpose in the **Additional Information** field.</u>

3. Be sure to scroll down to the bottom of the screen to choose **Yes** or **No** for **Claim Travel Allowance** (Per Diem).



4. Click **Create Report**, if you chose ***No, I do not want to claim Travel Allowance***.

   -OR-

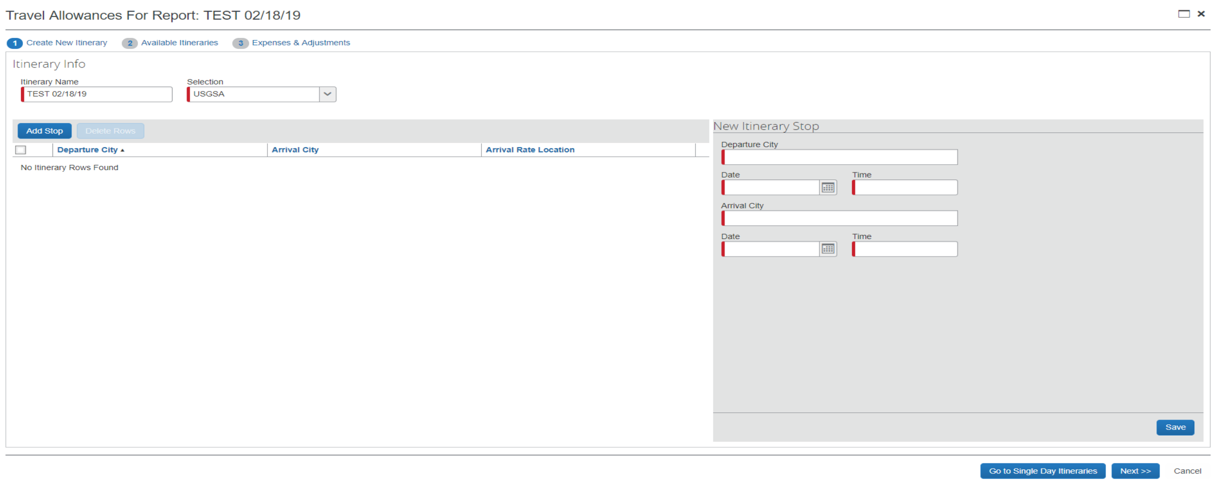
   Click **Next**, if you chose ***Yes, I want to claim Travel Allowance***

5. At this point, you will do the following to complete the report:
   - **Create a Travel Itinerary (See Table of Contents)**, if you chose to claim your travel allowance.
   - **Add Out-of-Pocket Expenses (See Table of Contents)** to your expense report.
   - **Add Purchasing Card Transactions (See Table of Contents)** to your expense report.

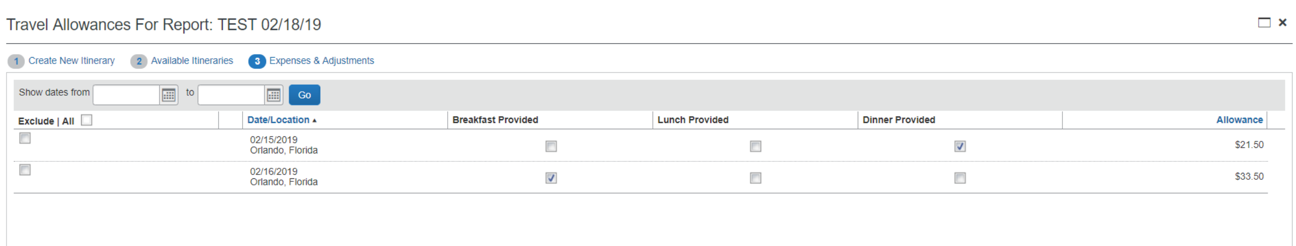
Travel Allowance (Per Diem)

***Per University Policy and GSA Guidelines, 75% of daily travel allowance (E721) will be received on the first and last day of travel (This policy DOES NOT apply to a single-day (E714) travel allowance.).**

You will need to create a travel itinerary if you selected **Yes** to **Claim Travel Allowance** on the header page.



1. Create your itinerary stops. An itinerary stop is where the traveler started their day and ended their day. **A minimum of two itinerary stops is required**. (Where did the traveler start their day and end their day?)
2. Fill in all of the required fields under ***New Itinerary Stop*** that are marked with a **red bar**.
3. Click **Save** after each entry.
4. Click **Next** when complete.
5. **Available Itineraries** tab - this is a summary of the itinerary that you have just created.
6. Click **Next**
7. **Expenses & Adjustments** tab – select the meals that you **DO NOT** want to claim.



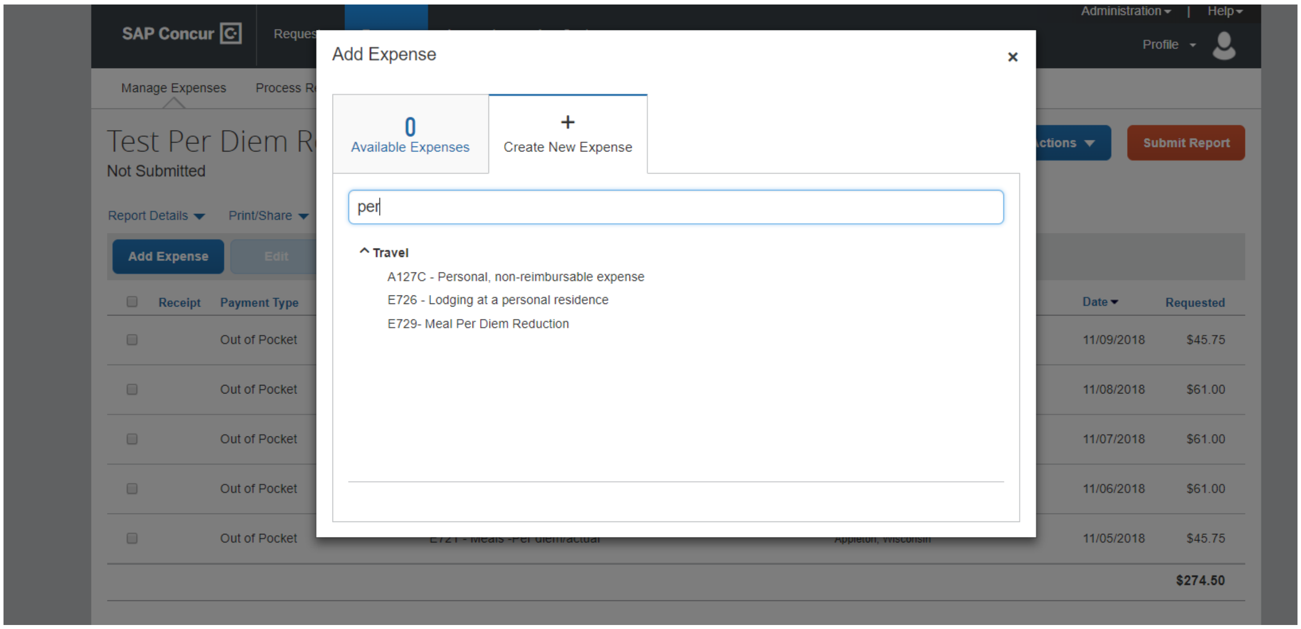
- Check the individual meal box (i.e. Breakfast Provided, Lunch Provided, etc.) = NOT claiming that meal.
- Check all three individual meal boxes = claiming NO meals but you ARE claiming the $5 Incidental Expense (tip) allowance.
- Check the far-left box (**Exclude**) = claiming NO meals and NO $5 Incidental Expense (tip) allowance.

8. Click **Create Expenses** to add the travel allowance (per diem) expenses to your report.

Travel Allowance (Per Diem) Reduction

This would be used when you do not wish to claim the entire GSA standard per diem rate. (i.e. if your department has its own allowable, lower, Travel Allowance-Per Diem-expense rate or you want to claim the actual amount that you spent.)

1. After **Creating a Travel Itinerary** > **Add Expense** > **Create New Expense** > search for Account Code **E729-Meal Per Diem Reduction** in the ***Search for an expense type*** field and the account choice will appear.



2. Complete all required fields (red asterisk).
3. In the **Transaction Amount** field, you MUST enter that amount as a **NEGATIVE (i.e. -$25.00).**
4. Click **Save Expense**.

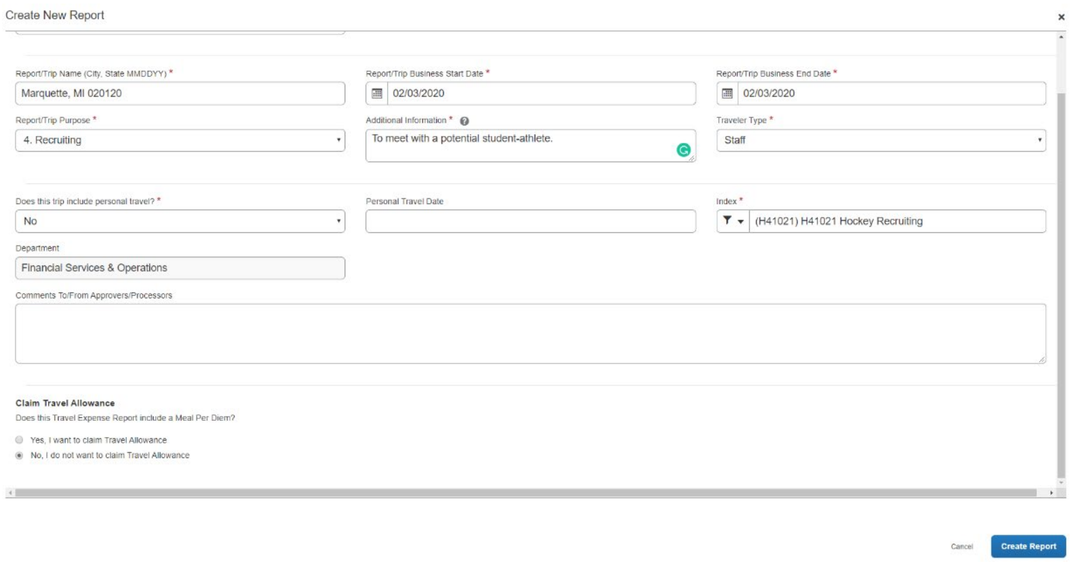
Single-Day Travel Allowance (Per Diem)

*Single day travel meals are considered taxable to employees by the IRS. Expense Type ***E714 – Taxable Meals – Day Travel*** MUST be used for single day meal reimbursements. Concur's per diem function (Travel Allowance) can only record expenses to ***E721 – Per Diem Meals*** so you must use the steps outlined below to compute and record single-day per diem reimbursements.

The 75% first/last day policy **does not** apply to Taxable Meals for Day Travel.

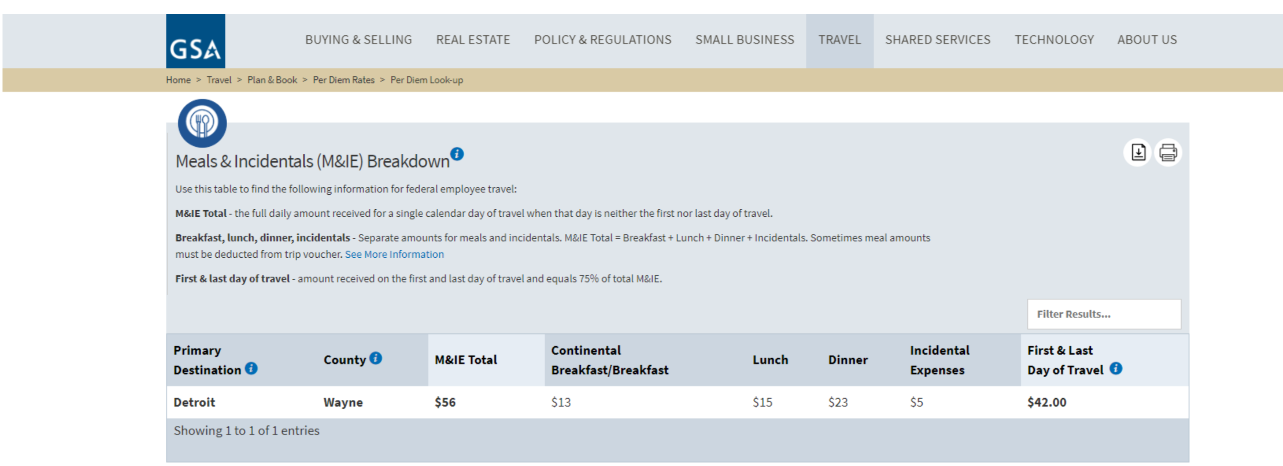
1. Create a **New Report** as you would a multiple day trip. The **Report/Trip Business Start** and **End Dates** should be the same.

2. Click **No, I do not want to claim Travel Allowance** > **Create Report**. This is usually the default.

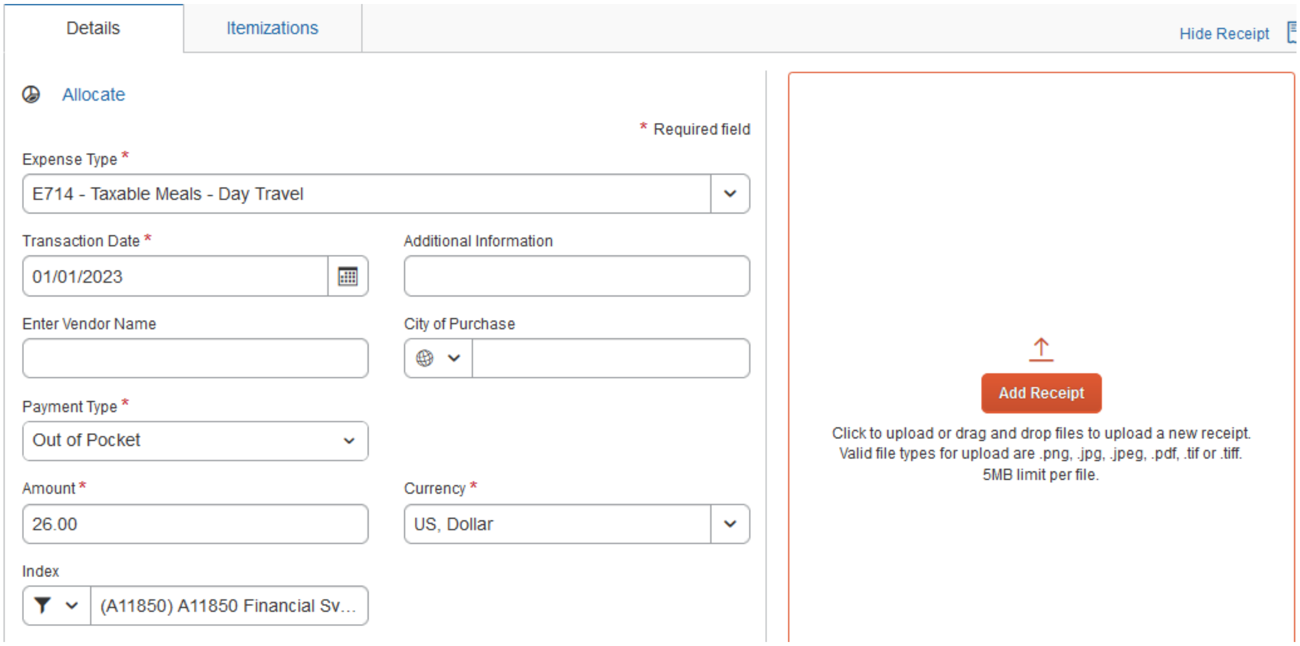


3. Click **Add Expense** > **Create New Expense** > **E714-Taxable Meals – Day Travel**

4. Enter the ***M&IE Total*** (Total of the meals you wish to claim. I.E. Breakfast, Lunch or Dinner) amount (Found at GSA Website): https://www.gsa.gov/travel/plan-book/per-diem-rates



5. Complete all required fields (Red Asterisk) – No receipt is necessary. Select **Save Expense**.

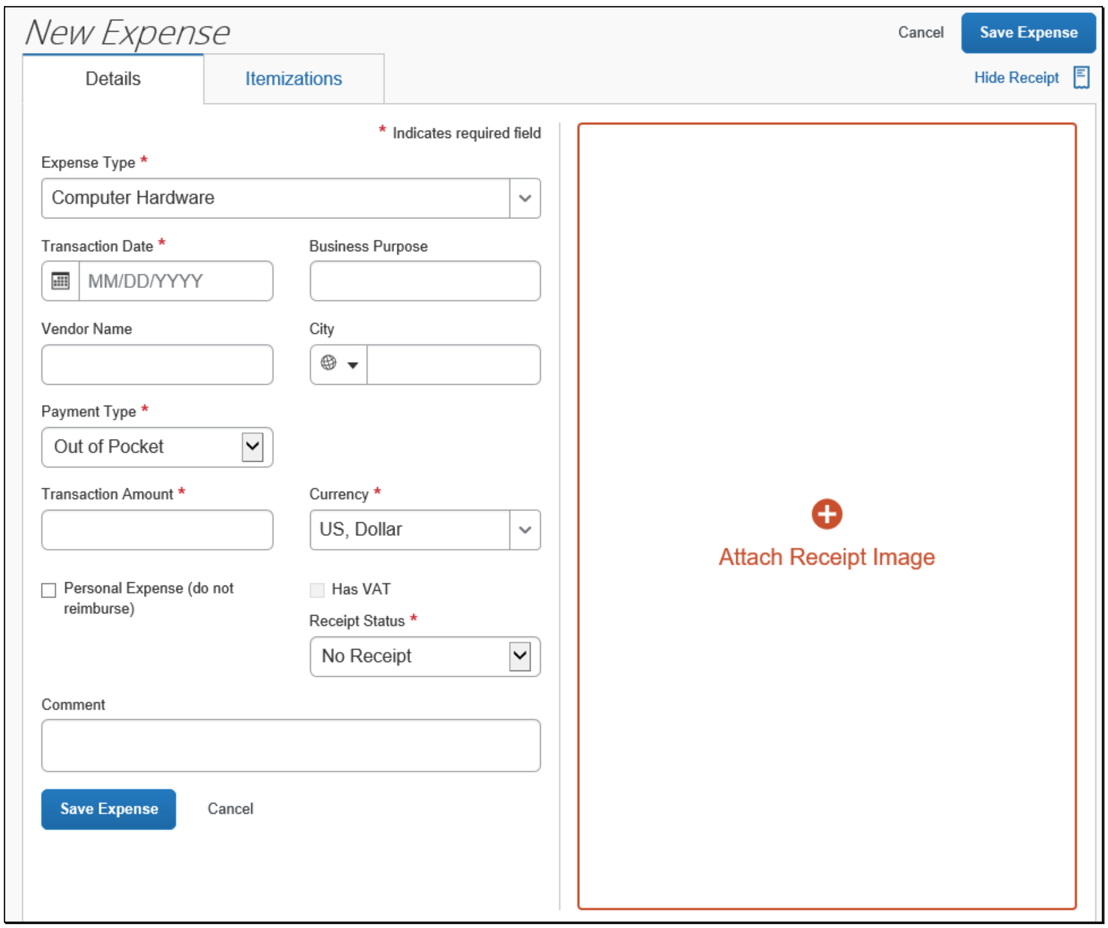


6. Complete expense report as applicable and **submit**. To see how to claim Personal Car Mileage, see page 37.

Add Expenses - Out-of-Pocket

To add an out-of-pocket expense to a report:

1. From the open report, **Add Expense** > **Create New Expense** tab
2. Enter the Expense Type code or start typing the name in the ***Search for an expense type*** field and select the correct Expense Type from the list.
   - NOTE: Do not use Expense Types beginning with E3xx - COS (Cost of Sales) unless you are purchasing items for resale.
3. Complete the required fields (* Red Asterisk) and any necessary optional fields > click one of the following as applicable:
   - **Attach Receipt Image** - To upload and attach receipt images.
   - **Itemizations** - To itemize the expense to multiple Expense Types.
   - **Save Expense** – To save the out-of-pocket expense.
   - **Cancel** - To exit without saving this expense.



Add Expenses - Purchasing Card Transactions

On the SAP Concur home page, you can view a list of any unassigned credit card transactions in the **Available Expenses** section.

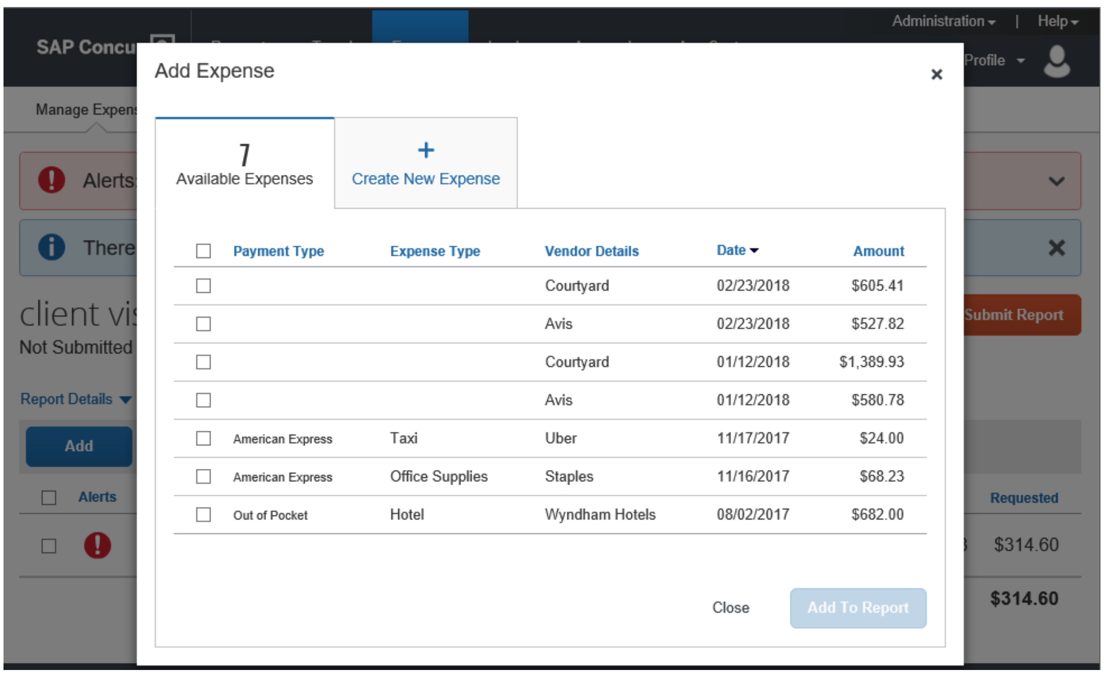
You can add purchasing card transactions to an expense report in the following ways:

- From the open expense report
- From the Available Expenses section (you might need to scroll down) (**Expense** > **Manage Expenses** on the sub-menu)

From the open expense report

To add purchasing card transactions within the open report:

1. Click **Add Expense**.
2. From the **Available Expenses** tab, select the appropriate expense(s) - check the appropriate box(es) to the left of the expense(s).



3. Click **Add To Report**.
4. Enter all required information and attach receipt(s).

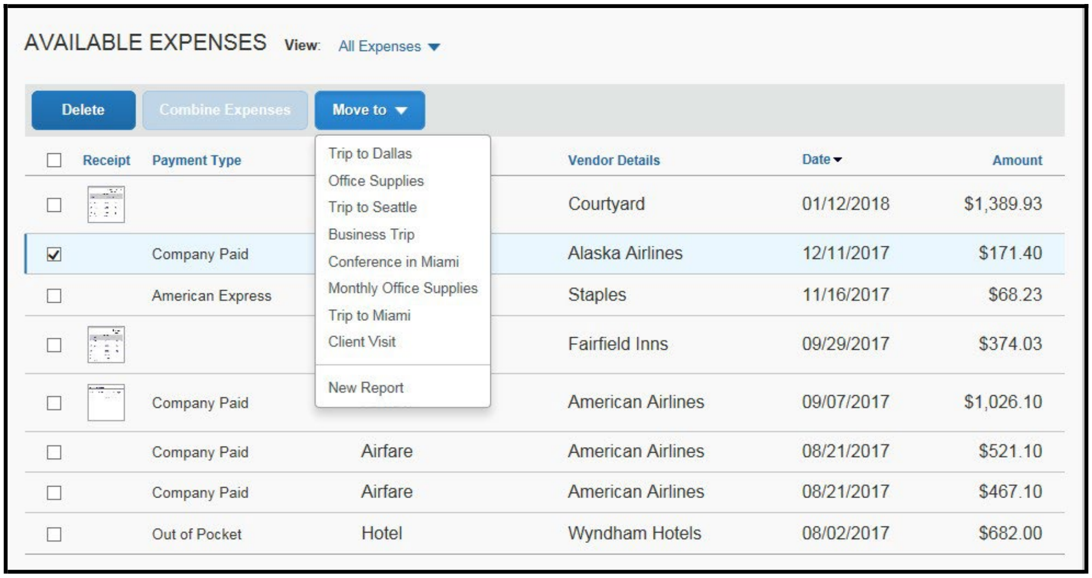
From the Available Expenses section on the Expense Home Page

To assign transactions to a report from the **Available Expenses** section

1. From the **Available Expenses** section on the expense home page (you might need to scroll down) Select the appropriate transaction(s) – check the box to the left of the expense(s).

   TIP: Select the uppermost check box to select all transactions.
2. Click **Move to**.
3. Click the **name of the appropriate report** or select **New Report**.

4. If you select an **existing report**, the report opens and the selected expense(s) is/are attached to the report. Complete all required information and attach the receipt(s).
5. If you select **New Report**, the **Create New Report** page appears. Enter the report information as usual



******See University Purchasing Card Transactions Allocation Procedure for more detailed instructions (Help > Training > Listed under Guides and FAQs******

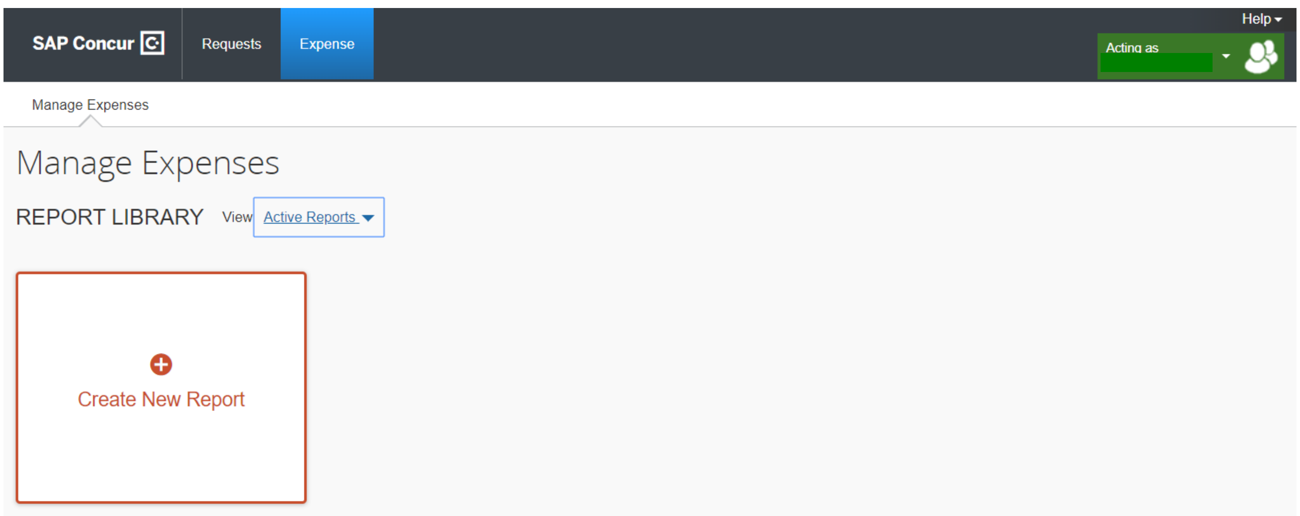
Business Meals

Policy Statement
Michigan Tech will reimburse employees/businesses who host events, meals, and banquets for the purpose of University business.
****If you are paying a vendor directly, please submit the request using the Business Meal and Banquet form available on the web. Do NOT use Concur.***

Policy Requirements
Claims for reimbursement are to be filed within two (2) weeks of the event on a Business Meals Expense Report with supporting documentation attached. Original, itemized receipts are to be obtained for all such expenses and are to be attached to the Business Meals Expense Report. The receipts should be ***itemized, show the date, the name of the facility at which the event took place, and the total charge****. Reimbursement for or payment of actual and reasonable expenses should be documented and supported by itemized receipts and are limited as follows:*

- *Business meals.*
- *Banquets for business functions.*
- *Events hosted at a private residence for business functions.*

1. On the Expense Home Page - Click **Create New Report.**



2. Complete all required information on the report header (*Red Asterisk).

Report/Trip Name
Enter the City where meal/event took place & date of meal (*example: Marquette, MI 021819*)

Report/Trip Business Start Date and End Date
Enter the Date of meal in both fields (should be the same).

Report/Trip Purpose
Select the purpose from the drop-down menu. You MUST enter information regarding the purpose in the **Additional Information** box.

Traveler Type

Who is claiming the meal reimbursement?

Does this trip include personal travel? No

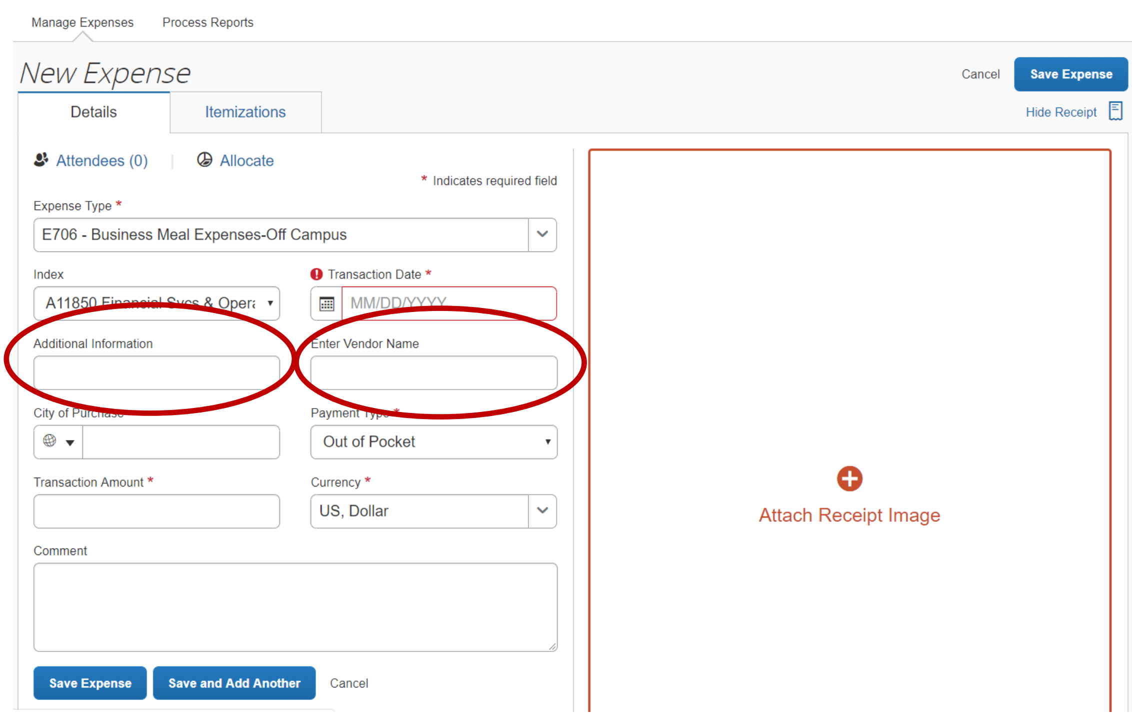
Index
Select from drop down menu.

Department
Select from drop down menu.

Comments To/From Approvers/Processors
Enter any additional information you might like to provide to the approver/processor.

Claim Travel Allowance
NO! Always NO, when only expensing a business meal.

3. **Create Report** > **Add Expense** > **Create New Expense**
4. Select Expense Type ***E706 – Business Meals Expense***
5. Complete all required fields (*Red Asterisk).



6. Enter which meal is being claimed in the **Additional Information** field and the restaurant name in the **Enter Vendor Name** field.
7. **Attach Receipt Image**, to upload your itemized receipt.
8. **Add Attendees** (see **Business Meals - Add Attendees**)
   a. There should be at least one person who is not a Michigan Tech University employee.

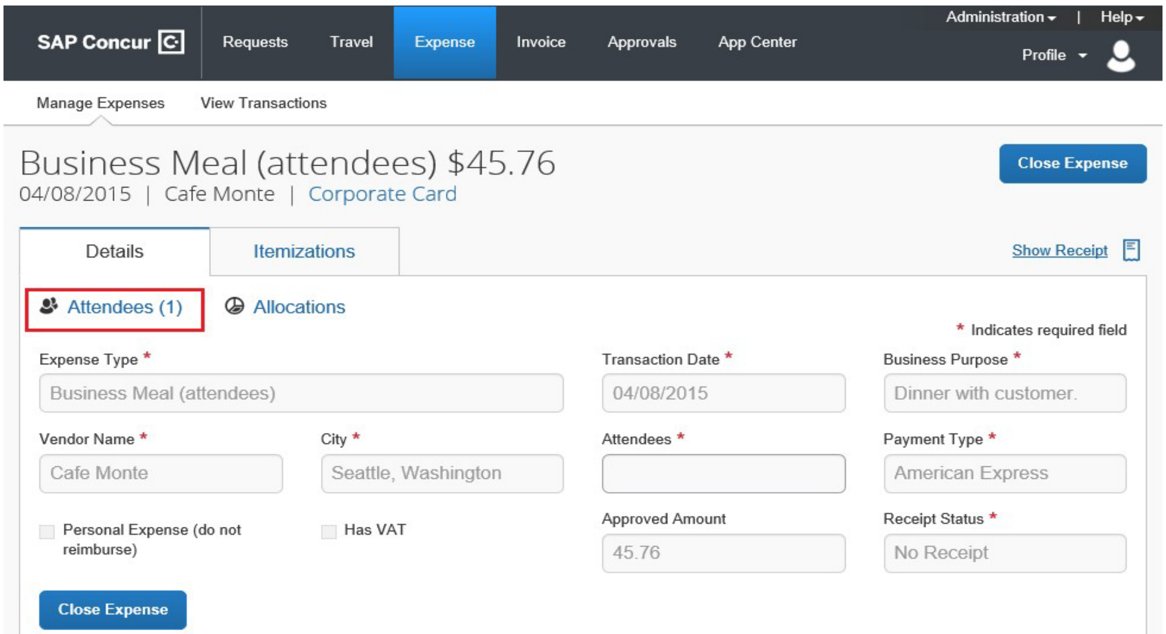
*See **Receipts - Upload** (see Table of Contents) for correct and incorrect receipts.

Business Meals – Add Attendees

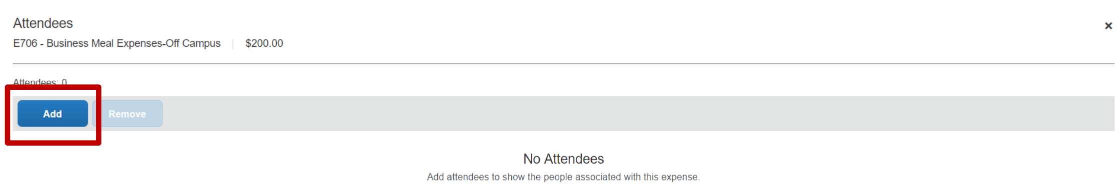
Business meal expenses, require you to add attendees to the expense. ***You may NOT submit a report that expenses a business meal without listing the attendees.**

To add attendees to a business meal:

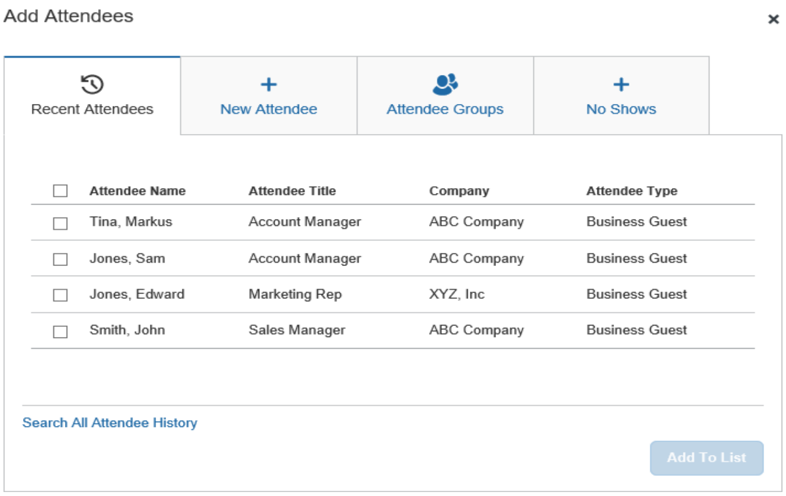
1. From the Expense Details screen, click **Attendees**.



2. In the Attendees window, click **Add**.



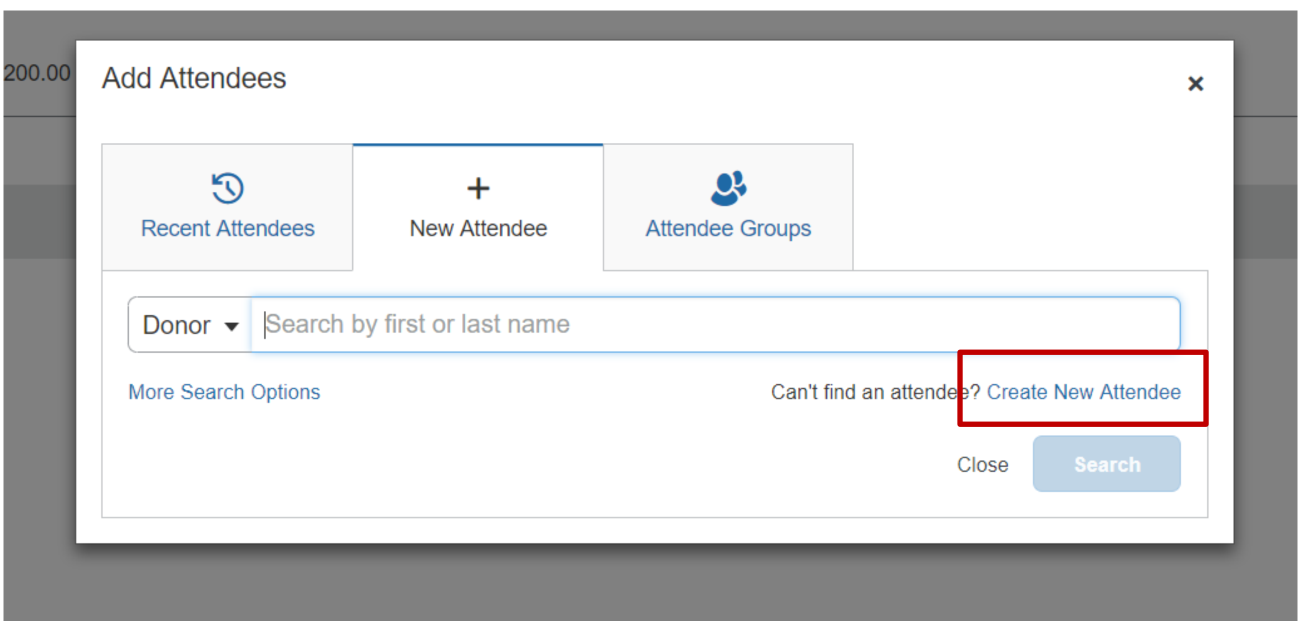
3. The **Add Attendees** window appears



You can add attendees in several ways:

***When entering a new attendees name please use the format Last Name, First Name**

- **Recent Attendees** Tab– Select the check box next to the appropriate attendee.
- **New Attendee** Tab – Search for the Business, Guest or Employee. If you need to create a new attendee, click **Create New Attendee**, complete the required fields, and then click **Create Attendee**. When you are done adding attendees, click on **Cancel**. Select the Attendee Name (check box)> **Save**
- **Attendee Groups** Tab – Select from your Favorites or My Team (these are configured in your Profile settings).



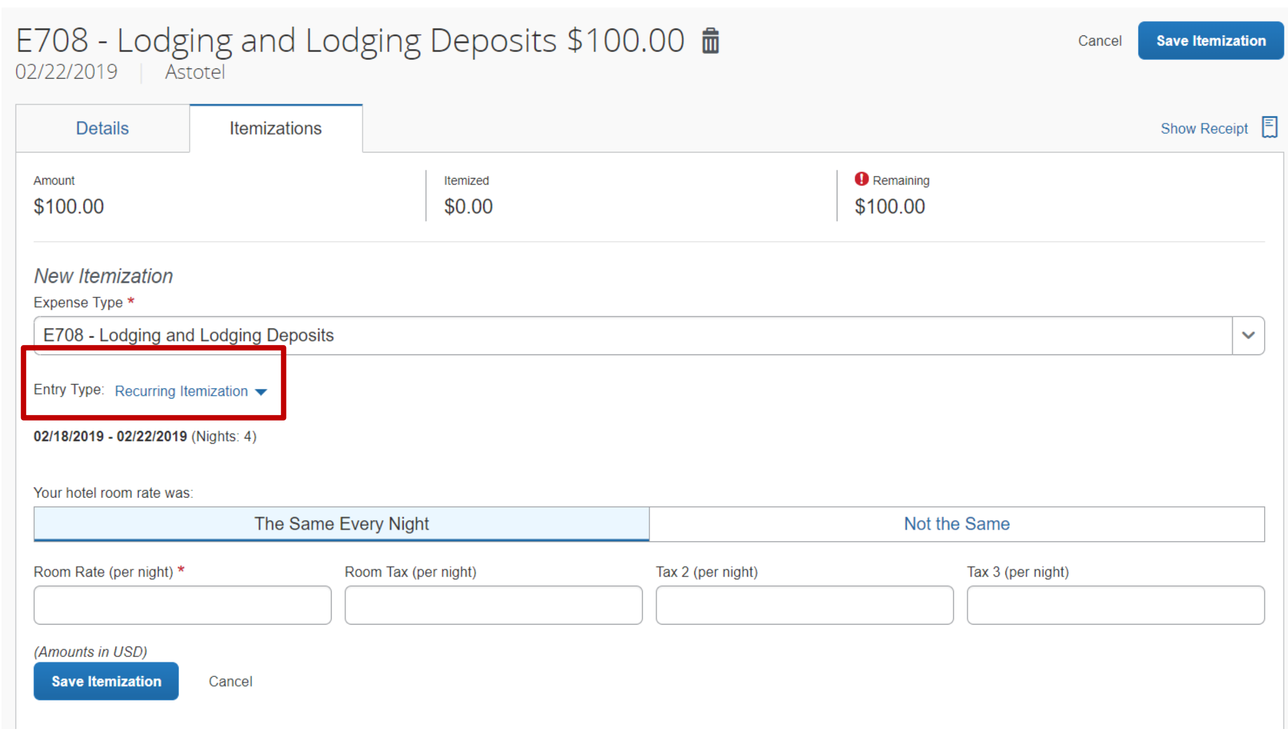
4. Click **Save**.

Lodging Expenses - Add/Itemize

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be allocated correctly. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay.

To create a lodging expense:

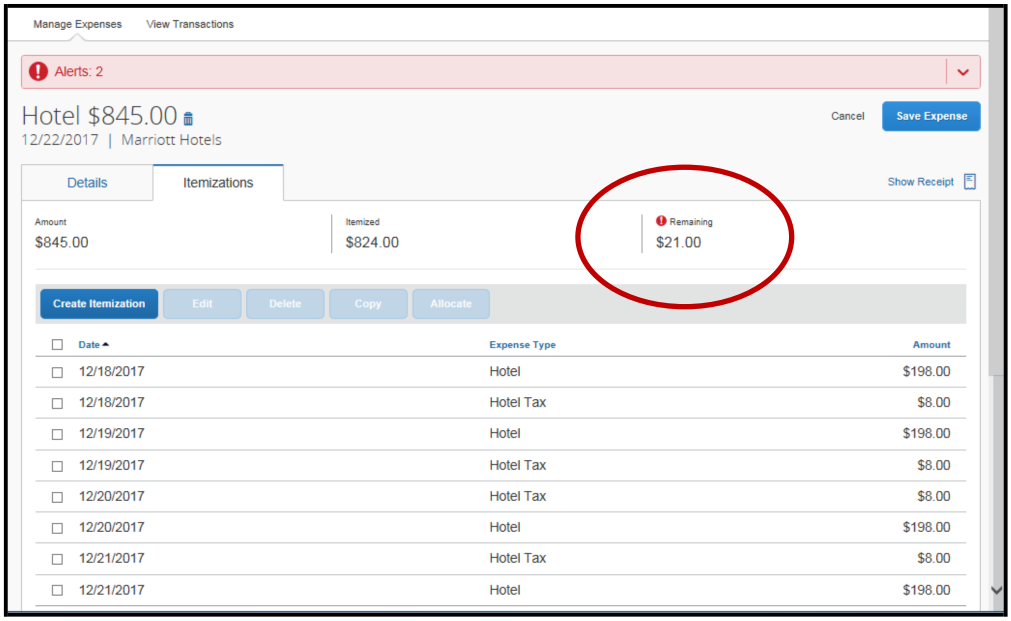
1. With the expense report open, **Add Expense** > **Create New Expense** tab, and then select the lodging expense type ***E708-Lodging and Lodging Deposits***.
    - The page refreshes, displaying the required and optional fields for the selected expense type.
2. Complete the fields as directed.
3. **Itemizations** Tab > **Create Itemization**.
4. Select the appropriate lodging Expense Type ***E708-Lodging and Lodging Deposits***. You can then select if this Entry Type is a **Recurring Itemization** (*enter the amount/tax per night*) or **Single Itemization** (*enter one total for the entire stay*).



Select **Recurring** Itemization, select whether your hotel room rate was **The Same Every Night**, or **Not the Same**.

5. Enter the **Room Rate (per night)** and **Room Tax (per night)**, as applicable.
6. Click **Save Itemization**.

7. If there is a remaining amount that needs to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field. Continue to itemize the amounts until the balance is $0.00.



8. Click **Save Expense**.

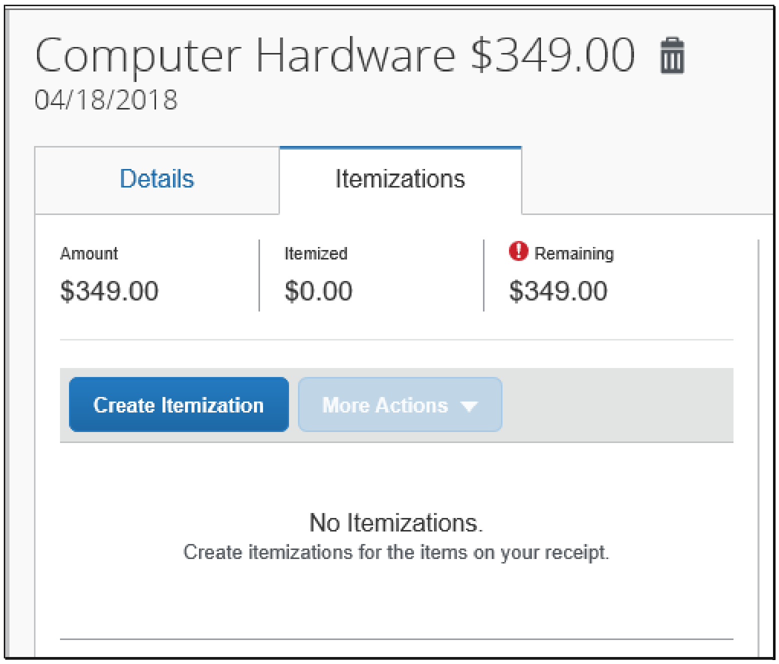
If a personal expense (i.e. room service, snack) is charged to the room and the room was paid for with a University Purchasing Card you <u>must</u> itemize that expense to Expense Type **A127C – Personal-non-reimbursable expense. This amount will be deducted from the total amount being reimbursed or, if the total is more than your out of pocket reimbursement, you will receive an invoice noting how to pay back that money to the University. If the purchase was an out-of-pocket expense, please deduct the amount of the expense from the receipt total.

Itemize Expenses

Use the **Itemizations** tab within the expense to ensure that each of your expenses is accounted for correctly – expensing to multiple Expense Types.

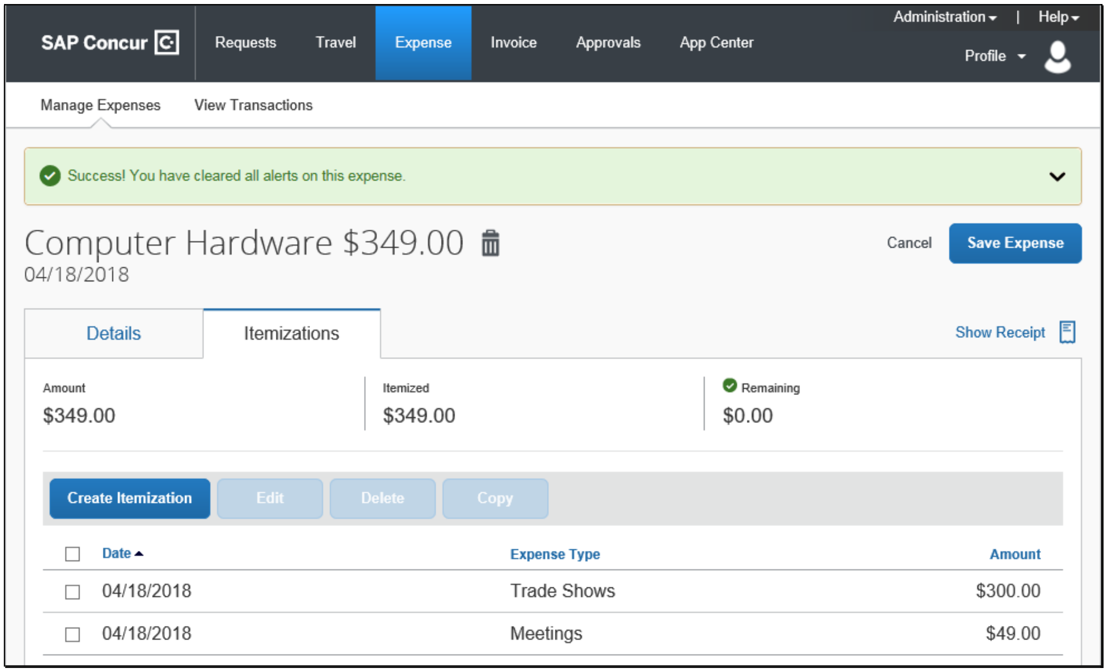
To itemize an expense:

1. Create the expense as usual, and then click the **Itemizations** tab (instead of Save Expense).
   - ***Amount, Itemized,*** and ***Remaining*** amounts are displayed.
   - A **red** exclamation point icon appears next to the **Remaining** amount, indicating that you need to itemize this expense.



2. On the **Itemizations** tab, click **Create Itemization**.
3. Select the **Expense Type** that applies to the first itemization from the dropdown list.
   - The page refreshes, displaying the required and optional fields for the selected expense type.
4. Complete all required fields (*Red Asterisk).
5. Click **Save Itemization**.
   - The newly created itemization appears.
6. For each additional itemization, on the **Itemizations** tab, click **Create Itemization**, select the appropriate expense type and complete the appropriate fields.

- Once you have itemized the Remaining amount of the charge, an alert displays a **green Success!** checkmark.



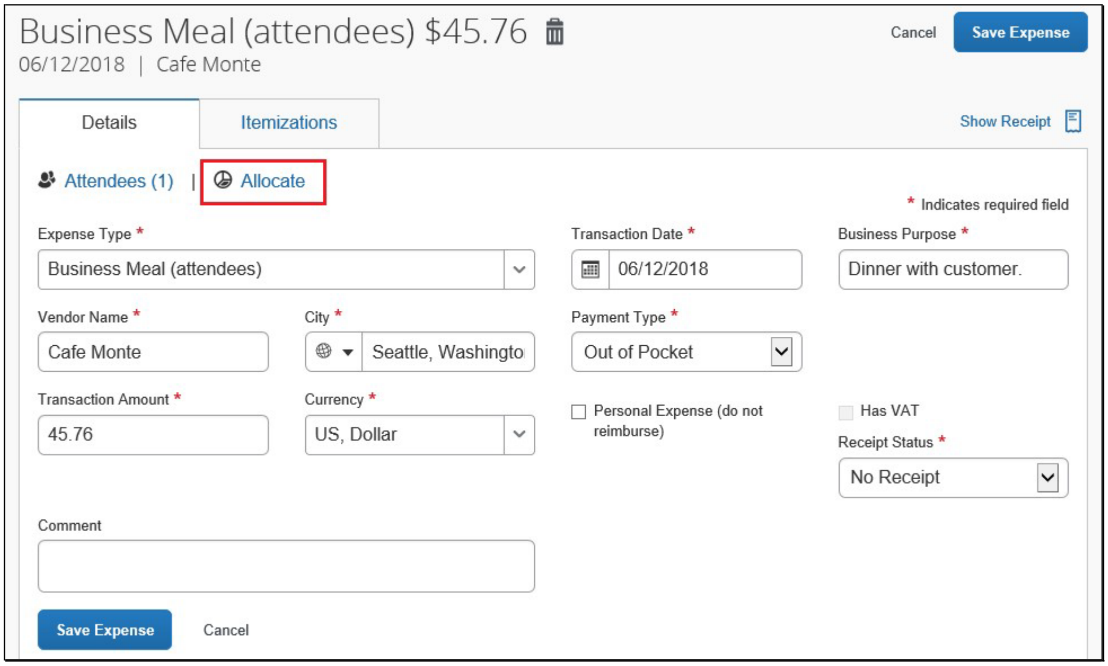
7. Click **Save Expense**.

Allocate Expenses

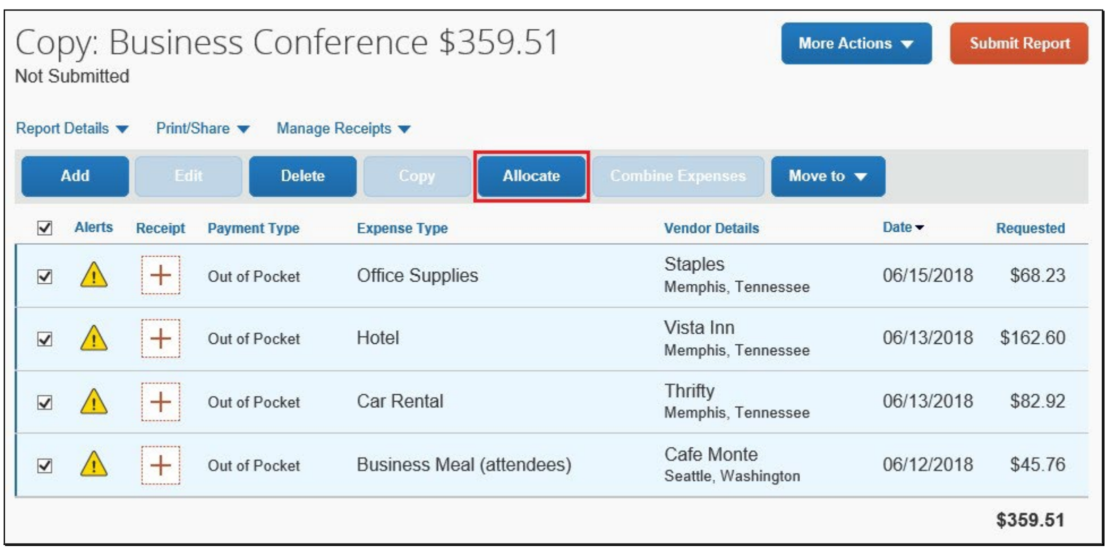
You can allocate expenses to projects or departments (indexes), which will be charged for those expenses. You can allocate a single expense or multiple expenses.

To allocate your expenses (single or multiple):

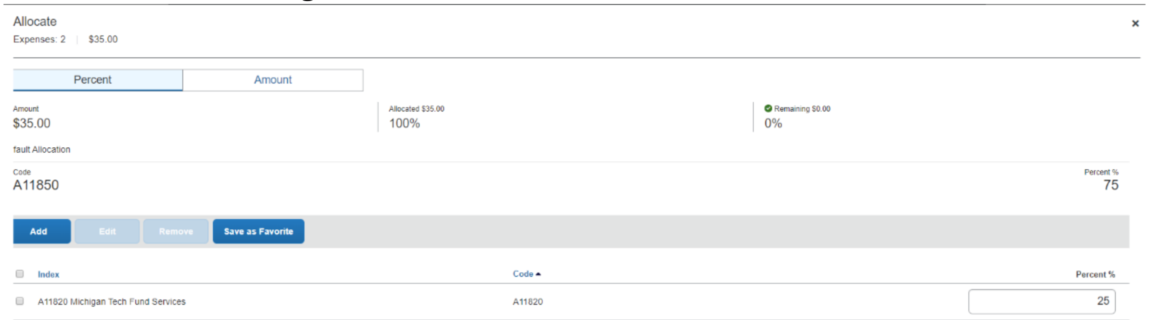
1. With the expense open, to allocate a ***single*** expense, click **Allocate**.



2. With the report open, to allocate ***multiple*** expenses, select the appropriate expenses on the left side of the page, and then click **Allocate**.

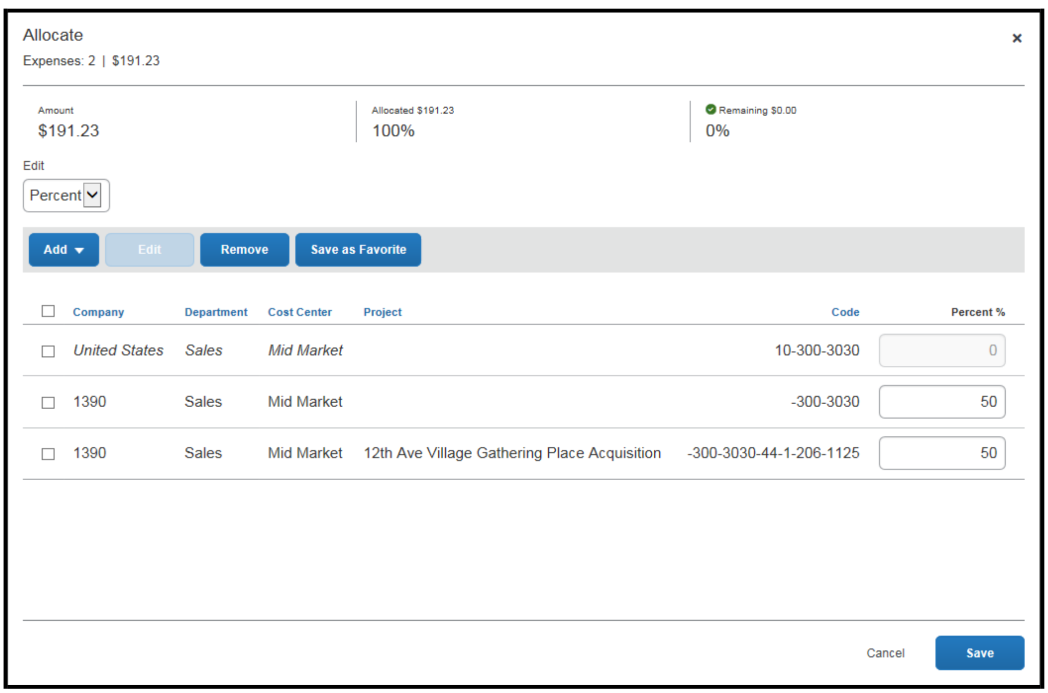


The Allocate window appears. The total expense ***Amount,*** the amount ***Allocated***, and the amount ***Remaining*** are listed.



3. Select how you wish to allocate, **Percent** or **Amount.**
4. Add the additional index or indexes, **Add** > type the index number and then choose it from the drop-down menu.
5. Add as many allocations as necessary, from the **New Allocation** or **Favorite Allocations** tabs.

*You can adjust the amounts and percentages as necessary. The total amount must be allocated 100%, otherwise you will not be able to submit the report.



6. Click **Save**.

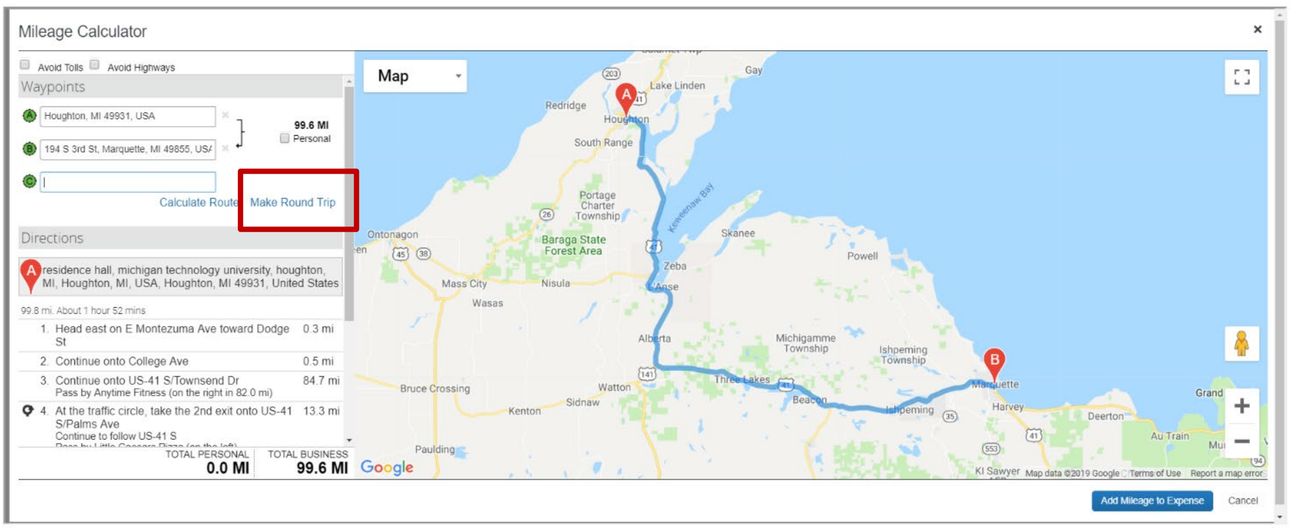
Personal Car Mileage

To create a car mileage expense:

NOTE: Google Maps is used to calculate mileage

***When claiming mileage to/from the Houghton County Airport you <u>MUST</u> use Michigan Tech's address of 1400 Townsend Drive, Houghton, MI 49931 or your office's address as your starting location.**

1. With the expense report open, click **Add Expense**, and then select the mileage expense type - ***E750-Mileage Allowance***.
2. Enter the city and state or address of your Beginning Destination A
3. Enter the city and state or address of you Ending Destination B



4. A screen updates with the total mileage and map of your travel. If this is a round-trip reimbursement, click **Make Round Trip**. The mileage total will update. *(You can click and drag on the map to adjust your route.)*
5. Click **Add Mileage to Expense**
6. Complete all required fields (red asterisk).

   If you want to include vicinity mileage you may change the total mileage being claimed. Please note in the **Comment field the reason for the change (i.e. 50 vicinity miles).
7. Click **Save Expense** or **Save and Add Another**

Foreign Currency Transactions

When your travel takes you to different countries, Concur will convert foreign currency transactions to your standard reimbursement currency (USD). Current OANDA conversion rates will apply. **If a transaction was done in a foreign currency, you MUST enter the expense on your report in that currency.**

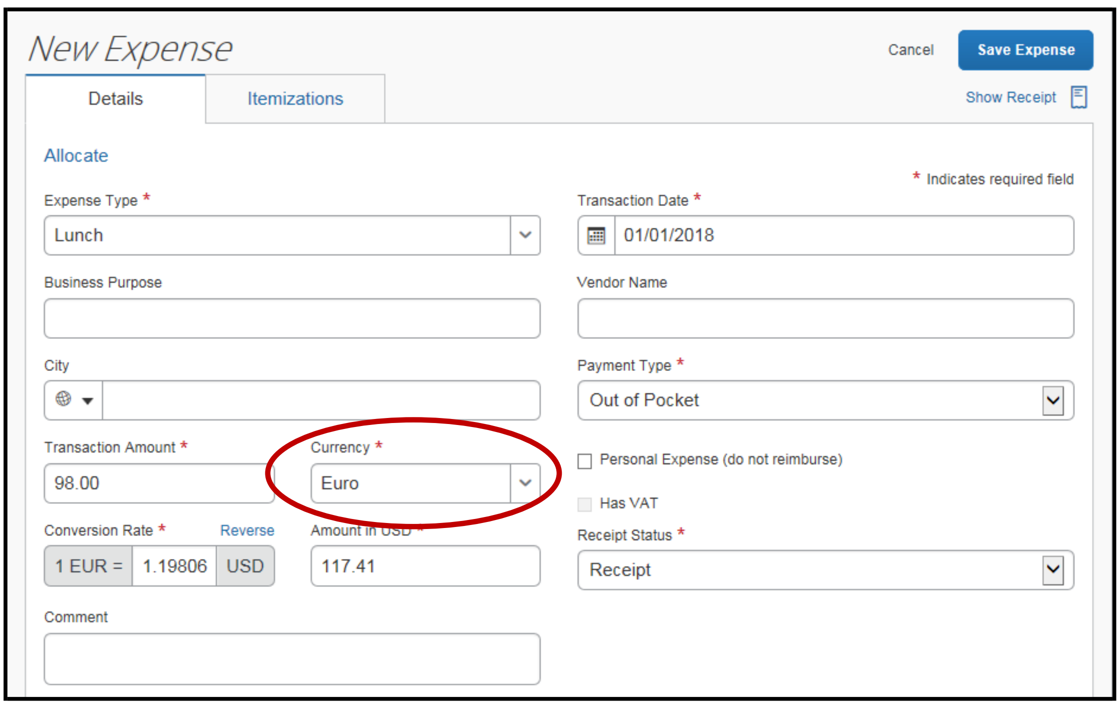
To account for an expense incurred in another currency:

1. With the report open, click **Add Expense > Create New Expense**.
2. **Search for** or **enter an expense type**.
3. Enter the appropriate information in the required and optional fields (*Red Asterisk).

   Note the following:

   - Select the "spend" **Currency** from the list to the right of the **Transaction Amount** field. The **Conversion Rate** field appears.
   - The **Conversion Rate** is automatically populated according to the **Transaction Date** and **Currency** entries.

     *Expense calculates the Amount in your reimbursement currency.
   - Currency can be converted by multiplying by a particular rate or dividing by a different rate. To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field.
4. Complete the remaining fields as appropriate > **Save Expense**.



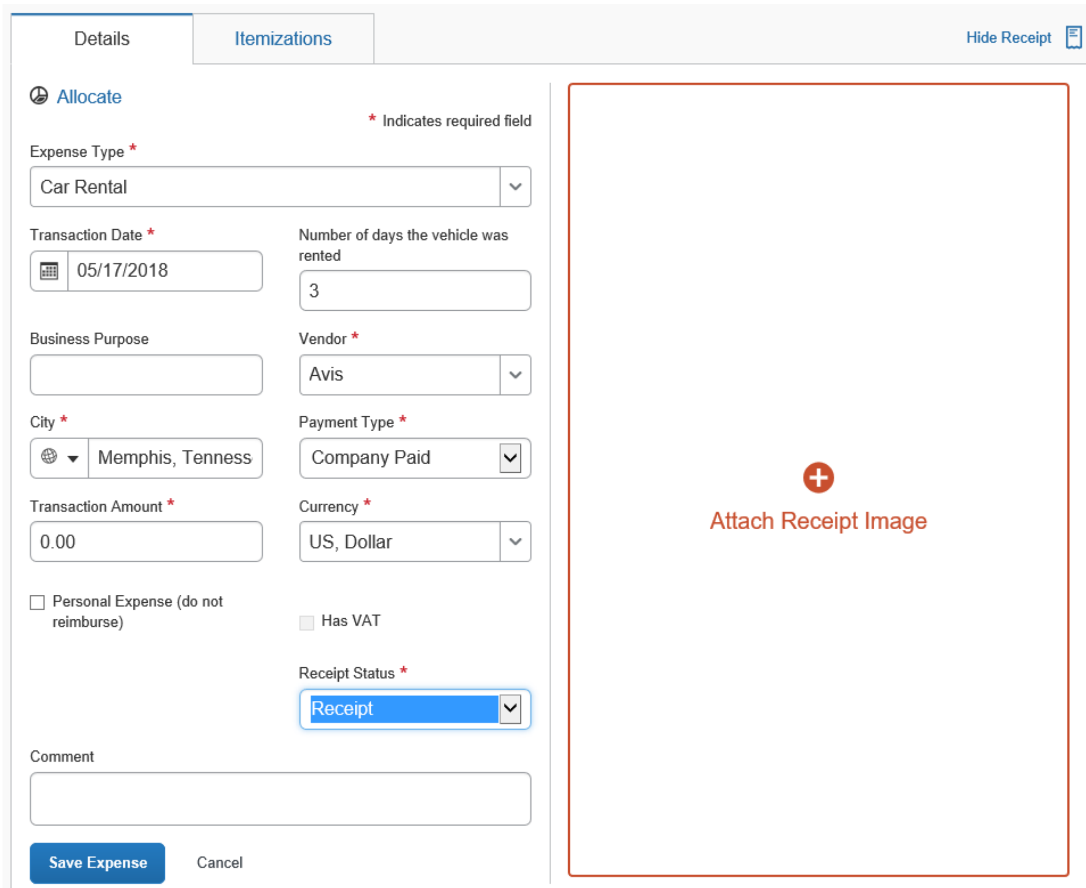
Receipts - Attach

Available Receipts work with the SAP Concur Imaging Service to provide receipt images that the user can either email or upload images to, and then use to attach images at the line item expense entry level (only). Images in supported format are uploaded using an SAP Concur-verified email address provided by the user during signup, and these images are then available to that user (only) for the purpose of attaching to report expense entries.

See **Receipts - Uploading** for details (See Table of Contents).

To attach a receipt image to an expense entry using **Available Receipts**:

1. Select an expense to open it to the **Details** tab.



2. Click **+ Attach Receipt Image**.
3. Select the receipt image you want to attach, click **Attach**.
4. The receipt image is attached to the expense entry and displays on the right side of the screen.

   Note: You can **Detach** the image or **Append** an additional image from the receipt pane.

Receipts - Upload

***Each receipt MUST be uploaded individually. Documents containing multiple receipts not related to the corresponding expense will not be accepted and will be returned to the user for corrections.**

***Please submit detailed/itemized receipts only (see examples).**

You can upload your receipts to SAP Concur three ways:

- Email to your SAP Concur account (to yourself or another user) – Slowest Method.

- Through the SAP Concur Mobile App (only to yourself) – Fastest Method.

  -OR-

- Upload scanned documents from your computer (to yourself or another user)

  - Available formats are: PNG, JPG, JPEG, PDF, TIF or TIFF.
  - When scanning, the images should be scanned at 300 dpi or lower to reduce file size. For best results, scan or take a photo as a black and white picture with no more than 1024 x 768 image resolution.
  - There is a size limit for each image file; the “upload” window displays that limit.
  - No more than 10 files can be uploaded in a single session. To upload more than 10, simply upload the first 10 and then upload another 10, until done.

Email to your Concur Account

1. Scan the receipt into the system and attach the receipt document to an email.
   a. If you are emailing the receipt to your own account, send the email to receipts@concur.com with a blank Subject line.
   b. If you are emailing the receipts to someone else’s account, send the email to receipts@concur.com and put the recipients email address in the Subject line (i.e. username@mtu.edu)
2. **Send**

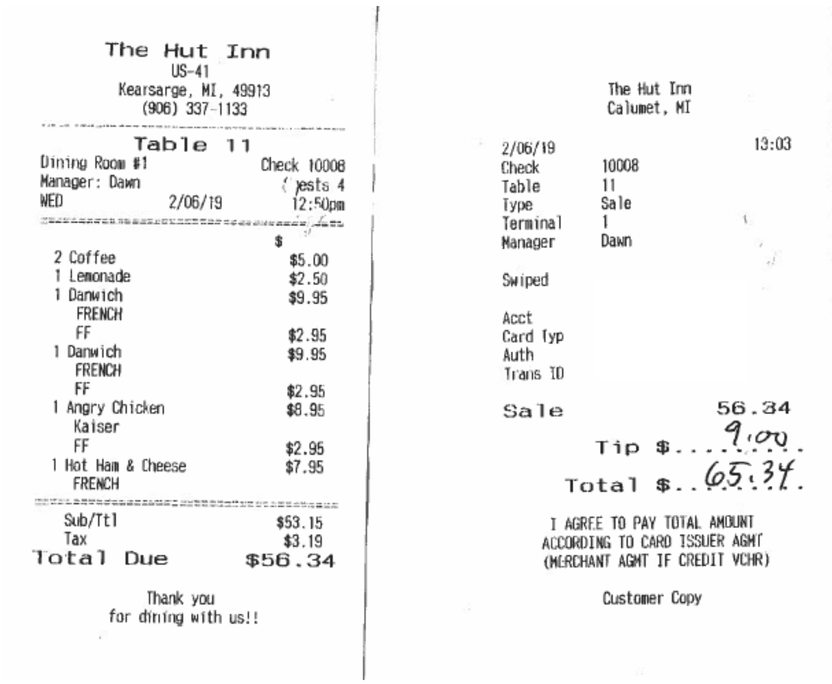
SAP Mobile App

1. Open the **SAP Concur App**
2. Click **Expenses**
3. Click **+** > **Add Receipt** > **Camera**
4. Take a photo as you normally would with your phone.
5. Refresh your web browser on your computer and the receipt will be available in your SAP Concur account immediately.

Upload scanned documents from your computer

1. On the SAP Concur Home Page, click **Expenses**.
2. Scroll down until you see your **Available Receipts**.
3. Click **Upload Receipt Image**.
4. Choose the receipts that you wish to upload from your computer.

Correct (Detailed/Itemized) Receipt



The Hut Inn
US-41
Kearsarge, MI, 49913
(906) 337-1133

Table 11
Dining Room #1 Check 10008
Manager: Dawn Guests 4
WED 2/06/19 12:50pm

	$
2 Coffee	$5.00
1 Lemonade	$2.50
1 Danwich	$9.95
FRENCH	
FF	$2.95
1 Danwich	$9.95
FRENCH	
FF	$2.95
1 Angry Chicken	$8.95
Kaiser	
FF	$2.95
1 Hot Ham & Cheese	$7.95
FRENCH	
Sub/Ttl	$53.15
Tax	$3.19
Total Due	$56.34

Thank you
for dining with us!!

The Hut Inn
Calumet, MI

2/06/19 13:03
Check 10008
Table 11
Type Sale
Terminal 1
Manager Dawn

Swiped

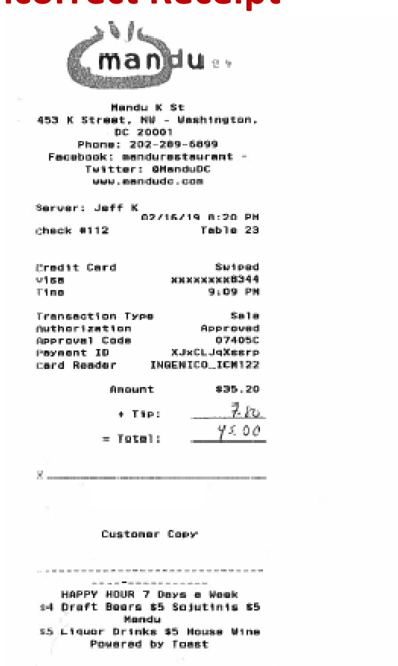
Acct
Card Typ
Auth
Trans ID

Sale 56.34
Tip $....9.00.
Total $..65.34.

I AGREE TO PAY TOTAL AMOUNT
ACCORDING TO CARD ISSUER AGMT
(MERCHANT AGMT IF CREDIT VCHR)

Customer Copy

Incorrect Receipt



mandu

Mandu K St
453 K Street, NW - Washington,
DC 20001
Phone: 202-289-6899
Facebook: mandurestaurant -
Twitter: @ManduDC
www.mandudc.com

Server: Jeff K
02/16/19 8:20 PM
Check #112 Table 23

Credit Card	Swiped
Visa	xxxxxxxx8344
Time	9:09 PM
Transaction Type	Sale
Authorization	Approved
Approval Code	07405C
Payment ID	XJxCLJqXeerp
Card Reader	INGENICO_ICM122
Amount	$35.20
+ Tip:	7.80
= Total:	45.00

X

Customer Copy

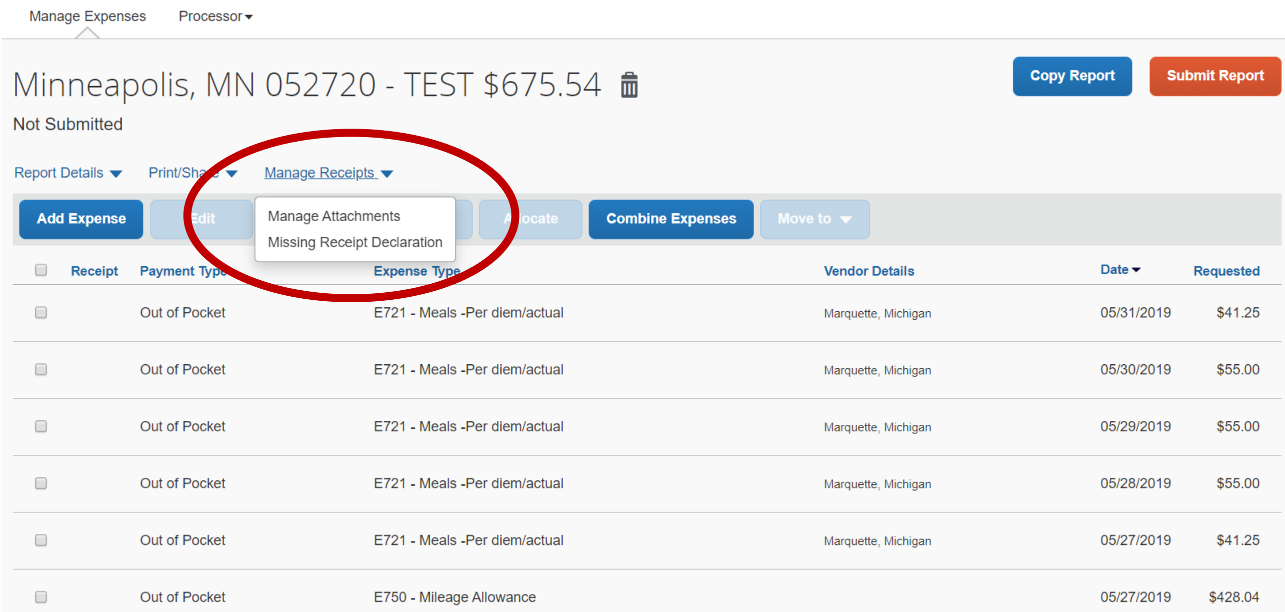
HAPPY HOUR 7 Days a Week
$4 Draft Beers $5 Sojutinis $5
Mandu
$5 Liquor Drinks $5 House Wine
Powered by Toast

Attach a Document/Receipt to a Report

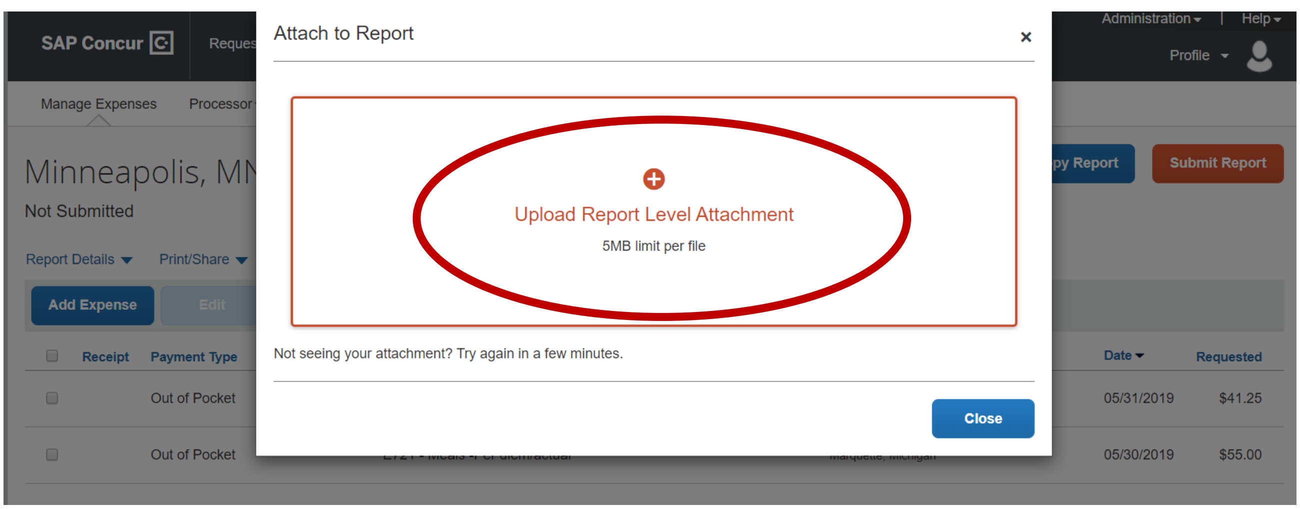
To attach a receipt/document at the report level (NOT the expense):

***DO NOT** create an E760-Misc Travel expense with a $0.00 amount just to attach a receipt.

With the report open > **Manage Receipts** > **Manage Attachments >**



> **+ Upload Report Level Attachment** > select receipt/document to attach.

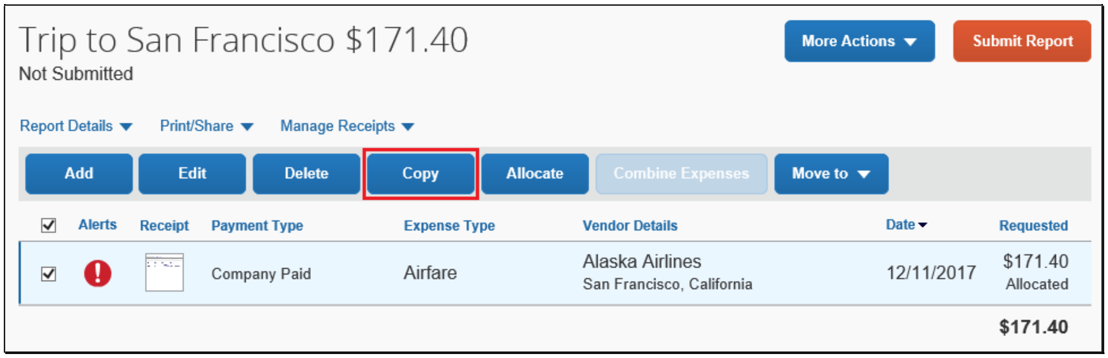


Copy - Expense

Copy an expense and then update the expense details to quickly enter a reoccurring expense. This is especially useful for recurring business expenses.

To copy an expense:

1. With the expense report open, **check the box(es)** of the expense(s) you want to copy.
2. Click **Copy**.



The new expense is added to the Expenses list. Note the following:

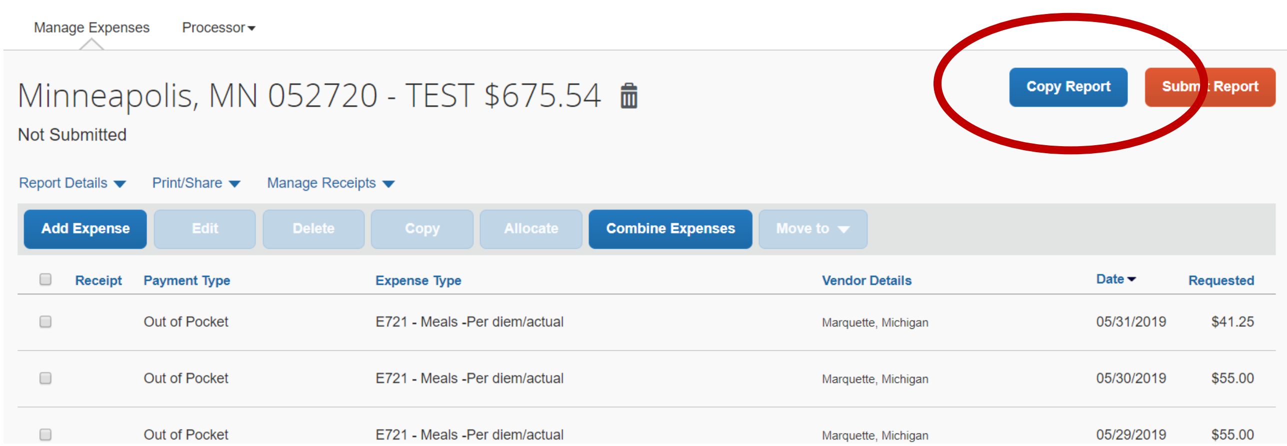
- The original expense date is advanced by one day.
- All allocations, attendees and expense-level comments details from the original expense are copied to the new expense.
- Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are *not* copied to the new expense.

  NOTE: This type of information is generally associated with only one expense so it is not copied to the new expense.
- If the Payment Type of the original expense is a credit card, then the Payment Type of the new expense is editable using the dropdown.

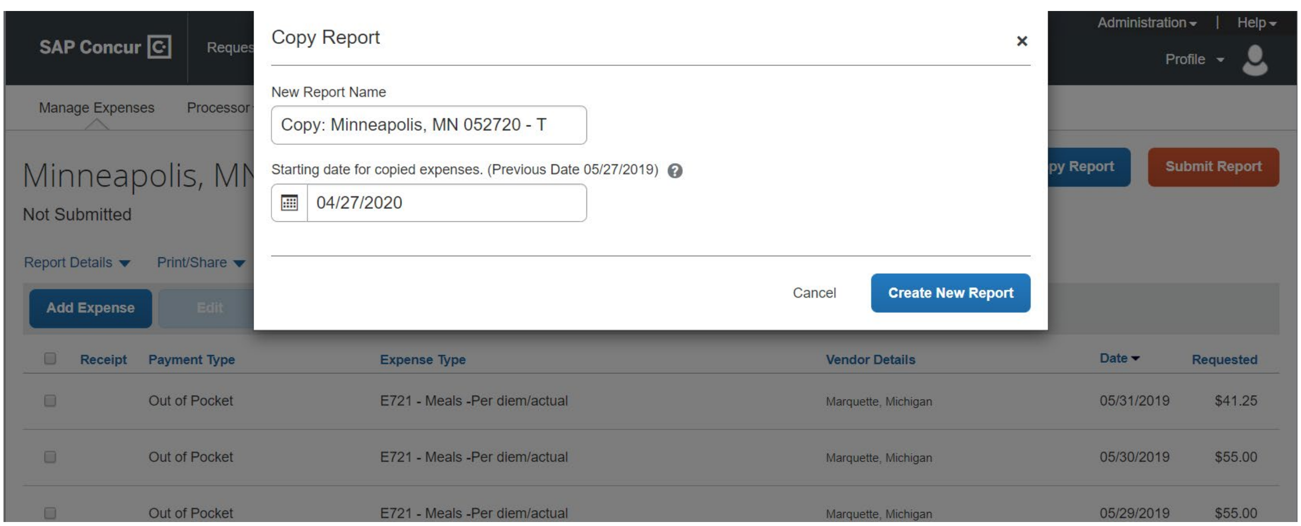
Copy - Report

When it's necessary to submit more than one report for the same trip. (i.e. Submitting a reimbursement request for expenses incurred prior to your trip such as hotel, airline or conference fees.) – this is allowable as long as the travel allowance (per diem) is only being claimed on the report that is submitted <u>after</u> the travel has occurred.

1. Open the report that you want to copy > select **Copy Report** >



2. Name your report > select the starting date > **Create New Report**



Note the following:

- The original expenses will need to be deleted (they can only be claimed once).

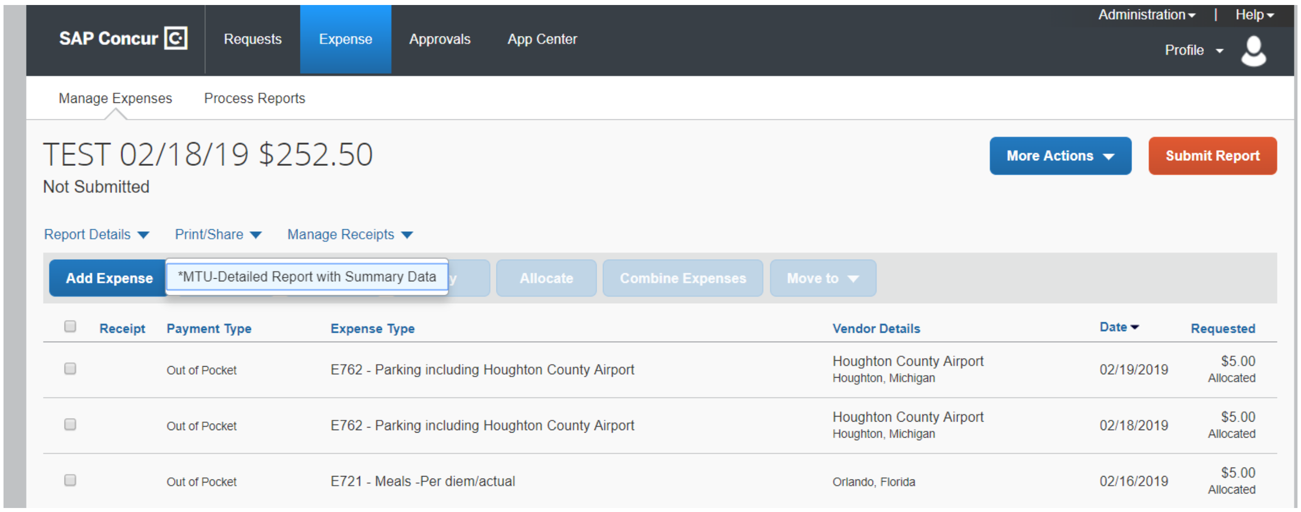
Printing/Submitting Reports

When you complete your expense report, you can print it to save a hard copy for your records or to review required receipts.

Print Reports

To preview and print the expense report:

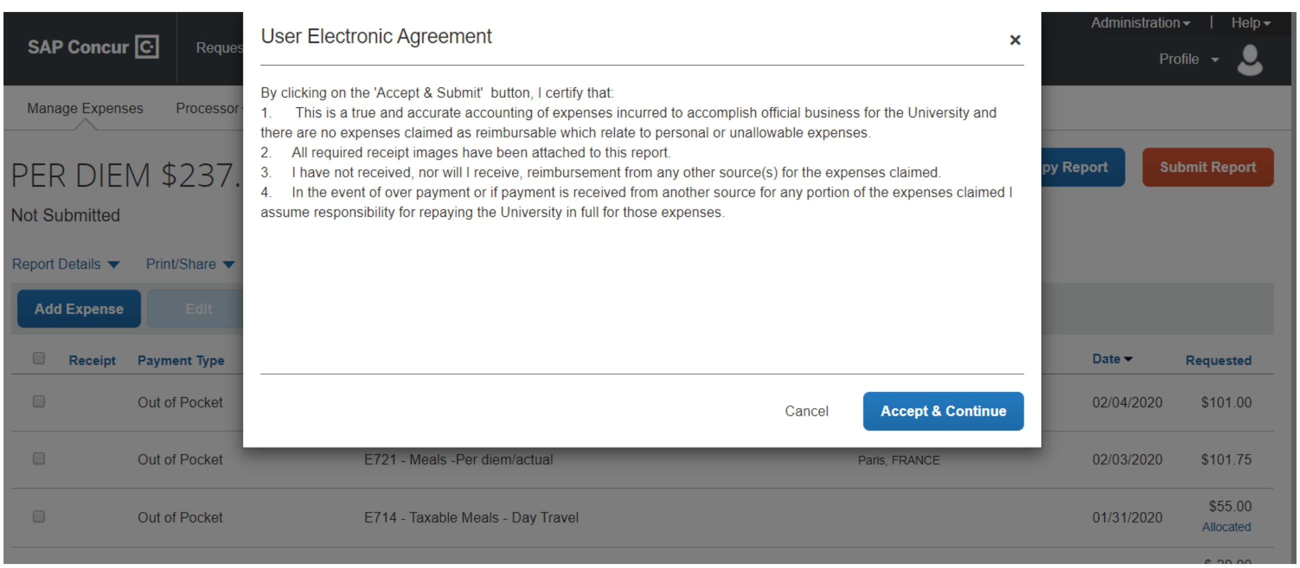
1. On the expense report page, click **Print/Share > *MTU-Details Report with Summary Data.**



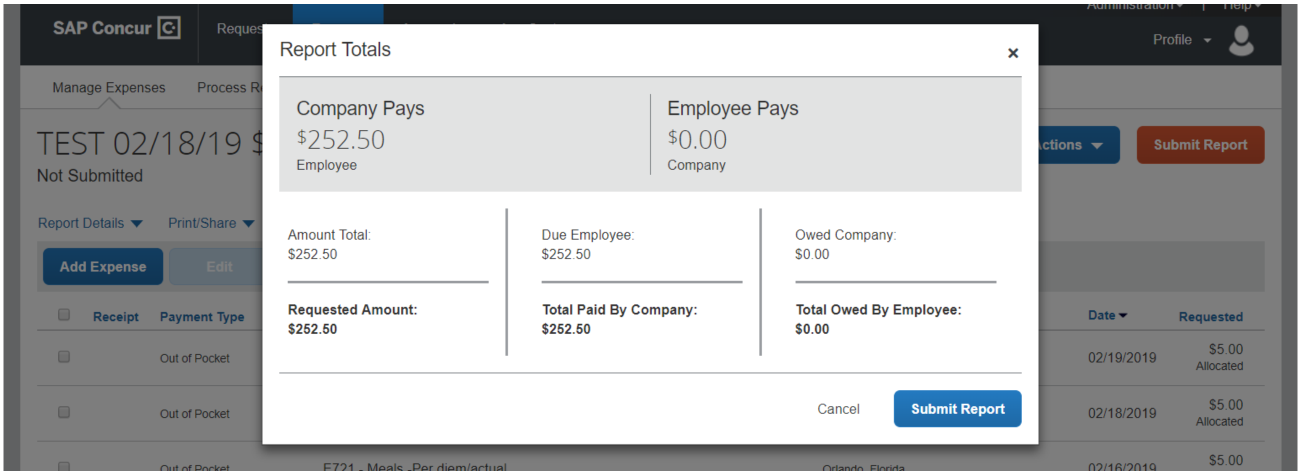
2. On the Detailed Report screen, review the details, and then click **Print, Save as PDF** or **Email**.

Submit Reports:

1. On the expense report page, click **Submit Report**. A User Electronic Agreement form will pop-up. You will need to click **Accept & Continue**.



2. The **Report Totals** window appears. Review the information for accuracy, and then click **Submit Report**. The **Report Status** window appears.
3. Click **Close.**



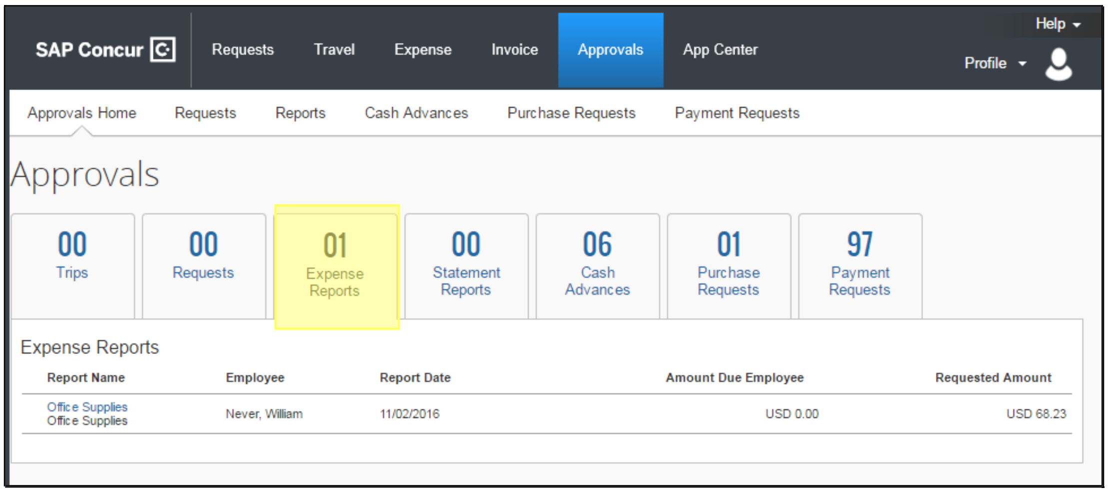
If you cannot successfully submit the report, a message appears describing the report error/alert. Correct the error/alert, or if you require help to complete the task, contact your SAP Concur administrator.

Approving/Reviewing Reports

As an approver, you will need to review submitted expense reports and approve them for reimbursement. On the SAP Concur home page, in the **My Tasks** section, you can view a list of any report waiting your approval.

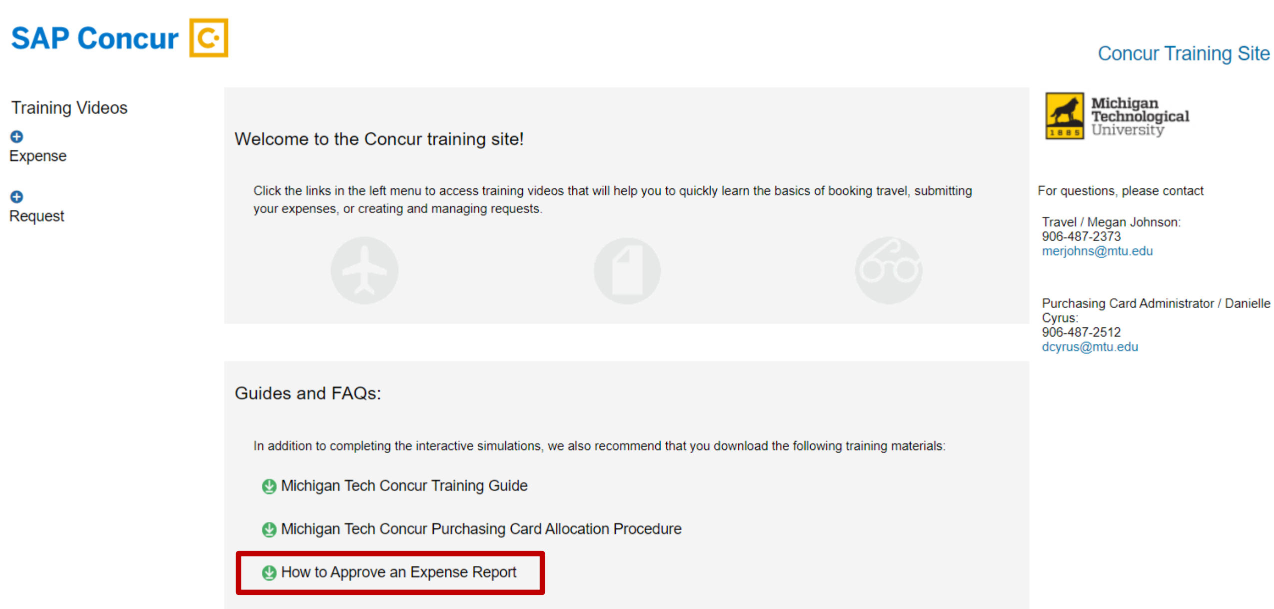
To review and approve an expense report:

1. On the SAP Concur home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**.



2. The Reports Pending your Approval page lists the awaiting reports. Select the report you want to open.
3. Review the report details, and then click **Approve** or **Send Back to User**.

*For more detailed instructions on approving reports go to the **Need Help?** Link on your Concur Home Page and select **How to Approve an Expense Report**.

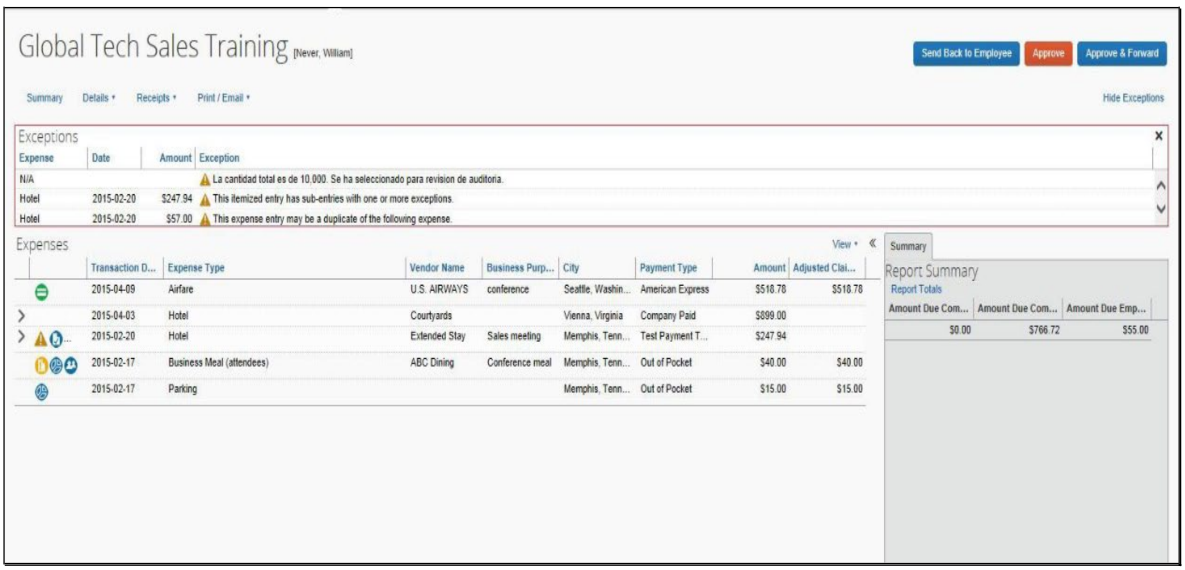


Additional Review Required

As an approver, you can add additional review steps for an expense report. For example, you might need to forward the report to additional approvers if the expense report amount exceeds your approval limit, or if the report contains allocations to an index that is not within your approval authorization.

To approve and forward a report:

1. On the SAP Concur home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The Reports Pending your Approval page lists the awaiting reports. Select the report you want to open.
2. Review the report, and then click **Approve & Forward**. Enter the User-Added Approver, and add a comment, as needed.
3. Click **Approve & Forward** to approve the expense report and send it to the next approver.



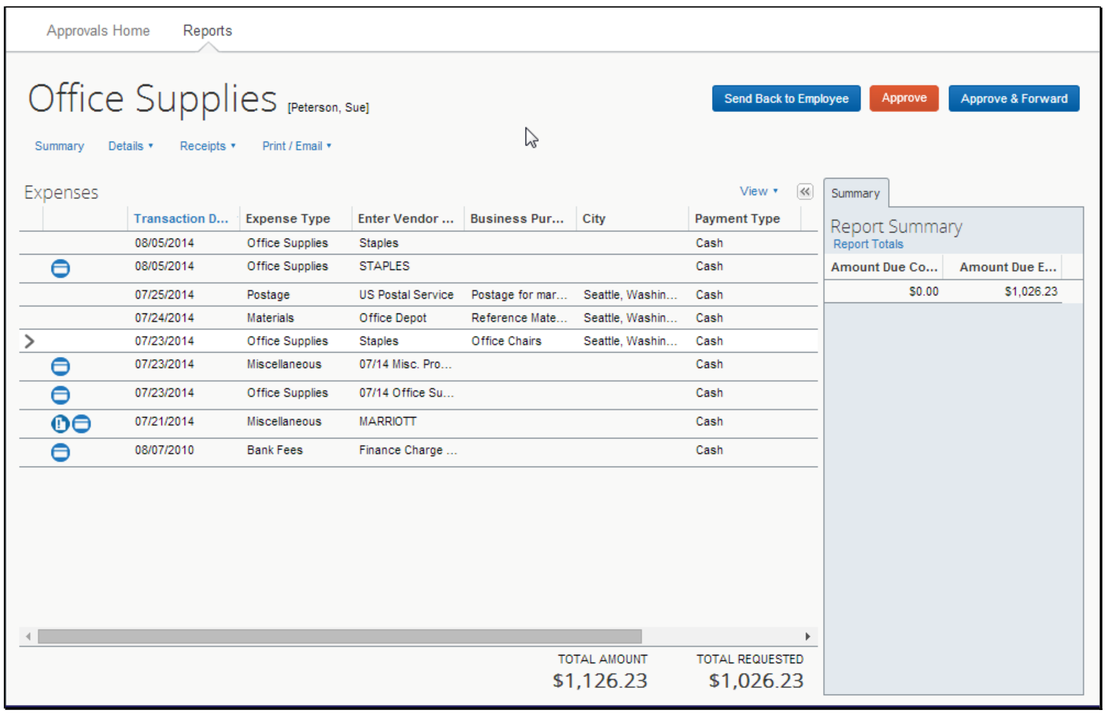
Send Back a Report

As an approver, you will review submitted expense reports and approve them for reimbursement. All of the report's expenses appear in the Expenses list. If the report contains any exceptions, they will display in the Exceptions section of the report.

To return the entire expense report to the employee for correction:

1. On the SAP Concur home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**.

   The Reports Pending your Approval page lists the awaiting reports. Select the report you want to open.



2. Click **Send Back to Employee**.
   - The Send Back Report window appears.
3. Enter a **Comment** for the employee, explaining why you are returning the report, and then click **OK**.

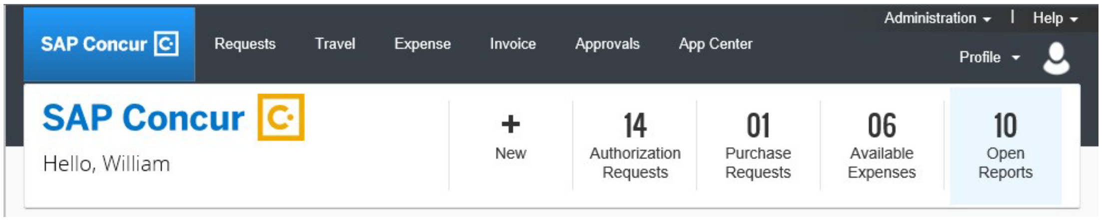
Note: When a report is sent back to the user, the report will need to go through the entire workflow approval process again.

Correct/Resubmit a Report

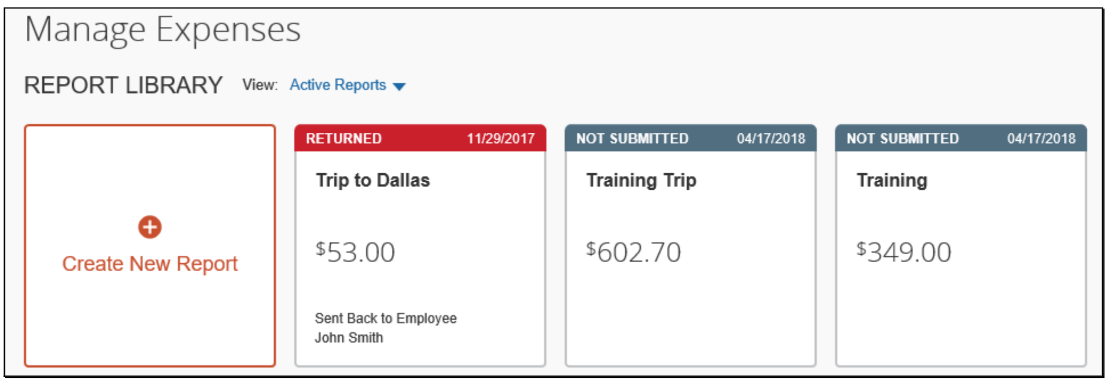
Your expense approver or the processor might send a report back to you if an error is found. The approver/processor will include a comment explaining why the report was returned to you.

To correct and resubmit an expense report:

1. Open the report, on the SAP Concur home page, on the **Quick Task Bar**, click the **Open Reports** task.



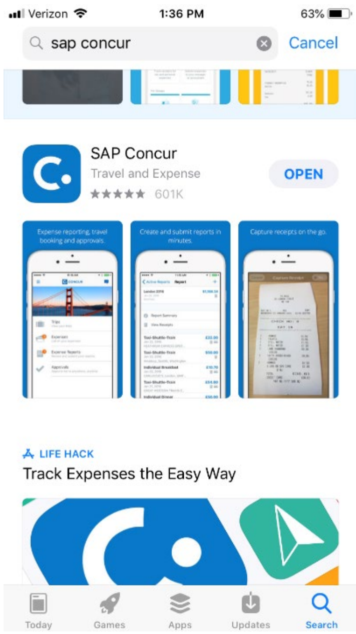
In the **Active Reports** section of the page, the report appears with **Returned** in RED on the report tile. The approver's comment appears below the amount.



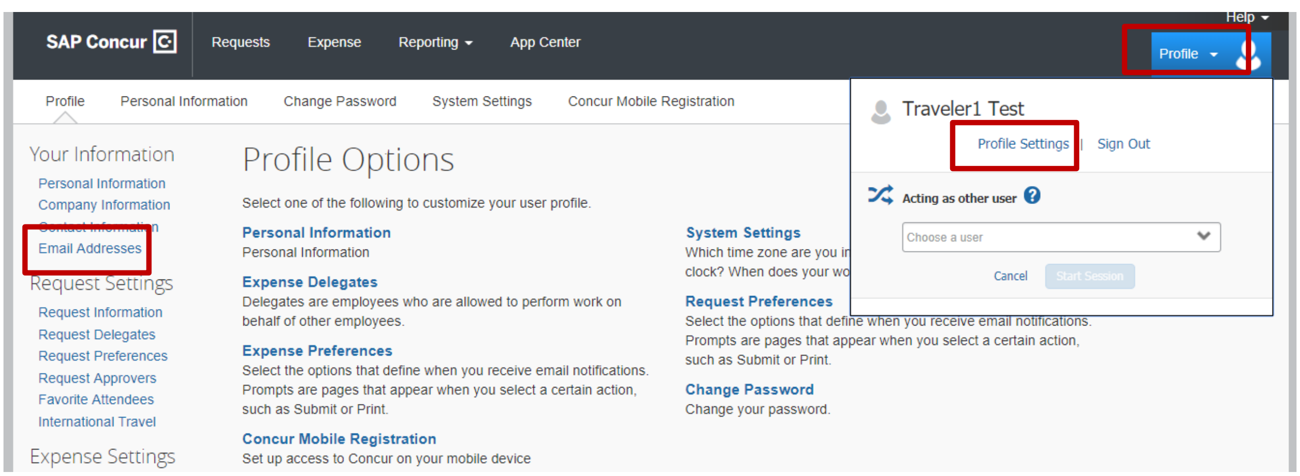
2. Click the **Returned** report tile to open the report.
3. Make the requested changes, and then click **Submit Report**.

Mobile App

1. Download the **SAP Concur** App.

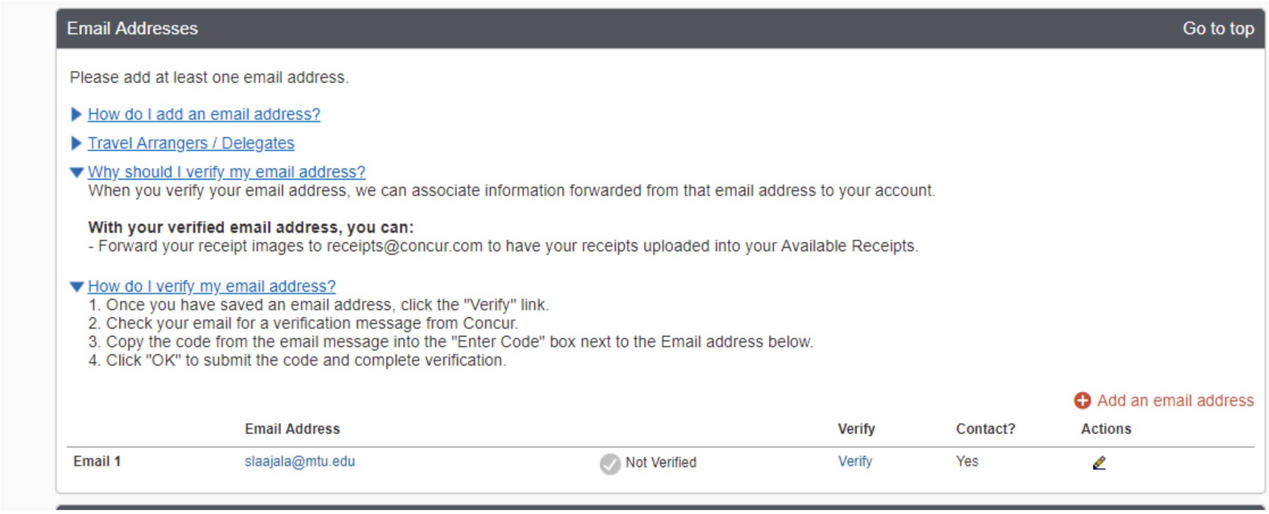


2. You <u>MUST</u> verify your email address within your **Profile Settings** in Concur in order to use the SAP Concur App.
3. **Profile > Profile Settings > Email Addresses**

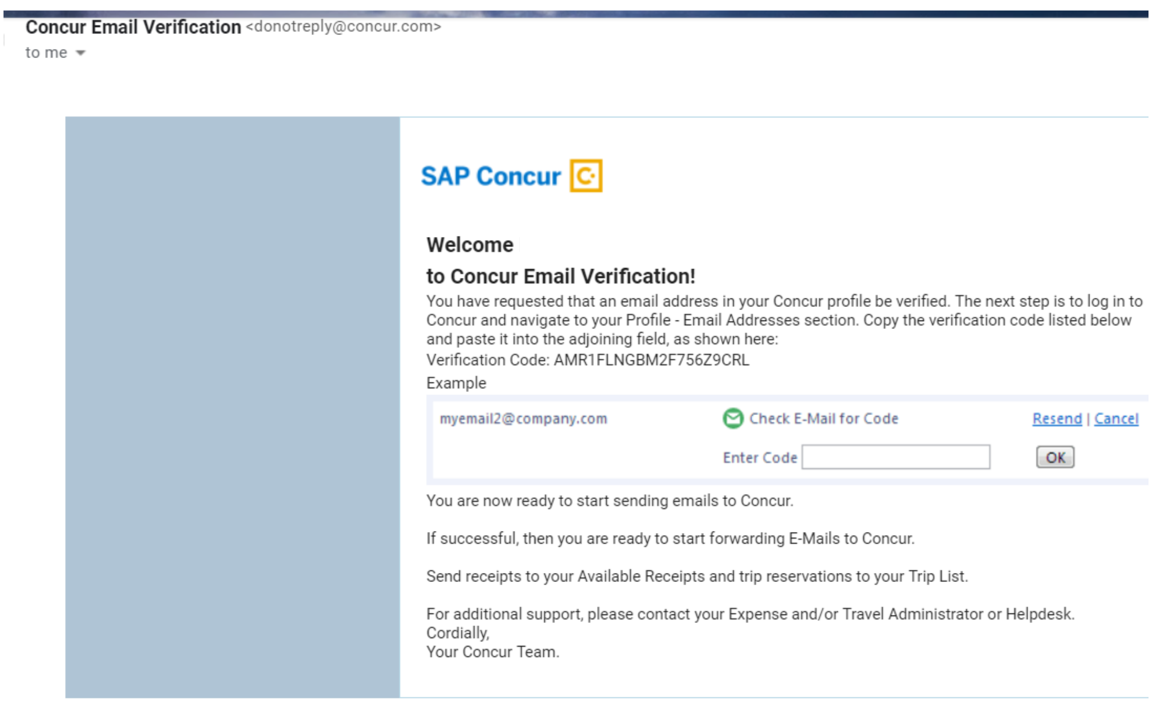


4. Scroll to the **Email Addresses** Section.
5. Click **How do I verify my email address?**

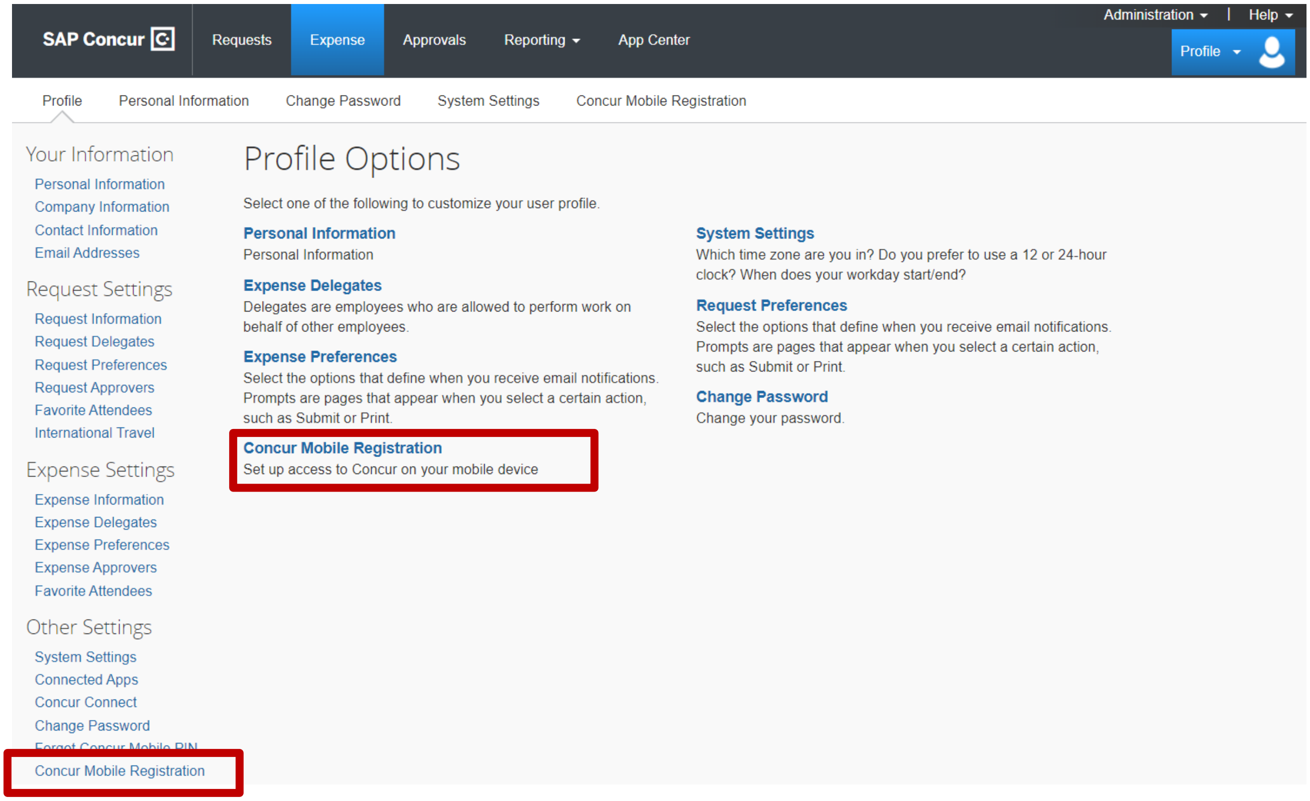
6. Follow the instructions.



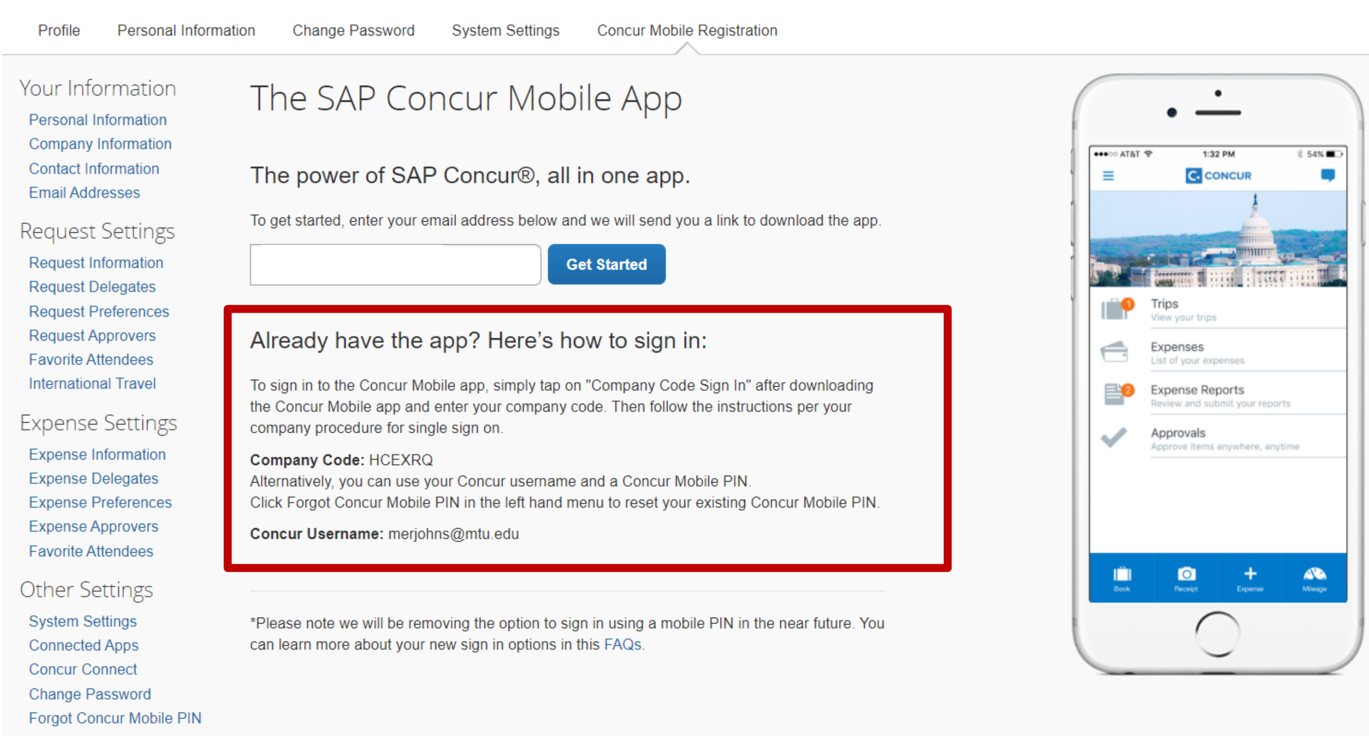
Email verification example



7. Click on **Concur Mobile Registration** >



a. > Download the SAP Concur App > tap on **Company Code Sign In** > Enter Company Code **HCEXRQ** > Login with your Michigan Tech ISO login User Name & Password



Concur FAQs

Should I submit a cash advance request?

A cash advance is intended to pay for out-of-pocket expenses incurred while on travel, particularly for meals which are mostly prohibited on a purchasing card. A cash advance can also be used to pay for ground transportation, etc. when a purchasing card is not available.

When should I submit a cash advance request?

Cash advances pay seven days prior to the first date of travel. If the request is processed less than seven days prior to the first date of travel it will pay the following day (received in your account two days from the processing date) – direct deposit only/checks will be paid on the next check run day (Thursday).

How do I get back to the header on my report?

With the report open > click **Report Details** > click **Report Header**.

How do I change/update my travel itinerary on my expense report?

With the report open > click **Travel Allowance** > click **Manage Travel Allowance** > select the itinerary > click **Edit** > make changes > click **Done**.

What if I forgot to choose *Yes, I want to claim a Travel Allowance* on the report header and have already created my report?

With the report open > click **Report Retails** > click **Manage Travel Allowance** > click **Create New Itinerary tab** > create itinerary (see Table of Contents).

Why is the name of my report so important?

When naming a **Travel Expense Report** the format of ***City, State MMDDYY*** should be used. When naming a ***Purchasing Card Report*** the format of ***XXXX-MM/YYYY*** should be used. This standardization of formats makes it easier to find reports in the system. It also helps find information including information used for the carbon footprint project done annually.

Is there a quick way to create a second report for additional expenses incurred on the same trip?

Use the **Copy** function to copy the first report (see table of contents).

Do I need to create two individual mileage expenses when claiming roundtrip mileage?

No. When creating a mileage expense (**E750-Mileage Allowance**), click on **Make Roundtrip** to double the mileage. (see Table of Contents).

Can I submit a reimbursement for a student or guest in Concur?

No. Concur can only be used by faculty and staff. Reimbursements for students and/or guests must be submitted on a travel expense report available on the web and send to Accounts Payable – Travel.

Single-Day Travel Allowance (Per Diem) E714-Taxable Meals-Day Travel vs. Overnight Travel Allowance E721-Meals Per Diem/actual.

Single day travel meals are considered taxable to employee by the IRS. Expense Type ***E714 – Taxable Meals***

– Day Travel MUST be used for single day meal reimbursements. Single-Day travel MUST be submitted on a separate report from overnight travel.

Overnight travel allowance is claimed by creating a travel itinerary (See **Travel Allowance – Per Diem**).

Why do I need to submit detailed receipts with my business meal expense report?

Itemized receipts are necessary to determine adherence to University policies for allowable expenses.

Why do I get an ALERT on my report after submission that says *"One or more Cost objects could not be approved by the right authority (AXXXXX Index Name (AXXXXX)). The expense report has been moved to the next workflow step."*?

Simply put, you are the Financial Manager on one or more of the indexes being charged and you may NOT approve those expenses; therefore, this report moved to the next Approver in line. No action needs to be taken.

Do I have to RECALL a report in order to append an additional receipt/document?

No, A traveler can append a receipt to their travel/business meal report at any time while it is moving its way through the approval process without having to recall the report.

How many reports can I submit for my Purchasing Card expenses?

Typically, only one Purchasing Card report should be submitted each month; however, exceptions can be made. Please contact the Purchasing Card Administrator for approval of any exceptions.

How many reports can I submit for my travel expenses?

Typically, no more than two travel expense reports should be submitted for the same trip. Only one of those reports may contain travel allowance (per diem) expenses.