Michigan Technological University Statement

This document has been updated to contain more specific information as it pertains to using Concur at Michigan Tech; 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 and Purchasing Card Allocations. Travel Expense Reimbursements for guests and students will be done outside of Concur. (See Travel Forms)
Proprietary Statement

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- Travel & Expense
- Request
- SAP Concur for Mobile

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<tr>
<th>Account Code</th>
<th>Expense Type in Concur</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>E710</td>
<td>Car Rental</td>
<td>Transportation</td>
</tr>
<tr>
<td>E710</td>
<td>Gas/Fuel - Car Rental</td>
<td>Transportation</td>
</tr>
<tr>
<td>E710G</td>
<td>Taxi-bus-UBER/LYFT</td>
<td>Transportation</td>
</tr>
<tr>
<td>E711</td>
<td>Airline Tickets - All Airline Tickets</td>
<td>Transportation</td>
</tr>
<tr>
<td>E711</td>
<td>Excess Baggage Fees</td>
<td>Transportation</td>
</tr>
<tr>
<td>E750</td>
<td>Mileage Allowance</td>
<td>Transportation</td>
</tr>
<tr>
<td>E751</td>
<td>Gas/Fuel - Personal Vehicle</td>
<td>Transportation</td>
</tr>
<tr>
<td>E706</td>
<td>Business Meal Expenses</td>
<td>Meals</td>
</tr>
<tr>
<td>E714</td>
<td>Taxable Meals - Day Travel</td>
<td>Meals</td>
</tr>
<tr>
<td>E720</td>
<td>Banquets &amp; Dinners</td>
<td>Meals</td>
</tr>
<tr>
<td>E721</td>
<td>Meals - Individuals (Per Diem Allowance)</td>
<td>Meals</td>
</tr>
<tr>
<td>E723</td>
<td>Non-travel Team Meals</td>
<td>Meals</td>
</tr>
<tr>
<td>E725</td>
<td>Travel - Team Meals</td>
<td>Meals</td>
</tr>
<tr>
<td>E729</td>
<td>Meal Per Diem Reduction</td>
<td>Meals</td>
</tr>
<tr>
<td>E708</td>
<td>Lodging and Lodging Deposits</td>
<td>Lodging</td>
</tr>
<tr>
<td>E726</td>
<td>Lodging at personal residence</td>
<td>Lodging</td>
</tr>
<tr>
<td>E699</td>
<td>Other Supplies</td>
<td>Other</td>
</tr>
<tr>
<td>E701</td>
<td>Conference Fees</td>
<td>Other</td>
</tr>
<tr>
<td>E716</td>
<td>Dependent Care - Taxable Travel Exp.</td>
<td>Other</td>
</tr>
<tr>
<td>E760</td>
<td>Miscellaneous Travel Expenses</td>
<td>Other</td>
</tr>
<tr>
<td>E762</td>
<td>Bridge Tolls/Tollways</td>
<td>Other</td>
</tr>
<tr>
<td>E762</td>
<td>Parking including Houghton County Airport</td>
<td>Other</td>
</tr>
<tr>
<td>E770</td>
<td>Moving &amp; House Hunting Expenses</td>
<td>Moving/HH</td>
</tr>
<tr>
<td>E771</td>
<td>Moving &amp; Relocation Mileage</td>
<td>Moving/HH</td>
</tr>
<tr>
<td>A113</td>
<td>Cash Advance Return</td>
<td>Cash Advance</td>
</tr>
</tbody>
</table>

**These account codes will not be used in Concur.**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Expense Type in Concur</th>
</tr>
</thead>
<tbody>
<tr>
<td>E711A</td>
<td>Advanced Travel Expenses</td>
</tr>
<tr>
<td>E715</td>
<td>Domestic Travel</td>
</tr>
<tr>
<td>E717</td>
<td>Foreign Travel</td>
</tr>
<tr>
<td>E717A</td>
<td>Foreign Travel-Airline Ticket</td>
</tr>
<tr>
<td>E717C</td>
<td>Travel-Canada</td>
</tr>
<tr>
<td>E718</td>
<td>Group Travel</td>
</tr>
<tr>
<td>E719</td>
<td>Non-Employee Travel</td>
</tr>
<tr>
<td>E719A</td>
<td>Non-Employee Travel-Airline Ticket</td>
</tr>
</tbody>
</table>
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 User Name and Password.
   This is your Michigan Tech ISO Login.
   Like accessing Banweb, two-step login authentication is required via Duo Mobile.

2. Click Sign In.

NOTES:
- Sign in to SAP Concur using your ISO Michigan Tech logon, with two-step authentication.
- Your password is case sensitive.
- If you are not sure how to log on, check with your company’s administrator.
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 of the screen.

Expense only

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quick Task Bar</td>
<td>This section provides Quick Tasks (links) so you can:</td>
</tr>
<tr>
<td></td>
<td>• Start a new report, request, cash advance, payment request, etc.</td>
</tr>
<tr>
<td></td>
<td>• Open reports and requests</td>
</tr>
<tr>
<td></td>
<td>• Manage available expenses</td>
</tr>
<tr>
<td>My Tasks</td>
<td>This section shows your available expenses, open reports, and approvals requiring attention.</td>
</tr>
</tbody>
</table>
Updating Your Expense Profile

Use the **Profile Options** 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 options include:

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

**Profile Options**

- To access your profile information
  1. Click **Profile > Profile Settings**.
     - The Profile Options page appears.
  2. For first time users, the **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 **Add an email address** link.
3. Enter your @mtu.edu email address.
4. Select, **Yes** to have Concur travel notifications sent to that email account.
5. Click **OK** to save.

With your verified email address, you can:

- Forward your receipt images to [receipts@concur.com](mailto:receipts@concur.com) to have your receipts uploaded into your Available Receipts.
- If you have a Delegate, your Delegate can simply send the email to [receipts@concur.com](mailto: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

**Set Up Expense Information**

Used to set your Traveler Type and default Index

1. Go to **Expense Information** (Left Side Menu)
2. Select the **Traveler Type** from the drop down
3. Select your default **Index** from the drop down
4. Click **Save**
Set Up Expense Preferences
1. Go to Expense Preferences
2. Select the options that define when you receive email notifications
3. Click Save

Set up Expense Delegates (only if needed)
An Expense Delegate is able to prepare your expense reports and/or can approve reports on your behalf.

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 you 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
Set Up Request Information (this information will default from Expense Settings)
Used to set your Traveler Type and default Index
1. Go to Expense Information (Left Side Menu)
2. Select the Traveler Type from the drop down
3. Select your default Index from the drop down
4. Click Save

Set up Request Delegates (only if needed)
An Expense Delegate is able to prepare your expense reports and/or can approve reports on your behalf.

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 you Delegate to perform on your behalf)
5. Click Save

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

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

Concur Mobile Registration
The Concur Mobile App allows for you to manage your travel expenses while on the move. It also allows you to take a photo of your receipt which uploads into your Concur account. Follow the instructions for Concur Mobile on your screen.
Delegates

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

- Any changes you make on this page affect only the delegator and do not change your personal information.
- You cannot access all profile options for your delegator, such as bank 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. NOTE: Notice that the Profile menu now appears.
Uploading Receipts to Concur

*Each receipt MUST be uploaded individually. Documents that contain multiple receipts will not be accepted and will be returned to the user for corrections.

*Please submit itemized receipts only (see next page for examples).

You can upload your receipts to SAP Concur three ways:

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

- Through the SAP Concur App (only to yourself).

- OR-

- Upload scanned documents from your computer

  o Available formats are: PNG, JPG, JPEG, PDF, TIF or TIFF.
  o 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.
  o There is a size limit for each image file; the “upload” window displays that limit.
  o 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. name@mtu.edu)

2. Send

3. The receipt should be available in the corresponding SAP Concur account within 5-10 minutes.

SAP Mobile App

1. Open the SAP Concur App
2. Click ExpenseIt (camera icon)
3. Take a photo as you normally would with your phone.
4. 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 Available Expenses.
2. Scroll down until you see you Available Receipts.
3. Click Upload Receipt Image.
4. Choose the receipts that you wish to upload from your computer.

**Correct Receipt**

![Correct Receipt Image]

**Incorrect Receipt**

![Incorrect Receipt Image]
Creating a New Expense Report

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 menu, click Manage Expenses (on the Expense sub-menu) > Create New Report.

2. Complete all required fields (red asterisks) and the optional fields, as needed. You MUST enter the Business Purpose in the Additional Information field.
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**

   Available cash advances are displayed in an information prompt (click View to assign advances).

5. At this point, you will likely either:
   - Create a Travel Itinerary *(See Table of Contents)*, if you chose to claim your travel allowance,
   - Add an Out-of-Pocket Expense *(See Table of Contents)* to your expense report,
   - Add Card Transactions *(See Table of Contents)* to your expense report.
Travel Request Form (International Travel)

*All International Travel on a General Index (A1XXXX) will required VP approval from the respective department.

1. Click Request>New Request
   -OR-
2. Click New>Start a Request

3. Complete all required fields (Red Bars).
4. Click Submit Request.

If a Cash Advance will be associated with the Request, complete Cash Advance Amount field and Expense tab (see Table of Contents).

Guest/Student Traveler Reimbursement

Guests and/or Student traveler reimbursements are not processed within Concur. Please use a Travel Expense form for reimbursing guests and/or students.
Creating a Travel Itinerary (Per Diem)

*Per University Policy, 75% of daily travel allowance will be received on the first and last day of travel

*See additional instructions (See Table of Contents) for how to claim:
Single-Day Travel Expense Voucher (Travel Allowance)

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

1. Fill in all of the required fields under New Itinerary Stop that are marked with a red bar.

2. Click Save
   You MUST click Save after each New Itinerary Stop you enter.

3. Click Next when complete.

4. A confirmation page will appear showing your itinerary. Make changes, if necessary or click Next.

5. Choose which meals you will be claiming.

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

6. Click Create Expenses
Single-Day Travel Expense Voucher (Travel Allowance-Per Diem)

*Single day travel meals are considered taxable to employee by the IRS. Account E714 – Taxable Meals – Day Travel MUST be used for single day meal reimbursements. Concur’s per diem function 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.

How to calculate:

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.

3. Click Create Report>Add Expense>Create New Expense

4. Chose expense E714-Taxable Meals – Day Travel

5. Complete all required fields (Red Asterisk)

6. AMOUNT*
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](https://www.gsa.gov/travel/plan-book/per-diem-rates)

7. You **MUST** select **YES** in the **Taxable (must be set to YES for single day trip)** field. If you do not select YES, an error message will appear and the report cannot be submitted (see next page).

8. Complete expense report as needed and **submit**.
Warning message if you do not answer “Yes” to single day travel.
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)

1. After Creating a Travel Itinerary (pg. 16)>Add Expense> Create New Expense.
2. Search for Account Code E729-Meal Per Diem Reduction or start typing in the Search for an expense type field and the account choice will appear.

3. Complete all required fields (red asterisk).
4. In the Transaction Amount field, you MUST enter that amount as a NEGATIVE.
5. Click Save Expense.
6. If you want to duplicate this per diem reduction for additional days you may use the Copy function to save time.
a. Choose the expense you want to copy by checking the box to the left of the expense. Click **Copy**.

![Concur Expense Copy Feature](image)

b. Concur will copy that expense to the next day.

c. Continue to copy expenses as needed.

d. Click **Submit Report**.
Adding an Out-of-Pocket Expense to an Expense Report

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

1. From the open report, **Add Expense> Create New Expense**
2. Enter the expense account code or start typing the name in the *Search for an expense type* field or select the correct expense type from the below list.
   - The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the required and any necessary optional fields. Click one of the following:
   - **Attach Receipt Image** - To upload and attach receipt images.
   - **Itemizations** - To itemize the expense.
   - **Save Expense** – To save the out-of-pocket expense.
   - **Cancel** - To exit without saving this expense.
Allocating Expenses

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

To allocate your expenses

1. With the expense open, to create or edit 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. From the Edit dropdown list, select Percent or Amount>Add.
4. Select the correct index from the drop-down box.
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 an audit rule is flagged and you will not be able to submit the report.

6. Click Save.
Request for Cash Advance

All cash advances will be paid seven days before travel date. Payments will be made via direct deposit or check, however the employee is set up in Banner. We CANNOT Direct Deposit Override in Banner.

1. Requests> New Request
2. Complete all required fields (Red Bar).

(All fields in RED MUST be completed in order to submit the request form.)

You MUST expense the cash advance in order to submit the Cash Advance Request

3. Click Expenses
1. Click on **Total Estimated Trip Cost** (In the box to the right.) **DO NOT** click on the +New Expense box, it currently has no function.

2. Enter the total estimated amount of the trip in the **Transaction Amount** field (This is the same as the Cash Advance amount).

3. **Save>Submit Request.**
Applying a Cash Advance to an Expense Report

*An Expense Report can be created directly from an approved Cash Advance Request.

1. Click on Authorization Requests in My Tasks

2. Click on Expense to the right of the Cash Advance.
3. Create your Expense Report (See Table of Contents).

Repaying Cash Advance Money

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

1. Create an Expense for the returned amount.
2. Add Expense>A113-Cash Advance Returned
3. Attach receipt from the Cashier’s Office showing payment was made.
Recalling a Request Back Into Your Queue

-OR-

Cancelling a Request

1. Requests>Manage Requests
2. Click on the report you would like to recall/cancel.
3. Choose either Cancel Request or Recall
Adding Card Transactions to an Expense Report

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 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 card transactions within the open report

1. Click **Add**.
2. From the **Available Expenses** tab, select the **check box(es)** for the appropriate expenses.
3. Select each transaction that you want to assign to the current expense report.
4. Click **Add To Report**.

**From the Available Expenses section**

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

1. From the **Available Expenses** section (you might need to scroll down) select a **check box** next to each appropriate transaction.
   
   **TIP:** Select the uppermost check box to select all transactions.

2. Click **Move to**.
3. Select the **name of the appropriate report** or select **New Report**.
4. If you select an **existing report**, the report opens and the selected transactions are attached to the report.

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***
Itemizing Expenses

Use the Itemizations tab to ensure that each of your expenses is accounted for correctly.

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 asterisks).
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.

**NOTE:** You can also **Copy** itemizations to save time with similar entries (See Table of Contents).
- Once you have itemized the Remaining amount of the charge, an alert displays a green Success! checkmark.

7. Click **Save Expense**.
Copying an Expense

You can copy an expense and then update the expense details to quickly enter a new 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 a 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.
Itemizing Nightly Lodging Expenses

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 reimbursed 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>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).

If you chose 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**.
Moving/House Hunting Expenses

1. **Expense>**Create New Report

2. The **Report/Trip Name** will be **Houghton, MI** and the first day that the move/house hunting took place (ex: **Houghton,MI 031819**).

3. Complete all required fields (**Red Asterisk**).

4. Choose **Yes, I want to claim Travel Allowance** (scroll to the bottom of the page).

5. Click **Next**.

6. Enter your itinerary information.
   - The **ONLY Account Codes** that should be used are **E770-Moving Expense & E771-Moving Mileage**

7. **Save>**Next.

8. You itinerary appears. Click **Next**.

9. Check boxes of any meals you **ARE NOT** claiming.

10. Click **Create Expenses**

11. Add any additional expenses that may apply (i.e. hotel, mileage or gas, etc.).

12. Click **Submit Report**.
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 a paper form and NOT Concur.

Policy Requirements
Claims for reimbursement are to be filed within two (2) weeks of the event in a Business Meals Expense Report with supporting documentation attached. Original 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.

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

**Report/Trip Business Start Date**  
Enter the Date of meal.

**Report/Trip Business End Date**  
Enter the Date of meal.

**Report/Trip Purpose**  
Select the purpose from the drop down menu. If you select 8.Other, you **MUST** enter info 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

2. **Create Report>Add Expense>Create New Expense**
3. **Select the** appropriate business meal account code **E706 – Business Meals Expense**
4. Complete all required fields (**red asterisk**).
5. Enter which meal is being claimed in the **Additional Information** field and the restaurant name in the **Enter Vendor Name** field.

6. **Attach Receipt Image**, to upload your itemized receipt.

7. Add Attendees (see next section)
   a. You should include at least one person who is not a Michigan Tech University employee.

*See Uploading Receipts to Concur (see Table of Contents) for correct and incorrect receipts.*
Adding Attendees to a Business Meal

Some expenses, such as 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 Type 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** – Select the check box next to the appropriate attendee.
- **New Attendee** – 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** – Select from your Favorites or My Team (these are configured in your Profile settings).

4. **Click Save.**
Converting Foreign Currency Transactions

When your travel takes you to different countries, you will need to convert foreign currency transactions to your standard reimbursement currency (USD).

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 (required fields are indicated with a 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**.

![New Expense](image-url)
Entering 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 MUST use Michigan Tech (1400 Townsend Drive, Houghton, MI 49931) 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
3. Enter the city and state or address of your Ending Destination
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.
5. Click **Add Mileage to Expense**
6. Complete all required fields (red asterisk).
7. Click **Save Expense** or **Save and Add Another**
Uploading Receipts to an Expense Using Available Receipts

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 a 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 Uploading Receipts to Concur for details (See Table of Contents).

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

1. Select an entry to open it on the Details tab.
2. Click Attach Receipt Image.
3. Select the receipt image you want to attach, and then 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 or Append the image from the receipt pane.
Printing and Submitting an Expense Report

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

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**.

To submit your expense report:

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

2. 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 or alert. Correct the error, or if you require help to complete the task, contact your SAP Concur administrator.
Reviewing and Approving an Expense Report

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**.

![批准页面](image)

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

2. Review the report details, and then click **Approve**.
Adding an Additional Review Step

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.
Sending Back an Expense 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.

   The Send Back Report window appears.

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.
Correcting and Resubmitting an Expense Report

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

To correct and resubmit an expense report:

1. To 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 appear 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 **MUST** 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

Welcome to Concur Email Verification!
You have requested that an email address in your Concur profile be verified. The next step is to log in to Concur and navigate to your Profile - Email Addresses section. Copy the verification code listed below and paste it into the adjoining field, as shown here:
Verification Code: AMR1FLNG8M2F75629CR
Example
myemail2@company.com
Check E-Mail for Code
Enter Code OK

You are now ready to start sending emails to Concur.
If successful, then you are ready to start forwarding E-Mails to Concur.
Send receipts to your Available Receipts and trip reservations to your Trip List.
For additional support, please contact your Expense and/or Travel Administrator or Helpdesk.
Cordially,
Your Concur Team.