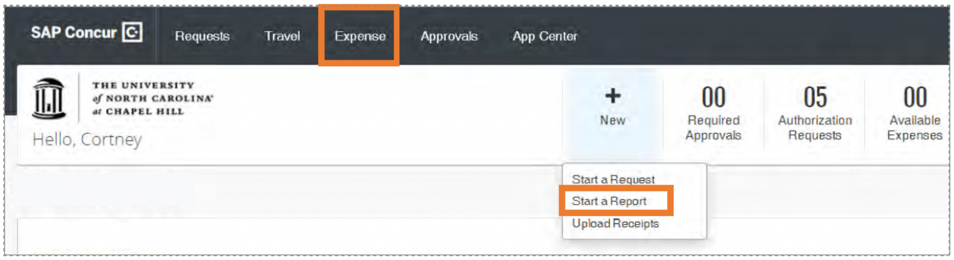
Creating Expense Reports

Creating a New Expense Report without a Travel Request

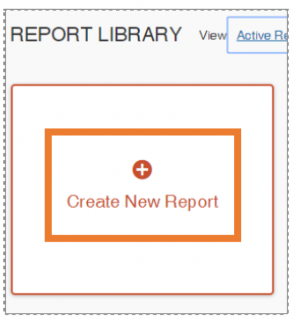
Follow these steps to create a new expense report without a travel request:

1. From the Concur home page complete the following:
    a. On the Concur home page, place your mouse pointer over **New** on the Quick Task Bar.
    b. Click the **Start a Report** link or Click the **Expense** tab.



Result: The Manage Expenses page will appear.

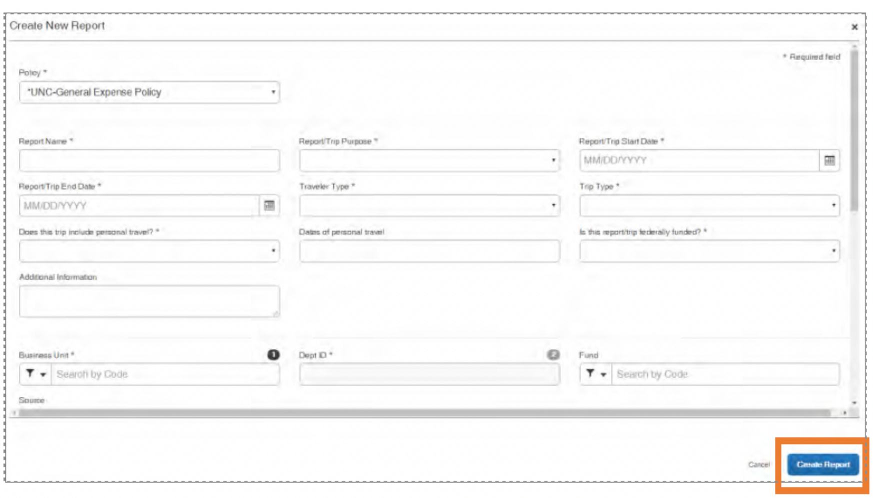
2. Click the **Create New Report** tile in the Report Library section.



3. On the Create a New Report page, complete all required (noted by red asterisks) and optional fields as needed.

Note: For non-overnight travel, it is considered best practice to include the business purpose of the expense report for the Report Name. For example (July, 2020 Mileage).

4. Click the Create Report button.

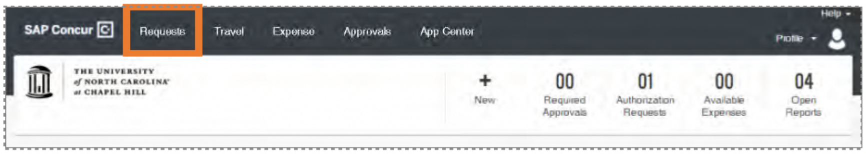


5. Then continue to follow the steps noted in the [Adding Expenses to an Expense Report]() chapter.

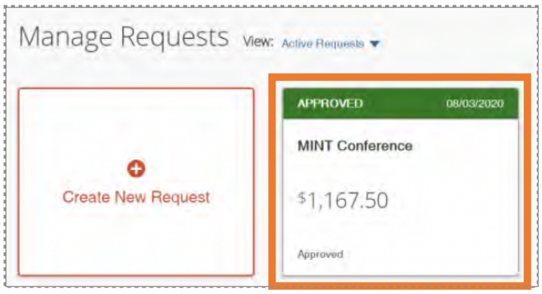
Creating a New Expense Report from a Travel Request

Follow these steps to create a new expense report from a travel request:

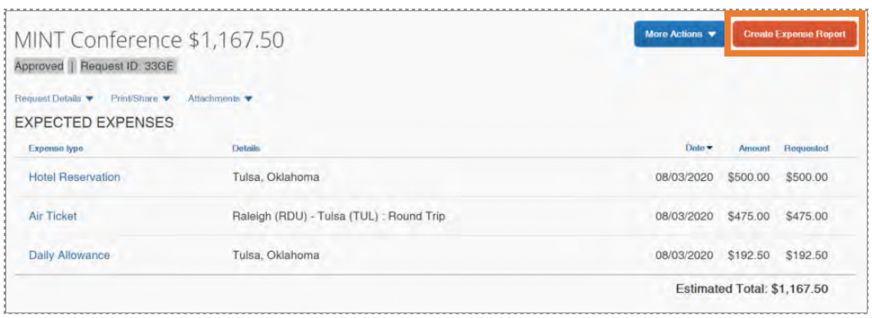
1. Open the Active Requests page by clicking on the **Requests** tab.



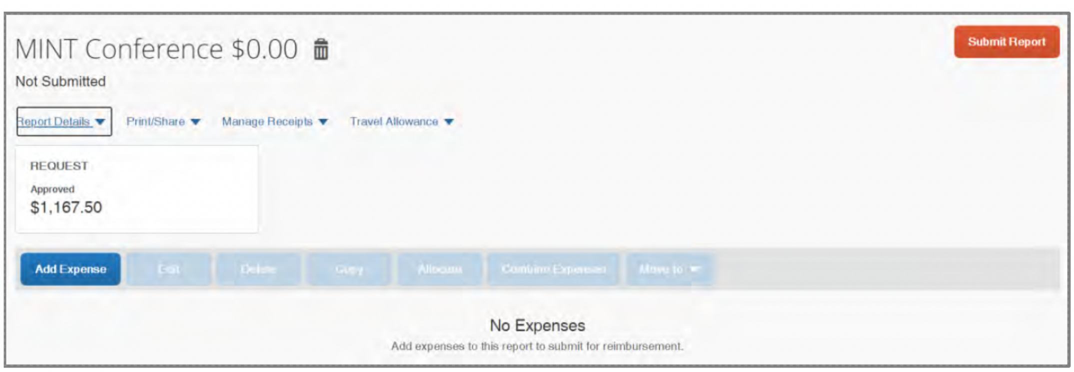
2. Select the Travel Request you want to create an expense report for.



3. Click the **Create Expense Report** button.



Result: All Report Details of the approved Travel Request will populate on the Expense Report.



4. Then continue to follow the steps noted in the [Adding Expense to an Expense Report]() chapter.

Adding Expenses to an Expense Report

Adding Available Expense Transactions

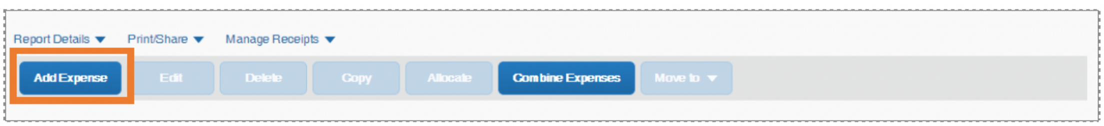
On the Concur home page, you can view a list of unassigned T&E card transactions, Airfare Direct Bill transactions, and E-Receipts in the Available Expenses section. Also, for Available Expenses, some of the expense types may automatically populate based on the merchant or transaction type. These transactions must be reviewed and edited as necessary to ensure the correct account code is assigned and the correct expense form is completed.

Note: When using your T&E Card for purchases in a foreign currency, Bank of America will assess an International Transaction Fee. These fees will appear as separate transactions under Available Expenses and should be included on the same Expense report as the T&E Card expenses which they are related to. No receipt is required when reconciling the expense.

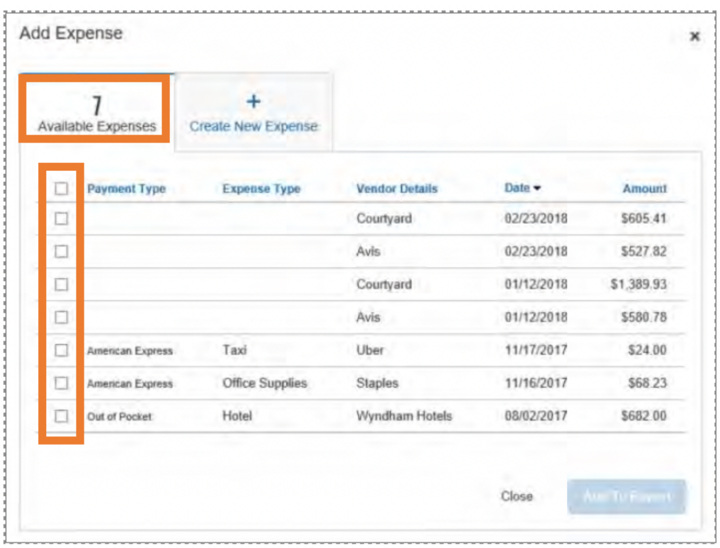
From an open expense report

Follow these steps to add available transactions within an open report:

1. Click the **Add Expense** button.



2. From the Available Expenses tab, select the check box(es) for the appropriate expenses you want to assign to the current expense report.

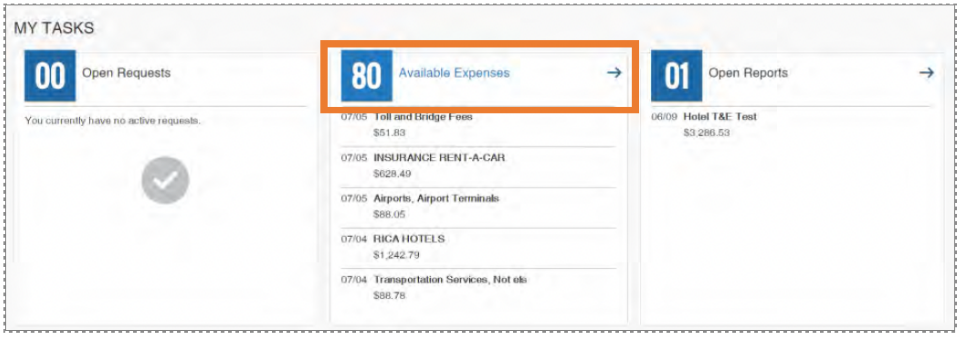


3. Click the **Add to Report** button.

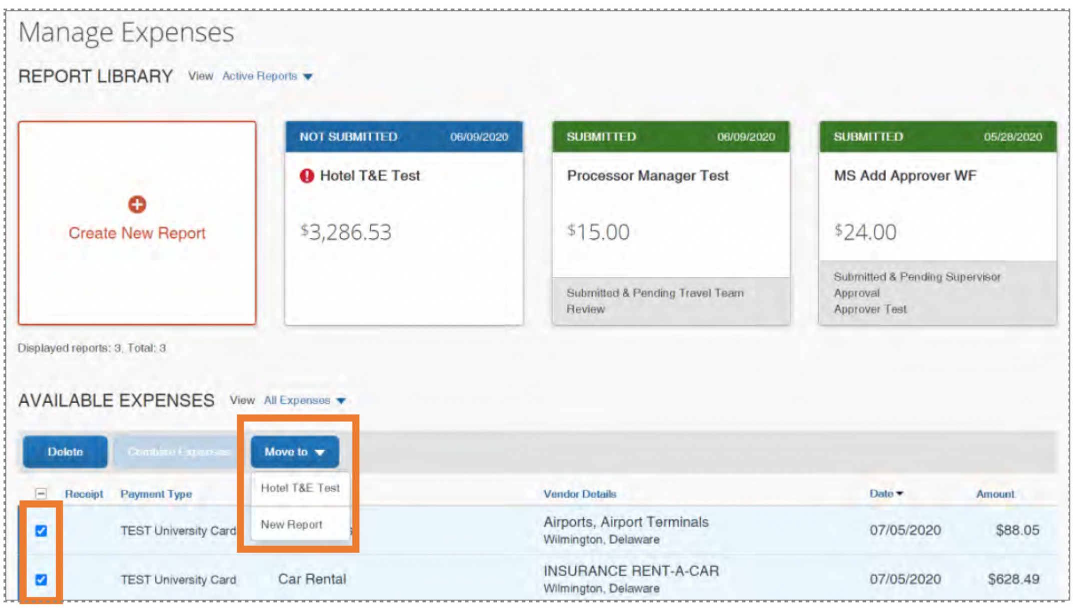
From the Available Expense section

Expenses listed in the Available Expense section can be added to an existing expense report or used to create a new expense report. Follow these steps to assign transactions to a report from the Available Expenses section:

1. Click the **Available Expenses** tile in the My Task section of the Home page.



2. From the Available Expenses section (you might need to scroll down) mark the checkbox next to the Available Expense(s) you want to add to an existing expense report or new report.
3. Click the **Move** to button.
4. Select the Expense Report you want to add the Available Expense(s) to or select New Report to create a new report.



Result: Depending on the action you select; one of two results will occur:

a. If you selected an existing report, the report opens, and the Available Expense transaction is added to the report.

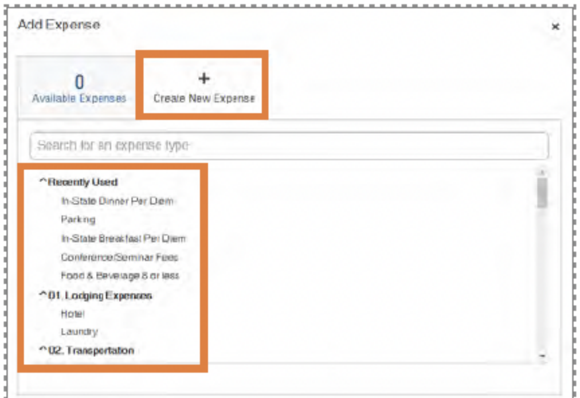
b. If you selected **New Report**, the Create New Report page appears. Enter the report information as usual.

Adding Out-of-Pocket Expenses

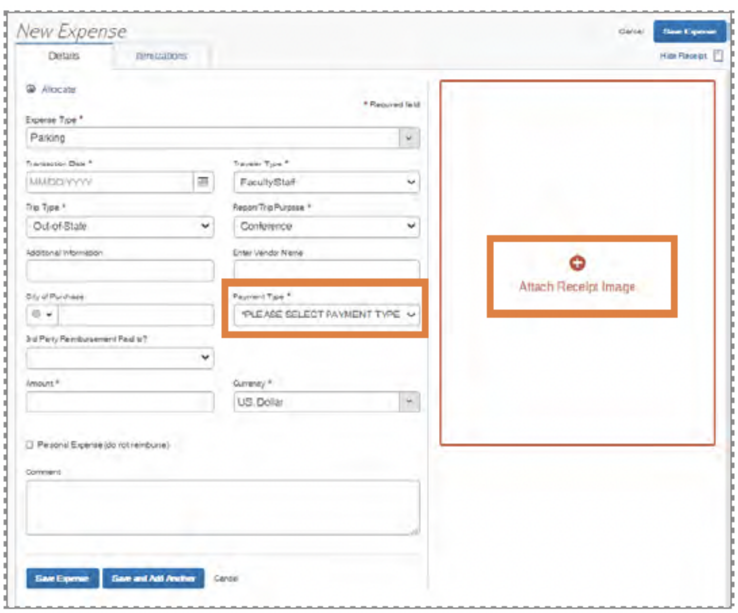
Follow these steps to add out-of-pocket expenses to a report:

1. From the open report, click the **Add Expense** button.

2. Click the **Create New Expense** tab.
3. Search for or select the appropriate expense type from the list.



4. Complete the required (noted by red asterisks) and optional fields.
5. Select **Out of Pocket**, from the Payment Type dropdown menu.
6. Click the **Attach Receipt Image** icon to upload and/or attach the receipt.



Note: If the expense requires itemization, click the Itemization tab.

7. Click the **Save Expense** button.

Adding Personal Meal Expenses for Reimbursement

All **personal meals** must be paid for out-of-pocket by the traveler. University travelers are only eligible for reimbursement of meals per NC or Federal per diem rate (receipts for documentation is not required).

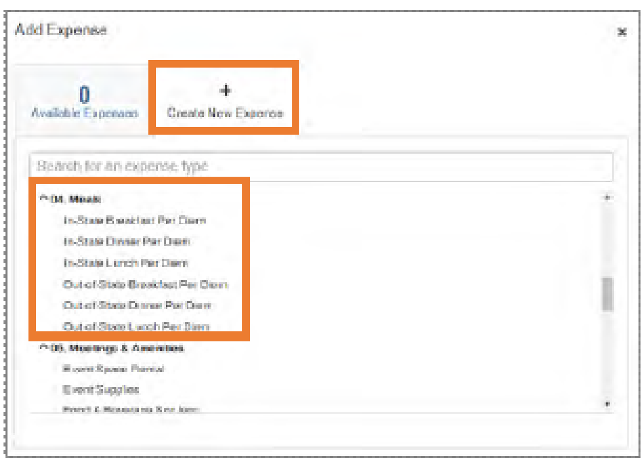
University travelers may claim reimbursement for the following meals during an overnight trip, if:

- **Breakfast** - depart duty station prior to 6 a.m.
- **Lunch** - depart duty station prior to Noon (day of departure) or return to duty station after 2:00 p.m. (day of return).
- **Dinner** - depart duty station prior to 5:00 p.m. (day of departure) or return to duty station after 8:00 p.m. (day of return).

Adding North Carolina Per Diem Expenses

1. Open a current Expense Report or Create a New Report.
2. Click the **Add Expense** button.

3. Click the **Create New Expense** tab.
4. Select the appropriate 04. Meals expense type from the list.



5. Complete the required (noted by red asterisks) and necessary optional fields, leaving the Amount field empty.
   Note: Time of Departure/Return field is only required for the first and last date of travel. Also, the Start Date and End Dates are automatically retrieved from the Report Header.
6. Click the **Save Expense** button.

Adding a Daily Allowance Expense (Federal per diem rates)

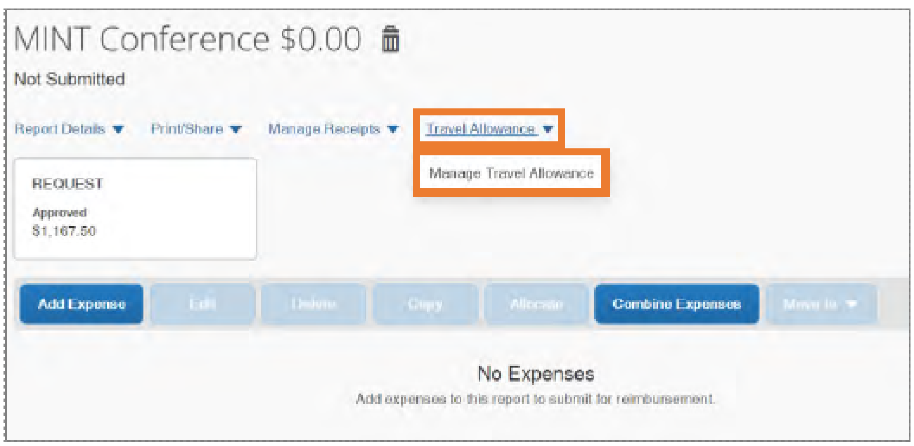
When traveling and using federal funds, the Concur system can incorporate the federal per diem rates based on the destination as well as departure and return dates of travel.

- **International** - When traveling Outside of the Contiguous United States (OCONUS), Concur will utilize the rates set by the Department of State. These rates can be found on the US Department of State's Foreign Per Diem Rates webpage.
- **Domestic** - When traveling within the Continental United States (CONUS), Concur will utilize the rates set by the US General Services Administration (GSA). These rates can be found on the US GSA's Per Diem Rates webpage.
- **Other** - When traveling to Hawaii, Alaska, or US Territories and Possessions, Concur will utilize the rates set by the Department of Defense. These rates can be found on the Department of Defense Travel Management office webpage.

The maximum allowable amount will be calculated based on the location and dates of travel. However, the first and last day of travel of the Daily Allowance will be calculated at 75% of the day's total.

Follow these steps to add a daily allowance expense:

1. Open an expense report or create a new expense report.
2. Click the **Travel Allowance** dropdown link.
3. Click **Manage Travel Allowance** from the dropdown menu.



4. Select an itinerary from the Available Itineraries section.
5. Click the **Assign** button.

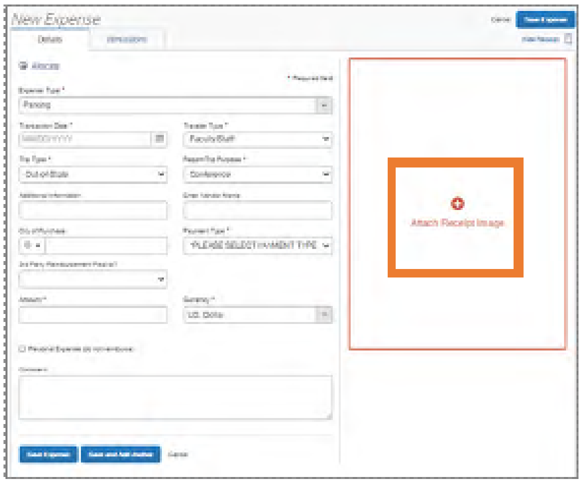
   Note: If no itineraries exist, click the **Previous** button to create a new itinerary.
6. Click the **Next** button.
7. Once your itineraries appear mark the check boxes of when a meal was provided for each day.
8. Click the **Create Expenses** button.

   Result: The daily allowance expense(s) will be added to the expense report.

Attaching Receipts

The Concur system will alert you when a required receipt is missing and when a Missing Receipt Declaration is not allowed. Follow these steps to attach a receipt image to an expense report:

1. Select an expense entry and open it in the Details view.
2. Click **Attach Receipt Image** tile.



3. Click **Upload Receipt Image** or the **Attach** link on a receipt that has been uploaded previously.

   Result: The receipt image is attached to the expense entry and displays on the right side of the screen.

Missing Receipt Declaration

A Missing Receipt Declaration should be completed when a receipt is lost or misplaced, and the expense requires a receipt. In these instances, you can **digitally sign** a declaration or you can upload a completed and signed declaration.

Important: A delegate cannot submit a Missing Receipt Declaration on your behalf. Also, Missing Receipt Declarations are not allowable for the following expense types: lodging, airfare, car rental, conference registration.

Submitting a Missing Receipt Declaration

Follow these steps to submit a missing receipt declaration:

1. Open the expense report that has the expense missing a receipt.
2. Click the **Manage Receipts** link dropdown arrow.
3. Select **Missing Receipt Declaration**.
   Result: A Create Receipt Declaration pop-up window will appear.
4. Mark the checkbox for each eligible expense entry that requires the declaration.
5. Read through the declaration, scrolling down to continue.
6. Click the **Accept and Create** button.

   Result: The missing receipt declaration is attached, and an icon displays on the line item entry. If you later find the receipt (before submitting the report), you can detach the receipt declaration, and then attach the actual receipt image.

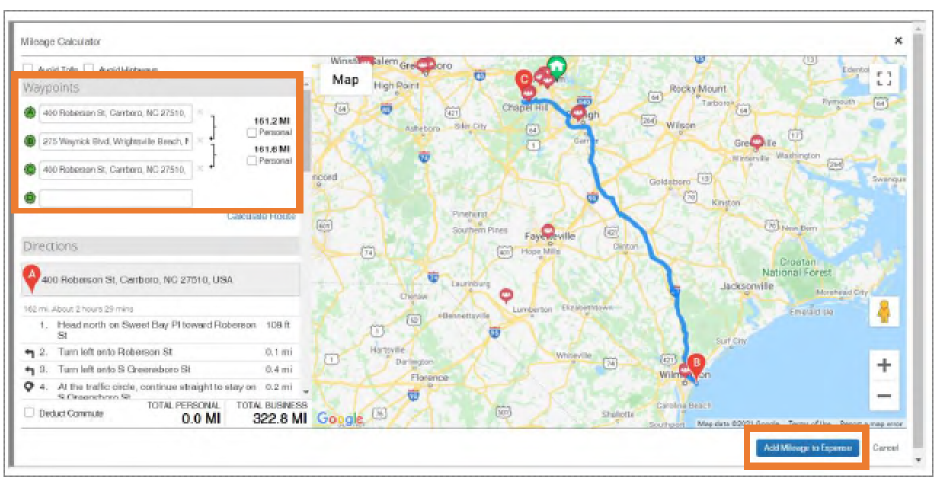
Adding Personal Car Mileage

If a personal vehicle has been used for travel, the traveler can request reimbursement based on the rates established by the State of North Carolina. Follow these steps to enter personal car mileage as an expense:

1. Open a current Expense Report or Create a New Report.
2. Click the **Add Expense** button.
3. Click the **Create New Expense** tab.
4. Select **Personal Car Mileage** from the expense type list.

5. Enter your destinations in the Waypoints field.

   Result: The system will automatically calculate the mileage, leveraging Google Maps.
6. Click the **Add Mileage to Expense** button.

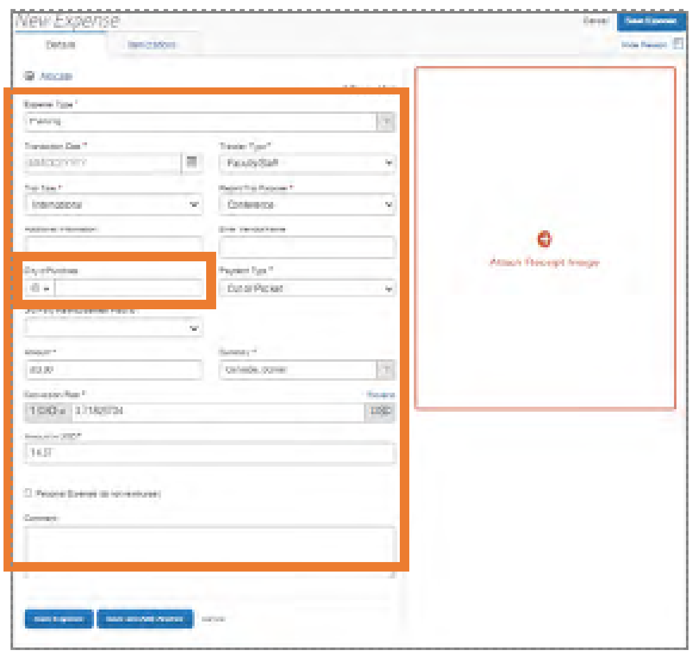


7. Complete all the required (noted by red asterisks) and necessary optional fields.
8. Click the **Save Expense** button.

Converting Foreign Currency Transactions

When your travel takes you to different countries, out-of-pocket expenses will need to be converted from the original foreign currency to US Dollars (USD). When you create a new out-of-pocket expense in a currency other than US Dollars, you may utilize **the City of Purchase field** to automatically populate the local foreign currency. For T&E card transactions, Bank of America will convert transactions from the foreign currency to US Dollars. Follow these steps to convert out-of-pocket foreign currency transactions:

1. Open a current Expense Report or Create a New Report.
2. Click the **Add Expense** button.
3. Click the **Create New Expense** tab or **Available Expense** tab if you have enabled E-Receipts.
4. Search for or select the appropriate expense type from the list.
5. Enter all the appropriate information, including the Transaction Date and Amount.
6. In the **City of Purchase** field, select the appropriate location from the dropdown menu.



Result: The Currency field will automatically update to the local currency of the City of Purchase selected. The Conversion Rate will populate from the Oanda database and the expense will be converted to US Dollars.

7. Click the **Save Expense** button.

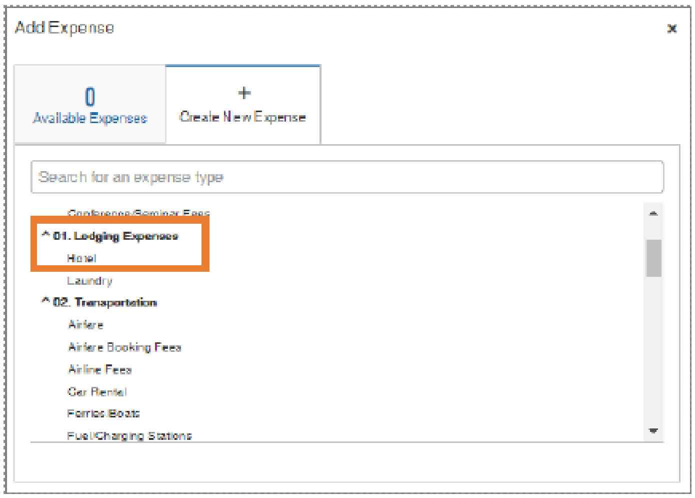
Itemizing Expenses and Attendees

You should itemize expenses to account for receipts that include both business and personal expenses. In addition, business meals and lodging expenses require receipts to be itemized.

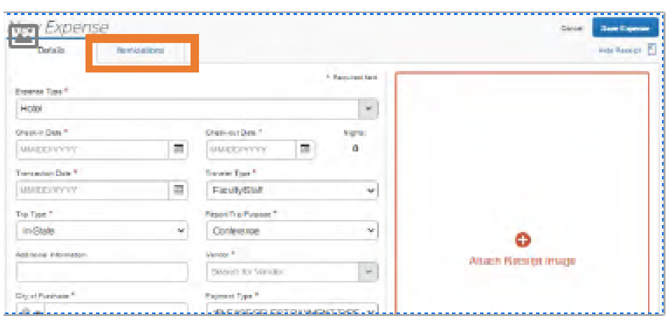
Itemizing Nightly Lodging Expenses

Follow these steps to itemize nightly lodging expenses:

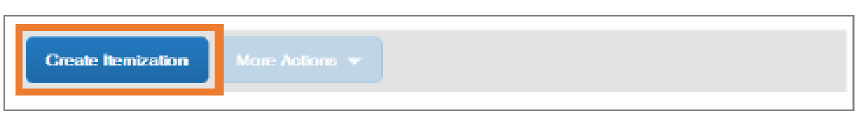
1. Open a current Expense Report or Create a New Report.
2. Click the **Add Expense** button.
3. Click the **Create New Expense** tab or **Available Expense** tab to access T&E Card Transactions and E-Receipts.
4. Select the **Hotel** expense type from Lodging Expenses listings.



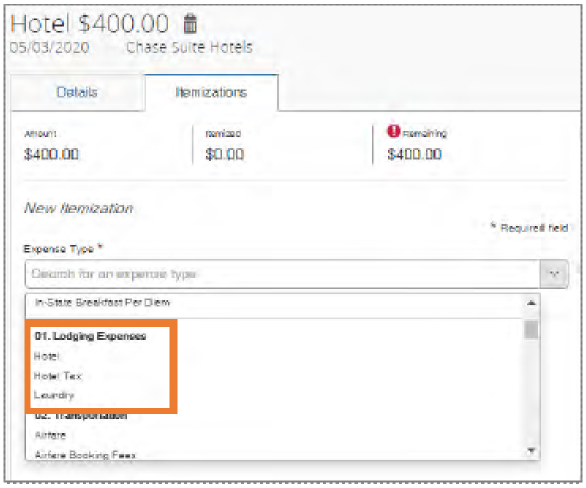
5. Complete all the required (noted by red asterisks) and necessary optional fields.
6. Click the **Itemization** tab.



7. Click the **Create Itemization** button.



8. Select the Hotel expense type from the Lodging Expenses listing.



9. Complete all the required (noted by red asterisks) and necessary optional fields.
10. Click the **Save Itemization** button.

    Note: You will need to continue itemizing all the line item charges that appear on the receipt using other expense types until the remaining balance is $0.00.

Itemizing Business Meal Expenses

Business meals expenses must have an itemized receipt. Follow these steps to itemize business meal expenses:

1. Open a current Expense Report or Create a New Report.
2. Click the **Add Expense** button to create a new expense or select an expense listed.
3. Complete all the required (noted by red asterisks) and necessary optional fields.
4. Click the **Itemizations** tab.
5. Complete all of the necessary fields for this expense.
6. Click the **Attach Receipt Image** icon to attach an electronic copy of the receipt if the receipt has not been attached to the expense.
7. Click the **Save Itemization** button.

Adding Attendees to a Business Meal Expense

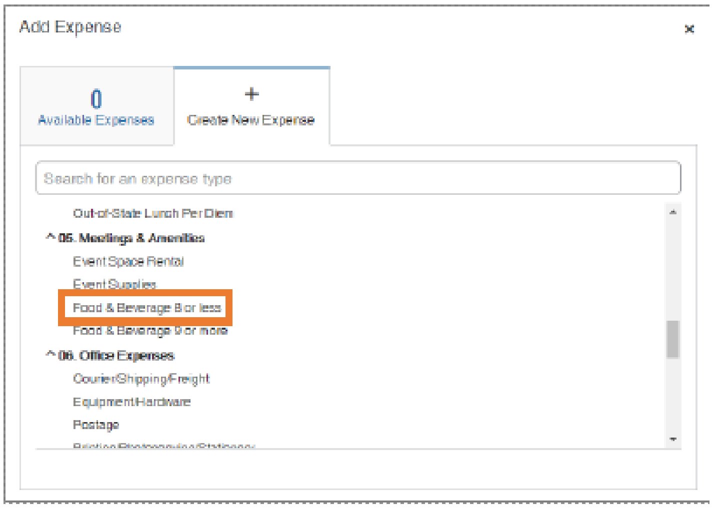
Business meals and entertainment expenses require you to add attendees to the expense. You will see the Attendees link for these types of expenses.

- **Small Groups (8 or fewer individuals) -** If a small group is in attendance, the names of all persons attending is required.
- **Large Groups (9 or more individuals) -** If the expense includes more than eight attendees, only the total number of attendees is required.

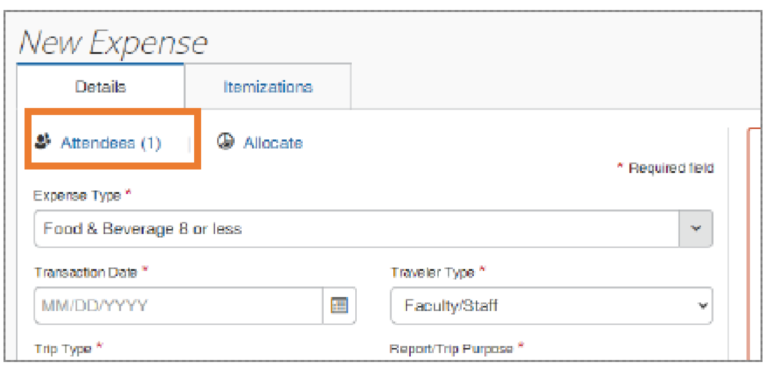
Adding Attendees to a Business Meal with 8 or less

Follow these steps to add attendees to a business meal of 8 or less people:

1. Open a current Expense Report or Create a New Report.
2. Click the **Add Expense** button.
3. Click the **Create New Expense** tab or **Available Expense** tab to access T&E card transactions.
4. Select **Food & Beverage 8 or less** from the Meetings & Amenities listings.



5. Complete all the required (noted by red asterisks) and necessary optional fields.
6. Click the **Attendees** link.



Result: The Attendees page will appear. You will automatically be added as an attendee. If you did not attend the business meal, delete yourself from the listing.

7. Click the **Add** button.

8. Search for and/or select the attendees from the optional tabs. Then follow the designated steps:

Recent Attendees Tab **-** This tab displays recently used attendees.

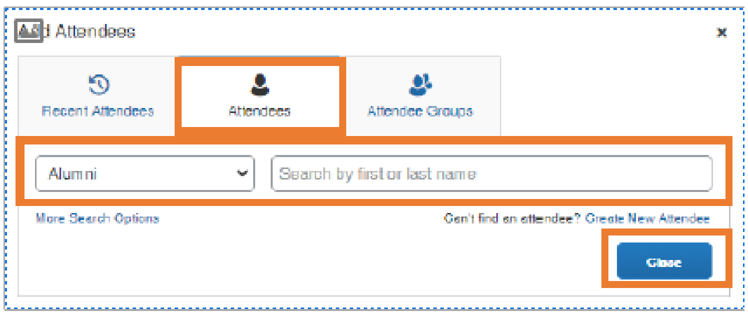
a. Mark the Checkbox beside the attendees of the business meal.

b. Click the **Add to List** button.

Attendees Tab – This tab allows you to search for attendees by first or last name with filters (Alumni, Faculty/Staff/Student, Guest, Research Participant, Student Athlete, Student(s), Visiting Professor). All Faculty/Staff/Students who have a Concur profile are available to search for and select under this tab. If you cannot find your attendee from the listing, you can create a new attendee on this tab.

a. Search for, then click on the attendee.

b. Click the **Close** button.



Attendees Group Tab – If you have created a group of attendees in advance, you can add them all at once with one click.

a. Mark the Checkbox beside the Group that attended the business meal.

b. Click the **Add to List** button.

9. Click the **Save** button.

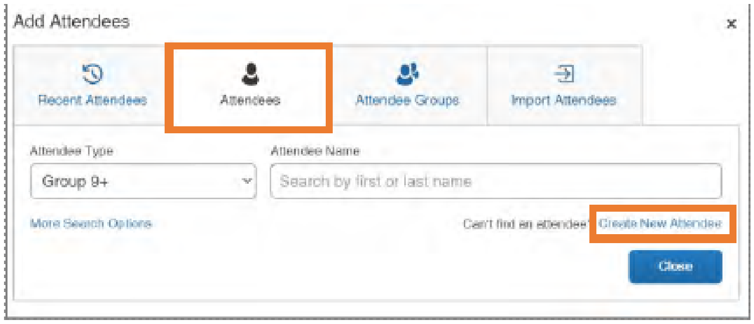
Adding Attendees to a Business Meal with 9 or more

Follow these steps to add attendees to a business meal of 9 or more people:

1. Open a current Expense Report or Create a New Report.
2. Click the **Add Expense** button.
3. Click the **Create New Expense** tab or **Available Expense** tab to access T&E card transactions.
4. Select **Food & Beverage 9 or more** from the Meetings & Amenities listings.
5. Complete all the required (noted by red asterisks) and necessary optional fields.
6. Click the **Attendees** link.
7. Click the **Add** button.

8. Click the **Attendees** tab and ensure the Attendee Type Group 9+ is selected.

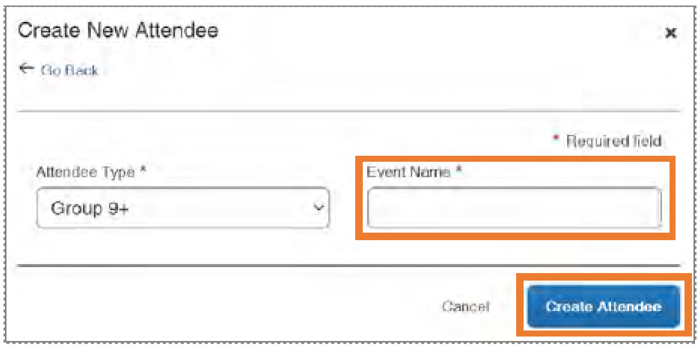
9. Click the **Create New Attendee** link.



Result: The Create New Attendee pop-up window will appear.

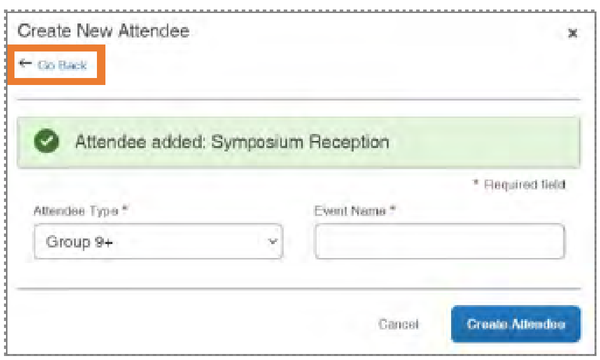
10. Enter the event name in the Event Name field.

11. Click the **Create Attendee** button.



Result: The attendee group has been created.

12. Click the **Go Back** link.

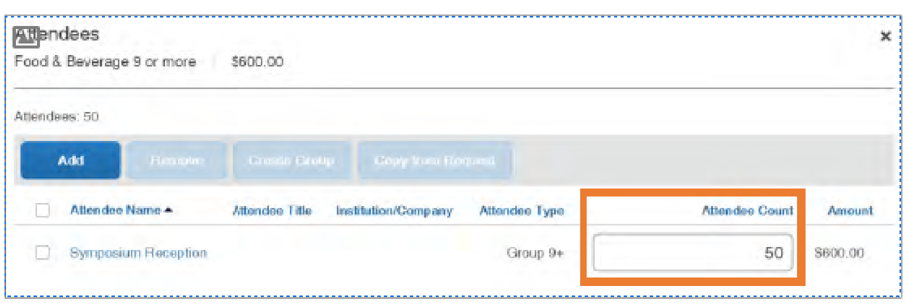


Result: You will return to the Add Attendees pop-up window.

13. Click the **Close** button.

Result: You will return to the Attendees page with the attendee group/event name you created displayed.

14. Enter the number of attendees in the Attendee Count field.



15. Click the **Save** button at the bottom of the page.

Submitting and Managing Expense Reports

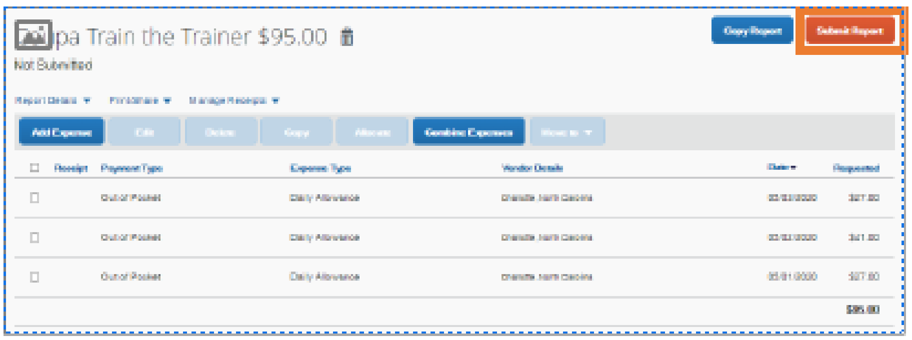
Once you have finished completing an expense report and attached the required documentation, it is ready to be submitted.

Important: All hard-stop alerts (red exclamation points) must be resolved before an Expense Report can be submitted.

Submitting an Expense Report

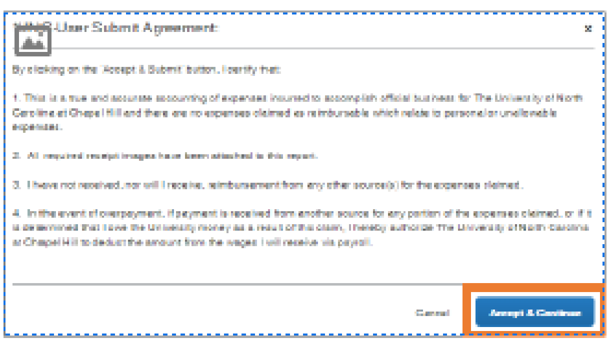
Note: Delegates can prepare the expense report and then use the Notify feature to alert the traveler when the expense report is ready to be submitted. Follow these steps to submit an expense report:

1. From the manage expenses page, open the expense report you want to submit.
2. Click the **Submit Report** button.

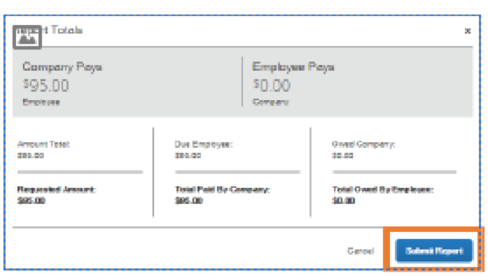


Result: A UNC-User Submit Agreement pop-up window will appear.

3. Click the **Accept & Continue** button.



4. Click the **Submit Report** button.

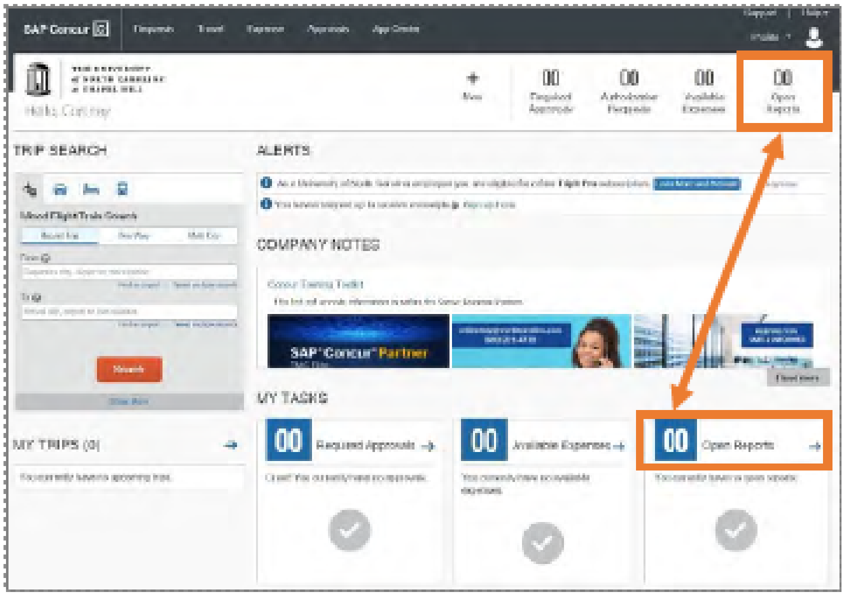


5. Click the **Close** button.

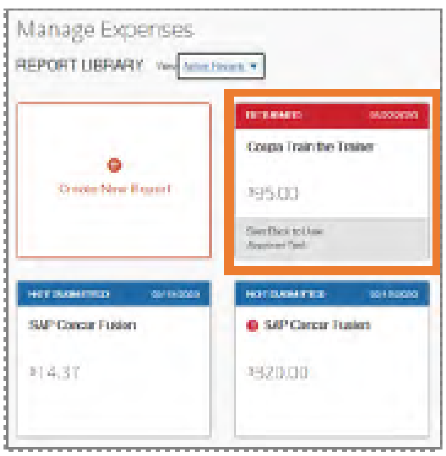
Correcting and Resubmitting an Expense Report

Your approver may return your expense report to you if any changes or additional information are required. Returned reports appear on the Concur home page in the Open Reports section. Follow these steps to correct and resubmit an expense report:

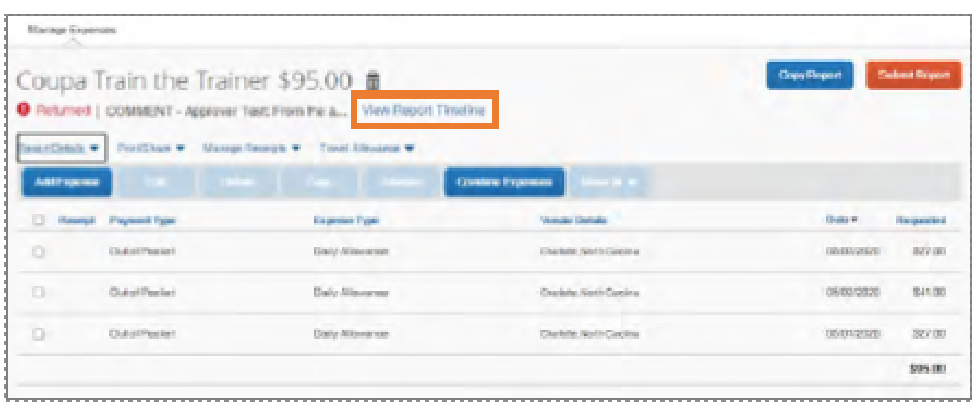
1. Click the **Open Reports** tile or tab.



2. Click on the Returned expense report.



3. Click the **View Reports Timeline** link.



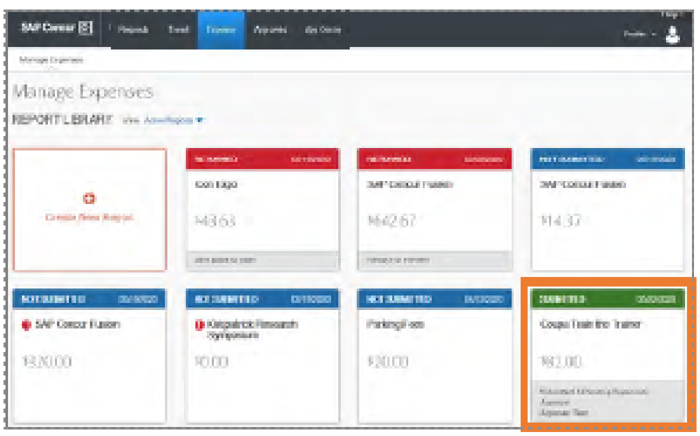
4. Review the approvers explanation of why the report was returned.
5. Click the **Close** button.
6. Click the expense that requires corrections/edits.
7. Make the required corrections/edits.
8. Click the **Save Expense** button.
9. Click the **Submit Report** button.

   Result: A UNC-User Submit Agreement pop-up window will appear.
10. Click the **Accept & Continue** button.
11. Click the **Submit Report** button.
12. Click the **Close** button.

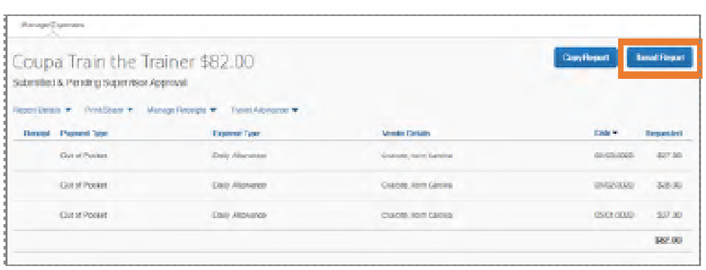
Recalling an Expense Report

If you submit an expense report and later find that you need to make changes, you can recall the expense report. Reports can be recalled as long as they do not have a status of "Pending Payment". If a report is recalled during the approval process, it will restart the entire workflow approval process. Also, once an Expense Report is fully approved it cannot be recalled. Follow these steps to recall an expense report that you have submitted:

1. Click the **Open Reports** tile or tab.
2. Click on the **Submitted** expense report.



3. Click the **Recall Report** button.



4. Click the **Yes** button.

   Result: The report will be recalled, the status changes to "Sent Back to User", and the report can now be edited.