Concur – Creating an Expense Report (non – travel)

For Concur Home Page and training resources: http://www.uc.edu/af/travel/concur-training.html

If you have an out-of-pocket expense that needs to be reimbursed you will need to create an Expense Report in Concur. Below are the steps to do this for any Biological faculty or staff member.

1. Logon to your Concur profile here by using your UC logon credentials: https://login.uc.edu/idp/profile/SAML2/Unsolicited/SSO?execution=e1s1
2. From your home page, click "Expense" at the top left of the page.
3. Click "Create New Report" in the red box.
4. Fill out the required information on the title page of your new Expense Report:
    a. **Report Name** – Choose a title that explains what your expense was about. A good example is "Lab supplies" or "NAFSA membership 2017."
    b. **Report Start Date** – Choose the date that is listed on your receipt for the purchase.
    c. **Report End Date** – Choose the same date as the report Start Date.
    d. **Report Key** – Leave this area blank.
    e. **Policy** – As a staff or faculty member, you will always leave "*UC-General Expense Policy" in this area.
    f. **User Type** – Choose what type of user you are at the university.
    g. **Report Type** – For any out-of-pocket expense, you will choose "Non-Trave.l"
    h. **Report Purpose** – For any out-of-pocket expense, you will choose "Non-Trave.l"
    i. **Does this trip contain personal travel?** - For any out-of-pocket expense, you will choose "No."
    j. **Comment** - In this area you should include where the funds for this expense will be coming from. The business manager will adjust your account string information according to what you write in this area. For example "NSF grant" or "Allotment." There should always be a comment in this section.
    k. **Additional Information** – This area can include any further information you think would be helpful to know to describe what the reimbursement is for. If you are including more than one item, you can use the Additional Information section on each expense instead. For example "Supplies for BIOL 3041" or "Filter paper for research."
    l. **Fund/ Cost Center/ Functional Area/ Grant/ Internal Order** – Please use the following account string information for these areas UNLESS you know your account information. The correct account string will be filled in by the Business Manager according to what is written in the comments section.
    Fund – A100001 Cost Center – 7150300000 Functional area – 0 Grant – Not relevant
5. Click "Next" at the bottom right of the page.
6. A box will automatically pop up asking "Are you traveling overnight and receiving per diem for meals?" Since you are filling out a non – travel expense report, you should click "no."
7. To add your expenses to the report, click "New Expense" at the top left of the page under the title of your report.
8. Choose the Expense Type of your item. It will not be in 01. or 02. sections because those are reserved for travel expense types. Search under the section types to find the closest description

of your items. Any food or drink item will most likely fall under "03. Administration & Office Expense – Refreshments & Meals – 530401."

9. Fill out the required information for each expense:
   a. **Transaction date -** Choose the date of purchase listed on your receipt for the item.
   b. **Report/Trip Purpose** - Choose "Non-travel."
   c. **Additional Information** - Same as on your title page. Any information that would explain the expense further. For example "Meal with seminar speaker Dr. Jones on 10/4/2017."
   d. **Enter Vendor Name** – This should be the company printed on your itemized receipt
   e. **City of Purchase** – Enter the city where you purchased the item.
   f. **Payment Type** – Choose " Out of Pocket."
   g. **Amount** – Write the exact amount listed on the itemized receipt. Include the tip is applicable.
   h. **Comment** – Provide the funding information in this area. If you have more than one item on this expense report, it is important to include the funding information for each item if they are different.
   i. You may be asked to provide a list of attendees if the expense type is a meal. To do this, click New Attendee, and type in the names of the people included.
10. An itemized receipt is needed for any expense over $25.00. If you are charging these expenses to a grant, an itemized receipt is needed for ALL expenses.
    a. You can scan a receipt and upload it by clicking "browse."
    b. You can take a picture of the receipt with your phone and upload it later.
11. Save this information and add any other new expenses you have using this same process
12. Once all your expenses are included in the Expense Report and all itemized receipts are included, you are ready to submit. You must be the one to submit any Expense Report because this submission acts as your electronic signature.
13. You may receive yellow warning notifications asking you to allocate your expenses. This is referring to the account string information where the expenses will be charged. Make sure your title page has the generic account string information entered below unless you know the account string of where your funds are coming from. The business manager will be able to enter the correct account string information from your comments for each item once you submit.
    Fund – A100001 Cost Center – 7150300000 Functional Area – 0 Grant – Not relevant
14. To submit, click the orange "Submit" button at the top right of the screen

Next Steps:

- After submission, your expense report will be sent to the cost object approver and then to Accounts Payable for reimbursement to you.
- **Please ask the Biology Department office if you have any questions about this process at 556-9700.**