

Concur Expense Training Guide

SAP Concur



SAP Concur
Technologies
Version 1.9

June 2021

Modified by Michigan Technological University



**Michigan
Technological
University**

Document Revision Information

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01/24/2019	NextGen Expense UI Updates	1.9	SAP Concur
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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](#))

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- Travel & Expense
- Request
- SAP Concur for Mobile

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Accounts Payable – Travel 7- 2373 concur@mtu.edu

Purchasing - P-Card 7-2510 pcard@mtu.edu

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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
	<i>*E770/E771 may only currently be used on the House Hunting/Moving Expense form available on the web.</i>	
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**.

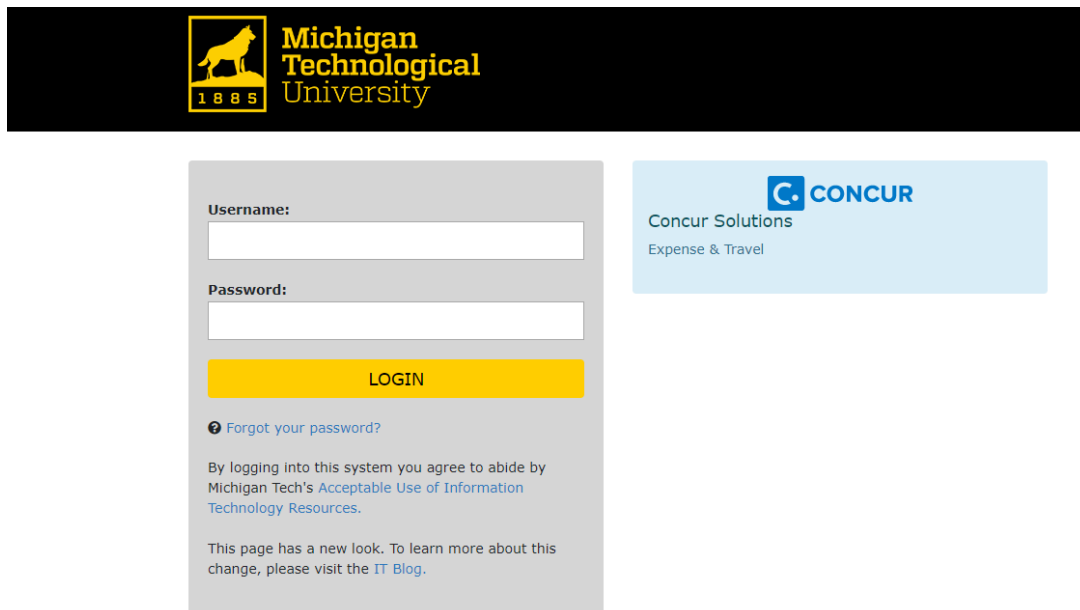
Reimbursements to STUDENTS, GUESTS, and VENDORS must be submitted via web form available on the [Travel Forms](#) web page.

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 casesensitive.
- 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: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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****

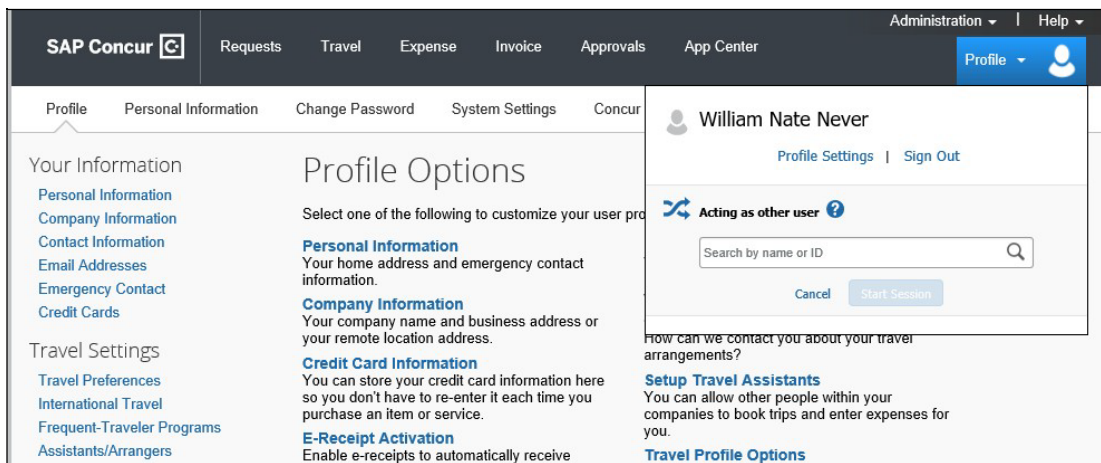
Use the **Profile Settings** page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself (email, traveler type, default index, etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information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



The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. On the right of the navigation bar, there are links for 'Administration' and 'Help', and a 'Profile' dropdown menu with a user icon. Below the navigation bar, the user's name 'William Nate Never' is displayed, along with 'Profile Settings' and 'Sign Out' links. A search bar for 'Acting as other user' is visible, with a search input field and 'Cancel' and 'Start Session' buttons. The main content area is titled 'Profile Options' and contains several sections: 'Your Information' (with links for Personal Information, Company Information, Contact Information, Email Addresses, Emergency Contact, and Credit Cards), 'Travel Settings' (with links for Travel Preferences, International Travel, Frequent-Traveler Programs, and Assistants/Arrangers), and 'Profile Options' (with links for Personal Information, Company Information, Credit Card Information, E-Receipt Activation, and Travel Profile Options). The 'Personal Information', 'Company Information', 'Credit Card Information', and 'E-Receipt Activation' links are highlighted in blue.

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

Your Information

Personal Information
Company Information
Contact Information
Email Addresses

Request Settings

Request Information
Request Delegates
Request Preferences
Request Approvers
Favorite Attendees
International Travel

Expense Settings

Expense Information
Expense Delegates
Expense Preferences
Expense Approvers
Favorite Attendees

Other Settings

System Settings
Connected Apps
Concur Connect
Change Password
Forgot Concur Mobile PIN
Concur Mobile Registration

Profile Options

Select one of the following to customize your user profile.

Personal Information

Personal Information

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Concur Mobile Registration

Set up access to Concur on your mobile device

System Settings

Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?

Request Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Change Password

Change your password.

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 only the delegator and do not 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**.

The image shows two screenshots of the 'Acting as other user' interface. The left screenshot shows the initial state where the user is prompted to search for a delegator. The right screenshot shows the state after a delegator has been selected, with the user's profile updated to 'Acting as Cyrus, Danielle M' and a 'Done acting for others' button appearing.

User Name
Profile Settings | Sign Out

Acting as other user ?

Act on behalf of another user
 Act as user in assigned group (Proxy)

Search by name or ID

Cancel Start Session

Help

Acting as
Cyrus, Danielle M

Currently acting as
Cyrus, Danielle M
Profile Settings | Sign Out

Acting as other user ?

Act on behalf of another user
 Act as user in assigned group (Proxy)

Search by name or ID

Cancel Start Session

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**

Create New Request

Request/Trip Name (City, State MMDDYY) * Verona, Italy 102022

Request/Trip Start Date * 10/20/2022

Request/Trip End Date * 10/27/2022

Request/Trip Purpose * 3. Meeting

Destination City * IT Verona, ITALY

Destination Country * ITALY (IT)

Traveler Type * Staff

Will this trip contain personal travel? * No

Business Purpose * Invited Conference Speaker

Index (A11850) A11850 Financial Svcs & Operations

Comment To/From Approvers/Processors

Cancel Create 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.

SAP Concur

Requests Expense Approvals Reporting App Center

Administration Help

Profile

Manage Requests Process Requests

Verona, Italy 102022

Not Submitted | Request ID: 36DN

Copy Request Submit Request

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

No Expected Expenses

Add expected expenses to this request to submit for approval.

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

Add Expected Expense x

Search for an expense type

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.).

New Expense: Total Estimated Trip Cost \$1,000.00 Cancel Save

10/20/2022

Allocate

Request/Trip Start Date: 10/20/2022 Request/Trip End Date: 10/27/2022

Transaction Amount*: 1,000.00 Currency*: US, Dollar Comment:

Save Cancel

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***

Verona, Italy 102022 Copy Request Submit Request

Not Submitted | Request ID: 36DP

Request Details Print/Share Attachments

Request PENSES

Edit Request Header Edit Delete Allocate

Request Timeline

Audit Trail

Linked Add-ons

Add Cash Advance

No Expected Expenses

Add expected expenses to this request to submit for approval.

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.**

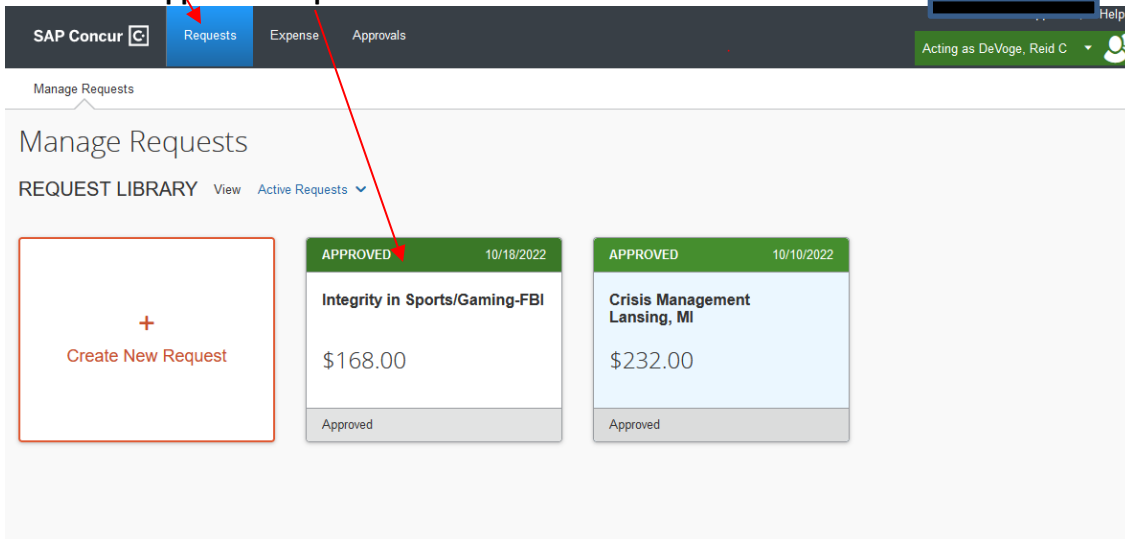
Cash Advance - Payments

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 CANNOT Direct Deposit Override Concur Cash Advance Requests.

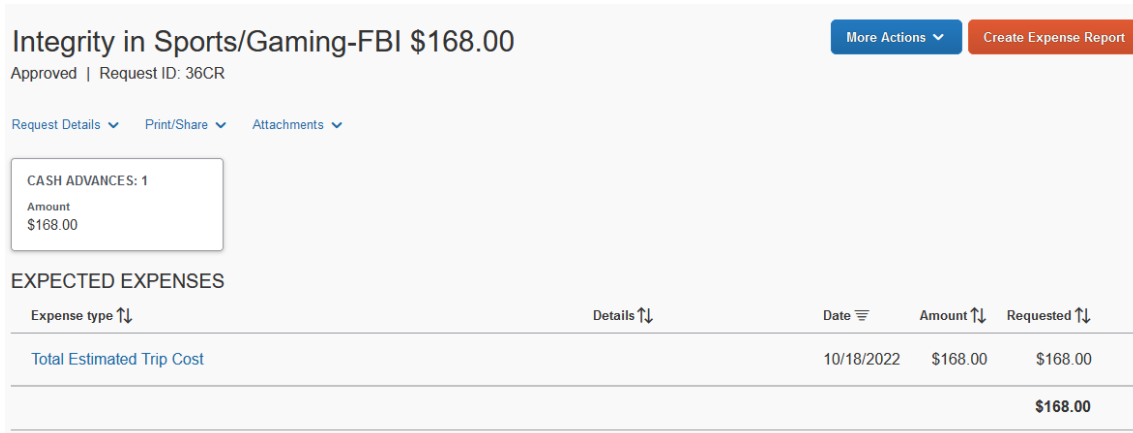
Cash Advance – Attach/Apply to Report

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

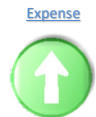
1. Click on **Requests** on the black toolbar.
2. Click on the **approved Request**



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



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**

There are cash advances available to add to this report. [View](#)

Chicago, Illinois 01/12/2020 \$708.75 [Copy Report](#) [Submit Report](#)

Report Details | [View Report Timeline](#)

- Report
- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary
- Linked Add-ons
 - Manage Requests
 - Manage Cash Advances**
 - Manage Travel Allowance

Type	Expense Type	Vendor Details	Date	Requested
ticket	E750 - Mileage Allowance		01/12/2020	\$476.68
ticket	E701 - Conference Fees	RSS	01/12/2020	\$200.00
P-CARD	E751 - Gas/Fuel - Personal Vehicle	Automobile Parking Lots & Garage Reno, Nevada	02/23/2019	\$32.07
				\$708.75

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

Cash Advances
Available: 3

[Add](#) [Remove](#)

Available Cash Advances ✕

<input type="checkbox"/> Cash Advance Name ▲	Date Issued	Foreign Amount	Exchange Rate	Amount	Balance
<input checked="" type="checkbox"/> Detroit, MI 080119-USD	03/17/2019	\$400.00	\$1.00000000	\$400.00	\$400.00
<input type="checkbox"/> Detroit, MI 040119-USD	04/02/2019	\$1,500.00	\$1.00000000	\$1,500.00	\$1,500.00
<input type="checkbox"/> Honolulu, HI 020117-USD	03/15/2019	\$555.00	\$1.00000000	\$555.00	\$555.00

[Cancel](#) [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

SAP Concur | Requests | Expense | Approvals | App Center

Manage Requests | New Request | Quick Search

Active Requests (1)

Request Name: Detroit, MI 122818
 Begins With: Attend/Host GLI Hockey tournament held at Little Caesars Arena

Request Name	Request ID	Status	Request Dates	Date Submitted	Total
Detroit, MI 122818 Attend/Host GLI Hockey tournament held at Little Caesars Arena	337E	Submitted & Pending Approval – Test, DCD2 AA Comment: Please RUSH	12/28/2018	02/28/2019	\$2,000.00

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**

SAP Concur | Requests | Expense | Approvals | App Center

Manage Requests | New Request | Quick Search

Request 337E

Request/Trip Name (City, State, MMDDYY): Detroit, MI 122818
 Business Purpose: Attend/Host GLI Hockey tournament...

Request Header | Expense Summary | Approval Flow | Audit Trail

Previous Comment
 Entered By Megan Johnson Please RUSH

Request/Trip Name (City, State, MMDDYY)	Request/Trip Start Date	Request/Trip End Date	Request/Trip Purpose	Destination City	Destination Country
Detroit, MI 122818	12/29/2018	01/01/2019	7. Team Travel	Detroit, Michigan	UNITED STATES

Traveller Type: Team Travel
 Will this trip contain personal travel?: No
 Business Purpose: Attend/Host GLI Hockey tournament held at Little Caesars Arena

Index: A11850 Financial Svcs & Operations

Cash Advance
 Cash Advance Amount: \$2,000.00

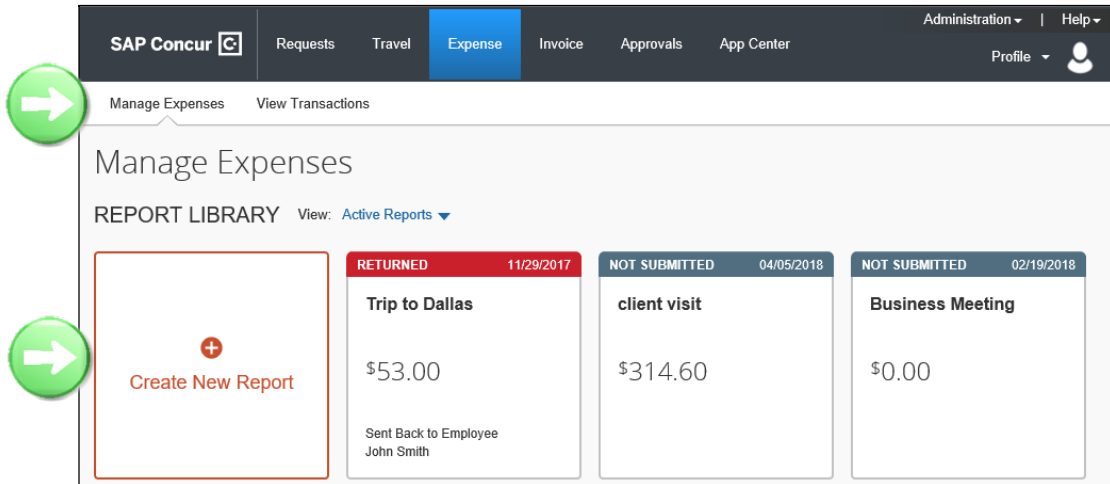
Attachments | Print / Email | **Cancel Request** | **Recall**

Status: Submitted & Pending Approval
 Amount: \$2,000.00

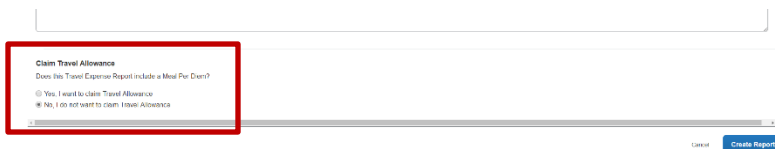
Expense Report - Create

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. 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**

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.

Travel Allowances For Report: TEST 02/18/19

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: TEST 02/18/19 Selection: USGSA

Add Stop Cancel Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: [Red Bar]

Date: [Red Bar] Time: [Red Bar]

Arrival City: [Red Bar]

Date: [Red Bar] Time: [Red Bar]

Save

Go to Single Day Itineraries Next >> Cancel

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.

Travel Allowances For Report: TEST 02/18/19

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

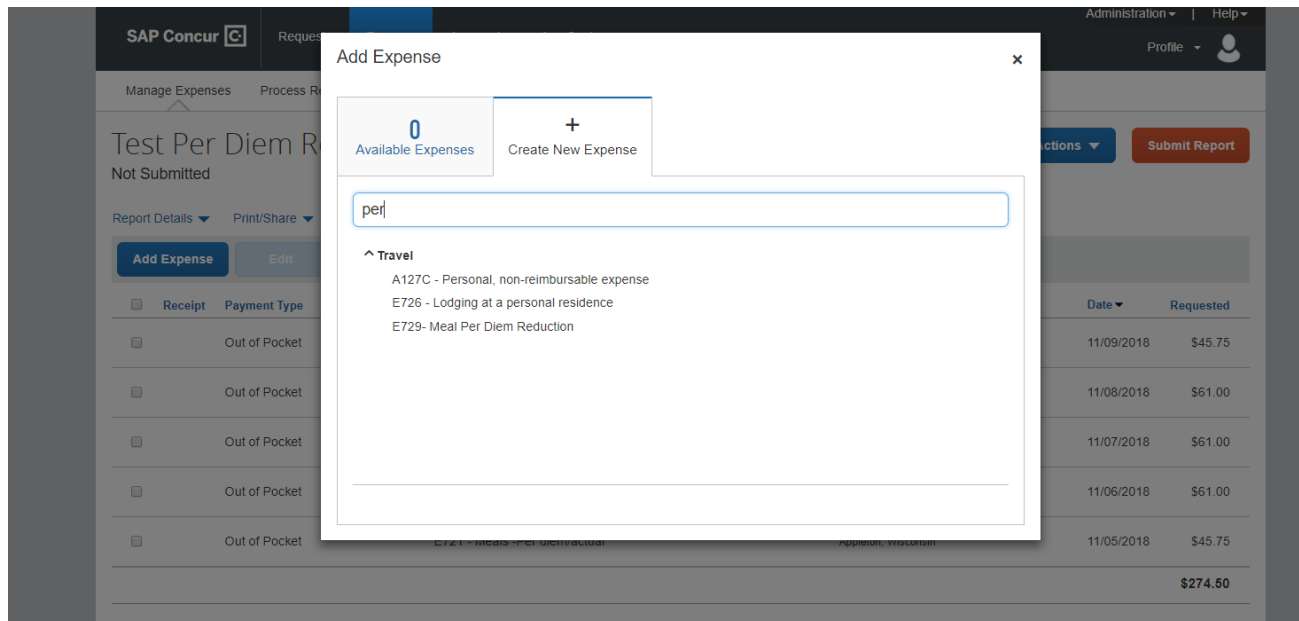
Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	02/15/2019 Orlando, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$21.50
<input type="checkbox"/>	02/16/2019 Orlando, Florida	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$33.50

- 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>

Meals & Incidentals (M&IE) Breakdown

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Primary Destination	County	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Detroit	Wayne	\$56	\$13	\$15	\$23	\$5	\$42.00

Showing 1 to 1 of 1 entries

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

Details Itemizations Hide Receipt

Allocate

* Required field

Expense Type *
E714 - Taxable Meals - Day Travel

Transaction Date *
01/01/2023

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Amount *
26.00

Currency *
US, Dollar

Index
(A11850) A11850 Financial Sv...

Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

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.

New Expense Cancel Save Expense

Details Itemizations Hide Receipt

* Indicates required field

Expense Type *
Computer Hardware

Transaction Date *
MM/DD/YYYY

Business Purpose

Vendor Name

City

Payment Type *
Out of Pocket

Transaction Amount *

Currency *
US, Dollar

Personal Expense (do not reimburse)

Has VAT

Receipt Status *
No Receipt

Comment

Save Expense Cancel

+
Attach Receipt Image

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.

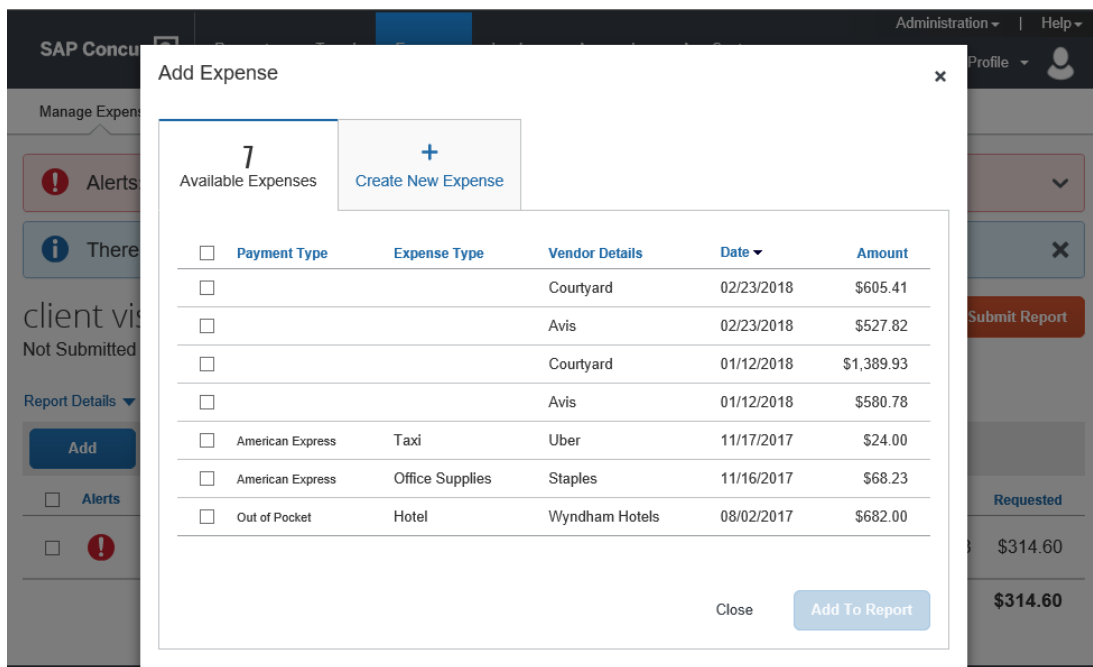
You can add purchasing card transactions to an expense report in the following ways:

- 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

AVAILABLE EXPENSES View: All Expenses ▾

		Vendor Details	Date ▾	Amount	
<input type="checkbox"/>	Receipt				
<input type="checkbox"/>	Payment Type				
<input checked="" type="checkbox"/>	Company Paid	Courtyard	01/12/2018	\$1,389.93	
<input type="checkbox"/>	American Express	Alaska Airlines	12/11/2017	\$171.40	
<input type="checkbox"/>		Staples	11/16/2017	\$68.23	
<input type="checkbox"/>		Fairfield Inns	09/29/2017	\$374.03	
<input type="checkbox"/>	Company Paid	American Airlines	09/07/2017	\$1,026.10	
<input type="checkbox"/>	Company Paid	Airfare	American Airlines	08/21/2017	\$521.10
<input type="checkbox"/>	Company Paid	Airfare	American Airlines	08/21/2017	\$467.10
<input type="checkbox"/>	Out of Pocket	Hotel	Wyndham Hotels	08/02/2017	\$682.00

*****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.

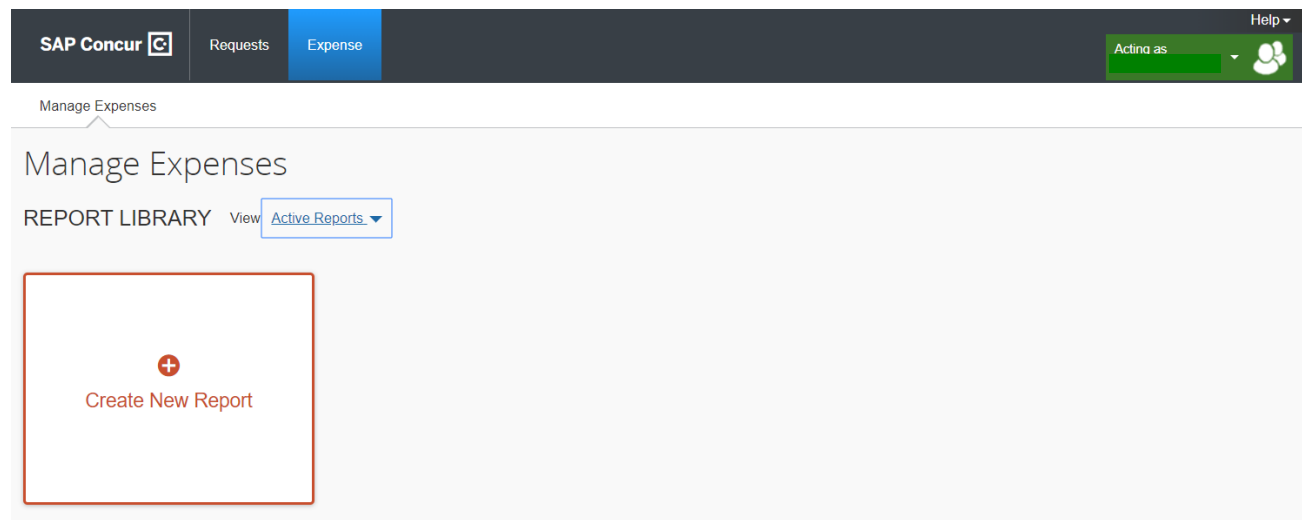
***If you are paying a vendor directly, please submit the request using the Business Meal and Banquet form available on the web. Do NOT use Concur.**

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**).

Manage Expenses Process Reports

New Expense Cancel Save Expense

Hide Receipt

Attendees (0) Allocate

* Indicates required field

Expense Type *
E706 - Business Meal Expenses-Off Campus

Index
A11850 Financial Svcs & Oper

Transaction Date *
MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Transaction Amount *

Currency *
US, Dollar

Comment

Save Expense Save and Add Another Cancel

Attach Receipt Image

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**.

The screenshot shows the SAP Concur Expense Details screen for a Business Meal. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Invoice', 'Approvals', and 'App Center'. The right side has 'Administration', 'Help', 'Profile', and a user icon. Below the navigation, there are tabs for 'Manage Expenses' and 'View Transactions'. The main content area displays 'Business Meal (attendees) \$45.76' with a 'Close Expense' button. Below this, there are tabs for 'Details' and 'Itemizations', and a 'Show Receipt' link. The 'Attendees (1)' tab is selected and highlighted with a red box. The 'Attendees' section shows a list of attendees with an 'Add' button highlighted in red. The form fields include: Expense Type (Business Meal (attendees)), Transaction Date (04/08/2015), Business Purpose (Dinner with customer), Vendor Name (Cafe Monte), City (Seattle, Washington), Attendees (empty), Payment Type (American Express), Personal Expense (do not reimburse) (unchecked), Has VAT (unchecked), Approved Amount (45.76), and Receipt Status (No Receipt). A 'Close Expense' button is also present at the bottom left of the form.

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

The screenshot shows the Attendees window in SAP Concur. The window title is 'Attendees' and it displays 'E706 - Business Meal Expenses-Off Campus | \$200.00'. Below the title, there is a list of attendees with an 'Add' button highlighted in red. The 'Add' button is located at the bottom left of the window. Below the list, there is a message: 'No Attendees' and 'Add attendees to show the people associated with this expense.'

3. The **Add Attendees** window appears

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type
<input type="checkbox"/>	Tina, Markus	Account Manager	ABC Company	Business Guest
<input type="checkbox"/>	Jones, Sam	Account Manager	ABC Company	Business Guest
<input type="checkbox"/>	Jones, Edward	Marketing Rep	XYZ, Inc	Business Guest
<input type="checkbox"/>	Smith, John	Sales Manager	ABC Company	Business Guest

[Search All Attendee History](#)

[Add To List](#)


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 **CreateAttendee**. 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).

200.00

Add Attendees x


Recent Attendees


New Attendee


Attendee Groups

Donor ▾

[More Search Options](#)
Can't find an attendee? [Create New Attendee](#)

Close
[Search](#)

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*).

E708 - Lodging and Lodging Deposits \$100.00 Cancel Save Itemization

02/22/2019 | Astotel Show Receipt

Details **Itemizations**

Amount	Itemized	Remaining
\$100.00	\$0.00	\$100.00

New Itemization

Expense Type *
E708 - Lodging and Lodging Deposits

Entry Type: **Recurring Itemization**

02/18/2019 - 02/22/2019 (Nights: 4)

Your hotel room rate was:

The Same Every Night Not the Same

Room Rate (per night) * Room Tax (per night) Tax 2 (per night) Tax 3 (per night)

(Amounts in USD)

Save Itemization Cancel

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.

Manage Expenses View Transactions

Alerts: 2

Hotel \$845.00
12/22/2017 | Marriott Hotels

Cancel Save Expense

Details Itemizations Show Receipt

Amount \$845.00 Itemized \$824.00 Remaining \$21.00

Create Itemization Edit Delete Copy Allocate

Date	Expense Type	Amount
12/18/2017	Hotel	\$198.00
12/18/2017	Hotel Tax	\$8.00
12/19/2017	Hotel	\$198.00
12/19/2017	Hotel Tax	\$8.00
12/20/2017	Hotel Tax	\$8.00
12/20/2017	Hotel	\$198.00
12/21/2017	Hotel Tax	\$8.00
12/21/2017	Hotel	\$198.00

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 must 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.

The screenshot shows the 'Itemizations' tab for an expense titled 'Computer Hardware' with a total amount of \$349.00 and a date of 04/18/2018. The interface includes a 'Details' tab and an 'Itemizations' tab. Below the tabs, there is a summary table:

Amount	Itemized	Remaining
\$349.00	\$0.00	\$349.00

Below the table, there are two buttons: 'Create Itemization' and 'More Actions'. Below the buttons, the text reads: 'No Itemizations. Create itemizations for the items on your receipt.'

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.

The screenshot shows the SAP Concur Expense page. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense' (selected), 'Invoice', 'Approvals', and 'App Center'. On the right, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, there are two tabs: 'Manage Expenses' and 'View Transactions'. A green success alert box at the top reads: 'Success! You have cleared all alerts on this expense.' Below the alert, the main header shows 'Computer Hardware \$349.00' with a trash icon, a 'Cancel' link, and a 'Save Expense' button. The date '04/18/2018' is also displayed. There are two tabs: 'Details' and 'Itemizations' (selected). A 'Show Receipt' icon is on the right. A summary table shows: Amount \$349.00, Itemized \$349.00, and Remaining \$0.00 with a green checkmark. Below this are buttons for 'Create Itemization', 'Edit', 'Delete', and 'Copy'. At the bottom, there is a table with columns for 'Date', 'Expense Type', and 'Amount'.

Amount	Itemized	Remaining
\$349.00	\$349.00	\$0.00

<input type="checkbox"/> Date	Expense Type	Amount
<input type="checkbox"/> 04/18/2018	Trade Shows	\$300.00
<input type="checkbox"/> 04/18/2018	Meetings	\$49.00


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**.

Business Meal (attendees) \$45.76  Cancel [Save Expense](#)

06/12/2018 | Cafe Monte [Show Receipt](#) 

Details
Itemizations

[Show Receipt](#) 

 Attendees (1) | Allocate

Expense Type *
Business Meal (attendees)

Vendor Name *
Cafe Monte

Transaction Amount *
45.76

Comment

[Save Expense](#) Cancel

Transaction Date *

City *

Currency *

Business Purpose *

Payment Type *

Personal Expense (do not reimburse)

Has VAT

Receipt Status *

* Indicates required field

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

Copy: Business Conference \$359.51 [More Actions](#) [Submit Report](#)

Not Submitted

Report Details

Add

Edit









Delete

Copy

Allocate

Combine Expenses

Move to

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Out of Pocket	Office Supplies	Staples Memphis, Tennessee	06/15/2018	\$68.23
<input checked="" type="checkbox"/>			Out of Pocket	Hotel	Vista Inn Memphis, Tennessee	06/13/2018	\$162.60
<input checked="" type="checkbox"/>			Out of Pocket	Car Rental	Thrifty Memphis, Tennessee	06/13/2018	\$82.92
<input checked="" type="checkbox"/>			Out of Pocket	Business Meal (attendees)	Cafe Monte Seattle, Washington	06/12/2018	\$45.76
							\$359.51

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

The screenshot shows the 'Allocate' window with the following details:

- Expenses: 2 | \$35.00
- Amount: \$35.00
- Allocated: \$35.00 (100%)
- Remaining: \$0.00 (0%)
- Default Allocation Code: A11850 (Percent: 75%)
- Buttons: Add, Edit, Remove, Save as Favorite
- Table with columns: Index, Code, Percent %

Index	Code	Percent %
A11820 Michigan Tech Fund Services	A11820	25

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.**

The screenshot shows the 'Allocate' window with the following details:

- Expenses: 2 | \$191.23
- Amount: \$191.23
- Allocated: \$191.23 (100%)
- Remaining: \$0.00 (0%)
- Edit dropdown: Percent
- Buttons: Add, Edit, Remove, Save as Favorite
- Table with columns: Company, Department, Cost Center, Project, Code, Percent %
- Buttons: Cancel, Save

Company	Department	Cost Center	Project	Code	Percent %
<input type="checkbox"/>	United States	Sales	Mid Market	10-300-3030	0
<input type="checkbox"/>	1390	Sales	Mid Market	-300-3030	50
<input type="checkbox"/>	1390	Sales	12th Ave Village Gathering Place Acquisition	-300-3030-44-1-206-1125	50



6. Click **Save**.

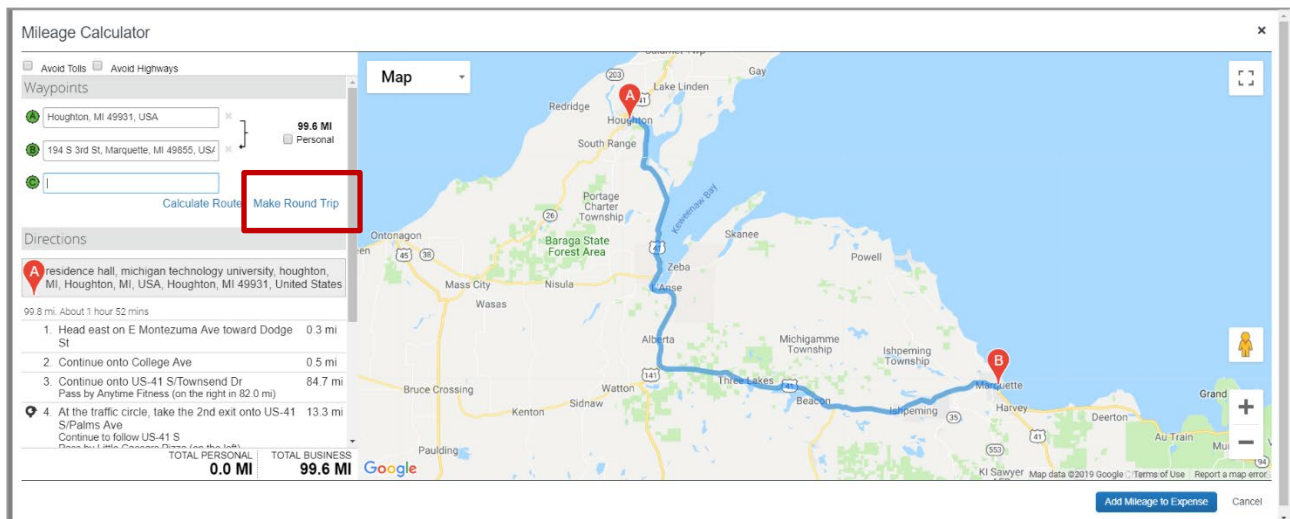
Personal Car Mileage

To create a car mileage expense:

NOTE: Google Maps is used to calculate mileage

***When claiming mileage to/from the Houghton County Airport you MUST 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 
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. (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**.

The screenshot shows the 'New Expense' form in SAP Concur. The 'Currency' dropdown menu is highlighted with a red circle, showing 'Euro' selected. The form includes the following fields and options:

- Expense Type ***: Lunch
- Transaction Date ***: 01/01/2018
- Business Purpose**: (empty)
- Vendor Name**: (empty)
- City**: (empty)
- Payment Type ***: Out of Pocket
- Transaction Amount ***: 98.00
- Currency ***: Euro
- Conversion Rate ***: 1 EUR = 1.19806 USD (with a 'Reverse' button)
- Amount in USD**: 117.41
- Receipt Status ***: Receipt
- Personal Expense (do not reimburse)**:
- Has VAT**:

Buttons: Cancel, Save Expense, Show Receipt

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.

The screenshot shows the 'Details' tab of an expense entry form. The form is divided into two main sections: a left-hand form area and a right-hand receipt area. The left-hand form area contains the following fields and controls:

- Expense Type ***: Car Rental (dropdown)
- Transaction Date ***: 05/17/2018 (calendar icon)
- Number of days the vehicle was rented**: 3 (text input)
- Business Purpose**: (empty text input)
- Vendor ***: Avis (dropdown)
- City ***: Memphis, Tennessee (dropdown)
- Payment Type ***: Company Paid (dropdown)
- Transaction Amount ***: 0.00 (text input)
- Currency ***: US, Dollar (dropdown)
- Personal Expense (do not reimburse)
- Has VAT
- Receipt Status ***: Receipt (dropdown)
- Comment**: (empty text input)

At the bottom left of the form are two buttons: **Save Expense** and **Cancel**. A note at the top right of the form area reads: "* Indicates required field".

The right-hand section is a large red-bordered area containing a red plus sign icon and the text **Attach Receipt Image**.

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		The Hut Inn Calumet, MI	
Table 11 Dining Room #1 Check 10008 Manager: Dawn (Guests 4) WED 2/06/19 12:50pm		2/06/19 13:03 Check 10008 Table 11 Type Sale Terminal 1 Manager Dawn	
\$ 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		Swiped Acct Card Typ Auth Trans ID	
Sub/Ttl \$53.15 Tax \$3.19 Total Due \$56.34		Sale 56.34 Tip \$... <u>9.00</u> Total \$... <u>65.34</u>	
Thank you for dining with us!!		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: Jaff 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 XJxCLJqKseep
 Card Reader INGENICO_ICM122

Amount \$35.20
 + Tip: 7.00
 = Total: 42.20

Customer Copy

HAPPY HOUR 7 Days a Week
 \$4 Draft Beers \$5 SojuTints \$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** >

The screenshot shows the SAP Concur report interface for a report titled "Minneapolis, MN 052720 - TEST" with a total amount of \$675.54. The report is in a "Not Submitted" state. The "Manage Receipts" menu item is circled in red. Below the menu, a table lists expenses with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested amount.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/31/2019	\$41.25
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/30/2019	\$55.00
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/29/2019	\$55.00
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/28/2019	\$55.00
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/27/2019	\$41.25
<input type="checkbox"/>	Out of Pocket	E750 - Mileage Allowance		05/27/2019	\$428.04

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

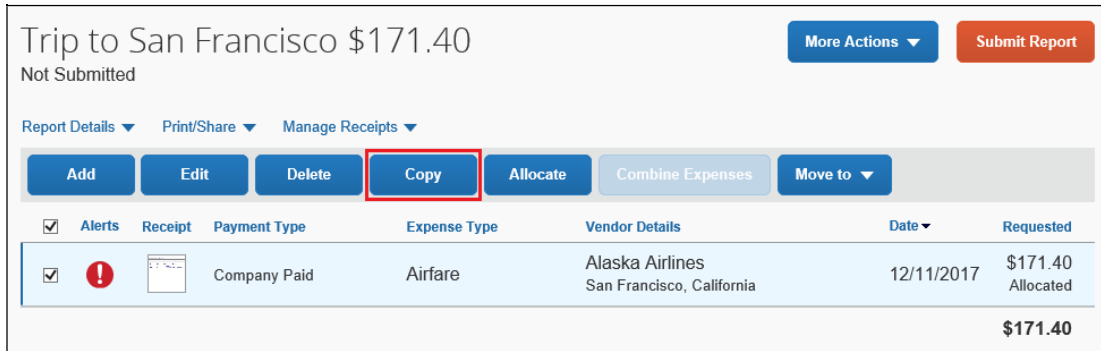
The screenshot shows the "Attach to Report" dialog box in SAP Concur. The dialog contains a large red circle with a plus sign and the text "Upload Report Level Attachment" and "5MB limit per file". Below the dialog, a "Close" button is visible. The background shows the same report interface as the previous screenshot.

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 screenshot shows an expense report titled "Trip to San Francisco \$171.40" with a status of "Not Submitted". At the top right are "More Actions" and "Submit Report" buttons. Below the title are "Report Details", "Print/Share", and "Manage Receipts" dropdowns. A row of action buttons includes "Add", "Edit", "Delete", "Copy" (highlighted with a red box), "Allocate", "Combine Expenses", and "Move to". Below this is a table with columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. One row is visible with a checked "Alerts" box, a red warning icon, a receipt icon, "Company Paid" as the payment type, "Airfare" as the expense type, "Alaska Airlines San Francisco, California" as the vendor, "12/11/2017" as the date, and "\$171.40 Allocated" as the requested amount. A total of "\$171.40" is shown at the bottom right.

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 after the travel has occurred.

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

Manage Expenses Processor

Minneapolis, MN 052720 - TEST \$675.54

Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/31/2019	\$41.25
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/30/2019	\$55.00
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/29/2019	\$55.00

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

SAP Concur Request

Copy Report

New Report Name

Copy: Minneapolis, MN 052720 - T

Starting date for copied expenses. (Previous Date 05/27/2019) ?

04/27/2020

Cancel Create New Report

Administration Help Profile

Copy Report Submit Report

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/31/2019	\$41.25
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/30/2019	\$55.00
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Marquette, Michigan	05/29/2019	\$55.00

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**.

The screenshot shows the SAP Concur interface for an expense report. The report title is 'TEST 02/18/19 \$252.50' and it is 'Not Submitted'. The 'Print/Share' dropdown menu is open, showing the option '*MTU-Detailed Report with Summary Data' selected. Other options include 'Add Expense', 'Allocate', 'Combine Expenses', and 'Move to'. Below the menu is a table of expense items:

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket	E762 - Parking including Houghton County Airport	Houghton County Airport Houghton, Michigan	02/19/2019	\$5.00 Allocated
<input type="checkbox"/>	Out of Pocket	E762 - Parking including Houghton County Airport	Houghton County Airport Houghton, Michigan	02/18/2019	\$5.00 Allocated
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Orlando, Florida	02/16/2019	\$5.00 Allocated

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**.

The screenshot shows a 'User Electronic Agreement' pop-up window overlaid on the expense report page. The pop-up contains the following text:

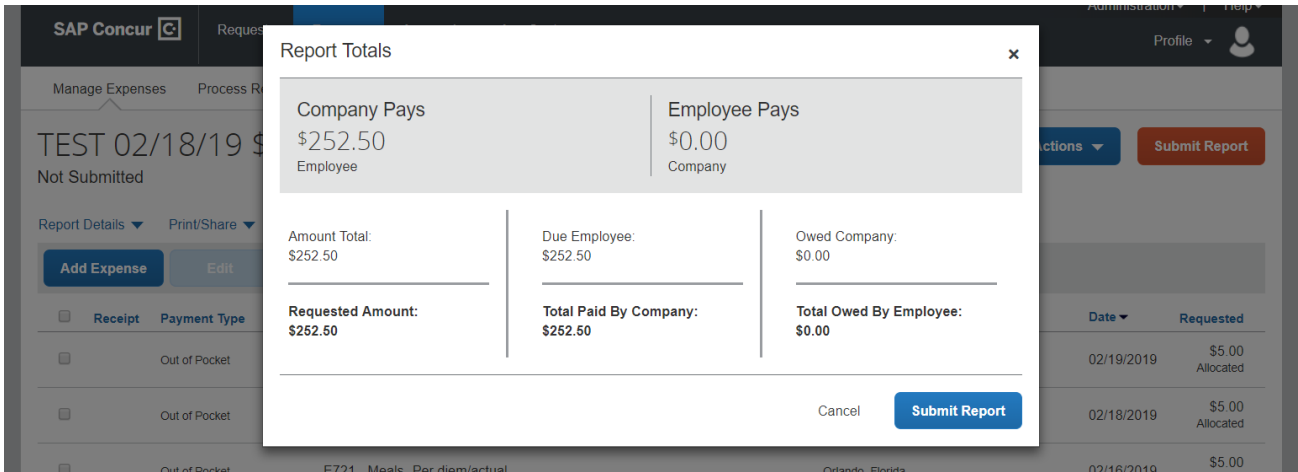
By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of over payment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

The pop-up has 'Cancel' and 'Accept & Continue' buttons. The background shows the expense report page with a 'PER DIEM \$237.' report title and a table of items:

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out of Pocket			02/04/2020	\$101.00
<input type="checkbox"/>	Out of Pocket	E721 - Meals -Per diem/actual	Paris, FRANCE	02/03/2020	\$101.75
<input type="checkbox"/>	Out of Pocket	E714 - Taxable Meals - Day Travel		01/31/2020	\$55.00 Allocated

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**.

The screenshot shows the SAP Concur 'Approvals' page. The 'Expense Reports' tile is highlighted in yellow. Below it, a table lists the following report:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Office Supplies Office Supplies	Never, William	11/02/2016	USD 0.00	USD 68.23

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**.



Concur Training Site

Training Videos

+ Expense

+ Request

Welcome to the Concur training site!

Click the links in the left menu to access training videos that will help you to quickly learn the basics of booking travel, submitting your expenses, or creating and managing requests.



For questions, please contact

Travel / Megan Johnson:
906-487-2373
merjohns@mtu.edu

Purchasing Card Administrator / Danielle
Cyrus:
906-487-2512
dcyrus@mtu.edu

Guides and FAQs:

In addition to completing the interactive simulations, we also recommend that you download the following training materials:

- Michigan Tech Concur Training Guide
- Michigan Tech Concur Purchasing Card Allocation Procedure

[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.

The screenshot displays the SAP Concur interface for reviewing an expense report. At the top, the user is identified as 'Global Tech Sales Training [Never, William]'. Action buttons include 'Send Back to Employee', 'Approve', and 'Approve & Forward'. The interface is divided into sections for 'Exceptions' and 'Expenses'.

Exceptions Table:

Expense	Date	Amount	Exception
N/A			⚠ La cantidad total es de 10.000. Se ha seleccionado para revision de auditoria.
Hotel	2015-02-20	\$247.94	⚠ This itemized entry has sub-entries with one or more exceptions.
Hotel	2015-02-20	\$57.00	⚠ This expense entry may be a duplicate of the following expense.

Expenses Table:

Transaction D...	Expense Type	Vendor Name	Business Purp...	City	Payment Type	Amount	Adjusted Clai...
2015-04-09	Airfare	U.S. AIRWAYS	conference	Seattle, Washin...	American Express	\$516.78	\$516.78
2015-04-03	Hotel	Courtyards		Vienna, Virginia	Company Paid	\$899.00	
2015-02-20	Hotel	Extended Stay	Sales meeting	Memphis, Tenn...	Test Payment T...	\$247.94	
2015-02-17	Business Meal (attendees)	ABC Dining	Conference meal	Memphis, Tenn...	Out of Pocket	\$40.00	\$40.00
2015-02-17	Parking			Memphis, Tenn...	Out of Pocket	\$15.00	\$15.00

Report Summary:

Report Totals	Amount Due Com...	Amount Due Com...	Amount Due Emp...
	\$0.00	\$786.72	\$55.00

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.

Transaction D...	Expense Type	Enter Vendor ...	Business Pur...	City	Payment Type
08/05/2014	Office Supplies	Staples			Cash
08/05/2014	Office Supplies	STAPLES			Cash
07/25/2014	Postage	US Postal Service	Postage for mar...	Seattle, Washin...	Cash
07/24/2014	Materials	Office Depot	Reference Mate...	Seattle, Washin...	Cash
07/23/2014	Office Supplies	Staples	Office Chairs	Seattle, Washin...	Cash
07/23/2014	Miscellaneous	07/14 Misc. Pro...			Cash
07/23/2014	Office Supplies	07/14 Office Su...			Cash
07/21/2014	Miscellaneous	MARRIOTT			Cash
08/07/2010	Bank Fees	Finance Charge ...			Cash

Amount Due Co...	Amount Due E...
\$0.00	\$1,026.23

TOTAL AMOUNT	TOTAL REQUESTED
\$1,126.23	\$1,026.23

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**.

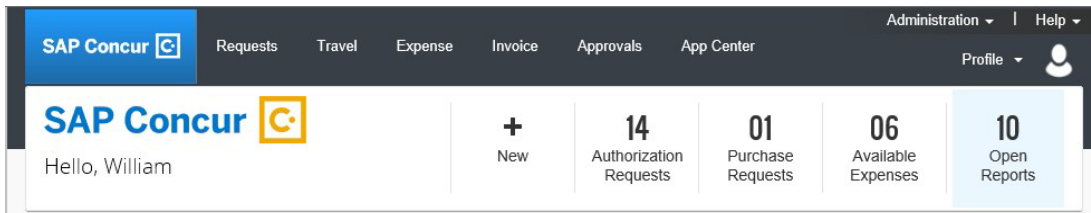
Note: When a report is sent back to the user, the report will need to go through the entire workflow approval process again.

Correct/Resubmit a Report

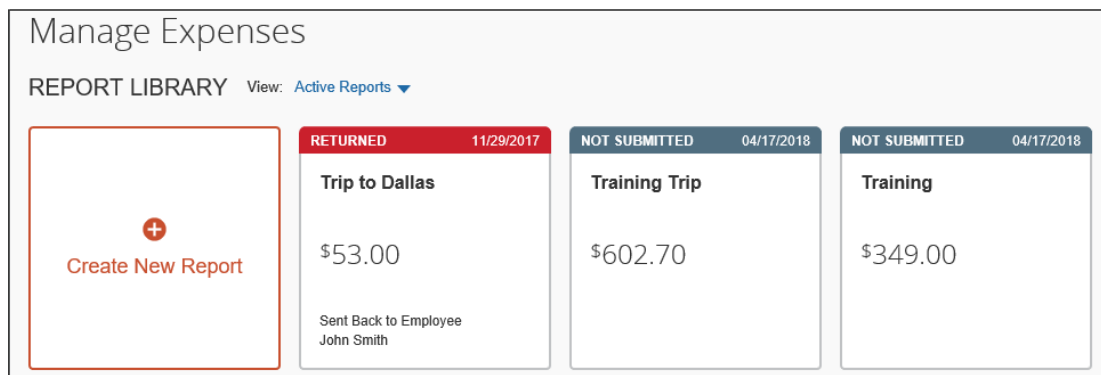
Your expense approver or the processor might send a report back to you if an error is found. The approver/processor will include a comment explaining why the report was returned to you.

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.



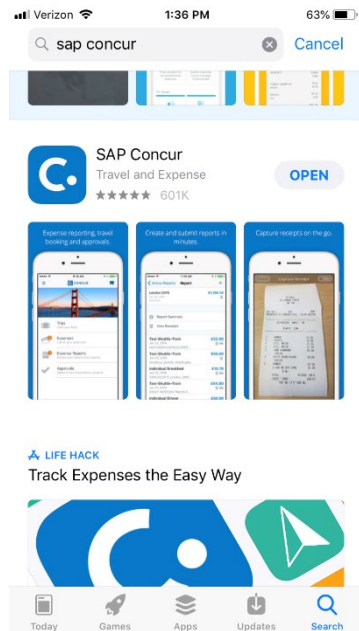
In the **Active Reports** section of the page, the report appears with **Returned** in **RED** on the report tile. The approver's comment appears below the amount.



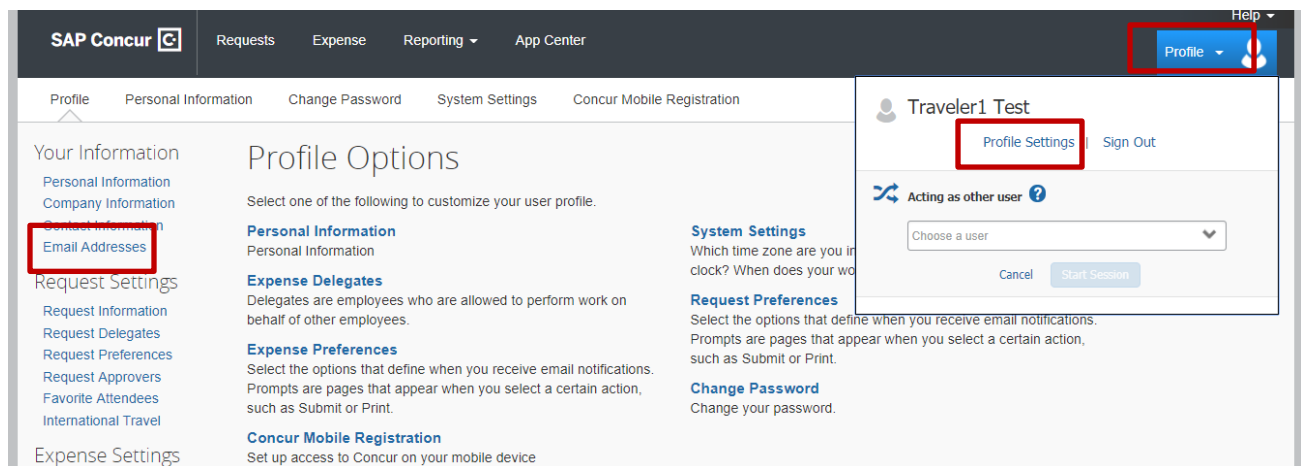
2. Click the **Returned** report tile to open the report.
3. Make the requested changes, and then click **Submit Report**.

Mobile App

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



2. You **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 Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▼ [Why should I verify my email address?](#)
When you verify your email address, we can associate information forwarded from that email address to your account.


With your verified email address, you can:
- Forward your receipt images to receipts@concur.com to have your receipts uploaded into your Available Receipts.

- ▼ [How do I verify my email address?](#)
 1. Once you have saved an email address, click the "Verify" link.
 2. Check your email for a verification message from Concur.
 3. Copy the code from the email message into the "Enter Code" box next to the Email address below.
 4. Click "OK" to submit the code and complete verification.

	Email Address	Verify	Contact?	Actions
Email 1	slaajala@mtu.edu	Not Verified	Yes	Add an email address

Email verification example

Concur Email Verification <donotreply@concur.com>
to me ▾

SAP Concur 

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: AMR1FLNGBM2F756Z9CRL
Example

myemail2@company.com ✔ Check E-Mail for Code [Resend](#) | [Cancel](#)

Enter Code

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.

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

The screenshot shows the SAP Concur web interface. The top navigation bar includes 'Requests', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Expense' tab is selected. The left sidebar contains various settings categories: 'Your Information', 'Request Settings', 'Expense Settings', and 'Other Settings'. Under 'Other Settings', 'Concur Mobile Registration' is highlighted with a red box. The main content area is titled 'Profile Options' and lists several settings: 'Personal Information', 'Expense Delegates', 'Expense Preferences', 'System Settings', 'Request Preferences', and 'Change Password'. The 'Concur Mobile Registration' option is also highlighted with a red box in the main content area.

- 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

The screenshot shows the SAP Concur Mobile App registration page. The top navigation bar includes 'Profile', 'Personal Information', 'Change Password', 'System Settings', and 'Concur Mobile Registration'. The main content area is titled 'The SAP Concur Mobile App' and features a 'Get Started' button. A red box highlights the 'Already have the app? Here's how to sign in:' section, which provides instructions for signing in using a company code and a Concur Mobile PIN. The 'Company Code' is HCEXRQ and the 'Concur Username' is merjohns@mtu.edu. To the right, a smartphone displays the SAP Concur Mobile App interface, showing a list of features: Trips, Expenses, Expense Reports, and Approvals.

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 Details** > 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.