University of Houston-Downtown Concur Instructions

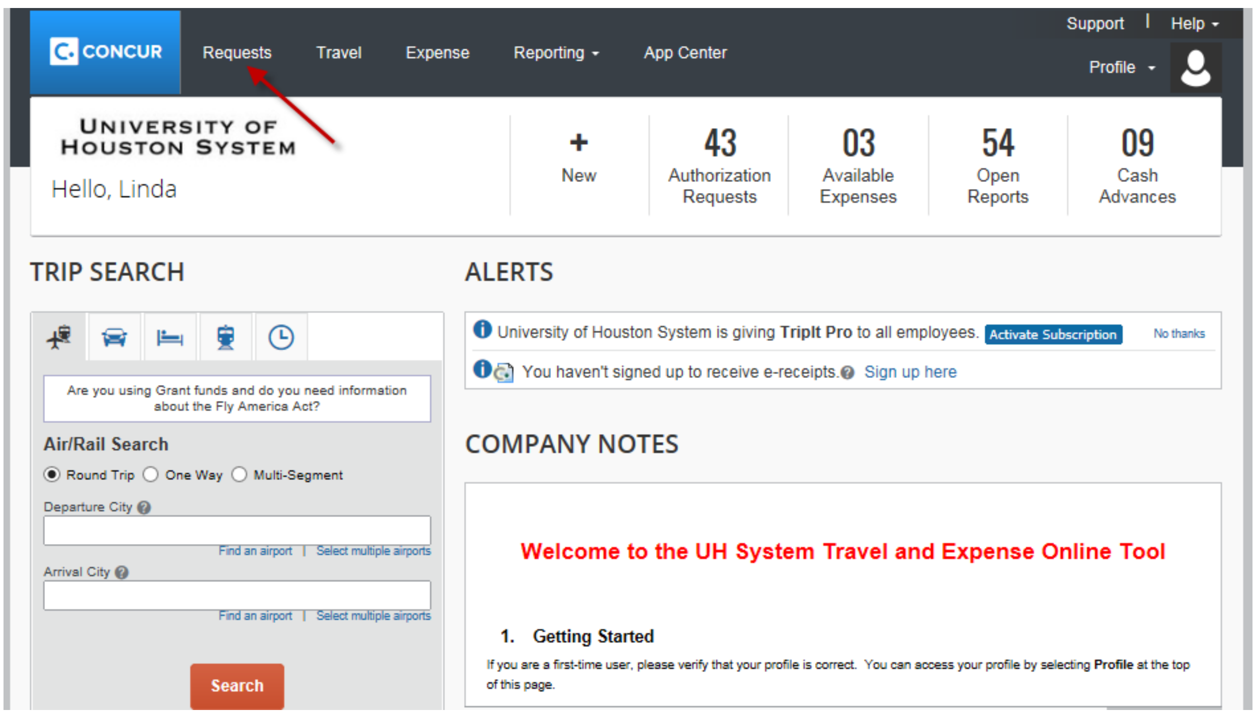
Creating an Expense Report for Individual Travel Card charges (Local Funds)

<u>This instruction is for the Individual Dept Travel Card.</u>

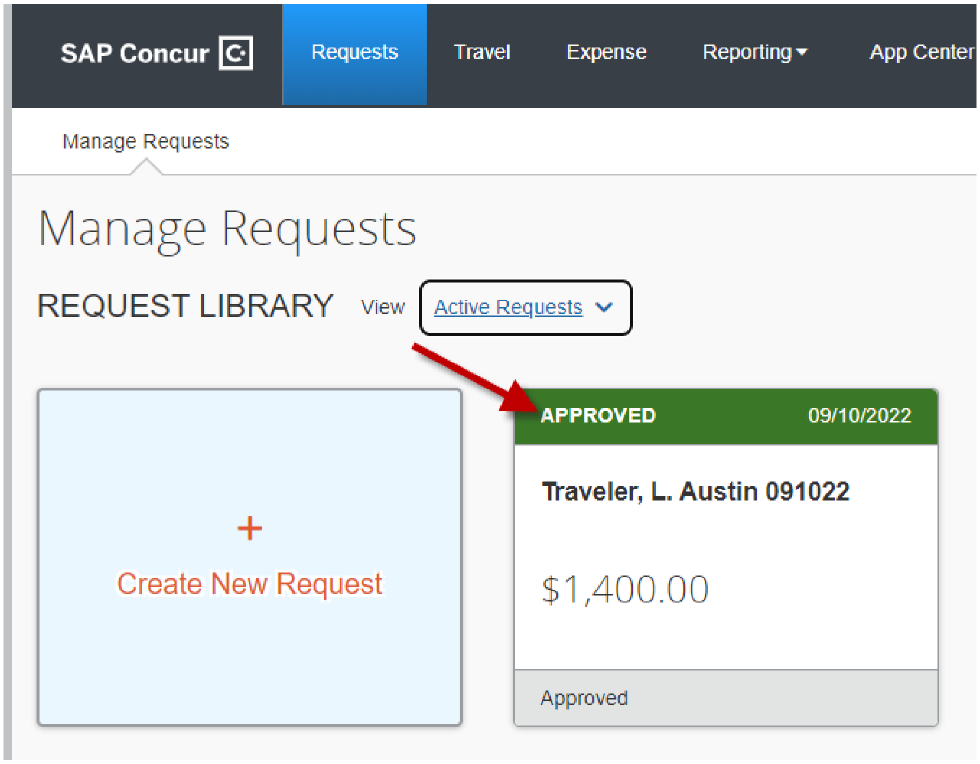
Key Points:

- ***Travel card charges for Individual Travel Cards will be listed in the cardholder's queue.***
- ***The cardholder or his/her designee will create an Expense Report from the corresponding Travel Request.***
- ***The deadline for submitting Expense Reports to Accounts Payable for Travel Card transactions recorded in Concur will be the 25th of the month following the month in which those transactions occurred. For example, Travel Card charges with a transaction date in September (September 1 – September 30) must be submitted to Accounts Payable on an Expense Report by October 25 in Concur. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by AP.***
- ***Expense Reports may contain both expenses via Individual Travel Card and traveler's out-of-pocket expenses, if the travel is already completed.***

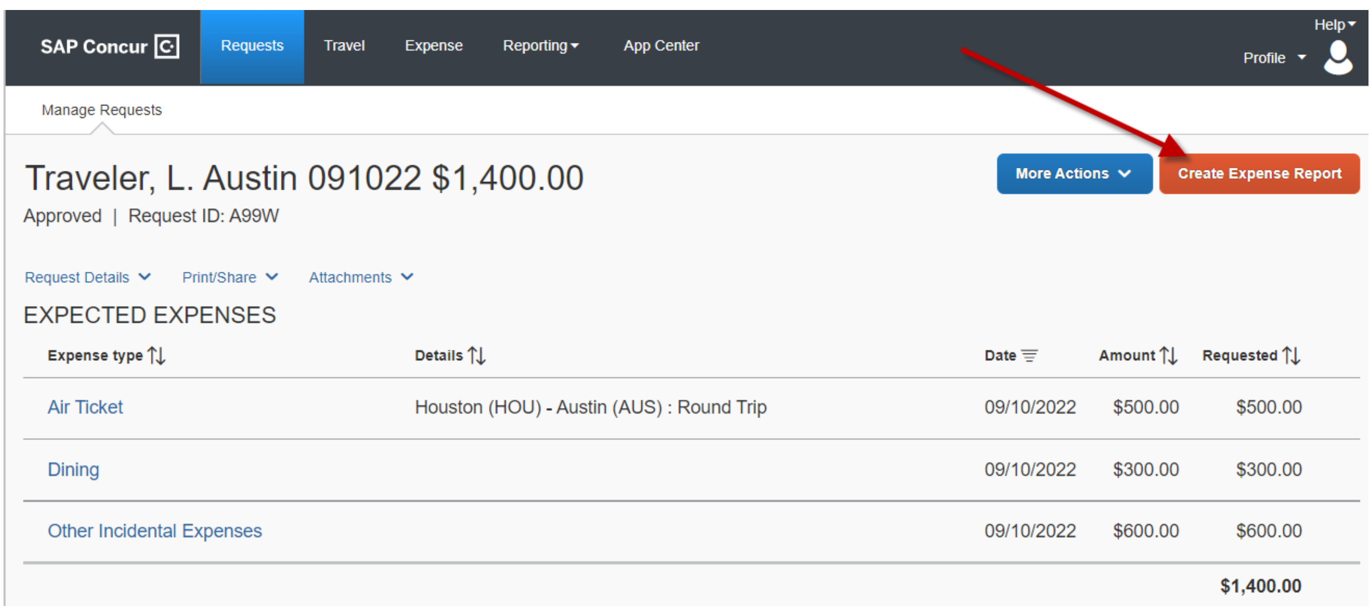
Step 1: In your Concur main page, you can click on "Request". Then, look for a Travel Request for which you will be creating an Expense Report.



Select the appropriate Travel Request.



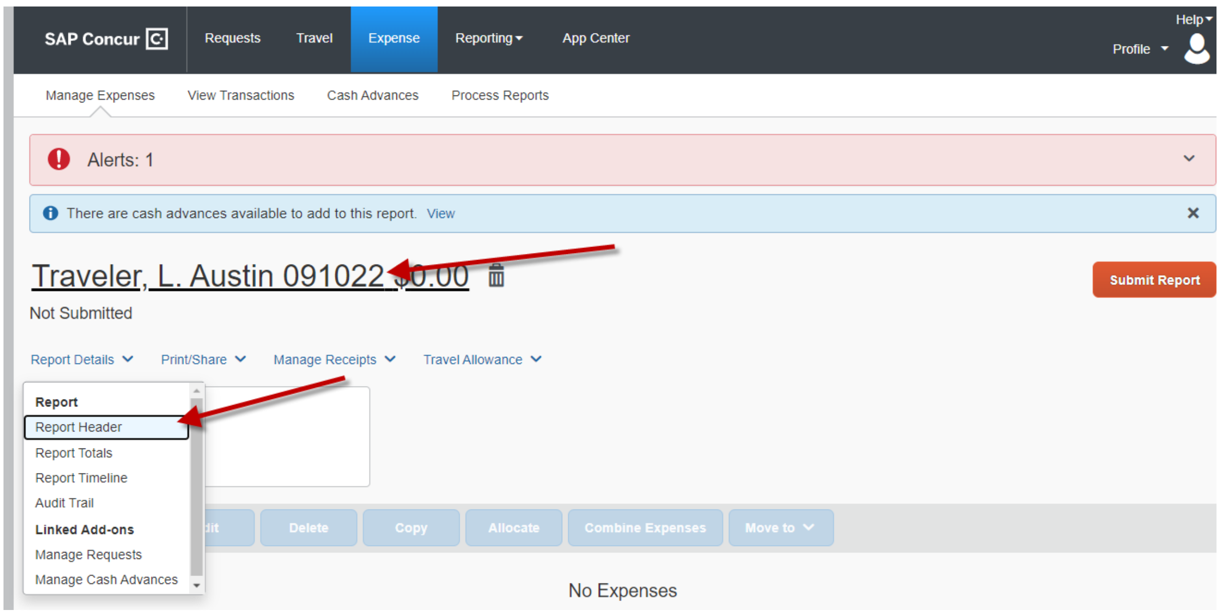
Once inside of the travel request, select the "Create Expense Report" tab.

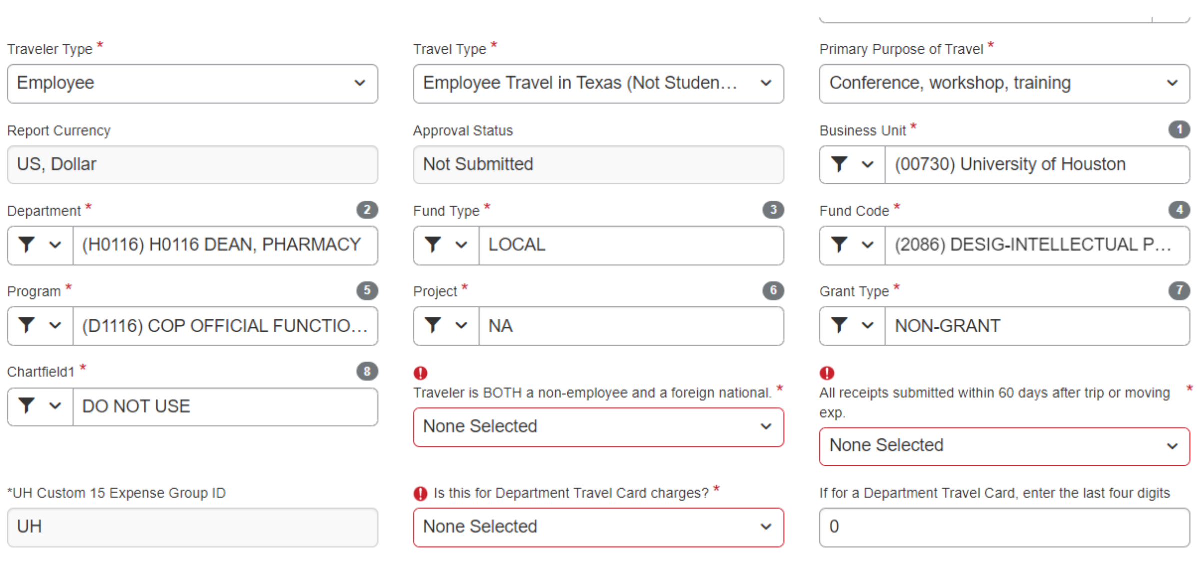


Step 2: The system will take you to the expense report. Open the report header by selecting the document ID, or "Report Details" followed by "Report Header". Complete the fields in red.

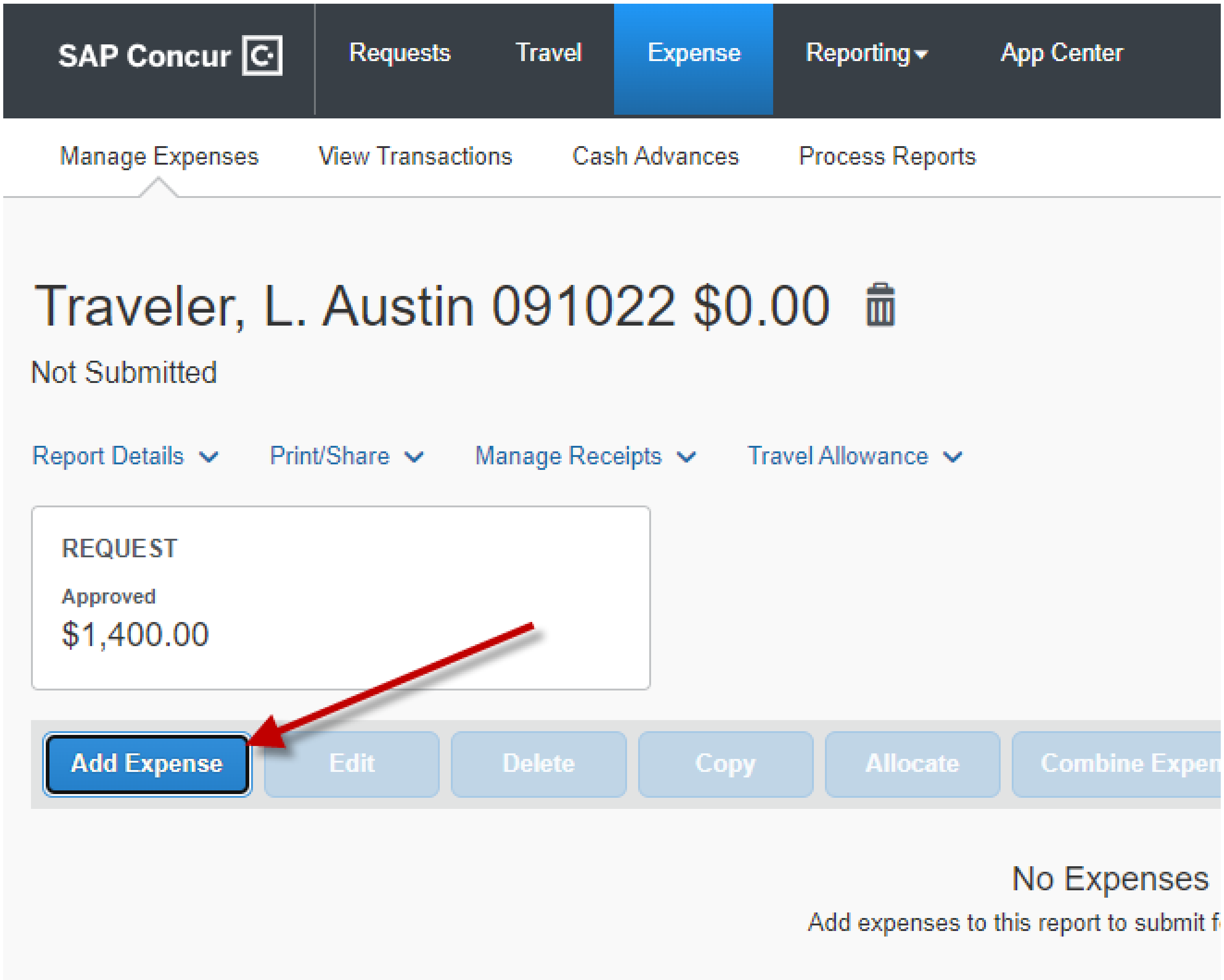
- Traveler is BOTH a non-employee and a foreign national (No for Individual Travel Card)
- All receipts submitted within 60 days after trip or moving expense (Yes or No)
- Is this for Department Travel Card charges? (No)

The information for the remaining fields is automatically transferred from the corresponding Travel Request.

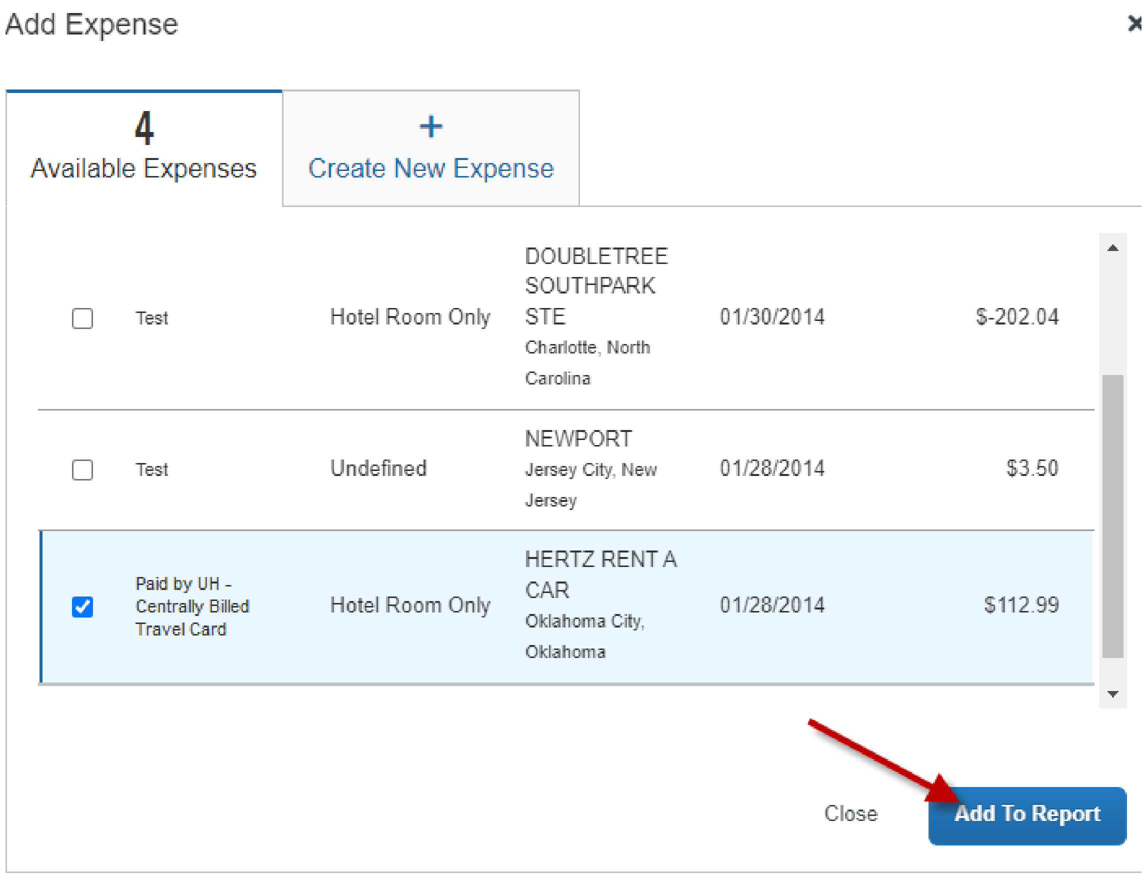




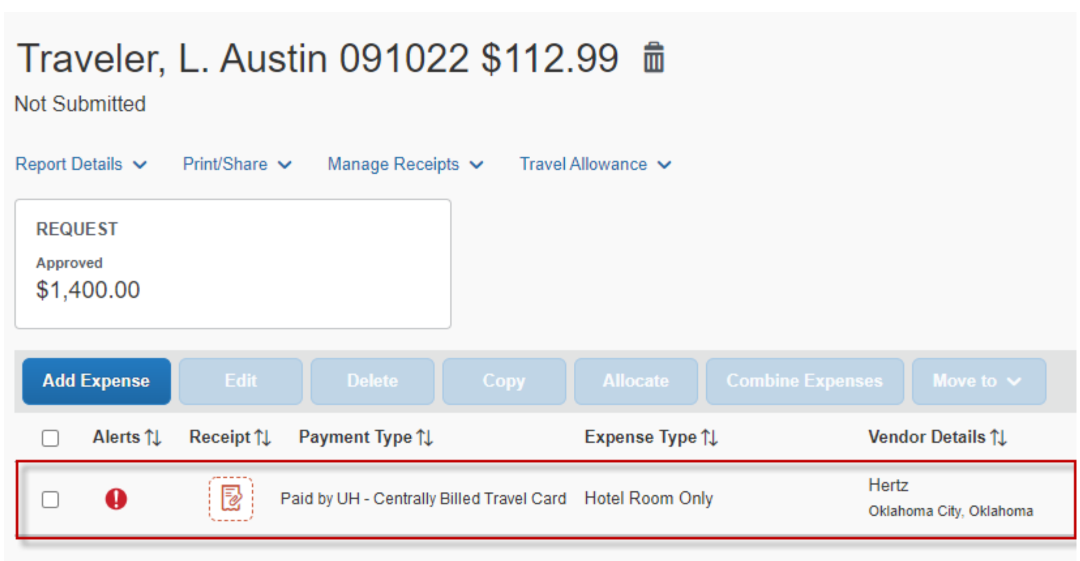
Step 3: Now you are ready to record each expense. Select "Import Expenses" to pull appropriate Individual Travel Card expenses.



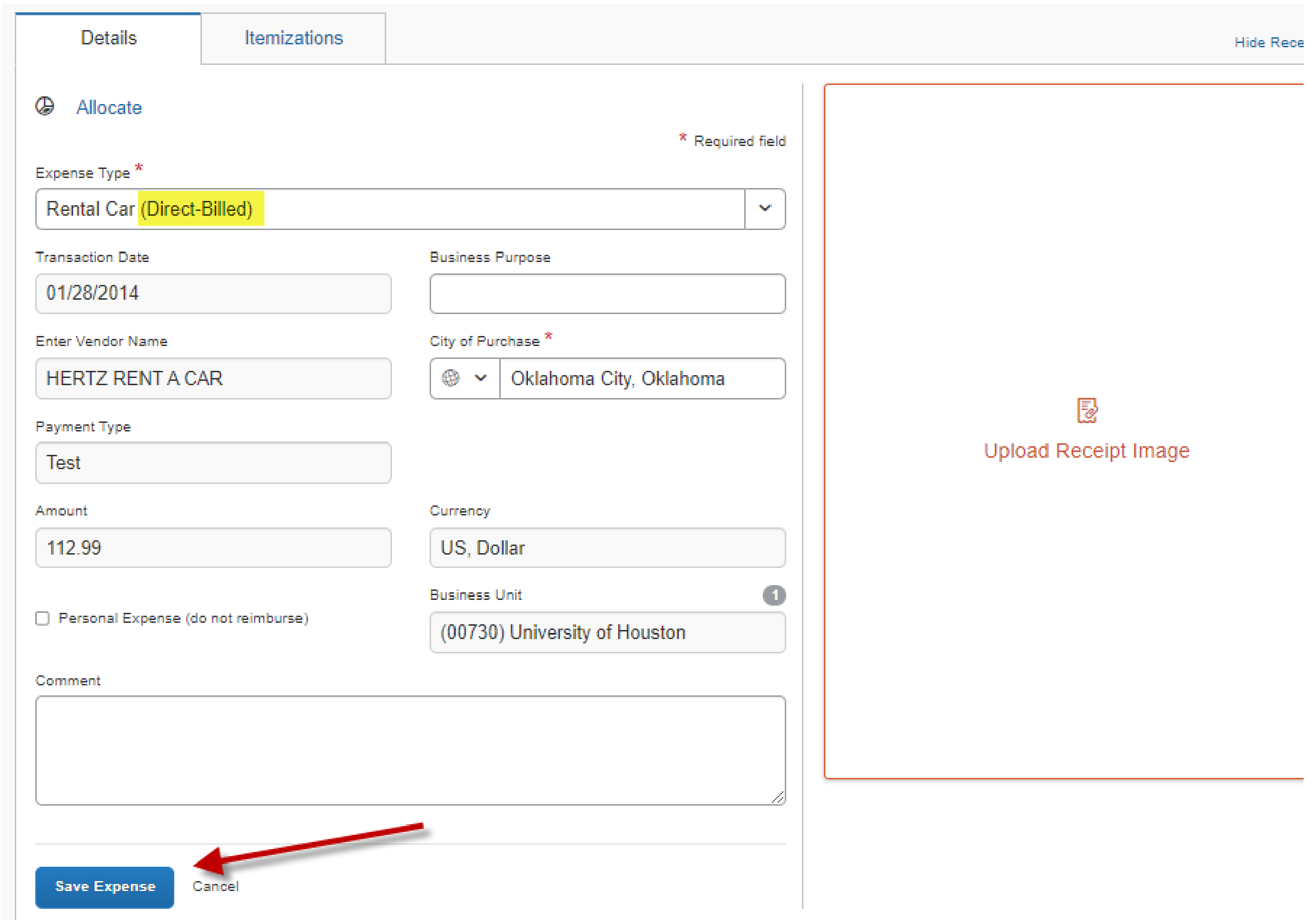
Select the appropriate expenses, followed by "Add to Report".



Step 4: Now the Individual Travel Card charge is recorded as an Expense on the Expense Report. Select within the expense entry to complete required information.



Include the information or make adjustments as required. When selecting expense types for a travel card, select "(Direct-Billed)" if it is an option. Attach itemized receipt by selecting the panel on the right. Select "Save Expenses" to complete the changes, and return to the expense report.



You may add other individual travel card charges and/or out-of-pocket expenses associated with the particular trip to the same Expense Report. See "Creating an Expense Report" for more details on recording out-of-pocket expenses.

Step 5: Upload the required documents. See "Creating an Expense Report" for details.

Step 6: Submit the Expense Report into workflow by clicking on "Submit Report".