

University of Houston-Downtown Concur Instructions

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

This instruction is for the Individual Dept Travel Card.

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.

The screenshot displays the Concur main page for the University of Houston System. At the top, the navigation bar includes 'CONCUR', 'Requests' (highlighted with a red arrow), 'Travel', 'Expense', 'Reporting', and 'App Center'. The user is identified as 'Linda'. The dashboard shows four key metrics: 43 New Authorization Requests, 03 Available Expenses, 54 Open Reports, and 09 Cash Advances. Below the dashboard, the page is divided into three main sections: TRIP SEARCH, ALERTS, and COMPANY NOTES. The TRIP SEARCH section features a search form for Air/Rail Search with options for Round Trip, One Way, and Multi-Segment, and fields for Departure City and Arrival City. The ALERTS section contains two messages: one about Tript Pro and another about e-receipts. The COMPANY NOTES section has a red heading 'Welcome to the UH System Travel and Expense Online Tool' and a sub-section '1. Getting Started' with instructions for first-time users.

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Select the appropriate Travel Request.

The screenshot shows the SAP Concur 'Manage Requests' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main content area is titled 'Manage Requests' and contains a 'REQUEST LIBRARY' section. A 'View' dropdown menu is set to 'Active Requests'. A red arrow points to a request card for 'Traveler, L. Austin 091022' with a status of 'APPROVED' and a date of '09/10/2022'. The amount for this request is '\$1,400.00'. To the left of the request card is a large blue button with a red plus sign and the text 'Create New Request'.

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

The screenshot shows the SAP Concur 'Manage Requests' interface for a specific travel request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', 'App Center', and 'Help'. The main content area is titled 'Manage Requests' and displays the details for 'Traveler, L. Austin 091022 \$1,400.00'. The status is 'Approved' and the request ID is 'A99W'. A red arrow points to a 'Create Expense Report' button in the top right corner. Below the request details is a table titled 'EXPECTED EXPENSES' with columns for 'Expense type', 'Details', 'Date', 'Amount', and 'Requested'.

Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
Air Ticket	Houston (HOU) - Austin (AUS) : Round Trip	09/10/2022	\$500.00	\$500.00
Dining		09/10/2022	\$300.00	\$300.00
Other Incidental Expenses		09/10/2022	\$600.00	\$600.00
				\$1,400.00

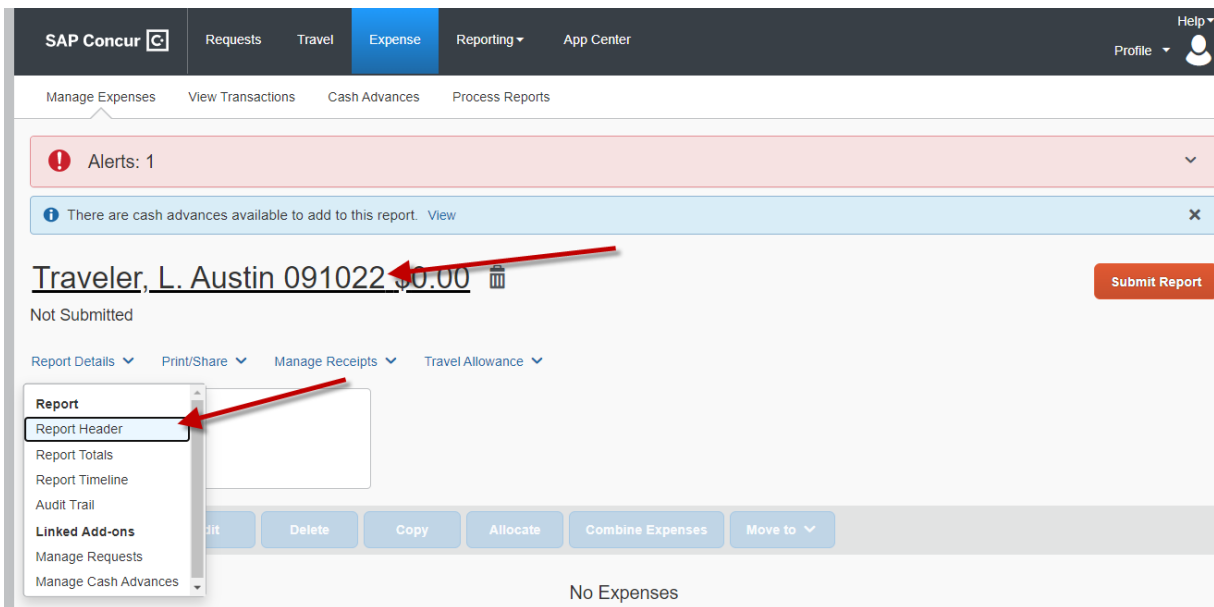
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Step 2: The system will take you to the expense report. Open the report header by selecting the document ID, or “Report Details” followed by “Report Header”. Complete the fields in red.

- 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.



<p>Traveler Type * Employee</p> <p>Report Currency US, Dollar</p> <p>Department * 2 (H0116) H0116 DEAN, PHARMACY</p> <p>Program * 5 (D1116) COP OFFICIAL FUNCTIO...</p> <p>Chartfield1 * 8 DO NOT USE</p> <p>*UH Custom 15 Expense Group ID UH</p>	<p>Travel Type * Employee Travel in Texas (Not Studen...</p> <p>Approval Status Not Submitted</p> <p>Fund Type * 3 LOCAL</p> <p>Project * 6 NA</p> <p>Traveler is BOTH a non-employee and a foreign national. * None Selected</p> <p>Is this for Department Travel Card charges? * None Selected</p>	<p>Primary Purpose of Travel * Conference, workshop, training</p> <p>Business Unit * 1 (00730) University of Houston</p> <p>Fund Code * 4 (2086) DESIG-INTELLECTUAL P...</p> <p>Grant Type * 7 NON-GRANT</p> <p>All receipts submitted within 60 days after trip or moving exp. * None Selected</p> <p>If for a Department Travel Card, enter the last four digits 0</p>
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Step 3: Now you are ready to record each expense. Select “Import Expenses” to pull appropriate Individual Travel Card expenses.

The screenshot displays the SAP Concur interface for creating an expense report. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted in blue), 'Reporting', and 'App Center'. Below this, a secondary navigation bar contains 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main content area shows a report for 'Traveler, L. Austin 091022 \$0.00' with a trash icon and the status 'Not Submitted'. Action buttons include 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A callout box displays 'REQUEST Approved \$1,400.00'. A red arrow points to the 'Add Expense' button in the bottom toolbar, which also includes 'Edit', 'Delete', 'Copy', 'Allocate', and 'Combine Expenses'. At the bottom right, it states 'No Expenses' and 'Add expenses to this report to submit f'.

Select the appropriate expenses, followed by “Add to Report”.

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Add Expense



4 Available Expenses + Create New Expense

<input type="checkbox"/>	Test	Hotel Room Only	DOUBLETREE SOUTHPARK STE Charlotte, North Carolina	01/30/2014	\$-202.04
<input type="checkbox"/>	Test	Undefined	NEWPORT Jersey City, New Jersey	01/28/2014	\$3.50
<input checked="" type="checkbox"/>	Paid by UH - Centrally Billed Travel Card	Hotel Room Only	HERTZ RENT A CAR Oklahoma City, Oklahoma	01/28/2014	\$112.99

Close 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.

Traveler, L. Austin 091022 \$112.99

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST
Approved
\$1,400.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts Receipt Payment Type Expense Type Vendor Details

<input type="checkbox"/>			Paid by UH - Centrally Billed Travel Card	Hotel Room Only	Hertz Oklahoma City, Oklahoma
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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.

The screenshot shows the 'Details' tab of a Concur expense report. The 'Allocate' section is active. The 'Expense Type' dropdown is set to 'Rental Car (Direct-Billed)'. The 'Transaction Date' is '01/28/2014'. The 'Business Purpose' field is empty. The 'Enter Vendor Name' field contains 'HERTZ RENT A CAR'. The 'City of Purchase' dropdown is set to 'Oklahoma City, Oklahoma'. The 'Payment Type' is 'Test'. The 'Amount' is '112.99'. The 'Currency' is 'US, Dollar'. The 'Business Unit' is '(00730) University of Houston'. There is a checkbox for 'Personal Expense (do not reimburse)' which is unchecked. A 'Comment' field is empty. At the bottom left, there are 'Save Expense' and 'Cancel' buttons. A red arrow points to the 'Save Expense' button. On the right side, there is a large red-bordered box with an 'Upload Receipt Image' button.

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”.

The screenshot shows the summary bar of the expense report. It displays the traveler's name 'Traveler, L. Austin', ID '091022', and amount '\$112.99'. There is a trash icon to the right of the amount. Below the amount, it says 'Not Submitted'. On the right side, there are two buttons: 'Copy Report' and 'Submit Report'.