University of Houston-Downtown Concur Instructions
Creating an Expense Report from a Travel Request (Local Funds)

Step 1: In your Concur main page, you can click on "Authorization Requests" in the header or in the My Tasks section. Then, look for a Travel Request for which you will be creating an Expense Report.

Select the appropriate Travel Request.

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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
- All receipts submitted within 60 days after trip or moving expense
- Is this for Department Travel Card charges? (If yes, complete the 4 digits and Request ID number)

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

Traveler Type *		Travel Type *		Primary Purpose of Travel *	
Employee ⌄		Employee Travel in Texas (Not Studen… ⌄		Conference, workshop, training ⌄	
Report Currency		Approval Status		Business Unit * ①	
US, Dollar		Not Submitted		▼ ⌄ (00730) University of Houston	
Department * ②		Fund Type * ③		Fund Code * ④	
▼ ⌄ (H0116) H0116 DEAN, PHARMACY		▼ ⌄ LOCAL		▼ ⌄ (2086) DESIG-INTELLECTUAL P…	
Program * ⑤		Project * ⑥		Grant Type * ⑦	
▼ ⌄ (D1116) COP OFFICIAL FUNCTIO…		▼ ⌄ NA		▼ ⌄ NON-GRANT	
Chartfield1 * ⑧		ⓧ Traveler is BOTH a non-employee and a foreign national. *		ⓧ All receipts submitted within 60 days after trip or moving exp. *	
▼ ⌄ DO NOT USE		None Selected ⌄		None Selected ⌄	
*UH Custom 15 Expense Group ID		ⓧ Is this for Department Travel Card charges? *		If for a Department Travel Card, enter the last four digits	
UH		None Selected ⌄		0	

Step 3: Expenses can now be recorded by selecting "Add Expense".

Traveler, L. Austin 091022 $0.00 🗑
Not Submitted

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   Travel Allowance ⌄

REQUEST
Approved
$1,400.00

| Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move |

No Expenses
Add expenses to this report to submit for reimbursemer

Select "Create New Expense" tab to view a panel list of expense types. Click on the applicable expense type and enter the required information for each expense.

Example: _Airfare (Reimburse)_

Click on Airfre (Reimburse).

Add Expense   ✕

2	+
Available Expenses	Create New Expense

Search for an expense type

⌃ 01. Transportation

   Airfare (Direct-Billed)

   Airfare (Reimburse)

   Airline Fees

   Bus (Direct-Billed)

   Bus (Reimburse)

   Other Public Transport (Direct-Billed)

Complete the required information and click on "Save" to finish adding expenses, or "Save and Add Another" to continue adding expenses.

Expense Type *

Airfare (Reimburse)

Transaction Date *

09/01/2022

Business Purpose

Enter Vendor Name

City of Purchase *

Houston, Texas

Payment Type *

Paid by Traveler

Amount *

500.00

Currency *

US, Dollar

☐ Personal Expense (do not reimburse)

Business Unit

(00730) University of Houston

Comment

Upload Receipt Image

Save Expense **Save and Add Another** Cancel

adding expenses, or "Save and Add Another" to continue adding expenses.

Example: ***Hotel Room Only (itemization required)***

Select Hotel Room Only, complete the required fields, and click on the "Itemizations" tab.

Details	Itemizations

⊕ Allocate

* Required field

Expense Type *

Hotel Room Only ⌄

Check-in Date *	Check-out Date *	Nights:
09/10/2022 📅	09/13/2022 📅	**3**

Transaction Date *

09/10/2022 📅

Business Purpose

Vendor *

Hilton Hotels ⌄

City of Purchase *

🌐 ⌄ Houston, Texas

Payment Type *

Paid by Traveler ⌄

Amount *

600.00

Currency *

US, Dollar ⌄

Comment

Select "Create Itemization".

Details	Itemizations

Amount	Itemized	❗ Remaining
$600.00	$0.00	$600.00

Create Itemization More Actions ⌄

No Itemizations.

Create itemizations for the items on your receipt.

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Based on the hotel rate per each night, select either "The Same Every Night" or "Not the Same". For this example, "Not the Same" was used. Enter the room rate and room tax to reflect the amounts in the hotel folio. Click on "Save Itemization".

Foreign travel - If the room rate and tax is not separated, place a checkmark for "Combine room rate and taxes into a single entry".

Details	Itemizations	

Amount	Itemized	❗ Remaining
$600.00	$0.00	$600.00

New Itemization

Expense Type *

Hotel Room Only ⌄

Entry Type: Recurring Itemization ⌄   **09/10/2022 - 09/13/2022** (Nights: 3)

Your hotel room rate was:

The Same Every Night	Not the Same

Date	Room Rate	Room Tax	Tax 2	Tax 3
09/10/2022	180.00	31.76		
09/11/2022	160.00	28.24		
09/12/2022	170.00	30.00		

(Amounts in USD)

☐ Combine room rate and taxes into a single entry

Save Itemization   Cancel

Example – Traveler Meals (itemization required for alcohol)

Select Meals for Traveler Only, complete the required fields, and click on the "Itemizations" tab (only if itemizing alcohol, otherwise save or add another expense).

Details	Itemizations

⊕ **Allocate**

If Alcohol included

* Required field

Expense Type *

Meal for Traveler Only ⌄

Transaction Date *

09/12/2022 📅

Business Purpose

Enter Vendor Name

City of Purchase *

⊕ ⌄ | Austin, Texas

Payment Type *

Paid by Traveler ⌄

Amount *

45.00

Currency *

US, Dollar ⌄

☐ Travel Allowance

☐ Personal Expense (do not reimburse)

Business Unit ①

(00730) University of Houston

Request *

09/10/2022, $300.00 - Traveler, L.... ⌄

Comment

Select "Create Itemization".

Details	Itemizations

Amount	Itemized	Remaining
$45.00	$0.00	$45.00

Create Itemization   More Actions ⌄

To itemizing alcohol, select "Alcohol with Traveler Meal" for Expense Type. Enter the required information and amount, then save.

Details	Itemizations

Amount	Itemized	Remaining
$45.00	$0.00	$45.00

New Itemization

⬤ Allocate

* Required field

Expense Type *

Alcohol with Traveler Meal (If Allowed) ⌄

Transaction Date *

09/12/2022 📅

Business Purpose *

Business Purpose

Enter Vendor Name

City of Purchase

Austin, Texas

Amount *

18.00

Currency

US, Dollar

Receipt Status

No Receipt

☐ Travel Allowance

☐ Personal Expense (do not reimburse)

To itemize the meal portion, select "Create Itemization" followed by "Meal for Traveler Only" as the Expense Type. Enter the required information and amount, then save.

← → Meal for Traveler Only $45.00 🗑

09/12/2022

| Details | Itemizations |

Amount
$45.00

Itemized
$18.00

❗ Remaining
$27.00

Create Itemization More Actions ∨

☐	Date ≜	Expense Type ↑↓	Requested ↑↓
☐	09/12/2022	Alcohol with Traveler Meal (If Allowed)	$18.00

Save once the required information is complete.

Amount
$45.00

Itemized
$18.00

❗ Remaining
$27.00

New Itemization

⊘ Allocate

* Required field

Expense Type *
Meal for Traveler Only   ∨

Transaction Date *
09/12/2022 📅

Business Purpose

Enter Vendor Name

City of Purchase
Austin, Texas

Amount *
27.00

Currency
US, Dollar

The alcohol and meal portion are now itemized within the expense entry. Select "Save Expense" to save the progress and return to the main page of the expense report.

Step 4: Attach a receipt, if required. Concur will tell you if a receipt is required for each expense type. 🛑

To attach receipts at the report level, select "Manage Receipts", followed by "Manage Attachments".

Documents can be attached by selecting "Upload Report Level Attachment" if the expense report does not contain any receipts.
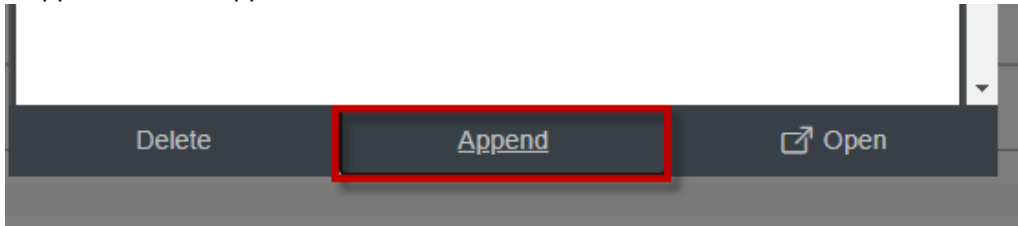
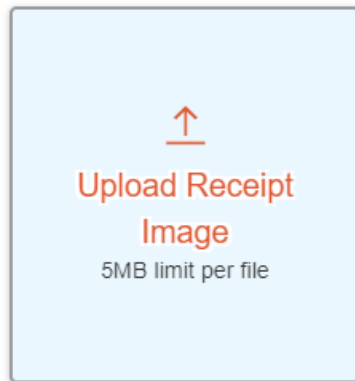If files are already included in the expense report, a window with the attached documents will appear. Select "Append" to attach more files.

If a receipt is missing for an expense type, select the box under "receipt" for the applicable expense.

Select "Upload Receipt Image" to select a file.

Examples of documents you would upload to the Expense Report Header include:
- Post-trip travel report
- Fly America Act Waiver Checklist if it was necessary to use a non-US carrier for international travel on federal funds
- Moving expense worksheet
- Taxable Payments or Reimbusements to Employees form, if applicable

Step 5: Click on "Submit Report" to submit the Expense Report into workflow.

Traveler, L. Austin 091022 $1,145.00 🗑

Copy Report   Submit Report

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 ↑↓	Date ≡	Requested ↑↓
☐		☐	Paid by Traveler	Meal for Traveler Only	Austin, Texas	09/12/2022	$45.00 Itemized
☐		☐	Paid by Traveler	Hotel Room Only	Hilton Hotels Houston, Texas	09/10/2022	$600.00 Itemized
☐		☐	Paid by Traveler	Airfare (Reimburse)	Houston, Texas	09/01/2022	$500.00
							$1,145.00

Company Pays
$1,145.00
Employee

Employee Pays
$0.00
Company

Amount Total: $1,145.00	Due Employee: $1,145.00	Owed Company: $0.00
Requested Amount: $1,145.00	Total Paid By Company: $1,145.00	Total Owed By Employee: $0.00

Cancel   Submit Report

Typing the asterisk "*" will poulate a list of eligible Certifying Signatory.

Certiying Signatory Level 2

▼ ⌄ | * |

Accounts P

Approver 3 Certifying Signatory, Test
(approver3@UH.edu)
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approver3@UH.edu

Certifying, Peter (eodiaz@central.uh.edu)
ID: 0000003 Logon ID: pcertifying@uh.edu
pcertifying@uh.edu

Cancel   Submit Report