

# 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.**

The screenshot shows the Concur main page with the following elements:

- Header:** UNIVERSITY OF HOUSTON SYSTEM | + New | 45 Authorization Requests | 02 Available Expenses | 113 Open Reports | 18 Cash Advances
- TRIP SEARCH:** Includes search filters for Round Trip, One Way, Multi City, and a Search button.
- ALERTS:** You haven't signed up to receive e-receipts. Sign up here
- COMPANY NOTES:** Welcome to the UH System Travel and Expense Online Tool. Includes a note about canceling itineraries.
- MY TASKS:** 63 Open Requests | 02 Available Expenses | 99+ Open Reports

**Select the appropriate Travel Request.**

The screenshot shows the SAP Concur 'Manage Requests' page with the following elements:

- Navigation:** SAP Concur | Requests | Travel | Expense | Reporting | App Center
- Section:** Manage Requests
- REQUEST LIBRARY:** View: Active Requests
- Request Card:** APPROVED | 09/10/2022 | Traveler, L. Austin 091022 | \$1,400.00 | Approved
- Buttons:** Create New Request

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

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

The screenshot shows the SAP Concur interface for a travel request. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main header displays 'Traveler, L. Austin 091022 \$1,400.00' and 'Approved | Request ID: A99W'. A red arrow points to the 'Create Expense Report' button in the top right corner. Below the header, there are tabs for 'Request Details', 'Print/Share', and 'Attachments'. The 'EXPECTED EXPENSES' table is shown below:

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

**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.

The screenshot shows the SAP Concur interface for an expense report. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main header displays 'Traveler, L. Austin 091022 \$0.00' and 'Not Submitted'. A red arrow points to the document ID '091022'. Below the header, there are tabs for 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A dropdown menu is open under 'Report Details', and the 'Report Header' option is highlighted with a red arrow. The bottom of the screen shows 'No Expenses'.

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## Creating an Expense Report from a Travel Request (Local Funds)

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

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).

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## Creating an Expense Report from a Travel Request (Local Funds)

Add Expense ×

2  
Available Expenses+  
Create New Expense

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 \* required field

Airfare (Reimburse) v

Transaction Date \* v

09/01/2022 📅

Business Purpose v

Enter Vendor Name v

City of Purchase \* v

🌐 Houston, Texas

Payment Type \* v

Paid by Traveler

Amount \* v

500.00

Currency \* v

US, Dollar


Personal Expense (do not reimburse)

Business Unit 1

(00730) University of Houston

Comment

Save ExpenseSave and Add Another



Upload Receipt Image

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

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 \* 09/10/2022      Check-out Date \* 09/13/2022      Nights: 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 \$600.00	Itemized \$0.00	Remaining \$600.00
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**Create Itemization** More Actions

No Itemizations.  
Create itemizations for the items on your receipt.

## University of Houston-Downtown Concur Instructions

### Creating an Expense Report from a Travel Request (Local Funds)

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 <b>\$600.00</b>	Itemized <b>\$0.00</b>	<span style="color: red;">!</span> Remaining <b>\$600.00</b>		
<hr/>				
<b><i>New Itemization</i></b>				
Expense Type *				
Hotel Room Only <span style="float: right;">▼</span>				
<hr/>				
Entry Type: <a href="#">Recurring Itemization</a> ▼	09/10/2022 - 09/13/2022 (Nights: 3)			
Your hotel room rate was:				
<div style="border: 2px solid red; padding: 5px; display: flex; justify-content: space-around;"> <span style="border: 1px solid #ccc; padding: 5px 20px;">The Same Every Night</span> <span style="border: 1px solid #ccc; padding: 5px 20px; background-color: #e0f0ff;">Not the Same</span> </div>				
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		
<i>(Amounts in USD)</i>				
<input type="checkbox"/> Combine room rate and taxes into a single entry				
<hr/>				
<span style="background-color: #0056b3; color: white; padding: 5px 15px; border-radius: 3px;">Save Itemization</span>		<a href="#">Cancel</a>		

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## Creating an Expense Report from a Travel Request (Local Funds)

### 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).

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”.

Amount	Itemized	Remaining
\$45.00	\$0.00	\$45.00


[Create Itemization](#) [More Actions](#)

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

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

Details	Itemizations	
Amount \$45.00	Itemized \$0.00	Remaining \$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.



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

← → Meal for Traveler Only \$45.00 🗑️

09/12/2022

Details Itemizations

Amount \$45.00	Itemized \$18.00	! Remaining \$27.00
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Create Itemization More Actions ▾

<input type="checkbox"/>	Date ≡	Expense Type ↑↓	Requested ↑↓
<input type="checkbox"/>	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
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*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.

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## Creating an Expense Report from a Travel Request (Local Funds)

Meal for Traveler Only \$45.00

09/12/2022

Amount \$45.00 | Itemized \$45.00 | Remaining \$0.00

Create Itemization | More Actions

Date	Expense Type	Requested
09/12/2022	Alcohol with Traveler Meal (If Allowed)	\$18.00
09/12/2022	Meal for Traveler Only	\$27.00

Hide Receipt

**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”.

Traveler, L. Austin 091022 \$1,145.00

Not Submitted

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

REQUEST

Approved \$1,400.00

Manage Attachments

Documents can be attached by selecting “Upload Report Level Attachment” if the expense report does not contain any receipts.

Attach to Report

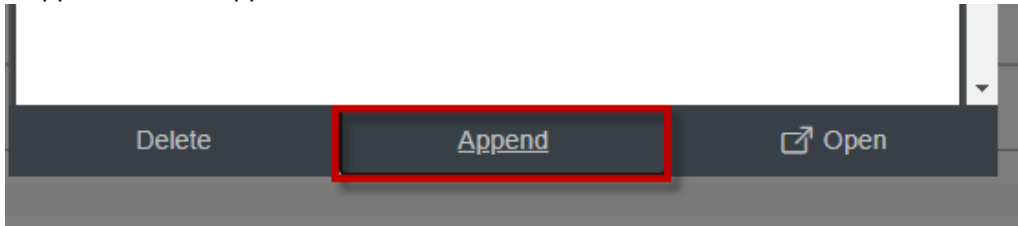
Upload Report Level Attachment

5MB limit per file




Not seeing your attachment? Try again in a few minutes.

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

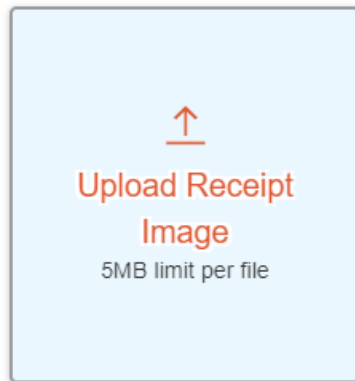
If files are already included in the expense report, a window with the attached documents will appear. Select “Append” to attach more files.



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

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓
<input type="checkbox"/>	!		Paid by Traveler	Meal for Traveler On
<input type="checkbox"/>	!		Paid by Traveler	Hotel Room Only
<input type="checkbox"/>	!		Paid by Traveler	Airfare (Reimburse)

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 Reimbursements to Employees form, if applicable

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## Creating an Expense Report from a Travel Request (Local Funds)

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

**Traveler, L. Austin 091022 \$1,145.00**

Not Submitted

Copy Report
Submit Report

[Report Details](#) | [Print/Share](#) | [Manage Receipts](#) | [Travel Allowance](#)

**REQUEST**

Approved  
\$1,400.00

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Requested ↑↓
<input type="checkbox"/>		<input type="checkbox"/>	Paid by Traveler	Meal for Traveler Only	Austin, Texas	09/12/2022	\$45.00 <small>Itemized</small>
<input type="checkbox"/>		<input type="checkbox"/>	Paid by Traveler	Hotel Room Only	Hilton Hotels Houston, Texas	09/10/2022	\$600.00 <small>Itemized</small>
<input type="checkbox"/>		<input type="checkbox"/>	Paid by Traveler	Airfare (Reimburse)	Houston, Texas	09/01/2022	\$500.00
							<b>\$1,145.00</b>

**Company Pays**

**\$1,145.00**

Employee

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**Employee Pays**

**\$0.00**

Company

Amount Total:  
\$1,145.00

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**Requested Amount:**  
**\$1,145.00**

Due Employee:  
\$1,145.00

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**Total Paid By Company:**  
**\$1,145.00**

Owed Company:  
\$0.00

---

**Total Owed By Employee:**  
**\$0.00**

Cancel
Submit Report

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

Certifying Signatory Level 2

▼ \*

Accounts Payable

Approver 3 Certifying Signatory, Test  
(approver3@UH.edu)  
ID: 44444 Logon ID: approver3@UH.edu  
approver3@UH.edu

---

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

Cancel
Submit Report