



UNIVERSITY OF
SOUTH ALABAMA

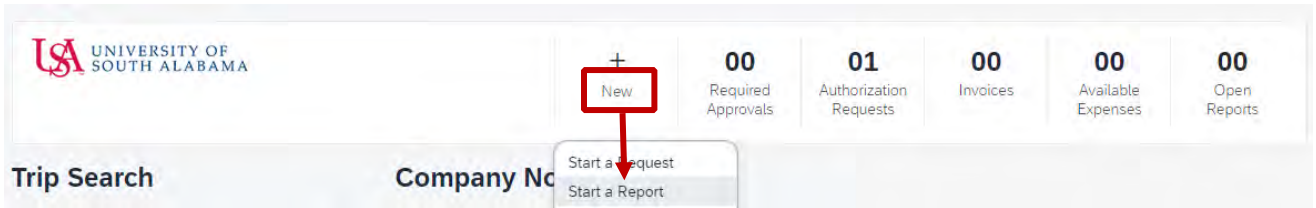
Concur
Travel Reporting
Expense Manual

Procurement Card and Travel Services

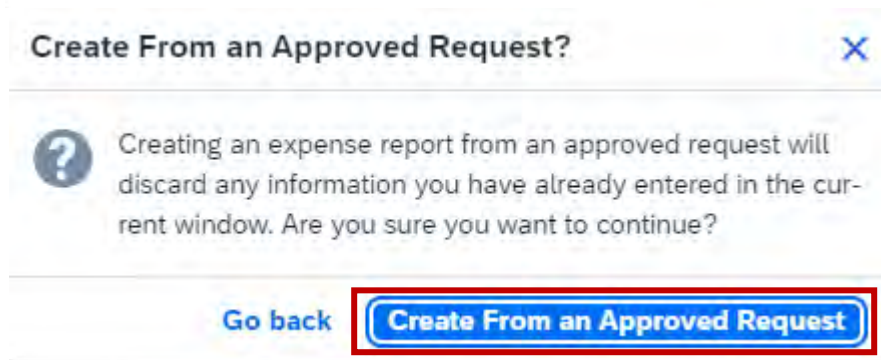
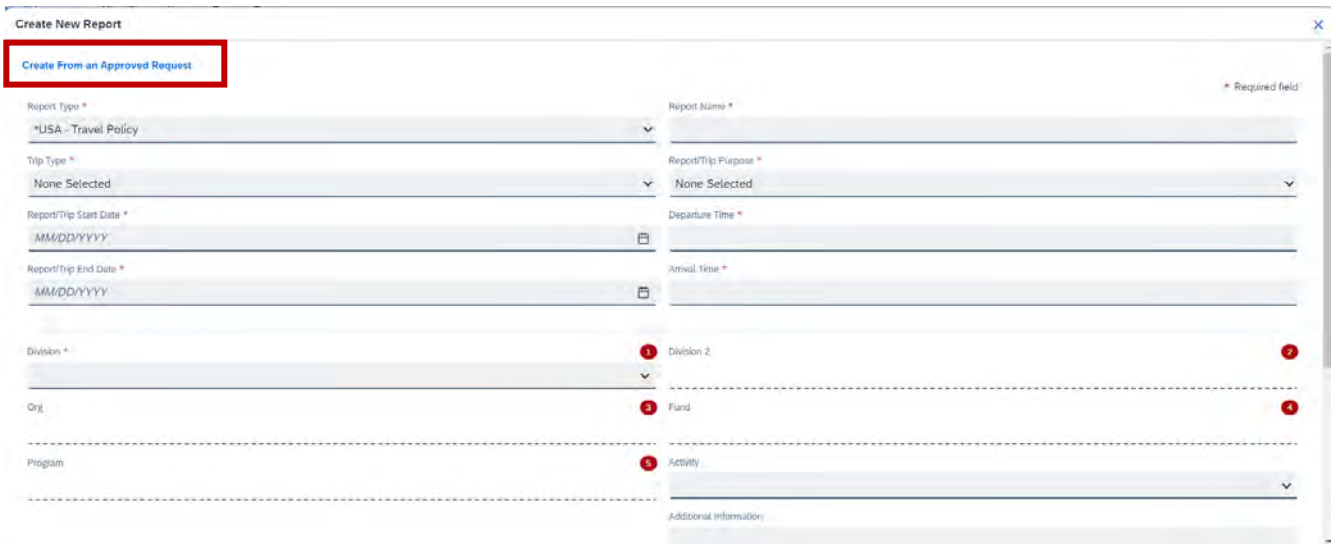
<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>
650 Clinic Drive, Suite 1400
Mobile, Alabama 36688
251.460.6242

Note: If you are creating an expense report for local mileage please see the “Local Mileage Expense Report” manual.

1. Log into Concur and hover your cursor over New and select Start a Report.



2. Click **Create from an Approved Request**. You will get a pop up asking if you are sure you want to continue, click “**Create From an Approved Request**” button.



4. Select the appropriate approved request and click **Create Report**.

	Request Name↓↑	Request ID↓↑	Start Date↓↑	End Date↓↑	Cancelled↓↑	Request Total↓↑	Approved↓↑	Remaining↓
<input checked="" type="radio"/>	Concur Fusion 2022 - Orlando	67WR	03/14/2022	03/18/2022	No	\$3,000.00	\$3,000.00	\$592.29
<input type="radio"/>	Concur Fusion 2020	4MA3	03/09/2020	03/13/2020	No	\$3,000.00	\$3,000.00	\$3,000.00
<input type="radio"/>	Concur Fusion 2019	3YL6	03/11/2019	03/15/2019	No	\$3,000.00	\$3,000.00	\$478.96
<input type="radio"/>	Concur Fusion - 2018	3M9K	03/13/2018	03/16/2018	No	\$2,995.00	\$2,995.00	\$323.61
<input type="radio"/>	Montgomery	334Y	05/09/2016	05/09/2016	No	\$195.93	\$195.93	\$184.68



3. Once your report has been created you will have Alerts. Click **Report Details – Report Header**. Complete all missing required fields, Departure Time and Arrival Time then click **Save**.

Alerts: 1

Concur Fusion 2022 - Orlando \$0.00

Not Submitted | Report Number: PT4NSU

REQUEST

Approved: \$3,000.00

Remaining: \$592.29

[Delete Report](#) [Submit Report](#)

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

[View Available Receipts](#)

Report

Report Header | [Print](#) | [Delete](#) | [Copy](#) | [Allocate](#) | [Combine Expenses](#) | [Move to](#)

Report Totals

Report Timeline

Audit Trail

Linked Add-ons

Manage Requests

No Expenses

Add expenses to this report to submit for reimbursement.

Report Header

Concur Fusion 2022 - Orlando \$0.00

Alerts: 1

Report Type *
USA - Travel Policy

Trip Type *
Out-of-State

Report Trip Start Date *
03/14/2022

Report Trip End Date *
03/18/2022

Conference/Event Name
Concur Fusion 2022

Division *
(17) Finance and Administration

Org *
(172800) PCard and Travel Services

Report Name *
Concur Fusion 2022 - Orlando

Report Trip Purpose *
Conference

Departure Time *

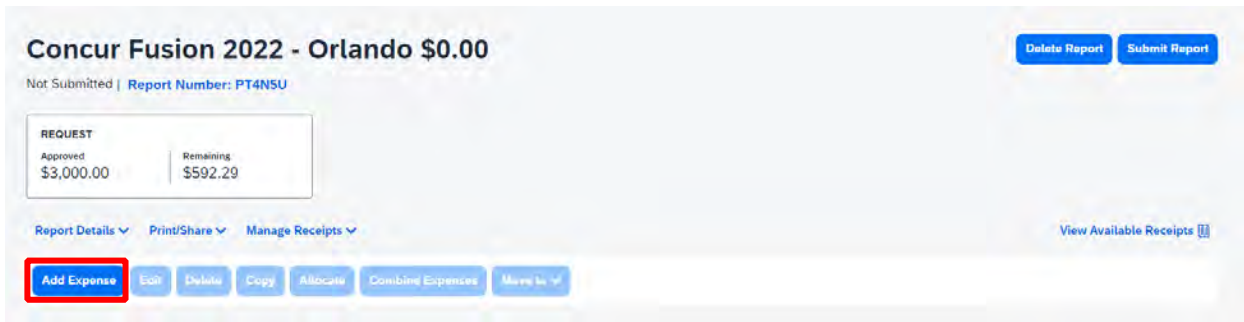
Arrival Time *

Division 2 *
(172000) University Accounting/Controller

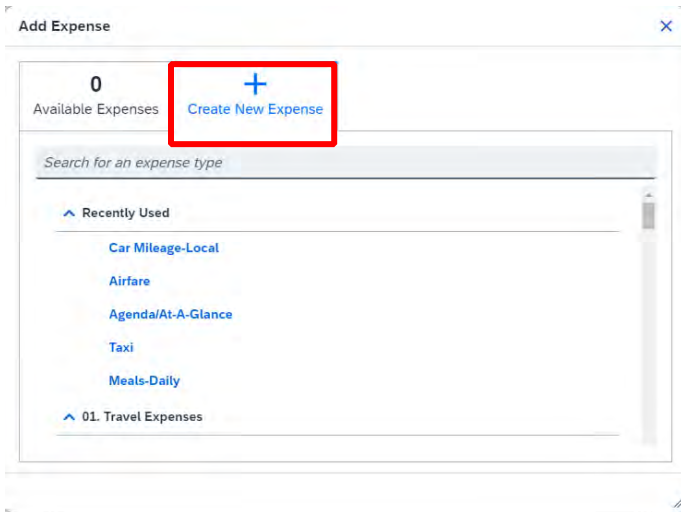
Fund *
(110000) University

[Cancel](#) [Save](#)

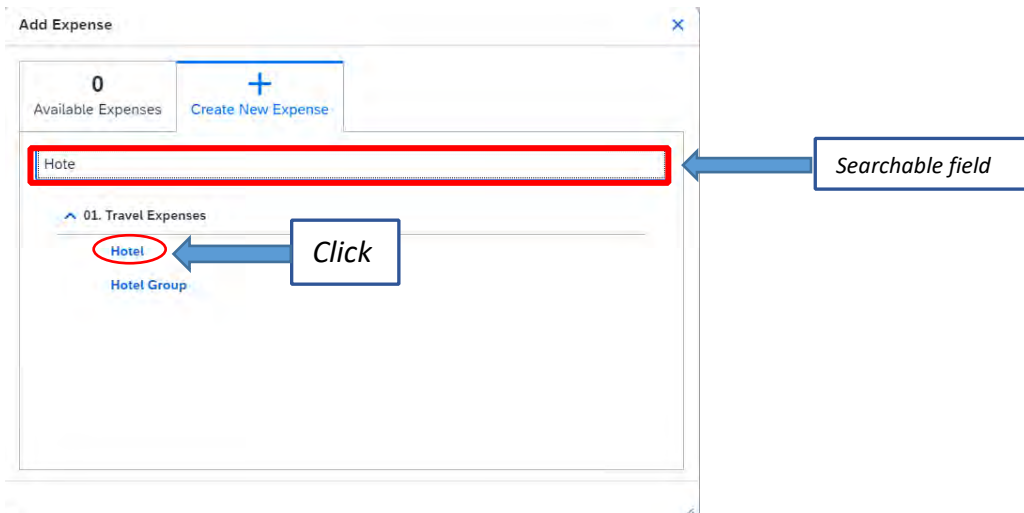
6. To add an expense click **Add Expense**.



8. If you have a PCard or participate in e-receipts, then your charges will show under “Available Expenses”. If any of these charges are applicable to this report, then select the applicable charges and click **Add To Report**. If there are not any charges under your Available Expenses tab you need to attach to this report, then select the tab **Create New Expense**.



9. In the searchable field begin typing the expense type you wish to add. Then select the expense type you wish to add to your report and **Click it in the list**.



10. Complete all the required fields (*required fields marked with red asterisks*) and attach the receipt. To attach receipt click **Add Receipt**.

The screenshot shows the 'Hotel \$950.00' expense entry form. The 'Expense Type' is set to 'Hotel'. The 'Transaction Date' is 03/18/2022. The 'Vendor' is Marriott Hotels, and the 'City of Purchase' is Orlando, Florida. The 'Amount' is \$950.00. A red asterisk is placed above the 'Expense Type' field. On the right side of the form, there is a large white box with a blue border containing an 'Add Receipt' button with an upload icon, which is circled in red. Below the button, there is a small text instruction: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tiff or .tif. Max limit per file.'

11. Once you click **Add Receipt**, you can select a receipt that you have loaded into your Concur account or select **Upload New Receipt** and upload the receipt from your computer or other location.

The screenshot shows the 'Attach Receipt' pop-up window. At the top, there is a close button (X) and a text instruction: 'Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.' Below this instruction is a red-bordered button labeled 'Upload New Receipt'. The main area of the pop-up displays three uploaded receipt thumbnails. Each thumbnail includes a receipt ID and an upload timestamp: '1660234855122 Uploaded: 08/11/2022 3:20 PM', '1660234723316 Uploaded: 08/11/2022 3:18 PM', and '1660234592984 Uploaded: 08/11/2022 3:16 PM'. The third thumbnail has a red-bordered 'Add' button at its bottom right corner. At the bottom right of the pop-up is a 'Close' button.

This pop-up shows all of the receipts you have uploaded to Concur and the option to "Upload New Receipt" from your computer or other location.

12. After you have attached your receipt, you will see your receipt image along with your expense details. If you are finished with this expense click **Save Expense** upper right or lower left.

13. After you have clicked **Save Expense**, you will be back to your entire report where you can add more expenses or adjust those you have already added. To add more expenses repeat steps 8-12 for each additional expense.

NOTE: If you need to allocate any expense to different funding sources then follow steps 15-21.

14. After you have added all applicable expenses and you are ready to submit, click **Submit Report**.

NOTE: The following steps, 15-21, are applicable to Allocations. If you do not have any allocations, then you do not need to complete these steps.

15. To allocate an expense click the expense you wish to allocate and click the **Allocate** link directly below the word Details. *Hint: You can also check the box next to the expense on your report and click the Allocate button.*

Hint:

16. Select whether you wish to allocate by Percent (default) or by Amount.

17. After you have selected Percent or Amount click **Add**.

Allocate

Expenses: 1 \$950.00

Percent Amount

Amount: \$950.00 Allocated \$950.00 100% Remaining \$0.00 0%

Default Allocation

Code: 17-172000-172800-110000-4600 Percent % 100

Add Edit Remove Save as Favorite

No Allocations
This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

18. Complete the required fields and click **Save** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite on page 8 of this manual).

Add Allocation

New Allocation Favorite Allocations

* Required field

Division * (17) Finance and Administration 1

Division 2 * (172000) University Accounting/Controller 2

Org * (172800) PCard and Travel Services 3

Fund * 4

Cancel Save

19. Key the percentage or amount you wish to apply to this funding source.

Allocate

Expenses: 1 \$950.00 View Allocation Group

Percent Amount

Amount: \$950.00 Allocated \$950.00 100% Remaining \$0.00 0%

Default Allocation

Code: 17-172000-172800-110000-4600 Percent % 0


Add Edit Remove Save as Favorite

Division	Division 2	Org	Fund	Program	Activity	Code	Percent %
<input type="checkbox"/>	Development and Alumni Relations	Development and Alumni Relations	Office of VP Development & Alumni	University	Institutional Support	13-13-130000-110000-4600	50
<input type="checkbox"/>	Finance and Administration	University Accounting/Controller	PCard and Travel Services	University	Institutional Support	17-172000-172800-110000-4600	50

Cancel **Save**

20. If you need to add more funding sources repeat steps 17-19 for each new funding source.

21. After all funding sources are added click **Save**. Then click **Save Expense**. You will see “Allocated” under the Requested amount.

<input type="checkbox"/>	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↓	Requested↑
<input type="checkbox"/>		Cash/Personal Card	Hotel	Marriott Hotels Orlando, Florida	03/18/2022	\$950.00 Allocated

\$950.00

SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation in step 19, (pg. 7) you can click **Save as Favorite** give it a name and save. It will then be available under the **Favorite Allocations** tab the next time you need to allocate to the same funding source(s) as the favorite you saved.

Add Allocation

