

Concur Expense Report Directions Agrilife Extension State Conference

Expense Reports:

1. Only submit expenses once per month - we are charged for each submission
2. Click "Expense" tab at top of screen
 - a. Create New Report
 - b. Fill in details of the trip (in red):
 - i. Destination: College Station, TX
 - ii. Trip Start Date: XX/XX/XXXX
 - iii. Trip End Date: XX/XX/XXXX
 - iv. Travel Classification: Employee-In State
 - v. Traveler Type: Staff
 - vi. Contracts/Grants: No (default)
 - vii. Trip Purpose & Benefit: Describe the purpose of travel
 - viii. System: FAMIS (default)
 - ix. System Member: (07) TX A&M AGRILIFE EXTENSION SRVC (default)
 - x. **Department/SubDepartment: TAEX**
 - xi. **Account: 210110-60300 STATE EXTENSION CONFERENCE**
 - xii. GSA rate = <https://www.gsa.gov/travel/plan-book/per-diem-rates>

- c. Choose expense: meal, lodging, rentals, mileage, etc.
- d. Fill out expense details
 - i. May lump all meals per day together, all miles together, etc.
 - ii. Do not need to attach receipts for meals or mileage

e. NEW EXPENSE

f. Mileage report:

i. Use mileage calculator at bottom of screen

College Station

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

Date	Expense Type	Amount	Requested
08/16/2022	Meals	\$40.00	\$40.00

Adding New Expense

New Expense

View Reimbursement Rates

Expense Type: Personal Car Mileage Transaction Date: 08/16/2022 Purpose of the Trip: State Conference From Location: Vernon, TX 76385, USA To Location: College Station, TX, USA Payment Type: Out of Pocket

Distance: 673 : 420.63 USD Comment: Employee-In State: Clearing Account: FAMS REF-A FAMS REF-B

*TAM-Custom 06-CRI Corp Id

Attendees

Attendees: 0 | Attendee Total: \$0.00 | Remaining: ?

Attendee Name	Attendee Title	Company	Attendee Type	Amount
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Mileage Calculator

TOTAL AMOUNT \$40.00 TOTAL REQUESTED \$40.00

Save Allocate Attach Receipt Cancel

Manage Expenses View Transactions

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Expenses

Date	Expense Type	Amount	Requested
08/16/2022	Meals	\$40.00	\$40.00
08/16/2022	Personal Car Mileage	\$420.63	\$420.63

Adding New Expense

Mileage Calculator

Waypoints

- Vernon, TX 76385, USA 336.6 MI Personal
- College Station, TX, USA 335.9 MI Personal
- Vernon, TX 76385, USA

Directions

106 Wilbarger St, Vernon, TX 76384, USA

337 mi. About 5 hours 3 mins

- Head east on US-287 BUS S toward FM1949 1.3 mi
- Take the ramp on the left onto US-287 S/IUS-70 EUS-183 Hwy N. Continue to follow US-287 S. Parts of this road may be closed at certain times or days. 44.4 mi
- Take the I-44 W/IUS-287 S exit toward Wichita Falls/Ft Worth 0.5 mi
- Merge onto I-44/IUS-287 S 2.5 mi
- Continue onto US-281 S/IUS-287 S 1.8 mi
- Keep right to continue on US-287 S 103 mi
- Take the ramp on the left to I-35W S Toll road 3.0 mi
- Keep left Toll road 5.9 mi

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 672.5 MI

Map

San Antonio Austin Houston Dallas Fort Worth

Keyboard shortcuts Map data ©2022 Google, INEGI Terms of Use Report a map error

Add Mileage to Expense Cancel

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Adding New Expense

New Expense

Expense Type

Recently Used Expense Types

Meals	Hotel	Conference Registration	Parking
Personal Car Mileage	Hotel	Conference Registration	Parking

All Expense Types

Communications	Lodging	...Other	...Other	...Transportation	...Transportation	...Transportation
Phone	Hotel	Dues	Services-Other than Travel	Airfare Ticket Tax	Limousine	Tolls
Individual Meals	Hotel Tax	Educ Books < 55k	Student Registration	Airline Fees	Mileage Single Engine Aircraft	Train
Business Meal	Rent-Apartment/House	Gifts	Supplies	Airline Ticket Change Fee	Mileage Turbo Aircraft	
Business Meal-Alcohol	Other	Incidentals	Travel Agent Fees	Road	Mileage Twin Engine Aircraft	
Meals	ATM Cash Withdrawal	Internet	Personal Car - Mileage	Bus/Shuttle	Parking	
Meals-Non-Overnight	Bank Fees	Laundry	Personal Car Mileage	Car Rental	Subway	
Sales Tax Charged in Error	Conference Registration	Rental of Space	Transportation	Gasoline	Taxi	
			Airfare			

- g. NEW EXPENSE
- h. Car Rental:
 - i. Enter expense details
 - ii. Attach receipts for car rentals

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New Expense

Expense Type

Recently Used Expense Types

Personal Car Mileage	Meals	Hotel	Conference Registration	Parking
Communications	Lodging	...Other	...Other	...Transportation
Phone	Hotel	Dues	Services-Other than Travel	Airfare Ticket Tax
Individual Meals	Hotel Tax	Educ Books + 55k	Student Registration	Airfare Fees
Business Meal	Rent-Apartment/House	Gifts	Supplies	Airline Ticket Change Fee
Business Meal-Alcohol	Other	Incidentals	Travel Agent Fees	Boat
Meals	ATM Cash Withdrawal	Internet	Personal Car - Mileage	Mileage Single Engine Aircraft
Meals-Non-Overnight	Bank Fees	Laundry	Personal Car - Mileage	Mileage Turbo Aircraft
Sales Tax Charged in Error	Conference Registration	Rental of Space	Transportation	Mileage Twin Engine Aircraft
			Airfare	Parking
				Car Rental
				Gasoline
				Subway
				Taxi
				Tolls
				Train

Delete Report Submit Report

2. Once all expenses have been entered, click **“Submit Report”** on top right hand side of screen

College Station

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			Airfare	Parking
				Car Rental
				Gasoline
				Subway
				Taxi
				Tolls
				Train

Delete Report Submit Report

3. Final Review box will pop up, click on the **“Accept and Submit”** button on the bottom right of the box