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

Create a Nev Report Header	wΕ	xpense Repor	:						
Policy Travel	~	Destination College Station	Trip Start Date 08/16/2022		Trip End Date 08/19/2022	Report Date 08/09/2022	Purpose & Benefit PARTICIPATE IN AGRILIFE EXTENSION STATE CONFERENCE	Report Key	
Policy TRAVEL Travel Classification Employee-In State	~	System Member 2 (07) TX A&M AGRILIFE EXTE Student Travel Type	Department / Sub-Department (TAEX) EXTENSION - OPER Headquarters VERNON, TX	2 ~	Account Account Image: Account conference Notes	Account Attributes	Personal Travel Included?	Department Re	erence Number
GSA Meal Rate ?		Over 90 Day Explanation							
Request Name		Request ID		Cancel	ied	Request Total	Amount Appro	ved	Add Remove
									Next >> Cancel

- 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

College Station							Delete Report Subr	mit Report
How Expense How Expense How Expense Mount Adda Expenses Mount Adding New Expense Okris2022 Mexin S40.00 S40.00 S40.00	New Expense Expense Type To create a new expense, click the Recently Used Expen Meals	appropriate expense type below or ty SE TypeS Personal Car Mileage	pe the expense type in the field abo	ve. To edit an existing expense, click the exp Conference Registration	eense on the left side of the page. Parking		Available R	leceipts
	All Expense Types Communications Phone Individual Meals Business Meal Meals Meals-Non-Overright Sales Tax Charged in Error	Lodging Hotel HotelTax Rent-Apartment/House Other ATM Cash VitModawal Bank Fees Conference Registration	Other Dues Educ Books < 55k Gifts Incidentals Internet Laundry Rental of Space	-Other Services-Other than Travel Student Registration Stuppins Travel-Apert Fees Personal Car Mileage Personal Car Mileage Transportation Aintare	Transportation Airtare Ticket Tax Airtine Fiesd Airtine Ticket Change Fee Boat BuurShuttle Car Rental Gasoline	Transportation Limousine Misego Single Engine Aircraft Misego Twin Engine Aircraft Parking Subway Taxi	Transportation Tolis Train	?

- e. NEW EXPENSE
- f. Mileage report:
 - i. Use mileage calculator at bottom of screen

College	Station								Delete	Report Submit Report
+ New Expense	+ Quick Expenses	Import Expenses 0	Details * Receipts *	Print / Email •						
Expenses	Expense Type	Move +	Delete Copy View • 4	K New Expense						Available Receipts
Adding New Exper	150			View Reimbursement Rates						
08/16/2022	Meals	1	540.00 540.00	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 : Amount	Comment	Travel Classification	Clearing Account	FAMIS REF-A	FAMIS REF-8	
				673 420.63 USD ¥		Employee-In State				
				*TAM-Custom 06-Citi Corp Id						
				Attendees				🕐 Atten	dees: 0 Attendee Total: \$0.0	0 Remaining:
				New Attendee Advanced Search	Favorites Search Recently Used					
				Attendee Name				Attendee Title	Company Attendee T	ype Amount
									Mileage Calculato	
								· · · · · · · · · · · · · · · · · · ·		
		TOTAL AMOUNT	TOTAL REQUESTED						Save Allocate	Attach Receipt Cancel
		\$40.00	\$40.00							
			Manage Expenses	View Transactions						
	Mileag	e Calculator							□ ×	
College	Static						0	Fort Smith	leiete	Report Submit Report



College Station								Delete Report	Submit Report
+ New Expense + Quick Expenses Import Expenses Det	ils * Receipts * F	Print / Email *							
Expenses Move • 0	elete Copy View • 《	New Expense						Avi	ailable Receipts
Date • Expense Type Amo	Int Requested								
Adding New Expense		Expense Type							
08/16/2022 Meals \$40	00 \$40.00	To create a new expense, click the a	appropriate expense type below or ty	pe the expense type in the field abo	ve. To edit an existing expense, click the exp	pense on the left side of the page.			
08/16/2022 Personal Car Mileage \$420	63 \$420.63	Recently Used Expension	se Types						
		Personal Car Mileage	Meals	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 < \$5k	Student Registration	Airline Fees	Mileage Single Engine Aircraft	Train	2
		Business Meal	Rent-Apartment/House	Gitts	Supplies	Airline Ticket Change Fee	Mileage Turbo Aircraft Mileage Twin Engine Aircraft		
		Business Meal-Alcohol Meals	ATM Carb 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

С	ollege S	Station									Delete Report	Submit Report
Exp Ada	New Expense enses Date • ding New Expen	+ Quick Expenses Import E Expense Type Se	Expenses Details • Move • Details • Amount	Receipts * Copy View * & Requested	Print / Email *						Ava	ilable Receipts
	08/16/2022 08/16/2022	Meals Personal Car Mileage	\$40.00 \$420.63	\$40.00 \$420.63	To create a new expense, click the	appropriate expense type below or t nse Types	type the expense type in the field ab	ove. To edit an existing expense, click the ex	pense on the left side of the page.			
					Personal Car Mileage All Expense Types	Meals	Hotel	Conference Registration	Parking			
					Communications Phone Individual Meals Business Meal-Alcohol Meals Meals-Kon-Overnight Sales Tax Charged in Error	Lodging Holei Holei Tax Rent-Apartment/House Other ATM Cash Withdrawal Bank Fees Conference Registration	Other Dues Educ Books < 55k Gifts Incidentals Incidentals Internet Laundry Rental of Space	Other Student Registration Supplies Travel Agent Fees Personal Car - Mileoge Personal Car Mileoge Transportation Airtare	Transportation Airfare Ticket Tax Airfine Fees Boat Bus/Shuttle Gar Rental Gasoline	Transportation Limousine Miteage Single Engine Aircraft Miteage Turbo Aircraft Miteage Turin Engine Aircraft Parking Subway Taxi	Transportation Tolis Train	?

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

College Station + New Expense + Guick Expenses Import Expenses Detail	• Receipts • F	Print / Email •						Delete Report	Submit Report
Expenses Expense Type Amoun Adding New Expense 0 00107072 March 500.00	Requested	New Expense Expense Type To create a new expense, click the	accrooniate excense troe below or h	vee the expense type in the field abo	ve. To edit an existing expense, click the ex-	cense on the left side of the page.		Avai	lable Receipts
Vor 192222 meets prot	\$420.63	Recently Used Expensional Car Mieage All Expense Types	se Types Meals	Hotel	Conference Registration	Parking			
		Communications Phone Individual Meals Business Meal Business Meal-Acobol Meals Meals-Non-Overright Sales Tax Charged in Error	Lodging Hotel Hotel Tax Rent-Apartment/House Other ATM Cash Withdrawal Bank Fees Conference Registration	Other Dues Educ Books < SSk Girls Incidentals Internet Laundry Rental of Space	Other Senices-Other than Travel Student Registration Supplies Travel Agent Fees Personal Car Mileage Transportation Antre	Transportation Ainter Ticket Tax Aintine Fees Aintine Ticket Change Fee Boat Bus/Shuttle Car Rental Gasoline	Transportation Limovuine Mieage Single Engine Aircraft Mieage Turto Aircraft Mieage Turin Engine Aircraft Parking Subway Taxi	Transportation Tolis Train	?

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