How to Create a Travel Report in Concur

Access Concur via Single Sign On

Note: If you are a delegate creating a report on behalf of another, be sure you click "Profile" in the top right of the screen, then click the search bar under "Acting as other user" to select who you want to create a report for.

- Click the "New +" panel at the top of the screen and select "Start a Report"
    - Fill out all the information (info can be edited later if needed)
        - <u>Policy:</u> "Travel" is for any travel trips or travel expenses, if you are in charge of a Payment Card (or a Procard) you can select "Payment Card"
        - <u>Destination:</u> This will end up becoming your Report Name, you can put either the destination, the name of a conference you are traveling to, or any descriptor you would like.
            - EX: for a month of travel trips, you can put "August 2020 Travel"
            - EX: for a conference, you can put "Conference Name, Aug 6-10, 2020"
        - <u>Trip Start Date</u>: pick the day the trip started (you can select the beginning of the month if you are logging a full month of travel trips)
        - <u>Trip End Date:</u> pick the day the trip ended (select the end of the month for logging a full month of travel trips)
        - <u>Purpose & Benefit:</u> Describe the purpose of the trip
        - <u>System Member:</u> the first 2 digits of most account numbers (For AgriLife it is usually 07)
        - <u>Department/Sub-Department, Account, and Account Attributes:</u> This is how you put your account information in

the system. Be sure all this is correct to the proper account for reimbursement.

- Travel Classification: Be sure to indicate what type of travel this is (most of the time it is Employee-In state)
- GSA Meal Rate: https://www.gsa.gov/travel/plan-book/per-diem-rates use this website to find out the meal rate for your destination and put that in the box
    - You can search by city and state or zip
    - After you search, scroll until you find the "Meals & Incidentals Breakdown" and find the amount that corresponds the best with your trip
    - Standard Rate is acceptable for month reports with multiple trips or for locations without specified rates
    - This will also work with Lodging/Hotel Rates
- Once all this information is filled in, click the blue "next" button at the bottom of the screen.

Travel a lot and make a lot of reports? You can also copy an old report.

1. Go to "Open Reports" then go to "Report Library" at the top right of the screen to see your past reports
2. Click the box next to the report you want to copy then click the blue "Copy Report" button at the top right of the screen
    a. This will open a dialog box for you to Rename your report and change the start date for this report; update the information and click "Ok"
    b. NOTE: Copying a report will also copy the expenses from that report, be sure to delete ALL old expense from the copied report.
        i. Do this by clicking the check boxes by each expense then select the blue "Delete" button above the expenses list

        ii. Be sure you also go to "Details" and click on "Report Header" to update the Destination, Trip Start and End Date and any other information that needs to be adjusted.

- Add your Expenses to the Report
    - Expenses either prepopulate into Concur from use of a Travel Card or you will need to create an expense manually
    - If you have expenses that need to be assigned to a report, click on the "Available Expenses" from the main menu
        - You will see a list of all the expense populate into your Concur
        - Click which expense you would like to add to your report, then click the "Move" button and select the correct report to add them.
            - You should see the expenses you moved on the left side of your report screen
    - If you are in the report and want to add an expense from scratch, click on the blue "+ Add Expense" button at the top left of the screen
        - From there, a list of travel expense types will be listed in the middle of your screen, select the type of expense you would like to add
    - Each expense has its own information that needs to be filled out, like the report header.
        - <u>Expense Type:</u> If your prepopulated expense type is listed as "Undefined" you can change the type of expense here
        - <u>Transaction Date:</u> fill in the proper date of transaction
        - <u>Business Purpose:</u> In a few words, describe the purpose of the trip or the expense (Usually just type in the purpose of the trip again)

        - Any Items highlighted with a red bar are required, be sure to fill those out. All other information is optional.
    - To Itemize an Expense: click the "Itemize" button at the top of the expense. This will allow you to break down one expense into multiple expense types. A great use for this is to itemize accidental Tax.
        - Hotel expenses will do this automatically for you, under a "Nightly Lodging Expenses" tab, breaking down an entire hotel stay by number of nights and fee's per night, be sure to fill in the information correctly.
    - To Allocate an Expense: click the "Allocate" button at the bottom right of the expense. This will open a new window for you, fill in the account information, as necessary.
        - To do this for multiple entries, click "Cancel" at the bottom right of the window to see the list of all expenses currently in the report. Then click the box next to all the expenses you need to allocate and click the "Allocate Selected Expenses" button at the top of the window.
    - To Attach a Receipt to an Expense: click the "Attach Receipt" button on the right hand side of the expense. It will open a new window where you can search files on your computer for the proper document
        - png, .jpg, .jpeg, .pdf, .tif or .tiff files can be uploaded but there is only 5 MB limit per file.

- To Submit the report when you are done, click the “Submit Report” button at the top right of your report screen
    - A window will pop up showing you agree to the terms before you officially submit your report.
    - If you are acting on behalf of another, instead of the “Submit Report” button, you will have a “Notify Employee” button. This will notify the employee you are acting for that the report is ready for review and submission.
        - If you pressed this on accident, you can rescind it by clicking the same button now labeled “Mark as Not Complete”. This will let the employee know you are still working on this report.
- To Print out a Detailed Report reflecting the Reimbursement
    - Go to the Approved and Submitted Report you want and click “Print/Email” at the top left of the page under the Report Header name
    - To show the allocation summary, which reflects the reimbursement amount you or your agent will receive, print out the “Texas A&M Detailed Report w/ Allocation Summary” This will reflect where each expense is going to.

Any questions? Xiaoli Zhang is a great resource for how to complete these reports!