QUICK REFERENCE - EXPENSE

Getting Started

1. Log in to **pci-ctp.com**
2. Select **Log into CONCUR**
3. You will be taken to the Concur home page.

Create an Expense Report

1. Go to **Expense** along top of screen on the black bar. Click **Create New Report**.
2. When in new report click **Create from an Approved Request.** Identify the applicable **Request**, and click **Create Report.**
3. This will create a new expense report and auto-populate the **Header** information based on your travel request.
4. Go into **Report Details** then **Report** Header if anything needs to be updated/changed on header.

Create Itinerary for Cash Advance

1. Click **Travel Allowance** and **Manage Travel Allowance.**
2. Then select your itinerary from the trip or create new itinerary.
3. If selecting "Create New Itinerary" you will have to enter both days of travel as your stops. Click "Next" select itinerary entry and click next again
4. If a meal was provided by the event, organization, or hotel you select it here and the daily allowance will decrease by allocated amount.
5. Click **Create Expenses** and Concur will automatically reduce the Cash advance amount based on what was entered.

Travel Card Expenses

To add PCI Travel Card expenses to an open expense report:

1. Click **Add Expense**.
2. Select the available card transactions you would like to add to report and click **Add to Report.**

If you are adding available transactions from the **Expense** page, you can add them to an existing report using the following steps:

1. Select the **Available Expenses** you wish to add.
2. Click **Move To**
3. Select available report you wish to move them to or you can create a **New Report** to move them to.

Personal Expenses

1. In the open report, click **Add Expense.**
2. Select **Create New Expense** tab.
3. Select an **Expense Type.**
4. Enter information in all required fields (indicated by an *).
5. Ensure Payment Type selected is **Personal Expense.**
6. Click **Attach Receipt Image** and select receipt document to be attached to expense item.
7. **Itemize** or **Allocate** if necessary.

Note: If starting a new expense report that has all out-of-pocket expenses start by clicking **Expense, Create a New Expense Report.**

Actual Meal Costs

1. When submitting meal expenses use expense type **Individual Meals w/Receipts.**
2. Enter all required fields and attach an **Itemized Receipt.**

Business Meals/Entertainment

1. Select the Expense type **Business Meal.**
2. Complete all required fields.
3. Click **Add** in **Attendees.** Lookup business guest or "Create New Attendee" if needed, complete required information. Use **Advanced Search** to select Attendee Type, Faculty/Staff.
4. Click **Save,** or **Save & Add Another** to add multiple attendees.

Entering Personal Car Mileage

1. With the expense report open, select **Add Expense** and on the **Create New Expenses** tab, select **Personal Car Mileage.**
2. Select **Mileage Calculator** which will open a window.
3. Enter **Waypoints –** Actual starting point (e.g. home, office, or hotel location) and destination.
4. Click **Calculate Route** (If needed, map display can be adjusted to reflect actual route taken).
5. If applicable, click **Make Round Trip.**
6. If you started from home on a normal business day, click **Deduct Commute.** Enter home and office location. Click **Deduct Round Trip,** if applicable.
7. Click **Add Mileage to Expense.**

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Itemizing Nightly Hotel Expenses

Note: Lodging Expenses must be itemized. If lodging was charged to a Travel Card, and the supplier has E-Receipt capability, the expense might automatically be itemized. If they are not automatically itemized, or if lodging was paid for out-of-pocket, it must be itemized when the expense is entered.

1. Create the expense as usual, selecting **Hotel** expense type, or click on hotel expense created from travel card transaction.
2. Complete the required fields.
3. Select the **Itemizations** tab.
4. Select **Create Itemization** button.
5. Search Expense type of **Hotel**.
6. Enter in Room Rate and Rom taxes (per night).
7. Click **Save Itemizations.**
8. Itemization amounts must equal expense amounts. Continue to itemize expenses (nightly or individual) until they are equal.

Account Allocations

By default all expenses will be charged to the account entered in the Expense Report Header. To allocate to different accounts:

1. Check off the line item(s) you would like to allocate. Clicking in the checkbox to the left of **expense line item**.
2. Select the **Allocate** button along the bar above the expenses.
3. Allocate by percentage or dollar amount. If allocating to more than one account, click **Add** and enter in new location information.
4. Select **Add to List.**
5. Fill in Percentage or Dollar Value to the right of each account line.
6. Click **Save.**

Attach Receipts to an Expense Report

Concur Mobile App:

- Within the app, use the camera icon to take a picture of your receipt. The receipt will create a pending card transaction to attach to the credit card transaction once it imports into Concur.

Scanned Images:

- Scan your receipts and save the file(s) to your computer.
- Click on the line item that requires a receipt, then click **Attach Receipt Image** in the right hand box.
- Click **Browse** to locate the file on your computer, then **Attach** and **Close.**

Email: (your email address must be verified in your Concur profile)

- Email your receipt images as attachments to receipts@concur.com. The receipts will be added to your Receipt Store.
- From your expense report, click **Receipts, View Available Receipts.** Drag a receipt to the corresponding line item on your report.

Missing Receipt Declaration

Note: Expense delegates cannot create a Missing Receipt Affidavits.

Missing Receipts Affidavits are not permitted for lodging, airfare, car rentals, and conference registrations.

1. From your expense report, click **Manage Receipts** then **Missing Receipt Declaration**
2. Select the expense for which you are missing a required receipt.
3. Review the attestation then click **Accept & Create.**

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To Submit a Report

1. Click **Submit Report** button

To Recall a Report

1. Submitted reports display on the Expenses home page, under Active Reports
2. Click the Expense Report name to open the report
3. Click **Recall**
4. Recalled reports can be modified and resubmitted

Returned Reports

1. Approvers cannot modify reports, but can return them for corrections
2. Returned Reports display on the Expenses home page, under Active Reports.
3. Click the Expense Report name to open the report
4. Make the requested changes
5. Click Submit Report
6. **Note:** If a report was entered by a delegate, and is returned by the approver, both the employee and Delegate will receive email notification, and both will be able to modify the returned report.

To Find a previously Submitted Report

1. Click Expense
2. There will be a blue link that says **Active Reports**
3. Select the timeframe you would like to see expense reports for.

For further assistance:

Contact **PCI Travel Office:**

- Email: travelhelpdesk@pci-nsn.gov
- Website: **pci-ctp.com**