

# TRAVEL AND EXPENSE REIMBURSEMENT SYSTEM

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University at Buffalo

Division of Finance and Administration



## WHAT IS CONCUR?

- The University at Buffalo's online travel and expense reimbursement system
- Authorized faculty and staff can use Concur to book business travel and will use it to submit business travel and non-travel expenses for reimbursement
- Concur will replace the current process of submitting paper receipts, travel vouchers, RAP and DR forms for personal reimbursement

# CONCUR FEATURES

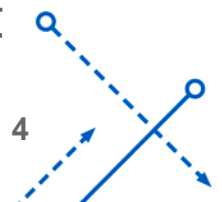
## Modules:

- Expense (Required)
  - Used to submit and process business travel and non-travel expense reimbursements
- Request (Optional)
  - Used to formally request and approve anticipated expenses
  - Tied to Duty of Care
- Travel (Optional)
  - Online booking tool used to create a travel itinerary
  - Contracted through The Travel Team Inc.
  - No service fees charged to use
  - Tied to Duty of Care

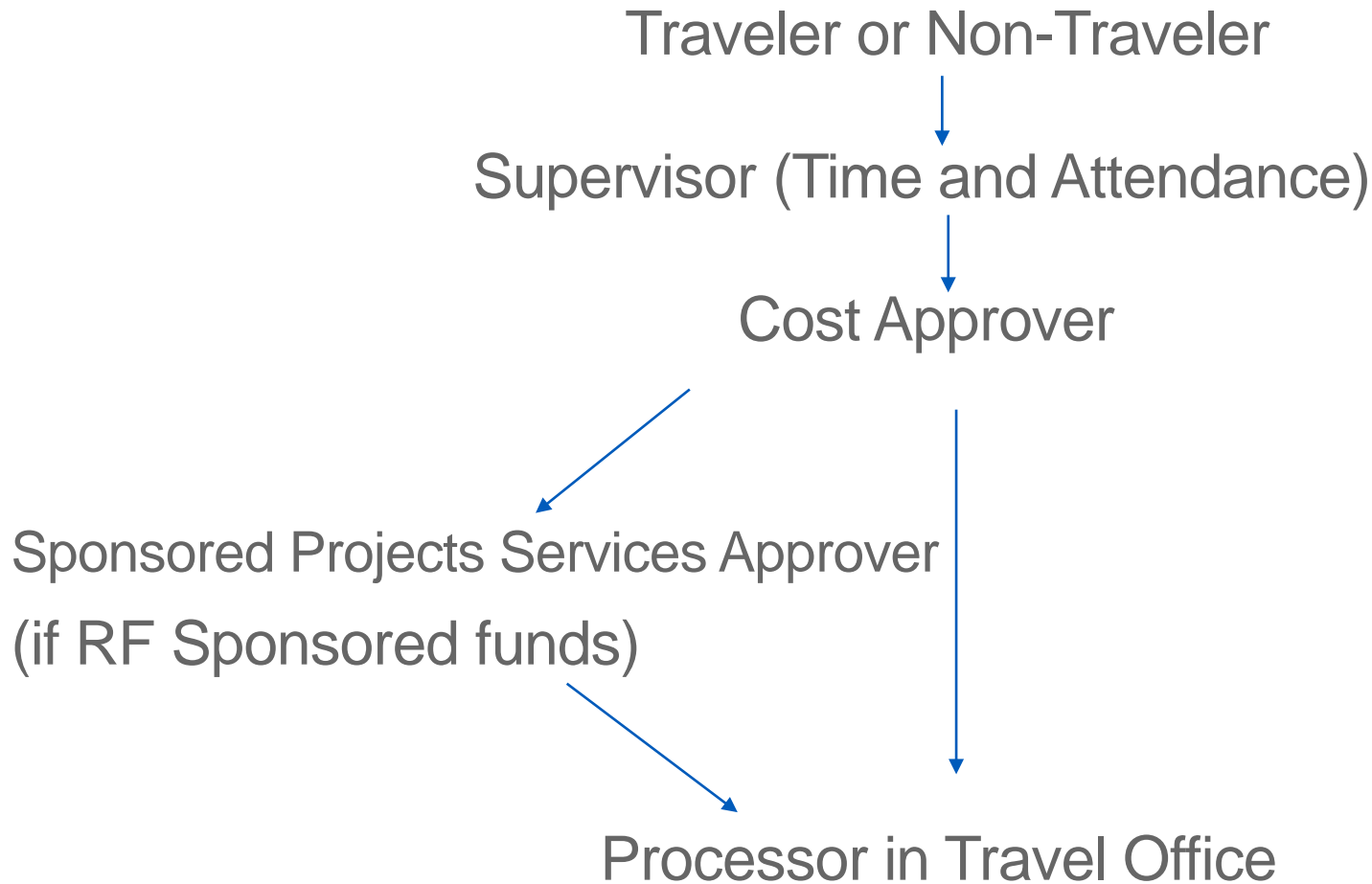


## ROLES IN CONCUR

- Traveler:
  - Individuals who travel on behalf of UB will submit business travel expenses for reimbursement
- Non-Traveler:
  - Individuals who will submit business non-travel expenses for reimbursement
- Supervisor:
  - Individuals designated as time and attendance supervisors will review and approve employee expense reports
- Cost Approver:
  - Individuals designated as authorized signatories on accounts will allocate expenses to the correct account



# WORKFLOW PROCESS IN CONCUR



## TRAVEL AND EXPENSE TRAINING RESOURCES

Visit the Travel and Expense Reimbursement System Website:

- [www.buffalo.edu/travel-expense-system](http://www.buffalo.edu/travel-expense-system)
- Review training tip sheets and videos

Attend a Concur Training Class

- 2 hour class
- Overview of travel and expense system
- Sign up in UB *EDGE*

Attend a Concur Lab Session

- 1 hour session
- Bring your questions and expense documents
- Sign up in UB *EDGE*



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# TRAVEL AND EXPENSE SUPPORT QUESTIONS

1. Contact Your Department Liaisons
  - Your liaisons are familiar with your department processes and can assist you
2. Visit the Travel and Expense Reimbursement System Website
  - [www.buffalo.edu/travel-expense-system](http://www.buffalo.edu/travel-expense-system)
  - Review training tip sheets and videos
3. Contact Travel and Expense Support:
  - Email: [ubs-travel-expense-support@buffalo.edu](mailto:ubs-travel-expense-support@buffalo.edu)
  - Call: 716-645-4500, press 2 for travel and expense reimbursement system





# HOW TO ENTER A TRAVEL ITINERARY

Travel itinerary is defined as:

- A detailed plan of a journey
- A list of places you've visited
- Travel locations determine your meal eligibility:
  - Per Diems
  - Actuals

The screenshot shows a web form titled "Travel Allowances" with a close button (x) in the top right corner. Below the title is a horizontal line. Underneath, there is a question icon (a blue circle with a white question mark) followed by the text "Is this a Travel Reimbursement?". Another horizontal line is below the question. At the bottom right of the form, there are two buttons: a blue "Yes" button and a grey "No" button. A red arrow points from the bottom center of the form towards the "Yes" button.



# ENTER A TRAVEL ITINERARY

Travel Allowances For Report: test business day

- 1 Create New Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

## Itinerary Info

Itinerary Name

test business day

Selection

Per Diem

Actuals

Per Diem

Add Stop

Delete Rows

Import Itinerary

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
--------------------------	------------------	--------------	-----------------------

No Itinerary Rows Found

## New Itinerary Stop

Departure City

Buffalo, New York

Date

04/11/2018

Time

9:00 AM

Arrival City

Tampa, Florida

Date

04/11/2018

Time

3:00 PM

Save

Go to Single Day Itineraries

Next >>

Cancel

# ENTER A TRAVEL ITINERARY

Travel Allowances For Report: test business day



- 1 Edit Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

## Itinerary Info

Itinerary Name

test business day

Selection

Per Diem

Add Stop

Delete Rows

Import Itinerary

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Buffalo, New York 04/11/2018 09:00 AM	Tampa, Florida 04/11/2018 03:00 PM	HILLSBOROUGH COUNTY...

## New Itinerary Stop

Departure City

Tampa, Florida

Date

04/13/2018

Time

2:00 PM

Arrival City

Buffalo, New York

Date

04/13/2018

Time

9:00 PM

Save

Go to Single Day Itineraries

Next >>

Cancel

# ENTER A TRAVEL ITINERARY

Travel Allowances For Report: test business day



- 1 Edit Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

## Itinerary Info

Itinerary Name

test business day

Selection

Per Diem

Add Stop

Delete Rows

Import Itinerary

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Buffalo, New York 04/11/2018 09:00 AM	Tampa, Florida 04/11/2018 03:00 PM	HILLSBOROUGH COUNTY...
<input type="checkbox"/>	Tampa, Florida 04/13/2018 02:00 PM	Buffalo, New York 04/13/2018 09:00 PM	ERIE COUNTY, US-NY, US

## New Itinerary Stop

Departure City

Buffalo, New York

Date

Time

Arrival City

Date

Time

Save

Go to Single Day Itineraries

Next >>

Cancel

# ENTER A TRAVEL ITINERARY

Travel Allowances For Report: test business day ☐ ×

- 1 Create New Itinerary
 2 Available Itineraries
 3 Expenses & Adjustments

## Assigned Itineraries

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
<input checked="" type="radio"/> Itinerary: test business day				
Buffalo, New York	04/11/2018 09:00 AM	Tampa, Florida	04/11/2018 03:00 PM	HILLSBOROUGH COUNTY, US...
Tampa, Florida	04/13/2018 02:00 PM	Buffalo, New York	04/13/2018 09:00 PM	ERIE COUNTY, US-NY, US

## Available Itineraries

Current Itineraries ▼

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
<input checked="" type="radio"/> Itinerary: Concur Conf				
Buffalo, New York	04/11/2018 09:00 AM	Tampa, Florida	04/11/2018 03:00 PM	HILLSBOROUGH COUNTY, US...
Tampa, Florida	04/13/2018 02:00 PM	Buffalo, New York	04/13/2018 09:00 PM	ERIE COUNTY, US-NY, US

# ENTER A TRAVEL ITINERARY

## FOLLOW TRAVEL RULES

Travel Allowances For Report: test business day



- 1 Create New Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location ▲	Exclude Breakfast	Exclude Dinner	Allowance
<input type="checkbox"/>	04/11/2018 Tampa, Florida	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$43.00
<input type="checkbox"/>	04/12/2018 Tampa, Florida	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$11.00
<input type="checkbox"/>	04/13/2018 Tampa, Florida	<input type="checkbox"/>	<input type="checkbox"/>	\$54.00



<< Previous  Cancel



# HOW TO ENTER PERSONAL CAR MILEAGE

Tips:

- Complete Report Header Information:
  - Report Type – *Travel*


# ENTER PERSONAL CAR MILEAGE

Travel Allowances ×

---

? Is this a Travel Reimbursement?

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## All Expense Types

### 01. Travel Expenses

- Hotel/Airbnb
- Laundry
- Lodging Paid by Other
- Unreceipted Lodging

### 02. Transportation

- Airfare
- Airline Fees
- Car Rental
- Car Rental Fuel
- Car Service/Limousine
- Car Service/Taxi
- Charter Bus/Transfers
- Fleet Fuel
- Parking
- Public Transport

### ...02. Transportation

- Tolls/Road Charges
- Train

### 03. Meals

- Individual Receipted Meals
- Single Day Per diems

### 04. Entertainment

- Group Meals/Entertainment <10 Attendees
- Group Meals/Entertainment 10+ Attendees

### 05. Office Expenses

- Courier/Shipping/Freight
- Non Capital Computer Equipment/Software
- Office Equipment/Hardware
- Office Supplies/Software
- Postage
- Printing/Photocopying/Stationery

### 06. Communications

- Internet/Online Fees
- Mobile/Cellular Phone
- Telephone/Fax

### 07. Fees

- Booking Fees
- Conference Registration Fees
- Currency Exchange Fees
- Passports/Visa Fees

### 08. Other

- Books/Periodicals
- Catering
- Event Supplies
- Fees/Dues
- Food Products-Grocery/Bulk
- Lab Supplies

### ...08. Other

- Marketing/Promotional Costs
- Miscellaneous
- Non Reimbursable/Personal Expense
- Repairs/Maintenance

### 09. University at Buffalo Foundation Only

- Alcoholic Beverages
- Donations
- Gift Cards
- Gifts - Donor
- Gifts - Staff
- Student Activities

### 10. Mileage

- Personal Car Mileage



# ENTER PERSONAL CAR MILEAGE

## ENTER DESTINATIONS

Manage Expenses    Process Reports

### Mileage

Delete Report    **Submit Report**

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

Expenses    **Move ▾**    **Delete**    **Copy**    **View ▾**    **«**

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
No Expenses Found				

**New Expense**    Available Receipts

#### View Reimbursement Rates

Expense Type: **Personal Car Mileage** ▾    Transaction Date: **04/16/2018**

Report/Trip Purpose: **Meeting** ▾    Purpose of the Trip: **To meet with professor to discuss**

From Location:     To Location:

Payment Type: **Out of Pocket/Personal Card** ▾    Distance : Amount: **0** : **0.00**    **USD** ▾

Comment:

**Mileage Calculator**

**Save**    **Allocate**    **Attach Receipt**    **Cancel**

TOTAL AMOUNT    TOTAL REQUESTED  
**\$0.00**    **\$0.00**



# ENTER PERSONAL CAR MILEAGE

## USE THE MILEAGE CALCULATOR

### Mileage Calculator

Avoid Tolls  Avoid Highways

#### Waypoints

**A**

**B**

Calculate Route



# ENTER PERSONAL CAR MILEAGE

## Mileage Calculator ☐ ✕

Avoid Tolls
  Avoid Highways

### Waypoints

A Crofts Hall, Buffalo, NY 14226, USA ✕

B Buffalo Niagara International Airport (BL) ✕

C

**8.0 MI**

Personal

[Calculate Route](#)
[Make Round Trip](#)

### Directions

Suggested routes:

- I-290 E 8.0 mi. About 18 mins
- I-290 E and I-90 E 10.7 mi. About 19 mins
- Maple Rd and Youngs Rd 8.1 mi. About 21 mins

A Sprague Rd, Buffalo, NY 14226, USA

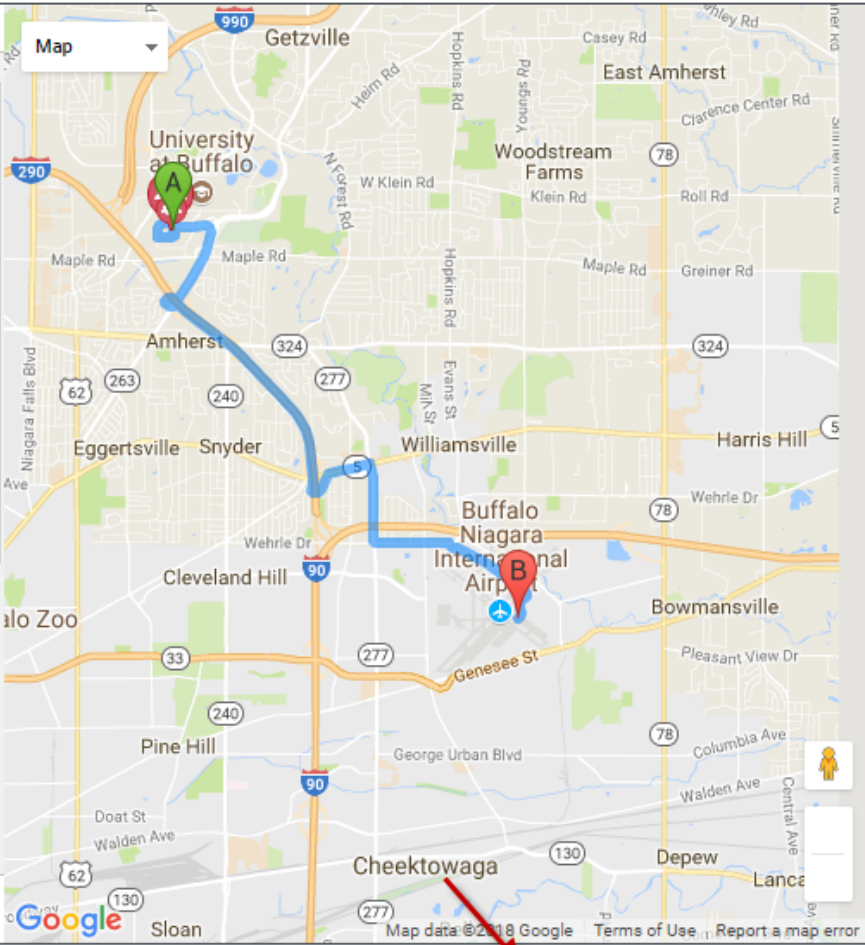
8.0 mi. About 18 mins

1.	Head east on Sprague Rd toward Beane Rd	0.2 mi
	Turn right onto Service Center Rd	0.2 mi
	Slight right onto John James Audubon Pkwy	0.3 mi
	Keep left to stay on John James Audubon Pkwy	0.2 mi
	Continue straight onto NY-263 S	0.8 mi

Deduct Commute
 

TOTAL PERSONAL  
**0.0 MI**

TOTAL BUSINESS  
**8.0 MI**



Map

Map data ©2018 Google [Terms of Use](#) [Report a map error](#)

Add Mileage to Expense
Cancel

# ENTER PERSONAL CAR MILEAGE

Manage Expenses    Process Reports

## Mileage

Delete Report    Submit Report

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

Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				

Move ▾    Delete    Copy    View ▾    <<

### New Expense

Available Receipts

#### View Reimbursement Rates

Expense Type Personal Car Mileage ▾	Transaction Date 04/16/2018
Report/Trip Purpose Meeting ▾	Purpose of the Trip To meet with profession to discuss
From Location 208 Crofts Hall, Buffalo, NY 14260, I	To Location Buffalo Niagara International Airport
Payment Type Out of Pocket/Personal Card ▾	Distance : Amount 16 : 8.72    USD ▾
Comment <input type="text"/>	

Mileage Calculator

TOTAL AMOUNT    TOTAL REQUESTED  
\$0.00    \$0.00

Save    Allocate    Attach Receipt    Cancel



# HOW TO ATTACH DOCUMENTS

## Tips:

- Attach to a specific expense
- Attach to the entire report
- Different ways to attach:
  - Browse computer
  - *Available Receipts* in your profile

# ATTACH DOCUMENTS

## ATTACH TO A SPECIFIC EXPENSE

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

Expenses Move Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			

**New Expense** Available Receipts


Expense Type: Airfare Transaction Date: 04/09/2018 Report/Trip Purpose: Development Ticket Number:

Vendor: Delta Air Lines Airline Travel Service Code: Coach/Economy Class City of Purchase:  Payment Type: Out of Pocket/Personal Card

Amount: 300.00 USD Comment:

TOTAL AMOUNT: \$0.00 TOTAL REQUESTED: \$0.00

Save Itemize Allocate Attach Receipt Cancel



# ATTACH DOCUMENTS

## ATTACH TO A SPECIFIC EXPENSE

### Attach Receipt

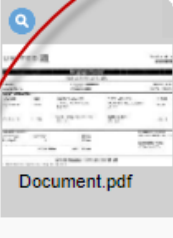
Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.  
No Receipt? Create a missing Receipt Affidavit [here](#).

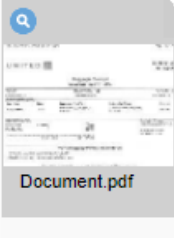
File Selected for uploading: Browse... Attach

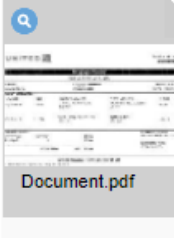
No file selected

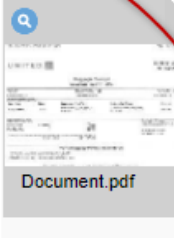
Or choose an image from your Available Receipts. Attach


Available Receipts


 Document.pdf


 Document.pdf


 Document.pdf

 Document.pdf







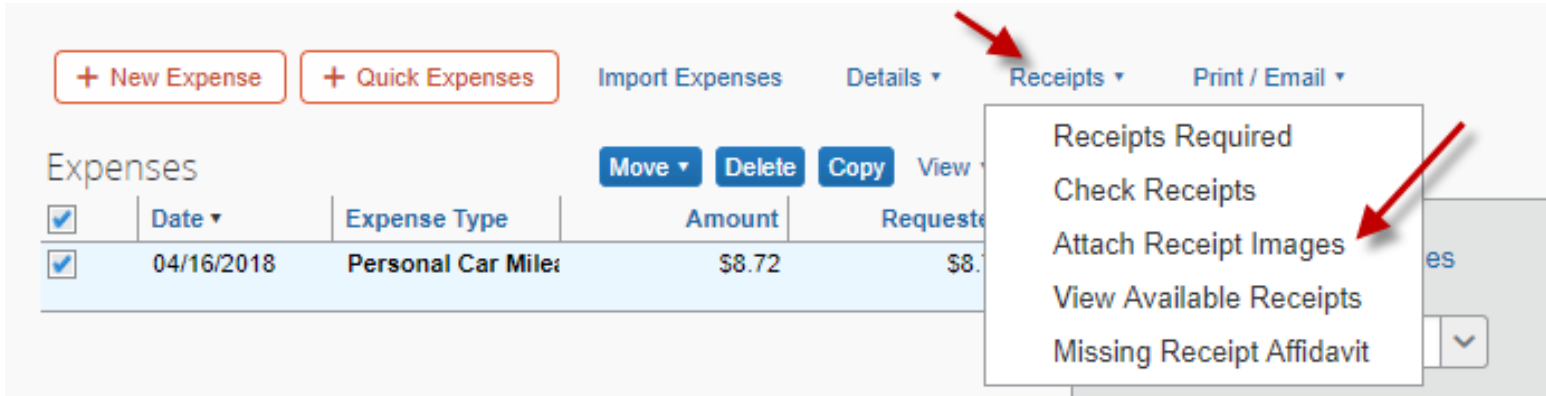


Cancel



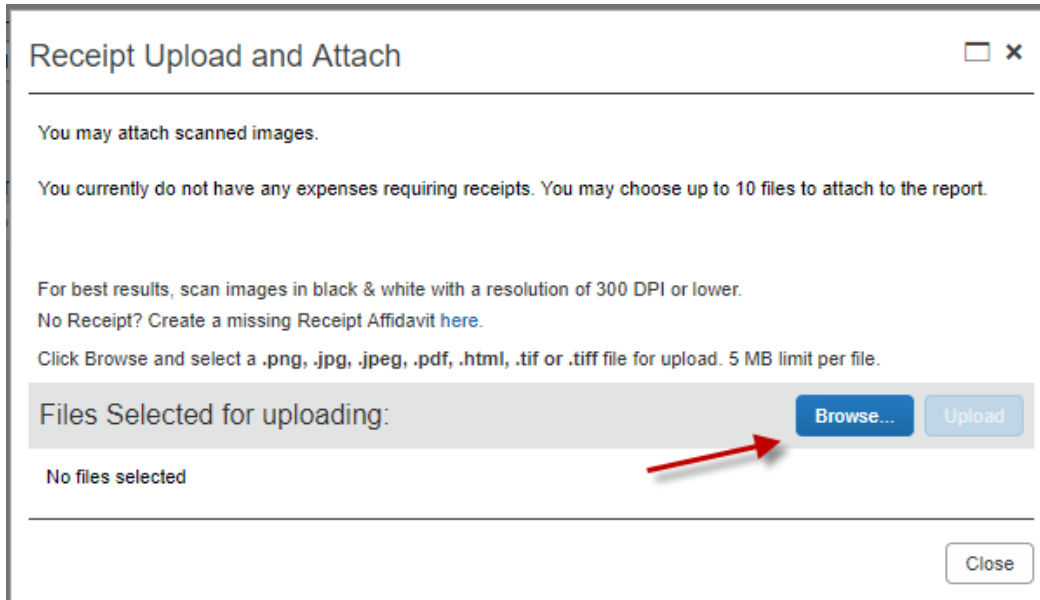
# ATTACH DOCUMENTS

## ATTACH TO THE ENTIRE EXPENSE REPORT



The screenshot shows the top navigation bar with buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is an 'Expenses' table with columns for 'Date', 'Expense Type', 'Amount', and 'Request'. A dropdown menu is open under the 'Receipts' button, listing options: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images', 'View Available Receipts', and 'Missing Receipt Affidavit'. Red arrows point to the 'Receipts' button and the 'Attach Receipt Images' option.

Expenses	Date	Expense Type	Amount	Request
<input checked="" type="checkbox"/>	04/16/2018	Personal Car Mileage	\$8.72	\$8.72



The dialog box is titled 'Receipt Upload and Attach'. It contains the following text: 'You may attach scanned images.', 'You currently do not have any expenses requiring receipts. You may choose up to 10 files to attach to the report.', 'For best results, scan images in black & white with a resolution of 300 DPI or lower.', 'No Receipt? Create a missing Receipt Affidavit [here](#).', and 'Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.' At the bottom, there is a 'Files Selected for uploading:' section with a 'Browse...' button and an 'Upload' button. A red arrow points to the 'Browse...' button. A 'Close' button is located at the bottom right.



# HOW TO ALLOCATE EXPENSES

## Tips:

- Know Your Role in the Concur Workflow
- Allocate All Expenses Before Sending to Travel Office:
  - Allocate by Percentage or Amount
  - Allocate Multiple Funds on 1 Report



# ALLOCATE EXPENSES

## ACCESS ALLOCATIONS

test business day [CZAJA, DONNA]

Summary Details Receipts Print / Email

Exceptions

Expense Type
Daily Meal Allo.
Daily Meal Allo.
...

Expenses

Date
04/13/2018
04/12/2018
04/12/2018
04/11/2018

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Allocations
  - Allocations
  - Travel Allowances
  - Itineraries
  - Expenses & Adjustments
  - Reimbursable Allowances Summary
- Tampa, Florida

Amount	Requested
\$54.00	\$54.00
\$11.00	\$11.00
\$8.72	\$8.72
\$43.00	\$43.00

Summary Report Summary Report Totals

# ALLOCATE EXPENSES

## SELECT EXPENSES TO ALLOCATE

Allocations for Report: test business day

### Expense List

Allocate Selected Expenses | Clear Selections | Summary

Select Group ▾

<input checked="" type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	04/11/2018	Daily Meal ...		\$43.00
<input checked="" type="checkbox"/>	04/12/2018	Daily Meal ...		\$11.00
<input checked="" type="checkbox"/>	04/12/2018	Personal C...		\$8.72
<input checked="" type="checkbox"/>	04/13/2018	Daily Meal ...		\$54.00

### Allocations

Allocate By: ▾ | Add New Allocation | Delete Sele...

<input type="checkbox"/>	Percentage	Approver	Funding So
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# ALLOCATE EXPENSES

## ALLOCATE BY PERCENTAGE OR AMOUNT

Allocations for Report: test business day

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

<input checked="" type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	04/11/2018	Daily Meal ...		\$43.00
<input checked="" type="checkbox"/>	04/12/2018	Daily Meal ...		\$11.00
<input checked="" type="checkbox"/>	04/12/2018	Personal C...		\$8.72
<input checked="" type="checkbox"/>	04/13/2018	Daily Meal ...		\$54.00

Allocations Total: \$116.72 Allocated

Allocate By: ▾ | Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

<input type="checkbox"/>	Percentage	Approver	Funding Source	Entity	Account	Code
<input type="checkbox"/>	100					

Allocations for Report: test business day

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

<input checked="" type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	04/11/2018	Daily Meal ...		\$43.00
<input checked="" type="checkbox"/>	04/12/2018	Daily Meal ...		\$11.00
<input checked="" type="checkbox"/>	04/12/2018	Personal C...		\$8.72

Allocations

Allocate By: ▾ | Add New Allocation

- Percentage
- Amount

<input type="checkbox"/>	Approver
<input type="checkbox"/>	





# ALLOCATE EXPENSES

## ALLOCATE TO MULTIPLE ACCOUNTS

Allocations for Report: test business day



Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

<input checked="" type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	04/11/2018	Daily Meal ...		\$43.00
<input checked="" type="checkbox"/>	04/12/2018	Daily Meal ...		\$11.00
<input checked="" type="checkbox"/>	04/12/2018	Personal C...		\$8.72
<input checked="" type="checkbox"/>	04/13/2018	Daily Meal ...		\$54.00

Allocations Total:\$116.72 Allocated:\$116.72 (100%) Remaining:\$0.00 (0%)

Allocate By: ▾ | Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

<input type="checkbox"/>	Percentage	Approver	Funding Source	Entity	Account	Code
<input type="checkbox"/>	50					
<input checked="" type="checkbox"/>	50					

Save Cancel

**Success**

---

Allocations have been saved.

---

OK

Save Cancel

---

Done



# ALLOCATE EXPENSES

## APPROVE VS. APPROVE & FORWARD





# LOCATE YOUR EXPENSE REPORT

After Submitting Your Expense Report:


- Review Audit Trail
- Review Approval Flow
- Review Report Library

Communicate Within Your Department:

- Workflow
- Approval Process

# LOCATE YOUR EXPENSE REPORT

## REVIEW AUDIT TRAIL AND APPROVAL FLOW

SAP Concur  Requests Travel **Expense** Approvals Reporting App Center

Manage Expenses Process Reports

test business day

Summary **Details** Receipts Print / Email

Expenses

Date
04/13/2018
04/12/2018
04/12/2018
04/11/2018

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Travel Allowances
  - Itineraries
  - Expenses & Adjustments
  - Reimbursable Allowances Summary
- Allocations
  - Allocations

Amount	Requested
\$54.00	\$54.00
\$11.00	\$11.00
\$8.72	\$8.72
\$43.00	\$43.00

Summary

Report Summary

Report Totals





# LOCATE YOUR EXPENSE REPORT

## REVIEW AUDIT TRAIL

**Audit Trail** ✕

---

Report Level

Date/Time ▾	Updated By	Action	Description
04/17/2018 12:03 PM	CZAJA, DONNA	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
04/17/2018 12:03 PM	CZAJA, DONNA	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
04/17/2018 12:03 PM	CZAJA, DONNA	Confirmation Agreement Acceptance	User Electronic Agreement

Entry Level

Date/Time ▾	Updated By	Action	Description
04/17/2018 12:13 PM	OKON, THOMAS	Field Edit	Expense Type: Personal Car Mileage Transaction Date: Thu Apr 12 00:00:00 PDT 2018 The field "Allocations" was changed from "; 50.000000000%" ; 50.000000000%" to "19868230-State-1049-8607470000; 50% 19868230-State-1049-9008230000; 50%"
04/17/2018 12:13 PM	OKON, THOMAS	Field Edit	Expense Type: Daily Meal Allowance Transaction Date: Thu Apr 12 00:00:00 PDT 2018 The field "Allocations" was changed from "; 50.000000000%" ; 50.000000000%" to "19868230-State-1049-8607470000; 50%"

**Audit Trail** ✕

---

Report Level

Date/Time ▾	Updated By	Action	Description
03/12/2018 11:45 AM	BUCHHEIT, KAREN	Approval Status Change	Status changed from Approved & In Accounting Review to Approved Comment:
03/12/2018 09:33 AM	MITCHELL, MARY ELLEN	Receipt Image Reviewed	Receipt image has been reviewed
03/08/2018 08:34 AM	System, Concur	Approval Status Change	Status changed from Pending Cost Object Approval to Approved Comment:
03/08/2018 08:34 AM	OKON, THOMAS	Approval Status Change	Status changed from Pending Cost Object Approval to Auto Approved

Entry Level

Date/Time ▾	Updated By	Action	Description
03/12/2018 11:44 AM	BUCHHEIT, KAREN	Receipt Reviewed	Expense Type: Office Equipment/Hardware; Date: 03/07/2018 Entry receipt reviewed.
03/12/2018 09:33 AM	MITCHELL, MARY ELLEN	Receipt Reviewed	Expense Type: Office Equipment/Hardware;





# LOCATE YOUR EXPENSE REPORT

## REVIEW APPROVAL FLOW

Approval Flow for Report: test business day ✕

---

→ Manager Approval:

Cost Object Approval:

Approval for Processing:

Approval Flow for Report: Best Buy ✕

---

Manager Approval:  
 + ✕  
*(03/08/2018 Approved)*

Cost Object Approval:  
 + ✕

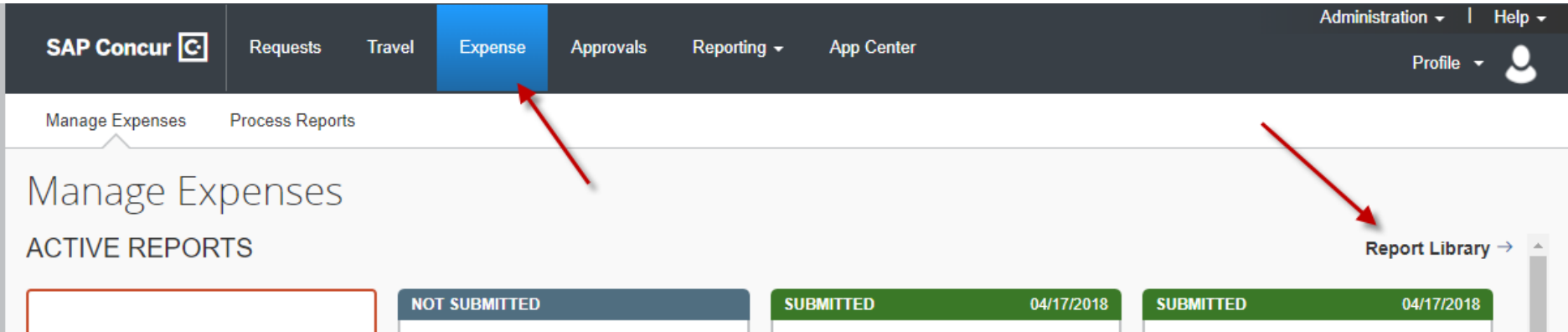
▲ BUSINESS REPORTING AND SYSTEMS (19868230-State-1049-9008230000)  
 + ✕  
*(03/08/2018 Auto Approved)*


Approval for Processing:  
 + ✕  
*(03/12/2018 Approved)*


Done

# LOCATE YOUR EXPENSE REPORT

## REVIEW REPORT LIBRARY



SAP Concur 
 Requests Travel **Expense** Approvals Reporting App Center

Administration | Help  
 Profile 

Manage Expenses Process Reports

Manage Expenses  
 ACTIVE REPORTS

Report Library →

NOT SUBMITTED SUBMITTED 04/17/2018 SUBMITTED 04/17/2018

← Manage Expenses

Reports for last 90 Days Delete Report Copy Report

View Create & Edit Import Expenses

<input type="checkbox"/>	Report Name	Report ID	Comments	Status	Payment Status	Report Date	Total	Requested Amount
<input type="checkbox"/>	test for tom info	AA1768F725E54FA0AB94		Submitted & Pending Approval - OKON, THOMAS E.	Not Paid	04/17/2018	\$50.00	\$50.00
<input type="checkbox"/>	test business day info	03305E08B6C64F3F91EA		Submitted & Pending Approval - OKON, THOMAS E.	Not Paid	04/17/2018	\$116.72	\$116.72
<input type="checkbox"/>	Mileage info	EBBC7659E7B9497FB6FE		Not Submitted	Not Paid	04/17/2018	\$8.72	\$8.72

# LOCATE YOUR EXPENSE REPORT

## REVIEW REPORT LIBRARY – CONTINUED

[Manage Expenses](#)   [Process Reports](#)

← **Manage Expenses**

### Reports for last 90 Days

[View](#)   [Create & Edit](#)   [Import Expenses](#)

	Report ID	Comments
Unsubmitted Reports	AA1768F725E54FA0AB94	
Active Reports	03305E08B6C64F3F91EA	
Recent Reports	EBBC7659E7B9497FB6FE	
Pending Reports		
Approved Reports		
Processed Reports		
Paid Reports		
Payment Confirmed Reports		
All Reports		
Reports for this Month		
Reports for last Month		
Reports for this Quarter		
Reports for last Quarter		
Reports for this Year		
Reports for last Year		
● Reports for last 90 Days		





## COMING SOON

- Enter Guest and Non-Employee Reimbursements in Concur
- Reconcile NET Card and UBF Credit Card in Concur

**THANK YOU!**