

## Expense Report Cheat Sheet

Yeah!! Your travel has been completed, now comes the fun part.

Any travel needs to have a travel reimbursement prepared. This is how the credit card company gets paid, the travel is charged to your funding, and you get any reimbursements due you.

You will need to wait 10-14 days to start the travel reimbursement request. Time is needed for all the charges on your travel card to be uploaded and available in Concur. Once all the charges have appeared in Concur, then a travel expense report needs to be completed.

To start a reimbursement request, log into Concur, click on the Requests in the gray bar, and it should return the following screen.

Active Requests (3)

Request Name	Request ID	Status	Request Dates	Date Submitted	Approve...	Remaini...	Action
OIRAE/Patel/4/19-21/15/Phoenix/UA Meeti	7DPW	Approved	04/19/2015	03/06/2015	\$0.00	\$0.00	<a href="#">Expense</a>
OIRAE/Patel/Evanston IL/4/12-15/15/AAUDE	77D4	Approved	04/12/2015	02/04/2015	\$0.00	\$0.00	<a href="#">Expense</a>
OIRAE/Patel/Indianapolis/3/5-6/15/INAIR	77D3	Approved	03/05/2015	02/04/2015	\$0.00	\$0.00	<a href="#">Expense</a>

Find the travel request for this trip. On the right side of the screen, there is a column called Action, and has a blue hyperlink called expense. Click on that hyperlink and that will start an expense report. It is easier and much quicker if you use this link.

All the data you filled in from the travel request (name, purpose of travel, etc) will carryover with the exception of the information you typed in the comments box. If there are any boxes with a red line on the left that are not completed, you will have to fill in the requested information. The comments do not carry over – you will need to enter the comments again. The travel center relies on the comment box when auditing your travel. If they cannot figure out how you got to/from the airport, if there was a registration fee, why you are not claiming lodging, etc., they will send the report back to you to clarify. It is best to type all the notes in the beginning, your travel reimbursement will travel through the system more efficiently. 😊

The following screen will appear:  
(NOTE: The account assignment information was removed for privacy purposes in this sample)

The screenshot shows the 'Create a New Expense Report' form in SAP Concur. The form is titled 'Manage Expenses' and 'Create a New Expense Report'. The 'Report Header' section includes fields for Report Name (TEST), Report Date (12/20/2018), Policy (US Expense Policy), Purpose of Travel (Conferences-Academic), Research Benefit to Purdue (blank), Travel Start Date (12/20/2018), and Travel End Date (12/27/2018). There is also a Comment field. Below this, there are fields for Fiscal or Campus Approver (checkbox), Campus (West Lafayette), Traveler Type (Employee (EMP)), Travel Type (4. Out of State (Out of State)), Account Assignment (blank), and Approver Object (blank). A section for 'Did this trip include Personal Travel?' has a 'No' selection and a text area for listing dates of personal travel. At the bottom, there is a 'Requests' table with columns: Request Name, Request ID, Cancelled, Request Total, Amount Approved, and Amount Remaining. The table contains one row for 'TEST' with Request ID 'FYSJ', Cancelled 'No', Request Total '\$0.00', Amount Approved '\$0.00', and Amount Remaining '\$0.00'. There are 'Add' and 'Remove' buttons for the table, and 'Next >>' and 'Cancel' buttons at the bottom right.

Click Next>>

Answer the question “Was your trip more than 12 hours?”, if it was, the following screen will appear:

The screenshot shows the 'Travel Allowances For Report: TEST' form in SAP Concur. The form is titled 'Travel Allowances For Report: TEST' and has three tabs: '1. Create New Itinerary', '2. Available Itineraries', and '3. Expenses & Adjustments'. The 'Itinerary Info' section includes fields for Itinerary Name (TEST) and Selection (USGSA). Below this, there are buttons for 'Add Stop', 'Create Itineraries', and 'Import Itinerary'. A table with columns 'Departure City', 'Arrival City', and 'Arrival Rate Location' is shown, with the message 'No Itinerary Rows Found'. On the right side, there is a 'New Itinerary Stop' dialog box with fields for 'Departure City', 'Date', 'Time', 'Arrival City', 'Date', and 'Time'. A blue arrow points to the 'New Itinerary Stop' dialog box. At the bottom, there are buttons for 'Go to Single Day Itineraries', 'Next >>', and 'Cancel'.

You will need to complete this screen two times. One with times/information for your departure from Purdue to business location, and one with times/information for your departure from the business location back to Purdue.

Departure City: West Lafayette  
 Date: Date you left West Lafayette  
 Time: Time you left West Lafayette, not your flight time  
 Arrival City: Final destination, no need to include plane connection cities  
 Click Save

Departure City – Will auto populate to your Arrival City (If you visited more than 1 location, you will need to add an Itinerary Stop for each location.)

Date: Date you departed  
 Time: Time you left the business location  
 Arrival City: West Lafayette  
 Date: Date you arrived in West Lafayette  
 Time you arrived in West Lafayette  
 Save

NEXT>>

Review the Itinerary, if corrections are needed, you can select edit. If all is correct select NEXT>> at bottom of page.

The following screen appears:

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

Exclude   All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/05/2015 Indianapolis, Indiana	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$30.75
<input type="checkbox"/>	03/06/2015 Indianapolis, Indiana	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$35.75

This page is for you to record any meals that were provided to you while on business travel. If a meal was offered (whether you partook or not), you need to tick the boxes. If you had personal time, check the exclude box to the left of the personal day. This is how your subsistence is calculated. When the appropriate boxes are checked, click the create expenses button. This will take you to the expense screen:

+ New Expense + Quick Expenses Available Expenses Details Receipts Print

Expenses

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	03/06/2015	Fixed Meals Indianapolis, Indiar	\$35.75	\$35.75
<input type="checkbox"/>	03/05/2015	Fixed Meals Indianapolis, Indiar	\$30.75	\$30.75

Available Expenses

<input type="checkbox"/>	Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/>	PAYPAL *INDIANAASSO 402-935-7733, CA	Undefined	<input type="button" value="minus"/>	01/21/2015	\$134.00
<input type="checkbox"/>	Marriott Hotels INDIANAPOLIS, IN	Hotel	<input type="button" value="minus"/>	03/05/2015	\$29.93
<input type="checkbox"/>	KILROY'S BAR & GRILL INDIANAPOLIS, IN	Undefined	<input type="button" value="minus"/>	03/05/2015	\$28.99
<input type="checkbox"/>	LOVES TRAVEL S00004598 WHITESTOW...	Undefined	<input type="button" value="minus"/>	03/06/2015	\$8.86
<input type="checkbox"/>	Marriott Hotels INDIANAPOLIS, IN	Hotel	<input type="button" value="minus"/>	03/07/2015	\$197.73

## Expenses:

All expenses put on your travel card must be imported. Sometimes expenses auto import, sometimes not. If so, great, if not, you will have to **import expense(s)**. Click on the available expenses button on the expense page. The expenses that have hit the card will appear on the right side of the screen. Click all the expenses that pertain to this trip. If you have multiple trips going and have paid airfare, registration, etc., all your expenses will be in the list.

Click on the move button. In the drop down, there will be an option to Import. Click import. This should move all the expenses over to the Expenses section on the left side of the screen. You should already see all the subsistence line items (called fixed meals). Those were added when you clicked the create expense button on the expenses and adjustments page.

To reconcile the charges:

Most of the expenses will come over as “undefined”. You will need to assign a category for each type of expense. To assign an expense type, click the down arrow beside the box under expense type.

Most commonly used expenses:

**Meals expenses** you incurred – those are “personal items”. The expense type will be “meal expense”. Click on the box beside “personal expense, do not reimburse”. This is all you need to do for meals you put on your travel card. Do this for all meals. No receipt is necessary. Your meals will be reimbursed to you using the fixed meal allowance that you created in the expenses and adjustments screen.

The screenshot displays the 'Exceptions' and 'Expenses' sections of a software interface. The 'Exceptions' table at the top shows two entries: a 'Hotel' expense for \$29.53 and an 'Undefined' expense for \$28.98. The 'Expenses' table below lists various items, including 'Hotel MARRIOTT JW INDIANAPL2554', 'Fixed Meals Indianapolis, Indiana', 'Undefined LOVES TRAVEL S00004598, Whi', 'Fixed Meals Indianapolis, Indiana', 'Hotel JW HIGH VELOCITY 2554, Indian', and 'Undefined KILROY'S BAR & GRILL, Indianap'. A red box highlights the 'Undefined' entry for KILROY'S BAR & GRILL with the message: 'The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.' To the right, a detailed view of this expense is shown, with the 'Expense Type' dropdown set to 'Meal Expense'. A blue arrow points to this dropdown. Other fields include 'Transaction Date' (03/05/2015), 'Vendor Name' (KILROY'S BAR & GRILL), 'City' (Indianapolis, Indiana), 'Payment Type' (JP Morgan Chase Visa), 'Amount' (28.98 USD), and 'Is Required Receipt Included?' (No). A checkbox for 'Personal Expense (do not reimburse)' is checked. At the bottom, there are 'Save', 'Attach Receipt', and 'Cancel' buttons.

Expense	Date	Amount	Exception
Hotel	03/05/2015	\$29.53	Itemizations are required for this entry.
Undefined	03/05/2015	\$28.98	The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	03/07/2015	Hotel MARRIOTT JW INDIANAPL2554.	\$197.73	\$197.73
<input type="checkbox"/>	03/06/2015	Fixed Meals Indianapolis, Indiana	\$35.75	\$35.75
<input type="checkbox"/>	03/06/2015	Undefined LOVES TRAVEL S00004598, Whi	\$8.86	\$8.86
<input type="checkbox"/>	03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
<input type="checkbox"/>	03/05/2015	Hotel JW HIGH VELOCITY 2554, Indian	\$29.53	\$29.53
<input checked="" type="checkbox"/>	03/05/2015	Undefined KILROY'S BAR & GRILL, Indianap	\$28.98	\$28.98
<input type="checkbox"/>	01/21/2015	Registrations Expense PAYPAL INDIANAASSO, West L	\$134.00	\$134.00

TOTAL AMOUNT: \$465.60      TOTAL REQUESTED: \$465.60

**Hotel expenses** – once the hotel charge is imported, the expense part should be auto filled. On the “is required receipt included”, you will need to check “yes” and attach the receipt. Also, you must break out the nightly expenses for hotel charges (hotel charge, various taxes, etc). Click on the “nightly lodging expenses” tab. From the receipt, fill in the room rate, and room taxes fields. It doesn’t matter what order you put the room taxes in. Do not click “combine room rate and taxes into single entry”. You will get the request back to redo this section if you do that. If you were charged different rates per night for the hotel stay, go ahead and complete with the rate and taxes that most nights were charged. Once that is saved, you can click the ^ by the hotel line, that will open up all the lines. Select the night(s) that were charged different rates and go in and adjust all those night and tax lines.

Available Expenses Details Receipts Print

Expenses

Date	Expense	Amount	Requested
03/07/2015	Hotel MARRIOTT JW INDIANAPL2554,	\$197.73	\$197.73
03/05/2015	Hotel	\$169.00	\$169.00
03/05/2015	Hotel Tax	\$28.73	\$28.73
03/06/2015	Fixed Meals Indianapolis, Indiana	\$36.75	\$36.75
03/06/2015	Meal Expense LOVES TRAVEL S00004598, Whit	\$8.86	\$0.00
03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
03/05/2015	Meal Expense JW HIGH VELOCITY 2554, Indian.	\$29.53	\$0.00
03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianap	\$28.98	\$0.00
01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Lr	\$134.00	\$134.00

Expense: Nightly Lodging Expenses Receipt Image

Total Amount: \$197.73 | Itemized: \$197.73 | Remaining: \$0.00

Expense Type: Hotel Transaction Date: 03/07/2015 Purpose of Travel: Conferences-Administration

Vendor: Marriott Hotels Vendor Name: MARRIOTT JW INDIANAPL2554 City: Indianapolis, Indiana

Payment Type: JP Morgan Chase Visa Amount: 197.73 USD Is Required Receipt Included?: Yes

Comment: hotel accommodations

Itemize hotel charges page:

Exceptions

Expense	Date	Amount	Exception
Hotel	03/07/2015	\$197.73	Itemizations are required for this entry.

Expenses

Date	Expense	Amount	Requested
03/07/2015	Hotel MARRIOTT JW INDIANAPL2554,	\$197.73	\$197.73
03/06/2015	Fixed Meals Indianapolis, Indiana	\$36.75	\$36.75
03/06/2015	Meal Expense LOVES TRAVEL S00004598, Whit	\$8.86	\$0.00
03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
03/05/2015	Meal Expense JW HIGH VELOCITY 2554, Indian.	\$29.53	\$0.00
03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianap	\$28.98	\$0.00
01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Lr	\$134.00	\$134.00

Expense: Nightly Lodging Expenses Receipt Image

Check-in Date: 03/05/2015 Check-out Date: 03/07/2015 Number of Nights: 2

Recurring Charges (each night)

Room Rate: 169.00 Room Tax: 11.83

Other Room Tax 1: 18.90 Other Room Tax 2:

Combine room rate and taxes into a single entry:

Additional Charges (each night)

Expense: Choose an expense type Amount:

Expense: Choose an expense type Amount:

**Airline fees** – You can book airline fees through Altour, or from Expedia or other service providers. If you booked through Altour, the airline expense will come over, as will the e-receipt. You will need to open up the airline charge. The ticket number and vendor /vendor name will be prefilled. You will need to select the class of service (should be economy). Go ahead and click “yes’ for required receipt included section.

If you booked through Altour, there will also be a \$2.00 fee. You will have to reconcile that charge as well.

If you booked outside of Concur, and put the expense on your travel card (which is an acceptable way to reserve airfare), the charge will still come over. Either way, the class of service should be purchased and categorized as economy. You will need to attach your receipt if you didn’t book through Altour.

Available Expenses Details Receipts Print

Expenses

Date	Expense	Amount	Requested
03/07/2015	Hotel MARRIOTT JW INDIANAPL2554,	\$197.73	\$197.73
03/06/2015	Fixed Meals Indianapolis, Indiana	\$36.75	\$36.75
03/06/2015	Meal Expense LOVES TRAVEL S00004598, Whit	\$8.86	\$0.00
03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
03/05/2015	Meal Expense JW HIGH VELOCITY 2554, Indian	\$29.53	\$0.00
03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianap	\$28.98	\$0.00
01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Lr	\$134.00	\$134.00

New Expense

Expense Type: Airfare Expense Transaction Date: 03/23/2015 Purpose of Travel: Conferences-Administration

Ticket Number: Vendor: Southwest Airlines Class of Service: Economy

City of Purchase: West Lafayette, Indiana Payment Type: Company Paid Amount: 900.00 USD

Is Required Receipt Included?: Yes Personal Expense (do not reimburse):

Comment: airfare to conference

**Other fees that you may incur in your travels:** Please see screen shots below as examples. Select the options you need from the menu below. The items you've recently used are listed, as well as all the options available. Once you click on an item, it will take you to the screen to complete the appropriate information.

The screenshot shows the 'New Expense' form with the 'Expense Type' dropdown menu open. The menu is divided into 'Recently Used Expense Types' and 'All Expense Types'. The 'Recently Used' section includes Hotel, Meal Expense, Registrations Expense, Airfare Expense, and Personal Car Mileage. The 'All Expense Types' section is organized into categories like Airfare, Cash Advance, Communications, Contra Expense, Ground Transportation, Mileage, and Other Transportation. A blue arrow points from the introductory text to the 'Recently Used Expense Types' section.

Date	Expense	Amount	Requested
03/07/2015	Hotel MARRIOTT JW INDIANAPL2554.	\$197.73	\$197.73
03/06/2015	Fixed Meals Indianapolis, Indiana	\$35.75	\$35.75
03/06/2015	Meal Expense LOVES TRAVEL S00004598, Whil	\$8.86	\$0.00
03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
03/05/2015	Meal Expense JW HIGH VELOCITY 2554, Indian	\$29.53	\$0.00
03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianap	\$28.98	\$0.00
01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Li	\$134.00	\$134.00
<b>TOTAL AMOUNT</b>		<b>\$465.60</b>	<b>\$398.23</b>

## Parking

The screenshot shows the 'New Expense' form for a parking expense. The 'Expense Type' is set to 'Parking', the 'Transaction Date' is 03/23/2016, and the 'Business Purpose' is 'attend conference'. The 'Amount' is \$27.00 USD. The 'Vendor Name' is 'indy parking' and the 'City' is 'Indianapolis, Indiana'. The 'Payment Type' is 'Company Paid'. The 'Comment' is 'park car for conference'.

Date	Expense	Amount	Requested
03/07/2015	Hotel MARRIOTT JW INDIANAPL2554.	\$197.73	\$197.73
03/06/2015	Fixed Meals Indianapolis, Indiana	\$35.75	\$35.75
03/06/2015	Meal Expense LOVES TRAVEL S00004598, Whil	\$8.86	\$0.00
03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
03/05/2015	Meal Expense JW HIGH VELOCITY 2554, Indian	\$29.53	\$0.00
03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianap	\$28.98	\$0.00
01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Li	\$134.00	\$134.00

## Personal Car Mileage

The screenshot shows the 'New Expense' form for personal car mileage. The 'Expense Type' is 'Personal Car Mileage', the 'Transaction Date' is 03/23/2016, and the 'Purpose of Travel' is 'Conferences-Administration'. The 'From Location' is 'West Lafayette IN' and the 'To Location' is 'Indianapolis IN'. The 'Payment Type' is 'Cash'. The 'Distance' is 85 miles, resulting in an amount of \$37.38 USD. The 'Comment' is 'personal car to airport'. The 'Vehicle ID' is 'IRS Federal Rate Vehicle' and the 'Number of Passengers' is 0. A blue arrow points to the 'Mileage Calculator' link.

Date	Expense	Amount	Requested
03/07/2015	Hotel MARRIOTT JW INDIANAPL2554.	\$197.73	\$197.73
03/06/2015	Fixed Meals Indianapolis, Indiana	\$35.75	\$35.75
03/06/2015	Meal Expense LOVES TRAVEL S00004598, Whil	\$8.86	\$0.00
03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
03/05/2015	Meal Expense JW HIGH VELOCITY 2554, Indian	\$29.53	\$0.00
03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianap	\$28.98	\$0.00
01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Li	\$134.00	\$134.00

Personal car mileage – Please enter the “From” and “To” locations, and then click on the mileage calculator link. On the next screen, enter the exact addresses for the From and To locations. You can enter as many destinations on one screen

as you need. For example, from Campus to Airport to Campus. Click Calculate Route then select Add Mileage to Expense button at the bottom right of the screen.

**Mileage Calculator**

Waypoints:

- West Lafayette, N, USA (64.9 MI Personal)
- Indianapolis, N, USA (68.2 MI Personal)
- West Lafayette, N, USA

Directions:

203-215 Northwestern Ave, West Lafayette, IN 47906, USA

65.1 mi. About 1 hour 12 mins

- Head southeast on Northwestern Ave toward North St 39 ft
- Turn left onto North St 0.1 mi
- Turn left onto N Salisbury St 302 ft
- Turn right onto Wiggins St 0.3 mi
- Continue onto Old U.S. 231 0.5 mi
- Continue onto Union St 0.7 mi
- Turn right onto N 18th St 0.5 mi
- Turn left onto South St 2.9 mi
- Turn right onto the ramp to Indianapolis 0.3 mi

<input type="checkbox"/> Deduct Commute	TOTAL PERSONAL	TOTAL BUSINESS
	0.0 MI	133.1 MI

**Add Mileage to Expense** Cancel

## Taxi/Shuttle

Expenses

Date	Expense	Amount	Requested
03/07/2015	Hotel MARRIOTT JW INDIANAPL2554.	\$197.73	\$197.73
03/08/2015	Fixed Meals Indianapolis, Indiana	\$35.75	\$35.75
03/08/2015	Meal Expense LOVES TRAVEL S00004598, Whil	\$8.86	\$0.00
03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
03/05/2015	Meal Expense JW HIGH VELOCITY 2554, Indian	\$29.53	\$0.00
03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianap	\$28.98	\$0.00
01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Lr	\$134.00	\$134.00

TOTAL AMOUNT: \$465.60    TOTAL REQUESTED: \$398.23

**New Expense**

Expense Type: Taxi    Transaction Date: 03/23/2015    Purpose of Travel: Conferences-Administration

Vendor Name: 4-Star Taxi    City: Indianapolis, Indiana    Payment Type: Cash

Amount: 20.00 USD    Is Required Receipt Included?: No     Personal Expense (do not reimburse)

Comment:

**Save** Itemize Allocate Attach Receipt Cancel

Receipts for taxi, shuttle and parking under \$75.00 do not have to be attached. Make sure you put in the comment section an explanation for the expense such as “taxi from hotel to airport” or “taxi from airport to hotel” so the business office and travel office know what the transportation was for.

Once all your expenses have been imported, and you have entered any other expenses (ie: personal car mileage,), you will need to allocate all the charges. This will charge them to the funding source.

Click on the box under expenses, this will tick all the boxes so all the charges can be allocated. Click allocate (option 2) in the box beside all the charges.

Expenses

Date	Expense	Amount	Requested
03/07/2015	Hotel MARRIOTT JW INDIANAPL2554,	\$197.73	\$197.73
03/06/2015	Fixed Meals Indianapolis, Indiana	\$35.75	\$35.75
03/06/2015	Meal Expense LOVES TRAVEL S00004598, Whit	\$8.88	\$0.00
03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.75
03/05/2015	Meal Expense JW HIGH-VELOCITY 2554, Indian	\$29.53	\$0.00
03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianap	\$28.98	\$0.00
01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Lr	\$134.00	\$134.00

You have selected multiple expenses. What would you like to do?

- Delete the selected expenses
- Allocate the selected expenses
- Edit one or more fields for the selected expenses

This will take you to this screen:

Expense List

Date	Expense	Group	Amount
03/06/2015	Fixed Meals		\$35.75
03/05/2015	Fixed Meals		\$30.75
01/21/2015	Registratio...		\$134.00
Hotel			
03/05/2015	Hotel Tax		\$28.73
03/05/2015	Hotel		\$169.00

Allocations

Total: \$398.23 Allocated: \$398.23 (100%) Remaining: \$0.00 (0%)

Percentage	Account Assi...	SIO	Code
100	General Operatin		21010000/4008...

Type to search by:

Text  Code  Either  
(Code) Text

(21010000/4008040000/None) General Operating|OIRAE  
(21010000/4001003000/None) General Operating|Ofc Institutional R

Save Cancel

Done

Put your cursor in the account assignment box. Enter the account number to which your expenses are to be charged.





### Symbols on the entries:


You can float over the symbols and the system will let you know what they are.


In the sample below – the symbols are as follows:

03/07

 - receipt icon – indicates you have attached a receipt


 - indicates this is a charge that has been imported

 - indicates that this charge has been allocated (FYI – any items you have indicated as personal will NOT have an allocation icon beside them since they are \$0.00 dollar line items)

 - indicates you have made a comment about this charge

Expenses		View ▾ <<	
Date ▾	Expense	Amount	Requeste
> 03/07/2015    	<b>Hotel</b> MARRIOTT JW INDIANAPL2554, Indis	\$197.73	\$197.7
03/06/2015 	<b>Fixed Meals</b> Indianapolis, Indiana	\$35.75	\$35.7
03/06/2015  	<b>Meal Expense</b> LOVES TRAVEL S00004598, Whitestc	\$8.88	\$0.0
03/05/2015 	<b>Fixed Meals</b> Indianapolis, Indiana	\$30.75	\$30.7
03/05/2015  	<b>Meal Expense</b> JW HIGH VELOCITY 2554, Indianapol	\$29.53	\$0.0
03/05/2015  	<b>Meal Expense</b> KILROY'S BAR & GRILL, Indianapolis,	\$28.98	\$0.0
01/21/2015    	<b>Registrations Expense</b> PAYPAL *INDIANAASSO, West Lafaye	\$134.00	\$134.0

Once you have completed all of these steps, your travel should be ready to submit.

Click the  icon.

Click on the orange submit request button. You will get popups starting you are submitting this report. One popup box will disclose the report totals box. This will let you know the expenses you've processed, any amount due you (for subsistence, personal car mileage, or anything that you have paid out of your pocket except meals), and how much will be paid to JP Morgan Chase.