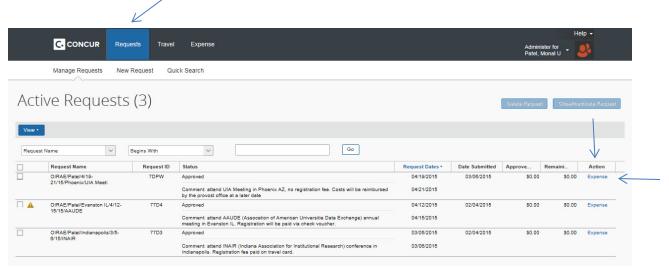
Expense Report Cheat Sheet

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.

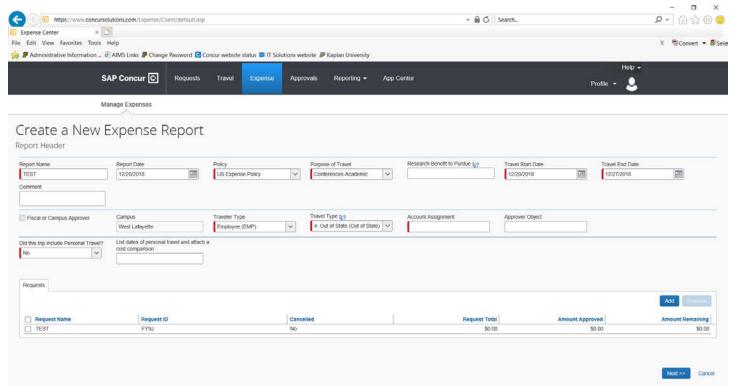


Find the travel request for this trip. On the right side of the screen, there is a column called Action, and has a blue hyperlink called expense. Click on that hyperlink and that will start an expense report. It is easier and much quicker if you use this link.

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. ©

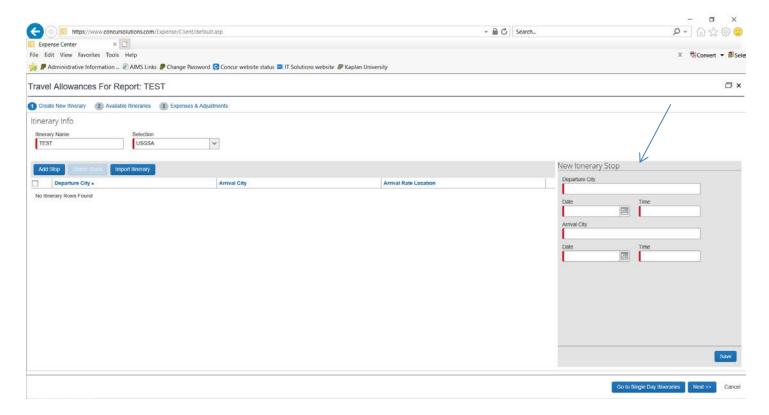
The following screen will appear:

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



Click Next>>

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



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

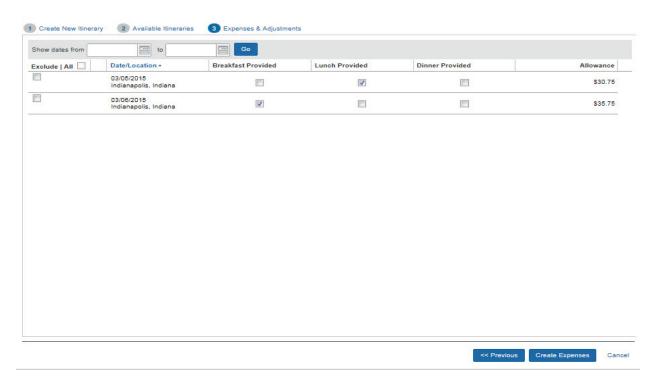
Date: Date you arrived in West Lafayette Time you arrived in West Lafayette

Save

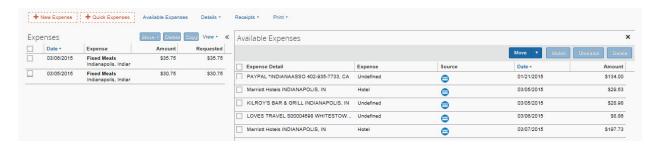
NEXT>>

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:



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:



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.

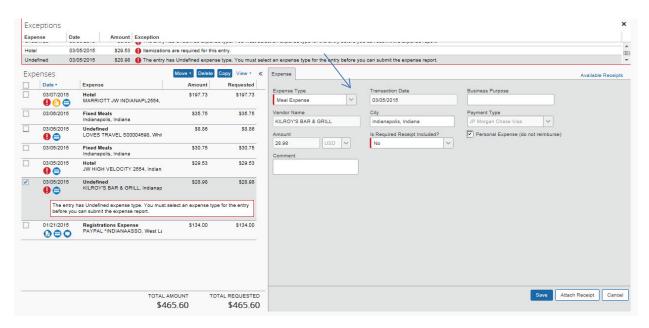
Click on the move button. In the drop down, there will be an option to Import. Click import. This should move all the expenses over to the Expenses section on the left side of the screen. You should already see all the subsistence line items (called fixed meals). Those were added when you clicked the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

To reconcile the charges:

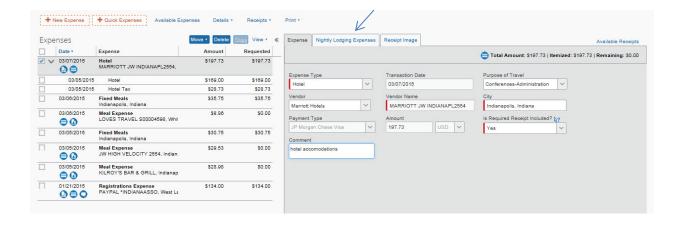
Most of the expenses will come over as "undefined". You will need to assign a category for each type of expense. To assign an expense type, click the down arrow beside the box under expense type.

Most commonly used expenses:

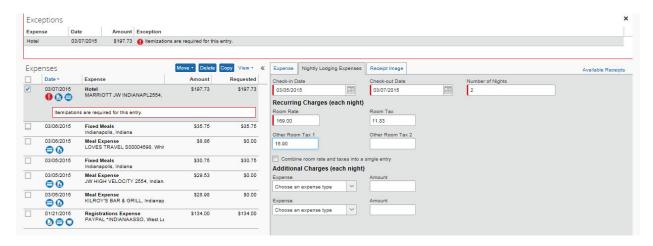
Meals expenses you incurred – those are "personal items". The expense type will be "meal expense". Click on the box beside "personal expense, do not reimburse". This is all you need to do for meals you put on your travel card. Do this for all meals. No receipt is necessary. Your meals will be reimbursed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



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.

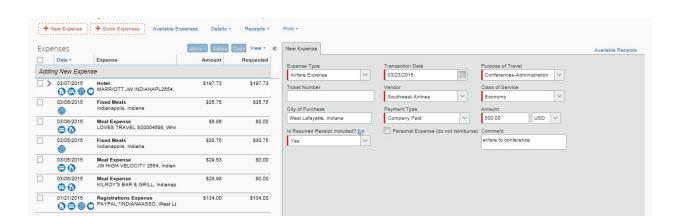


Itemize hotel charges page:

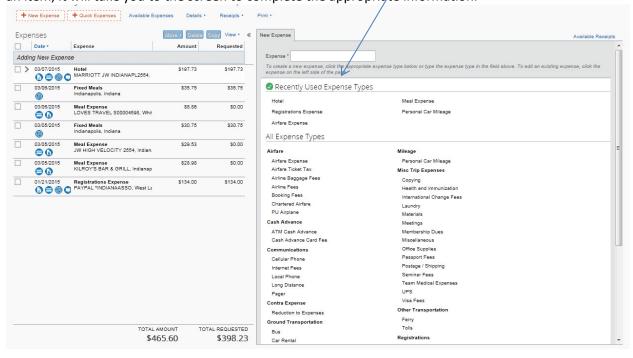


Airline fees – You can book airline fees through Altour, or from Expedia or other service providers. If you booked through Altour, the airline expense will come over, as will the e-receipt. You will need to open up the airline charge. The ticket number and vendor /vendor name will be prefilled. You will 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.



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.



Parking Move . Delete Copy View . « Expenses New Expense Date * Expense Type Adding New Expense attend conference Parking 03/23/2015 03/07/2015 Hotel MARRIOTT JW INDIANAPL2554, \$197.73 \$197.73 Vendor Name Payment Type Ö Company Paid indy parking Indianapolis, Indiana Fixed Meals Indianapolis, Indiana \$35.75 \$35.75 Personal Expense (do not reimburse) USD V 27.00 Meal Expense LOVES TRAVEL S00004598, Whit \$8.86 \$0.00 00 03/05/2015 Fixed Meals Indianapolis, Indiana \$30.75 \$30.75 park car for conference Meal Expense JW HIGH VELOCITY 2554, Indian \$29.53 \$0.00 03/05/2015

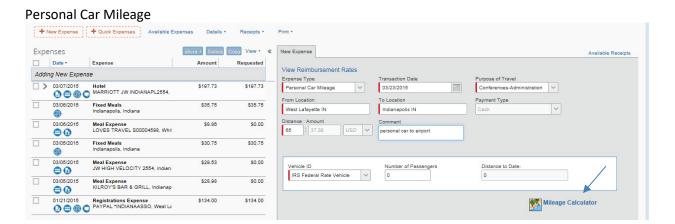
Meal Expense KILROY'S BAR & GRILL, Indianap

01/21/2015 Registrations Expense
PAYPAL *INDIANAASSO, West Ls

0

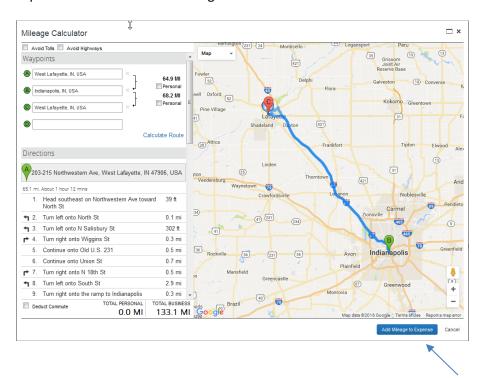
\$28.98

\$0.00

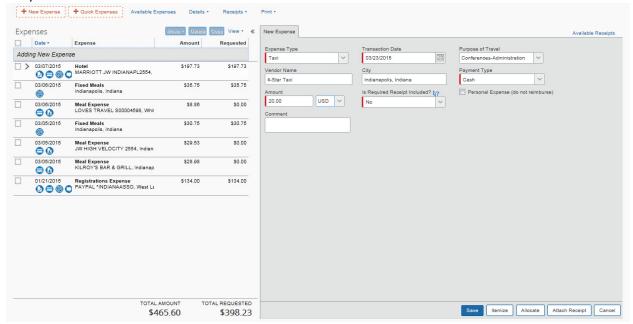


Personal car mileage – Please enter the "From" and "To" locations, and then click on the mileage calculator link. On the next screen, enter the exact addresses for the From and To locations. You can enter as many destinations on one screen

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.



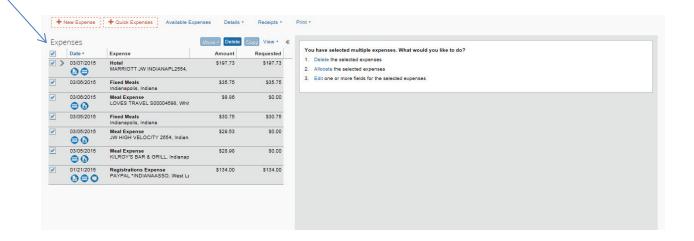




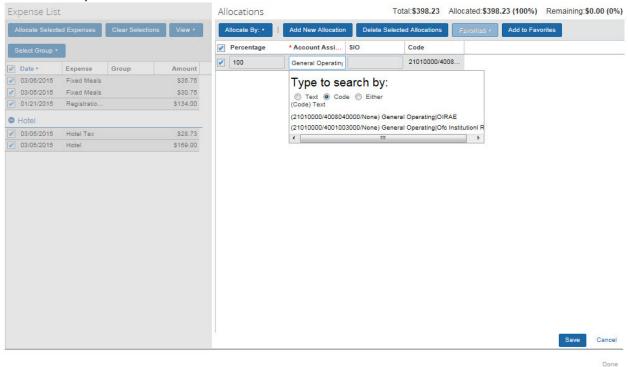
Receipts for taxi, shuttle and parking under \$75.00 do not have to be attached. Make sure you put in the comment section an explanation for the expense such as "taxi from hotel to airport" or "taxi from airport to hotel" so the business office and travel office know what the transportation was for.

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.



This will take you to this screen:



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:



oreceipt 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

	Date *	Expense	Amount	Requeste
>	03/07/2015	Hotel MARRIOTT JW INDIANAPL2554, India	\$197.73	\$197.7
	03/06/2015	Fixed Meals Indianapolis, Indiana	\$35.75	\$35.7
	03/06/2015	Meal Expense LOVES TRAVEL S00004598, Whitesto	\$8.86	\$0.0
	03/05/2015	Fixed Meals Indianapolis, Indiana	\$30.75	\$30.7
	03/05/2015	Meal Expense JW HIGH VELOCITY 2554, Indianapol	\$29.53	\$0.0
	03/05/2015	Meal Expense KILROY'S BAR & GRILL, Indianapolis,	\$28.98	\$0.0
	01/21/2015	Registrations Expense PAYPAL *INDIANAASSO, West Lafaye	\$134.00	\$134.0

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



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.