

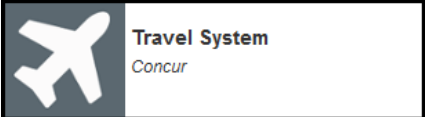
### Creating an Expense Report Quick Reference Guide

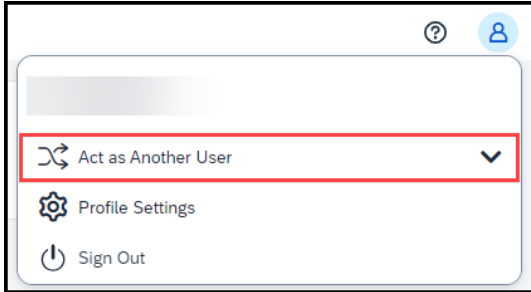
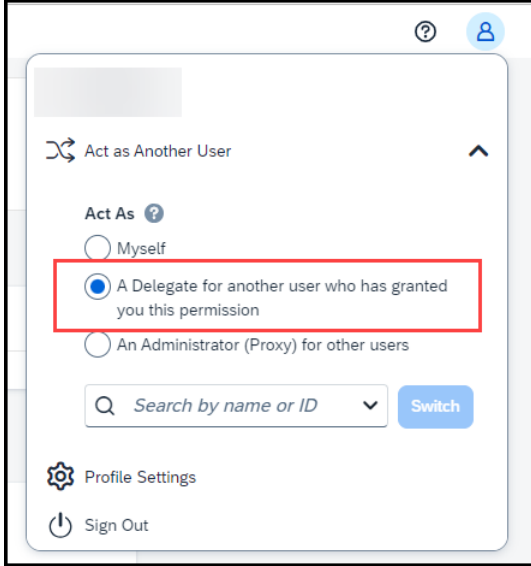
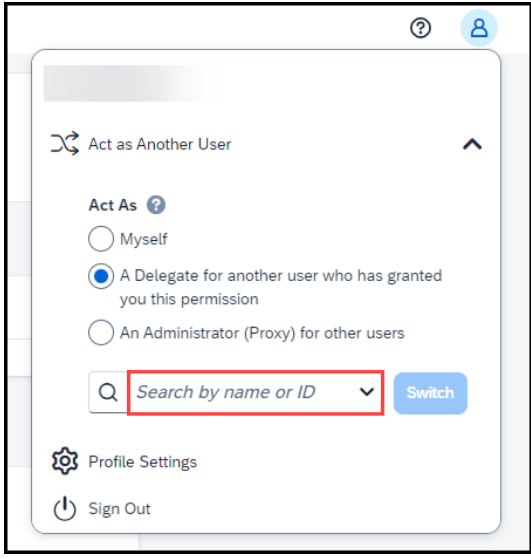
Last Updated: 09/03/2024

Expense reports can be created (and should be within 30 days) when the traveler returns from the business trip. Travelers should wait until all the Travel Card charges (associated with this trip) are listed in Concur (in the **Available Card Charges** or **Expense – View Transactions**. Charges are normally available within 6-10 business days) before submitting the expense report.

Resources: [Current Travel Guidelines](#)

Jump Links: [Log in to Concur](#), [Creating the Expense Report](#), [Calculating Travel Allowance – Building an Itinerary](#), [Calculating Travel Allowance – Importing Itinerary from Booked Flight](#), [Expenses – Importing Travel Card Charges](#), [Review and Edit Alerts – Travel Card Charges](#), [ATM Cash Advance – Travel Card](#), [Meal Expenses – Travel Card](#), [Add Expense](#), [Personal Car Mileage](#), [Hotel](#), [Fixed Meal Expense](#), [Personal Expense](#), [Reduction to Expenses](#), [Receipts](#), [Allocations](#), [Review Report Details](#), [Submit Expense Report](#), [Report Approvals](#)

<b>Log In To Concur</b>	
<p>Go to the <b>OneCampus Portal</b>.</p> <p>Choose <b>Travel System (Concur)</b> to log in to Concur.</p> <p>Log in using your <b>Purdue Career Account Username</b> and <b>Password</b>.</p> <p>Click <b>Log in</b>.</p>	<p><a href="http://one.purdue.edu/">http://one.purdue.edu/</a></p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; padding: 10px;"> <p><b>Purdue Login</b></p> <p><b>Career Account Username</b></p> <input style="width: 100%; border: 1px solid #ccc; margin-bottom: 5px;" type="text"/> <p><b>Password</b></p> <input style="width: 100%; border: 1px solid #ccc; margin-bottom: 5px;" type="password"/> <p><a href="#">Need help?</a> <span style="float: right; border: 1px solid black; padding: 2px 10px;"><b>Log in</b></span></p> <p><small><b>Note:</b> Unauthorized access or misuse of computer resources or disclosure of sensitive information may result in disciplinary or legal action. Read Purdue's <a href="#">Acceptable Use Policy</a>.</small></p> </div>
<p>If creating on behalf of another traveler, click <b>Profile</b>.</p>	<div style="border: 1px solid black; padding: 10px;"> <div style="text-align: right; margin-bottom: 5px;"> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px;">?</span> <span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">👤</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input style="width: 100%; border: none;" type="text"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>↻ Act as Another User</span> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span>⚙️ Profile Settings</span> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <span>🔌 Sign Out</span> </div> </div>

<p>Click <b>Act as Another User</b>.</p>	 <p>A screenshot of a user profile menu. At the top, there is a question mark icon and a user icon. Below them is a search bar. The menu items are: 'Act as Another User' (highlighted with a red box), 'Profile Settings' (with a gear icon), and 'Sign Out' (with a power icon).</p>
<p>Select <b>A Delegate for another user who has granted you this permission</b>.</p>	 <p>A screenshot of the 'Act as Another User' dialog. It shows the 'Act As' section with three radio button options: 'Myself', 'A Delegate for another user who has granted you this permission' (selected and highlighted with a red box), and 'An Administrator (Proxy) for other users'. Below the options is a search bar with the text 'Search by name or ID' and a 'Switch' button. At the bottom are 'Profile Settings' and 'Sign Out' options.</p>
<p>Select user name from drop-down menu, or search by entering name.</p>	 <p>A screenshot of the 'Act as Another User' dialog, similar to the previous one. The search bar, which contains the text 'Search by name or ID', is highlighted with a red box. The 'A Delegate for another user who has granted you this permission' option remains selected.</p>

Click **Switch**.

The screenshot shows a user interface for switching users. It includes a search bar, a 'Switch' button (highlighted in red), and options for 'Act As' (Myself, Delegate, Administrator). Other options like 'Profile Settings' and 'Sign Out' are visible at the bottom.

**Creating an Expense Report**

An Expense Report can be created directly from a Travel Request or by starting a blank report if no Travel Request was submitted prior to travel.

**From a Travel Request**

From the Concur home page, click **Home**.  
 Click **Requests**.

The screenshot shows the SAP Concur navigation menu. The 'Home' dropdown is open, and the 'Requests' option is highlighted with a red box. Other options include Travel, Expense, Reporting, Intelligence, and App Center.

Find associated travel request from list and click to select.

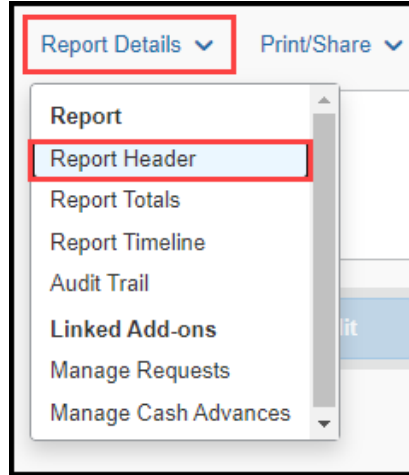
The screenshot shows the 'Manage Requests' page with a 'REQUEST LIBRARY' section. A 'Create New Request' button is highlighted with a red box. Below it, a list of requests is shown, with one card for 'Trip from Indianapolis to Dallas' (dated 08/11/2022) also highlighted with a red box.

Request Title	Amount	Status	Approval Date
Trip from Indianapolis to Fort Myers	\$508.49	Approved	12/05/2022
Trip from Indianapolis to Dallas	\$760.29	Approved	09/12/2022
Trip from Indianapolis to San Francisco	\$881.02	Approved	08/13/2022
Trip from Indianapolis to Dallas	\$864.16	Approved	08/11/2022

Click **Create Expense Report**.

The screenshot shows a 'More Actions' dropdown menu with the 'Create Expense Report' option highlighted with a red box.

Click **Report Details**, then click **Report Header**.



Information from the Travel Request Header is transferred to the **Expense Report Header**.

- ✓ Verify the **Report Header** information is still correct. Make changes if necessary.
- ✓ Add any needed travel details, including business purpose, in the **Comment** box. Comments from Travel Request do not pass through to Expense Report.

A screenshot of the 'Report Header' form. The title bar shows 'Report Header' and a close button. Below the title bar, it says 'Trip from Indianapolis to Dallas | \$0.00'. The form contains several fields: 'Report Name' (Trip from Indianapolis to Dallas), 'Report Date' (08/10/2022), 'Policy' (US Expense Policy), 'Purpose of Travel' (Business meetings), 'Research Benefit to Purdue' (empty), 'Travel Start Date' (08/11/2022), 'Travel End Date' (08/12/2022), 'Report Currency' (US, Dollar), 'Approval Status' (Not Submitted), 'Fiscal or Campus Approver' (checkbox), 'Campus' (West Lafayette), 'Traveler Type' (Employee (EMP)), 'Travel Type' (4. Out of State (Out of State)), 'Account Assignment' ((21010000/1050000000/3200002209) General Operating|Colle...), 'Approver Object' (Search by Text), 'Did this trip include Personal Travel?' (No), and 'List dates of personal travel and attach a cost comparison' (empty). There is also a 'Created by Purdue Travel' checkbox and a 'Comment' field at the bottom.

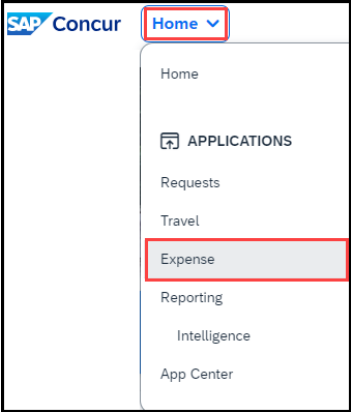
Click the **No, I do not want to claim Travel Allowance** radio button if travel did not exceed 12 hours or you **do not** want to claim travel allowance.

Click **Save**.

A screenshot of a dialog box titled 'Claim Travel Allowance'. It asks 'Was your trip more than 12 hours?'. There are two radio buttons: 'Yes, I want to claim Travel Allowance' and 'No, I do not want to claim Travel Allowance'. The 'No' option is selected and highlighted with a red rectangular box. At the bottom of the dialog, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangular box.

<p>Click <b>Yes, I want to claim Travel Allowance</b> if travel exceeded 12 hours and you want to claim travel allowance.</p> <p>Click <b>Save</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Claim Travel Allowance</b></p> <p>Was your trip more than 12 hours?</p> <p> <input checked="" type="radio"/> Yes, I want to claim Travel Allowance  <input type="radio"/> No, I do not want to claim Travel Allowance                 </p> <p style="text-align: right; font-size: small;">Next: Create report and add itinerary details for your travel allowances</p> <p style="text-align: right;"> <span style="border: 1px solid black; padding: 2px 5px;">Cancel</span> <span style="border: 1px solid black; padding: 2px 5px; color: blue; font-weight: bold;">Next</span> </p> </div>
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### Blank Report – No Travel Request

<p>From the Concur home page, click <b>Home</b>.</p> <p>Click <b>Expense</b>.</p>	<div style="border: 1px solid black; padding: 5px;">  </div>
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<p>Click <b>Create New Report</b>.</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;">  </div>
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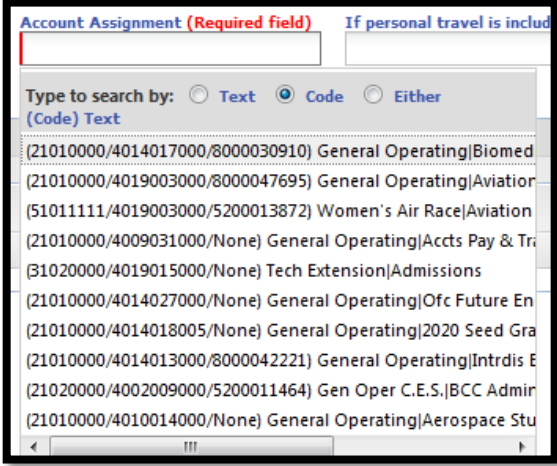
Complete all required fields on the **Report Header**. All required fields are noted with a red asterisk.

**Create New Report** ✕

Create From an Approved Request

Report Name * <input type="text"/>	Report Date <input type="text" value="08/10/2022"/>	Policy * <input type="text" value="US Expense Policy"/>
Purpose of Travel * <input type="text" value="None Selected"/>	Research Benefit to Purdue ? <input type="text"/>	Travel Start Date * <input type="text" value="MM/DD/YYYY"/>
Travel End Date * <input type="text" value="MM/DD/YYYY"/>	<input type="checkbox"/> Fiscal or Campus Approver	Campus <input type="text" value="West Lafayette"/>
Traveler Type * <input type="text" value="Employee (EMP)"/>	Travel Type * <input type="text" value="Search by Text"/>	Account Assignment * <input type="text" value="Search by Code"/>
Approver Object <input type="text" value="Search by Text"/>		
Did this trip include Personal Travel? * <input type="text" value="None Selected"/>	List dates of personal travel and attach a cost comparison <input type="text"/>	
<input type="checkbox"/> Created by Purdue Travel		
Comment <input type="text"/>		

<b>Report Name</b>	Use the naming convention supplied by the business office. (40 character max).
<b>Report Date</b>	Automatically set to current date.
<b>Policy</b>	Defaults to <b>US Expense Policy</b> .
<b>Purpose of Travel</b>	Select best option from down-down menu.

	<p><u>NOTE</u>: When option related to research is selected, the business purpose is required in the <b>Comment</b> box.</p>
<b>Research Benefit to Purdue</b>	<p><u>NOTE</u>: When option related to research is selected, the benefit of research is required in the <b>Research Benefit to Purdue</b> box.</p>
<b>Travel Start Date</b>	Type date or choose from calendar.
<b>Travel End Date</b>	Type date or choose from calendar.
<b>Traveler Type</b>	Select <b>Employee (EMP)</b> .
<b>Travel Type</b>	<p>Select One: In State, International, International - Under Warning, Out of State.</p> <p><u>NOTE</u>: If travel type is International or International – Under Warning, list all cities and countries that will be visited in the <b>Comment</b> box.</p> <p>For a list of countries with travel warnings, visit the Department of State website at: <a href="http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html">http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html</a>.</p> <p>Risk Management provides insurance for all international travel.</p>
<b>Account Assignment</b>	<p>Click in the <b>Account Assignment</b> text box.</p> <p>The <b>CODE</b> radio button is selected by default.</p> <ul style="list-style-type: none"> <li>Type an asterisk (*), followed by the account number.</li> </ul> <p>Or</p> <p>Search by <b>TEXT</b>:</p> <ul style="list-style-type: none"> <li>Change the radio button to <b>TEXT</b> and type an asterisk (*) followed by the account name.</li> </ul>  <p><u>NOTE</u>: Use the primary and most restrictive account assignment. If all accounts are equally restrictive, list the account that is paying for the majority.</p>
<b>Personal Travel</b>	<p>List any dates to be used as personal time.</p> <p>Domestic Travel – Airfare reimbursement is capped at \$550.</p> <p>International Travel – Must submit a <a href="#">Cost Comparison</a>.</p>
<b>Comment</b>	<p>Enter any comments relevant to this request.</p> <p><u>NOTE</u>: When <b>Purpose of Travel</b> is related to research, the business purpose is required in the <b>Comment</b> box.</p>
<b>Claim Travel Allowance</b>	Select <b>Yes</b> or <b>No</b> .

<p>Click the <b>No, I do not want to claim Travel Allowance</b> radio button if travel did not exceed 12 hours or you <u>do not</u> want to claim travel allowance.</p> <p>Click <b>Save</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Claim Travel Allowance</b> Was your trip more than 12 hours?</p> <p> <input type="radio"/> Yes, I want to claim Travel Allowance  <input checked="" type="radio"/> <b>No, I do not want to claim Travel Allowance</b> </p> <p style="text-align: right;"> <span>Cancel</span> <span style="border: 1px solid red; padding: 2px 5px;">Save</span> </p> </div>
<p>Click <b>Yes, I want to claim Travel Allowance</b> if travel exceeded 12 hours and you want to claim travel allowance.</p> <p>Click <b>Save</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p><b>Claim Travel Allowance</b> Was your trip more than 12 hours?</p> <p> <input checked="" type="radio"/> <b>Yes, I want to claim Travel Allowance</b>  <input type="radio"/> No, I do not want to claim Travel Allowance                 </p> <p style="text-align: right; font-size: small;">Next: Create report and add itinerary details for your travel allowances</p> <p style="text-align: right;"> <span>Cancel</span> <span style="border: 1px solid red; padding: 2px 5px;">Next</span> </p> </div>
<b>Calculating Travel Allowance (Subsistence) – Building an Itinerary</b>	
<p>The <b>Travel Allowances for Report</b>, when completed, calculates subsistence for the travel event. Travel Allowance is based on location of University business. Travel status must be 12 or more hours to request subsistence. Review <a href="#">Travel Webpage – Subsistence</a> for more information.</p> <p>At minimum, two <b>New Itinerary Stops</b> must be created.</p> <p>If subsistence is limited (below the CONUS rates) click <b>Cancel</b>. Enter the limited amount by following the <a href="#">Fixed Meal Expense</a> instructions in this document.</p>	
<p>Click <b>Travel Allowance</b>, then click <b>Manage Travel Allowance</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px; text-align: center;">             Travel Allowance ▾         </div> <div style="border: 1px solid red; padding: 2px; text-align: center;">             Manage Travel Allowance         </div> </div>
<p>Click <b>Create New Itinerary</b>.</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small;">Travel Allowances For Report: Trip from Indianapolis to Houston</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid gray; border-bottom: 1px solid gray; padding: 2px 5px;"> <span style="border: 1px solid red; padding: 2px 5px;">Create New Itinerary</span> <span>Available Itineraries</span> <span>Expenses &amp; Adjustments</span> </div> <p style="font-size: small;">Itinerary Info</p> </div>

For all travel that does not include a flight, or for travel with air tickets where the destination is not the place of business, the itinerary must be built.

Complete:

- **Departure from (city)**
- **Date** of departure
- **Time** of departure
- **Arrive in (city)**
- **Date** of arrival
- **Time** of arrival

**NOTE:** Layovers are not to be included as itinerary stops

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary   2 Available Itineraries   3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip from Indianapolis to Houstc  
 Selection: USGSA

Add Stop   Delete Rows   Import Itinerary

<input type="checkbox"/>	Departure City +	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Depart from (city):

Date:

Time:

Arrive in (city):

Date:

Time:

Click **Save** and repeat above steps for return travel.

Save

The two lines itinerary stops displayed to the right indicate subsistence will be calculated according to CONUS rates for Houston, Texas for the dates entered.

Travel Allowances For Report: Trip from Indianapolis to Houston

1 Edit Itinerary   2 Available Itineraries   3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip from Indianapolis to Houstc  
 Selection: USGSA

Add Stop   Delete Rows   Import Itinerary

<input type="checkbox"/>	Departure City +	Arrival City	Arrival Rate Location
<input type="checkbox"/>	West Lafayette, Indiana 05/15/2015 08:00 AM	Houston, Texas 05/15/2015 02:00 PM	HARRIS COUNTY, US-TX,...
<input type="checkbox"/>	Houston, Texas 05/16/2015 05:00 PM	West Lafayette, Indiana 05/16/2015 11:00 PM	TIPPECANOE COUNTY, U...

New Itinerary Stop

Depart from (city): West Lafayette, Indiana

Date:

Example of Itinerary that includes multiple business locations for subsistence:

<input type="checkbox"/>	Departure City +	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Indianapolis, Indiana 11/19/2012 10:54 AM	Newark apt, New Jersey 11/19/2012 12:59 PM	ESSEX COUNTY, US-NJ, US
<input type="checkbox"/>	Newark apt, New Jersey 11/19/2012 3:00 PM	Orlando, Florida 11/19/2012 6:00 PM	ORANGE COUNTY, US-FL, US
<input type="checkbox"/>	Orlando, Florida 11/23/2012 2:20 PM	Miami, Florida 11/23/2012 3:25 PM	MIAMI-DADE COUNTY, US-FL,...
<input type="checkbox"/>	Miami, Florida 11/23/2012 6:55 PM	Indianapolis, Indiana 11/23/2012 9:45 PM	MARION COUNTY, US-IN, US

New Itinerary Stop

Depart from (city): Newark apt, New Jersey

Date:

Time:

Arrive in (city):

Click **Next>>**.

Go to Single Day Itineraries

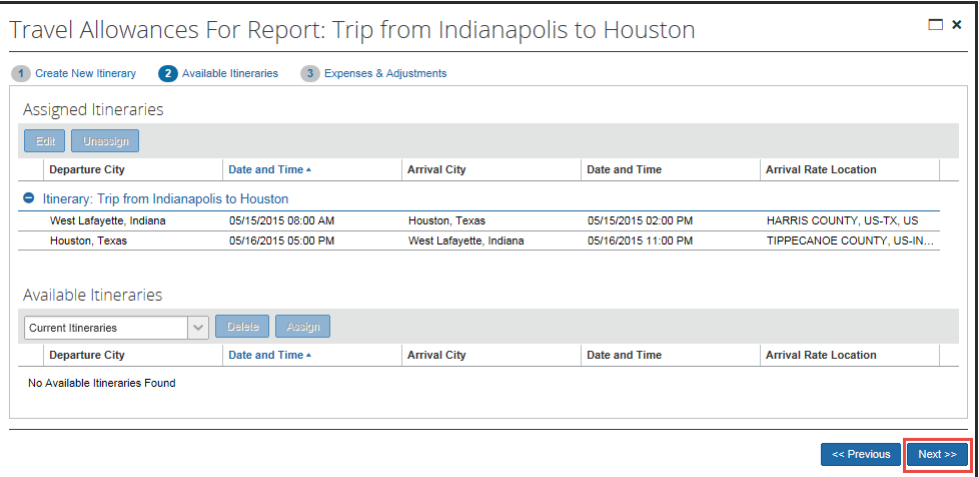
Next >>

Cancel

The **Assigned Itinerary** is displayed.

Click **Next>>**.

*\*\*If changes are required, click the displayed Itinerary and select **Edit**.*



Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
<b>Itinerary: Trip from Indianapolis to Houston</b>				
West Lafayette, Indiana	05/15/2015 08:00 AM	Houston, Texas	05/15/2015 02:00 PM	HARRIS COUNTY, US-TX, US
Houston, Texas	05/16/2015 05:00 PM	West Lafayette, Indiana	05/16/2015 11:00 PM	TIPPECANOE COUNTY, US-IN...

Available Itineraries

Current Itineraries [v] Delete Assign

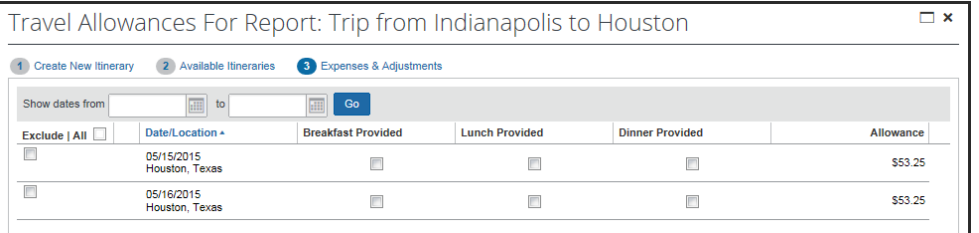
Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous **Next >>**

Indicate the meals that were provided while traveling by selecting the appropriate checkboxes.

If personal travel was included, click the check box next to the date to **Exclude** travel allowance for entire day.

NOTE: Travel Allowance is automatically calculated at 75% for the first and last day of travel.



Travel Allowances For Report: Trip from Indianapolis to Houston

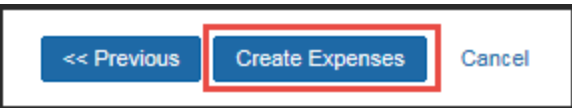
1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [ ] to [ ] Go

Exclude   All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	05/15/2015 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25
<input type="checkbox"/>	05/16/2015 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

Click **Create Expenses**.

Travel Allowance is imported to Expense Report as **Fixed Meals**.

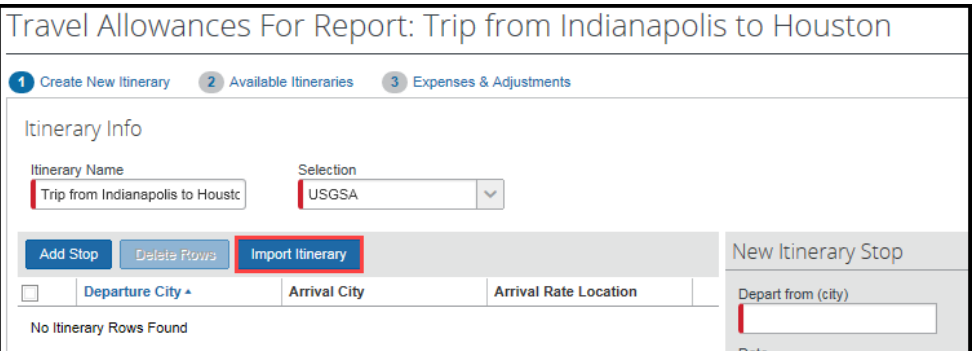


<< Previous **Create Expenses** Cancel

### Calculating Travel Allowance (Subsistence) – Importing Itinerary from Booked Flight

For travel that includes a booked flight in Concur, the itinerary can be imported. (Assuming the business location is part of the flight itinerary.)

Click **Import Itinerary**.



Travel Allowances For Report: Trip from Indianapolis to Houston

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Trip from Indianapolis to Houstc Selection: USGSA

Add Stop Delete Rows **Import Itinerary**

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Depart from (city): [ ]

Choose the **Description** and **Dates** that match the trip for which you are preparing an expense report.

Click **Import**.

### Select trips and charges to use to create this itinerary ✕

<input type="checkbox"/>	Description	Start Date ▲	End Date
<input type="checkbox"/>	Trip from Chicago to Nashville (2SOE5P)	12/08/2014 08:50...	12/09/2014 11:59...
<input type="checkbox"/>	Trip from Indianapolis to Houston (YXXLXT)	05/15/2015 08:30...	05/16/2015 11:59...
<input type="checkbox"/>	Holiday Inn	05/17/2015 11:59...	05/18/2015 11:59...
<input type="checkbox"/>	Trip from Indianapolis to Houston (DNNOGK)	05/21/2015 08:30...	05/22/2015 11:59...
<input type="checkbox"/>	Trip from Indianapolis to Houston (TZFFFU)	07/15/2015 08:00...	07/16/2015 11:59...
<input type="checkbox"/>	Preferred Hotels	07/21/2015 11:59...	07/22/2015 11:59...

Review imported itinerary, and edit/delete/add appropriate itinerary stops, as needed.

Click **Next**.

### Travel Allowances For Report: Trip from Indianapolis to Orlando ✕

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Itinerary Info**

Itinerary Name: Trip from Indianapolis to Orlando      Selection: USGSA

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Indianapolis, Indiana 02/03/2014 08:38 AM	Chicago O'Hare Internation... 02/03/2014 08:52 AM	COOK COUNTY, US-IL, US
<input type="checkbox"/>	Chicago O'Hare Internation... 02/03/2014 10:36 AM	Orlando, Florida 02/03/2014 02:11 PM	ORANGE COUNTY, US-FL, US
<input type="checkbox"/>	Orlando, Florida 02/04/2014 03:00 PM	Philadelphia, Pennsylvania 02/04/2014 05:23 PM	PHILADELPHIA COUNTY, US-P...
<input type="checkbox"/>	Philadelphia, Pennsylvania 02/04/2014 08:47 PM	Indianapolis, Indiana 02/04/2014 10:49 PM	MARION COUNTY, US-IN, US

**New Itinerary Stop**

Depart from (city)

Date

Time

Arrive in (city)

Date

The **Assigned Itinerary** is displayed.

Click **Next>>**.

*\*\*If changes are required, click the displayed Itinerary and select **Edit**.*

### Travel Allowances For Report: Trip from Indianapolis to Houston ✕

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Assigned Itineraries**

<input checked="" type="checkbox"/>	Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
<b>Itinerary: Trip from Indianapolis to Houston</b>					
<input type="checkbox"/>	West Lafayette, Indiana	05/15/2015 08:00 AM	Houston, Texas	05/15/2015 02:00 PM	HARRIS COUNTY, US-TX, US
<input type="checkbox"/>	Houston, Texas	05/16/2015 05:00 PM	West Lafayette, Indiana	05/16/2015 11:00 PM	TIPPECANOE COUNTY, US-IN...

**Available Itineraries**

Current Itineraries

<input type="checkbox"/>	Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found					

Indicate the meals that were provided while traveling by selecting the appropriate checkboxes.

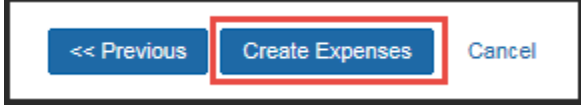
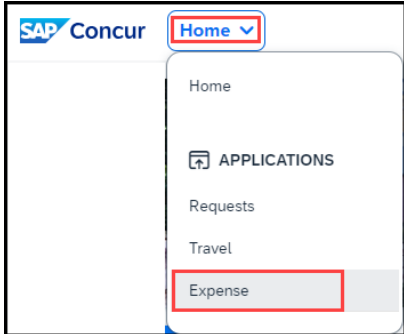
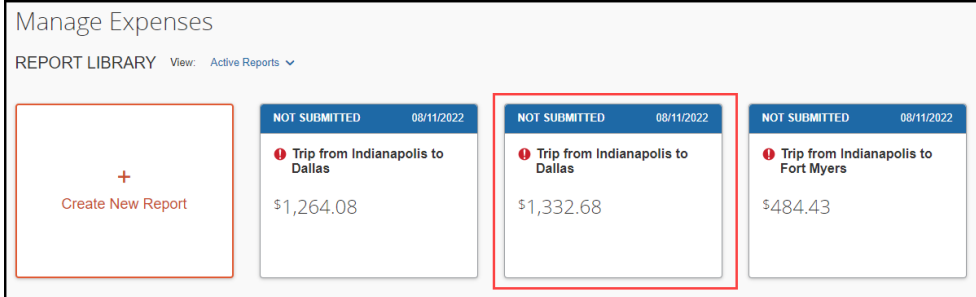
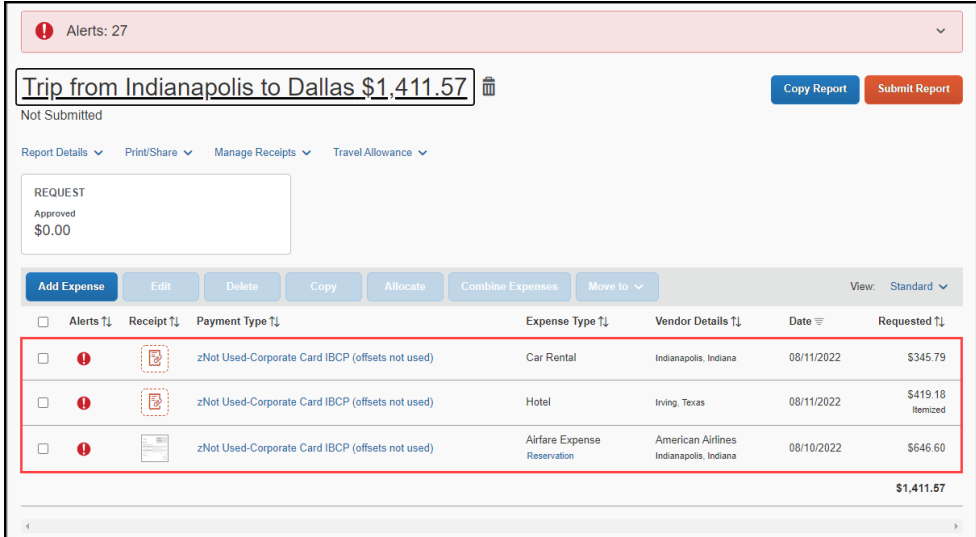
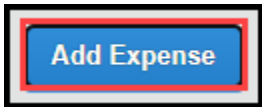
If personal travel was included, click the check box next to the date to **Exclude** travel allowance for entire day.

### Travel Allowances For Report: Trip from Indianapolis to Houston ✕

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from  to

<input type="checkbox"/>	Exclude   All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	<input type="checkbox"/>	05/15/2015 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25
<input type="checkbox"/>	<input type="checkbox"/>	05/16/2015 Houston, Texas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.25

<p><u>NOTE:</u> Travel Allowance is automatically calculated at 75% for the first and last day of travel.</p>																																									
<p>Click <b>Create Expenses</b>.</p> <p>Travel Allowance is imported to Expense Report as <b>Fixed Meals</b>.</p>																																									
<b>Expenses – Importing Travel Card Charges</b>																																									
<p>Click <b>Expense</b>.</p>																																									
<p>Find associated Expense from list and click to select.</p>																																									
<p>The <b>Expense Report</b> will open.</p> <p><b>Expenses</b> (charges made to the Travel Visa Card) are automatically imported into the expense report, when applicable. These charges usually match the booked segments in the travel request.</p>	 <table border="1" data-bbox="570 1549 1507 1717"> <thead> <tr> <th><input type="checkbox"/></th> <th>Alerts</th> <th>Receipt</th> <th>Payment Type</th> <th>Expense Type</th> <th>Vendor Details</th> <th>Date</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>!</td> <td></td> <td>zNot Used-Corporate Card IBCP (offsets not used)</td> <td>Car Rental</td> <td>Indianapolis, Indiana</td> <td>08/11/2022</td> <td>\$345.79</td> </tr> <tr> <td><input type="checkbox"/></td> <td>!</td> <td></td> <td>zNot Used-Corporate Card IBCP (offsets not used)</td> <td>Hotel</td> <td>Irving, Texas</td> <td>08/11/2022</td> <td>\$419.18 Itemized</td> </tr> <tr> <td><input type="checkbox"/></td> <td>!</td> <td></td> <td>zNot Used-Corporate Card IBCP (offsets not used)</td> <td>Airfare Expense Reservation</td> <td>American Airlines Indianapolis, Indiana</td> <td>08/10/2022</td> <td>\$646.60</td> </tr> <tr> <td colspan="7"></td> <td style="text-align: right;"><b>\$1,411.57</b></td> </tr> </tbody> </table>	<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	<input type="checkbox"/>	!		zNot Used-Corporate Card IBCP (offsets not used)	Car Rental	Indianapolis, Indiana	08/11/2022	\$345.79	<input type="checkbox"/>	!		zNot Used-Corporate Card IBCP (offsets not used)	Hotel	Irving, Texas	08/11/2022	\$419.18 Itemized	<input type="checkbox"/>	!		zNot Used-Corporate Card IBCP (offsets not used)	Airfare Expense Reservation	American Airlines Indianapolis, Indiana	08/10/2022	\$646.60								<b>\$1,411.57</b>
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested																																		
<input type="checkbox"/>	!		zNot Used-Corporate Card IBCP (offsets not used)	Car Rental	Indianapolis, Indiana	08/11/2022	\$345.79																																		
<input type="checkbox"/>	!		zNot Used-Corporate Card IBCP (offsets not used)	Hotel	Irving, Texas	08/11/2022	\$419.18 Itemized																																		
<input type="checkbox"/>	!		zNot Used-Corporate Card IBCP (offsets not used)	Airfare Expense Reservation	American Airlines Indianapolis, Indiana	08/10/2022	\$646.60																																		
							<b>\$1,411.57</b>																																		
<p>For travel card charges that were not automatically imported, click <b>Add Expense</b>.</p>																																									

From the **Available Expenses** tab, scroll and select (by marking the checkbox) the charges to be assigned to this report.

Click **Add to Report**.

### Add Expense ✕


99+
Available Expenses

+
Create New Expense

<input checked="" type="checkbox"/>	zNot Used-Corporate Card IBCP (offsets not used)	Airfare Expense	American Airlines Indianapolis, Indiana	08/11/2022	\$319.15
<input checked="" type="checkbox"/>	zNot Used-Corporate Card IBCP (offsets not used)	Car Rental		08/11/2022	\$410.97
<input checked="" type="checkbox"/>	zNot Used-Corporate Card IBCP (offsets not used)	Hotel	Irving, Texas	08/11/2022	\$317.84

Close
Add To Report

## Review and Edit Alerts – Travel Card Charges

Items that are missing information or that require additional information will be marked with a red exception  icon. Click the icon to view what additional information is needed.


! Alerts: 27

EXPENSE | Hotel | 08/11/2022 | \$419.18

- ! Missing required field: Vendor, Vendor Name. [View](#)
- ! This expense has itemizations with missing required fields. [View](#)
- ! This itemized entry has sub-entries with one or more exceptions. [View](#)
- ! You must attach a receipt image to this expense. [View](#)

ITEMIZATION | Undefined | 08/10/2022 | \$2.57

- ! The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. [View](#)

**Trip from Indianapolis to Dallas \$1,411.57** 

Copy Report
Submit Report

Not Submitted




Report Details Print/Share Manage Receipts Travel Allowance

REQUEST

Approved

\$0.00

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to
View: Standard

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		zNot Used-Corporate Card IBCP (offsets not used)	Car Rental	Indianapolis, Indiana	08/11/2022	\$345.79
<input type="checkbox"/>		zNot Used-Corporate Card IBCP (offsets not used)	Hotel	Irving, Texas	08/11/2022	\$419.18 Itemized
<input type="checkbox"/>		zNot Used-Corporate Card IBCP (offsets not used)	Airfare Expense Reservation	American Airlines Indianapolis, Indiana	08/10/2022	\$646.60
						\$1,411.57

**NOTE:** Expenses listed as **Undefined** must have an expense type assigned.

To open details of an expense, click the **View** button under **Alerts**, and the details will open.

**Alerts: 27**

EXPENSE | Hotel | 08/11/2022 | \$419.18

- ! Missing required field: Vendor, Vendor Name. View
- ! This expense has itemizations with missing required fields. [View](#)
- ! This itemized entry has sub-entries with one or more exceptions. [View](#)
- ! You must attach a receipt image to this expense. [View](#)

Complete all required fields on the on the **Details** tab. All required fields are noted with a red asterisk.

Helpful Hints:

- **Airline** – requires “Class of Service” to be completed.
- **Car Rental** – requires “Class of Service” to be completed.
- **Hotel** – vendor name may not be included, and needs completed. Select “Other” if the name is not included in the drop-down list.

Details

Itemizations

\* Required field

Expense Type \*

Check-in Date \*   Check-out Date \*  Nights:

Transaction Date  Purpose of Travel

Vendor \*  City \*

Payment Type

Amount  Currency

Is Required Receipt Included? \*  \*Account Assignment \*

Comment

Review **Hotel Expense itemization**, if applicable.

08/11/2022 | Hampton Inns | Corporate Card

Details

Itemizations

Amount	Itemized	Remaining
\$419.18	\$419.18	\$0.00

If the hotel charge was not imported itemized, click the hotel expense to see the details on the right and select **Create Itemization**.

08/11/2022 | Hampton Inns | Corporate Card

Details

Itemizations

Amount	Itemized	Remaining
\$419.18	\$419.18	\$0.00

Create Itemization

More Actions v

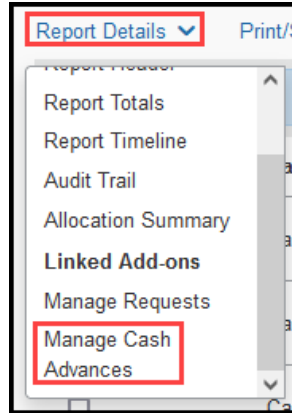
### ATM Cash Advance – Travel Card

There are two methods for reconciling ATM Cash Advances, (1) Itemizing or (2) Marking as Personal Expense.

#### 1. Itemize ATM Cash Advance

Click **Report Details**.

Click **Manage Cash Advances**.



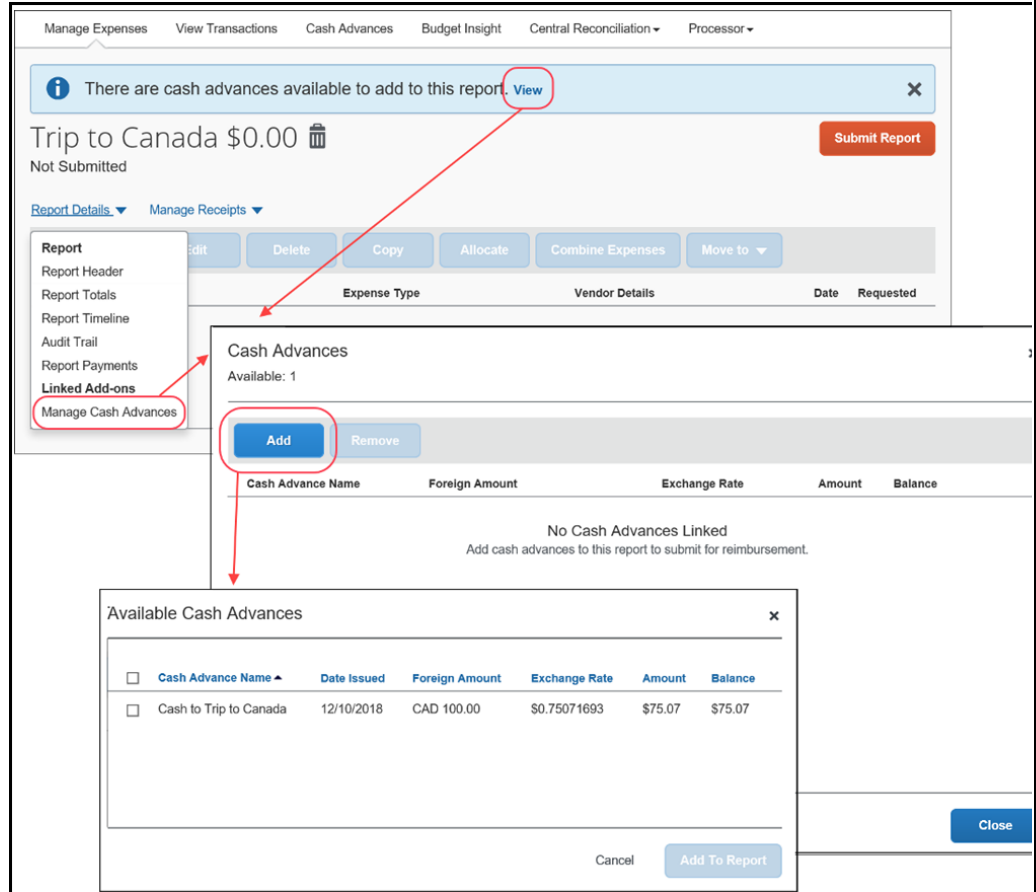
The Cash Advances page appears.

Either:

1. Use a cash advance that appears on the page.

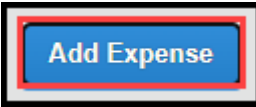
Or

2. Click **Add**. The **Available Cash Advances** page appears.
  - Select the desired cash advance.
  - Click **Add to Report**.

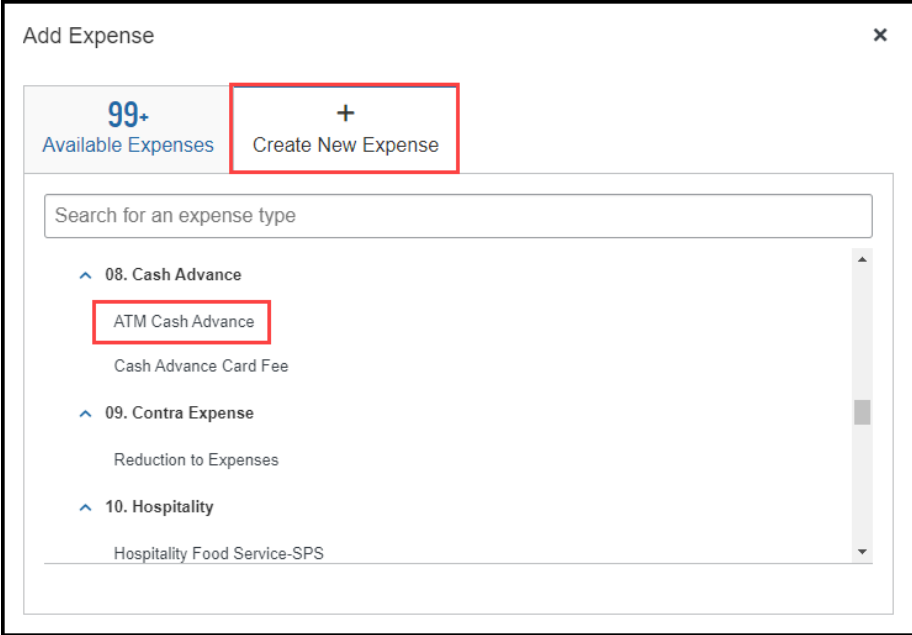


**2. Mark ATM Cash Advance as Personal Expense**

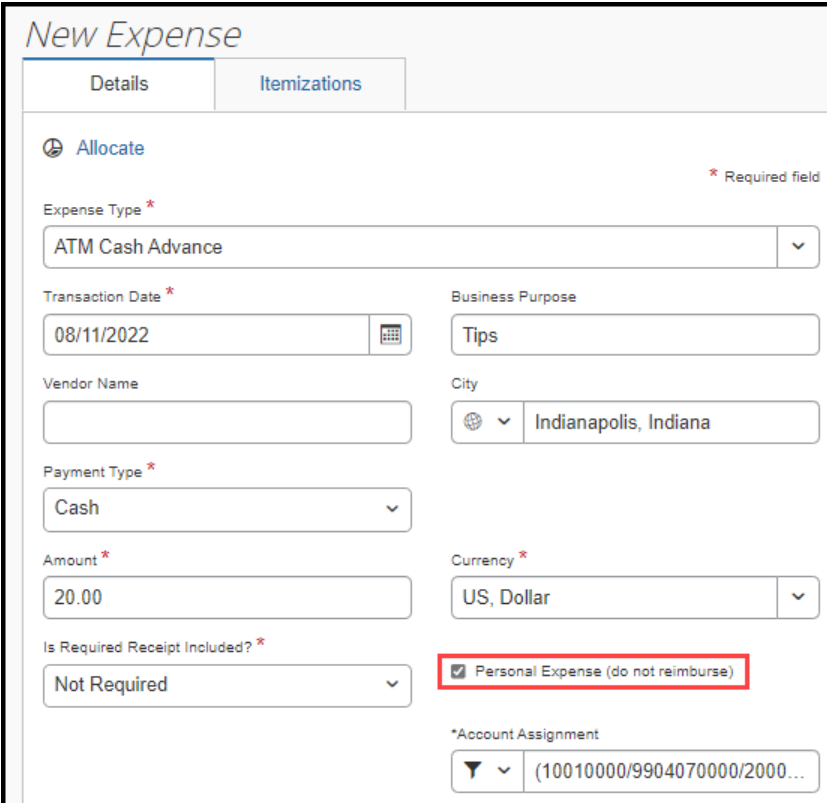
Click **Add Expense**.




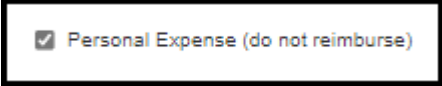

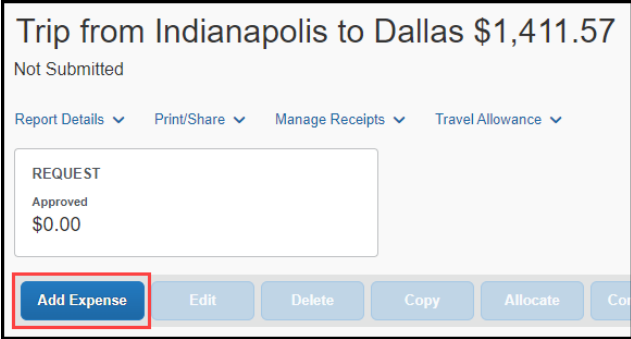


From the **Create New Expense** tab, click **ATM Cash Advance**.



Click the **Personal Expense** checkbox.

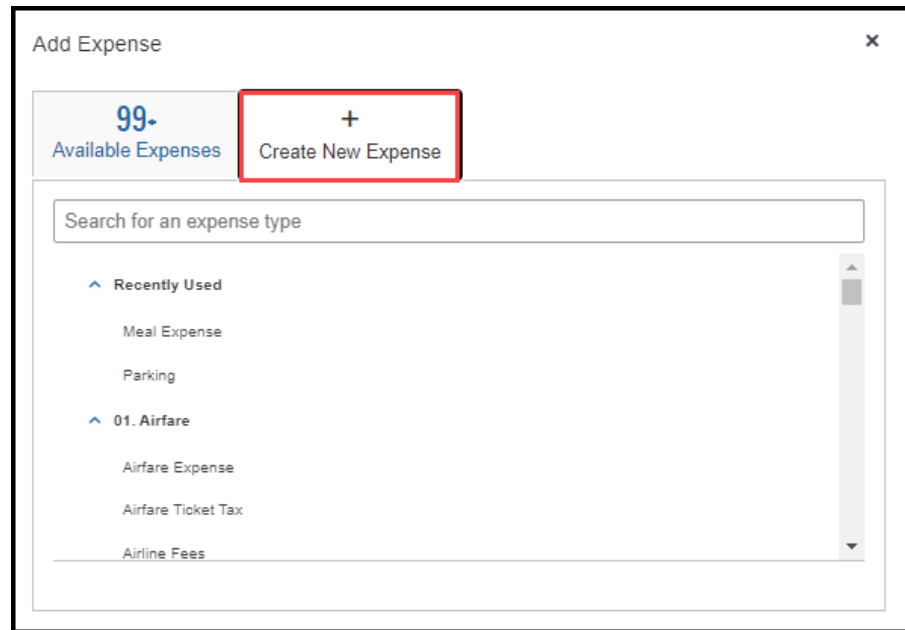


Click <b>Save Expense</b> .	
Follow the <a href="#">New Expenses</a> instructions to create expenses for the items for which the case was used.  The <b>Payment Type</b> for these expenses should be <b>Cash</b> .	
<b>Meal Expenses – Travel Card</b>	
Travelers can use the Travel Card to purchase meals, in order to reduce out-of-pocket expenses. Meal expenses are marked personal, since “fixed meals” display the daily fixed amount. Review <a href="#">Subsistence</a> for more information.	
Click the <b>Meal Expense</b> from the report.	
Enter expense details and check mark the <b>Personal Expense</b> box.	
Click <b>Save Expense</b> .	
<b>Add Expense</b>	
For charges made outside the system or not associated with the Travel Card, click <b>Add Expense</b> .	

Click the **Create New Expense** tab.

Select **Expense Type** by scrolling through list, or type in **Search** box.

Click expense type to select.



Add Expense ×

99- Available Expenses + Create New Expense

Search for an expense type

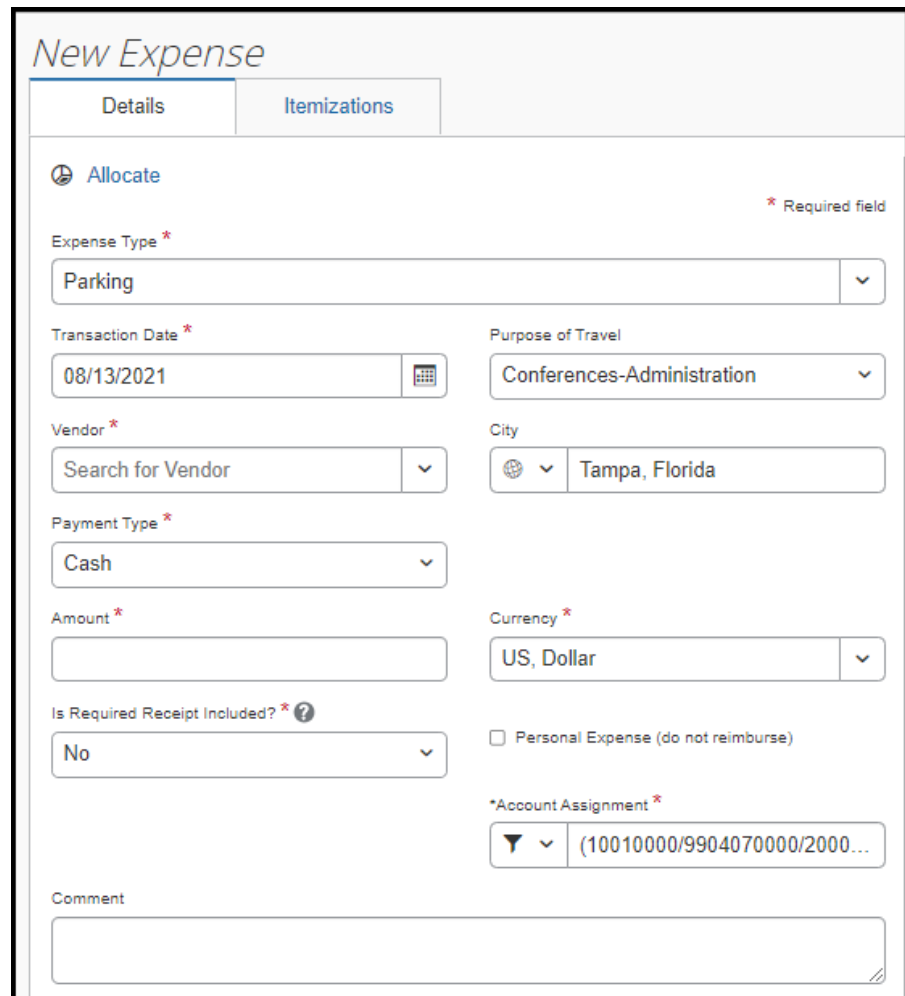
- ^ Recently Used
  - Meal Expense
  - Parking
- ^ 01. Airfare
  - Airfare Expense
  - Airfare Ticket Tax
  - Airline Fees

**Payment Type** defaults to **Cash**, indicating the traveler used their personal funds to pay for this expense.

Select **Company Paid**, if a departmental card was used.

Type explanation in **Comment** box, if applicable

**NOTE:** Shuttle/Taxi/Subway - require a comment concerning to/from destinations.



New Expense

Details Itemizations

Allocate \* Required field

Expense Type \*  
 Parking

Transaction Date \*  
 08/13/2021

Purpose of Travel  
 Conferences-Administration

Vendor \*  
 Search for Vendor

City  
 Tampa, Florida

Payment Type \*  
 Cash

Amount \*

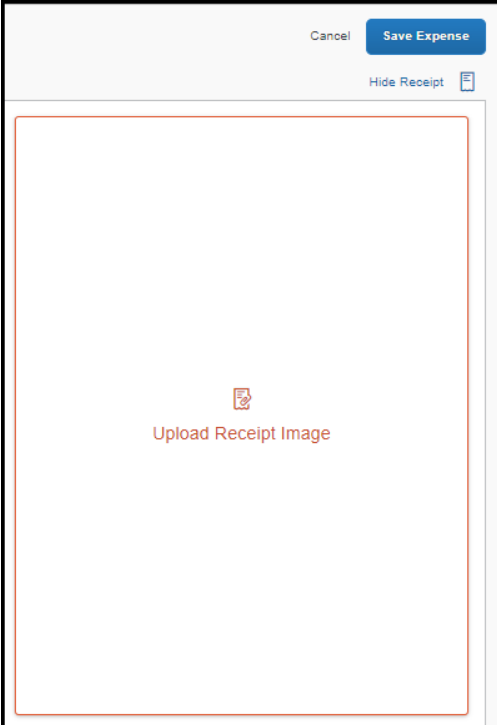
Currency \*  
 US, Dollar


Is Required Receipt Included? \* ?  
 No

Personal Expense (do not reimburse)

\*Account Assignment \*  
 (10010000/9904070000/2000...

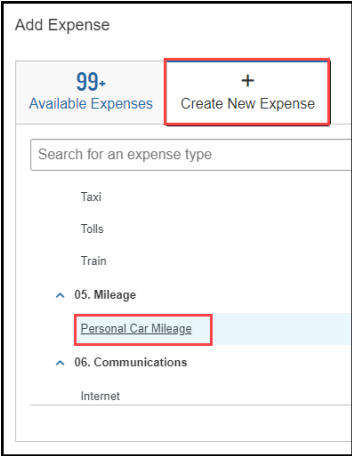
Comment

<p>Select <b>Upload Receipt Image</b> to attach required receipt, if applicable.</p> <p>Click to view detailed <a href="#">Receipt Requirement</a> information.</p>	
---	--

<p>Click <b>Save Expense</b>.</p>	
-----------------------------------	--

**Personal Car Mileage**

If traveler drove to several locations, they may have more than one **Personal Car Mileage Expense**. Create mileage for all stops to ensure the most accurate mileage reimbursement.

	
--	---

Enter **Transaction Date** and **Purpose of Travel**.

Click **Mileage Calculator**.

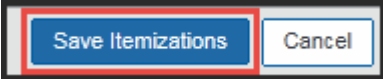
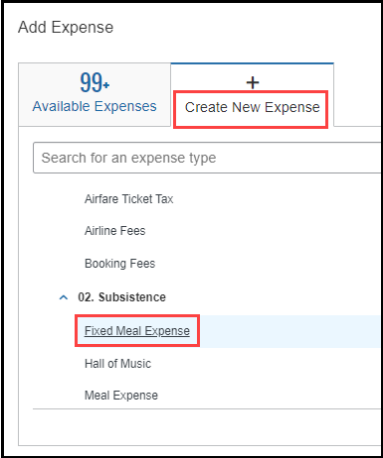
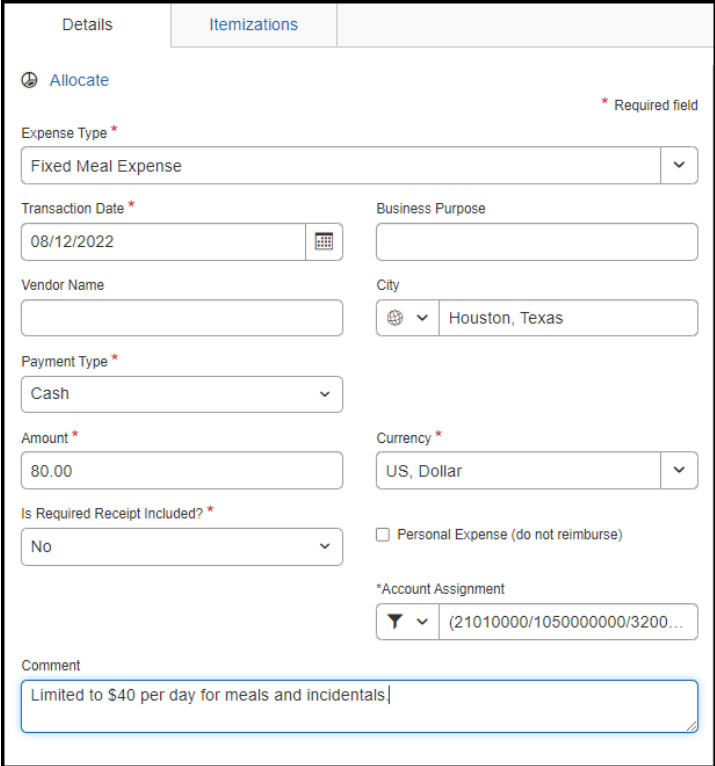
Type addresses for A, B and/or C **Waypoints**.

Select **Make Round Trip**, if applicable.

Choose **Suggested Route** under **Directions**.

Click **Add Mileage to Expense**.

<p>Click <b>Save Expense</b>.</p> <p>Repeat above steps for each leg to be reimbursed.</p>	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #0070C0; color: white; font-weight: bold;">Save Expense</span> <span style="padding: 5px 15px; background-color: #0070C0; color: white; font-weight: bold; margin-left: 10px;">Save and Add Another</span> <span style="padding: 5px 15px; color: #0070C0; font-weight: bold; margin-left: 10px;">Cancel</span> </div>							
<b>Hotel</b>								
<p>Enter required fields.</p> <p><b>Payment Type</b> defaults to Cash.</p> <p>Select <b>Upload Receipt Image</b> to attach the required scanned hotel receipt.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span>Details</span> <span style="border: 1px solid #ccc; padding: 2px;">Itemizations</span> <span>Hide Receipt </span> </div> <div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> <p><small>* Required field</small></p> <p>Expense Type * <input type="text" value="Hotel"/></p> <p>Check-in Date * <input type="text" value="08/11/2022"/></p> <p>Transaction Date * <input type="text" value="08/12/2022"/></p> <p>Vendor * <input type="text" value="Allstar Hotels"/></p> <p>Payment Type * <input type="text" value="Cash"/></p> <p>Amount * <input type="text" value="500.00"/></p> <p>Is Required Receipt Included? * <input type="text" value="No"/></p> <p>Comment <input type="text"/></p> </div> <div style="flex: 1; padding-right: 10px;"> <p>Check-out Date * <input type="text" value="08/12/2022"/></p> <p>Purpose of Travel <input type="text" value="Business meetings"/></p> <p>City * <input type="text" value="Houston, Texas"/></p> <p>Currency * <input type="text" value="US, Dollar"/></p> <p>*Account Assignment * <input type="text" value="(21010000/1050000000/3200..."/></p> </div> <div style="flex: 1; border: 1px solid #ccc; display: flex; align-items: center; justify-content: center; text-align: center;"> <p>Upload Receipt Image</p> </div> </div> </div>							
<p>Select <b>Itemizations</b>.</p>	<div style="display: flex; justify-content: center; gap: 10px;"> <span style="border: 1px solid #ccc; padding: 5px 15px;">Details</span> <span style="border: 2px solid red; padding: 5px 15px; background-color: #0070C0; color: white; font-weight: bold;">Itemizations</span> </div>							
<p>Click <b>Create Itemization</b>.</p>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <span style="border: 2px solid red; padding: 5px 15px; background-color: #0070C0; color: white; font-weight: bold;">Create Itemization</span> <span style="padding: 5px 15px; background-color: #0070C0; color: white; font-weight: bold; margin-left: 10px;">More Actions </span> </div>							
<p>Complete all required fields.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span>Details</span> <span style="border: 1px solid #ccc; padding: 2px;">Itemizations</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Amount \$500.00</td> <td style="width: 33%; border-left: 1px solid #ccc;">Itemized \$0.00</td> <td style="width: 33%; border-left: 1px solid #ccc;">Remaining \$500.00</td> </tr> </table> <p><i>New Itemization</i></p> <p>Expense Type * <input type="text" value="Hotel"/></p> <p>Entry Type: <span style="color: #0070C0;">Recurring Itemization</span> <span style="font-size: 0.8em;">08/11/2022 - 08/12/2022 (Nights: 1)</span></p> <p>Your hotel room rate was:</p> <div style="display: flex; justify-content: space-around; border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <span style="background-color: #0070C0; color: white; padding: 2px 10px;">The Same Every Night</span> <span style="padding: 2px 10px;">Not the Same</span> </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid #ccc;">Room Rate (per night) * <input type="text" value="425.00"/></td> <td style="width: 25%; border: 1px solid #ccc; border-left: 1px solid #ccc;">Room Tax (per night) <input type="text" value="75.00"/></td> <td style="width: 25%; border: 1px solid #ccc; border-left: 1px solid #ccc;">Tax 2 (per night) <input type="text"/></td> <td style="width: 25%; border: 1px solid #ccc; border-left: 1px solid #ccc;">Tax 3 (per night) <input type="text"/></td> </tr> </table> <p style="font-size: 0.8em; color: #ccc;">(Amounts in USD)</p> </div>	Amount \$500.00	Itemized \$0.00	Remaining \$500.00	Room Rate (per night) * <input type="text" value="425.00"/>	Room Tax (per night) <input type="text" value="75.00"/>	Tax 2 (per night) <input type="text"/>	Tax 3 (per night) <input type="text"/>
Amount \$500.00	Itemized \$0.00	Remaining \$500.00						
Room Rate (per night) * <input type="text" value="425.00"/>	Room Tax (per night) <input type="text" value="75.00"/>	Tax 2 (per night) <input type="text"/>	Tax 3 (per night) <input type="text"/>					

Click <b>Save Itemizations</b> .	
<b>Fixed Meal Expense</b>	
<p><b>Fixed Meal Expense</b> can be used when the daily fixed meal amount is less than the Conus rates calculated through the Travel Allowance.</p>	
Click <b>Create New Expense</b> .  Click <b>Fixed Meal Expense</b> .	
Complete all required fields.  Type <b>Comment</b> explaining limited fixed meal amount (indicating how many days per amount.)  Review <a href="#">Meals</a> for more information.	

Click **Save Expense**.

Save Expense
Save and Add Another
Cancel

### Personal Expense

Any expense charged to the Travel Card that was incurred as a personal expense, must be identified as such.

If the overall Expense Report must be reduced, the [Reduction to Expenses](#) may be used.

Click **Personal Expense (do not reimburse)** check box to mark charge as personal, when reviewing expense detail.

This reduces the reimbursement amount to employee by the total amount of personal expenses.

Details
Itemizations

Allocate \* Required field

Expense Type \*  
Meal Expense

Transaction Date \*  
08/12/2022

Business Purpose  
[Empty]

Vendor Name  
[Empty]

City  
Houston, Texas

Payment Type \*  
Cash

Amount \*  
45.76

Currency \*  
US, Dollar

Is Required Receipt Included? \*  
No

**Personal Expense (do not reimburse)**

\*Account Assignment  
(21010000/1050000000/3200...)

Comment  
[Empty]

Click **Save Expense**.

Save Expense
Save and Add Another
Cancel

**NOTE:** Meal expenses must be marked as personal. Purdue University pays per diem (Travel Allowance or “fixed meals”) and does not reimburse individual meal expenses.

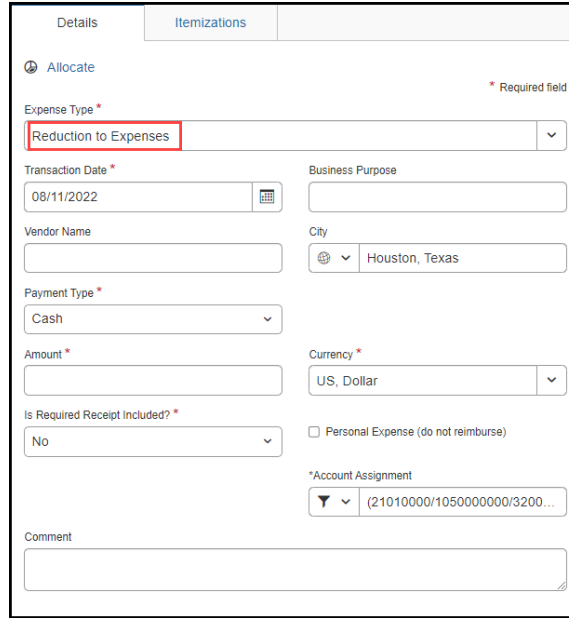
Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
Fixed Meal Expense	Houston, Texas	08/12/2022	\$80.00	\$80.00
Hotel	Allstar Hotels Houston, Texas	08/12/2022	\$500.00	\$500.00 Itemized
Personal Car Mileage		08/12/2022	\$73.01	\$73.01
Car Rental	National Irving, Texas	08/12/2022	\$235.76	\$235.76
Meal Expense	Cafe Monte Houston, Texas	08/11/2022	\$45.76	\$0.00

### Reduction to Expenses

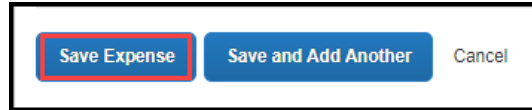
To create a reduction, select **Reduction to Expenses** to reduce the total expense report by a specific amount. This reduces the **Amount** and the **Requested** columns.

Type the amount as a negative number.

Add **Comment** explaining reduction



Click **Save Expense**.



### Receipts

Receipts are required for all expenses totaling \$75.00 or more, and all lodging, airfare, and hospitality expenses.

Click expense to view details and click **Upload Receipt Image**, so it is matched with the expense type.



**Browse** to find your receipt or attach an image from the **Receipt Store**.

Click **Attach**.

**Allocations**

Expenses must be allocated prior to submitting the expense report. All funding sources must be listed in the allocations screen.

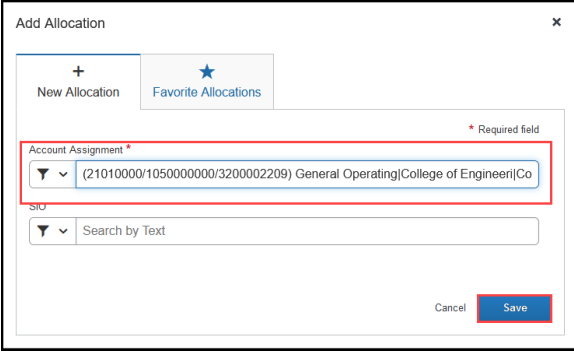
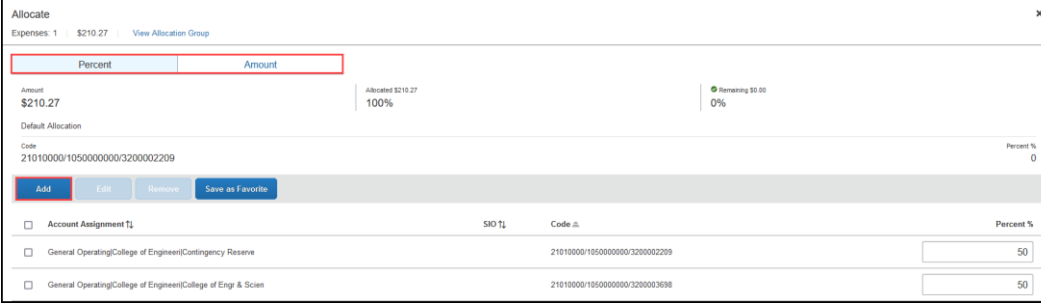

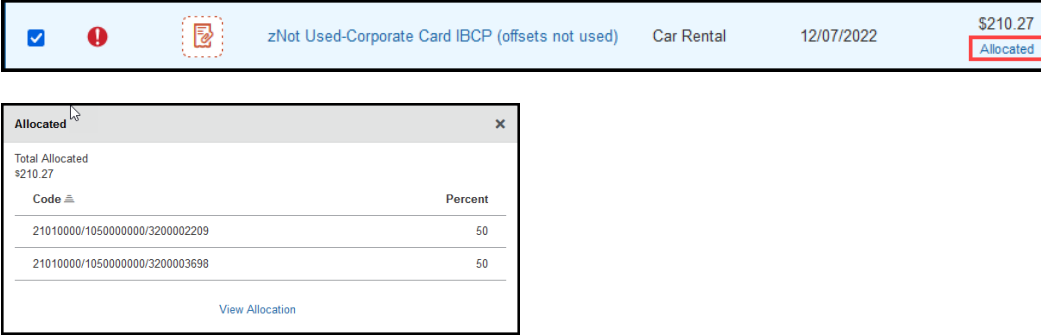
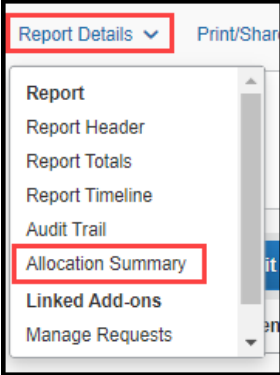
**Assign Allocations**

If different sources for funding are being used for each expense, allocate each expense individually.

Select expense and click **Allocate**.

<input type="button" value="Add Expense"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Allocate"/> <input type="button" value="Combine Expenses"/> <input type="button" value="Move to"/> <span style="float: right;">View: Standard</span>									
<input type="checkbox"/>	Alerts	Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>				Cash	Fixed Meal Expense	Houston, Texas	08/12/2022	\$80.00	\$80.00
<input type="checkbox"/>				Cash	Hotel	Allstar Hotels Houston, Texas	08/12/2022	\$500.00	\$500.00 Itemized
<input type="checkbox"/>				Cash	Personal Car Mileage		08/12/2022	\$73.01	\$73.01
<input type="checkbox"/>				zNot Used-Corporate Card IBCP (offsets not used)	Car Rental	National Irving, Texas	08/12/2022	\$235.76	\$235.76
<input type="checkbox"/>				zNot Used-Corporate Card IBCP (offsets not used)	Meal Expense	Cafe Monte Houston, Texas	08/11/2022	\$45.76	\$0.00
<input checked="" type="checkbox"/>				zNot Used-Corporate Card IBCP (offsets not used)	Car Rental	Indianapolis, Indiana	08/11/2022	\$345.79	\$345.79

If allocating all expenses to one account, click the **Add** button.

<p>Select the <b>Account Assignment</b>.</p> <p>Click <b>Save</b>.</p>							
<p>If multiple accounts are paying for trip expenses, click <b>Percent</b> or <b>Amount</b>.</p> <p>Click <b>Add</b>.</p> <p>Enter corresponding account assignment information.</p>	 <table border="1"> <thead> <tr> <th>Account Assignment</th> <th>Percent %</th> </tr> </thead> <tbody> <tr> <td>General Operating College of Engineer Contingency Reserve</td> <td>50</td> </tr> <tr> <td>General Operating College of Engineer College of Eng &amp; Scien</td> <td>50</td> </tr> </tbody> </table>	Account Assignment	Percent %	General Operating College of Engineer Contingency Reserve	50	General Operating College of Engineer College of Eng & Scien	50
Account Assignment	Percent %						
General Operating College of Engineer Contingency Reserve	50						
General Operating College of Engineer College of Eng & Scien	50						
<p>Click <b>Save</b>.</p>							
<p>Click the <b>Allocated</b> button to review the totals for 100% allocation.</p>	 <table border="1"> <thead> <tr> <th>Code</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>21010000/1050000000/3200002209</td> <td>50</td> </tr> <tr> <td>21010000/1050000000/3200003698</td> <td>50</td> </tr> </tbody> </table>	Code	Percent	21010000/1050000000/3200002209	50	21010000/1050000000/3200003698	50
Code	Percent						
21010000/1050000000/3200002209	50						
21010000/1050000000/3200003698	50						
<h3>Review Allocation Summary</h3>							
<p>To view Allocation totals, under <b>Details</b> click <b>Allocations</b>.</p>							

The **Allocation Summary** is displayed.

Purdue Allocation Report ✕

**Report Name :** Trip from Indianapolis to Fort Myers  
**Policy :** US Expense Policy  
**Employee Name :** NEVER, William  
**Employee ID :** Traveler194  
**Approval Status :** Not Submitted

Transaction Date	Expense Type	Vendor	Vendor Name	City	Payment Type
12/07/2022	Hotel				zNot Used-Corporate Card IBCP (offs
12/07/2022	Car Rental				zNot Used-Corporate Card IBCP (offs

**Allocations :**

Percentage:	50%	*Account Assignment: General Operating College of Engineering College of Engr & Scien (21
*SIO:		
Percentage:	50%	*Account Assignment: General Operating College of Engineering Contingency Reserve (2101
*SIO:		

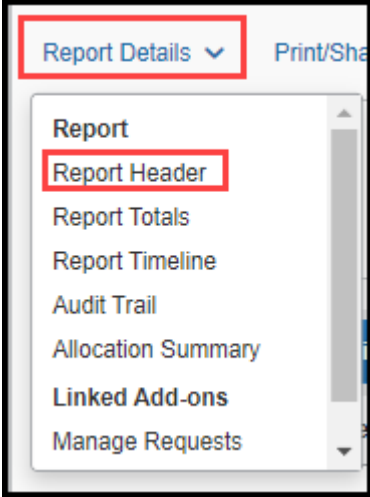
Close
Print
Save as PDF
Email

### Review Report Details

Review report to ensure that all exceptions have been cleared and that all expenses have been accounted for in the detail.

Select **Report Header** from the **Report Details** button to review/edit Report Header information. Add comments, if applicable.

Select **Report Totals** from the **Details** button to review **Amount due Employee** and other Disbursement detail.



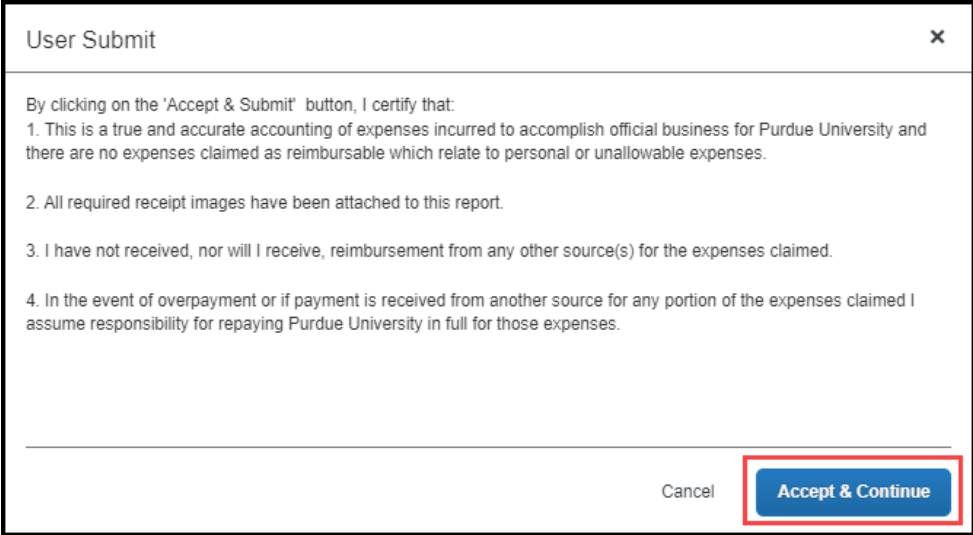
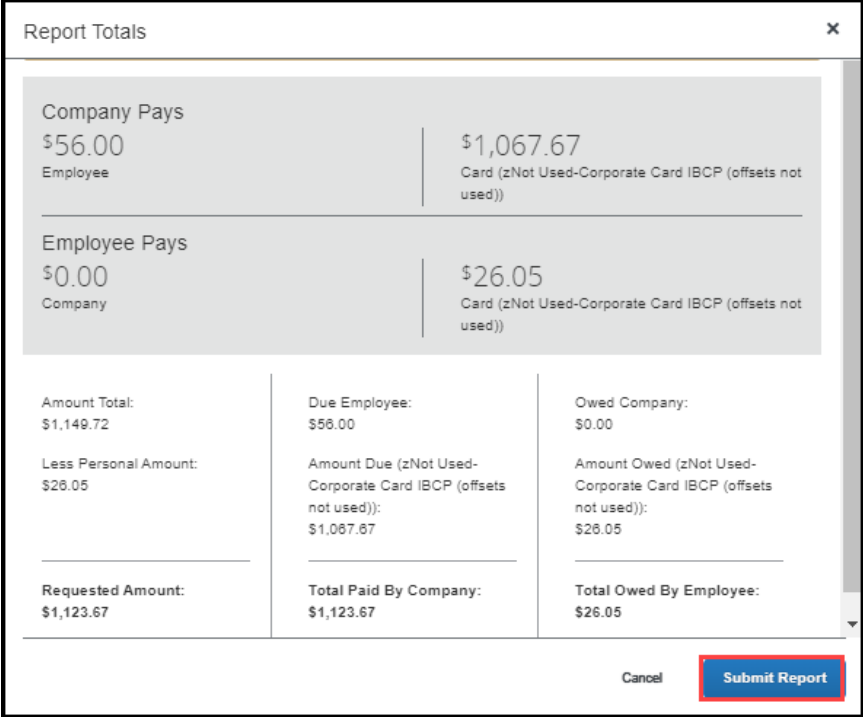
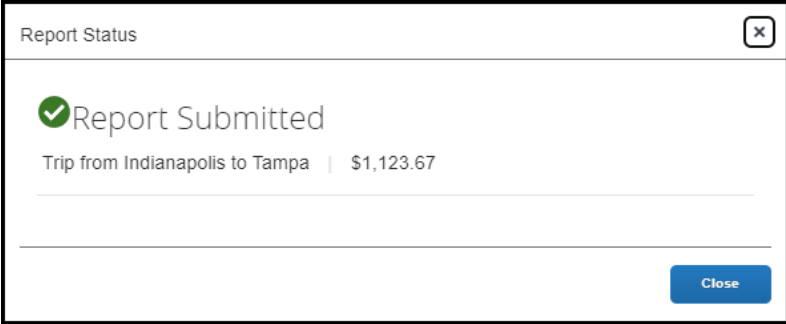
The screenshot shows a dropdown menu titled 'Report Details' with a 'Print/Share' link to the right. The menu items are: Report, Report Header (highlighted with a red box), Report Totals, Report Timeline, Audit Trail, Allocation Summary, Linked Add-ons, and Manage Requests.

### Submit Expense Report

Once the expense report is complete, click **Submit Report**.

Delete Report

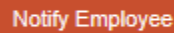
Submit Report

<p>Click <b>Accept &amp; Submit</b>.</p>	 <p>The dialog box titled "User Submit" contains a certification statement: "By clicking on the 'Accept &amp; Submit' button, I certify that:" followed by four numbered points regarding the accuracy of the expense report, receipt attachments, reimbursement status, and responsibility for overpayment. At the bottom right, there are two buttons: "Cancel" and "Accept &amp; Continue", with the latter highlighted by a red box.</p>																																	
<p><b>Report Totals</b> are displayed, after <b>Accept &amp; Submit</b> is clicked.</p> <p>Click <b>Submit Report</b>.</p>	 <p>The dialog box titled "Report Totals" displays a summary of the report. It is divided into two main sections: "Company Pays" and "Employee Pays".</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Amount</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Company Pays</td> <td>\$56.00</td> <td>Employee</td> </tr> <tr> <td>Employee Pays</td> <td>\$0.00</td> <td>Company</td> </tr> <tr> <td>Company Pays</td> <td>\$1,067.67</td> <td>Card (zNot Used-Corporate Card IBCP (offsets not used))</td> </tr> <tr> <td>Employee Pays</td> <td>\$26.05</td> <td>Card (zNot Used-Corporate Card IBCP (offsets not used))</td> </tr> </tbody> </table> <table border="1"> <tbody> <tr> <td>Amount Total:</td> <td>Due Employee:</td> <td>Owed Company:</td> </tr> <tr> <td>\$1,149.72</td> <td>\$56.00</td> <td>\$0.00</td> </tr> <tr> <td>Less Personal Amount:</td> <td>Amount Due (zNot Used-Corporate Card IBCP (offsets not used)):</td> <td>Amount Owed (zNot Used-Corporate Card IBCP (offsets not used)):</td> </tr> <tr> <td>\$28.05</td> <td>\$1,067.67</td> <td>\$28.05</td> </tr> <tr> <td>Requested Amount:</td> <td>Total Paid By Company:</td> <td>Total Owed By Employee:</td> </tr> <tr> <td>\$1,123.67</td> <td>\$1,123.67</td> <td>\$26.05</td> </tr> </tbody> </table> <p>At the bottom right, there are two buttons: "Cancel" and "Submit Report", with the latter highlighted by a red box.</p>	Category	Amount	Notes	Company Pays	\$56.00	Employee	Employee Pays	\$0.00	Company	Company Pays	\$1,067.67	Card (zNot Used-Corporate Card IBCP (offsets not used))	Employee Pays	\$26.05	Card (zNot Used-Corporate Card IBCP (offsets not used))	Amount Total:	Due Employee:	Owed Company:	\$1,149.72	\$56.00	\$0.00	Less Personal Amount:	Amount Due (zNot Used-Corporate Card IBCP (offsets not used)):	Amount Owed (zNot Used-Corporate Card IBCP (offsets not used)):	\$28.05	\$1,067.67	\$28.05	Requested Amount:	Total Paid By Company:	Total Owed By Employee:	\$1,123.67	\$1,123.67	\$26.05
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\$1,123.67	\$1,123.67	\$26.05																																
<p>A confirmation that the report has been submitted is displayed.</p>	 <p>The dialog box titled "Report Status" shows a green checkmark icon followed by the text "Report Submitted". Below this, it displays the trip details: "Trip from Indianapolis to Tampa   \$1,123.67". At the bottom right, there is a "Close" button.</p>																																	

If the expense report is completed by delegate on behalf of a traveler, click **Notify Employee**.

An e-mail is sent immediately to the employee.

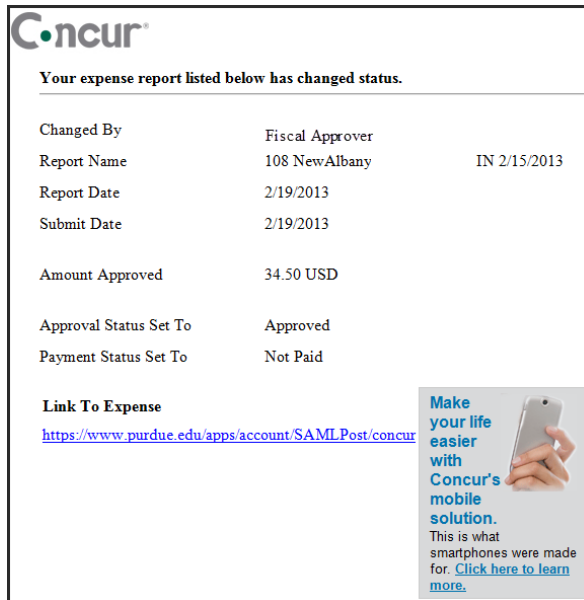
**NOTE:** The traveler must submit his/her own original Expense Report.

### Report Approvals

The traveler and their delegates receive several “changed status” e-mails:

- **Fiscal Approval Approved**
- **In Accounting Review** (Central Travel Office Approval)
- **Expense Report is Extracted** (Approved and being prepared for disbursements – payment status is set to “Paid”)



**Concur**

Your expense report listed below has changed status.

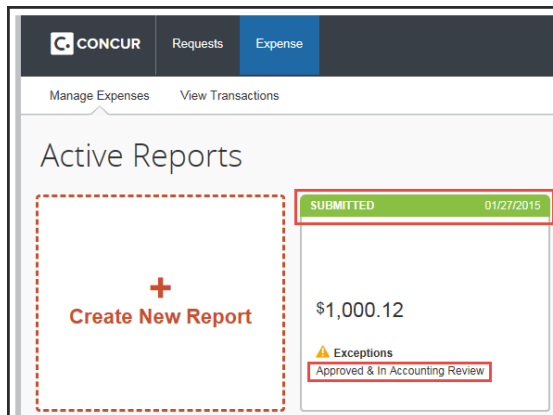
Changed By	Fiscal Approver	
Report Name	108 NewAlbany	IN 2/15/2013
Report Date	2/19/2013	
Submit Date	2/19/2013	
Amount Approved	34.50 USD	
Approval Status Set To	Approved	
Payment Status Set To	Not Paid	

Link To Expense  
<https://www.purdue.edu/apps/account/SAMLPost/concur>

Make your life easier with Concur's mobile solution. This is what smartphones were made for. [Click here to learn more.](#)

Expense report statuses are updated within the **Expense** tab.

Submitted reports will contain a description of where the report is awaiting approval.



CONCUR | Requests | Expense

Manage Expenses | View Transactions

### Active Reports

+

Create New Report

SUBMITTED

01/27/2015

\$1,000.12

⚠ Exceptions

Approved & In Accounting Review

Active Reports appear by default. To view other reports, select **Active** Reports from the Expense tab.

