

# University of Houston Concur Instructions

## Creating an Expense Report from a Travel Request (Local Funds)

**Step 1:** In your Concur main page, you can click on "Authorization Requests" in the header or in the My Tasks section. Then, look for a Travel Request for which you will be creating an Expense Report.

UNIVERSITY OF HOUSTON SYSTEM

Hello, Linda

26 Authorization Requests

08 Available Expenses

37 Open Reports

09 Cash Advances

TRIP SEARCH

Are you using Grant funds and do you need information about the Fly America Act?

Air/Rail Search

Round Trip One Way Multi-Segment

Departure City

Arrival City

Search

COMPANY NOTES

Welcome to the UH System Travel and Expense Online Tool

1. Getting Started

MY TASKS

35 Open Requests

Authorization Requests 26

08 Available Expenses

37 Open Reports

Select the appropriate Travel Request and click on the expense hyperlink.

CONCUR

Requests Travel Expense Reporting App Center

Manage Requests New Request Quick Search

Active Requests (27)

View

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved	Remaining	Action
Traveler L Paris 040115 Attending the International Technology Conference for obtaining information and networking	34,8	Approved	04/01/2015 04/08/2015	06/04/2015	\$4,200.00	\$4,200.00	\$4,200.00	Expense

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**Step 2: The system will take you to the expense report header. Select an answer for the following questions and click on "Next".**

- Traveler is BOTH a non-employee and a foreign national
- All receipts submitted within 60 days after trip or moving expense
- Is this for Department Travel Card charges? (If yes, complete the 4 digits and Request ID number)

The information for the remaining fields is automatically copied from the corresponding Travel Request.

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Traveler, L Paris 040116	24LP	No	\$4,200.00	\$4,200.00	\$4,200.00

**Step 3: The system will display the "Travel Allowances for Report" screen. This screen only applies to state fund travel. For local fund travel, cancel this screen by clicking on "Cancel".**

Note- if you inadvertently click "continue," the system will error at the end that you have an incomplete travel allowance. You will need to find the Travel Allowance in the "Details" tab and delete it from "available itineraries."

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### Creating an Expense Report from a Travel Request (Local Funds)

Travel Allowances For Report: Traveler,L Paris 040115

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary info

Itinerary Name: Traveler,L Paris 040115 Selection: USGSA, FIXED, RANTL

Add Stop Delete Rows Import Itinerary

Departure City: Arrival City: Arrival Rate Location:

No Itinerary Rows Found

New Itinerary Stop

Depart from (city):

Date:

Time:

Arrive in (city):

Date:

Save

Go to Single Day Itineraries Next >> Cancel

**Step 4: Now you are ready to record each expense.**

CONCUR Requests Travel Expense Reporting App Center Support Help

Profile

Manage Expenses View Transactions Cash Advances Process Reports

Traveler,L Paris 040115

Link Report Submit Report

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

Expenses

Date Expense Amount Requested

Adding New Expense

No Expenses Found

Move Delete Copy View

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Registration for Meeting (Not Grant Related)
- Meal for Traveler Only
- Airfare Moving (Not taxed - list no only)
- Unauthorized Charge on UH Credit Card
- Meeting Materials

All Expense Types

01 Transportation

- Airfare (Direct Bill)
- Airfare (Reimburse)
- Airfare Fees
- Bus (Direct Bill)
- Bus (Reimburse)

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

The right panel lists expense types. Click on the applicable expense type and enter the required information for each expense.

# University of Houston Concur Instructions

## Creating an Expense Report from a Travel Request (Local Funds)

### All Expense Types

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#### 01. Transportation

- Airfare (Direct-Billed)
- Airfare (Reimburse)
- Airline Fees
- Bus (Direct-Billed)
- Bus (Reimburse)
- Other Public Transport (Direct-Billed)
- Other Public Transport (Reimburse)
- Parking
- Personal Car Mileage
- Rental Car (Direct-Billed)
- Rental Car (Reimbursed)
- Rental Car Gasoline
- Taxi (Direct-Billed)
- Taxi (Reimburse)
- Tolls
- Train (Direct-Billed)
- Train (Reimburse)

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## Creating an Expense Report from a Travel Request (Local Funds)

### 02. Lodging

Apartment/House Rental

Hotel Room Only

### 03. Meals

Meal for Traveler Only

### 04. Business Meals

Business Meal NOT with Prospect Employee

Business Meal with Prospective Employee

### 05. Other

Business Calls

Currency Exchange Fees

Game Expenses (Athletics)

Internet

Laundry

Meeting Materials

Meeting Space Rental

Other Incidental Expenses

Passports/Visa Fees

Postage/Shipping

Registration for Meeting (Grant Related)

Tax Liability for Non-Resident Alien

Travel Agency Fee

Unallowed Charge on UH Credit Card

Zero-Dollar Expense Report

### 06. Moving Expense

Airfare-Moving (Not taxed - 1st trip only)

Airfare-Moving (Taxed - More than one trip)

Gasoline - Any Vehicle (Not taxed)

Househunting All Expenses (Taxed)

Lodging (Temp hotel, apt, etc.) - (Taxed)

Lodging Enroute including 1st Day Leave and Arrive (Not taxed)

Meal for Employee and Family (Taxed)

Mileage Over IRS Limit-Moving (Taxed)

Mileage Up to IRS Limit-Moving (Not taxed)

Moving Company - Reimburse Employee (Not taxed)

Packing Supplies-Boxing, Tape, etc. (Not taxed)

Parking-Moving (Not taxed)

Rental Truck/Van/Car-Moving (Not taxed)

Shipping Expenses - UPS, Fedex, USPS, etc. (Not taxed)

Storage, Temp (including PODS) Less Than 30 Days (Not taxed)

Storage, Temp (including PODS) More Than 30 Days (Taxed)

Taxi-Moving (Not taxed)

Tolls-Moving (Not taxed)

Train-Moving (Not taxed)

Vehicle Transport (Not taxed)

Visa Application Fee (Not taxed)

**Example: Airfare (Reimburse)**

## University of Houston Concur Instructions

### Creating an Expense Report from a Travel Request (Local Funds)

Click on Airfre (Reimburse).

All Expense Types

#### 01. Transportation

Airfare (Direct-Billed)

Airfare (Reimburse)

Airline Fees

Bus (Direct-Billed)

Bus (Reimburse)

Other Public Transport (Direct-Billed)

Other Public Transport (Reimburse)

Parking

Complete the required information and click on "Save".

New Expense Available Receipts

Expense Type Airfare (Reimburse)	Transaction Date 04/01/2015
Business Purpose <input type="text"/>	Enter Vendor Name <input type="text"/>
City of Purchase (Required field) Houston, Texas	Payment Type Paid by Traveler
Amount 2,000.00 USD	<input type="checkbox"/> Personal Expense (do not reimburse)
Comment <input type="text"/>	

**Save** Itemize Allocate Attach Receipt Cancel

#### **Example: Hotel Room Only (itemization required)**

Click on Hotel Room Only.

New Expense Available Receipts

02. Lodging

- Apartment/House Rental
- Hotel Room Only

03. Meals

- Meal for Traveler Only

04. Business Meals

- Business Meal NOT with Prospect Employee
- Business Meal with Prospective Employee

Complete the required fields and click on "Itemize".

## University of Houston Concur Instructions

### Creating an Expense Report from a Travel Request (Local Funds)

**New Expense** Available Receipts

Expense Type: Hotel Room Only

Transaction Date: 04/03/2015

Business Purpose:

Vendor: Allstar Hotels

City of Purchase: Paris, FRANCE

Payment Type: Paid by Traveler

Amount: 2,100.00 EUR ☒ Rate (USD=1 EUR) 1.08900000 =Amount in USD 2,286.90

☐ Travel Allowance

Comment:

Request: 04/01/2015, \$1,200.00 - Trav

**Itemize** **Attach Receipt** **Cancel**

Enter Check-in and Check-out dates, Room Rate, and Hotel Tax. Click on “Save Itemizations”.

Note: If room rate and tax is not separated (foreign travel), place a checkmark for “Combine room rate and taxes into a single entry”.

**Expense** **Nightly Lodging Expenses** Available Receipts

Check-in Date: 04/01/2015

Check-out Date: 04/08/2015

Number of Nights: 7

**Recurring Charges (each night)**

Room Rate: 285.00

Room Tax: 15.00

Other Room Tax 1:

Other Room Tax 2:

☒ Combine room rate and taxes into a single entry

**Save Itemizations** **Cancel**

The system lists hotel room rate and tax separately.



# University of Houston Concur Instructions

## Creating an Expense Report from a Travel Request (Local Funds)

Expenses

Move Delete Copy View <<

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	04/08/2015	Hotel Room Only Allstar Hotels, Paris, FRANCE	\$2,286.90 €2,100.00	\$2,286.90
<input type="checkbox"/>	04/01/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/01/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/02/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/02/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/03/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/03/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/04/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/04/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/05/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/05/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/06/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/06/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/07/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$4,286.90</b>	<b>\$4,286.90</b>

### Example – Traveler Meals (itemization required for alcohol)

Click on Meal for Traveler Only”.

New Expense Available Receipts

03. Meals

Meal for Traveler Only

04. Business Meals

Business Meal NOT with Prospect Employee

Business Meal with Prospective Employee

05. Other

Business Calls

Currency Exchange Fees

Game Expenses (Athletics)

Complete the required field. Click on “save” if no alcohol was charged. Click on “Itemize” if alcohol was charged.



## University of Houston Concur Instructions

### Creating an Expense Report from a Travel Request (Local Funds)

**New Expense** Available Receipts

Expense Type: Meal for Traveler Only  
Transaction Date: 04/01/2015

Business Purpose:   
Enter Vendor Name:   
City of Purchase: Paris, FRANCE  
Payment Type: Paid by Traveler

Amount: 80.00 EUR  
Rate (USD=1 EUR): 1.07740000  
Amount in USD: 86.19

☐ Travel Allowance  
☐ Personal Expense (do not reimburse)

Comment:   
Request: 04/01/2015, \$300.00 - Travel

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

To itemizing alcohol, select “Alcohol with Traveler Meal” for Expense Type. Enter the required information and amount, then save.

**New Itemization** Available Receipts

Total Amount: €80.00 | Itemized: €0.00 | Remaining: €80.00

Expense Type:   
Taxi (Direct-Billed)  
Taxi (Reimburse)  
Tolls  
Train (Direct-Billed)  
Train (Reimburse)

**02. Lodging**  
Apartment/House Rental  
Hotel Room Only  
Hotel Tax

**03. Meals**  
Alcohol with Traveler Meal (If Allowed)  
Meal for Traveler Only

**04. Business Meals**  
Alcohol with Business Meal (If Allowed)  
Business Meal NOT with Prospect Employee

**Save** **Cancel**

## University of Houston Concur Instructions

## Creating an Expense Report from a Travel Request (Local Funds)

**New Itemization** Available Receipts

**Total Amount: €80.00 | Itemized: €0.00 | Remaining: €80.00**

<b>Expense Type</b> <input type="text" value="Alcohol with Traveler Meal (If"/>	<b>Transaction Date</b> <input type="text" value="04/01/2015"/>
<b>Business Purpose</b> <input type="text" value="TEST"/>	<b>Enter Vendor Name</b> <input type="text"/>
<b>City of Purchase</b> <input type="text" value="Paris, FRANCE"/>	<b>Payment Type</b> <input type="text" value="Paid by Traveler"/>
<b>Amount</b> <input type="text" value="10.00"/>	<b>X Rate (USD=1 EUR)</b> <input type="text" value="1.07740000"/>
<input type="text" value="EUR"/>	<b>=Amount in USD</b> <input type="text" value="10.77"/>
<b>Receipt Status</b> <input type="text" value="No Receipt"/>	<input type="checkbox"/> <b>Travel Allowance</b>
<input type="checkbox"/> <b>Personal Expense (do not reimburse)</b>	<b>Comment</b> <input type="text"/>

To itemize the meal portion, select “Meal for Traveler Only” for Expense Type. Enter the required information and amount, then save.

03. Meals

Alcohol with Traveler Meal (If Allowed)

Meal for Traveler Only

04. Business Meals

Alcohol with Business Meal (If Allowed)

Available Receipts

0.00

Remaining: €70.00

Save

Cancel

# University of Houston Concur Instructions

## Creating an Expense Report from a Travel Request (Local Funds)

**New Itemization** Available Receipts

**Total Amount: €80.00 | Itemized: €10.00 | Remaining: €70.00**

Expense Type: **Meal for Traveler Only** Transaction Date: **04/01/2015**

Business Purpose:  Enter Vendor Name:

City of Purchase: **Pans, FRANCE** Payment Type: **Paid by Traveler**

Amount: **70.00** EUR X Rate (USD=1 EUR) **1.07740000** =Amount in USD **75.42**

**Save** **Allocate** **Cancel**

The system lists meal and alcohol separately.

<input type="checkbox"/>	Date	Expense	Amount	Requested
<b>Adding New Expense</b>				
<input type="checkbox"/>	04/03/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/04/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/04/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/05/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/05/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/06/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/06/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/07/2015	Hotel Room Only	\$310.36/€285.00	\$310.36
<input type="checkbox"/>	04/07/2015	Hotel Tax	\$16.34/€15.00	\$16.34
<input type="checkbox"/>	04/01/2015	Airfare (Reimburse) Houston, Texas	\$2,000.00	\$2,000.00
<input checked="" type="checkbox"/>	04/01/2015	Meal for Traveler Only Pans, FRANCE	\$86.19 €80.00	\$86.19
<input type="checkbox"/>	04/01/2015	Alcohol with Traveler Meal (if Allowed)	\$10.77/€10.00	\$10.77
<input type="checkbox"/>	04/01/2015	Meal for Traveler Only	\$75.42/€70.00	\$75.42
			<b>TOTAL AMOUNT</b>	<b>TOTAL REQUESTED</b>
			<b>\$4,373.09</b>	<b>\$4,373.09</b>

**Step 6: Attach a receipt, if required. Concur will tell you if a receipt is required for each expense type.**

Go to "Receipts" and select "Attach Receipt Images".

# University of Houston Concur Instructions

## Creating an Expense Report from a Travel Request (Local Funds)

Traveler, L Paris 040115

Receipts Required

- Check Receipts
- Attach Receipt Images
- View Available Receipts

Date	Expense	Original Amount	Reimbursed Amount	Remaining Amount
04/08/2015	Hotel Room Only Allstar Hotels Paris FRANCE	\$310.36	€285.00	\$210.36
04/01/2015	Hotel Tax	\$10.34	€10.00	\$10.34
04/02/2015	Hotel Room Only	\$310.36	€285.00	\$210.36

Total Amount: \$2,100.00 | Reimbursed: €2,100.00 | Remaining: \$0.00

Select an applicable expense. Then click on "Browse".

### Receipt Upload and Attach

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images to individual expenses or to the report.

You may choose up to 10 files to attach to the request.

	Expense	Date	Amount
<input checked="" type="checkbox"/>	Airfare (Reimburse) Houston, Texas	04/01/2015	\$2,000.00
<input type="checkbox"/>	Meal for Traveler Only Paris, FRANCE	04/01/2015	€80.00
<input type="checkbox"/>	Hotel Room Only Allstar Hotels, Paris, FRANCE	04/08/2015	€2,100.00

For best results, scan images in black & white with a resolution of 300 DPI or lower.

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:

No files selected

[Browse...](#) [Upload](#)

[Close](#)

Select a file and click on "Upload".

Files Selected for uploading:

1074.pdf

[Remove](#) [Upload](#)

[Close](#)

## University of Houston Concur Instructions

### Creating an Expense Report from a Travel Request (Local Funds)

**Note:** If you want to upload documents at the Expense Report Header level (not for individual expenses), then do not select expense. Just click on "Browse".

Examples of documents you would upload to the Expense Report Header include:

- Post-trip travel report
- Fly America Act Waiver Checklist if it was necessary to use a non-US carrier for international travel on federal funds
- Moving expense worksheet
- Taxable Payments or Reimbursements to Employees form, if applicable

**Step 7: Click on "Submit Report" to submit the Expense Report into workflow.**

Traveler, L Paris 040115

The screenshot displays the Concur Expense Report interface. At the top, there are buttons for "New Expense", "Quick Expenses", "Import Expenses", "Details", "Receipts", and "Print / Email". A red arrow points to the "Submit Report" button in the top right corner. Below the header, there is a table of expenses with columns for Date, Expense, Amount, and Requested. The table lists various hotel room and tax expenses for the period of 04/08/2015 to 04/07/2015. To the right of the table, there is a summary panel with fields for Expense Type, Transaction Date, Business Purpose, Vendor, City of Purchase, Payment Type, Amount, and X Rate. The summary panel also shows the Total Amount, Itemized Amount, and Remaining Amount. At the bottom of the summary panel, there are buttons for "Save", "Add Itemization", "Attach Receipt", and "Cancel".

Date	Expense	Amount	Requested
04/08/2015	Hotel Room Only	\$2,286.90	\$2,286.90
04/08/2015	Hotel Tax	\$16.34	\$16.34
04/02/2015	Hotel Room Only	\$310.36	\$310.36
04/02/2015	Hotel Tax	\$16.34	\$16.34
04/03/2015	Hotel Room Only	\$310.36	\$310.36
04/03/2015	Hotel Tax	\$16.34	\$16.34
04/04/2015	Hotel Room Only	\$310.36	\$310.36
04/04/2015	Hotel Tax	\$16.34	\$16.34
04/05/2015	Hotel Room Only	\$310.36	\$310.36
04/05/2015	Hotel Tax	\$16.34	\$16.34
04/06/2015	Hotel Room Only	\$310.36	\$310.36
04/06/2015	Hotel Tax	\$16.34	\$16.34
04/07/2015	Hotel Room Only	\$310.36	\$310.36
04/07/2015	Hotel Tax	\$16.34	\$16.34

TOTAL AMOUNT \$4,373.09 TOTAL REQUESTED \$4,373.09