Hello, and welcome to the Concur: Travel Expense Report training video. This video will guide you in creating a Travel Expense Report using Concur. A Travel Expense Report is the second part of a two-part Travel process. Before we jump into the steps needed to create a Travel Expense Report, let's go over some helpful information.

All Travel Expense Reports must have a completed Travel Request attached to it. The only exceptions to this are mileage-only trips and solely airfare credits. For more information on the Travel Request process, please refer to our Concur: Travel Request training video. Please adhere to the Travel Policy when completing your Expense Reports. For more information on Travel policy, please refer to our Blink pages. The link to those pages can be found in the description of this video. Lastly, to process a Travel Expense Report on behalf of another employee, you will need to be that employee’s Delegate. If you are going through this process as a Delegate, please ensure that you are creating the Travel Request and Travel Expense Report on the same Concur account.

Once your Request has been approved, you can open the approved Request and select Create Expense Report. This will automatically fill in the same accounting information that was used in the Request for convenient Report creation. You can also select the Expense button from your list of Active Requests.

An alternative way to create an Expense Report is to navigate to the Expense module at the very top of your screen. Once at the Expense module, select Create New Report. Both of these options will take you to the Report Header.

Verify that Travel Expenses is the selected Report type and enter the trip details. As applicable, fill out the Chart of Accounts and POETAF information. If you are unsure as to what to enter for these chartstring fields, please contact your Financial Unit Approver, or Fund Manager. Under the Business Purpose field, provide a detailed business purpose for the trip. Then, select Create Report.
There are two types of Expenses that can be added to a Travel Expense Report - University Card charges (for bookings in Concur Travel and usage of the Travel & Entertainment Card), and out-of-pocket Expenses. Let’s start with a University Card charge.

Once you use your T&E Card to make a purchase, the Expense will appear in your Concur account within 72 hours. You will be able to find all unreconciled University Card charges in the Available Expenses section of the Concur homepage. It is required to attach each T&E Card charge to an Expense Report. To do so, first go to your Expense Report. In the open Expense Report, select **Add Expense**. In the pop-up window, view all available University Card charges (Travel & Entertainment Card, CTS Air/Hotel) displayed under the Available Expenses section. Mark the trip-related card transactions and select **Add to Report**. It takes you back to the open report. Move your mouse over the charge to highlight it in blue. Once it is highlighted, click on the charge to proceed to the Expense Details. This is where you will enter the details for each expense entry. Enter in the pertinent travel expense information as shown on the screen. To distribute or split costs against multiple funding sources, select **Allocate** to allocate your Expenses at the entry level. Provide a receipt as necessary by selecting the **Attach Receipt Image** box and following the instructions to attach a receipt. Repeat this process until you have claimed all card transactions on the Report.

To manually add an Expense, select **Add Expense** from the open Expense Report. Since we are creating a manual expense and not reconciling a Card Charge, select **Create New Expense**. In the search bar, enter the keyword for the expense type. Enter in the pertinent travel expense information as shown on the screen. If paying an outside entity (a Travel supplier or a Guest Traveler), change the Payment Type to **Payment to Payee (Non-Employee)**, search for your Payee, and select from the available addresses below. In this example, PAYMT CK 1 signifies a check to the address we have on file. To distribute or split costs against multiple funding sources, select **Allocate** to allocate your Expenses at the entry level. Provide a receipt as necessary by selecting the **Attach Receipt Image** box and following the instructions to attach a receipt. Repeat this process until you have claimed all related trip expenses on the Report.

If you have not done so already, the last step is to attach your approved Request to the Expense Report. From the open Expense Report, select **Report Details** and then **Manage Requests**.
Select **Add** - your list of approved Requests will display. Select the proper Request and select **Add to Report**.

Now, you are ready to submit. If you are preparing this Expense Report as a delegate, select **Submit Report**. Concur will prompt any potential errors to resolve and automatically send a notification to the Traveler the next day that their expense report is ready for their review and submission.

If you are the Traveler, select **Submit Report** and follow the prompts to complete submission. To view the status of your report, select **Report Details** and then **Report Timeline**. This will show you the different level of approvals required and where the document is pending approval. For more information on approvals, check out our video on Concur Approvers: Role Request. The link can be found in the description as well.

Thank you for watching the Concur: Travel Expense Report training video. I hope that you have found this video helpful and informative. If you have any questions, please contact us via Services & Support at support.ucsd.edu/finance. Have a good day!