

BCM Paid Expenses

To add airfare booked from Concur/FROSCH and/or BCM Corporate Card expenses to an open expense report, click **Import Expenses**. Select the expenses to apply to the current report, click **Move**, select **To Current Report**. Card transactions can also be added from the following screens:

- Home page: Available Expenses
- Manage Expenses: Available Expenses

Personal Credit Card Expenses

1. In the open report, click **+ New Expense**
2. Select an **Expense Type**.
3. Enter information in all required fields (indicated by a **red bar**).
4. Click **Attach Receipt** and select a receipt from your receipt store if they are loaded into Concur. Otherwise, browse your file directories to attach a copy of the receipt.
5. **Itemize** if necessary.

Travel Meal Per Diem

Important: Do not use your BCM Corporate Card for personal travel meals. Refer to the Travel policy for per diem rates and receipt information.

1. Select **Travel per Diem** or **Travel per Diem – Grant**.
2. When submitting a request for daily meal reimbursement, note which meals the traveler does not need reimbursed (e.g., breakfast at home before travel began, or breakfast or lunch provided by a meeting.)
3. Enter all required fields (indicated by a **red bar**).

Business Meals/Entertainment

1. Select the Expense type **Business Meals/Entertainment**.
2. Complete all required fields (indicated by a **red bar**).
3. Click **Advanced Search** or **Favorites**.
4. To search for BCM attendee, from the **Search Attendees** tab, select **Faculty/Staff** Attendee Type.
5. Enter part of the BCM attendee last and first name.
6. Click **Search**.

7. Select the BCM attendee's name.
8. Click **Add to Expense**.
9. To add a Non-BCM attendee, click **New Attendee**.
10. Complete the following required information.
11. Click **Save**, or **Save & Add Another** to add multiple attendees.

Tip: You can create favorite attendees list from your Profile Settings and/or use the **Recently Used** tab.

12. Attach meal receipt.
13. Click **Save**.

Adding Personal Car Mileage

1. With the expense report open, on the **New Expenses** tab, select **Mileage-Personal Car**.
2. Google **Mileage Calculator** window automatically displays. Enter **Way Points** –Actual starting point (e.g., home, office, or hotel location, if already in travel) and Destination.
3. Click **Calculate Route** (If needed, map display can be adjusted to reflect actual route taken)
4. If applicable, click **Make Round Trip**
5. If you started from home on a normal business day, click **Deduct Commute**. Enter home and office location. Click **Deduct Round Trip**, if applicable.
6. Click **Add Mileage to Expense**

Itemizing Nightly Lodging Expenses

Note: Lodging Expenses must be itemized.

If lodging was charged to a BCM Corporate Card, and the supplier has E-Receipt capability, the expenses might automatically be itemized. If they are not automatically itemized, or if lodging was paid out-of-pocket, it must be itemized when the expense is entered.

1. Create the expense as usual, selecting the **Hotel** expense type.
2. Complete the required fields (indicated by a **red bar**).
3. Click **Itemize**.

Adding Expenses to a Report

4. From the **Nightly Lodging Expenses** tab, enter the check in/out dates, daily recurring charges, including room rate and taxes (*notice the option to combine daily room rate and taxes into a single entry*)
5. From the **Additional Charges (each night)** section, enter additional daily charges e.g., online fees, parking, valet.
6. Click **Save Itemizations**.
7. If a non-nightly expense needs to be added (one time expense), click **Add Itemization**.
8. Itemization amounts must equal expense amounts. Continue to itemize expenses (nightly or individual) until they are equal.

Attaching Receipts

Concur Mobile App

- Within the app, use the camera icon to take a picture of your receipt.
- An expense will be created from the receipt. The prepopulated expense details and receipt image will display under **Available Expenses**. Review the prepopulated details and update, if needed.

Scanned Images

- Scan your receipts and save the file(s) to your computer.
- Click on the line item that requires a receipt, then click **Attach Receipt** on the right side of the screen.
- Click **Browse** to locate the file on your computer, then **Attach** and Close.

Email (*your email address must be verified in your Concur profile*)

- Email your receipt images as attachments to receipts@expenseit.com. The prepopulated expense details and receipt image will display under **Available Expenses**. Review the prepopulated details and update, if needed.
- From your expense report, click **Import Expenses > Available Expenses**.

Missing Receipt Affidavit

Note: Expense delegates cannot create Missing Receipt Affidavits. Missing Receipts Affidavits are not permitted for lodging, airfare, car rentals, and conference registrations.

1. From your expense report, click **Receipts > Missing Receipt Affidavit**.
2. Select the expense for which you are missing a required receipt.
3. Review the attestation then click **Accept & Create**.

Allocating Accounts

By default all expenses will be charged to the account entered in the Expense Report Header. To allocate to different accounts:

1. Check off the line item(s) you would like to allocate. Clicking in the checkbox to the left of **Date** selects all line items.
2. Use the **Allocate** hyperlink to the right of the expense items that says "Allocate the select expenses"
3. Click **Allocate By** to allocate by percentage or dollar amount. If allocating to more than one account, click **Add New Allocation**.
4. Enter or select the appropriate account segment values.
5. Click **Save**, then **Done** to return to your report.

Submitting a Report

Click **Submit Report** button.

Note: Review the yellow warning and red exceptions. Warning exceptions should be review and update, if needed. Required fields and red exceptions must be completed to successfully submit your report.

SUPPORT

Website: www.bcm.edu/mosaic > Travel and Expense (for Policies, FAQs, and training)

SAP Concur Support: concursupport@bcm.edu