Creating an Expense Report from a Request

Overview: Once a Request has been approved and the trip has occurred, an Expense Report needs to be created for the trip.

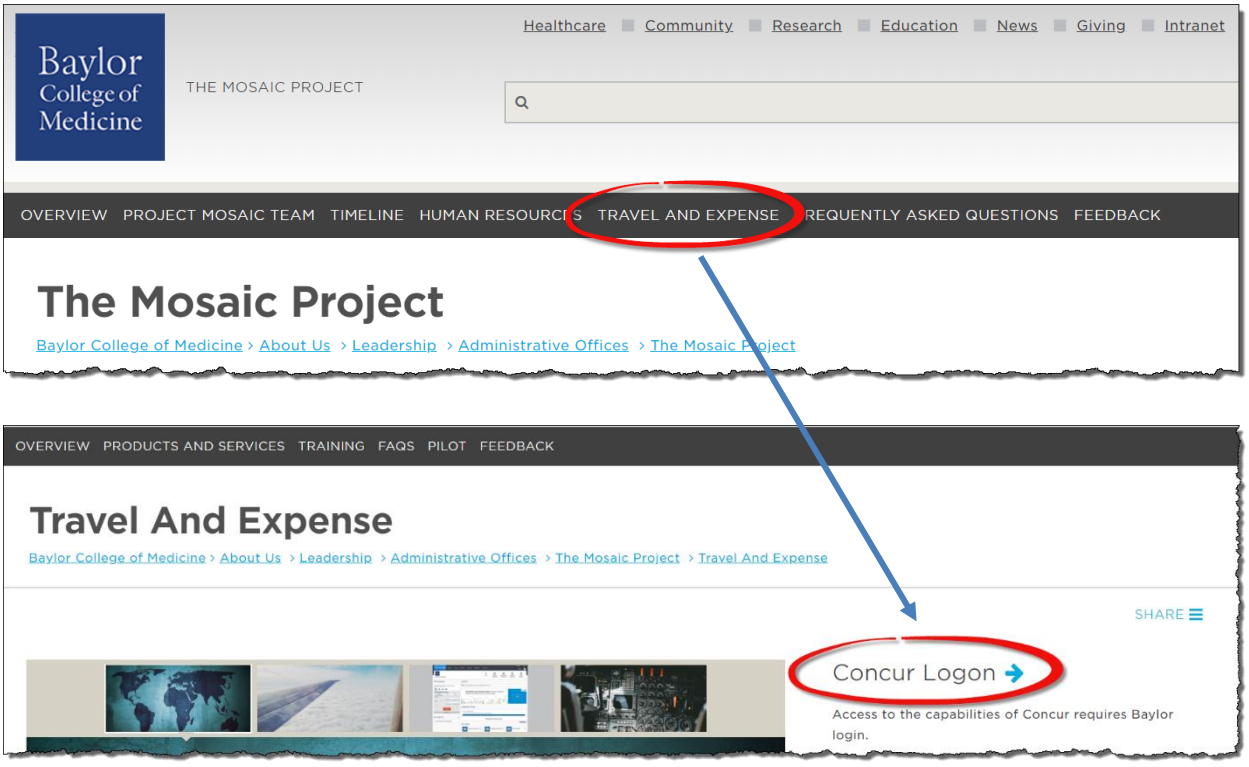
Log on to SAP Concur

Note

*Depending on which web browser you use, there will be some slight system differences and functionality. The preferred web browsers are **Internet Explorer** and **Chrome**.*

1. To log in to SAP Concur, visit www.bcm.edu/mosaic > **Travel and Expense** > **Concur Logon** or go to www.bcm.edu/concur-solutions.

   Policies, FAQs and training will be available from the **Travel and Expense** web page.

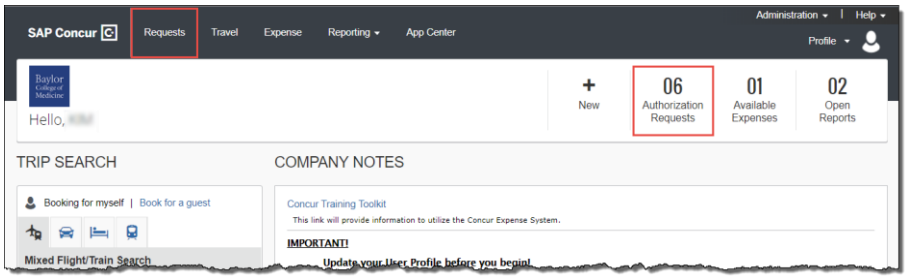


2. SAP Concur uses **Single Sign-On (SSO)**, if prompted, log in with your BCM account.

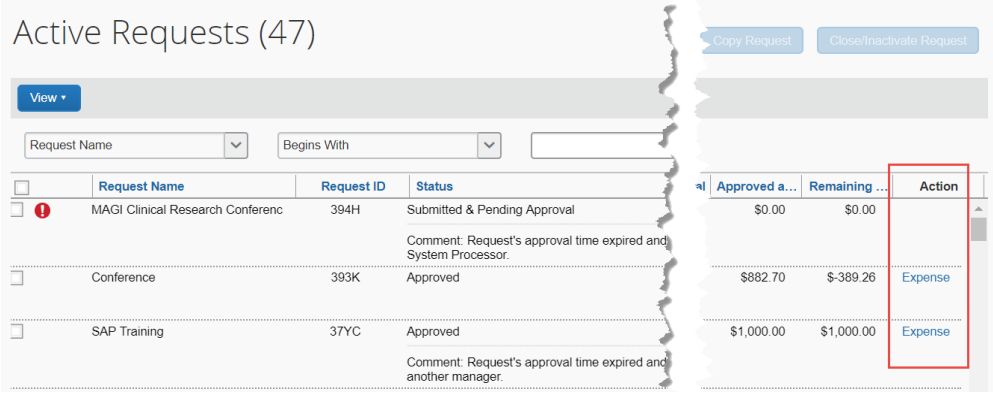
Creating a Travel Expense Report

A travel expense report requires an approved request. All expenses related to the trip should be added to one report. To create a travel expense report:

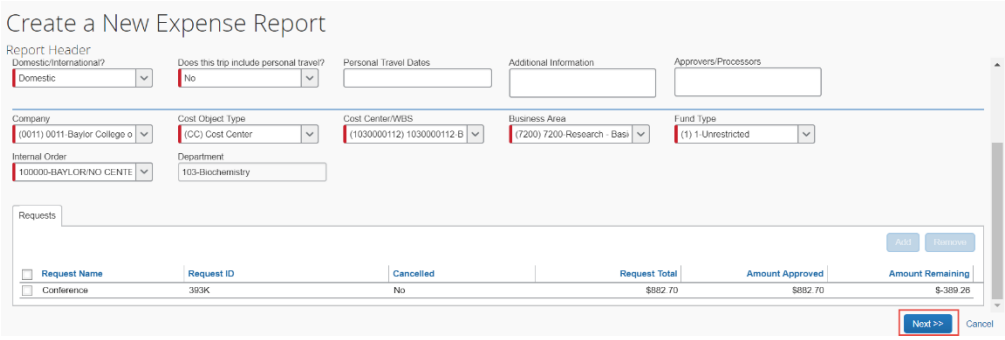
From the home page, click Requests or Authorization Requests.



From the **Action** column, select the appropriate **Expense** hyperlink.



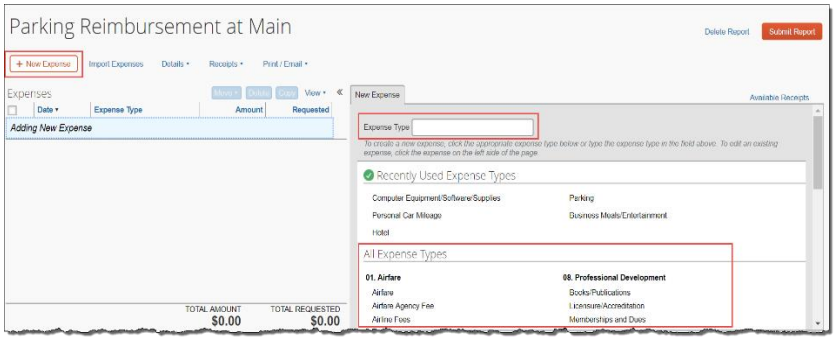
If needed, make any updates and then click **Next** (bottom of screen).



Adding Expenses to a Report

To add expenses to a report:

1. Click on each expense type you incurred. You can either click the **+ New Expense** button, use the **Expense Type search** field or click the actual **Expense type name** on the *right*-hand side of the screen.



2. Complete the required information for each expense, denoted by the red bar. The required fields may vary depending on the expense type selected.

   The options once you complete the required fields include:

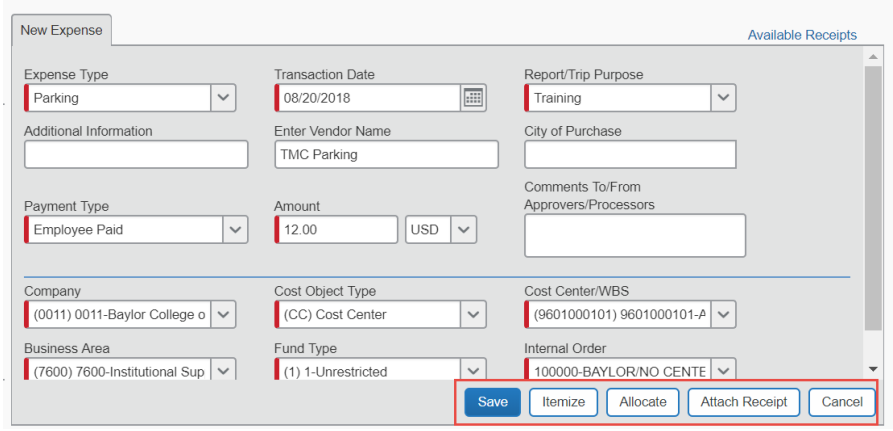
   a. **Save** – will save this expense in the current report (will see the expense on the left side of the screen)

   b. **Itemize –** itemize expenses to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly

   c. **Allocate** – allows you to allocate expenses to different projects or departments by percentage or dollar amount.

   d. **Attach Receipt** – receipts are required for expenses. A receipt can be included at this point or once you save the expense. Select a receipt from your receipt store if they are loaded into Concur or browse your file directories to attach a copy of the receipt.

   e. **Cancel** – cancels the expense entry



3. Once all expenses are entered, ensure all required receipts have been attached by reviewing the *left*-hand side of the screen under the **Expenses** area.

   If the required receipt icon displays, a receipt is required and has not been attached. Select the **Attach Receipts** button from the bottom *right*-hand side of the screen or select the **Attach Receipt Images** from the **Receipts** drop-down.

Itemizing Expenses

1. Click on the expense that you want to **Itemize** by selecting the expense on the left side of the report or select from the Expense Types.
2. Complete the Expense detail information.
3. Click **Itemize** at the bottom right of the screen.
4. Fill in the required information and click **Save Itemizations**.
5. All itemizations will appear on the left side of the expense report.
6. To edit an Itemization, click the Itemization on the left side of the screen and make changes on the right side of the screen.
7. To delete an Itemization, click the Itemization on the left side of the screen and click the Delete button at the top of the expense report.

Allocating Expenses

1. To allocate expenses, on the Manage Expenses page, click Details, and then click Allocations or the Allocate button.
2. Or, you can Allocate expenses as you create a new expense. The Allocate button will be seen at the bottom of the right-hand screen. If completing while completing a New Expense, complete the required fields, then click **Allocate**.
3. In the **Allocations for Report** window, use the check boxes to select individual expenses, or select the first check box to select all the expenses.
4. Click **Add New Allocation**. The total expense amount, the amount allocated, and the amount remaining appear in the Allocations section. You can adjust the amounts and percentages. The total amount must be 100 percent allocated, otherwise an audit rule is flagged, and you will not be able to submit the report.
5. Select from the lists or type the appropriate information in the fields, and then click **Save**.
6. Click **Done** to return to your expense report. The fully allocated icon appears with each allocated expense in the expense list. The partially allocated icon appears if there is a remaining amount.

Entering Personal Car Mileage

1. With the expense report open, on the **New Expenses** tab, select **Mileage**.
2. Goggle **Mileage Calculator** window automatically displays. Enter **Waypoints** – Actual starting point and Destination.
3. Click **Calculate Route**.
4. If applicable, click **Make Round Trip**.
5. Click **Add Mileage to Expense**.

Adding Attendees to Business Meals

1. With the expense report open, on the **New Expenses** tab, select **Business Meals/Entertainment**.
2. Click **Advanced Search** to search for attendees by type**.** Check the appropriate box for each attendee to add.
3. Click **Add to Expense**.
4. Check appropriate attendees.
5. Click **Save**.

Converting Currency

To account for an expense incurred in another currency:

1. With the report open, click **New Expense**, and then enter the appropriate information in the required and optional fields.
2. Enter the **Amount** of the expense. Select the appropriate currency in the drop down. If the currency is other than USD, the conversion rate will automatically populate based on the Transaction Date.
3. The Concur system calculates the amount in US dollars.

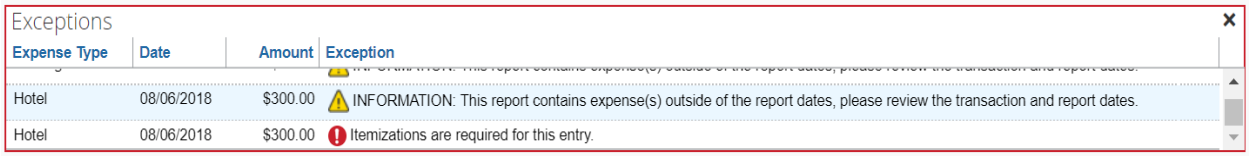
Missing Receipt Affidavit

If you do not have a receipt, you can complete the Missing Receipts Affidavits **except** for the following expense: airfare, hotels, car rentals, and conference registrations. In addition, an Expense Delegate cannot submit the Missing Receipt Affidavit on behalf of the requestor.

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

Exceptions

Before submitting the expense report, ensure there are no exceptions. Exceptions will be displayed above all the Expenses listed. The Expense Type will be listed with the Date, Amount, and Exception reason. Review the reason and make corrections as needed. If exceptions exist, include reasons for the exceptions in the comments section. Those exceptions with a **Yellow** icon are warnings. You should correct the exception if possible. Yellow warnings will still allow a report to be submitted. An exception with a **Red** icon is hard stops and you will not be able to submit your report until this exception has been corrected.



Attaching Receipts to an Expense Report

Travelers are expected to keep receipts and documentation of business-related travel and non-travel expenses. Receipts are required for:

- For all expenses charged to sponsored agreements, regardless of dollar amount.
- For all expenses $25 or greater charged to all other funding sources
- For all entertainment meals or engagements, regardless of dollar amount or funding source
- For travel expenses of airfare, hotel, car rental, and registration fees

Uploading receipts using Available Receipts

Available Receipts work with the SAP Concur Imaging Service to provide receipt images that the user can either email or upload images to, and then use to attach images at the line item expense entry level (only). Images in supported format are uploaded using an SAP Concur-verified email address provided by the user during signup, and these images are then available to that user (only) for the purpose of attaching to report expense entries.

To attach a receipt image to an expense entry using Available Receipts

1. Select an entry to open it in **Details** view.
2. Click **Attach Receipt Image**.
3. Select the receipt image you want to attach, and then click **Attach.**
4. The receipt image is attached to the expense entry and displays on the right side of the screen.

   Note: You can **Detach** or **Append** the image from the receipt pane.

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, and the expense details and receipt image will display under Available Expenses.

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.
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Email: (your email address must be verified in your Concur Profile)

- Email your receipt images as attachments to receipts@expenseit.com. The receipts will be added to your Available Expenses.
- From your expense report, click Import Expense > Available Expenses.