

Submitting a Non-Travel Expense Report

Overview: All expenses for reimbursement need to be submitted through the Concur system. You can have several expense types/receipts on a report but all expenses related to a trip will need to be on a travel expense report with an approved request. **NOTE:** Your profile settings should be completely set up prior to using the system. Refer to the [Using Concur for the First Time checklist](#).

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.

The screenshot shows the Baylor College of Medicine website. The top navigation bar includes links for Healthcare, Community, Research, Education, News, Giving, and Intranet. Below this is a search bar and a secondary navigation bar with links for OVERVIEW, PROJECT MOSAIC TEAM, TIMELINE, HUMAN RESOURCES, TRAVEL AND EXPENSE (circled in red), FREQUENTLY ASKED QUESTIONS, and FEEDBACK. The main content area displays 'The Mosaic Project' with a breadcrumb trail: Baylor College of Medicine > About Us > Leadership > Administrative Offices > The Mosaic Project. Below this is another navigation bar with links for OVERVIEW, PRODUCTS AND SERVICES, TRAINING, FAQs, PILOT, and FEEDBACK. The main content area displays 'Travel And Expense' with a breadcrumb trail: Baylor College of Medicine > About Us > Leadership > Administrative Offices > The Mosaic Project > Travel And Expense. At the bottom right, there is a 'Concur Logon' button with a right-pointing arrow, circled in red. Below the button, it says 'Access to the capabilities of Concur requires Baylor login.' A blue arrow points from the 'TRAVEL AND EXPENSE' link in the top navigation bar to the 'Concur Logon' button.

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

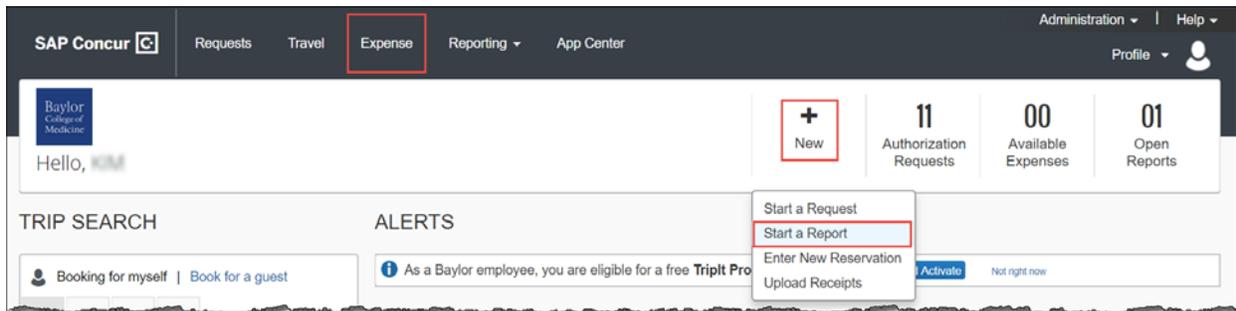


Quick Reference Guide

- Version: 18-08-30-01
- Website: www.bcm.edu/mosaic > Travel and Expense
- SAP Concur Support: concursupport@bcm.edu | IT Help Desk: 713-798-8737

Creating an Expense Report

1. To create a new expense report, click one of the following options:
 - **Expense > Create a New Report**
 - **+ New > Start a Report**



2. In the Report Header, complete all required fields (red bar):
 - Report Type
 - BCM Travel – *Traveler is BCM employee*
 - Guest Travel – *Travel is a non-BCM employee, examples: guest speaker, honorarium. An [AP Vendor ID](#) will be required when submitting the expense report. It is not required when submitting a travel request.*
 - Report Name
 - Report/Trip Purpose
 - Report Start Date – *start date of transaction/receipt*
 - Report End Date – *end date of transaction/receipt*
 - Domestic/International?
 - Does this trip include personal travel?
 - Personal Travel Dates (*optional, should be completed if there were personal travel*)
 - Additional Information (*optional*)
 - Comments To/From Approvers/Processors (*optional but required if report requires COO approval*)
 - Company
 - Cost Object Type
 - Cost Center/WBS
 - Business Area
 - Fund Type
 - Internal Area



To view your funds center information, click **Profile > Profile Settings > Expense Information** or contact your approver.

3. Click the **Next** button at the bottom of the screen.



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Create a New Expense Report

Report Header

Report Type
BCM Expense Report

Report Name: Parking Reimbursement at Main | Report/Trip Purpose: Training | Report Start Date: 08/20/2018 | Report End Date: 08/22/2018

Domestic/International?: Domestic | Does this trip include personal travel?: No | Personal Travel Dates: | Additional Information: | Comments To/From Approvers/Processors:

Company: 2 (0011) 0011-Baylor College o | Cost Object Type: 3 (CC) Cost Center | Cost Center/WBS: 4 (9601000101) 9601000101-A | Business Area: 5 (/7600) 7600-Institutional Sup | Fund Type: 6 (1) 1-Unrestricted

Internal Order: 100000-BAYLOR/NO CENTE | Department: 960-Vice-Pres for Information Tech

Requests

Next >> Cancel

Entering Expenses

1. Enter each expense type you incurred. There are two ways to add:
 - A. You can add credit card transactions from the **Available Expenses** section.
 - B. Click the **+ New Expense** button for each expense type you incurred.

Parking Reimbursement at Main

Buttons: + New Expense, Import Expenses, Details, Receipts, Print / Email, Delete Report, Submit Report, Show Exceptions

Exp	Expense Type	Amount	Requested
<input type="checkbox"/>	08/30/2018 Internet/Mobile CONCUR, Housto	\$5.61	\$5.61
<input type="checkbox"/>	08/29/2018 Business Meals/E KROGER, Pearlan	\$16.22	\$16.22

Available Expenses

Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/>	Business Meals/Entertainment	Business Meals/Entertainment	09/11/2018	\$222.30



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To add an expense type, use the **Expense Type** search field or click the actual **Expense type** name on the right-hand side of the screen.

Parking Reimbursement at Main

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

Move Delete Copy View

Expenses Table: Adding New Expense

Expense Type

Recently Used Expense Types

- Computer Equipment/Software/Supplies
- Personal Car Mileage
- Hotel
- Parking
- Business Meals/Entertainment

All Expense Types

- 01. Airfare
 - Airfare
 - Airfare Agency Fee
 - Airline Fees
- 08. Professional Development
 - Books/Publications
 - Licensure/Accreditation
 - Memberships and Dues

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

2. Complete the required information for each expense, denoted by the red bar. The required fields may vary depending on the expense type selected.
3. The options once you complete the required fields include:
 - **Save** – will save this expense in the current report (will see the expense on the left side of the screen)
 - **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
 - **Allocate** – allows you to allocate expenses to different projects or departments by percentage of dollar amount
 - **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.
 - **Cancel** – cancels the expense entry



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New Expense Available Receipts

Expense Type Parking	Transaction Date 08/20/2018	Report/Trip Purpose Training
Additional Information	Enter Vendor Name TMC Parking	City of Purchase
Payment Type Employee Paid	Amount 12.00 USD	Comments To/From Approvers/Processors
Company (0011) 0011-Baylor College o	Cost Object Type (CC) Cost Center	Cost Center/WBS (9601000101) 9601000101-A
Business Area (7600) 7600-Institutional Sup	Fund Type (1) 1-Unrestricted	Internal Order 100000-BAYLOR/NO CENTE

- Once all expenses are enter, ensure all receipts has been attach 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 attach. 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.

Missing Receipt Affidavit

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

- From your expense report, click **Receipts > Missing Receipt Affidavit** or **Attach Receipt > Missing Receipt Affidavit**.
- Select the expense for which you are missing a required receipt.
- 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.

Expense Type	Date	Amount	Exception
Hotel	08/06/2018	\$300.00	 INFORMATION: This report contains expense(s) outside of the report dates, please review the transaction and report dates.
Hotel	08/06/2018	\$300.00	 Itemizations are required for this entry.



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Submitting an Expense Report

1. Click **Submit Report**  .
2. A Final Review window will appear. Click **Accept & Submit** or **Cancel**.
3. A window will display showing that the Report has been successfully submitted. Click **Close**.
4. The employee will find the report on the Concur home page under **Open Reports**.

Recalling a Report

You can recall and update a report if it has not been approved. Recalled reports can be modified and resubmitted.

1. Submitted reports display on the Expenses home page, under **Active Reports**.
2. Click the **Expense Report name** to open the report.
3. Click **Recall**  .
4. Click **Yes** to confirm if you want to recall the report.

Returned Expense Report

Approvers cannot modify reports, but can return them to requestor for corrections. You will receive an email notification if the report has been returned and requires updates.

1. Returned Reports display on the Expenses home page, under **Active Reports**.
2. Click the **Expense Report name** to open the report.
3. Make the requested changes.
4. Click **Submit Report**.



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