UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST

Concur
Travel Expense Report Manual

Procurement Card and Travel Services
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Ready. South. Go.

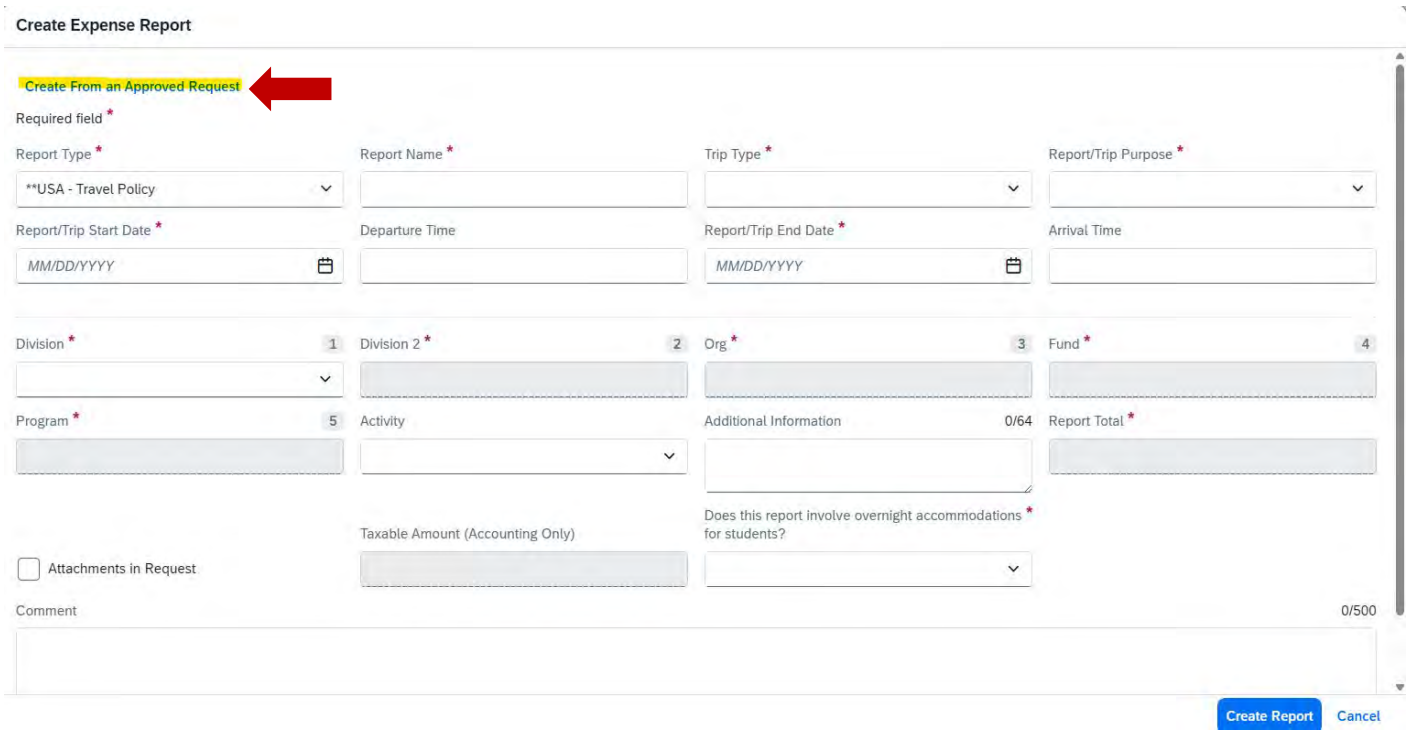
Rev 08.27.26

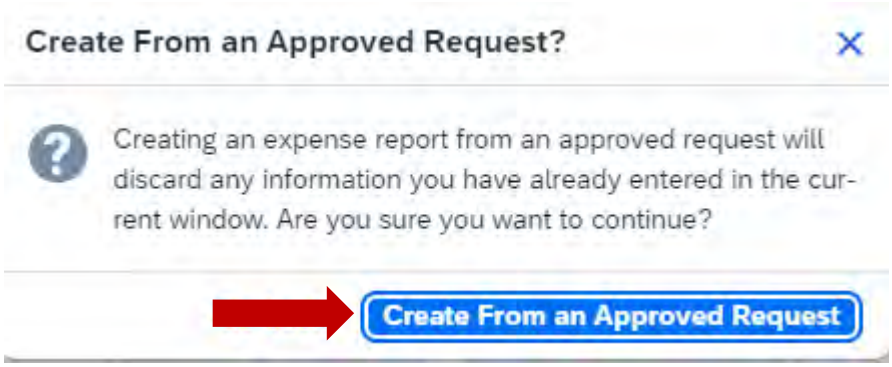
Note: If you are creating an expense report for local mileage please see the "Local Mileage Expense Report" manual.

1. Log into Concur and **click Create Expense Report**.



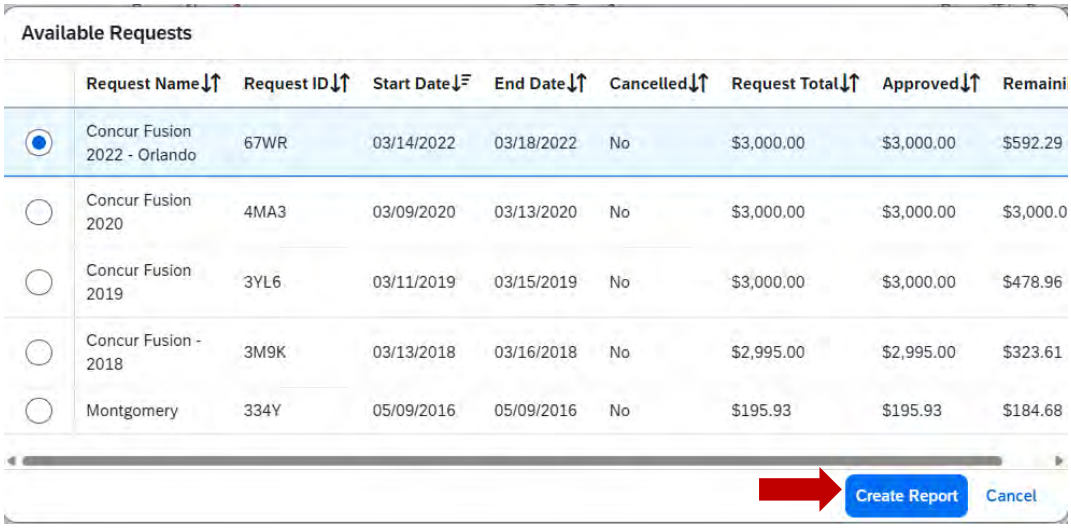
2. Click **Create From an Approved Request.** You will get a pop up asking if you are sure you want to continue, click "**Create From an Approved Request**" button.



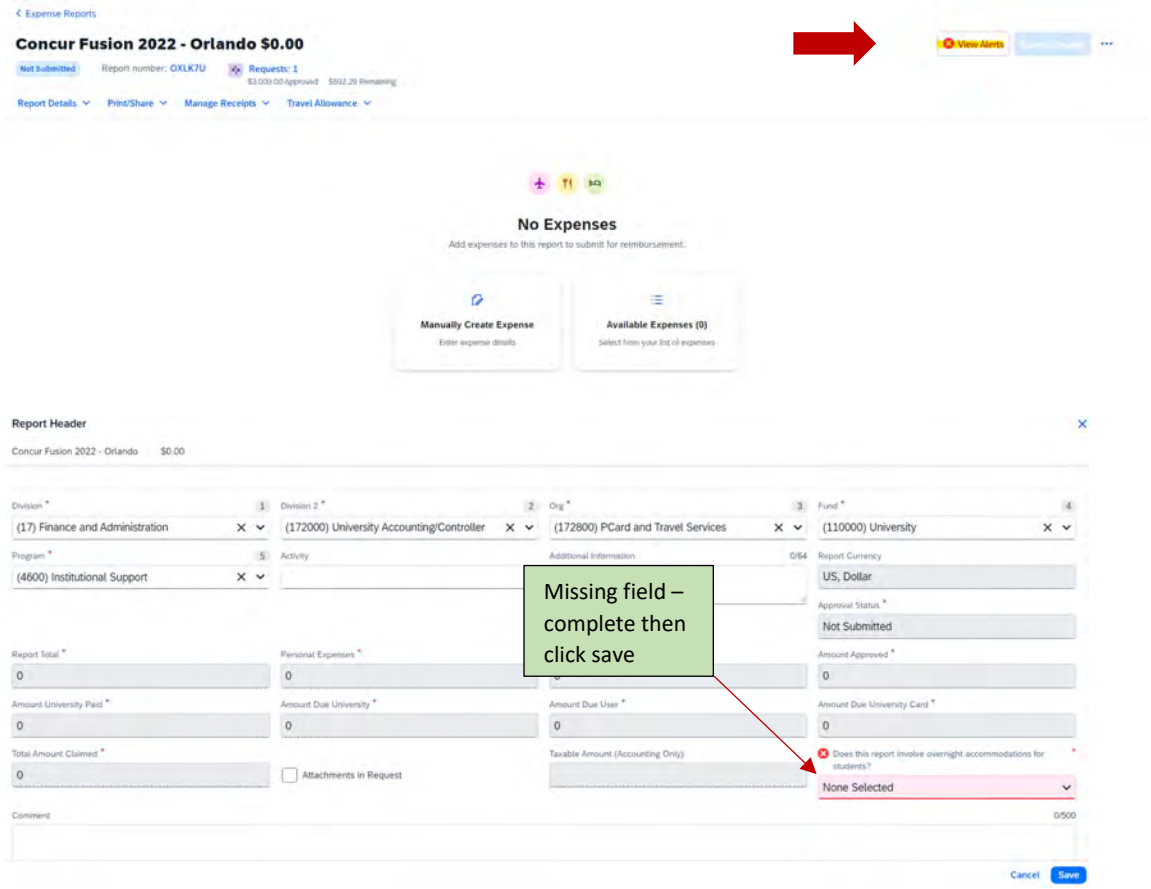


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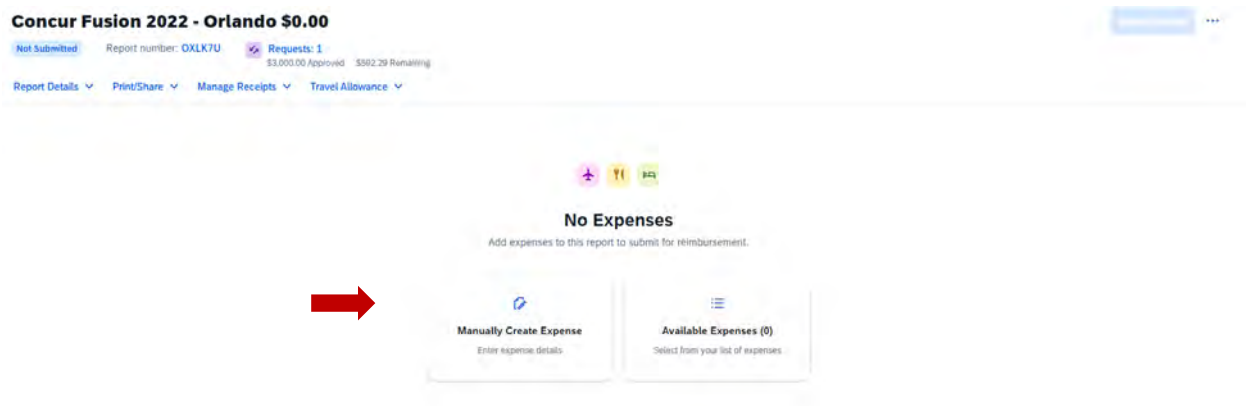
3. Select the appropriate approved request and click **Create Report**.



4. Once your report has been created you will have Alerts. Click **Report Details – Report Header**. Complete all missing required fields as indicated by the red highlights then click **Save**.

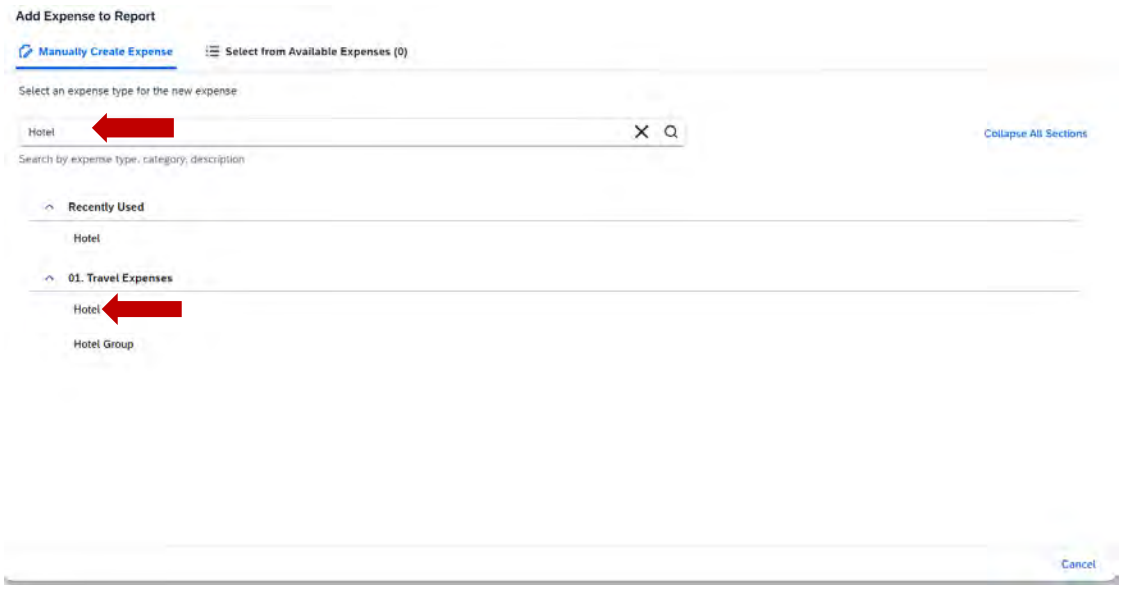


5. To add an expense click **Manually Create Expense** or Available Expenses if you have pcard transactions for this trip.

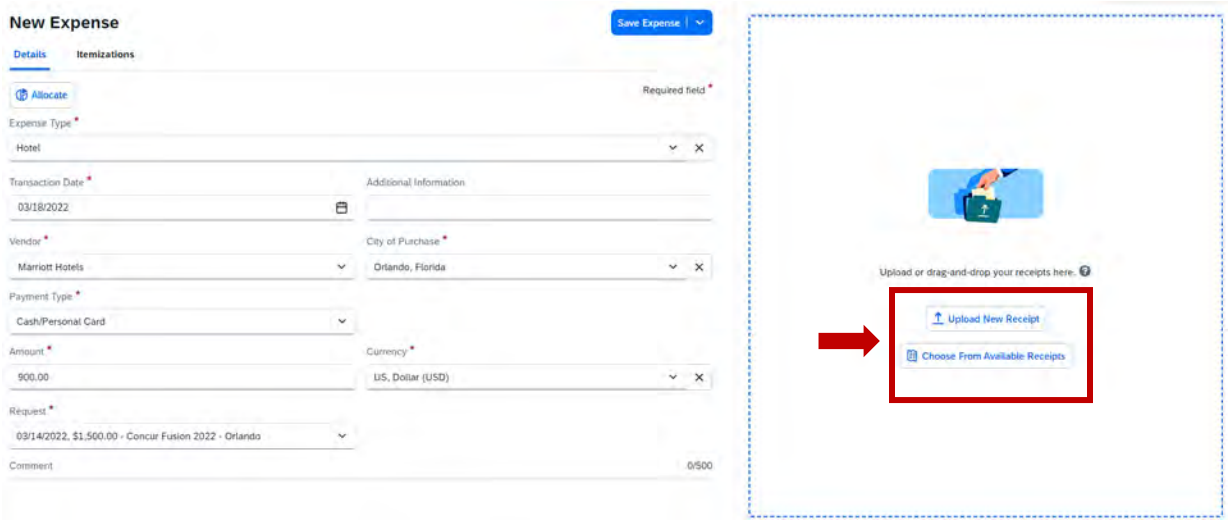


6. If you have a PCard or participate in e-receipts, then your charges will show under "Available Expenses". If any of these charges are applicable to this report, then select the applicable charges and click **Add To Report**. If there are <u>not</u> any charges under your Available Expenses tab you need to attach to this report, then select the tab **Manually Create Expense.**

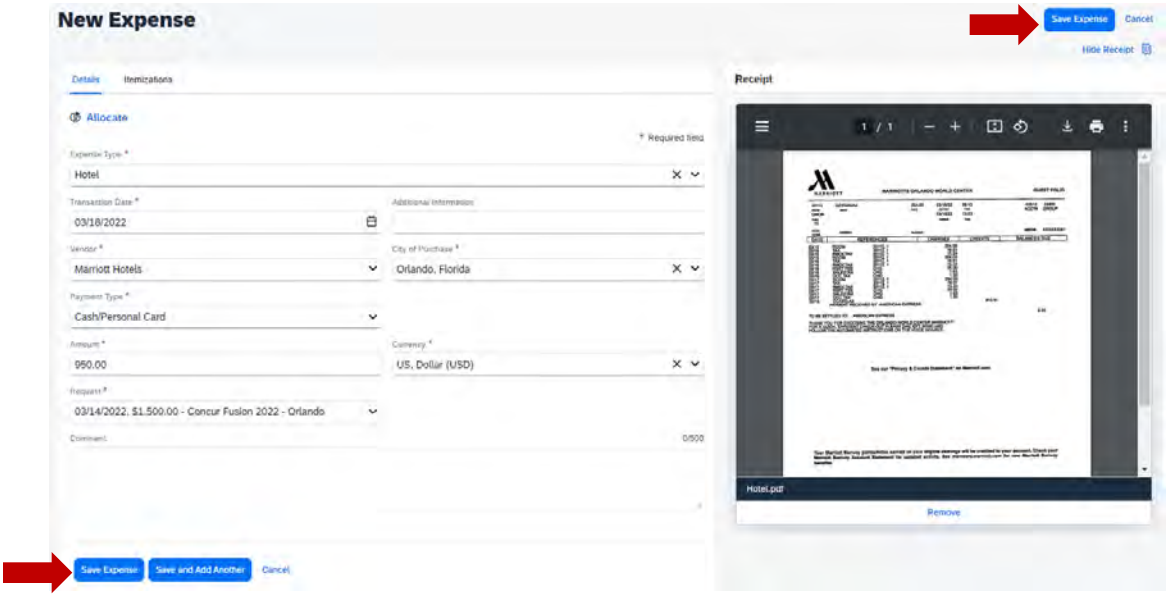
7. In the searchable field begin typing the expense type you wish to add. Then select the expense type you wish to add to your report and **Click it in the list**.



8. Complete all the required fields *(required fields marked with red asterisks)* and attach the receipt. To attach a receipt click **Upload New Receipt** to upload from your computer or click **Choose from Available Receipts** if you already loaded the receipt into Concur.

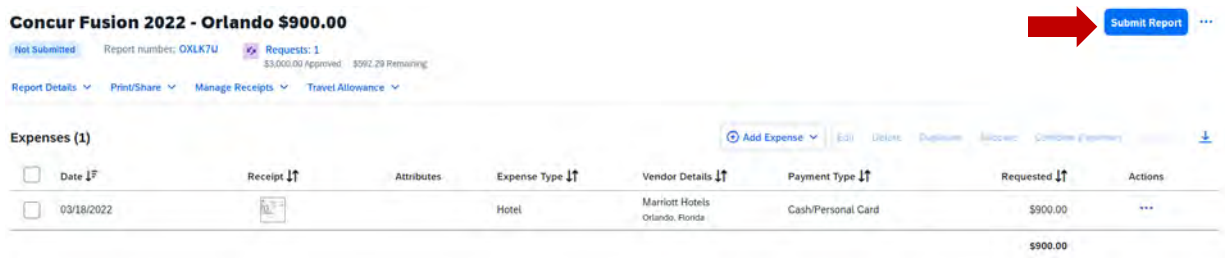


9. After you have attached your receipt, you will see your receipt image along with your expense details. If you are finished with this expense click **Save Expense** upper right or lower left.



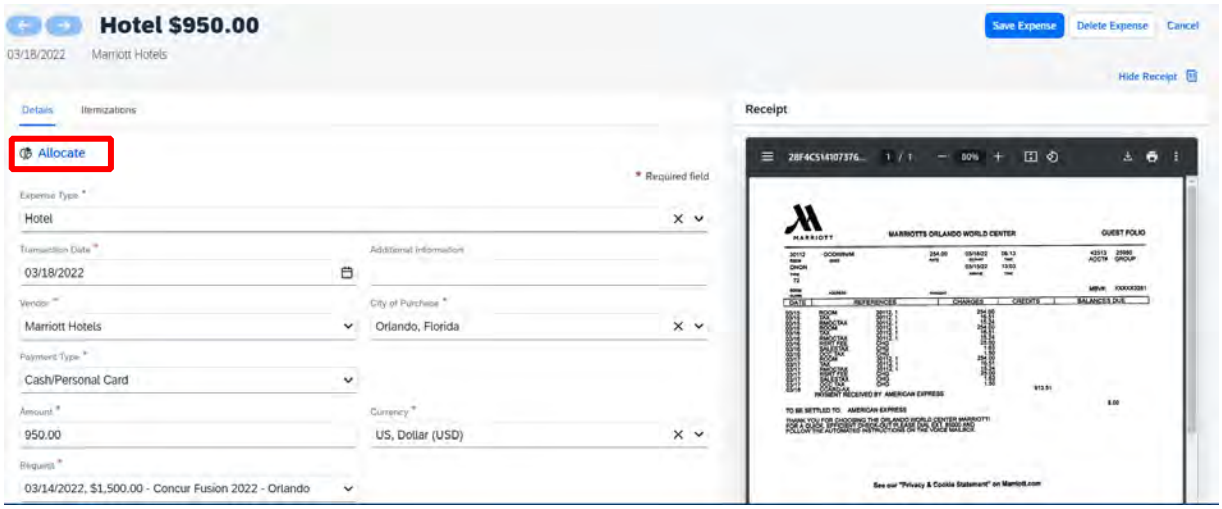
10. After you have clicked **Save Expense**, you will be back to your entire report where you can add more expenses or adjust those you have already added. To add more expenses repeat steps 5-9 for each additional expense.

12. After you have added all applicable expenses and you are ready to submit, click **Submit Report**.

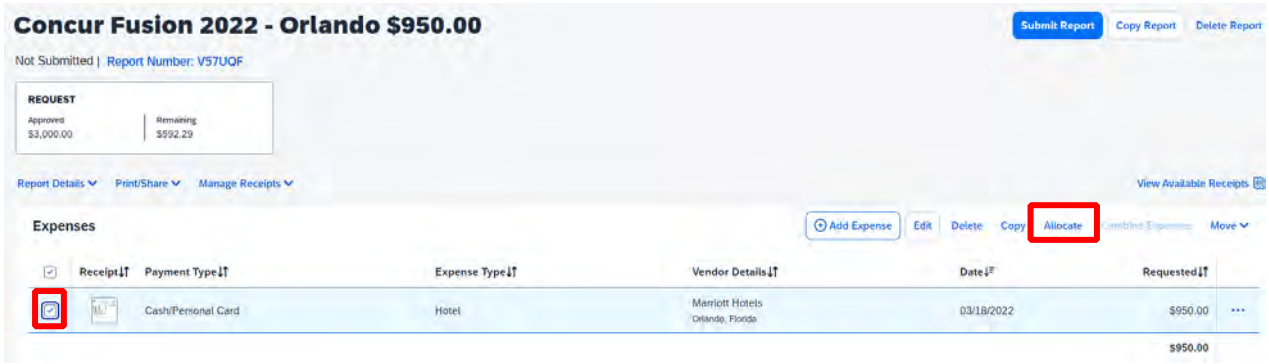


NOTE: The following steps, 13-18, are applicable to Allocations. If you do not have any allocations, then you do not need to complete these steps.

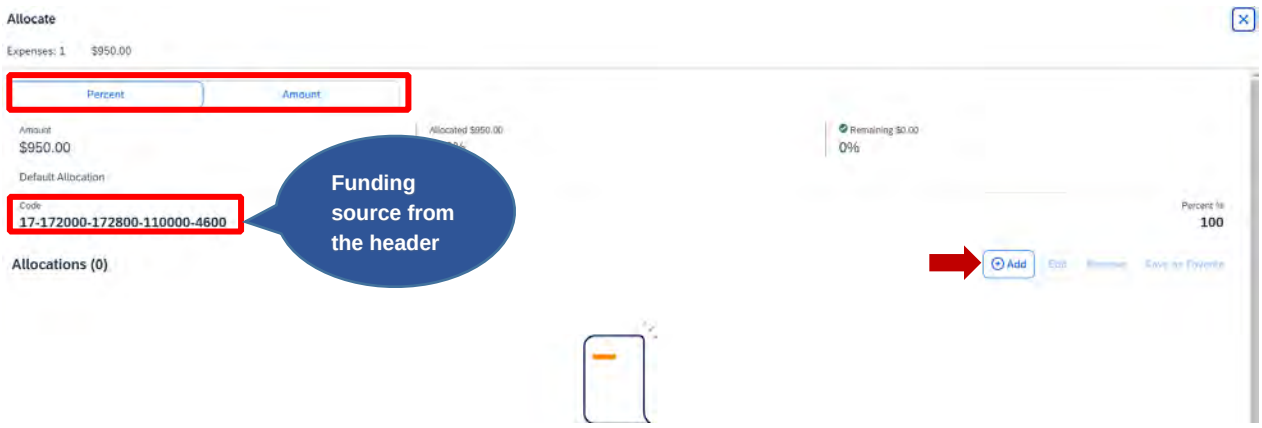
13. To allocate an expense click the expense you wish to allocate and click the **Allocate** link directly below the word Details. *Hint: You can also check the box next to the expense on your report and click the Allocate button.*



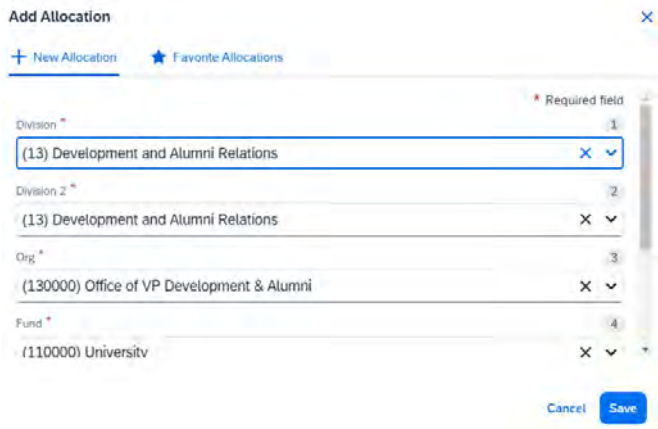
Hint:



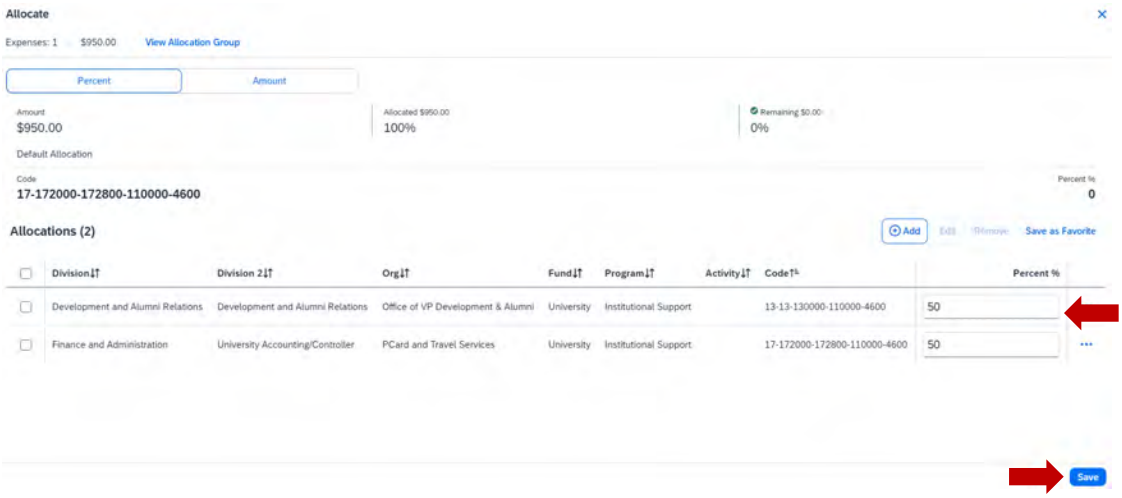
14. Select whether you wish to allocate by Percent (default) or by Amount then click Add.



15. Complete the required fields and click **Save** or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite at the bottom of this page).

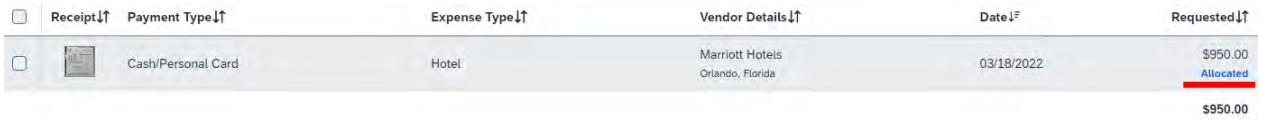


16. Key the percentage or amount you wish to apply to this funding source.



17. If you need to add more funding sources repeat steps 14-16 for each new funding source.

18. After all funding sources are added click **Save**. Then click **Save Expense**. You will see "Allocated" under the Requested amount.



Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Cash/Personal Card	Hotel	Marriott Hotels Orlando, Florida	03/18/2022	$950.00 Allocated
					$950.00

SAVING AN ALLOCATION AS A FAVORITE

After entering your desired funding sources into the allocation in step 16 you can click **Save as Favorite** give it a name and save. It will then be available under the **Favorite Allocations** tab the next time you need to allocate to the same funding source(s) as the favorite you saved.