EXPENSE REPORT – QUICK GUIDE

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<th>REQUIRED STEPS</th>
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<td><strong>STEP 1: Launch Concur</strong></td>
<td>Log into Concur Using your PennKey and Password <a href="http://www.upenn.edu/penntravel">www.upenn.edu/penntravel</a> on top right, click on the Concur Login.</td>
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| **STEP 2: Start a New Expense Report** | • Click “Start a Report” on the Work-to-Zero dashboard at the top of the Home page.  
• You can also create a new report from the Expense page by clicking on the “Create New Report” tile. |
|  |  |
| **STEP 3: Fill out Report Header** | • Required fields are marked by a red left border.  
• If you select “International” in the Type of Travel/ Reimbursement box, select the country in the Country Code box and complete the trip begin and trip end date fields.  
• Report Name should clearly reflect the expenses placed on this specific report – example: SCTEM Conference May 2019.  
• Report date fills in automatically- the date you create the report.  
• Report Key fills in automatically after the report has been created.  
• Remaining fields represent the funding source. They can be changed by typing in the field and selecting the result from the type to search by: drop down menu. |

**STEP 4: Enter Expenses**

- **Penn Travel Card transactions:** Select these transactions from the right side of the screen under Available Expenses and click the “Import” button. They will move to the left side of the screen and are now part of the active expense report.
- **Out of pocket (cash/personal credit card) expenses:** Click New Expense. Select the appropriate expense type from the right side of the screen. Fill in all required fields.
- **If there is a red exception 🍎 icon a reason for the exception will be displayed,** click the expense line that contains the exception, and fix accordingly and save.
- **To itemize hotel expenses (required), open the transaction and select the Itemize button on the bottom right. Itemize all charges on the receipt.**
- **Allocation** – charging to a funding source different than the one detailed on the report header  
  • Specific Expense – use Allocate button at the bottom right of the expense detail  
  • Entire report or Multiple Expense items – go to Details tab, select Allocations, and follow the instructional steps. You can allocate by amount or percentage.
- **Per Diem** – if per diem is being claimed for meals, use the Details tab to enter a new itinerary, then, fill out the Expenses & Adjustments section. Click Create Expenses at the bottom of the Expenses & Adjustments window when done.
- **Non-Reimbursable Expenses** – for any personal expense appearing as part of a business receipt (i.e. movie rental put on a hotel bill), use the expense type Non-Reimbursable (last item in the list of expense types) and verify that the “Personal Expense (do not reimburse)” box is checked.
### STEP 5: Apply Travel Advance

- If you are creating a new expense report, after you fill in the Report Header, a pop-up window will appear and give you the option to assign your travel advance to the report. Check the box in front of the advance and click **Assign Cash Advance to Report**.
- If you have already created a report but have not yet assigned your advance to it, open the report, and click **Details, Available Cash Advances**.
- Select the cash advance and click **Assign Cash Advance to Report**.
- Enter the expenses incurred on the trip along with the receipts to reconcile your advance.
- If there are funds still available from the advance after accounting for all expenses, use the **Return of Cash Advance** expense type for the remainder. Work with your area administrator to reimburse the university for the amount not spent. Before submitting the report, scan and attach the receipt from the Cashier as an additional receipt.

### REQUIRED STEPS | ADDITIONAL STEPS OR INFORMATION

### STEP 6: Attach Receipt

**Options:**
- Scan all receipts and attach as one document to the report header (Click Receipts, Attach Receipt Images).
- Attach to selected line item expense by clicking Attach Receipt at the bottom right.
- Use Available Receipts- which allows you to take pictures of receipts with your smart phone and email them to receipts@concur.com directly into your Available Receipts. Attach to line item expense by drag and drop.
- Fax receipts with Concur specific fax coversheet.

### STEP 6: Submit Report

- Report will be electronically sent to approvers.
- Once the report has been approved and processed, reimbursement will be sent directly to the bank account shown in your Concur profile at the time the report was submitted (Profile>Profile Settings>Bank Information). If you need additional information on managing bank information please see additional instructions here.
- Reminder: Do not pay business expenses paid for by the Penn Travel Credit Card. Upon approval of an expense report with those items included, Penn will pay the credit card on your behalf. **However**, transactions marked as personal are the responsibility of the individual. Payment should be sent directly to the credit card company by the individual before the due date.
What happens next?

**Flow of an Expense Report**

- Completed report is submitted by individual requesting reimbursement.
- Report goes through a defined list of approvers.
- If an approver rejects it, the report is electronically returned to individual’s account in Concur and notification is sent to their email. Log into Concur, select **Open Reports** on the Work-to-Zero Dashboard, find the specific expense report, and read the explanation for rejection. Click on the tile for that report to open it. Fix the report according to the comment the approver supplied when they rejected it, and then resubmit it.
- Once approved by all approvers in the workflow, the report is prepared for payment.
- Payment is released
  - Penn Travel Card payment is sent directly to BOA VISA for approved business related credit card charges on the expense report.
  - Individual receives reimbursement to the bank account listed in their Concur profile at the time the expense report was submitted.

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**Additional Questions? Please Contact Us**

**Phone:** 215-746-4357 Option 3 for Concur Travel/Expense, then Option 2 for Concur Expense Reporting

**E-mail:** doftemsupp@pobox.upenn.edu