Expense Report
Hurdles:
Do you know how to clear them?
Traveler Hurdles

5 Common mistakes to avoid that should help prevent your expense report from being returned!
Traveler Hurdles

Common Mistake # 1:

Not using the ‘Notes to Approver’ field!

- **Type of Travel/Reimbursement**: Domestic
- **Country Code**:?
- **Policy**: US Expense Policy
- **Business Justification**: Professional Development and Travel and Expenses - B16 Convention registration and
- **Approval Status**: Not Submitted
- **Payment Status**: Not Paid
- **Report Name**: 2018 PDI & B16 Convention
- **School/Center**: (87) FIN
- **Notes to Approver**: Please charge registration to fund ABC and the travel expenses to grant fund.
Traveler Hurdles

The ‘Notes to Approver’ field is useful for:

1. Letting your approver know where the reimbursement should be charged:
   ‘Please charge travel expenses to grant ABC and the Entertainment to my discretionary fund.’

2. Adding comments that may explain complicated circumstances:
   ‘Conference fee refund resulted from being asked to present at the conference.’
Traveler Hurdles

Common Mistake # 2:

Not providing enough details in the ‘Business Justification’ field.
Traveler Hurdles

The ‘Business Justification’ should provide all of the details surrounding your reimbursement request.

‘I traveled to Dallas, TX to attend the XYZ Conference from 7/16/18-7/20/18. This is the annual meeting of Business Professionals for Knowledge Sharing.’
Traveler Hurdles

Common Mistake # 3:

Not providing itemized receipts!
Traveler Hurdles

Common Mistake # 4:

Not itemizing non-reimbursable portions of an expense.
Traveler Hurdles

Common Mistake # 5:

Not using the correct expense type!
Approver Hurdles

5 Tips & Tricks for Approvers
Approver Hurdles

1. Understanding the Approval Workflow in Concur
Approver Hurdles

There are four approver roles in the system:

- **Default Reviewer** – defined in each user’s profile
- **Cost Object (Funding Source) Approver** – based on CNAC-ORG-BC-FUND entered (max 3 allowed)
- **Supplemental Approver** – selected from list by Default Reviewer, required on all expense reports $500 or greater
- **User Added Approver** – can be added by Default Reviewer, Funding Source Approver(s), or Supplemental Approver

Cost Object (Funding Source) Approver(s)
1 level required, can define up to 3 levels i.e. 870-8721-1-000000
Approver Hurdles

2. Setup an approver delegate when you are going to be out of the office!

Expense Delegates

Delegates are employees who are allowed to perform work on behalf of other employees.

- BINSTEAD, JACQUELINE
  - Can Prepare: 
  - Can View Receipts: 
  - Receives Emails: 
  - Can Approve: 
  - Can Approve Temporary: 
  - Receives Approval Emails: 

Add  Save  Delete
Approver Hurdles

3. Where is the report going to be charged?
Details>Allocations>Summary
Approver Hurdles

4. You do not have to make the ‘Yellow Exception Messages’ go away before approving the expense report!

Yellow exceptions are warnings – check the comment field for additional information from the requestor for an explanation or justification.

Red exceptions are hard stops and must be reconciled before the report can be approved.
Approver Hurdles

5. Approving expense reports for students – often times this requires coordination between different departments across the University.
Administrative Reporting Hurdles

5 Administrative Reporting tools you may not know about!
1. Perform routine maintenance using the Web ADI TEM Maintenance forms, including:

- Update new Faculty/Staff so they will have access to the Expense side of Concur.

- Replace departing approvers PRIOR to their access being removed so you can just ‘Find + Replace’.

- Update new grant funds with appropriate Cost Object Approvers.
Administrative Reporting Hurdles

2. Utilize reporting on the Penn Travel Card in BOA Works.
3. Did you know that there is a Public Folder in BusinessObjects for Travel and Expense (TEM) Management?

You inherit access to this data based on your access to BEN data!
Administrative Reporting Hurdles

4. BusinessObjects continued...

Within this folder there are canned reports created to review expense report information for the ORGs in which you have access to.

- Report Inquiry – Processed & Unprocessed Reports
- Reports by Approver
- Unassigned Cash Advances
Administrative Reporting Hurdles

5. BusinessObjects continued...

Within this folder there are canned reports created to review exceptions within approved expense reports.

- Missing Receipt Affidavit usage
- Student expense reports
- 1st Class Airline ticket purchased
Your Biggest Hurdle?

You don’t know what you don’t know! PLEASE call or email us – we are happy to help you clear any hurdles that come your way!

Your biggest hurdle isn’t your opponent, it is yourself.

— Brandon Todd —
How to Contact Us

• Travel-Related Inquiries
  Phone: 215-746-4357
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