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<tr>
<th>REQUIRED STEPS</th>
<th>ADDITIONAL STEPS or INFORMATION</th>
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| **STEP 1: Launch Concur**                  | Log into Concur from the Penn TEM website or use the following link [https://medley.isc-seo.upenn.edu/authentication/profile/concur?app=concurprod](https://medley.isc-seo.upenn.edu/authentication/profile/concur?app=concurprod)  
You will be asked to log in using PennKey. |
| **STEP 2: Click New Expense Report**       | Found under Expense Tab                                                                                                                                                                                                         |
| **STEP 3: Fill out Report Header**         | • Required fields are marked by a red left border  
• If you select International in the first box, select the country in the second box  
• Report Name should clearly reflect the expenses placed on this specific report – example: SCTEM Conference May 2012  
• Report Key fills in automatically at time of expense report submittal  
• Remaining fields represent the funding source. They can be changed by typing in the account code slowly until it appears in the drop down list. Then click on it. |
| **STEP 4: Enter Expenses**                 | o **Penn Travel Card transactions**: Select these transactions from the right side of the screen and click the “Import” button. They will move to the left side of the screen and are now part of the active expense report.  
  o **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.  
  o If there are **red exclamation points**, double click the transaction, and fix missing information.  
  o To **itemize hotel expenses** (required), open the transaction and select the itemize button on the bottom right. Itemize all charges on the receipt  
  o **Allocation** – charging to a funding source different than the one detailed on the report header  
    • Specific Expense – use allocate button at bottom right of the expense detail  
    • Entire report or Multiple Expense items – go to Details tab, select allocation, follow the instructional steps  
  o **Per Diem** – if per diem is being claimed for meals, use the Details tab to enter the itinerary and fill out the expenses & adjustments section  
  o **Non-Reimbursable** Expenses – for any personal expense appearing as part of a business receipt (i.e. movie rental put on a hotel bill), use expense type **Non-Reimbursable** (last item in the list of expense types) and verify that the “personal” box is checked. |
| **STEP 5: Apply Travel Advance**           | • Details tab, Available Advance, Select, Apply  
  • 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. Prior to report submittal, scan and attach the receipt from the Cashier as an additional receipt. |
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| **STEP 6: Attach Receipt** | Options:  
  • Scan all receipts and attach as one document  
  • Use Receipt Store – an app for smart phones which allows you to take pictures of receipts with your phone and email them directly into your personal Concur Receipt Store. Attach to line item expense by drag and drop.  
  • Fax receipts with Concur specific fax coversheet  
  • Missing receipt affidavit, under the Receipts button, can only be used by the individual, not their delegate. |
| **STEP 7: Submit Report** | Report will be electronically sent to approvers.  
  • Reimbursement will be sent directly to your payroll bank account or paycard once the expense report has been approved and processed  
  • 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 non-reimbursable 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 View Reports, find the specific expense report and read the explanation for rejection. Fix the report and resubmit.  
  • Once approved by all approvers in the workflow, the report is prepared for payment.  
  • Payment is released  
    o Penn Travel Card payment is sent directly to credit card company for approved business related credit card charges on this report  
    o Individual receives reimbursement via direct deposit or paycard for out of pocket (cash or personal credit card) expenses on the report |

Need Help: Look at the front page of Concur in the Company Info box on the right side of the page.