



# Concur Handbook



This handbook is designed to help new or infrequent users of Concur to complete travel requests, purchase requests, and/or expense reports.

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## **Before you Begin**

*Be sure to save your progress as you complete your report.*

### Definitions

**Expense Report** – All expenses must be reconciled with this tool, including purchasing card transactions and out of pocket expenses. Expense Reports are utilized after expenses are incurred and is the mechanism for reimbursement.

**Travel Request** – A Travel Request obtains the Approval needed for **ANY & ALL** travel for the University. The Request contains estimates of expenses for the travel. It is also necessary for insurance and liability purposes.

**Purchase Request** – Non-travel Purchases can be pre-approved through a Request in Concur. Pre-approval policies are department/college established.

**Type of Expense** – Select Faculty, Grant, Non-employee, Recruiting, Staff, or Team as applicable to your Expense Report.

**Purpose (Business Purpose)** – State or summarize the business purpose for the expenses you will be incurring and reconciling as it relates to the University.

**Comment** – Enter any comments you feel your approvers will need to know or will aid in their or an auditor's review of the Request or Expense report.

**Description** – Describe the purchase as it relates to the business purpose.

**Area of Travel** – Indicates range of travel. The range of travel determines the level of approval needed. Select from Not Applicable, In State, Out of State (Including Canada), International (Excluding Canada), Athletics In-Conference, Busing (drivers only), Kendall Faculty Development, or Relocation (Expense Only).

**FOAP/Index** – These (7) fields determine where all expenses will be charged to. You can change the allocation funding at the header or at the expense line entry in both Requests and Expense Reports.

Note: Numbers in Yellow correlate with numbering below

1. **Concur Home** page: this includes company-specific information, alerts, access to trip search, and a brief overview of tasks that are open/available.
2. **Request Tab**: manage existing/active requests, view previous requests, or start a new one in this tab.
3. **Travel Tab**: used for booking travel, reviewing all trips, and tools that aid in the travel process.
4. **Expense Tab**: manage existing/active reports, view available expenses and receipts, view previous reports, or start a new one in this tab.
5. **Profile**: access profile settings and sign out.
6. **Help**: access training documents and general help guides. (Click first drop down option – “Training”)

Note: If you ever want to start from the homepage, click the Concur logo.



## Profile Settings

The screenshot shows the Concur Profile Settings page. The left sidebar contains a list of settings categories: Your Information, Travel Settings, Request Settings, Expense Settings, and Other Settings. The main content area is titled 'Profile Options' and lists various settings with descriptions. Yellow boxes with numbers 1 through 7 and 6A are placed over specific settings. An inset dialog box titled 'Acting as other user' is shown in the top right, with a 'Start Session' button.

**1** Change Password

**2** Personal Information

**3** Travel Preferences

**4** Bank Information

**5** E-Receipt Activation

**6A** Request Preferences

**6B** Expense Preferences

**7** Mobile Registration

Note: Numbers in Yellow correlate with numbering below

In this window, you can:

1. Change your password
2. Update Personal Information
3. Set up Travel Preferences
4. Submit Banking Information **(required in order to submit Requests or Expense Reports)**  
**\*Note: Sending banking information to Payroll will not enter banking information in CONCUR. You must add it to CONCUR separately.**
5. Activate E-Receipts
6. Update Preferences in the (A) Request and (B) Expense sections of Concur
7. Complete Mobile Registration for the Mobile Apps

## Verify Email Addresses

It is important to verify your email address to receive notifications about the status of your requests or reports and to access some of the features on Concur.

1. Go to **Profile Settings**, locate and click **Email Addresses** in the left side bar.
2. Add in the preferred email address and click **Verify**.
3. Click **OK**; a message will appear notifying you that an email has been sent to your inbox.
4. Copy the **Verification Code** from the 'Concur Email Verification' you received.
5. Paste the verification code into the **Enter Code** field within the email you received. Click **OK** to complete the verification process. You may add additional email addresses if desired by repeating the process.

The screenshot shows a 'Create New Request' form with the following fields and callouts:

- 1: Request Name
- 2: Request Policy
- 3A: Start Date
- 3B: End Date
- 4: Purpose
- 5: Comment
- 6: Area of Travel
- 7: Blanket Travel checkbox
- 8: No Expenses will be Incurred checkbox
- 9: Study Abroad? checkbox
- 10A: EIO Funded? checkbox
- 10B: FCTL Amount
- 10C: FNTFO Amount
- 11: Index

Note: Numbers in Yellow correlate with numbering below

## Completing the Request Header

1. **Request Name.** Enter a name that identifies the Request. It is a good idea to include the year in the title.
2. **Request Policy.** This defaults to **FSU-Default Request Policy** used for [single trip travel](#) as well as [blanket travel](#).
3. **Start & End Date.** Enter the dates of travel. If this is a **Blanket Travel Request**, the dates may be July 1 – June 30.
4. **Purpose.** State or summarize travel as it relates to the University. For a **Blanket Travel Request**, please specify what types or the purposes of travel covered under the **Blanket Travel Request**.
5. **Comment.** Enter any explanation or comment you feel your approvers will need to know or that will aid in their or an auditor's review of the Request.
6. **Area of Travel.** Select the area of travel as it relates to the range of travel.
7. **Blanket Travel.** Select the Blanket Travel checkbox when this is a Travel Request for blanket travel.
8. **No Expenses will be Incurred.** Select this box when this is a Travel Request for **liability purposes only and no expenses** are to be incurred.
9. **Study Abroad.** Check this box when travel is for a Study Abroad Program.
10. **Funding. Expenses completely or partially funded by sources (see below) other than your Department:**
  - (A) **EIO Funded.** The Extended and International Office (EIO) is funding the travel.
  - (B) **FCTL Funded.** The Faculty Center for Teaching & Learning (FCTL) is funding the travel. **Enter Amount.**
  - (C) **FNTFO Funded.** The Ferris Non-Tenure Faculty Organization (FNTFO) is funding the travel. **Enter Amount** (Note: FCTL or FNTFO selections require an Amount.)
11. Your Request will default to your department's budget. Generally, it should not need to be changed, but if it does, see **Allocating in a Travel or Purchase Request to Multiple Indexes** on page 9.
12. This completes the HEADER portion of the Request. Next, add estimated expenses.

## Expenses Tab – Adding Expenses to the Request (Single Trip & Blanket Travel)

The screenshot shows the 'Add New Expected Expense' form. At the top, there is a search box for an expense type (callout 2). Below it is a list of expense categories under '01. Travel (Lodging)', including Airfare, Airfare Ticket Tax, Airline Fees, Automobile Gasoline & Oil, Booking Fees, Bus, Business Meal (attendees), and Car Rental. To the right, the 'EXPECTED EXPENSES' panel has buttons for 'Add' (callout 1), 'Edit', 'Allocate', and 'Delete', along with a sort option for 'Expense type'. The main form fields include 'Transaction Date \*' (callout 3) with a date picker, 'Transaction Amount \*' (callout 5), 'Currency \*' (set to 'US, Dollar'), 'Description' (callout 4), and 'Comment'. 'Save' and 'Cancel' buttons are at the bottom right.

Note: Numbers in Yellow correlate with numbering below

1. Click **Add** to add a new expense to the request.
2. Select the appropriate **Expense Type** from the expense list or use the search box provided.
3. The **Transaction Date** is auto-filled with the Start Date from the Request Header, edit as appropriate.
4. Enter a **Description** for the expense.
5. Enter the **estimated Transaction Amount** for the expense.
6. Repeat steps 2-5 until all estimated expenses are entered. Once completed, select the **Submit** option. Your Request is submitted and awaiting approvals.

# Creating a Purchase Request

The screenshot shows the 'Create New Request' form with the following fields highlighted by yellow callouts:

- 1: Request Name \*
- 2: Request Policy \*
- 3: Date \*
- 4: Purpose \*
- 5: Comment
- 6: Fund \*

Note: Numbers in Yellow correlate with numbering below

## Completing the Request Header

1. **Request Name.** Enter a Name that relates to this purchase.
2. **Request Policy.** Requests default to **FSU-Default Request Policy** (specific to travel). Since this is a **Purchase Request**, select **FSU-Purchase Request Policy** (specific to non-travel purchases) from the dropdown menu.
3. **Date.** Enter the **Date** as it relates to the purchase.
4. **Purpose.** State or summarize the purpose of the purchase as it relates to the University.
5. **Comment.** Enter any explanation or comment you feel your approvers will need to know or that will aid in their or an auditor's review of the Request.
6. **Funding.** Your Request will default to your department's budget.

## Expenses Tab – Adding Expenses to the Request (Purchase)

The screenshot shows the 'Add New Expected Expense' dialog box with the following fields highlighted by yellow callouts:

- 1: Add button
- 2: Search for an expense type
- 3: Transaction Date \*
- 4: Description
- 5: Transaction Amount \*

Note: Numbers in Yellow correlate with numbering below



1. Click **Add** to add a new expense to the request.
2. Select the appropriate **Expense Type** from the expense list or use the search box provided.
3. The **Transaction Date** is auto-filled with the Start Date from the Request Header, edit as appropriate.
4. Enter a **Description** for the expense.
5. Enter in the **Transaction Amount**.
6. Repeat steps 2-5 until all expenses are entered. Once this is completed, Select the **Submit** option.

## Allocating in a Travel or Purchase Request to Multiple Indexes

The image displays three overlapping screenshots from a software interface, illustrating the process of allocating expenses to multiple indexes. Yellow boxes with numbers 1 through 5 highlight specific elements:

- 1:** The **Add** button in the **EXPECTED EXPENSES** window.
- 2:** The **Expense type** dropdown menu in the **EXPECTED EXPENSES** window.
- 3:** The **Allocate** button in the **EXPECTED EXPENSES** window.
- 4:** The **Add Allocation** dialog box, which contains various dropdown menus for selection (Chart, Division, College/Department, Unit, Index, Fund, Organization, Program) and an **Activity** text field.
- 5:** The **Add to List** button at the bottom right of the **Add Allocation** dialog box.

The **Allocate** window (bottom) shows a table with columns for **Percent** and **Amount**, and a **Code** field containing the value `1-D-56-563-G56300-10000-56300-662`. It also displays a progress bar for allocation, showing **Allocated \$260.00** (100%) and **Remaining \$0.00** (0%).

Note: Numbers in Yellow correlate with numbering below

1. **Requests** can have different allocations by expense line.
2. Select the expense(s) to allocate by checking the box to the left of the expense type. Click **Allocate**.
3. Select whether to allocate by Percentage or Amount. Continue by clicking **Add**. **Note: Percentage is the default.**
4. Complete each funding field as appropriate by clicking into each field and selecting from the dropdown menu.
5. Click **Add to List** to continue the allocation process.

**NOTE:** To enter an Activity Code save the current allocation. Now, go back into the allocations window and enter the Activity code. The system must verify the FOAP is valid before entering the activity code.

# Creating an Expense Report

## Completing the Report Header For All Expense Reports

Create New Report

Create From an Approved Request

Report Name \* **1**

Type of Expense \* **2**

\*Business Purpose \* **3**

Area of Travel \*  
None Selected

Study Abroad?

EIO Funded?

FCTL Funded?

FCTL Amount

FNTO Prof Development?

FNTO Amount

Division \* (D) Admin and Finance

College/Department \* (54) Finance Office

Unit \* (563) Disbursement Office

Index \* (G56300) Disbursement Office

Fund \* (10000) BR Gen Fund

Organization \* (56300) Disbursement Office

Program \* (662) Fiscal Operations

Activity Search by Text

Comment **4**

**Claim Travel Allowance**  
Do you have an overnight stay and need to claim Fixed Meals (per diem) on this expense report?

Yes, I want to claim Travel Allowance  
 No, I do not want to claim Travel Allowance

Cancel Create Report

Note: Numbers in Yellow correlate with numbering below

1. Enter a **Report Name**.
2. Select **Type of Expense**. Choose from Faculty, Grant, Non-Employee, Recruiting, Staff or Team.
3. Enter **Business Purpose**.
4. Enter any **Comment** to explain if necessary.
5. Continue with either [For Travel](#) or [For Non-Travel](#).

## For Travel

Note: Numbers in Yellow correlate with numbering below

1. Select the appropriate **Area of Travel** from the dropdown menu.
2. Click **Create From an Approved Request** to attach an available Travel Request(s). Expense reports that include travel related expenses are required to have an approved Travel Request attached. You may attach as many Travel Requests to a report as necessary.
3. Select the request(s) you wish to attach in the **Available Requests** window.
4. Once the Request has been added, click **Create Report**.

### NOTE:

Only approved and open Requests will be available for selection.

If you want to claim your meals per diem, you can do so under the **Claim Travel Allowance** section. If you select **Yes, I want to claim Travel Allowance**, the Travel Allowance window (itinerary) automatically appears next. You can also access the itinerary tool through the Travel Allowance menu after creating the report. The itinerary tool will calculate meals per diem based on Ferris' Transportation & Travel Policy including key and non-key city rates.

## For Non-Travel

1. Select 'Not Applicable' in the **Area of Travel** from the dropdown menu if there are no travel related expenses on the report.
2. An approved Purchase Request can be attached in the Requests section if needed and/or required by your department.

## Adding an Expense to the Expense Report

Available Expenses import automatically from the Purchasing Card, from E-Receipts, or from a Trip Itinerary booked through Concur. Expenses also import from the Mobile App.

### Import a Purchasing Card Transaction to the Expense Report

Add Expense

2 Available Expenses 3 + Create New Expense 1 Add Expense Edit Delete

<input type="checkbox"/>	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Amount
<input type="checkbox"/>	BOA CBCP	Clothing and Laundry 7110		04/21/2022	\$1,199.40
<input type="checkbox"/>	BOA CBCP	Clothing and Laundry 7110		04/21/2022	\$205.00
<input type="checkbox"/>	BOA CBCP	Clothing and Laundry 7110		04/20/2022	\$260.00

Displayed expenses: 3, Total: 3

Close Add To Report 3

Note: Numbers in Yellow correlate with numbering below

1. While in your open Expense Report, click **Add Expense**.
2. Under the **Available Expenses** tab, select the transaction you want to add to the report.
3. Click **Add to Report** when you have finished selecting card charges.

**NOTE:** If a card charge(s) does not appear in the Import window, the merchant may not have posted the transaction.  
**Please wait until the charge is posted and available.**

### For Expenses on CONCUR Homepage under Available Expenses

Manage Expenses

REPORT LIBRARY View: Active Reports

+ Create New Report

NOT SUBMITTED 04/20/2022 \$18,786.83

NOT SUBMITTED 04/20/2022 \$586.31

SUBMITTED 04/20/2022 \$3,762.48

SUBMITTED 04/07/2022 \$4,814.89

Approved & In Accounting Review  
Not Paid

Displayed reports: 4, Total: 4

AVAILABLE EXPENSES View: All Expenses 3

Delete Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Amount ↑↓
<input checked="" type="checkbox"/>		BOA CBCP	Clothing and Laundry 7110		04/21/2022	\$1,199.40
<input type="checkbox"/>		BOA CBCP	Clothing and Laundry 7110		04/21/2022	\$205.00
<input type="checkbox"/>		BOA CBCP	Clothing and Laundry 7110		04/20/2022	\$260.00

Displayed expenses: 3, Total: 3

Note: Numbers in Yellow correlate with numbering below

You can also import expenses from the **Manage Expenses** page.

1. Select Expenses tab in top toolbar to reach Manage Expenses Page
2. Select the charge you wish to move.
3. Then select the appropriate report from **Move To** drop down menu.

**NOTE:** If the system is unable to match an E-receipt or Trip Itinerary to a purchasing card transaction, a Smart Expense window may appear asking you to confirm the **Match** between a card charge and E-receipt or Trip Itinerary. You may also choose to **Un-match** a card charge and E-receipt or Trip Itinerary.

## Adding an Out-of-Pocket Expense to the Expense Report

The screenshot shows the 'New Expense' form with the following fields and options:

- Expense Type:** Taxi (highlighted with yellow box 3)
- Transaction Date:** MM/DD/YYYY
- Business Purpose:** Test
- Vendor Name:** (empty)
- City:** (empty)
- Payment Type:** Cash
- Amount:** (empty)
- Currency:** US, Dollar
- Personal Expense (do not reimburse)
- Comment:** (empty)

The 'Add Expense' modal (highlighted with yellow box 2) shows:

- Available Expenses:** 0
- Create New Expense:** +
- Search for an expense type:** (search box)
- Recently Used:** Hotel, Taxi, Bus
- 01. Travel (Lodging):** Airfare, Airfare Ticket Tax, Airline Fees

The main form has buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. The modal has a close button 'x'.

Note: Numbers in Yellow correlate with numbering below

1. Click **Add Expense**.
2. Select the appropriate Expense Type from the list or use the search box.
3. Complete **all required** fields: Transaction Date, Vendor Name, Payment Type, and Amount.

**NOTE:** When **Payment Type** = Cash, this means the expense is out-of-pocket and you will be reimbursed for the amount.

## Receipt Handling

**New Expense**

Details | Itemizations

Allocate

Expense Type \* Taxi

Transaction Date \* 03/23/2022

Business Purpose \* Test Report

Vendor Name

City \* Big Rapids, Michigan

Payment Type \* Cash

Amount \*

Currency \* US, Dollar

Personal Expense (do not use for reporting)

Comment

Save Expense

Upload Receipt Image

Attach Receipt

Attach Receipt Image

5MB limit per file

Attach View

Close

Manage Receipts

Manage Attachments

Missing Receipt Declaration

Create Receipt Declaration

1. This will initiate the creation of a Missing Receipt Affidavit. The Affidavit should be used when the merchant has not provided a receipt or a duplicate cannot be obtained. By initiating the Affidavit you are stating that the related expense is in compliance with University Policy and qualifies as a legitimate business expense.

2. If the original receipt is located or received, it should be attached to the Report at that time.

3. Please provide the following information in the Comments, description, qty, and unit price.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

Expense Type	Vendor	Date	Amount
General Supplies 7139	Staples	04/11/2022	\$50.00

I acknowledge that the detail and amount shown above is a legitimate business expense and is in compliance with University Business Policies. I will also make reasonable attempts to secure/obtain a receipt and to replace the affidavit.

Cancel Accept & Create

Note: Numbers in Yellow correlate with numbering below

### Uploading Receipts at the Expense Line Item

1. Click **Upload Receipt Image**.
2. The **Attach Receipt** window will appear.
3. Click **Upload Receipt Image** to search your computer.
4. Click **Attach** on an image in Attach Receipts if available.
5. If no receipt is available, return to the report level and go to the **Manage Receipts** dropdown and click **Missing Receipt Declaration**. This will allow you to complete a Missing Receipt Affidavit.
6. Click **Save Expense** when finished.

### Attaching Receipts at the Report Level

1. Click **Manage Receipts** menu to add a receipt image or supporting Documentation at the Report level.
2. Select **Manage Attachments** from the dropdown menu.
3. Click **Upload Report Level Attachment** to browse and upload a file.

Attach to Report

Manage Receipts

Manage Attachments

Missing Receipt Declaration

Upload Report Level Attachment

5MB limit per file

Not seeing your attachment? Try again in a few minutes.

Close

**Note:** An employee or their delegate **can add supporting documents or add receipt images** to the Expense Report at **any time** during the approval process. This is a great alternative to Recalling or having the approver Send Back the report. The mobile apps--Concur Mobile and Expense It-- are great alternatives for uploading receipt images. See *Mobile Introduction document on the Concur Training page for more information.*

## Itemizing a Hotel Expense

The screenshot shows the 'Hotel \$220.00' expense entry. Callout 1 points to the expense name. Callout 2A points to the 'Details' tab, and 2B points to the 'Itemizations' tab. Callout 3 points to the 'Create Itemization' button. Callout 4A points to the 'Expense Type' dropdown, 4B to the 'Room Rate' field, 4C to the 'Room Tax' field, and 4D to the 'Not the Same' radio button. Callout 5 points to the 'Save Itemization' button.

**Expense Details:**

- Expense Name: Hotel \$220.00
- Check-in Date: 03/16/2022
- Check-out Date: 03/18/2022
- Nights: 2
- Transaction Date: 03/18/2022
- Business Purpose: Test Report
- Vendor: Holiday Inn
- City: Big Rapids, Michigan
- Payment Type: Cash
- Amount: 220.00
- Currency: US, Dollar

**Itemization Summary:**

Date	Expense Type	Requested
<input type="checkbox"/> 03/16/2022	Hotel	\$100.00
<input type="checkbox"/> 03/16/2022	Hotel Tax	\$10.00
<input type="checkbox"/> 03/17/2022	Hotel	\$100.00
<input type="checkbox"/> 03/17/2022	Hotel Tax	\$10.00

**New Itemization Form:**

- Expense Type: Hotel
- Entry Type: Recurring Itemization
- Room Rate (per night): [4B]
- Room Tax (per night): [4C]
- Tax 2 (per night): [ ]
- Tax 3 (per night): [ ]
- Room Rate Selection: [4D] (The Same Every Night / Not the Same)

Note: Numbers in Yellow correlate with numbering below

1. Select the Hotel expense.
2. Fill out all required fields in (A) **Details** tab before moving on to the (B) **Itemizations** tab.
3. In the **Itemizations** tab, click **Create Itemization**.
4. In the (A) **Expense Type** dropdown, select Hotel. Next fill out the (B) **Room Rate** and (C) **Room Tax** fields. If your hotel room's rate is not the same every night, select (D) **Not the Same** and fill out the information accordingly.
5. Click **Save Itemization** when finished.

Itemization is mainly used for the hotel expense type but can be used for other expenses when appropriate. To do this, select the expense and click **Itemizations**. Then choose the **Expense Type** from the dropdown menu or type in the expense name. Continue with the rest of the Itemization.

**NOTE:** Individual hotel days can be edited if room rates vary and/or to match the itemized receipt. Any remaining amounts do not default to the parent expense; you must select each applicable expense type **until all dollars are itemized**.

## Allocating Expenses on an Expense Report

The screenshot shows the 'Allocate' window in an expense report system. It includes a table of expenses, an 'Add Allocation' modal, and an 'Allocate' summary section.

**1** Callout points to the 'Allocate' button in the top toolbar.

**2** Callout points to the checkboxes in the expense table.

Receipt	Payment Type	Expense Type	Ver
<input checked="" type="checkbox"/>	Cash	Taxi	Test Big
<input checked="" type="checkbox"/>	Cash	Bus	Test Big
<input checked="" type="checkbox"/>	Cash	Hotel	Hotel Big

**3** Callout points to the 'Percent' and 'Amount' input fields in the 'Allocate' summary.

**4** Callout points to the 'Add Allocation' modal window.

**5** Callout points to the 'Save' button in the 'Add Allocation' modal.

Note: Numbers in Yellow correlate with numbering below

1. **Expense Reports** can have different allocations by expense line.
2. Select the expense(s) to allocate by checking the box to the left of the expense type. Click **Allocate**.
3. Select whether to allocate by Percentage or Amount. Continue by clicking **Add**. **Note: Percentage is the default.**
4. Complete each funding field as appropriate by clicking into each field and selecting from the dropdown menu.
5. Click **Save** to continue the allocation process.

**NOTE:** To enter an Activity Code save the current allocation. Now, go back into the allocations window and enter the Activity code. The system must verify the FOAP is valid before entering the activity code.



## Itinerary – Submitting for Meals Per Diem / Allowances

The screenshot displays the 'Travel Allowance' tool interface. At the top, a dropdown menu shows 'Receipts' and 'Travel Allowance' (1). Below it, a button labeled 'Manage Travel Allowance' is highlighted (2). To the right, a 'New Itinerary Stop' form is visible (3), containing fields for 'Departure City', 'Date', 'Time', 'Arrival City', and 'Time'. Below the form, there are two tables: 'Assigned Itineraries' (5) and 'Available Itineraries'. The 'Assigned Itineraries' table shows two entries for a 'Training' itinerary, with columns for 'Departure City', 'Date and Time', 'Arrival City', 'Date and Time', and 'Arrival Rate Location'. The 'Available Itineraries' table shows three entries for 'Training' itineraries with similar columns. A 'Done' button is located at the bottom right of the 'Assigned Itineraries' table.

Note: Numbers in Yellow correlate with numbering below

### Adding Your Meal Per Diem Allowance to an Expense Report

1. If you are not already in the Travel Allowance tool, click **Travel Allowance**.
2. Select **Manage Travel Allowance** from the dropdown menu.
3. In the New Itinerary Stop window, enter the **Depart from (city)**, **Date** of departure, **Time** of departure, **Arrive in (city)**, **Date** of arrival, and **Time** of arrival. Do this again for the next leg of the trip or for the return trip.
4. The itinerary must have at least two stops.
5. Review your stops in the left-hand side pane of the Travel Allowance window. To make edits, click on the Stop or check the box to the left of the Stop you need to edit.

### Assigned Itineraries

The itinerary you created will appear in the Assigned Itineraries windowpane. You can select to **Edit** or **Un-assign**. **Un-assign** will remove the itinerary from the current Expense Report, but it will not be deleted.

## Available Itineraries

You may also add an Available Itinerary to the Expense Report. These are itineraries that you previously created or unassigned from Expense Reports. Use the dropdown menu as appropriate to search for an itinerary you created but was not assigned to a report.

The screenshot shows the 'Expenses & Adjustments' window with the following elements:

- Navigation tabs: 'Create New Itinerary', 'Available Itineraries', and 'Expenses & Adjustments'.
- Date range selector: 'Show dates from' and 'to' with calendar icons and a 'Go' button.
- Table with columns: 'Exclude | All', 'Date/Location', 'Breakfast Provided', and 'Lun'.
- Table content:
 

Exclude   All	Date/Location	Breakfast Provided	Lun
<input type="checkbox"/>	05/03/2022 Grand Rapids, Michigan	<input type="checkbox"/>	

In the Expenses & Adjustments window, check the appropriate boxes for each meal that was provided by the host (i.e. conference, hotel) or if there was a business meal. If an entire day's meals were provided, check the Exclude All box to the far left side of the Date. Click **Update Expenses**. Your meals per diem / Fixed Meals are now added to your Expense Report.

**NOTE:** The itinerary tool will re-calculate your available meal allowance based on your adjustments. For more information on meals per diem, please reference Ferris' Transportation & Travel Policy.

## Business Meals (Attendees) or Food (Meetings/Events) Expense

**New Expense**

Details | Itemizations

1 **Attendees (1)** | Allocate

Expense Type \* **Business Meal (attendees)**

Transaction Date \* MM/DD/YYYY

Business Purpose \* **Test**

Vendor Name \*

Payment Type \* **Cash**

Amount \* \$100.00

2

Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
Arnold, Olivia M			This Employee	1	\$50.00
Smith, John	Mr.		Employee	1	\$50.00

3

4 **Save Expense** | **Save and Add Another** | Cancel

Note: Numbers in Yellow correlate with numbering below

Business Meals and Food expense types require a list of attendees.

1. With the Business Meal or Food expense selected, click **Attendees**.
2. Select **Add** and select the **Attendees** tab to search for an attendee or click **Create New Attendee** in the bottom right.
3. Complete the **Last Name**, **First Name**, **Attendee Title**, and **Company** fields as appropriate.
4. Click **Save Expense** or **Save & Add Another**.

## Submitting for Mileage Reimbursement Using the Mileage Calculator

The image shows a screenshot of a web application interface. At the top, there is a 'Mileage Calculator' window with a map and several input fields. A yellow box labeled '2' highlights the starting location input field, and another yellow box labeled '3' highlights the 'Make Round Trip' button. Below the map, a 'Directions' section shows suggested routes. A yellow box labeled '4' highlights the 'Calculate Route' button. In the foreground, there is a 'New Expense' form. A yellow box labeled '1A' highlights the 'Expense Type' dropdown menu, which is set to 'Personal Car Mileage'. A yellow box labeled '1B' highlights the 'Mileage Calculator' link. A yellow box labeled '5' highlights the 'Add Mileage to Expense' button at the bottom right of the map area.

Note: Numbers in Yellow correlate with numbering below

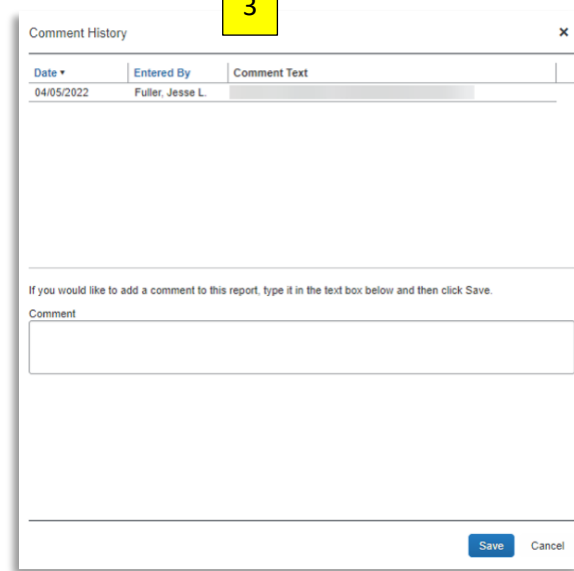
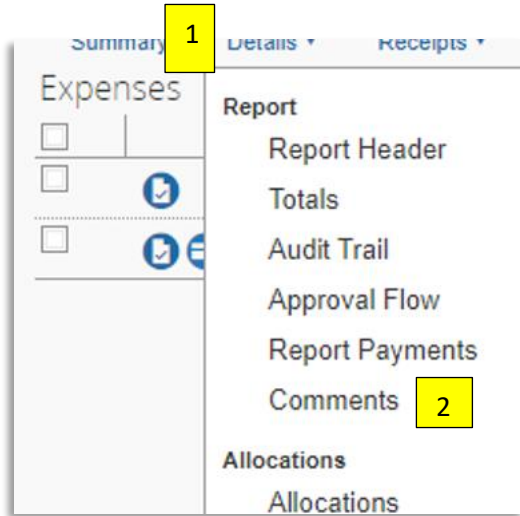
1. With the (A) Personal Car Mileage expense selected, click the (B) **Mileage Calculator** link.
2. Enter your starting location into the **A** field and your destination into the **B** field. Complete the C, D, E, etc. fields as necessary for each stop of your trip.
3. Click the **Make Round Trip** link to auto-fill the return trip.
4. Review the calculated mileage.
5. Click **Add Mileage to Expense** when complete.

**NOTE:** The From Location, To Location, and Distance: Amount fields will auto-fill from information entered into the mileage calculator. If necessary, you can mark certain legs of your trip as Personal by checking the Personal box next to the appropriate trip leg. Mileage marked as Personal will not be added to the Expense Report.

## Reviewing an Expense Report

Hover your mouse over the icons to the left of the expense type name to review expense requirements or missing data.

### Viewing Comments Associated to an Expense Report

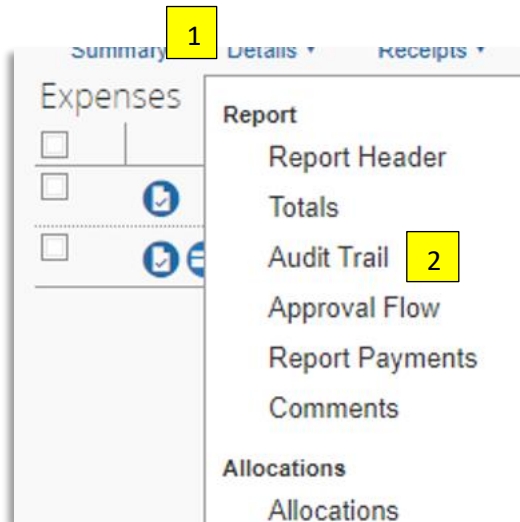


Note: Numbers in Yellow correlate with numbering below

1. Click **Details**.
2. Select **Comments** from the dropdown menu.
3. The Comment History box will appear listing the Date, Entered By, and Comment Text.

**NOTE:** An approver can add comments to an Expense Report during their review process. A comment is required to be added when sending a report back to an employee for correction.

## Audit Trail



Note: Numbers in Yellow correlate with numbering below

A report's audit trail lists modifications made to the report, who has reviewed the report and receipts, and the status of the report, i.e. Pending Approval, Sent Back, Extracted for Payment, etc.

1. Click **Details**.
2. Select **Audit Trail** from the dropdown menu.

The Audit Trail window will appear which lists the **Date/Time**, **Updated By**, **Action** that was taken, and **Description** or Comments entered.

The top portion of the Audit Trail window lists changes/actions made at the **Report Level**.

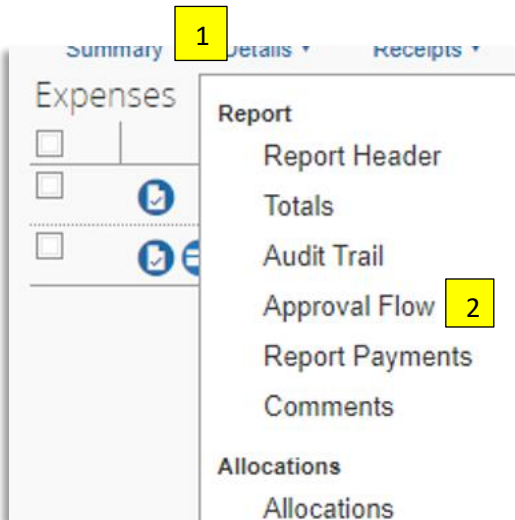
The bottom portion of the Audit Trail window lists changes/actions made at the **Entry Level** or the Expense Line level.

Report Level			
Date/Time	Updated By	Action	Description
04/04/2022 07:05 AM	System, Concur	Approval Status Change	
04/04/2022 07:05 AM	System, Concur	Approval Status Change	
04/04/2022 07:05 AM	System, Concur	Approval Status Change	

Entry Level			
Date/Time	Updated By	Action	Description
04/04/2022 11:57 AM	Fuller, Jesse	Receipt Reviewed	
04/04/2022 11:57 AM	Fuller, Jesse	Receipt Reviewed	

# Approval Flow



If the approver has elected to receive email notifications, an email will be sent to the approver informing them that an expense report is pending their approval. An approver has 10 days to approve the report. Once 10 days has lapsed the report will be sent to the next approver in the workflow.

Note: Numbers in Yellow correlate with numbering below

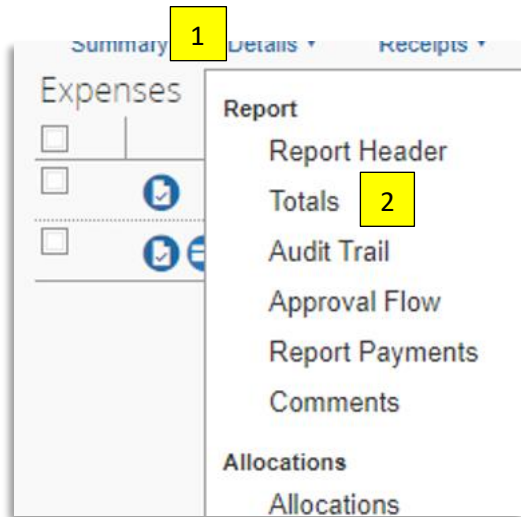
1. Click **Details**.
2. Select **Approval Flow** from the dropdown menu.

The screenshot shows the 'Approval Flow for Report' dialog box. The title bar reads 'Approval Flow for Report: [Redacted]'. The dialog contains several sections, each with a text input field and a date below it:

- Study Abroad:** "(if applicable, auto-assigned to Study Abroad Coordinator)": System, Concur (03/31/2022 Auto Approved)
- Approval:** "(Completeness Check)": [Redacted] (03/31/2022 Approved)
- FCTL:** "(if applicable, auto-assigned to FCTL approver)": System, Concur (03/31/2022 Auto Approved)
- EIO Approval:** "(if applicable, auto-assigned to EIO Travels)": System, Concur (03/31/2022 Auto Approved)
- Manager Approval:** [Redacted] (03/31/2022 Approved)
- Cost Object Approval:** [Redacted] (04/04/2022 Approved)

At the bottom of the dialog, there are two buttons: 'Approve' and 'Send Back'. At the very bottom, there are two buttons: 'Save Workflow' and 'Cancel'.

## Report Totals



Report Totals	
<b>Expense Report</b>	
Report Total :	\$387.60
Less Personal Amount :	\$0.00
Amount Claimed :	\$387.60
Amount Rejected :	\$0.00
Amount Approved :	\$387.60
<b>Company Disbursements</b>	
Amount Due Employee :	\$276.54
Amount Due BOA CBCP :	\$111.06
Total Paid By Company :	\$387.60
<b>Employee Disbursements</b>	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

1. Click **Details**.
2. Select **Totals** from the dropdown menu.
3. This screen shows the **Report Total**, **Personal Expenses** claimed, the **Amount Due to Employee**, and the **Amount Due to the Company**.
4. These Totals should be reviewed as to what is to be paid to the employee and personal amounts.
5. **Note: Per Diem amounts offset personal amounts.**  
The employee may owe FSU. Please review any amount owed back to FSU and remit promptly via completing [Concur Personal Expense Repayment](#).

## Email Notifications

You will receive an email notifying you if your Expense Report has been Approved or **Sent Back** to you for corrections. An Approver is required to add comments when an Expense Report is Sent Back for corrections. The comments will be included in the email notification.

## Recalling a Report

The employee or delegate can **Recall** an Expense Report anytime during the approval process as long as the Payment Status is not "Processing Payment," "Extracted for Payment," or "Payment Confirmed."

Click **Recall** in the upper right-hand corner of an Expense Report.