

Concur Handbook



Disbursements Office

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.

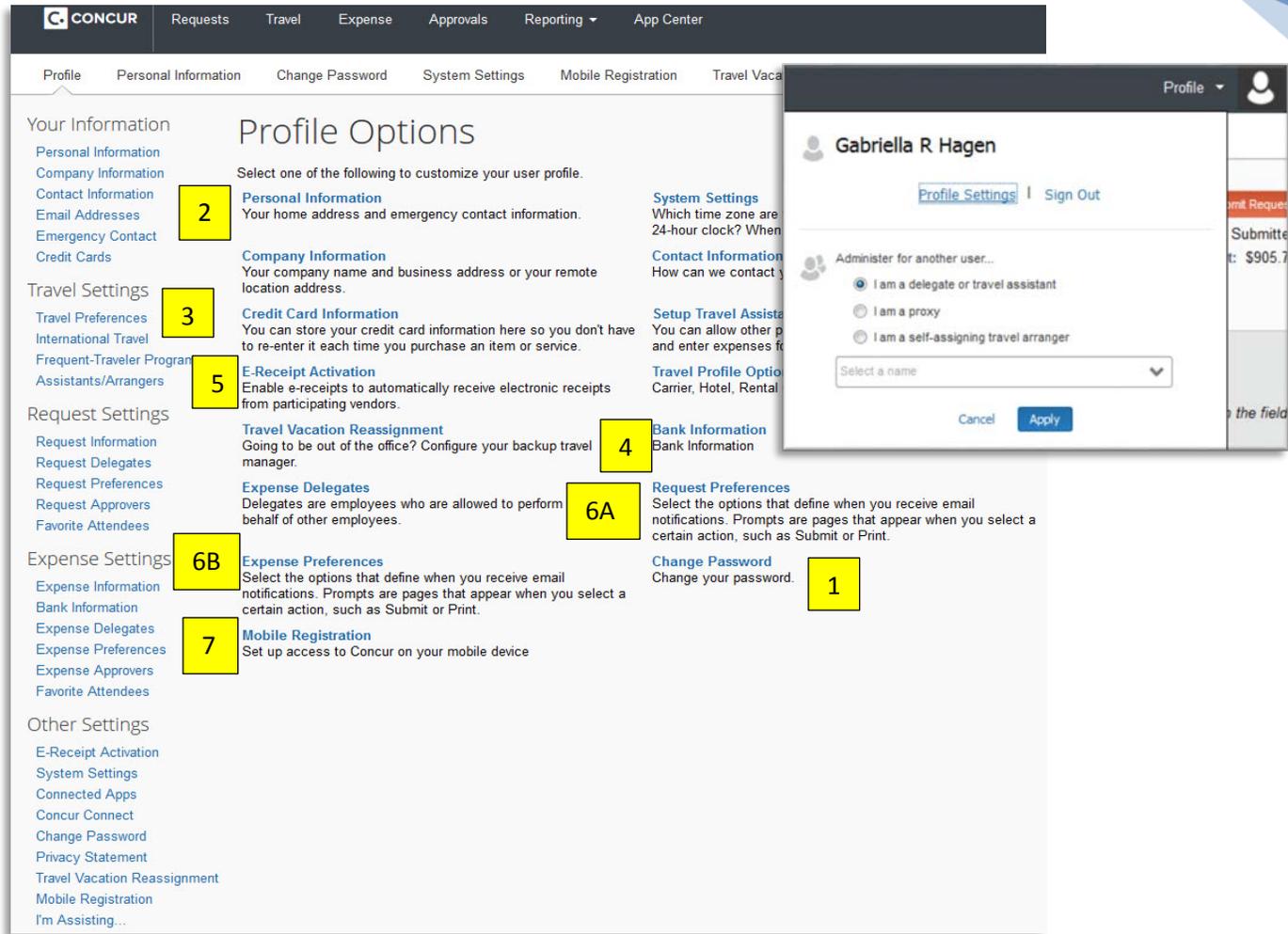
The screenshot shows the Concur Home page for Ferris State University. The top navigation bar includes tabs for Requests, Travel, Expense, Approvals, Reporting, and App Center. A user profile dropdown is visible in the top right. Below the navigation bar, there are several cards: 'New' (+), 'Required Approvals' (00), 'Authorization Requests' (01), 'Available Expenses' (01), and 'Open Reports' (01). The main content area is divided into sections: 'TRIP SEARCH' with an 'Air/Rail Search' form, 'ALERTS' with a sign-up notification, 'COMPANY NOTES' with help links, and 'MY TASKS' with three task cards: 'Required Approvals' (00), 'Available Expenses' (01), and 'Open Reports' (01). A 'MY TRIPS (0)' section is also present at the bottom left.

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.

1



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.

Request Cancel Save Print / Email * Delete Request Submit Request
 Status: Not Submitted

Request Name: _____
 Purpose: _____

Request Header Expenses Approval Flow Audit Trail

Request Name **1** Request Policy **2** Start Date **3A** End Date **3B** Destination _____

Purpose **4** Comment **5**

Area of Travel **6** Blanket Travel? **7** No Expenses will be Incurred **8** Study Abroad? **9** EIO Funded? **10A**

FCTL Funded? **10B** FCTL Amount FNTFO Prof Development? **10C** FNTFO Amount

11 Chart (1) Ferris State Big Rapids Division (D) Admin and Finance College/Department (56) Finance Office Unit (563) Disbursement Office Index ((G56300) Disbursement Office)

Fund (10000) BR Gen Fund Organization (56300) Disbursement Office Program (662) Fiscal Operations Employee First Name Emily Employee Last Name Zoet

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 'Expenses' tab in a software interface. At the top, there are tabs for 'Request Header', 'Expenses', 'Approval Flow', and 'Audit Trail'. The 'Expenses' tab is active and highlighted with a yellow box containing the number '1'. Below the tabs, there is a '+ New Expense' button and a 'Delete' button. A table lists existing expenses with columns for 'Date', 'Expense', 'Amount', and 'Requested'. To the right of the table, there is an 'Expense:' search box, also highlighted with a yellow box containing the number '2'. Below the search box is a list of expense types, such as 'Conference/Registration (Travel)', 'Business Meal (attendees)', 'Hotel', 'Personal Car: Mileage', etc. A note below the search box reads: 'To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.'

Date	Expense	Amount	Requested
<input type="checkbox"/> 06/10/2015	Conference/Registration (Travel)	\$500.00	\$500.00
<input type="checkbox"/> 06/10/2015	Fixed Meals(Per Diem)	\$150.00	\$150.00
<input type="checkbox"/> 06/10/2015	Business Meal (attendees)	\$50.00	\$50.00
<input type="checkbox"/> 06/10/2015	Hotel	\$200.00	\$200.00
<input type="checkbox"/> 06/10/2015	Personal Car: Mileage	\$5.70	\$5.70

Note: Numbers in Yellow correlate with numbering below

1. Click the **Expenses** tab.
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

Request

Cancel Save Print / Email Delete Request Submit Request

Status: Not Submitted

Request Name:
Purpose:

Request Header Expenses Approval Flow Audit Trail

Request Name **1** Request Policy *FSU - Purchase Request Policy **2** Date **3** Purpose **4** Comment **5**

6 Chart (1) Ferris State Big Rapids Division (D) Admin and Finance College/Department (56) Finance Office Unit (563) Disbursement Office Index (G56300) Disbursement Office

Fund (10000) BR Gen Fund Organization (56300) Disbursement Office Program (662) Fiscal Operations Employee First Name Emily Employee Last Name Zoet

Note: Numbers in Yellow correlate with numbering below

Completing the Request Header

- Request Name.** Enter a Name that relates to this purchase.
- 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.
- Date.** Enter the **Date** as it relates to the purchase.
- Purpose.** State or summarize the purpose of the purchase as it relates to the University.
- 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.
- Funding.** Your Request will default to your department's budget.

Expenses Tab – Adding Expenses to the Request (Purchase)

Request Header Expenses **1** Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested
07/12/2017	Office Supplies 7142	\$50.00	\$50.00
07/12/2017	Rental 7324	\$250.00	\$250.00

Expense Type: **2**

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

02. Events	08. Utilities
Entry / Admissions Fee	Hazardous Waste 7908
Food (Meetings/Events) 7122	Propane 7910
Fund Raisers 7128	09. Equipment
Registrations Fees (Non-Travel) 7118	Capital Equipment and Furniture 7514
Rental 7324	Capital Technology Equipment 7570
Sponsorship 7129	Equipment Under \$5000 7158
03. Supplies	

Note: Numbers in Yellow correlate with numbering below

- Click the **Expenses** tab.
- Select the appropriate **Expense Type** from the expense list or use the search box provided.
- The **Transaction Date** is auto-filled with the Start Date from the Request Header, edit as appropriate.
- Enter a **Description** for the expense.
- Enter in the **Transaction Amount**.
- 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

Allocations for Request : Training

Request List

Allocate Selected Expenses Clear Selections Summary

Date	Expense	Group	Amount
<input checked="" type="checkbox"/>	06/10/2015	Conference/R...	\$500.00
<input checked="" type="checkbox"/>	06/10/2015	Fixed Meals(P...	\$150.00
<input checked="" type="checkbox"/>	06/10/2015	Business Meal...	\$50.00
<input checked="" type="checkbox"/>	06/10/2015	Hotel	\$200.00
<input checked="" type="checkbox"/>	06/10/2015	Personal Car: ...	\$5.70

Allocations

Total:\$905.70 Allocated:\$905.70(100%) Remaining:\$0.00(0%)

Allocate By: Percentage Amount Add New Allocation Delete Selected Allocations Favorites

Percentage	Chart	Division	College/Depart...	Unit	Index	
<input type="checkbox"/>	45	(1) Ferris State...	(D) Admin and ...	(56) Finance O...	(560) Finance ...	(D11210)
<input type="checkbox"/>	15	(1) Ferris State...	(D) Admin and ...	(56) Finance O...	(560) Finance ...	(D11210)
<input type="checkbox"/>	20	(1) Ferris State...	(D) Admin and ...	(56) Finance O...	(560) Finance ...	(D11210)
<input type="checkbox"/>	20	(1) Ferris State...	(D) Admin and ...	(56) Finance O...	(560) Finance ...	(D11210)
<input checked="" type="checkbox"/>	0	(1) Ferris State...	(D) Admin and ...	(56) Finance O...	(560) Finance ...	(D11210)

Save Cancel

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. **Note: Percentage is the default.**
4. Complete each funding field as appropriate by clicking into each field and selecting from the dropdown menu. This selection **must** be done from **Left to Right**, starting with **Division** field.
5. Click **Add New Allocation** 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 a New Expense Report

Report Header

Report Name 1	Type of Expense 2	*Business Purpose 3	Comment 4
Area of Travel	<input type="checkbox"/> Study Abroad? ?	<input type="checkbox"/> EIO Funded? ?	<input type="checkbox"/> FCTL Funded? ?
<input type="checkbox"/> FNTFO Prof Development? ?	FNTFO Amount ?	FCTL Amount ?	
Division (D) Admin and Finance	College/Department (56) Finance Office	Unit (563) Disbursement Office	Index (G56300) Disbursement Off
Organization (56300) Disbursement Office	Program (662) Fiscal Operations	Activity	Fund (10000) BR Gen Fund

Requests						
<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="button" value="Add"/> <input type="button" value="Remove"/>						

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

Create a New Expense Report

Report Header

Report Name	Type of Expense	*Business Purpose	Comment	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Area of Travel	<input type="checkbox"/> Study Abroad? h?	<input type="checkbox"/> EIO Funded? h?	<input type="checkbox"/> FCTL Funded? h?	FCTL Amount h?
<input type="text"/>	<input type="checkbox"/> FNTFO Prof Development? h?	FNTFO Amount h?	<input type="text"/>	
Division	College/Department	Unit	Index	Fund
(D) Admin and Finance	(56) Finance Office	(563) Disbursement Office	(G56300) Disbursement Off	(10000) BR Gen Fund
Organization	Program	Activity		
(56300) Disbursement Office	(662) Fiscal Operations	<input type="text"/>		

Requests						
<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/>						

Note: Numbers in Yellow correlate with numbering below

1. Select the appropriate **Area of Travel** from the dropdown menu.
2. Click **Add** in the Requests section to attach a 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, by checking the box to the left of the request name.
4. Once the Request has been added, click **Next**.

NOTE:

Only approved and open Requests will be available for selection.

After completing the Report Header of a new Expense Report, a pop up box will ask if you want to claim your meals per diem. If you select **Yes**, the Travel Allowance window (itinerary) automatically appears next. You can also access the itinerary tool through the Details menu after completing the header. 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

Note: Numbers in Yellow correlate with numbering below

1. While in your open Expense Report. Click **Import Expenses**.
2. Check the box to the left of each card charge that you want to assign to the current Expense Report.
3. Click **Move** 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

Note: Numbers in Yellow correlate with numbering below

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

1. Select the charge you wish to move.
2. Then select the appropriate report from the 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

Training Delete Report

[Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

Exceptions ✕

Expense	Date	Amount	Exception
Hotel	06/02/2015	\$200.00	Itemizations are required for this entry.

Expenses [View](#)

[Adding New Expense](#)

Date	Expense	Amount	Requested
06/02/2015	Hotel Holiday Inn, Big Rapids, Michigar	\$200.00	\$200.00

New Expense Available Receipts

Expense " ✕

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

✓ Recently Used Expense Types

Hotel	Long Distance 7330
Taxable Income - Meal-Per Diem	Personal Car Mileage

All Expense Types

Communications	...Maintenance and Repair
Long Distance 7330	M and R Hvac 7408
Network Services 7332	M and R Land Improvement 7436
Online/Internet Fees 7140	M and R Motor Vehicle 7438
Telecommunications - Cost of Services 7334	M and R Painting 7410
Telephn FSU Calling Crd/Direct Call 7329	M and R Plant Stores Car Parts 7428
Telephone Services Cellular Phone 7331	M and R Plant Stores Upload 7422
Company Car Expense	M and R Roofs 7434
Company Car Maintenance 7438	Phy Plant Maintenance & Repair 7490
Company Car Oil 7126	Other
Conferences, Seminars, & Webinars	Athletic Officials 7320
Camps/Workshops 7169	Athletics Guarantee 7303
Conference/Registration (Travel)	Awards 7104
Registrations Fees (Non-Travel) 7118	Bank Fees 7305
Contracts and Services	Booking Fees
Advertising 7301	Books and Subscriptions 7108
Advertising Publicity Promotion 7302	Capital Lease Pymt Ownership Option 7508
	Clothing and Laundry 7110

TOTAL AMOUNT TOTAL REQUESTED
\$200.00 \$200.00

Note: Numbers in Yellow correlate with numbering below

1. Click **New 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

The screenshot shows the 'Training' interface with an 'Expenses' table. A yellow box labeled '1' highlights the 'Attach Receipt' button in the bottom toolbar. A yellow box labeled '2' highlights the 'Attach Receipt' window. A yellow box labeled '3' highlights the 'Browse...' button in the 'Attach Receipt' window. To the right, the 'Missing Receipt Affidavit' window is open, showing instructions and a table of expenses.

Expense	Date	Amount
<input type="checkbox"/> Business Meal (attendees) Holiday Inn, Big Rapids, Michigan	06/01/2015	\$50.00
<input type="checkbox"/> Hotel Holiday Inn, Big Rapids, Michigan	06/02/2015	\$200.00

Note: Numbers in Yellow correlate with numbering below

Uploading Receipts at the Expense Line Item

1. Click **Attach Receipt**.
2. The **Attach Receipt** window will appear.
3. Click **Browse** to search your computer.
4. Click an image in available receipts if available.
5. Click the link for the **Missing Receipt Affidavit** if no receipt is available.
6. Click **Attach** when finished.

Attaching Receipts at the Report Level

1. Click **Receipts** menu to add a receipt image or supporting Documentation at the Report level.
2. Select **Attach Receipt Images** from the dropdown menu.
3. Click Browse. Search for document file, and then click Open.
4. Click **Upload**.

The screenshot shows a dropdown menu for 'Receipts'. A yellow box labeled '1' highlights the 'Receipts' menu item. A yellow box labeled '2' highlights the 'Attach Receipt Images' option.

- Receipts
- Receipts Required
- View Receipts in new window
- View Receipts in current window
- Attach Receipt Images
- View Available Receipts
- Missing Receipt Affidavit
- Delete Receipt Images

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 'Expenses' system interface. On the left, a table lists expenses with columns for Date, Expense, Amount, and Requested. A yellow box labeled '1A' highlights the 'Itemizations are required for this entry.' message. Below the table, a yellow box labeled '1B' highlights the 'Itemize' button. On the right, the 'Nightly Lodging Expenses' form is shown. Yellow boxes labeled '2A' and '2B' highlight the 'Check-in Date' and 'Check-out Date' fields, respectively. '3A' and '3B' highlight the 'Room Rate' and 'Room Tax' fields. A yellow box labeled '4' highlights the 'Additional Charges' section. At the bottom right, a yellow box labeled '5' highlights the 'Save Itemizations' button.

Expenses	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	06/02/2015	Hotel Holiday Inn, Big Rapids, Michigar	\$200.00	\$200.00

Expenses	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input checked="" type="checkbox"/>	06/02/2015	Hotel Holiday Inn, Big Rapids, Michigar	\$200.00	\$200.00
<input type="checkbox"/>	06/01/2015	Hotel	\$175.00	\$175.00
<input type="checkbox"/>	06/01/2015	Hotel Tax	\$25.00	\$25.00

Note: Numbers in Yellow correlate with numbering below

1. Select the (A) Hotel expense and click (B) **Itemize**.
2. Fill the (A) **Check-in &** (B) **Check-out Date** by typing in the date or using the calendar function.
3. Enter the (A) **Room Rate** and the (B) **Room Tax** amount. Three fields are available if more than one tax was charged.
4. If there were **Additional Charges** i.e. internet, parking, etc., select the appropriate expense type from the dropdown menu and enter the amount.
5. Click **Save Itemizations** 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 **Itemize**. Then choose the **Expense Type** from the dropdown menu or type in the expense name. Enter the **Amount**. 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**.

To view or hide itemizations, click the Itemization icon  to the left of the Expense Type.

Allocating Expenses on an Expense Report

Expense

Expense Type: Conference/Registration (Tra) Transaction Date: 06/11/2015 Business Purpose: Training Purpose

Vendor Name: Training City: Big Rapids, Michigan Payment Type: Cash

Amount: 500.00 USD

Personal Expense (do not reimburse) Comment:

Save Itemize Allocate Attach Receipt Cancel

Allocations

Allocate By: Percentage (2) Type

Amount (2) St

50 (2) St

Allocations for Report: Training

Expense List

Allocate Selected Expenses Clear Selections Sum 3

Select Group

Date	Expense	Group	Amount
<input type="checkbox"/>	06/12/2015	Fixed Meal...	\$30.00
<input type="checkbox"/>	06/11/2015	Fixed Meal...	\$40.00
<input checked="" type="checkbox"/>	06/11/2015	Conferenc...	\$500.00
<input type="checkbox"/>	06/10/2015	Personal C...	\$5.75
<input type="checkbox"/>	06/10/2015	Fixed Meal...	\$30.00
<input type="checkbox"/>	06/01/2015	Business M...	\$50.00
Hotel			
<input type="checkbox"/>	06/13/2015	Online/Inter...	\$5.00
<input type="checkbox"/>	06/11/2015	Hotel Tax	\$10.00
<input type="checkbox"/>	06/11/2015	Hotel	\$75.00
<input type="checkbox"/>	06/10/2015	Hotel Tax	\$10.00
<input type="checkbox"/>	06/10/2015	Hotel	\$75.00

1

Allocations

Total: \$500.00 Allocated: \$500.00 (100%) Remaining: \$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Type of Expe...	Area of Travel	Division	College/Depa...	Unit
<input type="checkbox"/>	100	(2) Staff	(4) Not Applica...	(D) Admin and ...	(56) Finance O...

4

Allocations

Total: \$500.00 Allocated: \$500.00 (100%) Remaining: \$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Type of Expe...	Area of Travel	Division	College/Depa...	Unit
<input checked="" type="checkbox"/>	50	(2) Staff	(4) Not Applica...	(D) Admin and ...	(56) Finance O...
<input type="checkbox"/>	50	(2) Staff	(4) Not Applica...	(D) Admin and ...	(56) Finance O...

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. **Note: Percentage is the default.**
4. Complete each funding field as appropriate by clicking into each field and selecting from the dropdown menu. This selection **must** be done from **Left to Right**, starting with **Division** field.
5. Click **Add New Allocation** 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 screenshots illustrate the following steps:

- Clicking on the **Details** menu item.
- Selecting **New Itinerary** from the dropdown menu.
- Entering the required information in the **New Itinerary Stop** window, including departure city, date, time, arrival city, date, and time.
- Reviewing the **Assigned Itineraries** table and clicking **Done**.

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 **Details**.
2. Select **New Itinerary** 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.

Travel Allowances For Report: Training
☐ ×

Create New Itinerary
Available Itineraries
Expenses & Adjustments
Reimbursable Allowances Summary

Show dates from to Go

Exclude All <input type="checkbox"/>	Date/Location ▲	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	06/15/2015 Grand Rapids, Michigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$30.00
<input type="checkbox"/>	06/16/2015 Grand Rapids, Michigan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$19.00
<input type="checkbox"/>	06/17/2015 Grand Rapids, Michigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$40.00
<input type="checkbox"/>	06/18/2015 Grand Rapids, Michigan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$23.00

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 **Create 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 Available Receipts

Expense Type **Business Meal (attendees)** Transaction Date **06/01/2015** Business Purpose **Training Purpose**

Vendor Name **Holiday Inn** City **Big Rapids, Michigan** Payment Type **Cash**

Amount **50.00** USD Personal Expense (do not reimburse) Comment

1

Attendees Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$50.00

2

Attendees Attendees: 2 | Attendee Total: \$50.00 | Remaining: \$0.00

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Amount
<input type="checkbox"/>	Purpose 2, Training	Mr	Training	Business Guest	\$25.00
<input type="checkbox"/>	Purpose, Training	Ms.	Training	Business Guest	\$25.00

4

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 **New Attendee**.
2. Select the Appropriate **Attendee Type** from the dropdown menu.
3. Complete the **Last Name, First Name, Attendee Title**, and **Company** fields as appropriate.
4. Click **Save** or **Save & Add Another**.

Submitting for Mileage Reimbursement Using the Mileage Calculator

The screenshot displays the 'Mileage Calculator' interface. On the left is a form for entering trip details. The 'Expense Type' is set to 'Personal Car Mileage' (1A). The 'From Location' is 'Big Rapids, MI 49307, USA' and the 'To Location' is '17 Fountain Street NW, Grand Rapids, MI'. The 'Distance: Amount' is 57, with a calculated amount of 32.78 USD. The 'Purpose of the Trip' is 'Training Purpose'. The 'Payment Type' is 'Cash'. There is a checkbox for 'Personal Expense (do not reimburse)'. Below the form is a 'Mileage Calculator' link (1B). On the right is a map showing a route from Big Rapids to Grand Rapids and back. The calculator shows a total business mileage of 56.5 miles (2). A 'Make Round Trip' link (3) is visible. At the bottom, there are buttons for 'Add Mileage to Expense' (4) and 'Cancel' (5).

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

The image shows two screenshots from a software application. The left screenshot shows a 'Details' dropdown menu for an expense report. A yellow box labeled '1' highlights the 'Details' button. A yellow box labeled '2' highlights the 'Comments' option in the dropdown menu. The right screenshot shows a 'Comment History' window. A yellow box labeled '3' highlights the window title. The window contains a table with the following data:

Date	Entered By	Comment Text
06/11/2015	Hagen, Gabriella R.	Comments for Training Purpose

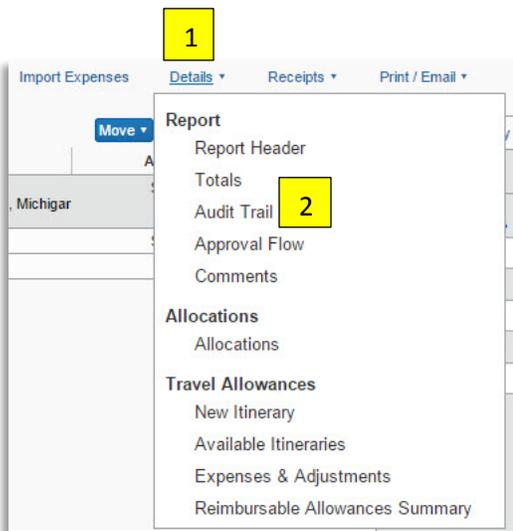
Below the table is a text input field for adding a comment and 'Save' and 'Cancel' buttons.

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.

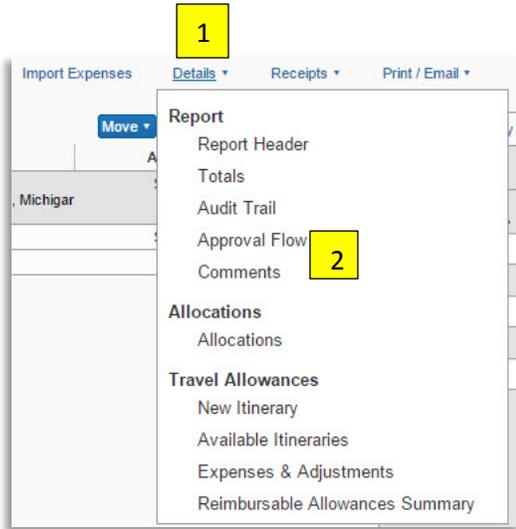
The top portion of the Audit Trail window lists changes/actions made at the **Report Level**.

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
06/10/2015 11:50 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
06/10/2015 11:43 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
06/02/2015 09:15 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"

Entry Level			
Date/Time	Updated By	Action	Description

Approval Flow



Note: Numbers in Yellow correlate with numbering below

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

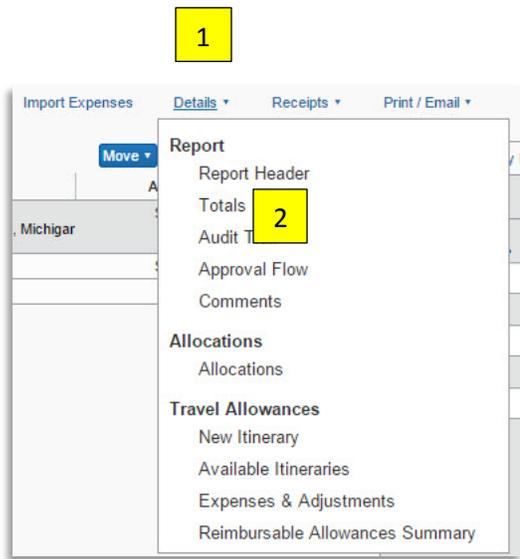
If the approver has elected to receive email notifications, an email will be sent to the approver informing them that an expense report is pending their approval. An approver has 10 days to approve the report. Once 10 days has lapsed the report will be sent to the next approver in the workflow.

The screenshot shows the 'Approval Flow for Report: Training' dialog box. It contains several approval steps, each with an input field for the approver's name and a skip option. The steps are:

- Approval: (input field: Grandy, Michael A.) (this step may be skipped)
- EIO Approval (if applicable, auto-assigned to EIO Travels): (input field: Grandy, Michael A.) (this step may be skipped)
- Manager Approval: (input field: Grandy, Michael A.)
- Cost Object Approval: (input field: empty)
- Out of State Approval (if applicable): (input field: Scoby, Gerald L.) (this step may be skipped)
- International Approval 1 (if applicable - auto-assigned to Provost Paul Blake): (input field: Eisler, David L.) (this step may be skipped)
- International Approval 2 (if applicable - auto-assigned to President David Eisler): (input field: empty) (this step may be skipped)
- Concur Audit Service: (input field: empty) (this step may be skipped)

At the bottom of the dialog box, there are three buttons: 'Submit Report', 'Save Workflow', and 'Cancel'.

Report Totals



Report Totals	
Expense Report	
Report Total :	\$1,157.75
Less Personal Amount :	\$25.00
Amount Claimed :	\$1,132.75
Amount Rejected :	\$0.00
Company Disbursements	
Amount Due Employee :	\$1,132.75
Total Paid By Company :	\$1,132.75
Employee Disbursements	
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.

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.