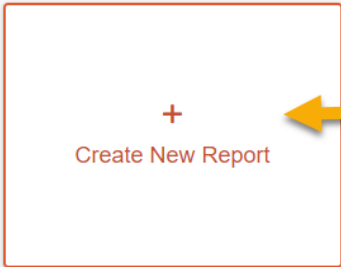
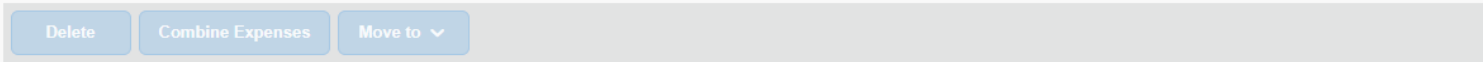


Manage Expenses

REPORT LIBRARY View: [Active Reports](#)

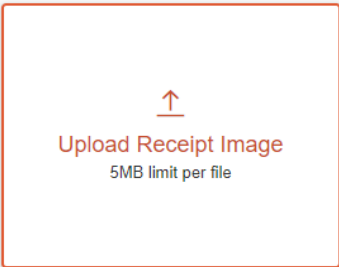


AVAILABLE EXPENSES View: [All Expenses](#)



No Expenses
When expenses come in, they will be added to this list.

AVAILABLE RECEIPTS



Create From an Approved Request

* Required field

Report Name *

Type of Expense *

*Business Purpose *

Area of Travel *

Study Abroad?

EIO Funded?

FCTL Funded?

FCTL Amount ?

FNTFO Prof Development?

FNTFO Amount ?

Division * 2

College/Department * 3

Unit * 4

Index * 5

Fund * 6

Organization * 7

Program * 8

Activity

Comment

2 Fill out report head with required information

Next: Create report and add itinerary details for your travel allowances

Cancel

FNTFO Prof Development?

FNTFO Amount [?]

Division * ²
▼ (D) Admin and Finance

College/Department * ³
▼ (56) Finance Office

Unit * ⁴
▼ (563) Disbursement Office

Index * ⁵
▼ (G56300) Disbursement Office

Fund * ⁶
▼ (10000) BR Gen Fund

Organization * ⁷
▼ (56300) Disbursement Office

Program * ⁸
▼ (662) Fiscal Operations

Activity
▼ Search by Text

Comment

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



Next: Create report and add itinerary details for your travel allowances

Cancel

Next

Travel Allowances For Report: test

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
test

Add Stop Delete Itinerary Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City
Date Time
Arrival City
Date Time

6 Add stop to complete itinerary info for travel home

5 Fill out departure city, date, time and arrival city, date, time.

7 Once all stops have been added, save and select next

Save

Go to Single Day Itineraries Next >> Cancel

- 1 Create New Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

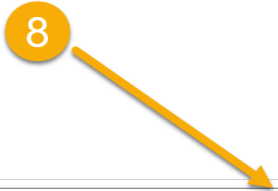
Assigned Itineraries

Edit		Unassign		
Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: test				
Grand Rapids, Michigan	03/07/2022 01:00 PM	Big Rapids, Michigan	03/07/2022 05:00 PM	ALL PLACES NOT LISTED
Big Rapids, Michigan	03/10/2022 01:00 PM	Grand Rapids, Michigan	03/10/2022 05:00 PM	ALL PLACES NOT LISTED

Available Itineraries

Current Itineraries	Delete	Assign		
Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location

No Available Itineraries Found



Show dates from to

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/07/2022 Big Rapids, Michigan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$18.00
<input type="checkbox"/>	03/08/2022 Big Rapids, Michigan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$7.00
<input type="checkbox"/>	03/09/2022 Big Rapids, Michigan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$21.00
<input type="checkbox"/>	03/10/2022 Big Rapids, Michigan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$30.00

9

Check the boxes for the meals that were **provided** to you during travel

10

test \$76.00



Copy Report

Submit Report

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Requested ↑↓
<input type="checkbox"/>		Cash	Fixed Meals(Per Diem)	Big Rapids, Michigan	03/10/2022	\$30.00
<input type="checkbox"/>		Cash	Fixed Meals(Per Diem)	Big Rapids, Michigan	03/09/2022	\$21.00
<input type="checkbox"/>		Cash	Fixed Meals(Per Diem)	Big Rapids, Michigan	03/08/2022	\$7.00
<input type="checkbox"/>		Cash	Fixed Meals(Per Diem)	Big Rapids, Michigan	03/07/2022	\$18.00
						\$76.00

Concur will auto fill the allowable Fixed Meals(Per Diem)

Manage Expenses

Processor

test \$0.00



Submit Report

Not Submitted

Report Details

Print/Share

Manage Receipts

Travel Allowance



Add Expense

Edit

Delete

Copy

Manage Travel Allowance

Combine Expenses

Move to

No Expenses

Add expenses to this report to submit for reimbursement.

If you need to add Fixed Meals (Per Diem) after creating an expense report, use the following steps.

- 1 Create New Itinerary
- 2 Available Itineraries
- 3 Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

2

Select Create New Itinerary and follow steps 5-10 from above

Available Itineraries

Current Itineraries	Delete	Assign	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found							