How to Report Travel Expenses
Airfare, Taxi, and Personal Car expenses

Sample Travel Report

1. Log into iBuy Expense Reporting (SAP Concur) and select the Expense tab to open your Expense home page

2. Click + Create New Report and complete the required Report Header information marked with *. Your Report Name can be any that reflects the report content and/or the reporting timeframe, such as B. Smith Trip May 2018. Note that your Grant/Non-Grant and Oracle Alias fields auto-populate. Click Create Report to go to the report processing page.

Once the P-Card charge is transmitted from JP Morgan-Chase to Concur, it will appear in the Available Expenses queue. The user imports the P-Card expenses from this queue into their report. These appear on the Report Page, as shown below
NOTE: A Trip Itinerary is an informational document that matches most travel purchases may also appear in this queue. These are not duplicate charges, though they show with the same $ amount as the actual charge. Click the box for the JP Morgan-Chase credit card charge and the box for its matching Trip Itinerary, then click the Combine Expenses tab.

This will create a single expense line for your report, as shown below.
The expense Details Page is where all details of the expense are entered. To go to this page, either double-click its line on the Report Page or select its box and click the Edit button.
a. Click the Add button and select Available Expenses for a P-Card expense. (You would click + Create New Expense for an out-of-pocket expense)

b. Enter Expense Type 53101-US AIRFARE EXPENSE and complete all required fields marked with *.

c. Attach the receipt and click Save Expense. This returns you to the Report Page
Allocate

Expense Type
53101-US AIRFARE EXPENSE

Transaction Date
02/07/2019

City
Seattle, Washington

Business Purpose
Test

UA Number
UA12345

Vendor
United Airlines

Airline Class of Service
Business Class

Payment Type
Out of Pocket

Transaction Amount
695.00

Currency
US, Dollar

Personal Expense (do not reimburse)

Source of Purchase
Travel Leaders

Is this a Vendor Invoice
No

Comment

Save Expense	Cancel
Click **Add** then the **Available Expenses** tab to add the taxi expense.

d. Enter **Expense Type** 53103-US LOCAL TRANSPORTATION for **Yellow Cab** and complete the required fields. Click **Save**.
e. Attach the receipt and click **Save Expense**.
Click **Add** then the **Available Expenses** tab to enter the Personal Car Mileage expense.

f. Enter **Expense Type** 53103-PERSONAL CAR MILEAGE for personal car trip to and from airport.

g. Click the **Mileage Calculator** and enter the To and From addresses and select the **Round Trip** option.

i. Click **Add Mileage to Expense**

j. Attach the receipt if necessary. If under $35.00, no receipt is required by the university, though some departments may still request their employees to provide this information.

k. Check that 1) there are no **Exception** alerts which impact your report, and that 2) the **Total Amount** equals the **Total Requested**. If the report has no more exceptions, Concur notifies the user with a **Success!** message.
This report is now complete and you can click the **Submit Report** button. See the FAQ **How to Add or Change Approver in Report** for the approval flow process.