

How to Report Travel Expenses

Airfare with Trip Itinerary, 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

The screenshot displays the SAP Concur 'Manage Expenses' interface. At the top, there are navigation tabs for 'Manage Expenses' and 'Cash Advances'. The main heading is 'Manage Expenses'. Below this, there is a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A 'Create New Report' button is visible on the left. A report card for 'Travel' is shown with a 'NOT SUBMITTED' status and a date of '09/27/2018', with a total amount of '\$695.00'. Below the report library is an 'AVAILABLE EXPENSES' section with a 'View: All Expenses' dropdown and buttons for 'Delete', 'Combine Expenses', and 'Move to'. A message states 'No Expenses' and 'When expenses come in, they will be added to this list.' At the bottom, there is an 'AVAILABLE RECEIPTS' section with an 'Upload Receipt Image' button (5MB limit per file) and three preview thumbnails of receipts and an invoice.

Manage Expenses Cash Advances

Manage Expenses

REPORT LIBRARY View: Active Reports

NOT SUBMITTED 09/27/2018

Travel

\$695.00

Create New Report

AVAILABLE EXPENSES View: All Expenses

Delete Combine Expenses Move to

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

AVAILABLE RECEIPTS

Upload Receipt Image
5MB limit per file

Receipt 1: ABC Corporation, 09/27/2018, Taxi, \$69.00

Receipt 2: ABC Corporation, 09/27/2018, Taxi, \$69.00

Invoice: ABC Corporation, 09/27/2018, Invoice, \$69.00

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.

Create New Report x

* Indicates required field

Report Name *	Report Date	Travel Destination/Business Purpose *
<input type="text" value="Sample Travel Report"/>	<input type="text" value="06/01/2018"/>	<input type="text" value="Reporting travel expenses"/>
Start Date *	End Date *	Report Key
<input type="text" value="05/03/2018"/>	<input type="text" value="05/05/2018"/>	<input type="text"/>
Grant/Non Grant *	Oracle Alias *	Expense Report For:
<input type="text" value="(GL) Non-Grant"/>	<input type="text" value="(634003) PROCUREMENT DIVISION"/>	<input type="text" value="Test"/>
<input type="text" value="User105"/>		
Comment		
<input type="text" value="How to report airfare, taxi, and personal car expenses.
How to match an airfare expense with its trip itinerary"/>		

Cancel Create Report

Once the P-Card charge is transmitted from JP Morgan-Chase to Concur, it will appear in the **Available Expenses** queue. **Trip itineraries** – informational documents that match most travel purchases – will also appear in this queue. These are not duplicate charges. Clicking the boxes for both the JP Morgan-Chase credit card charge and its matching Trip Itinerary will create a single expense for a report.

Alerts: 1

Travel \$695.00
Not Submitted

Report Details Print/Share Manage Receipts

Add Edit Delete Copy Allocate Combine Expenses Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		JP Morgan-Chase	53101-US AIRFARE EXPENSE	Seattle, Washington	09/05/2018	\$695.00
						\$695.00

a. Click the **Add** button and select **Available Expenses**.

Add Expense

0 Available Expenses + Create New Expense

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

Close Add To Report

- b. Enter **Expense Type** 53101-US AIRFARE EXPENSE and complete all required fields marked with *.
- c. Attach the receipt and click **Save Expense**.

53101-US AIRFARE EXPENSE \$695.00 
09/05/2018

Cancel

Save Expense

Details

Itemizations

Hide Receipt 

 Allocate

* Indicates required field

Expense Type *

53101-US AIRFARE EXPENSE

Transaction Date *

05/03/2018

City *

Seattle, Washington

Business Purpose *

Conference

Ticket Number

ABC123456

Vendor *

United Airlines

Class of service *

Coach Class

Payment Type *

Out of Pocket

Transaction Amount *

695.00

Currency *

US, Dollar

Personal Expense (do not reimburse)

Missing Receipt Acknowledgment Form Attached

Source of Purchase *

iBuy Travel

Is this a Vendor Invoice

No

Invoice Date *

09/05/2018

Invoice Number *

ABC123456INV

Comment

Save Expense

Cancel

E12B1161907CF4EE90425876B432B502C8B71F...

TEST RECEIPT - NO DATA



Detach

Append

- d. Click **Add** then + **Create New Expense** to add the Out-of-Pocket taxi expense.
- e. Enter **Expense Type** 53103-US LOCAL TRANSPORTATION for *Yellow Cab* and complete the required fields. Click **Save**.
- f. Attach the receipt and click **Save Expense**.

SAP Concur | Requests | Travel | **Expense** | Approvals | App Center | Profile | Help

Manage Expenses | Cash Advances

53103-US LOCAL TRANSPORTATION \$22.50

05/04/2018 | Yellow Cab | Cancel Save Expense

Details | Itemizations | Hide Receipt

Allocate * Indicates required field

Expense Type *
53103-US LOCAL TRANSPORTATION

Transaction Date * 05/04/2018 | **Business Purpose *** Ride to conference

Vendor Name * Yellow Cab | **City *** Seattle, Washington

Payment Type * Out of Pocket

Transaction Amount * 22.50 | **Currency *** US, Dollar

Personal Expense (do not reimburse) | Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? * No

Comment

Save Expense Cancel

1 of 1 | Automatic Zoom

The Yellow Cab Company
2201 Executive Blvd.
Los Angeles CA 73451

Date: JUL 12, 2018

Depart: Dulles Airport

Arrive: 45155 Research Place

Mileage: 11.00
Fee: 5.00
Paid by: Cash X
Credit Card

Detach Append

- g. Click **Add** then the + **Create New Expense** to add an Out-of-Pocket expense.
- h. Enter **Expense Type** 53103-PERSONAL CAR MILEAGE for personal car trip to and from airport.
- i. Click the **Mileage Calculator** and enter the To and From addresses and select the **Round Trip** option.
- j. Click **Add Mileage to Expense**

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- A 155 Research Pl, Ashburn, VA 20147, L 10.6 MI
- B Dulles International Airport (IAD), 1 Sai Personal
- C 45155 Research Pl, Ashburn, VA 20147 11.0 MI
- D Personal

Calculate Route

Directions

A 45155 Research Pl, Ashburn, VA 20147, USA

10.6 mi. About 16 mins

1. Head southeast 213 ft
2. Turn left toward Research Pl 59 ft
3. Turn left toward Research Pl 240 ft

TOTAL PERSONAL	TOTAL BUSINESS
0.0 MI	21.6 MI

Map

Map data ©2018 Google Terms of Use Report a map error

Add Mileage to Expense Cancel

- k. 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.
- l. 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.

SAP Concur  Requests Travel **Expense** Approvals App Center Help 
 Profile 

Manage Expenses Cash Advances 

 Success! You have cleared all alerts on this report.

Sample Travel Report \$729.49  
 Not Submitted

Report Details  Print/Share  Manage Receipts 

      

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date 	Requested
<input type="checkbox"/>		Out of Pocket	53103-PERSONAL CAR MILEAGE		05/05/2018	\$11.99
<input type="checkbox"/>		Out of Pocket	53103-US LOCAL TRANSPORTATION	Yellow Cab Seattle, Washington	05/04/2018	\$22.50
<input type="checkbox"/>		Out of Pocket	53101-US AIRFARE EXPENSE	United Airlines Seattle, Washington	05/03/2018	\$695.00
						\$729.49

 SAP Concur 

This report is now complete and you can click the **Submit Report** button. If you have not chosen a Default Approver in your Concur profile, when you click Submit Report, a pop-up box will prompt you to enter an Approver.