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

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

* Indicates required field

Report Name *	Report Date	Travel Destination/Business Purpose *
Sample Travel Report	06/01/2018	Reporting travel expenses

Start Date *	End Date *	Report Key
05/03/2018	05/05/2018	

Grant/Non Grant *	Oracle Alias *	Expense Report For:
(GL) Non-Grant	(634003) PROCUREMENT DIVISION	Test

User105

Comment

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.

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

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

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**.

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

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.

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.