DATE OF LAST UPDATE	LAST UPDATED BY
July 15th, 2021	Kearney Vander Sal

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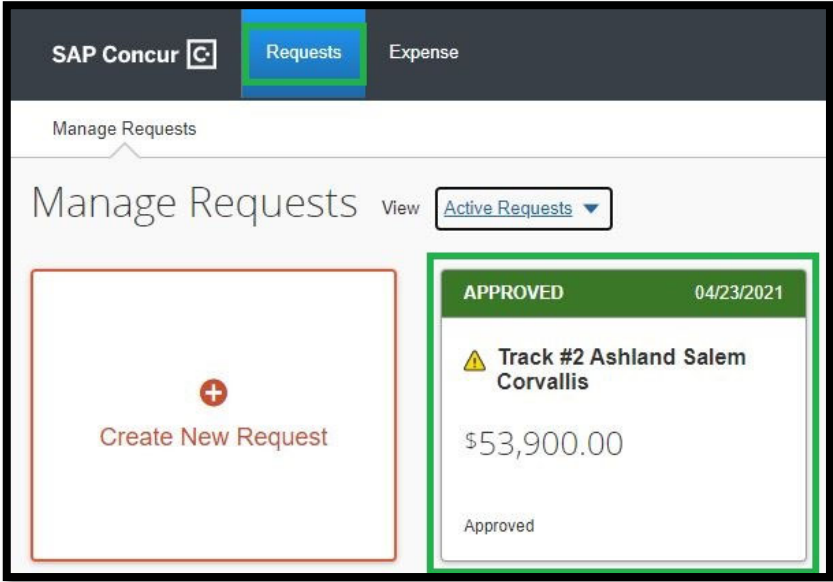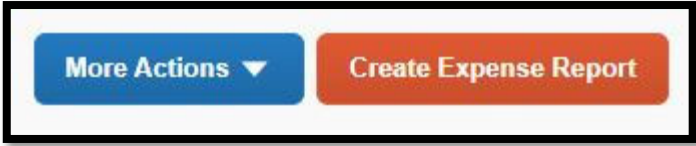
STEP	ACTIVITY
First, log into SAP Concur and click on "**Requests**" in the upper left corner. Next, click the Request box you would like to Expense out.	
In the upper left area of the screen, click on the "**Create Expense Report**" button. Your request information will be transferred to a new Expense Report by Concur.	

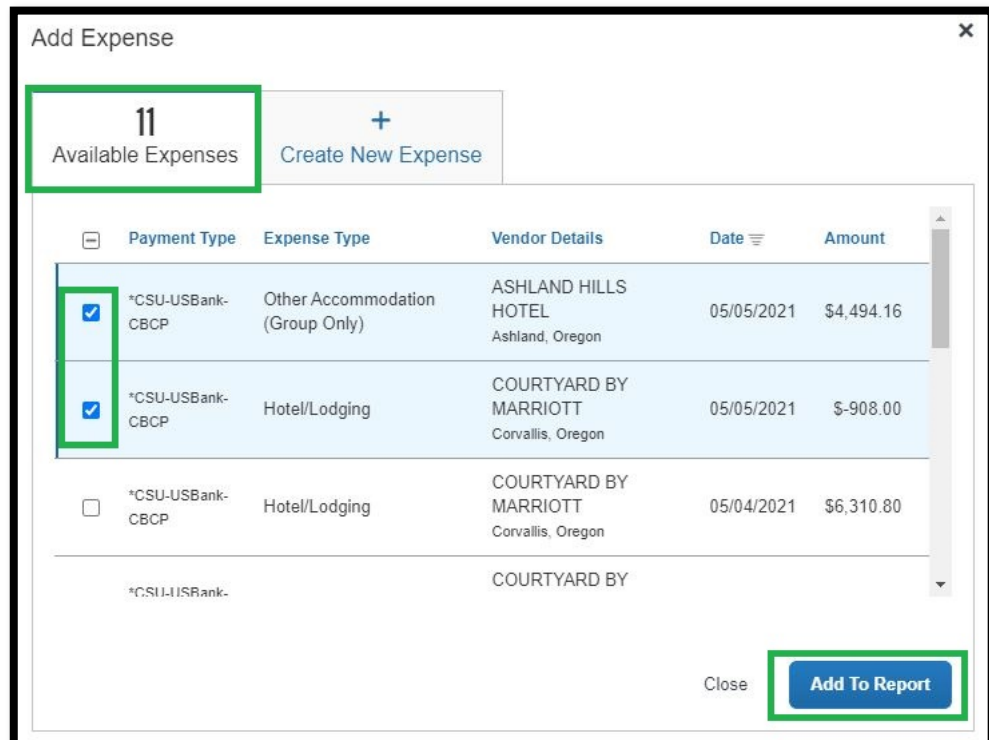|	
Now you will have a blank expense report. Click on "**Add Expense**" near the top left of the screen.	Not Submitted Report Details ▼ Print **REQUEST** Approved **$53,900.00** **Add Expense**
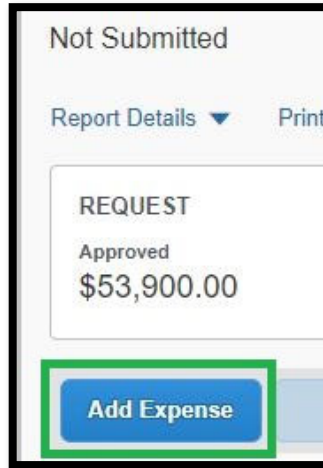
There are two tabs at the top of the page. "Available Expenses" will show all travel card transactions.

Check the box next to any expenses that belong to this trip and click "**Add to Report.**" Please note that some transactions take a week to feed through to Concur.

Add Expense   ✕

11   **+**
Available Expenses   Create New Expense

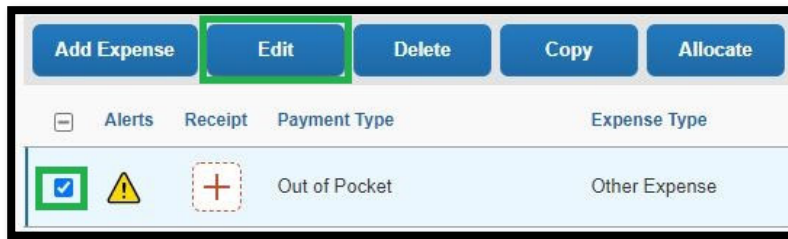| ☐	Payment Type	Expense Type	Vendor Details	Date ≡	Amount
☑	*CSU-USBank-CBCP	Other Accommodation (Group Only)	ASHLAND HILLS HOTEL Ashland, Oregon	05/05/2021	$4,494.16
☑	*CSU-USBank-CBCP	Hotel/Lodging	COURTYARD BY MARRIOTT Corvallis, Oregon	05/05/2021	$-908.00
☐	*CSU-USBank-CBCP	Hotel/Lodging	COURTYARD BY MARRIOTT Corvallis, Oregon	05/04/2021	$6,310.80
	*CSU-USBank-		COURTYARD BY		

Close   **Add To Report**

After adding your State Travel card transactions, the next task is to remove all of the red exclamation points.

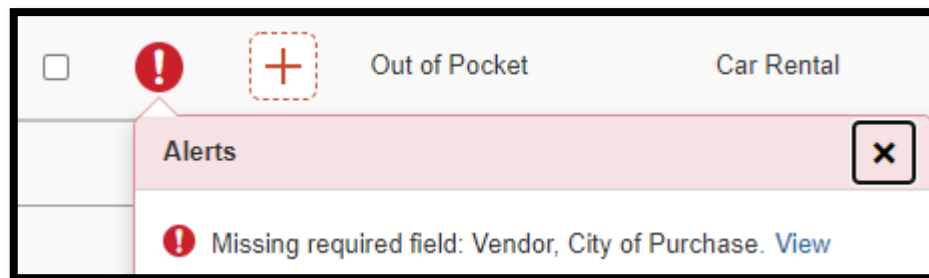Concur marks any unknown transactions as **Undefined**.

☐	❗	*CSU-USBank-CBCP	Undefined

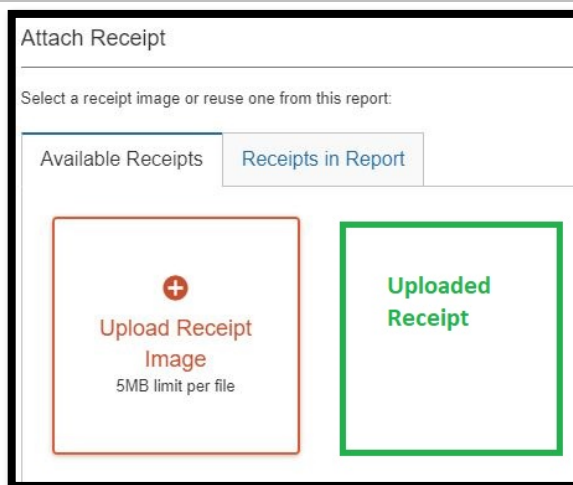|	
To change an Undefined meal expense, click on the expense and then click on the "**Edit**" button. Click on "**Expense Type**" and choose the correct meal type. Then click on "**Save.**"	**Add Expense** **Edit** **Delete** **Copy** **Allocate** ☐ Alerts Receipt Payment Type Expense Type ☑ ⚠ + Out of Pocket Other Expense Details Itemizations ⊕ Allocate * Required field Expense Type * Undefined ⌄
If a transaction shows an error message of "**Missing required field: City of Purchase**," click on the expense and then click on the "**Edit**" button. Type in the city or choose from a list of already entered cities. Click on "**Save**" on the bottom left or upper right.	☐ ❗ + Out of Pocket Car Rental **Alerts** ✕ ❗ Missing required field: Vendor, City of Purchase. View
If there is a yellow symbol showing on a charge over $75, an itemized receipt needs to be attached. You can click on the Red Plus icon to attach a receipt, or check the box next to the transaction and then click on the "**Edit**" button.	☐ ⚠ **Add Expense** **Edit** **Delete** ☑ Alerts Receipt Payment Type ☑ ⚠ + Out of Pocket
If you have already used the SAP Concur App to take a picture of a receipt, it will show up to the right and you can click on it to add to the Expense report. If you have the receipt saved on your computer, click on "**Upload Receipt Image**."	**Attach Receipt** Select a receipt image or reuse one from this report: Available Receipts Receipts in Report ⊕ Upload Receipt Image 5MB limit per file **Uploaded Receipt**

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Hotel expenses need to be itemized in Concur. To start a new itemization, click on the Hotel expense, click on the "Edit" button, and then click on the "**Itemizations**" tab.

Make sure all required fields (**marked with a red asterisk**) are filled in and double check the **Check-in** and **Check –out** dates.

Click on the "**Create Itemization**" button.

Using the invoice, type in the per night room rate, and the per night taxes.

If your room rate was different each night, click on the "**Not the Same**" tab to enter in the rate for each day.

Once this data has been entered, click on "**Save Itemization**" on the bottom left.

Adding Out of Pocket Expenses

There are many Expense Types that can be added for any out of pocket expenses. *Please note that the card should be used whenever possible as per HSU Policy.*

To start a new out of pocket expense, choose any of the expense types from the drop down menu.

All Expense Types

01. Travel Expenses
Hotel
Hotel Tax
Incidentals
Laundry
Other Accommodation
Team/Group Travel

02. Personal Car Mileage
Personal Car Mileage
Personal Car Mileage Reduction

03. Transportation
Airfare
Airline Fees
Baggage Fee
Car Rental
Car Rental Fuel
Custom Mileage
Ground Transportation
Parking/Tolls

...04b. Meals - Domestic
Dinner - Domestic
Lunch - Domestic

05. Hospitality
Hospitality

06. Office Expenses
Postage/Freight
Printing/Photocopying/Stationery

07. Communications
Internet/Telephone/Fax
Mobile/Cellular Phone (International Only)

08. Fees
Booking Fees
Passports/Visa Fees (International Only)
Transaction Fees (International Only)

09. Other
Memberships
Newspapers/Magazines/Books

When adding Ground Transportation, be sure to choose a **Transportation Type,** and double check the **Transaction Date**. When all of the data has been entered, click on "**Save**" on the bottom left or upper right.

Expense Type *
Ground Transportation

Transportation Type *
None Selected

Transaction Date *
01/06/2021

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Amount *

Currency *
US, Dollar

When adding **Personal Car Mileage,** be sure to enter the correct **Transaction Date**. Click on "**Mileage Calculator**" in the upper left to enter in your travel destination(s).

Details   Itemizations

📍 Mileage Calculator | ⊘ Allocate

* Required field

Expense Type *
Personal Car Mileage

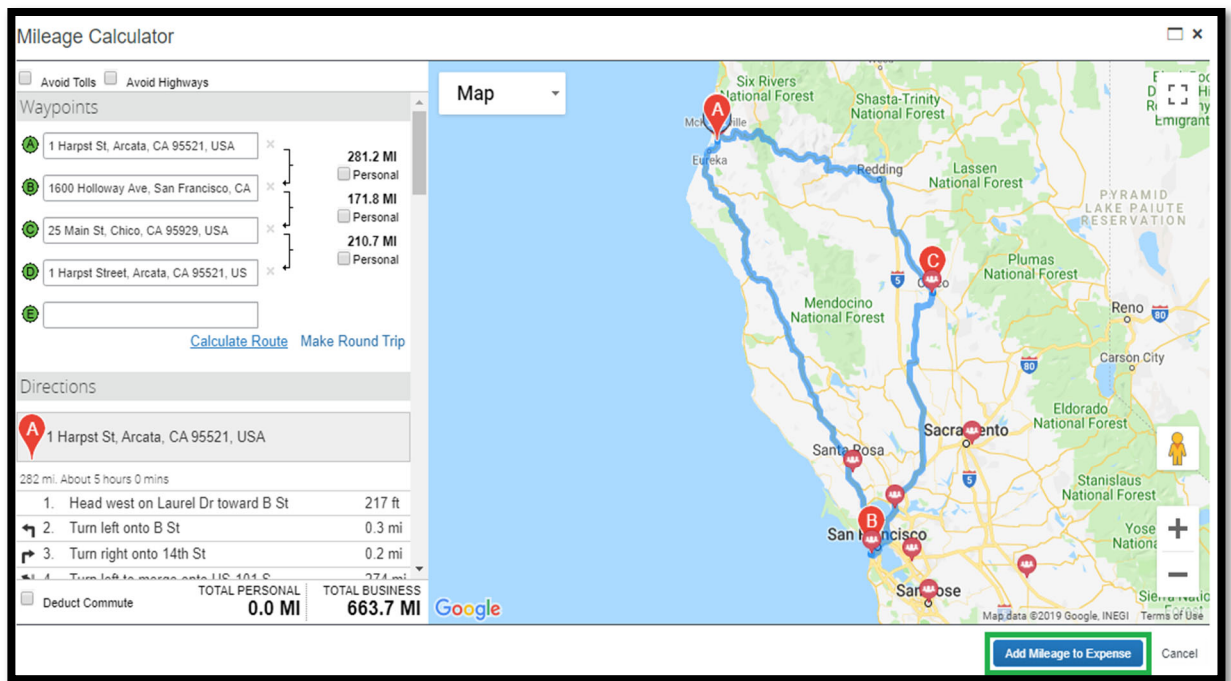Transaction Date *
01/06/2021

From Location *

To Location *

Payment Type
Out of Pocket

When the new window opens, you can add in as many destinations as needed. Once all destinations are entered, click on "**Add Mileage to Expense**," and then click on "**Save.**"

You can click on the "**Make Round Trip**" link to create a map showing the mileage for there and back.


If a charge was made in error on the State Travel Card, change the expense type of the transaction to "**Personal/Non Reimbursable**." You will have to pay this money back at the Cashier's office after the Expense Report has been approved by Accounts Payable.
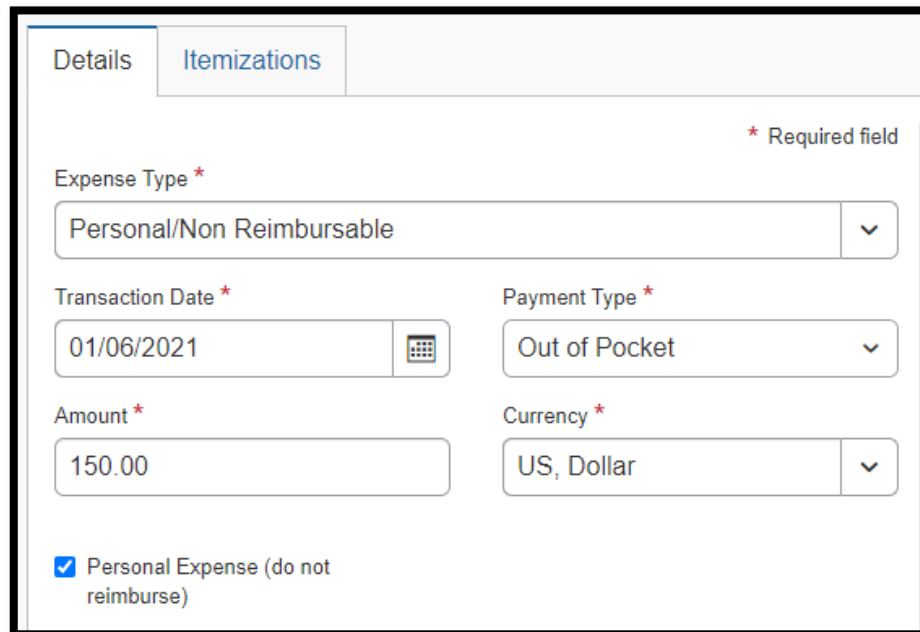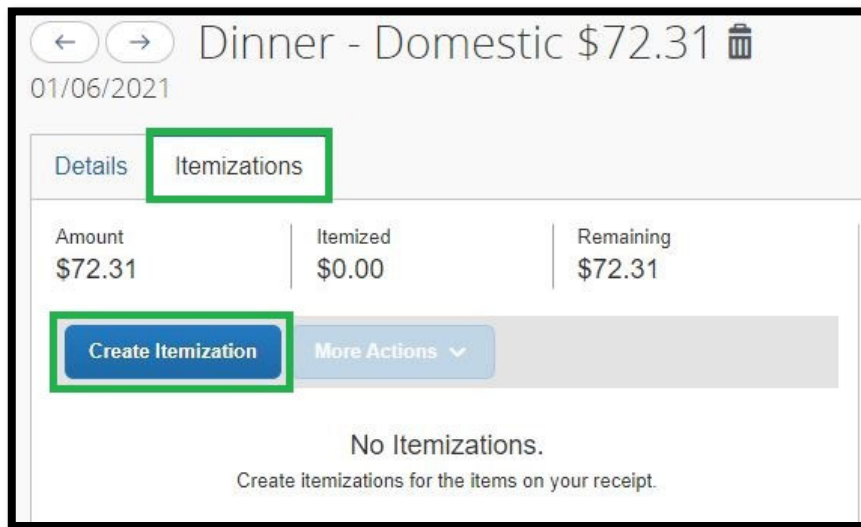
Itemizing Meals over $55 a day

If you have purchased more than $55 of food in a single day, one of the food transactions will have a red exclamation point with the error message to the right. Check the transaction box and then click on the "Edit" button. Then click on the "**Itemizations**" tab.
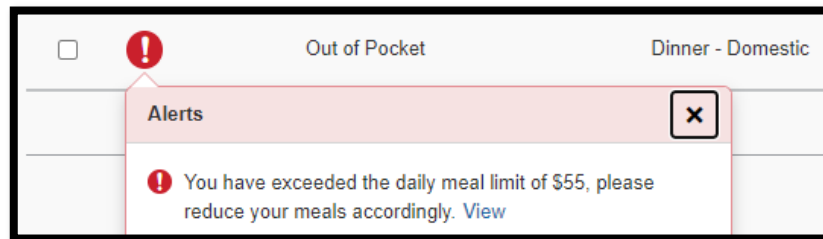
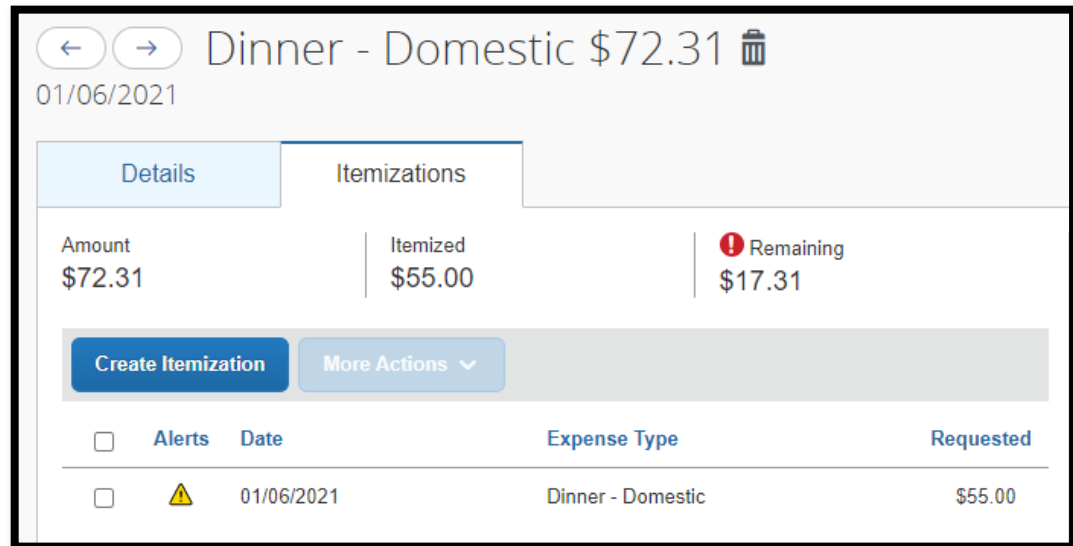|	
Next, click on the "**Create Itemization**" button.	
Choose the food type from the drop down menu, and type in the amount that is allowable from this transaction. Click "**Save Itemization**" in the upper right.	
Next, click on "**Create Itemization**" again and choose "**Personal/Non Reimbursable**" as the Expense Type. Enter the amount **over** the $55 a day and then click on "**Save Itemization**" in the upper right. After the expense report has been approved in Accounts Payable, you'll be able to pay this amount back at the Cashier's Office.	
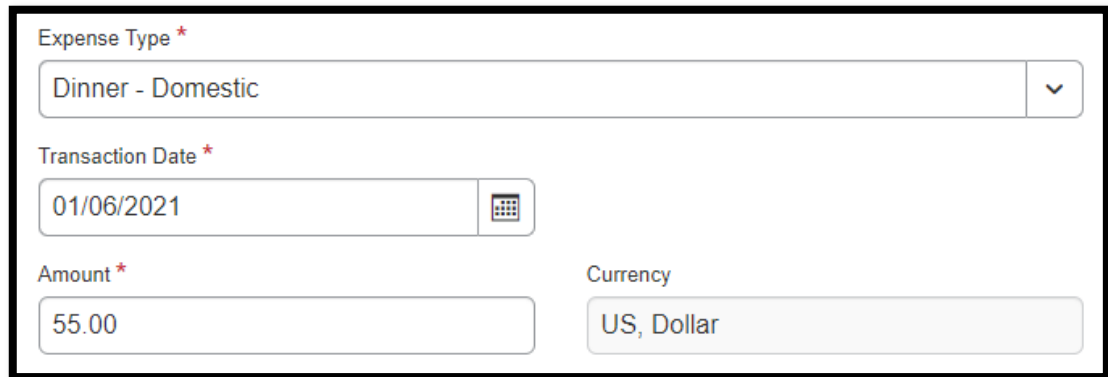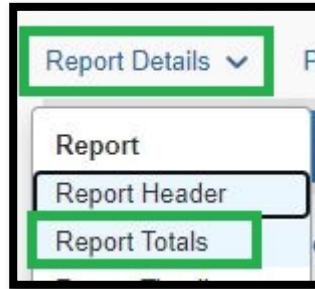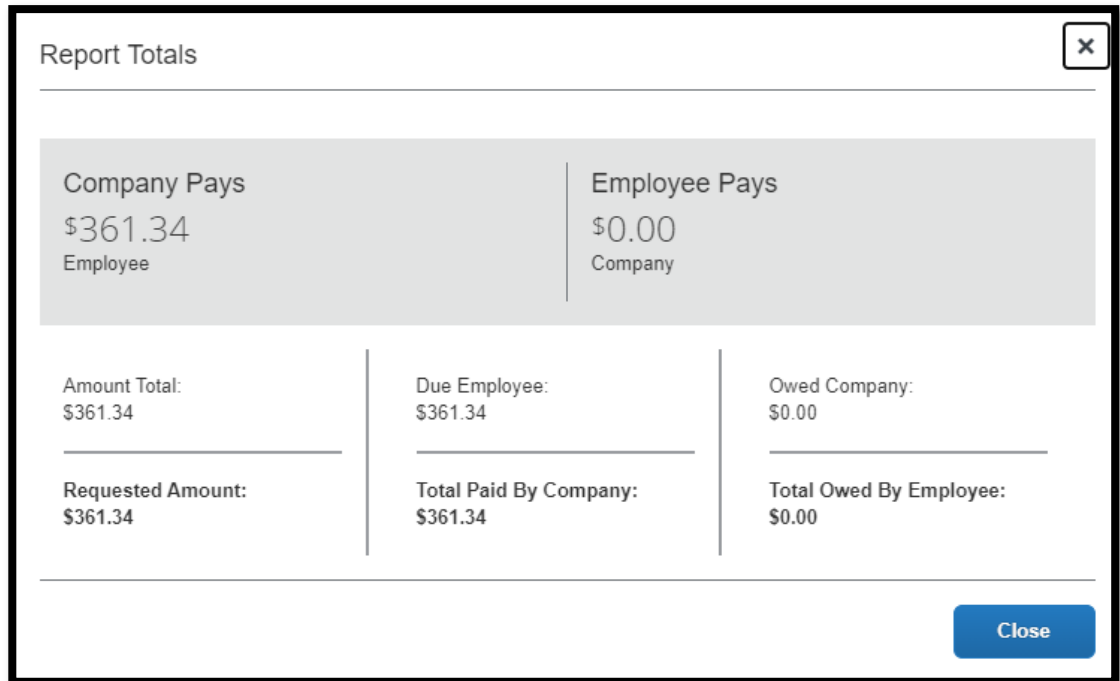
Viewing Expense Totals	
To view your Expense Totals, click on "**Report Details**" on the top left, and then click on "**Report Totals.**"	
A new window will open up and show the breakdown of all expenses on the current report. You'll be able to see the amount due to you (Employee) or the amount due to HSU (Owed Company).	
Once your expense report has been updated and fixed, click on "**Submit Report**" in the top right of the screen.	