Overview

Creating expense reports is one of the primary functions of Concur. This Guide provides detailed instructions on how to create and submit an expense report.

Log into Concur

1. Log into Concur:
    a. Go to: http://travel.harvard.edu/concur
    b. Click the link titled **Click to Access Concur**.

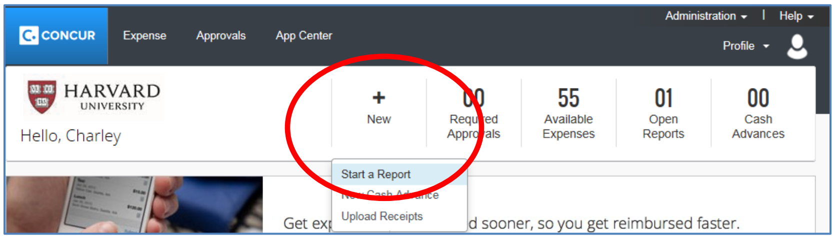
    Alternate Login:
    a. Go to http://fss.finance.harvard.edu/applications
    b. Click the **Concur** link.

2. Your HarvardKey authentication page will appear. Login.
3. Concur Travel and Expense will automatically load.

Create a New Expense Report

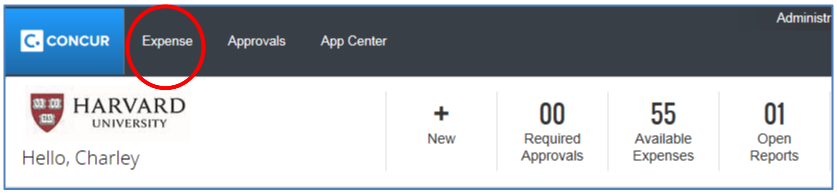
Once you have logged into Concur, you are ready to prepare a new expense report. You have two options:

1. Click **+New**
    - If you are also an Approver, click **+New** and then select **Start New Report**



OR

2. Click **Expense** and then click **+ Create New Report**.



Report Header

The **report header** is the "title page" of your expense report.

1. Enter the appropriate information for each field (fields with red left borders are required fields)

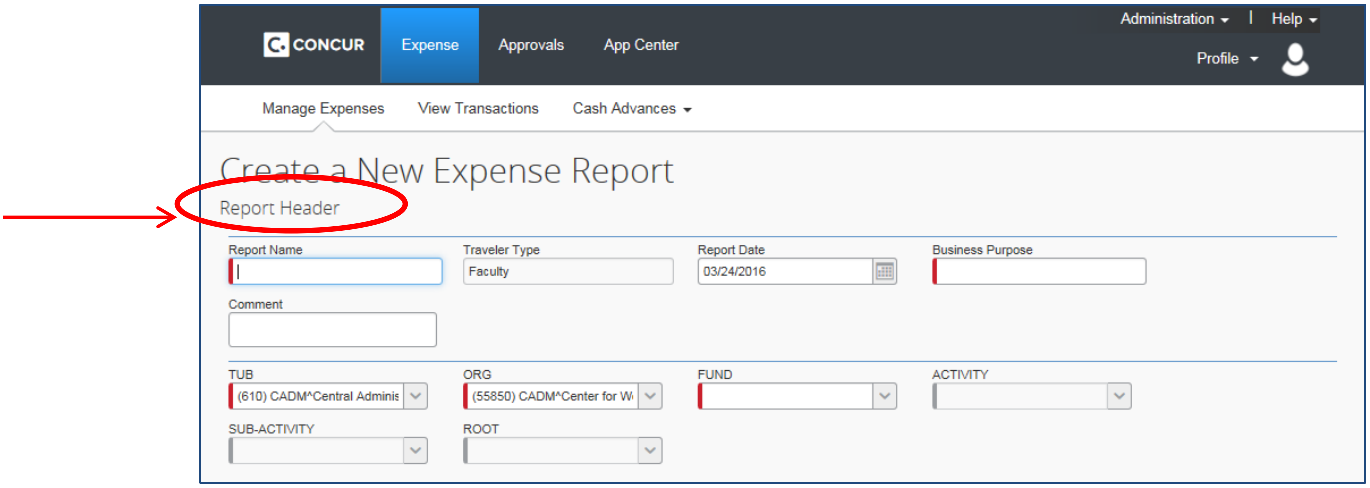
   a. **Report Name** – Enter a brief identifier for the report.
      - Check with your Tub Finance office for any specific naming conventions

   b. **Report Date** – Defaults to date expense report was created, but can be changed if necessary.

   c. **Business Purpose** – Enter a brief explanation of why the expense is business-related.
      - Field is limited to a maximum of 64 characters; Be as concise as possible.
      - Include travel dates
      - Focus on the "why" – for example, travel to ABC conference.
      - Use the **Comments** field if you need more space.

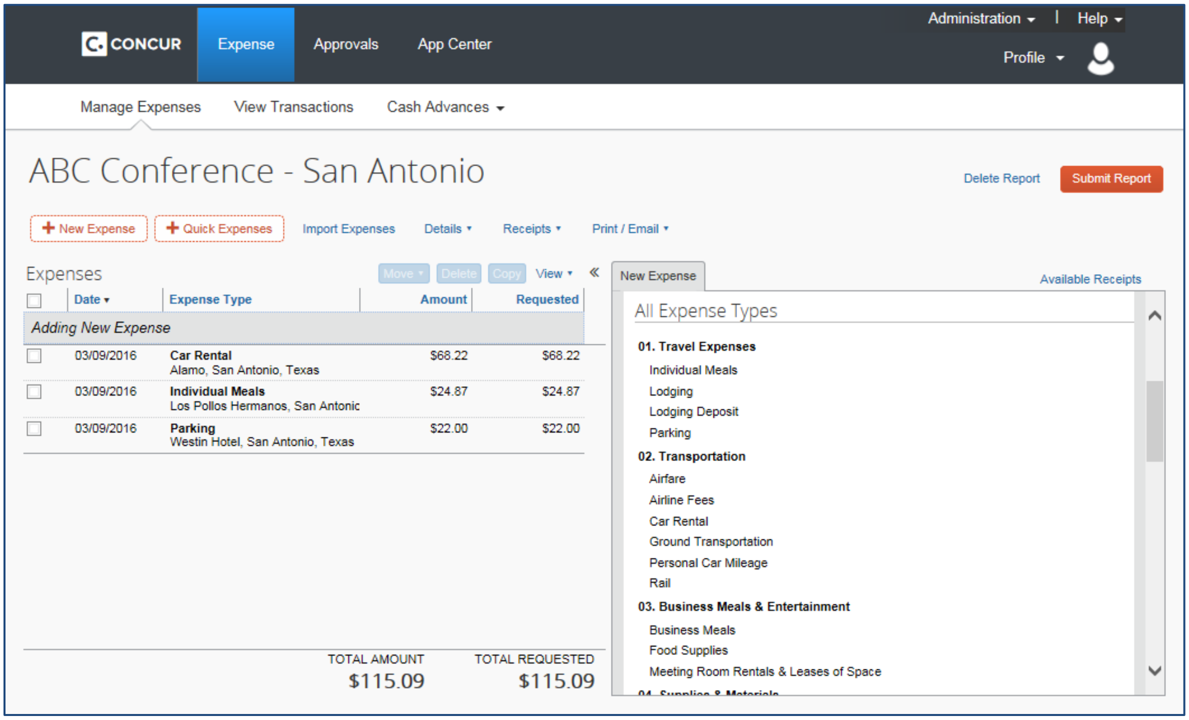
   d. **Comments** – useful for recording additional information about the business purpose, as well as other notes regarding the expense report, such as:
      - Used Corporate Card for the hotel rooms for myself and Jim Stewart.
      - Conference fee refund resulted from being asked to present at the conference.

   e. **Account String Coding** – Some or all of these fields may be pre-populated based on your Concur profile, but can be changed if needed. Select the components (**TUB**, **ORG**, **FUND**, **ACTIVITY**, **SUB-ACTIVITY**, and **ROOT**) of the account code for the expense.
      - **NOTE:** The object code component of the account string is derived from the type of expense you select.



2. At the bottom of the screen, click the **Next** button.

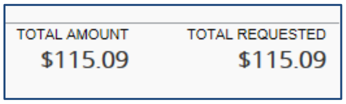
Expense Page Overview



1. The left side of the screen displays a list of each expense on the report. When creating a new report, this list will be empty. Each expense you enter and save to the report will then appear in the list.

2. When you create a new report, the right side of the screen will show one of the following:
   a. A list of **Expense Types** to classify the new expense.
   b. The **Available Expenses** list, which displays the Corporate Card transactions loaded into Concur electronically every night. If this list does not appear by default, you can view it by clicking the **Import Expenses** link, located next to the **Quick Expenses** button.

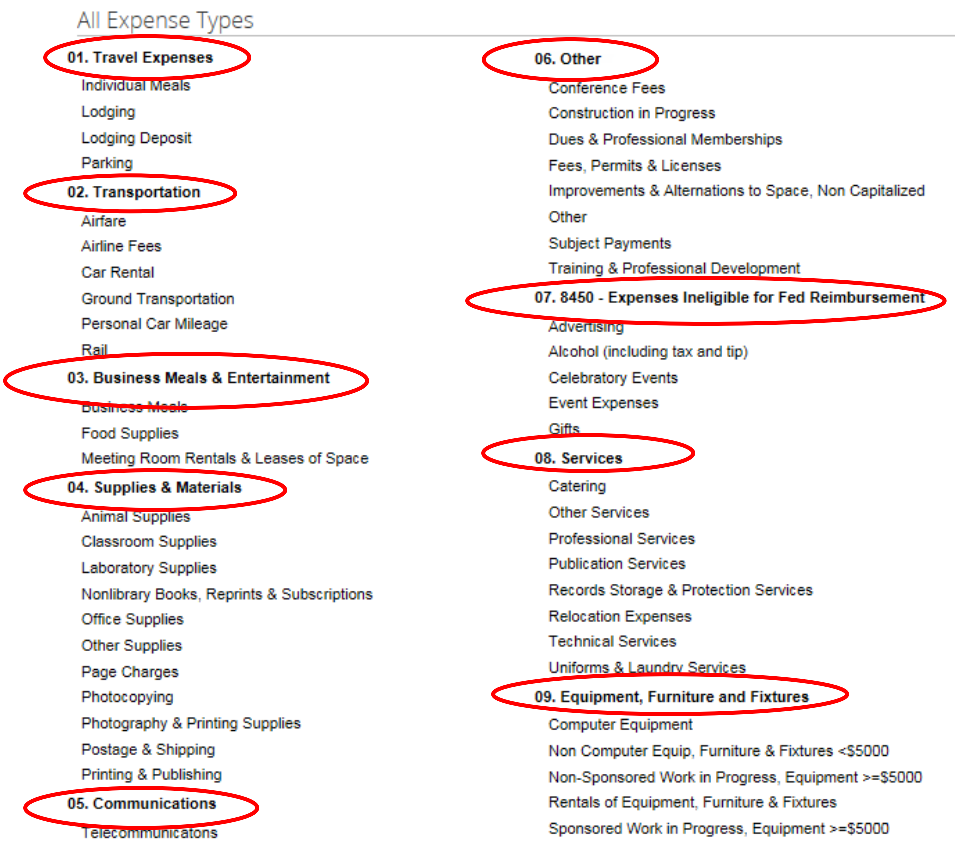
As you enter expenses, running totals of the amount requested and the total amount of the report are displayed at the bottom of the left side



Note: The **Total Requested** will be smaller than the **Total Amount** if any personal or non-reimbursable expenses were included on a business receipt. Example: A movie rental that appeared on the Hotel invoice.

Enter Expenses

Below is the list of Expense Types, with major categories of Travel Expenses, Transportation, Business Meals & Entertainment, Supplies & Materials, Communications, Other, 8450 - Expenses Ineligible for Fed Reimbursement, Services, and Equipment, Furniture, and Fixtures..

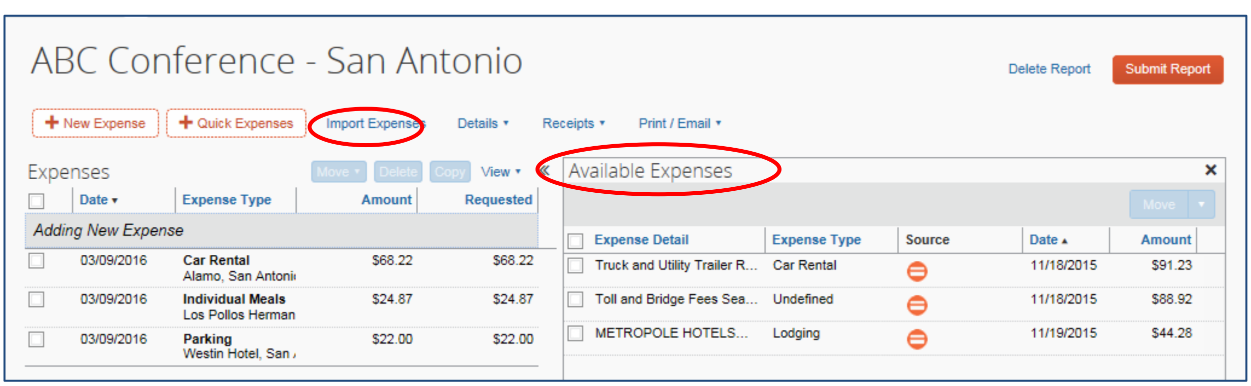


For each expense transaction, you will select an expense type and then fill in the required fields based on the type of expense.

Enter Corporate Card Transactions

Corporate Card transactions are loaded into Concur every night and will appear in your **Available Expenses** list.

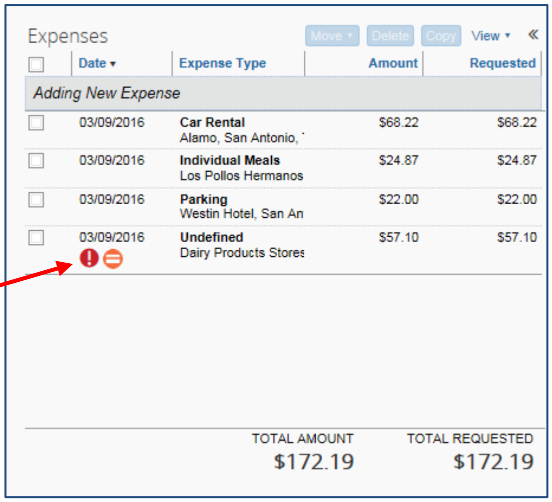
- If the **Available Expenses** list does not automatically appear on the right side of the screen within an expense report, click the **Import Expenses** link, and any Corporate Card transactions that are not associated with an expense report will appear in the list. International transactions may take longer to appear.



To add Corporate Card expenses to a report:

1. On the **Available Expenses** list, select the checkbox next to the item (or items) you want to add to the report.
2. Click **Move**.
3. The item(s) are moved to the left side of the screen.

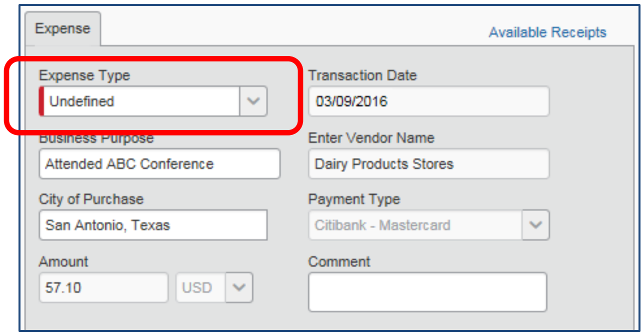
NOTE: Alternatively, you can add expenses to the report by clicking the desired items and dragging them to the left side of the screen.



The Red Exclamation Point icon indicates that there is an exception – some type of issue – with the transaction. Often this is due to missing information for that transaction – such as city, expense type, or vendor.

4. For each exception, click the row for the transaction, and fix any missing/incorrect information.

   Example: This transaction came over with an exception because the expense type was listed as "Undefined. "



5. Use the drop down menu and select the proper expense type. Once you select a type, the fields on the **Expense** tab may change.
6. Complete all required fields (indicated by the red border on the left).
7. Click **Save**.
8. Repeat steps 4-7 until all Exceptions on the report have been resolved.

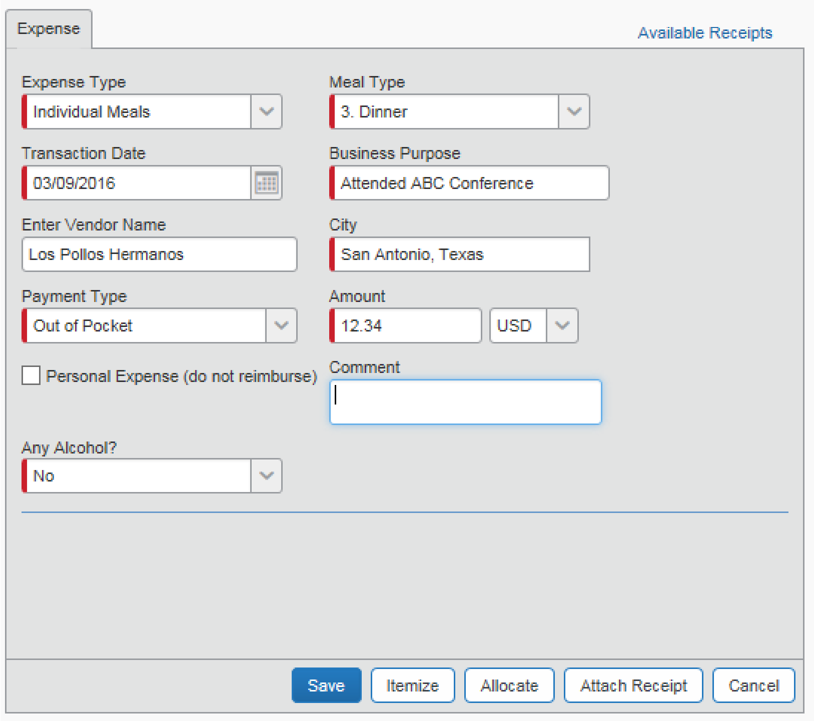
   Tip: For each Corporate Card transaction you add to a report, it is a good idea to verify that the expense type is correct for the specific transaction.

   Example: The system might incorrectly assign a meal at a restaurant that is located within in a hotel as a hotel stay, due to the similarity in vendor name. The correct expense type might actually be "Individual Meal" or "Business Meal with Attendees," and you would need to select the appropriate expense type, and then complete any required fields related to the meal.

IMPORTANT: All transactions made using the Corporate Card must be put on an expense report. This includes personal or non-reimbursable items such as a movie rental or personal purchases made in a gift shop and charged to your hotel room. When adding personal expenses, remember to select the **Personal Expense** checkbox to ensure they are not reimbursed.

Entering Out of Pocket Transactions

1. Click the **+ New Expense** button.
2. Select the appropriate Expense Type.
3. Enter the information from your receipt, completing all required fields.



4. Click **Save**.
5. If Exceptions appear when saving the transaction, select the transaction in the list and then edit the appropriate fields.

IMPORTANT: The amount for the entire receipt must be entered, even if only part of it is to be reimbursed, such as a business meal that your spouse attends. In this example, you would:

1. Click the **Itemize** button on the Expense tab.
2. Enter the amount of the expense that is personal.
3. Select the **Personal Expense** checkbox to ensure it is not reimbursed.
4. Click **Save**.

Attach Receipts

Expense entries that require a receipt will display the **Receipt Required** icon. 

Attaching a receipt to the expense will change the icon to the **Receipt Received** icon. 

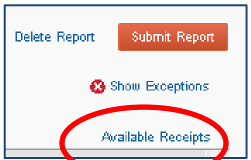
Note: The University policy states that any expense over $75 requires a receipt. These icons will not appear if the expense is less than $75. Check your local school/unit policy about receipts requirements for charges under $75.

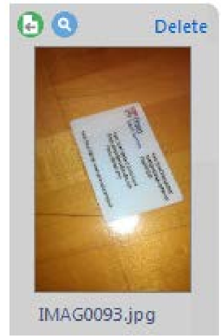
Attaching Receipts to an Expense Transaction (Line Item)

There are two options when attaching a receipt to a line item:

Option 1: Drag and Drop from Available Receipts

1. To attach a receipt to an expense entry, click the box in front of the specific expense line item.
2. Open the **Available Receipts** on the right side of the screen.

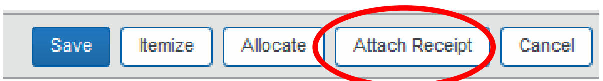




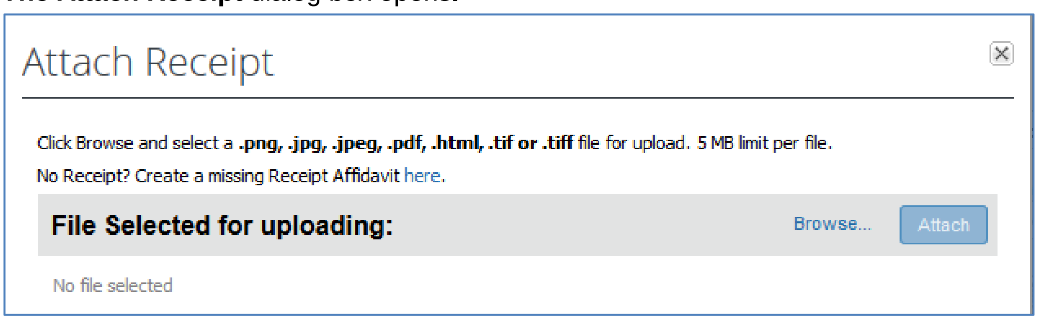
3. Click on the green arrow at the top of the receipt picture
   - The receipt will move out of Available Receipts and is attached to the line item expense.

Option 2: Manually Upload and Attach Receipts

1. Click an expense item to open it.
2. Click **Attach Receipt** at the bottom of the screen**.**



3. **The Attach Receipt** dialog box opens**.**



4. Click **Browse**.
5. Navigate to the location on your computer where you saved the receipt image file.
6. Select the file to upload, and then click **Open.**
   - Images can be up to 5 MB in size and must be a PNG, JPG, HTML, TIFF or PDF file.
7. Click **Attach.**

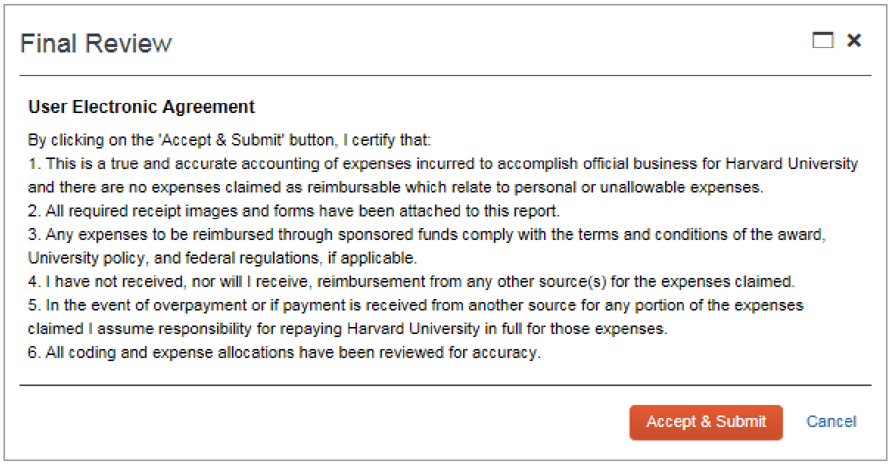
Submit Expense Report

1. Review any Exceptions that appear in the tool bar directly below the Submit Report button. If they are not showing, click **Show Exceptions**.

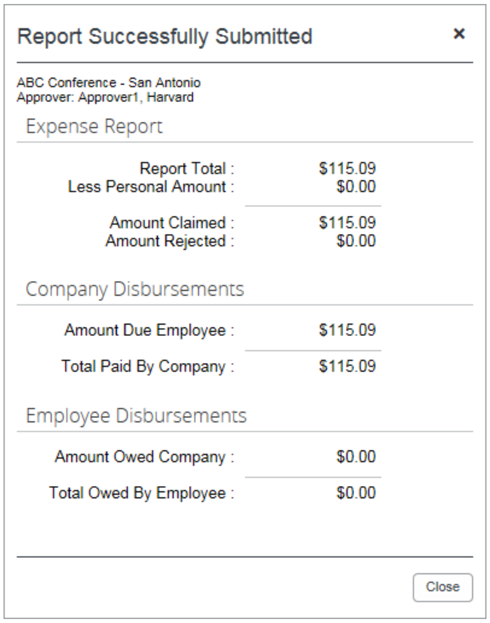
Types of Exceptions:

- **Yellow icons**: A warning message regarding a specific expense. The system will still permit you to submit the report, but you should review all yellow exceptions and determine whether you should make changes to the report prior to submission. For example, you might choose to add a comment on any expense line item with a yellow icon.
- **Red icons**: Indicates the expense has an issue that must be resolved before the report can be successfully submitted. Typically, this is either missing or invalid data in a field, or the expense does not comply with university business rules or policies.

2. Click **Submit Report** located on the top right of the screen. The Final Review window appears.



3. Read the User Electronic Agreement section and verify that all required receipts are attached, and the information on the report is accurate.
4. Click **Accept & Submit.** A confirmation pop up screen appears. It details the amount of the expense report and any disbursements that will be made to the individual and to the Corporate Card.
5. Click **Close** at the bottom of the pop up.



The expense report is now submitted and ready for approval.

Resources

Quick Reference Guides and Online Tutorials

Quick Reference Guides provide step-by-step instructions on a number of common tasks in Concur, and online tutorials present a video walk-through of how to perform various tasks and procedures within the system. Both the Guides and online tutorials are available at: travel.harvard.edu/concur-training

Concur Support

24 hour support is available through the Concur Support Desk at 866-793-4040. You can also access the Concur Support Portal within the system by clicking the **Help** menu, and then selecting **Contact Support**.