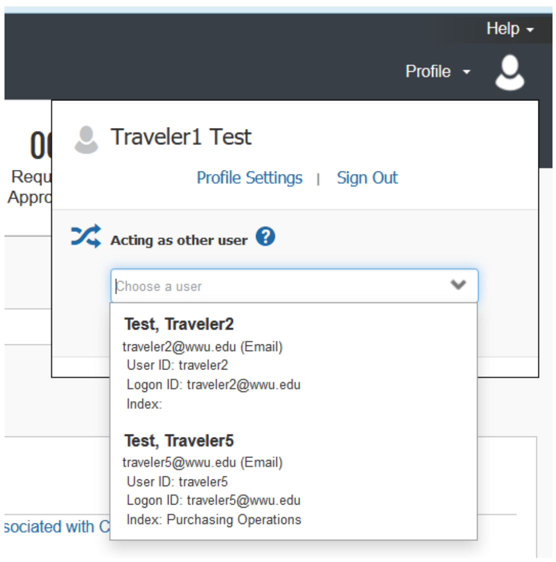
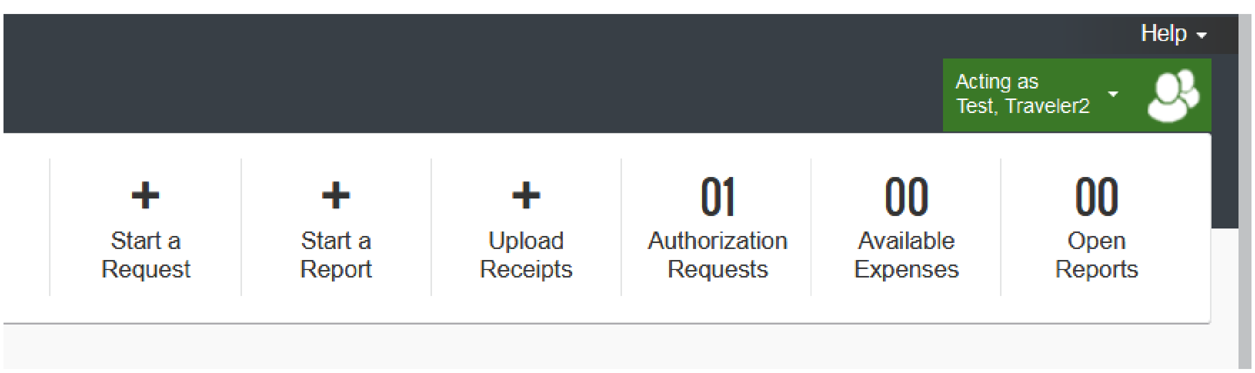
Travel Services

Create an Expense Report

1. Log in to Concur. You may need to log in through MyWestern with your universal ID first.
   - ➢ **Travelers skip to #2**
   - ➢ **Delegates Only:** Click **Profile** on the upper-right of your dashboard and begin typing the traveler's name to search and select from the list field under **Acting as other user:**



- ***If you do not have*** *the Acting as other User option or the traveler's name does not come up in the search,* ***the traveler must assign you as a delegate*** *in their Profile Settings.* Travel Services can also enable delegate permissions.
- Click **Start Session**. You are now acting as a delegate for this user, shown by the green label "Acting as . . .":



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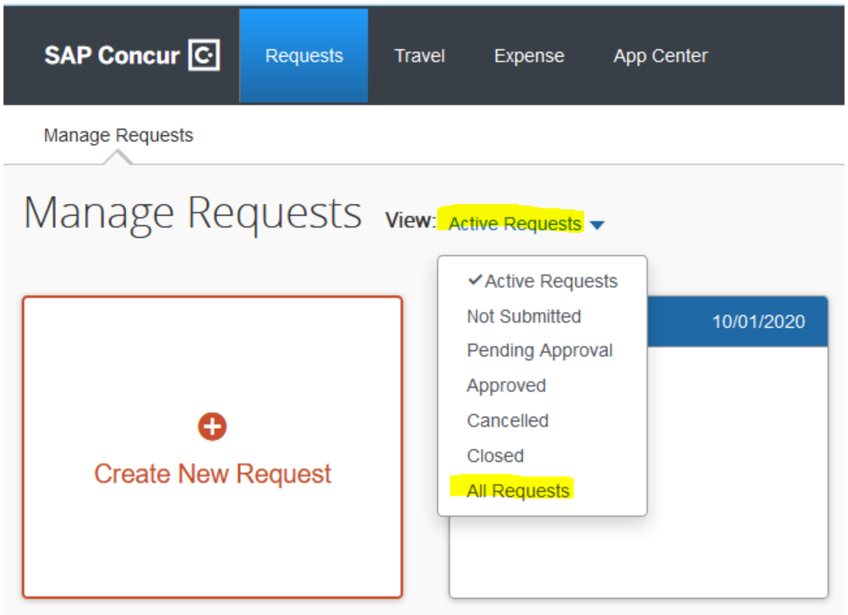
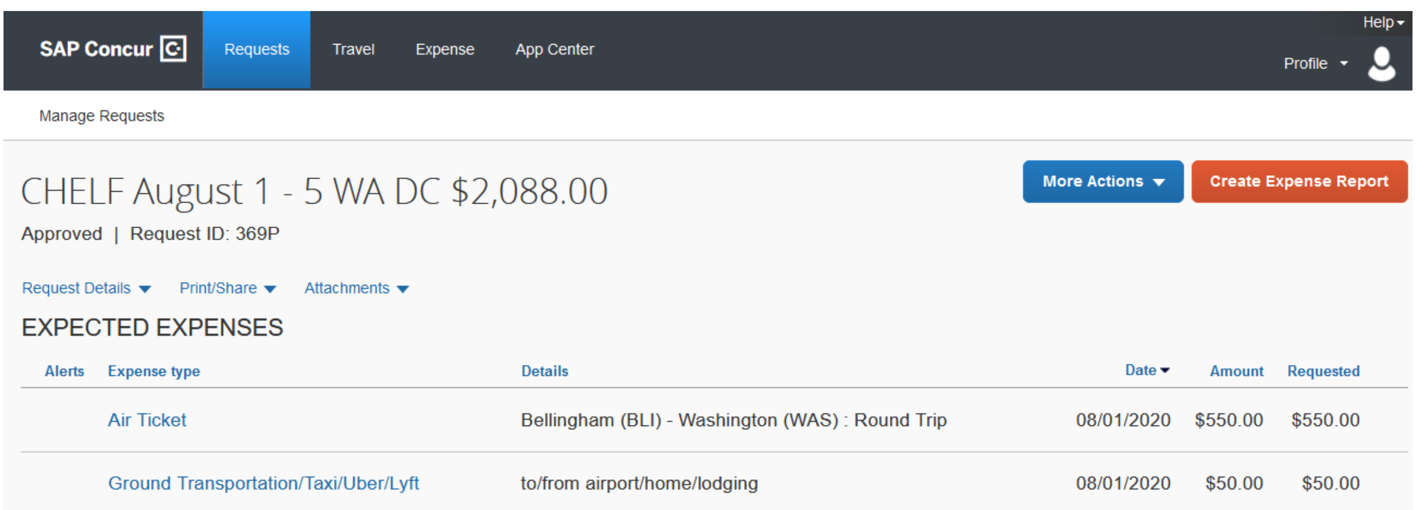
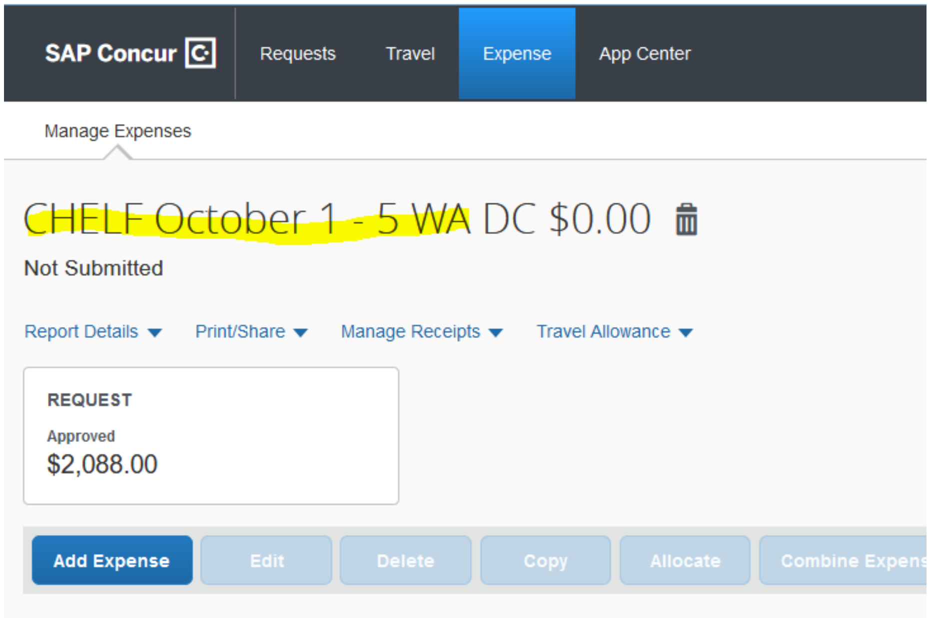
2. **Click the Requests tab** at the top of the screen. Always begin with the approved Request.
3. **Click the Request to open.** If you do not see the related trip Request, you may need to change your View from Active Requests to All Requests or Approved Requests:



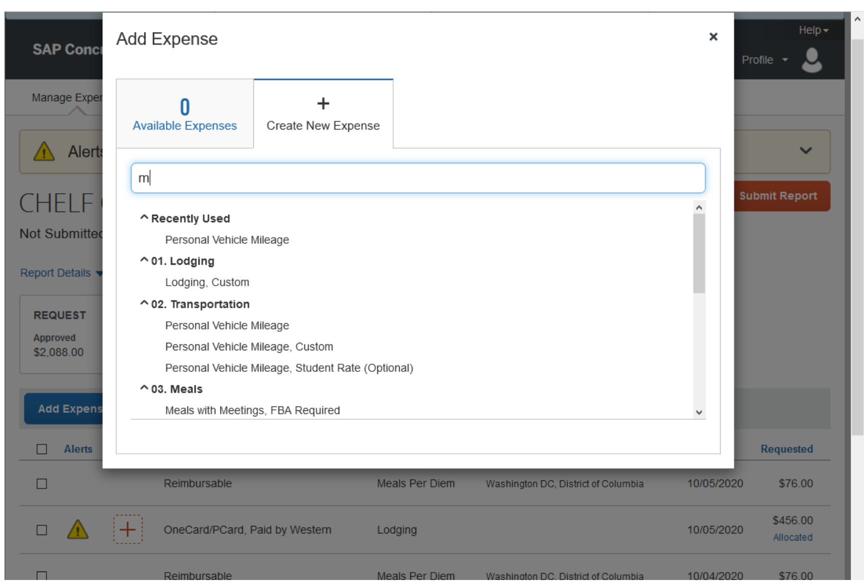
4. **Click the Create Expense Report Button** at the top right in your approved Request:



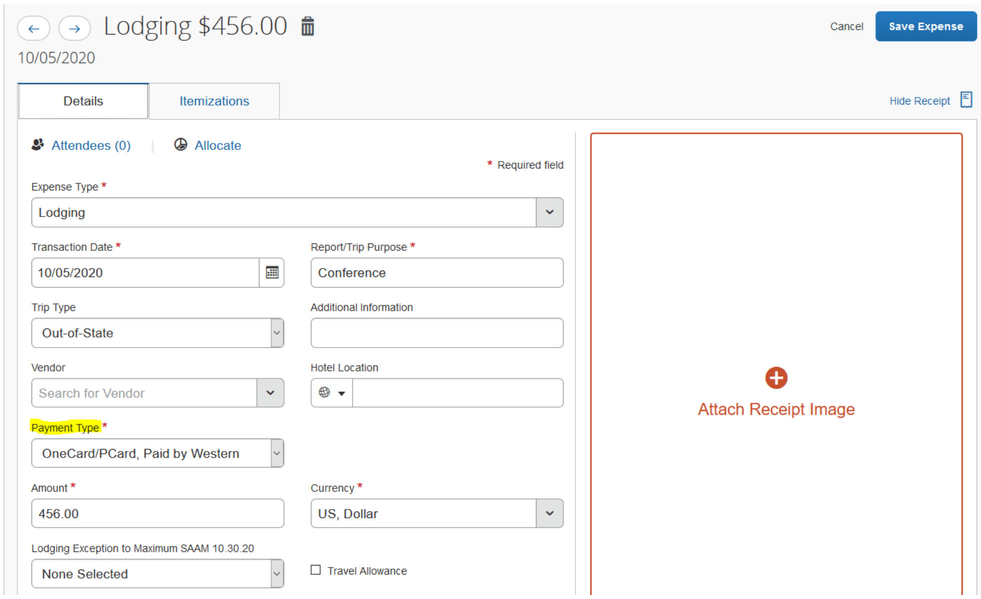
5. **Report Header information** is copied from the Request. Edit Trip Name, Trip Dates and Funding if needed by clicking on the Trip Name or Report Details:



6. **Add travel expenses by clicking the blue Add Expense button.** Include all reimbursable and non-reimbursable (including paid directly by PCard/OneCard) expenses associated with the trip.
   a. Search in the Expense Type window or select the expense type listed below:

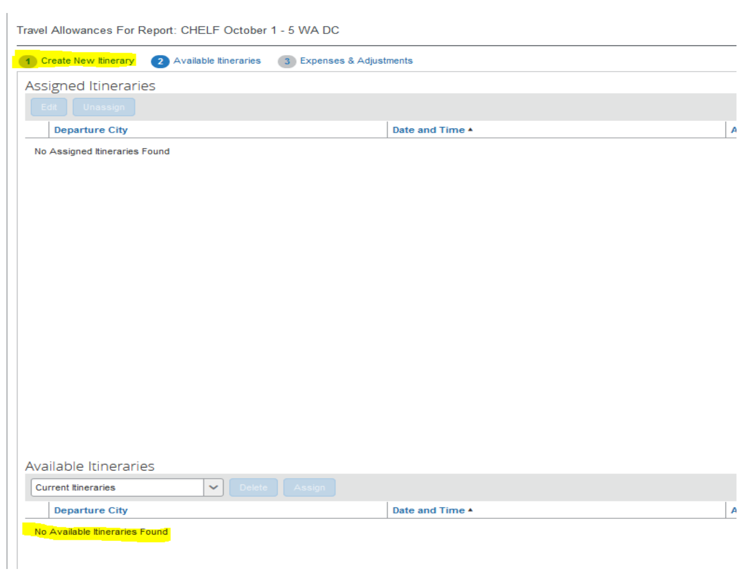


   b. Complete the required fields and add comments to clarify as needed.
   c. **Be sure to select the correct Payment Type for each expense**: Reimbursable or OneCard/PCard:

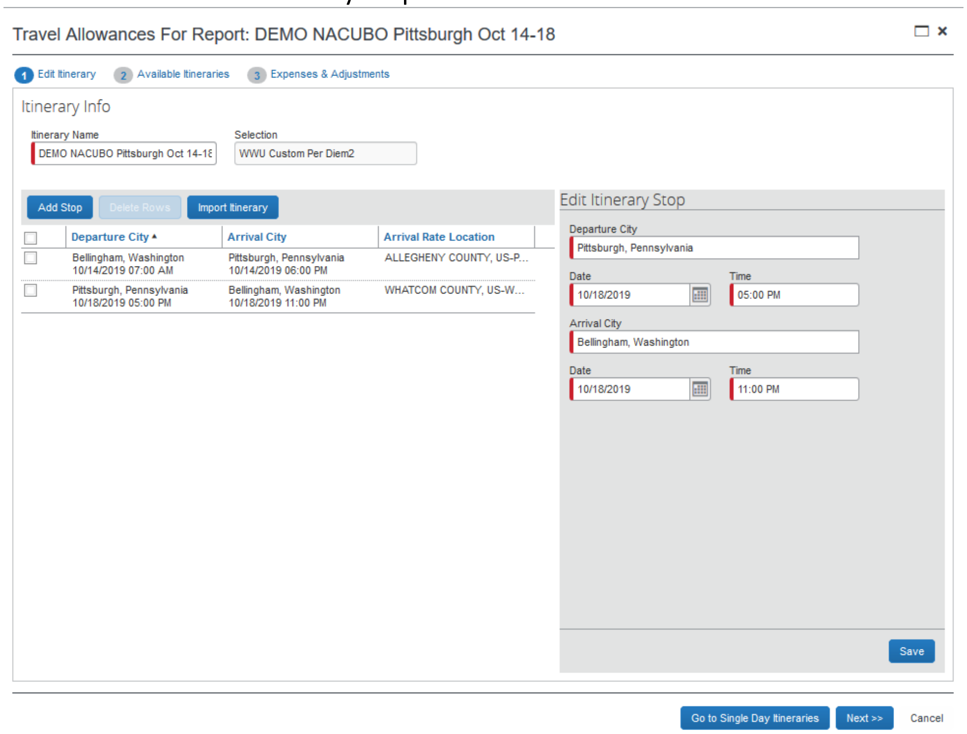


d. Click **Attach Receipt Image** to add required documentation
e. Click **Save Expense**

7. **To Add Meals Per Diem for an overnight trip, Click the Travel Allowance Drop Down and** Click Manage Travel Allowance.
   a. **"(2) Available Itineraries"** are imported electronically from the Travel Booking Tool or TripLink and may be Assigned in this screen. **Otherwise select "(1) Create New Itinerary":**

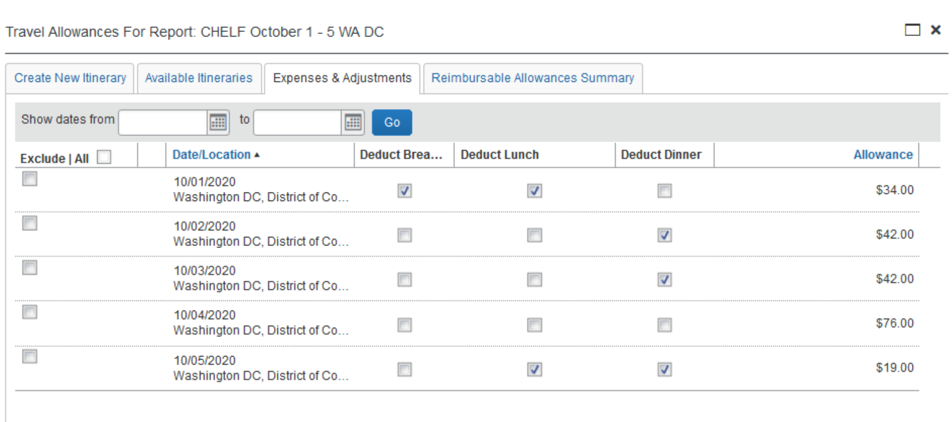


Create New Itinerary. Most trips require two Itinerary Stop Rows as shown below. Complete first for the **departure travel day** and add another for the **return travel day**. Click Save after each Itinerary Stop Row:



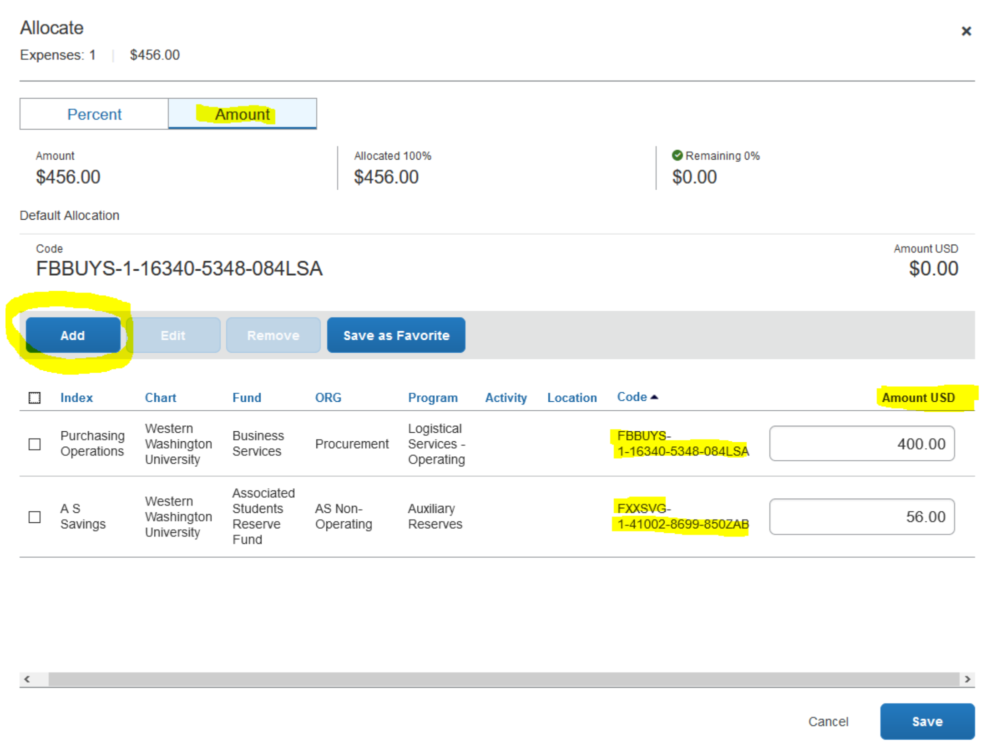
b. **Click Next, then Next again through "(2) Available Itineraries" to access "(3) Expenses & Adjustments".**

c. **Check meal boxes to deduct meals** that were provided (such as lunches at a conference) OR if you were not traveling during the meal time: on travel days you may claim breakfast if you're traveling during 8am, lunch 12pm, and dinner 6pm. You'll see the Allowance amount for each day update on the far right:



d. Click the blue **Create Expenses button at the bottom right**.

8. **To Change or Split Funding:** from the Add Expense Screen, check the box of the Expense(s) and click the **Allocate** Button above, or use the **Allocate** link found in the expense. **Use the Add button to enter one or more funding sources.** If needed, split by Percent or Amount:



9. **Click Report Details to review** and edit if necessary:
   a. Report Header
   b. Report Totals- shows breakdown of reimbursable vs non-reimbursable amounts
   c. Report Timeline to view Approval Flow
   d. Allocation Summary

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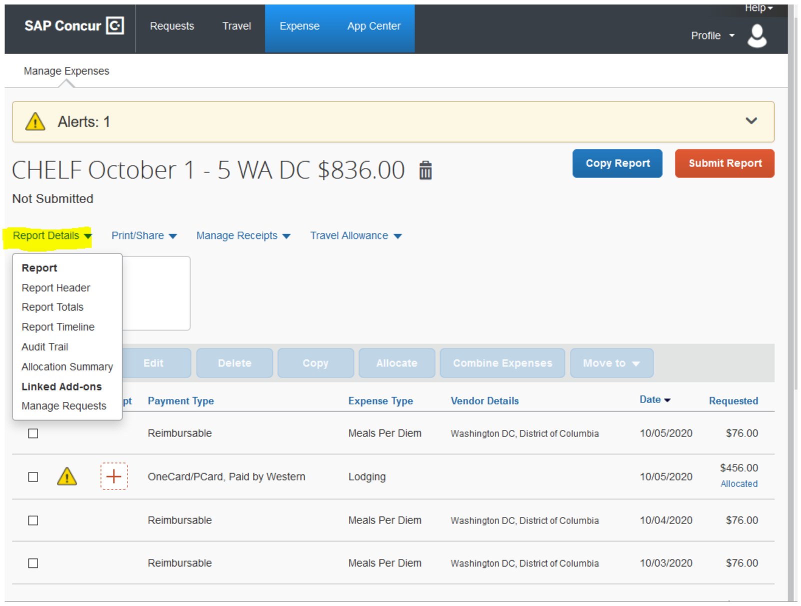

10. **Click Orange Submit Report** button on the top right. Delegates will see a **Notify Employee** button instead.

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