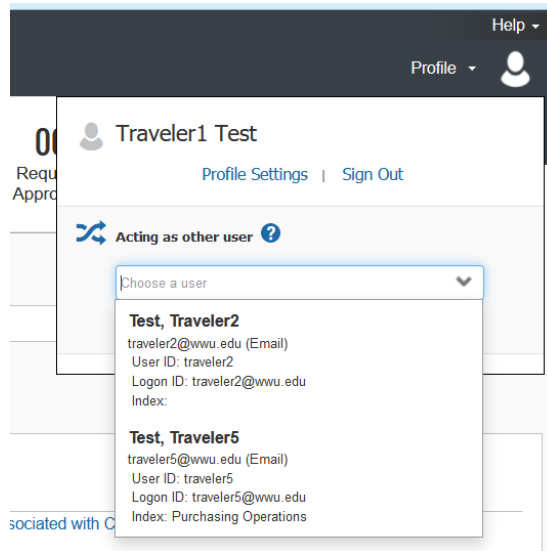
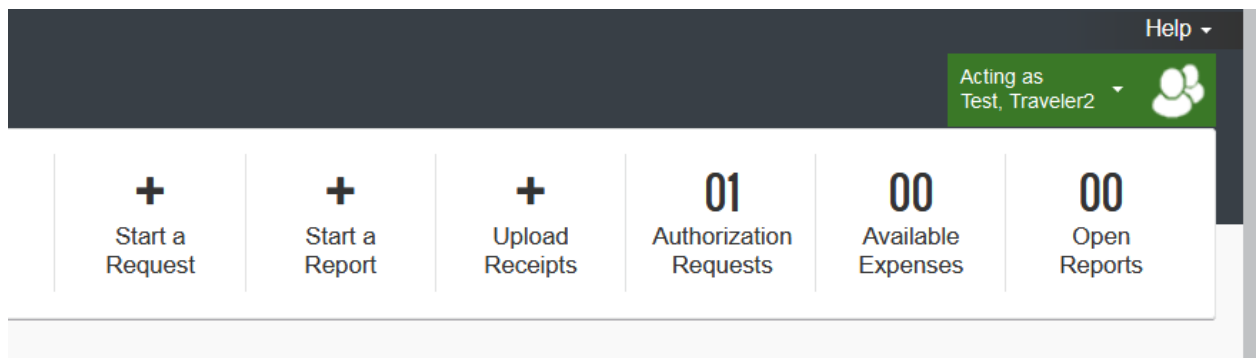


Create an Expense Report

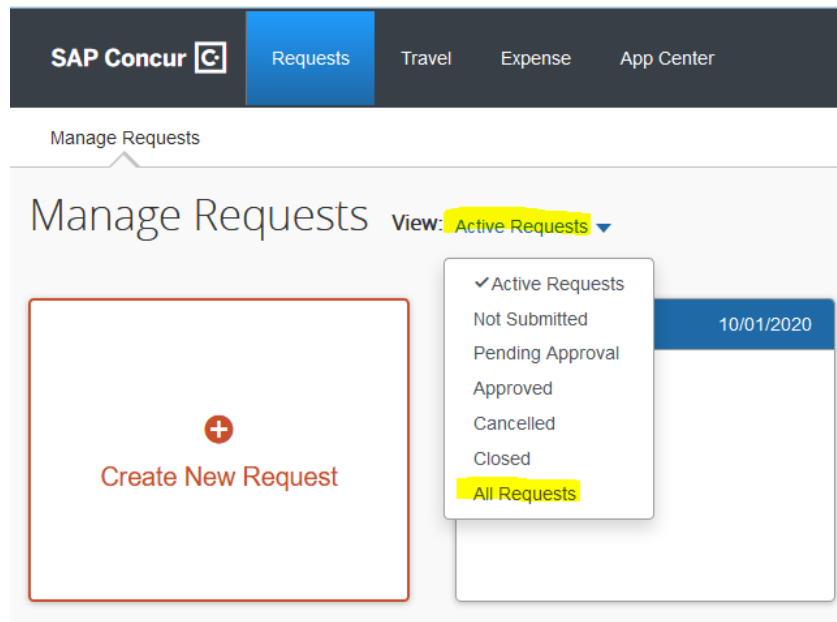
1. Log in to [Concur](#). You may need to log in through [MyWestern](#) with your universal ID first.
 - **Travelers skip to #2**
 - **Delegates Only:** Click **Profile** on the upper-right of your dashboard and begin typing the traveler's name to search and select from the list field under **Acting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

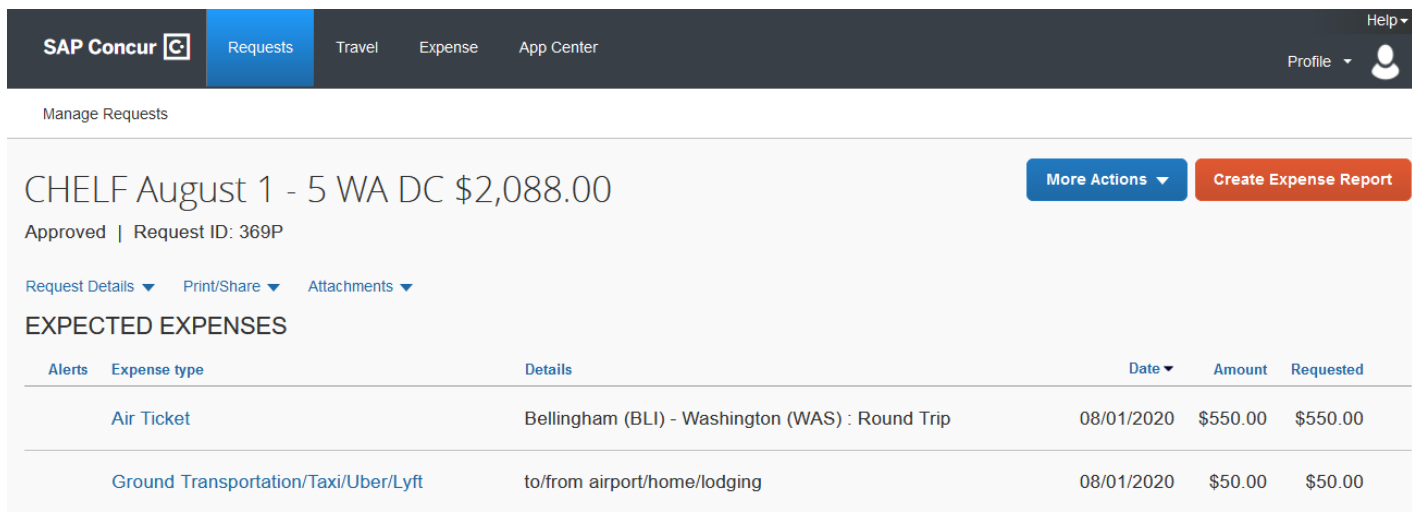


2. **Click the Requests tab** at the top of the screen. Always begin with the approved Request.
3. **Click the Request to open.** If you do not see the related trip Request, you may need to change your View from Active Requests to All Requests or Approved Requests:



The screenshot shows the SAP Concur 'Manage Requests' interface. At the top, there is a navigation bar with tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. Below this, the 'Manage Requests' section is visible. A 'View:' dropdown menu is open, showing options: 'Active Requests' (selected), 'Not Submitted', 'Pending Approval', 'Approved', 'Cancelled', 'Closed', and 'All Requests' (highlighted in yellow). A red box highlights a 'Create New Request' button.

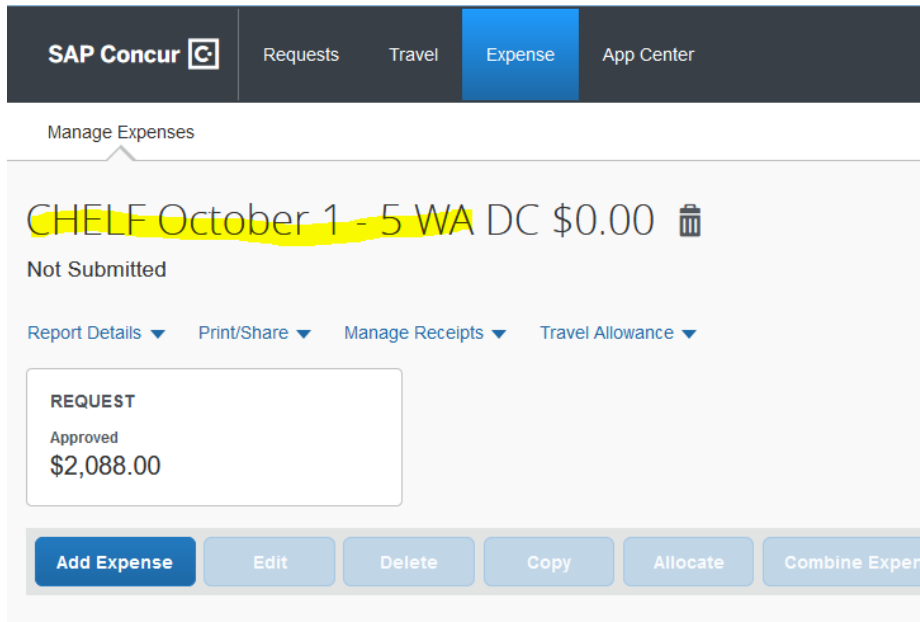
4. **Click the Create Expense Report Button** at the top right in your approved Request:



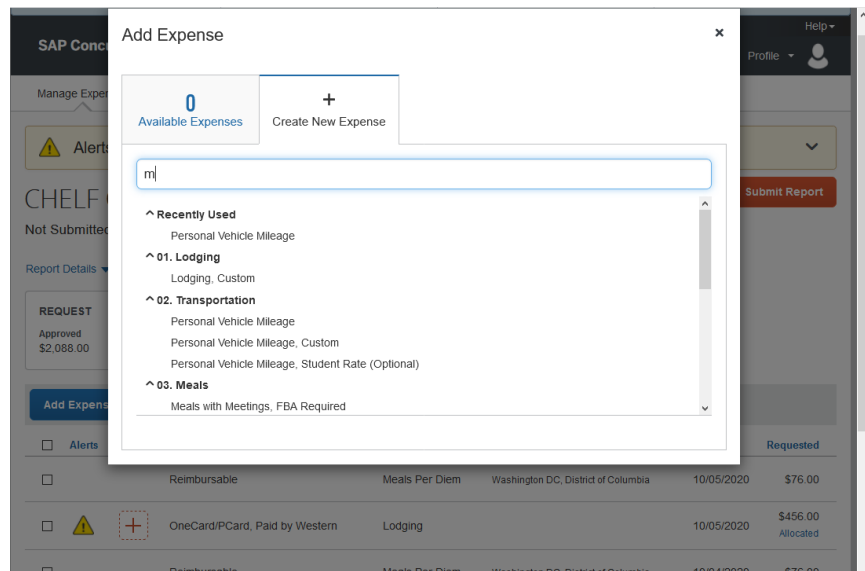
The screenshot shows the details of an approved request for 'CHELF August 1 - 5 WA DC \$2,088.00'. The status is 'Approved' with Request ID: 369P. There are buttons for 'More Actions' and 'Create Expense Report'. Below the header, there are links for 'Request Details', 'Print/Share', and 'Attachments'. A table titled 'EXPECTED EXPENSES' is displayed with the following data:

Alerts	Expense type	Details	Date	Amount	Requested
	Air Ticket	Bellingham (BLI) - Washington (WAS) : Round Trip	08/01/2020	\$550.00	\$550.00
	Ground Transportation/Taxi/Uber/Lyft	to/from airport/home/lodging	08/01/2020	\$50.00	\$50.00

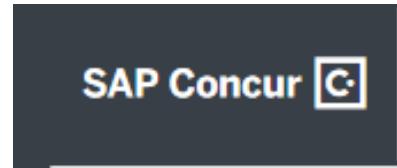
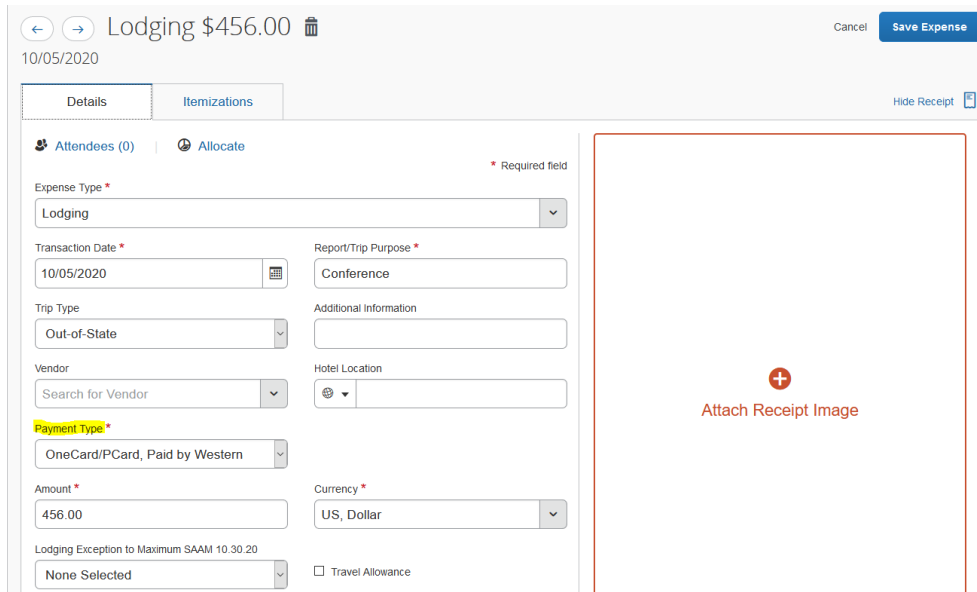
5. **Report Header information** is copied from the Request. Edit Trip Name, Trip Dates and Funding if needed by clicking on the Trip Name or Report Details:




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:


← → Lodging \$456.00  Cancel **Save Expense**

10/05/2020

Details Itemizations Hide Receipt 

 Attendees (0) |  Allocate * Required field

Expense Type *
Lodging

Transaction Date *
10/05/2020 

Report/Trip Purpose *
Conference

Trip Type
Out-of-State

Additional Information

Vendor
Search for Vendor

Hotel Location


Payment Type *
OneCard/PCard, Paid by Western

Amount *
456.00

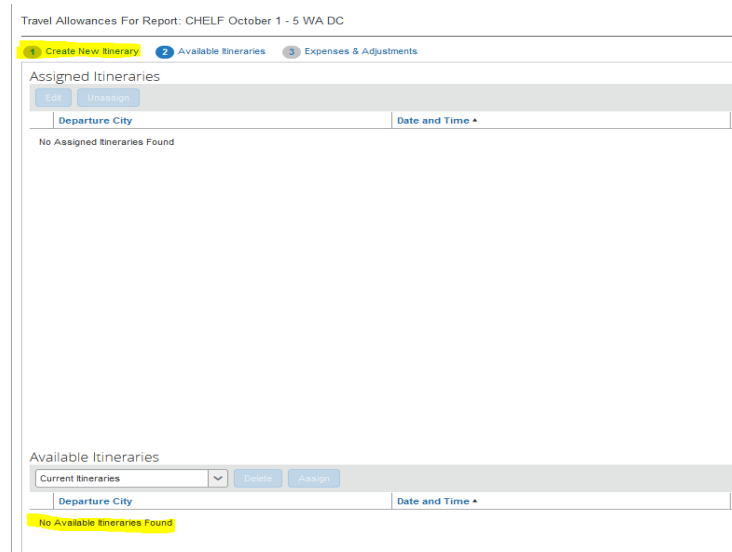
Currency *
US, Dollar

Lodging Exception to Maximum SAAM 10.30.20
None Selected




Travel Allowance


 Attach Receipt Image



- 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”**:



Travel Allowances For Report: CHELF October 1 - 5 WA DC




 Create New Itinerary  Available Itineraries  Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time
No Assigned Itineraries Found	

Available Itineraries

Current Itineraries   

Departure City	Date and Time
No Available Itineraries Found	

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:**

Travel Allowances For Report: DEMO NACUBO Pittsburgh Oct 14-18

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: DEMO NACUBO Pittsburgh Oct 14-18 Selection: WWU Custom Per Diem2

Buttons: Add Stop, Delete Rows, Import Itinerary

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Bellingham, Washington 10/14/2019 07:00 AM	Pittsburgh, Pennsylvania 10/14/2019 06:00 PM	ALLEGHENY COUNTY, US-P...
<input type="checkbox"/>	Pittsburgh, Pennsylvania 10/18/2019 05:00 PM	Bellingham, Washington 10/18/2019 11:00 PM	WHATCOM COUNTY, US-W...

Edit Itinerary Stop

Departure City: Pittsburgh, Pennsylvania

Date: 10/18/2019 Time: 05:00 PM

Arrival City: Bellingham, Washington

Date: 10/18/2019 Time: 11:00 PM

Buttons: Save

Buttons: Go to Single Day Itineraries, Next >>, Cancel

- Click Next, then Next again through “(2) Available Itineraries” to access “(3) Expenses & Adjustments”.
- 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:

Travel Allowances For Report: CHELF October 1 - 5 WA DC

Buttons: Create New Itinerary, Available Itineraries, Expenses & Adjustments, Reimbursable Allowances Summary

Show dates from [] to [] Go

Exclude All	Date/Location	Deduct Brea...	Deduct Lunch	Deduct Dinner	Allowance
<input type="checkbox"/>	10/01/2020 Washington DC, District of Co...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$34.00
<input type="checkbox"/>	10/02/2020 Washington DC, District of Co...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$42.00
<input type="checkbox"/>	10/03/2020 Washington DC, District of Co...	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$42.00
<input type="checkbox"/>	10/04/2020 Washington DC, District of Co...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$76.00
<input type="checkbox"/>	10/05/2020 Washington DC, District of Co...	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$19.00

- 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:

Allocate x

Expenses: 1 | \$456.00

Percent
Amount

Amount

\$456.00

Allocated 100%

\$456.00

Remaining 0%

\$0.00

Default Allocation

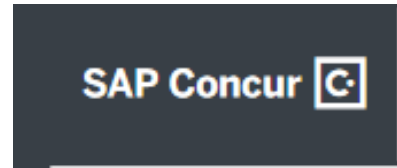
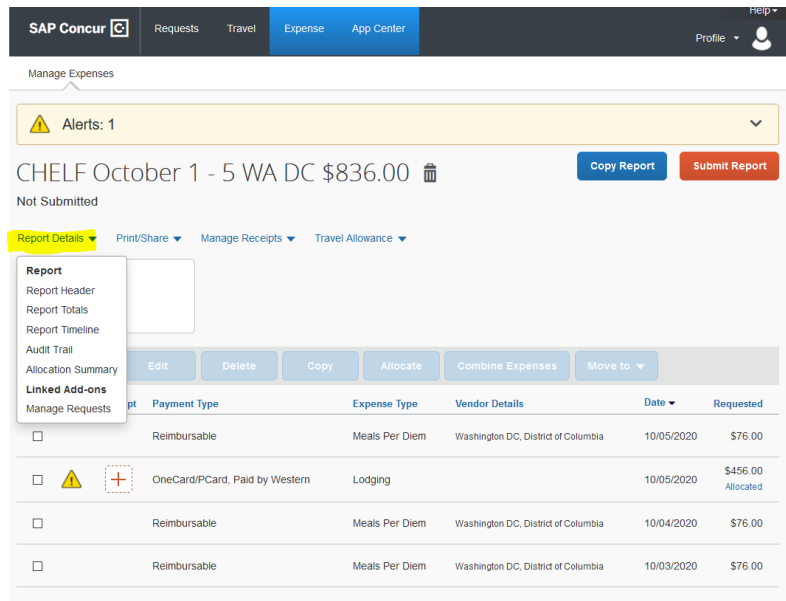
Code: FBBUYS-1-16340-5348-084LSA Amount USD \$0.00

Add
Edit
Remove
Save as Favorite

	Index	Chart	Fund	ORG	Program	Activity	Location	Code	Amount USD
<input type="checkbox"/>	Purchasing Operations	Western Washington University	Business Services	Procurement	Logistical Services - Operating			FBBUYS-1-16340-5348-084LSA	400.00
<input type="checkbox"/>	A S Savings	Western Washington University	Associated Students Reserve Fund	AS Non-Operating	Auxiliary Reserves			FXXSVG-1-41002-8699-850ZAB	56.00

Cancel Save

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

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', and 'App Center'. The 'Expense' tab is active. Below the navigation, there is a header for 'Manage Expenses' with a notification bar showing 'Alerts: 1'. The main content area displays a report for 'CHELF October 1 - 5 WA DC \$836.00' with a 'Not Submitted' status. There are buttons for 'Copy Report' and 'Submit Report'. A 'Report Details' dropdown menu is open, showing options like 'Report Header', 'Report Totals', 'Report Timeline', 'Audit Trail', 'Allocation Summary', 'Linked Add-ons', and 'Manage Requests'. Below the menu, there are action buttons: 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table of expenses is visible below these buttons.

Payment Type	Expense Type	Vendor Details	Date	Requested
Reimbursable	Meals Per Diem	Washington DC, District of Columbia	10/05/2020	\$76.00
OneCard/PCard, Paid by Western	Lodging		10/05/2020	\$456.00 Allocated
Reimbursable	Meals Per Diem	Washington DC, District of Columbia	10/04/2020	\$76.00
Reimbursable	Meals Per Diem	Washington DC, District of Columbia	10/03/2020	\$76.00

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