## CREATING AN EXPENSE REPORT FROM AN APPROVED REQEUST

Effective fall 2023, employees are required to create travel Requests in Concur for all overnight travel by an employee. The travel request must be approved in Concur before an employee can submit a travel expense report in Concur. *NOTE: Reimbursements are NOT made from an approved Request, employees MUST submit an Expense Report in Concur to be reimbursed.*   Transactions made using TCU issued travel cards must also be actioned by creating an expense report from the approved request.
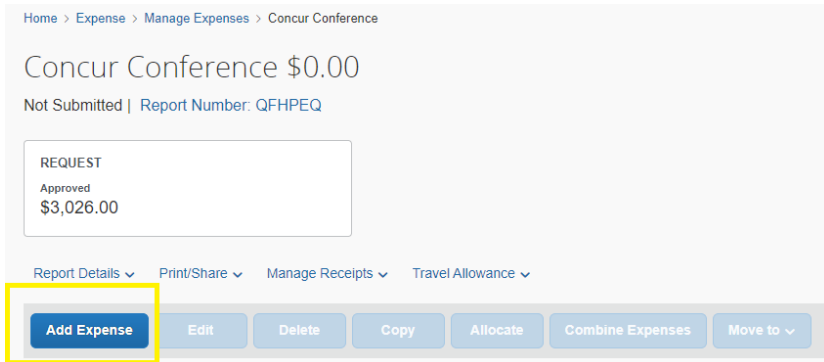
To create an expense report from an approved request, locate the approved request from the Manage Requests library in Concur, and click into the tile:
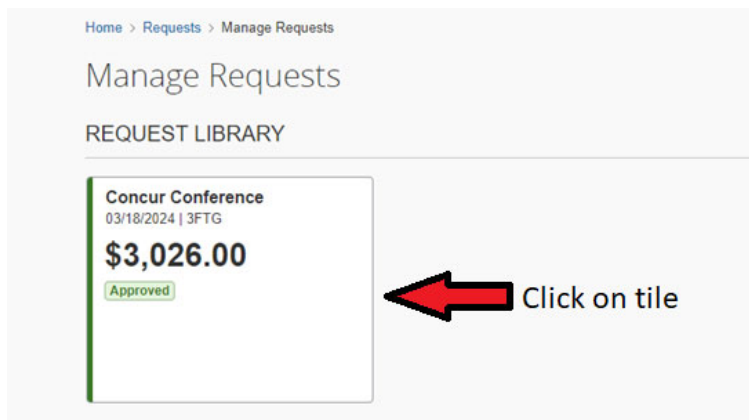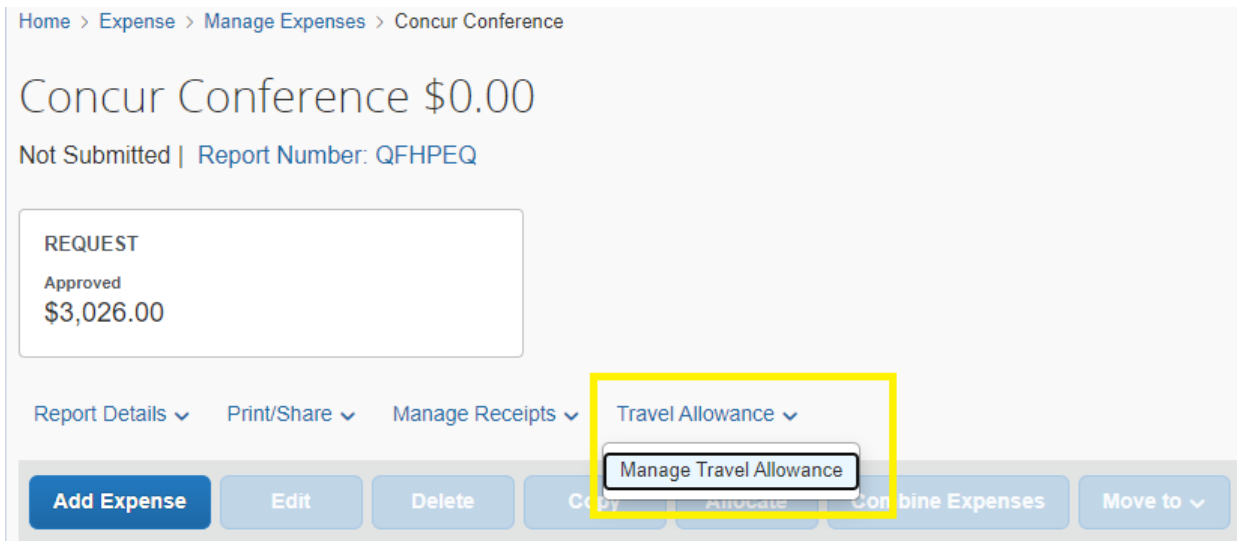

Click on the Create Expense Report button to create an expense report:
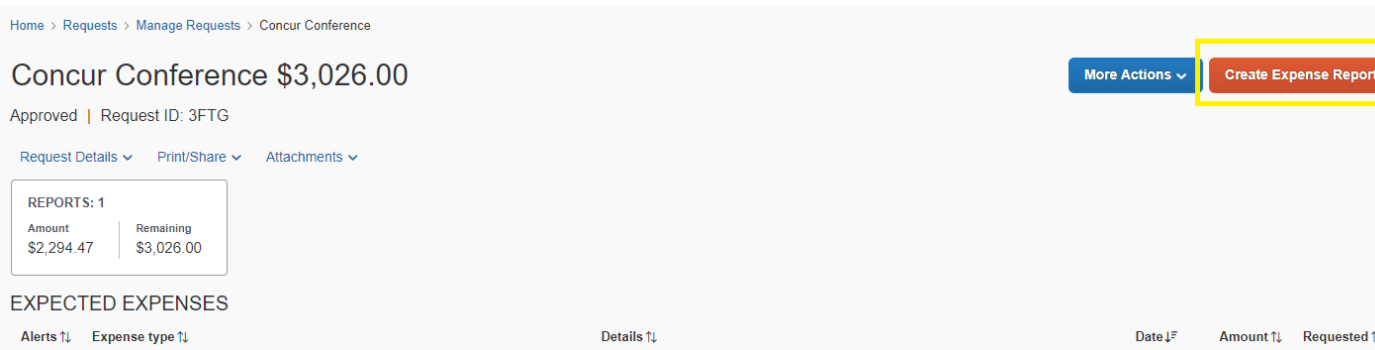
Click Add Expense to add all expenses incurred (personal paid, TCU Travel or Air Card). Select the Available Expenses tab to action TCU travel card transactions. Select the Create New Expense tab to add transactions paid by personal credit cards. Search for expense type(s) and complete required fields.

Concur Conference $0.00

Not Submitted | Report Number: QFHPEQ

REQUEST
Approved
$3,026.00

Report Details ∨   Print/Share ∨   Manage Receipts ∨   Travel Allowance ∨

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ∨

To add Per Diem (domestic and international), after adding all other incurred expenses, locate the Travel Allowance dropdown, and select Manage Travel Allowance:

Concur Conference $0.00

Not Submitted | Report Number: QFHPEQ

REQUEST
Approved
$3,026.00

Report Details ∨   Print/Share ∨   Manage Receipts ∨   Travel Allowance ∨

Manage Travel Allowance

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ∨

Create itinerary – *Required for per diem*

Travel Booked Through Anthony Travel or Concur Travel

If you booked travel through Anthony Travel or Concur Travel, you can import your itinerary:

Click on the **Create new Itinerary** tab, select **Import Itinerary** and check the appliable itinerary and **Import**

Travel Allowances For Report: Concur Conference

(1) Create New Itinerary   (2) Available Itineraries   (3) Expenses & Adjustments

Assigned Itineraries

Edit   Unassign

Departure City	Date and Time↑≡	Arrival City

No Assigned Itineraries Found

Travel Allowances For Report: Concur Conference

(1) Create New Itinerary   (2) Available Itineraries   (3) Expenses & Adjustments

Itinerary Info

Itinerary Name

Concur Conference

Add Stop   Delete Rows   Import Itinerary

☐	Departure City↑≡	Arrival City

No Itinerary Rows Found

Your itinerary will display, click **Next** (not Save) *twice*

Move to page 8 for discussion regarding deselecting meals provided

Travel booked outside of Anthony Travel or Concur Travel

If you did not book travel through Anthony Travel or Concur Travel, you must create both **outgoing and return itinerary stops in order to request your per diem**.

To create the outgoing itinerary stop, select Create New Itinerary, and then complete the Itinerary Stops, hit **Save** (DO NOT HIT Next). *You must enter the departure and arrival for each travel segment. In this example, the traveler went from Dallas, TX to Las Vegas, NV on 3/18/24. In the itinerary, users must enter Dallas, TX as the departure city, and Las Vegas, NV as the arrival city. You must add times, using AM and PM, however times do not need to be exact.*

Travel Allowances For Report: Concur Conference

1 Create New Itinerary **2** Available Itineraries **3** Expenses & Adjustments

Itinerary Info

Itinerary Name
Concur Conference

| Add Stop | Delete Rows | Import Itinerary |

	Departure City ▲	Arrival City	Arrival Rate Location
☐			

No Itinerary Rows Found

New Itinerary Stop

Departure City
Dallas, Texas

Date: 03/18/2024   Time: 5:00 PM

Arrival City
Las Vegas, Nevada

Date: 03/18/2024   Time: 7:00 PM

After hitting Save, Concur will prompt you for your return trip itinerary. You must populate the return itinerary stops, hit **Save** (DO NOT HIT Next). *You must enter the departure and arrival for each travel segment. In this example, the traveler went from Las Vegas, NV to Dallas, TX on 3/21/24. In the itinerary, users must enter Las Vegas, NV as the departure city and Dallas, TX as the arrival city. You must add times, using AM and PM, however times do not need to be exact.*

Travel Allowances For Report: Concur Conference

1 Edit Itinerary **2** Available Itineraries **3** Expenses & Adjustments

Itinerary Info

Itinerary Name
Concur Conference

| Add Stop | Delete Rows | Import Itinerary |

	Departure City ▲	Arrival City	Arrival Rate Location
☐	Dallas, Texas 03/18/2024 05:00 PM	Las Vegas, Nevada 03/18/2024 07:00 PM	CLARK COUNTY, US-NV, US

New Itinerary Stop

Departure City
Las Vegas, Nevada

Date: 03/21/2024   Time: 5:00 PM

Arrival City
Dallas, Texas

Date: 03/21/2024   Time: 9:00 PM

After performing the above, you should have TWO itinerary lines and the lines must be under one trip (should look as follows):

Travel Allowances For Report: Concur Conference

1 Edit Itinerary   2 Available Itineraries   3 Expenses & Adjustments

Itinerary Info

Itinerary Name

Concur Conference

Add Stop	Delete Rows	Import Itinerary

	Departure City ▲	Arrival City	Arrival Rate Location
☐	Dallas, Texas 03/18/2024 05:00 PM	Las Vegas, Nevada 03/18/2024 07:00 PM	CLARK COUNTY, US-NV, US
☐	Las Vegas, Nevada 03/21/2024 05:00 PM	Dallas, Texas 03/21/2024 09:00 PM	DALLAS COUNTY, US-TX, US

NOTE: If your itinerary has two separate lines (see below), your per diem will not calculate correctly. <u>Delete</u> the lines and re-try based on the instructions above.

Travel Allowances — Concur Conference

| Create New Itinerary | Available Itineraries | Expenses & Adjustments |

Assigned Itineraries

| Edit | Unassign |

Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Concur Conference				
Dallas, Texas	03/18/2024 03:00 PM	Las Vegas, Nevada	03/18/2024 05:00 PM	CLARK COUNTY, US-NV, US
Itinerary: Concur Conference				
Las Vegas, Nevada	03/21/2024 06:00 PM	Dallas, Texas	03/21/2024 09:00 PM	DALLAS COUNTY, US-TX, US

Meals Provided - Employees must account for all provided meals and reduce their per diem for provided meals (this is required for both domestic and international per diems). To reduce, click on the Expenses and Adjustments tab of the Itinerary, and click each meal provided. Meals clicked, will reduce the per diem. Once all provided meals have been selected, click Create Expenses

Travel Allowances For Report: Concur Conference

| ① Create New Itinerary | ② Available Itineraries | ③ Expenses & Adjustments | 1 |

Show dates from [____] to [____] Go

Exclude | All ☐	Date/Location ▲	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
☐	03/18/2024 Las Vegas, Nevada	$51.75	☐	☐	☐	$51.75
☐	03/19/2024 Las Vegas, Nevada	$69.00	☑ 2	☑	☐	$36.00
☐	03/20/2024 Las Vegas, Nevada	$69.00	☑	☑	☑	$5.00
☐	03/21/2024 Las Vegas, Nevada	$51.75	☑	☑	☐	$18.75

Note: Due to IRS standards, travel day per diems are calculated at 75% of the daily rate for both domestic and international travel. Daily domestic rates are based on USGSA rates, daily international rates are based on the US State Department rates. Per diem amounts are automatically calculated in Concur based on the travel location. Users cannot change rates. Concur will not reduce a domestic daily per diem amount to less than $5 as the IRS considers $5 of the per diem as incidental, which is not reduced if meals are provided. International per diems will not be reduced to less than the incidental rate for the travel location, which varies by location. In the above example, even though breakfast, lunch and dinner were provided, the traveler received $5 for incidentals.

Once all expenses, including per diem have been added, clear any alerts identified by Concur, and select Submit Report:

Concur Conference $2,405.97

Not Submitted | Report Number: 1SQFGE

[Delete Report] [Copy Report] [**Submit Report**]

REQUEST
Approved
$3,026.00

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   Travel Allowance ⌄   View Available Receipts ▤

[Add Expense] [Edit] [Delete] [Copy] [Allocate] [Combine Expenses] [Move to ⌄]