KENNESAW STATE UNIVERSITY
OFFICE OF FISCAL SERVICES

Expense Report

Create an Expense Report & Enter Itinerary

- Login to Concur Solutions.
- If there is an approved travel request, click on the Requests tab. Click on the approved travel request, then click the orange Create Expense Report button.
  - This will create the report, skip to the next section.
- If there was no approved travel request, click on the Expense tab, then Create New Report.
- Complete all fields on the report header which have a red asterisk.
- Answer yes or no to whether the report will include Travel Allowances.
- Click next.
- If yes was selected for Travel Allowances:
  - Before entering any itinerary information, use the Selection drop-down menu to choose the appropriate meal rule.
  - If a flight was booked through Concur, click the Import Itinerary button. Select the appropriate flight and confirm the itinerary.
  - To manually enter the itinerary, input the New Itinerary Stop information on the right side of the screen. Any field with a red sidebar is required. Click save.
  - Enter the information for the return travel date on the right side of the screen. Click save.
  - Once the complete itinerary has been entered, click next.
  - Review the information to verify the accuracy, then click next.
  - If any meals were provided by the conference, hotel, etc., click the appropriate box to deduct the per diem for the meal.
  - Click Create Expenses.

Import Prepaid Amounts to Expense Report

- If a cash advance was obtained for out-of-pocket expenses, add it to the report by selecting Report Details, then Manage Cash Advances. Click the blue Add button. Select the appropriate cash advance and click Add to Report.
- To add prepaid expenses, click the Add Expense button. Check the box next to the applicable expenses and click Add to Report.

Expense Entries and Supporting Documentation

- Click the Add Expense button for remaining entries, then select the appropriate expense type under the Create New Expense tab.
- Complete the fields with a red asterisk. To attach a receipt, select Upload Receipt Image on the right side of the screen. Select a receipt that is already in your Available Receipts, upload a new receipt or select a receipt that is already attached to the report.
  - Hotel receipts require itemization in Concur. Once the detail tab is completed, click the itemizations tab. Click Create Itemization. Select the expense type from the dropdown.

        - If the room rate was the same each night, enter the requested information.
        - If the room rate was not the same each night, click Not the Same. Then enter the amounts for each night.
    - Personal Car Mileage requires a map using the mileage calculator. Once you have entered the details, click Mileage Calculator in the top left corner. Enter the trip waypoints. Click calculate route. To deduct your normal commute, check the Deduct commute box in the middle of the screen. To deduct the round-trip commute, check the Deduct Round Trip box next to your office address. Click Add Mileage to Expense. Click Save Expense.
- By checking the boxes next to each expense, you can Edit, Delete, Copy, Allocate, Combine or Move expenses.

Allocation of Expenses

- Allocation of expenses to other departments may be added by checking specific entries or all expenses, the selecting the blue Allocate box. Expenses may be allocated by percentage or amount. To add an allocation, click Add. The search can be completed by Name or Speed Chart number. This is changed by selecting the filter icon on the left side of the Speed Chart field. Once this is selected, enter either the name or speed chart into the Speed Chart field.
    - If a speed chart is used often that is not the default speed chart, it can be added as a favorite from this page. Click the checkbox next to the applicable speed chart. Then click Save as Favorite. Enter a name for the speed chart, then click Save.
- Once the allocations have been entered, click Save.

Approval Flow and Submission

- Adding appropriate approvers is an important final step! Click Report Details. Select Report Timeline. On the left side of the screen, next to Approval Flow, click Edit. Click +Add Step where appropriate to include any additional approvers. Note: Do not add any approver after the Back Office Approval.
- The Report Timeline is also where you would include any comments for your approvers.
- Once all expenses have been entered, allocated to the correct speed charts, and included any additional approvers, the report is ready to be submitted. Click the orange Submit Report button in the top right side. Click Submit Report again. Click Close.

CONGRATULATIONS! You have completed your expense report.

I forgot to add meals.

Before submitting the report, follow the steps below.

- Click on Travel Allowance then Manage Travel Allowance.
- Before entering any itinerary information, use the Selection drop-down menu to choose the appropriate meal rule.
- If a flight was booked through Concur, click the Import Itinerary button. Select the appropriate flight and confirm the itinerary.
- To manually enter the itinerary, input the New Itinerary Stop information on the right side of the screen. Any field with a red sidebar is required. Click save.
- Enter the information for the return travel date on the right side of the screen. Click save.
- Once the complete itinerary has been entered, click next.
- Review the information to verify the accuracy, then click next.

- If any meals were provided by the conference, hotel, etc., click the appropriate box to deduct the per diem for the meal.
- Click Create Expenses.

I did not attach the Travel Request.

Before submitting your report, follow the steps below.

- Click Report Details. Select Manage Requests. Click Add.
- Select the appropriate Travel Requests. Click Add to Report. Click Close.