

Expense Report with Per Diem Steps

Follow steps in order:

- 1. Create Expense Report
- 2. Add per diem
- 3. Import pre-paid expenses (if available)
- 4. Add expenses
- 5. Allocate expenses (if needed)
- 6. Update approval flow
- 7. Submit report



Department of History and Philosophy

Expense Report

Create an Expense Report

Request Details V Print/Share V Attachments V

Remaining

(\$68.44)

REPORTS: 1

Amount \$1,448.41

- 1. Login to Concur Solutions.
- 2. Click on Authorization Requests





3. Click on approved travel request to use for expense report



Contact the Travel Hotline at (470)578-4394 or submit a ServiceNow ticket at service.kennesaw.edu/ofs

1. Click on the red Alerts dropdown and then <u>View</u>

Home / Expense / Manage Expenses /	
S Alerts: 1	~
Home / Expense / Manage Expenses	
Alerts: 1	^
Report	
😢 The report header is missing data in this required field(s): Trip Start Date, Trip End Date, Trip ype View	

- 2. Fill in missing information in the Report Header pop up and click <u>Next.</u>
 - a. Select "YES" for Travel Allowance to enter per diem.

Report Header						
SD.00						
O The report header is missing data in this	s required field(s): Trip Sta	art Date, Trip End Date, Trip Type				
						* Persided field
Report Date		Report Name (Destination and Travel Dates) *	Policy		🙁 Trip Start Date *	
04/01/2024	Ö	ł	University System Policy		MM/DD/YYYY	Ë
😮 Trip End Date *		Purpose of Trip *	😣 Trip Type *		Report Currency	
MM/DD/YYYY	Ö		None Selected	~	US, Dollar	
Approval Status		Payment Status	Speed Chart	2		
Not Submitted		Not Paid	HSS-History & Philosophy (02040)	×		
Comment						0/500
						k
Travel Allowance						
Will this report include meals per diem?						
Yes, I require Travel Allowance						
No, I do not require Travel Allowance	e					
					Next: Create report and add itinerary	details for your travel allowand

1A. *If a flight was booked through Concur*, click the <u>Import Itinerary</u> button. Select the appropriate flight and confirm the itinerary.

Travel Allowances For Report:			
1 Create New Itinerary 2 A	vailable Itineraries 3 Exper	ises & Adjustments	
ltinerary Info			
Itinerary Name	Selection		
	All Overnight Travel	~	
Add Stop Delete Rows	Import Itinerary		
□ Departure City†=		Arrival City	
No Itinerary Rows Found			

1B. <u>To manually enter the itinerary</u>, input the New Itinerary Stop information on the right side of the screen. Any field with a red sidebar is required. Click <u>Save.</u>

Departure City			
Date Arrival City	Ë	Time	
Date	ë	Time	



2B. Repeat step 1B to enter the information for the return travel date on the right side of the screen. Click <u>Save</u>.

3. Once the complete itinerary has been entered, click <u>Next</u>.

Itine	erary Info				
1 in the	Belection All Overnight Travel				
Add	d Stop Delete Rows Import Itinerary			New Itinerary Stop	
	Departure City1=	Arrival City	Arrival Rate Location	Departure City Atlanta, Georgia	
Ш.	Atlanta, Georgia 05/24/2024 08:00 AM	Honolulu, Hawaii 05/24/2024 05:00 PM	Honolulu, US-HI, US	Data Time	
	Hanolulu, Hawaii 06/08/2024 08:00 AM	Atlanta, Georgia 06/08/2024 05:00 PM	FULTON COUNTY, US-GA, US	8	
				Arrivel City	
				Dete	
				Ë	
					6
					Go to Single Day Itineraries Next >>

4. Review the information to verify the accuracy, then click <u>Next</u>.

Travel Allowances For Report					\$3 ×
Create New Itinerary Available Itineraries S Expense	s & Adjustments				
Assigned Itineraries					
Edit Unassign					
Departure City	Date and Time†=	Arrival City	Date and Time	Arrival Rate Location	
O Itinerary:					
Atlanta, Georgia	05/24/2024 08:00 AM	Honolulu, Hawai	05/24/2024 05:00 PM	Honolulu, US-HI, US	
Honolulu, Hawaii	06/08/2024 08:00 AM	Atlanta, Georgia	06/08/2024 05:00 PM	FULTON COUNTY, US-GA, US	
Available Itineraries					
Current Itineraries Cetete Assign					
Departure City	Date and Time†4	Arrival City	Date and Time	Arrival Rate Location	
No Available Itineraries Found					
				KK Previous	Next >>

5. Place a checkmark where any meals were covered by conferences, hotel provided meals, personal days, etc....Then click Create Expense.

avel Allowances For Report Create New Itinerary 2 Available Itineraries	3 Expenses & Adjustments				73 63
Show dates from	8 🙃				
Exclude All	Date/Location ^{†L}	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	05/24/2024 Honolulu, Hawaii			8	\$117.75
	05/25/2024 Honolulu, Hawaii			8	\$157.00
	05/26/2024 Honolulu, Hawaii				\$157.00
	05/27/2024 Honolulu, Hawaii				\$157.00
	05/28/2024 Honolulu, Hawali			E	\$157.00
	05/29/2024 Honolulu, Hawaii				\$157.00
	05/30/2024 Honolulu, Hawaii	1	8		\$157.00
	05/31/2024 Honolulu, Herveli				\$157.00
8	06/01/2024 Honslulu, Heweii				\$157.00
	06/02/2024 Honolulu, Hawaii			8	\$157.00
	06/03/2024 Honolulu, Hawaii				\$157.00
	06/04/2024 Honolulu, Hawaii				\$157.00
	06/05/2024 Honolulu, Hawaii				\$157.00
	06/06/2024 Honolulu, Hawaii			E	\$157.00
	06/07/2024 Honolulu, Hawaii				\$157.00
B	06/08/2024 Honolulu, Hawaii	0	E	8	\$117.75
					<= Previous Create Expenses Caric

- 6. Continue adding additional expenses.
- 7. To edit per diem after closing, click on <u>Travel Allowance</u> and then <u>Manage Travel Allowance</u>.

REQUEST				
pproved				
01,140.20				
eport Details 🗸	Print/Share 🗸	Manage Receipts 🗸	Travel Allowance 🗸	
Add Expense	Edit Delete	Copy Allocate	Combine Expenses	Move to 🗸
Add Expense	Edit Delete	Copy Allocate	Combine Expenses	Move to 🗸
Add Expense	Edit	Copy Allocate	Combine Expenses	Move to V
Add Expense	Edit Delete	Copy Allocate	Combine Expenses	Move to V
Not Submitted	Edit Delete	r: KCE32G	Combine Expenses	Move to V
Not Submitted	Edit Delete	r: KCE32G	Combine Expenses	Move to V
Not Submitted	Edit Delete	: KCE32G	Combine Expenses	Move to V
Not Submitted REQUEST Approved \$1,140.20	Edit Delete	: KCE32G	Combine Expenses	Move to V
Not Submitted REQUEST Approved \$1,140.20	Report Number	r: KCE32G		Move to V

Contact the Travel Hotline at (470)578-4394 or submit a ServiceNow ticket at service.kennesaw.edu/ofs

Import Prepaid Amounts to Expense Report

1. Click the <u>Add Expense</u> button.

Not Submitted F	Report Number:	KCE32G				
REQUEST						
Approved						
\$1,140.20						
Report Details 🗸	Print/Share 🗸	Manage Receipts	✓ Travel Allo	wance 🗸		
Add Expense	Edit Delete	Copy Allocate	Combine E	kpenses N	Move to 🗸	

2. Check the box next to the applicable expenses under the Available Expenses tab and click <u>Add to Report</u>.

Availabl	3 e Expenses	Create Ne	+ ew Expense				
	Paym↓↑	Expens	Expe ↓↑	Vend ↓↑	Date↓₹	Amount↓↑	
<	Out of Pocket	Reservatio n	Hotel	Le Meridien Philadelphia, Pennsylvania	04/07/202 4	\$430.00 Estimated	
	AirPlus	Corporate Card	For Travel Agent (In- State Travel)	UNK	01/19/202 4	\$4.27	
	AirPlus	Corporate Card	Airfare	Southwest Airlines Dallas TX	01/19/202 4	\$184.91	

Add Additional Expenses - Hotel

1. Click the <u>Add Expense</u> button.

ot Submitted F	Report Number:	: KCE32G
REQUEST		
Approved		
\$1,140.20		
Report Details 🗸	Print/Share 🗸	Manage Receipts 🗸 Travel Allowance 🗸
Add Expense	Edit Delete	Copy Allocate Combine Expenses Move to V

2. Select Hotel under the Create New Expense tab.

Add Expense	×
3 Available Expenses Create New Expense	
Search for an expense type	
▲ Recently Used	*
Other Ground	_
Personal Car Mileage	
Hotel	
Parking	
Registration	
▲ Communications	
Cellular Phone	_
	/

1. Complete the Details tab, adding "Conference Rate" in the Comments section if the hotel was booked outside of Concur for conference rates.

Details	Itemizations			
() Allocate				* Required field
Expense Type *				×
Date Range *		Nights:	Transaction Date *	~ *
MM/DD/YYYY - MM/DD	vrrr	🛱 0	MM/DD/YYYY	Ë
Purpose of Trip *			Traveler Type *	
Invited presentations	5		None Selected	~
Vendor *			City *	
Search for Vendor		~		~
Payment Type *				
Out of Pocket		~		
Amount *			Currency *	
			US, Dollar (USD)	× ~
			Request *	
Travel Allowance				
Comment				0/500

2. Add your hotel receipt on the right hand side.

	Hide Receipt 🎚
	Receipt
field	
~	
Ë	
~	
~	Add Receipt Click to upload or begins around a new receipt. Valid file types for upload are .pngjpg, .jpg, .pdf, .tif or .tiff. 5MB limit per file.
~	
> /500	

- 3. Complete the Itemizations tab, being sure to add in each set of taxes listed on the receipt.
 - i. If the room rate was the same each night, enter the requested information under The Same Every Night.
 - ii. *If the room rate was not the same each night,* click Not the Same. Then enter the amounts for each night.

Details	Itemizations	
Amount \$400.00	Itemized \$0.00	Remaining \$400.00
New Itemizatio	on	* Required field
Expense Type * Hotel		× ×
Entry Type: Recurring Itemizatio	on 🗸	04/03/2024 - 04/07/2024 (Nights: 4)
Your notel room rate wa	as: e Same Every Night	Not the Same
Room Rate (per night	t)* Room Tax (per night)	Tax 2 (per night) Tax 3 (per night)
(Amounts in USD)		Add Tax Fields

4. Click on <u>Save Itemization</u> and add your next expense.

Add Additional Expenses - Personal Car Mileage

1. Click the <u>Add Expense</u> button.

Not Submitted	Report Number:	KCE32G
REQUEST		
Approved		
\$1,140.20		
Report Details 🗸	Print/Share 🗸	Manage Receipts V Travel Allowance V
Add Expense	Edit Delete	Copy Allocate Combine Expenses Move to V

2. Select Personal Car Mileage under the Create New Expense tab.

Add Expense	×
3 + Available Expenses Create New Expense	
Search for an expense type	
▲ Recently Used	A
Other Ground	
Personal Car Mileage	
Hotel	
Parking	
Registration	
▲ Communications	
Cellular Phone	-

1. Enter the required information on the Details tab.

Details	Itemizations			Show Receipt
<u>@</u> Mileage Calcul	ator () Allocate			* Required field
Expense Type *			Transaction Date *	Purpose of the Trip *
Personal Car Milea	ge	× ×	MM/DD/YYYY	Invited presentations
Traveler Type *		From Location *	To Location *	Payment Type
None Selected	~] [Out of Pocket
Vehicle ID *		Distance to Date	Distance *	Number of Passengers *
Toyota Camry	~	0	0	0
Amount		Currency	Reimbursement Rates	
0.00		US, Dollar (USD)		
Comment				0/500
				1

2. Click on <u>Mileage Calculator</u>.

Mileage Calculator

Details	Itemizations	
🙎 Mileage Calcul	ator () Allocate	
Expense Type *		Transaction Date *
Personal Car Milea	ge	× v MM/DD/YYYY
Traveler Type *	From Locatio	n * To Location *

3. Enter trip waypoints and click <u>Calculate Route</u>.

	Avoid Tolls 🗌 Avoid I	Highways		
Wa	aypoints			4
۲	Atlanta, GA, USA		×	717.8 MI
₿	Altoona, PA, USA		×	Personal
C				
		Calculate Ro	ute	Make Round Trip
Di	rections			

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4. Click Add Mileage to Expense.



5. Click Save Expense.

Details Itemizations	
Reage Calculator	
Expense Type *	
Personal Car Mileage	
Traveler Type *	From Location *
Employee 🗸	Atlanta, GA, L
Vehicle ID *	Distance to Date
Toyota Camry 🗸	0
Amount	Currency
481.06	US, Dollar (US
Comment	
Save Expense Save and Add Another Can	cel

Contact the Travel Hotline at (470)578-4394 or submit a ServiceNow ticket at service.kennesaw.edu/ofs

Add Additional Expenses - Uber/Lyft/Taxis/Rideshare

1. Click the <u>Add Expense</u> button.

lot Submitted F	Report Number:	KCE32G
REQUEST		
Approved		
\$1,140.20		
Report Details 🗸	Print/Share 🗸	Manage Receipts 🗸 Travel Allowance 🗸
Add Expense	Edit Delete	Copy Allocate Combine Expenses Move to V

2. Select the Taxi expense type under the Create New Expense tab.

Add Expense						
Ava	ailable Expenses (0)	+ Create New Expense				
	Student Meals (wi	th Attendee)				
	▲ Transportation					
	Airfare					
	Baggage Fees					
	Bus					
	IT Supplies & Materials					
	Other Ground					
	Parking					
	Personal Car Mile	age				
	Rental Car Fuel					
	Rental Cars Only					
	Shuttle Service					
	Тахі					
	Tolls					

1. Complete required information under Details tab and add your receipt on right hand side.

**Receipts must show pickup and drop off locations **No special charges are allowed (i.e. priority pickup)

Details Itemizations			Receipt
() Allocate		* Required field	
Expense Type *			
Тахі		× •	
Transaction Date *	Traveler Type *		
MM/DD/YYYY	Employee	~	
Purpose of Trip	Vendor Name		
Test			<u><u> </u></u>
City	Payment Type *		Add Receipt
~	Out of Pocket	~	Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .ipg, .ipgg, .pdf, .tif or .tiff.
Amount *	Currency *		5MB limit per file.
	US, Dollar (USD)	× •	
Personal Expense (do not reimburse)			
Comment		0/500	

2. Select <u>Save Expense</u> and continue adding other expenses.

Personal Expense (do not reimburse)	
Comment	0/500
Save Expense Save and Add Another Cancel	

```
Add Remaining Expenses
```

1. Click the <u>Add Expense</u> button for any remaining entries.

ot Submitted R	eport Number:	KCE32G		
REQUEST				
Approved				
\$1,140.20				
Report Details 🗸	Print/Share 🗸	Manage Receipts 🗸	Travel Allowance 🗸	
Add Expense	Edit Delete	Copy Allocate	Combine Expenses	Move to 🗸

2. Select the appropriate expense type under the Create New Expense tab and fill in required information.

Add Expense	×
3 Available Expenses Create New Expense	
Search for an expense type	
∧ Recently Used	•
Other Ground	
Personal Car Mileage	
Hotel	
Parking	
Registration	
▲ Communications	
Cellular Phone	

Add Entries - Agenda

1. Click the <u>Add Expense</u> button.

Not Submitted I	Report Number:	KCE32G		
REQUEST				
Approved				
\$1,140.20				
Report Details 🗸	Print/Share 🗸	Manage Receipts ∨	Travel Allowance 🗸	
Add Expense	Edit Delete	Copy Allocate	Combine Expenses	Move to V

2. Select the "Agenda" expense type under the Create New Expense tab.



Adding Trip Agenda

1. Fill in required information under Details tab. Set "Amount" to \$0.00. Upload agenda in receipts tab to the right.

Details Itemizations		Receipt
(B Allocate	* Required field	
Expense Type *		
Agenda	× •	
Transaction Date *	Purpose of Trip *	
MM/DD/YYYY	Test	
Vendor Name *	City	
Conference Name	~ ·	L
Payment Type *		Add Receipt
Out of Pocket 🗸		Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
Amount *	Currency *	5MB limit per file.
0.00	US, Dollar (USD) X V	
Personal Expense (do not reimburse)		
Comment	0/500	

2. Select <u>Save Expense</u> and continue with report.

Comment	0/500	
	1	
Save Expense Save and Add Another Cancel	l	

Allocate Expenses to A Different Speedchart (if needed OR skip to next section)

To Allocate <u>ALL</u> expenses to one non-default speedchart:

- Or, to allocate specific expenses to a different speedchart Skip to Next Page
- 1. Click on <u>Request Details</u> and then <u>Edit Request Header</u>

Request Details $oldsymbol{ u}$	Print/Share V Attachments V
Request	XPENSES
Edit Request Heade	r Allocate
Request Timeline	
Audit Trail	e↓î
Allocation Summary	ation
Air Ticket	

2. Click on the <u>Speedchart</u> box and enter the speedchart number. Click <u>Save.</u>

Start Date *	End Date * 11/04/2024 #	Purpose *
SpeedChart 2	Employee First Name	Employee Last Name
Code 🗸 Search by Code		
Most Recently Used		
HSS-Dean HIST 1 (DHST1)		
HSS-HIST Start Up 1 (HPSU1)		0/500
HSS-History & Philosophy (02040)		
HSS-History & Philosophy (R2040)		li li

3. This will be the new default speedchart for the request and all expenses will be allocated to the new speedchart.

Cancel Save

1. Select relevant expenses using checkboxes. Click on blue Allocate button.

Add	Edit Delete Allocate	
	Expense type↓↑	Details↓↑
	Hotel Reservation	Chicago, Illinois
	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip

2. Select Amount and then Add.

Expenses: 3 \$1,050.00		
Percent	Amount	
\$1.050.00		\$1.050.00
Default Allocation	I	+_,
Code		
Default		
Add Edit Remove Save as Favo	prite	

3. Search for applicable speedcharts. Add home AND new funding source. Click <u>Save</u> after each.



4. Enter amount to be allocated to each speedchart. *If no funding is used from the home department allocate \$0.00 to it.

	Percent	Amount)		
Amount			Allocated 100%	Remaining 0%	
\$1,050	.00		\$1,050.00	\$0.00	
Default A	llocation				
Code					Amount USD
Defaul	t				\$0.00
Add	Edit Remove Save as Favo	ite			
	Department/Speed Chart↓↑		Code1≞		Amount USD
	HSS-History & Philosophy		02040		0.00
	HSS-Dean HIST 1		DHST1		1,050.00

5. Click Save.

Expenses	: 3 \$1,050.00					
Amount \$1,050 Default A	Percent 00 Ilocation	Amount	Allocated 100% \$1,050.00	e \$	Remaining 0% 0.00	
Code Defaul Add	Edit Remove Save as Favo	îte				Amount USD \$0.00
	Department/Speed Chart↓↑		Code†≞			Amount USD
Ο	HSS-History & Philosophy		02040		0.00	
	HSS-Dean HIST 1		DHST1		1,050.00)



Update Approval Flow and Submit Report

Click on <u>Request Details</u> and then select <u>Request Timeline</u> from the drop down.
 The approval flow is on the left side of the pop up.

Request Details 🗸 Print/Share 🗸 Attachments 🗸			
EXPECTED EXPENSES			
Add Edit Delete Allocate			
□ Expense type ↑↓ Details ↑↓			
Air Ticket Atlanta (ATL) - Chicago (CHI) : Round Trip			
Request Details 🗸 Print/Share 🗸 Attachments 🗸			
Request			
Edit Request Header Edit Delete Allocate			
Audit Trail e ↑↓ Details ↑↓			
Allocation Summary Allocation Summary Alir Ticket Atlanta (ATL) - Chicago (CHI) : Round Trip			

2. Click Edit to change the approval flow.

Request Timeline			
Test \$1,500.00			
Approval Flow	Request Summary		
	Add Comment		

3. Cick <u>+Add Step</u> after the "Manager Approval 1" box.

Edit Approval Flow		×
Manager Approval 1		
🝸 🗸 McGovern, Bryan P.		
+ Add Step		
	Cancel	Save

4. In the search field begin typing the approver's last name and select the appropriate individual.

Edit Approval Flow		
+ Add Step		
Manager Approval 1		
McGovern, Bryan P.	× •	
+ Add Step		_
User-Added Approver *		
Moore, Tiffany D. (tmoor231@kennesaw.edu)	× v	Delete
+ Add Step		_

5. Click Save.

6. Click <u>Close</u> to exit the Request Timeline.

Request Timeline			×
Approval Flow	Edit	Request Summary	
Manager Approval 1 McGovern, Bryan P.		No Summary. This request has not been submitted	
User-Added Approver Moore, Tiffany D.		Add Comment	
			Close

7. Click <u>Submit Report</u> and then <u>Submit Report</u> again on the pop up. Your report is now finished.

Test \$20.00				Delete Report	Copy Report Submit F	Report
Not Submitted Report Number: W4ZGEJ Report Details V Print/Share V Manage Receipts V	Travel Allowance 🗸				View Available Rece	eipts 🗎
Add Expense Edit Delete Copy Allocate	Combine Expenses Move V			View:	Standard	~
☐ Alerts↓↑ Receipt↓↑ Payment Type↓↑	Expense Type↓↑	Vendor De	etails↓↑	Date↓ [╤]	Requested↓↑	
	Report Totals Alerts: 2 Company Payments \$20,00 Employee Employee Payments \$0,00 Company Amount Total: \$20.00 Requested Amount:	Due Employee: \$20.00 Total Paid By Company:	Owed Company: \$0.00 Total Owed By Employee:			
			Cancel Submit Re	port		