KENNESAW STATE UNIVERSITY
NORMAN J. RADOW COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
Department of History and Philosophy

Expense Report without Per Diem Steps

Follow steps in order:

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

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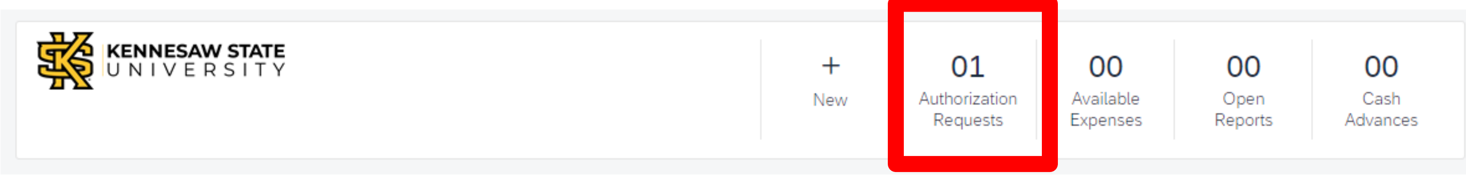
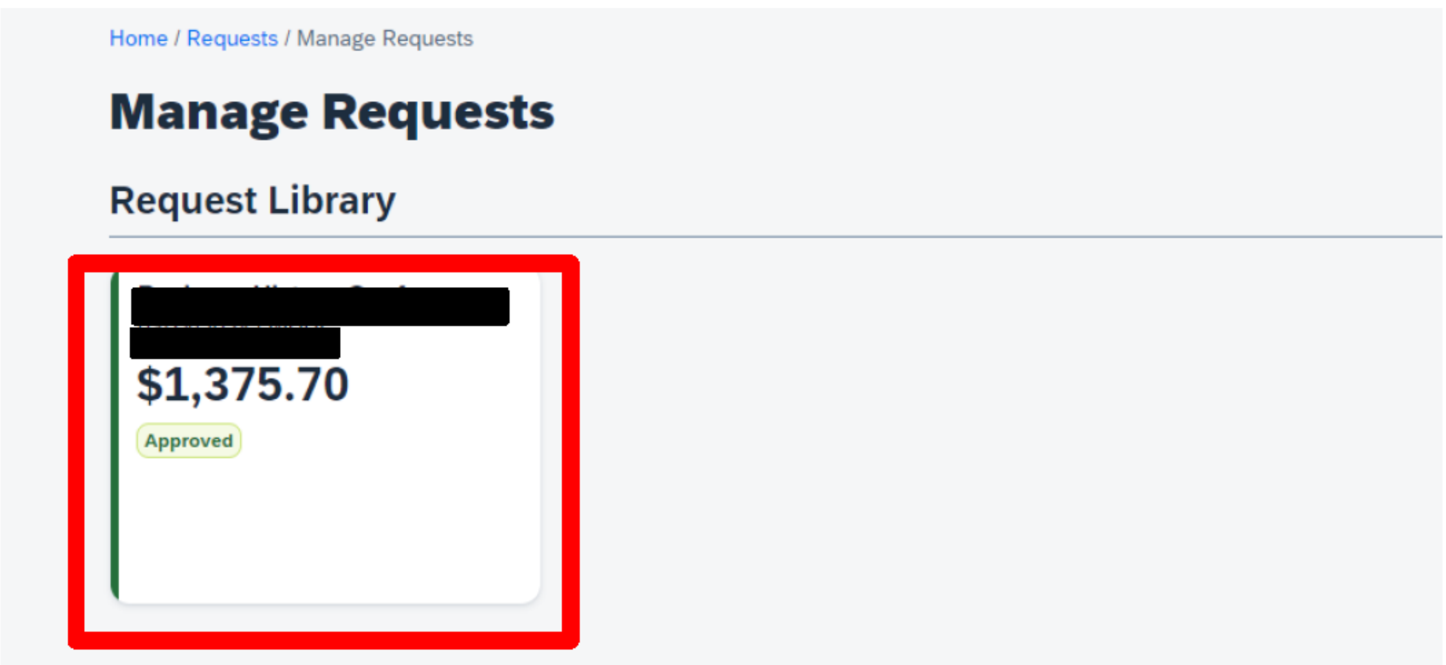
Expense Report

Create an Expense Report

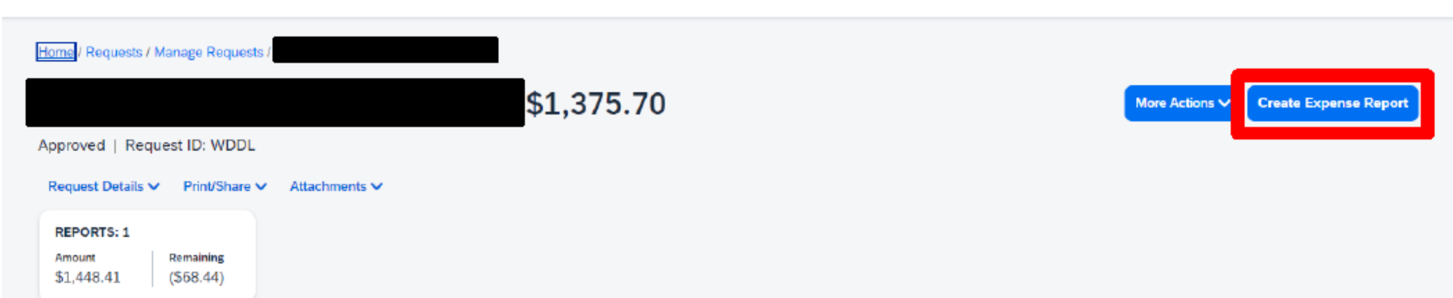
1. Login to Concur Solutions.
2. Click on Authorization Requests



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

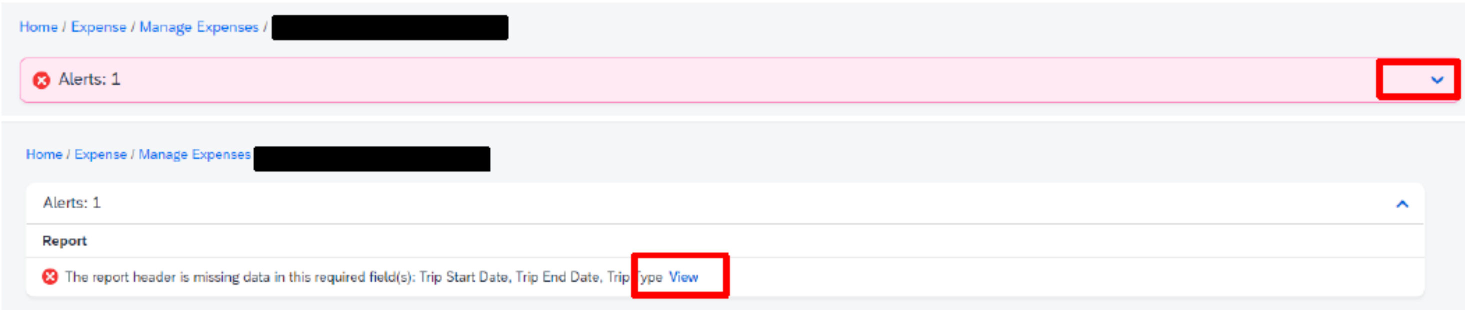


4. Click on Create Expense Report



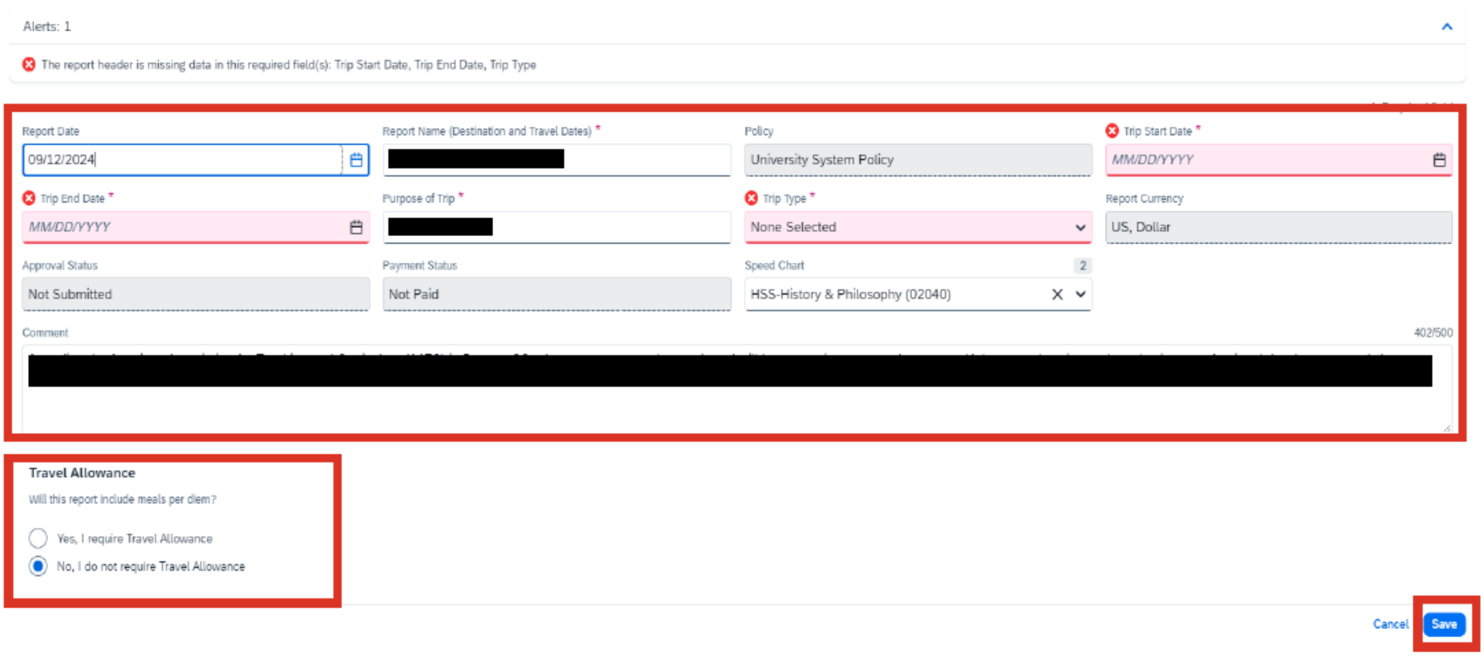
Fill in Travel Information

1. Click on the red Alerts dropdown and then View



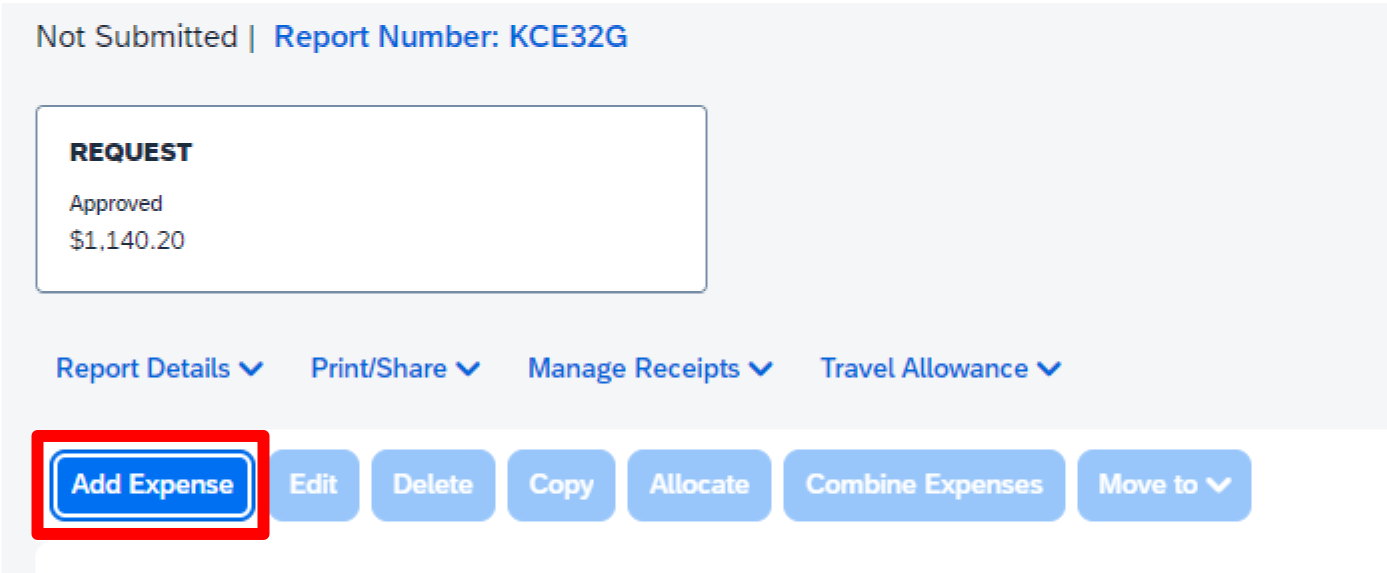
2. Fill in missing information in the Report Header pop up and click Next.

   a. Select "NO" for Travel Allowance to skip adding per diem.

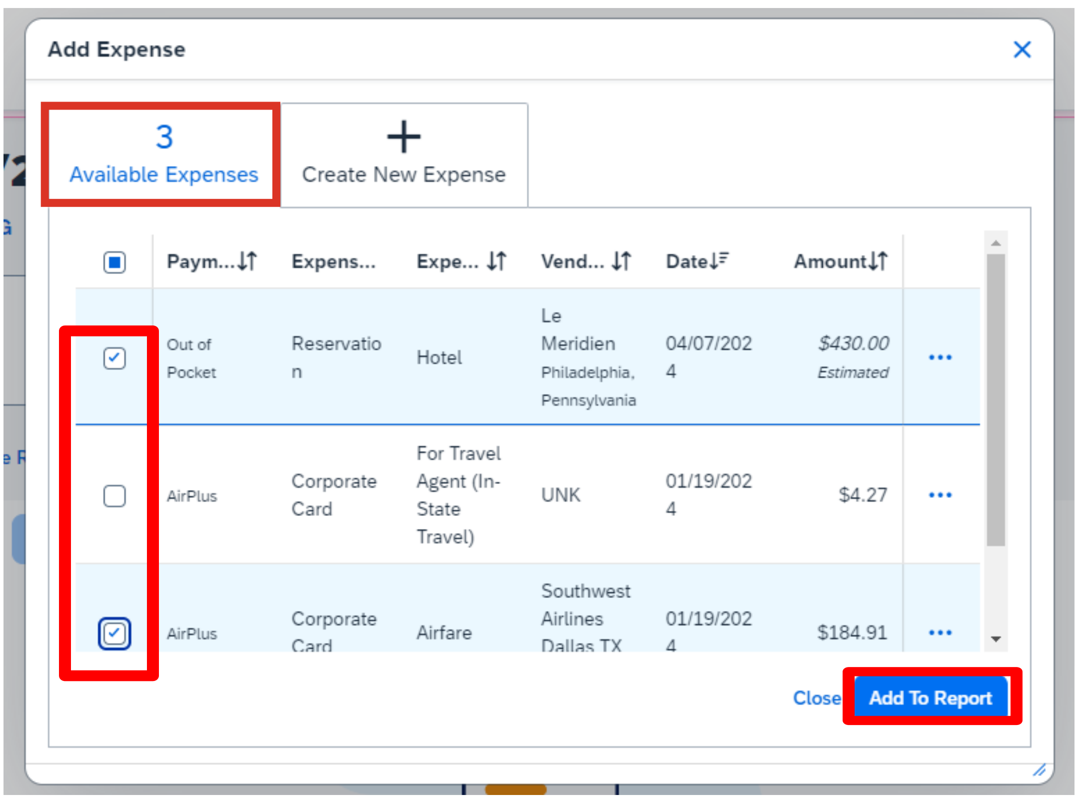


Import Prepaid Amounts to Expense Report

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

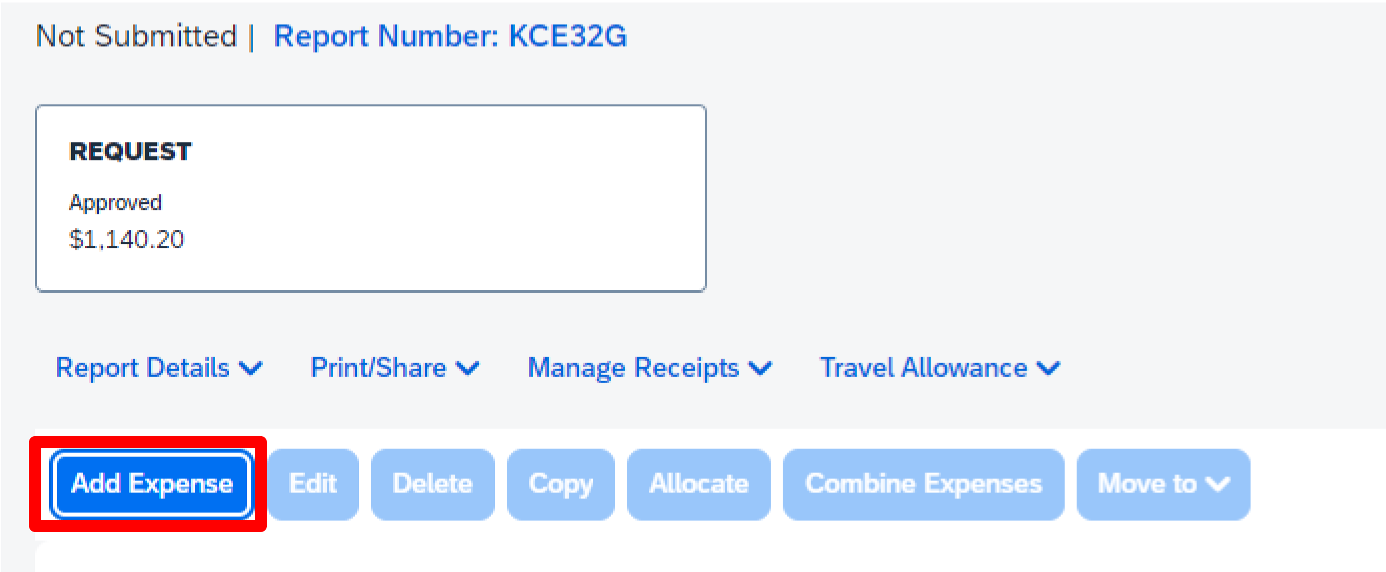


2. **Check the box next to the applicable expenses under the Available Expenses tab and click <u>Add to Report</u>.**

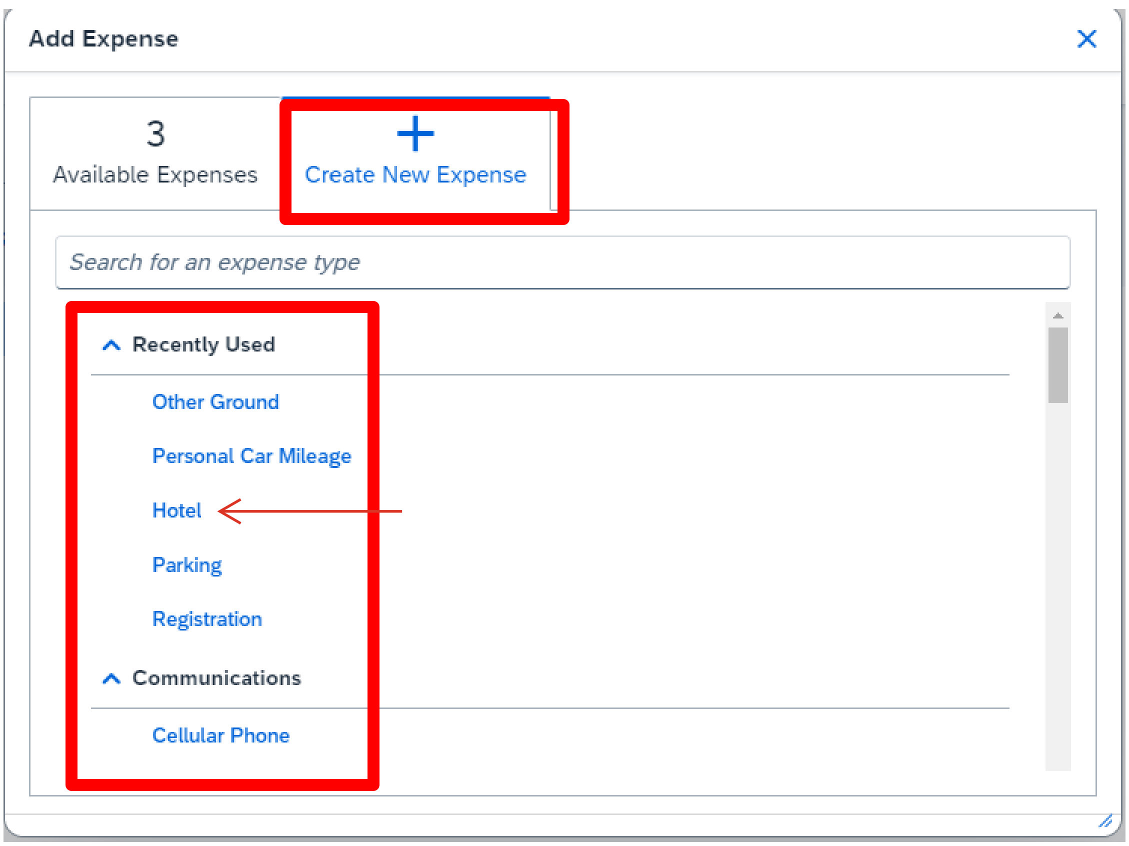


Add Additional Expenses - Hotel

1. **Click the Add Expense button.**

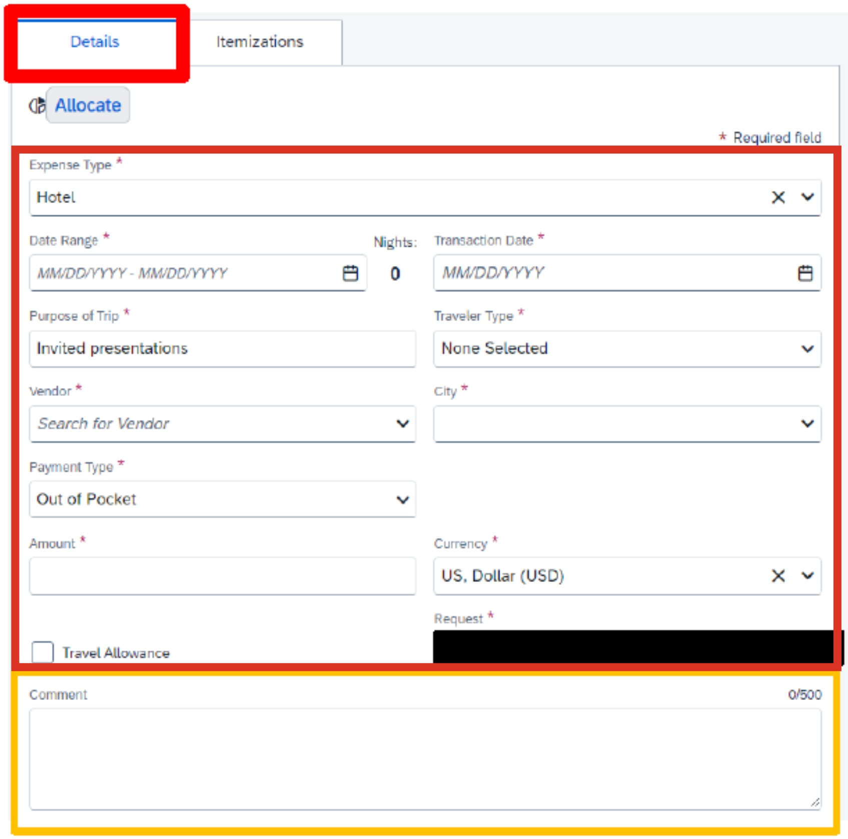


2. **Select Hotel under the Create New Expense tab.**

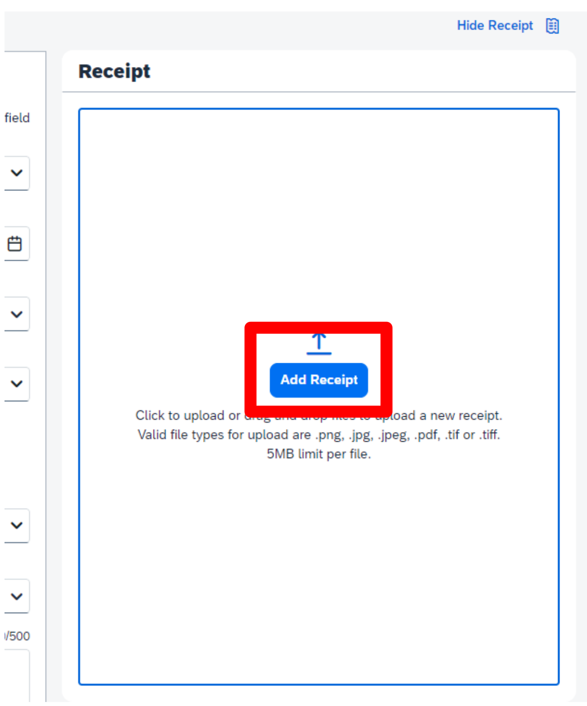


Adding Hotel Expenses

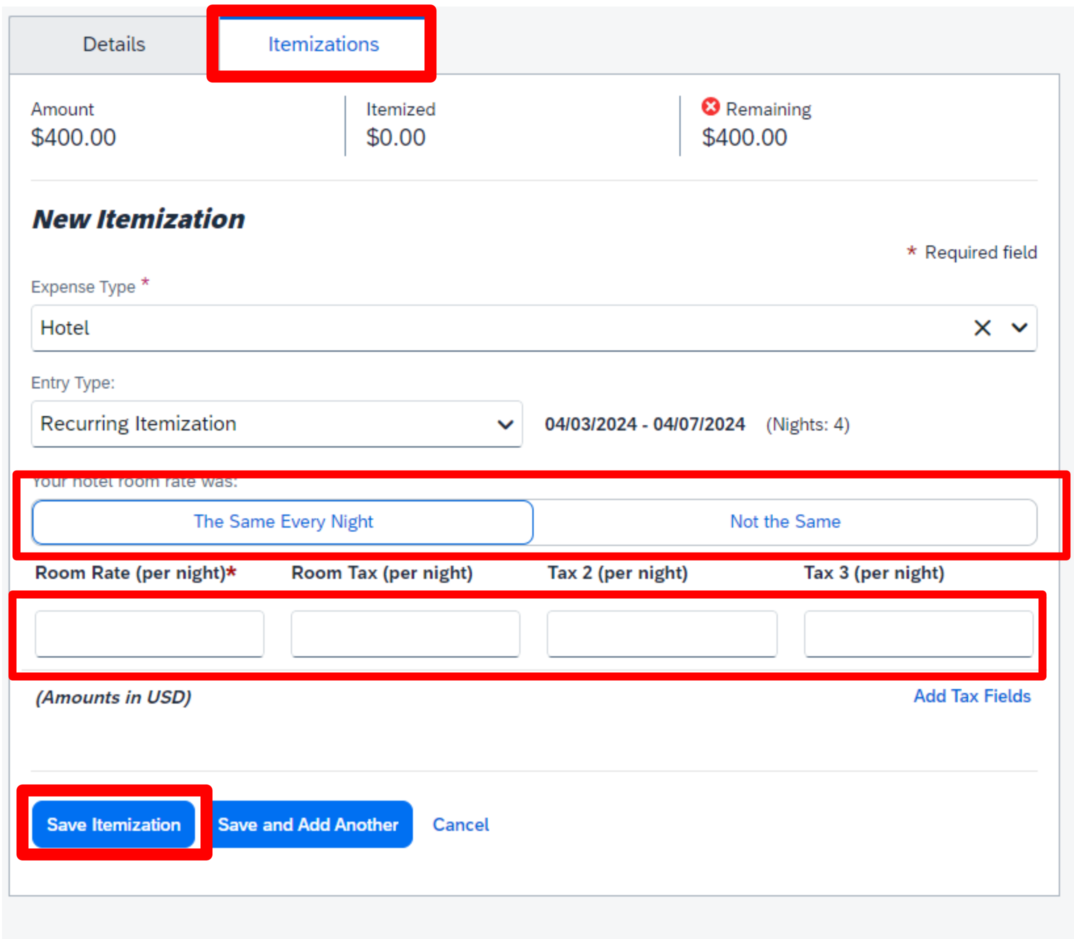
1. **Complete the Details tab, adding "Conference Rate" in the Comments section if the hotel was booked outside of Concur for conference rates.**



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



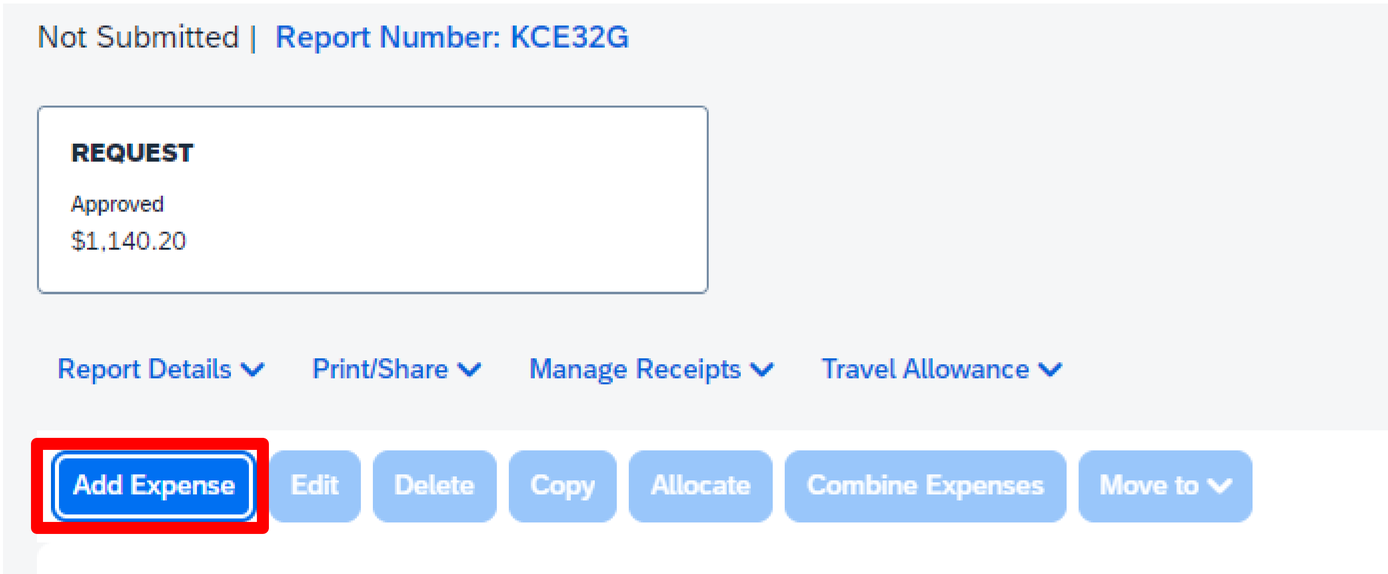
3. **Complete the Itemizations tab, being sure to add in each set of taxes listed on the receipt.**
    i. **If the room rate was the same each night, enter the requested information under The Same Every Night.**
    ii. ***<u>If the room rate was not the same each night,</u>* click Not the Same. Then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



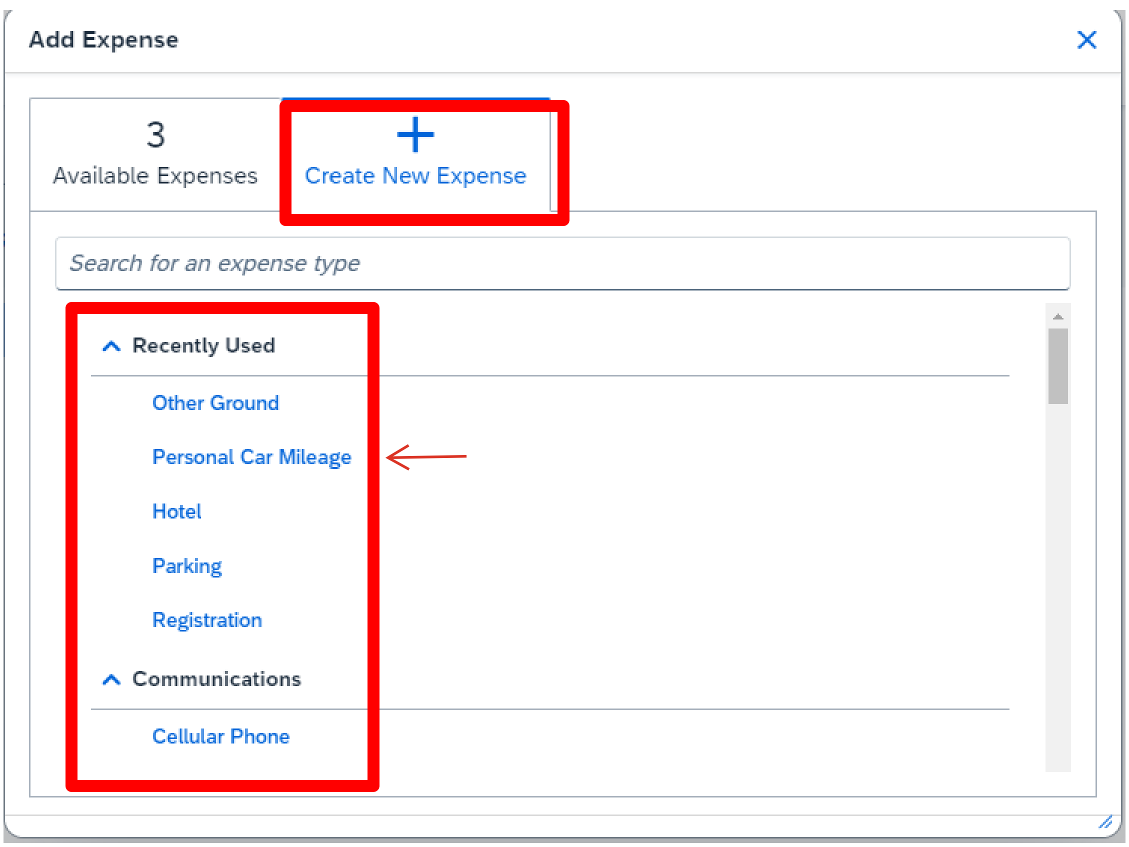
4. **Click on <u>Save Itemization</u> and add your next expense.**

Add Additional Expenses - Personal Car Mileage

1. **Click the Add Expense button.**

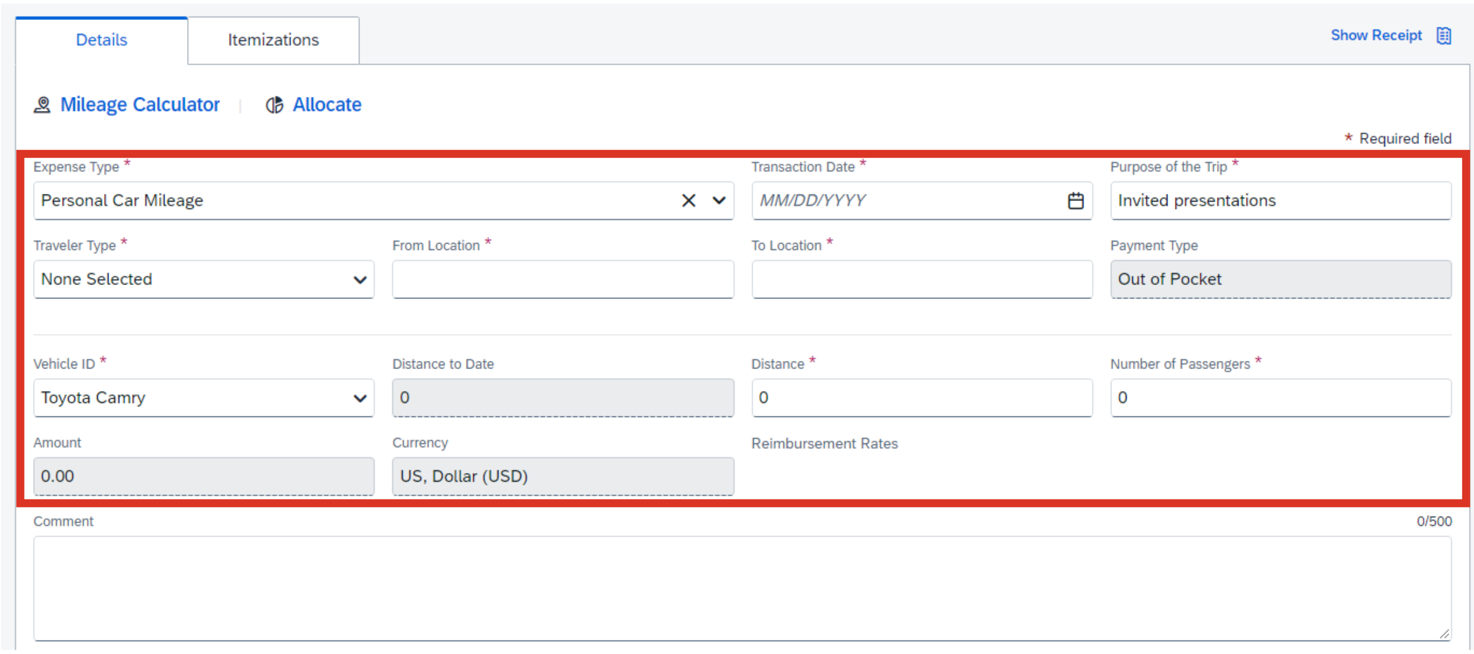


2. **Select Personal Care Mileage under the Create New Expense tab.**

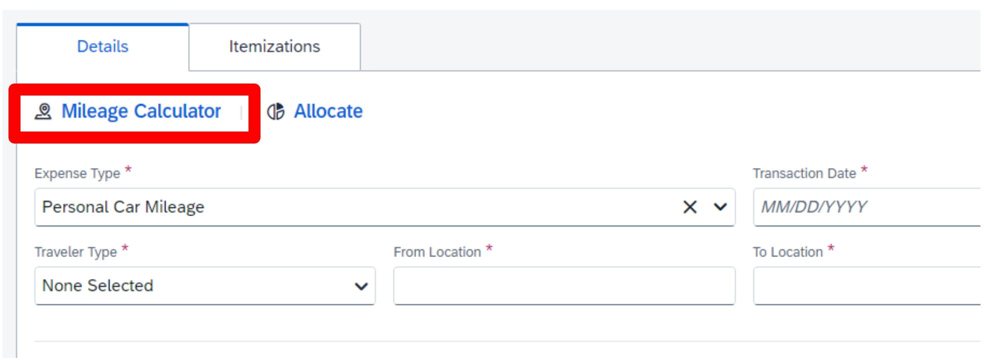


Adding Personal Car Mileage

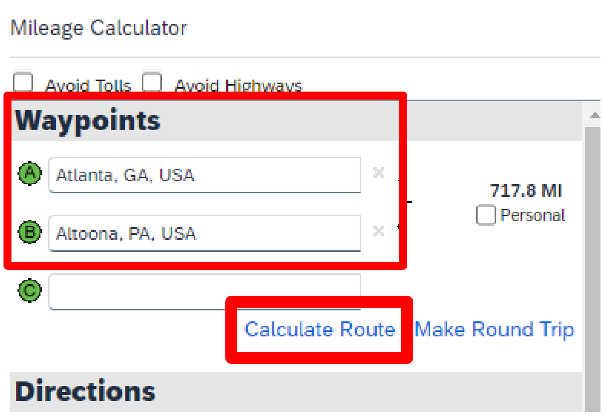
1. Enter the required information on the Details tab.



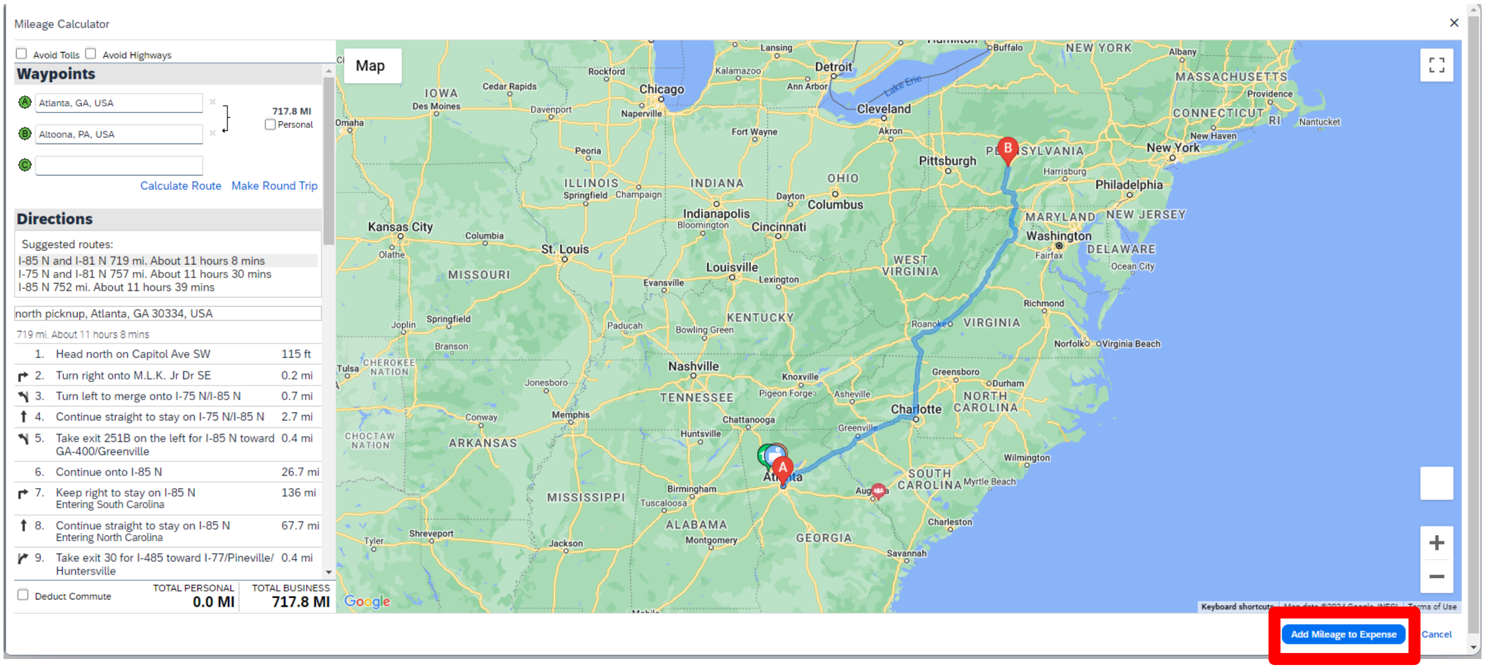
2. Click on Mileage Calculator.



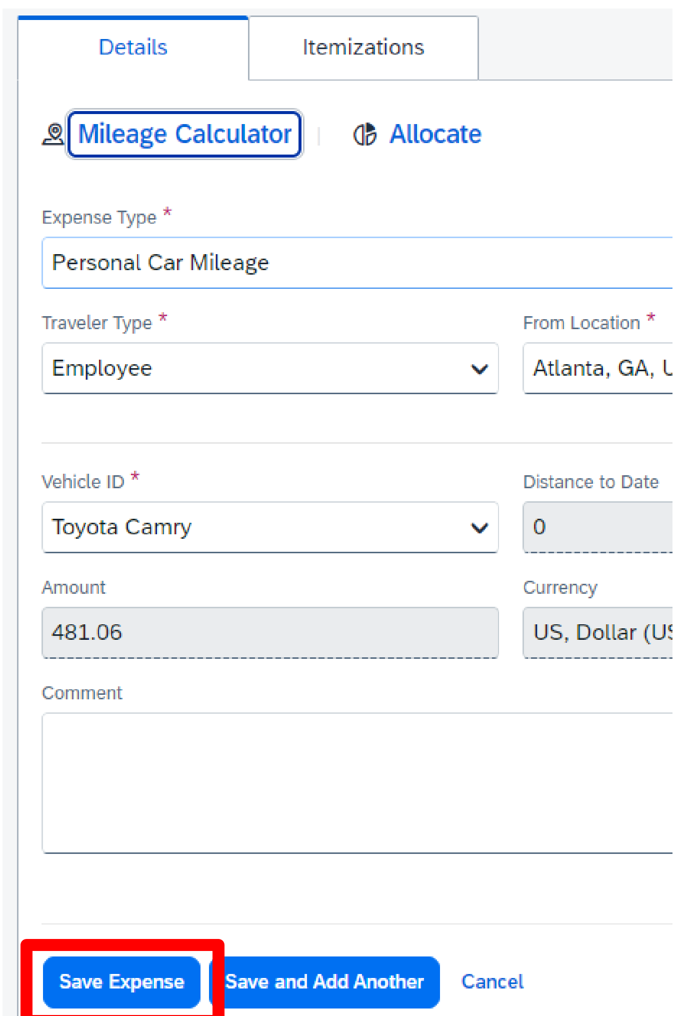
3. Enter trip waypoints and click Calculate Route.



4. Click Add Mileage to Expense.



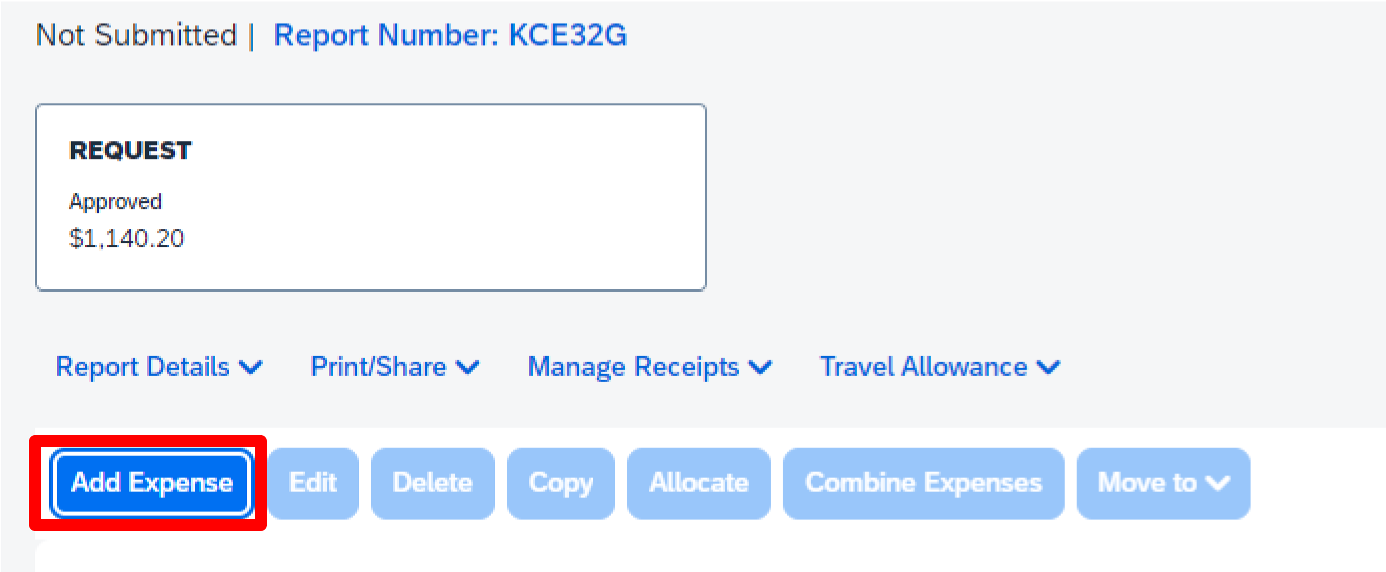
5. Click Save Expense.



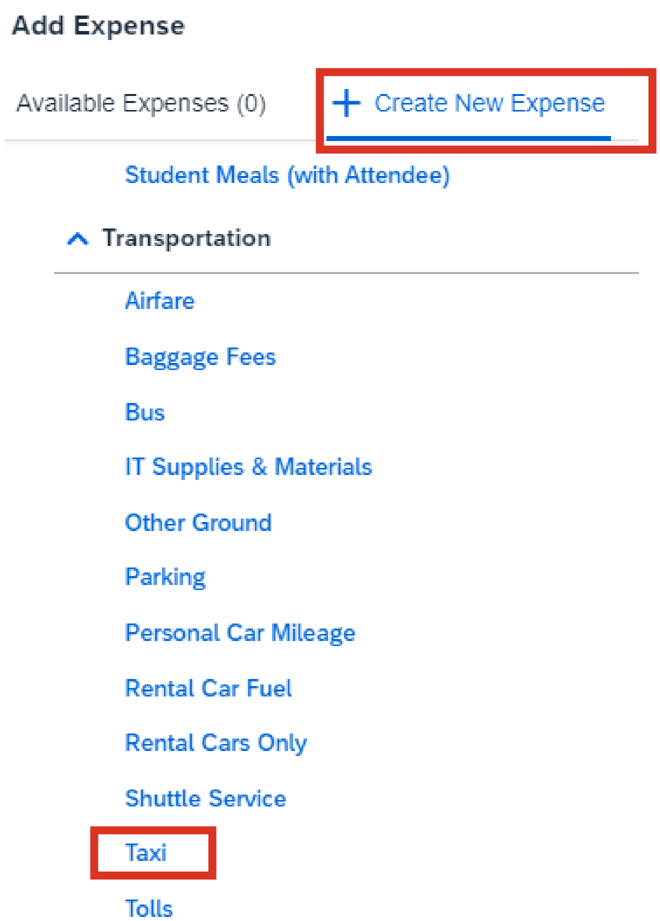
Contact the Travel Hotline at (470)578-4394 or submit a ServiceNow ticket at service.kennesaw.edu/ofs

Add Additional Expenses - Uber/Lyft/Taxis/Rideshare

1. **Click the Add Expense button.**



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

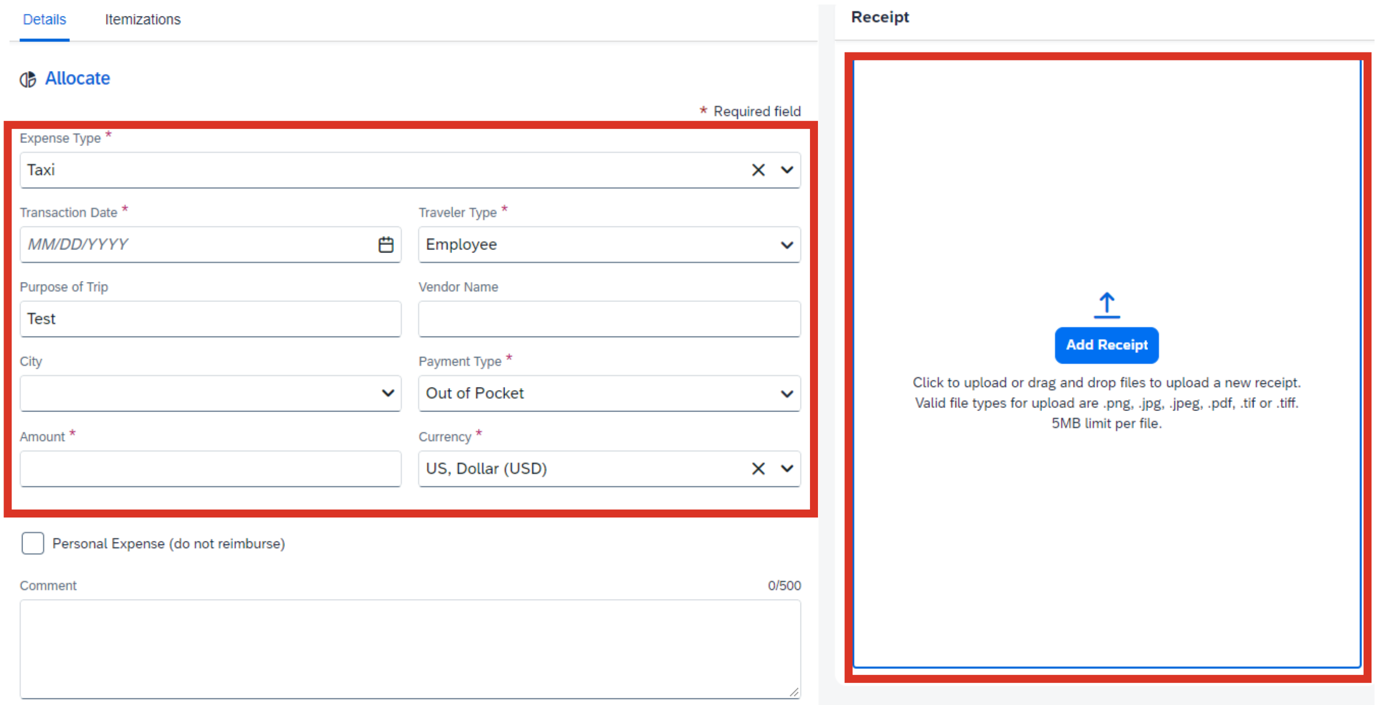


Adding Rideshare and Taxi Expenses

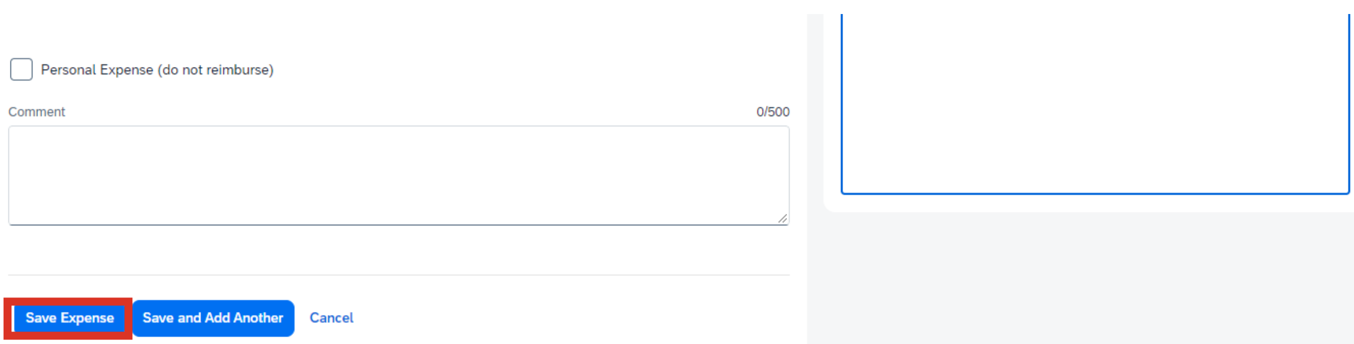
1. Complete required information under Details tab and add your receipt on right hand side.

****Receipts must show pickup and drop off locations**

****No special charges are allowed (i.e. priority pickup)**

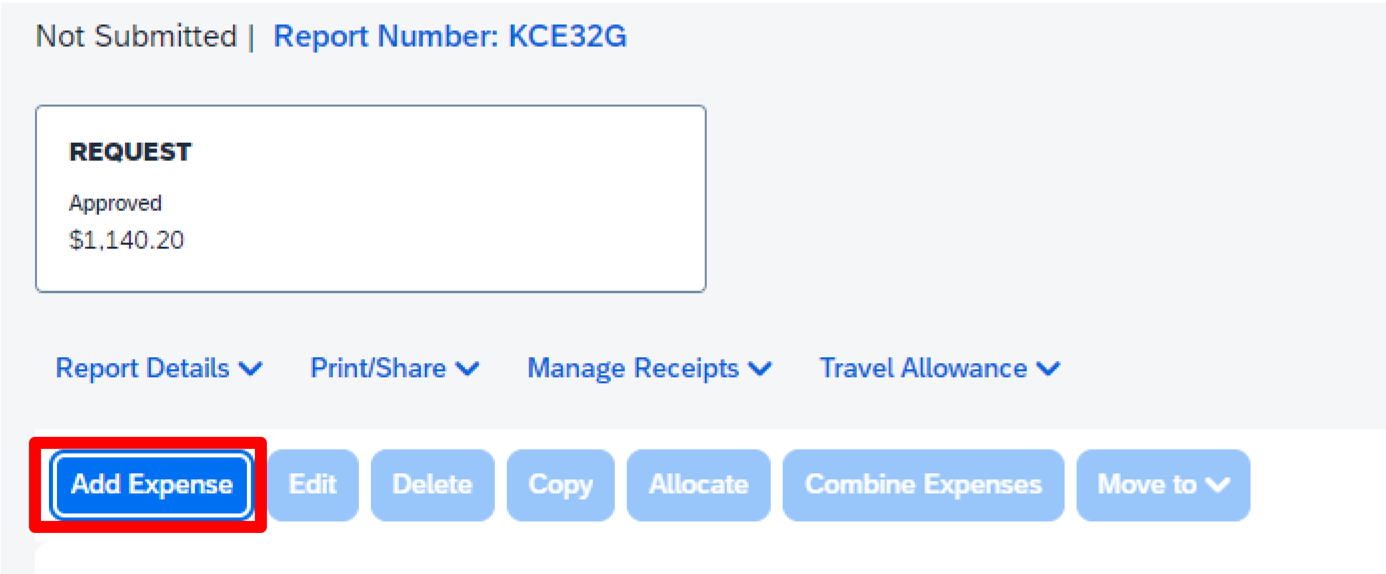


2. Select <u>Save Expense</u> and continue adding other expenses.

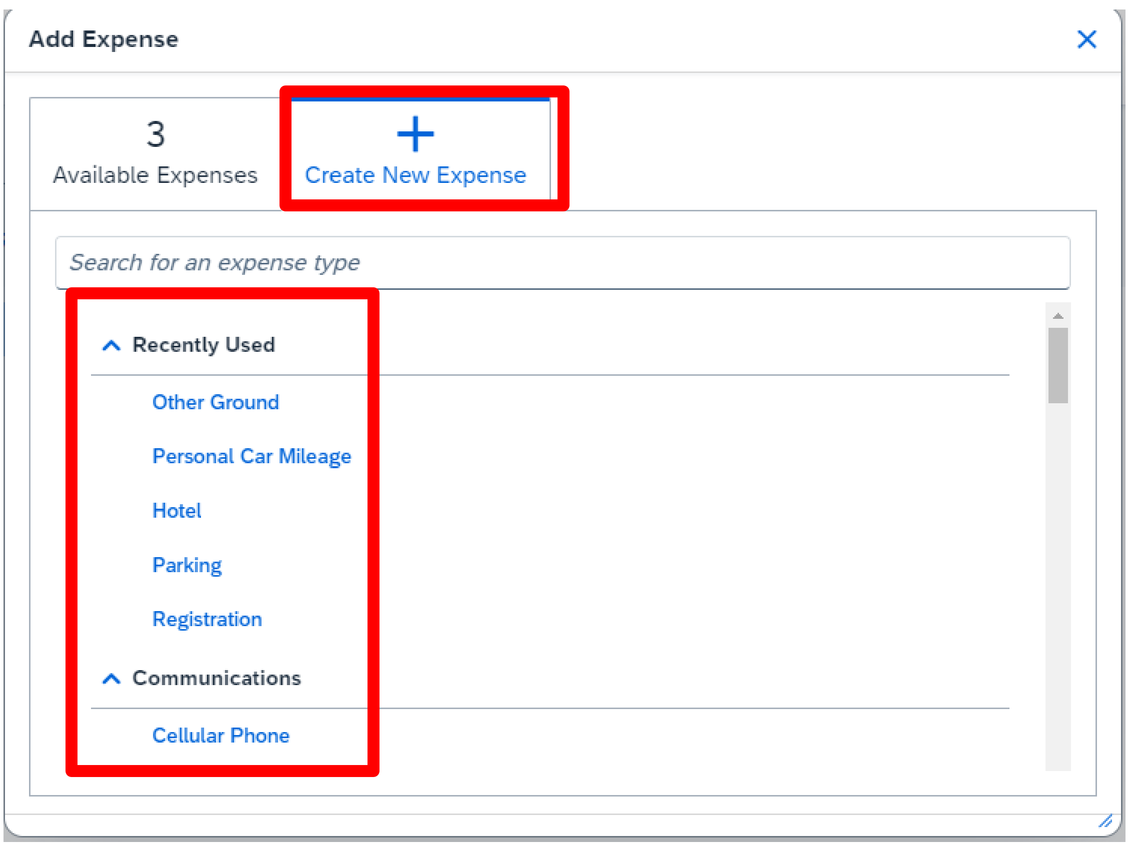


Add Remaining Expenses

1. **Click the Add Expense button for any remaining entries.**

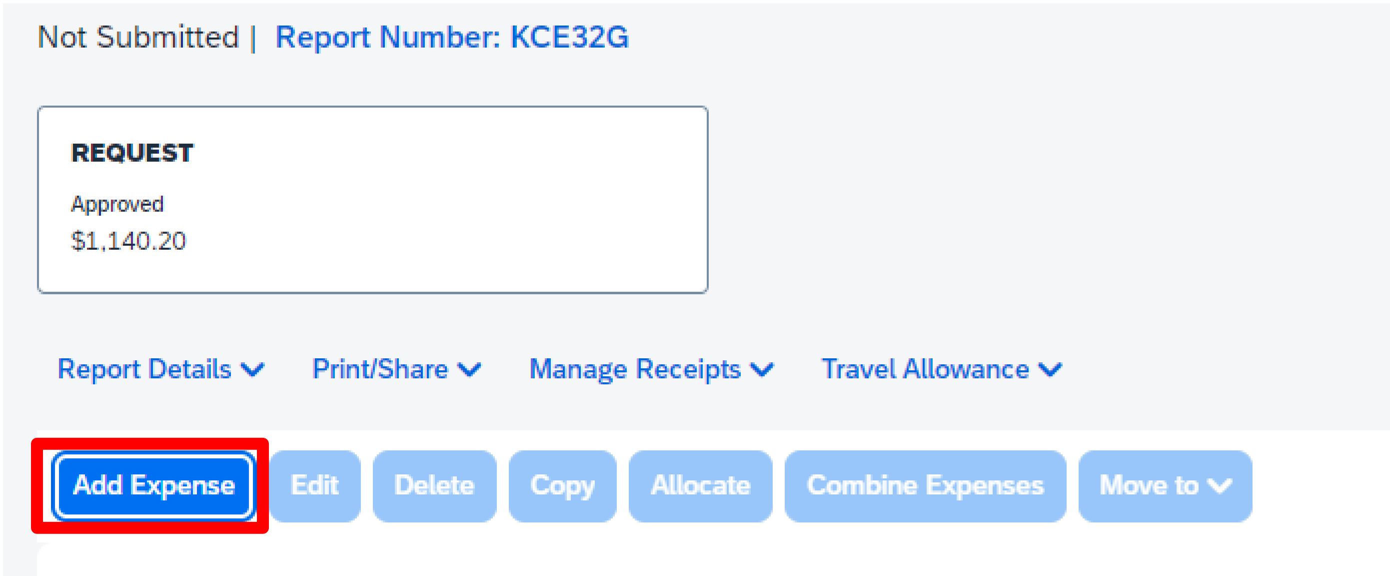


2. **Select the appropriate expense type under the Create New Expense tab and fill in required information.**

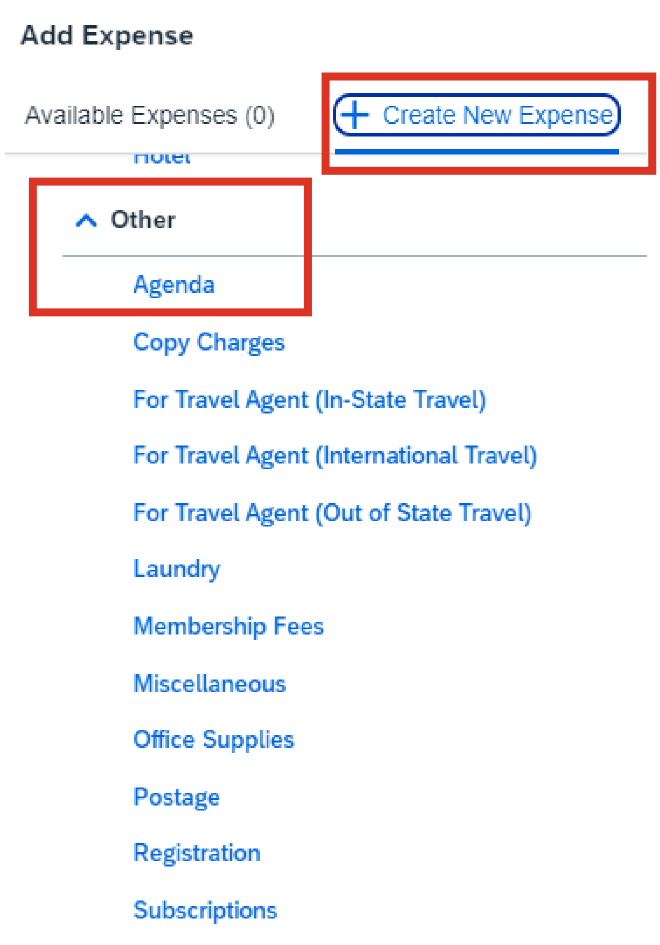


Add Entries - Agenda

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

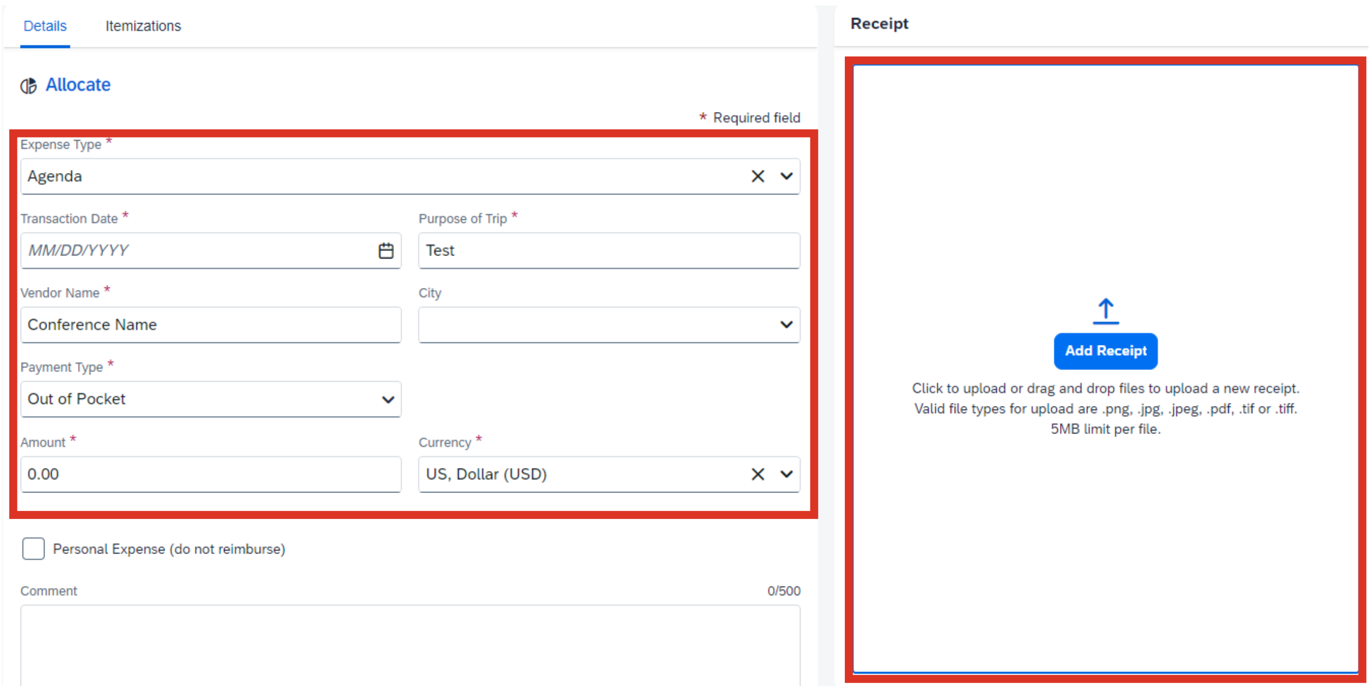


2. **Select the "Agenda" expense type under the Create New Expense tab.**

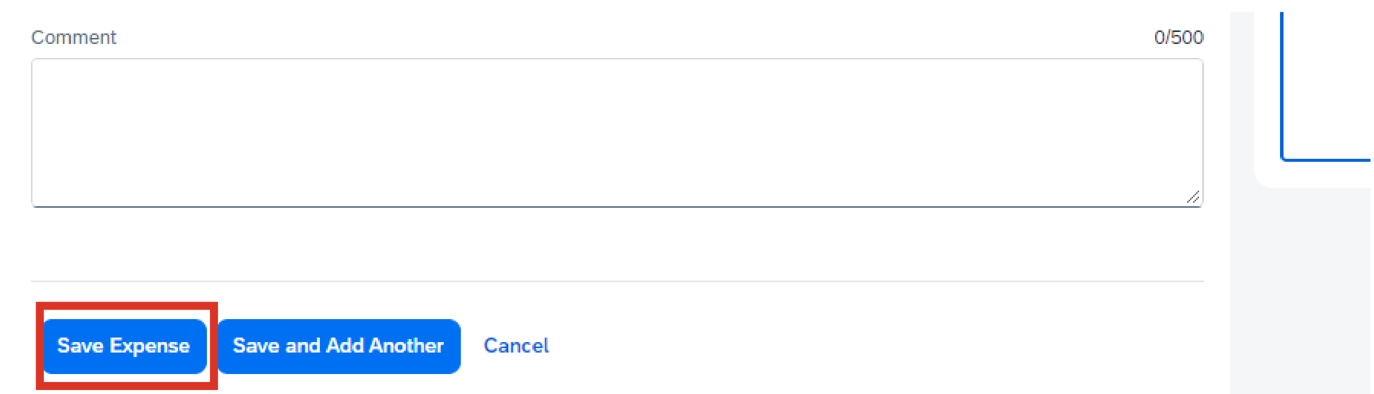


Add Trip Agenda

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



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

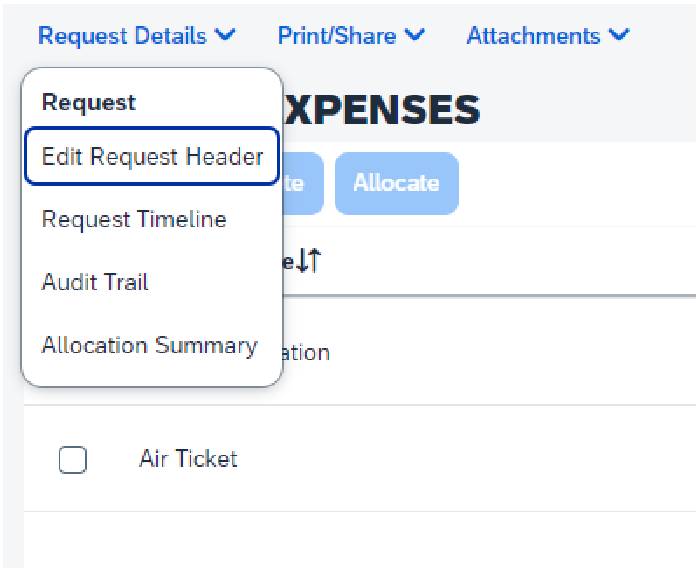


Allocate Expenses to A Different Speedchart (if needed) or [Skip to Approval Flow]

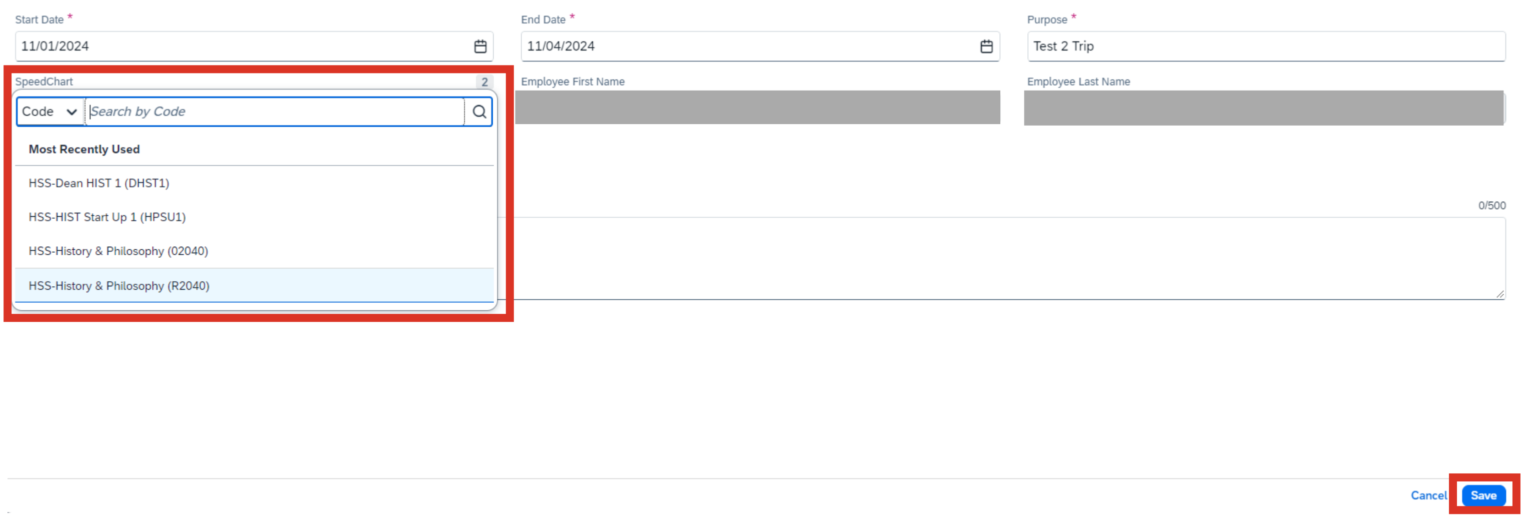
To Allocate ALL expenses to one non-default speedchart:

- Or, to allocate specific expenses to a different speedchart [Skip to Next Page]

1. **Click on Request Details and then Edit Request Header**



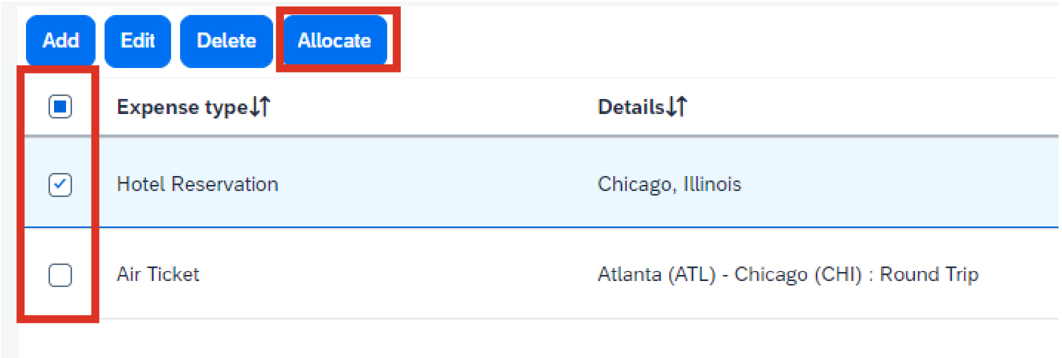
2. **Click on the Speedchart box and enter the speedchart number. Click Save.**



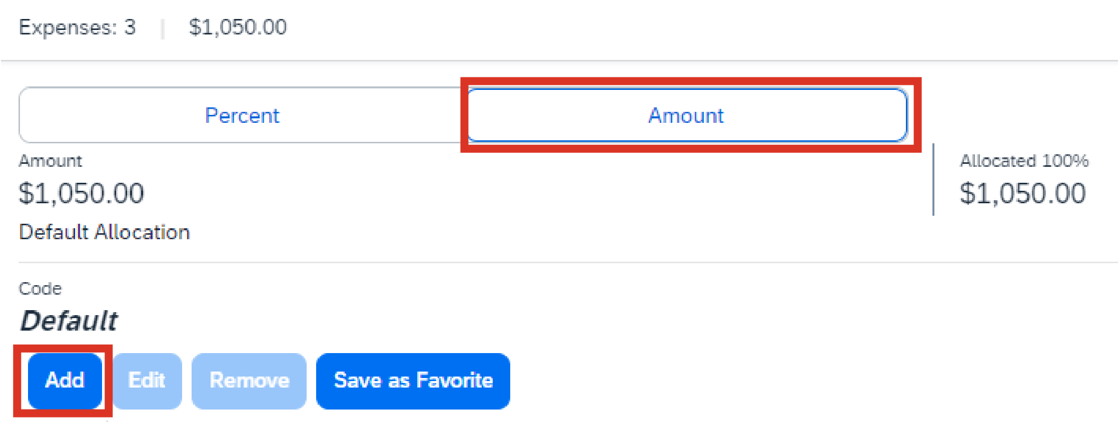
3. **This will make the new speedchart the default and all expenses will be allocated to the new speedchart.**

Allocate Specific Expenses to Separate Speedcharts

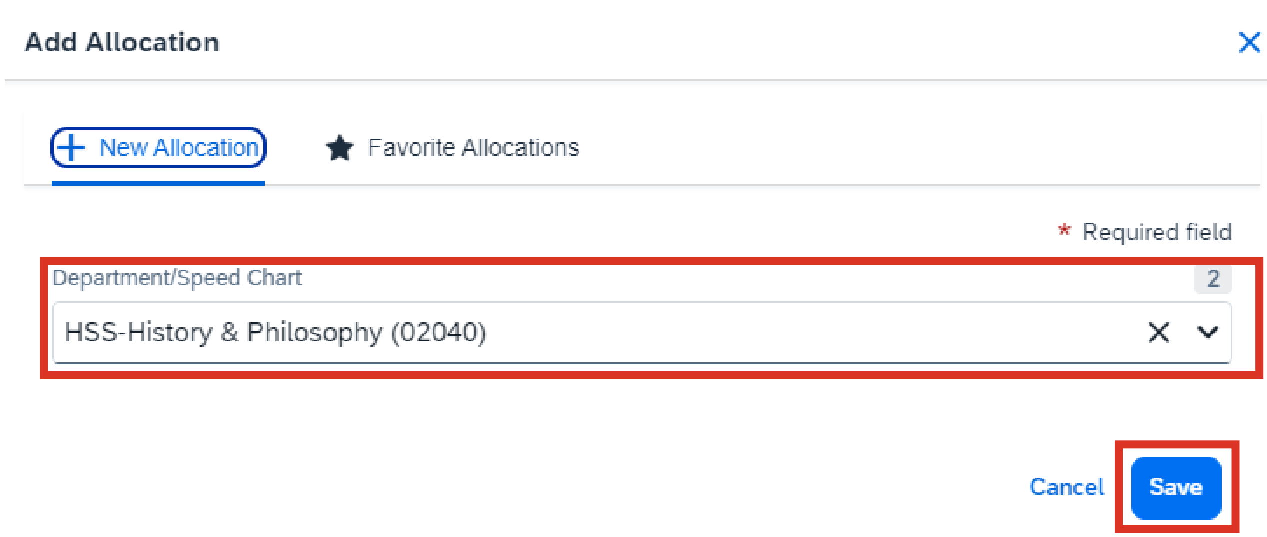
1. **Select relevant expenses using checkboxes. Click on blue Allocate button.**



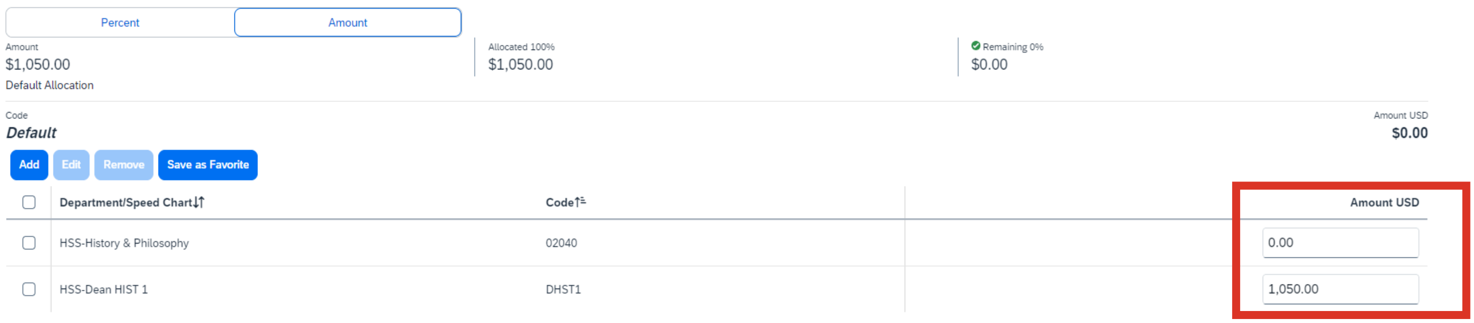
2. **Select Amount and then Add.**



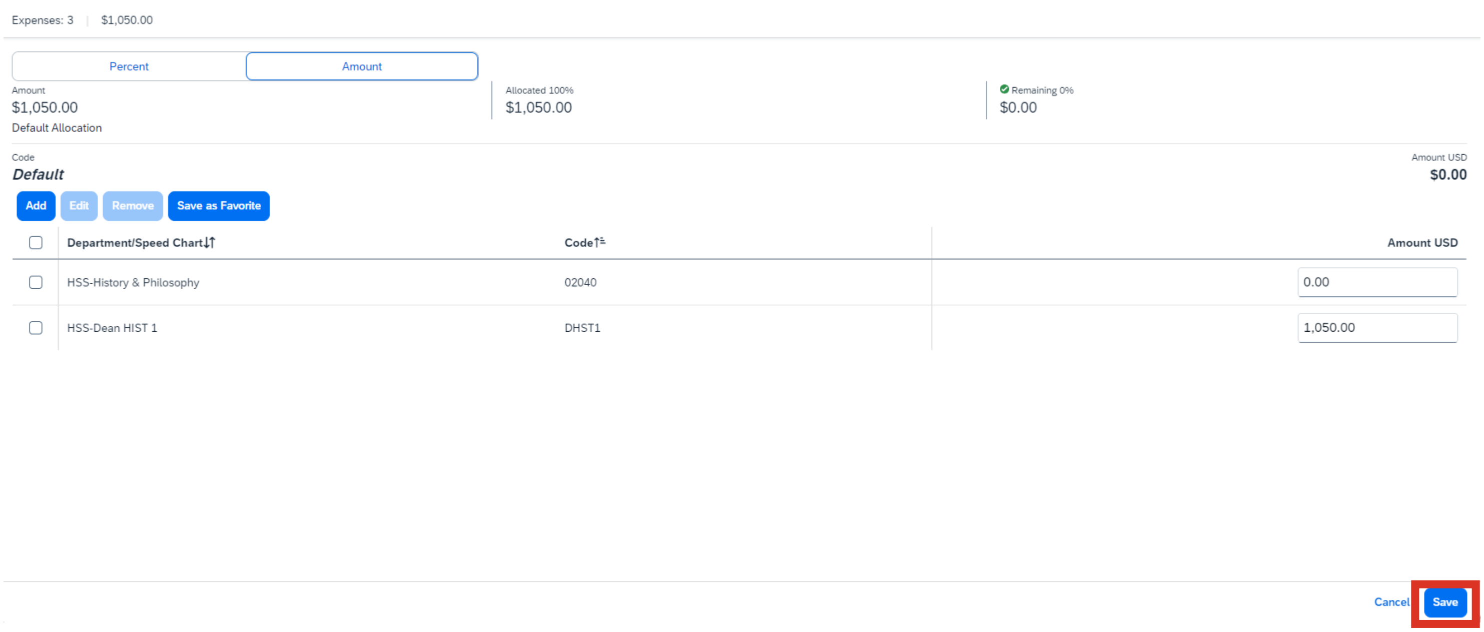
3. **Search for applicable speedcharts. Add home AND new funding source. Click <u>Save</u> after each.**



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



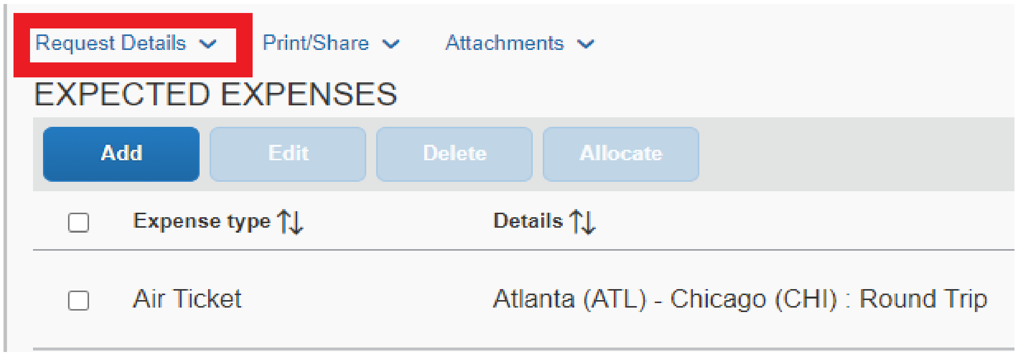
5. Click Save.

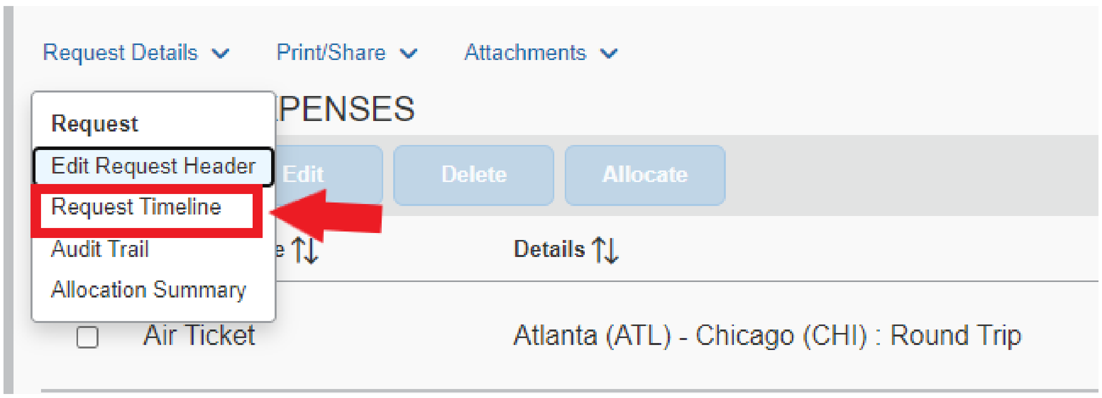


6. Repeat until all expenses are allocated.

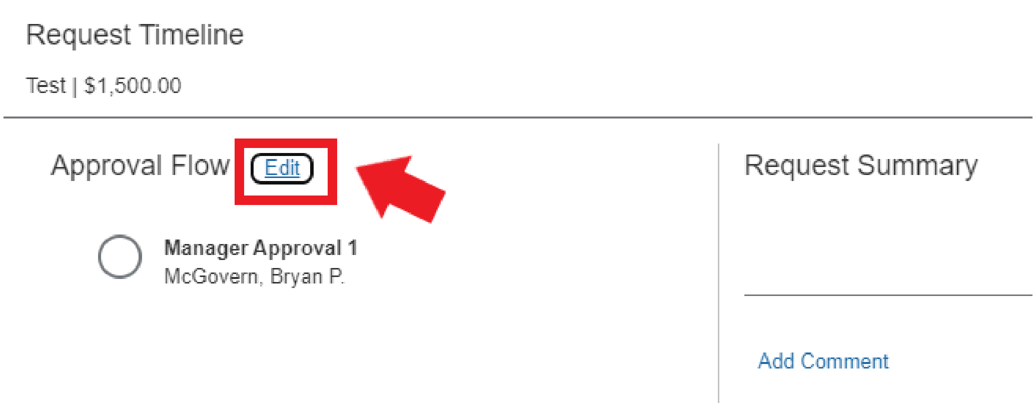
Update Approval Flow and Submit Report

1. **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.



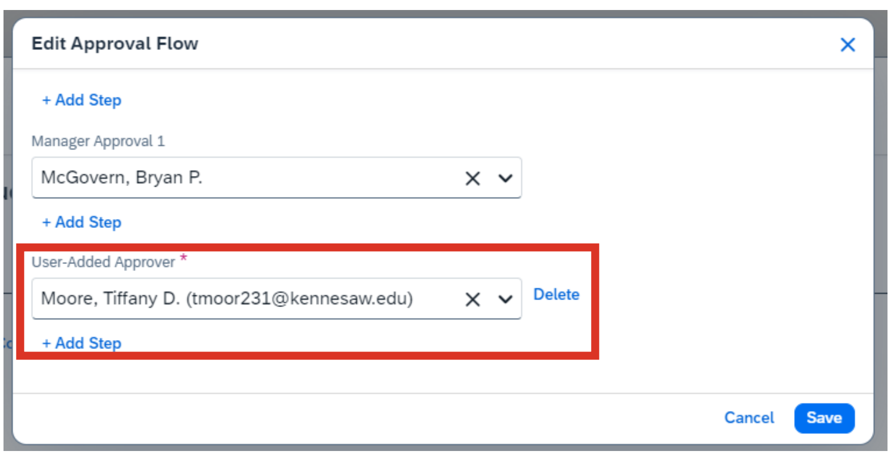


2. **Click <u>Edit</u> to change the approval flow.**



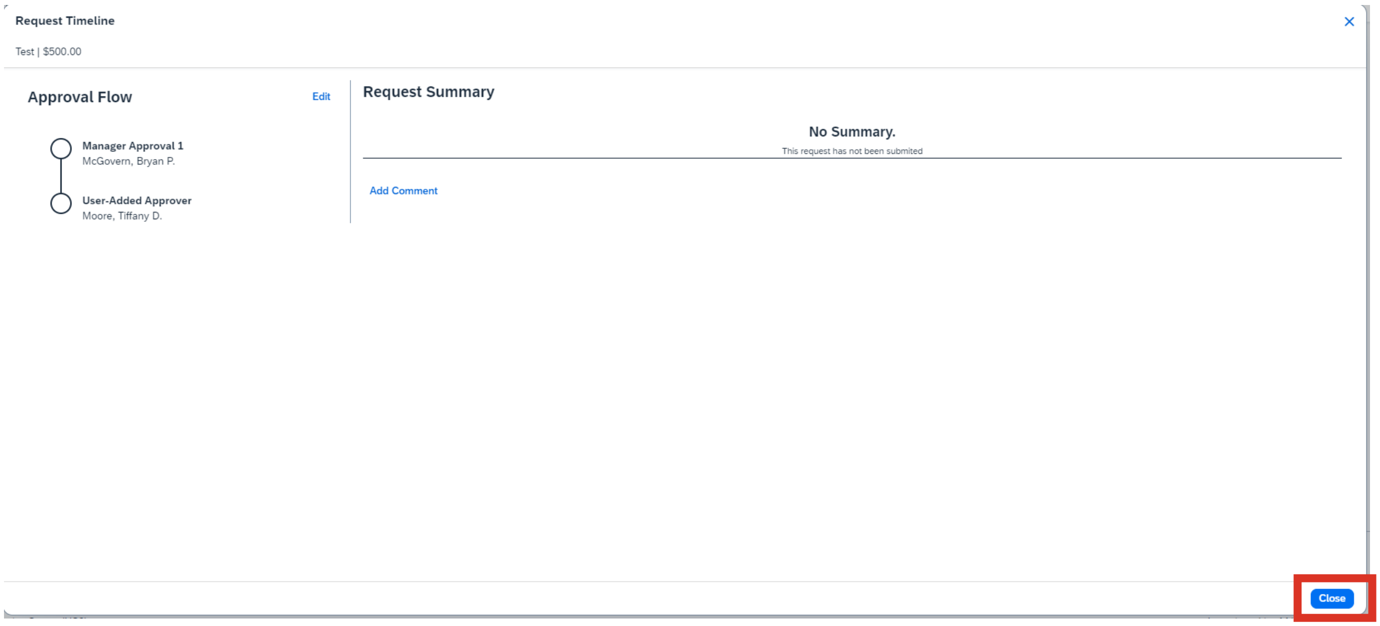
3. **Cick +Add Step after the "Manager Approval 1" box.**

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



5. **Click Save.**

6. Click Close to exit the Request Timeline.



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