



**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**



# KENNESAW STATE UNIVERSITY

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## Expense Report

### Create an Expense Report

1. Login to [Concur Solutions](#).
2. Click on [Authorization Requests](#)



KENNESAW STATE  
UNIVERSITY

+  
New

01  
Authorization  
Requests

00  
Available  
Expenses

00  
Open  
Reports

00  
Cash  
Advances

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

[Home](#) / [Requests](#) / [Manage Requests](#)

## Manage Requests

### Request Library

\$1,375.70

Approved

4. Click on [Create Expense Report](#)

[Home](#) / [Requests](#) / [Manage Requests](#) / [Redacted]

\$1,375.70

Approved | Request ID: WDDL

[Request Details](#) | [Print/Share](#) | [Attachments](#)

REPORTS: 1

Amount	Remaining
\$1,448.41	(\$58.44)

More Actions

Create Expense Report

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

## Fill in Travel Information

1. Click on the red Alerts dropdown and then View

Home / Expense / Manage Expenses / [Redacted]

Alerts: 1 [Redacted]

Home / Expense / Manage Expenses [Redacted]

Alerts: 1 [Redacted]

Report

The report header is missing data in this required field(s): Trip Start Date, Trip End Date, Trip Type [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.

Alerts: 1 [Redacted]

The report header is missing data in this required field(s): Trip Start Date, Trip End Date, Trip Type

Report Date: 09/12/2024 [Redacted]

Report Name (Destination and Travel Dates): [Redacted]

Policy: University System Policy

Trip Start Date: MM/DD/YYYY [Redacted]

Trip End Date: MM/DD/YYYY [Redacted]

Purpose of Trip: [Redacted]

Trip Type: None Selected

Report Currency: US, Dollar

Approval Status: Not Submitted

Payment Status: Not Paid

Speed Chart: HSS-History & Philosophy (02040)

Comment: [Redacted]

Travel Allowance

Will this report include meals per diem?

☐ Yes, I require Travel Allowance

☒ No, I do not require Travel Allowance

Cancel Save

## Import Prepaid Amounts to Expense Report

1. Click the Add Expense button.

Not Submitted | 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 ▾

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

**Add Expense** ×

**3**  
Available Expenses

**+**  
Create New Expense

<input type="checkbox"/>	Paym...↓↑	Expens...	Expe... ↓↑	Vend... ↓↑	Date↓↑	Amount↓↑	
<input checked="" type="checkbox"/>	Out of Pocket	Reservation	Hotel	Le Meridien Philadelphia, Pennsylvania	04/07/2024	\$430.00 <i>Estimated</i>	...
<input type="checkbox"/>	AirPlus	Corporate Card	For Travel Agent (In-State Travel)	UNK	01/19/2024	\$4.27	...
<input checked="" type="checkbox"/>	AirPlus	Corporate Card	Airfare	Southwest Airlines Dallas TX	01/19/2024	\$184.91	...

Close **Add To Report**

## Add Additional Expenses - Hotel

1. Click the Add Expense button.

Not Submitted | 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](#) ▾

2. Select Hotel under the Create New Expense tab.

**Add Expense** ×

3  
Available Expenses

[+](#)  
Create New Expense

[^](#) Recently Used

[Other Ground](#)

[Personal Car Mileage](#)

[Hotel](#) ←

[Parking](#)

[Registration](#)

[^](#) Communications

[Cellular Phone](#)

## 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.

**Details** Itemizations

**Allocate**

\* Required field

Expense Type \*  
Hotel

Date Range \*  
MM/DD/YYYY - MM/DD/YYYY

Nights: 0

Transaction Date \*  
MM/DD/YYYY

Purpose of Trip \*  
Invited presentations

Traveler Type \*  
None Selected

Vendor \*  
Search for Vendor

City \*

Payment Type \*  
Out of Pocket

Amount \*

Currency \*  
US, Dollar (USD)

☐ Travel Allowance

Request \*

Comment 0/500

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

Hide Receipt

**Receipt**

field

▼

📁

▼

▼

▼

▼

▼

/500

**Add Receipt**

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.  
5MB limit per file.

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 Itemization** \* Required field

Expense Type \*  
Hotel

Entry Type:  
Recurring Itemization 04/03/2024 - 04/07/2024 (Nights: 4)

Your hotel room rate was:

☒ The Same Every Night ☐ Not the Same

Room Rate (per night)*	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD) [Add Tax Fields](#)

**Save Itemization** Save and Add Another Cancel

4. Click on Save Itemization and add your next expense.

## Add Additional Expenses - Personal Car Mileage

1. Click the Add Expense button.

Not Submitted | 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](#) ▾

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

**Add Expense** ×

3  
Available Expenses

[+](#)  
Create New Expense

^ Recently Used

[Other Ground](#)  
[Personal Car Mileage](#) ←  
[Hotel](#)  
[Parking](#)  
[Registration](#)

^ Communications

[Cellular Phone](#)



## Adding Personal Car Mileage

### 1. Enter the required information on the Details tab.

Details Itemizations [Show Receipt](#)

[Mileage Calculator](#) | [Allocate](#)

\* Required field

Expense Type \* Personal Car Mileage X v Transaction Date \* MM/DD/YYYY Purpose of the Trip \* Invited presentations

Traveler Type \* None Selected v From Location \* To Location \* Payment Type Out of Pocket

Vehicle ID \* Toyota Camry v Distance to Date 0 Distance \* 0 Number of Passengers \* 0

Amount 0.00 Currency US, Dollar (USD) Reimbursement Rates

Comment 0/500

### 2. Click on Mileage Calculator.

Details Itemizations

[Mileage Calculator](#) | [Allocate](#)

Expense Type \* Personal Car Mileage X v Transaction Date \* MM/DD/YYYY

Traveler Type \* None Selected v From Location \* To Location \*

### 3. Enter trip waypoints and click Calculate Route.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

**Waypoints**

A Atlanta, GA, USA X

B Altoona, PA, USA X

717.8 MI

☐ Personal

[Calculate Route](#) [Make Round Trip](#)

**Directions**

#### 4. Click Add Mileage to Expense.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

**Waypoints**

Atlanta, GA, USA 717.8 MI ☐ Personal

Altoona, PA, USA

Calculate Route Make Round Trip

**Directions**

Suggested routes:

I-85 N and I-81 N 719 mi. About 11 hours 8 mins  
I-75 N and I-81 N 757 mi. About 11 hours 30 mins  
I-85 N 752 mi. About 11 hours 39 mins

north pickup, Atlanta, GA 30334, USA

719 mi. About 11 hours 8 mins

1. Head north on Capitol Ave SW 115 ft
2. Turn right onto M.L.K. Jr Dr SE 0.2 mi
3. Turn left to merge onto I-75 N/I-85 N 0.7 mi
4. Continue straight to stay on I-75 N/I-85 N 2.7 mi
5. Take exit 251B on the left for I-85 N toward GA-400/Greenville 0.4 mi
6. Continue onto I-85 N 26.7 mi
7. Keep right to stay on I-85 N Entering South Carolina 136 mi
8. Continue straight to stay on I-85 N Entering North Carolina 67.7 mi
9. Take exit 30 for I-485 toward I-77/Pineville/ Huntersville 0.4 mi

☐ Deduct Commute

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 717.8 MI

Map

Atlanta, GA

**Add Mileage to Expense** Cancel

#### 5. Click Save Expense.

**Details** Itemizations

**Mileage Calculator** **Allocate**

Expense Type \*  
Personal Car Mileage

Traveler Type \*  
Employee

From Location \*  
Atlanta, GA, L

Vehicle ID \*  
Toyota Camry

Distance to Date  
0

Amount  
481.06

Currency  
US, Dollar (US)

Comment

**Save Expense** Save and Add Another Cancel

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

## Add Additional Expenses - Uber/Lyft/Taxis/Rideshare

### 1. Click the Add Expense button.

Not Submitted | 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](#) ▼

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

#### Add Expense

Available Expenses (0)

[+ Create New Expense](#)

[Student Meals \(with Attendee\)](#)

▲ [Transportation](#)

[Airfare](#)

[Baggage Fees](#)

[Bus](#)

[IT Supplies & Materials](#)

[Other Ground](#)

[Parking](#)

[Personal Car Mileage](#)

[Rental Car Fuel](#)

[Rental Cars Only](#)

[Shuttle Service](#)

[Taxi](#)

[Tolls](#)

## 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)**

DetailsItemizations

Allocate

\* Required field

Expense Type \*

Taxi

Transaction Date \*

MM/DD/YYYY

Traveler Type \*

Employee

Purpose of Trip

Test

Vendor Name

City

Payment Type \*

Out of Pocket

Amount \*

Currency \*

US, Dollar (USD)

☐ Personal Expense (do not reimburse)

Comment0/500

Receipt

↑

Add Receipt

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.  
5MB limit per file.

2. Select Save Expense and continue adding other expenses.

☐ Personal Expense (do not reimburse)

Comment0/500

Save ExpenseSave and Add AnotherCancel

## Add Remaining Expenses

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

Not Submitted | 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](#) ▼

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

^ Recently Used

Other Ground

Personal Car Mileage

Hotel

Parking

Registration

^ Communications

Cellular Phone

## Add Entries - Agenda

1. Click the Add Expense button.

Not Submitted | 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](#) ▼

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

Add Expense

Available Expenses (0) [+ Create New Expense](#)

[^ Other](#)

- Agenda
- Copy Charges
- For Travel Agent (In-State Travel)
- For Travel Agent (International Travel)
- For Travel Agent (Out of State Travel)
- Laundry
- Membership Fees
- Miscellaneous
- Office Supplies
- Postage
- Registration
- Subscriptions

## Add Trip Agenda

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

DetailsItemizations

Allocate

\* Required field

Expense Type \*  
Agenda X v

Transaction Date \*  
MM/DD/YYYY

Purpose of Trip \*  
Test

Vendor Name \*  
Conference Name

City

Payment Type \*  
Out of Pocket v

Amount \*  
0.00

Currency \*  
US, Dollar (USD) X v

☐ Personal Expense (do not reimburse)

Comment0/500

Receipt

↑  
Add Receipt

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.  
5MB limit per file.

2. Select Save Expense and continue with report.

Comment0/500

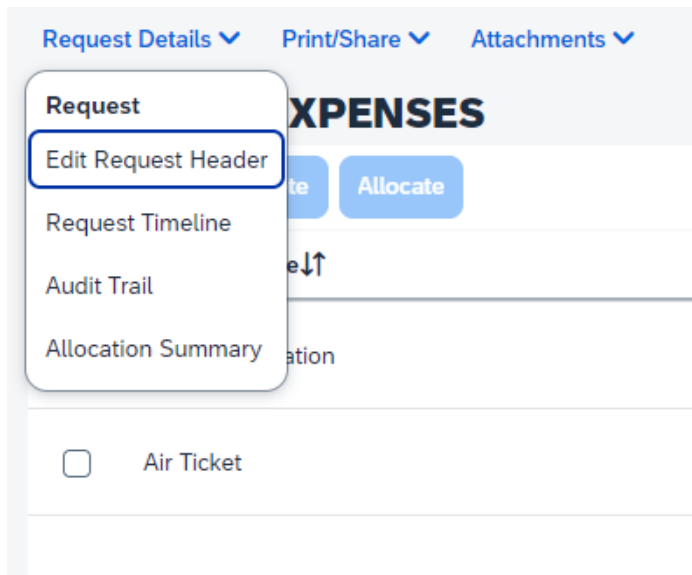
Save ExpenseSave and Add AnotherCancel

**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.**

Start Date \* 11/01/2024

End Date \* 11/04/2024

Purpose \* Test 2 Trip

SpeedChart 2

Code Search by Code

Most Recently Used

- HSS-Dean HIST 1 (DHST1)
- HSS-HIST Start Up 1 (HPSU1)
- HSS-History & Philosophy (02040)
- HSS-History & Philosophy (R2040)

Employee First Name

Employee Last Name

0/500

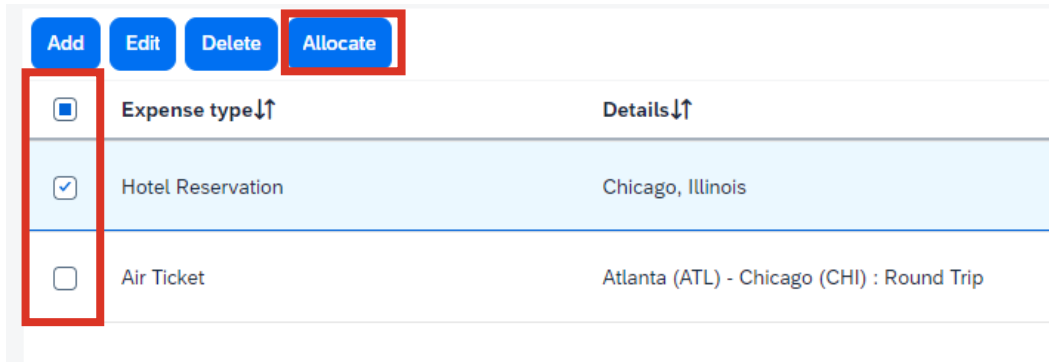
Cancel Save

**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

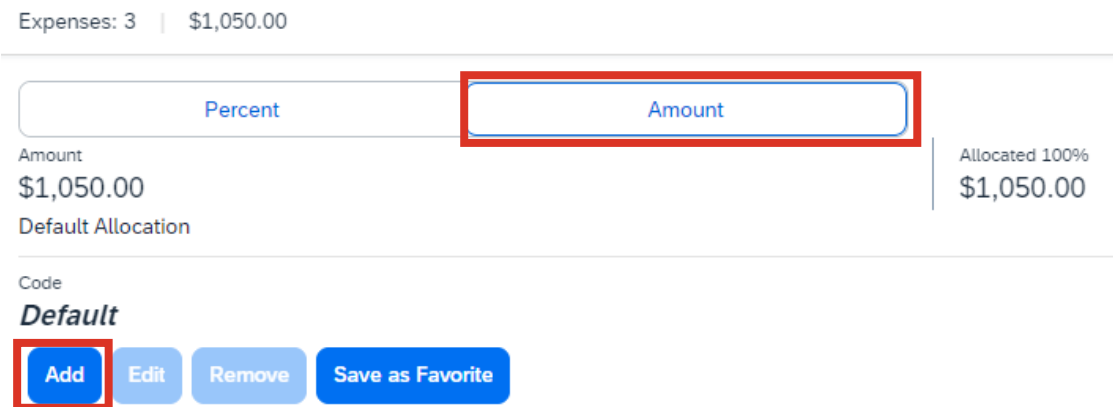
1. Select relevant expenses using checkboxes. Click on blue Allocate button.



The interface shows a table of expenses with checkboxes in the first column. The 'Allocate' button is highlighted with a red box. The table contains the following data:

<input type="checkbox"/>	Expense type↑↓	Details↑↓
<input checked="" type="checkbox"/>	Hotel Reservation	Chicago, Illinois
<input type="checkbox"/>	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip

2. Select Amount and then Add.



The interface shows the 'Amount' tab selected, with a red box around the input field. The total amount is \$1,050.00. The 'Add' button is highlighted with a red box.

Expenses: 3 | \$1,050.00

Percent | Amount

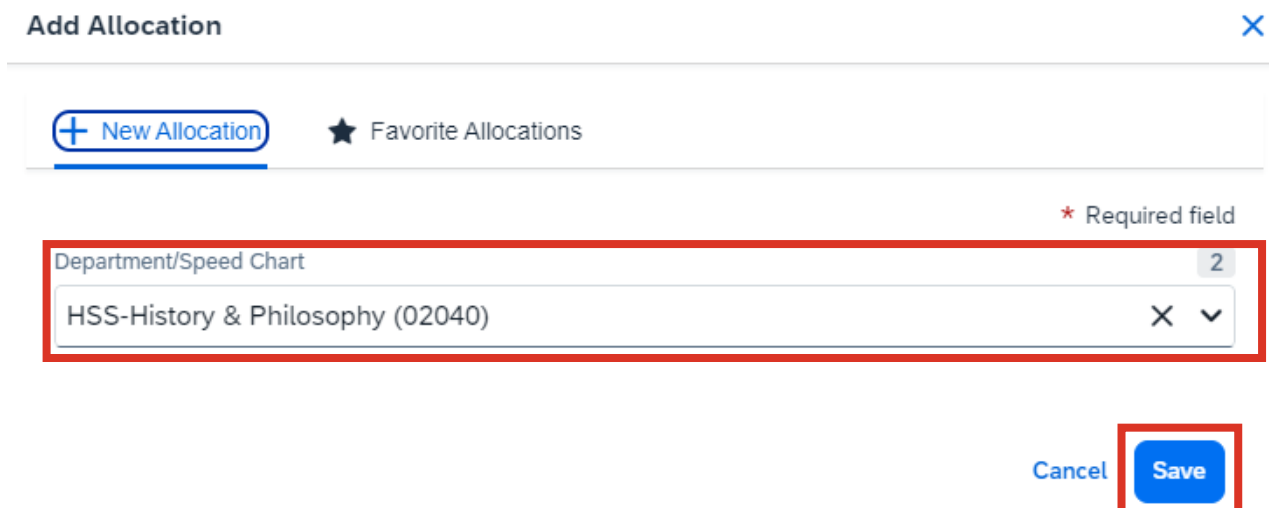
Amount: \$1,050.00 | Allocated 100% | \$1,050.00

Default Allocation

Code: Default

Add | Edit | Remove | Save as Favorite

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



The 'Add Allocation' dialog shows the 'New Allocation' tab selected. The 'Department/Speed Chart' dropdown is highlighted with a red box and contains the text 'HSS-History & Philosophy (02040)'. The 'Save' button is also highlighted with a red box.

Add Allocation

+ New Allocation | ★ Favorite Allocations

\* Required field

Department/Speed Chart: HSS-History & Philosophy (02040)

Cancel | Save

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  
\$1,050.00  
Default Allocation

Allocated 100%  
\$1,050.00

Remaining 0%  
\$0.00

Code  
Default

Amount USD  
\$0.00

Add Edit Remove Save as Favorite

<input type="checkbox"/>	Department/Speed Chart	Code	Amount USD
<input type="checkbox"/>	HSS-History & Philosophy	02040	0.00
<input type="checkbox"/>	HSS-Dean HIST 1	DHST1	1,050.00

5. Click Save.

Expenses: 3 | \$1,050.00

Percent Amount

Amount  
\$1,050.00  
Default Allocation

Allocated 100%  
\$1,050.00

Remaining 0%  
\$0.00

Code  
Default

Amount USD  
\$0.00

Add Edit Remove Save as Favorite

<input type="checkbox"/>	Department/Speed Chart	Code	Amount USD
<input type="checkbox"/>	HSS-History & Philosophy	02040	0.00
<input type="checkbox"/>	HSS-Dean HIST 1	DHST1	1,050.00

Cancel Save

6. Repeat until all expenses are allocated.

## Update Approval Flow and Submit Report

1. Click on Request Details and then select Request Timeline from the drop down.  
- The approval flow is on the left side of the pop up.

This screenshot shows the top navigation bar of a web application. The 'Request Details' dropdown menu is open, and the 'Request Timeline' option is highlighted with a red box and a red arrow. The background shows a table of 'EXPECTED EXPENSES' with one row: 'Air Ticket' for 'Atlanta (ATL) - Chicago (CHI) : Round Trip'.

This screenshot shows the 'Request Timeline' dropdown menu. The 'Request Timeline' option is highlighted with a red box and a red arrow. The background shows the same 'EXPECTED EXPENSES' table as the previous screenshot.

2. Click Edit to change the approval flow.

### Request Timeline

Test | \$1,500.00

Approval Flow

Edit



Manager Approval 1  
McGovern, Bryan P.

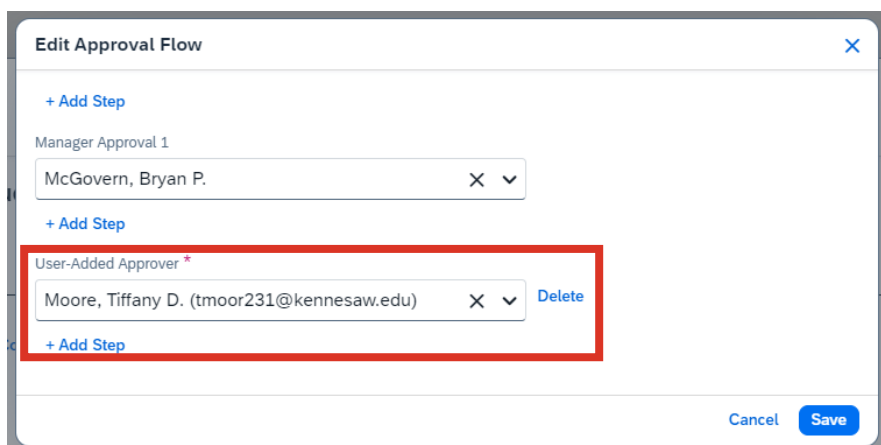
Request Summary

[Add Comment](#)

3. Click +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.

Request Timeline

Test | \$500.00

**Approval Flow**  

Manager Approval 1  
McGovern, Bryan P.

User-Added Approver  
Moore, Tiffany D.

**Request Summary**  

No Summary.  
This request has not been submitted

[Add Comment](#)

[Close](#)

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

**Test \$20.00** [Delete Report](#) [Copy Report](#) [Submit Report](#)

Not Submitted | [Report Number: W4ZGEJ](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#) [View Available Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move](#) View: [Standard](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
--------------------------	--------	---------	--------------	--------------	----------------	------	-----------

Report Totals

Alerts: 2

**Company Payments**  
\$20.00  
Employee

**Employee Payments**  
\$0.00  
Company

Amount Total: \$20.00	Due Employee: \$20.00	Owed Company: \$0.00
Requested Amount: \$20.00	Total Paid By Company: \$20.00	Total Owed By Employee: \$0.00

[Cancel](#) [Submit Report](#)

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