

University of Houston Concur Instructions

Creating an Expense Report for Department Travel Card charges (Local Funds)

This instruction is for the Local Dept Travel Card primary custodians.

Key Points:

- *An Expense Report must be created for each trip made by a traveler.*
- *Department Travel Card custodians create an Expense Report for each trip charged to their Department Travel Card. (This is different than creating an Expense Report for a traveler's out-of-pocket expenses and/or Individual Travel Card expenses as the traveler's delegate.)*
- *The deadline for submitting Expense Reports to Accounts Payable for Travel Card transactions recorded in Concur will be the 25th of the month following the month in which those transactions occurred. For example, Travel Card charges with a transaction date in September (September 1 – September 30) must be submitted to Accounts Payable on an Expense Report by October 25 in Concur. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by AP.*
- *It is recommended to create the Report Header section of the Expense Report at the time transactions are booked to the Department Travel Card, so that you can easily match credit card transactions with the appropriate Expense Report when the transactions are received in Concur.*

Step 1: In your Concur main page, click on “Available Expenses” in the header. This section lists your UH Travel Cards and their outstanding amounts, which have not been assigned to an Expense Report. Review the information.

Step 2: Concur will take you to the Manage Expenses page. Scroll down to the bottom of the page.

You will see a list of charges place on your Department Travel Card(s), which can be identified as “Paid by UH – Centrally Billed Travel Card,” on the “Payment Type”.

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AVAILABLE EXPENSES View: All Expenses						
<input type="button" value="Delete"/> <input type="button" value="Combine Expenses"/> <input type="button" value="Move to"/>						
<input type="checkbox"/>	Receipt	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Amount ↑↓
<input type="checkbox"/>		Paid by UH – Centrally Billed Travel Card	Hotel Room Only	OVERTON HOTEL Texas	09/16/2022	\$
<input type="checkbox"/>		Paid by UH – Centrally Billed Travel Card	Hotel Room Only	HAMPTON INNS Pennsylvania	09/10/2022	\$

Place a checkmark for the charge(s) that belong to the same trip. Then click on “Move”. Select an appropriate Expense Report for the charge(s).

See the example below of the Department/Multi-User Card transactions. A Department Multi-User Card is a type of Travel Card that allows travelers to check out the credit card for use on a trip, while Department Travel Cards stay in the department and are only used by the custodian. The primary custodian will see the transactions under “Available Expenses”, and must process the expenses through an Expense Report.

If an Expense Report was previously created, select the Expense Report from the dropdown box and go to Step 4.

If an Expense Report was not previously created, select “New Expense Report” so you can create one. Proceed to Step 3.

AVAILABLE EXPENSES View: All Expenses						
<input type="button" value="Delete"/> <input type="button" value="Combine Expenses"/> <input type="button" value="Move to"/>						
<input type="checkbox"/>	Receipt	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Amount ↑↓
<input checked="" type="checkbox"/>		Paid by UH – Centrally Billed Travel Card	Hotel Room Only	OVERTON HOTEL Texas	09/16/2022	\$
<input checked="" type="checkbox"/>		Paid by UH – Centrally Billed Travel Card	Hotel Room Only	HAMPTON INNS Pennsylvania	09/10/2022	\$

Traveler, L. Austin 081722
 Traveler, L. Austin 082422
 Traveler, L. Austin 062122
 New Report

Step 3: If you selected “New Expense Report”, the system will take you to the Expense Report Header page. Complete the Report Header information. (See the training material “Creating and Expense Report” for details.)

FOR DEPARTMENT/MULTI-USER TRAVEL CARDS ONLY:

- a. On the Expense Report Header, answer accordingly if receipts were submitted within 60 days.
- b. Enter “Yes” when asked if it is for Department Travel Card charges.
- c. Enter the last 4 digits of the Department Travel Card number.
- d. Enter the traveler’s Travel Request ID.

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Grant Type* 7	Chartfield1* 8	Traveler is BOTH a non-employee and a foreign national.*
<input type="text"/>	<input type="text"/>	None Selected <input type="button" value="v"/>
All receipts submitted within 60 days after trip or moving exp.*	UH Custom 15 Expense Group ID	Is this for Department Travel Card charges?*
None Selected <input type="button" value="v"/>	UH <input type="text"/>	None Selected <input type="button" value="v"/>
If for a Department Travel Card, enter the Request ID number.	Travel Start Date*	If for a Department Travel Card, enter the last four digits
<input type="text"/>	MM/DD/YYYY <input type="button" value="calendar"/>	0 <input type="text"/>
	Travel End Date*	MM/DD/YYYY <input type="button" value="calendar"/>
	Number of Personal Days*	<input type="text"/>

Select "No" under "Claim Travel Allowance"

Claim Travel Allowance

Select if your report includes travel and you require allowances for lodging, meals or incidentals.

- Yes, I want to claim Travel Allowance
- No, I do not want to claim Travel Allowance

Select "Create Report" once the report header information is complete.

Cancel

Create Report

Step 4: The system will bring in the selected Department Travel Card charge(s) to the Expense Report automatically. Complete the Expense Report.

In the example below, the system requires that you identify the Expense Type. Required actions are listed under "Exceptions".

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The screenshot shows the SAP Concur interface for creating an expense report. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), 'Reporting', and 'App Center'. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. A red alert banner at the top indicates 'Alerts: 4'. The main content area shows a 'REPORT' section with a warning: 'Warning: The cardholder/custodian submitting this Expense Report has overdue Travel Card transactions. These transactions must be assigned to an Expense Report and submitted to Accounts Payable as soon as possible.' Below this, an 'EXPENSE' entry is shown with details: 'Undefined', '01/28/2014', '\$3.50'. A yellow highlight box contains the message: 'The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.' Other alerts include 'This entry requires an itemized receipt' and 'You must attach a receipt image to this expense.' A blue information banner states 'There are cash advances available to add to this report.' Below the alerts, the traveler's name 'Traveler, L. Austin 091022 \$3.50' is displayed with 'Copy Report' and 'Submit Report' buttons. A 'Returned' status is shown with a comment from Peter. A 'REQUEST' box shows 'Approved \$1,400.00'. A toolbar contains buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table below lists the expense entry with columns for Alerts, Receipt, Payment Type, Expense Type (highlighted in yellow), Vendor Details, Date, and Requested amount.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Test	Undefined	NEWPORT Jersey City, New Jersey	01/28/2014	\$3.50
						\$3.50

Step 5: Click on the Expense and complete the required information fields for the expense. Upload the backup documents (window on the right with "Upload Receipt Image") then "Save".

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Details **Itemizations** Hide Receipt

Allocate

Expense Type * Required field
Undefined

Transaction Date: 01/28/2014 Business Purpose:

Enter Vendor Name: NEWPORT City of Purchase: Jersey City, New Jersey

Payment Type: Test

Amount: 3.50 Currency: US, Dollar

Personal Expense (do not reimburse)

Comment:

Upload Receipt Image

Step 6: Submit the Expense Report into workflow by clicking on "Submit Report".

Traveler, L. Austin 091022 \$7.00