Expense Reports Guide

This guide will take you through the process of preparing and submitting **Expense Reports**. An **Expense Report** should contain all expenses for a travel objective, even if expenses were made months apart as is commonly seen with airfare or registration expenses. **Expense Reports** for In State expenses should contain all related expenses for a standard time period, like each month or each quarter. Submitting an **Expense Report** certifies that the expenses listed are accurate and appropriate, while sending the **Expense Report** on for review by the designated approvers. Even though a Delegate can prepare an **Expense Report**, only the traveler can submit it. If a Delegate has prepared the **Expense Report**, they should notify the traveler when the **Expense Report** is ready for submission. Notification might be in the form of email or verbal communication from the Delegate.

Accessing Concur

1. Go to **Travel.ou.edu** and login with your 4x4 or username.

Preparing an Expense Report – In State and Non Travel

2. **Expense Reports** for In State/Mileage Only travel or Non Travel expenses do not require a request in Concur.
3. To begin an **Expense Report** without a request, click on **Expense** from the main menu and select **+ Create New Report**.
4. Enter the **Event Name/Nature of Business**, **Report/Trip Start Date**, **Report/Trip End Date**, **Trip Type**, and **Report/Trip Purpose**.
5. Under the field of **Does this trip contain personal travel?** either select **Yes** or **No**.
6. If choosing **Yes**, enter in the **Personal Dates of Travel** in the next field.
7. If a chart field spread did not automatically populate from your **Profile**, enter in the **Fund**, **Org**, **Project**, **Function**, **Entity**, **Source** and **Purpose.** When entering the **Fund**, **Org** and **Project** you will select from the options in the drop-down menu. When selecting **Function**, **Entity**, **Source** and **Purpose** you will need to enter in the full code, wait for the correct code to appear below the list and then select it.
8. If additional information for the request needs to be provided, enter that in the **Comment** section.
9. In the **Claim Travel Allowance** section, select whether or not you want to claim a travel allowance. A travel allowance is required to claim per diem or lodging expenses.
10. If you selected to claim a travel allowance, the **Next** button will walk you through the process of filling out the itinerary for the trip.

11. If you selected that you were not claiming a travel allowance, click **Create Report** at the bottom of the screen to begin entering in expenses on the **Expense Report**.

Preparing an Expense Report – Out of State and International

12. **Expense Reports** for Out of State or International travel expenses require an approved request in Concur.
13. To access an approved request, click on **Requests** from the main menu and then click in the **Request**.
14. Approved requests that have not been expensed to a report will have the option of **Create Expense Report** at the top of the request.
15. Information entered on the Request Header will automatically populate on the Report Header.
16. If a chart field spread did not automatically populate from your **Profile**, enter in the **Fund**, **Org**, **Function**, **Entity**, **Project**, **Source** and **Purpose** to be charged. When entering the **Fund**, **Org** and **Project** you will select from the options in the drop-down menu. When selecting **Function** and **Entity**, you will need to enter in the full code, wait for the correct code to appear below the list and then select it.
17. Please see the Profile document for more information on defaulting future chartfield spread information.

Attaching an Approved Request

18. If an **Expense Report** was started before the Request was approved or if the **Expense Report** was not sourced from the Request, it can be added later.
19. Access the **Expense Report** and click on the **Report Details** hyperlink.
20. Select **Manage Requests** and in the pop-up window, click **Add**. Available Requests will display.
21. Click the **box** next to the approved Request, click **Add to Report** and then **Close**.
22. The Request has now been added to the **Expense Report** and you can proceed with filling in expenses.

Reviewing an Expense Report

23. If an **Expense Report** was created for you by a Delegate and you have been notified that it is ready for your submission, click **Expense** from the main menu and select the report by clicking on the **report name**.
24. You may notice a red alert at the top of your report indicating that only the traveler can submit the report. This will appear if your Delegate has checked all report errors for you. As the traveler, you will be able to submit the report and clear the error.

25. The report will appear and by clicking on the different **expense types**, the details on the expenses will appear on the right side of the screen.
26. Review all expense types and their details for accuracy.
27. To view the amount of the reimbursement, if applicable, click on the **Report Details** hyperlink and then select **Report Totals**.
28. The **Report Totals** pop-up will appear.
29. The **Report Total** will list the total amount of expenses on the report.
30. The **Less Personal Amount** will list the total amount of any expenses on the report not requested for reimbursement. These can be Personal/Non Reimbursable expenses or expenses that are outside of policy limits.
31. The **Due Employee** amount will list the total amount of reimbursement, if applicable.
32. The **Total Owed By Employee** will list the total amount to be deducted from the next paycheck, if applicable.
33. To print a copy of the **Expense Report**, click on **Print/Share** and choose ***OU-Detailed Report with Summary Data**. Select the **Print** button at the bottom of the screen to print the report summary or select **Save as PDF** button to save the report summary with attached receipts.
34. Once the report has been fully reviewed for accuracy and is ready for submission, click the **Submit Report** button at the top right of the screen.
35. The **Final Review** pop-up will appear. Review the legal certification and click **Accept & Submit**.
36. The report will be submitted and processed for additional approvals. Once all approvals are complete, you will receive an email notification from Concur that your report has been approved and payment status has been set to not paid. Reimbursement should appear in your bank account as an EFT payment within 3 – 5 business days and you should receive email notification of the EFT remittance from OMES the day the funds are deposited.