

# University of Houston-Downtown Concur Instructions

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

This instruction is for the Individual Dept Travel Card.

### Key Points:

- *Travel card charges for Individual Travel Cards will be listed in the cardholder's queue.*
- *The cardholder or his/her designee will create an Expense Report from the corresponding Travel Request.*
- *Cardholders and custodians are responsible for submitting Expense Reports in Concur to Accounts Payable no later than the 25th of the month or as stated in the monthly Travel Card email from the Coordinator/Administrator. If the 25th falls on a weekend or holiday, the due date will be the following business day unless otherwise announced by Accounts Payable.*
- *Expense Reports may contain both expenses via Individual Travel Card and traveler's out-of-pocket expenses, if the travel is already completed.*

**Step 1: In your Concur main page, you can click on "Request". Then, look for a Travel Request for which you will be creating an Expense Report.**

The screenshot shows the Concur main page for the University of Houston System. The navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. A red arrow points to the 'Requests' tab. The dashboard displays statistics: 43 New Authorization Requests, 03 Available Expenses, 54 Open Reports, and 09 Cash Advances. Below the dashboard are sections for TRIP SEARCH, ALERTS, and COMPANY NOTES. The TRIP SEARCH section includes an 'Air/Rail Search' form with fields for Departure City and Arrival City, and a 'Search' button. The ALERTS section contains two notifications: one about Tript Pro and another about e-receipts. The COMPANY NOTES section has a red heading 'Welcome to the UH System Travel and Expense Online Tool' and a sub-section '1. Getting Started' with instructions for first-time users.

# University of Houston-Downtown Concur Instructions

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

Select the appropriate Travel Request.

The screenshot shows the SAP Concur 'Manage Requests' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The main content area is titled 'Manage Requests' and features a 'REQUEST LIBRARY' section. A 'View' dropdown menu is set to 'Active Requests'. A red arrow points to a request card for 'Traveler, L. Austin 091022' with a status of 'APPROVED' and a date of '09/10/2022'. The amount for this request is '\$1,400.00'. To the left of the request card is a large blue button with a red plus sign and the text 'Create New Request'.

Once inside of the travel request, select the "Create Expense Report" tab.

The screenshot displays the details of a travel request for 'Traveler, L. Austin 091022' with a total amount of '\$1,400.00'. The status is 'Approved' and the request ID is 'A99W'. A red arrow points to the 'Create Expense Report' button in the top right corner. Below the header, there are tabs for 'Request Details', 'Print/Share', and 'Attachments'. The main section is titled 'EXPECTED EXPENSES' and contains a table with the following data:

Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
Air Ticket	Houston (HOU) - Austin (AUS) : Round Trip	09/10/2022	\$500.00	\$500.00
Dining		09/10/2022	\$300.00	\$300.00
Other Incidental Expenses		09/10/2022	\$600.00	\$600.00
				<b>\$1,400.00</b>

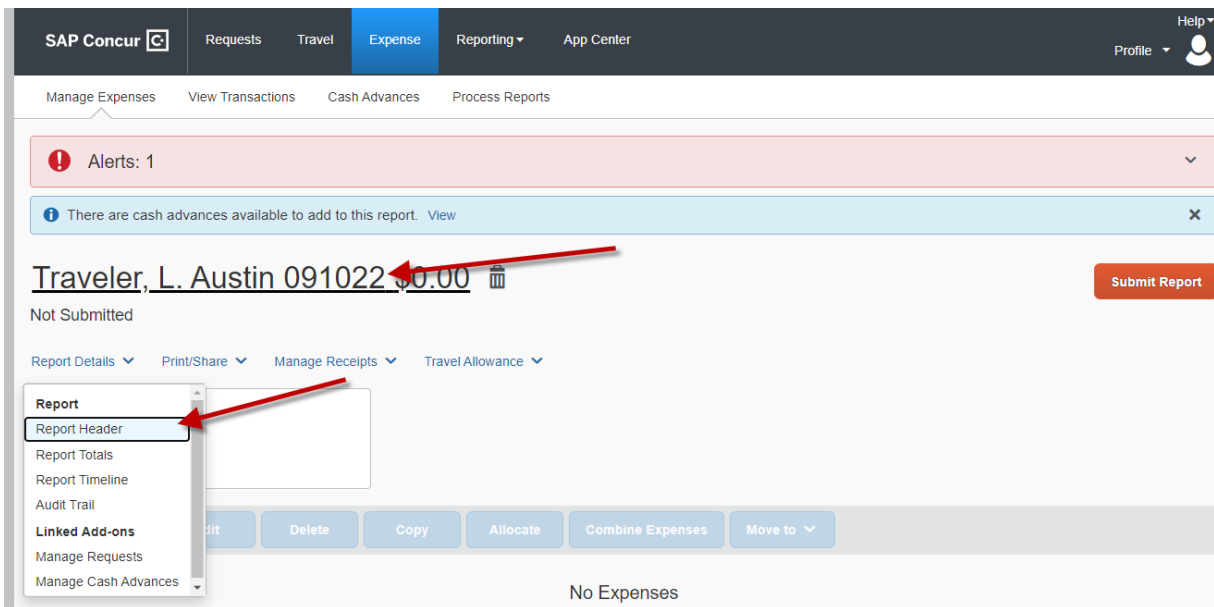
# University of Houston-Downtown Concur Instructions

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

**Step 2: The system will take you to the expense report. Open the report header by selecting the document ID, or “Report Details” followed by “Report Header”. Complete the fields in red.**

- Traveler is BOTH a non-employee and a foreign national (No for Individual Travel Card)
- All receipts submitted within 60 days after trip or moving expense (Yes or No)
- Is this for Department Travel Card charges? (No)

The information for the remaining fields is automatically transferred from the corresponding Travel Request.



<p>Traveler Type *</p> <p>Employee</p>	<p>Travel Type *</p> <p>Employee Travel in Texas (Not Studen...</p>	<p>Primary Purpose of Travel *</p> <p>Conference, workshop, training</p>
<p>Report Currency</p> <p>US, Dollar</p>	<p>Approval Status</p> <p>Not Submitted</p>	<p>Business Unit *</p> <p>(00730) University of Houston</p>
<p>Department *</p> <p>(H0116) H0116 DEAN, PHARMACY</p>	<p>Fund Type *</p> <p>LOCAL</p>	<p>Fund Code *</p> <p>(2086) DESIG-INTELLECTUAL P...</p>
<p>Program *</p> <p>(D1116) COP OFFICIAL FUNCTIO...</p>	<p>Project *</p> <p>NA</p>	<p>Grant Type *</p> <p>NON-GRANT</p>
<p>Chartfield1 *</p> <p>DO NOT USE</p>	<p>Traveler is BOTH a non-employee and a foreign national. *</p> <p>None Selected</p>	<p>All receipts submitted within 60 days after trip or moving exp. *</p> <p>None Selected</p>
<p>*UH Custom 15 Expense Group ID</p> <p>UH</p>	<p>Is this for Department Travel Card charges? *</p> <p>None Selected</p>	<p>If for a Department Travel Card, enter the last four digits</p> <p>0</p>

University of Houston-Downtown Concur Instructions  
Creating an Expense Report for Individual Travel Card charges (Local Funds)

**Step 3:** Now you are ready to record each expense. Select “Import Expenses” to pull appropriate Individual Travel Card expenses.

The screenshot displays the SAP Concur interface for creating an expense report. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted in blue), 'Reporting', and 'App Center'. Below this, a secondary navigation bar shows 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main content area shows a report for 'Traveler, L. Austin 091022 \$0.00' with a trash icon and the status 'Not Submitted'. Action buttons include 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A callout box displays 'REQUEST Approved \$1,400.00'. A row of buttons at the bottom includes 'Add Expense' (highlighted with a red arrow), 'Edit', 'Delete', 'Copy', 'Allocate', and 'Combine Expenses'. At the bottom right, it says 'No Expenses' and 'Add expenses to this report to submit f'.

Select the appropriate expenses, followed by “Add to Report”.

# University of Houston-Downtown Concur Instructions

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

Add Expense



**4**  
Available Expenses

**+**  
Create New Expense

<input type="checkbox"/>	Test	Hotel Room Only	DOUBLETREE SOUTHPARK STE Charlotte, North Carolina	01/30/2014	\$-202.04
<input type="checkbox"/>	Test	Undefined	NEWPORT Jersey City, New Jersey	01/28/2014	\$3.50
<input checked="" type="checkbox"/>	Paid by UH - Centrally Billed Travel Card	Hotel Room Only	HERTZ RENT A CAR Oklahoma City, Oklahoma	01/28/2014	\$112.99

Close **Add To Report**

**Step 4: Now the Individual Travel Card charge is recorded as an Expense on the Expense Report. Select within the expense entry to complete required information.**

Traveler, L. Austin 091022 \$112.99

Not Submitted

Report Details  Print/Share  Manage Receipts  Travel Allowance

REQUEST  
Approved  
\$1,400.00

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to

Alerts  Receipt  Payment Type  Expense Type  Vendor Details

<input type="checkbox"/>			Paid by UH - Centrally Billed Travel Card	Hotel Room Only	Hertz Oklahoma City, Oklahoma
--------------------------	--	--	---	-----------------	----------------------------------

## University of Houston-Downtown Concur Instructions Creating an Expense Report for Individual Travel Card charges (Local Funds)

Include the information or make adjustments as required. When selecting expense types for a travel card, select “(Direct-Billed)” if it is an option. Attach itemized receipt by selecting the panel on the right. Select “Save Expenses” to complete the changes, and return to the expense report.

The screenshot shows the 'Details' tab of a Concur expense report. The 'Allocate' section is active. The 'Expense Type' dropdown is set to 'Rental Car (Direct-Billed)'. The 'Transaction Date' is '01/28/2014'. The 'Business Purpose' field is empty. The 'Enter Vendor Name' field contains 'HERTZ RENT A CAR'. The 'City of Purchase' dropdown is set to 'Oklahoma City, Oklahoma'. The 'Payment Type' is 'Test'. The 'Amount' is '112.99'. The 'Currency' is 'US, Dollar'. The 'Business Unit' is '(00730) University of Houston'. There is a checkbox for 'Personal Expense (do not reimburse)' which is unchecked. A 'Comment' field is present but empty. At the bottom left, there are 'Save Expense' and 'Cancel' buttons. A red arrow points to the 'Save Expense' button. On the right side, there is a large red-bordered box containing an 'Upload Receipt Image' button with a document icon.

You may add other individual travel card charges and/or out-of-pocket expenses associated with the particular trip to the same Expense Report. See “Creating an Expense Report” for more details on recording out-of-pocket expenses.

**Step 5: Upload the required documents. See “Creating an Expense Report” for details.**

**Step 6: Submit the Expense Report into workflow by clicking on “Submit Report”.**

The screenshot shows the summary bar of the expense report. It displays 'Traveler, L. Austin 091022 \$112.99' followed by a trash icon. Below this, it says 'Not Submitted'. On the right side, there are two buttons: 'Copy Report' and 'Submit Report'.