



Travel Course Faculty Concur Quick Start Guide

Concur.chapman.edu

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CHAPMAN
UNIVERSITY

**Center for
Global Education**

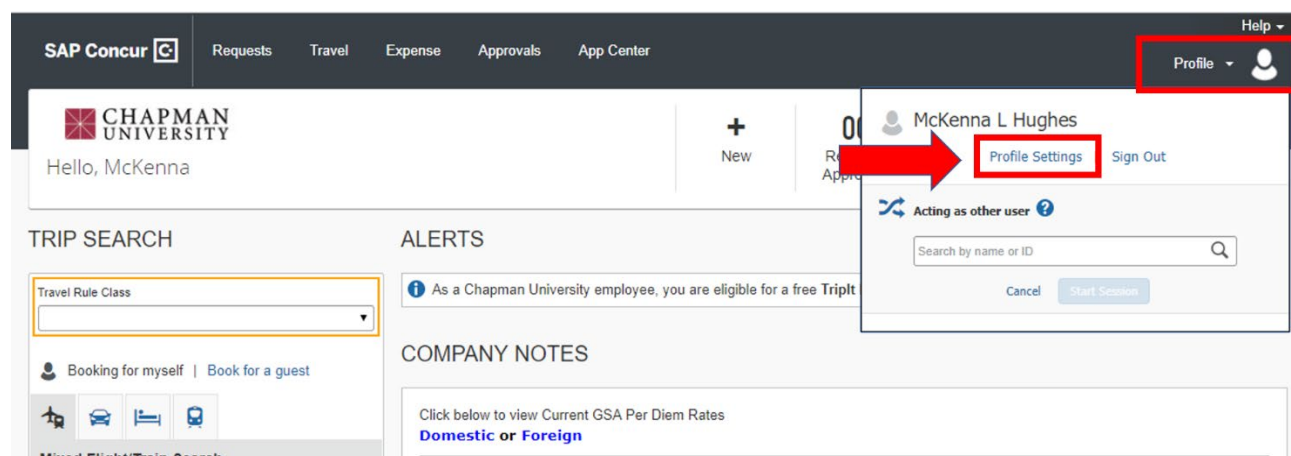
Quick Facts

- John Van Buren, from Accounts Payable, oversees Travel and Expenses in Concur. He is your number one resource if you have any questions throughout this process. Please reach out to him with questions or to set up a meeting at vanburen@chapman.edu.
- Concur may be accessed from anywhere with an internet connection – no VPN required!
- Additional training information and resources may be found at Chapman.edu/concur.
- Concur has a mobile application for easy use while traveling! Information on how to download and register the mobile app may be found on the [Chapman Concur Training](#) website.

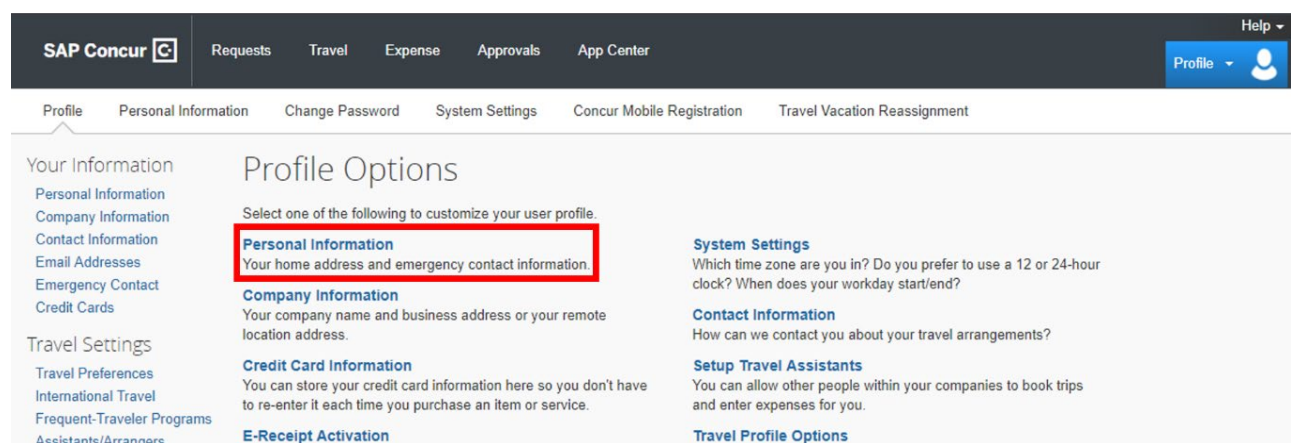
Setting up Your Concur Account

Concur uses the Chapman University Single Sign-On for easy access. In order to receive emails and fully access all the features available on your account, the first step is to ensure that your email address has been verified.

Sign on to your Concur account and click on **Profile**, then **Profile Settings**.



Select Personal Information



Scroll down until you see the **Email Addresses** section, or select Email Addresses from the Jump To bar

The screenshot shows the SAP Concur user interface. At the top is a navigation bar with links for Requests, Travel, Expense, Approvals, and App Center. Below this is a sub-navigation bar with links for Profile, Personal Information, Change Password, System Settings, Concur Mobile Registration, and Travel Vacation Reassignment. The main content area is titled 'My Profile - Personal Information' and includes a 'Profile Saved' status. On the left is a sidebar with various profile settings. The main area has a 'Jump To' dropdown menu with 'Email Addresses' selected, and a red arrow points to the 'Choose' button next to it. Below the dropdown is a warning message about name and airport security. Further down is a form for personal information with fields for Title, First Name, Middle Name, Nickname, Last Name, and Suffix. At the bottom is a 'Company Information' section.

Check your email **Verification Status**.


If you see the green check mark, you are good to go!

Verification Status

 **Verified**




If you see a grey icon and Not Verified, follow the instructions in the rest of this section.

Verification Status

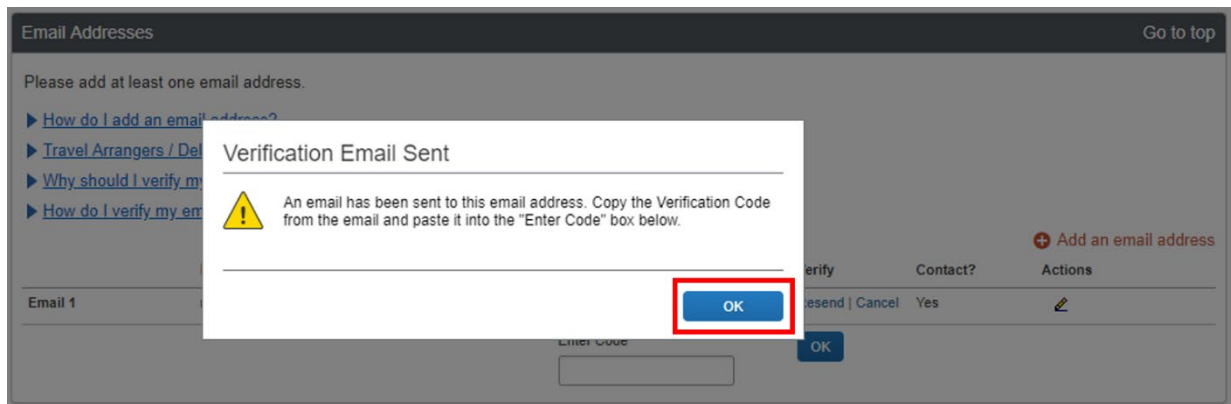
 **Not Verified**

Select **Verify**

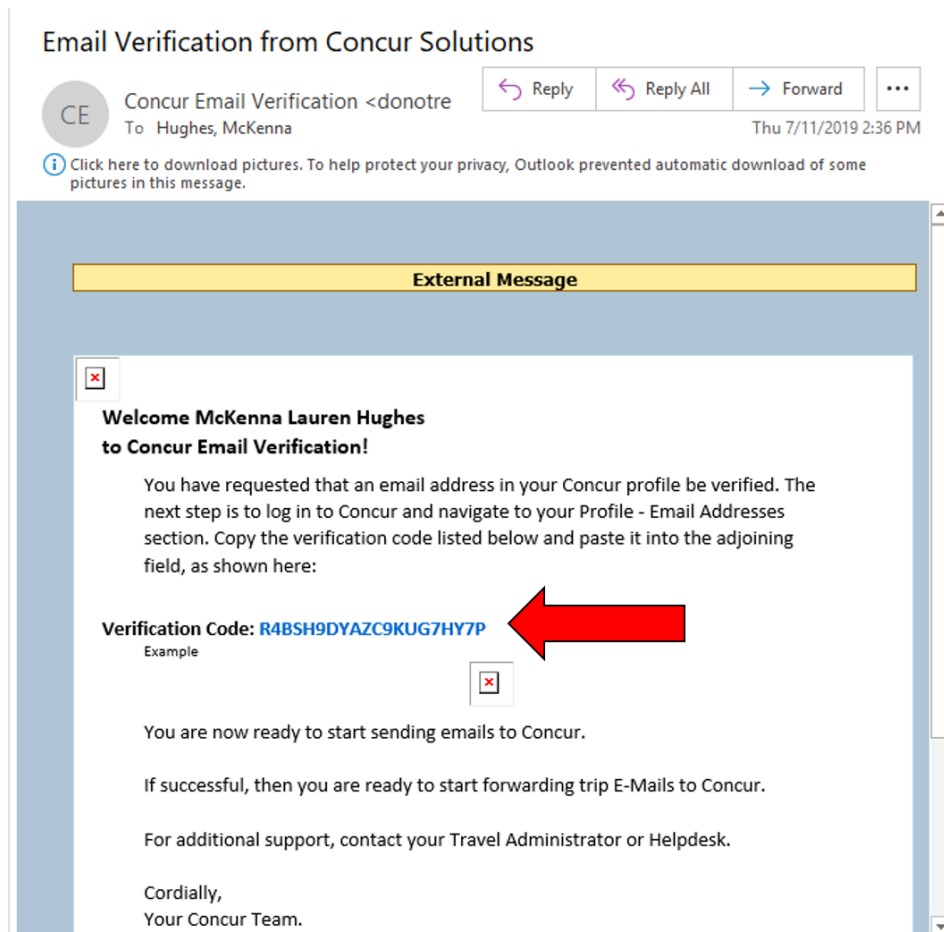
The screenshot shows the 'Email Addresses' section of the SAP Concur interface. It includes a 'Go to top' link and a message asking the user to add at least one email address. Below this are four links: 'How do I add an email address?', 'Travel Arrangers / Delegates', 'Why should I verify my email address?', and 'How do I verify my email address?'. A table lists the user's email addresses. The first entry is 'Email 1' with the address 'mchughes@chapman.edu'. The 'Verification Status' is 'Not Verified'. A red arrow points to the 'Verify' button in the 'Verify' column. The 'Contact?' column shows 'Yes'. The 'Actions' column has an 'Add an email address' button and an edit icon.

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 mchughes@chapman.edu	 Not Verified	Verify	Yes	 

This message will appear. Click **OK**



An email will be sent to your Chapman email address with a randomized **Verification Code**.
Copy the Verification Code from the email



Paste the Verification Code in the box under Enter Code, then hit **OK**

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 mchughes@chapman.edu	Check email for code	Resend Cancel	Yes	
	Enter Code	OK		

If the code matches, you will see this message. Click **OK**

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

[+ Add an email address](#)

Email Verification Status

Your email address has been verified.
You may now send receipts to Concur by emailing receipts@concur.com
You may now send trips to Concur by emailing plans@concur.com

OK

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 mchughes@chapman.edu	Verified	Disable Verification	Yes	

Your email address status should now show **Verified**

Email Addresses Go to top

Please add at least one email address.

- ▶ [How do I add an email address?](#)
- ▶ [Travel Arrangers / Delegates](#)
- ▶ [Why should I verify my email address?](#)
- ▶ [How do I verify my email address?](#)

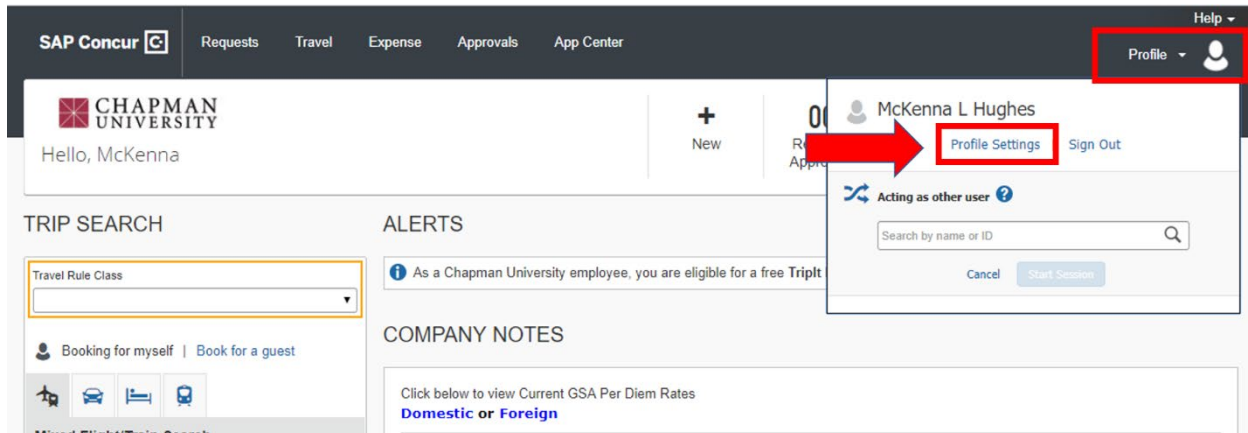
[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 mchughes@chapman.edu	Verified	Disable Verification	Yes	

Delegates

In order to receive a Travel Course Cash Advance, the Travel Course Manager must be added as a delegate for your Concur account.

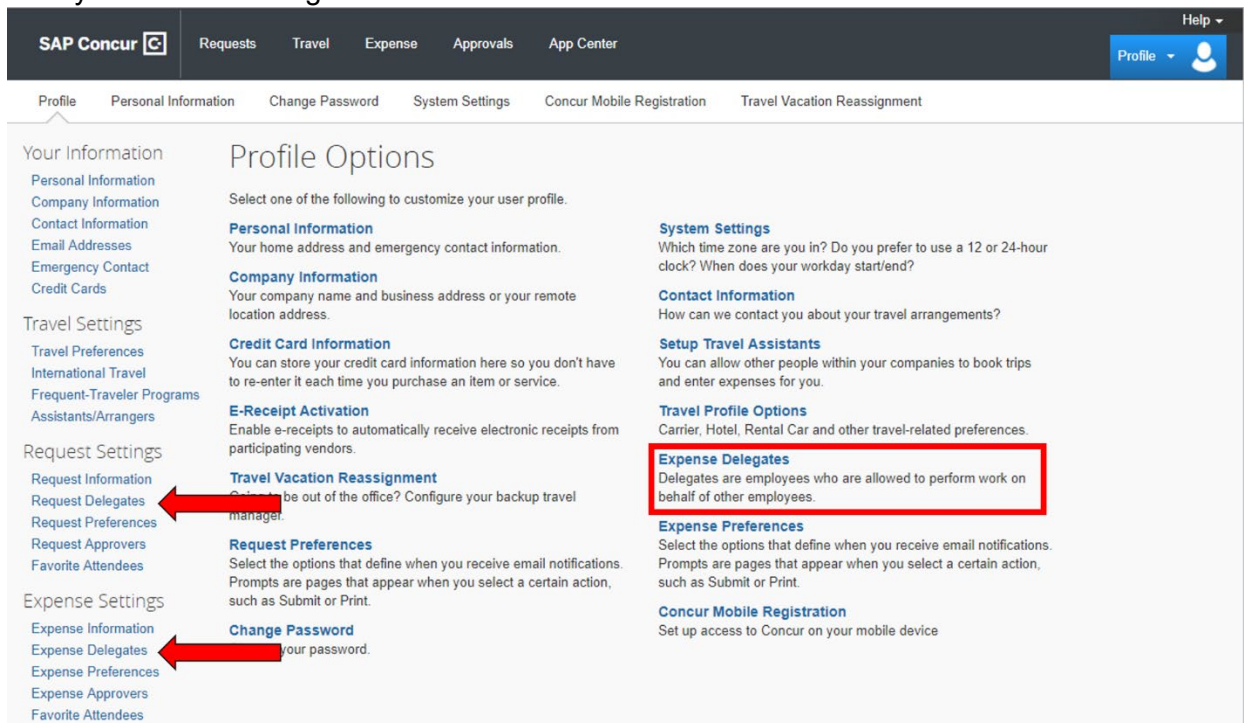
Go into **Profile > Profile Settings**



Click on any of the three links: **Expense Delegates** or **Request Delegates**

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for both Expense and Request.

To view a complete list of your Delegates, open the Expense Delegate or Request Delegate link from your Profile Settings.



Request Delegates

Delegates

Delegate For

Add

Save

Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
--------------------------	-------------	-------------------	-------------------	-----------------	-----------------------	--------------------------	--------------------------

No records found.

Request Delegates

Delegates

Delegate For

Add

Save

Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

lawson@chapman.edu - Jean Lawson

Add

Cancel

lawson@chapman.edu - Jean Lawson

lawson@chapman.edu

User ID: 0916399

Logon ID: lawson@chapman.edu

Reporting

Receives Emails

Can Approve Temporary

Can Preview For Approver

Receives Approval Emails

No records found.

Request Delegates

Delegates

Delegate For

Add

Save

Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Lawson, Jean lawson@chapman.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div><input type="checkbox"/> <div>PERM SELECT</div></div> <div><input type="checkbox"/> <div>PERM SELECT</div></div>	<input type="checkbox"/>	<input type="checkbox"/>

Request Delegates

Delegates

Delegate For

Add

Save

Delete

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Can Use Reporting	Receives Emails	Can Approve Temporary	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Lawson, Jean lawson@chapman.edu	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text" value=""/>	<input type="checkbox"/>	<input type="checkbox"/>

Cash Advance

Now that the Travel Course Manager is listed as a delegate on your account, the Center for Global Education will create your Cash Advance once the Travel Course Final Budget has been completely signed off. You will receive the Cash Advance within 30 days of your departure date.

CA Direct Deposit

If you would like to receive your Cash Advance funds via direct deposit rather than a physical check, you must set up your direct deposit with Accounts Payable for expense report reimbursements. **Please note that this is separate from your Payroll Direct Deposit.**

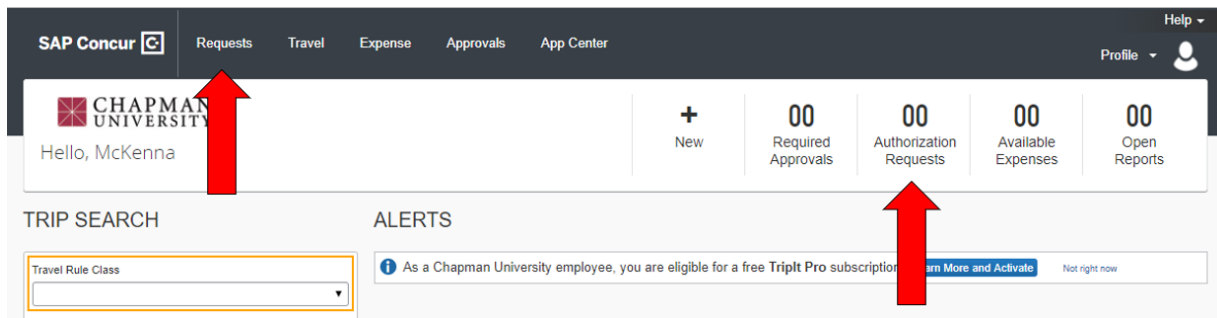
Complete the Expense Report Reimbursement section of the [Automatic Paycheck and Expense Report Deposit Authorization](#) form and submit it to John Van Buren or Rosie Garcia in Accounts Payable as soon as possible. Processing times may vary.

Viewing A Cash Advance

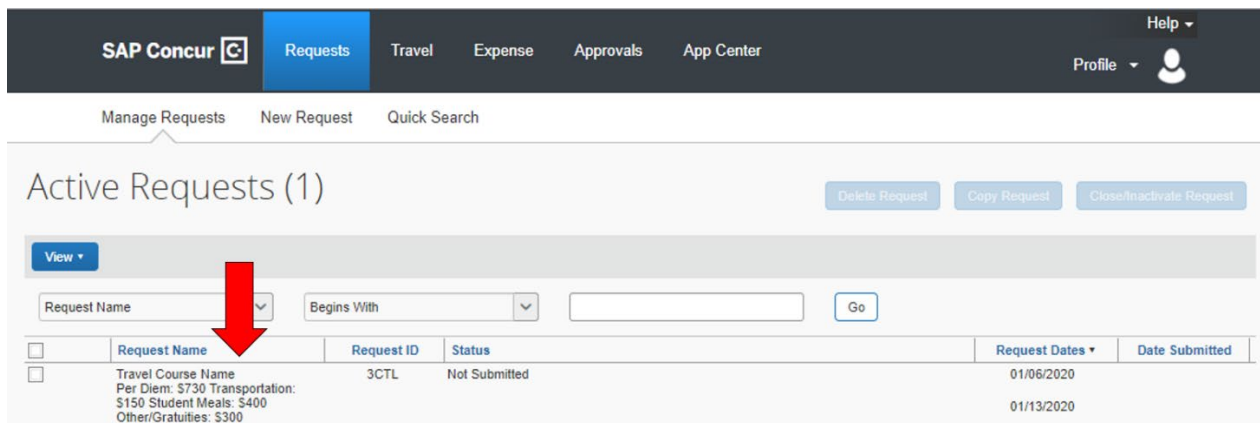
The Travel Course Manager, as your delegate, creates your Cash Advance for your upcoming Travel Course program. Once your Cash Advance has been created, you will receive an email notification from Concur informing you that a Request has been created on your account.

When you receive this email, login to your Concur account then click **Requests** or **Authorization Requests** on the homepage.

In order to receive the funds, you must review and Submit the Request



You will see your saved Cash Advance under Manage Requests. Click on the **Request Name** to see full details.



This will open the full details of your Cash Advance. **Do not make any changes to the information provided in your Cash Advance.** The following information is here to help you understand the details of your Travel Course Cash Advance so you will be better prepared to create your Expense Report after your program ends.

The Request Name will include your name and the name of the Travel Course.

Reading A Cash Advance

The **Request/Trip Purpose** and **Charge To** items are mapped to the Travel Course area. Charge To autocompletes to your default setting (Faculty – 520050) so please verify that it has been changed to the Travel Course code.

The breakdown of your Cash Advance is outlined in **Additional Information**. These details are pulled from your Travel Course Final Budget Details.

Additional Information

Per Diem: \$730
Transportation: \$150
Student Meals: \$400
Other/Gratuities: \$300

The **Budget Number** strand will also autocomplete to your departmental budget. Instead, your Request must be mapped to your specific Travel Course PeopleSoft Budget Number that is included on the bottom of your Preliminary and Final Budgets. To avoid delays in receiving Travel Course funds, **please double check that this Cash Advance reflects your Travel Course Budget number rather than your department budget.**

Fund*	Department*	Program*	Project*	Operating Unit*
(100) UR - Operations	(5766) CGE Travel Course ? TBD 7	(57660) Spanish Language And Culture	None	None

Fund*	Department*	Program*
(100) UR - Operations	(5766) CGE Travel Course ? TBD 7	(57660) Spanish Language And Culture

The bottom of the page displays the **Cash Advance Amount**, **Disbursement Date**, and **Cash Advance Comments**. This information reflects the total amount of your Cash Advance, the date when you are eligible to receive you Cash Advance, and the signed Final Budget and Details PDF attached.

Cash Advance

Cash Advance Amount in USD*	Requested Disbursement Date	Cash Advance Comment
\$1,580.00	12/06/2019	Signed Final Budget, Details attached

Submitting A Cash Advance

You will receive notification from Concur that a Cash Advance has been created on your behalf. **Only YOU may submit your Cash Advance Request.** Delegates may not submit requests or expense reports on behalf of another employee. Log into Concur and open your Cash Advance.

[Requests](#)
[Travel](#)
[Expense](#)
[Approvals](#)
[App Center](#)

[Manage Requests](#)
[New Request](#)
[Quick Search](#)

[Profile](#)

[Cancel](#)
[Save](#)
[Attachments +](#)
[Print / Email +](#)
[Delete Request](#)
[Submit Request](#)

Status: Not Submitted

Request 3CTL

Request/Trip Name* (*required): Travel Course Name
 Additional Information: Per Diem: \$730 Transportation: \$...

[Request Header](#)
[Expenses](#)
[Approval Flow](#)
[Audit Trail](#)

Request/Trip Name* (*required)	Request/Trip Start Date*	Request/Trip End Date*	Duration (# of Days will calculate on Save)
Travel Course Name	01/06/2020	01/13/2020	8

Request/Trip Purpose*	Charge To*	Additional Information	Comment
Travel Course/Study Abroad	TravelCourse-571015	Per Diem: \$730 Transportation: \$150 Student Meals: \$400 Other/Gratuities: \$300	

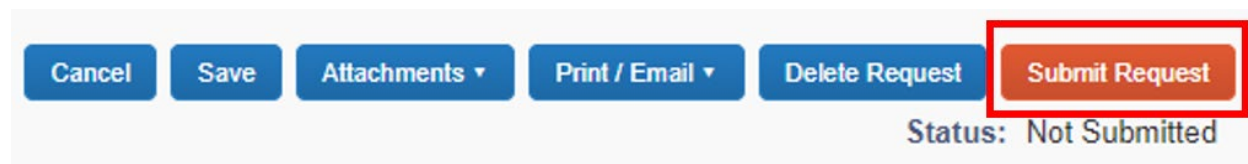
Fund*	Department*	Program*	Project*
(100) UR - Operations	(5766) CGE Travel Course ? TBD 7	(57660) Spanish Language And Culture	None

Operating Unit*	Class
None	

Cash Advance

Cash Advance Amount in USD*	Requested Disbursement Date	Cash Advance Comment
\$1,580.00	12/09/2019	Signed Final Budget, Details attached

In the upper right corner, click the orange **Submit Request** button.



Expense Report

If you receive a Cash Advance, you must reconcile the funds provided by submitting an Expense Report in Concur. Reconciliation of your Cash Advance must occur within 30 days of your return to Chapman campus. If you will not be returning to Chapman directly after the end of the Travel Course, please inform the Travel Course Manager the date you plan to return to Chapman and your Expense Report Deadline will be adjusted accordingly.

While Abroad – Receipts

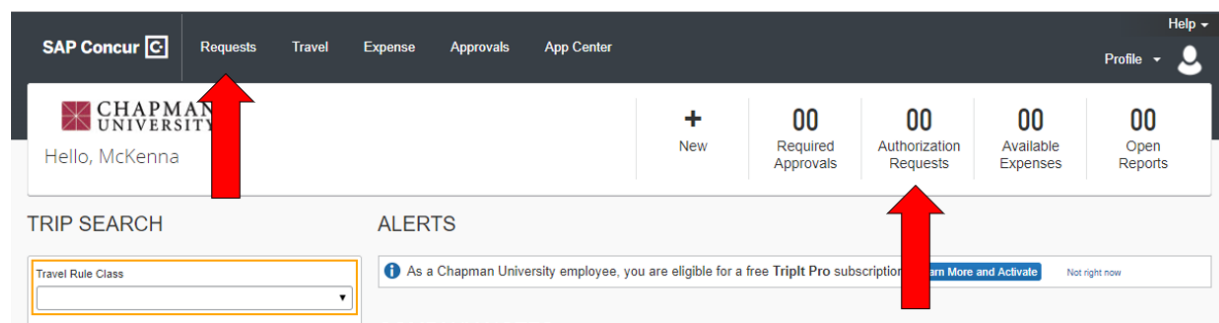
There are several ways to collect and save your receipts during your Travel Course program. These training resources will cover the three ways to capture receipts for Concur:

- <https://www.chapman.edu/campus-services/information-systems/files/concur-three-ways-to-capture-receipts-for-concur.pdf>
- https://youtu.be/QQPd_2rAYvA

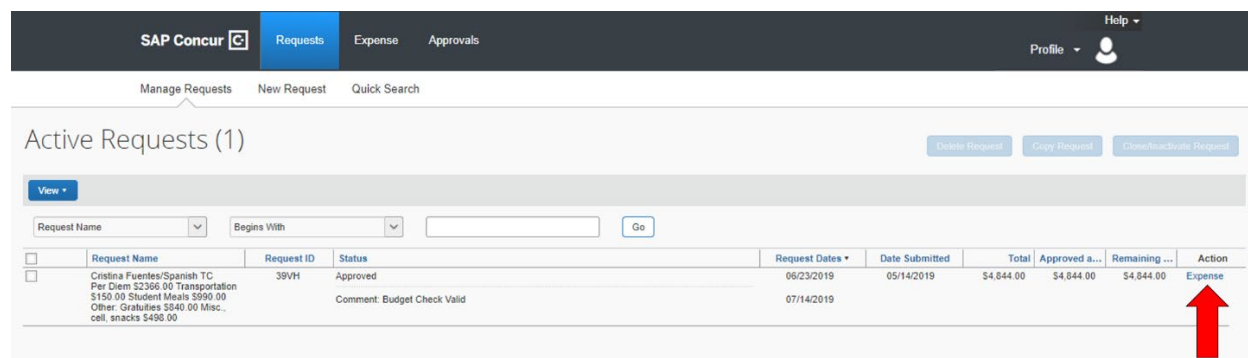
Creating An Expense Report

Creating An Expense Report from a Cash Advance

Open your **Active Requests** by selecting **Requests** in the top header.



In your **Active Requests**, you should see your approved Travel Course Cash Advance. On the far right, select the Action option **Expense**.



OR, click on the **Request Name** to open the Cash Advance details.

The screenshot shows the SAP Concur interface with the 'Requests' tab selected. Under 'Active Requests (1)', there is a table with one entry. A red arrow points to the 'Request Name' column header.

<input type="checkbox"/>	Request Name	Request ID	Status
<input type="checkbox"/>	Cristina Fuentes/Spanish TC Per Diem \$2366.00 Transportation \$150.00 Student Meals \$990.00 Other: Gratuities \$840.00 Misc., cell, snacks \$498.00	39VH	Approved Comment: Budget Check Valid

Then select **Create Expense Report**.

The screenshot shows the details for Request 39VH. The 'Create Expense Report' button is highlighted with a red box, and a red arrow points to it. The page includes a header with the request name, a list of buttons (Create Expense Report, Attachments, Print / Email, Cancel Request, Close/Inactivate Request), and a table with request details.

Request 39VH [Fuentes, Cristina]

Request/Trip Name* (*required): Cristina Fuentes/Spanish TC
Additional Information: Per Diem \$2366.00 Transportation...

Buttons: Create Expense Report, Attachments, Print / Email, Cancel Request, Close/Inactivate Request

Status: Approved
Amount: \$4,844.00

Request/Trip Name* (*required)	Request/Trip Start Date*	Request/Trip End Date*	Duration (# of Days will calculate on Save)	Request/Trip Purpose*
Cristina Fuentes/Spanish TC	06/23/2019	07/14/2019	22	Travel Course/Study Abroad

If you did not create the Expense Report from the existing Cash Advance...

In your Expense Report, go to **Details**, then **Report Header**

Barcelona TC Fuentes

[+ New Expense](#) [Import Expenses](#) [Details ▾](#) [Receipts ▾](#) [Print / Email ▾](#)

Expenses ☐ [Date ▾](#) [Expense type](#) [View ▾](#) [Requested](#)

[Adding New Expense](#)

No Expenses Found

Report
Report Header
Totals
Audit Trail
Approval Flow
Comments
Cash Advances
Available
Assigned
Allocations
Allocations
Travel Allowances
New Itinerary
Available Itineraries
Expenses & Adjustments

At the bottom, under Requests, select **Add**

Report header for: Barcelona TC Fuentes

Policy *CU Expense Policy (w Budget) ▾	Report/Trip Name* (*required) Barcelona TC Fuentes	Report/Trip Start Date* 06/23/2019	Report/Trip End Date* 07/14/2019
Report/Trip Purpose* Travel Course/Study Abroad ▾	Business Purpose* Spanish Travel Course	Charge To* TravelCourse-571015 ▾	Comment
Fund* (100) UR - Operations ▾	Department* (5766) CGE Travel Course ? ▾	Program* (57660) Spanish Language A ▾	Project* None ▾
Operating Unit* None ▾	Class 		

Request ID 	Report Total 1,821.50	Personal Expenses 0.00	Amount Not Approved 0.00
Amount Approved 1,821.50	Amount University Paid 0.00	Amount Due University 0.00	Amount Due User 0.00
Amount Due University Card 0.00	Total Amount Claimed 1,821.50		

Requests

☐ [Request Name](#) [Request ID](#) [Cancelled](#) [Request Total](#) [Amount Approved](#) [Amount Remaining](#)

[Add](#) [Remove](#)

[Save](#) [Cancel](#)

Click the check box next to the pending Cash Advance and click **Add**

Available Requests

☒ Request Name
 Request ID
 Cancelled
 Request Total
 Amount Approv...
 Amount Remai...

☒ Cristina Fuentes/...
 39VH
 No
 \$4,844.00
 \$4,844.00
 \$4,844.00

Add

Cancel

Copy the Request ID at the bottom into the empty Request ID box in the middle of the Header page.

Report header for: Barcelona TC Fuentes

Policy

*CU Expense Policy (w Budget)

Report/Trip Name* (*required)

Barcelona TC Fuentes

Report/Trip Start Date*

06/23/2019

Report/Trip End Date*

07/14/2019

Report/Trip Purpose*

Travel Course/Study Abroad

Business Purpose*

Spanish Travel Course

Charge To*

TravelCourse-571015

Comment

Fund*

(100) UR - Operations

Department*

(5766) CGE Travel Course ?

Program*

(57660) Spanish Language A

Project*

None

Operating Unit*

None

Class

Request ID

Report Total

1,821.50

Personal Expenses

0.00

Amount Not Approved

0.00

Amount Approved

1,821.50

Amount University Paid

0.00

Amount Due University

0.00

Amount Due User

0.00

Amount Due University Card

0.00

Total Amount Claimed

1,821.50

Requests

Add

Remove

☐ Request Name
 Request ID
 Cancelled
 Request Total
 Amount Approved
 Amount Remaining

☐ Cristina Fuentes/Spanis...
 39VH
 No
 \$4,844.00
 \$4,844.00
 \$4,844.00

Save

Cancel

Hit **Save**.

Concur Tip: The Request Header is also where you make sure that your Expense Report is tied to your Cash Advance, the budget number listed represents your Travel Course, and that the Charge To field is mapped to Travel Course-571015.

Adding Expense Items

All Travel Course funds contained in your Cash Advance must be reconciled on your Travel Course Expense Report. Travel Course expense lines are coded differently than Faculty's Departmental Expense Reports. Please read the following carefully.

How to Attach Receipts

After you've created an expense item, you will **Attach Receipt**. Any expense items without a receipt will give you a warning 🚨 Warnings may prevent the submission of your expense report.

The screenshot shows the 'Expense' form in Concur. At the top right, it says 'Available Receipts'. Below this, a summary bar shows 'Total Amount: \$150.00 | Itemized: \$150.00 | Remaining: \$0.00'. The form fields are as follows:

- Expense Type*: Entertainment Meals (attende...)
- Charge To*: TravelCourse-571015
- Transaction Date*: 01/21/2020
- Report/Trip Purpose*: Travel Course/Study Abroad
- Payment Type*: Out of Pocket
- Amount*: 150.00 USD
- Comment: (empty)
- Sales Tax Amount: (empty)
- Sales Tax Accrual: (empty)
- Sales Tax Accrual Comment: (empty)

Below the form fields is the 'Attendees' section. It shows 'Attendees: 2 | Attendee Total: \$0.00 | Remaining: \$0.00'. There are buttons for 'New Attendee', 'Advanced Search', 'Favorites', and 'Search Recently Used'. A table lists the attendees:

	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Amount
<input type="checkbox"/>	Hughes, McKenna L.			Faculty/Staff	\$0.00
<input type="checkbox"/>	Lawson, Jean			Student	\$0.00

At the bottom right of the form, there are four buttons: 'Save', 'Add Itemization', 'Attach Receipt', and 'Cancel'. A large red arrow points to the 'Attach Receipt' button.

Either upload a new receipt by clicking **Browse** or select an existing receipt from your Concur receipt library by selecting the applicable image under **Available Receipts**.

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.
No Receipt? Create a missing Receipt Affidavit [here](#).

File Selected for uploading: Browse... Attach

No file selected

Or choose an image from your Available Receipts.

Available Receipts Attach

TER - Details Menu.png

Cancel

If you choose Browse and upload a new receipt file, make sure to hit **Attach** to save your receipt.

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.
No Receipt? Create a missing Receipt Affidavit [here](#).

File Selected for uploading: Browse... Attach

TER - Itemize Group Meal.png

Or choose an image from your Available Receipts.

Available Receipts

Now, a new tab called Receipt Image will appear on your expense. This allows you to view the receipt. **Please note that if you attach multiple receipts to one expense, only one receipt image will appear here.**

Expense Receipt Image

Total Amount: \$150.00 | It

[-] [+] [Refresh]

Per Diem: Meal Allowance Exception

After your Expense Report has been created and the report header information has been tied from the Cash Advance, review the report header information to ensure that all areas were correctly mapped to **Travel Course – 571015** and your specific Travel Course Budget Number.

Request/Trip Purpose*	Charge To*
Travel Course/Study Abroad	TravelCourse-571015

Fund*	Department*	Program*
(100) UR - Operations	(5766) CGE Travel Course ? TBD 7	(57660) Spanish Language And Culture

When you select **Next >>** in the bottom right corner, a window will pop up asking whether this report includes per diem. Select **No**. Travel Course per diems are calculated at the time of the Final Budget, and cannot be modified afterwards, so it does not follow the typical reporting pattern.

Travel Allowances

? Will this report include travel allowance (per diem) expenses?

Yes No

This will open the expense line options. You will see your Cash Advance amount pending under **Total Amount**. This is the amount to be reconciled in this report.

+ New Expense

Import Expenses

Details

Receipts

Print / Email

Expenses

Move

Delete

Copy

View

«

Adding New Expense

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Personal Car Mileage*

Baggage Fees*

All Expense Types

01. Travel Expenses

Agency Booking Fees*

Hotel / Lodging*

02. Transportation

Airfare*

Baggage Fees*

Car Rental*

Fuel*

Ground/Water Transport*

Parking*

Train*

03. Mileage

Personal Car Mileage*

04. Meals & Entertainment

Entertainment Meals (attendees)*

Non-Travel Meals (attendees)*

...08. Prepaid Expense

Pcard Prepaid Travel-130710

Prepaid-Current Year-140220

Prepaid-Future Year-140210

09. Other

Amount due to Chapman Pcard-130810

Building Maintenance-530025

Conferences/Meetings*

Donor Recognition-517040

Miscellaneous*

Non-Reimbursable/Personal Expense

Printing-517035

Promotions & Advertising-525000

Rental Equip & Other-530005

Special Expense Type

Uniforms and Drycleaning-517045

TOTAL AMOUNT

\$4,844.00


TOTAL REQUESTED

\$0.00

To input your per diem, select ***Meal Allowance Exception** under 10. FS Use Only.

10. FS Use Only


- CIP (FS Use Only)-180350
- Computers (FS Use Only)-560015
- Fixed Asset Computer (FS Use Only)-560105
- Fixed Asset Purchase (FS Use Only)-560100
- Furniture & Equip (FS Use Only)-560010
- Meal Allowance Exception***
- Professional Services (FS Use Only)-510005
- Relocation (FS Use Only)-520110



Enter the **Dollar Amount** allocated for your Per Diem. The exact amount is written in the comments section of your Cash Advance and included in the Travel Course Manager's welcome back email.

New Expense Available Receipts


Expense Type* Meal Allowance Exception*	Charge To* TravelCourse-571015	Transaction Date* <input type="text"/>
Report/Trip Purpose* Travel Course/Study Abroad	Additional Information <input type="text"/>	City of Purchase <input type="text"/>
Payment Type* Out of Pocket	Amount* <input type="text"/> USD	Comment <input type="text"/>



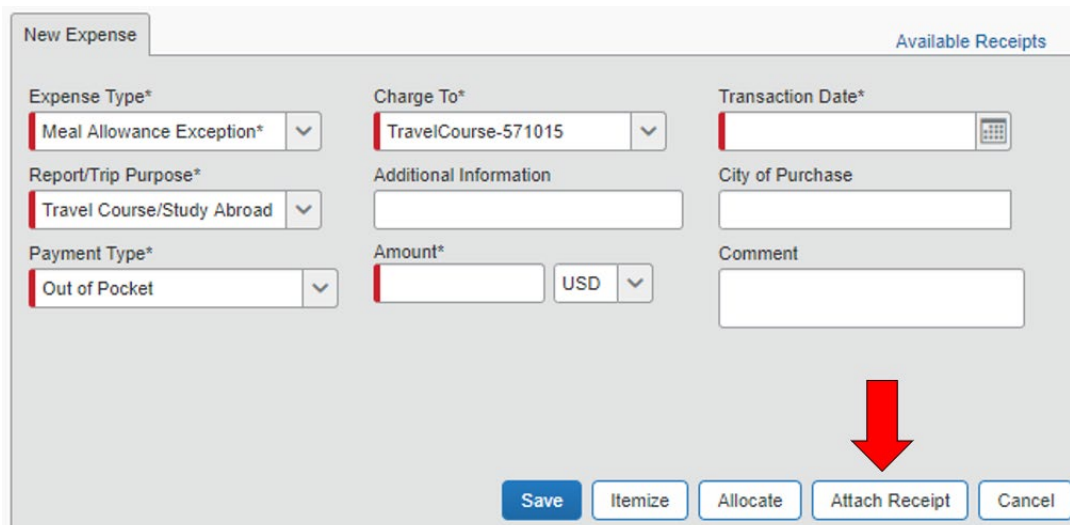
Enter the **Transaction Date**. You may choose any day during your program travel dates.

New Expense Available Receipts

Expense Type* Meal Allowance Exception*	Charge To* TravelCourse-571015	Transaction Date* <input type="text"/>
Report/Trip Purpose* Travel Course/Study Abroad	Additional Information <input type="text"/>	City of Purchase <input type="text"/>
Payment Type* Out of Pocket	Amount* <input type="text"/> USD	Comment <input type="text"/>



Select **Attach Receipt** and upload a PDF copy of the signed Final Budget and Details, which is attached in the Travel Course Manager's welcome back email.



The screenshot shows a 'New Expense' form with the following fields and options:

- Expense Type***: Meal Allowance Exception* (dropdown)
- Charge To***: TravelCourse-571015 (dropdown)
- Transaction Date***: (calendar icon)
- Report/Trip Purpose***: Travel Course/Study Abroad (dropdown)
- Additional Information**: (text input)
- City of Purchase**: (text input)
- Payment Type***: Out of Pocket (dropdown)
- Amount***: (text input) USD (dropdown)
- Comment**: (text input)

At the bottom, there are five buttons: **Save**, **Itemize**, **Allocate**, **Attach Receipt**, and **Cancel**. A large red arrow points directly to the **Attach Receipt** button.

Group Meals

Any group meal covered by Chapman University, not including those paid for by your Provider, requires both the full itemized receipt for the meal showing individual purchases included in the meal and the total cost receipt. A roster of meal attendees (faculty, students, guest lecturers, etc) is also required.

Select **Entertainment Meals (attendees)**

04. Meals & Entertainment

Entertainment Meals (attendees)*

Non-Travel Meals (attendees)-520045



Fill out the date, amount, and comment for this group meal. You will need to **add at least one other attendee** who is not yourself to the attendee list on the expense. Select **Add Attendee**.

New Expense Available Receipts

Expense Type* Entertainment Meals (attende Charge To* TravelCourse-571015 Transaction Date* Report/Trip Purpose* Travel Course/Study Abroad

Payment Type* Out of Pocket Amount* USD Comment

Sales Tax Amount Sales Tax Accrual Sales Tax Accrual Comment

Attendees*   Attendees: 1 | Attendee Total: \$0.00 | Remaining: \$0.00

New Attendee Advanced Search Favorites Search Recently Used Remove Create Group

<input type="checkbox"/>	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Amount
<input type="checkbox"/>	Hughes, McKenna L.			Faculty/Staff	\$0.00

Itemize Allocate Attach Receipt Cancel

In the Add Attendee window, select the Attendee Type and enter their First and Last Name. You may then select with **Save & Add Another** or **Save**. If you select Save & Add Another, the attendee you just entered will be added to the expense attendee list and the Add Attendee window will remain open for you to enter another attendee. If you click Save, the attendee is added to your attendee list and the Add Attendee window closes. Because you will be adding a complete roster of attendees to this expense, you do not need to add every attendee to every group meal this way.

Add Attendee ✕

Attendee Type Contractor Last Name*

Contractor
Donor
Other
Research Participant
School Guest
Spouse/Partner
Student
Visiting Professor

Save & Add Another Save Cancel

Once you add at least one additional attendee, this expense must be **Itemized**.

New Expense Available Receipts

Expense Type* Entertainment Meals (attende) Charge To* TravelCourse-571015 Transaction Date* 01/21/2020 Report/Trip Purpose* Travel Course/Study Abroad

Payment Type* Out of Pocket Amount* 150.00 USD

Sales Tax Amount Sales Tax Accrual Sales Tax Accrual Comment

Attendees* Attendees: 2 | Attendee Total: \$150.00 | Remaining: \$0.00

New Attendee Advanced Search Favorites Search Recently Used Remove Create Group

	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Amount
<input type="checkbox"/>	Lawson, Jean			Student	\$75.00
<input type="checkbox"/>	Hughes, McKenna L.			Faculty/Staff	\$75.00

Itemize Allocate Attach Receipt Cancel

This is where you itemize any alcoholic beverages or personal expenses that were part of the group meal. If your course has anyone under the age of 21 present, there should never be an alcoholic beverage ordered at a group meal. In most cases, you will put \$0 in both lines. Then **Save Itemizations**.

Expense Meals (Alcohol Bevs & Tips) Available Receipts

Total Amount: \$150.00 | Itemized: \$0.00 | Remaining: \$150.00

Amount Personal Expense (do not reimburse)

Alcohol Beverages* ☐

Non-Reimbursable/Personal Expense ☒

Save Itemizations Cancel

Then follow the [above directions](#) to **Attach Receipt** with the full itemized receipt for the meal. A receipt showing just the total amount paid may not be sufficient to reconcile a group meal. Next, [follow the instructions below](#) on how to attach the group roster as a second receipt.

Attaching multiple receipts

Multiple receipts will be required for certain expense lines, most notably for group meals as you are required to add both the itemized receipt for the meal and a roster of attendees. After following the [instructions to attach the first receipt](#), click on **Available Receipts**.

Expense Receipt Image Available Receipts

Total Amount: \$200.00 | Itemized: \$200.00 | Remaining: \$0.00

Expense Type* Entertainment Meals (attende) Charge To* TravelCourse-571015 Transaction Date* 01/21/2020

Report/Trip Purpose* Travel Course/Study Abroad Payment Type* Out of Pocket Amount* 200.00 USD

Comment

Sales Tax Amount Sales Tax Accrual Sales Tax Accrual Comment

Attendees* Attendees: 1 | Attendee Total: \$0.00 | Remaining: \$0.00

New Attendee Advanced Search Favorites Search Recently Used Modify

	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Amount
<input type="checkbox"/>	Hughes, McKenna L.			Faculty/Staff	\$0.00

Save Add Itemization Attach Receipt Cancel

You have the option of selecting an **available receipt** previously uploaded into Concur or **Upload** a new receipt.

Expense Receipt Image Available Receipts Refresh Upload

Total Amount: \$150.00 | Itemized: \$150.00 | Remaining: \$0.00

Add receipts by emailing them to receipts@concur.com
Manage My Verified Emails

Delete

Barcelona (C. Huentes)

TER - Details Menu.png

Expense Type* Entertainment Meals (attende) Charge To* TravelCourse-571015 Transaction Date* 01/21/2020

Report/Trip Purpose* Travel Course/Study Abroad Payment Type* Out of Pocket Amount* 150.00 USD

Comment

Sales Tax Amount Sales Tax Accrual Sales Tax Accrual Comment

Attendees* Attendees: 2 | Attendee Total: \$150.00 | Remaining: \$0.00

New Attendee Advanced Search Favorites Search Recently Used Modify

	Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Amount
<input type="checkbox"/>	Lewis, Jack			Student	\$75.00
<input type="checkbox"/>	Hughes, McKenna L.			Faculty/Staff	\$75.00

Detach From Entry

If uploading a new receipt, select **Browse** and choose the appropriate receipt from your files.

Receipt Upload

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.
For best results, scan images in black & white with a resolution of 300 DPI or lower.
No Receipt? Create a missing Receipt Affidavit [here](#).

Files Selected for uploading:

Browse...

Upload

No files selected

Close

Click **Upload** and check to ensure you receive the confirmation message.

Receipt Upload

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.
For best results, scan images in black & white with a resolution of 300 DPI or lower.
No Receipt? Create a missing Receipt Affidavit [here](#).

Files Selected for uploading:

Browse...

Upload

Concur - CA Submit Request.png

Remove

Close

Receipt Upload

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.
For best results, scan images in black & white with a resolution of 300 DPI or lower.
No Receipt? Create a missing Receipt Affidavit [here](#).

Files Selected for uploading:

Browse...

Upload

Concur - CA Submit Request.png

Uploaded

Close

Please note that even if you [attach multiple receipts](#) to one expense, only one receipt image will appear under Receipt Image.

Allocation

Use the following instructions to check that all expenses are properly allocated to your specific Travel Course budget number or update all allocations simultaneously. Under the menu **Details**, select **Allocations**.

[+ New Expense](#)
[Import Expenses](#)
[Details ▾](#)
[Receipts ▾](#)
[Print / Email ▾](#)

Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Requested
<input type="checkbox"/>	> 01/21/2020	Entertainment Me	\$150.00
<input checked="" type="checkbox"/>	> 01/21/2020	Entertainment Me	\$200.00
<input type="checkbox"/>	01/02/2020	Personal Car Mile	\$53.36
<input type="checkbox"/>	08/20/2019	Meal Allowance E	\$500.00

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Allocations
- Allocations
- Travel Allowances
- New Itinerary
- Available Itineraries
- Expenses & Adjustments

You must include attendees other than the submitter. This itemized entry has sub entries.

You will see a list of your open expenses. You may select individual expenses or all at once.

Allocations for Report: TC test

Expense List

[Allocate Selected Expenses](#) [Clear Selections](#) [Summary](#)

[Select Group ▾](#)

<input type="checkbox"/>	Date ▾	Expense T...	Group	Amount
<input type="checkbox"/>	08/20/2019	Meal Allow...		\$500.00
<input type="checkbox"/>	01/02/2020	Personal C...		\$53.36
<input checked="" type="checkbox"/>	Entertainment Meals (attendees)*			
<input type="checkbox"/>	01/21/2020	Entertainm...		\$150.00
<input type="checkbox"/>	01/21/2020	Entertainm...		\$200.00

Allocations

[Allocate By: ▾](#) [Add New Allocation](#) [Delete Selected Allocations](#) [Favorites ▾](#) [Add to Favorites](#)

<input type="checkbox"/>	Percentage	* Fund*	* Department*	* Program*	* Project*	* Operating Unit*	Class
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[Save](#) [Cancel](#)

[Done](#)


After selecting all relevant expenses, click **Allocate Selected Expenses**.

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group ▼

<input checked="" type="checkbox"/>	Date ▼	Expense	Group	Amount
<input checked="" type="checkbox"/>	08/20/2019	Meal Allow...		\$500.00
<input checked="" type="checkbox"/>	01/02/2020	Personal C...		\$53.36
- Entertainment Meals (attendees)*				
<input checked="" type="checkbox"/>	01/21/2020	Entertainm...		\$150.00
<input checked="" type="checkbox"/>	01/21/2020	Entertainm...		\$200.00


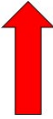



Ensure that the budget line that appears matches the Travel Course budget line in the Travel Course Manager's expense report emailed to you. If not, change the Department and Program numbers to match. Once you have the correct budget line listed, click **Save**.

Allocations Total:\$903.36 Allocated:\$903.36 (100%) Remaining:\$0.00 (0%)

Allocate By: ▼ Add New Allocation Delete Selected Allocations Favorites ▼ Add to Favorites

<input type="checkbox"/>	Percentage	* Fund*	* Department*	* Program*	* Project*	* Operating Unit*	Class
<input type="checkbox"/>	100	(100) UR - Op...	(5550) Center f...	(55500) Center...	None	None	

Save Cancel

Currency exchange

The Concur system will automatically calculate the correct currency exchange on the day of your purchase. Enter all expense lines in the currency used for your program receipt. Concur will automatically convert your foreign currency to USD.