

Expense Reports - Travel: **Adding Card & OOP Expenses to One Report**

Welcome to our training on creating a travel expense report in Concur that includes both purchasing card and out-of-pocket expenses.

Alerts: 3

Seminar \$614.59

Delete Report Copy Report Submit Report

Not Submitted | Report Number: 0TFH3P

Report Details Print/Share Manage Receipts

View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

View: Standard

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			KSU Card Feed	Undefined	AERO COACH AVAIIATION	08/20/2023	\$614.59

Within the expense report, when you come to the screen that allows you to manage the report,

Alerts: 3

Seminar 4.59

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View: Standard

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			KSU Card Feed	Undefined	AERO COACH AVAIIATION	08/20/2023	\$614.59

you can edit any expenses pulled in from the approved travel request, if applicable,

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and you can add new expenses.



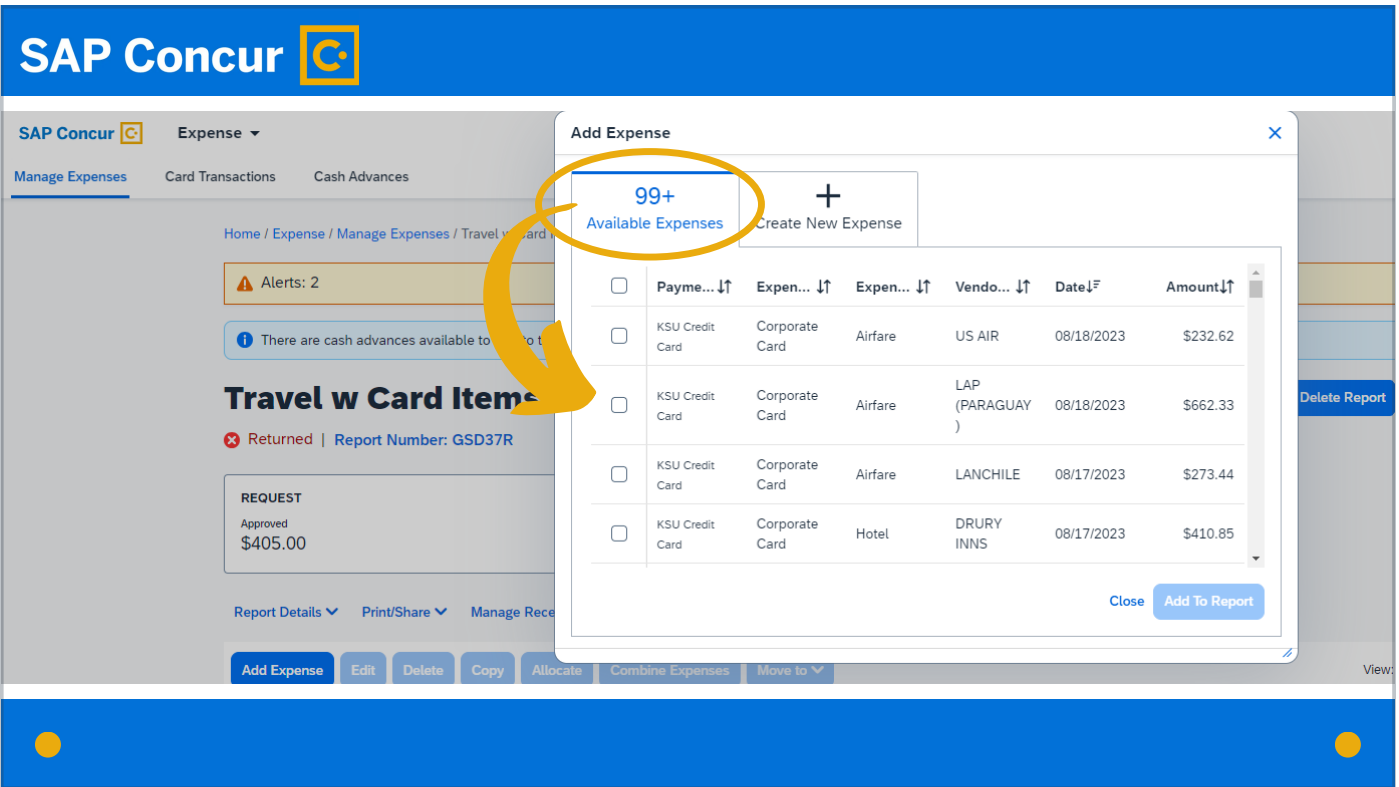
For credit card expenses,

The screenshot shows the SAP Concur interface with the 'Add Expense' dialog box open. The dialog has a header 'Add Expense' and a close button. Below the header, there are two buttons: '99+ Available Expenses' (circled in yellow) and 'Create New Expense'. The main area of the dialog contains a table of available expenses. The table has columns for 'Payme...', 'Expen...', 'Expen...', 'Vendo...', 'Date', and 'Amount'. The data rows are as follows:

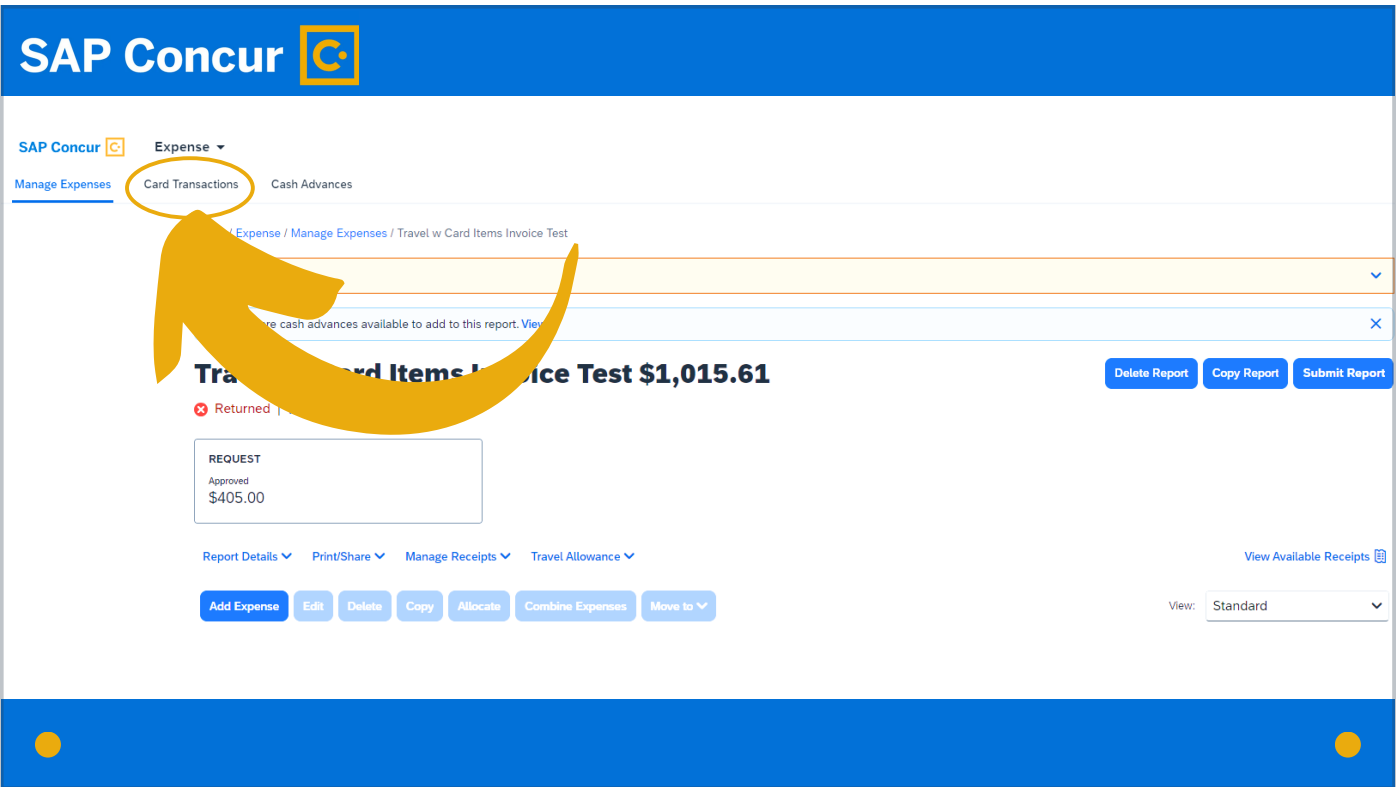
<input type="checkbox"/>	Payme... ↑↓	Expen... ↑↓	Expen... ↓↑	Vendo... ↓↑	Date ↓↑	Amount ↓↑
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Airfare	US AIR	08/18/2023	\$232.62
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Airfare	LAP (PARAGUAY)	08/18/2023	\$662.33
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Airfare	LANCHILE	08/17/2023	\$273.44
<input type="checkbox"/>	KSU Credit Card	Corporate Card	Hotel	DRURY INNS	08/17/2023	\$410.85

At the bottom right of the dialog, there are 'Close' and 'Add To Report' buttons. The background shows the 'Manage Expenses' page with a 'Travel w Card Items' section and a 'REQUEST Approved \$405.00' box.

you have a list of available expenses to choose from. All purchase card charges placed on your university purchase card are automatically fed into your Concur profile and are available in the Available Expense list for you to access.



You can select the expenses you wish to add by checking on the applicable boxes on the left side of the Available Expenses screen,

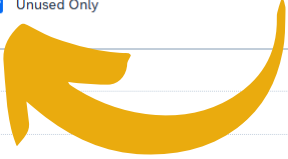


Or you can access them from the Card Transactions tab on the quick links menu at the top of the Concur screen.

Company Card Charges

Card Activity: KSU Card Feed - 0099 ▾ Transaction Date: Last 60 Days ▾ Unused Only

<input type="checkbox"/>	Date	Description	Expense Type
<input type="checkbox"/>	08/20/2023	Motor Home Dealers Manhattan, KS	Undefined
<input type="checkbox"/>	08/20/2023	Visa Credential Service (For Vi Manhattan, KS	Undefined
<input type="checkbox"/>	08/20/2023	Miscellaneous Personal Services Manhattan, KS	Undefined
<input type="checkbox"/>	08/20/2023	Steamship Lines Manhattan, KS	Undefined
<input type="checkbox"/>	08/20/2023	AGENCY RENT-A-CAR Manhattan, KS	Car Rental
<input type="checkbox"/>	08/20/2023	HERTZ RENT-A-CAR Manhattan, KS	Car Rental
<input type="checkbox"/>	08/20/2023	WESTERN Manhattan, KS	Airfare
<input type="checkbox"/>	08/20/2023	AVENSA Manhattan, KS	Airfare



Filter the list of charges by checking the Unused Only box near the top of the screen.

Company Card Charges

Add Charges To Card Transactions Test Add Selected

Card Activity: KSU Card Feed - 0099 | Transaction Date: Last 60 Days | Unused Only | TOTAL AMOUNT: \$43,840.05

Date	Description	Expense Type	Amount
08/20/2023	Motor Home Dealers Manhattan, KS	Undefined	\$501.86
08/20/2023	Visa Credential Service (For Vi Manhattan, KS	Undefined	\$962.84
08/20/2023	Miscellaneous Personal Services Manhattan, KS	Undefined	\$796.99
08/20/2023	Steamship Lines Manhattan, KS	Undefined	\$575.77
08/20/2023	AGENCY RENT-A-CAR Manhattan, KS	Car Rental	\$435.91
08/20/2023	HERTZ RENT-A-CAR Manhattan, KS	Car Rental	\$556.59
08/20/2023	WESTERN Manhattan, KS	Airfare	\$982.35
08/20/2023	AVENSA Manhattan, KS	Airfare	\$687.71
08/20/2023	FARFIELD INN Manhattan, KS	Hotel	\$536.40
08/20/2023	RIVIERA HOTEL AND CASINO Manhattan, KS	Hotel	\$686.61
08/20/2023	No Vendor Supplied	Undefined	\$492.56
08/19/2023	Civic, Fraternal, and Social Ass Manhattan, KS	Undefined	\$665.52
08/19/2023	Sports Apparel, Riding Apparel S Manhattan, KS	Undefined	\$981.12
08/19/2023	Computers, Computer Peripheral E Manhattan, KS	Undefined	\$735.39
08/19/2023	Tax Payments Manhattan, KS	Undefined	\$568.20

From there you can select the expenses you wish to add to the report.

Company Card Charges

Card Activity: KSU Card Feed - 0099 Transaction Date: Last 60 Days Unused Only

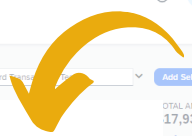
Date	Description	Amount	
08/20/2023	Visa Credential Service (For VI Manhattan, KS	\$962.84	
08/20/2023	Miscellaneous Personal Services Manhattan, KS	\$796.99	
08/20/2023	Steamship Lines Manhattan, KS	\$575.77	
08/20/2023	AGENCY RENT-A-CAR Manhattan, KS	\$435.91	
08/20/2023	HERTZ RENT-A-CAR Manhattan, KS	\$556.59	
08/20/2023	WESTERN Manhattan, KS	\$982.35	
08/20/2023	AVENSA Manhattan, KS	\$687.71	
08/20/2023	FARFIELD INN Manhattan, KS	\$536.40	
08/20/2023	RIVIERA HOTEL AND CASINO Manhattan, KS	\$686.61	
08/20/2023	No Vendor Supplied	Undefined	\$492.56
08/19/2023	Civic, Fraternal, and Social Ass Manhattan, KS	Undefined	\$665.52
08/19/2023	Sports Apparel, Riding Apparel S Manhattan, KS	Undefined	\$981.12
08/19/2023	Computers, Computer Peripheral E Manhattan, KS	Undefined	\$735.39
08/19/2023	Tax Payments Manhattan, KS	Undefined	\$568.20

DTAL AMOUNT: 17,936.19


Add Charges To: Card Transactions Test

TOTAL AMOUNT
\$17,936.19

Amount: \$962.84



Then click on Add Selected in the top right corner of the screen.

 Alerts: 3

Seminar \$614.59

Not Submitted | [Report Number: 0TFH3P](#)


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[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾




<input checked="" type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓
<input checked="" type="checkbox"/>			KSU Card Feed	Undefined	AERO COACH AVAIATION



To edit the information for any of the expenses you selected, check the box for the expense and click the Edit button.

Details Itemizations

 Allocate

* Required field

 Expense Type *
Undefined  

 Report/Trip Purpose * Additional Information
None Selected 

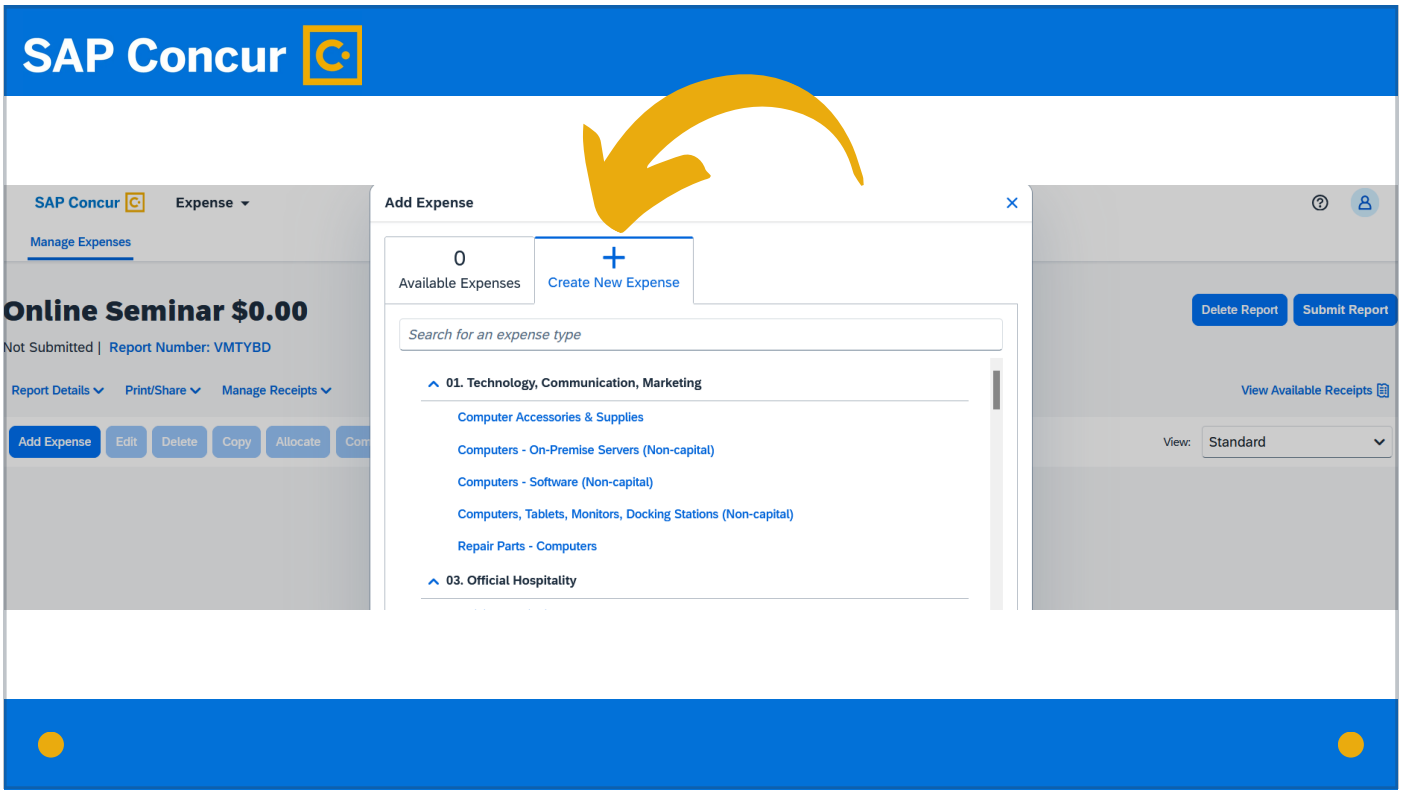
Fields that are missing required information are highlighted in red

The screenshot displays the SAP Concur interface for managing expenses. At the top, the SAP Concur logo and 'Expense' dropdown are visible. Below this, navigation tabs for 'Manage Expenses', 'Card Transactions', and 'Cash Advances' are present. A section labeled 'Alerts: 3' contains three warning messages: 'Missing required field: Report/Trip Purpose', 'The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.', and 'You must attach a receipt image to this expense.'. A yellow circle highlights the first two alerts. Below the alerts, the expense amount is shown as 'Undefined \$614.59' with a 'Cancel' button. The transaction details include the date '08/20/2023', description 'AERO COACH AVAIATION', and payment method 'Corporate Card'. The 'Details' tab is active, showing an 'Expense Type' dropdown menu with 'Undefined' selected. A 'Receipt' section is also visible on the right.

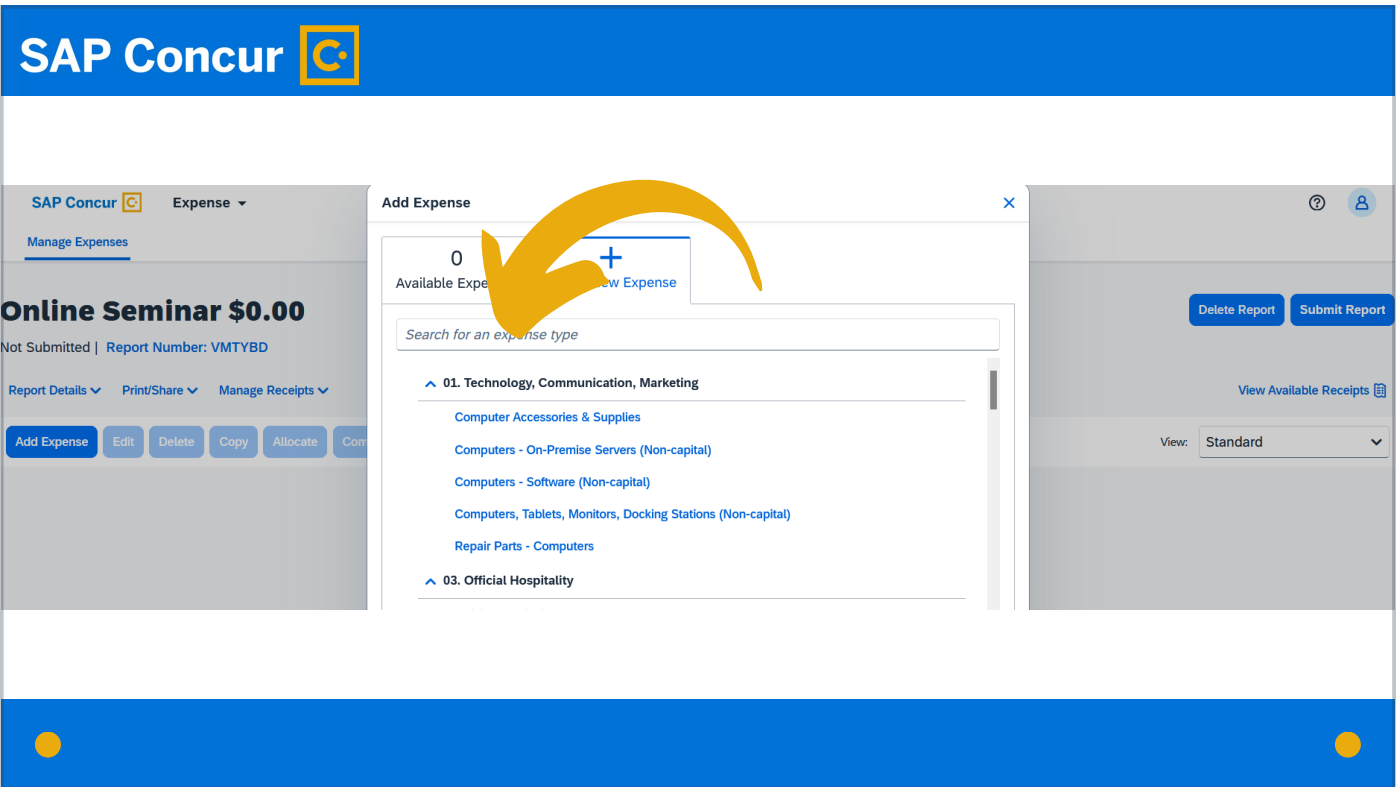
and the top of the screen will identify any alerts or warnings that require attention. Fill out all required and applicable fields, and resolve any additional alerts or warnings.



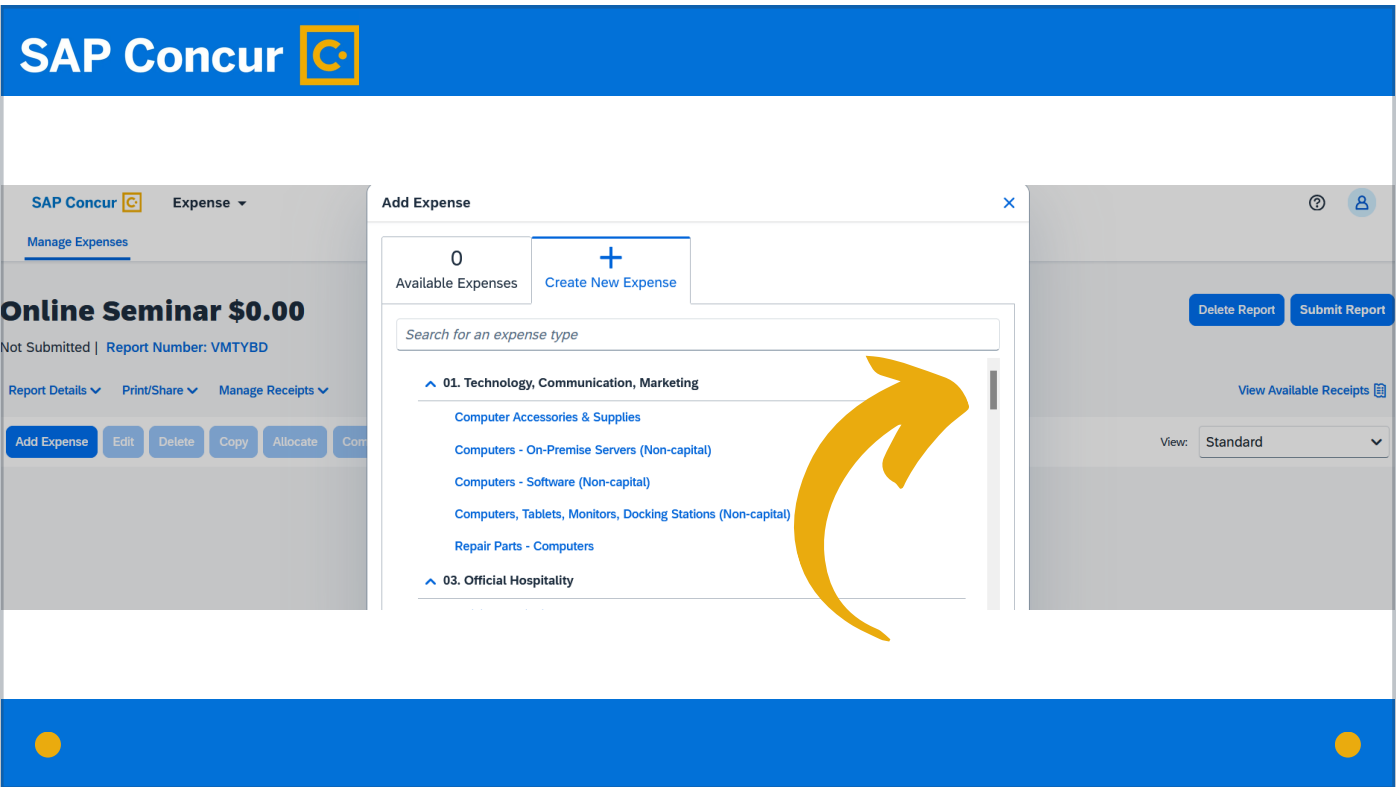
To add other out-of-pocket expenses (expenses that are not paid on the purchasing card but paid personally by the traveler and that require reimbursement),



on the Add Expense screen, click the Create New Expense option.



You can search for the expense type you wish to add



or scroll through the list of expenses using the scroll bar on the right.

New Expense

Cancel Save Expense

Details


Itemizations

Hide Receipt

Allocate

* Required field

Expense Type *
Job-Related Training And Webinar Fees (Non-travel) X

Transaction Date * MM/DD/YYYY  Report/Trip Purpose *
None Selected


Additional Information Enter Vendor Name *

City of Purchase Payment Type *
Out of Pocket

Amount * Currency *
US, Dollar (USD) X

Comment

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.

Once you click on an expense type, a screen will appear with fields pertaining to that expense type. Fill in all required fields (marked with the red asterisk) and any additional fields that apply.

The screenshot displays the SAP Concur interface for managing an expense. At the top left, the SAP Concur logo is visible. The main header shows 'SAP Concur Expense' and 'Manage Expenses'. The expense title is 'Job-Related Training And Webinar Fees (Non-travel) \$180.00', dated 10/11/2023, from Online Learning Co. A yellow arrow points to the 'Save Expense' button in the top right corner. The interface is divided into 'Details' and 'Itemizations' tabs. The 'Itemizations' tab shows a table with columns for Alerts, Date, Expense Type, and Requested amount. Two items are listed: 'Professional Memberships/Dues' for \$30.00 and 'Job-Related Training And Webinar Fees (N...)' for \$150.00. A summary shows 'Amount \$180.00', 'Itemized \$180.00', and 'Remaining \$0.00'. A 'Receipt' preview is shown on the right, displaying fields for Date, Vendor Name, Items Purchased/Charges, and Amount, with a signature line.

Once the expense is finalized, with all details included, click on the Save Expense button at the top right of the screen.

Online Seminar \$180.00

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View: [Standard](#) ▾

<input type="checkbox"/>	Alerts↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓	▾
<input type="checkbox"/>			Out of Pocket	Job-Related Training And Webinar Fees (Non-travel)	Online Learning Co	10/11/2023	\$180.00 Itemized	▾
							\$180.00	


The expense will now show as attached to the report.

Online Seminar \$180.00

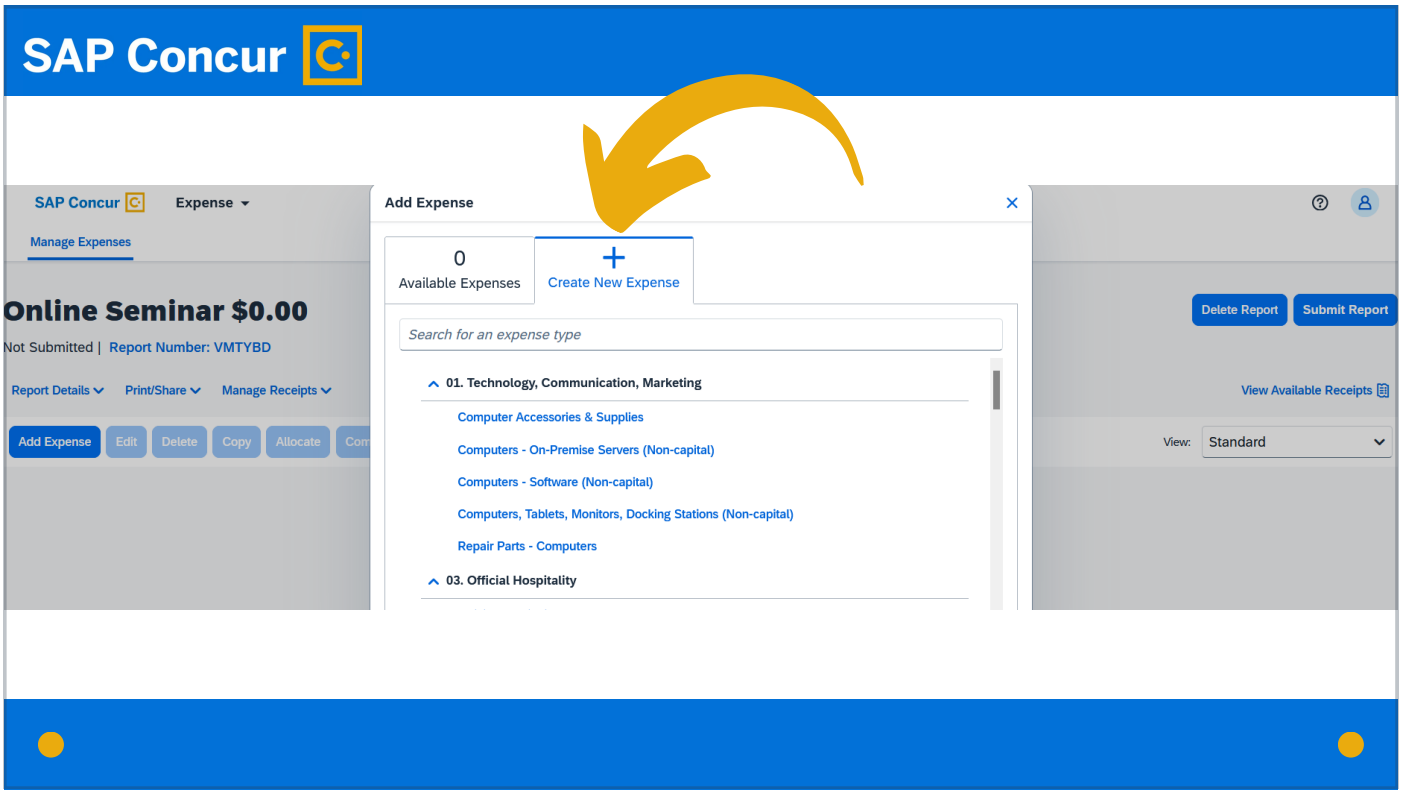
Not Submitted | [Report Number: VMTYBD](#)

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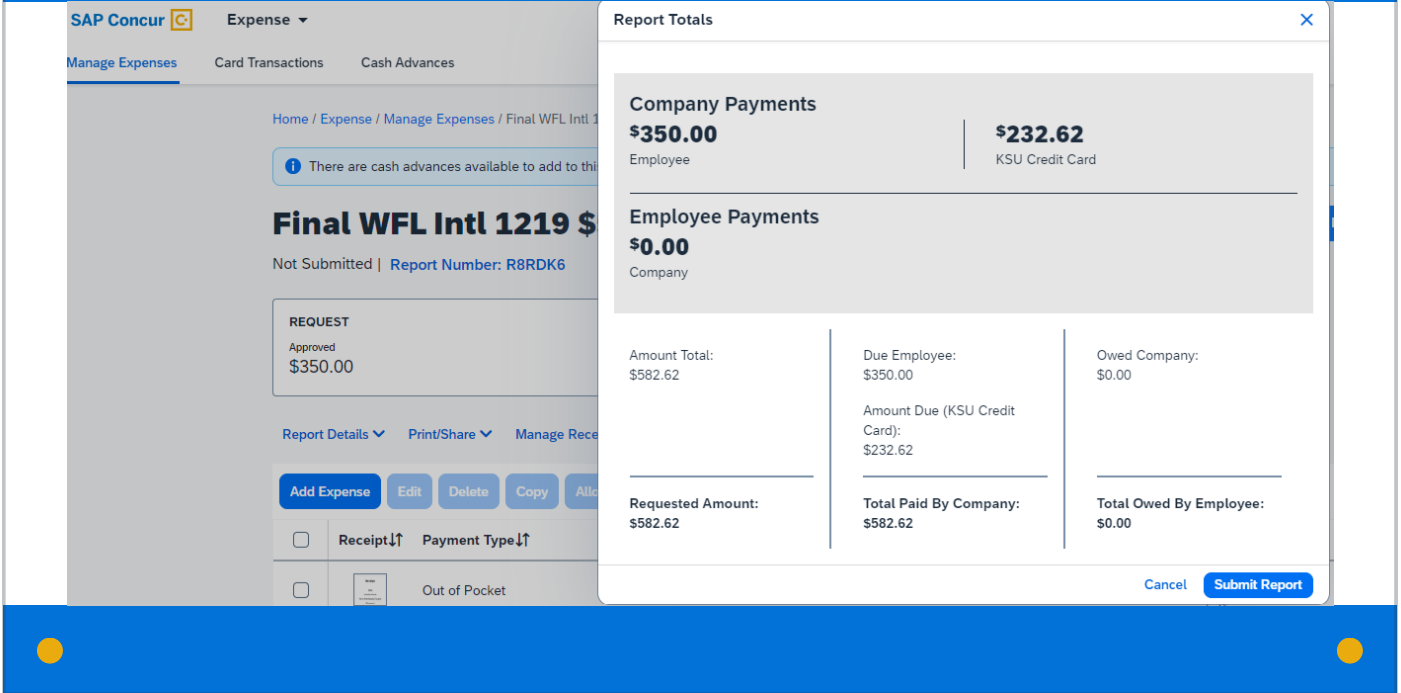
[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details
<input checked="" type="checkbox"/>			Out of Pocket	Job-Related Training And Webinar Fees (Non-travel)	Online Learning Co

To go back at any time to edit this expense, check the box associated with the expense at the left of the screen and click Edit.



If there are other expenses that need to be added to the report, search for those and repeat the steps to provide required data.



The screenshot displays the SAP Concur interface with a 'Report Totals' modal open. The background shows the 'Manage Expenses' page for a report titled 'Final WFL Intl 1219 \$' with an approved amount of \$350.00. The modal provides a summary of payments and amounts due.

Company Payments	
\$350.00	\$232.62
Employee	KSU Credit Card

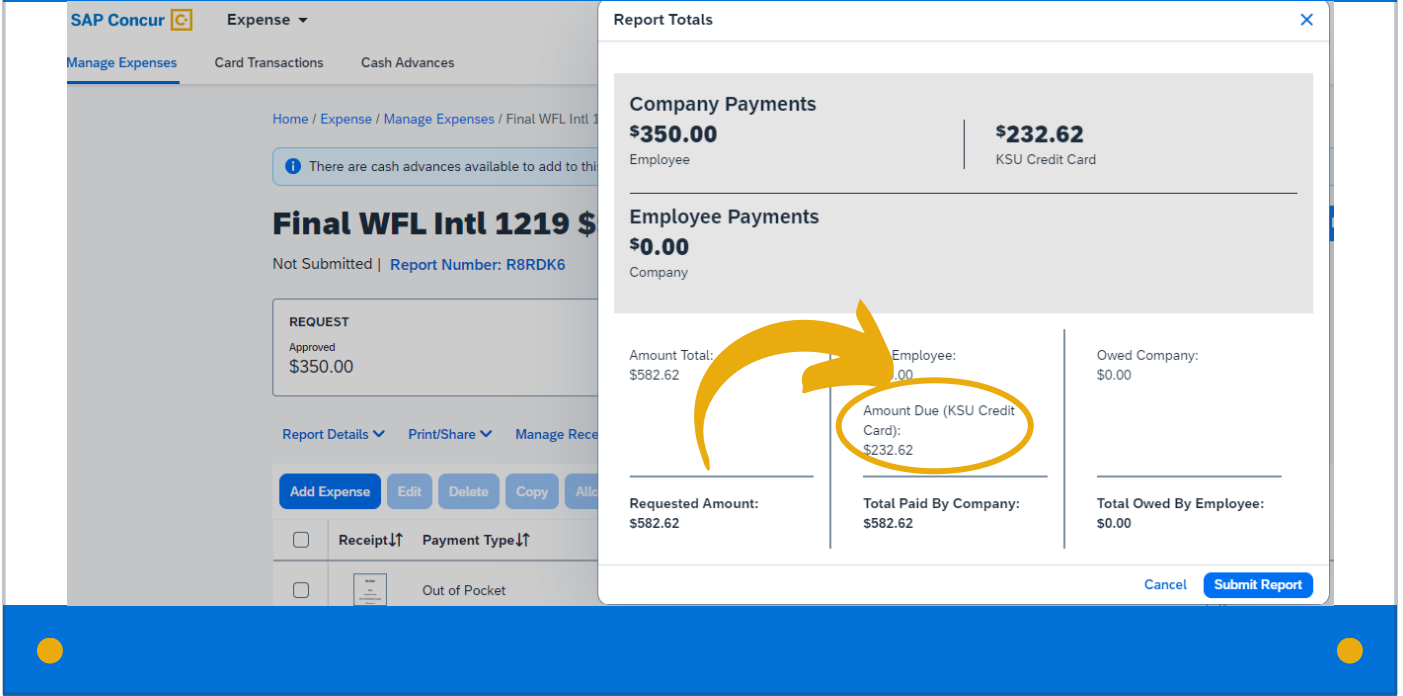
Employee Payments	
\$0.00	
Company	

Amount Total:	Due Employee:	Owed Company:
\$582.62	\$350.00	\$0.00

Requested Amount:	Total Paid By Company:	Total Owed By Employee:
\$582.62	\$582.62	\$0.00

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

Once you submit the report, on the report totals screen



Report Totals

Company Payments \$350.00 Employee	\$232.62 KSU Credit Card
Employee Payments \$0.00 Company	

Amount Total: \$582.62

Employee: \$0.00

Owed Company: \$0.00

Amount Due (KSU Credit Card): \$232.62

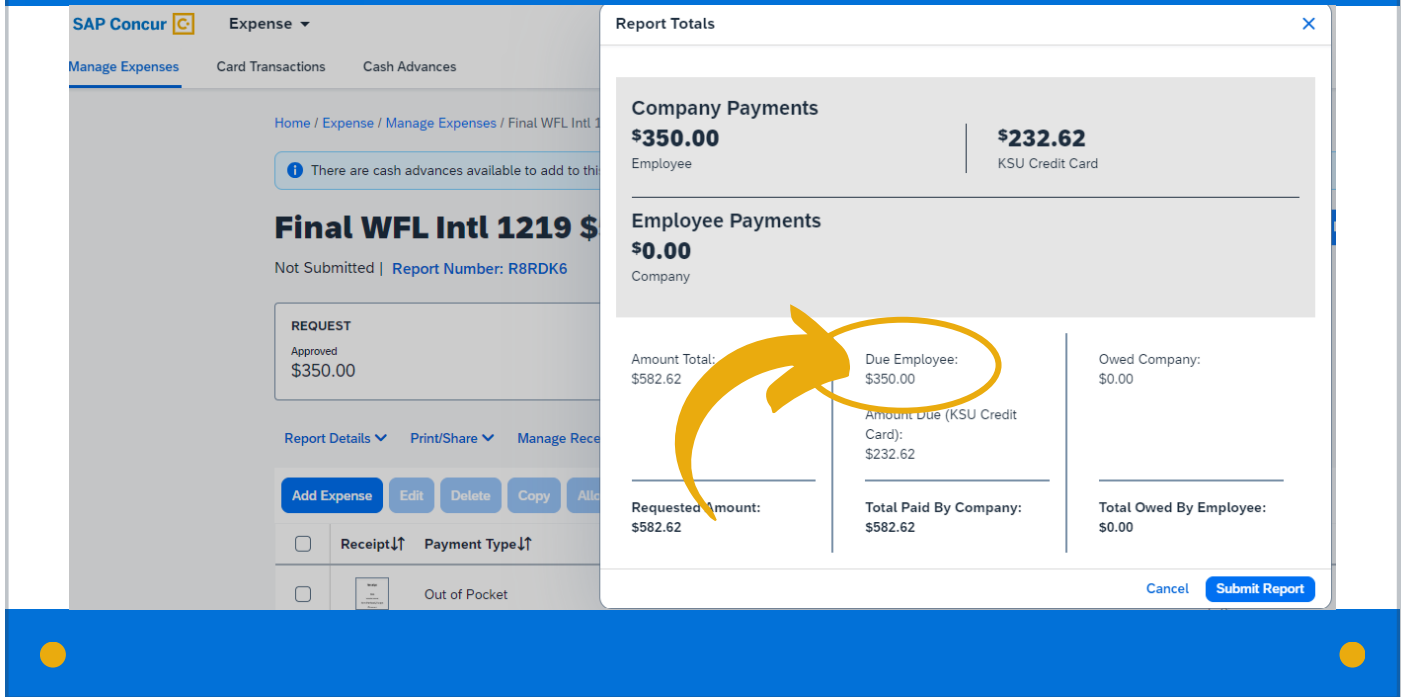
Requested Amount: \$582.62

Total Paid By Company: \$582.62

Total Owed By Employee: \$0.00

Buttons: Cancel, Submit Report

you will see the totals for the expenses paid by university credit card



The screenshot shows the SAP Concur Expense report interface. A modal window titled "Report Totals" is open, displaying the following information:

Category	Amount
Company Payments	\$350.00
Employee Payments	\$0.00

Below the totals, the modal shows a breakdown of amounts:

Category	Amount
Amount Total:	\$582.62
Requested Amount:	\$582.62
Due Employee:	\$350.00
Amount Due (KSU Credit Card):	\$232.62
Total Paid By Company:	\$582.62
Owed Company:	\$0.00
Total Owed By Employee:	\$0.00

A yellow arrow points to the "Due Employee: \$350.00" value.

And the total due to the traveler for the out-of-pocket expenses being reimbursed.