

Requests and Expense Reports:  
**Submitting Requests &  
Reports**

Welcome to our training on submitting requests or reports in Concur.



## Online Seminar \$180.00

[Delete Report](#) [Copy Report](#) [Submit Report](#)


Not Submitted | Report Number: VMTYBD

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾

[View Available Receipts](#) 

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

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	

Once all details for a request or report are complete and you are ready to submit it for approval, click **Submit Report** at the top right of the screen, if you are the employee—

Home / Requests / Manage Requests / Chicago Conference

## Chicago Conference \$1,082.97

[Copy Request](#) [Notify Employee](#)

Not Submitted | Request ID: 3379

[Request Details](#) [Print/Share](#) [Attachments](#) [Manage Travel Allowance](#)

CASH ADVANCES: 1  
Amount  
\$0.01

### EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input type="checkbox"/>	Expense type↑↓	Details↑↓	Date↓↑	Amount↑↓	Requested↑↓	
<input type="checkbox"/>	Travel Allowances	Chicago, Illinois	12/04/2023 - 12/05/2023	\$130.35	\$130.35	▼
<input type="checkbox"/>	Hotel		12/04/2023	\$450.00	\$450.00	
<input type="checkbox"/>	Travel-Related Training & Conference Registration		12/04/2023	\$500.00	\$500.00	
<input type="checkbox"/>	Personal Car Mileage	Chicago, Illinois : 3003 Brookville Dr, Manhattan, KS 66502, USA - Ksu Foundation Center, 2323 Anderson Ave #400, Manhattan, KS 66502, USA	12/04/2023	\$2.62	\$2.62	
					<b>\$1,082.97</b>	



or, if you are the delegate for the employee, click the Notify Employee button (on requests)

Alerts: 1

## Final WFL DH98submit Missing 99 \$42.00

[Delete Report](#) [Copy Report](#) [Ready For Review](#)

Not Submitted | Report Number: 3302EO

### REQUEST

Approved  
\$42.00





[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

[View Available Receipts](#)

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

View: [Standard](#)

<input type="checkbox"/>	Alerts↑	Receipt↓	Payment Type↑	Expense Type↑	Vendor Details↑	Date↓	Requested↑
<input type="checkbox"/>			Out of Pocket	Parking	Topeka, Kansas	12/20/2023	\$42.00
							\$42.00

or the Ready for Review button (on reports).



This will send an email to the employee that the request or report is ready to be submitted.

**SAP Concur** Expense

Manage Expenses

**Online Seminar \$180.00**

Not Submitted | Report Number: VMTYBD

Report Details | Print/Share | Manage Receipts

Add Expense | Edit | Delete | Copy | Allocate | Cont

Alerts | Receipts | Payment Type

Out of Pocket | Job-Related Training And Webinar Fees (Non-travel) | Online Learning Co | 10/11/2023 | \$180.00 Itemized

View Available Receipts

View: Standard

Date | Requested

Cancel | **Accept & Continue**

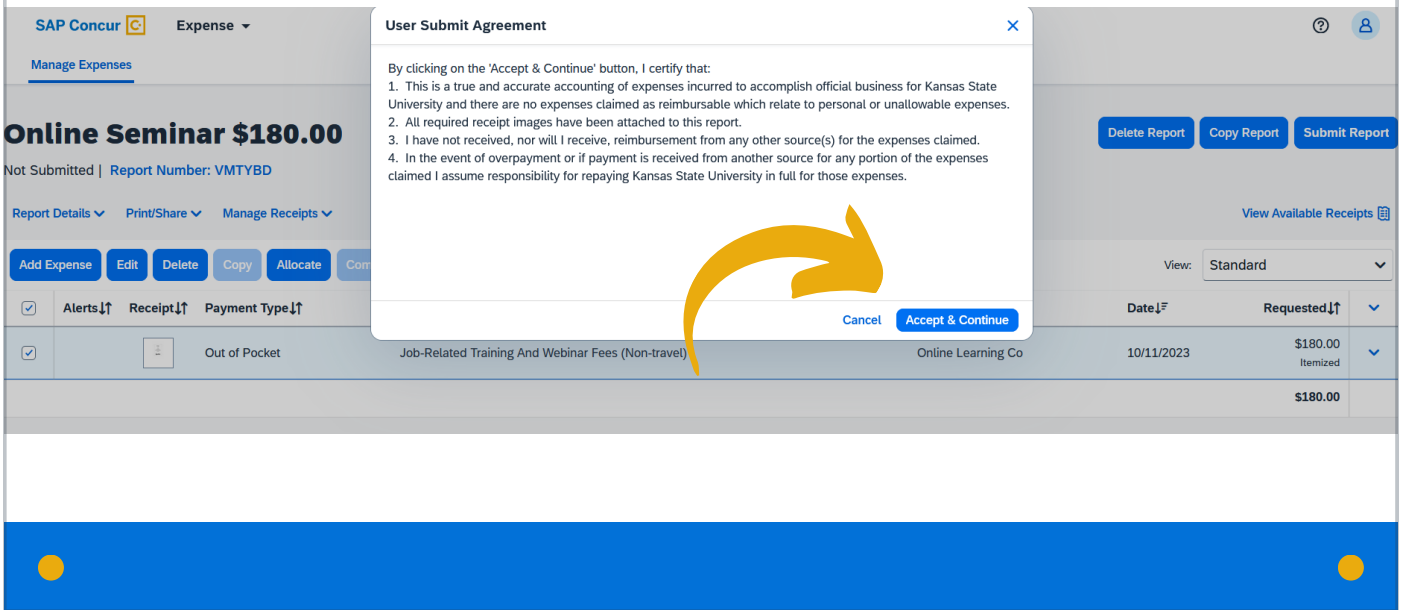
**User Submit Agreement**

By clicking on the 'Accept & Continue' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Kansas State University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Kansas State University in full for those expenses.

Delete Report | Copy Report | Submit Report

The employee has to be the person to submit the request or report; delegates can create requests or reports on behalf of the employee but are not able to submit them because the employee has to be the person to agree to the User Submit Agreement. This User Submit Agreement will appear once the employee clicks the Submit button.



The screenshot displays the SAP Concur interface. A modal dialog titled "User Submit Agreement" is centered on the screen. The dialog contains the following text:

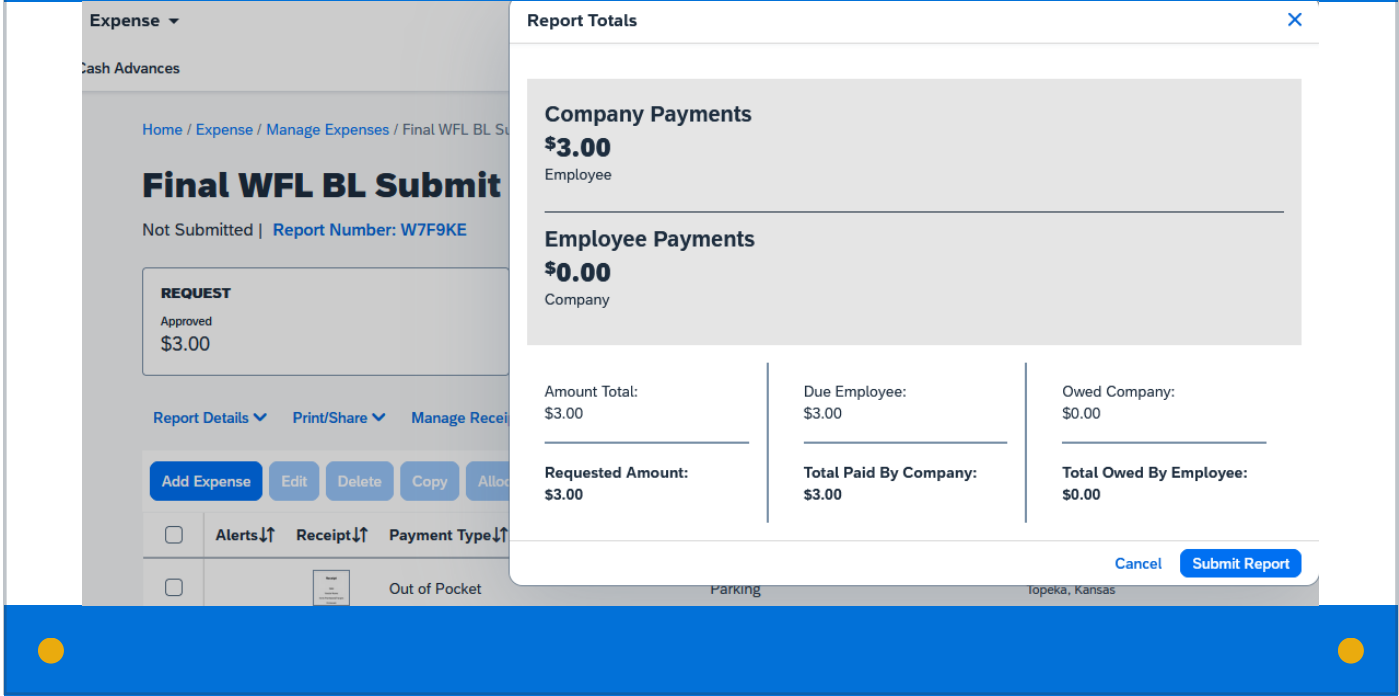
By clicking on the 'Accept & Continue' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for Kansas State University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying Kansas State University in full for those expenses.

At the bottom of the dialog are two buttons: "Cancel" and "Accept & Continue". A large yellow arrow points from the "Accept & Continue" button in the dialog to the "Accept & Continue" button in the background interface.

The background interface shows an expense report for "Online Seminar \$180.00". The report is "Not Submitted" with "Report Number: VMTYBD". The report details include "Out of Pocket" for "Job-Related Training And Webinar Fees (Non-travel)" and "Online Learning Co". The amount is \$180.00. The interface also shows buttons for "Delete Report", "Copy Report", and "Submit Report".

If you are the employee submitting the request or report, read the submit agreement to make sure you agree with and are aware of all points it refers to. If for any reason you do not agree and do not wish to continue, click Cancel to prevent the request or report from being submitted. Otherwise, click the Accept and Continue button.

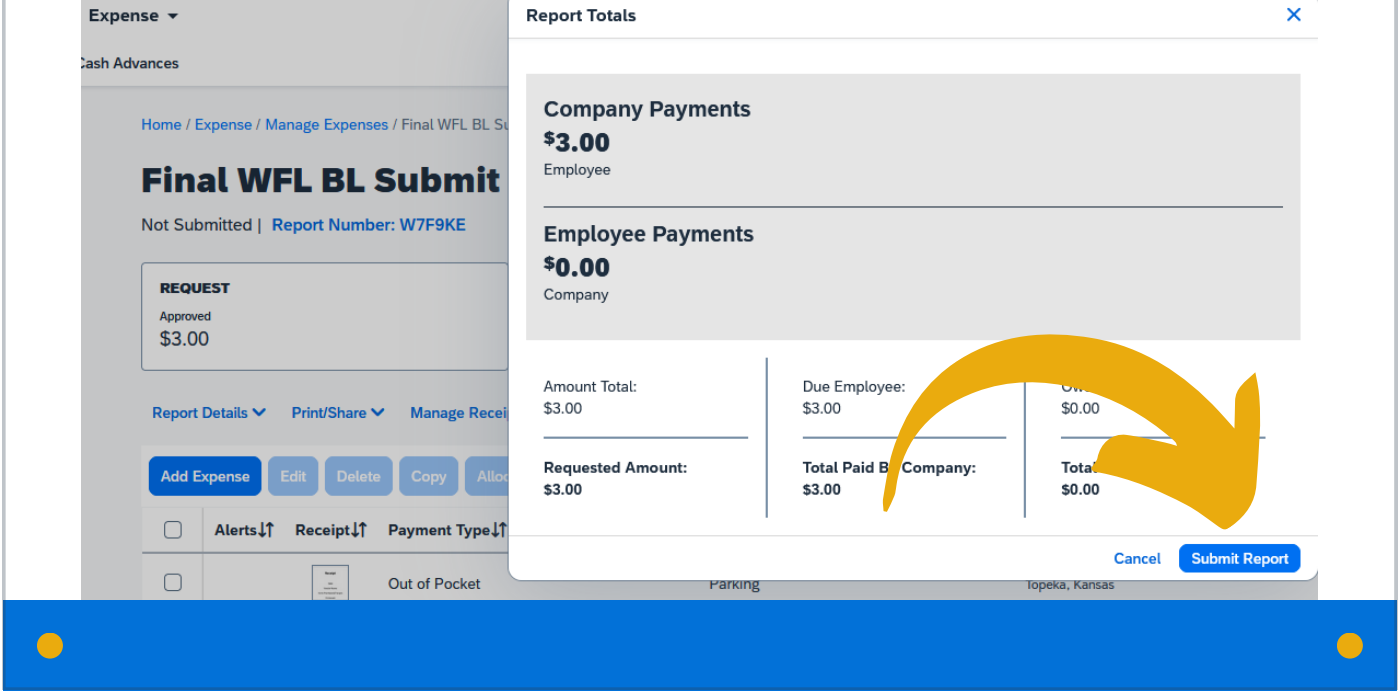


The screenshot displays the SAP Concur interface. On the left, a sidebar shows 'Expense' and 'Cash Advances'. The main content area is titled 'Final WFL BL Submit' with a status of 'Not Submitted' and a report number 'W7F9KE'. A 'REQUEST' box indicates 'Approved' for '\$3.00'. Below this are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', and 'Allocate'. A table below the buttons has columns for 'Alerts', 'Receipt', and 'Payment Type', with rows for 'Out of Pocket' and 'Parking' (located in Topeka, Kansas). On the right, a 'Report Totals' modal is open, showing a summary of payments: 'Company Payments' of \$3.00 (Employee) and 'Employee Payments' of \$0.00 (Company). A summary table at the bottom of the modal shows: 'Amount Total: \$3.00', 'Requested Amount: \$3.00', 'Due Employee: \$3.00', 'Total Paid By Company: \$3.00', 'Owed Company: \$0.00', and 'Total Owed By Employee: \$0.00'. The modal includes 'Cancel' and 'Submit Report' buttons.

Category	Amount
Company Payments	\$3.00
Employee Payments	\$0.00
Amount Total	\$3.00
Requested Amount	\$3.00
Due Employee	\$3.00
Total Paid By Company	\$3.00
Owed Company	\$0.00
Total Owed By Employee	\$0.00

On expense reports, the Report Totals screen will appear.





**Report Totals**

**Company Payments**  
**\$3.00**  
Employee

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**Employee Payments**  
**\$0.00**  
Company

Amount Total: \$3.00	Due Employee: \$3.00	Due Company: \$0.00
Requested Amount: \$3.00	Total Paid By Company: \$3.00	Total Paid By Employee: \$0.00

Cancel **Submit Report**


If the totaled information is correct, click Submit Report at the bottom right.

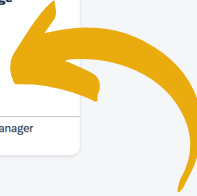
## Manage Expenses

### Report Library

[Create New Report](#)

View: Active Reports

<b>Seminar</b> 10/15/2023 <b>\$614.59</b> <a href="#">Not Submitted</a>	<b>Card Transactions Test</b>  10/15/2023 <b>\$481.29</b> <a href="#">Not Submitted</a>	<b>September 2023 Mileage</b> 10/10/2023 <b>\$237.49</b> Due Employee: \$237.49 <a href="#">Submitted</a> Pending Accounts Payable Manager Approval
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### Available Expenses

**Enable Expense Assistant** and these expenses will be placed in a report for you. [Learn More](#)

[Delete](#) [Combine Expenses](#) [Move to](#)

View: All Expenses

<input type="checkbox"/>	Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
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The request or report is now submitted and will show in your Request or Report Library.

## Manage Expenses

### Report Library

<b>Seminar</b> 10/15/2023 <b>\$614.59</b> <small>(Not Submitted)</small>	<b>Card Transactions Test</b> 10/15/2023 <b>\$481.29</b> <small>(Not Submitted)</small>	<b>September 2023 Mileage</b> 10/10/2023 <b>\$237.49</b> <small>Due Employee: \$237.49 (Submitted) Pending Accounts Payable Manager Approval</small>
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**September 2023 Mileage**  
10/10/2023  
**\$237.49**  
Employee:  
**Pending Accounts Payable Manager Approval**

### Available Expenses

Enable Expense Assistant and these expenses will be placed in a report for you. [Learn More](#)

Delete Combine Expenses Move to

View: All Expenses

Receipt Payment Type Expense Source Expense Type Vendor Details Date Amount

You can see at the bottom of the request or report box the current status. This status will update as the request or report moves through the approval process.

## Manage Expenses

### Report Library

[Create New Report](#)

View: Active Reports

<b>Seminar</b> 10/15/2023 <b>\$614.59</b> <a href="#">Not Submitted</a>	<b>Card Transactions Test</b> 10/15/2023 <b>\$481.29</b> <a href="#">Not Submitted</a>	<b>September 2023 Mileage</b> 10/10/2023 <b>\$237.49</b> Due Employee: \$237.49 <a href="#">Submitted</a> Pending Accounts Payable Manager Approval
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### Available Expenses

**Enable Expense Assistant** and these expenses will be placed in a report for you. [Learn More](#)

[Delete](#) [Combine Expenses](#) [Move to](#)

View: All Expenses

<input type="checkbox"/>	Receipt	Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
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Additionally, if you click on the request or report box

**SAP Concur** Expense

Manage Expenses | Card Transactions | Cash Advances

## September 2023 Mileage \$237.49

Pending Accounts Payable Manager Approval | Report Number: O6VDQS

Copy Report | Recall Report

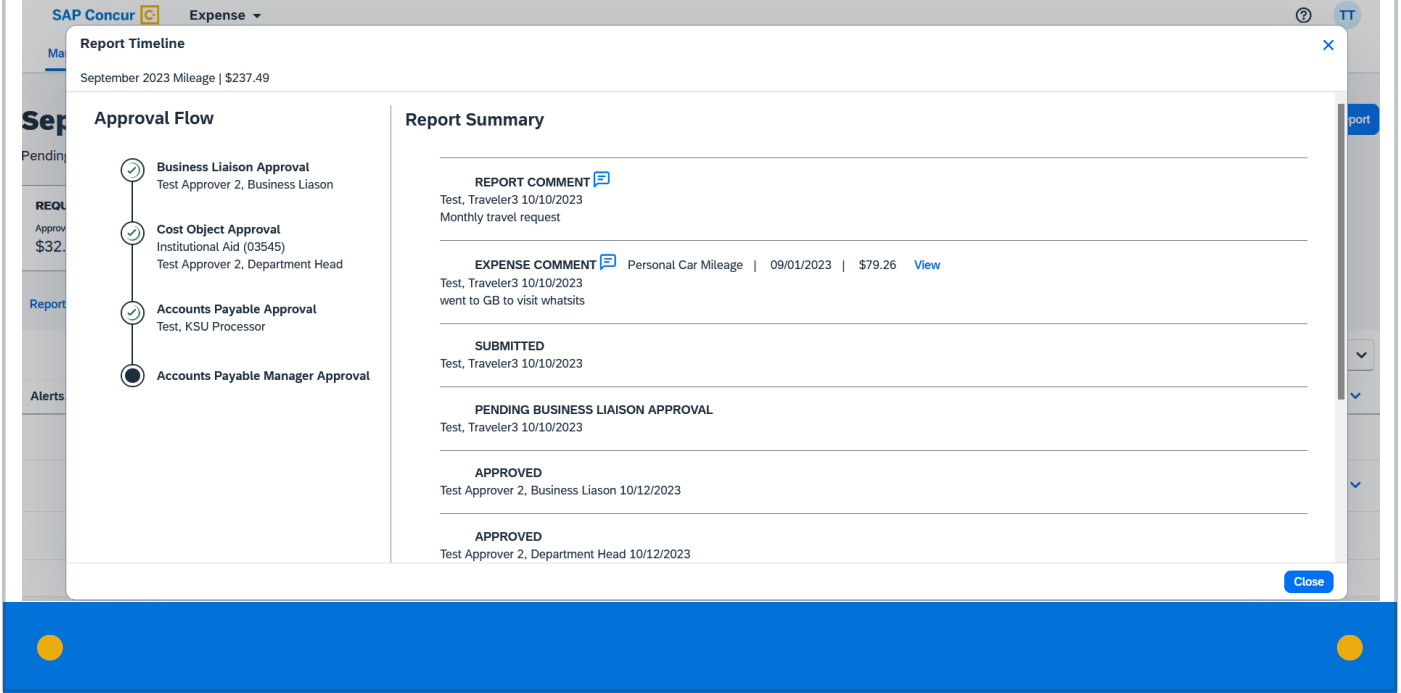
**REQUEST**  
Approved: \$32.75 | Remaining: (\$32.75)

Report Details | Print/Share | Manage Receipts

**Report**  
Report Header  
Report Totals  
Report Timeline  
Audit Trail  
Allocation Summary  
Linked Add-ons  
Manage Requests  
Manage Cash Advances

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
	Out of Pocket	Personal Car Mileage		09/04/2023	\$43.23	\$43.23
	Out of Pocket	Hotel	Holiday Inn Hays, Kansas	09/02/2023	\$115.00	\$115.00 Itemized
	Out of Pocket	Personal Car Mileage		09/01/2023	\$79.26	\$79.26
					<b>\$237.49</b>	<b>\$237.49</b>

and, on the next screen, click on Request/Report Details -> Request/Report Timeline,



The screenshot displays the SAP Concur Expense Report Timeline interface. The main window is titled "Report Timeline" and shows a report for "September 2023 Mileage" with a total amount of \$237.49. The interface is divided into two main sections: "Approval Flow" and "Report Summary".

**Approval Flow:** This section shows a vertical sequence of four approval steps, each with a status indicator (a checkmark in a circle) and the name of the approver:

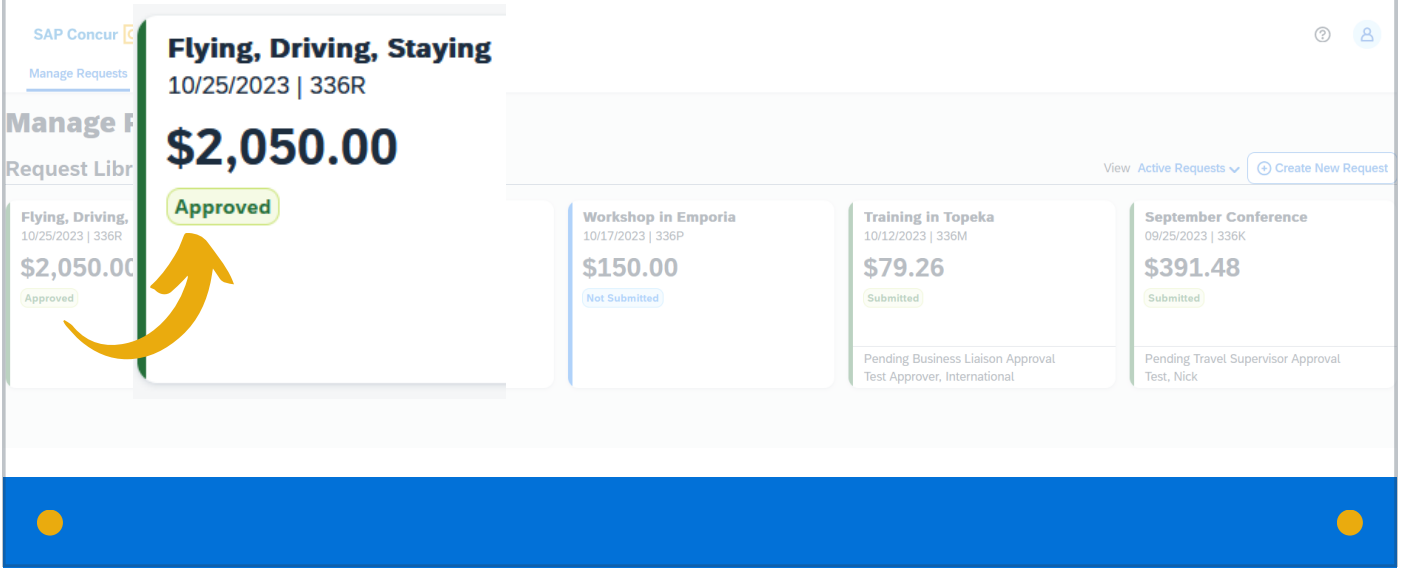
- Business Liaison Approval:** Test Approver 2, Business Liaison (Status: Completed)
- Cost Object Approval:** Institutional Aid (03545), Test Approver 2, Department Head (Status: Completed)
- Accounts Payable Approval:** Test, KSU Processor (Status: Completed)
- Accounts Payable Manager Approval:** (Status: Pending)

**Report Summary:** This section provides a chronological log of the report's history:

- REPORT COMMENT:** Test, Traveler3 10/10/2023: Monthly travel request.
- EXPENSE COMMENT:** Personal Car Mileage | 09/01/2023 | \$79.26 [View](#). Test, Traveler3 10/10/2023: went to GB to visit whatsits.
- SUBMITTED:** Test, Traveler3 10/10/2023.
- PENDING BUSINESS LIAISON APPROVAL:** Test, Traveler3 10/10/2023.
- APPROVED:** Test Approver 2, Business Liaison 10/12/2023.
- APPROVED:** Test Approver 2, Department Head 10/12/2023.

The interface includes a "Close" button in the bottom right corner and a sidebar on the left with navigation options like "Pending", "REQU", "Approv", "\$32.", "Report", and "Alerts".

the workflow of the request or report will provide details on where it currently is in the approval process and what steps of that process remain to be completed.



The screenshot displays the SAP Concur 'Manage Requests' interface. A large modal window is open for a request titled 'Flying, Driving, Staying' with a date of 10/25/2023 and ID 336R. The amount is \$2,050.00 and the status is 'Approved', highlighted by a yellow arrow. Below the modal, a grid of request cards is visible:

Request Title	Date	ID	Amount	Status	Notes
Flying, Driving, Staying	10/25/2023	336R	\$2,050.00	Approved	
Workshop in Emporia	10/17/2023	336P	\$150.00	Not Submitted	
Training in Topeka	10/12/2023	336M	\$79.26	Submitted	Pending Business Liaison Approval Test Approver, International
September Conference	09/25/2023	336K	\$391.48	Submitted	Pending Travel Supervisor Approval Test, Nick

When the final approver approves the request or report, the status will change to Approved, and the process of submitting the request or report will be complete.

**SAP Concur** Expense

Manage Expenses | Card Transactions | Cash Advances

## September 2023 Mileage \$237.49

Pending Accounts Payable Manager Approval | Report Number: O6VDQS

Approved: \$32.75 | Remaining: \$(89.74)

Report Details | Print/Share | Manage Receipts

View: Standard

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested	
			Out of Pocket	Personal Car Mileage		09/04/2023	\$43.23	\$43.23	
			Out of Pocket	Hotel	Holiday Inn Hays, Kansas	09/02/2023	\$115.00	\$115.00 Itemized	▼
			Out of Pocket	Personal Car Mileage		09/01/2023	\$79.26	\$79.26	
							<b>\$237.49</b>	<b>\$237.49</b>	

At any point in the approval process until the request or report is finally approved, it is possible to recall the submitted request or report.

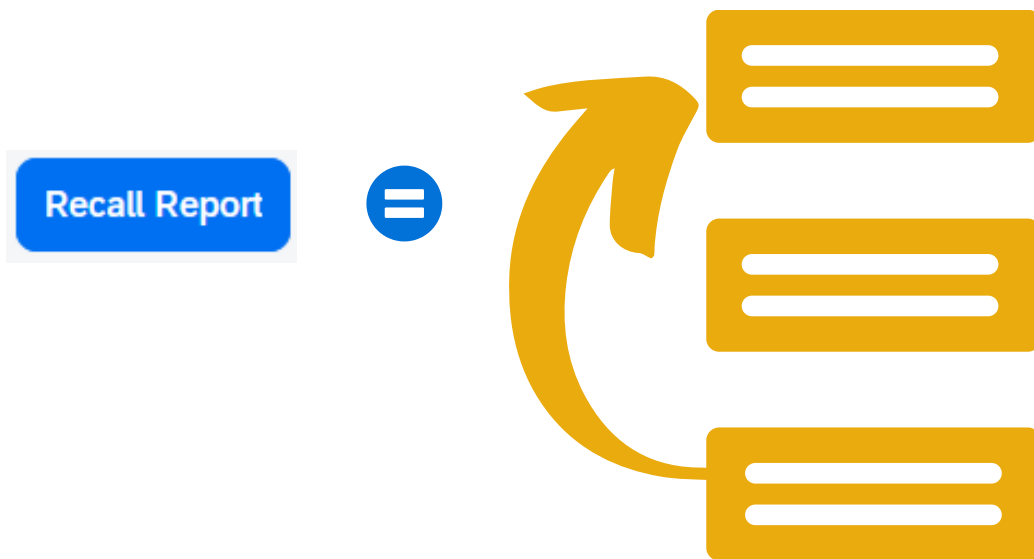




Important! A request or report should only be recalled if its details are in error or change in such a way to be no longer accurate.



A request or report does not have to be recalled to correct things such as missing documentation or information that can be added as comments. Documentation and comments can be added at any time without having to recall the request or report.



This is always preferable to recalling the request or report because, if it is recalled, it then has to be resubmitted, and the entire workflow process has to start over.