**Creating a CONCUR Expense Report: PQE2023**

****Due to IQSE moving out the Provost's office in the Division of Research, the IQSE Travel Form is a required attachment and should be the first page when viewing attachments on all expense reports.**

1. **Login to:** Single Sign On (http://sso.tamu.edu)
2. **Select:** Concur.
3. **Under the "Request" tab, Select:** "View Requests"
   then create a new expense report by either:
   - Open approved travel request and click "Create New Expense Report" button or
   - Click the hyperlinked "Expense" link on the same line as your approved travel request.
4. The usual report header will appear. Enter trip details not already populated via the initial Travel Request. Specifically:
   **Report Header Details:**
   - **Destination:** should auto populate
   - **Trip Start Date:** should auto populate
   - **Trip End Date:** should auto populate
   - **Report Date:** system assigned, i.e., date you are created the Expense Report
   - **Policy:** FAMIS
   - **Purpose and Benefit:** should auto populate
   - **Report Key:** system assigned
   - **System Member:** (02) Texas A&M University
   - **Department/SubDepartment:** IQSE
   - **Account:** (292118 00000) CRI FUNDING SCULLY.
   - **Account Attribute:** (S) State
   - **Personal Travel:** should auto populate
   - **Department Reference:** should auto populate (PQE2023)
   - **Travel Classification:** should auto populate
   - **Notes:** should auto populate
   - **Status:** Select "Partial" if prepaying airfare; Select "Final" if post-travel Expense Report.

5. **Select:** "Next" to continue.
   The next screen will display a list of credit card charges (expenses paid within the CONCUR system).
6. **Select:** the charges needing to be reported on the current Expense Report bay placing a check mark next to each to be imported, then Click "Import" .

7. **Note: If your plane ticket was purchased on the STATE Credit Card, you will need to import these charges into your expense report in order for the credit card expenses to be paid. Once imported the system will automatically indicate "payment type" of the expense for the imported airfare and agency fee as "travel card agency liability", indicating the expense reimbursement will be made from the IQSE account to TAMU directly, since TAMU paid the credit card bill prior to the traveler going on travel. If personal travel is involved and the actual cost is greater than the quote, the expense will need to be itemized with the "quoted" amount being listed as "travel card agency liability" and the additional amount payment type being listed as "out-of-pocket" with both quote and actual expenses being attached to the expense report. TAMU will then send the traveler a bill for the "out-of-pocket" expense so that the traveler reimburses TAMU the additional expense which TAMU paid on the ticket prior to the traveler going on travel. If the actual expense was less than the quoted amount, this should be indicted in the comments section and both the quote and actual expenses should be attached. The "payment type" should remain "travel card agency liability."**

    **The checked expenses you wished to be imported then move from the right side of the screen (smart expense column) to the left side of the screen (Expenses).**

    **There are various icons listed under the date of each expense. The "blue" symbol which appears to have a lightning bolt represents the presence of an electronic receipt. Clicking on this icon will allow you to view the receipt.**

**For items without an e-receipt (e.g., imported airfare and agency fee expenses):**

8. **Double Click: "Expense Name" (Description given in blue under the "Expense Type" column). This will open up a detail description (in right side window) for the Expense Name selected allowing you to complete details, edit amounts/remove personal expenses from the reimbursement request, etc.**

    **NOTE: Travel Agent Fees must be paid on IQSE account 02-248302-00000 and so you will have to allocate this expense.**
    **To do this:**

    1) **Enter expense as usual**
    2) **Once expense has been entered and saved, click on the “Allocate” bottom in the bottom right hand corner of the screen (when expense is open so edits can be made to the details of the expense)**
        a. **A pop up window should appear.**

b. Enter the following:
    i. Percentage: 100
    ii. System: FAMIS
    iii. System Member: 02 Texas A&M (start typing and select off list)
    iv. Department: IQSE (start typing and select off list)
    v. Account: 248302 00000 (start typing and select off list)
    vi. Account Attribute: Local (start typing and select off list)
    vii. Code: should auto-populate.
c. C. Click “Save”, “Done” and it should return you to the details expense view. Click “Save” and continue enter expenses into the expense report.

To remove personal expense:

9. Click: "itemize" (bottom of the Expense Window on right hand side of screen).
10. Select: "Expense Type" to be reduced in the drop down menu which appears.
11. Scroll down, enter amount, and check box next to "Personal Expense (do not reimburse)"
12. Click: Save

    In upper right hand corner of Expense Window the remaining balance of expense to be itemized will appear as well as the drop down expense menu.

    Select Expense to itemize (again), repeat above steps, but do NOT check "Personal Expense (do not reimburse)" box in order that the remainder of the expense will be added as a business expense to be reimbursed in the List of Expenses in the left hand column.
13. Click: Save (remainder of itemized expense should now appear in the left hand window)

Add a new Expense:

14. Click: "+ New Expense" (located in the menu just above the Expense window on the left hand side of the screen). A New Expense Window will open on the right hand side of the screen.
15. Select: "Expense Type" in the drop down menu and then fill in the Details

    Example: Personal Car Mileage

    1. Select Transaction Date: Enter Date of Receipt
    2. Purpose of the Trip: Enter description, e.g., for car mileage description would be "From Office to Airport".
    3. From Location: Address of Office
    4. To Location: Address of Airport

**If calculating mileage please note the "mileage calculator" link at the bottom of the "New Expense Window" (scroll to bottom of active window)**

5. **Click: Mileage link. This will bring up the mileage.**

   **If mileage is round trip**
   - **Click: "make round trip link"**
   - **Click: "Add mileage to Expense" (Else just click "Add Mileage to Expense").**

     **The mileage will then be added into the new expense window. The amount of the mileage reimbursement is calculated automatically.**
6. **Verify Travel Classification: (in-state, out-of-state, foreign, etc.)**

**Click: Save**

**Attaching Receipts**

**Select: "Receipts" tab to manage your receipts.**

- **Method 1: Using an App to upload receipts while on travel. Retrieve receipts by clicking "+New Receipts" and then "Receipt Store" (upper right hand corner of the New expense Window on right hand side of screen). To attach a receipt to an expense entry:**
  - **Click: on receipt in the "Receipt Store" which is to be added to the expense report. Then drag and drop the receipt onto the appropriate expense entry.**

    **When you attach the receipt to the expense, the icon changes to a "Receipt Received" icon. To view the attached receipt, mouse over the "Receipt Received" icon. Click "Detach From Entry" to remove this receipt from the expense.**
- **Method 2: Scan receipt images (e.g., .pdf) to your computer, then add to Expense Report. To add to the expense report:**
  - **Click: "Receipts" located on menu just above Expense Window on left hand side of screen.**
  - **Select: "Attach Receipt Image", then navigate to where your receipts have been stored on your computer.**
  - **Select: Receipt file**
  - **Click: Open**
  - **Click: Upload**

    **Message will appear beneath browse field indicating image has been uploaded.**
  - **Click: Close.**

- **Note: it is no longer necessary to attach a receipt line item by line item. It is acceptable to scan all documents into one pdf file and attach all at once using Method 2. If this is done, please be sure all documentation is included and "DO NOT" check each of the boxes which appear as this will upload the receipts multiple times (as many times as you check a box).**

**Note: Scanned images may be of the form: .png, .jpg, .jpeg,.pdf, or .tiff with a limit of 5MB per file. Best results are for black and white, 300 dpi. Please know that the group computers in the group room (IQSE 545) are able to scan in .pdf easily. The student workers would be happy to help you if you have not used the scanners before.**

**Once all expenses, expense details, and receipts have added to the Expense Report, email tengma@tamu.edu so that the Expense Report can be reviewed and accounts changed if needed. Once the information in the Expense Report is approved, the traveler will be contacted so that the Expense Report can be submitted.**

**Only the Traveler can Submit the Expense Report since the Traveler will be certifying that the expenses are true, correct, and unpaid to the best of their knowledge and that the expenses were incurred in the course of official business, research, or other sponsored activities and can be properly charged to account(s) listed.**

**To Submit Expense Report:**

- **Click: Submit**
- **Click: Accept & Submit .**

  **A Report Submit Status window then pops-up indicating the Report was submitted successfully.**
- **Click: Close.**

**To View the Status of a Report**

- **In My CONCUR (homepage) Click: Expense Tab, then "View Reports" (on menu line right beneath tabs)**

  **A list of submitted Expense Reports will appear. The status of a report can be found by looking in the "status" column.**

  **Once the expense report has been approved, the traveler will receive an email notification**