

Expense Quick Start Guide – Non-Travel, General Expense Policy

This guide will show you how to create a Non-Travel Expense Report in Concur to reimburse yourself for Out-of-Pocket expenses. Also, if you are a P-Card holder, those expenses can be attached as well.

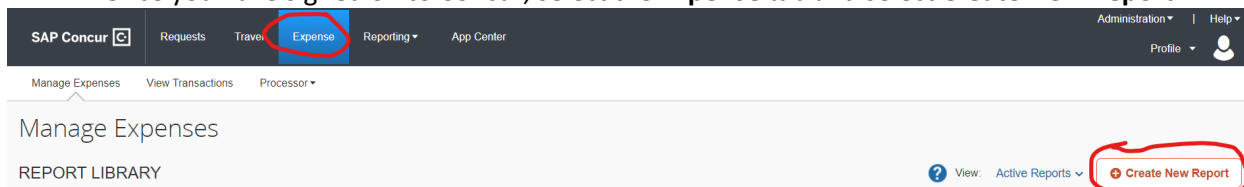
Please Note: This guide is for reimbursement to yourself for Out-of-Pocket expenses. If you want to reimburse a **Guest** (one without a vendor ID or Concur profile), please refer to the **Guest Reimbursement Guide**.

Scenario

You've incurred Out-of-Pocket Expenses that did not involve Travel and need to be reimbursed. Additionally, you are a P-card Holder and used your P-card to make Non-Travel purchases as well.

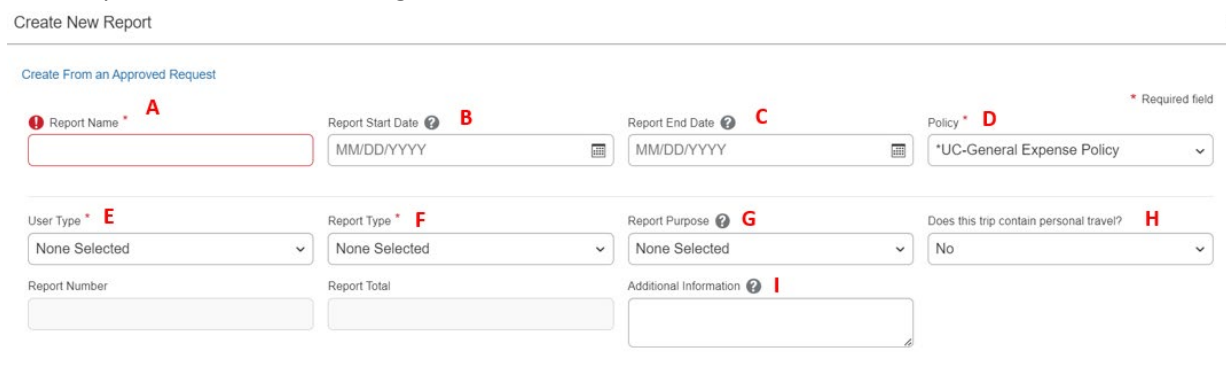
Expense Report

- Once you have signed on to Concur, select the **Expense** tab and select **Create New Report**.



The screenshot shows the SAP Concur user interface. In the top navigation bar, the 'Expense' tab is highlighted with a red circle. Below the navigation bar, the 'Manage Expenses' section is visible. In the 'REPORT LIBRARY' area, the 'Create New Report' button is circled in red.

- Before you can list the Expenses, you need to create the Report Header. For the first half, please fill in the following fields.



The screenshot shows the 'Create New Report' form. The form includes the following fields:

- A:** Report Name (text field)
- B:** Report Start Date (date field, MM/DD/YYYY)
- C:** Report End Date (date field, MM/DD/YYYY)
- D:** Policy (dropdown menu, currently set to 'UC-General Expense Policy')
- E:** User Type (dropdown menu, currently set to 'None Selected')
- F:** Report Type (dropdown menu, currently set to 'None Selected')
- G:** Report Purpose (dropdown menu, currently set to 'None Selected')
- H:** Does this trip contain personal travel? (dropdown menu, currently set to 'No')
- I:** Additional Information (text field)

- Report Name** – Free text field to name the report. The name used should be unique to each report.
- Report Start Date** – Beginning date of the trip/report.
- Report End Date** – Last date of the trip/report.
- Policy** – Keep the Policy that is Defaulted. Change from General to Guest only if the Guest Policy applies. If your default is Guest, never change this.
 - General Expense Policy – The report is to reimburse you for expenses incurred by yourself or on behalf of another person.

- b. Guest Expense Policy – This is for Non-UC Employees or when a UC Employee is reimbursing a Non-Concur Profiled Guest. See the **Concur Guest Reimbursements Guide** for more details.
- E. **User Type** – Select your classification. (Staff, Faculty, etc.)
- F. **Report Type** – Select either Domestic, International, or Non-Travel.
 - a. Domestic – Travel done in the United States. (Excluding Puerto Rico, Guam). This would be for **Non-Overnight Trips** too.
 - b. International – Travel outside the US.
 - c. Non-Travel – The report contains no travel elements.
- G. **Report Purpose** – The reason you are submitting the report. Here are a few explained:
 - a. Mileage, Non-Overnight or Local – Personal Car Mileage Reimbursement.
 - b. Non-Travel – Do not use on a Travel Expense Report.
 - c. On Behalf of another user – You used your P-Card to make purchases for another User. See the **Purchasing Card Transactions “On behalf of another user”** Guide.
 - d. Other Travel – Use with a Travel Expense Report.
- H. **Does this trip contain personal travel?**
 - a. Especially for Non-Travel Expense Reports, this will always be **NO**.
 - b. If creating a Travel Expense Report, should you respond **YES**, put in the Comment Section the details of the Personal Travel.
- I. **Additional Information** – For larger transactions, please add some details in this field.

3. For the Second Half, please fill in the following fields.

Fund * **J**
1

Cost Center/WBS **K**
2

Functional Area **L**
3

Grant **M**
4

Internal Order **N**

Comment **O**

Travel Allowance **P**

Are you receiving Per Diem for Meals on this trip?

☐ Yes, I require Travel Allowance
 ☒ No, I do not require Travel Allowance

Q

Cancel
Create Report

NOTE: Please see your Manager or Business Manager if you are unsure about these fields.

- J. **Fund** – Accounting transactions are segregated within funds to track accounting activity for monitoring and reporting purposes.
- K. **Cost Center/WBS** – Cost centers are utilized to segregate financial activity (revenue, expenses, and transfers) based on the type of operation at the University and are pivotal to the budgeting process.
- L. **Functional Area** – Functional Area is used to categorize the university’s expenses for many key financial reports.
- M. **Grant** – A grant or contract is an agreement formalizing the transfer of money or property from a sponsor in exchange for specified services. If you don’t have a Grant, enter **Not Relevant**.
- N. **Internal Order** – Internal order is an SAP term that is used in conjunction with a cost center to accumulate costs for a specific purpose or task. Leave blank if you don’t have an Internal Order.

- O. **Comment** – Enter some brief comments about the trip here. **(Optional)**
- P. **Travel Allowance** – Since this is a Non-Travel Expense Report, select **NO**. When you are creating a Travel Expense Report, select **YES** if you are claiming Per Diem for your trip.
- Q. **Cancel/Create Report** – When you are ready, select **Create Report** to be taken to where you will be able to add expenses. If you feel that this Expense Report is not needed, select **Cancel** and the information will be like it was never entered.

4. To begin adding Expense Items, select **Add Expense**. Then select, **Create New Expense**.

5. A complete listing of expenses will show in the pop-up. Rather than scrolling through, you can enter key words in the **Search for an expense type** search box. **Select** the expense you need.

6. You will be taken to another pop-up where you will fill in the necessary additional details and attach a receipt. You can then select **Save Expense** or **Save and Add Another**.

- To add Non-Travel P-Card Charges to the same report, select **Available Expenses**. Check the box next to the charges you want to add and select **Add to Report**.

Add Expense ×

99+ Available Expenses
+ Create New Expense

<input type="checkbox"/>	Payme... ↑↓	Expen... ↑↓	Expen... ↑↓	Vendo... ↑↓	Date ▾	Amount ↑↓
<input type="checkbox"/>	*UC-TEST-CBCP	Corporate Card	Car Rental	INSURANCE RENT-A-CAR Paris	11/29/2018	\$635.27
<input checked="" type="checkbox"/>	*UC-TEST-CBCP	Corporate Card	Office Supplies - 530201	Stationery, Office Supplies, Pri Paris	11/29/2018	\$24.91
<input type="checkbox"/>	*UC-TEST-	Corporate	Airline Fees	Drug Stores and	11/29/2018	\$109.87

Close
Add To Report

- Once you have listed all your expenses, you will need to Allocate. Check the box to the left of the Alerts header to select all expenses or check the box next to the ones that need allocation. Then, select **Allocate**.

Alerts: 2

Expense	Books - 531203	09/18/2023	\$500.00
⚠ Please ensure each transaction line has been allocated. View			
Expense	Publications - 531200	09/11/2023	\$500.00
⚠ Please ensure each transaction line has been allocated. View			

Non-Travel General Expense Guide \$1,000.00 Delete Report Copy Report Submit Report

Not Submitted | Report Number: JYNASU

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

Add Expense Edit Delete Cancel **Allocate** Combine Expenses Move to ▾

<input checked="" type="checkbox"/>	Alerts ↑↓	Comment ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓
<input checked="" type="checkbox"/>	⚠			Out of Pocket	Books - 531203	Brice Books Cincinnati, Ohio	09/18/2023	\$500.00
<input checked="" type="checkbox"/>	⚠			Out of Pocket	Publications - 531200	Apple Hollar Cincinnati, Ohio	09/11/2023	\$500.00
								\$1,000.00

- The Allocation pop-up is where you will allocate the charges to the Cost Center String. The default is on Percent. You can also allocate by Amount. Select **ADD** when ready.

Allocate ×

Expenses: 2 | \$1,000.00

Percent
Amount

Amount

\$1,000.00

Default Allocation

Code

Default

Allocated \$1,000.00

100%

☒ Remaining \$0.00

0%

Percent %
100

Add
Edit
Remove
Save as Favorite

Cancel
Save

10. The Add Allocation pop-up is where you can review/change the Cost Center String. If it looks okay, select **Save**.

Add Allocation

+ New Allocation ★ Favorite Allocations

* Required field

Fund * (1)
(A100001) Uptown-General Funds x

Cost Center/WBS * (2)
(1010000000) President x

Functional Area * (3)
(0) INSTRUCTION x

Grant * (4)
NOT RELEVANT x

Cancel Save

11. Once back here, you can **ADD** additional Cost Center Strings and/or assign different percentages. When you are ready, select **Save**.

Allocate

Expenses: 2 | \$1,000.00 | View Allocation Group

Percent Amount

Amount \$1,000.00 Allocated \$1,000.00 100% Remaining \$0.00 0%

Default Allocation

Code Default Percent % 0

Add Edit Remove Save as Favorite

Fund %	Cost Center/WBS %	Functional Area %	Grant %	Internal Order %	Comment %	Code %	Percent %
<input type="checkbox"/>	Uptown-General Funds	President	INSTRUCTION	NOT RELEVANT	A100001-1010000000-0-NOT RELEVANT		100

Cancel Save

12. If everything looks accurate, select **Submit Report**.

Non-Travel General Expense Guide \$1,000.00

Not Submitted | Report Number: JYNASU

Delete Report Copy Report Submit Report

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

	Comment %	Receipt %	Payment Type %	Expense Type %	Vendor Details %	Date %	Requested %
<input type="checkbox"/>			Out of Pocket	Books - 531203	Brice Books Cincinnati, Ohio	09/18/2023	\$500.00 Allocated
<input type="checkbox"/>			Out of Pocket	Publications - 531200	Apple Holler Cincinnati, Ohio	09/11/2023	\$500.00 Allocated
							\$1,000.00

If you have any additional questions, please contact the Concur Team at: concurquestions@uc.edu.