University of CINCINNATI

Department of Administration and Finance

UC Central Travel Resources

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.

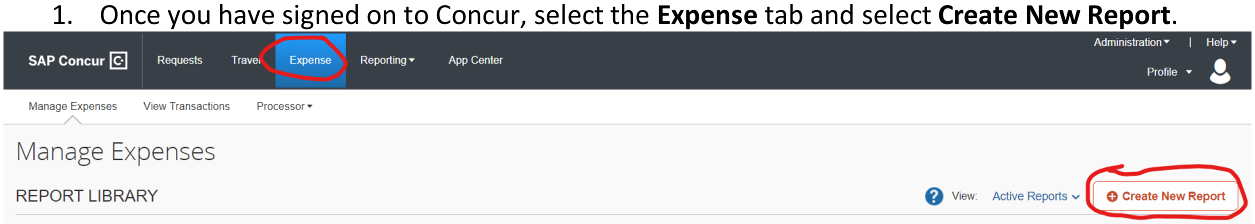
Please Note: This guide is for reimbursement to yourself for Out-of-Pocket expenses. If you want to reimburse a **Guest** (one without a vendor ID or Concur profile), please refer to the **Guest Reimbursement Guide**.

Scenario

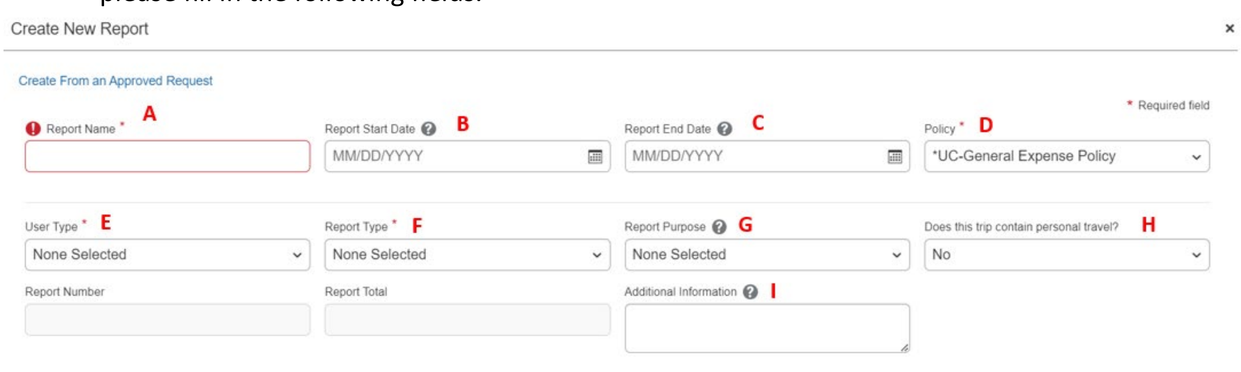
You've incurred Out-of-Pocket Expenses that did not involve Travel and need to be reimbursed. Additionally, you are a P-card Holder and used your P-card to make Non-Travel purchases as well.

Expense Report

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



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



A. **Report Name** – Free text field to name the report. The name used should be unique to each report.
B. **Report Start Date** – Beginning date of the trip/report.
C. **Report End Date** – Last date of the trip/report.
D. **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.
   a. 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.

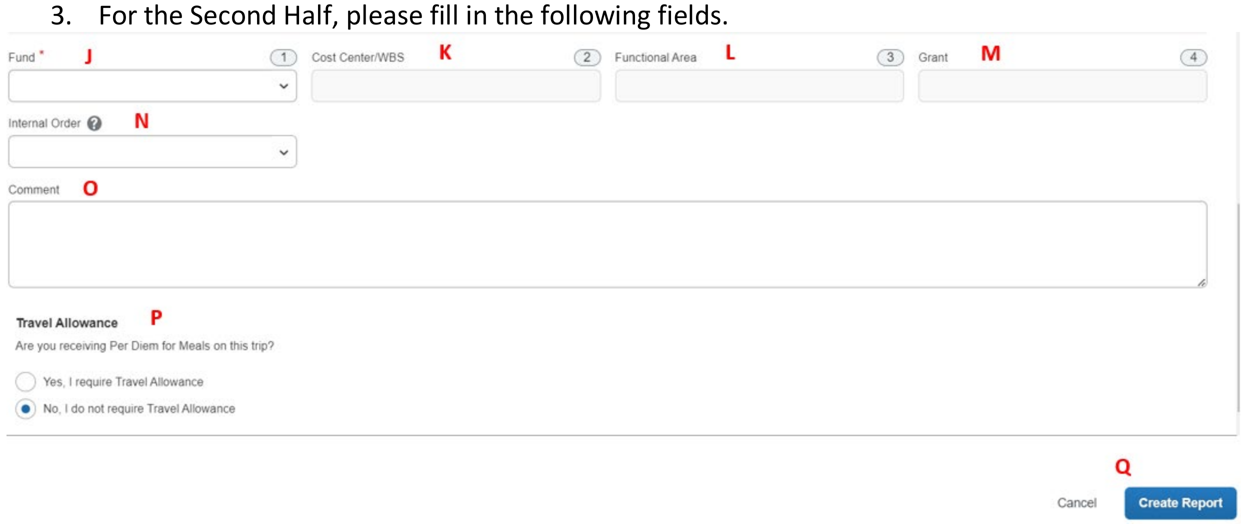
H. Does this trip contain personal travel?

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.



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.

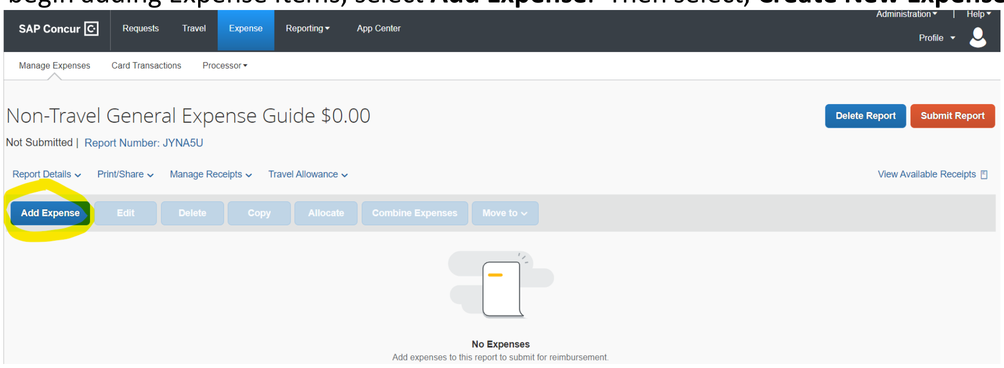
L. **Functional Area** – Functional Area is used to categorize the university's expenses for many key financial reports.

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**.

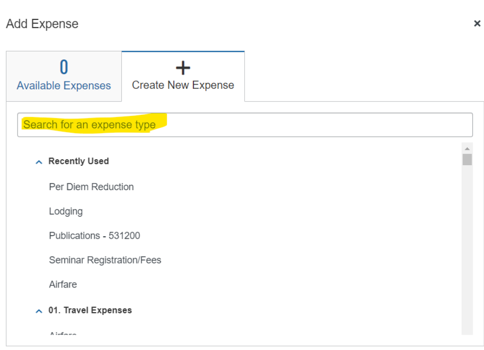
N. **Internal Order** – Internal order is an SAP term that is used in conjunction with a cost center to accumulate costs for a specific purpose or task. Leave blank if you don't have an Internal Order.

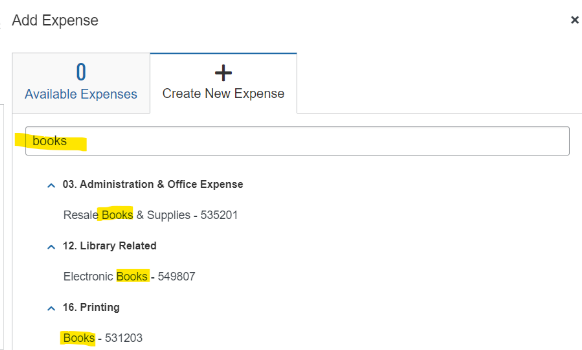
O. **Comment** – Enter some brief comments about the trip here. **(Optional)**
P. **Travel Allowance** – Since this is a Non-Travel Expense Report, select **NO**. When you are creating a Travel Expense Report, select **YES** if you are claiming Per Diem for your trip.
Q. **Cancel/Create Report** – When 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**.

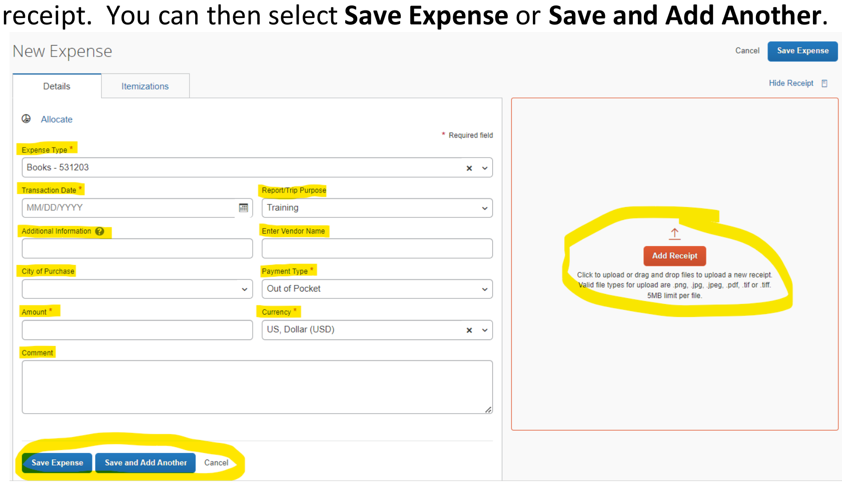


5. A complete listing of expenses will show in the pop-up. Rather than scrolling through, you can enter key words in the **Search for an expense type** search box. **Select** the expense you need.





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**.



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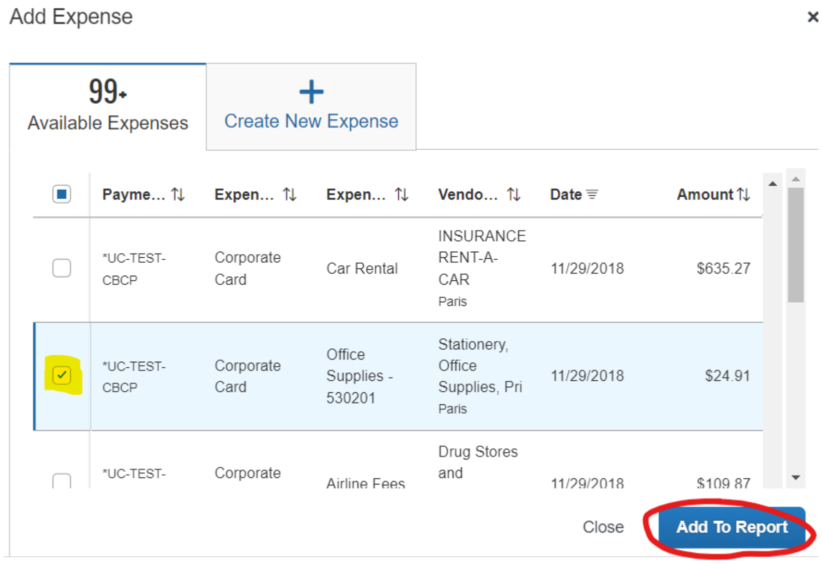
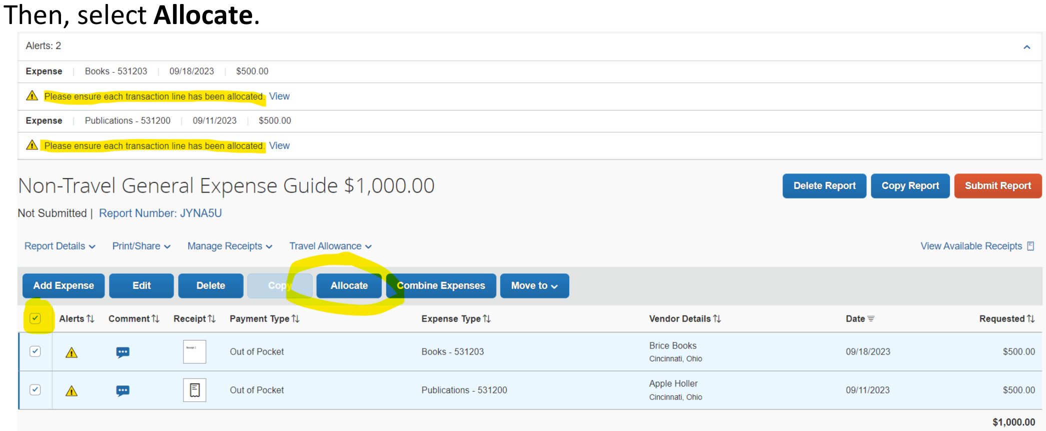
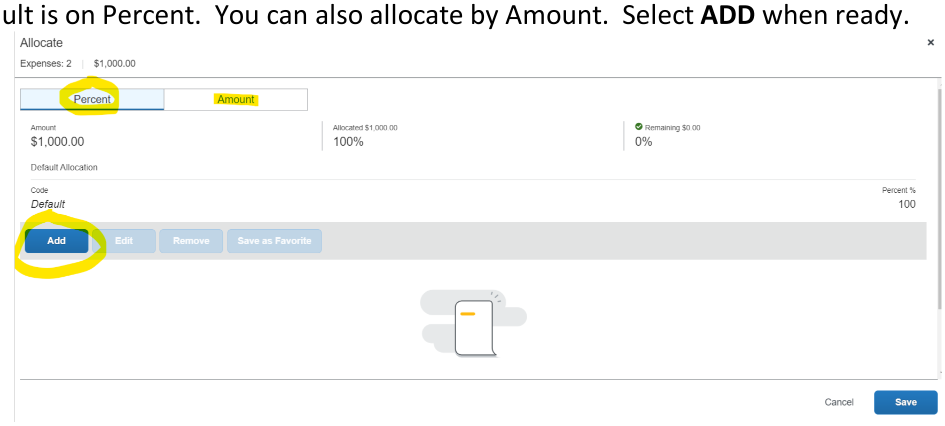
7. To add Non-Travel P-Card Charges to the same report, select **Available Expenses**. Check the box next to the charges you want to add and select **Add to Report**.



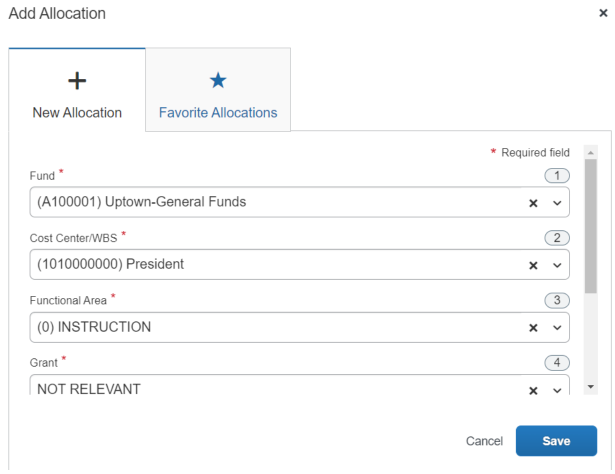
8. Once you have listed all your expenses, you will need to Allocate. **Check the box** to the left of the Alerts header to select all expenses or check the box next to the ones that need allocation. Then, select **Allocate**.



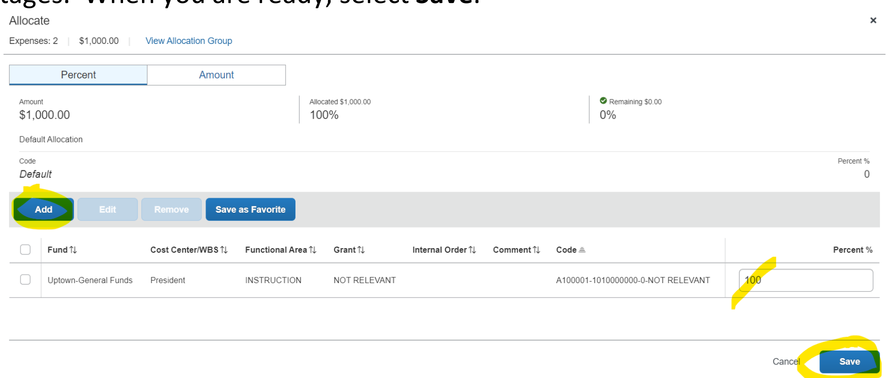
9. The Allocation pop-up is where you will allocate the charges to the Cost Center String. The default is on Percent. You can also allocate by Amount. Select **ADD** when ready.



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



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



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

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

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