

ENGR3195/5300 & POLS2998 – Expense Report Instructions

This document outlines the steps needed for students in the NIUVT IE4D course who have traveled to site visits, and need to submit a post-travel expense report as part of the reimbursement process.

Note the reimbursement process works in three steps.

1. The **travel request** you file prior to the date of travel; used to verify that funding for travel is approved and available in a specified University account #. This is a preliminary estimate of the expected costs.
2. The **post-travel expense report** precisely detailing your expenses with the associated receipts. Once submitted, the expense may take 1-2 months to approve, depending on individual circumstances.
 - If the expense report is not approved after 40 days of submission, email Travel@uconn.edu to ask for the status of the report. You'll need to provide the report ID#, which you'll find in the UCONN concur system after logging in: <https://travel.uconn.edu/>
 - Additional contact information regarding travel and reimbursement inquiries can be found here : <https://travel.uconn.edu/contact-us/>
3. Once approved, the **reimbursement is typically processed and distributed** within 14 days. Either by mail (check) or via direct deposit.
 - To receive your reimbursement via direct deposit, make sure you have specified your direct deposit information in the student administration system under the Bursars Services tab.

How to submit your expense report

Prior to filing your expense report make sure...

- You have digitized/scanned all receipts and expenses related to parking, personal car milage, meals, and ground transportation related to business travel.
- Airfare and Hotel receipts should be sent to Lisa Donegan (lisa.mcadamdonegan@uconn.edu) since these were booked directly with the KFS they are not included in your reimbursements.
- Detailed instructions on how to file your expense report may be found here: [Creating an Expense Report \(Detailed Version\) - Finance, Purchasing, and Travel - Confluence](#)

Specific guidance on submitting an expense report:

- On a web browser travel to UConn Concur: <https://travel.uconn.edu/>
- Select Login to Concur Travel and Expense
- Login with your username and password
- Scroll down and under the “Expense Reports” block. Click the plus sign to create a new report.
- At the top of the pop-up screen, click on “Create from an approved request”.
- Click Next
- Select the checkbox corresponding to your approved expense request you filed prior to your site visit & travel.
- Select “Create Report”
- We now need to add each individual expense one at a time, with associated receipts and precise dollar amounts. Click “Add Expense”
 - **Parking** – Select the “Parking” expense type. This is used for the cost of parking your vehicle at the airport for the duration of your trip. Fill out the required fields and the precise dollar total including any taxes. On the right side attach the digital copy of your receipt. Click on “save expense”
 - **Ground Transportation** – Select the “Ground transportation” expense type and fill out the required fields. Under type you can specify the mode of transportation (subway (public transport), uber, bus, etc). Attach the corresponding digital receipt and click on “save expense”.
 - **Personal Car Milage** – Select “Personal car milage”. This is used to cover the cost of gas if you drove yourself to the airport. Select your waypoints and click add to milage expense. Fill out required fields. Click “save expense:”.
 - **Meals** – Select “Individual Actual Meals Cost”. Under trip-purpose, “research” is a good catch-all. Fill out the required fields, attached any receipts, and save expense.
- After all expenses are added to the expense report, check for any warnings or errors at the top of the page and select the information drop-down if necessary. Fix all listed issues with the expense report until no errors remain. (The report may be submitted with warnings, but will block you from doing so with errors). Select “submit report”.
- Your expense report is filed and being processed. You may login to UConn Concur travel to check the status of your report at any time.