

Create an Expense Report with an Approved Travel Request

1. Click the tile labeled request on the top left of the Concur home page. Locate the request for the trip you are creating the expense report for.

The screenshot shows the SAP Concur interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar, there are links for 'Manage Requests' and 'Process Requests'. The main heading is 'Manage Requests' with a sub-heading 'REQUEST LIBRARY View Active Requests'. A grid of request tiles is displayed. The first tile is a 'Create New Request' button. The second tile is 'APPROVED' (highlighted with a red box) for 'NCORE Portland, OR' with an approval date of 05/30/2022. The third tile is 'NOT SUBMITTED' for 'TEST' with a date of 05/25/2022 and an amount of \$525.00. The fourth tile is 'NOT SUBMITTED' for 'Espana' with a date of 04/29/2019 and an amount of \$100.00.

2. Once opened, click the orange Create expense Report Tile to automatically create the report header and attach the request to the report and automatically liquidate any encumbrances.

The screenshot shows the SAP Concur interface for a specific request. The top navigation bar is the same as in the previous screenshot. Below it, there are links for 'Manage Requests' and 'Process Requests'. The main heading is 'NCORE Portland, OR \$0.00' with a sub-heading 'Approved | Request ID: XD7N'. On the right side, there are two buttons: 'More Actions' and 'Create Expense Report' (highlighted with a red box). Below the heading, there are links for 'Request Details', 'Print/Share', and 'Attachments'. A box on the left shows 'REPORTS: 1' with an 'Amount' of '\$3,428.73'. Below this, there is a section for 'EXPECTED EXPENSES' with a table header: 'Expense type', 'Details', 'Date', 'Amount', and 'Requested', each with a sort icon.

- Concur will populate many of the required fields based off what was entered on the request. Once all required fields have been populated, click save.

Report Header ✕

NCORE Portland, OR | \$0.00

Policy * **Destination *** **Trip Start Date *** * Required field

Trip End Date * **Report Date** **Purpose & Benefit ***

Report Id **Report Currency** **Approval Status**

Payment Status **Policy *** **System Member ***

Department / Sub-Department * **Account *** **Account Attributes ***

Personal Travel Included? * **Department Reference Number** **Travel Classification ***

Student Travel Type **Headquarters** **Auth. Request Encumbrance Release**

Famis External VID *

GSA Meal Rate * **Over 90 Day Explanation**

Cancel

- On this screen you will add your expenses.

Manage Expenses | View Transactions | Cash Advances | Process Reports

NCORE Portland, OR \$0.00

Not Submitted

Report Details | Print/Share | Manage Receipts | Travel Allowance

REQUEST

Approved

\$0.00

- Select an expense under create new expense and fill out any fields that have a red asterisk and then click save expense.

2 Available Expenses + Create New Expense

<input type="checkbox"/>	Payment Type ↓	Expense Type ↓	Vendor Details ↓	Date ▾	Amount ↓
<input type="checkbox"/>	Travel Card Agency Liability	Parking	THE PARKING SPOT 239 Humble, Texas	06/05/2022	\$47.65
<input type="checkbox"/>	Out of Pocket	Meals	Orlando World Center Marriott Orlando, Florida	03/17/2022	\$32.67

Displayed expenses: 2, Total: 2

Close Add To Report

6.

New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

Attendees (0) | Allocate

Expense Type * Internet

Transaction Date * MM/DD/YYYY **Business Purpose**

Vendor Name **City**

Payment Type * Out of Pocket

Amount * 20.00 **Currency *** US, Dollar

Unallowable Charge **Clearing Account**

FAMIS REF-A **FAMIS REF-B**

Travel Classification Employee-Out of State **Citi Corp Id**

Comment * to work on business e-mails

Save Expense Save and Add Another Cancel

Upload Receipt Image

7. If the expense needs to be itemized, click the itemizations tab, and create itemizations and add itemizations.

Manage Expenses View Transactions Cash Advances Process Reports

← → Internet \$20.00 🗑️ Cancel Save Expense


06/10/2022

Details **Itemizations** Hide Receipt 📄

Amount	Itemized	Remaining
\$20.00	\$0.00	\$20.00

Create Itemization More Actions ▾

No Itemizations.
Create itemizations for the items on your receipt.


Upload Receipt Image

8. Select an Expense type and fill out all the required fields and save itemization.

Details | Itemizations | Hide Receipt

Amount	Itemized	Remaining
\$20.00	\$0.00	\$20.00

New Itemization

Attendees (0) | Allocate

* Required field

Expense Type *
Dues

Transaction Date *
06/10/2022

Business Purpose

Vendor Name

City

Amount *

Currency
US, Dollar

Unallowable Charge

Travel Classification *
Employee-Out of State

Non Employee Travel ID
Search by Text

Clearing Account


FAMIS REF-A

FAMIS REF-B

*TAM-Custom 06-Citi Corp Id

Comment *

Save Itemization Cancel


Upload Receipt Image

9. There will be a remaining amount. Enter the remaining amount and then save the itemization.

Amount \$20.00	Itemized \$10.00	Remaining \$10.00
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Dues \$10.00

Attendees (0) | Allocate

* Required field

Expense Type *
Dues

Transaction Date *
06/10/2022

Business Purpose

Vendor Name

City

Amount *
10.00

Currency
US, Dollar

Unallowable Charge

Travel Classification *
Employee-Out of State

Non Employee Travel ID
Search by Text

Clearing Account

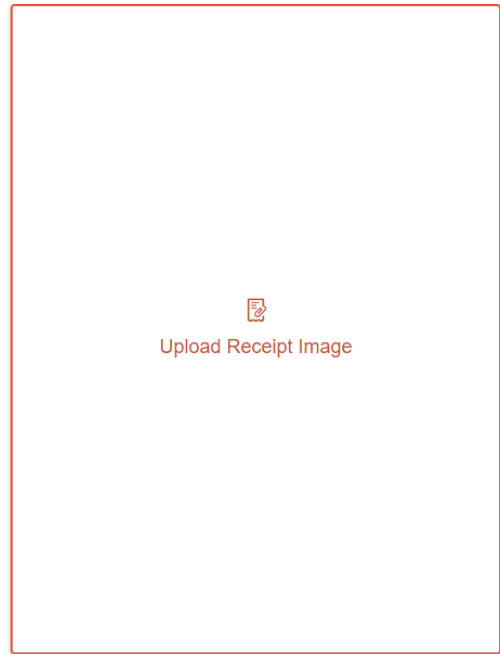
FAMIS REF-A

FAMIS REF-B

*TAM-Custom 06-Citi Corp Id

Comment *

Save Itemization Cancel



10. To add a receipt click in the box, Upload Receipt Image.

06/10/2022

Details | Itemizations Hide Receipt

Amount \$20.00	Itemized \$20.00	Remaining \$0.00
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Dues \$10.00

Attendees (0) | Allocate

* Required field

Expense Type *
Dues

Transaction Date *
06/10/2022

Business Purpose

Vendor Name

City

Amount *
10.00

Currency
US, Dollar

Unallowable Charge

Travel Classification *
Employee-Out of State

Non Employee Travel ID
 Search by Text

Clearing Account

FAMIS REF-A

FAMIS REF-B

*TAM-Custom 06-Citi Corp Id


Upload Receipt Image

11. A screen will appear where you can use an available receipt or upload a receipt image. Click which ever is applicable.


Attach Receipt

Select a receipt image or reuse one from this report:

Available Receipts Receipts in Report



Upload Receipt Image
5MB limit per file

1653506797504
Uploaded: 05/25/2022 6:26 PM




[Attach](#) [View](#)

mileage calculator concu...
Uploaded: 04/25/2022 12:1...



[Attach](#) [View](#)

receipt.jpeg
Uploaded: 03/16/2022 4:39 PM



[Attach](#) [View](#)

[Close](#)

12. If an expense needs to be marked as unallowable, check the Unallowable Charge box.

Details | Itemizations | Hide Receipt

Amount \$20.00 | Itemized \$20.00 | Remaining \$0.00

Internet \$10.00

Attendees (0) | Allocate

Expense Type * Internet

Transaction Date * 06/10/2022 | Business Purpose

Vendor Name fsdfsdf | City

Amount * 10.00 | Currency US, Dollar

Unallowable Charge

FAMIS REF-A | FAMIS REF-B

Travel Classification Employee-Out of State | Citi Corp Id

Comment * bp

Save Itemization | Cancel

Castillo, Britney Michele

From: Evan Lloyd - emloyd@tamu.edu
Sent: Tuesday, June 7, 2022 1:51 PM
To: Castillo, Britney Michele
Cc: O'Gorman-Holley, Moran, Amanda; Lloyd, Evan; Ferrufino, Estephany
Subject: Re: Kansas City, Missouri (D'GORMAN-HOLLEY, MORGAN) Report Key 919370
image001.png

Approval from me as well.
Thanks,
Evan Lloyd

On Tue, Jun 7, 2022, 12:24 PM Castillo, Britney Michele <brcastillo@tamu.edu> wrote:
Howdy Estephany and Evan,
Please approve the statement below for the airfare expenses totaling (\$747.20) paid on your behalf.

I certify that these expenses are true, correct, and unpaid to the best of my knowledge. I further certify that these expenses were incurred in the course of conducting official business, research, or other sponsored activities, and that these expenses are properly chargeable to the account(s) listed. I further certify that no alcohol was purchased in association with meals being expensed, or if there was, a receipt has been provided, the expenses marked appropriately and the business purpose of the alcohol has been documented in the comments or purpose field.

Thanks and have a great day,
Britney Castillo
Financial Management Supervisor
Financial Management Operations- Travel
TAMU 6000, College Station, TX 77843
Phone: (979) 862-3017

919370 evan.pdf

Detach | Append

13. To allocate to an additional account select the expense you would like to allocate and select allocate.

NCORE Portland, OR \$20.00

Not Submitted

Report Details | Print/Share | Manage Receipts | Travel Allowance

REQUEST
Approved
\$0.00

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

Alerts | Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested

<input checked="" type="checkbox"/>	Out of Pocket	Internet	06/10/2022	\$20.00
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\$20.00

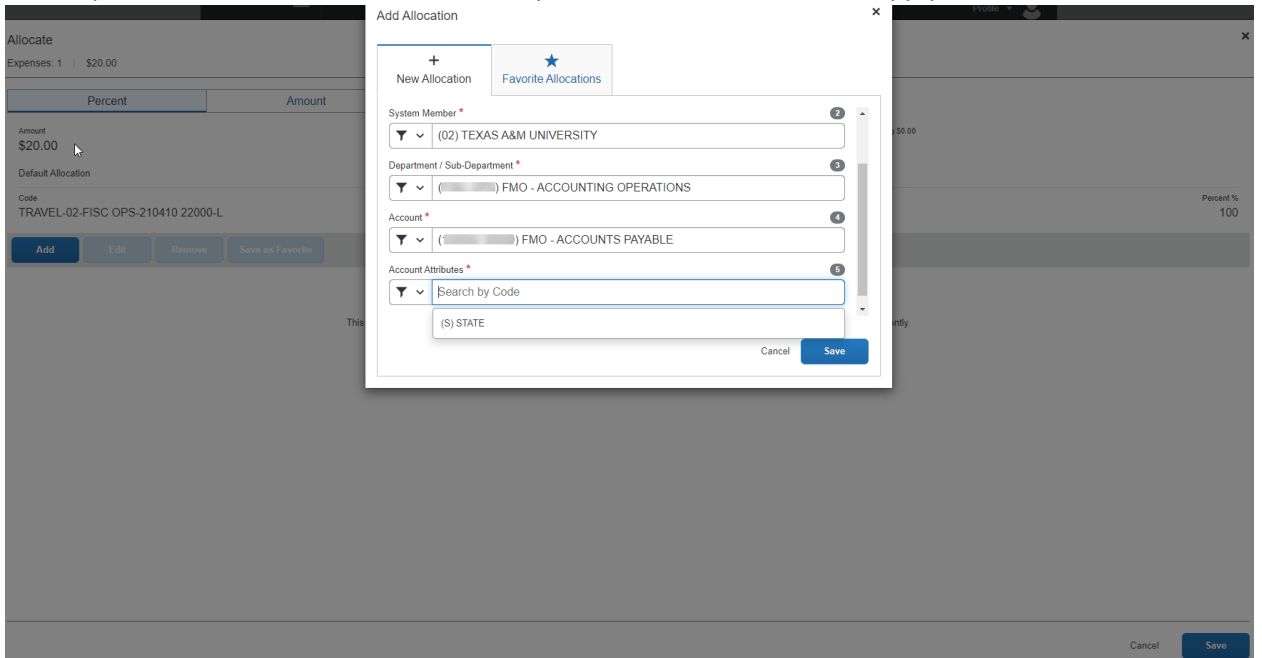
14. You can allocate either by percent or amount, then click add.

The screenshot shows the 'Allocate' interface. At the top, there are two tabs: 'Percent' and 'Amount', both highlighted with red boxes. Below the tabs, the 'Amount' is set to '\$20.00'. To the right, it shows 'Allocated \$20.00' and '100%'. Further right, it shows 'Remaining \$0.00' and '0%'. Below this, the 'Default Allocation' section shows the 'Code' as 'TRAVEL-02-FISC OPS-210410 22000-L'. At the bottom, there are four buttons: 'Add', 'Edit', 'Remove', and 'Save as Favorite'. A red arrow points to the 'Add' button. Below the buttons, the text reads 'No Allocations' and 'This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.'

15. Start entering the system member you belong to, and the list will start to filter down and limit the values available to be selected in subsequent lists. This should be the Texas A&M member that owns the account that is paying for your travel. The next field is the department and sub department where the account belongs. The next field is the account number. Again, as this series of fields is connected the account numbers displayed will only be accounts that belong with the department and sub departments that are specified in the previous field.

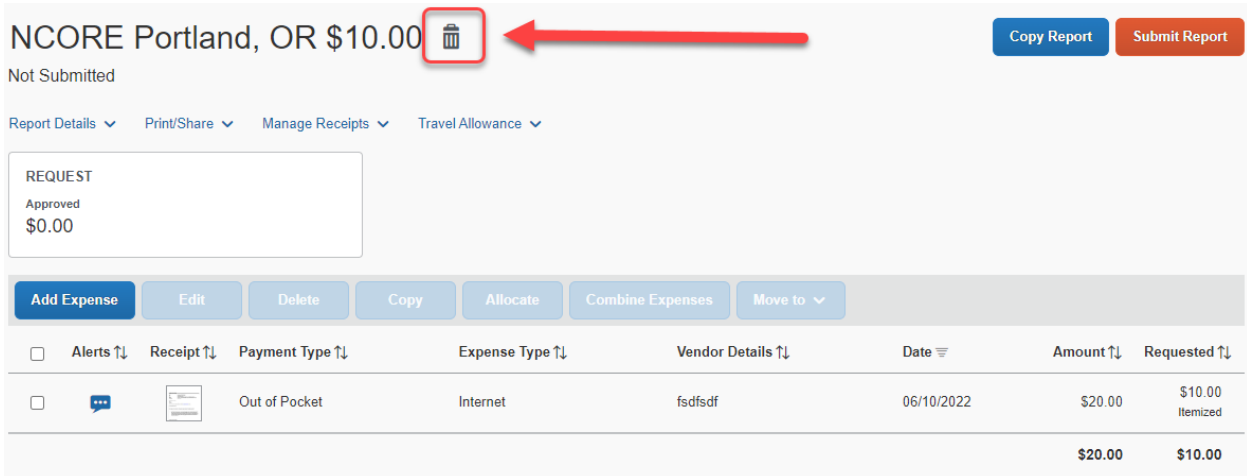
This screenshot shows the 'Allocate' interface with a dropdown menu open for the 'Account' field. The dropdown menu is titled 'New Allocation' and 'Favorite Allocations'. It contains the following fields: 'Policy *' with a dropdown set to 'TRAVEL'; 'System Member *' with a dropdown set to '(02) TEXAS A&M UNIVERSITY'; 'Department / Sub-Department *' with a dropdown set to 'f|'; and 'Account *' with a list of options: '(FINC) FINANCE', '(FISC) FINANCIAL MANAGEMENT OPERATIONS', '(FISC CLEAR) FMO - CLEARING ACCOUNT', '(FISC EPAY) FINANCIAL MANAGEMENT OPERATIONS - EPAY', '(FISC FMO) FINANCIAL MANAGEMENT OPERATIONS', '(FISC OPS) FMO - ACCOUNTING OPERATIONS', and '(FISC UTIL) FINANCIAL MANAGEMENT OPS - UTILITIES'. The background shows the same 'Allocate' interface as in the previous screenshot, but with the 'Add' button highlighted.

16. The next field is labeled account attributes, there should only be one selection here based on the account chosen in the previous field. The account tells the system which rules are set to apply such as state, local or SRS

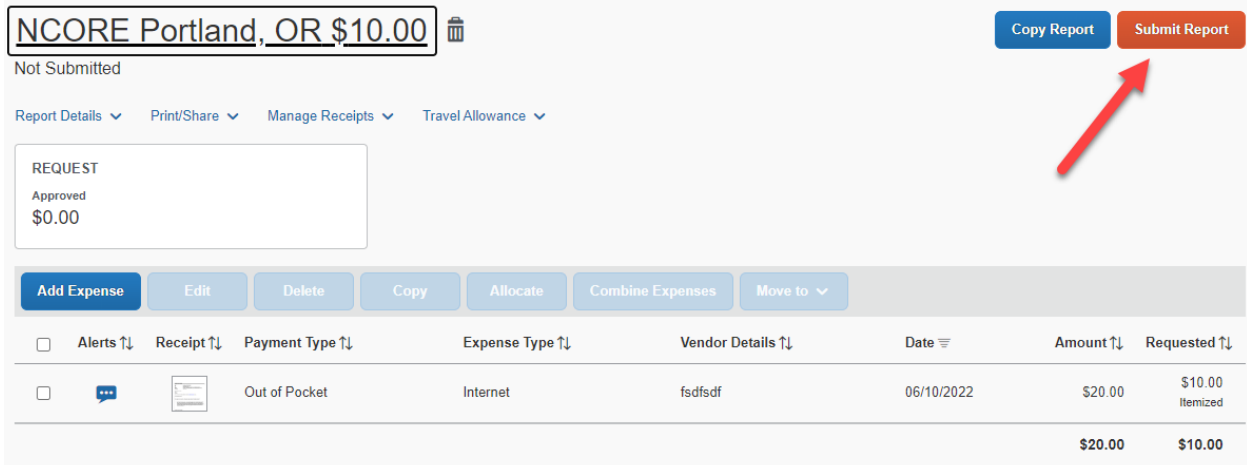


funds.

17. If the Report has been created in error or needs to be deleted click on the trash can.



18. Once the expenses have been added to the report, you can submit the report.



19. Review the FAMIS confirmation statement and Accept and Continue.

User Submit



I certify that these expenses are true, correct, and unpaid to the best of my knowledge. I further certify that these expenses were incurred in the course of conducting official business, research, or other sponsored activities, and that these expenses are properly chargeable to the account(s) listed. I further certify that no alcohol was purchased in association with meals being expensed, or if there was, a receipt has been provided, the expenses marked appropriately and the business purpose of the alcohol has been documented in the comments or purpose field.



Cancel

Accept & Continue