

Create an Expense Report with No Approved Travel Request

1. On the home page hover your cursor over the title labeled new. Click start a report. This will create a blank report header.

The screenshot shows the Concur home page for The Texas A&M University System. At the top, there's a navigation bar with the university logo and several status indicators: New (+), Required Approvals (00), Authorization Requests (03), Available Expenses (10), Open Reports (05), and Cash Advances (00). Below this, a 'TRIP SEARCH' section on the left includes a 'Selection of Funding Source' dropdown, a 'Booking for myself | Book for a guest' toggle, and a 'Flight Search' section with 'Round Trip', 'One Way', and 'Multi City' options. A 'COMPANY NOTIFICATION' section in the center contains a 'Welcome to Concur' message and a link to 'Read more'. A 'MY TASKS' section on the right shows three task cards: '00 Required Approvals' (Great! You currently have no approvals.), '10 Available Expenses' (listing expenses like 'THE PARKING SPOT 239' for \$47.65), and '05 Open Reports' (listing reports like 'NCORE Portland, OR' for \$3,428.73). A 'MY TRIPS (0)' section is also visible at the bottom left.

2. All required fields marked red must be populated to continue with report creation. The first red field is policy. This will default to Travel.

The screenshot shows the 'Create From an Approved Request' form. It contains various fields for trip details, some of which are marked as required with a red asterisk. The required fields are: Policy (dropdown menu), Destination (text field), Trip Start Date (calendar icon), Trip End Date (calendar icon), Report Date (text field), Purpose & Benefit (text field), Department / Sub-Department (dropdown menu), System Member (dropdown menu), Account Attribute (dropdown menu), Travel Classification (dropdown menu), and Famis External VID (dropdown menu). The form also includes a 'Notes' section at the bottom. The 'Create Report' button is highlighted in blue.

3. In the field labeled destination, provide the location where the trip will occur. Some users will also add a conference name or even dates in this field to help them identify their report in their list of reports.

Create New Request

Trip Name/Destination *

Trip Start Date * MM/DD/YYYY

Trip End Date * MM/DD/YYYY

Travel Classification * None Selected

Traveler Type * None Selected

Student Travel Activity Type None Selected

Contracts/Grants * No

Trip Purpose & Benefit *

GSA Meal Rate

Personal Travel Included?

No

Non-Employee/Student Traveler (Last Name, First Name)

Foreign Country 1 Search by Text

Foreign Country 2 Search by Text

Foreign Country 3 Search by Text

Foreign Country 4 Search by Text

System * TRAVEL

System Member * (02) TEXAS A&M UNIVERSITY

Account

Account Attribute

Department/SubDepartment *

Department Reference Number

Notes

Cancel [Create Request](#)

4. Next, provide your trip start date and trip end date.

Create New Request

Trip Name/Destination *

Trip Start Date * MM/DD/YYYY

Trip End Date * MM/DD/YYYY

Travel Classification * None Selected

Traveler Type * None Selected

Student Travel Activity Type None Selected

Contracts/Grants * No

Trip Purpose & Benefit *

GSA Meal Rate

Personal Travel Included?

No

Non-Employee/Student Traveler (Last Name, First Name)

Foreign Country 1 Search by Text

Foreign Country 2 Search by Text

Foreign Country 3 Search by Text

Foreign Country 4 Search by Text

System * TRAVEL

System Member * (02) TEXAS A&M UNIVERSITY

Account

Account Attribute

Department/SubDepartment *

Department Reference Number

Notes

Cancel [Create Request](#)

5. Use the travel classification field to indicate what type of travel this trip will be. Select the appropriate traveler

Create New Request

Trip Name/Destination *

Trip Start Date * 05/25/2022

Trip End Date * 05/28/2022

Travel Classification *

Traveler Type *

Student Travel Activity Type None Selected

Contracts/Grants * No

Trip Purpose & Benefit *

GSA Meal Rate

Personal Travel Included?

No

Non-Employee/Student Traveler (Last Name, First Name)

Foreign Country 1 Search by Text

Foreign Country 2 Search by Text

Foreign Country 3 Search by Text

Foreign Country 4 Search by Text

System * TRAVEL

System Member * (02) TEXAS A&M UNIVERSITY

Account

Account Attribute

Department/SubDepartment *

Department Reference Number

Notes

Cancel [Create Request](#)

type.

6. The contracts/ grants field will default to no, this field is only used by some agencies and universities. Inquire with your department's travel or business to verify if this field is used by your agency or university.

Create New Request

Trip Name/Destination *
TEST

Trip Start Date *
05/25/2022

Trip End Date *
05/28/2022

Travel Classification *
Employee-in State

Traveler Type *
None Selected

Student Travel Activity Type
None Selected

Contracts/Grants *
No

Trip Purpose & Benefit *

GSA Meal Rate *

Personal Travel Included? *
No

Non-Employee/Student Traveler (Last Name, First Name) *

Foreign Country 1
Search by Text

Foreign Country 2
Search by Text

Foreign Country 3
Search by Text

Foreign Country 4
Search by Text

System Member *
(02) TEXAS A&M UNIVERSITY

Department/SubDepartment *
Search by Code

Account
TRAVEL

Account Attribute
Department Reference Number

Notes

Cancel Create Request

7. Next enter the purpose and benefit of the trip. This should contain a detailed description of why the trip will occur such as a description of research conducted, or the name of the conference being attended. There should also be a description of how the trip benefits your system, agency, or university. This field is limited to 500

Edit Request Header
Request ID: X3FK

Trip Name/Destination *
TEST

Trip Start Date *
05/25/2022

Trip End Date *
05/28/2022

Travel Classification *
Employee-in State

Traveler Type *
Staff

Student Travel Activity Type
None Selected

Contracts/Grants *
No

Trip Purpose & Benefit *
I am attending the Concur Conference where I will learn about new innovation for travel and best practices. I will also be networking with

GSA Meal Rate *

Personal Travel Included? *
No

Non-Employee/Student Traveler (Last Name, First Name) *

Foreign Country 1
Search by Text

Foreign Country 2
Search by Text

Foreign Country 3
Search by Text

Foreign Country 4
Search by Text

System Member *
(02) TEXAS A&M UNIVERSITY

Department/SubDepartment *
Search by Code

Account
TRAVEL

Account Attribute
Department Reference Number

Notes

Cancel Save

characters.

8. If personal travel is included, it may be marked yes, and you should provide a note indicating which days of the

Create New Request

Trip Name/Destination *

Trip Start Date *
MM/DD/YYYY

Trip End Date *
MM/DD/YYYY

Travel Classification *
None Selected

Traveler Type *
None Selected

Student Travel Activity Type
None Selected

Contracts/Grants *
No

Trip Purpose & Benefit *

GSA Meal Rate *

Personal Travel Included? *
No
None Selected
No
Yes

Non-Employee/Student Traveler (Last Name, First Name) *

Foreign Country 1
Search by Text

Foreign Country 2
Search by Text

Foreign Country 3
Search by Text

Foreign Country 4
Search by Text

System Member *
(02) TEXAS A&M UNIVERSITY

Department/SubDepartment *
Search by Code

Account

Account Attribute
Department Reference Number

Notes

Cancel Create Request

trip were personal.

9. If the report is for a non-employee or a student traveler enter their name in this field. The name should be entered last name first, first name. For domestic travel you may omit the field labeled Foreign Risk and Foreign

Edit Request Header
Request ID: X3FK

* Required field

Trip Name/Destination *
TEST

Trip Start Date *
05/25/2022

Trip End Date *
05/28/2022

Travel Classification *
Employee-In State

Traveler Type *
Staff

Student Travel Activity Type
None Selected

Contracts/Grants *
No

Trip Purpose & Benefit *
I am attending the Concur Conference where I will learn about new innovation for travel and best practices. I will also be networking with

GSA Meal Rate *
None

Personal Travel Included? *
No

Non-Employee/Student Traveler (Last Name, First Name) *
Foreign Country 1
Foreign Country 2
Foreign Country 3
Foreign Country 4

System Member *
(02) TEXAS A&M UNIVERSITY

Department/SubDepartment *
Account

Account Attribute *
Department Reference Number

Notes

Cancel Save

Country.

10. The next four required fields tell the system what account is paying for this travel. These lists are connected. Whatever value you choose in each list will filter and limit the values available to select in the subsequent lists. The values in the fields may be defaulted, if your travel will always be funded from the same account, please go to the expense information section in your profile settings and save your accounting information there. Once done, the system will automatically populate your account information each time you create an expense report, and you will not need to manually have to select each time.

Edit Request Header
Request ID: X3FK

Trip Name/Destination *
TEST

Trip Start Date *
05/25/2022

Trip End Date *
05/28/2022

Travel Classification *
Employee-In State

Traveler Type *
Staff

Student Travel Activity Type
None Selected

Contracts/Grants *
No

Trip Purpose & Benefit *
I am attending the Concur Conference where I will learn about new innovation for travel and best practices. I will also be networking with

GSA Meal Rate *
None

Personal Travel Included? *
No

Non-Employee/Student Traveler (Last Name, First Name) *
Foreign Country 1
Foreign Country 2
Foreign Country 3
Foreign Country 4

System Member *
(02) TEXAS A&M UNIVERSITY

Department/SubDepartment *
fsc

Account

Account Attribute *
Department Reference Number

Notes

Cancel Save

11. The first field to populate is system member. 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. The next field is labeled account attributes, there should only be one selection here based on the account

chosen on the previous field. The account tells the system which rules are set to apply such as state, local or SRS

Edit Request Header
Request ID: X3FK

TEST	05/25/2022	05/28/2022
Travel Classification * Employee-In State	Traveler Type * Staff	Student Travel Activity Type None Selected
Contracts/Grants * No	Trip Purpose & Benefit * I am attending the Concur Conference where I will learn about new innovation for travel and best practices. I will also be networking with	GSA Meal Rate ?
Non-Employee/Student Traveler (Last Name, First Name) ?	Foreign Country 1 Search by Text	Foreign Country 2 Search by Text
Foreign Country 3 Search by Text	Foreign Country 4 Search by Text	System * TRAVEL
System Member * (02) TEXAS A&M UNIVERSITY	Department/SubDepartment * (FISC OPS) FMO - ACCOUNTING OPERATIONS	Account (120052 00000) FMO - ACCOUNTING OPERATIONS
Account Attribute (S) STATE	Department Reference Number	
Notes (S) STATE		

funds.

12. The department reference number field may be used to help your department track the report through other systems or processes that might be unique to your department. Check with your department's business staff regarding the use of this field. The notes field may be used to add any additional information you feel needs to be communicated on the report.

Edit Request Header
Request ID: X3FK

TEST	05/25/2022	05/28/2022
Travel Classification * Employee-In State	Traveler Type * Staff	Student Travel Activity Type None Selected
Contracts/Grants * No	Trip Purpose & Benefit * I am attending the Concur Conference where I will learn about new innovation for travel and best practices. I will also be networking with	GSA Meal Rate ?
Non-Employee/Student Traveler (Last Name, First Name) ?	Foreign Country 1 Search by Text	Foreign Country 2 Search by Text
Foreign Country 3 Search by Text	Foreign Country 4 Search by Text	System * TRAVEL
System Member * (02) TEXAS A&M UNIVERSITY	Department/SubDepartment * (FISC OPS) FMO - ACCOUNTING OPERATIONS	Account (120052 00000) FMO - ACCOUNTING OPERATIONS
Account Attribute (S) STATE	Department Reference Number	
Notes		

13. Once the required fields on the expense header have been populated, click save. At this point you have the option to submit the report into routing for approval.

Edit Request Header
Request ID: X3FK

TEST	05/25/2022	05/28/2022
Travel Classification * Employee-In State	Traveler Type * Staff	Student Travel Activity Type None Selected
Contracts/Grants * No	Trip Purpose & Benefit * I am attending the Concur Conference where I will learn about new innovation for travel and best practices. I will also be networking with	GSA Meal Rate ?
Non-Employee/Student Traveler (Last Name, First Name) ?	Foreign Country 1 Search by Text	Foreign Country 2 Search by Text
Foreign Country 3 Search by Text	Foreign Country 4 Search by Text	System * TRAVEL
System Member * (02) TEXAS A&M UNIVERSITY	Department/SubDepartment * (FISC OPS) FMO - ACCOUNTING OPERATIONS	Account (120052 00000) FMO - ACCOUNTING OPERATIONS
Account Attribute (S) STATE	Department Reference Number	
Notes		

14. You may also add estimated expenses and additional routing steps. After you save the request header, the next tab you can opt to complete is the expense tab. This tab can be used to enter estimated expenses for you trip.

The screenshot shows the SAP Concur interface for managing requests. The 'Manage Requests' tab is active, and the 'EXPENDED EXPENSES' section is visible. A red arrow points to the 'Add' button in the 'EXPENDED EXPENSES' section.

Select an expense type.

The screenshot shows the 'Add Expected Expense' dialog box. It has a search bar at the top and a list of expense types below. The list includes categories like Communications, Individual Meals, Lodging, and Other, with specific items listed under each.

15. Enter the estimated amount of the expense. Click save. If an account number is entered on the request header and an amount is estimated for the expenses, then the funds will be encumbered in FAMIS once the request

The screenshot shows the 'New Expense: Airfare \$500.00' form. The 'Transaction Amount' field is highlighted with a red arrow, and the 'Save' button is also highlighted with a red arrow. The form includes fields for Transaction Date, Description, FAMIS REF-A, and Comment.

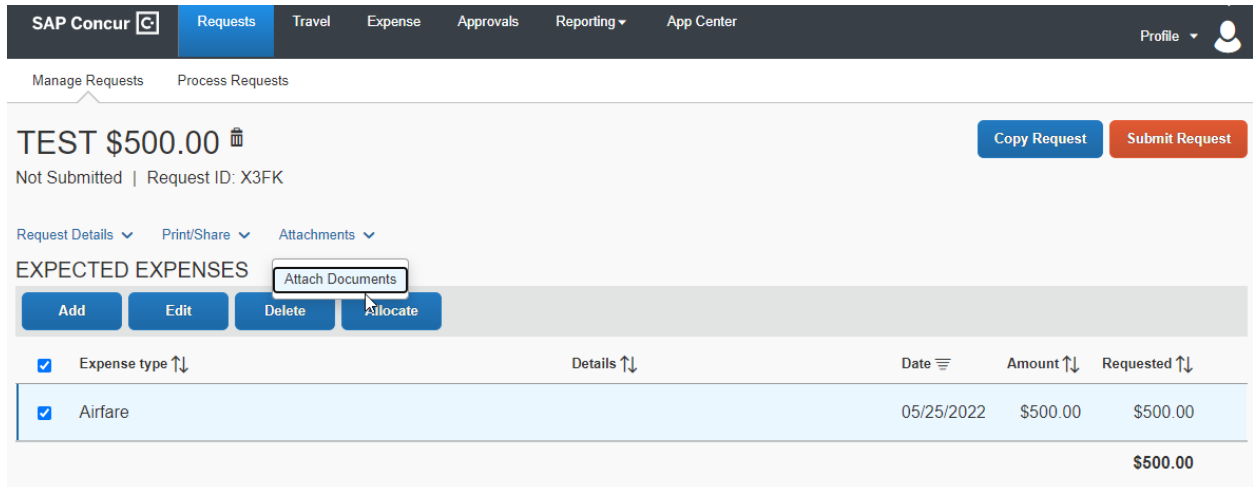
completes routing.

16. If an estimated expense is entered in error, you can select the expense entry and then click delete. Click yes to confirm.

The screenshot shows the SAP Concur interface for managing requests. The 'Manage Requests' tab is active, and the 'EXPENDED EXPENSES' section is visible. A red arrow points to the 'Delete' button in the 'EXPENDED EXPENSES' section.

<input checked="" type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date	Amount ↑↓	Requested ↑↓
<input checked="" type="checkbox"/>	Airfare		05/25/2022	\$500.00	\$500.00
					\$500.00

17. If you have any attachments to include, you may do so at any time after the request header has been saved. To include an attachment, click the attachments button. Select attach documents.



SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Profile

Manage Requests | Process Requests

TEST \$500.00
Not Submitted | Request ID: X3FK

Request Details | Print/Share | Attachments

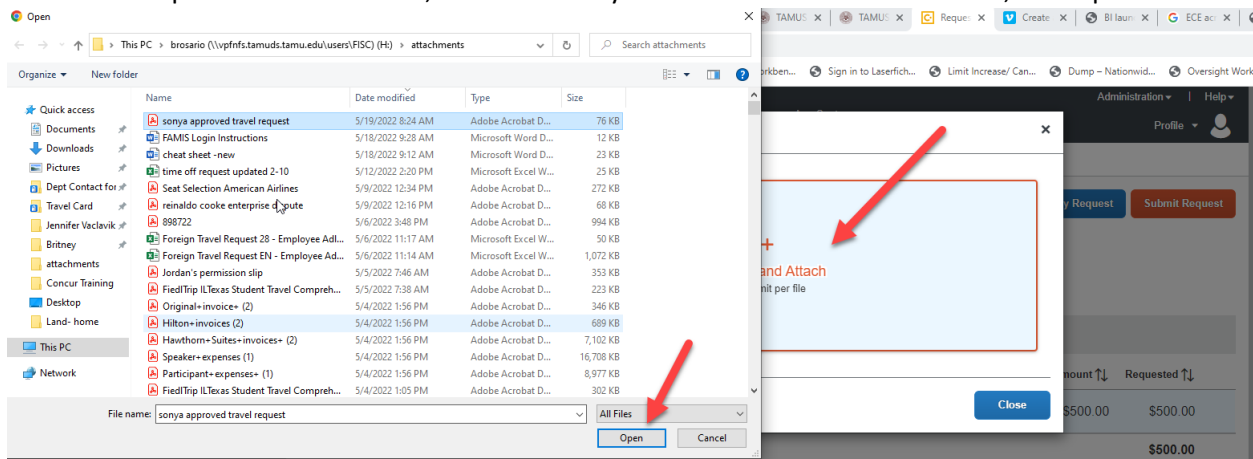
EXPECTED EXPENSES

Attach Documents

Add | Edit | Delete | Allocate

Expense type	Details	Date	Amount	Requested
Airfare		05/25/2022	\$500.00	\$500.00
			\$500.00	\$500.00

18. Click on the Upload and Attach box, locate the file you wish to attach. Select the file, click open



Open

This PC > This PC > \\\vprfnfs.tamunds.tamu.edu\user\FISC\ > attachments

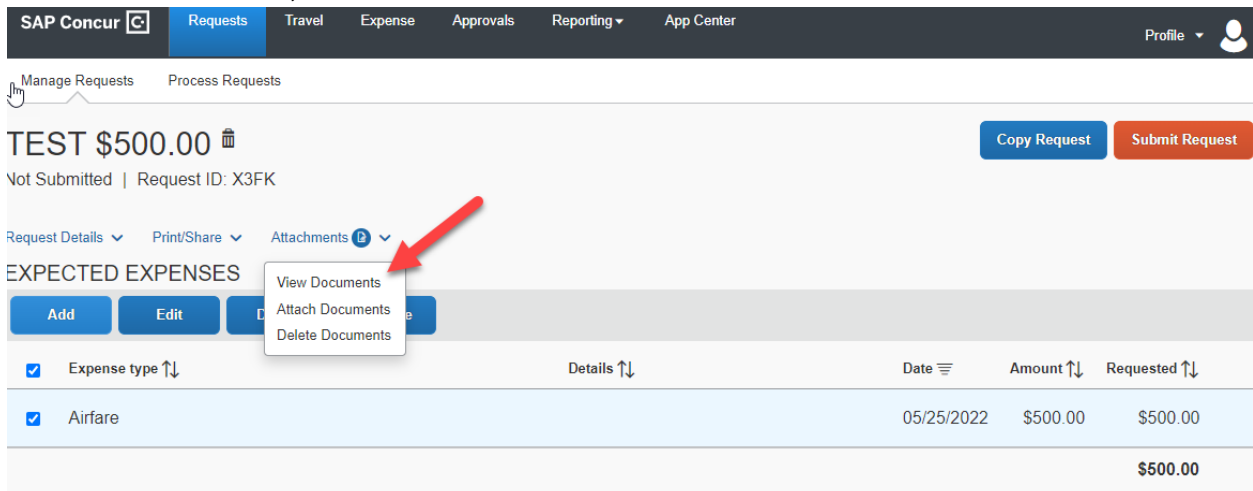
Search attachments

Name	Date modified	Type	Size
sonya approved travel request	5/19/2022 8:24 AM	Adobe Acrobat D...	76 KB
FAMS Login Instructions	5/18/2022 9:28 AM	Microsoft Word D...	12 KB
cheat sheet - new	5/18/2022 9:12 AM	Microsoft Word D...	23 KB
time off request updated 2-10	5/12/2022 2:20 PM	Microsoft Excel W...	25 KB
Seat Selection American Airlines	5/9/2022 12:34 PM	Adobe Acrobat D...	272 KB
reinaldo cooke enterprise d...	5/9/2022 12:16 PM	Adobe Acrobat D...	68 KB
898722	5/6/2022 3:48 PM	Adobe Acrobat D...	994 KB
Foreign Travel Request 28 - Employee Ad...	5/6/2022 11:17 AM	Microsoft Excel W...	50 KB
Foreign Travel Request EN - Employee Ad...	5/6/2022 11:14 AM	Microsoft Excel W...	1,072 KB
Jordan's permission slip	5/5/2022 7:46 AM	Adobe Acrobat D...	353 KB
FiedTrip ILTexas Student Travel Compre...	5/5/2022 7:38 AM	Adobe Acrobat D...	223 KB
Original+invoice+ (2)	5/4/2022 1:56 PM	Adobe Acrobat D...	346 KB
Hilton+invoices (2)	5/4/2022 1:56 PM	Adobe Acrobat D...	689 KB
Hawthorn+Suites+invoices+ (2)	5/4/2022 1:56 PM	Adobe Acrobat D...	7,102 KB
Speaker+expenses (1)	5/4/2022 1:56 PM	Adobe Acrobat D...	16,708 KB
Participant+expenses+ (1)	5/4/2022 1:56 PM	Adobe Acrobat D...	8,977 KB
FiedTrip ILTexas Student Travel Compre...	5/4/2022 1:05 PM	Adobe Acrobat D...	302 KB

File name: sonya approved travel request

All Files | Open | Cancel

19. To view the attachment, click the attachments button. Then click view documents



SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center | Profile

Manage Requests | Process Requests

TEST \$500.00
Not Submitted | Request ID: X3FK

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Delete | Allocate

View Documents | Attach Documents | Delete Documents

Expense type	Details	Date	Amount	Requested
Airfare		05/25/2022	\$500.00	\$500.00
			\$500.00	\$500.00

20. If you wish to print your request, you have the option to do so. Select the print/ Share button. Select travel request report or travel request allocation report.

SAP Concur

Requests Travel Expense Approvals Reporting App Center

Manage Requests Process Requests

TEST \$500.00

Not Submitted | Request ID: X3FK

Copy Request Submit Request

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Allocate

Travel Request Report
Travel Request Allocation Report

<input checked="" type="checkbox"/> Expense type	Details	Date	Amount	Requested
<input checked="" type="checkbox"/> Airfare		05/25/2022	\$500.00	\$500.00

\$500.00

21. After all information has been entered and reviewed click submit request. Review the FAMIS Request Submit confirmation statement, once you have read the statement click accept and submit or cancel.

SAP Concur

Requests Travel Expense Approvals Reporting App Center

Manage Requests Process Requests

TEST \$500.00

Not Submitted | Request ID: X3FK

Copy Request Submit Request

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Allocate

Travel Request Report
Travel Request Allocation Report

FAMIS Request Submit Confirmation

By submitting this request, I acknowledge the purpose of this travel is for university business and is explained in further detail in purpose and benefits. If foreign, I further acknowledge and understand the conditions and potential risks associated with foreign travel and have been briefed on the current Travel Warning (if applicable) posted by the U.S. Department of State at http://travel.state.gov/travel/cis_pa_tw/tw_1764.html

In addition, I have updated my profile's contact information, emergency contact information, international travel information, and indicated all countries entering.

Cancel Accept & Continue