Expense Report: Guide for Students

Log into Concur
https://idp.pennkey.upenn.edu/idp/profile/SAML2/Unsolicited/SSO?providerId=https%3a%2f%2fwww.concursolutions.com

1. Your PennKey authentication page will pop up. Login.
2. Concur Travel and Expense will automatically load

Step One: Access to Concur Expense

Look at top tool bar. Do you have the Expense tab?
- If yes, continue to Step Two.
- If no, speak to the office administrator in your school about activating your expense permissions in Concur.
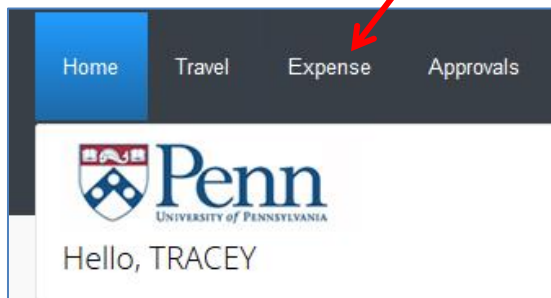
Step Two: Create an Expense Report
- Click on the Expense tab, and click on the tile **+Create New Report**
- Complete the **Report Header**

Fill in each block (those with red left borders are required fields)

1. **Type of Travel** – select one. If you choose International, the Country Code is also required (use the drop down box to select the country).

   Report Header

   Type of Travel/Reimbursement

1. Domestic
2. International
3. Local (less than 50 mile radius)
4. Non-Travel Expense
5. UPHS
6. Capital Project Program
7. Team Travel

2. **Report Name** –
   - Recommended format includes location and date: Austin TX 3-14-14
   - Another option includes conference name and date: SCTEM 5-22-14
   - No need to include your name, since you are doing this under your own account.

3. **Report Date** – NO ENTRY – defaults to date expense report was created.

4. **Policy** – select "US Expense Policy". If this expense report is to request a new Travel Advance, use the drop down to select "US Travel Advance Policy".
   Note: If you have already received a travel advance and you are creating a new report to reconcile the expenses from your trip, select "US Expense Policy".

5. **Business Justification** – text field – Enter sufficient explanation to satisfy the approvers.
   Note: All students will see a yellow exception message on their expense reports reminding them that they must provide full details for the business justification:
   "The student/trainee will include in the Business Justification field full detail of scope of assignment including location, dates, activity and provide the name of the specific school/ faculty member/ University organization supporting this assignment. The student/trainee will promote the business objectives of the University and/or consult with and advise the University on matters and/or perform representation relating to the provided information."

6. **Report Key** – NO ENTRY – fills in automatically upon submittal of expense report

7. The next 5 fields for the funding source fill in automatically based on your PennKey. If you do not know the correct funding source, but you know the name of the fund, use the Notes to Approver field, described below.

8. **Notes to Approver** – useful for comments such as "Sponsored by Professor Smith" or "Conference Attendance paid for by the Madison Grant"

At the bottom of the screen, select Next

Next >>
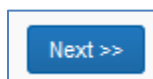
Navigation

1. The left side of the screen will show the detailed expenses of an expense report as you enter them and complete the required fields

2. The right side of the screen will show a list of expense types to be used when entering a new expense – such as Airfare, Gasoline, Hotel

3. The total of the expense report will show at the bottom of the left side
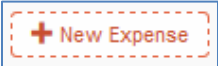   a. Total Amount
   b. Total Requested

TOTAL AMOUNT	TOTAL REQUESTED
$500.00	$300.00

   Note: The Total Requested will be smaller than the Total Amount if any personal or non-reimbursable expenses were included on a business receipt. Example: Rental of a movie that appeared on the Hotel bill.

Step Three: Enter Expenses

For each expense transaction incurred, you will select an expense type from the right hand side of the screen and then fill in the required fields.

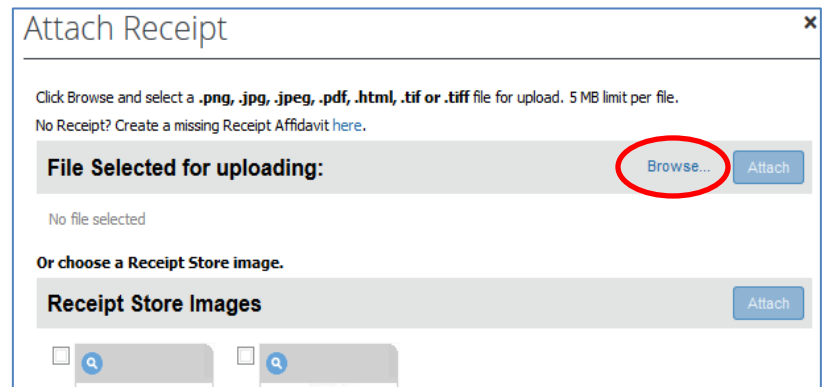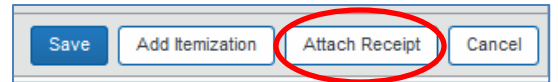### Enter Cash or Personal Credit Card Transactions

1. Click New Expense button. **+ New Expense**

2. Select the appropriate Expense Type from the right side of the screen.
3. Enter the information from your receipt, completing all required fields.
4. IMPORTANT: The dollar amount for the entire receipt must be entered. If only part of it is to be reimbursed – (I will use Airfare in this example):
   a. Select the expense type "Airfare" and fill in the required fields
   b. Enter the entire amount ($550) of the receipt in the Amount box
   c. Click the Itemize button on the bottom right of the detailed information
   d. In the new Expense Type drop-down that appears, select "Airfare" and enter the amount ($300) you are requesting for reimbursement. Click Save.
   e. In the next Expense Type drop-down that appears, select "Non-Reimbursable" and enter the remaining amount ($250) that you are not requesting to be reimbursed. Click Save.
5. Upon Save, the expense will appear on the left side of the screen as a line item on the expense report.
   a. If a red X appears on the left side of the screen, click the specific transaction, and fix missing information.

b. If a yellow exclamation point appears on the left side of the screen, click on it, read the message, and make changes if necessary. It is a policy warning.

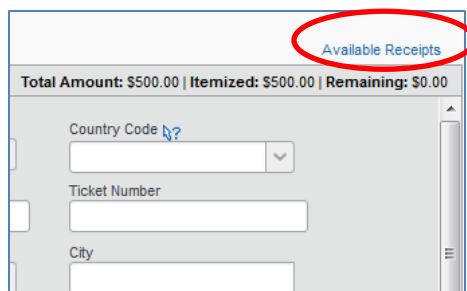## Step Four: Attach Receipts – 4 options

Option 1: Upload and attach an individual receipt from your computer

1. Click an expense item on the left side to open it.
2. Click **Attach Receipt** at the bottom of the screen**.**
3. The Attach Receipt dialog box opens.
4. Click **Browse**.
5. Navigate to the location on your computer where you saved the receipt image file.
6. Select the file to upload, and then click **Attach.** Images can be up to 5 MB in size and must be a PNG, JPG, TIFF or PDF file.

| Save | Add Itemization | Attach Receipt | Cancel |

Attach Receipt   ✕

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file. No Receipt? Create a missing Receipt Affidavit here.

File Selected for uploading: Browse...   Attach

No file selected

Or choose a Receipt Store image.

Receipt Store Images   Attach

☐ 🔍   ☐ 🔍

Option 2: Use Available Receipts– Pictures of receipts taken with a mobile device (cell phone)

1. Verify the email address you will use to send images from your mobile device
    - Log into Concur
    - Select the Profile button, then Profile Settings
    - Click on **Email Addresses** on the left hand margin. Proceed to add new email addresses and follow the instructions on verification.
2. Use your mobile device to take a picture of your receipt and email it to receipts@concur.com. This will put the receipt in your Available Receipts.
3. To attach a receipt to an expense entry:
    - Click on the checkbox in front of the line item expense on the left side of your expense report
    - Open the Available Receipts window (far right side of the screen)

Available Receipts

Total Amount: $500.00 | Itemized: $500.00 | Remaining: $0.00

Country Code ⓘ?

Ticket Number

City

o   Click the green arrow next to the appropriate receipt. This will move the receipt from Available Receipts to the line item expense
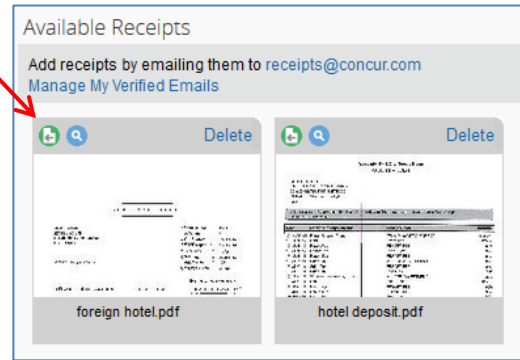

Option 3: Use the Concur mobile app to attach receipts

1. Complete the initial mobile registration
   - o   From your desktop, navigate to Profile>Profile Settings
   - o   Select **Mobile Registration** and follow the instructions for creating a mobile PIN
2. Log in to Concur mobile app
   - o   Download the Concur app on your mobile device and log in using your pennkeyname@upenn.edu as your username and the PIN you created in the previous step as your password
   - o   Use the receipt image function provided in the app

Option 4: Upload and attach multiple receipts from your computer

1. Scan receipts and save on your computer – it can be one document or multiples.
2. Select the **Receipts** button from the top tool bar while in the expense report.
3. Select **Attach Receipt Images.**
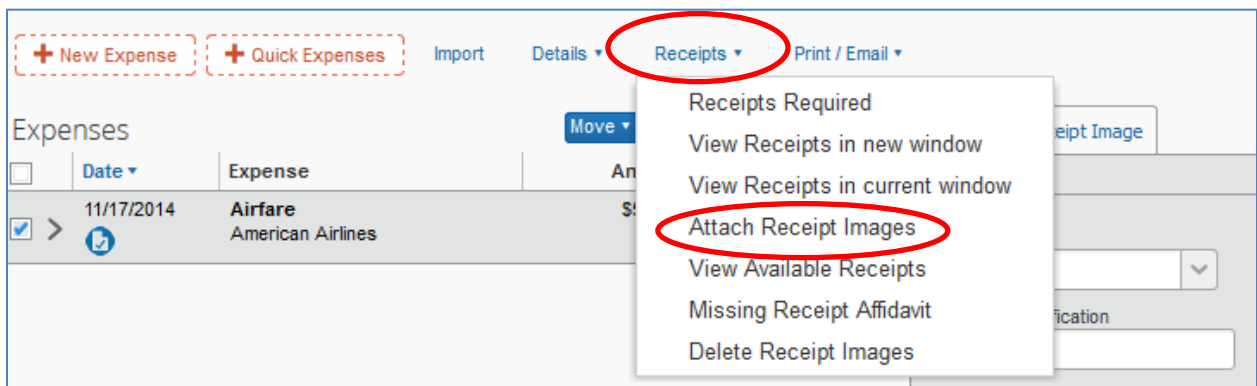
4. Click **Browse.**
5. Navigate to the location on your computer where you saved the receipt image file.
6. Select the file, and then click **Upload.** Images can be up to 5 MB in size and must be a PNG, JPG, TIFF or PDF file.

Step Five: Submit Expense Report

1. Click **Submit Report** located on the top right of the screen

2. Read the User Submit paragraph and verify that all required receipts are attached.

3. Click **Accept & Submit**

Final Review

User Submit

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for University of Pennsylvania and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.

2. All required receipt images have been attached to this report.

3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.

4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

Reminder: Receipts Required!

Print ▾   Attach Receipt Images   View Receipts

Expense	Date ▲	Amount
Bus	12/11/2014	$25.00

Accept & Submit   Cancel

4. A **Report Totals** pop up screen will appear. It will detail the Amount of the Expense Report and any disbursements that will be made to the individual and to the T&E Credit Card.

5. Click **Close** at the bottom of the pop up.

6. The expense report is now submitted.

Report Successfully Submitted

DC Conference
Approver: Test, Default Reviewer

Expense Report

Report Total :	$375.00
Less Personal Amount :	$20.00
Amount Claimed :	$355.00
Amount Rejected :	$0.00

Company Disbursements

Amount Due Employee :	$355.00
Total Paid By Company :	$355.00

Employee Disbursements

Amount Owed Company :	$0.00
Total Owed By Employee :	$0.00

Close

Expense Report Workflow

- Completed report is submitted by person requesting reimbursement
- Report goes through a defined list of approvers
- If an approver rejects it, report is electronically returned to individual's account in Concur and a notification is sent to their email. Log into Concur and click on the Expense page. Find the red tile for the returned report, and read the comment. Click on the tile to open the report and make the necessary changes. Click Submit.

- Once approved by all approvers in the workflow, the report is prepared for payment.
- Payment is sent (norm – 5 to 7 workdays from last approval):
    - To your bank account if you have a direct deposit account set up in SRFS or Payroll
    - To a Pay Card if you do not have a direct deposit account set up