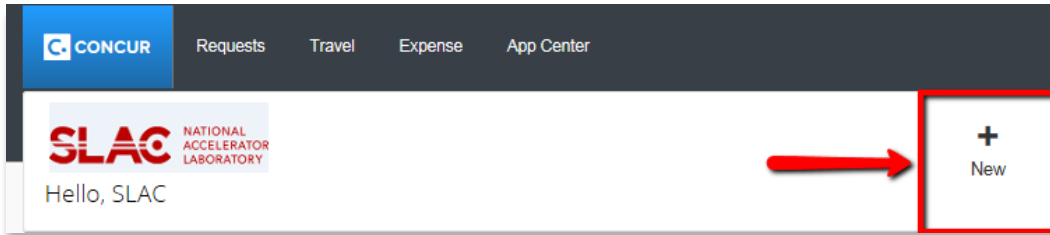


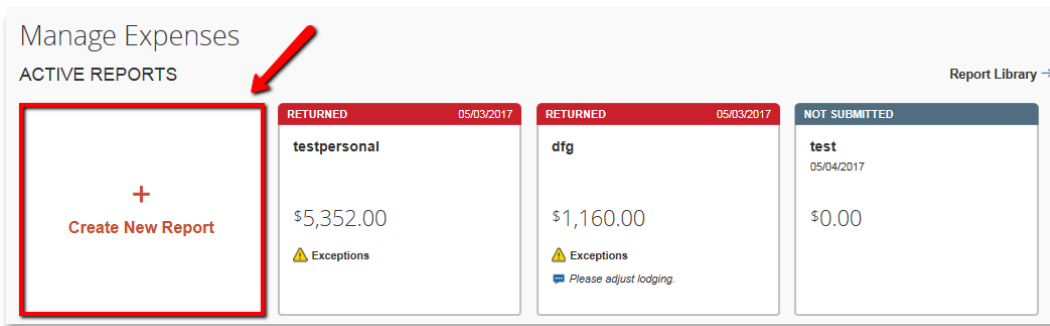
Creating an Expense Report (Detailed)

Objective: In this section we will go over the steps in detail on how to create an Expense Report

1. **Hover over** the + *New* button near the top of the screen, and **select** *Start a Report*.



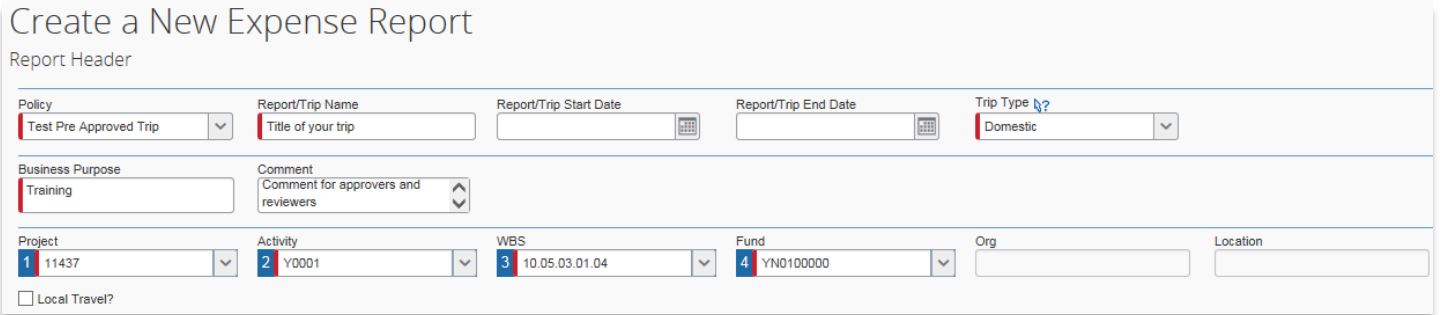
OR **click** on *Expense* at the top of the screen. This will take you to a screen with your active expense reports shown. You can then **click** *Create New Report* in order to create a new report.



OR, you can also create a new expense report through your request form. **Click** on *Requests* at the top left of the screen and locate your approved request. You will see a column on the right of the screen labeled *Action*, with the option *Expense* available. Clicking on that will take you to the *Create a New Expense Report* page, but will have completed step 3 for you already (selecting a request form).

Request Dates ▾	Date Submitted	Total	Approved...	Remaining...	Action
05/23/2017	05/05/2017	\$1,178.00	\$0.00	\$0.00	
05/24/2017					
05/17/2017	05/03/2017	\$800.00	\$0.00	\$0.00	
05/25/2017					
05/15/2017	05/02/2017	\$225.00	\$0.00	\$0.00	
05/22/2017					
05/07/2017	05/02/2017	\$300.00	\$300.00	\$-100.00	Expense
05/12/2017					

2. You will now be on the *Create a New Expense Report* page. **Complete** all the fields.



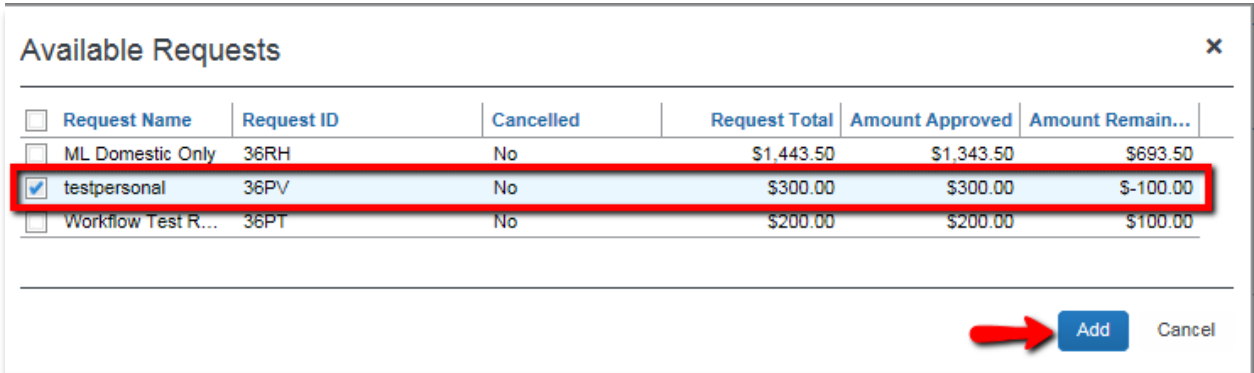
Required fields are marked in red. A summary of the fields is as follows:

- i. **Policy:** Required. This is where you select whether your trip was pre-approved or not.
 - a. Select *Pre Approved Trip* policy if you have a domestic, a foreign, or a combined trip. The *Pre Approved Trip* policy would require you to have submitted a request prior to creating an expense report.
- ii. **Report/Trip Name:** The title of your trip. You can name your trip however you like. You can also use the same name that you used for the request.
- iii. **Report/Trip Start and End Date:** The dates when you started and ended your travel. These dates should coincide with the dates of the corresponding approved request.
- iv. **Trip Type:** State whether your trip was domestic or foreign. Keep in mind that any trip that requires leaving the country is considered foreign. Trip types *Relocation*, *Visitor*, and *Other Reimbursement* should not be selected under the *Pre Approved Trip* policy.
- v. **Business Purpose/Comment:** Any additional information you think is important.
- vi. **Project, activity, WBS, and Fund:** Fill in your project number and then proceed with the rest of the dropdowns. Concur will help narrow down the selections for the remaining dropdowns.
- vii. **Location and org:** These fields will be pre-populated for you.


3. **Add** a request to your expense report by clicking *Add* in the *Requests* tab.



4. Find your submitted request from the list, **select** it and **click** *Add* to add it the expense report. Once it is added, to remove it, **select** it and **click** *Remove*.



<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remain...
<input type="checkbox"/>	ML Domestic Only	36RH	No	\$1,443.50	\$1,343.50	\$693.50
<input checked="" type="checkbox"/>	testpersonal	36PV	No	\$300.00	\$300.00	\$-100.00
<input type="checkbox"/>	Workflow Test R...	36PT	No	\$200.00	\$200.00	\$100.00



5. Click the *Next* button at the bottom of the page to continue.

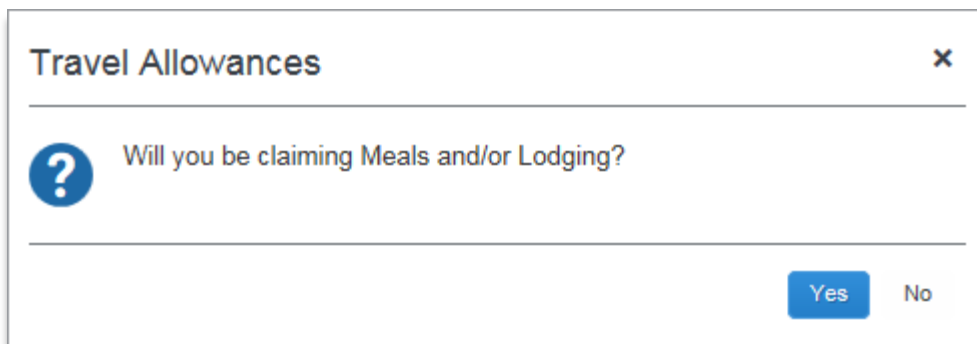


Note: If you had reached this page through your previous request, it will already be added under the *Requests* tab.




Note: Make sure you have a request associated with every *Pre approved Trip* expense report. You will not be able to proceed without an approved request.

6. A popup will appear that will ask if you will be claiming Meals & Incidentals. **Choose** the appropriate response to continue.



Travel Allowances ×

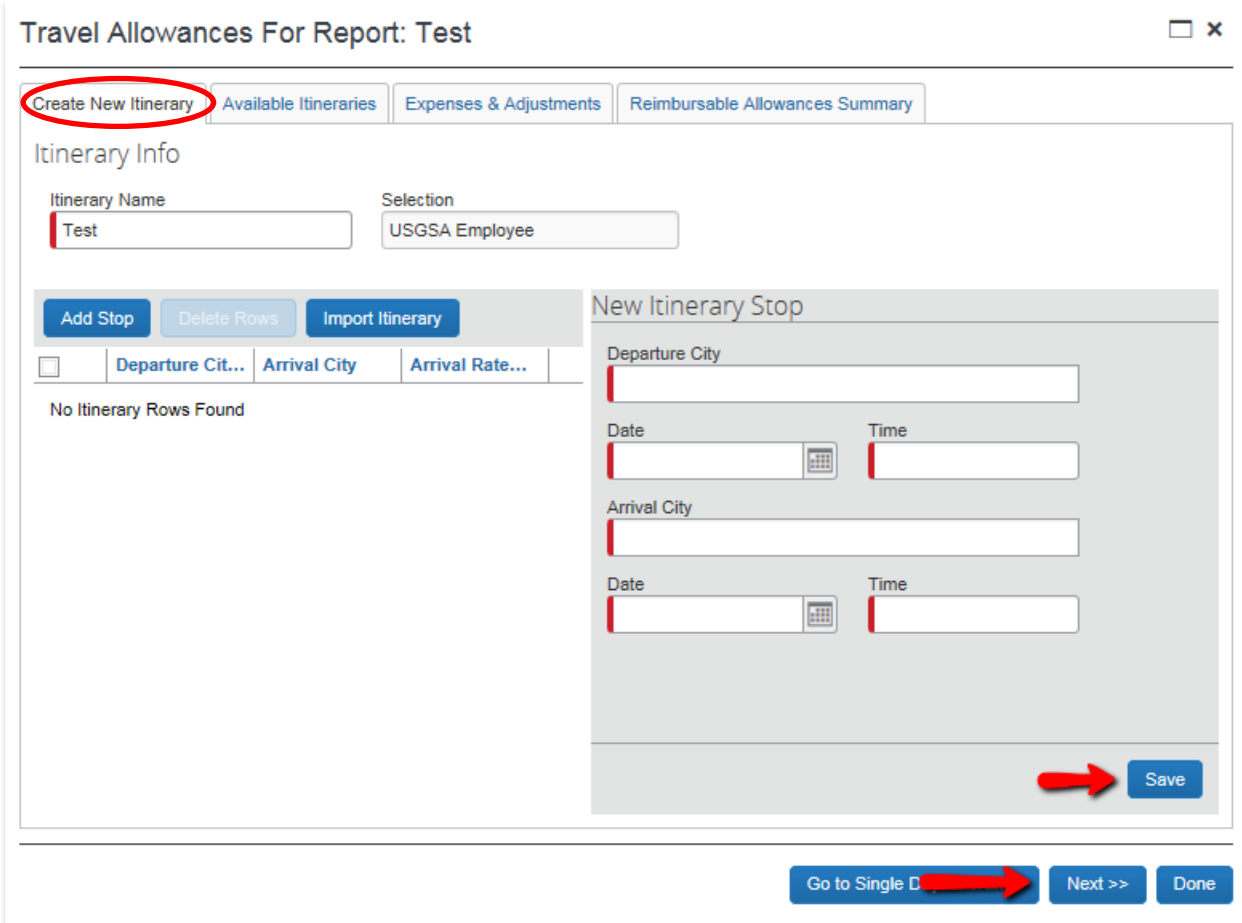
 Will you be claiming Meals and/or Lodging?



Note: The *Travel Allowances* page is where you will enter the itinerary for your trip.

Note: For the Departure itinerary, enter your business destination in the *Arrival City* field. This will determine which per diems will be used in your expense report so it is important to keep this in mind.

7. **Fill out** the required fields marked in red and **click Save**.
8. **Click Next** at the bottom right of the popup to continue.



9. *Available Itineraries* is used if you have a saved itinerary from a previous trip that you want to reuse instead of creating a new one. If you are already satisfied with your itinerary, don't do anything.
10. To add an existing itinerary, **select** it from the *Available Itineraries* section, **click** the *Assign* button and *Next* at the bottom of the page to continue.

Travel Allowances For Report: Testing materials 1

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Testing materials 1				
Menlo Park, California	05/15/2017 10:00 AM	Chicago, Illinois	05/15/2017 12:00 PM	COOK COUNTY, US-IL, US
Chicago, Illinois	05/19/2017 10:00 AM	Menlo Park, California	05/19/2017 12:00 PM	SAN MATEO COUNTY, US-CA...

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: dfg				
SLAC National Accelerator Lab...	04/01/2017 08:00 AM	Portland, Oregon	04/01/2017 10:00 AM	MULTNOMAH COUNTY, US-O...
Portland, Oregon	04/03/2017 10:00 AM	SLAC National Accelerator Lab...	04/03/2017 12:00 PM	SANTA CLARA COUNTY, US-...
Itinerary: test				

11. On the *Expenses & Adjustments* page you can mark if any of your meals were provided to you or if your trip was over 30 days. The *Allowance* amount will be adjusted based on your selections.

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude	All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Over 30 days	Allowance
<input type="checkbox"/>		07/18/2017 Menlo Park, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
<input type="checkbox"/>		07/19/2017 Menlo Park, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>		07/20/2017 Menlo Park, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$36.00
<input type="checkbox"/>		07/21/2017 Menlo Park, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$38.00
<input type="checkbox"/>		07/22/2017 Menlo Park, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$38.00

12. Click the *Create Expenses* button to continue.
13. You will be brought to the page where you can begin submitting your actual expenses. The screen is broken up into two sides. On the left will be the expenses you are submitting. If you said yes to claim Meals and Incidentals earlier, you will see that your expense list already has the M&IE expenses listed. As you begin adding new expenses, they will be added to this list.

Testing materials 1 Delete Report

[Import Expenses](#) [Details](#) [Receipts](#) [Print](#)

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	05/15/2017	Meals and Incidentals (M&IE) Chicago, Illinois	\$55.50	\$55.50
<input type="checkbox"/>	05/16/2017	Meals and Incidentals (M&IE) Chicago, Illinois	\$56.00	\$56.00
<input type="checkbox"/>	05/17/2017	Meals and Incidentals (M&IE) Chicago, Illinois	\$74.00	\$74.00
<input type="checkbox"/>	05/18/2017	Meals and Incidentals (M&IE) Chicago, Illinois	\$40.00	\$40.00
<input type="checkbox"/>	05/19/2017	Meals and Incidentals (M&IE) Chicago, Illinois	\$55.50	\$55.50

TOTAL AMOUNT: \$281.00 TOTAL REQUESTED: \$281.00

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Personal Car Mileage
- Car Rental
- Airfare
- Lodging
- Parking

All Expense Types

- 01. Trip Expenses
 - CERN - Meals and Incidentals
 - Laundry (domestic only)
 - Lodging
 - Manual Adjustment
- 02. Transportation
 - Airfare
 - Airline Fees
- ...02. Transportation
 - Car Rental
 - Car Rental Fuel
 - Parking
 - Taxi/Car Service/Rideshare/Train
 - Tolls
- 04. Other
 - Internet/Wi-Fi Fees
- ...04. Other
 - IT Supplies and Services
 - Miscellaneous
 - Mobile/Telephone
 - Personal/Non Reimbursable
 - Sales Tax
 - Training/Registration
- 05. Mileage
 - Personal Car Mileage

14. To add new expenses, **click** on any of the expense listed in the right hand side of the screen OR **search** for a specific expense type using the search filter at the top of the tab. This will narrow down the available expenses to only show those that match your search.

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

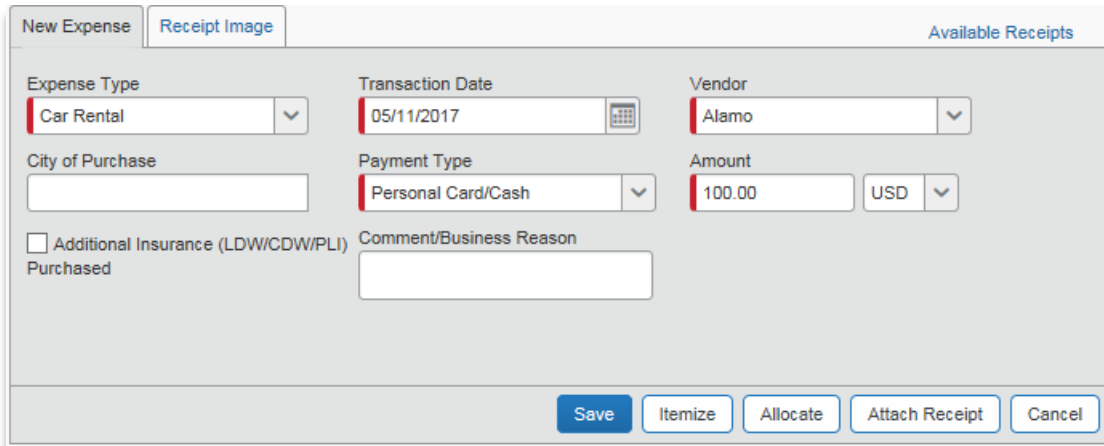
Recently Used Expense Types

- Laundry (domestic only)
- Personal Car Mileage

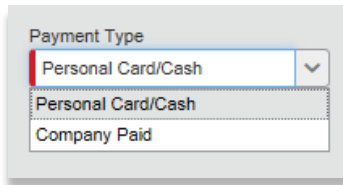
All Expense Types

- 02. Transportation
 - Car Rental
 - Car Rental Fuel

15. For each expense selected, **complete** all the fields (required fields are marked in red).



Note: Make sure to **select** *Personal Card/Cash* as the *Payment Type* when you paid for expenses out of your pocket and are claiming reimbursement.





16. The expense categories to select from are as follows:
- i. **Trip Expenses:** This includes most of the basic travel expenses you will be dealing with, including lodging and M&IE.
 - ii. **Transportation:** This is where you will add in all of your actual transportation expenses, as well as any associated fees with the transportation, such as parking or baggage fees.
 - iii. **Other:** This is the grab bag of expenses that don't fit in the other categories. This is where you would enter your registration fee if you went to a conference.
 - iv. **Personal Car Mileage:** Note that this is only for miles driven in your personal car, not miles driven in a rental car or travelled by taxi, etc.

17. The following expense types require additional steps such as itemization, allocation or have additional fields that need to be filled out :
- i. **Lodging:** Requires itemization and special attention to the *Travel Allowance* checkbox. Refer to the *Itemizing Lodging Expense* Quick Guide for detailed steps on how to itemize your lodging and learn more about the *Travel Allowance* checkbox.
 - ii. **Airfare:**
 - a. Check the *Ticket Re-Used from Cancelled Trip* checkbox when you use a credit for a previously cancelled flight to purchase airfare. You will be asked to attach the itinerary for the original airfare as well as proof of payment.
 - b. Check the *Claiming airfare for a cancelled Trip* checkbox to claim airfare reimbursement for a cancelled trip.
 - iii. **Training/Registration:** Requires itemization and allocation of fees going to STAP funds to the correct Project Activity Code. Refer to the *Creating an Expense Report for Registration Fees Charged to STAP* Quick Guide for detailed steps on how to itemize and allocate your registration fees.
 - iv. **Personal Car Mileage:** Concur has a *Mileage Calculator* tool to automatically calculate the amount to claim for your personal miles. Refer to the *Entering Personal Car Mileage* Quick Guide for detailed steps on how to use this tool.



Note: For the majority of expenses, and for any expense over \$75, you will need to have a receipt in order to submit your report. You can attach your receipts as you add your expense or wait until you finish adding all the expenses to see which ones require a receipt.

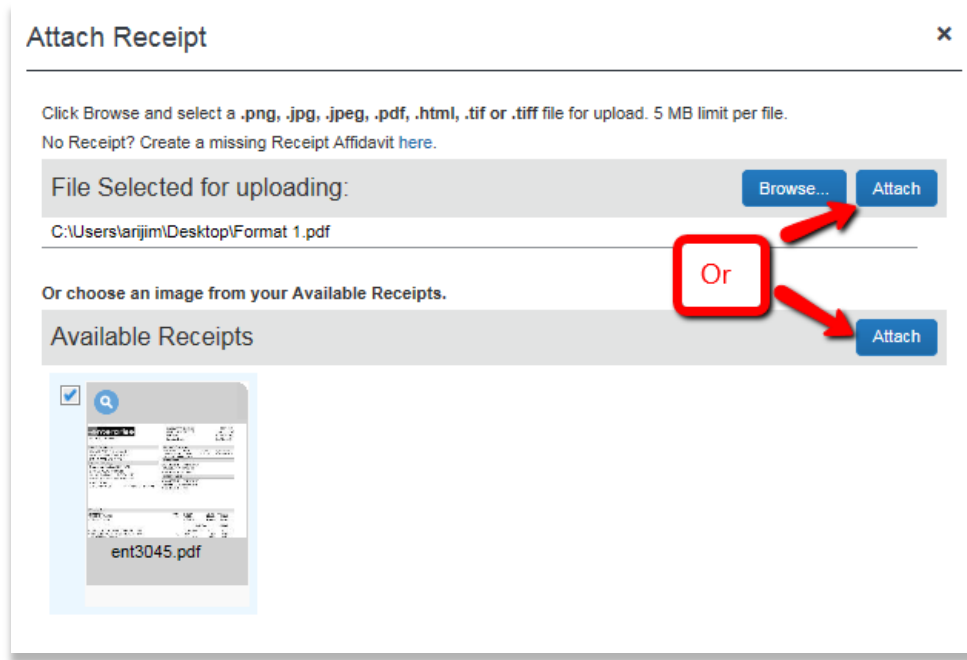


Note: This orange icon  will appear on the left hand side of each expense that requires a receipt. This icon will turn blue  once you attach the receipt.

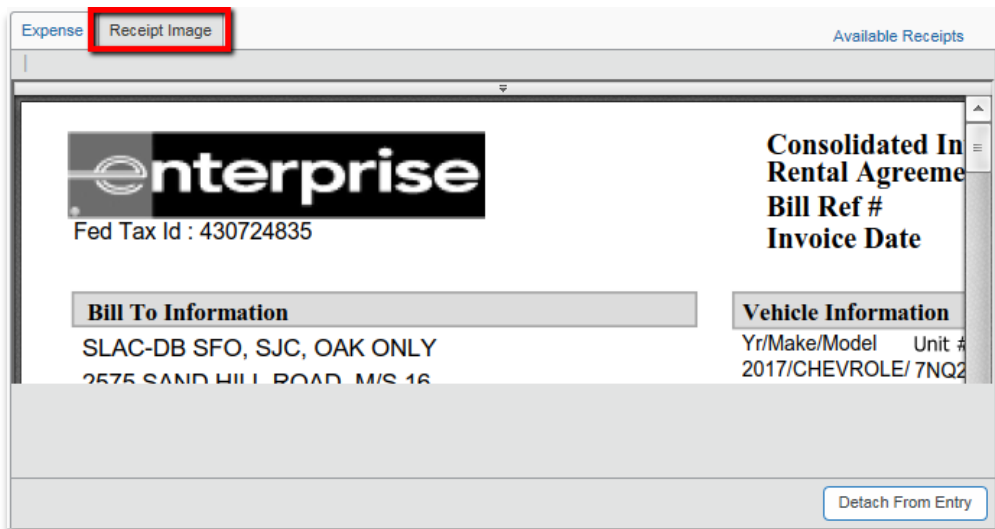
18. To add a receipt to your expense, **select** the expense related to your receipt and **click** the *Attach Receipt* button at the bottom right of the page.



19. You will then be given the option to either upload a file from your computer or to select a previously uploaded receipt. Uploading your receipt or selecting your receipt image will allow you to click the *Attach* button next to the option you selected.



20. The receipt will be attached to your expense. The *Receipt Image* tab will appear, **select** that tab to see the image of your attached receipt.



21. Go back to the *Expense* tab and **click** the *Save* button on the lower right hand side.

The form contains the following fields:

- Expense Type: Car Rental
- Transaction Date: 05/03/2017
- Vendor: Alamo
- City of Purchase: (empty)
- Payment Type: Personal Card/Cash
- Amount: 100.00 USD
- Additional Insurance (LDW/CDW/PLI) Purchased:
- Comment/Business Reason: (empty)

Buttons at the bottom: Save, Itemize, Allocate, Attach Receipt, Cancel. A red arrow points to the Save button.

22. After clicking Save, the expenses will appear on the left hand side of the screen

The interface shows a list of expenses on the left and a detailed view on the right. A red arrow points from the 'Car Rental' entry in the list to the detailed view.

Expense Type	Transaction Date	Vendor	City of Purchase	Payment Type	Amount	USD
Meals and Incidentals (M&IE) Chicago, Illinois	05/17/2017				\$74.00	
Meals and Incidentals (M&IE) Chicago, Illinois	05/16/2017				\$56.00	
Meals and Incidentals (M&IE) Chicago, Illinois	05/15/2017				\$55.50	
Car Rental Alamo	05/03/2017			Personal Card/Cash	\$100.00	

TOTAL AMOUNT: \$381.00
TOTAL REQUESTED: \$381.00

23. Repeat steps 14 – 20 until all expenses are entered.

24. **Click Submit Report** at the top right hand side of the page to submit your report.



25. Read over the agreement, and then **click Accept & Submit**.

Final Review

User Electronic Agreement

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 SLAC 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 SLAC in full for those expenses.

Buttons: Accept & Submit, Cancel