Creating an Expense Report for PPE

Objective: In this section we will go over how to use Concur to reimburse a Personal Protective Equipment (PPE) expense.

1. On the **Report Header**, choose *Other Reimbursement* for *Policy* and *Other Reimbursement* for *Trip Type*. Fill out the rest of the required forms and **Select** Next.

   You do not need to have a Request attached to your expense report to proceed when processing PPE reimbursement

   You can leave the *Report/Trip Start* and *End Date* fields blank.

2. **Select** *the Add Expense*

3. Choose the expense type:
   - o   PPE – Safety Shoes
   - o   PPE – Safety Eyewear
   - o   PPE – Other

   Be sure to complete all required fields marked in red.

   Shipping fee is reimbursable.

   The following are the maximum allowable reimbursement limits (sales tax not included) for safety footwear and prescription safety eyewear, effective as of June 1, 2016:
   - • $175 for safety footwear
   - • $100 for resoles of safety footwear
   - • $210 for prescription safety eyewear

4. Select *Itemizations* after completing *Details*. Itemize PPE and Sales tax separately.

5. Select *Add Receipt*. Attach PPE Purchase Approval Form and the receipt for PPE purchase.

6. Select *Sales Tax* and Select *Allocate.*

7. Select *Add* and allocate PPE sales tax to **Project Activity: 12002- S0001**.
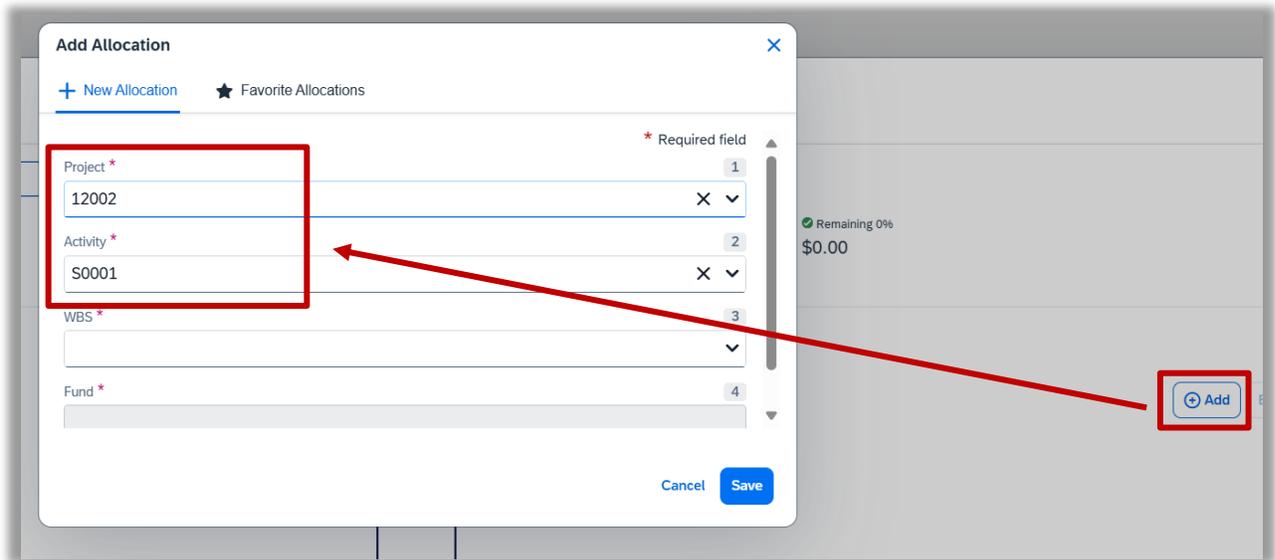
8. After allocating sales tax to 12002-S0001 PA, **Select** *Save.*
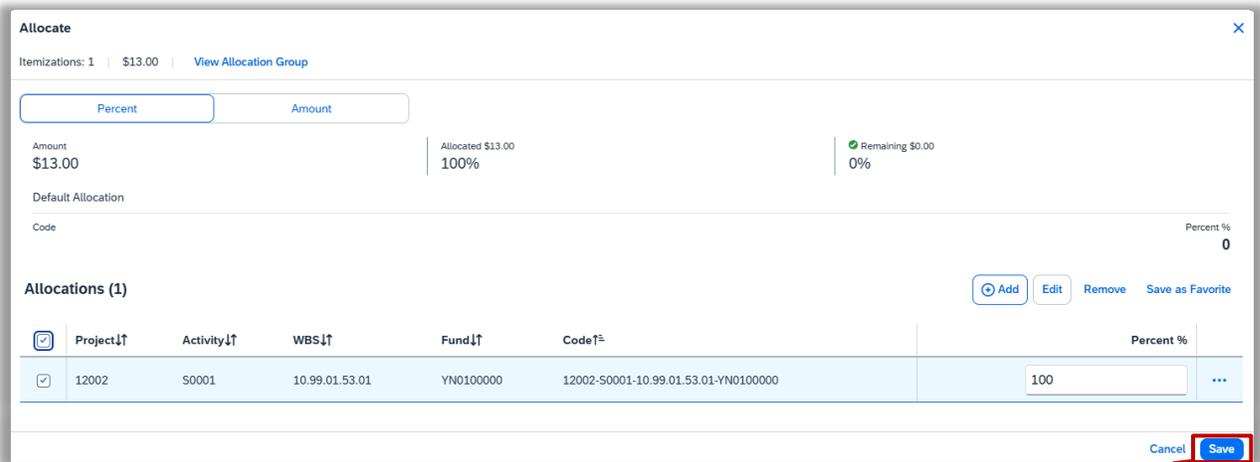
9. When finished, Select ***Submit Report.***