

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:
 - PPE – Safety Shoes
 - PPE – Safety Eyewear
 - 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 soles of safety footwear
- \$210 for prescription safety eyewear

Add Expense to Report

[New Expense](#) Available Expenses (0)

Select an expense type for the new expense

PPE

Search by expense type, category, description

Recently Used

04. Other

PPE - Other

PPE - Safety Eyewear

PPE - Safety Shoes

Creating an Expense Report for PPE

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

PPE - Safety Shoes \$188.00

03/24/2025

Save Itemizations Cancel

Hide Receipt

Details **Itemizations**

Amount	Itemized	Remaining
\$188.00	\$0.00	\$188.00

SLAC - PPE Safety Shoes and Sales Tax * Required field

PPE - Safety Shoes *
175.00 Personal Expense (do not reimburse)

Sales Tax *
13.00 Personal Expense (do not reimburse)

(Amounts in USD)

Save Itemizations Save and Add Another Cancel

Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Add Receipt

5. Select **Add Receipt**. Attach [PPE Purchase Approval Form](#) and the receipt for PPE purchase.

Creating an Expense Report for PPE

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

02/10/2025

← → **PPE - Safety Eyewear \$188.00**

Details Itemizations

Amount \$188.00 | Itemized \$198.00 | ✖ Over \$10.00

Itemizations Create Itemization Edit Delete Copy **Allocate**

<input type="checkbox"/>	Date↑↕	Expense Type↓↑	Requested↓↑	
<input type="checkbox"/>	02/10/2025	PPE - Safety Eyewear	\$180.00	...
<input checked="" type="checkbox"/>	02/10/2025	Sales Tax	\$18.00	...

7. Select **Add** and allocate PPE sales tax to your directorate's sales tax/unallowable **Project Activity number**

Add Allocation

+ New Allocation ★ Favorite Allocations

* Required field

Project * 1
12002 X v

Activity * 2
50001 X v

WBS * 3

Fund * 4

Cancel Save

Remaining 0% \$0.00

Add

8. After allocating sales tax to the appropriate PA for your directorate, **Select Save**.

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Allocate

Itemizations: 1 | \$13.00 | [View Allocation Group](#)

Amount: \$13.00 | Allocated \$13.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: 11437-Y0001-10.05.03.01.04-YN0100000 | Percent %: 0

Allocations (1) [Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input checked="" type="checkbox"/>	Project	Activity	WBS	Fund	Code	Percent %
<input checked="" type="checkbox"/>	12002	S0001	10.99.01.53.01	YN0100000	12002-S0001-10.99.01.53.01-YN0100000	100

[Cancel](#) [Save](#)

9. When finished, Select **Submit Report**.

PPE - \$188.00

Not Submitted | Report Number: WNTD4H

[Submit Report](#) [Copy Report](#) [Delete Report](#)

[Report Details](#) | [Print/Share](#) | [Manage Receipts](#) | [Travel Allowance](#)
[View Available Receipts](#)

Expenses | View: Standard

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move](#)

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Personal Card/Cash	PPE - Safety Shoes		03/24/2025	\$188.00 Allocated Itemized
						\$188.00