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.

Create New Report

Create From an Approved Request

Policy *
*Other Reimbursement

Trip Type * ❓
Other Reimbursement   × ⌄

Report Total *

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

PPE - $0.00

Not Submitted | Report Number: WNTD4H

Submit 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 ⌄

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

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

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 your directorate's sales tax/unallowable **Project Activity number**

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

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