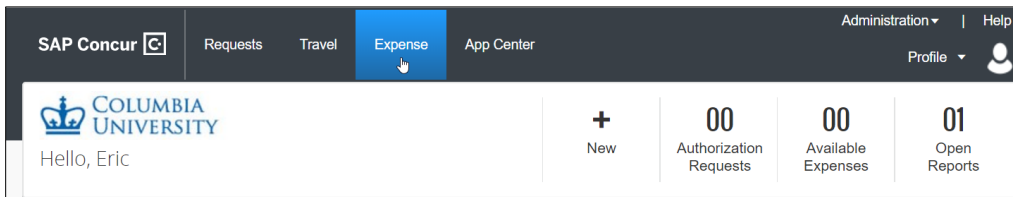


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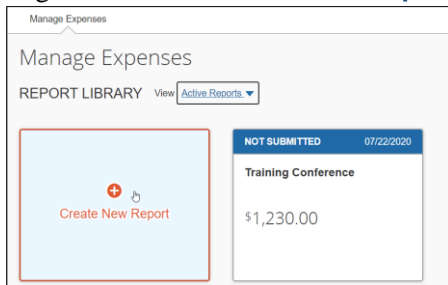
Job Aid: Creating Expense Reports in Concur

This job aid details how to create Business and Travel Expense Reports in Concur along with adding Expenses to your Report. For more details and examples, please refer to the [Concur Travel and Expense Training](#).

Creating a New Expense Report

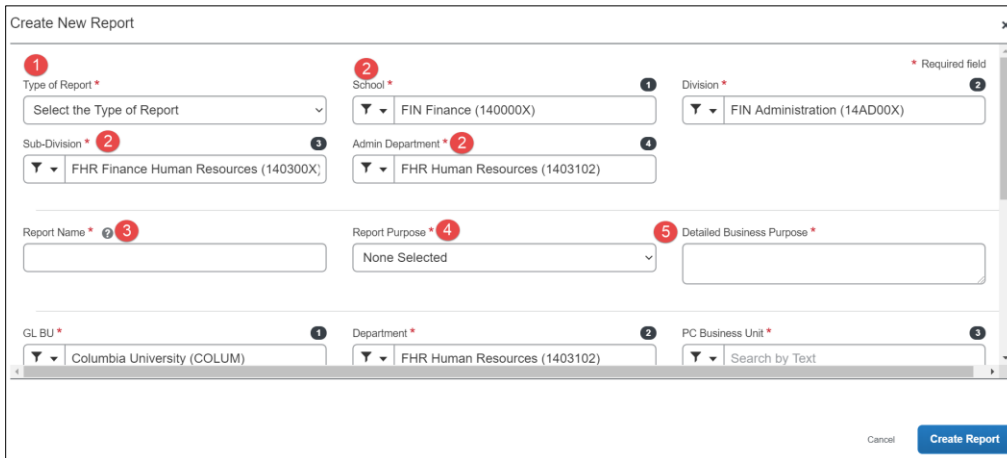


1. Log in to Concur and click the **Expense** tab. The Manage Expense screen appears.

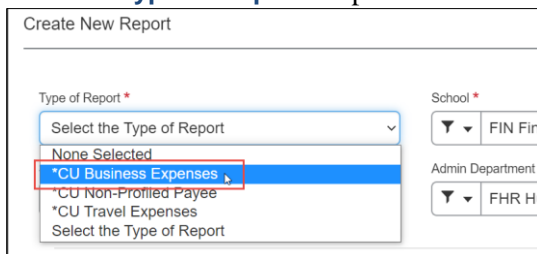


2. Click **Create New Report**. The Create New Report screen appears.

Creating a CU Business Expense Report



1. Click the **Type of Report** dropdown and select **CU Business Expenses**.



2. The School, Division, Sub-Division and Admin Department default from your Concur Profile. You can edit them for this Report, if necessary.
3. Type a **Report Name**.
4. Select a **Report Purpose**.
5. Type a **Detailed Business Purpose**.

- The ChartFields default from your Concur Profile. You can edit them for this Report, if necessary.

The screenshot shows the 'Create Report' form with the following ChartFields:

- GL BU: Columbia University (COLUM)
- Department: FHR Human Resources (1403102)
- PC Business Unit: General Projects (GENRL)
- Project: GI Funding (UR004672)
- Activity: GI Funding (01)
- Initiative: Undefined Initiative (00000)
- Segment: Undefined Segment (00000000)
- Site: Search by Text

A 'Create Report' button is highlighted in red at the bottom right.

- Click **Create Report**. You can add Expense Items such as Meals, Ground Transportation, and Supplies.

Creating a CU Travel Expense Report

The screenshot shows the 'Create New Report' form with the following fields:

- Type of Report: *CU Travel Expenses
- School: FIN Finance (140000X)
- Division: FIN Administration (14AD00X)
- Sub-Division: FHR Finance Human Resources (140300X)
- Admin Department: FHR Human Resources (1403102)
- Report Name: (empty)
- Business Travel Start Date: (empty)
- Business Travel End Date: (empty)
- Trip Purpose: None Selected
- Detailed Business Purpose: (empty)
- Travel Type: Individual Travel
- Trip Type: None Selected
- Did this trip include personal travel?: No

A 'Create Report' button is highlighted in red at the bottom right.

- Click the **Type of Report** dropdown and select **CU Travel Expenses**.

The screenshot shows the 'Type of Report' dropdown menu with the following options:

- Select the Type of Report
- None Selected
- *CU Business Expenses
- *CU Non-Profiled Payee
- *CU Travel Expenses (highlighted)
- Select the Type of Report

- The School, Division, Sub-Division and Admin Department default from your Concur Profile. You can edit, if necessary.
- Type a **Report Name**.
- Enter the **Business Travel Start Date** and the **Business Travel End Date**.
- Select the **Trip Purpose** and type a **Detailed Business Purpose**.
- Select the **Travel Type** (Individual, Group, or Team) and **Trip Type** (Domestic or International).
- Select to answer **Did this trip include personal travel?** If Yes, enter the **Personal Travel Dates**.

- The ChartFields default from your Concur Profile. You can edit them for this Report, if necessary.

GL BU * 1 Columbia University (COLUM) Department * 2 FHR Human Resources (1403102) PC Business Unit * 3 General Projects (GENRL)

Project * 4 GI Funding (UR004672) Activity * 5 GI Funding (01) Initiative * Undefined Initiative (00000)

Segment * Undefined Segment (00000000) Site Search by Text

Report Key

Cancel Create Report

- Click **Create Report**. You can then add Expense Items such as Airfare, Hotels, Ground Transportation and Meals. You can also add other CU Business Expense items to a Travel Expense Report.

Adding Expense Items to Your Expense Report

View the [Concur Travel and Expense Training](#) for examples of how to add various Travel and Business Expense Items to your Expense Report.

Manage Expenses

Training Conference \$0.00

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

No Expenses

Add expenses to this report to submit for reimbursement.

Submit Report

- Click **Add Expense**. The Add Expense window appears.

Add Expense

0 Available Expenses + Create New Expense

Search for an expense type

^ 02. Transportation

- Car Rental
- Car Rental Fuel
- Carpool Reimbursement
- Charter Bus
- Ground Transportation
- Group Booking Deposit / Fee
- Parking
- Personal Car Mileage
- Tolls

- Select **Available Expenses** to add a Corporate Card or Concur Travel transaction to your Expense Report or **Create New Expense** to manually enter the Expense details.
- If creating a new expense, search and select the **Expense Type**. The Expense Details screen appears.

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Job Aid: Creating Expense Reports in Concur

Manage Expenses

New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate * Required field

Expense Type * Individual Meal - Lunch

Transaction Date * MM/DD/YYYY

Purpose * Meetings/Events

Was alcohol purchased? * None Selected

Payment Type * Cash/Personal Credit Card

Amount *

Currency * US, Dollar

Comment/Justification

Save Expense Save and Add Another Cancel

- Complete all the required fields and, if necessary, attach any required receipts or documentation.
Note: If you are unable to change or detach an incorrect receipt you attached to your expense using the Concur Mobile app, delete the expense item and create a new one with the correct receipt.
- Click **Save and Add Another** to save and add another Expense Item to your Expense Report or **Save Expense** to save and return to your Expenses Report list.

Manage Expenses

Training Conference \$1,230.00

Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

| Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested |
|--------------------------|---------------------------|----------------------------------|----------------|------------|------------|
| <input type="checkbox"/> | Cash/Personal Credit Card | Conference/Seminar/Training Fees | | 10/23/2020 | \$1,200.00 |
| <input type="checkbox"/> | Cash/Personal Credit Card | Individual Meal - Lunch | | 10/23/2020 | \$30.00 |
| | | | | | \$1,230.00 |

- After adding all the Expense Items to your Expense Report, click **Submit Report**. The User Electronic Agreement appears.
- Click **Accept & Continue** on the User Electronic Agreement and then **Submit**.

Getting Help

Please contact the Finance Service Center

<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now

<https://columbia.service-now.com>