PURDUE UNIVERSITY

Quick Reference Card

Create Travel Expense Report without a Travel Request (Blanket Travel)
Concur® Travel and Expense

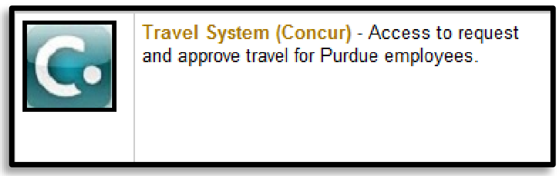
Travel Requests are not required for "Blanket Travel." The travel department defines Blanket travel as "any travel that does not include a common carrier ticket (air or train), and does not require a Travel Request or any pre-trip approval or notification." College/Unit leadership can narrow this definition, and provide the blanket travel expectations within a memo to the traveler. Confirm with your business office when travel requests are required, and when expense reports can be created without travel requests.

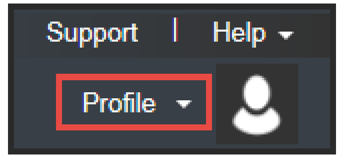
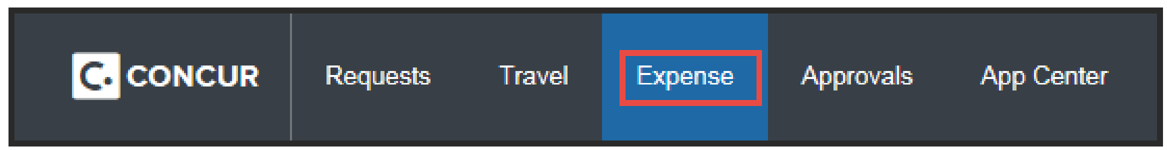
A new expense report is created when the traveler returns from the business trip, and the JP Morgan Chase Travel Visa card charges (associated with this trip) are listed in Concur (in the **Available Card Charges** or **Expense – View Charges**). To review all directions, follow the QRC page by page. To view information on a specific topic (within this QRC), click one of the following:

Calculating Travel Allowance (Subsistence)
Importing Travel Visa Card Charges
Creating Expenses (Non-Visa Travel Card Charges)
Personal Car Mileage Expense
Allocations
Parking and Tolls

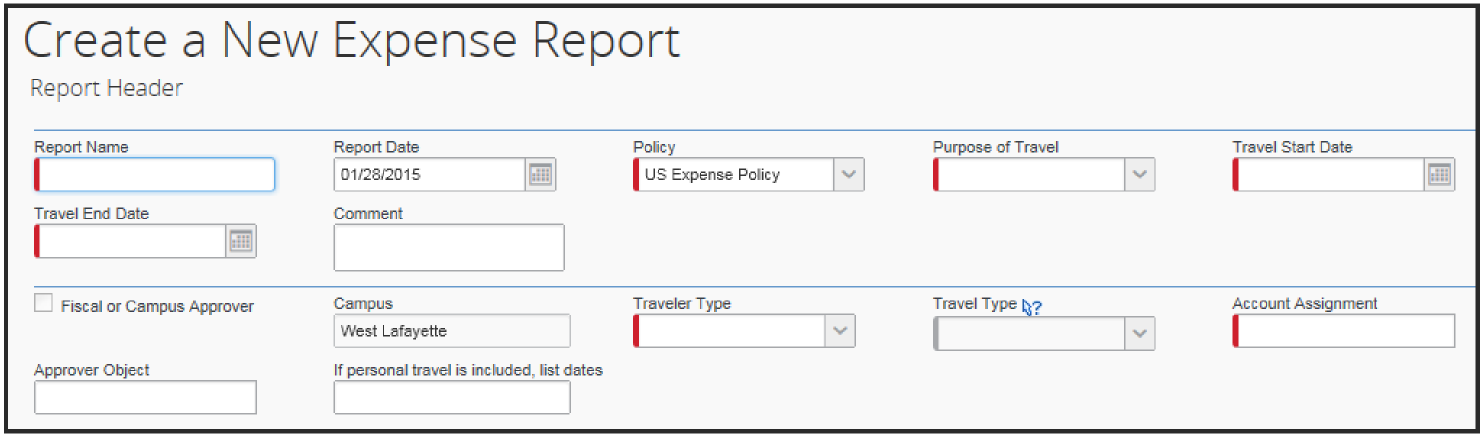
If expense report is for mileage, subsistence and parking/tolls only, please follow Create Mileage Only Expense Report QRC.

LOG IN TO CONCUR	
Go to the Employee Portal at www.purdue.edu/employeeportal Choose Travel System (Concur). Log in using Purdue career account login and password. Click **Login**.	



If you are booking on behalf of another traveler, click **Profile**.	
Under **Administer for another user…** select user name from drop-down menu, or search by entering name. Click **Apply**.	
CREATING THE EXPENSE REPORT	
Select the **Expense** tab.	
Click **Create New Report**.	

Complete all required fields on the **Report Header** *(all required fields are noted with a heavy red bar)***.**



Report Name	Type a name. Use the naming convention supplied by business office (40 characters max).
Report Date	Automatically set to current date.
Policy	Defaults to **US Expense Policy**.
Purpose of Travel	Select best option from drop-down menu. Some selections (research related activities) require an explaination in the **Comment** section.
Travel Start Date	Type date or choose the date from the calendar.
Travel End Date	Type date or choose the date from the calendar.
Traveler Type	Select **Employee (EMP)**.
Travel Type	Select **In State** or **Out of State**.

Account Assignment is a required field. Click in the **Account Assignment** text box.

The **CODE** radio button is selected by default.

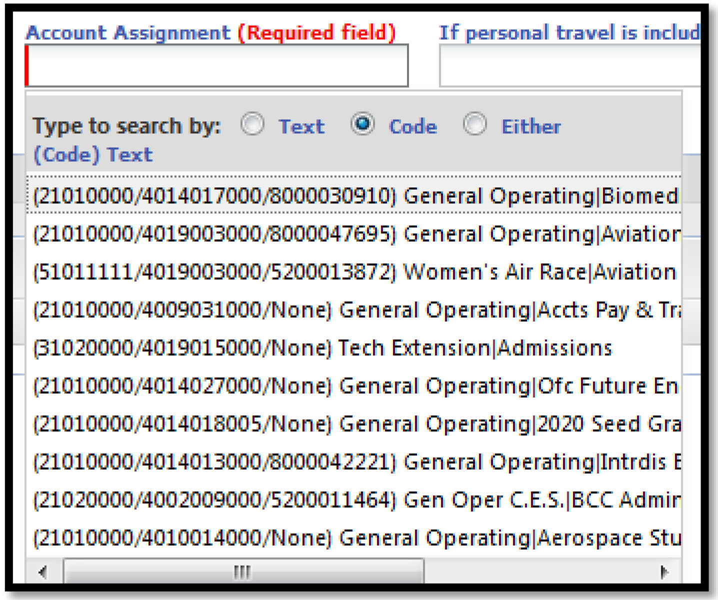
- Type an asterisk (*), followed by the account number.

Or

Search by **TEXT:**

- Change the radio button to **TEXT** and type an asterisk (*) followed by the account name.

Note: Use the primary and most restrictive account assignment. If all accounts are equally restrictive, list the account that is paying for the majority.



Tips:

- Use as many digits of the account assignment as possible.
- Use scroll bar at bottom of window to see account assignment name.

Additional cost assignments will be allocated within itemized expenses.

Select **Next >>**.

Calculating Travel Allowance (Subsistence) by Building an Itinerary

The **Travel Allowances for Report**, when completed, calculates subsistence for the travel event.

At minimum, two **New Itinerary Stops** must be created.

Travel Allowance is based on location of University business. Travel status must be 12 or more hours, to request subsistence. Review [Travel Webpage – Subsistence] for more information.

If subsistence is limited (below the CONUS rates) click Cancel. Enter the limited amount with the [Fixed Meal Expense] – Expense Type.

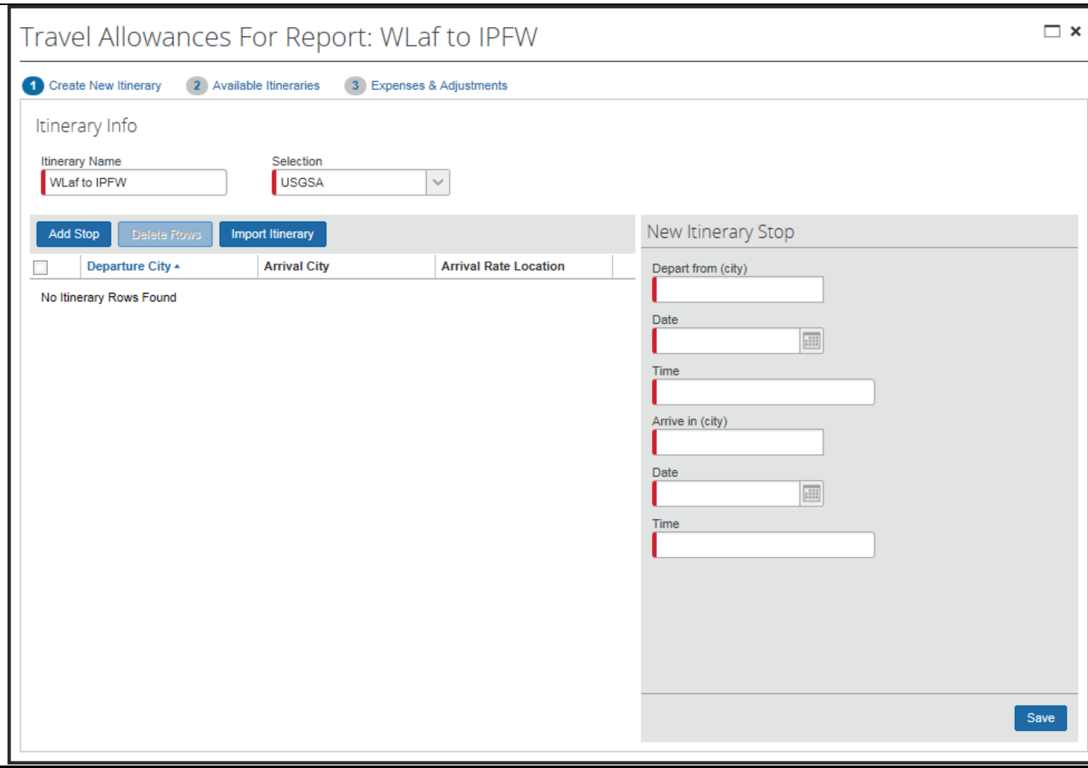
For all travel that does not include a flight, the itinerary must be built.

Complete:

- **Departure from (city)**
- **Date** of departure
- **Time** of departure
- **Arrive in (city)**
- **Date** of arrival
- **Time** of arrival

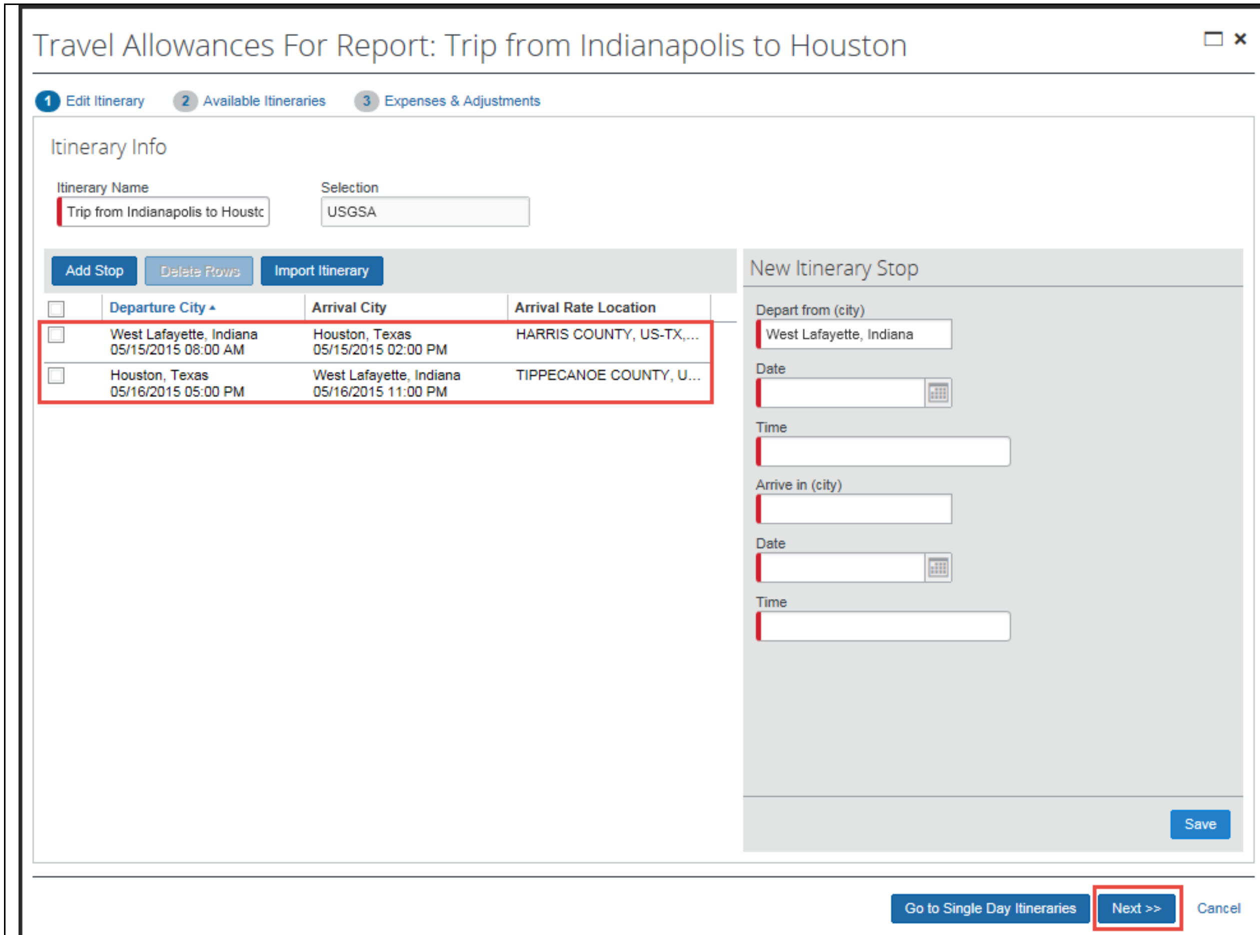
Click **Save** and repeat above steps for return travel.

Same day travel must exceed 12 hours to be eligible for Fixed Meals.

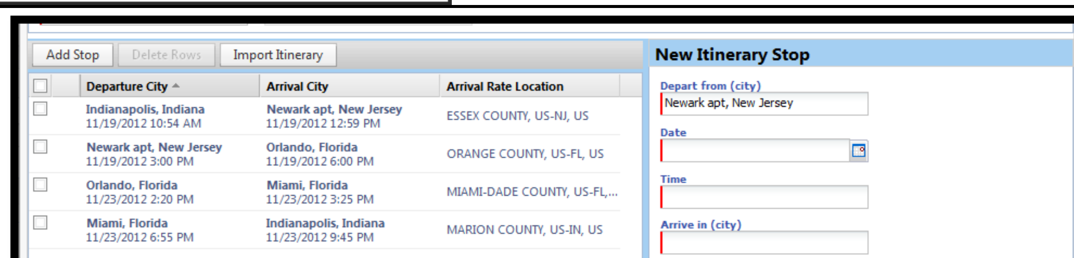


The two lines below indicate subsistence will be calculated according to CONUS rates for Fort Wayne, Indiana on 1/14/2015.

Click **Next>>**.



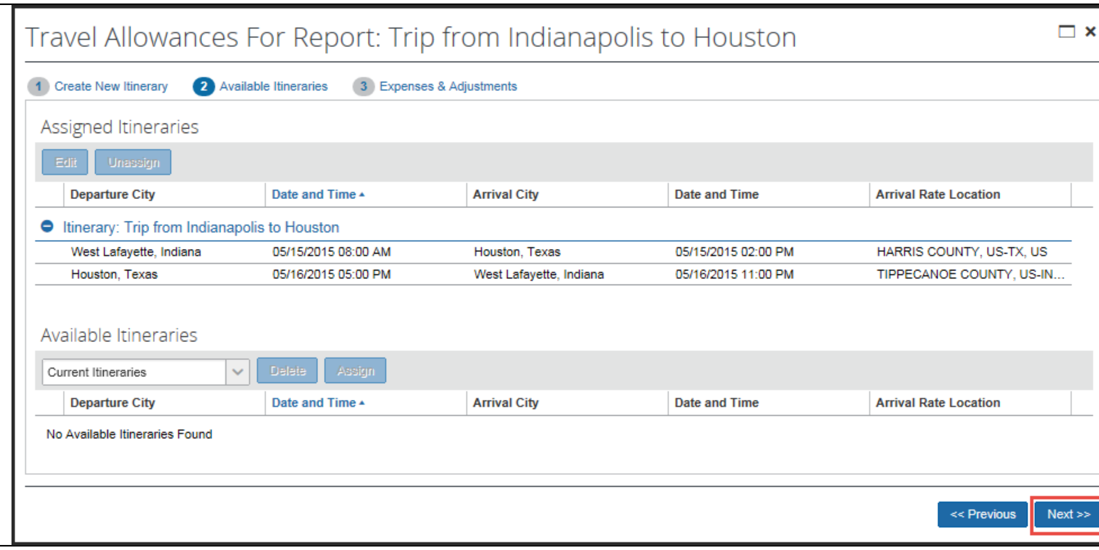
Example of Itinerary that includes multiple business locations for subsistence:



The **Assigned Itinerary** is displayed.

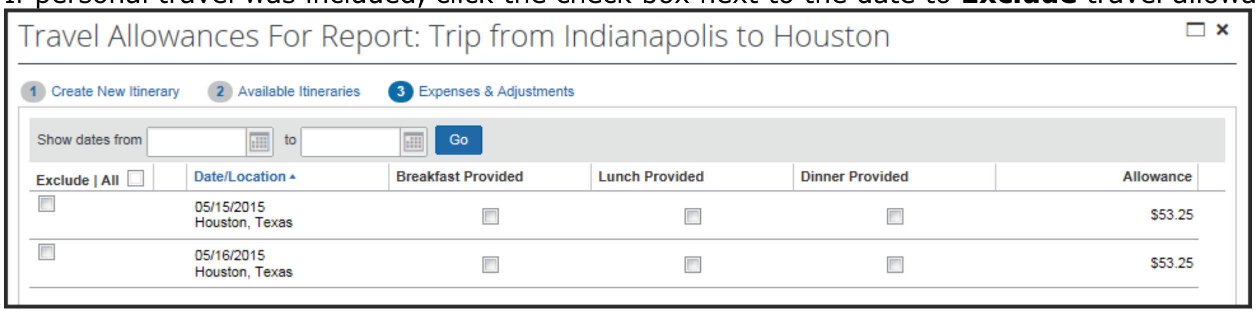
Click **Next>>**.

*****If changes are required, click the displayed Itinerary and select Edit.***



Indicate the meals that were provide while traveling by selecting the appropriate boxes.

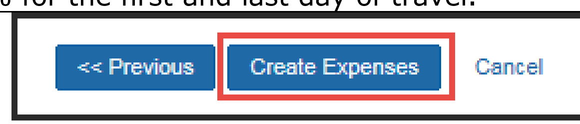
If personal travel was included, click the check box next to the date to **Exclude** travel allowance for entire day.



NOTE: Travel Allowance is automatically calculated at 75% for the first and last day of travel.

Click **Create Expenses**.

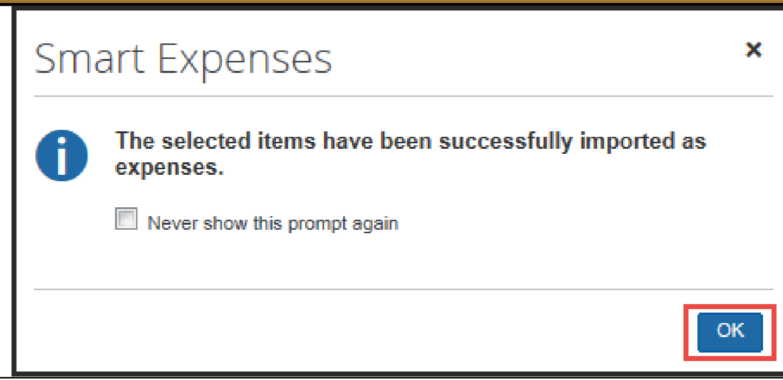
Travel Allowance is imported to Expense Report as **Fixed Meals.**



SMART EXPENSES: IMPORTING TRAVEL VISA CARD CHARGES

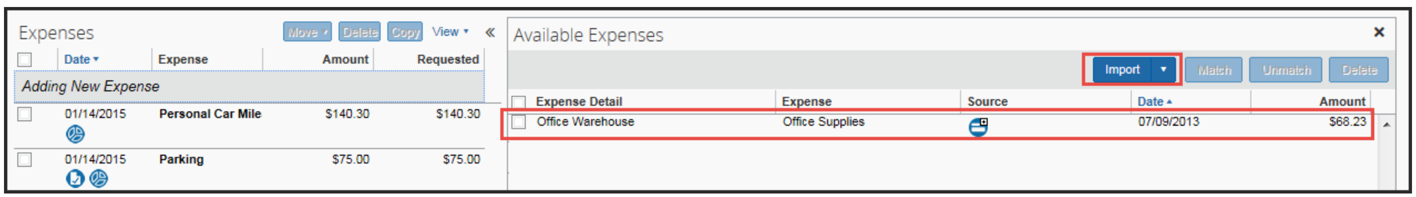
Smart Expenses (charges made to the Travel Visa Card) are automatically imported into the expense report, when applicable. **These charges usually match the booked segments in the travel request.

Click **OK**.



The Expense Report will open, with the Travel Visa Card charges already listed on the left side.

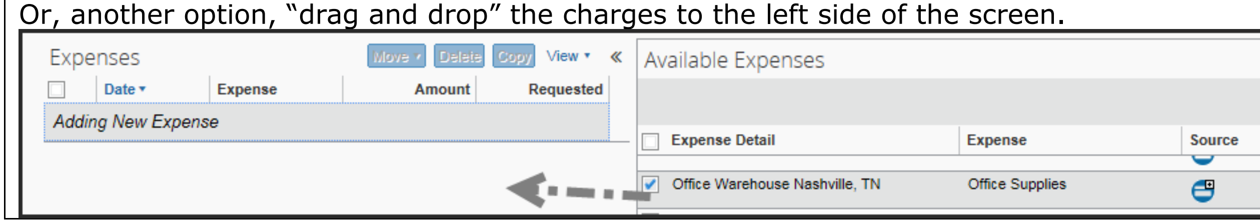
Click **Import** from the top menu, to view all Travel Visa Card charges. Check mark the box in front of the **Smart Expenses** that belong with this expense report, and click **Import.**



= Travel Visa Card charge = E-Receipt = Receipt attached = Comment stated about expense

= Receipt Required

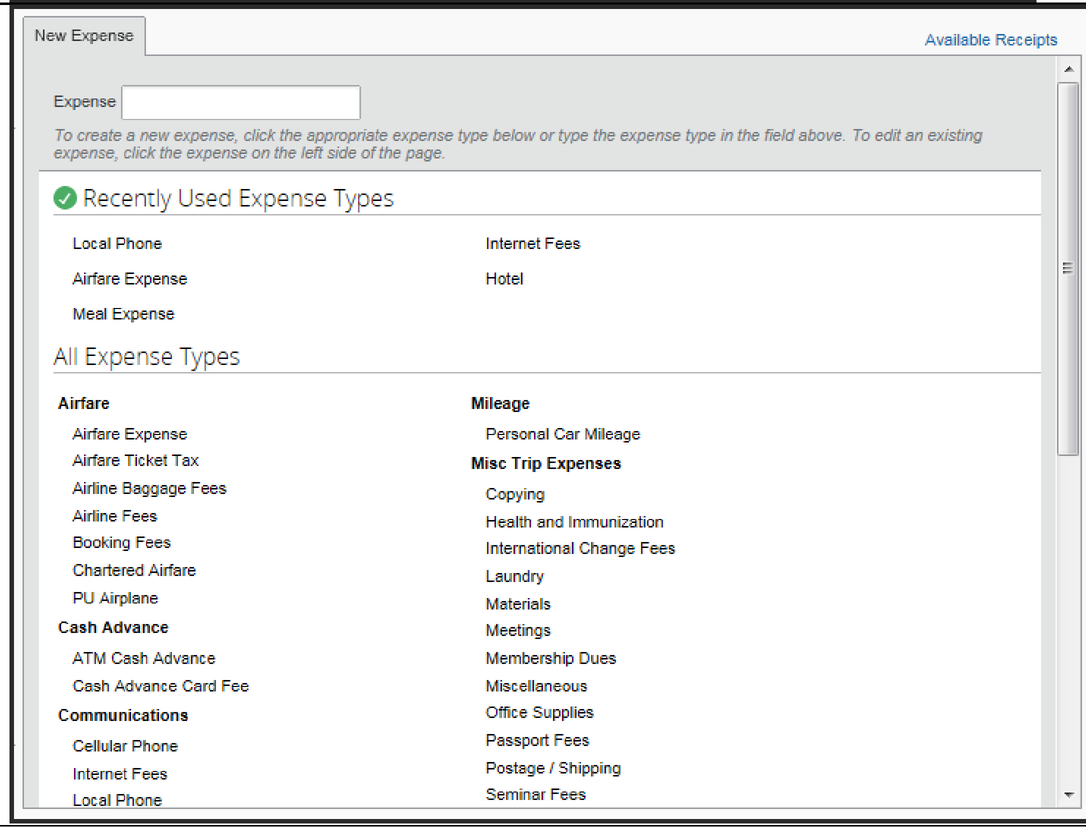
Or, another option, "drag and drop" the charges to the left side of the screen.



NEW EXPENSES (NON-VISA TRAVEL CARD CHARGES)

For charges made outside the system or not associated with the Visa Travel Card, click **New Expense**.

Select **Expense Type** by scrolling through list, or type Expense in Search box.



Payment Type defaults to **Cash**, indicating the traveler used their personal funds to pay for this expense.

Select **Company Paid**, if a departmental card was used.

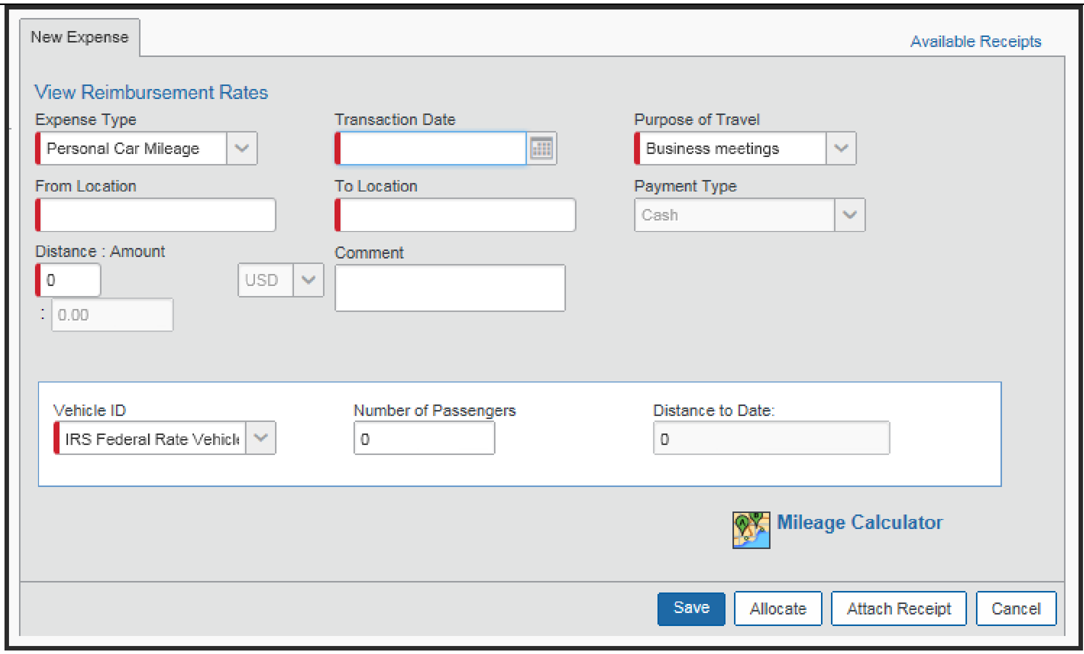
**If the Travel Visa Card was used, the charge should be imported into the Expense Report.

Type explanation in **Comment** box, if applicable

** Shuttle/Taxi/Subway - require a comment concerning to/from destinations

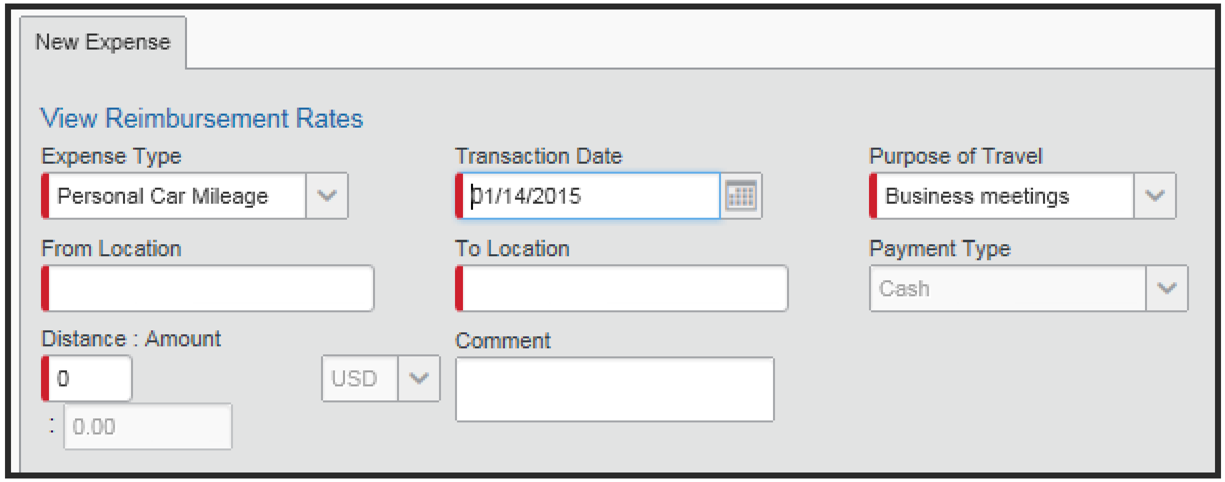
Select **Attach Receipt** to attach required receipt, if applicable.

Receipt Requirement information:
https://www.purdue.edu/business/travel/Transportation/receipt.html
Click **Save**



EXPENSE TYPES - PERSONAL CAR MILEAGE

Type **Transaction Date, Purpose of Travel**, **From** and **To Location**.



Select appropriate **Rate**. IRS Federal Rate Vehicle is default.

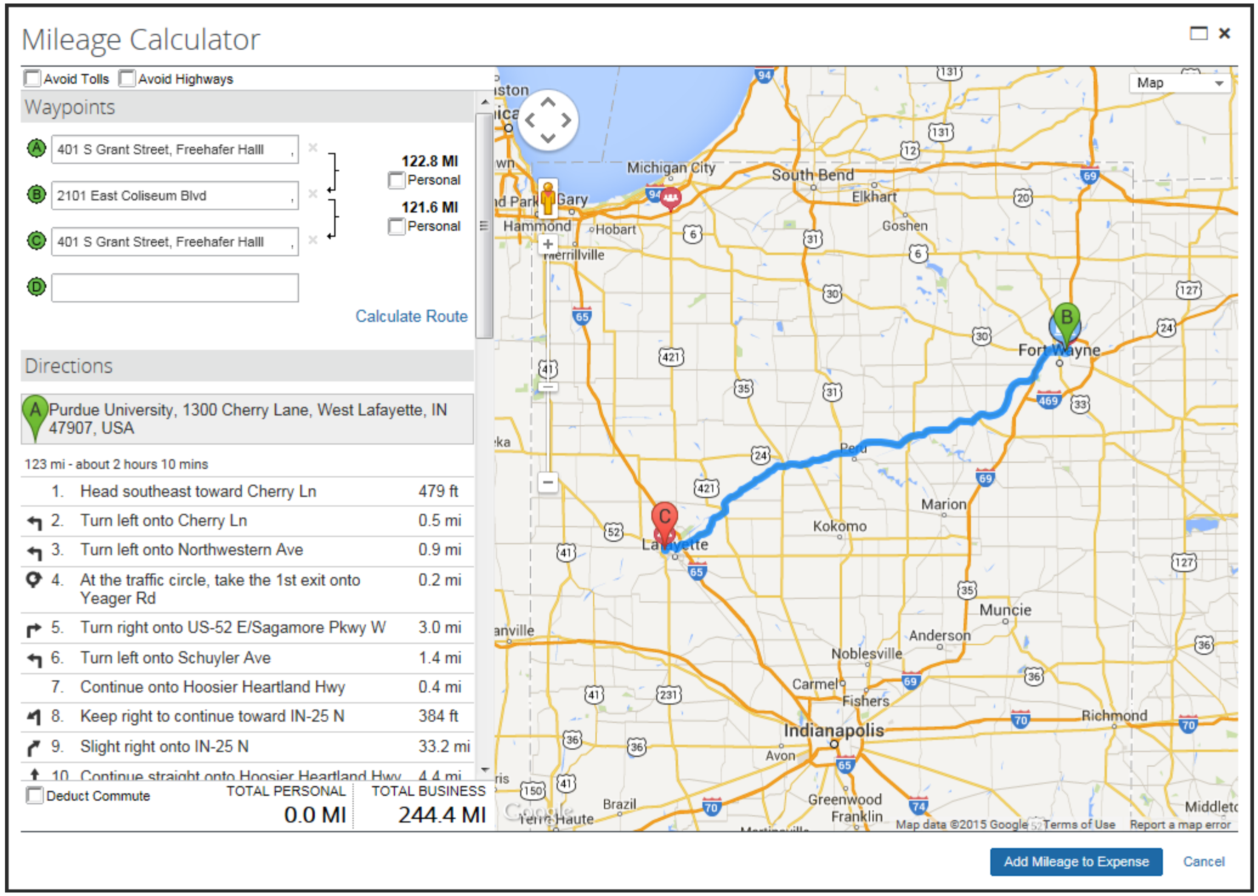
Click **Mileage Calculator**.

Type addresses for A, B and/or C **Waypoints**.

Select **Make Round Trip**, if applicable.

Choose **Suggested Route** under **Directions**.

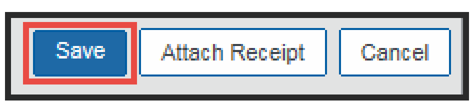
Click **Add Mileage to Expense**.

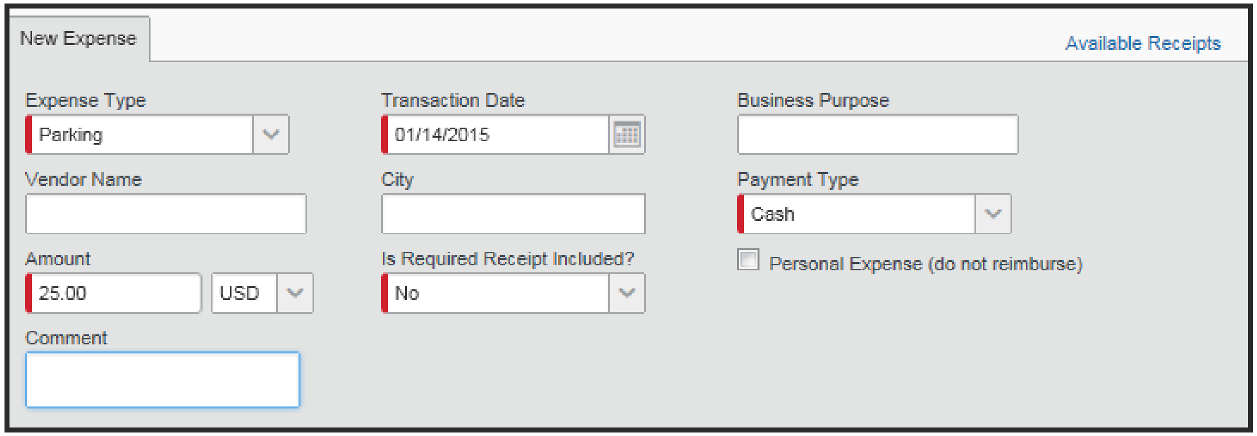


Click **Save**.

Repeat above steps for each leg to be reimbursed.

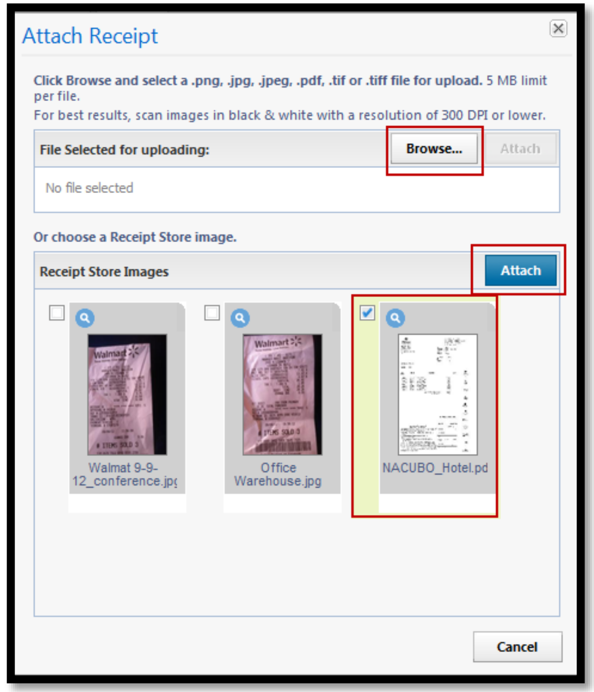
If traveler drove to several locations, s/he may have more than one **Personal Car Mileage Expense. Create mileage for all stops to ensure the most accurate



mileage reimbursement. **	
EXPENSE TYPES – PARKING AND TOLLS	
Type **Amount** (can be total amount towards parking and/or tolls, if total equals less than $75.00). Type **Comment** (explaining number of tolls, or parking total.) Click **Save**.	
ATTACH RECEIPTS	
Receipts are required for all expenses totaling $75.00 or more, and all lodging expenses. Click expense to view details and click **Attach Receipt**, so it is matched with the expense type.	

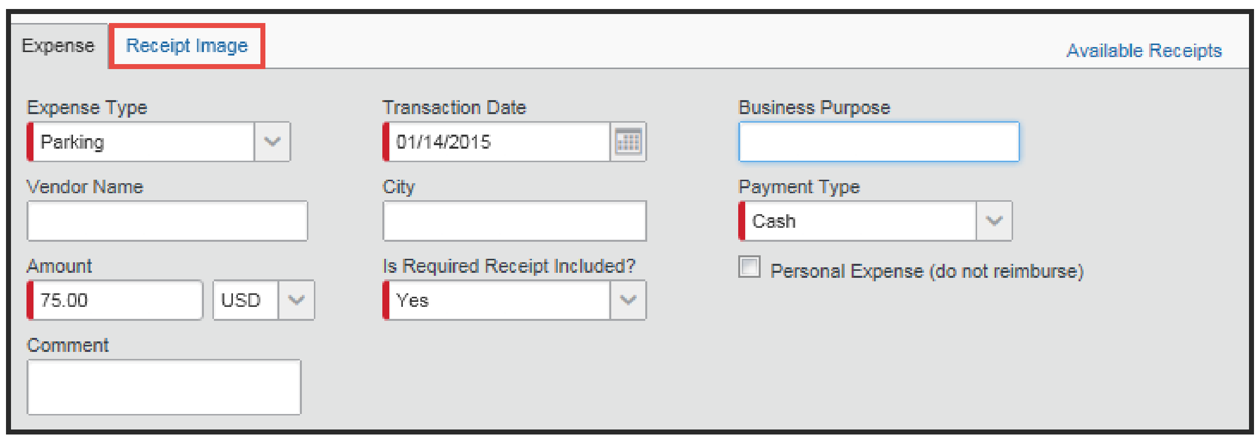
Browse to find your receipt or attach an image from the Receipt Store.

Click **Attach**.



Receipts attached at the Expense, contain the  icon.

Expense detail includes **Receipt Image** tab.

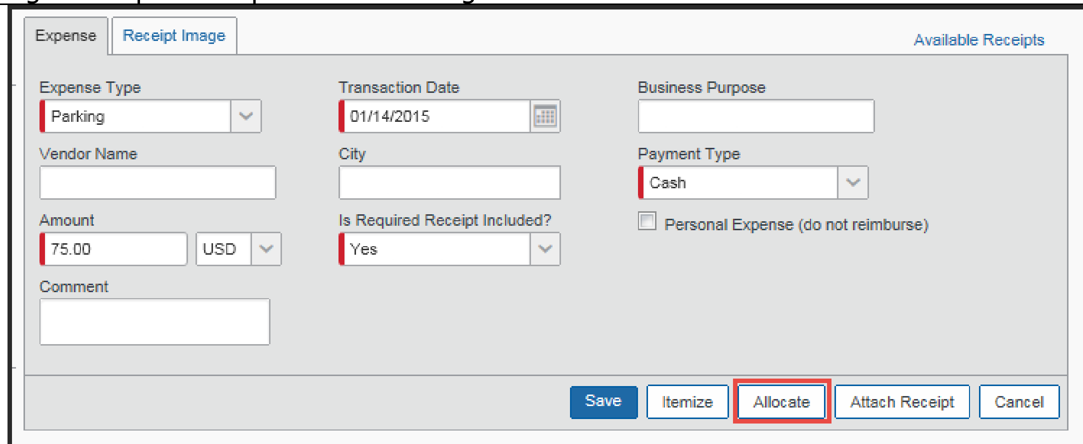


ALLOCATIONS

Expenses must be allocated prior to submitting the expense report. All funding sources must be listed in the allocations screen.

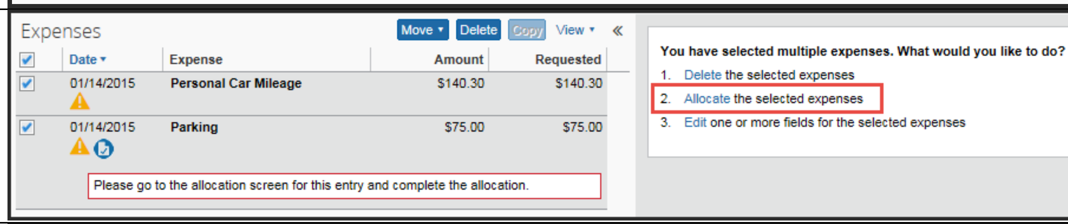
If different sources for funding are being used for each expense, allocate each expense individually.

Select expense and click **Allocate**.

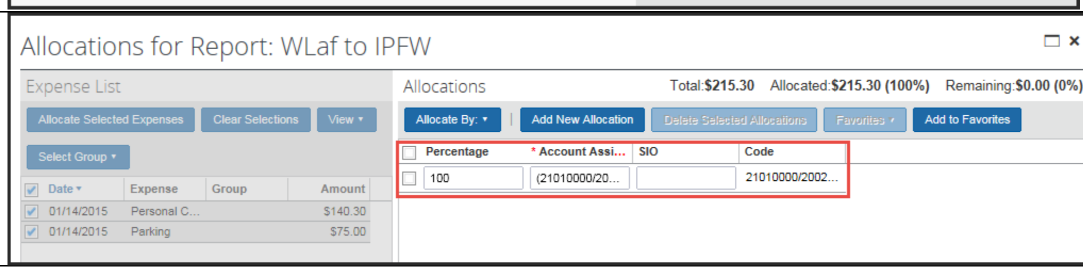


If all expenses are being allocated uniformly, click check box at the top of **Expenses** list to select all of the **Expenses** on the **Expense Report**.

Select **Allocate** in the right hand box.

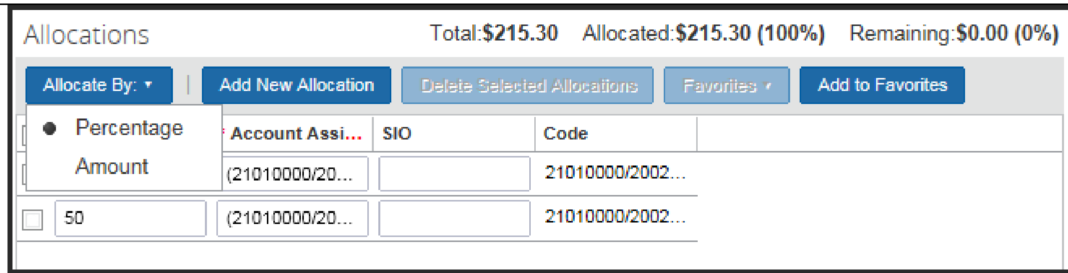


If allocating all expenses to one account, enter **Account Assignment**.



If multiple accounts are paying for trip expenses, click **Add New Allocation** and **Allocate By** percentage or dollar amount.

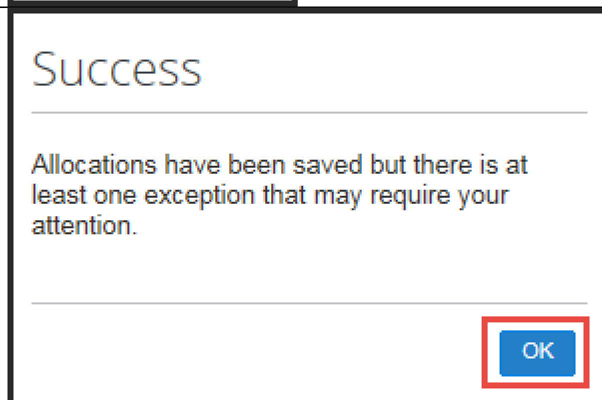
Enter corresponding account assignment information.



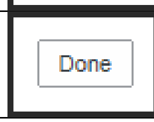
Review totals in upper right for 100% allocation.

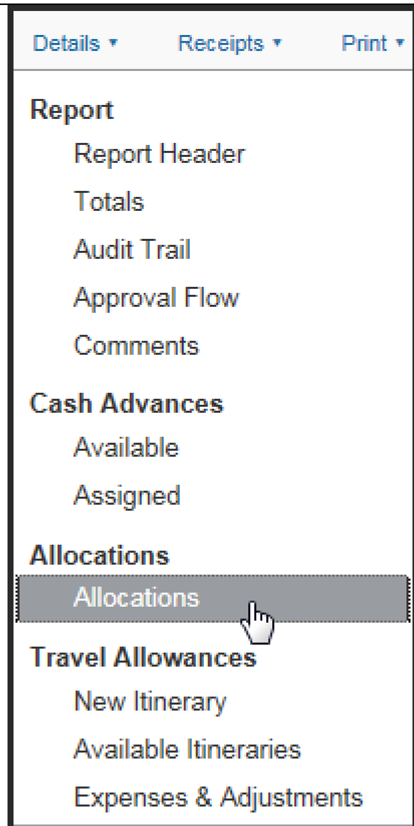
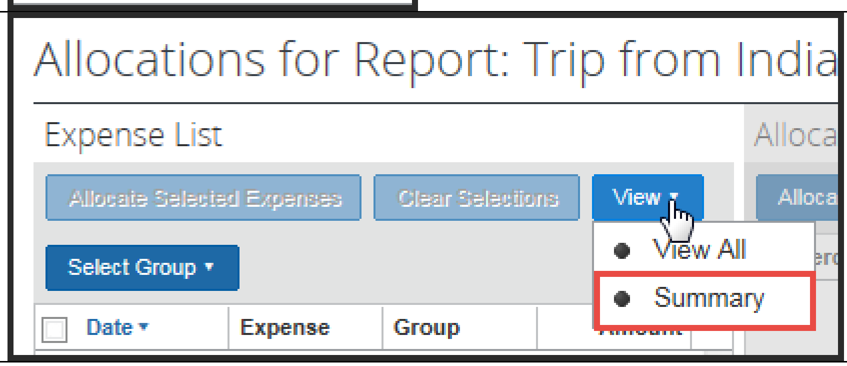
Click **Save**.

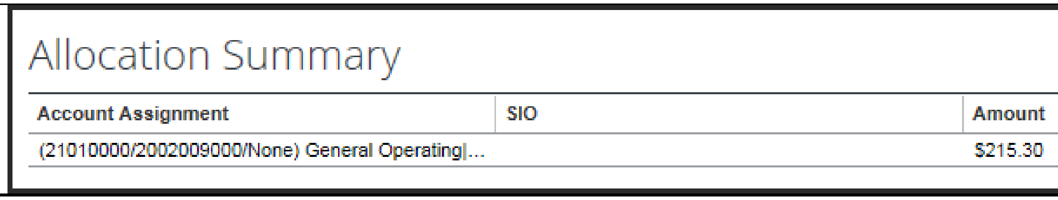
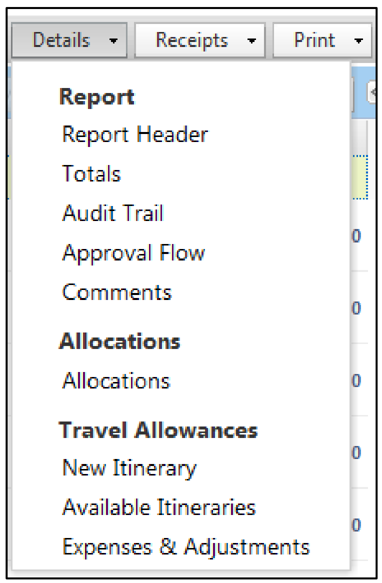
Click **OK**.



Click **Done**.

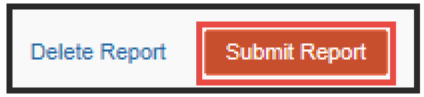


To view Allocation totals, under **Details** click **Allocations**.	
Select **Summary** from the **View** drop-down under the **Expense List**.	

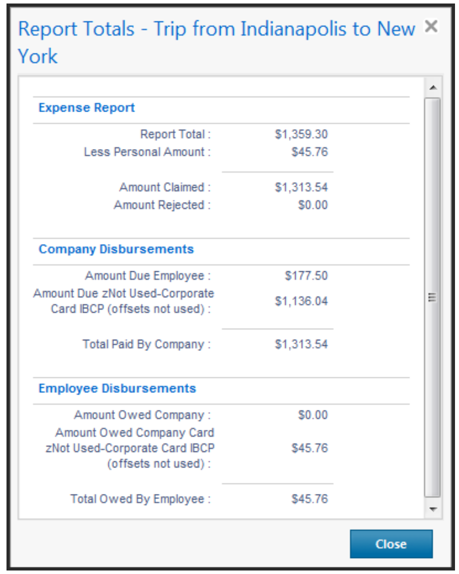
Allocation Summary displays:	
Once expenses are allocated, the **Allocation Icon** is viewable. Expenses marked "Personal Expense" will not contain the **Allocation Icon**.	
REVIEW DETAILS	
Review report to ensure that all exceptions have been cleared and that all expenses have been accounted for in the detail.	
Select **Report Header** from the **Details** button to review/edit Report Header information. Add comments, if applicable. Select **Totals** from the **Details** button to review **Amount due Employee a**nd other Disbursement detail. Select **Expenses & Adjustments** to review **Fixed Meals** (subsistence). In the event the itinerary was missed and no travel allowance was generated, click **Details** and select **New Itinerary**.	

SUBMIT

One expense report is complete, click **Submit Report**.



Report Totals are listed and can be reviewed.



If you are completing the expense report on behalf of someone else, click **Notify Employee**.

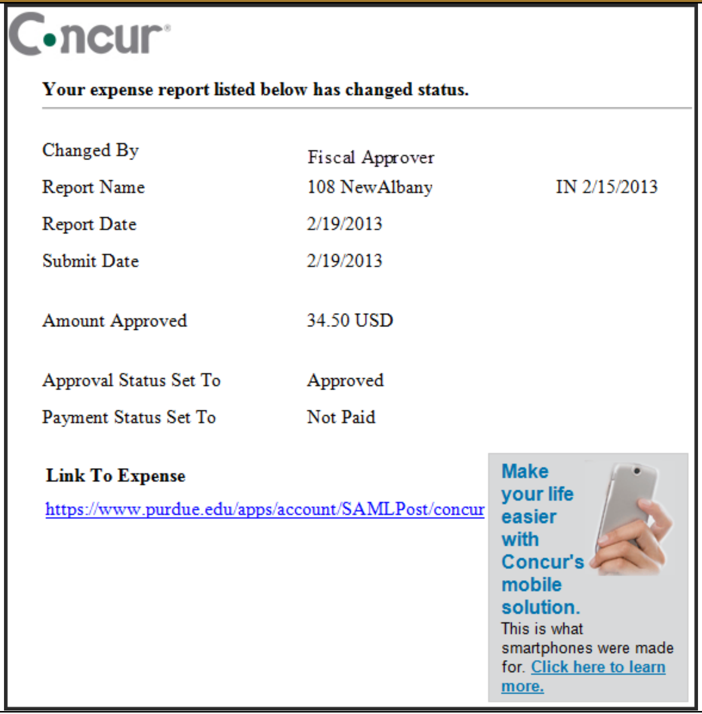
An e-mail is sent immediately to the employee.

NOTE: The traveler must submit his/her own **Expense Report**.

APPROVALS

Traveler and delegates receive several "changed status" e-mails:

- Fiscal Approval Approved
- In Accounting Review (Central Travel Office Approval)
- Expense Report is Extracted (Approved and being prepared for disbursements – payment status is set to "Paid")



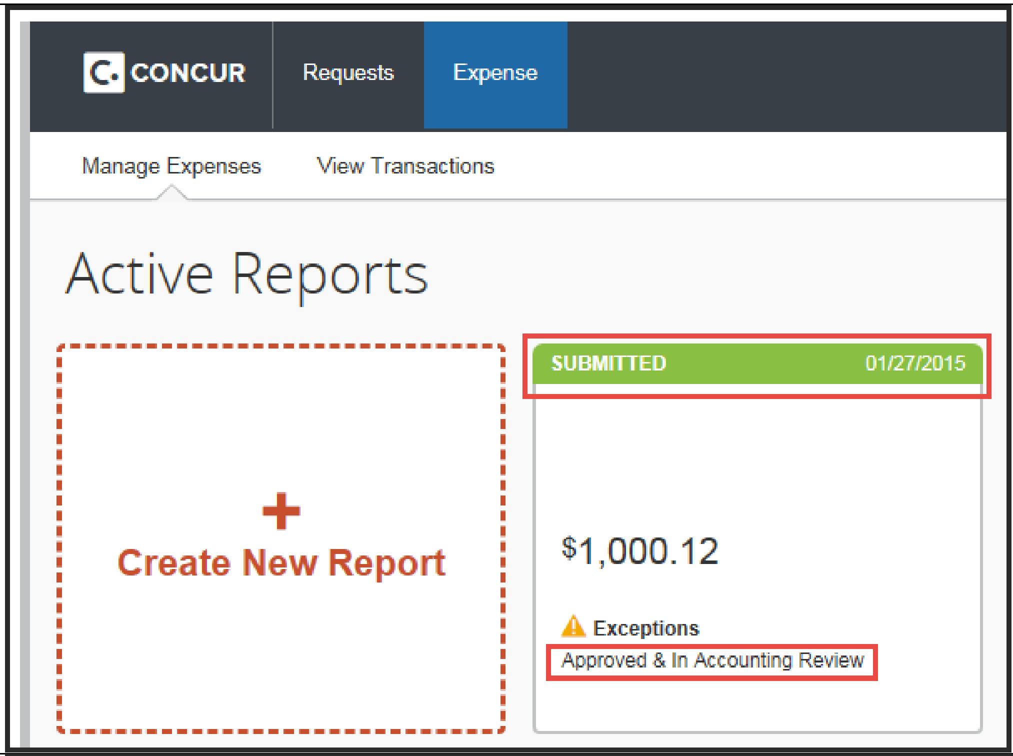
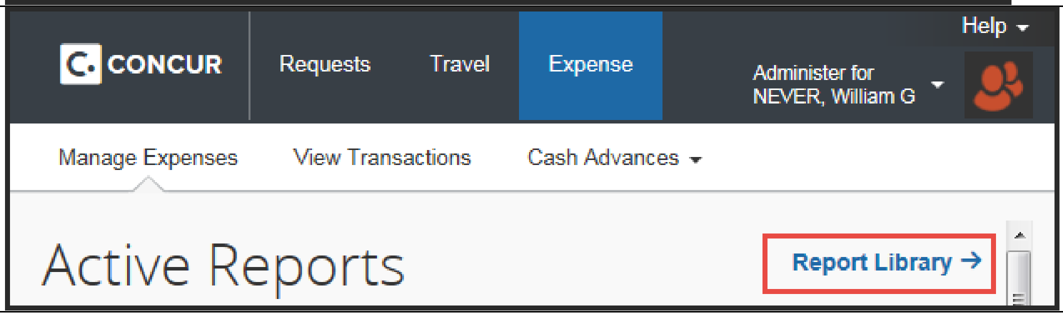
Concur

Your expense report listed below has changed status.

Changed By	Fiscal Approver	
Report Name	108 NewAlbany	IN 2/15/2013
Report Date	2/19/2013	
Submit Date	2/19/2013	
Amount Approved	34.50 USD	
Approval Status Set To	Approved	
Payment Status Set To	Not Paid	

Link To Expense

https://www.purdue.edu/apps/account/SAMLPost/concur

Expense report statuses are updated within the **Expense** tab. Submitted reports will contain a description of where the report is awaiting approval.	
To view reports which have already been paid to the traveler, select **Expense** tab and click **Report Library**.	

The default view will only display the last 30 days of submitted reports.

To view all reports, click **View** and select **All Reports**.