

How to create an Expense Report

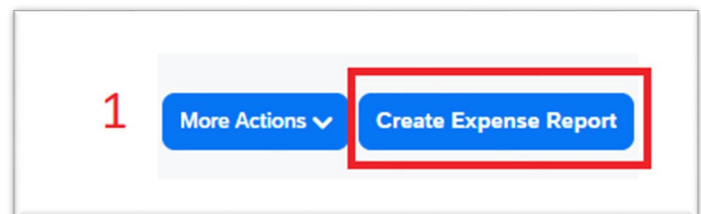
When creating an expense report for your trip, expenses will need to be added and itemized. Some fields for expenses you add will already be pre-populated with information from your original request. Please double check the information and fill in any other necessary fields.

This Job Aid assumes you have already submitted a travel request, and it was approved.

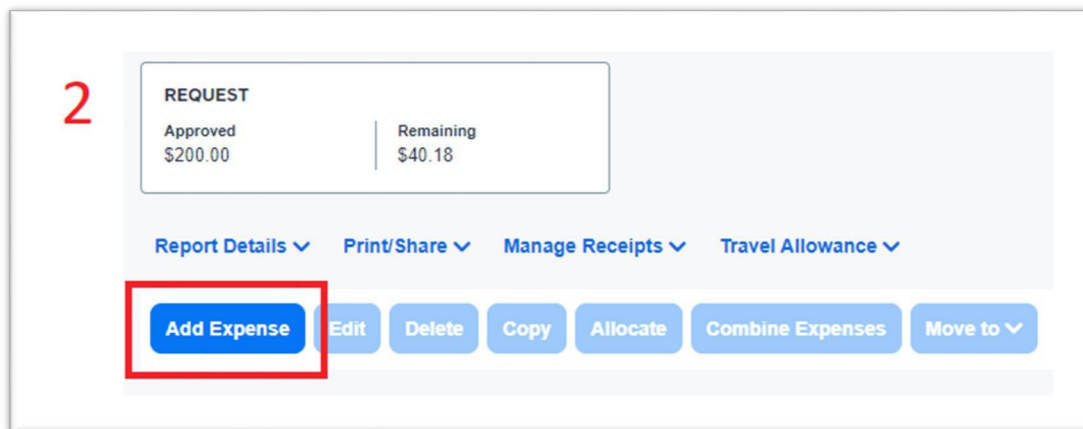
Screenshots are provided to use as visual guides for certain steps.

After your trip...

1. Open the approved travel request and click **Create Expense Report** in the upper-right corner.



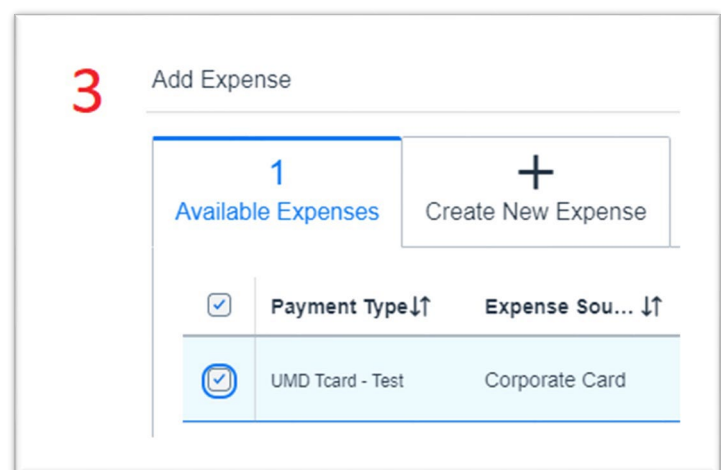
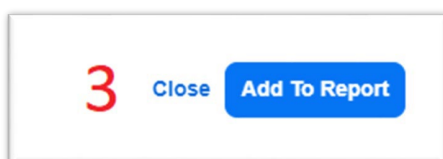
2. Click on **Add Expense**.



3. A window will pop up with 2 tabs:

Available Expenses – Choose from a list of charges paid on the Tcard or created through Concur/Concur Mobile.

Click the checkbox on the left and click Add To Report.

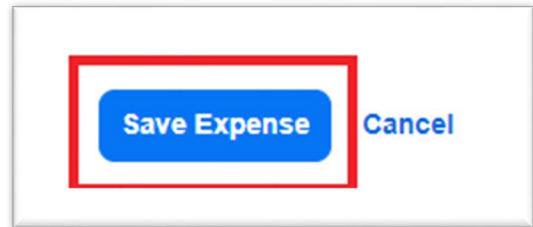


Instruction 3 - continued

<input type="button" value="Add Expense"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Copy"/> <input type="button" value="Allocate"/> <input type="button" value="Combine Expenses"/> <input type="button" value="Move to"/>		View: Standard ▾					
<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑
<input type="checkbox"/>			UMD Tcard - Test	Airfare	Roofing - Contractors Dallas, Oregon	09/25/2022	\$592.09

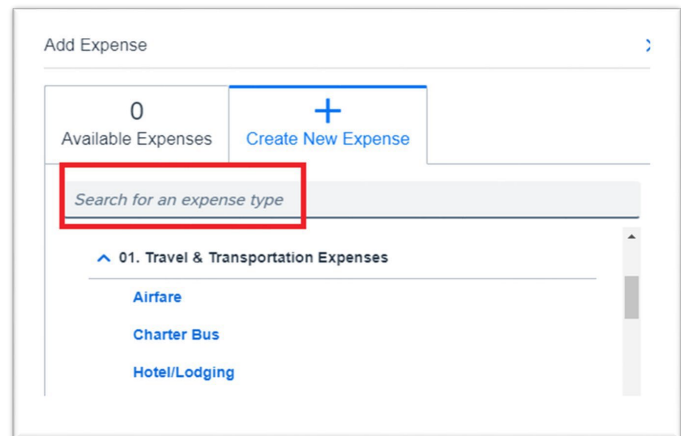
The expense will now be listed. To open the expense on the report, click on any of the open spaces on the expense’s line, or select the checkbox to the left and then click the Edit button.

Fill in or update any of the necessary fields after you open the expense. Expense amounts must be the actual amounts. When you are done, click **Save Expense**.



Out-of-Pocket Expenses – For expenses NOT incurred through Concur/Concur Mobile, and NOT paid on the Tcard or the Ghost card, click **Create New Expense**. Then **Search** for and select the expense type you need to add to the expense report.

Fill in or update any of the necessary fields after you open the expense type. Expense amounts must be the actual amounts. When you are done, click Save Expense.



The reimbursement you receive on your paycheck will look like the line indicated below.

Post Tax Deductions		
Description	Amount	YTD
Expense Reimbursement	-375	-
Personal Accident & Dismemberment Plan	1.80	41.40
Post Tax Deduction	51.80	1,049.65