TRAVEL APPLICATION

Expense

HELPFUL HINTS

- Reimbursement for travel expenses which have a business purpose and are paid with personal funding sources are submitted through Concur expense and must include itemized receipts.
- A travel request must be approved prior to submitting an expense report, with the exception of a non-travel expense.

PROCEDURE

1. To create an expense report, locate the approved request from the active requests screen. Click on expense.

	Manage Requ	ests New Req	uest Quick Se	earch							
Activ	Active Requests (5) Copy Request Copy Request Copy Request										
View •											
Request N	ame 🗸	Begins With	~		Go						
	Request Name	Request ID	Status			Request Dates 🔻	Date Submitted	Total	Approved	Remaining	Action
	BTA - campus visits	94U3	Approved			12/11/2019	12/10/2019	\$250.00	\$250.00	\$250.00	Expense
	mileage for campus visits					06/30/2020					
	Temecula, CA	7NAA	Approved			11/04/2019	12/09/2019	\$5,700.00	\$5,700.00	\$5,700.00	Expense
	HR-SAP Conference					11/07/2019					

- 2. Enter the required fields for the transaction, which are indicated with a red bar.
- 3. Check the box next to the request name to link the approved request to the expense report. Click on next.

icy	Report Name	Report/Trip Purpose			
'ravel	 Temecula, CA 	Business Trip 🗸			
р Туре	Does this trip include personal travel?	Personal Dates of Travel			
omestic V	No				
port/Trip Business Start Date	Departure Time	Report/Trip Business End Date	Arrival Time		
1/04/2019	4:30am 🗸	11/07/2019	10:00pm 🗸		
st Object Type	Cost Object	User Defined	Personnel Area	Employee ID	
CC) Cost Center 🗸 🗸	(2105120001) English 🗸		Test-UNL	ctraveler2	
ason/Business Purpose	Comments To/From Approvers/Process	sors			
R-SAP Conference					
lequests					
					Add Remo
Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaini
Temecula, CA	7NAA	No	\$5,700.00	\$5,700.00	\$5,700



Copyright © University of Nebraska Board of Regents



CREATE AN EXPENSE REPORT

Travel Quick Reference Guide

4. The travel allowance pop-up window appears. Click on yes if meals or lodging will be added to the report.



- 5. Enter an itinerary stop for each final destination of the trip. Click on Save for each stop.
 - a. For a roundtrip, two itinerary stops will be created. Do not include layover stops.
 - b. Multi-stop trips require an itinerary stop for each destination.

Travel Allowances For Report: Temecula, CA	□ ×
Create New timerary Available timeraries Expenses & Adjustments Itinerary Info Nerrary Name Temecula, CA Add Stop Delete Rows Proof Eleverary Departure City Arrival City Arrival Rate Location No timerary Rows Found	New Itinerary Stop Departure City Omaha, Nebraska Date 11/04/2019 1430 AM Arrival City Temecula, California Date 11/04/2019 17me 9 00 AM
	Go to Single Day Itineraries Next >> Cancel

6. Click on next.

ave	I Allowances For F	Report: Temecula, C	A		
Edit	Itinerary 2 Available Itine	eraries 3 Expenses & Adju	stments		
tiner Itinera Tem	ary Info ary Name vecula, CA	Selection USGSA			
Add	Stop Delete Rows I	Import Itinerary		New Itinerary Stop	
1	Departure City *	Arrival City	Arrival Rate Location	Departure City	
]	Omaha, Nebraska 11/04/2019 04:30 AM	Temecula, California 11/04/2019 09:00 AM	RIVERSIDE COUNTY, US-CA	Omaha, Nebraska	
]	Temecula, California 11/07/2019 12:00 PM	Omaha, Nebraska 11/07/2019 09:40 PM	DOUGLAS COUNTY, US-NE,		
				Arrival City	
				Date Time	
					Save
				Go to Single Day Itineraries Next >>	Cano



Copyright © University of Nebraska Board of Regents



7. The itinerary is displayed. Click on next.

Travel Allowances For Report: Temecula, CA					
Create New Itinerary 2 A	Available Itineraries 3 Expenses	& Adjustments			
Assigned Itineraries					
Departure City	Date and Time •	Arrival City	Date and Time	Arrival Rate Location	
Itinerary: Temecula, C/	A		'	· ·	
Omaha, Nebraska	11/04/2019 04:30 AM	Temecula, California	11/04/2019 09:00 AM	RIVERSIDE COUNTY, US-CA, US	
Temecula, California	11/07/2019 12:00 PM	Omaha, Nebraska	11/07/2019 09:40 PM	DOUGLAS COUNTY, US-NE, US	
Available Itineraries	Delete Assign				
Departure City	Date and Time •	Arrival City	Date and Time	Arrival Rate Location	
No Available Itineraries Found					
				<< Previous Next >>	

8. If applicable, check the box for any meals that were provided during the trip. Click on Create Expenses

avel Allowances For Report: Temecula, CA							
Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments							
how dates from	to Go						
Date/Location •	Breakfast Provided	Lunch Provided	Dinner Provided				
11/04/2019 Temecula, California							
11/05/2019 Temecula, California							
11/06/2019 Temecula, California							
11/07/2019 Temecula, California							
			ca Braviaua	Cancel			
			<< Previous Create Expenses	cance			





9. The new expense screen appears. To add an expense to the report, select the expense type from the right-side menu.

Temecula, CA				Delete Report	Submit Rep
Hew Expense Import Expenses Details Rec Expenses Date Expense Type Adding New Expense	Selpts * Print / Email * Sove * Belete Copy View * 《 Amount Requested	New Expense Expense Type	_	Avai	lable Receipts
No Expenses Found		To create a new expense, click the appropri the expense on the left side of the page. All Expense Types 01. Transportation Alfare (commercial linket)	ate expense type below or type the expense i03. Food/Meals Meal (including tip)	type in the field above. To edit an existing exp	rpense, click
		Aurole (Commercial locae) Bus Rental Car Rental Fue/Gas Plane (state/private/rented/chartered) Taxi/Shuttle/Train/Bus	Meals (InCounty dp) Meals One Day Travel Official Func ExpAgenda/Names 04. Mileage Mileage/Personal Car 05. Office Expenses & Supplies	Incuentats Job Applicant Laundry/Dry Cleaning Misc Travel-parking/tolls/etc Phone/Fax/Internet Registration/Conf Fees	
		02. Travel Expenses Lodging Lodging/Conference Rate Rental of Conf Facilities 03. Food/Meals	Copy Charges Educational Supplies Office Supplies Research/Lab Supplies Supplies (Auto & Repair)	Subscriptions/Fees/Dues Subsistence/Student Exp Visa/Vaccinations (if required) Personal Expense	
TOTAL	AMOUNT TOTAL REQUESTED \$0.00 \$0.00	Groceres (in rea of mear)	ub. Other Baggage & Airport Fees		

10. Enter the required fields for the transaction, which are indicated with a red bar.

Temecula, CA		Delete Report Submit Report
+ New Expense Import Expenses Details * Receipts * Print / Email *		
Expenses Move * Delete Copy View * «	New Expense	Available Receipts
Date • Expense Type Amount Requested		, tranable (coopie
Adding New Expense	Expense Type Transaction Date Report/Trip Purpose	
	Meal (including tip) V 11/05/2019 Business Trip	~
No Expenses Found	Reason/Business Purpose Enter Vendor Name City of Purchase	
	Red Robin Temecula, California	
	Payment Type Amount SGSA Meal Rate	
	Cash/Personal Funds V 14.87 USD V	
	Comment	
	Cost Object Type Cost Object	
	(CC) Cost Center (2105120001) English	
\$0.00 \$0.00	Save	Allocate Attach Receipt Cancel

a. For expenses pre-paid by the university or state college, select *Company Paid* from the payment type dropdown menu.

Payment Type				
Company Paid		~		
Cash/Personal Funds				
Company Paid		-		





b. For expenses paid by the traveler, select *Cash/Personal Funds*.

Company Paid/Not Rein	nbursed	~		
Cash/Personal Funds				
Company Paid/Not Reimbursed				

- 11. Click on Attach Receipt
- 12. Browse and attach a receipt or use an available receipt.



13. To view the attached receipt, click on the receipt tab. Otherwise, click on save.

Temecula, CA					Delete Report Submit Report
Hew Expense Import Expenses Details Expenses Date Expense Type Adding New Expense	Receipts Print / Email Move Politie copy View & Amount Requested	New Expense Receipt Image	Transaction Date	Report/Trip Purpose	Available Receipts
No Expenses Found		Meal (including tip)	11/05/2019	Business Trip City of Purchase Temecula, California GSA Meal Rate	v
	TOTAL AMOUNT TOTAL REQUESTED \$0.00 \$0.00	Cost Object Type (CC) Cost Center	Cost Object (2105120001) English	Save temize Alloc	cate) (Attach Receipt) (Cancel





- 14. Continue adding expense types and attaching receipts.
- 15. When the expense report is complete, click on Submit Report

Temecul	a, CA Import Expenses Details • 1	Receipts • Print / E	imail •			Delete Report Submit Report
Adding New Expense 11/06/2019	Expense Type Se Meal (including tip) Starbuck's, Temecula, California	Move • Debte 0 Amount \$7.45	Requested \$7.45	New Expense Expense Type To create a new expense, click the appropr the expense on the left side of the page.	iale expense type below or type the expense	Available Receipts
 11/05/2019 11/05/2019 11/05/2019 11/05/2019 11/05/2019 	Meal (including tip) Red Robin, Terrecula, California Meal (including tip) Jay's Fish Shack, Terrecula, Califor Airfare (commercial ticket) American Artines, Terrecula, Califo	\$14.87 \$9.71 \$421.55	\$14.87 \$9.71 \$421.55	Recently Used Expense Type Meal (including tip) Mileage/Personal Car All Expense Types	DES Lodging/Conference Rate Misc Travel-parking/tolls/etc	Airfare (commercial ticket)
0 10052019 0	Lodging/Conference Rate Holdsy Inn, Temecula, California	\$489.47 Al AMOUNT T	\$489.47	01. Transportation Airfare (commercial ticket) Bus Rental Car Rental Fuel/Gas Plane (state/private/rented/chartered) Taxi/Shuttle/Train/Bus 02. Travel Expenses Lodging/Confreence Rate Rental of Conf Facilities 03. Food/Meals Groceries (in lieu of meal)	03. Food/Meals Meal (including tip) Meals One Day Travel Official Func Exp-gendaNames 04. Mileage Meage/Personal Car 05. Office Expenses & Supplies Corp Charges Educational Supplies Office Supplies Research/Lub Supplies Supplies (Auto & Repair) 06. Other Baggage & Arport Fees	06. Other Incidentals Job Appleant Laundry/try Cleaning Mis- Travet-parting/tolk/etc Phone/Fax/Internet Registration/Conf Fees Subscriptione/FeesDuos Subsistence/Student Exp Visa/Aucainations (if required) Personal Expense

The expense report has now been submitted for financial approval. No further action is required.



