



SAP Concur Expense: Expense Types

Use this guide to help you learn more about the available expense types via Concur Expense.

Accounts Payable & Travel

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Overview

The following information defines the expense types in SAP Concur used to create Travel Requests and Expense Reports. This information is useful in determining which types to use for anticipated trip expenses (Travel Request) and the actual expenses incurred (Expense Report).

Travel Request Expense Types

Group Lodging (Employee Travelers Only)

This expense type is for group travel when multiple rooms will be necessary. Enter the number of rooms needed and the amount will be calculated according to the destination city's lodging per diem, multiplied by the number of rooms once you click save. You may enter a comment to provide further information for the approvers.

←

→

Group Lodging \$924.00

03/30/2022

Allocate

Request/Trip Start Date

03/30/2022

Request/Trip End Date *

04/02/2022

Destination City

US ▾ Sarasota, Florida

Number of rooms needed

2

The amount will automatically calculate after you hit save.

924.00

Currency

US, Dollar

Comment

Lodging

The dates of stay and destination city should auto populate from the request header. Lodging per diems will automatically calculate for overnight trips according to the destination city once saved. Multiple stops will be entered separately by selecting Lodging Per Diem again and entering the corresponding information in the fields. You may enter a comment to provide further information for the approvers.

←

→

Lodging \$154.00

03/30/2022

Allocate

Request/Trip Start Date *

03/30/2022

Request/Trip End Date *

04/02/2022

Destination City

US ▾ Sarasota, Florida

of days *

1

The amount will automatically calculate after you hit save.

154.00

Currency

US, Dollar

Comment

←

→

Lodging \$134.00

03/30/2022

Allocate

Request/Trip Start Date *

03/30/2022

Request/Trip End Date *

04/02/2022

Destination City

US ▾ Pensacola, Florida

of days *

1

The amount will automatically calculate after you hit save.

134.00

Currency

US, Dollar

Comment

Lodging Tax

Enter the estimated amount of hotel taxes. Best practice is to estimate 10% of the room rate for in-state taxes and 20% of the room rate for out-of-state taxes. You may enter a description or comment to provide further information for the approvers.

← → Lodging Tax \$72.15 

03/30/2022

 Allocate

Transaction Amount *

72.15

Currency *

US, Dollar

▼

Description

Comment

Meal Per Diem

Enter the number of days for the stay, and the meal per diems will automatically be calculated for overnight trips according to the destination city once saved. You may enter a comment to provide further information for the approvers. Multiple stops may be entered as separate Meal Per Diem expense items.

← → Meal Per Diem \$172.50 

03/30/2022

 Allocate

Request/Trip Start Date *

03/30/2022



Request/Trip End Date *

04/02/2022



Destination City

US ▼ Sarasota, Florida

of days *

3

The amount will automatically calculate after you hit save.

172.50

Currency

US, Dollar

Comment

Airfare

Enter the amount the traveler is estimating for airfare costs, early bird check-in, flight insurance, or preferred seating. **NOTE:** These are not reimbursable without Cabinet Level Approval. This could apply to direct billed flights or out of pocket airfare expenses. You may enter a description or comment to provide further information for the approvers.

← → Airfare \$662.83 

03/30/2022

 Allocate

Transaction Amount *

662.83

Currency *

US, Dollar

▼

Description

Comment

Fuel

Enter the amount the traveler is estimating for rental vehicle fuel expenses. You may enter a description or comment to provide further information for the approvers.

←

→

Fuel \$50.00 

CancelSave

03/30/2022

 Allocate

Transaction Amount *

50.00

Currency *

US, Dollar

▼

Description

Comment

Parking

Enter the amount the traveler is estimating for parking expenses. This could be for a rental vehicle or a personal vehicle. You may enter a description or comment to provide further information for the approvers.

←

→

Parking \$30.00 

CancelSave

03/30/2022

 Allocate

Transaction Amount *

30.00

Currency *

US, Dollar

▼

Description

Comment

2 days [parking at airport]

Public Transport/Shuttle

Enter the amount the traveler is estimating for bus or shuttle service expenses (includes tips up to 20% before taxes). You may enter a description or comment to provide further information for the approvers.

←

→

Public Transport/Shuttle \$10.00 

CancelSave

03/30/2022

 Allocate

Transaction Amount *

10.00

Currency *

US, Dollar

▼

Description

shuttle to hotel from airport

Comment

Taxi/Rideshare

Enter the amount the traveler is estimating for taxi service and rideshare expenses (includes tips up to 20% before taxes). You may enter a description or comment to provide further information for the approvers.

← → Taxi/Rideshare \$40.00 

Cancel Save

03/30/2022

 Allocate

Transaction Amount *	Currency *	Description
40.00	US, Dollar 	ride to meeting
Comment 		

Tolls

Enter the amount the traveler is estimating for toll expenses. You may enter a description or comment to provide further information for the approvers.

← → Tolls \$20.00 

Cancel Save

03/30/2022

 Allocate

Transaction Amount *	Currency *	Description
20.00	US, Dollar 	130 toll road
Comment 		

Train/Rail

Enter the amount the traveler is estimating for train, monorail, subway, and ferry expenses. You may enter a description or comment to provide further information for the approvers.

← → Train/Rail \$16.00 

Cancel Save

03/30/2022

 Allocate

Transaction Amount *	Currency *	Description
16.00	US, Dollar 	2 day subway ticket
Comment 		

Vehicle Rental

Enter the amount the traveler is estimating for rental vehicle expenses. This could apply to direct billed rental vehicles or out-of-pocket rental vehicle expenses. You may enter a description or comment to provide further information for the approvers such as the Rental Company you intend to use if the vehicle is direct billed.

← → Vehicle Rental \$134.00 

03/30/2022

 Allocate

Transaction Amount *

134.00

Currency *

US, Dollar

▼

Description

Billed to University Enterprise

Comment

Mileage

Enter the estimated miles in the distance field and the amount will be calculated using the University's approved mileage reimbursement rate for the date of the trip. You may enter a description or comment to provide further information for the approvers. **NOTE:** Click  **04. Mileage** on the expense type list to create this expense.

Train/Rail

Vehicle Rental

 04. Mileage

Personal Vehicle Mileage-Alternate Rate

 05. Meals (Non-Per diem)

← → 04. Mileage \$38.02 

03/30/2022

 Allocate

Date *

03/30/2022



Distance

65

Mileage Rate

0.585

Amount will calculate when you save.

38.02

Currency

US, Dollar

Comment

Personal Vehicle Mileage-Alternate Rate

Enter the estimated miles in the distance field and the Alternate Mile Rate for your trip, the amount will be calculated when you save. **NOTE:** Alternate Mileage Rate can be less than but cannot exceed the University rate. You may enter a comment to provide further information for the approvers.

←

→

Personal Vehicle Mileage-Alternate Rate

\$26.42

Cancel

Save

03/30/2022

Allocate

Date *

03/30/2022

Alternate Mile Rate * ?

0.35

Distance

75.48

Amount will calculate when you save.

26.42

Currency

US, Dollar

Comment

lower rate due to budget restrictions

Business Meals (with Attendees) (Employee Travelers Only)

Enter the amount the traveler is estimating for business meal expenses. You may enter a description or comment to provide further information for the approvers.

←

→

Business Meals (with Attendees)

\$60.00

Cancel

Save

03/30/2022

Allocate

Transaction Amount *

60.00

Currency *

US, Dollar

Description

Name of restaurant

Name of attendees

Comment

Group Meal (Employee Travelers Only)

Enter the number of attendees, the number of days at the location, and the amount. You may enter a comment to provide further information for the approvers.

←

→

Group Meal

\$184.00

Cancel

Save

03/30/2022

Allocate

Request/Trip Start Date

03/30/2022

Request/Trip End Date *

04/02/2022

Destination City

US

Sarasota, Florida

Number of Attendees *

5

Number of days at location? *

2

Amount *

184.00

Currency *

US, Dollar

Comment

Names of students

Meal/Lodging Per Diem Reduction

Enter the amount the traveler is estimating to reduce meal or lodging per diem by. **NOTE:** This entry requires a negative (-) sign. You may enter a description or comment to provide further information for the approvers.

← → Meal/Lodging Per Diem Reduction \$-150.00 

Cancel Save

03/30/2022

 Allocate

Transaction Amount *	Currency *	Description
-150.00	US, Dollar 	department allowed up to only \$20 for meal expense

Comment

Baggage

Enter the amount the traveler is estimating for baggage expenses. You may enter a description or comment to provide further information for the approvers.

← → Baggage \$25.00 

Cancel Save

03/30/2022

 Allocate

Transaction Amount *	Currency *	Description
25.00	US, Dollar 	American Airlines
1 checked bag

Comment

Miscellaneous

Enter the amount the traveler is estimating for other expenses not listed. This expense type requires a comment or description for the Approvers.

← → Miscellaneous \$5.00 

Cancel Save

03/30/2022

 Allocate

Transaction Amount *	Currency *	Description
5.00	US, Dollar 	

Comment

Membership Fees

Enter the amount the traveler is estimating for membership expenses. You may enter a description or comment to provide further information for the approvers.

←

→

Membership Fees \$50.00 

03/30/2022

 Allocate

Transaction Amount *

50.00

Currency *

US, Dollar

▼

Description

membership renewed for April '22 - March '23

Comment

Registration Fees

Enter the amount the traveler is estimating for registration expenses. You may enter a description or comment to provide further information for the approvers.

←

→

Registration Fees \$150.00 

03/30/2022

 Allocate

Transaction Amount *

150.00

Currency *

US, Dollar

▼

Description

NCAA conference

Comment

Excess Lodging

Enter the amount the traveler is estimating for lodging expenses over the GSA maximum per diem rate. You may enter a description or comment to provide further information for the approvers.

←

→

Excess Lodging \$87.00 

03/30/2022

 Allocate

Transaction Amount *

87.00

Currency *

US, Dollar

▼

Description

may decrease upon check in

Comment

Education Abroad Excursion Fees (Employee Travelers Only)

New Expense

Group Lodging (Employee Travelers Only)

- New Expense*

SAP Concur Expense: Expense Types

- Click **Add** to add attendees.

- There are three tabs to find attendees. **Recent Attendees** tab lists name you've recently used on other reports.

- Attendees** tab allows you to create a new attendee. Select the Attendee Type from the drop-down list, enter the individual attendees First/Last Name, and Affiliation.

- Note:** If the number of Attendees is greater than 10 you may select **Group Event**, enter the Event Name, and attach a list of the Attendees with the information above to the expense type.

- Attendee Groups** allows you to add multiple attendees at once from a group created outside the Expense Report.

Lodging

- Enter the Check-in and Check-out Dates.
- Select or type in the Vendor name of the hotel. A listing will be available to choose from the drop-down menu. **NOTE:** If the vendor or lodging site is not listed (e.g. Airbnb, campsites) you may type it in.
- Enter the Destination City.
- Enter the total reimbursable amount of the lodging receipt.

← → Lodging \$122.00  Cancel Save Expense

05/11/2022 | Hampton Inn & Suites

Details **Itemizations** Show Receipt 

*** Required field**

Expense Type * Lodging Trip Type * Out-of-State Traveler Type * Employee

Check-in Date * 05/09/2022  Check-out Date * 05/11/2022  Nights: 2 Transaction Date 05/11/2022  Additional Information

Vendor * Hampton Inn & Suites Destination City *  Denver, Colorado Payment Type * Out of Pocket

Amount * 122.00 Currency * US, Dollar ☒ Travel Allowance Cost Object Type (CC, IO) *  CC 3

Cost Object *  (1315000000) Assoc V... 4 Fund *  (2000011022) Designa... 5 Statistical Order  NA 6 Request * 05/09/2022, \$398.00 - Test...

Comment

- Once the required data fields are entered, select the **Itemizations** tab. Then, **Create Itemization**.

Details **Itemizations** Show Receipt 

Amount \$122.00	Itemized \$0.00	 Remaining \$122.00
--------------------	--------------------	---

Create Itemization Edit Delete Copy Allocate

No Itemizations.
Create itemizations for the items on your receipt.

- Type or select the lodging expense type from the drop-down menu.

The screenshot shows the 'Itemizations' tab of the SAP Concur Expense form. At the top, there's a summary bar with 'Amount \$122.00', 'Itemized \$0.00', and 'Remaining \$122.00'. Below this is the 'New Itemization' section. The 'Expense Type' dropdown menu is open, showing a list of options: '01. Travel Expenses', 'Athletics Excess Lodging', 'Group Lodging', 'Lodging', and 'Lodging Tax'. The 'Lodging' option is currently selected. A red asterisk indicates a required field.

- Individual charges such as lodging taxes, fees and other miscellaneous charges will be entered. Multiple stays at different destinations will be entered separately by selecting Lodging again and entering the corresponding information in the fields.

This screenshot shows the 'Lodging' entry form. The 'Expense Type' is set to 'Lodging'. The 'Entry Type' is 'Recurring Itemization'. The dates '05/09/2022 - 05/11/2022 (Nights: 2)' are entered and highlighted with a red box. Below this, there are two options for the room rate: 'The Same Every Night' (selected) and 'Not the Same'. At the bottom, there are input fields for 'Room Rate (per night)', 'Room Tax (per night)', 'Tax 2 (per night)', and 'Tax 3 (per night)'. A note at the bottom states '(Amounts in USD)'. Red arrows point to the 'Lodging' dropdown, the date field, and the 'Room Rate' field.

- When itemizing, the number of nights will automatically populate. Enter the room rate for one night of lodging then the room tax for one night along with any additional taxes. You can select **The Same Every Night** if your lodging rate and taxes are the same each night or **Not the Same** if your lodging rate and taxes were different each night.

Entry Type: **Recurring Itemization** ▼ 05/09/2022 - 05/11/2022 (Nights: 2)

Your hotel room rate was:

The Same Every Night
Not the Same

Date	Room Rate	Room Tax	Tax 2	Tax 3
05/09/2022				
05/10/2022				

(Amounts in USD)

Save Itemization
Cancel

- You can select between Recurring Itemization and Single Itemization.

Entry Type: **Recurring Itemization** ▼

Recurring Itemization

Single Itemization

- Once finished, click **Save Itemization**. Each night of lodging and taxes will display in the summary.

Save Itemizations
Cancel

TMC Booking Fees – (Not in Use, RSS will be sent when available)

Enter the amount of the fees charged for purchases made with Corporate Travel Planners (CTP).

Details
Itemizations
Show Receipt

⊕ Allocate

Expense Type *

TMC Booking Fees ▼

Trip Type *

Out-of-State ▼

Traveler Type *

Employee ▼

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

🌐 ▼

Payment Type *

Out of Pocket ▼

Amount *

15.00

Currency *

US, Dollar ▼

Cost Object Type (CC, IO) *

🔍 ▼

CC

Cost Object *

🔍 ▼

(1315000000) ...

Fund *

🔍 ▼

(2000011022) ...

Statistical Order

🔍 ▼

NA

Comment

Athletic Activity Entry Fees (Employee Travelers Only)

This expense type applies to Athletics ONLY. Enter the amount spent for entry fees and the city of purchase.

Details		Itemizations		Show Receipt	
Allocate					
Expense Type *		Trip Type *		Traveler Type *	
Athletic Activity Entry Fees		Out-of-State		Employee	
Transaction Date	Additional Information	Enter Vendor Name		City of Purchase *	
05/09/2022				Denver, Colorado	
Payment Type *	Amount *	Currency *		Cost Object Type (CC, IO) * 3	
Out of Pocket	155.00	US, Dollar		CC	
Cost Object * 4	Fund * 5	Statistical Order 6			
(1315000000) ...	(2000011022) ...	NA			
Comment					

Athletics Excess Lodging (Employee Travelers Only)

This expense type applies to Athletics ONLY. Enter the amount spent for Excess Lodging on Group Lodging and the city of purchase.

Details		Itemizations		Show Receipt	
Allocate					
Expense Type *		Trip Type *		Traveler Type *	
Athletics Excess Lodging		Out-of-State		Employee	
Transaction Date	Additional Information	Vendor *		Destination City *	
MM/DD/YYYY		Search for Vendor		Denver, Colorado	
Payment Type *	Amount *	Currency *		Cost Object Type (CC, IO) * 3	
Out of Pocket	155.00	US, Dollar		CC	
Cost Object * 4	Fund * 5	Statistical Order 6			
(1315000000) ...	(2000011022) ...	NA			
Comment					

Athletic Team Laundry (Employee Travelers Only)

This expense type applies to Athletics ONLY. Enter the amount spent for laundry expenses associated with team travel and the city of purchase.

Details		Itemizations		Show Receipt	
Allocate					
Expense Type *		Trip Type *		Traveler Type *	
Athletic Team Laundry		Out-of-State		Employee	
Transaction Date	Additional Information	Enter Vendor Name		City of Purchase *	
MM/DD/YYYY				Denver, Colorado	
Payment Type *	Amount *	Currency *		Cost Object Type (CC, IO) * 3	
Out of Pocket	155.00	US, Dollar		CC	
Cost Object * 4	Fund * 5	Statistical Order 6			
(1315000000) ...	(2000011022) ...	NA			
Comment					

Athletic Tournament Entry Fee (Employee Travelers Only)

This expense type applies to Athletics ONLY. Enter the amount spent for tournament entry fees associated with team travel and the city of purchase.

Details		Itemizations		Show Receipt	
Allocate					
* Required field					
Expense Type *		Trip Type *		Traveler Type *	
Athletic Tournament Entry Fee		Out-of-State		Employee	
Transaction Date		Additional Information		Enter Vendor Name	
MM/DD/YYYY					
Payment Type *		Amount *		Currency *	
Out of Pocket		155.00		US, Dollar	
Cost Object *		Fund *		Statistical Order	
(1315000000) ...		(2000011022) ...		NA	
Comment					

Athletic Official Visits (Employee Travelers Only)

This expense type applies to Athletics ONLY. Enter the amount spent for rental vehicle or fuel and the city of purchase.

Details		Itemizations		Show Receipt	
Allocate					
* Required field					
Expense Type *		Trip Type *		Traveler Type *	
Athletics Official Visits		Out-of-State		Employee	
Transaction Date		Additional Information		Enter Vendor Name	
MM/DD/YYYY					
Payment Type *		Amount *		Currency *	
Out of Pocket		155.00		US, Dollar	
Cost Object *		Fund *		Statistical Order	
(1315000000) ...		(2000011022) ...		NA	
Comment					

Airfare

Enter the amount spent for airfare expenses excluding baggage fees, early bird check-in, flight insurance, or preferred seating. You may type or select the Vendor name of the Airline. A listing will be available from the dropdown menu. Enter the city of purchase.

Details

Itemizations

Show Receipt

Allocate

Expense Type *

Airfare

Traveler Type *

Employee

Trip Type *

Out-of-State

Transaction Date

MM/DD/YYYY

Additional Information

Vendor *

American Airlines

City of Purchase *

Denver, Colorado

Payment Type *

Out of Pocket

Amount *

155.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1315000000) ...

Fund *

(2000011022) ...

Statistical Order

NA

Request *

05/09/2022, \$200.0...

Comment

Fuel

Enter the amount spent for rental vehicle fuel expenses or if being reimbursed fuel in lieu of mileage.

Details

Itemizations

Show Receipt

Allocate

Expense Type *

Fuel

Trip Type *

Out-of-State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Denver, Colorado

Payment Type *

Out of Pocket

Amount *

155.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1315000000) ...

Fund *

(2000011022) ...

Statistical Order

NA

Comment

Parking

Enter the amount spent for parking expenses.

Details

Itemizations

Show Receipt

Allocate

Expense Type *

Parking

Trip Type *

Out-of-State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *

Out of Pocket

Amount *

15.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1315000000) ...

Fund *

(2000011022) ...

Statistical Order

NA

Comment

Public Transport/Shuttle

Enter the amount spent on bus or shuttle expenses (includes tips up to 20% before taxes).

Details
Itemizations
Show Receipt

Allocate

Expense Type *
Public Transport/Shuttle

Trip Type *
Out-of-State

Traveler Type *
Employee

Transaction Date
MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Amount *
15.00

Currency *
US, Dollar

Cost Object Type (CC, IO) *
CC

Cost Object *
(1315000000) ...

Fund *
(2000011022) ...

Statistical Order
NA

Comment

Taxi/Rideshare

Enter the amount spent on taxi and rideshare expenses (includes tips up to 20% before taxes).

Details
Itemizations
Show Receipt

Allocate

Expense Type *
Taxi/Rideshare

Trip Type *
Out-of-State

Traveler Type *
Employee

Transaction Date
MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Amount *
50.00

Currency *
US, Dollar

Cost Object Type (CC, IO) *
CC

Cost Object *
(1315000000) ...

Fund *
(2000011022) ...

Statistical Order
NA

Comment

Tolls

Enter the amount spent on tolls.

Details
Itemizations
Show Receipt

Allocate

Expense Type *
Tolls

Trip Type *
Out-of-State

Traveler Type *
Employee

Transaction Date
MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Amount *
15.00

Currency *
US, Dollar

Cost Object Type (CC, IO) *
CC

Cost Object *
(1315000000) ...

Fund *
(2000011022) ...

Statistical Order
NA

Comment

Train/Rail

Enter the amount spent on train, monorail, subway, and ferry expenses. This expense type requires the vendor's name which can be typed in (no vendor names' drop-down menu is available).

The screenshot shows the 'Details' tab of the SAP Concur Expense form for the 'Train/Rail' expense type. The form includes the following fields:

- Expense Type ***: Train/Rail
- Trip Type ***: Out-of-State
- Traveler Type ***: Employee
- Transaction Date**: MM/DD/YYYY
- Additional Information**: (Empty field)
- Enter Vendor Name ***: Amtrak
- City of Purchase**: (Empty field)
- Payment Type ***: Out of Pocket
- Amount ***: 550.00
- Currency ***: US, Dollar
- Cost Object Type (CC, IO) ***: CC
- Cost Object ***: (1315000000) ...
- Fund ***: (2000011022) ...
- Statistical Order**: NA
- Comment**: (Empty field)

Numbered callouts 3 through 6 are present on the form, corresponding to the fields: 3 points to 'Cost Object Type', 4 to 'Cost Object', 5 to 'Fund', and 6 to 'Statistical Order'.

Vehicle Rental

Enter the amount spent on rental vehicle expenses and the city of purchase. You may type or select the Vendor name of the rental agency. A listing will be available from the dropdown menu.

The screenshot shows the 'Details' tab of the SAP Concur Expense form for the 'Vehicle Rental' expense type. The 'Vendor' dropdown menu is open, showing a list of agencies: Enterprise, Agency, Alamo, Avis, Budget, and Dollar. A red arrow points from the 'Enterprise' option in the dropdown to the 'Enterprise' field in the 'Vendor' section of the form.

The form includes the following fields:

- Expense Type ***: Vehicle Rental
- Trip Type ***: Out-of-State
- Traveler Type**: Employee
- Transaction Date**: MM/DD/YYYY
- Additional Information**: (Empty field)
- Vendor**: Enterprise
- City of Purchase ***: Denver, Colorado
- Payment Type ***: Out of Pocket
- Amount ***: 155.00
- Currency ***: US, Dollar
- Cost Object Type (CC, IO) ***: CC
- Cost Object ***: (1315000000) ...
- Fund ***: (2000011022) ...
- Statistical Order**: NA
- Comment**: (Empty field)

Numbered callouts 3 through 6 are present on the form, corresponding to the fields: 3 points to 'Cost Object Type', 4 to 'Cost Object', 5 to 'Fund', and 6 to 'Statistical Order'.

Personal Vehicle Mileage

Click **Mileage Calculator** in the top left corner to open a pop up which will prompt you to enter the starting location (A) and the destination (B). Once this has been entered, click **Calculate Route**. This will calculate the miles between the two locations and will populate additional boxes for multiple destinations if needed. Once complete, click **Add Mileage to Expense**, this will close the pop up and take you back to the expense type. The amount will calculate using the rounded whole miles multiplied by the University's mileage reimbursement rate at the time of the trip. You will also need to enter the Transaction Date.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

- 601 University Drive, San Marcos, TX 78134 x
- 1555 University Blvd, Round Rock, TX 78681 x
- 601 University Drive, San Marcos, TX 78134 x
- |

53.7 MI
☐ Personal

54.5 MI
☐ Personal

Calculate Route **Add Mileage to Expense** **Cancel**

Details **Itemizations** [Show Receipt](#)

Mileage Calculator **Allocate**

Expense Type * Personal Vehicle Mileage **Trip Type *** Out-of-State **Traveler Type** Employee

Transaction Date * 05/10/2022 **From Location *** 601 University Drive, S... **To Location *** Shaw Ln, Austin, TX 78... **Payment Type** Out of Pocket

Cost Object Type (CC, IO) * CC **Cost Object *** (1315000000) ... **Fund *** (2000011022) ... **Statistical Order** NA

Comment

Distance * 31 **Amount** 18.14 **Currency** US, Dollar **Reimbursement Rates** USD 0.585 per mile

Personal Vehicle Mileage-Alternate Rate

Enter the fields Transaction Date, From Location (Starting), To Location (Destination), number of days (if the traveler is making the trip for multiple days), the number of miles and the mileage rate being used. **NOTE:** Alternate Mileage Rate cannot exceed the University rate. The dollar amount will automatically be calculated using the number of miles multiplied by the rate entered.

Details

Itemizations

Show Receipt

Allocate

* Required field

Expense Type *

Personal Vehicle Mileage-Alternate Rate

Trip Type *

In State

Traveler Type

Employee

Transaction Date *

06/14/2022

From Location *

601 University Dr., San ...

To Location *

1300 Shaw Lane, Austi...

of Days *

2

of miles traveled *

93

Mileage Rate

0.34

Payment Type *

Out of Pocket

Amount

31.62

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Request *

06/02/2021 - zero d...

Comment

Business Meal Alcoholic Beverages (with Attendees) (Employee Travelers Only)

Enter the amount spent on business meal expenses. Alcohol purchase guidelines must be adhered to. This expense item will route for Cabinet Level Approval.

Details

Itemizations

Show Receipt

Attendees (0) | Allocate

* Required field

Expense Type *

Business Meal Alcoholic Beverages (with Attendees)

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *

Out of Pocket

Amount *

55.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Comment

A list of Attendees is required for the business meal expense type. Select the Attendee Type from the drop-down list. Enter the individual attendees First/Last Name, and Affiliation. You may also search under **Recent Attendees**.

Add Attendees

Recent Attendees
Attendees
Attendee Groups

Attendee Type *

Consultant

First Name

Last Name

Affiliation

Can't find an attendee? Create New Attendee

Search

Reset

Close

Attendee Type *

Consultant

Contractor

Donor

Faculty/Staff

Group Event

If the number of Attendees is greater than 10 you may select **Group Event**, enter the Event Name, and attach a list of the Attendees with the information above to the expense type.

Attendee Type *

Group Event

Event Name

Business Meals without Alcohol (with Attendees) (Employee Travelers Only)

Enter the amount spent for business meal expenses. The business meal guidelines must be adhered to.

Details
Itemizations
Show Receipt

Attendees (0)
Allocate

Expense Type *

Business Meals (with Attendees)

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *

Out of Pocket

Amount *

155.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Comment

A list of Attendees is required for the business meal expense type. Select the Attendee Type from the drop-down list. Enter the individual attendees First/Last Name, and Affiliation. You may also search under **Recent Attendees**.

Add Attendees

Recent Attendees

Attendees

Attendee Groups

Attendee Type *

Consultant

First Name

Last Name

Affiliation

Can't find an attendee? [Create New Attendee](#)

Search

Reset

Close

Attendee Type *

Consultant

Contractor

Donor

Faculty/Staff

Group Event

If the number of Attendees is greater than 10 you may select **Group Event**, enter the Event Name, and attach a list of the Attendees with the information above to the expense type.

Attendee Type *

Group Event

Event Name

Group Meal (Employee Travelers Only)

Enter the amount spent on group meal expenses.

Details

Itemizations

Show Receipt

Attendees (0)

Allocate

Expense Type *

Group Meal

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *

Out of Pocket

Amount *

155.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Comment

A list of Attendees is required for the business meal expense type. Select the Attendee Type from the drop-down list. Enter the individual attendees First/Last Name, and Affiliation. You may also search under **Recent Attendees**.

Add Attendees

Recent Attendees

Attendees

Attendee Groups

Attendee Type *

Consultant

First Name

Last Name

Affiliation

Can't find an attendee? [Create New Attendee](#)

Search

Reset

Close

Attendee Type *

Consultant

Contractor

Donor

Faculty/Staff

Group Event

If the number of Attendees is greater than 10 you may select **Group Event**, enter the Event Name, and attach a list of the Attendees with the information above to the expense type.

Attendee Type *	Event Name
Group Event	

Meal/Lodging Per Diem Reduction

Enter the amount you would like to reduce meal or lodging per diem by and the city of purchase. **NOTE:** This entry requires a negative (-) sign when entering the amount.

Details		Itemizations		Show Receipt	
Allocate					
Expense Type *		Transaction Date		Traveler Type *	
Meal/Lodging Per Diem Reduction		MM/DD/YYYY		Employee	
Trip Type		City of Purchase *		Payment Type *	
In State		Denver, Colorado		Out of Pocket	
Amount *		Currency *		Receipt Status *	
-100.00		US, Dollar		No Receipt	
Cost Object Type (CC, IO) *		Cost Object *		Fund *	
CC		(1410120000) ...		(2000011021) ...	
Statistical Order		Additional Information			
NA					
Comment					

AV Rental (Employee Travelers Only)

Enter the amount spent for projector/audio equipment expenses.

Details		Itemizations		Show Receipt	
Allocate					
Expense Type *		Trip Type *		Traveler Type *	
AV Rental		In State		Employee	
Transaction Date		Additional Information		Enter Vendor Name	
MM/DD/YYYY					
Payment Type *		Amount *		Currency *	
Out of Pocket		100.00		US, Dollar	
Cost Object *		Fund *		Statistical Order	
(1410120000) ...		(2000011021) ...		NA	
Statistical Order		Additional Information			
NA					
Comment					

Baggage

Enter the amount spent on baggage expenses and the city of purchase.

Details

Itemizations

Show Receipt

Allocate

* Required field

Expense Type *

Baggage

Trip Type *

In State

Traveler Type

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Vendor

Search for Vendor

City of Purchase *

Denver, Colorado

Payment Type *

Out of Pocket

Amount *

100.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Comment

Courier/Shipping/Postage (<\$100)

Enter the amount spent on courier, shipping, and postage expenses totaling less than \$100. Expenses that exceed \$100 will need to be reimbursed by e-NPO through Accounts Payable.

Details

Itemizations

Show Receipt

Allocate

* Required field

Expense Type *

Courier/Shipping/Postage (<\$100)

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *

Out of Pocket

Amount *

90.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Comment

Incidental Office Supplies (<\$100)

Enter the amount spent on office supply expenses totaling less than \$100. Expenses that exceed \$100 will need to be reimbursed by e-NPO through Accounts Payable.

Details
Itemizations
Show Receipt

Allocate

Expense Type *
Incidental Office Supplies (<\$100)

Trip Type *
In State

Traveler Type *
Employee

Transaction Date
MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Amount *
90.00

Currency *
US, Dollar

Cost Object Type (CC, IO) *
CC

Cost Object *
(1410120000) ...

Fund *
(2000011021) ...

Statistical Order
NA

Comment

Miscellaneous (<\$100)

Enter the amount spent on additional miscellaneous expenses not listed above. This expense type requires Additional Information, or a Comment entered for the Approvers.

Details
Itemizations
Show Receipt

Allocate

Expense Type *
Miscellaneous

Trip Type *
In State

Traveler Type
Employee

Transaction Date
MM/DD/YYYY

Additional Information

Vendor
Search for Vendor

City of Purchase

Payment Type *
Out of Pocket

Amount *
90.00

Currency *
US, Dollar

Cost Object Type (CC, IO) *
CC

Cost Object *
(1410120000) ...

Fund *
(2000011021) ...

Statistical Order
NA

Comment
for roadside assistance

Printing/Photocopying (<\$100)

Enter the amount spent on printing and photocopying expenses totaling less than \$100. Expenses that exceed \$100 will need to be reimbursed by e-NPO through Accounts Payable.

Details
Itemizations
Show Receipt

Allocate

Expense Type *
Printing/Photocopying (<\$100)

Trip Type *
In State

Traveler Type *
Employee

Transaction Date
MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *
Out of Pocket

Amount *
90.00

Currency *
US, Dollar

Cost Object Type (CC, IO) *
CC

Cost Object *
(1410120000) ...

Fund *
(2000011021) ...

Statistical Order
NA

Comment

Rental Space (Employee Travelers Only)

Enter the amount spent for rental space expenses.

Details

Itemizations

Show Receipt

Allocate

* Required field

Expense Type *

Rental Space

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *

Out of Pocket

Amount *

90.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Comment

Education Abroad Mobile/Cellular Phone (Employee Travelers Only)

This expense type applies to Education Abroad ONLY. Enter the amount spent on cell phone expenses while abroad.

Details

Itemizations

Show Receipt

Allocate

* Required field

Expense Type *

Education Abroad Mobile/Cellular Phone

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase

Payment Type *

Out of Pocket

Amount *

90.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Comment

Internet/Online Fees

Enter the amount spent on internet expenses and the city of purchase.

Details

Itemizations

Show Receipt

Allocate

* Required field

Expense Type *

Internet/Online Fees

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY

Additional Information

Enter Vendor Name

City of Purchase *

Denver, Colorado

Payment Type *

Out of Pocket

Amount *

90.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

CC

Cost Object *

(1410120000) ...

Fund *

(2000011021) ...

Statistical Order

NA

Comment

Telephone/Fax

Enter the amount spent on phone or fax expenses to conduct university business.

Details

Itemizations

Show Receipt 

 Allocate

Expense Type *

Telephone/Fax

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY 

Additional Information

Enter Vendor Name

City of Purchase



Payment Type *

Out of Pocket

Amount *

90.00

Currency *

US, Dollar

Cost Object Type (CC, IO) *

 CC

Cost Object *

 (1410120000) ...

Fund *

 (2000011021) ...

Statistical Order

 NA

Comment

Bank Fees (Employee Travelers Only)

This expense type applies to foreign travel ONLY. Enter the amount spent on bank fees associated with foreign conversions or foreign transaction fees and the city of purchase.

Details

Itemizations

Show Receipt 

 Allocate

Expense Type *

Bank Fees

Trip Type *

In State

Traveler Type *

Employee

Transaction Date

MM/DD/YYYY 

Additional Information

Enter Vendor Name

City of Purchase *

 London, UNITE...

Payment Type *

Out of Pocket

Amount *

90.00

Currency *

UK, Pound Sterling

Conversion Rate *

1 GBP = 1.22432322672685

Reverse

USD

Amount in USD *

110.19

Cost Object Type (CC, IO) *

 CC

Cost Object *

 (1410120000) ...

Fund *

 (2000011021) ...

Statistical Order

 NA

Comment

Membership Fees

Enter amount spent on membership fee expenses and the city of purchase.

Details		Itemizations		Show Receipt	
Allocate					
* Required field					
Expense Type *		Trip Type *		Traveler Type *	
Membership Fees		In State		Employee	
Transaction Date	Additional Information	Enter Vendor Name		City of Purchase *	
MM/DD/YYYY				Denver, Colorado	
Payment Type *	Amount *	Currency *	Cost Object Type (CC, IO) *		
Out of Pocket	90.00	US, Dollar	CC		
Cost Object *	Fund *	Statistical Order			
(1410120000) ...	(2000011021) ...	NA			
Comment					

Passports/Visa Fees

Enter the amount spent on passport and visa expenses. Enter the city of purchase.

Details		Itemizations		Show Receipt	
Allocate					
* Required field					
Expense Type *		Trip Type *		Traveler Type *	
Passports/Visa Fees		In State		Employee	
Transaction Date	Additional Information	Enter Vendor Name		City of Purchase *	
MM/DD/YYYY				Denver, Colorado	
Payment Type *	Amount *	Currency *	Cost Object Type (CC, IO) *		
Out of Pocket	90.00	US, Dollar	CC		
Cost Object *	Fund *	Statistical Order			
(1410120000) ...	(2000011021) ...	NA			
Comment					

Registration Fees

Enter the amount spent on registration expenses and the city of purchase.

Details		Itemizations		Show Receipt	
Allocate					
* Required field					
Expense Type *		Trip Type *		Traveler Type *	
Registration Fees		In State		Employee	
Transaction Date	Additional Information	Enter Vendor Name		City of Purchase *	
MM/DD/YYYY				Denver, Colorado	
Payment Type *	Amount *	Currency *	Cost Object Type (CC, IO) *		
Out of Pocket	90.00	US, Dollar	CC		
Cost Object *	Fund *	Statistical Order			
(1410120000) ...	(2000011021) ...	NA			
Comment					

Cash Advance Return (Employee Travelers with Advances Only)

Enter the amount deposited at the Cashier's Office/Student Business Services or by TouchNet for cash advance money not spent and returned to the university.

Details

Itemizations

Show Receipt 

 Allocate

Expense Type *

Cash Advance Return

▼

Trip Type *

Out-of-State

▼

Traveler Type *

Employee

▼

Date

MM/DD/YYYY



Description

Amount *

50.00

Currency *

US, Dollar

▼

Cost Object Type (CC, IO) *

▼

CC

3

Cost Object *

▼

(1315000000) ...

4

Fund *

▼

(2000011022) ...

5

Statistical Order

▼

NA

6

* Required field

Save, Itemize, Allocate, Attach Receipt or Cancel

Once all the required information has been entered for each Expense Type you may click **Save Expense**, **Save and Add Another**, **Itemizations**, **Allocate**, **Upload Receipt Image** or **Cancel**.

The screenshot shows the 'New Expense' form. At the top, there's a title 'New Expense' and two buttons: 'Cancel' and 'Save Expense'. Below the title are three tabs: 'Details' (selected), 'Itemizations', and 'Allocate'. Under the 'Details' tab, there's a 'Show Receipt' button with a document icon. At the bottom of the form, there are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'.

- **Save Expense** will close the expense type and take you back to the Expense Report Overview page.
- **Save and Add Another** allows the user to quickly save one expense and create a new one.
- **Itemizations** will allow the user to itemize lodging expenses into the room rate, taxes, and other miscellaneous charges.
- **Allocate** allows the user to distribute the expense across multiple funding sources by percentage or dollar amount.
- **Upload Receipt Image** allows the user to attach the documentation for the reimbursement and is required for all expense types except meal per diem.
- **Cancel** will exit the user out of the current expense type. A pop-up window will ask you if you want to leave. Click **Go back** if you want to continue filling out the expense details or click **Continue Without Saving** if you want to cancel/delete the expense.

Expense Report Payment Types

- If the city of purchase is in a foreign country, you will be prompted to enter the amount in the foreign currency and the conversion will be done automatically. **NOTE:** This conversion process applies to all expense types.

The screenshot shows the 'Expense Report' form. It includes the following fields and controls:

- Vendor:** A dropdown menu with the placeholder text 'Search for Vendor'.
- City of Purchase *:** A dropdown menu showing 'London, UNITED KI...'.
- Payment Type *:** A dropdown menu showing 'Out of Pocket'.
- Amount *:** A text input field containing '150.00'.
- Currency *:** A dropdown menu showing 'UK, Pound Sterling'.
- Conversion Rate *:** A section showing '1 GBP = 1.22769344732269' and a 'Reverse' button.
- Amount in USD *:** A text input field containing '184.15'.

- If the expenses were direct billed, you will need to change the payment type to the appropriate payment type.
NOTE: This applies to all expense types.

Payment Type *

Out of Pocket
None Selected
Out of Pocket
*Citibank Travel Card
Pending Card Transaction
University Paid

Out of Pocket = Paid with personal funds by traveler.

Citibank Travel Card = University issued credit card for Athletics ONLY and Travel Office Airfare card.

University Paid = Car reservations from the SAP Portal direct billed to the University. (Enterprise, Hertz, Avis)

Pending Card Transaction = Do not use.