SAP Concur Expense:

Expense Types

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

Accounts Payable & Travel

Revised June 2022

Contents

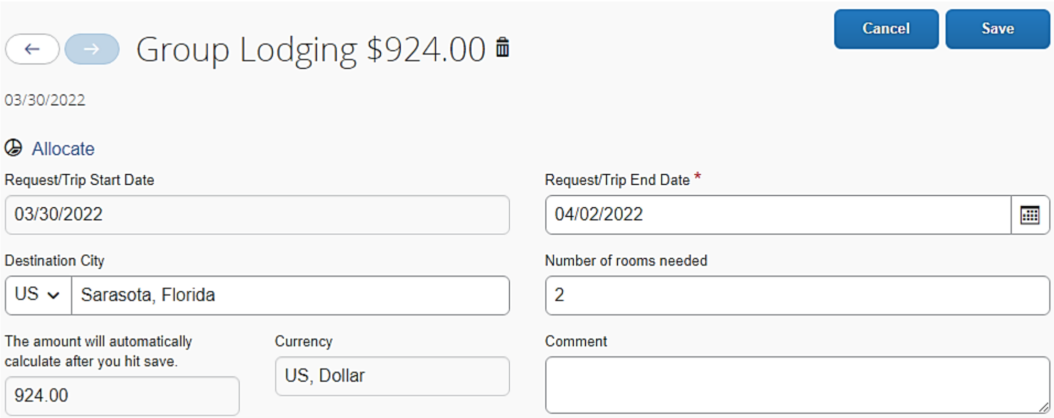
Overview

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

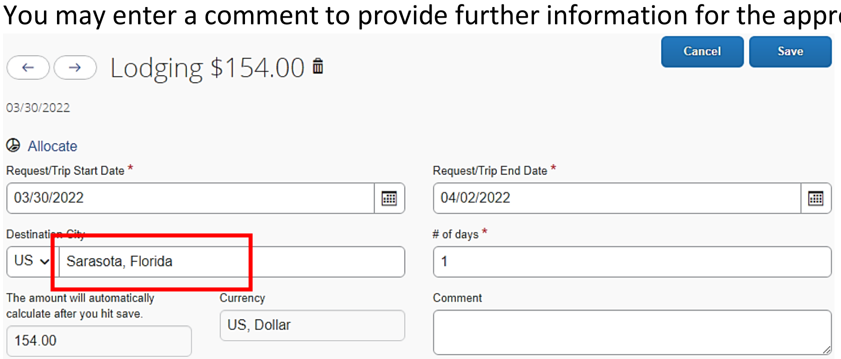
Group Lodging (Employee Travelers Only)

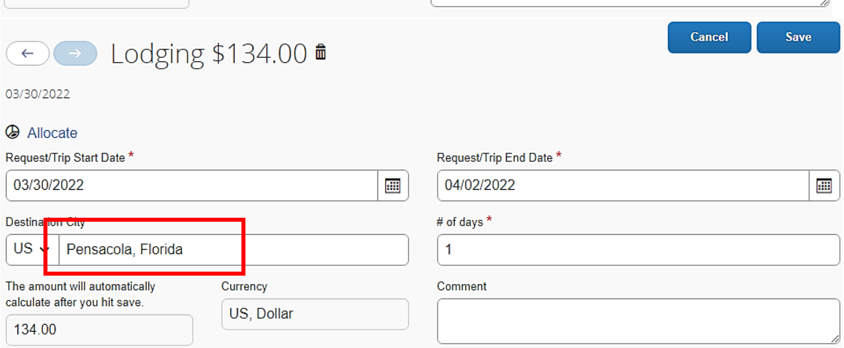
This expense type is for group travel when multiple rooms will be necessary. Enter the number of rooms needed and the amount will be calculated according to the destination city's lodging per diem, multiplied by the number of rooms once you click save. You may enter a comment to provide further information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



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.



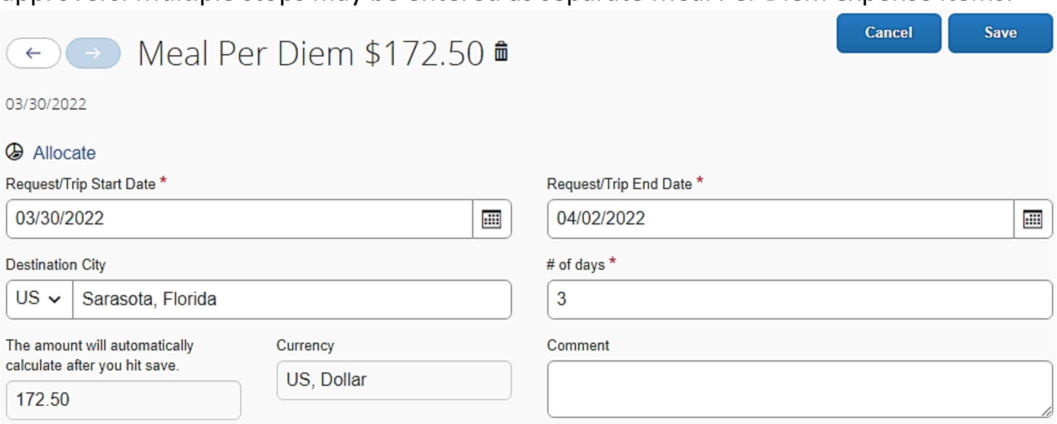


Lodging Tax

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.

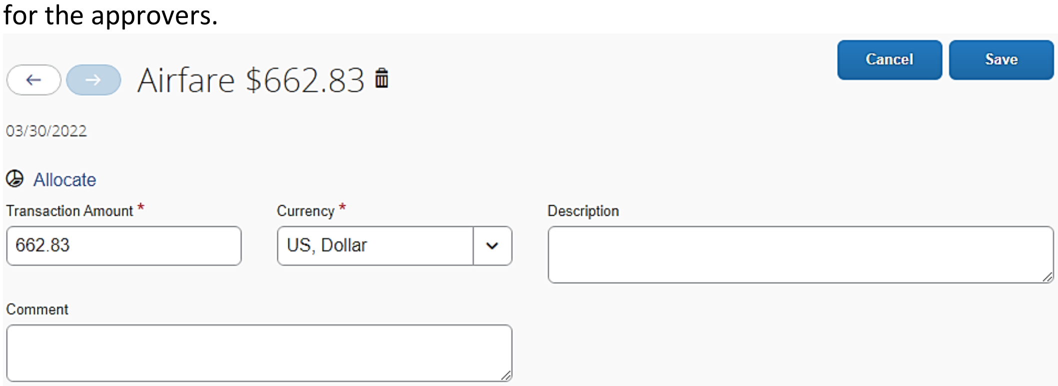
Meal Per Diem

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.



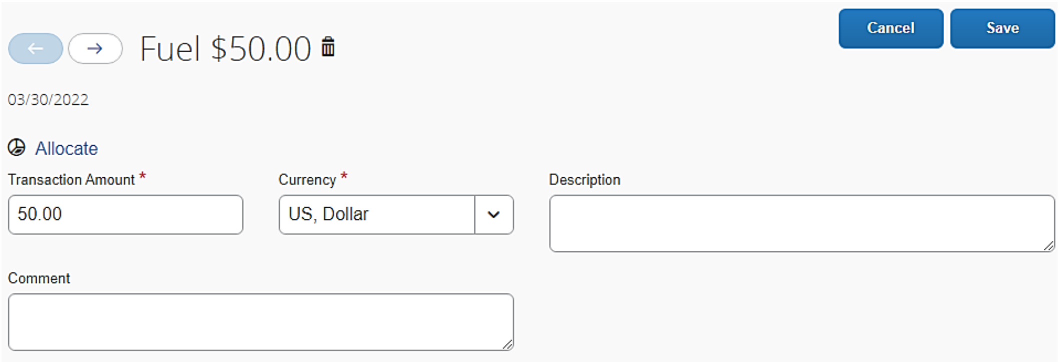
Airfare

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.



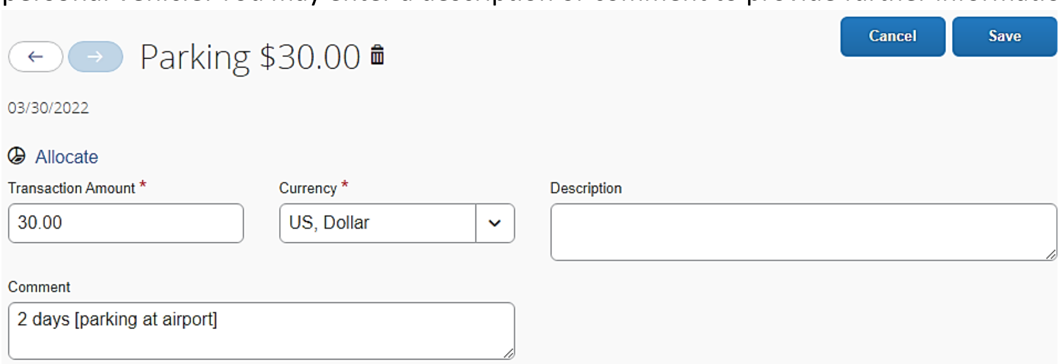
Fuel

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.



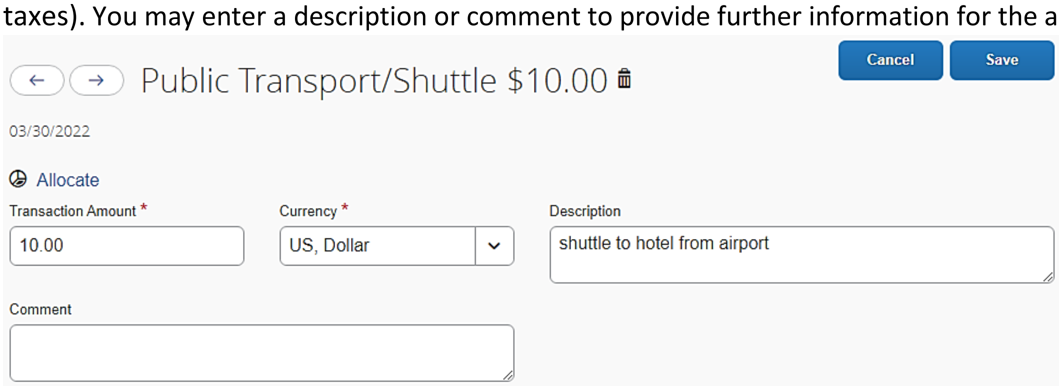
Parking

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.



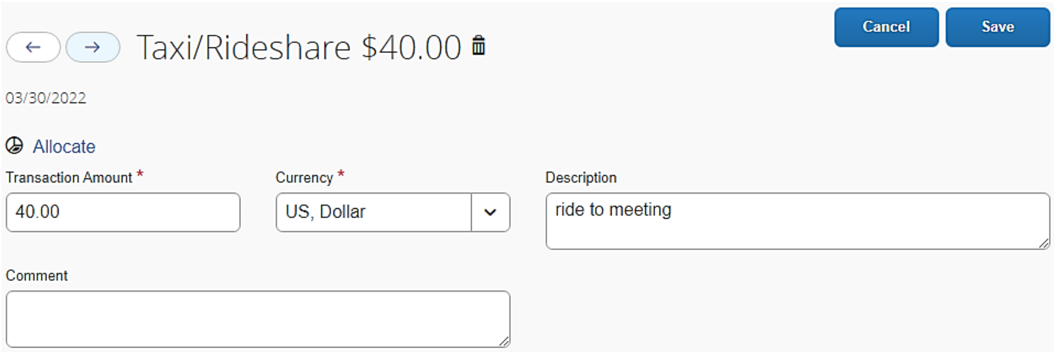
Public Transport/Shuttle

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.



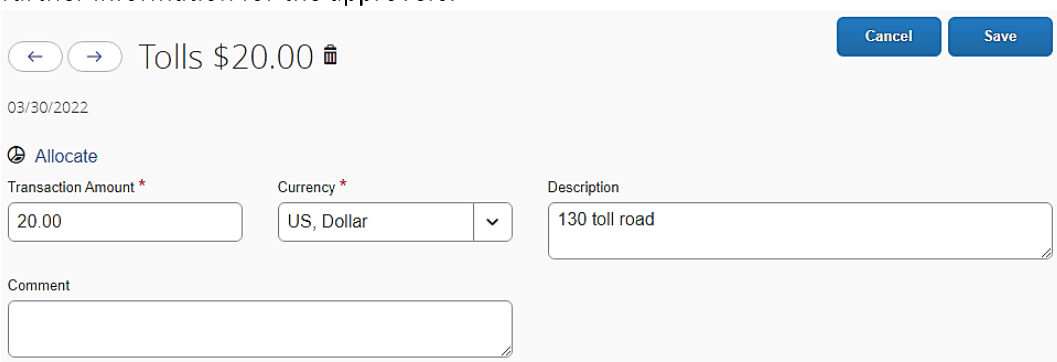
Taxi/Rideshare

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.



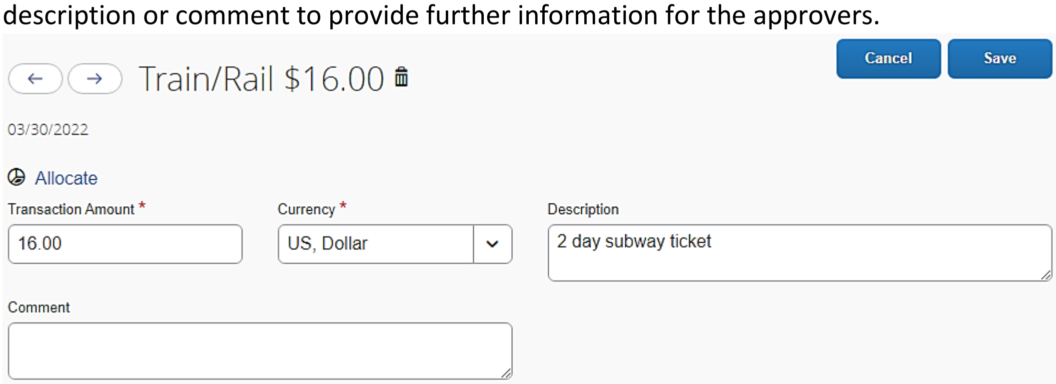
Tolls

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



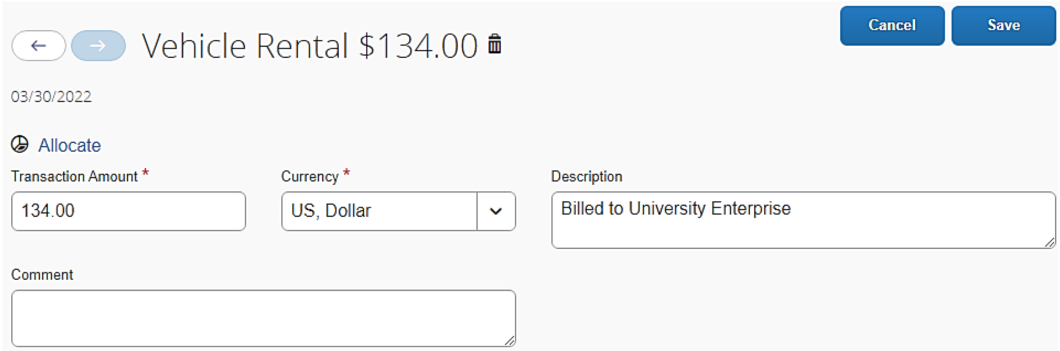
Train/Rail

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.



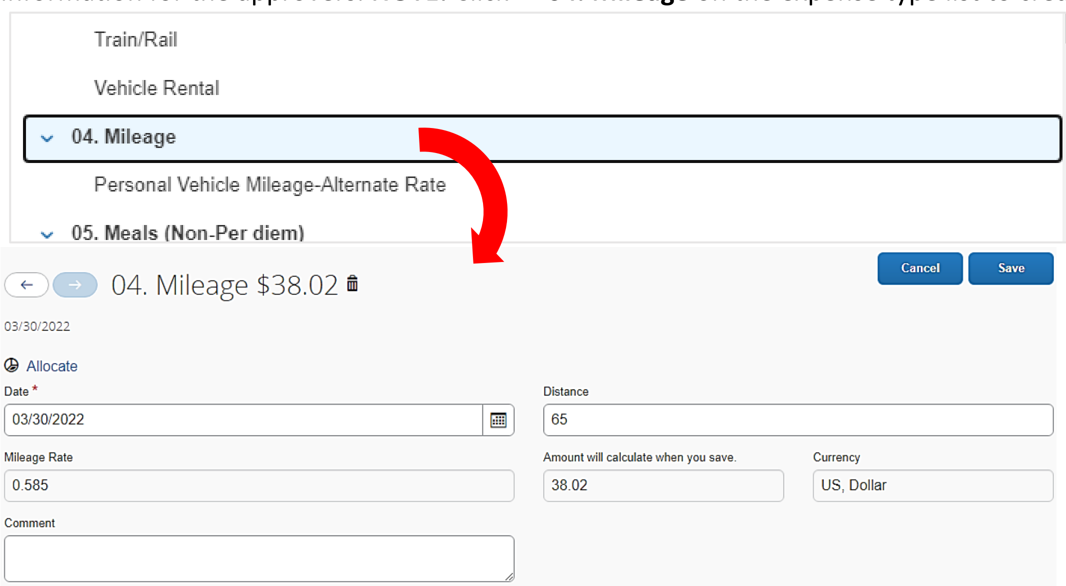
Vehicle Rental

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.



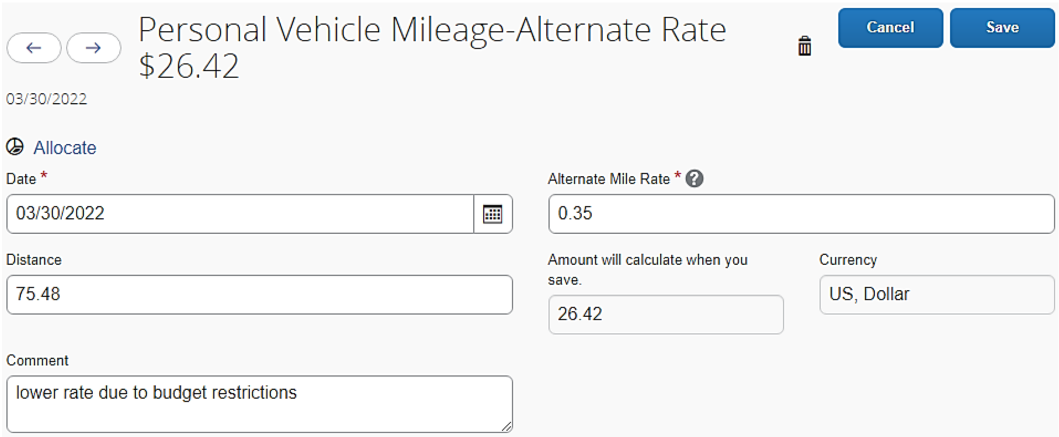
Mileage

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.



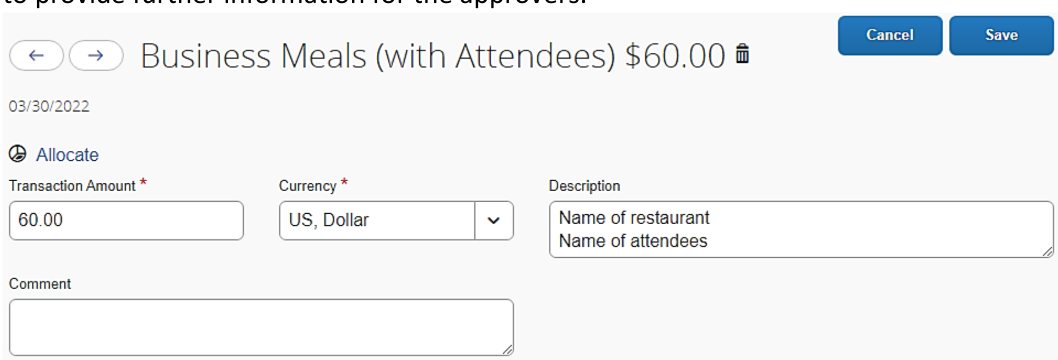
Personal Vehicle Mileage-Alternate Rate

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.



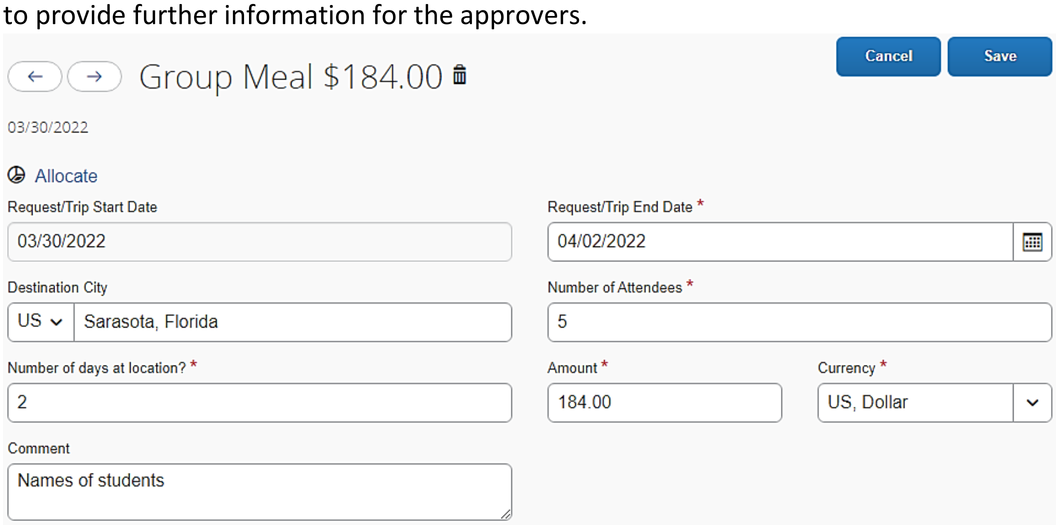
Business Meals (with Attendees) (Employee Travelers Only)

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.



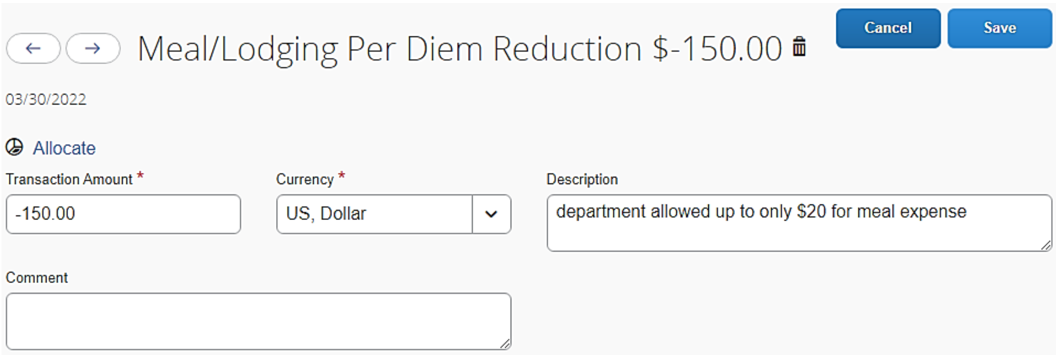
Group Meal (Employee Travelers Only)

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.



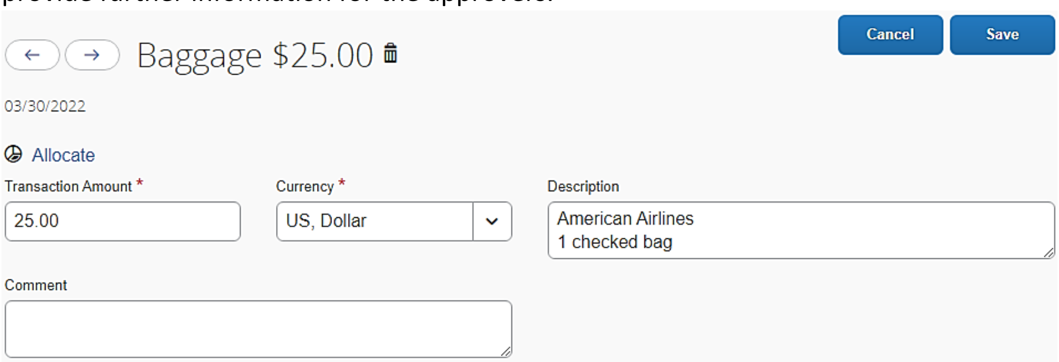
Meal/Lodging Per Diem Reduction

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.



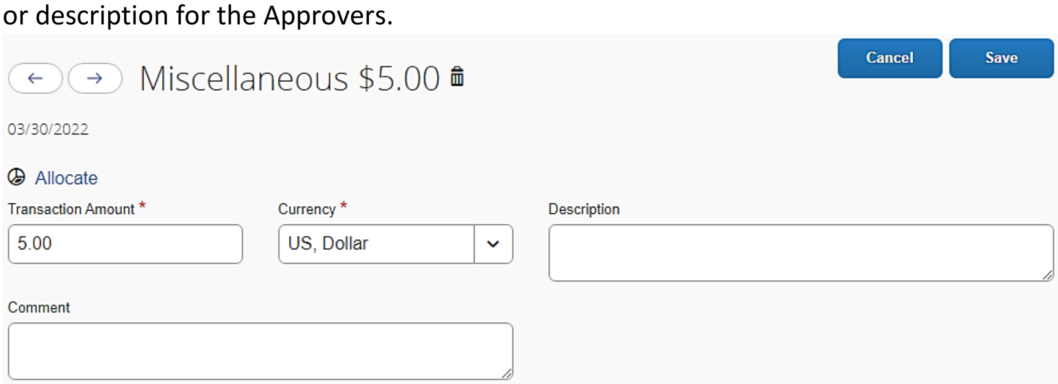
Baggage

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



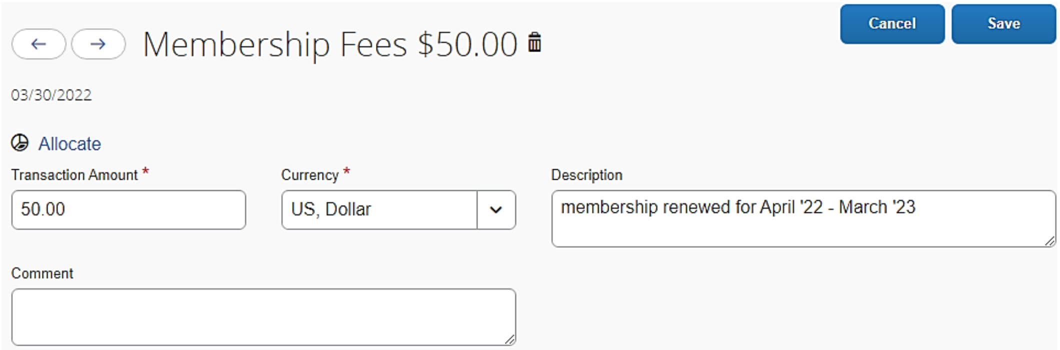
Miscellaneous

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



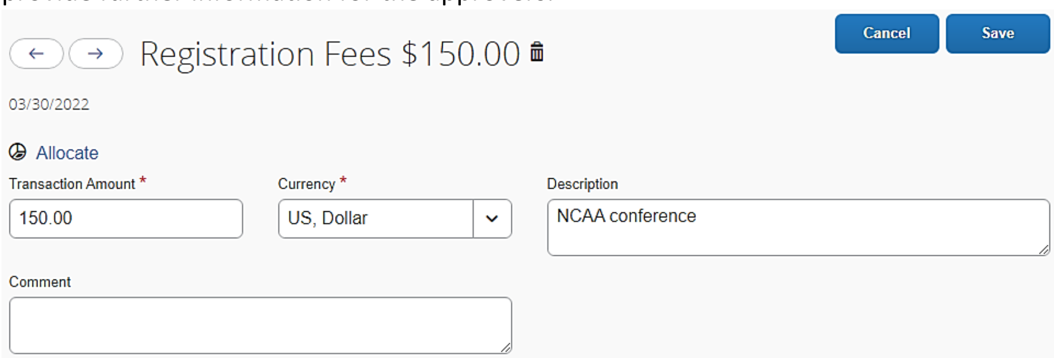
Membership Fees

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



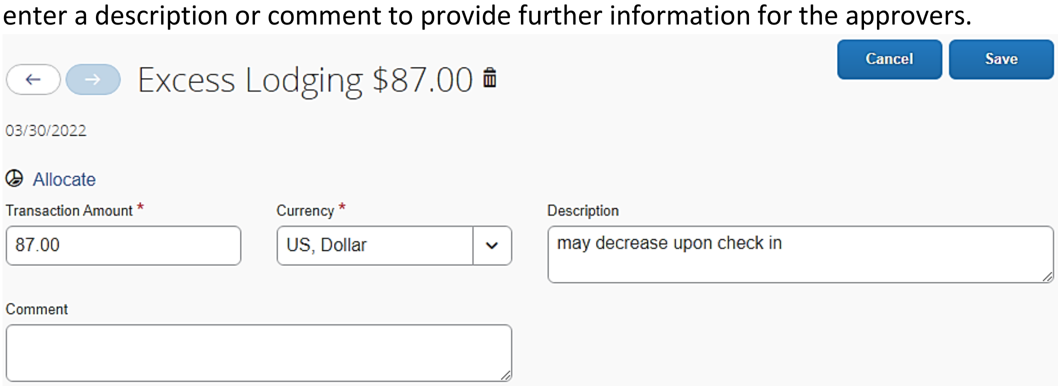
Registration Fees

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



Excess Lodging

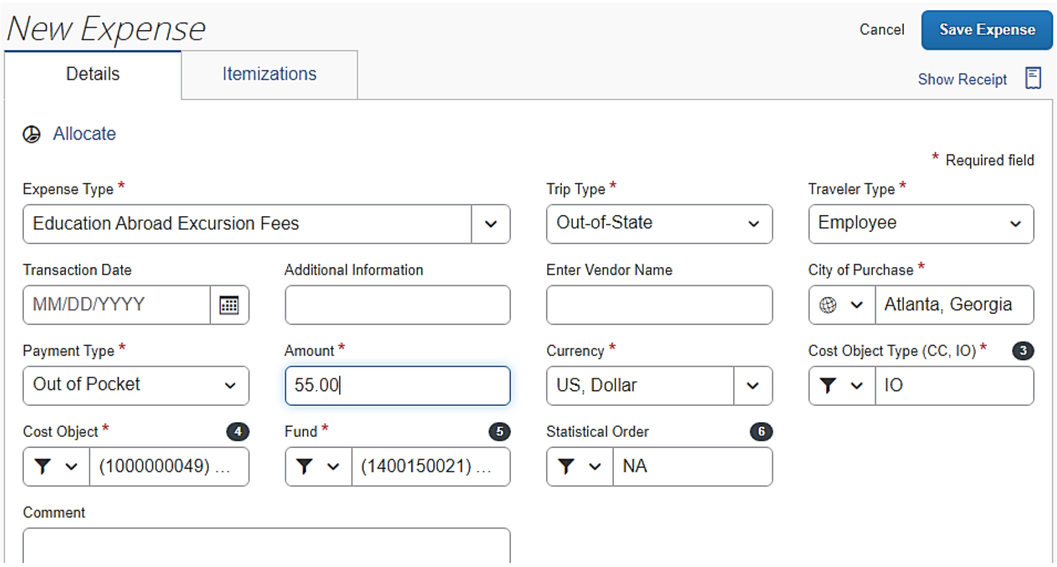
Enter the amount the traveler is estimating for lodging expenses over the GSA maximum per diem rate. You may enter a description or comment to provide further information for the approvers.



Expense Report Expense Types

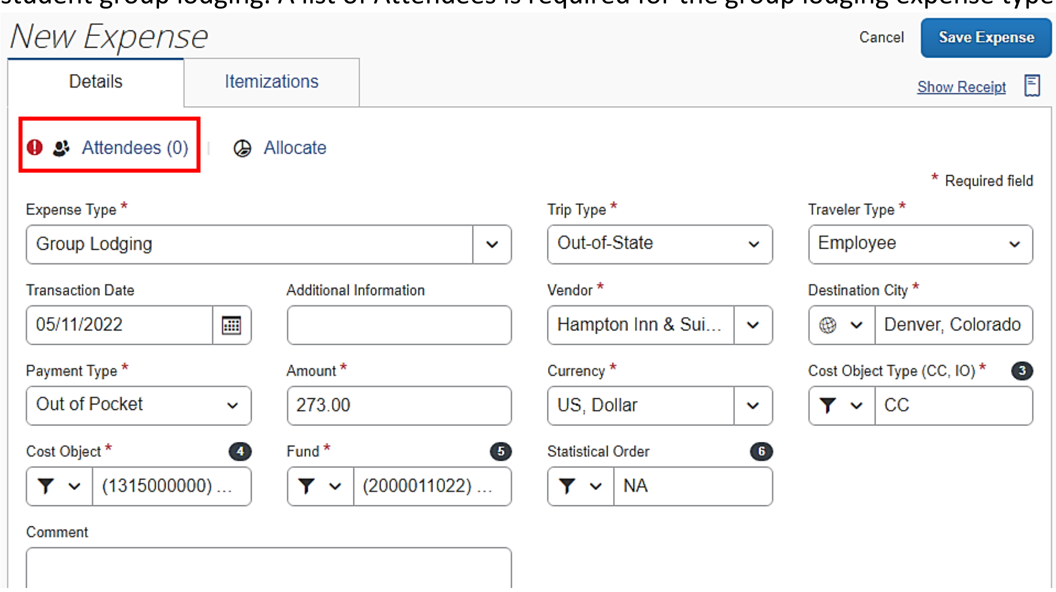
Education Abroad Excursion Fees (Employee Travelers Only)

This expense type applies to Education Abroad ONLY. Enter the amount paid for education abroad related excursions and the city of purchase.

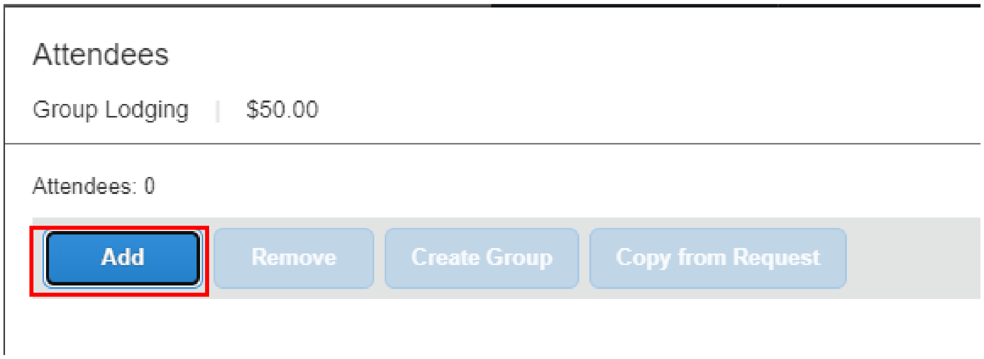


Group Lodging (Employee Travelers Only)

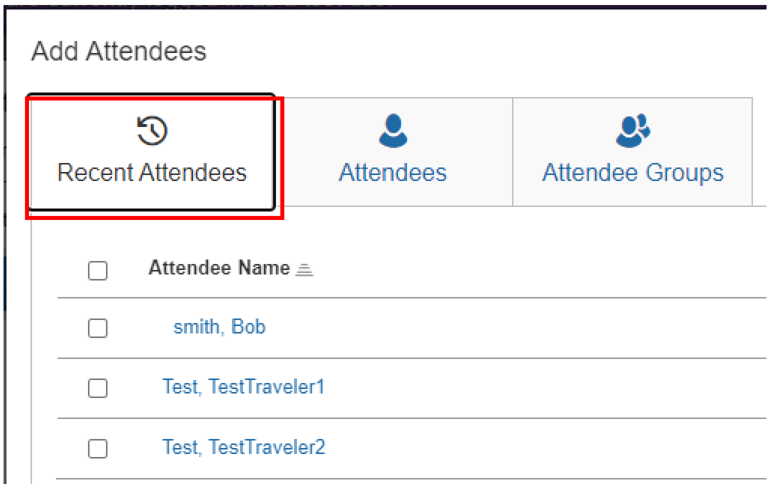
- Enter the transaction (check out) date, destination city, the vendor's name (fillable field) and amount paid for student group lodging. A list of Attendees is required for the group lodging expense type.



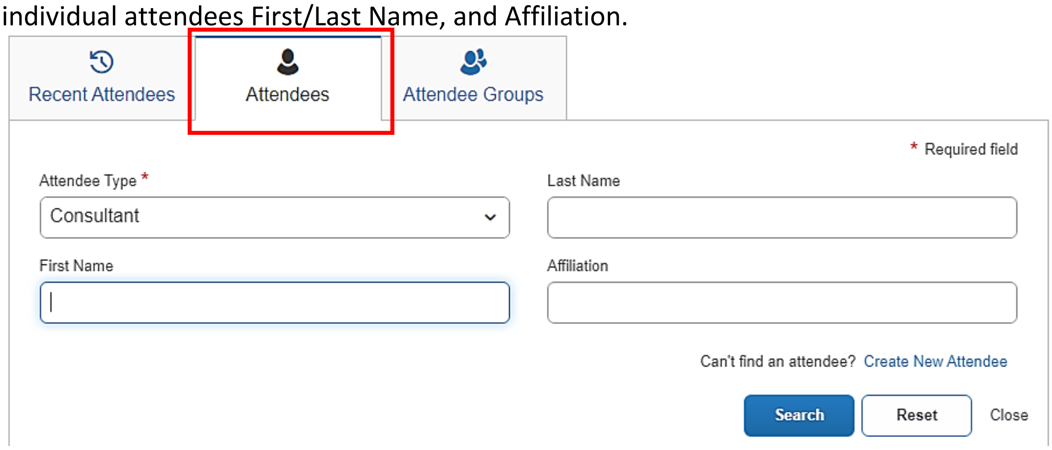
- Click **Add** to add attendees.



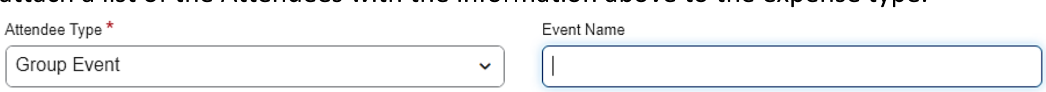
- There are three tabs to find attendees. **Recent Attendees** tab lists name you've recently used on other reports.



- **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.



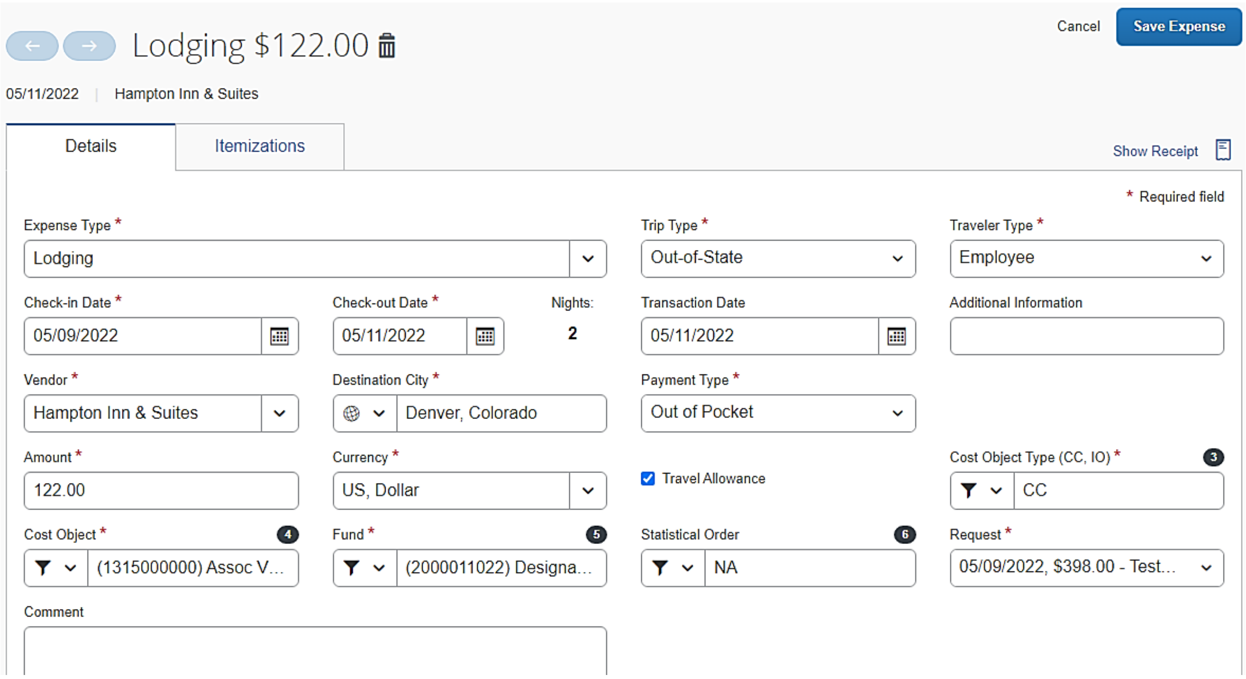
- **Note:** If the number of Attendees is greater than 10 you may select **Group Event**, enter the Event Name, and attach a list of the Attendees with the information above to the expense type.



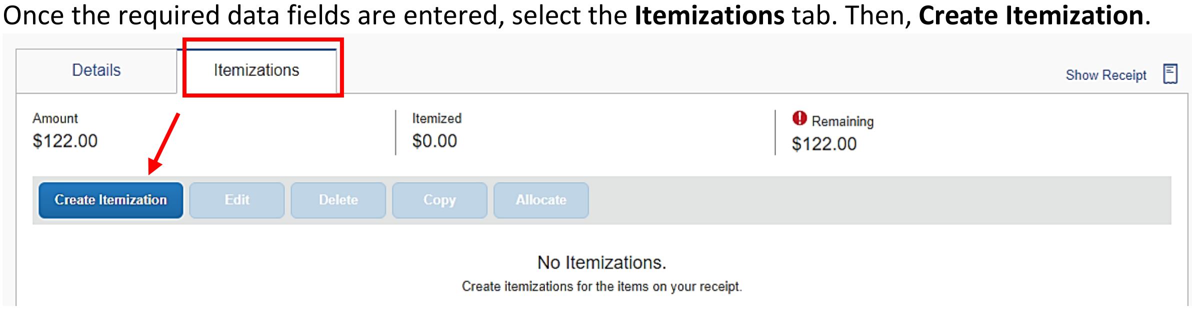
- **Attendee Groups** allows you to add multiple attendees at once from a group created outside the Expense Report.

Lodging

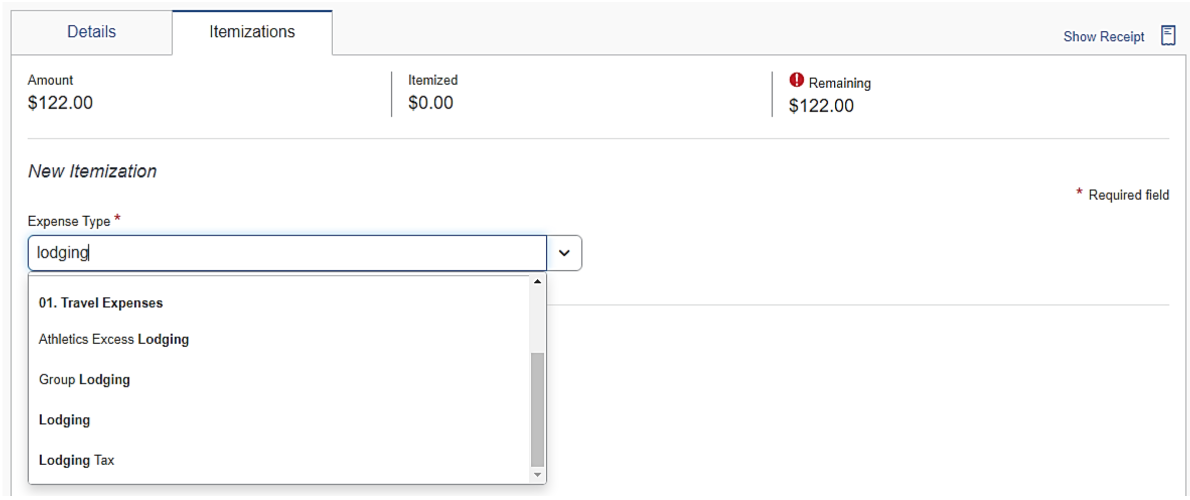
- Enter the Check-in and Check-out Dates.
- Select or type in the Vendor name of the hotel. A listing will be available to choose from the drop-down menu. **NOTE:** If the vendor or lodging site is not listed (e.g. Airbnb, campsites) you may type it in.
- Enter the Destination City.
- Enter the total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



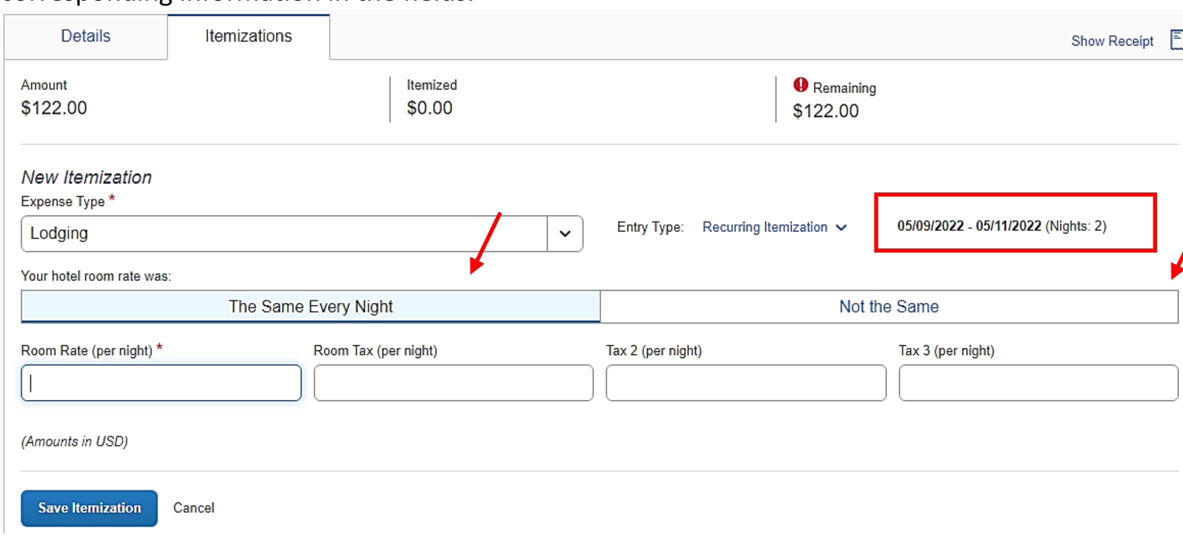
- Once the required data fields are entered, select the **Itemizations** tab. Then, **Create Itemization**.



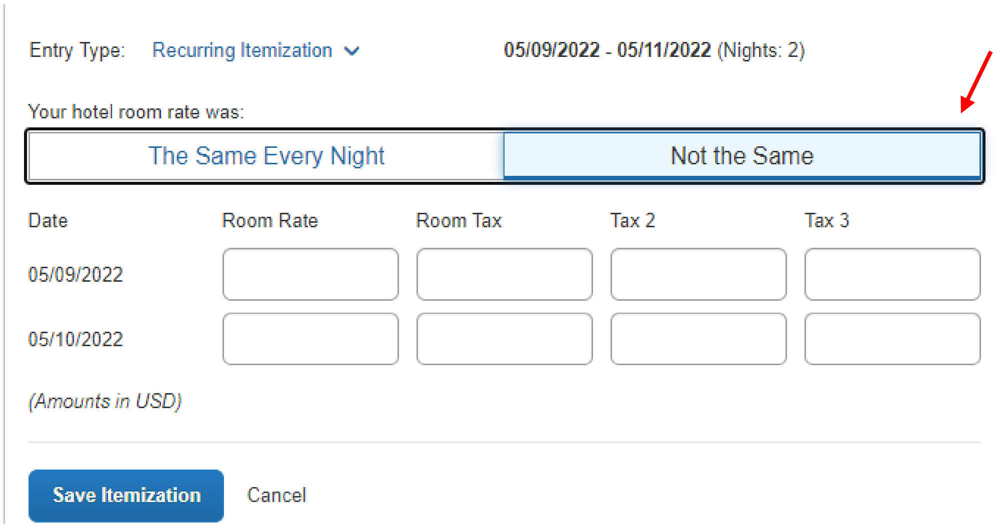
- Type or select the lodging expense type from the drop-down menu.



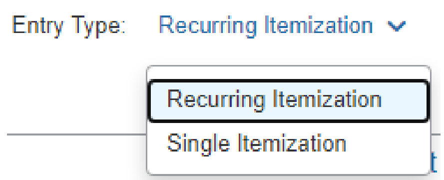
- Individual charges such as lodging taxes, fees and other miscellaneous charges will be entered. Multiple stays at different destinations will be entered separately by selecting Lodging again and entering the corresponding information in the fields.



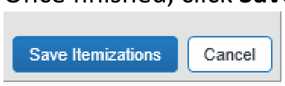
- When itemizing, the number of nights will automatically populate. Enter the room rate for one night of lodging then the room tax for one night along with any additional taxes. You can select **The Same Every Night** if your lodging rate and taxes are the same each night or **Not the Same** if your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



- You can select between Recurring Itemization and Single Itemization.

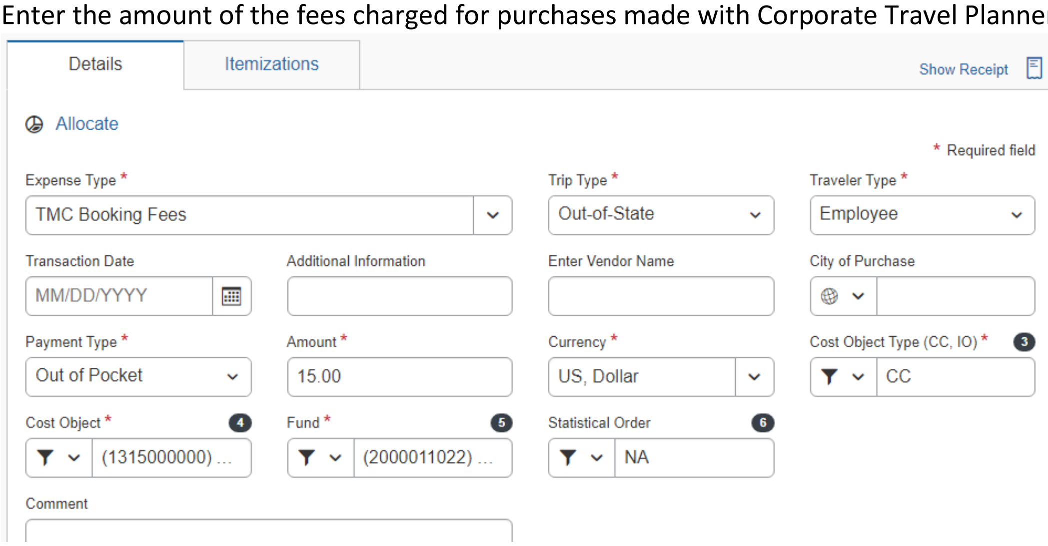


- Once finished, click **Save Itemization**. Each night of lodging and taxes will display in the summary.



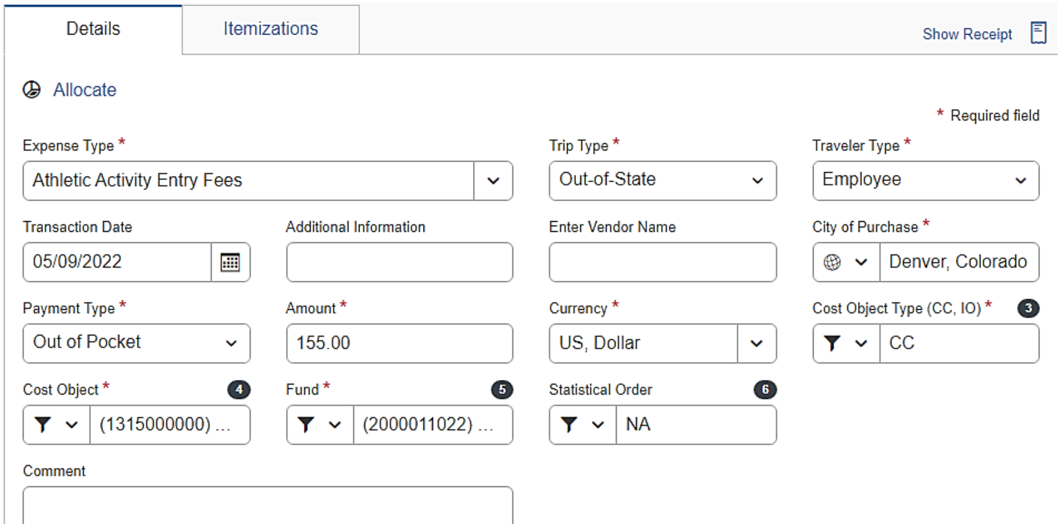
TMC Booking Fees – (**Not in Use**, RSS will be sent when available)

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



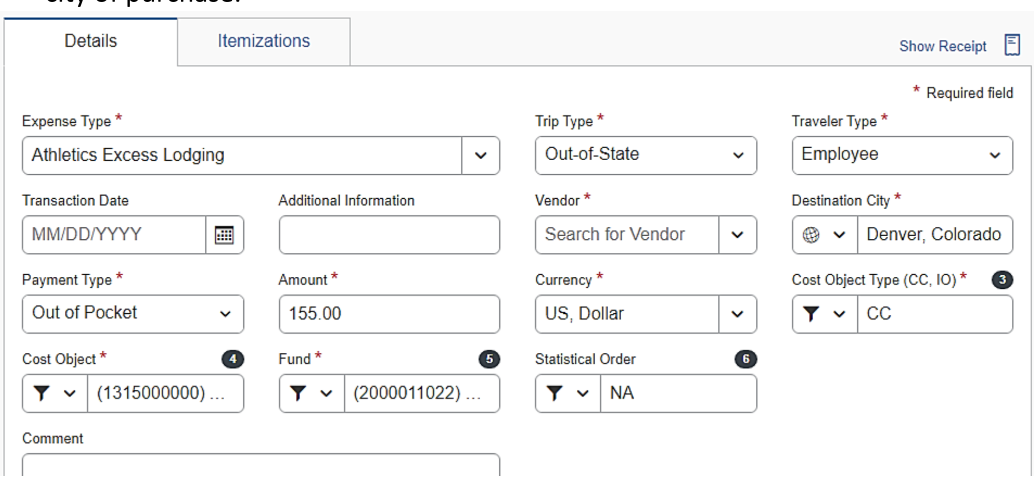
Athletic Activity Entry Fees (Employee Travelers Only)

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



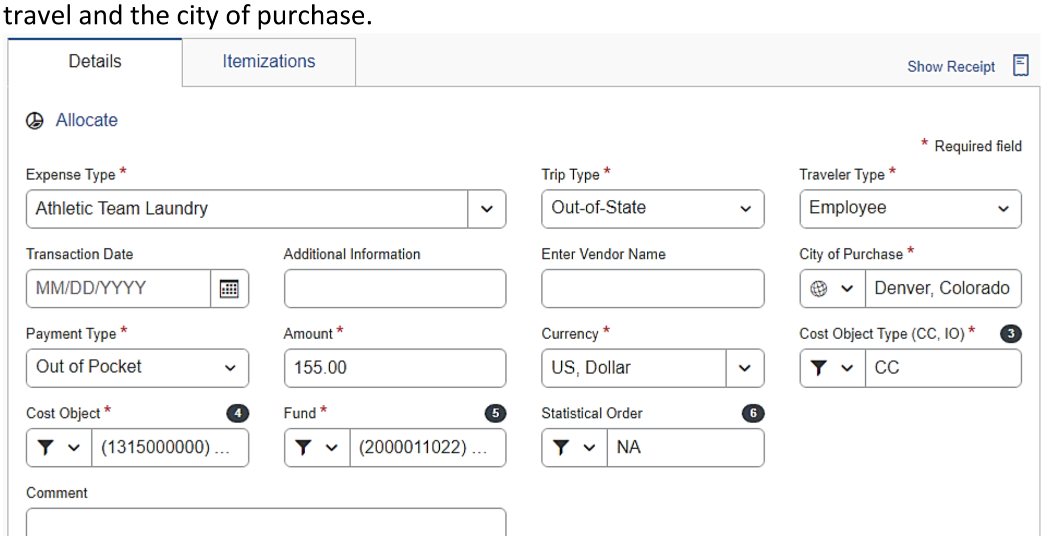
Athletics Excess Lodging (Employee Travelers Only)

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



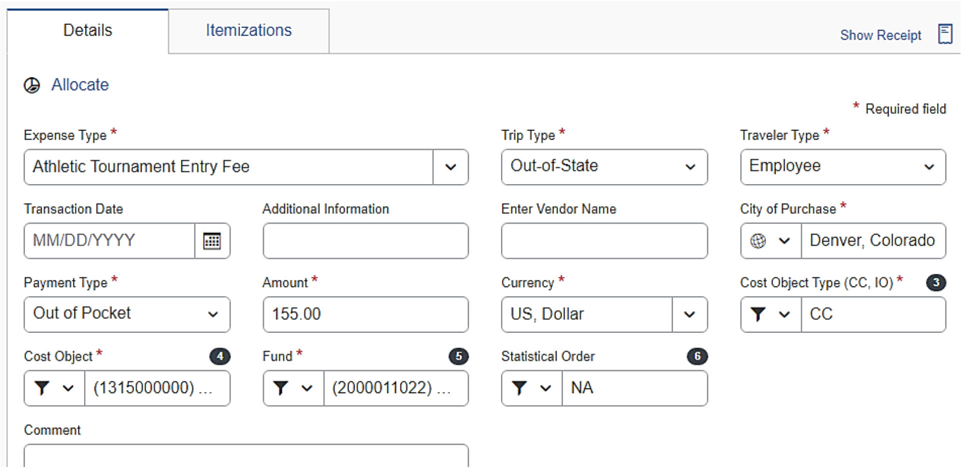
Athletic Team Laundry (Employee Travelers Only)

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



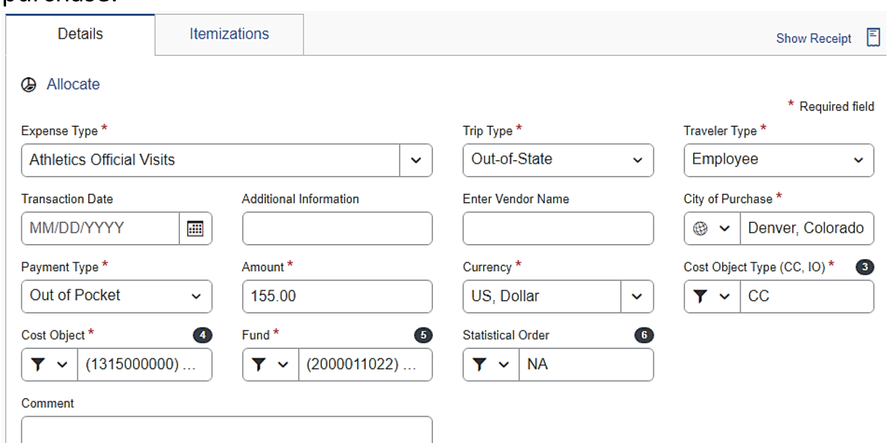
Athletic Tournament Entry Fee (Employee Travelers Only)

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



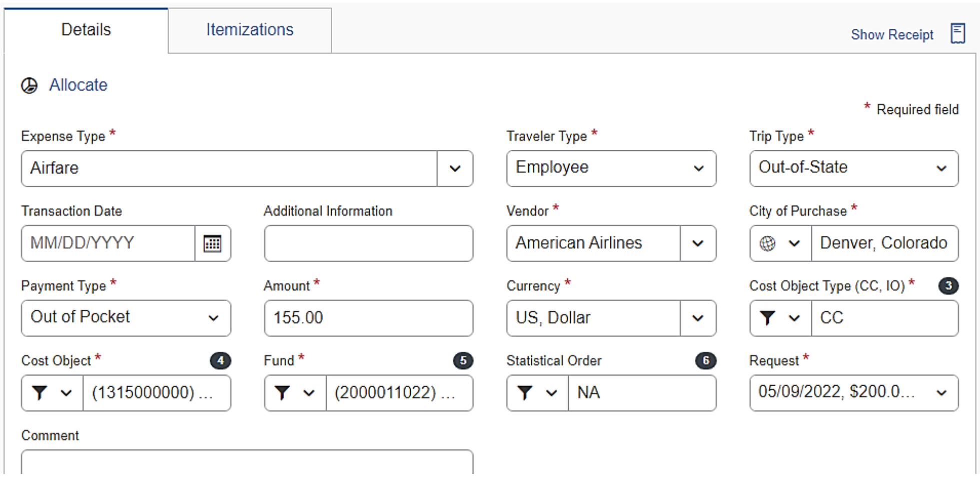
Athletic Official Visits (Employee Travelers Only)

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



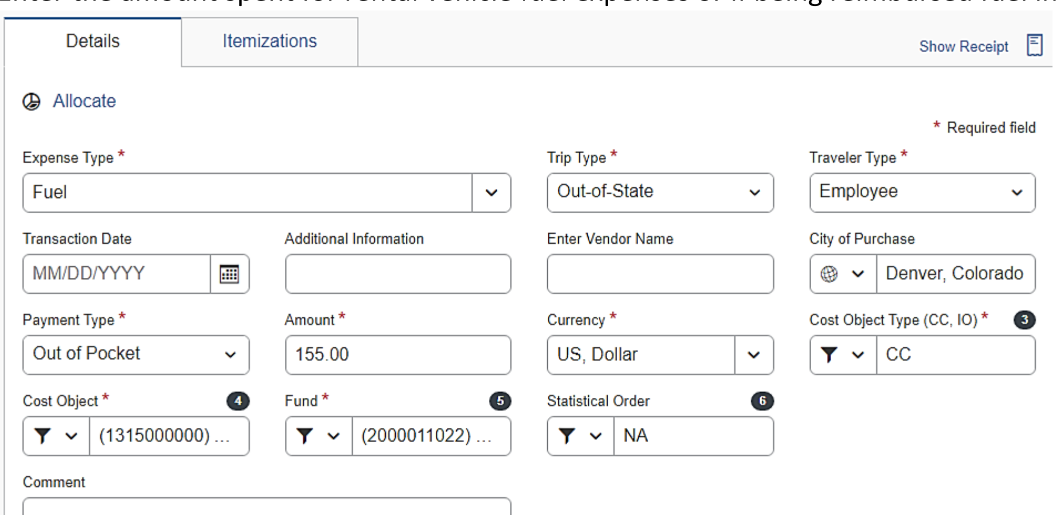
Airfare

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.



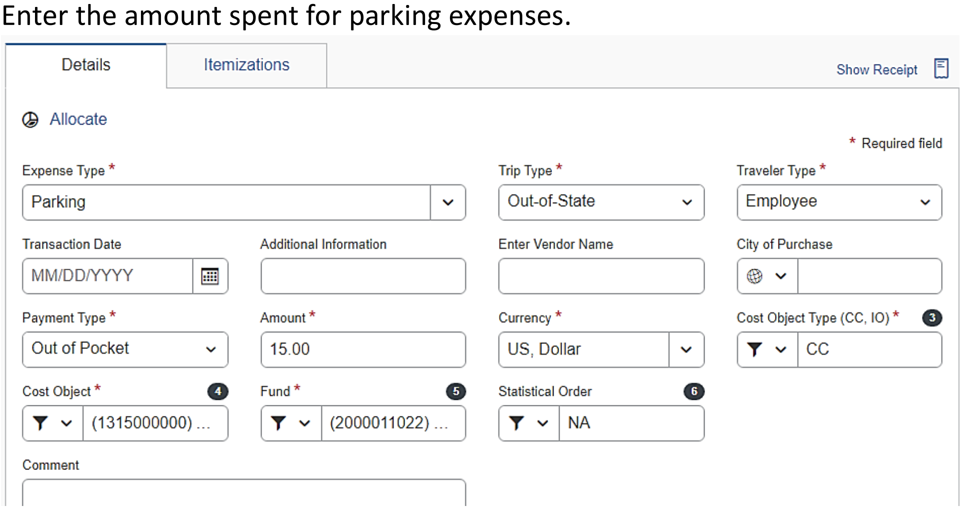
Fuel

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



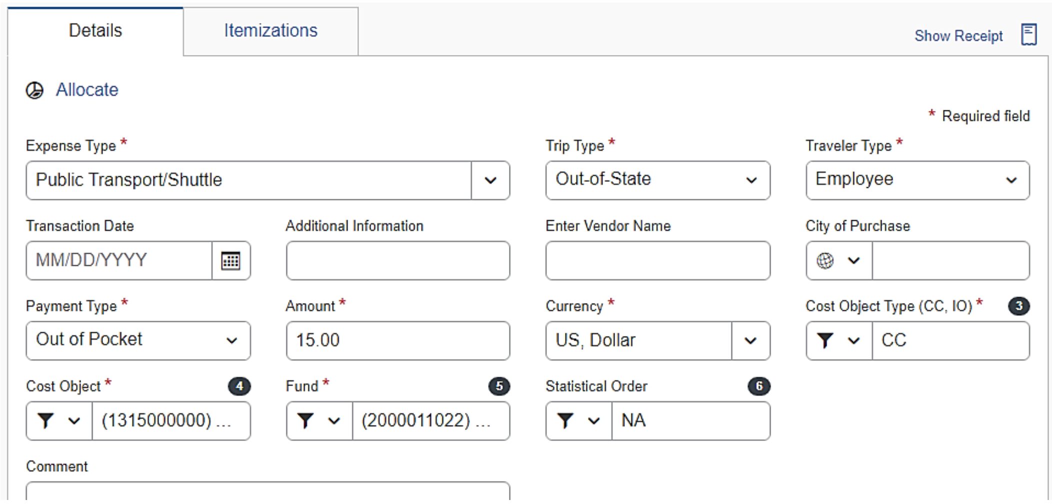
Parking

Enter the amount spent for parking expenses.



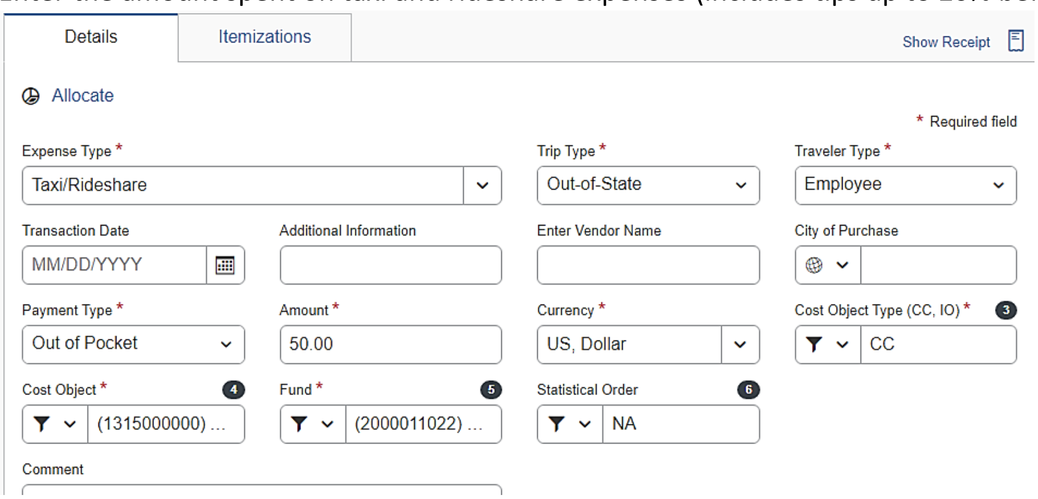
Public Transport/Shuttle

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



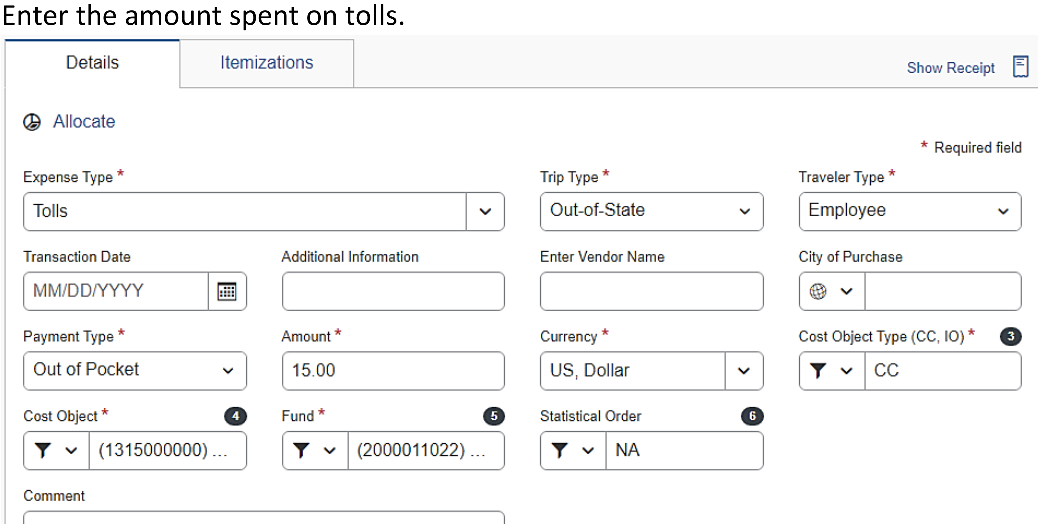
Taxi/Rideshare

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



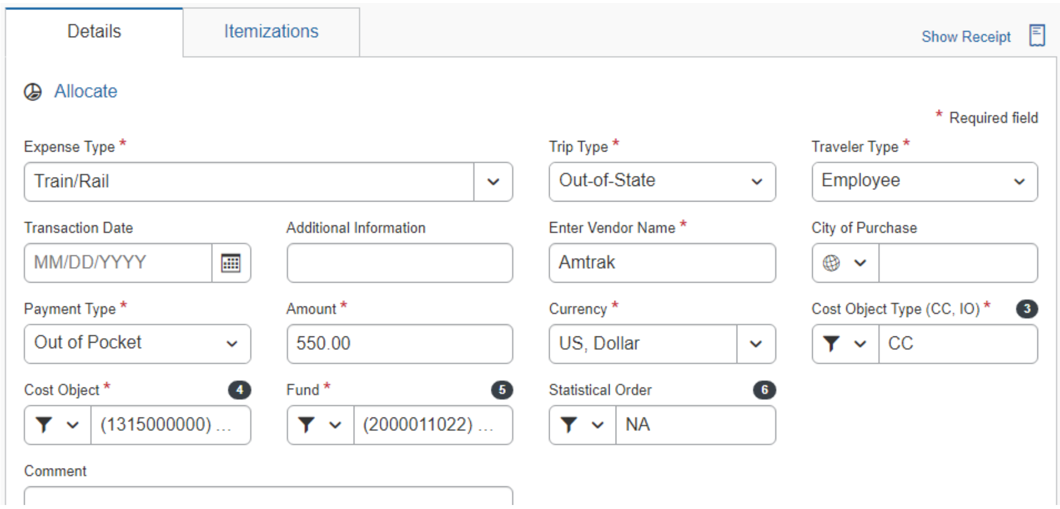
Tolls

Enter the amount spent on tolls.



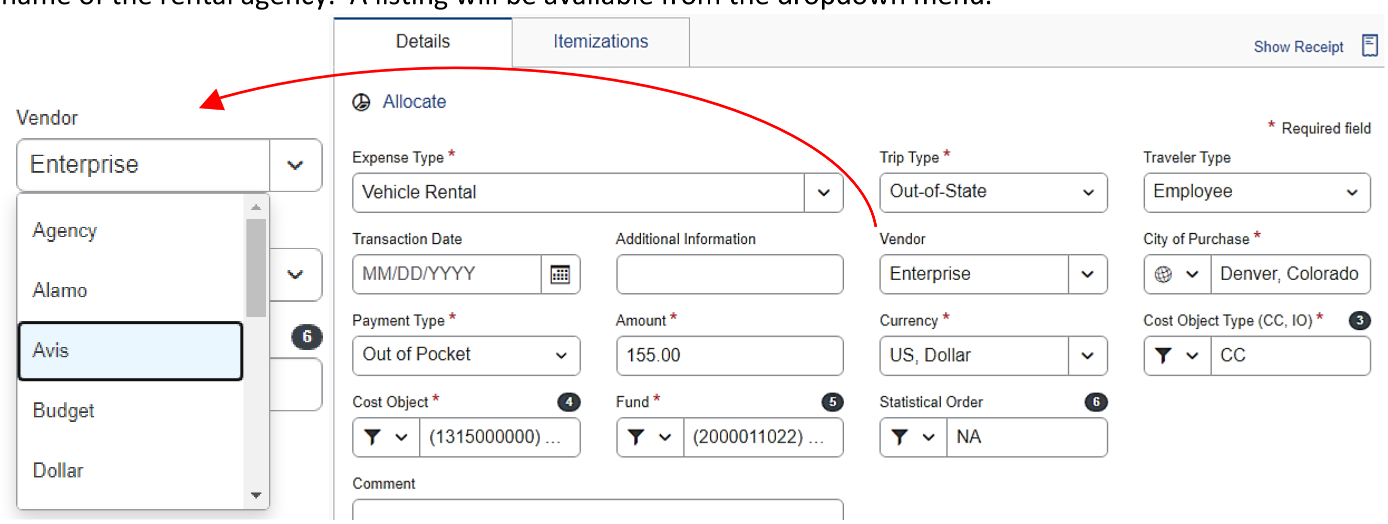
Train/Rail

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).



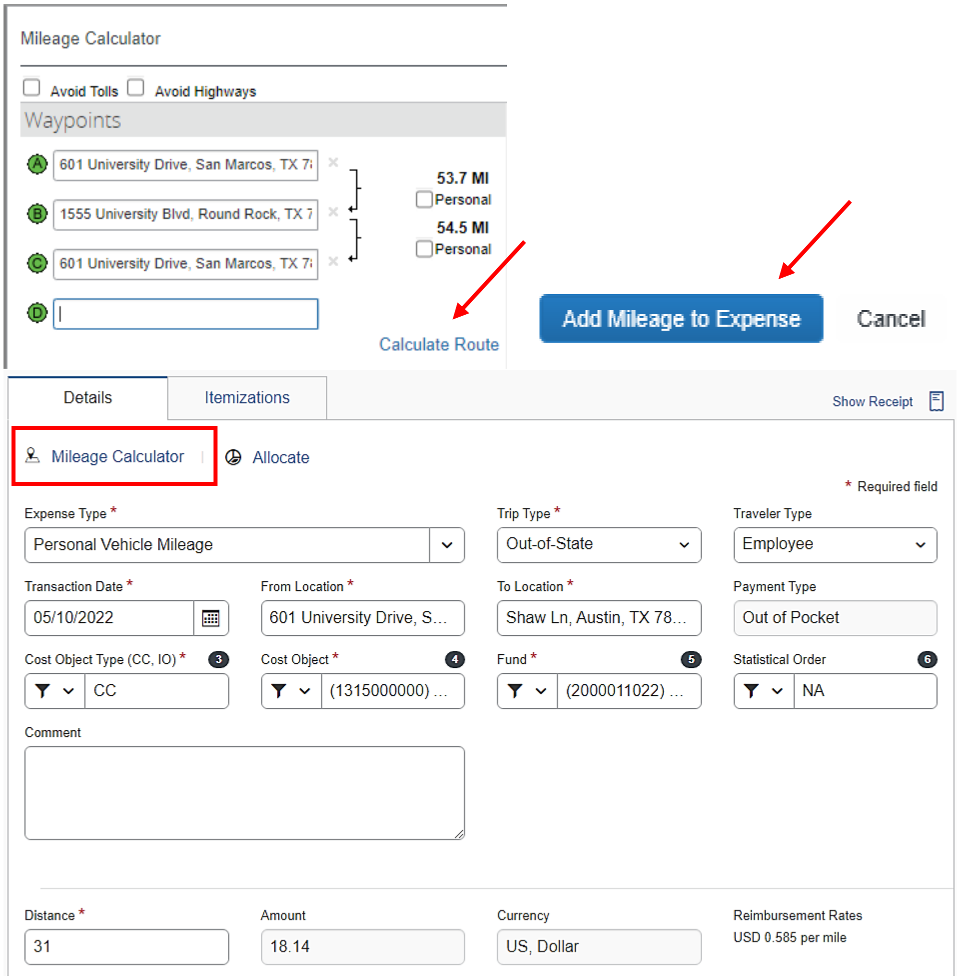
Vehicle Rental

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.



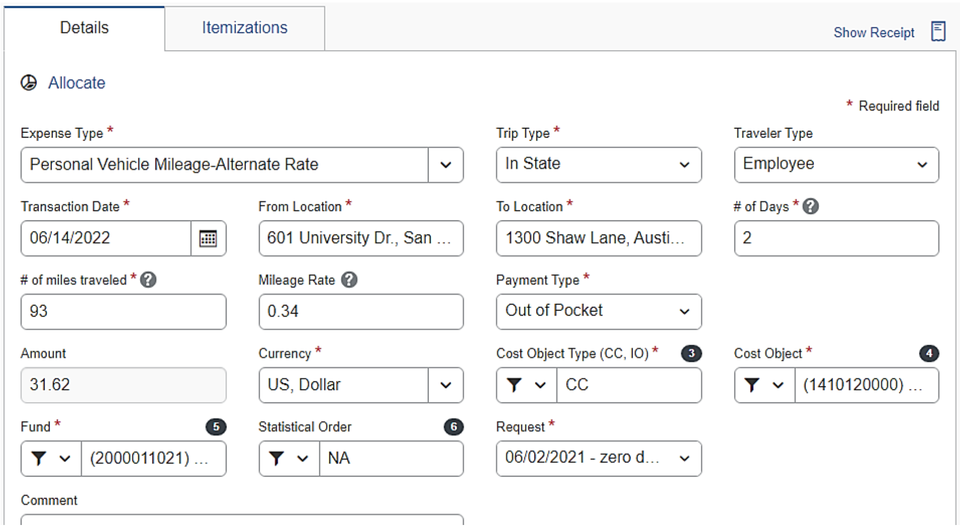
Personal Vehicle Mileage

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.



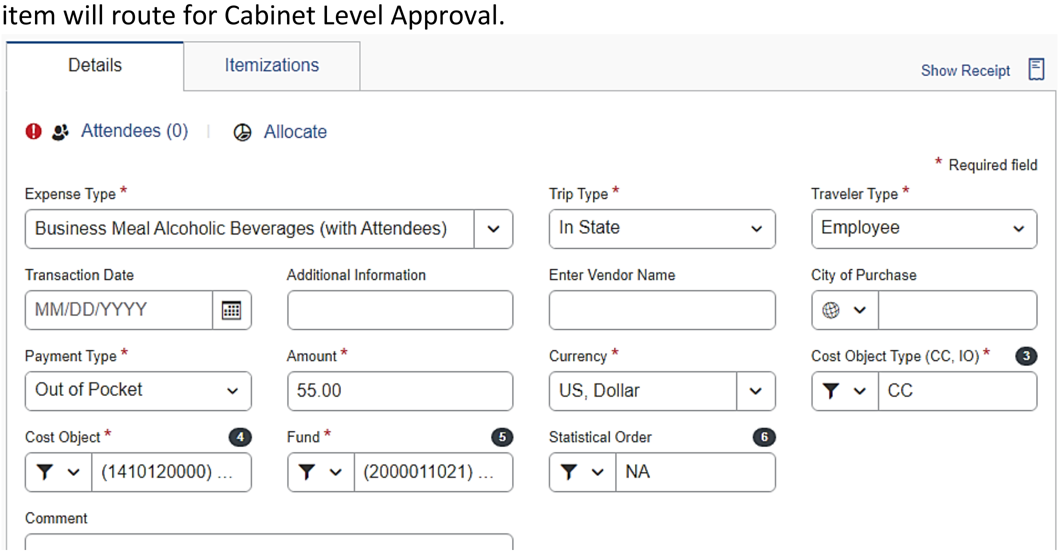
Personal Vehicle Mileage-Alternate Rate

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.

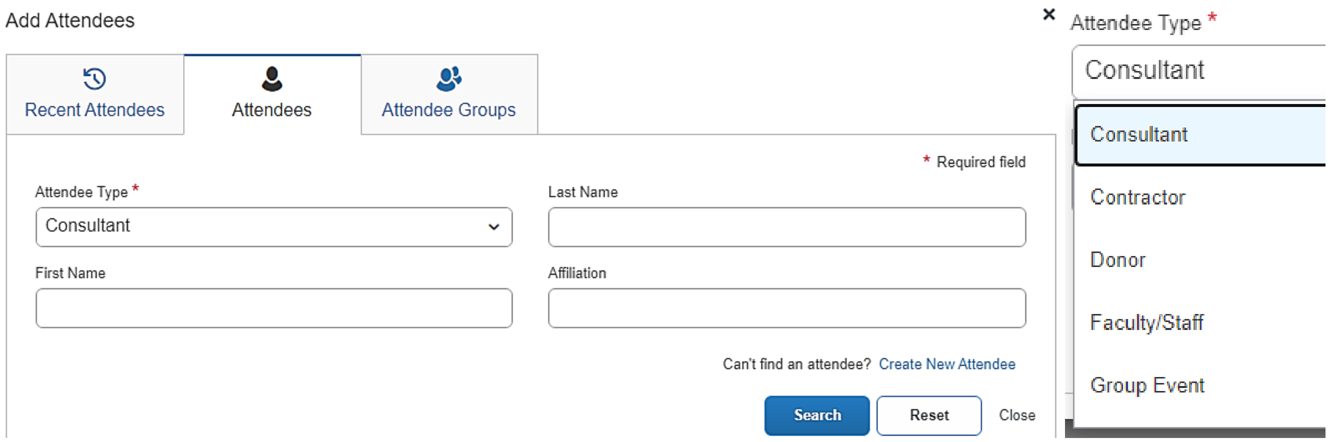


Business Meal Alcoholic Beverages (with Attendees) (Employee Travelers Only)

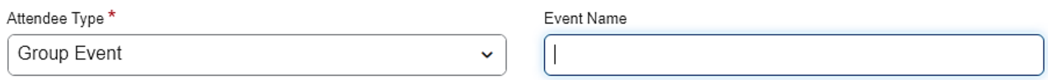
Enter the amount spent on business meal expenses. Alcohol purchase guidelines must be adhered to. This expense item will route for Cabinet Level Approval.



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**.

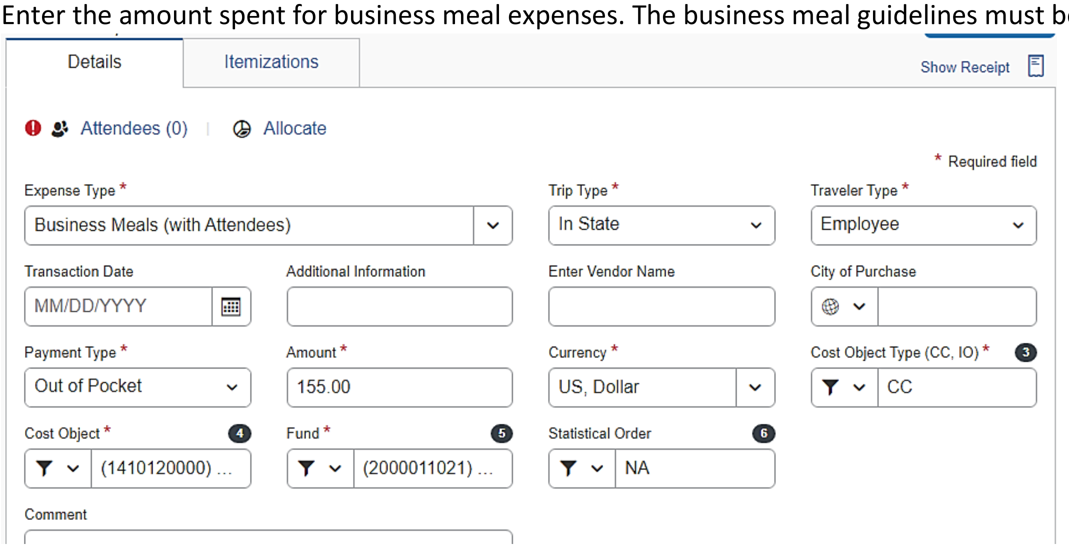


If the number of Attendees is greater than 10 you may select **Group Event**, enter the Event Name, and attach a list of the Attendees with the information above to the expense type.

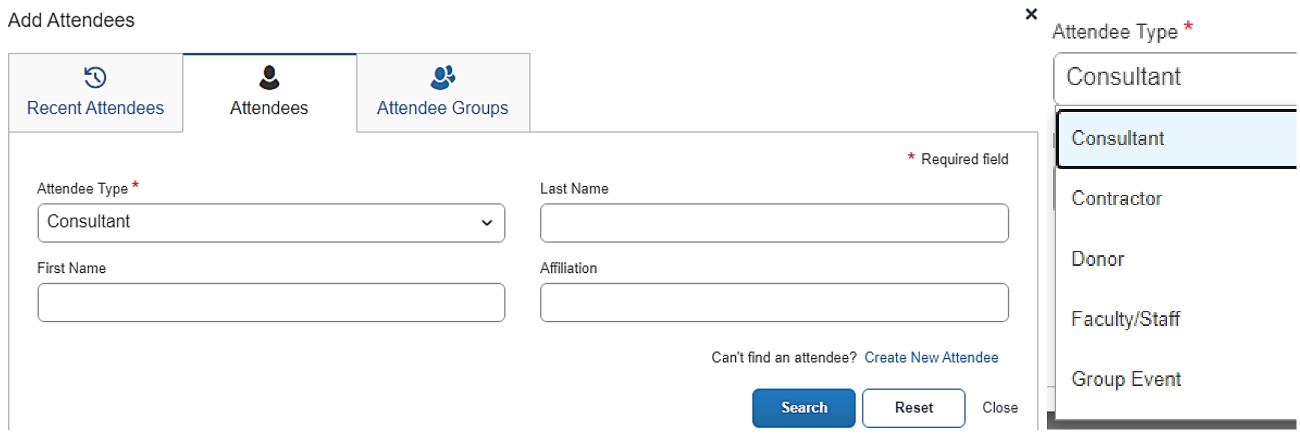


Business Meals without Alcohol (with Attendees) (Employee Travelers Only)

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



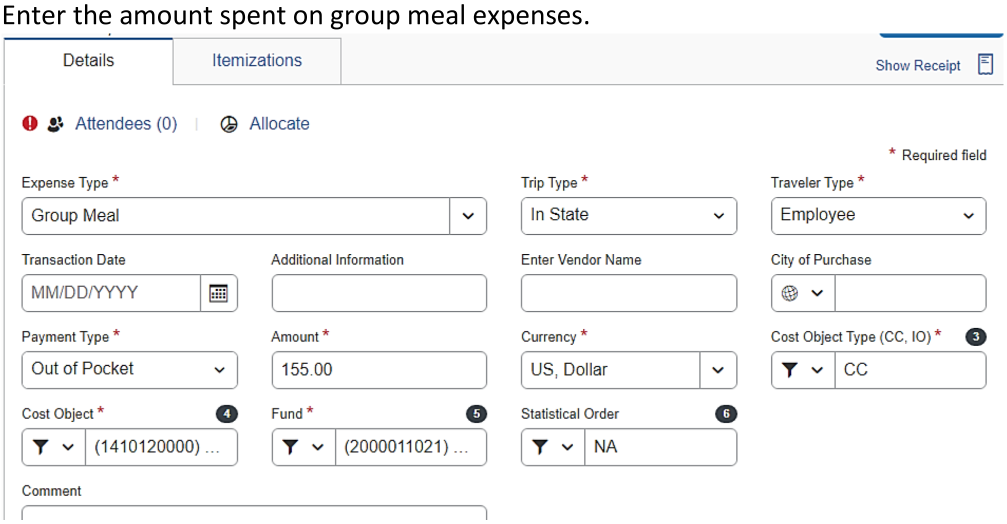
A list of Attendees is required for the business meal expense type. Select the Attendee Type from the drop-down list. Enter the individual attendees First/Last Name, and Affiliation. You may also search under **Recent Attendees**.



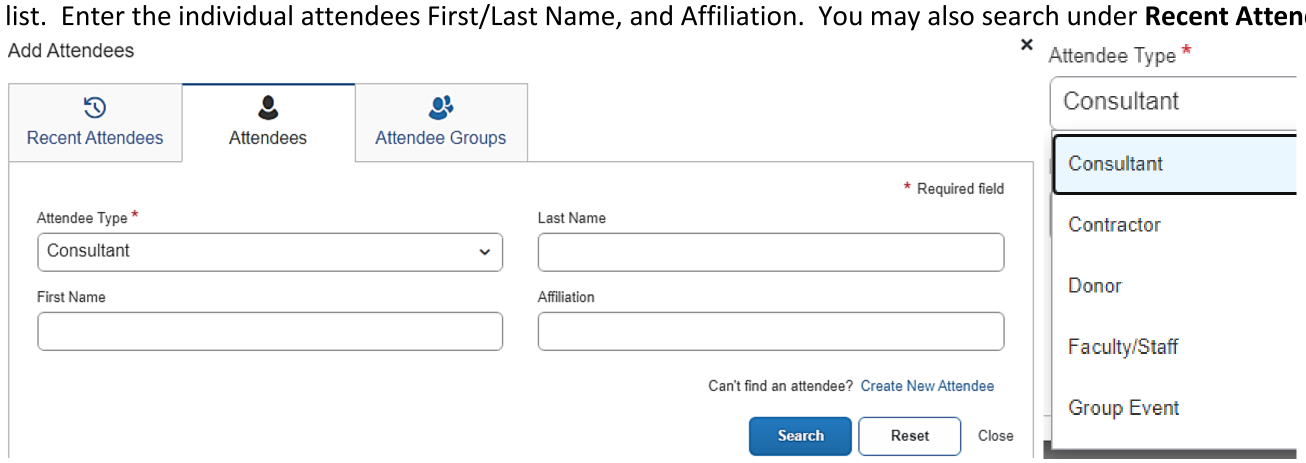
If the number of Attendees is greater than 10 you may select **Group Event**, enter the Event Name, and attach a list of the Attendees with the information above to the expense type.

Group Meal (Employee Travelers Only)

Enter the amount spent on group meal expenses.



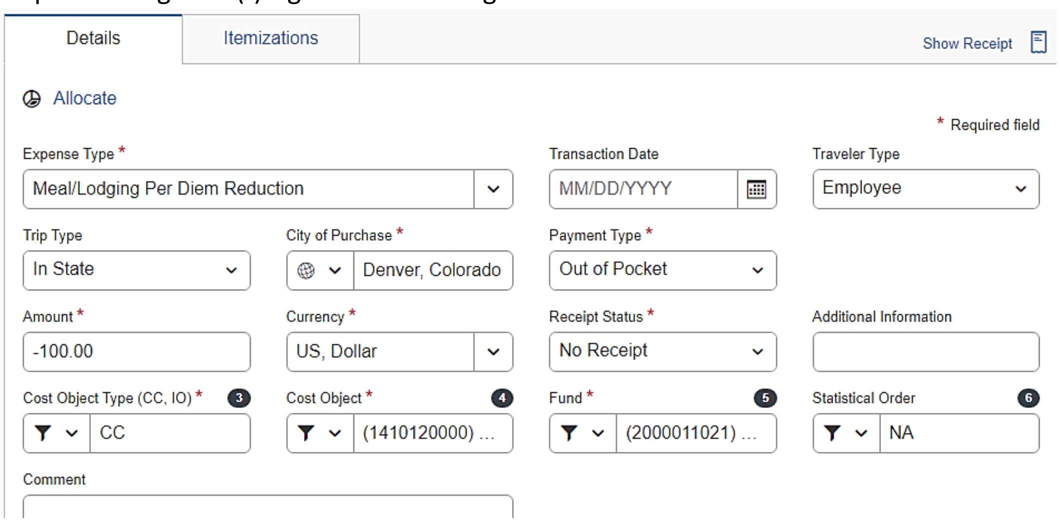
A list of Attendees is required for the business meal expense type. Select the Attendee Type from the drop-down list. Enter the individual attendees First/Last Name, and Affiliation. You may also search under **Recent Attendees**.



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.

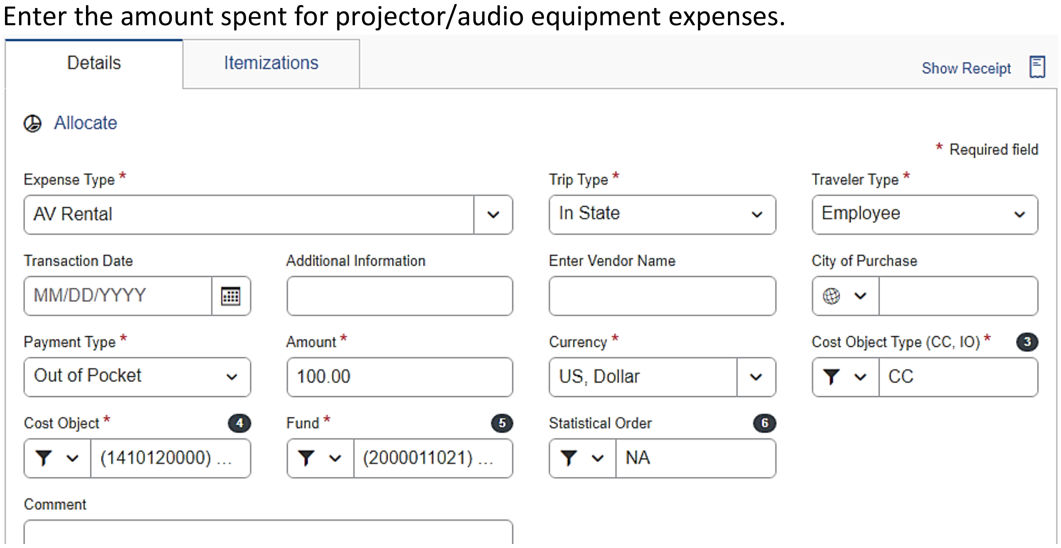
Meal/Lodging Per Diem Reduction

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.



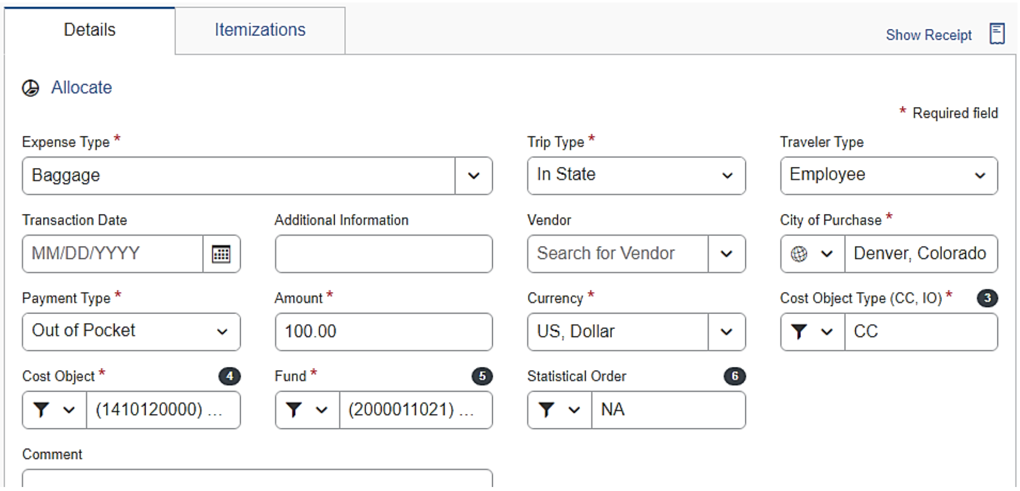
AV Rental (Employee Travelers Only)

Enter the amount spent for projector/audio equipment expenses.



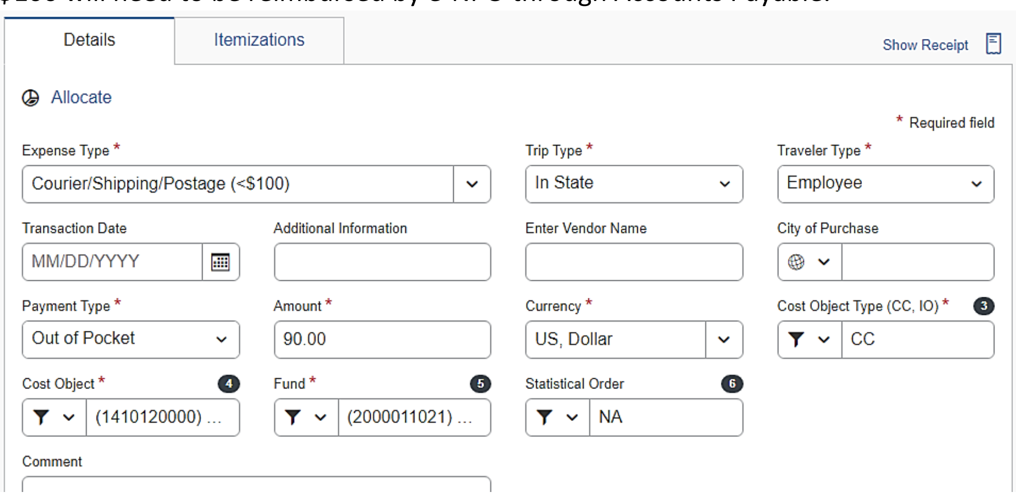
Baggage

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



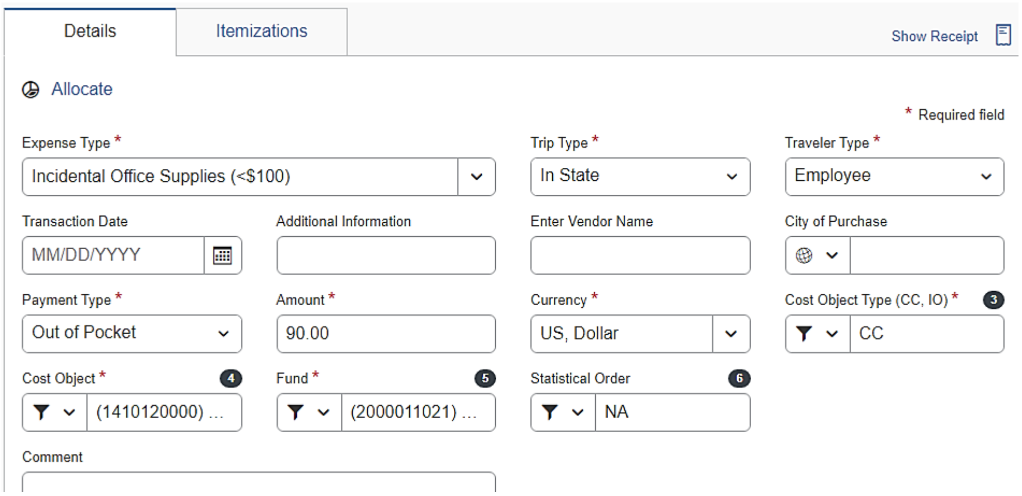
Courier/Shipping/Postage (<$100)

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.



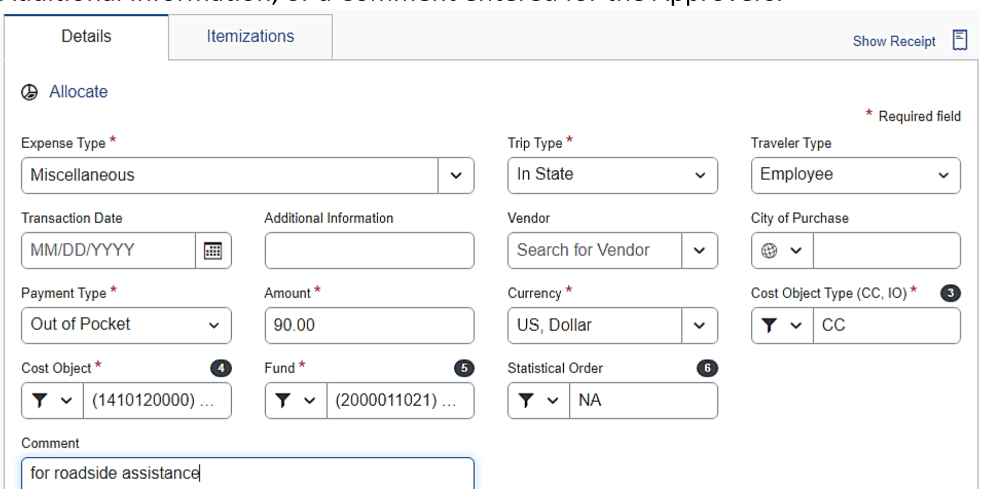
Incidental Office Supplies (<$100)

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.



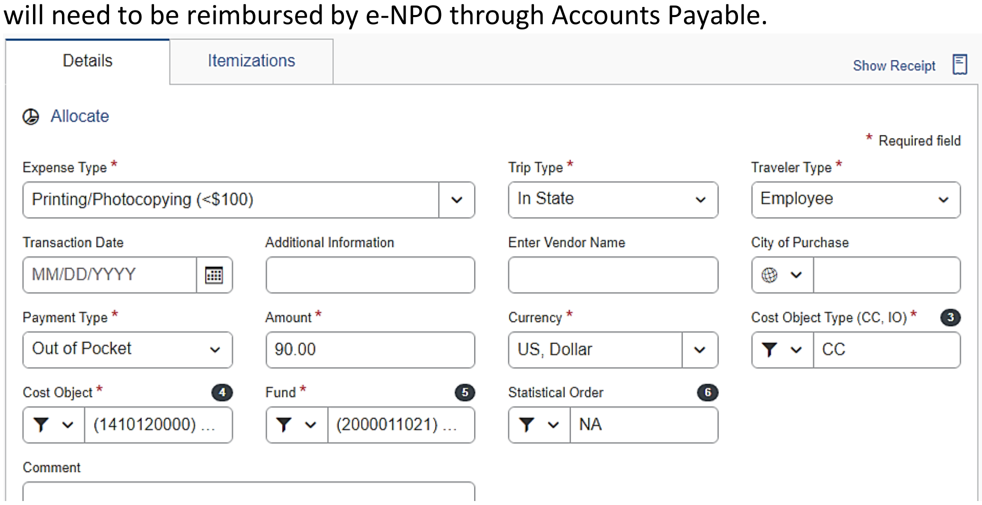
Miscellaneous (<$100)

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



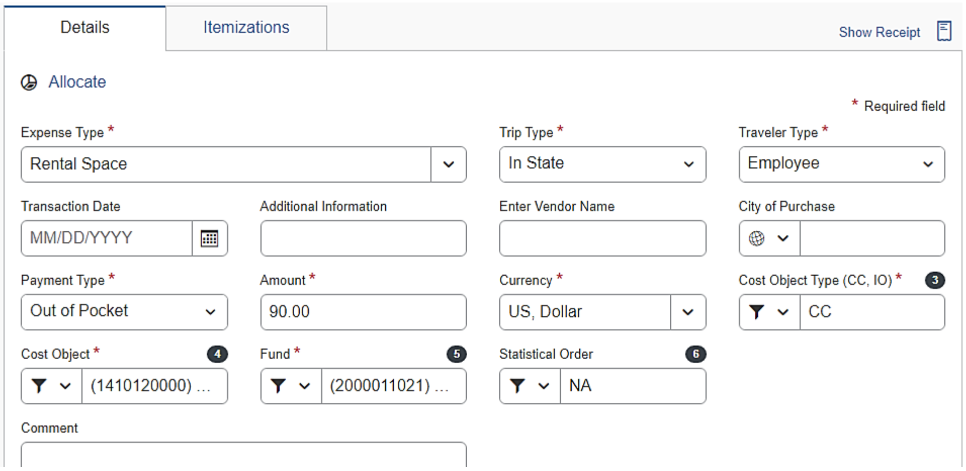
Printing/Photocopying (<$100)

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.



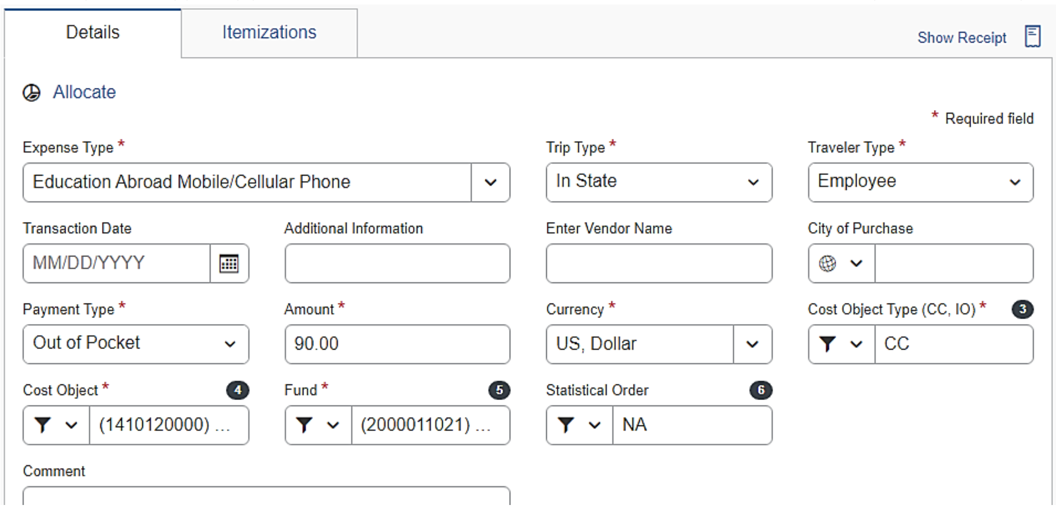
Rental Space (Employee Travelers Only)

Enter the amount spent for rental space expenses.



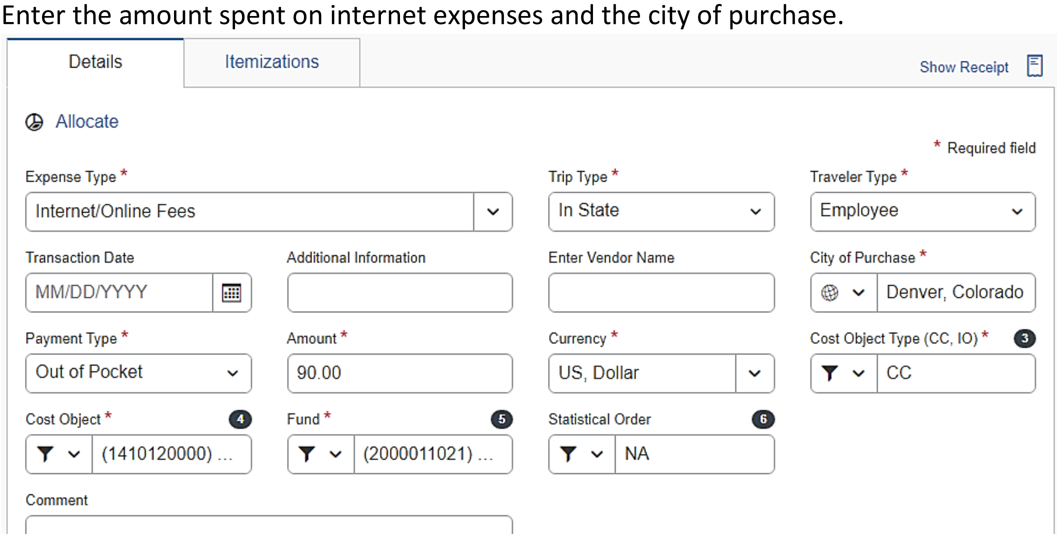
Education Abroad Mobile/Cellular Phone (Employee Travelers Only)

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



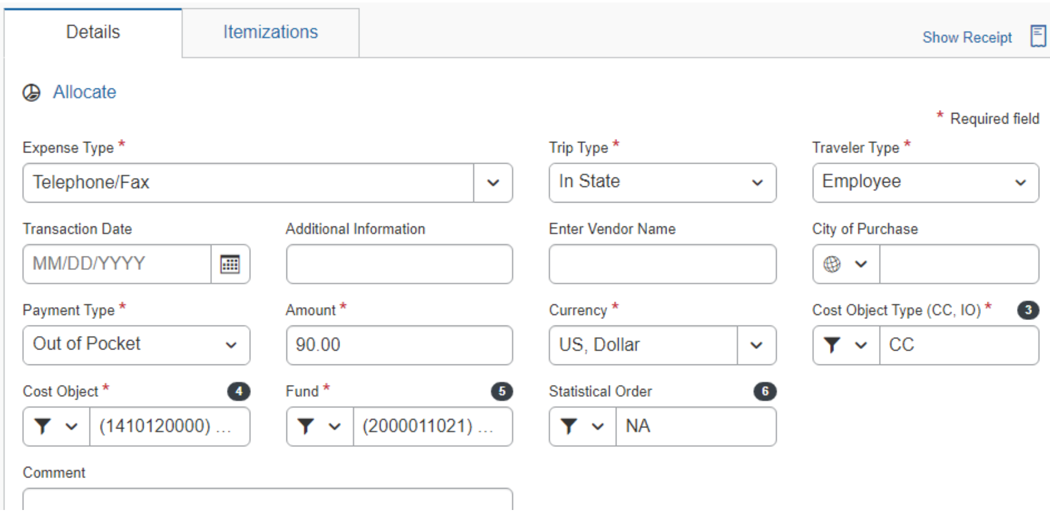
Internet/Online Fees

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



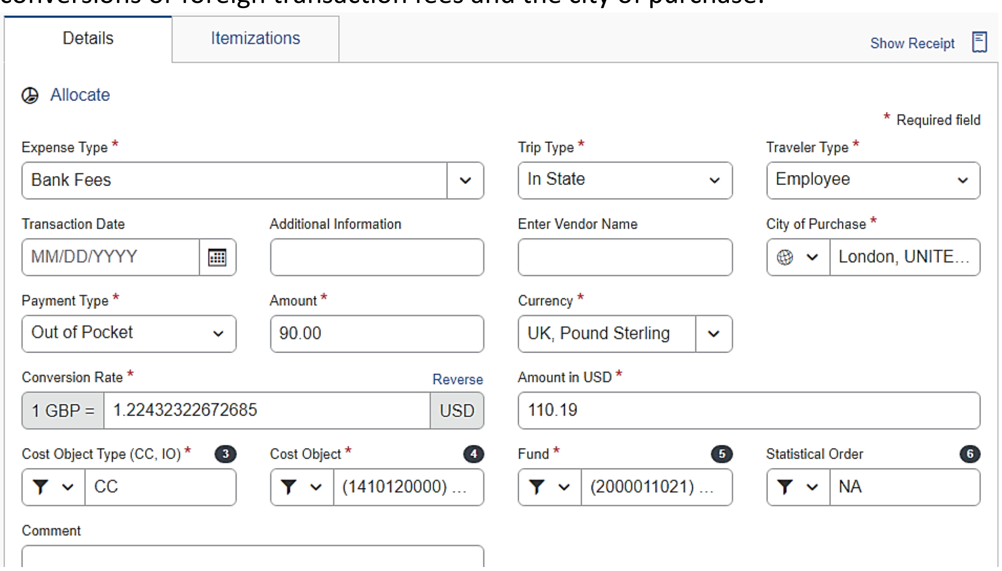
Telephone/Fax

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



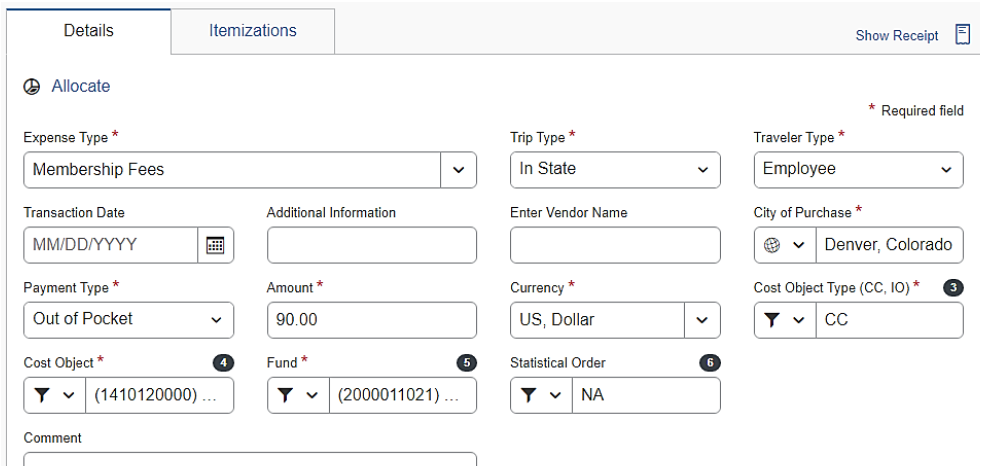
Bank Fees (Employee Travelers Only)

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.



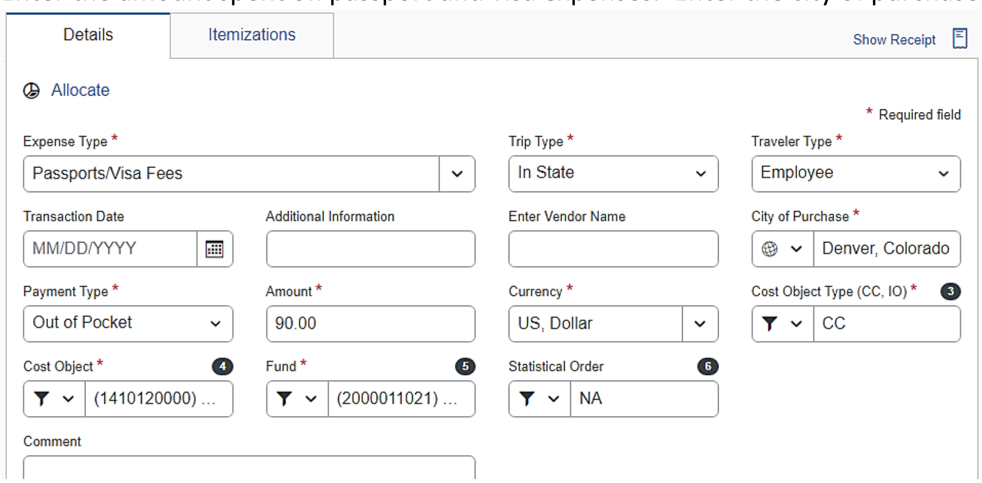
Membership Fees

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



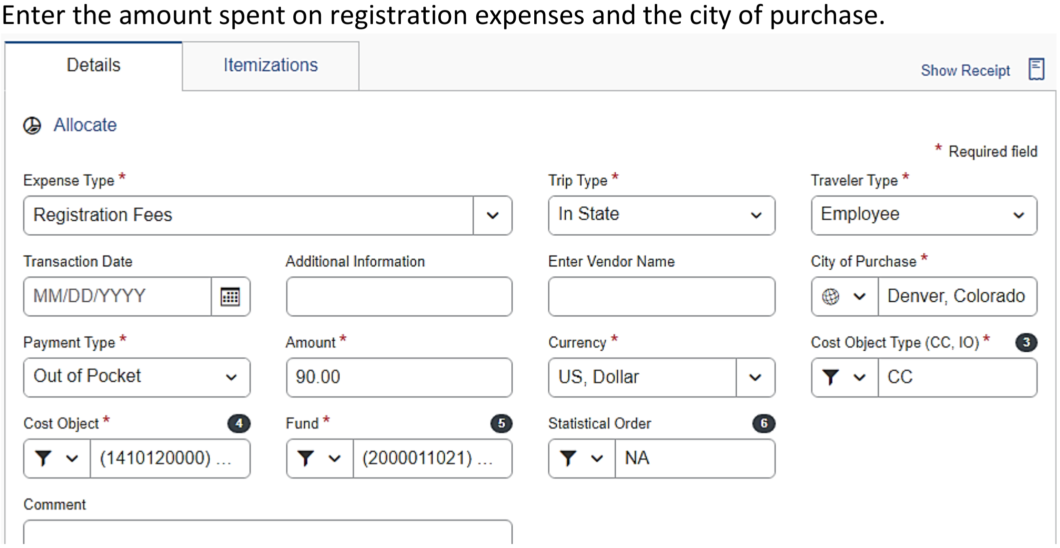
Passports/Visa Fees

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



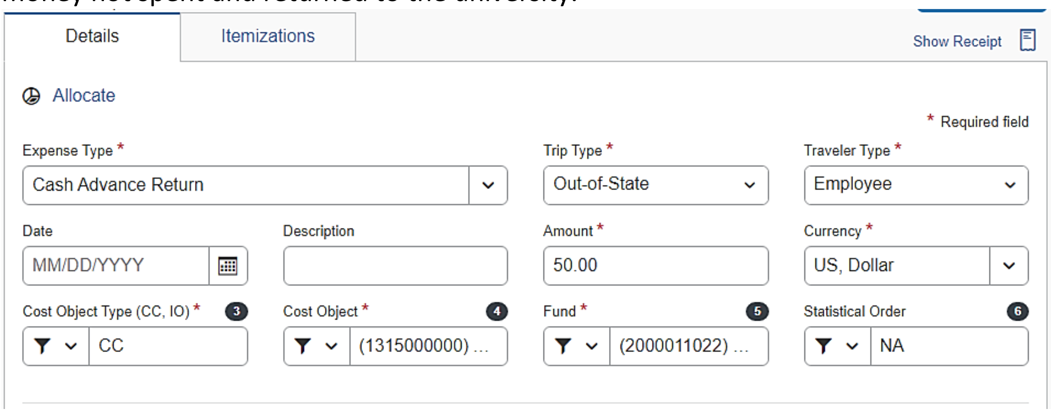
Registration Fees

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



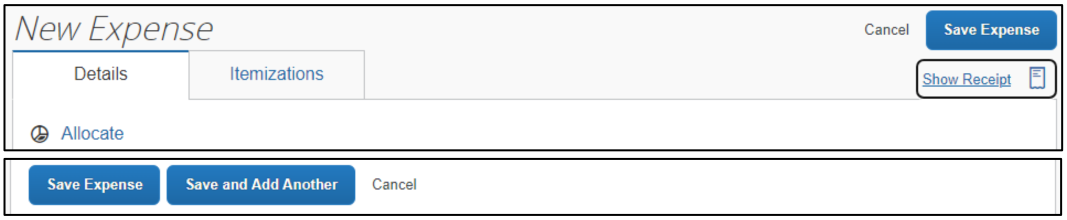
Cash Advance Return (Employee Travelers with Advances Only)

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.



Save, Itemize, Allocate, Attach Receipt or Cancel

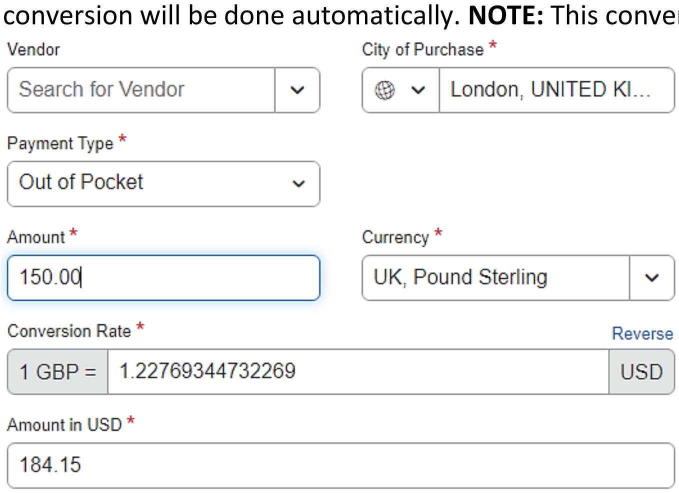
Once all the required information has been entered for each Expense Type you may click **Save Expense, Save and Add Another, Itemizations, Allocate, Upload Receipt Image** or **Cancel**.



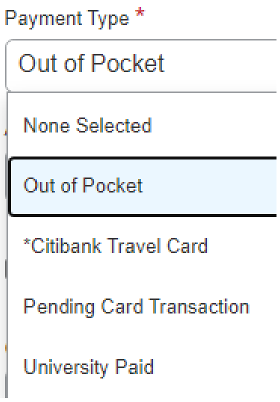
- **Save Expense** will close the expense type and take you back to the Expense Report Overview page.
- **Save and Add Another** allows the user to quickly save one expense and create a new one.
- **Itemizations** will allow the user to itemize lodging expenses into the room rate, taxes, and other miscellaneous 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.



- 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.



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.