Concur 2.0 – Guide for Submitters

To expense your travel card charges and claim out-of-pocket reimbursement for a business trip, you will need to create an expense report. The report submission process involves the following four basic steps.

1. Create a Report
2. Complete the Report
3. Attach Your Receipts
4. Submit the Report

Additional considerations:

- What if the traveler owes MIT money?
- Using a Guest Profile

For assistance:

Travel Services, Office of the Vice President for Finance

travelsupport@mit.edu

617-253-8366
1. Create a Report

To create your report, click **Start a Report**.

This will bring you to the report header. You will need to fill out all the fields that have a red tab on the left-hand side before you can click **Next**.
**Report Name:** This is an open field. Please enter a combination of the trip purpose, destination and any other helpful, identifying text.

**Trip Purpose:** This is a drop-down menu. Select the most appropriate trip purpose. Some of the options map to the unallowable GL (general ledger) account and cannot be used with a sponsored cost object. These are fundraising, president travel, prospective student visit, resource development, and retreat. Two options are taxable: house hunting and relocation. All the other options are allowable and non-taxable.

**Cost Object:** Type in the appropriate cost object for your trip and then select it from the drop-down menu. If you need the report to be charged to more than one cost object, you may allocate it accordingly once you are in the body of the report.

**Trip Start and End Dates:** You can type the date in the format of 09/10/2014 or click on the calendar icon and select your start and end dates. These should be the departure and return dates from Boston or the city the traveler is based in.

**Destination:** Type in the city and either state (domestic) or country (international). If multiple cities were included, type them in the format: Dallas/San Francisco/Portland.

**Trip Classification:** Select domestic or international. If a trip has a domestic stop in addition to an international destination, select international.

**Comment Field:** Although this is not a required field, it is a good place to enter any additional information that should be in the record or that will help your approver or MIT Travel Services review the report.
Report Name: Include the destination, purpose and any other useful information.

Trip Purpose: Click on the most appropriate selection from the drop-down menu.

Cost Object: Type in the cost object and select it from the drop-down menu.
Trip Start and End Date: Type in or select using the calendar icon on the right side of the field.

Destination: Type in the city and either state (domestic) or country (international).

Trip Classification: Select Domestic or International.

Once you have filled out the required fields, click Next.
2. Complete the Report

This will bring you to the body of your expense report. This is where you will **import** any travel card charges from your trip, **add** any out-of-pocket expenses, **edit/itemize/allocate** those expenses as needed, then attach receipts and **submit** your report.

To add travel card charges from this trip to your report, click **Add Card Charges**.
Your available travel card charges will appear. If all the charges are from this trip, click the check box at the top to select them all at once.
If the charges are from multiple trips, select the ones from this trip and then click **Move**.

The charges you selected will now move to your expense list.
When the charges are moved you may see red warning icons on some expense line items. This is something that needs to be edited before you can submit the report.

In this example the warning says “Missing required field: Alcohol.” You will need to confirm whether the meal included any alcohol and save the expense to remove the warning message.

To indicate whether the meal included alcohol, click on the line item to bring up the expense detail, then click the alcohol drop-down and select No or Yes. Then click Save.

Note: If you select Alcohol-Yes, you will need to itemize the alcohol. Instructions for itemizing are included later in this guide.
Once you have moved your travel card charges, you can begin entering any out-of-pocket expenses. To enter out-of-pocket expenses, click New Expense.

Type in the expense type and click on it or locate it by scrolling through the expense type list.

New Expense Window

Expense List
Fill in all the required fields (fields with red tabs on the left side) and add any relevant comments.

As you enter expenses and amounts, they will populate the Expense List.

This brings up the Expense Detail window.

If you have multiple out-of-pocket expenses in small-dollar amounts, you can combine them. Make sure to include a comment indicating how many are included and attach all required receipts.
When you enter a meal, Concur will ask you to confirm whether there was alcohol. If there was, click **Alcohol**-Yes.

Then, click Itemize.
The Itemization Wizard will appear.

Enter the meal and alcohol totals so “Remaining” equals $0.

Then, click Save Itemizations.

This arrow indicates an itemized expense. Click on it to show or hide the itemizations.

If you entered a sponsored cost object in the report header, you will need to allocate the alcohol to a non-sponsored cost object. To do so, click Allocate.
This will open up the Allocation Window.

Enter the cost object(s) you want to allocate the alcohol to. Then click Save.

Hover over the pie chart icon to view the cost object that you have allocated the line item to.
3. Attach Your Receipts

Once you have finished editing, itemizing and allocating your expenses, you can attach your receipts. To do so, click Receipts>Attach Receipt Images. You can also attach receipts to an individual line item if needed.
This will open up the Receipt Upload window. The expenses that require receipts are listed within that window. To attach receipt images, click **Browse**, locate the receipt image(s) you need, and then click **Upload**.
Select the receipt image to attach.

Then, click Open.

**Note:** Receipt images must be image files that are less than 5 mb in size.

Your receipt image is now attached. Click Close.
You’re almost ready to submit! Just a few more steps.

The details button is very helpful. Click on it to double-check your report header, add general comments, view the totals, or to manually add an extra approver.
Make sure to double-check your report header details before submitting your report.
4. Submit Report

When you are ready to submit your report, click Submit Report.
Your report is now marked “Submitted” within the Manage Expenses tab.
If you forgot to add an expense or need to change anything after submitting, click into the report and click **Recall**.

You can recall the report until it has been approved by Travel Services. After Travel Services has approved the report, the Recall button will no longer be visible.
Additional Considerations

What if the traveler owes MIT money?

In this case, the proper procedure is as follows:

- The submitter should note in the Report Header that a check for payment is on its way.
- The check should be payable to MIT. The check and a printout of the MIT Detailed Report (under Print/Email button within the report) should be sent to Travel Services, NE49-4037.

Using a Guest Profile

- Guest profiles are used to reimburse individuals who do not have an account on file with HR/Payroll.
- A guest profile may also be linked to your department’s Travel Card. In this circumstance, you would use your guest profile to reconcile your department card charges and reimburse visitors and others who are not set up to receive a direct deposit from MIT.
- An expense report done in a guest profile creates a paper check. Due to this, the report header includes extra fields where you need to input the payee’s name and address. NOTE: If you are sending the check to an MIT address, make sure to include 77 Massachusetts Avenue and then the MIT building and room number.
When creating a new report under a guest profile, extra fields will appear in the report header. Everything from Guest Name onward is exactly what will print on a paper check.

Make sure that Guest Name is the payee’s legal name and that the address fields list the address you want the check mailed to.