



Quick Guide to Concur 2.0 – 2015 Upgrade

MIT's newly upgraded travel system, Concur 2.0, features an improved user interface and capabilities requested by MIT travelers and administrators.

This Quick Guide includes easy-to-follow tutorials to help guide you through many of the new enhancements. Please use this guide as a supplement to the in-person training sessions being offered by VPF Travel staff.

Click on the menu item below to view the tutorial.

[Expense Delegate Setup Instructions](#)

[Acting as a Delegate](#)

[Using the Itemization Wizard](#)

[Itemizing Business Class Airfare](#)

[Using the Mileage Calculator Tool](#)

[Attaching a Missing Receipt Affidavit to an Expense](#)

[How to Mark an Itemization as Personal](#)

[How to Manually Add an Additional Approver to Workflow](#)

[How to Create a Report Using a Guest Profile](#)

For assistance:

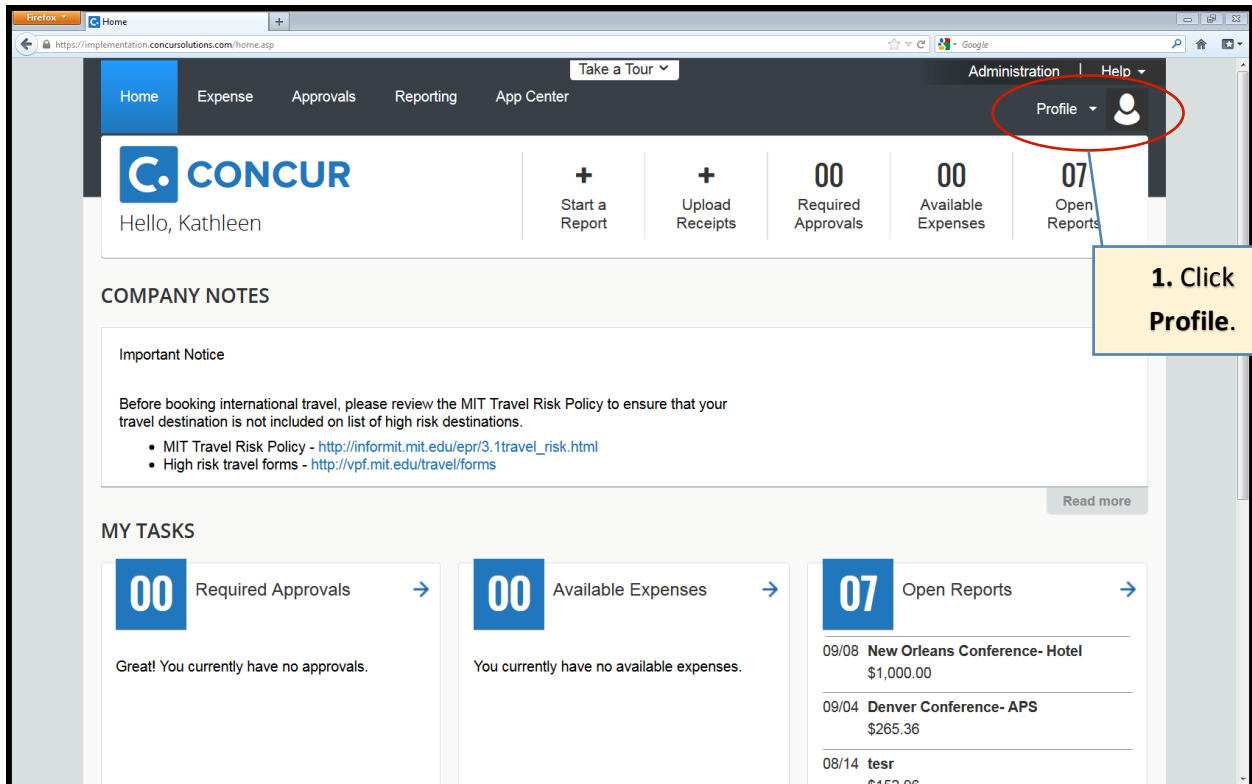
Travel Services, Office of the Vice President for Finance

travelsupport@mit.edu

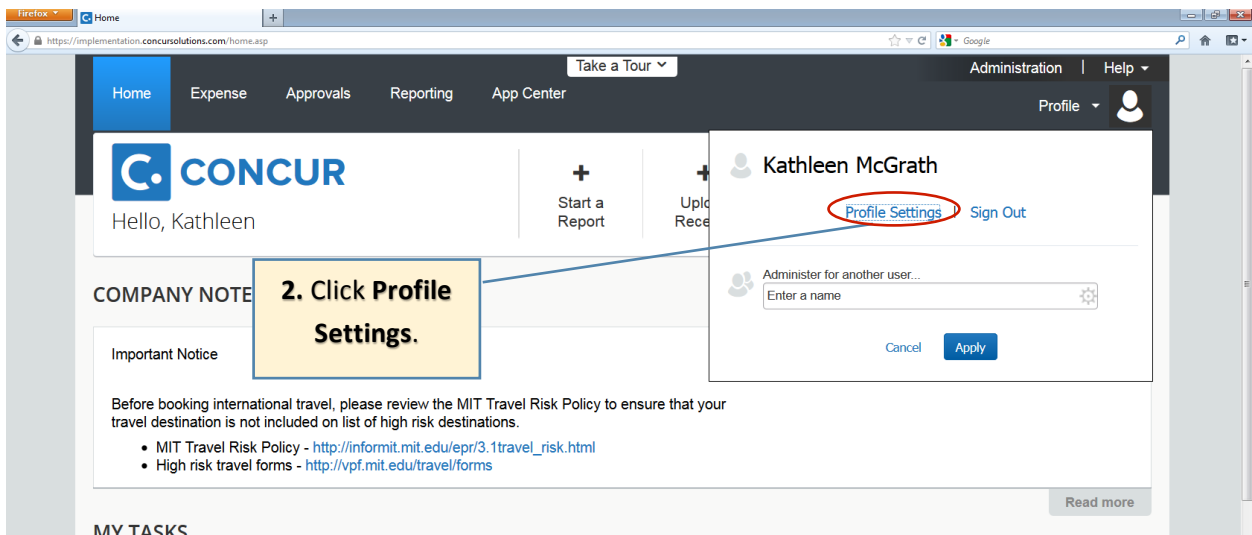
617-253-8366

Expense Delegate Setup Instructions

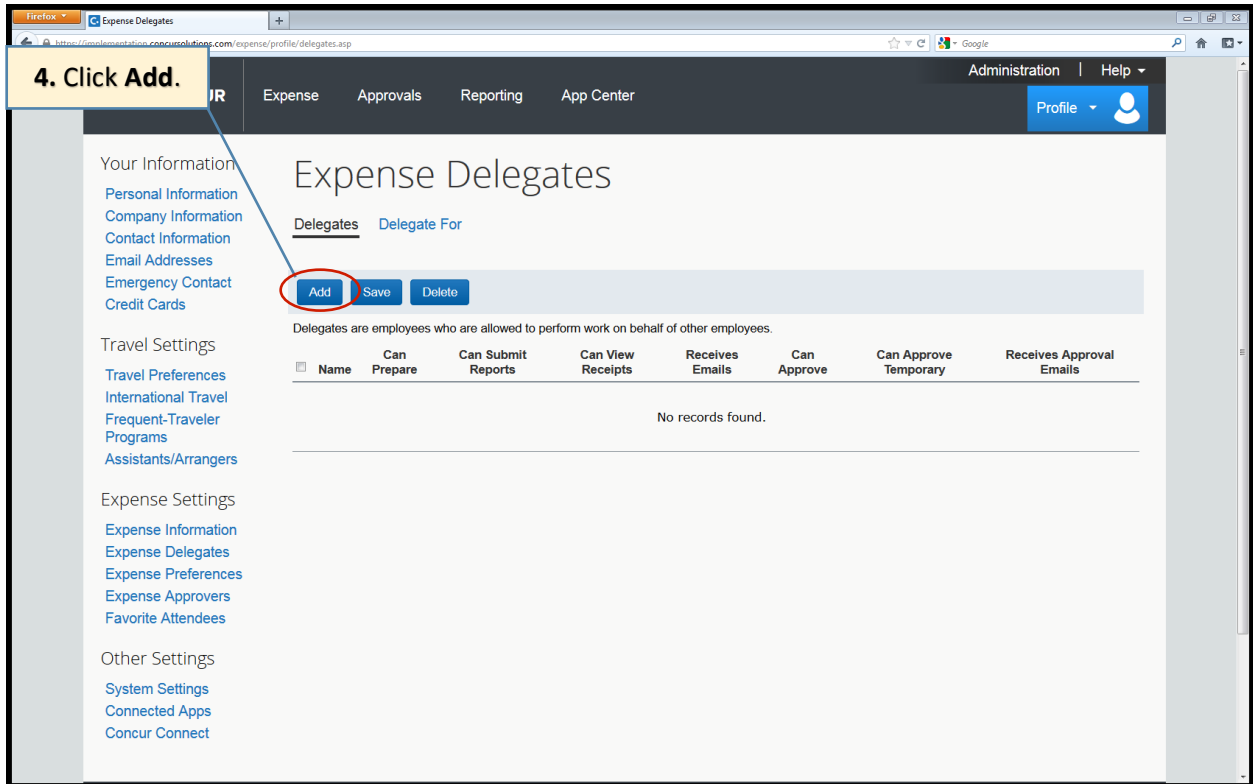
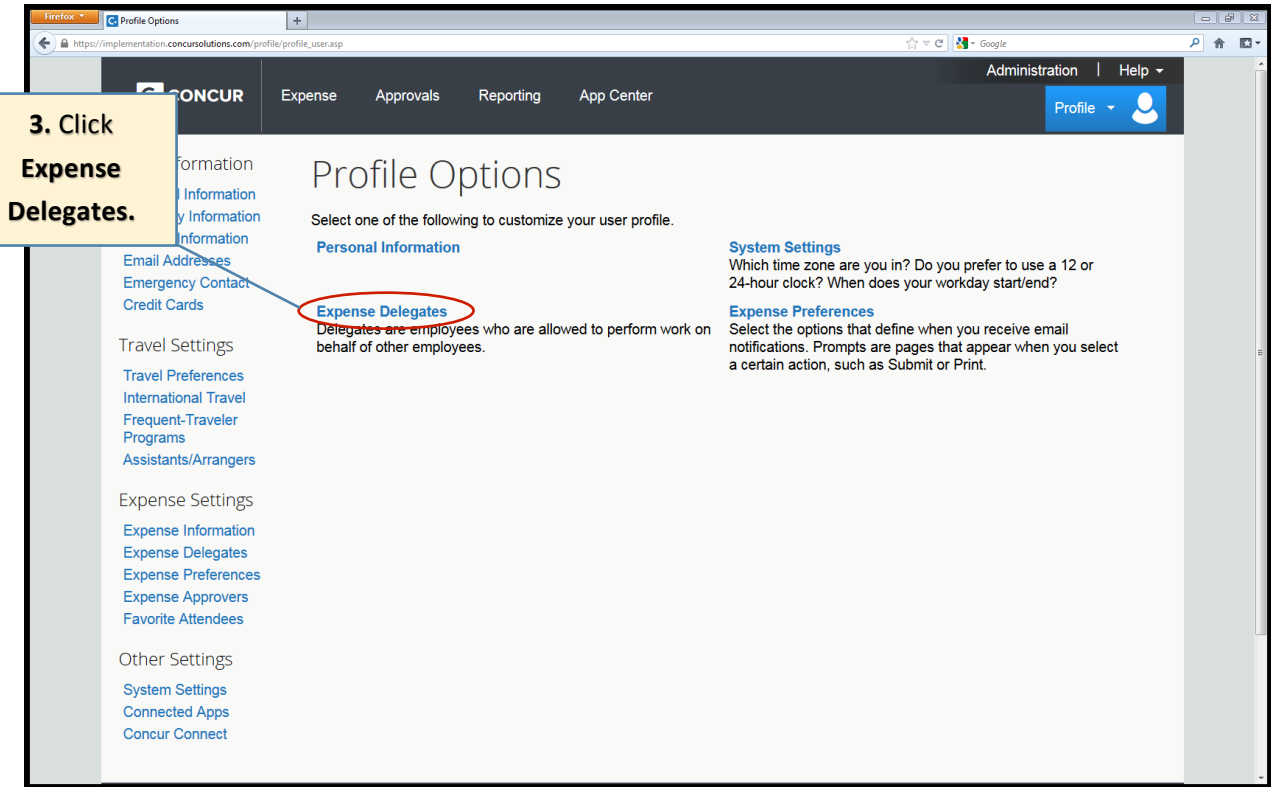
To give someone access to your profile to submit and view expense reports on your behalf, you will need to add them as an expense delegate. To do so, follow these steps from the Concur home page:

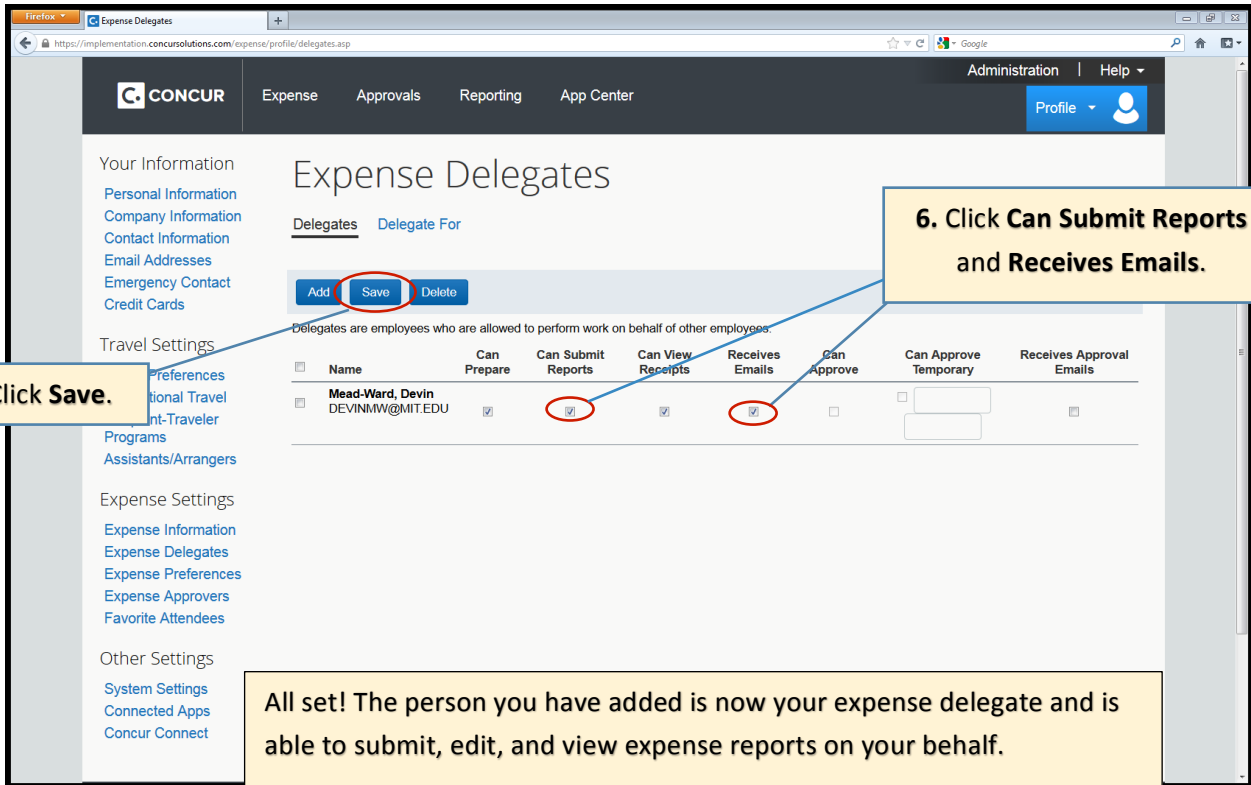
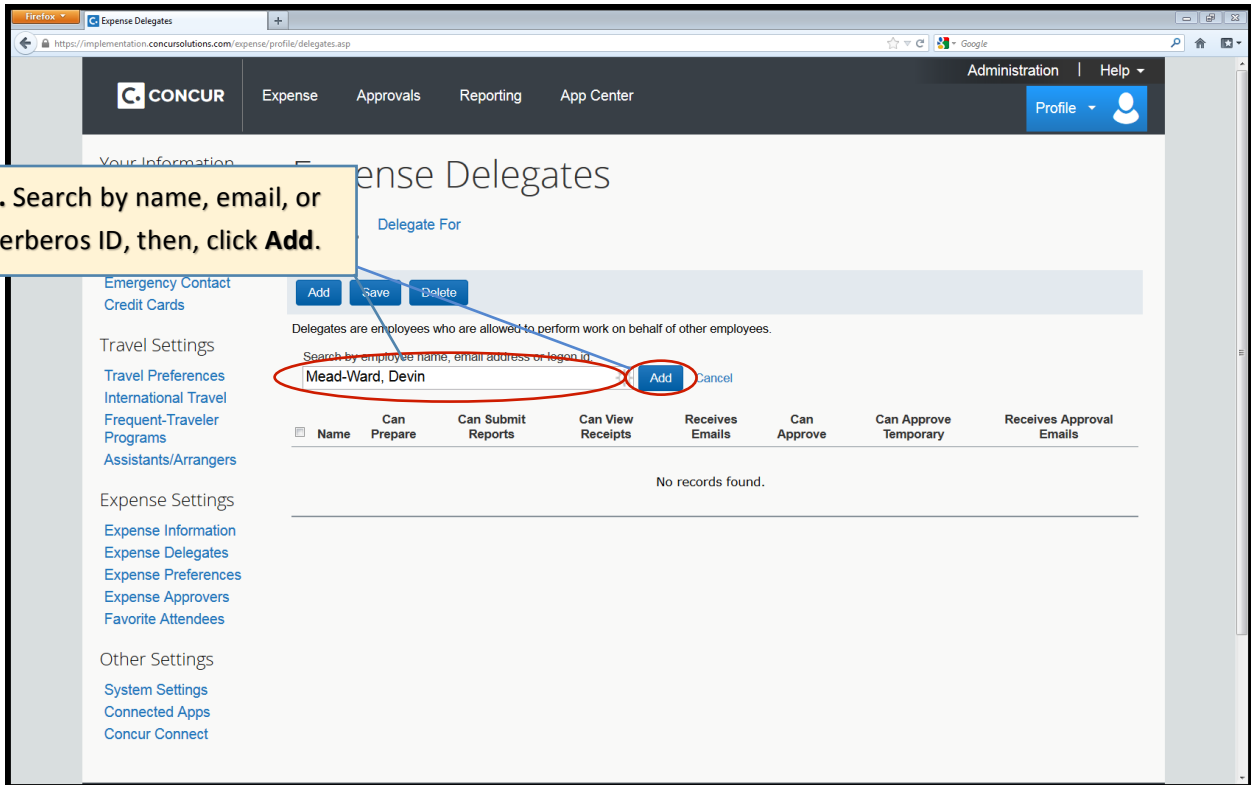


1. Click Profile.



2. Click Profile Settings.





Acting as a Delegate



If you need to submit a Concur report for another individual, you must first go into their profile to act as their delegate. To do so, follow these steps from the Concur home page:

The screenshot shows the Concur home page for user Kathleen McGrath. The navigation bar includes Home, Expense, Approvals, Reporting, App Center, Administration, and Help. The 'Profile' dropdown menu is highlighted in a red circle. A callout box with the text "1. Click on Profile." points to the dropdown. The main content area displays the Concur logo, a greeting "Hello, Kathleen", and several summary cards: "Start a Report", "Upload Receipts", "Required Approvals" (00), "Available Expenses" (00), and "Open Reports" (07). Below these are "COMPANY NOTES" and "MY TASKS" sections.

The screenshot shows the Concur home page with the "Administer for another user..." dialog box open. The search field contains "Mead-Ward, Devin" and is highlighted in a red circle. A callout box with the text "2. Search by last name, Kerberos ID, or email address." points to the search field. The dialog box also includes "Profile Settings" and "Sign Out" links, and "Cancel" and "Apply" buttons. The background shows the same Concur home page as the previous screenshot.

Firefox - Home

https://implementation.concursolutions.com/home.asp

Take a Tour

Home Expense Approvals Reporting Administration App Center Help

CONCUR

Hello, Kathleen

+ Start a Report

+ Upload Receipts

00 Required Approvals

Kathleen McG... Profile Set...

Administer for another user, Mead-Ward, Devin

Cancel **Apply**

3. Choose the person for whom you are administering and click Apply.

COMPANY NOTES

Important Notice

Before booking international travel, please review the MIT Travel Risk Policy to ensure that your travel destination is not included on list of high risk destinations.

- MIT Travel Risk Policy - http://informit.mit.edu/epr/3.1travel_risk.html
- High risk travel forms - <http://vpf.mit.edu/travel/forms>

Read more

MY TASKS

00 Required Approvals →

00 Available Expenses →

07 Open Reports →

Great! You currently have no approvals.

You currently have no available expenses.

09/08 New Orleans Conference- Hotel \$1,000.00

Firefox - Home

https://implementation.concursolutions.com/home.asp

Home Expense

CONCUR

Hello, Kathleen

+ Start a Report

+ Upload Receipts

00 Available Expenses

01 Open Reports

Administer for Mead-Ward, Devin

4. You are now administering for the other person and can submit and view expense reports on their behalf.

COMPANY NOTES

Important Notice

Before booking international travel, please review the MIT Travel Risk Policy to ensure that your travel destination is not included on list of high risk destinations.

- MIT Travel Risk Policy - http://informit.mit.edu/epr/3.1travel_risk.html
- High risk travel forms - <http://vpf.mit.edu/travel/forms>

Read more

TASKS

00 Available Expenses →

User currently has no available expenses.

01 Open Reports →

08/23 Test- Devin \$1,446.72

5. To stop administering for that person, click **End admin session**.

The screenshot shows the Concur web application interface. At the top, there are navigation tabs for 'Home' and 'Expense'. The user is logged in as 'Kathleen' and is administering for 'Mead-Ward, Devin'. A dropdown menu is open, showing 'Profile Settings' and 'Sign Out'. The 'End admin session' button is circled in red. Below the navigation, there is a 'COMPANY NOTES' section with an 'Important Notice' about international travel. The 'TASKS' section shows two tasks: '00 Available Expenses' and '01 Open Reports'. The 'Open Reports' task shows a report for '08/23 Test- Devin' with a value of '\$1,446.72'.

Using the Itemization Wizard

Itemizing within Concur refers to breaking an expense up into two or more sub-expense types. In this example below, we will break a meals expense up into meals and alcohol.

Within the body of your Concur report, in the expense list, click into the **Expense** you need to itemize. This will open the **Expense Detail** window.

The screenshot shows the Concur Expense Center interface. The main content area displays a table of expenses with the following data:

Date	Expense	Amount	Requested
08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

The 'Expense Detail' window is open for the selected expense. It includes the following fields and options:

- Expense Type: Meals (Breakfast/Lunch/Dir)
- Alcohol: Y
- Transaction Date: 08/27/2014
- City: Denver, Colorado
- Payment Type: Out of Pocket
- Amount: 60.00 USD
- Vendor Name: (empty)
- Number of Meals: (empty)
- Personal Expense (do not reimburse):
- Comment: (empty)

At the bottom right of the Expense Detail window, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. The 'Itemize' button is circled in red.

1. Click into the **Expense** to bring up the **Expense Detail** window.

Expense Detail window

2. Click **Itemize** at the bottom-right of the **Expense Detail** window. The itemization wizard will appear.

Firefox Expense Center
 https://implementation.concursolutions.com/expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Manage Expenses Process Reports

Denver Conference- APS

Delete Report Submit Report

+ New Expense + Quick Expenses Details Receipts Print Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Meals (Breakfa...	08/27/2014	\$60.00	You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)

Expenses

Date	Expense	Amount	Requested
08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)

Expense Meals

Total Amount: \$60.00 | Itemized: \$0.00 | Remaining: \$60.00

Amount Personal Expense (do not reimburse)

Meals (Breakfast/Lunch/Dinner)

Alcohol

You can optionally enter amounts for these expenses, too.

Dependent Care

Non Recoverable Expenses

Spousal and Family Travel

TOTAL AMOUNT \$60.00 TOTAL REQUESTED \$60.00

Save Itemizations Cancel

Itemization Wizard

Firefox Expense Center
 https://implementation.concursolutions.com/expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Manage Expenses Process Reports

Denver Conference- APS

Delete Report Submit Report

+ New Expense + Quick Expenses Details Receipts Print Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Meals (Breakfa...	08/27/2014	\$60.00	You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)

Expenses

Date	Expense	Amount	Requested
08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)

Expense Meals

Total Amount: \$60.00 | Itemized: \$60.00 | Remaining: \$0.00

Amount Personal Expense (do not reimburse)

Meals (Breakfast/Lunch/Dinner) 40.00

Alcohol 20.00

You can optionally enter amounts for these expenses, too.

Dependent Care

Non Recoverable Expenses

Spousal and Family Travel

TOTAL AMOUNT \$60.00 TOTAL REQUESTED \$60.00

Save Itemizations Cancel

3. Add itemizations until Remaining equals \$0.00.

4. Once you have entered all your itemizations, click Save Itemizations.

Enter the amount for each itemization to reach the expense total. In this example, the two itemizations are **Meals**, \$40.00, and **Alcohol**, \$20.00. The itemization wizard will show the most common itemization expense types at the top (and less frequently used options below).

Note the totals at the top of the itemization window: **Total**, **Itemized**, and **Remaining**. You will need to add itemizations and amounts until **Remaining** equals zero.

Once you have entered expense types and amounts, click **Save Itemizations**.

A new icon (arrow) will appear on the left-hand side of the **Expense** line item within the **Expenses** list. Click on the icon to show or hide the **Itemization Detail**.

The screenshot displays the Concur Expense management interface. At the top, there is a navigation bar with 'CONCUR' logo and tabs for 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main header shows 'Denver Conference- APS' with 'Delete Report' and 'Submit Report' buttons. Below the header, there are buttons for 'New Expense' and 'Quick Expenses', along with 'Details', 'Receipts', and 'Print' options. The 'Expenses' section contains a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The table lists three expense items: 'Meals (Breakfast/Lunch/Dinner) Denver, Colorado' for \$60.00, 'Meals (Breakfast/Lunch/Dinner)' for \$40.00, and 'Alcohol' for \$20.00. A red circle highlights a small downward arrow icon on the left side of the first row. A callout box points to this icon with the text: 'This arrow indicates an itemized expense. Click on it to show or hide the itemizations.' To the right of the table is the 'Expense' detail window, which shows 'Total Amount: \$60.00 | Itemized: \$60.00 | Remaining: \$0.00'. The window contains fields for 'Expense Type' (Meals (Breakfast/Lunch/Dinner)), 'Alcohol' (Y), 'Transaction Date' (08/27/2014), 'City' (Denver, Colorado), 'Payment Type' (Out of Pocket), 'Amount' (60.00 USD), 'Vendor Name', and 'Number of Meals'. At the bottom of the window are buttons for 'Save', 'Add Itemization', 'Attach Receipt', and 'Cancel'. At the bottom of the main interface, there are summary fields for 'TOTAL AMOUNT \$60.00' and 'TOTAL REQUESTED \$60.00'.

Date	Expense	Amount	Requested
08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00
08/27/2014	Meals (Breakfast/Lunch/Dinner)	\$40.00	\$40.00
08/27/2014	Alcohol	\$20.00	\$20.00

TOTAL AMOUNT: \$60.00
TOTAL REQUESTED: \$60.00

Instructions for documenting and itemizing the lowest coach fare and airfare difference when business class is flown:

Business class airfare (or first class if business isn't available on that flight) is only reimbursable when a flight has an in-air flying time of 6 hours or more or when a round-trip ticket has legs over 6 hours. The difference between the lowest equivalent coach fare and the actual business class ticket must be itemized as expense type "airfare difference" and allocated to a non-sponsored cost object. This is necessary since the difference between coach and business needs to map to the unallowable GL (general ledger) account.

To document and itemize the lowest coach fare and airfare difference, and allocate if needed, follow these steps:

1. If you have booked your business class tickets through our preferred travel agency, Travel Collaborative, the agent should provide the lowest coach fare on the itinerary:

The image shows a screenshot of a travel ticket receipt. A yellow callout box on the left contains the text "Lowest coach airfare quote" with a blue line pointing to a red-bordered box on the receipt. The receipt is titled "Ticket Information" and contains the following details:

USD	* 5,601.90
USD	* 34.00
SubTotal	USD 5,635.90
Net Credit Card Billing	* USD 5,635.90
Total Amount Due	USD 0.00

Below the pricing table, a red-bordered box highlights the text: "USD1490.10 - LOWEST AVAILABLE ECONOMY CLASS FARE". At the bottom of the receipt, there is a small disclaimer: "Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges."

If the lowest coach quote has been provided, make sure it's attached with the receipts and then skip to step 6 (itemizing a business class airfare expense).

If the lowest coach quote has not been provided, start with Step 1 (next page).

Documenting an equivalent lowest coach fare when it is not provided by a travel agent:

If you booked the airfare on your own, please use Expedia or an equivalent travel booking website to look up a trip between the same departure and destination airports, for the same days of the week, 4-5 weeks in the future, avoiding major holidays. In this example, we will look up a coach fare for a business class trip to Edinburgh:

DATE: Sun, Jun 07

Flight: DELTA AIR LINES INC			
From	BOSTON, MA	Departs	7:39pm
To	PARIS DE GAULLE, FRANCE	Arrives	8:35am
Departure Terminal	A	Arrival Terminal	2E
Duration	08hr(s) :56min(s)	Class	Business
Type	76W	Meal	Dinner
Stop(s)	Non Stop		
Seat(s) Details		Seat(s) - 06A	

1. This business class ticket is from Boston to Edinburgh, UK, round trip, leaving Sunday, June 7, and returning Sunday, June 14.

DATE: Mon, Jun 08

Flight: DELTA AIR LINES INC			
From	PARIS DE GAULLE, FRANCE	Departs	10:05am
To	EDINBURGH, UNITED KINGDOM	Arrives	11:05am
Departure Terminal	2E	Class	Business
Duration	02hr(s) :00min(s)	Meal	
Type	RJ85-REGIONAL JET 85		
Stop(s)	Non Stop		
Seat(s) Details		Seat(s) - 02A	

DATE: Sun, Jun 14

Flight: DELTA AIR LINES INC			
From	EDINBURGH, UNITED KINGDOM	Departs	11:45am
To	PARIS DE GAULLE, FRANCE	Arrives	2:50pm
		Arrival Terminal	2E
Duration	02hr(s) :05min(s)	Class	Business
Type	RJ85-REGIONAL JET 85	Meal	
Stop(s)	Non Stop		
Seat(s) Details		Seat(s) - 03F	

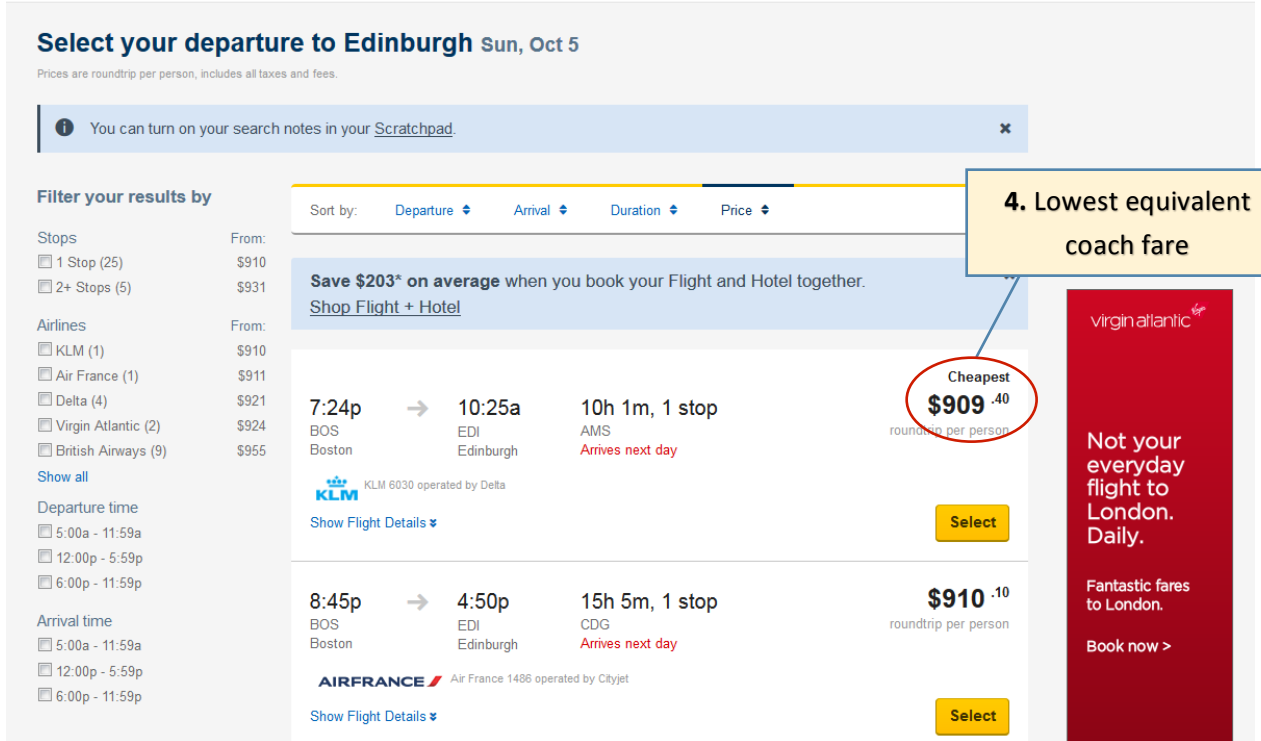
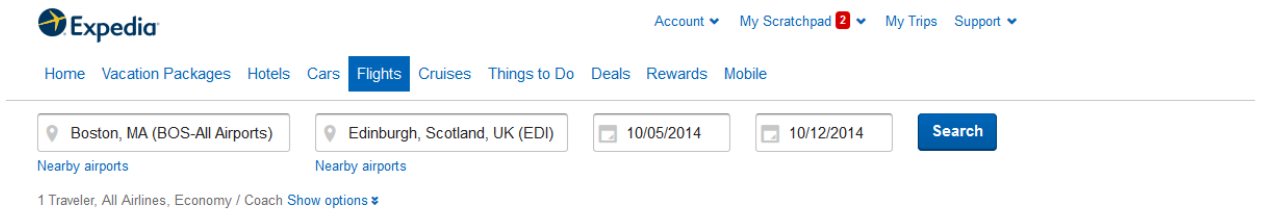
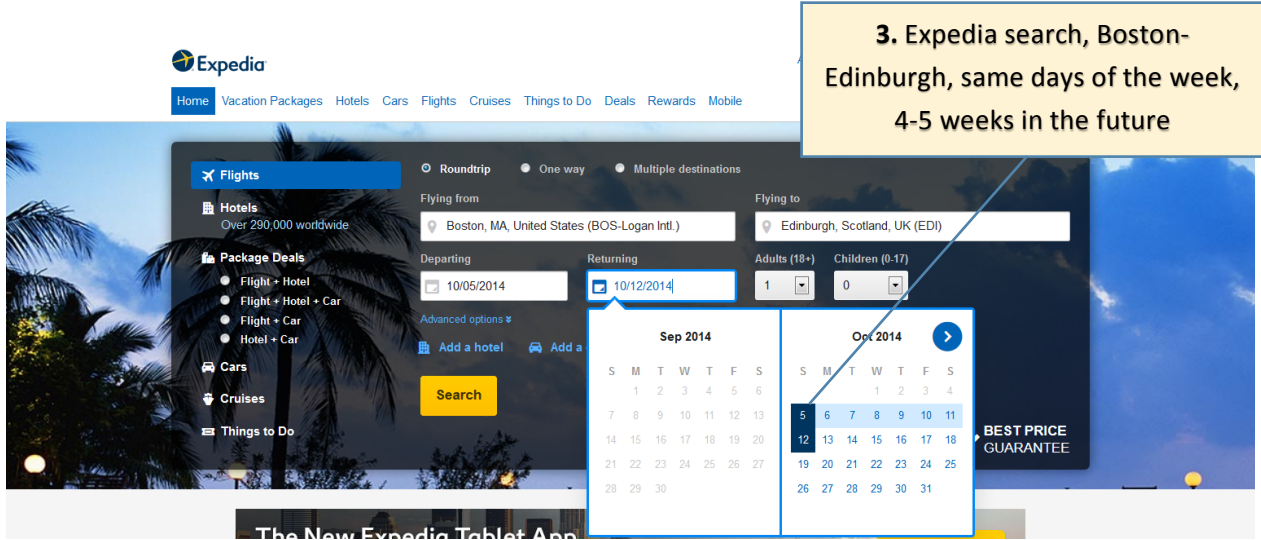
DATE: Sun, Jun 14

Flight: DELTA AIR LINES INC Operated by: AIR FRANCE			
From	PARIS DE GAULLE, FRANCE	Departs	4:45pm
To	BOSTON, MA	Arrives	6:25pm
Departure Terminal	2E	Arrival Terminal	E
Duration	07hr(s) :40min(s)	Class	Business
Type	BOEING 744 JET	Meal	Dinner
Stop(s)	Non Stop		
Seat(s) Details		Seat(s) - 06L	

Ticket Information

Ticket Number USD * 7,249.10

2. So, to find an equivalent lowest coach fare we will look up a round trip from Boston to Edinburgh, 4-5 weeks in the future, from a Sunday to the next Sunday.



5. Once you have a lowest coach quote, attach an image of the quote with the receipts in your Concur report (**Receipts>Attach receipt images**). Then, you will need to itemize the airfare expense.

How to itemize a business class airfare expense:

6. Once you have created or imported your airfare expense, change the class of service to business and click Itemize.

7. Within the Itemization Wizard, Enter the lowest coach amount as **Airfare and the remaining amount as **Airfare Difference**.**

8. Click Save Itemizations.

9. If you entered a non-sponsored cost object in the report header, you are all set.

If you entered a sponsored cost object in the report header, please allocate the **Airfare Difference** itemization to a non-sponsored cost object (see following steps).

How to allocate an airfare difference itemization to a non-sponsored cost object:

1. Click on the itemization arrow so it's pointing down and shows the detail below.

The screenshot shows the Concur Expense Center interface. At the top, there are navigation tabs for 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation, there's a header for 'Expense Center' and a search bar. The main content area is titled 'Adding New Expense' and contains a table with the following data:

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	06/03/2014	Airfare Delta Air Lines	\$7,249.10	\$7,249.10
<input type="checkbox"/>	06/03/2014	Airfare Difference (ex: Coach vs	\$6,339.70	\$6,339.70
<input type="checkbox"/>	06/03/2014	Airfare	\$909.40	\$909.40

At the bottom of the table, there are summary rows: 'TOTAL AMOUNT \$7,249.10' and 'TOTAL REQUESTED \$7,249.10'. To the right of the table, there are sections for 'New Expense' and 'Recently Used Expense Types'.

2. Click the check box on the Airfare Difference itemization line item.

The screenshot shows the Concur Expense Center interface with the 'Itemization' form open. The form is titled 'Itemization' and contains the following data:

Total Amount: \$7,249.10 | Itemized: \$7,249.10 | Remaining: \$0.00

Expense	Amount	Requested		
<input type="checkbox"/>	06/03/2014	Airfare Delta Air Lines	\$7,249.10	\$7,249.10
<input checked="" type="checkbox"/>	06/03/2014	Airfare Difference (ex: Coach vs	\$6,339.70	\$6,339.70
<input type="checkbox"/>	06/03/2014	Airfare	\$909.40	\$909.40

At the bottom of the table, there are summary rows: 'TOTAL AMOUNT \$7,249.10' and 'TOTAL REQUESTED \$7,249.10'. The 'Itemization' form contains the following fields:

- Expense Type: Airfare Difference (ex: Coa)
- Transaction Date: 06/03/2014
- Business Purpose: [Empty]
- Vendor Name: Delta Air Lines
- City: [Empty]
- Payment Type: Out of Pocket
- Amount: 6,339.70 USD
- Personal Expense (do not reimburse):
- Comment: [Empty]

At the bottom right of the form, there are three buttons: 'Save', 'Allocate', and 'Cancel'. The 'Allocate' button is circled in red.

3. Then click Allocate.

This will bring up the Allocation Window.



Expense Center | Expense | Approvals | Reporting | App Center | Administration | Help

Allocations for Report: Edinburgh trip

Total: \$6,339.70

Percentage	Cost Object	Code
100	TRAVEL/HQ	1633540

Type to search by:

- (1633500) VPF-M&S
- (1633540) TRAVEL/HQ
- (1000000) TTEST
- (1030400) MIDDLE INCOME LOAN FUND
- (1000000) TTEST
- (1000001) TEST COST CENTER AUTHORIZATIONS

Save Cancel

TOTAL AMOUNT: \$7,249.10 | TOTAL REQUESTED: \$7,249.10

4. Type the non-sponsored cost object you want to use into the cost object field and select it from the drop-down menu.

5. Click Save.

6. Success! Your airfare difference itemization has been allocated. Click OK and then Done.

Success

Allocations have been saved.

OK

Done

Expense Center | BOS to EDI Flights | Expedia

CONCUR | Expense | Approvals | Reporting | App Center | Administration | Help | Profile

Manage Expenses | Process Reports

Edinburgh trip

+ New Expense | + Quick Expenses | Details | Receipts | Print

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	06/03/2014	Airfare Delta Air Lines	\$7,249.10	\$7,249.10
<input type="checkbox"/>	06/03/2014	Airfare	\$909.40	\$909.40
<input checked="" type="checkbox"/>	06/03/2014	Airfare Difference (ex: Coach vs	\$6,339.70	\$6,339.70

Itemization

Total Amount: \$7,249.10 | Itemized: \$7,249.10 | Remaining: \$0.00

Expense Type: Airfare Difference (ex: Coa... | Transaction Date: 06/03/2014

Business Purpose: | Vendor Name: Delta Air Lines

City: | Payment Type: Out of Pocket

Amount: 6,339.70 USD | Personal Expense (do not reimburse):

Comment:

Save | Allocate | Cancel

TOTAL AMOUNT: \$7,249.10 | TOTAL REQUESTED: \$7,249.10

7. Hover over the allocation pie chart icon to confirm the cost object(s) you've allocated to.

Allocations

Percentage	Cost Object	Code
100	(1633540) TRA...	1633540

Remember, when business class airfare is being claimed from MIT, make sure to **document** the lowest coach fare, **itemize** the airfare and airfare difference and then **allocate** the difference to a non-sponsored account if needed.



Document



Itemize



Allocate

Using the Mileage Calculator Tool

1. Click New Expense.

2. Enter the expense type Personal Car Mileage.

The screenshot shows the Concur Expense Center interface for a report titled "Denver Conference- APS". The "New Expense" button is circled in red. The "Expense" field contains the text "perso". The "All Expense Types" section is expanded to show "A. Transportation", with "Personal Car Mileage" circled in red. A table of existing expenses is visible on the left, and a summary of totals is at the bottom.

Date	Expense	Amount	Requested
08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

TOTAL AMOUNT: \$60.00
TOTAL REQUESTED: \$60.00

3. Enter the date of travel in the Transaction Date field.

Expense Center

Expense Approvals Reporting App Center

Administration Help

Profile

Process Reports

Conference- APS

Delete Report Submit Report

Quick Expenses Details Receipts Print

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

View Reimbursement Rates

Expense Type: Personal Car Mileage

Transaction Date: 08/27/2014

From Location: To Location:

Distance: Amount: 0 : 0.00 USD

Comment:

Mileage Calculator

TOTAL AMOUNT: \$60.00 TOTAL REQUESTED: \$60.00

Save Allocate Attach Receipt Cancel

4. Click on the Mileage Calculator.

CONCUR Expense Approvals Reporting App Center

Administration Help

Profile

Manage Expense

Denver

New Expense

Expenses

Adding New Expense

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

Calculate Route

Map

Submit Report

Receipt Store

0.0 MI

Terms of Use

Add Mileage to Expense Cancel

TOTAL AMOUNT: \$60.00 TOTAL REQUESTED: \$60.00

Save Allocate Attach Receipt Cancel

5. This will open a link to Google Maps. Enter your start and end points.

Note: For greater accuracy enter exact street addresses.

Firefox Expense Center
 https://implementation.concursolutions.com/expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- 600 Technology Square, Massachusetts I
- Columbia University

Calculate Route

Map

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 0.0 MI

Map data ©2014 Google

Submit Report Receipt Store

6. Once you have entered your waypoints, click Calculate Route.

TOTAL AMOUNT \$60.00 TOTAL REQUESTED \$60.00

Save Allocate Attach Receipt Cancel

Firefox Expense Center
 https://implementation.concursolutions.com/expense/client/default.asp

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

- 600 Technology Square, Massachusetts I
- Columbia University, 116th St, New York

206.4 MI Personal

Calculate Route Make Round Trip

Directions

Suggested routes:

- I-90 W and CT-15 S 207 mi - about 3 hours 25 mins
- I-90 W 207 mi - about 3 hours 31 mins
- I-84 217 mi - about 3 hours 33 mins

A 593-619 Main Street, Massachusetts Institute of Technology, Cambridge, MA 02139, USA

207 mi - about 3 hours 25 mins

- Head east on Main St toward Albany St 312 ft
- Take the 1st right onto Albany St 0.3 mi

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 206.4 MI

Map data ©2014 Google

Submit Report Receipt Store

7. If the system calculates the correct route, click Add Mileage to Expense.

TOTAL AMOUNT \$60.00 TOTAL REQUESTED \$60.00

Save Allocate Attach Receipt Cancel

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Manage Expenses Process Reports

Denver Conference- APS

Delete Report Submit Report

New Expense Quick Expenses Details Receipts Print

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

New Expense View Reimbursement Rates Receipt Store

Expense Type: Personal Car Mileage Transaction Date: 08/27/2014 Purpose of the Trip:

From Location: 600 Technology Square, Massa To Location: Columbia University, 118th St, N Payment Type:

Distance: 206 Amount: 115.36 USD Comment:

Mileage Calculator

8. Concur will calculate the dollar amount based on distance and the mileage rate on the transaction date.

9. Click Save.

TOTAL AMOUNT: \$60.00 TOTAL REQUESTED: \$60.00

Save Allocate Attach Receipt Cancel

Attaching a Missing Receipt Affidavit to an Expense

In the event that a receipt is required but is not available and a reprint cannot be obtained from the vendor, a Missing Receipt Affidavit can be created in place of a receipt to confirm that the expense is a valid business expense.

Please note that the Missing Receipt Affidavit is a last resort when no receipt can be obtained and should only be used after attempts are made to recover a receipt. The expense needs to be classified as “non recoverable expenses” and allocated to a non-sponsored account.

To create a Missing Receipt Affidavit, click into the expense line item that is missing a receipt to bring up the expense detail window and follow the steps below.

1. Change the expense type to Non Recoverable Expenses.

Expenses	Date	Expense	Amount*	Requested
<input type="checkbox"/>	08/27/2014	Personal Car Mileage	\$115.36	\$115.36
<input checked="" type="checkbox"/>	08/27/2014	Meals (Breakfast/Lunch/Dinner)	\$90.00	\$90.00
<input type="checkbox"/>	08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

TOTAL AMOUNT: \$265.36
TOTAL REQUESTED: \$265.36

2. Click Save.

Expense Type: non
Alcohol: N
J.Other
Non Recoverable Expenses
Payment Type: Out of Pocket
Amount: 90.00 USD
Vendor Name:
Number of Meals:
 Personal Expense (do not reimburse)
Comment:
Save Itemize Allocate Attach Receipt Cancel

Expense Center

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Manage Expenses Process Reports

Denver Conference- APS

Delete Report Submit Report

New Expense Quick Expenses Details Receipts Print

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	08/27/2014	Personal Car Mileage	\$115.36	\$115.36
<input checked="" type="checkbox"/>	08/27/2014	Non Recoverable Expenses	\$90.00	\$90.00
<input type="checkbox"/>	08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

TOTAL AMOUNT \$265.36 TOTAL REQUESTED \$265.36

Expense Receipt Image Receipt Store

Expense Type: Non Recoverable Expense Transaction Date: 08/27/2014

Business Purpose: Vendor Name:

City: Payment Type: Out of Pocket

Amount: 90.00 USD

Comment:

Personal Expense (do not reimburse)

Save Itemize Allocate Attach Receipt Cancel

3. Click Attach Receipt.

Expense Center

CONCUR Expense Approvals Reporting App Center Administration Help Profile

Manage Expenses Process Reports

Denver Conference

Delete Report

New Expense Quick Expenses Details

Expenses	Date	Expense	Amount	Requested
<input type="checkbox"/>	08/27/2014	Personal Car Mileage	\$115.36	\$115.36
<input checked="" type="checkbox"/>	08/27/2014	Non Recoverable Expenses	\$90.00	\$90.00
<input type="checkbox"/>	08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

TOTAL AMOUNT \$265.36 TOTAL REQUESTED \$265.36

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

No Receipt? Create a missing Receipt Affidavit [here.](#)

File Selected for uploading: Browse... Attach

No file selected

Or choose a Receipt Store image.

Receipt Store Images Attach

DOC (8).pdf DOC (8).pdf

Cancel

Save Itemize Allocate Attach Receipt Cancel

4. Click Create a missing Receipt Affidavit here.

5. Click the check box next to the expense that is missing a receipt.

6. Click Accept & Create.

Missing Receipt Affidavit

Use the Missing Receipt Affidavit feature to indicate that do not have a receipt for a valid business related transaction.

To create an affidavit, choose from the Expense(s) below that require a Receipt

<input type="checkbox"/>	Expense	Date	Amount
<input type="checkbox"/>	Personal Car Mileage		
<input checked="" type="checkbox"/>	Non Recoverable Expenses	08/27/2014	\$90.00
<input type="checkbox"/>	Meals (Breakfast/Lunch/Dinner) Denver, Colorado		

By using the Missing Receipt Affidavit feature I certify that I do not have a receipt, but this transaction is a valid business transaction that conforms to MIT's travel and expense policy. Expenses must be classified as a Nonrecoverable expense type and cannot be charged to a sponsored account.

Accept & Create

TOTAL AMOUNT \$265.36 TOTAL REQUESTED \$265.36

7. A receipt image icon will appear on the expense line item.

Conference- APS

<input type="checkbox"/>	Date	Expense	Amount	Requested
<input type="checkbox"/>	08/27/2014	Personal Car Mileage	\$115.36	\$115.36
<input checked="" type="checkbox"/>	08/27/2014	Non Recoverable Expenses	\$90.00	\$90.00
<input type="checkbox"/>	08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

Expense Receipt Image

Expense Type: Non Recoverable Expense

Transaction Date: 08/27/2014

Business Purpose: []

Vendor Name: []

City: []

Payment Type: Out of Pocket

Amount: \$90.00 USD

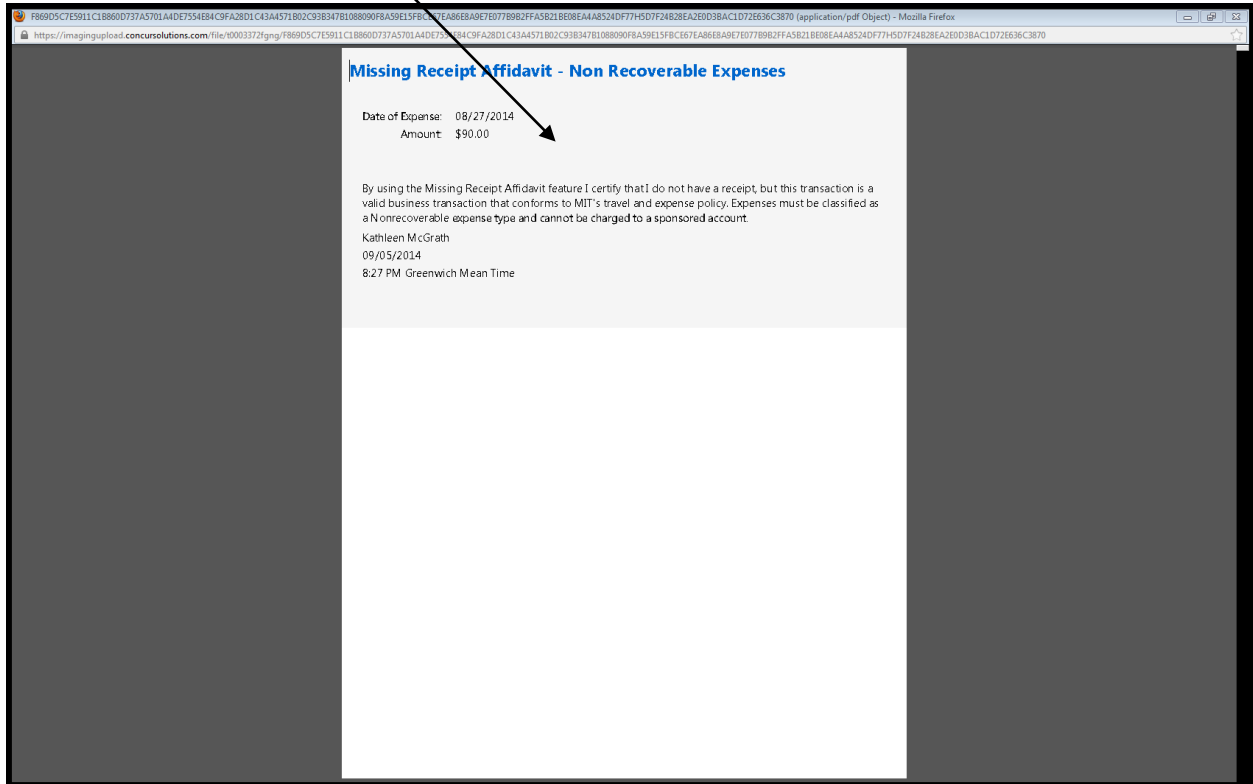
Personal Expense (do not reimburse)

Comment: []

TOTAL AMOUNT \$265.36 TOTAL REQUESTED \$265.36

Save Itemize Allocate Attach Receipt Cancel

8. Hover over the receipt image icon or click **Receipts>View receipts in new window** to view the Missing Receipt Affidavit you've created.



Please make sure that the expense is being charged to a non-sponsored cost object. If you entered a sponsored cost object into the report header then you will need to allocate the expense that is missing a receipt to a non-sponsored cost object (see allocation quick card for allocation instructions).

How to Mark an Itemization as Personal

When the MIT Travel Card is used for a non-reimbursable expense, that amount needs to be itemized as personal. If the personal expense amount is greater than the out-of-pocket amount, the traveler will need to reimburse MIT.

Marking an itemization as personal will subtract that amount from the total claimed. Concur will net any personal amount against the out-of-pocket total for the report. If the itemization marked personal is within a Travel Card charge, and the personal expense total is greater than the traveler's out-of-pocket expenses, then the traveler will owe MIT. If the personal expense total is less than the out-of-pocket expense amount, the traveler will not owe anything (but the personal amount will be subtracted from their reimbursement).

Instructions for itemizing a portion of an expense as personal:

The screenshot displays the Concur Expense Center interface. The main content area shows a list of expense lines for a report titled "er Conference- APS". The selected line is "08/27/2014 Meals (Breakfast/Lunch/Dinner) Denver, Colorado" with an amount of \$60.00. A callout box on the left says "Click the expense line item to bring up the Expense Detail." The right side of the screen shows the "Expense Detail" form for "Meals". The form includes fields for Expense Type (Meals), Transaction Date (09/27/2014), Payment Type (Out of Pocket), Amount (60.00), and City (Denver, Colorado). A callout box on the right says "Click Itemize." The "Itemize" button at the bottom of the form is circled in red.

Expense	Amount	Requested
014 Personal Car Mileage	\$115.36	\$115.36
014 Non Recoverable Expenses	\$90.00	\$90.00
08/27/2014 Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

TOTAL AMOUNT: \$265.36
TOTAL REQUESTED: \$265.36

Expense Detail: Total Amount: \$60.00 | Itemized: \$60.00 | Remaining: \$0.00

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

Enter expense types and amounts.

Click the **Personal Expense** check box to mark an itemization as personal.

Expense Center

CONCUR Expense Approvals Reporting App Center

Administration Help Profile

Manage Expenses Process Reports

Denver Conference- APS

Delete Report Submit Report

New Expense Quick Expenses Details Receipts Print

Exceptions

Expense	Date	Amount	Exception
Meals (Breakfast/Lunch/Dinner)	08/27/2014	\$60.00	You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)

Expenses

Date	Expense	Amount	Requested
08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

Total Amount: \$60.00 | Itemized: \$60.00

Meals (Breakfast/Lunch/Dinner) Amount: 40.00 Personal Expense (do not reimburse)

Alcohol Amount: 20.00

You can optionally enter amounts for these expenses, too.

Dependent Care

Non Recoverable Expenses

Spousal and Family Travel

TOTAL AMOUNT \$60.00 TOTAL REQUESTED \$60.00

Save Itemizations Cancel

To verify the amount due to MIT or to the traveler, click **Details** → **Totals**.

Expense Center

CONCUR Expense Approvals Reporting App Center

Administration Help Profile

Process Reports

Denver Conference- APS

Delete Report Submit Report

New Expense Quick Expenses Details Receipts Print

Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Meals (Breakfast/Lunch/Dinner)	08/27/2014	\$60.00	You must itemize this expense and separate out the alcohol portion of the charge. (Note: Alcohol can not be charged to a WBS Account.)

Expenses

Date	Expense	Amount	Requested
08/27/2014	Meals (Breakfast/Lunch/Dinner) Denver, Colorado	\$60.00	\$60.00

Total Amount: \$60.00 | Itemized: \$60.00 | Remaining: \$0.00

Meals (Breakfast/Lunch/Dinner) Amount: 40.00 Personal Expense (do not reimburse)

Alcohol Amount: 20.00

You can optionally enter amounts for these expenses, too.

Dependent Care

Non Recoverable Expenses

Spousal and Family Travel

TOTAL AMOUNT \$60.00 TOTAL REQUESTED \$60.00

Save Itemizations Cancel

If the traveler will receive a reimbursement, that amount will show up under **Amount Due Employee**.

If the traveler owes MIT for personal expenses on the Travel Card, that amount will show up under **Amount Owed Company**.

Expense Report	
Report Total :	\$60.00
Less Personal Amount :	\$0.00
Amount Claimed :	\$60.00
Amount Rejected :	\$0.00

Company Disbursements	
Amount Due Employee :	\$60.00
Total Paid By Company :	\$60.00

Employee Disbursements	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

TOTAL AMOUNT \$60.00 TOTAL REQUESTED \$60.00

If an amount shows up under **Amount Owed Company**, the traveler will need to write a check to MIT for that amount. Please obtain a check payable to MIT for the amount due, print out the MIT Detailed Report (under print/email), clip the check to the printout and mail to VPF Travel Services, NE49-4037.

Also add a comment (**Details** → **Comments**) confirming that the check is being mailed to VPF Travel Services before submitting the report.

*Note: If an entire Travel Card charge should be marked as personal, simply click into the expense to bring up the expense detail, then click the **Personal** check box within the expense detail and click **Save**.*

How to Manually Add an Additional Approver to Workflow

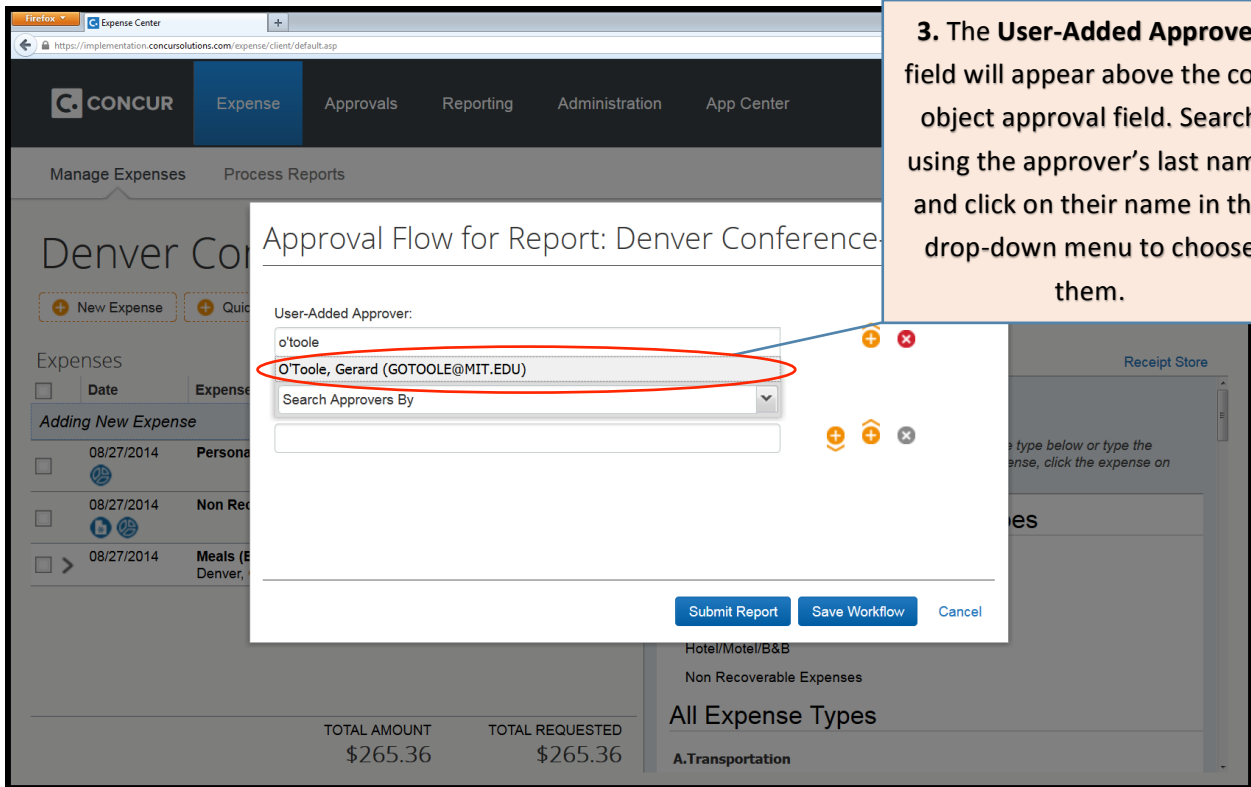
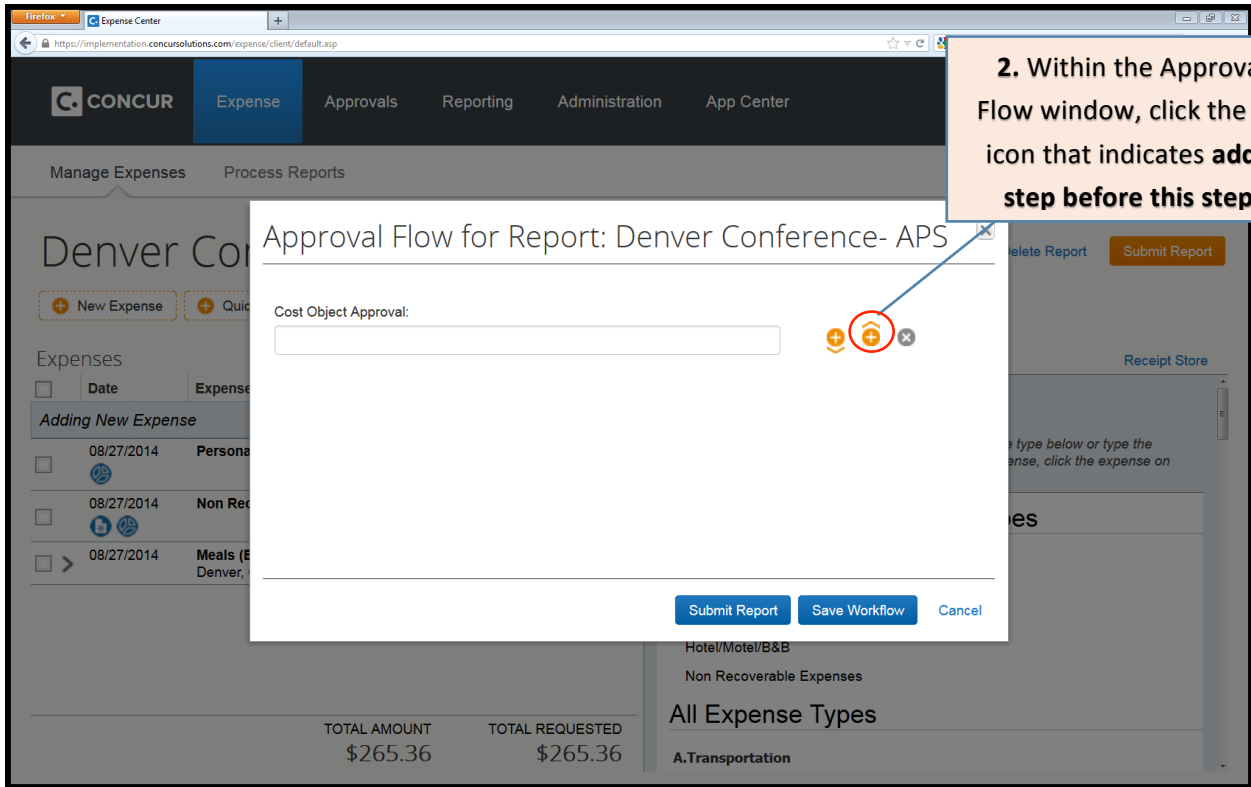
When a Concur report is submitted it will automatically route to the approver(s) for the cost object(s) used. However, there are a few scenarios where you will need to manually add an additional approver.

Scenarios for Additional Approver:

- If you happen to be the cost object approver as well as the traveler on a given report. You will need a second person in your area to review your expenses.
- If you are in a department that requires an additional approver as part of their workflow process.
- If your department or the VPF Travel office has requested that you add a second approver for any audit/ workflow reason.

If you need to manually add an approver for any of these reasons, follow these four steps:

The screenshot shows the Concur Expense Center interface. The main heading is "Denver Conference- APS". Below this, there are buttons for "New Expense", "Quick Expenses", "Details", "Receipts", and "Print". A "Report" dropdown menu is open, showing options: "Report Header", "Totals", "Audit Trail", "Approval Flow" (circled in red), "Comments", and "Allocations". A callout box points to the "Approval Flow" option with the text: "1. Within the body of your expense report, click Details → Approval Flow." The "Expenses" table lists three items: "Personal Car Mileage" for \$115.36, "Non Recoverable Expense" for \$90.00, and "Meals (Breakfast/Lunch Denver, Colorado)" for \$60.00. The total amount and total requested are both \$265.36. The "Recently Used Expense Types" section lists: Airfare, Meals (Breakfast/Lunch/Dinner), Business Meeting/Meal (attendees), Hotel/Motel/B&B, and Non Recoverable Expenses. The "All Expense Types" section lists: A. Transportation.



4. You can then either click **Submit Report** to submit the report now or click **Save Workflow** to continue working on your report and submit later. If you click **Save Workflow** then the added approver will see the report once you finish and click **Submit**.

The screenshot displays the Concur Expense Center interface. A modal dialog box titled "Approval Flow for Report: Denver Conference- APS" is open. It contains two input fields: "User-Added Approver:" with the value "O'Toole, Gerard (GOTOOLE@MIT.EDU)" and "Cost Object Approval:". Below these fields are three sets of icons for adding, removing, and reordering approvers. At the bottom of the dialog, the "Submit Report" and "Save Workflow" buttons are circled in red. The background interface shows a list of expenses and a summary table.

TOTAL AMOUNT	TOTAL REQUESTED
\$265.36	\$265.36

Other visible text includes: "Denver Conference- APS", "New Expense", "Quick", "Expenses", "Adding New Expense", "08/27/2014", "Personal", "Non Rec", "Meals (E", "Denver,", "Hotel/Motel/B&B", "Non Recoverable Expenses", "All Expense Types", "A.Transportation", "Receipt Store", "Delete Report", "Submit Report", "Cancel".

How to Create a Report Using a Guest Profile

Within Concur, you can use a guest profile to reimburse non-MIT visitors, anyone who is not set up in the HR/Payroll system, or anyone you need to, with a paper check. The guest profile is also where you will go to expense your department card charges if you have a department travel card.

On the Concur home page, in the **Trip Search** window, make sure that you never use the **Book for a Guest** option. If you do this, you won't be able to reimburse that guest for any out-of-pocket expenses because expenses submitted under your own profile will reimburse you.

The screenshot shows the Concur home page in Internet Explorer. The browser address bar displays 'https://www.concursolutions.com/home.asp'. The page features a navigation bar with 'Home', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. A 'Take a Tour' button is present. The main content area includes a 'TRIP SEARCH' section with a 'Book for myself' option selected and a 'Book for a guest' option crossed out with a red 'X'. A black box with white text says 'Please do not use this option.' The right side of the page shows 'ALERTS' and a 'Welcome back, Administrator.' banner with '100 DAYS remain until the Enhanced UI.' and a 'Preview Settings' button. The bottom of the page has a 'COMPANY NOTES' section.

If you apply for a Department Travel Card, a guest profile will be set up for you as part of that process. If you don't have a Department Travel Card but need to reimburse non-MIT visitors, you can request a guest profile by emailing travelsupport@mit.edu.

To use your guest profile, click the **Administer for another user** icon, type in the name or email linked to that guest profile, then select it from the drop-down menu and click **Apply**.

Devin Mead-Ward
Profile Settings | Sign Out

Administer for another user...

- I am a delegate or travel assistant
- I am a proxy

Select a name

- GUEST, TRAINING_**
kmcgrath@mit.edu (Email)
- McGrath, Kathleen
KMCGRATH@MIT.EDU (Email)
- Sechrist, Kara B
SECHRIST@MIT.EDU (Email)

Important Notice

Before booking international travel, please review the MIT Travel Risk Policy to ensure that your travel destination is not included on list of high risk destinations.

- MIT Travel Risk Policy - http://informit.mit.edu/epr/3.1travel_risk.html
- High risk travel forms - <http://vpf.mit.edu/travel/forms>

Read more

MY TASKS

01 Required Approvals → Kathleen M. New Test Report \$3,028.00 — Expense	99+ Available Expenses → 09/22 MEHAK INDIAN CUISINE \$27.22	02 Open Reports → Denver Conference- APS \$388.73
-----------------------------------------------------------------------------------------	--------------------------------------------------------------------------	----------------------------------------------------------------

Once you are in your guest profile, click **Expense → New Expense Report**. This will bring you to the report header.

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.

CONCUR Expense

Manage Expenses

New Expense Report

Report Date 09/10/2014	Report Name []	Report Key []	Guest Traveler Type []
Cost Object []	Trip Start Date []	Trip End Date []	Destination []
Guest Name []	Guest Address []	Guest Address 2 []	Guest City []
Guest State []	Postal (ZIP) Code []	Comment []	

Next >> Cancel

Once you have filled out all the fields in the Report Header, click **Next** to import any Department Travel Card charges from this trip and then enter the guest's out-of-pocket expenses. For details on this process, see the **Submitter Training Outline** quick card.