



Submit a Report: Travel Expenses

A Report is required for all trips that incur costs paid by UA (prepaid or reimbursed). Travelers should submit their Report within 15 business days of trip completion. Except for local mileage, travel reimbursements are only issued through a Report in Concur.

Reimbursements requested more than 90 days after the completion of the trip fall outside the reasonable timeframe for IRS accountable plans. Therefore, reimbursements from applicable Reports are taxable income and reported on the employee's Form W-2. (R05.02.060(15)(k)(2))

It is recommended to start the Report as soon as the Request is fully approved. This helps the traveler manage their expenses on the go and deters outstanding card charge notifications.

1. In the Request module, open the associated Request from the Request Library and select "Create Expense Report"; use the View drop-down menu to change the filter if Request is not listed under Active Requests

REQUEST LIBRARY View Active Requests

+ Create New Request

SUBMITTED 03/11/2023	APPROVED 10/20/2022
Lasinski, J 3/11-15/23 SEA	Slavik, J 10/20-10/25 FAI-SEA
\$1,945.00	\$1,350.00
Submitted & Pending Approval by your Supervisor Miles, Travis	Approved

Slavik, J 10/20-10/25 FAI-SEA \$1,350.00

Approved | Request ID: 4Y7H

More Actions Create Expense Report

Alternatively

1. Click "Create New Report" under Manage Expenses

Manage Expenses

REPORT LIBRARY View: Active Reports

+ Create New Report

RETURNED 07/27/2021
Testing Dependent Care Expense
\$200.00
Sent Back to User



a. Select "Create From an Approved Request"

Create New Report ?

Create From an Approved Request

* Required field

Trip Name * ?

Trip Purpose *

Trip Description *

Trip Type *

Traveler Type *

b. Choose the associated Request from the list and Create Report

Available Requests

Request Name ↑↓	Request ID ↑↓	Start Date	End Date ↑↓	Cancelled ↑↓	Request Total ↑↓
<input checked="" type="radio"/> Slavik, J 10/20-10/25 FAI-SEA	4Y7H	10/20/2022	10/25/2022	No	\$1,350.00
<input type="radio"/> Geoff New Workflow test	4KFE	12/01/2021	12/07/2021	No	\$882.00

Cancel

- c. The Header information auto-populates from that Request
2. Open the Header to verify information from the Request is still accurate and make any corrections based on changes since original trip approval

Report Header

Slavik, J 10/20-10/25 FAI-SEA | \$4,225.06

* Required field

Trip Name * ?

Trip Purpose *

Trip Description *

Trip Type *

Traveler Type *

Business Travel Start Date *

Business Travel End Date *

Did this trip include personal travel? *

Personal Travel Dates

Are any expenses being paid by an external source? *

Name of external source

Estimated amount to be paid by the external source

Fund *

Org *

Department *

Campus *

Activity Code



- At the bottom of the Report Header, change the Travel Allowance answer to “Yes, I want to claim Travel Allowance” if this is the first Report for a completed trip even if traveler is not claiming per diem reimbursement (the Travel Allowance documents time in travel status)

Claim Travel Allowance

Does this trip contain "Per Diem Meals"?

Yes, I want to claim Travel Allowance

No, I do not want to claim Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Cancel Next

- Enter the Travel Allowance based on the business-only itinerary and create individual per diem expenses if needed

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Slavik, J 10/20-10/25 SEA				
Fairbanks, Alaska	10/20/2020 05:00 AM	Seattle, Washington	10/20/2020 10:00 AM	KING COUNTY, US-WA,...
Seattle, Washington	10/25/2020 11:00 PM	Fairbanks, Alaska	10/26/2020 03:00 AM	FAIRBANKS, US-AK, US

- Add UA paid and reimbursable out-of-pocket Expenses from the trip
 - Itemize expenses as needed (e.g. lodging)
 - Allocate expenses as needed

Slavik, J 10/20-10/25 FAI-SEA \$2,656.83 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>		zNotUsed-IBCP	Lodging	Noble House Seattle - King St. Station, UNITED STATES	08/15/2022	\$1,343.33	Allocated Itemized
<input type="checkbox"/>		zNotUsed-IBCP	Airfare	Alaska Airlines Juneau, Alaska	07/21/2021	\$857.99	Allocated Itemized
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem	Seattle, Washington	10/21/2022	\$79.00	\$79.00
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem	Seattle, Washington	10/22/2022	\$79.00	\$79.00



6. Attach Receipts and other pertinent or required documentation
7. Reconcile any Travel Advances (Concur will alert the user if any are available to add to a Report)

i There are cash advances available to add to this report. [View](#) x

Slavik, J 10/20-10/25 FAI-SEA \$2,113.50

Not Submitted

Copy Report
Submit Report

8. Verify all information is complete and correct then Submit Report (top right-hand corner)

Slavik, J 10/20-10/25 FAI-SEA \$2,656.83

Not Submitted

Copy Report
Submit Report

User Electronic Agreement x

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the University of Alaska and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University of Alaska in full for those expenses.

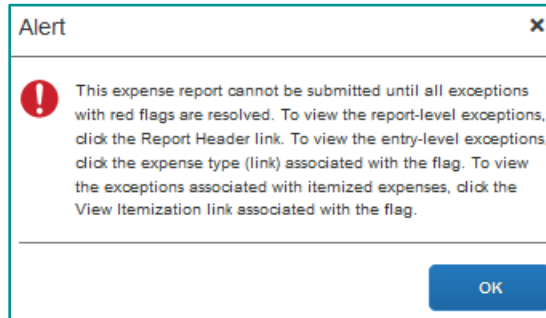
Cancel
Accept & Continue

9. Concur evaluates the Report according to audit rules defined by UA regulations and guidance
 - a. If no Exceptions are present, the Report Totals are provided for final review and then the Report is submitted for approval

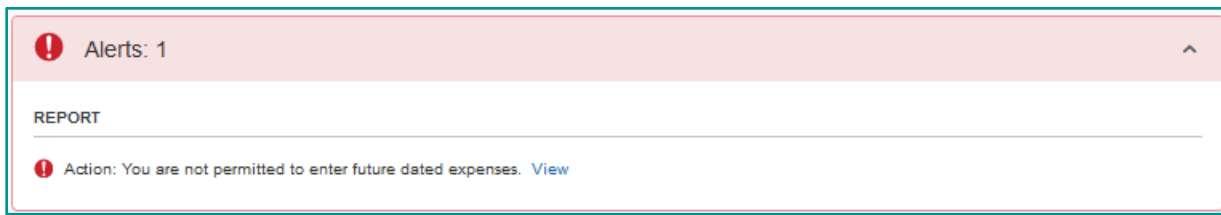
<p style="font-size: 10px;">Amount Total: \$1,767.11</p> <p style="font-size: 10px;">Less Personal Amount: \$288.15</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 10px 0;"/> <p style="font-size: 10px;">Requested Amount: \$1,478.96</p>	<p style="font-size: 10px;">Due Employee: \$362.50</p> <p style="font-size: 10px;">Amount Due (zNotUsed-IBCP): \$1,076.46</p> <p style="font-size: 10px;">Cash Advance Utilized: \$40.00</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 10px 0;"/> <p style="font-size: 10px;">Total Paid By Company: \$1,478.96</p>	<p style="font-size: 10px;">Owed Company: \$0.00</p> <p style="font-size: 10px;">Amount Owed (zNotUsed-IBCP): \$288.15</p> <hr style="border: 0; border-top: 1px solid #ccc; margin: 10px 0;"/> <p style="font-size: 10px;">Total Owed By Employee: \$288.15</p>
Cancel Submit Report		



b. If Exceptions are present



- i. The Report is not submitted, and Concur provides information on and recommended resolution for the Exceptions



- ii. Make the required corrections and click Submit Report again to re-evaluate the audit flags

10. Depending on the user’s email notification settings, the traveler and delegate receive an email notification of Report submission, return, and/or approval

11. Once Approved for payment, the Report moves off the Active Reports list and is stored in the Report Library

Troubleshoot

Problem: Report contains audit flags. How do we get rid of them?

Solution: Concur provides explanation of and suggested resolutions for Yellow Warnings and Red Exceptions. Warnings do not require resolution before submission. Exceptions clear once the issue is resolved.

Problem: Report contains red audit flags after actions were taken to correct them.

Solution: Red Exception icons are triggered when the “Submit Report” button is clicked. After the item is corrected, these icons are re-evaluated and cleared by clicking “Submit Report” again.