



Expense Dashboard

The Expense module is used to manage expenses, receipts, and expense reports. The [expense] Report is the official document for approving travel costs and dates associated with an authorized trip. It provides final documentation of the trip as it happens including detailed itemization of costs and modifications made after the Request is approved.

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.

The screenshot shows the SAP Concur Expense Dashboard. At the top is a black menu bar (1) with tabs for Requests, Travel, Expense, Approvals, and App Center. Below this is a white menu bar (2) with options: Manage Expenses, View Transactions, and Cash Advances. The main content area is titled 'Manage Expenses' and features a 'REPORT LIBRARY' section. A dropdown menu (3) is open over the 'Active Reports' view, showing options: Active Reports (selected), Sent for Payment (90 Days), Last 90 Days, This Year, Last Year, and Date Range. The report library displays a grid of report cards. Each card shows its status (e.g., NOT SUBMITTED, SUBMITTED), date, title, and amount. For example, one card shows 'Lasinski 6/5-10/2022 JNU' with a status of 'NOT SUBMITTED' and an amount of '\$1,844.02'. Another card shows 'testing request to expense' with a status of 'SUBMITTED' and an amount of '\$500.00'. At the bottom left, it says 'Displayed reports: 7, Total: 8'.

1. Black Menu Bar – Select Expense to access the Expense module
2. White Menu Bar
 - a. Manage Expenses
 - i. Active Reports
 - ii. Available Expenses
 - iii. Available Receipts
 - b. View Transactions to view a list of Company Card Charges not assigned to a Report
 - c. Cash Advances (if activated) to view a list of the user’s Cash Advances; use View drop-down menu to access Cancelled, Completed, Pending, etc.



3. Report Library

- a. View lists of Reports to check approval statuses or review previously reported expenses
- b. Use View drop-down menu to access prior Reports

Manage Expenses

REPORT LIBRARY View: This Year ?

Create New Report

Report Name	Status	Report Date	Report Date Range	Amount	Requested
Geoff New Workflow test No: NS1L09 / ID: 244EF6D139A84DD0AFC6	Not Submitted	06/23/2022	12/01/2021 - 12/07/2021	\$1,468.09	\$1,372.33
Lasinski 6/5-10/2022 JNU No: KVEMFD / ID: 6E649DDDD93848729191	Not Submitted	07/20/2022	06/05/2022 - 06/10/2022	\$1,997.74	\$1,844.02

Active Reports

REPORT LIBRARY View: Active Reports ?

	RETURNED 08/31/2020 Slavik, J 10/20-10/25 SEA \$2,257.53 Sent Back to User	NOT SUBMITTED 07/20/2022 Lasinski 6/5-10/2022 JNU \$1,844.02	NOT SUBMITTED 08/23/2022 Geoff New Workflow test \$1,372.33
	SUBMITTED 11/12/2020 testing request to expense \$500.00 Submitted & Pending Approval by your Supervisor Finsys Te...	SUBMITTED 07/30/2020 Summers, B 7/3-7/6 Denali \$667.40 Approved & In Accounting Review Not Paid	SUBMITTED 05/05/2020 Dispute & Personal Test \$325.58 Submitted & Pending Approval by your Supervisor Travis Miles

1. Select "Create New Report" to initiate a new Report from scratch (not automatically linked to a Request)
2. Provides Reports not approved for payment with their status and position in approval flow (if submitted)
3. Select a Report to open



Available Expenses & Receipts

AVAILABLE EXPENSES View: All Expenses ?

Delete Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Amount ↑↓
<input checked="" type="checkbox"/>		zNotUsed-IBCP	Per Diem Offset Meal	Cafe Monte	08/15/2022	\$45.76
<input type="checkbox"/>		zNotUsed-IBCP	Lodging	Noble House	08/15/2022	\$1,343.33
<input type="checkbox"/>		zNotUsed-IBCP	Supplies	Office Warehouse	08/15/2022	\$68.23
<input type="checkbox"/>		zNotUsed-IBCP	Car Rental	Enterprise	08/19/2021	\$385.87
<input type="checkbox"/>		zNotUsed-IBCP	Airfare	Alaska Airlines Juneau, Alaska	07/21/2021	\$857.99
<input checked="" type="checkbox"/>		Out-of-Pocket	Per Diem Offset Meal	G! APPLY AT JOBSIREDMEYER	04/19/2019	\$3.59

Displayed expenses: 6, Total: 6

AVAILABLE RECEIPTS

↑

Upload Receipt Image

5MB limit per file

SEA Cost Comparison.pdf

1. Available Expenses – List of expenses including travel card charges, itineraries, e-receipts, and uploads from ExpenseIt that are not assigned to a Report
 - a. Concur AI fills in the columns using information from the merchant; some information is changeable on the Report
 - i. Receipt if attached to the expense
 - ii. Payment Type (e.g. UA Travel card)
 - iii. Expense Type – Expense type that Concur AI thinks the expense falls under; this is changeable
 - iv. Vendor Details – Vendor name and location; this is sometimes changeable
 - v. Date – Date of transaction; this is changeable if manually uploaded by user
 - vi. Amount – Amount of transaction; this is changeable if manually uploaded by user
 - b. Click on an Expense to view its details
 - c. Users can Delete expenses except for agency and travel card charges
 - d. Select expenses and Combine Expenses in situations such as combining a charge with an itinerary
 - e. Select expense to assign it to an unsubmitted Report from the Move to dropdown menu
2. Available Receipts: Uploaded receipts not assigned to a Report or Expense