



## Submit an Expense Report for Travel Expenses

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**

<b>Pract Holl, S 1/1-5/25 ANC-MSY</b> 01/01/2025   7GGX <b>\$1,620.00</b> Ready to Book Pending on-line Booking	<b>Lasinski, J 4/1 - 4/6/24 SEA</b> 04/01/2024   7WF7 <b>\$2,524.00</b> Approved	<b>Slavik, J 10/20-10/25/23 SE</b> 10/20/2023   97MF <b>\$1,774.00</b> Approved
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**Slavik, J 10/20-10/25/23 SE \$1,774.00**  
 Approved | Request ID: 97MF

More Actions ▼ **Create Expense Report**

Alternatively

1. Click “Create New Report” under Manage Expenses

**Manage Expenses**

**Report Library** + Create New Report

View: Active Reports ▼

<b>Slavik, J 10/20-10/25 FAI-SEA</b> 08/29/2022 <b>\$2,923.86</b> Returned Sent Back to User	<b>Dispute &amp; Personal Test</b> 08/28/2022 <b>\$325.58</b> Returned Sent Back to User Travis Miles
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a. Select "Create From an Approved Request"

Create New Report ? x

Create From an Approved Request

\* Required field

Trip Name \* ?

Trip Purpose \*

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

Available Requests x

	Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
<input type="radio"/>	Lasinski, J 4/1 - 4/6/24 SEA	7WF7	04/01/2024	04/06/2024	No	\$2,524.00	\$2,524.00	\$2,524.00
<input checked="" type="radio"/>	Slavik, J 10/20-10/25/23 SE	97MF	10/20/2023	10/25/2023	No	\$1,774.00	\$1,774.00	\$1,774.00

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 x

Slavik, J 10/20-10/25 SEA | \$1,076.46

\* 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)

**Travel Allowance**

Does this trip contain "Per Diem Meals"?

Yes, I require Travel Allowance

No, I do not require Travel Allowance

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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

Travel Allowances For Report: Slavik, J 10/20-10/25/23 SE

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Assigned Itineraries**

[Edit](#) [Unassign](#)

Departure City	Date and Time <sup>1</sup>	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Slavik, J 10/20-10/25/23 SE				
Fairbanks, Alaska	10/20/2023 08:00 AM	Seattle, Washington	10/20/2023 10:00 AM	KING COUNTY, US-WA, US
Seattle, Washington	10/25/2023 12:00 PM	Fairbanks, Alaska	10/25/2023 02:00 PM	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 10/20-10/25/23 SE \$317.25** [More Actions](#) [Submit Report](#)

Not Submitted | Report Number: HIK125

**REQUEST**

Approved  
\$1,774.00

Report Details [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#) [View Available Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

<input type="checkbox"/>	Receipt <a href="#">↓</a>	Payment Type <a href="#">↓</a>	Expense Type <a href="#">↓</a>	Vendor Details <a href="#">↓</a>	Date <a href="#">↓</a>	Requested <a href="#">↓</a>
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem	Seattle, Washington	10/25/2023	\$59.25 Allocated
<input type="checkbox"/>		Out-of-Pocket	Daily Per Diem	Seattle, Washington	10/24/2023	\$59.00 Allocated



- 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 \$2,923.86

More Actions ▾
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 \$2,923.86

More Actions ▾
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.

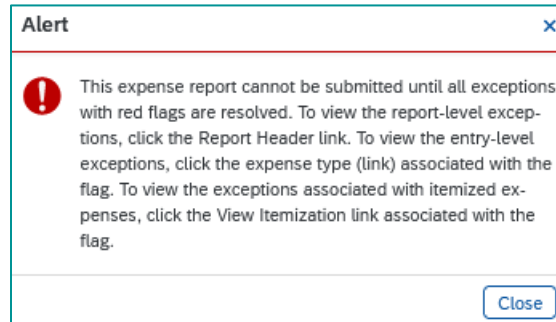
Cancel
Accept & Continue

- 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

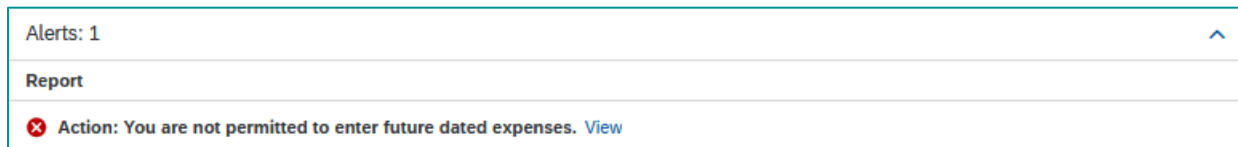
Amount Total: \$1,691.87  Less Personal Amount: \$125.76  <hr style="border: 0; border-top: 1px solid #ccc;"/> <b>Requested Amount:</b> \$1,566.11	Due Employee: \$1,154.50  Amount Due (zNotUsed-IBCP): \$411.61  <hr style="border: 0; border-top: 1px solid #ccc;"/> <b>Total Paid By Company:</b> \$1,566.11	Owed Company: \$0.00  Amount Owed (zNotUsed-IBCP): \$45.76  <hr style="border: 0; border-top: 1px solid #ccc;"/> <b>Total Owed By Employee:</b> \$45.76
<span style="border: 1px solid #ccc; padding: 2px 10px; font-size: 0.8em; margin-right: 10px;">Cancel</span> <span style="background-color: #0056b3; color: white; padding: 2px 10px; font-weight: bold; font-size: 0.8em; border: 2px solid yellow;">Submit Report</span>		



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 (See Concur: Email Notifications)

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.