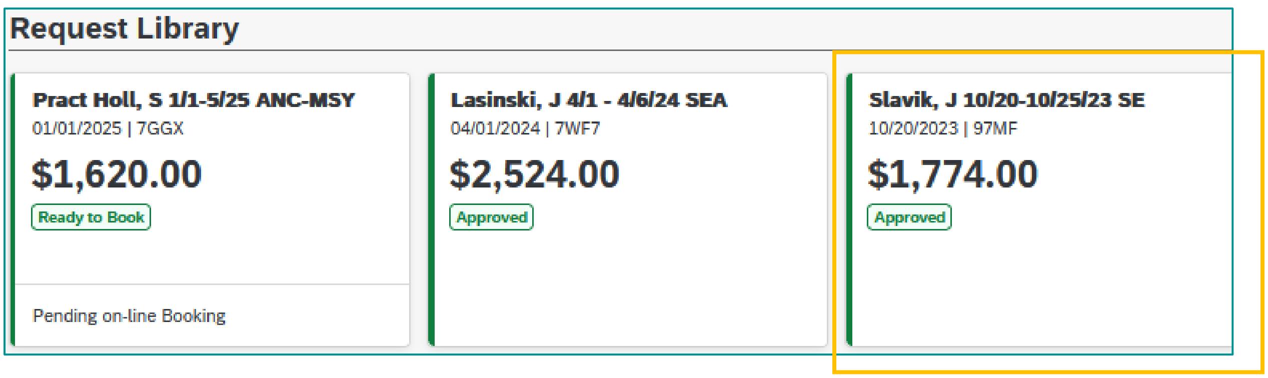
UNIVERSITY of ALASKA

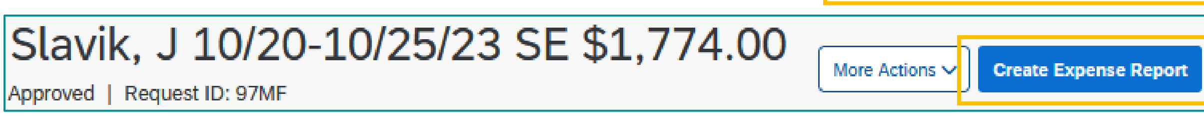
UA Travel

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.

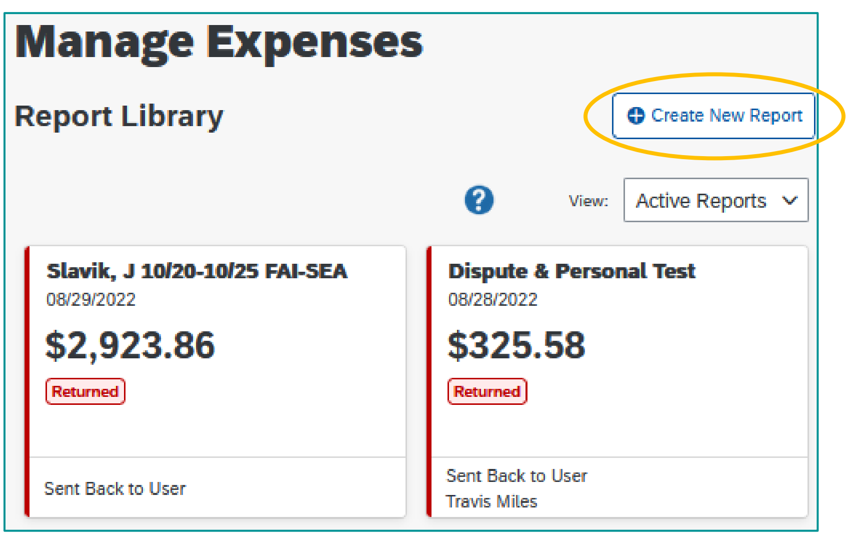
1. In the Request module, open the associated Request from the Request Library and select “Create Expense Report”; use the View drop-down menu to change the filter if Request is not listed under Active Requests



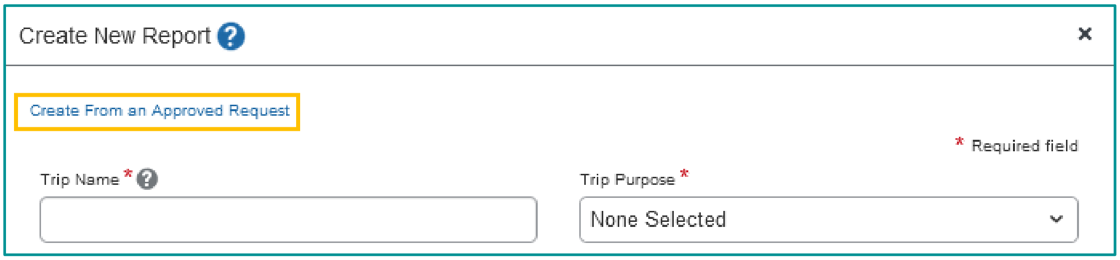


Alternatively

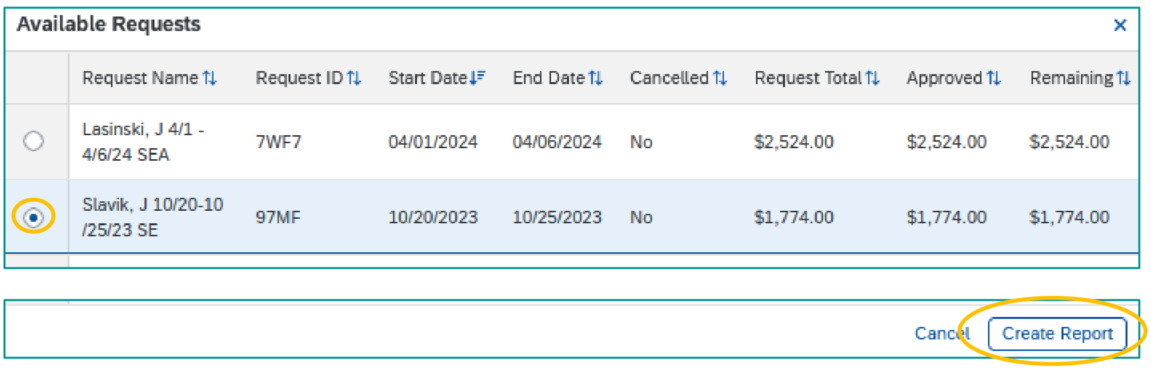
1. Click “Create New Report” under Manage Expenses



a. Select “Create From an Approved Request”



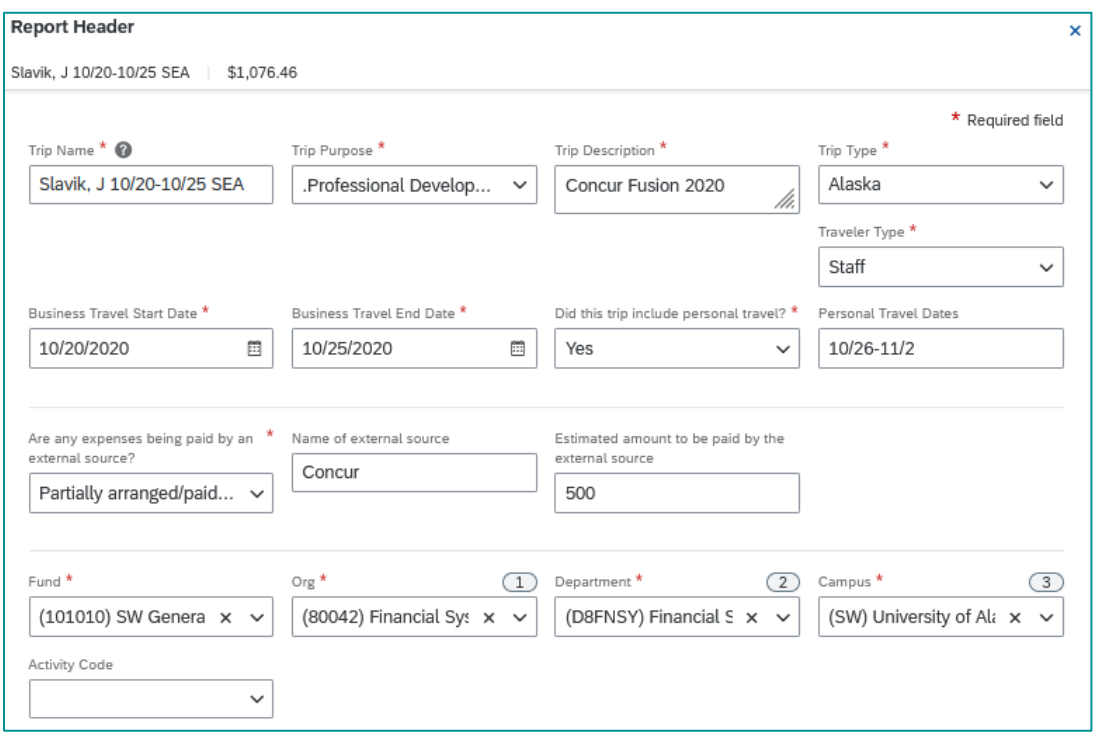
b. Choose the associated Request from the list and Create Report



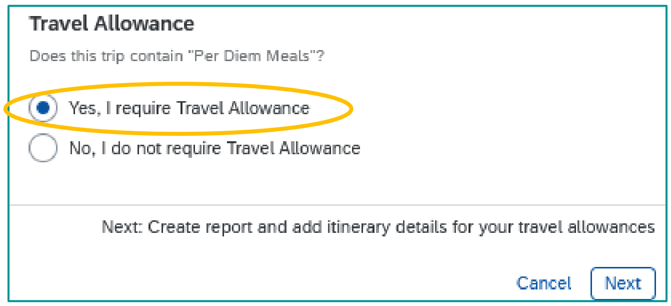
	Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
○	Lasinski, J 4/1 - 4/6/24 SEA	7WF7	04/01/2024	04/06/2024	No	$2,524.00	$2,524.00	$2,524.00
◉	Slavik, J 10/20-10 /25/23 SE	97MF	10/20/2023	10/25/2023	No	$1,774.00	$1,774.00	$1,774.00

c. The Header information auto-populates from that Request

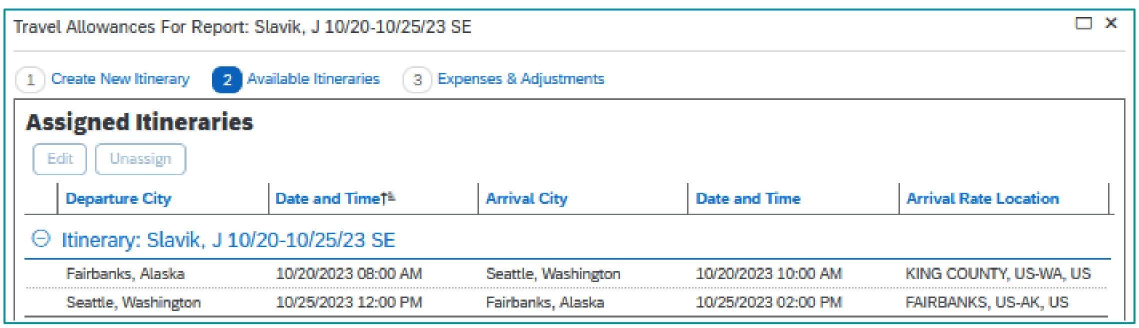
2. Open the Header to verify information from the Request is still accurate and make any corrections based on changes since original trip approval



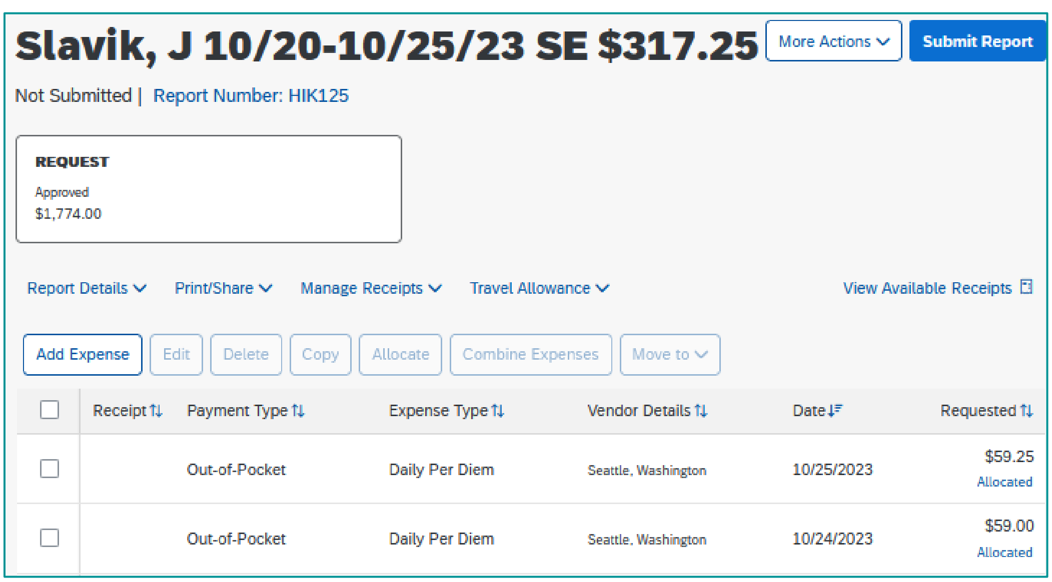
3. At the bottom of the Report Header, change the Travel Allowance answer to “Yes, I want to claim Travel Allowance” if this is the first Report for a completed trip even if traveler is not claiming per diem reimbursement (the Travel Allowance documents time in travel status)



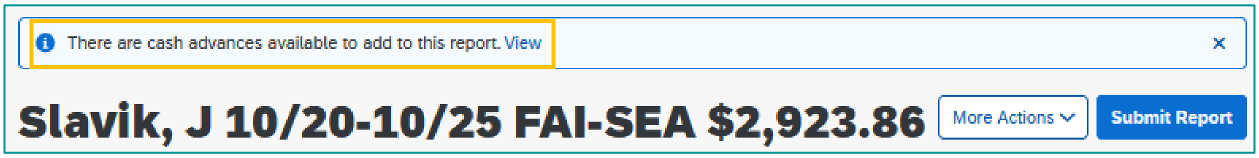
4. Enter the Travel Allowance based on the business-only itinerary and create individual per diem expenses if needed



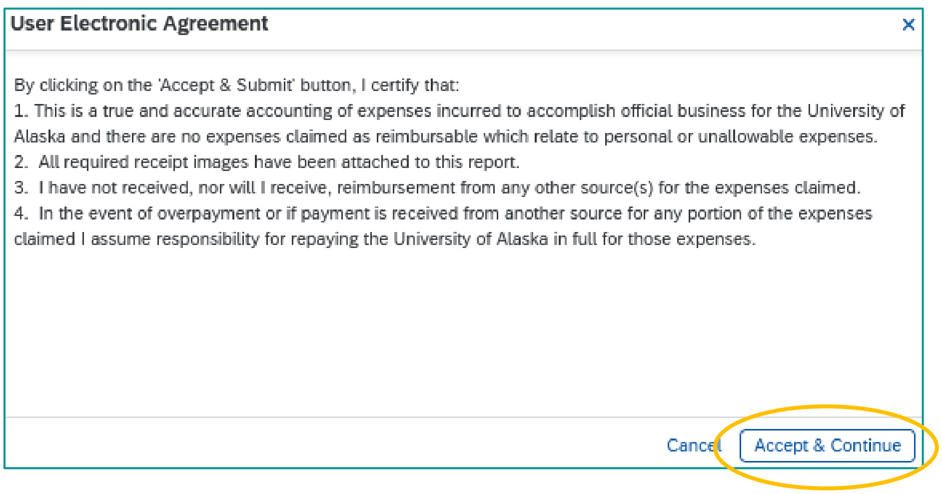
5. Add UA paid and reimbursable out-of-pocket Expenses from the trip
    a. Itemize expenses as needed (e.g. lodging)
    b. Allocate expenses as needed



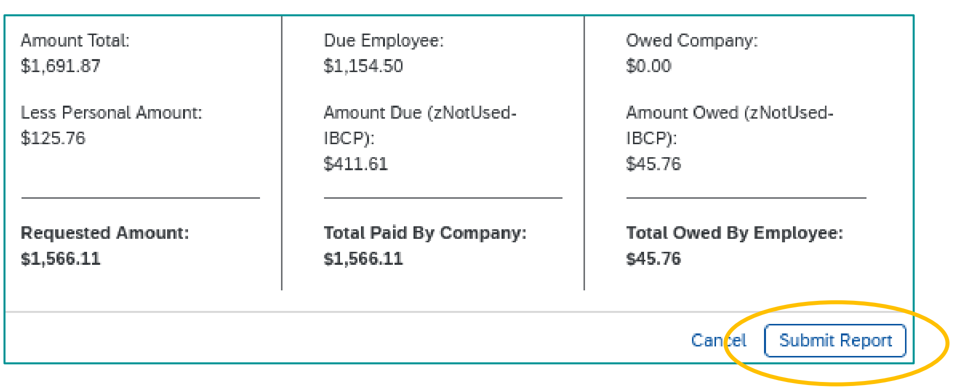
6. Attach Receipts and other pertinent or required documentation
7. Reconcile any Travel Advances (Concur will alert the user if any are available to add to a Report)



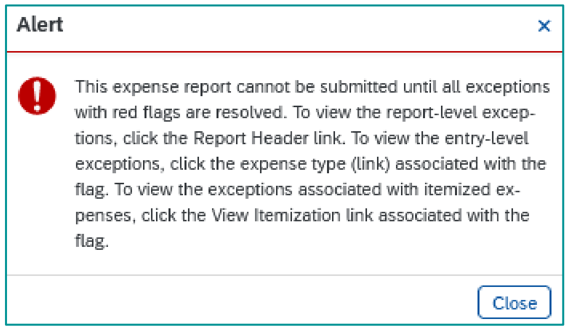
8. Verify all information is complete and correct then Submit Report (top right-hand corner)



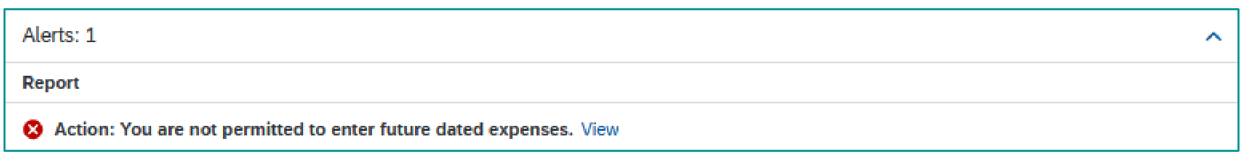
9. Concur evaluates the Report according to audit rules defined by UA regulations and guidance
    a. If no Exceptions are present, the Report Totals are provided for final review and then the Report is submitted for approval



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.