Guide

This Guide will take you through the process of preparing and submitting Expense Reports. A travel Expense Report should contain all expenses for a travel objective, even if expenses were made months apart, as is commonly seen with Airfare. Expense Reports for In State/Mileage Only or Non Travel expenses should contain all related expenses for a standard time period, like each month or each quarter. Submitting an Expense Report certifies that the expenses listed are accurate and appropriate, while sending the Expense Report on for review by the designated approvers. Even though a Delegate can prepare your Expense Report for you, only you can submit it. If a Delegate has prepared the Expense Report for you, you should be notified when the Expense Report is ready for submission. Notification might be in the form of email or verbal communication from the Delegate.

Accessing Concur

1. Go to Travel.ouhsc.edu and login with your HSC credentials.

Preparing an Expense Report – In State and Non Travel

2. Expense Reports for In State/Mileage Only travel or Non Travel expenses do not require a request in Concur.

3. To begin an Expense Report without a request, click on Expense from the main menu and select + Create New Report.

4. Enter the Event Name/Nature of Business, Business Travel Start Date, Business Travel End Date, Final Destination City, Trip Type and Request/Trip Purpose.

5. Under the field of Does this trip contain personal travel?, either select Yes or No.

6. If choosing Yes, enter in the Dates of Personal Travel in the next field.

7. If additional information for the request needs to be provided, enter that in the Comments section.

8. If a chart field spread did not automatically populate from your Profile, enter in the Fund, Org, Project, Program and Subclass to be charged. Please see the document on Profiles for more information on defaulting future chart field spread information.

9. Click Next at the bottom of the screen.
10. A pop-up menu will appear asking if the Expense Report will include either Per Diem or Lodging expenses. Select the appropriate answer and either begin filling out the Itinerary for the trip or begin entering in expenses on the Expense Report. Please see the documents on different expense types necessary for the Expense Report.

Preparing an Expense Report – Out of State and International

11. Expense Reports for Out of State or International travel expenses require an approved request in Concur.
12. To access an approved request, click on Requests from the main menu.
13. Approved requests that have not been expensed to a report will have the option of Expense under the Action column. Click the Expense hyperlink to create the Expense Report.
15. If a chart field spread did not automatically populate from your Profile, enter in the Fund, Org, Project, Program and Subclass to be charged. Please see the document on Profiles for more information on defaulting future chart field spread information.
16. The selected request will appear at the bottom of the screen. Click the box to the left of the request name and then click Next at the bottom of the screen.
17. A pop-up menu will appear asking if the Expense Report will include either Per Diem or Lodging expenses. Select the appropriate answer and either begin filling out the Itinerary for the trip or begin entering in expenses on the Expense Report. Please see the documents on different expense types necessary for the Expense Report.

Reviewing an Expense Report

18. If an Expense Report was created for you by a Delegate and you have been notified that it is ready for your submission, click Expense from the main menu and select the report by clicking on the report name.
19. You may notice a red exception at the top of your report indicating that only the claimant can submit the report. This will appear if your Delegate has checked all report errors for you. As the claimant, you will be able to submit the report and clear the error.
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20. The report will appear and by clicking on the different expense types on the left side of the screen, the details on the expenses will appear on the right side of the screen.

21. Review all expense types and their details for accuracy.

22. To view the amount of your reimbursement, if applicable, click on the Details hyperlink and then select Totals.


24. The Report Total line will list the total amount of expenses on the report.

25. The Less Personal Amount line will list the total amount of any expenses on the report not requested for reimbursement. These can be Personal/Non Reimbursable expenses or expenses that are outside of policy limits.

26. The Amount Due Employee line will list the total amount of reimbursement, if applicable.

27. The Total Owed By Employee line will list the total amount to be deducted from the next paycheck, if applicable.

28. To print a copy of the Expense Report, click on Print/Email and choose *OUHSC-Detailed Report with Summary Data. Select the Print button at the top of the screen to print the report summary or select the PDF button at the top of the screen to print the report summary with attached receipts.

29. Once the report has been fully reviewed for accuracy and is ready for submission, click the Submit Report button at the top right of the screen.

30. The Final Review popup will appear. Review the legal certification and click Accept & Submit.

31. The report will be submitted and processed for additional approvals. Once all approvals are complete, you will receive an email notification from Concur that your report approval status has been set to Approved and payment status has been set to Not Paid. Reimbursement should appear in your bank account as an EFT payment within 3 – 5 business days and you should receive email notification of the EFT remittance from OMES the day the funds are deposited.