

Expense Report: Guide for Students

Step One: Log into Concur

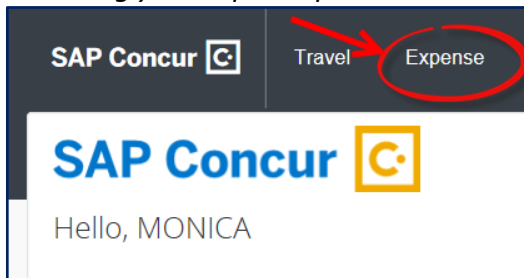
Log into Concur Using your PennKey and Password - Go to www.upenn.edu/penntravel and in the top right section of the window, click on 'Concur Login'. You will then be prompted to enter your PennKey username and password.



Step Two: Access to Concur Expense

Look at top tool-bar. Do you have the Expense tab?

- If yes, continue to Step Three.
- If no, speak to the office administrator in the school/center that will be reimbursing you about activating your expense permissions in Concur.



Contact your Financial Coordinator and provide the middle 8 digits of your PennCard number so that they can activate your account.


NOTE: Reimbursements are paid through direct deposit. You can view, update, or add direct deposit info directly in Concur. There is an additional PDF guide on how to manage banking information in Concur starting on page 8 of this PDF.

Step Three: Create an Expense Report

- Click on the Expense tab, and click on the tile "+ Create New Report"
- Complete the **Report Header** - Fill in each block (those with **red left borders** are required fields)

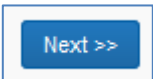
- Type of Travel** – select one. If you choose International, the Country Code and the Trip Begin Date and Trip End Date blocks are also required. [Select Non-Travel for on-campus activities](#)
- Country Code** – Leave blank unless you choose ‘International’ as the type of travel
- Report Name** – [Please include your student group name \(acronym OK\)](#)
and a few words describing the event/purchase
 - ~~Recommended format includes location and date: Austin TX 3 14 19.~~
 - ~~Another option includes conference name and date: SCTEM 5 22 19.~~
 - No need to include your name, since you are doing this under your own account.
- Report Date** – NO ENTRY – defaults to date expense report was created.
- Policy** – select “US Expense Policy”. If this expense report is to request a new Travel Advance, use the drop down to select “US Travel Advance Policy”.
 - Note: If you have already received a travel advance and you are creating a new report to reconcile the expenses from your trip, select “US Expense Policy”.*
- Business Justification** – Enter sufficient explanation to satisfy the approvers.

Note: All students will see a yellow exception message on their expense reports reminding them that they must provide full details for the business justification:

Exceptions			
Expense Type	Date	Amount	Exception
N/A			 The student/trainee will include in the Business Justification field full detail of scope of assignment including location, dates, activity and provide the name of the specific school/ faculty member/ University organization supporting this assignment. The student/trainee will promote the business objectives of the University and/or consult with and advise the University on matters and/or perform representation relating to the provided information.

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Note: Once sufficient business justification is entered the exception flag will still remain, but will not prevent you from submitting your report.

- Report Key** – NO ENTRY – fills in automatically upon saving the expense report.
- The next 5 fields for the funding source fill in automatically based on your PennKey. If you do not know the correct funding source, but you know the name of the fund, use the Notes to Approver field, described below.
- Notes to Approver** – useful for comments such as “Sponsored by Professor Smith” or “Conference Attendance paid for by the Madison Grant”. [Enter this: "expense for \[student group name\], please approve and forward to \[name of Financial Coordinator\], Office of Student Affairs"](#)
- Trip Begin Date and Trip End Date** – Required if ty.
- At the bottom of the screen, select Next 

[Please include the name of your student group \(spelled out\), funding source for this reimbursement, the event and purpose of the expense, and a brief description of the activity, dates, number of attendees, times, etc. Include as much information about the event/purchase as possible.](#)

Navigation

1. The left side of the screen will show the detailed expenses of an expense report as you enter them and complete the required fields.
2. The right side of the screen will show a list of expense types to be used when entering a new expense – such as Airfare, Gasoline, Hotel.
3. The total of the expense report will show at the bottom of the left side.

- a. Total Amount
- b. Total Requested

TOTAL AMOUNT	TOTAL REQUESTED
\$500.00	\$300.00

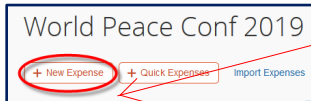
Note: The Total Requested will be smaller than the Total Amount if any personal or non-reimbursable expenses were included on a business receipt. Example: Rental of a movie that appeared on the Hotel bill.

Step Four: Enter Expenses

For each expense transaction incurred, you will select an expense type from the right hand side of the screen and then fill in the required fields.

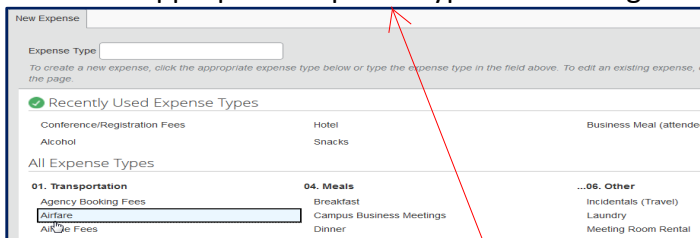
Enter Cash or Personal Credit Card Transactions

1. Click New Expense button.



Please enter only one expense line per receipt. Each entry must match the total on the receipt. e.g., Fresh Grocer purchase of a cake for \$50 on Monday then a second purchase from Fresh Grocer for \$20 on Tuesday - you have to enter each separately, not together as \$70.

2. Select the appropriate Expense Type from the right side of the screen.



3. Enter the information from your receipt, completing all required fields (marked with left red border).


Please add a comment for each expense line in the report noting which category in SAC Online the charge should be applied against.

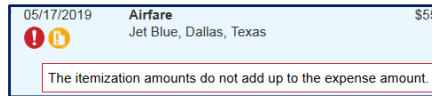
Frequently-used expense types:

- "Student Activities" = FOOD (do not use meal categories unless it is a travel expense). Restaurant meals require an itemized receipt and list of attendees.
- "Office supplies" = pens, pencils, paper, art supplies, etc.
- "Duplicating" = Campus Copy, UCS, Wharton copy center expenses
- "Miscellaneous" = any non - office supply expense - shirts, banners, costumes, glassware, props, website fees


SALES TAX must be itemized and marked non-reimbursable from all non-travel/entertainment, and food receipts. Use this procedure to itemize the tax and mark it as non-reimbursable.

4. **IMPORTANT:** The dollar amount for the entire receipt must be entered. If only part of it is to be reimbursed – (I will use Airfare in this example):
 - a. Select the expense type “Airfare” and fill in the required fields.
 - b. Enter the entire amount (\$550) of the receipt in the Amount box.
 - c. Click the Itemize button on the bottom right of the detailed information.
 - d. In the new Expense Type drop-down that appears, select “Airfare” and enter the amount (\$300) you are requesting for reimbursement. Click Save.
 - e. In the next Expense Type drop-down that appears, select “Non-Reimbursable” and enter the remaining amount (\$250) that you are not requesting to be reimbursed. Click Save.

5. Upon Save, the expense will appear on the left side of the screen as a line item on the expense report.
 - a. If a red  appears on the left side of the screen, click the specific transaction, and fix reason for error given.



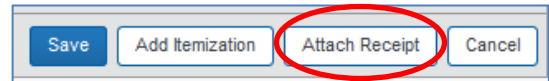
- b. If a yellow exclamation point appears on the left side of the screen, click on it, read the message, and make changes if necessary. It is a policy warning.

Expense Type	Date	Amount	Exception
Airfare	05/17/2019	\$550.00	 Per Penn policy# 2354, 2355, & 2358, 1st Class/Business Class ticket purchase or the use of Sedan/Limo service requires Supplemental Approval by the Head of the S/C or designated representative. Please enter justification for the use of these services in the comment field.

Step Five: Attach Receipts – 4 options

Option 1: Upload and attach an individual receipt from your computer

1. Click an expense item on the left side to open it.
2. Click **Attach Receipt** at the bottom of the screen.
3. The Attach Receipt dialog box opens.
4. Click **Browse**.
5. Navigate to the location on your computer where you saved the receipt image file.
6. Select the file to upload, and then click **Attach**. Images can be up to 5 MB in size and must be a .png, .jpg, .jpeg, .pdf, .tif or .tiff file.

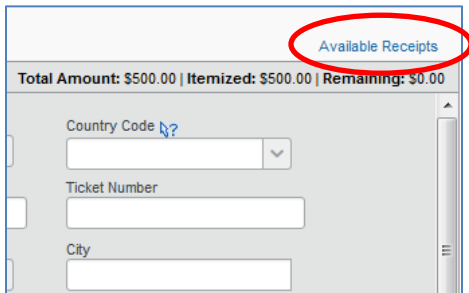


Option 2: Use Available Receipts– Pictures of receipts taken with a mobile device (cell phone)

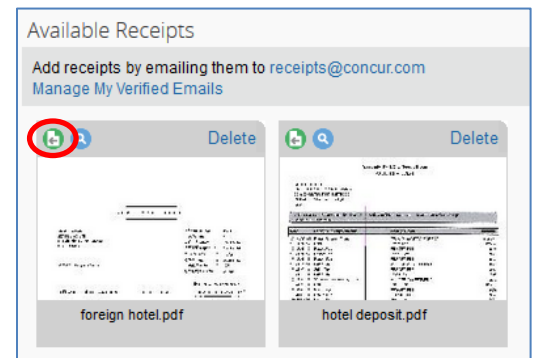
1. Verify the email address you will use to send images from your mobile device
 - Log into Concur.
 - Select the Profile button, then Profile Settings.
 - Click on **Email Addresses** on the left hand margin. Proceed to add new email addresses and follow the instructions on verification.

The receipt/invoice should include transaction date, name of merchant, transaction details (what was purchased), form of payment used, amount of purchase, and indication that the amount was paid. If the vendor's receipt doesn't reflect the payment made, you can take a screenshot of the line item on your credit card or bank statement showing the purchase. You'll be able to upload more than one receipt per expense. If your receipt is over 180 days old University policy requires that you enter a comment explaining why it is so late.

2. Use your mobile device to take a picture of your receipt and email it to receipts@concur.com. This will put the receipt in your Available Receipts.
3. To attach a receipt to an expense entry:
 - Click on the checkbox in front of the line item expense on the left side of your expense report
 - Open the Available Receipts window (far right side of the screen)



- Click the green arrow next to the appropriate receipt. This will move the receipt from Available Receipts to the line item expense

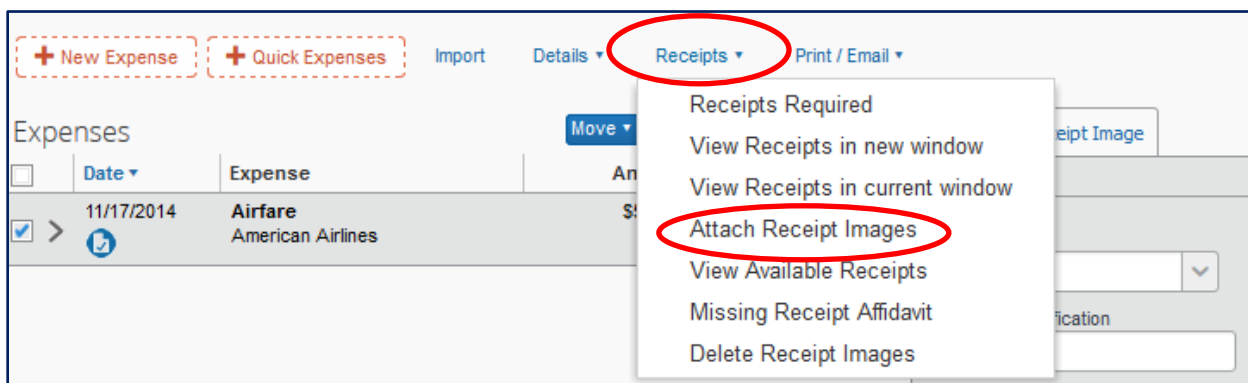


Option 3: Use the Concur mobile app to attach receipts

1. Complete the initial mobile registration
 - From your desktop, navigate to Profile>Profile Settings.
 - Select **Mobile Registration** and follow the instructions for creating a mobile PIN.
2. Log in to Concur mobile app
 - Download the Concur app on your mobile device and log in using your pennkeyname@upenn.edu as your username and the PIN you created in the previous step as your password.
 - Use the receipt image function provided in the app.

Option 4: Upload and attach multiple receipts from your computer

1. Scan receipts and save on your computer – it can be one document or multiples.
2. Select the **Receipts** button from the top tool bar while in the expense report.
3. Select **Attach Receipt Images**.



4. Click **Browse**.
5. Navigate to the location on your computer where you saved the receipt image file.
6. Select the file, and then click **Upload**. Images can be up to 5 MB in size and must be a .png, .jpg, .jpeg, .pdf, .tif or .tiff file.

Note: For more information about receipts – please refer to the instructional guide [here](#) for further instructions.

Step Six: Submit Expense Report

1. Click **Submit Report** located on the top right of the screen.
2. Read the User Submit paragraph and verify that all required receipts are attached.
3. Click **Accept & Submit**.

Final Review

User Submit

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 University of Pennsylvania 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 in full for those expenses.

Reminder: Receipts Required!

Print Attach Receipt Images View Receipts

Expense	Date	Amount
Bus	12/11/2014	\$25.00

Accept & Submit Cancel

4. A **Report Totals** pop up screen will appear. It will detail the Amount of the Expense Report and any disbursements that will be made to the individual and to the T&E Credit Card.
5. Click **Close** at the bottom of the pop up.
6. The expense report is now submitted.

Report Successfully Submitted

DC Conference
Approver: Test, Default Reviewer

Expense Report

Report Total :	\$375.00
Less Personal Amount :	\$20.00
Amount Claimed :	\$355.00
Amount Rejected :	\$0.00

Company Disbursements

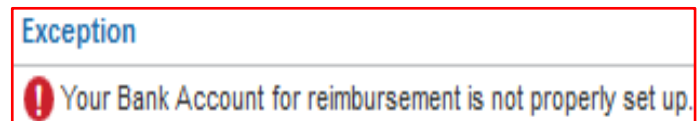
Amount Due Employee :	\$355.00
Total Paid By Company :	\$355.00

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Close

Note: If you receive this Exception message you will need to add/update your bank information following the instructions in this link [“Managing Bank Information for Concur”](#)



See page 8 of this PDF

Expense Report Workflow

- Completed report is submitted by person requesting reimbursement.
- Report goes through a defined list of approvers.
- If an approver rejects it, report is electronically returned to individual's account in Concur and a notification is sent to their email. Log into Concur and click on the Expense page. Find the red tile for the returned report, and read the comment. Click on the tile to open the report and make the necessary changes. Click Submit.
- Once approved by all approvers in the workflow, the report is prepared for payment.
- Payment is sent (norm – 5 to 7 workdays from last approval):
 - Once the report has been approved and processed, reimbursement will be sent directly to the bank account shown in your Concur profile at the time the report was submitted (Profile>Profile Settings>Bank Information).

Need more help with your expense report?
Call the University's Concur Help line:

Concur Travel & Expense Reporting
(215) 746-4357 Option 3
doftemsupp@pobox.upenn.edu

Managing Bank Information for Concur

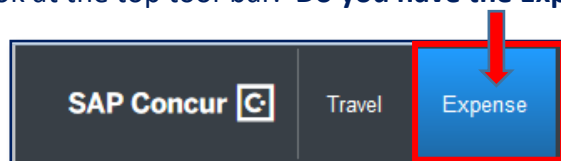
Expense Pay is the Electronic Funds Transfer (EFT) feature that allows you to authorize direct deposit to your personal U.S. bank account for travel advances and reimbursement of out-of-pocket travel and expenses. Setting up a direct deposit account is a requirement of the University to use Concur.

Add/Update banking information in your Concur profile

1. Log into Concur Using your PennKey and Password - Go to www.upenn.edu/pennttravel and in the top right section of the window, click on 'Concur Login'. You will then be prompted to enter your PennKey username and password.

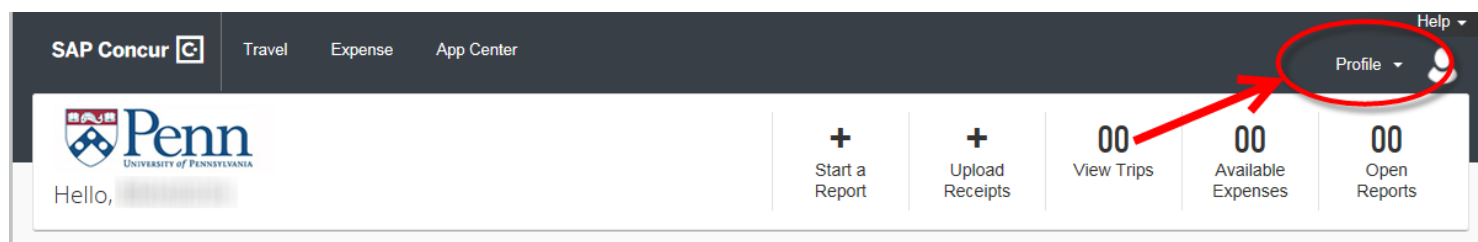


2. Once you are logged in, look at the top tool-bar. **Do you have the Expense tab?**

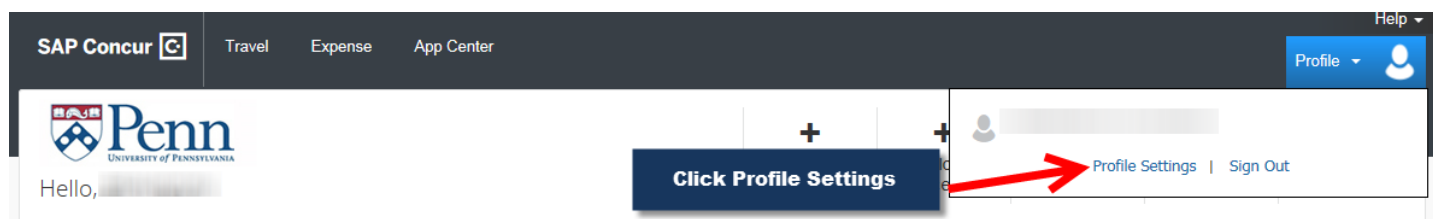


- **If NO, contact your School/Center business office administrator.** Communicate that you need to be activated as an expense user for Concur. To activate you as an expense user the administrator needs to add a default reviewer to your profile using Web ADI in BEN Financials. Once the business office makes this update for you, the expense tab will appear on your toolbar in Concur the following day.
- **If YES, Continue following instructions.**

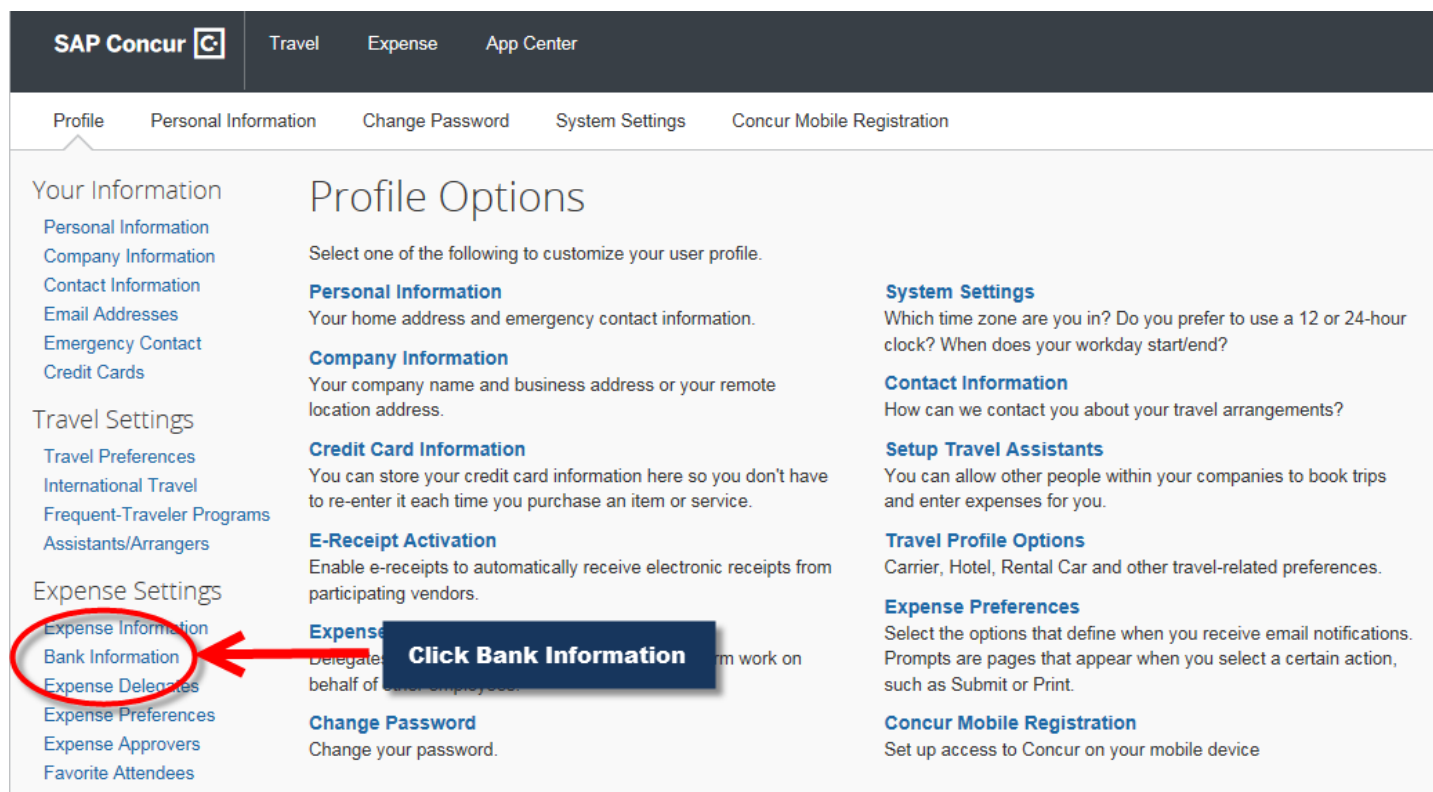
3. On the right side of the page, from the SAP Concur home page, click Profile.



4. Click Profile Settings.



5. Click Bank Information.

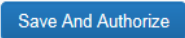
6. On the Bank Information page, all of the fields listed below **MUST** be completed if you are adding or updating banking information:

- *Bank Country/Region (United States Bank Account Required)*
- *Routing Number*
- *Bank account number*
- **Re-Type Bank Account Number**
- *Bank Name*
- *Account Type - Select Checking or Savings*
- *Active - Leave as YES*
- *Personal Address Line 1 – Address on file with Bank*
- *Personal Address Line 2 - If applicable*
- *City*
- *State*
- *Zip Code*

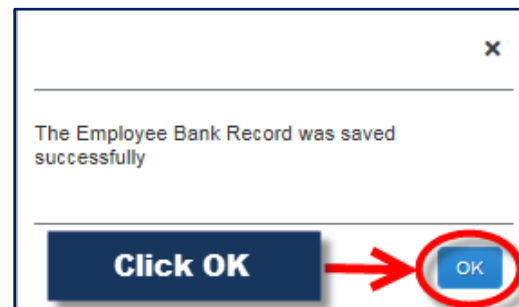


7. Once all information is entered, click the “**Save and**

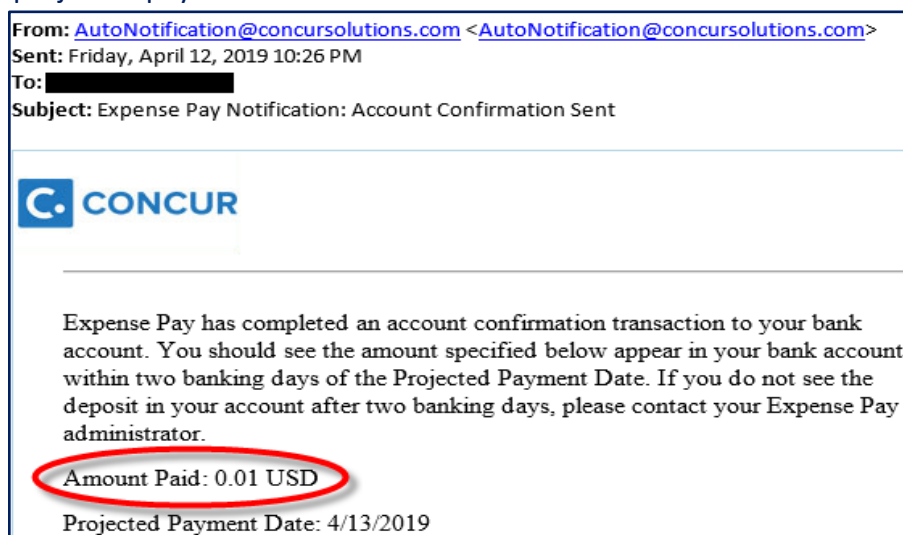
Authorize”



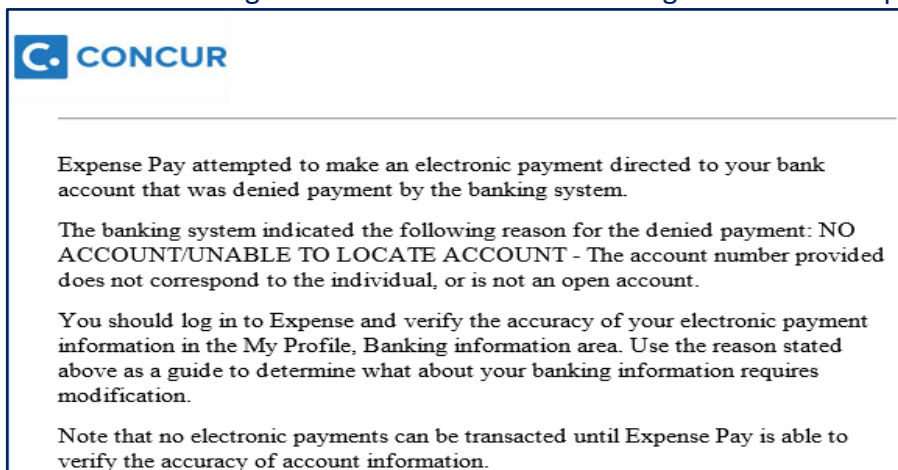
button. A confirmation message appears that states “The Employee Bank Record was saved successfully”. **Click OK**. Clicking OK initiates an account confirmation transaction in which Concur will confirm the information you entered by depositing a small amount into your bank account (typically a few pennies).



8. You will receive an email from: AutoNotification@concursolutions.com the day after you add/update banking information in your Concur profile. The email alerts you that Concur has sent an account confirmation transaction to your bank account. It will include the transaction amount and the projected pay date of the transaction.



- If you see the transaction amount settle in your bank account by the projected payment date, then your bank account is considered **confirmed**.
- If you do not see the transaction amount settle in your bank account by the projected payment date, then the account confirmation failed. Concur will send you an email alerting you that the payment was denied and will include the reason for the denied payment and your bank account status will change to **failed**. Follow the instructions in the email to verify the accuracy of your bank information that was entered in your profile in Concur, using the denial reason as a guide to determine what banking information requires modification.



Process at-a-Glance

<u>Banking Day</u>	<u>Activity</u>	<u>Account Status in Concur</u>	<u>Can an expense report be submitted?</u>	<u>Notes:</u>
Day 0	New Bank Account entered in Concur profile	Unconfirmed	No	
Day 1	Concur initiates 'Account Confirmation Transaction' to the new bank account	Confirmed	Yes	The employee receives email from Concur notifying them that the account confirmation transaction was sent.
Day 2	Penny settles in bank account	Confirmed	Yes	If you see the transaction settle into your bank account, this is the end of the confirmation process. *Day 3-4 are only relevant if your account fails the confirmation process.
*Day 3-4	In instances when account confirmation transaction is denied	Failed	No	Employee receives email from Concur indicating that the payment was denied.