
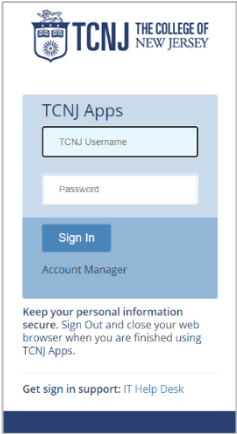


Process Name: Creating an Expense Report

STEP	DETAIL
1	<div data-bbox="210 280 615 415"> <p>Sign in to Concur</p> <ul style="list-style-type: none"> - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login </div> <div data-bbox="636 334 2030 1008">  <p>Upcoming Training Events for Concur Travel System will be posted soon</p> <p>TCNJ THE COLLEGE OF NEW JERSEY</p> <p>APPLY VISIT GIVE ALUMNI PARENTS OFFICES TCNJ TODAY</p> <p>TCNJ Travel Office of the Treasurer</p> <p>HOME TRAVEL POLICIES CONCUR TRAVEL AGENCY HOW TO VIDEOS TOOLS & RESOURCES VISIT TCNJ</p> <h3>Concur Travel & Expense System</h3> <p>TCNJ CONCUR Concur Login »</p> <p>Concur is the world's leading provider of integrated travel and expense management services and solutions. With Concur the College has the ability to manage the request and approval process, book actual travel arrangements and submit expense reports for reimbursement all in one place. The system provides an easy to use experience which will guide employees to make in policy travel decisions, gain transparency into travel spending and support travelers during their trips.</p> </div> <div data-bbox="210 1016 651 1049"> <p>Enter your TCNJ login information</p> </div> <div data-bbox="252 1065 487 1495">  <p>TCNJ THE COLLEGE OF NEW JERSEY</p> <p>TCNJ Apps</p> <p>TCNJ Username</p> <p>Password</p> <p>Sign In</p> <p>Account Manager</p> <p>Keep your personal information secure. Sign Out and close your web browser when you are finished using TCNJ Apps.</p> <p>Get sign in support: IT Help Desk</p> </div>

2

Click **Requests** from the black bar.
Open the Approved travel request.

SAP Concur Requests Travel Expense App Center Help Profile

Manage Requests

Manage Requests View **Active Requests**

APPROVED 03/15/2022
New UI - Overnight(domestic)
\$2,500.00
Approved

SUBMITTED 02/28/2022
New UI - Blanket
\$375.50
Submitted & Pending Approval
Test, Default Approver

SUBMITTED 02/24/2022
New UI - Day Trip
\$180.70
Submitted & Pending Approval
Test, Default Approver

NOT SUBMITTED 02/17/2022
Overnight Conference

NOT SUBMITTED 07/19/2019
OSGP - Portugal 2019 Session 3

SUBMITTED 06/13/2019
OSGP - Bangkok 2019 Session 1

APPROVED 03/09/2019
STEP - Spring 2019 Travel

3

Click **Create Expense Report**.

SAP Concur Requests Travel Expense App Center Help Profile

Manage Requests

New UI - Overnight(domestic) \$2,500.00
Approved | Request ID: 436V

More Actions **Create Expense Report**

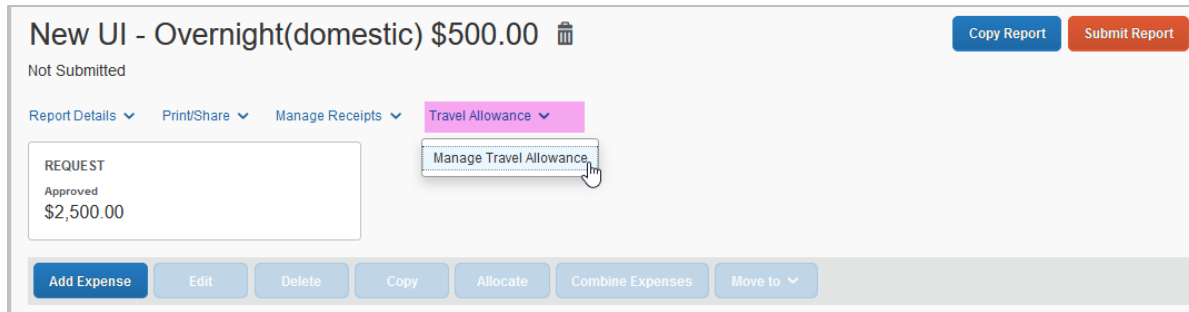
Request Details Print/Share Attachments

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Air Ticket	Newark (EWR) - San Francisco (SFO) : Round Trip	03/15/2022	\$500.00	\$500.00
Hotel Reservation	San Francisco, California	03/15/2022	\$650.00	\$650.00
02. Other Travel Expenses	Tolls, Parking, Taxis	03/15/2022	\$200.00	\$200.00
03. Personal Car Mileage		03/15/2022	\$58.50	\$58.50
Daily Meal Per Diem	San Francisco, California	03/15/2022	\$1,264.00	\$1,264.00
Department Limit		03/15/2022	\$-172.50	\$-172.50
Estimated Total: \$2,500.00				

Adding Per Diem

Click **Travel Allowance** & choose Manage Travel Allowance.

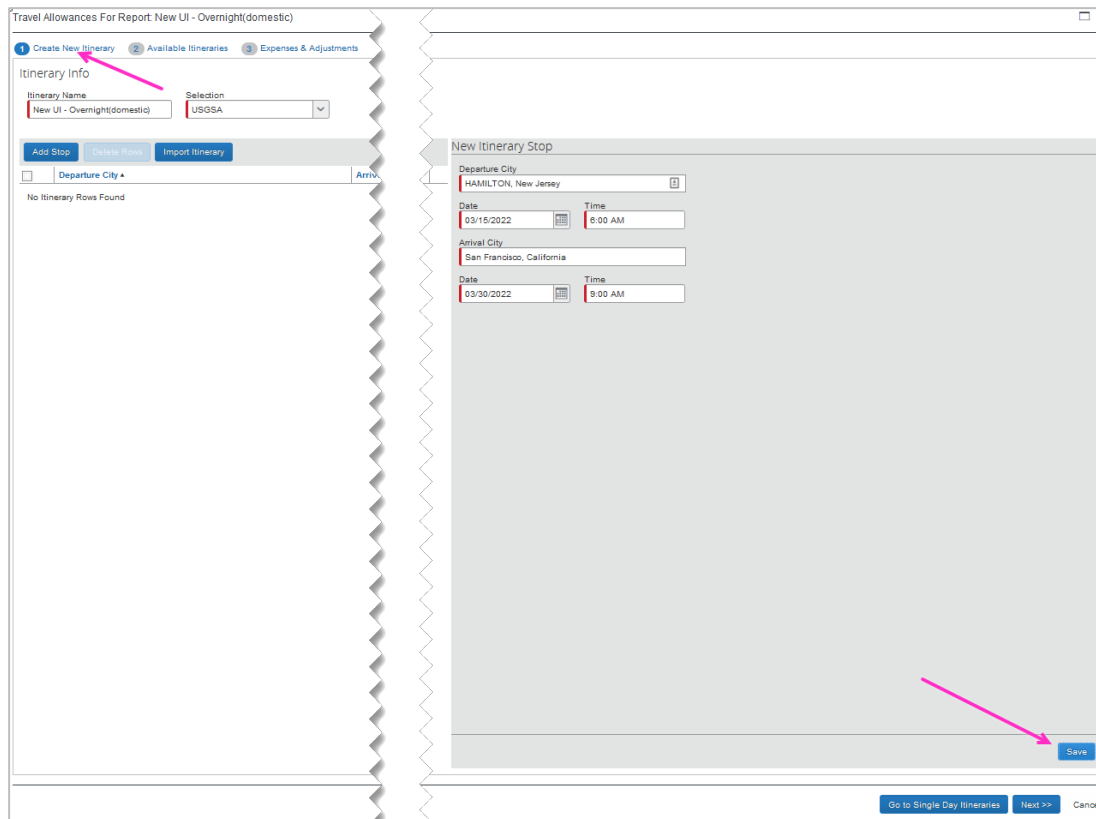


Click **Create New Itinerary**

Enter the 1st leg of your trip.

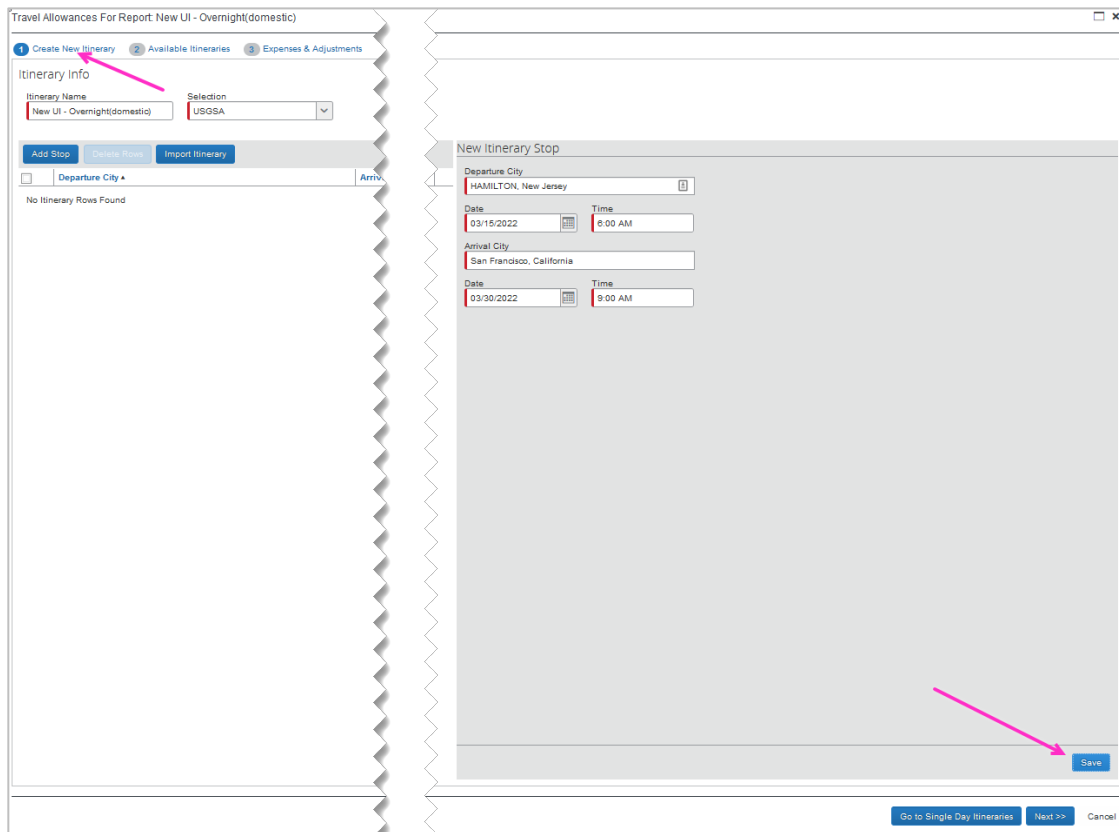
Date & Time that you left your home. Date & Time you arrived at your final destination.

Click **Save**.



4

Enter the 2nd leg of your trip & click **Save**.



Travel Allowances For Report: New UI - Overnight(domestic)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: New UI - Overnight(domestic) Selection: USGSA

Add Stop Delete Rows Import Itinerary

Departure City: [Empty] Arrival: [Empty]

No Itinerary Rows Found

New Itinerary Stop

Departure City: HAMILTON, New Jersey

Date: 03/15/2022 Time: 6:00 AM

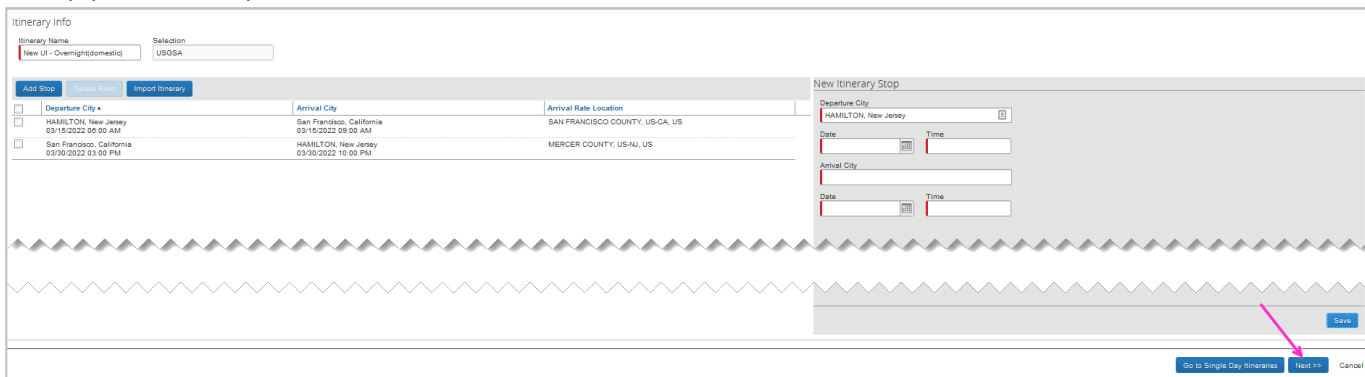
Arrival City: San Francisco, California

Date: 03/30/2022 Time: 9:00 AM

Save

Go to Single Day Itineraries Next >> Cancel

Verify your itinerary & click **Next**



Itinerary Info

Itinerary Name: New UI - Overnight(domestic) Selection: USGSA

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
HAMILTON, New Jersey 03/15/2022 09:00 AM	San Francisco, California 03/15/2022 09:00 AM	SAN FRANCISCO COUNTY, US-CA, US
San Francisco, California 03/30/2022 03:00 PM	HAMILTON, New Jersey 03/30/2022 10:00 PM	MERCER COUNTY, US-NJ, US

New Itinerary Stop

Departure City: HAMILTON, New Jersey

Date: [Empty] Time: [Empty]

Arrival City: [Empty]

Date: [Empty] Time: [Empty]

Save

Go to Single Day Itineraries Next >> Cancel

Verify your itinerary a 2nd time & click **Next**.

Check the boxes for meals that were provided by the hotel or event.
Check the Leftmost box for personal days. All unchecked boxes are meals paid for out of pocket.
Click **Create Expenses**.

Travel Allowances For Report New UI - Overnight(domestic)

1 Create New Itinerary
2 Available Itineraries
3 Expenses & Adjustments

Show dates from 3/15/2022 to 3/30/2022 Go

Exclude All	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/15/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25
<input type="checkbox"/>	03/16/2022 San Francisco, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	03/17/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/18/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/19/2022 San Francisco, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	03/20/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/21/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$43.00
<input type="checkbox"/>	03/22/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/23/2022 San Francisco, California	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	03/24/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/25/2022 San Francisco, California	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	03/26/2022 San Francisco, California	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$5.00
<input type="checkbox"/>	03/27/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input checked="" type="checkbox"/>	03/28/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>	03/29/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input type="checkbox"/>	03/30/2022 San Francisco, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25

Previous Create Expenses Cancel

New UI - Overnight(domestic) \$1,380.50
Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

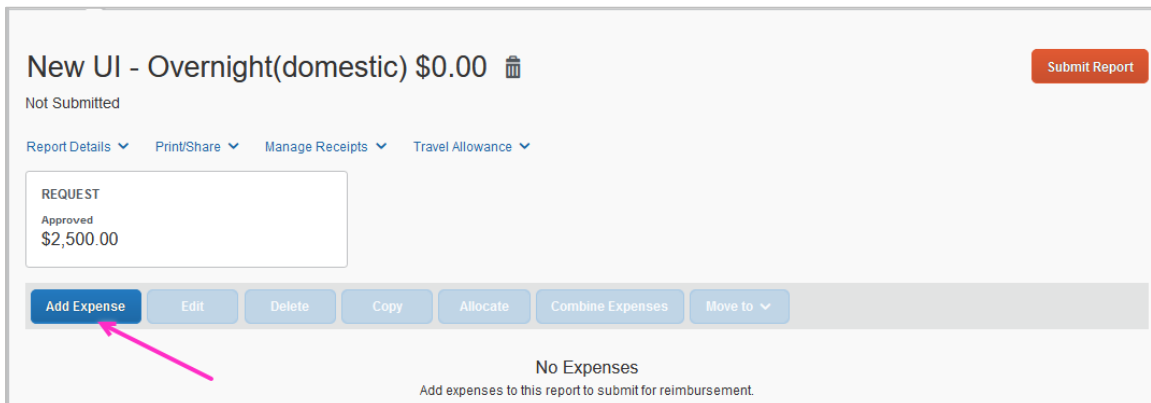
REQUEST
Approved
\$2,500.00


Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Airfare	United Airlines	03/30/2022	\$500.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/30/2022	\$59.25
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/27/2022	\$79.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/26/2022	\$5.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/25/2022	\$61.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/24/2022	\$79.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/23/2022	\$59.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/22/2022	\$79.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/21/2022	\$43.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/20/2022	\$79.00

Add Actual Expenses

Choose your actual expenses; out of pocket or on the travel or corporate card.
Click **Add Expense** to access the lists of Expense Types & those on the travel/corporate cards.
Create Expense & attach required receipts.



New UI - Overnight(domestic) \$0.00 

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

REQUEST
Approved
\$2,500.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾

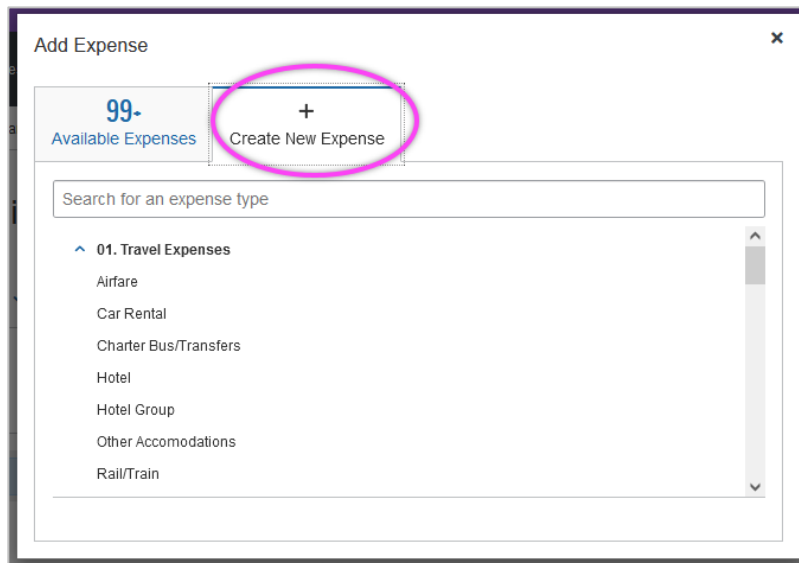
No Expenses
Add expenses to this report to submit for reimbursement.

Submit Report

Expense Type List

Travel/Corporate Card Transactions

5



Add Expense

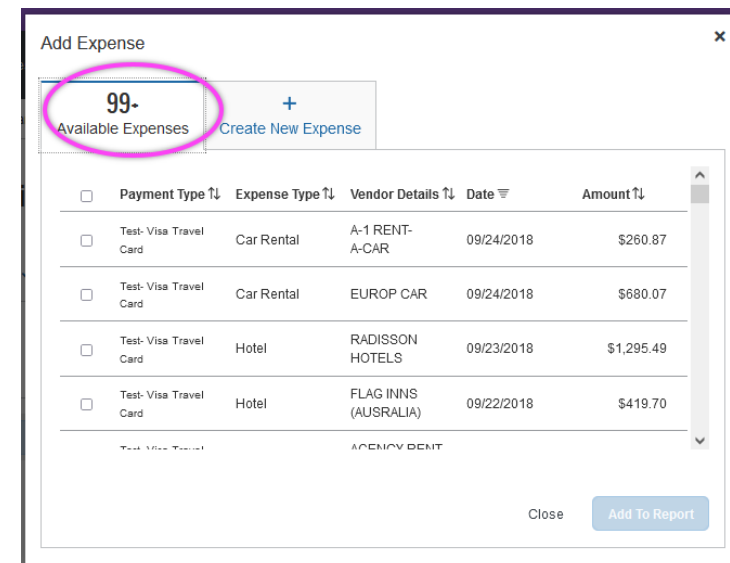
99- Available Expenses + Create New Expense

Search for an expense type

01. Travel Expenses

- Airfare
- Car Rental
- Charter Bus/Transfers
- Hotel
- Hotel Group
- Other Accommodations
- Rail/Train

Add expenses to this report to submit for reimbursement.



Add Expense

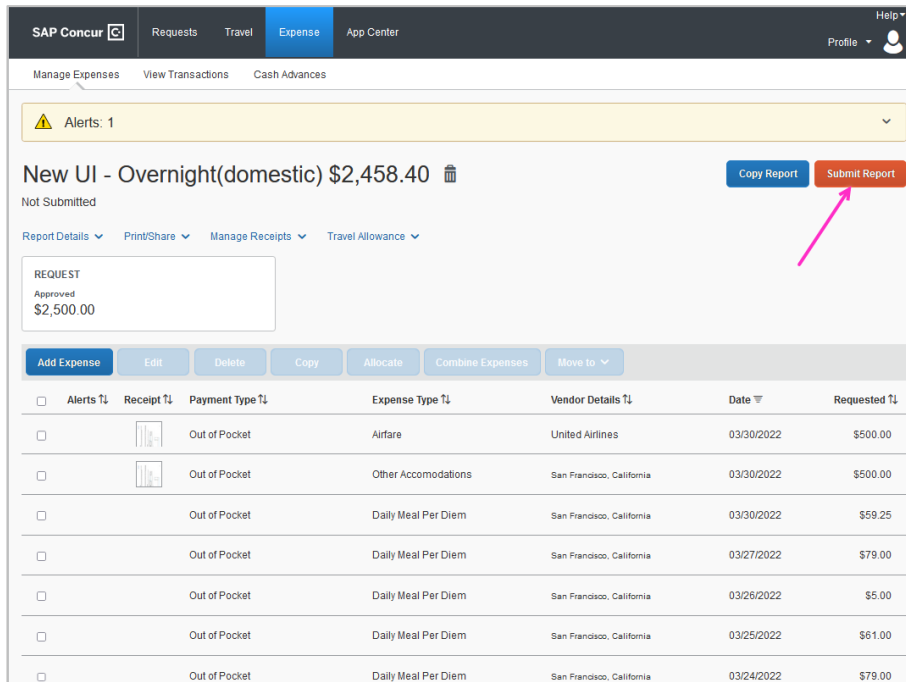
99- Available Expenses + Create New Expense

<input type="checkbox"/>	Payment Type ↕	Expense Type ↕	Vendor Details ↕	Date ↕	Amount ↕
<input type="checkbox"/>	Test- Visa Travel Card	Car Rental	A-1 RENT-A-CAR	09/24/2018	\$260.87
<input type="checkbox"/>	Test- Visa Travel Card	Car Rental	EUROP CAR	09/24/2018	\$680.07
<input type="checkbox"/>	Test- Visa Travel Card	Hotel	RADISSON HOTELS	09/23/2018	\$1,295.49
<input type="checkbox"/>	Test- Visa Travel Card	Hotel	FLAG INNS (AUSRALIA)	09/22/2018	\$419.70
<input type="checkbox"/>	Test- Visa Travel Card	Hotel	AGENCY BENT		

Close Add To Report

Lodging Expenses: Use "Other Accomodations," NOT "Hotel"


Click **Submit Report**



SAP Concur | Requests | Travel | **Expense** | App Center | Help

Manage Expenses | View Transactions | Cash Advances

Alerts: 1



New UI - Overnight(domestic) \$2,458.40  **Copy Report** **Submit Report**

Not Submitted

Report Details | Print/Share | Manage Receipts | Travel Allowance

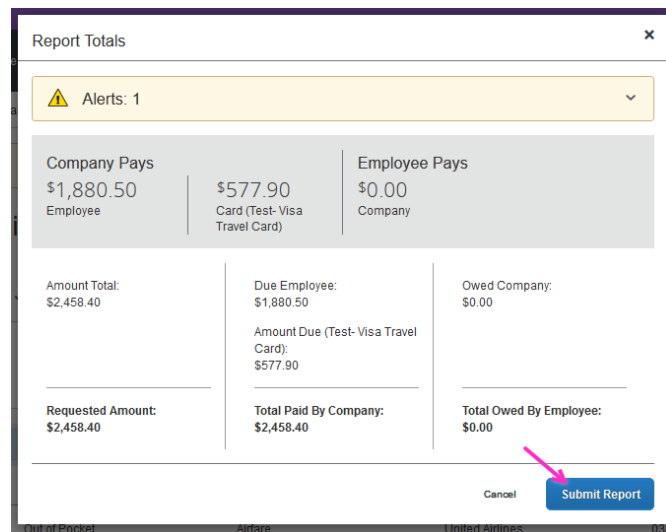
REQUEST
Approved
\$2,500.00


Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Airfare	United Airlines	03/30/2022	\$500.00
<input type="checkbox"/>			Out of Pocket	Other Accomodations	San Francisco, California	03/30/2022	\$500.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/30/2022	\$59.25
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/27/2022	\$79.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/26/2022	\$5.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/25/2022	\$61.00
<input type="checkbox"/>			Out of Pocket	Daily Meal Per Diem	San Francisco, California	03/24/2022	\$79.00

6

Review reimbursement & click **Submit Report**



Report Totals 

Alerts: 1

Company Pays		Employee Pays
\$1,880.50	\$577.90	\$0.00
Employee	Card (Test- Visa Travel Card)	Company

Amount Total: \$2,458.40	Due Employee: \$1,880.50	Owed Company: \$0.00
	Amount Due (Test- Visa Travel Card): \$577.90	
Requested Amount: \$2,458.40	Total Paid By Company: \$2,458.40	Total Owed By Employee: \$0.00

Cancel **Submit Report**

Out of Pocket | Airfare | United Airlines | 03/30/2022