



## Starting an Expense Report from an approved Travel Request

**Purpose:** Users must create expense reports in order to be reimbursed for out of pocket expenses incurred during travel and to settle travel card transactions. Concur requires an approved Travel Request before an expense report.

- At FSU, a Travel Request must be created in order to create a Travel Expense Report. Reports containing only non-travel expense type line items do not require a Travel Request.
- The easiest way to start the Expense Report is from the Travel Request

From the Concur Home Page click **Requests**.

Active Requests (2)

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved ...	Remaining...	Action
Project-1000	34C3	Approved Comment: Approved	09/00/2017	09/06/2017	\$1,034.50	\$1,034.50	\$-344.50	Expense
In state-\$1k	34CK	Approved Comment: Approved	09/25/2017	09/27/2017	\$1,196.20	\$1,196.20	\$276.35	Expense

1. In the above example there are two requests. Both have a status of Approved, and are ready for creation of the Expense Report.
2. Under the Action heading, click Expense.

Create a New Expense Report

Report Header

Policy: **FSU 2012 Statewide Expense Policy**

Report/Trip Name: **In state - \$1k** | Report Date: **10/03/2017** | Trip Type: **In State** | Travel Start Date: **09/25/2017** | Travel End Date: **09/26/2017** | Report Key:

Traveler Type: **Faculty/Staff** | Report/Trip Purpose: **Evaluate/Monitor Programs** | Benefit to University: **Enhance recognition of Unive** | Does this trip contain personal travel?: **No** | Dates of Personal Travel:

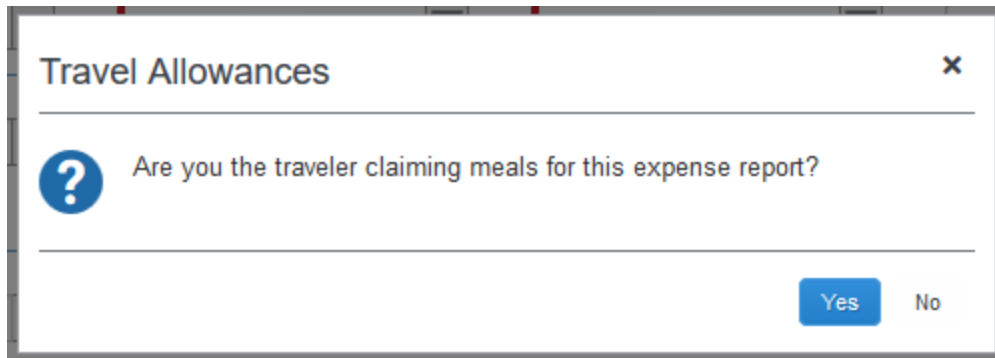
Guest Expense Reimbursement:  | Guest ID:  | Guest Address:

Comment:  | Will be the last report for this request?: **Yes** (indicated by a red arrow)

Department: **(090001) Psychology** | Fund: **(110) E&G General Revenue** | PCBU:  | Project/Activity:  | Chartfield 1:  | Chartfield 2:  | Chartfield 3:

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
In state-\$1k	34CK	No	\$1,196.20	\$1,196.20	\$276.35

3. The Create a New Expense Report screen will open, and the fields will be automatically populated with information from the Travel Request.
4. You must answer the question, **“Will be the last report for this request?”**
5. You may make changes to any fields or add comments.
6. Click Next to proceed through the entering of expenses.
7. The next prompt asks if the traveler will claim meals. Select the appropriate response.



### Where to from here?

Quick start guides are available for:

- *Meal Allowance*
- *Adding Out-of-Pocket expenses*
- *Placing T-Card charges on an expense report (from an open expense report & from the Managing Expenses section)*
- *Itemizing nightly lodging expenses*
- *Itemizing personal expenses on the travel card*
- *Adding attendees*
- *Entering personal vehicle mileage*
- *Documented Miles expense type*
- *Copying an expense*
- *Converting foreign currency*
- *Allocating (split-funding) transactions*
- *Attaching receipts*
- *Missing receipts*
- *Printing an Expense Report*