

Concur Travel and Expense Management

Travel Expense Report Basics

Travel Expense Report Basics

This guide will illustrate:

- How per diem is added to an Expense Report
- How to itemize a hotel receipt
- How to calculate personal car mileage

To begin:

- Log into **udel.edu/concur** using your UD credentials
- Click on the **Requests** tab at the top of the Concur home page



SAP Concur

Requests

Expense

Support | Help

Manage Requests

ARPA-E Summit \$2,868.00

Approved | Request ID: 6EUP

More Actions

Create Expense Report

EXPECTED EXPENSES

Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓
	Air Ticket	Philadelphia (PHL) - Denver (DEN) : Round Trip	05/22/2022	\$908.00	\$908.00
	Hotel Reservation	Denver, Colorado	05/22/2022	\$978.00	\$978.00
	Conference Registration/Fees (not hosted by UD)	ARPA-E Summit Registration	05/22/2022	\$695.00	\$695.00
	Ground Transportation	Taxi round trip from airport to hotel	05/22/2022	\$50.00	\$50.00
	Meal Per Diem	Denver, Colorado	05/22/2022	\$237.00	\$237.00
					\$2,868.00

- From the Requests tab, select the approved Travel Request
- Click **Create Expense Report**

Your Report Header will be pre-filled with the information from your request

Create New Report

Create From an Approved Request

Expense Report Type *

*UD-Travel Expenses

* Required field

Report/Trip Name *

Report/Trip Start Date *

MM/DD/YYYY

Report/Trip End Date *

MM/DD/YYYY

Primary Report/Trip Purpose *

None Selected

Traveler Type *

02: Staff/Grad Student

Employee Department

PROCUREMENT SERVICES (04750)

Trip Type *

None Selected

Does this trip include personal travel? *

None Selected

Personal Travel Dates

Trip Details *

Report Total

Speedtype *

Search by Code

Project ID

Search by Code

UD User Field

Search by Code

Work Order #

Search by Code

Comments To/From Approvers

Claim Travel Allowance

Will this trip include per diem? If you are creating a Goods and Services Report, select 'No'

☒ Yes, I want to claim Travel Allowance

☐ No, I do not want to claim Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Cancel

Next

- Calculate your Travel Allowance (per diem) by selecting **Yes**
- Click **Next**

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name Selection

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
--------------------------	----------------	--------------	-----------------------

No Itinerary Rows Found

New Itinerary Stop

Departure City

Date Time

Arrival City

Date Time

Save

Go to Single Day Itineraries Next >> Cancel

If your Itinerary Rows do not appear in the Itinerary Info box, click **Available Itineraries**



Travel Allowances For Report: ARPA-E Summit

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
----------------	---------------	--------------	---------------	-----------------------

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: ARPA-E Summit				
Philadelphia, Pennsylvania	05/22/2022 08:00 AM	Denver, Colorado	05/22/2022 11:00 AM	DENVER COUNTY, US-CO, US
Denver, Colorado	05/25/2022 08:00 AM	Philadelphia, Pennsylvania	05/25/2022 11:00 AM	PHILADELPHIA COUNTY, US-PA, US

- In the Available Itineraries Section, select the itinerary related to your trip
- Click **Assign**

<< Previous Next >>



Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: ARPA-E Summit				
Philadelphia, Pennsylvania	05/22/2022 08:00 AM	Denver, Colorado	05/22/2022 11:00 AM	DENVER COUNTY, US-CO, US
Denver, Colorado	05/25/2022 08:00 AM	Philadelphia, Pennsylvania	05/25/2022 11:00 AM	PHILADELPHIA COUNTY, US-PA, US

Available Itineraries

Current Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
----------------	---------------	--------------	---------------	-----------------------

No Available Itineraries Found

Once your itinerary shows up in the Assigned Itineraries section, click **Next**

<< Previous

Next >>



1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from <input type="text"/> to <input type="text"/> <input type="button" value="Go"/>						
Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided		Allowance
<input type="checkbox"/>	05/22/2022 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First Travel Day	\$59.25
<input type="checkbox"/>	05/23/2022 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$79.00
<input type="checkbox"/>	05/24/2022 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		\$79.00
<input type="checkbox"/>	05/25/2022 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Last Travel Day	\$59.25

- Concur imports the GSA per diem rate for your destination
- Your first and last travel days will be calculated at 75% of the GSA rate
- Check the boxes to select meals that were provided for you, if applicable

<< Previous

Create Expenses






Cancel



Show dates from <input type="text"/> to <input type="text"/> <input type="button" value="Go"/>						
Exclude All <input type="checkbox"/>		Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>		05/22/2022 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25
<input type="checkbox"/>		05/23/2022 Denver, Colorado	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	\$23.00
<input checked="" type="checkbox"/>		05/24/2022 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00
<input checked="" type="checkbox"/>		05/25/2022 Denver, Colorado	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00



- Concur will deduct the breakdown for excluded meals, if applicable
- Click **Create Expense**














SAP Concur  Requests Travel **Expense** Administration  Help  Profile  







Manage Expenses Process Reports

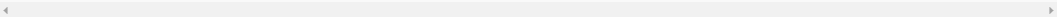
ARPA-E Summit \$82.25

Not Submitted  

Report Details  Manage Receipts  Travel Allowance 

       View: Standard 

<input type="checkbox"/>	Receipt 	Payment Type 	Expense Type 	Vendor Details 	Date 	Requested 
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	Denver, Colorado	05/23/2022	\$23.00
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	Denver, Colorado	05/22/2022	\$59.25
						\$82.25





SAP Concur 

Travel Policy
Service Stat
Contact Sup
Cookie Pref

- Your per diem allowance entries have been added
- Click **Add Expense**

22.08.18 am
ts Reserved



SAP Concur

Administration | Help

Profile

Manage Expenses

Process Expenses

ARPA-E Summary

Not Submitted

Report Details | Print/Share

Add Expense | Edit

☐ Receipt

☐ Payment Type

☐ Out of Pocket

☐ Out of Pocket

☐ Out of Pocket

☐ Out of Pocket

☐ Out of Pocket

Copy Report

Submit Report

View: Standard

Requested

\$59.25

\$79.00

\$79.00

\$59.25

\$276.50

Add Expense

Create New Expense

Displayed expenses: 3, Total: 3

Close

Add To Report

SAP

SAP Concur

Travel Policy

Service Status (No)

Contact Support

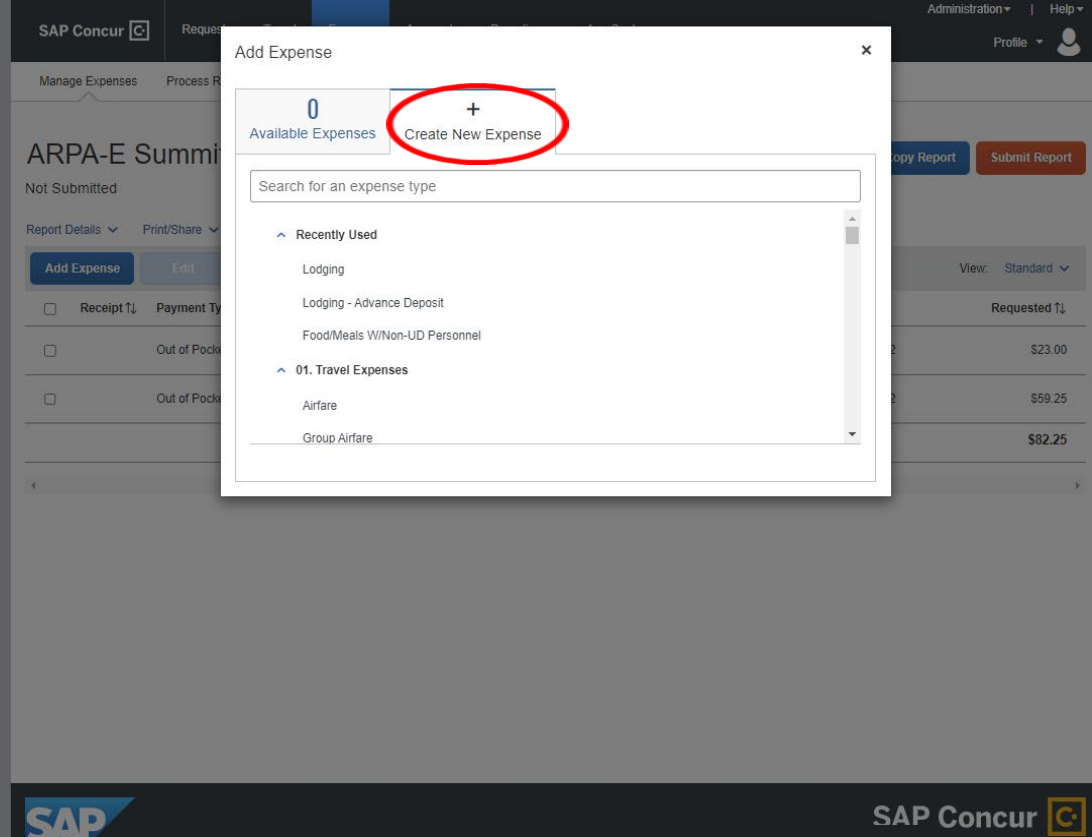
Cookie Preferences

07/2022 08:18 am

All Rights Reserved

Select all applicable charges and click **Add to Report**





- For Out of Pocket expenses (reimbursements), click **Create New Expense**
- Select the Expense Type

SAP Concur Administration Help Profile

Requests Travel Expense

Manage Expenses Process Reports

New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

* Required field

Expense Type *
Lodging

Check-in Date * 05/22/2022 Check-out Date * 05/25/2022 Nights: 3

Transaction Date * 05/25/2022 Report/Trip Purpose * Conference Professional Develop

Additional Information New UI travel test Vendor * Marriott Hotels

Lodging Location * Denver, Colorado Payment Type * Out of Pocket

Amount * 628.93 Currency * US, Dollar

☒ Travel Allowance

Comment


Save Expense Save and Add Another Cancel


Upload Receipt Image

For Lodging Expenses,
UNCHECK
the Travel Allowance box

Complete the required fields marked with a *




SAP Concur  Administration | Help

Requests Travel Expense Profile 

Manage Expenses Process Reports



New Expense


Cancel Save Expense

Details Itemizations Hide Receipt 


* Required field

Expense Type *
Lodging

Check-in Date * 05/22/2022  Check-out Date * 05/25/2022  Nights: 3

Transaction Date * 05/25/2022  Report/Trip Purpose *
Conference Professional Develop

Additional Information New UI travel test Vendor *
Marriott Hotels


Lodging Location *  Denver, Colorado Payment Type *
Out of Pocket

Amount * 628.93 Currency *
US, Dollar

☒ Travel Allowance ☐ Travel Allowance

Comment

Save Expense

Upload Receipt Image 

Click **Upload Receipt Image** to attach a receipt
(Required for all expenses \$25 or more)



SAP Concur

Attach Receipt

Select a receipt image or reuse one from this report:

Available Receipts Receipts in Report

Upload Receipt Image
5MB limit per file

real hotel receipt_Redact...
Uploaded: 09/08/2022 8:56 PM

Attach View

Close

Expense Type *
Lodging

Check-in Date *
05/22/2022

Transaction Date *
05/22/2022

Additional Information
New UI travel test

Lodging Location *
Denver, Colorado

Amount *
682.93

☐ Travel Allowance

Comment

Cancel Save Expense

Hide Receipt

Image

Select **Available Receipts** to:

- See receipts that have been added to your profile
- Search and upload documents saved to your computer



SAP Concur

Administration | Help

Profile

Manage Expenses Process R

New Expense

Details

Expense Type *

Lodging

Check-in Date *

05/22/2022

Transaction Date *

05/22/2022

Additional Information

New UI travel test

Lodging Location *

Denver, Colorado

Amount *

682.93

☐ Travel Allowance

Comment

Attach Receipt

Select a receipt image or reuse one from this report:

Available Receipts Receipts in Report

real hotel receipt_Redact...
Uploaded: 09/08/2022 8:56 PM

Attach View

Close

Cancel Save Expense

Hide Receipt

Select **Receipts in Report** to reuse a receipt in your current report



Process Reports

Itemizations

Save Expense

[Hide Receipt](#)

* Required field

Expense Type *

Lodging

Check-in Date [★]

05/22/2022

Check-out Date *

05/25/2022

Nights:

3

Transaction Date ★

05/22/2022

Additional Information

New UI travel test

Report/Trip Purpose ★

Conference Professional Develop

Vendor [★]

Marriott Hotels

Payment Type *

Out of Pocket

Lodging Location *

Denver, Colorado

Amount ^{*}

682.93

Currency *

US, Dollar

☐ Travel Allowance

Comment

Save Expense

1 / 1

- +

GAYLORD
HOTELS®

10/19

ROOM

QTY

321

[REDACTED]

[REDACTED]

[REDACTED]

STAYED IN 10/19

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

GAYLORD ROCKIES

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

DATE

REFERENCE

CHANGES

CREDITS

BALANCES DUE

04/10

ACCOMMODATION RECEIVED BY USA

XXXXXXXXXXXX [REDACTED]

325.00

04/11

DOCK BAY

04/12

DOCK BAY

04/13

DOCK BAY

04/14

DOCK BAY

04/15

DOCK BAY

04/16

DOCK BAY

04/17

DOCK BAY

04/18

DOCK BAY

04/19

DOCK BAY

04/20

DOCK BAY

04/21

DOCK BAY

04/22

DOCK BAY

04/23

DOCK BAY

04/24

DOCK BAY

04/25

DOCK BAY

04/26

DOCK BAY

04/27

DOCK BAY

04/28

DOCK BAY

04/29

DOCK BAY

04/30

DOCK BAY

04/31

DOCK BAY

04/32

DOCK BAY

04/33

DOCK BAY

04/34

DOCK BAY

04/35

DOCK BAY

04/36

DOCK BAY

04/37

DOCK BAY

04/38

DOCK BAY

04/39

DOCK BAY

04/40

DOCK BAY

04/41

DOCK BAY

04/42

DOCK BAY

04/43

DOCK BAY

04/44

DOCK BAY

04/45

DOCK BAY

04/46

DOCK BAY

04/47

DOCK BAY

04/48

DOCK BAY

04/49

DOCK BAY

04/50

DOCK BAY

04/51

DOCK BAY

04/52

DOCK BAY

04/53

DOCK BAY

04/54

DOCK BAY

04/55

DOCK BAY

04/56

DOCK BAY

04/57

DOCK BAY

04/58

DOCK BAY

04/59

DOCK BAY

04/60

DOCK BAY

04/61

DOCK BAY

04/62

DOCK BAY

04/63

DOCK BAY

04/64

DOCK BAY

04/65

DOCK BAY

04/66

DOCK BAY

04/67

DOCK BAY

04/68

DOCK BAY

04/69

DOCK BAY

04/70

DOCK BAY

04/71

DOCK BAY

04/72

DOCK BAY

04/73

DOCK BAY

04/74

DOCK BAY

04/75

DOCK BAY

04/76

DOCK BAY

04/77

DOCK BAY

04/78

DOCK BAY

04/79

DOCK BAY

04/80

DOCK BAY

04/81

DOCK BAY

04/82

DOCK BAY

04/83

DOCK BAY

04/84

DOCK BAY

04/85

DOCK BAY

04/86

GAYLORD
HOTELS®

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

ADDRESS

XXXXXXXXXXXX [REDACTED]

CITY/STATE

[REDACTED]

201 00

RATE

05/23/21

05/31

42026

40061

MSVA 72800040

Click the **Itemizations** tab to itemize the expense



Process Reports

⚠ Itemizations are required for this entry. [View](#)

05/22/2022 | Marriott Hotels

Save Expense

Itemizations

[Hide Receipt](#) 

! Remaining
\$682.93

More Actions ▾

Create itemizations for the items on your receipt.

[illegible]

See our "Privacy & Cookie Statement" on [Marriott.com](#)

Your Marriott Bonvoy points/miles earned on your eligible earnings will be credited to your account. Check your Marriott Bonvoy Account Statement for updated activity. See members.marriott.com for new Marriott Bonvoy benefits.

 GAYLORD HOTELS
GAYLORD ROCKES
866-435-7627
FOLIO REPRINT, EMAIL
MBS.FOLIO@GAYLORDHOTELS.COM

Want access to the content of *Product Match* at home? Visit ProductMatchBham.com

Click Create Itemization

Append



- Select the appropriate itemization format and enter the information
- Click **Save Itemization**

SAP Concur | Requests | Travel | Expense | Profile | Help

Manage Expenses | Process Reports

Lodging \$682.93

05/22/2022 | Marriott Hotels

Cancel | **Save Expense**

Details | Itemizations | Hide Receipt

Amount	Itemized	Remaining
\$682.93	\$682.93	\$0.00

Create Itemization | More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	05/22/2022	Lodging	\$0.00
<input type="checkbox"/>	05/22/2022	Lodging Tax	\$10.41
<input type="checkbox"/>	05/23/2022	Lodging	\$289.00
<input type="checkbox"/>	05/23/2022	Lodging Tax	\$47.26
<input type="checkbox"/>	05/24/2022	Lodging	\$289.00
<input type="checkbox"/>	05/24/2022	Lodging Tax	\$47.26

real hotel receipt_Redacted....

Append

Once the full amount has been itemized,
click **Save Expense**

The screenshot shows the SAP Concur interface with the 'Add Expense' dialog box open. The dialog box has two tabs: 'Available Expenses' (showing '0') and 'Create New Expense' (highlighted with a red circle). Below the tabs is a search bar labeled 'Search for an expense type'. A list of expense types is displayed, including 'Tolls', 'Travel - Domestic Meals', and '03. Personal Car Mileage' (highlighted with a red circle). Under '03. Personal Car Mileage', there are sub-options: 'Mileage Reduction' and 'Personal Car Mileage'. In the background, the 'Add Expense' button on the main interface is also highlighted with a red circle.

To create a personal car mileage expense:

- Click **Add Expense**
- Click **Create New Expense**
- Select **Personal Car Mileage**





Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

222 S Chapel Street, Newark, DE 19711

8000 Essington Ave, Philadelphia, PA 19151

36.5 MI

☐ Personal

Calculate Route Make Round Trip

Directions

222 S Chapel St, Newark, DE 19716, USA

36.6 mi. About 47 mins

1. Head north on S Chapel St toward Wyoming Rd 335 ft
2. Turn right onto Wyoming Rd 0.4 mi
3. Turn left onto Library Ave 0.4 mi
4. Turn right onto DE-273 E/Ogletown Rd Continue to follow DE-273 E 3.4 mi
5. Slight right to merge onto I-95 N toward Del 4.4 mi

☐ Deduct Commute

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 36.5 MI

Map

Philadelphia

Wilmington

Newark



Chesapeake City

Map data ©2024 Google Terms of Use Report a map error


Add Mileage to Expense Cancel

Concur will launch a Google Maps mileage calculator



- Enter your start and end points
- Click **Calculate Route**
- Click **Add Mileage to Expense**

SAP Concur  Requests Travel Expense Administration Help Profile 

Manage Expenses Process Reports

New Expense Cancel Save Expense Show Receipt 

Details Itemizations

 Mileage Calculator *  Allocate

* Required field

Expense Type * Transaction Date * Report/Trip Purpose *

Personal Car Mileage 05/22/2022 Conference Professional D...

Additional Information From Location To Location Payment Type

222 S Chapel Street, Newark, ... 8000 Essington Ave, Philadelph... Out of Pocket

Comment

Distance * Amount Currency Reimbursement Rates


37 21.65 US, Dollar USD 0.585 per mile

Save Expense Save and Add Another Cancel

Concur will bring you to the New Expense details tab

- Complete any required information fields marked with a *
- Click **Save Expense**



SAP Concur  Requests Travel **Expense** Approvals Reporting App Center Administration | Help Profile

Manage Expenses Process Reports

New Expense

Cancel Save Expense

Details Itemizations Hide Receipt

Allocate

* Required field

Expense Type *
Professional Development

Transaction Date *
05/24/2022

Report/Trip Purpose *
Conference Professional Develop

Additional Information
New UI test

Enter Vendor Name
Example Industries Inc

City of Purchase
Newark, Delaware

Payment Type *
Out of Pocket

Amount *
100.00

Currency *
US, Dollar

Comment

Upload Receipt Image

- To allocate an expense to different Speedtypes/Purpose Codes than the one on your Report Header:
- Select the expense to open the Expense Detail screen
 - Click **Allocate**



Allocate



Expenses: 1 | \$100.00

Percent

Amount

Amount
\$100.00Allocated \$100.00
100%Remaining \$0.00
0%

Default Allocation

Code
PURC110000Percent %
100

Add

Edit

Remove

Save as Favorite

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel

Save

- Select allocation calculation (*Percent* or *Amount*)
- Click **Add**



Allocate

Expenses: 1 | \$100.00

Percent	Amount
	Amount \$100.00
Default Allocation	
Code PURC110000	
<button>Add</button>	<button>Edit</button> <button>Remove</button> <button>Save as Favorite</button>

Add Allocation

New Allocation **Favorite Allocations**

* Required field

Speedtype *****
▼ (PURC110000) PROCUREMENT SERVICES

Project ID
▼ Search by Code

UD User Field
▼ Search by Code

Work Order #
▼ Search by Code

Cancel **Save**

- Select the Speedtype
- Click **Save**

Allocate ×

Expenses: 1 | \$100.00 | [View Allocation Group](#)

Percent	Amount
Amount \$100.00	Allocated \$100.00 100%
Default Allocation	
Code PURC110000	Percent % 50

[Add](#) [Edit](#) [Remove](#) [Save as Favorite](#)

<input type="checkbox"/> Speedtype ↑↓	Project ID ↑↓	UD User Field ↑↓	Work Order # ↑↓	Code ≡	Percent %
<input type="checkbox"/> 1743 LLC PROCARD CLEARING				ABCD112112	<input type="text" value="50"/>

Cancel [Save](#)

- Enter the percentage or amount you would like to allocate
(If you would like to use this allocation split in the future, click **Save as Favorite**)
- Click **Save**



Manage Expenses

Process Reports

ARPA-E Summit \$82.25

Not Submitted

Copy Report

Submit Report

Report Details

Print/Share

Manage Receipts

Travel Allowance

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

View: Standard

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	Denver, Colorado	05/23/2022	\$23.00
<input type="checkbox"/>		Out of Pocket	Meal Per Diem	Denver, Colorado	05/22/2022	\$59.25
						\$82.25



Resources

[Procurement Services](#)
procurement@udel.edu

