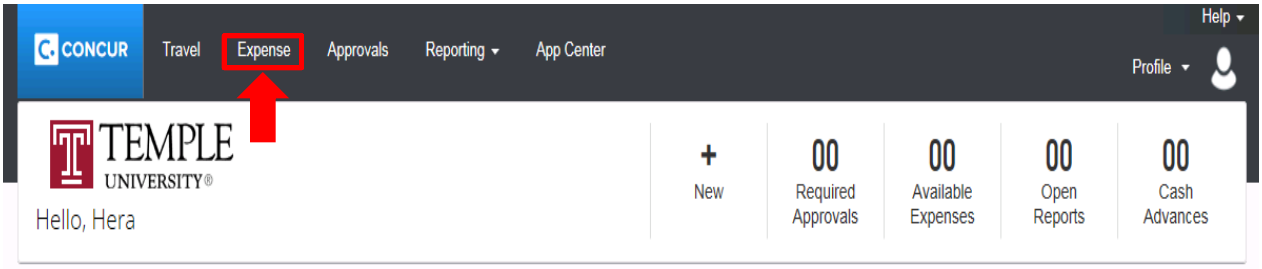
EXPENSE REIMBURSEMENT

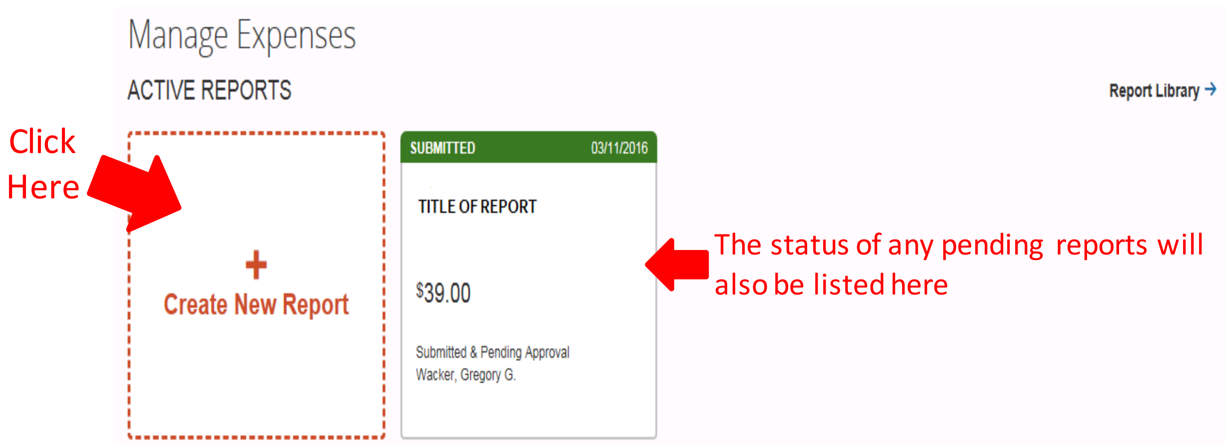
Temple employees must use Concur for ALL reimbursement requests:

- Travel.
- Non-Travel Food (seminar dinners, etc.).
- Miscellaneous purchases not made on P-Card or through TUMarketplace (i.e., lumber at Home Depot, art supplies etc.).

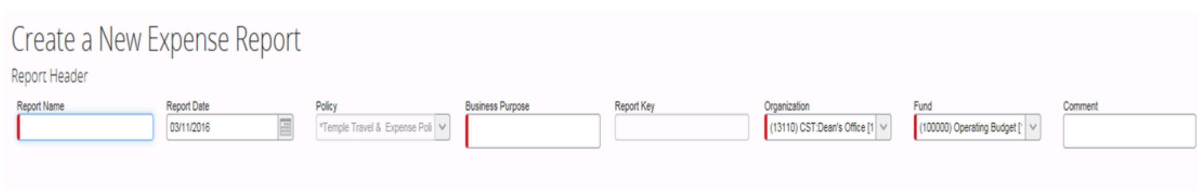
At the top of the website, click on “Expense”.



Under “Manage Expenses” you will click on “Create New Report”.



On the next screen you will fill in or select the required information marked by the red vertical line on left of each field.



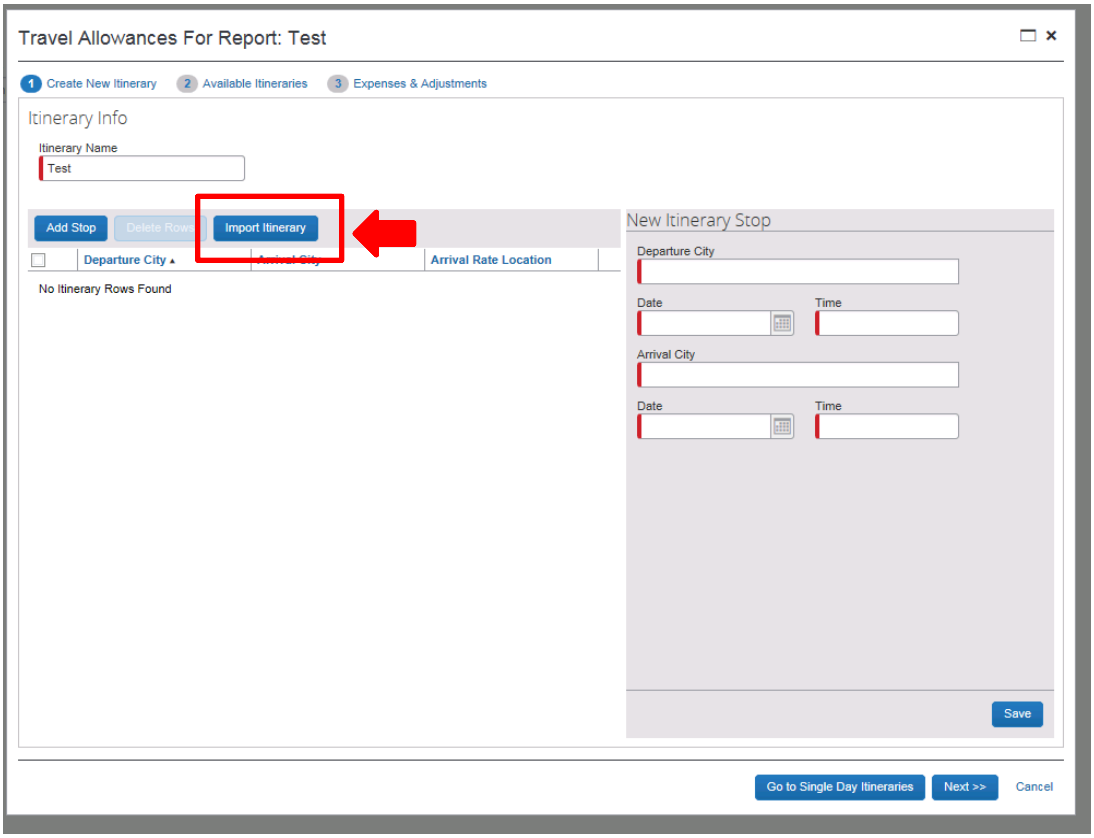
If the expenses are for a class, you must indicate in the Report Name section the class name, course number and the section number.

On the right you will be prompted to select the Org and Fund.

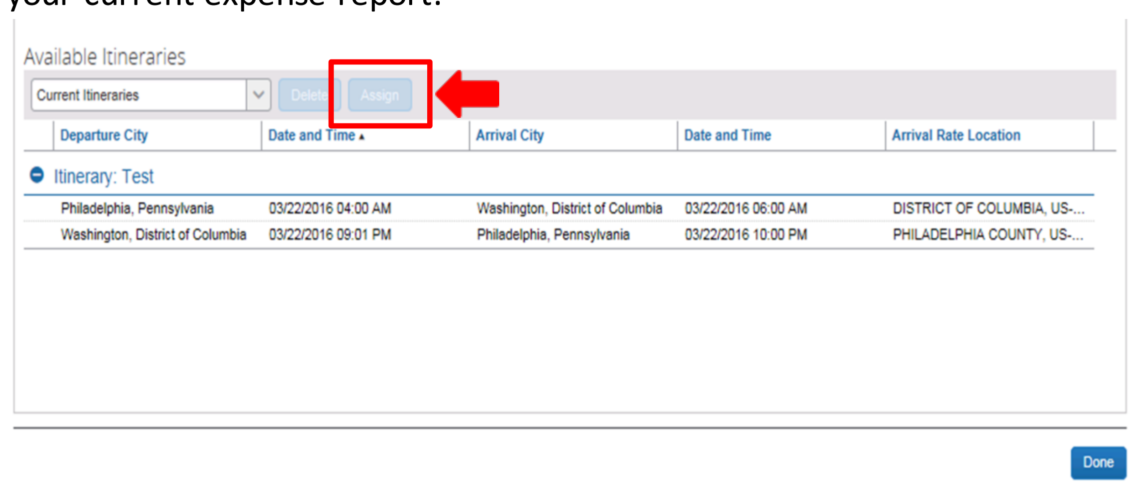
If you **DO NOT** see the FOAPAL listed, **DO NOT** create the report. See one of the Finance Team Members.

A Pop-Up will appear prompting you to create an itinerary for the report.

1. If you booked a flight through Concur, you can "Import Itinerary".
2. If you did not book a flight, then you will need to create an itinerary.
3. If the expense is not for travel or only for a day trip, click "Cancel". **(SKIP TO PAGE 6 TO CONTINUE).**



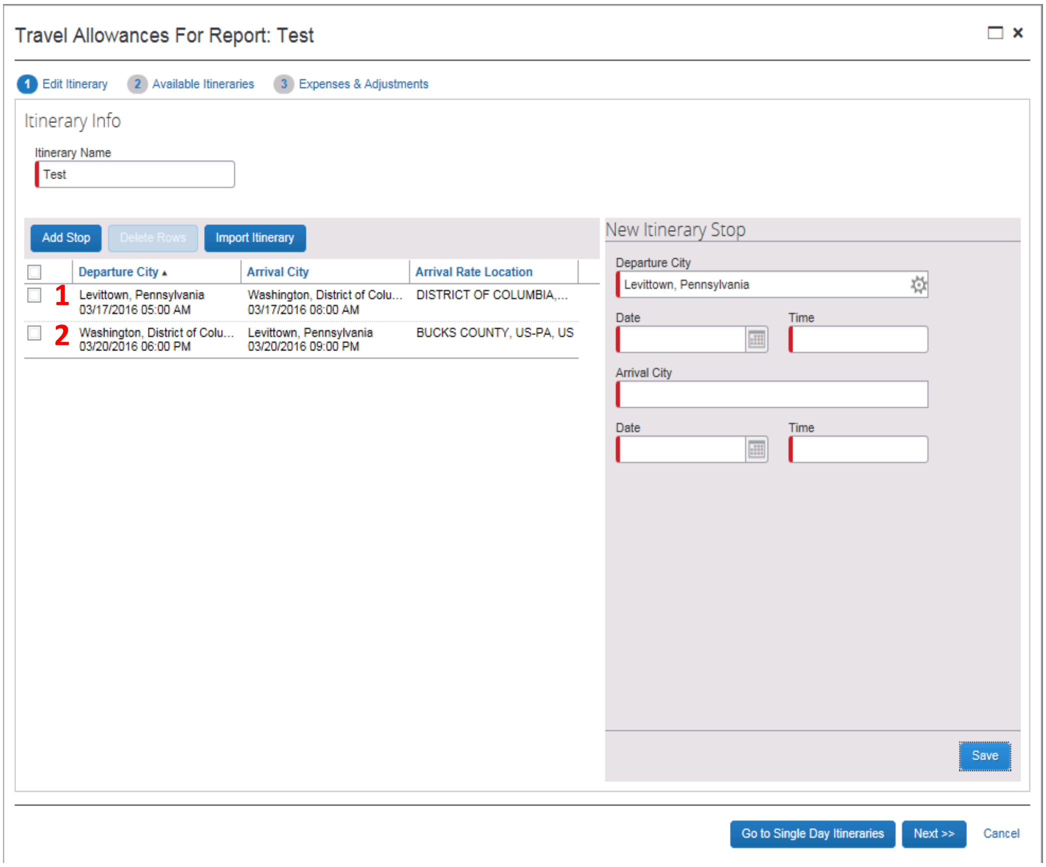
On the bottom of the pop-up screen you will see your "Available Itineraries". Click on the itinerary and then "Assign" at the top. This will assign the itinerary to your current expense report.



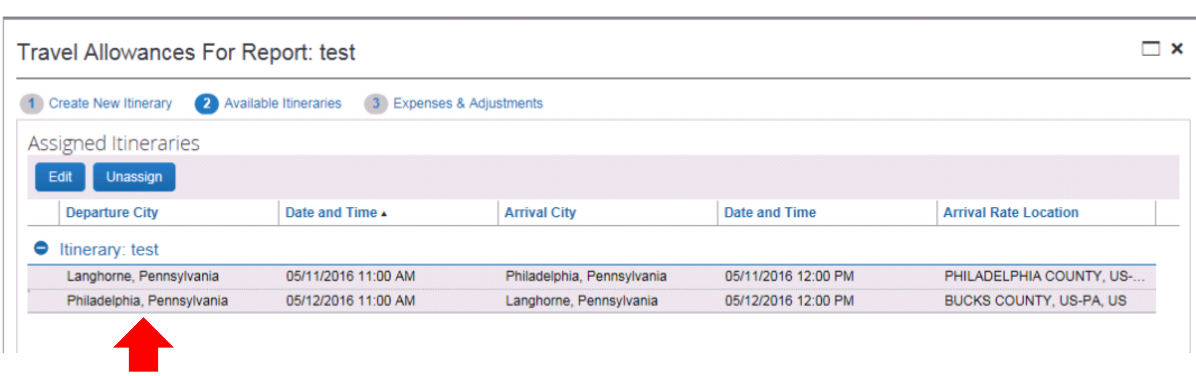
When manually creating an itinerary, you MUST add at least two stops.

1. First entry: Departure City – Arrival City.
2. Second entry: Departure City – Arrival City.

Click “Next” at the bottom of screen to continue.

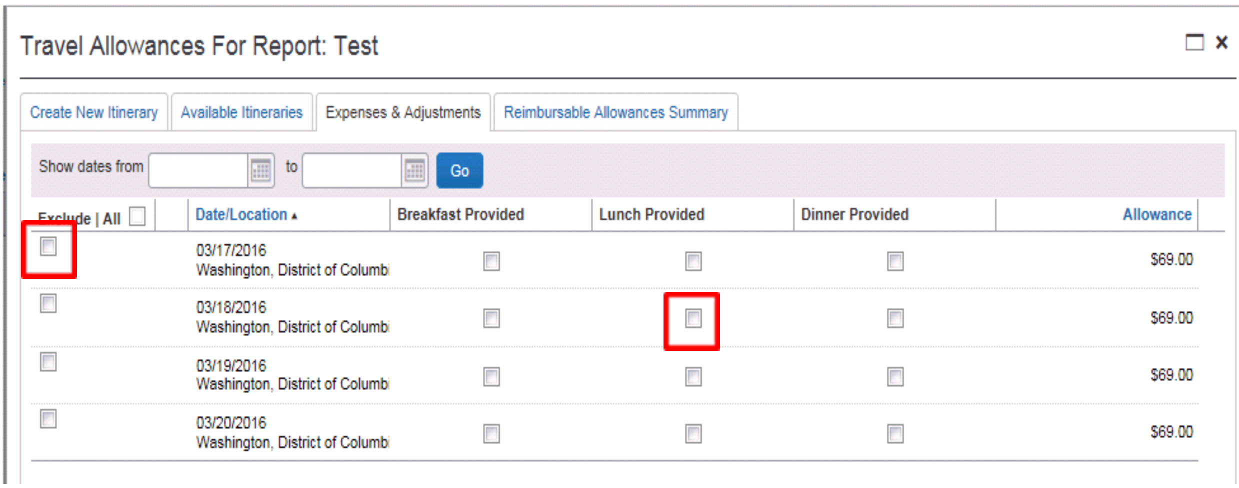


On the next screen, click on the assigned itinerary and on bottom of screen click “Next”.

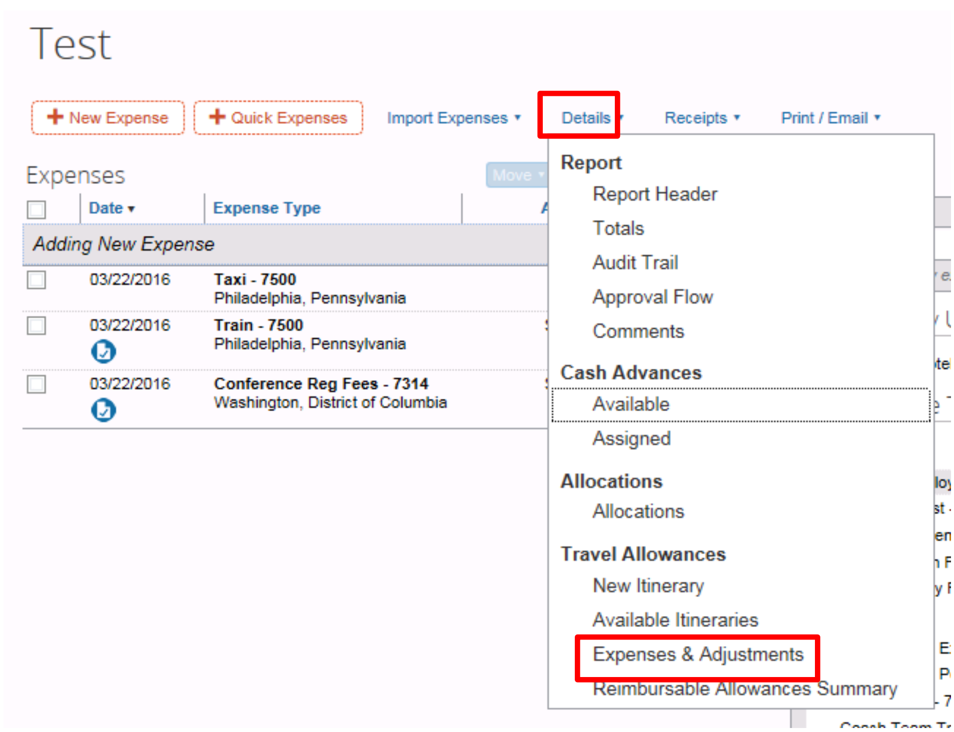


Click Here

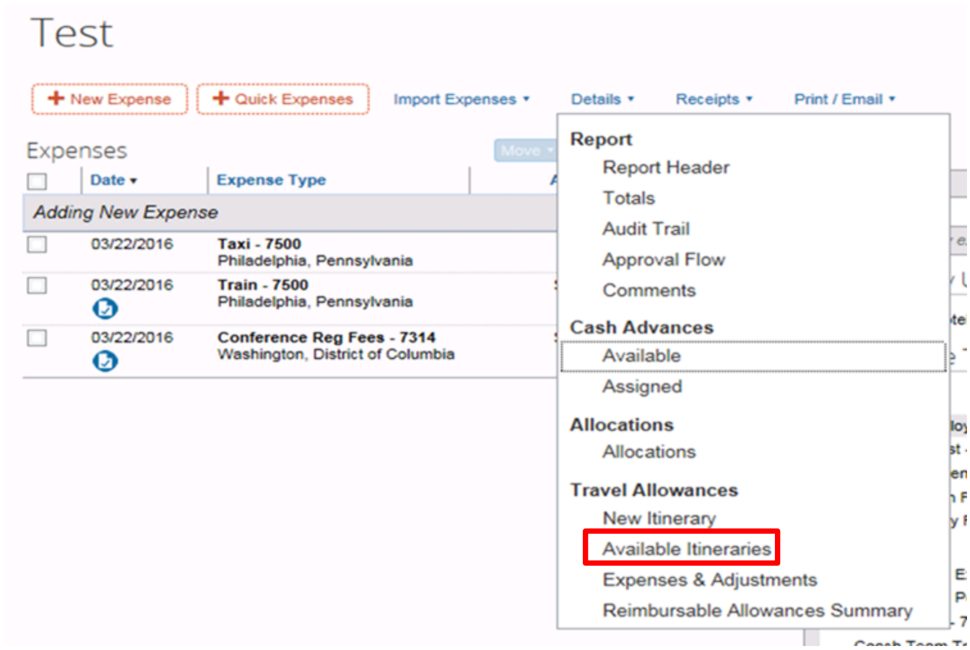
The itinerary will generate your Per Diem expenses. You can exclude the per diem rates for Breakfast, Lunch and/or Dinner by clicking on the boxes. When you are done click on “Create Expenses”.



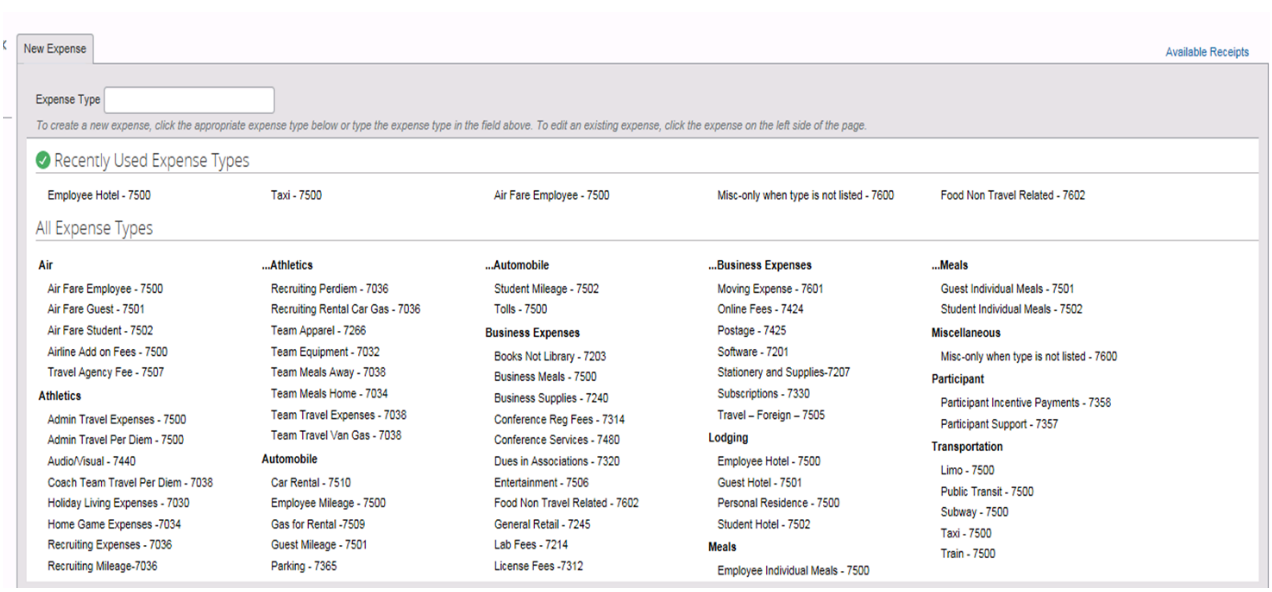
If you need to make changes to your Per Diem expenses, click on “Details”, then “Expenses & Adjustments”.



If you need to change the details of your itinerary or add a stop, click on “Details” and on the drop down menu select “Available Itineraries”.



Once you have created your itinerary (or clicked “Cancel” to bypass the itinerary) the expense menu screen will appear and you can select the type of expenses you want reimbursement under., i.e., “Employee Hotel”, “Taxi”, etc.



Meal Receipts-if it is for 10 people or less, you must list each person who attended. If it is for more than 10 people, you must list in the comment section that this is for a group of 10 and more and what the meal is for.

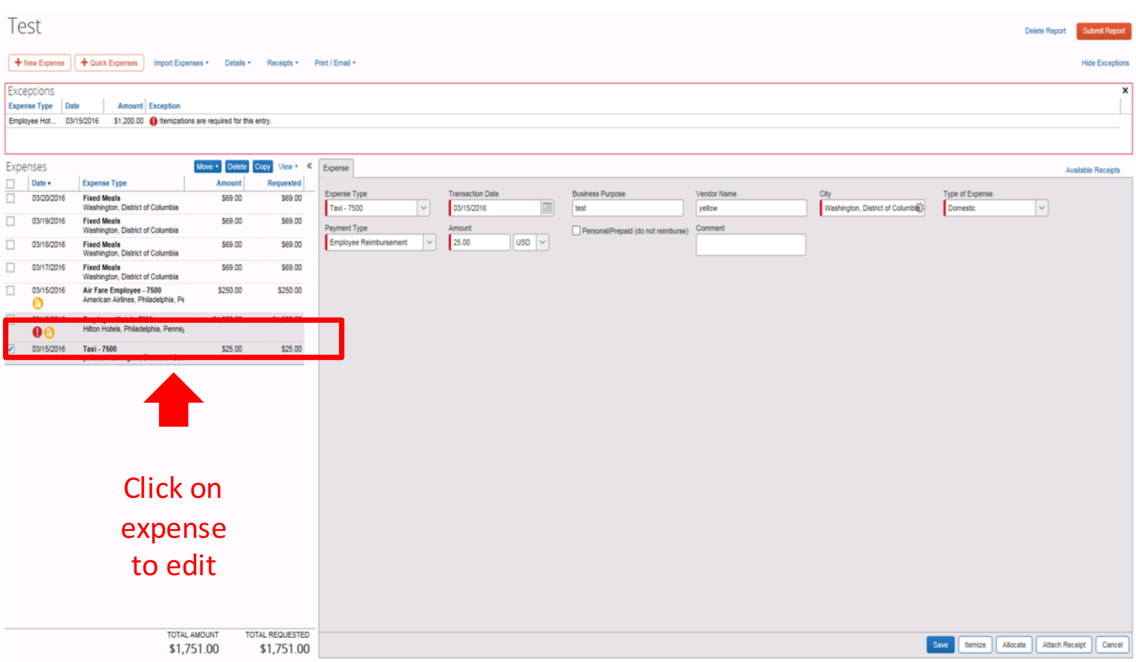
If you have a receipt and there isn't an expense type listed, select miscellaneous and indicate in detail what the expense is for in the comment section.

All sections that are requiring information will be marked by the red vertical line on left of each field.

All expenses over $25, must have a receipt attached to the expense. The receipt must be an itemized receipt and not your credit card receipt.

If you lose a receipt, you can click on "Receipt" and then "Missing Receipt Affidavit". Please list in full detail what the expense was for and where it was from.

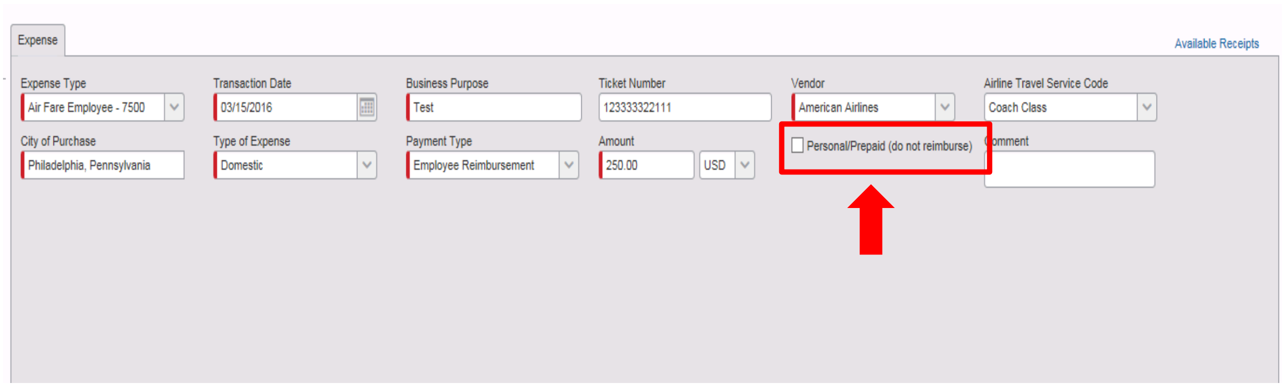
A list of your expenses will populate on the left side of the screen. If you need to make corrections to any expense, click on the item and the right-side of the screen will go back to the input fields for that expense.



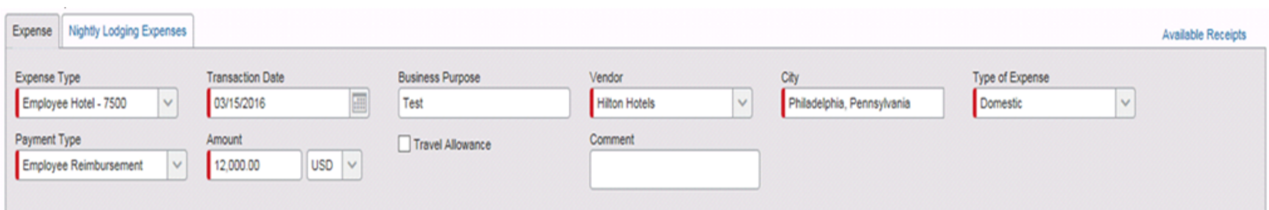
If you booked your flight via Concur or through World Travel, the flight has already been paid and the charge applied to the designated FOAP.

You will need to go into the Air Fare expense and click on the box marked "Personal/Prepaid".

This option applies to **ALL** expense that were prepaid.



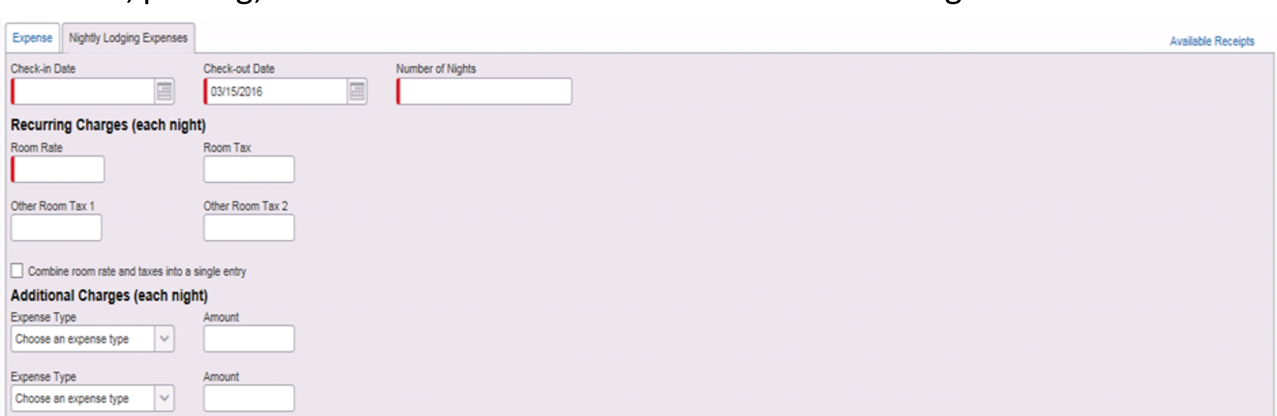
Hotel expenses require that you itemize the nightly charges. Once you create the expense, you will click on the "Itemize" button on the bottom right.



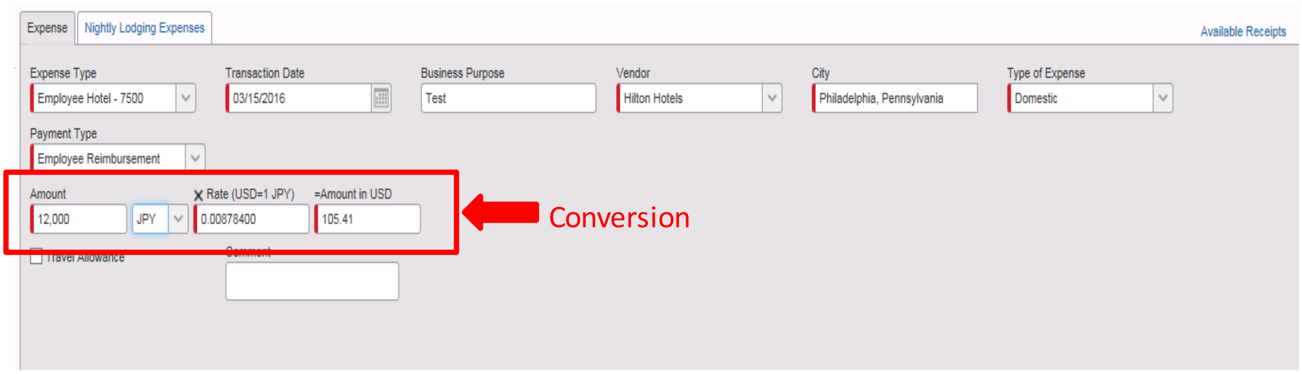
This will direct you to the "Nightly Lodging Expenses" tab. Enter the "Check-in Date" and the "Number of Nights" field will populate.

You must enter the room rate and taxes charge or select the box that will combined the room rate and taxes. TIP: If room rates vary by night, average out the cost of the rate.

Internet, parking, etc. should be added under "Additional Charges".

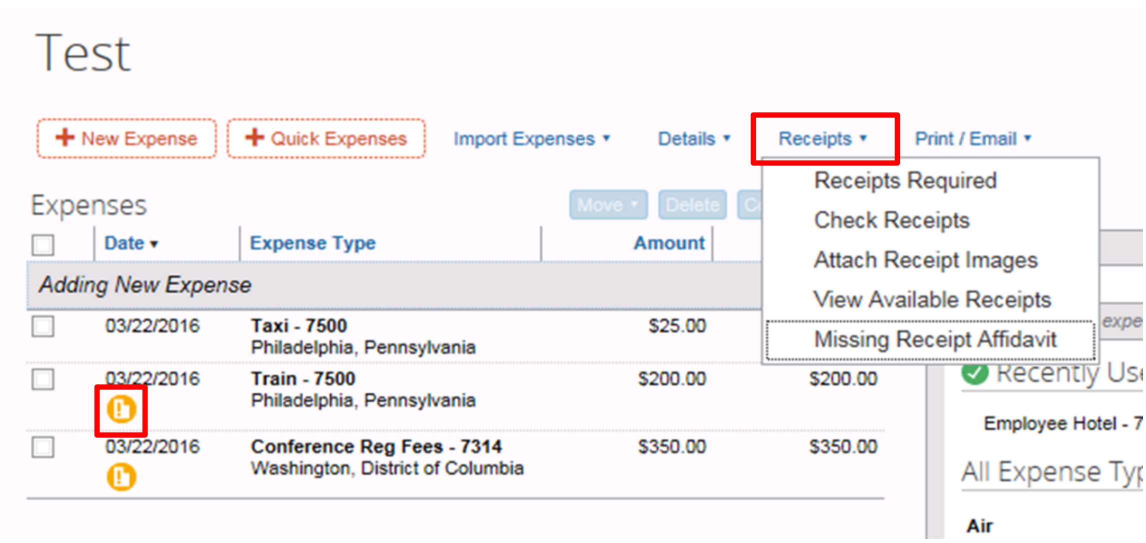


Concur will convert any foreign currency charges to U.S. Dollars. When you input the amount of the charge, on the left, change USD to the appropriate current and the system will automatically calculate the appropriate U.S. Dollar amount for reimbursement.



Any expense that is not properly itemized or does not have a receipt attached will display a warning error. These errors must be corrected.

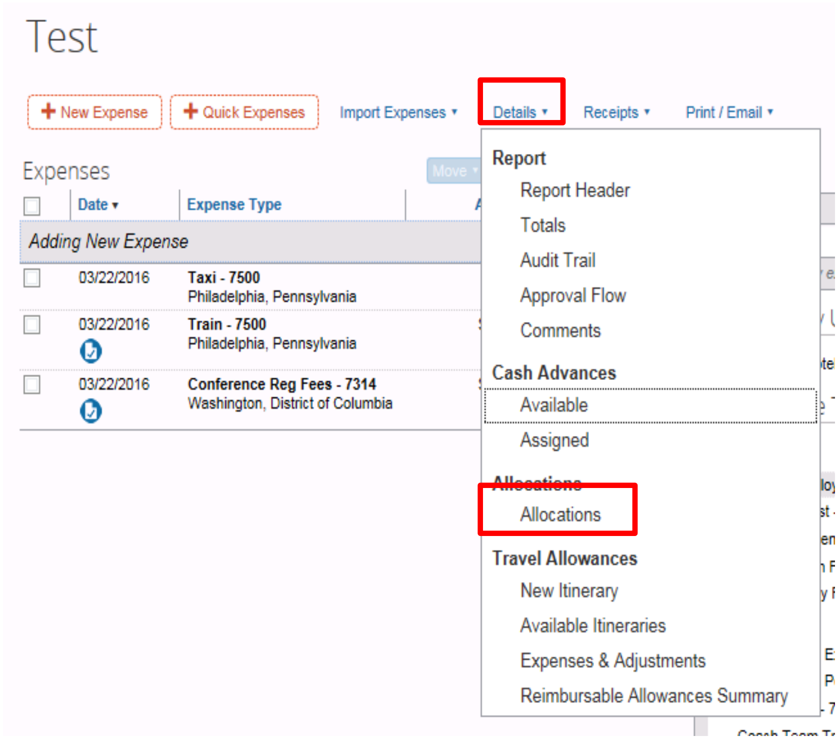
If you hover your mouse over the warning icons, a pop-up will appear explaining the error.



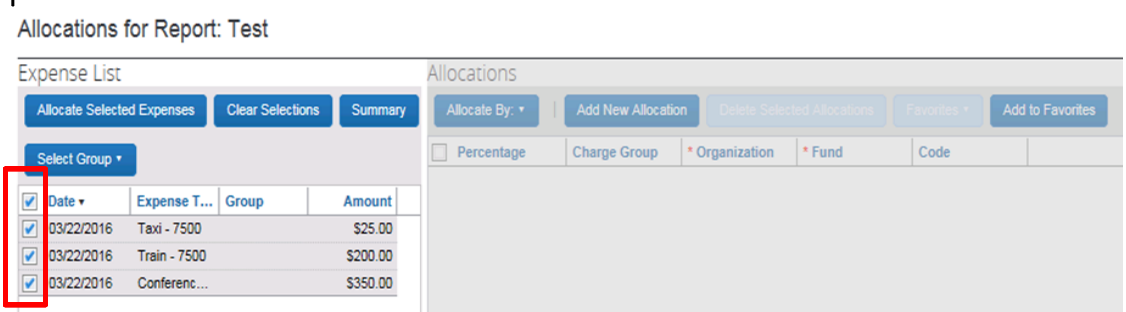
Note: Any expense $25.00 or less does not require a receipt. However, it is recommended you included all receipts.

If you lose a receipt, you can click on "Receipt" and then "Missing Receipt Affidavit". Please list in full detail what the expense was for and where it was from.

If you need to change the FOAP assignment or allocate expense between more than one FOAP, click on “Details” and from the drop-down menu, click on “Allocations”.

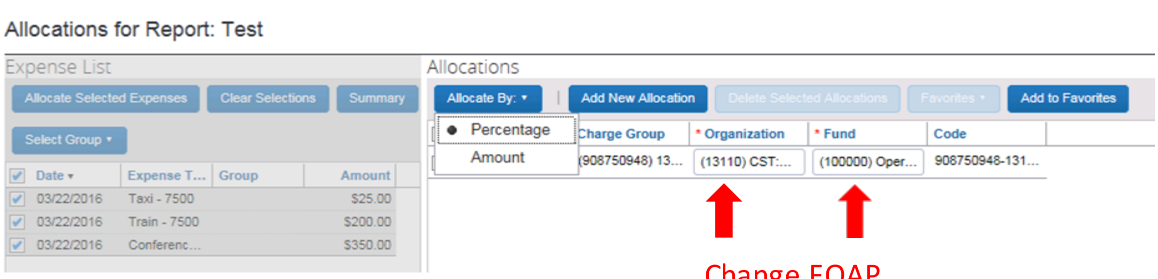


Click on the boxes individually or select all, then click on “Allocate Selected Expenses” button.

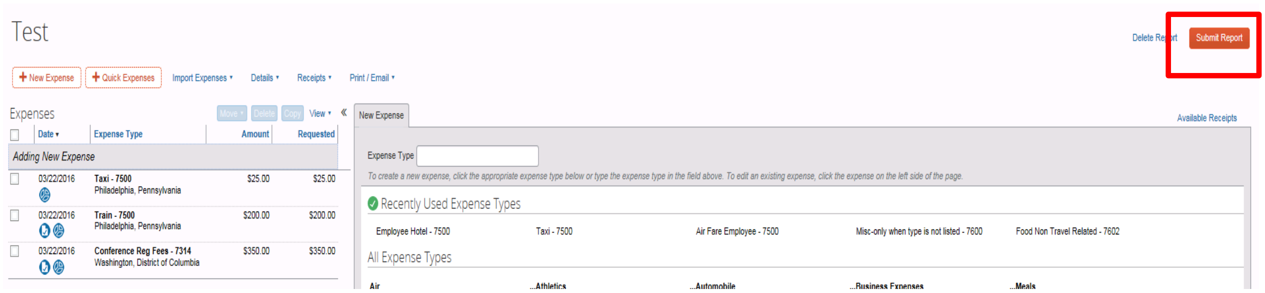


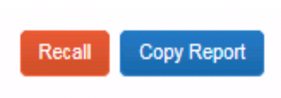
On the right-side of the screen:

1. “Allocate By” – Percentage or by specific amount
2. “Add New Allocation” – Select another FOAP to charge
3. Under Organization and Fund – change FOAP assigned to all or selected expenses



When you are finished adding all expenses, you will hit the “Submit Report” button on the upper right corner of the screen.

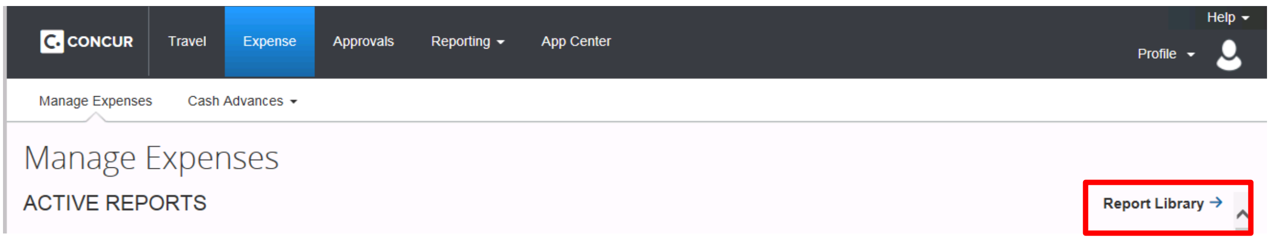




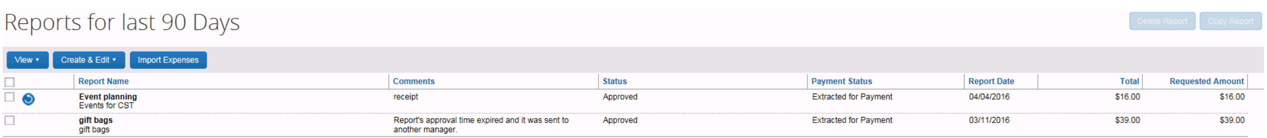
If you need to make changes after a report is submitted, you can click on the “Recall” button on the upper right corner.

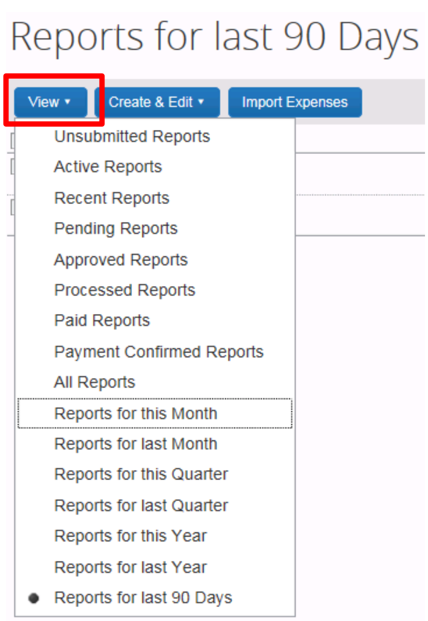
EXPENSE REPORTS

To look up past reports submitted, Click on “Report Library on the right side of screen.



The report screen defaults to Reports submitted within the last 90 Days.





To view reports outside this period, click on “View” and a drop down menu will appear. Select the parameters you want to generate a new report list.

Once you find the report you want, click on the report you want to view and it will direct you to the expense details.