

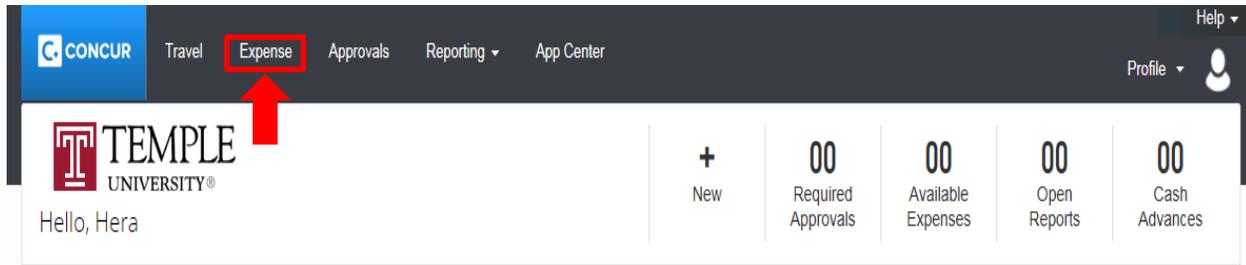
EXPENSE REIMBURSEMENT



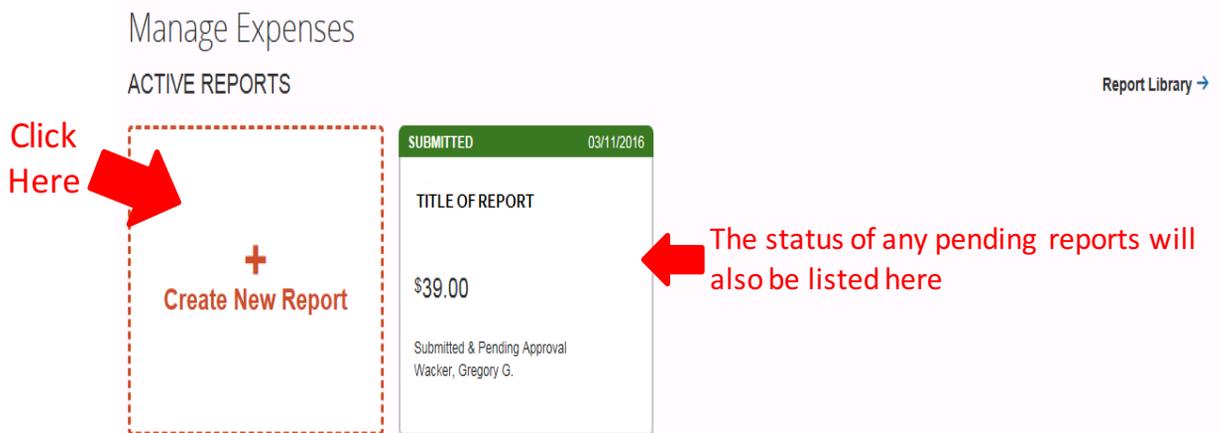
Temple employees must use Concur for ALL reimbursement requests:

- 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).**

Travel Allowances For Report: Test

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Test

Add Stop Delete Row Import Itinerary

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

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.

Available Itineraries

Current Itineraries Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Test				
Philadelphia, Pennsylvania	03/22/2016 04:00 AM	Washington, District of Columbia	03/22/2016 06:00 AM	DISTRICT OF COLUMBIA, US-...
Washington, District of Columbia	03/22/2016 09:01 PM	Philadelphia, Pennsylvania	03/22/2016 10:00 PM	PHILADELPHIA COUNTY, US-...

Done

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.

Travel Allowances For Report: Test

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
Test

Add Stop Delete Rows Import Itinerary

	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>			
<input checked="" type="checkbox"/> 1	Levittown, Pennsylvania 03/17/2016 05:00 AM	Washington, District of Colu... 03/17/2016 08:00 AM	DISTRICT OF COLUMBIA,...
<input checked="" type="checkbox"/> 2	Washington, District of Colu... 03/20/2016 06:00 PM	Levittown, Pennsylvania 03/20/2016 09:00 PM	BUCKS COUNTY, US-PA, US

New Itinerary Stop

Departure City
Levittown, Pennsylvania

Date Time

Arrival City

Date Time

Save

Go to Single Day Itineraries Next >> Cancel

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

Travel Allowances For Report: test

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
Itinerary: test					
	Langhorne, Pennsylvania	05/11/2016 11:00 AM	Philadelphia, Pennsylvania	05/11/2016 12:00 PM	PHILADELPHIA COUNTY, US-...
	Philadelphia, Pennsylvania	05/12/2016 11:00 AM	Langhorne, Pennsylvania	05/12/2016 12:00 PM	BUCKS COUNTY, US-PA, US


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”.

Travel Allowances For Report: Test

[Create New Itinerary](#)
[Available Itineraries](#)
[Expenses & Adjustments](#)
[Reimbursable Allowances Summary](#)

Show dates from to [Go](#)

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/17/2016 Washington, District of Columb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	03/18/2016 Washington, District of Columb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	03/19/2016 Washington, District of Columb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	03/20/2016 Washington, District of Columb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00

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

Test

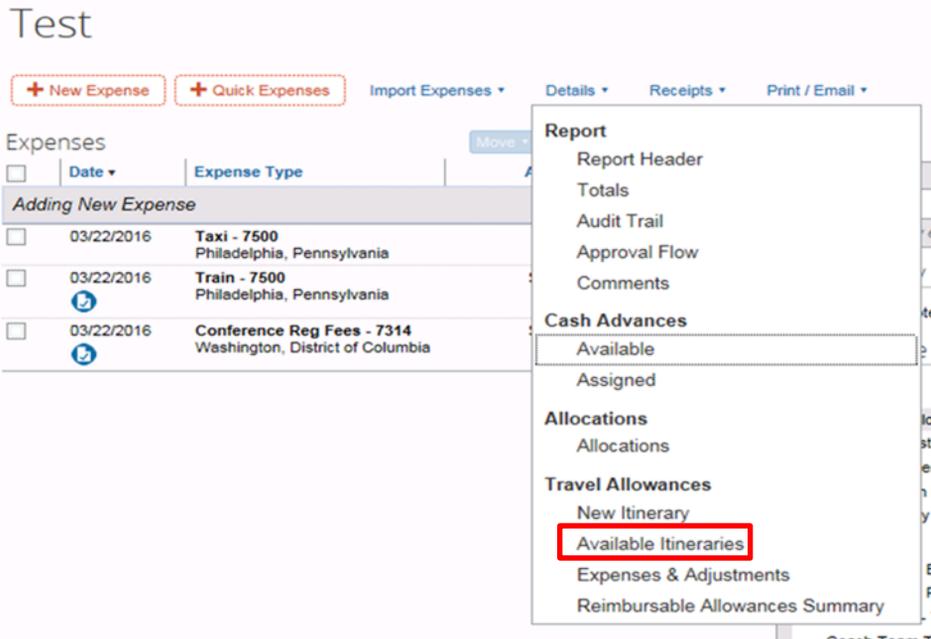
[+ New Expense](#)
[+ Quick Expenses](#)
[Import Expenses](#)
[Details](#)
[Receipts](#)
[Print / Email](#)

Expenses

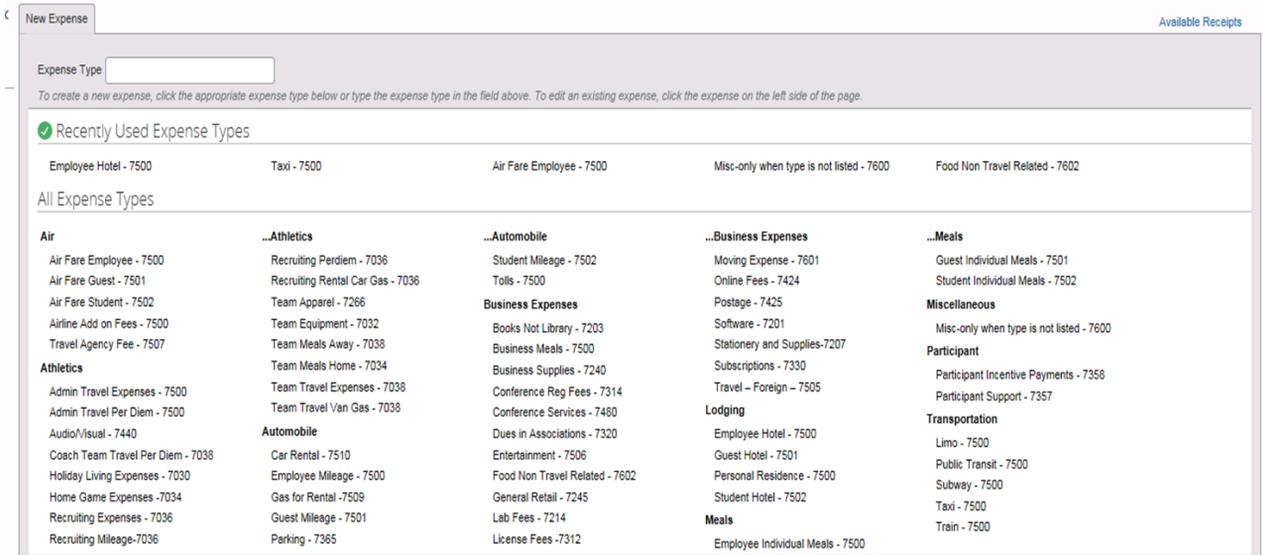
<input type="checkbox"/>	Date	Expense Type
Adding New Expense		
<input type="checkbox"/>	03/22/2016	Taxi - 7500 Philadelphia, Pennsylvania
<input type="checkbox"/>	03/22/2016	Train - 7500 Philadelphia, Pennsylvania
<input type="checkbox"/>	03/22/2016	Conference Reg Fees - 7314 Washington, District of Columbia

- Report
 - Report Header
 - Totals
 - Audit Trail
 - Approval Flow
 - Comments
- Cash Advances
 - Available
 - Assigned
- Allocations
 - Allocations
- Travel Allowances
 - New Itinerary
 - Available Itineraries
 - Expenses & Adjustments
 - Reimbursable Allowances Summary

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.

Test Delete Report

[Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#) [Hide Exceptions](#)

Exceptions

Expense Type	Date	Amount	Exception
Employee Hot...	03/15/2016	\$1,200.00	! Itemizations are required for this entry.

Expenses	Expense Type	Amount	Requested
<input type="checkbox"/>	03/20/2016 Fixed Meals Washington, District of Columbia	\$69.00	\$69.00
<input type="checkbox"/>	03/19/2016 Fixed Meals Washington, District of Columbia	\$69.00	\$69.00
<input type="checkbox"/>	03/18/2016 Fixed Meals Washington, District of Columbia	\$69.00	\$69.00
<input type="checkbox"/>	03/17/2016 Fixed Meals Washington, District of Columbia	\$69.00	\$69.00
<input type="checkbox"/>	03/15/2016 Air Fare Employee - 7599 American Airlines, Philadelphia, Pa	\$250.00	\$250.00
<input checked="" type="checkbox"/>	03/15/2016 Taxi - 7500 Hilton Hotel, Philadelphia, Penna	\$25.00	\$25.00

Expense

Expense Type	Transaction Date	Business Purpose	Vendor Name	City	Type of Expense
Taxi - 7500	03/15/2016	test	yellow	Washington, District of Columbia	Domestic
Payment Type	Amount	Personal/Prepaid (do not reimburse) Comment			
Employee Reimbursement	25.00 USD				

TOTAL AMOUNT \$1,751.00 TOTAL REQUESTED \$1,751.00



Click on
expense
to edit

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.

The screenshot shows the 'Expense' form for 'Air Fare Employee - 7500'. The form includes fields for Transaction Date (03/15/2016), Business Purpose (Test), Ticket Number (12333332111), Vendor (American Airlines), and Airline Travel Service Code (Coach Class). The 'Personal/Prepaid (do not reimburse)' checkbox is highlighted with a red box, and a red arrow points to it from below.

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.

The screenshot shows the 'Expense' form for 'Nightly Lodging Expenses'. The form includes fields for Expense Type (Employee Hotel - 7500), Transaction Date (03/15/2016), Business Purpose (Test), Vendor (Hilton Hotels), City (Philadelphia, Pennsylvania), and Type of Expense (Domestic). The amount is 12,000.00 USD.

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”.

The screenshot shows the 'Expense' form for 'Nightly Lodging Expenses' with the 'Check-in Date' and 'Check-out Date' fields populated. The 'Recurring Charges (each night)' section includes fields for Room Rate, Room Tax, Other Room Tax 1, and Other Room Tax 2. The 'Additional Charges (each night)' section includes fields for Expense Type and Amount.

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.

The screenshot shows the 'Expense' entry form for 'Nightly Lodging Expenses'. The 'Amount' field is set to 12,000 JPY, and the system has calculated the equivalent amount in USD as 105.41. A red box highlights the 'Amount', 'Rate (USD=1 JPY)', and '=Amount in USD' fields, with a red arrow pointing to the text 'Conversion'.

Amount	Rate (USD=1 JPY)	=Amount in USD
12,000	0.00878400	105.41

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.

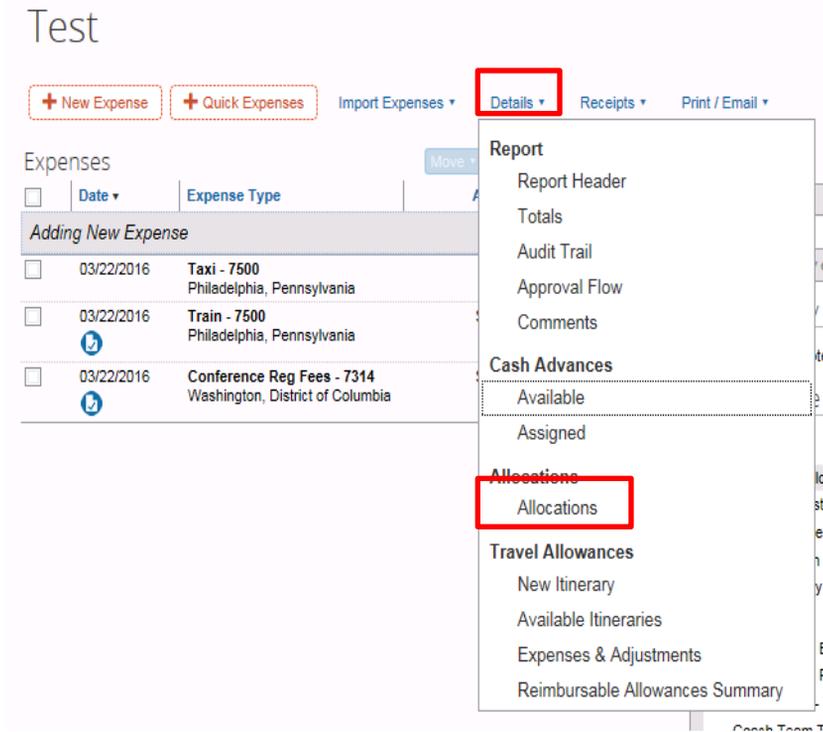
The screenshot shows the 'Test' expense list. A red box highlights the 'Receipts' dropdown menu, which is open and shows options: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images', 'View Available Receipts', and 'Missing Receipt Affidavit'. A warning icon (a yellow circle with an exclamation mark) is visible next to the 'Train - 7500' expense entry.

Date	Expense Type	Amount
03/22/2016	Taxi - 7500 Philadelphia, Pennsylvania	\$25.00
03/22/2016	Train - 7500 Philadelphia, Pennsylvania	\$200.00
03/22/2016	Conference Reg Fees - 7314 Washington, District of Columbia	\$350.00

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

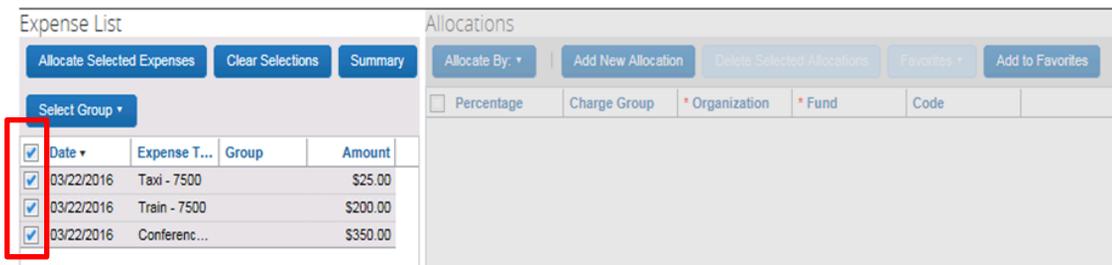
If you lose a receipt, you can click on "Receipt" and then "Missing Receipt Affidavit". Please list in full detail what the expense was for and where it was from.

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.

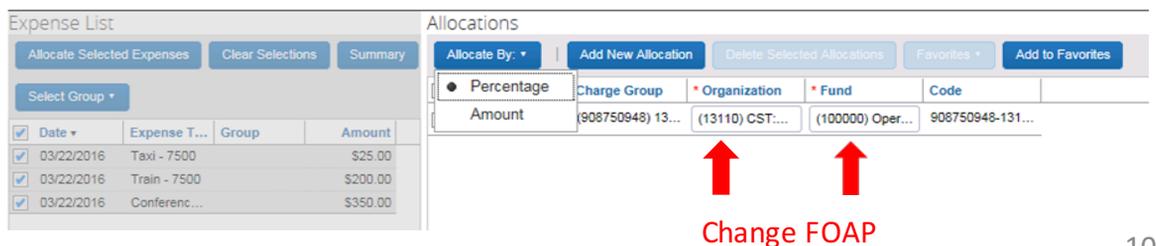
Allocations for Report: Test



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

Allocations for Report: Test



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

The screenshot shows a web interface for expense reporting. At the top right, there is a 'Submit Report' button highlighted with a red box. Below the header, there are navigation buttons: '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The main content area is divided into two sections. On the left, there is a table titled 'Expenses' with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The table contains three rows of expense data. On the right, there is a 'New Expense' form with an 'Expense Type' input field and a list of 'Recently Used Expense Types' and 'All Expense Types'.

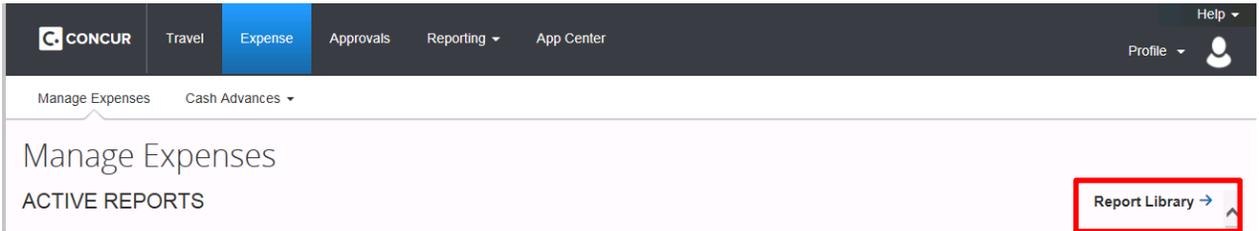
Date	Expense Type	Amount	Requested
03/22/2016	Taxi - 7500 Philadelphia, Pennsylvania	\$25.00	\$25.00
03/22/2016	Train - 7500 Philadelphia, Pennsylvania	\$200.00	\$200.00
03/22/2016	Conference Reg Fees - 7314 Washington, District of Columbia	\$350.00	\$350.00



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.



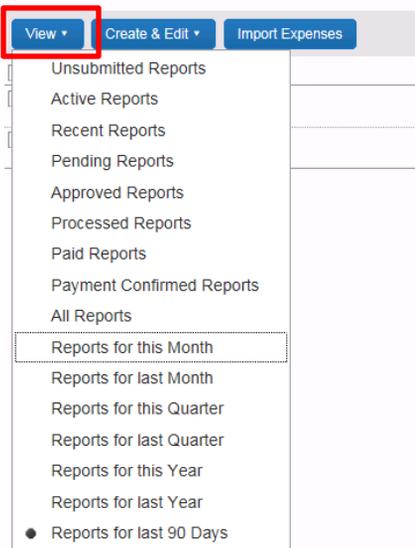
The report screen defaults to Reports submitted within the last 90 Days.

Reports for last 90 Days

The screenshot shows a table of reports for the last 90 days. The table has columns for Report Name, Comments, Status, Payment Status, Report Date, Total, and Requested Amount. There are two rows of data. The first row is for 'Event planning Events for CST' with a status of 'Approved' and a total of \$16.00. The second row is for 'gift bags gift tags' with a status of 'Approved' and a total of \$39.00. Above the table, there are buttons for 'View', 'Create & Edit', and 'Import Expenses'. The 'View' button is highlighted with a red box.

Report Name	Comments	Status	Payment Status	Report Date	Total	Requested Amount
Event planning Events for CST	receipt	Approved	Extracted for Payment	04/04/2016	\$16.00	\$16.00
gift bags gift tags	Report's approval time expired and it was sent to another manager.	Approved	Extracted for Payment	03/11/2016	\$39.00	\$39.00

Reports for 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.