Concur Expense – Job Aid for Participants/Fellows

Once you have completed your trip, log into Zintellect - CLICK HERE, click on View Travel in the participant dashboard, then Go to Concur in the top right corner of the page. You will automatically be taken to the Concur home page where you will submit your trip expenses for reimbursement.

To start a new Expense report, Click on Requests in the header. This will display your ACTIVE REQUESTS in the system.
Select/Click the trip you wish to create an EXPENSE report for.

Manage Requests

Create New Request

- APPROVED 06/01/2021
  - Anchorage 6/1-5/2021
  - $2,137.25
  - Approved

- APPROVED 03/01/2021
  - Albuquerque 3/1-5/2021
  - $1,515.50
  - Approved

- APPROVED 02/01/2021
  - Seattle 2/1-5/2021
  - $1,642.00
  - Approved
The following page will display showing information from your Request for this trip. To create an Expense Report, click on Create Expense Report in the top right corner.

Notice the $500 Cash Advance shown on this request that will be deducted from the Expense Report Total.

![Expense Report Example]

After clicking Create Expense Report, an Expense Report will be created and this page will appear.
To Begin, click on the Travel Allowance Tab, then Manage Travel Allowance

The page below will display. At this point, you can review the available itineraries at the bottom of the page. If your itinerary is displayed, click on the particular itinerary and hit the ASSIGN button.
If your itinerary is not displayed, select the Create New Itinerary tab.
The page below will be displayed. Complete the required info and hit the save button below.

Next, you will fill in the info for the return portion of your trip, hit save again and done.

Once you have entered your full itinerary, click **Save** at the bottom of the page and then **Done**.
The page will display as below. If correct, hit the **Next** button in the bottom right-hand corner of the page.

<table>
<thead>
<tr>
<th>Departure City</th>
<th>Date and Time</th>
<th>Arrival City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chattanooga, Tennessee</td>
<td>06/01/2021 12:00 PM</td>
<td>Anchorage, Alaska</td>
</tr>
<tr>
<td>Anchorage, Alaska</td>
<td>06/05/2021 08:00 AM</td>
<td>Chattanooga, Tennessee</td>
</tr>
</tbody>
</table>

The page will now display your meal allowance for the travel period. Select any meals that were included on your trip. You should also exclude any personal travel days.
Once finished, click the **Create Expenses** button

![Create Expenses button]

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You will now enter your trip expenses.

Click **Add Expense**:

![Add Expense button]

First, select from the Available Expenses, which are expenses that were prepaid on your behalf such as airline tickets. If your ticket is displayed, check the box beside the ticket and click **Add to Report**. If you did not have any pre-paid items, click on **Create New Expense**.
Next, click on the Expense Category that you have Expenses to add to. In this example, we will use Airfare.

After you click on Airfare, this page will appear. Simply fill in the required fields.

**Please Note**: A paid receipt is required for any airline ticket, hotel, car rental or any expense over $75.

Click the button on the Attach Receipt page and follow the directions for uploading your receipt.
After you have uploaded the receipt, click Save Expense.

* In some cases, Concur may require and itemization of expenses, such as Hotel expenses. You must complete this step or Concur will not calculate your lodging correctly.
Complete the information for the Hotel Expense and then click **Itemizations**.

Next, choose whether your nightly rate was the same each night, or if it was not the same.
Fill out the required information and attach your receipt. Then select Save Itemization.

A new page will display. Please note the amount remaining on the Itemization should now be $0.00. (If it is not, you have not entered the total amount of the hotel, or the room rate correctly.)

Click Save Expense.
Your airfare and hotel costs will now display as separate line items on the Expense Report.

Continue to add additional Expenses to the Expense Report as needed.
For rental vehicles, some fields will be pre-populated from the Request. Complete the required fields, attach the receipt and hit save.

To enter **POV mileage** for travel from home to the airport and back, fill in the required fields. When you enter the distance, the amount of the reimbursement will automatically appear.
To enter a registration fee expense, click on **Registration/Seminar/Course fees**.
This screen will appear. The Transaction Date should be the date the payment was made. Attach your paid receipt, then Save Expense.

Once you have all your expense entered, you should see a summary page with your listed
The cash advance amount you received for your trip will be automatically deducted from your Expense total.

When complete, click the **Submit Report** button in the top right hand corner.

You will get the pop-up below. Review the information. If agreed, click the **Accept and Continue** button.
The Final page will show the Report Totals. The Amount Due will show the amount you will be paid, and if you owe anything back, it will show in the Owed Company section. Click Submit Report.