



SAP Concur: Expense Report Guide

Create and Submit Expense Reports in Concur



Introduction: Expense Reports

This job aid provides instructions to create and submit an expense report in Concur. ORAU’s Travel Guidance document provides details regarding the allowability of costs, required documentation, and the answers to most travel-related questions. The document can be viewed and downloaded from the ORAU Travel Website: [ORAU Travel Guidance](#)

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Reminders

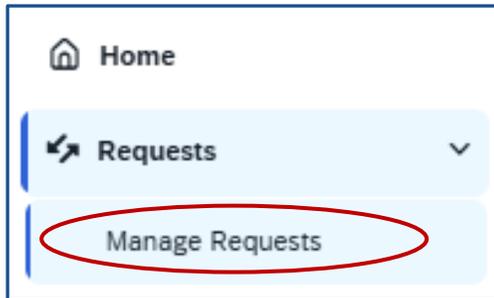
Helpful Reminders!

- All trip costs are included on the Expense Report, regardless who paid upfront costs. For example:
 - Flights booked using the Concur Travel tool and charged to the ORAU credit card.
 - Hotel and rental car reservations posted to the traveler's credit card.
 - Conference registration and abstract fees. (Membership fees and printing costs are considered non-travel actions and require processing of a non-travel request / expense report.)
- Hotel receipts need to show itemized costs per night, for room rate and taxes. Other fees must also be identified. The total itemized costs must match the requested reimbursement amount.
- If your travel includes personal days, a cost comparison is required and must be obtained the day of ticketing! Contact your ORAU program staff if you do not have a cost comparison.
- Reimbursements will not be provided for costs that are not allowable. (Refer to the Travel Guidance document or contact ORAU with questions.) If the cost was necessary, include a justification with the expense report to request a reimbursement. Additional information may be requested.
- Expenses not approved on the Concur Request may need additional justification before reimbursement is approved.

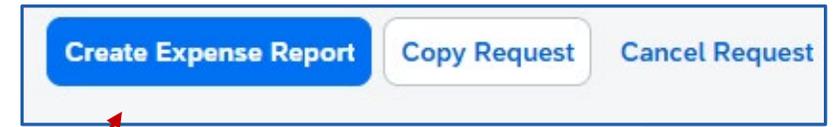
Create an Expense Report

Expense reports are required for the reconciliation of requests for travel and non-travel expenses. Use the Request tab of your Concur dashboard to open your Active Requests.

Locate and open the approved request for which you plan to create an expense report.



Select the *Create Expense Report* button.



Date	Amount	Requested
09/28/2025	\$864.00	\$864.00
09/28/2025	\$36.00	\$36.00
09/28/2025	\$456.00	\$456.00
09/28/2025	\$15.00	\$15.00

Add Expenses – Travel Allowance

NPH Committee in DC 2025 \$230.00 Submit Report Delete Report

Not Submitted | Report Number: BM0657

REQUEST
Approved
\$1,634.60

Report Details ▾ Print/Share ▾ Manage Receipts ▾ **Travel Allowance ▾**

Expenses + Add Expense ▾ Edit Delete Copy Allocate Combine

<input type="checkbox"/>	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑		
<input type="checkbox"/>		Cash	Meals - per diem	Washington, District of Columbia	09/30/2025		
<input type="checkbox"/>		Cash	Incidentals - per diem	Washington, District of Columbia	09/30/2025	\$3.75	...
<input type="checkbox"/>		Cash	Incidentals - per diem	Washington, District of Columbia	09/29/2025	\$5.00	...
<input type="checkbox"/>		Cash	Meals - per diem	Washington, District of Columbia	09/29/2025	\$87.00	...
<input type="checkbox"/>		Cash	Incidentals - per diem	Washington, District of Columbia	09/28/2025	\$3.75	...
<input type="checkbox"/>		Cash	Meals - per diem	Washington, District of Columbia	09/28/2025	\$65.25	...
						\$230.00	

Travel Allowance ▾

- Add Travel Allowance
- Edit Travel Allowance
- Edit Adjustments
- Delete Travel Allowance
- Reimbursable Allowances Summary

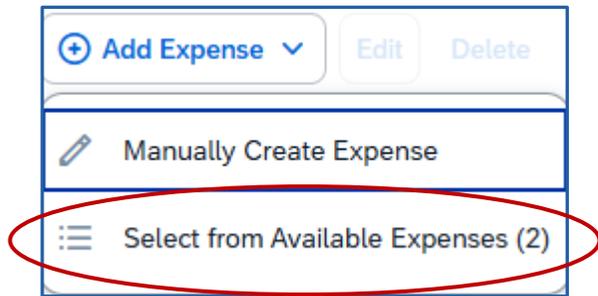
The Travel Allowances created in the request will populate into the expense report for you.

Travel Allowances can also be added or edited using the Travel Allowance tool.

Add Expenses - Available Expenses

To additional expenses, choose *Add Expense*.

- Pre-trip expenses, such as airfare and associated fees, are available to select from the list of Available Expenses
- Manually add an expense on the report form (i.e., hotels, gas, tolls, rideshare service, conference registration fees)



Use the checkbox to select an expense, then click *Add to Report*. The items will be moved from this list into your report.

A screenshot of the 'Add Expense to Report' form. The form title is 'Add Expense to Report'. Below the title, it shows 'NPH Committee in DC 2025' and '\$230.00'. There are three buttons: 'Scan Receipt', 'Manually Create Expense', and 'Select from Available Expenses (2)'. The 'Select from Available Expenses (2)' button is highlighted with a blue underline. Below the buttons is a table with columns: 'Payment Type', 'Expense Source', 'Expense Type', 'Vendor Details', 'Date', and 'Amount'. The table contains two rows of data, both with checkboxes in the first column. At the bottom of the form are two buttons: 'Add To Report' and 'Cancel'.

<input checked="" type="checkbox"/>	Payment Type↓↑	Expense Source	Expense Type↓↑	Vendor Details↓↑	Date↓↕	Amount↓↑	
<input checked="" type="checkbox"/>	ORAU Ghost Card (Truist Bank)	Corporate Card, Reservation	Airfare	AMERICAN AIR0017330795860 Fort Worth, Texas	09/15/2025	\$863.96	...
<input checked="" type="checkbox"/>	ORAU Ghost Card (Truist Bank)	Corporate Card	Airline Fees	AGENT FEE 8900911813612	09/15/2025	\$10.00	...

Add Expenses – Clear Airline Fee Alert

The Airline Fees expense triggers an alert. Use the drop-down menu to view the details.

✖ Alerts: 1▾

Expense - Airline Fees - 09/15/2025 - \$10.00

✖ **Error:** Missing required field: Airline Fee Type Code. [View](#)

To clear the alert, Concur needs an expense type associated with the fee. Select the line item to open.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	ORAU Ghost Card (Truist Bank)	Airline Fees	AGENT FEE 8900911813612 Fort Worth, Texas	09/15/2025	\$10.00	...
<input type="checkbox"/>		ORAU Ghost Card (Truist Bank)	Airfare Reservation	*American Airlines Fort Worth, Texas	09/15/2025	\$863.96	...
						\$1,103.96	

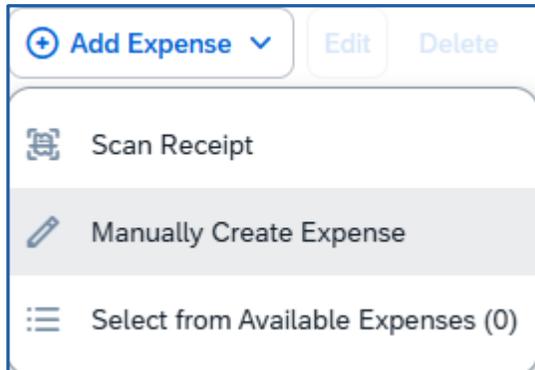
Add Expenses – Clear Airline Fee Alert

The screenshot shows an expense entry form titled "Airline Fees \$10.00". The form includes fields for "Expense Type" (set to "Airline Fees") and "Airline Fee Type Code" (set to "None Selected"). A red circle highlights the "Airline Fee Type Code" field, which has a red "x" icon and an asterisk, indicating a required field. A dropdown menu is open, showing options: "None Selected", "Airline Club", "Baggage", "On Board", "Onboard Entertainment", and "Other". A red bracket on the right side of the dropdown menu highlights the "Other" option. A pink error message at the top of the dropdown menu reads "This field is missing required information." Below the dropdown menu, there is a "Save Expense" button and "Delete Expense" and "Cancel" buttons.

Select the expense type of *Other*, then *Save Expense*.

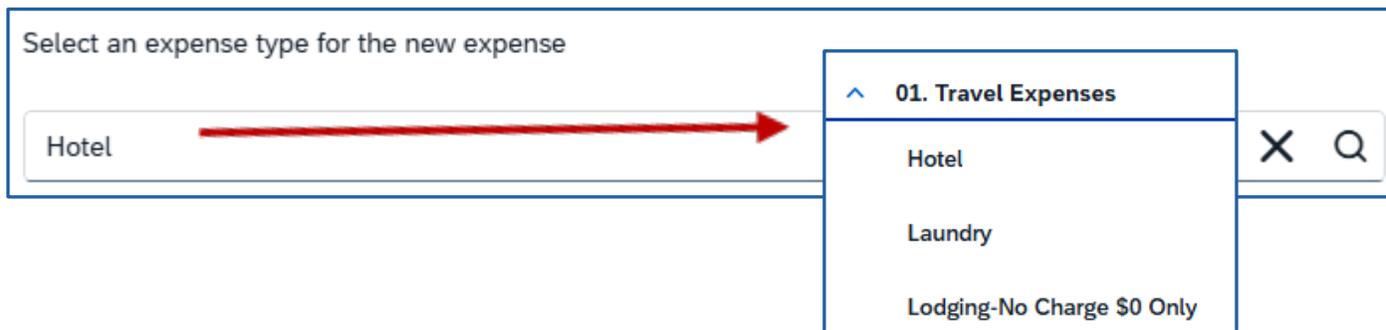
Add Expenses - Manually create expense

To include expenses that were not located on the *Available Expenses* list, use the *Manually Create Expense* function to add a line for each:

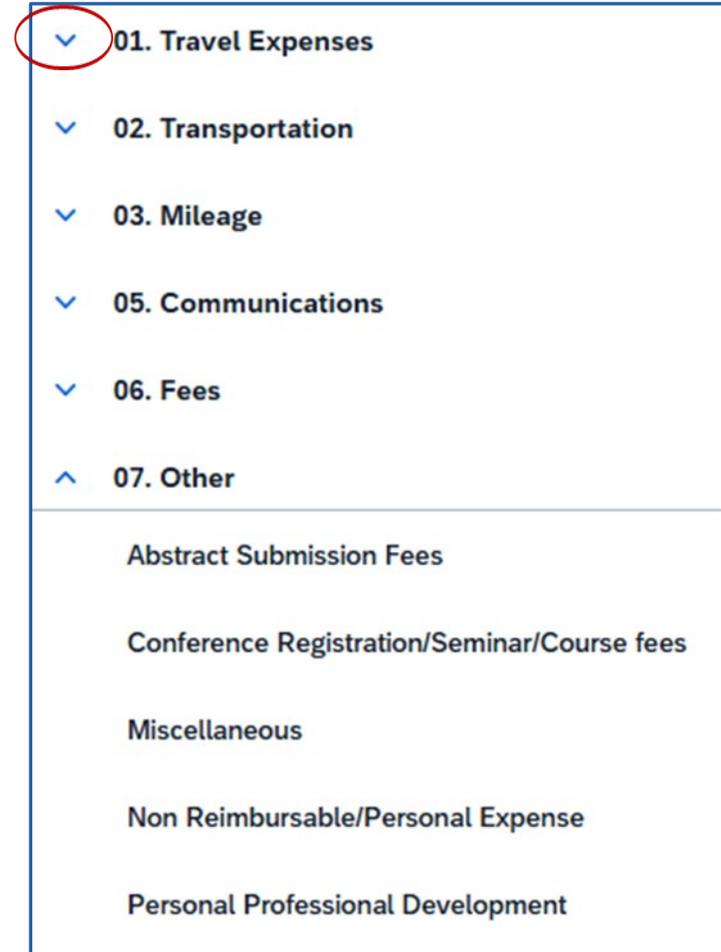


A screenshot of a software interface showing a menu with the following options: '+ Add Expense' (with a dropdown arrow), 'Edit', and 'Delete'. Below the menu are three main options: 'Scan Receipt' (with a receipt icon), 'Manually Create Expense' (with a pencil icon and highlighted in grey), and 'Select from Available Expenses (0)' (with a list icon).

All expenses must have an associated “expense type”. Use search field and/or the drop-down menus to locate a description of the expense and identify the appropriate expense type.

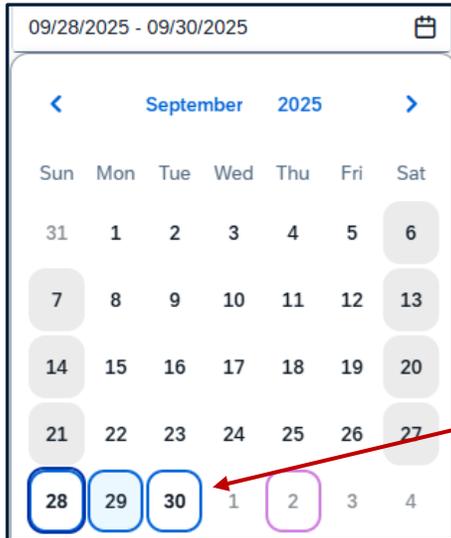


A screenshot showing the process of selecting an expense type. A search input field contains the text 'Hotel'. A red arrow points from this field to a dropdown menu that is open, displaying the following options: '01. Travel Expenses' (with an upward arrow), 'Hotel', 'Laundry', and 'Lodging-No Charge \$0 Only'. The dropdown menu also includes a search icon and a close button (X).



A screenshot of a list of expense types. The list is organized into sections. The first section is expanded, showing the following items: '01. Travel Expenses' (circled in red), '02. Transportation', '03. Mileage', '05. Communications', '06. Fees', and '07. Other'. Below this section, there are several unexpanded items: 'Abstract Submission Fees', 'Conference Registration/Seminar/Course fees', 'Miscellaneous', 'Non Reimbursable/Personal Expense', and 'Personal Professional Development'.

Add Expenses - Manually create expense: Lodging



If a portion of this stay was personal, the charges for those nights are not included as trip expenses. Deduct the charges from the *Amount* field.

New Expense

Details Itemizations

* Required field

Expense Type *
Hotel

Quick Tips Show More

Date Range * Nights: Transaction Date * ?
09/28/2025 - 09/30/2025 2 09/28/2025

Business Purpose * Vendor *
My research program is hosting an in-person steering comm... **Hilton Hotels

City of Lodging * Payment Type * ?
Washington, District of Columbia Cash

Amount * Currency *
455.79 US, Dollar (USD)

Lodging Nightly Rate Over GSA * Travel Allowance
Hotel is at or below GSA rate

Request *
09/28/2025, \$456.00 - NPH Committee in DC ... 0/500

Comment

Lodging expense entries require:

- completion of the *Details* tab
- completion of the *Itemizations* tab
- a receipt showing the rate and taxes charged for EACH night.

(See next slide for additional notes.)

Add Expenses Manually: Lodging Details

Date Range: Arrival / Departure dates

Transaction Date: Date bill was paid

Business Purpose: Auto-fills

Vendor: Select from menu

City of Lodging: Menu options should pull recent locations from your travel allowance.

Payment Type: Select *Cash*.

Amount: Enter the total to be charged to your project budget. (As per previous slide, deduct personal costs.) The itemized costs will need match this amount.

Currency: Enter US Dollar or select country.

The screenshot shows a form for adding lodging expenses. The fields are as follows:

- Date Range ***: 09/28/2025 - 09/30/2025 (with a calendar icon)
- Nights**: 2
- Transaction Date ***: 09/30/2025 (with a calendar icon)
- Business Purpose ***: My research program is hosting an in-person steering comm...
- Vendor ***: **Hilton Hotels (dropdown menu)
- City of Lodging ***: Washington, District of Columbia (dropdown menu with an 'X' icon)
- Payment Type ***: Cash (dropdown menu with a help icon)
- Amount ***: 455.79
- Currency ***: US, Dollar (USD) (dropdown menu with an 'X' icon)
- Lodging Nightly Rate Over GSA ***: Hotel is at or below GSA rate (dropdown menu with an 'X' icon)
- Travel Allowance**: (checkbox)
- Request ***: 09/28/2025, \$456.00 - NPH Committee in DC ... (dropdown menu)
- Comment**: A large text area for entering details, with a character count of 0/500.

(Continues on next slide)

Add Expenses Manually: Lodging Details

Travel Allowance:

Check this box to indicate that this cost has a travel allowance budget amount. (Usually checked when requesting reimbursement.)

Lodging Nightly Rate Over GSA:

Select the status of the actual costs compared to the travel allowance GSA amount calculated for the trip request.

Comment:

Add information to clarify items that are out of the normal scope, such as not including all nights of a hotel stay, rationale for changes in itinerary, etc.

The screenshot shows a form for adding expenses manually, specifically for lodging details. The form includes a checkbox for "Travel Allowance" which is checked. Below it is a "Request" dropdown menu with the selected value "09/28/2025, \$456.00 - NPH Committee in DC ...". There is a "Comment" text area below the request dropdown. To the right of the form is a dropdown menu titled "Lodging Nightly Rate Over GSA *". This menu has a search bar with the text "Search by Text" and a magnifying glass icon. Below the search bar are several options: "Best Available Rate within Reasonable Distance", "GSA Rate Not Available", "Hotel is at or below GSA rate" (which is highlighted), "Meeting/Group Lodging Location", "Most Cost Efficient Rate (Lodging + Transportation, etc. Combine)", and "Other (Please Note in Comments)".

Add Expenses Manually: Upload Receipt

The receipt needs to identify that you are the guest. Payment account numbers and other PII should be redacted. In this example, all hotel charges are reimbursable. This invoice was paid on 8/30/2025 and \$455.79 needs to be itemized.

Receipt



Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

[Add Receipt](#)

1 / 3 | - | + | ↺ | ↻ | ↵ | ↶ | ⏏ | ⋮

[Back to Earning Details](#)

Hotel Bill

Yonette Collection
Yours Truly DC
1543 New Hampshire Avenue NW
Washington D.C. District of Columbia 20037
United States

Hotel Front Desk: [Call Hotel](#)
Hotel Fax: [1-202-8288226](#)
Email Address:
[REDACTED]

Confirmation Number: [REDACTED]
Room Number: 423
Folio Number: [REDACTED]

Check-In Date: 09/28/2025
Check-Out Date: 09/30/2025

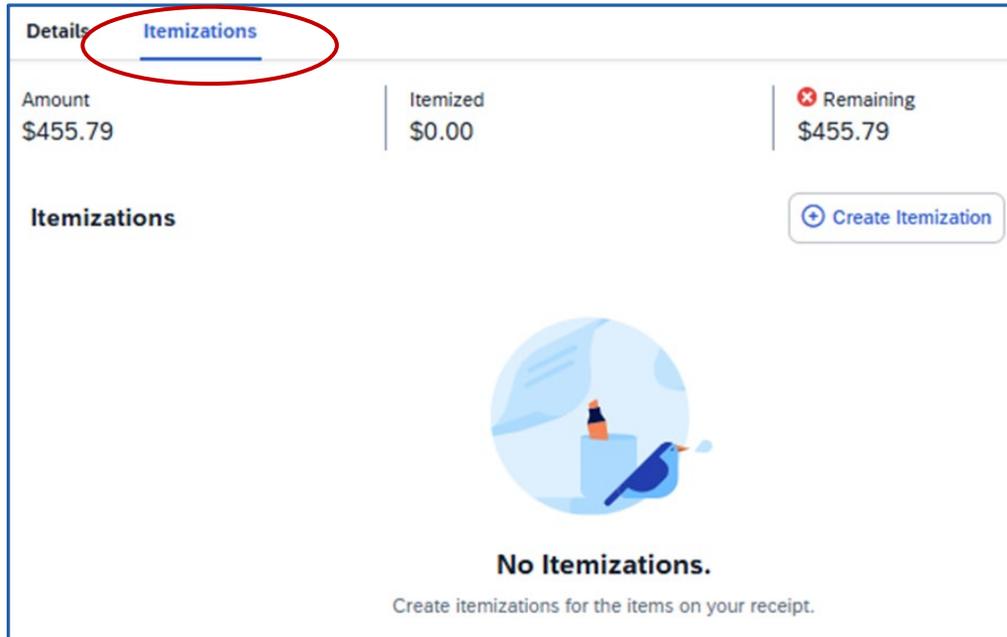
HotelReceiptSample -Redacted.pdf

Check-In Date: 09/28/2025
Check-Out Date: 09/30/2025

Date / Description	AMOUNT (USD)
09/30/2025 ***** [REDACTED]	-\$455.79
09/28/2025 Package	\$144.40
09/28/2025 Room Sales Tax	\$22.60
09/28/2025 Destination Fee	\$30.19
09/28/2025 Destination Fee Tax	\$4.82
09/29/2025 Package	\$189.05
09/29/2025 Room Sales Tax	\$29.72

Add Expenses Manually: Lodging Itemizations

Continue to the Itemizations tab.
Select the type of expense. On the recurrence menu choose Same Rate or Different daily amount. You will need to enter these amounts into the Room Rate table.

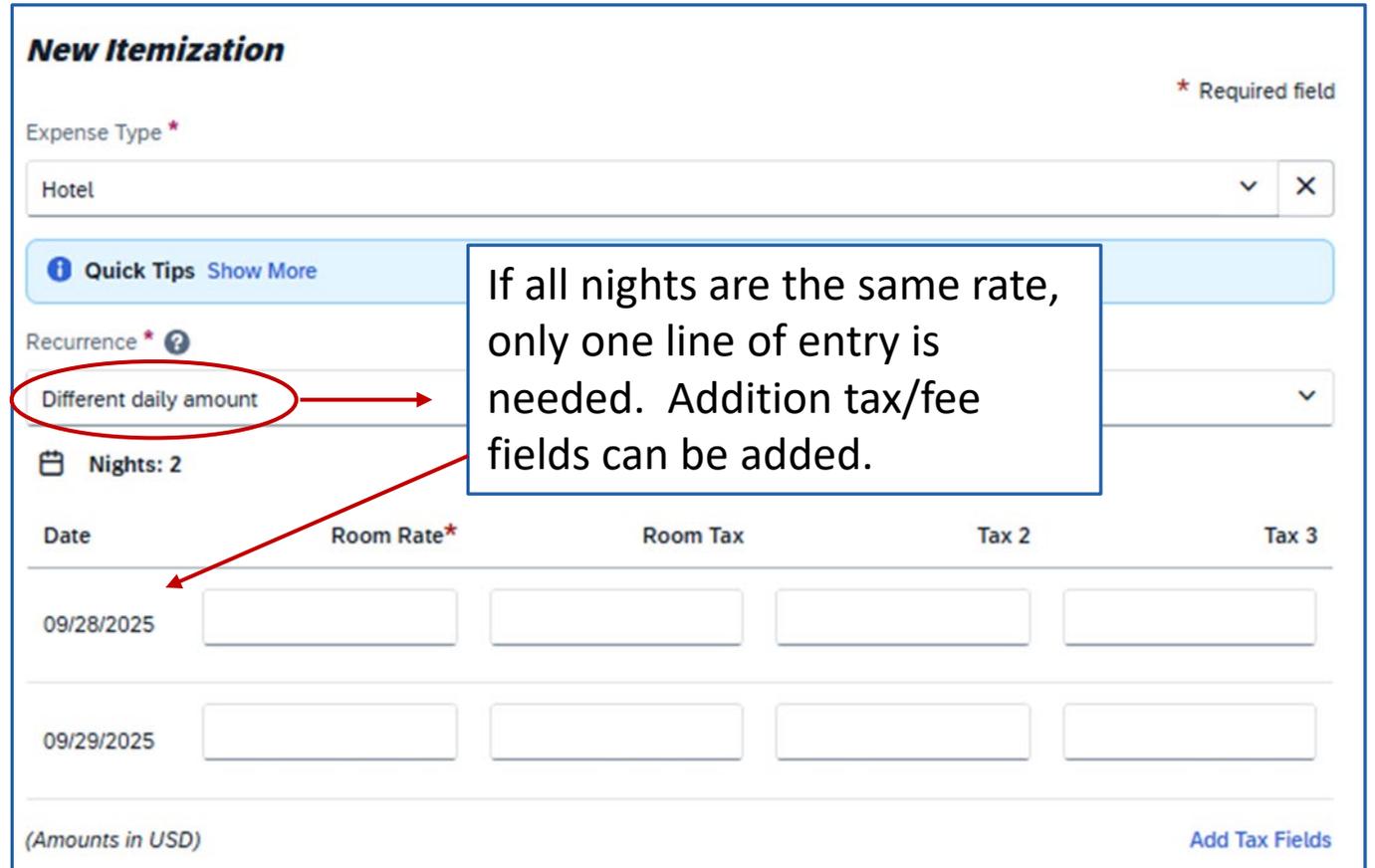


Details **Itemizations**

Amount \$455.79 | Itemized \$0.00 | Remaining \$455.79

Itemizations [Create Itemization](#)

No Itemizations.
Create itemizations for the items on your receipt.



New Itemization * Required field

Expense Type *
Hotel

Quick Tips Show More

Recurrence * ?
Different daily amount

Nights: 2

Date	Room Rate*	Room Tax	Tax 2	Tax 3
09/28/2025				
09/29/2025				

(Amounts in USD) [Add Tax Fields](#)

If all nights are the same rate, only one line of entry is needed. Addition tax/fee fields can be added.

Add Expenses Manually: Lodging Itemization

Details	Itemizations	
Amount \$455.79	Itemized \$455.79	Remaining \$0.00

The Itemizations tab will show \$0 Remaining when the sum of the room rates, taxes and fees matches the Amount total on the Details screen.

To keep the entries and return to the report expenditures screen, click Save Itemization.

📅 Nights: 2

Date	Room Rate*	Room Tax	Tax 2	Tax 3
09/28/2025	144.40	22.60	30.19	4.82
09/29/2025	189.05	29.72	30.19	4.82

Amounts in USD) [Add Tax Fields](#)

[Save Itemization](#) [Save and Add Another](#) [Cancel](#)

Helpful Hint: Review Itemization Errors

The Concur system uses error messages and icons to indicate where data is missing. For Example:

<input type="checkbox"/>	Alerts↓↑	Date↑⇅	Expense Type↓↑	Requested↓↑
<input type="checkbox"/>		09/28/2025	Hotel	\$144.40
<input type="checkbox"/>		09/28/2025	Hotel Tax	\$57.61
<input type="checkbox"/>	✖	09/29/2025	Hotel	\$189.05
<input type="checkbox"/>		09/29/2025	Hotel Tax	\$64.73

Click on the red circle to review the error message.

✖ **Error:** This itemized entry has sub-entries with one or more exceptions. [View](#)

Itemization - Hotel - 09/29/2025 - \$189.05

✖ **Error:** Please explain in the Comment section why you will not be using the Travel Allowance for this hotel stay. [View](#)

Is the Travel Allowance box checked?

 Travel Allowance ?

In this example the resolution is to open the itemization and check the box.

<input checked="" type="checkbox"/>	09/29/2025	Hotel	\$189.05	...

✔ Success! You have cleared all alerts on this expense.

← → **Hotel \$455.79** Save Expense Delete Expense Cancel

Addendum: Adding a Conference Registration Fee

To include a conference registration fee, add an expense and complete the Details tab. Upload the receipt and click Save Expense.

The screenshot displays the 'New Expense' form with three main sections: Details, Itemizations, and Receipt.

Details Tab:

- Expense Type:** Conference Registration/Seminar/Course fees (Required field)
- Transaction Date:** MM/DD/YYYY (Required field)
- Business Purpose:** To visit collaborators and conduct joint experiments... (Required field)
- Enter Vendor Name:** (Required field)
- City of Purchase:** Mainz, GERMANY (Required field)
- Payment Type:** Cash (Required field)
- Amount:** (Required field)
- Currency:** US, Dollar (Required field)
- Adjusted Amount:** (Required field)
- Request:** (Required field)

Itemizations Tab:

- Expense Type:** Conference Registration/Seminar/Course fees
- Transaction Date:** 06/05/2025
- Business Purpose:** Paying registration fee at ICIF 2025
- Enter Vendor Name:** Creacteve Eventos
- City of Purchase:** Boston, Massachusetts
- Payment Type:** Cash
- Amount:** 756.46
- Currency:** US, Dollar (USD)
- Adjusted Amount:** 756.46
- Request:** 07/07/2025, \$756.46 - Fusion Conference

Receipt Tab:

The receipt is a screenshot of an email from Gmail. The subject is 'Creacteve Eventos: R\$4,050.00 BRL'. The body of the email shows a receipt for 'FUSION 2025 Registra...' for a total of \$756.46. The receipt is from 'Creacteve Eventos' and is dated 'Jun 5, 2025'. The receipt is for a 'CHASE' card and is for a 'Fusion Conference'.

Addendum: Adding a Conference Registration Fee

The conference registration line will populate into the expense report.

Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓☰	Approved↓↑	
		Cash	Conference Registration/Seminar/Course fees	Creactive Eventos Boston, Massachusetts	06/05/2025	\$756.46	>

Reminder!

Poster printing and membership fees are considered non-travel costs. These must be submitted for approval on a non-travel request and submitted for reimbursement on separate expense report.

Travel Addendum: Common Travel Expense Types

All costs included in your expense report *should* be on the approved request. A line item may contain more detail in the report, or a new cost may need to be added. (Justification may be required.) The following expense types are available in Concur; however, some expense types are not acceptable for every program. Please contact your ORAU program representative to assist with questions.

^ 01. Travel Expenses

Hotel

Laundry

Lodging-No Charge \$0 Only

^ 02. Transportation

Airfare

Airline Fees

Parking

Public Transport

Rental Vehicle

Rental Vehicle Gas

Rideshare/Taxi

Tolls/Road Charges

Train

^ 03. Mileage

Personal Car Mileage

^ 05. Communications

Internet/Online Fees

Mobile/Cellular Phone

^ 06. Fees

Bank Fees

Currency Exchange Fees

Passports/Visa Fees

^ 07. Other

Abstract Submission Fees

Conference Registration/Seminar/Course fees

Miscellaneous

Non Reimbursable/Personal Expense

Personal Professional Development

Be sure to review the Travel Guidance document ensure only approved charges are included in your report.

[ORAU Travel Guidance](#)

Submit an Expense Report for Travel

NPH Committee in DC 2025 \$1,559.75 **Submit Report** Delete Report

Not Submitted | Report Number: BM0657

REQUEST

Approved
\$1,634.60

Report Details ▾ | Print/Share ▾ | Manage Receipts ▾ | Travel Allowance ▾ View Available Receipts 📄

Expenses Add Expense ▾ | Edit | Delete | Copy | Allocate | Combine Expenses | Move ▾

<input type="checkbox"/>	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Requested↓↑		
<input type="checkbox"/>		Cash	Incidentals - per diem	Washington, District of Columbia	09/30/2025	\$3.75	...	
<input type="checkbox"/>		Cash	Incidentals - per diem	Washington, District of Columbia	09/29/2025	\$5.00	...	
<input type="checkbox"/>		Cash	Meals - per diem	Washington, District of Columbia	09/29/2025	\$87.00	...	
<input type="checkbox"/>		Cash	Hotel	**Hilton Hotels Washington, District of Columbia	09/28/2025	\$455.79 Itemized	...	▾
<input type="checkbox"/>		Cash	Incidentals - per diem	Washington, District of Columbia	09/28/2025	\$3.75	...	
<input type="checkbox"/>		Cash	Meals - per diem	Washington, District of Columbia	09/28/2025	\$65.25	...	
<input type="checkbox"/>		ORAU Ghost Card (Truist Bank)	Airline Fees	AGENT FEE 8900911813612 Fort Worth, Texas	09/15/2025	\$10.00	...	
<input type="checkbox"/>		ORAU Ghost Card (Truist Bank)	Airfare	*American Airlines	09/15/2025	\$863.96	...	
						\$1,559.75		

Once all costs are added and any errors cleared, click *Submit Report*.

The itemized hotel lines are rolled up under the main hotel entry. To review, click the drop-down arrow.

Note, conference costs are not included in the total amount of this report example.

Submit a Report with Travel Expenses

You will be prompted to review and acknowledge two additional notifications:

- 1. Report Totals - identifies reimbursements recipients and the amounts for each.
- 2. User Electronic Agreement - responsibilities and acknowledgements of this electronic request.

Report Totals

Company Payments
\$425.00 Employee

Employee Payments
\$0.00 Company

Amount Total: \$425.00	Due Employee: \$1,461.75	Owed Company: \$0.00
Requested Amount: \$425.00	Total Paid By Company: \$1,461.75	Total Owed By Employee: \$0.00

[Submit Report](#) [Cancel](#)

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

- 1. This is a true and accurate accounting of expenses incurred to accomplish the stated purpose of the costs and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
- 2. All required receipt images have been attached to this report.
- 3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
- 4. In the event of over-payment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying in full for those expenses.

2

[Accept & Continue](#) [Cancel](#)

Report Status

✔ **Report Submitted**
NPH Committee in DC \$1,461.75

Reconcile a Cash Advance

Reconciling a Cash Advance (CA)

Expense reports do *not* require line items to reconcile cash advances amounts. The amount of the CA will be deducted from the participant's total reimbursable costs. If the CA was greater than the reimbursable costs, repayment of the difference will be required.

A status of the CA funds is provided at the top of the expense report, and also on the Expenses tab of a participant's Concur record.

Expense Report

CASH ADVANCE: 1	
Amount	Remaining
\$1,700.00	\$0.00

Amount applied to report expenses.

Amount to be repaid to ORAU.

The screenshot shows the SAP Concur interface for managing expenses. The 'Expense' dropdown is set to 'Expense'. The 'Cash Advances' tab is selected. The breadcrumb trail is 'Home / Manage Expenses / Cash Advances'. A 'Concur Record' box highlights the 'Cash Advances' section. Below this, there is a table with columns: Cash Advance Name, Purpose, Status, Request Date, Amount Requested, Exchange Rate, Starting Balance, and Available Balance. A single row is visible for 'Cash Adv MEL, AU 3/3-3/7/25' with a status of 'Completed', request date of '02/25/2025', amount requested of '\$1,138.00', exchange rate of '1.00000000', starting balance of '\$1,138.00', and available balance of '\$0.00'. There are 'Recall' and 'Delete' buttons for each row.



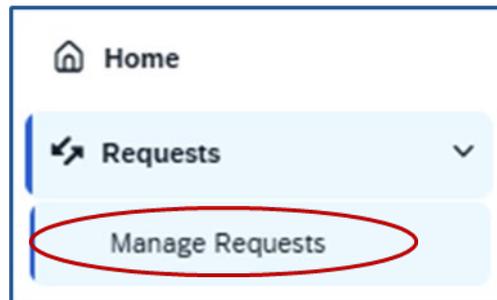
Payment Processing: Travel Reimbursement

- Expense reports are routed to the ORAU travel team for review.
- If modifications are needed, the report may be returned to the traveler with instructions for correction and resubmission.
- Approved reports are then processed for payment.
- Payments are electronically distributed using the participant's on-file banking information.
- Payments usually arrive 3-5 days after the report is fully approved.

Expense Report for Non-travel Expenses

The process to request reimbursement for non-travel expenditures is similar to the process for creating travel expense reports. An approved request is required before a report can be created.

Navigate to your list of approved requests, open desired request and click *Create Expense Report*.



Manage Requests

Requests View: Approved Search: [Create New Request](#)

Request Name↓↑	Status↓↑	Request Dates↓↑	Requested↓↑	Approved↓↑
Field Test Equipment ID: 7RPJ	Approved 08/14/2025	08/20/2025	\$425.00	\$425.00

Field Test Equipment \$425.00

Approved | Request ID: 7RPJ | 08/20/2025 - 10/04/2025

[Request Details](#) [Print/Share](#) [Attachments](#) [Create Expense Report](#) [Copy Request](#) [Cancel Request](#) [Close Request](#)

Report with Non-travel Expenses

Alerts: 2

Field Test Equipment \$425.00

Not Submitted | [Report Number: WLGAMM](#)

REQUEST	
Approved	Remaining
\$425.00	\$0.00

[Report Details](#) | [Print/Share](#) | [Manage Receipts](#)

Expenses

[Add Expense](#)

<input type="checkbox"/>	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑
<input type="checkbox"/>				Cash	Materials, Supplies, & Other
<input type="checkbox"/>				Cash	Materials, Supplies, & Other

Alerts: 2

Expense - Materials, Supplies, & Other - 08/20/2025 - \$325.00
 Warning: You must attach a receipt image to this expense. [View](#)

Expense - Materials, Supplies, & Other - 08/20/2025 - \$100.00
 Warning: You must attach a receipt image to this expense. [View](#)

Review alert messages for additional instructions. An alert summary is provided at the top of the page and individual messages can be accessed when available for a particular line item.

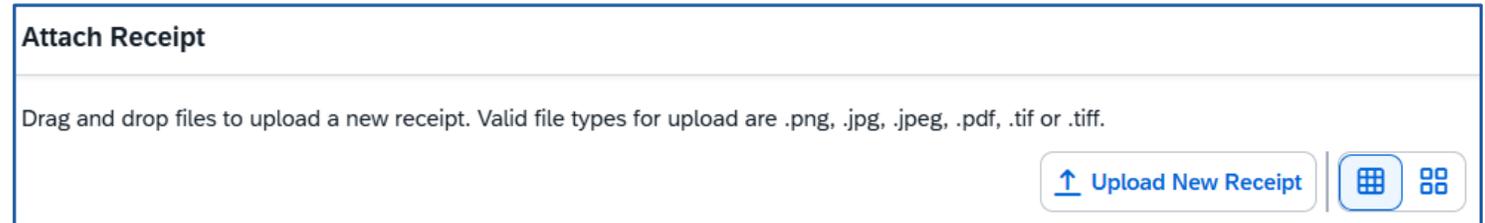
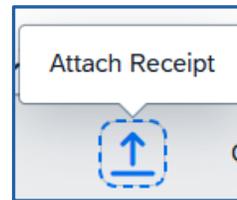
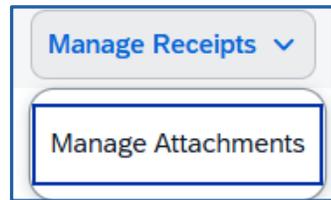
Alerts: 2

Expense - Materials, Supplies, & Other - 08/20/2025 - \$325.00
 Warning: You must attach a receipt image to this expense. [View](#)

Expense - Materials, Supplies, & Other - 08/20/2025 - \$100.00
 Warning: You must attach a receipt image to this expense. [View](#)

Report with Non-travel Expenses: Attach Receipt

Receipts can be uploaded using either the Manage Receipts menu or the line-item icon:



A thumbnail icon will confirm the upload.

Expenses										+ Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move
<input type="checkbox"/>	Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested								
<input type="checkbox"/>				Cash	Materials, Supplies, & Other		08/20/2025	\$100.00								...
<input type="checkbox"/>				Cash	Materials, Supplies, & Other		08/20/2025	\$325.00								...
								\$425.00								

Report with Non-travel Expenses: Submit Report

The *Success!* message indicates that the report requirements have been addressed. (Reviewers may still return the report if they have questions.)

The *Comments* function opens a field for additional notes to be added.

If all expenses and receipts are listed, click **Submit Report**.

The screenshot shows a report submission interface. At the top, a green banner displays a success message: "Success! You have cleared all alerts on this report." Below this, the report title "Field Test Equipment \$425.00" is prominently displayed. To the right of the title, a blue "Submit Report" button is circled in red, with a "Delete Report" link next to it. Below the title, the status "Not Submitted" and "Report Number: YGO20B" are shown. A "REQUEST" box indicates the report is "Approved" for "\$425.00". Navigation options include "Report Details", "Print/Share", "Manage Receipts", and "View Available Receipts". The "Expenses" table lists two entries, both for "Materials, Supplies, & Other" on "08/20/2025", with requested amounts of \$100.00 and \$325.00. A total of \$425.00 is shown at the bottom of the table.

<input type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>			Cash	Materials, Supplies, & Other		08/20/2025	\$100.00	...
<input type="checkbox"/>			Cash	Materials, Supplies, & Other		08/20/2025	\$325.00	...
							\$425.00	

Report with Non-travel Expenses: Submit Report

You will be prompted to review and acknowledge two additional notifications:

1. Report Totals - identifies reimbursements recipients and the amounts for each.
2. User Electronic Agreement - responsibilities and acknowledgements of this electronic request.

Report Totals

Company Payments
\$425.00 Employee

Employee Payments
\$0.00 Company

Amount Total: \$425.00	Due Employee: \$425.00	Owed Company: \$0.00
Requested Amount: \$425.00	Total Paid By Company: \$425.00	Total Owed By Employee: \$0.00

1

[Submit Report](#) [Cancel](#)

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish the stated purpose of the costs and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of over-payment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying in full for those expenses.

2

[Accept & Continue](#) [Cancel](#)

Report Status

Report Submitted

Field Test Equipment | \$425.00



Payment Processing: Non-travel Reimbursement

- Expense reports are routed to the ORAU travel team for review.
- If modifications are needed, the report may be returned to the traveler with instructions for correction and resubmission.
- Approved reports are then processed for payment.
- Payments are electronically distributed using the participant's on-file banking information.
- Payments usually arrive 3-5 days after the report is fully approved.



Questions?

Contact your ORAU program team if you have questions.

- ARL-RAP: ARLFellowship@orau.org
- NPP: NPPTravel@orau.org

For general questions regarding travel policies, visit the ORAU Travel Center website and review the travel policy guide. (orau.org/travel-central)

- [ORAU Travel Center - For ORAU Research Participants](#)