

How to create an Expense Report

When creating an expense report for your trip, expenses will need to be added and itemized. Some fields for expenses you add will already be pre-populated with information from your original request. Please double check the information and fill in any other necessary fields.

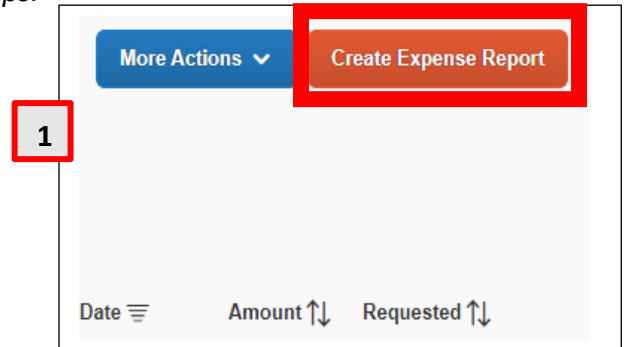
Use this expense report for employees and employed students who receive a paycheck.

This Job Aid assumes you have already submitted a travel request and it was approved.

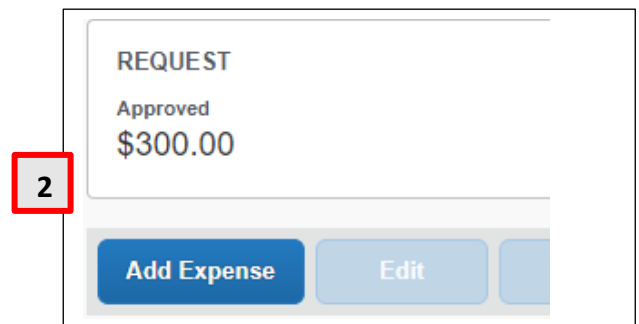
Screenshots are provided to use as visual guides for certain steps.

After your trip...

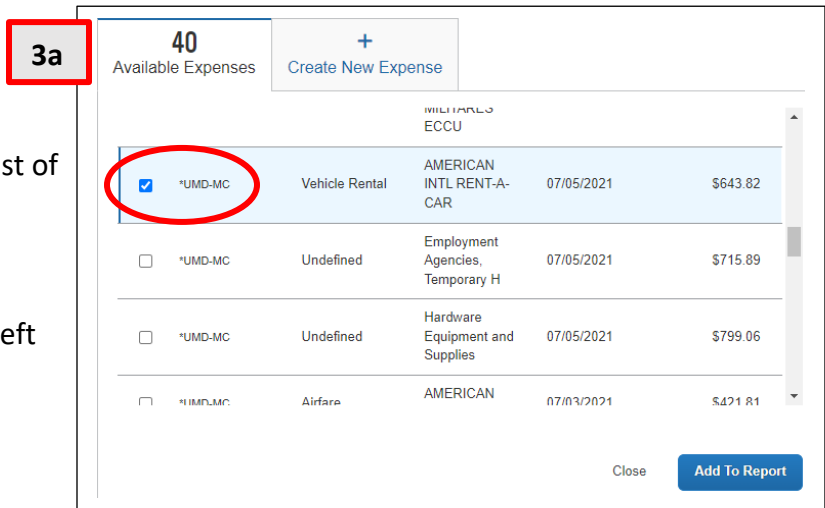
1. Open the approved travel request and click **Create Expense Report** in the upper-right corner.



2. Click on **Add Expense**.



3. A window will pop up with 2 tabs:



a) **Available Expenses** – Choose from a list of charges paid on the Tcard or created through Concur/Concur Mobile.

(1) Click the **checkbox** on the left and click **Add To Report**.

Instruction **3.a** - continued

3a.2

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Requested ↑↓
<input type="checkbox"/>			*UMD-MC	Vehicle Rental	RESERVE RENT-A-CAR	07/10/2021	\$298.54

(2) The expense will now be listed. To open the expense on the report, click on any of the open spaces on the expense's line.

(3) If you see a **Request** drop-down menu, select the estimate from your request.

(4) Fill in or update any of the necessary fields after you open the expense. Expense amounts must be the actual amounts. When you are done, click **Save Expense**.

3a.3

Request *

01/31/2022, \$300.00 - test

None Selected

None

01/31/2022, \$300.00 - test

b) **Create New Expense** – Create additional expenses if they were out-of-pocket expenses, NOT done through Concur/Concur Mobile, and NOT paid on the Tcard.

(1) Search for and select the expense type you need to add to the expense report.

(2) If you see a **Request** drop-down menu, select the estimate from your initial request. (See image **3a.3**.)

(3) Fill in or update any of the necessary fields after you open the expense. Expense amounts must be the actual amounts. When you are done, click **Save Expense**.

3b

40

Available Expenses

+

Create New Expense

Search for an expense type

- ^ Recently Used
- Parking
- Hotel/Lodging
- Airfare

Reimbursements you receive on your paycheck will look like the highlighted line below.

TAXES/DEDUCTIONS	CURRENT	YEAR TO DATE
[REDACTED]		
EXPENS REIMBUR	-223.13	-223.13
[REDACTED]		