



NDAA Expense Report in Concur

Please review this guide as it will walk you through the steps of submitting your reimbursement. You will need to provide a receipt for all expenses. Reimbursements are made through Direct Deposit. To enter in your direct deposit information, click on Profile>Profile Settings>Bank Information. You will need to enter in your direct deposit information before starting your expense report.

If you have any troubles during the expense process, please contact the Project Coordinator on your training.

Pursuant to the Federal Travel Regulations only "out of town" (your home or workplace must be over 50 miles from the conference site) attendees are eligible for reimbursement of travel expenses.

1. From the homepage, click Expense

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' and a search icon. The main navigation menu includes 'Travel', 'Expense', 'Invoice', 'Approvals', 'Analytics', and 'App Center'. A green arrow points to the 'Expense' menu item. On the right side of the navigation bar, there are links for 'Administration', 'Help', and 'Profile'. Below the navigation bar, the user is greeted with 'Hello, Courtney'. To the right of the greeting are five summary cards: '+ New', '00 Required Approvals', '00 Invoices', '00 Available Expenses', and '00 Open Reports'. The main content area is divided into several sections: 'TRIP SEARCH' with a dropdown for 'Select Trip Type' and icons for flight, car, hotel, and train; 'ALERTS' with a notification about Triplt; 'COMPANY NOTES' with contact information for Blue Ribbon Travel; and 'MY TASKS'.



- A list of your expenses should be listed below. Find the flight from the travel you are creating the reimbursement for. Click on the box for the line item and then click Move > Start a New Report

Manage Expenses

When expense items come in, they will be placed on a new report. Stop this process.

AVAILABLE EXPENSES

<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/> Tolls/Road Charges	Tolls/Road Charges		09/17/2021	\$8.00
<input type="checkbox"/> Hotel - Staff	Hotel - Staff		09/21/2021	\$316.80
<input type="checkbox"/> American Airlines	Airfare - Staff		10/13/2021	\$533.40
<input type="checkbox"/> American Airlines	Airfare - Staff		11/15/2021	\$274.71
<input type="checkbox"/> Courtyards Reno, Nevada	Hotel - Staff		12/10/2021	\$510.00
<input type="checkbox"/> American Airlines	Airfare - Staff		12/16/2021	\$309.90
<input checked="" type="checkbox"/> American Airlines	Airfare - Staff		02/24/2022	\$592.70
<input type="checkbox"/> American Airlines	Airfare - Staff		03/03/2022	\$385.19

Buttons: Move, Match, Unmatch, Delete

Dropdown: To New Report

- Click Yes for the Travel Allowances
- NOTE:** If you skip this step, there is no way to go back and add in per diem rates without starting over.

Travel Allowances

Will this report contain Meals or Lodging expenses related to government-published per diem limits? If so, select Yes.

Yes No



- Rename the report- Itinerary Name must be: **Cost Center BusinessPurpose City State**
Ex. 9453.3 Client Meeting Orlando Florida
Please reach out to the Project Coordinator if you need assistance with your Cost Center Number

Expenses

Travel Allowances For Report: Trip from Lexington to Charlotte (RJ2L00)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
9453.2 - AAMVA ConfA

Add Stop Delete Rows 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

- Once the name is entered, click on **2 Available Itineraries**

Expenses

Travel Allowances For Report: Trip from Lexington to Charlotte (RJ2L00)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
9453.2 - AAMVA Conf AFUnfsinn

Add Stop Delete Rows Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City

Date Time



- Under Available Itineraries, click on your flight. Click on Assign. The flight should now have moved up into Assigned Itineraries. Then, click Next

Travel Allowances For Report: Trip from Lexington to Charlotte (RJ2L00)

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
No Assigned Itineraries Found				

Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip from Lexington to Chicago (QDF)				
Lexington, Kentucky	03/12/2022 06:15 AM	Chicago, Illinois	03/12/2022 07:06 PM	COOK COUNTY, US-IL, US
Chicago, Illinois	03/15/2022 08:15 AM	Lexington, Kentucky	03/15/2022 10:42 PM	FAYETTE COUNTY, US-KY, US
Itinerary: Trip from Lexington to Orlando (N7DFFR)				
Lexington, Kentucky	03/23/2022 12:51 PM	Orlando, Florida	03/23/2022 08:35 PM	ORANGE COUNTY, US-FL, US
Orlando, Florida	03/24/2022 04:12 PM	Lexington, Kentucky	03/24/2022 11:57 PM	FAYETTE COUNTY, US-KY, US

<< Previous Next >>



- This is where you will enter in per diem. If you had no meals provided click Create Expenses. If you had certain meals provided, click on the box that corresponds with the day and meal. Once you are finished, click Create Expenses

Expenses

Travel Allowances For Report: Trip from Lexington to Charlotte (RJ2L00)

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location ▲	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	03/12/2022 Chicago, Illinois	\$59.25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$59.25
<input type="checkbox"/>	03/13/2022 Chicago, Illinois	\$79.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$79.00
<input type="checkbox"/>	03/14/2022 Chicago, Illinois	\$79.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$59.00
<input type="checkbox"/>	03/15/2022 Chicago, Illinois	\$59.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$39.25

<< Previous Cancel



- Next, you can add in your expenses and upload receipts. NDAA will cover mileage at \$.625 per mile, parking, tolls, ride shares, and one piece of luggage.
Uber rides can automatically import into your available expenses. Look at our App SOP to see how to connect your uber account to Concur

- Click on the expense type (All items you select should be - **PARTICIPANTS** option if applicable) Update the Transaction Date to match the date on the receipt. Enter the amount. Add in the provided cost center. Attach a copy of the receipt.

- When adjusting your flight, you will need to attach the invoice BlueRibbonTravel sends via email. Make sure your flight is marked as **Company Paid** under Payment Type
- When you open your flight invoice there should be a Professional Fee. You will need to add that expense in separately. Choose "Agency Booking Fee" add in the amount and make sure it is marked as **Company Paid**

Billing Summary		
AIR TICKET 0017751285238	COLEFUNFSINN/AARONANN ROSE	
ELECTRONIC		
AIR TRANSPORTATION	TTL	274.20
	PROFESSIONAL FEE	11.00
BILLED TO VIXXXXXXXXXXXXX3100	AIR SUB TOTAL	274.20
	CREDIT CARD PAYMENT	285.20-
	AMOUNT DUE	0.00



12. If you drove during any part of your trip that is seeking mileage reimbursement. Select Personal Car Mileage – Participants. Click on the button that says Mileage Calculator. Follow the steps of adding in your destination points. This should automatically calculate your miles. You will need to provide a receipt for mileage. Please print out travel directions that include the mileage and attach as receipt.
13. If you were asked to complete a cost comparison, please ensure to upload the supporting documents in Concur. You will choose the Miscellaneous – Staff option and upload the documentation as a receipt.
14. Once you have added in all your expenses, click the orange Submit Report button on the top right.

5069 - Forensic Evidence

Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email Hide Exceptions

Expense Type	Date	Amount	Exception
Airfare - Staff	12/07/2021	\$239.40	The preferred payment method for this expense type is your company credit card.
Hotel - Staff	12/07/2021	\$146.92	The preferred payment method for this expense type is your company credit card.

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	12/08/2021	Daily Allowance - New Orleans, Louisiana	\$55.50	\$55.50
<input type="checkbox"/>	12/09/2021	Parking - Staff - New Orleans, Louisiana	\$83.00	\$83.00
<input type="checkbox"/>	12/08/2021	Personal Car Mileage - Staff	\$4.48	\$4.48
<input type="checkbox"/>	12/08/2021	Taxi/Uber/Lyft - Rideshare - New Orleans, Louisiana	\$47.22	\$47.22
<input type="checkbox"/>	12/07/2021	Daily Allowance - New Orleans, Louisiana	\$74.00	\$74.00
<input type="checkbox"/>	12/07/2021	Airfare - Staff - New Orleans, Louisiana	\$239.40	\$239.40
<input type="checkbox"/>	12/07/2021	Luggage Fees - Staff - New Orleans, Louisiana	\$30.00	\$30.00
<input type="checkbox"/>	12/07/2021	Hotel - Staff - New Orleans, Louisiana	\$146.92	\$146.92
<input type="checkbox"/>	12/07/2021	Taxi/Uber/Lyft - Rideshare - New Orleans, Louisiana	\$48.00	\$48.00

New Expense

Expense Type

To create a new expense, click on the left side of the page.

Recently Used

All Expense Types

01. Travel

- Airfare - Participants
- Airfare - Staff
- Hotel - Participants
- Hotel - Staff
- Luggage Fees - Faculty
- Luggage Fees - Participants

Luggage Fees - Staff

Train - Faculty

Train - Participants

Train - Staff

02. Transportation

Parking - Faculty

Parking - Participants

Parking - Staff

Personal Car Mileage - Faculty

Personal Car Mileage - Participants

Personal Car Mileage - Staff

Taxi/Uber/Lyft - Rideshare

03. Meals and Entertainment

Airfare - Faculty

Business Meals - Executive

04. Office Expenses

Courier/Shipping/Freight

05. Office Expenses

Office Supplies/Software

Postage

Printing/Photocopying/Stationery

06. Fees

Professional Subscriptions/Dues

07. Other

Conference/Training Fees

07. Other

Miscellaneous - Staff

Seminar/Course Fees

Report Submit Confirmation

Are you sure you want to submit this report?

Submit Report Cancel