



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 FIRST before starting your expense report.**

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

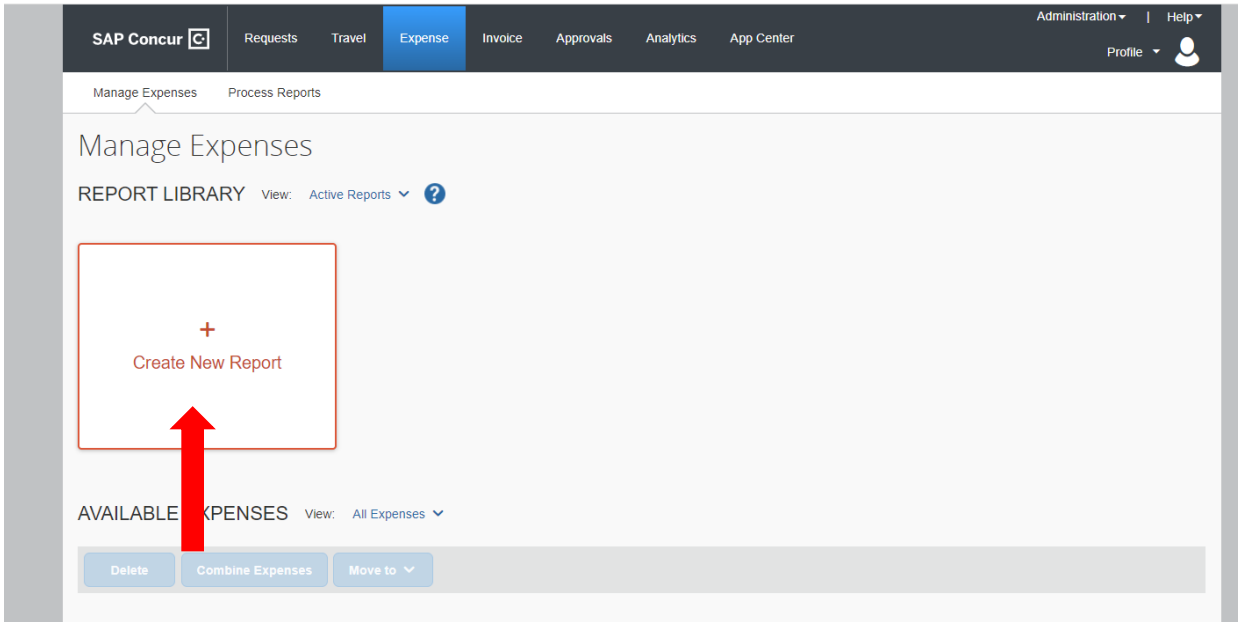
Pursuant to the Federal Travel Regulations only "out of town" (your home or workplace must be over 50 miles from the conference site) attendees are eligible for reimbursement of travel expenses. If you are 49.9 miles away, you will NOT be reimbursed for any of your expenses.

1. From the homepage, click Expense

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with the following items: SAP Concur, Travel, Expense, Invoice, Approvals, Analytics, and App Center. The 'Expense' item is highlighted with a red arrow. To the right of the navigation bar are links for Administration, Help, and Profile. Below the navigation bar, there is a dashboard area with a greeting 'Hello, Courtney' and several 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 menu and icons for flight, hotel, and train; 'ALERTS' with a notification about Triplt; 'COMPANY NOTES' with contact information for Blue Ribbon Travel; and 'MY TASKS'.



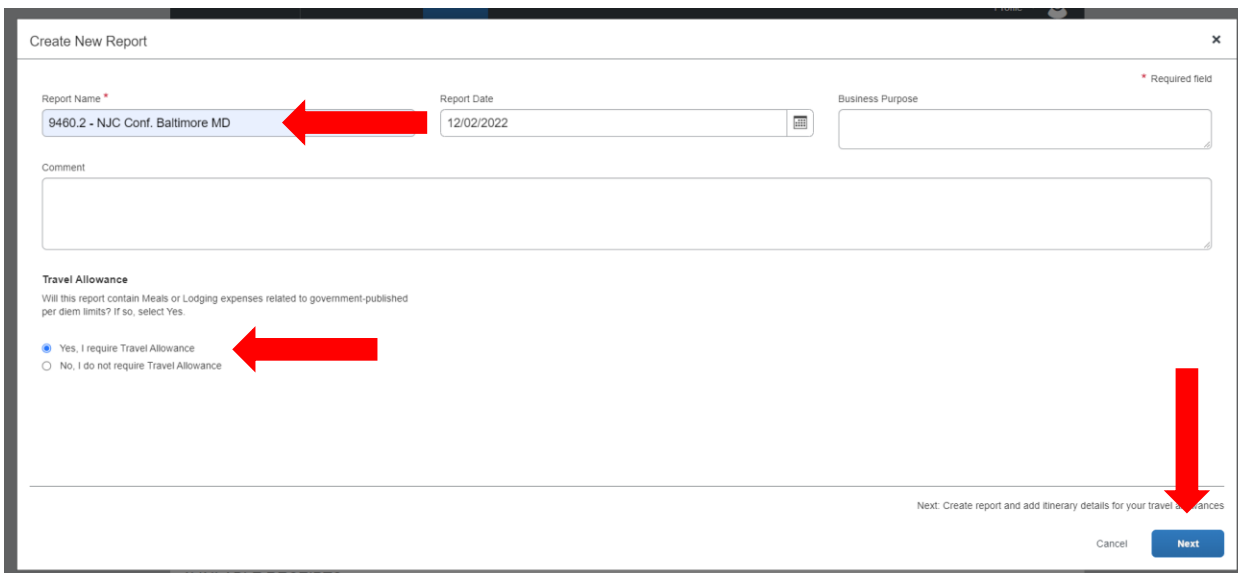
2. From the expenses page, click on Create New Report



3. You will need to fill in the Report Name using our naming standard. If you are eligible for per diem, you will need to answer the question "Yes" for Travel Allowance. Click Next

Naming Standard: Cost Center – Conference Name, City State

If you do not know the cost center, please reach out to your project coordinator





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- 4. Make sure your "Itinerary Name" is still correct. Here is where you will add in your travel information so our system can pull your per diem rate. There are two ways you can upload your travel information. Please follow instructions 5 and 6 if your flight information is already populated into the system. If you cannot find anything, follow below –

Enter in all information under New Itinerary Stop. Accurate times are not necessary.

You will first need to add in your departure, click save and then your return –

ex. Departure City DCA 11/20/22 9am Arrival City BNA 11/20/22 10am then click Save

Next you will need to add in your Departure City BNA 11/23/22 9am Return City DCA 11/23/22 10am click Save

Once you have both line items of your travel on the left hand side, Click Next.

You may skip instructions 5 & 6 by continuing to click on Next

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

Arrival City

Date Time

Save

Go to Single Day Itineraries Next >>



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You may skip these instructions if you followed #4

5. Make sure your "Itinerary Name" is still correct, 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

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

Expenses
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 Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Trip from Lexington to Chicago (QH DF)				
Lexington, Kentucky	03/12/2022 06:19	Chicago, Illinois	03/12/2022 07:06 PM	COOK COUNTY, US-IL, US
Chicago, Illinois	03/15/2022 08:15	Lexington, Kentucky	03/15/2022 10:42 PM	FAYETTE COUNTY, US-KY, US
Itinerary: Trip from Lexington to Orlando (N7 FR)				
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 >>



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7. 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



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8. Next, you will add in all your expenses and upload receipts.

Select the appropriate choice:

Staff – NDAA Staff

Faculty – Speaker for NDAA trainings

Participants – Attendee for NDAA trainings

NDAA will cover

- **Personal Car Mileage – Faculty Participants or Staff** at \$.625 per mile (*Google maps directions must be attached as the receipt*)
- **Parking – Faculty Participants or Staff**
- **Tolls**
- **Taxi/Uber/Lyft - Rideshare** (*Note, we will only cover Basic Uber, Lyfts or Taxis and up to 20% Tip. We do not reimburse credit or gift cards being used*)
- **Luggage Fees – Faculty Participants or Staff** (1 piece)
- **Hotel**
- **Airfare – Participants or Staff** (*Your Blue Ribbon Receipt will need to be uploaded*)
- **Agency Booking Fee** (*Within your Blue Ribbon Receipt, you will see a line item “Professional Fee” that you will need to include*)
- **Travel Allowance** (*Per Diem*)
- **Miscellaneous – Staff** (*if you had any approval correspondence with NDAA staff, please upload that approval here*)

All expenses must have a receipt attached. If you no longer have a receipt, you can upload a screenshot of your bank line item. Uber rides can automatically import into your available expenses. Look at our [App SOP](#) to see how to connect your uber account to Concur



To begin entering in your expenses, click on [Add Expense](#)

9460.2 - NJC Conf. Baltimore MD \$241.50

Not Submitted

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

Add Expense Delete Copy Allocate Combine Expenses Move to ▾

Receipt ↑↓ Payment Type ↑↓ Expense Type ↑↓ Vendor Details ↑↓ Date ≡ Requested ↑↓

Add Expense

0 Available Expenses Create New Expense

Search for an expense type

01. Travel

- Airfare - Participants
- Airfare - Staff
- Cash Travel Advance
- Hotel - Participants
- Hotel - Staff
- Luggage Fees - Faculty

You will scroll through the list to find the line items you need to expense



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10. **Airfare:** 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 VXXXXXXXXXXXXX3100	AIR SUB TOTAL	274.20
	CREDIT CARD PAYMENT	285.20-
	AMOUNT DUE	0.00

Allocate * Required field

Expense Type *

Transaction Date * Business Purpose

Vendor Description Payment Type *

Amount * Currency *

Cost Center * Personal Expense (do not reimburse) ?

Comment



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11. **Personal Car Mileage:** If you drove during any part of your trip that is seeking mileage reimbursement. Select Personal Car Mileage – _____. Click on the button that says Mileage Calculator. Enter in your A and B locations. You can also click on Make Round Trip if you went to and from the same points. You will need to provide a receipt for mileage. Please save travel directions that include the mileage and attach as receipt.

12. 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.



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13. **Staff:** When uploading your hotel receipts, you will need to itemize the bill. When you click Save Expense it should automatically take you to itemize the bill

Details
Itemizations
Hide Receipt

Allocate

Expense Type *
Hotel - Staff

Check-in Date * 11/28/2022 **Check-out Date *** 12/01/2022 **Nights:** 3

Transaction Date * 11/28/2022 **Business Purpose**

Vendor Search for Vendor **Payment Type *** Out-of-Pocket

Amount * 419.49 **Currency *** US, Dollar

Cost Center * (240000000000440694) 946...

Comment

Save Expense Cancel

Receipt Preview:

12-01-2022 9:12:34 AM

Remove Add

Select the option of itemization for hotel – Staff

You will need to enter in the dates, Room Rate and all the taxes included. Once completed, click Save Itemization.

Details
Itemizations
Hide Receipt

Amount \$419.49
Itemized \$419.49
Remaining \$0.00

New Itemization

Expense Type * Hotel - Staff

Entry Type: Recurring Itemization **11/28/2022 - 12/01/2022 (Nights: 3)**

Your hotel room rate was:

The Same Every Night
Not the Same

Room Rate (per night) *	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(Amounts in USD) Add Tax Fields

Combine room rate and taxes into a single entry

Save Itemization Cancel

Receipt Preview:

12-01-2022 9:12:34 AM

Remove Add



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14. **Staff:** If you complete a Travel Request Form in order to travel, please include the entire packet into this report. Select Miscellaneous – Staff and upload the packet.

Details
Itemizations
Hide Receipt

Allocate

Expense Type *
Miscellaneous - Staff

Transaction Date *
11/28/2022

Vendor Description *
NDAA

Amount *
0.00

Cost Center *
▼ (2400000000000440694) 946...

Comment

Business Purpose *
Travel Authorization Approval

Payment Type *
Out-of-Pocket

Currency *
US, Dollar

Personal Expense (do not reimburse) ?

Save Expense Cancel

1 / 1

ACCF NJC Presentation Tra...

16. Once your report is complete, click the Submit Report orange button on the top right corner

9460.2 - NJC Conf. Baltimore MD \$1,457.88

Returned | [View Report Timeline](#)

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▼

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date	Requested ↑↓
<input type="checkbox"/>			Out-of-Pocket	Taxi/Uber/Lyft - Rideshare		12/01/2022	\$32.32
<input type="checkbox"/>			Out-of-Pocket	Miscellaneous - Staff	Supplemental Paperwork	12/01/2022	\$0.00
<input type="checkbox"/>			Out-of-Pocket	Personal Car Mileage - Staff		12/01/2022	\$6.88
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Baltimore, Maryland	12/01/2022	\$51.75
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Baltimore, Maryland	11/30/2022	\$69.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Baltimore, Maryland	11/29/2022	\$69.00
<input type="checkbox"/>			Company Paid	Agency Booking Fees		11/28/2022	\$11.00

Copy Report **Submit Report**