Submit a Report: Travel Expenses

It is recommended to start the Report as soon as the “Expense” link is available on the Request. This helps the traveler manage their expenses on the go and deters outstanding card charge notifications.

1. Click the “Expense” link under the Action column of the Request; use the View drop-down menu to change the filter if Request is not listed under Active Requests

Alternatively

1. Click “Create New Report” under Manage Expenses: Active Reports

   a. The user must manually attach the approved Request in the Header
   b. Once attached, the Header information auto-populates from that Request
2. Verify Header information from the Request is still accurate, make any corrections based on changes since original trip approval, and click Next.
3. Answer “Yes” to the per diem question if this is the first Report for a completed trip even if traveler is not claiming per diem reimbursement (the Travel Allowance documents time in travel status)

   ![Travel Allowances Image]

   Does this trip contain "Per Diem Meals"?

   - Yes
   - No

4. Enter the Travel Allowance based on the business-only itinerary and create individual per diem expenses if needed (see “Travel Allowance” handout)

5. Add UA pre-paid and out-of-pocket reimbursable Expenses from the trip
   a. Itemize expenses as needed (e.g. lodging)
   b. Allocate expenses as needed
6. Attach Receipts and other pertinent or required documentation

7. Verify all information is complete and correct then **Submit Report** (top right-hand corner)

8. Concur evaluates the Report according to audit rules defined by UA regulations and guidance
   a. If no Exceptions are present, the Report is submitted for approval
   b. If Exceptions are present
      i. The Report is not submitted, and Concur provides information on and recommended resolution for the Exceptions
      ii. Make the required corrections and click Submit Report again to re-evaluate the audit flags

9. Depending on the user’s email notification settings, the traveler and delegate receive an email notification of Report submission, return, and/or approval
10. Once Approved for payment, the Report moves off the Active Reports list and is stored in
    the Report Library

**Troubleshoot**

Problem: Report contains audit flags. How do we get rid of them?

Solution: Concur provides explanation of and suggested resolutions for Yellow Warnings and Red Exceptions. Warnings do not require resolution before submission. Exceptions clear once the issue is resolved.

Problem: Report contains red audit flags after actions were taken to correct them.

Solution: Red Exception icons are triggered when the “Submit Report” button is clicked. After the item is corrected, these icons are re-evaluated and cleared by clicking “Submit Report” again.