



How to create and submit a reimbursement request in Concur

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Create a reimbursement request

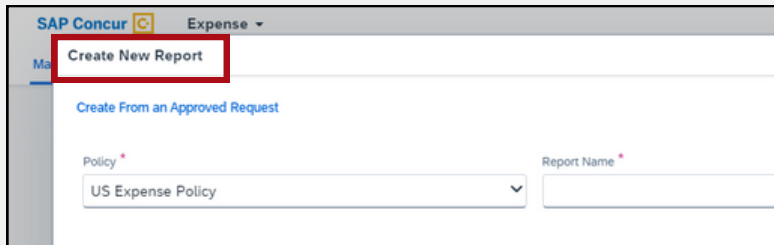
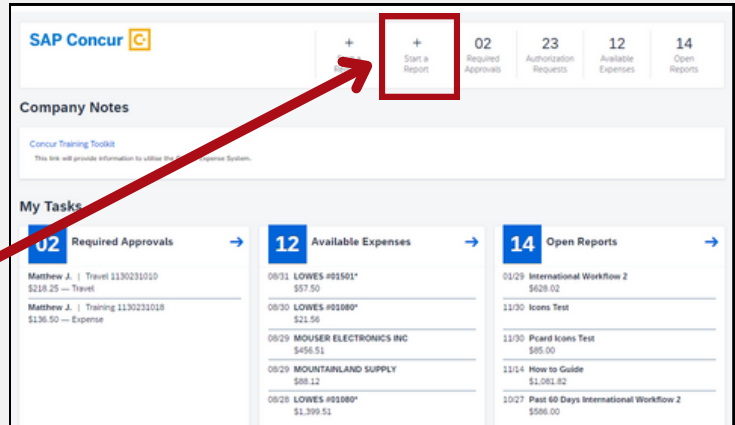
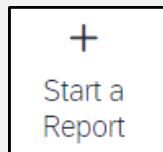
I don't need to connect it to a travel request



There are 2 ways to create a reimbursement request: from the Concur home page or the manage expenses screen.

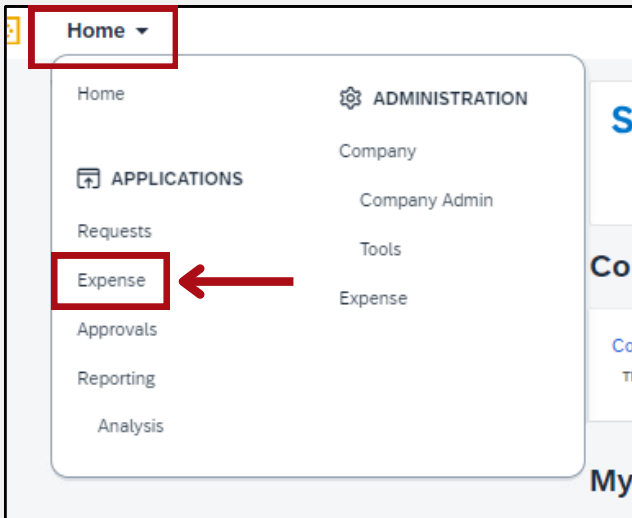
Option 1: Start your request from the Concur home page

From the home page, click **Start a Report** at the top of the page.



You'll see a window labeled Create New Report. This is the report header. Go to [page 4](#) to learn how to fill it in.

Option 2: Start your request from the manage expenses screen



From the home page, click the **Home** drop-down menu in the upper-left corner.

Click **Expense**.

You'll see the Manage Expenses screen. Click **Create New Report** in the upper-right corner.

The screenshot shows the 'Manage Expenses' interface. At the top right, there is a blue button with a plus sign and the text 'Create New Report'. A red arrow points from this button to a smaller version of the same button located in the top right corner of the 'Report Library' section. Below the button, there is a 'View: Active Reports' dropdown menu. The main area contains a grid of report cards, each with a title, date, amount, and status. The cards are arranged in three rows and five columns. The first row contains five cards: 'Flag Errors Training' (\$3,060.90, Returned), 'AI 17 - 60+ Day (In State)' (\$15.00, Returned), 'Demo' (\$38.98, Returned), 'Demo Pcard 2' (\$566.52, Returned), and 'Demo Pcard' (\$363.46, Returned). The second row contains five cards: 'International Workflow 2' (\$613.50, Not Submitted), 'How to Guide' (\$206.50, Not Submitted), 'Past 60 Days International W...' (\$586.00, Not Submitted), 'Same Day Travel' (\$44.25, Not Submitted), and '60 Day Flag International W...' (\$563.50, Not Submitted). The third row contains three cards: 'Testing TA Error' (\$1,698.69), 'Demo Pcard Travel' (\$283.02), and 'Personal Car Mileage' (\$5,820.53). Each card also has a 'Sent Back to Employee' status at the bottom.

You'll see a window labeled Create New Report. This is the report header. Follow the steps on [page 4](#) to fill it in.

The screenshot shows the 'Create New Report' form. The title 'Create New Report' is highlighted with a red box. Below the title, there is a section titled 'Create From an Approved Request'. The form contains several fields: 'Policy' (dropdown menu with 'US Expense Policy' selected), 'Report Name' (text input field), 'Report Date' (calendar icon with '11/14/2023' selected), 'Trip Start Date' (text input field with 'MM/DD/YYYY' placeholder), 'Will this trip include any personal days?' (dropdown menu with 'None Selected' selected), and 'Department' (text input field with '150' entered).

How to fill in the report header



If you created a new reimbursement request, you need to fill in the report header before you can add your expenses. If you connect the reimbursement request to your travel request, you don't need to fill in the report header. Go to [page 10](#) to learn more about connecting a reimbursement request to a travel request.

If you just created your reimbursement request, the report header is labeled Create New Report. Once you save your request, it's labeled Report Header.

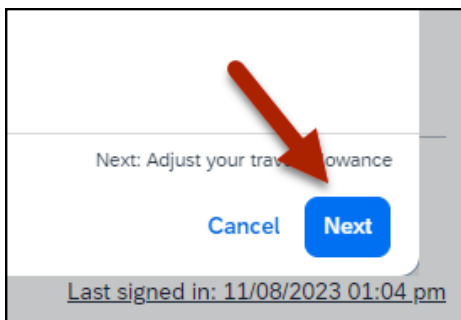
Make sure the **Policy** field says **US Expense Policy**. Then fill in the rest of the fields.

The screenshot shows the 'Create New Report' form with the following fields and callouts:

- 1. Report Name
- 2. Business Purpose
- 3. Trip Type
- 4. Trip Start Date
- 5. Trip End Date
- 6. Will this trip include any personal days?
- 7. Appropriation Unit
- 8. Unit
- 9. Accounting Template
- 10. Comment
- 11. Yes, I require Travel Allowance

1. In the **Report Name** field, name the report. Follow your agency's guidance on how to name reports. We recommend including the traveler's name, destination, and date. For example: Jane Doe - Denver - 11/08/2023.
2. In the **Business Purpose** field, write your business purpose. For example, "I attended PCI compliance training to better understand my job." Follow your agency's guidance for entering the business purpose.
3. From the **Trip type** drop-down menu, select your type of travel; choose In State, International includes Alaska, Hawaii, and US Territories, or Out of State.
4. In the **Trip Start Date** field, enter the first day of the trip, including personal days if applicable.
5. In the **Trip End Date** field, enter the last day of the trip, including personal days if applicable.
6. From the drop-down menu **Will this trip include personal days?** select **Yes** or **No**.

7. From the **Appropriation Unit** drop-down menu, select the correct coding. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
8. From the **Unit** drop-down menu, select the correct code. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
9. From the **Accounting Template** drop-down menu, select the correct template. Only change this if the default coding is not covering the expected expenses. Ask your supervisor if you're not sure.
10. In the **Comment** field, write any comments you'd like the approvers to see. This field is optional. For example, you could write, "I'm requesting a rental car because the conference has an offsite activity that I need to attend." Follow your agency's guidance for how to fill in the Comment field.
11. In the **Travel Allowance** section, select **Yes, I require Travel Allowance** if you need to be reimbursed for meals or lodging. Select **No, I do not require Travel Allowance** if you don't need to be reimbursed for meals or lodging.



When you've filled in all the fields, click the blue button **Next** in the bottom-right corner.

If you selected **No, I do not require Travel Allowance**, you'll see the Add Expense screen. Go to [page 15](#) to learn how to add your expenses.

If you selected **Yes, I require Travel Allowance**, you'll see the Travel Allowance window. Follow the steps on [page 6](#) to learn how to add the travel allowance.

How to add the travel allowance



If you need to add meals and incidental expenses or lodging to your reimbursement request, you need to add the travel allowance. Concur uses information from the travel allowance section to load the correct GSA rates. GSA rates, sometimes called per diem, are reimbursement rates set by the General Services Administration that determine how much you should be reimbursed each day for lodging, meals, and incidental expenses.

To get to the Travel Allowance window, select **Yes, I require Travel Allowance** on the report header. See [page 4](#) to learn about the report header.

Travel Allowance
Select if you have travel and require lodging, meals, or incidental travel allowances.

Yes, I require Travel Allowance
 No, I do not require Travel Allowance

In the Travel Allowance window, fill in the fields. See the descriptions on next page if you need help.

SAP Concur Requests

Travel Allowance

Itinerary

Itinerary Name * **1**

How to Guide **2**

Detailed Itinerary Without overnight

Start Location * **3** Enter City

Start Date * 03/04/2024

Start Time * **4** 12:00 AM

+ Add Destination

Arrival Location * **5** Enter City

+ Add Destination

End Location * Enter City

End Date * 03/06/2024

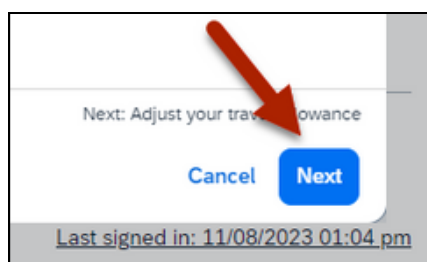
End Time * **6** 12:00 AM

Next: Adjust your travel allowance

Cancel **Next**

Service Status (US2) Last signed in: 11/08/2023 01:04 pm

1. If you had multiple overnight stays at different locations, check the box **Detailed Itinerary**.
2. If you didn't stay overnight at your destination, check the box **Without overnight**.
3. In the **Start Location** field, enter the city you left from.
If the city you traveled to doesn't come up automatically, try adding other nearby cities. When other cities do come up, choose the one that's closest to your destination city to make sure the correct GSA rate is loaded.
4. In the **Start Time** field, enter the time you left to begin your trip.
5. In the **Arrival Location** field, enter the city you traveled to.
6. In the **End Time** field, enter the time your trip ended.



When you've filled in all the fields, click the blue button **Next** in the bottom-right corner.

Now you'll see the adjustments screen.

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Use 300 Percent Rule	Allowance Limit	Reimbursement Amount
All Days Dates: 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Mon, 03/04/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$107.00	\$44.25
Tue, 03/05/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$107.00	\$59.00
Wed, 03/06/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$107.00	\$59.00
Thu, 03/07/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$107.00	\$44.25
							Total: \$428.00	Total: \$206.50

On the right side of the adjustments screen, you'll see 2 columns: Allowance Limit and Reimbursement Amount.

Allowance Limit shows the GSA rates, or per diem, for lodging. GSA rates are based on the destination city.

Reimbursement Amount shows the GSA rates, or per diem, for meals and incidental expenses. The amounts in this column show how much you'll be reimbursed for your meals and incidental expenses each day.

You'll get reimbursed 75% of GSA rates on the first and last day of your trip no matter what time you left.

Allowance Limit	Reimbursement Amount
\$107.00	\$44.25 (75%)
\$107.00	\$59.00
\$107.00	\$59.00
\$107.00	\$44.25 (75%)
Total: \$428.00	Total: \$206.50

In the adjustments screen, exclude any lodging or meals from your request by checking the boxes.


Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Use 300 Percent Rule
All Days Dates: 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon, 03/04/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tue, 03/05/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wed, 03/06/2024 St George, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thu, 03/07/2024 St George, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Select boxes under **Exclude Day** if you shouldn't be reimbursed for lodging and meals for certain days. For example, if you had 2 personal days added to your trip, you would select the boxes under Exclude Day for those days.

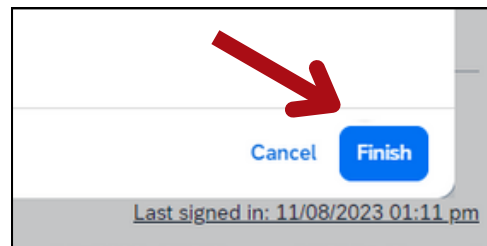
2. Select boxes under **Breakfast, Lunch, or Dinner** if you shouldn't be reimbursed for certain meals. For example, if the conference you attended provided lunch, you would select the box under Lunch for that day.

3. Select boxes under **Lodging** if you shouldn't be reimbursed for lodging on certain days. For example, if a third party paid for your lodging, you would select boxes under Lodging for those days.

4. If you booked a hotel that was more than GSA rates, select boxes under **Use 300 Percent Rule**. For example, if the GSA rate for lodging was \$100, but your hotel room rate was \$200, you would select the box under Use 300 Percent Rule for each night your room rate was over the GSA rate.

 If you select boxes under **Use 300 Percent Rule**, the total is automatically calculated and shows 300% of the GSA rate in the Allowance Limit column even though your hotel may not have been that expensive. This doesn't mean you'll be reimbursed more than you spent. You'll add your lodging expense with the specific cost later on.

When you're done excluding days, click the blue button **Finish** in the bottom-right corner.



Your meal and incidental expenses for each day have been added to your reimbursement request. Incidental expenses are labeled **Daily Allowance (Incidentals)** and meal expenses are labeled **Daily Allowance**.

<input type="checkbox"/>	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor
<input type="checkbox"/>		Cash	Daily Allowance (Incidentals)	Denver, C
<input type="checkbox"/>		Cash	Daily Allowance	Denver, C
<input type="checkbox"/>		Cash	Daily Allowance (Incidentals)	Denver, C
<input type="checkbox"/>		Cash	Daily Allowance	Denver, C
<input type="checkbox"/>		Cash	Daily Allowance (Incidentals)	Denver, C
<input type="checkbox"/>		Cash	Daily Allowance	Denver, C

Now you can add your other travel expenses to your reimbursement request. Go to [page 15](#) to learn how to add expenses.

[Back to the table of contents](#)

Create a reimbursement request that's connected to a travel request



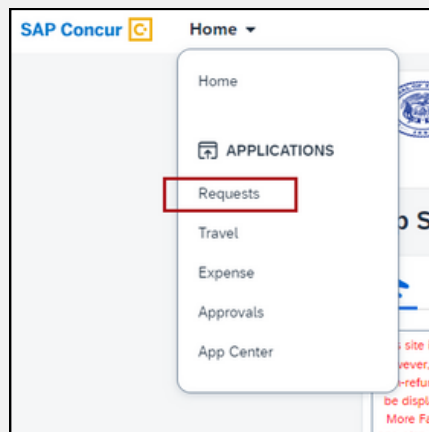
If you submitted a travel request for your trip, you can connect it to your reimbursement request and information from the report header and travel allowance will automatically be pulled over to your reimbursement request, so you won't have to fill in those sections.

There are 2 ways to connect a travel request: you can start from your travel request or create a new reimbursement request and connect it to your travel request.

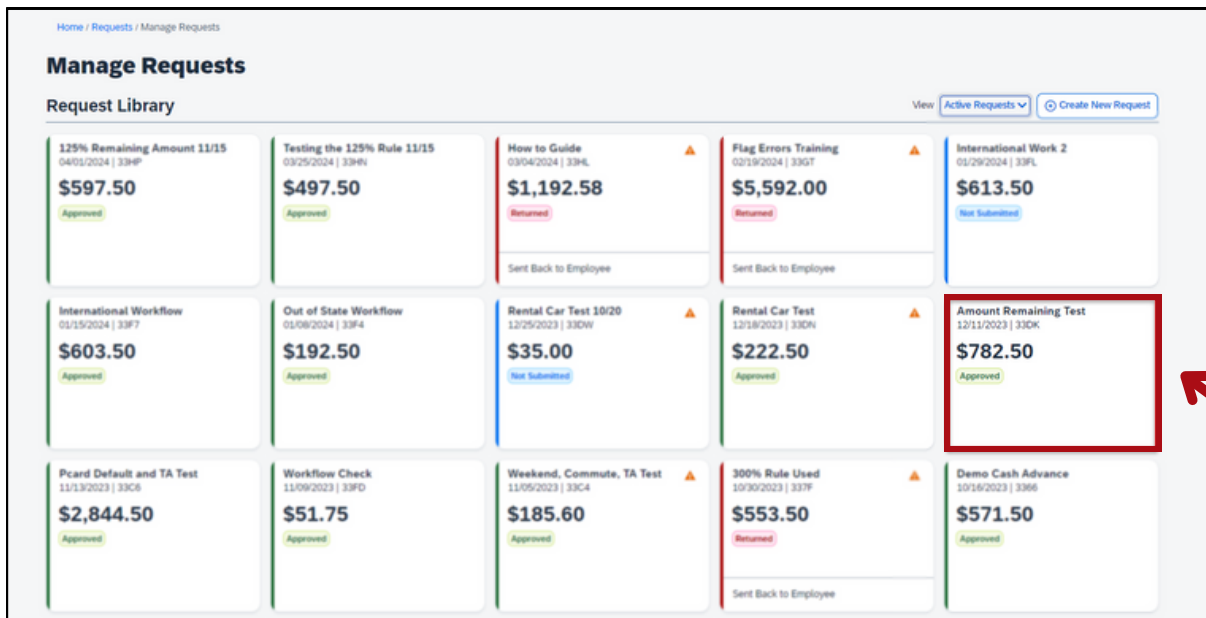
Option 1: Start from your travel request

In the upper left, click the **Home** drop-down menu.

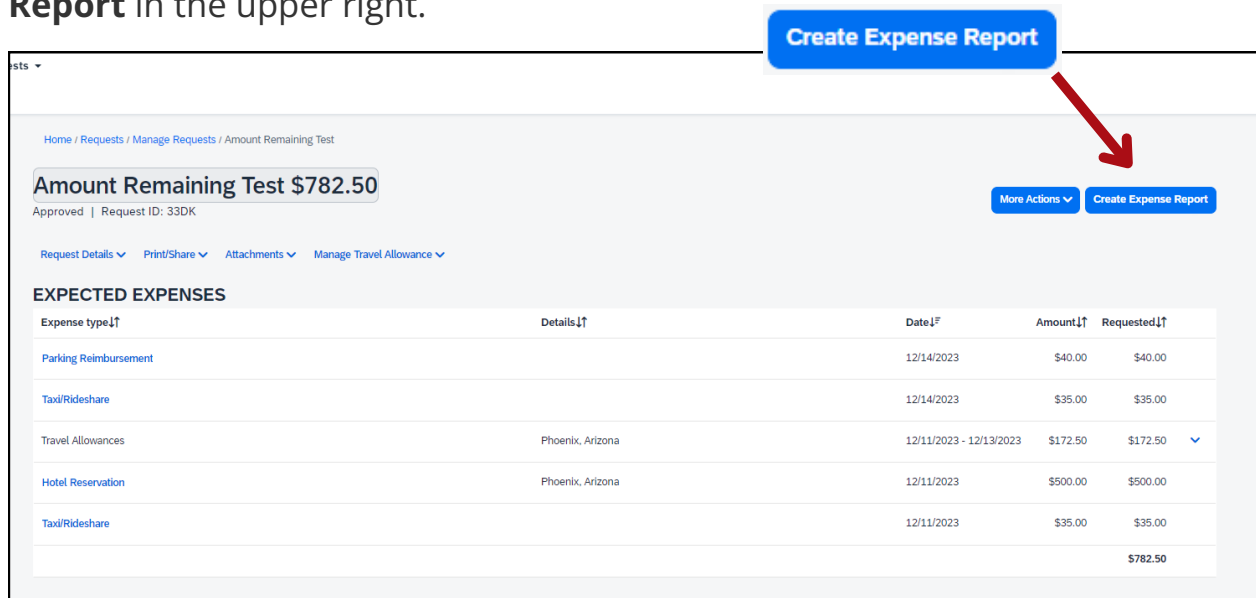
Click **Requests**.



From the Manage Requests screen, select your approved travel request



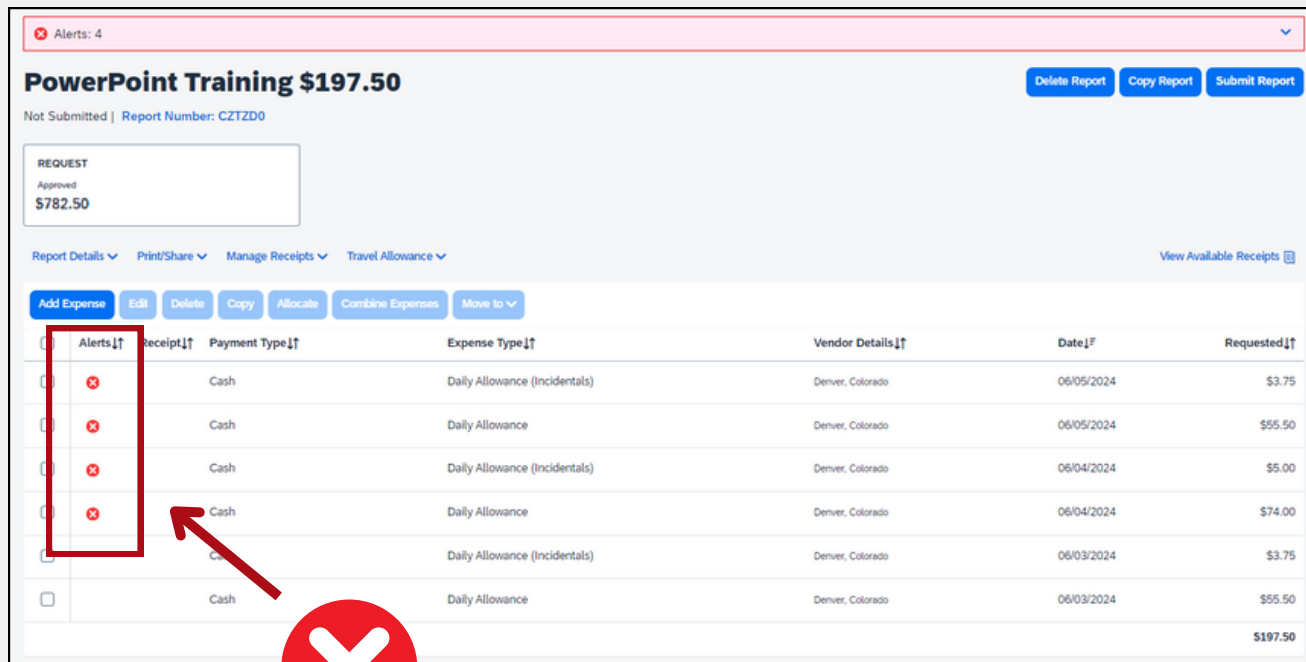
From the Expected Expenses screen, click the blue button **Create Expense Report** in the upper right.



The screenshot shows the 'Expected Expenses' screen for a request titled 'Amount Remaining Test \$782.50'. The request is approved and has ID 33DK. A blue button labeled 'Create Expense Report' is highlighted with a red arrow pointing to it. Below the header is a table of expected expenses.

Expense type	Details	Date	Amount	Requested
Parking Reimbursement		12/14/2023	\$40.00	\$40.00
Taxi/Rideshare		12/14/2023	\$35.00	\$35.00
Travel Allowances	Phoenix, Arizona	12/11/2023 - 12/13/2023	\$172.50	\$172.50
Hotel Reservation	Phoenix, Arizona	12/11/2023	\$500.00	\$500.00
Taxi/Rideshare		12/11/2023	\$35.00	\$35.00
				\$782.50

You're at the Add Expense screen. Information from the report header and travel allowance was pulled over from your travel request, so you don't need to fill in that information. But there are some errors you need to fix. Go to [page 13](#) to learn how.

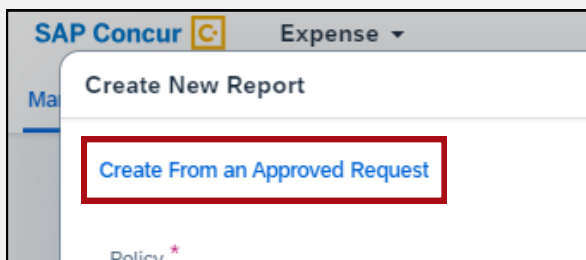
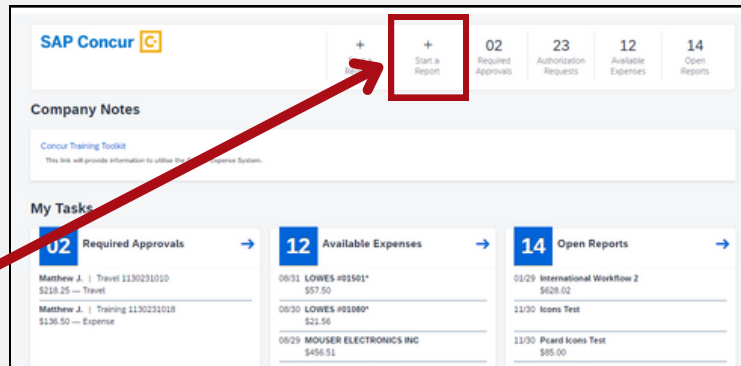
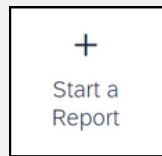


The screenshot shows the 'Add Expense' screen for a report titled 'PowerPoint Training \$197.50'. The report is not submitted and has number CZTZD0. A red box highlights the 'Alerts' column in the expense table, which contains red 'X' icons for several rows. A large red 'X' icon is also present at the bottom of the screen.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
X		Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/05/2024	\$3.75
X		Cash	Daily Allowance	Denver, Colorado	06/05/2024	\$55.50
X		Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/04/2024	\$5.00
X		Cash	Daily Allowance	Denver, Colorado	06/04/2024	\$74.00
		Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/03/2024	\$3.75
		Cash	Daily Allowance	Denver, Colorado	06/03/2024	\$55.50
						\$197.50

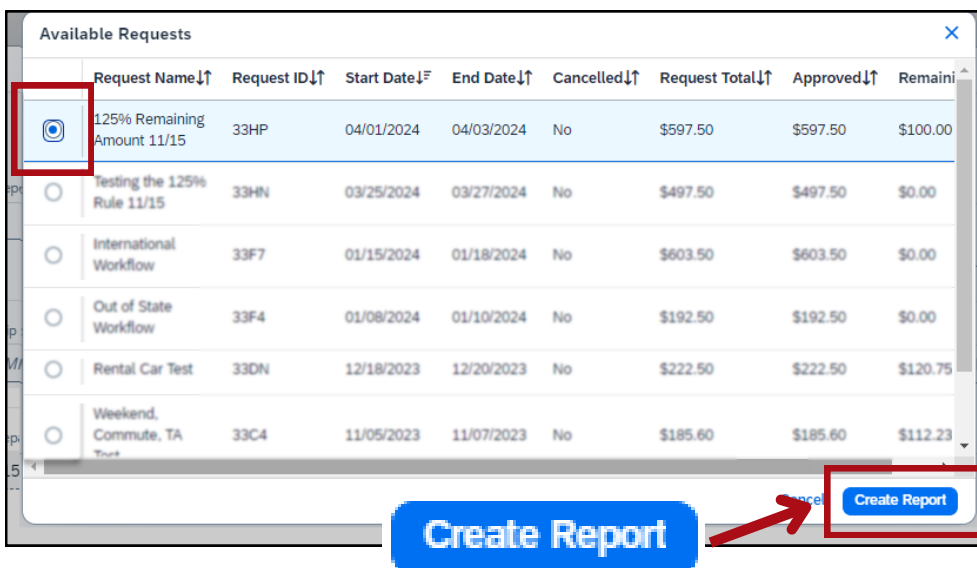
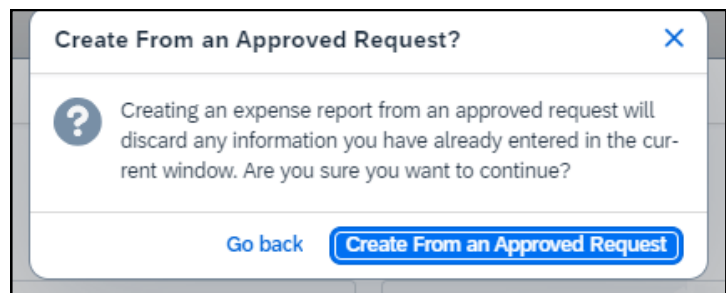
Option 2: Create a new reimbursement request and connect it to your travel request.

From the home page, click **Start a Report** at the top of the page.



In the Create New Report window, click the blue text **Create From an Approved Request**.

You'll see a pop-up window. Click the blue button **Create From an Approved Request**.



Select the travel request you want to connect and click **Create Report**.

You're at the Add Expense screen. Information from the report header and travel allowance was pulled over from your travel request, so you don't need to fill in that information. But there are some errors you need to fix. Follow the steps below to learn how.

Alerts: 4

PowerPoint Training \$197.50

Not Submitted | Report Number: CZTZD0


REQUEST
Approved
\$597.50

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

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

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/05/2024	\$3.75
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance	Denver, Colorado	06/05/2024	\$55.50
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/04/2024	\$5.00
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance	Denver, Colorado	06/04/2024	\$74.00
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/03/2024	\$3.75
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance	Denver, Colorado	06/03/2024	\$55.50
						\$197.50

How to fix the travel allowance errors

 When you connect a reimbursement request to an approved travel request, errors will appear on the expenses labeled Daily Allowance. Daily allowance is your meal reimbursement, and daily allowance (incidentals) is your incidental expenses reimbursement. You need to clear the errors before you can submit your reimbursement request.

Click on a line item that has a red x icon.

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

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

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/05/2024	\$3.75
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance	Denver, Colorado	06/05/2024	\$55.50
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/04/2024	\$5.00
<input type="checkbox"/>	<input type="checkbox"/>	Cash	Daily Allowance	Denver, Colorado	06/04/2024	\$74.00

You'll see a screen with the details of that expense. In the **Request** field, select the travel request from the drop-down menu.

06/05/2024

Daily Allowance (Incidentals) \$3.75 Cancel Save Expense

Details Show Receipt

Allocate

Expense Type: Daily Allowance (Incidentals) Transaction Date: 06/05/2024 Business Purpose: 2024-06-03 - 2024-06-05 : 3 day(s)

Trip Type: Out of State Enter Vendor Name: City of Purchase: Denver, Colorado Payment Type: Cash

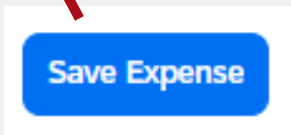
Amount: 3.75 Currency: US, Dollar (USD) Personal Expense (do not reimburse)

Request: None Selected

None

06/02/2024, \$12.50 - Testing Amount Remaining 1/4/24

Save Expense Cancel



Click **Save Expense** in the lower-left corner.

Follow the same steps for every expense with a red x icon. When you're done, there won't be any red x icons.

PowerPoint Training \$197.50 Delete Report Copy Report Submit Report

Not Submitted | Report Number: CZTZD0

REQUEST Approved \$597.50

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/05/2024	\$3.75
<input type="checkbox"/>	Cash	Daily Allowance	Denver, Colorado	06/05/2024	\$55.50
<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/04/2024	\$5.00
<input type="checkbox"/>	Cash	Daily Allowance	Denver, Colorado	06/04/2024	\$74.00
<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	Denver, Colorado	06/03/2024	\$3.75
<input type="checkbox"/>	Cash	Daily Allowance	Denver, Colorado	06/03/2024	\$55.50
					\$197.50

Now you can add your other travel expenses. Follow the steps on the next page to learn how.

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Add your travel expenses

From the Add Expense screen, click the blue button **Add Expense**.

The screenshot shows the 'Add Expense' interface. At the top, there is a blue button labeled 'Add Expense'. Below it, a table lists several expense entries. A red arrow points to the 'Add Expense' button.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	St George, Utah	03/21/2024	\$3.75
<input type="checkbox"/>	Cash	Daily Allowance	St George, Utah	03/21/2024	\$40.50
<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	St George, Utah	03/20/2024	\$5.00
<input type="checkbox"/>	Cash	Daily Allowance	St George, Utah	03/20/2024	\$54.00
<input type="checkbox"/>	Cash	Daily Allowance	St George, Utah	03/19/2024	\$54.00
<input type="checkbox"/>	Cash	Daily Allowance (Incidentals)	St George, Utah	03/19/2024	\$5.00



There are 2 types of expenses you can add to your reimbursement request: available expenses and new expenses.

Available expenses [See page 16](#)

Select the **Available Expenses** tab if:

- you paid for the expense with your p-card.
- the expense is airfare paid for with the lodge card.
- you emailed your receipts to receipts@concur.com.

New expenses [See page 19](#)


Select the **Create New Expense** tab if you didn't email your receipts to Concur and:

- you paid for the expense with your own money.

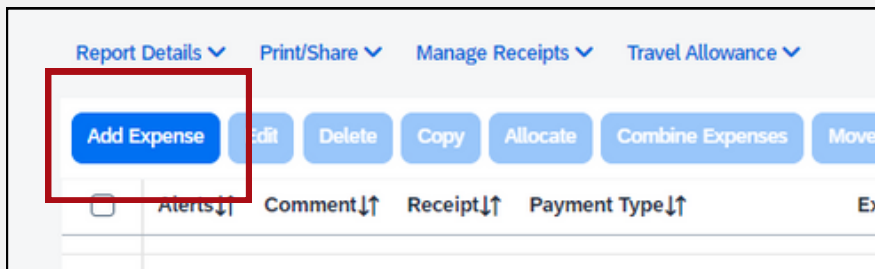
The screenshot shows the 'Add Expense' interface with two tabs: '27 Available Expenses' and 'Create New Expense'. The 'Available Expenses' tab is selected and highlighted with a red box. Below the tabs is a table of expense entries.

	Pa...	Ex...	Ex...	Ve...	Date	Am...
<input type="checkbox"/>	US Bank CBCP	Corporate Card	Undefined	UBER	09/01/2023	\$85.00
<input type="checkbox"/>	US Bank CBCP	Corporate Card	Undefined	LOWES #01501* Logan, Utah	08/31/2023	\$57.50
<input type="checkbox"/>	US Bank CBCP	Corporate Card	Undefined	LOWES #01080*	08/30/2023	\$21.56
<input type="checkbox"/>	US Bank CBCP	Corporate Card	Undefined	MOUNT AINLAND SUPPLY	08/29/2023	\$88.12
<input type="checkbox"/>	US Bank CBCP	Corporate Card	Undefined	MOUSE R ELECTRONICS INC	08/29/2023	\$456.51
<input type="checkbox"/>	US Bank	Corporate	Undefined	PAYPAL	08/28/20	\$506.00

How to add an available expense

 Expenses paid for with your p-card or the lodge card (airfare) are considered available expenses. You won't be reimbursed for p-card expenses or airfare, but you should still add them to your reimbursement request so your approver knows those expenses were paid for by the state.

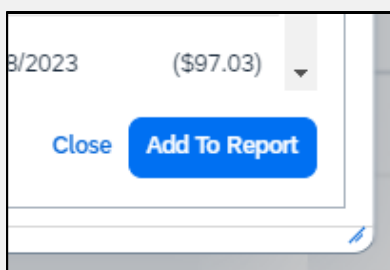
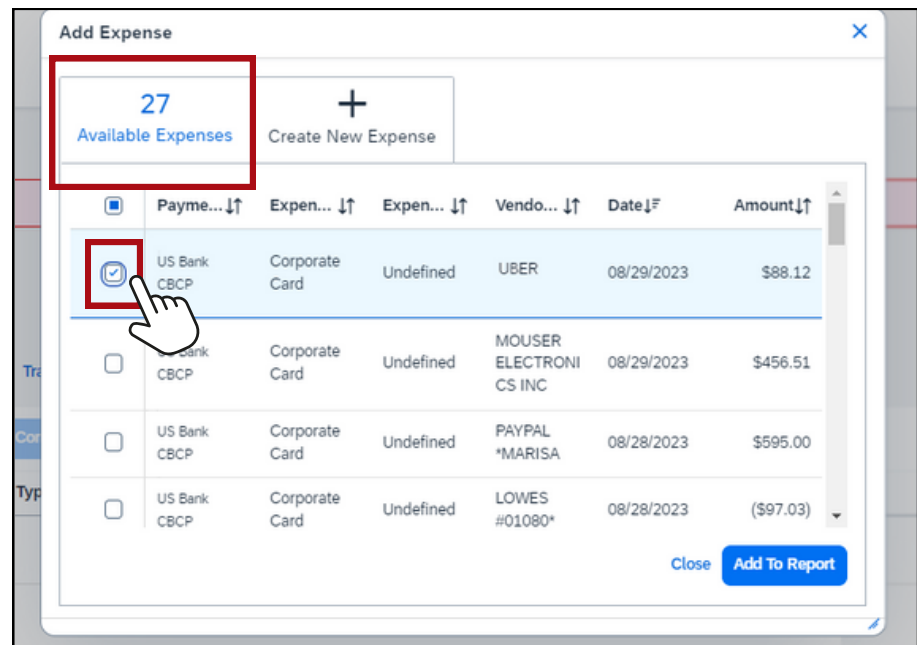
If you emailed your receipts to receipts@concur.com, Concur automatically creates expenses for each receipt. These are also considered available expenses.



After clicking the blue button **Add Expense**, you'll see a new window labeled Add Expense.

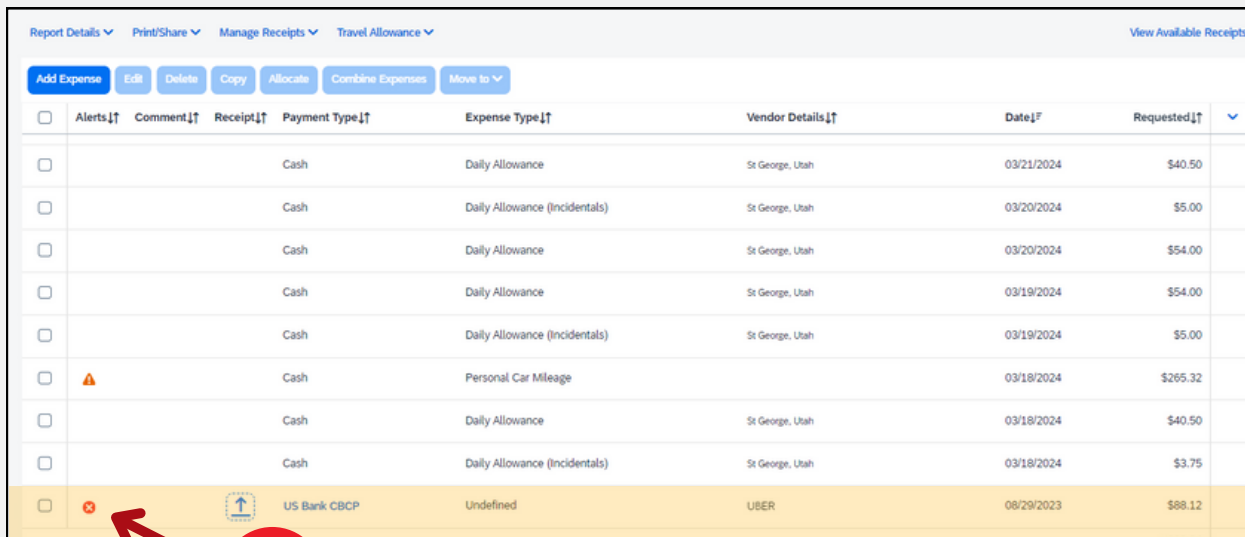
Click **Available Expenses** and select the expenses you want to add to your reimbursement request.

For this example, we'll select 1 expense.



Click the blue button **Add to Report** in the lower right.

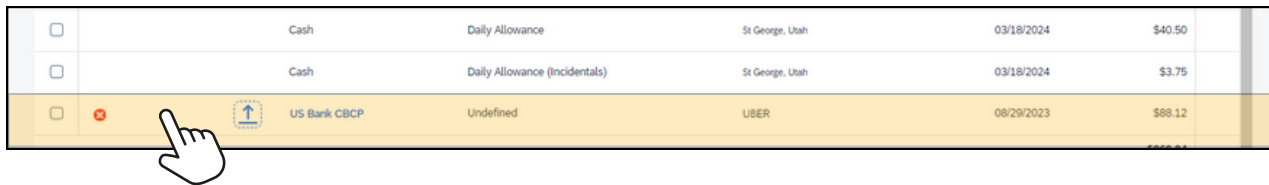
The expense is added but it has a red x icon next to it, which means there's an error. You need to add more details to the expense to fix the error.



The screenshot shows a table of expense entries. The last row is highlighted in yellow and has a red 'X' icon next to it, indicating an error. A red arrow points to this icon, and a large red 'X' is overlaid on the image below the table.

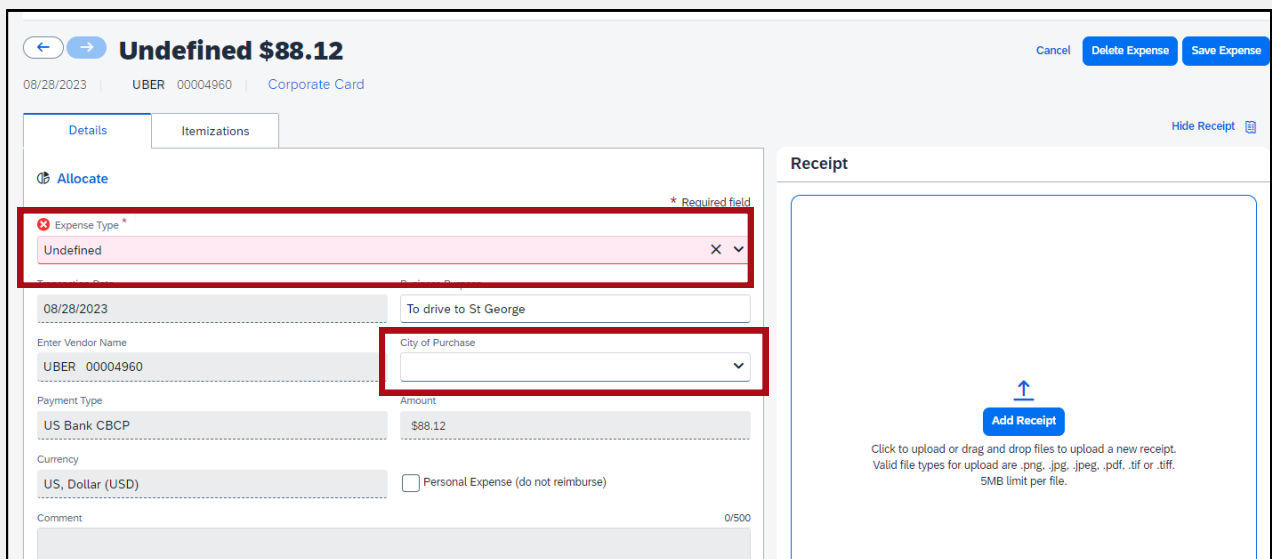
<input type="checkbox"/>	Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/21/2024	\$40.50	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/20/2024	\$5.00	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/20/2024	\$54.00	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/19/2024	\$54.00	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/19/2024	\$5.00	
<input type="checkbox"/>	⚠			Cash	Personal Car Mileage		03/18/2024	\$265.32	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/18/2024	\$40.50	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/18/2024	\$3.75	
<input type="checkbox"/>	✖		📄	US Bank CBCP	Undefined	UBER	08/29/2023	\$88.12	

Click anywhere on the expense line to open the data entry screen.



The screenshot shows the same table as above, but with a hand cursor pointing to the error row (the row with the red 'X' icon).

Make sure the information in each field is correct and fill in any fields that are blank. In this example, we need to fill in the Expense Type and City of Purchase. The information in the other fields is correct.

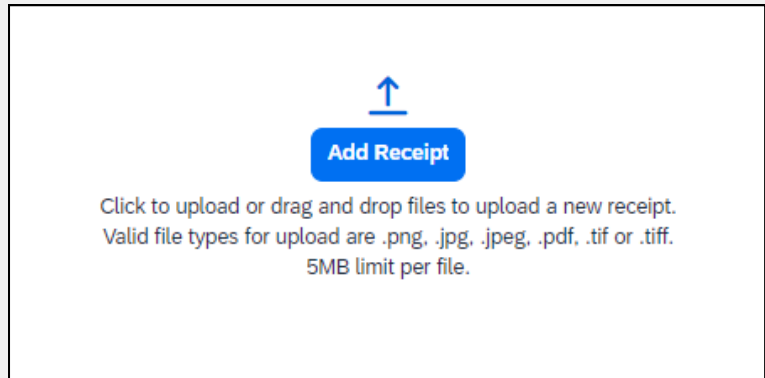


The screenshot shows the data entry screen for an expense. The title is "Undefined \$88.12". The date is 08/28/2023, the vendor is UBER 00004960, and the payment type is US Bank CBCP. The amount is \$88.12. The "Expense Type" field is highlighted with a red box and contains "Undefined". The "City of Purchase" field is also highlighted with a red box and is empty. There is a red 'X' icon next to the "Expense Type" field. The "Receipt" section on the right has an "Add Receipt" button and instructions for uploading receipts.



Make sure you choose the correct expense type when you add an expense to your reimbursement request. If the expense type isn't correct, it will have the wrong object code when it's uploaded to the state's accounting system. If you're not sure what expense type to choose, ask your supervisor.

If the receipt isn't already attached, add the receipt. Go to [page 21](#) to learn how to attach a receipt.

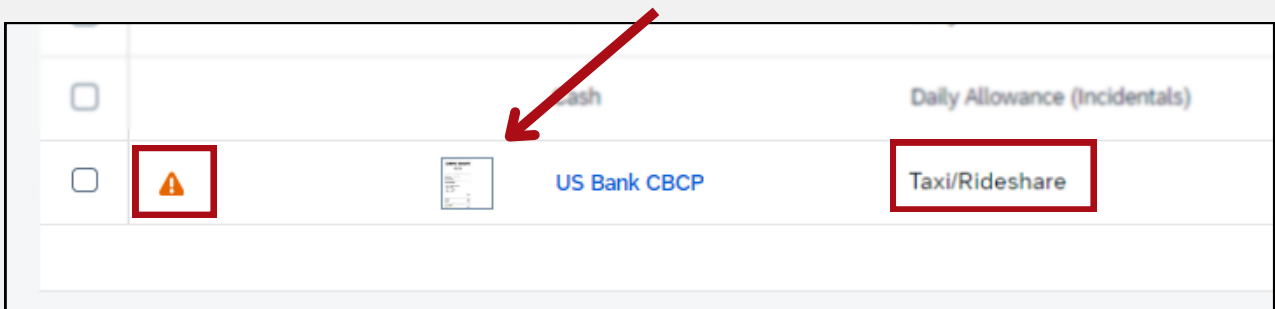


If this expense is complete, click **Save Expense**.



You can click **Save and Add Another** if you need to add another expense to your reimbursement request.

Back at the Add Expense screen, you'll see the error is gone and the expense is now labeled correctly. The square icon shows that a receipt is attached.



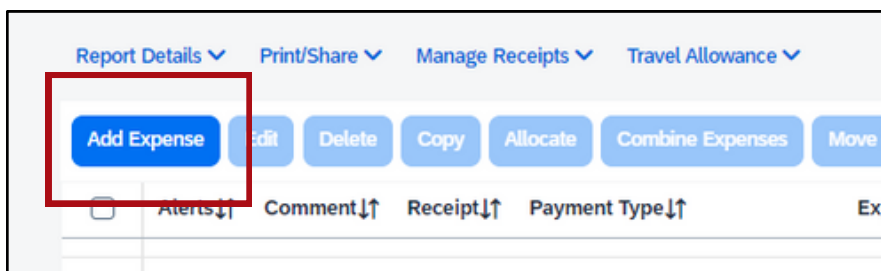
The orange triangle icon means there's an alert you can read. Alerts give helpful information about rules you need to follow. You can still submit your reimbursement request if you see an orange triangle icon. Go to [page 32](#) for more information on alerts and error messages.

How to add a new expense



Expenses that were paid for with your own money are considered new expenses.

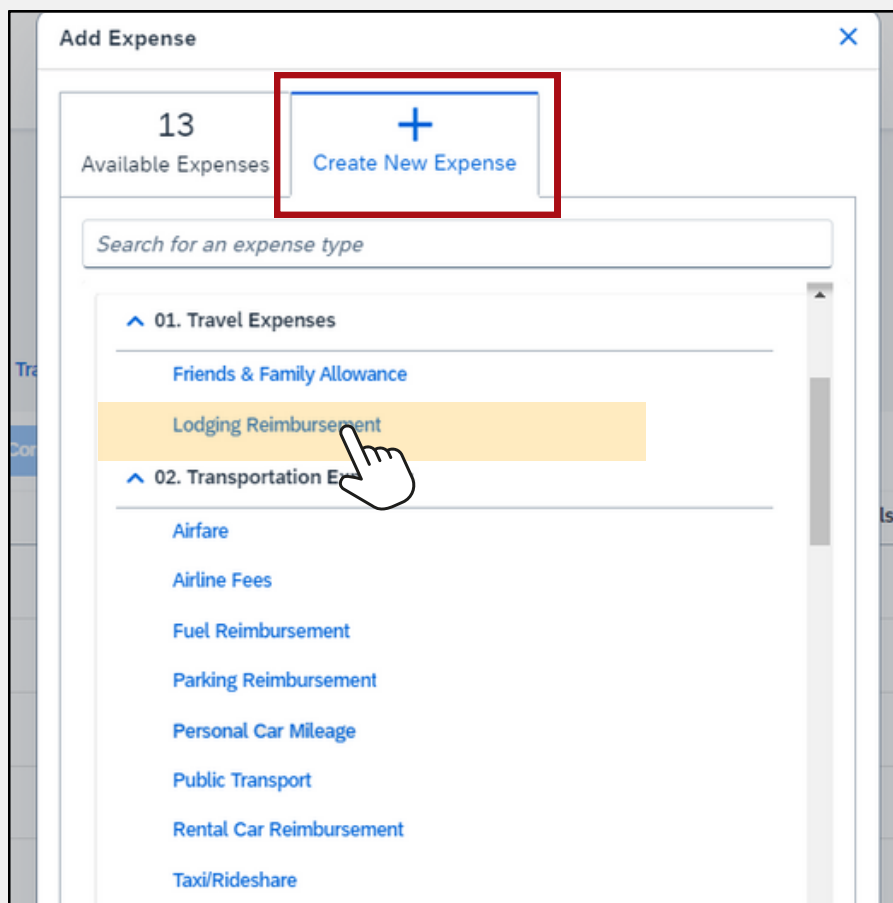
If you emailed your receipts to receipts@concur.com, Concur automatically creates expenses for each receipt and these expenses are considered available expenses, go to [page 16](#) to learn how to add an available expense.



After clicking the blue button **Add Expense**, you'll see a new window labeled Add Expense.

Click **Create New Expense** and select the expense you want to add to your reimbursement request.

For this example, we'll select **Lodging Reimbursement** because we stayed in a hotel.



You'll see a screen where you can add details about the expense. Fill in the fields. Follow the directions below if you need help.

The screenshot shows the 'New Expense' form with the following fields and callouts:

- 1: Date Range field (MM/DD/YYYY - MM/DD/YYYY)
- 2: Transaction Date field (MM/DD/YYYY)
- 3: Business Purpose field
- 4: Vendor field (Search for Vendor)
- 5: Amount field
- 6: Comment field

The form also includes fields for Expense Type (Lodging Reimbursement), Nights (0), Trip Type (In State), City of Purchase (St George, Utah), Payment Type (Cash), and Currency (US, Dollar (USD)). There are buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'. A 'Receipt' section on the right has an 'Add Receipt' button and instructions for uploading files.


1. In the **Date Range** field, enter the dates you stayed at the hotel.
2. In the **Transaction Date** field, enter the date you paid for the hotel.
3. In the **Business purpose** field, write why you needed to stay in that hotel, for example, "I attended a PCI conference and this is where the conference was held."
4. In the **Vendor** field, enter the name of the hotel. The box pre-populates as you type, but if your hotel doesn't come up, then you can write it in.
5. In the **Amount** field, enter the total amount on your hotel receipt, including taxes, fees, parking, Wi-Fi, or any other expenses on your receipt.
6. In the **Comment** field, add any other information approvers should know about this expense. Follow your agency's guidance for filling out the Comment field.



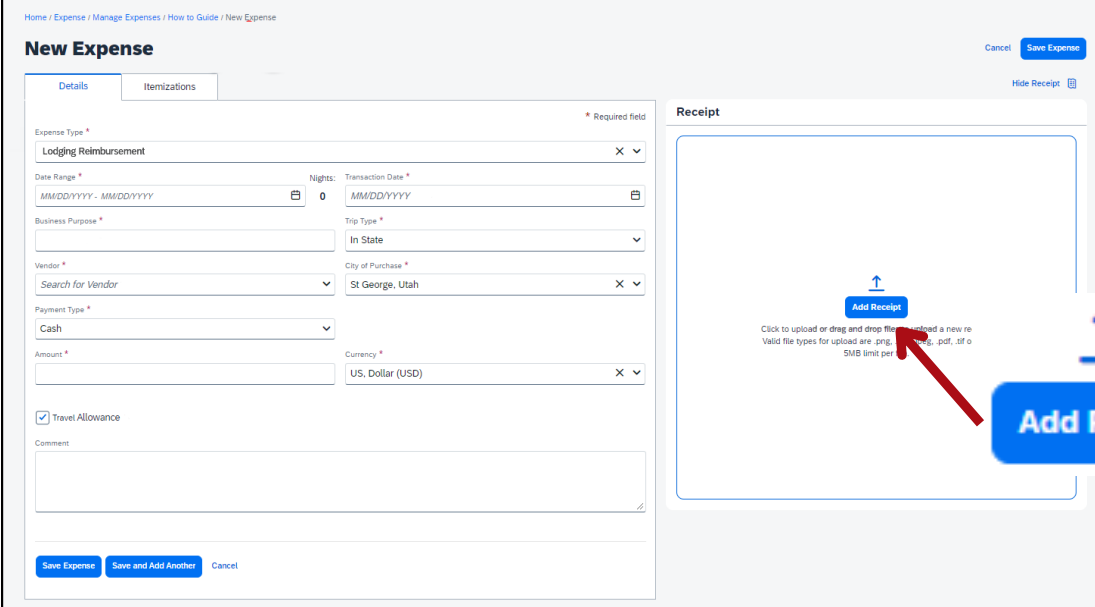
For a lodging reimbursement, the fields **Trip Type**, **City of Purchase**, and **Currency** are filled automatically based off your Report Header ([page 4](#)). You shouldn't have to change this information.

The field **Payment Type** is filled automatically depending on the expense. US Bank CBCP is for expenses paid for with a p-card or the lodge card (airfare). Cash is for expenses paid for with your own money, even if you paid with a credit card.

How to attach a receipt

 You need to attach an itemized receipt to each expense in your reimbursement request. If you don't have an itemized receipt, see [page 23](#) to learn how to use the missing receipt affidavit.

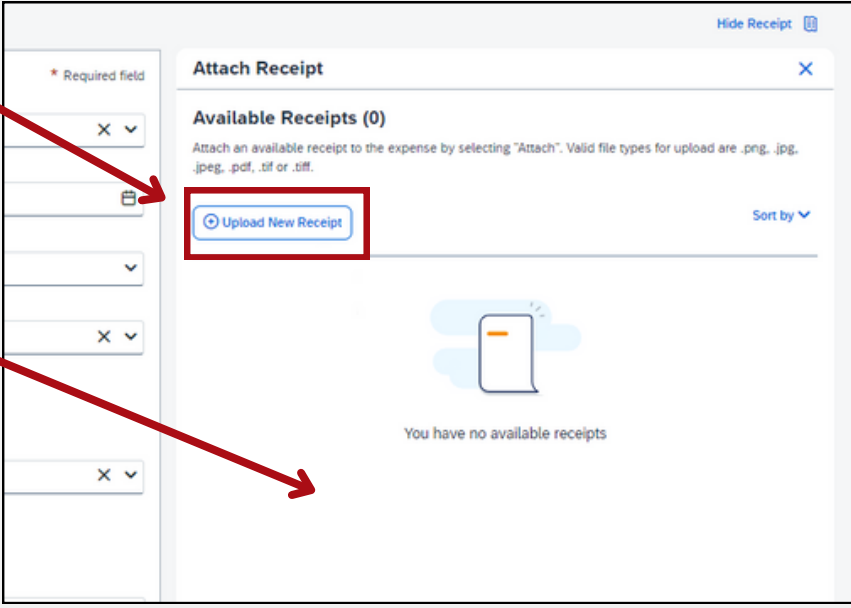
When you add an expense ([page 15](#)), you'll see a screen where you can add details about the expense. After you fill in the fields, click the blue button **Add Receipt**.



The screenshot shows the 'New Expense' form with the 'Receipt' section highlighted. The 'Receipt' section contains a large blue button labeled 'Add Receipt' and a smaller blue button labeled 'Add Receipt' with an upward arrow icon. A red arrow points from the larger 'Add Receipt' button to the smaller one. The form also includes fields for Expense Type (Lodging Reimbursement), Date Range, Transaction Date, Business Purpose, Trip Type, Vendor, City of Purchase, Payment Type, Amount, and Currency. There are also checkboxes for 'Travel Allowance' and a 'Comment' field.

Click the button **Upload New Receipt** to browse your files for the image.

Or drag and drop the image into the blank space under the button.

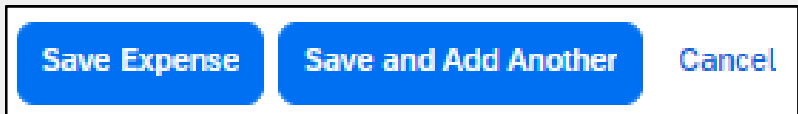


The screenshot shows the 'Attach Receipt' dialog box. It features a section titled 'Available Receipts (0)' with instructions: 'Attach an available receipt to the expense by selecting "Attach". Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tif.' Below this is a button labeled 'Upload New Receipt' which is highlighted with a red box. A red arrow points from the text 'Click the button Upload New Receipt to browse your files for the image.' to this button. Below the button is a large blue icon of a smartphone and the text 'You have no available receipts'. Another red arrow points from the text 'Or drag and drop the image into the blank space under the button.' to the area below the 'Upload New Receipt' button.

When the receipt is attached, you'll see it displayed in the **Receipt** box.

The screenshot shows the 'New Expense' form with various fields for expense details. On the right side, there is a 'Receipt' box containing a preview of a receipt image. A red arrow points from the text above to the 'Receipt' box.

If this expense is complete, click **Save Expense**.



You can click **Save and Add Another** if you need to add another expense to your reimbursement request.


The expense has been added to your reimbursement request. The square icon shows that the receipt is attached.

The screenshot shows a table of reimbursement requests. The first row is highlighted, and a red box is drawn around the 'Receipt' column icon for that row. A red arrow points to the box.

	Alerts↑	Comment↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑
<input type="checkbox"/>				Cash	Lodging Reimbursement	Hyatt Hotels St George, Utah
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah

[Back to the table of contents](#)

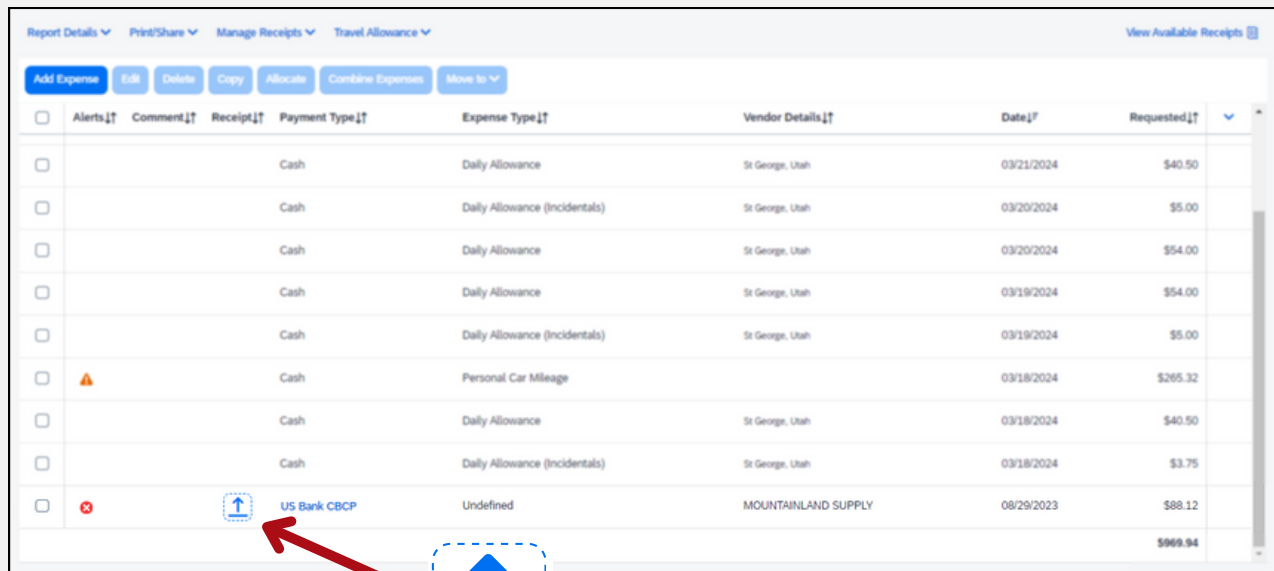
How to use the missing receipt affidavit

 If you don't have an itemized receipt to attach to your expense, you need to use the missing receipt affidavit.

You shouldn't use the missing receipt affidavit very often. Try to get a copy of your receipt from the company if you can.

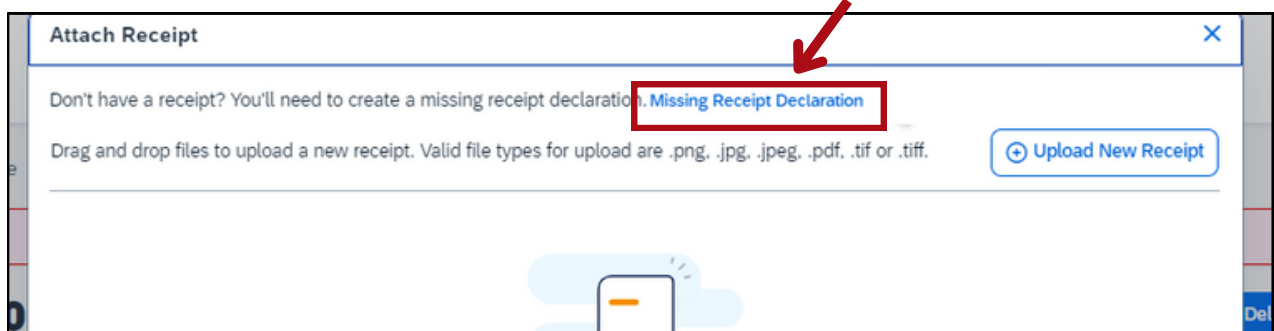
We don't allow the missing receipt affidavit to be used for lodging, airfare, or rental cars. If you don't have your receipt for any of those expenses, contact the company to get a copy.

In the Add Expense screen, expenses that need a receipt are marked with the attach receipt icon, which is a blue square with an arrow inside. Click the **attach receipt icon**.



Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Cash	Daily Allowance	St George, Utah	03/21/2024	\$40.50
<input type="checkbox"/>			Cash	Daily Allowance (Incidentals)	St George, Utah	03/20/2024	\$5.00
<input type="checkbox"/>			Cash	Daily Allowance	St George, Utah	03/20/2024	\$54.00
<input type="checkbox"/>			Cash	Daily Allowance	St George, Utah	03/19/2024	\$54.00
<input type="checkbox"/>			Cash	Daily Allowance (Incidentals)	St George, Utah	03/19/2024	\$5.00
<input type="checkbox"/>			Cash	Personal Car Mileage		03/18/2024	\$265.32
<input type="checkbox"/>			Cash	Daily Allowance	St George, Utah	03/18/2024	\$40.50
<input type="checkbox"/>			Cash	Daily Allowance (Incidentals)	St George, Utah	03/18/2024	\$3.75
<input type="checkbox"/>			US Bank CBCP	Undefined	MOUNTAINLAND SUPPLY	08/29/2023	\$88.12
							\$969.94

In the Attach Receipt window, click the blue text **Missing Receipt Declaration**.



Attach Receipt ✕

Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. ➕ Upload New Receipt

Select the expense that you don't have a receipt for, read the statement, and click **Accept & Create**.

Create Receipt Declaration ✕

A receipt is required for this expense. If you are missing your receipt please use this missing receipt affidavit.



To create a Missing Receipt Declaration, select the expenses below that require a receipt.

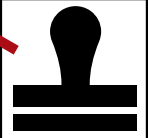
<input checked="" type="checkbox"/>	Expense Type↓↑	Vendor↓↑	Date↓↑	Amount↓↑
<input checked="" type="checkbox"/>	Taxi/Rideshare	UBER	08/24/2023	\$88.12

i I certify that I lost my receipt and this is a valid business expense and that I may be responsible to pay back any reimbursement not deemed a valid business expense. I also understand that repeated loss of receipts may be grounds for revoking use of a State P-Card (if applicable).

Cancel **Accept & Create**

You're back at the Add Expense screen, and the attach receipt icon has changed into the missing receipt icon, which is a black stamp.

<input type="checkbox"/>		Cash	Personal Car Mileage		03/18/2024	\$265.32
<input type="checkbox"/>		Cash	Daily Allowance	St George, Utah	03/18/2024	\$40.50
<input type="checkbox"/>		Cash	Daily Allowance (Incidentals)	St George, Utah	03/18/2024	\$3.75
<input type="checkbox"/>		Cash	Taxi/Rideshare	UBER	08/29/2023	\$88.12
						\$969.94


A red arrow points from the stamp icon in the table to this larger icon.


[Back to the table of contents](#)

[How to itemize your lodging](#)

[Alerts and error messages](#)

[Submit the reimbursement request](#)

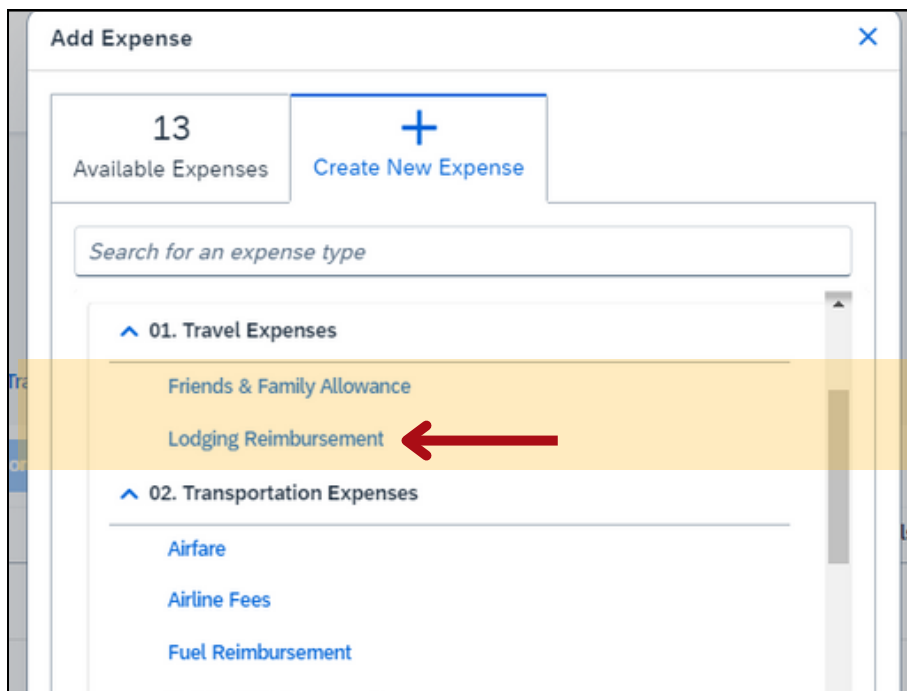
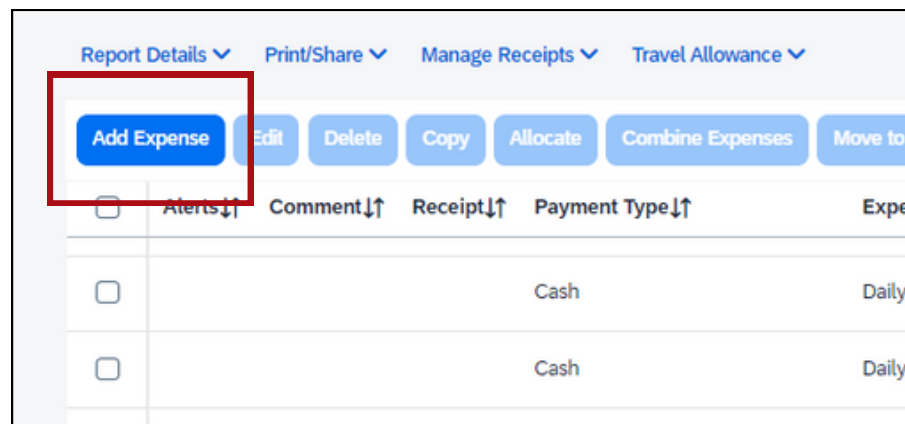
How to itemize your lodging

 If you stayed somewhere overnight, you need to add lodging to your reimbursement request. There are 2 options: Lodging Reimbursement and Friends and Family Allowance. When you add either type of expense to your request, you need to use the itemizations tab.

Lodging Reimbursement: you stayed in a hotel, at a vacation rental site (Airbnb or VRBO), or at a campground.

Friends and Family Allowance: you stayed with friends or family.

After clicking the blue button **Add Expense**, you'll see a new window labeled Add Expense.



Select the right lodging expense.

In this example, we'll select **Lodging Reimbursement** because we stayed in a hotel.

You'll see a screen where you can add details about the expense. After you enter the details and attach the receipt, click the **Itemizations** tab.

The screenshot shows a web interface for 'Lodging Reimbursement \$300.00' for 'Hyatt Hotels' on '03/21/2024'. The 'Itemizations' tab is highlighted with a red box. The form displays a summary: Amount \$300.00, Itemized \$0.00, and Remaining \$300.00. Below this is a 'New Itemization' section with a 'Required field' asterisk. The 'Expense Type' is set to 'Lodging Reimbursement'. The 'Entry Type' is 'Recurring Itemization' for the period '03/18/2024 - 03/21/2024 (Nights: 3)'. Under 'Your hotel room rate was:', there are two radio buttons: 'The Same Every Night' (selected) and 'Not the Same'. Below these are input fields for 'Room Rate (per night)*', 'Room Tax (per night)', 'Tax 2 (per night)', and 'Tax 3 (per night)'. A note '(Amounts in USD)' and a link 'Add Tax Fields' are present. At the bottom are 'Save Itemization' and 'Cancel' buttons.

If your room rate was the same each night, click **The Same Every Night**. For example, if your room cost \$100 every night of your stay, you would choose The Same Every Night.

If your room rate was different some nights, click **Not the Same**. For example, if your room cost \$100 on 2 nights but \$135 on the last night, you would choose Not the Same.

For this example, we'll choose **Not the Same**.

This close-up shows the 'Your hotel room rate was:' section with two radio buttons: 'The Same Every Night' and 'Not the Same'. The 'Not the Same' button is selected and highlighted with a red box. Below this is a table with columns: Date, Room Rate*, Room Tax, Tax 2, and Tax 3. The first row shows the date '03/18/2024' and the second row shows '03/19/2024'. Each date has corresponding empty input fields for Room Rate, Room Tax, Tax 2, and Tax 3.

Fill in the **Room Rate** and **Room Tax** fields.

Your hotel room rate was:

The Same Every Night Not the Same

Date	Room Rate* 1	Room Tax 2	Tax 2	Tax 3
03/18/2024	\$100.00			
03/19/2024	\$125.00			
03/20/2024	\$75.00			

(Amounts in USD)

1. In the **Room Rate** field, enter the nightly rate of the room.

2. In the **Room Tax** fields, enter the amount of taxes and service fees. For example, you could enter the taxes in the **Room Tax** box and the service fee in the **Tax 2** box.



Separating the room rate from the taxes and fees is optional. Instead of putting the tax and fees in the Tax boxes, you could add them to the room rate. Ask your supervisor if there's a specific way your agency wants you to fill in these fields.

Click the blue button **Save Itemization**.

Now the Itemizations tab shows each night as a separate line item.

Lodging Reimbursement \$300.00

03/21/2024 | Hyatt Hotels

Details **Itemizations**

Amount \$300.00 | Itemized \$300.00 | Remaining \$0.00

<input type="checkbox"/>	Alerts	Date	Expense Type	Requested
<input type="checkbox"/>	⚠	03/18/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/19/2024	Lodging Reimbursement	\$125.00
<input type="checkbox"/>	⚠	03/20/2024	Lodging Reimbursement	\$75.00

If everything is itemized correctly, you'll see a green check mark with a remaining balance of \$0.00.

Lodging Reimbursement \$300.00
03/21/2024 | Hyatt Hotels

Details | **Itemizations**

Amount \$300.00 | Itemized \$300.00 | **✓ Remaining \$0.00**

Create Itemization | Edit | Delete | Copy | Allocate

<input type="checkbox"/>	Alerts↓↑	Date↑↕	Expense Type↓↑	Requested↓↑
<input type="checkbox"/>	⚠	03/18/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/19/2024	Lodging Reimbursement	\$125.00
<input type="checkbox"/>	⚠	03/20/2024	Lodging Reimbursement	\$75.00

If the itemized amounts don't equal the total amount of the expense, you'll see a red x with the remaining balance.

In this example, our hotel invoice also included a parking fee of \$75.00, so we need to itemize the parking fee. See the next section to learn how to add another itemization.

Alerts: 1

⚠ The itemization amounts do not add up to the expense amount. [View](#)

Lodging Reimbursement \$375.00
03/21/2024 | Hyatt Hotels

Details | **Itemizations**

Amount \$375.00 | Itemized \$300.00 | **⚠ Remaining \$75.00**

Create Itemization | Edit | Delete | Copy | Allocate

<input type="checkbox"/>	Alerts↓↑	Date↑↕	Expense Type↓↑	Requested↓↑
<input type="checkbox"/>	⚠	03/18/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/19/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/20/2024	Lodging Reimbursement	\$100.00

How to add another itemization

Click the blue button **Create Itemization**.

The screenshot shows the 'Lodging Reimbursement \$375.00' page. The 'Itemizations' tab is active. The summary shows an amount of \$375.00, with \$300.00 itemized and \$75.00 remaining. A red box highlights the 'Create Itemization' button. Below the buttons is a table of existing itemizations:

<input type="checkbox"/>	Alerts↑↓	Date↑↓	Expense Type↑↓	Requested↑↓
<input type="checkbox"/>	⚠	03/18/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/19/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/20/2024	Lodging Reimbursement	\$100.00

Select the right expense from the drop-down menu. In this example, we'll select **Parking Reimbursement**.

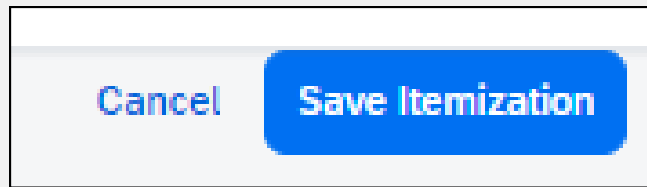
The screenshot shows the 'New Itemization' form. The 'Expense Type' dropdown menu is open, and 'Parking Reimbursement' is selected and highlighted with a red box and a red arrow pointing to it. The other options in the dropdown are 'Fuel Reimbursement', 'Personal Car Mileage', and 'Public Transport'.

Under the section **New Itemization**, fill in the fields.

The screenshot shows a web interface for a "Lodging Reimbursement \$375.00" form. At the top, there are navigation arrows and the title. Below the title, the date "03/21/2024" and "Hyatt Hotels" are displayed. The form has two tabs: "Details" and "Itemizations", with "Itemizations" being the active tab. A summary table shows: Amount \$375.00, Itemized \$300.00, and Remaining \$75.00. The "New Itemization" section includes an "Allocate" button and a "* Required field" label. The "Expense Type" dropdown is set to "Parking Reimbursement". The "Recurring Every Night" checkbox is marked with a red circle containing the number "1". The "Transaction Date" is "03/21/2024". The "Trip Type" dropdown is set to "In State". The "Business Purpose" is "Training Documentation". The "City of Purchase" is "St George, Utah". The "Amount" field is marked with a red circle containing the number "2". The "Currency" is "US, Dollar (USD)". The "Personal Expense (do not reimburse)" checkbox is unchecked. The "Comment" field is marked with a red circle containing the number "3".

1. Check the box **Recurring Every Night** if the parking expense is listed on the receipt separately each night. For example, if the receipt shows \$25 for parking each night, select this box.
2. In the **Amount** field, enter the amount shown on the receipt. For example, enter \$75 if the receipt shows the entire parking fee. Enter \$25 for each night if the receipt lists the parking fees per night.
3. In the **Comment** field, write any details your approvers should know. This field is optional, so follow your agency's guidance for filling out this field.

Click the blue button **Save Itemization** in the upper-right corner.



In the Itemizations tab, you'll see a green checkmark and a balance of \$0.00. Your itemizations are complete!

Home / Expense / Manage Expenses / How to Guide / Lodging Reimbursement

Success! You have cleared all alerts on this expense.

Lodging Reimbursement \$375.00

03/21/2024 | Hyatt Hotels

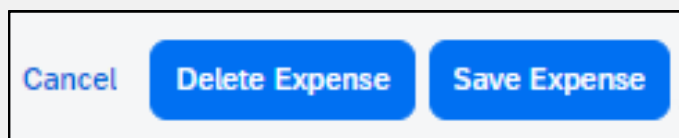
Details | **Itemizations**

Amount \$375.00 | Itemized \$375.00 | **Remaining \$0.00**

Create Itemization Edit Delete Copy Allocate

<input type="checkbox"/>	Alerts↓↑	Date↑↕	Expense Type↓↑	Requested↓↑
<input type="checkbox"/>	⚠	03/18/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/18/2024	Parking Reimbursement	\$25.00
<input type="checkbox"/>	⚠	03/19/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/19/2024	Parking Reimbursement	\$25.00
<input type="checkbox"/>	⚠	03/20/2024	Lodging Reimbursement	\$100.00
<input type="checkbox"/>	⚠	03/20/2024	Parking Reimbursement	\$25.00

Click the blue button **Save Expense** in the upper-right corner.



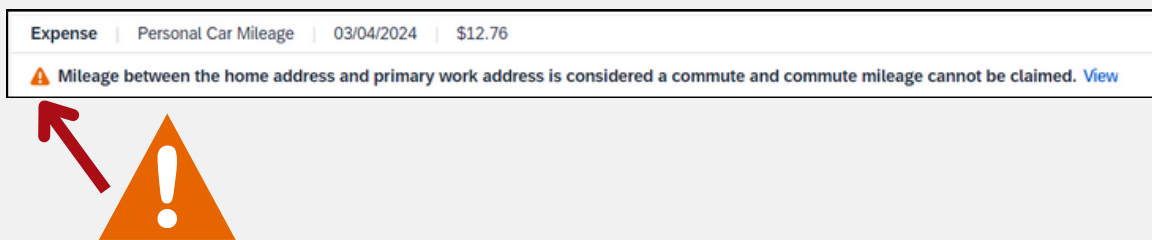
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Alerts and errors

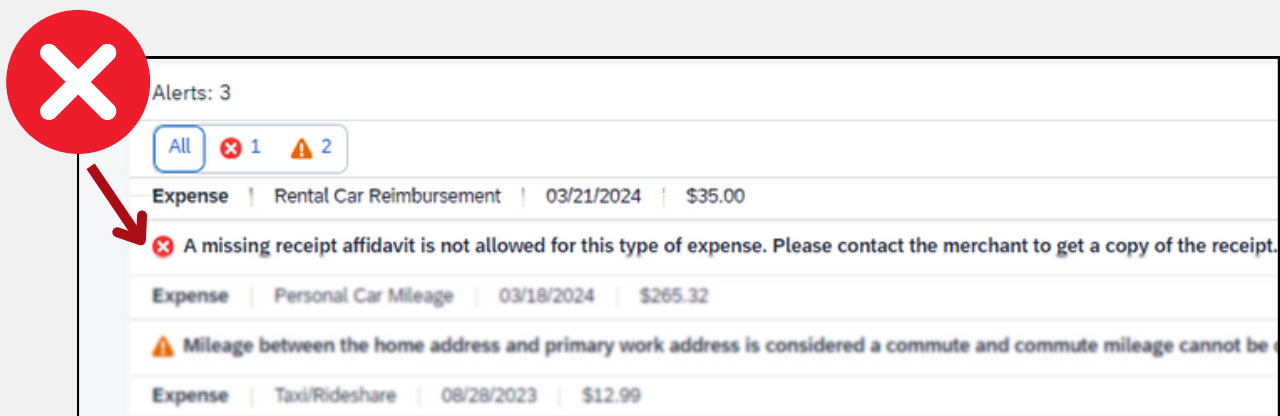
Alerts are represented with the orange triangle icon. Alerts give helpful information about policy. They appear even if you've followed policy.

For example, if you add a personal mileage expense, you'll see an alert that says, "Mileage between the home address and primary work address is considered a commute and commute mileage cannot be claimed." This is just to remind you that you can't be reimbursed for commute mileage.

You can still submit your reimbursement request if you see an alert.



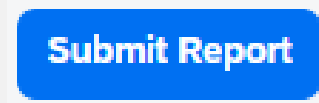
Errors are represented with the red circle icon. Errors need to be fixed before you can submit your reimbursement request. Once you fix the problem, the error message will disappear.



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Submit the reimbursement request

From the Add Expense screen, click the blue button **Submit Report** in the upper right.



Alerts: 2

How to Guide \$894.81

Not Submitted | Report Number: QAEBB7

Delete Report Copy Report **Submit Report**

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts↑	Comment↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Requested↑	
<input type="checkbox"/>				Cash	Rental Car Reimbursement	Enterprise St George, Utah	03/21/2024	\$35.00 Allocated	
<input type="checkbox"/>				Cash	Lodging Reimbursement	Hyatt Hotels St George, Utah	03/21/2024	\$375.00 Itemized	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/21/2024	\$3.75	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/21/2024	\$40.50	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/20/2024	\$5.00	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/20/2024	\$54.00	
<input type="checkbox"/>				Cash	Daily Allowance	St George, Utah	03/19/2024	\$54.00	
<input type="checkbox"/>				Cash	Daily Allowance (Incidentals)	St George, Utah	03/19/2024	\$5.00	

You'll see a pop-up window labeled **User Electronic Agreement**. Read it and click **Accept & Continue**.

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 official business for the State 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 overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the State in full for those expenses.
5. By selecting OK and submitting your reimbursement, you attest that all expenses reported for reimbursement are accurate and do not include expenses paid in advance by the state or expenses paid on your p-card.

Cancel **Accept & Continue**

You'll see another pop-up window labeled **Report Totals**.

Check that the information is correct and click **Submit Report**.

Report Totals

Alerts: 2

Company Payments
\$881.82
Employee

\$12.99
US Bank CBCP

Employee Payments
\$0.00
Company

Amount Total: \$894.81

Due Employee: \$881.82

Owed Company: \$0.00

Amount Due (US Bank CBCP): \$12.99

Requested Amount: \$894.81

Total Paid By Company: \$894.81

Total Owed By Employee: \$0.00

Submit Report

Cancel

Report Status

Report Submitted

How to Guide | \$894.81

Close

Your reimbursement request is submitted!

Click **Close**.

Your reimbursement request now appears in the Manage Expenses screen. It shows that it has been submitted and is pending cost object approval, which means it has been sent to the budget officer for approval.

SAP Concur Expense

Manage Expenses

PowerPoint Training 12/13/2023 \$466.46 Returned Sent Back to Employee

AI 17 - 60+ Day (In State) 10/09/2023 \$15.00 Returned Sent Back to Employee

Demo 10/09/2023 (\$38.98) Returned Sent Back to Employee

Demo Pcard 2 10/09/2023 \$566.52 Returned Sent Back to Employee

Demo Pcard 10/09/2023 \$363.46 Returned Sent Back to Employee

International Workflow 2 01/29/2024 \$628.02 Not Submitted

Pcard Test 12/6/2023 12/06/2023 \$79.06 Not Submitted

Icons Test 12/06/2023 Not Submitted

Pcard Icons Test 12/06/2023 Not Submitted

Past 60 Days International W... 10/27/2023 \$586.00 Not Submitted

Same Day Travel 10/24/2023 \$44.25 Not Submitted

60 Day Flag International 09/29/2023 \$563.50 Not Submitted

Personal Car Mileage 09/29/2023 \$5,820.53 Not Submitted

How to Guide 12/13/2023 \$894.81 Due Employee: \$881.82 Submitted Pending Cost Object Approval

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