CONCUR | NON-TRAVEL EXPENSE REPORT

OVERVIEW
If you have an out-of-pocket expense such as business mileage, business meals or other permitted non-travel expenses that need to be reimbursed, you will need to create an expense report in Concur. This document provides an overview of the process of creating the Non-travel expense report.

LOGGING IN
1. Navigate to any web browser.
2. Access Concur by clicking on the following: Concur SSO, or navigate directly to the UConn Travel homepage and click on the Concur Link.

CREATING A NON-TRAVEL EXPENSE REPORT
2. Click the drop-down list under Policy and select *UCONN Non-Travel Expense.
3. Enter the name of the report in the Report Name/Purpose field.
4. Fill in the User Type field with the appropriate select based on the type of traveler you are.
5. Fill in the Account Number (and Account Organization related fields). This field should pre-populate based on profile settings.

If account information does not auto-populate:
   a. Type your KFS number in the Account Number field. Then select a valid option from the menu options that display.
   b. Click the Account Organization 1 dropdown; select the associated org number at the bottom of the list.
   c. Select the associated org number for the remaining Account Organization fields.
   d. If a traveler uses the same Account Number (KFS Number) for most business travel charges, it is best practice to update your profile with account number (and respective account org fields).
6. Click Next.
7. Click No when the travel allowance pop up box asks, does this report include travel meals.
8. Click **New Expense** to the right of the page.

9. Select the expense that you are adding to the expense report. For e.g. Business Meals or Mileage.

10. The display will change to show the information required that is associated with that expense.

11. Enter the information in the required fields that show the red line to the left of the box.

12. To add your receipt to the report, click **Attach Receipt** at the bottom right of the page.

13. Click **Browse** to upload your receipt.

14. Select the receipt that is associated with your expense then click **Attach**.

15. There will now be a new tab showing the receipt image. Click **Save**. The expense has now been added to your report.

16. Repeat the above steps for every expense you need to add to your report.

17. Once you have added all your expenses, click the **Submit Report** button to send your expense report to the approver.

**ADDITIONAL SUPPORT**

For help with Concur, contact travel@uconn.edu. For additional reference material, refer to https://travel.uconn.edu/.