UTEP TRAVEL & EXPENSE

Concur Training

A faster, easier travel and expense experience for UTEP employees. Concur replaces the travel authorization and expense processes completed in PeopleSoft.

Athletics • Business Affairs • Research & Innovation • Science



Welcome Agenda

What we will cover in today's session

1

Why We're Moving to Concur

What campus told us and what Concur improves

2

Concur 101

Travel Request vs. Expense Report vs. Non-Travel

3

End-to-End Process

From request through reimbursement

4

Delegates & Travel Requests

Delegate access, demo, and hands-on practice

5

Approvals & Routing

Who approves, alerts, and returned documents

6

Expense Reports

Walkthrough, live demo, and hands-on practice

7

Receipts & Mobile

Capture receipts and use available expenses

8

Special Travel Scenarios

International, DC, student, and group travel

9

Resources & Support

Guides, videos, FAQs, and office hours

Why We're Moving to Concur

Before configuring Concur, we asked campus users for feedback

What campus told us

- Returned reports were the number one complaint
- Receipt challenges — missing or hard-to-attach documentation
- Too many separate forms and manual processes
- Status tracking — "where is my document?"
- Mileage complexity and travel card delays
- Expense coding confusion and international travel challenges

How Concur answers it

Easier submissions

Alerts catch missing items before you submit, not after

Fewer separate forms

Entertainment details, mileage, and currency move into Concur

Streamlined approvals

Less redundant approval and faster travel reimbursement visibility

Connected travel tools

Booking, e-receipts, mobile, and delegate support in one place

What is not changing: UTEP travel policies, approval workflows, documentation requirements, and PeopleSoft payment processing.

Concur 101: Which Form Do I Need?

The answer depends on whether you are traveling

Travel Request

- Replaces the PeopleSoft Travel Authorization.
- Used to obtain approvals and provide estimated travel expenses.

Expense Report (Travel & Non-Travel)

- Replaces the PeopleSoft Expense Report. Used to submit actual expenses, attach receipts, and request reimbursement.
- Travel expenses require a fully approved Travel Request first; non-travel expenses are created directly, with no request needed.
- Travel and non-travel expenses may be submitted together when applicable.

Use this form when you need to...

If you need to...	Use this form
Request approval for upcoming travel or estimate travel expenses	Travel Request
Submit expenses after a trip, or submit a non-travel business expense	Expense Report

Remember: Travel Request = before travel. Expense Report = after travel. Travel expense reports require a fully approved Travel Request.

End-to-End Travel Process Overview

From request through reimbursement, in one system

1

Create Travel Request

Trip details, funding, estimated costs

2

Approvals

Supervisor, then funding source approver

3*

Book Travel

Air, hotel, and car booked in Concur

4

Travel Occurs

Capture receipts as you go

5

Expense Report

Actual costs, receipts, allocations

6

Reimbursement

Approved report flows to PeopleSoft

Estimates versus actuals

The Travel Request captures estimated costs so the trip can be approved in advance. The Expense Report captures the actual costs and the receipts that support them.

Approved does not mean paid

Approved reports flow to PeopleSoft automatically and then wait for the pay cycle, which still runs Monday, Wednesday, and Friday mornings. Ask for approval by close of business the day before a pay cycle day.

During the Transition Period

Which system should you use?

Use PeopleSoft

Expense Reports tied to:

PeopleSoft Travel Authorizations approved or routing for approval

Cash Advances created and paid through PeopleSoft

Use Concur

All new:

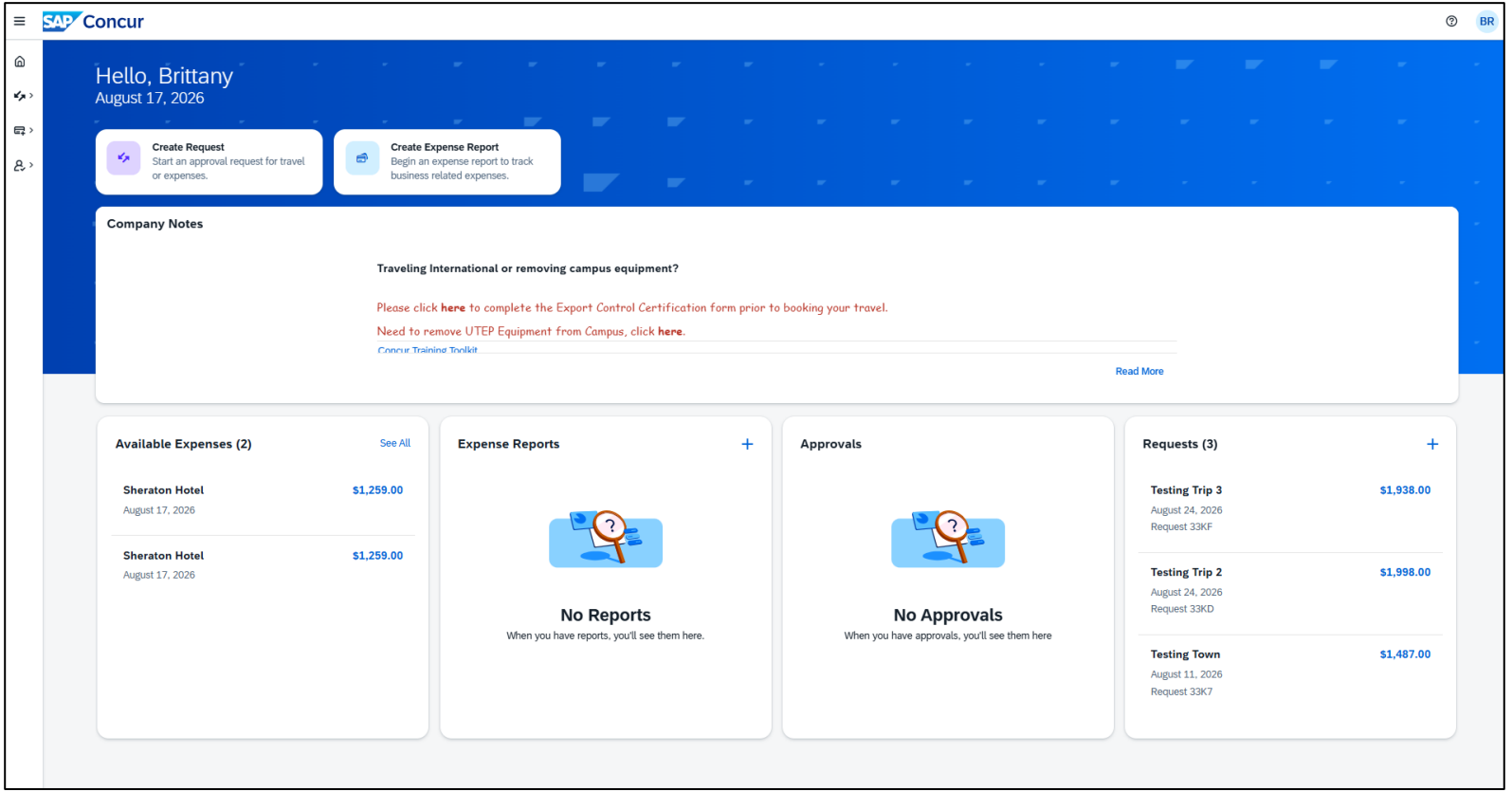
Travel Requests

Non-Travel Expense Reports

Cash Advance Requests

PeopleSoft authorization or advance? Complete the related Expense Report in PeopleSoft.
Begin all new travel and expense activity in Concur.

Concur Home Page Tour



Everything you need lives in these areas. Learn where they are now and the rest of the process gets much easier.

Concur Home Page Tour

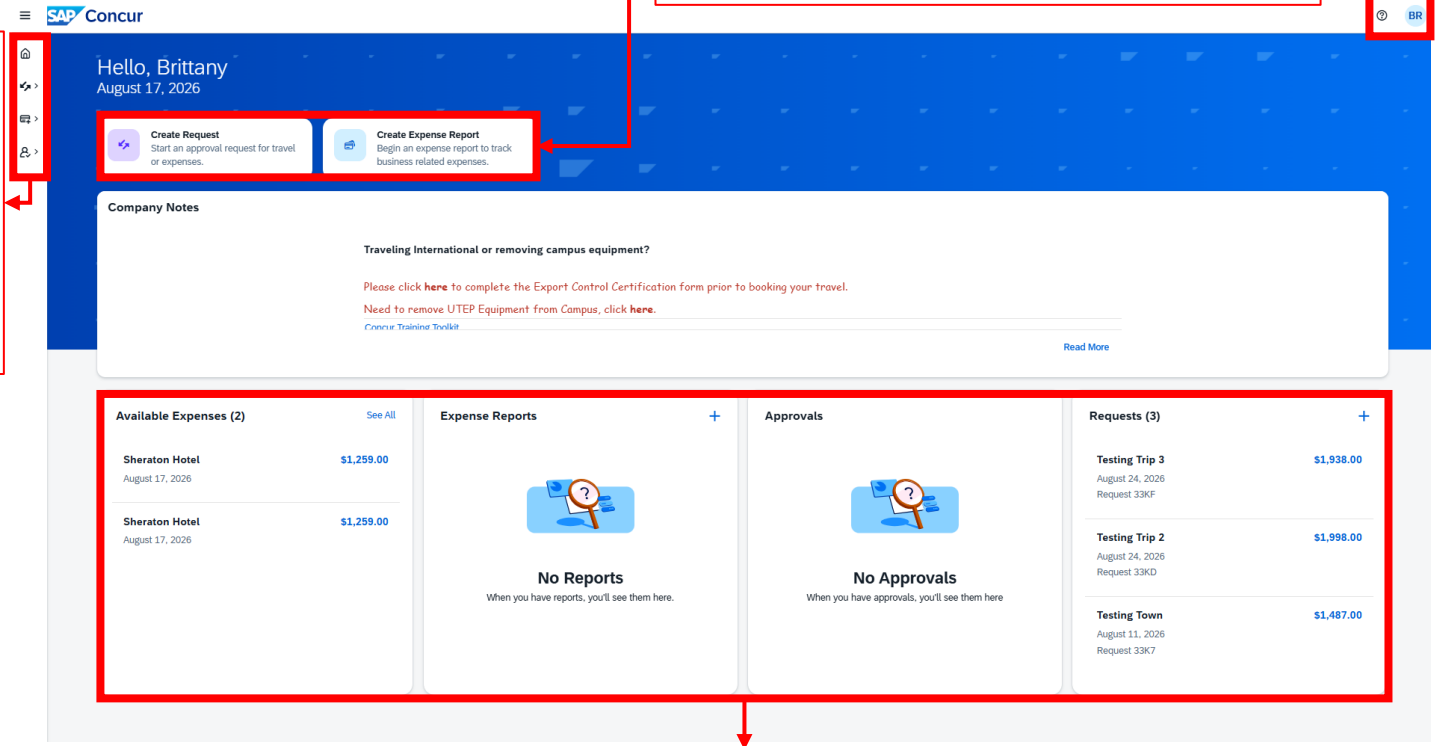
Quick Action Buttons - Create & Submit
Create Travel Requests and Expense Reports for travel approval and reimbursement.

Navigation Menu:

Quick access to key Concur modules, including the Home page, Travel, Expense, Approvals

Profile and Settings:

Access your profile, user settings, delegates, expense preferences, and system notifications.



Expense & Request Management:
View and manage your available expenses, expense reports, approvals, and travel requests all in one place.
Use these tiles to track report and request statuses, review items awaiting approval, and access expenses available for reimbursement.

Delegates

Delegates

Department support for travelers

Delegate role

Authorized to prepare requests and reports, import expenses, and attach receipts in a traveler's Concur profile.

Who can use a delegate

Any employee can serve as or use a delegate. Frequent travelers and those using department support benefit most. Travelers can assign multiple delegates.

Travelers must submit

Delegates prepare documents and select Notify. The traveler logs in and submits.

Common use cases

Early preparation
Start reports with e-receipts before travelers return.

Staff & faculty support
Department staff manage travel paperwork.

Coverage
A backup delegate covers absences.

Student travel
Delegates process reimbursements through temporary profiles.

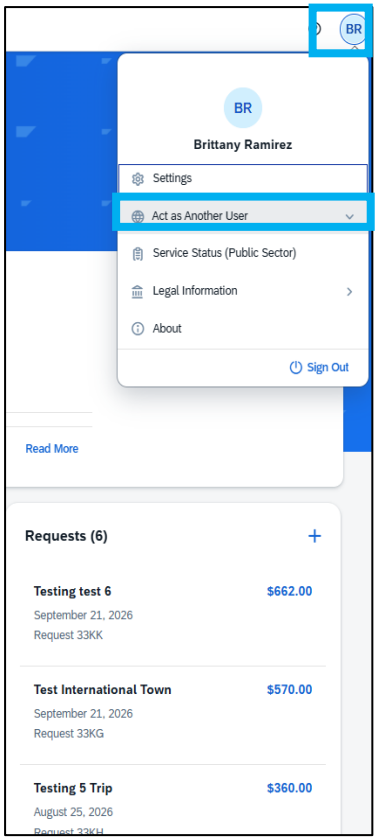
Initial delegate access matches your current PeopleSoft access.

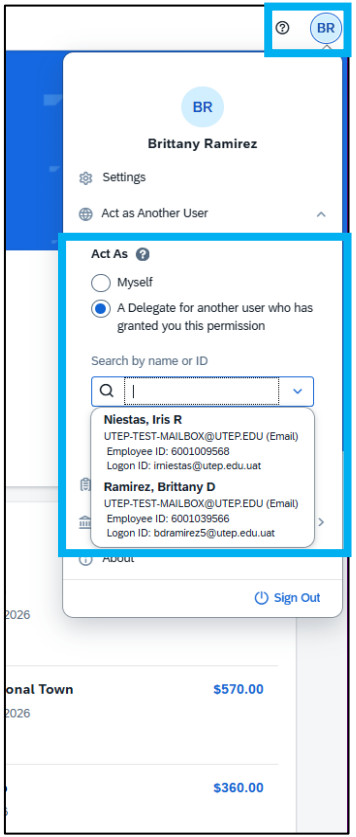
Delegates

How departments can support their travelers

How to access your travelers:

- Click on your **profile icon**
- Select **Act as Another User**
- Under **Act As** Select **A delegate for another user who has granted you this permission**
- Select your Traveler
- Click **Switch**





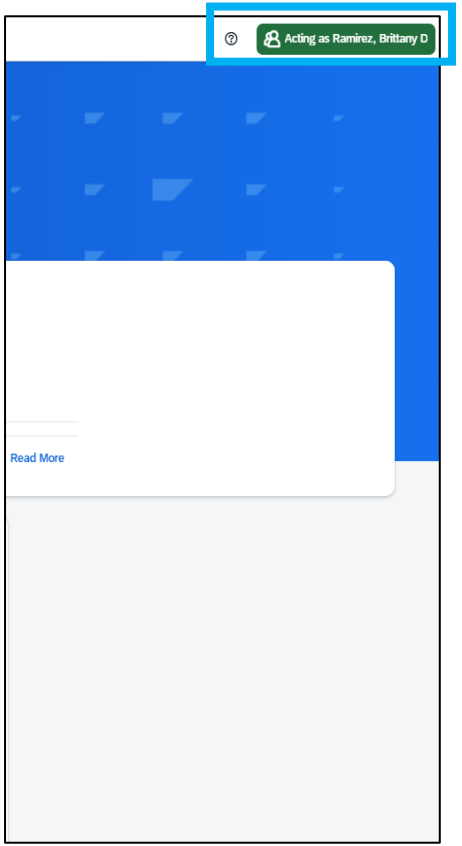
Delegates

How departments can support their travelers

Now you are acting as your Traveler!

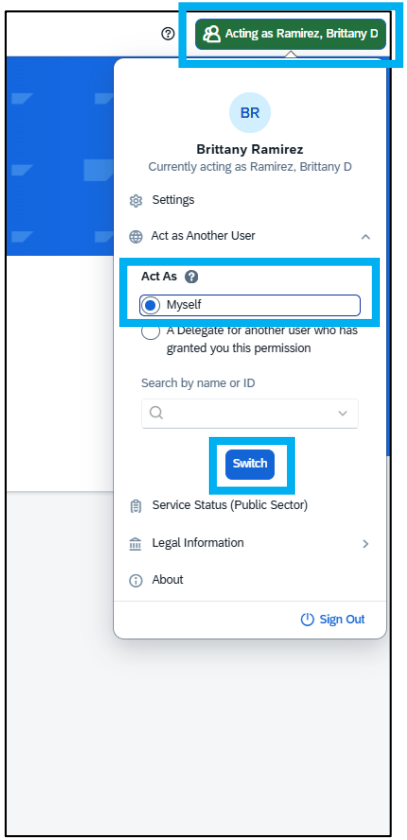
You can now create Travel Requests and Expense Reports.

Reminder: A delegate can do everything **except submit.** They prepare the document, then use Notify to email the traveler, who logs in and submits.



To return to your own profile

- Click **Acting as [Traveler Name]**
- Choose **Myself** under Act As
- Click **Switch**



Travel Requests

STEP ONE

Creating a Travel Request

Submit before you travel

STEP 1

Start the Request

On Concur Home, select Create Request.

STEP 2

Complete the Header

Enter policy, dates, purpose, departure/destination cities, and traveler/trip types.

STEP 3

Select the Policy

UTEP T&E Request Policy: most travel.
UTEP Juarez Request Policy: eligible day trips only, no overnight stay.

STEP 4

Enter Funding

Select Department, then SpeedType. Verify the auto-filled Fund Code.

STEP 5

Add Estimates

Estimate airfare, lodging, and rental car. Use Travel Allowance for meal per diem.

STEP 6

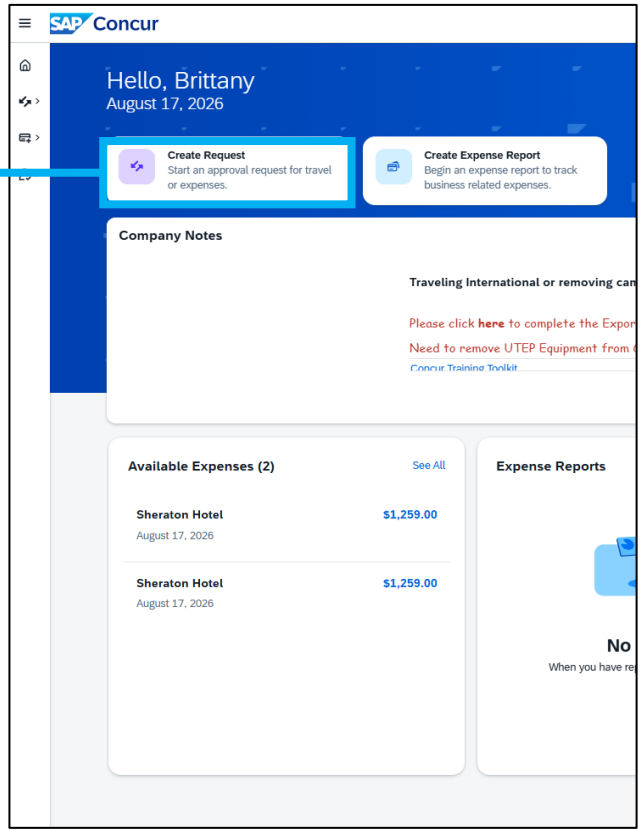
Review and Submit

Check alerts and required fields. Select Create Request, then submit.

Creating a Travel Request

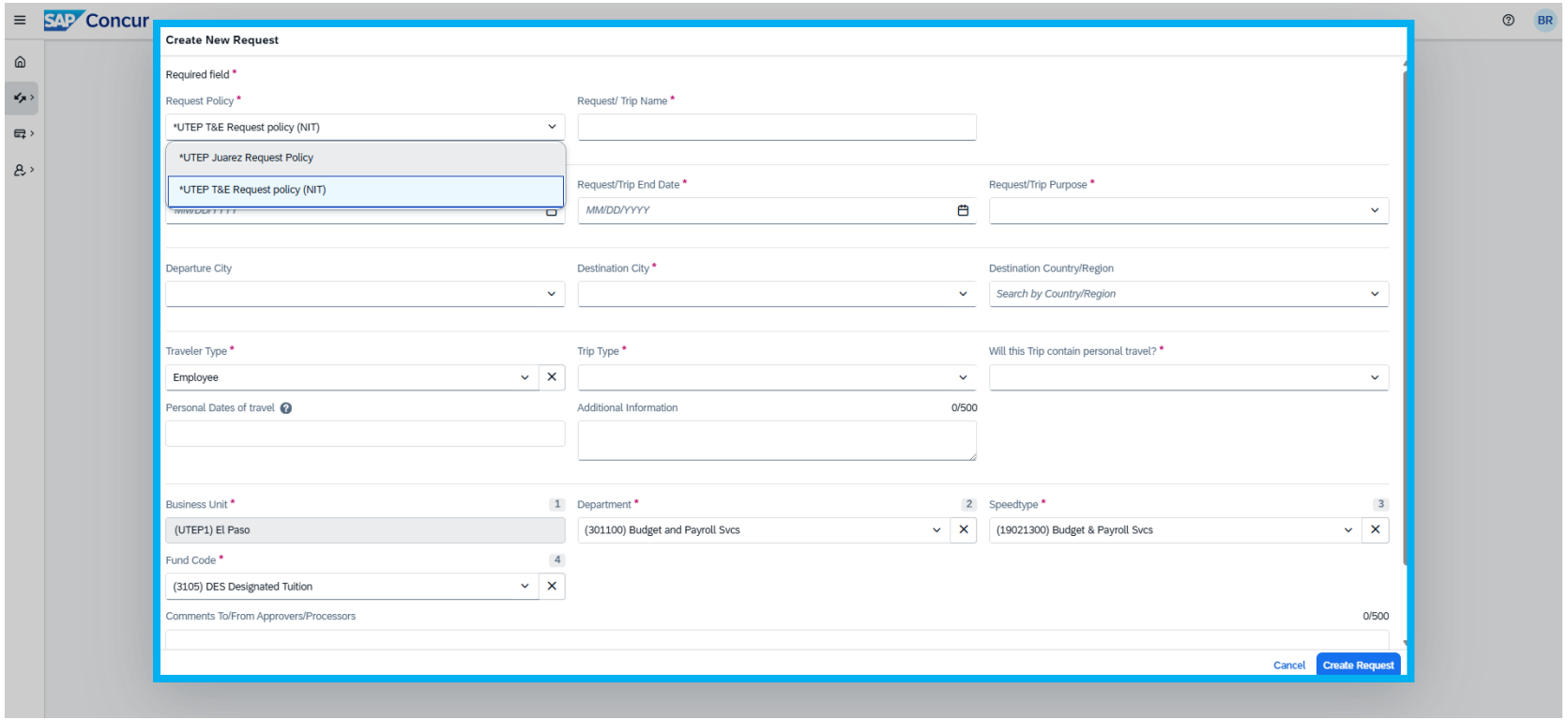
The first step in the travel process — create a request

Click **Create Request** to start a Travel Request.



Creating a Travel Request

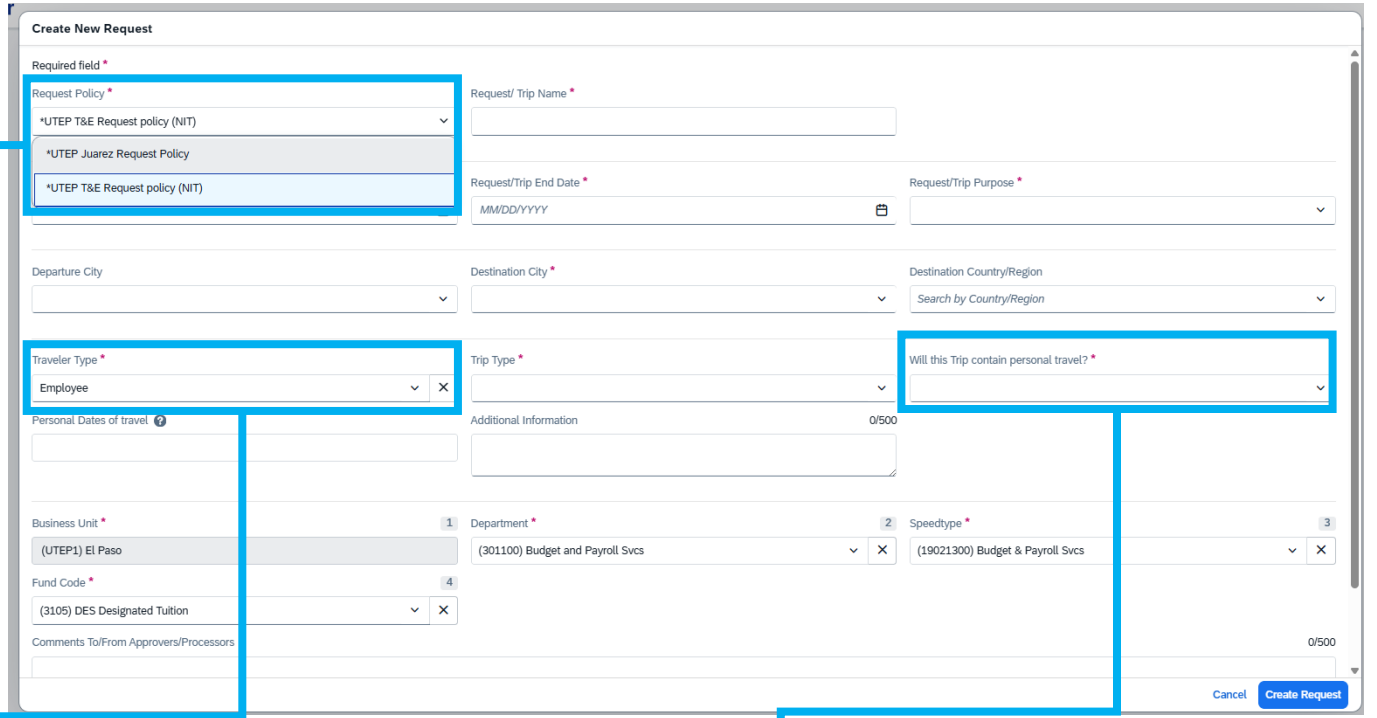
Complete the Header



Two Request Policy options are available:

1. **UTEP Juarez Request Policy** is intended for day trips to Juarez where no overnight expenditure will be incurred. This request policy may be used for a single day trip or multiple trips over a given period within a single fiscal year.

2. **UTEP T&E Request Policy** is intended for all other travel.



Traveler Type:

1. **Employee** – select this option if an employee is traveling without students.

2. **Group** – select this option if an employee is traveling with students.

Will this Trip contain personal travel?

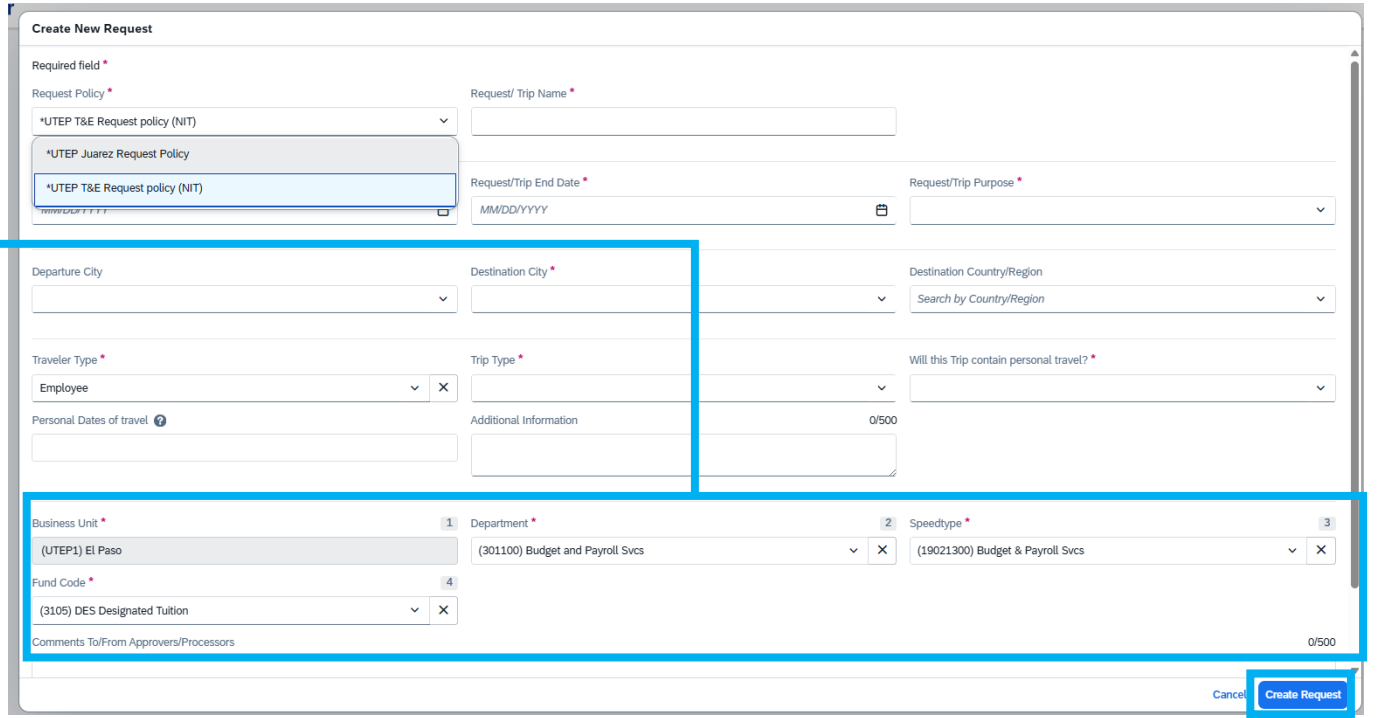
1. Only select **yes** if the traveler is combining personal travel with official UTEP travel. **If yes** is selected, also complete the Personal Dates of travel field.

Funding source fields:

1. Business Unit UTEP1 is viewed only, not modified.

2. Must select **Department** before **Speedtype** (cost center or project ID).

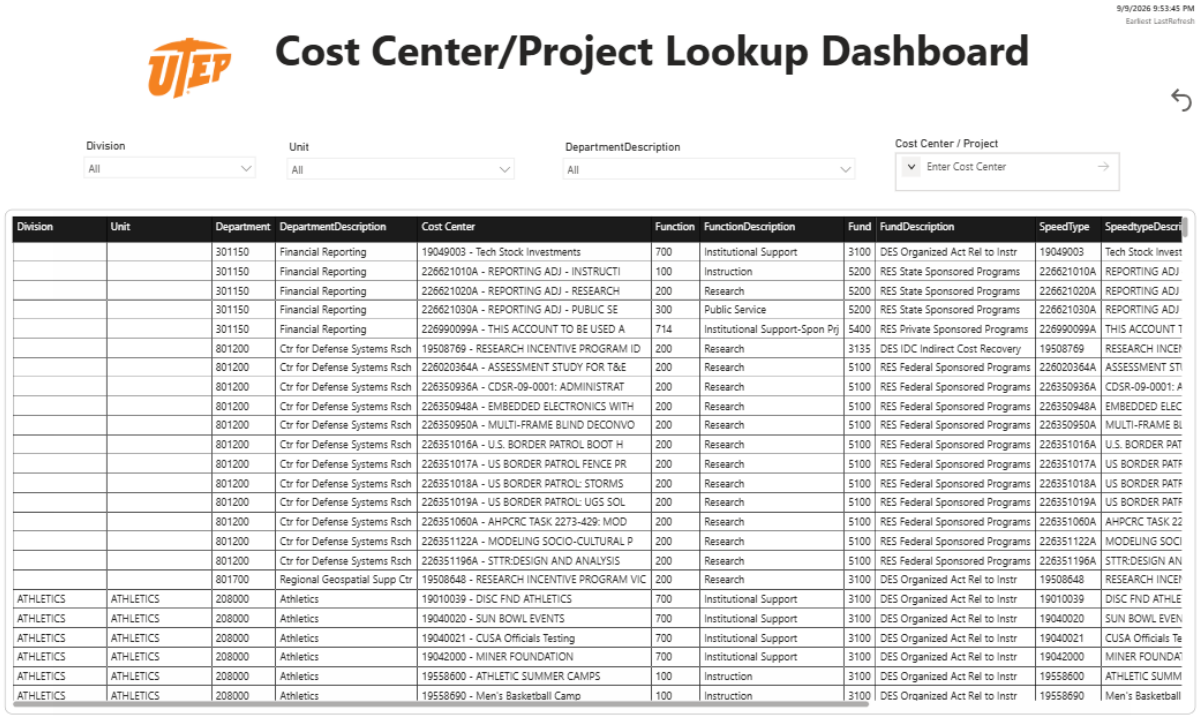
3. **Fund Code** is auto populated based on the **Speedtype** selected.



Click **Create Request** when all fields are completed and ready to proceed with adding estimated expenses.

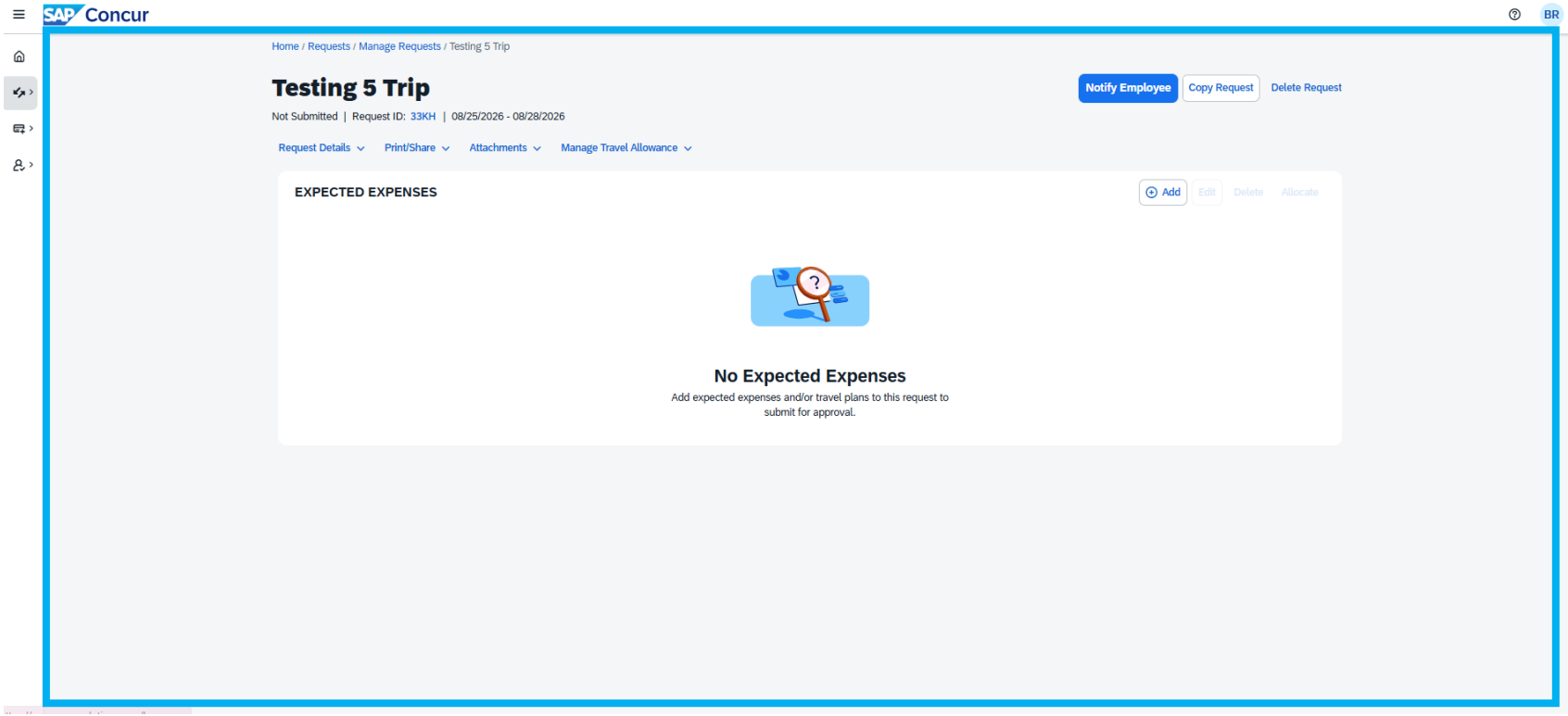
Need help finding your speed type?

- Use the Cost Center Project Lookup Dashboard to find your SpeedChart, Cost Center, or project information.
- Available on the [UTEP Concur Resources Page](#).



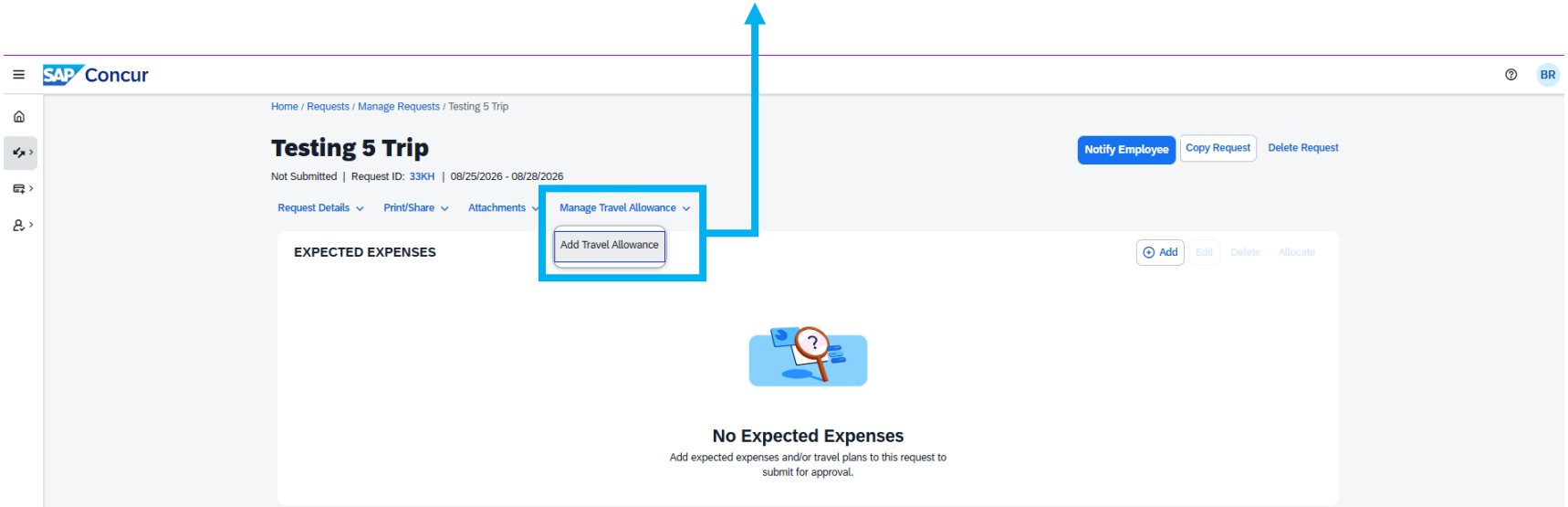
Division	Unit	Department	DepartmentDescription	Cost Center	Function	FunctionDescription	Fund	FundDescription	SpeedType	SpeedtypeDescri
		301150	Financial Reporting	19049003 - Tech Stock Investments	700	Institutional Support	3100	DES Organized Act Rel to Instr	19049003	Tech Stock Invest
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		301150	Financial Reporting	226621030A - REPORTING ADJ - PUBLIC SE	300	Public Service	5200	RES State Sponsored Programs	226621030A	REPORTING ADJ
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		801200	Ctr for Defense Systems Rsch	226351019A - US BORDER PATROL: UGS SOL	200	Research	5100	RES Federal Sponsored Programs	226351019A	US BORDER PATF
		801200	Ctr for Defense Systems Rsch	226351060A - AHPCRC TASK 2273-429: MOD	200	Research	5100	RES Federal Sponsored Programs	226351060A	AHPCRC TASK 22
		801200	Ctr for Defense Systems Rsch	226351122A - MODELING SOCIO-CULTURAL P	200	Research	5100	RES Federal Sponsored Programs	226351122A	MODELING SOCI
		801200	Ctr for Defense Systems Rsch	226351196A - STTR:DESIGN AND ANALYSIS	200	Research	5100	RES Federal Sponsored Programs	226351196A	STTR:DESIGN AN
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ATHLETICS	ATHLETICS	208000	Athletics	19558600 - ATHLETIC SUMMER CAMPS	100	Instruction	3100	DES Organized Act Rel to Instr	19558600	ATHLETIC SUMM
ATHLETICS	ATHLETICS	208000	Athletics	19558690 - Men's Basketball Camp	100	Instruction	3100	DES Organized Act Rel to Instr	19558690	Men's Basketball

Adding in Travel Allowances / Meal Per Diem

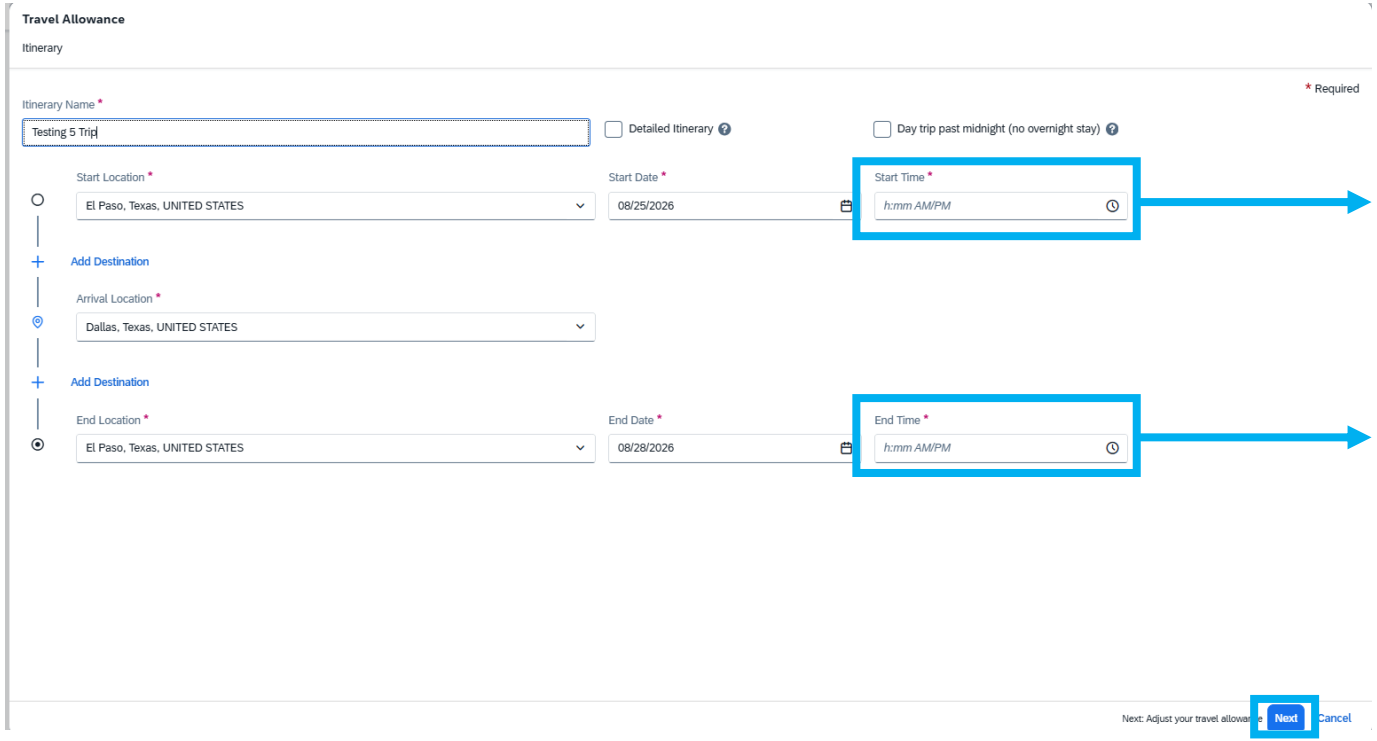


Adding in Travel Allowances / Meal Per Diem

To add meal per diem expenses, click the **Manage Travel Allowance link** with drop down menu and select **Add Travel Allowance.**



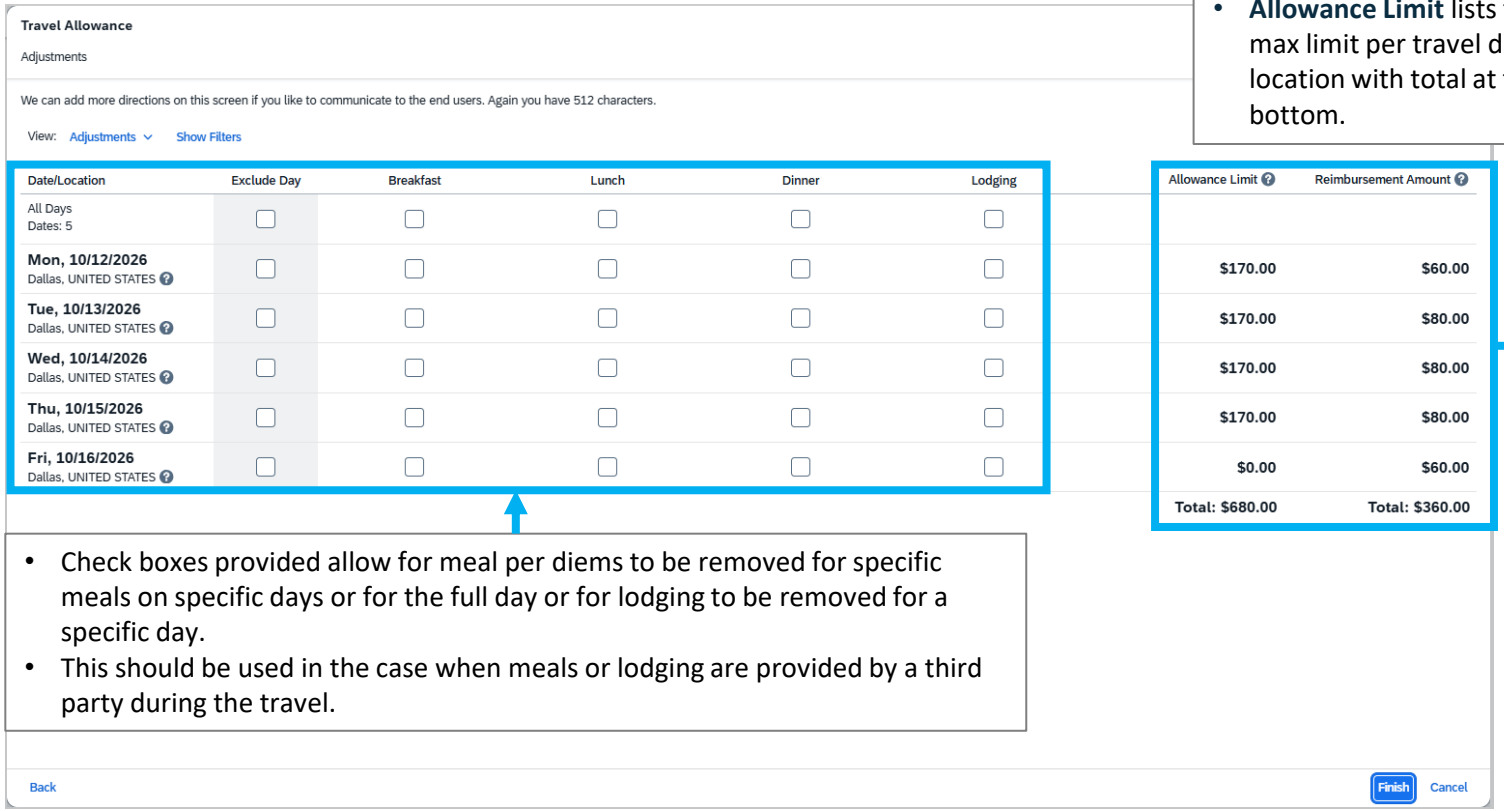
Adding in Travel Allowances / Meal Per Diem



1. Fill in the **start time** and **end time**.
2. These times can be estimates if exact times are not known (for example, 8am and 5pm).
3. Click **Next.**

Adding in Travel Allowances / Meal Per Diem

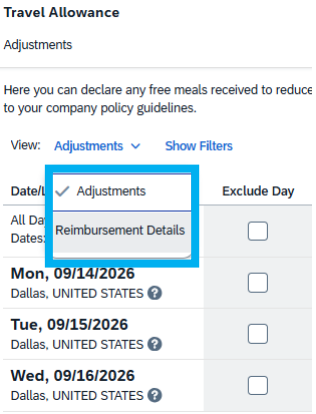
- **Reimbursement Amount** lists the meal per diems amounts per travel date and location with total at the bottom.
- **Allowance Limit** lists the lodging max limit per travel date and location with total at the bottom.

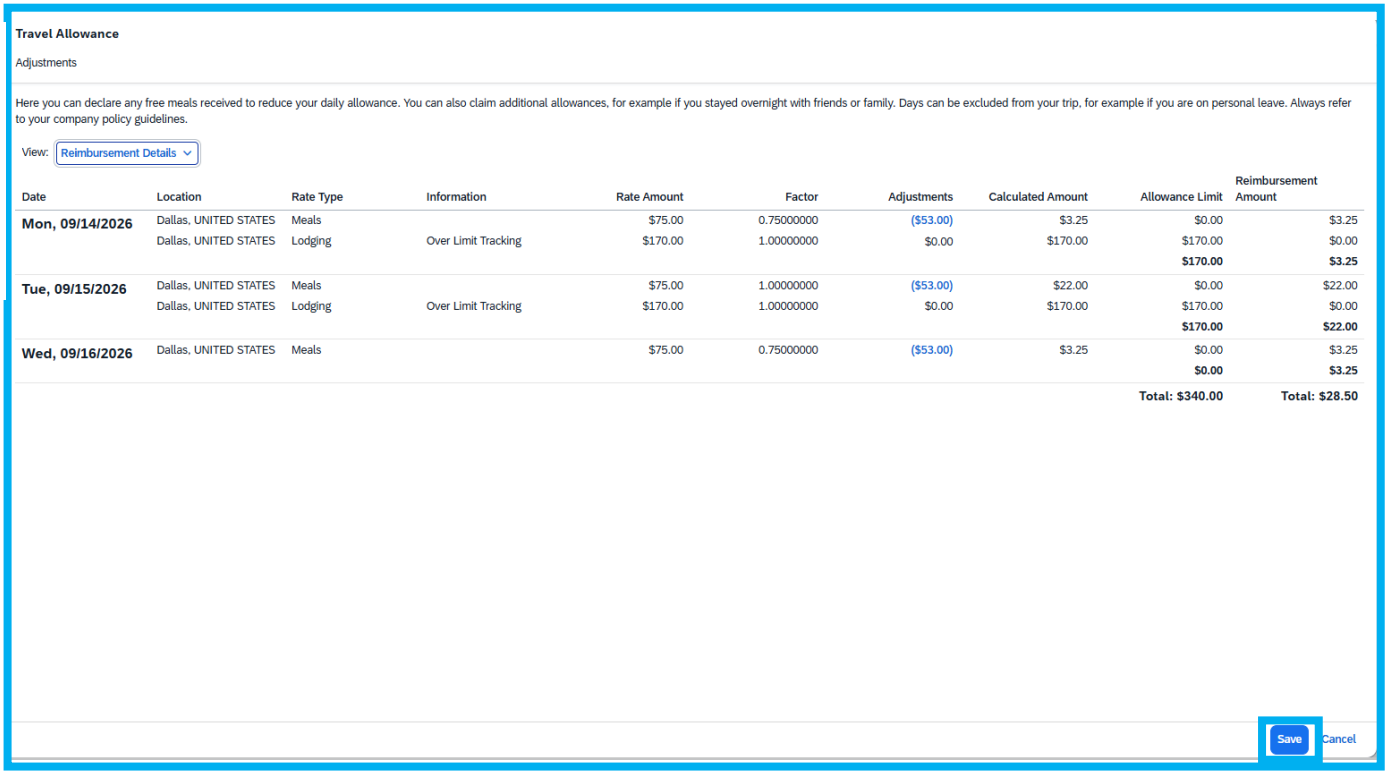


- Check boxes provided allow for meal per diems to be removed for specific meals on specific days or for the full day or for lodging to be removed for a specific day.
- This should be used in the case when meals or lodging are provided by a third party during the travel.

Adding in Travel Allowances / Meal Per Diem

- To view the **Reimbursement Details**, click the **Adjustment** link drop-down and select Reimbursement Details.
- When per diems are complete, select the **Save button**.

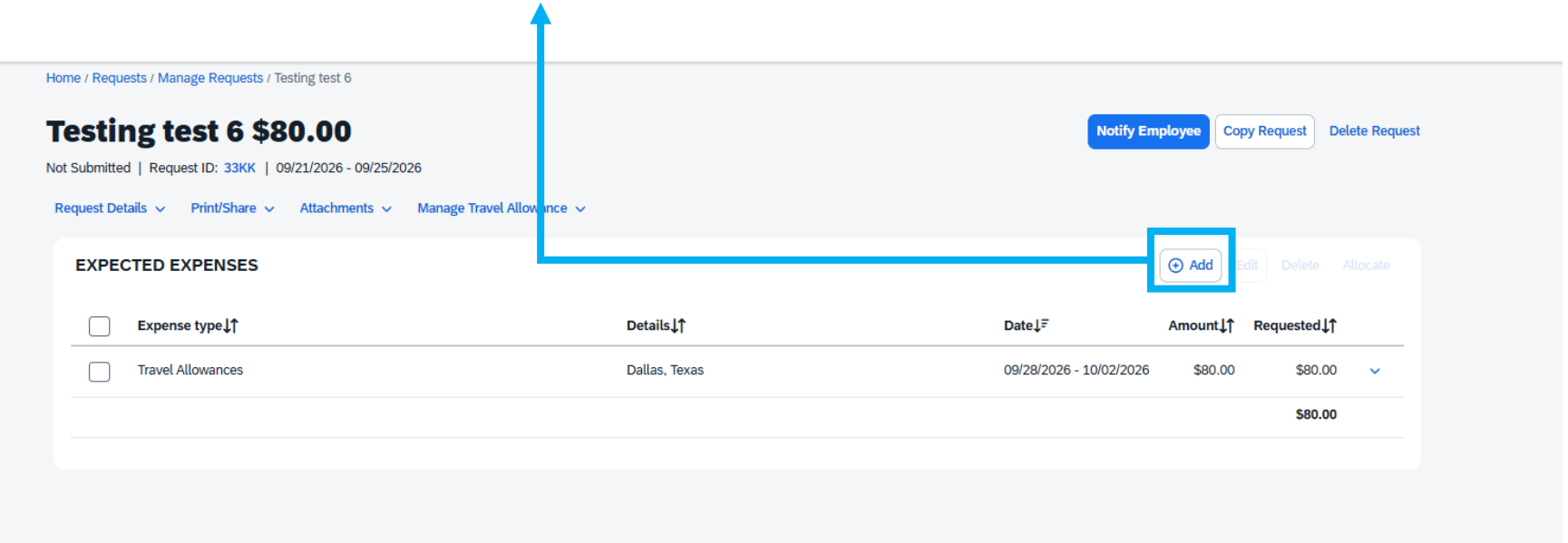




Adding in Expenses to a Travel Request

Once your Travel Request is created, the user should add all the estimated expenses related to the trip.

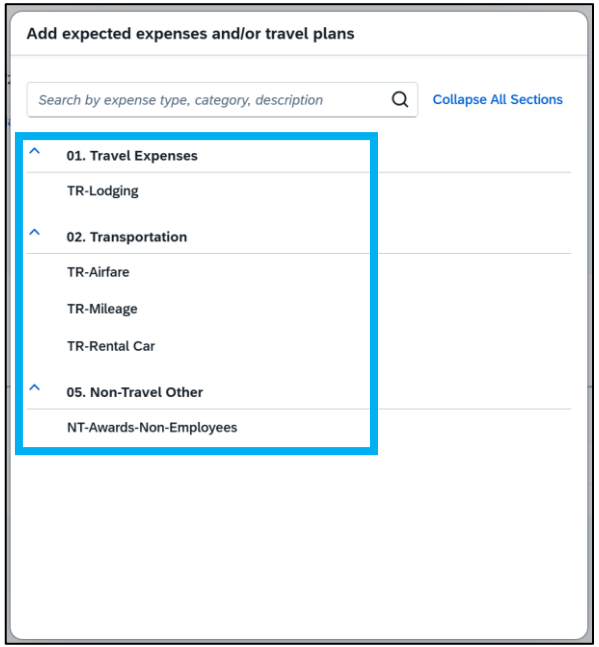
- Click the **Add** button to add expense types for other travel expenses expected for this trip.



Adding in Expenses to a Travel Request

Once your Travel Request is created, the user should add all the estimated expenses related to the trip.

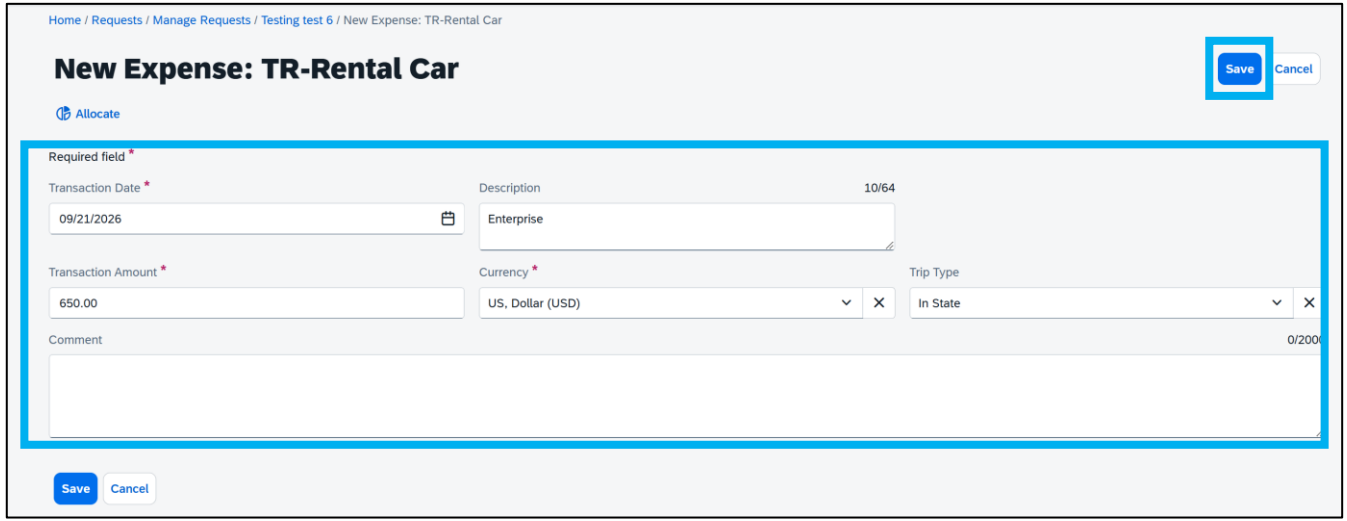
- When you click add, **select an expected expense from the list**, then click **save.**

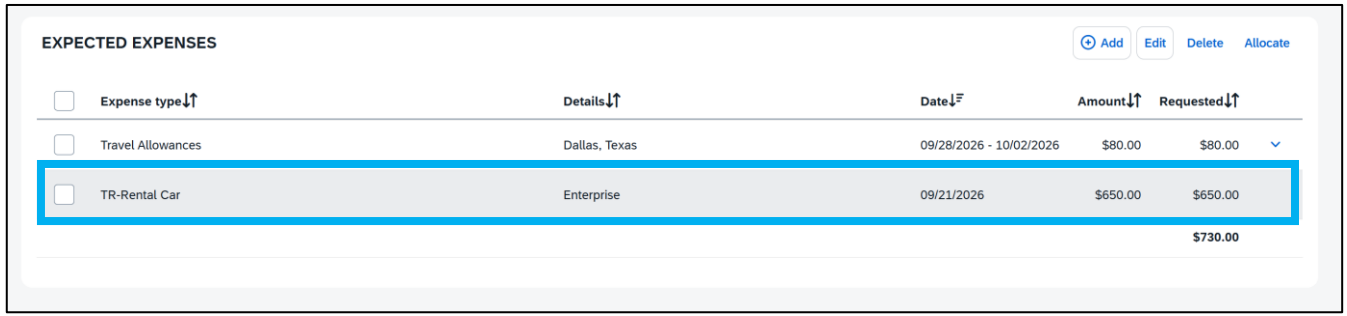


Adding in Expenses to a Travel Request

Once your Travel Request is created, the user should add all the estimated expenses related to the trip.

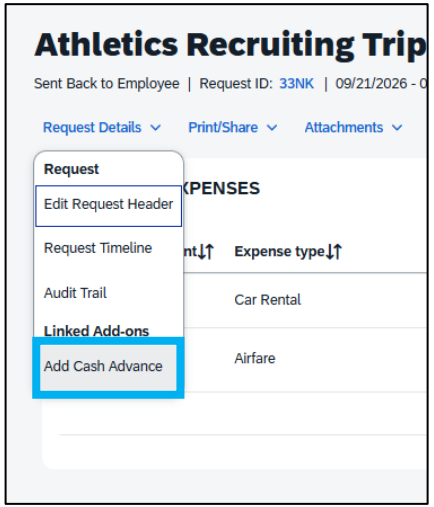
- Complete the required fields for the new expense and click **Save**.
- The expense will now appear under **Expected Expenses** on the travel request.

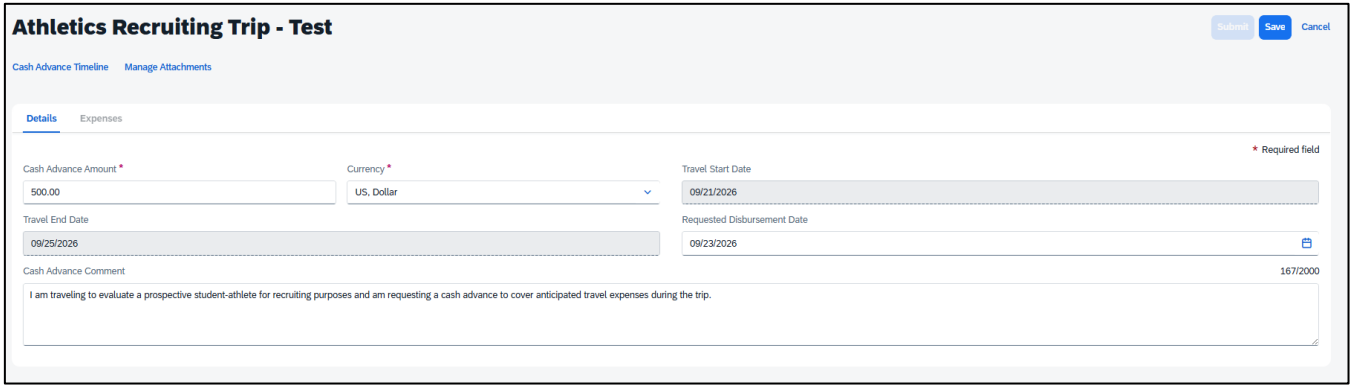




Adding Cash Advances

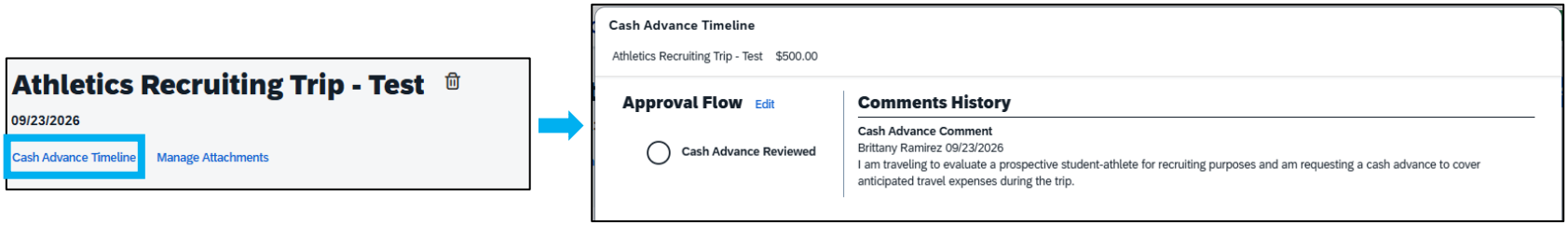
- To add a cash advance, select **Request Details** and click **Add Cash Advance**.
- Complete the required fields, then select **Save**. The cash advance will be added to your travel request.



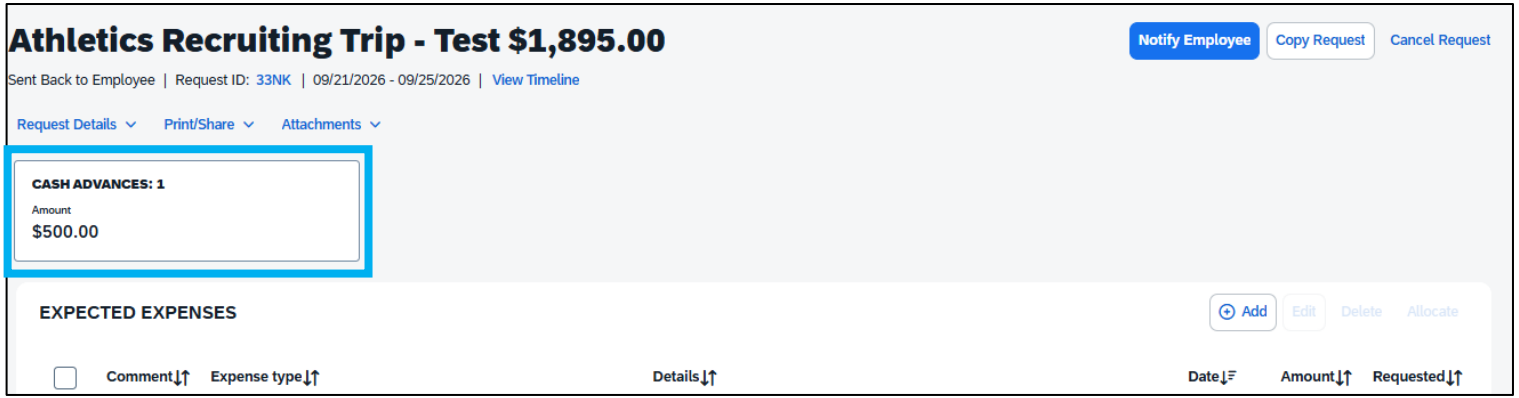


⚠ **Best Practice:**
Cash advances should be used sparingly and only when necessary. Alternative payment methods are preferred whenever available.

Adding Cash Advances

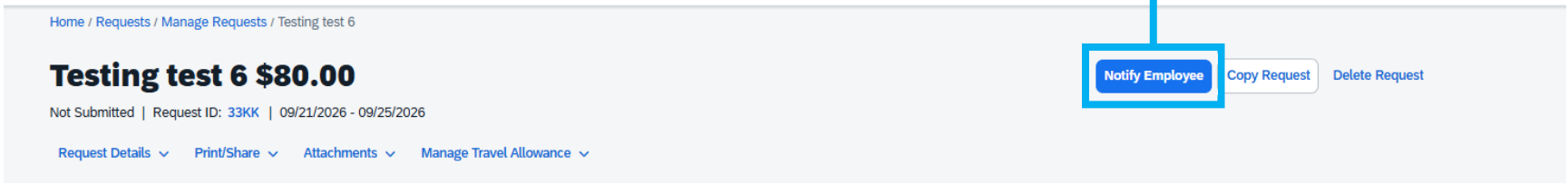


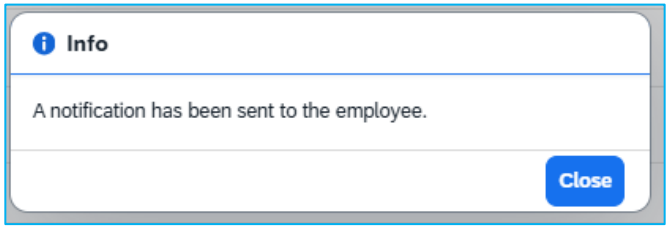
- Once a cash advance is created, you can use the **Cash Advance Timeline** to track its progress through the approval workflow.
- Any associated cash advances will also appear at the top of the request for easy reference.



Notifying Traveler to Submit Travel Request

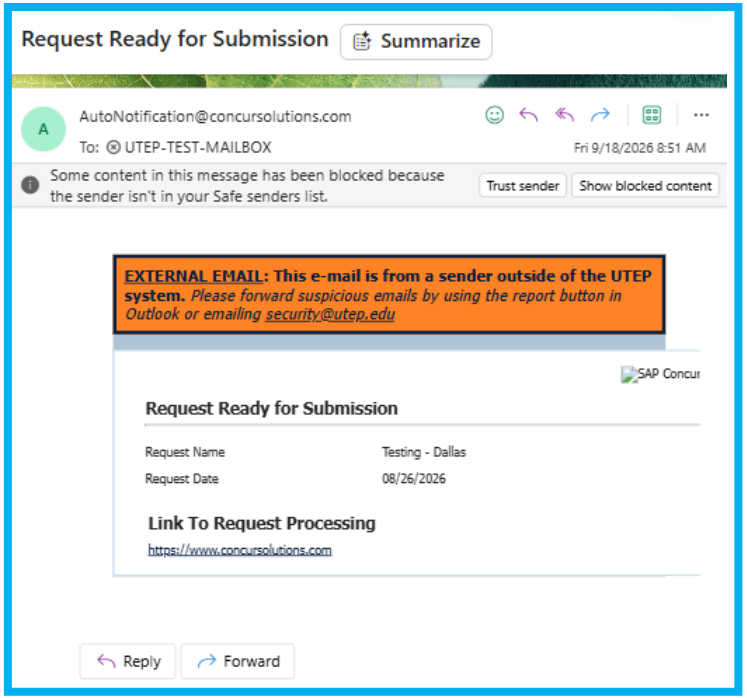
- Once all expected expenses have been added click the **Notify Employee button**.
- This will let them know that they need to go into concur and click **submit**.
- Review alerts to ensure that all required information and attachments have been provided. Missing information and attachments may result in workflow delays.





Traveler's Email to Submit Travel Request

Traveler receives this notification via email

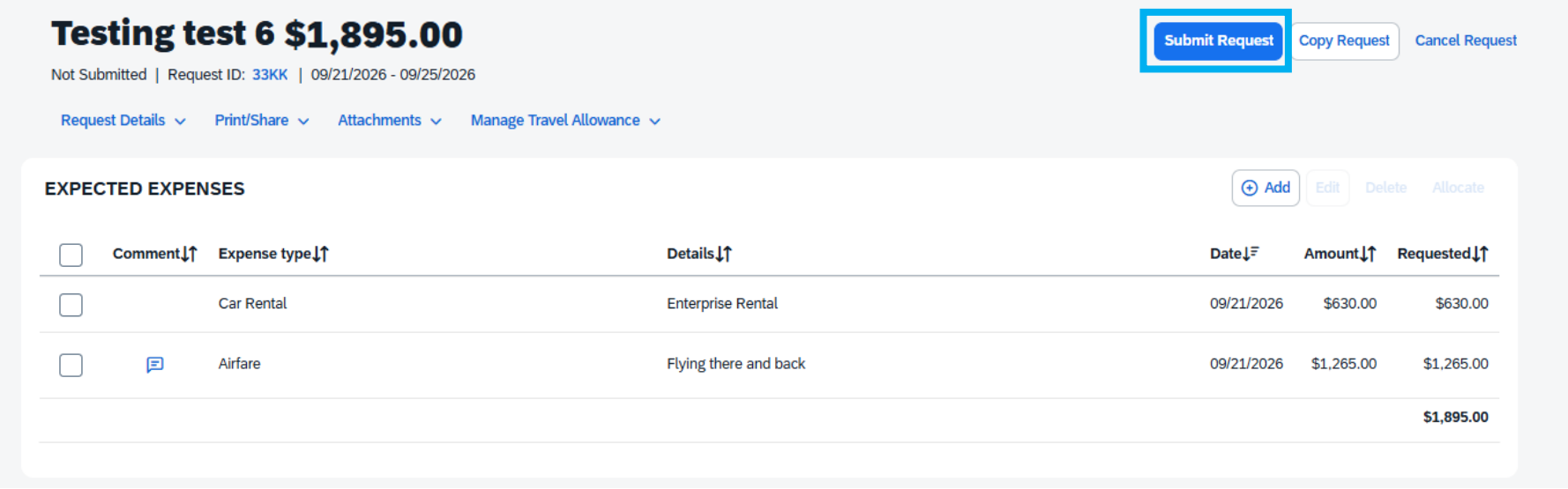


Traveler's POV to Submit Travel Request

Traveler click link on email and it takes them to the expense report, the can review and submit report.

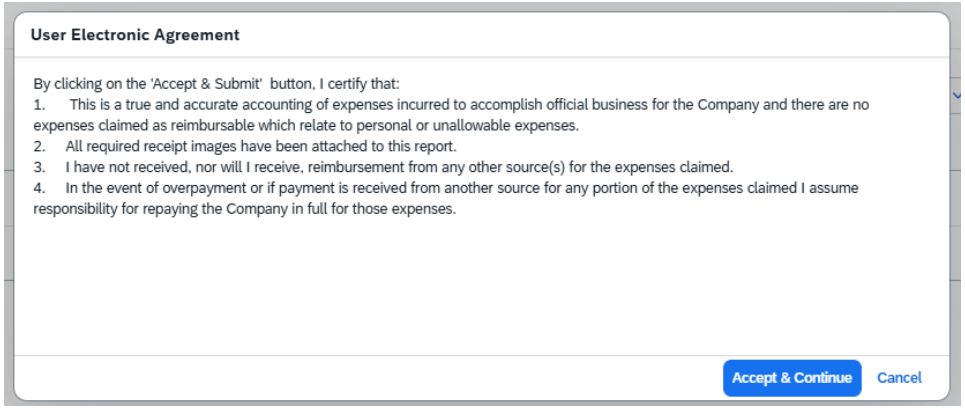
Traveler's POV

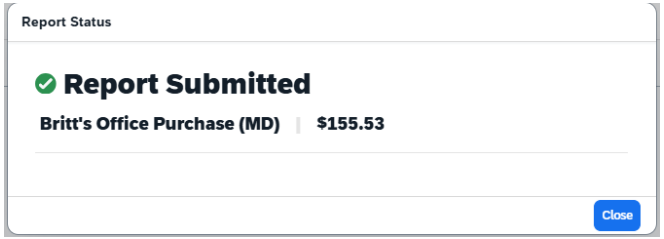
- When they receive the email and go to the expense report and click **Submit Report** the **Report Totals** window will appear. They will review the summary and select **Submit Report** again to continue.



Traveler's POV to Submit Travel Request

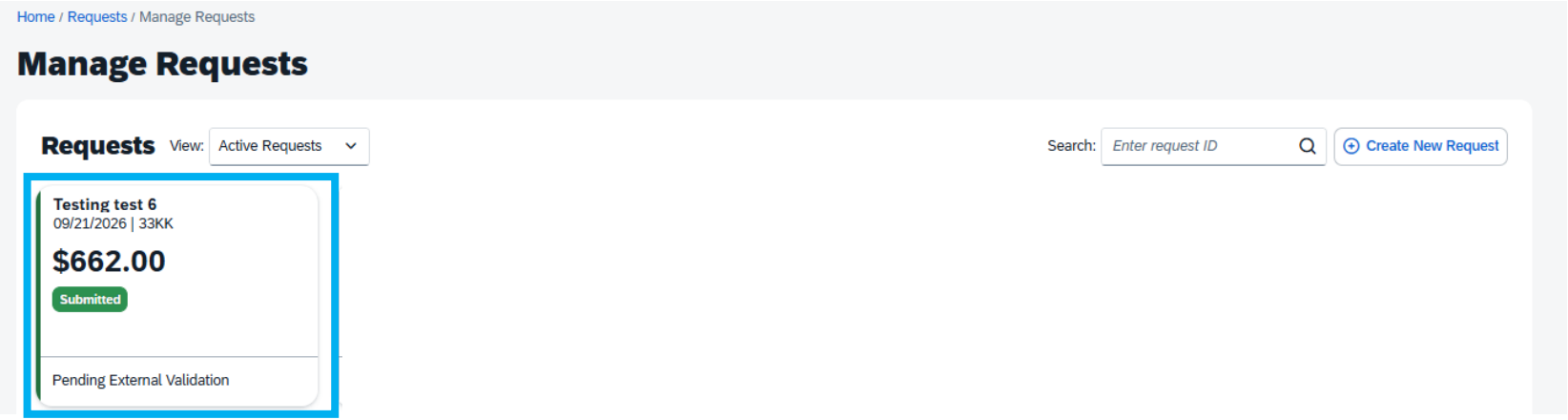
- The User **Electronic Agreement** will appear after they submit the report.
- They will review the agreement and select **Accept & Continue**.
- The report will then be successfully submitted and routed through the approval process.



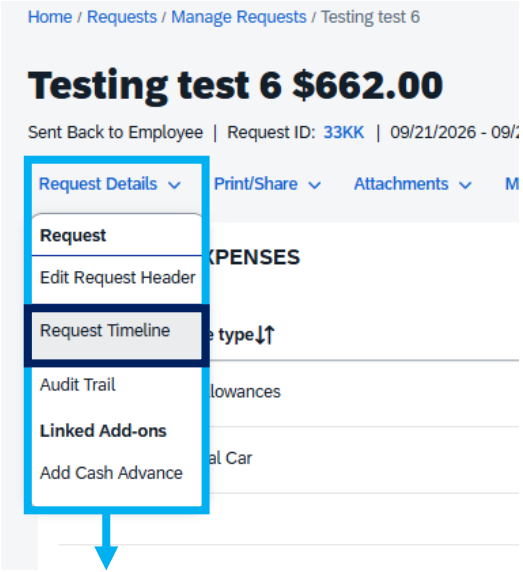


Travel Request - Status Tracking

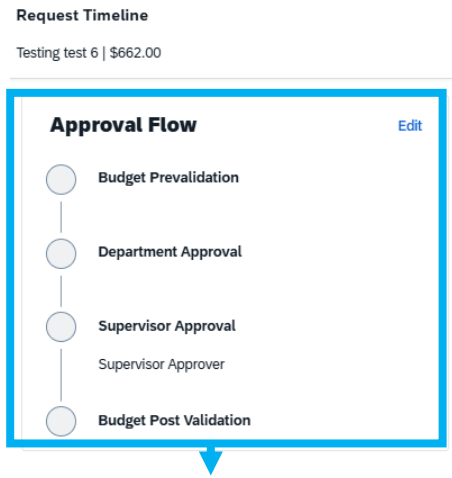
- Once submitted by the Traveler the Travel Request tile will show the status and which area the request is pending approval from.



Travel Request - How to check the status on requests

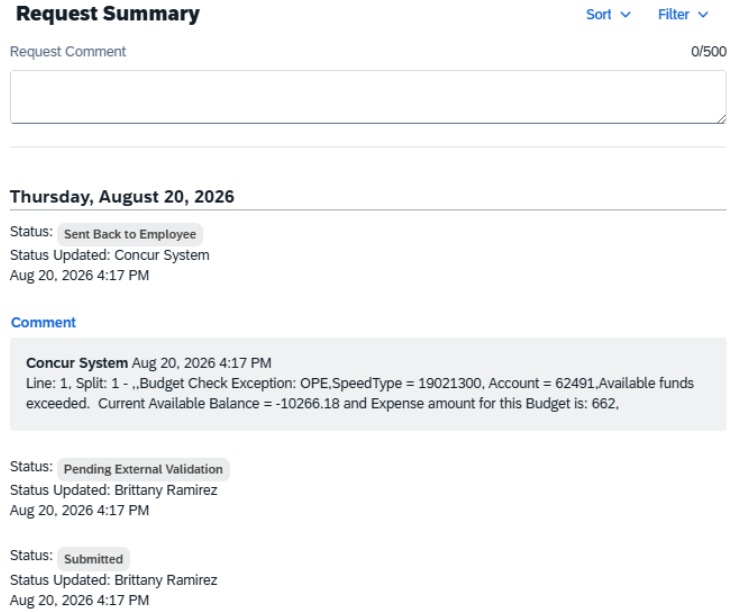


- Within the Travel Request, navigate to the **Request Details** link directly below the Request name. Select **Request Timeline** from the drop-down menu.



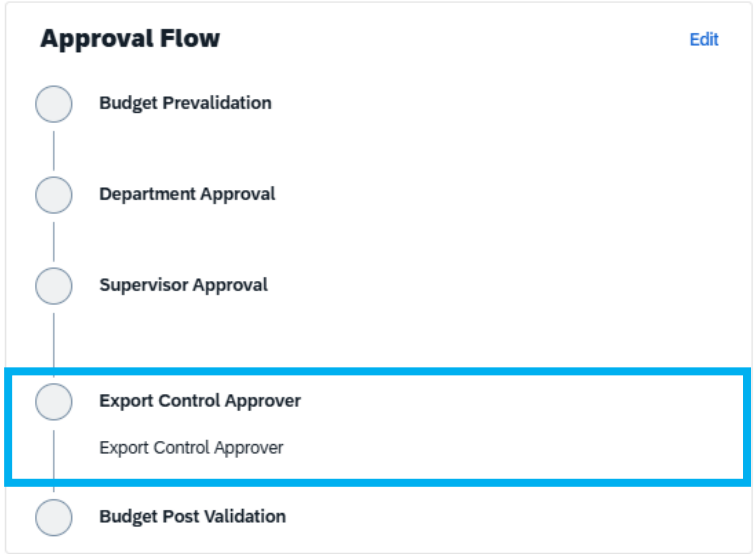
Icon Indicator meaning:

- **Pending approval** step will display a blue clock icon
- **Approved approval** step(s) will display a circle with a blue checkmark
- **Future pending approval** step(s) will display an empty circle.



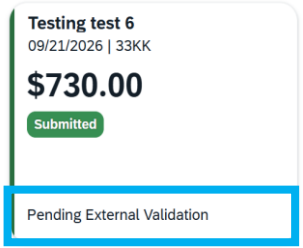
Travel Request Status Tracking – International Travel

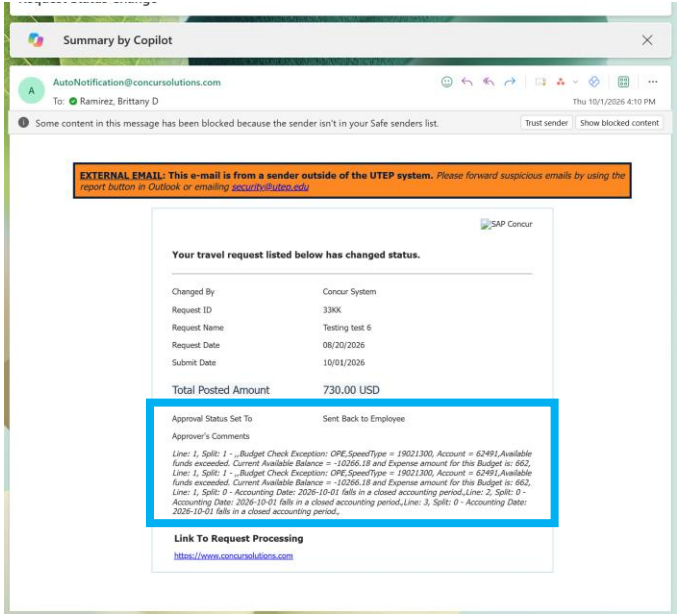
- Every Travel Request with an **international destination** routes to **Export Control** for approval, the step is added automatically.
- Requests to restricted regions also route to the **International Oversight Committee** (IOC).
- These workflows did not exist in PeopleSoft, they are built into Concur.
- Use the Request Timeline to see where the request sits, and plan for the extra step when timing your submission.



Travel Request – Budget Validation Error

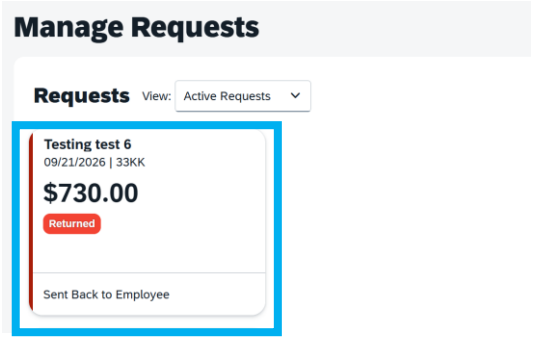
Pending External Validation indicates that Budgeting is reviewing the request to verify funding and ensure there are no budget-related issues. If funding is unavailable or a correction is needed, the request will be returned to the requestor for updates. Any status changes and comments will be communicated **by email** and can also be viewed in the **request's timeline** and **audit trail** within Concur.

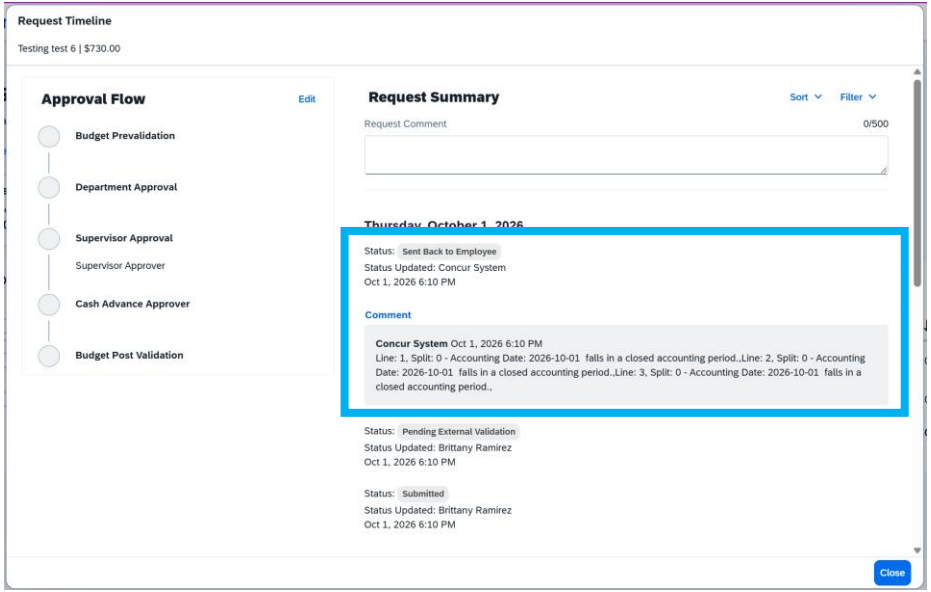




Travel Request – Budget Validation Error

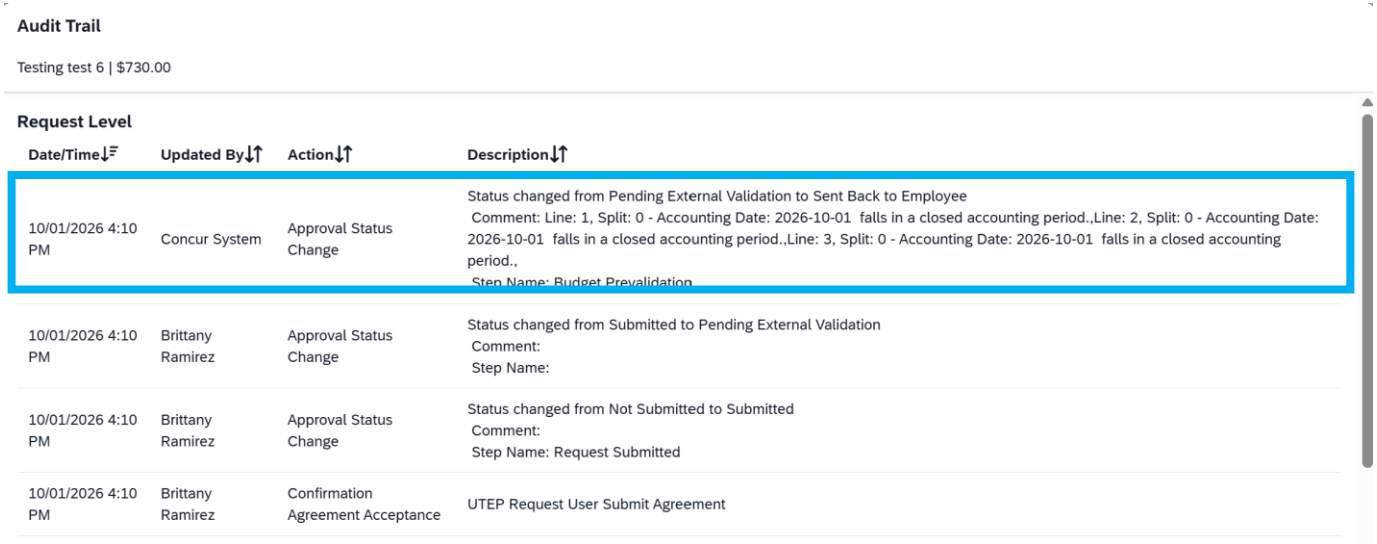
The Report Timeline provides a chronological view of the request's progress, including status changes, approvals, returns, and comments made throughout the process.





Travel Request – Budget Validation Error

The Audit Trail captures a detailed history of actions taken on the request, including who made changes, what was updated, and when the activity occurred.



Audit Trail

Testing test 6 | $730.00

Request Level

Date/Time	Updated By	Action	Description
10/01/2026 4:10 PM	Concur System	Approval Status Change	Status changed from Pending External Validation to Sent Back to Employee Comment: Line: 1, Split: 0 - Accounting Date: 2026-10-01 falls in a closed accounting period.,Line: 2, Split: 0 - Accounting Date: 2026-10-01 falls in a closed accounting period.,Line: 3, Split: 0 - Accounting Date: 2026-10-01 falls in a closed accounting period., Step Name: Budget Prevalidation
10/01/2026 4:10 PM	Brittany Ramirez	Approval Status Change	Status changed from Submitted to Pending External Validation Comment: Step Name:
10/01/2026 4:10 PM	Brittany Ramirez	Approval Status Change	Status changed from Not Submitted to Submitted Comment: Step Name: Request Submitted
10/01/2026 4:10 PM	Brittany Ramirez	Confirmation Agreement Acceptance	UTEP Request User Submit Agreement

Live Demo

Break for 10 mins

Hands on Training – Travel Request

Your turn — create a request in the training site

Practice scenario

You are attending a three-day conference in Chicago. Registration is paid in advance, you will fly, stay two nights, and drive to the airport.

Build a Travel Request that includes:

- Correct request policy and trip type
- Trip purpose, dates, and destination
- Department, SpeedType, and Fund Code
- Airfare, lodging, and rental car estimates
- Meal per diem through Travel Allowance

What good looks like

No open alerts
Every alert is cleared or explained before you submit

Right funding
Fund Code matches the SpeedType you selected

Realistic estimates
Estimates are close to what you expect to actually spend

Ready to submit
Required fields complete and the request created

Project team members are in the room — raise your hand and we will work through your document with you.

How Approval Routing Works

Approvals required today are still required in Concur

Standard Routing

Travel requests route to the supervisor in PeopleSoft, then to the funding source approver. There is no dollar-limit escalation.

Grant Travel

Grant travel routes to the PI and then to Grants Management, exactly as it does today.

Policy Exceptions

Missing Receipt Declarations and over-threshold items route for additional review — travel to the dean or VP, entertainment to the VP for Business Affairs.

Fewer Redundant Approvals

If costs were approved on the request and stay within the approved amount, the expense report moves to final review without repeating those approvals.

What you will see

- Approval emails when a document needs your attention
- Return notifications when something comes back to you
- Recall options while a document is still in workflow
- Status tracking and full approval history on every document

Chicago Trip Example

When actual costs stay within the amount approved on the Travel Request

SCENARIO **Three-day conference in Chicago • Registration paid in advance • Airfare • Two hotel nights • Drive to the airport**

1 Travel Request Estimate

Airfare	$500
Hotel, 2 nights	$500
Mileage to airport	$40
Meals & incidentals	$150
APPROVED TOTAL	$1,190

After travel

2 Actual Expense Report

Airfare	$307
Hotel, 2 nights	$425
Mileage to airport	$20
Meals & incidentals	$130
ACTUAL TOTAL	$882

Within the approved amount

The report may move to final review without repeating the same approvals.

Important: This reduced-approval example does not apply to expenses involving project IDs. Policy exceptions may also require additional review.

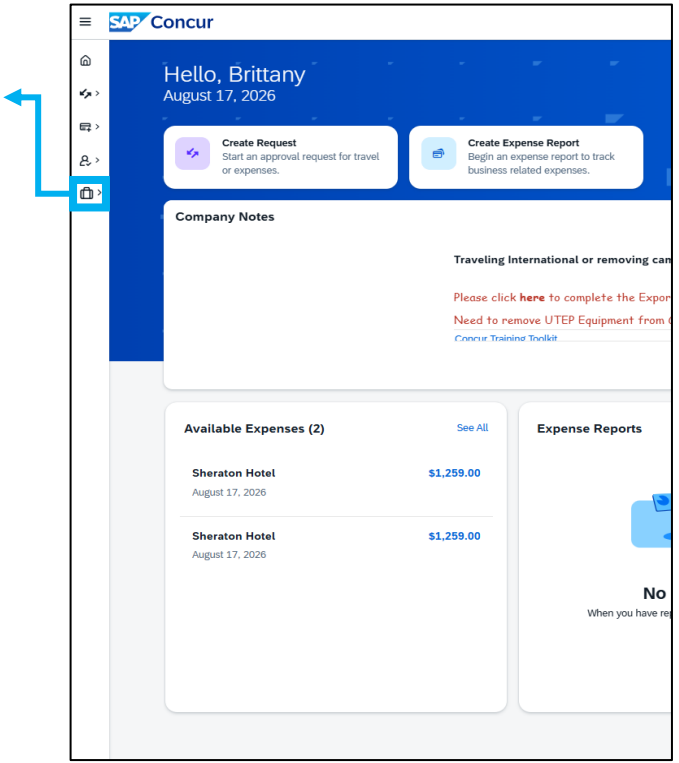
Booking with Concur

STEP TWO

How to Booking with Concur

Where to find it?

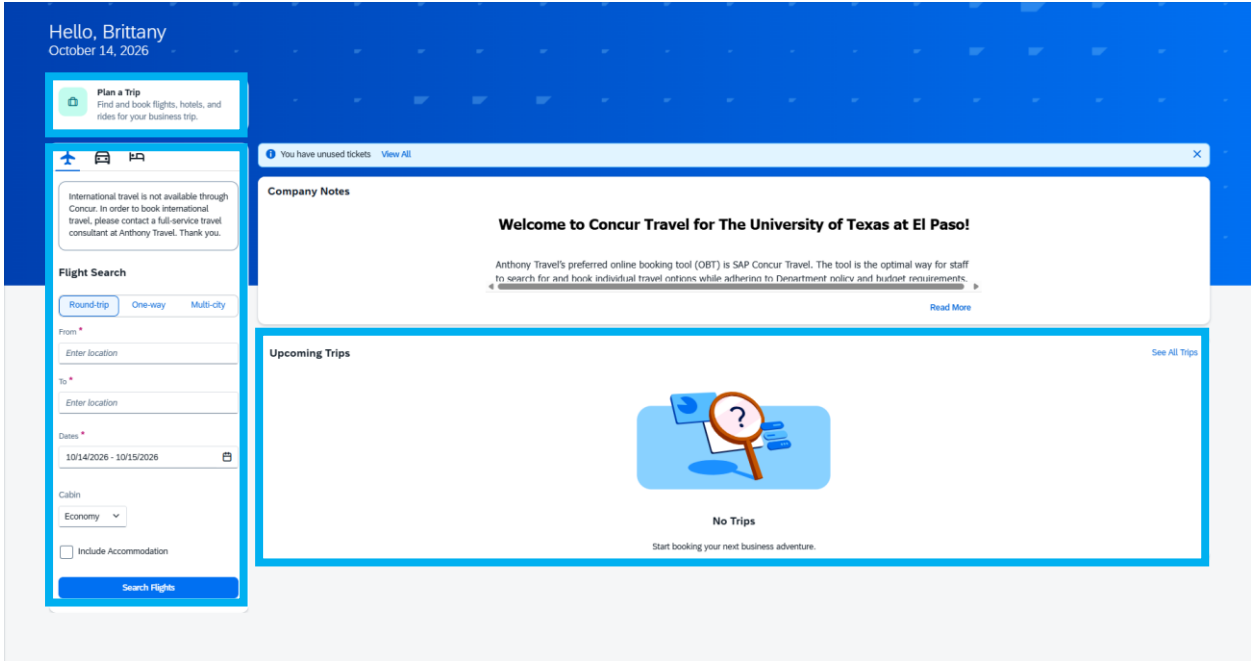
- From the **Concur Home** page, select the **Travel** icon located in the left navigation menu.
- This will open the **Book Travel** interface, where you can begin searching for flights, hotels, and rental cars.



How to Booking with Concur

Booking Interface

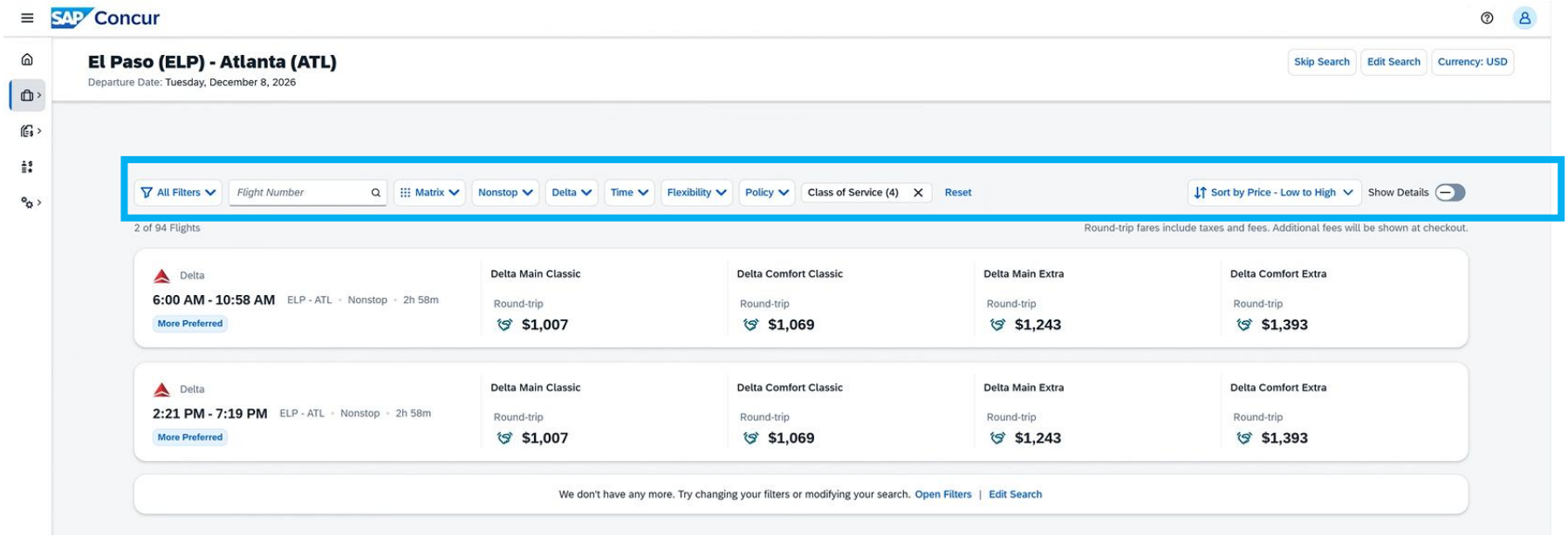
- Use the tabs to search for **flights, hotels, or rental cars**.
- Enter your travel details and select **Search**.
- View and manage upcoming reservations in the **Upcoming Trips** section.
- You can also begin a new reservation by selecting **Plan a Trip**.



How to Booking with Concur

Start Booking a Flight

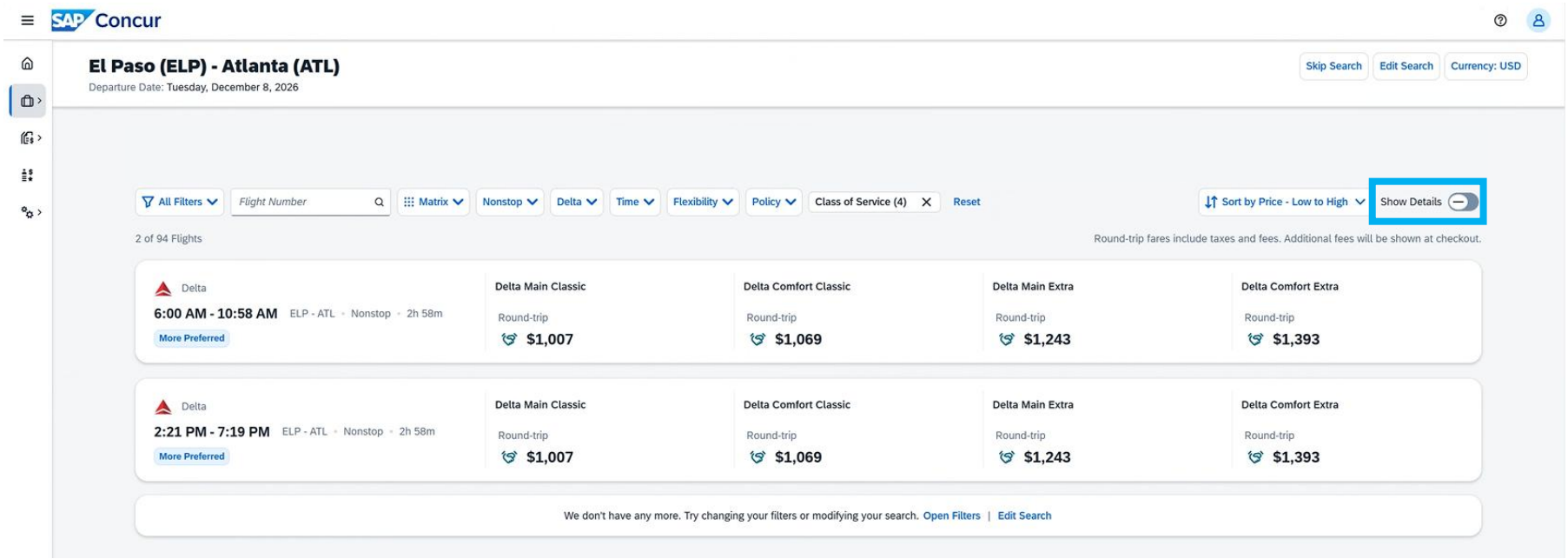
- After entering your trip details, Concur displays available flight options based on your search criteria.
- Use the available **filters** to narrow your results and find the option that best meets your travel needs.



How to Booking with Concur

Start Booking a Flight

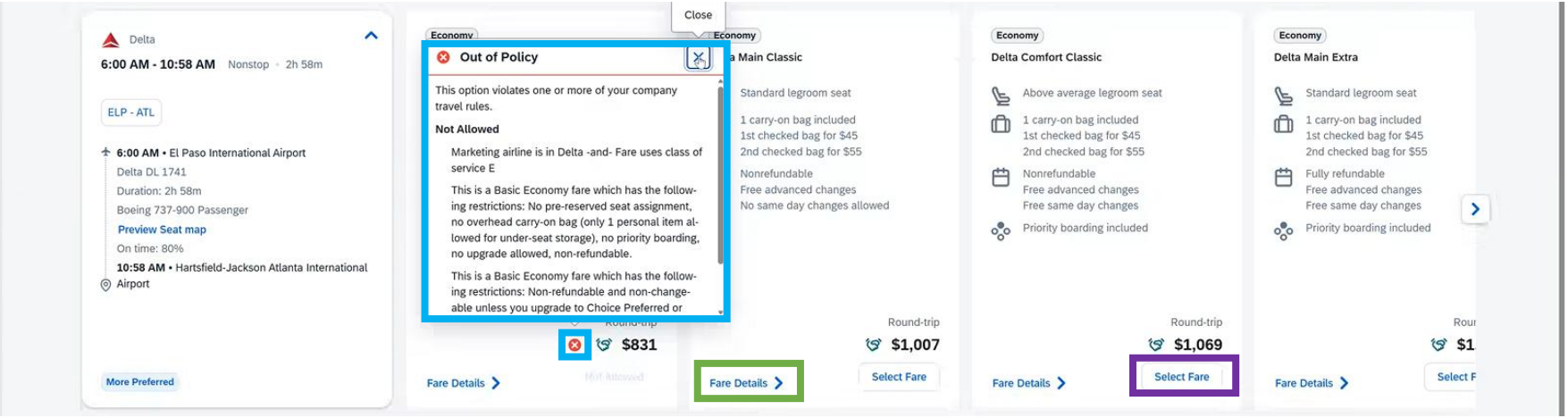
- Select **Show Details** to expand the flight results.



How to Booking with Concur

Start Booking a Flight

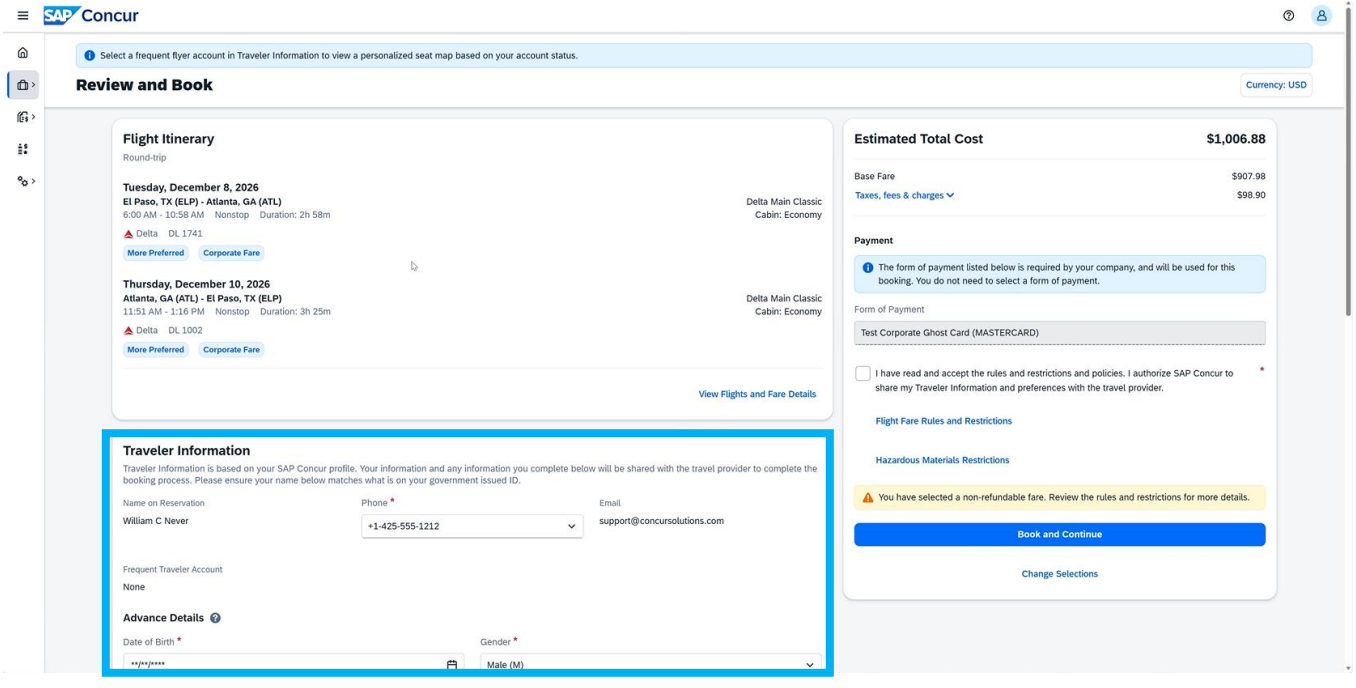
- Review the flight schedule, duration, aircraft information, and available fare options.
- Select the **policy indicator** to view why a fare is marked **Out of Policy** or **Not Allowed**.
- Review included amenities, baggage allowances, refundability, and change restrictions.
- Select **Fare Details** for additional information or select **Select Fare** to continue with the preferred option.



How to Booking with Concur

Review and book your trip

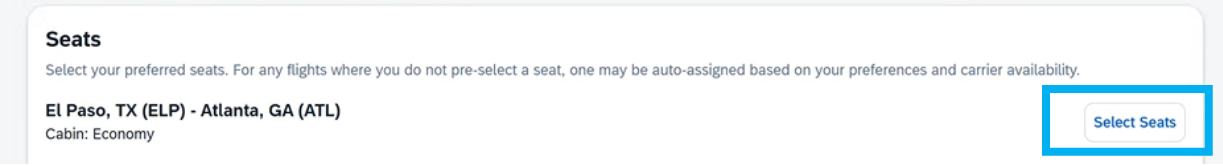
- Once you selected your flight options
- Review the selected flight and fare details.
- Verify or complete the traveler information.

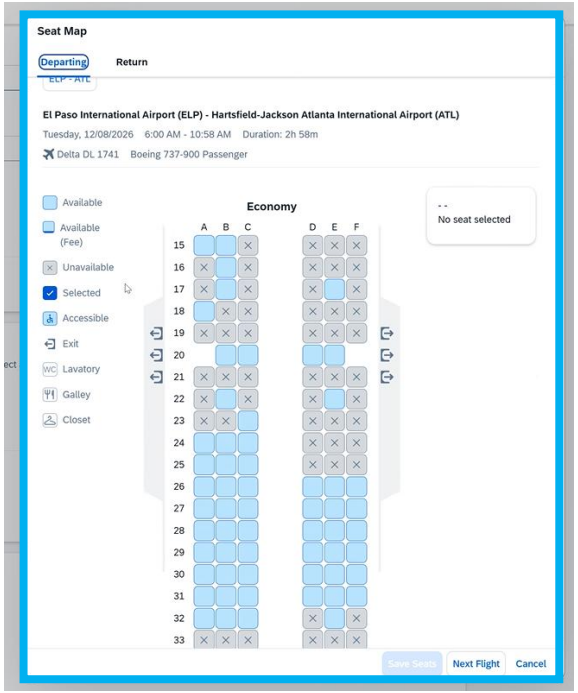


How to Booking with Concur

Review and book your trip

- Next you can select seats, if available.

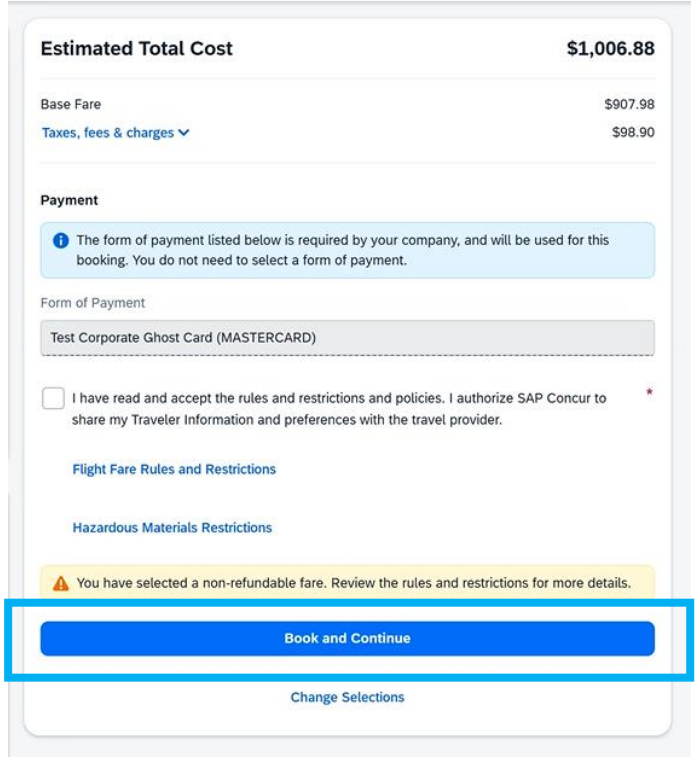




How to Booking with Concur

Review and book your trip

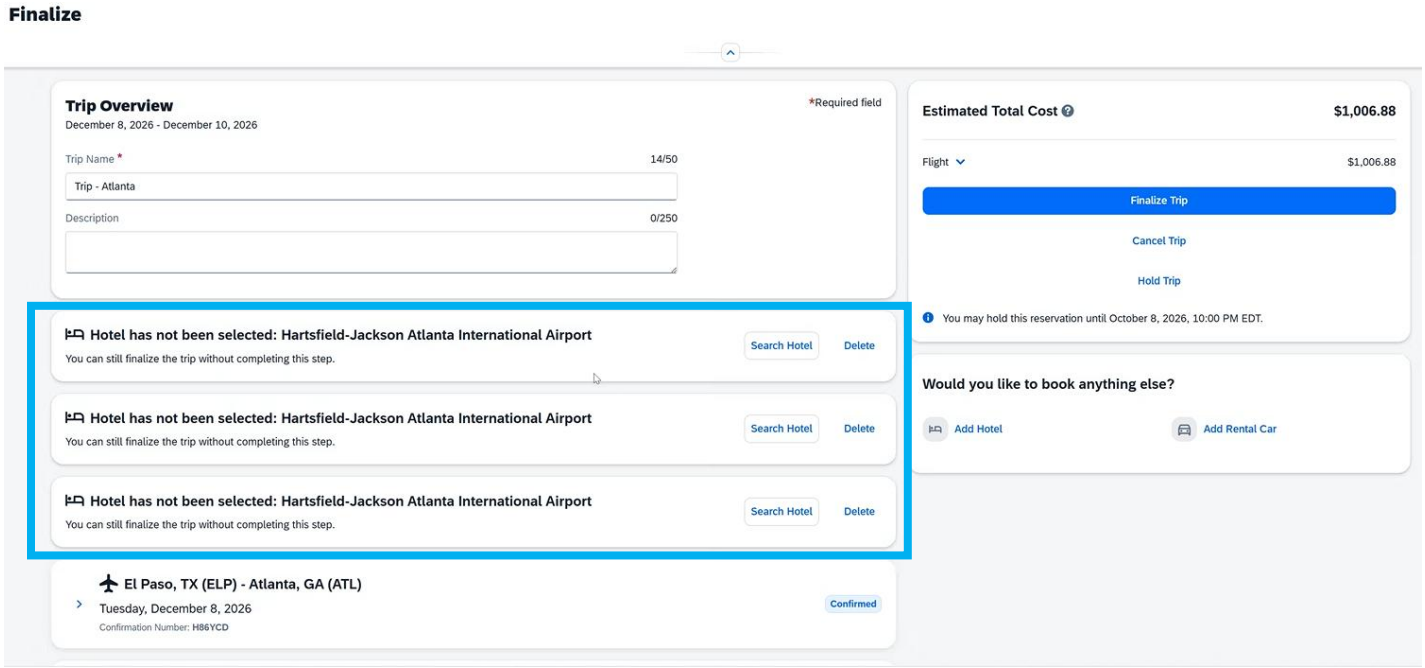
- Once you completed your booking review baggage allowances, fare rules, and travel policies.
- Select the correct **Form of Payment** and select “I have read and accept the rules … etc.”
- When ready, select **Book and Continue** to proceed to the final booking review.



How to Booking with Concur

Finalizing Your Trip

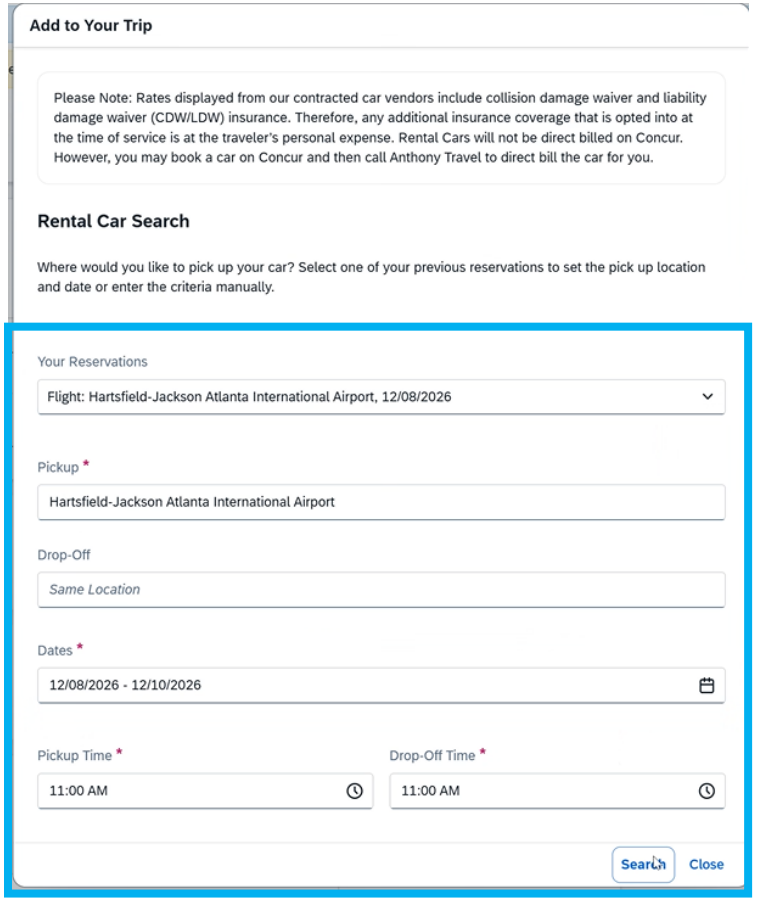
- You will be sent to the **Finalize Screen**.
- Review all reservation details before submitting.
- You can still add a hotel and/or rental car if needed.



How to Booking with Concur

Adding in a car/hotel

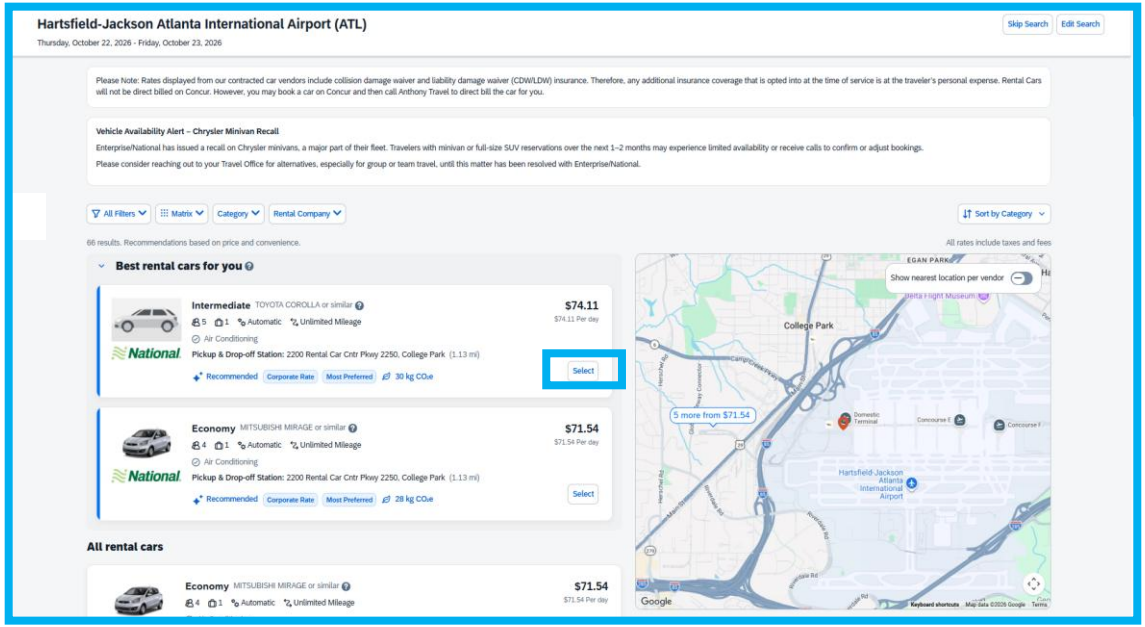
- From the **Finalize Booking** screen, select **Add Rental Car** or **Add Hotel**.
- Complete the **Add to Your Trip** pop-up window and select **Search**.
- Available car rental or hotel options will be displayed for selection.



How to Booking with Concur

Adding in a car/hotel

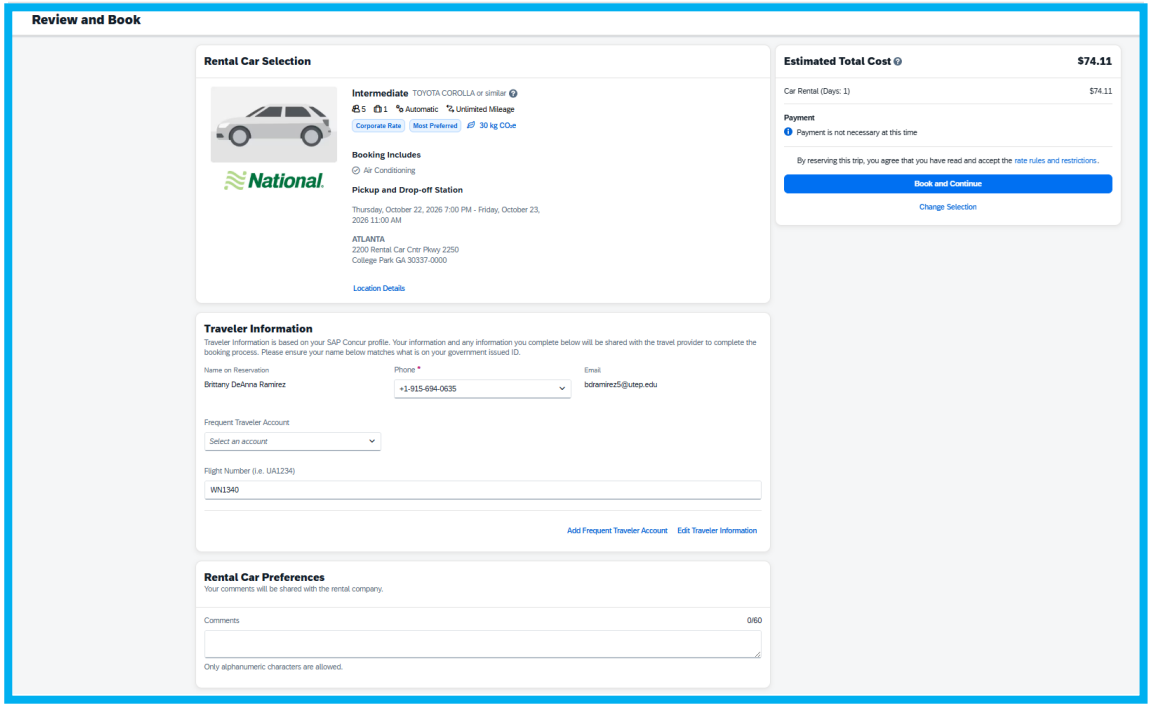
- Review the available rental car options.
- Select the vehicle that best meets your travel needs to continue.



How to Booking with Concur

Adding in a car/hotel

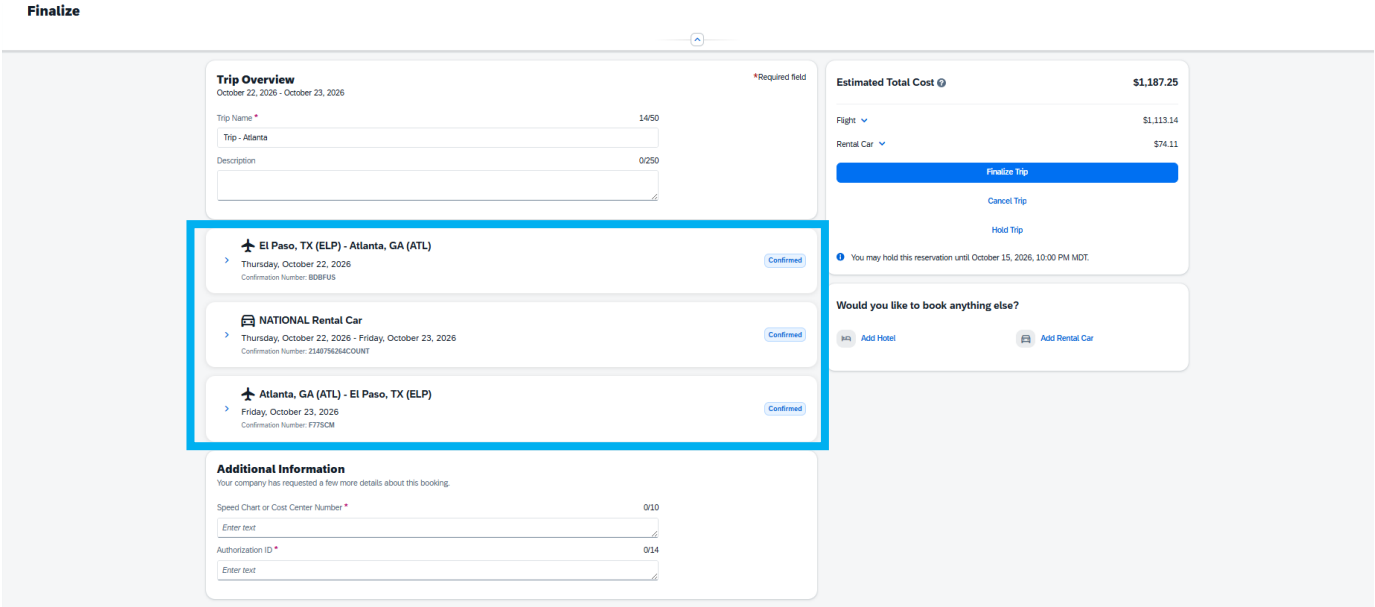
- Review your selected rental car details and complete any required traveler information.
- Select **Book and Continue** to add the rental car reservation to your trip itinerary.



How to Booking with Concur

Adding in a car/hotel

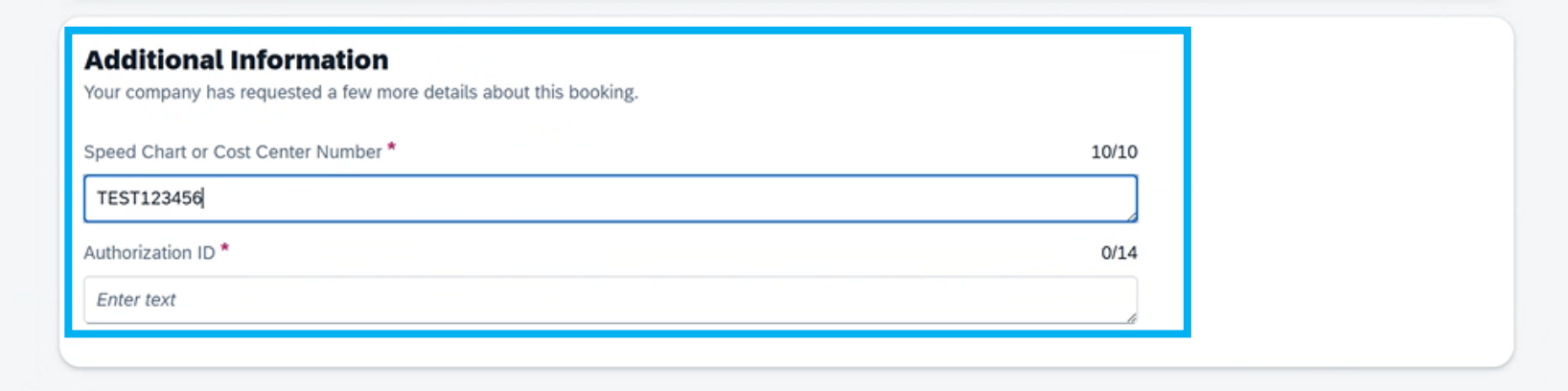
- The rental car will be added to your overall trip itinerary.
- The same process applies when adding a hotel reservation.
- A personal credit card is required to reserve a hotel room.



How to Booking with Concur

Finalizing Your Trip

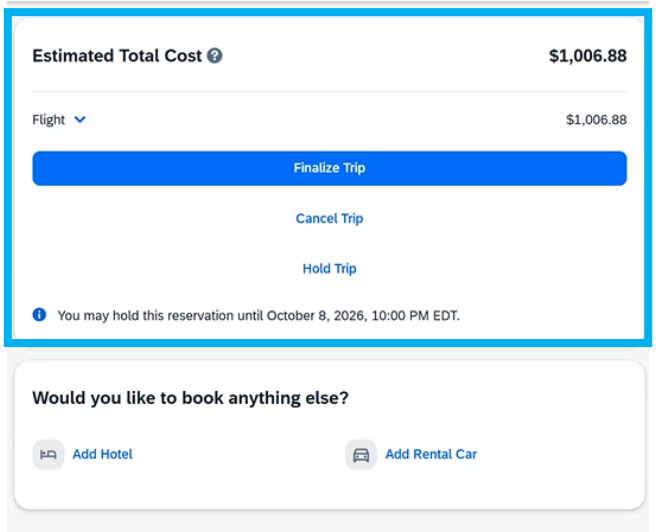
- Scroll down on the finalize screen and you will need to enter the appropriate **SpeedChart or Cost Center**.
- Enter the approved **Request ID** from the Travel Request.

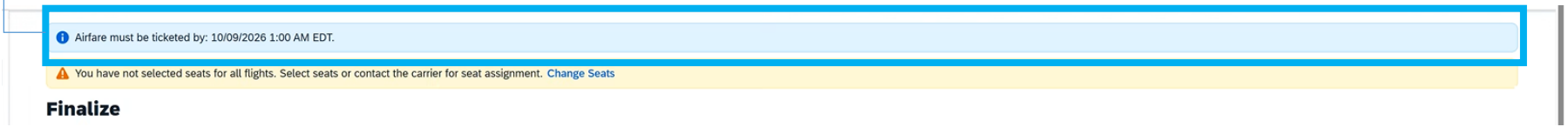


How to Booking with Concur

Finalizing Your Trip

- Once all travel arrangements have been reviewed and no additional changes are needed, select **Finalize Trip** to complete the booking.
- If you select **Cancel**, the reservation will not be completed and the booking process will be canceled.
- If you select **Hold Trip**, Concur will save the itinerary without ticketing the airfare. The trip can be finalized later, provided it is completed before the **Airfare Must Be Ticketed By** date and time displayed at the top of the screen.

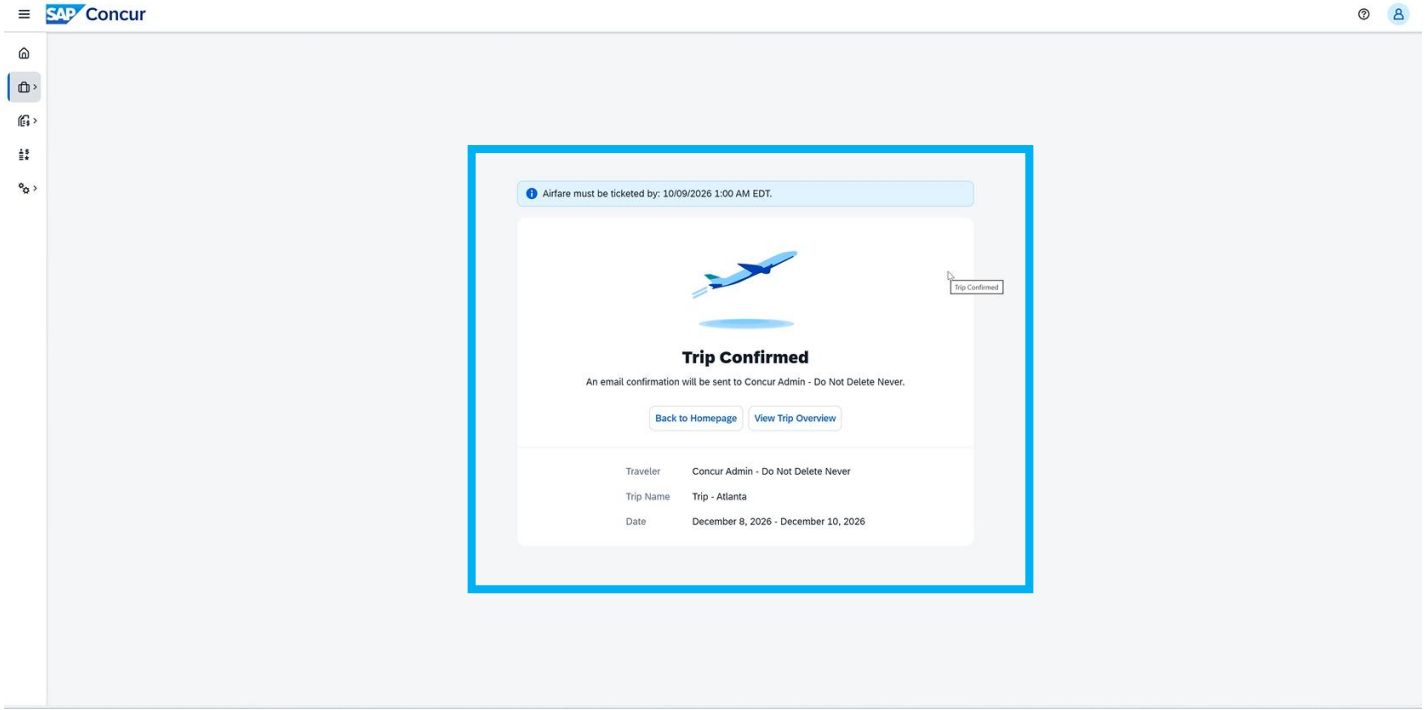




How to Booking with Concur

Confirmation Screen

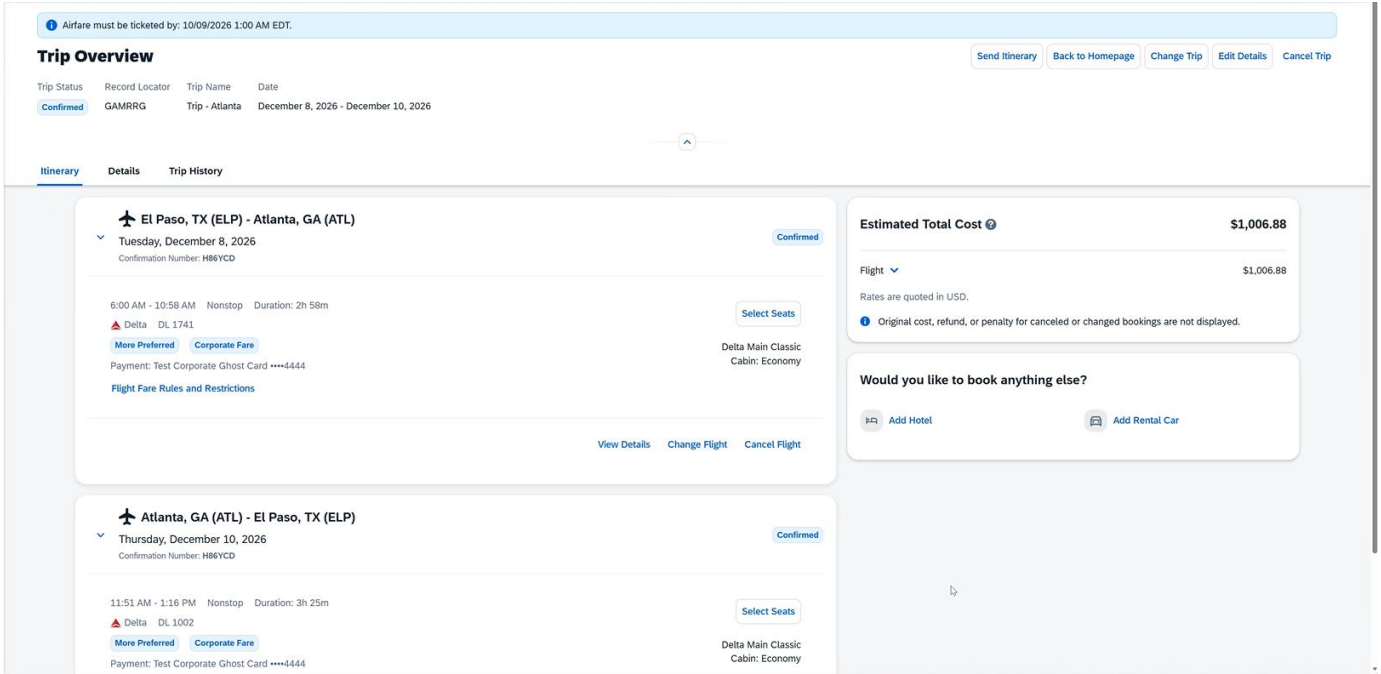
- After selecting **Finalize Trip**, Concur displays the **Trip Confirmation** screen



How to Booking with Concur

Trip Overview

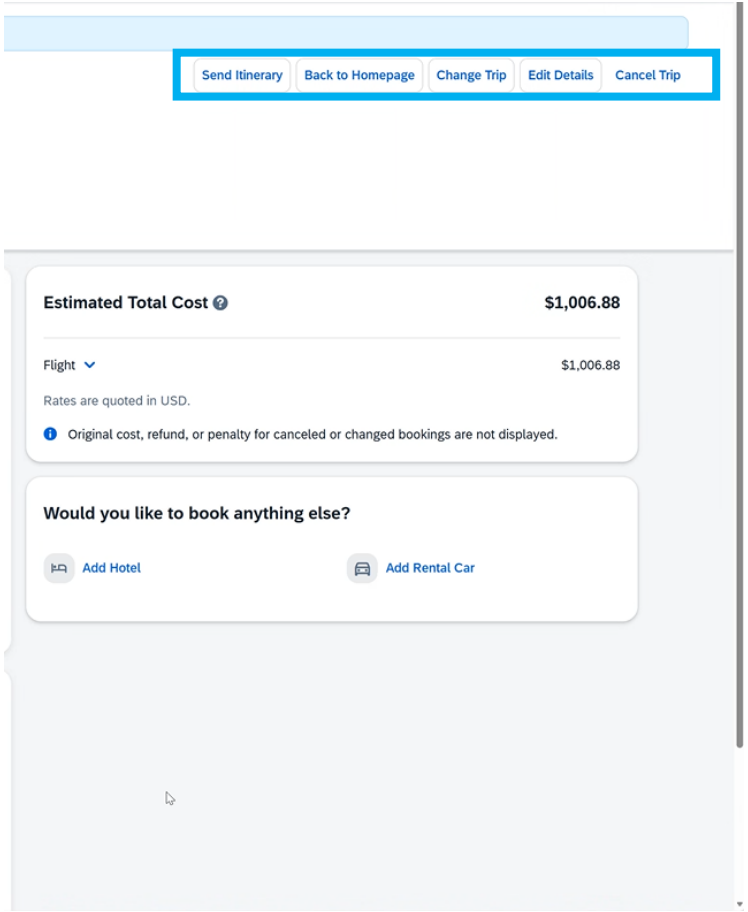
The **Trip Overview** page allows travelers to view and manage their reservation after the booking has been completed.



How to Booking with Concur

Trip Overview

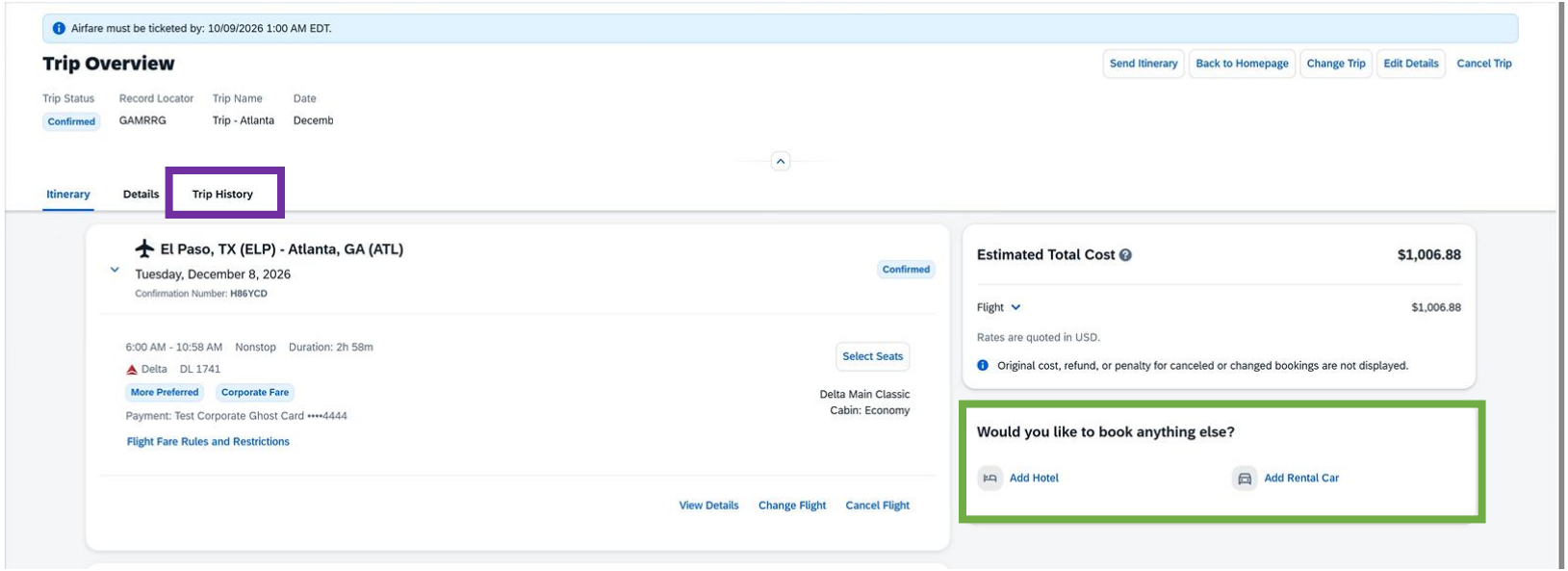
- Review the complete trip itinerary, reservation details, and confirmation numbers.
- Select **Send Itinerary** to email a copy of the itinerary.
- Select **Change Trip** to modify the reservation.
- Select **Edit Details** to update trip information.
- Select **Cancel Trip** to cancel the reservation.



How to Booking with Concur

Trip Overview

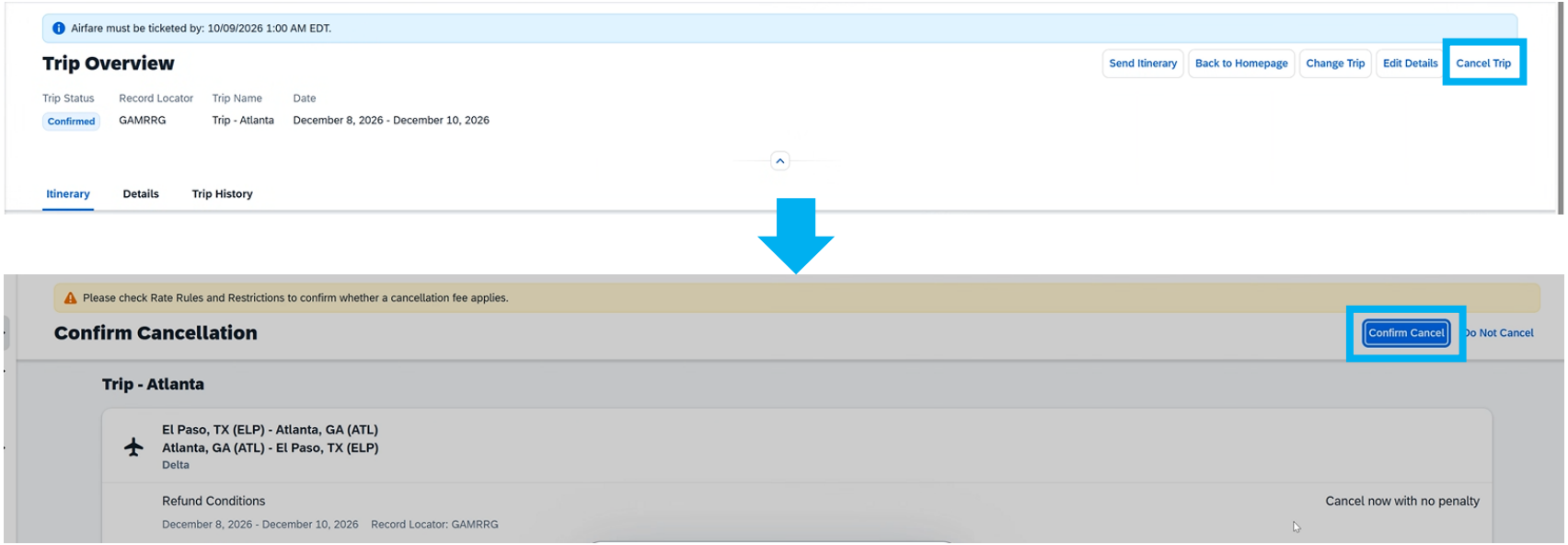
- Add a **hotel** or **rental car** to the itinerary, if needed.
- Use the **Trip History** tab to view changes made to the reservation and track trip activity.



How to Booking with Concur

How to Cancel a Trip

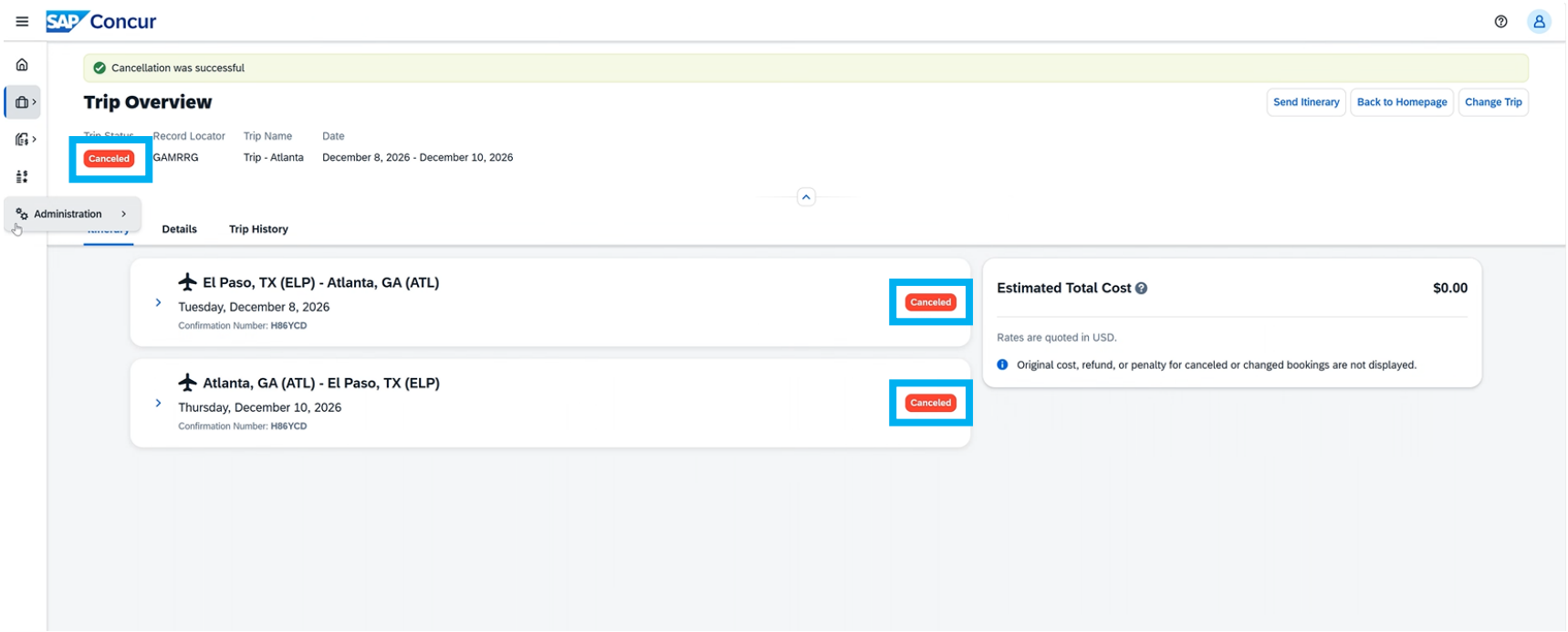
Step 1: Go to the Trip you want to cancel, Select **Cancel Trip** and confirm the cancellation.
Step 2: Concur processes the cancellation and updates the trip status to **Canceled**.
Step 3: Review the itinerary to verify all reservation segments display a **Canceled** status.



How to Booking with Concur

How to Cancel a Trip

Step 3: Review the itinerary to verify all reservation segments display a **Canceled** status.



Expense Reports

STEP THREE

Creating an Expense Report

Travel and non-travel reimbursement

STEP 1

Start from the Request

Use the approved Travel Request to carry over trip details.

STEP 2

Add Expenses

Scan a receipt, enter manually, or use Available Expenses.

STEP 3

Itemize and Allocate

Itemize by expense type. Allocate by funding source.

STEP 4

Attach Receipts

Attach each receipt to its expense line.

STEP 5

Clear Alerts

Complete missing fields, attach receipts, and justify policy exceptions.

STEP 6

Review and Submit

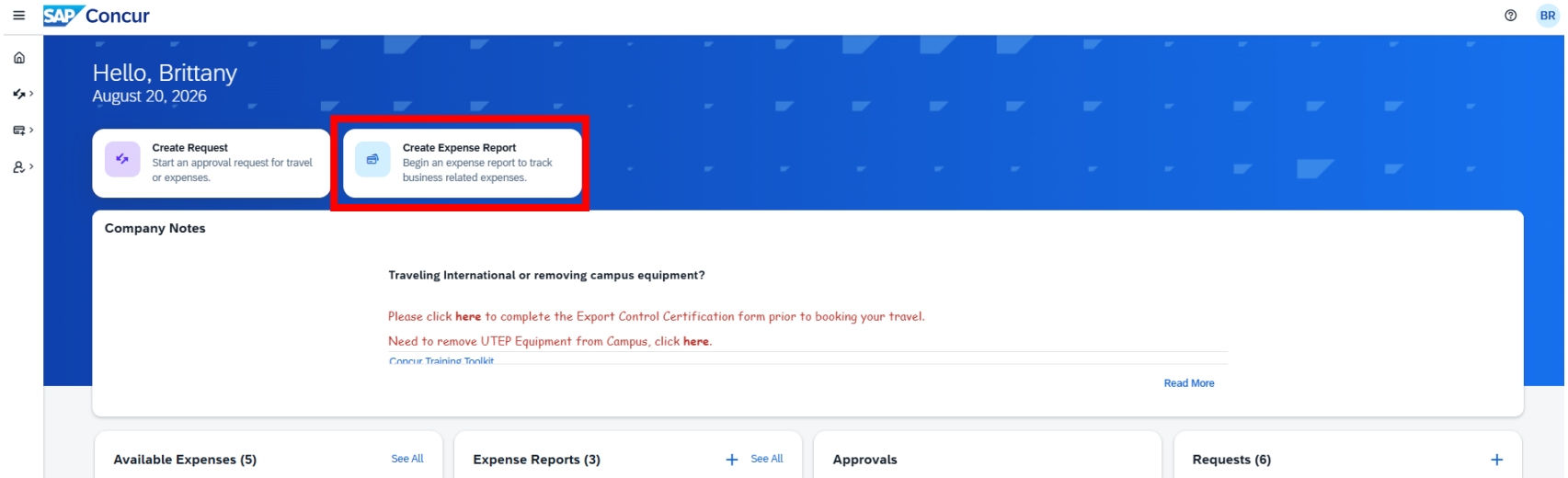
Review, certify, and submit. Track status in the report timeline.

Travel Request: estimates. Expense Report: actual costs. Reimbursement follows incurred expenses.

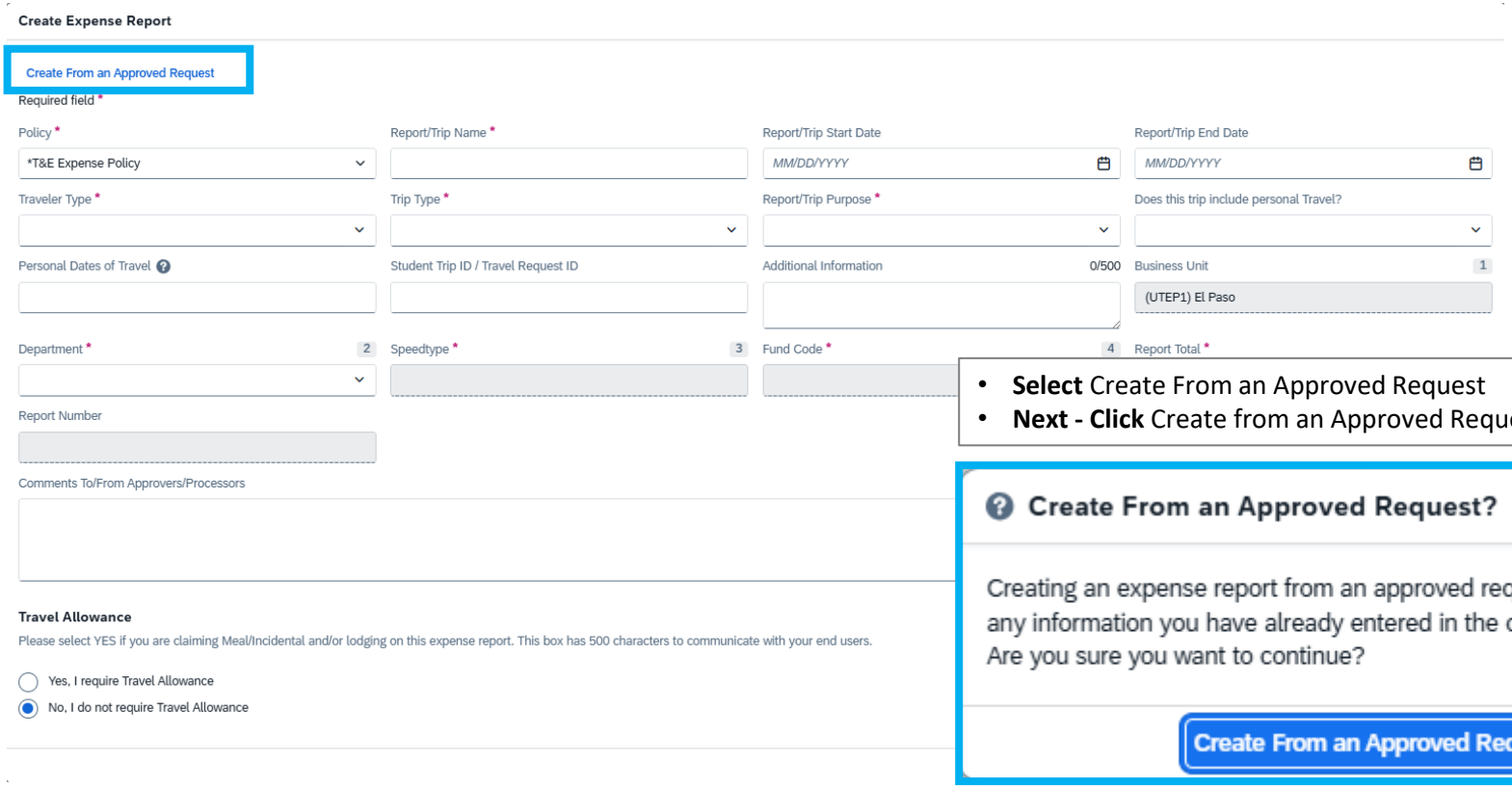
Creating an Expense Report

Actual costs, receipts, and reimbursement for travel and non-travel

- **Select** Create Expense Report



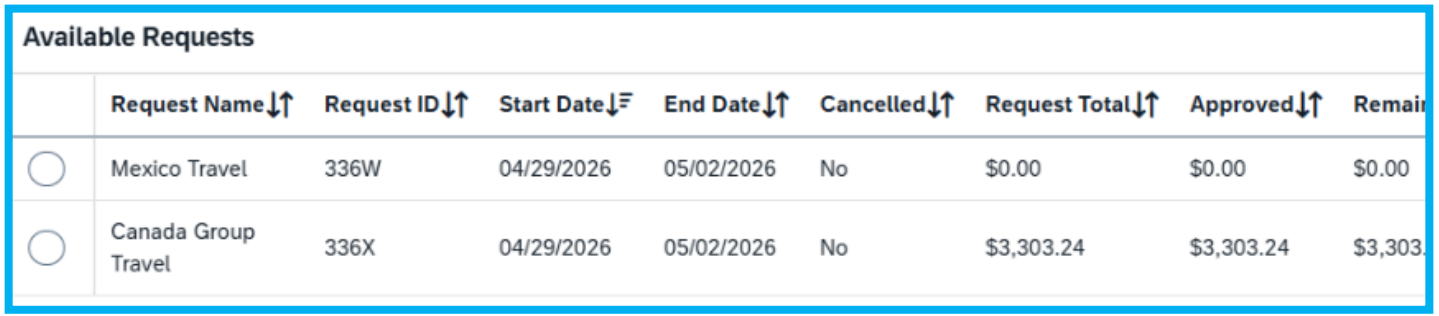
Creating an Expense Report



- **Select** Create From an Approved Request
- **Next - Click** Create from an Approved Request

Creating an Expense Report

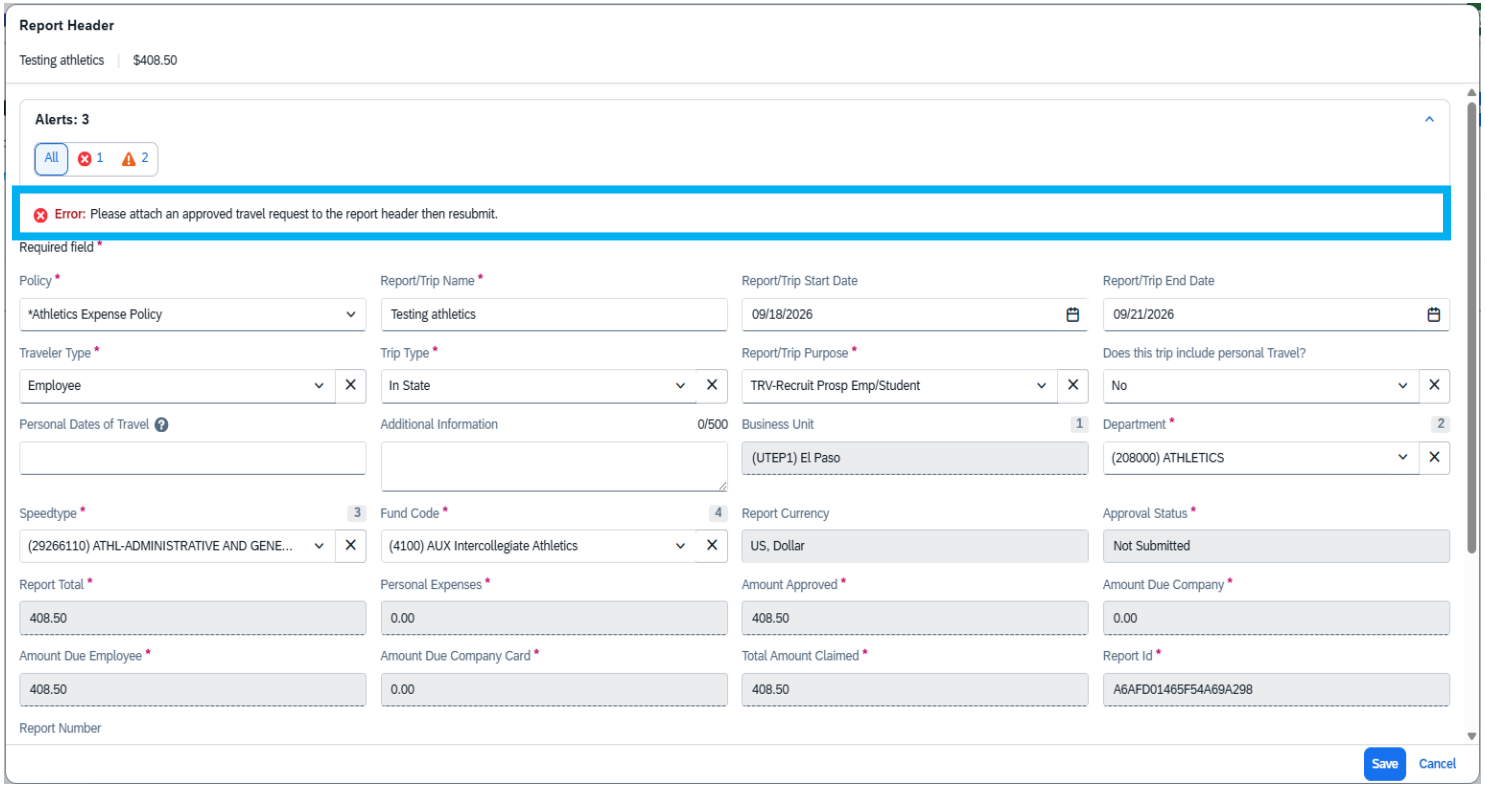
- **Select** an Available (Approved) Request
- **The Expense Report will auto-populate with expense types from the approved Travel Request.** Users can now add or change information in the prepopulated expense type fields and attached receipts to these expense types.
- Now let's start Adding in Expenses!



Creating an Expense Report

No approved Travel Request = Error!

- If you attempt to create an Expense Report **without an approved Travel Request**, you will receive an error message and **will not** be able to continue with or submit the Expense Report.

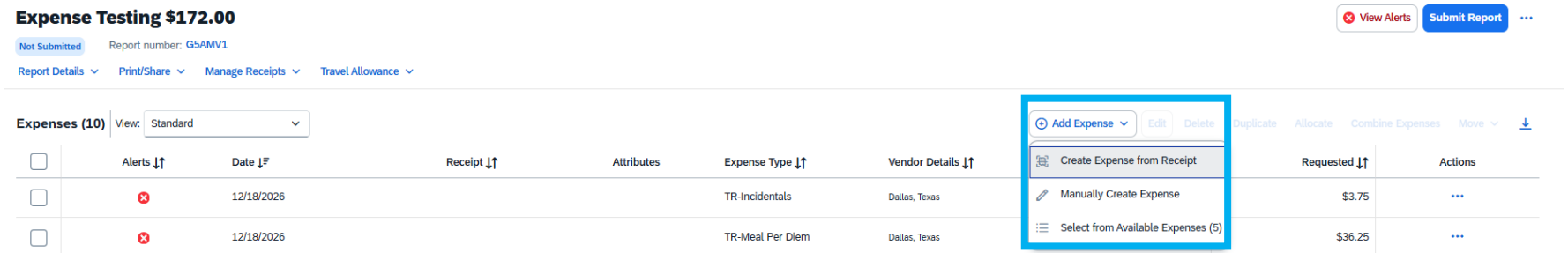


Creating an Expense Report – Adding Expenses

Once your expense report is created, there are three options to add expenses.

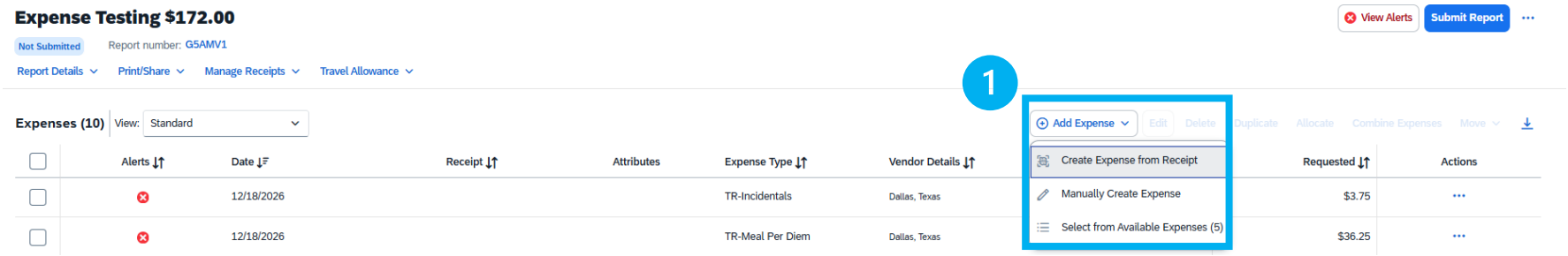
Choose one of three ways to add an expense:

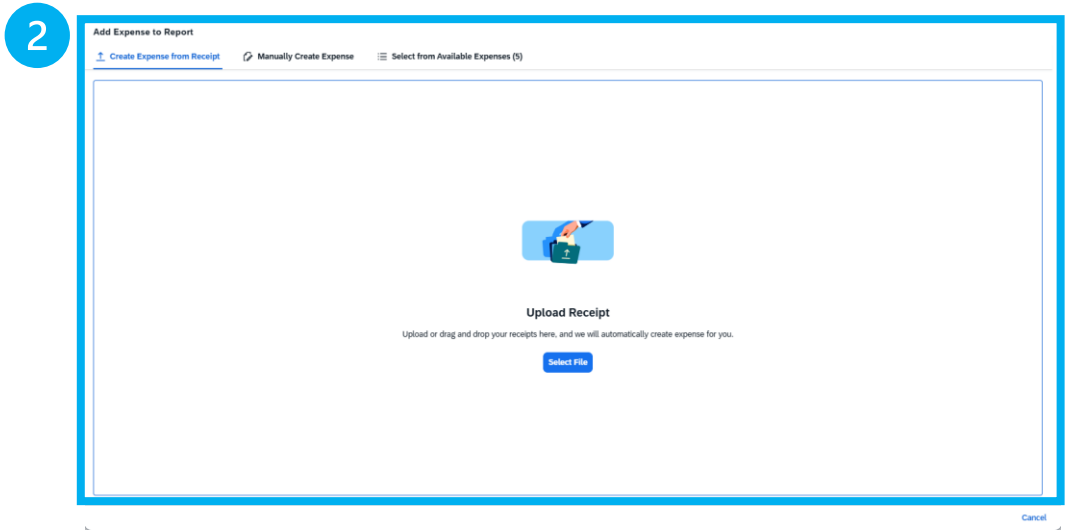
1. From a Receipt
2. Create an Expense Manually
3. Select from Available Expenses



Creating an Expense Report - Create Expense from Receipt

Once your expense report is created, there are three options to add expenses.





Option 1:

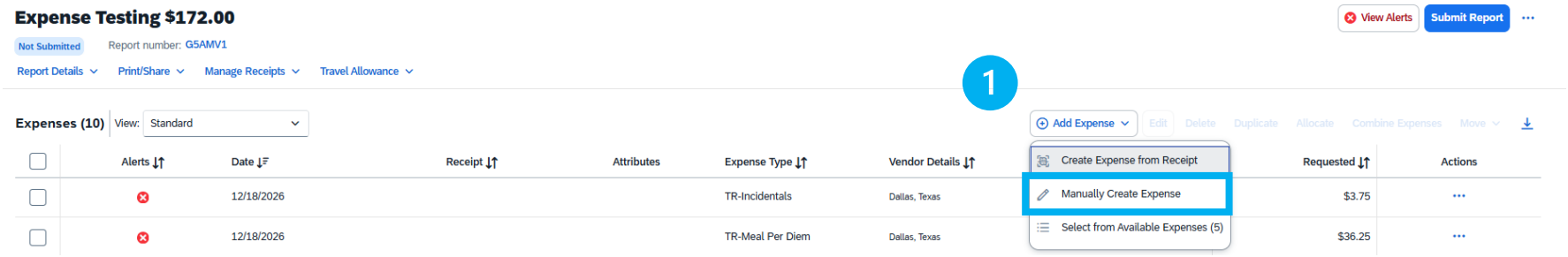
1. Add an Expense from a Receipt

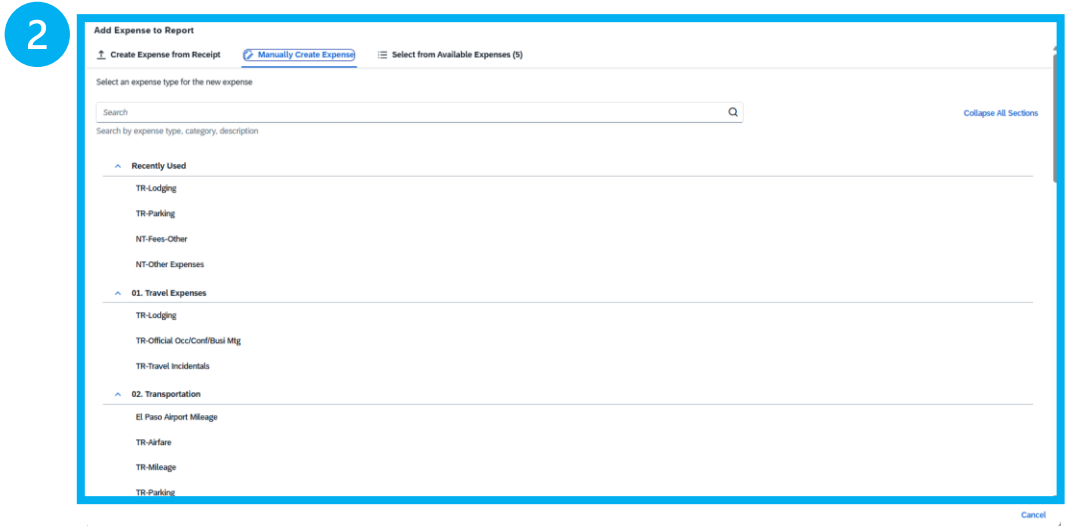
- Click + Add Expense
- Select Create Expense from Receipt
- Upload your receipt and review the expense details before saving

2. Upload receipt by selecting the file.

Creating an Expense Report - Manually Create Expense

Once your expense report is created, there are three options to add expenses.





Option 2:

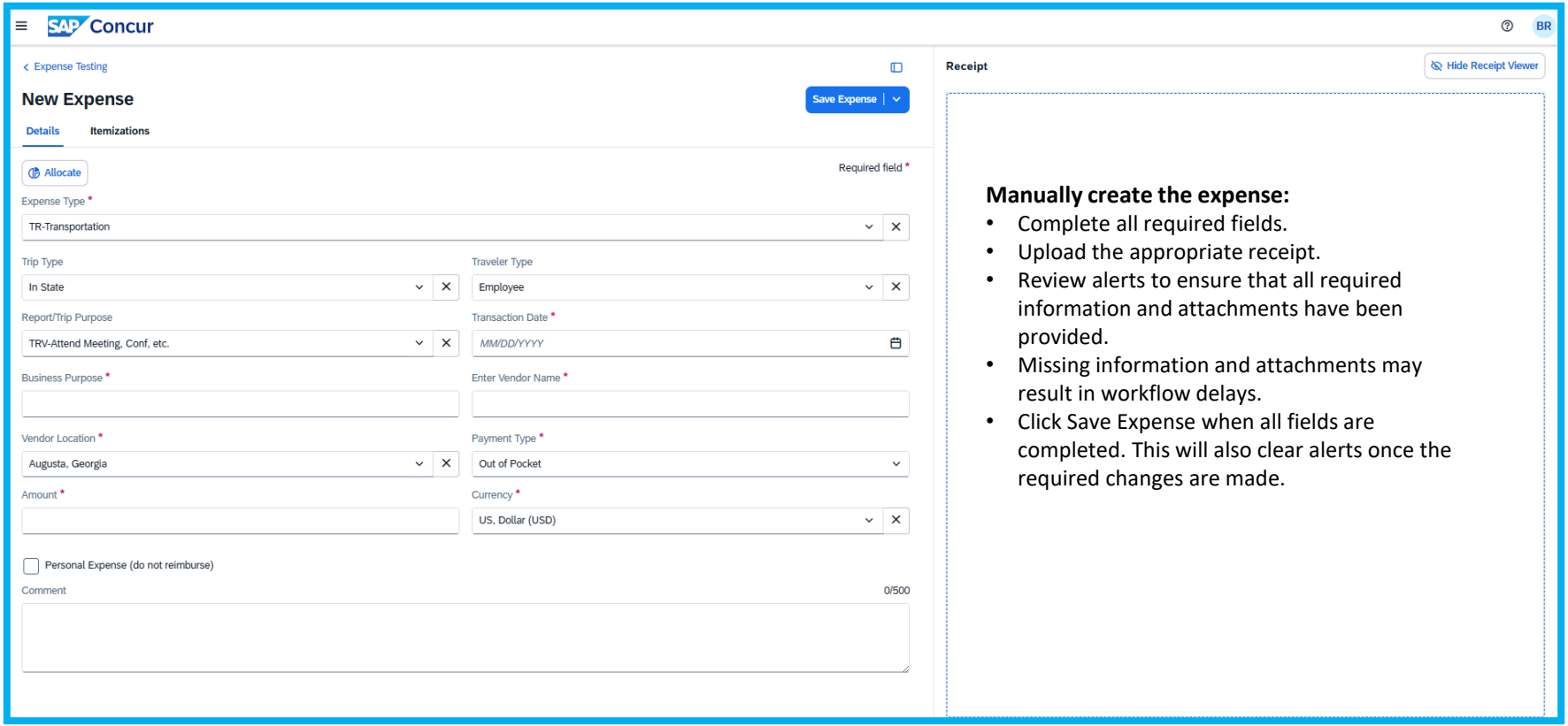
1. Manually Create Expense

- Click + Add Expense
- Select Manually Create Expense

2. Pick an Expense Type.

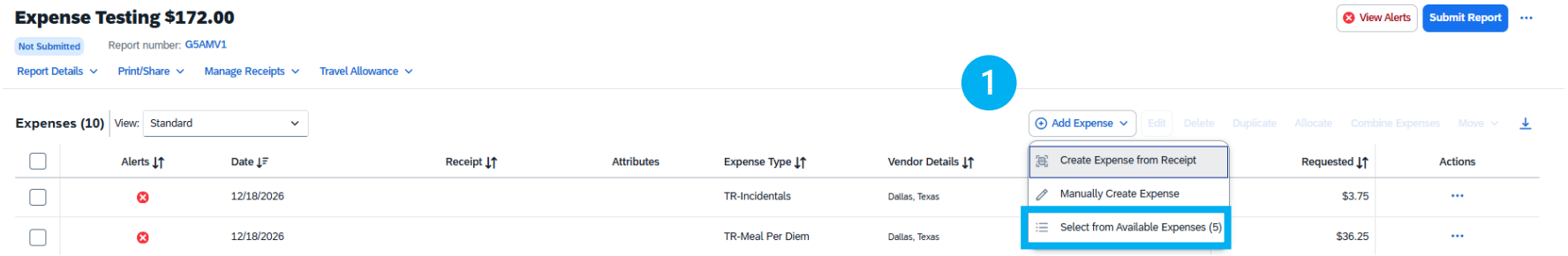
Creating an Expense Report - Manually Create Expense

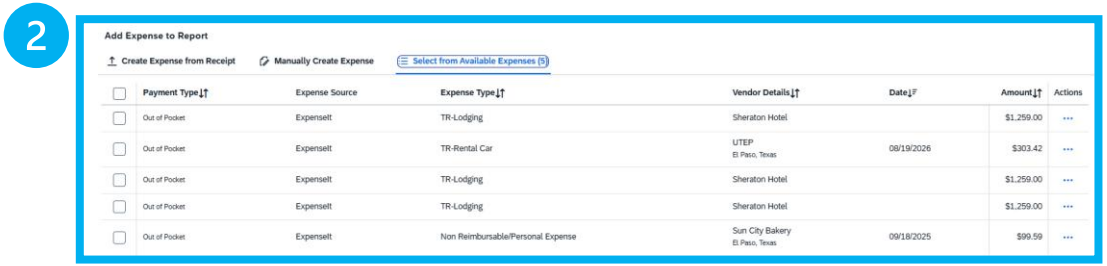
Once your expense report is created, there are two options to add expenses.



Creating an Expense Report - Available Expenses

Once your expense report is created, there are three options to add expenses.





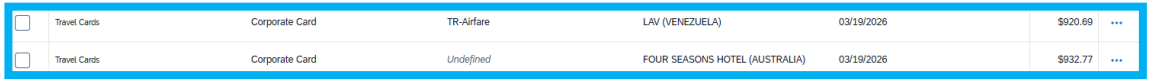
Option 3:

1. Select from Available Expenses (#)

- Click + Add Expense
- Select from Available Expenses

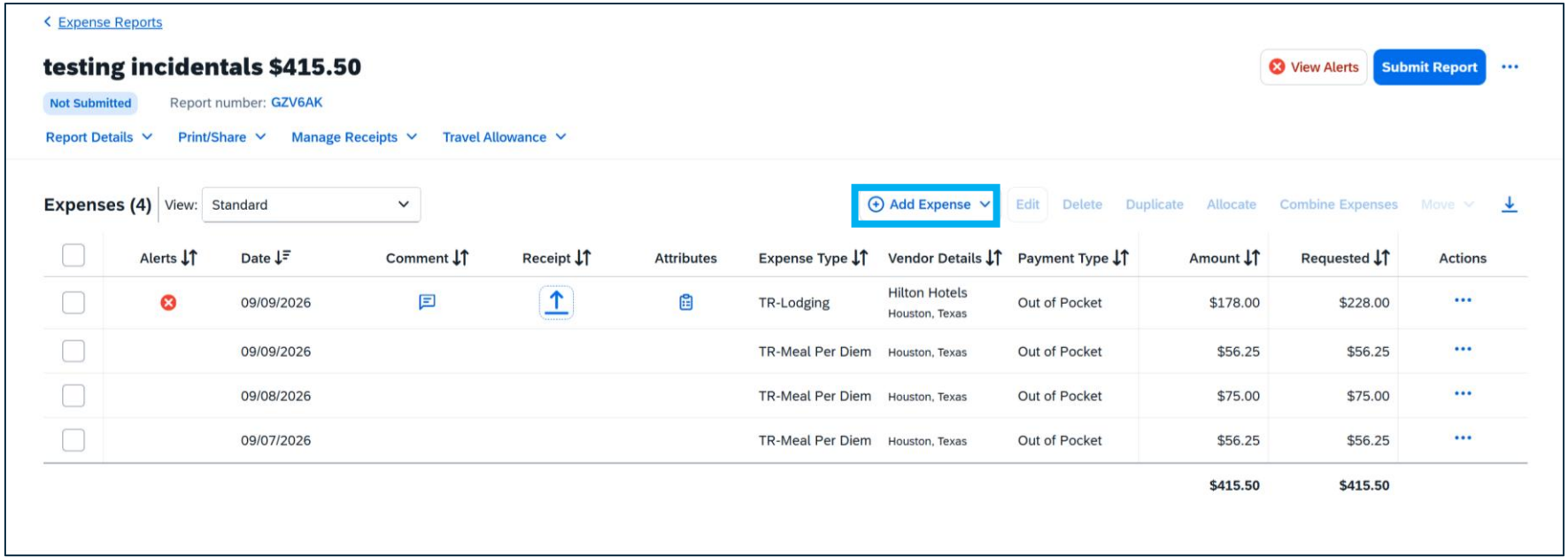
2. Pick from the available expenses listed

- Card Transactions will appear here as well



Adding A Non-Expense Into A Travel Expense Report

- Select **'+ Add Expense'**

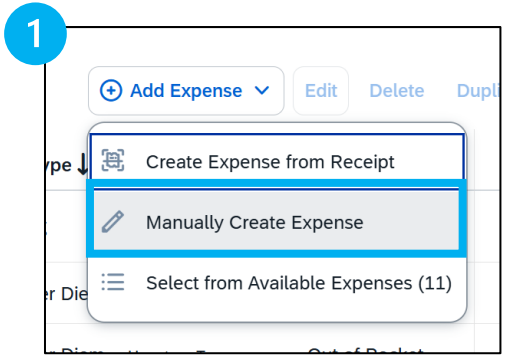


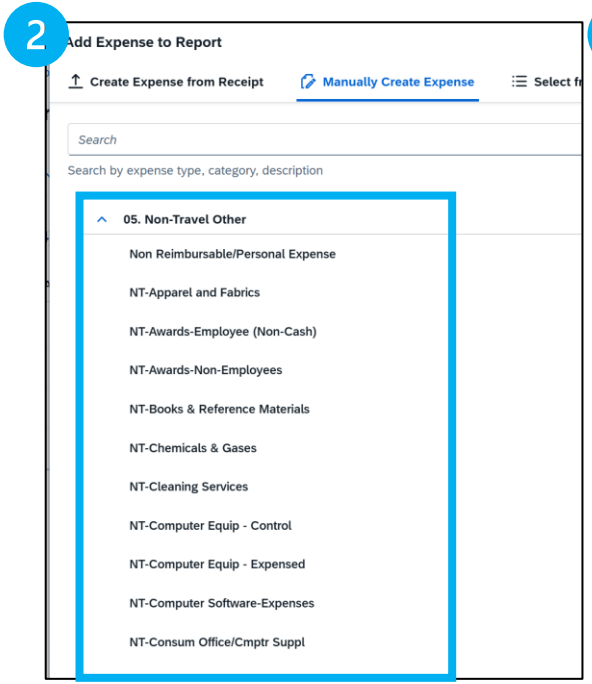
Adding A Non – Travel Expense Into A Travel Expense Report

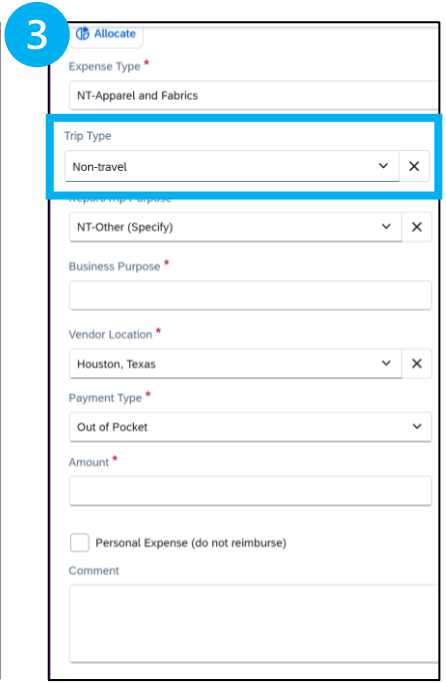
Step 1: Choose Manually Create Expense
From the dropdown options, select **Manually Create Expense**.

Step 2: Select the Appropriate Non-Travel Expense Type
Under the **Non-Travel Other** category, choose the expense type that best matches your purchase.

Step 3: Before entering your expense details, update the **Tripe Type** field to **Non-Travel**. This indicates that the expense is a **non-travel transaction** and ensures the report is categorized correctly.





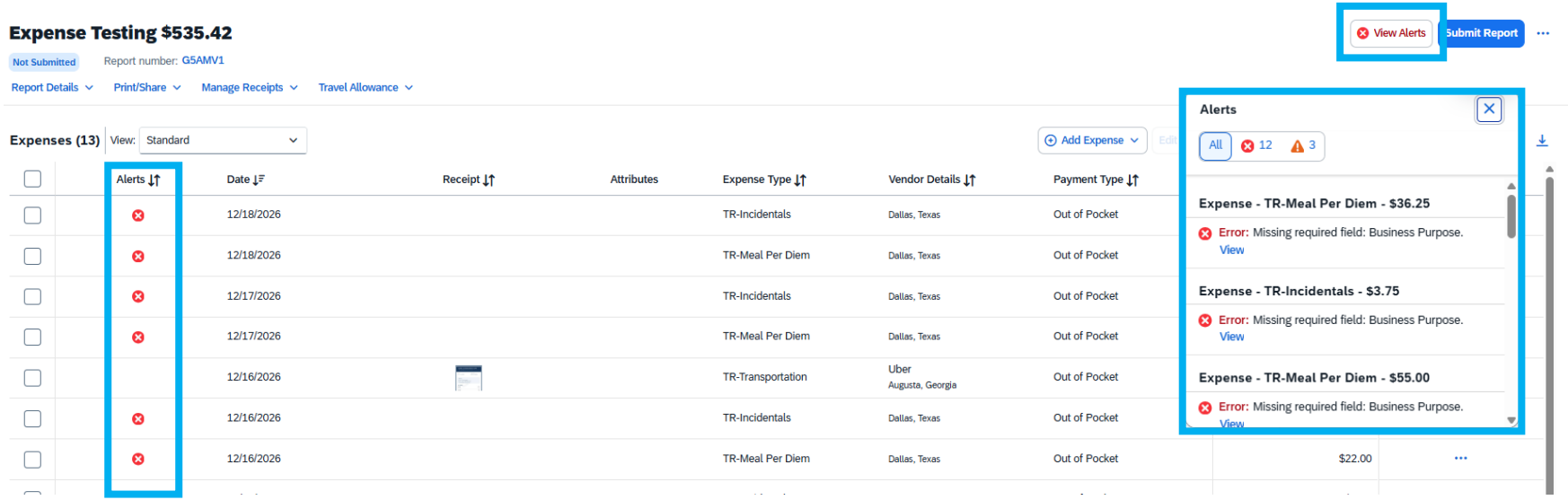


Creating an Expense Report - Alerts

Fix the Errors

Review Alerts

- Check for alerts before submitting your Expense Report.
- Click the **red X alert icon** to view and resolve specific issues.
- Select **View Alerts** to see a summary of all alerts in the report.
- Missing information or attachments may delay processing

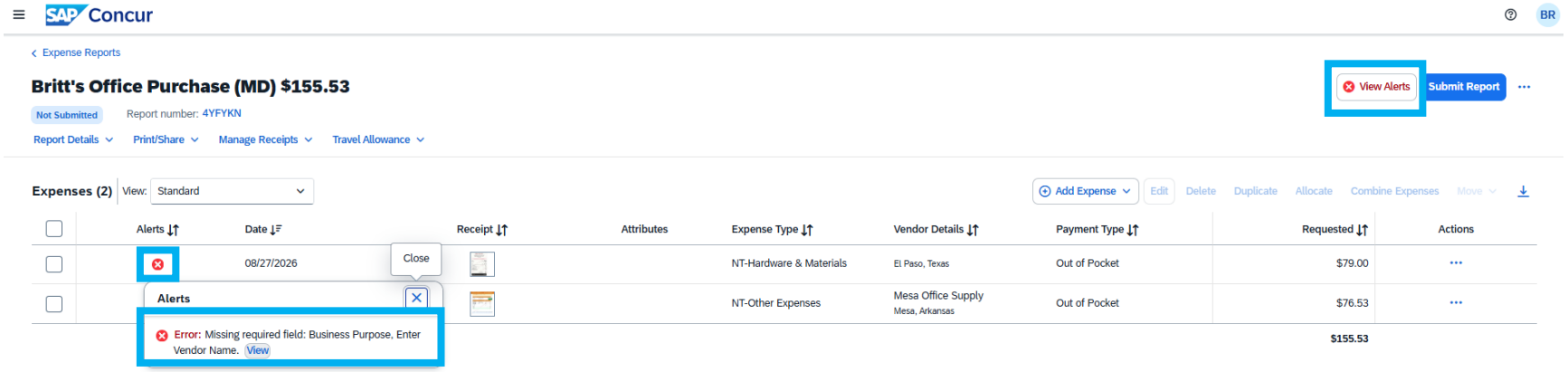


Creating an Expense Report – How to Fix Alerts

Fix the Errors

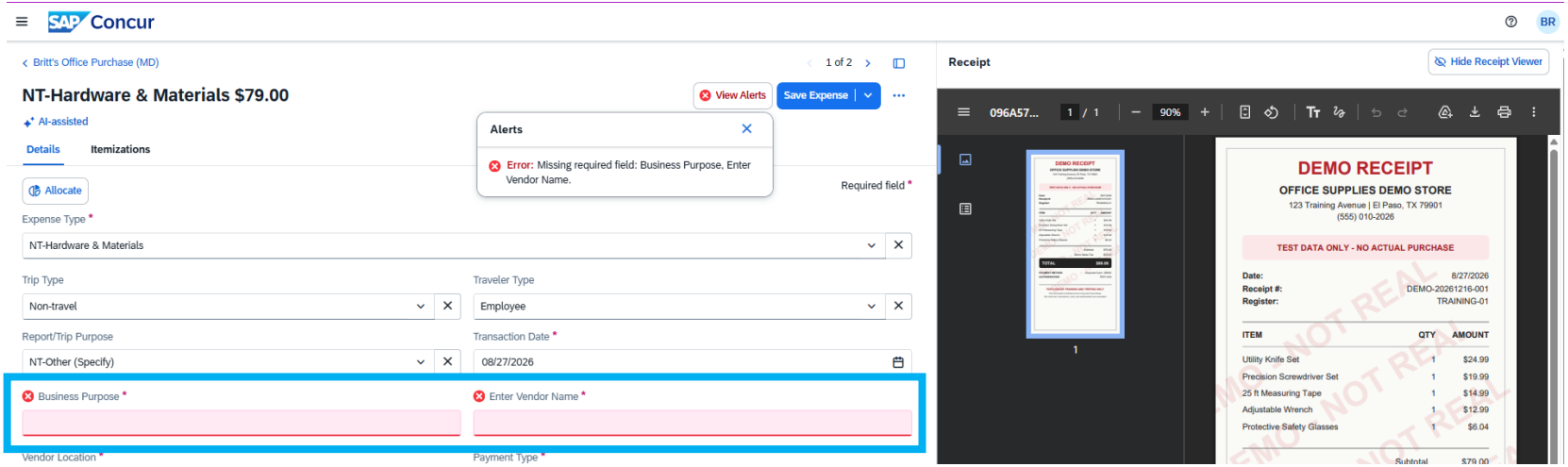
Review Alerts

- Open the expense report that contains the error(s).
- Once the report is open, there are **two ways to view your alerts**:
  - Select the **red X icon** next to the expense entry.
  - Select the **View Alerts button** in the upper-right corner of the report.
- A list of alerts will appear, showing any errors or warnings that need attention.
- Select **View** next to an alert to navigate directly to the issue and make the necessary correction.



Creating an Expense Report - How to Fix Alerts

Fix the Errors



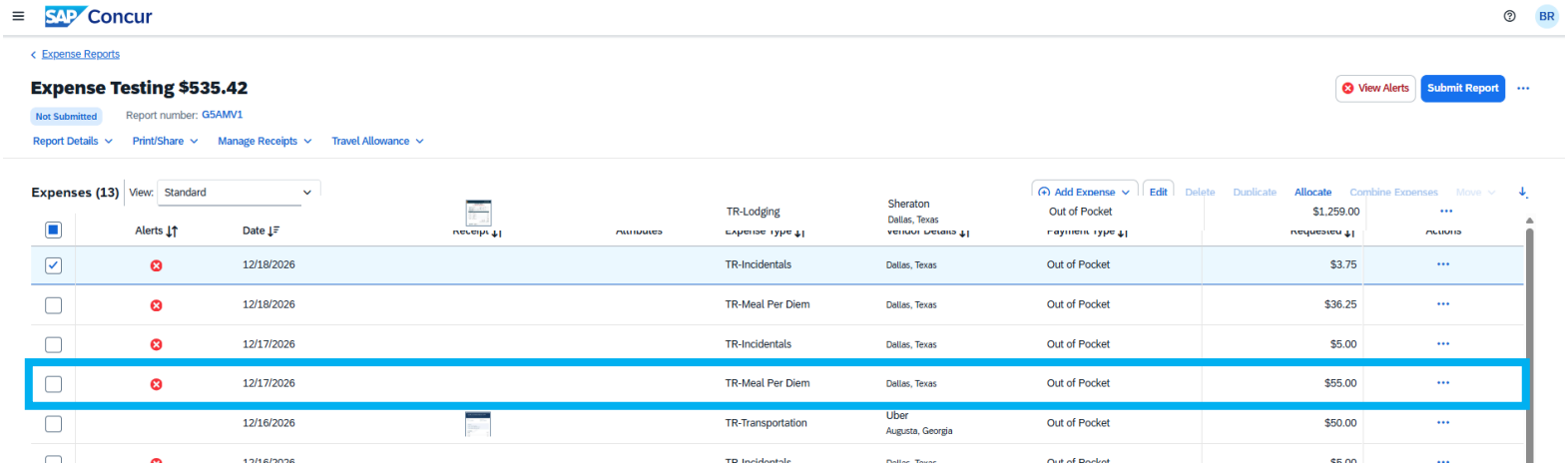
- Selecting **View** will take you directly to the expense entry that requires attention.
- The expense details page will display the alerts and identify the fields that need to be completed or corrected.
- In this example, the required fields are **Business Purpose** and **Vendor Name.**
- After updating the required information, select **Save Expense.**
- Once the expense is saved, the alerts will clear automatically.

Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemized your expenses

- Click on the expense you need to itemize, in this example I will do my lodging.



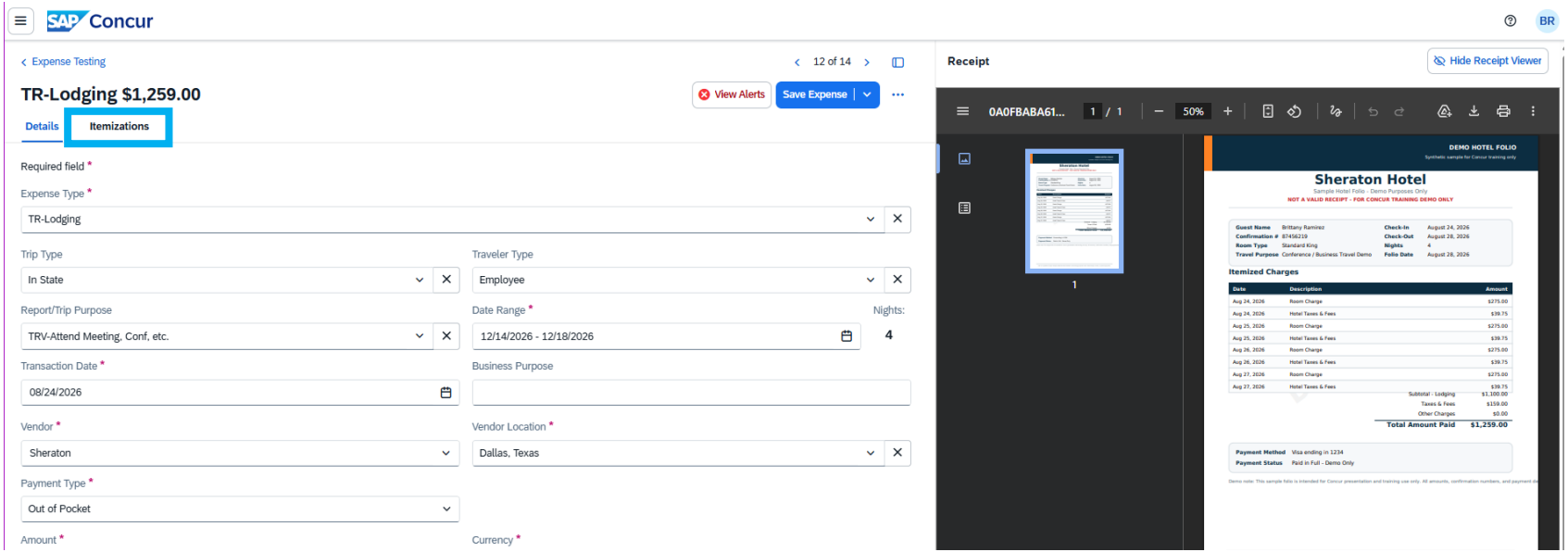
Lodging transactions must be itemized but any other transactions may also be itemized to split between two or more expense types (account codes).

Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemize Your Expenses

- Click on Itemization

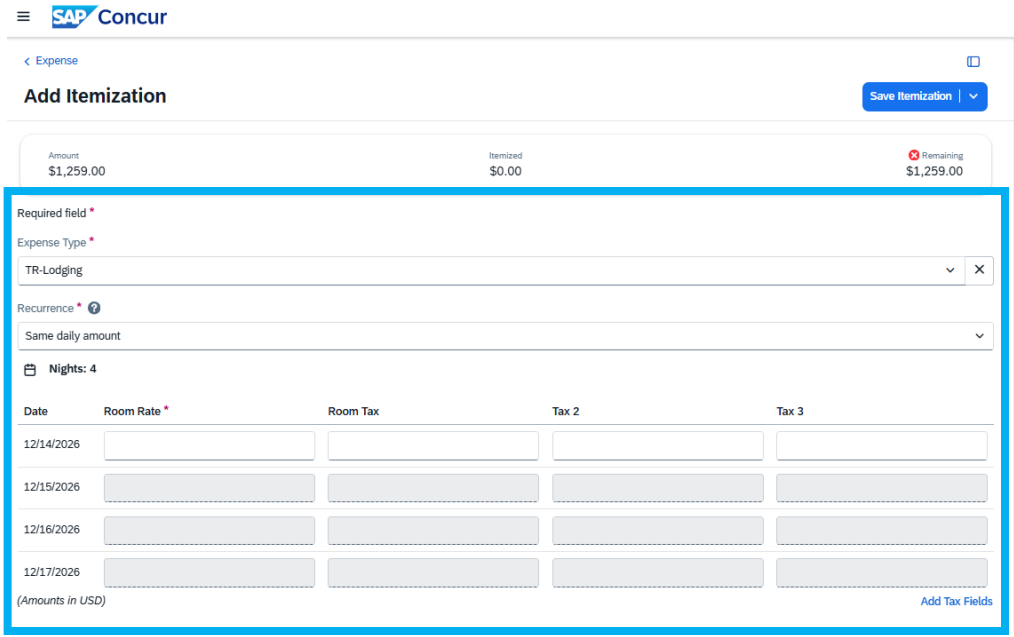


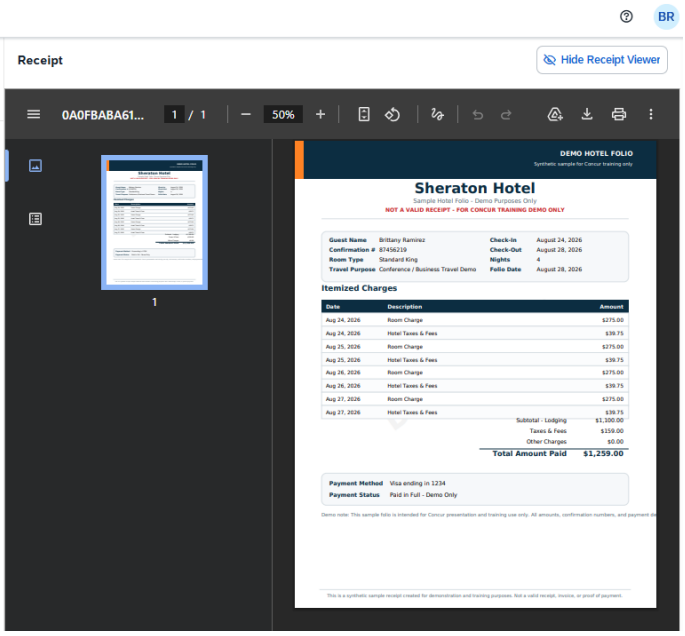
Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemize Your Expenses

- Fill out the expense type, choose your recurrence, and fill in the table below.



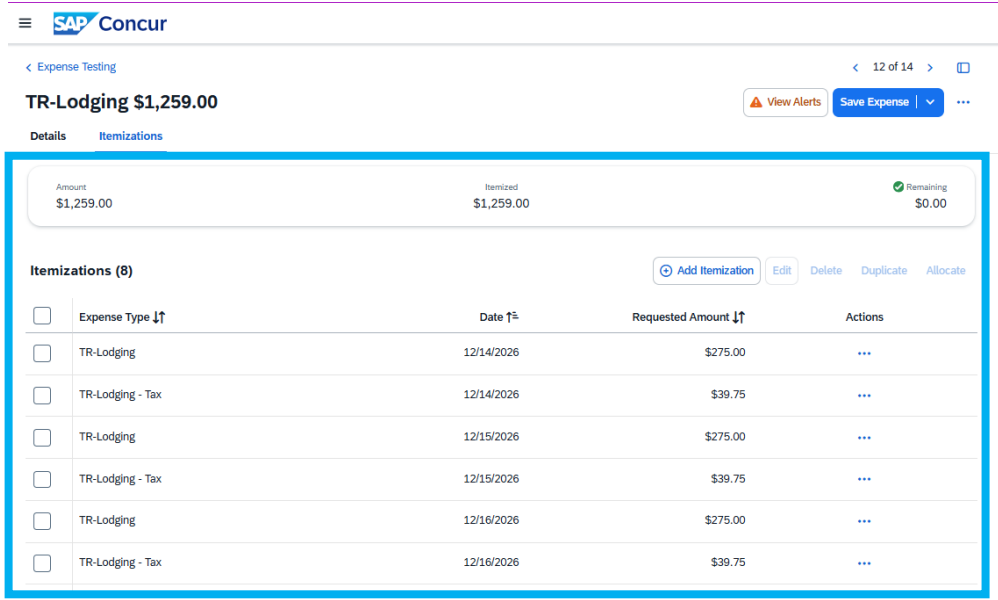


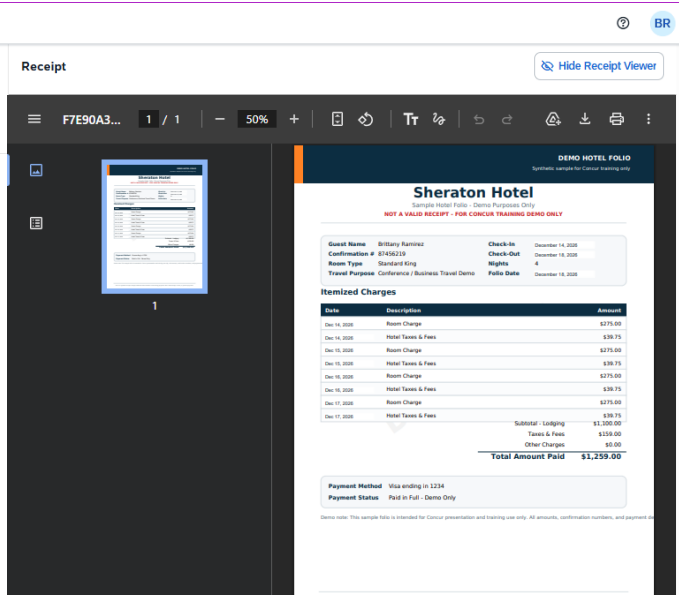
Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemize Your Expenses

- This is the how it looks when you add in the itemizations.
- Click '**Save Expense**'



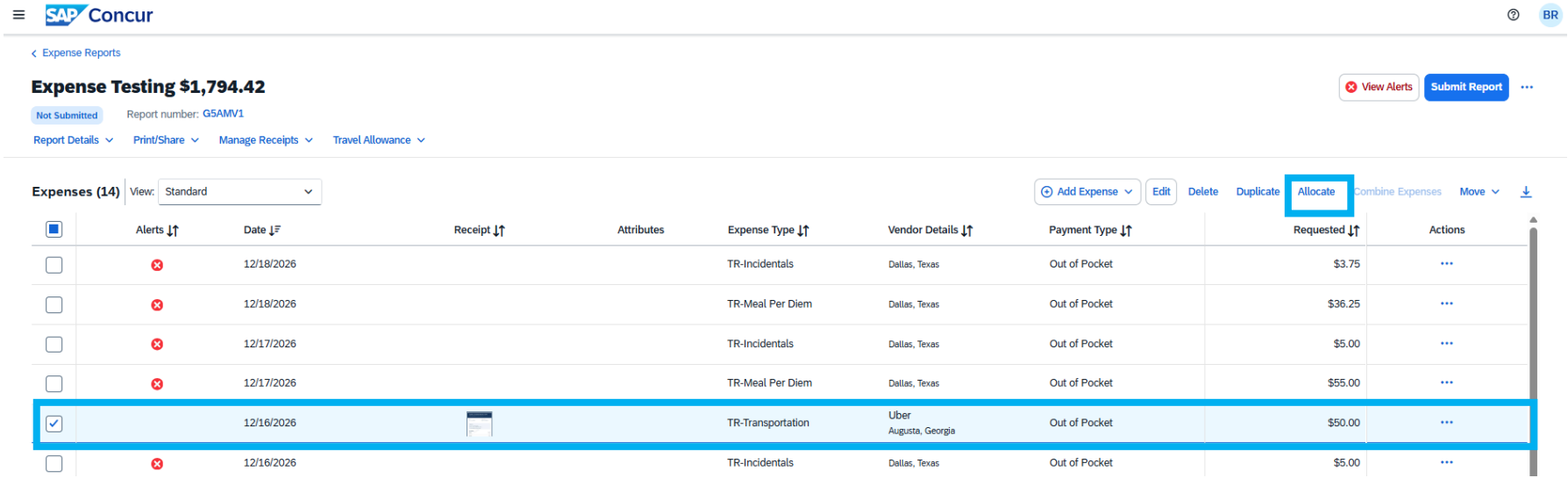


Creating an Expense Report – Adding Allocations

Splitting across funding sources

Allocations

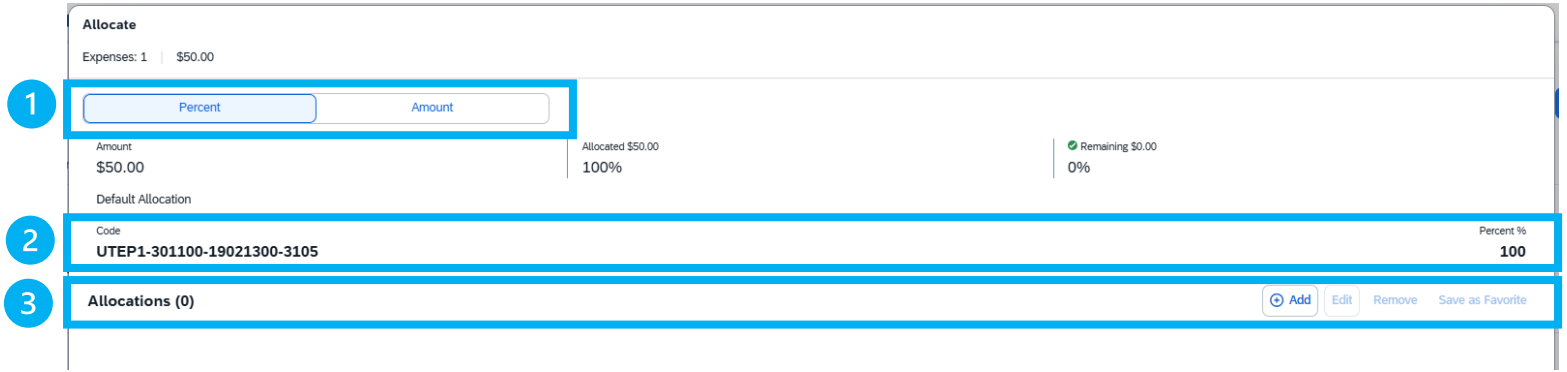
- Select an expense
- Click on ‘Allocate’



Creating an Expense Report – Adding Allocations

Splitting across funding sources

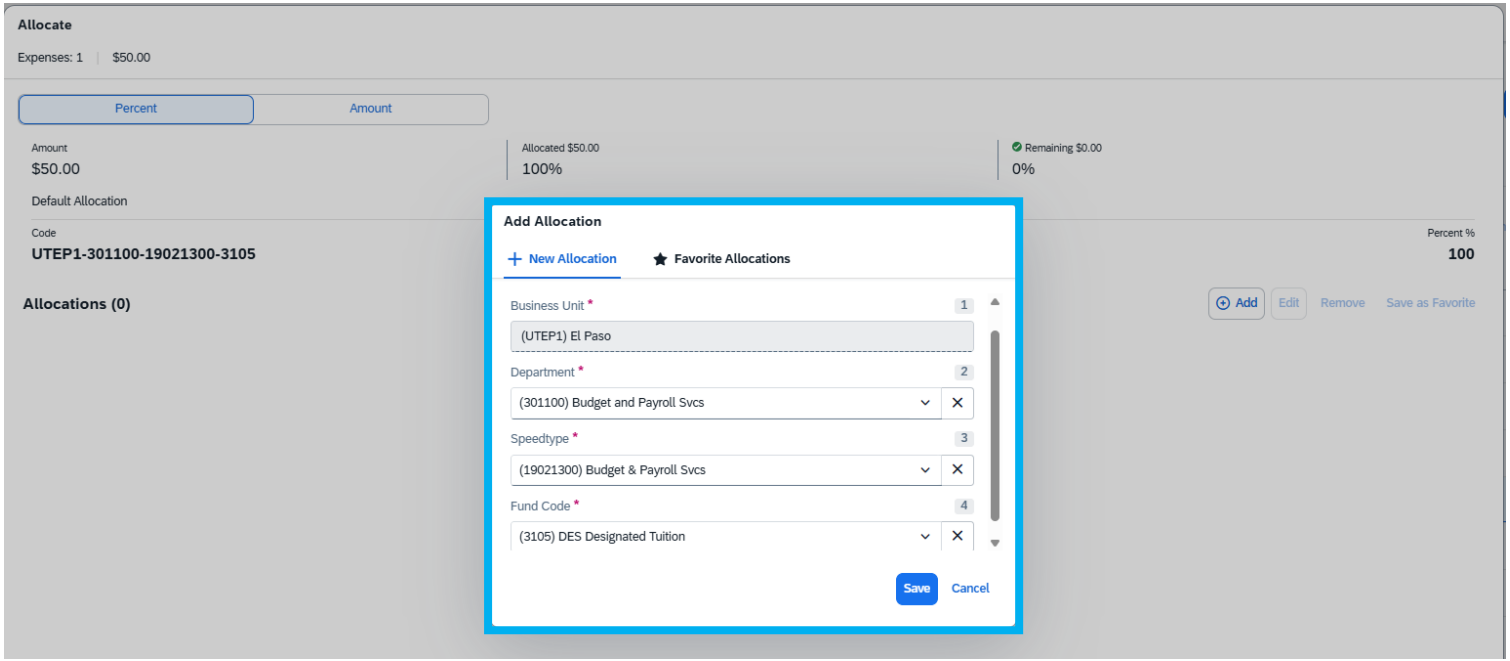
1. **Choose how you want to split the expense**
   - Select **Percent** if you want to divide the expense by percentages (for example, 50% / 50%).
   - Select **Amount** if you want to divide the expense using specific dollar amounts (for example, $25 / $25).
2. **Review the current funding source**
   - Under Code, you'll see the funding source currently assigned to the expense.
   - In this example**, UTEP1-301100-19021300-3105** is the primary funding source.
   - Because it shows **100%**, the entire expense is currently being charged to that funding source.
3. **Add additional allocations**
   - In the **Allocations** section, click **Add**.
   - This allows you to add another funding source and split the expense across multiple accounts.



Creating an Expense Report – Adding Allocations

Splitting across funding sources

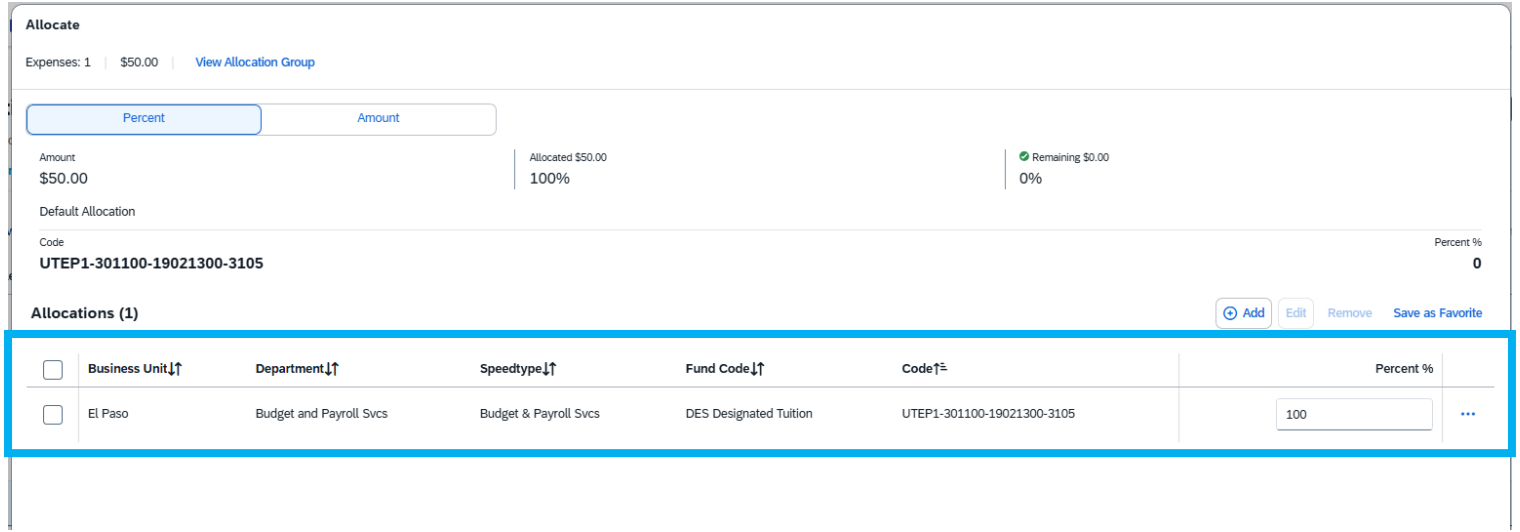
- **Add** in another funding source until the expense has been allocated as needed.



Creating an Expense Report – Adding Allocations

Splitting across funding sources

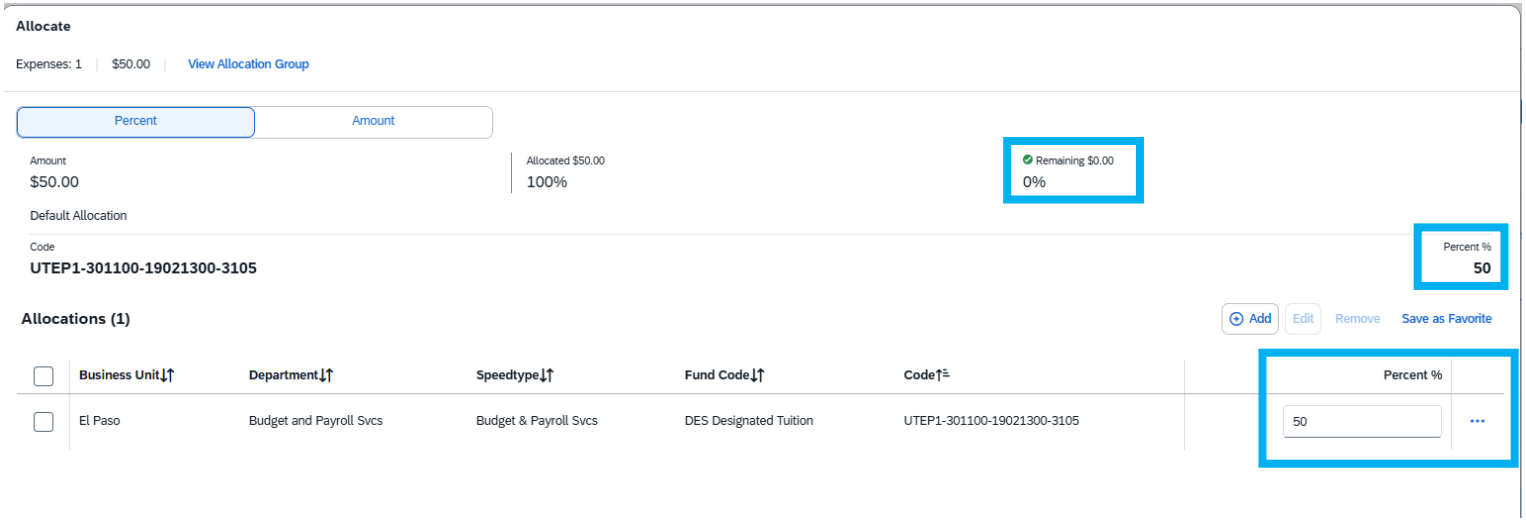
- **Enter the allocation amounts or percentages**
  - Enter the percentage or dollar amount for each funding source.
  - As allocations are added, the original funding source percentage or amount will adjust accordingly.
- **Verify the allocation**
  - Confirm the Remaining Amount displays $0.00 and 0% before saving.
  - This indicates the full expense has been allocated across all funding sources.



Creating an Expense Report – Adding Allocations

Splitting across funding sources

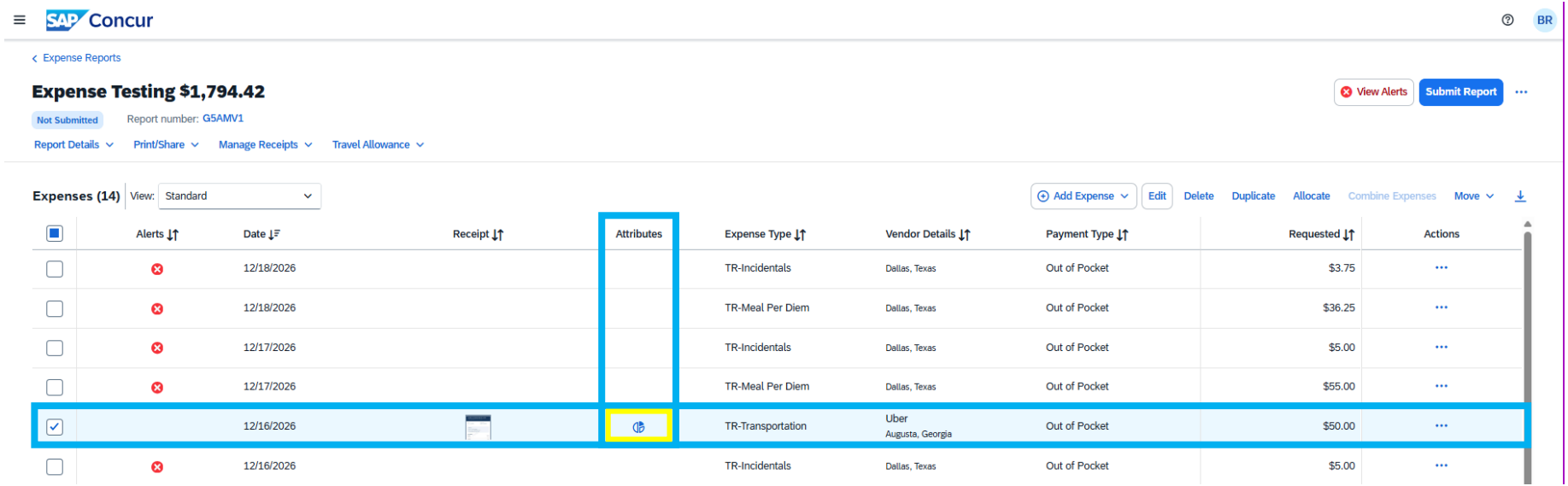
- **Example: 50/50 Split**
  - In this example, the $50 expense is split evenly between two funding sources.
  - The original funding source is charged **50% ($25).**
  - The newly added funding source is charged **50% ($25).**
  - Once the allocation is complete, the **Remaining Amount** should display **$0.00 and 0%.**



Creating an Expense Report – Adding Allocations

Splitting across funding sources

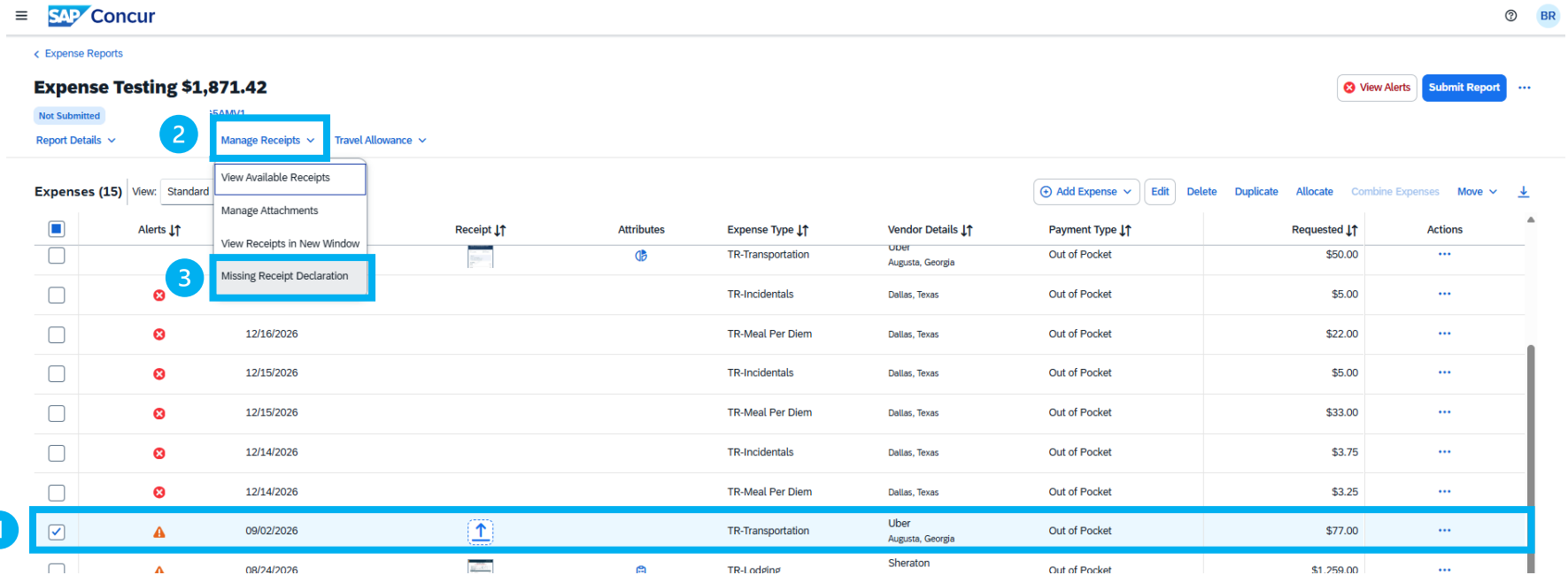
- **Back on the main Expense Report screen, you'll see an allocation icon in the Attributes column.**
  - This icon indicates that the expense has been **allocated across multiple funding sources.**
  - If the icon is present, the expense is not being charged to a single funding source.
  - You can select the expense and click **Allocate** to review or modify the allocation details.



Creating an Expense Report – Missing Receipt Declaration

Lost Receipt?

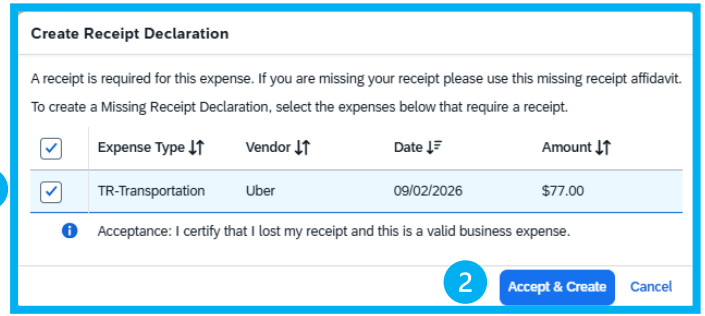
- **Lost a receipt? Concur allows you to submit a Missing Receipt Declaration for eligible expenses charged to a cost center.**
  1. Select the expense that you do not have the receipt for
  2. Click **Manage Receipts**
  3. Select **Missing Receipt Declaration**

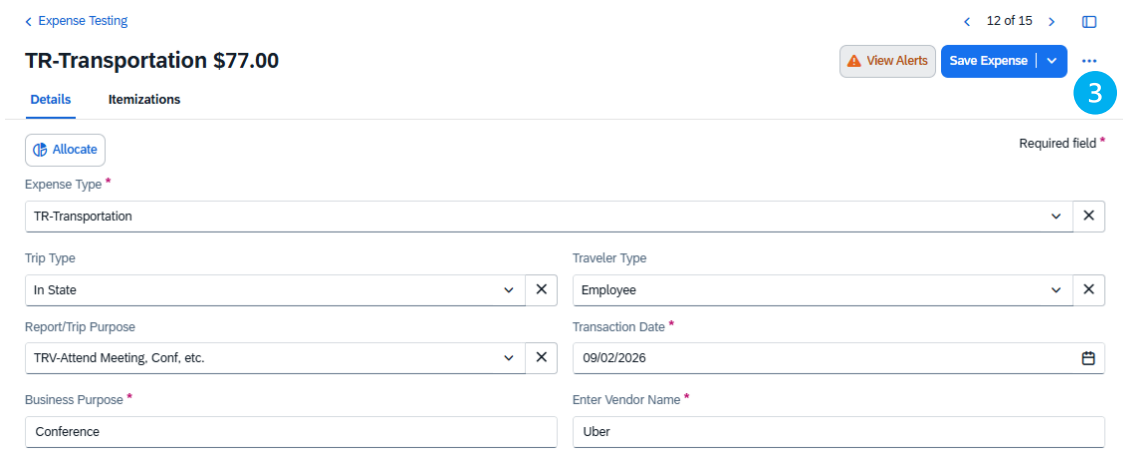


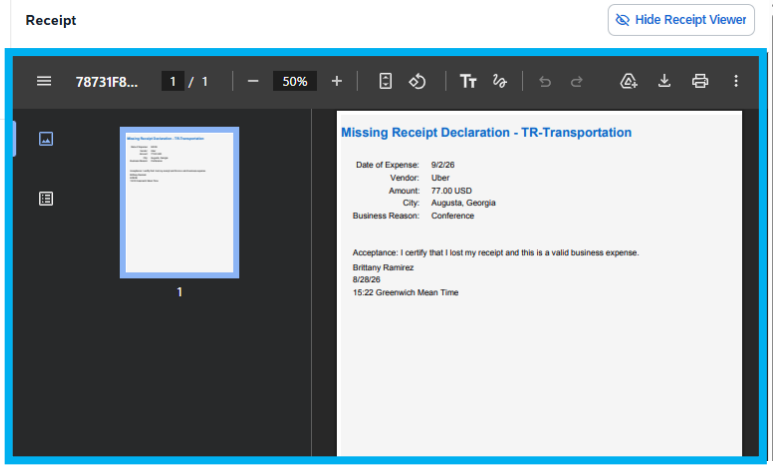
Creating an Expense Report – Missing Receipt Declaration

Lost Receipt?

1. **Select the expense** for which you do not have a receipt.
2. Click **Accept & Create** to generate the Missing Receipt Declaration.
3. The Missing Receipt Declaration will automatically be attached to the selected expense in your expense report.
    - To view the declaration, select the expense and it opens in the Receipt Viewer.







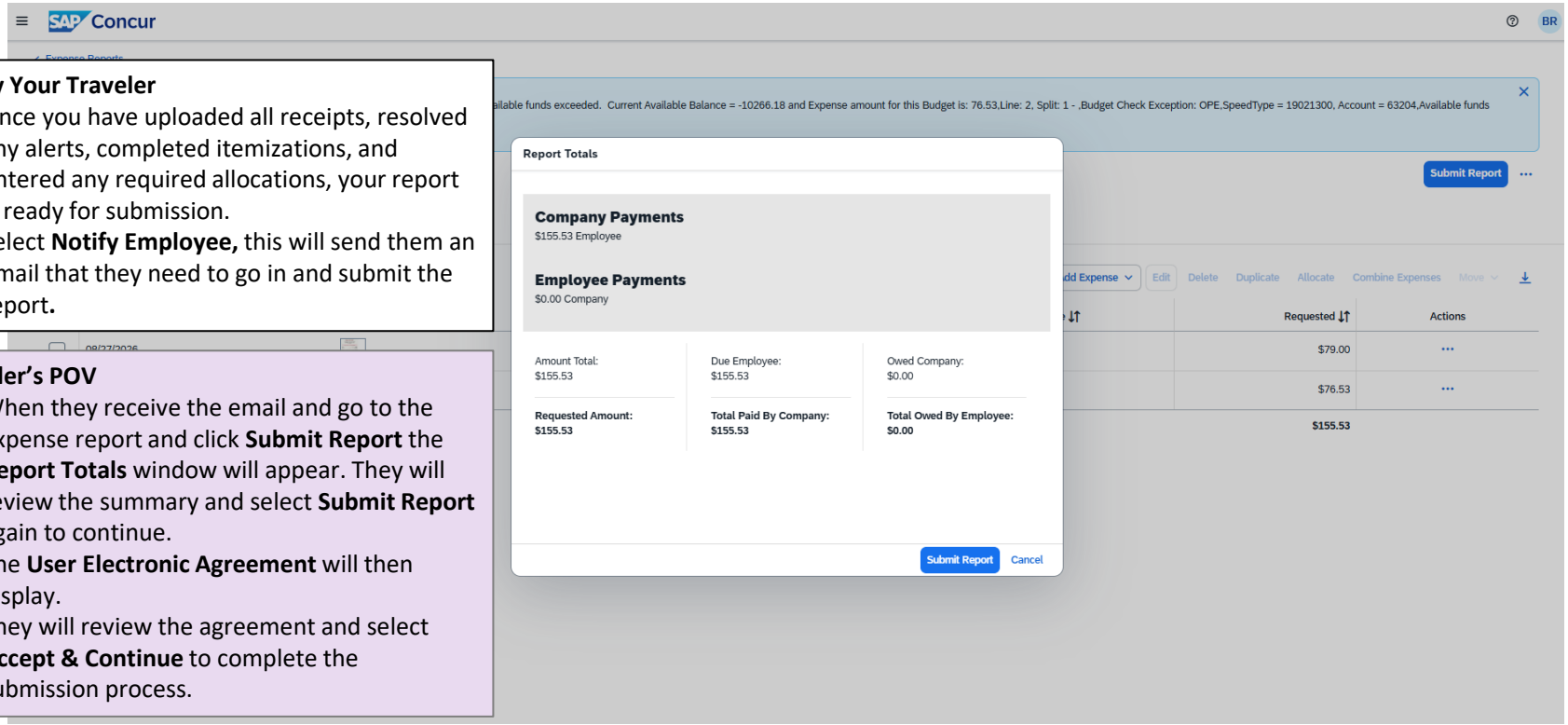
Creating an Expense Report – Review & Notify Traveler for Submission

Notify Your Traveler

- Once you have uploaded all receipts, resolved any alerts, completed itemizations, and entered any required allocations, your report is ready for submission.
- Select **Notify Employee,** this will send them an email that they need to go in and submit the report**.**

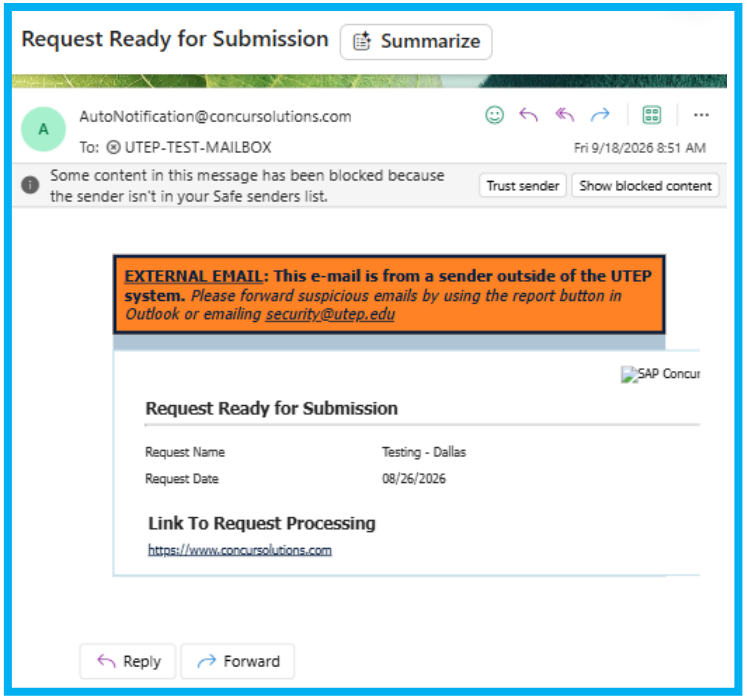
Traveler's POV

- When they receive the email and go to the expense report and click **Submit Report** the **Report Totals** window will appear. They will review the summary and select **Submit Report** again to continue.
- The **User Electronic Agreement** will then display.
- They will review the agreement and select **Accept & Continue** to complete the submission process.



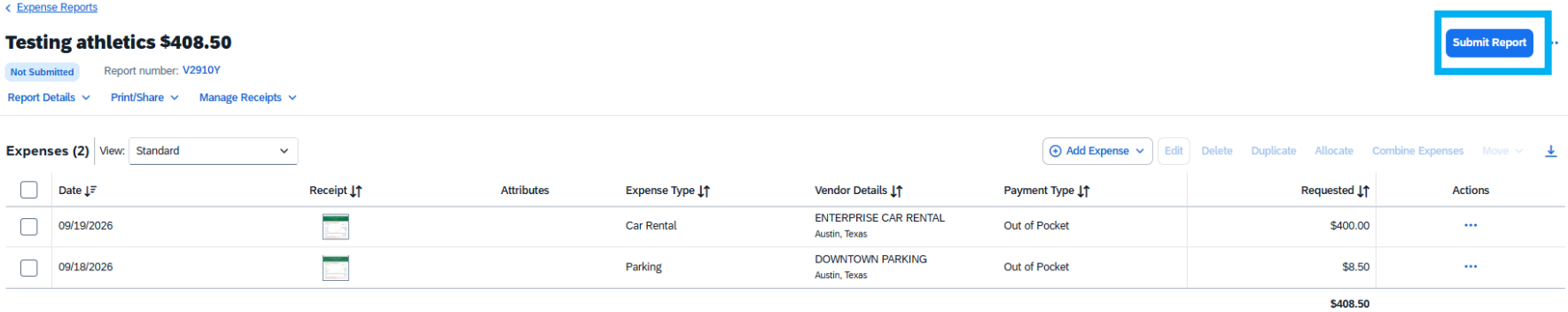
Traveler's Email to Submit Travel Request

Traveler receives this notification via email



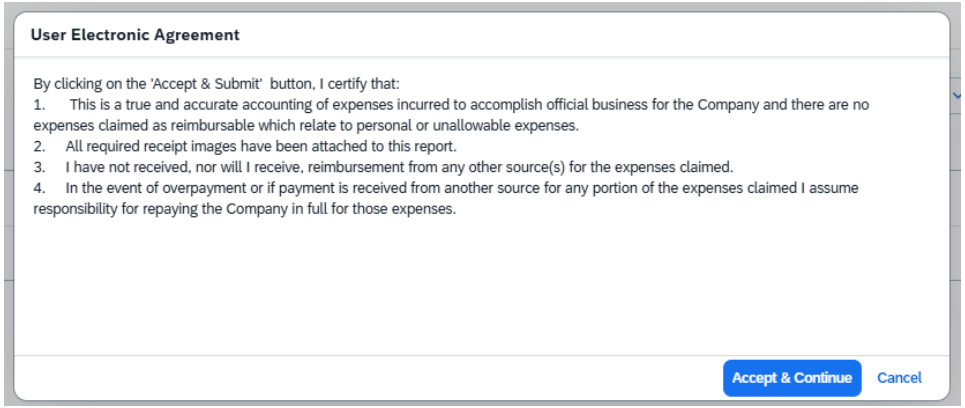
Traveler's POV: Review & Submit

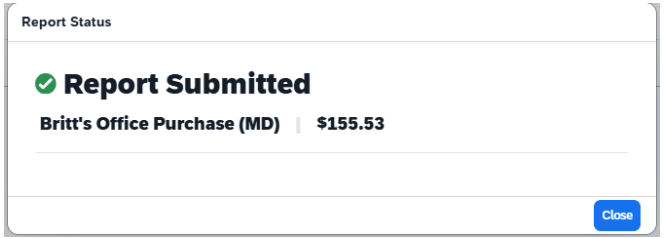
Traveler click link on email and it takes them to the expense report, the can review and submit report.



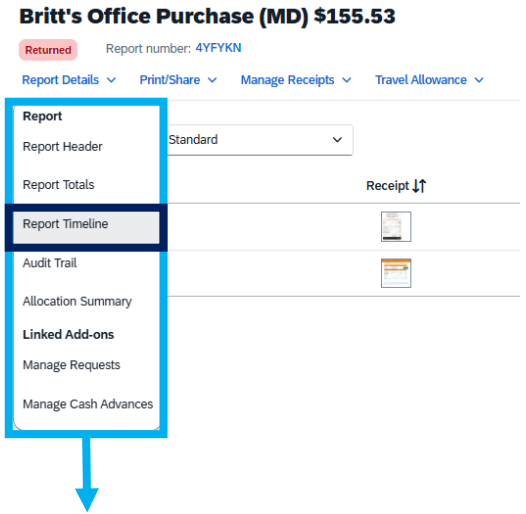
Traveler's POV: Review & Submit

- The User **Electronic Agreement** will appear after they submit the report.
- They will review the agreement and select **Accept & Continue**.
- The report will then be successfully submitted and routed through the approval process.

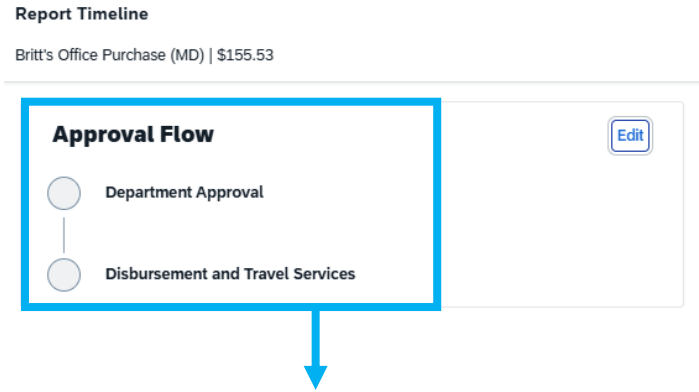




Expense Report - How to check the status



- Within the Expense Report, navigate to the **Request Details** link directly below the Request name.
- Select **Reportt Timeline** from the drop-down menu.

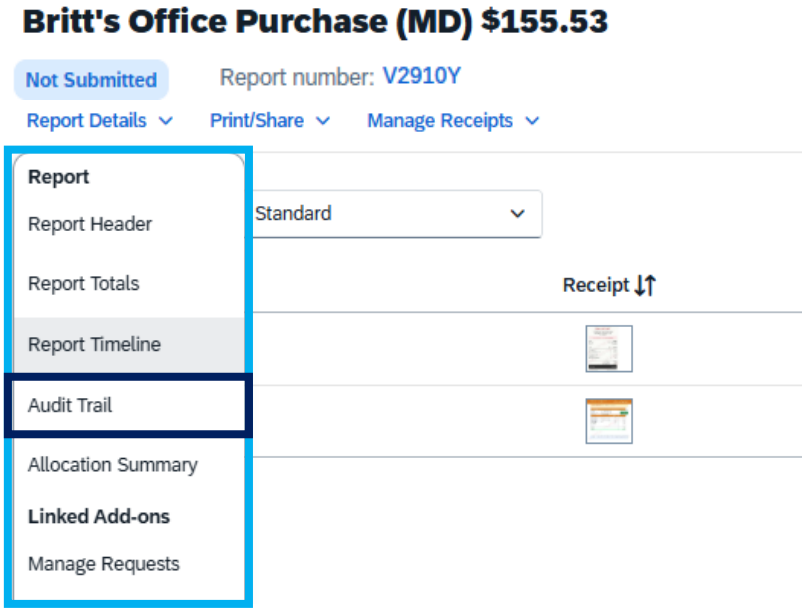


Icon Indicator meaning:

- **Pending approval** step will display a blue clock icon
- **Approved approval** step(s) will display a circle with a blue checkmark
- **Future pending approval** step(s) will display an empty circle.

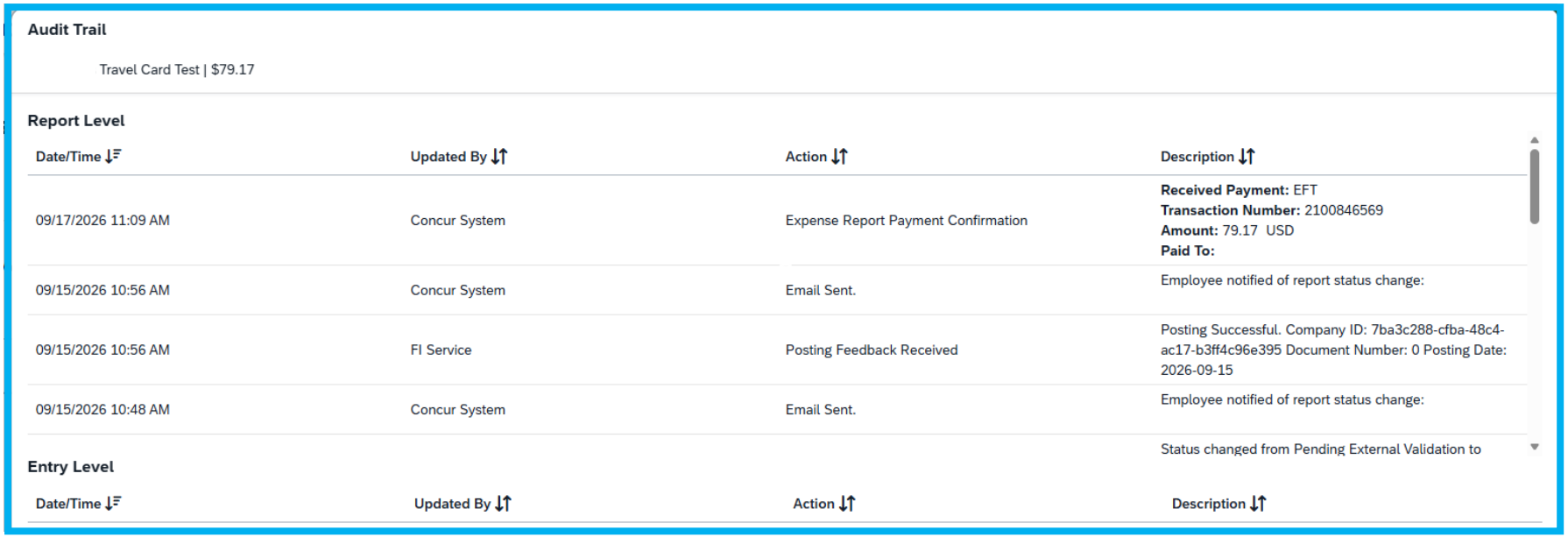
Expense Report –
How to check audit trail & payment information

- Within the Expense Report, navigate to the **Request Details** link directly below the Request name.
- Select **Audit Trail** from the drop-down menu.



Expense Report –

How to check audit trail & payment information



Audit Trail

Travel Card Test | $79.17

Report Level

Date/Time	Updated By	Action	Description
09/17/2026 11:09 AM	Concur System	Expense Report Payment Confirmation	**Received Payment:** EFT **Transaction Number:** 2100846569 **Amount:** 79.17 USD **Paid To:**
09/15/2026 10:56 AM	Concur System	Email Sent.	Employee notified of report status change:
09/15/2026 10:56 AM	FI Service	Posting Feedback Received	Posting Successful. Company ID: 7ba3c288-cfba-48c4-ac17-b3ff4c96e395 Document Number: 0 Posting Date: 2026-09-15
09/15/2026 10:48 AM	Concur System	Email Sent.	Employee notified of report status change:
			Status changed from Pending External Validation to

Entry Level

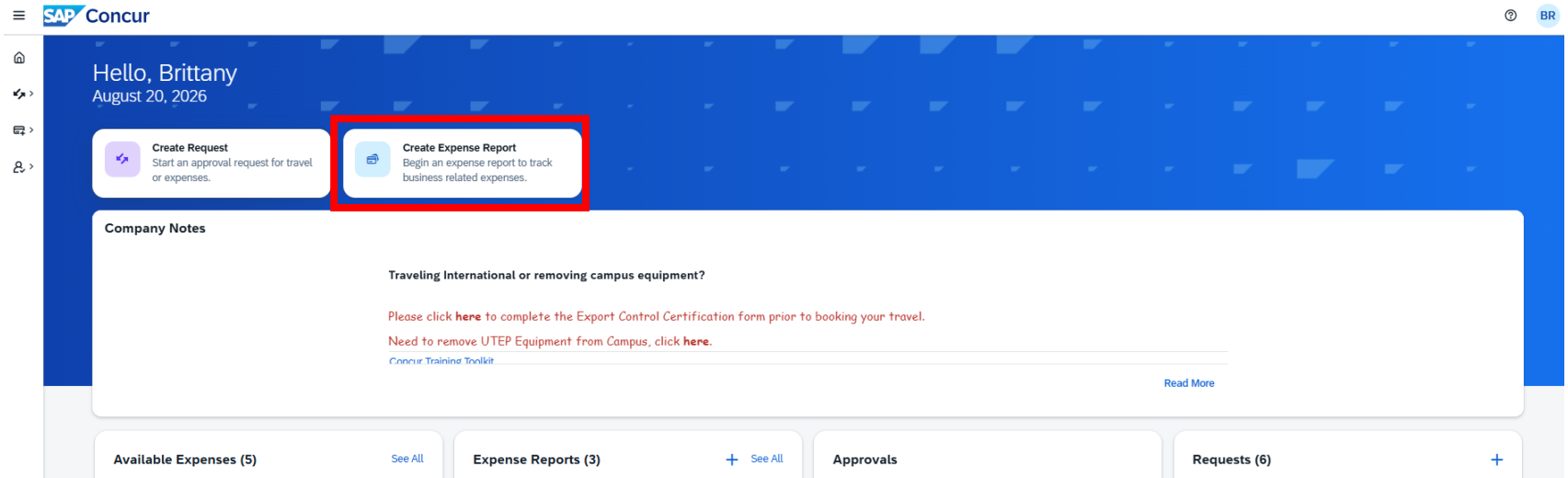
Date/Time	Updated By	Action	Description

Non – Travel Expense Report

Creating a Non – Travel Expense Report

Actual costs, receipts, and reimbursement for travel and non-travel

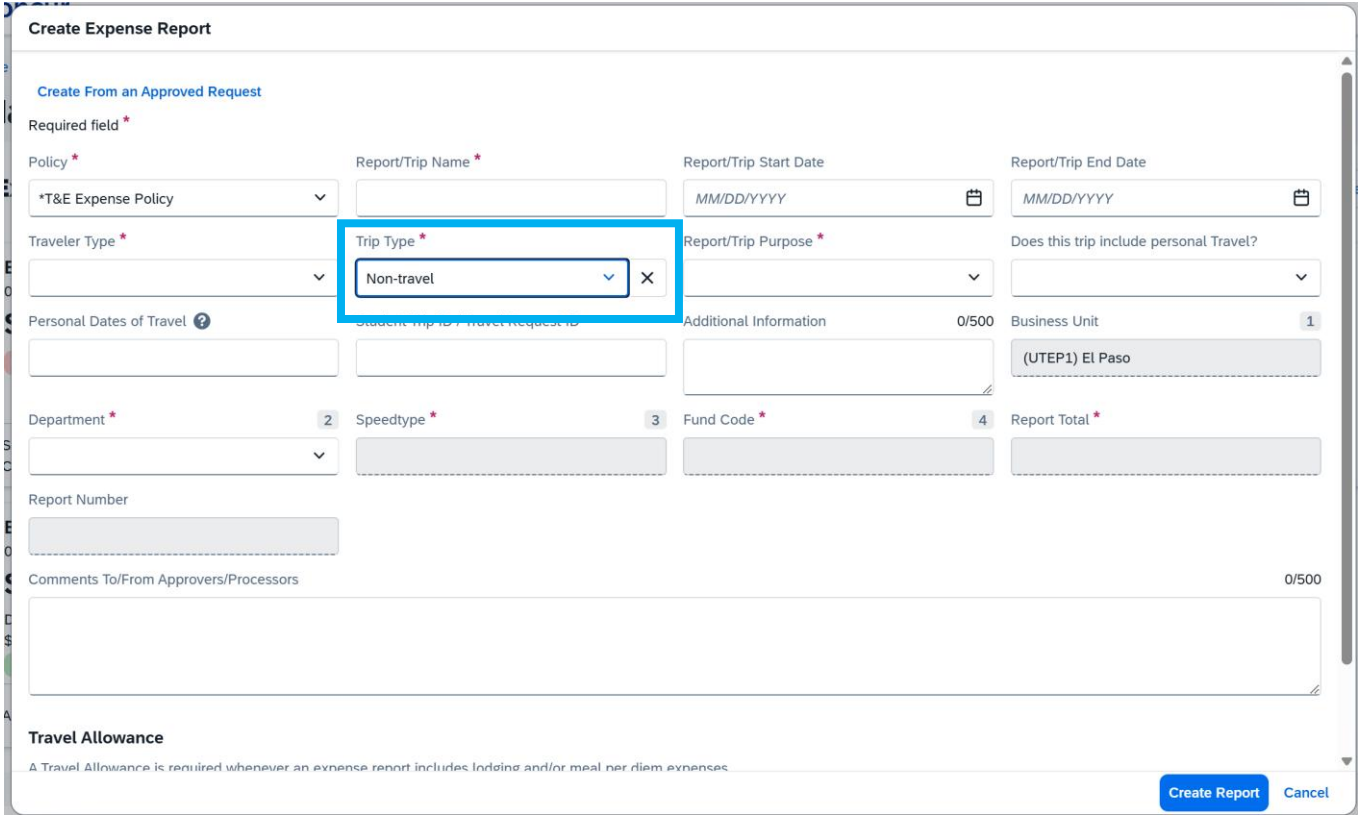
- **Select** Create Expense Report



Creating a Non – Travel Expense Report

- Complete the required header fields.
- **Important:** For **Trip Type**, select **Non-Travel**.
- Once all required fields are complete, click **Create Report**.
- **Complete and Submit**

Add your expenses, review any alerts or exceptions, complete itemizations and allocations if needed, attach any required documentation, and submit the report once everything has been reviewed and validated.



Live Demo

Break for 10 mins

Hands on Training - Expense Report

Your turn — reconcile the trip you requested earlier

Practice scenario

Your Chicago trip is complete. The hotel folio includes room, tax, and a parking charge, and you have added mileage to the airport.

Build an Expense Report that includes:

- A link to the approved Travel Request
- Available expenses imported and coded
- An itemized lodging charge
- Mileage entered with start and end addresses
- Receipts attached to the correct lines

Try these variations

Split the funding
Allocate one expense across two SpeedTypes

Lose a receipt
Use a Missing Receipt Declaration on an item over $50

Exceed a limit
Enter a justification when an audit rule fires

Track it
Find the report timeline and approval history

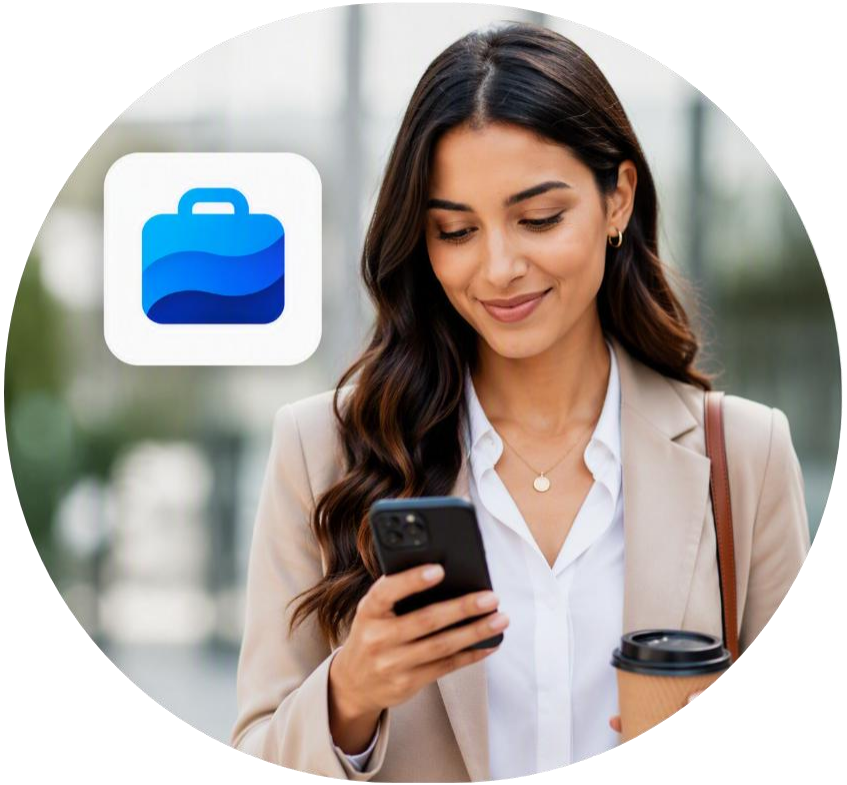
On a project or grant, receipts are required for every expense regardless of amount, and a Missing Receipt Declaration cannot be used.

Mobile App

Mobile Application – download

SAP Concur

App Store



Google Play

What the Mobile App Can Do

Review, submit, capture, approve, and book—on the go.

Review & submit

Review and submit travel requests and expense reports.

Capture & upload receipts

Photograph receipts or upload photos and files.

Approve on the move

Approvers can view pending items and approve in the app.

Book travel

Book flights, hotels, and rental cars from your phone.

Special Travel Scenarios

Four situations that behave a little differently

01

International Travel

Currency conversion and per diem rates are built in — no separate OANDA attachment, and trips can be booked in Concur.

International travel may require additional approvals and reviews, including Export Control and, in some cases, IOC approval.

02

Washington DC Travel

The DC travel notification requirement has not changed. In Concur it appears as an alert with the contact and the form. The alert will not block you from continuing.

03

Student Travel

The Student Affairs approval process is not changing and Student Travel Registry requirements still apply. Enter the Trip ID on the request and report instead of attaching the approval separately.

04

Group Travel

Select the Group traveler type on the request header so the trip is set up correctly from the start, then coordinate documentation for the travelers included.

Questions about student pre-travel approval still go to Student Affairs.

What Happens After Submission?

The three questions users always ask

Where is my report?

The document timeline shows every step and who currently holds it.

Has it been approved?

Approval history lists each approver, the action taken, and the date.

Why was it returned?

The approver's comment travels with the document so you know exactly what to fix.

One answers to all three — the Report Timeline, Audit Trail, and Detail Report

Open Report Details > Report Timeline and Audit Trail to see every step, who holds the document now, each approval action and date, and any returned-with-comment. The same timeline and trail exists for both Expense Reports and Travel Requests.

Open Print/Share > Detailed Report and scroll down to the audit Trail section to see every step, who holds the document now, each approval action and date, and any returned-with-comment

Set the right expectation

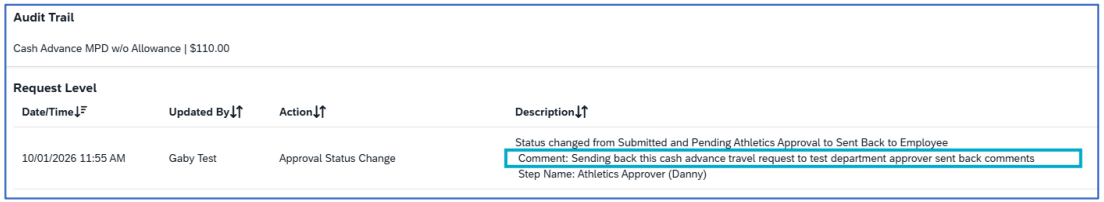
Approved does not mean paid — approved reports flow to PeopleSoft automatically and then wait for the pay cycle.

Why was it returned?

Multiple areas to navigate to look for status updates and comments

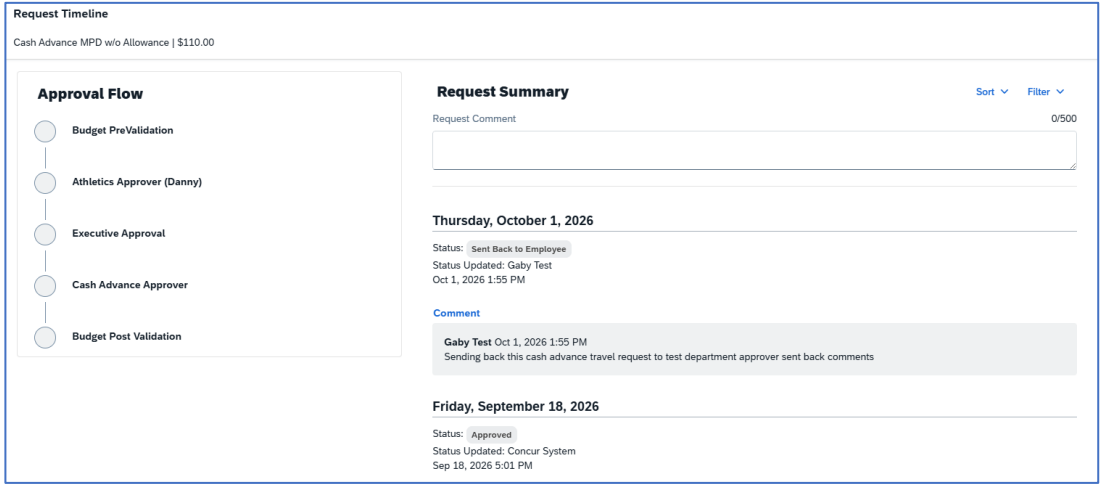
Audit Trail

Open Report Details > Audit Trail to see every step, who holds the document now, each approval action and date, and any returned-with-comment.



Request Timeline

Open Report Details > Report Timeline to see every step, who holds the document now, each approval action and date, and any returned-with-comment.

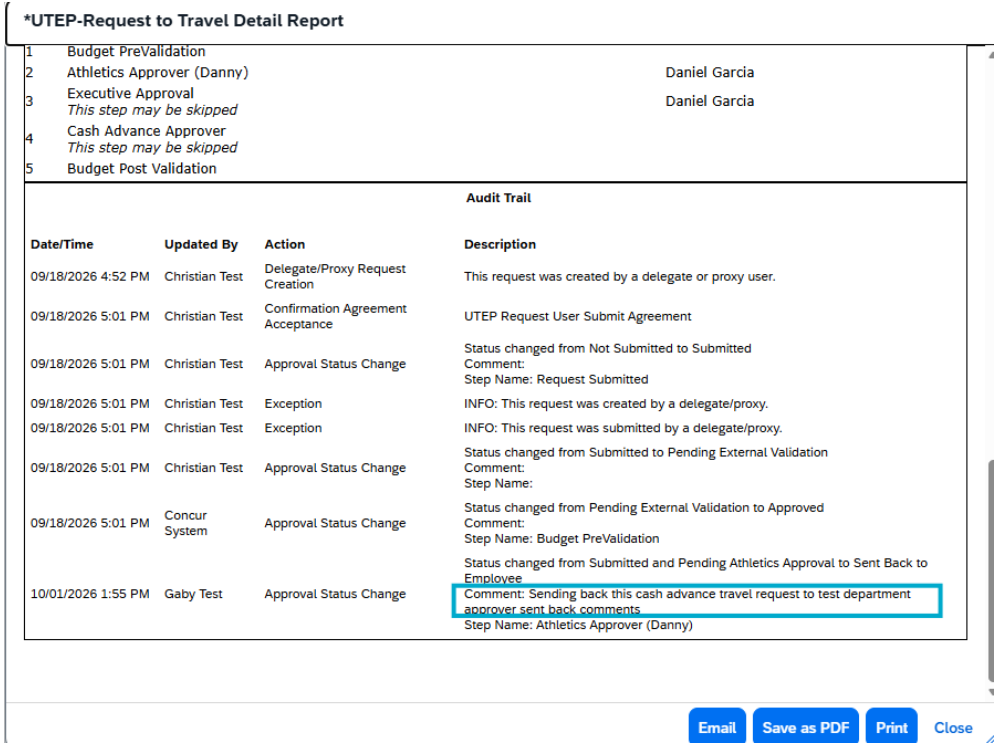


Why was it returned?

Multiple areas to navigate to look for status updates and comments

Detail Report

Open Print/Share > Detailed Report and scroll down to the audit Trail section to see every step, who holds the document now, each approval action and date, and any returned-with-comment



***UTEP-Request to Travel Detail Report**

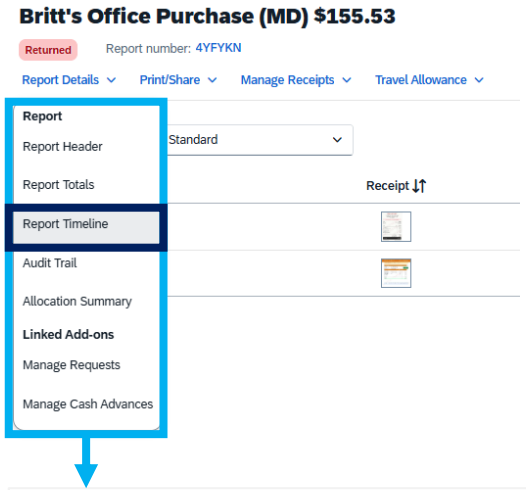
1	Budget PreValidation	
2	Athletics Approver (Danny)	Daniel Garcia
3	Executive Approval *This step may be skipped*	Daniel Garcia
4	Cash Advance Approver *This step may be skipped*	
5	Budget Post Validation	

Audit Trail

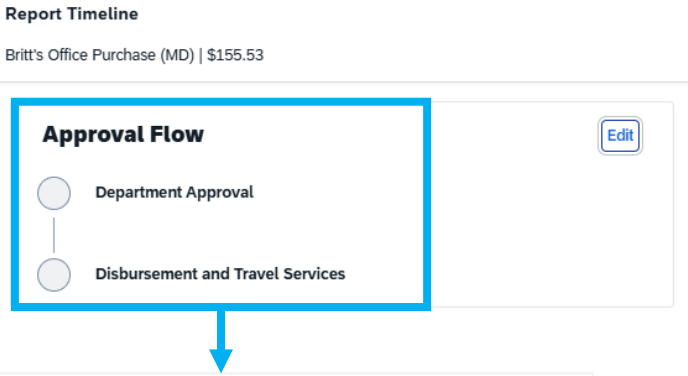
Date/Time	Updated By	Action	Description
09/18/2026 4:52 PM	Christian Test	Delegate/Proxy Request Creation	This request was created by a delegate or proxy user.
09/18/2026 5:01 PM	Christian Test	Confirmation Agreement Acceptance	UTEP Request User Submit Agreement
09/18/2026 5:01 PM	Christian Test	Approval Status Change	Status changed from Not Submitted to Submitted Comment: Step Name: Request Submitted
09/18/2026 5:01 PM	Christian Test	Exception	INFO: This request was created by a delegate/proxy.
09/18/2026 5:01 PM	Christian Test	Exception	INFO: This request was submitted by a delegate/proxy.
09/18/2026 5:01 PM	Christian Test	Approval Status Change	Status changed from Submitted to Pending External Validation Comment: Step Name:
09/18/2026 5:01 PM	Concur System	Approval Status Change	Status changed from Pending External Validation to Approved Comment: Step Name: Budget PreValidation
10/01/2026 1:55 PM	Gaby Test	Approval Status Change	Status changed from Submitted and Pending Athletics Approval to Sent Back to Employee Comment: Sending back this cash advance travel request to test department approver sent back comments Step Name: Athletics Approver (Danny)

Email | Save as PDF | Print | Close

How to check the status of your Request/Report



- Within the Expense Report, navigate to the **Request Details** link directly below the Request name. Select **Request Timeline** from the drop-down menu.



Icon Indicator meaning:

- **Pending approval** step will display a blue clock icon
- **Approved approval** step(s) will display a circle with a blue checkmark
- **Future pending approval** step(s) will display an empty circle.

Approver’s Training

Please visit our Concur site’s training resources to see the approver’s training guides and videos.

Resources & Support

Visit our website: utep.edu/travel/concur

Self-service resources

Training Website
Concur timelines and training materials

Quick Guides
Step-by-step help for common tasks

Videos
Travel Request and Expense Report walkthroughs

FAQs
Updated answers to common questions

Personal support

Office Hours
Drop-in help after go-live, online or in person
Bring a live document to office hours for a walkthrough.

1:1 Support
Personalized help for high-volume users

Questions? Contact our team: travel@utep.edu

What Can You Expect Next?

From August awareness to October go-live, every milestone is designed to build confidence before users touch the system

Oct 19 – 30
Phase I Training
Hands-on training for Phase I participants

Nov 2 - 6
VIP 1:1 Training
Personalized sessions for high-volume users

Nov 2
★ Go Live — Phase I
Phase I divisions launch on Concur — VPBA, VPRI, COS, and Athletics

Nov 16
Feedback Survey Opens
Phase I survey; insights refine Phase II rollout



Thank you!

Concur was designed to help you spend less time managing travel and expenses and more time focusing on teaching, research, service, **and supporting our students**.

