

Travel, Entertainment & Business Expense Requests & Resources

The [Concur Knowledge Base](#) has many tutorials on how to navigate Concur. A summary of the most useful links are outlined below.

Quick overview of Concur

[Concur Overview](#) Video (3:06 min)

Prior to Travel/Event: Submit a Request (Pre-Authorization for travel or entertainment)

- [How to Create and Submit a Request](#) Video (1:56 min)
 - Refer to the Understanding the Header Row video [Understanding a Concur Header](#) Video (1:19 min). Here are examples of fields you will need to fill out: Event/Trip Name (e.g., conference, training, fieldwork), Report Type (Dropdown options), Request/Trip purpose & Business purpose, Request/Trip start and Request/Trip end dates, Destination City/Country, Host Name (For entertainment events)
 - **Expected Expense Screen:** Please list anticipated expenses such as lodging, meals, or registration. This step will save you time when you return from your trip.
- [How to Request a Cash Advance](#) Video (0.33 min)
- [How to Apply a Cash Advance](#) Video (0.54 min)

Returning from Travel: Create an Expense Report (Travel, Entertainment, or Business)

[How to Create an Expense Report from an Approved Request](#) Video (1:33 min)

- FAU (Full Accounting Unit)- This is the account you will be charging for your expenses. Please use dept code MTRL for MRL travel and dept code MCAM for MC-CAM travel.
- Selecting the correct Funding Sub.
 - For Travel- Select sub-5
 - For most other reimbursements- Select sub-3
- [How to Create an Expense Report on Concur Mobile](#) (No video)
- [How to Itemize an Expense on Concur Mobile](#) (No video)
- [Uploading Receipts](#) Video (1:15 min)
- [Uploading Receipts on Concur Mobile](#) Video (1:19 min)
 - The SAP Concur mobile app will allow you to take pictures of your receipts for easy uploading to the Concur system. Please make sure your receipts photos show all of the receipt details, including the itemized expense and payment.
 - Pro Tip: Upload your receipts into Concur before starting your expense report.

Business Expense: (e.g., memberships, miscellaneous expenses)

- [How to create a Business Expense Report](#)
 - The Business Expense cannot create as a pre-authorization request.
 - Business Expense Reimbursements should always be a last resort. Supplies should be procured through **Gateway** or the **Flexcard** whenever possible..

Delegates: How to Assign your Request for Staff Review

- [Delegate Overview](#) Video (1.34 min)
- [How to Add a Delegate](#) (No video)
 - If you do not see the employee you want to add as a delegate, please contact your department manager.