

August 27, 2014

Issue 7

To enter expenses in Concur – you will choose an Expense Type. Each expense has fields of information that are required to be entered which show with a red bar to the left-side of the box. The Payment Type box defaults to – “Out of Pocket” unless the charge is coming from the JP Morgan Chase Travel card then it will default to JP Morgan Chase. The third option for Payment Type is YSU prepaid. See below for guidance on when to use each payment type.

The screenshot shows the 'New Expense' form in Concur. The 'Expense Type' is set to 'Airfare'. The 'Business Purpose' is 'IAC conference'. The 'Payment Type' dropdown menu is highlighted with a yellow circle and set to 'Out of Pocket'. Other fields include 'Transaction Date', 'Vendor', 'Airline Travel Service Code', 'City of Purchase', 'Amount', 'Personal Expense (do not reimburse)', 'Comment', and 'Request'.

#### Out-of-Pocket:

- All out of pocket expenses paid by the traveler such as hotel, taxis, tolls, parking, etc. that will be reimbursed to the traveler.
- Payment of conference fee from a cash advance. (If you received a cash advance to pay a conference fee, you must include the expense on your Expense Report. Leave the payment type as “out of pocket” to reconcile the loan that you received.)

#### YSU prepaid:

- Flights booked through Traveline/Concur that are prepaid by YSU.
- Car rentals booked through Enterprise that are prepaid by YSU.\*
- YSU motor-pool vehicles that are charged back internally by the YSU Grounds Department. \*
- Expenses that are prepaid on the YSU regular p-card (posted outside of the Travel system).

#### JP Morgan Mastercard:

- Charges paid for with the YSU Travel Card. If you use your Travel Card to pay expenses, make sure you wait for those charges to come into Concur before you complete your Expense Report. These charges should always have a Payment Type of JP Morgan Chase.

**Concur T&E system should only be used for reimbursing employees and students for travel expenses. The system should not be used to reimburse for non-travel related events such as webinars with no other travel expenses.**

**\*If you are renting a vehicle from the YSU motor-pool or Enterprise (YSU prepay only) and will have no other reimbursable expenses, after the travel, you can attach a copy of the receipt to the Request and then Close/Inactivate the Request. You do not need to complete an Expense Report. If the charge is on your YSU Travel Card, you must complete an Expense Report in order to reconcile the card charge.**