

# How to submit a reimbursement

FY101 Class Outings

\$10 per student

### Employee Services

Homepage | List of Services | Search



#### Time Services

Review your time balances and plan your time off. Weekly employees can record working time.

Quick Links

[Time Off Request](#)



#### Benefits and Pay

Display the plans in which you are currently enrolled and enroll in new benefit plans. Display your salary statement and your direct deposit information.

Quick Links

[Salary Statement](#)



#### Personal Information

Manage your addresses, emergency contact, personal data, information about family members and dependents and your race and ethnicity data.



#### Work Environment

Display the My Work Environment page to you.



#### Travel and Expense Reimbursements

Review the University's Travel Policy, apply for a Travel Credit Card, and manage Travel and Expense Reimbursements via Concur.



#### Campus Services

Access non-BUworks self-service functions, such as enrollment for FitRec, Parking Permits and Terrier Convenience Plan.

**Log in to BU Works and select 'Travel and Expense Reimbursements'**

**BU** BUworks Central

Home Employee Self-Service Finance ACCT XWalk Reporting Worklist WebGUI Procurement

Overview

**Employee Services Area**

Back

▼ Service Map

 **University Travel Card**  
[Read Travel Card Policy](#)

**Policies and Procedures**  
[Review Travel Policy Page](#)  
[Access a List of Travel Office Contacts](#)

**Concur Travel and Expense Reporting**  
[Manage Business Travel Arrangements and Reimbursements](#)

Select 'Manage Business Travel Arrangements and Reimbursements'

CONCUR Requests Travel Expense App Center Help Profile

**BOSTON UNIVERSITY**  
Hello, MATT

+ Start a Request    **+ Start a Report**    + Upload Receipts    00 Authorization Requests    00 Available Expenses    02 Open Reports

### TRIP SEARCH

Booking for myself | [Book for a guest](#)

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CONTACT THE DESIGNATED GOVERNMENT AGENCY IN YOUR COUNTRY OF CITIZENSHIP FOR PASSPORT/VISA REQUIREMENTS.

TRAVEL INTO U.S. MAY REQUIRE ESTA AUTHORIZATION. FOR DETAILS VISIT THE [THE ESTA WEBSITE](#)

#### Air/Rail Search

Round Trip  One Way  Multi-Segment

Departure City ?

[Find an airport](#) | [Select multiple airports](#)


Arrival City ?

[Find an airport](#) | [Select multiple airports](#)

### ALERTS

**i** **TriplIt** creates instant mobile itineraries for business and personal trips. Simply connect your Concur account to **TriplIt**. [Connect to TriplIt](#) No thanks

**i** 📧 You haven't signed up to receive e-receipts. [Sign up here](#)



Never forget a cash expense again.

[Download Concur](#)

### MY TASKS

**Once you are in Concur, select 'Start a Report'**

## Create a New Expense Report

Report Header

Report Name FY101 Class Trip	Report Key	Trip Purpose Meeting	Travel Classification Domestic	Start Date 08/26/2015	End Date 08/26/2015	<input type="checkbox"/> Spousal Travel Included?	Cost Object (1200480000) CAS OFFICE UNDI	Does this report charge a grant/sponsored program? No
Traveler Type Group	Comment	Destination United States	<input type="checkbox"/> Does this trip involve multiple destinations?					

Then click Next



**Report Name – FY101 Class Trip**

**Trip Purpose – Meeting**

**Travel Classification – Domestic**

**Start Date – Date of Outing**

**Cost Object – 1200480000**

**Traveler Type – Group**

**Destination – United States**

Next >>

Cancel

## FY101 Class Trip

Delete Report

Submit Report

+ New Expense

Import Expenses

Details

Receipts

Print / Email

Expenses

Move

Delete

Copy

View

 Date  Expense  Amount  Requested

Adding New Expense

New Expense

Available Receipts

Expense Type: Business Meals (513500, 513) Transaction Date: 06/26/2015 Business Purpose: FY101 Class Outing Enter Vendor Name: Mike's Pastry City of Purchase: Boston, Massachusetts Payment Type: Out of Pocket

Amount: 38.50 USD

 Personal Expense (do not reimburse)

Comment

 Spousal Travel Included?

Attendees

Attendees: 3 | Attendee Total: \$38.50 | Remaining: \$0.00

New Attendee Advanced Search Favorites Search Recently Used

Attendee Name	Attendee Title	Institution/Co...	Attendee Type	Amount
<input type="checkbox"/> Student 3,		BU	Guest	\$12.84
<input type="checkbox"/> Student 2,		BU	Guest	\$12.83
<input type="checkbox"/> LENGEN, MATT			This User	\$12.83

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save Itemize Allocate Attach Receipt Cancel

**Expense Type** – most likely business meals (but whatever the expense type was)

**Transaction Date** – Date of Outing

**Payment Type** – Out of Pocket

**Attendees** – You must list all of the students as attendees (type can be 'guest')

Step 1

Step 2

Attach your receipt here first, and then click Save.

The itemization is not overly important here. It will auto divide the total among the guests, which is fine.

CONCUR Requests Travel Expense App Center Help Profile

Manage Expenses View Transactions

Print / Email

New Expense

Expense \*

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

**Final Review**

**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 Boston University 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 Boston University in full for those expenses.

Amount	Requested
\$38.50	\$38.50

**01. Travel Expense**  
 Accommodations  
 Hotel Internet Fee  
 Hotel Phone/Fax  
 Incidentals (513500, 513700)  
 Laundry (513500, 513700)  
 Miscellaneous Transportation (513500, 513700)

**02. Transportation**  
 Airfare (513500, 513700)  
 Airline Fees (513500, 513700)  
 Car Rental (513500, 513700)  
 Fuel (513500, 513700)  
 Mileage (513500, 513700)  
 Parking/Meters (513500, 513700)  
 Public Transport (513500, 513700)  
 Taxi (513500, 513700)

**04. Office Expenses**  
 Office Supplies (510030)  
 Printing/Photocopying/Stationery (510030)

**05. Fees**  
 Currency Exchange Fees (513500, 513700)  
 Passports/Visa Fees (513500, 513700)

**06. Other**  
 Books/Periodicals (513400)  
 Conference Registrations (513900)

**07. Other**  
 Materials (510010)  
 Meetings (513910)  
 Non Reimbursable/Personal Expense (140400)  
 Professional Subscriptions/Dues (513940)  
 Tips/Gratuities (513500, 513700)

**08. Facilities**  
 Consumable Supplies - Facilities Maintenance (510070)  
 Contracted Services - Facilities Maintenance (515560)  
 Contracted Services - Rubbish (515561)  
 Equipment Rental - Lease (511800)  
 Facilities Conference Fees Paid (513940)  
 Major Construction Permits - Fees (535172)  
 Permits (535170)  
 Routine Permits Inspections - Fees (535171)  
 Unclassified Expense - Facilities Only (519999)

AMOUNT	TOTAL REQUESTED
\$38.50	\$38.50

**Make sure everything looks right, and submit your request. It will be sent to Stacy Ulrich for review, before the final check is cut and mailed to you.**