

How to submit a reimbursement

FY101 Class Outings

\$15 per head

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 Work Environment page to view your work environment information.



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

RequestsTravelExpenseApp Center

Help

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

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

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

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 New Report

Report Name *

FY101 Class Outing

Trip Purpose *

Local Meeting Expense

Travel Classification *

Domestic

Start Date *

09/06/2023

End Date *

09/06/2023

Report Total

☐ Spousal Travel Included?

Cost Object *

(1200480000) CAS OFFICE UNDERGRAD PROGF

Does this report charge a grant/sponsored program? *

No

Traveler Type *

Group

Destination *

*United States

☐ Does this trip involve multiple destinations?

Comment

Student Attendees Included: Paula Abdul, Vanilla Ice, Cody Srouse and Dylan Srouse

Create Report

Report Name: "FY101 Class Outing"
Trip Purpose: "Local Meeting Expense"
Cost Object: 1200480000 (CAS Student Programs)
Traveler Type: "Group"
Comment: Include the names of all of the students who attended.

Then click,
"Create
Report"

CONCUR Requests Travel **Expense** App Center Help

Profile

Manage Expenses View Transactions

Print / Email

Amount Requested

\$38.50 \$38.50

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.

Accept & Submit Cancel

Recently Used

Business Meals (513500, 513700)

Airfare (513500, 513700)

All Expense Types

01. Travel Expenses

Accommodations (513500, 513700)

Hotel Internet Fees (513500, 513700)

Hotel Phone/Fax (513500, 513700)

Incidentals (513500, 513700)

Laundry (513500, 513700)

Miscellaneous Travel (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)

Printing/Photocopying/Stationery (510030)

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)

COUNT TOTAL REQUESTED

1.50 \$38.50

Add the receipt, then check all details and choose “Accept & Submit”. The report will go to your supervisor for approval first and then to Stacy. Sign up for [Concur Direct Deposit](#) first if you want the money to go straight to your checking account.