Expense Report Manual

See Travel Services's website for guides on how to use Concur:
https://www.bu.edu/travelservices/files/2019/03/How-to-Start-an-Expense-Report.pdf

Reference Guide to the 2019 Interface: https://www.bu.edu/travelservices/concur-new-ui/

Concur can be accessed via BU Works (https://ppo.buw.bu.edu/) Employee Self Service>Manage Business Travel Arrangements and Reimbursements (on the right hand side)

There are two types of expenses that faculty can include in an expense report: Travel Card and reimbursement.

**Travel Card**
Travel Card charges appear on faculty Concur accounts and must be submitted or added to a report within 30 days under threat of having card access revoked (this is after a much longer period of time, but the threatening emails start after 30 days). *It is the Travel Card owner's responsibility to be on top of their Travel Card charges.*

**Reimbursements**
Reimbursements are for business related expenses faculty have accrued using their own personal funds. Faculty will submit receipts as proof of these expenses via Concur expense reports and, once approved, be reimbursed by the University.

*Faculty are not supposed to be either using their travel card or requesting reimbursement for the purchase of office supplies because they should either be going through the department to buy them off W.B Mason or purchasing them off Amazon Business.*

*Absolutely no charges from Amazon will be approved for reimbursement.*

**Creating a Report**
To create a report, go to "Start a Report" in the upper right corner. Here are explanations of each section of the Report Header prompt.

- **Report Name**: Usually a short description of the purpose, event, or trip included in the report as well as the date or time period for the expenses. i.e. Research   Aug-Sept; Texas Research Trip, OAH 2022, etc.
- **Trip Purpose**: Select the text box to view a dropdown menu of possible trip purposes (though not every report is for a "trip"). Travel is often for "Research" or  "Conference." "Business Expense" is often a good miscellaneous purpose.
- **Travel Classification**: International or domestic. If the report is not for travel, just use "Domestic."
- **Start Date**: The date of the earliest expense or the first day of the trip.
- **End Date** - The date of the latest expense or the last day of the trip.

- **Spousal Travel Included?** - In general, faculty should not be asking for the University to pay for their spouse's or partner's expenses.
- **Cost Object:** The default is the History Department Operating Account. Faculty can leave that account, and the Department Administrator will change it during reconciliation, or the History Department Research Account: 1202140010. Faculty with endowed chairs should *not* use 1202140010. Reach out to the DA for your specific account number.
- **Does this report charge a grant/sponsored program?:** Select no, unless you are charging a grant (only in special circumstances, reach out to DA if you think this applies to you
- **Traveler Type:** Select "Faculty for faculty.
- **Destination:** If the report is not for travel, just select United States.
- **Does this trip involve multiple destinations?:** Some travel may.
- **Comment:** Brief description of the purpose of the report to assist Travel Services in their review.

**Expenses**

Once you've created the report, click "Add Expense" on the left-hand side. "Available Expenses" would be Travel Card expenses that have posted to the user's Concur account and "Create New Expenses" is for reimbursements. Note: It can take much longer for Travel Card expenses to post to Concur than standard personal credit card transactions--sometimes as long as five to seven days.

For each expense, you'll need to provide certain information as prompted. First, select the expense type. Travel Card expenses will often autofill an expense type, but sometimes you will find that there is a more appropriate choice.

Once you've filled in all necessary information on an expense, you should attach a receipt as an image or PDF. All expenses must have a receipt unless the expense is below $25. If a faculty member doesn't have the receipt for an expense, they can fill out and use the Missing Receipt Affidavit at https://www.bu.edu/travelservices/files/2016/05/Missing-Receipt-Affidavit.pdf in lieu of a receipt.

Here are notes on a couple specific expense types:

### *Meals*
If faculty are expensing food of any kind, the expense can be described as a Business Meal, Individual Meal, Meeting, or Departmental Event Food, depending on the circumstances. In general, if the meal included just the faculty member, it is an Individual Meal, and if it involved multiple people including the faculty member, it is a Business Meal. However, occasionally if a faculty member provides food for communal consumption at a class meeting, event, etc., that may be a Meeting or Departmental Event Food.

Any meal that is not individual must include an Attendee list. Add attendees by clicking "Attendees" below "Details" on the left-hand side of the screen. If food was intended for communal consumption by a larger group, you may select "Meeting" or "Departmental Event Food" and instead include a general description of the attending group in the comment box or as an image attachment (e.g. attendees were all students enrolled in course number HI XXX).

Any alcohol purchased for a meal must be itemized. It will still be covered by the University, but it must be accounted for. For each meal expense, you will be asked if the meal included alcohol. Ideally, the receipts for meals should include an itemized list of the food and beverages, but this is not always available. If the meal did include alcohol, click "Itemizations" next to "Details" on the left-hand side of the screen and enter the dollar amount spent on alcohol.

Occasionally, Accommodation receipts will include food purchased by the faculty member from the hotel. Use the "Itemizations" tab to enter the amounts for the meal at the hotel.

***Per Diem***

Some faculty prefer to claim reimbursement for per diem for the duration of their trip rather than submitting each receipt for each expense. There are two ways of creating per diem expenses on Concur: inputting the itinerary and having the system calculate it for you or, calculating it yourself and creating a "Miscellaneous Travel" expense for each day of the trip. Both methods are outlined here: https://www.bu.edu/travelservices/files/2019/04/How-to-Claim-Per-Diem-in-Concur.pdf.

If you use the "Miscellaneous Travel" method, you should refer to the GSA's per diem rates found here: https://www.gsa.gov/travel/plan-book/per-diem-rates for domestic travel and the State Department's per diem rates found here: https://aoprals.state.gov/web920/per_diem.asp for international travel.

***Materials/Research Supplies***

Use these as a "miscellaneous" category for anything that doesn't fit into any of the other options. For instance, tickets for admission to a museum or the theater wouldn't fit in any of the predetermined expense types in Concur, so we often call them "Materials."

Once all expenses have been added to an appropriate report, and a receipt (if necessary) has been added, faculty can submit the report for approval.  Reports will go to the Chair as a "supervisor" approval, and then to the manager of the account for reconciliation.