

## Travel & Entertainment Settlement

Begin by logging into “MyNMU” at [mynmu.nmu.edu](http://mynmu.nmu.edu). You will need to have your 2-factor Authentication set up to proceed any further.

Enter your User ID and Password

**NORTHERN MICHIGAN UNIVERSITY**

**User ID:**

**Password:**

**NMU Educational Access Network  
Single Sign On Service**

**AUTHENTICATION REQUIRED**  
The web site described below has asked you to log in:

**MyNMU**

By using this service you agree to adhere to the [NMU computing policies and guidelines](#).

Please type your NMU "e-mail" User ID and password and click the "Login" button to continue.

**To logout securely and completely, you must close your browser window when you are done.**

[Forgot my password](#)  
[Need help? Contact the Help Desk!](#)  
[New to NMU? Activate your account](#)

Once logged in, Click on the “Employee Services” tab

The screenshot shows the MyNMU homepage. At the top, there is a green header with the MyNMU logo and the tagline "A link to your NMU information". On the right side of the header, the name "cspecker" and a "Logout" link are visible. Below the header is a navigation bar with three tabs: "Home", "Employee Services", and "Student Services". The "Employee Services" tab is highlighted with a red arrow pointing to it from the text above. The main content area is divided into several sections: a "Welcome" message, an "Account Management" section with a "Manage Your User Account" link, a "Contact Information" section listing various departments and their contact details, and an "EduCat" section with the EduCat logo. At the bottom of the page, there is a green footer with the Northern Michigan University logo and name, a statement of being an Equal Opportunity institution, and the year "© 2019 by the Board of Trustees of Northern Michigan University".

Once in the “Employee Services” tab you will find the link to “Concur Settlement System”. Click on this link, it will bring you directly into the system. You will **not** need another password to access the system.

The screenshot shows the MyNMU Employee Services page. The header is identical to the previous screenshot. The navigation bar has "Employee Services" selected. The main content area is divided into several columns of service links. A red box highlights the "Concur Settlement System" link in the first column. The "Concur Settlement System" link is labeled "Click here to:" and "Submit a settlement report for travel or office purchases." Other links in the first column include "Web For Employees", "eBill Payment System", and "International Travel Registration". The second column contains links for "Police Department Services", "Qualtrics", "Retirement Plan Information", "Safety Department Services", "Scholarly Works Resource Site", "Starfish", and "UltraTime". The third column contains links for "Administrative Reports" and "Additional Employee Resources". The "Additional Employee Resources" section lists several links, including "A/P Career Path Workbook", "Employee Satisfaction Survey Results", "Policies, Procedures, Guidelines, Ordinances, Handbooks, Bylaws and Union Contracts", "Holiday/Seasonal Bonus Day Schedules", "ASNMU Dozing Discounts", "Handshake", "Mental Health Resources", "TAO Connect", and "Wildcat Express/Dining Services".

Click here to access the system

This is the first “Concur screen, from here the next step is to:

Administration | Help

SAP Concur

Requests Expense Invoice Approvals App Center

Profile

00 New

00 Required Approvals

00 Invoices

01 Available Expenses

00 Open Reports

00 01 00

Required Approvals Available Expenses Open Reports

Great! You currently have no approvals.

09/11 USPS PO 2558400538 \$25.50

You currently have no open reports.

Click on “New” and then “Start a Report” for your available expenses

Once you click on “Start a Report”, the next screen you will see is the following:

Create New Report

\* Indicates required field

Policy \* Travel and Entertainment

Travel Type \*

Report Name \*

Report Date 09/26/2019

Departure Date \* MM/DD/YYYY

Return Date \* MM/DD/YYYY

Business Purpose \*

Organization Number Controller (271102)

Comment

You will need to select what policy you will be working under by clicking the “down arrow”

Cancel Create Report

\*\*\*\*\*For this example we will be using the **Travel and Entertainment** policy\*\*\*\*\*

Create New Report

✕

\* Indicates required field

Policy *	Travel Type *	Report Name *
<input type="text" value="Travel and Entertainment"/>	<input type="text" value="Staff Travel"/>	<input type="text" value="Cacubo Annual Meeting 2019"/>
Report Date	Departure Date *	Return Date *
<input type="text" value="10/24/2019"/>	<input type="text" value="09/29/2019"/>	<input type="text" value="10/01/2019"/>
Business Purpose *	Organization Number	
<input type="text" value="Cacubo Annual Meeting"/>	<input type="text" value="Controller (271102)"/>	
Comment		
<input type="text"/>		

Fill in the required fields—Travel Type, Report Name, Departure Date, Return Date, and Business Purpose. Then click on “Create Report”.

Cancel

Create Report

For the next step you will need to click on “Add Expense”, you will then come to this screen.

SAP Concur

Manage Expenses View Transactions

Cacubo Annual Meeting 2019 \$1,530.81  
Not Submitted

Report Details Print Manage Receipts

Add Expense Edit

Processor Privacy Statement  
Service Status (North America)  
Cookie Preferences

Acting as Schneiderhan, Rebecca J

Report Ready For Review

Add Expense

10 Available Expenses [+ Create New Expense](#)

<input type="checkbox"/>	Travel Card	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Travel Card	Airfare	Delta Air Lines	10/01/2019	\$30.00
<input type="checkbox"/>	Travel Card	Hotel	Hyatt Hotels Minneapolis, Minnesota	10/01/2019	\$405.08
<input type="checkbox"/>	Travel Card	Airfare	Delta Air Lines Marquette, Michigan	09/29/2019	\$30.00
<input type="checkbox"/>	Travel Card	Undefined	SQU SQ GOPHER TAXI 52	09/29/2019	\$48.53
<input type="checkbox"/>	Travel Card	Airfare	Delta Air Lines	08/26/2019	\$452.20
<input type="checkbox"/>	Travel Card	Seminar/Conference Fees	CACUBO	08/26/2019	\$550.00

[Close](#) [Add To Report](#)

Select the "Expense" that belong to the report, then select "Add to Report"

Manage Expenses View Transactions

Alerts: 10

Cacubo Annual Meeting 2019 \$1,530.81  
Not Submitted

More Actions Ready For Review

Report Details Print Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	!	+	Travel Card	Hotel	Hyatt Hotels Minneapolis, Minnesota	10/01/2019	\$405.08
<input type="checkbox"/>	!	+	Travel Card	Airfare	Delta Air Lines	10/01/2019	\$30.00
<input type="checkbox"/>			Travel Card	Parking/Tolls	MARQUETTE COUNTY AIRPO Marquette, Michigan	10/01/2019	\$15.00
<input type="checkbox"/>	!	+	Travel Card	Undefined	SQU SQ GOPHER TAXI 52	09/29/2019	\$48.53
<input type="checkbox"/>	!	+	Travel Card	Airfare	Delta Air Lines Marquette, Michigan	09/29/2019	\$30.00
<input type="checkbox"/>	!	+	Travel Card	Seminar/Conference Fees	CACUBO	08/26/2019	\$550.00
<input type="checkbox"/>	!	+	Travel Card	Airfare	Delta Air Lines	08/26/2019	\$452.20
							\$1,530.81

SAP Concur

If you have alerts/errors, you will need to fix each of them by clicking on the "Exclamation Point", then click on "View".

Manage Expenses View Transactions

Alerts: 10

## Cacubo Annual Meeting 2019 \$1,530.81

Not Submitted More Actions Ready For Review

Report Details Print Manage Receipts

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Travel Card	Hotel	Hyatt Hotels Minneapolis, Minnesota	10/01/2019	\$405.08
<input type="checkbox"/>					Delta Air Lines	10/01/2019	\$30.00
<input type="checkbox"/>					MARQUETTE COUNTY AIRPO Marquette, Michigan	10/01/2019	\$15.00
<input type="checkbox"/>			Travel Card	Undefined	SQU SQ GOPHER TAXI 52	09/29/2019	\$48.53
<input type="checkbox"/>			Travel Card	Airfare	Delta Air Lines Marquette, Michigan	09/29/2019	\$30.00
<input type="checkbox"/>			Travel Card	Seminar/Conference Fees	CACUBO	08/26/2019	\$550.00
<input type="checkbox"/>			Travel Card	Airfare	Delta Air Lines	08/26/2019	\$452.20
							<b>\$1,530.81</b>

Alerts

- Itemizations are required for this entry. [View](#)
- You must attach a receipt image to this expense. [View](#)

You will have to “Itemize and Attach Receipt Image” for the hotel charge.

Alerts: 2

Itemizations are required for this entry. [View](#)

You must attach a receipt image to this expense.

Hotel \$405.08

Cancel

Save Expense

10/01/2019 | Hyatt Hotels | Corporate Card

Details

Itemizations

Hide Receipt

Allocate

\* Indicates required field

Expense Type \*

Hotel

Check-in Date \*

MM/DD/YYYY

Check-out Date \*

10/01/2019

Nights:

0

Transaction Date

10/01/2019

Business Purpose

Cacubo Annual Meeting

Vendor

Hyatt Hotels

Vendor Name

Hyatt Hotels

City \*

Minneapolis, Minnesota

Payment Type

Travel Card

Amount

405.08

Currency

US, Dollar

Comment

Save Expense

Cancel

Attach Receipt Image

Enter the "Check-in Date" and "Check-out Date", then click on the "Itemizations" tab.

**Alerts: 2**

- Itemizations are required for this entry. [View](#)
- You must attach a receipt image to this expense.

Hotel \$405.08 Cancel **Save Expense**

10/01/2019 | Hyatt Hotels | Corporate Card

Details | **Itemizations** Hide Receipt

Amount	Itemized	Remaining
\$405.08	\$0.00	\$405.08

**Create Itemization** More Actions

No Itemizations.  
Create itemizations for the items on your receipt.

**Click here**

Attach Receipt Image

You will need to select "HOTEL" as the expense type, you will then come to this screen.

**Alerts: 2**

- Itemizations are required for this entry. [View](#)
- You must attach a receipt image to this expense.

Hotel \$405.08 Cancel **Save Itemization**

10/01/2019 | Hyatt Hotels | Corporate Card

Details | **Itemizations** Hide Receipt

Amount	Itemized	Remaining
\$405.08	\$0.00	\$405.08

**New Itemization**

Expense Type \*  
Hotel

Entry Type: Recurring Itemization 09/29/2019 - 10/01/2019 (Nights: 2)

Your hotel room rate was:  
 The Same Every Night  Not the Same

Room Rate (per night) \*  Room Tax (per night)  Tax 2 (per night)  Tax 3 (per night)

(Amounts in USD)

**Save Itemization** Cancel

Attach Receipt Image

If the "Room Rate and Room Tax" was the same for each night, then enter the amount. If the rate was different for each night, then select the "Not the Same" tab, then enter the amounts. Once you have entered the amounts, Click "Save Itemization".



You will also have to attach a receipt. Select “Attach Receipt Image”.

Alerts: 1

You must attach a receipt image to this expense.

Hotel \$405.08

10/01/2019 | Hyatt Hotels | Corporate Card

Cancel Save Expense

Hide Receipt

Amount \$405.08 Itemized \$405.08 Remaining \$0.00

Create Itemization More Actions

Date	Expense Type	Amount
09/29/2019	Hotel Tax	\$23.54
09/29/2019	Hotel	\$179.00
09/30/2019	Hotel	\$179.00
09/30/2019	Hotel Tax	\$23.54

Attach Receipt Image

You will need to upload your receipt image.

Success! You have cleared all alerts on this expense.

Hotel \$405.08

10/01/2019 | Hyatt Hotels | Corporate Card

Cancel Save Expense

Hide Receipt

Amount \$405.08 Itemized \$405.08 Remaining \$0.00

Create Itemization More Actions

Date	Expense Type	Amount
09/29/2019	Hotel Tax	\$23.54
09/29/2019	Hotel	\$179.00
09/30/2019	Hotel	\$179.00
09/30/2019	Hotel Tax	\$23.54

Hyatt Regency Minneapolis  
1500 Nicollet Mall  
Minneapolis, MN 55403  
Tel: 1-812-370-1234  
Fax: 1-812-370-1483  
www.minneapolis.hyatt.com

INVOICE

Rebecca Schneiderhan  
1401 Presque Isle Ave  
Marquette, MI 49855  
United States

Room No. 0712  
Arrival 2019-09-29  
Departure 2019-10-01  
Page No. 1 of 1  
Folio Window 1  
Folio No. 38798004

Date	Description	Charges	Credits
09-29-2019	Group Room	179.00	
09-29-2019	Occupancy Tax	23.54	
09-30-2019	Group Room	179.00	
09-30-2019	Occupancy Tax	23.54	
		XXXXXXXXXXXX4916	-405.08
<b>Total</b>		405.08	-405.08
<b>Balance</b>		0.00	

Summary Invoice, please see front desk for eligibility details.

Detach Append

Make sure you have a CLEAR IMAGE of your receipt, then click “Save Expense”.

Click on your next alerts. Fill in the missing information and attach a receipt then click “Save Expense”.

The screenshot shows the 'Manage Expenses' interface for 'Cacubo Annual Meeting 2019' with a total of \$1,530.81. A red alert banner at the top indicates 'Alerts: 8'. Below the header, there are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table lists expenses with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested amount. An 'Alerts' popup is visible over the table, showing two messages: 'Missing required field: City. View' and 'You must attach a receipt image to this expense. View'. The table includes entries for Hyatt Hotels, Delta Air Lines, MARQUETTE COUNTY AIRPO, SQU SQ GOPHER TAXI 52, and another Delta Air Lines entry, with a total of \$1,530.81.

Once you have successfully completed all you alerts/errors. You will need to allocate your expenses to the appropriate account. To ALLOCATE expenses, click on Allocate. Your default organization number is already selected, click save. You will then need to click “Save Expense”

The 'Allocate' dialog box shows 'Expenses: 1 | \$21.94'. It has tabs for 'Percent' and 'Amount'. The 'Amount' tab is active, showing 'Amount \$21.94', 'Allocated \$21.94 100%', and 'Remaining \$0.00 0%'. Under 'Default Allocation', the 'Code' is '2-2' and 'Percent %' is '100'. At the bottom, there are buttons for 'Add', 'Edit', 'Remove', and 'Save as Favorite'. Below the dialog, it says 'No Allocations' and 'This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.'

\*\*\*\*\*If you need to choose a different account, other than your default allocation, click on add, then choose the Organization Start and Organization Number\*\*\*\*\*

SAP Concur | Requests | Expense | Invoice | Approvals | Reporting | App Center | Administration | Help | Profile

Manage Expenses | View Transactions | Process Reports

### Specker, C Reimbursement Sample \$21.94

Not Submitted

More Actions | Submit Report

Report Details | Print | Manage Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Cash/Personal Credit Card	7120 Office	Sample-Vendor Name	10/23/2019	\$21.94
					\$21.94

Once you have allocated and attached all receipts, Click on "Submit Report"

SAP Concur | Processor Privacy Statement | Service Status (North America) | Cookie Preferences | © Copyright 2019 - SAP Concur - All Rights Reserved

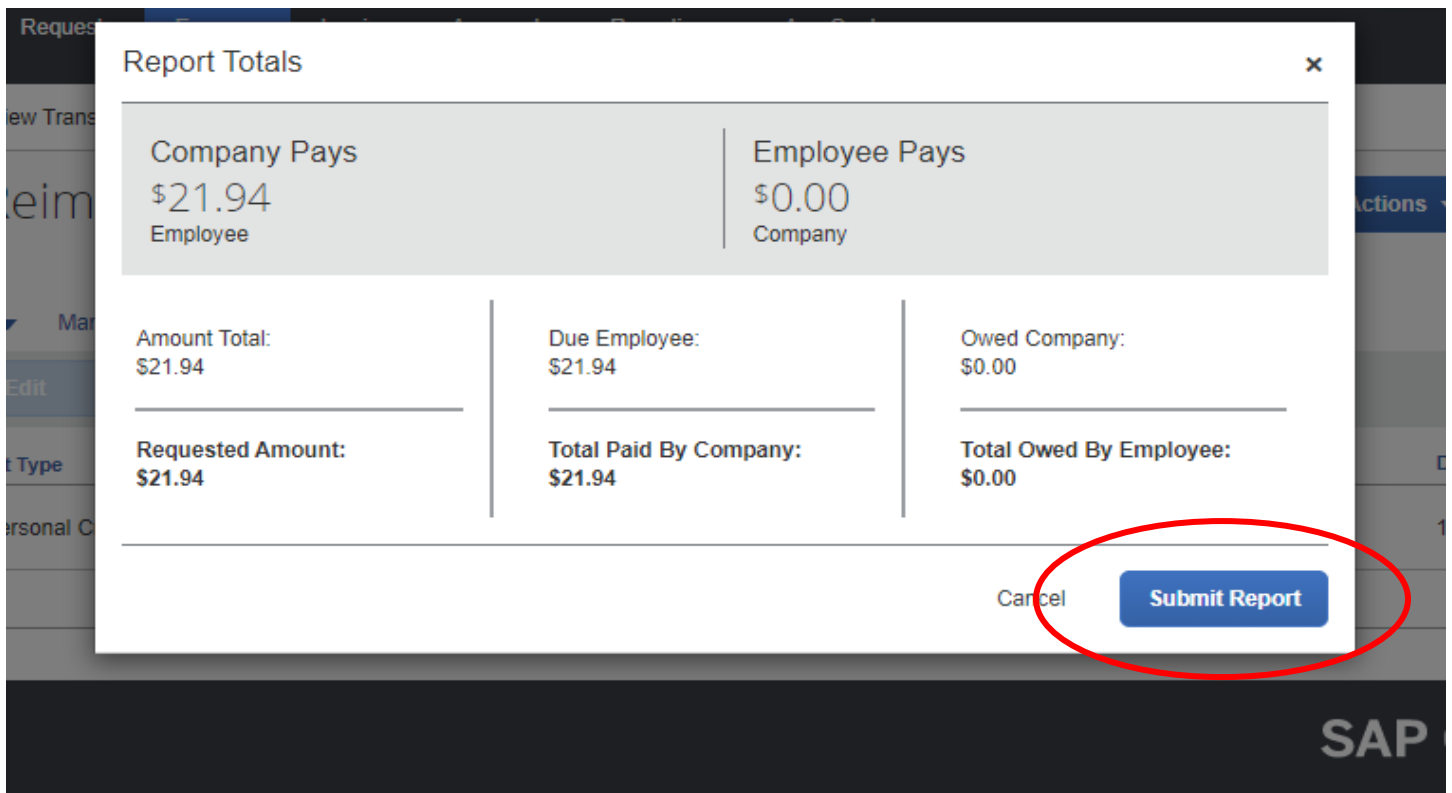
You will also need to click on "Accept and Continue"

### User Submit

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 Northern Michigan University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipts images have been attached to this report or have been submitted to Vendor Payments.
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 Northern Michigan University in full for those expenses.

Cancel | **Accept & Continue**



The final steps is to click “Submit Report” for the Report Totals AND to click “Submit Report” for the Edit Approval Flow.

