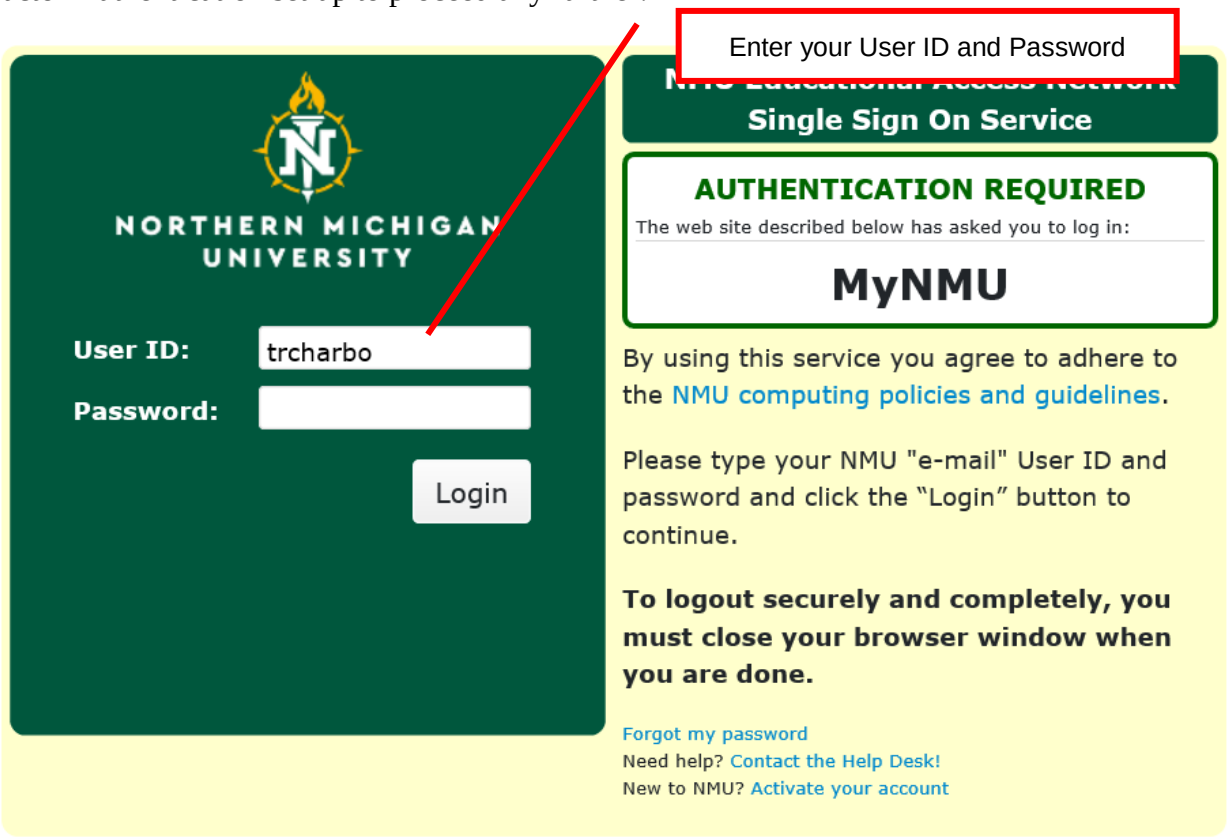
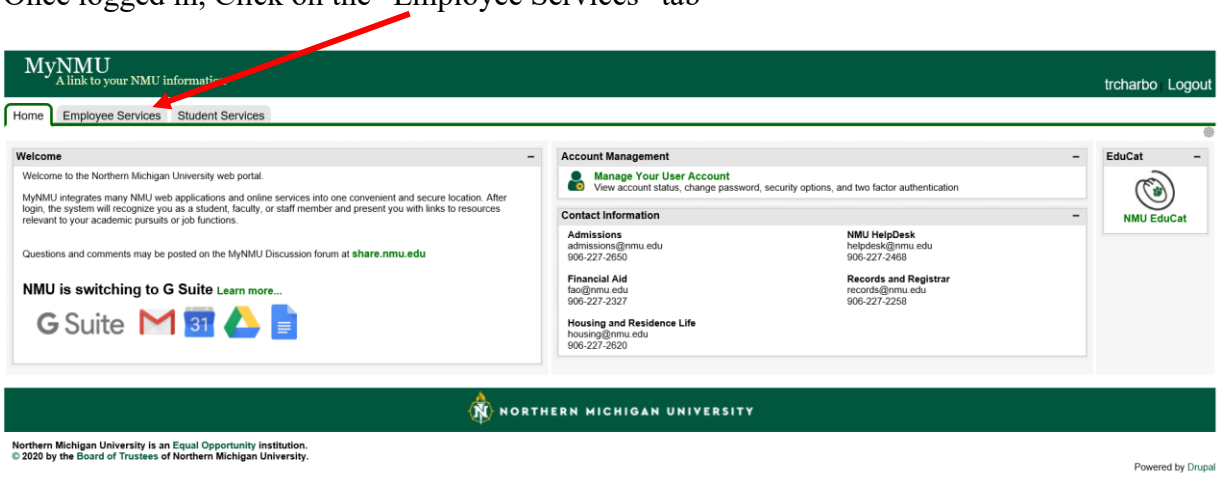
How to create a Travel settlement with Travel Advance in CONCUR

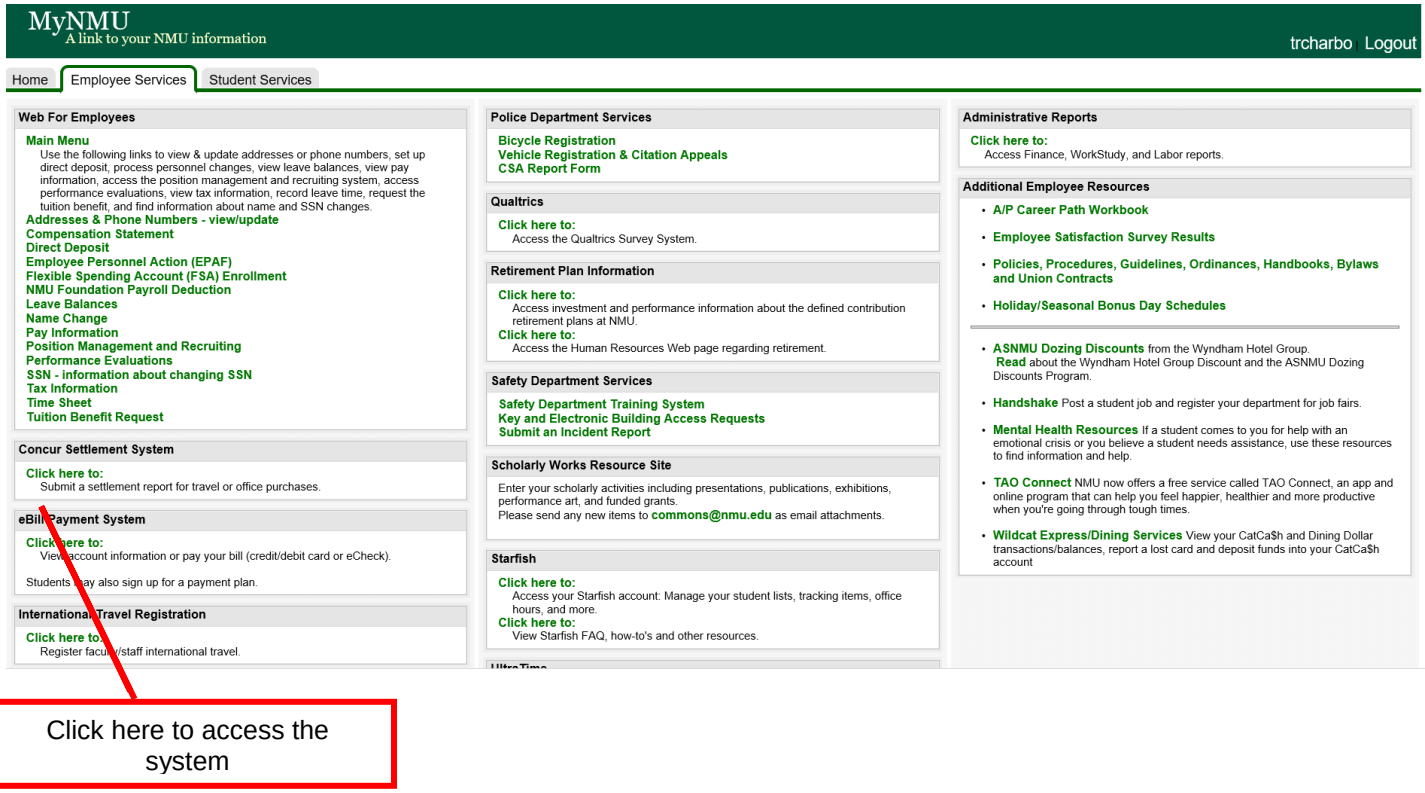
Begin by logging into “MyNMU” at https://mynmu.nmu.edu . You will need to have your 2-factor Authentication set up to proceed any further.



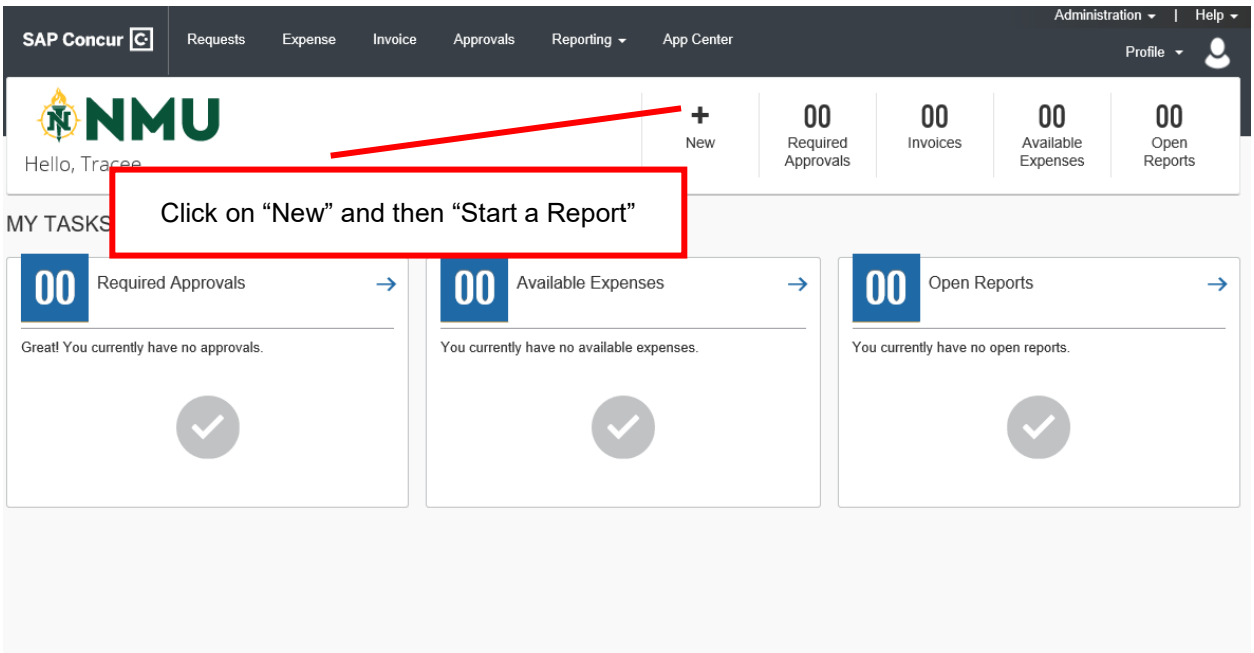
Once logged in, Click on the “Employee Services” tab



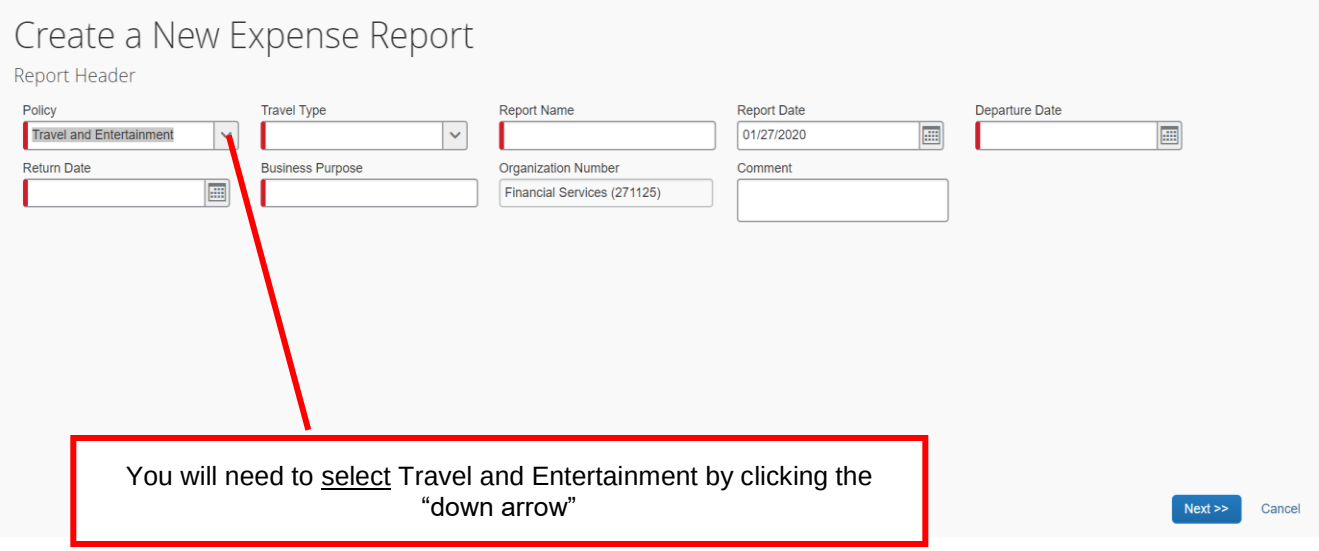
Once in the “Employee Services” tab you will find the link to “Concur Settlement System”. Click on this link, it will bring you directly into the system.
You will **not** need another password to access the system.



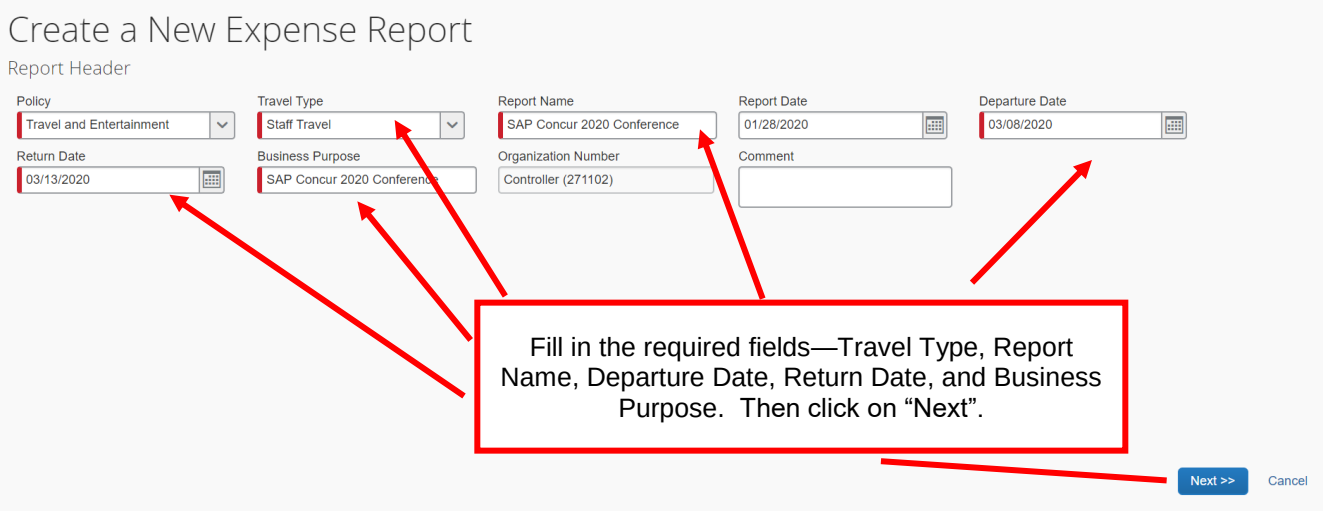
This is the first Concur screen, from here the next step is to:



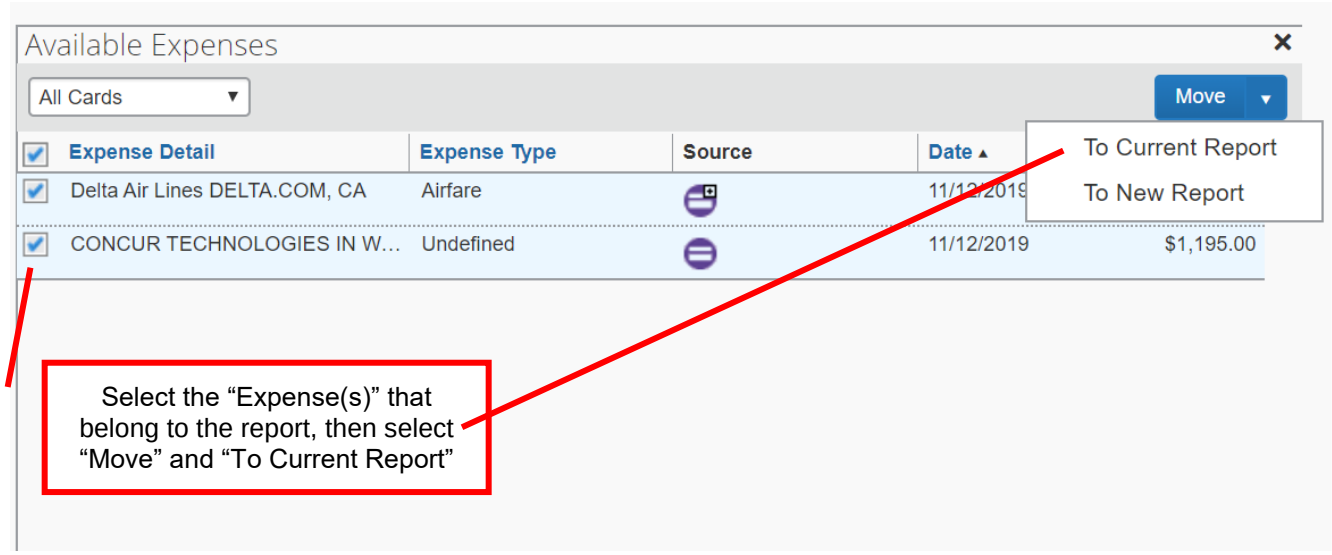
Once you click on "Start a Report", the next screen you will see is the following:

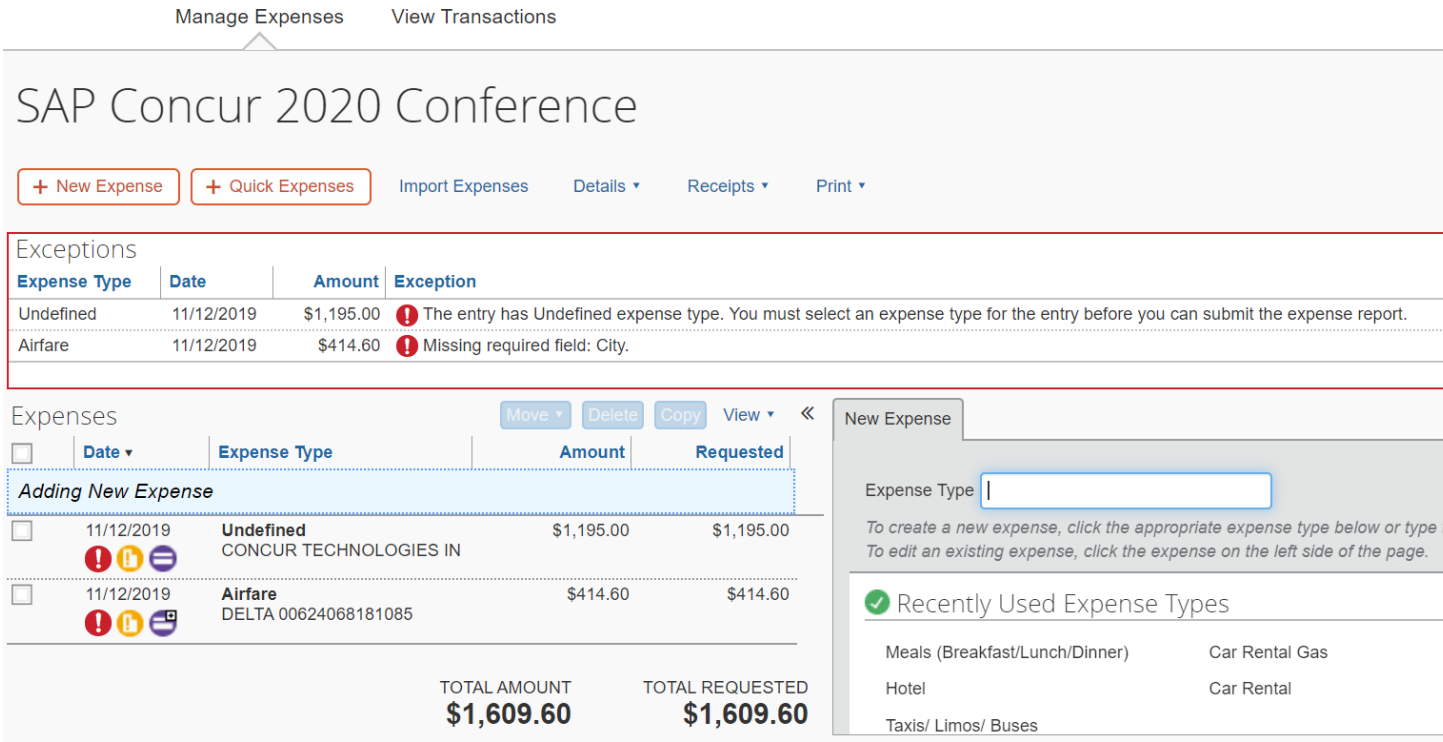


Fill in the required fields.

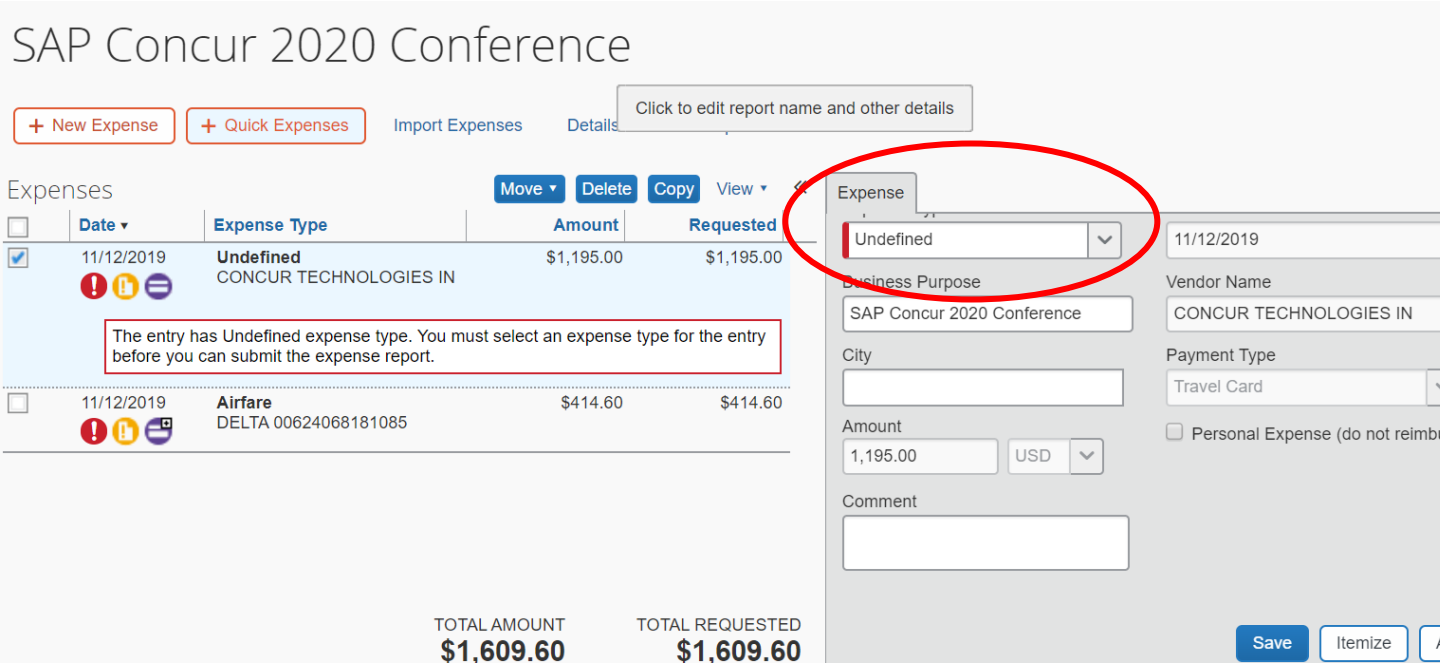


For the next step, you will need to click the boxes for the Available Expenses that are related to this report.

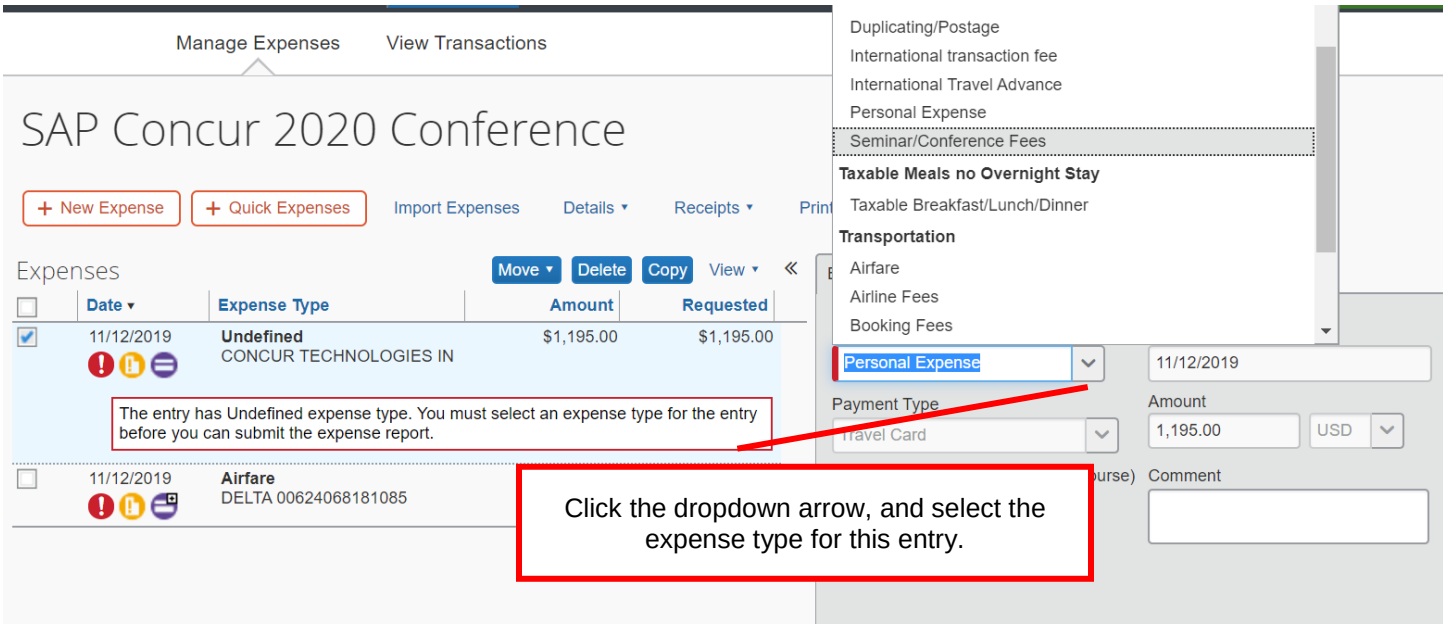




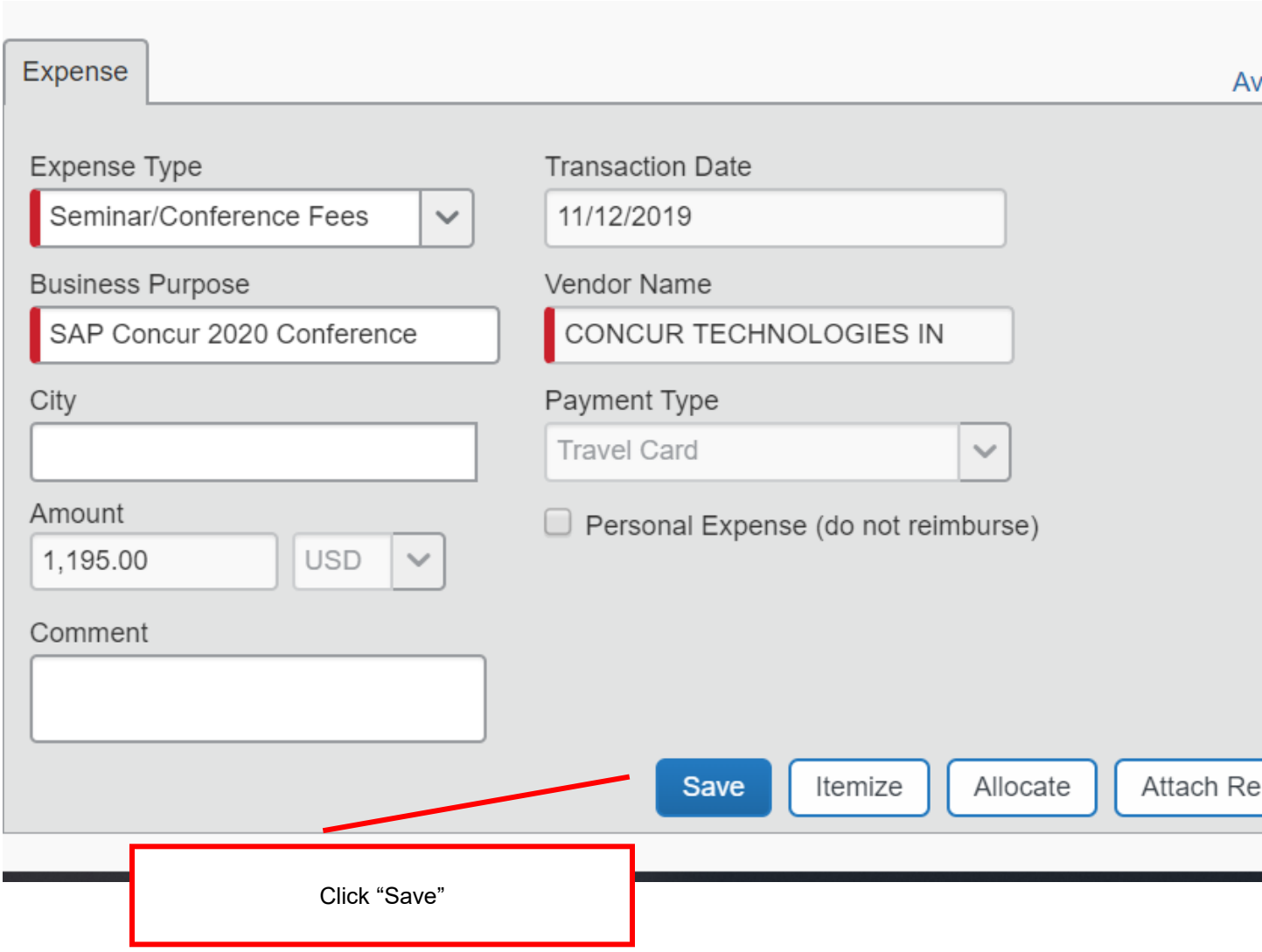
If you have alerts/errors, you will need to fix each of them by clicking on the “Exclamation Point”. In this example, the expense type is “Undefined”.



For this next step, you will be defining the expense type for this entry.

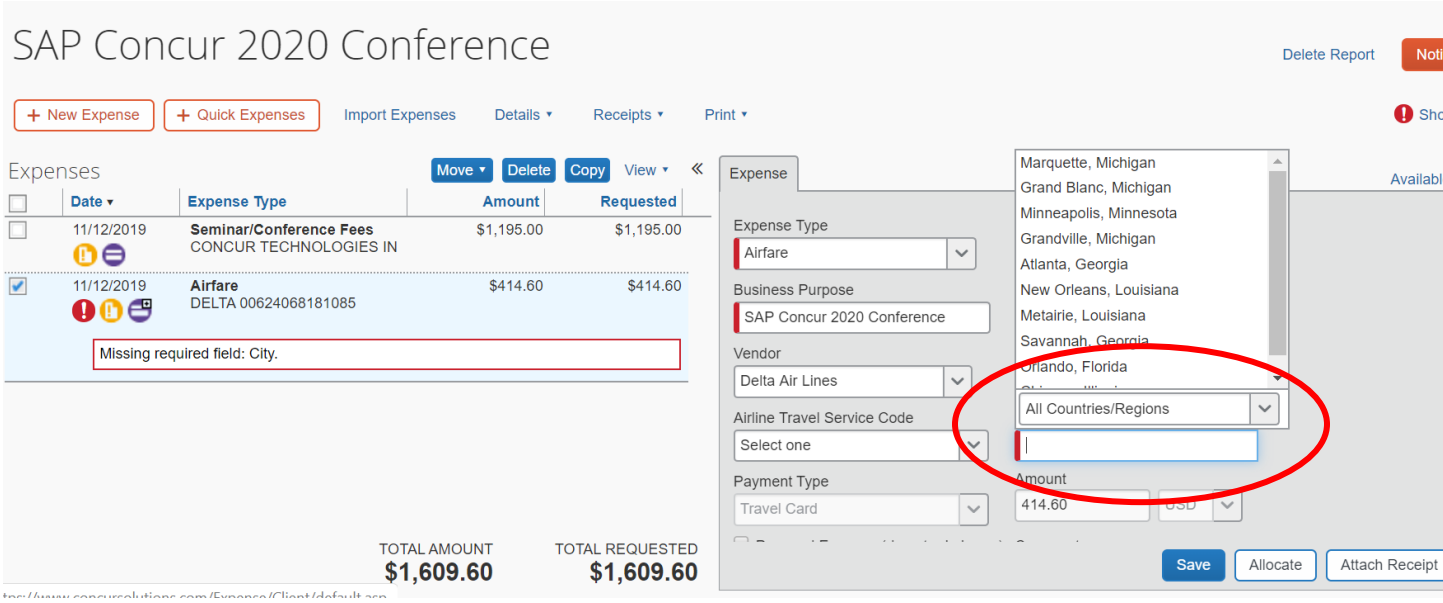


Once you have selected the appropriate expense type, you will need to save your work.

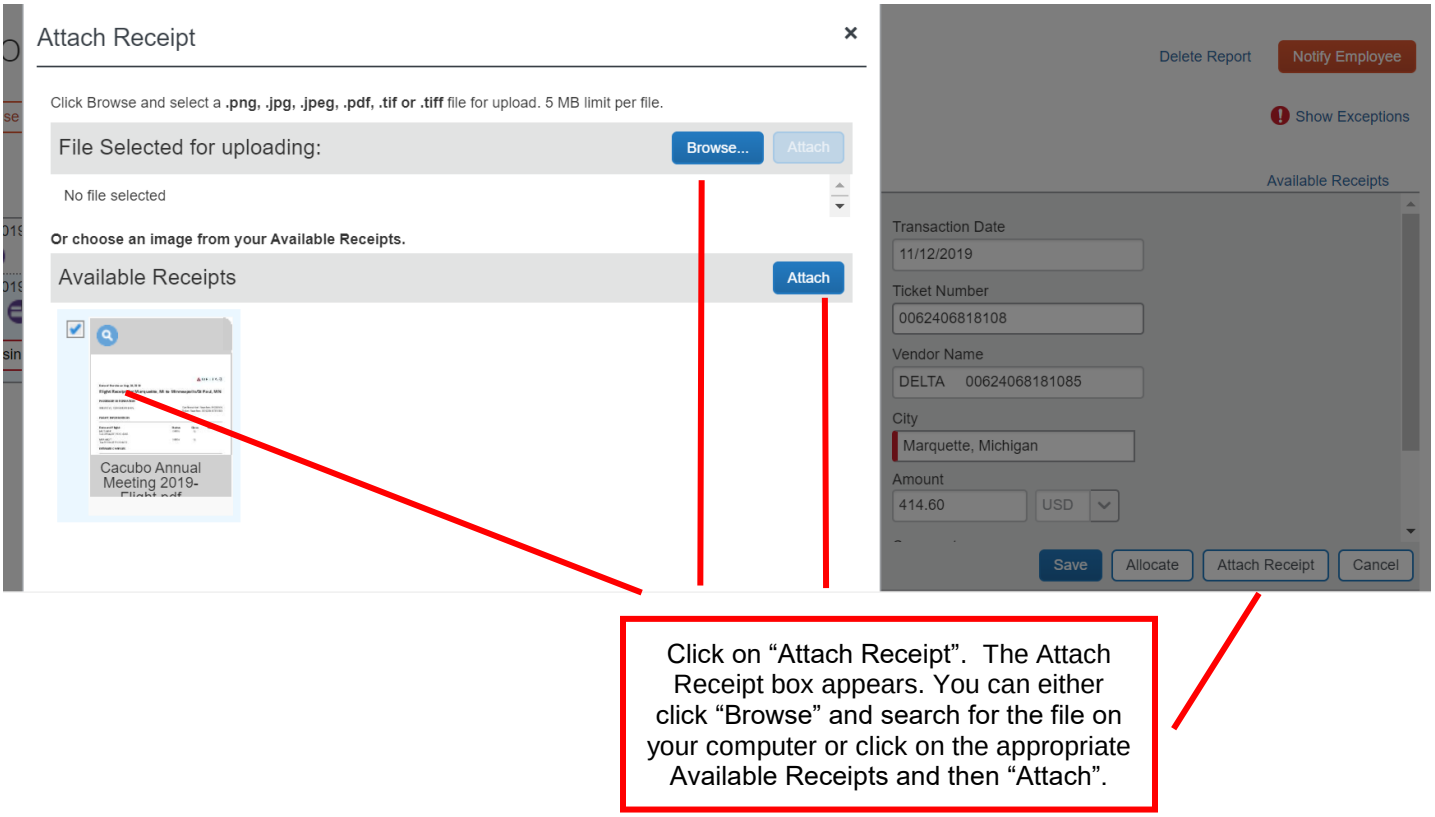


Click “Save”

Click on your next alerts. Fill in the missing information. In this example, the city needs to be entered.

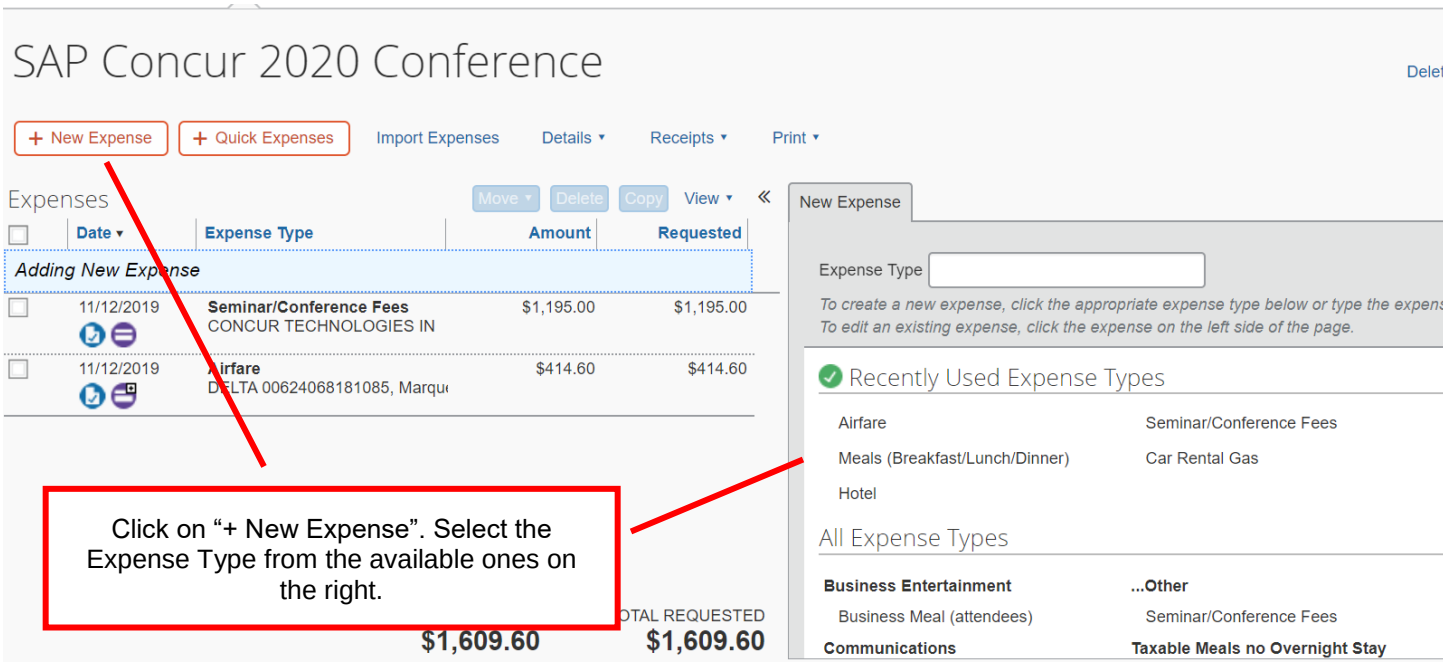


After you have entered the city, attach your receipt. Please make sure you are using a CLEAR IMAGE of your receipt, then click “Save”.



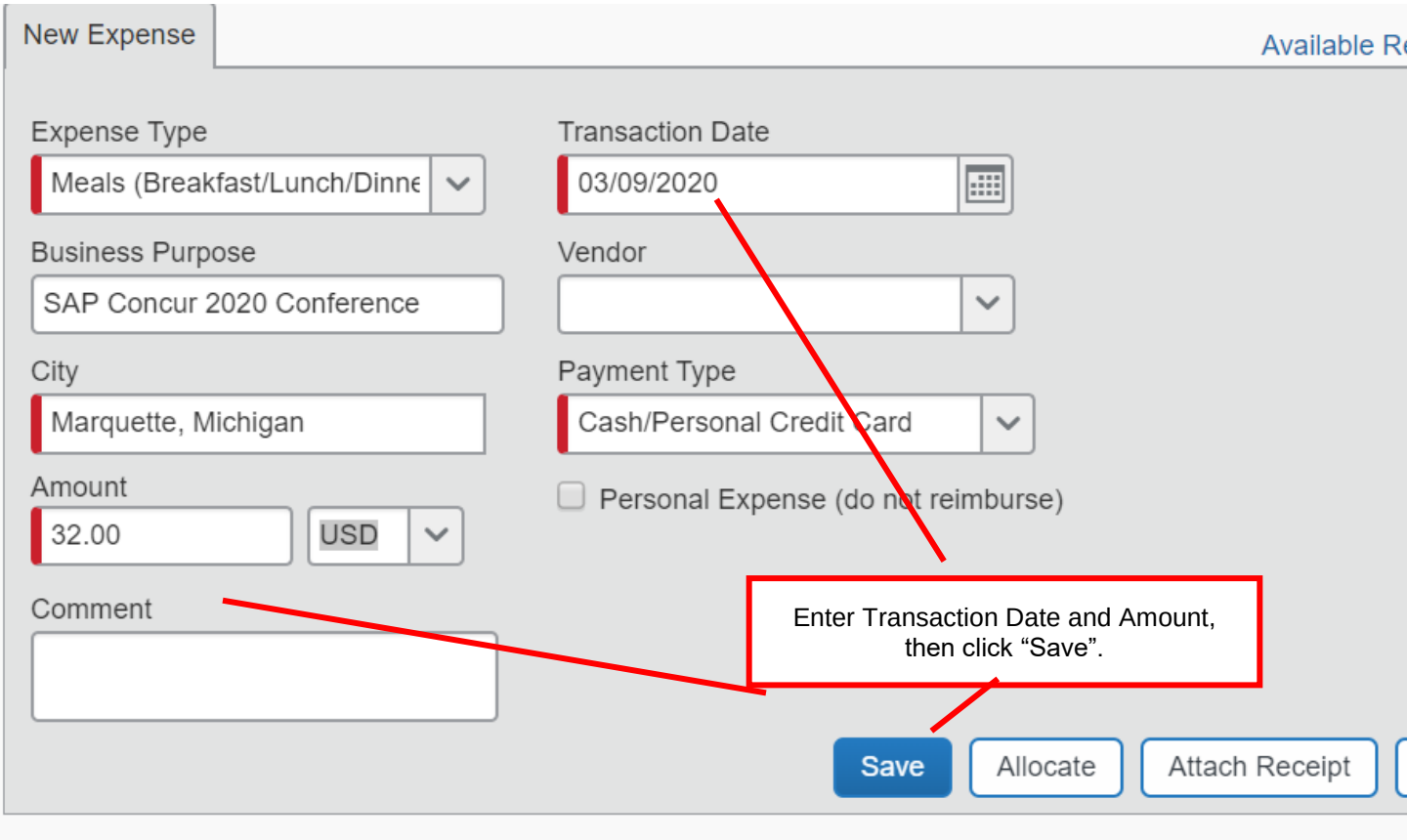
Click on "Attach Receipt". The Attach Receipt box appears. You can either click "Browse" and search for the file on your computer or click on the appropriate Available Receipts and then "Attach".

This next step shows you how to add a non-purchasing card expense to your report.

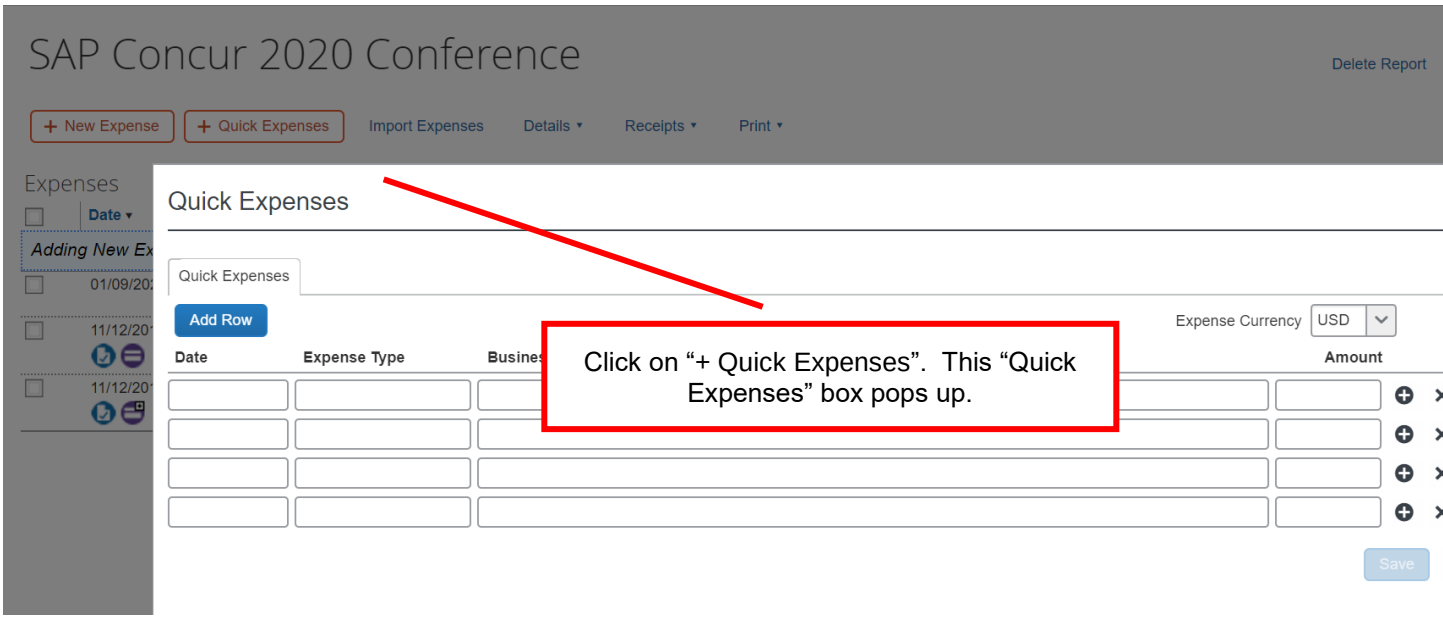


Click on "+ New Expense". Select the Expense Type from the available ones on the right.

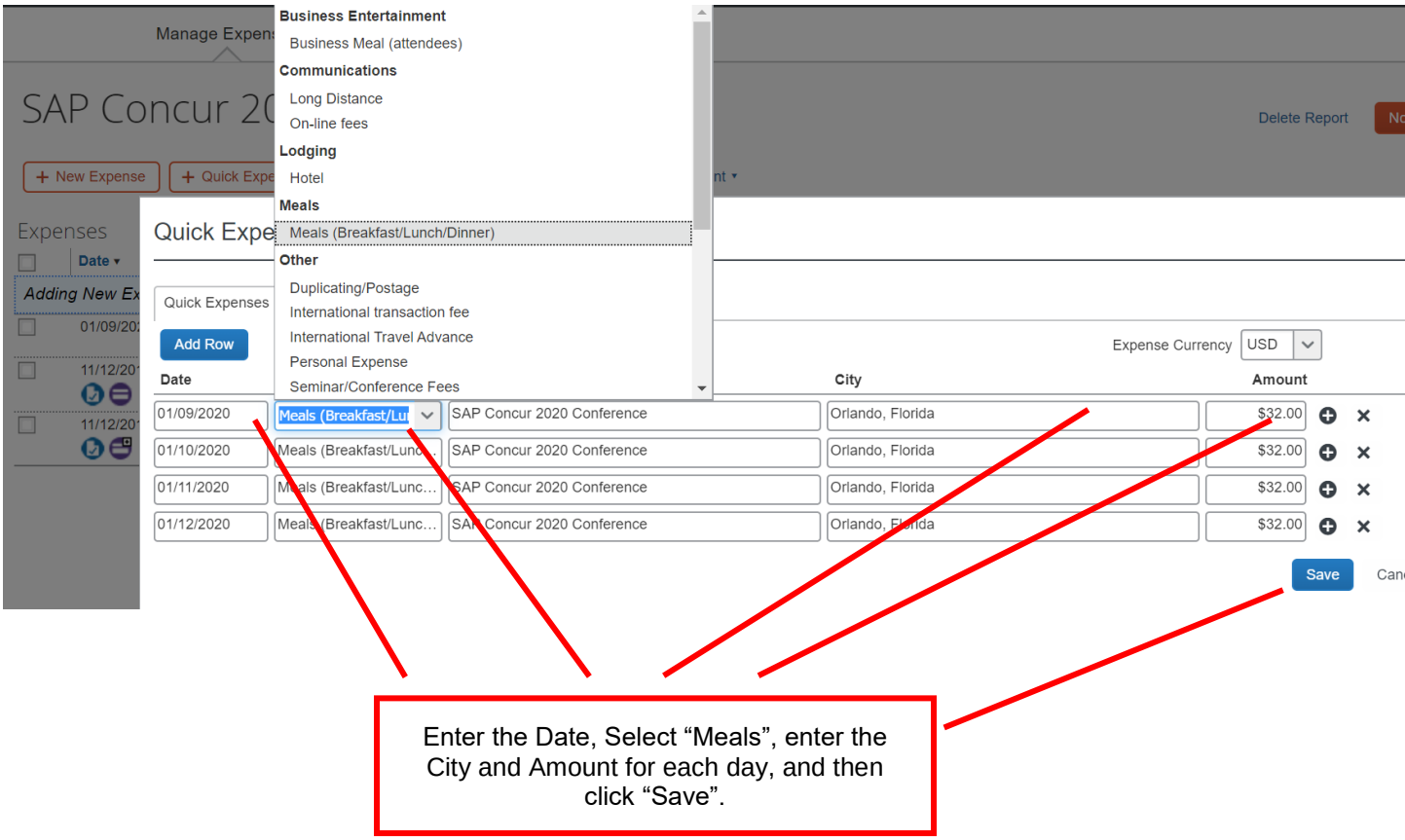
Enter information in the required fields—Transaction Date and Amount. Then click “Save”.



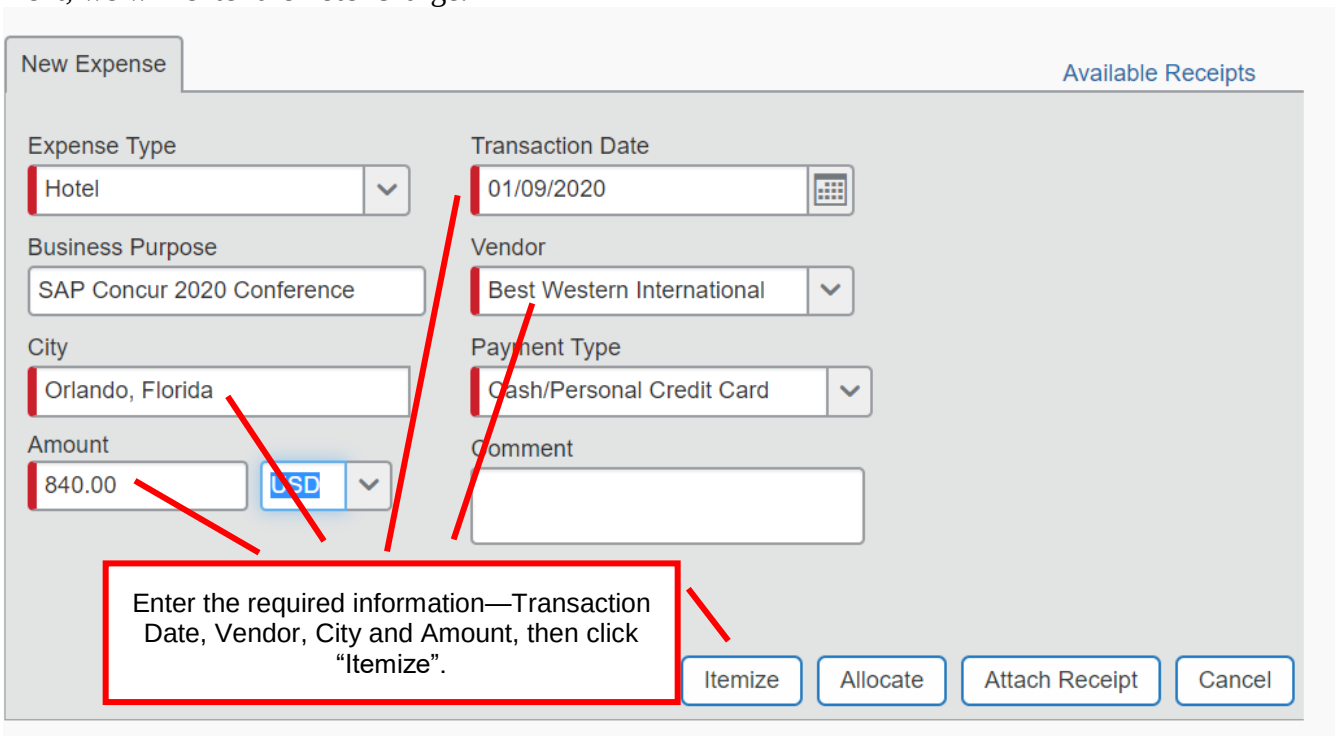
Below shows you a quick way to add multiple expense entries at one time. For this example, meals are being used.



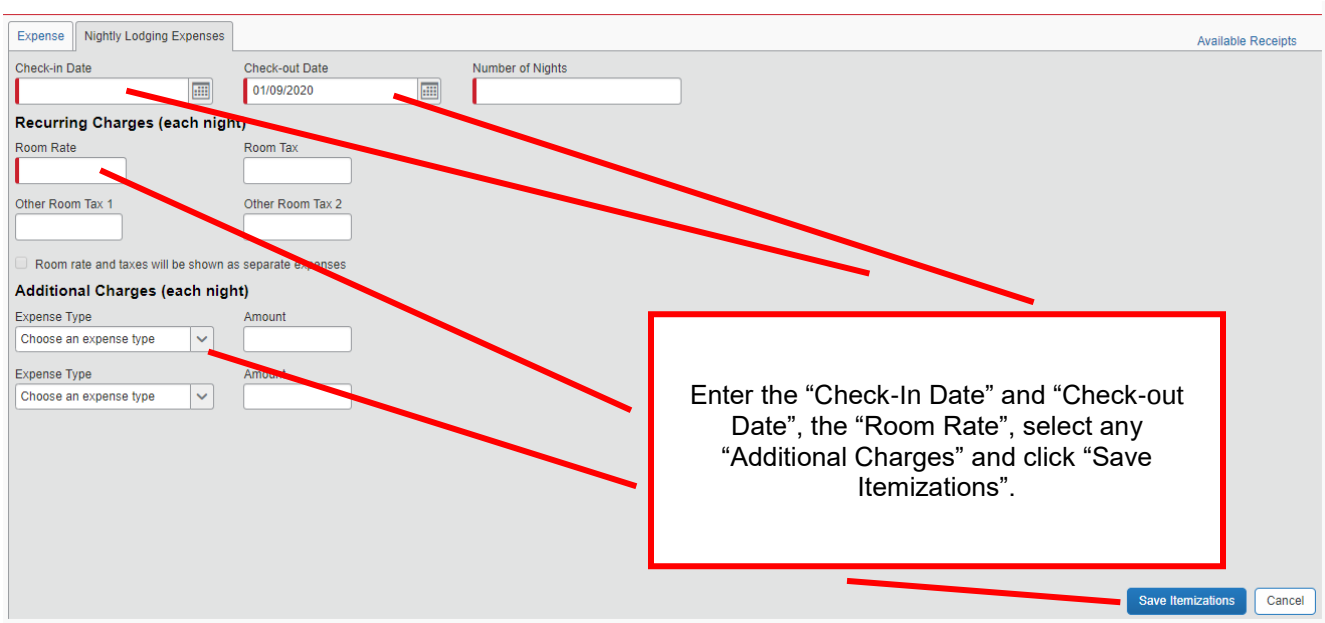
Enter the required information—Date, Click the dropdown menu to select "Meals (Breakfast/Lunch/Dinner)", City, and Amount. Then click "Save".



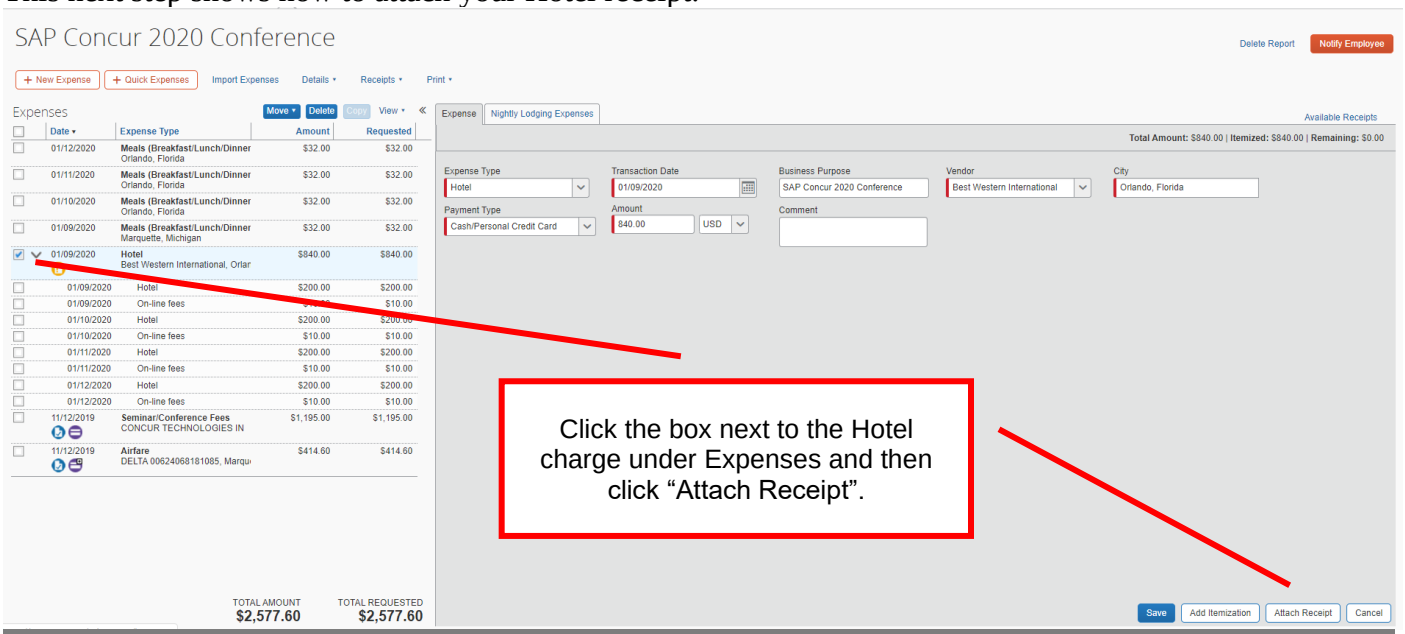
Next, we will enter the hotel charge.

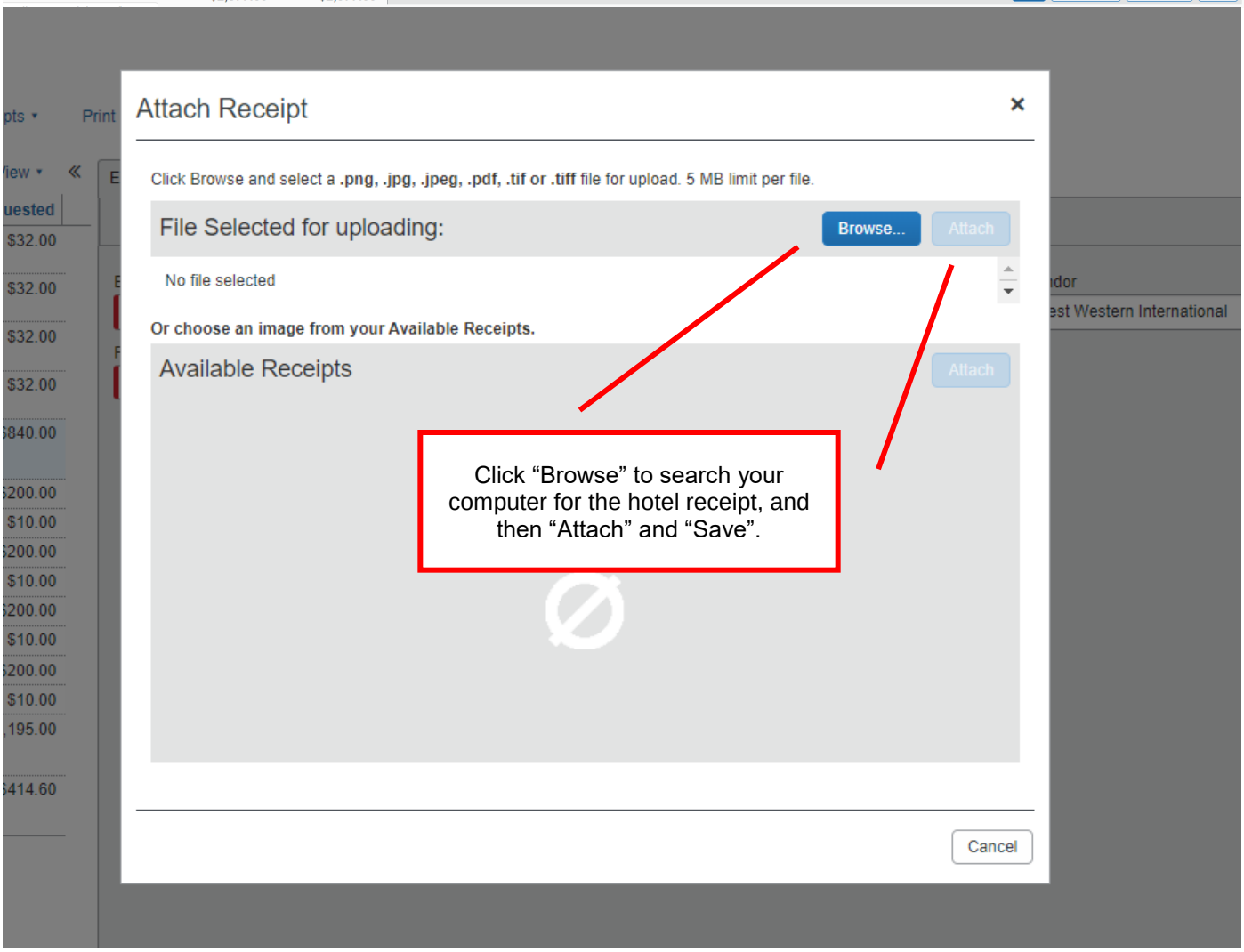


Please note that you will have to "Itemize and Attach Receipt Image" for this.

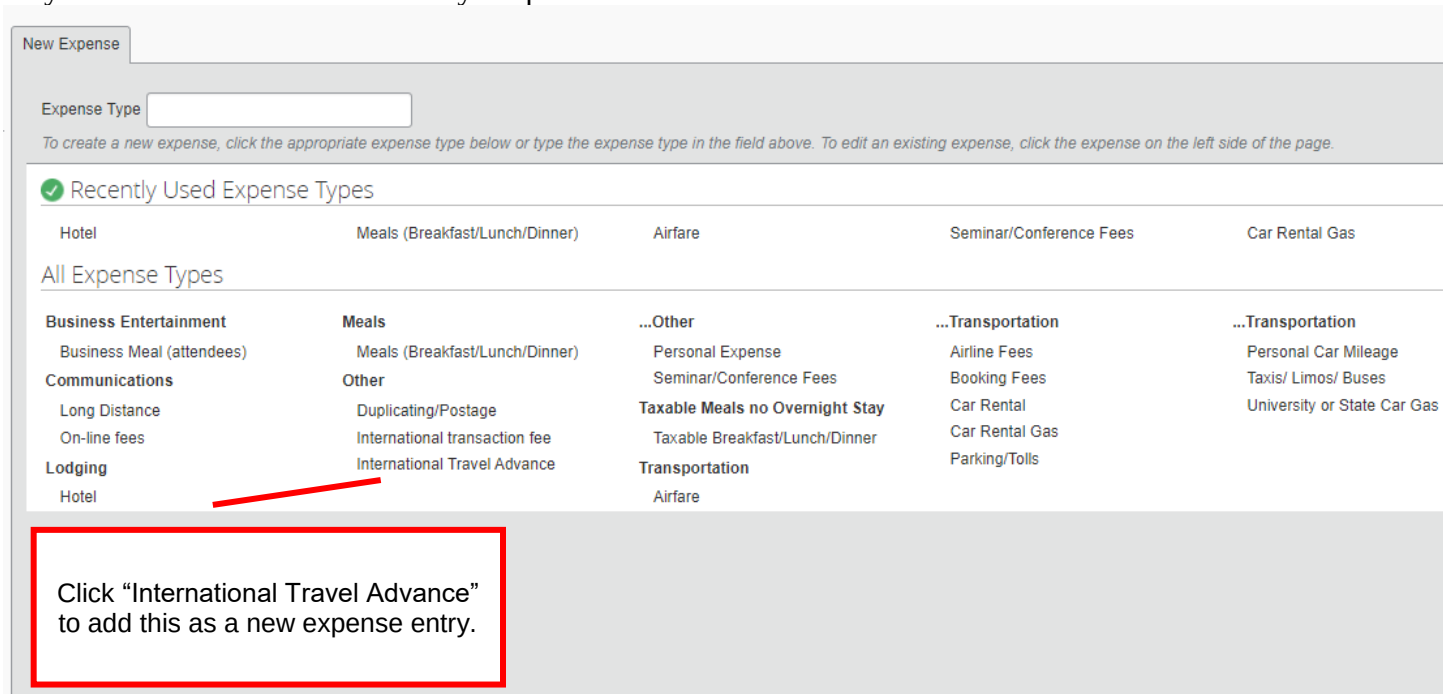


This next step shows how to attach your Hotel receipt.

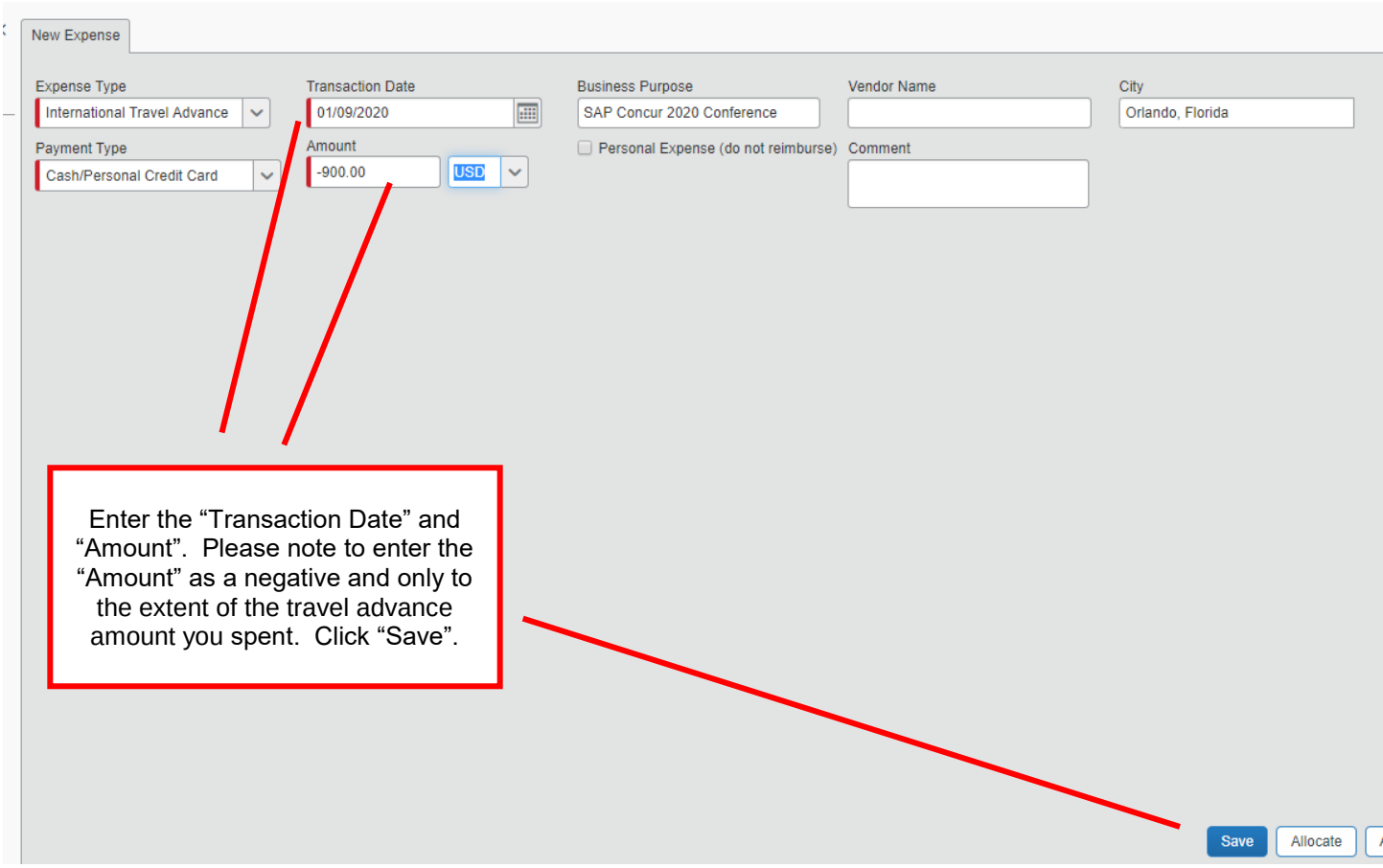




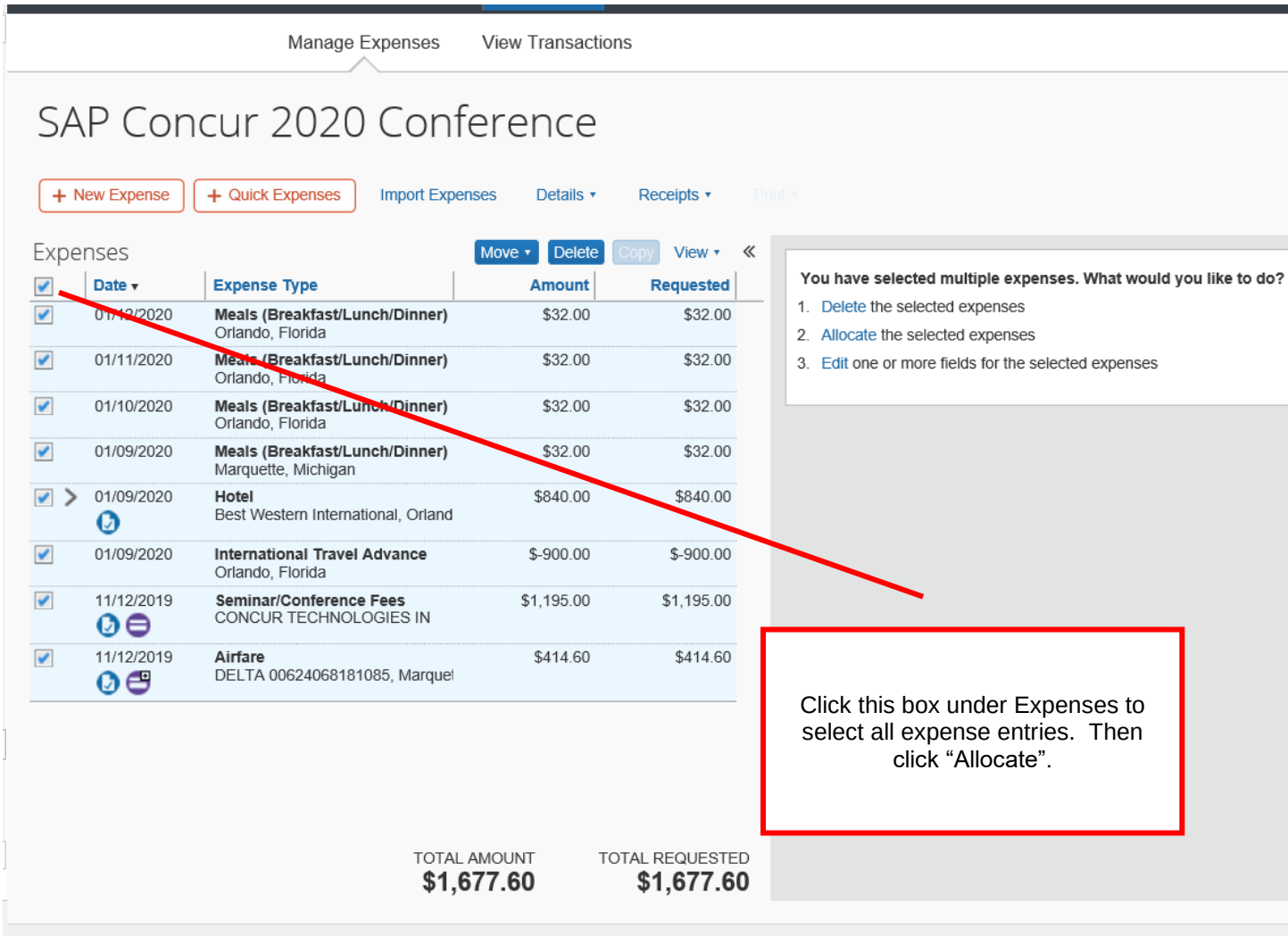
This next step will show you how to enter your travel advance into your report. Please note to only enter the amount to the extent you spent.



Enter the required information.

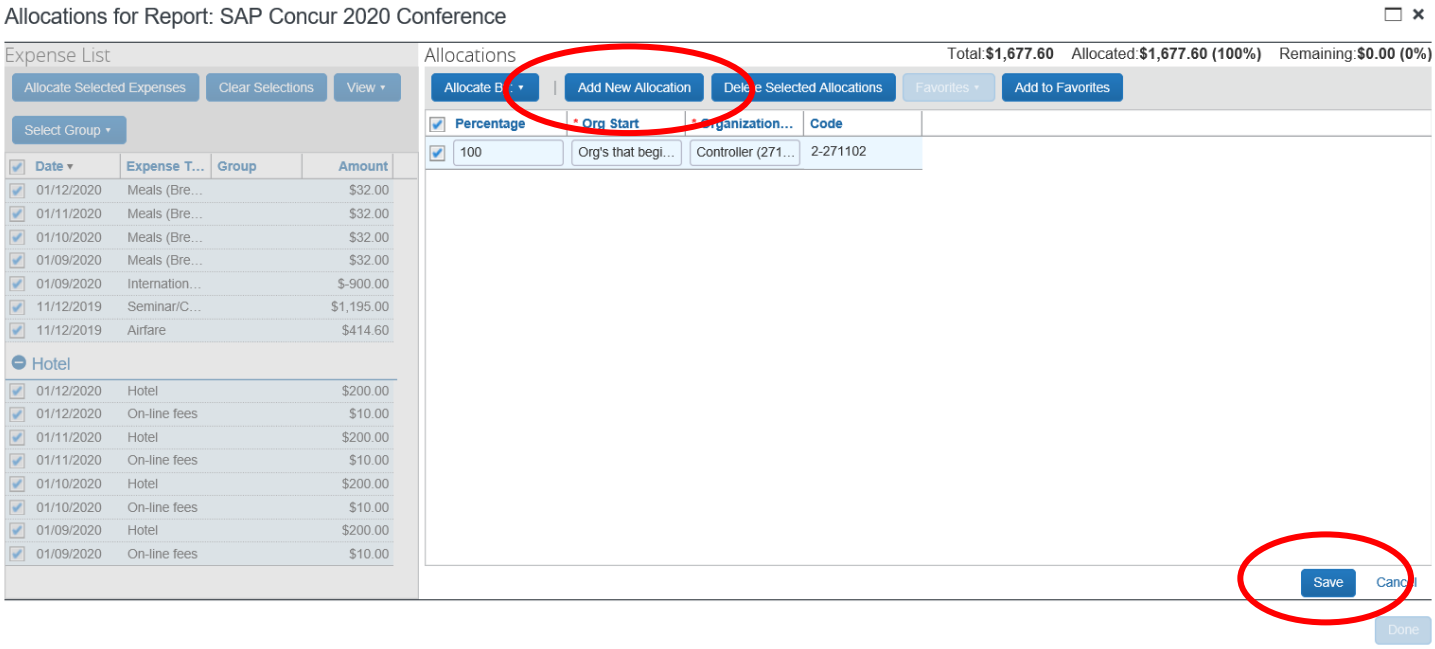


Once you have successfully completed all you alerts/errors and entered all of your expenses, you will need to allocate your expenses to the appropriate organization number. To ALLOCATE expenses, click the box under Expenses so all of your entries are selected.

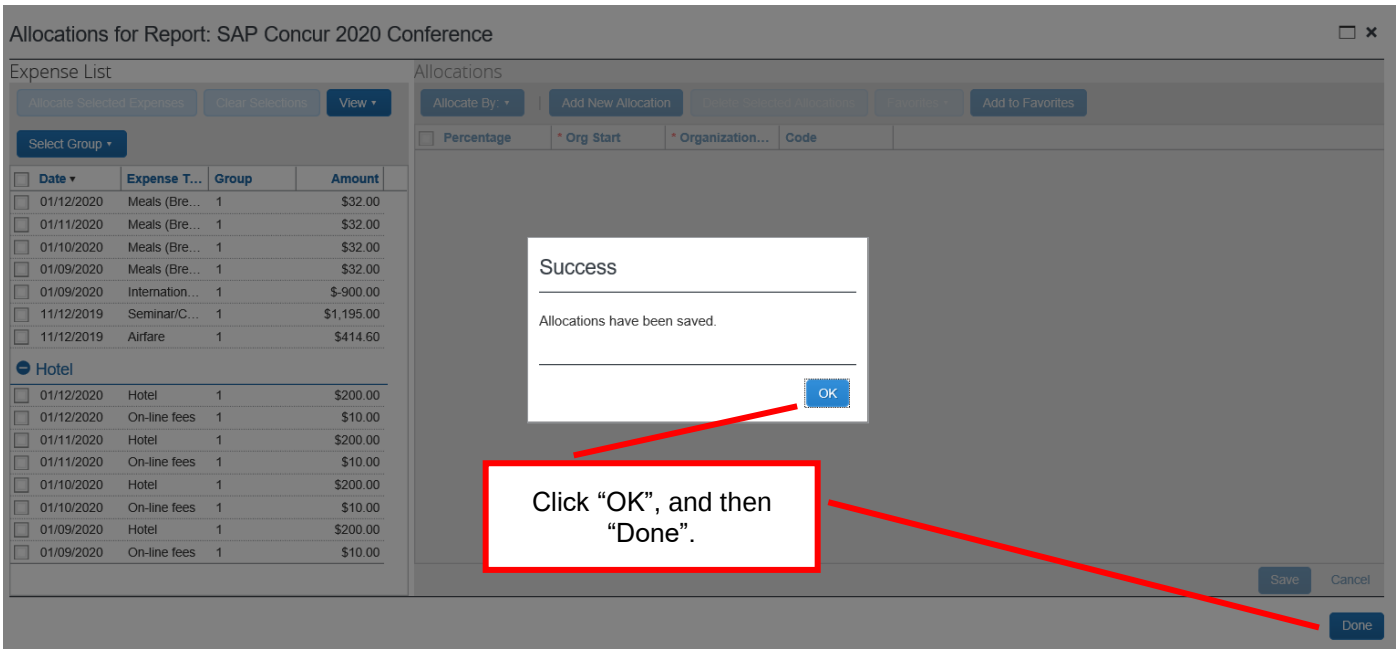


Your default organization number is defaulted as the one to charge. If you need to choose a different account, other than your default allocation, click on "Add New Allocation", then

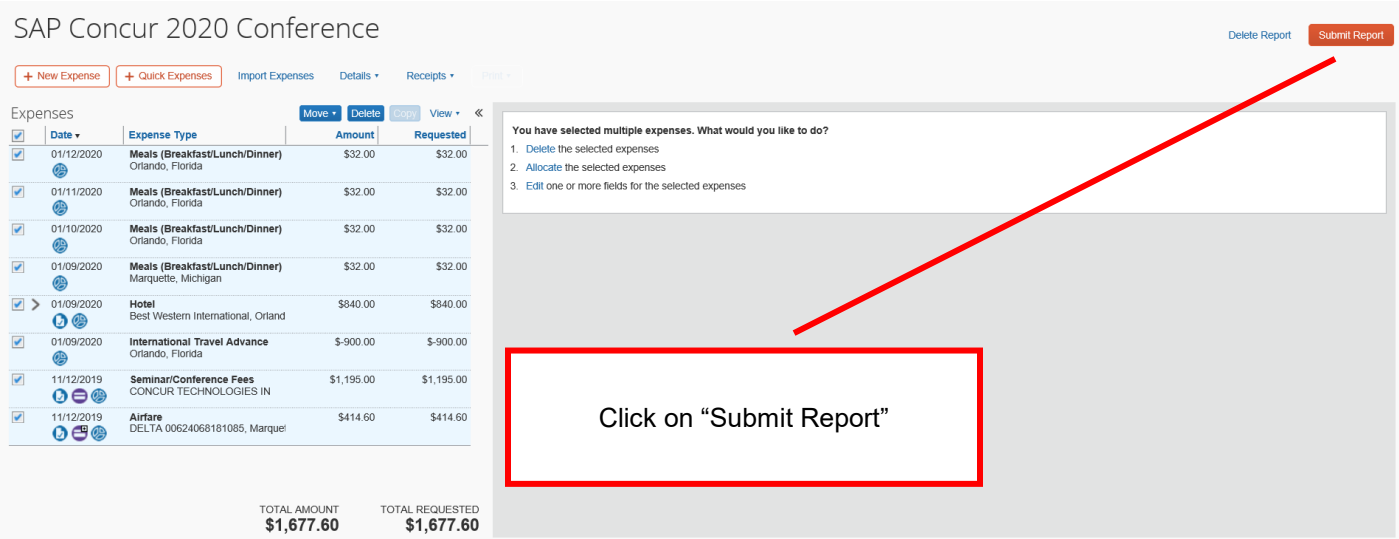
choose the Organization Start and Organization Number and make sure the Percentage for the various org numbers are being charged at the intended rates. Then click “Save”.



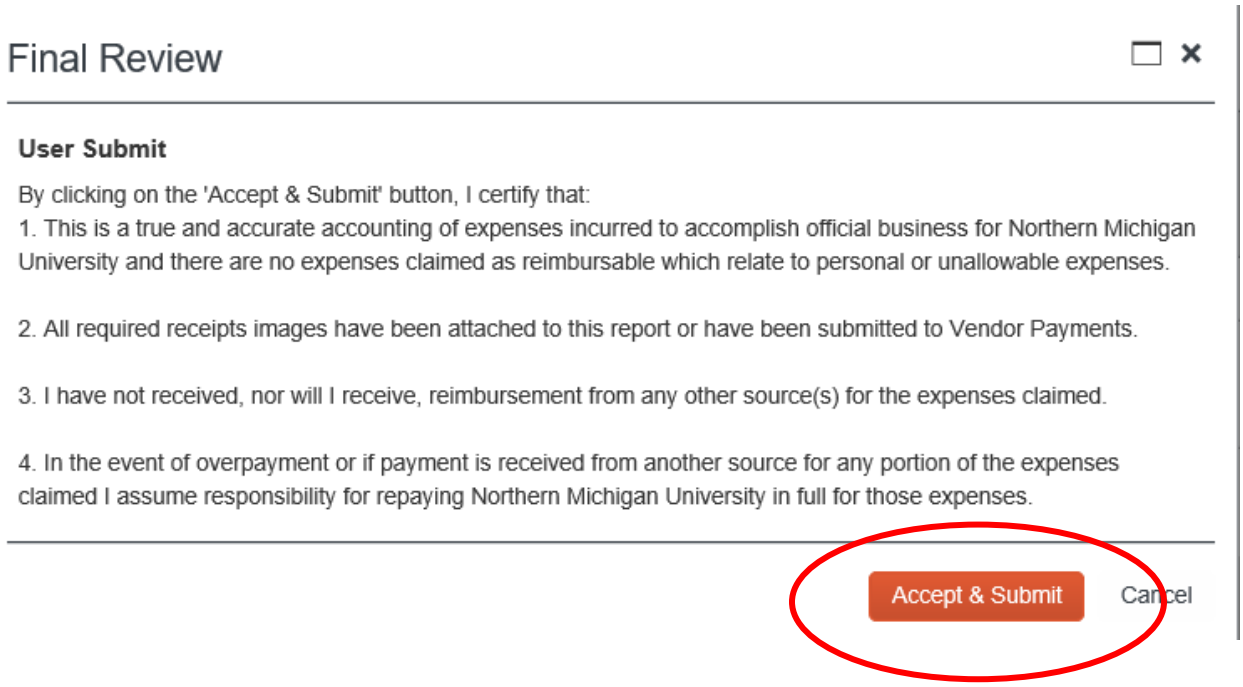
You will then get this screen to let you know your allocations have been successfully saved. Click “OK”, and then “Done”.



You are now ready to submit the report.



You will also need to click on “Accept & Submit”



You will know your report has been successfully submitted when you get this screen. You can then click “Close”.

Report Successfully Submitted

SAP Concur 2020 Conference
Approver: Beauchamp, Jamie R.

Expense Report

Report Total :	$1,677.60
Less Personal Amount :	$0.00
Amount Claimed :	$1,677.60
Amount Rejected :	$0.00

Company Disbursements

Amount Due Employee :	$68.00
Amount Due Travel Card :	$1,609.60
Total Paid By Company :	$1,677.60

Employee Disbursements

Amount Owed Company :	$0.00
Total Owed By Employee :	$0.00

Close