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.

MyNMU
A link to your NMU information

trcharbo | Logout

Home | Employee Services | Student Services

Web For Employees

Main Menu
Use the following links to view & update addresses or phone numbers, set up direct deposit, process personnel changes, view leave balances, view pay information, access the position management and recruiting system, access performance evaluations, view tax information, record leave time, request the tuition benefit, and find information about name and SSN changes.
Addresses & Phone Numbers - view/update
Compensation Statement
Direct Deposit
Employee Personnel Action (EPAF)
Flexible Spending Account (FSA) Enrollment
NMU Foundation Payroll Deduction
Leave Balances
Name Change
Pay Information
Position Management and Recruiting
Performance Evaluations
SSN - information about changing SSN
Tax Information
Time Sheet
Tuition Benefit Request

Concur Settlement System
Click here to:
Submit a settlement report for travel or office purchases.

eBill Payment System
Click here to:
View account information or pay your bill (credit/debit card or eCheck).

Students may also sign up for a payment plan.

International Travel Registration
Click here to:
Register faculty/staff international travel.

Police Department Services
Bicycle Registration
Vehicle Registration & Citation Appeals
CSA Report Form

Qualtrics
Click here to:
Access the Qualtrics Survey System.

Retirement Plan Information
Click here to:
Access investment and performance information about the defined contribution retirement plans at NMU.
Click here to:
Access the Human Resources Web page regarding retirement.

Safety Department Services
Safety Department Training System
Key and Electronic Building Access Requests
Submit an Incident Report

Scholarly Works Resource Site
Enter your scholarly activities including presentations, publications, exhibitions, performance art, and funded grants.
Please send any new items to commons@nmu.edu as email attachments.

Starfish
Click here to:
Access your Starfish account: Manage your student lists, tracking items, office hours, and more.
Click here to:
View Starfish FAQ, how-to's and other resources.

UltraTime

Administrative Reports
Click here to:
Access Finance, WorkStudy, and Labor reports.

Additional Employee Resources
- 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 from the Wyndham Hotel Group. Read about the Wyndham Hotel Group Discount and the ASNMU Dozing Discounts Program.
- Handshake Post a student job and register your department for job fairs.
- Mental Health Resources If a student comes to you for help with an emotional crisis or you believe a student needs assistance, use these resources to find information and help.
- TAO Connect NMU now offers a free service called TAO Connect, an app and online program that can help you feel happier, healthier and more productive when you're going through tough times.
- Wildcat Express/Dining Services View your CatCa$h and Dining Dollar transactions/balances, report a lost card and deposit funds into your CatCa$h account

Click here to access the system

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

SAP Concur

Requests | Expense | Invoice | Approvals | Reporting | App Center

Administration | Help

Profile

NMU
Hello, Tracee

| + New | 00 Required Approvals | 00 Invoices | 00 Available Expenses | 00 Open Reports |

Click on "New" and then "Start a Report"

MY TASKS

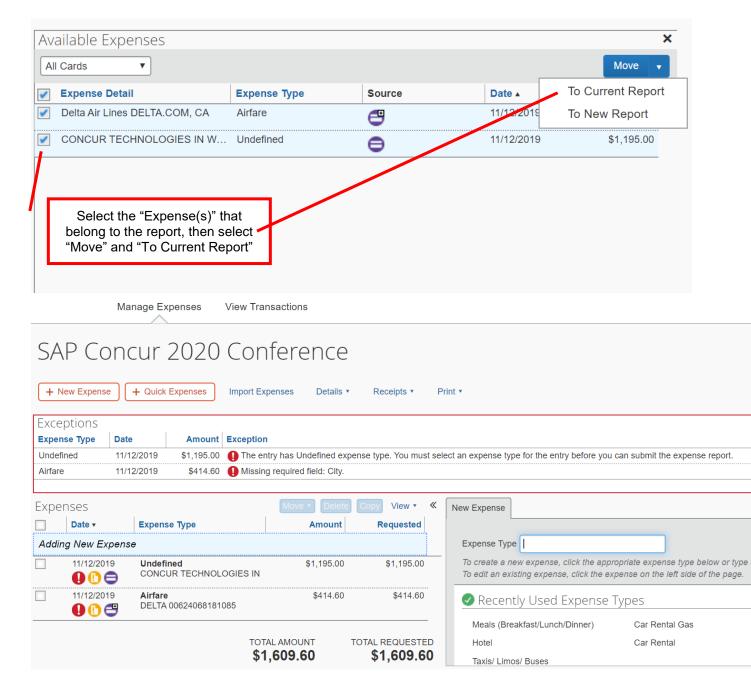| 00 Required Approvals → | 00 Available Expenses → | 00 Open Reports → |
| Great! You currently have no approvals. | You currently have no available expenses. | You currently have no open reports. |

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

Create a New Expense Report
Report Header

Policy	Travel Type	Report Name	Report Date	Departure Date
Travel and Entertainment			01/27/2020	

Return Date	Business Purpose	Organization Number	Comment
		Financial Services (271125)	

You will need to <u>select</u> Travel and Entertainment by clicking the "down arrow"

Next >>   Cancel

Fill in the required fields.

Create a New Expense Report
Report Header

Policy	Travel Type	Report Name	Report Date	Departure Date
Travel and Entertainment	Staff Travel	SAP Concur 2020 Conference	01/28/2020	03/08/2020

Return Date	Business Purpose	Organization Number	Comment
03/13/2020	SAP Concur 2020 Conference	Controller (271102)	

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

Next >>   Cancel

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

Select the "Expense(s)" that belong to the report, then select "Move" and "To Current 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".

Attach Receipt ✕

Click Browse and select a **.png, .jpg, .jpeg, .pdf, .tif or .tiff** file for upload. 5 MB limit per file.

File Selected for uploading: Browse...   Attach

No file selected

Or choose an image from your Available Receipts.

Available Receipts   Attach

☑ 🔍

Cacubo Annual
Meeting 2019-
Flight.pdf

Delete Report   Notify Employee

🚫 Show Exceptions

Available Receipts

Transaction Date
11/12/2019

Ticket Number
0062406818108

Vendor Name
DELTA   00624068181085

City
Marquette, Michigan

Amount
414.60   USD ⌄

Save   Allocate   Attach Receipt   Cancel

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.

SAP Concur 2020 Conference

                Delete

+ New Expense   + Quick Expenses   Import Expenses   Details ▾   Receipts ▾   Print ▾

Expenses   Move ▾ Delete Copy   View ▾ «

	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
☐	11/12/2019	**Seminar/Conference Fees** CONCUR TECHNOLOGIES IN	$1,195.00	$1,195.00
☐	11/12/2019	**Airfare** DELTA 00624068181085, Marqu	$414.60	$414.60

New Expense

Expense Type _____

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

✅ **Recently Used Expense Types**

Airfare   Seminar/Conference Fees
Meals (Breakfast/Lunch/Dinner)   Car Rental Gas
Hotel

All Expense Types

Business Entertainment   **...Other**
   Business Meal (attendees)   Seminar/Conference Fees
Communications   **Taxable Meals no Overnight Stay**

TOTAL REQUESTED
$1,609.60 $1,609.60

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.

SAP Concur 2020 Conference

Delete Report

+ New Expense **+ Quick Expenses** Import Expenses Details ▾ Receipts ▾ Print ▾

Expenses
☐ | Date ▾

Adding New Ex

☐ 01/09/20:

Quick Expenses

Quick Expenses

Add Row

Expense Currency [USD ▾]

Date	Expense Type	Busines		Amount	
					⊕ ✕
					⊕ ✕
					⊕ ✕
					⊕ ✕

Click on "+ Quick Expenses". This "Quick Expenses" box pops up.

Save

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

Manage Expens

SAP Concur 2C

Delete Report   N

+ New Expe **+ Quick Exp**   nt ▾

Expenses
☐ | Date ▾

Adding New Ex
☐ 01/09/20:
☐ 11/12/20
☐ 11/12/20

Quick Expe

Quick Expenses

Add Row

Business Entertainment
Business Meal (attendees)
Communications
Long Distance
On-line fees
Lodging
Hotel
Meals
Meals (Breakfast/Lunch/Dinner)
Other
Duplicating/Postage
International transaction fee
International Travel Advance
Personal Expense
Seminar/Conference Fees

Expense Currency [USD ▾]

Date		City	Amount	
01/09/2020	Meals (Breakfast/Lu▾	SAP Concur 2020 Conference	Orlando, Florida	$32.00 ⊕ ✕
01/10/2020	Meals (Breakfast/Lunc..	SAP Concur 2020 Conference	Orlando, Florida	$32.00 ⊕ ✕
01/11/2020	Meals (Breakfast/Lunc…	SAP Concur 2020 Conference	Orlando, Florida	$32.00 ⊕ ✕
01/12/2020	Meals (Breakfast/Lunc…	SAP Concur 2020 Conference	Orlando, Florida	$32.00 ⊕ ✕

Save   Canc

Enter the Date, Select "Meals", enter the City and Amount for each day, and then click "Save".

Next, we will enter the hotel charge.

Enter the required information—Transaction Date, Vendor, City and Amount, then click "Itemize".

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

Enter the "Check-In Date" and "Check-out Date", the "Room Rate", select any "Additional Charges" and click "Save Itemizations".
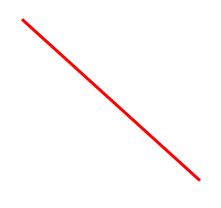
This next step shows how to attach your Hotel receipt.

Click the box next to the Hotel charge under Expenses and then click "Attach Receipt".

Attach Receipt

Click Browse and select a **.png**, **.jpg**, **.jpeg**, **.pdf**, **.tif** or **.tiff** file for upload. 5 MB limit per file.

File Selected for uploading:

Browse...   Attach

No file selected

Or choose an image from your Available Receipts.

Available Receipts

Attach

Click "Browse" to search your computer for the hotel receipt, and then "Attach" and "Save".

Cancel

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.

New Expense

Expense Type	Transaction Date	Business Purpose	Vendor Name	City
International Travel Advance	01/09/2020	SAP Concur 2020 Conference		Orlando, Florida

Payment Type	Amount		
Cash/Personal Credit Card	-900.00 USD	☐ Personal Expense (do not reimburse)	Comment

Enter the "Transaction Date" and "Amount". Please note to enter the "Amount" as a negative and only to the extent of the travel advance amount you spent. Click "Save".

[Save] [Allocate]

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.

SAP Concur 2020 Conference

+ New Expense | + Quick Expenses | Import Expenses | Details ▾ | Receipts ▾ | Print ▾

Expenses

Move ▾ | Delete | Copy | View ▾ | «

☑	Date ▾	Expense Type	Amount	Requested
☑	01/12/2020	**Meals (Breakfast/Lunch/Dinner)** Orlando, Florida	$32.00	$32.00
☑	01/11/2020	**Meals (Breakfast/Lunch/Dinner)** Orlando, Florida	$32.00	$32.00
☑	01/10/2020	**Meals (Breakfast/Lunch/Dinner)** Orlando, Florida	$32.00	$32.00
☑	01/09/2020	**Meals (Breakfast/Lunch/Dinner)** Marquette, Michigan	$32.00	$32.00
☑ >	01/09/2020	**Hotel** Best Western International, Orland	$840.00	$840.00
☑	01/09/2020	**International Travel Advance** Orlando, Florida	$-900.00	$-900.00
☑	11/12/2019	**Seminar/Conference Fees** CONCUR TECHNOLOGIES IN	$1,195.00	$1,195.00
☑	11/12/2019	**Airfare** DELTA 00624068181085, Marquel	$414.60	$414.60

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses

Click this box under Expenses to select all expense entries. Then click "Allocate".

TOTAL AMOUNT	TOTAL REQUESTED
$1,677.60	**$1,677.60**

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