

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.

Enter your User ID and Password

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

MyNMU
A link to your NMU information

trcharbo Logout

Home Employee Services Student Services

Welcome

Welcome to the Northern Michigan University web portal.

MyNMU integrates many NMU web applications and online services into one convenient and secure location. After login, the system will recognize you as a student, faculty, or staff member and present you with links to resources relevant to your academic pursuits or job functions.

Questions and comments may be posted on the MyNMU Discussion forum at [share.nmu.edu](#)

NMU is switching to G Suite [Learn more...](#)

Account Management

Manage Your User Account
View account status, change password, security options, and two factor authentication

Contact Information

Admissions
admissions@nmu.edu
906-227-2650

Financial Aid
faa@nmu.edu
906-227-2327

Housing and Residence Life
housing@nmu.edu
906-227-2620

NMU HelpDesk
helpdesk@nmu.edu
906-227-2468

Records and Registrar
records@nmu.edu
906-227-2258

EduCat

NMU EduCat

NORTHERN MICHIGAN UNIVERSITY

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Powered by Drupal

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

Police Department Services

Bicycle Registration

Vehicle Registration & Citation Appeals

CSA Report Form

Administrative Reports

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

Concur Settlement System

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

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.

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**

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.

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.

International Travel Registration

Click here to:
Register faculty/staff international travel.

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.

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

Hello, Tracey

00 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

Great! You currently have no approvals.

00 Available Expenses

You currently have no available expenses.

00 Open Reports

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 select 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.

Available Expenses ✕

All Cards Move ▾

| <input checked="" type="checkbox"/> Expense Detail | Expense Type | Source | Date ▲ | |
|---|--------------|--------|------------|------------|
| <input checked="" type="checkbox"/> Delta Air Lines DELTA.COM, CA | Airfare | | 11/12/2019 | |
| <input checked="" type="checkbox"/> CONCUR TECHNOLOGIES IN W... | Undefined | | 11/12/2019 | \$1,195.00 |

To Current Report
 To New Report

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

Manage Expenses View Transactions

SAP Concur 2020 Conference

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

Exceptions

| Expense Type | Date | Amount | Exception |
|--------------|------------|------------|---|
| Undefined | 11/12/2019 | \$1,195.00 | The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. |
| Airfare | 11/12/2019 | \$414.60 | Missing required field: City. |

Expenses

| <input type="checkbox"/> | Date ▼ | Expense Type | Amount | Requested |
|--------------------------|------------|-------------------------------------|-------------------|------------------------|
| Adding New Expense | | | | |
| <input type="checkbox"/> | 11/12/2019 | Undefined CONCUR TECHNOLOGIES IN | \$1,195.00 | \$1,195.00 |
| <input type="checkbox"/> | 11/12/2019 | Airfare DELTA 00624068181085 | \$414.60 | \$414.60 |
| TOTAL AMOUNT | | | \$1,609.60 | TOTAL REQUESTED |
| | | | | \$1,609.60 |

New Expense

Expense Type

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

Recently Used Expense Types

| | |
|--------------------------------|----------------|
| Meals (Breakfast/Lunch/Dinner) | Car Rental Gas |
| Hotel | Car Rental |
| Taxis/ Limos/ Buses | |

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”.

SAP Concur 2020 Conference

+ New Expense + Quick Expenses Import Expenses Details Click to edit report name and other details

| Expenses | Date | Expense Type | Amount | Requested |
|-------------------------------------|------------|-------------------------------------|------------|------------|
| <input checked="" type="checkbox"/> | 11/12/2019 | Undefined CONCUR TECHNOLOGIES IN | \$1,195.00 | \$1,195.00 |
| <input type="checkbox"/> | 11/12/2019 | Airfare DELTA 00624068181085 | \$414.60 | \$414.60 |

TOTAL AMOUNT \$1,609.60 TOTAL REQUESTED \$1,609.60

The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Expense: Undefined

Business Purpose: SAP Concur 2020 Conference

City:

Amount: 1,195.00 USD

Payment Type: Travel Card

Save Itemize

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

SAP Concur 2020 Conference

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

| Expenses | Date | Expense Type | Amount | Requested |
|-------------------------------------|------------|-------------------------------------|------------|------------|
| <input checked="" type="checkbox"/> | 11/12/2019 | Undefined CONCUR TECHNOLOGIES IN | \$1,195.00 | \$1,195.00 |
| <input type="checkbox"/> | 11/12/2019 | Airfare DELTA 00624068181085 | | |

TOTAL AMOUNT \$1,609.60 TOTAL REQUESTED \$1,609.60

The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.

Personal Expense

Payment Type: Travel Card

Amount: 1,195.00 USD

Comment:

Click the dropdown arrow, and select the expense type for this entry.

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

Expense

Expense Type
Seminar/Conference Fees

Transaction Date
11/12/2019

Business Purpose
SAP Concur 2020 Conference

Vendor Name
CONCUR TECHNOLOGIES IN

City

Payment Type
Travel Card

Amount
1,195.00 USD

Personal Expense (do not reimburse)

Comment

Save Itemize Allocate Attach Re

Click "Save"

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

SAP Concur 2020 Conference

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

| Expenses | Date | Expense Type | Amount | Requested |
|-------------------------------------|------------|---|------------|------------|
| <input type="checkbox"/> | 11/12/2019 | Seminar/Conference Fees CONCUR TECHNOLOGIES IN | \$1,195.00 | \$1,195.00 |
| <input checked="" type="checkbox"/> | 11/12/2019 | Airfare DELTA 00624068181085 | \$414.60 | \$414.60 |

Missing required field: City.

TOTAL AMOUNT: \$1,609.60 TOTAL REQUESTED: \$1,609.60

Expense Type: Airfare

Business Purpose: SAP Concur 2020 Conference

Vendor: Delta Air Lines

Airline Travel Service Code: Select one

Payment Type: Travel Card

Amount: 414.60 USD

City: **Orlando, Florida**

Country/Region: All Countries/Regions

Buttons: Save, Allocate, Attach Receipt

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 2019-2020

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 Receptions Print

| Expenses | Date | Expense Type | Amount | Requested |
|--------------------------|------------|---|------------------------|-------------------|
| Adding New Expense | | | | |
| <input type="checkbox"/> | 11/12/2019 | Seminar/Conference Fees CONCUR TECHNOLOGIES IN | \$1,195.00 | \$1,195.00 |
| <input type="checkbox"/> | 11/12/2019 | Airfare DELTA 00624068181085, Marqu | \$414.60 | \$414.60 |
| | | | TOTAL REQUESTED | |
| | | | \$1,609.60 | \$1,609.60 |

New Expense

Expense Type

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

Recently Used Expense Types

- Airfare
- Meals (Breakfast/Lunch/Dinner)
- Hotel

All Expense Types

- Business Entertainment
- Business Meal (attendees)
- Communications
- Seminar/Conference Fees
- Car Rental Gas
- ...Other
- Seminar/Conference Fees
- Taxable Meals no Overnight Stay

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”.

New Expense Available R

Expense Type
Meals (Breakfast/Lunch/Dinne) ▼

Transaction Date
03/09/2020

Business Purpose
SAP Concur 2020 Conference

Vendor
▼

City
Marquette, Michigan

Payment Type
Cash/Personal Credit Card ▼

Amount
32.00 USD ▼

Personal Expense (do not reimburse)

Comment

Enter Transaction Date and Amount, then click “Save”.

Save Allocate Attach Receipt

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

Quick Expenses

Quick Expenses

Add Row Expense Currency USD

| Date | Expense Type | Business | Amount |
|------|--------------|----------|--------|
| | | | |
| | | | |
| | | | |
| | | | |

Save

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

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

Manage Expense

SAP Concur 2020

+ New Expense + Quick Expense

Expenses

Quick Expense

Quick Expenses

Add Row Expense Currency USD

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

| Date | Expense Type | Business | 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

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

Next, we will enter the hotel charge.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Hotel
- Transaction Date: 01/09/2020
- Business Purpose: SAP Concur 2020 Conference
- Vendor: Best Western International
- City: Orlando, Florida
- Payment Type: Cash/Personal Credit Card
- Amount: 840.00 (Currency: USD)
- Comment: (empty)

At the bottom, there are four buttons: Itemize, Allocate, Attach Receipt, and Cancel. A red callout box with a white background and black text says: "Enter the required information—Transaction Date, Vendor, City and Amount, then click 'Itemize'." Red arrows point from this box to the Transaction Date, Vendor, City, and Amount fields.

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

The screenshot shows the 'Nightly Lodging Expenses' form with the following fields and values:

- Check-in Date: (empty)
- Check-out Date: 01/09/2020
- Number of Nights: (empty)
- Recurring Charges (each night):
 - Room Rate: (empty)
 - Room Tax: (empty)
 - Other Room Tax 1: (empty)
 - Other Room Tax 2: (empty)
 - Room rate and taxes will be shown as separate expenses
- Additional Charges (each night):
 - Expense Type: Choose an expense type
 - Amount: (empty)
 - Expense Type: Choose an expense type
 - Amount: (empty)

At the bottom, there are two buttons: Save Itemizations and Cancel. A red callout box with a white background and black text says: "Enter the 'Check-In Date' and 'Check-out Date', the 'Room Rate', select any 'Additional Charges' and click 'Save Itemizations'." Red arrows point from this box to the Check-in Date, Check-out Date, Room Rate, and the Additional Charges section.

This next step shows how to attach your Hotel receipt.

SAP Concur 2020 Conference

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

Expenses

| <input type="checkbox"/> | Date | Expense Type | Amount | Requested |
|-------------------------------------|------------|---|------------|------------|
| <input type="checkbox"/> | 01/12/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input type="checkbox"/> | 01/11/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input type="checkbox"/> | 01/10/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input type="checkbox"/> | 01/09/2020 | Meals (Breakfast/Lunch/Dinner) Marquette, Michigan | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | 01/09/2020 | Hotel Best Western International, Orlar | \$840.00 | \$840.00 |
| <input type="checkbox"/> | 01/09/2020 | Hotel | \$200.00 | \$200.00 |
| <input type="checkbox"/> | 01/09/2020 | On-line fees | \$10.00 | \$10.00 |
| <input type="checkbox"/> | 01/10/2020 | Hotel | \$200.00 | \$200.00 |
| <input type="checkbox"/> | 01/10/2020 | On-line fees | \$10.00 | \$10.00 |
| <input type="checkbox"/> | 01/11/2020 | Hotel | \$200.00 | \$200.00 |
| <input type="checkbox"/> | 01/11/2020 | On-line fees | \$10.00 | \$10.00 |
| <input type="checkbox"/> | 01/12/2020 | Hotel | \$200.00 | \$200.00 |
| <input type="checkbox"/> | 01/12/2020 | On-line fees | \$10.00 | \$10.00 |
| <input type="checkbox"/> | 11/12/2019 | Seminar/Conference Fees CONCUR TECHNOLOGIES IN | \$1,195.00 | \$1,195.00 |
| <input type="checkbox"/> | 11/12/2019 | Airfare DELTA 00624068181085, Marqu | \$414.60 | \$414.60 |

Expense: Nightly Lodging Expenses

Expense Type: Hotel Transaction Date: 01/09/2020 Business Purpose: SAP Concur 2020 Conference Vendor: Best Western International City: Orlando, Florida

Payment Type: Cash/Personal Credit Card Amount: 840.00 USD

Total Amount: \$840.00 | Itemized: \$840.00 | Remaining: \$0.00

TOTAL AMOUNT \$2,577.60 TOTAL REQUESTED \$2,577.60

Save Add Itemization Attach Receipt Cancel

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:

No file selected

Or choose an image from your Available Receipts.

Available Receipts

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.

New Expense

Expense Type

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.

✓ Recently Used Expense Types

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

All Expense Types

| | | | | |
|-------------------------------|--------------------------------|--|--------------------------|-----------------------------|
| Business Entertainment | Meals | ...Other | ...Transportation | ...Transportation |
| Business Meal (attendees) | Meals (Breakfast/Lunch/Dinner) | Personal Expense | Airline Fees | Personal Car Mileage |
| Communications | Other | Seminar/Conference Fees | Booking Fees | Taxis/ Limos/ Buses |
| Long Distance | Duplicating/Postage | Taxable Meals no Overnight Stay | Car Rental | University or State Car Gas |
| On-line fees | International transaction fee | Taxable Breakfast/Lunch/Dinner | Car Rental Gas | |
| Lodging | International Travel Advance | Transportation | Parking/Tolls | |
| Hotel | | Airfare | | |

Click "International Travel Advance" to add this as a new expense entry.

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 | <input type="checkbox"/> Personal Expense (do not reimburse) | Comment | |
| Cash/Personal Credit Card | -900.00 USD | | | |

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](#) <<

| <input checked="" type="checkbox"/> | Date | Expense Type | Amount | Requested |
|-------------------------------------|--------------|---|------------|------------|
| <input checked="" type="checkbox"/> | 01/12/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | 01/11/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | 01/10/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | 01/09/2020 | Meals (Breakfast/Lunch/Dinner) Marquette, Michigan | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | > 01/09/2020 | Hotel Best Western International, Orland | \$840.00 | \$840.00 |
| <input checked="" type="checkbox"/> | 01/09/2020 | International Travel Advance Orlando, Florida | \$-900.00 | \$-900.00 |
| <input checked="" type="checkbox"/> | 11/12/2019 | Seminar/Conference Fees CONCUR TECHNOLOGIES IN | \$1,195.00 | \$1,195.00 |
| <input checked="" type="checkbox"/> | 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 **\$1,677.60** TOTAL REQUESTED **\$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”.

Allocations for Report: SAP Concur 2020 Conference

Expense List

Allocations

Total: \$1,677.60 Allocated: \$1,677.60 (100%) Remaining: \$0.00 (0%)

| Date | Expense T... | Group | Amount |
|------------|----------------|-------|------------|
| 01/12/2020 | Meals (Bre... | | \$32.00 |
| 01/11/2020 | Meals (Bre... | | \$32.00 |
| 01/10/2020 | Meals (Bre... | | \$32.00 |
| 01/09/2020 | Meals (Bre... | | \$32.00 |
| 01/09/2020 | Internation... | | \$-900.00 |
| 11/12/2019 | Seminar/C... | | \$1,195.00 |
| 11/12/2019 | Airfare | | \$414.60 |

Hotel

| Date | Expense T... | Group | Amount |
|------------|--------------|-------|----------|
| 01/12/2020 | Hotel | | \$200.00 |
| 01/12/2020 | On-line fees | | \$10.00 |
| 01/11/2020 | Hotel | | \$200.00 |
| 01/11/2020 | On-line fees | | \$10.00 |
| 01/10/2020 | Hotel | | \$200.00 |
| 01/10/2020 | On-line fees | | \$10.00 |
| 01/09/2020 | Hotel | | \$200.00 |
| 01/09/2020 | On-line fees | | \$10.00 |

| Percentage | Org Start | Organization... | Code |
|------------|--------------------|--------------------|----------|
| 100 | Org's that begi... | Controller (271... | 2-271102 |

Save Cancel Done

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

Allocations for Report: SAP Concur 2020 Conference

Expense List

Allocations

Total: \$1,677.60 Allocated: \$1,677.60 (100%) Remaining: \$0.00 (0%)

| Date | Expense T... | Group | Amount |
|------------|----------------|-------|------------|
| 01/12/2020 | Meals (Bre... | 1 | \$32.00 |
| 01/11/2020 | Meals (Bre... | 1 | \$32.00 |
| 01/10/2020 | Meals (Bre... | 1 | \$32.00 |
| 01/09/2020 | Meals (Bre... | 1 | \$32.00 |
| 01/09/2020 | Internation... | 1 | \$-900.00 |
| 11/12/2019 | Seminar/C... | 1 | \$1,195.00 |
| 11/12/2019 | Airfare | 1 | \$414.60 |

Hotel

| Date | Expense T... | Group | Amount |
|------------|--------------|-------|----------|
| 01/12/2020 | Hotel | 1 | \$200.00 |
| 01/12/2020 | On-line fees | 1 | \$10.00 |
| 01/11/2020 | Hotel | 1 | \$200.00 |
| 01/11/2020 | On-line fees | 1 | \$10.00 |
| 01/10/2020 | Hotel | 1 | \$200.00 |
| 01/10/2020 | On-line fees | 1 | \$10.00 |
| 01/09/2020 | Hotel | 1 | \$200.00 |
| 01/09/2020 | On-line fees | 1 | \$10.00 |

| Percentage | Org Start | Organization... | Code |
|------------|-----------|-----------------|------|
|------------|-----------|-----------------|------|

Success

Allocations have been saved.

OK

Click “OK”, and then “Done”.

Save Cancel Done

You are now ready to submit the report.

SAP Concur 2020 Conference Delete Report **Submit Report**

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print](#)

Expenses [Move](#) [Delete](#) [Copy](#) [View](#)

| <input checked="" type="checkbox"/> | Date | Expense Type | Amount | Requested |
|-------------------------------------|------------|---|------------|------------|
| <input checked="" type="checkbox"/> | 01/12/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | 01/11/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | 01/10/2020 | Meals (Breakfast/Lunch/Dinner) Orlando, Florida | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | 01/09/2020 | Meals (Breakfast/Lunch/Dinner) Marquette, Michigan | \$32.00 | \$32.00 |
| <input checked="" type="checkbox"/> | 01/09/2020 | Hotel Best Western International, Orland | \$840.00 | \$840.00 |
| <input checked="" type="checkbox"/> | 01/09/2020 | International Travel Advance Orlando, Florida | \$-900.00 | \$-900.00 |
| <input checked="" type="checkbox"/> | 11/12/2019 | Seminar/Conference Fees CONCUR TECHNOLOGIES IN | \$1,195.00 | \$1,195.00 |
| <input checked="" type="checkbox"/> | 11/12/2019 | Airfare DELTA 00624068181085, Marquer | \$414.60 | \$414.60 |

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

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

- Delete the selected expenses
- Allocate the selected expenses
- Edit one or more fields for the selected expenses

Click on "Submit Report"

You will also need to click on "Accept & Submit"

Final Review □ ×

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.

Accept & Submit

Cancel

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