



Expense Approvals



Expense Center

https://www.concursolutions.com/Expense/Client/default.asp#

CONCUR Requests Expense Support Help

Administer for Hatch, Donna M

Report header for: DFW to Atlanta 1/28/15

Report Name: DFW to Atlanta 1/28/15

Report Id: 12B309A1DAC442F4ADB

Report Key: 20

Report Date: 02/02/2015

Report Currency: US, Dollar

Approval Status: Approved

Start Date: 01/28/2015

End Date: 01/29/2015

Purpose: Business Meetings

Travel Group: Professional-Faculty/Staff

Index: (300060) Dean - Nursing

Will you be receiving non-Collin payment while traveling?: No

Name and Contact Information for person providing payment:

Budget Amount:

| Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining |
|----------------------|------------|-----------|---------------|-----------------|------------------|
| DFW to ATL Jan 28... | 336A | No | \$690.16 | \$690.16 | \$101.96 |

TOTAL AMOUNT: \$797.85

TOTAL APPROVED: \$797.85

Click Details-Click Report Header. Review all fields for accuracy. Request associated with expense report should be listed here.

Expense Center

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CONCUR Requests Expense Support Help

Administer for Hatch, Donna M

Manage Expenses Cash Advances

DFW to Atlanta 1/2

Summary Details Receipts Print / Email

Expenses

| Date | Expense |
|------------|--|
| 01/29/2015 | Travel Allowance Atlanta, Georgia |
| 01/29/2015 | Hotel Marriott Hotels, Atlanta, Georgia |
| 01/29/2015 | Parking DFW Airport |
| 01/29/2015 | Taxi MT Transportation, Atlanta, Georgia |
| 01/29/2015 | Personal Car Mileage |
| 01/29/2015 | Travel Summary Report |
| 01/29/2015 | Agenda |

Report Totals

Expense Report

| | |
|------------------------|----------|
| Report Total : | \$797.85 |
| Less Personal Amount : | \$0.00 |
| Amount Claimed : | \$797.85 |
| Amount Rejected : | \$0.00 |
| Amount Approved : | \$797.85 |

Company Disbursements

| | |
|---------------------------------------|----------|
| Amount Due Employee : | \$310.00 |
| Amount Due CBCP for Airfare (Chase) : | \$330.95 |
| Amount Due CBCP for Hotel (Chase) : | \$156.90 |
| Total Paid By Company : | \$797.85 |

Employee Disbursements

| | |
|--------------|----------------|
| TOTAL AMOUNT | TOTAL APPROVED |
| \$797.85 | \$797.85 |

Click on Details. Click Totals. Verify totals.

The screenshot shows the Concur Expense Center interface. A modal window titled "Travel Allowances For Report: DFW to Atlanta 1/28/15" is open, displaying a table of travel itineraries. The table has columns for Departure City, Date and Time, Arrival City, Date and Time, and Arrival Rate Location. The itineraries are as follows:

| Departure City | Date and Time | Arrival City | Date and Time | Arrival Rate Location |
|-----------------------------------|---------------------|------------------|---------------------|-----------------------|
| Itinerary: DFW to Atlanta 1/28/15 | | | | |
| Dallas, Texas | 01/28/2015 12:00 PM | Atlanta, Georgia | 01/28/2015 03:03 PM | ATLANTA, US-GA, US |
| Atlanta, Georgia | 01/29/2015 05:25 PM | Dallas, Texas | 01/29/2015 06:58 PM | US-TX, UNITED STATES |

At the bottom of the modal, there are two summary fields: "TOTAL AMOUNT" and "TOTAL APPROVED", both showing a value of \$797.85. A "Done" button is located at the bottom right of the modal.

Click on Details-Click on Itineraries. Verify the dates and times for Travel Allowance (Meals per Diem).

| Time | Departure | Return |
|--------------------|-----------|---------|
| Midnight - 8:00 am | B, L, D | B |
| 8:00 am - 5:00 pm | L, D | B, L |
| 5:00 pm - Midnight | D | B, L, D |

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CONCUR Requests Expense Support Help

Administer for Martinez, Raul J

Manage Expenses Cash Advances

Mckinney to Plano 1/30/15

Summary Details Receipts Print / Email

Expenses View <<

| Date | Expense | Amount | Approved |
|------------|-----------------------|--------------|----------------|
| 01/30/2015 | Registration Fee | \$80.00 | \$80.00 |
| 01/30/2015 | Personal Car Mileage | \$12.32 | \$12.32 |
| 01/30/2015 | Travel Summary Report | \$0.00 | \$0.00 |
| 01/30/2015 | Agenda | \$0.00 | \$0.00 |
| | | TOTAL AMOUNT | TOTAL APPROVED |
| | | \$92.32 | \$92.32 |

Report Summary

Report Totals

| Amount Due Company | Amount Due Employee |
|--------------------|---------------------|
| \$0.00 | \$12.32 |

Requests (1)

| Request Name | Request ID | Amount Appr... | Amount Rem... |
|--------------------|------------|----------------|---------------|
| Mckinney to Pla... | 3339 | \$96.80 | \$16.80 |

Cash Advances (1)

| Cash Adva... | Request D... | Amount R... | Starting Ba... | Available B... |
|-----------------|--------------|-------------|----------------|----------------|
| Mckinney to ... | 12/18/2014 | \$80.00 | \$80.00 | \$0.00 |

Review each expense.

- Check dollar amounts against receipts.
- If hotel is in TX there should be no state tax on the hotel receipt.
- If there is Airfare, there must be an agency booking fee.
- Verify summary has a request attached with Request ID.
- If cash advance has been issued, verify that cash advance is displayed in the Expense Summary.