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### Login into Concur

- Go to the website at: [concur.cornell.edu](http://concur.cornell.edu)
- Enter your user name (your NetID) and password. If you cannot remember your password, you can click on ‘I forgot password’ to have a temporary password emailed to you.
- Click **Login**. You may need to complete the two-step login process, if applicable.
- You should now be at the main **Concur Home Page**.
Create an Expense Report

- Click the Expense tab

- Click +Create New Report

- Complete the required fields (highlighted in red on the left).

- Policy: This defaults to Travel.

- There are two other policies which include Recruitment-Athletics (used by Athletics only) or Non-Travel Business Expense. This policy is used for local hosted meals and/or supplies purchased on your Corporate Card.

- Report/Trip Purpose: Select the appropriate purpose. If you are using Sponsored funds, select Sponsored Travel. If you have mixed purpose, select Other/Multiple Purpose. Both of these trip purposes require the Business Purpose field to be completed.
• **Note:** International travel requires the entry of the Project Code of the destination country for all allocations (Report Header and/or Expense Type). Select the code for the main country visited from the drop-down list. Trips that contain both domestic and international travel should be coded as international travel.

• Click **Next**
Travel Allowances (Per Diem)

You have the option to claim Per Diem or Receipted method for your meals and incidental expense reimbursement.

Will you be claiming Per Diem? Click **Yes** for Per Diem or **No** for receipted method.

**Note:** You cannot mix the two together during a single trip.

**Itinerary (allowance for meals being claimed by Per Diem)**

- An itinerary is a way to identify your location(s) during your travel which calculates the Per Diem rate. If you are using Corporate Travel Partners (CTP) for your bookings will automatically flow into Concur or if you have booked outside of Concur, you can email your itinerary to plans@concur.com and your itinerary will be available to import.

- Click **Import Itinerary**

- Itinerary requires information regarding your Departure City, Date and Time along with the Arrival City, Date and Time.

- Highlighted fields will be automatically filled.

- Click **Next** to continue.

- **Per Diem** rate is automatically calculated based on policy. You can check to Exclude any provided meals, if needed.

- Click **Updated Expenses**

**Note:** Cornell is using the GSA per diem rate, which includes $5.00 incidentals. This means if a meal was provided you will still receive a minimum of $5.00 for incidental expenses.

If the Per Diem rate needs to be adjusted for any reason, please see **Per Diem Adjustment** expense type to enter the adjustment.
Creating New Expenses

**Importing Expenses:** If you emailed your receipts via receipts@expenseit.com or used your Corporate Card, your receipt(s)/expenses will be waiting to be processed in your Available Expenses or View Available Receipts.

- To use Available Expenses, click the Import Expenses link.

To find your Available Receipts, drop-down the Receipts tab and click View Available Receipts.
Travel Expenses are based on All Expense Types (see below) that can be selected while processing an Expense Report.

<table>
<thead>
<tr>
<th>All Expense Types</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>01. Travel Expenses</strong></td>
</tr>
<tr>
<td>Hotel</td>
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<td>Incidentals</td>
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<td>Laundry</td>
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<td>Travel Related Miscellaneous</td>
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<td><strong>02. Transportation</strong></td>
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<td>Airfare</td>
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<td>Airline Fees</td>
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<td>Car Service/Limousine</td>
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<td>Charter Bus/Transfers</td>
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<td>Other Ground Transportation</td>
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<td><strong>03. Individual Meals</strong></td>
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<tr>
<td>Breakfast</td>
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<td>Per Diem Adjustment</td>
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<td><strong>04. Meals &amp; Entertainment</strong></td>
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<tr>
<td>Group/Business/Hosted Meal</td>
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<td><strong>05. Office Expenses</strong></td>
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<td>Couriers/Shipping/Freight</td>
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<td>Non Capital Computer Equipment/Software</td>
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<td>Office Supplies</td>
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<td>Postage</td>
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<td><strong>06. Communications</strong></td>
</tr>
<tr>
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<tr>
<td>Mobile/Cellular Phone</td>
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<td>Conference/Meeting Registration Fee</td>
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<td>Employee Training/Registration Fees</td>
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<td><strong>08. Other</strong></td>
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<td>Intercompany Travel-Reimbursable Mileage</td>
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<td><strong>09. Relocation</strong></td>
</tr>
<tr>
<td>Relocation Expenses - Non Taxable</td>
</tr>
</tbody>
</table>

- The best practice is to use your corporate card during your business-travel, which will automatically become Available Expenses that can be selected and added to your Expense Report.

- Email image(s) of each of your receipts to receipts@expenseit.com. **Note:** Receipts can be scanned or a good, clear photo taken with your mobile device and emailed into the system. If you choose to not use ExpenseIt, you can email your receipts to receipts@concur.com.

- Concur will read the receipt with Optical Character Recognition (OCR) technology and will automatically itemize the expense (for hotel receipts only). The OCR technology will complete the required fields for the specific expense type.
  - For example for Hotel receipts, the OCR technology will complete the Vendor, Dates of stay, Hotel Room Rate, Hotel Tax, Meals, etc. based on the data found on the receipt. **NOTE:** You will want to verify the OCR information is correct and update any information that is not.

- Required fields for each Expense Type are identified with a “red” line on the left side of the field.
The **default setting** for all expense types are **Federal Allowable** because a very small percentage of expenses are Federal Unallowable, such as premium airfare or alcohol. If you have an expense type that should be marked Federal Unallowable, you can do that at the parent level or the itemization level. **Note:** If the parent expense type is Federal Allowable but part of the itemization is Federal Unallowable, you will need to change the setting at the itemization level. The setting of **Federal Unallowable** is constant for **Premium Airfare** itemization and **Alcohol**.

- The **object code** is not part of the editable accounting string in Concur. The object codes have been built and assigned in the system (based on Report Type) for: Domestic, International, Student Mission-Domestic, Student Mission-International, Non-Travel Business Expense and Recruitment-Athletics. These “Object Codes by Expense Type” spreadsheets are available on the [Concur Training Resources](#) page.
Use this expense type for your hotel/lodging expenses. The best practice is to email your receipts to receipts@expensiteit.com. By doing so, the OCR technology will read your receipt and automatically itemize the hotel bill for you.

If you do not use Expensiteit to email your receipts, you can email them to receipts@concur.com and it will be an Available Receipt image in Concur for you to view/select when completing your Expense Report.

- Select the Hotel expense type and complete the required fields.
- Click Itemize in the bottom right hand corner.
- Enter the Check-In Date, Check-Out Date, Room Rate and Room Tax, click Save Itemizations.
- Note: only complete the Additional Charges (each night) in the itemization if there is an expense on your hotel bill that needs to be itemized for each night.
- Another screen will display that has a drop-down of Expense Types to choose from. You would use this if you had a meal (breakfast, lunch or dinner), Personal Non-Reimbursable charge (movie, fitness), etc. and itemize the remaining amount displaying in the upper right hand corner of your itemization window.
- Click Save.
Incidentals are expenses that arise during business travel such as fees and tips to porters, baggage carriers, and hotel staff.

Note: The GSA Per Diem Rate (M&IE) includes $5.00 for incidentals expenses. If all meals were provided on a day, you will still receive the $5.00 for incidentals.

Laundry

Use this expense type only if it’s not part of your hotel bill. If you received Laundry service at the hotel, this will become an itemized item on your hotel bill.

This expense type is used infrequently and only where necessary due to an absence from home for more than five consecutive workdays, or when unusual circumstances mandate these services. 

Note: This service is only reimbursable for domestic travel.

International travel per diem rates are inclusive of laundry service and therefore laundry costs are not separately reimbursable.

Travel Related Misc.

This expense type will be used VERY infrequently for non-personal travel related expenses NOT covered under any other Expense Types.

Note: For ground transportation (e.g., taxis, airport shuttle services, public transportation, etc.) use Taxi or Other Ground Transportation expense types.
Transportation

Airfare

Was Premium Airfare booked?
- If Premium Airfare was booked, select Yes from the drop down window (default is No).
- Once all required fields are completed, click Itemize at the bottom of the screen for the Airfare expense type.

This will allow you to enter the economy airfare cost and break out the Premium and/or Personal/Non Reimbursable portion of your trip. Note: The Premium Airfare portion represents the delta above economy class.
- The Airfare amount equals the economy price and then you need to enter the Premium Airfare amount (the difference). The total amount of the Airfare has to equal the total amount of the expense (Airfare plus Premium equals Total Amount).
- If the Premium Airfare is personal, check the box for Personal Expense. Note: The Personal/Non Reimbursable is the cost for personal legs of travel.
Airfare, cont’d.

Are you traveling on behalf of a Sponsored Award?

- Were U.S. Flag Carriers used for all travel during this trip?
- If no is selected from the drop-down menu another field Fly America Act Exemption field will appear.
- Select the appropriate reason from the drop-down list.
- Note: If there are multiple reasons, Select #11 – Multiple items above and then list all applicable numbers from the drop-down menu in the Comment to Approver field. This is necessary for sponsored reporting purposes.

- If the sponsored award does not allow Premium Airfare, you will need to allocate the premium portion to a non-sponsored account. To do this, click the Allocation button at the bottom of the expense type.
- Change the Allocate By from Percentage to Amount (default is Percentage) and enter the non-sponsored account for the Premium Airfare portion to be expensed to Amount.
Airline Fees

- **02. Transportation**
  - Airfare
  - **Airline Fees**
  - Car Rental
  - Car Rental Fuel
  - Car Service/Limousine
  - Charter Bus/Transfers
  - Other Ground Transportation
  - Parking
  - Personal Car Mileage
  - Taxi
  - Tolls
  - Train

Use this expense type for baggage fees and other airline fees (e.g., change fees, etc.).

[Expense screenshot]

Car Rental

- **02. Transportation**
  - Airfare
  - **Airline Fees**
  - Car Rental
  - Car Rental Fuel
  - Car Service/Limousine
  - Charter Bus/Transfers
  - Other Ground Transportation
  - Parking
  - Personal Car Mileage
  - Taxi
  - Tolls
  - Train

If you booked your Car Rental using CTP (Corporate Travel Planners) your car rental receipt will be in your Available Expenses to assign to your expense report.

[Expense screenshot]
Concur Expense Report: Job Aid

**Car Rental Fuel**

02. Transportation
- Airfare
- Airline Fees
- Car Rental
- **Car Rental Fuel**
- Car Service/Limousine
- Charter Bus/Transfers
- Other Ground Transportation
- Parking
- Personal Car Mileage
- Taxi
- Tolls
- Train

Use this expense type for the **purchase of fuel when renting a car**.

**Note:** If you drive your personal automobile for university business travel, the university will provide reimbursement for your business miles based on the IRS’ standard mileage rate, which includes all gas, oil, repairs, and insurance costs. See **Personal Car Mileage** expense type.

**Car Service/Limousine**

02. Transportation
- Airfare
- Airline Fees
- Car Rental
- Car Rental Fuel
- **Car Service/Limousine**
- Charter Bus/Transfers
- Other Ground Transportation
- Parking
- Personal Car Mileage
- Taxi
- Tolls
- Train

Use this expense type for **Car Service/Limousine** (e.g. Uber, black-car service, limousine) when it represents the most efficient and cost-effective method.
Charter Bus/Transfers

If you traveled via Campus to Campus (C2C) bus the Payment Type options are:

- **Direct-billed to Cornell**
  - If you direct-billed this to Cornell, in Concur, you must select **Pre-Paid/Other Method** as the payment type.

- **U.S. Bank Corporate Credit Card**
  - If you used your U.S. Bank corporate card, in Concur, this will show up as an **Available Expense** and the payment type will automatically be selected as Corp Credit Card.

- **Personal Credit Card**
  - If you used your personal credit card, in Concur, select **Out of Pocket** as the payment type.

**Note:** For C2C direct-billed (Pre-Paid/Other Method), the Vendor field is required. From the drop-down Vendor field, select Campus to Campus.

Other Ground Transportation

Use this expense type for airport shuttle services, public transportation, etc. For Taxi, see Taxi expense type. For Car Service, see Car Service/Limousine.

Parking

Use this expense type **only** if the parking is **not** part of your hotel bill. If you were charged for Parking at the hotel, this will be an itemized expense on your hotel bill.
To utilize the **Mileage Calculator** tool built in Concur, click on the Mileage Calculator.

**Note:** If you use this tool you do not need to fill in your From Location, To Location, or Distance, these fields will automatically pre-fill once you have completed the mileage calculator. You also do not need to provide any additional documentation of your traveled route if you use the **Mileage Calculator in Concur.**

Using the Mileage Calculator:

- Enter your Waypoints (From/To route)
- Click **Calculate** Route. The map on the right will show you the route.
- If you traveled a different route, click on the blue map route to update your route.
- If you traveled a different way going to your destination than your return, you can add an additional Waypoint (e.g., A, B, C).
- If you need to make your route **Round Trip**, click the **Make Round Trip** button under Waypoints.
- Once you have completed your route, click **Add Mileage to Expense**.
- **Note:** You will notice you’re From Location, To Location and Distance are populated.
- Click **Save**
Taxi

Use this expense type for any travel by taxi when it represents the most efficient and cost-effective method.

In cases where you shared the taxi with other Cornell travelers and paid for the taxi service, include the name of the other traveler(s) in the Additional Information field or on the receipt.

Note: If the car service was Uber, black-car service, limousine, etc. please use the Car Service/Limousine expense type.

Tolls

Use this expense type for any toll charges during your business travel.

Train

Use this expense type for any train service you used during your travel.

Note: Reimbursements should not exceed the cost of reasonable coach airfare or other reasonable transportation costs to the same destination.
**Individual Meals**

**Breakfast, Lunch or Dinner**

Use the **Breakfast, Lunch or Dinner** expense type for claiming individual meals.

- If you paid for an Individual Meal (Breakfast, Lunch or Dinner) using your Corporate Card or Out-of-Pocket (personal credit card or cash) **AND** claiming Per Diem, you **must check the Personal Expense or Meal covered by Per Diem** box on the expense type.

- If alcoholic beverages were purchased with the meal (lunch or dinner only), **you must** click the **Itemize** button (bottom right) and break out your Meal expense from the alcoholic beverages and tips/gratuities. If the alcohol is a **personal expense and not reimbursable**, you must check the Personal Expense (do not reimburse) box in the itemization window.

When itemizing the expense you will notice in the upper right hand corner the **Total Amount, Itemized, and Remaining**: amount to be itemized.

**Note:** If this was a **Group/Business/Hosted Meal**, please use the **Group/Business/Hostel Meal** expense type.
Use the **Per Diem Adjustment** expense type for the following situations:

- If the day of your travel *departure begins at or before 7:00 AM* local time or if travel on the day of *return ends at or after 7:00 PM* local time, the traveler will be entitled to the **full per diem** (excluding any hosted or provided meals) for that day.

- If this is the case, in the **Amount** field enter the difference between 75% and 100% of the Per Diem (less any provided meals) to receive full per diem for the departure and/or return day.

- If you would like to claim less than the **Per Diem** amount, enter a **negative amount** in the **Amount field** (e.g., -10.00).
  - **Note:** If you are claiming less than the Per Diem amount for more than one day, you can enter one combined Per Diem Adjustment entry for the overall trip.

- The best practice is to enter an explanation for any per diem adjustment in the **Additional Information** field or the **Comment to Approver** box.

**Note:** Domestic Per Diem rates include $5 per day for incidentals. International Per Diem rates include approximately 20% for incidentals.
# Meals and Entertainment

**Group/Business/Hosted Meal**

Use this expense type any Group/Business/Hosted Meal.

Please include list of attendees either on the receipt or enter the information in the Additional Information field or the Comment to Approver box.

If you are claiming Per Diem for your trip, please make sure you check the appropriate day/meal that was provided so you do not receive the per diem amount in addition to the group/business/hosted meal.

If alcoholic beverages were purchased with the Group/Business/Hosted Meal, you must click the Itemize button (bottom right) and break out the meal expenses from the alcoholic beverages and tips/gratuities. If the alcohol is a personal expense and not reimbursable, you must check the Personal Expense (do not reimburse) box in the itemization window.

When itemizing the expense you will notice in the upper right hand corner the Total Amount, Itemized, and Remaining: amount to be itemized.
<table>
<thead>
<tr>
<th>Office Expenses</th>
<th>Use these expense types <strong>only</strong> if you paid for them using your <strong>Corporate Card</strong> or if they were part of <strong>your business travel</strong>.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courier/Shipping/Freight</td>
<td></td>
</tr>
<tr>
<td>Non Capital Computer Equip/Software</td>
<td></td>
</tr>
<tr>
<td>Office Supplies</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td></td>
</tr>
<tr>
<td>Printing/Photocopying/Stationery</td>
<td><strong>Note:</strong> If these expenses were <strong>not</strong> part of your business travel and/or not paid on your corporate card, but rather paid out-of-pocket, please seek reimbursement outside of the Concur system.</td>
</tr>
</tbody>
</table>

**Communications**

<table>
<thead>
<tr>
<th>Communications</th>
<th>Use these expense types <strong>only</strong> if the communication charges were <strong>not</strong> part of your hotel bill. If you were charged for <strong>Internet/Online Fees</strong> on your hotel, this will be an itemized expense on your hotel bill.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet/Online Fees</td>
<td></td>
</tr>
<tr>
<td>Mobile/Cellular Phone</td>
<td><strong>Note:</strong> For <strong>Mobile/Cellular Phone and Telephone/Fax</strong> charges, the university will provide reimbursement for the incremental cost of business calls and data, but not for basic coverage for personal cell or land phones. You must document the business purpose for long-distance calls.</td>
</tr>
<tr>
<td>Telephone/Fax</td>
<td></td>
</tr>
</tbody>
</table>
Fees

Conference/Meeting Registration Fee
Employee Training/Registration Fees
Fees – Memberships & Subscriptions
Travel Agency Fees

These types of expenses should be paid on your Corporate Card.

Note: If fees were paid on a Procurement Card, please make sure the Payment Type is marked as Pre-Paid/Other Method.

Use Travel Agency Fees for baggage fees and other airline or agent-assisted fees.
**Other Intersession – Athletic Expenses**

- Used primarily by the Athletics Department.

**Other General Expenses**

- This expense type will be used VERY infrequently for Other General Expenses - travel related NOT covered under any other Expense Type.

**Personal/Non Reimbursable**

- This expense type will be used VERY infrequently for **Personal/Non Reimbursable** expenses.

If you mistakenly used your Corporate Card for the **Personal/Non Reimbursable** expense, the expense will still need to be included as part of your Expense Report but you will mark the expense as **Personal/Non Reimbursable**, therefore, you will NOT be reimbursed. If this is the case, no supporting documentation is necessary or required.
<table>
<thead>
<tr>
<th>Personal/Reimbursable</th>
<th>This expense type will be used VERY infrequently for Personal/Reimbursable travel related expenses. <strong>Proper supporting documentation and approval</strong> are <strong>required</strong> for this expense type.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal/Reimbursable</td>
<td></td>
</tr>
<tr>
<td>Recruit - Employment</td>
<td>Use this expense type for expenditures incurred during the interview process for potential employees.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recruitment – Employment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal/Reimbursable</td>
<td></td>
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<tr>
<td>Recruit - Employment</td>
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</tr>
<tr>
<td>Token Gift in Lieu of Housing</td>
<td></td>
</tr>
<tr>
<td>Token Gift of Appreciation</td>
<td></td>
</tr>
</tbody>
</table>
Token Gift in Lieu of Housing

- To allocate this expense to a non-sponsored, state or federal appropriations account, click Allocate at the bottom of the expense type.
- Change the Allocate By from Percentage to Amount (default is Percentage) and enter the non-sponsored, state or federal appropriations account for the Token Gift in Lieu of Housing portion to be expensed to Amount.

Note: The cost of a token gift of appreciation cannot be reimbursed from sponsored funds or state or federal appropriations.
This expense type will be used VERY infrequently for Token Gift of Appreciations.

**Note:** If the Token Gift of Appreciation is in Lieu of Housing, please use the **Token Gift in Lieu of Housing** expense type.
Relocation Expenses – Taxable

Use this expense type for expenditures incurred to relocate new employees and only if Cornell paid for the expenses on the Corporate Card.

Note: If there are days where no travel or Cornell business occurs (e.g., a house-hunting day), the reimbursement of the expenses for that day is treated as taxable income to the recruit and done outside of the Concur system. Similarly, reimbursement of any expenses associated with bringing family or others to Cornell must be treated as taxable income to the recruit.

Relocation Expenses – Non Taxable

Use this expense type for expenditures incurred to relocate new employees and only if Cornell paid for the expenses on the Corporate Card.

Note: Reasonable expenses incurred on any day where the recruit has required recruiting-related meetings with Cornell faculty or staff members are considered tax-free.