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    Personal/Reimbursable
    Recruitment – Employment
    Token Gift in Lieu of Housing
    Token Gift of Appreciation

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    Relocation Expenses – Taxable
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Single Day Per Diem

Single Day Per Diem is used for travel lasting over 12 hours where meal expenses are incurred and Per Diem is the desired method of reimbursement.

When you are entering your expense report, one of the first things you will be asked is “Will you be claiming Per Diem? If you are (for the entire trip if more than one day OR for a single day) you will need to click Yes.

For Single Day Per Diem you will need to click the Go to Single Day Itineraries button.

The window that opens will have today's date and six more days listed. You will need to change the start date to get it to match your trip date.

Clicking the calendar icon will open so you can select the desired trip date. Then click the Go button.
The date selected will be returned and you can now continue entering the trip information for Single Day Per Diem.

Here you enter the Start Location, Depart (time), End Location, Arrive (time), Depart (time) and Back At (time). You will see the total number of hours displayed on the left. This must total more than twelve hours in order to receive Single Day Per Diem.

Click the **Save Itineraries** button. Then click the **Next** button.
An **Assigned Itineraries** screen will show your entry. Click anywhere on the displayed itinerary to select it. Then click the **Next** button.

The next screen shows each meal. If needed you can check meals that were provided (and that you will not be reimbursed for). The total allowance is on the far right. Click the **Create Expenses** button to continue.

The expense has been added to the Expense Report.
Expense Types

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

Email an image of each of your receipts to expenseit@concur.com. NOTE: Receipts can be scanned or a good, clear photo taken with your mobile device and emailed.

Concur will read the receipt with Optical Character Recognition (OCR) technology and will automatically itemize the expense and complete the required fields for the specific expense type. For example: For Hotel receipts; OCR will complete the Vendor, Dates of stay, Hotel Room Rate, Hotel Tax, Meals, etc. based on the data found on the receipt.

Example: When the credit card charge potentially matches an expense you will see the following screen. You can click the Continue button to match the expense OR click Delete Match to decline the match.
• **Example:** When an out of pocket expense is entered into the system and the receipt was in the Available Receipts; the system will show you there is a receipt match. You can verify if the receipt is correct and then click on the green circle and it will attach to the expense type selected on the left hand side.

• Required fields for each Expense Type are identified with a "red" line on the left side of the field.

• Federal Allowable/Unallowable must be identified for each expense type. The default is Federal Allowable.
## 01. Travel Expenses

### Hotel

Email your receipt to expenseit@concur.com. SG – Include steps on how to “itemize” your hotel receipt if you manually attach your receipt in Concur.

### Incidentals

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.

### 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. |
|---|---|
02. Transportation

Airfare

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

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= 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.

**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 Type](image1)

### 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 pull through into your expense report.

![Expense Type](image2)

### 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.

![Expense Type](image3)
**Car Service/Limousine**

- **Expense Type:** Car Service/Limousine

Use this expense type for car service/limousine.

![Expense Type Example](image)

**Charter Bus/Transfers**

- **Expense Type:** Charter Bus/Transfers

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

- **Direct-billed to Cornell**
  - If you direct-billed this to Cornell, in Concur, please 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, 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 become an itemized item on your hotel bill.
To utilize the **Mileage Calculator** tool built into 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. **Note:** You do not need to provide any additional documentation of your traveled route if you use the Mileage Calculator.

**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**.
<table>
<thead>
<tr>
<th>Note: You will notice you’re From Location, To Location and Distance are populated.</th>
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</thead>
<tbody>
<tr>
<td>Click Save</td>
</tr>
<tr>
<td>Note: If you did not use the Mileage Calculator tool, you will need to provide documentation of your traveled route.</td>
</tr>
</tbody>
</table>
Taxi

Use this expense type for any travel by car service (e.g. Uber, taxi, black-car service) 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, note the name of the other traveler(s) in the Additional Information field.

Note: If the car service was a limousine, please use the Car Service/Limousine expense type.

Tolls

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

Use this expense type for any train service you used during your travel.
03. 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) and are claiming Per Diem, you **must check the Personal Expense or Meal covered by Per Diem** box on the expense type.
- If you paid for the Individual Meal on your U.S. Corporate Card, you **must check the Personal Expense or Meal covered by Per Diem** box.
- 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 it is a personal expense, you must check the Personal Expense (do not reimburse) box.

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 and include the list of attendees either on the receipt or enter the names in the Additional Information field.
<table>
<thead>
<tr>
<th>Per Diem Adjustment</th>
<th>Use this expense type when you need to make adjustments to the Per Diem you are claiming. You can have positive or negative amounts.</th>
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<p>| Single Day Per Diem |  |
|---------------------|  |</p>
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<thead>
<tr>
<th>Expense Type</th>
<th>Transaction Date</th>
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<th>Report/Trip Purpose</th>
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<td>Conference</td>
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<td>Additional Information</td>
<td>Vendor</td>
<td>City of Purchase</td>
<td>Payment Type</td>
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<tr>
<td>Amount</td>
<td>Comment to Approver</td>
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<td>Out of Pocket</td>
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04. Meals and Entertainment

Group/Business/Hosted Meal
05. Office Expenses

Courier/Shipping/Freight

Non Capital Computer Equip/Software

Office Supplies

Postage
**Printing/Photocopying/Stationery**

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<th>Expense Type</th>
<th>Transaction Date</th>
<th>Expense Report Type</th>
<th>Report/Top Purpose</th>
<th>Payment Type</th>
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<td>Domestic Travel</td>
<td>Conference</td>
<td>Out of Pocket</td>
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</table>

**Additional Information**
- Vendor: [Field]
- City of Purchase: [Field]

**Amount**
- USD: [Field]

**Comment to Approver**
- [Field]

**Federal Allowable/Unallowable**
- Federal Allowable: [Field]
06. Communications

Internet/Online Fees

Mobile/Cellular Phone

Telephone/Fax
## 07. Fees

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<td>Travel Agency Fees</td>
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<td>Personal/Non Reimbursable</td>
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Used primarily by Department of Athletics
### 09. Relocation

| Relocation Expenses – Taxable |
| Relocation Expenses – Non Taxable |