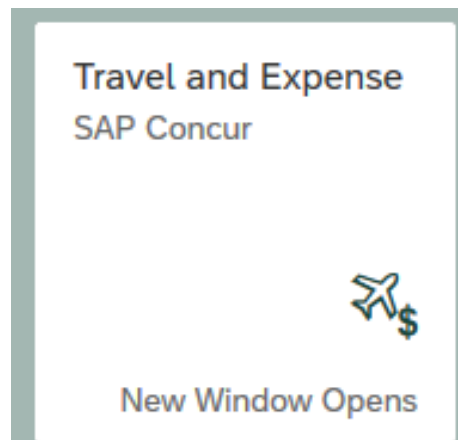# Expense Report (Requesting Reimbursement)

- Login to https://ebs.msu.edu/
  - Click the tile for Travel and Expense, SAP Concur

- Click on AUTHORIZATION REQUESTS

- This will take you to a list of all of your authorized travel

- Click on the trip you wish to be reimbursed for
  - This will take you to the request you submitted for that trip
- Click on the CREATE EXPENSE REPORT button in the upper right hand of the screen

- This will create an expense report (reimbursement request)

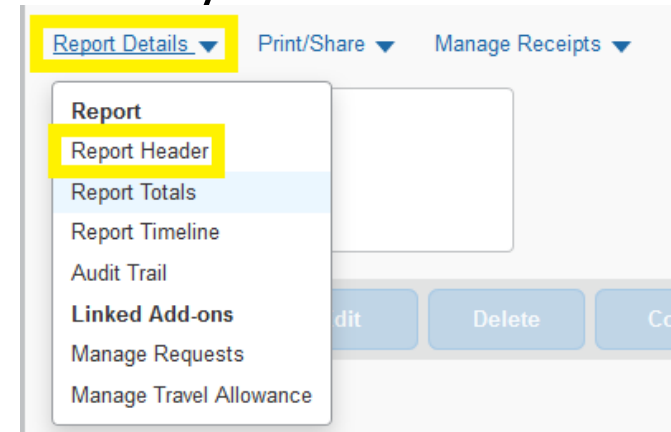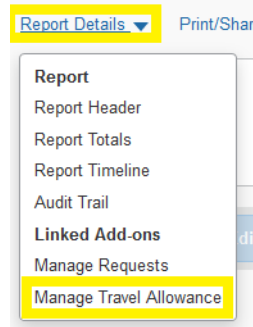- Click on Report Details and then Report Header to verify information matches the request

- Complete any missing fields
  - Are there any shared expenses
- Click save once all the fields are correct
- You will be taken back to the report header
- Click on Report Details and then Manage Travel Allowance from the drop down

- On the next screen click on the Create New Itinerary found in the upper left hand corner

Travel Allowances For Report: Iowa State University

1 Create New Itinerary   2 Available Itineraries   3 Expenses & Adjustments

- Enter your first and last stops
  - Click save found in the lower left side of the screen

New Itinerary Stop

Departure City
Detroit, Michigan

Date   Time
10/18/2019   3:51p

Arrival City
Des Moines, Iowa

Date   Time
10/18/2019   4:48p

- Click on the Expense and Adjustments tab

Travel Allowances For Report: Iowa State University

Edit Itinerary   Available Itineraries   Expenses & Adjustments   Reimbursable Allowances Summary

- In the Expenses & Adjustments tab enter any meals that were provided for you (i.e. the conference provided lunch).
  - Next click update expenses found in the lower right hand side of the screen

- Click on Add Expense

- A pop up window of expense that may be related to this trip will appear

Add Expense   ×

9
Available Expenses   **+**
                            Create New Expense

Search for an expense type

∧ Recently Used
    Parking
∧ 01. Travel Expenses
    Additional Attachments
    Agenda Attachments
    Expense Reduction
    Hotel
    Hotel Cleaning Charge
    Per Diem Reduction
∧ 02. Transportation
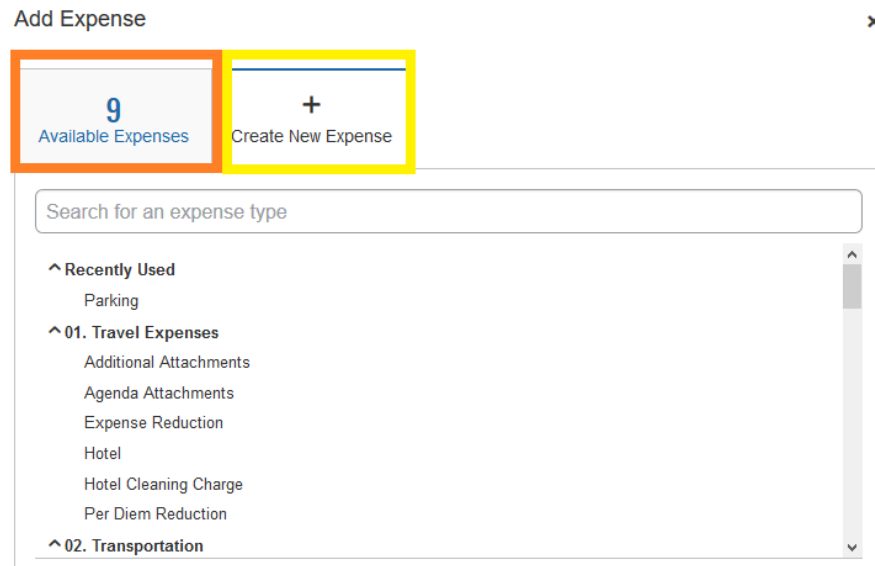
- Select all that apply and then select Create New Expense

New Expense

Cancel | **Save Expense**
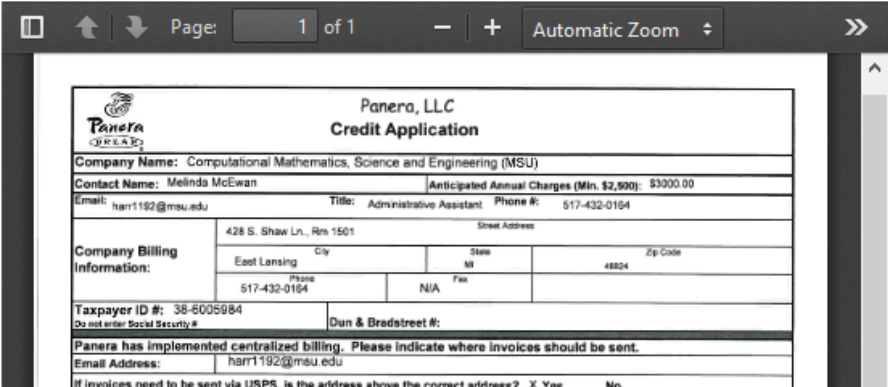
| Details | Itemizations |

Hide Receipt

🥧 Allocate

* Indicates required field

Expense Type *
Parking

Transaction Date *
📅 10/21/2019

Additional Information *
Parking at DTW

City of Purchase *
🌐 ▾ Detroit, Michigan

Payment Type *
Out of Pocket

Amount *
104.00

Currency *
US, Dollar

☐ Personal/Non Reimbursable

Comment

Upload receipt for each expense

➕
Attach Receipt Image

Save Expense   **Save and Add Another**   Cancel

Email Receipts

YOU MUST VERIFY YOUR EMAIL ADDRESS IN CONCUR PRIOR TO USING THIS METHOD.

- Email your receipt images as attachments to receipts@concur.com

Attaching Scanned Receipts

- Scan your receipts and save the files

- When adding the expense click in the Upload Receipt Image box
  - A pop up will appear – click in the Upload Receipt Image
  - Browse to where you saved the file and double click on the file

  CLICK SAVE Expense

- Once all receipts have been attached and the request is ready to be submitted click on the SUBMIT REPORT button in the upper right side of the screen.

Need Assistance?

Contact MSU Travel

517-355-5000

travel@ctlr.msu.edu