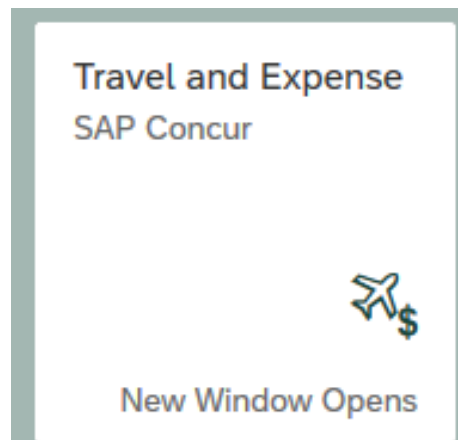


Expense Report (Requesting Reimbursement)

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



- Click on AUTHORIZATION REQUESTS

SAP Concur

Requests Travel Expense Approvals

Acting as Christlieb, Andrew J

MICHIGAN STATE UNIVERSITY
Christlieb, Andrew J

+ New

03 Required Approvals

02 Authorization Requests

09 Available Expenses

01 Open Reports

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

Request Name	Begins With	Go	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved ...	Remaining...	Action
<input type="checkbox"/>	<input type="checkbox"/>		Rochester Institute of Technology Learn about data science program	3P3Q	Approved	10/20/2019	10/08/2019	\$0.00	\$0.00	\$0.00	Expense
			Comment: Accounting string validated								
			10/22/2019								
<input type="checkbox"/>	<input type="checkbox"/>		Iowa State University Give lecture at SIAM Central States Section at Iowa State University	3C6V	Approved	10/18/2019	08/22/2019	\$389.24	\$389.24	\$389.24	Expense
			Comment: Accounting string validated								
			10/21/2019								

- 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)

Create Expense Report

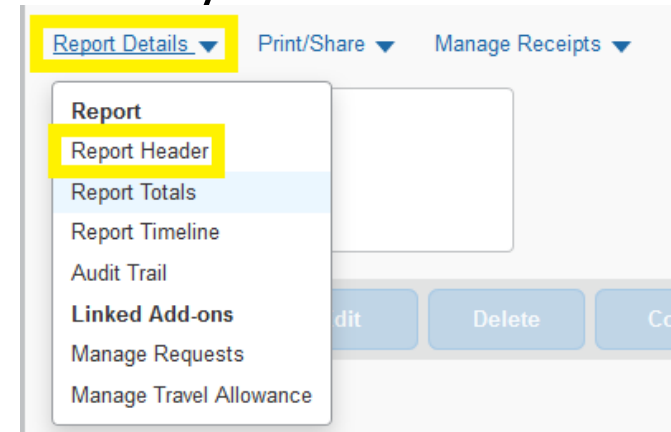
Attachments

Print / Email

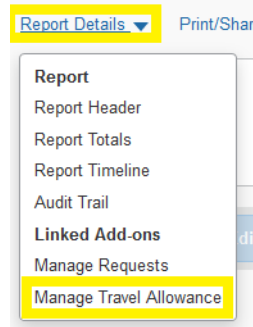
Cancel Request

Close/Inactivate 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	<input type="text" value="Detroit, Michigan"/>	
Date	<input type="text" value="10/18/2019"/>	Time
	<input type="text" value="3:51p"/>	
Arrival City	<input type="text" value="Des Moines, Iowa"/>	
Date	<input type="text" value="10/18/2019"/>	Time
	<input type="text" value="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

[Create New Itinerary](#) | [Available Itineraries](#) | [Expenses & Adjustments](#) | [Reimbursable Allowances Summary](#)

Show dates from to [Go](#)

Exclude All <input type="checkbox"/>	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/18/2019 Des Moines, Iowa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75
<input type="checkbox"/>	10/19/2019 Des Moines, Iowa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/20/2019 Des Moines, Iowa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$61.00
<input type="checkbox"/>	10/21/2019 Des Moines, Iowa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$45.75

- Click on Add Expense

[Manage Expenses](#) | [View Transactions](#)

Alerts: 3

Iowa State University \$0.00 [Delete Report](#) [Ready For Review](#)

Not Submitted

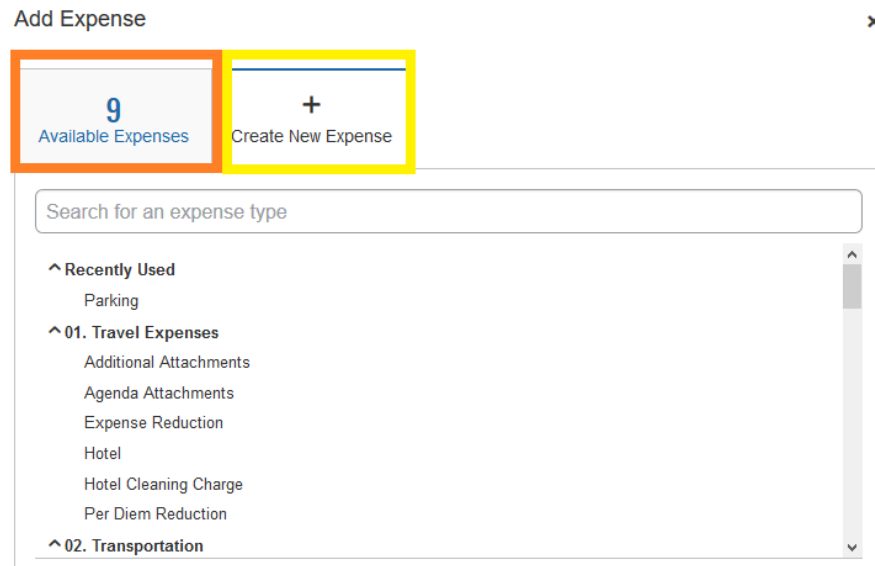
[Report Details](#) | [Print/Share](#) | [Manage Receipts](#)

REQUEST
Approved
\$389.24

[Add Expense](#) | [Edit](#) | [Delete](#) | [Copy](#) | [Allocate](#) | [Combine Expenses](#) | [Move to](#)

No Expenses
 Add expenses to this report to submit for reimbursement.

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



- Select all that apply and then select **Create New Expense**

New Expense


Save Expense once receipt has been uploaded

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

Save Expense

Save and Add Another

Cancel

Upload receipt for each expense



Attach Receipt Image

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**

Manage Expenses View Transactions

New Expense

Cancel **Save Expense** Hide Receipt

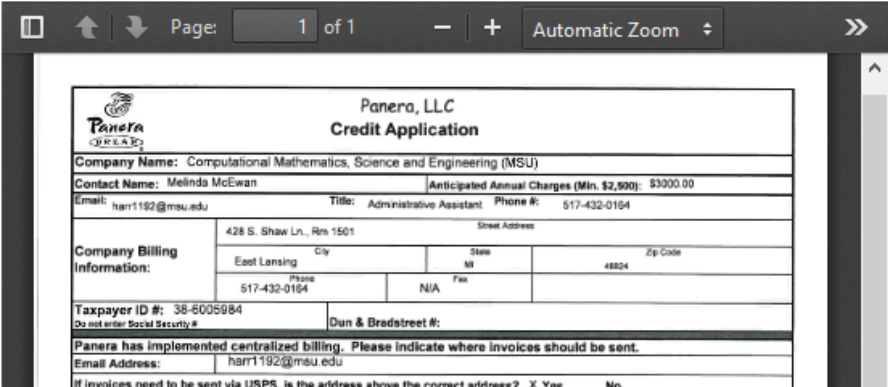
Details Itemizations

* Indicates required field

Expense Type *
Additional Attachments

Description

Save Expense Save and Add Another Cancel



Panera, LLC	
Credit Application	
Company Name: Computational Mathematics, Science and Engineering (MSU)	
Contact Name: Melinda McEwan	Anticipated Annual Charges (Min. \$2,500): \$3000.00
Email: harr1192@msu.edu	Title: Administrative Assistant Phone #: 517-432-0164
Street Address: 428 S. Shaw Ln., Rm 1501	
City: East Lansing	State: MI Zip Code: 48824
Phone: 517-432-0164	Fax: N/A
Taxpayer ID #: 38-6005984	Dun & Bradstreet #:
Panera has implemented centralized billing. Please indicate where invoices should be sent.	
Email Address:	harr1192@msu.edu
If invoices need to be sent via USPS, is the address above the correct address? X Yes No	

- 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@ctrl.msu.edu