



Request Expected Expenses

Location for documenting Expected Expenses for the trip including airfare, lodging, car rental, registration, other ground transportation, and per diem. Users can also allocate expenses to additional funding sources other than the primary funding in the Header.

For airfare, lodging, and car rental, information entered in Expected Expense drives data populated in the Travel module when booking the trip. If only using the Travel module to book airfare but booking lodging and/or car rental outside of Concur, still enter all applicable components as Expected Expenses. The lodging and car rental are skippable during booking (airfare is not).

Add

1. Click “Add” and then select the Expense Type from the pop-up menu

Slavik, J 10/20-10/25 SEA \$900.00

Not Submitted | Request ID: 4XQX

[Request Details](#) [Print/Share](#) [Attachments](#)

EXPECTED EXPENSES

Add [Edit](#) [Delete](#) [Allocate](#)

Add Expected Expense

Search for an expense type

- 01. Travel & Transportation Expenses
 - Air Ticket**
 - Car Rental
 - Ferry
 - Ground Transportation (Taxi/Shuttle/Uber/etc)
 - Group Lodging
 - Hotel Reservation
 - Non-Standard Lodging
 - Passports/Visa Fees
 - Registration
 - Train
- 02. Meal Expenses
 - Actual Meal
 - Daily Per Diem



2. Enter Expense information as required and Save
 - a. Amount entered for each expense is the total estimated business cost
 - b. Type of airfare routing during booking is restricted to the information entered in the Expense (i.e. round trip, one way, or multi-segment)
 - i. If flight will include a layover longer than 4 hours, must choose multi-segment
 - ii. If trip includes a personal deviation, enter routing type based on the business-only
 - c. Dates, times, and location for airfare, lodging, and car rental are adjustable during booking with some restrictions
 - i. Cannot change airfare to a multi-city search
 - ii. For a car rental at the airport location, make sure the city location includes an airport code (e.g. "Dallas, TX" returns rental locations in the city of Dallas while "Dallas, TX- DFW Dallas Fort Worth International" returns rental locations at the airport)

New Expense: Air Ticket Cancel Save

Round Trip One Way Multi City

Outbound

From* Fairbanks Intl (Airport - FAI), Fairbanks, Alaska To* Seattle Tacoma Intl (Airport - SEA), Seattle, Washington

Date* 10/20/2020 Depart at* 02:00 AM

Return

Date* 10/25/2020 Depart at* 04:00 AM

Amount* 900.00 Currency* US, Dollar

Save Cancel

- d. "Daily Per Diem" calculates based on the final destination and business travel dates in the Header; meals and other deduction options are available on the Report

New Expense: Daily Per Diem Cancel Save

10/20/2020

Allocate

Business Travel Start Date 10/20/2020 Business Travel End Date 10/25/2020

Destination City Seattle, Washington Transaction Amount Currency US, Dollar



- e. Use "Other Expenses" to capture expenses without an assigned Expense Type (e.g. supplies or parking); more specific designations are available on the Report

Group Per Diem

Per Diem Reduction

▼ 03. Other Expenses

Dependent Care

04. Mileage

New Expense: 03. Other Expenses \$50.00 Cancel **Save**

10/20/2020

Allocate

Transaction Amount* Currency* Comment

- 3. Once saved, the options to Edit, Delete, and Allocate are available

Remember: The Request provides expected estimates of trip costs for the purposes of pre-trip approval and budgeting. True costs, expense itemizations, and final allocations are recorded on the Report.

Allocate

Allocating expenses on the Request informs Concur if additional approval routings are needed outside of those driven by the primary funding in the Header. Allocations also formally document additional funding sources for the purposes of approval and budgeting.

- 1. Select expenses to allocate and click Allocate

EXPECTED EXPENSES						
<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Allocate"/>						
<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ↑↓	Amount ≡	Requested ↑↓
<input checked="" type="checkbox"/>		Air Ticket	Fairbanks (FAI) - Seattle (SEA) : Round Trip	10/20/2020	\$900.00	\$900.00

- a. Airfare, lodging, and car rental (segments) are allocated together on the Request
- b. The option to separately allocate segments is available on the Report

Alert ✕

Certain travel expenses must be allocated as a group. Therefore, the following expense types will be included in this allocation:

- Airfare
- Lodging
- Car Rental

Cancel **OK**



2. Select “Percent” or “Amount” to allocate based on percentage or amount and click “Add”

Allocate ✕

Expenses: 4 | \$1,756.00

Percent
Amount

Amount Allocated \$1,756.00 Remaining \$0.00

\$1,756.00 100% 0%

Default Allocation

Code	Percent %
Default	100

Add
Edit
Remove
Save as Favorite

3. Either enter the funding information under New Allocation or select saved funding from Favorite Allocations and Save

Add Allocation ✕

+
New Allocation
★
Favorite Allocations

Fund * * Required field

▼ (104110) UAA General Funds

Org *

▼ (16051) PRO Institutional Research 1

Department *

▼ (D1AAIR) PRO UAA Institutional Research 2

Campus *

▼ (UAA) University of Alaska Anchorage 3

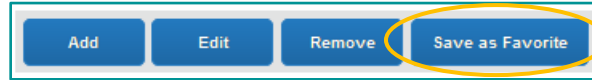
Cancel Save

4. If assigning the cost of selected expense(s) to multiple funding sources, add each additional funding source (including Header funding if applicable) and Save
5. Adjust the “Percent %” or “Amount USD” distribution accordingly

<input type="checkbox"/>	Fund ↑↓	Org ↑↓	Department ↑↓	Campus ↑↓	Activity Code ↑↓	Code ≡	Percent %
<input type="checkbox"/>	SW General Funds	Financial Systems Operations	Financial Systems	University of Alaska Statewide		101010-80042- D8FNSY-SW	75
<input type="checkbox"/>	UAA General Funds	PRO Institutional Research	PRO UAA Institutional Research	University of Alaska Anchorage		104110-16051- D1AAIR-UAA	25



- Click "Save as Favorite" to save the funding string for quick application to future allocations



Save as Favorite ✕

Favorite Name

Cancel Save

- Once added, the allocation is available in the Favorites Allocations list

Add Allocation

+
New Allocation

★
Favorite Allocations

Select

SW & UAA Travel

- Allocated expenses are noted under the "Requested" amount

EXPECTED EXPENSES						
	Add	Edit	Delete	Allocate		
<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>		Air Ticket	Fairbanks (FAI) - Seattle (SEA) : Round Trip	10/20/2020	\$900.00	\$900.00 <small>Allocated</small>
<input type="checkbox"/>		Daily Per Diem	Seattle, Washington	10/20/2020	\$456.00	\$456.00 <small>Allocated</small>
<input type="checkbox"/>	💬	03. Other Expenses		10/20/2020	\$50.00	\$50.00
<input type="checkbox"/>		Hotel Reservation	Seattle, Washington	10/20/2020	\$200.00	\$200.00 <small>Allocated</small>
<input type="checkbox"/>		Car Rental	Seattle, Washington - Seattle, Washington	10/20/2020	\$200.00	\$200.00 <small>Allocated</small>
						\$1,806.00