

Section 1: Getting Started

Log on to Concur Expense

1. To file a Table Talk expense report, access <http://travel.nd.edu> and login using your NetID and password.

The screenshot shows the travelND website interface. At the top, the navigation bar includes the University of Notre Dame logo, the text "travelND", and the tagline "Simple > Smart > Swift > Service". To the right of the navigation bar is a search bar with a "SEARCH" button. Below the navigation bar, there is a left-hand menu with links for "Travel Bookings - How To", "Expense Reports - How To", "Travel Contracts", "Travel Card", "News", "Useful Travel Links", and "Contact Us". The main content area features a navigation menu with four buttons: "New User?", "Before You Book", "After You Travel", and "Contact Anthony Travel". To the right of this menu is a "Book Travel & File Expenses" login form with a text input field containing "snugent", a password field with masked characters, and a "LOGIN" button. Below the login form is a large promotional banner with the text "WIN 2 FREE AIRLINE TICKETS!" in red, followed by "Book reservations in Concur by Dec 31st for a chance to win*" and a link to "Read the prize drawing rules." Below the banner is an "Announcements" section with two items: "Win 2 Free Airline Tickets!" and "Enhancements to UND Detailed Report". The bottom of the page shows the Windows taskbar with the system tray displaying "Internet | Protected Mode: On" and the time "2:10 PM".

Section 2: Create a New Report

1. Click on Expense
2. Click on the down arrow on the "Create & Edit" tab
3. Click on "Create Expense Report"

The screenshot shows the Concur Expense Center interface. The user is logged in as Susan Nugent. The main navigation tabs are My Concur, Travel, Expense, and Profile. The 'Expense' tab is active, and the 'View Reports' section is displayed. The 'Active Reports' list is shown with columns for Report ID, Description, Comments, Status, Payment Status, Report Date, Total, and Requested Amount. A dropdown menu is open under the 'Create & Edit' tab, showing options for 'Expense Report' (with a sub-option 'Create Expense Report'), 'Travel Allowances' (with sub-options 'Create Itinerary' and 'Edit Itinerary'), and 'table talk demo' (with a sub-option 'dinner with student'). A warning message indicates that the selected report has one or more entry level exceptions.

Report ID	Description	Comments	Status	Payment Status	Report Date	Total	Requested Amount
	Expense Report						
	Create Expense Report		Not Submitted	Not Paid	11/03/2011	\$0.00	\$0.00
	Travel Allowances						
	Create Itinerary		Not Submitted	Not Paid	11/03/2011	\$100.00	\$100.00
	Edit Itinerary	exceptions.					
	table talk demo		Not Submitted	Not Paid	10/06/2011	\$12,000.00	\$12,000.00
	dinner with student						

This report has one or more entry level exceptions.

Section 3: Report Header

1. Fill out all red lined boxes
2. Report name example: Your Name Table Talk
3. Business purpose example: Dinner with Students
4. The Fund, Organization, and Program numbers DO NOT need to be changed. I will change them to Table Talk when I receive the report.
5. Then click "Next"

Expense Center - Susan Kim Nugent - Windows Internet Explorer

https://www.concursolutions.com/expense/client/default.asp#ReportList

Welcome, Susan Nugent [You are administering for: Yourself]

Concur® travelND

My Concur Travel Expense Profile

View Reports New Expense Report View Receipt Store Approve Reports View Cash Advances New Cash Advance

Create a New Expense Report

Report Header

Report Name	Report Date	Policy	Business Purpose	Charging Restricted/Grant Funds on this report?	Fund
	11/03/2011	UND Expense Policy			(100000) Educational and General
Organization	Program	Activity	Location	Comment	<input type="checkbox"/> Check if report is for Non-ND Guest/Visitor
(30126) Office of A&L Undergrad S	(10) Instruction				
Currency Option for Non-ND Guest/Visitor					
Check-US Dollar (preferred; USD)					

Next >> Cancel

Done Internet | Protected Mode: On 100% 1:56 PM

Section 4: New Expense

1. In the right hand box, scroll until you find "Meals & Entertainment"
2. Click on "Entertainment-Food (72454)"

The screenshot shows the Concur Expense Center interface. At the top, there is a navigation bar with tabs for 'My Concur', 'Travel', 'Expense', and 'Profile'. Below this, there are links for 'View Reports', 'New Expense Report', 'View Receipt Store', 'Approve Reports', 'View Cash Advances', and 'New Cash Advance'. The main content area is titled 'Susan Nugent Table Talk' and includes buttons for 'Delete Report' and 'Submit Report'. A sidebar on the left shows 'Expenses' with a table for adding new expenses. The main area is titled 'New Expense' and features a search box for 'Expense Type'. Below the search box, there is a list of expense types, including 'Meals & Entertainment' and 'Entertainment-Food (72454)'. The bottom of the page shows the Windows taskbar with the system clock at 1:58 PM on 11/3/2011.

Date	Expense Type	Amount	Requested
Adding New Expense			
		TOTAL AMOUNT	TOTAL REQUESTED
		\$0.00	\$0.00

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

- Meals & Entertainment
 - Employee Meals (72192)
 - Entertainment-Beverage/Alcohol (72451)
 - Entertainment-Clubs & Organizations (72452)
 - Entertainment-Event Tickets (72453)
 - Entertainment-Flowers (72455)
 - Entertainment-Food (72454)
 - Entertainment-General (72450)
 - Food-Groceries (74109)
 - Food-Office/Dept (72191)
- Media Services
 - Advertising (71171)
 - Binding (71172)
 - Duplicating/Printing (71179)
- Express Mail (71211)
- Postage (71212)
- Professional Fees
 - Allowance-Moving (71264)
 - Lectures (71253)
 - Medical Fees (71255)
 - Professional-Other (71269)
- Telecommunications
 - Telecommunications-Cellular Line (71290)
 - Telecommunications-Data Line (71292)
 - Telecommunications-Internet (71293)
 - Telecommunications-Pay Phones (71296)
 - Telecommunications-Toll (71297)
 - Telecommunications-Videoconferencing (71301)

Section 5: Expense Type

1. Fill out all red lined boxes
2. You do not need to add your student's names to the attendees box.
3. After you've filled out the fields, click on "Attach Receipt". Prior to attaching your receipt, you'll have to scan your receipts and save them on your computer.
4. Please make sure to click on a new expense for every receipt you have from different vendors. Example, if you have 1 receipt from Martin's and 1 receipt from Sam's Club, each transaction will require you to repeat steps 1 through 3.
5. You can also scan the Table Talk form and attach it here (This is Preferred), instead of emailing or dropping the form off at our office.

Expense Center - Susan Kim Nugent - Windows Internet Explorer

https://www.concursolutions.com/expense/client/default.asp#ReportList

Welcome, Susan Nugent [You are administering for: Yourself]

My Concur | Travel | Expense | Profile

Susan Nugent Table Talk

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type: Entertainment-Food (72454) | Transaction Date: 11/01/2011 | Business Purpose: Dinner with Students | Vendor Name: Martin's

City: South Bend, Indiana | Payment Type: Cash | Amount: 50.00 USD | Non-reimbursable Expense:

Attendees: 1 | Attendee Total: \$50.00 | Remaining: \$0.00

Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
Nugent, Susan	Sr. Administrativ...	UND	Employee	1	\$50.00

TOTAL AMOUNT: \$0.00 | TOTAL REQUESTED: \$0.00

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

Internet | Protected Mode: On | 1:59 PM 11/3/2011

Section 6: Approval Flow

1. Click on the down arrow next to "Details".
2. Then click on "Approval Flow".

The screenshot displays the Concur Expense Center interface. At the top, the user is logged in as Susan Nugent. The main navigation includes 'My Concur', 'Travel', 'Expense', and 'Profile'. The 'Expense' section is active, showing a 'New Expense Report' button and a 'Details' dropdown menu. The dropdown menu is open, listing various options: Report, Report Header, Totals, Audit Trail, Approval Flow (selected), Comments, Cash Advances, Allocations, and Travel Allowances. The 'New Expense' form is visible, with a table showing a total amount of \$50.00 and a total requested amount of \$50.00. The form also includes a list of expense types such as Meals & Entertainment, Entertainment-Beverage/Alcohol, and Professional Fees.

Expense Center - Susan Kim Nugent - Windows Internet Explorer
https://www.concursolutions.com/expense/client/default.asp#ReportList

Welcome, Susan Nugent [You are administering for: Yourself]

Concur® travelND

My Concur Travel Expense Profile

View Reports **New Expense Report** View Receipt Store Approve Reports View Cash Advances New Cash Advance

Susan Nugent Table Talk Delete Report Submit Report

New Expense Import Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date
Entertainment...	11/01/2011

Expenses

Date	Expense
11/01/2011	Entertain Martin's

Adding New Expense

Amount Requested

Amount	Requested
\$50.00	\$50.00

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Meals & Entertainment	Express Mail (71211)
Employee Meals (72192)	Postage (71212)
Entertainment-Beverage/Alcohol (72451)	Professional Fees
Entertainment-Clubs & Organizations (72452)	Allowance-Moving (71264)
Entertainment-Event Tickets (72453)	Lectures (71253)
Entertainment-Flowers (72455)	Medical Fees (71255)
Entertainment-Food (72454)	Professional-Other (71269)
Entertainment-General (72450)	Telecommunications
Food-Groceries (74109)	Telecommunications-Cellular Line (71290)

TOTAL AMOUNT \$50.00 TOTAL REQUESTED \$50.00

Internet | Protected Mode: On 100% 2:00 PM 11/3/2011

Section 6: Manager Approval

1. Add my name, Brenda Teshka to the “Manager Approval” field.
2. Once you’ve completed your report, you can click on “Submit Report”. If you need to add some additional information, then you can click “Save Workflow” and return to your report. Once you’ve finished your report, you can click “Submit Report” in the upper right hand corner. You should have your money deposited into your account within 3 business days. If you do not see if, please call 1-9468.

The screenshot displays the Concur Expense Center interface in a Windows Internet Explorer browser. The browser address bar shows the URL: <https://www.concursolutions.com/expense/client/default.asp#ReportList>. The page title is "Expense Center - Susan Kim Nugent". The user is logged in as "Susan Nugent" and is administering for "Yourself".

The main content area shows the "Susan Nugent Table Talk" report. The "Exceptions" table is visible:

Expense Type	Date	Amount	Exception
Entertainment...	11/01/2011	\$50.00	If alcohol was a part of this

The "Expenses" table shows a single expense:

Date	Expense Type	Amount
11/01/2011	Entertainment-Food (72454) Martin's, South Bend, Indiana	\$50

The "TOTAL AMOUNT" is \$50.00 and the "TOTAL REQUESTED" is \$50.00.

An "Approval Flow for Report: Susan Nugent Table Talk" dialog box is open in the center of the screen. It contains two text input fields:

- Manager Approval:** A red text box with a blue "down" arrow icon and a red "X" icon to its right.
- Back Office Approval:** A white text box with blue "down" and "up" arrow icons and a red "X" icon to its right.

At the bottom of the dialog box are three buttons: "Submit Report", "Save Workflow", and "Cancel".

The background interface includes navigation tabs for "My Concur", "Travel", "Expense", and "Profile". The "Expense" tab is active, showing "View Reports", "New Expense Report", "View Receipt Store", and "Approve Report". The "travelND" logo is visible in the top right corner. The Windows taskbar at the bottom shows the system clock as 2:01 PM on 11/3/2011.