Kennesaw State University	# Travel Management System (TMS)

JOB AID # 5.02		**Date: 03/29/2012**

Job Aid Description: Report Header

From your **My Concur** page, select the **Expense** tab, then **New Expense Report**. The first step in the Expense Report process is to complete the **Report Header**. The **Report Header** contains important identifying information about your trip. Required fields are marked with a RED side bar.

1. Complete the fields in the **Report Header** using the following guidelines:
   a. **Report Date:** Your report date will default to current date.
   b. **Report Name:** Report Name will be your Destination City,State (or Conference name) and date of travel. For example, Savannah, GA (2/15/12-02/19/12)
   c. **Policy:** The Policy field is the State's Travel Policy. It's 'grayed out' and cannot be changed.
   d. **Trip Start Date:** Enter your first day of travel. Click on the calendar icon to view a calendar.
   e. **Trip End Date:** Enter your last day of travel.
   f. **Purpose of Trip:** Enter your conference name and/or purpose of travel.
   g. **Trip Type:** From the drop-down box, choose the Trip Type that best describes your travel. You should only choose Study abroad if your trip is being funded from an Agency Account.
   h. **Report Key:** No entry is needed. The system will assign a report key after submission of the report. The Report Key is another identifier of your expense report.
   i. **Speed Chart:** The Speed Chart will default to your department speed chart number. If this trip is being paid entirely by another department or project, you may change the speed chart here in the header. If further allocations are needed, they can be made later in the report.
   j. **Comment Field:** This field may be used for any kind of information you feel is relevant to your trip. For example, if you are traveling on a grant or if you took personal time during your stay please note here.

2. If you have a previously approved **Travel Request** for this trip, Click **Add** in the **Travel Request** section. Choose the **Available Travel Request** for this Expense report by clicking in the appropriate check box then Click **Add**. This pulls the trip approval into your report.

3. Click **Next** to save the **Report Header** and continue creating your report.