



Travel Management System (TMS)

JOB AID # 5.03

Date: 1/31/2015

Job Aid Description: Create an Expense Report for Non Overnight Travel

*DO NOT combine in-state, out-of-state and international travel expenses. All required fields have red bars
Use this method if you did not book any travel reservations through Travel Inc.*

If you have booked travel with Concur Travel, or have an approved Travel Request, please see Job Aid 5.03 to create an Expense Report.

1. Click on **Expense** tab and then click on **Create New Report**.



2. The Report Header will open to *Create a New Expense Report*.
3. Complete the information (all fields with a **red mark**) in the *Create a New Expense Report* page.
4. Click on **Next** (located at bottom, lower right hand side of the screen).
5. A window will pop up asking "Will this report include meals per diem?" If yes, click yes. If no, click no (*if no, your Expense Report will be created, and ready for you to import any Company Card Charges and add any other travel expenses*).
6. If yes, the Travel Allowances screen will pop up. Click on **Go to Single Day Itinerary** (lower right hand corner of screen).

Exclu...	Date	Start Location	Depart	End Location	Arrive	Depart	Back At ...	Hours
<input checked="" type="checkbox"/>	01/12/2015 Monday	Kennesaw, Georgia	6:00 AM	Savannah, Georgia	10:00 AM	6:00 PM	11:00 PM	17:00

7. Complete the fields for the single day itinerary. When done, click on **Save Itineraries and Next**.
8. Click on **Expenses and Adjustments** (#3 above the Assigned Itineraries).
9. Check off any meals that were provided to you. Then click on **Create Expenses** (*your Expense Report will be created, and ready for you to import your Company Card Charges and to add any other travel expenses*)
10. To import your Company Car Charges and any reservations, click on the **Import** tab (located under the title of your report).
11. All Company Card charges and reservations will populate on the right hand side of the screen under Available Expenses.
12. A pop up message will tell you that the Smart Expenses imported successfully, Click **OK**.
Note: *This fee is \$4.27 or greater depending on whether the travel was booked online or agent assisted. It should show as a credit card item from AirPlus in the expense detail with an expense type of For Travel Agent. This does not impact your reimbursement but is required to be included on your expense report.*
13. For RENTAL CAR: Import the rental car reservation. It will populate to the left with a \$0 amount. Please make sure to type the amount (located on receipt given to you by the rental car agency) in the **Amount** field.

14. For all other expenses, click on +New Expense (located under the title of your report) and continue to add all expenses for this travel.

New Expense [Available Receipts](#)

Expense

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.

Communications	...Other	...Transportation
Cellular Phone	Membership Fees	Baggage Fees
Internet/Data Charges	Miscellaneous	Bus
Local Phone	Office Supplies	Other Ground
Long Distance	Postage	Parking
Other Communication	Registration	Personal Car Mileage
Lodging	Subscriptions	Rental Car Fuel
Hotel	Tours	Rental Cars Only
Other	Other Meals	Shuttle Service
Copy Charges	Employee Group Meal	Taxi
For Travel Agent (In-State Travel)	Meals (Exception wireceipt)	Tolls
For Travel Agent (International Travel)	Student Meals (list attached)	VisaPass
For Travel Agent (Out of State Travel)	Student Meals (with Attendee)	
Laundry	Transportation	

15. Remember to add all the appropriate Approvers, attach your required receipts, and then click on Submit Report.