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).
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 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.

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