Connecting Expenses to a Request

CONCUR | Requests | Travel | Expense | App Center

Help | Profile

Select Requests

Maine's Public Universities
UNIVERSITY OF MAINE SYSTEM

Hello, Sarah

+	01	00	00
New	Authorization Requests	Available Expenses	Open Reports

TRIP SEARCH

Booking for myself | Book for a guest

Flight Search

Round Trip | One Way | Multi City

From
Departure city, airport or train station
Find an airport | Select multiple airports

To
Arrival city, airport or train station
Find an airport | Select multiple airports

Search

Show More

Or, tell us in your words what you want to do
e.g. flight from New York to Paris on Tuesday
Search

MY TRIPS (0)

You currently have no upcoming trips.

ALERTS

University of Maine System (Inc) is giving **TripIt Pro** to all employees. Activate Subscription No thanks

You haven't signed up to receive e-receipts. Sign up here

COMPANY NOTES

Important News and Information:

Short's Travel: 1-844-617-7044 M-F 8am-5pm EST (also available 24/7 for emergencies - fees apply outside normal business hours)

==========

1) Do you need a UMS Travel Card? Click here to download an application and **click here for an acceptance agreement.**

2) Save on Multi-City Airfare! American, United and Delta Airlines announced major changes impacting rates when combining multi-city airfare. Learn how to save on airfare using Concur and Shorts Travel Management, **click here!**

Read more

MY TASKS

01 Open Requests →

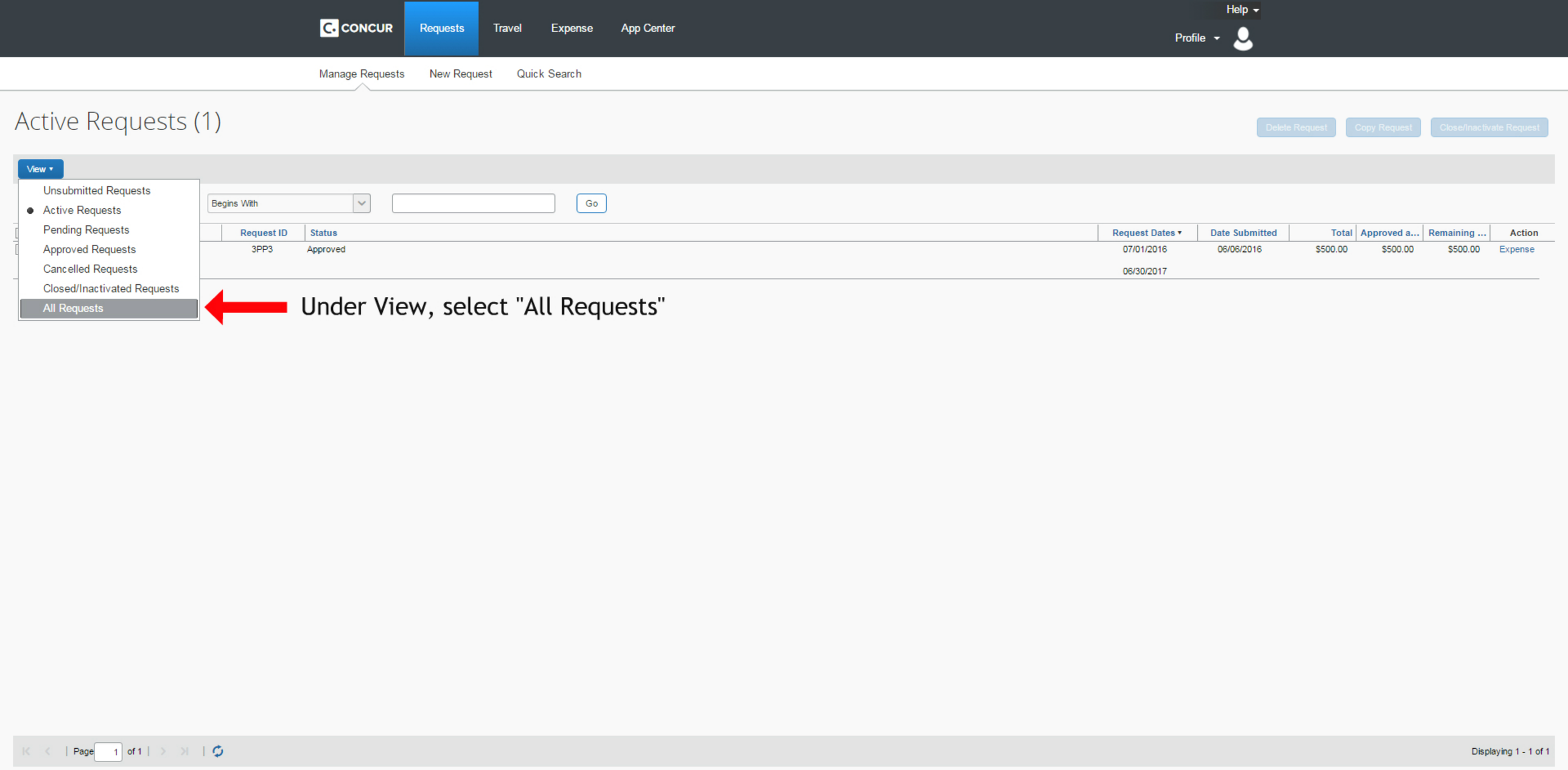
04/25 **Manhattan Filing Conference**
$1,202.20 — Travel

00 Available Expenses →

You currently have no available expenses.

00 Open Reports →

You currently have no open reports.


CONCUR
Requests
Travel
Expense
App Center
Help
Profile
Manage Requests
New Request
Quick Search
Active Requests (1)
Delete Request
Copy Request
Close/Inactivate Request
View
Unsubmitted Requests
Active Requests
Pending Requests
Approved Requests
Cancelled Requests
Closed/Inactivated Requests
All Requests
Begins With
Go
Request ID
Status
Request Dates
Date Submitted
Total
Approved a...
Remaining ...
Action
3PP3
Approved
07/01/2016
06/06/2016
$500.00
$500.00
$500.00
Expense
06/30/2017
Under View, select "All Requests"
Page 1 of 1
Displaying 1 - 1 of 1

CONCUR | Requests | Travel | Expense | App Center | Help | Profile

Manage Requests | New Request | Quick Search

All Requests (2)

Delete Request | Copy Request | Close/Inactivate Request

View

Request Name | Begins With | Go

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
☐	Instate Mileage	3PP3	Approved	07/01/2016 - 06/30/2017	06/06/2016	$500.00	$500.00	$500.00	Expense
☐	Manh[illegible]an Filing Conference	3MKM	Approved	04/25/2016 - 04/29/2016	04/19/2016	$1,202.20	$1,202.20	$0.00	

Find your instate mileage request

Page 1 of 1

Displaying 1 - 2 of 2

CONCUR | Requests | Travel | Expense | App Center

Help | Profile

Manage Requests | New Request | Quick Search

All Requests (2)

Delete Request | Copy Request | Close/Inactivate Request

View

Request Name | Begins With | Go

	Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
☐	Instate Mileage	3PP3	Approved	07/01/2016 - 06/30/2017	06/06/2016	$500.00	$500.00	$500.00	Expense
☐	Manhattan Filing Conference	3MKM	Approved	04/25/2016 - 04/29/2016	04/19/2016	$1,202.20	$1,202.20	$0.00	

Select the Expense link

This will correctly link your request to a new expense report for travel

Page 1 of 1

Displaying 1 - 2 of 2

Create a New Expense Report

Report Header

Report Name	Report Key	Report Creation Date	*Business Purpose	*Travel Type	*Business Unit	*Department	*Fund	*Operating Unit
July Instate Mileage		06/07/2016	Field Work	In-State	(UMS05) University of Maine	(5400983) Coop Ext Svc CES	(22) Restricted Federal FY	

*Program	*Project	*Class	Comment
	(5600050) Umces Smithlever		

Change the report name to include the month of travel you are submitting

Requests

Add | Remove

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Instate Mileage	3PP3	No	$500.00	$500.00	$500.00

Next >> | Cancel

Create a New Expense Report

Report Header

Report Name	Report Key	Report Creation Date	*Business Purpose	*Travel Type	*Business Unit	*Department	*Fund	*Operating Unit
July Instate Mileage		06/07/2016	Field Work	In-State	(UMS05) University of Maine	(5400983) Coop Ext Svc CES	(22) Restricted Federal FY	

*Program	*Project	*Class	Comment
	(5600050) Umces Smithlever		

Requests

Add | Remove

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
Instate Mileage	3PP3	No	$500.00	$500.00	$500.00

Select Next

Next >> | Cancel

Manage Expenses

Create a New Expense Report

Report Header

Report Name	Report Key	Report Creation Date	*Business Purpose	*Travel Type	*Business Unit	*Department	*Fund	*Operating Unit
July Instate Mileage		06/07/2016	Field Work	In-State	(UMS05) University of Maine	(5400983) Coop Ext Svc CES	(22) Restricted Federal FY	

*Program	*Project	*Class	Comment
	(5600050) Umces Smithlever		

Requests

Add | Remove

Request Name	Request ID	Request Total	Amount Approved	Amount Remaining
Instate Mileage	3PP3	$500.00	$500.00	$500.00

Travel Allowances ×

Does this report include Travel Meals?

Yes | No

Select No if your travel did not include meals

Note: If your travel did include meals, see Creating an Itinerary pdf

Next >> | Cancel

Manage Expenses

July Instate Mileage

Delete Report | Submit Report

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View | «

	Date	Expense Type	Amount	Requested
	Adding New Expense			

No Expenses Found

TOTAL AMOUNT $0.00 | TOTAL REQUESTED $0.00

New Expense | Available Receipts

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.

Recently Used Expense Types

University Mileage

All Expense Types

1 - Air Travel
- Airfare
- Airline Fees

2 - Lodging
- Hotel - Advance Deposit
- Hotel - Individual
- Hotel-Group (Attendees Required)
- Other Accomodations

3 - Ground & Water Transport
- Car Rental

...3 - Ground & Water Transport
- Car Service/Limo/Taxi
- Coach/Van Rental
- Other Ground Transportation
- Parking
- Rental Car Fuel
- Tolls
- Train
- University Mileage

4 - Food & Entertainment
- Alcohol
- Catering & Group Meals
- Entertainment
- Groceries/Bulk
- Non-Travel Meal Expense
- Travel Meal Expense

5 - Supplies & Materials
- Computer Supplies

...5 - Supplies & Materials
- Supplies & Materials

6 - Communications
- Communications & Phones
- Internet/Online Fees

7 - Dues & Fees
- Conference Registration Fees
- Licenses & Permits
- Membership Dues

...7 - Dues & Fees
- Travel Agency Fee

8 - Other
- Incidentals
- Laundry/Dry Cleaning
- Miscellaneous
- Postage & Delivery Service
- Prepaid
- Publications & Subscriptions

9 - Personal Expenses
- Personal Expenses

11-Participant Cost
- Participant Cost
- Participant Food
- Participant Mileage
- Participant Registration
- Participant Travel

Select University Mileage

Manage Expenses

July Instate Mileage

Delete Report | Submit Report

New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View | «

Date	Expense Type	Amount	Requested
Adding New Expense			

No Expenses Found

TOTAL AMOUNT $0.00 | TOTAL REQUESTED $0.00

New Expense | Available Receipts

View Reimbursement Rates

Expense Type: University Mileage

Transaction Date:

*Purpose of the Trip: Field Work

From Location:

To Location:

Travel Type: In-State

Payment Type: Cash

Comment:

July 2016

S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today

Enter date of travel

Attendees

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

New Attendee | Advanced Search | Fa | Remove | Create Group

Attendee Name	Attendee Title	Company	Attendee Type	Amount
Allisot, Sarah M.			Employee	$0.00

Mileage Calculator

Save | Allocate | Attach Receipt | Cancel

Manage Expenses

July Instate Mileage

Delete Report | Submit Report

New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View

	Date	Expense Type	Amount	Requested
	Adding New Expense			

No Expenses Found

TOTAL AMOUNT $0.00 | TOTAL REQUESTED $0.00

New Expense | Available Receipts

View Reimbursement Rates

Expense Type: University Mileage
Transaction Date: 07/02/2016
*Purpose of the Trip: Field Work
From Location: Orono, ME
To Location:
Travel Type: In-State
Payment Type: Cash
Distance : Amount: 0 : 0.00 USD
Comment:

Enter departure city

Attendees

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

New Attendee | Advanced Search | Favorites | Search Recently Used | Remove | Create Group

	Attendee Name	Attendee Title	Company	Attendee Type	Amount
	Allisot, Sarah M.			Employee	$0.00

Mileage Calculator

Save | Allocate | Attach Receipt | Cancel

Manage Expenses

July Instate Mileage

Delete Report | Submit Report

New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View

Date	Expense Type	Amount	Requested
Adding New Expense			

No Expenses Found

TOTAL AMOUNT $0.00 | TOTAL REQUESTED $0.00

New Expense | Available Receipts

View Reimbursement Rates

Expense Type: University Mileage
Transaction Date: 07/02/2016
*Purpose of the Trip: Field Work
From Location: Orono, ME
To Location: Bangor, ME
Travel Type: In-State
Payment Type: Cash
Distance : Amount: 0 : 0.00 USD
Comment:

Enter destination city

Attendees

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

New Attendee | Advanced Search | Favorites | Search Recently Used | Remove | Create Group

Attendee Name	Attendee Title	Company	Attendee Type	Amount
Allisot, Sarah M.			Employee	$0.00

Mileage Calculator

Save | Allocate | Attach Receipt | Cancel

Manage Expenses

July Instate Mileage

Delete Report | Submit Report

New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View

Date	Expense Type	Amount	Requested
Adding New Expense			

No Expenses Found

TOTAL AMOUNT $0.00 | TOTAL REQUESTED $0.00

New Expense | Available Receipts

View Reimbursement Rates

Expense Type: University Mileage
Transaction Date: 07/02/2016
*Purpose of the Trip: Field Work
From Location: Orono, ME
To Location: Bangor, ME
Travel Type: In-State
Payment Type: Cash
Distance : Amount: 10 : 4.40 USD
Comment:

Enter mileage in whole numbers if you know it

Attendees

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

New Attendee | Advanced Search | Favorites | Search Recently Used | Remove | Create Group

Attendee Name	Attendee Title	Company	Attendee Type	Amount
Allisot, Sarah M.			Employee	$0.00

Mileage Calculator

Save | Allocate | Attach Receipt | Cancel

Manage Expenses

July Instate Mileage

Delete Report | Submit Report

New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View

Date	Expense Type	Amount	Requested
Adding New Expense			

No Expenses Found

TOTAL AMOUNT $0.00 TOTAL REQUESTED $0.00

New Expense | Available Receipts

View Reimbursement Rates

Expense Type: University Mileage
Transaction Date: 07/02/2016
*Purpose of the Trip: Field Work
From Location: Orono, ME
To Location: Bangor, ME
Travel Type: In-State
Payment Type: Cash
Distance : Amount: 10 : 4.40 USD
Comment:

Attendees

Attendees: 1 | **Attendee Total: $4.40** | **Remaining:** $0.00

New Attendee | Advanced Search | Favorites | Search Recently Used | Remove | Create Group

Attendee Name	Attendee Title	Company	Attendee Type	Amount
Allisot, Sarah M.			Employee	$4.40

Mileage Calculator

Save the expense

Save | Allocate | Attach Receipt | Cancel

Manage Expenses

July Instate Mileage

Delete Report | Submit Report

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View

Date	Expense Type	Amount	Requested
Adding New Expense			
07/02/2016	**University Mileage**	$4.40	$4.40

TOTAL AMOUNT $4.40 TOTAL REQUESTED $4.40

New Expense | Available Receipts

View Reimbursement Rates

Expense Type: University Mileage
Transaction Date: 07/02/2016
*Purpose of the Trip: Field Work
From Location: Orono, ME
To Location: Portland, ME
Travel Type: In-State
Payment Type: Cash
Distance : Amount: 0 : 0.00 USD
Comment:

Attendees

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

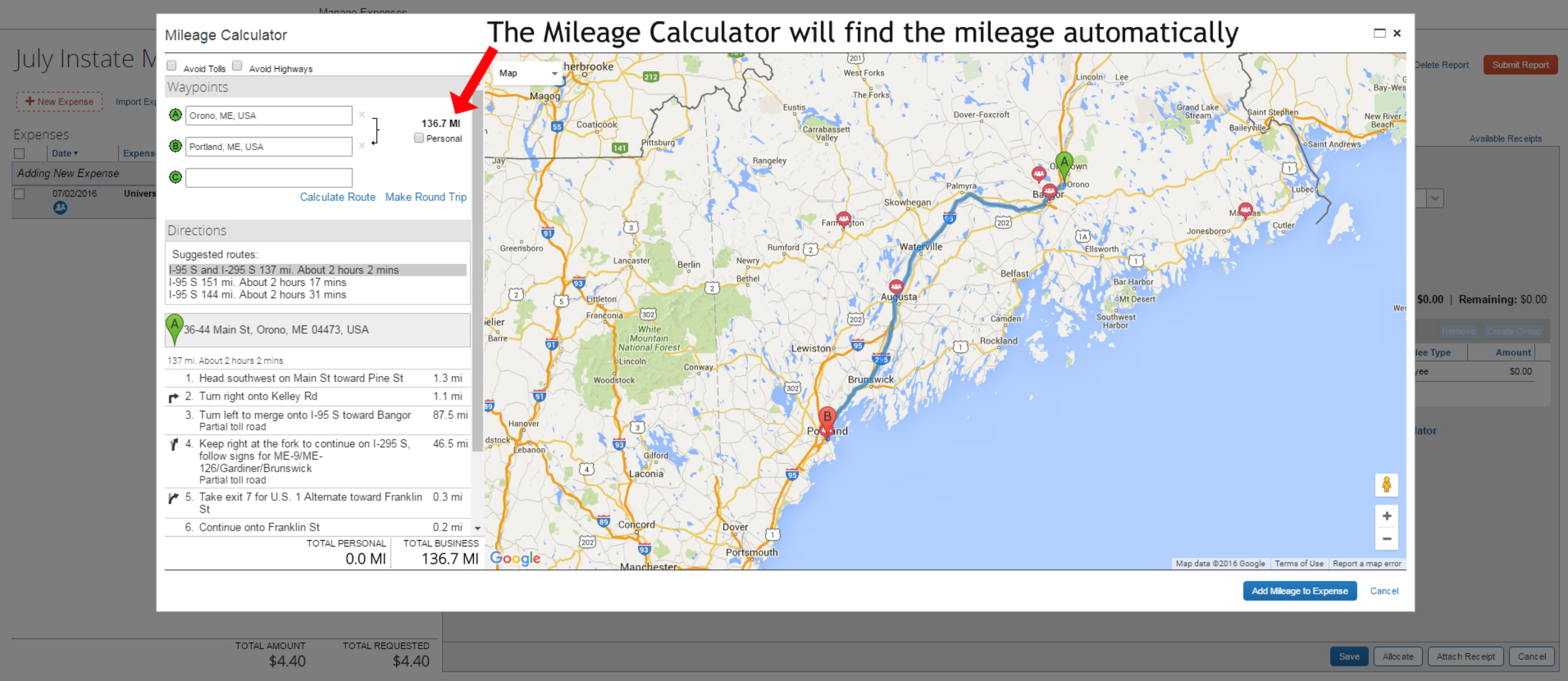
New Attendee | Advanced Search | Favorites | Search Recently Used | Remove | Create Group

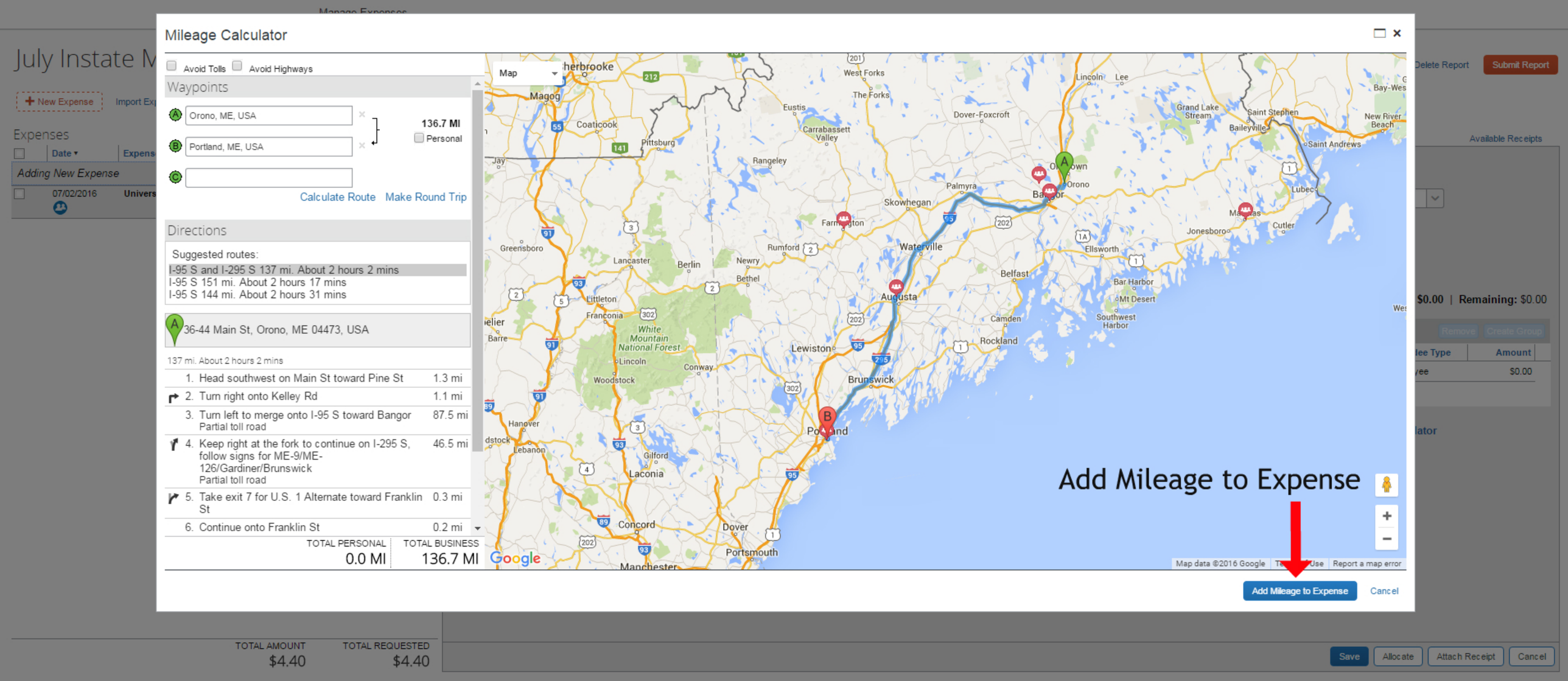
Attendee Name	Attendee Title	Company	Attendee Type	Amount
Allisot, Sarah M.			Employee	$0.00

If you are not sure the exact mileage, select the Mileage Calculator at the bottom

Mileage Calculator

Save | Allocate | Attach Receipt | Cancel


The Mileage Calculator will find the mileage automatically
Mileage Calculator
Avoid Tolls
Avoid Highways
Waypoints
A Orono, ME, USA
B Portland, ME, USA
C
136.7 MI
Personal
Calculate Route
Make Round Trip
Directions
Suggested routes:
I-95 S and I-295 S 137 mi. About 2 hours 2 mins
I-95 S 151 mi. About 2 hours 17 mins
I-95 S 144 mi. About 2 hours 31 mins
A 36-44 Main St, Orono, ME 04473, USA
137 mi. About 2 hours 2 mins
1. Head southwest on Main St toward Pine St 1.3 mi
2. Turn right onto Kelley Rd 1.1 mi
3. Turn left to merge onto I-95 S toward Bangor Partial toll road 87.5 mi
4. Keep right at the fork to continue on I-295 S, follow signs for ME-9/ME-126/Gardiner/Brunswick Partial toll road 46.5 mi
5. Take exit 7 for U.S. 1 Alternate toward Franklin St 0.3 mi
6. Continue onto Franklin St 0.2 mi
TOTAL PERSONAL 0.0 MI
TOTAL BUSINESS 136.7 MI
Map
Google
Map data ©2016 Google
Terms of Use
Report a map error
Add Mileage to Expense
Cancel
July Instate M
New Expense
Import Ex
Expenses
Date
Expens
Adding New Expense
07/02/2016
Univers
Delete Report
Submit Report
Available Receipts
$0.00 | Remaining: $0.00
Remove
Create Group
lee Type
Amount
$0.00
TOTAL AMOUNT
$4.40
TOTAL REQUESTED
$4.40
Save
Allocate
Attach Receipt
Cancel


Mileage Calculator
Avoid Tolls
Avoid Highways
Waypoints
A Orono, ME, USA
B Portland, ME, USA
C
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5. Take exit 7 for U.S. 1 Alternate toward Franklin St 0.3 mi
6. Continue onto Franklin St 0.2 mi
TOTAL PERSONAL 0.0 MI
TOTAL BUSINESS 136.7 MI
Map
Add Mileage to Expense
Cancel
Google
Map data ©2016 Google
Report a map error
July Instate M
New Expense
Import Ex
Expenses
Date
Adding New Expense
07/02/2016
Univers
Delete Report
Submit Report
Available Receipts
$0.00 | Remaining: $0.00
Remove
Create Group
Type
Amount
$0.00
TOTAL AMOUNT $4.40
TOTAL REQUESTED $4.40
Save
Allocate
Attach Receipt
Cancel

The Mileage Calculator can also calculate a round-trip

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

A Orono, ME, USA

B Portland, ME, USA

C

136.7 MI
Personal

Calculate Route Make Round Trip

Directions

Suggested routes:

I-95 S and I-295 S 137 mi. About 2 hours 2 mins
I-95 S 151 mi. About 2 hours 17 mins
I-95 S 144 mi. About 2 hours 31 mins

A 36-44 Main St, Orono, ME 04473, USA

137 mi. About 2 hours 2 mins

1.	Head southwest on Main St toward Pine St	1.3 mi
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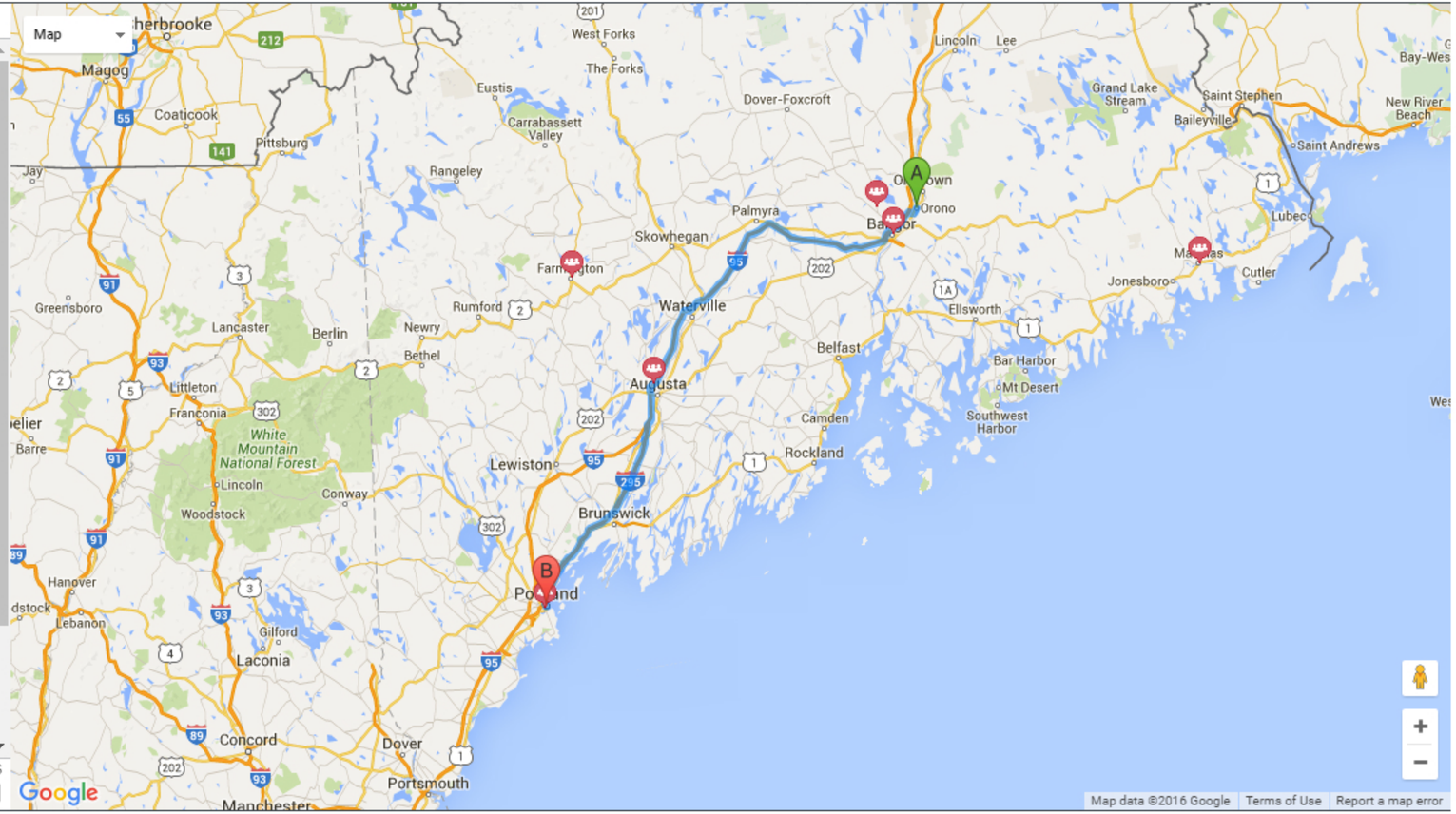
5.	Take exit 7 for U.S. 1 Alternate toward Franklin St	0.3 mi
6.	Continue onto Franklin St	0.2 mi

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 136.7 MI



Add Mileage to Expense Cancel

July Instate Mileage

Submit Report

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View | «

Date	Expense Type	Amount	Requested
Adding New Expense			
07/02/2016	**University Mileage**	$4.40	$4.40
07/02/2016	**University Mileage**	$120.12	$120.12

Enter all mileage for the month into this report.

You may find this report later under Open Reports on the Concur Expense tab.

TOTAL AMOUNT $124.52 TOTAL REQUESTED $124.52

New Expense | Available Receipts

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.

Recently Used Expense Types

University Mileage

All Expense Types

1 - Air Travel
Airfare
Airline Fees

2 - Lodging
Hotel - Advance Deposit
Hotel - Individual
Hotel-Group (Attendees Required)
Other Accomodations

3 - Ground & Water Transport
Car Rental

...3 - Ground & Water Transport
Car Service/Limo/Taxi
Coach/Van Rental
Other Ground Transportation
Parking
Rental Car Fuel
Tolls
Train
University Mileage

4 - Food & Entertainment
Alcohol
Catering & Group Meals
Entertainment
Groceries/Bulk
Non-Travel Meal Expense
Travel Meal Expense

5 - Supplies & Materials
Computer Supplies

...5 - Supplies & Materials
Supplies & Materials

6 - Communications
Communications & Phones
Internet/Online Fees

7 - Dues & Fees
Conference Registration Fees
Licenses & Permits
Membership Dues

...7 - Dues & Fees
Travel Agency Fee

8 - Other
Incidentals
Laundry/Dry Cleaning
Miscellaneous
Postage & Delivery Service
Prepaid
Publications & Subscriptions

9 - Personal Expenses
Personal Expenses

11-Participant Cost
Participant Cost
Participant Food
Participant Mileage
Participant Registration
Participant Travel

July Instate Mileage

When you are done submitting ALL travel for the month, submit report

Submit Report

+ New Expense | Import Expenses | Details | Receipts | Print / Email

Expenses

Move | Delete | Copy | View

Date	Expense Type	Amount	Requested
Adding New Expense			
07/02/2016	**University Mileage**	$4.40	$4.40
07/02/2016	**University Mileage**	$120.12	$120.12

TOTAL AMOUNT $124.52

TOTAL REQUESTED $124.52

New Expense

Available Receipts

Expense Type

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Recently Used Expense Types

University Mileage

All Expense Types

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- Car Service/Limo/Taxi
- Coach/Van Rental
- Other Ground Transportation
- Parking
- Rental Car Fuel
- Tolls
- Train
- University Mileage

4 - Food & Entertainment
- Alcohol
- Catering & Group Meals
- Entertainment
- Groceries/Bulk
- Non-Travel Meal Expense
- Travel Meal Expense

5 - Supplies & Materials
- Computer Supplies

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- Supplies & Materials

6 - Communications
- Communications & Phones
- Internet/Online Fees

7 - Dues & Fees
- Conference Registration Fees
- Licenses & Permits
- Membership Dues

...7 - Dues & Fees
- Travel Agency Fee

8 - Other
- Incidentals
- Laundry/Dry Cleaning
- Miscellaneous
- Postage & Delivery Service
- Prepaid
- Publications & Subscriptions

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- Personal Expenses

11-Participant Cost
- Participant Cost
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- Participant Mileage
- Participant Registration
- Participant Travel