

Dear Rensselaer Traveler,

Welcome back! We hope you had an enjoyable and productive trip. As you might have questions about completing an expense report now that your trip has ended, below are answers to some frequently asked questions about completing an expense report.

Expense Report Due Date

Institute policy stipulates that all expenditures and advances should be accounted for on an expense report within 30 days of the trip/entertainment conclusion. The value of all unsubmitted credit card expenses will be added to the employee's taxable income once those expenses reach 120 days since the original transaction date.

Charges Paid by Rensselaer with Credit Cards

In most cases, Rensselaer will have paid for your airfare, train, and hotel for your trip. These items were all paid for using an Institute credit card.

The credit card charges will be automatically sent to your Concur expense account for submission with your receipts.

- Orange credit card icons represent airfare and train charges and should be assigned to an expense report.
- Green icons represent hotel and conference fee charges and should be assigned to an expense report.
- Blue icons represent itinerary notifications and are utilized by the system to associate air/hotel/train credit card activity with your profile. They should not be added individually to your report unless there is an associated credit card charge.
- You cannot create your entire expense report until these credit card charges appear in your account. It may take a few days for them to process and be available.

Creating an Expense Report

We have a number of short training videos that will assist you in expense report creation:

- Please refer to Unit #13 of the video training series for assistance in creating a Concur expense report. (Right-click on the URL and choose open hyperlink.)

<http://www.rpi.edu/dept/finance/docs/travel/ConcurSession13.mp4>

Some other questions we hear about expense reporting include:

Mileage– *am I allowed to expense mileage to the airport?*

This is allowed in limited circumstances. Please refer to Unit #14 of the video training series on submitting personal mileage expenses. (Right-click on the URL and choose open hyperlink.)

<http://www.rpi.edu/dept/finance/docs/travel/ConcurSession14.mp4>

Expense Itemization - *what do I need to itemize and how do I do it?*

Hotel and alcohol expenses require itemization. Please refer to Unit #10 of the video training series on itemizing hotel expenses. (Right-click on the URL and choose open hyperlink.)

<http://www.rpi.edu/dept/finance/docs/travel/ConcurSession10.mp4>

Receipts– *how do I attach a receipt to an expense? And how long do I have to keep them?*

Please refer to Unit #15 of the video training series on using the available receipts function. Receipts should be retained until the expense report has been approved

by all parties to ensure that the receipt is readable. (Right-click on the URL and choose open hyperlink.)

<http://www.rpi.edu/dept/finance/docs/travel/ConcurSession15.mp4>

Additional notes on the expense reporting process:

Business Purpose - Please be specific with your response whenever you are prompted to enter a business purpose in completing your expense report in Concur. Failure to include sufficient detail may cause your report to be returned to you for correction.

Approval Timeframe – Once submitted, your report proceeds to your designated financial/business approver, your assigned manager and Concur Audit prior to final approval. Should your report be approved without issue you can expect to receive payment for your travel expenses within 5-10 business days.

Rental Car Charges

Rental Car charges are either paid for by you as an out of pocket expense or a bill is sent to Rensselaer for payment.

- If you paid for the rental car directly, out of pocket car rental expenses should be submitted for reimbursement on a Concur expense report.
- Car rental charges paid for by Rensselaer are managed departmentally using OSCAR. These are typically paid by your business manager.
- If you have a car rental itinerary in your expense account and you paid out of pocket you can attach that with the receipt. If the Institute paid you can either add the itinerary to the report with \$0.00 or you can simply delete it.

We hope this information has been helpful and we are here to assist you with any questions you have about submitting your expense report.

Sincerely,
Office of Travel and Expense at Rensselaer

Please email travel-expense_support@rpi.edu with any questions or consult your departmental business manager.