



College of Natural &
Agricultural Sciences

Concur Basics – Non-Travel Reimburesment

Module 4

Concur Non-Travel Expense Types Overview

- **General Expense Types (Employee and Non-Employee)**
 - Dues/Fees
 - Employee / Non-Employee
 - Non-Cash Award
 - Membership
 - Professional Development
 - Registration/Training
 - Safety Shoes/Uniforms
 - Other (Comment Required)*
- **Relocation-Related Expenses**
 - House Hunting
 - Household Move
 - [Refer to G-13 Policy](#)
- **Business & Programmatic Activities**
 - Business Meeting
 - Employee Morale-Building Activities
 - Entertainment/On-the-Job Meals
 - Programmatic Activities
 - Recruitment and Retention
 - [Refer to BUS-79 Policy](#)
- * "Other" expense type requires central office review.



Since this is a non-travel reimbursement, a Pre-Trip Request is not required.

- 1 After selecting Create New Expense Report, choose one of the following Report Types:
 - Employee Reimbursement (Non-Travel)
 - Non-Employee Reimbursement (Non-Travel)

- 2 Next, select the Report Purpose and add comments, if needed.

- 3 Once the Report Header is complete, click Save

This screenshot shows the 'Report Header' form in SAP Concur. The 'Report Type' dropdown is open, and the option '*Employee Reimbursement (Non-Travel)' is selected, indicated by a yellow circle with the number '1'. Other fields include 'Report Name' (Safety straps), 'Report Purpose' (Other (Comment Required)), 'Traveler Type' (Employee), 'Payment Option' (EFT), 'Accountability Structure' ((D01053) Environmental Sciences Dept), and 'Approver ID' ((10011435) Deborah Terao). The 'Report Number' is ELWYVV and the 'Comment' field is empty.

This screenshot shows the 'Report Header' form with the 'Report Purpose' dropdown open. The option 'Other (Comment Required)' is selected, indicated by a yellow circle with the number '2'. The 'Report Name' is now 'ELWYVV - 07212025' and the 'Business Purpose/Additional Information' field contains 'Straps to fasten down instrument'. The 'Report Date' is 07/21/2025. The 'Accountability Structure' is ((D01053) Environmental Sciences Dept) and the 'ORG' is ((ORG14) College of Natural & Agricultural Sciences). The 'Report Number' is ELWYVV and the 'Comment' field is empty. At the bottom right, there is a yellow circle with the number '3' and 'Save' and 'Cancel' buttons.



4 Click the Add Expense tab and select Manually Create Expense, then choose the desired expense category.

5 Complete the expense information, then click Save Expense if you are finished, or click Save and Add Expense to add more expenses.

6 Once all expenses have been added, click Submit Report.

