**Overview:** If you’re working with a travel expense in a Non-Travel expense report, change the Report Type to the appropriate travel report type. This will occur most often when Duke employees are using their corporate card to book travel for other Duke employees or visitors. It may also be used to consolidate expenses in an effort to reduce the number of reports submitted.

**Step 1**

Working in a Non-Travel expense report, in an Expense, an exception message appears for all travel expense types - airfare, car rental, conference registration, lodging. Select the box next to the expense and select **Edit** to open the Expense Details.

**Step 2**

In Expense Details, ensure all required fields (red border on the left) are complete. Change the **Report Type** to the appropriate travel type. Select the appropriate **AirClass**. If the user selects any class other than coach/economy, an additional question regarding the funding source displays. If the funding source is a federal fund, review the Handling a Travel Expense - Airclass QRG for specific instructions. If it is not a federal fund, attach the appropriate Management Center approval. Once questions have been answered, select **Save Expense**.

**Questions?** Visit Contact Information at concur.duke.edu or email EmployeeTravel@duke.edu.
Step 3

Duke requires information on attendees when booking travel in a non-travel report. Review the Adding Attendees to an Expense Quick Reference Guide for specific instructions. Select Save Expense.
**Step 4**

*In the Expense screen, notice the message at the bottom indicating the expense has been saved. Select the Receipt Image icon to attach the required receipt if necessary. Attach the receipt.*

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**Step 5**

*Continue working through each expense, paying attention to icons and exception messages, providing details, and attaching receipts, as required.*
Helpful Hints

Keep the following in mind when working with Non-Travel expense reports:

▪ If booking car, hotel, airline or conference registration fee, you will need to change the Report Type to the appropriate travel type for all transactions – corporate card or out-of-pocket.
▪ Concur’s travel module cannot be used to book travel for other Duke employees (unless you are a travel arranger for them and are using their credit card) or guests.

For more detailed information on this topic please see: Adding a Travel Expense into Non-Travel Expense Report Video at concur.duke.edu.