Overview: The expense report header defines the type of expense report being created – travel or non-travel – and other key information defining parameters around the expense report. The header will determine the expense types available in the report and the audit rules that will be invoked.

Step 1
From the Expense page, select Create New Report.

Step 2 – Travel Report
From Create New Report, choose DU-Travel Report from the Type of Report dropdown menu. Fields with * red asterisks are required fields.
CREATING AN EXPENSE REPORT HEADER

Step 2 – Travel Report - Continued

A. **Trip Name** – Free text field to name a trip. The name used should be unique to each report and describe the nature of travel included in the expense report. Examples may include: a conference name (ATD Conference), destination/purpose (Chicago – Collaboration with Northwestern or Africa Research), mileage for a period of time (April Mileage or 4/15-4/30/2022 mileage). Consult with your business office for additional business unit process.

B. **Trip Start Date** – Beginning date of the trip.

C. **First Day Departure Time** – Time the employee left for the trip. Dropdown menu is in military time.

D. **Trip End Date** – Last date of the trip.

E. **Return Day Arrival Time** – Time the employee returned from the trip. Dropdown menu is in military time.

F. **Trip Purpose** – Select the purpose from the available dropdown menu.

Please note: If you select Other, Additional Information is required.

G. **Traveler Type** – Select the type of traveler from the available dropdown menu.

H. **Trip Type** – Select the type of trip from the available dropdown. For Travel Reports, the G/L account is driven by the trip type.

Please note: Do not select Non-Travel when working with Travel Report. Write-Off trip types are for ETR use only.
I. **Additional Information** – Free text field to provide additional details regarding the report. Is required if Other is selected as the Trip Purpose.

J. **Funding Information** – The default travel cost object is displayed.
   - Either the default cost center on the position or the default travel cost object set through the Personal Data Change iForm.
   - Use the dropdown menu to change the company code or the cost object type.
   - Type in a cost object. Concur will “learn” frequently used cost objects and create a user specific dropdown.
   - Expense reports cannot be split-funded at the report level. Expenses or groups of expenses can be allocated to different cost objects at the expense level.

K. **Comments To/From Approvers/Processors** – Notes to send to approvers or place where notes display if the expense report is returned.
Step 2 – Non-Travel Report

From Create New Report, choose DU-Non-Travel Report from the Type of Report dropdown menu. Fields with * red asterisks are required fields.

A. **Report Name** – Free text field to name the expense report. Report name should be unique to each report and explain the nature of the report. As corporate card and out-of-pocket expenses are included in the same expense report for a period of time, best practice is to name the report to align with time period submitted. Examples include biweekly expense report (4/15 – 4/30/2022 Expenses) or monthly expense report (May 2022 Expenses).

B. **Report Start Date** – Date when the expense report begins.

C. **Report End Date** – Date when the expense report ends.

D. **Report Purpose** – Select the purpose from the available dropdown. This field is **not required** as a purpose can be entered at the expense level.
CREATING AN EXPENSE REPORT HEADER

Step 2 – Non-Travel Report - Continued

E. **User Type** – Select the type of users from the available dropdown menu.

![User Type dropdown menu](image)

F. **Report Type** – Field will default to Non-Travel based on report type. Do not change. For Non-Travel Reports, the G/L account is driven by the expense type.

G. **Additional Information** – Free text field to provide additional details regarding the report. Is required if Other is selected as the Trip Purpose.

H. **Funding Information** – The default travel cost object is displayed.
   - Either the default cost center on the position or the default travel cost object set through the Personal Data Change iForm.
   - Use the dropdown menu to change the company code or the cost object type.
   - Type in a cost object. Concur will “learn” frequently used cost objects and create a user specific dropdown.
   - Expense reports cannot be split-funded at the report level. Expenses or groups of expenses can be allocated to different cost objects at the expense level.

I. **Comments To/From Approvers/Processors** – Notes to send to approvers or place where notes display if the expense report is returned.

Step 3

Once all required data fields are complete, select **Create Report** to begin adding expenses into the report.

Questions? Visit Contact Information at concur.duke.edu or email Concur-ExpenseSupport@duke.edu.
CREATING AN EXPENSE REPORT HEADER

**Step 4**

To review or change the report header while adding expenses to the report, select **Report Details** and **Report Header** from the dropdown menu. The **Report Header** displays and changes can be made. Select **Save** or **Cancel** as appropriate to close the header.
Helpful Hints

- The expense report header can be modified while the expense report is being created. If it is changed, it will change the expense types that are available. Concur may “flip” expense types to undefined if that expense type is no longer available based on the type of report selected.

- Dates and times included in an expense report do not limit the transaction dates included in the report. Duke policy prevents employees from being reimbursed for any travel related out-of-pocket expenses prior to travel dates.

For more detailed information on this topic please see: Creating an Expense Report Header training video at concur.duke.edu.