Reimbursements Within Concur for Faculty/Employees

If you are submitting a reimbursement to be charged to a project, the project and task numbers are the only numbers that should be entered going forward. The other numbers default to the GL string and should remain how they are.

The default that should remain is:

Unit. Division. Organization (UDO) – 450.5395.3019 – NB SAS School of Art Computer Science

Location – 2110 – New Brunswick Non-Health Science Campus

Fund Type – 100 – Unrestricted Operating General

Business Line – 1000 – Instruction General

** Also please remember when it comes to booking travel, please complete your pre-travel first and know that it must get approved and the next steps can commence. Please see link(s) for assistance:

Booking Travel | University Procurement Services (rutgers.edu)
Reporting Expenses | University Procurement Services

Concur Travel and Expense | University Procurement Services

- o Please log in to you "MyRutgers Portal" and in your apps, look for and click the "Concur Travel & Expense" Tab
- o Once you get in, please hit the tab that states "Start a Report."
- o The "Create New Report" will appear with a drop down for a "Rutgers Non-Travel Expense Report" or a "Rutgers Travel Expense Report," please choose the option that correlates with your expense.
- o Please make sure to complete each box with an "Asterisk"
- o With a Rutgers Travel Expense Report:
  - ➤ Trip Name
  - ➤ Trip Type: Domestic or International
  - ➤ Trip Purpose
  - ➤ Business Travel Start Date
  - ➤ Business Travel End Date
  - ➤ Was personal travel included -if yes then please put in those travel dates in the "personal travel dates" box. If no, please continue the report.
  - ➤ Project/Task
  - ➤ Activity (will be 0000 or none)
  - ➤ UDO → 450.5395.3019
  - ➤ Location: 2110
  - ➤ Fund: 100
  - ➤ Business Line: 1000
  - ➤ Travel Allowance: please click "yes" if you are going to be claiming any meals per diem as part of your reimbursement. If not, please click "no."

o Once everything is filled, please click "Create Report."
o The next screen will be where you "Add your Expenses" and then "Create New Expense."
o Select the appropriate expense type and fill out all sections with asterisks. Make sure to give as much detail as possible including the boxes without asterisks only if the info is applicable to the trip.
o Once the boxes are completed, please add your itemized receipt(s) for this expense. Then you can "Save Expense"
o If you need to add more expenses you can do so and make sure to hit "save expense."
o Please be aware that you should only add expenses that relate to the trip and/or the non-travel expense which you named previously.
o Once everything has been put in, please click "Submit Report."