EXPENSE REPORT: PERSONAL EXPENSES
Personal Expenses

Personal expenses must be itemized as personal expense type. This expense type can be used when expensing part of an expense. For example; meal (university paid) with alcohol (personal expense), or when an accidental personal charge is made on your Concur travel card.

For personal expenses with no other charges start here:
1. Under the Expense Tab, Create New Report

Create New Report
1. Use Unintended Transaction for Trip Purpose
2. Chartfield string will need to be added. The travelers most commonly used CFS will show and can be selected to add
3. Once all fields are populated, Click Create Report on the bottom right of the page
4. Click Add Expense, then select the correct available expense from the list, then Click Add to Report

5. The expense will be added to the report. Open the expense by clicking anywhere inside the box (do not click on the BLUE Payment Type)

6. Change Expense Type to **Personal/Non-Reimbursable**
7. Make sure the box is checked **Personal Expense (do not reimburse)**
   a. Add a comment for the personal expense
   b. Click **Save Expense**

8. Check the Alerts at the top of the Report. Yellow Cautions should be reviewed but will not stop the report from being submitted. Red Alerts will stop the report from being submitted.

9. Click Submit Report. The report will go to budget and manager for approvals. The processor will review and make the final approvals. The processor will email the traveler directly on steps to pay back the University.