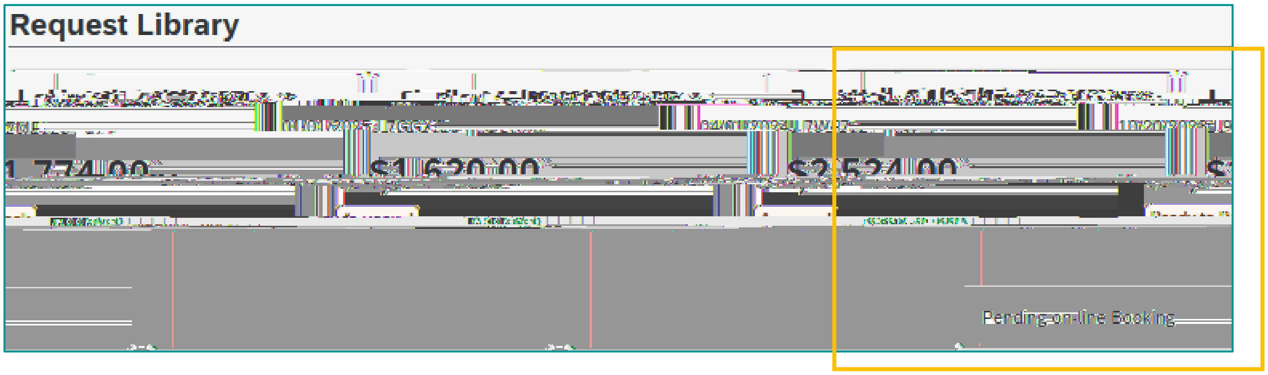
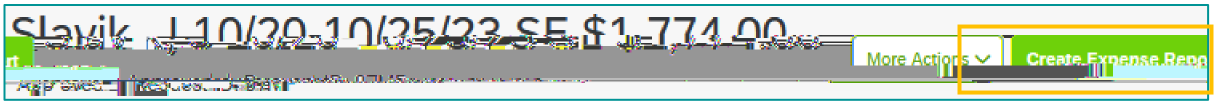
UA Travel

Submit an Expense Report for Travel Expenses

It is recommended to start the Report as soon as the Request is fully approved. This helps the traveler manage their expenses on the go and deters outstanding card charge notifications.

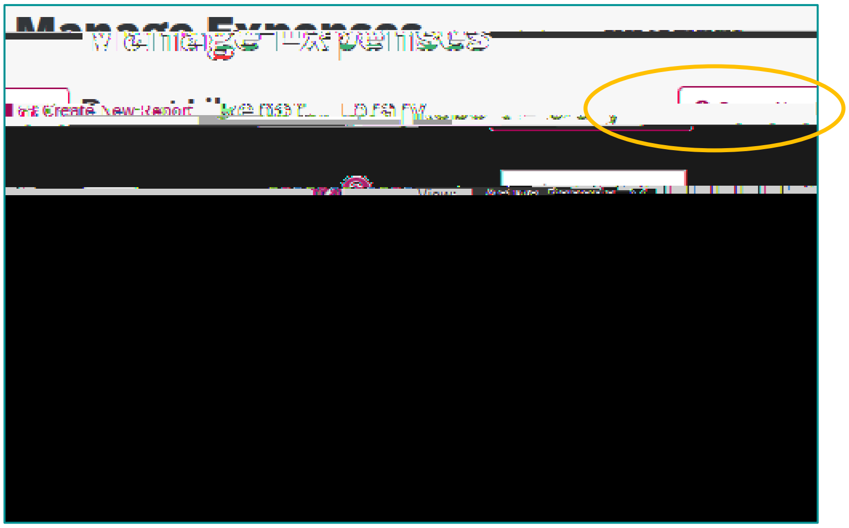
1. In the Request module, open the associated Request from the Request Library and select “Create Expense Report”; use the View drop-down menu to change the filter if Request is not listed under Active Requests


Request Library
$1,774.00
$1,620.00
$2,524.00
Pending on-line Booking

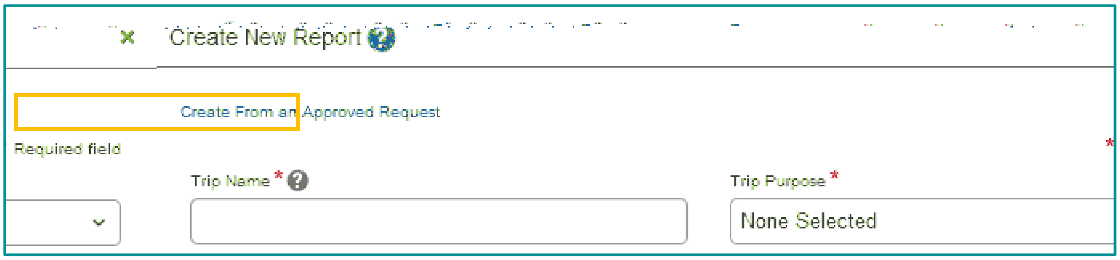

Slavik 10/20-10/25/23 SF $1,774.00
Approved
More Actions
Create Expense Repo

Alternatively

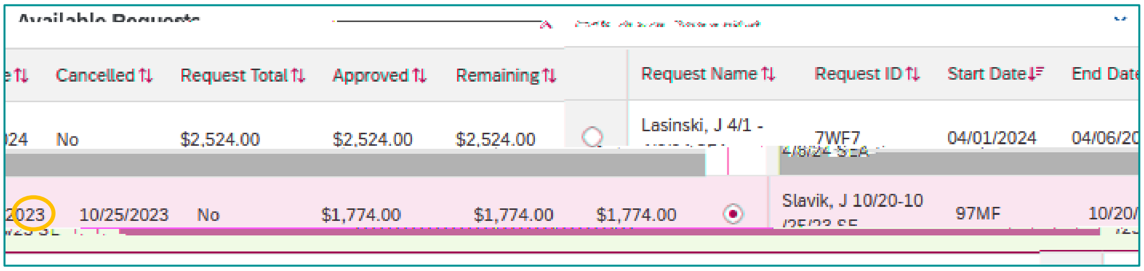
1. Click “Create New Report” under Manage Expenses


Manage Expenses
Create New Report

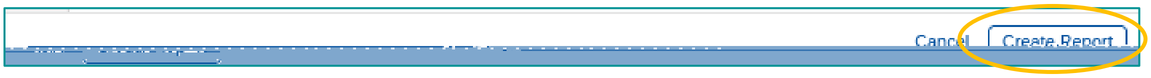
a. Select “Create From an Approved Request”


Create New Report
Create From an Approved Request
Required field
Trip Name *
Trip Purpose *
None Selected

b. Choose the associated Request from the list and Create Report

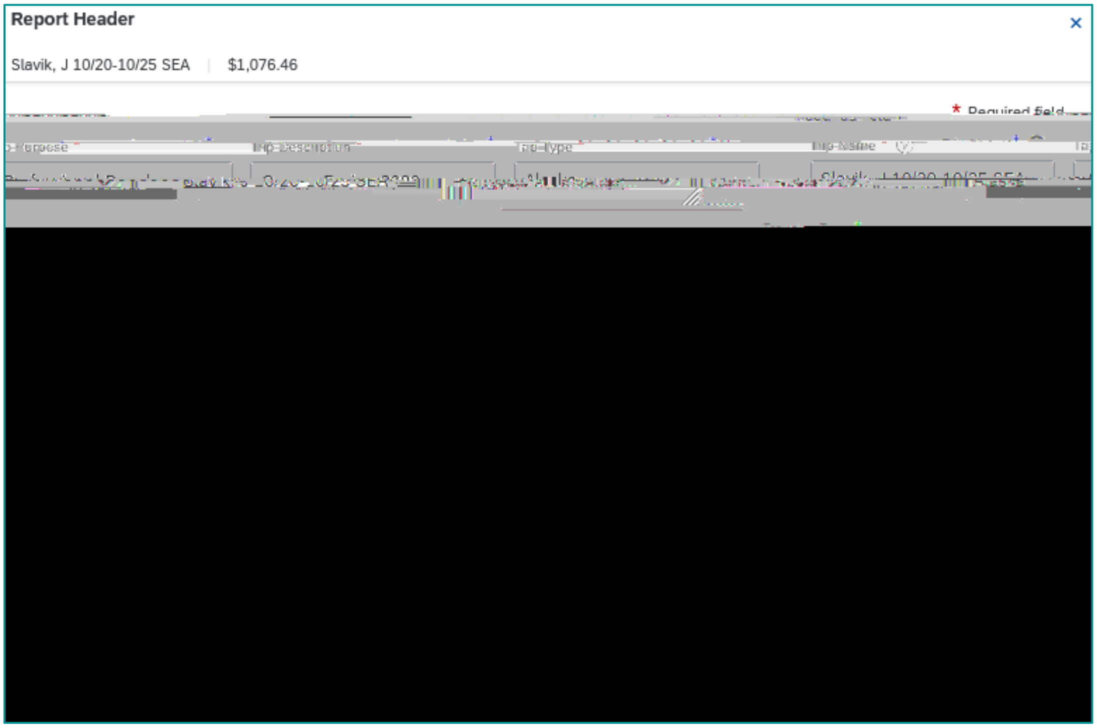

Available Requests

e	Cancelled	Request Total	Approved	Remaining			Request Name	Request ID	Start Date	End Date
24	No	$2,524.00	$2,524.00	$2,524.00	○	Lasinski, J 4/1 - 4/6/24 SEA	7WF7	04/01/2024	04/06/20	
2023	10/25/2023	No	$1,774.00	$1,774.00	$1,774.00	●	Slavik, J 10/20-10 /25/23 SE	97MF		10/20/


Cancel
Create Report

c. The Header information auto-populates from that Request

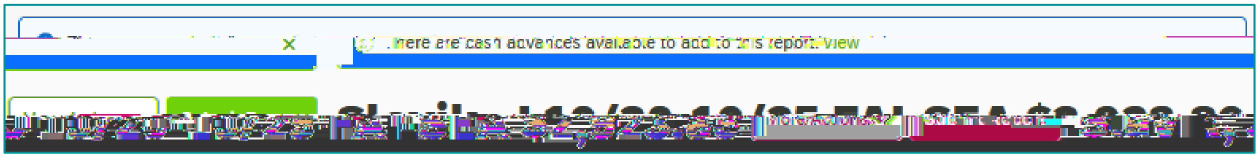
2. Open the Header to verify information from the Request is still accurate and make any corrections based on changes since original trip approval


Report Header
Slavik, J 10/20-10/25 SEA | $1,076.46
* Required field

3. At the bottom of the Report Header, change the Travel Allowance answer to “Yes, I want to claim Travel Allowance” if this is the first Report for a completed trip even if traveler is not claiming per diem reimbursement (the Travel Allowance documents time in travel status)

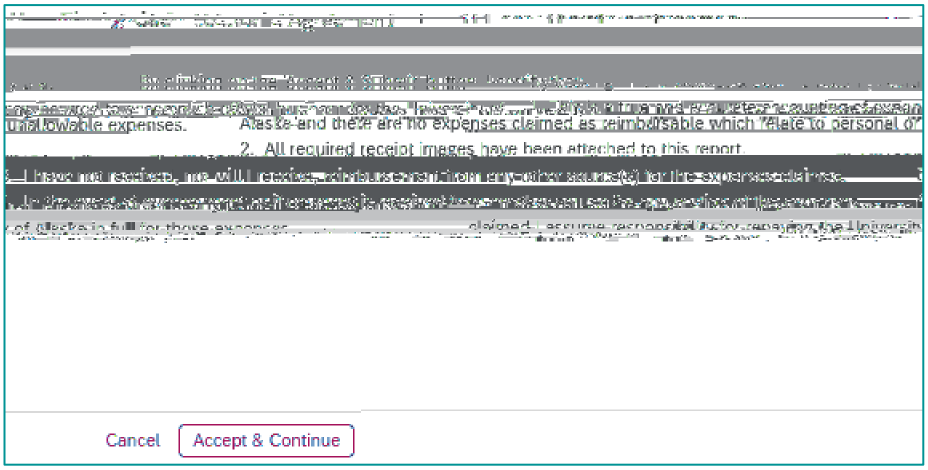
4. Enter the Travel Allowance based on the business-only itinerary and create individual p

6. Attach Receipts and other pertinent or required documentation
7. Reconcile any Travel Advances (Concur will alert the user if any are available to add to a Report)



There are cash advances available to add to this report. View

8. Verify all information is complete and correct then Submit Report (top right-hand corner)



By clicking on the "Accept & Submit" button, I certify that:

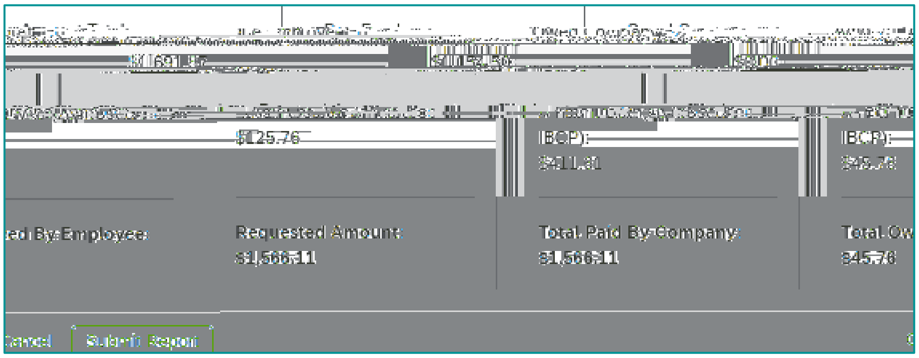
unallowable expenses.

Alaska and there are no expenses claimed as reimbursable which relate to personal or

2. All required receipt images have been attached to this report.

3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.

9. Concur evaluates the Report according to audit rules defined by UA regulations and guidance
    a. If no Exceptions are present, the Report Totals are provided for final review and then the Report is submitted for approval



$125.76

(BCP):
$411.31

(BCP):
$45.76

ed By Employee:

Requested Amount:
$1,566.11

Total Paid By Company:
$1,566.11

Total Ow
$45.76