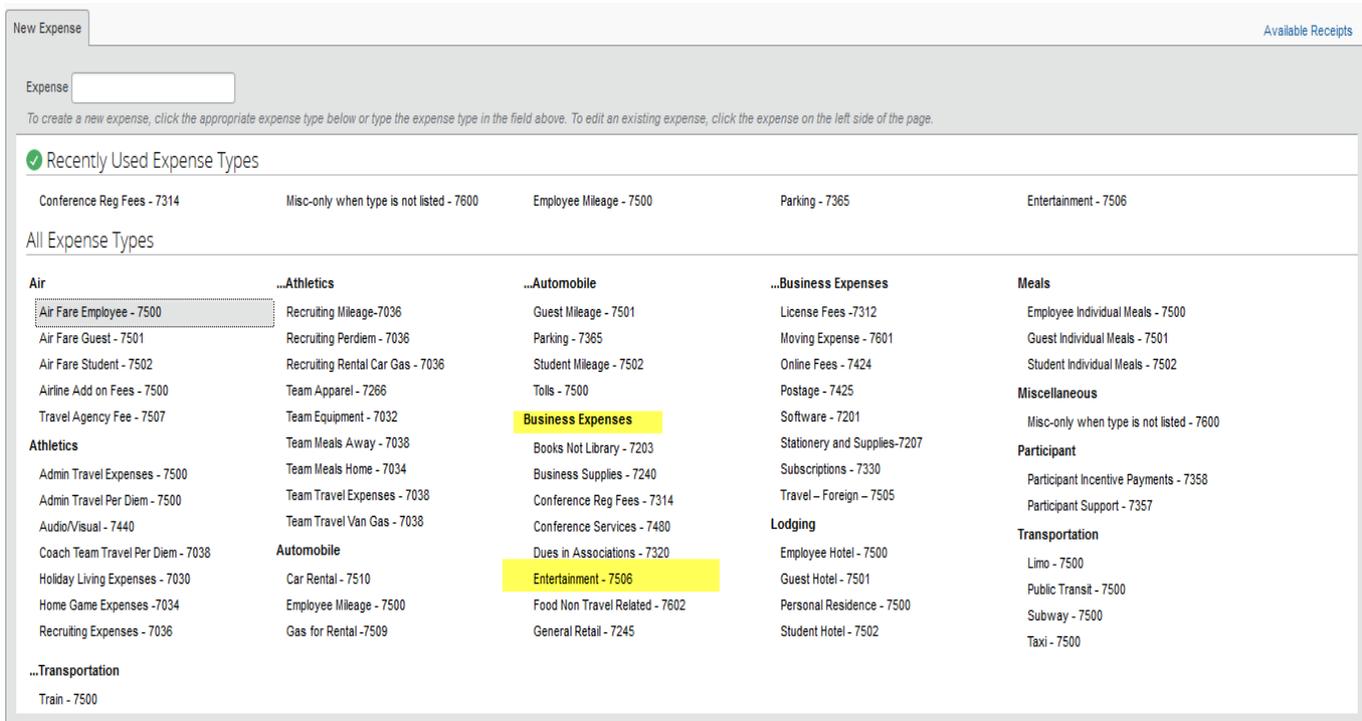


Purpose: The purpose of this guide is to demonstrate how to add an Entertainment Expense to your Expense Report. If you have entertained anyone outside the University and are seeking reimbursement, you must include their name and information in the expense type.

1. Log in to Concur Travel & Expense from the TU Portal
2. Enter all of your expenses as separate line items
3. Select the New Expense button and then select the Expense type of Entertainment



New Expense Available Receipts

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

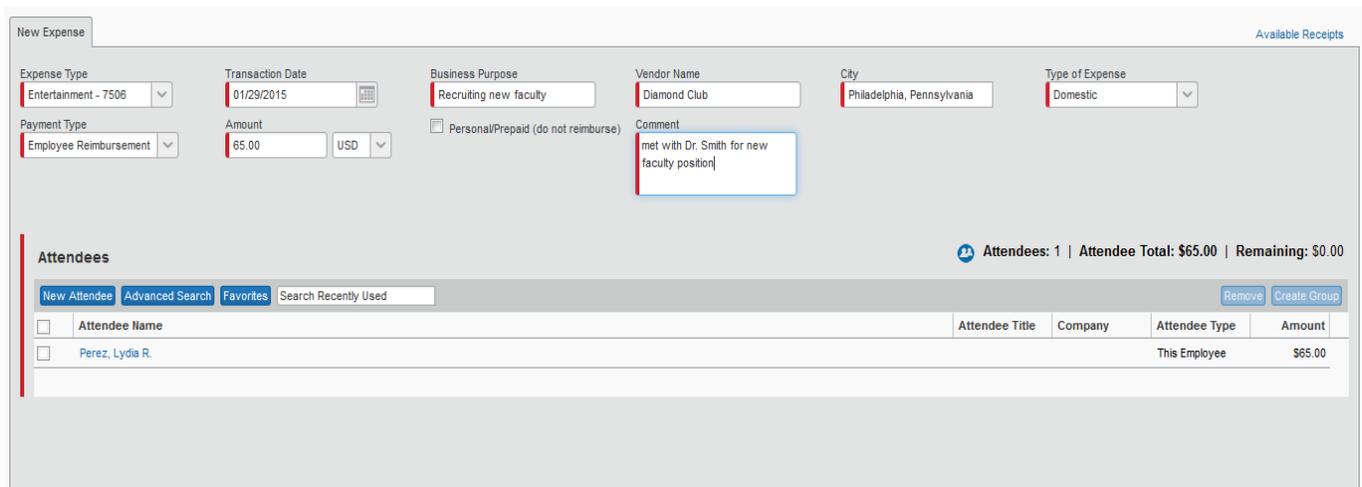
Recently Used Expense Types

Conference Reg Fees - 7314 Misc-only when type is not listed - 7600 Employee Mileage - 7500 Parking - 7365 Entertainment - 7506

All Expense Types

Air Air Fare Employee - 7500 Air Fare Guest - 7501 Air Fare Student - 7502 Airline Add on Fees - 7500 Travel Agency Fee - 7507 Athletics Admin Travel Expenses - 7500 Admin Travel Per Diem - 7500 Audio/Visual - 7440 Coach Team Travel Per Diem - 7038 Holiday Living Expenses - 7030 Home Game Expenses - 7034 Recruiting Expenses - 7036 ...Transportation Train - 7500	...Athletics Recruiting Mileage-7036 Recruiting Perdiem - 7036 Recruiting Rental Car Gas - 7036 Team Apparel - 7266 Team Equipment - 7032 Team Meals Away - 7038 Team Meals Home - 7034 Team Travel Expenses - 7038 Team Travel Van Gas - 7038 Automobile Car Rental - 7510 Employee Mileage - 7500 Gas for Rental -7509	...Automobile Guest Mileage - 7501 Parking - 7365 Student Mileage - 7502 Tolls - 7500 Business Expenses Books Not Library - 7203 Business Supplies - 7240 Conference Reg Fees - 7314 Conference Services - 7480 Dues in Associations - 7320 Entertainment - 7506 Food Non Travel Related - 7602 General Retail - 7245	...Business Expenses License Fees -7312 Moving Expense - 7601 Online Fees - 7424 Postage - 7425 Software - 7201 Stationery and Supplies-7207 Subscriptions - 7330 Travel - Foreign - 7505 Lodging Employee Hotel - 7500 Guest Hotel - 7501 Personal Residence - 7500 Student Hotel - 7502	Meals Employee Individual Meals - 7500 Guest Individual Meals - 7501 Student Individual Meals - 7502 Miscellaneous Misc-only when type is not listed - 7600 Participant Participant Incentive Payments - 7358 Participant Support - 7357 Transportation Limo - 7500 Public Transit - 7500 Subway - 7500 Taxi - 7500
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4. Enter the required information about the expense type



New Expense Available Receipts

Expense Type: Entertainment - 7506 Transaction Date: 01/29/2015 Business Purpose: Recruiting new faculty Vendor Name: Diamond Club City: Philadelphia, Pennsylvania Type of Expense: Domestic

Payment Type: Employee Reimbursement Amount: 65.00 USD Personal/Prepaid (do not reimburse) Comment: met with Dr. Smith for new faculty position

Attendees Attendees: 1 | Attendee Total: \$65.00 | Remaining: \$0.00

[New Attendee](#) [Advanced Search](#) [Favorites](#) [Remove](#) [Create Group](#)

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Amount
<input type="checkbox"/>	Perez, Lydia R.			This Employee	\$65.00

5. In the Attendees section, click the button for New Attendees and add the names and titles of those that were entertained. Click Save & Add Another to add additional or click Save to add one person and be done.

6. Their information will be added to the attendee list. Continue adding names until you have the entire list. The Amount per attendee is just the total amount split across the number of attendees. Concur will complete this calculation automatically.

Attendees Attendees: 2 | Attendee Total: \$65.00 | Remaining: \$0.00

[New Attendee](#) [Advanced Search](#) [Favorites](#) [Remove](#) [Create Group](#)

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Amount
<input type="checkbox"/>	Lavin, Amy	Professor	Lasalle University	Business Guest	\$32.50
<input type="checkbox"/>	Perez, Lydia R.			This Employee	\$32.50

7. Click the Attach Receipt button and attach the electronic copy of the receipt.

8. Continue attaching expenses or submit the report for approval.