

Submitting an Expense Report that requests reimbursement for Alcohol

Per university policy, alcoholic beverages may not be purchased using state-appropriated or federal funds. This means an Activity with a Fund of 1001 (or 6100 for School of Medicine) cannot be used. A Project (Fund 5000 or 5999) also cannot be used.

Concur has built-in functionality that will not allow the aforementioned Funds to be used when a user selects 'Yes' in the *Are you requesting reimbursement for alcohol?* field on business meal expenses. This guide contains instructions on how to submit an expense report that requests reimbursement for alcohol. **Note: if your default chartfield on the Expense Report does not use a Fund of 1001, 6100, 5000 or 5999, it's not necessary to complete this process.*

If you're requesting reimbursement for alcohol on a Concur Expense Report, begin by adding the appropriate expense type. Click Add Expense.

The screenshot shows the top of a Concur Expense Report for 'Alcohol Allocation Training \$0.00'. At the top right are 'Delete Report' and 'Submit Report' buttons. Below the title is the status 'Not Submitted' and 'Report Number: XK00HL'. A navigation bar includes 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A 'REQUEST' box shows 'Approved \$250.00' with a red arrow pointing to the 'Add Expense' button in the toolbar. The toolbar also contains 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to' buttons. At the bottom, it says 'No Expenses' and 'Add expenses to this report to submit for reimbursement.'

Select the appropriate expense type from the menu.

Add Expense



The 'Add Expense' modal shows a search bar with the text 'Search for an expense type'. Below the search bar is a list of expense types under the category '05. Meals and Entertainment'. The list includes: 'Actual Daily Meals', 'Athletics Recruitment Meals', 'Athletics Team Meals', 'Group Meals/Entertainment <10', and 'Group Meals/Entertainment 10+ Attendees'. A '+' button and 'Create New Expense' text are visible at the top of the modal.

Select 'Yes' in the *Are you requesting reimbursement for alcohol?* field.

New Expense

Details **Itemizations**

 **Allocate**

* Required field

Expense Type *
Group Meals/Entertainment 10+ Attendees

*Transaction Date *
03/02/2023

*Report /Trip Purpose *
Committee/Institute Work

Additional Information

Enter Vendor Name
The Salty Pig

City of Purchase
Boston, Massachusetts

Are you requesting reimbursement for Alcohol? *
Yes

*Event Type *
Other

Business Purpose * ?
Collaboration with group from UMass

Number of Attendees *
15

Payment Type *
Out of Pocket

Amount *
1,250.00

Currency *
US, Dollar

Once the expense is saved, an Exception will be displayed informing you the expense must be itemized.

Click on the expense in the menu below to start itemization.

SAP Concur | Requests | Travel | **Expense** | Approvals | App Center | Profile | Help

Manage Expenses | Cash Advances

Alerts: 1

Expense | Group Meals/Entertainment 10+ Attendees | 03/02/2023 | \$1,250.00

⚠ Alcohol cannot be purchased/reimbursed using state-appropriated or federal funds. This means the Fund in the chartfield cannot be 1001 (or 6100 for SOM), 5000 or 5999. Please itemize this transaction with one entry for the non-alcohol portion and a second entry using the expense type Alcoholic Beverages for the remainder of the total. Note: you will also need to use the allocation option to update the chart-field and fund to an allowable option. [View](#)

ℹ There are cash advances available to add to this report. [View](#)

Alcohol Allocation Training \$1,250.00 Delete Report Copy Report Submit Report

Not Submitted | Report Number: XK00HL

Report Details | Print/Share | Manage Receipts | Travel Allowance

REQUEST
Approved
\$250.00

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View: Standard

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	⚠		Out of Pocket	Group Meals/Entertainment 10+ Attendees	The Salty Pig Boston, Massachusetts	03/02/2023	\$1,250.00
							\$1,250.00

Select the Itemizations tab.
Click Create Itemization.

← → Group Meals/Entertainment 10+ Attendees \$1,250.00 Cancel Delete Expense Save Expense

03/02/2023 | The Salty Pig

Details | **Itemizations** | Hide Receipt

Amount \$1,250.00	Itemized \$0.00	Remaining \$1,250.00
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Create Itemization More Actions

No Itemizations.
Create itemizations for the items on your receipt.

Select the Alcoholic Beverages expense type to itemize the amount spent on alcohol.
Enter the amount.
Click the Allocate link.

Details	Itemizations	
Amount	Itemized	Remaining
\$1,250.00	\$0.00	\$1,250.00

New Itemization

Allocate 3

1 * Required field

Expense Type *

Alcoholic Beverages ▼

*Transaction Date *

*Report /Trip Purpose * ▼

Additional Information

*Enter Vendor Name 2

*City of Purchase

Amount *

250.00

Currency

From the Allocate menu, click Add.

Allocate ✕

Expenses: 1 | \$1,250.00

Percent	Amount
Amount	Allocated \$1,250.00
\$1,250.00	100%
Default Allocation	Remaining \$0.00
	0%

Code 13095-01-01833-1001-13095-00000000-1 Percent %
100

Add Edit Remove Save as Favorite

Locate a chartfield with an appropriate Fund value.

Add Allocation



+ New Allocation ★ Favorite Allocations

* Required field

ADSC 1

▼ (00000000) Not Applicable

BU 2

▼ (0) Unallowable

Org 3

▼ (64700) PROFESSIONAL DEVELOPMENT

Select 'Yes' in the *Fund Checked?* field.

Click Save.

Project 6

▼ (00000000) Not Applicable

A/U 7

▼ (0) Unallowable

GL Account Code 8

▼ (64700) PROFESSIONAL DEVELOPMENT

Fund checked? (for alcohol entries)

Yes ▼

Cancel

Save

Ensure 100% has been allocated and the remaining amount is \$0.00. If multiple allocations/chartfields are needed, repeat the step above.

Click Save.

Allocate ✕

Itemizations: 1 | \$250.00 | [View Allocation Group](#)

Percent | **Amount**

Amount: \$250.00

Allocated \$250.00
100%

Remaining \$0.00
0%

Default Allocation

Code: [REDACTED] Percent %
0

Add | **Edit** | **Remove** | **Save as Favorite**

<input type="checkbox"/>	*ADSC ↑↓	*BU ↑↓	*Org ↑↓	*Fund ↑↓	*Activity ↑↓	*Project ↑↓	*A/U ↑↓	*GL Account Code ↑↓	Fund checked? (fo	Percent %
<input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Unallowable	PROFESSIONAL DEVELOPMENT	Yes	100

From the Itemizations tab, click the Save Itemization button.

Notice there is still a portion that needs to be itemized.

Click Create Itemization to itemize the remaining amount.

← → Group Meals/Entertainment 10+ Attendees \$1,250.00 Cancel **Delete Expense** **Save Expense**

03/02/2023 | The Salty Pig

Details | **Itemizations** Hide Receipt 📄

Amount: \$1,250.00

Itemized: \$250.00

Remaining: \$1,000.00

Create Itemization | More Actions ▾

<input type="checkbox"/>	Date ≡	Expense Type ↑↓	Requested ↑↓
<input type="checkbox"/>	03/02/2023	Alcoholic Beverages	\$250.00 Allocated

From the Itemizations tab, select an expense type and enter the amount.

Select 'No' in the *Are you requesting reimbursement for alcohol?* field.

It's not necessary to allocate this itemization. Click Save Itemization.

Details

Itemizations

Amount

\$1,250.00

Itemized

\$250.00

! Remaining

\$1,000.00

New Itemization

 Allocate

* Required field

Expense Type *

Group Meals/Entertainment 10+ Attendees



*Transaction Date *

03/02/2023



*Report /Trip Purpose *

Committee/Institute Work



Additional Information

Enter Vendor Name

The Salty Pig

City of Purchase

Boston, Massachusetts

Are you requesting reimbursement for Alcohol? *

No



*Event Type *

Other



Business Purpose * ?

Meeting

Number of Attendees *

15

! Amount *

\$1000.00

Currency

US, Dollar

Once back at the Itemizations tab, verify the amount remaining is \$0.00 and click Save Expense.

03/02/2023 | The Salty Pig

Details
Itemizations
Hide Receipt

Amount
\$1,250.00

Itemized
\$1,250.00

✔ Remaining
\$0.00

Create Itemization
More Actions ▼

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	03/02/2023	Group Meals/Entertainment 10+ Attendees	\$1,000.00
<input type="checkbox"/>	03/02/2023	Alcoholic Beverages	\$250.00 <small>Allocated</small>

Once back at the main Expense menu, notice the red Exception regarding alcohol is gone. Add other expenses as needed, otherwise click Submit Report.

Manage Expenses
Cash Advances

Alcohol Allocation Training \$1,250.00

Not Submitted | Report Number: XK00HL

Delete Report
Copy Report
Submit Report

Report Details ▼ Print/Share ▼ Manage Receipts ▼ Travel Allowance ▼

REQUEST

Approved
\$250.00

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to ▼

View: Standard ▼

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Group Meals/Entertainment 10+ Attendees	The Salty Pig Boston, Massachusetts	03/02/2023	\$1,250.00 <small>Allocated Itemized</small>
							\$1,250.00