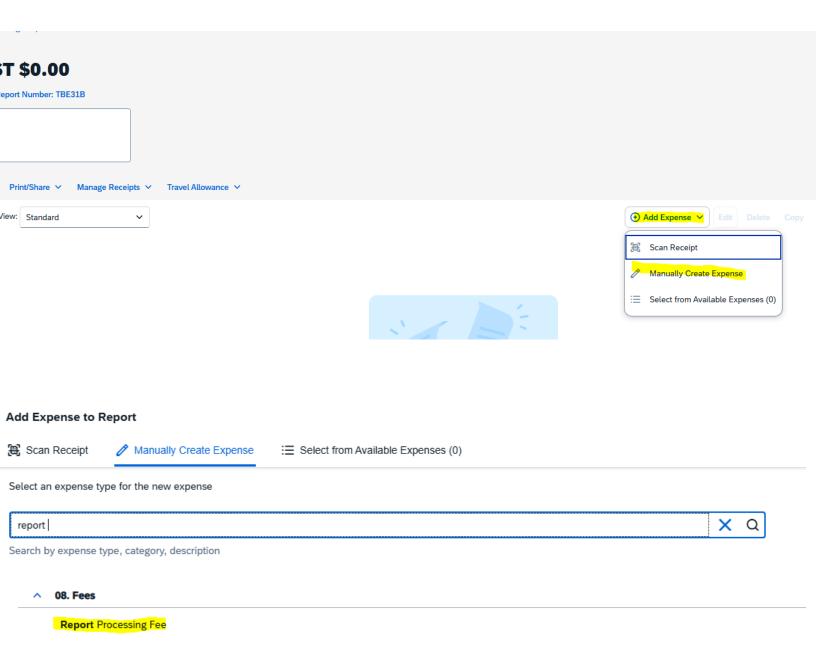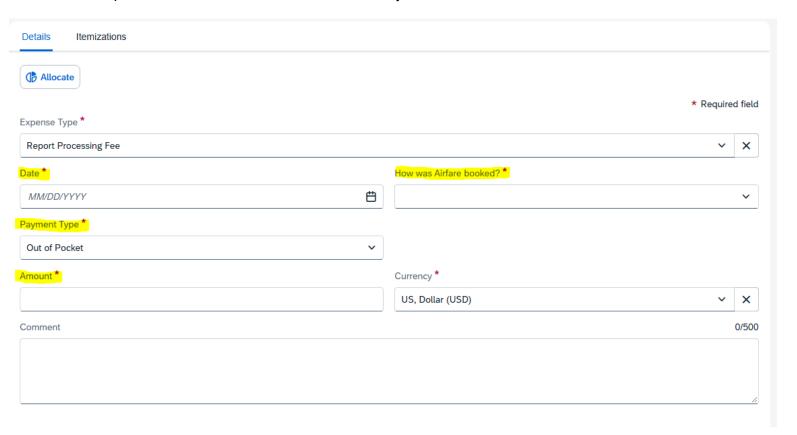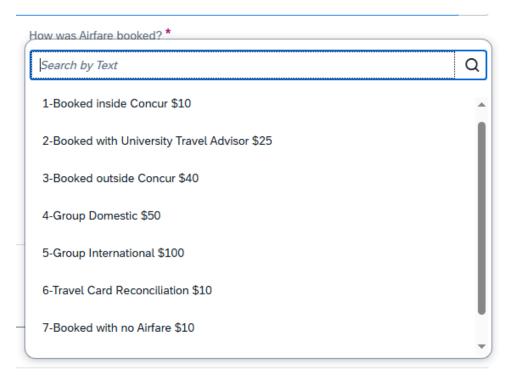Step 1: While in your expense report navigate to the add new expenses button and select manually create expenses. Upon clicking the button search and select the "Report Processing Fee" expense type.

ST $0.00

Report Number: TBE31B

Print/Share ∨   Manage Receipts ∨   Travel Allowance ∨

View: Standard   ∨   ⊕ Add Expense ∨   Edit   Delete   Copy

▣ Scan Receipt

✎ Manually Create Expense

☰ Select from Available Expenses (0)

Add Expense to Report

▣ Scan Receipt   ✎ Manually Create Expense   ☰ Select from Available Expenses (0)

Select an expense type for the new expense

| report | ✕ | 🔍 |

Search by expense type, category, description

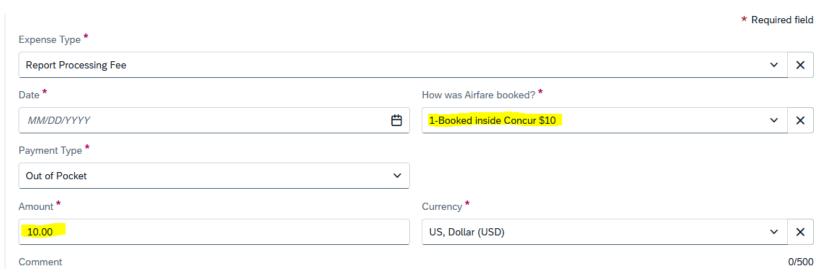∧   **08. Fees**

Report Processing Fee

Step 2: Now that you have the expense open you will need to input information into all the required fields. "How was Airfare booked", "Payment Method", "Date" and "Amount".

Details   Itemizations

🅱 Allocate

* Required field

Expense Type *

| Report Processing Fee | ⌄ | ✕ |

Date *

| MM/DD/YYYY | 📅 |

How was Airfare booked? *

| | ⌄ |

Payment Type *

| Out of Pocket | ⌄ |

Amount *

| |

Currency *

| US, Dollar (USD) | ⌄ | ✕ |

Comment   0/500

Step 3: First, you will need to select how your airfare was booked. You should see a list of options available in the drop down covering a variety of methods. In addition each method will have an associated dollar amount listed to the right hand side that you will want to keep note of.

How was Airfare booked? *

| Search by Text | 🔍 |

1-Booked inside Concur $10

2-Booked with University Travel Advisor $25

3-Booked outside Concur $40

4-Group Domestic $50

5-Group International $100

6-Travel Card Reconciliation $10
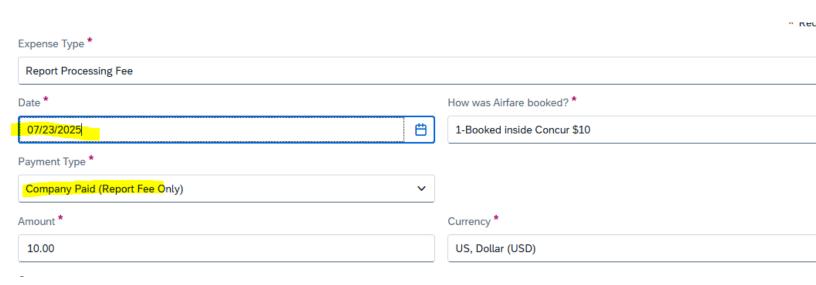
7-Booked with no Airfare $10

Step 4: Based on the option you selected in the previous step you will want to take the associated dollar amount and input that amount into the amount field.

* Required field

Expense Type *

Report Processing Fee

Date *

MM/DD/YYYY

How was Airfare booked? *

1-Booked inside Concur $10

Payment Type *

Out of Pocket

Amount *

10.00

Currency *

US, Dollar (USD)

Comment

0/500

Step 5: Input a date. You can use any date that falls within your trip's date range.

Step 6: Lastly you will always have to adjust the payment type to be "Company Paid (Report Fee Only)".

Expense Type *

Report Processing Fee

Date *

07/23/2025

How was Airfare booked? *

1-Booked inside Concur $10

Payment Type *

Company Paid (Report Fee Only)

Amount *

10.00

Currency *

US, Dollar (USD)

Booking Method Breakdown

1: Booked Inside Concur $10 = Concur booking tool used to purchase airfare.
2: Booked with University Travel Advisors $25 = Airfare booked with Christopherson Business Travel.
3: Booked Outside Concur $40 = Airfare booked directly on an airline website, through a third party travel agency/site regardless of payment method.
4: Group Domestic $50 = used for group travel within the US.
5: Group International $100 = used for international group travel.
6: Travel Card Reconciliation $10 = Expense report with no airfare and contains only Travel Card Purchases.
7: Booked with no Airfare $10 = Used when there is no airfare.
8: Athletics $10 = Used for the athletics group.

Things to know: This new fee structure is replacing what was previously in place. Previously your report fee was based on trip type and dedicated in the report header. It wasn't displayed on the report and there was no control over where the report fee was charged. Now it is based on the booking method of your airfare and is administered via the "Airfare Booking Method" expense type now required on every report. An added bonus of having an expense for the fee is that it can now be allocated to whatever chartfield you desire.