

# Concur Expense: Expense Types

## Setup Guide for Standard Edition

**Last Revised: December 17, 2021**

Applies to these SAP Concur solutions:

- Expense
  - Professional/Premium edition
  - Standard edition
  
- Travel
  - Professional/Premium edition
  - Standard edition
  
- Invoice
  - Professional/Premium edition
  - Standard edition
  
- Request
  - Professional/Premium edition
  - Standard edition

# Table of Contents

<b>Section 1: Overview .....</b>	<b>1</b>
Definitions .....	2
About the Pending Card Transaction Payment Type.....	3
QuickBooks Clients Only .....	5
Financial Integration Clients Only.....	5
<b>Section 2: Expense Types.....</b>	<b>5</b>
Access the Manage Expense Types page.....	5
Manage Expense Types .....	7
Folio Type Mapping .....	8
<b>Section 3: Account Codes .....</b>	<b>9</b>
Access the Account Codes tab .....	10
Manage Account Codes.....	11
<b>Section 4: Expense Forms .....</b>	<b>13</b>
Access the Expense Forms tab.....	13
Manage Expense Form Field Behavior.....	15
<b>Section 5: Attendee Forms .....</b>	<b>15</b>
Healthcare Professional Clients .....	16
Access the Attendee Forms tab.....	16
Manage Attendee Form Field Behavior.....	17
<b>Section 6: Trip Mappings.....</b>	<b>19</b>
Access the Trip Mappings tab .....	19
Manage Travel Segment Mapping .....	21
<b>Section 7: Reference .....</b>	<b>21</b>
Spend Categories .....	21
Selected Expense Types are Locked Down by Design.....	28

## Revision History

Date	Notes/Comments/Changes
December 17, 2021	Updated instructions for <b>Product Settings</b> page
November 13, 2021	Edited to specify which expense types are now locked down by design
January 21, 2021	Updated the copyright; added Concur to the cover page title; cover date not updated
April 16, 2020	Renamed the Authorization Request check box to Request on the guide's title page; cover date not updated
January 3, 2020	Updated the copyright; no other changes; cover date not updated
August 10, 2019	Minor edits.
July 20, 2019	Fixed some typos and made some clarifications in the Spend Categories table; cover date not updated.
June 8, 2019	Updated text and images throughout to reflect UI name change from "Cost Tracking" to "Custom Fields".
January 10, 2019	Updated the copyright; no other changes; cover date not updated
December 17, 2018	Minor edits.
July 27, 2018	Edited to include the new name for the Cost Tracking Edit List page.
April 14, 2018	<p>Changed the <i>QuickBooks Connector Clients Only</i> section to <i>Financial Integration Clients Only</i>. QuickBooks specific information is now available in the <i>Shared: QuickBooks Connector Setup Guide</i> and <i>Shared: QuickBooks Integration Using Concur Financial Integration Service Setup Guide</i>.</p> <p>Updated the <b>Category</b> field description in the <i>Manage Expense Types</i> section.</p>
April 6, 2018	Changed the check boxes on the front cover; no other changes; cover date not updated
February 10, 2018	Removed Airline Fees and Goodwill spend categories.
December 9, 2017	Added the <i>Reference</i> section with the Spend Categories table for expense types.
November 4, 2017	<p>Updated guide to include new <b>Product Settings</b> page, which replaces the Setup Wizard.</p> <p>Updated QuickBooks note about mapping alternate items.</p>
July 29, 2017	Added reference to mapping QuickBooks items to expense types by policy group for QBD connected companies.
March 18, 2017	Updated with menu option name change to access Setup Wizard.
December 15, 2016	Changed copyright; no other content changes.
December 9, 2016	Added note about QuickBook items.

Date	Notes/Comments/Changes
September 9, 2016	Added the section, <i>About the Pending Card Transaction Payment Type</i> , because in some instances Concur will now use this payment type even if the admin has not activated it for the group. Added information about the <b>QuickBooks Item Name</b> column. Removed Concurforce check box from the cover.
June 17, 2016	Updated graphic to reflect QuickBooks account numbers and names; no other content changes.
March 18, 2016	Updated graphics to reflect new editable field indicators; no other content changes.
November 20 2015	Updated graphics to reflect updated step names and instructional text where applicable.
May 15, 2015	Added clarification regarding complications from renaming and deleting expense types, the difference between QuickBooks values displayed for Connector clients versus non-Connector clients, and the precedence of group configuration over global configuration. Update screen shots for enhanced user interface.
March 13, 2015	Removed information about two user interfaces; no other content changes.
September 16, 2014	Added information about two user interfaces; no other content changes.
May 16, 2014	New document. (This content originated from the <i>Expense Setup Guide for Concur Standard</i> .)

# Expense Types

## Section 1: Overview

The **Manage Expense Types** page allows you to establish how your organization accounts for expenses. You can determine the types of expenses your organization tracks and add or update them. The administrator can also change the behavior of certain fields on the expense entry page or attendee page to help your organization make better expense report decisions. We have provided a list of commonly used expense types to help you get started.

**NOTE:** Selected expense types are managed exclusively by SAP Concur and cannot be changed for their name or spend category, or activation for non-supported countries. See the section *Selected Expense Types are Locked Down by Design* in this document for more information.

Configuring expense types helps you set up a clearly defined list of expense types, so you and your employees see how much they are spending and where. The administrator can link the expense types to the chart of accounts and set default and alternate account codes for expenses.

If you have created policy groups, you may configure different expense types for each policy group. To enact any portions of expense type configuration for all groups, do so under the default, GLOBAL CONFIGURATION.

Expense Settings > Expense - Expense Types

### Expense - Expense Types

Review the lists of Active and Inactive expense types. Inactive expense types will not be shown to users. If you cannot find the expense type you need, click **New**.

Need help? [How it works](#)

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms

Save New Activate Deactivate Folio Type Mapping

Expense Type	Flag Expenses Over	Don't Allow Expenses Over	Category
<b>Active Expense Types</b>			
Airfare	1000.00		Airfare
Breakfast	40.00		Meal
Business Meals (Attendees)	100.00		Entertainment
Car Rental	200.00		Car Rental
Dinner	75.00		Meal
Fuel	75.00		Gas
Hotel	300.00		Lodging - Track Hotel Spending
Hotel Tax	50.00		Lodging - Track Hotel Spending
Internet/Online Fees	25.00		Telecom
Lunch	50.00		Meal
Miscellaneous	25.00		Other
Mobile/Cellular Phone	100.00		Telecom
Office Supplies/Software			Office
Parking	30.00		Ground Transportation
Personal Car Mileage	50.00		Personal Car - Mileage Reimbursement
Taxi	45.00		Ground Transportation
Tolls/Road Charges	10.00		Ground Transportation
Train	25.00		Train
<b>Inactive Expense Types</b>			
Agency Booking Fees			Fees/Dues

## Definitions

Term	Definition
Expense Types	Expense types are used to classify the expenses your employees incur. A list of expense types appears as an option when an employee first creates an expense entry. Using a standard set of expense types makes it easier for you to track what your employees are spending on.
Account Codes	Account Codes are the information that you use to account for your expenses in your Chart of Accounts. They can be text or numbers, depending on your needs. The purpose of mapping expense types to account codes is to connect SAP Concur with the company's accounting system – the expense types are defined in SAP Concur while the account codes are defined in your accounting system. The expense type/account code map is the thread that connects the two systems and ensures that the amounts coming from SAP Concur (via export file) are applied correctly in your accounting system, which in turn ensures the correct posting to your General Ledger. If you use alternate account codes, you will be able to set the default codes and map the alternate codes to the list that you created on the <b>Edit List</b> page in Custom Fields.
Expense Type Limits	Expense Type Limits are used to set your expense policy amount limits per expense type. Enter the value in the <b>Flag Expenses Over</b> field. Any expense that is greater than the entered amount has a warning on it, letting the employee know that their spending is outside your expense policy. If you want to enforce expense type limits, enter the amount in the <b>Don't Allow Expenses Over</b> column. Users cannot submit a report that contains an expense over the limit, and receive a warning message that they must reduce the amount or mark part of it as Personal. This expense limit applies to each expense entry. The administrator can also set expense limits across reports for time periods, like daily or weekly. Those limits are set on the <b>Expense Limits</b> step of the <b>Compliance Controls</b> page.
Categories	Categories are groups of expense types. These groups can be used to report on your expense data at a higher level than expense types. The standard spend categories provided in SAP Concur cannot be modified.

Term	Definition
Expense Forms	Expense Forms define the set of fields that the user sees when filling out an expense using the expense type. Some forms, like Airfare or Car Rental, have special fields related to those expenses. Each category has a form assigned to it.
Attendee Forms	Attendee Forms define the set of fields that the user sees when adding an attendee to an expense. There is a default attendee form and a special attendee form for healthcare professional (HCP) attendees.
Global Configuration	Global Configuration is displayed if policy groups were configured on the <b>Policy Groups</b> page of Product Settings and refers to configuration that applies to all policy groups in all countries, unless they have country or group specific settings.
Default Country Groups	Default Country Groups allow the administrator to set default settings for each country. These settings will apply to all groups in the country, unless the group has a setting that overrides it. The administrator sets the default settings, and then only has to update the groups when they vary from the defaults.

### Example

Your organization has a \$500 limit on entertaining clients that you want to strictly enforce, and you'd like to review any expenses over \$400. The administrator can add an expense type for Client Entertainment and set a limit to flag expenses over \$400 and not allow expenses that exceed \$500. A Client Entertainment expense that exceeds the maximum limit cannot be submitted.

Your company wants your employees to always provide the city information for meals. On the **Expense Forms** step, select **Required** in the **Business Purpose** column for the **City** field and the **Meal** category.

### ***About the Pending Card Transaction Payment Type***

SAP Concur uses the **Pending Card Transaction** payment type, regardless of whether the admin has activated this payment type for the group.

This occurs when the user moves an Available Expense to their expense report.

Eligible expenses meet all the following criteria:

- The expense is from an **itinerary**, an **e-receipt**, or **ExpenseIt**.

- The expense was **booked or paid with the company-sponsored credit card** linked to the user's SAP Concur account.

---

**NOTE:** These accounts are visible under **Administration – Company – Tools – Company Card**. This will not apply to personal cards entered by the user into the profile for use on travel bookings.

---

Once the card transaction arrives, SAP Concur will match the card transaction to the expense and update the payment type.

---

**IMPORTANT:** SAP Concur will not allow an expense to be submitted while it has the **Pending Card Transaction** payment type. The user will have to wait until the expense matches a credit card transaction or manually update the payment type before SAP Concur will allow them to submit the expense.

---

The **Pending Card Transaction** payment type will not be visible for the user to select in the list of payment types when manually editing an expense unless it has been activated by the expense admin for the user's expense group.

#### **EXAMPLE**

The user completes a trip booked in the Travel part of the system. On the last day of the trip, the one-click icon appears on the trip list, allowing the user to auto-create an expense report from that trip. Each reservation in the travel booking trip will create a corresponding entry on the expense report. Airfare transactions have an amount, as the system knows what the actual cost was that was charged for airfare since it was purchased in Travel. Other types of expenses like hotel or car rental are created with a zero amount as a placeholder for the actual charge, since the booking reservation does not know what the final charge will be, due to additional charges such as fuel for car or room service for hotel.

These transactions are assigned the *Pending Card Transaction* payment type if the segment was booked or paid with the company-sponsored credit card that is linked to the user's SAP Concur account. An expense with this payment type may never be submitted. The system will block the submission and provide an exception message to the user. The user is allowed to edit the payment type, as there are always valid business reasons for an exception to policy where the user may have used a personal card or other payment method to settle the bill. Each time the user opens an unsubmitted expense report, the system will check all expenses not yet matched to a card transaction against any card transactions that have arrived since the last check to look for new matches.

---

**NOTE:** SAP Concur will not set the transaction to **Pending Card Transaction** if the user booked in Travel using an alternative method of payment that is not linked to their SAP Concur profile.

---



## QuickBooks Clients Only

The **Account Code/GL Code** column is labeled QuickBooks Account Name or Number to help you enter the right information for QuickBooks.

Expense & Invoice Settings > Expense - Account Codes

### Expense - Account Codes

Enter the account code for each expense type you want to use. You can change a value by clicking on it. An expense type may be mapped to an item (if enabled) but not to both an account and an item at the same time.

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms

Save Search: [ ] x Q

Expense Type	Quickbooks Account Name or Number
<b>Active Expense Types</b>	
Agency Booking Fees	
Air Fare	
Airfare	
Airfare Ticket Tax	
Airline Fees	

## Financial Integration Clients Only

If you connect Expense to your financial system using one of SAP Concur's financial integrations, you may see options on the **Expense – Account Codes** page specific to your financial system.



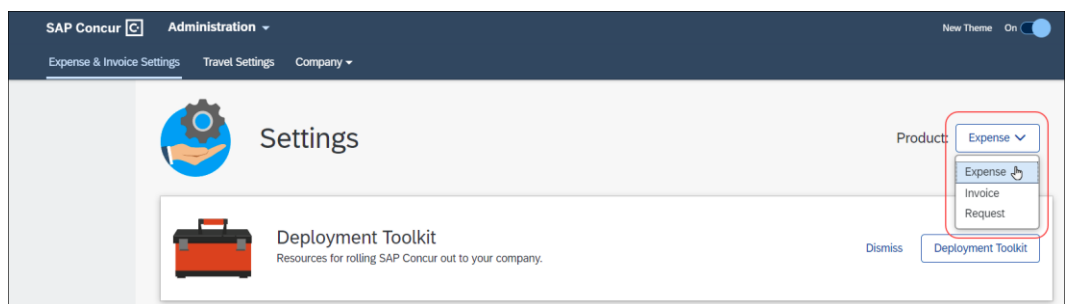
Refer to the setup guide for your financial system integration for details.

## Section 2: Expense Types

### Access the Manage Expense Types page

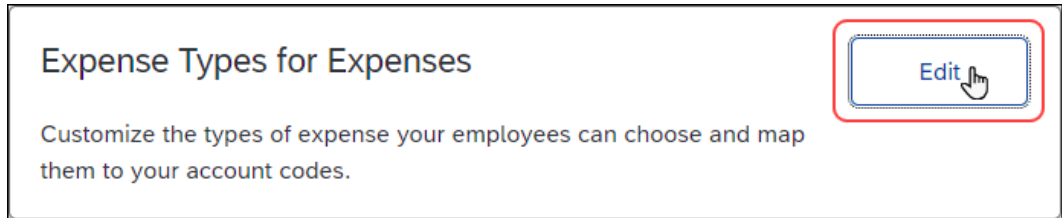
#### ▶ To access the Manage Expense Types page

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Expense*.

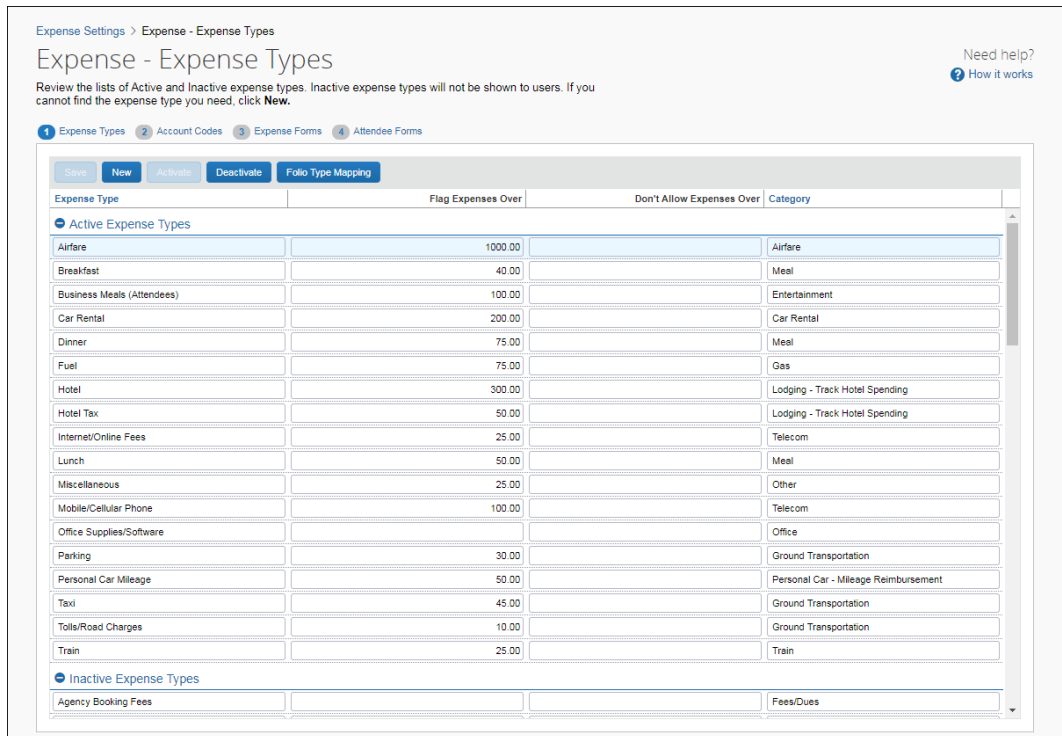


## Section 2: Expense Types

3. In the **Capturing Spend** section, on the **Expense Types for Expenses** tab, click **Edit**.



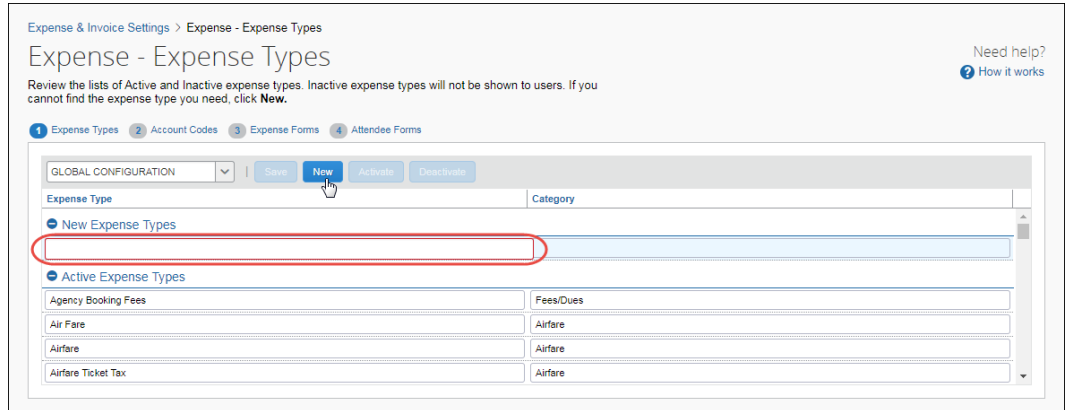
The **Expense – Expense Types** page appears.



## Manage Expense Types

► **To add a new expense type:**

1. Click **New**. A new line appears.



2. Fill in the fields:

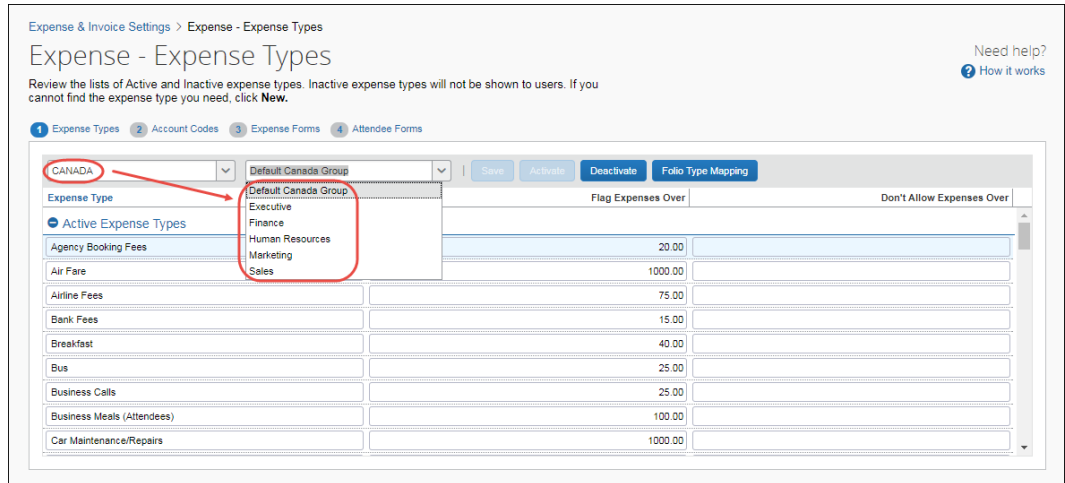
Field	Description
Expense Type	Enter the Expense Type name. This is the name your users select when creating a new expense entry.
Flag Expenses Over	Enter the amount for this expense type that you would like to generate an exception on the report. Any expense over this amount is flagged as out of policy. <b>NOTE:</b> Companies with multiple countries must select a country before this column appears.
Don't Allow Expenses Over	Enter the maximum amount allowed in your policy for this expense type. Any expense over this amount cannot be submitted unless the user itemizes part of the expense as Personal (which will not be reimbursed). <b>NOTE:</b> Companies with multiple countries must select a country before this column appears.
Category	Select the category this expense type should be grouped in. If you are viewing Expense in English or Japanese, the <b>Category</b> list displays the most commonly selected spend categories at the top of the list in bold. The rest of the spend categories in the list are displayed in alphabetical order. For all other languages, the <b>Category</b> list displays the spend categories in alphabetical order.

3. Click **Save**.

► **To update an expense type:**

1. (Optional) If you have configured policy groups, ensure that you have selected the desired policy group. To configure or view expense types for the

default country group or a particular policy group, select the policy group from these lists.



2. Select the value you would like to update.
3. Enter the new value.
4. Click **Save**.

► **To deactivate an expense type:**

1. (Optional) If you have configured policy groups, ensure that you have selected the desired policy group.
2. Select the expense type you would like to deactivate.
3. Click **Deactivate**.
4. Click **Yes**.

## Folio Type Mapping

Folio type mapping reduces the need for the user to explicitly itemize specific hotel expense types, allowing the system to automatically itemize as much as is possible based on the data provided by the hotel. A folio is a hotel invoice that breaks out the specific expenses the client has incurred.

Folio data is often confused with credit card level 3 data; they are not the same data set.

- Credit card level 3 data provides additional detail about the charge, for example, the tip amount on a restaurant charge.
- Folio data applies only to hotels and provides the line-item details such as room rate, room tax, parking, meals, and Internet access.

The client must complete one or both actions to receive the folio data:

- Sign up with the company card provider to receive e-folio data

---

**NOTE:**The folio data is vendor-dependent. Not all hotel vendors provide the same amount of data; some vendors provide no folio data. So, even if a client is signed up for e-folio, folio data may not be present.

---

- Sign up with one of SAP Concur's hotel e-receipt partners to receive full e-receipt data

---

**NOTE:**Folio data is always provided with e-receipts.

---

► **To map folio categories to expense types:**

1. (Optional) If you have configured policy groups, ensure that you have selected the desired policy group.
2. On the **Expense Types** page, click **Folio Type Mapping**. The **Folio Type to Expense Type Mapping** window appears.

Expense Category	Selected Expense Type
Business center charges:	OTHER
Conference Charges:	OTHER
County Room Tax:	Hotel Tax
Federal Room Tax:	Hotel Tax
Folio Cash Advance:	Miscellaneous
Food/Beverages charges:	Dinner
General Taxes:	Hotel Tax
Gift Shop charges:	Gifts - Clients
Gratuities/Tips:	Miscellaneous

3. Select the expense types to map to folio data.
4. Click **Save**.

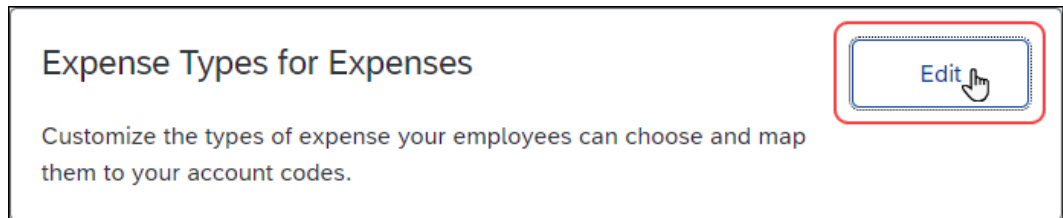
## Section 3: Account Codes

On the **Account Codes** step of the **Expense Types** page you can configure your ledger codes. If you use one set of account codes, the administrator can enter them for each expense type. If you use alternate account codes, enter the default codes first, then select one of the list items you configured previously and enter the alternate codes associated with it. The default codes will apply if you do not specify an alternate code, so you only have to enter the codes that vary from the default.

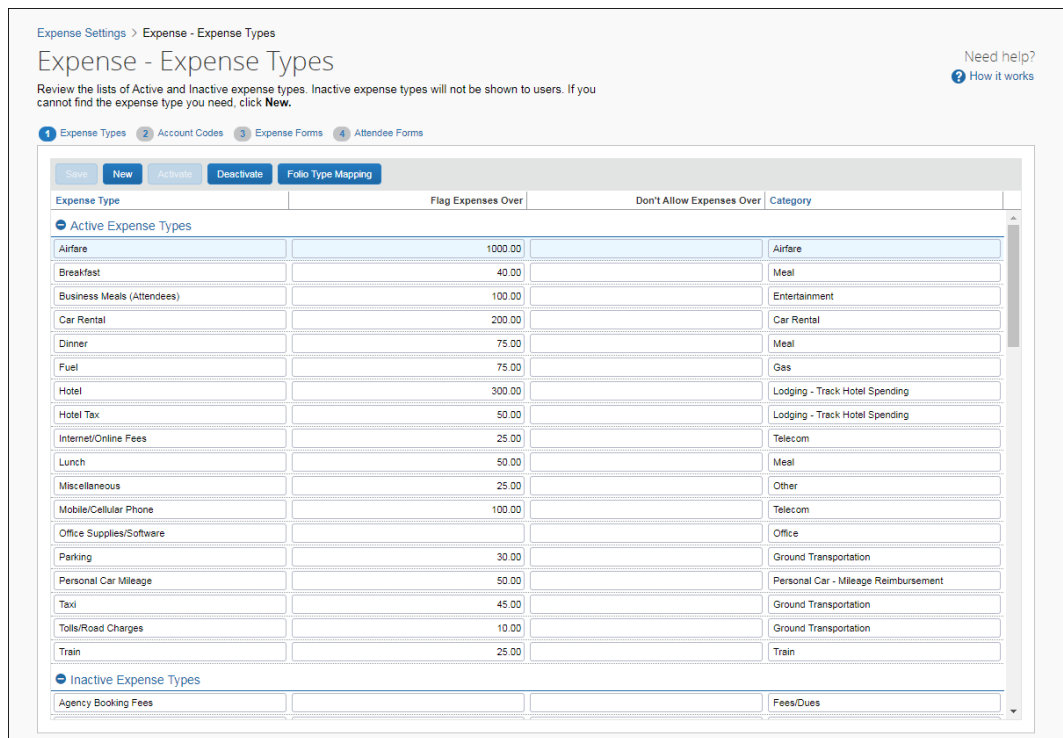
## Access the Account Codes tab

► **To access the Account Codes tab**

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Expense*.
3. In the **Capturing Spend** section, on the **Expense Types for Expenses** tab, click **Edit**.



The **Expense – Expense Types** page appears.



4. Click **Account Codes** (tab).

Expense & Invoice Settings > Expense - Account Codes

## Expense - Account Codes

Enter the account code for each expense type you want to use. You can change a value by clicking on it. An expense type may be mapped to an item (if enabled) but not to both an account and an item at the same time.

Need help? [How it works](#)

1 Expense Types 2 **Account Codes** 3 Expense Forms 4 Attendee Forms

Save | Search:  X Q

Expense Type	Account Code / GL Code
<b>Active Expense Types</b>	
Agency Booking Fees	
Air Fare	
Airfare	
Airfare Ticket Tax	
Airline Fees	
Bank Fees	
Breakfast	
Bus	
Business Calls	
Business Meals (Attendees)	
Car Maintenance/Repairs	
Car Rental	
Car Rental - Insurance	

## Manage Account Codes

► **To enter your default account codes:**

1. Click in the **Account Code / GL Code** field.

1 Expense Types 2 **Account Codes** 3 Expense Forms 4 Attendee Forms

DEFAULT | Save | Search:  X Q

Expense Type	Account Code / GL Code	Default Code
<b>Active Expense Types</b>		
Agency Booking Fees	Dues and Subscriptions	
Air Fare	Travel Expense	
Airfare	Travel Expense	
Airline Fees	Travel Expense	
Bank Fees	Dues and Subscriptions	
Breakfast	Meals and Entertainment	
Bus	Travel Expense	
Business Calls	Telephone Expense	
Business Meals (Attendees)	Meals and Entertainment	

2. Enter your account code for the expense type.
3. Repeat for each expense type.
4. Click **Save**.

► **To enter alternate account codes:**

1. Select the list item from your account code driver list.

If you are using a check box as your alternate account code driver, the <fieldname>:Y and <fieldname>:N options appear:

2. Click in the **Account Code / GL Code** field.
3. Enter your account code for the expense type. The default codes appear in the **Default Code** column. If you leave the **Account Code / GL Code** column empty for a list item, SAP Concur will use the default code when the user selects that list item/expense type combo.

4. Repeat for each expense type.
5. Click **Save**.



- Repeat for each list item.

## Section 4: Expense Forms

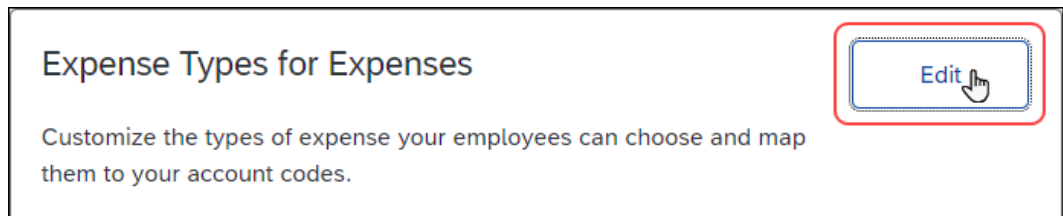
On the **Expense Forms** step of the **Expense Types** page you can choose how certain shared expense fields behave on the different expense entry forms. The possible options are:

- **Hidden:** The user cannot see the field on the form.
- **Optional:** The user sees the field and can choose to enter data into it.
- **Required:** The user sees the field and must enter data into it before submitting the report.

### Access the Expense Forms tab

▶ **To access the Expense Forms tab**

- Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
- In the **Product** list, click *Expense*.
- In the **Capturing Spend** section, on the **Expense Types for Expenses** tab, click **Edit**.



The **Expense – Expense Types** page appears.

Expense Settings > Expense - Expense Types

### Expense - Expense Types

Review the lists of Active and Inactive expense types. Inactive expense types will not be shown to users. If you cannot find the expense type you need, click **New**.

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms

Save New Activate Deactivate Folio Type Mapping

Expense Type	Flag Expenses Over	Don't Allow Expenses Over	Category
<b>Active Expense Types</b>			
Airfare	1000.00		Airfare
Breakfast	40.00		Meal
Business Meals (Attendees)	100.00		Entertainment
Car Rental	200.00		Car Rental
Dinner	75.00		Meal
Fuel	75.00		Gas
Hotel	300.00		Lodging - Track Hotel Spending
Hotel Tax	50.00		Lodging - Track Hotel Spending
Internet/Online Fees	25.00		Telecom
Lunch	50.00		Meal
Miscellaneous	25.00		Other
Mobile/Cellular Phone	100.00		Telecom
Office Supplies/Software			Office
Parking	30.00		Ground Transportation
Personal Car Mileage	50.00		Personal Car - Mileage Reimbursement
Taxi	45.00		Ground Transportation
Tolls/Road Charges	10.00		Ground Transportation
Train	25.00		Train
<b>Inactive Expense Types</b>			
Agency Booking Fees			Fees/Dues

4. Click **Expense Forms** (tab).

Expense & Invoice Settings > Expense - Expense Types

### Expense - Expense Types

Review the lists of Active and Inactive expense types. Inactive expense types will not be shown to users. If you cannot find the expense type you need, click **New**.

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms

Save

Category	Expense Types	Business Purpose	Attendees	Vendor Description	City	Comment
Airfare	Air Fare, Airfare, Airfare Ticket Tax	Optional		Optional	Hidden	Optional
Gas, Shipping, Trade/Convention	Fuel, Courier/Shipping/Freight, Postage, Marketing/Promotional Costs	Optional		Optional	Hidden	Optional
Lodging - Track Hotel Spend...	Daily Allowance (Lodging), GST/HST, Hotel, Hotel Tax, In-Room Entertainment, Overnight, GST/PST	Optional		Optional	Hidden	Optional
Entertainment, Goodwill	Business Meals (Attendees), Entertainment - Breakfast/Si..., Entertainment - Client, Entertainment - Events/Shows, Entertainment - External (Do..., Entertainment - External (Fo..., Entertainment - Lunch/Dinner, Entertainment - Staff, Entertainment - Staff (Direct..., Entertainment - Staff (With C..., Staff Recreation (no food/dri..., Gifts - Clients, Gifts - Clients (Deductible), Gifts - Staff, Gifts <= SAUD300, Gifts <= 35€, Gifts > SAUD300, Gifts > 35€, Staff Awards/Incentives	Optional	Required	Optional	Hidden	Optional
Company Car - Mileage Rel..., Personal Car - Mileage Rel...	Company Car Mileage, Personal Car Mileage	Optional				Hidden
Meal - Count in Daily Meal A..., Meal	Alcoholic Beverages, Alcoholic Beverages & Soft ..., Daily Allowance,	Optional	Hidden	Optional	Hidden	Optional

## Manage Expense Form Field Behavior

► **To modify the field behavior of a form:**

1. For each form in the **Category** column, select the desired behavior for the expense fields:

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms						
Category	Expense Types	Business Purpose	Attendees	Vendor Description	City	Comment
Airfare	Air Fare, Airfare, Airfare Ticket Tax	Optional Hidden		Optional	Hidden	Optional
Gas, Shipping, Trade/Convention	Fuel, Courier/Shipping/Freight, Postage, Marketing/Promotional Costs	Optional Required		Optional	Hidden	Optional
Lodging - Track Hotel Spen...	Daily Allowance (Lodging), GST/HST, Hotel, Hotel Tax, In-Room Entertainment, Overnight, QST/PST	Optional		Optional	Hidden	Optional
Entertainment, Goodwill	Business Meals (Attendees), Entertainment - Breakfast/Si... Entertainment - Client, Entertainment - Events/Sho... Entertainment - External (D...	Optional	Required	Optional	Hidden	Optional

2. Click **Next** to save your changes.

## Section 5: Attendee Forms

On the **Attendee Forms** step of the **Expense Types** page you can edit the field behavior on the attendee forms. There are two possible attendee forms:

- Default Attendee Form
- Default HCP Attendee Form

## Healthcare Professional Clients

If the administrator selected the *Pharmaceutical/Medical Device Manufacturers* industry type on the **Accounting** page, you can configure the Healthcare Professional (HCP) attendee form:

Expense & Invoice Settings > Expense - Expense Types

### Expense - Expense Types

Review the lists of Active and Inactive expense types. Inactive expense types will not be shown to users. If you cannot find the expense type you need, click **New**.

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms

Save | Attendee Type: Default Attendee Form

Field	Default Attendee Form
Last Name	Business Guest
First Name	Spouse
Attendee Title	Associate
Company	Employee (Not using Concur)
	Optional

Need help? [How it works](#)

## Access the Attendee Forms tab

► **To access the Attendee Forms tab**

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.
2. In the **Product** list, click *Expense*.
3. In the **Capturing Spend** section, on the **Expense Types for Expenses** tab, click **Edit**.

Expense Types for Expenses

Customize the types of expense your employees can choose and map them to your account codes.

Edit

The **Expense – Expense Types** page appears.

Expense Settings > Expense - Expense Types

## Expense - Expense Types

Review the lists of Active and Inactive expense types. Inactive expense types will not be shown to users. If you cannot find the expense type you need, click **New**.

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms

Save New Activate Deactivate Folio Type Mapping

Expense Type	Flag Expenses Over	Don't Allow Expenses Over	Category
<b>Active Expense Types</b>			
Airfare	1000.00		Airfare
Breakfast	40.00		Meal
Business Meals (Attendees)	100.00		Entertainment
Car Rental	200.00		Car Rental
Dinner	75.00		Meal
Fuel	75.00		Gas
Hotel	300.00		Lodging - Track Hotel Spending
Hotel Tax	50.00		Lodging - Track Hotel Spending
Internet/Online Fees	25.00		Telecom
Lunch	50.00		Meal
Miscellaneous	25.00		Other
Mobile/Cellular Phone	100.00		Telecom
Office Supplies/Software			Office
Parking	30.00		Ground Transportation
Personal Car Mileage	50.00		Personal Car - Mileage Reimbursement
Taxi	45.00		Ground Transportation
Tolls/Road Charges	10.00		Ground Transportation
Train	25.00		Train
<b>Inactive Expense Types</b>			
Agency Booking Fees			Fees/Dues

4. Click **Attendee Forms** (tab).

Expense & Invoice Settings > Expense - Expense Types

## Expense - Expense Types

Review the lists of Active and Inactive expense types. Inactive expense types will not be shown to users. If you cannot find the expense type you need, click **New**.

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms

Save Attendee Type: Default Attendee Form

Field	Setting
Last Name	Required
First Name	Optional
Attendee Title	Optional
Company	Optional

## Manage Attendee Form Field Behavior

► **To modify the field behavior of a form:**

1. Select the desired form in the **Attendee Type** list.
2. Select the desired behavior for each field in the **Setting** column.

## Section 5: Attendee Forms

Field	Setting
Last Name	Required
First Name	Optional
Attendee Title	Hidden
Company	Optional

The administrator can set the fields behavior as follows:

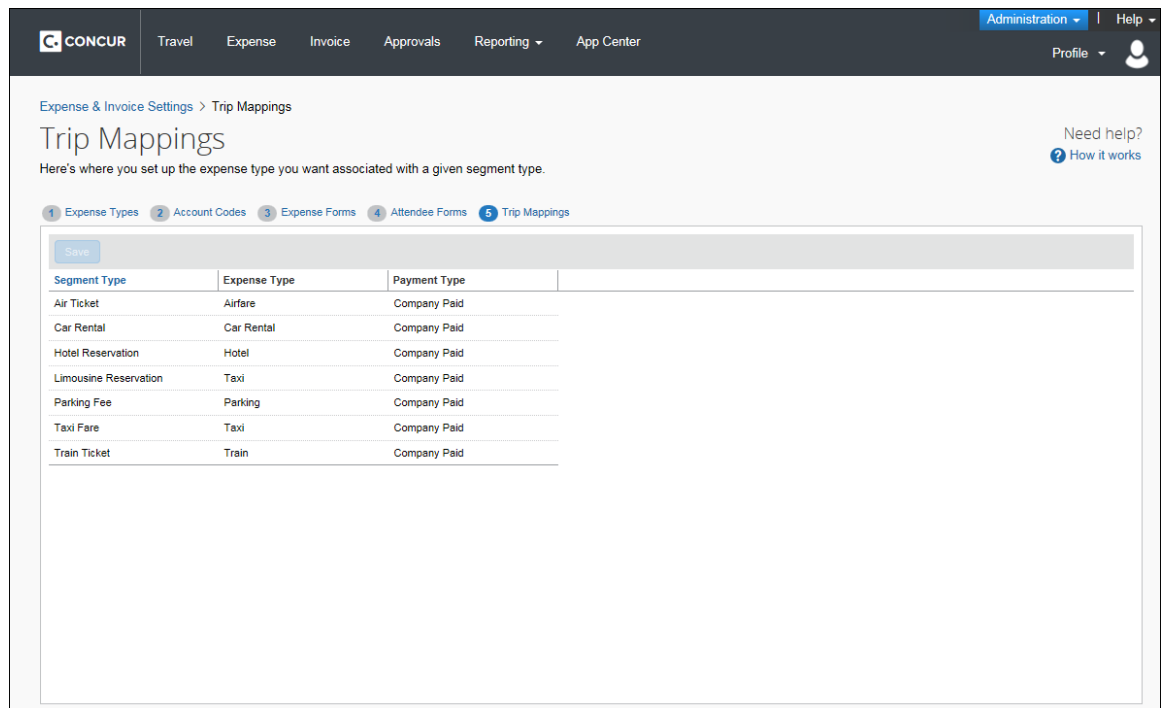
- ◆ **Hidden:** The field does not display on the form
- ◆ **Read-Only:** The field appears on the form but is read-only
- ◆ **Optional:** The field appears on the form and does not need to be filled in
- ◆ **Required:** The field appears on the form and must be filled in

3. Click **Next** to save your changes.

## Section 6: Trip Mappings

**NOTE:** This step only appears if you have the Travel, TripLink, or TripIt Pro products.

When your users book travel and bring the trip segments into SAP Concur, they can convert the trip segments into expense entries in an expense report. The travel segments may come from associated Concur Travel bookings, TripIt entries, or other sources. Each travel segment (Airfare Ticket, Parking, etc.) becomes an expense entry in the selected report. The Trip Mapping step allows you to map travel segment types to expense types so that the segments types are always classified the same in expense reports. You can also map segments to payment types for the expense entries.



The screenshot shows the SAP Concur interface for Trip Mappings. The breadcrumb trail is "Expense & Invoice Settings > Trip Mappings". The page title is "Trip Mappings" with a subtitle "Here's where you set up the expense type you want associated with a given segment type." There are navigation tabs for "Expense Types", "Account Codes", "Expense Forms", "Attendee Forms", and "Trip Mappings". A "Save" button is visible at the top left of the table area. The table contains the following data:

Segment Type	Expense Type	Payment Type
Air Ticket	Airfare	Company Paid
Car Rental	Car Rental	Company Paid
Hotel Reservation	Hotel	Company Paid
Limousine Reservation	Taxi	Company Paid
Parking Fee	Parking	Company Paid
Taxi Fare	Taxi	Company Paid
Train Ticket	Train	Company Paid

### Example

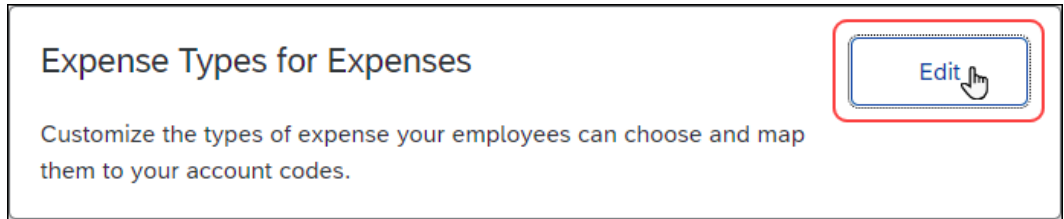
You want all air ticket segments to be expensed using the Airfare expense type. For the **Air Ticket** segment type, select **Airfare** in the **Expense Type** column.

### Access the Trip Mappings tab

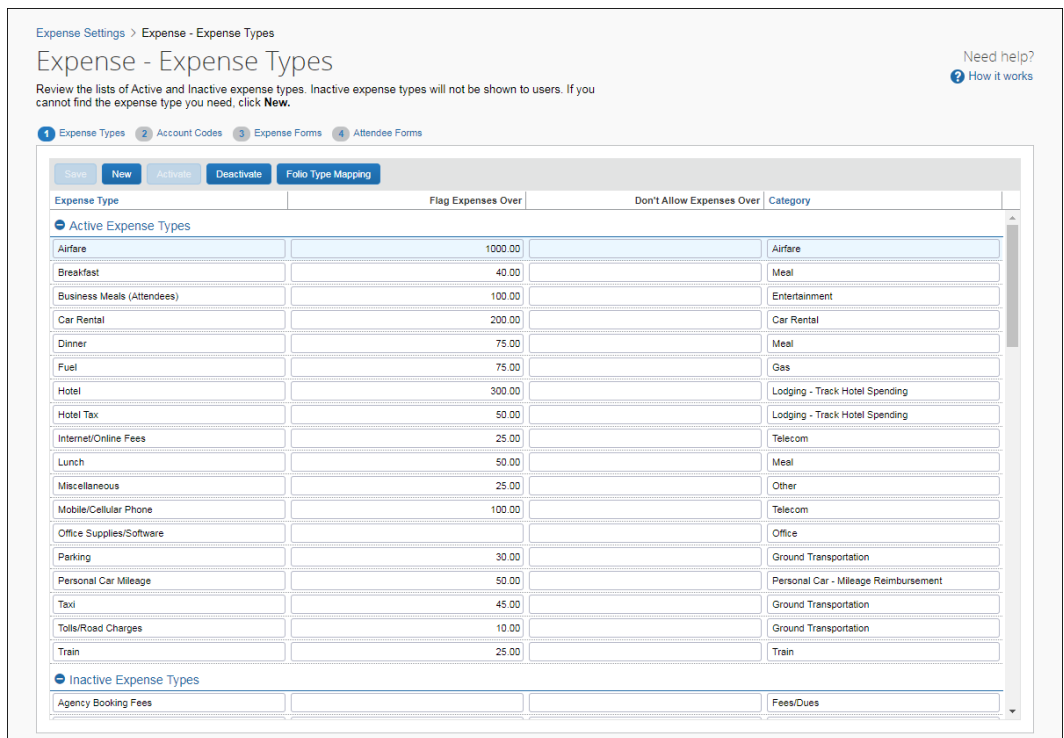
► **To access the Trip Mappings tab:**

1. Click **Administration > Expense Settings** or **Expense & Invoice Settings**.

2. In the **Product** list, click *Expense*.
3. In the **Capturing Spend** section, on the **Expense Types for Expenses** tab, click **Edit**.



The **Expense – Expense Types** page appears.





4. Click **Trip Mappings** (tab).

Expense & Invoice Settings > Trip Mappings

Trip Mappings

Here's where you set up the expense type you want associated with a given segment type.

Need help? [How it works](#)

1 Expense Types 2 Account Codes 3 Expense Forms 4 Attendee Forms 5 **Trip Mappings**

GLOBAL CONFIGURATION | Save

Segment Type	Expense Type	Payment Type
Air Ticket		Company Paid
Car Rental		Company Paid
Hotel Reservation		Company Paid
Limousine Reservation		Company Paid
Parking Fee		Company Paid
Taxi Fare		Company Paid
Train Ticket		Company Paid

## Manage Travel Segment Mapping

### ► *To map the travel segment types:*

1. In the **Expense Type** column, click the expense types you would like to map the travel segments to.
2. In the **Payment Type** column, click the specific payment types you would like to map the travel segments to.
3. Click **Save**.

## Section 7: Reference

### Spend Categories

The Spend Category associated with each expense type determines which reporting category the expenses of that type fall under. When running reports that aggregate expenses by type, the Spend Category determines which type of spend the expense type will be associated with. Some spend categories are also associated with UI behavior, which determines whether the expense type has special presentation handling. Certain spend categories are used with Travel Allowance or mileage entries, which must collect and display the appropriate fields to the user. Reporting Categories were used in older versions of reports in Cognos and are mapped to the Spend Categories to maintain the original expense type mapping.

The table that follows lists all of the spend categories available for selection. The **Recommended Product(s)** column indicates the product(s) SAP Concur recommends the spend category be used with.

The table of spend categories is below.

---

**NOTE:** The list of spend categories is shared with Invoice.

---

Spend Category	Recommended Product(s)	Description
Accounting	Invoice	Use this for account payable/receivable, accrued liabilities, and cash advance return.
Advertising/Marketing Reporting Category: Advertising/Marketing Special Handling: Standard	Invoice and Expense	Use this for marketing expense, promotional items, advertising, and promotions.
Agent/Booking Fees	Expense	Use this for travel agent and booking fees other than airline fees.
Airfare* Reporting Category: Airfare Special Handling: Standard	Invoice and Expense	Use this for airfare and airline fees.  *Cannot be managed by client.
Car Related	Invoice	Use this for mileage, parking, tolls, car rental, company/personal car, and gasoline/fuel.
Car Rental Reporting Category: Car Rental Special Handling: Standard	Expense	Use this for car rental.
Cash Advance - Not Partially Approvable Reporting Category: Other Special Handling: Other Not Partially Approvable	Expense	Use this for any expense type where you do not want to allow approvers to partially approve. Cash Advance is the most common example.

Spend Category	Recommended Product(s)	Description
Cash Advance – Standard  Reporting Category: Other  Special Handling: Standard	Expense	Use this for standard cash advance.
Company Car - Fixed Expense  Reporting Category: Company Car  Special Handling: Standard	Expense	Use this spend category for expense types where you want your users to enter a fixed expense amount in the user interface. The expense amount is independent of the distance.  <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Car Related spend category.
Company Car - Mileage Reimbursement  Reporting Category: Company Car  Special Handling: Company Car	Expense	Use this spend category for expense types where you want your users to enter a distance in the user interface. The system calculates the expense amount using this distance.  <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Car Related spend category.
Computer  Reporting Category: Computer  Special Handling: Standard	Invoice and Expense	Use this for IT services, software expenses, and computers.
Consulting Services	Invoice	Use this for consultancy fees, consulting services, and consultants.
Donations	Invoice and Expense	Use this for charitable contributions/events, charity, and goodwill.
Entertainment  Reporting Category: Entertainment  Special Handling: Standard	Invoice and Expense	Use this for dinner/lunch/breakfast, business meals, and client/customer entertainment.
Facility	Invoice	Use this for repairs/maintenance, maintenance equipment, and storage units.

Spend Category	Recommended Product(s)	Description
Fees/Dues  Reporting Category: Fees/Dues  Special Handling: Standard	Invoice and Expense	Use this for bank service charges, fines, penalties, membership dues, licenses, and permits.
Financial Services	Invoice	Use this for accounting fees, audit fees, tax services, and financial services.
Fuel For Mileage*	Expense	Use this for fuel for mileage. <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Car Related spend category. *Cannot be managed by client.
Gas  Reporting Category: Gas  Special Handling: Standard	Expense	Use this for gas/fuel. <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Car Related spend category.
Gifts	Invoice and Expense	Use this for gifts/awards for clients/customers and customer appreciation.
Ground Transportation  Reporting Category: Ground Transportation  Special Handling: Standard	Expense	Use this for bus, taxi, shuttle, and public transport.
Ground Transportation – Japanese*	Expense	Use this for bus, taxi, shuttle, and public transport. <b>NOTE:</b> This is specific for Japan. *Cannot be managed by client.
Insurance	Invoice and Expense	Use this for vehicle insurance, general insurance, and business insurance.
Janitorial	Invoice and Expense	Use this for janitorial supplies and cleaning supplies.
Legal Services	Invoice	Use this for legal expenses and professional legal fees.
Lodging*	Expense	Use this for lodging. *Cannot be managed by client.

Spend Category	Recommended Product(s)	Description
Lodging - Do Not Track Room Rate Spending  Reporting Category: Lodging  Special Handling: Standard	Expense	Use this spend category when you do not want to use the Hotel Wizard. Your users must manually itemize daily room rates and room taxes.  <b>NOTE:</b> This spend category will direct the user interface to <b>not</b> include the Travel Allowance related lodging field. Therefore, expense types using this spend category should not be used for Travel Allowance.  <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Lodging spend category.
Lodging - Track Room Rate Spending  Reporting Category: Lodging  Special Handling: Lodging	Expense	Use this spend category when you want to use the Hotel Wizard. The wizard has entry fields for <b>Daily Room Rate</b> and <b>Daily Room Tax</b> . The wizard creates the itemizations for room rate and room tax.  <b>NOTE:</b> If you are using Travel Allowance for lodging, you must use this spend category for your Lodging expense types because this spend category will direct the user interface to include the Travel Allowance related lodging field.  <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Lodging spend category.
Lodging Tax	Expense	Use this for lodging tax. Excluding local lodging tax is beneficial when negotiating prices with hotel chains.
Meal  Reporting Category: Dining  Special Handling: Standard	Invoice and Expense	If you are not using Travel Allowance, use this spend category for your meals expense types.  <b>NOTE:</b> This category only appears for clients that do not use Travel Allowance.
Meal - Count in Daily Meal Allowance  Reporting Category: Dining  Special Handling: Meals	Expense	Use this spend category when using Travel Allowance for all meals expense types you <b>do</b> want to count in the daily meal allowance. This typically also includes the Incidentals expense type. The user interface for these expense types will include the Travel Allowance related meals fields.  <b>NOTE:</b> This category only appears for clients using Travel Allowance.  <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Meal spend category.

Spend Category	Recommended Product(s)	Description
<p>Meal - Do Not Count in Daily Meal Allowance</p> <p>Reporting Category: Dining</p> <p>Special Handling: Standard</p>	Expense	<p>Use this spend category when using Travel Allowance for all meals expense types you do <b>not</b> want to count in the daily meal allowance. The user interface for these expense types will <i>not</i> include the Travel Allowance related meals fields.</p> <p><b>NOTE:</b> This category only appears for clients using Travel Allowance.</p> <p><b>NOTE:</b> For Invoice users, SAP Concur recommends using the Meal spend category.</p>
<p>Meetings</p> <p>Reporting Category: Meetings</p> <p>Special Handling: Standard</p>	Invoice and Expense	Use this for meetings.
<p>Office Supplies</p> <p>Reporting Category: Office</p> <p>Special Handling: Standard</p>	Invoice and Expense	Use this for office furniture and office stationary.
<p>Other</p> <p>Reporting Category: Other</p> <p>Special Handling: Standard</p>	Invoice and Expense	Use this for tips/gratitude, undefined, sundry, miscellaneous, laundry, and incidentals.
<p>Other Supplies</p>	Invoice and Expense	Use this for inventory, technical supplies, warehouse supplies, tools, and lab supplies.
<p>Personal Car - Fixed Expense</p> <p>Reporting Category: Personal Car</p> <p>Special Handling: Standard</p>	Expense	<p>Use this spend category for expense types where you want your users to enter a fixed expense amount in the user interface. The expense amount is independent of the distance.</p> <p><b>NOTE:</b> For Invoice users, SAP Concur recommends using the Car Related spend category.</p>

Spend Category	Recommended Product(s)	Description
Personal Car - Mileage Reimbursement  Reporting Category: Personal Car  Special Handling: Personal Car	Expense	Use this spend category for expense types where you want your users to enter a distance in the user interface. The system calculates the expense amount using this distance.  <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Car Related spend category.
Personal Car – Parking Expense	Expense	Use this for personal parking.  <b>NOTE:</b> For Invoice users, SAP Concur recommends using the Car Related spend category.
Printing/Reproduction	Expense	Use this for printing, duplicating, and photocopying.
Professional Services	Invoice	Use this for professional subscriptions/dues, licensing, and outside services.
Rent	Invoice	Use this for office/space/apartment rent, housing, and equipment rent/lease.
Shipping  Reporting Category: Shipping  Special Handling: Standard	Invoice and Expense	Use this for courier/shipping/freight, delivery and postage.
Staffing	Invoice	Use this for employee award/recognition/benefits, commissions/bonus, and payroll/salaries.
Subscription/Publication  Reporting Category: Subscription/Publication  Special Handling: Standard	Invoice and Expense	Use this for dues, subscriptions and newspapers/books/magazines.
Telecom/Internet  Reporting Category: Telecom  Special Handling: Standard	Invoice and Expense	Use this for cellular phone, internet services, and wireless devices.

<b>Spend Category</b>	<b>Recommended Product(s)</b>	<b>Description</b>
Trade/Convention  Reporting Category: Trade/Convention  Special Handling: Standard	Invoice and Expense	Use this for conferences, trade shows, and special events.
Train  Reporting Category: Rail  Special Handling: Standard	Invoice and Expense	Use this for train or rail.
Training  Reporting Category: Training  Special Handling: Standard	Standard	Use this for tuition/training reimbursement and seminar/learning.
Utilities	Invoice	Use this for electricity, gas, and waste disposal.

## **Selected Expense Types are Locked Down by Design**

Selected expense types are managed by SAP Concur. Specifically, changes to the name or spend category, or activation for non-supported countries, are disallowed.

### **AFFECTED EXPENSE TYPES**

The following expense types are now locked down. Any attempt by the client to change them now results in an error message explaining why the attempted change is not allowed.

- **Air Fare (AIRFC)**
  - ◆ Activation for Canada only
  - ◆ Cannot change Name or the Spend Category
- **Fuel for Mileage (MFUEL)**
  - ◆ Cannot change Name or the Spend Category
- **Japanese Public Transportation (JTRAN)**
  - ◆ Cannot change Name or the Spend Category
- **Hotel (LODNG)**
  - ◆ Cannot change Name or the Spend Category



**IF CLIENT HAS CHANGED THESE EXPENSE TYPES PRIOR TO THIS UPDATE**

Clients who have altered these expense types prior to this update may continue with these changes going forward. However, the system will now display an error message for any attempted changes excepting the reassignment of an expense type back to its correct spend category as follows:

- **Changed Name:** The name may remain as changed – it will not alter the behavior going forward; however, any changes to the existing name are now disallowed.
- **Changed Spend Category:** Only a change to the correct Spend Category is allowed.
- **Activation for Unsupported Country:** The activation to the non-supported country may remain – it will not alter the behavior going forward; however, activation for unsupported countries are now disallowed.