**Getting Started**

Thank you for inquiring about the process for submitting expenses related to the Freshman Seminars. Your expense will be processed via Concur. Please contact Nina Duncan, Program Coordinator for Freshman Seminars to confirm the correct coding to use for processing the expenses.

**Default Coding and Expense Names**

Below is a table of the default codes used by the department. Object codes are also included with their descriptions and the Concur equivalent expense type names. Please do not deviate from this list (unless instructed differently).

<table>
<thead>
<tr>
<th>Object Code</th>
<th>Object Code Description</th>
<th>Concur Expense Type Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>7653</td>
<td>Ground Transport, Domestic Travel: Instructors &amp; Guests, no students</td>
<td>GROUND TRANSPORTATION</td>
</tr>
<tr>
<td>8173</td>
<td>Transportation Services^Other Student Related Svcs: Student field trip transport</td>
<td>GROUND TRANSPORTATION</td>
</tr>
<tr>
<td>6570</td>
<td>FOOD+Nonalcoholic Beverages, Gen’l</td>
<td>FOOD SUPPLIES</td>
</tr>
<tr>
<td>7655</td>
<td>Business Meals, Domestic Travel: Instructor alone or with guest &amp; seminar meals in restaurant with students</td>
<td>BUSINESS MEALS</td>
</tr>
<tr>
<td>6540</td>
<td>Classroom Supplies</td>
<td>CLASSROOM SUPPLIES</td>
</tr>
<tr>
<td>6630</td>
<td>Non-library books: for instructor &amp; in-class use</td>
<td>NON-LIBRARY BOOKS, REPRINTS, AND SUBSCRIPTIONS</td>
</tr>
<tr>
<td>8170</td>
<td>Other Student Related Svcs, GENERAL: Tickets to museums, performances</td>
<td>OTHER SERVICES</td>
</tr>
<tr>
<td>8060</td>
<td>Catering Svcs, GENERAL</td>
<td>CATERING</td>
</tr>
</tbody>
</table>

**CODING: 370-32170-8450-000780-600380-0000-00000 – REUNION FUNDING**

| 8450 | Expenses Ineligible for Fed Reimbursement, GENERAL | CELEBRATORY EVENTS |

**CODING: 370 32170 <object> 337850 624195 000# 00000 – ELSON FUNDING**

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AdminOps 5.11.17
Create the Report

1. Create the report and enter the report header information, including:
   - ✓ Report Name
   - ✓ Business Purpose
   - ✓ Default account coding for the report
2. Add expense information, including any itemization of expenses, and allocations across account codes (split-coding).
3. Attach receipts for expenses over $75 (unless instructed differently).
4. Provide a complete business purpose by using the naming convention created by the local finance department. Typically, it will include the Why and Date (MM-DD-YYYY).

Allocate the Expense Line

Allocating expenses also known as “split-coding.” Split coding ensures that the appropriate department, fund, school, etc. are charged for related expenses.

1. Select the expense you wish to allocate from the Expenses list.
2. If necessary, edit the fields on the Expense tab.
3. Click the Allocate button.
4. Input the correct account codes for the expense, click Save.
5. A confirmation message appears. Click OK.
6. Once the allocation is saved, click Done at bottom right of the Allocations window.

Submit the Report

1. Click Submit Report located on the top right of the screen.
2. The Final Review window appears, read the user agreement, and click then accept and submit.
3. The expense report is now submitted and ready for approval.
4. Your assigned approver will review and approve the report.
5. Freshman Seminars expenses will be routed to Nina Duncan for final review and approval.

Please follow up with Nina Duncan if there are Freshman Seminar expenses pending for final approval.