Concur Expense Report Attachments

I must attach:

**Mileage**
- Google Maps (or mileage log) showing mileage between starting and ending locations if built-in Concur Mileage Calculator is not used (preferred method)

**Hotel receipt / Car rental receipt / Airfare receipt / Conference registration receipt**
- Make sure receipts show proof of payment, along with other requirements outlined in Travel Policy

**Foreign travel**
- To back up the conversion of foreign currency to U.S. dollars, provide a credit card statement if the built-in Concur currency calculator is not used

**Meal receipts**
- If exceeding the GSA maximum meal rate for a single day (if meals were all CBT card charges, then receipts would not be needed)

**Business meal receipt & form**
- If meal is considered a business meal and is substantiated as such, attach the meal receipt and either the business meal form, or in the expense report comments, note the IRS five W’s (who, what, where, when and why)

**Tax withholding form**
- If travel expense report is not submitted within 90 days of the end date of travel
- Item codes 30 and 31 apply to this situation

**Miscellaneous receipts**
- Rental car gas / baggage fees/ parking / taxi / shuttle / train / metro / toll receipts are required if a single expense is $75 or more

**On STATE funds (1XXXXX accounts)**
- Travel Exception Forms (required for airfare, hotel & rental car) if the exception is not documented in comment section in Concur
- The Rental Car vs. Mileage Reimbursement Calculator form when mileage is claimed using a State account

I should not attach:

- Printed copies of approved Travel Request reports
- Emails or other documentation between the traveler and the voucher preparer; put all necessary details in the expense report comments
- Meal receipts if not exceeding the GSA maximum meal rate