

Below you will find tips for using **ERS (Employee Reimbursement System)**. The system is used to reimburse employees for travel and group meal expenses. Reports can be created and submitted by an employee or created by an authorized delegate and submitted by the employee.

www.ers.psu.edu

Report Name Format

User ID, Dates of Travel, Location of Travel

Example: rxf25 12/20-12/25/2010 Miami, FL

Itineraries

You have the option to create an itinerary after you have finished creating the Report Header. When creating itinerary stops be sure to select SAVE after each stop. If you select NEXT you will create multiple itineraries and the system will not allow you to submit the report. If you do not want reimbursed for meals you do not need to create an itinerary. You can select CANCEL to exit the itinerary window.

Delegate Access

To obtain delegate access for another employee contact Rachel Arnold rx25@psu.edu or Doris Orner dlo3@psu.edu.

One-Day Meal Expenses

If you would like to be reimbursed for one-day meal expenses you must select the checkbox on the Report Header - DOES THIS REPORT INCLUDE 1-DAY MEAL REIMBURSEMENT?. You will also need to complete the 1-DAY TAXABLE MEAL AMOUNT under the fixed meal expense.

Allocating

To charge a report to multiple budgets you must allocate the report. To allocate a report go to the DETAILS menu and select ALLOCATIONS.

Deleting Receipts

Attached receipts can be deleted from an expense report with an approval status of Not Filed or Sent Back to Employee. On the RECEIPTS menu select DELETE RECEIPT IMAGES. The delete function removes all attached receipts from the report.

Recalling a Report

Once a report is submitted you can use the RECALL button in the upper right corner of the report to have a report sent back to you for additions and corrections.

Submitting a Report

If the report was completed by a delegate you will receive an e-mail from AUTONOTIFICATION@CONCURSOLUTIONS.COM with the subject "Report Ready for Submission". To submit the expense report click on the link in the e-mail message, log into ERS, in MY CONCUR look for ACTIVE WORK section, select the desired report by clicking on the report name, when satisfied with the accuracy of the report use the SUBMIT REPORT button located in the upper right corner.

Printing

To print a copy of a report select PRINT in the upper right corner of the report and choose DETAIL RPT EMPLOYEE.