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 rxf25@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 AUTONOFTIFICATION@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.