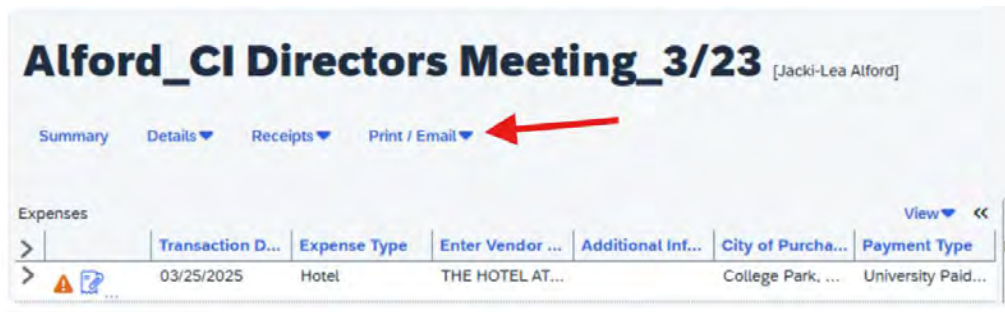


## Best Practices for Reconciling Travel Documents

When reconciling travel related expenses, it is important for the reconciler to have access to the Concur Expense Report. With the appropriate permissions, individuals can view reports directly within Concur. An alternative to viewing in Concur is to have the appropriate person download the report from Concur upon approval for the department's records. To download the report, select the Print/Email option (see arrow below) and follow the prompts.



Having access to the **Report Key** on the Expense Report is important for tying all the expenses together between all the different reports mentioned within this document and on the ledger.

Expense Report

Report/Trip Name : Alford\_CI Directors Meeting\_3/23

Authorization Request

Request ID : FGMW

---

User Name : Jacki-Lea Alford

User ID : 902495547

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Report Header

Additional Information : Meet with NOAA CI Directors and Administrators to discuss Cooperative Institutes and NOAA funding

Report Key : 119652

Report Id : 9094961B83EF4326BEC5

The sum of allocation amounts at the end of the expense report should be referenced to verify the correct amounts post to the appropriate fund(s) in a timely manner. Note that meals are combined when they post to the ledger and hotel expenses can be broken out by night when they post to the ledger if paid with a Travel Card.

Sum of Allocation Amount:

<b>Fund</b>	<b>Account Code 1</b>	<b>Expense Type</b>	<b>Approved Amount</b>
259034 (NGI Overhead)	404110	Breakfast	\$22.58
259034 (NGI Overhead)	404110	Dinner	\$157.73
259034 (NGI Overhead)	404110	Lunch	\$12.76
259034 (NGI Overhead)	404115	Hotel	\$338.00
259034 (NGI Overhead)	404115	Hotel Tax	\$43.94
259034 (NGI Overhead)	404120	Personal Car Mileage	\$36.40
259034 (NGI Overhead)	404140	Airfare	\$616.28
259034 (NGI Overhead)	404140	Airline Fees	\$28.00
259034 (NGI Overhead)	404160	Parking	\$30.00
<b>Org</b>			
191001 (Northern Gulf Institute)			
<b>Program</b>			
021000 (Institutes & Research Centers)			

Three reports exist in Banner to support reconciling Travel expenses:

1. FWRCONR – Travel Concur Extract Report
2. FWRTRTC – Travel Card Transaction List
3. FWRTRTA – Travel Concur EBTA Transaction List

Additional information and screen shots for each report are provided below.

### FWRCONR - Travel Concur Extract Report

1. Run this report for a period by Org Code based on which org the expense posted to (versus the employee's home org)
2. Email the report to yourself as a PDF or print to a Banner printer
3. Use the Report Key from the Concur Expense Report to reference the appropriate travel

This report lists all the expenses for a particular travel referencing the **Report Key** which can be found on the Concur Expense Report and the **Document** that can be referenced on the ledger. Knowing the report key is how you confirm what documents are associated with a specific travel. Descriptions on the ledger associated with a Travel Card and EBTA also reference the **Report Key**. Other Concur expenses only include the travelers name, so the FWRCONR report is necessary to confirm which **Document** is assigned to a particular **Report Key**.

### Banner Screen:

Process: FWRCONR Travel Concur Extract Report Parameter Set:

---

▼ PRINTER CONTROL Insert Delete

Printer	email ***	Submit Time		PDF Font Size	6
Special Print	bn30@msstate.edu	MIME Type	PDF	Delete After Days	30
Lines		PDF Font	COURIER ***	Delete After Date	07/03/2025

▼ PARAMETER VALUES Settings Insert Delete

Number *	Parameters	Values
01	Submission Start Date	04/01/2025
02	Submission End Date	04/30/2025
03	Orgn	191001

1 of 1 10 Per Page

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▼ SUBMISSION Insert Delete

☐ Save Parameter Set as

Hold / Submit ☐ Hold ☒ Submit

Name	Description

## Sample Report:

PWRCONR		Submit Start Date: 04/01/2025 Submit End Date: 04/30/2025				Page:						
TRAVELER	MSUID	SUBMITTED	DOCUMENT	INV DATE	KEY							
REPT_ID						TYPE	FUND	ORG	ACCT	PROG	ACTV	AMOUNT
DUE EMPLOYEE	DUE UNIV											
7715A55DCBAD476ABF60	636.49	.00	Travel Expense 259034 191001 404120 021000 28.00									
Hester, Jimmie	7715A55DCBAD476ABF60	904084670	02-APR-25	TR074758	03-APR-25	119159	Travel Expense 259034 191001 404160 021000 30.00					
636.49	.00											
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	21-FEB-25	TA251013	119652	EBTA 259034 191001 404140 021000 616.28						
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	21-FEB-25	TA251013	119652	EBTA 259034 191001 404140 021000 28.00						
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	09-APR-25	TB251013	119652	Travel Card 259034 191001 404115 021000 21.97						
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	09-APR-25	TB251013	119652	Travel Card 259034 191001 404115 021000 169.00						
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	09-APR-25	TB251013	119652	Travel Card 259034 191001 404115 021000 21.97						
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	09-APR-25	TB251013	119652	Travel Card 259034 191001 404115 021000 169.00						
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	09-APR-25	TR075229	10-APR-25	119652	Travel Expense 259034 191001 404110 021000 193.07					
259.47	.00											
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	09-APR-25	TR075229	10-APR-25	119652	Travel Expense 259034 191001 404120 021000 36.40					
259.47	.00											
Alford, Jacki-Lea	9094961B83EF4326BEC5	902495547	09-APR-25	TR075229	10-APR-25	119652	Travel Expense 259034 191001 404160 021000 30.00					
259.47	.00											

Here is a snapshot of the ledger so you can reference the descriptions on the ledger and the different document numbers:

404110	173.95	03-APR-25	TR074758	Hester, Jimmie Lynn Carnaggio.
404110	193.07	10-APR-25	TR075229	Alford, Jacki-Lea Whitley.
	367.02	** Total Account		Meals (Oso)
404115	404.54	03-APR-25	TR074758	Hester, Jimmie Lynn Carnaggio.
404115	21.97	30-APR-25	TB251013	119652 Alford, Jacki-Lea
404115	21.97	30-APR-25	TB251013	119652 Alford, Jacki-Lea
404115	658.29	30-APR-25	TB251013	119356 Harris, Jonathan
404115	169.00	30-APR-25	TB251013	119652 Alford, Jacki-Lea
404115	658.29	30-APR-25	TB251013	119356 Harris, Jonathan
404115	169.00	30-APR-25	TB251013	119652 Alford, Jacki-Lea
	786.48	** Total Account		Lodging (Oso)
404120	28.00	03-APR-25	TR074758	Hester, Jimmie Lynn Carnaggio.
404120	36.40	10-APR-25	TR075229	Alford, Jacki-Lea Whitley.
	64.40	** Total Account		Travel In Private Vehicle (Oso)
404140	625.10	30-APR-25	TA251013	119159 Hester, Jimmie
404140	616.28	30-APR-25	TA251013	119652 Alford, Jacki-Lea
404140	28.00	30-APR-25	TA251013	119652 Alford, Jacki-Lea
404140	28.00	30-APR-25	TA251013	119159 Hester, Jimmie
	1,297.38	** Total Account		Travel In Public Carrier (Oso)

ACCOUNT	POSN	AMOUNT	DATE	DOCUMENT	PO #	DESCRIPTION
404160		30.00	03-APR-25	TR074758		Hester, Jimmie Lynn Carnaggio.
404160		30.00	10-APR-25	TR075229		Alford, Jacki-Lea Whitley.
		60.00	** Total Account			Other Travel Costs (Oso)

## FWRTRTC – Travel Card Transaction List

1. Run this report for a period by Org Code based on where the expense posted
2. Email the report to yourself and it will generate a csv file

This report lists all Travel Card expenses for the Period and Org Code specified.

### Banner Screen:

Process: FWRTRTC Travel Card Transaction List Parameter Set:

**PRINTER CONTROL**

Printer: email \*\*\*

Special Print: bna30@msstate.edu

Lines: 55

Submit Time:

MIME Type: None

PDF Font: \*\*\*

PDF Font Size:

Delete After Days:

Delete After Date:

**PARAMETER VALUES**

Number *	Parameters	Values
01	Start Date	04/01/2025
02	End Date	04/30/2025
03	Orgn Code	191001

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**SUBMISSION**

☐ Save Parameter Set as

Hold / Submit ☐ Hold ☒ Submit

Name: Description:

Notice the same document number is assigned to multiple travelers below. The way to identify which travel they belong with is by the Report Key highlighted in the far-right column.

### Sample Report:

CONCUR Travel Card Transactions			RunDate: 03-JUN-2025											
MSU Id	Name	Document #	Document Seq #	Document Date	Fiscal Year	Posting Period	Processed Date	Fund Code	Orgn Code	Program Code	Activity Code	Account Code	Amount	Report Key
912831905	Harris, Jonathan G.	TB251013	781	04/30/2025	25	10	12/26/2024	259034	191001	21000	0	404115	658.29	119356
912831905	Harris, Jonathan G.	TB251013	782	04/30/2025	25	10	03/18/2025	259034	191001	21000	0	404115	-658.29	119356
902495547	Alford, Jacki-Lea Whitley	TB251013	783	04/30/2025	25	10	03/27/2025	259034	191001	21000	0	404115	169	119652
902495547	Alford, Jacki-Lea Whitley	TB251013	784	04/30/2025	25	10	03/27/2025	259034	191001	21000	0	404115	169	119652
902495547	Alford, Jacki-Lea Whitley	TB251013	785	04/30/2025	25	10	03/27/2025	259034	191001	21000	0	404115	21.97	119652
902495547	Alford, Jacki-Lea Whitley	TB251013	786	04/30/2025	25	10	03/27/2025	259034	191001	21000	0	404115	21.97	119652
903919515	Green, Jennifer	TB251013	1,022	04/30/2025	25	10	03/14/2025	361477	191001	21000	0	404760	40	117504
903919515	Green, Jennifer	TB251013	1,023	04/30/2025	25	10	03/31/2025	361477	191001	21000	0	404760	40	117504
902475558	Prior, Jack Hamilton	TB251013	1,035	04/30/2025	25	10	02/06/2025	364394	191001	21000	0	404160	12	120469
902475558	Prior, Jack Hamilton	TB251013	1,036	04/30/2025	25	10	02/07/2025	364394	191001	21000	0	404160	35.26	120469
902475558	Prior, Jack Hamilton	TB251013	1,037	04/30/2025	25	10	02/04/2025	364394	191001	21000	0	404160	30	120469
902475558	Prior, Jack Hamilton	TB251013	1,038	04/30/2025	25	10	02/10/2025	364394	191001	21000	0	404160	21	120469
902475558	Prior, Jack Hamilton	TB251013	1,039	04/30/2025	25	10	02/07/2025	364394	191001	21000	0	404160	18	120469



## FWRTRTA – Travel Concur EBTA Transaction List

1. Run this report for a period by Org Code based on where the expense posted
2. Email the report to yourself and it will generate a csv file

This report lists all EBTA expenses for the Period and Org Code specified.

Banner Screen:

Process: FWRTRTA Travel Concur EBTA Trans List Parameter Set:

▼ PRINTER CONTROL Insert Delete

Printer:  \*\*\* Submit Time:  PDF Font Size:   
Special Print:  MIME Type:  Delete After Days:   
Lines:  PDF Font:  \*\*\* Delete After Date:

▼ PARAMETER VALUES Settings Insert Delete

Number *	Parameters	Values
01	Start Date	04/01/2025
02	End Date	04/30/2025
03	Orgn Code	191001

1 of 1  Per Page

▼ SUBMISSION Insert Delete

☐ Save Parameter Set as Hold / Submit ☐ Hold ☒ Submit

Name:  Description:

Notice the same document number is assigned to multiple travelers below. The way to identify which travel they belong with is by the Report Key highlighted below.

Sample Report:

CONCUR EBTA Transactions		Run Date: {0}														
MSU Id	Name	Document #	Document Seq #	Document Date	Fiscal Year	Posting Period	Report Key - Report Id	Processed Date	Fund Code	Orgn Code	Program Code	Activity Code	Account Code	Amount		
904084670	Hester, Jimmie Lynn Carnaggio	TA251013	250	04/30/2025	25	10	119159-7715A55DCBAD476ABF60	2/24/2025	259034	191001	21000	0	404140	625.1		
902495547	Alford, Jacki-Lea Whitley	TA251013	251	04/30/2025	25	10	119652-9094961B83EF4326BEC5	2/24/2025	259034	191001	21000	0	404140	616.28		
904084670	Hester, Jimmie Lynn Carnaggio	TA251013	252	04/30/2025	25	10	119159-7715A55DCBAD476ABF60	2/24/2025	259034	191001	21000	0	404140	28		
902495547	Alford, Jacki-Lea Whitley	TA251013	253	04/30/2025	25	10	119652-9094961B83EF4326BEC5	2/24/2025	259034	191001	21000	0	404140	28		
902980092	Rollins, Carter Michael	TA251013	412	04/30/2025	25	10	119759-F88260740B0E4B69995F	10/17/2024	361475	191001	21000	0	404140	417.96		
902980092	Rollins, Carter Michael	TA251013	413	04/30/2025	25	10	119759-F88260740B0E4B69995F	10/17/2024	361475	191001	21000	0	404140	7		
903919515	Green, Jennifer	TA251013	414	04/30/2025	25	10	117504-972E4D74F6474D7398E8	2/24/2025	361477	191001	21000	0	404740	1,133.00		
903919515	Green, Jennifer	TA251013	415	04/30/2025	25	10	117504-972E4D74F6474D7398E8	2/24/2025	361477	191001	21000	0	404740	28		
904492466	Rokooei, Saeed	TA251013	416	04/30/2025	25	10	120162-26BC6A3E369F459185D8	3/31/2025	361488	191001	21000	0	404140	760.57		
904492466	Rokooei, Saeed	TA251013	417	04/30/2025	25	10	120162-26BC6A3E369F459185D8	3/31/2025	361488	191001	21000	0	404140	28		
904812167	Fosu, Boniface Opoku	TA251013	491	04/30/2025	25	10	120041-5B939350D3894CAD958E	2/12/2025	366829	191001	21000	0	404740	1,882.21		
904812167	Fosu, Boniface Opoku	TA251013	492	04/30/2025	25	10	120041-5B939350D3894CAD958E	2/12/2025	366829	191001	21000	0	404740	28		
911554747	Jones, Joey Brandon	TA251013	501	04/30/2025	25	10	119925-7654D14F56974281B157	3/3/2025	366894	191001	31000	0	404140	384.97		
911554747	Jones, Joey Brandon	TA251013	502	04/30/2025	25	10	119925-7654D14F56974281B157	3/3/2025	366894	191001	31000	0	404140	7		
911554747	Jones, Joey Brandon	TA251013	503	04/30/2025	25	10	119925-7654D14F56974281B157	3/4/2025	366894	191001	31000	0	404140	242.5		
902598095	McGuinn, Robert P.	TA251014	193	04/30/2025	25	10	122092-49D340E18E214508AFB5	4/21/2025	361481	191001	21000	0	404140	418.36		
902598095	McGuinn, Robert P.	TA251014	194	04/30/2025	25	10	122092-49D340E18E214508AFB5	4/21/2025	361481	191001	21000	0	404140	7		

Expense Report - The first page of the travel expense report provides the **report key**.

Expense Report  
Report/Trip Name : Alford\_CI Directors Meeting\_3/23  
Authorization Request  
Request ID : FGMW

User Name : Jacki-Lea Alford  
User ID : 902495547

#### Report Header

Additional Information : Meet with NOAA CI Directors and Administrators to discuss Cooperative Institutes and NOAA funding

**Report Key : 119652**  
Report Id : 9094961B83EF4326BEC5

Receipts Received : Yes

Report Date : 04/02/2025

Approval Status : Approved

Payment Status : Sent for Payment

Currency : US, Dollar

Report/Trip Start Date : 03/23/2025

Report/Trip End Date : 03/25/2025

Traveler Type : Staff

Trip Type : Out-of-State

\*Nature of Univ. Business : Meeting

Dept/Org : 193000 (HPC2)

Fund : 100000 (MSU Education and General Fund)

Program : 062000 (Fiscal Operations)

Division : Research and Economic Dev

Comment : Jennifer Sonnier (04/09/2025): Approved

Expense Report – The last page of the expense report provides a breakdown of expense activity.

Fund	Account Code 1	Expense Type	Approved Amount
259034 (NGI Overhead)	404110	Breakfast	\$22.58
259034 (NGI Overhead)	404110	Dinner	\$157.73
259034 (NGI Overhead)	404110	Lunch	\$12.76
259034 (NGI Overhead)	404115	Hotel	\$338.00
259034 (NGI Overhead)	404115	Hotel Tax	\$43.94
259034 (NGI Overhead)	404120	Personal Car Mileage	\$36.40
259034 (NGI Overhead)	404140	Airfare	\$616.28
259034 (NGI Overhead)	404140	Airline Fees	\$28.00
259034 (NGI Overhead)	404160	Parking	\$30.00

\$193.07

**FWRCONR** – Look for the **report key** to confirm the document numbers referenced on the ledger.

FWRCONR

Concur Extract Report

Submit Start Date: 04/01/2025 Submit End Date: 04/30/2025

Page: 6

TRAVELER	MSOID	SUBMITTER	DOCUMENT	KEY	TYPE	PURD	ORG	ACCT	PROG	ACTV	AMOUNT
REP ID											
FOR EMPLOYER FOR UNIV											
7715A55DCNAD476ABF60 636.49 .00					Travel Expense	259034	191001	404120	021000		28.00
Hester, Jimmie 7715A55DCNAD476ABF60 636.49 .00	904084670	02-APR-25	TR074758	03-APR-25 119159	Travel Expense	259034	191001	404160	021000		30.00
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	21-FEB-25	TA251013	119652	EMTA	259034	191001	404140	021000		616.28
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	21-FEB-25	TA251013	119652	EMTA	259034	191001	404140	021000		28.00
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	09-APR-25	TB251013	119652	Travel Card	259034	191001	404115	021000		21.97
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	09-APR-25	TB251013	119652	Travel Card	259034	191001	404115	021000		169.00
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	09-APR-25	TB251013	119652	Travel Card	259034	191001	404115	021000		21.97
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	09-APR-25	TB251013	119652	Travel Card	259034	191001	404115	021000		169.00
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	09-APR-25	TB075229	10-APR-25 119652	Travel Expense	259034	191001	404110	021000		193.07
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	09-APR-25	TB075229	10-APR-25 119652	Travel Expense	259034	191001	404120	021000		36.40
Alford, Jacki-Lea 9094961883EF4326BDC5	902495547	08-APR-25	TB075229	10-APR-25 119652	Travel Expense	259034	191001	404100	021000		20.00

443.94

5338

**Ledger** – Reconcile your travel expenses with the document numbers provided on FWRCONR.

404110	173.95	03-APR-25	TR074758	Hester, Jimmie Lynn Carnaggio.
404110	193.07	10-APR-25	TR075229	Alford, Jacki-Lea Whitley.
	367.02	** Total Account	Meals (Oso)	
404115	404.54	03-APR-25	TR074758	Hester, Jimmie Lynn Carnaggio.
404115	21.97	30-APR-25	TB251013	119652 Alford, Jacki-Lea
404115	21.97	30-APR-25	TB251013	119652 Alford, Jacki-Lea
404115	658.29	30-APR-25	TB251013	119356 Harris, Jonathan
404115	169.00	30-APR-25	TB251013	119652 Alford, Jacki-Lea
404115	658.29	30-APR-25	TB251013	119356 Harris, Jonathan
404115	169.00	30-APR-25	TB251013	119652 Alford, Jacki-Lea
	786.48	** Total Account	Lodging (Oso)	
404120	28.00	03-APR-25	TR074758	Hester, Jimmie Lynn Carnaggio.
404120	36.40	10-APR-25	TR075229	Alford, Jacki-Lea Whitley.
	64.40	** Total Account	Travel In Private Vehicle (Oso)	
404140	625.10	30-APR-25	TA251013	119159 Hester, Jimmie
404140	616.28	30-APR-25	TA251013	119652 Alford, Jacki-Lea
404140	28.00	30-APR-25	TA251013	119652 Alford, Jacki-Lea
404140	28.00	30-APR-25	TA251013	119159 Hester, Jimmie
	1,297.38	** Total Account	Travel In Public Carrier (Oso)	
404160	30.00	03-APR-25	TR074758	Hester, Jimmie Lynn Carnaggio.
404160	30.00	10-APR-25	TR075229	Alford, Jacki-Lea Whitley.
	60.00	** Total Account	Other Travel Costs (Oso)	