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Travel Expense Report

All CSU related travel for faculty and staff must have an approved Travel Request before an expense report can be created.

Per CSU Travel Procedures, Section IX; A ***"Travel Expense Claim must be submitted to the campus Travel Reimbursement office within 60 days of the end of a trip unless there is recurrent local travel, in which case Claims may be aggregated and submitted monthly."***

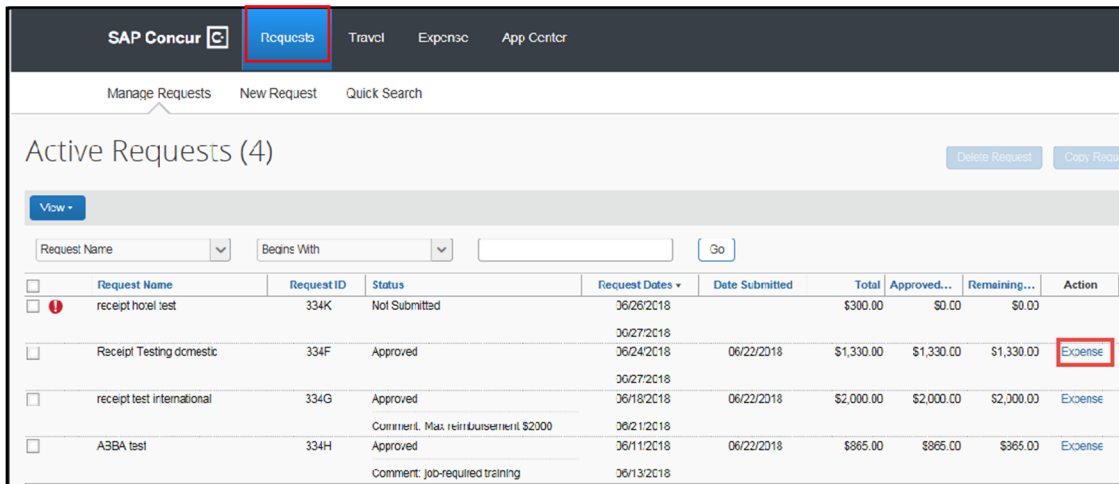
Please be aware Approved Travel Requests will automatically close on day 61 after the travel end date. In order to submit a late expense report the request will have to be re-opened. The request will not be re-opened until exception approval has been obtained from Division VP and CFO.

Creating an Expense Report

To create a report:

1. Either:

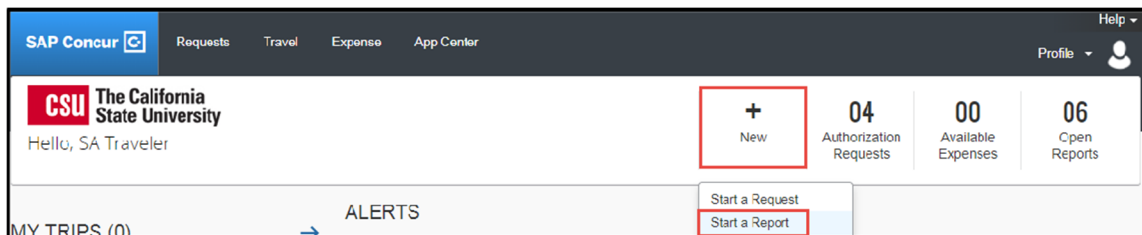
Click **Request** on the header toolbar, and then select **Expense** under the Action column of the approved Request. **Recommended route – reduces data entry.**



| Request Name | Request ID | Status | Request Dates | Date Submitted | Total | Approved... | Remaining... | Action |
|----------------------------|------------|---------------|--------------------------|----------------|------------|-------------|--------------|---------|
| receipt hotel test | 334K | Not Submitted | 06/26/2018 | | \$300.00 | \$0.00 | \$0.00 | |
| Receipt Testing domestic | 334F | Approved | 06/27/2018 06/24/2018 | 06/22/2018 | \$1,330.00 | \$1,330.00 | \$1,330.00 | Expense |
| receipt test international | 334G | Approved | 06/27/2018 06/18/2018 | 06/22/2018 | \$2,000.00 | \$2,000.00 | \$2,000.00 | Expense |
| ABBA test | 334H | Approved | 06/21/2018 06/11/2018 | 06/22/2018 | \$865.00 | \$865.00 | \$365.00 | Expense |

OR

On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.



CSU The California State University
Hello, SA Traveler

04 Authorization Requests
00 Available Expenses
06 Open Reports

Start a Request
Start a Report

2. If you don't create the expense report from the approved request then you will need to link the approved Request to the **Expense Report** by clicking the **Add** button.

Report Header

Report Key Report/Trip Name Trip Type Travel Start Date Travel End Date Travel < 24 hrs?

Are you travelling to a banned state? Traveler Type Trip Purpose Personal Dates of Travel-If none enter NA Is this trip going to be reimbursed by the Chancellor's Office?

Comments To/From Approvers/Processors

Business Unit Fund Department Program Class Project

Requests

Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining

Note: A linked request will fill in most of the required fields. Complete the remainder of the required fields (marked with red bars) to proceed.

| | Field Name | Description |
|---|---|---|
| 1 | Is this trip going to be reimbursed by the Chancellor's office? | Chancellor's office will reimburse for any part of the trip expenses and the department needs to make sure that reimbursement occurs. |

- When all header information is complete click **Next**. You can begin building your Expense Report.

Adding Expenses to the Report

There are various ways to add expenses and compile a complete expense report. Overall, the goal is to reflect all costs associated with a trip, regardless of payment method.

Travel Credit Card/Ghost Card Charges

You can add Concur Travel card transactions to an expense report in these ways:

- From the open expense report (**Import Expenses**)
- From the **Available Expenses** section (**Expense > Manage Expenses**)

1. From the open expense report, click **Import Expenses**
 - a. Verify or update the Expense Type classification of the imported credit card transactions

| Expenses | | | | | Available Expenses | | | | |
|------------|-------------------|----------|-----------|--|--------------------------|-------------------------|---------|-------------|----------|
| Date | Expense Type | Amount | Requested | | Expense Detail | Expense Type | Source | Date | Amount |
| 06/16/2016 | Parking | \$42.00 | \$42.00 | | <input type="checkbox"/> | BURBANK AIRPORT F... | Dinner | 06/16/20... | \$18.21 |
| 06/16/2016 | Hotel | \$487.04 | \$487.04 | | <input type="checkbox"/> | ROCK & BREWS CA... | Dinner | 06/21/20... | \$20.00 |
| 06/16/2016 | Airfare | \$183.96 | \$183.96 | | <input type="checkbox"/> | DoubleTree Hotels SA... | Hotel | 05/21/20... | \$177.77 |
| 06/16/2016 | Car Rental | \$96.46 | \$96.46 | | <input type="checkbox"/> | THE BREAKFAST BAR... | Dinner | 06/20/20... | \$16.00 |
| 06/16/2016 | Meals (Breakfast) | \$18.21 | \$18.21 | | <input type="checkbox"/> | LAZ PKG OAKLAND O... | Parking | 06/20/20... | \$48.00 |
| | | | | | <input type="checkbox"/> | BUONOS AUTHENTIC... | Dinner | 05/20/20... | \$10.13 |

2. From the **Available Expenses** section, select each transaction that you want to assign to the current expense report
 - a. Click **Move** and select the related expense report.

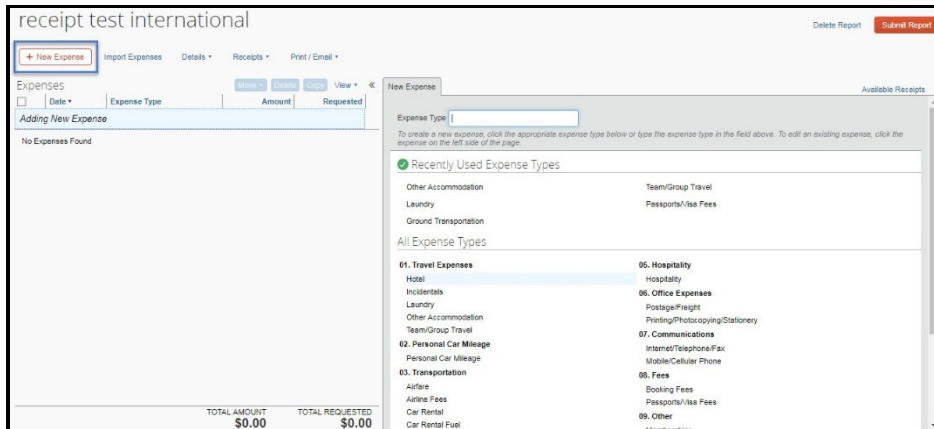
| Expense Detail | Expense Type | Source | Date | Amount |
|---|----------------------|--------|------------|----------|
| <input type="checkbox"/> Motorcycle Dealers Seattle | Undefined | ⊖ | 05/03/2016 | |
| <input type="checkbox"/> Osteopaths Seattle | Undefined | ⊖ | 05/07/2016 | \$20.12 |
| <input type="checkbox"/> Membership Clubs (Sports, Recrea S... | Undefined | ⊖ | 05/07/2016 | \$46.34 |
| <input type="checkbox"/> Duty Free Store Seattle | Undefined | ⊖ | 05/07/2016 | \$34.02 |
| <input type="checkbox"/> Service Stations (with or witho Seattle | Fuel for Rental Cars | ⊖ | 05/08/2016 | \$79.19 |
| <input type="checkbox"/> TAN Seattle | Airfare | ⊖ | 05/09/2016 | \$539.77 |
| <input type="checkbox"/> Lumber and Building Materials St Se... | Undefined | ⊖ | 05/09/2016 | \$27.26 |
| <input checked="" type="checkbox"/> Automobile Parking Lots and Gara S... | Parking | ⊖ | 05/09/2016 | \$37.40 |

- b. The expense is moved and appears on the left side of the expense report, with any applicable icons.
 - c. Verify or update the Expense Type classification of the imported credit card transaction

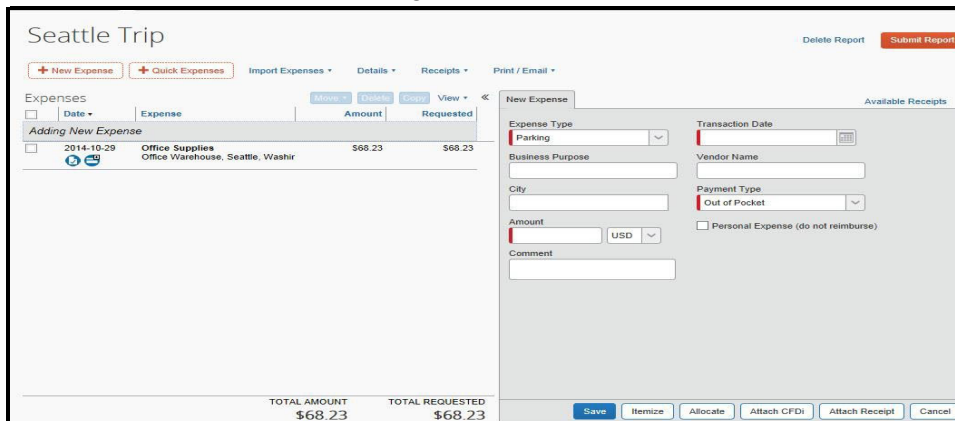
Out-of-Pocket Expense

To add an out-of-pocket expense to an Expense Report:

1. From the open report, click **New Expense**.



2. On the **New Expense** tab, click the appropriate expense type. Each expense type will have their own set of required fields and configuration.
3. The page refreshes, displaying the required and optional fields for the selected expense type.
4. Complete the required and optional fields. Click one of the following:
 - Save
 - Itemize - to itemize the expense and classify as two different expense types (i.e. dinner and parking)
 - Allocate - to allocate the expense between various chartfields as applicable
 - Attach Receipts - to upload and attach receipt images
 - Cancel - to exit without saving this expense



- CSU and campus specific audit rules are integrated into the system. When adding an expense that requires a certain action an alert message will appear:
 - **Warning-** ⚠ eligible to continue and submit.
 - **Hard Stop-** 🛑 cannot move forward and must make correction prior to submission.

Personal Car Mileage

You must register a car for the applicable mileage type in order to be reimbursed for mileage. See **Personal Car** section for instructions on setting up your vehicles.

To Create a Car Mileage Expense

1. With the Expense Report open, on the **New Expense** tab, select the Personal Car Mileage Expense Type. The mileage form will open with the required and optional fields displayed including the **Mileage Calculator** link.
2. Complete all required and optional fields as appropriate.
3. Click the **Mileage Calculator** link and review and update the route as appropriate. If round trip mileage should be calculated, click **Make Round Trip**.
4. Click **Add Mileage to Expense**.
5. Click **Save**.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Personal Car Mileage
- Transaction Date: 06/19/2018
- From Location: (empty)
- To Location: (empty)
- Payment Type: Out of Pocket
- Distance - Amount: 0 : 0.00 USD
- Mileage Rate Type: Personal
- Number of Passengers: 0
- Distance to Date: 0

The screenshot shows the 'Mileage Calculator' interface with the following details:

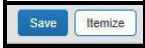
- Waypoints: Seattle, WA, USA (A) and Tacoma, WA, USA (B). Total distance: 33.5 MI.
- Directions: Suggested routes include I-5 S (33.6 mi - about 38 mins) and WA-167 S and I-5 S (38.0 mi - about 44 mins).
- Summary Table:

| | TOTAL PERSONAL | TOTAL BUSINESS |
|--------|----------------|----------------|
| 0.0 MI | 33.5 MI | |

Itemizing Expenses

Use the Itemize feature to account for transactions that should be charged to multiple expense types (accounts codes). Itemization should be completed prior to Allocation (charging to multiple chartfields).

To itemize a general expense:

1. Add the expense as usual and then click **Itemize** (instead of **Save**). 
 - The expense appears on the left side of the page, along with the message *Adding New Itemization*.
 - The name of the **New Expense** tab changes to **New Itemization**.
2. On the **New Itemization** tab, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the fields as required.
4. Click **Save**.
 - The newly created itemization appears on the left side of the page, below the expense.
 - The total amount, the itemized amount, and the remaining amount appear on the right side of the page.
5. For each additional itemization, on the **Itemization** tab, select the appropriate expense type and complete the appropriate fields.

Once you have itemized the **Total Amount** of the charge, the **Itemization** tab is replaced by the **New Expense** tab.

To itemize a hotel expense:

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly.

To create a lodging expense:

1. With the Expense Report open, on the **Expense** tab, select the Hotel Expense Type. The lodging form will open with the required and optional fields displayed.
2. Complete all required and optional fields as appropriate.
3. Click **Itemize**. The expense appears on the left side of the page; the **Nightly Lodging Expenses** tab appears on the right side of the page.
4. Use the calendar to select the check-in/out date. The number of nights appears automatically.
5. Enter the **Room Rate**, **Room Tax**, and **Additional Charges**.
6. Click **Save Itemizations**.

If there is a remaining amount to be itemized (other charges, for example, for parking or meals), the remaining amount is displayed in the **Remaining** field on the right side of the **New Itemization** pane. Continue to itemize the amounts until the balance is \$0.00.

| Date | Expense | Amount | Requested |
|------------|--|--------------------|------------|
| 2015-10-13 | Breakfast | \$14.00 | \$14.00 |
| 2015-10-12 | Hotel Hilton Hotels, Seattle, Washington | \$1,234.00 | \$1,234.00 |
| 2015-10-09 | Dinner Dinner Place | \$51.83 \$46.00 | \$51.83 |
| 2014-10-29 | Office Supplies Office Warehouse, Seattle, Washington | \$68.23 | \$68.23 |

TOTAL AMOUNT: \$1,368.06 TOTAL REQUESTED: \$1,368.06

| Date | Expense | Amount | Requested |
|------------|---|------------|------------|
| 2015-10-13 | Breakfast | \$14.00 | \$14.00 |
| 2015-10-12 | Hotel Hilton Hotels, Seattle, Washington | \$1,234.00 | \$1,234.00 |
| 2015-10-05 | Hotel | \$134.00 | \$134.00 |
| 2015-10-05 | Hotel Tax | \$13.00 | \$13.00 |
| 2015-10-06 | Hotel | \$134.00 | \$134.00 |
| 2015-10-06 | Hotel Tax | \$13.00 | \$13.00 |
| 2015-10-07 | Hotel | \$134.00 | \$134.00 |
| 2015-10-07 | Hotel Tax | \$13.00 | \$13.00 |
| 2015-10-08 | Hotel | \$134.00 | \$134.00 |
| 2015-10-08 | Hotel Tax | \$13.00 | \$13.00 |
| 2015-10-09 | Hotel | \$134.00 | \$134.00 |
| 2015-10-09 | Hotel Tax | \$13.00 | \$13.00 |
| 2015-10-10 | Hotel | \$134.00 | \$134.00 |
| 2015-10-10 | Hotel Tax | \$13.00 | \$13.00 |
| 2015-10-11 | Hotel | \$134.00 | \$134.00 |
| 2015-10-11 | Hotel Tax | \$13.00 | \$13.00 |
| 2015-10-12 | Parking | \$28.00 | \$28.00 |
| 2015-10-12 | Miscellaneous | \$9.00 | \$9.00 |
| 2015-10-13 | Parking | \$28.00 | \$28.00 |

TOTAL AMOUNT: \$1,368.06 TOTAL REQUESTED: \$1,368.06

Changing Rates During Stay

Nightly rates can fluctuate during your stay, however the system can only build recurring lines with one amount. Choose the rate that is reflected most often in your hotel stay and use that as the room rate and tax amount for your itemization. Once itemizations are saved you will get a message that the itemizations need additional work.

Exception

The itemization amounts do not add up to the expense amount.

Choose the night where the rate is higher/lower and adjust to the correct amount. Choose **Save** when the change has been made and continue adjusting other nights if necessary. The exception will go away once the expense amount total is fully itemized.

| Date | Expense Type | Amount | Requested |
|------------|--------------|----------|-----------|
| 02/01/2019 | Hotel | \$600.00 | \$615.00 |
| 02/03/2019 | Hotel | \$205.00 | \$205.00 |
| 02/02/2019 | Hotel | \$205.00 | \$205.00 |
| 02/01/2019 | Hotel | \$205.00 | \$205.00 |

Another option to enter **Hotel** is to enter each night separately, this is done by using day-to-day in the “Check-in Date” and “Check-out Date”. Entering each night stayed separately. Once the expense for that night is created, you can **Copy** the charge. Adjust the date and **Save** to add another line with the same amount. No recurring charges will be entered this way.



Allocating Expenses

The Allocations feature allows you to allocate selected expenses to multiple chartfields. This should be performed after the Itemization if allocating to multiple expense types.

To allocate:

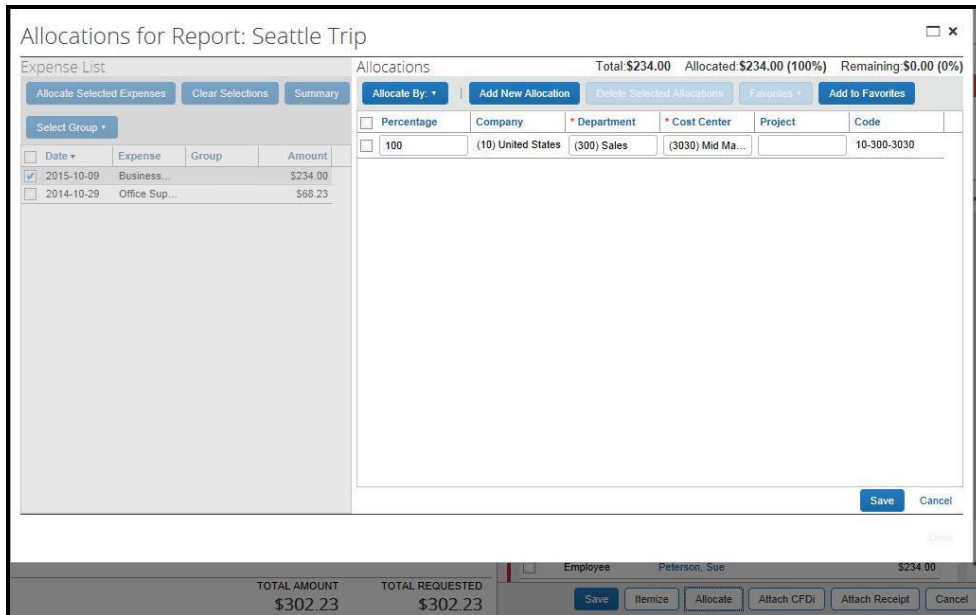
1. With the report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.



To allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then:



- Click **Allocate the selected expenses** on the right side of the page.
- OR**
- Click **Details > Allocations**.

The **Allocations for Report** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.



2. From the **Allocate By** dropdown list, select *Percentage* or *Amount*.
3. Add as many allocations as necessary. You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged and you will not be

able to submit the report.

4. Click **Save**.
5. For the confirmation message, click **OK**.
 - Click **Done**. The allocation icon appears with the expense.
 - If the expense is 100% allocated, the  icon appears with the expense. If the expense is not 100% allocated the  icon appears next to the expense.

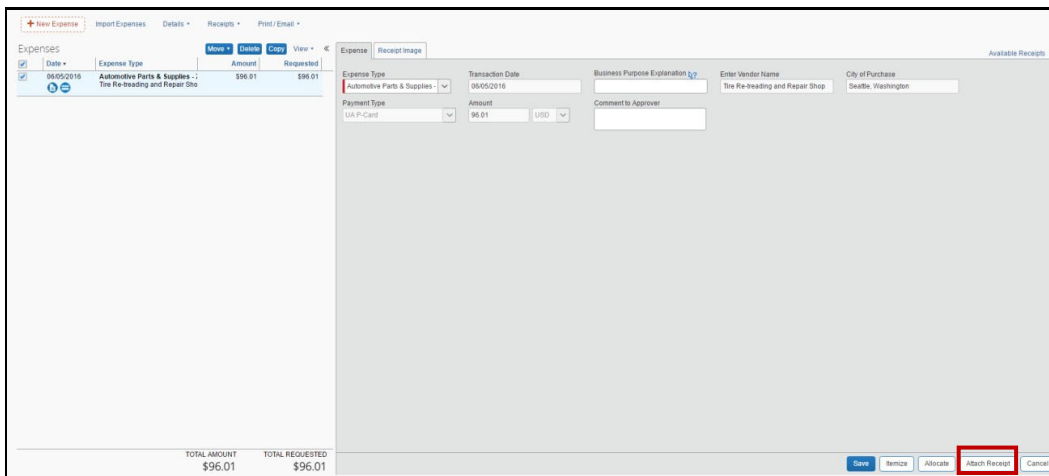
Attaching Receipts

Uploading Scanned Documents

Files scanned and saved to a folder on your computer may be uploaded directly into an Expense Report using the following steps:

Scan the documentation into a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file; 5 MB limit per file.

1. With your transaction open, select **Attach Receipt**.



The screenshot shows the 'Expense' details page in a software application. The interface includes a table of expenses, a form for entering transaction details, and a bottom navigation bar. The 'Attach Receipt' button in the bottom bar is highlighted with a red rectangle.

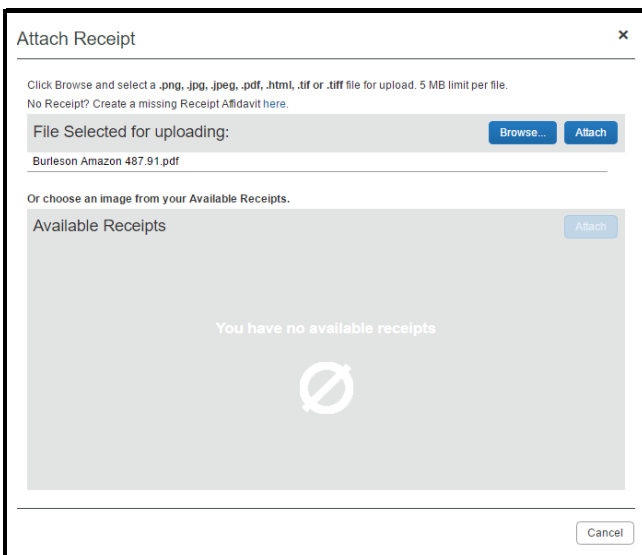
| Expense Type | Transaction Date | Business Purpose Explanation | Enter Vendor Name | City of Purchase |
|-----------------------------|------------------|------------------------------|-------------------------------|---------------------|
| Automotive Parts & Supplies | 04/05/2016 | | The Re-waxing and Repair Shop | Seattle, Washington |

Payment Type: USA P-Card | Amount: 96.01 | USD

TOTAL AMOUNT: \$96.01 | TOTAL REQUESTED: \$96.01

Buttons: Home, Items, Allocate, **Attach Receipt**, Cancel

2. Browse your computer to find the scanned document.



The 'Attach Receipt' dialog box is open, showing options to upload a file from the computer or from available receipts. A file named 'Burleson Amazon 487.91.pdf' is selected for uploading.

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.
No Receipt? Create a missing Receipt Affidavit here.

File Selected for uploading: **Burleson Amazon 487.91.pdf**

Or choose an image from your Available Receipts.

Available Receipts: **You have no available receipts**

Buttons: Browse, Attach, Attach, Cancel

3. Click **Attach**.

Using Available Receipts Library

Users can upload images to the **Available Receipts** library which stores the receipt until the user is ready to attach it to an Expense Report. Receipts can be uploaded to **Available Receipts** using various methods.

Email Receipts to your Concur Profile

1. Before emailing receipts to the **Available Receipts** library, you must submit your email address for verification in the **Personal Information** section of your Profile.
2. Click **Profile > Profile Settings**. The **Profile Options** page appears.
3. On the left-hand side of the screen, click **Personal Information**.
4. On the **Personal Information** screen, scroll down to the **Email Addresses** section and click **Add an Email Address**.
5. Follow the below steps to verify your email address:
 - a. Once you have saved an email address, click **Verify**.
 - b. Check your email for a verification message from Concur.
 - c. Copy the code from the email message into the **Enter Code** box next to the email address.
 - d. Click **OK** to submit the code and complete verification.
6. Prepare an email to receipts@concur.com, attach the images, and send the email. The available file formats are: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF.

Receipts Captured with Concur App

Any receipts captured using the Concur app will automatically place the images in your **Available Receipts** library and can be attached as described below.

To Attach a Receipt Image to An Expense Entry Using Available Receipts

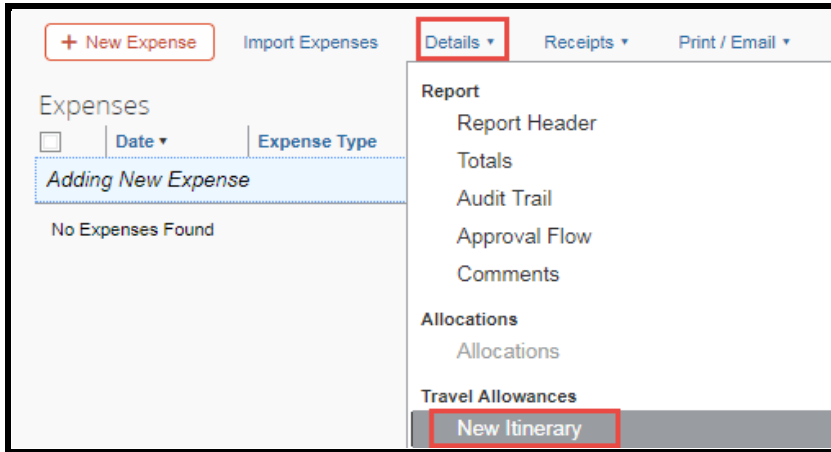
1. In the Expense Report, select an expense entry to open it in Detail view.
2. Click **Receipts > View Available Receipts**.
3. Select the appropriate image to attach in support of the expense. The receipt icon will turn from yellow to blue once attached.

Special Travel Situations

International Travel

International, Alaska & Hawaii trips will require **Travel Allowance** itineraries to be created to utilize GSA per diem amounts, which are used as ceiling amounts for related expenses.

1. To build your trip itinerary, click the **Details** dropdown and click on **New Itinerary** under the Travel Allowances section.



2. The **Travel Allowances** window will appear allowing you to build your trip itinerary. On the **Create New Itinerary** tab, enter the first leg of your trip and click **Save**.
3. Continue entering all legs of the trip and click Save. An itinerary should consist of at least 2 legs; one leg for departure details and a second leg for your return details.

The screenshot shows a window titled 'Travel Allowances For Report: receipt test international'. It has several tabs: 'Edit Itinerary', 'Available Itineraries', 'Expenses & Adjustments', and 'Reimbursable Allowances Summary'. The 'Available Itineraries' tab is active, showing 'Itinerary Info' with fields for 'Itinerary Name' (receipt test international) and 'Selection' (USGSA). Below this is a table with columns for 'Add Stop', 'Delete Rows', and 'Import Itinerary'. The table has columns for 'Departure City', 'Arrival City', and 'Arrival Rate Location'. A single row is shown: Sacramento, California (06/18/2018 08:00 AM) to Rome, ITALY (06/18/2018 05:00 PM). To the right is the 'New Itinerary Stop' form with fields for 'Departure City' (Rome, ITALY), 'Date' (06/21/2018), 'Time' (8:00 AM), 'Arrival City' (Sacramento, California), 'Date' (06/21/2018), and 'Time' (5:00 PM). A 'Save' button is at the bottom right. At the bottom of the window are buttons for 'Go to Single Day Itineraries', 'Next >>', and 'Done'.

4. When all portions of the trip are entered, click **Next**.

- On the **Available Itineraries** tab, you can view the itinerary that you have assigned to this trip.

Travel Allowances For Report: receipt test international

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Assigned Itineraries

| Departure City | Date and Time | Arrival City | Date and Time | Arrival Rate Location |
|---------------------------------------|---------------------|------------------------|---------------------|--------------------------|
| Itinerary: receipt test international | | | | |
| Sacramento, California | 06/18/2018 08:00 AM | Rome, ITALY | 06/18/2018 05:00 PM | ROME, ITALY |
| Rome, ITALY | 06/21/2018 08:00 AM | Sacramento, California | 06/21/2018 05:00 PM | SACRAMENTO COUNTY, US... |

Available Itineraries

| Departure City | Date and Time | Arrival City | Date and Time | Arrival Rate Location |
|--------------------------------------|---------------------|------------------------|---------------------|--------------------------|
| Itinerary: Hawaii receipt hotel test | | | | |
| Sacramento, California | 06/26/2018 08:00 AM | Honolulu, Hawaii | 06/26/2018 10:00 AM | HONOLULU, US-HI, US |
| Itinerary: Hawaii receipt hotel test | | | | |
| Honolulu, Hawaii | 06/27/2018 08:00 AM | Sacramento, California | 06/27/2018 12:00 PM | SACRAMENTO COUNTY, US... |

Done

- Click the **Expense & Adjustments** tab to mark any meals which were provided during your trip, and then click **Update Expenses**.

Travel Allowances For Report: receipt test international

Create New Itinerary Available Itineraries Expenses & Adjustments Reimbursable Allowances Summary

Show dates from to Go

| Date/Location | Breakfast Provided | Lunch Provided | Dinner Provided |
|---------------------------|--------------------------|--------------------------|--------------------------|
| 06/18/2018 Rome, ITALY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/19/2018 Rome, ITALY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/20/2018 Rome, ITALY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 06/21/2018 Rome, ITALY | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Update Expenses Cancel

- You can begin adding either out-of-pocket expenses and/or Corporate Credit Card transactions to your Expense Report.

Converting Foreign Currency Transactions

1. With the Expense Report open, click **New Expense**, and then enter the appropriate information in the required and optional fields (required fields are indicated with a red bar).
2. For the **Amount** field enter the amount spent in foreign currency. The correct currency should populate based on the City of Purchase information you entered. If needed, you can change the "spend" currency from the list to the right of the **Amount** field.
3. Expense calculates the amount in USD.
4. *If expense amount is already in USD*, enter amount in **Amount in USD** field and it will calculate the foreign amount for you.
5. Complete the remaining fields as appropriate.

The screenshot shows the 'New Expense' form in SAP. The title is 'receipt test international'. The form is divided into several sections:

- Expense Type:** International, Alaska & Hawa (indicated as required with a red bar).
- Transaction Date:** 06/19/2018 (indicated as required with a red bar).
- City of Purchase:** Rome, ITALY (indicated as required with a red bar).
- Payment Type:** Out of Pocket.
- Amount:** 23.56 EUR (indicated as required with a red bar).
- Rate (USD=1 EUR):** 1.16037282 (indicated as required with a red bar).
- Amount in USD:** 27.34 (indicated as required with a red bar).
- Travel Allowance:** Checked.
- Comments To/From Approvers/Processors:** Empty text area.

At the bottom, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. A summary table at the bottom left shows:

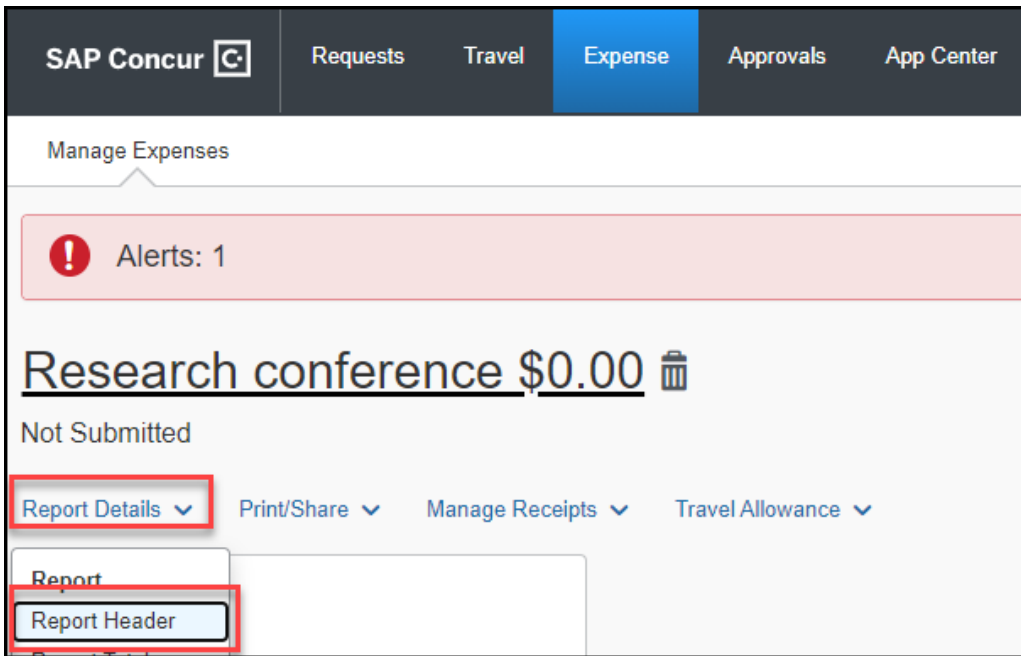
| TOTAL AMOUNT | TOTAL REQUESTED |
|--------------|-----------------|
| \$0.00 | \$0.00 |

Non-Employee Travel

Start by opening up the approved travel request for the Non-Employee to record reimbursable expenses. Select **Create Expense Report**.

The screenshot shows the 'Manage Requests' page in SAP Concur. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The main content area displays a request for a 'Research conference' with a total amount of \$1,370.00. The request is 'Approved' and has a Request ID of 4NXV. A 'More Actions' dropdown menu is visible, with the 'Create Expense Report' option highlighted by a red box.

Select the **Report Details** hyperlink and select **Report Header**.



Ensure that the Policy field reflects “*CSU-Non-Employee Expense Policy.” Complete the new fields below and double check all report header elements. The chartfield can be updated if needed, comments added at the bottom, etc.

The screenshot shows the 'Report Header' form for a 'Research conference' with a value of '\$0.00'. The form includes several fields: 'Policy' (set to '*CSL Non-Employee Expense Policy'), 'Report Id' (246DA53D0F9F413C9799), 'Business Unit for Supplier' (set to 'CHICO'), 'Non-Employee Name' (empty), 'Report/Trip Name' (Research conference), 'Trip Type' (1-In...), 'Travel Start Date' (08/23/2021), 'Travel End Date' (08/25/2021), 'Destination City/State' (empty), 'Personal Dates of Travel-If none enter NA' (NA), and 'Did they travel to a banned state?' (No). Two red callout boxes provide instructions: one for the 'Non-Employee Name' field stating 'Select payee name from the list of available names for CHICO. Reach out to AP if not seeing correct name, it is IMPORTANT this is accurate as impacts who is paid for these expenses.' and another for the 'Business Unit for Supplier' field stating 'Input "CHICO"'. There are also small red icons with numbers 1 and 2 near the 'Business Unit for Supplier' field.

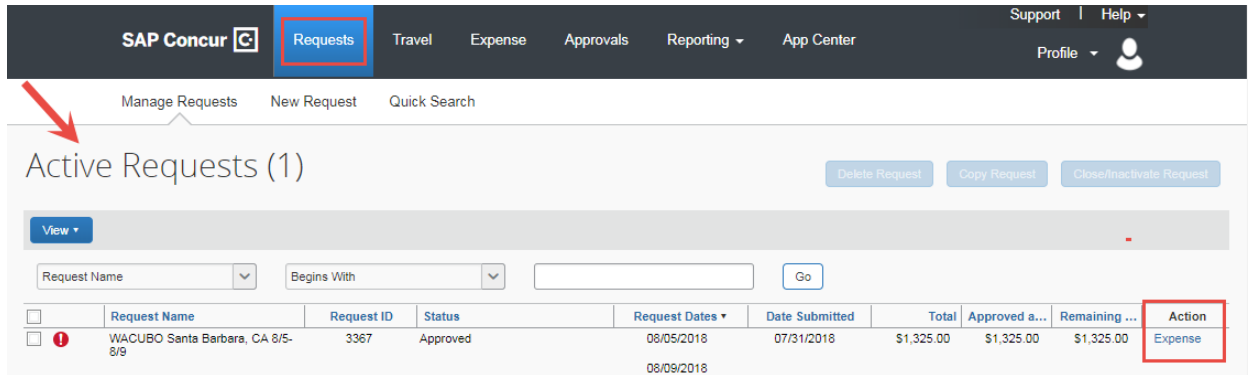
After header is updated, click save and add all related expenses to be claimed by the non-employee traveler.

Expensing a Cash Advance

If you had a cash advance issued, you will need to expense the cash advance with your expense report for the associated trip the advance was used for.

To Expense a Cash Advance (Fully utilized)

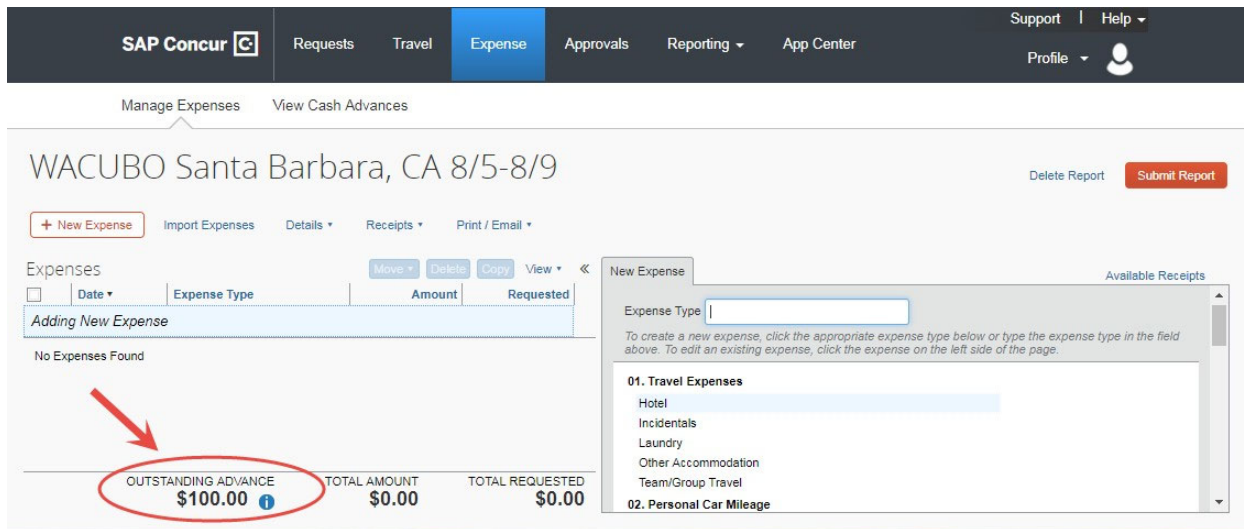
1. Click on **Requests**, **Active Requests**, find the request you are ready to expense and click on **Expense** located under Action.



The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Requests' menu item is highlighted with a red box. Below the navigation bar, there are links for 'Manage Requests', 'New Request', and 'Quick Search'. The main content area is titled 'Active Requests (1)' and contains a table with the following data:

| Request Name | Request ID | Status | Request Dates | Date Submitted | Total | Approved a... | Remaining ... | Action |
|----------------------------------|------------|----------|---------------|----------------|------------|---------------|---------------|---------|
| WACUBO Santa Barbara, CA 8/5-8/9 | 3367 | Approved | 08/05/2018 | 07/31/2018 | \$1,325.00 | \$1,325.00 | \$1,325.00 | Expense |

2. Finish completing the Report Header and click **Next**.
3. At the bottom of the report you will see Outstanding Advance. This should be the amount you received for the cash advance.



The screenshot shows the SAP Concur Expense page. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The 'Expense' menu item is highlighted in blue. Below the navigation bar, there are links for 'Manage Expenses' and 'View Cash Advances'. The main content area is titled 'WACUBO Santa Barbara, CA 8/5-8/9' and contains a table with the following data:


| Date | Expense Type | Amount | Requested |
|---------------------|--------------|----------|-----------|
| Adding New Expense | | | |
| No Expenses Found | | | |
| OUTSTANDING ADVANCE | | \$100.00 | |
| TOTAL AMOUNT | | \$0.00 | |
| TOTAL REQUESTED | | \$0.00 | |

4. Continue to enter your expenses as normal. When you enter an out of pocket expense, the outstanding cash advance balance will reduce.


New Expense Available Receipts

Expense Type: Transaction Date:

Amount: USD City of Purchase:

Payment Type: 

Enter Vendor Name: Comments To/From Approvers/Processors:




WACUBO Santa Barbara, CA 8/5-8/9

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses [Move](#) [Delete](#) [Copy](#) [View](#) <<

| <input type="checkbox"/> | Date | Expense Type | Amount | Requested |
|---------------------------|------------|---------------|---------|-----------|
| Adding New Expense | | | | |
| <input type="checkbox"/> | 08/05/2018 | Parking/Tolls | \$30.00 | \$30.00 |

OUTSTANDING ADVANCE \$70.00 
 TOTAL AMOUNT \$30.00 TOTAL REQUESTED \$30.00

If the Outstanding Advance balance is zero, then the cash advance has been fully utilized. If you have additional out of pocket expenses, you will receive the balance you paid out of pocket minus the cash advance amount.

5. Make sure all expense have been entered, and receipts have been attached. Click **Submit**.

A pop up window will appear and state Report Successfully Submitted with a summary of the expense totals and disbursements.

Report Successfully Submitted ✕

Denver, CO 7/16-7/20/18
Sent to: External Validation - Submit

Expense Report

| | |
|------------------------|----------|
| Report Total : | \$350.00 |
| Less Personal Amount : | \$0.00 |
| Amount Claimed : | \$350.00 |
| Amount Rejected : | \$0.00 |

Company Disbursements

| | |
|-------------------------|----------|
| Amount Due Employee : | \$150.00 |
| Cash Advance Utilized : | \$200.00 |
| Total Paid By Company : | \$350.00 |

Employee Disbursements


| | |
|--------------------------|--------|
| Amount Owed Company : | \$0.00 |
| Total Owed By Employee : | \$0.00 |

Had an additional \$150 in out of pocket expenses. So they will get back \$150 out of the \$350 Report Total since \$200 was issued as a cash advance.

To Expense a Cash Advance (Excess Funds to be returned to the University)

If there are funds still available from the advance after accounting for all expenses, you will see two messages.

1. At the bottom of the screen:

| | | |
|---|--------------|-----------------|
| OUTSTANDING ADVANCE | TOTAL AMOUNT | TOTAL REQUESTED |
| \$70.00  | \$30.00 | \$30.00 |

2. The following message will appear when you attempt to submit the expense report.

This report could not be submitted. Cash Advances must be entirely utilized or returned. Please add a Cash Advance Return on this report to return the remaining balance.

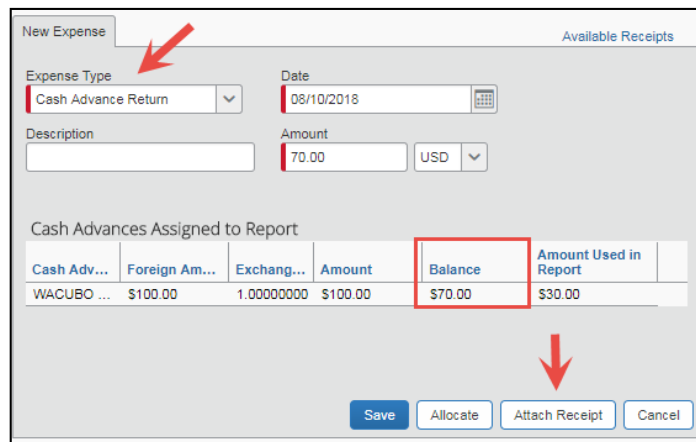
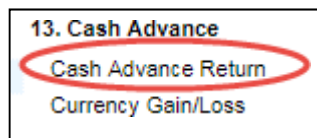
All excess funds must be returned to the University before you can submit your report.

To Pay Back the Excess Funds and Enter Returned Cash Advance Amount

1. Go to the Cashier/Bursar's office to return the excess funds. The amount will be shown under Outstanding Advance.

Retain Cashier/Bursar's office receipt as you will need to incorporate in your expense report under steps described below.

2. On the **New Expense** tab, select **Cash Advance Return** expense type. Enter the amount of the receipt. Click **Attach Receipt** and attach the scanned copy of the receipt you received from the Cashier/Bursar's office.



New Expense Available Receipts

Expense Type: Cash Advance Return Date: 08/10/2018

Description: Amount: 70.00 USD

Cash Advances Assigned to Report

| Cash Adv... | Foreign Am... | Exchang... | Amount | Balance | Amount Used in Report |
|-------------|---------------|------------|----------|---------|-----------------------|
| WACUBO ... | \$100.00 | 1.00000000 | \$100.00 | \$70.00 | \$30.00 |

Attach Receipt

3. Click **Attach Receipt** and attach the scanned copy of the receipt you received from the Cashier/Bursar's office.
4. Click **Submit**.

Submitting an Expense Report

To Submit Your Expense Report

1. On the Expense Report page, click **Submit Report**.
2. The **Final Review** window appears with the User Submit Agreement. By clicking **Accept & Submit**, the user is accepting the terms and conditions of the agreement.

If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if you require help to complete the task, contact Accounts Payable.

| Expense Type | Date | Amount | Exception |
|--------------|------|--------|---|
| N/A | | | Incidentals are included within the meal travel allowance. Please remove the Incidental expense to proceed. |

| Expense Type | Date | Amount | Requested |
|--------------------------------|------------|----------|-----------|
| International, Alaska & Hawaii | 05/01/2018 | \$60.00 | \$60.00 |
| Registration/Fees | 05/01/2018 | \$200.00 | \$200.00 |

TOTAL AMOUNT \$260.00 TOTAL REQUESTED \$260.00

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for CSU and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of over payment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying CSU in full for those expenses.
5. If I am driving a personal vehicle, I have taken the University Defensive Driving training (if applicable) and/or a current STD 261 (Authorization to use Privately Owned Vehicles on State Business) form is on file.

Accept & Submit Cancel

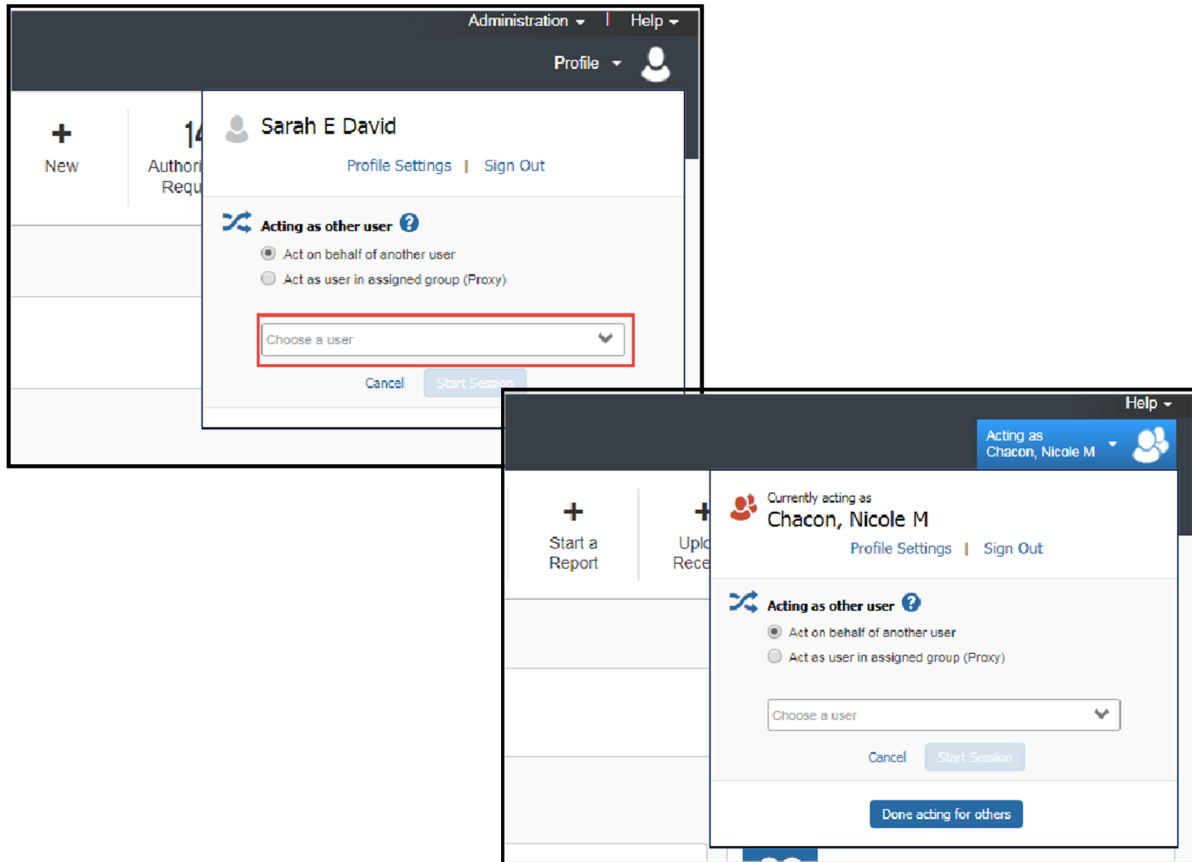
Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing reports, submitting reports, etc.

To Work As a Delegate

1. Click **Profile > Acting as other user**.
2. Select the appropriate delegator's name.
3. Click **Apply**.
NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, attaching receipts, etc.
To select a different user, follow the same steps but click a different name.

To return to your own tasks, click **Acting as** and then **Done acting for others**.



Send Receipt Images to Travelers Available Receipts Library

The Delegate cannot set up an email account when they are delegating, nor can they use the verified email account they have set up for their own expense reports to populate another user's Available Receipts Gallery. However, the delegate can upload receipt images to Concur for attachment to the line item of the Traveler/Cardholder's report they are acting on. The following steps should be completed during profile setup:

1. The Traveler/Cardholder must verify his/her own email address in his/her profile.
2. The Delegate must verify his/her own email address is in his/her profile.
3. The delegate must have the correct delegation permission (can view receipts, can attach receipt, etc.). To update delegate permissions, go to **Profile > Profile Settings**

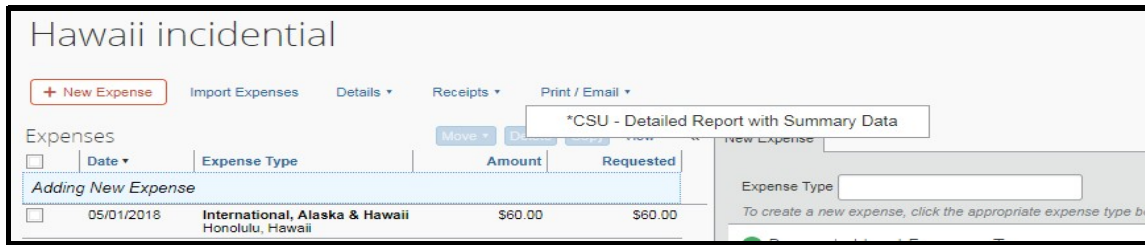
Expense Delegates > Add a Delegate > select Can Prepare and Can View Receipts.

4. Then, the Delegate can email receipts to receipts@concur.com with the correct image extensions and size (must be a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file; 5 MB limit per file).
5. *The Delegate must put the Traveler/Cardholder's email address in the subject line.*
6. The receipt will show in the Traveler/Cardholder's **Available Receipts** gallery within three minutes.

Printing an Expense Report

To Preview and Print the Expense Report

1. On the Expense Report page, click **Print / Email**, and then select ***CSU-Detailed Report with Summary Data**.



2. Review the details, and then click **Print** or **PDF** to get complete packet for expense report (includes copies of receipts attached).

*CSU - Detailed Report with Summary Data

Expense Report
Report/Trip Name : Hawaii Test

User Name : Test, SA Traveler
User ID : satraveler
Logon ID : satraveler@csus.edu
Email Address : satraveler@csus.edu

Report Header

Policy : *CSU-Test Expense Policy
Report Id : 348C087C621046F3A572
Report Date : 07/05/2018
Approval Status : Sent Back to User
Currency : US, Dollar
*Business Unit : SACST - Cal State Univ
Sacramento
*Fund : MDS01 - General Operating Fund
*Department : 48100 - Accounts Payable
*Traveler Type : 2-Staff
*Trip Type : 2-Out-of-State

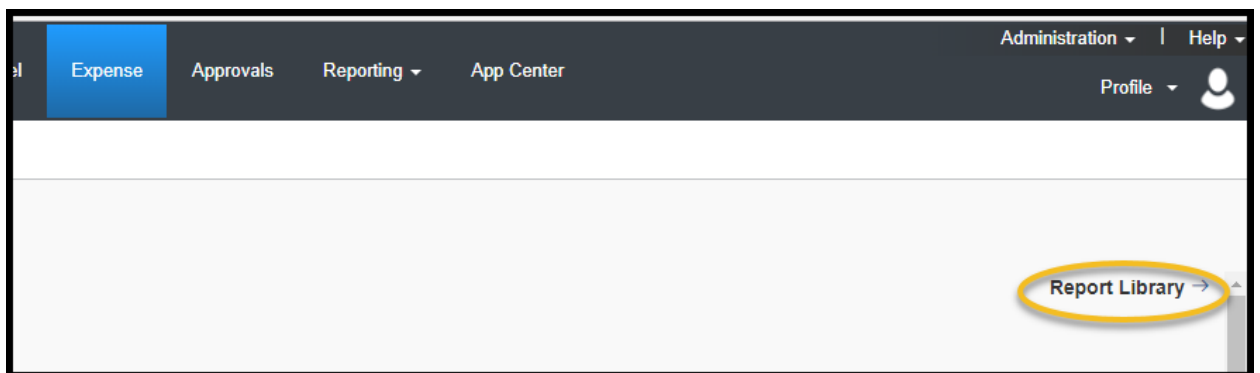
Support Documents for Chancellors Office/CPO Submission

CPOs are inter-CSU transactions between a campus and the CO or another campus. The CO facilitates moving funds between campuses by way of a CPO (journal entry). The CO generally requires copies of the expense report and related receipts, depending on the allocation involved. The awarding department at the CO/campus will generally give recipients/participants instruction on what will be reimbursed and the department will have to decide if they will cover any variance that may occur between reimbursement allowed by CSU procedures and allocation received by the CO/campus.

In consultation with the CO Accounting team, in Fall 2018, a copy of the expense report from Concur and the supporting receipts can be utilized for CPO support in lieu of copies provided under paper environment.

Sometimes the CO asks for receipts that are not required by the policy – it will be important for travelers/departments to retain those additional copies IF a CPO is in play or until these additional requirements are no longer exercised.

1. In Concur, go to the expense menu and choose “Report library” to pull up submitted expense reports.



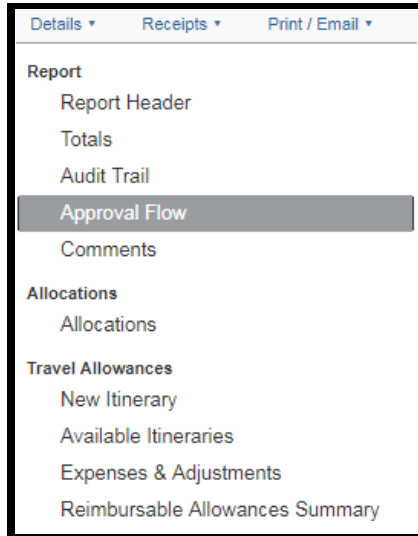
2. Select the correct expense report and then choose “Print/Email” link and select “CSU-Detailed Report with Summary Data.” Print this report to PDF. The PDF version will also contain the related receipts that were attached. This file can then be sent to the appropriate CO contact or campus accounting team for CPO support.

Review and Approval Workflow

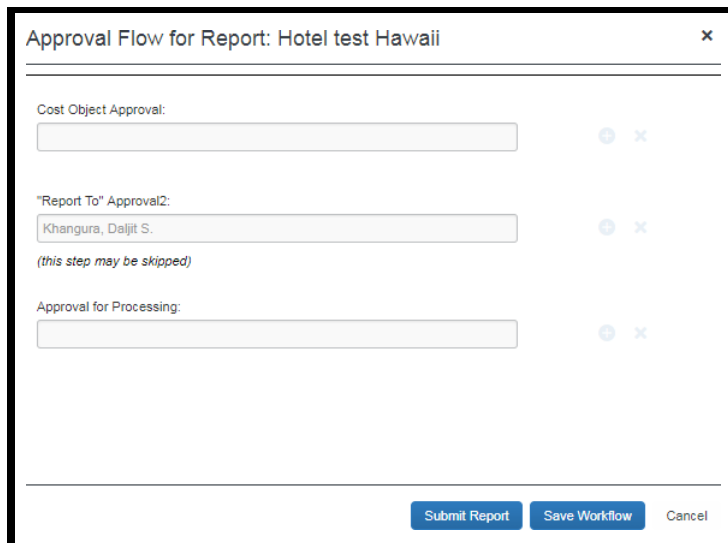
The Approval Flow window displays the route that your Expense Report will follow once it is submitted. User can view the Approval Flow at any time for an Expense Report.

To View the Approval Flow

With the Expense Report open, click **Details > Approval Flow**.



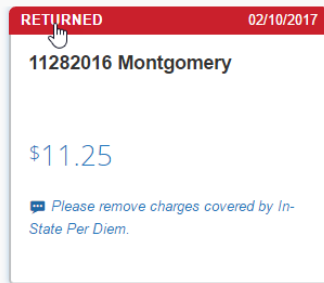
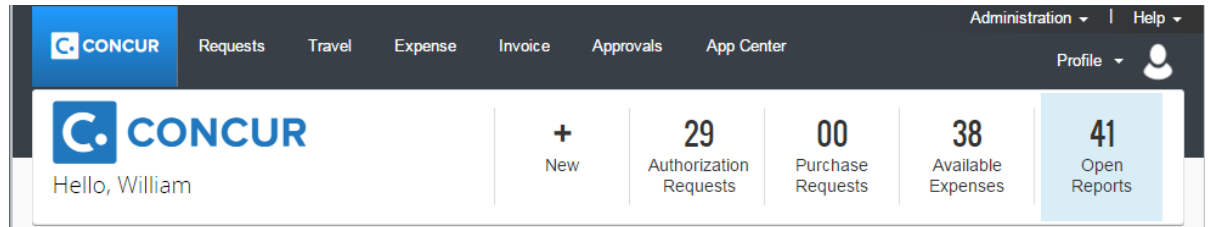
The **Approval Flow** window will open displaying the approval flow and the status for the Expense Report.



Correcting and Resubmitting an Expense Report

Your Expense Report Approver or processor will send a report back to you if an error is found. The Approver or Processor will include a comment explaining why the report was returned to you. To identify and correct expense reports requiring resubmission:

1. On the home page, in the Quick Task Bar, click the **Open Reports** tile. In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.



2. Click the report tile to open the report.
3. Make the requested changes.
4. Click **Submit Report**.