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# Special Travel Situations Guide

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**January 02, 2025**


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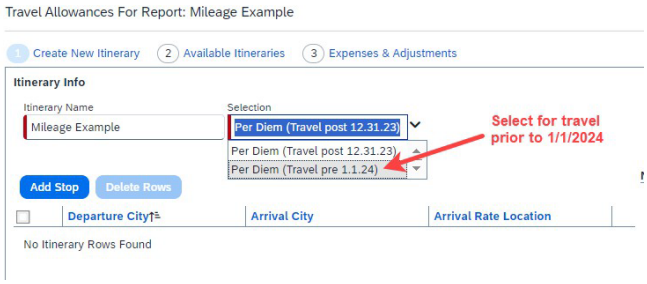
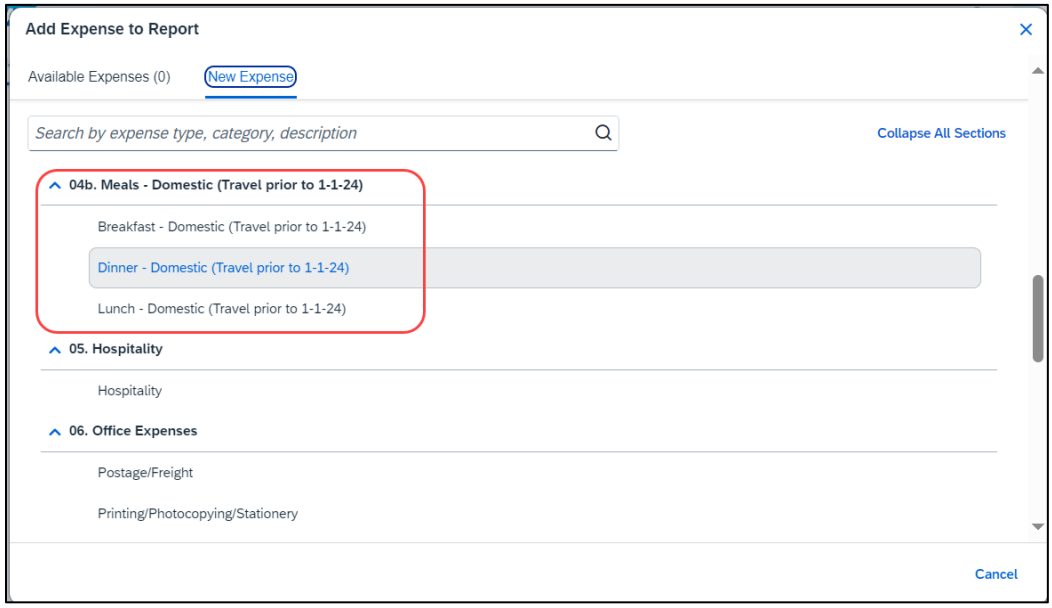
### *Travel Prior to the Per Diem Policy change*

If the traveler is claiming for a trip that occurred before the per diem policy change, when selecting the itinerary, select the "Per Diem (Travel pre 1.1.24) option to complete the transaction. This is only necessary for international travel prior to the per diem implementation.



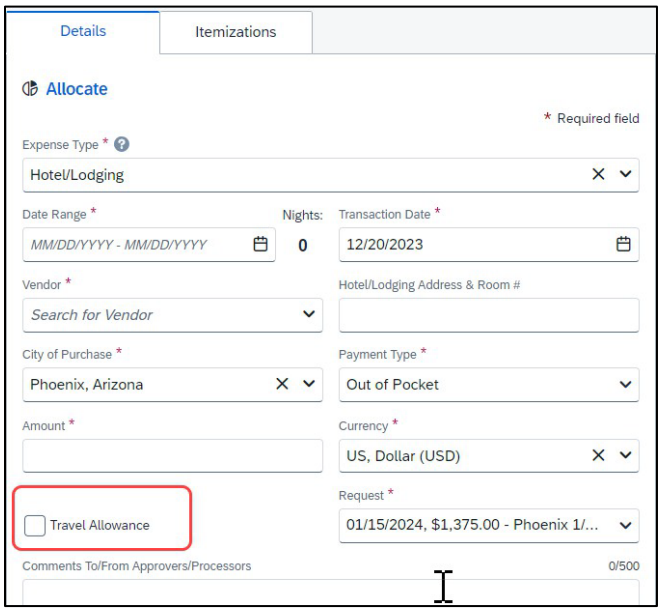

For domestic travel prior to 1/1/24, travelers can use the specified expense types as follows:

1. Breakfast – Domestic (Travel prior to 1-1-24)
2. Dinner – Domestic (Travel prior to 1-1-24)
3. Lunch – Domestic (Travel prior to 1-1-24)



### *Converting Foreign Currency Transactions*

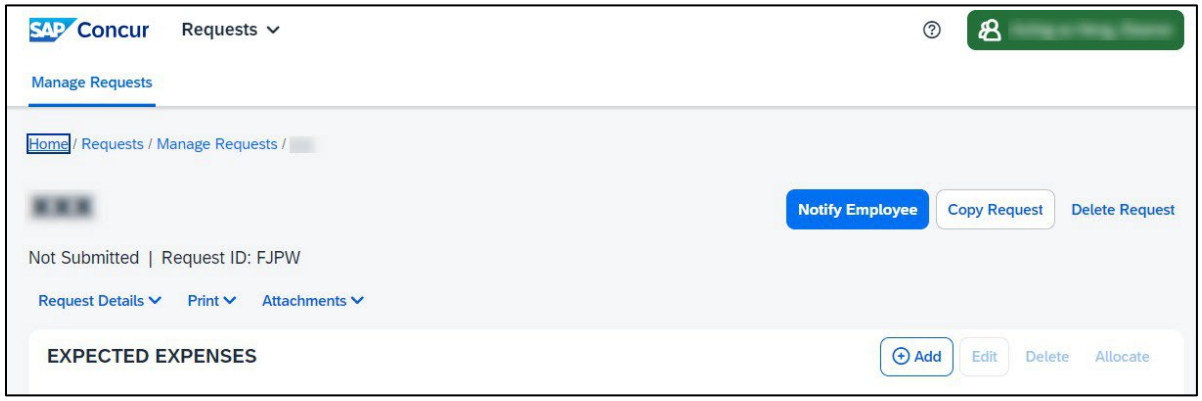
1. With the Expense Report open, select **Add Expense,** and then enter the appropriate information in the required and optional fields (required fields are indicated with a red asterisk).
2. For the **Amount** field enter the amount spent in foreign currency. The correct currency should populate based on the City of Purchase information you entered. If needed, you can change the 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 and make sure the **Travel Allowance** box is checked before saving the expense. This is what will be used to check the amount against the GSA travel allowance rates for that specific destination. If this box is not checked the report will not be able to be submitted until that occurs.



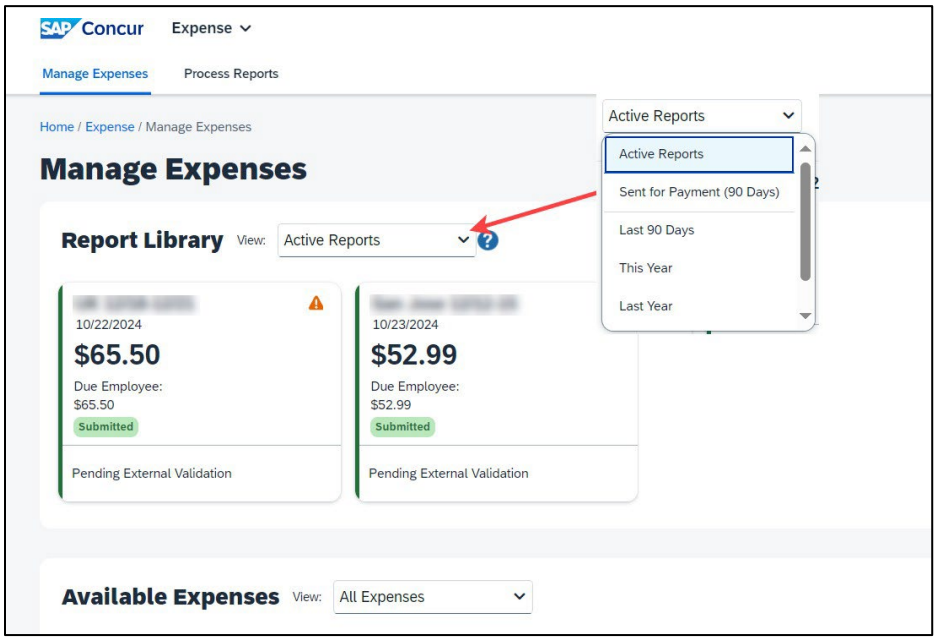
## Support Documents for Inter campus Fund Transaction (IFT) Submission

IFTs are CSU transactions between (1) a campus and the CO or (2) between two or more campuses. The CO facilitates the movement of monies between campus funding sources by way of an IFT (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, a copy of the expense report from Concur and the supporting receipts can be utilized for IFT 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 an IFT is in play or until these additional requirements are no longer exercised.




1. In Concur, go to **Expenses** > **Manage Expenses** and select the View drop-down arrow to the right of "**Active Reports**" to display other report options and ranges for active or 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 IFT support.

## Creating an Allocation Favorite

1. Log in to SAP Concur
2. Open the expense report
3. Select the expense entry and select **Allocate**
4. In the prompted window, select **Add New Allocation to add as many allocations as necessary**
5. Modify the amounts/percentages and the other fields as desired (the allocated amount must sum up to exactly 100.00%)
6. Select **Add to Favorites**
7. Enter the *Allocation Favorite name and select* ***Save***
8. Select **Save in the allocation window, then OK and Done**
   **To use a *Favorite Allocation:***
   a. Log in to SAP Concur
   b. Open the expense report
   c. Select the expense entry and select **Allocate**
   d. In the prompted window, select **Favorites and select the desired *Favorite Allocation***
   e. Select **Yes to apply the *Favorite Allocation to the entry***
   f. Modify any values, if necessary
   g. Select **Save in the allocation window, then OK and Done**
      **To remove a *Favorite Allocation from the user account:***
      i. Log in to SAP Concur
      ii. Open the expense report
      iii. Select any expense entry and select **Allocate**
      iv. In the prompted window, select **Favorites**
      v. Next to the *Favorite Allocation to be removed, select the* ***x sign***
      vi. Select **Yes to confirm**
      **To update an existing *Favorite Allocation:***
      1. Log in to SAP Concur
      2. Open the expense report
      3. Select any expense entry and select **Allocate**
      4. In the prompted window, select **Favorites and select the desired *Favorite Allocation to be updated***
      5. Select **Add to Favorites**
      6. Enter the same name for the updated *Favorite Allocation and select* ***Save***
      7. Select **Yes to confirm**