

Otter Travel Desk travel@csumb.edu

Travel Expense Guide

# **Table of Contents**

January 02, 2025

EXPENSE REPORTS	2
Creating an Expense Report	2
Expense Report from Approved Travel Request	2
Report Header	2
Travel Allowances	3
Importing the Travel Itinerary	3
Entering the Travel Itinerary	
Adjusting Allowances	5
REPORT DETAILS	7
Report Totals	7
Report Timeline/ Tracking Status of an Expense Report after Submission	8
Audit Trail	8
Linked Requests/Manage Requests	9
Linked Cash Advances	9
Adding Expenses	10
Adding Expenses from within the Expense Report	
Meals Charged on a Campus Issued Card Expense Type	
To Create a Car Mileage Expense	
Expensing a Cash Advance	
ITEMIZING EXPENSES	17
To itemize a general expense	
To itemize a hotel expense	
Allocating Expenses	21
Аттаснментя	23
Managing Attachments	
Electronic Receipts (E-Receipt)	24
Missing Receipt Declaration	
Send Receipt Images to Travelers Available Receipts Library	26
Printing or Sharing an Expense Report	27
To Preview and Print the Expense Report	27
CORRECTING AND RESUBMITTING AN EXPENSE REPORT	28

# **EXPENSE REPORTS**

## Creating an 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.

#### Expense Report from Approved Travel Request

- 1. From the Home Menu, select "Requests".
- 2. Select the approved tile for the trip to be sourced to an expense report.
- 3. Once open, select "Create Expense Report".

SAP Concur Requests Y	0 8
Manage Requests Process Requests	
Home / Requests / Manage Requests /	
34/96/83-66 Sanama FOF 51,874.46	Create Expense Report Copy Request Cancel Request Close Request
Approved   Request ID: G7YC	
Request Details V Print/Share V Attachments V	
REPORTS: 1	
Amount Remaining \$955.74 \$181.90	
Amount Remaining \$955.74 \$181.90	

#### **Report Header**

All the header details from the request are brought to the expense report header. If you need to edit the details, select the **"Report Details"** menu, **"Report Header"** option, or select on the **Report Number**.

AP Concur	Expense 🗸		0 8
anage Expenses	Card Transactions Proce	ess Reports	
Home / Expense	/ Manage Expenses / ;		
24/22	13-M Sense	P2P 55.66	Submit Report Delete Report
Not Submittee	L Deport Number FY121M		
	I   Report Number: FXU3LM		
REQUEST			
Approved \$1.074.46	Remaining \$181.90		
	1 sevene en		
Report Details	Print/Share V Manage R	eceipts 🗸 Travel Allowance 🗸	View Available Receipts 🗒
Expense	Standard	Y ( Add Expense) Fi	dit Delete Copy Allocate •••
Expense	Standard		and better copy ratedate

All *employee* expense reports require a travel allowance if requesting meal and incidental reimbursement. This step is done first to represent all your meals for the travel days.

In the open expense report, navigate to the right of the Report Details menu and select **Travel Allowance > Manage Travel Allowance.** 

\*Note: All employee expense reports require a travel allowance to expense meals and incidentals.

Report Details 🗸 👘 Print	/Share V Manage Receipts V	Travel Allowance 🗸			View A	vailable Re	ceipts 🗒
Expenses View:	Standard 🗸	Manage Travel Allowance	Edit	Delete	Сору	Allocate	

Booking through Concur or our designated Travel Management Company (TMC) streamlines this process.

#### Importing the Travel Itinerary

1. If the traveler booked via Concur or the TMC, on the **"Create New Itinerary"** option, then select **"Import Itinerary"**.

ravel Allowances For Report: 24	/09/03-06 Sonoma F	2P		[] ×
1 Create New Itinerary 2 Ava	ilable Itineraries 3	Expenses & Adjustments		
Itinerary Info				
Itinerary Name	Selection	~		
Add Stop Delete Rows	mport Itineran		New Itinerary Stop	
Departure City	Arrival City	Arrival Rate Location	Departure City	
No Itinerary Rows Found			Date Time	
			Arrival City	
			Date Time	
			Ë	
		.0		
				Save
			Go to Single Day Itineraries Next >	>> Cancel

2. Locate the itinerary and import, then select the appropriate itinerary and navigate to the Adjusting Allowances section.

Travel Allowances For Report: 24/09/03-06 Sonoma P2P	23×	4
Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments		
Itinerary Info		
Itinerary Name Selection		
Now Biogram Step		
Add Stop Delete Rov		
Departure Cityts		
No Itinerary Rows Found Description Start Date 12 End Date		
Import Cancel		
	Save	
Go to Single Day Itineraries Next >>	Cancel	-

## Entering the Travel Itinerary

1. If the itinerary exists, select it from the "Available Itineraries" section, then select "Import".

Edit Itinerary       2 Available Itineraries       3 Expenses & Adjustments         tinerary Info       1         Itinerary Name       Selection         24/09/03-06 Sonoma P2P       1         Add Stop       Delete Rows       Import Itinerary	
nerary Info     Selection       tinerary Name     Selection       24/09/03-06 Sonoma P2P     View Itinerary Stop	
tinerary Name     Selection       24/09/03-06 Sonoma P2P	
24/09/03-06 Sonoma P2P Add Stop Delete Rows Import Itinerary View Itinerary Stop	
Add Stop Delete Rows Import Itinerary View Itinerary Stop	
Add Stop Detete Rows Import Interary	
Departure City	
Departure City†= Arrival City Arrival Rate Location Santa Ana, California	
Banta Ana, California Santa Rosa, California SONOMA COUNTY, US-C.	10
A Santa Rosa California Santa Ana California ORANGE COUNTY US-C	in the second
Arrival City	
Santa Rosa, California	
Date Time	
02:36 PM	
	Save
Go to Single Day Itineraries	and the second second second second

2. Once the New Itinerary stop fields are filled out, select "Save".

- 3. If the traveler booked through an external travel agency or online (outside of Concur), add New Itinerary Stops for every location you went to (i.e. spent the night). There is no need to add a stop for a layover unless it is overnight. All fields are required.
- 4. Select "Add Stop" as needed.

ravel Allowances Fo	or Report:					53 X
Create New Itinerary	Available Itineraries	Expenses & Adjustments	Reimbursable Allowances Summary	]		
Itinerary Info						
Itinerary Name	Sele	ction	~			
Add Stop Dele	te Rows Import Iti	nerary	New De	Itinerary Stop		
Departure	City†≞ Arri	val City A	rrival Rate Location			
No Itinerary Rows Fo	bund		Dat	ie I	Time	

5. Once all overnight destinations are reflected in your itinerary then select "Next".

vel Allowances For Report: 24	1/09/03-06 Sonoma P2P				
Edit Itinerary 2 Available Iti	ineraries 3 Expenses & A	djustments			
nerary Info					
Itinerary Name	Selection				
24/09/03-06 Sonoma P2P					
Add Ston Delote Power	moort Hingram		View Itinerary Stop		
		1.5.6	Departure City		
Departure City†=	Arrival City	Arrival Rate Location	Santa Ana, Califorr	nia	_
Santa Ana, California	Santa Rosa, California	SONOMA COUNTY, US-C	Date	Time	
1 🔒 Santa Rosa. California	Santa Ana, California	ORANGE COUNTY, US-C		12:57 PM	
		1944 - 194	Arrival City		
			Santa Rosa, Califo	rnia	-
			Date	Time	
				02:36 PM	
			Validate all ov destinations a	ernight re reflected in	
			your itinerary	then select	
			<u>Ni</u>		
					Save
				<u> </u>	
				Go to Single Day Itineraries Nex	t >> Cancel

#### Adjusting Allowances

- 1. A row for each day displays so you can select more details.
- 2. To exclude an entire day as personal, select the checkbox at the left.
  - a. Meal rates will be reduced to 75% for first/last day travel and days in between will reflect the full per diem rate. For itineraries including personal days of travel for the first or last day, please consult your campus with appropriate steps to complete per diem.
- 3. Select the checkbox below Breakfast, Lunch, and/or Dinner whenever the meal is provided.

4. Any selected meals will be deducted from the allowance the traveler receives. The allowance value at the right reflects this adjusted amount.

v dates from	🗗 to				In the second	and the second
ude   All 🗌	Date/Location↑=	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
	Santa Rosa, California	\$55.50				\$55.50
	Santa Rosa, California	\$74.00				\$39.00
	Banta Rosa, California	\$74.00				\$39.00
	🔒 Santa Rosa, California	\$55.50				\$20.50
o exclude an e s personal, sel neckbox.	entire day lect the	Meal rates will refle full per diem or the first/last day rate.	ct Sele wher	t the checkbox a meal is provided.	If the checkbox i will be deducted the traveler rece	is selected, meals from the allowance ives.

5. When finished, select **"Create Expenses"**. Expenses will then be automatically added to the Expense Report. Once created, expense lines can be deleted, however, amounts cannot be altered. To reduce the report total, if needed, add a negative amount using the Expense Type: Reduction.

•			
<< Previous	Create Expenses	Cancel	
			-

Using the **Expense** > **Manage Expense** navigation option displays the Expense Report library where expense reports and their current status are visible. Drill further by opening the report and utilizing the Report Details menu.

Concur Expense Y			@ <u>8</u>
Manage Expenses Card Transactions 1 Home / Expense / Manage Expenses Manage Expenses	Process Reports		
Report Library View: Active	Reports 🗸		Create New Report
Phoenix 1/15/25 01/15/2025 \$650.00 Net Submitted	UK 12/18-12/21 01/02/2024 \$650.00 Not Submitted	San Jose 12/12-15 06/39/2023 \$52.99 Not Submitted	
Available Expenses	All Expenses	Current Report Status	View Edit Delete Combine Expenses Move V
		-	

#### **Report Totals**

After adding expenses to the report, use this option to view the amount the traveler owes or what is due to the traveler from the university, and what has been paid to the credit card company by the university.

eport lotais		
Company Payments \$526.00 Employee	<sup>\$</sup> 1,547 ∗CSU-USBa	<b>7.00</b> ank-CBCP
Employee Payments \$0.00 Company		
Amount Total: \$2,073.00	Due Employee: \$526.00 Amount Due (*CSU-USBank- CBCP): \$1,547.00	Owed Company: \$0.00
Requested Amount: s2.073.00	Total Paid By Company: \$2,073.00	Total Owed By Employee: \$0.00



### Report Timeline/ Tracking Status of an Expense Report after Submission

You can review the status of your submission by using the timeline. It will show what has occurred thus far and where the report is within the flow. In the example below, this report is with the "reports to" approver. For your report, this would reflect an actual person's name.

Approval Flow	Edit	Report Summary	Sort 🗸 Filter 🗸
"Reports To" Approval1		Report Comment	0/500
Scott Pak Pak			h
Budget Approval		Tuesday, October 15, 2024	
Report To" Approval2		Expense Comment - Car Rental - Jan 15, 2025 - \$650.00	
Scott Pak Pak		Caryn Webb Webb Oct 15, 2024 1:38 PM	
Approval for Processing			



- 1. This view shows the Approval Flow and the current stage of the expense report.
- 2. This view provides comments and keeps track of when the report was submitted.
- 3. The Budget Approval name will remain blank until the report is submitted and the system will then populate this workflow step with the approver name(s) based on the Chartfield(s) indicated.
- 4. Adjust the Sort, if desired.
- 5. Select "Close" when finished viewing the timeline.

#### Audit Trail

Using this option a user can view the record of all changes made to an expense report once the report is submitted. Actions at the Report Level and Entry Level are both tracked.

Concur Ex	pense 🗸			0	D
Audit Trail					(
24/09/03-06 Sonoma	P2P				
Report Level					
Date/Time↓₹	Updated By↓↑	Action11	Description↓↑		-
09/25/2024 3:31 PM	System, Concur	Approval Status Change	Status changed from Pending External Validation to Approve Comment: Passed Validation Step Name: External Validation - Pre-Extract	ld	
09/25/2024 3:21 PM	De La Cruz, Rainier	Approval Status Change	Status changed from Approved & In Accounting Review to Ap Step Name: Approval for Processing	pproved	
09/25/2024 3:19 PM	Pak, Scott	Approval Status Change	Status changed from Pending Budget Approval to Auto Appn Comment: Skipping cost object approval step since the cost OFFICE (CO-COCSU-48501-1149)	oved object approver has already approved the report. Pak, Scott - 1149 - MGMT & ACCTG PRACTICES	
09/25/2024 3:19 PM	System, Concur	Approval Status Change	Status changed from Pending Budget Approval to Approved Steo Name: Budget Approval		*
Entry Level Date/Time↓ <sup>∓</sup>		Updated By↓↑	Action↓↑	Description 1	
				Expense Type: Car Rental Fuel;	-1
09/25/2024 3:18 Pt	M	Pak, Scott	Receipt Reviewed	Date: 09/05/2024 Entry receipt reviewed.	
					Clo



## Linked Requests/Manage Requests

Using this option, a traveler can disassociate or add a travel request from the expense report or view the linked travel requests. Multiple travel requests can be linked to a single expense report for a trip that begins on the same day another one ends. This can only be done if the report is unsubmitted or returned back to the traveler.



# Linked Cash Advances

Select "Report Details > Manage Cash" to display the Cash Advance window.



## Adding Expenses from within the Expense Report

1. From the open expense report, select "Add Expense".

	ncur Ex	pense 🗸		
lanage Exp	oenses C	ard Transactions Process	i Reports	
ome / Expe	ense / Manage	Expenses /		
ian i	ione 1	12/12-15 952		
ot Submit	tted   Repor	rt Number: QDO90P		
eport Deta	ils 💙 Print	/Share 🌱 🛛 Manage Receipts	✓ Travel Allowance ✓	
Expen	ses View:	Standard	~	Add Expense
Expen:	SeS <sup>View:</sup> Receipt↓↑	Standard Payment Type↓↑	▼ Expense Type↓↑	(
Expen	SeS View: Receipt↓↑	Standard Payment TypeJ↑ Out of Pocket	▼ Expense Type↓↑ Dinner - Domestic (Travel prior to 1-1-24)	(♥ Add Expense) Vendor Details↓↑ San Jose, California
Expen	SeS View: Receipt↓↑	Standard Payment Type↓↑ Out of Pocket Out of Pocket	Expense Type 1 Dinner - Domestic (Travel prior to 1-1-24) Lunch - Domestic (Travel prior to 1-1-24)	Add Expense      Vendor Details []      San Jose, California

- 2. If creating a new expense using the "Create New Expense" tab,
  - a. Select or search for the expense type.

Add Expense to Report	×
Available Expenses (0) (New Expense)	
Select an expense type for the Sexpense	
Search by expense type, category, description Q	Collapse All Sections
∧ Recently Used	
Hotel/Lodging	
Personal Car Mileage	
Baggage Fee	
Hospitality	
<ul> <li>01. Travel Expenses</li> </ul>	
Hotel/Lodging	
HoteVLodging Tax	
Incidentals	
Laundry	•
	Cancel

b. Enter details for the **"New Expense"**. In this case, enter the Transaction Date, Vendor Name, City of Purchase, Amount, and Comment. Fields with a red asterisk are required fields.

a / Evenes / Manage Evenesa / San Jaco 12/12 15 / New Evenes		
ne / Expense / Manage Expenses / San Jose 12/12-15 / New Expen	ie .	
ew Expense		Save Expense Cancel
		Hide Receipt 🗒
Details Itemizations		Receipt
Allocate		
	* Required field	
Expense Type *		
Supplies	× ~	
Transaction Date *	Vendor Name *	
12/13/2023		
City of Purchase *	Payment Type *	
San Jose, California 🛛 🗙 🗸	Out of Pocket 🗸 🗸	'
Amount *	Currency *	
	US, Dollar (USD) X 🗸	Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .pngjpgjpgjpd, .tif or .tiff.
Comments To/From Approvers/Processors	0/500	5MB limit per file.
		Add Receipt
	1	

3. Select **"Add Receipt"** and upload the appropriate supporting documents. **\***Select **"Upload New Receipt"** to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

	Save Expense Cancel	
Attach Receipt	×	
Available Receipts Receipts in Report		
Attach an available receipt to the expense by are .png, .jpg, .jpeg, .pdf, .tif or .tiff.	v selecting "Attach". Valid file types for upload ▲ Upload New Receipt	Browse for files on your computer and Upload
You have no av	vailable receipts	If receipts are available, they will display. To add new receipts, drag and drop in this section.

- 4. Select **"Save Expense"** button to close and return to the report or select **"Save and Add Another"** if additional expenses must be added to the report.
  - a. Verify or update the Expense Type classification of the imported credit card transactions or any other required fields that need to be populated.
- 5. If creating a new expense using the **Available Expenses** tab, note that all available expenses done on the Travel Credit Card/Ghost Card Charges will appear here. Note: Flights purchased through Concur or the TMC will come into the Available Expenses are as a Ghost Card charge.
  - a. Select the checkbox next to each transaction that you want to assign to the current expense report. The Payment Type and Expense Source columns help to identify the method of purchase.

ilab	e Expenses (11)	New Expense					
)	Payment Type↓↑	Expense Source	Expense Type↓↑	Vendor Details↓↑	Date↓₹	Amount↓↑	
	*CSU-USBank-CBCP	Corporate Card	Undefined	CKE*THE PUB AT THE CREAME Arcata, California	04/21/2024	\$516.63	
	*CSU-USBank-CBCP	Corporate Card	Undefined	NORTH COAST CO-OP ARCATA Arcata, California	04/21/2024	\$28.69	
D	*CSU-USBank-CBCP	Corporate Card	Parking/Tolls	TST* NORTHTOWN COFFEE Arcata, California	04/21/2024	\$16.39	
	*CSU-USBank-CBCP	Corporate Card	Incidentals	TST* SEASCAPE RESTAURANT Trinidad, California	04/19/2024	\$195.77	
	*CSU-USBank-CBCP	Corporate Card	Hotel/Lodging	MILLENNIUM BILTMORE LOS A Los Angeles, Catifornia	04/17/2024	\$220.77	
	*CSU-USBank-CBCP	Corporate Card	Dinner - Domestic (Travel prior to 1-1-24)	PANDA EXPRESS T8 LAX Los Angeles, California	04/17/2024	\$18.93	
	*CSU-USBank-CBCP	Corporate Card	Hotel/Lodging	MILLENNIUM BILTMORE LOS A	04/17/2024	\$220.77	 -

Select the "Add to Report" button to move the to the current expense report.
 Note: If a checkbox is not selected, the "Add to Report" button will appear light blue.



c. Verify or update the Expense Type classification of the imported credit card transactions. If a change is required, select the three dots at the far right and "**Edit**" the transaction.

Report Deta	ails 🗸 🛛 Pri	int/Share 🗸	Manage Receipts 🗸	Travel Allowance 💙			View Available F	Receipts	
Exper	ISES View	Standard	· ·		Add Expense Edit Delete Copy	Allocate	Combine Expenses	Move 🗸	
	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓₹	Requested <b>↓</b> ↑		
0	8		*CSU-USBank-CBCP	Undefined	CKE*THE PUB AT THE CREAME Arcata, California	04/21/2024	\$516.63		
							\$516.63		

- 6. If creating a new expense using the "Card Transactions" method (window displayed below),
  - a. Ensure you have **"All Unused Charges"** selected in the Time Period field. This will prevent you from omitting a charge on your card that is outside of the default range. Select all the charges or the individual charges that were for this travel report. This view resembles the Available Expenses view.

		SAP C	Concur E	cpense	View all ci	ard transactions				0		
		Manage	Expenses	Card Tran	sactions Cash Advances					Use drop-down to sele report, then the "Add	ect appropriate Selected" butto	n
	C	:om	pany	Card	l Charges				Add Charges To	PMI Training in Los Angeles	V Add Se	elected
	Car	rd Activity			Time Period						TOTAL A	AMOUNT
	*C	SU-USBa	nk-CBCP - 0824		All Unused Charges	1	1-			1	\$1,90	03.36
		· · ·	Date		Description		Đ	pense Type			Amou	unt
		e	04/21/2024		ARCATA, CA		U	ndefined			\$16	3.39
		=	04/21/2024		NORTH COAST CO-OP ARCATA ARCATA, CA		U	ndefined			\$28	3.69
		<b></b>	04/19/2024		TST* SEASCAPE RESTAURANT TRINIDAD, CA		U	ndefined			\$195	5.77
			04/17/2024		PANDA EXPRESS T8 LAX LOS ANGELES, CA	12	U	ndefined			\$18	3.93
Select		<b>::</b>	04/17/2024		MILLENNIUM BILTMORE LOS A LOS ANGELES, CA		Н	otel/Lodging			\$220	0.77
Individually		=	04/17/2024		MILLENNIUM BILTMORE LOS A 213-6241011, CA		Н	otel/Lodging			\$220	).77
		=	04/16/2024		DOUBLETREE HOTELS LOS ANGELES, CA		Н	otel/Lodging			\$220	).77
		e	03/23/2024		AVELO AIRLINACVBUR 3466169500, TX		Ai	rfare			\$157	7.83
		<b>:</b>	03/23/2024		INTERNATIONAL DOCUMENT HTTPSEVENTIVE, TN		U	ndefined			\$579	9.34
		e	03/23/2024		UNITED 0162374971281 UNITED.COM, TX		Ai	rfare			\$244	4.10

- b. Validate the Report Name in the "Add Charges To" field is valid, then select the "Add Selected" button to move the transactions to the report.
- c. Verify or update the Expense Type classification of the imported credit card transactions, especially for Meals purchased on the Campus Issued Card.

#### Meals Charged on a Campus Issued Card Expense Type

This expense type will be utilized when a traveler has access to a campus issued travel card and uses it for meals. The cardholder is required to report any meals purchased in this way and it will auto deduct the value from the M&IE per diem offered through the university.

7. For Transactions already on the open report, select the expense and then "Edit".

Move	Combine Expenses	Copy Allocate	Add Expense     Edit     Delete		rd 🗸	Standard	Ses View:	xpen
I <b>↓</b> ↑	Requested↓	Date↓₹	Vendor Details↓↑	Expense Type↓↑	Payment Type 1	Receipt↓↑	Alerts↓↑	
.63	24 \$516.6	04/21/2024	CKE*THE PUB AT THE CREAME Arcata, California	Undefined	*CSU-USBank-CBCP		0	
			Arcata, California				J	

8. Update the expense type to "Meals Charged on Campus Issued Card", then select "Save Expense".

Concur Expense 🗸		0
nage Expenses Card Transactions Cash Ad	vances	
C C Maala Charg	ed on Campus Issued	Save Expense
04/21/2024 CKE*THE PUB AT THE CREAM	IE Corporate Card	
		Hide Receipt
Details Itemizations		Receipt
Expense Type *	pdate the Expense Type sing the drop-down arrow * Required field	
Meals Charged on Campus Issued Card	× •	
Transaction Date *	Payment Type	
04/21/2024	*CSU-USBank-CBCP	
Amount *	Currency	Part of the second s
516.63	US, Dollar (USD)	1 ±
		Go
Do Not Reimburse		Click to upload or drag and drop files to upload a new
Comments To/From Approvers/Processors	0/500	receipt.
		.tiff.
		5MB limit per file.
	4	Add Receipt

- 9. 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- ① cannot move forward and must make correction prior to submission.

#### To Create a Car Mileage Expense

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.

1. From within the Expense Report, select "Add Expense".

- 2. Select the **"Personal Car Mileage"** Expense Type. The mileage form will open with the required and optional fields displayed.
  - a. If you are prompted to add a new vehicle, add the vehicle description and "**Personal Car**" as the mileage rate type. If not prompted and there is a need to add a new vehicle or modify an existing vehicle, the same location may be accessed by selecting the "**Profile**" icon in the upper right corner of the window, "**Profile Settings**", then select "**Personal Car**".

Personal Ca	<sup>r</sup> Registratio	n
This page displays all the personal ca Reimbursement Method: Personal Ca	ars that have been registered. Click ar - Variable Rates	New to register another car.
New Remove		
Vehicle ID	Mileage Rate Type	~

3. Select the "Mileage Calculator" button.

Manage Expense	Card Transactions	Cash Advances	
Details	Itemizations		
A Mile	age Calculator	Allocate	
Expense <sup>-</sup>	Гуре *		
Person	al Car Mileage		× •

- 4. Type in the locations and select "Calculate Route".
- 5. Update the route as appropriate. If round trip mileage should be calculated, select the link "Make Round Trip".
- 6. Only use the Personal checkboxes to the right of each waypoint if you want to omit that portion of mileage from your report.



- 7. Select **"Add Mileage to Expense"**. The amount will calculate as the form closes and all the fields will be populated on the form. The mileage reimbursement amount automatically updates based on the travel date and rate effective date.
- 8. Complete all required and optional fields as appropriate.
- 9. Select "Save Expense".

#### 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. Cash advances are reserved for competitive team travel or other extenuating circumstances.

### To Expense a Cash Advance (with amount fully utilized):

At the top of the report, you will see the outstanding advance. This should be the amount you received for the cash advance. If the Cash Advance box is not displayed, you can add the advance.

1. From within the Expense Report, select "Report Details". Select "Manage Cash Advances".

Not Submitted   Report Number: LD8OZP			Report Details V Print/S	Share 🗸
			Report Report Header	Standard
REQUEST	CASH ADVANCE:	1	Report Totals	
Approved \$14,622.00	Amount \$520.00	Remaining \$520.00	Report Timeline Audit Trail Linked Add-ons	
Report Details 🗸 Print/Share 🗸 Manage Receip	ots  Travel Allowance	~	Manage Requests Manage Cash Advances	

2. If no advances are linked, the No Cash Advances Linked message will display. Select "Add" to link a cash advance.

Cash Advances		×
Available: 0		
Cash Advances (0)		Add Remove
	No Cash Advances Linked Add cash advances to this report to submit for reimbursement.	

3. Select the radio button next to the correct advance, and then select "Add To Report".

Avai	lable Cash Advances					×
	Cash Advance Name†≞	Date Issued↓↑	Foreign Amount↓↑	Exchange Rate↓↑	Amount↓↑	Balance↓↑
۲	test CA 061224	06/12/2024	\$250.00	\$1.0000000	\$250.00	\$250.00
					Cancel	dd To Report

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

When 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.

**To Expense a Cash Advance (Excess Funds to be returned to the University):** If there are funds not fully utilized from the advance after accounting for all expenses, you will see the amount remaining at the top of the screen. The remaining amount must be paid back to the University and the returned amount must be accounted for within the expense report.

AGIT ADVANCE. I	
520.00	Remaining \$320.00

1. Enter an expense line for the funds returned as **"Cash Advance Return."** Attach the receipt you received from paying back the advance. This will clear the remaining balance to \$0.00. You will now be able to submit the expense report.

#### 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).

Concur Expense V		Acting as Bergem, Melissa B
nage Expen	ances	
Supplies \$275.00		Save Expense Delete Expense Cancel
10/23/2024 Amazon	-	Hide Receipt 🗒
Details Itemizations		Receipt
Allocate  Expense Type *	* Required field	
Supplies	× •	
Transaction Date *	Vendor Name *	
10/23/2024	Amazon	
City of Purchase *	Payment Type *	
Long Beach, California X 🗸	Out of Pocket	
Amount *	Currency *	
275.00	US, Dollar (USD) X V	receipt.
Comments To/From Approvers/Processors	0/500	Valid file types for upload are .png, .jpg, .jpg, .pdf, .tif or .tiff. 5MB limit per file.
		Add Receipt
	4	

#### To itemize a general expense:

1. Add the expense as usual and then select Itemizations tab. The itemized amount must match the total expense. Not all expense types can be itemized.

Supplies \$2	Cash Advances		Save Expense Delete	Expense Cance
10/23/2024 Amazon				Hide Receipt
Details Itemizations			Receipt	
Amount \$275.00 Itemizations	\$0.00	Remaining \$275.00 Create Itemization Edit Allocate		
	No Itemization Create itemizations for the items	<b>15.</b> on your receipt.	Click to upload or drag and drop files to receipt. Valid file types for upload are.png.jpg.jpe. 5MB limit per file.	upload a new g, .pdf, .tif or .tiff.

- 2. Select "**Create Itemization**" link, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.
- Complete the fields as required. Select "Save Itemization" or "Save and Add Another".
- 4. The expense will now reference an "**itemized**" note under the amount if the line item is able to be itemized.

eport Deta	ails 🌱 🦳 Pri	nt/Share 💙	Manage Receipts 🗸	Travel Allowance 💙				View Avail	able Receipts 🗎
Expen	ISES View:	Standard	~		Add Expense Edit	Delete Cop	/ Allocate	Combine Expense	s Move 🗸
	Alerts↓↑	Receipt <b>↓</b> ↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓₹	Amount↓↑	Requested <b>↓</b> ↑	~
	0		Out of Pocket	Supplies	Amazon Long Beach, California	10/23/2024	\$275.00	\$50.00	🗸

5. Repeat for each additional itemization, on the Itemization tab, select the appropriate expense type and complete the appropriate fields.

#### To itemize a hotel expense:

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, telephone charges, and maybe 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 "**Create New Expense**" tab, select the Hotel/Lodging expense Type. The lodging form will open with the required and optional fields displayed.

2. Complete all required and optional fields as appropriate.

New Expense		Save Expense Cano
		Hide Receipt
Details Itemizations		Receipt
Allocate		
	* Required field	
Expense Type * 🕜		
Hotel/Lodging	× ~	
Date Range * Nights	Transaction Date *	
10/20/2024 - 10/23/2024 🛱 3	10/23/2024	
Vendor *	Hotel/Lodging Address & Room #	
Allstar Hotels		6
City of Purchase *	Payment Type *	
Long Beach, California 🛛 🗙 🗸	Out of Pocket	Click to upload or drag and drop files to upload a new receipt.
Amount *	Currency *	Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.
2,275.00	US, Dollar (USD) X V	Add Receipt

3. Select "Itemizations" tab. The Hotel/Lodging expense type requires itemizing.

etails Itemizat	ions					Receipt
mount 2,275.00	Itemize \$0.00	ed )	Remaining \$2,275.00			
lew Itemizat	ion			* Required	field	
xpense Type * Hotel/Lodging				×	~	
ecurrence * 🚱 Same daily amou	nt				Ĵ	
Nights: 3 Date	Room Rate*	Room Tax	Tax 2	Тал	< 3	Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .mgiogiogodf. tif or .tiff.
10/20/2024						5MB limit per file.
10/21/2024	) (					
10/22/2024						
(Amounts in USD)				Add Tax Fiel	ds	

- 4. The number of nights and days auto populate.
- 5. Select "Same daily aount", "Different daily amount" or "Not recurring" depending on the respective hotel details. If not the same each night (i.e. increase for weekends, etc.) this option will let you note the differences from day to day, otherwise select same every night to itemize full cost of stay by respective classification.
- 6. Enter the Room Rate, Room Tax, and Additional Charges.
- 7. Select "Save Itemization".

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. Continue to itemize the amounts until the balance is \$0.00. For lodging, if Payment Type: Out of pocket, omit any meals and do not include them in the itemization/report as you will receive the M&I per diem.

Expe	nses View:	Standard	~		Add Expense Edit Delete	Copy Allocate	Combine Expenses	Move 🗸
	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓≂	Requested↓↑	~
	8		Out of Pocket	Hotel/Lodging	Allstar Hotels Long Beach, California	10/23/2024	\$2,275.00 Itemized	🗸
							\$2,275.00	

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 a single expense:

1. Allocate single expense - With the report open, select a single expense and select "Allocate".

Report Deta	ails 💙 🛛 Prin	t/Share 🗸	Manage Receipts 💙	Travel Allowance 💙			X.	View Ava	ailable	Receipts 🗎
Expen	ISES View:	Standard	~		Add Expense Edit	Delete Co	Allocate	Combine Expense	ses	Move 🗸
	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓₹	Amount↓↑	Requested <b>↓</b> ↑		~
	0		Out of Pocket	Supplies	Amazon Long Beach, California	10/23/2024	\$275.00	\$50.00 Itemized		~

2. Select the **Percent** or **Amount** tabs, then "**Add**" and enter the new chartfield designation. This accommodates a split distribution and enables areas to share costs.

Allocate Expenses: 1   \$50.00	Select the allocation me	thod		×
Percent	Amount			
Amount \$50.00	Allocated \$50.00	© Rem 0%	aining \$0.00	
Default Allocation				
Code CICMP-GD223-990101				Percent % <b>100</b>
Allocations (0)		Append chartfield values	Add Edit Remove	Save as Favorite
		No Allocations		
	This expense is ass	igned to your default allocation shown above.		
	Click the allocate	button to allocate part or all of this expense differently.		
				Cancel Save

3. To allocate multiple expenses (or the entire report) at a single time, select the expenses and then select the "Allocate" button.

xpe	ISES View:	Standard	~		Add Expense     Edit	Delete Copy	Allocate	Combine Expense	s Move
	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓₹	Amount↓↑	Requested↓↑	
<ul> <li>Image: A start of the start of</li></ul>	0		Out of Pocket	Supplies	Amazon Long Beach, California	10/23/2024	\$275.00	\$50.00 Itemized	
	0		Out of Pocket	Hotel/Lodging	Allstar Hotels Long Beach, California	10/23/2024	\$2,275.00	\$2,275.00	
							\$2,325.00	\$2,325.00	

4. Select **Percent** or **Amount**, then "**Add"** and enter the new chartfield designation.

Allocate Expenses: 2 \$2,325.00	Select the allocation method	
Percent	Amount	
Amount \$2,325.00	Allocated \$2,325.00	⊘ Remaining \$0.00 0%
Default Allocation		
<sup>Code</sup> Default		Percent % 100
Allocations (0)		Append chartfield values Edit Remove Save as Favorite
	No	Allocations
	These expenses are ass above. Click the allocat	igned to your default allocation shown e button to allocate part or all of these
	exp	penses differently.
		Cancel Sav

5. Select Save.

#### **Managing Attachments**

Navigate to **Manage Receipts** > **Manage Attachments** menu to launch **"Upload Report Level Attachment"** window. These are files that support the expenses (no need to attach meal receipts when using location based per diem). Documents may include a conference registration showing location/dates of trip, or an itinerary for international travel, or any other support document that is helpful to have on hand for processing the travel expense claim.

1. Valid file types are specified (.png, .jpg or .jpeg, .pdf, etc). Note: There is a 5MB limit.



- A report option window will provide "Delete", "Add" or "Open" action buttons for the attachment.
   "Delete" will be prompting to remove the current attachment. "Add" is used to insert more attachments.
   "Open" is used to view the attachment in full size.
- 3. Use the X in the upper right if you are finished adding attachments.

	Anna ana ana

4. Once documents have been uploaded, the Manage Receipts menu displays an additional option to "View Receipts in New Window". \*Note: Documents cannot be removed once the Expense Report is submitted or Appoved. However, more documents may be attached to a report at anytime.

Expenses View	Standard	Manage Attachments					
		View Receipts in New Window					
Alerts↓↑ Receip	t <b>↓</b> î Payme	Missing Receipt Declaration	Type↓↑	Vendor Details↓↑	Date↓₹	Requested↓↑	
<b>A</b>	Out of	Pocket Persona	l Car Mileage		12/18/2023	\$65.50	>
						\$65.50	

## Electronic Receipts (E-Receipt)

An electronic version of a paper receipt for expenses incurred by Concur users. Opting into e-receipts can alleviate the amount of data you need to type into the system. Some hotels offer receipts which are imported into Concur and facilitate the data entry for you.

- 1. If a user wants to use e-receipts for car and hotel, they must activate the feature and opt themselves in.
- 2. Navigate to "Profile" (in the upper right corner of the window), then "Profile Settings".



3. Once in the Profile Options window, navigate to the profile settings in the left menu area to a section called "Other Settings" and select "E-Receipt Activation".



4. In the main area of the window, select "Enable" to activate the e-receipt functionality.

#### 5. Select "I Agree" to begin receiving car and hotel e-receipts.



6. If at any point you wish to inactivate the settings, select "Disable"



#### **Missing Receipt Declaration**

 For missing receipts, open the expense report and select the item for which the receipt is missing then navigate to Manage Receipts > Missing Receipt Declaration. Note: This is only visible to the Traveler. Delegate's do not have access to this create a missing receipt on behalf of the Traveler.

Report De	tails 🗸 🛛 Pri	nt/Share 🗸	Manage Recei	pts 🗸 Travel Al	llowa	nce 🗸			View Available Re	ceipts 🗐
Expe	nses View	Standard	Manage Attack	hments	) Add	Expense Edit	Delete Copy	Allocate	Combine Expenses	
			View Receipts	in New Window						
	Alerts↓↑	Comment	Missing Receip	ot Declaration	1t	Expense Type↓↑	Vendor Details↓↑	Date↓₹	Requested↓↑	
	<b>A</b>	F	1	Out of Pocket		Car Rental	Enterprise Rohnert Park,	10/04/2024	4 \$650.00	

2. Complete the Receipt Declaration by checking the box to confirm the receipt that is missing, then select the button "Accept & Continue".

Create	Receipt Declaration			×
Adequat IRS rule for CSU lowing d	e documentation must be su s & regulations. Original rece expenses. When the original locumentary evidence must l e a Missing Receipt Declarat	ubmitted to substantiate re ripts must be submitted w I receipt has been lost or be submitted before expe ion, select the expenses b	eimbursable University e hen available and are cr is otherwise not availabl nses will be considered pelow that require a rece	expenses in accordance with onsidered acceptable support e from the vendor, the fol- for reimbursement. eipt.
	Expense Type↓↑	Vendor↓↑	Date↓₹	Amount↓↑
	Car Rental	Enterprise	10/04/2024	\$650.00
0	I acknowledge that this ex behalf of CSU's benefit, a certify that one or more o available.	xpense report contains let ind are allowable expense f the related receipts appl	gitimate University expenses as defined by CSU's T gicable to this expense refinable to the to this expense refinable to the tother to the tother	nses incurred by me on Travel Policy. I further eport are no longer
				Cancel Accept & Create

3. The expense report line will display an image to identify that the receipt is missing.

Out of Pocket Hote/Lodging Allstar Hotels 12/20/2023	\$1,375.00 Itemized
--	------------------------

4. Please be aware that a missing receipt declaration cannot be used for all expenses. The system will alert you if it cannot be used.

#### 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 report they are acting on. The following steps should be completed during profile setup:

- 1. The Traveler must verify his/her own email address in his/her profile under Your Information, Email Addresses.
- 2. The Delegate must verify his/her own email address is in his/her profile under Your Information, Email Addresses.

- 3. The delegate must have the correct delegation permission (can prepare, can view receipts, etc.). To update delegate permissions, go to **Profile > Profile Settings.**
- 4. Navigate to Expense Delegates > Add a Delegate > select Can Prepare and Can View Receipts.
- 5. Then, the Delegate can email receipts to <u>receipts@concur.com</u> with the correct image extensions and size (must be a .png, .jpg, .jpg, .pdf, .html, .tif or .tiff file; 5 MB limit per file).
- 6. The Delegate must put the Traveler email address in the subject line.
- 7. The receipt will show in the Traveler Available Receipts gallery within three minutes.

Printing or Sharing an Expense Report

#### To Preview and Print the Expense Report

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

ceipts V Travel Allowance V View Available Receipt	s 🗎
Summary Data Add Expense Edit Delete Copy Allocate Combine Expenses ··	•
Summary Data + Add Expense Edit Delete Copy Allocate Combine Expenses	

2. Select Print or Save as PDF or Email to get complete packet for expense report (only PDF and email includes copies of the report with receipts attached). Please note, copies are retained in Concur according to our CSU retention guidelines and maintaining duplicative copies elsewhere is not required of departments. By selecting Email, the recipient will receive an automated email (auto generated email will not receive replies) with the expense report copy. Audit trail will populate if a report has been emailed.

Your Expense Report Approver or processor will send a report back to you if an error is found. You will receive an automated email from Concur with a report status change of: Sent Back to User with a comment. 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, select the **Open Reports** tile. In the **Manage Expenses** section of the page, the report appears with **Returned** header on the report tile. The approver's comment appears below the amount.

		Contraction of the second					
				Anna		the second second	
a tening as the	Non o	and the second	All a bin and	and the state	· · · · ·	and the second second	

2. Select the report tile to open the report.

ome / Expense / Manage Expenses		
Manage Expenses		
Report Library View: Active Re	ports 🗸 🖓	
10/22/2024	10/23/2024	
\$65.50	\$52.99	
Due Employee: \$65.50	Due Employee: \$52.99	
Submitted	Submitted	
Pending External Validation	Pending External Validation	

- 3. Make the requested changes.
- 4. Select "Submit Report".