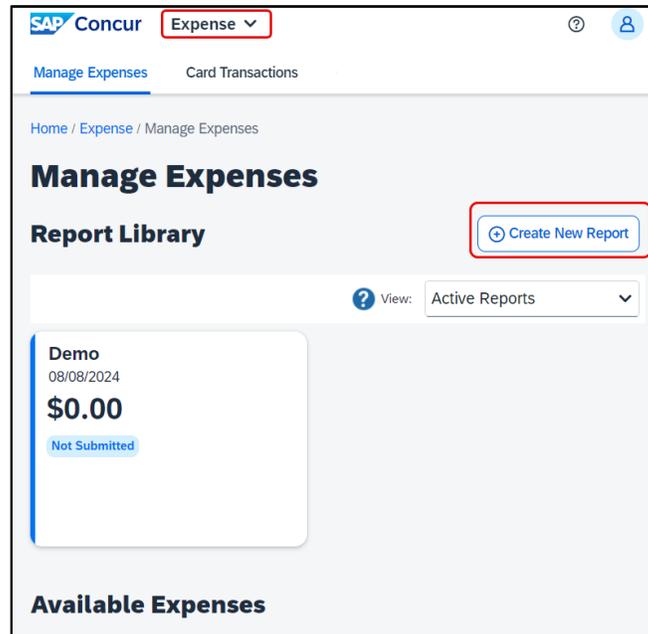


## Unintended Transaction Expense report

If you accidentally use the university card for a personal transaction or a charge reversal was completed, but the credit card transactions are still showing under **Available Expense** area; then you will need to create an Expense report to clear the transactions from Concur.

### Creating an Unintended Transaction Expense report:

Click on **Expense** from drop down menu, click on **Create New Report**.



Fill in all required fields. For **Traveler Type** and **Trip Purpose**, enter **Unintended Transaction**. Enter in the Business Unit, Fund, Department as follows: **SACST, MDS01**, your **Dept ID #**. Click **Create Report**. \*No request is required to be linked for this report to be submitted.

The screenshot shows the 'Create New Report' form in SAP Concur. The form contains various fields for report creation, with several fields highlighted in red: Policy (\*CSU-Expense Policy), Report/Trip Name (Personal Transaction), Trip Type (1-In-State), Traveler Type (Unintended Transaction), Trip Purpose (Unintended Transaction), Business Unit ((SACST) SACST - Cal State Uni...), Fund ((MDS01) MDS01 - General Oper...), Department (Enter your Dept ID #), and the Create Report button. The form also includes fields for Travel Start Date (05/10/2022), Travel End Date (05/10/2022), Personal Dates of Travel (na), and Are you travelling to a banned state? (No). There are also fields for Are you traveling with students? (NA), Program (Search by Text), Class (Search by Text), and Project (Search by Text).

Click **Add Expenses**. Select credit card transaction(s). Click **Add to Report**.

The screenshot shows the SAP Concur Expense management interface. The breadcrumb trail is Home / Expense / Manage Expenses / Personal Transaction. The main heading is **Personal Transaction \$0.00**. On the left sidebar, there is a button labeled **Add Expense** highlighted with a red box. The main content area shows a modal window titled **Add Expense** with a close button (X). Below the title, it says "Available Expenses (2) + Create New Expense". A table lists two expenses:

<input type="checkbox"/>	Payment Type↓↑	Expense Source	Expense Type↓↑	Vendor Details↓↑	Date↓≡	Amount↓↑	
<input type="checkbox"/>	*Ghost Card-USBank	Corporate Card	Hotel/Lodging	AGENT FEE 8900860464987	02/14/2024	\$5.00	...
<input checked="" type="checkbox"/>	*Ghost Card-USBank	Corporate Card	Airfare	SOUTHWES 5267043164925	02/14/2024	\$232.70	...

At the bottom right of the modal, there are buttons for **Close** and **Add To Report**, with the latter highlighted by a red box.

Update **Expense Type** to **Personal/Non Reimbursable**. Click **Save**. Complete this for all transactions. \*If these are business related expenses, please select the correct expense type classification and attach any required documentation for the transaction.

The screenshot shows the SAP Concur Expense details page. The breadcrumb trail is Home / Expense / Manage Expenses / Personal Transaction / Airfare. The main heading is **Airfare \$232.70**. Below the heading, it shows the date 02/14/2024, the vendor Southwest Airlines, and the expense type Corporate Card. On the right side, there is a **Save Expense** button highlighted with a red box. The page has two tabs: **Details** and **Itemizations**. Under the **Details** tab, there is a section for **Allocate**. A red 'x' icon and the text "Expense Type \*" indicate a required field. Below this, there is a search box with the placeholder text "Search for an expense type" and a magnifying glass icon. A pink error message states "This field is missing required information." Below the search box, there is a list of expense types under the heading **09. Other**: Memberships, Newspapers/Magazines/Books, Other Expense, and **Personal/Non Reimbursable**, which is highlighted with a red box.

Total Requested on report should be \$0.00. Click **Submit Report** when finished.

**Personal Transaction \$0.00** Delete Report Copy Report Submit Report

Not Submitted | Report Number: 80WAWV

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to
View: Standard

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Date↓↑	Amount↓↑	Requested↓↑	
<input type="checkbox"/>			*Ghost Card-USBank	Personal/Non Reimbursable	02/14/2024	\$232.70	\$0.00 Personal	...
						<b>\$232.70</b>	<b>\$0.00</b>	

If you owe money to the University, it will show in the Report Totals after you submit the report.

**Report Totals**

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**Company Payments**  
 \$0.00  
 Employee

**\$232.70**  
 \*Ghost Card-USBank

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**Employee Payments**  
**\$232.70**  
 Company

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Amount Total: \$232.70	Due Employee: \$0.00	Owed Company: \$232.70
Less Personal Amount: \$232.70	Amount Due (*Ghost Card-USBank): \$232.70	
<b>Requested Amount:</b> \$0.00	<b>Total Paid By Company:</b> \$232.70	<b>Total Owed By Employee:</b> \$232.70

The report will need to be approved and processed in Travel before you can pay back the University. You will receive an email notification once Travel processes the report with instructions on how to pay back the university.