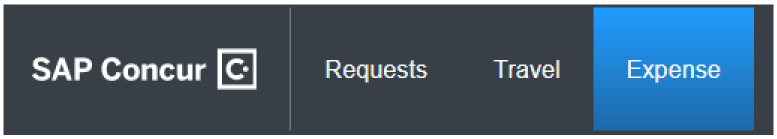
COMPLETION OF EXPENSE REPORT THROUGH SAP CONCUR



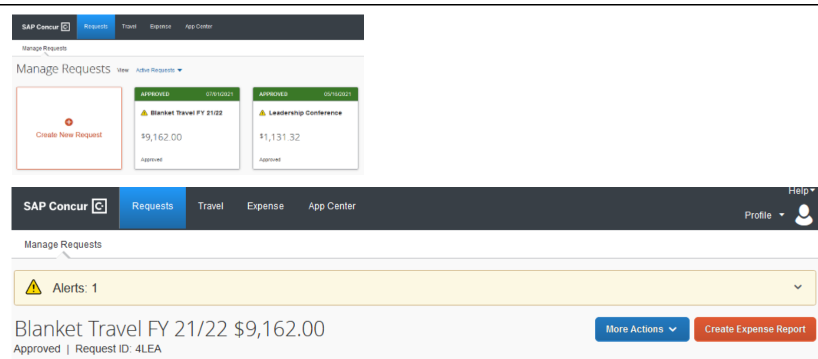
All CSU related travel for faculty and staff must have an approved Travel Request before an expense report can be created.

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***."

NOTE: 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 and approved.

To access Concur: Click **Here**

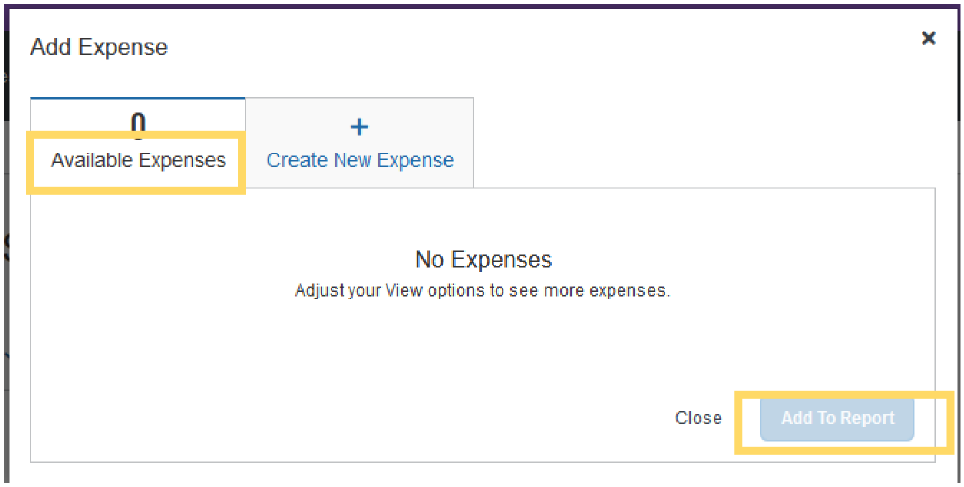
STEPS TO CREATE AND SUBMIT AN EXPENSE REPORT

1. From the home page, Click **Requests** on the header toolbar, and then select the tile for the specific trip request, then Create Expense Report	
2. **Add 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.

Adding Expenses to the Report

A. Ghost Card / Individual Travel Card Charges

You can add Concur Travel card transactions to an expense report from **Add Expense → Available Expenses**.

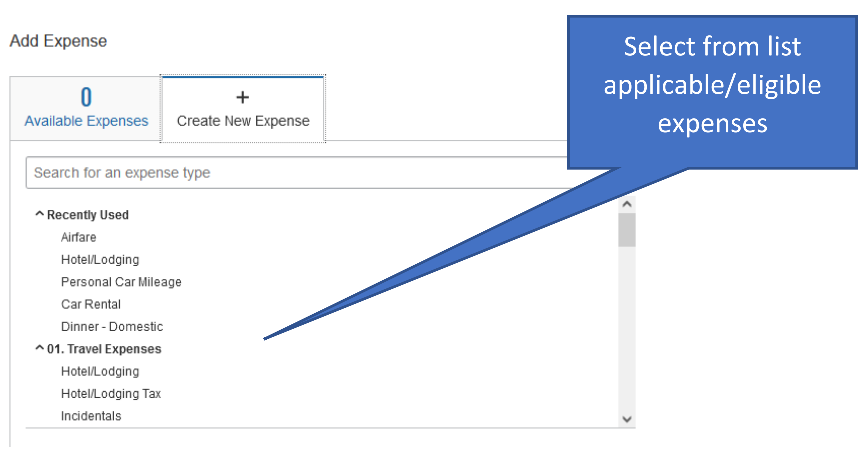


a. Select related expenses and then Add to Report
b. Select each transaction that you want to assign to the current expense report
c. Verify or update the Expense Type classification of the imported travel card transactions and/or other required fields.

B. Out of Pocket Expense

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

From the report, select + Create New Expense



- On the New Expense tab, click the appropriate expense type. Each expense type will have their own set of required fields (red asterix) and configuration. Complete the required and optional fields.

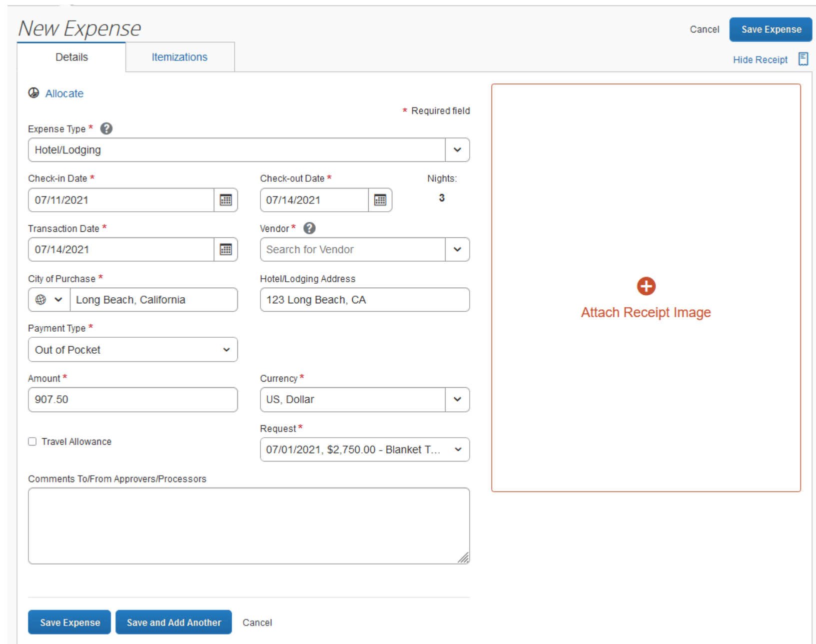
Click one of the following:

• Save Expense

• **Itemizations** - to itemize the expense [NOTE: Hotel expenses require itemization to break down nightly rates, taxes, etc.]

• Save and Add Another – save and proceed with adding another expense

• Attach Receipt Image - to upload and attach receipt images
• Cancel - to exit without saving this expense



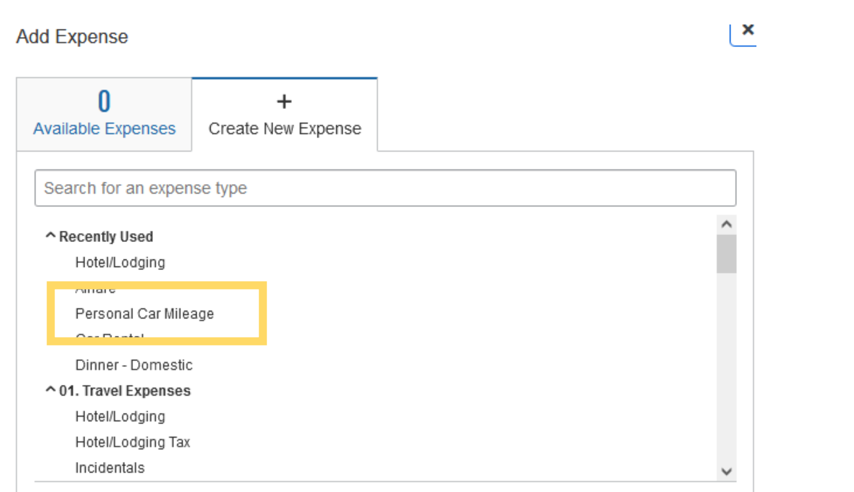
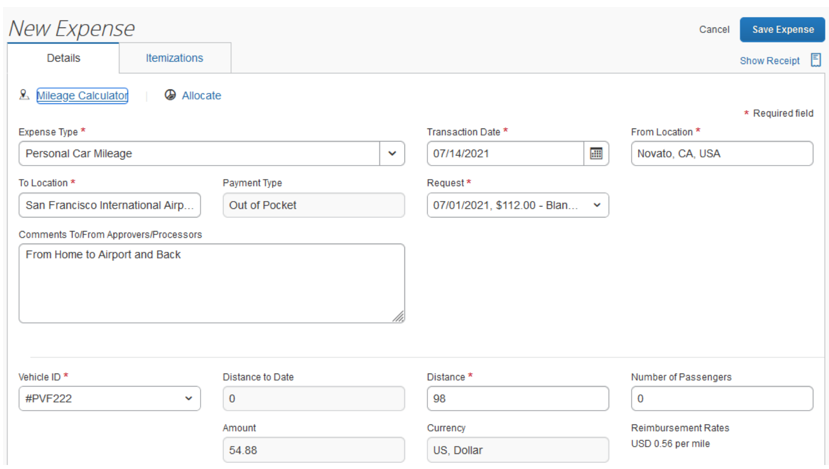
CSU and campus specific audit rules are integrated into the system. When adding an expense that requires a certain action, an alert message will appear:

- **Warning-** ⚠ **eligible to continue and submit.**
- **Hard Stop-** ❗ **cannot move forward and must make correction submission.**

Personal Car Mileage

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

To create a Car Mileage Expense:

<table>
<tr>
<td>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.</td>
<td>
</td>
</tr>
<tr>
<td>Complete all required and optional fields as appropriate.</td>
<td>
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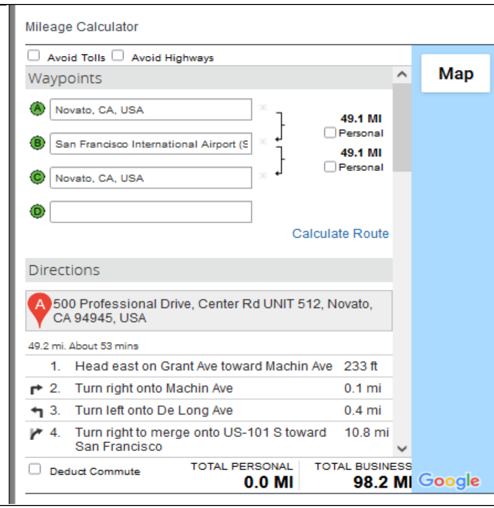
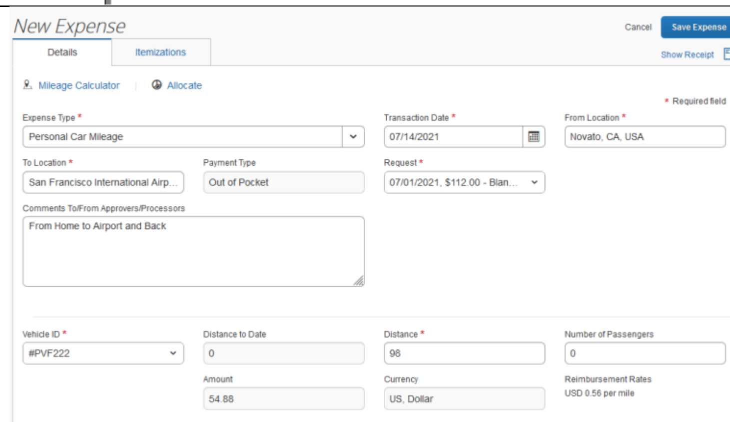
</table>

<table>
<tr>
<td>Click the Mileage Calculator link and review and update the route as appropriate. If round trip mileage should be calculated, click Make Round Trip.</td>
<td></td>
<td>
</td>
</tr>
<tr>
<td>Click Add Mileage to Expense. Then click Save Expense.</td>
<td colspan="2">
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Itemizing Expenses

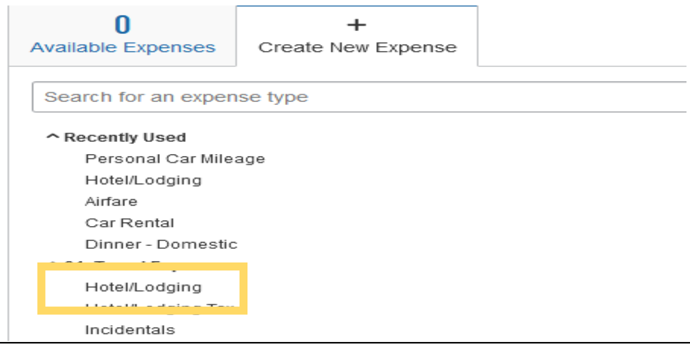
Use the Itemize feature to account for transactions that should be charged to multiple expense types (accounts codes). Itemization should be completed prior to Allocation (charging to multiple chartfields).

To itemize a general expense:

1. Add the expense as usual and then click Itemizations tab. The itemized amount must match the total expense.
2. 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.
5. Repeat for each additional itemization, on the Itemization tab, select the appropriate expense type and complete the appropriate fields.

To itemize a Hotel/Lodging 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.

<table>
<tr>
<td>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.</td>
<td>
</td>
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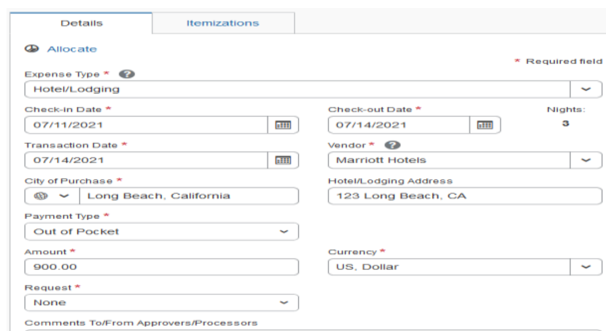
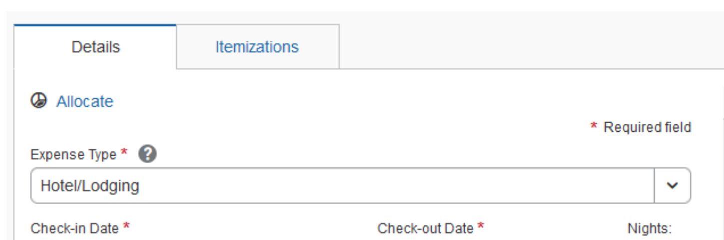
<tr>
<td>Complete all required and optional fields as appropriate.</td>
<td>
</td>
</tr>
<tr>
<td>Click Itemizations tab</td>
<td>
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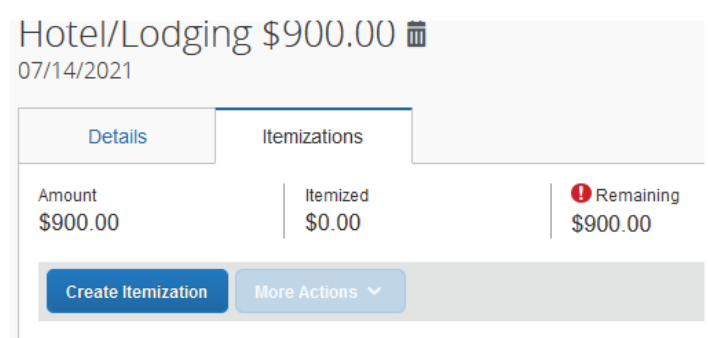
<tr>
<td>Create Itemization button.</td>
<td>
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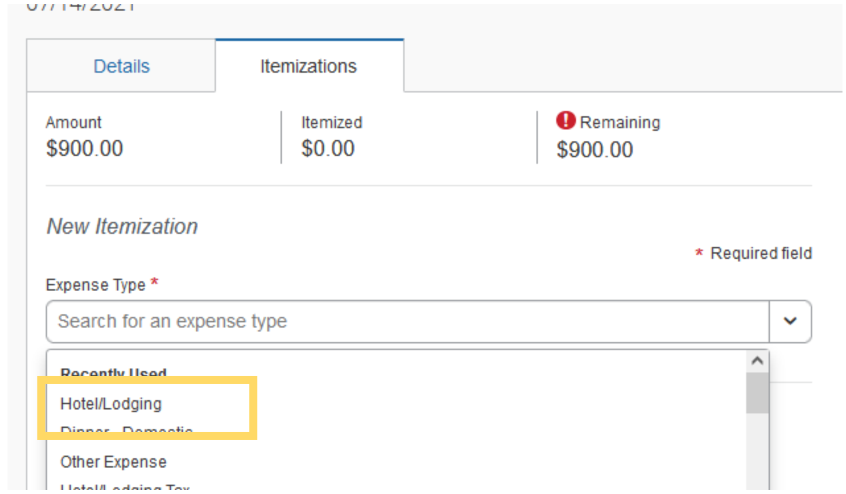
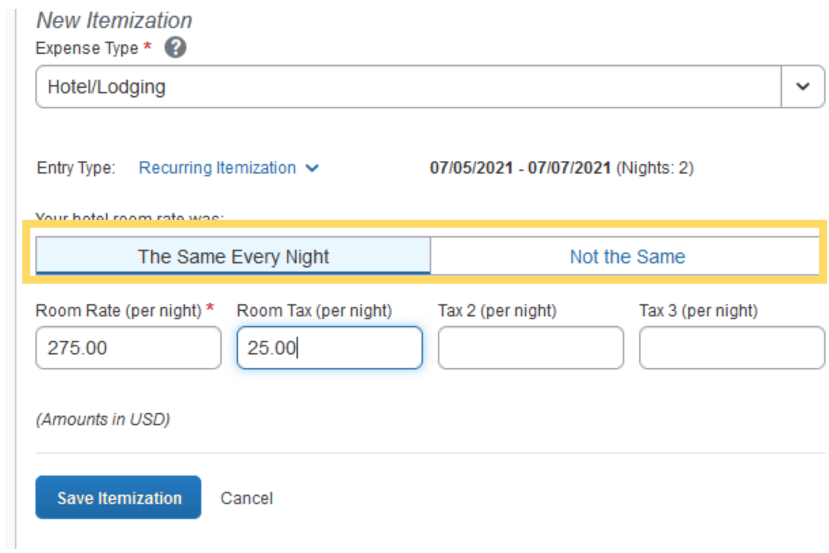
Search/select the Hotel/Lodging expense type.



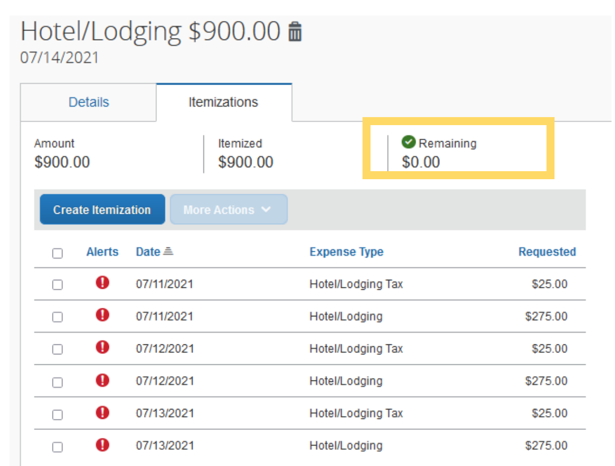
Select The Same Every Night or Not the Same depending on the respective hotel details. If not the same each night (i.e. increase for weekends, etc.) this option will let you note the differences from day to day, otherwise select same every night to itemize full cost of stay by respective classification.

Enter the **Room Rate, Room Tax**, and **Additional Charges**.

Click Save Itemization



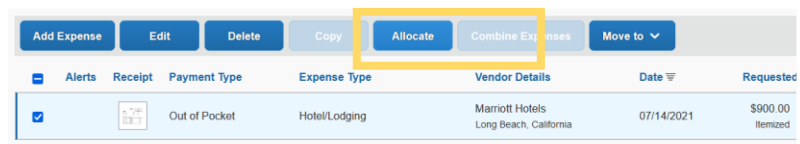
If there is a remaining amount to be itemized (other charges, for example, for parking or meals), the remaining amount is displayed in the Remaining field. Continue to itemize the amounts until the Remaining balance is $0.00

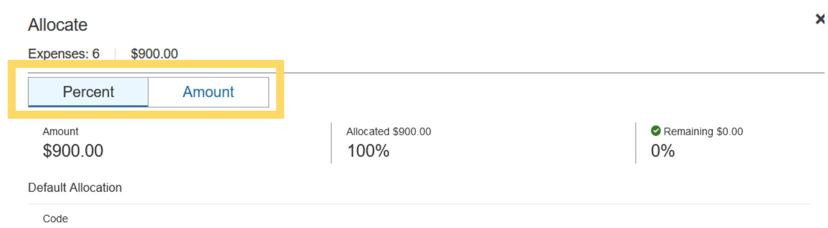


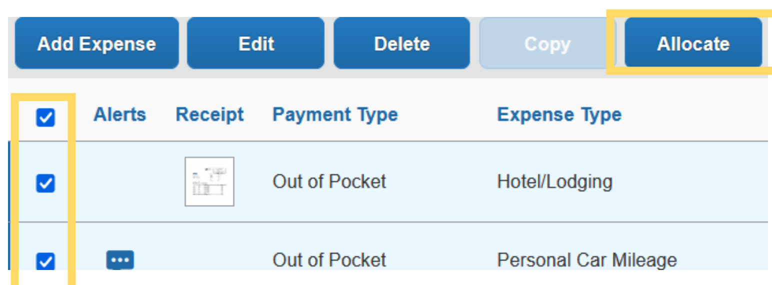
Allocating Expenses

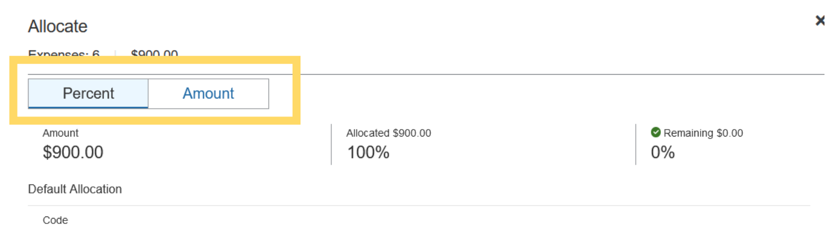
The Allocations feature allows you to allocate selected expenses to multiple chartfields. This should be performed after the Itemization if allocating to multiple expense types.

<table>
<tr>
<td>Allocate single expense - With the report open, select a single expense and click Allocate.

Select Percent or Amount, then Add and enter the new chartfield designation.</td>
<td>


</td>
</tr>
<tr>
<td>To allocate multiple expenses (or the entire report), select the expenses and then select the Allocate button.

Select Percent or Amount, then Add and enter the new chartfield designation.</td>
<td>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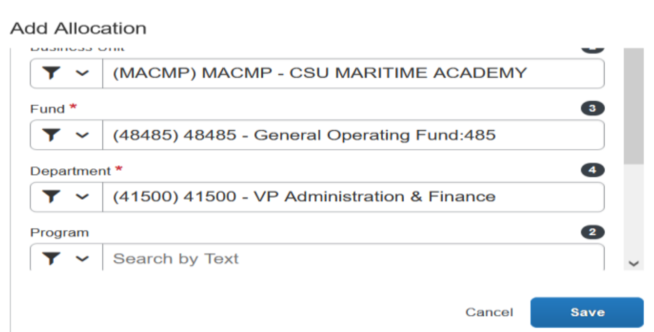
<tr>
<td>Click Save.</td>
<td>
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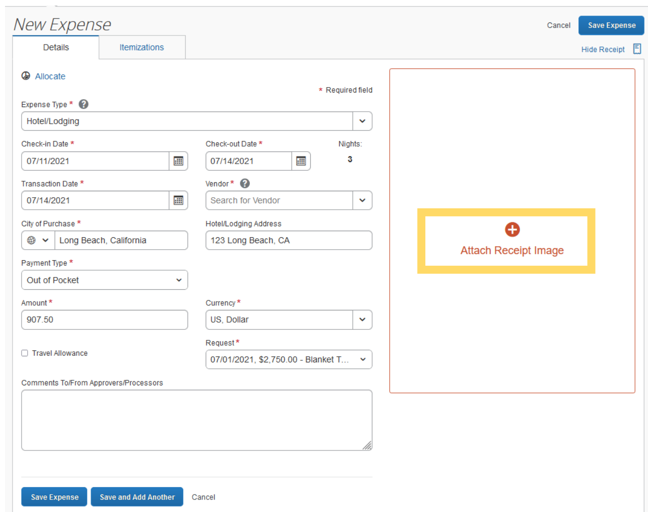
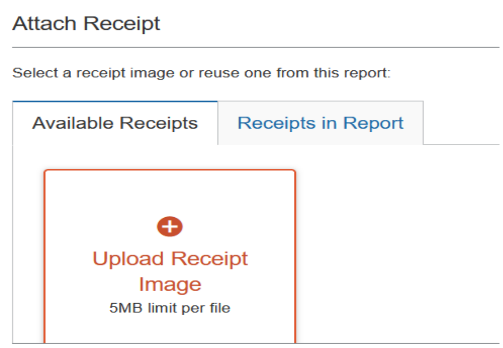
Attaching Receipts

a. 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.

<table>
<tr>
<td>With your transaction open, select Attach Receipt.</td>
<td>
</td>
</tr>
<tr>
<td>Browse your computer to find the scanned document.</td>
<td>
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<tr>
<td>Click Attach.</td>
<td></td>
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Email Receipts to your Concur Profile

1. Before emailing receipts to the Available Receipts library, you must verify your email address for verification in the Personal Information section of your Profile.

2. 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.

5. Follow the below steps to verify your email address:

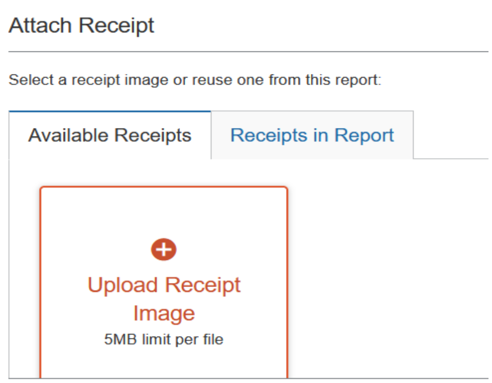
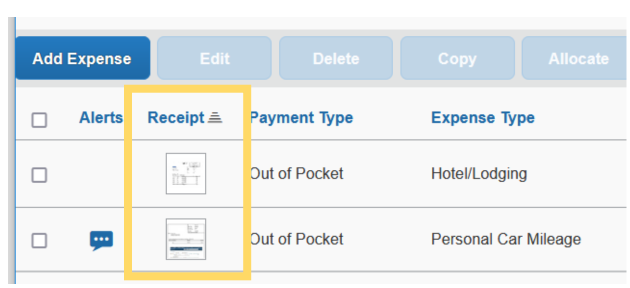
    a. Once you have saved an email address, click Verify.
    b. Check your email for a verification message from Concur.
    c. Copy the code from the email message into the Enter Code box next to the email address. d. Click OK to submit the code and complete verification.

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.

<u>Receipts Captured with Concur App</u>

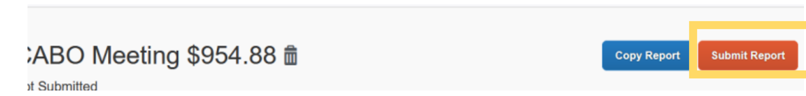
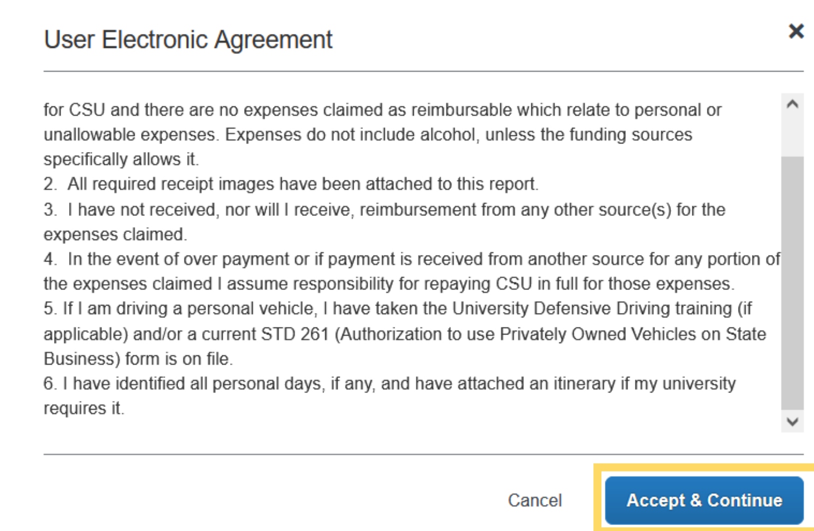
Any receipts captured using the Concur app will automatically place the images in your Available Receipts library and can be attached as described below.

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

<table>
<tr><td>In the Expense Report, select an expense entry to open it in Detail view.</td><td></td></tr>
<tr><td>Click Attach Receipt Image > View Available Receipts.</td><td>
</td></tr>
<tr><td>Select the appropriate image and choose attach. Click Save. The receipt column will be populated and you can hover over or click the receipt box to view the receipt attached</td><td>
</td></tr>
</table>

Submitting an Expense Report

To Submit Your Expense Report

On the Expense Report page, click Submit Report.	
The Final Review window appears with the User Submit Agreement. By clicking Accept & Continue, 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.