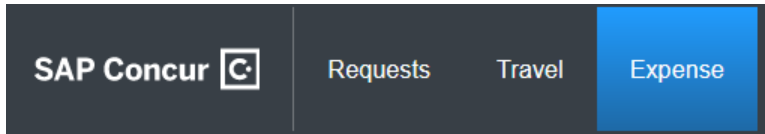




**TRAVEL EXPENSE REPORT**  
<https://www.csum.edu/fiscal-services/concur.html>  
 Accounts Payable Office Adm Bldg, Rm 109

### 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](#)

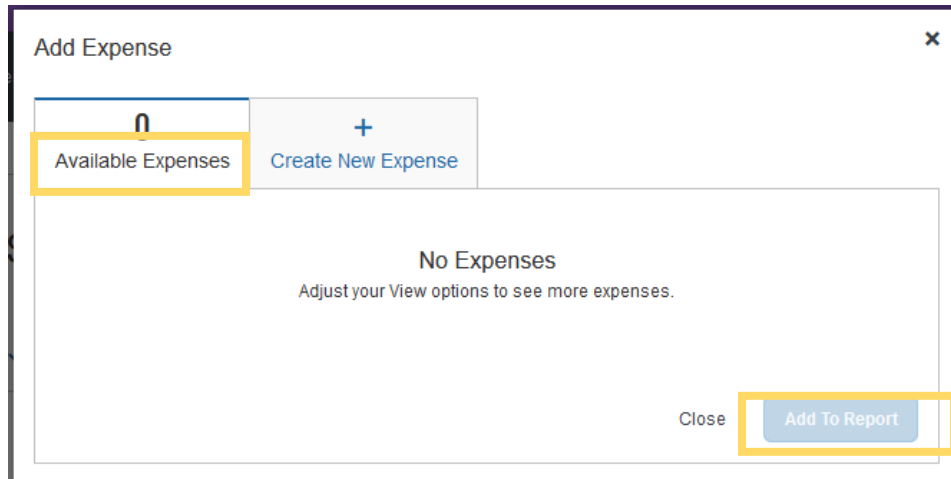
### STEPS TO CREATE AND SUBMIT AN EXPENSE REPORT

|  |  |
|--|--|
| <p>1. From the home page, Click <b>Requests</b> on the header toolbar, and then select the tile for the specific trip request, then <b>Create Expense Report</b></p> |  |
| <p>2. <b>Add Expenses to the Report</b></p>  | <p>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.</p> |

## 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**.

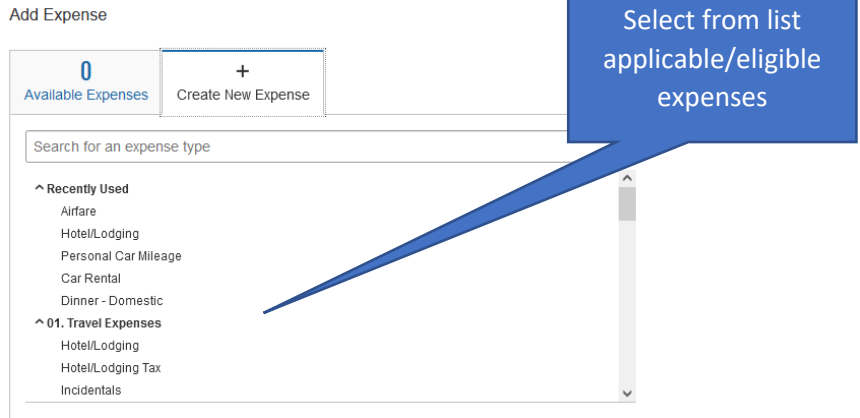


- Select related expenses and then **Add to Report**
- Select each transaction that you want to assign to the current expense report
- Verify or update the Expense Type classification of the imported travel card transactions and/or other required fields.

### B. Out of Pocket Expense

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

From the report, select **+ Create New Expense**

A screenshot of the 'Add Expense' dialog box. At the top, there is a button labeled '0 Available Expenses' and a button labeled '+ Create New Expense'. Below these is a search bar labeled 'Search for an expense type'. A list of expense types is displayed, including 'Recently Used' (Airfare, Hotel/Lodging, Personal Car Mileage, Car Rental, Dinner - Domestic) and '^ 01. Travel Expenses' (Hotel/Lodging, Hotel/Lodging Tax, Incidentals). A blue callout box with a white border points to the list with the text 'Select from list applicable/eligible expenses'.

- 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

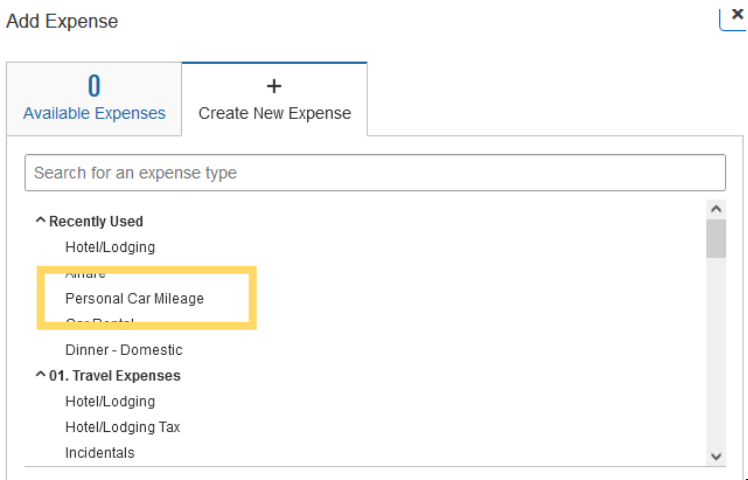
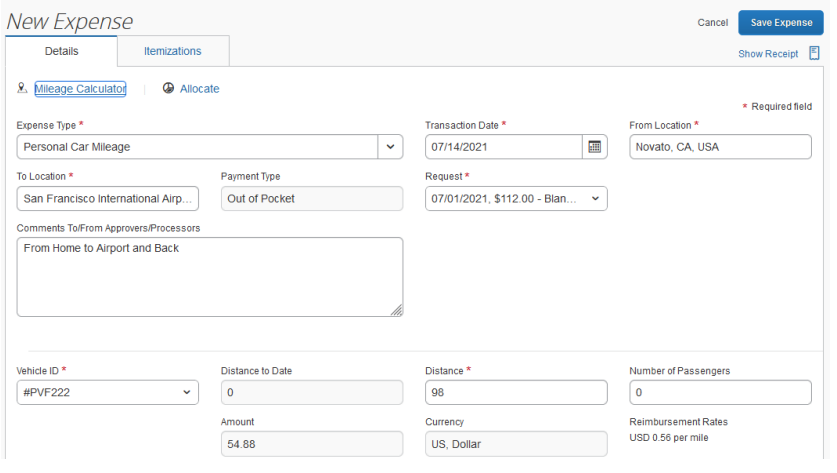
CSU and campus specific audit rules are integrated into the system. When adding an expense that requires a certain action, an alert message will appear:

- **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:

|  |   |
|--|---|
| <p>With the Expense Report open, on the <a href="#">New Expense</a> tab, select the <a href="#">Personal Car Mileage Expense Type</a>. The mileage form will open with the required and optional fields displayed including the Mileage Calculator link.</p> |  <p>The screenshot shows the 'Add Expense' dialog box. At the top, there are two tabs: '0 Available Expenses' and '+ Create New Expense'. Below the tabs is a search bar labeled 'Search for an expense type'. Underneath, there are two sections: 'Recently Used' and '01. Travel Expenses'. In the 'Recently Used' section, 'Personal Car Mileage' is highlighted with a yellow box. Other items in the list include 'Hotel/Lodging', 'Dinner - Domestic', 'Hotel/Lodging Tax', and 'Incidentals'.</p>  |
| <p>Complete all required and optional fields as appropriate.</p>   |  <p>The screenshot shows the 'New Expense' form. At the top, there are tabs for 'Details' and 'Itemizations', and buttons for 'Cancel' and 'Save Expense'. Below the tabs, there are links for 'Mileage Calculator' and 'Allocate'. The form contains several fields: 'Expense Type' (Personal Car Mileage), 'Transaction Date' (07/14/2021), 'From Location' (Novato, CA, USA), 'To Location' (San Francisco International Airp...), 'Payment Type' (Out of Pocket), 'Request' (07/01/2021, \$112.00 - Blan...), 'Comments To/From Approvers/Processors' (From Home to Airport and Back), 'Vehicle ID' (#PVF222), 'Distance to Date' (0), 'Distance' (98), 'Number of Passengers' (0), 'Amount' (54.88), 'Currency' (US, Dollar), and 'Reimbursement Rates' (USD 0.56 per mile).</p> |

Click the [Mileage Calculator](#) link and review and update the route as appropriate. If round trip mileage should be calculated, click Make Round Trip.

Mileage Calculator

Avoid Tolls  Avoid Highways

Waypoints

- Novato, CA, USA 49.1 MI  Personal
- San Francisco International Airport (SFO) 49.1 MI  Personal
- Novato, CA, USA

Calculate Route

Directions

500 Professional Drive, Center Rd UNIT 512, Novato, CA 94945, USA

49.2 mi. About 53 mins

- Head east on Grant Ave toward Machin Ave 233 ft
- Turn right onto Machin Ave 0.1 mi
- Turn left onto De Long Ave 0.4 mi
- Turn right to merge onto US-101 S toward San Francisco 10.8 mi

Deduct Commute

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 98.2 MI

Click Add Mileage to Expense. Then click [Save Expense](#).

New Expense

Details Itemizations

Mileage Calculator Allocate

Expense Type \* Personal Car Mileage

Transaction Date \* 07/14/2021

From Location \* Novato, CA, USA

To Location \* San Francisco International Airport

Payment Type Out of Pocket

Request \* 07/01/2021, \$112.00 - Bian...

Comments To/From Approver/Processors

From Home to Airport and Back

Vehicle ID \* #PVF222

Distance to Date 0

Distance \* 98

Number of Passengers 0

Amount 54.88

Currency US, Dollar

Reimbursement Rates USD 0.56 per mile

## Itemizing Expenses

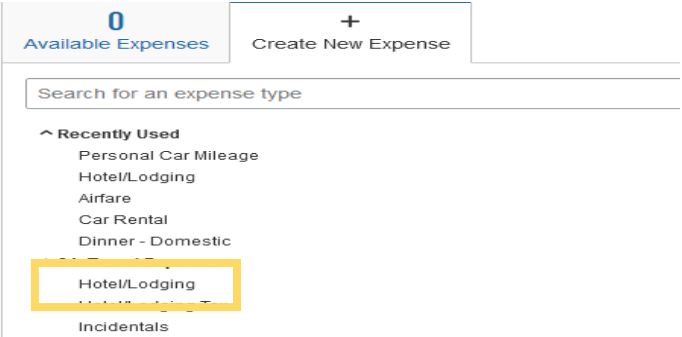
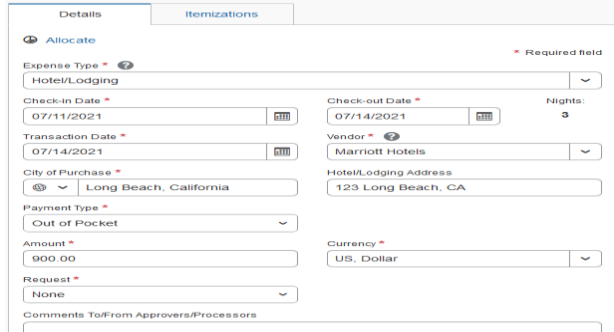
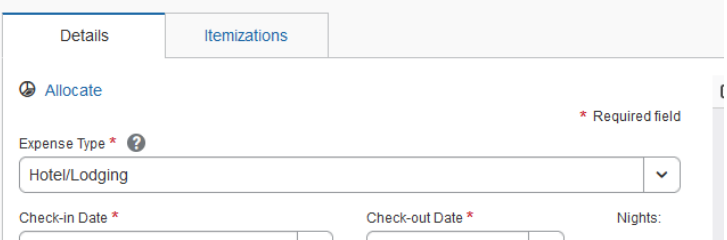
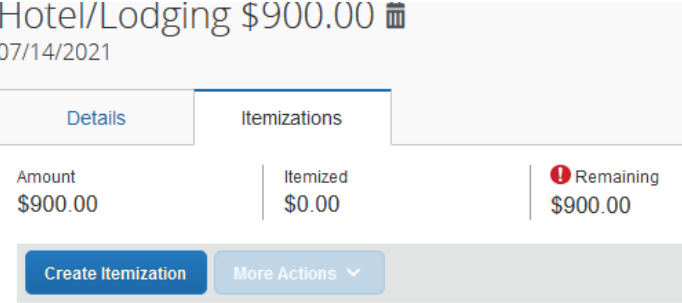
Use the [Itemize](#) feature to account for transactions that should be charged to multiple expense types (accounts codes). Itemization should be completed prior to Allocation (charging to multiple chartfields).

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.

| <p>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.</p> |   |           |          |           |          |        |          |
|--|---|-----------|----------|-----------|----------|--------|----------|
| <p>Complete all required and optional fields as appropriate.</p>   |    |           |          |           |          |        |          |
| <p>Click <b>Itemizations</b> tab</p>   |   |           |          |           |          |        |          |
| <p>Create <b>Itemization</b> button.</p>   |  <table border="1" data-bbox="708 1549 1385 1850"><thead><tr><th>Amount</th><th>Itemized</th><th>Remaining</th></tr></thead><tbody><tr><td>\$900.00</td><td>\$0.00</td><td>\$900.00</td></tr></tbody></table> | Amount    | Itemized | Remaining | \$900.00 | \$0.00 | \$900.00 |
| Amount   | Itemized  | Remaining |          |           |          |        |          |
| \$900.00   | \$0.00  | \$900.00  |          |           |          |        |          |

Search/select the **Hotel/Lodging** expense type.

07/14/2021

Details | **Itemizations**

Amount \$900.00 | Itemized \$0.00 | Remaining \$900.00

**New Itemization** \* Required field

Expense Type \*

Search for an expense type

**Recently Used**

- Hotel/Lodging
- Dinner - Domestic
- Other Expense
- Hotel/Lodging Tax

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**

**New Itemization**

Expense Type \* ? Hotel/Lodging

Entry Type: Recurring Itemization 07/05/2021 - 07/07/2021 (Nights: 2)

Your hotel room rate was:

**The Same Every Night** | Not the Same

Room Rate (per night) \* 275.00 | Room Tax (per night) 25.00 | Tax 2 (per night) | Tax 3 (per night)

(Amounts in USD)

Save Itemization Cancel

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

Hotel/Lodging \$900.00 07/14/2021

Details | **Itemizations**

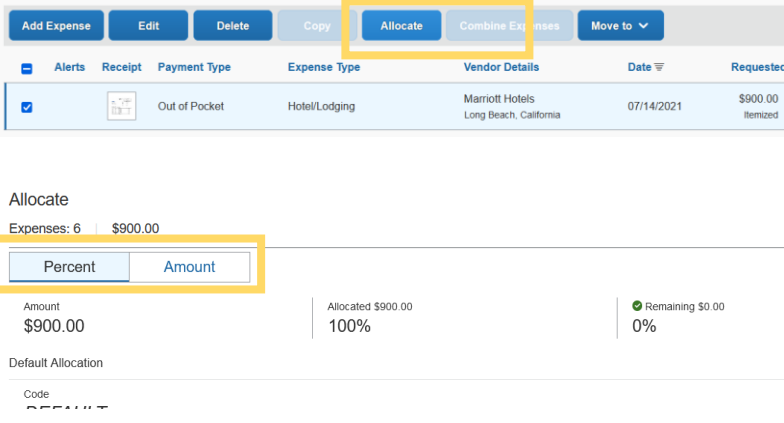
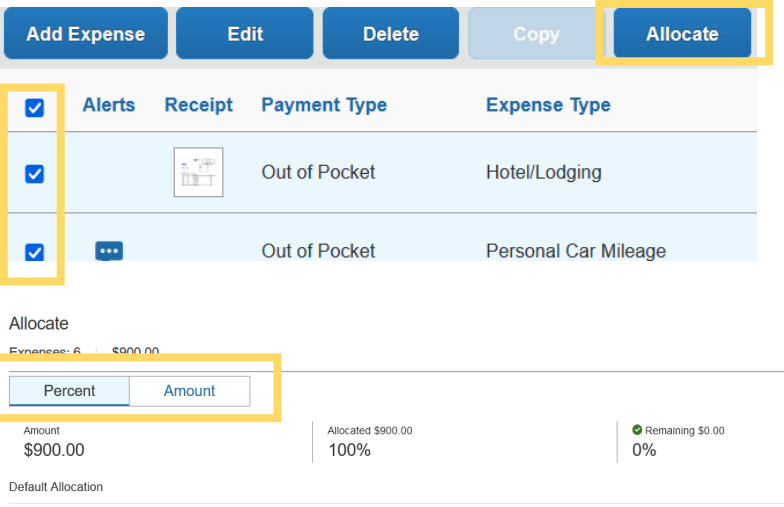
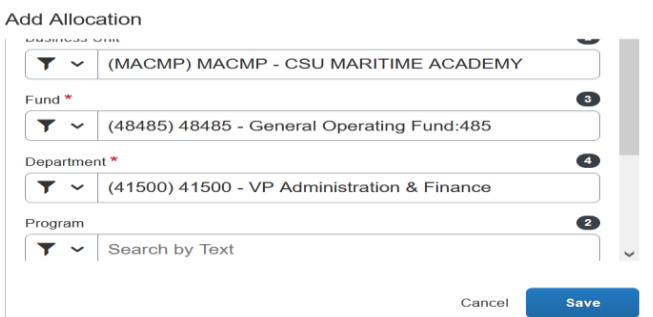
Amount \$900.00 | Itemized \$900.00 | Remaining \$0.00

Create Itemization More Actions

| Alerts | Date       | Expense Type      | Requested |
|--------|------------|-------------------|-----------|
| !      | 07/11/2021 | Hotel/Lodging Tax | \$25.00   |
| !      | 07/11/2021 | Hotel/Lodging     | \$275.00  |
| !      | 07/12/2021 | Hotel/Lodging Tax | \$25.00   |
| !      | 07/12/2021 | Hotel/Lodging     | \$275.00  |
| !      | 07/13/2021 | Hotel/Lodging Tax | \$25.00   |
| !      | 07/13/2021 | Hotel/Lodging     | \$275.00  |

## 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.

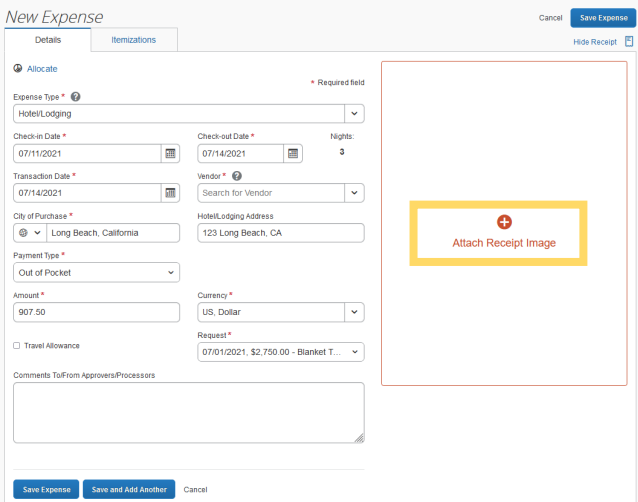
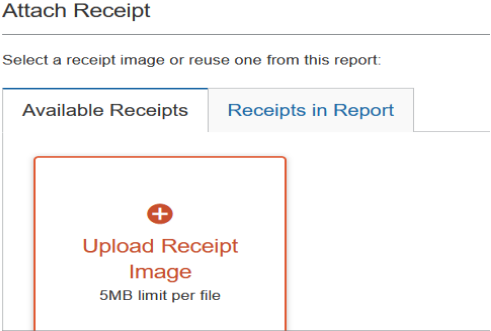
|  |   |
|--|---|
| <p>Allocate single expense - With the report open, select a single expense and click <b>Allocate</b>.</p> <p>Select <b>Percent</b> or <b>Amount</b>, then Add and enter the new chartfield designation.</p>                    |  <p>Allocate</p> <p>Expenses: 6   \$900.00</p> <p><b>Percent</b>   Amount</p> <p>Amount: \$900.00   Allocated \$900.00 (100%)   Remaining \$0.00 (0%)</p> <p>Default Allocation Code: DEFAULT</p>   |
| <p>To allocate multiple expenses (or the entire report), select the expenses and then select the <b>Allocate</b> button.</p> <p>Select <b>Percent</b> or <b>Amount</b>, then Add and enter the new chartfield designation.</p> |  <p>Allocate</p> <p>Expenses: 6   \$900.00</p> <p><b>Percent</b>   Amount</p> <p>Amount: \$900.00   Allocated \$900.00 (100%)   Remaining \$0.00 (0%)</p> <p>Default Allocation Code: DEFAULT</p>  |
| <p>Click <b>Save</b>.</p>  |  <p>Add Allocation</p> <p>Business Unit: (MACMP) MACMP - CSU MARITIME ACADEMY</p> <p>Fund *: (48485) 48485 - General Operating Fund:485</p> <p>Department *: (41500) 41500 - VP Administration &amp; Finance</p> <p>Program: Search by Text</p> <p>Cancel   <b>Save</b></p> |



## 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.

|   |   |
|---|---|
| <p>With your transaction open, select Attach Receipt.</p> |  <p>The screenshot shows the 'New Expense' form with various fields filled out. A yellow box highlights the 'Attach Receipt Image' button on the right side of the form.</p>  |
| <p>Browse your computer to find the scanned document.</p> |  <p>The screenshot shows the 'Attach Receipt' dialog box. It has two tabs: 'Available Receipts' and 'Receipts in Report'. The 'Upload Receipt Image' button is highlighted in a red box, with the text '5MB limit per file' below it.</p> |
| <p>Click Attach.</p>                                      |   |

## Email Receipts to your Concur Profile

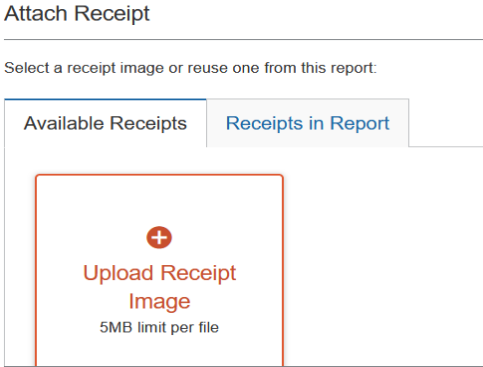
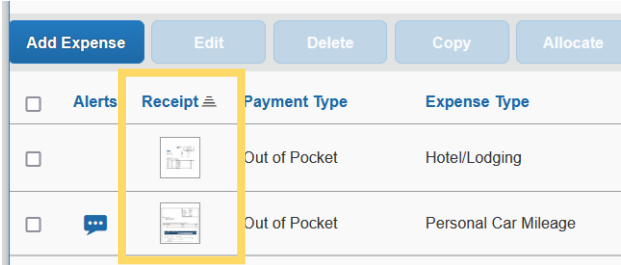
1. Before emailing receipts to the Available Receipts library, you must verify your email address for verification in the Personal Information section of your Profile.
2. Profile > Profile Settings. The Profile Options page appears.
3. On the left-hand side of the screen, click Personal Information.

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.

Receipts Captured with Concur App

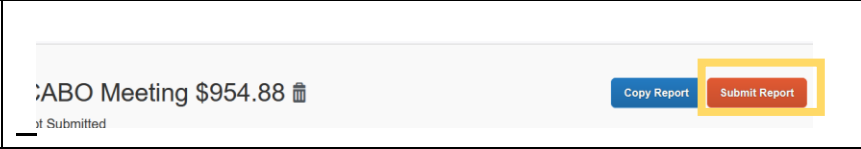

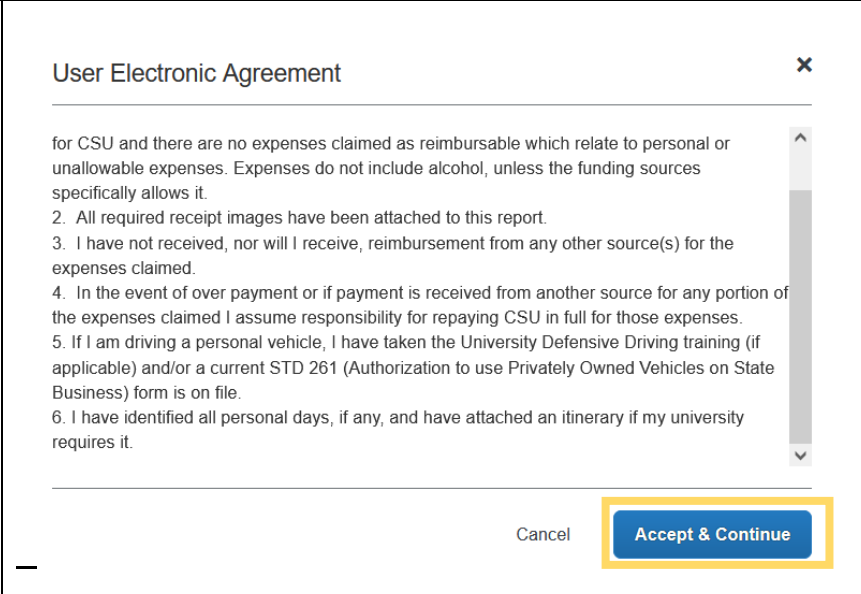
Any receipts captured using the Concur app will automatically place the images in your Available Receipts library and can be attached as described below.

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

| <p>In the <a href="#">Expense Report</a>, select an expense entry to open it in Detail view.</p>   |   |               |                      |              |              |                          |  |               |               |                          |  |               |                      |
|--|---|---------------|----------------------|--------------|--------------|--------------------------|--|---------------|---------------|--------------------------|--|---------------|----------------------|
| <p>Click <a href="#">Attach Receipt Image</a> &gt; View Available Receipts.</p>  |   |               |                      |              |              |                          |  |               |               |                          |  |               |                      |
| <p>Select the appropriate image and choose attach. Click <a href="#">Save</a>. The <a href="#">receipt</a> column will be populated and you can hover over or click the <a href="#">receipt box</a> to view the receipt attached</p> |  <table border="1"> <thead> <tr> <th>Alerts</th> <th>Receipt</th> <th>Payment Type</th> <th>Expense Type</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>Out of Pocket</td> <td>Hotel/Lodging</td> </tr> <tr> <td><input type="checkbox"/></td> <td></td> <td>Out of Pocket</td> <td>Personal Car Mileage</td> </tr> </tbody> </table> | Alerts        | Receipt              | Payment Type | Expense Type | <input type="checkbox"/> |  | Out of Pocket | Hotel/Lodging | <input type="checkbox"/> |  | Out of Pocket | Personal Car Mileage |
| Alerts   | Receipt   | Payment Type  | Expense Type         |              |              |                          |  |               |               |                          |  |               |                      |
| <input type="checkbox"/>   |   | Out of Pocket | Hotel/Lodging        |              |              |                          |  |               |               |                          |  |               |                      |
| <input type="checkbox"/>   |   | Out of Pocket | Personal Car Mileage |              |              |                          |  |               |               |                          |  |               |                      |

## Submitting an Expense Report

### To Submit Your Expense Report

|  |  |
|--|--|
| <p>On the Expense Report page, click Submit Report.</p>  |  <p>ABO Meeting \$954.88 </p> <p>Copy Report Submit Report</p> <p>Submitted</p>   |
| <p>The Final Review window appears with the User Submit Agreement. By clicking Accept &amp; Continue, the user is accepting the terms and conditions of the agreement.</p> |  <p>User Electronic Agreement <span>×</span></p> <p>for CSU and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses. Expenses do not include alcohol, unless the funding sources specifically allows it.</p> <ol style="list-style-type: none"><li>All required receipt images have been attached to this report.</li><li>I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.</li><li>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.</li><li>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.</li><li>I have identified all personal days, if any, and have attached an itinerary if my university requires it.</li></ol> <p>Cancel Accept &amp; Continue</p> |

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.