

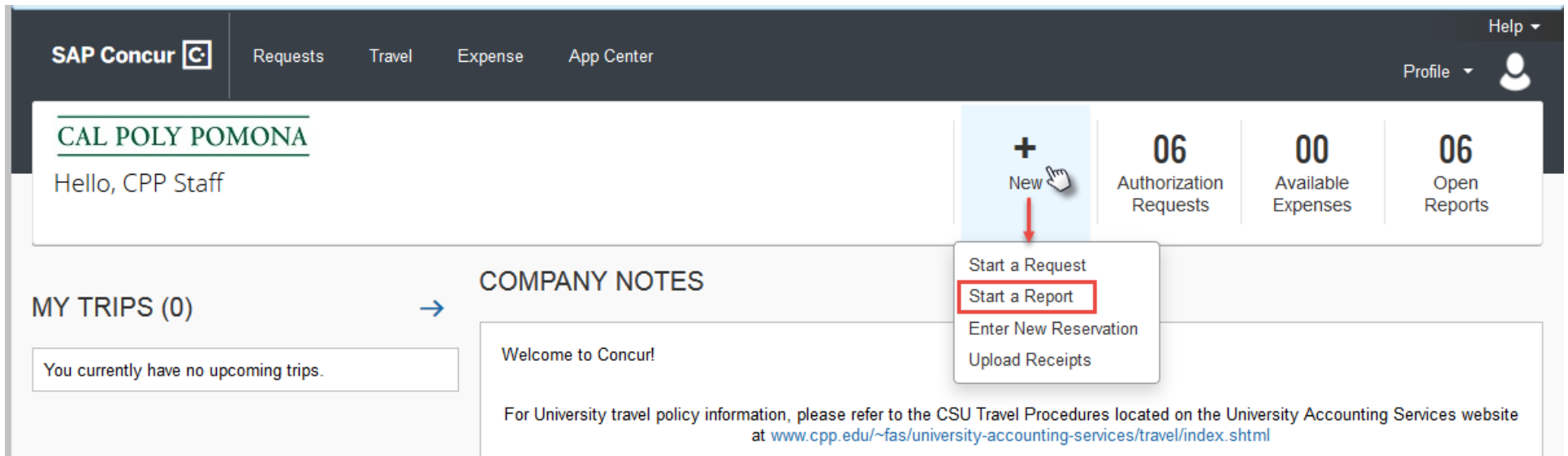
## General Information

Per ICSUAM and the CSU Travel Procedures, the Expense Report must be submitted for reimbursement within 60 days of the end of the trip. To remain in compliance with Executive Orders and the CSU Travel Procedures, approval of the Expense Report must be obtained as follows:

- All travel for faculty and staff, Domestic and International: HEERA Manager
- All travel for faculty, Domestic and International: College Dean
- All travel for faculty and staff, Domestic: Vice President’s Sub-Delegates
- All International travel for faculty and staff: Provost/Vice President

## Creating a New Domestic Expense Report

To create a new Domestic Expense Report, click on “New” > “Start a Report” from the Concur home page.



The “Create a New Expense Report” page will appear, showing the “Report Header”. All Expense Reports are required to have an approved Travel Request associated with the Report to show proof that the expenses and trip were pre-approved. To associate a Travel Request, click “Add” in the “Requests” area of the “Report Header”.

### Create a New Expense Report

Report Header

Policy: \*TEST CPP-State Travel Policy

Report/Trip Name: [ ] Report/Trip Start Date: [ ] Report/Trip Start Time: [ ] Report/Trip End Date: [ ] Report/Trip End Time: [ ] Destination City: [ ] Country: UNITED STATES

Destination State: [ ] Report/Trip Purpose: [ ] Traveler Type: [ ] Trip Type: [ ] Division: [ ] Does this trip include personal travel?: [ ] Personal Travel Dates: [ ] Additional Information: [ ] Comment: [ ]

Business Unit: POCMP Fund: [ ] Department: [ ] Program: [ ] Class: [ ] Project: [ ]

State Vendor ID: 123456 Home Address: [ ] Call for Pickup:

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining

Buttons: Add, Remove, Next >>, Cancel

The “Available Requests” window will appear, showing a listing of Travel Requests to select from. Select the Travel Request you would like to associate with your Expense Report by checking the box to the left of a Travel Request, and click “Add”.

Available Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Appro...	Amount Remai...
<input type="checkbox"/>	Dory - Long Beach	337F	No	\$91.52	\$91.52	\$2.72
<input type="checkbox"/>	Dory Chicago Tri...	337A	No	\$3,024.38	\$3,024.38	\$3,024.38
<input checked="" type="checkbox"/>	FOA Conference	336N	No	\$718.31	\$718.31	\$718.31
<input type="checkbox"/>	FOA Conference	337P	No	\$1,610.63	\$1,610.63	\$1,610.63
<input type="checkbox"/>	FOA Conference	337Q	No	\$688.00	\$688.00	\$688.00
<input type="checkbox"/>	FOA Conference	337X	No	\$1,317.32	\$1,317.32	\$1,317.32

Buttons: Add, Cancel

The selected Travel Request will now appear in the “Requests” area of the “Report Header”. Additionally, by associating your Travel Request with your Expense Report, select fields will auto-populate from your approved request. Validate that the information populated by your Request is accurate, and complete the remaining required and optional fields. Each required field is identified by a red line on the left of the box. Use the drop-down arrows and the calendar when available on each field. After entering all required and optional information, click “Next”.

Create a New Expense Report

Report Header

When entering a report, the Policy selected should match the Policy used on your Travel Request. If you are using non-state funds (Foundation), change your Request Policy to Foundation by clicking on the drop down arrow. This field **cannot** be changed once your report information has been entered and submitted.

★ Auto-populated from Travel Request

Policy: TEST CPP-State Travel Policy  
 Report/Trip Name: FOA Conference  
 Report/Trip Start Date: 09/03/2018  
 Report/Trip Start Time: 06:00 am  
 Report/Trip End Date: 09/05/2018  
 Report/Trip End Time: 05:00 pm  
 Destination City: Oakland  
 Country: UNITED STATES

Destination State: CALIFORNIA  
 Report/Trip Purpose: Conference Attendee  
 Traveler Type: Staff  
 Trip Type: In-State Travel  
 Division: Administrative Affairs  
 Does this trip include personal travel?: No

Business Unit: POCMP  
 Fund: (POM01) OPERATING FUND  
 Department: (67700) Accounting Services  
 Program: (0602) Fiscal Operations  
 Class: (00000) No Class Value  
 Project: [Empty]

State Vendor ID: 123456  
 Home Address: 123 ABC St, Pomona, CA 91768  
 Call for Pickup

Please enter your full home address, including City and Zip Code. This will be used to validate the correct address is used when calculating personal mileage reimbursement.

When entering your chartfield string, please begin typing and click on the appropriate Fund, Department, Program and Class. Project will generally **not** be used for travel related activity.

If you would like to be called to pickup your check, rather than have it mailed, please check the associated box.

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
FOA Conference	336N	No	\$718.31	\$718.31	\$718.31

Next >> Cancel

Once you click on “Next” on the “Report Header” page, you will automatically be routed to the “Expenses” page. This page will be used to enter your actual expenses incurred on your trip. Select the appropriate “Expense Type” for your trip and complete the required and optional fields.

FOA Conference

+ New Expense Import Expenses Details Receipts Print / Email

Expenses

Adding New Expense

No Expenses Found

Click on an expense type to the right to access the next page and enter your actual travel expenses incurred for your trip.

New Expense

Expense Type

All Expense Types

<b>01. Travel Expenses</b> Hotel - Domestic Incidentals Lodging Allowance - International	<b>...02. Transportation</b> Parking Public Transport Shuttle Fees Taxi Tolls/Road Charges	<b>...03. Meals</b> Daily Meal Allowance - International Dinner - Domestic Lunch - Domestic	<b>07. Fees</b> Agency Booking Fees Currency Exchange Fees Passports/Visa Fees	<b>...08. Other</b> Professional Subscriptions/Dues Registration Fees Student Liability Form <b>Mileage</b> Personal Car Mileage
<b>02. Transportation</b> Airfare		<b>05. Office Expenses</b> Courier/Shipping/Freight	<b>08. Other</b> Abstract Fee	

Some frequently used “Expense Types” include:

- Hotel – Domestic (used for in-state and out-of-state domestic travel)

A hotel bill (also known as a folio) typically contains a variety of expenses including room fees, taxes, parking, meals, telephone charges, internet, etc. These expenses must be itemized so that they can be accounted for correctly. “Lodging Itemization” allows you to quickly itemize room rates and taxes, which are the same for each night of your stay. You can then itemize the remaining charges on your hotel bill.

The screenshot shows the Concur expense report form for a hotel expense. The form fields are as follows:

- Expense Type:** Hotel - Domestic
- Trip Type:** In-State Travel
- Transaction Date:** 09/05/2018
- Report/Trip Purpose:** Conference Attendee
- Additional Information:** (empty)
- Vendor:** Marriott Hotels
- City of Purchase:** Oakland, California
- Payment Type:** Out of Pocket
- Amount:** 430.11 USD
- Comment:** (empty)
- Request:** 09/03/2018, \$400.00 - FOA C

Red callout boxes provide the following instructions:

- City of Purchase:** Enter the city where the purchase was made. This will generally be the same as your Destination City on your Report Header.
- Transaction Date:** Enter the hotel check-out/ departure date.
- Amount:** Your Amount should be the actual amount paid for your hotel stay, as documented on your itemized receipt; including all applicable hotel taxes and fees, and other expenses incurred during your stay; including parking, internet, meals, etc.
- Vendor:** Enter the name of the hotel.
- Action Buttons:** Be sure to click the Itemize button after all information is entered.

The bottom of the form features four buttons: **Itemize**, **Allocate**, **Attach Receipt**, and **Cancel**.

Once you click on “Itemize”, the expense appears on the left side of the page; and the “Nightly Lodging Expenses” window pane will appear on the right side of the page. On the “Nightly Lodging Expenses” tab, use the calendar to select the check-in date. The number of nights will populate automatically. Enter the room rate, tax, and other recurring charges; then click “Save Itemizations”.

If there is a remaining amount to be itemized (other charges, for example, internet or room service), the “New Itemization” tab will appear. The remaining amount to be itemized is displayed in the “Remaining” field on the right side of the “New Itemization” pane.

On the “New Itemization” tab, select the “Expense Type” that applies to the first itemization.

New Itemization

Expense Type

- Breakfast - Domestic
- Daily Meal Allowance - International**
- Dinner - Domestic
- Lunch - Domestic
- 05. Office Expenses**
  - Courier/Shipping/Freight
  - Printing/Photocopying/Stationery
- 06. Communications**
  - Internet/Online Fees

The page refreshes, displaying the required and optional fields for the selected “Expense Type”. All fields will auto-populate, except for the “Amount” field. Enter the amount of the itemization and click “Save”.

New Itemization Available Receipts

**Total Amount: \$430.11 | Itemized: \$415.12 | Remaining: \$14.99**

Expense Type Internet/Online Fees	Trip Type In-State Travel	Transaction Date 09/05/2018
Report/Trip Purpose Conference Attendee	Additional Information	Enter Vendor Name Marriott Hotels
City of Purchase Oakland, California	Payment Type Out of Pocket	Amount 14.99 USD
Comment		

Enter in the amount of the new Itemization in the Amount field. Once done, click on Save.

Save Allocate Cancel

When done itemizing all charges on your hotel bill, upon saving your last entry, all itemizations will appear on the left side of the page, below the expense. The remaining amount to itemize will become zero.

Expenses Move Delete Copy View <

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input checked="" type="checkbox"/>	09/05/2018	<b>Hotel - Domestic</b> Marriott Hotels, Oakland, California	\$430.11	\$430.11
<input type="checkbox"/>	09/03/2018	Hotel - Domestic	\$169.00	\$169.00
<input type="checkbox"/>	09/03/2018	Hotel Tax	\$26.56	\$26.56
<input type="checkbox"/>	09/03/2018	Parking	\$12.00	\$12.00
<input type="checkbox"/>	09/04/2018	Hotel - Domestic	\$169.00	\$169.00
<input type="checkbox"/>	09/04/2018	Hotel Tax	\$26.56	\$26.56
<input type="checkbox"/>	09/04/2018	Parking	\$12.00	\$12.00
<input type="checkbox"/>	09/05/2018	Internet/Online Fees	\$14.99	\$14.99
<b>TOTAL AMOUNT</b>			<b>\$430.11</b>	
<b>TOTAL REQUESTED</b>			<b>\$430.11</b>	

New Expense Available Receipts

Expense Type

*To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.*

Recently Used Expense Types

Hotel - Domestic	Personal Car Mileage	Airfare
Miscellaneous	Dinner - Domestic	

All Expense Types

<p><b>01. Travel Expenses</b></p> <ul style="list-style-type: none"> <li>Hotel - Domestic</li> <li>Incidentals</li> <li>Lodging Allowance - International</li> </ul>	<p><b>...02. Transportation</b></p> <ul style="list-style-type: none"> <li>Train</li> </ul> <p><b>03. Meals</b></p> <ul style="list-style-type: none"> <li>Breakfast - Domestic</li> <li>Daily Meal Allowance - International</li> <li>Dinner - Domestic</li> <li>Lunch - Domestic</li> </ul> <p><b>05. Office Expenses</b></p> <ul style="list-style-type: none"> <li>Courier/Shipping/Freight</li> <li>Office Supplies/Software</li> <li>Printing/Photocopying/Stationery</li> </ul> <p><b>06. Communications</b></p> <ul style="list-style-type: none"> <li>Internet/Online Fees</li> </ul> <p><b>07. Fees</b></p>	<p><b>...07. Fees</b></p> <ul style="list-style-type: none"> <li>Currency Exchange Fees</li> <li>Passports/Visa Fees</li> </ul> <p><b>08. Other</b></p> <ul style="list-style-type: none"> <li>Abstract Fee</li> <li>Justification</li> <li>Miscellaneous</li> <li>Personal/Non Reimbursable</li> <li>Professional Subscriptions/Dues</li> <li>Registration Fees</li> <li>Student Liability Form</li> </ul> <p><b>Mileage</b></p> <ul style="list-style-type: none"> <li>Personal Car Mileage</li> </ul>
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## ➤ Airfare

On the “Expenses” screen, click on the “Airfare” “Expense Type”. The page refreshes with the required and optional fields displayed. Enter the applicable information for your trip, and click “Save” when done.

The screenshot shows the 'Airfare' expense entry form in Concur. The form contains the following fields and values:

- Expense Type: Airfare
- Trip Type: In-State Travel
- Transaction Date: 09/05/2018
- Report/Trip Purpose: Conference Attendee
- Additional Information: (empty)
- Ticket Number: 5262183769400
- Vendor: Southwest Airlines
- Destination City: Oakland, California
- Payment Type: Out of Pocket
- Amount: 284.46 USD
- Comment: (empty)
- Request: 09/03/2018, \$300.00 FOA C

Instructional callouts are provided for several fields:

- A red box around the Vendor field with an arrow pointing to it: "Enter the name of the airline."
- A red box around the Amount field with an arrow pointing to it: "Your Amount should be for your round-trip airfare, including all applicable taxes and fees, as shown on your itemized receipt."
- A red box around the Ticket Number field with an arrow pointing to it: "Although not a required field, enter your flight ticket number in the Ticket Number field provided."
- A red box around the Save button with an arrow pointing to it: "Be sure to click the Save button after each entry."

At the bottom right of the form, there is a row of buttons: Save, Itemize, Allocate, Attach Receipt, and Cancel.



➤ Mileage

When you use your personal car for business purposes, you need to create a personal car expense to determine the amount of mileage reimbursement. CPP will reimburse for the lesser of the mileage computed between the traveler’s residence or normal work location and their destination. The mileage reimbursement rate is pre-populated, and is based on the current IRS Standard Rate. The “Transaction Date” you enter will determine the mileage reimbursement rate the system will use. To view the current mileage reimbursement rate, click on the “View Reimbursement Rates” hyperlink on the “Personal Car Mileage” “Expense Type”.



On the “Expenses” screen, click on the “Personal Car Mileage” “Expense Type”. The page refreshes with the required and optional fields displayed, including the “Mileage Calculator” link. Because you added your approved request to your Expense Report, the “Transaction Date” and “Report/Trip Purpose” fields will auto-populate; however, you may need to add multiple entries based on the number of days you will need to claim mileage. Complete the remaining required fields that are identified with a red line on the left of the box; the “From Location” and “To Location” fields can be manually entered, or you can use the “Mileage Calculator”, which is recommended.

A screenshot of the expense report form. The 'Expense Type' is 'Personal Car Mileage'. The 'Transaction Date' is '09/05/2018' and 'Report/Trip Purpose' is 'Conference Attendee'. The 'License Plate Number' is 'ABC123'. The 'Request' is '09/03/2018, \$18.31 - FOA Cc'. Annotations include: a red box around the 'To Location' field with the text 'Enter your personal vehicles license plate number in the field provided. This is a required field.'; a blue box around the 'From Location' field with the text 'The From Location and To Location fields can be manually entered, or you can use the Mileage Calculator, which is recommended.'; and a blue box around the 'Mileage Calculator' link with an arrow pointing to it. At the bottom are buttons for 'Save', 'Allocate', 'Attach Receipt', and 'Cancel'.

Click the “Mileage Calculator”. In the Waypoints fields, enter the addresses of your starting and ending locations. For more accuracy, it is recommended to always enter the full address for both locations. Click “Calculate Route” to determine the mileage for your trip. You can click “Make Round Trip” to calculate the mileage for a round trip. You will see the calculated distance between the locations that you have entered. To add the distance to your expense, click “Add Mileage to Expense”.

**Mileage Calculator**

Avoid Tolls  Avoid Highways

Waypoints

3801 W Temple Ave, Pomona, CA 9176

Ontario International Airport (ONT), Ont

18.2 MI

Personal

[Calculate Route](#) [Make Round Trip](#)

Directions

Suggested routes:

- I-10 E 18.2 mi. About 23 mins
- CA-60 E 16.5 mi. About 23 mins
- CA-60 E and S Archibald Ave 17.5 mi. About 26 mins

**A** 3801 W Temple Ave, Pomona, CA 91768, USA

18.2 mi. About 23 mins

1. Head northwest on W Temple Ave toward S Campus Dr 387 ft
2. Turn right at the 1st cross street onto S Campus Dr 1.0 mi
3. Turn left onto the Interstate 10 E ramp 0.5 mi

Deduct Commute

TOTAL PERSONAL **0.0 MI** TOTAL BUSINESS **18.2 MI**


Click Add Mileage to Expense to add the mileage to your expense type.

[Add Mileage to Expense](#) Cancel

The “From Location” and “To Location” fields are populated automatically and the calculated distance appears in the “Distance” field; which Concur rounds to the nearest mile. The “Distance” and “Rate” values automatically calculate the “Amount” for the expense. Click “Save”.

[View Reimbursement Rates](#)

Expense Type Personal Car Mileage	Trip Type In-State Travel	Transaction Date 09/05/2018	Report/Trip Purpose Conference Attendee	Additional Information	From Location 3801 W Temple Ave, Pomona, CA 9
To Location Ontario International Airport (ONT),	License Plate Number ABC123	Payment Type Out of Pocket	Distance : Amount 18 : 9.81 USD	Comment	Request 09/03/2018, \$18.31 - FOA Cc

 [Mileage Calculator](#)

Be sure to click the Save button after each entry.

[Save](#) [Allocate](#) [Attach Receipt](#) [Cancel](#)

**\*\*If your travel will be funded by multiple University Chartfields, please refer to the “Allocating Expense Types to Multiple Chartfields” section below.\*\***

Once all actual expenses have been entered, and expense allocations have been made, you will see a summary on the left side of the screen with the total amount requested.

**Expenses**

Date	Expense Type	Amount	Requested
09/05/2018	Hotel - Domestic Marriott Hotels, Oakland, California	\$430.11	\$430.11
09/03/2018	Hotel - Domestic	\$169.00	\$169.00
09/03/2018	Hotel Tax	\$26.56	\$26.56
09/03/2018	Parking	\$12.00	\$12.00
09/04/2018	Hotel - Domestic	\$169.00	\$169.00
09/04/2018	Hotel Tax	\$26.56	\$26.56
09/04/2018	Parking	\$12.00	\$12.00
09/05/2018	Internet/Online Fees	\$14.99	\$14.99
09/05/2018	Airfare Southwest Airlines, Oakland, Calif	\$284.46	\$284.46
09/05/2018	Personal Car Mileage	\$9.81	\$9.81
<b>TOTAL AMOUNT</b>		<b>\$724.38</b>	<b>\$724.38</b>

**TOTAL REQUESTED \$724.38**

The amounts entered for each expense type will appear here as a summary of the actual expenses incurred for this trip.

**Recently Used Expense Types**

- Airfare
- Personal Car Mileage
- Hotel - Domestic
- Miscellaneous
- Dinner - Domestic

**All Expense Types**

- 01. Travel Expenses
  - Hotel - Domestic
  - Incidentals
  - Lodging Allowance - International
- 02. Transportation
  - Train
  - Daily Meal Allowance - International
  - Printing/Photocopying/Stationery
  - Shuttle Fees
  - Taxi
  - Tolls/Road Charges
- 03. Meals
  - Breakfast - Domestic
- 06. Communications
  - Internet/Online Fees
- 07. Fees
  - Currency Exchange Fees
  - Passports/Visa Fees
- 08. Other
  - Abstract Fee
  - Student Liability Form
  - Mileage
    - Personal Car Mileage

You are now ready to review your approval workflow and submit your Expense Report for approval. From the “Expenses” screen, click on “Details” > “Approval Flow” to have the “Approval Flow for Report” window appear for review.

Details ▾ Receipts ▾

- Report
  - Report Header
  - Totals
  - Audit Trail
  - Approval Flow**
  - Comments
- Allocations
  - Allocations

Review the approval workflow and input the appropriate approvers based on the criteria for each approval step noted below. If additional approvers need to be added based on your divisional, college or department internal approval process, you can do so by clicking on the “plus signs” on the “Approval Flow for Report” window. By hovering your mouse over the “plus sign” before clicking on it, it will indicate the action that will be taken; either adding a step before or after the current approval field. Once an additional approver field has been added, type in the individual’s last name and click on it to populate the field. *Note: Please **do not** add approvers after the “Accounts Payable Review” field; as this field will self-route the Expense Report to Accounts Payable as the final step to process your Expense Report for reimbursement.*

**Approval Flow for Report: FOA Conference** ✕

Use the “plus sign” to add additional approvers to the workflow. Please **do not** add additional approvers after Accounts Payable Review.

<p>Manager Approval:</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;">Approver1, Manager T. <span style="float: right;">← +</span></div> <p>Dean Approval (Faculty Travel Only):</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> <span style="float: right;">← +</span></div> <p><i>(this step may be skipped)</i></p> <p>Domestic Travel Approval (excluding Academic Affairs):</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> <span style="float: right;">← +</span></div> <p><i>(this step may be skipped)</i></p> <p>Academic Affairs Approval (Domestic Travel less than \$3,000):</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> <span style="float: right;">← +</span></div> <p><i>(this step may be skipped)</i></p> <p>Academic Affairs Approval (Domestic Travel of \$3,000 or more):</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> <span style="float: right;">← +</span></div> <p><i>(this step may be skipped)</i></p> <p>International Travel Approval (Requires VP or Provost Approval):</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> <span style="float: right;">← +</span></div> <p><i>(this step may be skipped)</i></p> <p>Accounts Payable Review:</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 10px;"> <span style="float: right;">← + +</span></div>	<div style="border-left: 1px solid blue; border-right: 1px solid blue; height: 100px; margin: 0 auto;"></div>	<div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>Manager Approval will self populate with your default travel approver designated in your Expense Settings. The traveler <b>cannot</b> alter this field. For faculty, this should be the Dept Chair. For staff, this should be the HEERA Manager. If the individual identified is incorrect, please contact the IT Service Desk to have it updated.</p> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>Dean Approval will self populate with a faculty members default travel approver 2 designated in your Expense Settings. The traveler <b>cannot</b> alter this field. Will skip this step if Traveler Type is <b>not</b> faculty. If the individual identified is incorrect, please contact the IT Service Desk to have it updated.</p> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>Domestic travel approval for all Divisions, <b>except</b> Academic Affairs. The traveler will need to select the appropriate sub-delegate for their Division/Unit. Will skip this step if the traveler's Division <b>equals</b> Academic Affairs.</p> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>Faculty and staff domestic travel, less than \$3,000, for the Division of Academic Affairs. The traveler will need to select the appropriate sub-delegate for their College/Unit. Will skip this step if the traveler's division <b>does not</b> equal Academic Affairs <b>and</b> the travelers total travel is more than \$3,000.</p> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>Faculty and staff domestic travel approval, of \$3,000 or more, for the Division of Academic Affairs. The traveler <b>cannot</b> alter this field. Will skip this step if the traveler's Division <b>does not</b> equal Academic Affairs <b>and</b> the travelers total travel is less than \$3,000.</p> </div> <div style="border: 1px solid red; padding: 5px; margin-bottom: 10px;"> <p>All faculty and staff International travel approval for all divisions. Approval must be obtained from the Provost/Vice President of the respective Division. The traveler will need to select the appropriate approver for their Division. Will skip this step if your Trip Type is <b>not</b> International.</p> </div> <div style="border: 1px solid red; padding: 5px;"> <p>System routing for Accounts Payable Review. This field will be intentionally left blank, and the traveler <b>cannot</b> alter this field. The system will automatically route the Expense Report to Accounts Payable once all other approvals have been obtained.</p> </div>
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Click on the "Save Workflow" button once you have input all applicable approvers in the fields above.

Submit Report

Save Workflow

Cancel

Once done inputting all information for your Expense Report, click “Submit Report” in the upper right corner of the screen. The “Final Review” window will appear. Read through the user electronic agreement and click “Accept & Submit” to acknowledge confirmation of your submission.

**Final Review**

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**User Electronic Agreement**

By clicking on the "Accept & Submit" button, I certify that:

This is a true and accurate statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California, and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses. All required receipt images have been attached to this report. If a privately-owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage. In addition, I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed; nor will I seek reimbursement for a duplicate claim. In the event of overpayment, or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the California State Polytechnic University of Pomona in full for those expenses.

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**Accept & Submit** Cancel

Your report is now submitted and pending approval.

Allocating Expense Types to Multiple Chartfields

If your travel will be split funded using multiple University chartfields, you have the ability to allocate each expense by percentage or amount. To allocate an “Expense Type” to more than one chartfield, click the “Allocate” button on any “Expense Type” screen you want to allocate. *Note: If your travel will be funded by University and Foundation sources, a separate Travel Request will need to be completed for each funding source. The allocation functionality will only allocate funding sources within the same policy, not across different policies.*

The “Allocations for Report” window will appear for the “Expense Type” selected. On the “Allocations” side of the window, you will be able to input the desired chartfield information to allocate the selected “Expense Type”. Travelers have the option of allocating by percentage or amount by clicking on the “Allocate By” button and making the respective selection. Additionally, by selecting the “Add New Allocation” button, the traveler can add multiple lines to input multiple chartfields for allocation.

Allocations for Report: FOA Conference

Expense List

Date	Expense ...	Group	Amount
<input checked="" type="checkbox"/>	09/05/2018	Airfare	\$284.46
<input type="checkbox"/>	09/05/2018	Personal ...	\$9.81
Hotel - Domestic			
<input type="checkbox"/>	09/05/2018	Internet/O...	\$14.99
<input type="checkbox"/>	09/04/2018	Hotel Tax	\$26.56
<input type="checkbox"/>	09/04/2018	Hotel - Do...	\$169.00
<input type="checkbox"/>	09/04/2018	Parking	\$12.00

Allocations

Total: \$284.46 Allocated: \$284.46 (100%) Remaining: \$0.00 (0%)

Amount	Business Unit	Fund	Department	Program	Class	Project	Code
\$284.46	POCMP	(POM01) OPE...	(67700) Accou...	(0602) Fiscal ...	(00000) No Cl...		POCMP-POM01-67700-0602-00000

Allocate By:   
 Percentage   
 Amount

Once the selection has been made to allocate by percentage or amount, and the appropriate number of allocation lines has been added, allocation information can be entered as noted below. Once done, click "Save".

Allocations for Report: FOA Conference

Expense List

Allocate Selected Expenses | Clear Selections | Summary

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense ...	Group	Amount
<input checked="" type="checkbox"/>	09/05/2018	Airfare		\$284.46
<input type="checkbox"/>	09/05/2018	Personal ...		\$9.81
- Hotel - Domestic				
<input type="checkbox"/>	09/05/2018	Internet/O...		\$14.99
<input type="checkbox"/>	09/04/2018	Hotel Tax		\$26.56

Allocations

Total:\$284.46 Allocated:\$284.46 (100%) Remaining:\$0.00 (0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

<input type="checkbox"/>	Amount	* Business Unit	* Fund	* Department	* Program	* Class	Project	Code
<input type="checkbox"/>	\$142.23	POCMP	(POM01) OPE...	(67700) Accou...	(0602) Fiscal ...	(00000) No Cl...		POCMP-POM01-67700-0602-00000
<input type="checkbox"/>	\$142.23	POCMP	(UE001) TF C...	(67900) Stude...	(0602) Fiscal ...	(C5020) Cost ...		POCMP-UE001-67900-0602-C5020

Enter the chartfields you would like your expense allocated to, as well as the amount or percentage you would like allocated. The complete chartfield string will populate under the Code field.

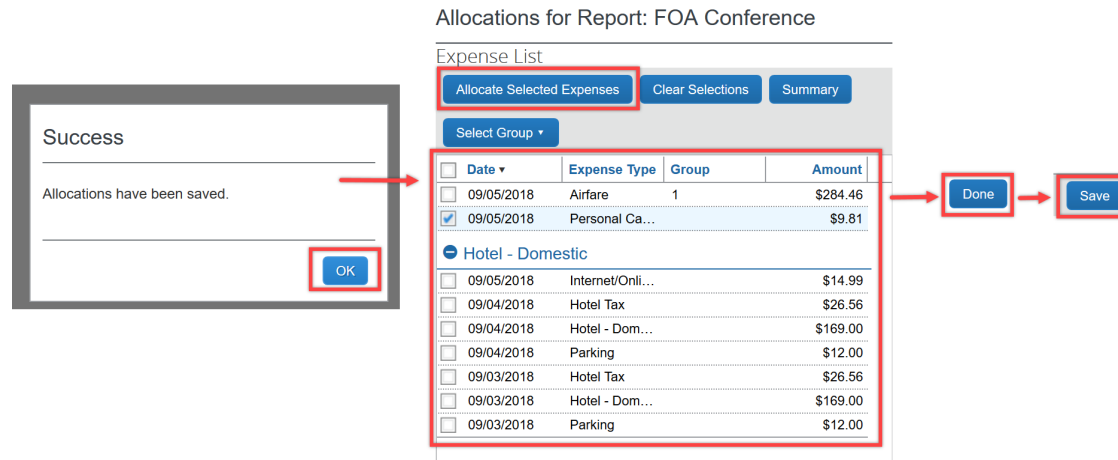
A summary of the amount allocated will appear in the upper right corner of the screen, detailing the remaining amount to be allocated. This is displayed to ensure 100% of the expense is allocated amongst the chartfield strings entered.

Be sure to click the Save button after each entry.

→ Save Cancel



Once the traveler clicks "Save" on the "Allocations for Report" window, a "Success" message will appear, click "OK". You will be taken back to the "Allocations for Report" window, where you can select additional "Expense Types" to allocate on the left side of the screen. This can be done by checking the box next to the "Expense Type", and following the same steps as outlined above. Once done with all allocations, click on "Done". You will be returned to the "Expense Type" page, click "Save" to save your allocations.



Once the traveler clicks on "Save" on the "Expense Type" page, an allocation icon will appear on the summary listing for the "Expense Type" that was allocated. (Note: The icon displayed on the "Expense Type" in Travel Request is different than the icon displayed on the "Expense Type" in the Expense Report.)

Expenses

Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input checked="" type="checkbox"/>	09/05/2018	<b>Hotel - Domestic</b> Marriott Hotels, Oakland, California	\$430.11	\$430.11
<input type="checkbox"/>	09/03/2018	Hotel - Domestic	\$169.00	\$169.00
<input type="checkbox"/>	09/03/2018	Hotel Tax	\$26.56	\$26.56
<input type="checkbox"/>	09/03/2018	Parking	\$12.00	\$12.00
<input type="checkbox"/>	09/04/2018		0	\$169.00
<input type="checkbox"/>	09/04/2018		6	\$26.56
<input type="checkbox"/>	09/04/2018	Parking	\$12.00	\$12.00
<input type="checkbox"/>	09/05/2018	Internet/Online Fees	\$14.99	\$14.99
<input checked="" type="checkbox"/>	09/05/2018	<b>Airfare</b> Southwest Airlines, Oakland, Calif	\$284.46	\$284.46
<input type="checkbox"/>	09/05/2018	<b>Personal Car Mileage</b>	\$9.81	\$9.81

Expense Type has been allocated.

International Travel

The process for creating an Expense Report for International Travel follows the same steps as Domestic Travel, except for some variations in “Expense Types” that will be selected for lodging and meals/incidentals. Travelers to foreign destinations will receive a fixed amount per diem for lodging, meals and incidentals in accordance with the Federal Maximum Travel Per Diem Allowances for Foreign Areas published by the U.S. Department of State Office of Allowances. Receipts will not be required for reimbursement of these “Expense Types”.

From the “Expenses” page, select the “Lodging Allowance – International” and “Daily Meal Allowance – International” “Expense Types” to enter your per diem amounts for your trip; and complete the required and optional fields.

The screenshot shows the 'International Travel' page in Concur. On the left, there's a navigation menu with '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below this is an 'Expenses' table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A 'New Expense' modal is open, showing a grid of 'All Expense Types'. The grid is organized into categories: 01. Travel Expenses, ...02. Transportation, ...03. Meals, 07. Fees, and ...08. Other. Within '01. Travel Expenses', 'Lodging Allowance - International' is highlighted. Within '...03. Meals', 'Daily Meal Allowance - International' is highlighted. Other visible items include Airfare, Personal Car Mileage, Registration Fees, Hotel - Domestic, Incidentals, Agency Booking Fees, Currency Exchange Fees, Passports/Visa Fees, Professional Subscriptions/Dues, Registration Fees, Student Liability Form, and Mileage.

Lodging Allowance – International

Expense Type: Lodging Allowance - Internati  
 Trip Type: International  
 Transaction Date: 10/10/2018  
 Report/Trip Purpose: Conference Attendee  
 Additional Information:   
 Allowance Amount: 425.00  
 Number of Days: 2  
 Payment Type: Out of Pocket  
 Amount: 0 USD  
 Comment:   
 Request: 10/08/2018, \$850.00 - Michell

Enter the number of days you procured lodging on your trip. (Note: This may not be the same number of days as your actual travel; only the days you needed lodging in the foreign country.)

Once you click the Save button, the Amount field will automatically calculate your total.

Enter the last day of your travel.

Enter the Foreign Per Diem Rate for Lodging for the Country/City you traveled to. The rate can be found on the U.S. Department of State - Office of Allowances website.

Be sure to click the Save button after each entry.

Save Itemize Allocate Attach Receipt Cancel

Foreign Per Diem Rates In U.S. Dollars  
 DSSR 925  
 Country: FRANCE  
 Publication Date: 10/01/2018

Previous Rates: 10/01/2018 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
FRANCE	Bordeaux	01/01	12/31	216	137	353	N/A	06/01/2018
FRANCE	Other	01/01	12/31	223	134	357	N/A	06/01/2018
FRANCE	Paris	01/01	12/31	425	183	608	View	06/01/2018
FRANCE	Strasbourg	01/01	12/31	252	142	394	N/A	06/01/2018

Expense Type: Lodging Allowance - Internati  
 Trip Type: International  
 Transaction Date: 10/10/2018  
 Report/Trip Purpose: Conference Attendee  
 Additional Information:   
 Allowance Amount: 425  
 Number of Days: 2  
 Payment Type: Out of Pocket  
 Amount: 850.00 USD  
 Comment:   
 Request: 10/08/2018, \$850.00 - Michell

Daily Meal Allowance - International

Expense Type: Daily Meal Allowance - Intern; Trip Type: International; Transaction Date: 10/10/2018; Report/Trip Purpose: Conference Attendee; Additional Information: ; Allowance Amount: 183.00

Number of Days: 3; Payment Type: Out of Pocket; Amount: 0 USD; Comment: ; Request: 10/08/2018, \$549.00 - Michell

Enter the number of days you incurred meals and incidentals in the foreign country on your trip. (Note: This may not be the same number of days as your actual travel; only the days you incurred meals and incidentals in the foreign country.)

Once you click the Save button, the Amount field will automatically calculate your total.

Be sure to click the Save button after each entry.

Save Itemize Allocate Attach Receipt Cancel

Enter the Foreign Per Diem Rate for Meals and Incidentals for the Country/City you traveled to. The rate can be found on the U.S. Department of State - Office of Allowances website.

Foreign Per Diem Rates In U.S. Dollars  
DSSR 925  
Country: FRANCE  
Publication Date: 10/01/2018

Previous Rates: 10/01/2018 Go

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
FRANCE	Bordeaux	01/01	12/31	216	137	353	N/A	06/01/2018
FRANCE	Other	01/01	12/31	223	134	357	N/A	06/01/2018
FRANCE	Paris	01/01	12/31	425	183	608	View	06/01/2018
FRANCE	Strasbourg	01/01	12/31	252	142	394	N/A	06/01/2018

Expense Type: Daily Meal Allowance - Intern; Trip Type: International; Transaction Date: 10/10/2018; Report/Trip Purpose: Conference Attendee; Additional Information: ; Allowance Amount: 183

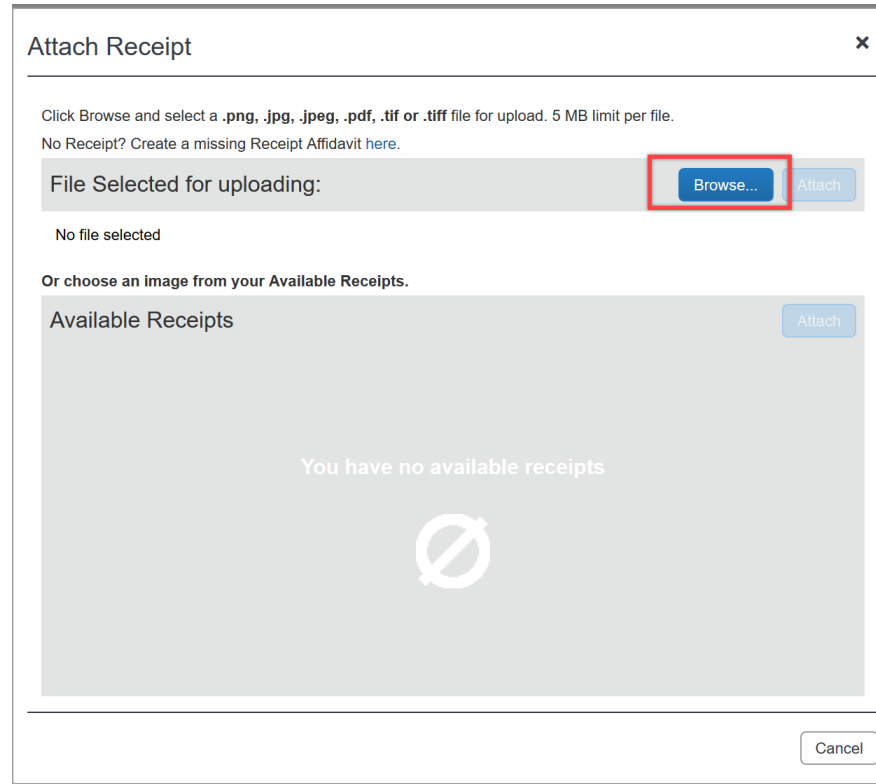
Number of Days: 3; Payment Type: Out of Pocket; Amount: 549.00 USD; Comment: ; Request: 10/08/2018, \$549.00 - Michell

Adding Attachments

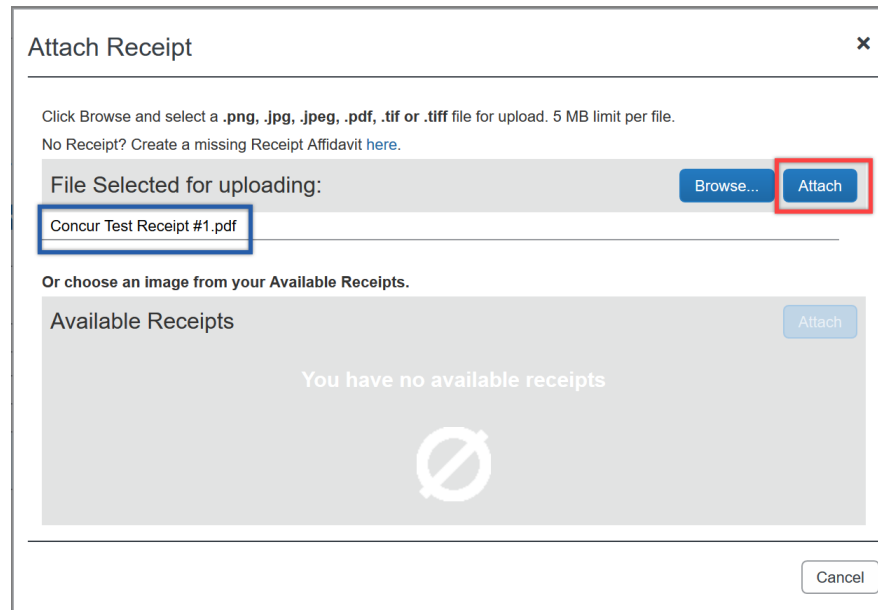
Original, itemized receipts, are required to be uploaded for all business travel related expenses of \$75 or more. Receipts should be clearly marked “paid” or show a zero balance. Payment method should be clearly identifiable on the itemized receipt. Receipts can be attached at either the “Report” level or the “Expense Type” level. It is recommended that receipts be attached at the “Expense Type” level whenever applicable. Documentation to be attached at the “Report” level should include such things as a traveler’s conference agenda. To attach documents to an “Expense Type”, click on the “Attach Receipt” button in the lower right corner of any “Expense Type”.

Expense Type Airfare	Trip Type In-State Travel	Transaction Date 09/05/2018
Report/Trip Purpose Conference Attendee	Additional Information 	Ticket Number 5262183769400
Vendor Southwest Airlines	Destination City Oakland, California	Payment Type Out of Pocket
Amount 284.46 USD	Comment 	Request 09/03/2018, \$300.00 - FOA C

The “Attach Receipt” window will appear. Click on “Browse” to select the file you wish to upload.



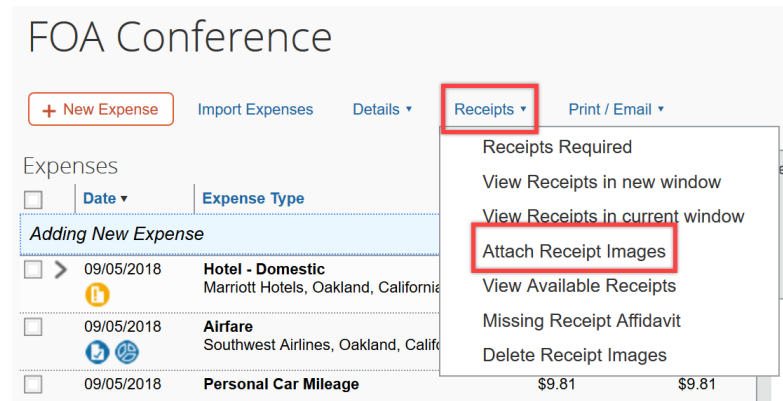
Once selected, click on "Attach".



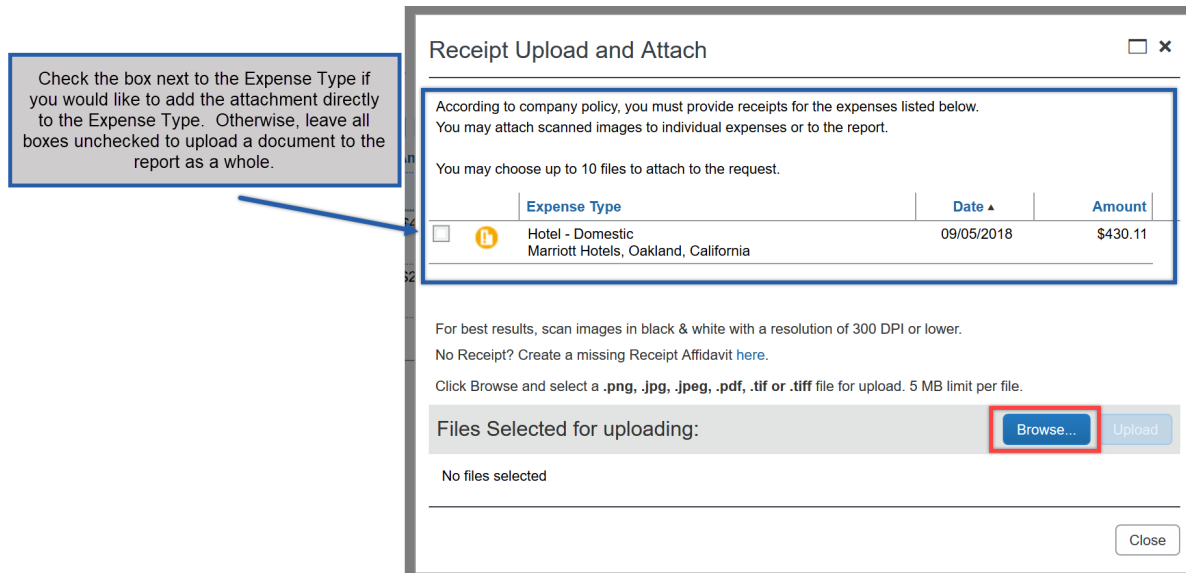
Once you have attached your file, you will return to the "Expense Type" screen that the document was attached to. Click "Save". A receipt icon will appear on the summary listing for the "Expense Type" you have added an attachment to.

<input type="checkbox"/>	09/05/2018	Internet/Online Fees	\$14.99	\$14.99
<input checked="" type="checkbox"/>	09/05/2018	<b>Airfare</b> Southwest Airlines, Oakland, Calif	\$284.46	\$284.46
<input type="checkbox"/>	09/05/2018	<b>Personal Car Mileage</b>	\$9.81	\$9.81

To add an attachment to your Expense Report, that is not directly tied to an “Expense Type”, click on “Receipts” > “Attach Receipt Images” on the “Expenses” screen menu.



The “Receipt Upload and Attach” window will appear. You have the option of selecting additional “Expense Types” to add receipt images to, or uploading attachments to the overall Report. Click on “Browse” to select the file you wish to upload.





Once selected, click on "Upload".

Receipt Upload and Attach
☐ ×

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According to company policy, you must provide receipts for the expenses listed below.  
You may attach scanned images to individual expenses or to the report.

You may choose up to 10 files to attach to the request.

		Expense Type	Date ▲	Amount
<input type="checkbox"/>		Hotel - Domestic Marriott Hotels, Oakland, California	09/05/2018	\$430.11

For best results, scan images in black & white with a resolution of 300 DPI or lower.  
No Receipt? Create a missing Receipt Affidavit [here](#).

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:
Browse... Upload

Concur Test Receipt #2.pdf
Remove

Close

The file status in the "Receipt Upload and Attach" window will update to show "Attached", confirming your document was successfully attached. Once you have completed your document upload, click on "Close".

Receipt Upload and Attach
☐ ×

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According to company policy, you must provide receipts for the expenses listed below.  
You may attach scanned images to individual expenses or to the report.

You may choose up to 10 files to attach to the request.

		Expense Type	Date ▲	Amount
<input type="checkbox"/>		Hotel - Domestic Marriott Hotels, Oakland, California	09/05/2018	\$430.11

For best results, scan images in black & white with a resolution of 300 DPI or lower.  
No Receipt? Create a missing Receipt Affidavit [here](#).

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

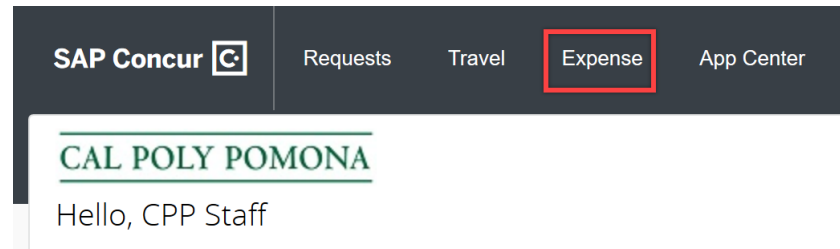
Files Selected for uploading:
Browse... Upload

Concur Test Receipt #2.pdf
Attached

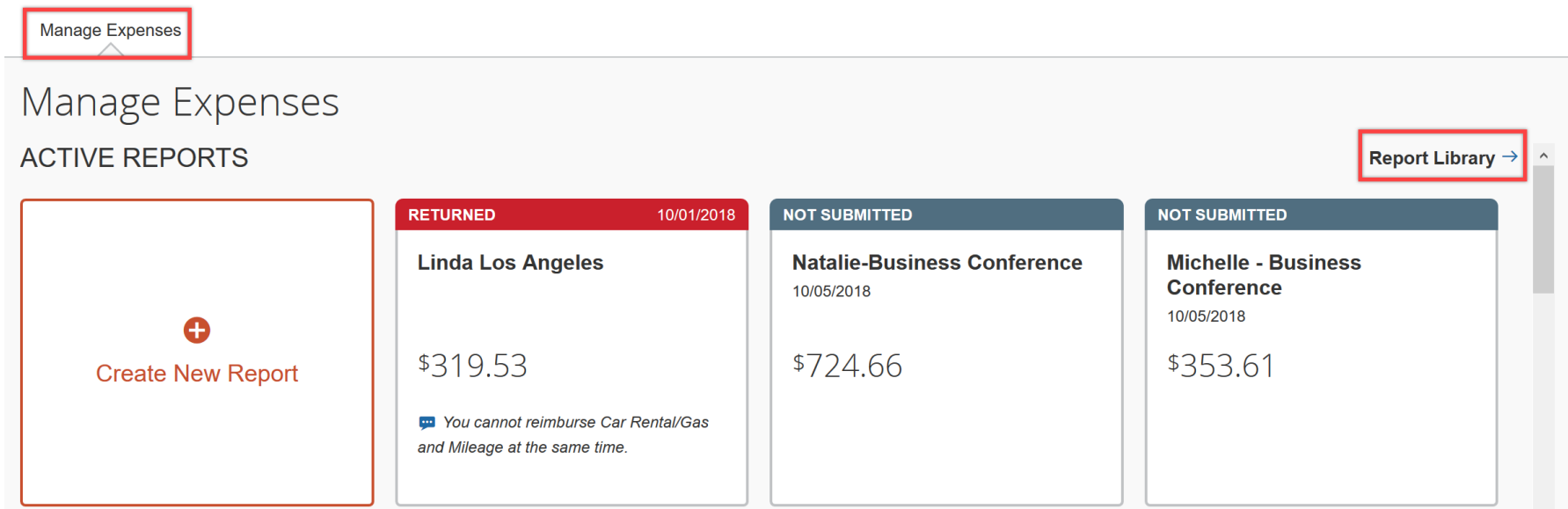
Close

## Checking the Status of your Expense Report

With Concur, you have the ability to check the status of your Expense Report in the system in real time. From the Concur home page, click on “Expense” in the menu bar at the top left side of the screen.



The “Managing Expenses” screen will appear. This screen will default to show the Active Reports that a traveler currently has pending. These can include reports that are not yet submitted for approval, or those that have been submitted and are pending approval. To view a complete listing of all Reports, click on “Report Library” on the right side of the screen.



You will be taken to a detailed listing of your Expense Reports; which defaults to show “Reports for the last 90 Days”.

- By clicking on the “View” button on the left of the screen, you have the ability of changing the filter status of your report to one of several options; including “All Reports”, which allows a traveler to view all reports entered into Concur under their profile.
- By reviewing the information in the “Status” column, a traveler can determine where their report is in the process; such as Approved, Submitted & Pending Approval, or Not Submitted.

The screenshot shows the 'Manage Expenses' page with the title 'Reports for last 90 Days'. A dropdown menu is open, showing various filter options. A table of reports is displayed below, with columns for Report Name, Report ID, Status, Payment Status, Report Date, Total, and Requested Amount. Annotations include:

- A red box around the 'View' button with an arrow pointing to the dropdown menu.
- A red box around the dropdown menu with an arrow pointing to it, containing the text: "You can select one of several filter options to view your Expense Report."
- A red box around the 'Status' column header with an arrow pointing to a row, containing the text: "The Status Column documents where the Expense Report is in the process."
- A red box around the 'View' button.
- A red box around the 'Manage Expenses' header.

	Report Name	Report ID	Status	Payment Status	Report Date	Total	Requested A...
<input type="checkbox"/>	Dory - San Diego Training	67F89...	Approved & In Accounting Review	Not Paid	10/05/2018	\$503.89	\$503.89
<input type="checkbox"/>	Natalie-Business Conference	898Cf...	Not Submitted	Not Paid	10/05/2018	\$724.66	\$724.66
<input type="checkbox"/>	Michelle - Business Conference	0A2Ft...	Not Submitted	Not Paid	10/05/2018	\$353.61	\$353.61
<input type="checkbox"/>	Linda-business conference	2DBE...	Not Submitted	Not Paid	10/05/2018	\$343.80	\$343.80
<input type="checkbox"/>	Dory - Business Conference	DC60...	Not Submitted	Not Paid	10/05/2018	\$368.33	\$368.33
<input type="checkbox"/>	Nancy-Business Conference	1F6F...	Not Submitted	Not Paid	10/05/2018	\$343.80	\$343.80
<input type="checkbox"/>	Adrian - Business Conference	B898...	Not Submitted	Not Paid	10/05/2018	\$343.80	\$343.80
<input type="checkbox"/>	FOA Conference	2992DBC102574660B...	Not Submitted	Not Paid	10/05/2018	\$724.38	\$724.38
<input type="checkbox"/>	Dory - Split CFS	83ED7DBC5D7D42A1...	Approved	Sent for Payment	10/04/2018	\$100.00	\$100.00

Delete an Expense Report

An Expense Report can be deleted if it has not yet been submitted or if it has been returned to the traveler by an approver. When an Expense Report is deleted, all attachments are deleted.

There are two ways to delete Expense Reports:

1. With the Expense Report open.

On the home page, in the “Quick Task Bar”, click the “Open Reports” task.

**MY TASKS**

Count	Task Name	Action
41	Open Requests	→
00	Available Expenses	→
31	Open Reports	→

**Open Requests (41)**

- 03/31 Copy of CSU Business Confer... \$1,379.31 — Travel
- 01/01 Dory - Jan 2019 Mileage \$109.00 — Travel
- 12/17 Adrian - "Business Travel" \$3,869.49 — Travel
- 12/10 Manisha Desai-CSU CONFER... \$185.00 — Travel
- 12/01 Helen - Blanket REQUEST for... \$43.60 — Travel

**Available Expenses (00)**

You currently have no available expenses.

**Open Reports (31)**

- 12/13 Helen - Dory \$1,468.36 Returned
- 12/13 Helen - Natalie \$1,468.36 Returned
- 12/13 Helen - Linda \$1,468.36 Returned
- 12/12 Helen - Adrian \$48.44
- 12/03 Nov 2018 Mileage Supervision \$18.53

Click the tile for the desired Expense Report.

Manage Expenses

## Manage Expenses

ACTIVE REPORTS Report Library →

+

Create New Report

RETURNED 12/17/2018

Helen - Dory

\$1,468.36

⚠ Exceptions

correct exceptions and resubmit.

RETURNED 12/17/2018

Helen - Natalie

\$1,468.36

⚠ Exceptions

correct exceptions and resubmit. thanks.

RETURNED 12/17/2018

Helen - Linda

\$1,468.36

⚠ Exceptions

correct exceptions and resubmit. thanks

With the Expense Report open, click “Delete Report”.

Manage Expenses

## Helen - Dory

Delete Report

Submit Report

+ New Expense
Import Expenses
Details ▾
Receipts ▾
Print / Email ▾
Hide Exceptions

Exceptions			
Expense Type	Date	Amount	Exception
Dinner - Domestic	10/01/2018	\$31.00	⚠ This expense entry may be a duplicate of the following expense. Report: Helen - Adrian, Expense: 10/01/2018, Dinner - Domestic, \$31.00
Dinner - Domestic	10/02/2018	\$26.01	⚠ This expense entry may be a duplicate of the following expense.

Expenses

Move ▾
Delete
Copy
View ▾
Available Receipts

Date ▾	Expense Type	Amount	Requested
Adding New Expense			
10/05/2018	Hotel - Domestic A.H.M.I. Hotels, New Orleans, Louis	\$397.92	\$397.92

New Expense

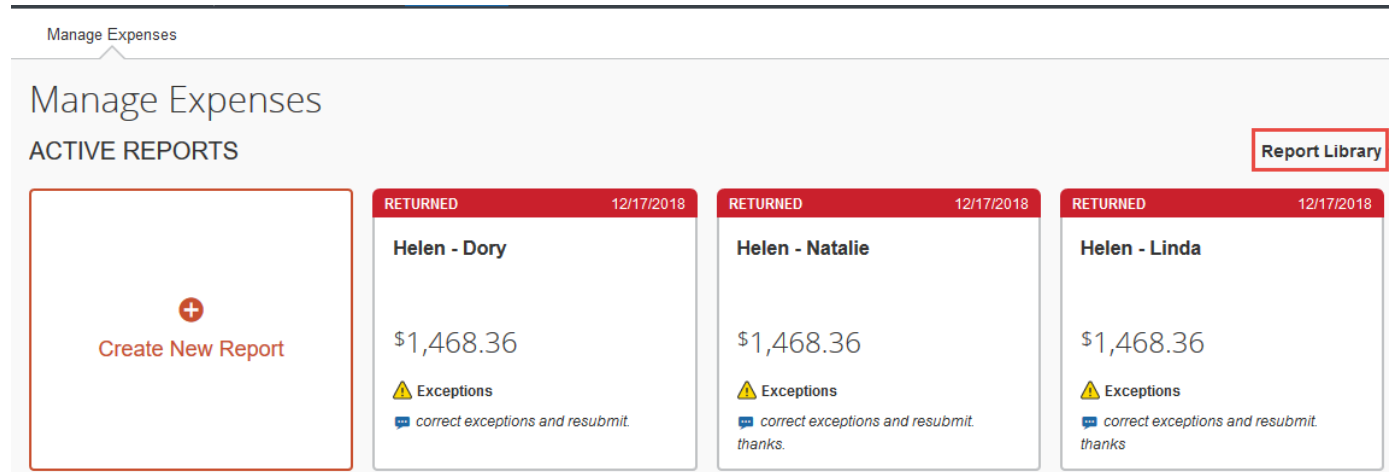
Expense Type

To create a new expense, click the appropriate expense type.

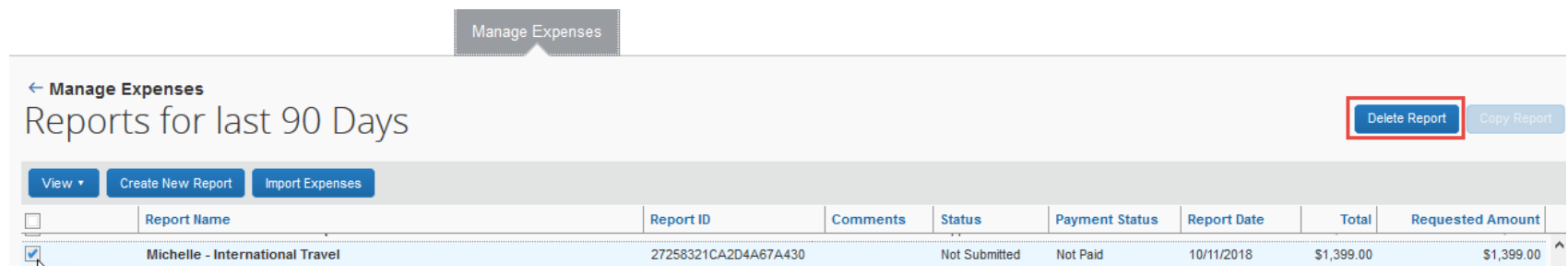
Recently Used Expense Types

2. From the list of Expense Reports.

On the home page, in the “Quick Task Bar”, click the “Open Reports” task. Once on the “Manage Expenses” page, instead of clicking a tile, click “Report Library” on the right side of the page, just above the tiles.



Select the check box to the left of one or more Expense Reports and click “Delete Report”.



### Campus Contact Information

If you have questions regarding the Travel Procedures or how to use Concur, please contact:

[Travel@cpp.edu](mailto:Travel@cpp.edu)

A staff member from University Accounting Services/Accounts Payable will contact you to address your question.

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If you have technical questions regarding the Concur system, or your default approvers need to be updated, please contact:

Cal Poly Pomona IT Service Desk

[itservicedesk@cpp.edu](mailto:itservicedesk@cpp.edu) -or- (909) 869-6776

Submit a Request IT or Fix It ticket using the IT Service Portal at <https://cpp.service-now.com/ehelp>