

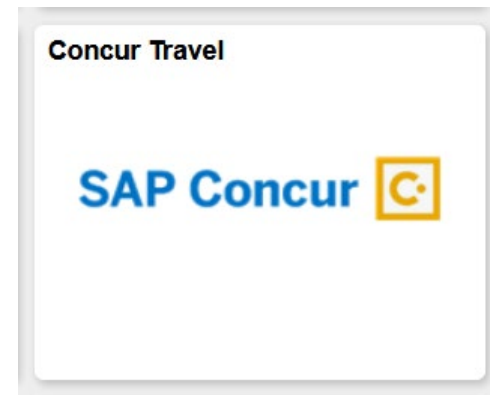
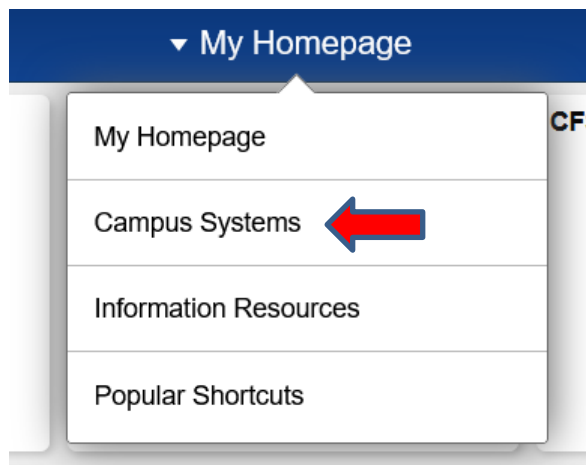
# FRESNO STATE

Discovery. Diversity. Distinction.



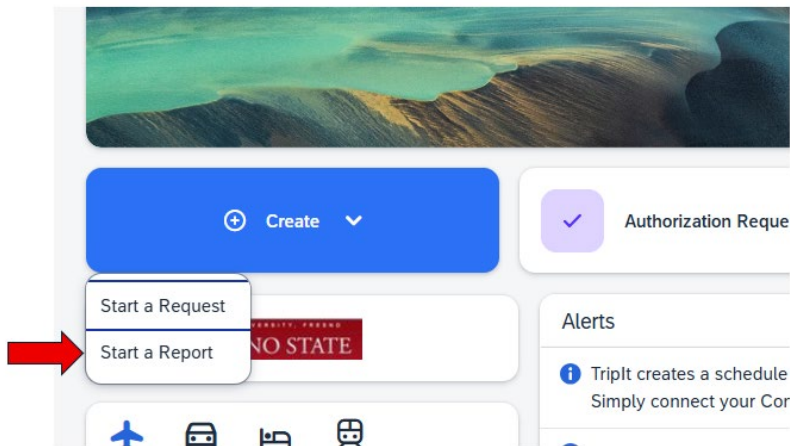
# Completing an Expense Report

From “My Homepage,” go to “Campus Systems” and select the SAP Concur tile.

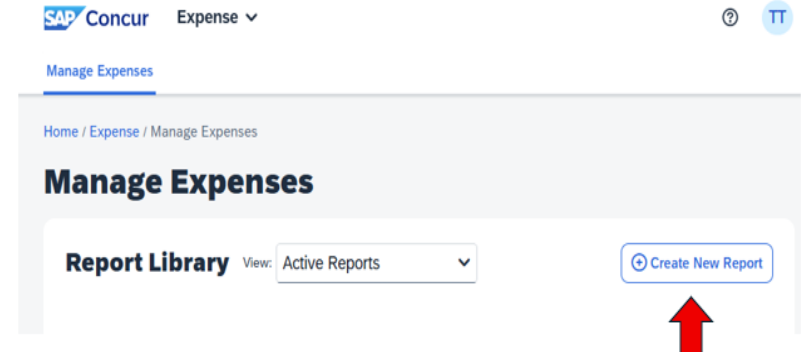


# Create a new report – 2 ways

Create a new report from the dashboard by clicking the blue “Create” box and select “Start a Report”



Or you can create a new report by opening the Expense module and clicking the “Create New Report” button.



## Complete the Expense Report Header.

Type of Travel *	Name of Trip *	Start Date *	End Date *
Out of State	Music Workshop	09/12/2024	09/14/2024
Destination * ?	State	Purpose of Trip *	Report Date
Cincinnati	Ohio	Music Appreciation workshop	08/06/2025
Report Total *	EMP ID	Fund *	Department *
	105988395	(90000) TF-CSU Operating Fund	(41406) Accounting Services
Class	Project	Program	
(00000) Default Sub-Class		00000	
Comment 0/500			

### Travel Allowance

Select if you have travel and require lodging, meals, or incidental travel allowances.

- ☒ Yes, I require Travel Allowance
- ☐ No, I do not require Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Type of Travel: Choose In-State Travel, Out-of-State Travel, or International Travel.

Name of Trip: Enter a name for your trip.

Start/End Dates: Enter the departure and return dates of the trip.

Destination: Enter the City or Country where business was conducted. If more than one place, enter additional destinations in the comment box.

Purpose of Trip: Enter the reason for your trip.

Report Date: Defaults to the date when your report was created.

Chartfields: Enter the chartfield of the source of funding for this trip. Allocations are not necessary if a single funding source is used on this page.

At the bottom of the header, add a Travel Allowance for overnight trips.

# Add a Travel Allowance

## Travel Allowance

Select if you have travel and require lodging, meals, or incidental travel allowances.

- ☒ Yes, I require Travel Allowance
- ☐ No, I do not require Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Next

Cancel

Effective 1/1/2024, the State no longer reimburses for actual meal expenses. We now pay a location-based per diem for meals and incidentals known as a “Travel Allowance.” Concur will automatically calculate your per diem based on your travel location.

For overnight travel, select “Yes, I require Travel Allowance” and click the “Next” button. Adjustments for provided meals will be calculated on the next page.

For travel less than 24 hours, select “No, I do not require Travel Allowance” and click the “Next” button.

Enter the itinerary again so the Concur system can calculate your per diem.

## Travel Allowance

### Itinerary

\* Required

Itinerary Name \*

ABC Conference

☐ Detailed Itinerary ?

☐ Without overnight ?

Start Location \*



Fresno, California

Start Date \*

09/12/2024



Start Time \*

8:30 AM



+ Add Destination

Arrival Location \*



Cincinnati, Ohio

+ Add Destination

End Location \*



Fresno, California

End Date \*

09/14/2024



End Time \*

11:00 PM



Next: Adjust your travel allowance

Next

Cancel

On the Adjustments page, select the meals which will be provided to you by the conference, meeting, etc. Then click “Finish.” Concur will calculate and add your per diem to your report for you.

Travel Allowance

Adjustments

Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: [Adjustments](#) [Show Filters](#)

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Reimbursement Amount <span>?</span>
All Days Dates: 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Thu, 09/12/2024</b> Cincinnati, UNITED STATES <span>?</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50
<b>Fri, 09/13/2024</b> Cincinnati, UNITED STATES <span>?</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$57.00
<b>Sat, 09/14/2024</b> Cincinnati, UNITED STATES <span>?</span>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50
					<b>Total: \$134.00</b>

[Back](#)

[Finish](#)

[Cancel](#)



**When claiming a Travel Allowance, you are required to attach a conference or meeting agenda.**

Expenses

+ Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>			Employee Paid	Incidentals - Location Based	Cincinnati, Ohio	09/14/2024	\$3.75	...
<input type="checkbox"/>			Employee Paid	Meals - Location Based	Cincinnati, Ohio	09/14/2024	\$34.75	...
<input type="checkbox"/>			Employee Paid	Meals - Location Based	Cincinnati, Ohio	09/13/2024	\$52.00	...
<input type="checkbox"/>	<div>Alerts<div></div><div> <b>Warning:</b> An agenda or daily schedule is required for all conferences, meetings, or trainings. If you have already attached your agenda, please disregard this reminder. <a href="#">View</a></div></div>			Incidentals - Location Based	Cincinnati, Ohio	09/13/2024	\$5.00	...
<input type="checkbox"/>				Incidentals - Location Based	Cincinnati, Ohio	09/12/2024	\$3.75	...
<input type="checkbox"/>				Incidentals - Location Based	Cincinnati, Ohio	09/12/2024	\$34.75	...
							\$134.00	

After you attach an agenda, the alert “Agenda is required” will not go away. You can disregard this warning after you’ve attached the agenda.

You can now add all other travel expenses by clicking the “Add Expense” button.

**ABC Conference \$134.00**

Submit ReportDelete Report

Not Submitted | Report Number: RI2D5I

Report Details ▼Print/Share ▼Manage Receipts ▼Travel Allowance ▼View Available Receipts 📄

Expenses				<div>+ Add Expense ▼EditDeleteCopyAllocateCombine ExpensesMove ▼</div>				
<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Scan Receipt 📄	Date↓↑	Requested↓↑	
<input type="checkbox"/>			Employee Paid	Incidentals - Local	Manually Create Expense ✎	09/14/2024	\$3.75	...
<input type="checkbox"/>	⚠️		Employee Paid	Meals - Location Based	Select from Available Expenses (1) ☰	09/14/2024	\$34.75	...

Expense options:


Scan Receipt – Scan a receipt to your computer and upload the file receipt to Concur.

Manually Create Expense – Choose an expense type from the menu.

Select Available Expenses – You can select receipts which you uploaded with your Concur app or any receipts which you’ve uploaded to the Concur system.

**Add the same information as what is on your receipt and upload an itemized copy. Click “Save Expense” when finished.**

## New Expense

[Save Expense](#)[Cancel](#)[Hide Receipt](#) 

[Details](#) [Itemizations](#)

 Allocate

Expense Type \*

\* Required field

Airfare

X v

Transaction Date \*

08/21/2024



Ticket Number

Vendor

American Airlines



City of Purchase \*

Fresno, California

X v

Payment Type \*

Employee Paid



Amount \*

762.95

Currency \*

US, Dollar (USD)

X v

☐ Personal Expense (do not reimburse)

Comment

0/500

## Receipt



Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

[Add Receipt](#)

For hotel expenses, you must itemize the daily charges. A hotel receipt sample is below.

COPY OF INVOICE

ELVIS PRESLEY  
1234 MAIN ST  
FRESNO, CA 93740  
United States

Room No. 1234  
Arrival 09-12-24  
Departure 09-14-24  
Folio Window 1  
Folio No. 1234XXX

Confirmation No. 58973XXX  
Group Name ABC CONFERENCE

Date	Description	Charges	Credits
09-12-24	Group Room	179.00	
09-12-24	County Lodging Excise Tax	13.43	
09-12-24	City Occupancy Tax	7.16	
09-12-24	Room State Sales Tax	13.96	
09-12-24	Parking	39.00	
09-13-24	Group Room	179.00	
09-13-24	County Lodging Excise Tax	13.43	
09-13-24	City Occupancy Tax	7.16	
09-13-24	Room State Sales Tax	13.96	
09-13-24	Parking	39.00	
09-14-24	Master Card XXXXXXXXXXXXX1234 XX/XX		505.10
<b>Total</b>		505.10	505.10
Guest Signature		<b>Balance</b>	0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or

WE HOPE YOU ENJOYED YOUR STAY WITH US!

Enter all information as it appears on your receipt.

## New Expense

Save Expense Cancel

Hide Receipt 

Details Itemizations

 Allocate

\* Required field

Expense Type \*

Domestic Hotel

X v

Date Range \*

09/12/2024 - 09/14/2024



Nights:

2

Transaction Date \*

09/14/2024



Vendor

Search for Vendor



City of Purchase \*

Cincinnati, Ohio

X v

Payment Type \*

Employee Paid



Amount \*

505.10

Currency \*

US, Dollar (USD)

X v

Comment

0/500

Save Expense

Save and Add Another

Cancel

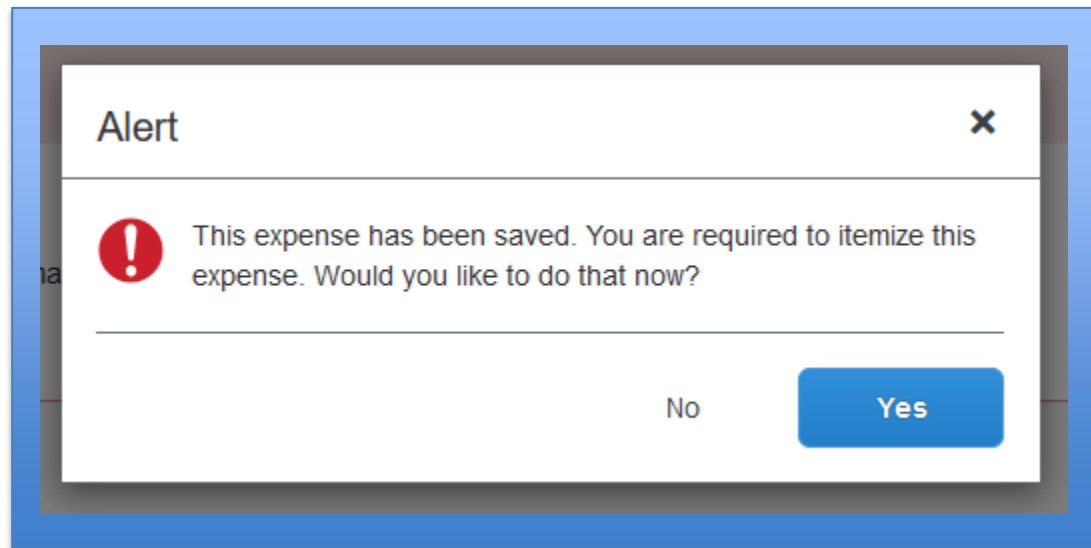
## Receipt



Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Add Receipt

Click “Yes” to itemize.



## Use the drop-down arrow to select “Hotel.”

← → **Domestic Hotel \$505.10**

09/15/2024

Details Itemizations

Amount \$505.10	Itemized \$0.00	✖ Remaining \$505.10
--------------------	--------------------	-------------------------

**New Itemization** \* Required f

Expense Type \*

Search for an expense type

**01. Travel Expenses**

- Domestic Hotel
- Hotel Tax
- Hotel-Int'l Per Diem

**02. Transportation**

- Airfare
- Airline Fees
- Car Rental
- EV Charging Fee
- Fuel-Rental/State Car

Save Itemization Save and Add Another Cancel

Notice the balance of \$505.10. Our goal is for the balance to be \$0.00 with a green check mark.

Using the drop-down arrows, choose the category of the hotel expense. Domestic Hotel for base rates. Hotel Tax for all other Taxes & fees. We'll add parking, internet, Etc. later.

If all nightly charges are the same, select “Same daily amount.” If the nightly charges differ on some nights, select “Different daily amount.” Enter the room rate and taxes, and “Save.”

Details Itemizations

Amount	Itemized	✖ Remaining
\$505.10	\$427.10	\$78.00

**New Itemization**

✖ Required field

Expense Type ✖

Domestic Hotel

Recurrence ✖ ?

Same daily amount

 Nights: 2

Date	Room Rate✖	Room Tax	Tax 2	Tax 3
09/12/2024	179.00	13.43	7.16	13.96
09/13/2024	179.00	13.43	7.16	13.96

(Amounts in USD)

[Add Tax Fields](#)

Save Itemization

Save and Add Another

Cancel



If there are other items on your receipt such as Parking or Internet, create a new itemization for those items separately. Notice in this illustration we are still in the Hotel expense. Let's add a new itemization for 'parking.' Use the search box to find the expense.

Details

Itemizations

Amount	Itemized	Remaining
\$505.10	\$427.10	\$78.00

**New Itemization**

Expense Type \*

Park

Q

X

Recently Used

Parking

02. Transportation

Parking

\* Required field

Since the same daily amount occurred on both nights, click the “Same daily amount” button and add the amount of the fee, and “Save.”

### New Itemization

 Allocate

\* Required field

Expense Type \*


Parking



Recurrence \* ?

Same daily amount



 Nights: 2

Transaction Date

Amount \*

09/12/2024

39.00

09/13/2024

39.00

Now that you've added all the hotel itemizations, you should have a \$0.00 balance and a green check mark.

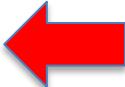
Details

Itemizations

Amount  
\$505.10

Itemized  
\$505.10

✓ Remaining  
\$0.00



Itemizations

⊕ Create Itemization

Edit

Delete

Copy

Allocate

<input type="checkbox"/>	Date↑↕	Expense Type↓↑	Requested↓↑	
<input type="checkbox"/>	09/12/2024	Hotel Tax	\$34.55	...
<input type="checkbox"/>	09/12/2024	Domestic Hotel	\$179.00	...
<input type="checkbox"/>	09/12/2024	Parking	\$39.00	...
<input type="checkbox"/>	09/13/2024	Hotel Tax	\$34.55	...
<input type="checkbox"/>	09/13/2024	Domestic Hotel	\$179.00	...
<input type="checkbox"/>	09/13/2024	Parking	\$39.00	...

For personal car mileage, you can use the Mileage Calculator or enter your mileage information in the required fields.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

A 11 Maple Avenue, Fresno, CA 93740, US

B 31 Golden Shore, Long Beach, CA 90801

236.3 MI

☐ Personal

Calculate Route Make Round Trip

Directions

Suggested routes:

CA-99 S and I-5 S 237 mi. About 3 hours 42 mins

CA-99 S 283 mi. About 4 hours 25 mins

A 5133 S Maple Ave, Fresno, CA 93725, USA

237 mi. About 3 hours 42 mins

1. Head north on S Maple Ave toward E American 0.2 mi Ave

2. Turn right at the 1st cross street onto E American Ave 0.5 mi

TOTAL PERSONAL 0.0 MI TOTAL BUSINESS 236.3 MI

Map

Google

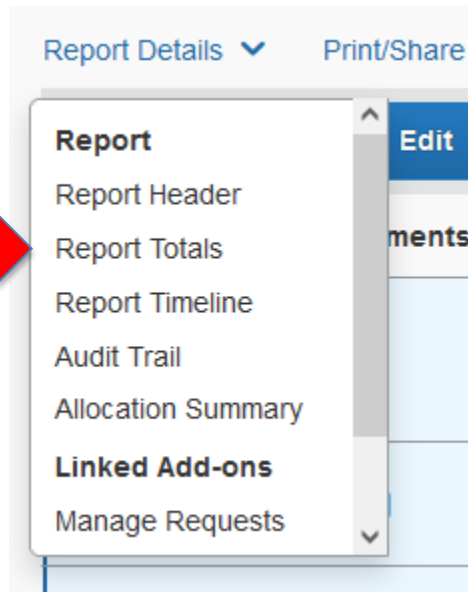
Keyboard shortcuts Map data ©2022 Google, INEGI Terms of Use Report a map error

Add Mileage to Expense Cancel

Don't forget to Make Round Trip!

Add Mileage to Expense Report

Report Totals is a summary of your trip costs, including amounts directly paid by the University and amounts due the employee.



A screenshot of the 'Report Totals' window. The window displays a summary of trip costs, including amounts paid by the company and amounts due to the employee. The window has a title bar with a close button (X) and a 'Profile' dropdown. The main content area is divided into sections for 'Company Pays', 'Employee Pays', and a summary table. The summary table includes 'Amount Total', 'Due Employee', 'Owed Company', 'Requested Amount', 'Total Paid By Company', and 'Total Owed By Employee'. A 'Close' button is located at the bottom right.

Report Totals		
<b>Company Pays</b>		
\$668.78 Employee	\$50.00 Card (Company Paid)	
<b>Employee Pays</b>		
\$0.00 Company		
Amount Total: \$718.78	Due Employee: \$668.78  Amount Due (Company Paid): \$50.00	Owed Company: \$0.00
Requested Amount: \$718.78	Total Paid By Company: \$718.78	Total Owed By Employee: \$0.00

## The Audit Trail is a journal of your report's activity

**CONCUR** Requests Travel Expense Approvals App Center

Manage Expenses Cash Advances

ABC Conference

Summary Details Receipts Print/Export

Expenses

Date	Expense Type
07/16/2016	Conference/Course fees San Bruno, California
07/15/2016	Hotel San Bruno, California
07/15/2016	Breakfast San Bruno, California
07/15/2016	Tolls/Road Charges San Bruno, California
07/15/2016	Incidentals San Bruno, California

Total \$422.00

Amount Due Employee \$422.00

Recall Copy Report

### Audit Trail

Report Level

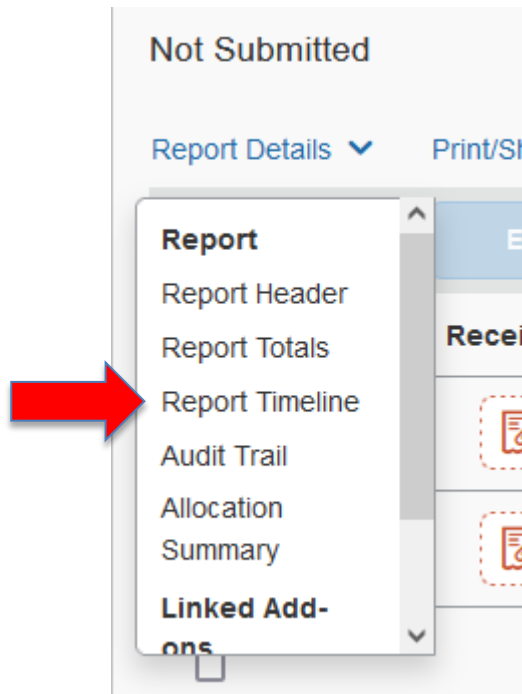
Date/Time	Updated By	Action	Description
07/20/2016 09:28 AM	Test Approver, Manager	Approval Status Change	Status changed from Submitted & Pending Approval to Approved Comment:
07/20/2016 09:21 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
07/20/2016 09:13 AM	Traveler-1, Test-1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment:
07/20/2016 09:13 AM	Traveler-1, Test-1	Approval Status Change	Status changed from Not Submitted to

Entry Level

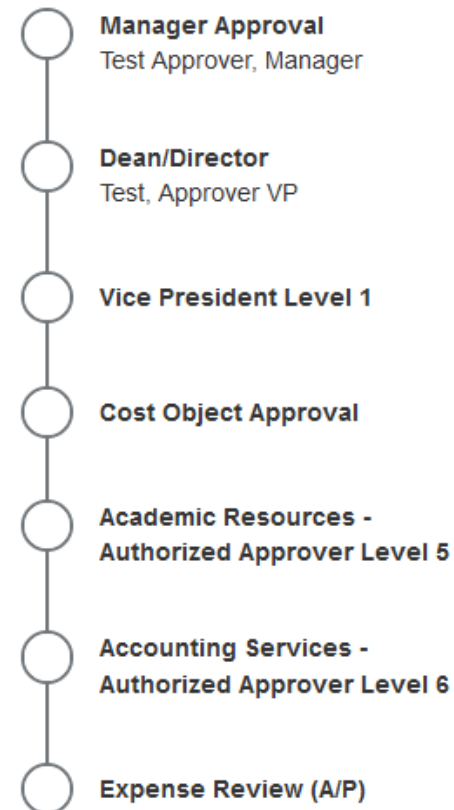
Date/Time	Updated By	Action	Description
07/20/2016 09:27 AM	Test Approver, Manager	Receipt Reviewed	Expense Type: Hotel; Date: Fri Jul 15 00:00:00 PDT 2016 Entry receipt reviewed.

Close

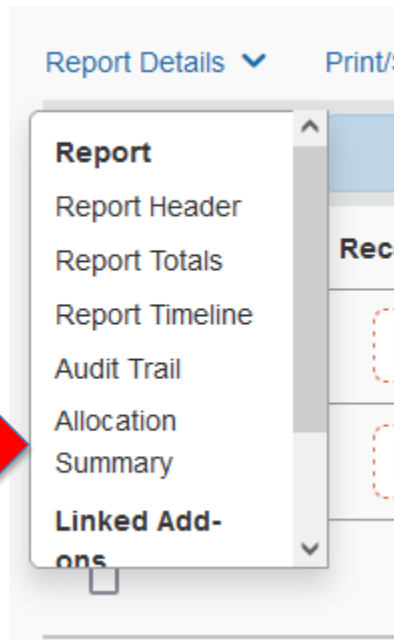
## The Report Timeline shows the traveler's approval flow.



### Approval Flow [Edit](#)



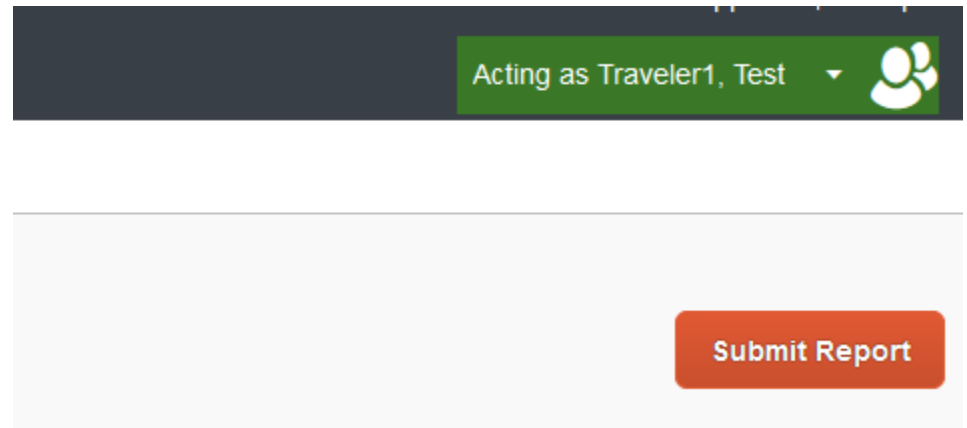
# The Allocation Summary shows a snapshot of the funding source(s)



Allocation Summary	
Test	\$33.00
The sum of allocation amounts may not exactly match the expense amount due to rounding.	
Code ↑↓	Amount ≡
90000-41406-Traveler1-00000	\$33.00
TF-CSU Operating Fund - Accounting Services - Traveler1 - 00000	
Close	



**When you're finished entering your expenses and uploading your receipts,  
click "Submit Report"**





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Discovery. Diversity. Distinction.

Need help?

Marie Cuningham | (559) 278-2911 | [mariec@mail.fresnostate.edu](mailto:mariec@mail.fresnostate.edu)