# FRESNOSTATE

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# Concur Expense Report

**Exceptions and What They Mean** 

### Exceptions – Cost Object Approver

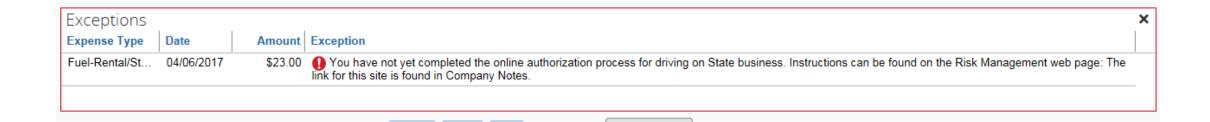
Cost Object (budget) was appropriately approved.

User/Submitter is also the Cost Object Approver (**Primary Approver** on the Financial Authorized Signature form). This is simply a notification to approvers that the traveler and the budget approver is the same person.

Exceptions						
Expense Type	Date	Amount	Exception			
N/A						
N/A			⚠ Code: VAL01, Level: 51; User/Submitter is also the cost object approver for the FUND/DEPARTMENT selected in the report header.			

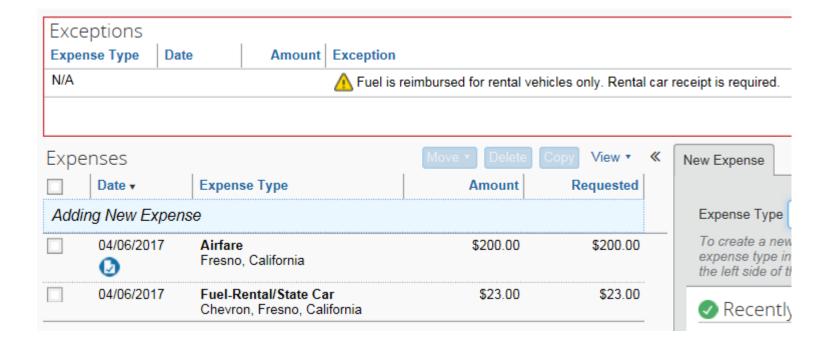
#### Exceptions – Driving Authorization

Employees must complete the driving authorization requirements every academic year. The Concur system will not allow you to submit a report until you have been authorized to drive on State business.



### Exceptions - Fuel

In order to be reimbursed for fuel, documentation is required which proves to the State that the fuel was not used for a private vehicle. Attach a rental car receipt, or enter a comment that a State vehicle was used.



## Exception – Greater than \$2,500

This exception is related to Expense Reports created from Requests. If the employee created a Request for preapproval for the trip, the dollar amount of the Expense Report may be greater or lesser than what was requested for preapproval. This is a notification for the approvers.



#### Exceptions – Maximum Lodging Cap

The CSU maximum lodging rate for in-state and out-of-state travel, including Alaska, Hawaii, and U.S. possessions is \$275.00 per night, excluding taxes. Written justification approved by the employee's V.P. must be attached to the Expense Report for reimbursement.

Exceptions			
Expense Type	Date	Amount	Exception
Hotel	07/01/2019	\$300.00	⚠ The expense exceeds the maximum Lodging cap of \$275.00 (excluding taxes & fees)

#### Exceptions – No Approvers

A Financial Signature Approval form has not yet been processed for the fund/department combination used in the Concur report, and therefore no approvers are found. After the Financial Signature Approval form has been processed, the report must be sent back to capture the addition of the Cost Object Approver to the Concur workflow.



#### Exception – Restricted State

The State of California prohibits travel to certain states and restricts funding for employees traveling to those states as a result of Assembly Bill 1887. The current list of restricted states are found on the CA State Attorney General's website found here: <a href="https://oag.ca.gov/ab1887">https://oag.ca.gov/ab1887</a>.

