

FRESNO STATE

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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			 Code: COW, Level: 2147483647; One or more Cost Objects was appropriately approved by the traveler (VP of Student Affairs (90000-60470)). The expense report has been moved to the next workflow step.
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 ✕			
Expense Type	Date	Amount	Exception
Fuel-Rental/St...	04/06/2017	\$23.00	 You have not yet completed the online authorization process for driving on State business. Instructions can be found on the Risk Management web page: The link for this site is found in Company Notes.

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.

Exceptions

Expense Type	Date	Amount	Exception
N/A			 Fuel is reimbursed for rental vehicles only. Rental car receipt is required.

Expenses


Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	04/06/2017 	Airfare Fresno, California	\$200.00	\$200.00
<input type="checkbox"/>	04/06/2017	Fuel-Rental/State Car Chevron, Fresno, California	\$23.00	\$23.00

New Expense



Expense Type

To create a new expense type in the left side of the

 Recently


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			
Expense Type	Date	Amount	Exception
N/A			 Code: ER02, Level: 1; Expense Report greater than \$2,500.
N/A			 Code: ERL, Level: 1; Expense Report is less than or equal to Request Amount


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.

Exceptions			
Expense Type	Date	Amount	Exception
N/A			 Code: CONOAPPR, Level: 2147483647; No approvers were found for cost object Facilities Planning (90000-42421).

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: <https://oag.ca.gov/ab1887>.

Exceptions			
Expense Type	Date	Amount	Exception
N/A			 Code: BANSTATE, Level: 50; Travel is to a restricted state. Preapproval documentation from the University Controller must be attached or report will be sent back. See information on the Accounting Services University Travel website.