

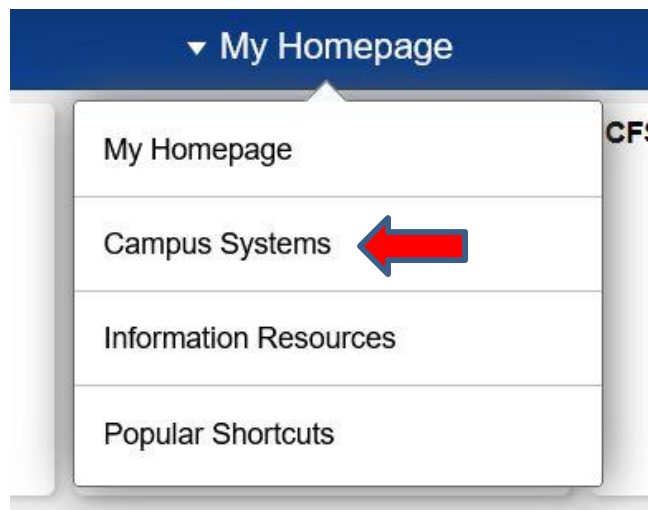
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Completing an Expense Report

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



Create a New Report

The screenshot displays the SAP Concur web interface. At the top, there is a dark navigation bar with the SAP Concur logo and three tabs: 'Requests', 'Travel', and 'Expenses'. The 'Expenses' tab is currently selected. Below this, a secondary navigation bar shows two sub-tabs: 'Manage Expenses' and 'Process Reports'. The 'Manage Expenses' sub-tab is active. The main content area is titled 'Manage Expenses' and contains a 'REPORT LIBRARY' section. To the right of the title is a 'View:' dropdown menu set to 'Active Reports'. A large, light gray rectangular box is centered in the main area, containing a red plus sign and the text 'Create New Report'. This box is outlined with a thin red border.

SAP Concur

Requests Travel Expenses

Manage Expenses Process Reports

Manage Expenses

REPORT LIBRARY View: [Active Reports](#) ▼

+
Create New Report

Complete the Expense Report Header.

Type of Travel *	Name of Trip *	Start Date *
In State	Annual Meeting	08/01/2022
End Date *	Destination * ?	State
08/05/2022	Anaheim, CA	California
Purpose of Trip *	Report Date	Report Currency
Annual Accounting Meeting	08/25/2022	US, Dollar
Approval Status	Report Total	Personal Expenses
Not Submitted	0.00	0.00
Amount Approved	Amount Company Paid	Amount Due Company
0.00	0.00	0.00
Amount Due Employee	Amount Due Company Card	EMP ID
0.00	0.00	105988395
Fund *	Department *	Class
(90000) TF-CSU Operating Fund	(41406) Accounting Services	(00000) Default Sub-Class
Project	Program	
Search by Code	00000	

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.

When all required fields are completed, click the “Create Report” button.

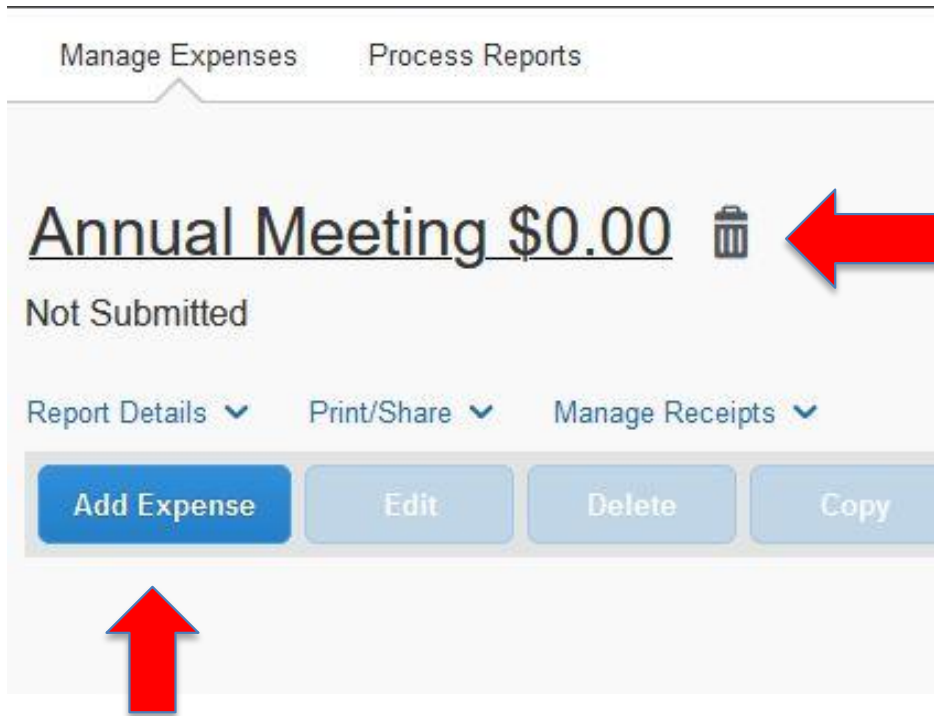


A form consisting of three horizontal input fields. The top field is a large text area with rounded corners. The middle and bottom fields are smaller, single-line text inputs. A small warning icon, consisting of three diagonal lines, is located in the bottom right corner of the top text area.

Cancel

Create Report

If you need to cancel an Expense report, or you want to start over, click the trash can.



Click the “Add Expense” button to add actual expenses.

Select an Expense Type and enter the actual amounts incurred while traveling. Each expense must be entered by date.

Add Expense

0 Available Expenses	+ Create New Expense
--------------------------------	--------------------------------

^ Recently Used

- Hotel
- Internet/Online Fees
- Breakfast
- Parking
- Misc. Office Supplies

^ 01. Travel Expenses

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

New Expense

Cancel Save Expense

Details

Itemizations

Hide Receipt

Allocate

* Required field

Expense Type *

Airfare

Transaction Date *

08/01/2022

Ticket Number

Vendor

Alaska Airlines

City of Purchase *

Fresno, California

Payment Type *

Company Paid

Amount *

10.00

Currency *

US, Dollar

☐ Personal Expense (do not reimburse)

Comment


Booked in Concur

Save Expense Save and Add Another Cancel

Upload Receipt Image

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

09-07-19



George Washington Mt Vernon, VA 22121	Folio No. : A/R Number : Group Code : Company : Vac Membership No. : PC Invoice No. :	Room No. : 400 Arrival : 09-05-19 Departure : 09-07-19 Conf. No. : 45125683 Rate Code : IMGOV Page No. : 1 of 1
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Date	Description	Charges	Credits
09-05-19	*Accommodation	160.00	
09-05-19	Occupancy Tax	16.80	
09-05-19	CA Tourism Assessment	0.40	
09-05-19	San Diego TMD Assessment	3.20	
09-05-19	Parking	18.00	
09-06-19	*Accommodation	160.00	
09-06-19	Occupancy Tax	16.80	
09-06-19	CA Tourism Assessment	0.40	
09-06-19	San Diego TMD Assessment	3.20	
09-06-19	Parking	18.00	
09-07-19	Visa		396.80
Total		396.80	396.80
Balance		0.00	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihgrewardsclub.com/review. We look forward to welcoming you back soon.

Enter all information as it appears on your receipt.

New Expense

Cancel **Save Expense**

Details

Itemizations

⌚ Allocate

* Required field

Expense Type *
Hotel

Check-in Date *
01/27/2020

Check-out Date *
01/29/2020

Nights:
2

Transaction Date *
01/29/2020

Vendor
Hilton Hotels

City of Purchase *
Long Beach, California

Payment Type *
Employee Paid

Amount *
447.76

Currency *
US, Dollar

Comment

Save Expense

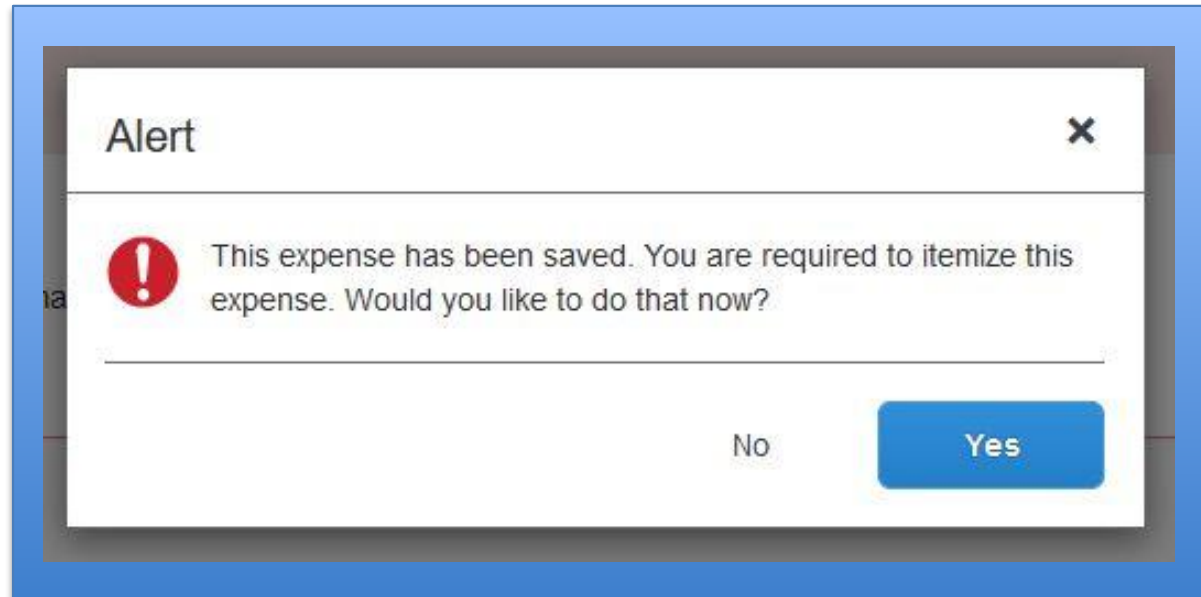
Save and Add Another

Cancel

Hide Receipt

Upload Receipt Image

Click “Yes” to itemize.



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

Hotel \$447.76

01/29/2020 | Hilton Hotels

Details

Amount	Itemized	Remaining
\$447.76	\$0.00	\$447.76

New Itemization

Expense Type *

Hotel

Recently Used

- Hotel
- Taxi
- Dinner
- Breakfast

(Amounts in USD)

Save Itemization Cancel

If all nightly charges are the same, select “The Same Every Night.” If the nightly charges differ on some nights, select “Not the Same.” Enter the room rate and taxes, and “Save.”

New Itemization

Expense Type *

Hotel



Entry Type: Recurring Itemization ▼

01/27/2020 - 01/29/2020 (Nights: 2)

Your hotel room rate was:

The Same Every Night

Not the Same

Room Rate (per night) *

160.00

Room Tax (per night)

16.80

Tax 2 (per night)

0.40

Tax 3 (per night)


3.20

(Amounts in USD)

Save Itemization


Cancel

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

Hotel \$447.76 

01/29/2020

Details	Itemizations
---------	--------------

Amount	Itemized	 Remaining
\$447.76	\$360.80	\$86.96

New Itemization

* Required field

Expense Type *

Parking

Recently Used

Hotel

Breakfast

Airfare

Parking

Since the parking fee occurred on both nights, click the “Recurring Every Night” button and add the amount of the fee, and “Save.”

Expense Type *

Parking



☒ Recurring Every Night

01/27/2020 - 01/29/2020 (Nights: 2)

Enter Vendor Name

City of Purchase

Long Beach, California

Amount *

18.00

Currency

US, Dollar

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 1 Maple Avenue, Fresno, CA 93740, US

B 1 Golden Shore, Long Beach, CA 90801

C

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

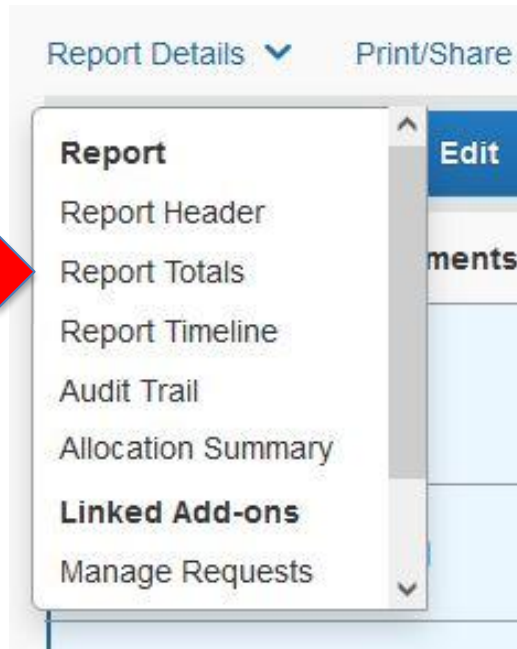
Keyboard shortcuts Map data ©2022 Google, INEGI Terms of Use Report a map error

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' modal window. The window displays a summary of trip costs, including amounts paid by the company and amounts due to the employee. The modal is titled 'Report Totals' and has a close button in the top right corner. The content is organized into sections for 'Company Pays', 'Employee Pays', and a summary table at the bottom.

Report Totals		
Company Pays		
\$668.78	\$50.00	
Employee	Card (Company Paid)	
Employee Pays		
\$0.00		
Company		
Summary		
Amount Total: \$718.78	Due Employee: \$668.78	Owed Company: \$0.00
	Amount Due (Company Paid): \$50.00	
Requested Amount: \$718.78	Total Paid By Company: \$718.78	Total Owed By Employee: \$0.00
Close		

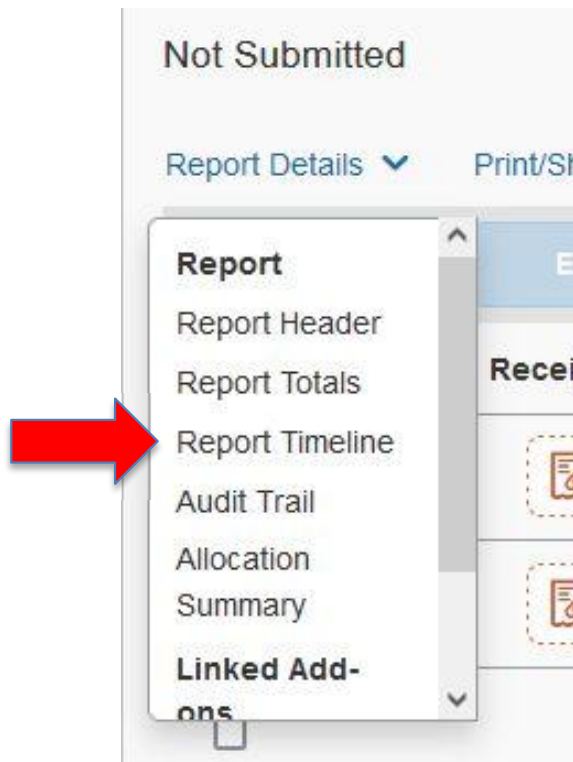
The Audit Trail is a journal of your report's activity

The screenshot shows the Concur Expense interface with the 'Audit Trail' modal open. The modal displays a table of activities for a report titled 'ABC Conference'. The table is divided into two sections: 'Report Level' and 'Entry Level'. The 'Report Level' section shows four activities, and the 'Entry Level' section shows one activity. The background shows the 'ABC Conference' report details, including a list of expenses and a total amount of \$422.00.

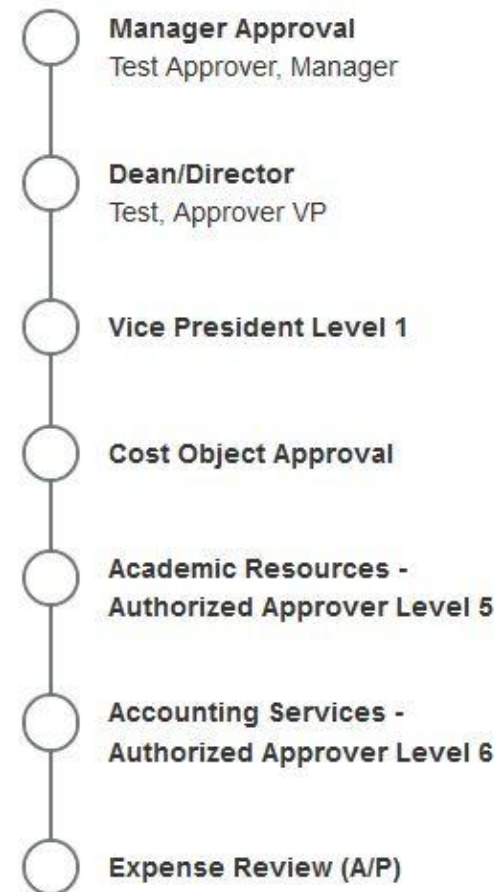
Report Level			
Date/Time	Updated By	Action	Description
07/20/2016 09:28 AM	Test Approver, Manager	Approval Status Change	Status changed from Submitted & Pending Approval to Approved Comment:
07/20/2016 09:21 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
07/20/2016 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.

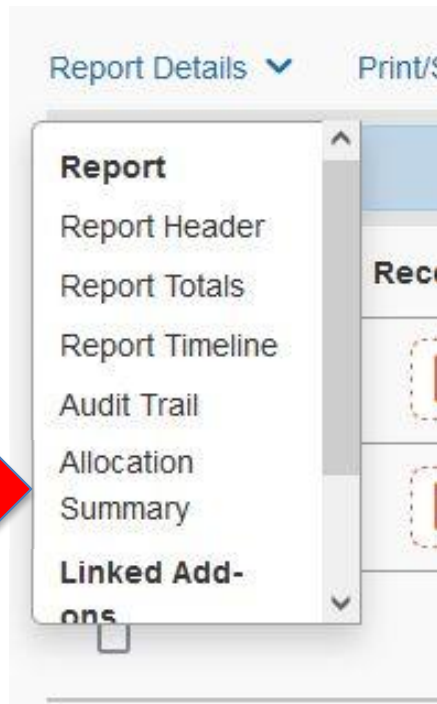
The Report Timeline shows the traveler's approval flow.



Approval Flow [Edit](#)



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





Allocation Summary

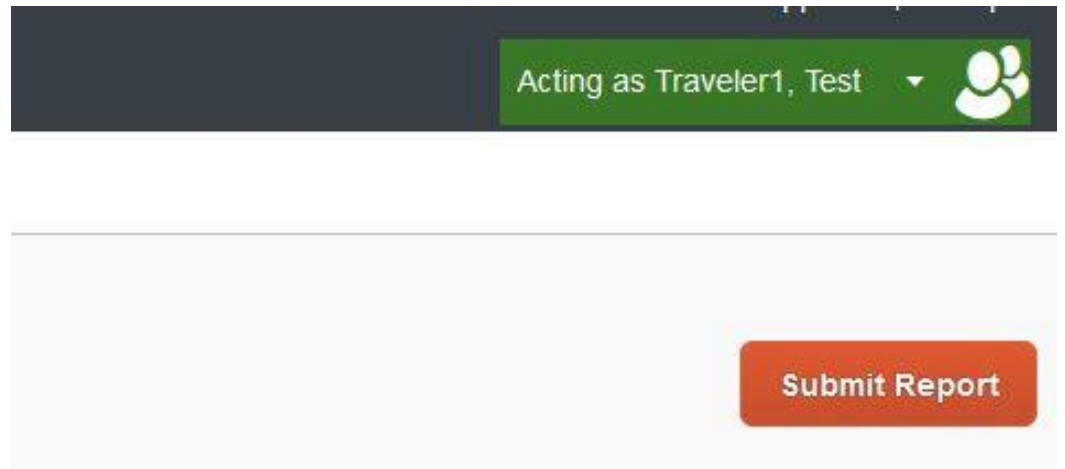
×

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	
<div>Close</div>	

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





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Need help?

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