



Discovery. Diversity. Distinction.



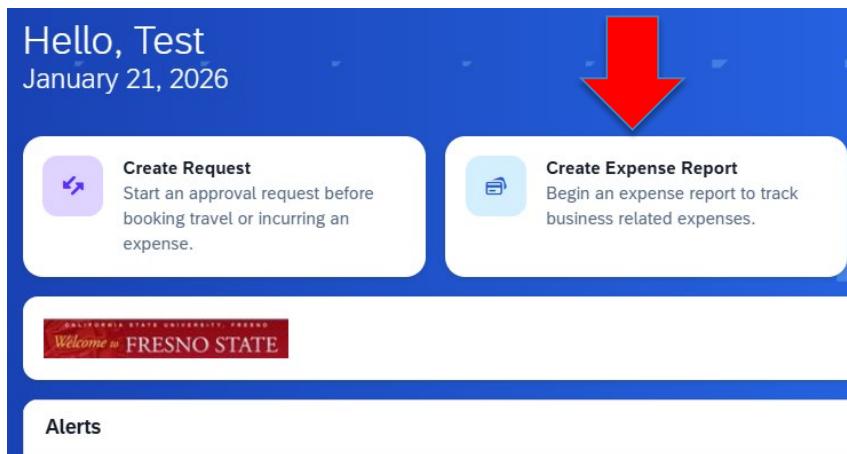
Completing an Expense Report

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

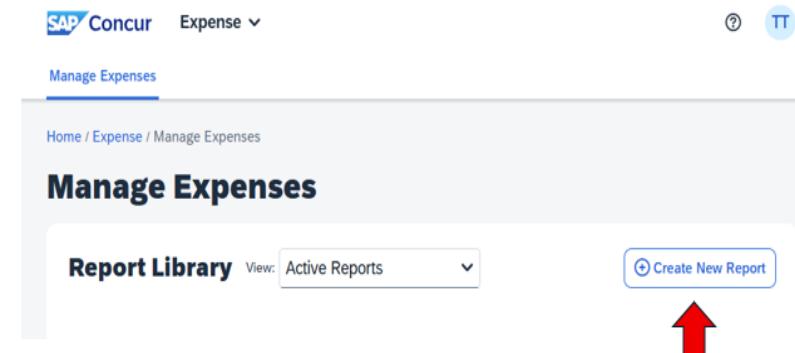


Create a new report – 2 ways

Create a new report from the dashboard by clicking the “Create Expense Report” box.



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 <input type="button" value="▼"/> <input type="button" value="X"/>	Music Workshop	09/12/2024 <input type="button" value="Calendar"/>	09/14/2024 <input type="button" value="Calendar"/>
Destination * <input type="button" value="?"/>	State	Purpose of Trip *	Report Date
Cincinnati	Ohio <input type="button" value="▼"/> <input type="button" value="X"/>	Music Appreciation workshop	08/06/2025 <input type="button" value="Calendar"/>
Report Total *	EMP ID	Fund *	Department *
	105988395	(90000) TF-CSU Operating Fund <input type="button" value="▼"/> <input type="button" value="X"/>	(41406) Accounting Services <input type="button" value="▼"/> <input type="button" value="X"/>
Class	Project	Program	
(00000) Default Sub-Class <input type="button" value="▼"/> <input type="button" value="X"/>		00000	
Comment			0/500
<input type="text"/>			

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

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
All Days Dates: 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thu, 09/12/2024 Cincinnati, UNITED STATES ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50
Fri, 09/13/2024 Cincinnati, UNITED STATES ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$57.00
Sat, 09/14/2024 Cincinnati, UNITED STATES ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50
					Total: \$134.00

[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 ▾

	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"/>	Alerts X	Incidentals - Location Based	Cincinnati, Ohio	09/13/2024	\$5.00	...
<input type="checkbox"/>	⚠ Warning: An agenda or daily schedule is required for all conferences, meetings, or trainings. If you have already attached your agenda, please disregard this reminder.	Incidentals - Location Based	Cincinnati, Ohio	09/12/2024	\$3.75	...
<input type="checkbox"/>	⚠ View	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

Not Submitted | Report Number: RI2D51

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

View Available Receipts 

Expenses				+ Add Expense ▾	Edit	Delete	Copy	Allocate	Combine Expenses	Move ▾
<input type="checkbox"/>	Alerts  	Receipt  	Payment Type  	Expense Type  	Scan Receipt	<input type="text" value="Date"/> 	<input type="text" value="Requested"/>  			
<input type="checkbox"/>			Employee Paid	Incidentals - Loca	Manually Create Expense	<input type="text" value="09/14/2024"/>	<input type="text" value="\$3.75"/>			
<input type="checkbox"/>			Employee Paid	Meals - Location Based	Select from Available Expenses (1)	<input type="text" value="Cincinnati, Ohio"/>	<input type="text" value="09/14/2024"/>	<input type="text" value="\$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

Transaction Date * Ticket Number

08/21/2024 X 

Vendor City of Purchase *

American Airlines Fresno, California X 

Payment Type *

Employee Paid X 

Amount * Currency *

762.95 US, Dollar (USD) X 

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

Confirmation No. 58973XXX

Group Name ABC CONFERENCE

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

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	XXXXXXXXXXXX1234 XX/XX	505.10

	Total	505.10	505.10
Guest Signature	Balance	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](#)

Expense Type * Required field

Date Range * Nights: 2 Transaction Date *

Vendor City of Purchase *

Payment Type *

Amount * Currency *

Comment *

[Save Expense](#) [Save and Add Another](#) [Cancel](#)

Receipt

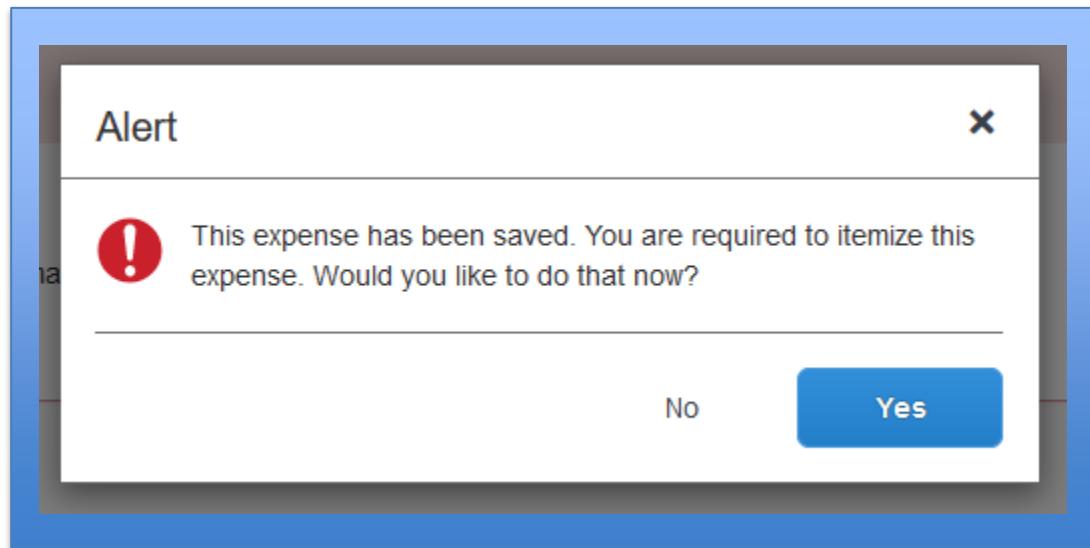


Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

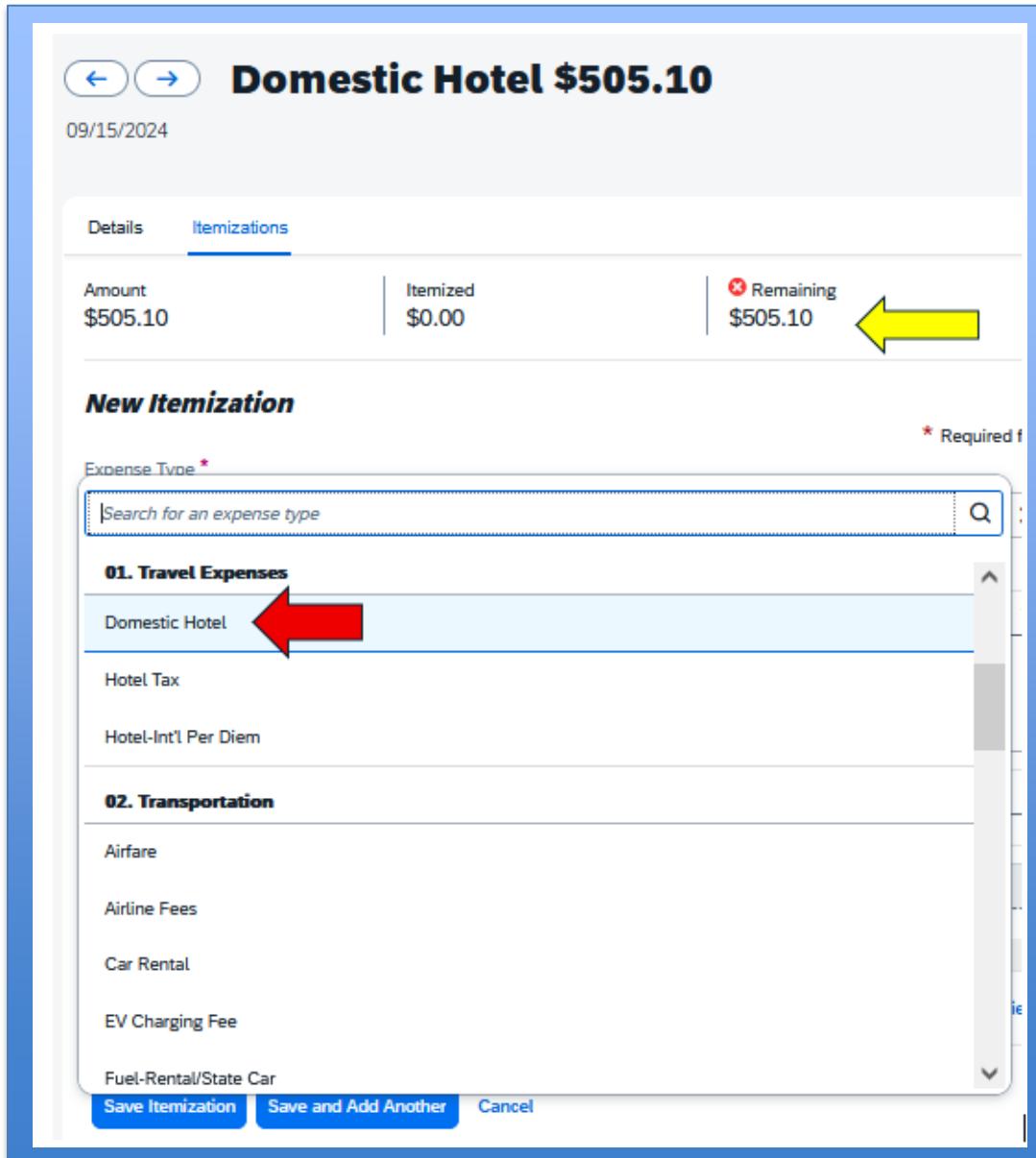
[Add Receipt](#)

For City of Purchase, Concur's database does not include smaller outlying cities. Please select the next larger city and leave a comment with the actual city you visited.

Click “Yes” to itemize.



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



The screenshot shows a software interface for managing expense itemizations. At the top, a title bar displays "Domestic Hotel \$505.10" with navigation arrows on the left. Below the title, the date "09/15/2024" is shown. The interface has two tabs: "Details" and "Itemizations", with "Itemizations" being the active tab. Under "Itemizations", there are two columns: "Amount" (\$505.10) and "Itemized" (\$0.00). To the right of these columns, a status box indicates "Remaining \$505.10" with a red "X" icon. A yellow arrow points to this status box. Below this, a section titled "New Itemization" is displayed. It includes a search bar for "Expense Type" with a placeholder "Search for an expense type" and a magnifying glass icon. A red arrow points to the "Domestic Hotel" option in the list of results. The list is organized into sections: "01. Travel Expenses" and "02. Transportation". The "01. Travel Expenses" section contains "Domestic Hotel", "Hotel Tax", and "Hotel-Int'l Per Diem". The "02. Transportation" section contains "Airfare", "Airline Fees", "Car Rental", "EV Charging Fee", and "Fuel-Rental/State Car". At the bottom of the "Itemizations" section, there are three buttons: "Save Itemization", "Save and Add Another", and "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 \$505.10	Itemized \$427.10 ✖ Remaining \$78.00

New Itemization

* Required field

Expense Type *

 ▼ 

Recurrence * 

 ▼

 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 \$505.10	Itemized \$427.10
	Remaining \$78.00

New Itemization * Required field

Expense Type *

Recently Used

Parking

02. Transportation

Parking



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



* Required field

Expense Type *

Parking



Recurrence * 

Same daily amount



 Nights: 2

Transaction Date

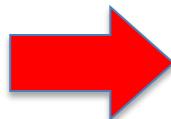
Amount *

09/12/2024

39.00

09/13/2024

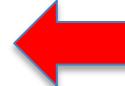
39.00



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

<input type="checkbox"/>	Date↑Ξ	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	...

[+ Create Itemization](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#)

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) N Maple Avenue, Fresno, CA 93740, US 236.3 MI Personal

(B) 01 Golden Shore, Long Beach, CA 90801

(C)

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

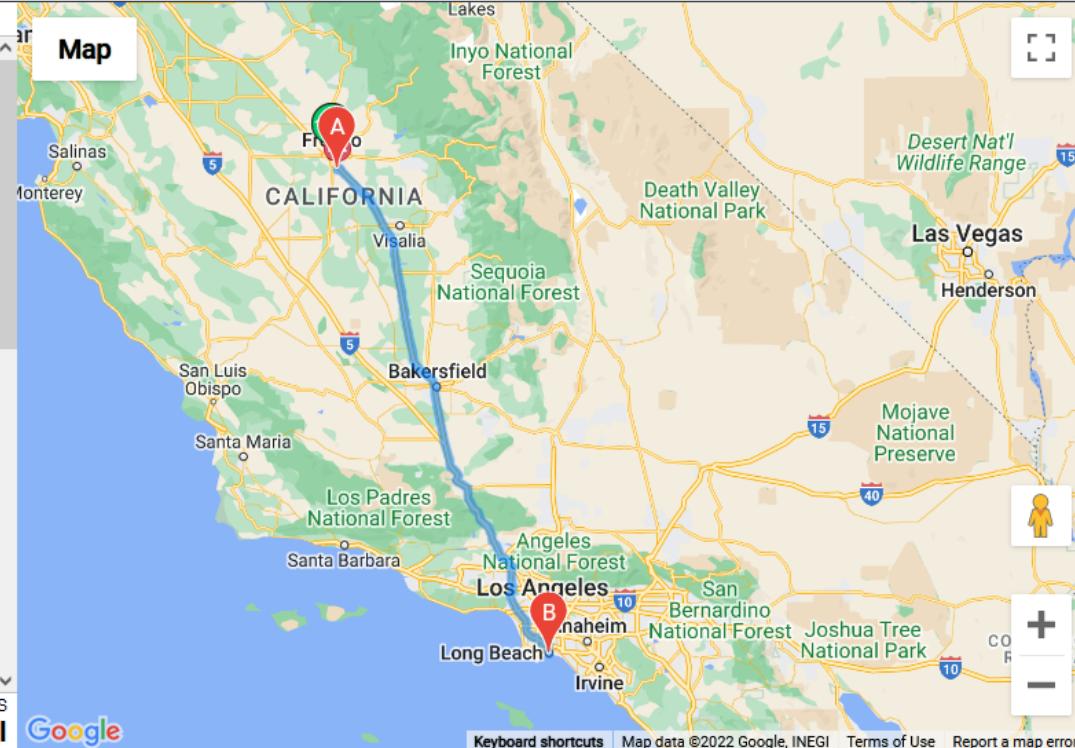
A 5133 S Maple Ave, Fresno, CA 93725, USA

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



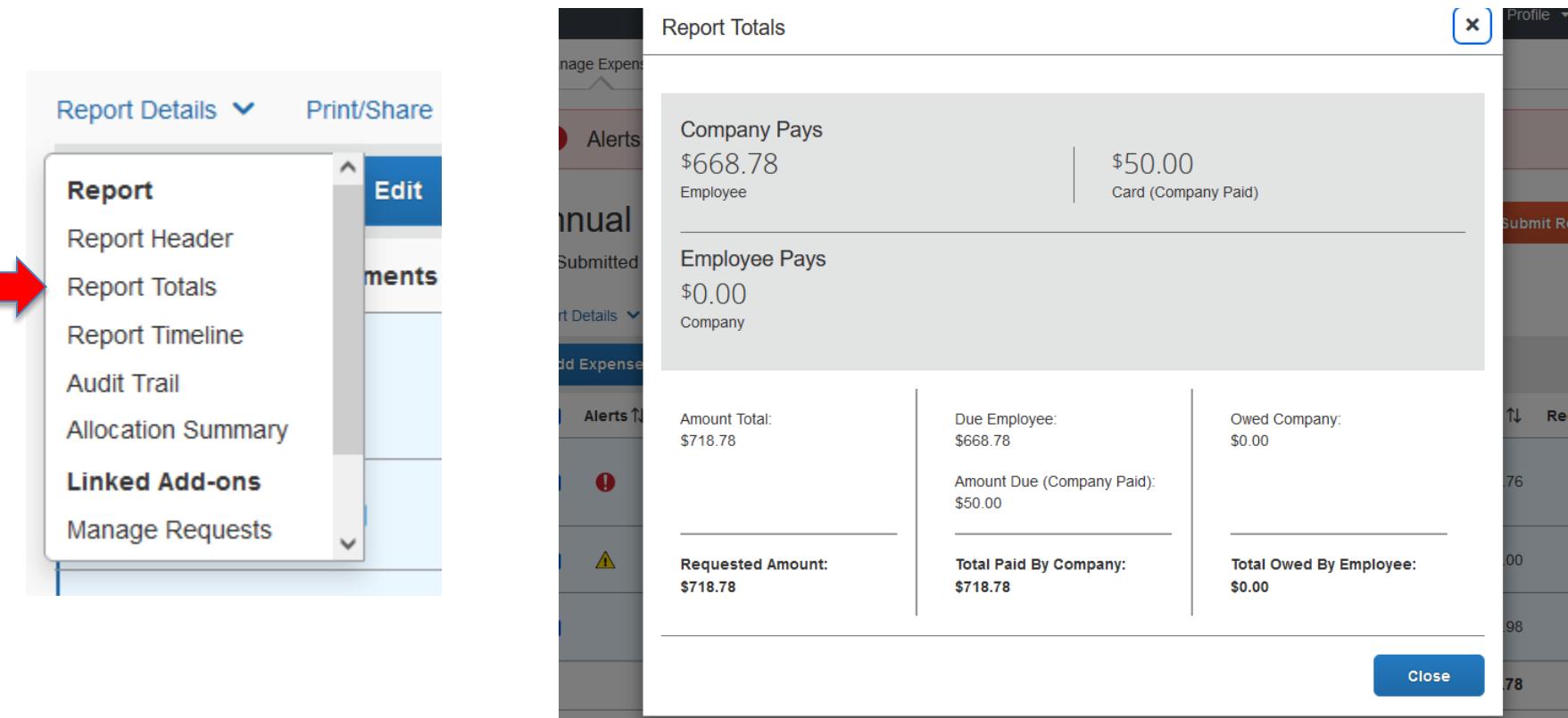
Keyboard shortcuts Map data ©2022 Google, INEGI Terms of Use Report a map error

Add Mileage to Expense Report

Cancel

Don't forget to Make Round Trip!

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



The screenshot shows a software interface for managing travel expenses. On the left, a sidebar menu is open, with a red arrow pointing to the 'Report Totals' option under the 'Report' section. The main content area is titled 'Report Totals' and displays financial details. The 'Company Pays' section shows a total of \$668.78, with a note that \$50.00 is 'Card (Company Paid)'. The 'Employee Pays' section shows a total of \$0.00, categorized as 'Company'. Below these, summary totals are provided: 'Amount Total: \$718.78', 'Due Employee: \$668.78', 'Owed Company: \$0.00', 'Amount Due (Company Paid): \$50.00', 'Total Paid By Company: \$718.78', and 'Total Owed By Employee: \$0.00'. A 'Close' button is located at the bottom right of the summary table. The right side of the interface features a vertical sidebar with 'Profile' and 'Submit R' buttons, and a vertical list of numbers (76, 00, 98, 78) on the far right edge.

Report Details Print/Share

Report

- Report Header
- Report Totals**
- Report Timeline
- Audit Trail
- Allocation Summary

Linked Add-ons

Manage Requests

Report Totals

Company Pays
\$668.78
Employee

Employee Pays
\$0.00
Company

Amount Total:
\$718.78

Due Employee:
\$668.78

Owed Company:
\$0.00

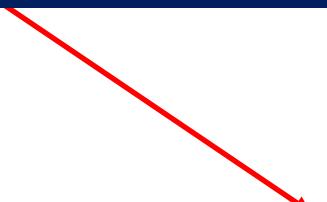
Amount Due (Company Paid):
\$50.00

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 a Concur expense report interface. A red box highlights the 'Audit Trail' modal window, which is displayed over the main expense report details. The modal has two sections: 'Report Level' and 'Entry Level', each with a table showing audit log entries. The main expense report table shows 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.

Expense Report Details

Date	Expense Type	Amount
07/16/2016	Conference/Course fees San Bruno, California	\$422.00
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	

Modal Buttons

Recall Copy Report Close

The Report Timeline shows the traveler's approval flow.

Not Submitted

Report Details Print/St

Report

- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation
- Summary
- Linked Add-ons



Receipts

Expense Review (A/P)

Approval Flow Edit

Manager Approval
Test Approver, Manager

Dean/Director
Test, Approver VP

Vice President Level 1

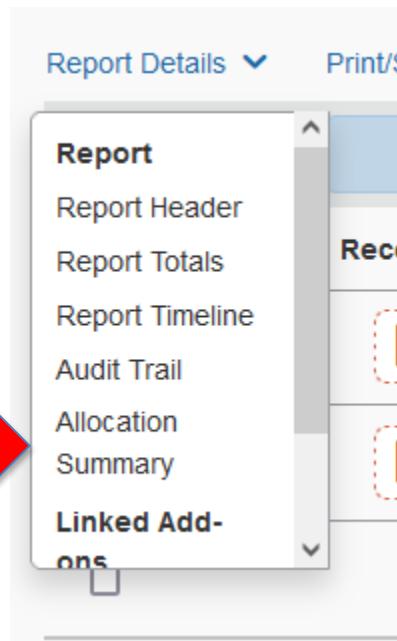
Cost Object Approval

Academic Resources -
Authorized Approver Level 5

Accounting Services -
Authorized Approver Level 6

Expense Review (A/P)

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



Allocation Summary

Test | \$33.00

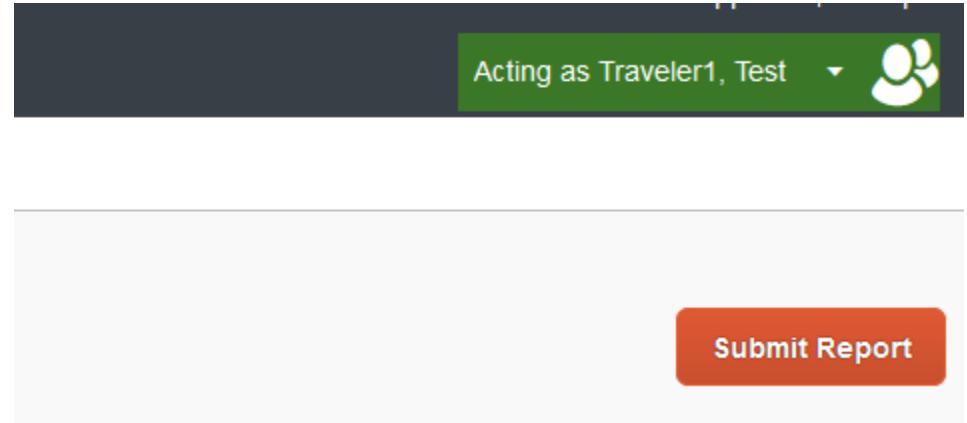
The sum of allocation amounts may not exactly match the expense amount due to rounding.

Code ↑	Amount ⇐
90000-41406-Traveller1-00000	\$33.00
TF-CSU Operating Fund - Accounting Services - Traveller1 - 00000	

Close

A screenshot of a 'Allocation Summary' dialog box. The dialog shows a single record with a code of '90000-41406-Traveller1-00000' and an amount of '\$33.00'. The dialog also contains a note: 'The sum of allocation amounts may not exactly match the expense amount due to rounding.' A red 'Close' button is at the bottom right.

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





Discovery. Diversity. Distinction.

Need help?

Marie Cunningham | (559) 278-2911 | mariec@mail.fresnostate.edu