

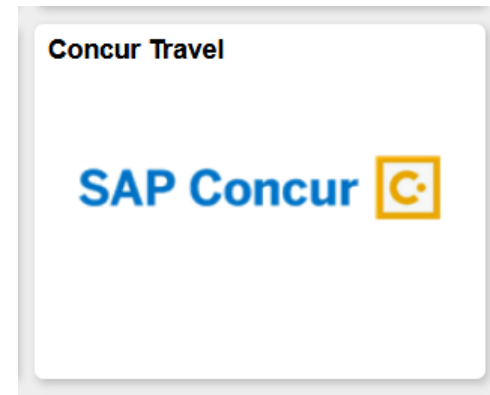
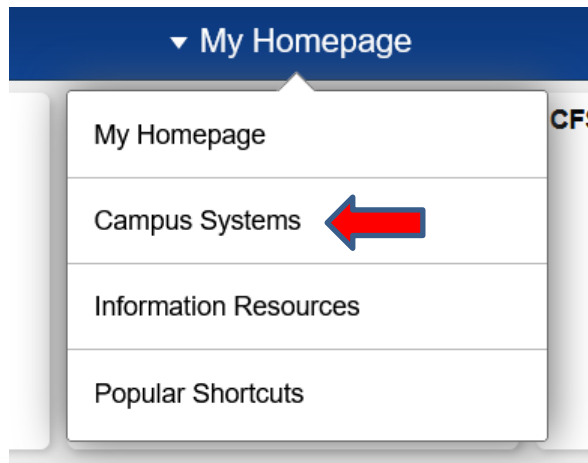
FRESNO STATE

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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

SAP Concur 

Expense ▾



Acting as Traveler1, Test

Manage Expenses

Home / Expense / Manage Expenses

Manage Expenses

Report Library

[+ Create New Report](#)

View: Active Reports ▾



No Reports



Click the
“Create
New
Report”
button

Complete the Expense Report Header.

Create New Report ✕

[Create From an Approved Request](#)

* Required field

Type of Travel *	Name of Trip *	Start Date *	End Date *
<input type="text" value="In State"/>	<input type="text" value="Annual Meeting"/>	<input type="text" value="01/08/2024"/>	<input type="text" value="01/11/2024"/>
Destination * ?	State	Purpose of Trip *	Report Date
<input type="text" value="San Diego, CA"/>	<input type="text" value="California"/>	<input type="text" value="Annual Meeting of Directors"/>	<input type="text" value="01/17/2024"/>
Report Total	EMP ID	Fund *	Department *
<input type="text" value=""/>	<input type="text" value="Traveler1"/>	<input type="text" value="(90000) TF-CSU Operating Fund"/>	<input type="text" value="(41406) Accounting Services"/>
Class	Project	Program	
<input type="text" value="(00000) Default Sub-Class"/>	<input type="text" value=""/>	<input type="text" value="00000"/>	

Comment 0/500

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.

Comment: This is your opportunity to enter any explanations you think your approvers need to know.

Expense Report Header cont'd

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

Cancel

Next

Travel Allowance:

If your trip dates are on 1/1/2024 or after, click “Yes, I require Travel Allowance” to claim meals & incidentals per diem.

If your trip dates are **before** 1/1/2024, click “No, I do not require Travel Allowance. For trip dates before 1/1/2024, actual meal & incidental expenses must be claimed and itemized receipts for meals must be attached.

Click “Next” to move on to the next screen.

Enter Travel Allowance Itinerary

Travel Allowance

Itinerary [\(Technical Information\)](#)

Itinerary Name *

Annual Meeting

Detailed Itinerary ?

Without overnight ?

Start Location *

Fresno, California

Start Date *

01/08/2024

Start Time *

7:00 AM

+ Add Destination

Arrival Location *

San Diego, California

+ Add Destination

End Location *

Fresno, California

End Date *

01/11/2024

End Time *

6:30 PM

1. Enter the starting location, the departure date, and the time you left for your trip.
2. Enter your arrival location. Add a destination if you traveled to more than one location.
3. Enter the ending location, the arrival date, and the time you arrived.
4. Click "Next" at the bottom of the page when finished.

Enter Adjustments to Travel Allowance

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: 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 01/08/2024 San Diego, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$55.50
Tue, 01/09/2024 San Diego, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$39.00
Wed, 01/10/2024 San Diego, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$39.00
Thu, 01/11/2024 San Diego, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$38.50

Total: \$172.00

[Back](#)



[Cancel](#)

[Finish](#)




Exclude any meals provided to you during your trip. If you have nothing to exclude, click "Finish."

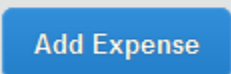

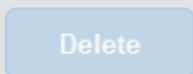
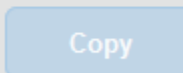
Add your travel expenses.


Manage Expenses Process Reports

Annual Meeting \$0.00  

Not Submitted

Report Details  Print/Share  Manage Receipts 



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
Search for an expense type	
^ 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	Folio No. :	Room No. : 400
	A/R Number :	Arrival : 09-05-19
Mt Vernon, VA 22121	Group Code :	Departure : 09-07-19
	Company : Vac	Conf. No. : 45125683
	Membership No. : PC	Rate Code : IMGOV
	Invoice No. :	Page No. : 1 of 1

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.ihgwardsclub.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** Hide Receipt

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

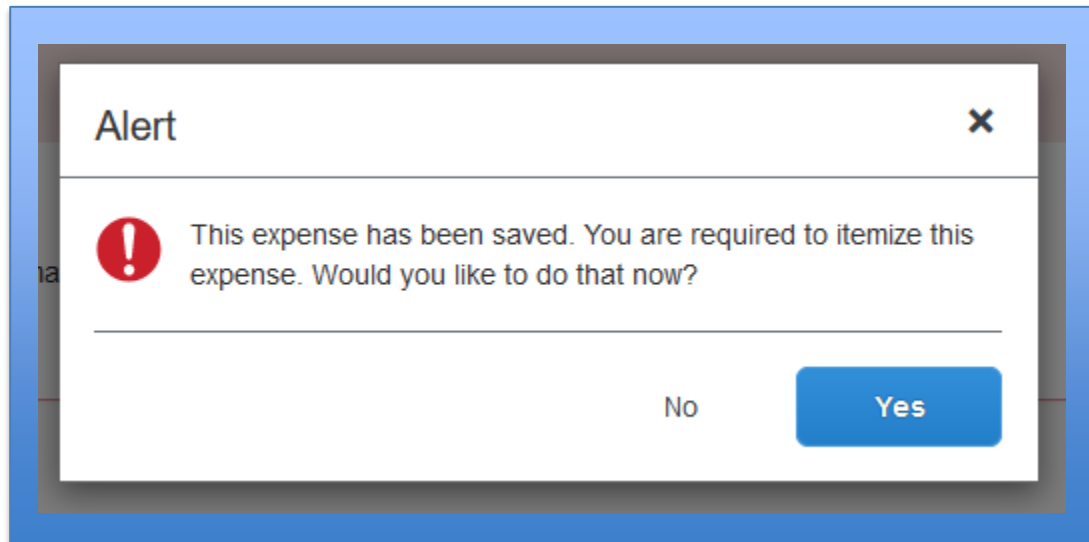
Amount * 447.76 Currency * US, Dollar

Comment

Save Expense **Save and Add Another** Cancel

Upload Receipt Image

Click “Yes” to itemize.



Use the drop-down arrow to select "Hotel" to add the nightly base rate.

Hotel \$447.76

01/29/2020 | Hilton Hotels

Details Itemizations

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

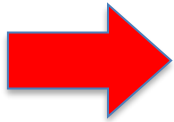
Long Beach, California

Amount *

18.00

Currency

US, Dollar



You can review the itemizations by clicking the down arrow at the end of the expense row.

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to ▾

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓	^
<input type="checkbox"/>			Employee Paid	Hotel	Long Beach, California	01/29/2020	\$447.76	\$396.80 Itemized	<input type="checkbox"/>
<input type="checkbox"/>			Employee Paid	Hotel	Long Beach, California	01/28/2020	\$160.00	\$160.00	
<input type="checkbox"/>			Employee Paid	Hotel Tax	Long Beach, California	01/28/2020	\$20.40	\$20.40	
<input type="checkbox"/>			Employee Paid	Parking	Long Beach, California	01/28/2020	\$18.00	\$18.00	
<input type="checkbox"/>			Employee Paid	Hotel	Long Beach, California	01/27/2020	\$160.00	\$160.00	
<input type="checkbox"/>			Employee Paid	Hotel Tax	Long Beach, California	01/27/2020	\$20.40	\$20.40	
<input type="checkbox"/>			Employee Paid	Parking	Long Beach, California	01/27/2020	\$18.00	\$18.00	
							\$396.80	\$396.80	



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
- B 31 Golden Shore, Long Beach, CA 9080
- 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 Ave 0.2 mi
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

Map data ©2022 Google, INEGI

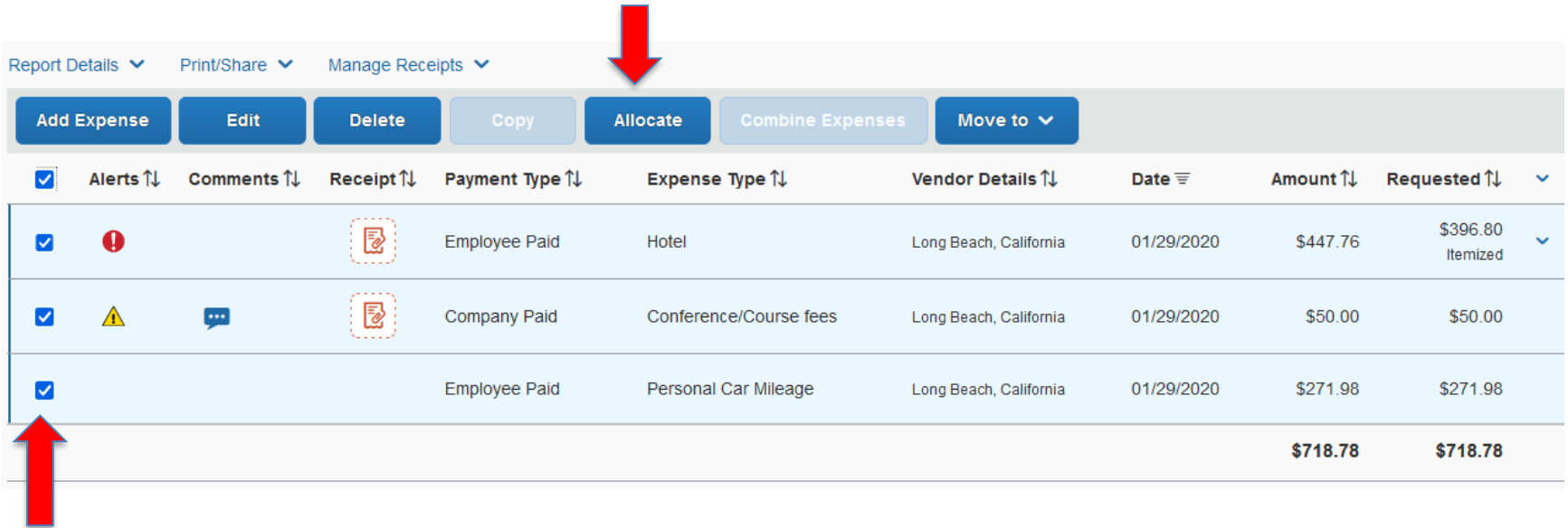
Keyboard shortcuts Report a map error

Add Mileage to Expense Cancel

Don't forget to Make Round Trip!

Add Mileage to Expense Report

If you're using more than one funding source, you can "Allocate" expenses by adding another chartfield. Select the expense(s) you want to allocate, then click the "Allocate" button.



Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense **Edit** **Delete** **Copy** **Allocate** **Combine Expenses** **Move to ▾**

<input checked="" type="checkbox"/>	Alerts ↑↓	Comments ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ≡	Amount ↑↓	Requested ↑↓	▾
<input checked="" type="checkbox"/>	!			Employee Paid	Hotel	Long Beach, California	01/29/2020	\$447.76	\$396.80 Itemized	▾
<input checked="" type="checkbox"/>	⚠	💬		Company Paid	Conference/Course fees	Long Beach, California	01/29/2020	\$50.00	\$50.00	
<input checked="" type="checkbox"/>				Employee Paid	Personal Car Mileage	Long Beach, California	01/29/2020	\$271.98	\$271.98	
								\$718.78	\$718.78	

Currently, 100% of the Expense report amount is allocated to one chartfield. Click “Add” to add as many chartfields as you need. Choose whether you want to allocate by “Percent” or “Amount.”

Allocate ×

Expenses: 8 | \$718.78

Percent	Amount		
Amount \$718.78	Allocated \$718.78 100%	Remaining \$0.00 0%	
Default Allocation			
Code <i>Default</i>		Percent % 100	
Add	Edit	Remove	Save as Favorite



Add the new chartfield(s)

Add Allocation



+
New Allocation

★
Favorite Allocations

*** Required field**

Fund 1

Department

Emp ID

105988

Class

00000

Most Recently Used

- (54323-41406) Accounting Services
- (90000-41406) Accounting Services
- (90000-41405) Financial Services
- (54301) Print Shop
- (54302) Mail Room
- (54323) Service Charge Trust-543

Cancel **Save**

Assign the new chartfield(s) a percentage or dollar amount.

<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>	<input type="button" value="Save as Favorite"/>				
<input type="checkbox"/> Fund ↑↓	Department ↑↓	Emp ID ↑↓	Class ↑↓	Project ↑↓	Code ≡	Percent %	
<input type="checkbox"/>	Service Charge Trust-543	Accounting Services	105988395	00000	54323-41406-105988395-00000	<input type="text" value="50"/>	

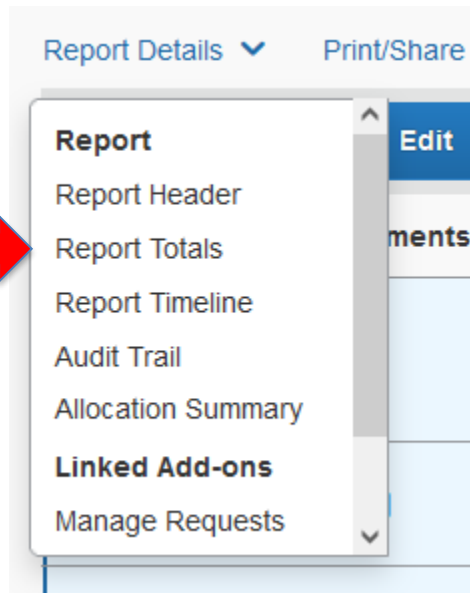


Check your allocations in Report Details > Allocation Summary

The screenshot displays a software interface with a header "Not Submitted". Below the header are three dropdown menus: "Report Details", "Print/Share", and "Manage Receipts". The "Report Details" dropdown is open, showing a list of options: "Report", "Report Header", "Report Totals", "Report Timeline", "Audit Trail", "Allocation Summary", "Linked Add-ons", and "Manage Requests". A red arrow points to the "Allocation Summary" option. The background shows a table with columns for "Allocations", "Receipt", and "Payment Type". The table contains two rows: "Employee F" and "Company P", each with a document icon in the "Receipt" column. A third row is partially visible at the bottom with a checked checkbox and "Employee F".

Allocations	Receipt	Payment Type
		Employee F
		Company P
<input checked="" type="checkbox"/>		Employee F

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



The 'Report Totals' window displays a summary of trip costs. It is divided into sections for 'Company Pays' and 'Employee Pays', followed by a summary table and a 'Close' button.

Category	Amount	Payment Method
Company Pays	\$668.78	Employee
Employee Pays	\$0.00	Company
Company Pays	\$50.00	Card (Company Paid)

Category	Amount
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

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

The screenshot shows the Concur Expense interface with an 'Audit Trail' modal window open. The modal displays a table of activity for a report titled 'ABC Conference'. The table is divided into two sections: 'Report Level' and 'Entry Level'. The 'Report Level' section shows three entries, and the 'Entry Level' section shows one entry. The background shows a list of expenses for the 'ABC Conference' report, including items like 'Conference/Course fees', 'Hotel', 'Breakfast', 'Tolls/Road Charges', and 'Incidentals'.

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 Approval Flow lists the authorized approvers

The screenshot displays the CONCUR interface with an 'Approval Flow for Report: ABC Conference' modal window open. The modal lists the following approval steps:

- Manager Approval:** Test Approver, Manager (07/20/2016 Approved)
- Dean/Director:** Test, Approver Dean-Dir
- Vice President Level 1:** (this step may be skipped)
- Cost Object Approval:**

The background interface shows a list of expenses for the 'ABC Conference' report:

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

At the bottom of the interface, a summary table shows:

TOTAL AMOUNT	TOTAL APPROVED
\$422.00	\$422.00

Additional interface elements include a 'Recall' button, a 'Copy Report' button, and an 'Amount Due Employee' of \$422.00. The modal window also features a 'Done' button at the bottom right.



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Need help?

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