Approving Travel Expense Report

These instructions will cover how to approve three types of Travel Expense Report:

- Travel Expense Report
- Blanket Travel Expense Report
- P-Card Travel Expense Report

Requirements:

A Travel Expense Report will be required if the traveler goes on a University business trip. You must identify all travel expenses that was incurred throughout the trip.

A Blanket Travel Expense Report will be required if the traveler goes on a business trip in California, within a fiscal year (July 1st – June 30th). Blanket Travel expenses will only apply to parking, mileage, tolls, and approved business meals with official University guest.

A P-Card Travel Expense Report will be required if travel expenses are paid on your P-Card for other travelers.

At the end of the instructions, there are reminders on what to check as an approver for each Expense Report.
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## Accessing Required Approvals

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<tr>
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</table>

### Step 1:
Log into Concur using the CSUF Portal.

You will see your Concur dashboard, along with the number of approvals that are required to be approved by you as an Approver.

Click on **Required Approvals**.

### Step 2:
You will see three tabs: **Trips, Requests, and Expense Reports**. You will also see the number of approvals you need to approve for each tab.

Select **Expense Reports**.
### Processing Step

<table>
<thead>
<tr>
<th>Step 3:</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td>In the Expense Reports tab, you will see Expense Reports that have been submitted to you for approval.</td>
<td><img src="image1.png" alt="Expense Reports Screen Shot" /></td>
</tr>
<tr>
<td>Click on the appropriate item.</td>
<td></td>
</tr>
<tr>
<td>In this example, <strong>Jan 2018 Las Vegas, NV</strong> is selected.</td>
<td><img src="image2.png" alt="Expense Report Details" /></td>
</tr>
</tbody>
</table>

### Step 4:

If you have a delegate set-up to preview expense reports, you will see a checkmark listed next to the report indicating that it is ready for you to review.

![Delegate Review](image3.png)
Processing Step | Screen Shots
---|---
**Step 5:**
After you click on the Expense Report, you can review Details and Receipts by clicking on any of the dropdowns. You can also download a PDF version of the Expense Report by clicking on Print/Email.

**Note:** See Reviewing Expenses for more detailed explanation on what to review in Details and Receipts.
Reviewing Expenses

While reviewing expenses, it is highly recommended to review all tabs, with particular attention to:

- Details
  - Report Header (See Step 6)
- Expenses
  - Line Item (Step 7)
  - View Receipts (See Step 8)

Ensure these travel expenses / comments have been added *(if applicable to the traveler’s trip)* and reviewed:

**Travel Expense Report**
- Airfare / Airfare Baggage Fees
- Lodging
  - Nightly rates and taxes have been itemized *(required)*
- Car Rental / Car Rental Gas
- Personal Car Mileage
- Actual Per Day Meal Expense
- Actual Incidentals Per Day
- Registration Fee / Workshop
- Agenda or Program Flyer is attached for any conferences you attended
- Parking Fee

**Blanket Travel Expense Report**
- Personal Car Mileage (make sure the mileage is within the distance allowed)
- Parking Fee
- Tolls
- Approved business meals with official University guest

**P-Card Travel Expense Report**
- States clearly the expense(s) you are paying for
- States clearly who the traveler is in the comment section
- States Traveler’s Travel Request ID
Report Header

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 6:</strong></td>
<td>![Screenshot of Expense Report with Details highlighted]</td>
</tr>
<tr>
<td>To review the Report Header, click on <strong>Details</strong> in your Expense Report.</td>
<td></td>
</tr>
</tbody>
</table>

**Step 6a:**
Click on **Report Header** under the Report section.
### Processing Step

#### Step 6b:
A pop-up window will appear.

You will see the **Report Header** of the Expense Report.

**Note:** While reviewing the Report Header, check the areas for the following:

1. Correct naming convention
2. Request ID is linked to the Expense Report
3. Appropriate options were selected on all fields

If any of the information needs to be changed, refer to **Step 11** for instructions on sending feedback of the report back to user.

Once you are done, click on the X.

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 6b:</strong></td>
<td><img src="image" alt="Screen Shots" /></td>
</tr>
<tr>
<td>A pop-up window will appear.</td>
<td></td>
</tr>
<tr>
<td>You will see the Report Header of the Expense Report.</td>
<td></td>
</tr>
<tr>
<td><strong>Note:</strong> While reviewing the Report Header, check the areas for the following:</td>
<td></td>
</tr>
<tr>
<td>1. Correct naming convention</td>
<td><img src="image" alt="Image 1" /></td>
</tr>
<tr>
<td>2. Request ID is linked to the Expense Report</td>
<td><img src="image" alt="Image 2" /></td>
</tr>
<tr>
<td>3. Appropriate options were selected on all fields</td>
<td></td>
</tr>
<tr>
<td>If any of the information needs to be changed, refer to <strong>Step 11</strong> for instructions on sending feedback of the report back to user.</td>
<td></td>
</tr>
<tr>
<td>Once you are done, click on the X.</td>
<td></td>
</tr>
</tbody>
</table>
**Expenses: Line Item**

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 7:</strong> To review the expenses, determine an expense you want to review. Then click on the expense.</td>
<td>![Image of expense screen shot]</td>
</tr>
<tr>
<td><strong>Example:</strong> Click on Rental Car Gas.</td>
<td>![Image of expense details]</td>
</tr>
</tbody>
</table>

**Table:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/17/2018</td>
<td>Actual Per Day Meal Expense(s)</td>
<td>$7.00</td>
<td>$7.00</td>
</tr>
<tr>
<td></td>
<td>Las Vegas, Nevada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/17/2018</td>
<td>Actual Per Day Meal Expense(s)</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>Las Vegas, Nevada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/16/2018</td>
<td>Actual Per Day Meal Expense(s)</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>Las Vegas, Nevada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/16/2018</td>
<td>Actual Per Day Meal Expense(s)</td>
<td>$15.00</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td>Las Vegas, Nevada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/16/2018</td>
<td>Actual Per Day Meal Expense(s)</td>
<td>$30.00</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>Las Vegas, Nevada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01/16/2018</td>
<td>Rental Car Gas</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td>Chevron, Las Vegas, Nevada</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Step 7a:

An Expense tab will appear on the right side of the Expense Report.

Review the fields to ensure correct information was entered.

Once you are done reviewing the expense, proceed to do the same process on other expenses.
## Expenses: View Receipts

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 8:</strong> To review the Receipts, click on Receipts in your Expense Report.</td>
<td><img src="image1" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

**Step 8a:** You can select either View Receipts in new window or View Receipts in current window, depending on your preference.

In this example, select View Receipts in new window.
## Processing Step

**Step 8b:**
A pop-up window will appear.
You will see all of the receipts attached to the Expense Report.

**Note:** It is recommended to individually select any expense with a receipt to review.
Once you are done, click on the X.

## Screen Shots

![Pop-up window showing receipts]

**Step 8c:**
To review the receipts individually, click on one of the expenses with a receipt icon.

![Expense report with selected receipt]

![Expense report with additional expenses]
### Processing Step

**Step 8d:**

Next, click on Receipt Image tab.

This will show an image of your receipt of the expense.

Make sure the expense amount matches with the receipt.

**Note:** Ensure there are attachments for expenses requiring it.
Approving Options

After reviewing all tabs, you will see three options:

- **Approve**
- **Approve & Forward**
- **Send Back to User**

- The **Approve** button will approve the Expense Report, and move it to the next approver or notify the employee that the report has been approved.
  - If you do not need to add additional approvers, proceed to Step 9 to **Approve**.

- The **Approve & Forward** button will approve the Expense Report on your end, and will forward the approval request to the next Approver (that you will designate).
  - This option is best for situations where another department is paying for your employee to travel.
  - If you are the Approver for your employee, but another department is paying for your employee to travel, proceed to Step 10 to **Approve & Forward**.

- The **Send Back to User** button will send the Expense Report back to the user.
  - Select this option if the traveler needs to make corrections on the Expense Report.
  - If you are sending the Expense Report back, proceed to Step 11 to **Send Back to User**.
Approving Processing Step  

**Step 9:**
After you reviewed the employee’s Expense Report, select **Approve**.

<table>
<thead>
<tr>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image_url" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

**Step 9a:**
A confirmation window will pop-up, asking you to accept or decline the Approver Electronic Agreement. Please read and respond.

Click on the **Accept** button to approve the Expense Report.

<table>
<thead>
<tr>
<th>Final Confirmation</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image_url" alt="Final Confirmation" /></td>
</tr>
</tbody>
</table>
### Approving and Forwarding

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 10:</strong> After you reviewed the employee’s Expense Report, select Approve &amp; Forward.</td>
<td>![Image of Concur screen showing Approve &amp; Forward button]</td>
</tr>
</tbody>
</table>

**Step 10a:**
After you click on the Approve & Forward, a pop-up window will appear (as shown on the right).
**Step 10b:**
Click in the **User-Added Approver** field, and another field will appear below.

The field below is where you can determine what category you would like to search by.

Click on the drop-down arrow by that field.

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**Step 10c:**
In this step, **First Name** was selected.

Do not forget to add a short comment to notify the alternate approver.

Click **Approve & Forward.**
## Send Back to User

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 11:</strong> Select Send Back to User button when there are red exceptions, such as:</td>
<td><img src="Image" alt="Image of SAP Concur screen showing Send Back to User button" /></td>
</tr>
<tr>
<td>- Receipts / attachments are not attached to certain expenses</td>
<td></td>
</tr>
<tr>
<td>- Wrong naming convention</td>
<td></td>
</tr>
<tr>
<td>- Expenses not identified</td>
<td></td>
</tr>
<tr>
<td>- Expense amount is unreasonable (comments need to be added)</td>
<td></td>
</tr>
<tr>
<td>- Travel Request not linked to Expense Report</td>
<td></td>
</tr>
</tbody>
</table>

**Step 11a:** Type in the reason you are sending the Expense Report back to user in the comment section.

Then click **OK**.
Travel Expense Report

**Reminder:** A Travel Expense Report is only required if the traveler incurred travel expenses for their University business trip.

**Approving Travel Expense Report Checklist**

- Correct Naming Convention
  - [Month] [Year] [Destination]
  - Example: SEP 2017 San Diego, CA

- Approved Travel Request ID is attached

- Attached receipts on certain expenses

- Reviewed Report Header
  - Travel Request ID is linked to the Expense Report
  - Appropriate options were selected on the following fields
    - Policy
    - Report/Trip Name
    - Report/Trip Start Date
    - Start Time
    - Report/Trip End Date
    - End Time
    - Trip Type
    - Report/Trip Purpose
    - Mailing Address Current?
    - Division
    - Department ID
    - Fund

- Reviewed Expenses
  - Travel expense amount was selected appropriately and within department’s budget
Ensure these travel expenses have been added *(if applicable to the traveler’s trip)* and reviewed:

- Airfare / Airfare Baggage Fees
- Lodging
  - Nightly rates and taxes have been itemized *(required)*
- Car Rental / Car Rental Gas
- Personal Car Mileage
- Actual Per Day Meal Expense
- Actual Incidentals Per Day
- Registration Fee / Workshop
- Agenda or Program Flyer is attached for any conferences you attended
- Parking Fee
Blanket Travel Expense Report

Reminder: A Blanket Travel Expense Report is only required if the traveler incurred parking, mileage, tolls, or approved business meals with official University guest expenses within a fiscal year in the state of California.

Approving Blanket Travel Expense Report Checklist

☐ Correct Naming Convention
  – Blanket Travel [Month] [Year]
  – Example: Blanket Travel SEP 2017
☐ Approved Travel Request ID is attached
☐ Attached Receipts on certain expenses
☐ Report Start / End dates is up-to-date to match the month being submitted
☐ Reviewed Report Header
  – Blanket Travel Request ID is linked to the Expense Report
  – Appropriate options were selected on the following fields
    ➢ Policy
    ➢ Report/Trip Name
    ➢ Report/Trip Start Date
    ➢ Start Time
    ➢ Report/Trip End Date
    ➢ End Time
    ➢ Trip Type
    ➢ Report/Trip Purpose
    ➢ Mailing Address Current?
    ➢ Division
    ➢ Department ID
    ➢ Fund
☐ Reviewed Expenses
  – Travel expense amount was selected appropriately and within department’s budget

Ensure these travel expenses have been added (*if applicable to the traveler’s trip*) and reviewed:

☐ Personal Car Mileage (make sure the mileage is within the distance allowed)
☐ Parking Fee
☐ Tolls
☐ Approved business meals with official University guest
Reminder: An P-Card Travel Expense Report is only required if the P-Card Holder paid travel expenses for another employee.

Approving P-Card Travel Expense Report Checklist

- Correct Naming Convention
  - P-Card Travel [Month] [Year]
  - Example: P-Card Travel SEP 2017

- Attached receipts for each expense

- Reviewed Report Header
  - Appropriate options were selected on the following fields
    - Policy
    - Report/Trip Name
    - Report/Trip Start Date
    - Start Time
    - Report/Trip End Date
    - End Time
    - Trip Type
    - Report/Trip Purpose
    - Mailing Address Current?
    - Division
    - Department ID
    - Fund

- Reviewed Expenses
  - P-Card Travel expense amount was selected appropriately and within department’s budget

Each P-Card Travel expense must have the following information:

- States clearly the expense(s) you are paying for
- States clearly who the traveler is
- States Traveler’s Travel Request ID

Ensure appropriate expense(s) have been itemized and match with the amount spent:

- Lodging
  - Nightly rates and taxes have been itemized *(required)*