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 1\textsuperscript{st} – June 30\textsuperscript{th}). 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.
Table of Contents
Accessing Required Approvals ................................................................................................................ 3
Reviewing Expenses ............................................................................................................................... 6
Report Header .................................................................................................................................... 7
Expenses: Line Item ............................................................................................................................ 9
Expenses: View Receipts .................................................................................................................. 11
Approving Options ................................................................................................................................ 14
Approving ......................................................................................................................................... 15
Approving and Forwarding ............................................................................................................... 16
Send Back to User ............................................................................................................................. 18
Travel Expense Report .......................................................................................................................... 19
Approving Travel Expense Report Checklist ..................................................................................... 19
Blanket Travel Expense Report ........................................................................................................... 21
Approving Blanket Travel Expense Report Checklist ......................................................................... 21
P-Card Travel Expense Report .............................................................................................................. 23
Approving P-Card Travel Expense Report Checklist .......................................................................... 23
### Accessing Required Approvals

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong> 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 <strong>Required Approvals</strong>.</td>
<td><img src="image1.png" alt="Screen Shot 1" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong> You will see three tabs: <strong>Trips, Requests, and Expense Reports</strong>. You will also see the number of approvals you need to approve for each tab. Select <strong>Expense Reports</strong>.</td>
<td><img src="image2.png" alt="Screen Shot 2" /></td>
</tr>
</tbody>
</table>
Processing Step | Screen Shots
--- | ---
**Step 3:**
In the Expense Reports tab, you will see Expense Reports that have been submitted to you for approval.

Click on the appropriate item.

In this example, **Jan 2018 Las Vegas, NV** is selected.

**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.
**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**.

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 5:</strong></td>
<td><img src="image" alt="Screen Shot of Concur Expense Report" /></td>
</tr>
<tr>
<td>After you click on the Expense Report, you can review <strong>Details and Receipts</strong> by clicking on any of the dropdowns. You can also download a PDF version of the Expense Report by clicking on <strong>Print/Email</strong>. <strong>Note:</strong> See <strong>Reviewing Expenses</strong> for more detailed explanation on what to review in <strong>Details</strong> and <strong>Receipts</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
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 Incidental 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></td>
</tr>
<tr>
<td>To review the Report Header, click on Details in your Expense Report.</td>
<td>![Screen Shot of Concur Expense Report, highlighting Details button]</td>
</tr>
</tbody>
</table>

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

![Screen Shot of Concur Expense Report, highlighting Report Header]
### 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.
### Expenses: Line Item

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

![Screen Shot]

**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>
### Processing Step

**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.

**Note:** If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Expense Instructions for more information.
## 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>![Screen Shot 1]</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.

![Screen Shot 2]
### 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.

![Image](image1.png)

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

![Image](image2.png)
**Processing Step** | **Screen Shots**
--- | ---
**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. |

### Screen Shots

**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.

### Final Confirmation

**Approver Electronic Agreement**

By clicking ‘Accept’ I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with University policy.

Click on the **Accept** button.
## 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 <strong>Approve &amp; Forward</strong>.</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 10a:</strong> After you click on the <strong>Approve &amp; Forward</strong>, a pop-up window will appear (as shown on the right).</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Processing Step</td>
<td>Screen Shots</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------------</td>
</tr>
<tr>
<td><strong>Step 10b:</strong> 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.</td>
<td></td>
</tr>
<tr>
<td><img src="image1.jpg" alt="Step 10b Screen Shots" /></td>
<td></td>
</tr>
<tr>
<td><strong>Step 10c:</strong> In this step, First Name was selected. Do not forget to add a short comment to notify the alternate approver. Click Approve &amp; Forward.</td>
<td></td>
</tr>
<tr>
<td><img src="image2.jpg" alt="Step 10c Screen Shots" /></td>
<td></td>
</tr>
</tbody>
</table>
## 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 <strong>Send Back to User</strong> button when there are red exceptions, such as:</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>
| - Receipts / attachments are not attached to certain expenses  
- Wrong naming convention  
- Expenses not identified  
- Expense amount is unreasonable (comments need to be added)  
- Travel Request not linked to Expense Report | |

**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 will be required if the traveler goes on a University business trip. The traveler must identify all travel expenses incurred throughout the trip.

**Approving Travel Expense Report Checklist**

- Attach Approved Paper Travel Request *(if applicable)*
- Concur Travel Request must be linked to the Expense Report *(if applicable)*
- Reviewed Report Header
  - Appropriate options were selected on the following fields:
    - Policy—selected *State Travel*
    - Report/Trip Name—correct naming convention
      - [Month] [Year] [Destination]
      - Example: SEP 2017 San Diego, CA
    - Report/Trip Start Date
    - Start Time
    - Report/Trip End Date
    - End Time
    - Trip Type
    - Main Destination City
    - Report/Trip Purpose
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Comment—traveler included personal travel details or paper TR# *(if applicable)*
  - Division
  - Department ID
  - Fund
- Attached receipts on certain expenses—required receipts attached
- Reviewed Expenses
  - Travel expense amount was selected appropriately and within department’s budget
  - Confirmed expense allocations are appropriate *(if applicable)*
    - **Note:** If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Expense Instructions for more information
Ensure these travel expenses have been added *(if applicable to the traveler’s trip)* and reviewed:

- Airfare / Airline Fees (Baggage, Wifi, etc.)
- Lodging
  - Nightly rates and taxes have been itemized *(required for domestic travel)*
- Car Rental / Car Rental Gas
- Personal Car Mileage
- Actual Per Day Meal Expense
- Actual Incidentals Per Day
- Registration Fee / Workshop
- Agenda, Program, or Flyer must be attached
  - If unavailable, provide completed Statement of Purpose form, which can be found on:
    http://finance.fullerton.edu/documents/controller/accountspayable/forms/StmStOfPurpose_ext.pdf
    - Note: Download the form to fill out the required fields
- Parking Fee
- Taxi/Shuttle
Blanket Travel Expense Report

**Reminder:** A monthly **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.

**Approving Blanket Travel Expense Report Checklist**

- Attach Approved Paper Blanket Travel Request *(if applicable)*
- Concur Blanket Travel Request is linked to the Expense Report *(if applicable)*
- Report Start / End dates is up-to-date to match the month being submitted
- Reviewed Report Header
  - Appropriate options were selected on the following fields:
    - Policy— selected **State Travel**
    - Report/Trip Name— correct naming convention
      - Blanket Travel [Month] [Year]
      - Example: Blanket Travel SEP 2017
    - Report/Trip Start Date— selected *first day of the month*
    - Start Time
    - Report/Trip End Date— selected *last day of the month*
    - End Time
    - Trip Type— selected **In-State**
    - Main Destination City— selected **Fullerton, California**
    - Report/Trip Purpose— selected **Blanket Travel (Mileage/Parking/Tolls)**
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Comment— included personal travel details, no registration fee for workshops/conferences, or paper Blanket TR# *(if applicable)*
      - Division
      - Department ID
      - Fund
- Attached receipts on certain expenses— required receipts attached
- Reviewed Expenses
  - Travel expense amount was selected appropriately and within department’s budget
  - Confirmed expense allocations are appropriate *(if applicable)*
    - **Note:** If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Expense Instructions for more information
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
  - Make sure to enter in departure time and return time
- **Parking Fee**
- **Tolls (excludes FastTrak, Fast Lane, or equivalent)**
- **Approved business meals with official University guest charged to a Procurement Card (must include the following):**
  - Itemized receipts
  - Approved D11
  - List of attendees
P-Card Travel Expense Report

**Reminder:** A monthly P-Card Travel Expense Report will be required if travel expenses are paid on the P-Card Holder’s P-Card for other travelers. This Expense Report will serve the same purpose as the P-Card Reconciliation Packet.

**Approving P-Card Travel Expense Report Checklist**
- Reviewed Report Header
  - Appropriate options were selected on the following fields:
    - Policy — selected **State Travel**
    - Report/Trip Name — correct naming convention
      - P-Card Travel [Month] [Year]
      - Example: P-Card Travel SEP 2017
    - Report/Trip Start Date — entered **Billing Cycle Start Date**
    - Start Time
    - Report/Trip End Date — entered **Billing Cycle End Date**
    - End Time
    - Trip Type
    - Main Destination City
    - Report/Trip Purpose — selected **P-Card Paid Travel by/for Other(s)**
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Comment
    - Division
    - Department ID
    - Fund
- Attached receipts for each expense — required receipts attached
- Reviewed Expenses
  - P-Card Travel expense amount was selected appropriately and within department’s budget
  - Confirmed expense allocations are appropriate *(if applicable)*
    - **Note:** If an expense needs to be allocated, send the request back to the traveler and have the traveler refer to the Allocating Expenses Travel Expense Instructions for more information

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 for domestic travel)*