Travel Expense Report
P-Card Paid for/by Others

These instructions will cover how to reconcile P-Card transactions made by you for another traveler.

**Requirements:**
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 on your P-Card Travel Expense Report.

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How to Add P-Card Transactions to a New Expense Report

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<th>Processing Steps</th>
<th>Screen Shots</th>
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<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Log into Concur using the CSUF Portal. Click on Expense to see your available expense reports.</td>
<td><img src="image2.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 2:</strong></td>
<td><img src="image3.png" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Click on View Transactions.</td>
<td></td>
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</table>
### Processing Steps

**Step 3:**
From there, select each transaction you would like to add to your expense report by clicking in the checkbox(es).

![Screen Shots](image1)

**Step 4:**
After you have selected the expenses, change the dropdown next to ‘Add Charges To’ and select New Expense Report.

Next, click on Add Selected. This will create the Report Header.

![Screen Shots](image2)
How to Fill Out the Report Header

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<td><strong>Step 5:</strong></td>
<td><img src="image1" alt="Screen Shot" /></td>
</tr>
<tr>
<td>In the Report Header in the Policy field, select State Travel.</td>
<td></td>
</tr>
</tbody>
</table>

**Step 6:**
For the Report/Trip Name follow the naming convention listed below:

**P-Card Travel [Month] [Year]**

Ex: P-Card Travel MAY 2017
### Processing Steps

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<th>Step 7:</th>
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<tbody>
<tr>
<td>Next, click on the drop down for ‘Report/Trip Purpose’ and select <strong>P-Card Paid Travel by/for Other(s)</strong>.</td>
<td><img src="image1.png" alt="Screen Shot" /></td>
</tr>
</tbody>
</table>

**Step 8:**

In the Event Name/ Business Purpose, enter the following verbiage:

*Reconciling P-Card expenses paid for other employee’s travel*
### Step 9:
In the **Report/Trip Start Date** and **Report/Trip End Date** fields, be sure to enter the billing cycle dates for the month of the transactions.

![Screen Shots](image1)

### Step 10:
For **Start and End Time**, put 8:00 AM to 5:00 PM.

![Screen Shots](image2)

### Step 11:
For **Additional Cities Traveled To**, list the cities that the traveler’s traveled to.

![Screen Shots](image3)
### Processing Steps | Screen Shots
---|---

**Step 12:** Once you have filled out all the fields in the Report header, click **Next**.

![Next button highlighted](image)

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### How to Designate Each Expense to an Employee’s Transaction

**Step 13:** From there, your Expense Report will be created listing each expense as line items. Select (by checking the box), other expenses you would like to allocate to another person’s travel.

![Expense report with multiple items](image)
## Processing Steps

### Step 14:
On the right-hand side for each expense, enter the traveler’s Request ID in the Request ID field, and enter the traveler’s name in the Comment field.

If you have an approved Paper Travel Request, enter the Travel Document Number into the Comments field.
Ex. TR178000

**Note:** Repeat these steps for each different expense.

### Step 15:
Once you have filled in all the required fields, select Save.

**Note:** If you need to allocate an expense, refer to the Allocating Expenses Travel Expense Instructions for more information.
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<tr>
<td><strong>Step 16:</strong></td>
<td><img src="image.jpg" alt="Screen Shot" /></td>
</tr>
<tr>
<td>Lastly, to submit the report, click on <strong>Submit Report</strong> located in the top right corner.</td>
<td><strong>Delete Report</strong> <img src="image.jpg" alt="Submit Report" /></td>
</tr>
</tbody>
</table>
P-Card Travel Expense Report

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

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
    - Additional Cities Traveled To
    - 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

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

- Lodging
  - Nightly rates and taxes have been itemized (required for domestic travel)