Travel Expense Report

These instructions will cover how to create and submit Travel Expense Reports.

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.

At the end of the instructions, there are reminders on what to check on your Travel Expense Report.

Table of Contents
Creating Expense Report ................................................................. 2
Creating Expense Report by Active Request .................................. 3
Creating Expense Report from Scratch .......................................... 4
Creating Expense Report with your Available Expenses .................... 5
Editing Expense Report .................................................................. 7
Report Header Requirements ............................................................ 8
Required Fields ............................................................................... 8
Recommended Fields ...................................................................... 8
Meal Expense .................................................................................. 11
Exceptions ..................................................................................... 12
How to Submit Expense Report ....................................................... 13
Travel Expense Report .................................................................... 15
Checklist ......................................................................................... 15
Creating Expense Report

There are 4 different ways you can create or edit your Expense Report:

- Creating a report by your Active Requests
- Creating a new report from scratch
- Creating a report with your Available Expenses
- Editing an Expense Report

1. Creating a report by your Active Requests (recommended)
   - Recommended method if you have an approved Travel Request in Concur
   - If you have an approved Travel Request in Concur, proceed to Step 1.

2. Creating a new report from scratch
   - Recommended method if you have an approved paper Travel Request
   - If you have an approved paper Travel Request, proceed to Step 2.

3. Creating a report with your Available Expenses
   - If you have used your P-Card to make purchases during your travel, proceed to Step 3.

4. Editing an Expense Report
   - If you already created an Expense Report and would like to make changes before submitting, proceed to Step 4.
Creating Expense Report by Active Request

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td><img src="image1" alt="Step 1 Screen Shot" /></td>
</tr>
<tr>
<td>Log into Concur using the CSUF Portal. You will see your Concur dashboard. If you have an approved Travel Request in Concur, click on the Requests tab.</td>
<td></td>
</tr>
</tbody>
</table>

**Step 1a:**
On the right-hand side of your Active Requests, you will see an Expense link under Action.

Click on Expense to create a report header for the desired Travel Request.

Proceed to Report Header Requirements section.
Creating Expense Report from Scratch

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 2:</strong> Log into Concur using the CSUF Portal. You will see your Concur dashboard. Click on Expense.</td>
<td><img src="image1.png" alt="Step 2 Screen Shot" /></td>
</tr>
<tr>
<td><strong>Step 2a:</strong> Click on Create New Report. This step will create the Expense Report first, and then allow you to choose which expenses to add. Proceed to Report Header Requirements section.</td>
<td><img src="image2.png" alt="Step 2a Screen Shot" /></td>
</tr>
</tbody>
</table>
# Creating Expense Report with your Available Expenses

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 3:</strong> Log into Concur using the CSUF Portal. You will see your Concur dashboard. Click on Expense.</td>
<td>![Image of Concur dashboard with Expense highlighted]</td>
</tr>
<tr>
<td><strong>Step 3a:</strong> In your Manage Expenses page, scroll down until you see Available Expenses.</td>
<td>![Image of Available Expenses section in Concur dashboard]</td>
</tr>
<tr>
<td>Processing Step</td>
<td>Screen Shots</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Step 3b:</strong> Select your travel expenses in the Available Expenses section.</td>
<td>![Image of Available Expenses section]</td>
</tr>
<tr>
<td><strong>Step 3c:</strong> Click on the Move button to create the report, or send to an existing report. If you selected To New Report, proceed to Report Header Requirements section. If you selected a pre-existing expense report, confirm the expense items by reviewing the Meal Expense section and Exceptions section.</td>
<td>![Image of Available Expenses section]</td>
</tr>
</tbody>
</table>
### Editing Expense Report

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 4:</strong> Log into Concur using the CSUF Portal. You will see your Concur dashboard. Click on Expense.</td>
<td><img src="image1" alt="Image of Concur dashboard" /></td>
</tr>
<tr>
<td><strong>Step 4a:</strong> If you have already created an Expense Report, select on the Expense Report you would like to edit. To submit an Expense Report, proceed to How to Submit Expense Report section.</td>
<td><img src="image2" alt="Image of managing expenses" /></td>
</tr>
</tbody>
</table>
Report Header Requirements

In a Travel Expense Report, all required fields must be completed in the Report Header in order to proceed. Each field will have a certain requirement. The following fields are:

**Required Fields**

- **Policy** - Confirm it is correctly selected as ‘State Travel.’
- **Report/Trip Name** - Required to have a correct naming convention.
  - Naming Convention: [Month] [Year] [Destination]
  - Example: SEP 2017 San Diego, CA
- **Report Date** - Leave as is, since this is the date you are creating the expense report.
- **Report/Trip Start Date** - Must match the start date you requested in your Travel Request.
  - Example: 8:00 AM
- **Start Time** - Required to enter in AM/PM format.
- **Report/Trip End Date** - Must match the end date you requested in your Travel Request.
  - Example: 5:00 PM
- **End Time** - Require to enter in AM/PM format.
- **Trip Type** - Confirm it is the correct type.
- **Main Destination City** - Main Destination City must match exactly with your Travel Request, including format.
  - Example: Fullerton, California
- **Report/Trip Purpose** - Select the appropriate trip purpose of your trip.
- **Division** - Automatically populated by Payroll. Confirm it is the correct division.
- **Department ID** - Automatically populated by Payroll. Confirm it is the correct department.
- **Fund** - Confirm with budget coordinator or your approver on the fund code.

**Recommended Fields**

- **Event Name/Business Purpose** - Describe the business purpose of your trip.
- **Mailing Address Current** - Check the box if your residential address is current in Payroll.
- **Does this trip contain personal travel?** - Confirm if you will be including personal travel.
- **Comment** - Make sure to fill in the comment section if you have an approved paper Travel Request.
  - Example: TR123456
<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 5:</strong></td>
<td></td>
</tr>
<tr>
<td>After you <strong>Create a New Report</strong>, you will be required to fill out the Report Header.</td>
<td><img src="image" alt="Create a New Expense Report" /></td>
</tr>
</tbody>
</table>

Fill in the fields by using the **Report Header Requirements** as a checklist.

**Note:**
If you created a new report from scratch or by your available expenses, your Report Header will be **blank**.

If you created your report by your approved Travel Request in Concur, specific information will be **automatically populated** into your Report Header.
### Step 6:
At the bottom of the Report Header, you can add additional travel requests that are a part of the same trip.

Click on **Add**, select the appropriate Travel Request, and then select **Add** again.

### Step 7:
Once you finish filling out your Report Header and added the appropriate Travel Request, click **Next**.
**Meal Expense**

<table>
<thead>
<tr>
<th>Process Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 8:</strong></td>
<td><img src="image1" alt="Step 8 Screen Shot" /></td>
</tr>
<tr>
<td>To add a meal expense, click on Actual Per Day Meal Expense(s).</td>
<td></td>
</tr>
</tbody>
</table>

| **Step 9:** | ![Step 9 Screen Shot](image2) |
| Choose which type of meal it was, and indicate the meal cost. | |
| Then click **Save**. Repeat **Step 9** for all meals. | |

**Note:**
Receipts are only required if you exceeded the $55 per day limit.

This expense is one example of other expenses that may be included in a Travel Expense Report. Please refer to the following Quick Guides for more detailed information on adding other expenses:
- Personal Mileage
- Hotel Itemization

You are responsible for adhering to the Meal policy as noted on the Travel website. For more information regarding the meal policy, please review the Travel Operations website at [http://finance.fullerton.edu/controller/travel](http://finance.fullerton.edu/controller/travel).
Exceptions

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
</table>

**Step 10:**
Before submitting your Expense Report, make sure that all of your exceptions have been looked over and revised.

The ⚠ exception shows that there is an issue that needs to be resolved before submitting.

The ⚠️ exception shows a potential problem, but does not restrict you from submitting.

<table>
<thead>
<tr>
<th>Exception Type</th>
<th>Date</th>
<th>Amount</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodging</td>
<td>12/06/2017</td>
<td>$100.00</td>
<td>⚠️ The expense amount is more than the requested amount.</td>
</tr>
<tr>
<td>Lodging</td>
<td>12/08/2017</td>
<td>$100.00</td>
<td>⚠️ Please select the correct payment type.</td>
</tr>
<tr>
<td>Lodging</td>
<td>12/09/2017</td>
<td>$100.00</td>
<td>⚠️ The expense amount is more than the requested amount.</td>
</tr>
</tbody>
</table>
## How to Submit Expense Report

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 11:</strong></td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>

Once you have added all of your travel expenses and corrected your exception(s), submit your Travel Expense Report by clicking on **Submit Report**.

| **Step 12:**    | ![Screenshot](image2.png) |

A **Final Review** window will pop-up asking you to certify that you have read the agreement.

If you have forgotten to attach a receipt, it will show in the window and allow you to attach one before submitting.

Refer to Concur Attachments Quick Guide on how to complete **Missing Receipt Affidavit (if applicable)**. Once you are finished, click **Accept & Submit**.
### Processing Step

**Step 13:**
A window will pop-up showing you a breakdown of your Travel Expense Report.

Click Close.

<table>
<thead>
<tr>
<th>Processing Step</th>
<th>Screen Shots</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 13:</strong> A window will pop-up showing you a breakdown of your Travel Expense Report.</td>
<td><img src="image" alt="Report Successfully Submitted" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Screen Shot" /></td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Feedback and Close Options" /></td>
</tr>
</tbody>
</table>
Travel Expense Report

**Reminders:** 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.

**Checklist**

- Correct Naming Convention
  - [Month] [Year] [Destination]
  - Example: SEP 2017 San Diego, CA
- Approved Travel Request ID is attached
- Attached receipts on certain expenses — required receipts attached
- Personal travel details added (if applicable)
- 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 / Airline Fees (Baggage, Wifi, etc.)
- 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
- Taxi/Shuttle