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## Travel Expense Report

All CSU related travel for faculty and staff must have an approved Travel Request before an expense report can be created.

Per CSU Travel Procedures, Section IX; A ***"Travel Expense Claim must be submitted to the campus Travel Reimbursement office within 60 days of the end of a trip unless there is recurrent local travel, in which case Claims may be aggregated and submitted monthly."***

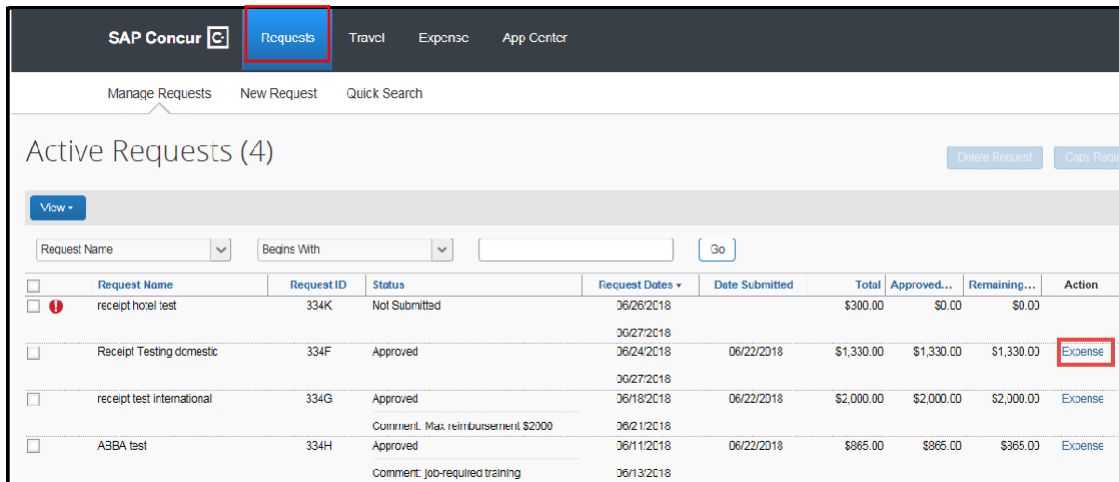
Please be aware Approved Travel Requests will automatically close on day 61 after the travel end date. In order to submit a late expense report the request will have to be re-opened. The request will not be re-opened until exception approval has been obtained from the appropriate Divisional VP and the AVP of Business Services.

### Creating an Expense Report

To create a report:

1. Either:

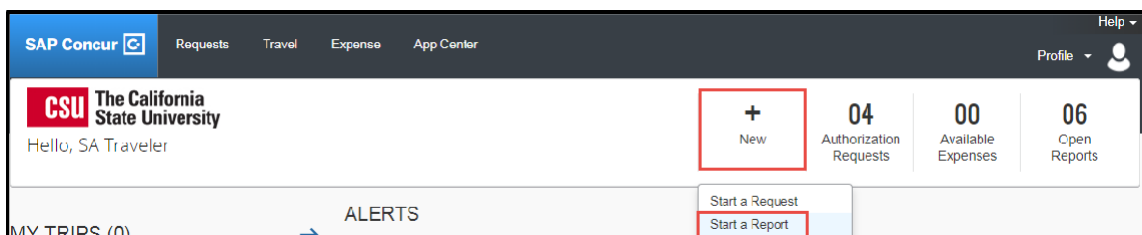
Click **Request** on the header toolbar, and then select **Expense** under the Action column of the approved Request (right side of the screen). **Recommended route – reduces data entry.**



Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
receipt hotel test	334K	Not Submitted	06/26/2018		\$300.00	\$0.00	\$0.00	
Receipt Testing domestic	334F	Approved	06/27/2018 06/24/2018	06/22/2018	\$1,330.00	\$1,330.00	\$1,330.00	Expense
receipt test international	334G	Approved	06/27/2018 06/18/2018	06/22/2018	\$2,000.00	\$2,000.00	\$2,000.00	Expense
A3BA test	334H	Approved	06/21/2018 06/11/2018	06/22/2018	\$865.00	\$865.00	\$365.00	Expense

OR

On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.



2. If you don't create the expense report from the approved request then you will need to link the approved Request to the **Expense Report** by clicking the **Add** button.

Report Header

Report Key  Report/Trip Name  Trip Type  Travel Start Date  Travel End Date  Travel < 24 hrs?

Are you travelling to a banned state?  Traveler Type  Trip Purpose  Is this trip going to be reimbursed by the Chancellor's Office?

Comments To/From Approvers/Processors

Business Unit  Fund  Department  Program  Class  Project

Requests

Request Name | Request ID | Cancelled | Request Total | Amount Approved | Amount Remaining

**Note:** A linked request will fill in most of the required fields. Complete the remainder of the required fields (marked with red bars) to proceed.

	Field Name	Description
1	Is this trip going to be reimbursed by the Chancellor's office?	Check if the Chancellor's Office will reimburse expenses for any part of the trip and the department needs to make sure that reimbursement occurs.

- When all header information is complete click **Next**. You can begin building your Expense Report.

### Adding Expenses to the Report

There are various ways to add expenses and compile a complete expense report. Overall, the goal is to reflect all costs associated with a trip, regardless of payment method.

#### Travel Credit Card/Ghost Card Charges

You can add Concur Travel Credit Card\* transactions to an expense report in these ways:

- From the open expense report (**Import Expenses**)
- From the **Available Expenses** section (**Expense > Manage Expenses**)

\* Travelers who travel 2+ times on CSU business per year may apply for a Concur Travel Credit Card here: [https://www.csub.edu/bas/paymentservices/\\_files/us\\_bank\\_concur\\_travel\\_card\\_app.pdf](https://www.csub.edu/bas/paymentservices/_files/us_bank_concur_travel_card_app.pdf)

1. From the open expense report, click **Import Expenses**
  - a. Verify or update the Expense Type classification of the imported credit card transactions

Expenses					Available Expenses					
<input type="checkbox"/>	Date	Expense Type	Amount	Requested	<input type="checkbox"/>	Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/>	06/16/2016	Parking	\$42.00	\$42.00	<input type="checkbox"/>	BURBANK AIRPORT F...	Dinner		06/16/20...	\$18.21
<input type="checkbox"/>	06/16/2016	Hotel	\$487.04	\$487.04	<input type="checkbox"/>	ROCK & BREWS CA...	Dinner		06/21/20...	\$20.00
<input type="checkbox"/>	06/16/2016	Airfare	\$183.96	\$183.96	<input type="checkbox"/>	DoubleTree Hotels SA...	Hotel		05/21/20...	\$177.77
<input type="checkbox"/>	06/16/2016	Car Rental	\$36.46	\$36.46	<input type="checkbox"/>	THE BREAKFAST BAR...	Dinner		06/20/20...	\$16.00
<input checked="" type="checkbox"/>	06/16/2016	Meals (Breakfast)	\$18.21	\$18.21	<input type="checkbox"/>	LAZ PKG OAKLAND O...	Parking		06/20/20...	\$48.00
					<input type="checkbox"/>	BUONOS AUTHENTIC...	Dinner		05/20/20...	\$10.13

2. From the **Available Expenses** section, select each transaction that you want to assign to the current expense report
  - a. Click **Move** and select the related expense report.

Manage Expenses

AVAILABLE EXPENSES

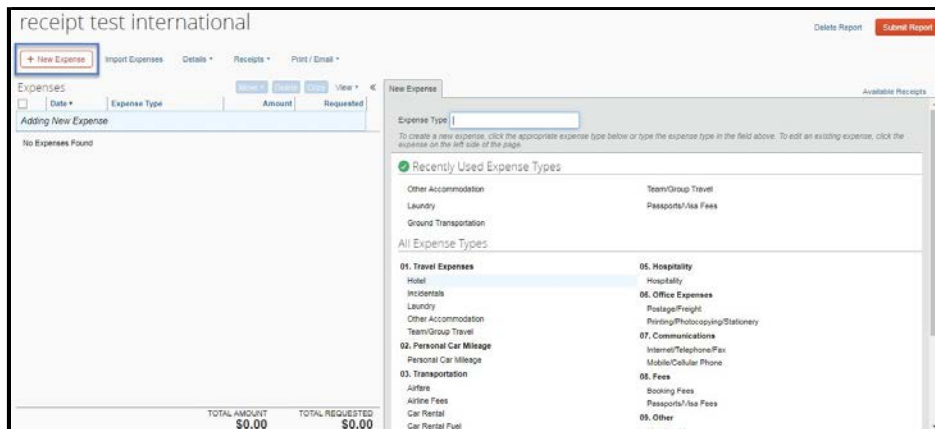
<input type="checkbox"/>	Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/>	Motorcycle Dealers Seattle	Undefined		05/03/2016	
<input type="checkbox"/>	Osteopaths Seattle	Undefined		05/07/2016	\$20.12
<input type="checkbox"/>	Membership Clubs (Sports, Recrea S...	Undefined		05/07/2016	\$46.34
<input type="checkbox"/>	Duty Free Store Seattle	Undefined		05/07/2016	\$34.02
<input type="checkbox"/>	Service Stations ( with or witho Seattle	Fuel for Rental Cars		05/08/2016	\$79.19
<input type="checkbox"/>	TAN Seattle	Airfare		05/09/2016	\$539.77
<input type="checkbox"/>	Lumber and Building Materials St Se...	Undefined		05/09/2016	\$27.26
<input checked="" type="checkbox"/>	Automobile Parking Lots and Gara S...	Parking		05/09/2016	\$37.40

- b. The expense is moved and appears on the left side of the expense report, with any applicable icons.
- c. Verify or update the Expense Type classification of the imported credit card transaction

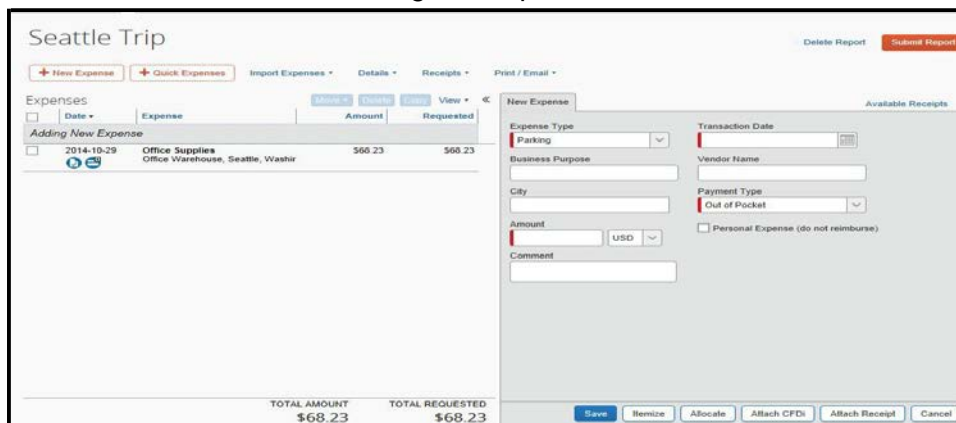
## Out-of-Pocket Expense

To add an out-of-pocket expense to an Expense Report:


1. From the open report, click **New Expense**.




2. On the **New Expense** tab, click the appropriate expense type. Each expense type will have their own set of required fields and configuration.
3. The page refreshes, displaying the required and optional fields for the selected expense type.
4. Complete the required and optional fields. Click one of the following:
  - Save
  - Itemize - to itemize the expense and classify as two different expense types (i.e. dinner and parking)
  - Allocate - to allocate the expense between various chartfields as applicable
  - Attach Receipts - to upload and attach receipt images
  - Cancel - to exit without saving this expense



- CSU and campus-specific audit rules are integrated into the system. When adding an expense that requires a certain action an alert message will appear:

➤ **Warning-**  eligible to continue and submit (read message carefully)

➤ **Hard Stop-**  may be required to make correct prior to submission (read message carefully)

## Personal Car Mileage

You must register a car for the applicable mileage type in order to be reimbursed for mileage. See the **Personal Car** section of the Profile instructions to see how to set up your vehicle.

### To Create a Car Mileage Expense

1. With the Expense Report open, on the **New Expense** tab, select the Personal Car Mileage Expense Type. The mileage form will open with the required and optional fields displayed including the **Mileage Calculator** link.
2. Complete all required and optional fields as appropriate.
3. Click the **Mileage Calculator** link and review and update the route as appropriate. If round trip mileage should be calculated, click **Make Round Trip**.
4. Click **Add Mileage to Expense**.
5. Click **Save**.

The screenshot shows the 'New Expense' form with the following fields and values:

- Expense Type: Personal Car Mileage
- Transaction Date: 06/19/2018
- From Location: (empty)
- To Location: (empty)
- Payment Type: Out of Pocket
- Distance: 0
- Amount: 0.00
- USD (dropdown)
- Mileage Rate Type: Personal
- Number of Passengers: 0
- Distance to Date: 0


The screenshot shows the 'Mileage Calculator' interface with the following details:

- Waypoints: Seattle, WA, USA (A) and Tacoma, WA, USA (B)
- Distance: 33.5 MI
- Buttons: Calculate Route, Make Round Trip
- Directions:
  - Suggested routes:
    - I-5 S 33.6 mi - about 38 mins
    - WA-167 S and I-5 S 38.0 mi - about 44 mins
  - Route A: 448-498 Madison St, Seattle, WA 98164, USA
  - Distance: 33.6 mi - about 38 mins
  - Directions:
    1. Head southwest on Madison St toward 4th Ave 197 ft
    2. Turn right at the 1st cross street onto 4th Ave 305 ft
    3. Turn right at the 1st cross street onto Spring St 0.1 mi
- Summary:
  - Deduct Commute:
  - TOTAL PERSONAL: 0.0 MI
  - TOTAL BUSINESS: 33.5 MI
- Buttons: Add Mileage to Expense, Cancel

## Itemizing Expenses

Use the Itemize feature to account for transactions that should be charged to multiple expense types (accounts codes). Itemization should be completed prior to Allocation (charging to multiple chartfields).

### To itemize a general expense:

1. Add the expense as usual and then click **Itemize** (instead of **Save**). 
  - The expense appears on the left side of the page, along with the message *Adding New Itemization*.
  - The name of the **New Expense** tab changes to **New Itemization**.
2. On the **New Itemization** tab, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the fields as required.
4. Click **Save**.
  - The newly created itemization appears on the left side of the page, below the expense.
  - The total amount, the itemized amount, and the remaining amount appear on the right side of the page.
5. For each additional itemization, on the **Itemization** tab, select the appropriate expense type and complete the appropriate fields.

Once you have itemized the **Total Amount** of the charge, the **Itemization** tab is replaced by the **New Expense** tab.

### To itemize a hotel expense:

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly.

To create a lodging expense:

1. With the Expense Report open, on the **Expense** tab, select the Hotel Expense Type. The lodging form will open with the required and optional fields displayed.
2. Complete all required and optional fields as appropriate.
3. Click **Itemize**. The expense appears on the left side of the page; the **Nightly Lodging Expenses** tab appears on the right side of the page.
4. Use the calendar to select the check-in/out date. The number of nights appears automatically.
5. Enter the **Room Rate**, **Room Tax**, and **Additional Charges**.
6. Click **Save Itemizations**.

If there is a remaining amount to be itemized (other charges, for example, for parking or meals), the remaining amount is displayed in the **Remaining** field on the right side of the **New Itemization** pane. Continue to itemize the amounts until the balance is \$0.00.



Expenses

Date	Expense	Amount	Requested
2015-10-13	Breakfast	\$14.00	\$14.00
2015-10-12	Hotel Hilton Hotels, Seattle, Washington	\$1,234.00	\$1,234.00
2015-10-09	Dinner Dinner Place	\$51.83 \$48.00	\$51.83
2014-10-29	Office Supplies Office Warehouse, Seattle, Washington	\$68.23	\$68.23

TOTAL AMOUNT: \$1,368.06    TOTAL REQUESTED: \$1,368.06

Expenses: Nightly Lodging Expenses

Check-in Date: 2015-10-05    Check-out Date: 2015-10-12

Number of Nights: 7

Recurring Charges (each night)

Room Rate: 134.00    Room Tax: [ ]

Other Room Tax 1: [ ]    Other Room Tax 2: [ ]

Additional Charges (each night)

Expense: [ ]    Amount: [ ]

Choose an expense type: [ ]

Save Itemizations    Cancel

Seattle Trip

Expenses

Date	Expense	Amount	Requested
2015-10-13	Breakfast	\$14.00	\$14.00
2015-10-12	Hotel Hilton Hotels, Seattle, Washington	\$1,234.00	\$1,234.00
2015-10-05	Hotel	\$134.00	\$134.00
2015-10-05	Hotel Tax	\$13.00	\$13.00
2015-10-06	Hotel	\$134.00	\$134.00
2015-10-06	Hotel Tax	\$13.00	\$13.00
2015-10-07	Hotel	\$134.00	\$134.00
2015-10-07	Hotel Tax	\$13.00	\$13.00
2015-10-08	Hotel	\$134.00	\$134.00
2015-10-08	Hotel Tax	\$13.00	\$13.00
2015-10-09	Hotel	\$134.00	\$134.00
2015-10-09	Hotel Tax	\$13.00	\$13.00
2015-10-10	Hotel	\$134.00	\$134.00
2015-10-10	Hotel Tax	\$13.00	\$13.00
2015-10-11	Hotel	\$134.00	\$134.00
2015-10-11	Hotel Tax	\$13.00	\$13.00
2015-10-12	Parking	\$28.00	\$28.00
2015-10-12	Miscellaneous	\$9.00	\$9.00
2015-10-13	Parking	\$28.00	\$28.00

TOTAL AMOUNT: \$1,368.06    TOTAL REQUESTED: \$1,368.06

Expenses: Nightly Lodging Expenses

Total Amount: \$1,234.00 | Itemized: \$1,234.00 | Remaining: \$0.00

Expense Type: Hotel    Transaction Date: 2015-10-12

Business Purpose: [ ]    Vendor: Hilton Hotels

City: Seattle, Washington    Payment Type: Company Paid

Amount: 1,234.00    USD

Comment: [ ]

Save    Add Itemization    Attach C/FDI    Attach Receipt    Cancel

## Changing Rates During Stay

Nightly rates can fluctuate during your stay, however the system can only build recurring lines with one amount. Choose the rate that is reflected most often in your hotel stay and use that as the room rate and tax amount for your itemization. Once itemizations are saved you will get a message that the itemizations need additional work.

**Exception**

! The itemization amounts do not add up to the expense amount.

Choose the night where the rate is higher/lower and adjust to the correct amount. Choose **Save** when the change has been made and continue adjusting other nights if necessary. The exception will go away once the expense amount total is fully itemized.

Expenses

Date	Expense Type	Amount	Requested
02/01/2019	Hotel	\$600.00	\$615.00
02/03/2019	Hotel	\$205.00	\$205.00
02/02/2019	Hotel	\$205.00	\$205.00
02/01/2019	Hotel	\$205.00	\$205.00



Another option to enter **Hotel** is to enter each night separately, this is done by using day-to-day in the “Check-in Date” and “Check-out Date”. Entering each night stayed separately. Once the expense for that night is created, you can **Copy** the charge. Adjust the date and **Save** to add another line with the same amount. No recurring charges will be entered this way.



## Allocating Expenses

The Allocations feature allows you to allocate selected expenses to multiple chartfields. This should be performed after the Itemization if allocating to multiple expense types.

To allocate:

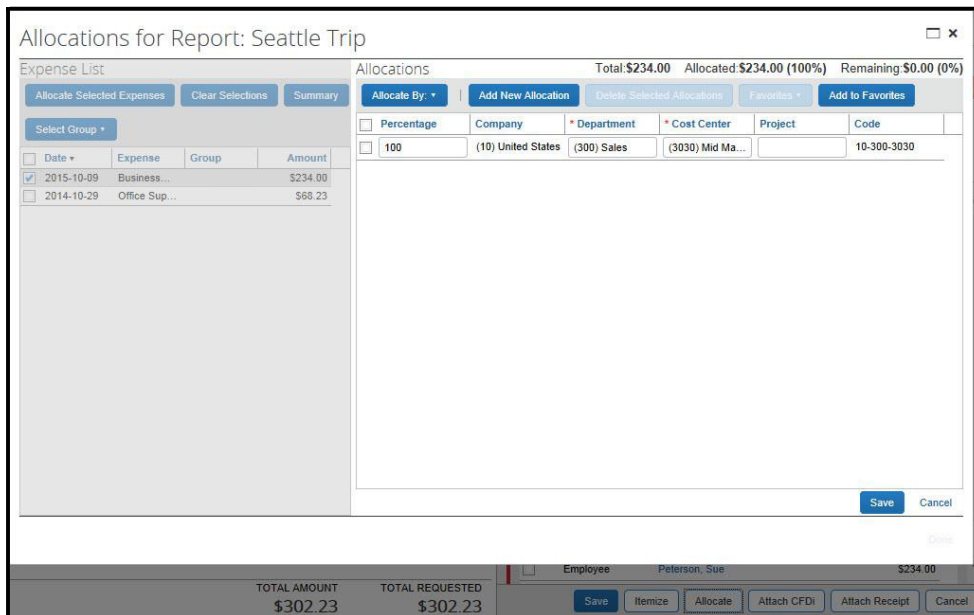
1. With the report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.



To allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then:



- Click **Allocate the selected expenses** on the right side of the page.
- OR**
- Click **Details > Allocations**.

The **Allocations for Report** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.



2. From the **Allocate By** dropdown list, select *Percentage* or *Amount*.
3. Add as many allocations as necessary. You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged and you will not be

able to submit the report.

4. Click **Save**.
5. For the confirmation message, click **OK**.
  - Click **Done**. The allocation icon appears with the expense.
  - If the expense is 100% allocated, the  icon appears with the expense. If the expense is not 100% allocated the  icon appears next to the expense.

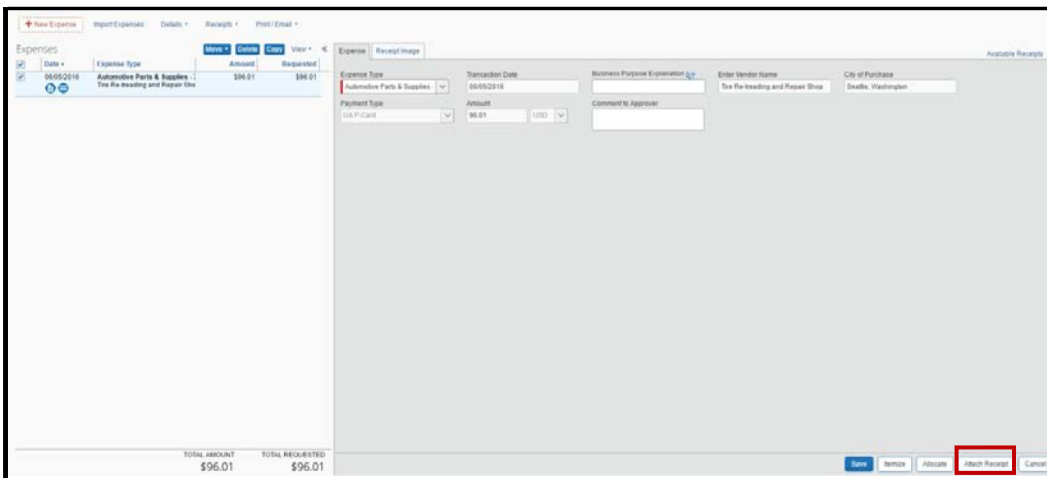
## Attaching Receipts

### Uploading Scanned Documents

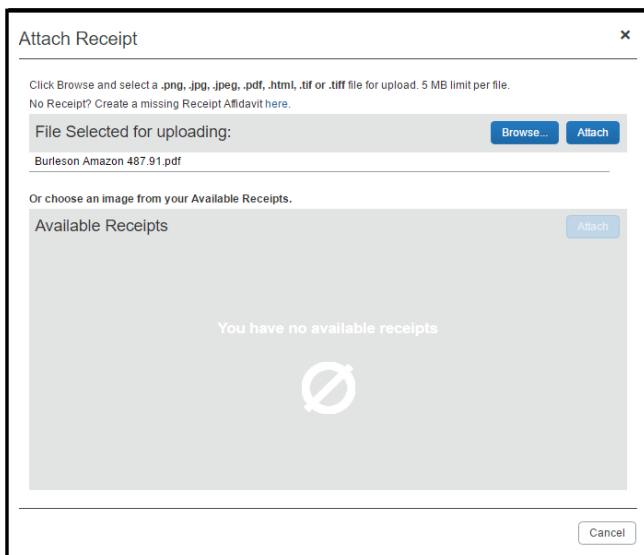
Files scanned and saved to a folder on your computer may be uploaded directly into an Expense Report using the following steps:

Scan the documentation into a .png, .jpg., .jpeg, .pdf, .html, .tif or .tiff file; 5 MB limit per file.

1. With your transaction open, select **Attach Receipt**.



2. Browse your computer to find the scanned document.



3. Click **Attach**.

## Using Available Receipts Library

Users can upload images to the **Available Receipts** library which stores the receipt until the user is ready to attach it to an Expense Report. Receipts can be uploaded to **Available Receipts** using various methods.

### Email Receipts to your Concur Profile

1. Before emailing receipts to the **Available Receipts** library, you must submit your email address for verification in the **Personal Information** section of your Profile.
2. Click **Profile > Profile Settings**. The **Profile Options** page appears.
3. On the left-hand side of the screen, click **Personal Information**.
4. On the **Personal Information** screen, scroll down to the **Email Addresses** section and click **Add an Email Address**.
5. Follow the below steps to verify your email address:
  - a. Once you have saved an email address, click **Verify**.
  - b. Check your email for a verification message from Concur.
  - c. Copy the code from the email message into the **Enter Code** box next to the email address.
  - d. Click **OK** to submit the code and complete verification.
6. Prepare an email to receipts@concur.com, attach the images, and send the email. The available file formats are: PNG, JPG, JPEG, PDF, HTML, TIF, OR TIFF.

### Receipts Captured with Concur App

Any receipts captured using the Concur app will automatically be placed in your **Available Receipts** library and can be attached as described below.

### To Attach a Receipt Image to An Expense Entry Using Available Receipts

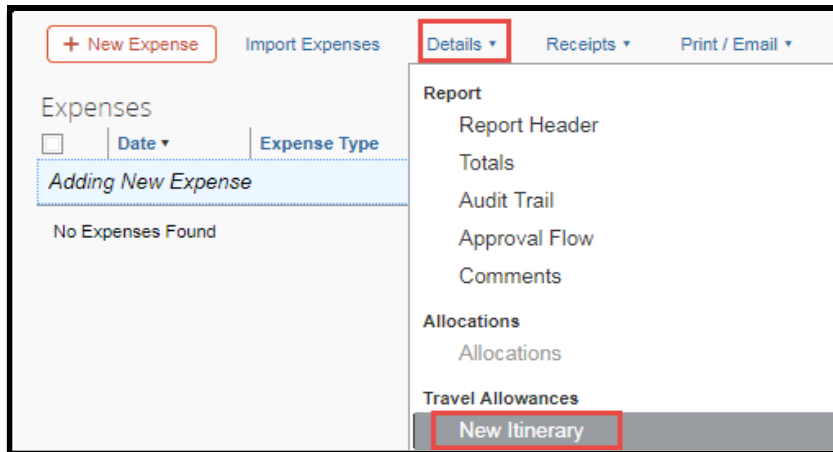
1. In the Expense Report, select an expense entry to open it in Detail view.
2. Click **Receipts > View Available Receipts**.
3. Select the appropriate image to attach in support of the expense. The receipt icon will turn from yellow to blue once attached.

## Special Travel Situations

### International Travel

International, Alaska & Hawaii trips will require **Travel Allowance** itineraries to be created to utilize GSA per diem amounts, which are used as ceiling amounts for related expenses.

1. To build your trip itinerary, click the **Details** dropdown and click on **New Itinerary** under the Travel Allowances section.



2. The **Travel Allowances** window will appear allowing you to build your trip itinerary. On the **Create New Itinerary** tab, enter the first leg of your trip and click **Save**.
3. Continue entering all legs of the trip and click Save. An itinerary should consist of at least 2 legs; one leg for departure details and a second leg for your return details.

The screenshot shows the 'Travel Allowances For Report: receipt test international' window. The window has several tabs: 'Edit Itinerary', 'Available Itineraries', 'Expenses & Adjustments', and 'Reimbursable Allowances Summary'. The 'Available Itineraries' tab is active.

**Itinerary Info**

Itinerary Name: receipt test international  
Selection: USGSA

**New Itinerary Stop**

Departure City	Arrival City	Arrival Rate Location
Sacramento, California 06/18/2018 08:00 AM	Rome, ITALY 06/18/2018 05:00 PM	ROME, ITALY

**New Itinerary Stop**

Departure City: Rome, ITALY  
Date: 06/21/2018, Time: 8:00 AM  
Arrival City: Sacramento, California  
Date: 06/21/2018, Time: 5:00 PM

Buttons: Add Stop, Delete Rows, Import Itinerary, Save, Go to Single Day Itineraries, Next >>, Done

4. When all portions of the trip are entered, click **Next**.

- On the **Available Itineraries** tab, you can view the itinerary that you have assigned to this trip.

- Click the **Expense & Adjustments** tab to mark any meals which were provided during your trip, and then click **Update Expenses**.

- You can begin adding either out-of-pocket expenses and/or Corporate Credit Card transactions to your Expense Report.

## Converting Foreign Currency Transactions

1. With the Expense Report open, click **New Expense**, and then enter the appropriate information in the required and optional fields (required fields are indicated with a red bar).
2. For the **Amount** field enter the amount spent in foreign currency. The correct currency should populate based on the City of Purchase information you entered. If needed, you can change the "spend" currency from the list to the right of the **Amount** field.
3. Expense calculates the amount in USD.
4. *If expense amount is already in USD*, enter amount in **Amount in USD** field and it will calculate the foreign amount for you.
5. Complete the remaining fields as appropriate.

## Expensing a Cash Advance

If you had a cash advance issued, you will need to expense the cash advance with your expense report for the associated trip the advance was used for.

### To Expense a Cash Advance (Fully utilized)

1. Click on **Requests, Active Requests**, find the request you are ready to expense and click on **Expense** located under Action.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
WACUBO Santa Barbara, CA 8/5-8/9	3367	Approved	08/05/2018 - 08/09/2018	07/31/2018	\$1,325.00	\$1,325.00	\$1,325.00	Expense

2. Finish completing the Report Header and click **Next**.

- At the bottom of the report you will see Outstanding Advance. This should be the amount you received for the cash advance.

Manage Expenses View Cash Advances

WACUBO Santa Barbara, CA 8/5-8/9 Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

Adding New Expense

No Expenses Found

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$100.00	\$0.00	\$0.00

01. Travel Expenses  
 Hotel  
 Incidentals  
 Laundry  
 Other Accommodation  
 Team/Group Travel  
 02. Personal Car Mileage

- Continue to enter your expenses as normal. When you enter an out of pocket expense, the outstanding cash advance balance will reduce.

New Expense Available Receipts

Expense Type: Parking/Tolls Transaction Date: 08/05/2018  
 Amount: 30.00 USD City of Purchase:  
 Payment Type: Out of Pocket  
 Enter Vendor Name: Comments To/From Approvers/Processors:  
 Save Itemize Allocate Attach Receipt Cancel

WACUBO Santa Barbara, CA 8/5-8/9

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

Adding New Expense

08/05/2018	Parking/Tolls	\$30.00	\$30.00
------------	---------------	---------	---------

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$70.00	\$30.00	\$30.00

If the Outstanding Advance balance is zero, then the cash advance has been fully utilized. If you have additional out of pocket expenses, you will receive the balance you paid out of pocket minus the cash advance amount.

- Make sure all expense have been entered, and receipts have been attached. Click **Submit**.

A pop up window will appear and state Report Successfully Submitted with a summary of the expense totals and disbursements.



Report Successfully Submitted

Denver, CO 7/16-7/20/18  
Sent to: External Validation - Submit

Expense Report

Report Total :	\$350.00
Less Personal Amount :	\$0.00
Amount Claimed :	\$350.00
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$150.00
Cash Advance Utilized :	\$200.00
Total Paid By Company :	\$350.00

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

Close

Had an additional \$150 in out of pocket expenses. So they will get back \$150 out of the \$350 Report Total since \$200 was issued as a cash advance.

### To Expense a Cash Advance (Excess Funds to be returned to the University)

If there are funds still available from the advance after accounting for all expenses, you will see two messages.

1. At the bottom of the screen:

OUTSTANDING ADVANCE	TOTAL AMOUNT	TOTAL REQUESTED
\$70.00	\$30.00	\$30.00

2. The following message will appear when you attempt to submit the expense report.

This report could not be submitted. Cash Advances must be entirely utilized or returned. Please add a Cash Advance Return on this report to return the remaining balance.

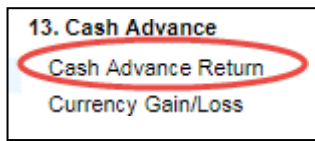
*All excess funds must be returned to the University before you can submit your report.*

### To Pay Back the Excess Funds and Enter Returned Cash Advance Amount

1. Go to the Cashier/Bursar's office to return the excess funds. The amount will be shown under Outstanding Advance.

**Retain Cashier/Bursar's office receipt** as you will need to incorporate in your expense report under steps described below.

2. On the **New Expense** tab, select **Cash Advance Return** expense type. Enter the amount of the receipt. Click **Attach Receipt** and attach the scanned copy of the receipt you received from the Cashier/Bursar's office.



**New Expense** Available Receipts

Expense Type: Cash Advance Return Date: 08/10/2018

Description: Amount: 70.00 USD

Cash Advances Assigned to Report

Cash Adv...	Foreign Am...	Exchang...	Amount	Balance	Amount Used in Report
WACUBO ...	\$100.00	1.00000000	\$100.00	\$70.00	\$30.00

Buttons: Save, Allocate, Attach Receipt, Cancel

3. Click **Attach Receipt** and attach the scanned copy of the receipt you received from the Cashier/Bursar's office.
4. Click **Submit**.

## Submitting an Expense Report

### To Submit Your Expense Report

1. On the Expense Report page, click **Submit Report**.
2. The **Final Review** window appears with the User Submit Agreement. By clicking **Accept & Submit**, the user is accepting the terms and conditions of the agreement.

If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if you require help to complete the task, contact Accounts Payable.

Hawaii incidental Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
N/A			Incidentals are included within the meal travel allowance. Please remove the Incidental expense to proceed.

Expenses

Date	Expense Type	Amount	Requested
05/01/2018	International, Alaska & Hawaii Honolulu, Hawaii	\$60.00	\$60.00
05/01/2018	Registration/Fees ADCP, Sacramento, California	\$200.00	\$200.00

TOTAL AMOUNT: \$260.00 TOTAL REQUESTED: \$260.00

Expense Registration/Fees Transaction Date: 05/01/2018 Vendor Name: ADCP City of Purchase: Sacramento, California

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

Final Review

**User Electronic Agreement**

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for CSU and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of over payment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying CSU in full for those expenses.
5. If I am driving a personal vehicle, I have taken the University Defensive Driving training (if applicable) and/or a current STD 261 (Authorization to use Privately Owned Vehicles on State Business) form is on file.

Buttons: Accept & Submit, Cancel

## Acting as a Delegate

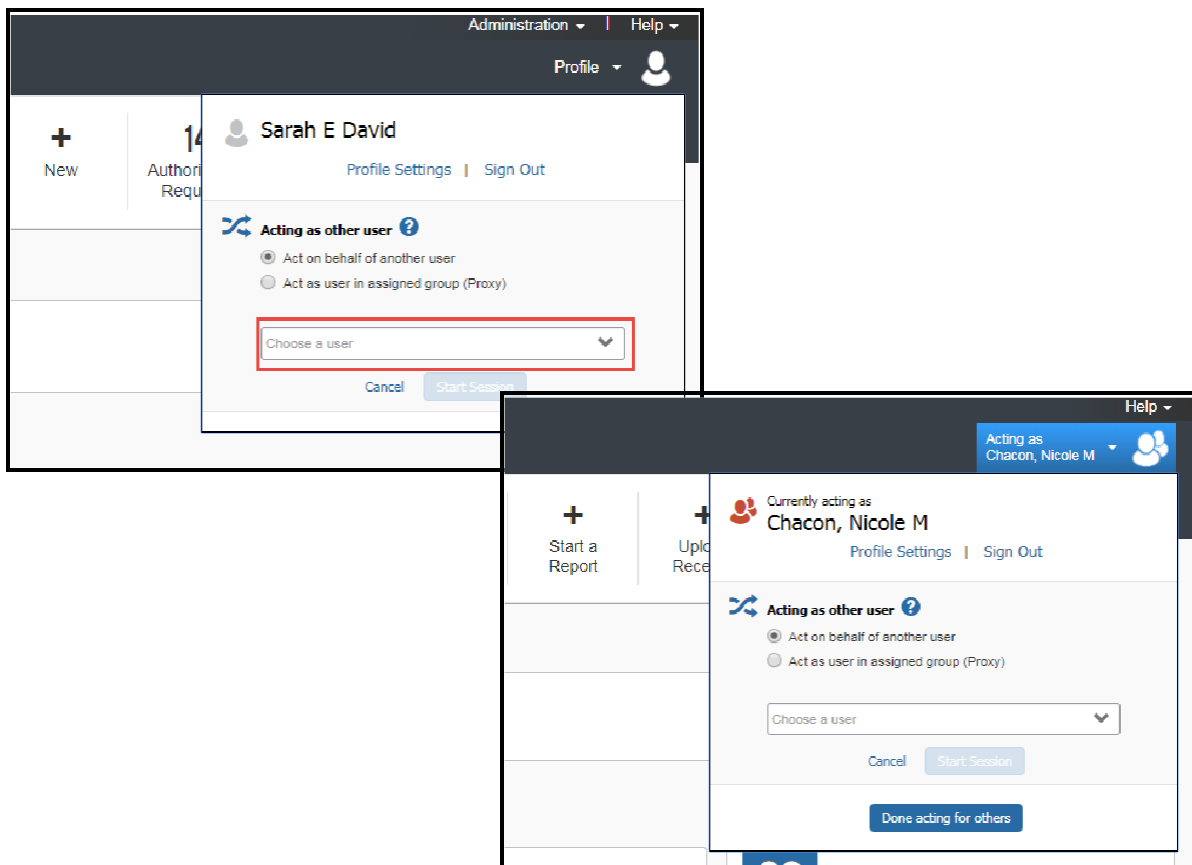
If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing reports, submitting reports, etc.

### To Work As a Delegate

1. Click **Profile > Acting as other user**.
2. Select the appropriate delegator's name.
3. Click **Apply**.  
**NOTE:** Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, attaching receipts, etc.

To select a different user, follow the same steps but click a different name.

To return to your own tasks, click **Acting as** and then **Done acting for others**.



### Send Receipt Images to Travelers Available Receipts Library

The Delegate cannot set up an email account when they are delegating, nor can they use the verified email account they have set up for their own expense reports to populate another user's Available Receipts Gallery. However, the delegate can upload receipt images to Concur for attachment to the line item of the Traveler/Cardholder's report they are acting on. The following steps should be completed during profile setup:

1. The Traveler/Cardholder must verify his/her own email address in his/her profile.
2. The Delegate must verify his/her own email address is in his/her profile.
3. The delegate must have the correct delegation permission (can view receipts, can attach receipt, etc.). To update delegate permissions, go to **Profile > Profile Settings**

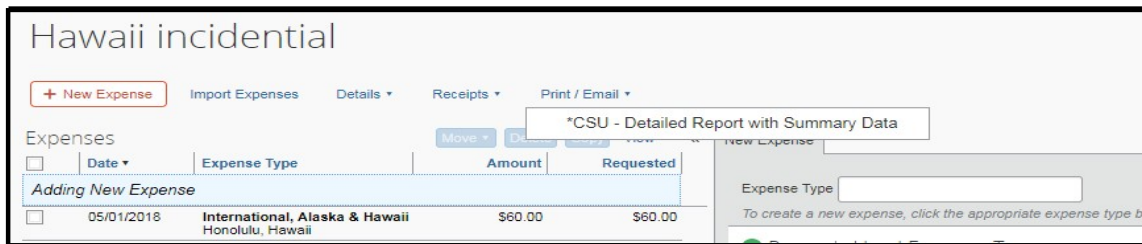
**Expense Delegates > Add a Delegate > select Can Prepare and Can View Receipts.**

4. Then, the Delegate can email receipts to [receipts@concur.com](mailto:receipts@concur.com) with the correct image extensions and size (must be a .png, .jpg., .jpeg, .pdf, .html, .tif or .tiff file; 5 MB limit per file).
5. *The Delegate must put the Traveler/Cardholder's email address in the subject line.*
6. The receipt will show in the Traveler/Cardholder's **Available Receipts** gallery within three minutes.

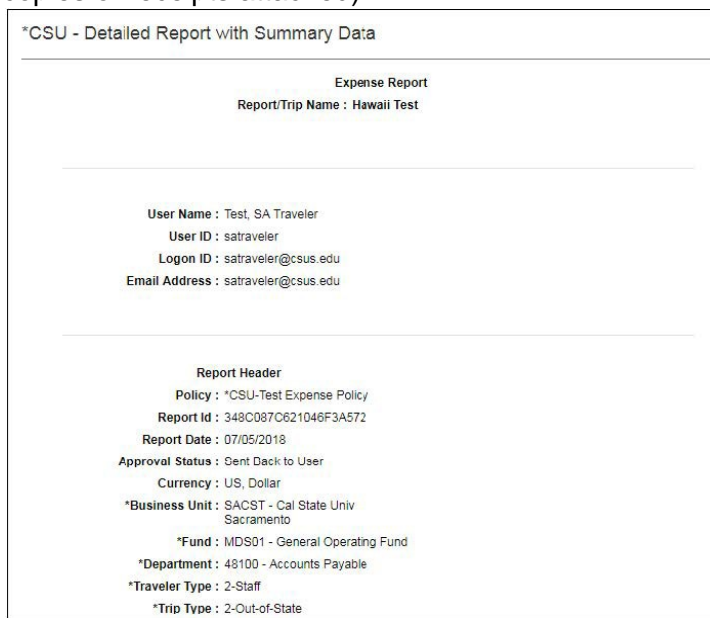
### Printing an Expense Report

#### To Preview and Print the Expense Report

1. On the Expense Report page, click **Print / Email**, and then select **\*CSU-Detailed Report with Summary Data**.



2. Review the details, and then click **Print** or **PDF** to get complete packet for expense report (includes copies of receipts attached).



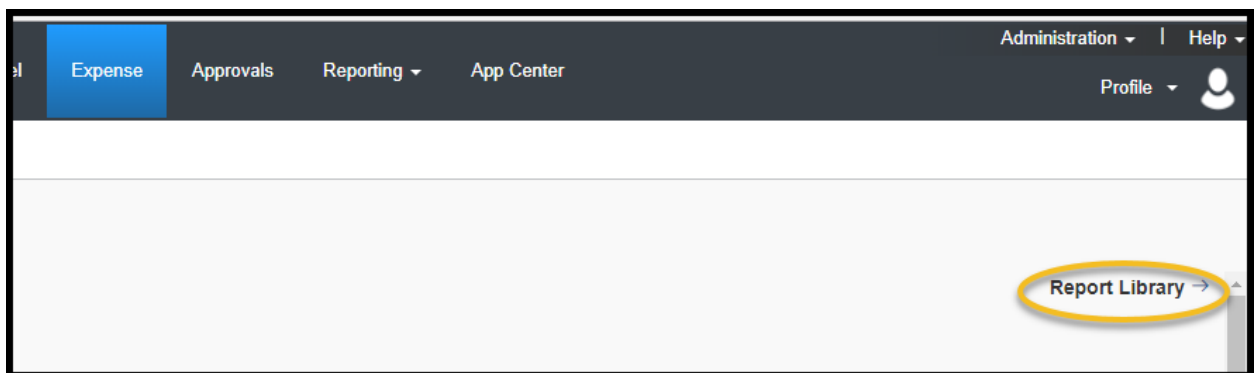
## Support Documents for Chancellors Office/CPO Submission

CPOs are inter-CSU transactions between a campus and the CO or another campus. The CO facilitates moving funds between campuses by way of a CPO (journal entry). The CO generally requires copies of the expense report and related receipts, depending on the allocation involved. The awarding department at the CO/campus will generally give recipients/participants instruction on what will be reimbursed and the department will have to decide if they will cover any variance that may occur between reimbursement allowed by CSU procedures and allocation received by the CO/campus.

In consultation with the CO Accounting team, in Fall 2018, a copy of the expense report from Concur and the supporting receipts can be utilized for CPO support in lieu of copies provided under paper environment.

**Sometimes the CO asks for receipts that are not required by the policy** – it will be important for travelers/departments to retain those additional copies IF a CPO is in play or until these additional requirements are no longer exercised.

1. In Concur, go to the expense menu and choose “Report library” to pull up submitted expense reports.



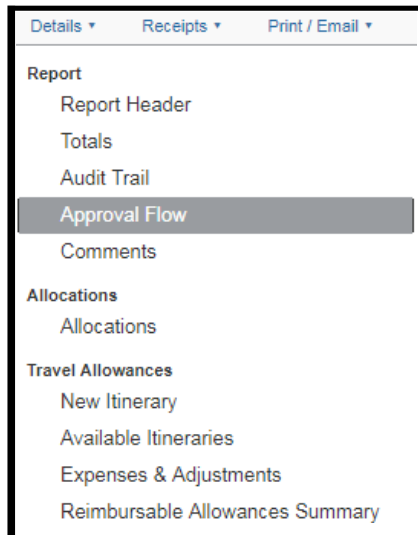
2. Select the correct expense report and then choose “Print/Email” link and select “CSU-Detailed Report with Summary Data.” Print this report to PDF. The PDF version will also contain the related receipts that were attached. This file can then be sent to the appropriate CO contact or campus accounting team for CPO support.

## Review and Approval Workflow

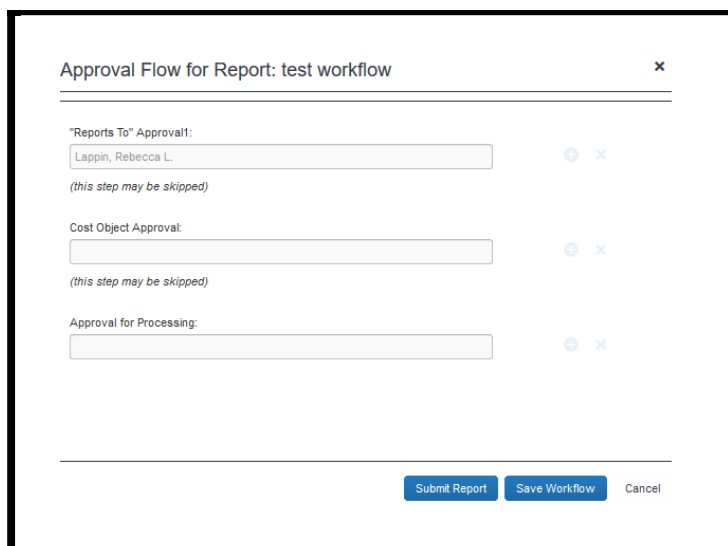
The Approval Flow window displays the route that your Expense Report will follow once it is submitted. User can view the Approval Flow at any time for an Expense Report.

### To View the Approval Flow

With the Expense Report open, click **Details > Approval Flow**.



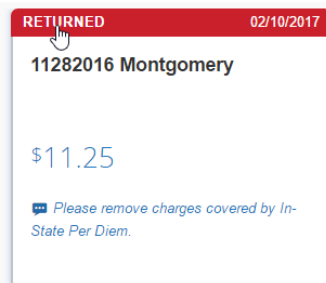
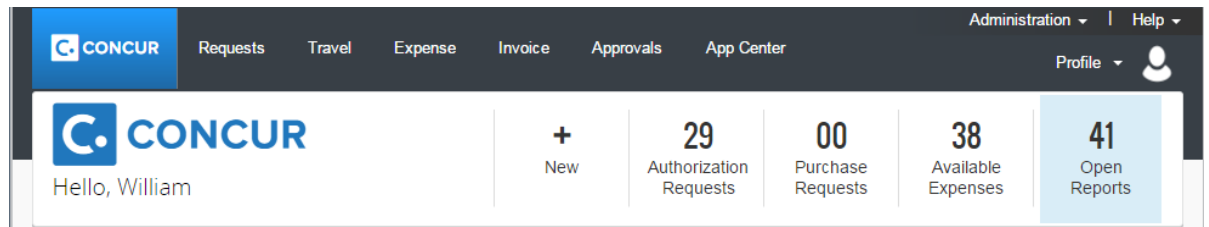
The **Approval Flow** window will open displaying the approval flow and the status for the Expense Report.



## Correcting and Resubmitting an Expense Report

Your Expense Report Approver or processor will send a report back to you if an error is found. The Approver or Processor will include a comment explaining why the report was returned to you. To identify and correct expense reports requiring resubmission:

1. On the home page, in the Quick Task Bar, click the **Open Reports** tile. In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.



2. Click the report tile to open the report.
3. Make the requested changes.
4. Click **Submit Report**.