CALIFORNIA STATE UNIVERSITY, FULLERTON

Division of Administration and Finance
Administration of Finance Information Technology • 657-278-3737 • Fax 657-278-5599
Concur • concur@fullerton.edu • 657-278-7777

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.

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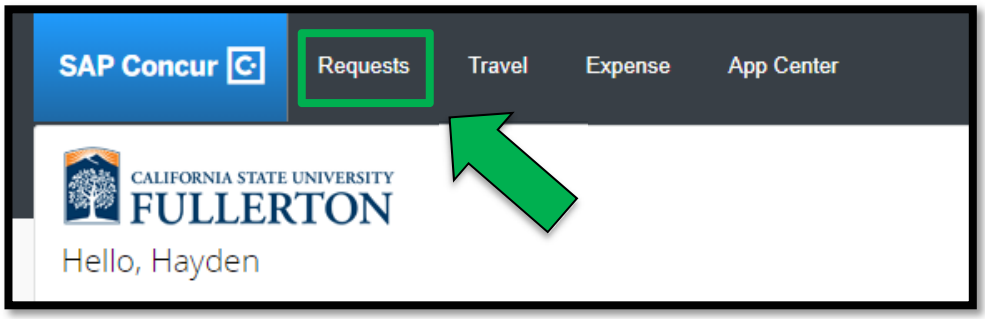
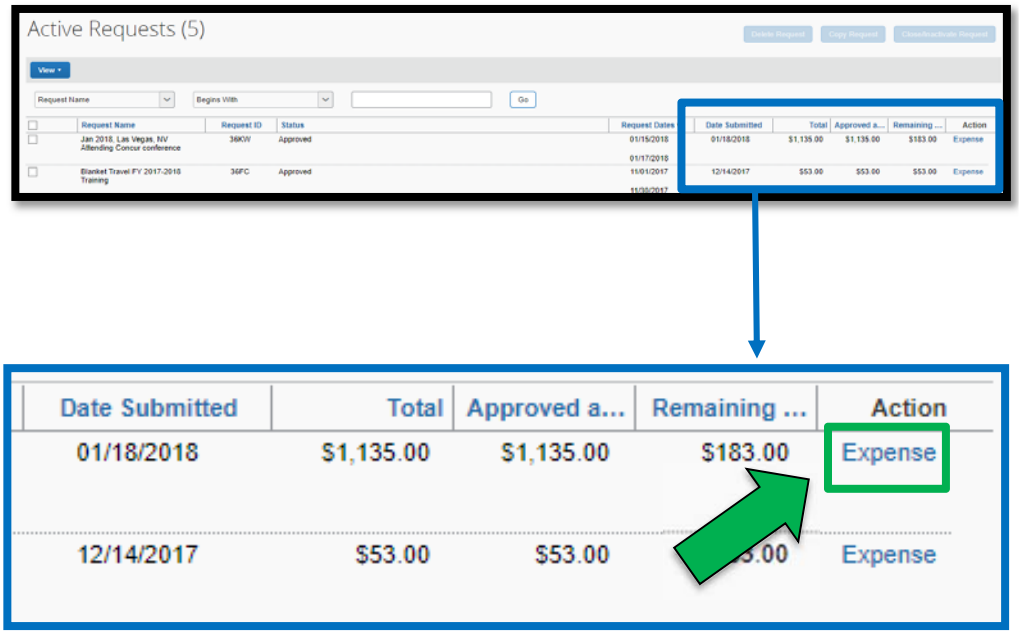
Creating Expense Report

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

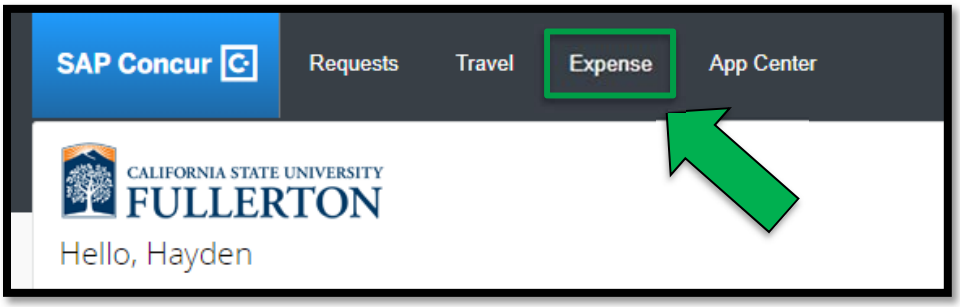
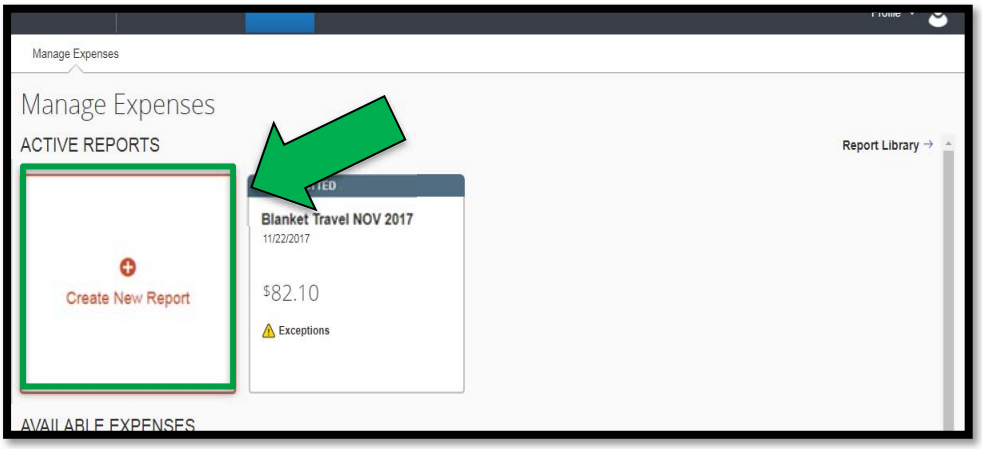
- Creating a report by your **Active Requests**
- Creating a new report from scratch
- Creating a report with your **Available Expenses**
- Editing an Expense Report

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.**

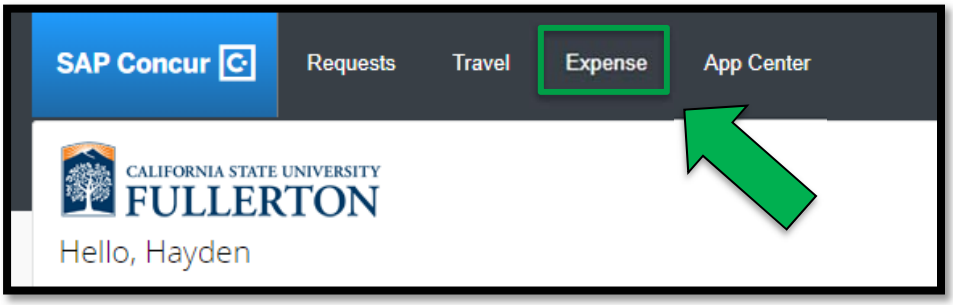
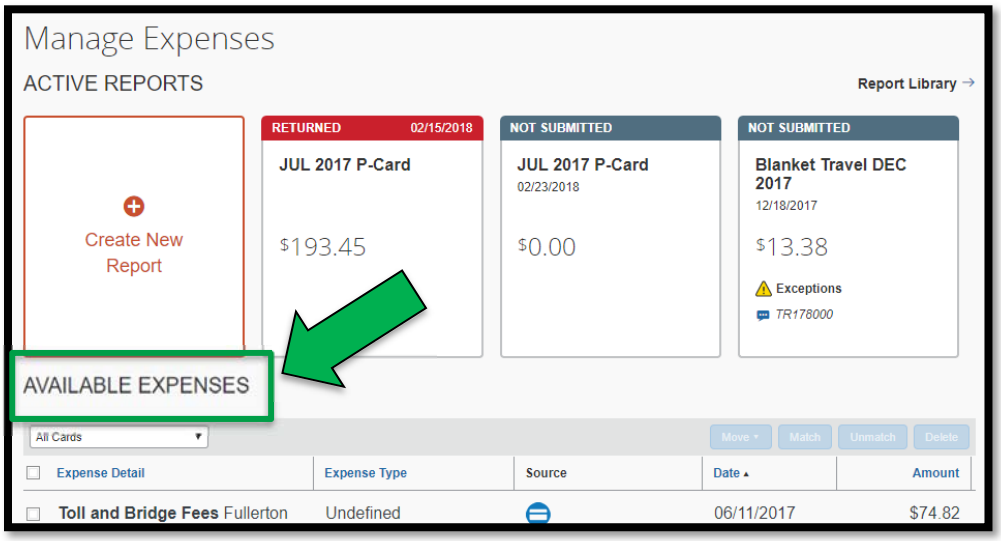
Creating Expense Report by Active Request

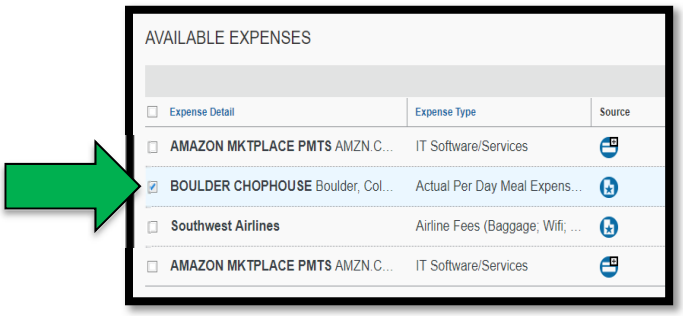
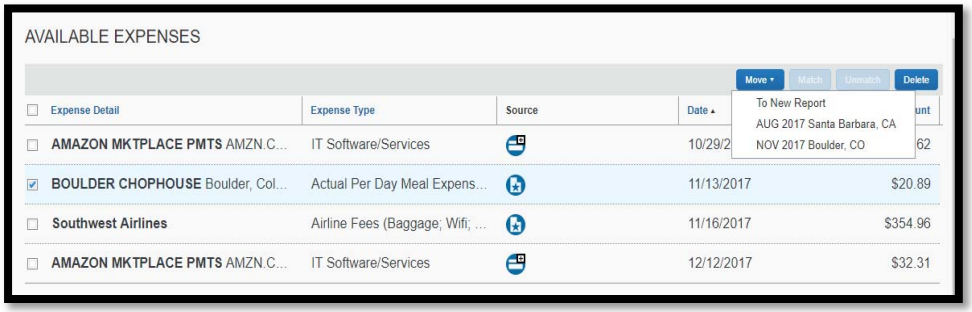
Processing Step	Screen Shots
Step 1: Log into Concur using the CSUF Portal. You will see your Concur dashboard. If you have an approved Travel Request in Concur, click on the **Requests tab.**	
Step 1a: On the right-hand side of your Active Requests, you will see an **Expense** link under **Action**. Click on **Expense** to create a report header for the desired Travel Request. Proceed to **Report Header Requirements** section.	

Creating Expense Report from Scratch

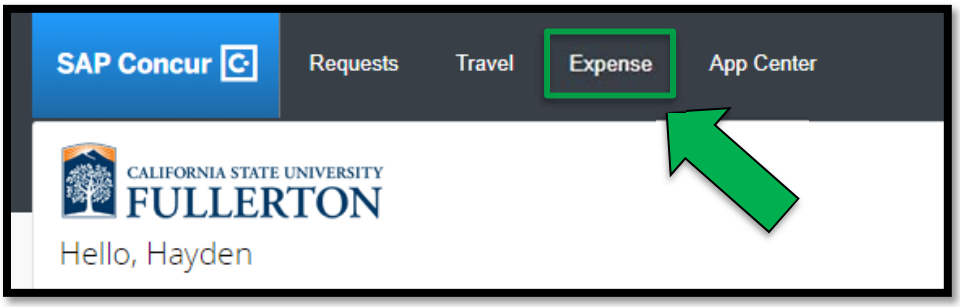
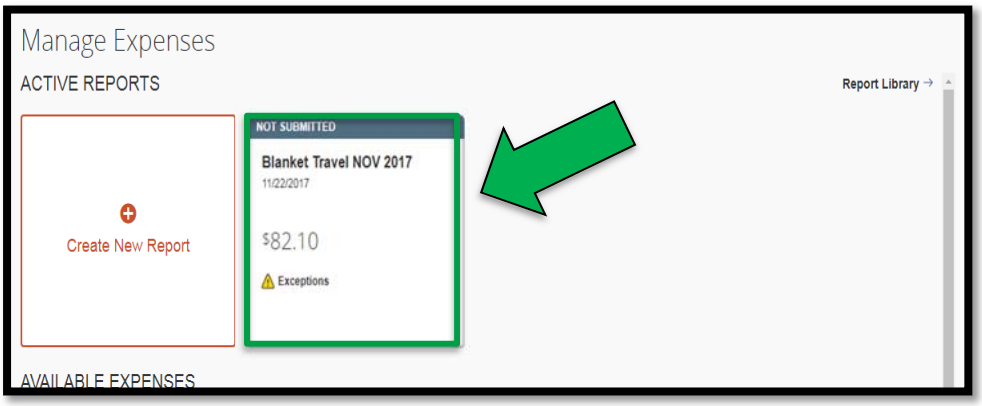
Processing Step	Screen Shots
Step 2: Log into Concur using the CSUF Portal. You will see your Concur dashboard. Click on **Expense**.	
Step 2a: Click on **Create New Report**. This step will create the Expense Report first, and then allow you to choose which expenses to add. Proceed to **Report Header Requirements** section.	

Creating Expense Report with your Available Expenses

Processing Step	Screen Shots
Step 3: Log into Concur using the CSUF Portal. You will see your Concur dashboard. Click on **Expense**.	
Step 3a: In your **Manage Expenses** page, scroll down until you see **Available Expenses**.	

Processing Step	Screen Shots
Step 3b: Select your travel expenses in the **Available Expenses** section.	
Step 3c: 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.	

Editing Expense Report

Processing Step	Screen Shots
Step 4: Log into Concur using the CSUF Portal. You will see your Concur dashboard. Click on **Expense**.	
Step 4a: If you have already created an Expense Report, select on the Expense Report you would like to edit. To submit an Expense Report, procced to **How to Submit Expense Report** section.	

Report Header Requirements

NOTE:

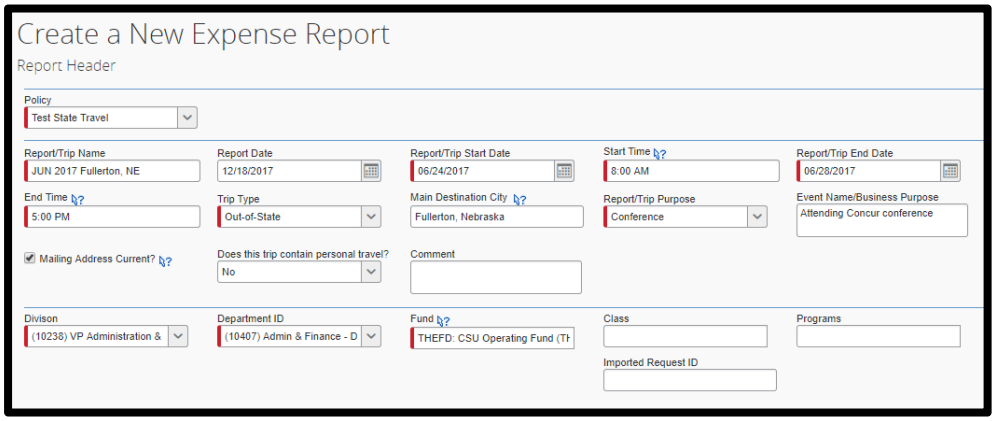
In a Travel Expense Report, all required fields must be completed in the Report Header in order to proceed. Each field will have a certain requirement. The following fields are:

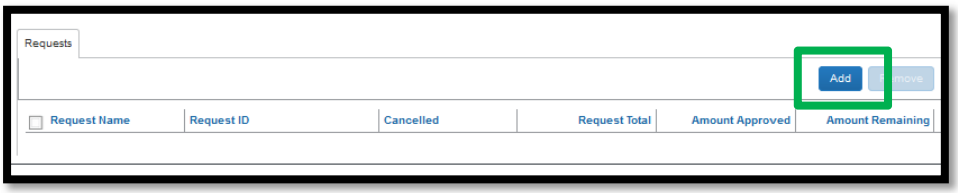
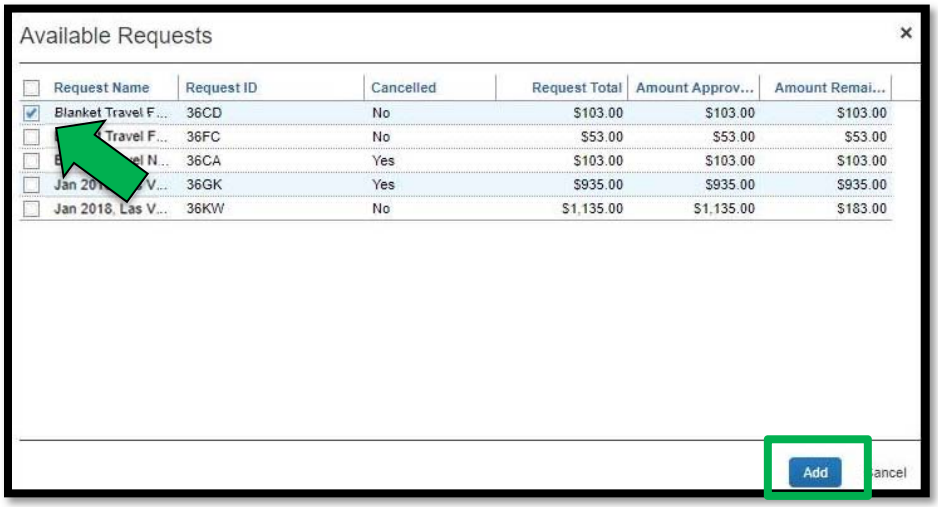
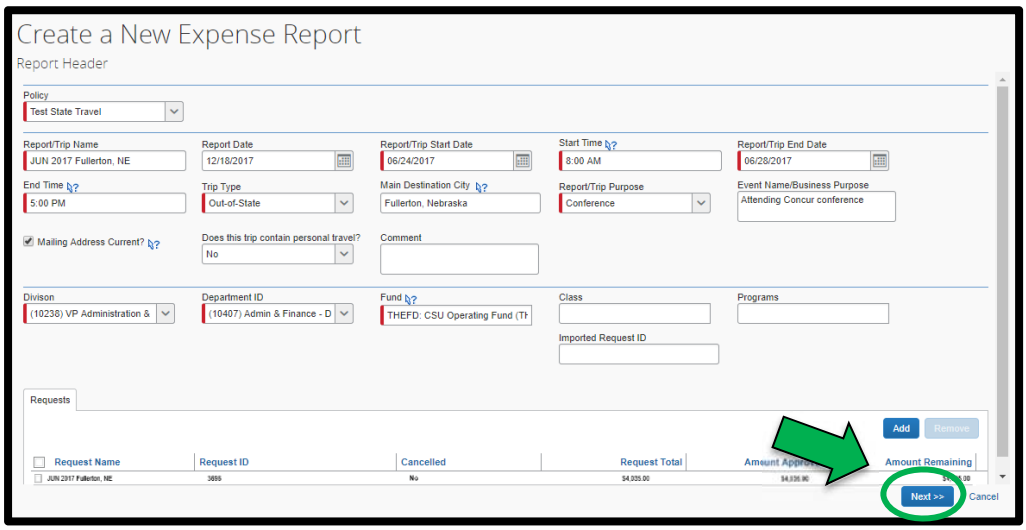
Required Fields

- **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.
- **Start Time**- Required to enter in AM/PM format.
  - Example: 8:00 AM
- **Report/Trip End Date-** Must match the end date you requested in your Travel Request.
- **End Time-** Require to enter in AM/PM format.
  - Example: 5:00 PM
- **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.

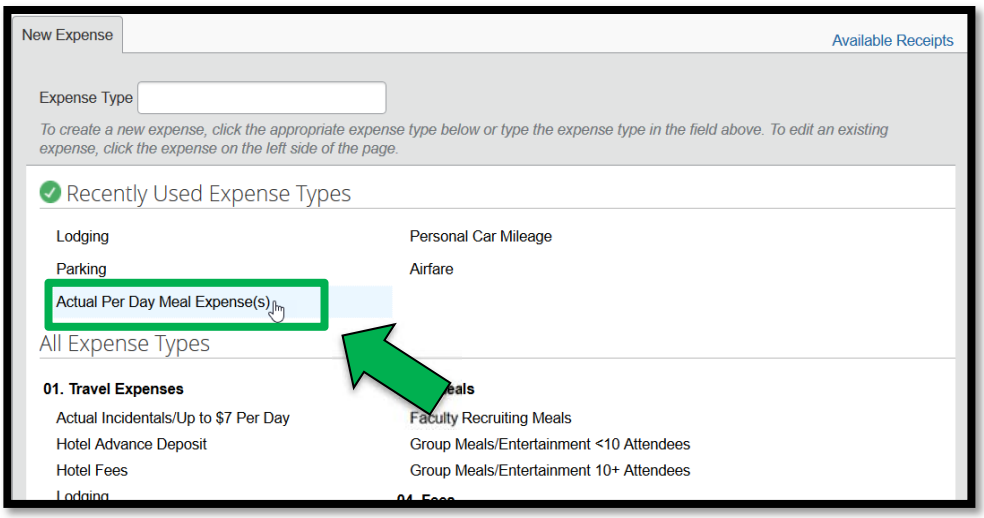
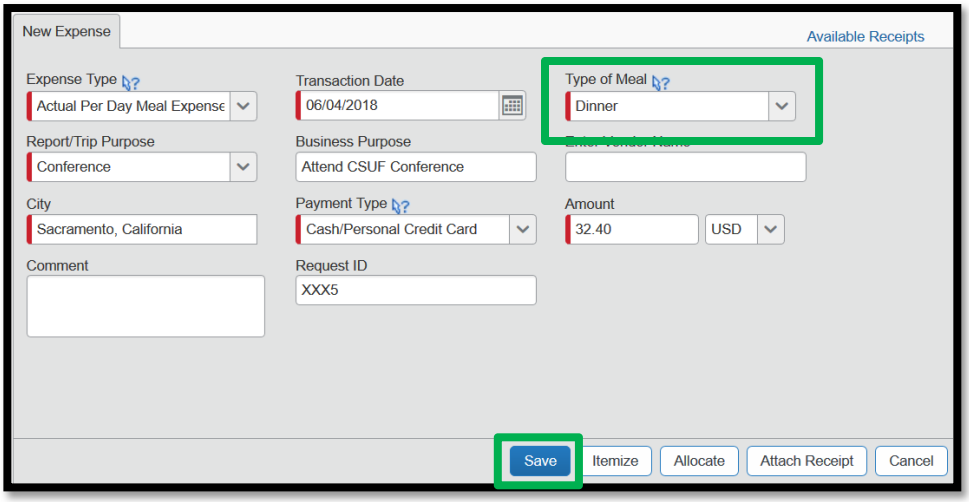
Recommended Fields

- **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.
- **Additional Cities Traveled To**- List the additional cities you traveled to during your trip.
- **Does this trip contain personal travel?-** Confirm if you will be including personal travel.
- **Personal Dates and Locations**- Make sure to fill in the details (dates, city, state) of your personal travel.
- **Comment-** Make sure to fill in the comment section if you have an approved paper Travel Request.
  - Example: TR123456

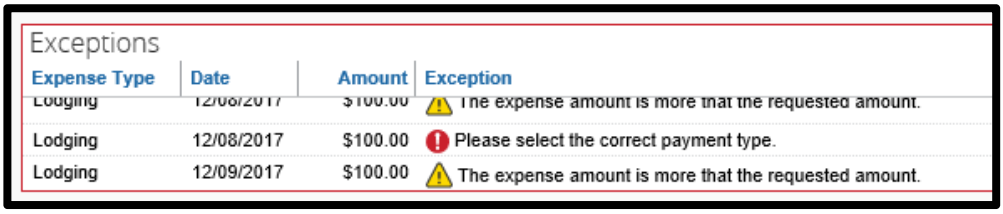
Processing Step	Screen Shots
Step 5: After you **Create a New Report**, you will be required to fill out the Report Header. Fill in the fields by using the **Report Header Requirements** as a checklist. **Note:** If you created a new report from scratch or by your available expenses, your Report Header 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.	

Processing Step	Screen Shots
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 the **Add** button, select the appropriate Travel Request, and then select the **Add** button again.	 
Step 7: Once you finish filling out your Report Header and added the appropriate Travel Request, click on the **Next** button.	

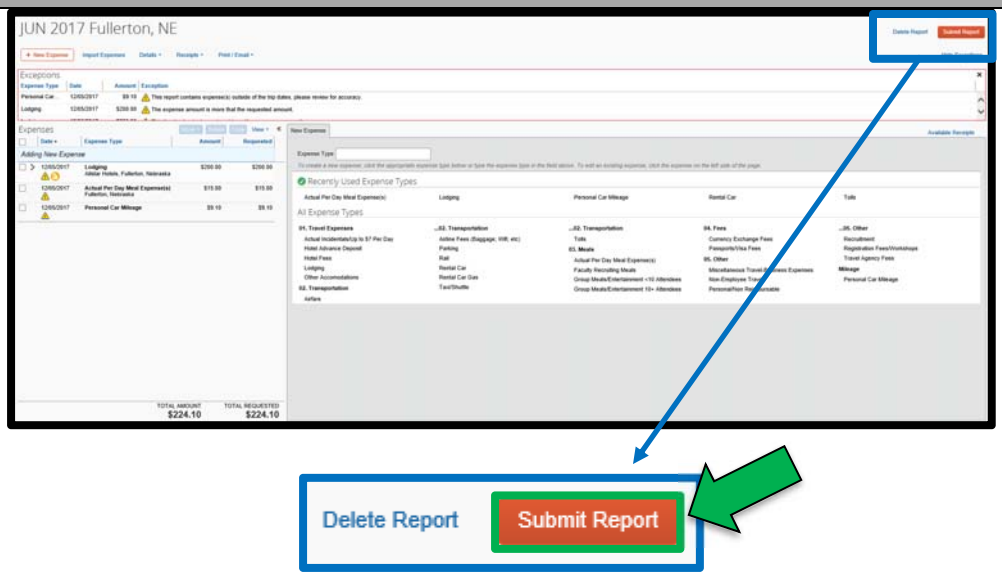
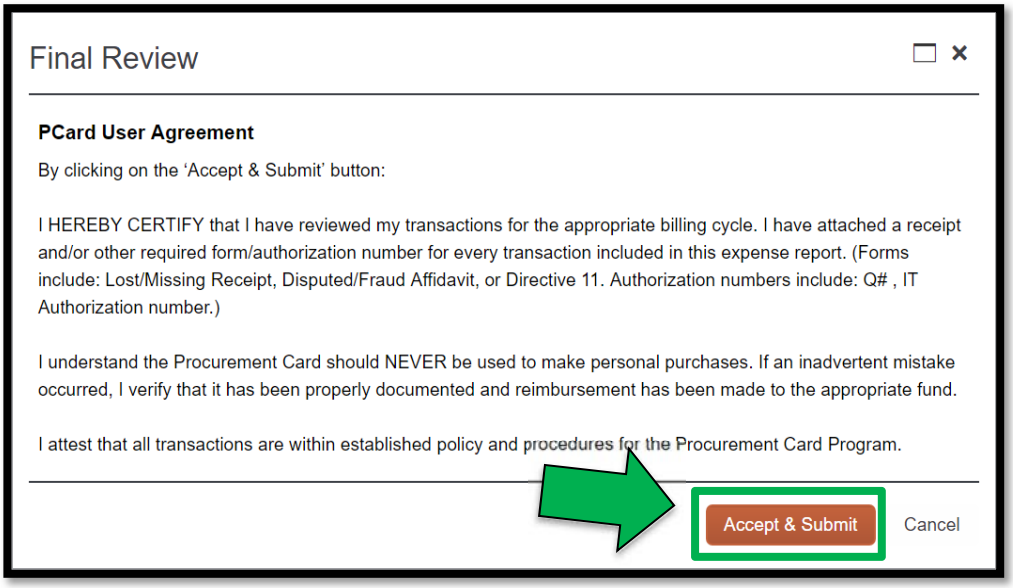
Meal Expense

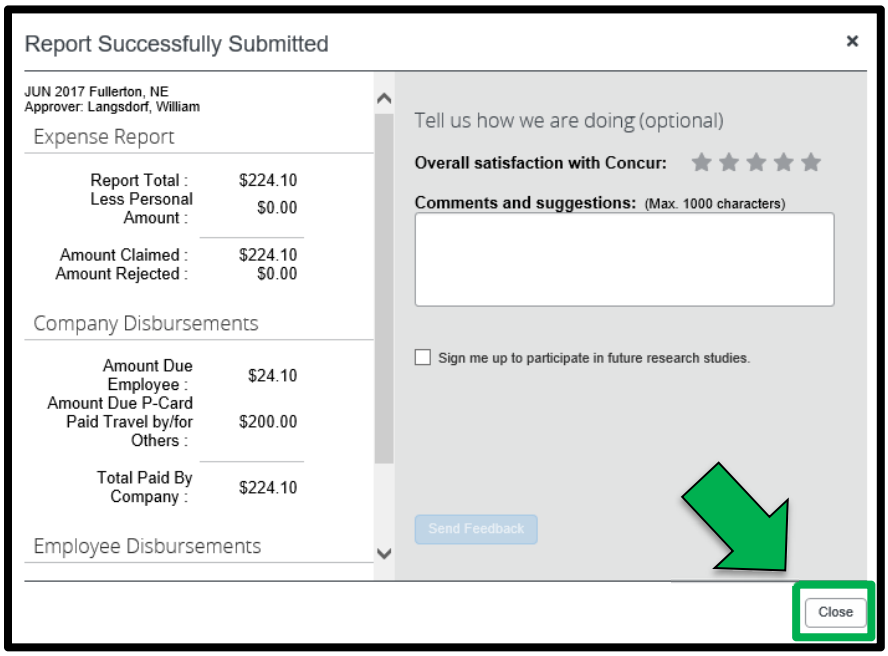
Processing Step	Screen Shots
NOTE: This expense is one example of other expenses that may be included in a Travel Expense Report. Please refer to the following Quick Guides for more detailed information on adding other expenses: • **Personal Mileage** • **Hotel Itemization** You are responsible for adhering 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.	
Step 8: To add a meal expense, click on **Actual Per Day Meal Expense(s).**	
Step 9: Choose which type of meal it was, and indicate the meal cost. Then click on the **Save** buton**.** Repeat **Step 9** for all meals. **Note:** If you need to allocate an expense, refer to the **Allocating Expenses Travel Expense Instructions** for more information.	

Exceptions

Processing Step	Screen Shots
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.	 Exceptions Expense Type | Date | Amount | Exception Lodging | 12/08/2017 | $100.00 | ⚠ The expense amount is more that the requested amount. Lodging | 12/08/2017 | $100.00 | ❗ Please select the correct payment type. Lodging | 12/09/2017 | $100.00 | ⚠ The expense amount is more that the requested amount.

How to Submit Expense Report

Processing Step	Screen Shots
Step 11: Once you have added all of your travel expenses and corrected your exception(s), submit your Travel Expense Report by clicking on the **Submit Report** button.	
Step 12: 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 **Lost/Missing Recept Verification Form (if applicable).** Select **Accept & Submit.**	

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

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

- ☐ 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
    - Additional Cities Traveled To
    - Report/Trip Purpose
    - Event Name/Business Purpose
    - Mailing Address Current?
    - Does this trip contain personal travel?
    - Personal Dates and Locations
    - Comment— 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

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, 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/StmtOfPurpose_ext.pdf
  - Note: Download the form to fill out the required fields
- ☐ Parking Fee
- ☐ Taxi/Shuttle