Concur Reference Guide

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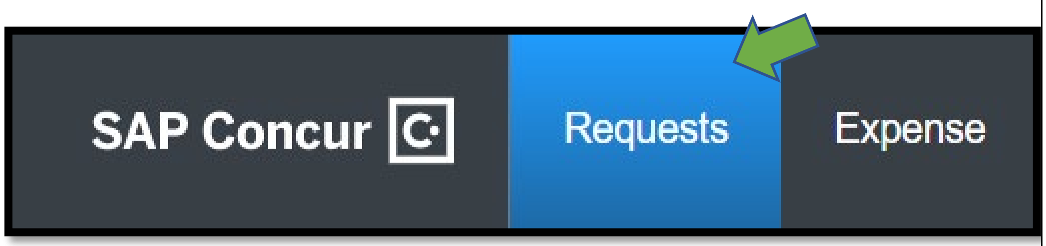
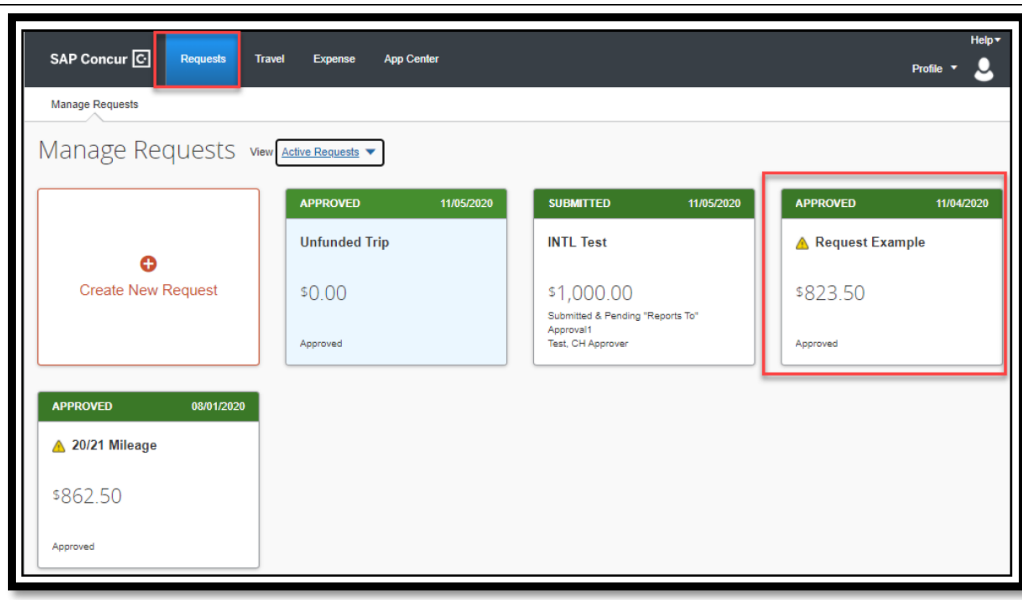
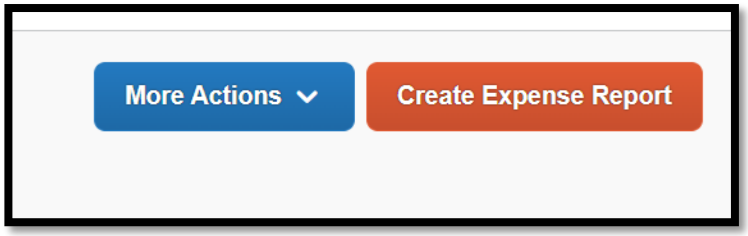
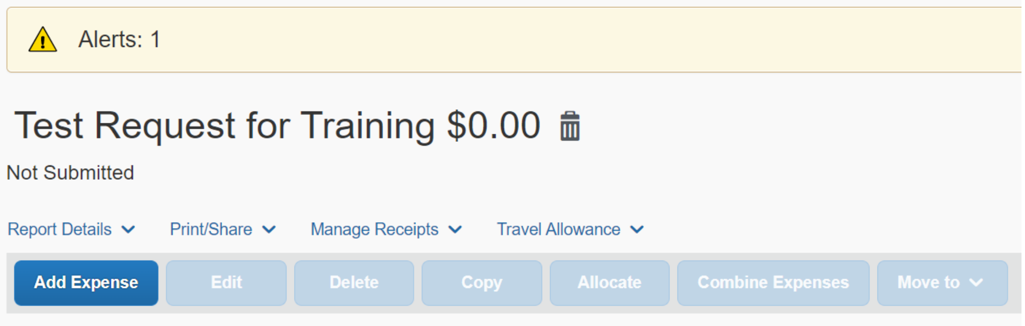
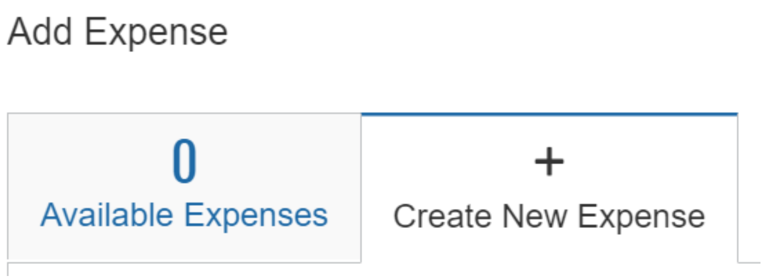
1.0 Creating an Expense Report in Concur

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, Reporting Period ***"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. Claims submitted after the 60-day window are left to the discretion of the campus, considering the facts and circumstances, whether the reimbursement will be made and if any reporting as taxable income will be required*."**

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 a travel exception request has been approved.

Processing Steps	Screenshot
Log into concur > click on requests	
Click **Request** on the header toolbar, and then select the tile for the specific trip request.	

Processing Steps	
Click on Create Expense Report (This will link the request to the appropriate report)	
Click on the Add Expense Tab	
Available Expenses will appear when you have used your University Liability Travel Card or booked Air/Rail through concur.	

2.0 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.

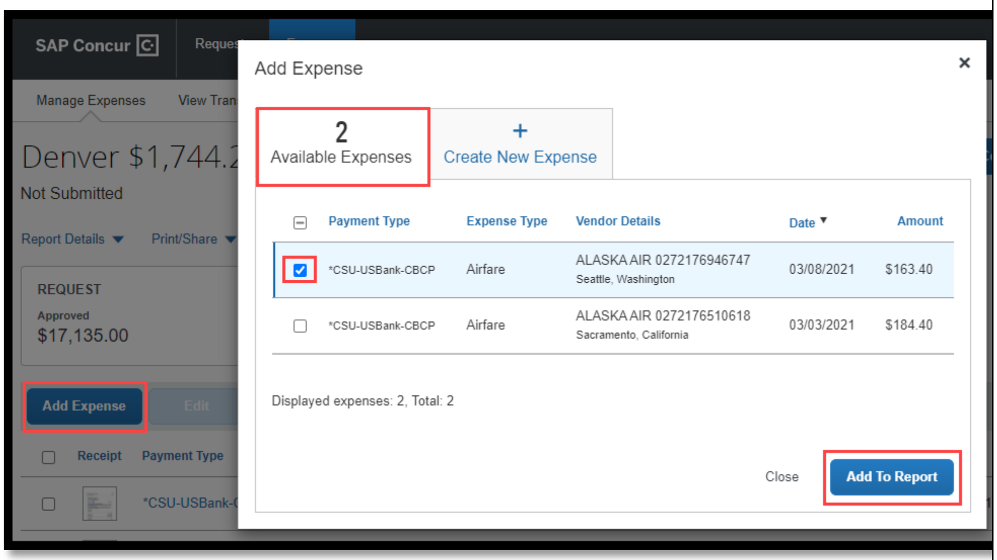
2.1 Travel Credit Card/Ghost Card Charges

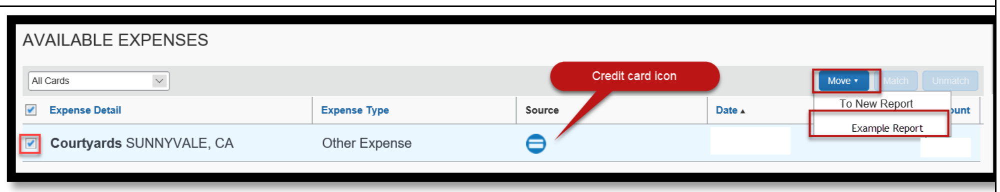
You can add Concur Travel card transactions to an expense report in these ways:

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

<table>
<tr><th>Processing Steps</th><th>Screenshot</th></tr>
<tr><td>
From the open expense report, click Add Expense.

Select related expenses and then Add to Report button.

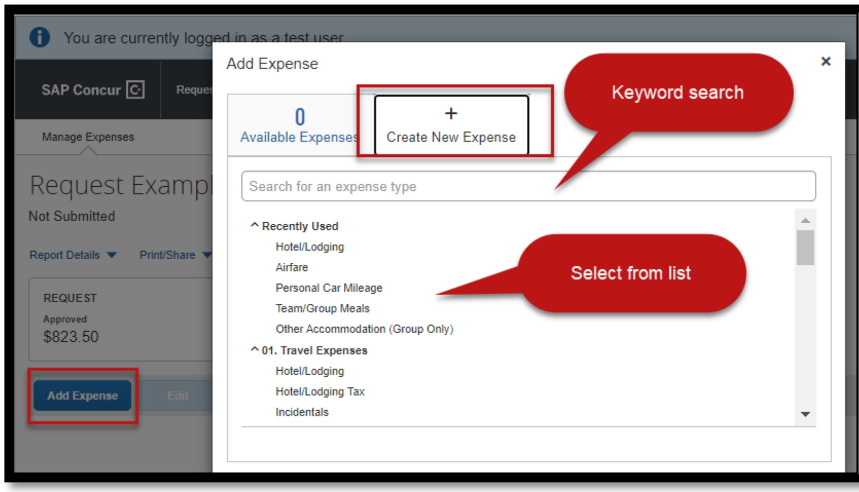
Verify or update the Expense Type classification of the imported credit card transactions or any other required fields that need to be populated.
</td><td>


</td></tr>
<tr><td>
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.
b. Verify or update the Expense Type classification of the imported credit card transaction.
</td><td>


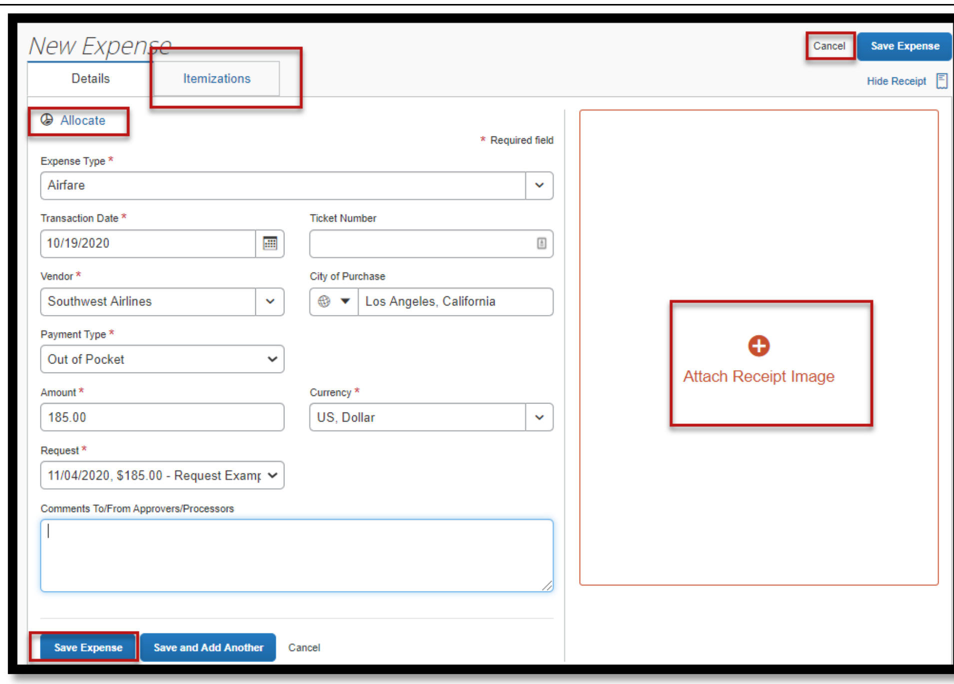
</td></tr>
</table>

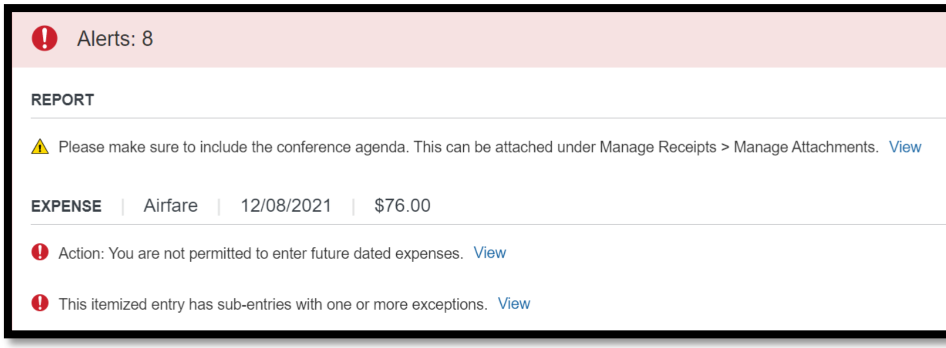
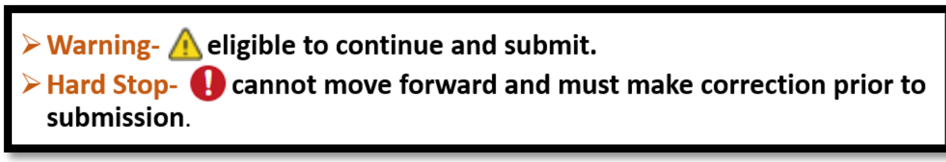
2.2 Out-of-Pocket Expense

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

<table>
<tr><th>Processing Steps</th><th>Screenshot</th></tr>
<tr><td>From the open report, click Add Expense.</td><td>
</td></tr>
<tr><td>On the New Expense tab, click the appropriate expense type. Each expense type will have their own set of required fields and configuration.

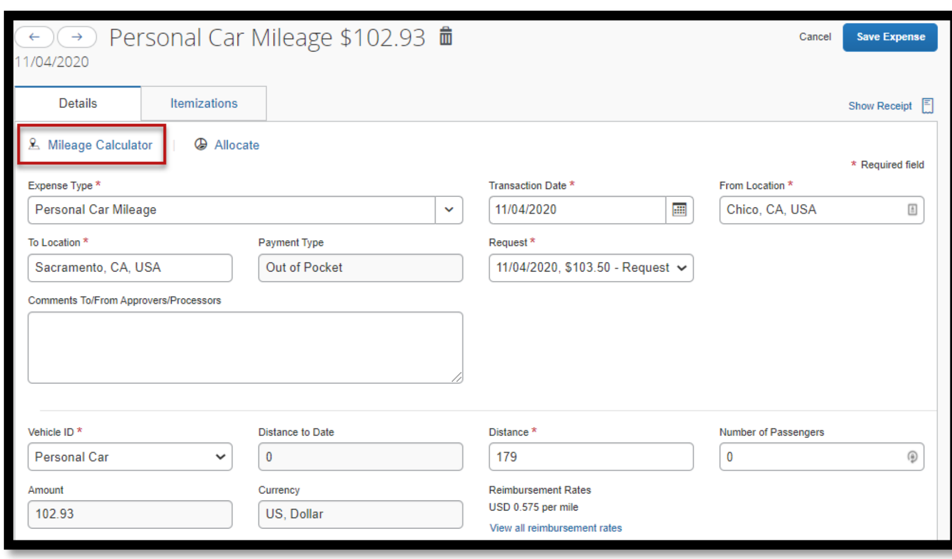
Complete the required fields. Click one of the following:

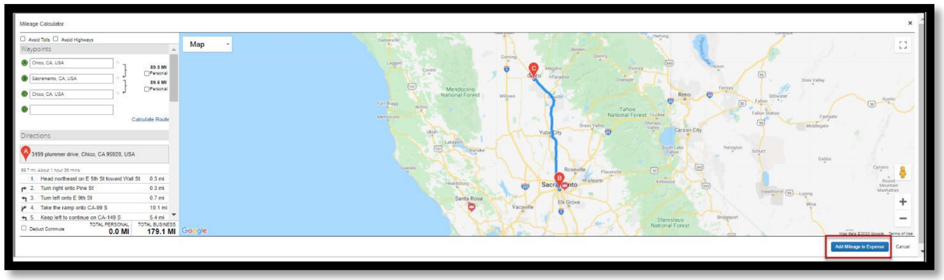
• Save Expense
• Itemizations - to itemize the expense and classify as two different expense types (i.e. dinner and parking). NOTE: Hotel expenses require itemization to break down nightly rates, taxes, etc.
• Allocate - to allocate the expense between various chartfields as applicable
• Attach Receipts - to upload and attach receipt images
• Cancel - to exit without saving this expense</td><td>
</td></tr>
</table>

Processing Steps	Screenshot
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.	 

2.3 Personal Car Mileage

You must register a car for the applicable mileage type to be reimbursed for mileage. For instructions on setting up your vehicle(s), see the Concur Personal Car Info Guide.

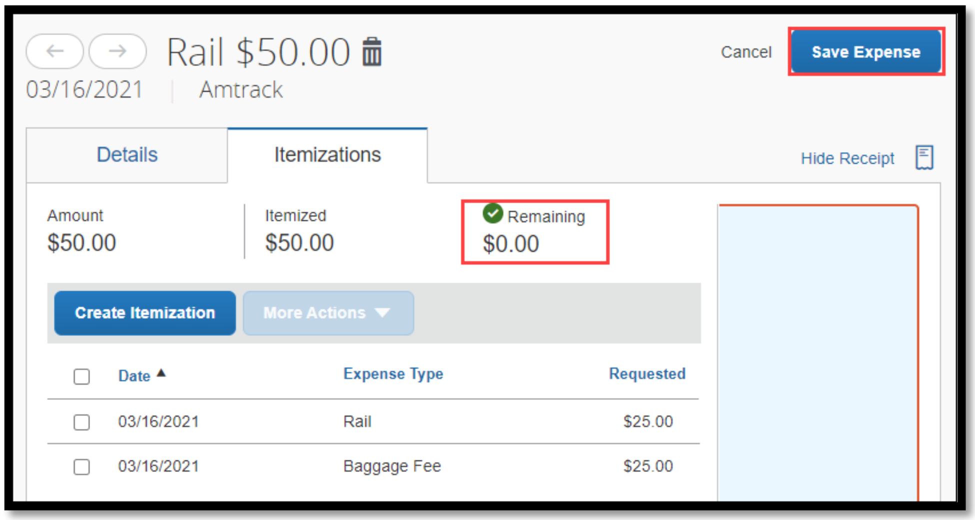
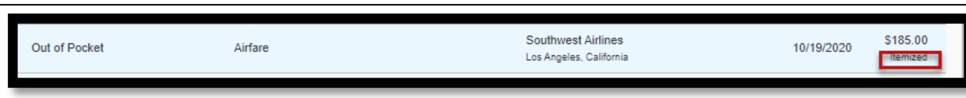
Processing Steps	Screenshot
With the Expense Report open, on the **New Expense** tab, select the Personal Car Mileage Expense Type. The mileage form will open with the required and optional fields displayed including the **Mileage Calculator link.** Complete all fields as appropriate. *Enter business purpose in the comment field.*	

Processing Steps	
Click the **Mileage Calculator link** and review and update the route as appropriate. If round trip mileage should be calculated, click **Make Round Trip**. Click **Add Mileage to Expense**. Click **Save**	

3.0 Itemizing Expenses

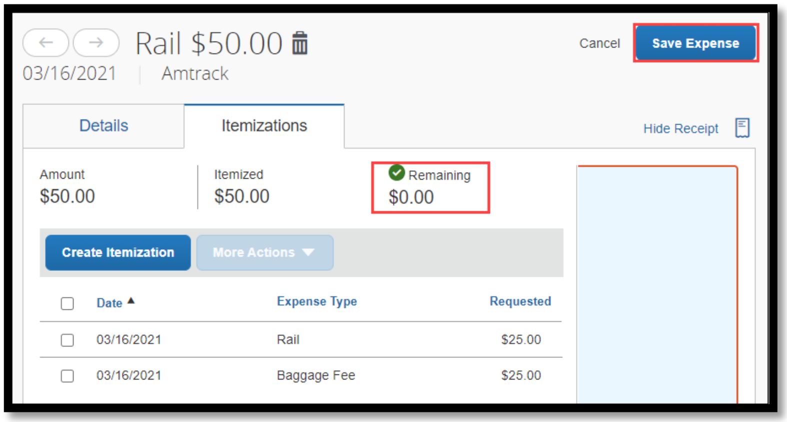
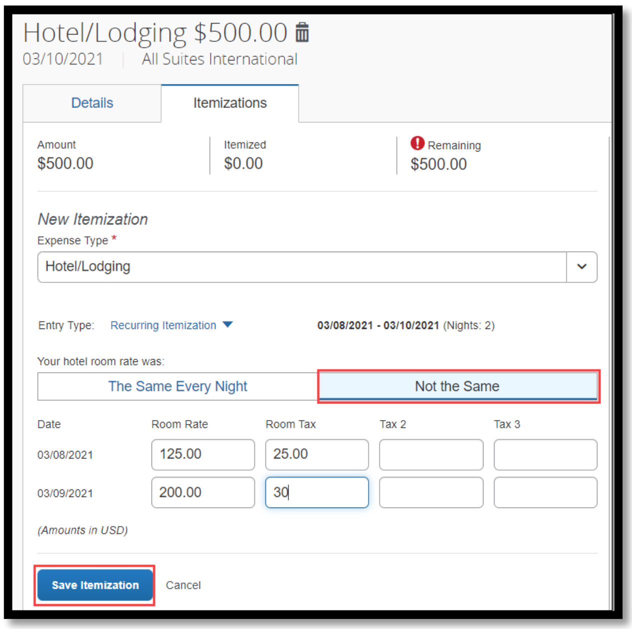
Use the Itemize feature to account for transactions that should be charged to multiple expense types (accounts codes). Itemization should be completed prior to Allocation (charging to multiple chartfields).

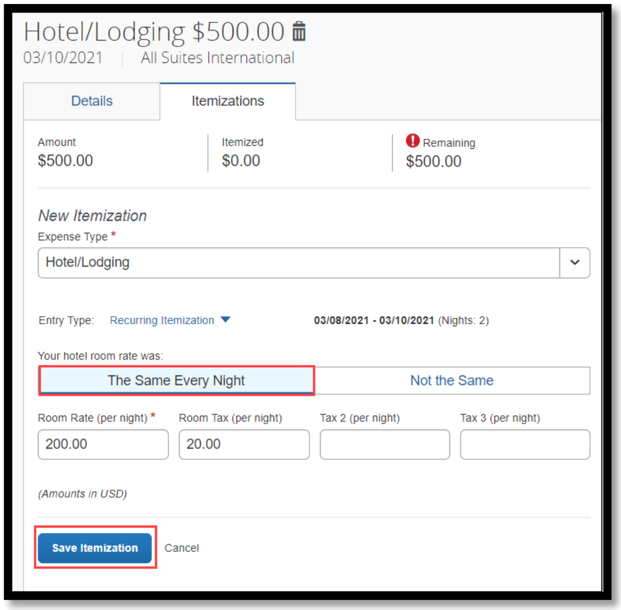
3.1 To itemize a general expense:

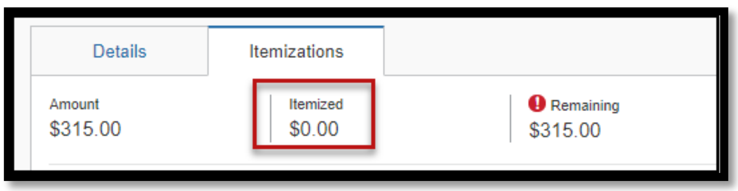
Processing Steps	Screenshot
Add the expense as usual and then click **Itemizations tab**. The itemized amount must match the total expense. Select **Create Itemization button**, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type. Complete the fields as required. Click **Save Itemization**. Repeat for each additional itemization, on the Itemization tab, until the Remaining amount is $0.00.	
Click **Save Expense.** The expense will now reference an "itemized" note under the amount.	

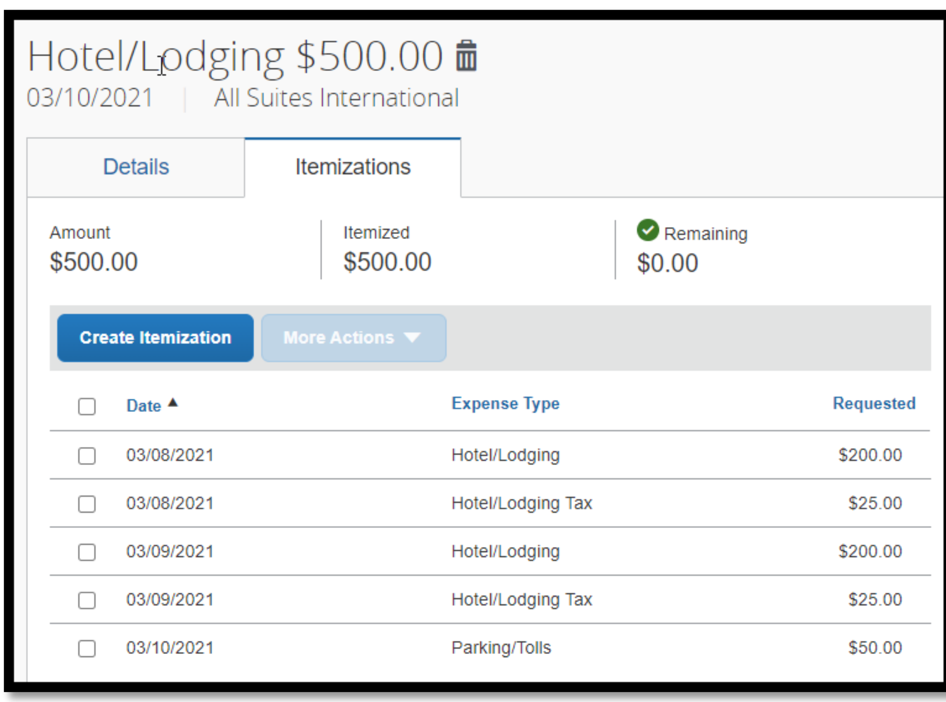
3.2 To itemize a hotel expense:

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

Processing Steps	Screenshot
With the Expense Report open, on the **Create New Expense tab**, select the Hotel/Lodging expense Type. The lodging form will open with the required and optional fields displayed. Complete appropriate fields.	
Click **Itemizations** tab then Create **Itemization button**. Search/select the Hotel/Lodging expense type. The number of nights and dates involve appear automatically. Select **the Same Every Night** or **Not the Same** depending on the respective hotel details. *If not the same each night (i.e. increase for weekends, etc.) this option will let you note the differences from day to day, otherwise select same every night to itemize full cost of stay by respective classification*. Enter the **Room Rate, Room Tax,** and **Additional Charges**. Click **Save Itemization**. Repeat for each additional itemization, on the **Itemization tab**, until the Remaining amount is $0.00. Click **Save Expense**.	

<table>
<tr><th>Processing Steps</th><th>Screenshot</th></tr>
<tr><td></td><td>


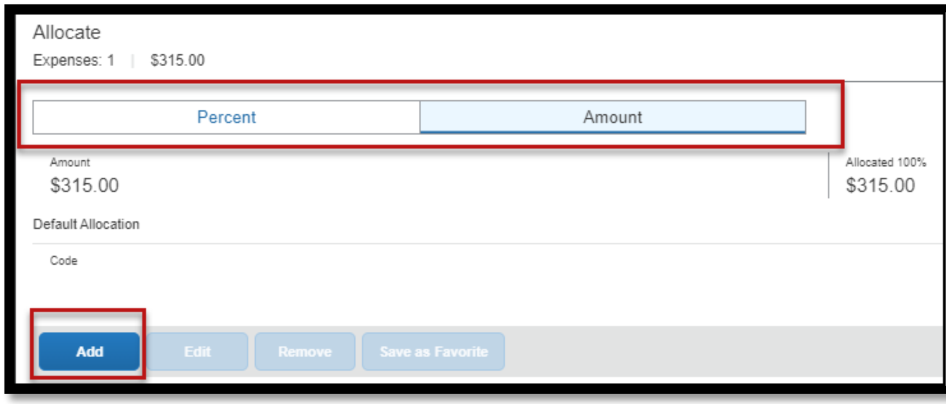
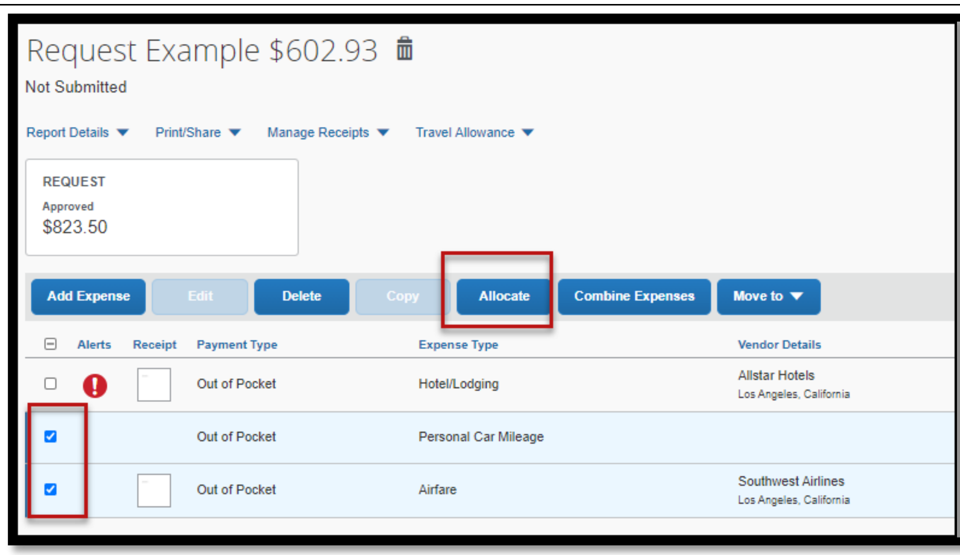
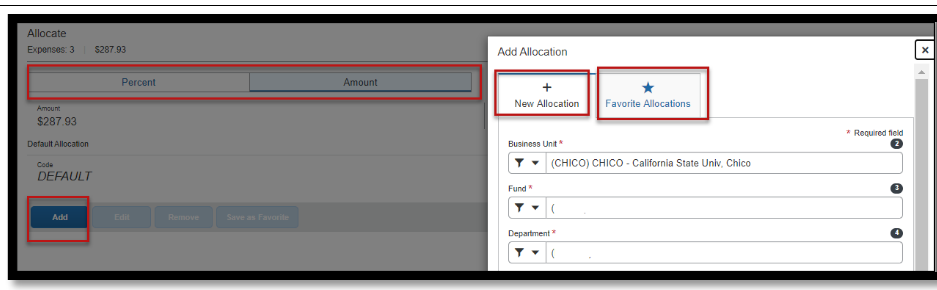
</td></tr>
<tr><td>Continue to itemize the amounts until the balance is $0.00.</td><td>




</td></tr>
</table>

4.0 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.

Processing Steps	Screenshot
Allocate single expense - With the report open, select a single expense and click **Allocate**. Select **Percent** or **Amount**, then **Add** and enter the new chartfield designation.	
To allocate multiple expenses (or the entire report), select the expenses and then select the **Allocate** button.	
Select **Percent** or **Amount**, then **Add** and enter the new chartfield designation. Click **Save.**	

5.0 Receipts

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.

5.1 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.

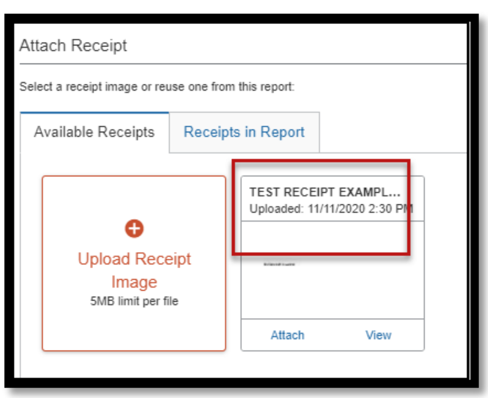
5.2 Email or Forward Receipts to your Concur Profile

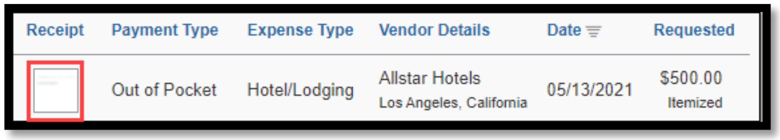
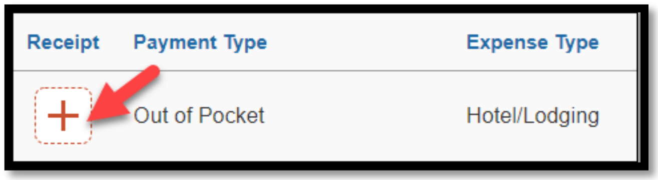
1. Before emailing receipts to the **Available Receipts** library, you must verify your email address for verification in the **Personal Information** section of your Profile.
2. Click **Profile** > **Profile Settings**. The Profile Options page appears.
3. On the left-hand side of the screen, click **Personal Information**.
4. On the **Personal Information** screen, scroll down to the **Email Addresses** section.
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.
7. Forward an existing emailed receipt to **receipts@concur.com.**

5.3 Receipts Captured with Concur App

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

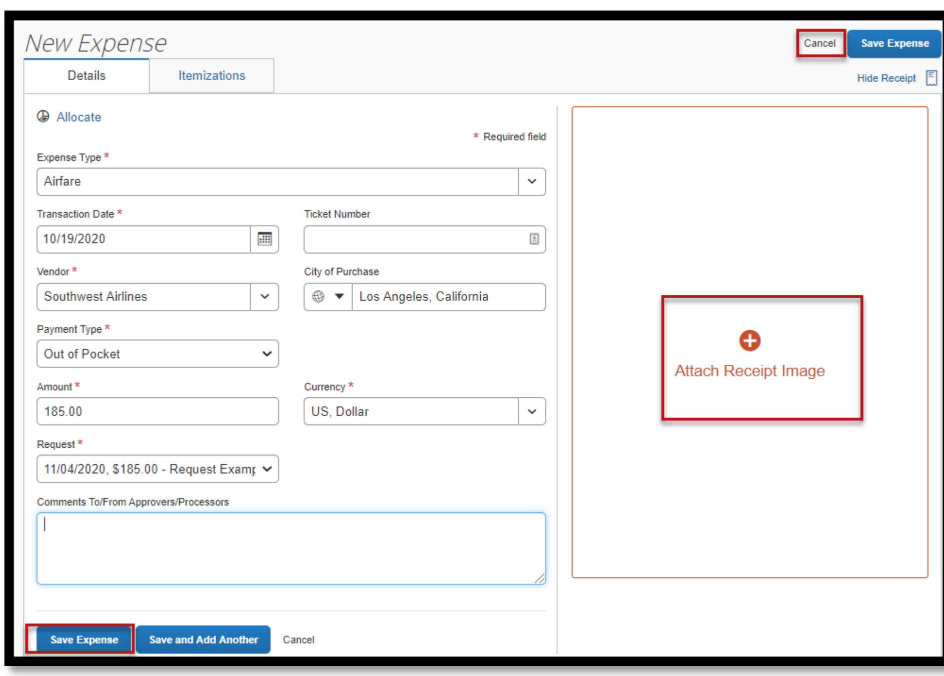
5.4 To Attach a Receipt Image to an Expense Entry Using Available Receipts

Processing Steps	Screenshot
In the Expense Report, select an expense entry to open it in Detail view. Click **Attach Receipt Image > View Available Receipts**.	

Processing Steps	
Select the appropriate image and choose **Attach**. Click **Save**.	
You can also attach a receipt by clicking on the plus sign (+) within the expense line.	

5.5 Uploading Scanned Documents

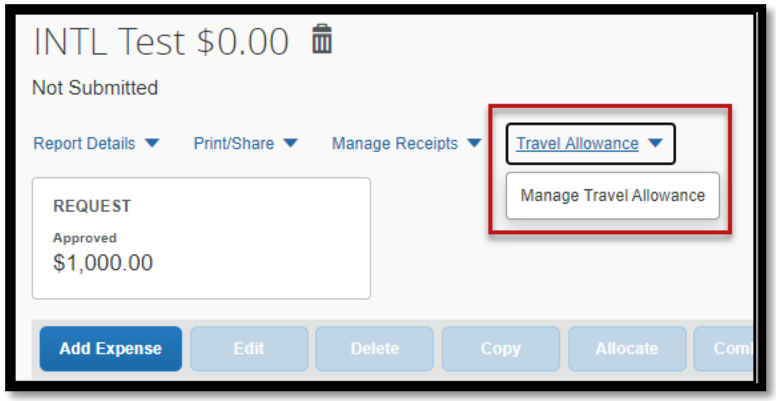
Files scanned and saved to a folder on your computer may be uploaded directly into an Expense Report using the following steps:

Processing Steps	Screenshot
With your transaction open, select **Attach Receipt.** Click **Attach**.	

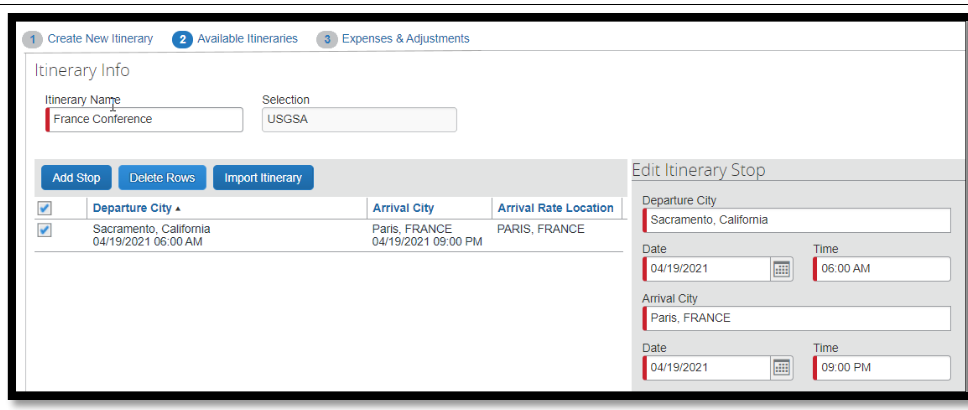
6.0 International Travel

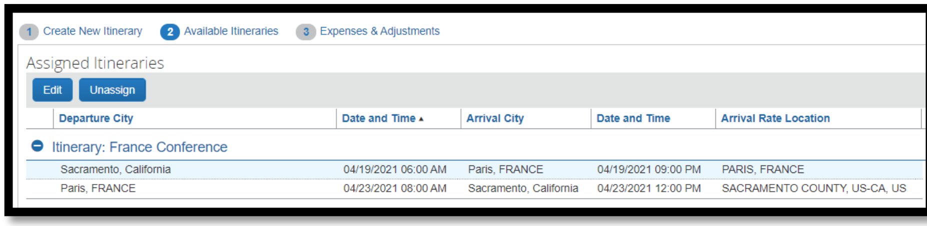
6.1 Travel Allowance

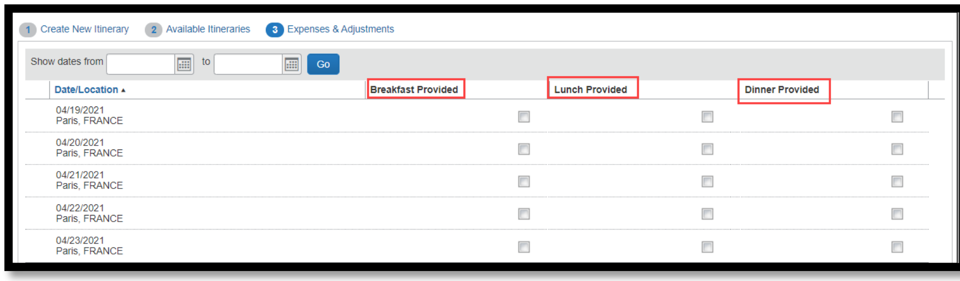
International, Alaska & Hawaii trips will require **Travel Allowance** itineraries to be created to utilize GSA per diem amounts, which are used as ceiling amounts for related expenses.

<table>
<tr><th>Processing Steps</th><th>Screenshot</th></tr>
<tr><td>Create or open your related expense report and select the Travel Allowance hyperlink, then Manage Travel Allowance to build your trip itinerary.</td><td>
</td></tr>
<tr><td>The Travel Allowances window will appear allowing you to build your trip itinerary. Select Create New Itinerary and enter the first leg of your trip and click Save.

Continue entering all legs of the trip by selecting the Add Stop button. An itinerary must consist of at least 2 legs; one leg for departure details and a second leg for your return details.

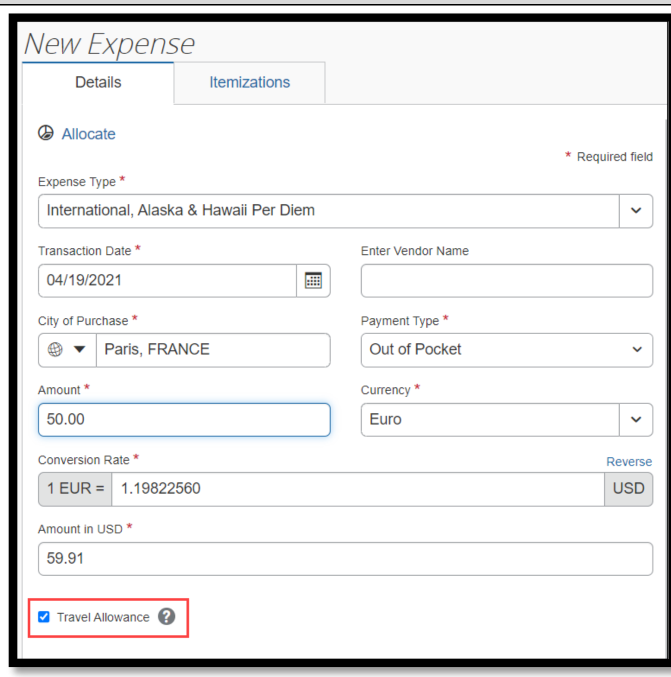
When all portions of the trip are entered, click Next.</td><td>
</td></tr>
</table>

<table>
<tr><th>Processing Steps</th><th></th></tr>
<tr><td>On the Available Itineraries tab, you can view the itinerary that you have assigned to this trip.</td><td>
</td></tr>
<tr><td>Click the Expense & Adjustments tab to mark any meals which were provided during your trip. Then click Create Expenses to return to the expense report and add trip costs.

You can begin adding either out-of-pocked expenses and/or University Credit Card transactions to your Expense Report.</td><td>
</td></tr>
</table>

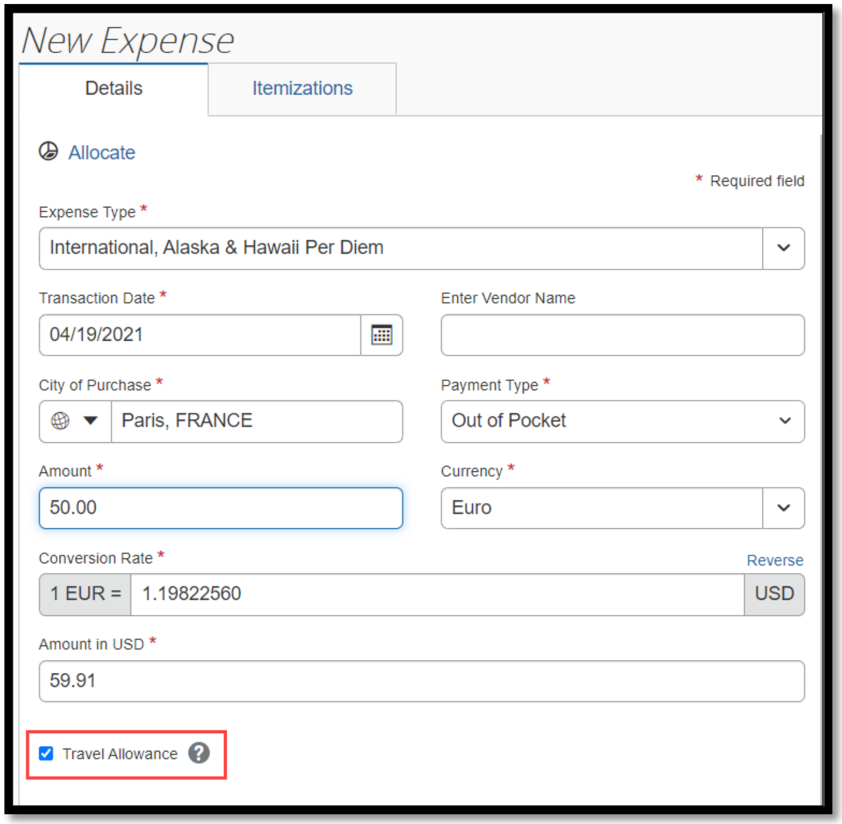
6.2 Converting Foreign Currency Transactions

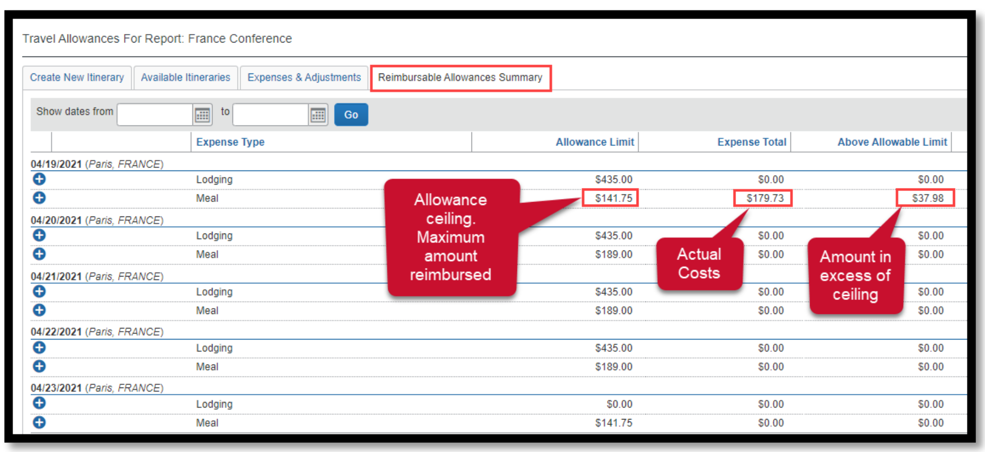
<table>
<tr><th>Processing Steps</th><th>Screenshot</th></tr>
<tr><td>With the Expense Report open, click Add Expense, and then enter the appropriate information in the required and optional fields (required fields are indicated with a red asterisk).

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.</td><td>
</td></tr>
</table>

<table>
<tr><th>Processing Steps</th><th></th></tr>
<tr><td>
Expense will calculate the amount in USD.

If expense amount is already in USD, enter amount in Amount in USD field and it will calculate the foreign amount for you.

Complete the remaining fields as appropriate and make sure the Travel Allowance box is checked before saving the expense. This is what will be used to check the amount against the GSA travel allowance rates for that specific destination. If this box is not checked the report will not be able to be submitted until that occurs.
</td><td>


</td></tr>
<tr><td>
Review summary of actual costs in relation to allowance ceiling.
</td><td>
The example intentionally shows an expense more than the allowance ceiling to demonstrate the adjustment that will be made to the reimbursable amount of the traveler. Actual expenses, up to the allowance ceiling are reimbursable.


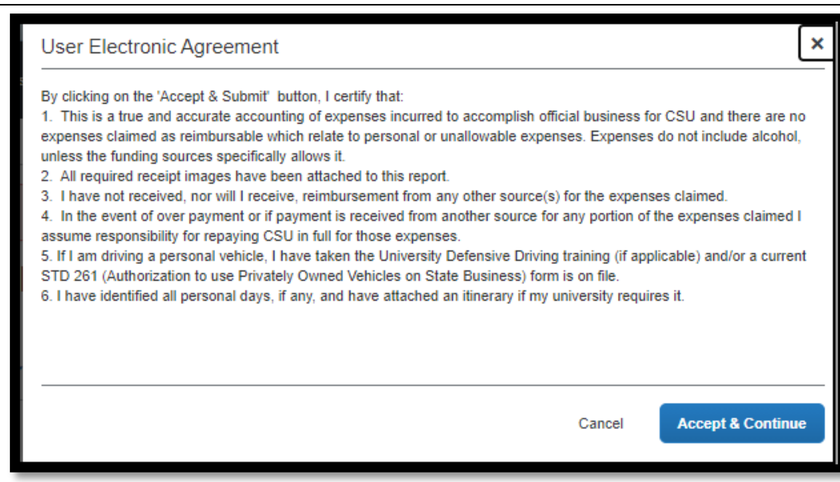
<table>
<tr><th></th><th>Expense Type</th><th>Allowance Limit</th><th>Expense Total</th><th>Above Allowable Limit</th></tr>
<tr><td colspan="5">04/19/2021 (Paris, FRANCE)</td></tr>
<tr><td></td><td>Lodging</td><td>$435.00</td><td>$0.00</td><td>$0.00</td></tr>
<tr><td></td><td>Meal</td><td>$141.75</td><td>$179.73</td><td>$37.98</td></tr>
<tr><td colspan="5">04/20/2021 (Paris, FRANCE)</td></tr>
<tr><td></td><td>Lodging</td><td>$435.00</td><td>$0.00</td><td>$0.00</td></tr>
<tr><td></td><td>Meal</td><td>$189.00</td><td>$0.00</td><td>$0.00</td></tr>
<tr><td colspan="5">04/21/2021 (Paris, FRANCE)</td></tr>
<tr><td></td><td>Lodging</td><td>$435.00</td><td>$0.00</td><td>$0.00</td></tr>
<tr><td></td><td>Meal</td><td>$189.00</td><td>$0.00</td><td>$0.00</td></tr>
<tr><td colspan="5">04/22/2021 (Paris, FRANCE)</td></tr>
<tr><td></td><td>Lodging</td><td>$435.00</td><td>$0.00</td><td>$0.00</td></tr>
<tr><td></td><td>Meal</td><td>$189.00</td><td>$0.00</td><td>$0.00</td></tr>
<tr><td colspan="5">04/23/2021 (Paris, FRANCE)</td></tr>
<tr><td></td><td>Lodging</td><td>$0.00</td><td>$0.00</td><td>$0.00</td></tr>
<tr><td></td><td>Meal</td><td>$141.75</td><td>$0.00</td><td>$0.00</td></tr>
</table>
</td></tr>
</table>

7.0 Blanket Mileage Claims

There are situations where a travel request may be submitted, for mileage and parking only, for an entire fiscal year. While the travel request covers the full fiscal year, an expense report can to be submitted monthly, at the closure of each calendar month. Start the expense report like any other, note the total miles for that month. Enter in the mileage for the month or reporting period and submit for approval.

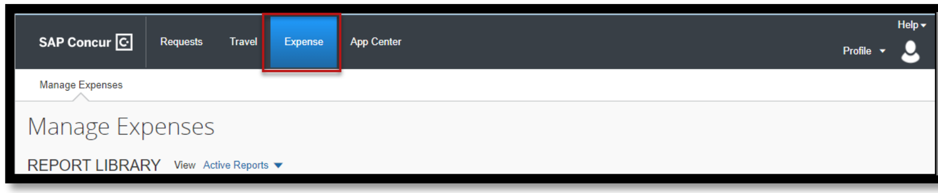
8.0 Submitting an Expense Report

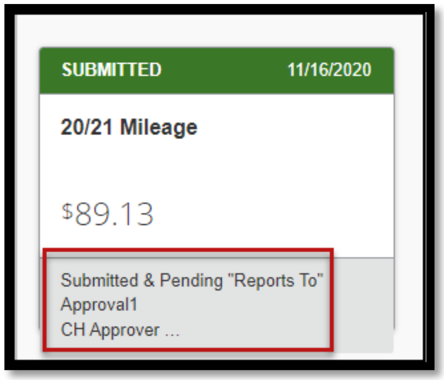
<table>
<tr><th>Processing Steps</th><th>Screenshot</th></tr>
<tr><td>On the expense report, click Submit Report.</td><td>
</td></tr>
<tr><td>The Final Review window appears with the User Submit Agreement.

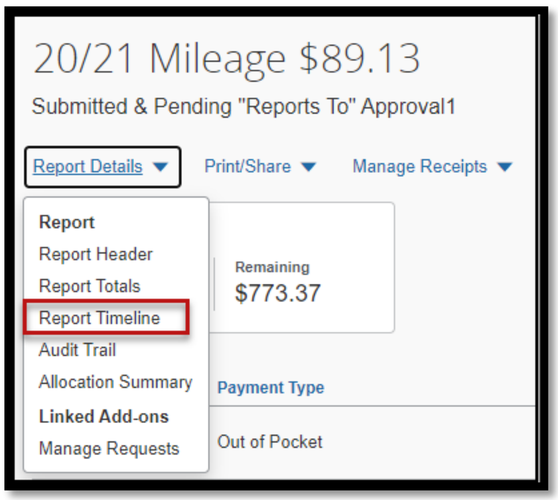
By clicking Accept & Continue, the user is accepting the terms and conditions of the agreement.</td><td>
</td></tr>
</table>

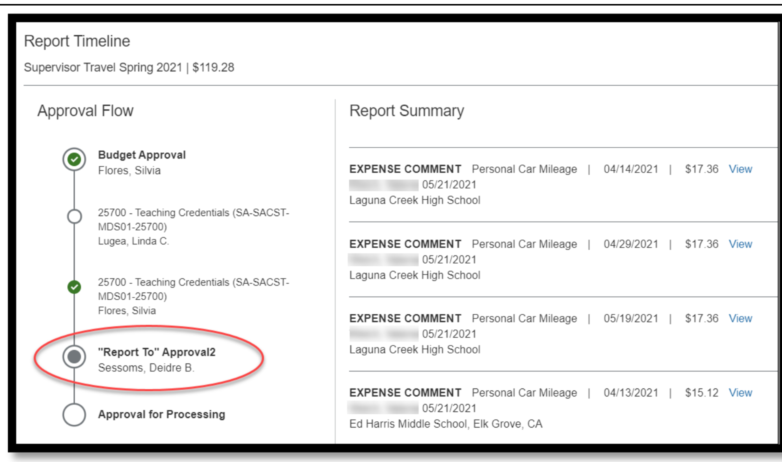
9.0 Tracking Status of an Expense Report

You can review the status of your submission in two different ways. Either way will show you what stage of the approval workflow your report is in.

<table>
<tr><th>Processing Steps</th><th>Screenshot</th></tr>
<tr><td>When logged in you can select the Expense module and take note of the status on that report’s tile.</td><td>




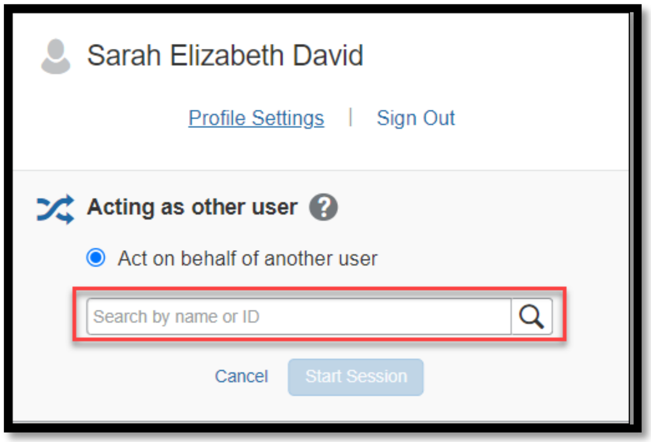
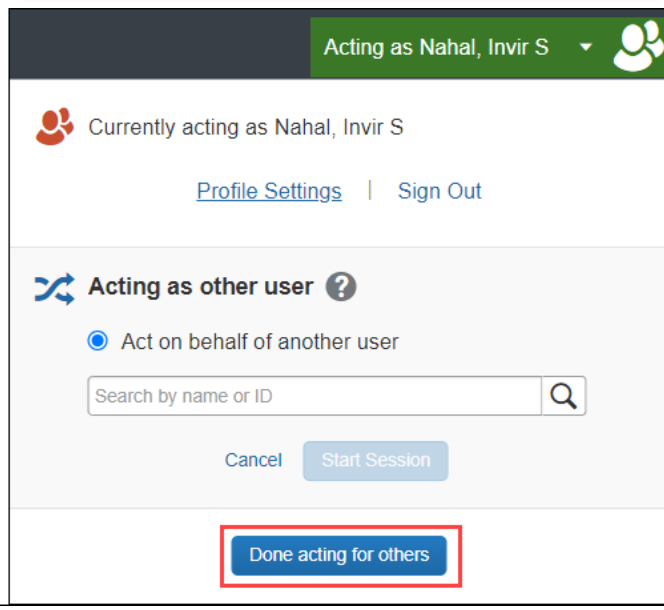
</td></tr>
<tr><td>Alternatively, you can open the expense report and select the Report Details hyperlink, then select Report Timeline.</td><td>


</td></tr>
<tr><td>The Report Timeline will show what approvals have occurred thus far and where it is in the flow. In the example this report is with the “Reports To” Approver2.</td><td>


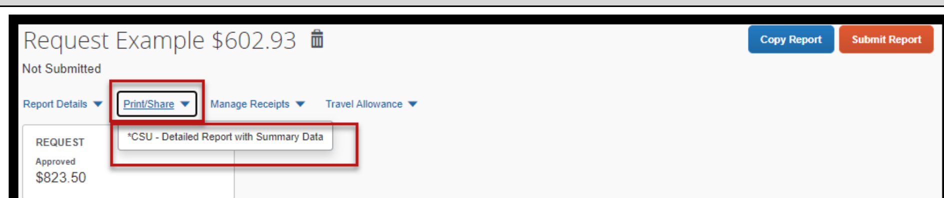
</td></tr>
</table>

10.0 Acting as a Delegate

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

Processing Steps	Screenshot
Click **Profile > Act on behalf of another user**. Type the name or select the appropriate delegator's name in the drop down. Click **Start Session**. **NOTE:** *Notice that the* ***Profile*** *menu now displays* ***Acting as*** *and shows the name you just selected.* 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** button.	

11.0 Printing an Expense Report

Processing Steps	Screenshot
On the Expense Report page, click **Print/Share**, and then select ***CSU-Detailed Report with Summary Data.**	

Processing Steps	Screenshot
Click **Print** or **Save as PDF** or **Email** to get complete packet for expense report (includes copies of receipts attached).	