



DATE OF LAST UPDATE

October 3, 2019

LAST UPDATED BY

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STEP	ACTIVITY
<p>First, log into SAP Concur and click on "Requests" in the upper left corner.</p> <p>Next, click on "Expense" on the far right.</p>	
<p>Your request information will be brought in by Concur. There is one extra question asking if any of the trip will be reimbursed through CPO or by the Chancellor's Office. Click "Next."</p>	

Now you will have a blank expense report. Click on "Import Expenses" near the top left of the screen.

CSU-CO Annual Title IX Training

+ New Expense Import Expenses Details ▾ Receipts ▾ Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
No Expenses Found				

Check the box next to any expenses that belong to this trip and click "Move." Please note that some transactions take a week to feed through to Concur.

Available Expenses

All Cards ▾ Move ▾ Match Unmatch

<input type="checkbox"/>	Expense Detail	Expense Type	Source	Date ▾	Amount
<input type="checkbox"/>	UBER HELP.UBER.COM, CA	Ground Transportation	⊖	04/04/2019	\$4.10
<input type="checkbox"/>	UBER HELP.UBER.COM, CA	Ground Transportation	⊖	04/06/2019	\$4.02
<input checked="" type="checkbox"/>	AGENT FEE 8900774895746 CHRISTOPHERSO...	Airfare	⊖	06/11/2019	\$5.00
<input checked="" type="checkbox"/>	United Airlines 800-932-2732, TX	Airfare	⊖ ⊕ ⊕	06/11/2019	\$681.60
<input checked="" type="checkbox"/>	United Airlines 800-932-2732, TX	Airfare	⊖	06/17/2019	\$200.00
<input checked="" type="checkbox"/>	UBER TRIP HELP.UBER.COM, CA	Ground Transportation	⊖	06/17/2019	\$12.89
<input checked="" type="checkbox"/>	RENDEZVOUS VENDING EUREKA, CA	Breakfast - Domestic	⊖	06/17/2019	\$2.60
<input checked="" type="checkbox"/>	RENDEZVOUS VENDING EUREKA, CA	Breakfast - Domestic	⊖	06/17/2019	\$1.60
<input checked="" type="checkbox"/>	KLEIN'S DELI - F SAN FRANCISCO, CA	Undefined	⊖	06/17/2019	\$10.54
<input checked="" type="checkbox"/>	VITA ITALIAN BAR GRILL POMONA, CA	Undefined	⊖	06/18/2019	\$18.94
<input checked="" type="checkbox"/>	United Airlines 800-932-2732, TX	Airfare	⊖	06/18/2019	\$-36.00
<input checked="" type="checkbox"/>	TATSU RAMEN LOS ANGELES, CA	Undefined	⊖	06/18/2019	\$48.18
<input checked="" type="checkbox"/>	VITA ITALIAN BAR GRILL POMONA, CA	Undefined	⊖	06/19/2019	\$30.46
<input checked="" type="checkbox"/>	TSUNAMI JAPANESE RESTAURA SAN DIMAS, ...	Undefined	⊖	06/19/2019	\$47.40
<input checked="" type="checkbox"/>	SHAKE SHACK - 1151 646-747-7200, CA	Undefined	⊖	06/19/2019	\$46.79

Your expenses will all show on the left side of the screen. The next task is to remove all red exclamation points.

Concur does not know what food transactions are and marks them as Undefined.

[+ New Expense](#)
[Import Expenses](#)
[Details ▾](#)
[Receipts ▾](#)
[Print / Email](#)

Exceptions

Expense Type	Date	Amount	Exception
Undefined	06/17/2019	\$10.54	! The entry has Undefined expense type
Airfare	06/17/2019	\$200.00	! Missing required field: City of Purchas
Ground Transp...	06/17/2019	\$12.89	! Missing required field: Transportation

Expenses

[Move ▾](#)
[Delete](#)
[Copy](#)
[View ▾](#)
⏪

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	06/19/2019	Undefined TSUNAMI JAPANE	\$47.40	\$47.40
<input type="checkbox"/>	06/19/2019	Undefined SHAKE SHACK - 1	\$46.79	\$46.79
<input type="checkbox"/>	06/19/2019	Undefined VITA ITALIAN BAR	\$30.46	\$30.46
<input type="checkbox"/>	06/18/2019	Undefined TATSU RAMEN, Lo	\$48.18	\$48.18
<input type="checkbox"/>	06/18/2019	Undefined VITA ITALIAN BAR	\$18.94	\$18.94
<input type="checkbox"/>	06/18/2019	Airfare UNITED 01673041	\$-36.00	\$-36.00
<input type="checkbox"/>	06/17/2019	Breakfast - Domes RENDEZVOUS VE	\$2.60	\$2.60
TOTAL AMOUNT			\$1,070.00	TOTAL REQUESTED
				\$1,070.00

To change an Undefined meal expense, click on the expense. This will bring up new options to the right. Click on "Expense Type" and choose the correct meal type. Then click on "Save."

Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/19/2019	Undefined TSUNAMI JAPANESE RESTAU	\$47.40	\$47.40
<input type="checkbox"/>	06/19/2019	Undefined SHAKE SHACK - 1151	\$46.79	\$46.79
<input type="checkbox"/>	06/19/2019	Undefined VITA ITALIAN BAR GRILL, Pomc	\$30.46	\$30.46
<input type="checkbox"/>	06/18/2019	Undefined TATSU RAMEN, Los Angeles, C.	\$48.18	\$48.18
<input type="checkbox"/>	06/18/2019	Undefined VITA ITALIAN BAR GRILL, Pomc	\$18.94	\$18.94
<input type="checkbox"/>	06/18/2019	Airfare UNITED 0167304146925	\$-36.00	\$-36.00
<input type="checkbox"/>	06/17/2019	Breakfast - Domestic RENDEZVOUS VENDING, Eure	\$2.60	\$2.60
TOTAL AMOUNT			\$1,070.00	TOTAL REQUESTED
				\$1,070.00

Expense
Transaction Date
Amount

Expense Type

Undefined

International, Alaska & Hawaii Per Diem

04b. Meals - Domestic

Breakfast - Domestic

Dinner - Domestic

Lunch - Domestic

05. Hospitality

Hospitality

06. Office Expenses

Postage/Freight

Printing/Photocopying/Stationery

07. Communications

Internet/Telephone/Fax

Mobile/Cellular Phone (International Only)

08. Fees

Booking Fees

06/19/2019

USD

47.40

Save

If a transaction shows an error message of **"Missing required field: City of Purchase,"** click on the transaction to bring up the options on the right. Type in the city or choose from a list of already entered cities. Click on **"Save"** on the bottom right.

The screenshot shows an 'Expenses' table with columns: Date, Expense Type, Amount, and Requested. The selected row is dated 06/18/2019, Expense Type 'Airfare', Amount '\$-36.00', and Requested '\$-36.00'. A red error message 'Missing required field: City of Purchase.' is displayed below the row. To the right, a dropdown menu for 'City of Purchase' is open, showing a list of cities including Sacramento, California, Pomona, California, Pasadena, California, Laytonville, California, Burbank, California, Los Angeles, California, Arcata, California, Eureka, California, and Garden Grove, California. The 'Expense Type' dropdown is set to 'Airfare'.

If there is a yellow symbol showing on a charge over \$75, an itemized receipt needs to be attached. Click on the transaction and then click on **"Attach Receipt"** on the bottom right.

The screenshot shows an 'Expenses' table with columns: Date, Expense Type, Amount, and Requested. The selected row is dated 06/17/2019, Expense Type 'Airfare', Amount '\$200.00', and Requested '\$200.00'. A yellow symbol is visible next to the row. To the right, a form for 'Attach Receipt' is open, showing fields for Expense Type (Airfare), Transaction Date (06/17/2019), Ticket Number (0161514546941), Vendor (United Airlines), City of Purchase (Arcata, California), Payment Type (*CSU-USBank-CBCP), Amount (200.00), and USD. The 'Attach Receipt' button is highlighted in green.

A new window will automatically open up. Click on **"Browse"** to begin to attach an itemized receipt.

The screenshot shows an 'Attach Receipt' dialog box with a close button (X) in the top right corner. The text inside reads: 'Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.' Below this, there is a section 'File Selected for uploading:' with a 'Browse...' button highlighted in green and an 'Attach' button. Below that, it says 'No file selected'.

After choosing your file, click on **"Attach."**

The screenshot shows an 'Attach Receipt' dialog box with a close button (X) in the top right corner. The text inside reads: 'Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.' Below this, there is a section 'File Selected for uploading:' with a 'Browse...' button and an 'Attach' button highlighted in green. Below that, the filename 'pr_55.pdf' is listed.

Itemizing a Hotel Expense

Hotel expenses need to be itemized in Concur. To start a new itemization, click on the Hotel expense and then click on "Itemize" on the bottom right.

The screenshot shows the 'Expenses' list on the left and the 'Expense' details on the right. The expense is for 'Hotel HOMEWOOD SUITES' on 09/20/2019, with an amount of \$1,400.00. A red box highlights a message: 'Missing required field: City of Purchase. Itemizations are required for this entry.' The right panel shows fields for Expense Type (Hotel), Transaction Date (09/20/2019), Vendor (HOMEWOOD SUITES), City of Purchase, Payment Type (*CSU-USBank-CBCP), Amount (1,400.00 USD), and Request (09/15/2019, \$2,130.00 - San). At the bottom right, there are buttons for 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.

Check to make sure that the **Check-in** and **Check-out** dates are correct. Using the invoice, type in the per-day room rate, and the per-day taxes. Once this data has been entered, click on "Save Itemizations" on the bottom right.

The screenshot shows the 'Expense' details for 'Nightly Lodging Expenses'. It includes fields for Check-in Date (09/02/2019), Check-out Date (09/05/2019), and Number of Nights (3). The 'Recurring Charges (each night)' section includes fields for Room Rate (129.00), Room Tax (2.53), Other Room Tax 1 (1.64), and Other Room Tax 2. There is a checkbox for 'Room rate and taxes will be shown as separate expenses'. The 'Additional Charges (each night)' section has two rows for Expense Type and Amount. At the bottom right, there are buttons for 'Save Itemizations' and 'Cancel'.

Adding Out of Pocket Expenses

There are many Expense Types that can be added for any out of pocket expenses. Please note that the card should be used whenever possible.

To start a new out of pocket expense, click on any of the expense types from the list.

The screenshot shows a list of 'All Expense Types' categorized into several groups:

- 01. Travel Expenses**
 - Hotel
 - Hotel Tax
 - Incidentals
 - Laundry
 - Other Accommodation
 - Team/Group Travel
- 02. Personal Car Mileage**
 - Personal Car Mileage
 - Personal Car Mileage Reduction
- 03. Transportation**
 - Airfare
 - Airline Fees
 - Baggage Fee
 - Car Rental
 - Car Rental Fuel
 - Custom Mileage
 - Ground Transportation
 - Parking/Tolls
- ...04b. Meals - Domestic**
 - Dinner - Domestic
 - Lunch - Domestic
- 05. Hospitality**
 - Hospitality
- 06. Office Expenses**
 - Postage/Freight
 - Printing/Photocopying/Stationery
- 07. Communications**
 - Internet/Telephone/Fax
 - Mobile/Cellular Phone (International Only)
- 08. Fees**
 - Booking Fees
 - Passports/Visa Fees (International Only)
 - Transaction Fees (International Only)
- 09. Other**
 - Memberships
 - Newspapers/Magazines/Books

When adding Ground Transportation, be sure to choose a **Transportation Type**, and double check the **Transaction Date**. When all of the data has been entered, click on **"Save"** on the bottom right.

New Expense Available Receipts

Expense Type Ground Transportation	Transportation Type Uber/ Lyft	Transaction Date 03/26/2019	Enter Vendor Name <input type="text"/>
City of Purchase <input type="text"/>	Payment Type Out of Pocket	Amount 15.23 USD	Comments To/From Approvers/Processors <input type="text"/>

[Save](#) [Itemize](#) [Allocate](#) [Attach Receipt](#) [Cancel](#)

When adding **Personal Car Mileage**, be sure to enter the correct **Transaction Date**. Click on **"Mileage Calculator"** at the bottom to enter in your travel destination(s).

View Reimbursement Rates

Expense Type Personal Car Mileage	Transaction Date <input type="text"/>	From Location <input type="text"/>	To Location <input type="text"/>
Payment Type Out of Pocket	Distance : Amount 0 : 0.00 USD	Comments To/From Approvers/Processors <input type="text"/>	

Vehicle ID 8LPU165	Number of Passengers 0	Distance to Date: 0
Request 08/28/2019, \$110.20 - modes		

[Save](#) [Allocate](#) [Attach Receipt](#) [Cancel](#)

 [Mileage Calculator](#)

When the new window opens, you can add in as many destinations as needed. Once all destinations are entered, click on "Add Mileage to Expense," and then click on "Save."

If a charge was made in error on the State Travel Card, change the expense type of the transaction to "Personal/Non Reimbursable." You will have to pay this money back at the Cashier's office after the Expense Report has been approved by Accounts Payable.

Itemizing Meals over \$55 a day

If you have purchased more than \$55 of food in a single day, one of the food transactions will have a red exclamation point with the error message to the right. Click on "Itemize" to begin the itemization process.

New Itemization Available Receipts

Total Amount: \$30.42 | Itemized: \$0.00 | Remaining: \$30.42

Expense Type

- 03. Transportation
 - Baggage Fee
 - 04b. Meals - Domestic**
 - Breakfast - Domestic
 - Dinner - Domestic
 - Lunch - Domestic
- 09. Other
 - Other Expense
 - Personal/Non Reimbursable

Choose the type of meal from the drop down menu.

New Itemization Available Receipts

Total Amount: \$30.42 | Itemized: \$0.00 | Remaining: \$30.42

Expense Type: Breakfast - Domestic

Transaction Date: 03/11/2019

City of Purchase: Pasadena, California

Payment Type: *CSU-USBank-CBCP

Amount: 22.00 USD

Comments To/From Approvers/Processors

Save Allocate Cancel

Type in the amount that is allowable from this transaction. Click "Save" on the bottom right.

Itemization Total Amount: \$30.42 | Itemized: \$30.42 | Remaining: \$0.00

Expense Type: Personal/Non Reimbursable

Transaction Date: 03/11/2019

Payment Type: *CSU-USBank-CBCP

Amount: 28.42 USD

Personal Expense (do not reimburse)

Comments To/From Approvers/Processors

Save Cancel

Next, choose the "Personal/Non Reimbursable" Expense Type. Enter the amount over the \$55 a day and then click on "Save" on the bottom right. After the expense report has been approved in Accounts Payable, you'll be able to pay this amount back at the Cashier's Office.

Viewing Expense Totals

To view your Expense Totals, click on "Details" on the top left, and then click on "Totals."

The screenshot shows the 'Title IX Investigator Training' interface. At the top, there are buttons for '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The 'Details' button is highlighted with a green box. Below the buttons is a table with columns for 'Expense Type', 'Date', and 'Amount'. The table contains three rows of data, with the first row highlighted in red. Below the table is a 'Report' dropdown menu with options: 'Report Header', 'Totals', 'Audit Trail', 'Approval Flow', and 'Comments'. The 'Totals' option is highlighted with a green box.

A new window will open up and show the breakdown of all expenses on the current report. You'll be able to see the amount due to you (Employee) or the amount due to HSU (Owed by Employee).

You will also be able to see the total on your travel card (CSU-USBank). The Ghost Card is not your travel card, and is used by the system to purchase airfare.

The 'Report Totals' window displays the following information:

Expense Report	
Report Total :	\$1,054.13
Less Personal Amount :	\$0.00
Amount Claimed :	\$1,054.13
Amount Rejected :	\$0.00
Company Disbursements	
Amount Due Employee :	\$0.00
Amount Due *CSU-USBank-CBCP :	\$317.53
Amount Due *Ghost Card-USBank :	\$736.60
Total Paid By Company :	\$1,054.13
Employee Disbursements	
Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

A 'Close' button is located at the bottom right of the window.

Once your expense report has been updated and fixed, click on "Submit Report" up on the top right of the screen.

The screenshot shows the bottom right corner of the interface with three buttons: 'Delete Report', 'Submit Report', and 'Hide Exceptions'. The 'Submit Report' button is highlighted with a green box.