



## DATE OF LAST UPDATE

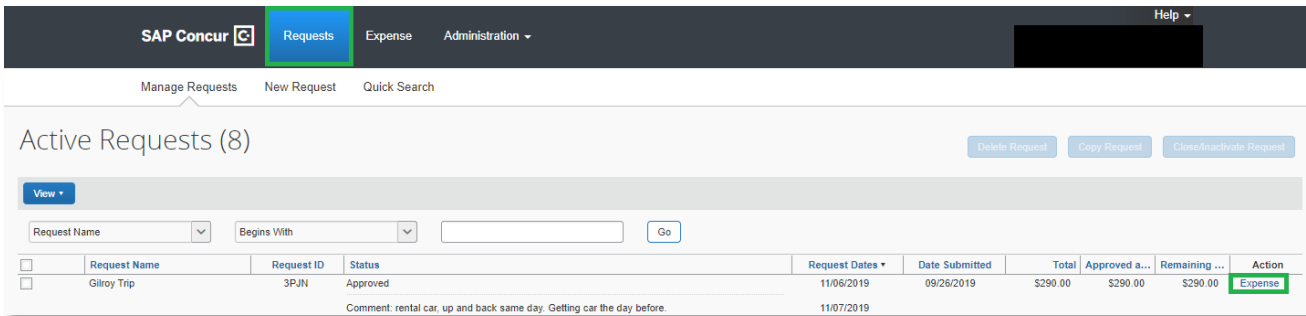
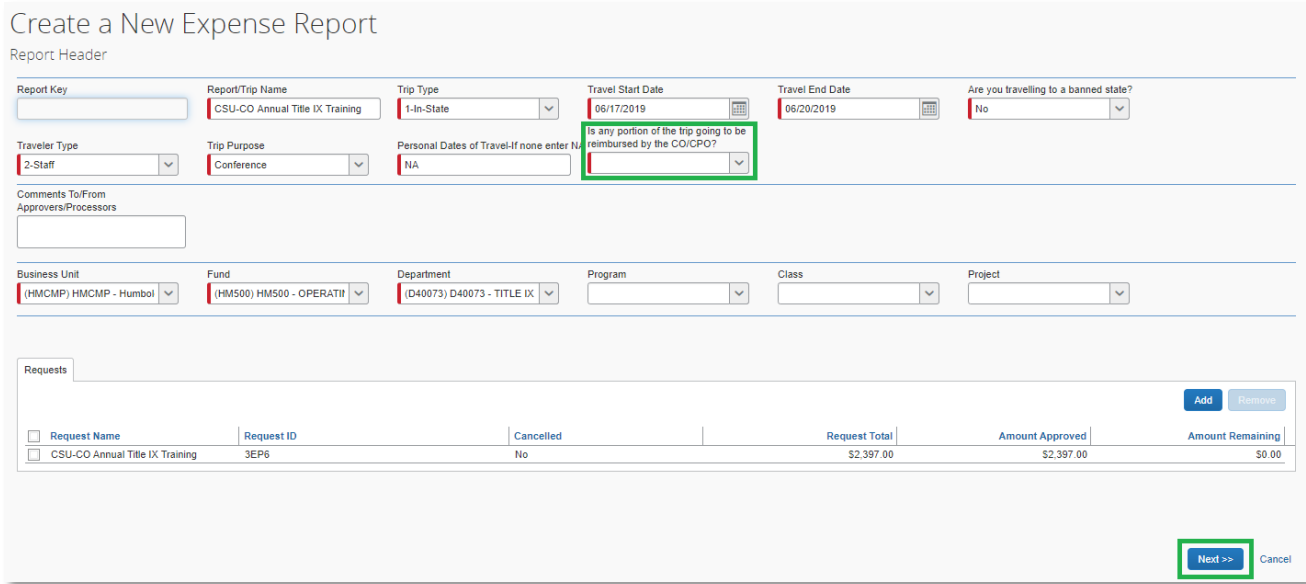
October 3, 2019

## LAST UPDATED BY

Kearney Vander Sal

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STEP	ACTIVITY
First, log into SAP Concur and click on "Requests" in the upper left corner.  Next, click on "Expense" on the far right.	
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."	

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 ▾		<span><b>Move ▾</b></span> <span>Match</span> <span>Unmatch</span>		
<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 Purchase
Ground Transp...	06/17/2019	\$12.89	! Missing required field: Transportation

### Expenses

Move ▾
Delete
Copy
View ▾
⏪

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<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
<b>TOTAL AMOUNT</b>			<b>\$1,070.00</b>	<b>TOTAL REQUESTED</b>
				<b>\$1,070.00</b>

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

Move ▾
Delete
Copy
View ▾
⏪

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	06/19/2019	Undefined TSUNAMI JAPANESE RESTAU	\$47.40	\$47.40
The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.				
<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
<b>TOTAL AMOUNT</b>			<b>\$1,070.00</b>	<b>TOTAL REQUESTED</b>
				<b>\$1,070.00</b>

Expense Type

Undefined

Transaction Date

Amount

04b. Meals - Domestic

Lunch - Domestic

06/19/2019

47.40 USD

04b. Meals - Domestic

Lunch - Domestic

05. Hospitality

Hospitality

06. Office Expenses

Postage/Freight

07. Communications

Internet/Telephone/Fax

08. Fees

Booking Fees

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.

Expenses

	Date ▼	Expense Type	Amount	Requested
<input type="checkbox"/>	06/19/2019	Dinner - Domestic TSUNAMI JAPANESE RESTAURANT	\$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, Pomona	\$30.46	\$30.46
<input type="checkbox"/>	06/18/2019	Undefined TATSU RAMEN, Los Angeles, California	\$48.18	\$48.18
<input type="checkbox"/>	06/18/2019	Undefined VITA ITALIAN BAR GRILL, Pomona	\$18.94	\$18.94
<input checked="" type="checkbox"/>	06/18/2019	Airfare UNITED 0167304146925	\$-36.00	\$-36.00
Missing required field: City of Purchase.				
<input type="checkbox"/>	06/17/2019	Breakfast - Domestic RENDEZVOUS VENDING, Eureka	\$2.60	\$2.60

Expense Type: Airfare

City of Purchase:

- Sacramento, California
- Pomona, California
- Pasadena, California
- Laytonville, California
- Burbank, California
- Los Angeles, California
- Arcata, California
- Eureka, California
- Garden Grove, California

All Countries/Regions

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.

Expenses

	Date ▼	Expense Type	Amount	Requested
<input type="checkbox"/>	06/18/2019	Airfare UNITED 0167304146925	\$-36.00	\$-36.00
<input type="checkbox"/>	06/17/2019	Breakfast - Domestic RENDEZVOUS VENDING, Eureka	\$2.60	\$2.60
<input type="checkbox"/>	06/17/2019	Undefined KLEIN'S DELI - F, San Francisco	\$10.54	\$10.54
<input type="checkbox"/>	06/17/2019	Breakfast - Domestic RENDEZVOUS VENDING, Eureka	\$1.60	\$1.60
<input checked="" type="checkbox"/>	06/17/2019	Airfare UNITED 0161514546941, Arcata	\$200.00	\$200.00
<input type="checkbox"/>	06/17/2019	Ground Transportation UBER TRIP	\$12.89	\$12.89
<input type="checkbox"/>	06/11/2019	Airfare United, Arcata, California	\$681.60	\$681.60
<input type="checkbox"/>	06/11/2019	Airline Fees AGENT FEE 8900774895746	\$5.00	\$5.00
			TOTAL AMOUNT	TOTAL REQUESTED
			\$1,070.00	\$1,070.00

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 USD

Request: 06/17/2019, \$700.00 - CSU-C

Save Itemize Allocate **Attach Receipt** Cancel

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

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading:

No file selected

Browse... Attach

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

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading:

pr\_55.pdf

Browse... **Attach**

## 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.

Expenses				Expense		Nightly Lodging Expenses		Available Receipts	
Date	Expense Type	Amount	Requested	Expense Type	Transaction Date	Vendor	Enter Vendor Name	Amount	Request
09/20/2019	Hotel HOMEWOOD SUITES	\$1,400.00	\$1,400.00	Hotel	09/20/2019		HOMEWOOD SUITES	1,400.00	09/15/2019, \$2,130.00 - San
Missing required field: City of Purchase. Itemizations are required for this entry.									
09/05/2019	Airfare United, Arcata, California	\$418.80	\$418.80						
09/05/2019	Airline Fees AGENT FEE 8900775828467	\$5.00	\$5.00						
		TOTAL AMOUNT	TOTAL REQUESTED						
		\$1,823.80	\$1,823.80						

Itemize Allocate Attach Receipt 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.

Expense			Nightly Lodging Expenses			Available Receipts		
Check-in Date	Check-out Date	Number of Nights						
09/02/2019	09/05/2019	3						
<b>Recurring Charges (each night)</b>								
Room Rate	Room Tax							
129.00	2.53							
Other Room Tax 1	Other Room Tax 2							
1.64								
<input type="checkbox"/> Room rate and taxes will be shown as separate expenses								
<b>Additional Charges (each night)</b>								
Expense Type	Amount							
Choose an expense type								
Expense Type	Amount							
Choose an expense type								

Save Itemizations 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.

### All Expense Types

#### 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 
City of Purchase 	Payment Type Out of Pocket	Amount 15.23 USD	Comments To/From Approvers/Processors 

**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 	From Location 	To Location 
Payment Type Out of Pocket	Distance : Amount 0 : 0.00 USD	Comments To/From Approvers/Processors 	

Vehicle ID  
8LPU165

Number of Passengers  
0

Distance to Date:  
0

Request  
08/28/2019, \$110.20 - modes

 **Mileage Calculator**

**Save** Allocate Attach Receipt Cancel

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.

<p>Choose the type of meal from the drop down menu.</p>	<div>New Itemization<div>Available Receipts</div><div>Total Amount: \$30.42   Itemized: \$0.00   Remaining: \$30.42</div><div>Expense Type<div></div><div>03. Transportation<div>Baggage Fee</div><div>04b. Meals - Domestic<div>Breakfast - Domestic</div><div>Dinner - Domestic</div><div>Lunch - Domestic</div></div></div><div>09. Other<div>Other Expense</div><div>Personal/Non Reimbursable</div></div></div></div>
<p>Type in the amount that is allowable from this transaction. Click "Save" on the bottom right.</p>	<div>New Itemization<div>Available Receipts</div><div>Total Amount: \$30.42   Itemized: \$0.00   Remaining: \$30.42</div><div>Expense Type<div>Breakfast - Domestic</div><div>Transaction Date<div>03/11/2019</div></div><div>City of Purchase<div>Pasadena, California</div></div><div>Payment Type<div>*CSU-USBank-CBCP</div></div><div>Amount<div>22.00</div><div>USD</div></div><div>Comments To/From Approvers/Processors<div></div></div><div>Save Allocate Cancel</div></div></div>
<p>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.</p>	<div>Itemization<div>Total Amount: \$30.42   Itemized: \$30.42   Remaining: \$0.00</div><div>Expense Type<div>Personal/Non Reimbursable</div><div>Transaction Date<div>03/11/2019</div></div><div>Payment Type<div>*CSU-USBank-CBCP</div></div><div>Amount<div>28.42</div><div>USD</div></div><div><input checked="" type="checkbox"/> Personal Expense (do not reimburse)</div><div>Comments To/From Approvers/Processors<div></div></div><div>Save Cancel</div></div></div>



## 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' (highlighted with a green box), 'Receipts', and 'Print / Email'. Below these buttons is a table titled 'Exceptions' with columns 'Expense Type', 'Date', and 'Amount'. The table contains three rows of data. Below the table is a 'Report' dropdown menu (highlighted with a green box) with options: 'Report Header', 'Totals' (highlighted with a green box), 'Audit Trail', 'Approval Flow', and 'Comments'.

Expense Type	Date	Amount
Ground Transp...	03/25/2019	\$21.00
Ground Transp...	03/25/2019	\$21.00
Ground Transp...	03/25/2019	\$21.00

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 screenshot shows the 'Report Totals' window. It contains the following sections:

- 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 area of the interface. It contains three buttons: 'Delete Report' (blue), 'Submit Report' (red, highlighted with a green box), and 'Hide Exceptions' (blue).