

Concur Travel Training California State University, Stanislaus Financial Services

Traveler and Delegate Handbook

Accounts Payable- Travel



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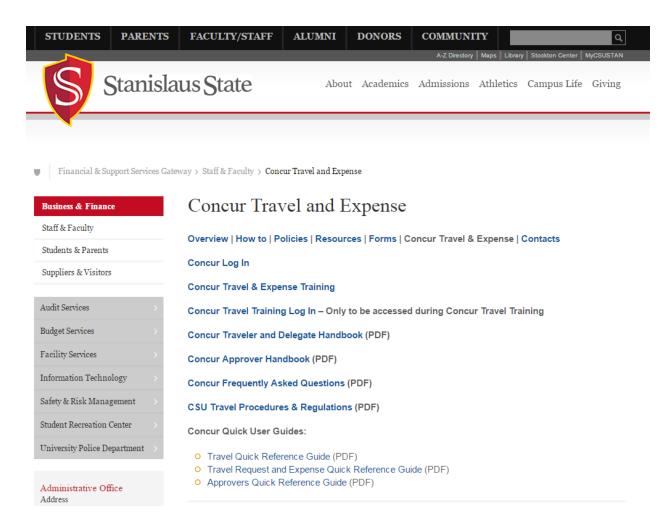


Getting Started

Log-in:

Located CSU Stanislaus Travel Webpage at:

https://www.csustan.edu/travel



Step 1:

Select the first link: Concur Log In

Step 2:



Enter your Warrior User Name and Warrior password.

Step 3:

Click Sign In.

Logging into www.concursolutions.com



Warrior Identity Information

Your Warrior Username is the first part of your University e-mail address, up to the "@" symbol. (ie: for JBond@csustan.edu, the Warrior Username is "JBOND").

Your Password is initially set at the "Initial" Sign In page that you received from Admissions, or you can reset your Password.

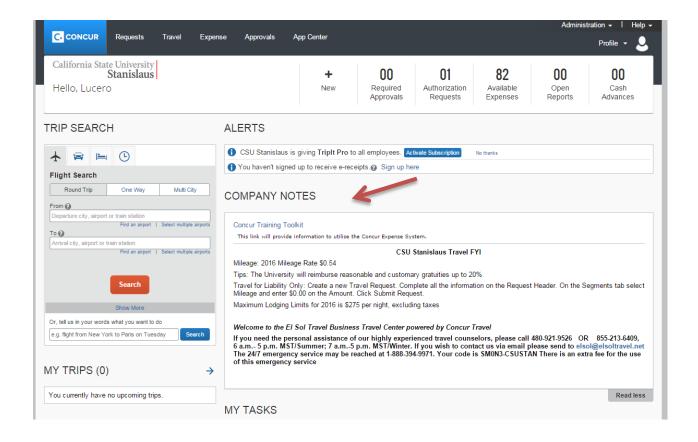
Need Help?

Documentation for Students, Faculty, or Staff.

Non-see also seeded the OIT Hale Deals for exclusions

Use Concur

Explore the **Company Notes** section for new information regarding Travel. When the Chancellor's office notifies the University of new policies, procedures, and/or rates that information will be listed here for your convenience.





Set up your Profile

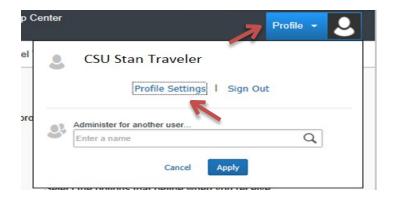
Enter your information:

Why is this important?

Setting up your profile information is important so that all the information in Concur is up to date and accurate for booking Travel.

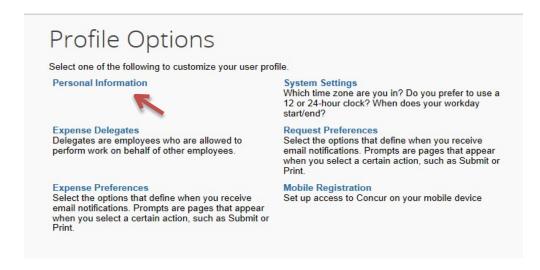
Step 1:

At the top right of the My Concur page, click Profile, Profile Settings.



Step 2:

Click on **Personal Information**.



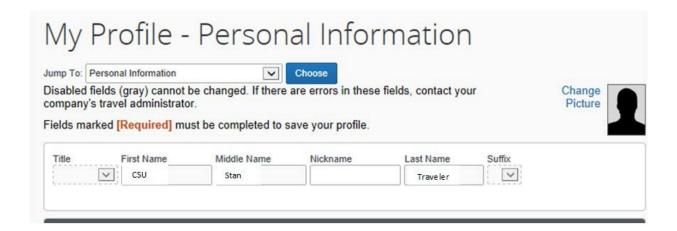


Enter your Information

Enter, verify, or update your personal information.

Please remember to verify your email address in the Email Addresses section.

Please Note: Travel Preferences need to be filled out completely by travelers using the Concur booking tool.



Information greyed out cannot be changed. If your name is recorded as a nickname instead of your full legal name, please contact the Travel Coordinator (ext. 3654).



Add an Expense Delegate

What is this?

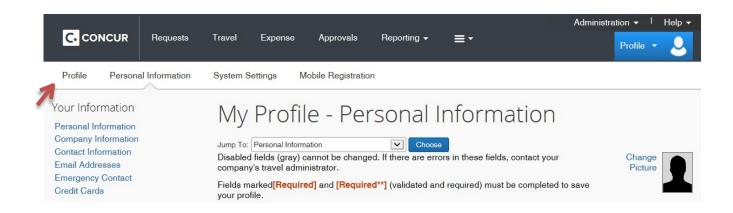
A delegate is an individual authorized to process expense reports on behalf of another Concur user.

Why is this important?

Adding a Request & Expense Delegate will authorize that delegate to prepare expense reports or travel requests on your behalf. Request Delegates will only be necessary if you will be traveling internationally. Please follow the same steps outlined for setting up an Expense Delegate in the Request Delegates section under Request Settings.

Step 1:

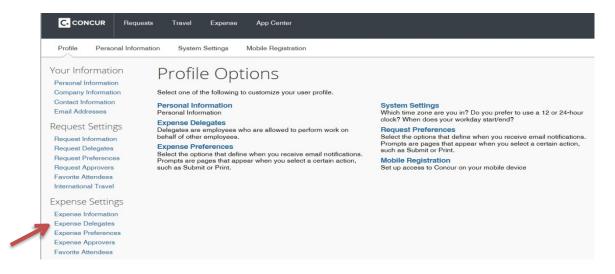
At the top of the My Concur page select the white tab labeled **Profile**.





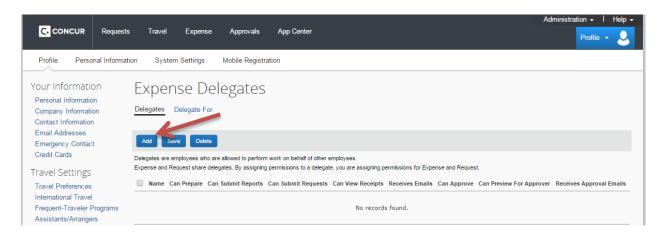
Step 2:

Select Expense Delegates.



Step 3:

On the Expense Delegates page, click Add.



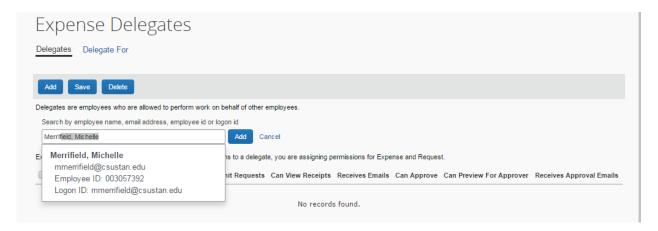
Step 4:

In the **Search by employee name, email address or login ID field**, type the last name of the delegate you wish to add.



Step 5:

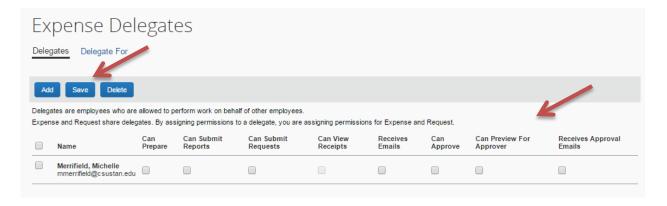
From the list of matches, select the appropriate person.



^{*}Please Note: Do not add as a Delegate any member of the Financial Services Accounts Payable team, doing so will prohibit them from processing your Expense Report*

Step 6:

Select the boxes which display the responsibilities you wish this delegate to perform on your behalf.



Step 7:

Click Save.



Expense Email Notification Setting What is this?

This setting is part of a customization so that you have control over what email notifications you will receive.

Why is this important?

Ease of use for the Traveler.

Step 1:

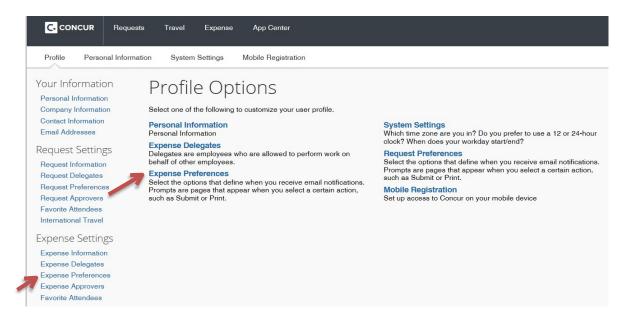
At the top of the My Concur page select the white tab labeled **Profile**.

Step 2:

Click on **Expense Preferences**.

*You can also find this by looking at the column on the left of your screen under...

Expense Settings > Expense Preferences

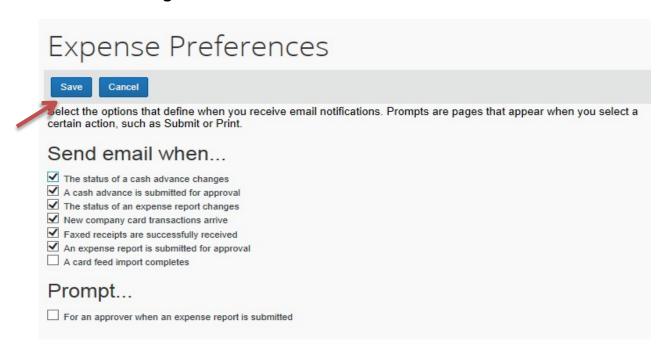




Step 3:

If you would like to opt-out of receiving emails- unselect the options and Save your changes.

Default email settings for all users are as follows:



Please Note: Once you begin using Concur, verify that the notifications are going to your inbox and not to your junk mail. If you find that the Concur notifications went to your junk mail you can right click on the email. Select Junk and then select Never Block Sender.



Add Travel Arrangement Permissions to Delegate

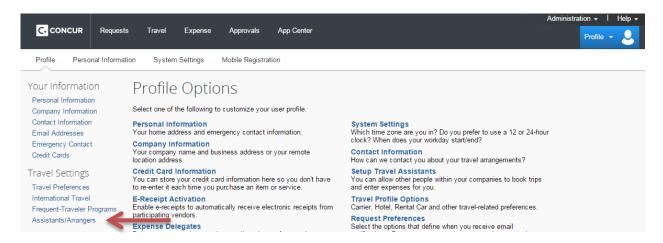
Please Note: Department Delegates can no longer book and pay for the Travel expenses for Faculty or Staff with a department Travel PCard

Step 1:

At the top of the My Concur page select the white tab labeled **Profile**.

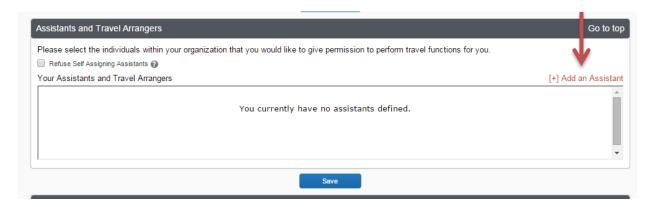
Step 2:

Under the Travel Settings section, click on the link labeled Assistants/Arrangers.



Step 3:

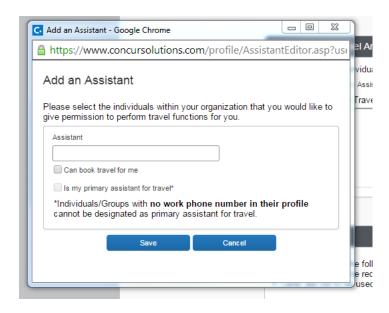
In the **Assistants and Travel Arrangers** section click the link that is labeled **Add an Assistant.**





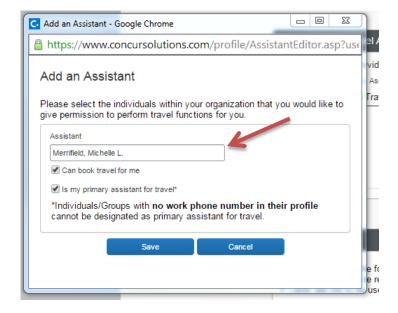
Step 4:

A pop-up will appear that will prompt you to enter the name for the **Assistant** you wish to add.



Step 5:

In the **Assistant** field box enter the name of the person you wish to add, then select the boxes that apply.





Step 6:

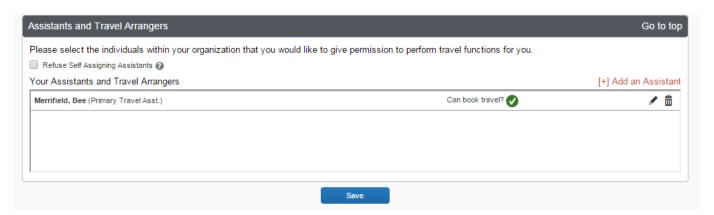
Click the Save button.

Step 7:

Once you have saved your selections you will see them in the section labeled **Assistants** and **Travel Arrangers**.

You can have more than one Travel Arranger.

Please Note: Do not add as a Travel Arranger any member of the Financial Services Accounts Payable team, doing so will prohibit them from processing your Expense Report

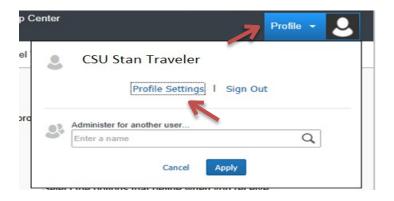




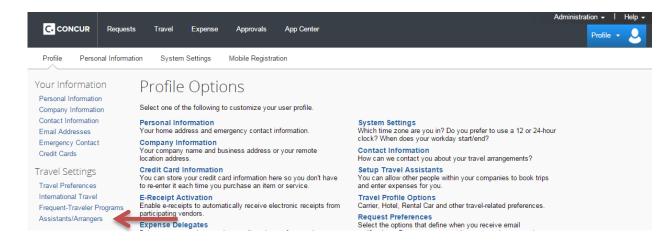
How to add a Credit Card (Optional)

Step 1:

At the top right of the My Concur page, click **Profile**, **Profile Settings**.



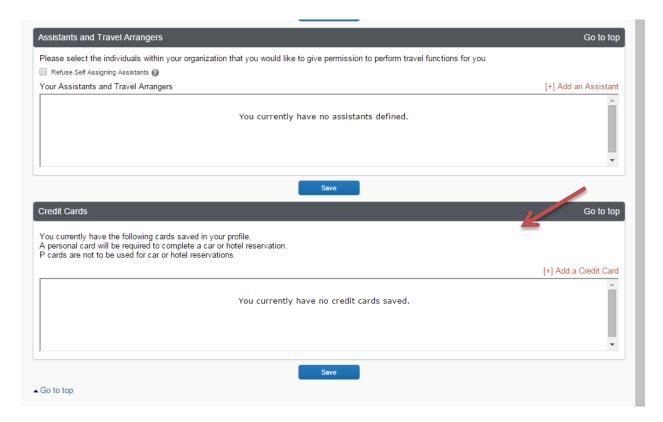
Step 2: Under the **Travel Settings** section, click on the link labeled **Assistants/Arrangers.**





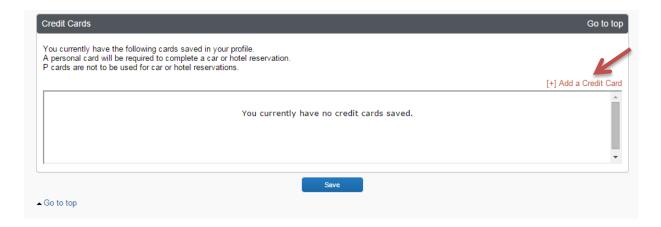
Step 3:

Locate the section labeled Credit Cards.



Step 4:

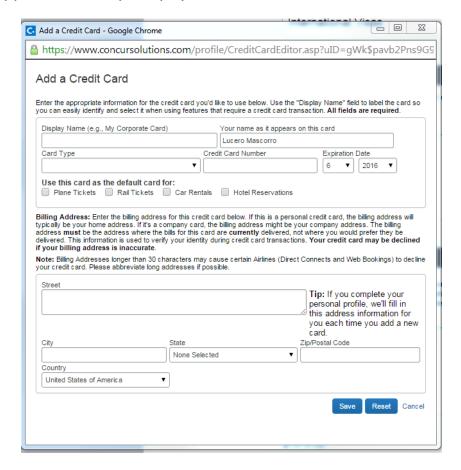
Click the link labeled Add a Credit Card.





Step 5:

A pop-up will appear that will prompt you to enter the Credit Card information.



Step 6:

Once you have entered your credit card information click the **Save** button.

Step 7:

Once you have saved your selections you will see them in the section labeled **Credit Cards.** You can have more than one Credit Card on file.



Activate Mobile Registration What is this?

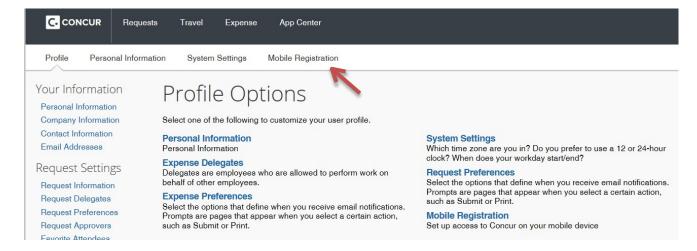
This setting is part of a customization that allows you to add the Concur app to your mobile device.

Why is this important?

The mobile application allows travelers to take a picture of their receipt at the time of the expense using an iOS, Android, Blackberry or Windows mobile device.

Step 1:

At the top of the My Concur page select the white tab labeled **Mobile Registration**.





Step 2:

See Review your login details. Enter Create PIN and Retype PIN.

Review your lo	gin details	Download the app
"Company Code Sign In for Mobile app and ente	for mobile app, simply tap on " after downloading the Concur er your company code. Then per your company procedure for	Or send a link to your device - enter your email address or mobile phone number (including country code for non-US numbers) and we will send you a to get the app:
mobile PIN.	se your Concur username and a lields below to setup a new one.	209-123-4567 Send Link
Concur Username: Co	sustantraveler@csustan.edu	
Create PIN: Retype PIN:	PIN may be letters, numbers and special characters such as i.S, or # but no spaces	

Step 3:

Click **Set PIN**.



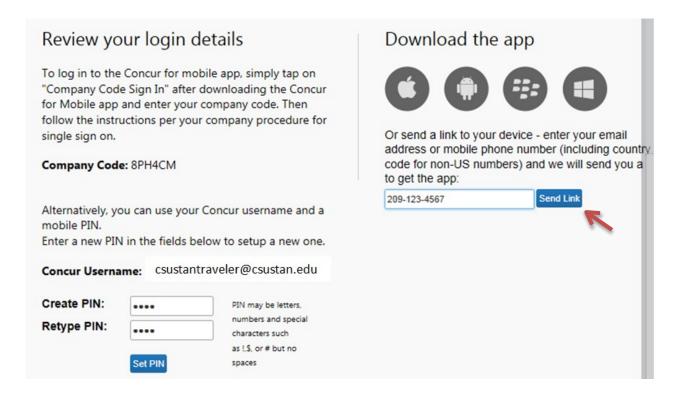
Step 4:

See **Download the app.** section.

**Please Note:

If you will be adding the app to your <u>mobile phone</u> enter your mobile phone number. If you will be adding it to a <u>mobile device not associated to a phone number</u> such as a tablet, enter your email address.

If you will be adding it to both a mobile phone and a tablet, enter your email. **



Step 5:

Click Send Link.

Step 6:

Follow the instructions on your mobile device to download the app.



Using the Online Booking Tool

What is this?

You may book travel including flights, hotel, and car rentals using the Online Booking Tool in Concur.

University employees should use the contracted Travel Booking Agency; you are able to book airfare, lodging and vehicle rentals through the booking tool in Concur which will flow through to the Travel Booking Agency.

Why is this important?

Through this online booking tool, you will have one go-to place for everything related to your University travel. The online booking tool has integrated all of the CSU special pricing contracts such as South West and Enterprise.

Please Note: Travel Preferences need to be filled out completely by travelers using the Concur booking tool.

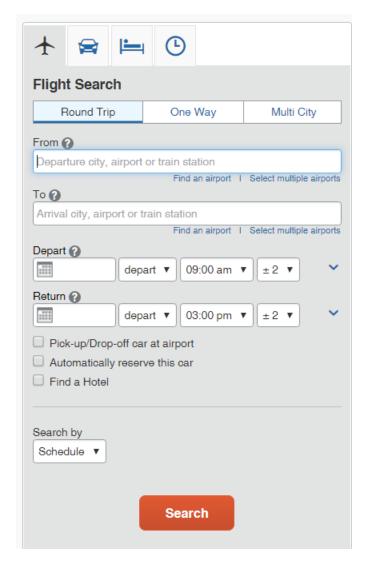


Book Airfare

Step 1:

On the **Flight** tab of the **Travel** page, select one of the following options:

Round Trip/ One Way / Multi-Segment



Step 2: In the **Departure City** and **Arrival City** fields, enter the cities for your travel. As you begin typing, a list of possible matches will appear. Select your choice from the list.

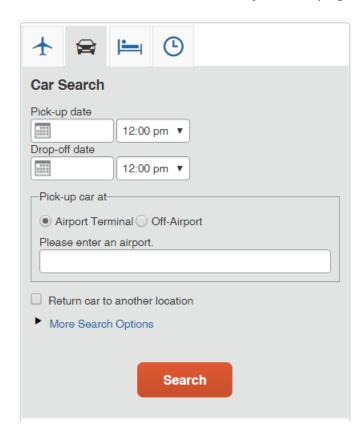
Step 3: Click Show More. In the **Departure** and **Return** fields, select the appropriate dates and time.



Rent a Car

Step 1:

On the Car Rental tab of the MyConcur page, Select Pick-up Date and Drop-off car date.



Step2:

Select Airport Terminal or Off-Airport, and enter the destination in the search box.



Book a Hotel

Please note: While University employees should use the booking tool, often conferences will do room blocks for its attendees. El Sol booking tool cannot access the discounted rates when conferences do these room blocks, therefore in these situations you would book your hotel room however you are prompted to by the conference or the host of the event

Step 1:

On the Hotel tab of the MyConcur page select Check-in Date and Check-out Date.

Step 2:

Make the appropriate choices.

+		<u> </u>	(L)			
Hotel	Hotel Search					
Check-in Date Check-out Date Find hotels within 5 miles from						
Airp) Addres			
Con	npany ation	•	Referer Code	nce Point / Zip		
Reference Point / Zip Code (e.g. 'Statue of Liberty', '90210' or 'Alexandria, VA')						
☐ With names containing:						
Add Another Hotel						
Search						



Uploading Receipts to Concur

What is this?

Concur is a paperless Travel Software and virtual receipts must be submitted with your Travel Expense Report. There are many benefits to a paperless Travel Software.

Transitioning from paper intensive Travel processes to paperless is cost saving and ecofriendly. Receipts are often lost in transit during Travel and submitting receipts in Concur can reduce the chance of a receipt being lost. This saves the traveler time by eliminating the need to contact the vendor for a receipt copy or submitting Missing Receipt Verification forms.

Why is this important?

CSU Travel Procedures and Regulations states that itemized receipts are required for reimbursement for items purchased over \$75. Itemized receipts demonstrate the cost (shows what was purchased), and provide proof of payment (shows how was it paid).

Receipts under \$75 are not required by Financial Services <u>unless</u> they were paid by Travel PCard. However, you do not need to submit them in your Expense Report. If you incur any charge on your Travel PCard you must submit receipts for all items purchased with your Travel PCard monthly statement.

There are two ways to submit your receipts in Concur, through your mobile device (mobile phone or tablet) or your computer.



Computer Scans

Step 1:

Go to the **Expense** section of Concur. Then select the tab **Manage Expenses**.



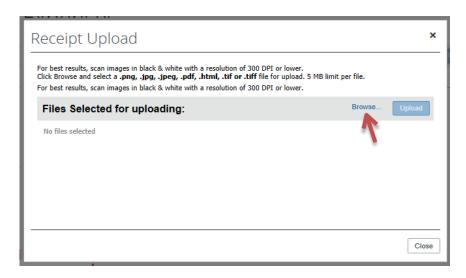
Step 2:
Scroll to the bottom of the page to **Available Receipts** and click **Upload New Receipt**.





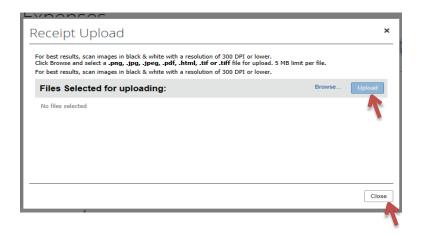
Step 3:

Click **Browse** and select a saved file of receipt on your computer, then click **Open**Receipt file needs to be saved in PNG, JPG, PDF, HTML, or TIF format.



Step 4:

Click Upload.



Step 5:

When the status of your receipt shows as **Uploaded**, click **Close**.



Mobile App

Using Expense-It from Concur

Once you have downloaded the app from Google Play, Windows Store, Blackberry World or the iOS App Store log in using your mobile id (warriorname@csustan.edu) and PIN.

If you have forgotten, or need to reset your mobile PIN please visit the Forgot Mobile Password (PIN) section of your Concur Profile. Please remember that your username is your full email address.

Step 1:

Open the Expenselt app.

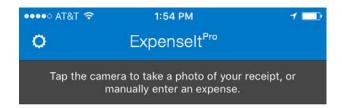






Step 2:

Click on the icon labeled Receipt.







Step 3:

Take picture of receipt by capturing a clear image of the receipt and clicking on the camera icon.





Step 4:

View the **Preview Image** screen.

There you can select **Retake** if the image is not clear or complete or select **Use** if the image is good for submission. You can also add a comment at this time by selecting the **Comments** button.





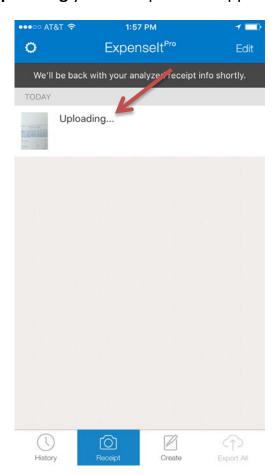
Step 5:

Once the image is clear and you have selected the **Use** button. It will show you a copy of the receipt again.



Step 6:

The app will then be **Uploading** your receipt to the app.





Step 7:

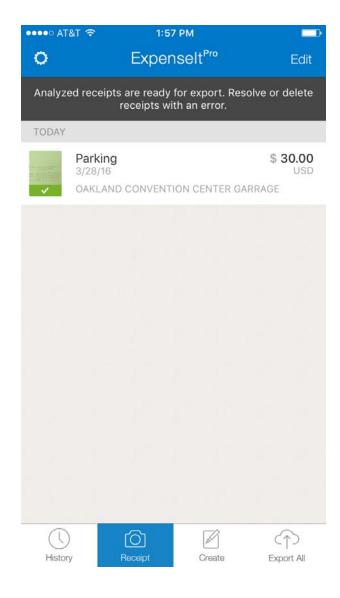
The app will then be **Analyzing receipt**. During this step the app is using the OCR technology to read your receipt and categorize it.





Step 8:

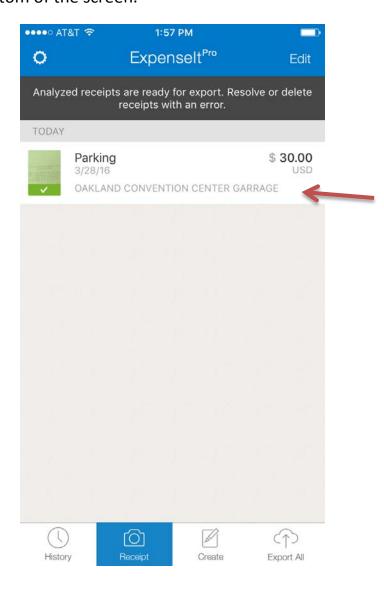
Once the app has analyzed the receipt it will notify you through your phone notifications.





Step 9:

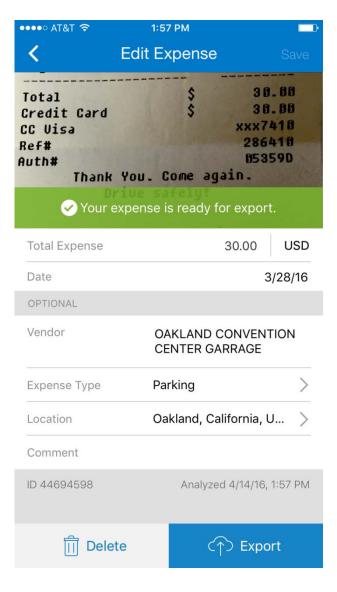
Click on the imported image to make any adjustments or add comments. If everything is correct with the entry then you can click on the **Export All** icon located at the bottom of the screen.





Step 10:

Clicking on the expense will take you to a next screen where you can make edits, adjustments or add comments.

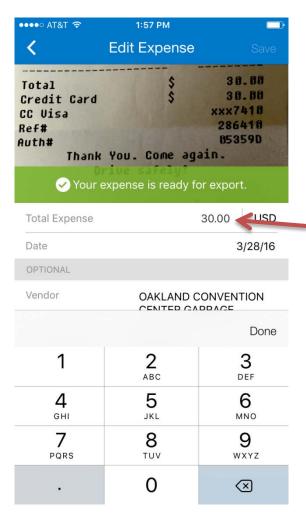




To make edits to any of the fields, click on the field you want to edit.

If you want to edit the <u>Total Expense</u> amount click on the dollar amount listed. Once you have clicked on the dollar amount you will have the opportunity to input the correct amount.

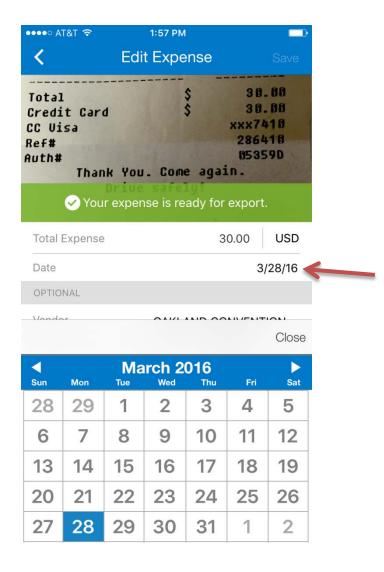
Click **Done** once you have made the update.





If you want to edit the <u>Date</u> click on the date listed. Once you have clicked on the date you will have the opportunity to select the correct date.

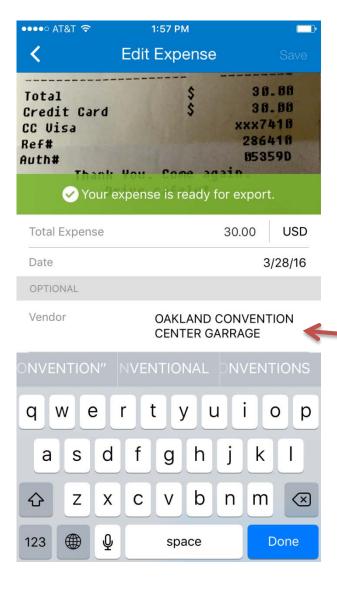
Click **Close** once you have made the update.





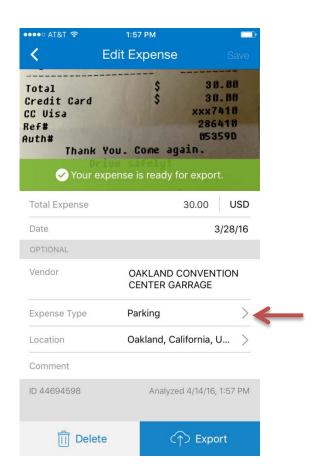
If you want to edit the <u>Vendor</u> name click on the vendor name listed. Once you have clicked on the vendor name you will have the opportunity to enter the correct vendor name.

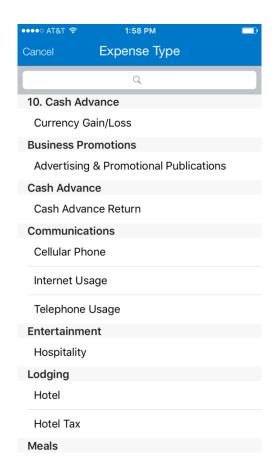
Click **Done** once you have made the update.





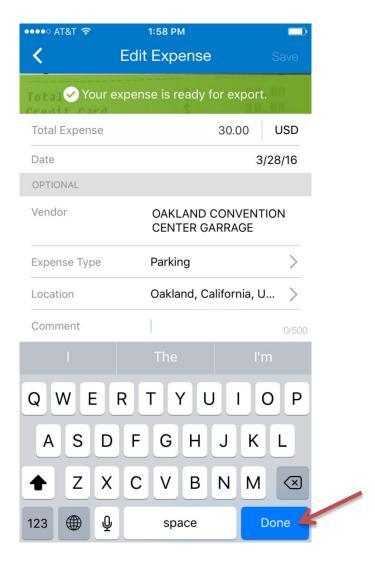
If you want to edit the **Expense Type** click on the expense type listed. Once you have clicked on the expense type you will be taken to another screen where you can select the correct expense type. Once you have made your selection it will take you back to the original **Edit Expense** page.







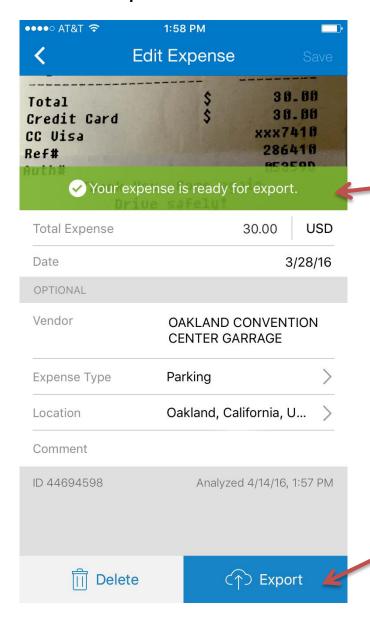
If you want to edit or add a comment click on the **Comment** field and you will have the opportunity to add a comment. When the comment has been entered click **Done**.





Step 11:

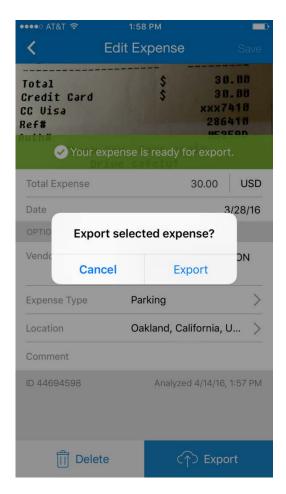
Once you have made the edits or corrections and your screen says **Your expense** is ready for export click on the **Export** button.





Step 12:

You will receive a pop-up asking you to confirm if you want to **Cancel** or **Export**. Select **Export** to continue.

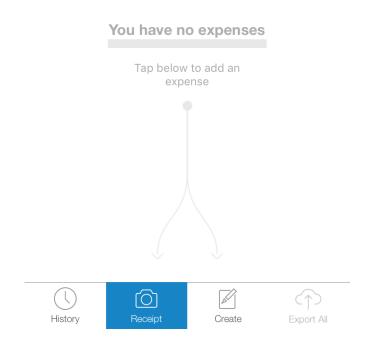




Step 13:

Your screen will confirm that your receipt was exported into Concur Expense. Now these receipts will be located in your receipt store in Concur.







Travel Request

About Travel Requests in Concur

All university travel must be approved through an authorization by the appropriate authorities. This process requires completing the Travel Request in Concur. The Travel Request identifies what travel costs can be paid or reimbursed to the traveler using University funds. Travel Requests must be submitted and approved prior to the travel occurring. Individuals traveling for University business that have not submitted the Travel Request may not be covered by University Insurance Policies and may be traveling at their own risk.

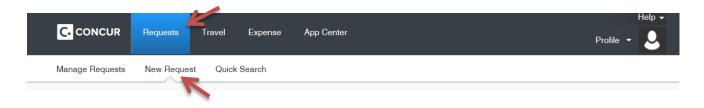
Traveler Responsibility

- Travelers should make certain that the business related expenses they incur are ordinary, reasonable, not extravagant, and necessary for the purpose of the trip.
- Traveler will utilize CSU preferred vendors and CSU negotiated terms and conditions whenever possible. Use of additional waivers and discounts available to governmental employees is strongly encouraged.
- Traveler will take all steps to minimize risk to themselves and the University.
 This includes utilizing safe transportation and lodging options and acquiring appropriate insurance coverage.

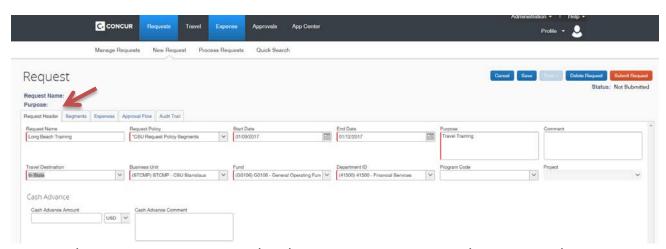


Creating a Travel Request

Step 1: In the **Request** section of Concur, click the tab **New Request**.

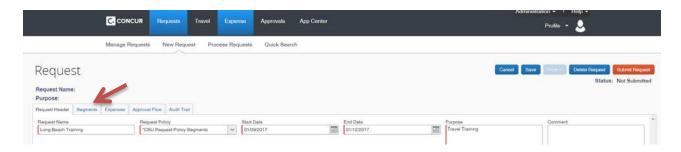


Step 2: Under the **Request Header** tab complete required fields marked with a red vertical line.



Note: When entering a grant in the chart string, a project code is required. You must enter N/A in the program field to unlock the project field option.

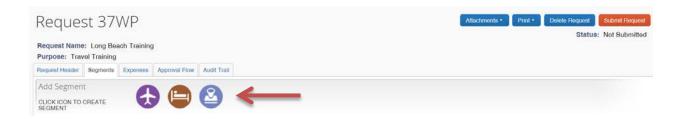
Step 3: Click on the **Segments** tab.





Step 4:

Click on the segment icons to enter the estimated dollar amounts for your Requested Budget. Airfare, Hotel and Personal Car Mileage are available in Segments. Airfare and Hotel can also be entered in the Expenses tab but PERSONAL CAR MILEAGE IS ONLY AVAILABLE IN SEGMENTS.



Step 5:

Select the segment icon for the expense you anticipate you will incur and enter anticipated expense on the required **Amount** field.



Step 6:

Before moving on to the next segment icon click **Save**. Every segment must be saved.

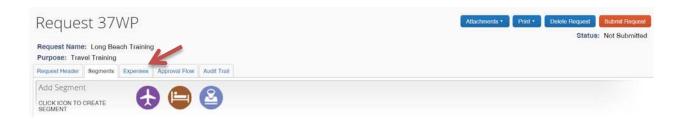


Step 7:

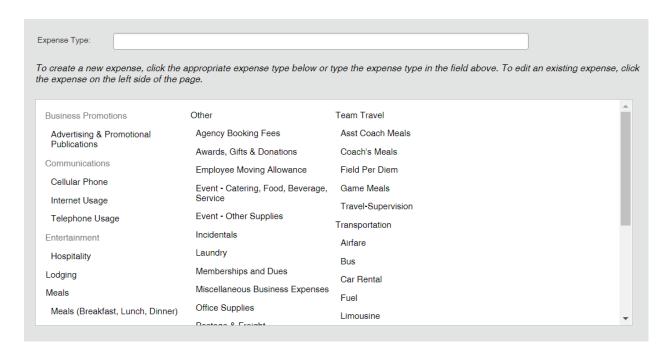
If you need to edit to the **Amount** you entered select **Modify** on the bottom right of your screen. Once you have made the adjustment click **Save** once again.



Step 8: Click on the Expenses tab.



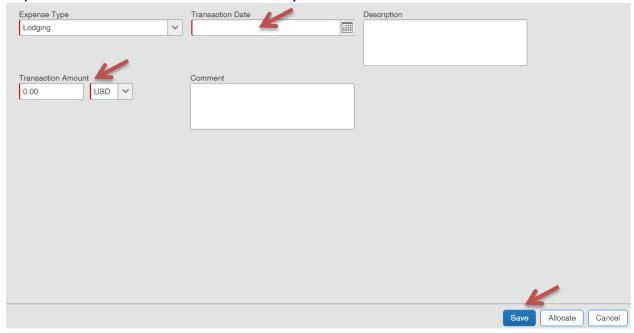
Step 9: Enter any expected expenses by selecting a category from the list.



Note: If you are unsure which expense types to select because they are to be determined, please reference step three of the blanket request instructions.



Step 10: Fill in the Transaction Date with the first date of travel and indicate the expected Transaction Amount. Once you have entered all details click **Save**.



Step 11: Only for High Hazard Travel Destinations (skip step for Domestic Travel)
In the Approval Flow tab you will not see any Authorized Approvers until the report is submitted. If you are traveling to a high hazard area you must add the University President as a "user added approver." Contact Safety & Risk Management to determine if your travel destination is high hazard. (209) 667-3057, risk@csustan.edu

Click on the **Approval Flow** tab.

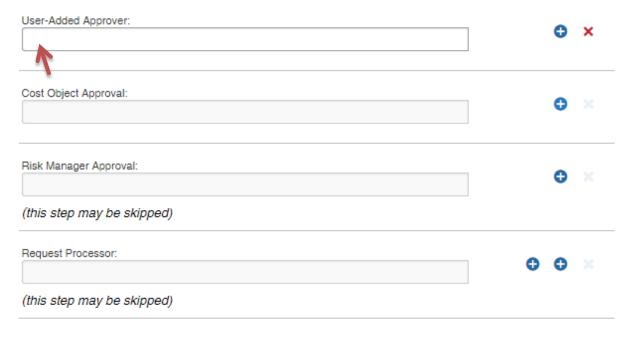


Select the plus sign on the Cost Object Approval.





Now you will see an option for a User-Added Approver.



Start typing the name of the University President and it will populate for your selection.

Step 12: Verify the total amount you are requesting is correct and Submit Request in the upper right corner.





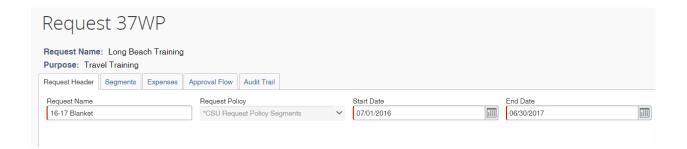
Create a Blanket Request

Step 1: If you are entering a Fiscal Year Blanket Request you must enter the following in the Request Header:

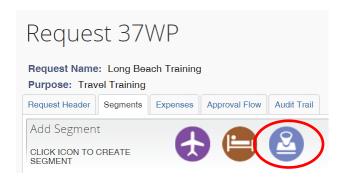
1. Request Name: YY-YY Blanket (Example: 16-17 Blanket)

Start Date: 07/01/20YY (Example: 07/01/2016)
 End Date: 06/30/20YY (Example: (06/30/2017)

Note: If you will have multiple blankets awarded from different funds/departments, indicate the fund, department, program name, etc. in the request name after "YY-YY Blanket."



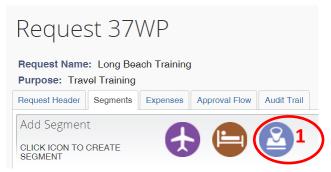
Step 2: In most cases, blankets are used for Personal Car Mileage only. If so, just enter the total amount requested in the Personal Car Mileage Segment.



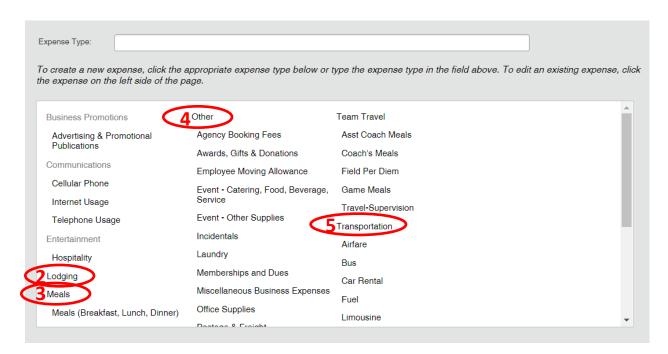


Step 3: If you are unsure which category you will be incurring expenses, you MUST divide the total amount requested between FIVE (5) CATEGORIES:

- 1. Personal Car Mileage (This category is only available in the Segments Tab)
- 2. Lodging
- 3. Meals
- 4. Other
- 5. Transportation



Personal Car Mileage only available in the Segments Tab



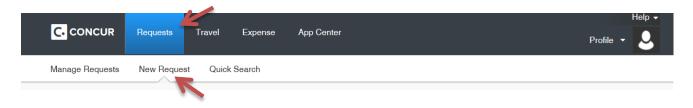
Step 4: Verify the total amount you are requesting is correct and Submit Request in the upper right corner.



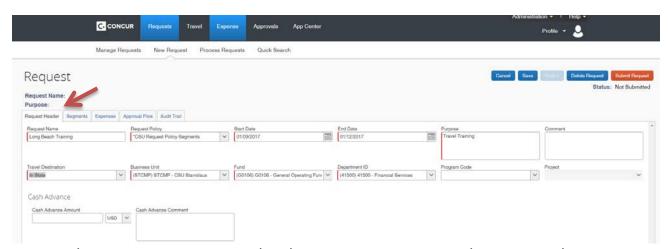


Create a Request for Liability Purposes Only

Step 1: In the **Request** section of Concur, click the tab **New Request**.

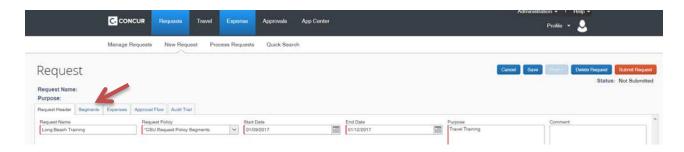


Step 2: Under the **Request Header** tab complete required fields marked with a red vertical line.



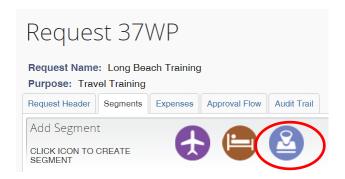
Note: When entering a grant in the chart string, a project code is required. You must enter N/A in the program field to unlock the project field option.

Step 3: Click on the **Segments** tab.

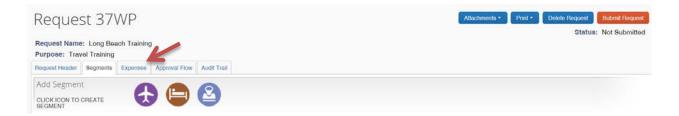




Step 4: Click on the Personal Car Mileage segment icon and enter \$0.00.

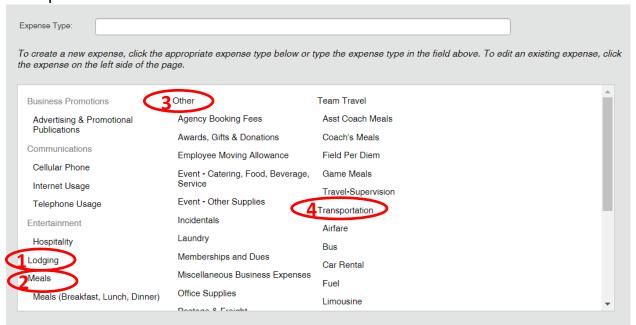


Step 5: Click on the Expenses tab.



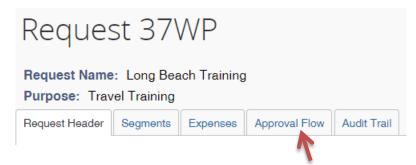
Step 6: Enter \$0.00 in the following four categories:

- 1. Lodging
- 2. Meals
- 3. Other
- 4. Transportation





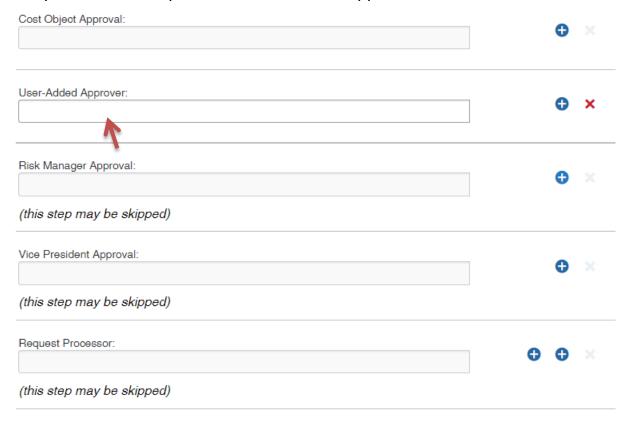
Step 7: Click on the **Approval Flow** tab.



Step 8: Select the plus sign on the Risk Manager Approval.



Now you will see an option for a User-Added Approver.



Step 9: Start typing the name of the appropriate approving official and it will populate for your selection (Dean/AVP or Director).

Step 10: Verify the total amount you are requesting is correct and Submit Request in the upper right corner.

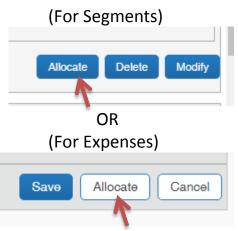
Submit Request



Allocate Requests to Multiple Funding Sources

Step 1:

Once your segment or expense is saved, an allocate button will appear in the lower right corner.



Step 2:

Once selected, an Allocation screen will pop-up. All entries will already be selected so you can allocate the whole Request.

Here you will have the option to Allocate By either percentage or by amount.



Select how you want to allocate.

Step 3:

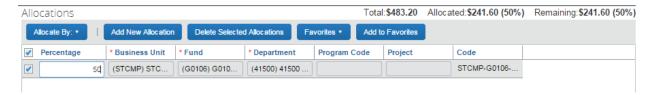
Based on your previous selection you will change the allocation amount or percentage.

Change the amount or percentage to whatever amount you have decided by clicking the amount or percentage number.





Enter the amount or percentage.

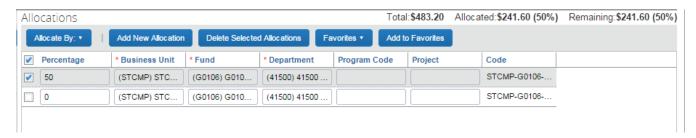


Step 4:

Click **Enter** on your keyboard or select Add New Allocation.

Step 5:

A second allocation line will now appear. You can enter as many allocation lines as you need.



For each of these allocation lines you must assign it an amount or a percentage based on your selections which you set in Step 3.





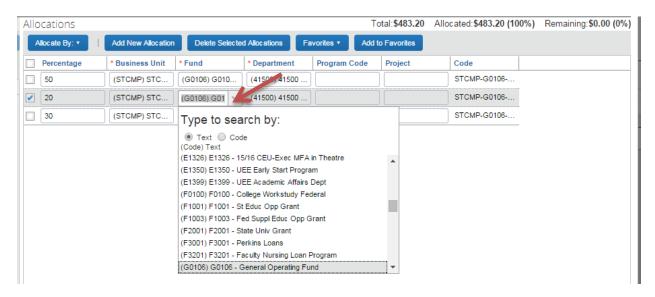
Step 6:

To change the chartstring on each allocation line, click on the box next to the allocation line you wish to change.



Step 7:

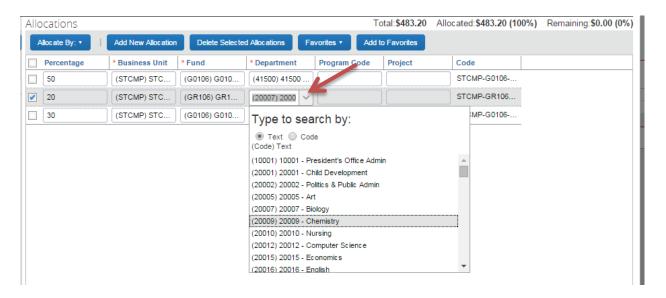
Click on the **Fund** (if applicable) and make your selection from the drop down or you can type in the fund and click on it once it appears.



Step 8:

Click on the **Department** and make your selection from the drop down or you can type in the department and click on it once it appears.



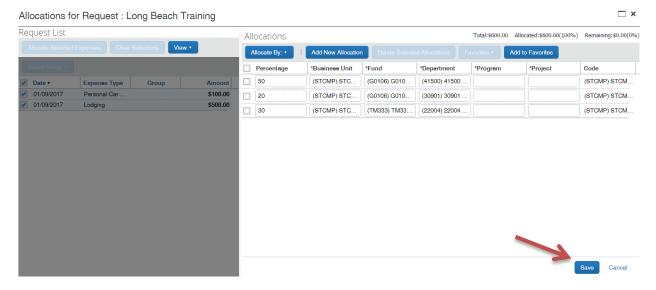


Step 9:

Click on **Program Code** and **Project** if applicable. Continue these steps until all your allocation lines have been allocated to the various chartstrings.

Note: When entering a grant, which requires a project code, you must enter N/A in the Program field to unlock the Project field option.

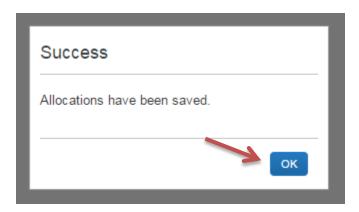
Step 10: Once all your allocations have been completed click the Save button.





Step 11:

You will receive a pop-up that will notify you of errors or to confirm that your allocations were saved.



Step 12:

If you received an error, please make the changes in the allocations. If your changes were successfully saved click the **Done** button.



Add attachments to Requests

Step 1:

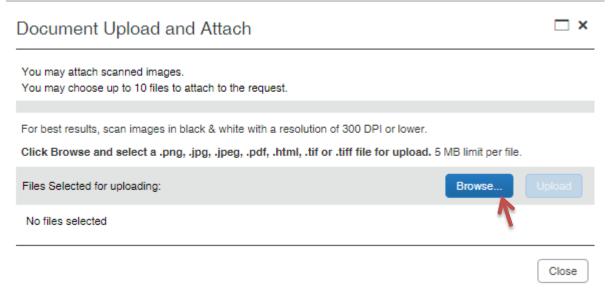
Click the attachments drop down in the upper right corner.



Select Attach Documents.



Browse and upload any attachments you feel are necessary.



When you have completed your request click **Submit Request.**





The system will display a Final Review window. Click Accept and Submit.

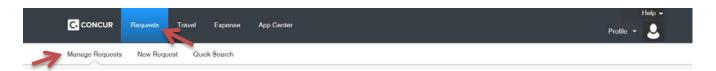


In the **Approval Flow** tab you will not see any **Authorized Approvers** until the report is submitted. Once you have submitted, go back into the request and review the approvers for accuracy. If the appropriate approvers are not listed, recall the report and fix them or contact the Travel Coordinator (ext. 3654).

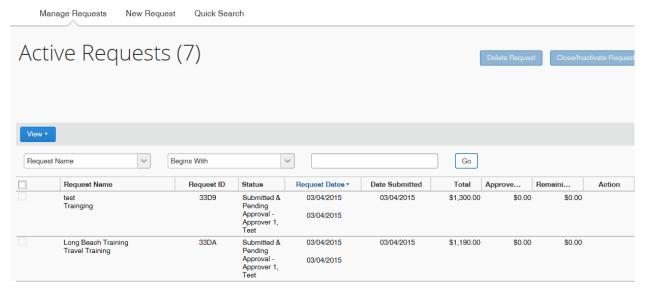


Cancel or Recall a Travel Request After Submission

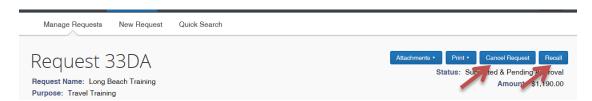
Step 1: In the **Request** section of Concur, select the tab **Manage Requests**.



Step 2: Double click on the Travel Request, **Request Name** you want to cancel or recall.



Step 3: Select the action you want to complete, **Cancel Request** or **Recall**. Below are instructions for each of the following functions.



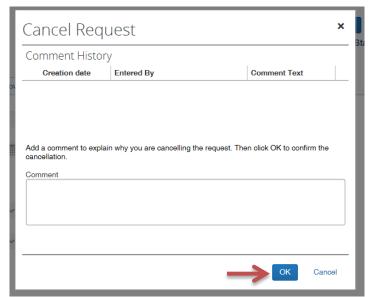
1. To **Recall- Please Confirm** will prompt you to select **Yes** or **No**.

*Please note that you cannot Recall once this Travel Request has been approved.





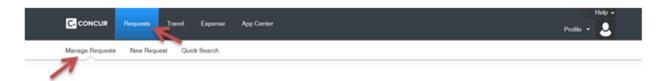
2. To **Cancel Request**- **Cancel Request** will prompt you to add a comment to explain why you are cancelling the request, this is optional. Then select **Ok** or **Cancel**.





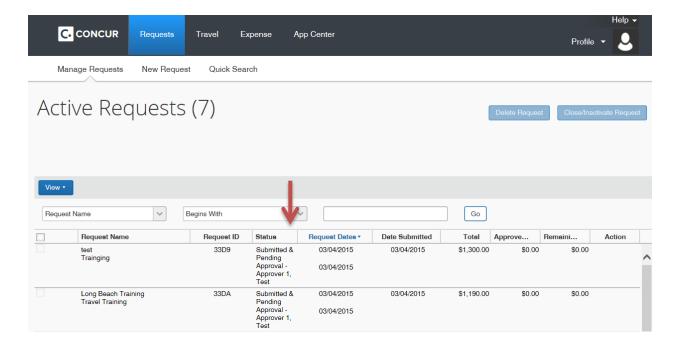
Check the Status of a Travel Request

Step 1: In the **Request** section of Concur, click the tab **Manage Requests.**



Step 2:

To see the Status of a Submitted Travel Request view **Status**. The status will let you know where it is in the approval flow.





Travel Expense

Formerly known as a Travel Claim

About Travel Expense or Travel Claim

The Travel Expense must be completed and submitted within 60 days after the authorized travel has been completed. Reimbursement of authorized personal expenditures by the traveler is substantiated by the Travel Expense Report.

Responsibility of the Traveler

Complete a travel expense claim within 60 days of the end of a trip.

Provide the start and end times of the trip and any personal travel that is included.

List each expenditure by date and location.

If meals and incidentals exceed the daily allowance, reduce the amount accordingly. Although receipts are not required for items under \$75, if paid with a personal credit card, meals should be based on actual meal expenses up to \$55.00 per calendar day. The meal reimbursement cap should not be treated as a per diem, but is for actual expenses incurred.

Tips not to exceed 20% per University Policy.



Create Expense Report from Approved Request Step 1:

Go to the **Request** section of Concur.

An approved travel request is **REQUIRED** prior to all University Travel.



Step 2:

Under the **Active Requests** you will find an **Action** column on the far right side of your list.



Select the **Expense** hyperlink for the approved request you need to generate an expense report for.

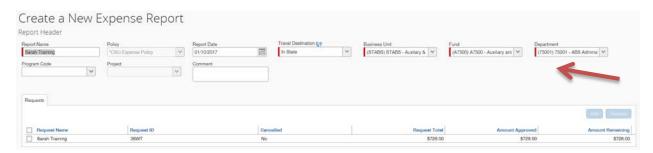
Step 3:

Complete the fields of the **Report Header** (fields should copy from the approved Request). These fields include **Report Name**, **Report Date**, **Travel Destination**, **Business Unit**, **Fund**, **Department**, **Program Code**, **Project**. The **Comment** field is optional. You should also see the appropriate approved request selected in the Requests box.

Once these fields are completed click on the **Next** button located at the bottom of the screen.



*Please Note: If you will be using multiple funding sources, you will have a chance to add them at a later step, you will select one of the chartstrings and enter it here. *



Step 4:

Import Travel PCard Charges and/or Mobile Receipts

If you have Travel PCard charges or you have imported receipts through the mobile app, they will show in your **Available Expenses**. If you do not have Travel PCard Charges or Imported Receipts, skip to Step 12.

Please note: charges made using Travel P-cards will take approximately four business days, following the transaction date, to show up in Available Expenses.

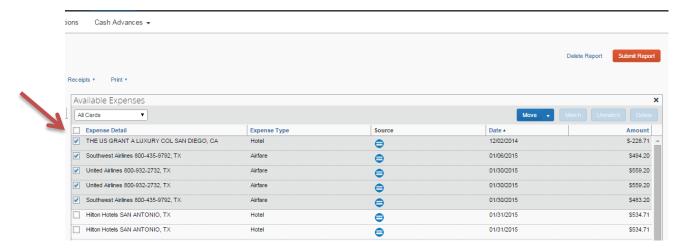
Step 5:

Select **Import Expenses**.



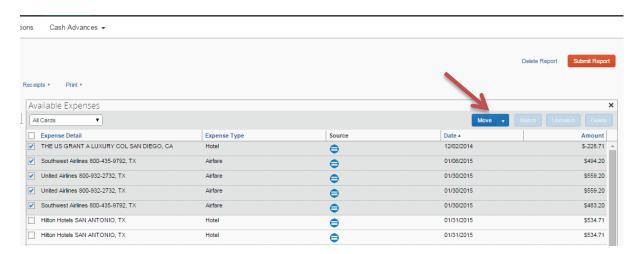


Step 6: To import these expenses click on the boxes to the left of the line items.

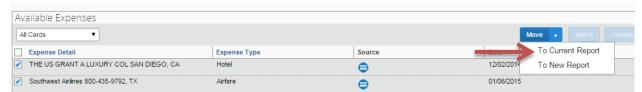


Step 7:

Once you have selected all the expenses you want to import to the expense report click on the **Move** button.



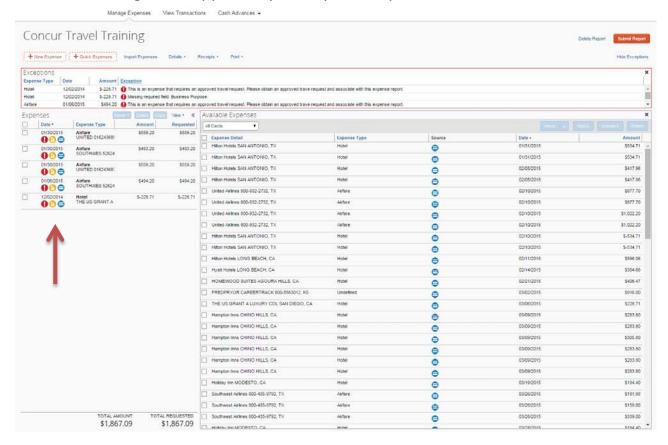
Step 8: You will have two choices, select the Move option **To Current Report**. You can also drag your selection to the "Expenses" column instead of selecting Move.





Step 9:

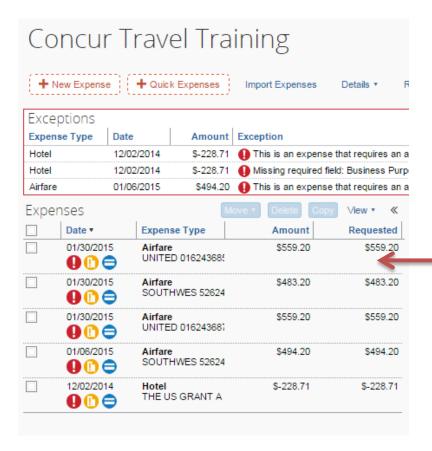
Now these charges will appear in your Expense report.



Step 10:

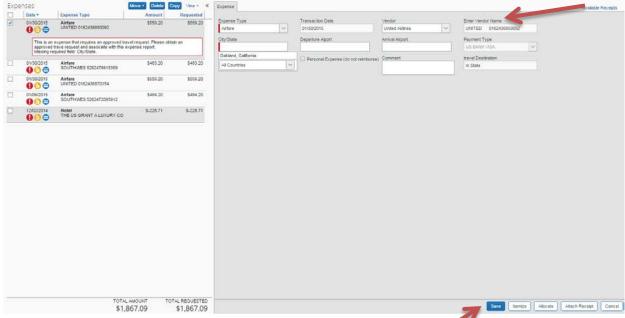
To make edits or attach receipts, click on the Expense by clicking anywhere within the expense line.





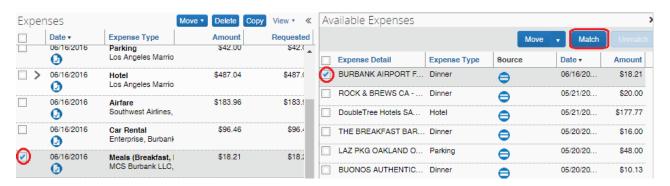
Step 11:

In the **Expense** tab you will be able to make edits, attach the receipt, and allocate your charges if you are using multiple funding sources. Then click the **Save** button.

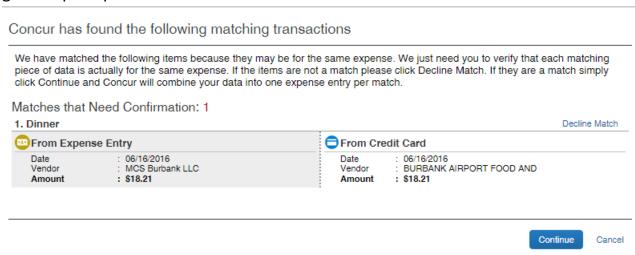




If you have already made manual expense entries (see step 12 on the next page) and wish to match your Travel PCard transactions to these entries, select Import
Expenses to show a list of available Travel PCard transactions. Select the expense entry you wish to match and the corresponding transaction and select Match.



If Travel PCard transactions become available after you have already made manual entries, Concur may prompt you when you open an expense report and ask if you want to match transactions. This promt will only appear if the transaction dollar amount and date match. So, if your expense entry was not accurate you may not get this prompt.



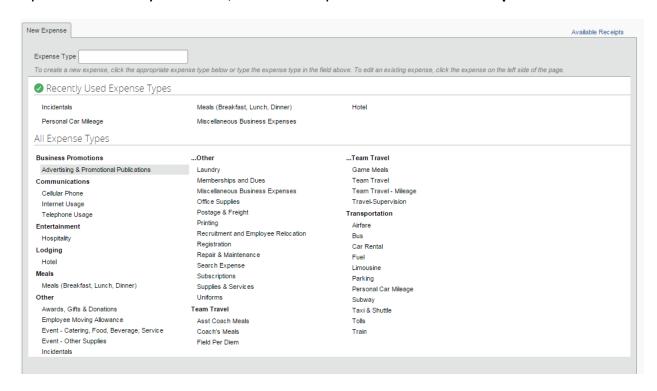
^{*}Please note that Travel PCard transactions may not reflect the actual transactions date, it may be appearing with the posting date. This is common for some vendors. Pay attention to the date of the imported expense for accuracy so you do not exceed your daily meal allowance or have an inaccurate expense entry.*



Step 12:

Enter Expenses

If you do not have Travel PCard charges or imported receipts you will need to add expenses manually. To do so, select an expense from the **New Expense** tab.

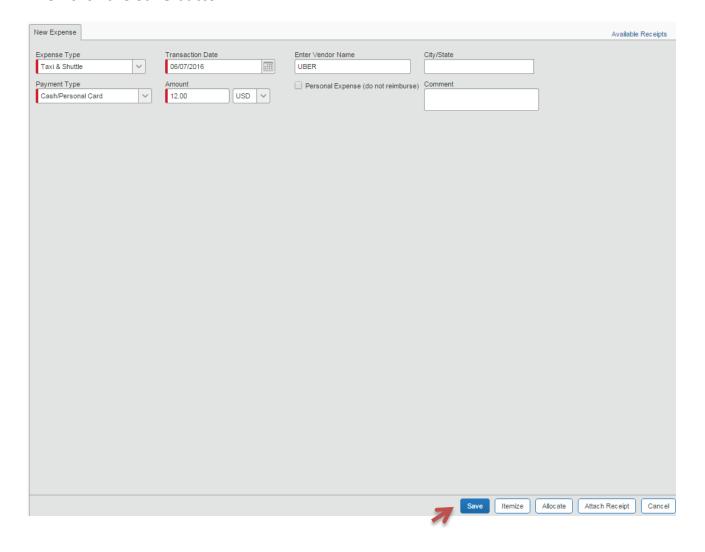




Step 13:

Once you have made a selection then you must complete all the fields marked with a red vertical line, attach the receipt *if required*, and allocate your charges if you are using multiple funding sources.

Then click the **Save** button.

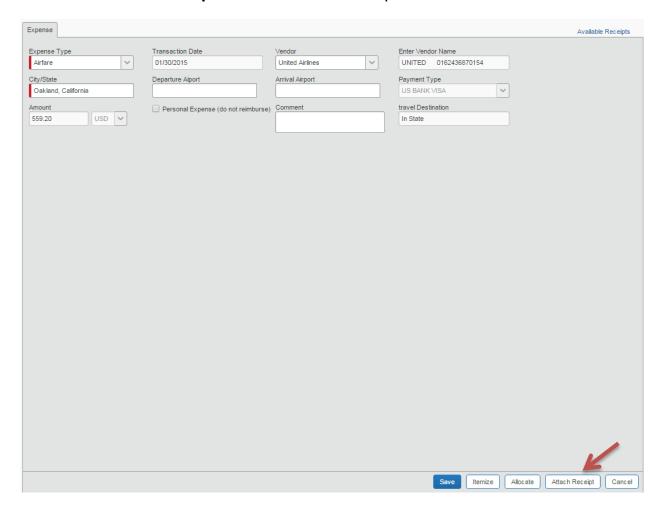




Attaching Receipts to Expense

Step 1:

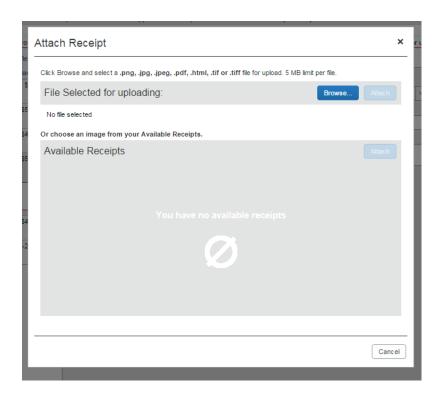
As you complete the **Expense** tab, at the bottom there is the **Attach Receipt** button. Click on the **Attach Receipt** button to load a receipt.





Step 2:

If you loaded your receipts into the receipt store in Concur you will see them in the section labeled **Available Receipts**. If you loaded your receipts into your computer click the **Browse** button.

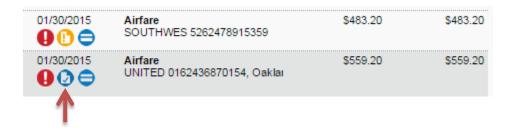


If you had your receipts in your computer, click **Browse** and locate the file you want to import. Once you have made the selection, you will see the file name on your screen. Then click the **Attach** button.





When you have attached the required receipts you will see that the receipt icon will appear.



^{*}Please Note: Rules have been set in Concur so that it will not require receipts for items under \$75*

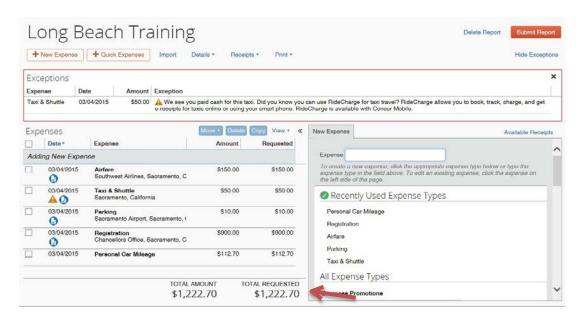
Step 3:

Enter your expenses.

For more info on how to enter expenses or allocations refer to the Table of Contents.

Step 4:

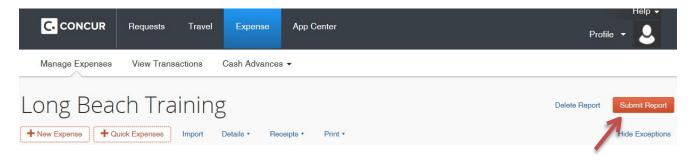
Keep track of the expenses on the column on the bottom left, verify you are adding all the receipts and review the **Exception** warnings in the center of your screen.





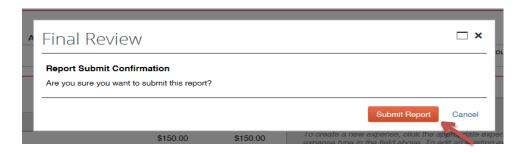
Step 5:

Once all expenses have been included select **Submit Report** on the top right.



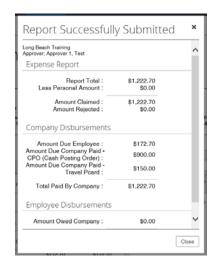
Step 6:

On the Final Review notification select Submit Report to submit.



Step 7:

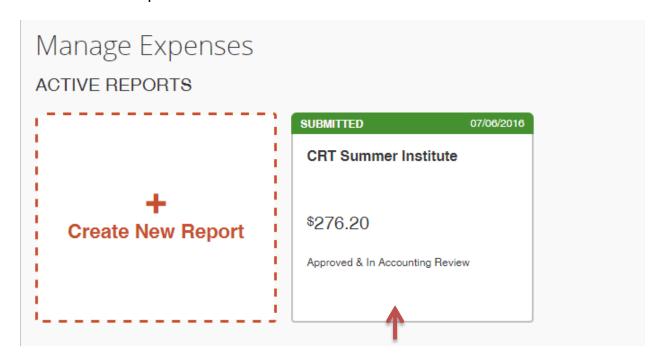
Once you select Submit Report you will receive a **Report Successfully Submitted** notification that summarizes your **Expense Report** and **Company Disbursements**.





Step 8:

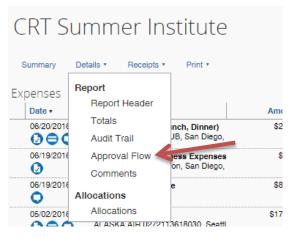
After submission, your approvers will be visible. Please check that your report is being sent to the appropriate approvers. Go back into your report by clicking on the submitted report.

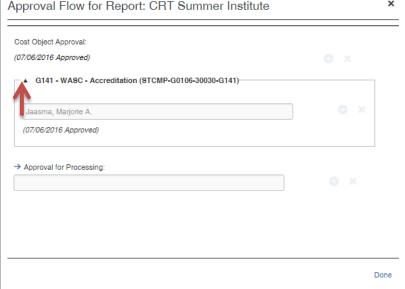


Step 9:

In the Details drop down under the report name select Approval Flow. You must

expand the cost object line to see the approver.





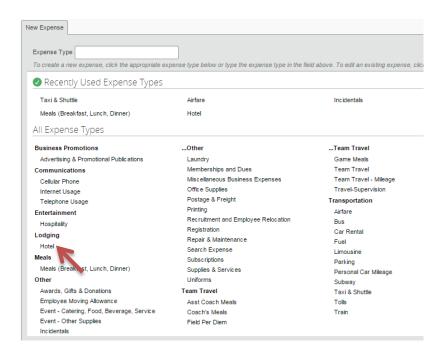


How to Enter a Hotel Expense

Step 1:

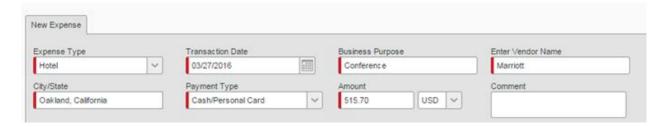
From the **New Expense** type select **Hotel**.

If this was an imported Travel PCard Charge select the charge under the Expense list on the left of the screen.



Step 2:

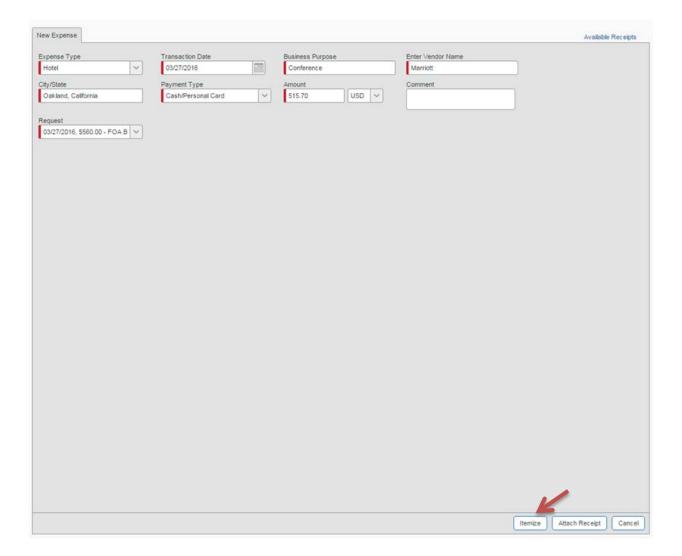
Complete the required fields.



Step 3:

Click on the **Itemize** button at the bottom of the screen.



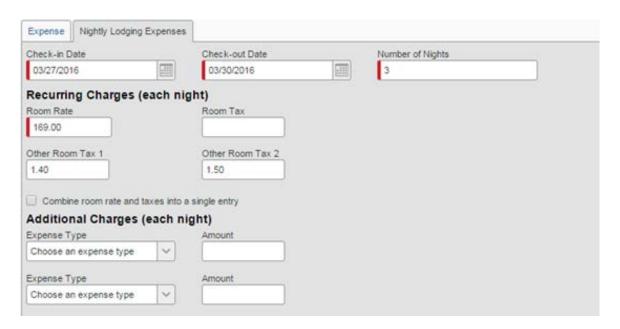


Step 4:

Complete the required fields and enter the room rate separately from the taxes. If you had separate charges (like room service to be expensed as meals or parking) included in your hotel bill, you can also enter them here under the **Additional Charges.**

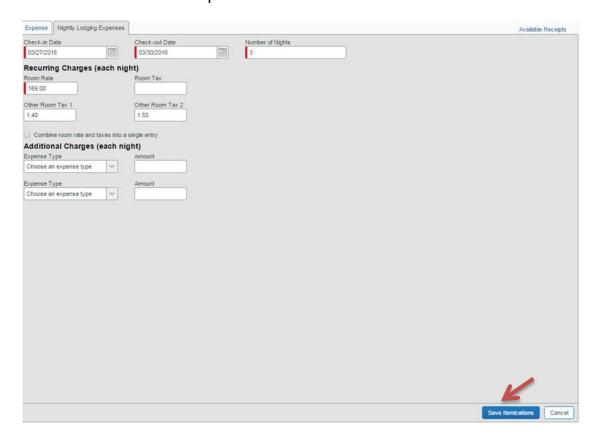
Please Note: if different room rates were incurred throughout the stay enter the rate for the first night at this screen, you will have a chance to correct it at a later screen.





Step 5:

Once all fields have been completed click on the Save Itemizations button.





Step 6:

When the itemizations have been saved, you will see them reflected on the **Expenses** column under the Hotel entry. If there were multiple room rates or separate charges that varied by day, you can change them at this time by clicking on the incorrect room rate (or expense item) and make the correction.



Step 7:

Click on the main Hotel entry to attach the receipt and Hotel Memo if hotel exceeded the Maximum Lodging Limits.

Then click the **Save** button.





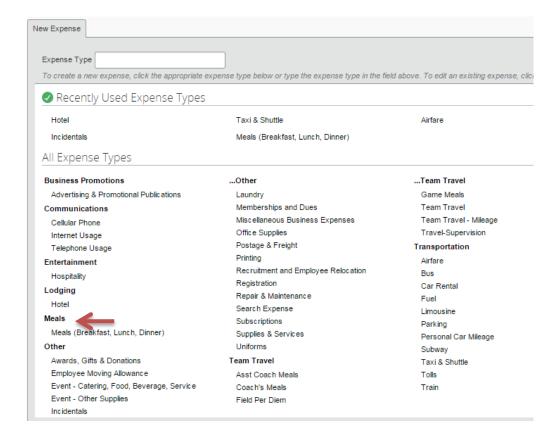
How to Enter a Meal Expense

Please Note: Meal expenses must be entered separately for each meal incurred during the trip. Maximum meal allowance for State employees is \$55.00 per day, this amount cannot be treated as a per diem, Travelers must claim actual expenses.

Step 1:

From the New Expense type select Meals (Breakfast, Lunch, Dinner).

If this was an imported Travel PCard Charge select the charge under the Expense list on the left of the screen.





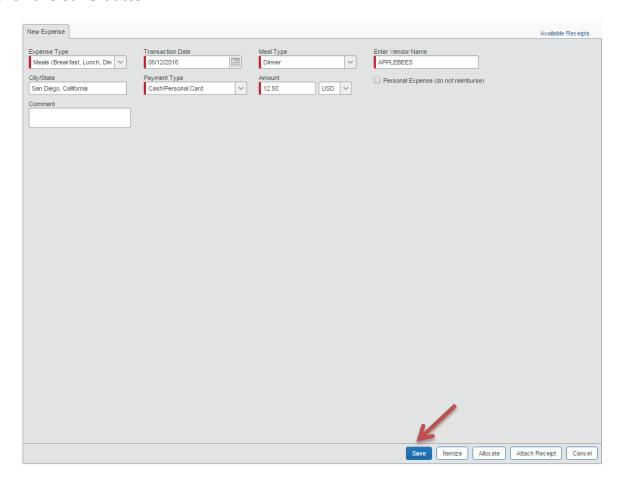
Step 2:

Complete the required fields.

New Expense					
Expense Type Meals (Breakfast, Lunch, Din	Transaction Date 06/12/2016	Meal Type Dinner	Enter Vendor Name APPLEBEES		
City/State San Diego, California	Payment Type Cash/Personal Card	Amount 12.50 USD V	Personal Expense (do not reimburse)		
Comment					

Step 3:

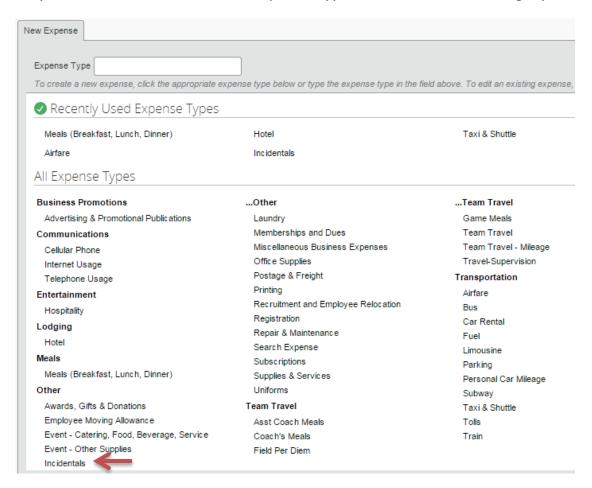
Click the Save button.





How to Enter Incidentals Expense

Step 1: Click on the Incidentals expense type under the Other category.



Please note: You will need to enter an Incidental charge for EACH DAY you travelled. Please do not make one entry for all incidentals; you will receive a report exception if you try to claim more than \$7.00 per day.





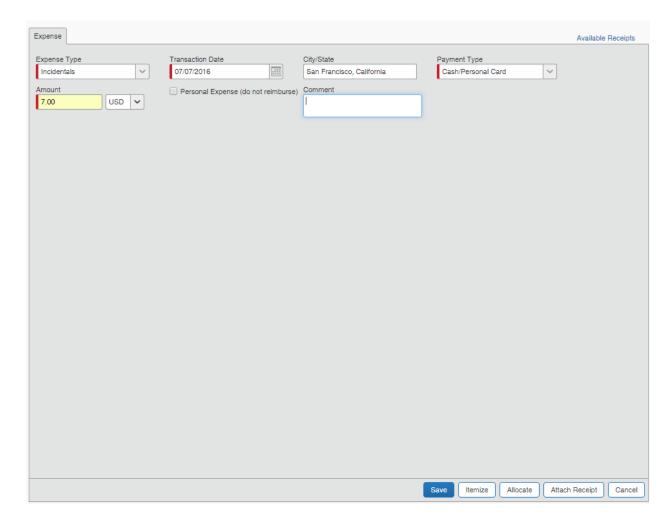
Step 2:

Complete the required fields.

	New Expense			
-	Expense Type Incidentals	Transaction Date	City/State	Payment Type Cash/Personal Card
	Amount USD V	Personal Expense (do not reimburse)	Comment	

Step 3:

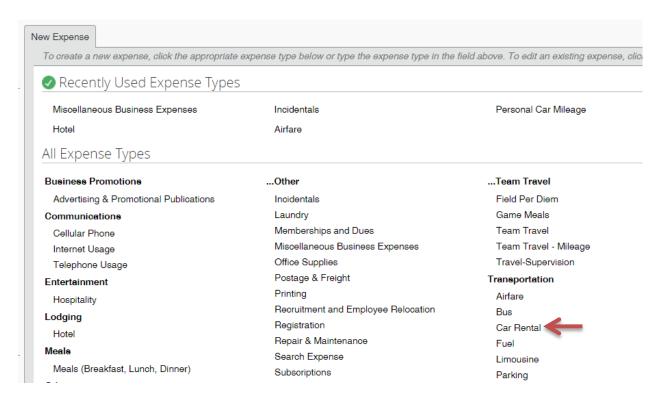
Click the Save button.



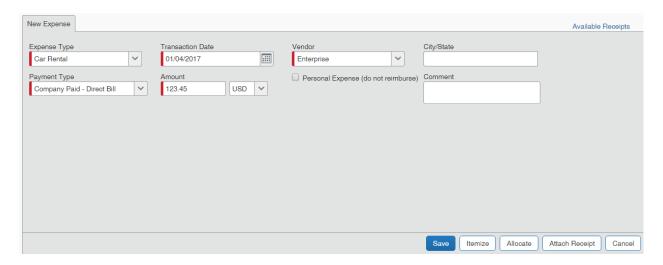


How to Enter Car Rental Expense

Step 1: Click on the Car Rental expense type under the Transportation category.



Step 2: Complete the required fields.



Note: If you used Direct Bill as the payment method at Enterprise you must select Company Paid – Direct Bill as the Payment type AND attach a receipt. A receipt is required for this payment type regardless of the amount. This will alert Accounts Payable that a payment needs to be issued to Enterprise.



Step 3:

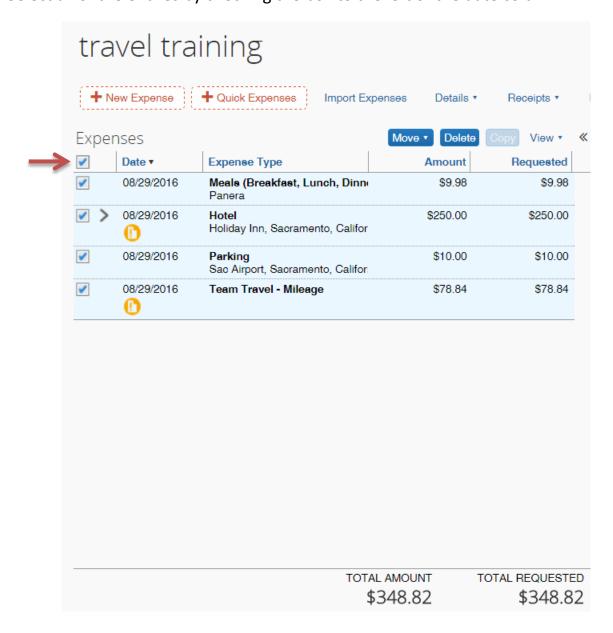
Click the **Save** button.



Allocating Expenses to Multiple Funding Sources Complete this step after ALL expenses have been entered

Step 1:

Select all of the entries by checking the box to the left of the date column.





Step 2:

On the right side of the screen you will have a message that gives you three options.

You have selected multiple expenses. What would you like to do?

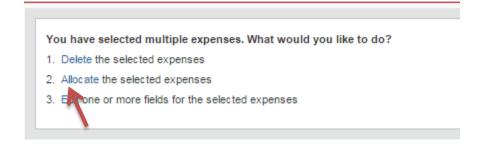
1. Delete the selected expenses

2. Allocate the selected expenses

3. Edit one or more fields for the selected expenses

Step 3:

Select the second option, Allocate.



Step 4:

Here you will allocate by **percentage** or **amount**.



Select how you want to allocate.



Step 5:

Based on your previous selection you will change the allocation amount or percentage.

Change the amount or percentage to whatever amount you have decided by clicking the amount or percentage number.



Enter the amount or percentage.



Step 6:

Click **Enter** on your keyboard or select Add New Allocation.

Step 7:

A second allocation line will now appear. You can enter as many allocation lines as you need.



For each of these allocation lines you must assign it an amount or a percentage based on your selections which you set in Step 4.



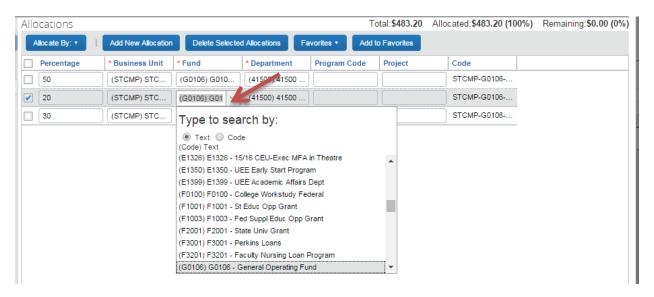
Step 8:

To change the chartstring on each allocation line, click on the box next to the allocation line you wish to change.



Step 9:

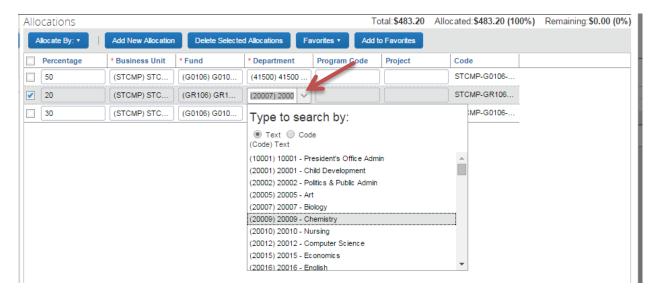
Click on the **Fund** (if applicable) and make your selection from the drop down or you can type in the fund and click on it once it appears.



Step 10:

Click on the **Department** and make your selection from the drop down or you can type in the department and click on it once it appears.



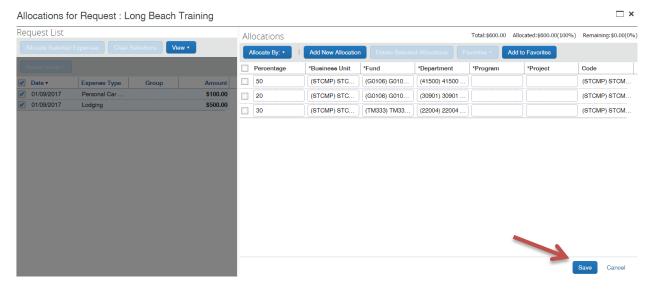


Step 11:

Click on **Program Code** and **Project** if applicable. Continue these steps until all your allocation lines have been allocated to the various chartstrings.

Note: When entering a grant, which requires a project code, you must enter N/A in the Program field to unlock the Project field option.

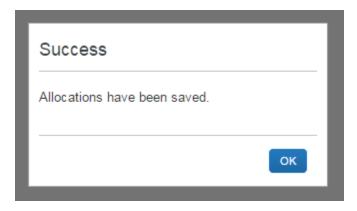
Step 12: Once all your allocations have been completed click the Save button.





Step 13:

You will receive a pop-up that will notify you of errors or to confirm that your allocations were saved.



Step 14:

If you received an error, please make the changes in the allocations. If your changes were successfully saved click the **Done** button.

You will see a little icon next to allocated charges, see example below:

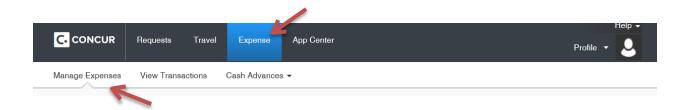


Check the Status of an Expense Report Active Reports:

These are reports that are pending processing, pending approval or pending reimbursement. You are currently working on these or they are currently being forwarded for approvals or payment.

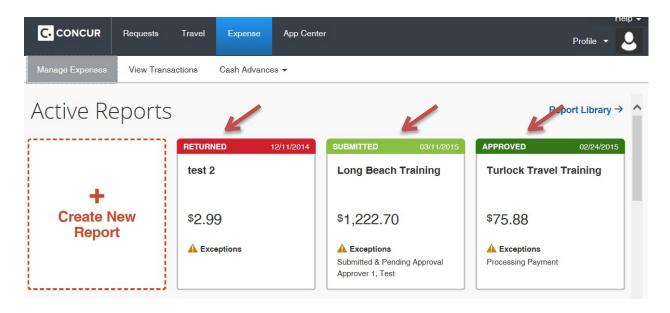
Step 1:

In the Expense section of Concur, click the tab Manage Expenses.



Step 2:

Review the status of the Expense Reports in the **Active Reports** section.



Report Library:



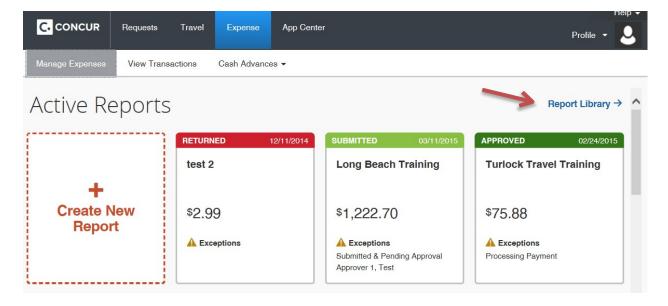
Expense reports that have already been processed for payment by Accounts Payable will no longer appear in the Active Reports section of Concur. You will find all of the Expense reports you have submitted in your Report Library. These expense reports are available to you to view at any time. This eliminates the need to keep scanned paper copies of Travel Claims submitted for reimbursement.

Below are instructions on how to access your Report Library.

Step 1: In the Expense section of Concur, click the tab Manage Expenses.



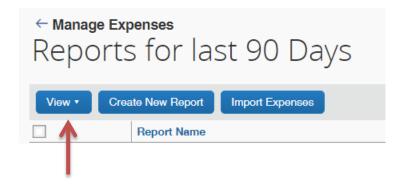
Step 2: Click on Report Library->.





Step 3:

Once you are re-directed to the screen labeled **Reports for las 90 Days**, click on the **View** button.

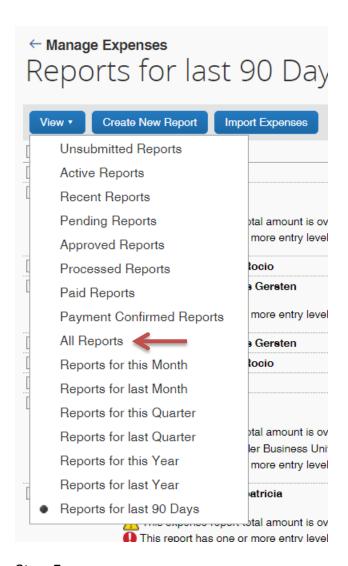


Step 4:

From the drop down options select All Reports.

Or you can view any other Expense Report you want to see e.g. Paid Reports.





Step 5:

Once you have been re-directed to the **All Reports** screen you will be able to view the **Report Name**, **Status**, **Payment Status**, **Report Date**, **Total**, and **Requested Amount**.

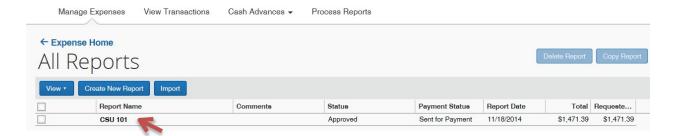




Step 6:

Once you have identified the Expense report you wish to review click on the

Report Name.



Step 7:

Clicking on the **Report Name** will re-direct you to the expense report summary page where you can view all the expenses as well as the receipts.



Acting as a Delegate

What is this?

A delegate is an individual authorized to process expense reports or requests on behalf of another Concur user.

Why is this important?

Adding a Request & Expense Delegate will authorize that delegate to prepare expense reports or travel requests on your behalf.

Travel Custodian or Delegate Responsibility:

Each University Department assigns at least one person (can be more than one) to be the travel custodian for the department, and each Grant Principal Investigator (PI) assigns a custodian for their grant travel documents.

The travel custodian is responsible for:

Reading, understanding, and conforming to the CSU Stanislaus Travel Policy and Travel Procedures.

Preparing Travel Expense and submitting within 60 days after the date of travel.

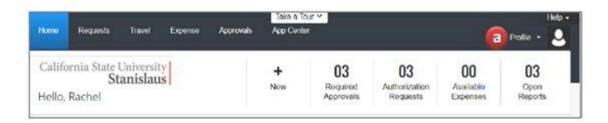
Be the departmental liaison with the Travel Office regarding all travel matters.



Reporting on Another User's Behalf

Step 1:

To administer for another Concur user, click the **Profile** link in the upper right corner of your Concur screen. The **Administer for another user...** dropdown will appear allowing you to select from a list of users who have assigned you as an expense delegate. Select the desired user from the list.







Step 2:

You will now see the name of the user you are administering for at the top of the page.



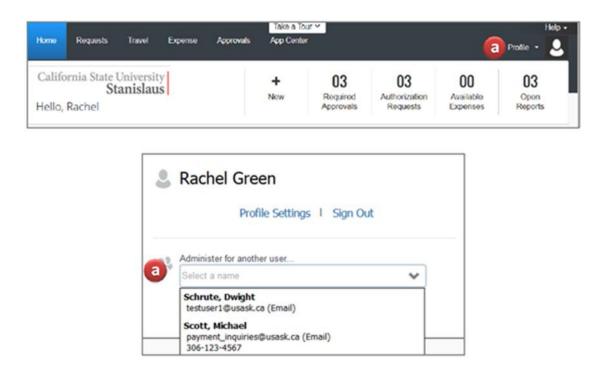
Step 3:

Follow the instructions listed in the Travel Expense section of this Handbook.



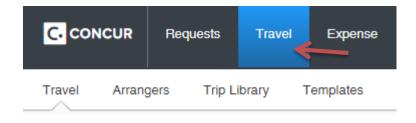
Booking Travel on Another User's Behalf Step 1:

To administer for another Concur user, click the **Profile** link in the upper right corner of your Concur screen. The **Administer for another user...** dropdown will appear allowing you to select from a list of users who have assigned you as an expense delegate. Select the desired user from the list.



Step 2:

You will now see the name of the user you are administering for at the top of the page. Using the Online Booking Tool, complete the **Travel Reservation** by clicking on the Travel tab at the top of the page and following instructions on page 20.





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