



CALIFORNIA STATE UNIVERSITY  
**Stanislaus**

Concur

California State University, Stanislaus

Financial Services

Employee Reimbursements – Non-Travel

Accounts Payable

## Table of Contents

GettingStarted.....	3
Set up your Profile .....	5
Enter your Information .....	6
Add an Expense Delegate .....	7
Expense Email Notification Setting.....	10
Uploading Receipts to Concur.....	12
Computer Scans.....	12
Hospitality Forms.....	14
Expense Reports.....	15
Create an Expense Report .....	15
Enter Expenses.....	17
Attaching Receipts to Expense.....	19
Allocating Expenses .....	23
Check the Status of an Expense Report .....	27
Acting as a Delegate.....	33
Reporting on Another User's Behalf .....	34
Booking Travel on Another User's Behalf .....	36
ContactInformation .....	37

# Getting Started

Log-in:

Located on CSU Stanislaus Travel Webpage at:

<https://www.csustan.edu/travel>

The screenshot shows the Stanislaus State website. The top navigation bar includes links for STUDENTS, PARENTS, FACULTY/STAFF, ALUMNI, DONORS, and COMMUNITY. Below this is a search bar and a secondary navigation bar with links for A-Z Directory, Maps, Library, Stockton Center, and MyCSUSTAN. The main header features the Stanislaus State logo and a navigation menu with links for About, Academics, Admissions, Athletics, Campus Life, and Giving. The breadcrumb trail indicates the path: Financial & Support Services Gateway > Staff & Faculty > Concur Travel and Expense. The left sidebar lists various services under 'Business & Finance', including Staff & Faculty, Students & Parents, Suppliers & Visitors, Audit Services, Budget Services, Facility Services, Information Technology, Safety & Risk Management, Student Recreation Center, and University Police Department. The main content area is titled 'Concur Travel and Expense' and includes links for Overview, How to, Policies, Resources, Forms, Concur Travel & Expense, and Contacts. It also features a 'Concur Log In' link, a 'Concur Travel & Expense Training' link, and a 'Concur Travel Training Log In' link. Below these are links for 'Concur Traveler and Delegate Handbook (PDF)', 'Concur Approver Handbook (PDF)', 'Concur Frequently Asked Questions (PDF)', and 'CSU Travel Procedures & Regulations (PDF)'. At the bottom, there is a section for 'Concur Quick User Guides' with links for 'Travel Quick Reference Guide (PDF)', 'Travel Request and Expense Quick Reference Guide (PDF)', and 'Approvers Quick Reference Guide (PDF)'.

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 Sign In

Warrior Password
Sign In

Forgot your [Warrior Username](#) or [Password](#)?

## 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](#).

[You can also contact the CIT Help Desk for assistance.](#)

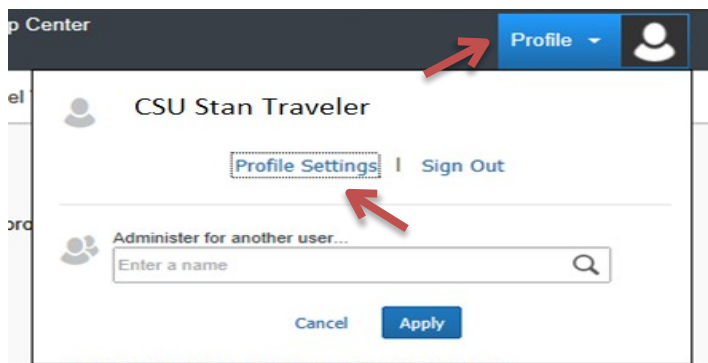
# Set up your Profile

Enter your information:

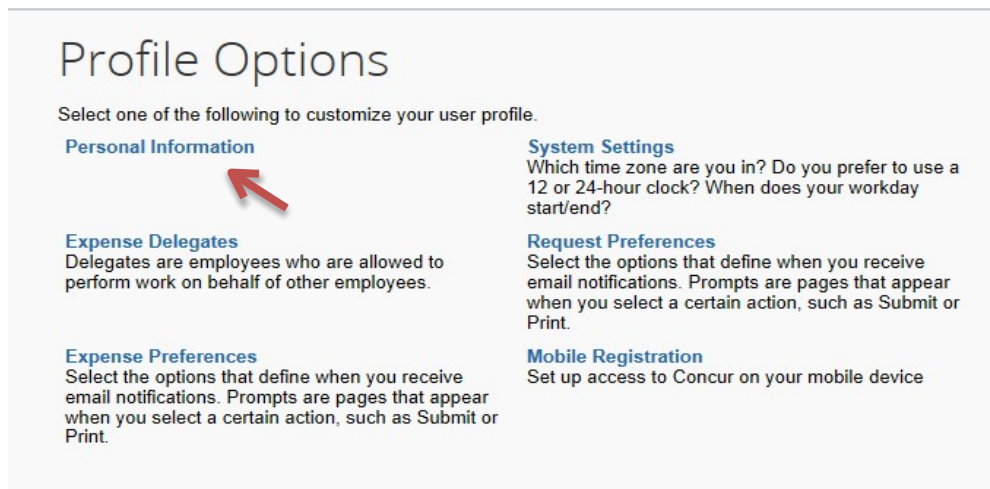
## Why is this important?

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

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.

### My Profile - Personal Information

Jump To:


Personal Information

▼

Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Change Picture



Fields marked **[Required]** must be completed to save your profile.

Title	First Name	Middle Name	Nickname	Last Name	Suffix
<div>▼</div>	CSU	Stan		Traveler	<div>▼</div>

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

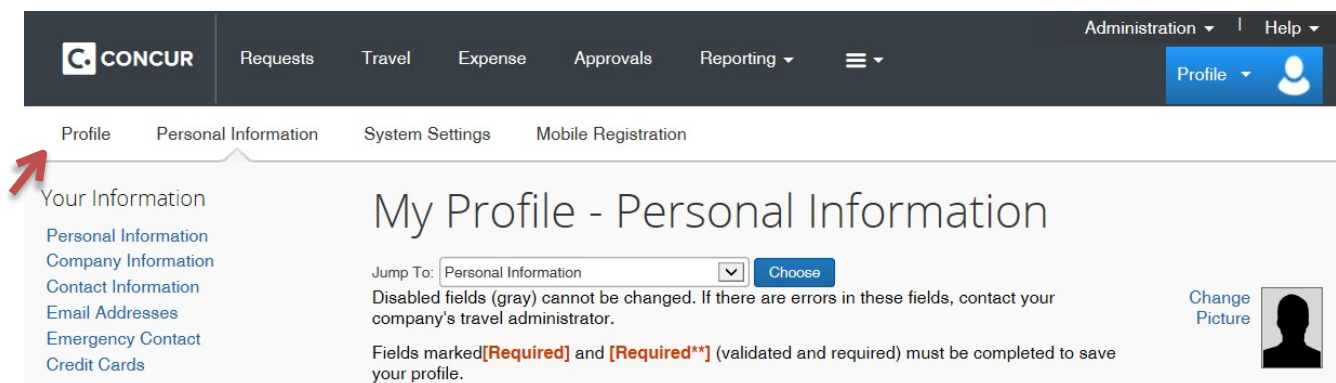
## What is this?

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

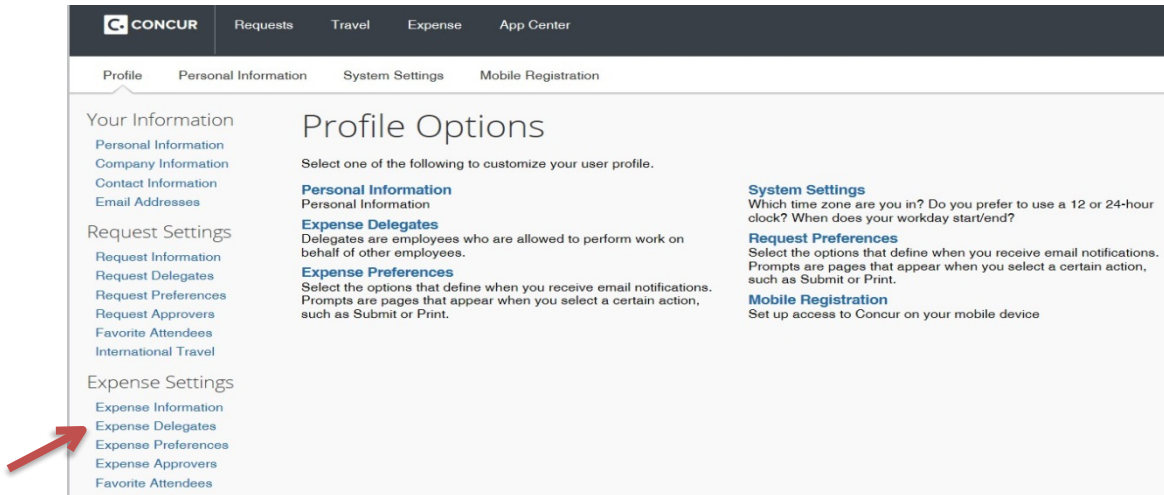
## Why is this important?

Adding an Expense Delegate will authorize that delegate to prepare expense reports on your behalf.

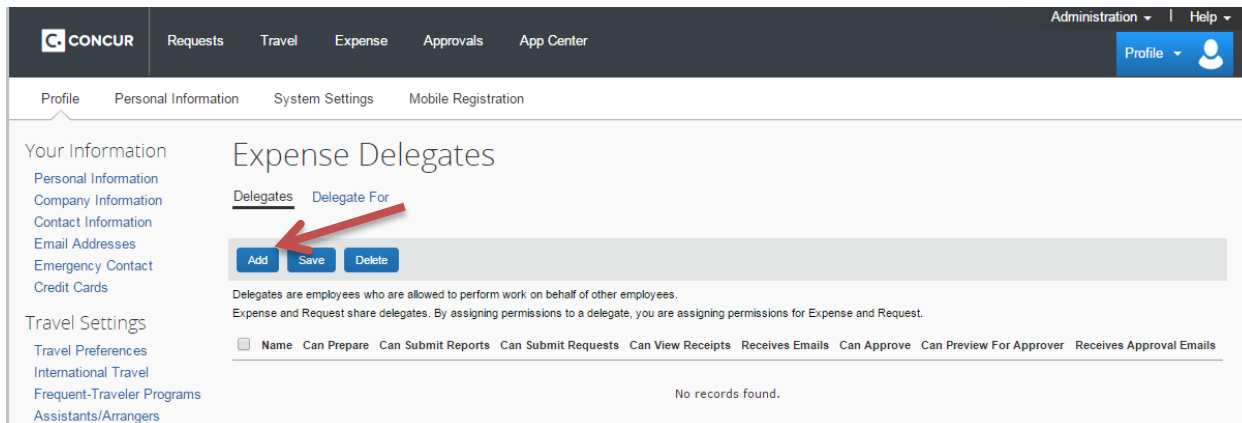
Step 1: At the top of the My Concur page select the white tab labeled **Profile**.



## 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.



## Expense Delegates

Delegates [Delegate For](#)

[Add](#) [Save](#) [Delete](#)

Delegates are employees who are allowed to perform work on behalf of other employees.

Search by employee name, email address, employee id or login id

Merrifield, Michelle [Add](#) [Cancel](#)

Merrifield, Michelle  
mmerrifield@c sustan.edu  
Employee ID: 003057392  
Logon ID: mmerrifield@c sustan.edu

When you add a delegate, you are assigning permissions for Expense and Request.

☐ Can Submit Requests ☐ Can View Receipts ☐ Receives Emails ☐ Can Approve ☐ Can Preview For Approver ☐ Receives Approval Emails

No records found.

**\*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.

## Expense Delegates

Delegates [Delegate For](#)

[Add](#) [Save](#) [Delete](#)

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

<input type="checkbox"/>	Name	Can Prepare	Can Submit Reports	Can Submit Requests	Can View Receipts	Receives Emails	Can Approve	Can Preview For Approver	Receives Approval Emails
<input type="checkbox"/>	Merrifield, Michelle mmerrifield@c sustan.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?

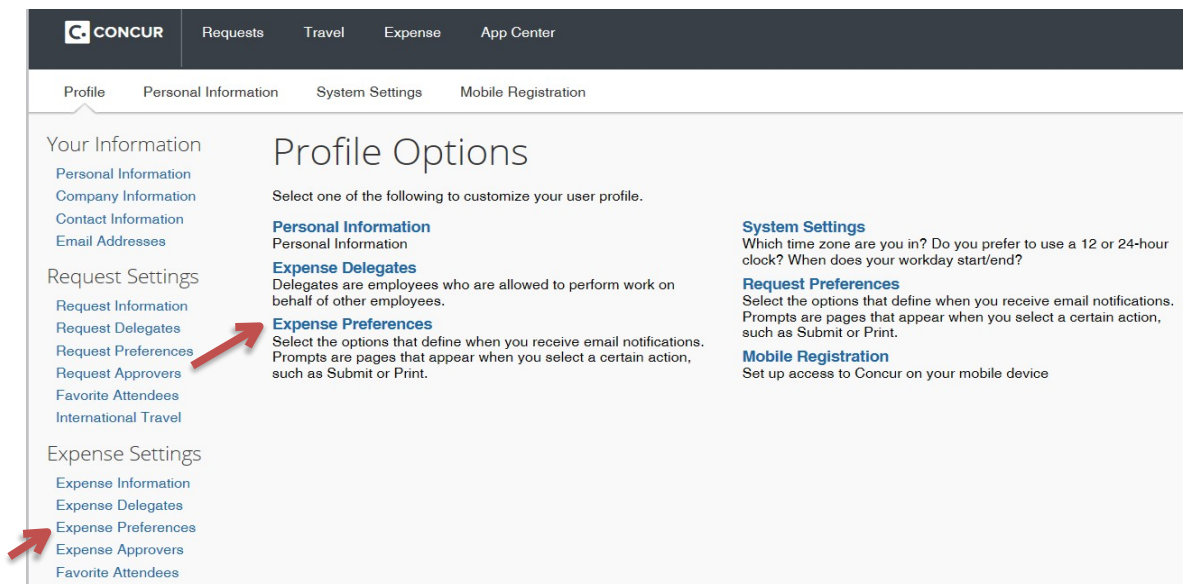
Ease of use for the Employee.

Step 1: At the top of the My Concur page select the white tab labeled **Profile**.

Step 2: Click on **Expense Preferences**.

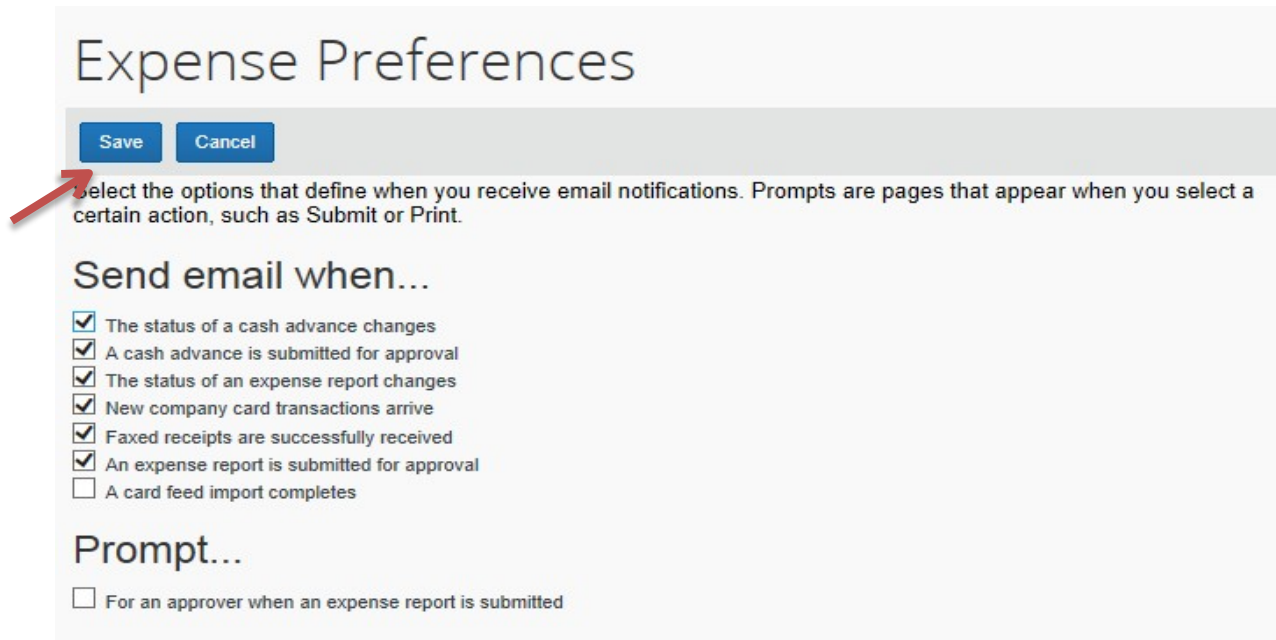
\*You can also find this by looking at the column on the left of your screen under

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:**



The screenshot shows the 'Expense Preferences' interface. At the top, there are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. Below the buttons is a text instruction: 'Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.' Under the heading 'Send email when...', there is a list of six items, each with a checkbox. The first five items are checked, and the last one is unchecked. Under the heading 'Prompt...', there is one item with an unchecked checkbox.

Expense Preferences

Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.

Send email when...

- ☒ The status of a cash advance changes
- ☒ A cash advance is submitted for approval
- ☒ The status of an expense report changes
- ☒ New company card transactions arrive
- ☒ Faxed receipts are successfully received
- ☒ An expense report is submitted for approval
- ☐ A card feed import completes

Prompt...

- ☐ For an approver when an expense report is submitted

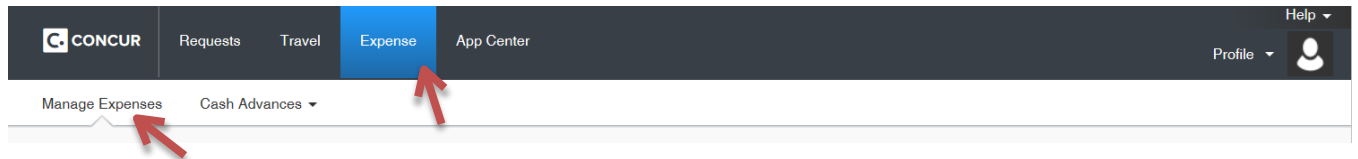
**\*Please Note: Once you begin using Concur, verify that the notifications are going to your inbox and not to your junk mail. If you find that the Concur notifications went to your junk mail you can right click on the email. Select **Junk** and then select **Never Block Sender**.\***

# Uploading Receipts to Concur

## *Computer Scans*

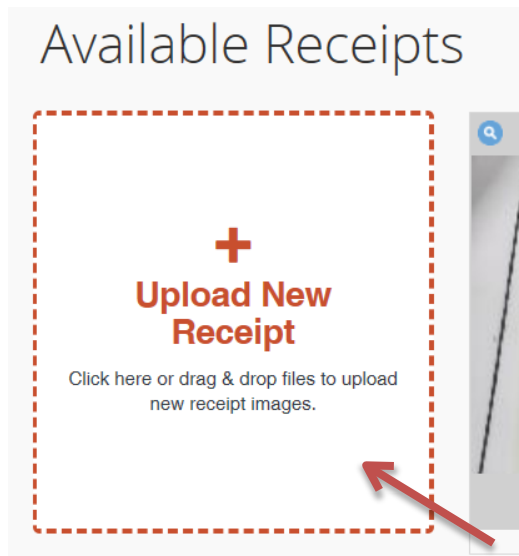
Step 1:

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



Step 2:

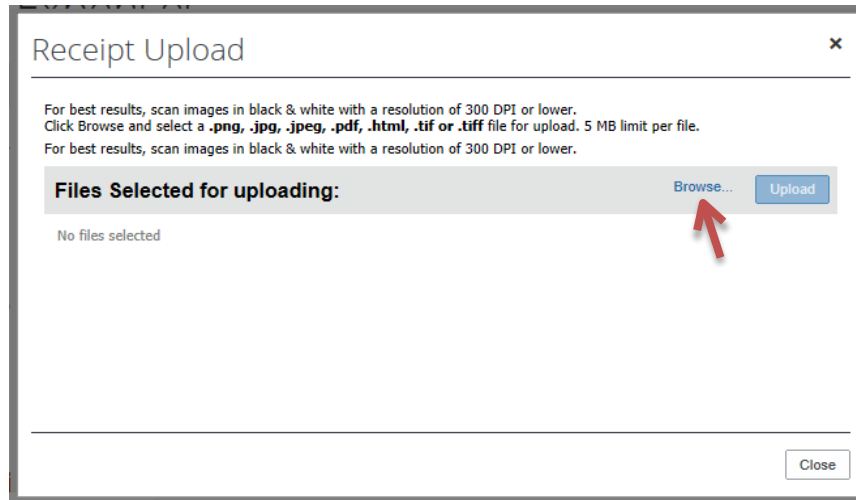
Scroll to the bottom of the page to **Available Receipts** and click **Upload New Receipt**.



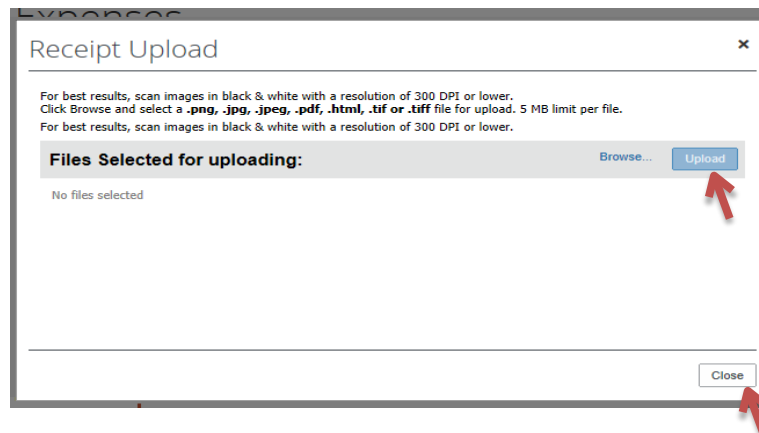
Step 3:

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**.

# Hospitality Forms

Hospitality is defined as “the provision of meals (catered or restaurant) or light refreshments (beverages, hors d’oeuvres, pastries, cookies), entertainment services, promotional items, gifts, awards and service recognition. Hospitality includes expenses for activities that promote the university to the public, usually with the expectation of benefits accruing directly or indirectly to the CSU.”

Expense entries to the Hospitality expense type will require a pre-approved Hospitality form be uploaded as a receipt document (in addition to the actual receipt) per the campus Hospitality Procedure. The Hospitality Form can be found online in the Financial & Support Services Gateway – Staff & Faculty - Buying and Paying – Forms.

Completed forms must be signed by the appropriate Approving Authority – a person to whom authority has been delegated in writing to approve. (Dean, AVP, VP, PI, etc.)

Concur Hospitality entry will require the following fields be completed:

1. Transaction Date
2. Business Purpose
3. Vendor Name
4. City/State
5. Payment Type
6. Amount
7. Attendees

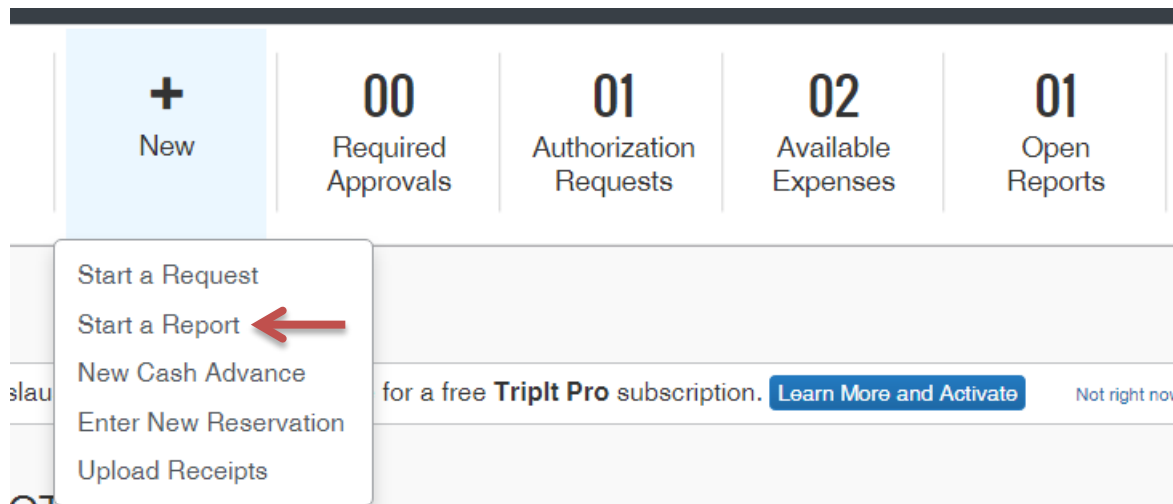
The screenshot shows the 'New Expense' form in Concur. The 'Expense Type' is set to 'Hospitality'. The 'Transaction Date' is set to '1'. The 'Business Purpose' is empty. The 'Enter Vendor Name' field is empty. The 'City/State' field is empty. The 'Payment Type' is set to 'Cash/Personal Card'. The 'Amount' is empty, and the currency is set to 'USD'. There is a checkbox for 'Personal Expense (do not reimburse)' which is unchecked. A 'Comment' field is also present. Below these fields is the 'Attendees' section, which shows 'Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$0.00'. There are buttons for 'New Attendee', 'Advanced Search', 'Favorites', and 'Search Recently Used'. A table with columns 'Attendee Name', 'Attendee Title', 'Company', 'Attendee Type', and 'Amount' is shown. At the bottom, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.

Attendee Name	Attendee Title	Company	Attendee Type	Amount
---------------	----------------	---------	---------------	--------

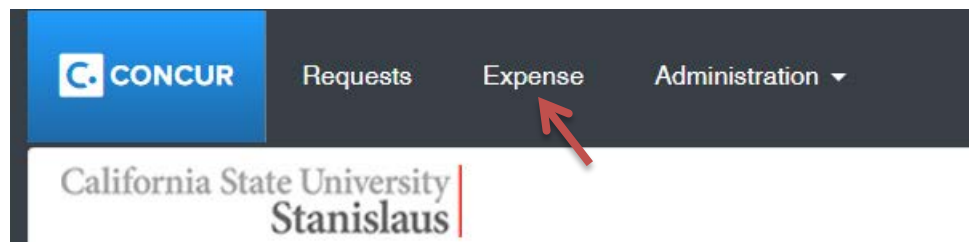
# Expense Reports

## *Create an Expense Report*

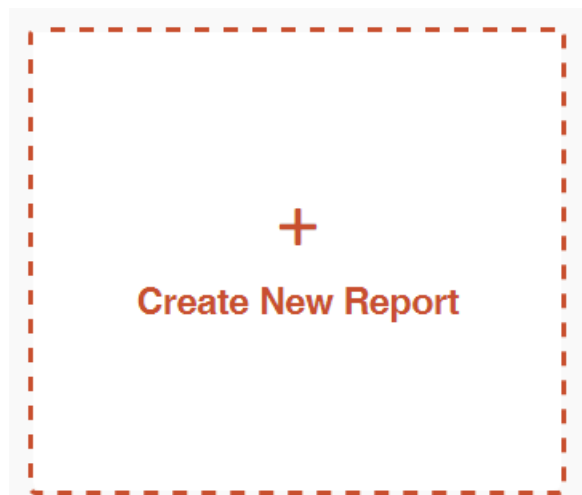
Step 1: From your home screen, select “New” from the quick task bar. Select “Start a Report.”



OR you can start from the Expense tab.



Select Create New Report:



Step 2: Complete the fields of the **Report Header**. These fields include:

1. **Report Name** (Identify something unique about this reimbursement)
2. **Report Date** (Auto generated)
3. **Travel Destination**
  - a. (MUST SELECT EMPLOYEE REIMBURSEMENT NONTRAVEL)
4. **Business Unit**
5. **Fund**
6. **Department**
7. **Program Code**
8. **Project**
9. The **Comment** field is optional.

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. \***



# Enter Expenses

Step 1: Select an expense from the **New Expense** tab.

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

✓ Recently Used Expense Types

Incidentals	Meals (Breakfast, Lunch, Dinner)	Hotel
Personal Car Mileage	Miscellaneous Business Expenses	

All Expense Types

<b>Business Promotions</b> Advertising & Promotional Publications	<b>...Other</b> Laundry Memberships and Dues Miscellaneous Business Expenses Office Supplies Postage & Freight Printing Recruitment and Employee Relocation Registration Repair & Maintenance Search Expense Subscriptions Supplies & Services Uniforms	<b>...Team Travel</b> Game Meals Team Travel Team Travel - Mileage Travel-Supervision <b>Transportation</b> Airfare Bus Car Rental Fuel Limousine Parking Personal Car Mileage Subway Taxi & Shuttle Tolls Train
<b>Communications</b> Cellular Phone Internet Usage Telephone Usage		
<b>Entertainment</b> Hospitality		
<b>Lodging</b> Hotel		
<b>Meals</b> Meals (Breakfast, Lunch, Dinner)		
<b>Other</b> Awards, Gifts & Donations Employee Moving Allowance Event - Catering, Food, Beverage, Service Event - Other Supplies Incidentals	<b>Team Travel</b> Asst Coach Meals Coach's Meals Field Per Diem	


Step 2:

Once you have made a selection then you must complete all the fields marked with a red vertical line, attach the receipt, and allocate your charges if you are using multiple funding sources. For more information on how to enter allocations refer to the Table of Contents.

Then click the **Save** button.

Expense [Available Receipts](#)

Expense Type <div>Supplies &amp; Services</div>	Transaction Date <div>04/10/2017</div>	Enter Vendor Name <div>Staples</div>	City/State <div></div>
Payment Type <div>Cash/Personal Card</div>	Amount <div>52.37</div> <div>USD</div>	<input type="checkbox"/> Personal Expense (do not reimburse)	Comment <div></div>

 Save Itemize Allocate Attach Receipt Cancel

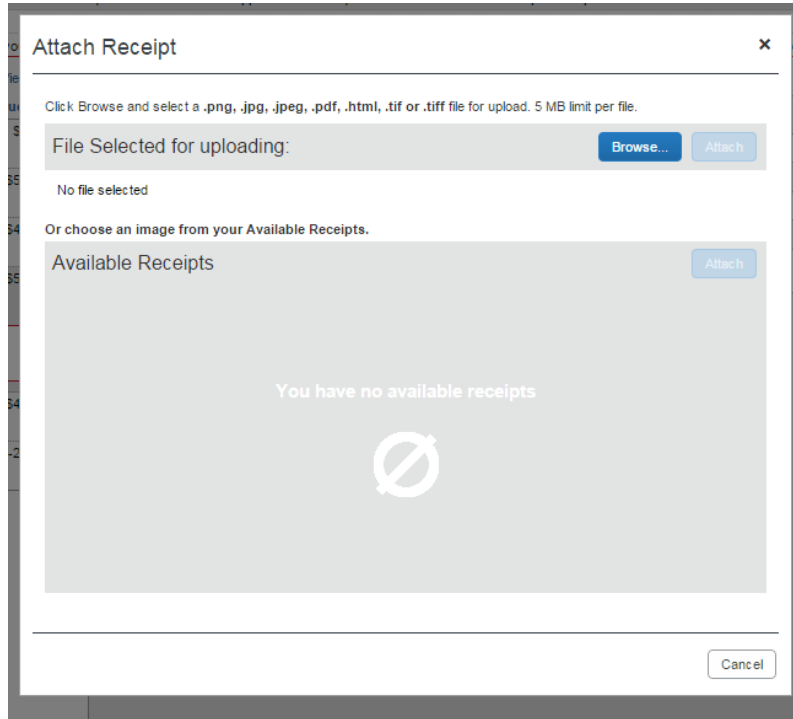
## Attaching Receipts to Expense

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.

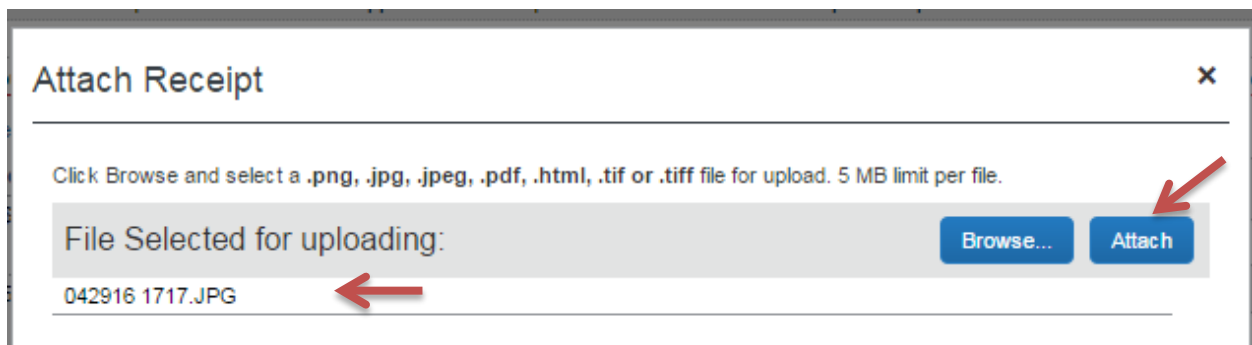
The screenshot shows the 'Expense' tab in the Concur system. The form is titled 'Expense' and has a tab labeled 'Available Receipts' in the top right corner. The form contains several input fields: 'Expense Type' (Supplies & Services), 'Transaction Date' (04/10/2017), 'Enter Vendor Name' (Staples), 'City/State', 'Payment Type' (Cash/Personal Card), 'Amount' (52.37), 'USD' currency, and a checkbox for 'Personal Expense (do not reimburse)'. A red arrow points to the 'Attach Receipt' button at the bottom right of the form.

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. An attached receipt is blue, a required receipt is yellow.

<input type="checkbox"/>	04/11/2017 	<b>Supplies &amp; Services</b> Staples	\$33.48	\$33.48
<input type="checkbox"/>	04/10/2017 	<b>Supplies &amp; Services</b> Staples	\$52.37	\$52.37

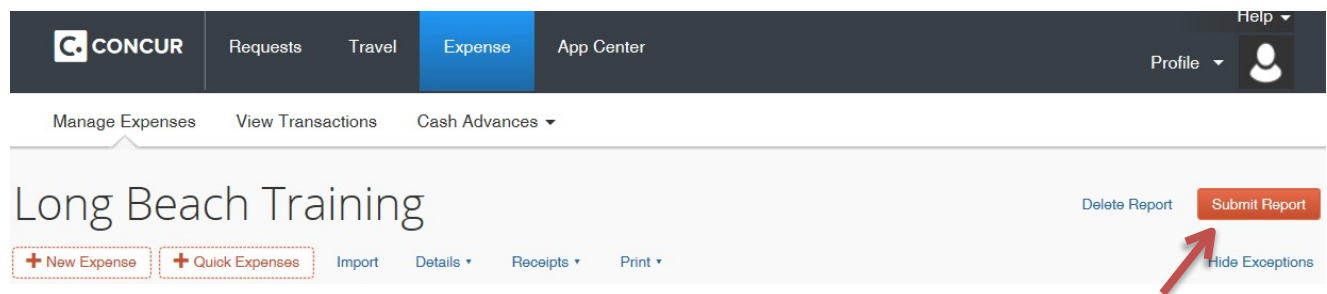


Step 3: Enter your expenses.

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.

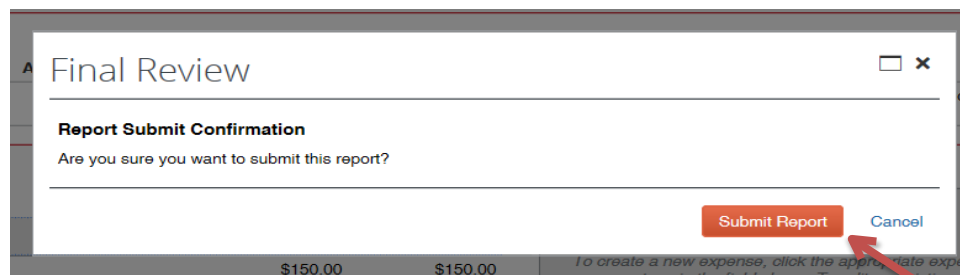
Step 5: You are required to allocate your expense entries for Non-Travel Employee Reimbursements. Refer to page 23 for instructions.

Step 6: Once all expenses have been included select **Submit Report** on the top right.



Step 7:

On the **Final Review** notification select **Submit Report** to submit.



Step 8:

Once you select Submit Report you will receive a **Report Successfully Submitted**

notification that summarizes your **Expense Report** and **Company Disbursements**.

Report Successfully Submitted

Long Beach Training  
Approver: Approver 1, Test

Expense Report

Report Total :	\$1,222.70
Less Personal Amount :	\$0.00
Amount Claimed :	\$1,222.70
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$172.70
Amount Due Company Paid - CPO (Cash Posting Order) :	\$900.00
Amount Due Company Paid - Travel Poard :	\$150.00
Total Paid By Company :	\$1,222.70

Employee Disbursements

Amount Owed Company :	\$0.00
-----------------------	--------

Close

Step 9:

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 10:

In the Details drop down under the report name select Approval Flow. You must expand the cost object line to see the approver.

CRT Summer Institute

Summary Details Receipts Print

Expenses

Date	Report	Amount
06/20/2016	Report Header	
06/19/2016	Totals	\$2
06/19/2016	Audit Trail	
06/19/2016	Approval Flow	
06/19/2016	Comments	
06/19/2016	Allocations	
05/02/2016	Allocations	\$17

Approval Flow for Report: CRT Summer Institute

Cost Object Approval:

(07/06/2016 Approved)

G141 - WASC - Accreditation (STCMP-G0106-30030-G141)

Jaasma, Marjorie

(07/06/2016 Approved)

Approval for Processing:

Done

## Allocating Expenses

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.

Reimburse Supplies 04.2017

+ New Expense

+ Quick Expenses

Import Expenses

Details ▾

Receipts ▾

Expenses

Move ▾

Delete

Copy

View ▾

<

<input checked="" type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	04/11/2017 	Supplies & Services Staples	\$33.48	\$33.48
<input checked="" type="checkbox"/>	04/10/2017 	Supplies & Services Staples	\$52.37	\$52.37
<input checked="" type="checkbox"/>	04/10/2017 	Supplies & Services Walmart	\$22.45	\$22.45

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**.

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

Allocations for Report: travel training

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group +

Date	Expense T...	Group	Amount
08/29/2016	Meals (Bre...		\$9.98
08/29/2016	Parking		\$10.00
08/29/2016	Team Trav...		\$78.84
Hotel			
08/28/2016	Hotel Tax		\$20.00
08/28/2016	Hotel		\$180.00
08/28/2016	Parking		\$50.00

Allocations

Total: \$348.82 Allocated: \$348.82 (100%) Remaining: \$0.00 (0%)

Allocate By: \* Add New Allocation Delete Selected Allocations Favorites + Add to Favorites

Percentage Amount

\* Business Unit (STABS) STAB... \* Fund (A7500) A7500... \* Department (75001) 75001 ... Program Code Project Code STABS-A7500-...

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.

Allocations

Total: \$483.20 Allocated: \$483.20 (100%) Remaining: \$0.00 (0%)

Allocate By: \* Add New Allocation Delete Selected Allocations Favorites + Add to Favorites

Percentage

\* Business Unit (STCMP) STC... \* Fund (G0106) G010... \* Department (41500) 41500 ... Program Code Project Code STCMP-G0106-...

Step 6: Enter the amount or percentage.

Allocations

Total: \$483.20 Allocated: \$241.60 (50%) Remaining: \$241.60 (50%)

Allocate By: \* Add New Allocation Delete Selected Allocations Favorites + Add to Favorites

Percentage

\* Business Unit (STCMP) STC... \* Fund (G0106) G010... \* Department (41500) 41500 ... Program Code Project Code STCMP-G0106-...

Step 7: Click **Enter** on your keyboard or select Add New Allocation.

Step 8: A second allocation line will now appear. You can enter as many allocation lines as you need.



Allocations Total: \$483.20 Allocated: \$241.60 (50%) Remaining: \$241.60 (50%)

Allocate By: ▾ | [Add New Allocation](#) [Delete Selected Allocations](#) [Favorites ▾](#) [Add to Favorites](#)

<input checked="" type="checkbox"/> Percentage	* Business Unit	* Fund	* Department	Program Code	Project	Code
<input checked="" type="checkbox"/> 50	(STCMP) STC...	(G0106) G010...	(41500) 41500 ...			STCMP-G0106-...
<input type="checkbox"/> 0	(STCMP) STC...	(G0106) G010...	(41500) 41500 ...			STCMP-G0106-...

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

Allocations Total: \$483.20 Allocated: \$483.20 (100%) Remaining: \$0.00 (0%)

Allocate By: ▾ | [Add New Allocation](#) [Delete Selected Allocations](#) [Favorites ▾](#) [Add to Favorites](#)

<input type="checkbox"/> Percentage	* Business Unit	* Fund	* Department	Program Code	Project	Code
<input type="checkbox"/> 50	(STCMP) STC...	(G0106) G010...	(41500) 41500 ...			STCMP-G0106-...
<input checked="" type="checkbox"/> 20	(STCMP) STC...	(G0106) G010...	(41500) 41500 ...			STCMP-G0106-...
<input type="checkbox"/> 30	(STCMP) STC...	(G0106) G010...	(41500) 41500 ...			STCMP-G0106-...

Step 10: Click on the **Fund** and make your selection from the drop down or you can type in the fund and click on it once it appears.

Allocations Total: \$483.20 Allocated: \$483.20 (100%) Remaining: \$0.00 (0%)

Allocate By: ▾ | [Add New Allocation](#) [Delete Selected Allocations](#) [Favorites ▾](#) [Add to Favorites](#)

<input type="checkbox"/> Percentage	* Business Unit	* Fund	* Department	Program Code	Project	Code
<input type="checkbox"/> 50	(STCMP) STC...	(G0106) G010...	(41500) 41500 ...			STCMP-G0106-...
<input checked="" type="checkbox"/> 20	(STCMP) STC...	(G0106) G01...	(41500) 41500 ...			STCMP-G0106-...
<input type="checkbox"/> 30	(STCMP) STC...					STCMP-G0106-...

Type to search by:

☒ Text ☐ Code

(Code) Text

(E1326) E1326 - 15/16 CEU-Exec MFA in Theatre

(E1350) E1350 - UEE Early Start Program

(E1399) E1399 - UEE Academic Affairs Dept

(F0100) F0100 - College Workstudy Federal

(F1001) F1001 - St Educ Opp Grant

(F1003) F1003 - Fed Suppl Educ Opp Grant

(F2001) F2001 - State Univ Grant

(F3001) F3001 - Perkins Loans

(F3201) F3201 - Faculty Nursing Loan Program

(G0106) G0106 - General Operating Fund

Step 11: 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.

Allocations Total: \$483.20 Allocated: \$483.20 (100%) Remaining: \$0.00 (0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

<input type="checkbox"/> Percentage	* Business Unit	* Fund	* Department	Program Code	Project	Code
<input type="checkbox"/> 50	(STCMP) STC...	(G0106) G010...	(41500) 41500 ...			STCMP-G0106-...
<input checked="" type="checkbox"/> 20	(STCMP) STC...	(GR106) GR1...	(20007) 2000	▾		STCMP-GR106...
<input type="checkbox"/> 30	(STCMP) STC...	(G0106) G010...				MP-G0106-...

Type to search by:

☒ Text ☐ Code

(Code) Text

- (10001) 10001 - President's Office Admin
- (20001) 20001 - Child Development
- (20002) 20002 - Politics & Public Admin
- (20005) 20005 - Art
- (20007) 20007 - Biology
- (20009) 20009 - Chemistry**
- (20010) 20010 - Nursing
- (20012) 20012 - Computer Science
- (20015) 20015 - Economics
- (20016) 20016 - English

Step 12: 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 project code, you must enter N/A in the Program field to unlock the Project field option.*

Step 13: Once all your allocations have been completed click the Save button.

Allocations for Request : Long Beach Training ❏ x

Request List

Allocate Selected Expenses | Clear Selections | View ▾

<input checked="" type="checkbox"/> Date ▾	Expense Type	Group	Amount
<input checked="" type="checkbox"/> 01/09/2017	Personal Car ...		\$100.00
<input checked="" type="checkbox"/> 01/09/2017	Lodging		\$500.00

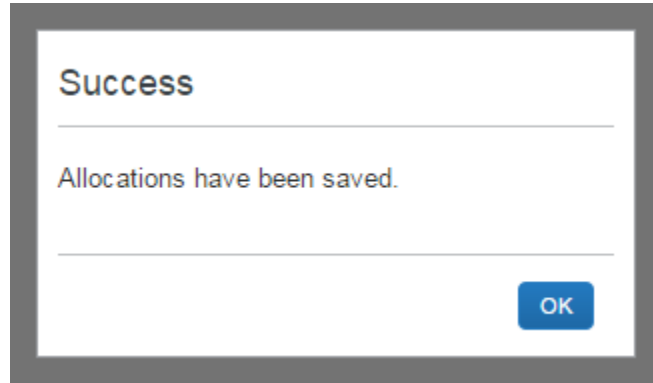
Allocations Total: \$600.00 Allocated: \$600.00(100%) Remaining: \$0.00(0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

<input type="checkbox"/> Percentage	*Business Unit	*Fund	*Department	*Program	*Project	Code
<input type="checkbox"/> 50	(STCMP) STC...	(G0106) G010...	(41500) 41500 ...			(STCMP) STCM...
<input type="checkbox"/> 20	(STCMP) STC...	(G0106) G010...	(30901) 30901 ...			(STCMP) STCM...
<input type="checkbox"/> 30	(STCMP) STC...	(TM333) TM33...	(22004) 22004 ...			(STCMP) STCM...

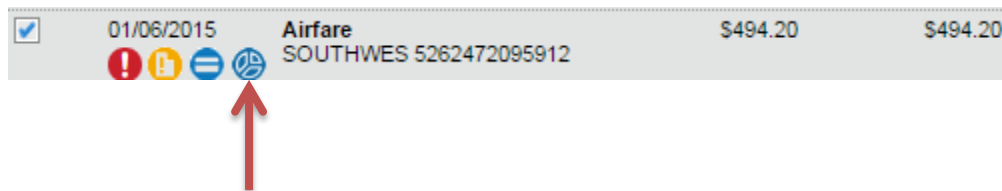
**Save** Cancel

Step 14: You will receive a pop-up that will notify you of errors or to confirm that your allocations were saved.



Step 15: 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:



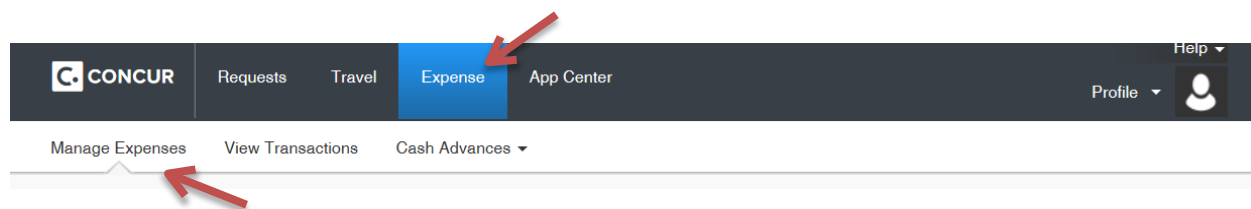
## *Check the Status of an Expense Report*

### **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.

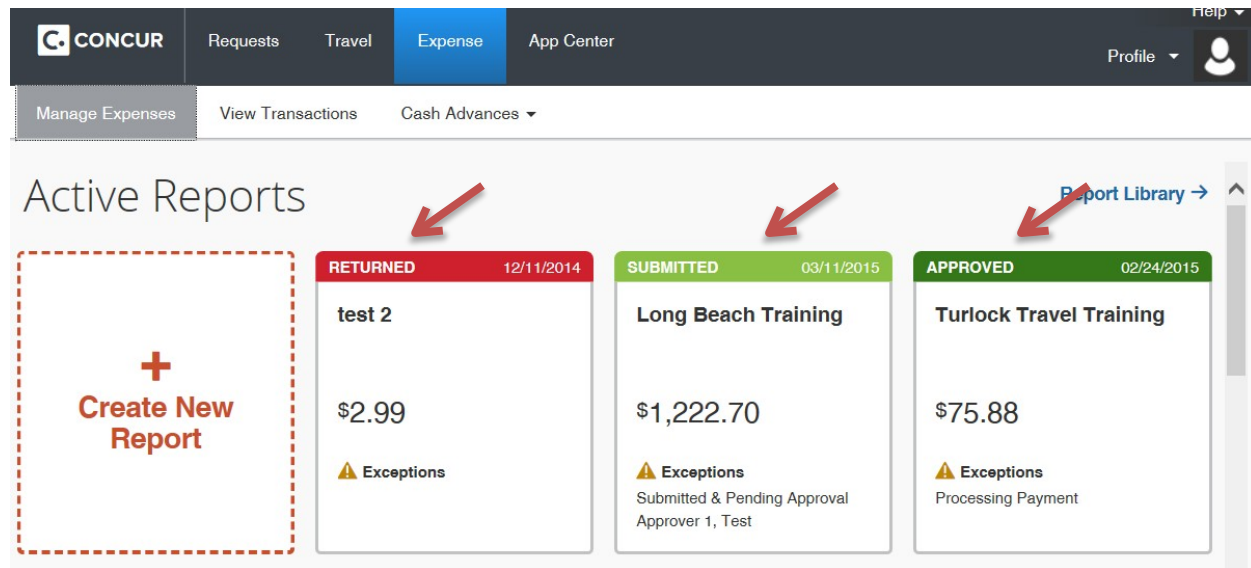
Step 1:

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.

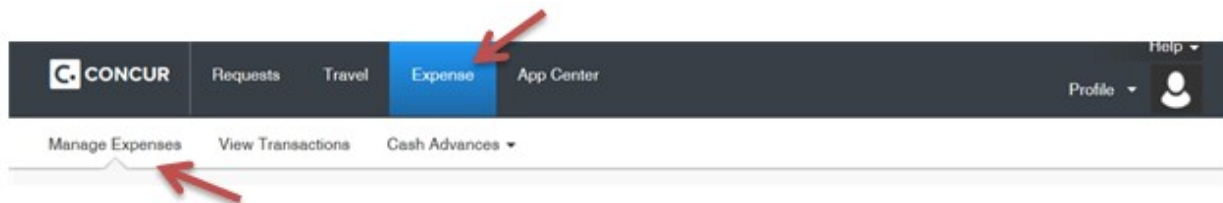


### Report Library:

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->**.

CONCUR

Requests

Travel

Expense

App Center

Help

Profile

Manage Expenses

View Transactions

Cash Advances

Active Reports

+

Create New Report

RETURNED12/11/2014

test 2

\$2.99

Exceptions

SUBMITTED03/11/2015

Long Beach Training

\$1,222.70

Exceptions

Submitted & Pending Approval

Approver 1, Test

APPROVED02/24/2015

Turlock Travel Training

\$75.88

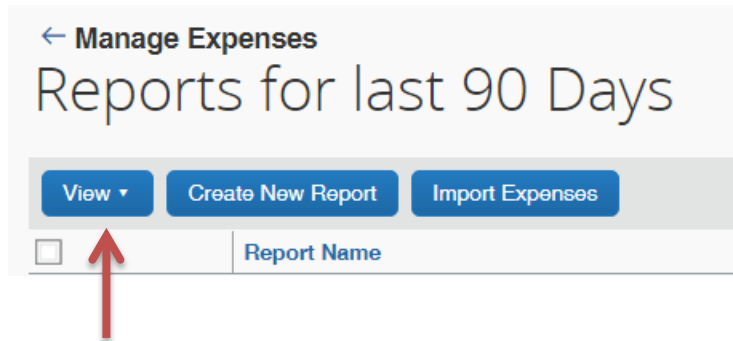
Exceptions

Processing Payment

Report Library

Step 3:

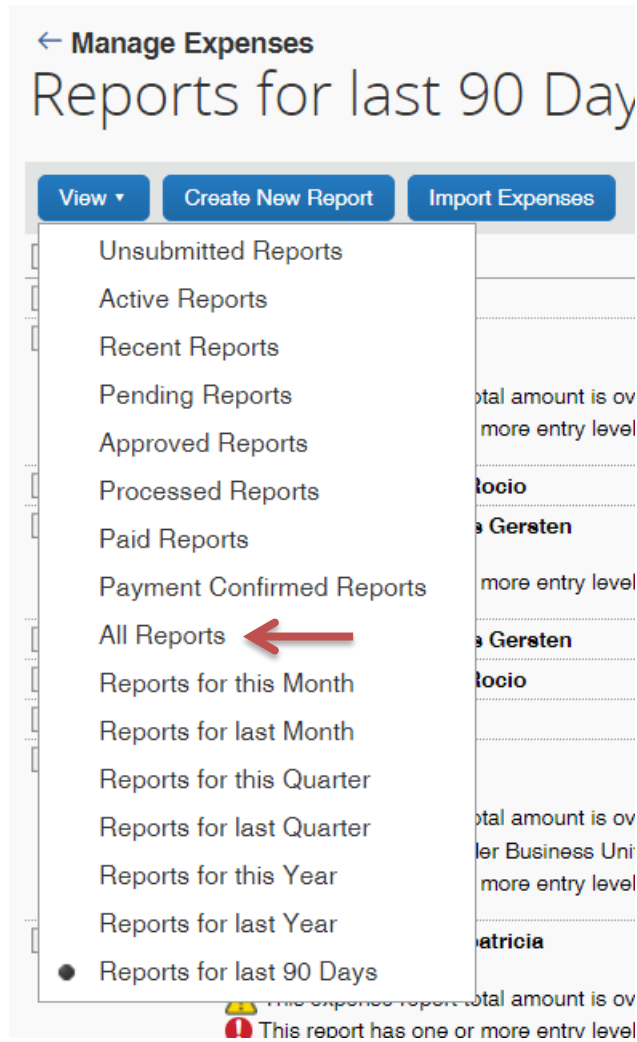
Once you are re-directed to the screen labeled **Reports for las 90 Days**, click on the **View** button.



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.**

Manage Expenses View Transactions Cash Advances ▾ Process Reports

← Expense Home

## All Reports

Delete Report Copy Report

View ▾ Create New Report Import

<input type="checkbox"/>	Report Name	Comments	Status	Payment Status	Report Date	Total	Requeste...
<input type="checkbox"/>	CSU 101		Approved	Sent for Payment	11/18/2014	\$1,471.39	\$1,471.39

Step 6:

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

**Report Name.**

Manage Expenses

View Transactions

Cash Advances

Process Reports

Expense Home

All Reports

Delete Report

Copy Report

View

Create New Report

Import

	Report Name	Comments	Status	Payment Status	Report Date	Total	Requeste...
	CSU 101		Approved	Sent for Payment	11/18/2014	\$1,471.39	\$1,471.39

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.

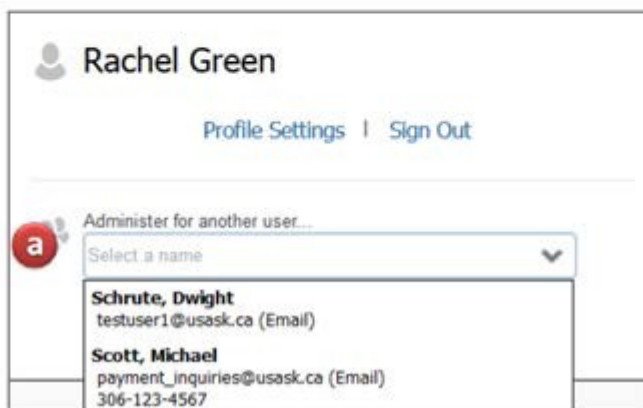
Preparing Travel Expense and submitting within 60 days after the date of travel.

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.



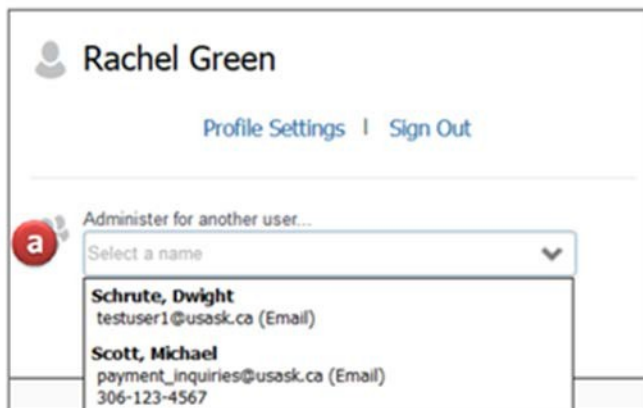
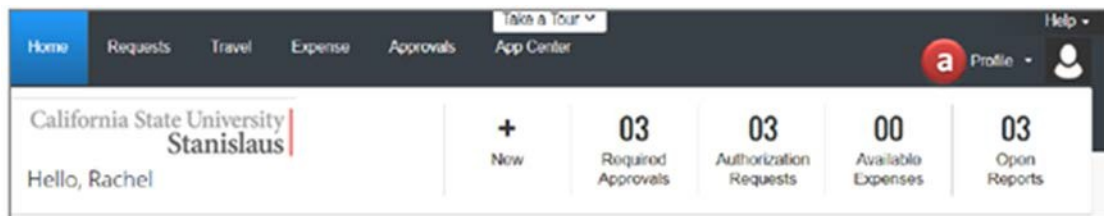
Step 3:

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

## Booking Travel on Another User's Behalf

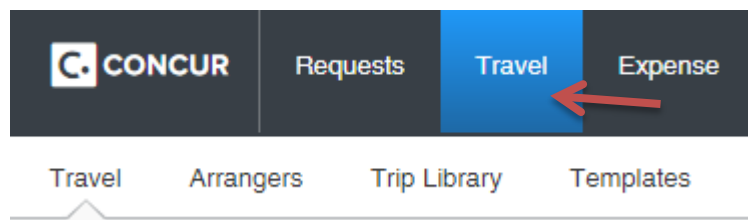
### Step 1:

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.



# **Contact Information**

CSU Stanislaus Travel Webpage:

<https://www.csustan.edu/travel>

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rfeldman@csustan.edu

OIT Help Desk (209) 667-3687