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Overview

The expense module is where a user can access their receipt library, travel card expenses that feed to their profile (as applicable), and expense reports in progress or previously completed to claim and record costs associated with an approved trip.

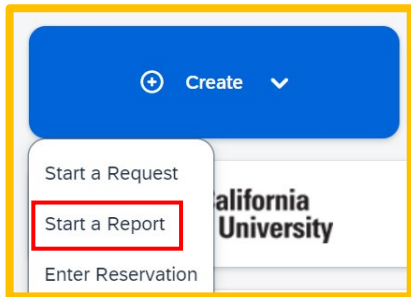
NOTE: All CSU-related travel for faculty and staff must have an approved Travel Request before an expense report can be created.

Per CSU Travel Procedures, Section IX; A "Travel Expense Claim must be submitted to the campus Travel Reimbursement office within 60 days of the end of a trip unless there is recurrent local travel, in which case Claims may be aggregated and submitted monthly."

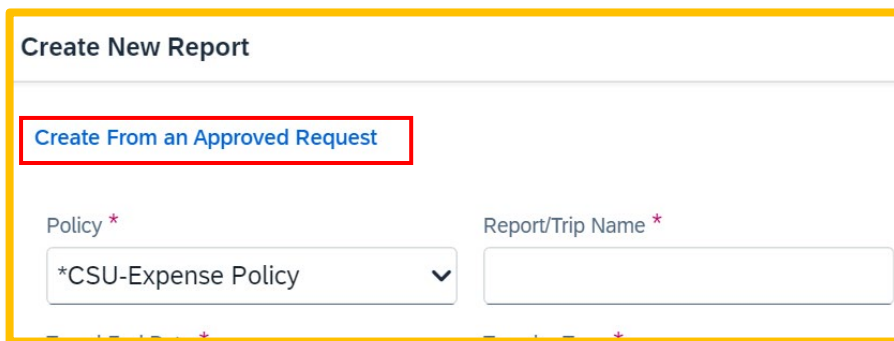
Please be aware Approved Travel Requests will automatically close on day 61 after the travel end date. In order to submit a late expense report, the request will have to be re-opened. Please reach out to One-Stop Travel Services to re-open your travel request.

Creating an Expense Report from Approved Travel Request

1. Click **Start a Report** from the **Create** button on the home page.



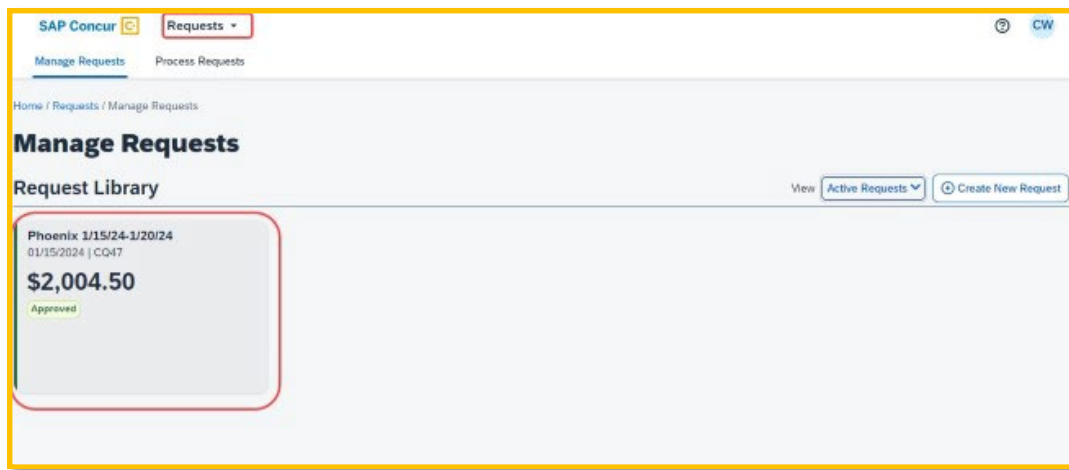
2. Click **Create From an Approved Request** link on the Create New Report window.

A screenshot of a 'Create New Report' form. At the top, the title 'Create New Report' is displayed. Below it, a link 'Create From an Approved Request' is highlighted with a red box. Further down, there are two fields: 'Policy' with a dropdown menu showing '*CSU-Expense Policy' and a red asterisk, and 'Report/Trip Name' with a text input field and a red asterisk.

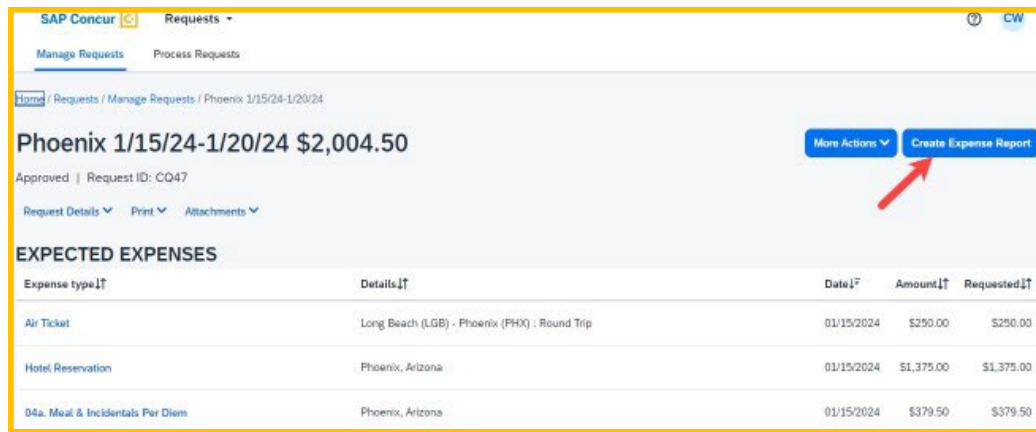
3. Select from the list of approved travel requests and click **"Create Report"**.

OR

1. From the **Manage Requests** screen select the approved tile for the trip to be sourced to an expense report.

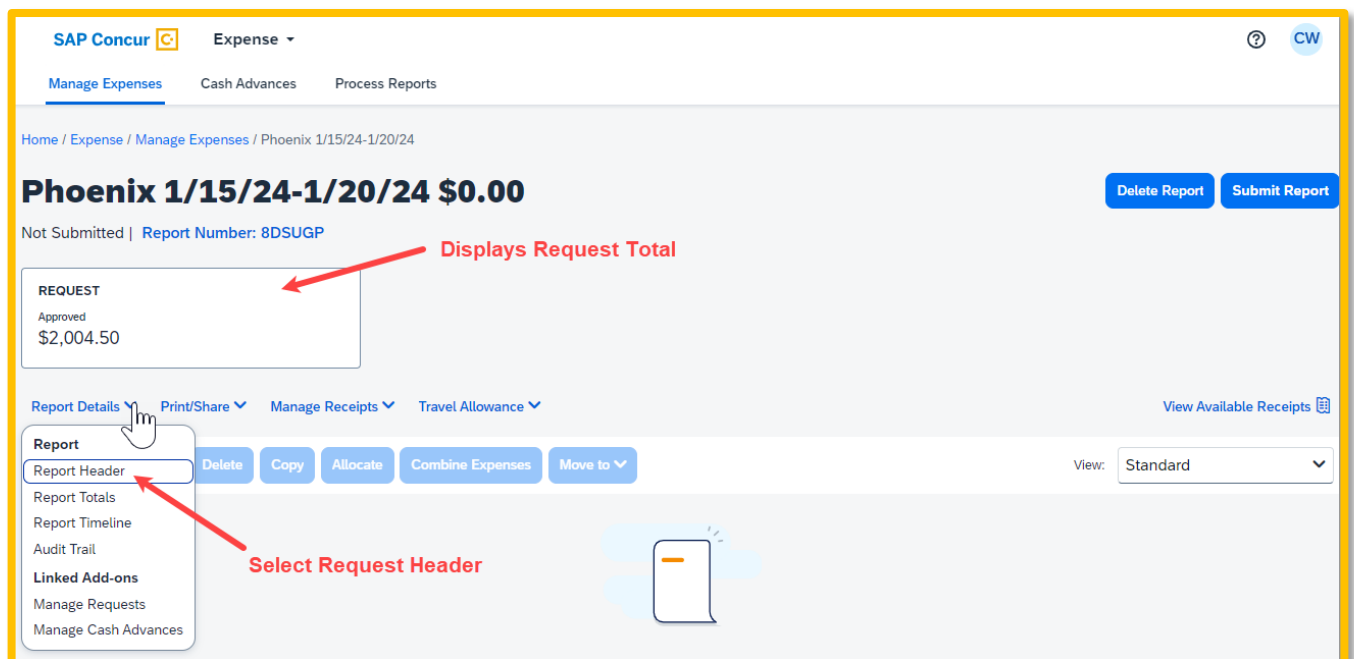


2. Once open, select **“Create Expense Report”**.



Report Header

All the header details from the request are brought to the report header. If you need to edit the details, select the **“Report Details”** menu, **“Report Header”** option, or click on the **Report Number**.

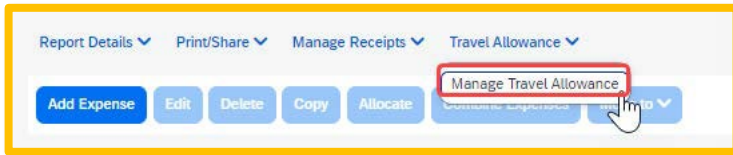


Allowances

All employee expense reports require a travel allowance to expense meals and incidentals reimbursement. This step is done first to represent all of your meals for the days you were traveling.

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

In the open expense report, navigate to the right of the Report Details menu and select **Travel Allowance > Manage Travel Allowance**.



Importing the Travel Itinerary

1. If the traveler booked via Concur or through Christopherson Travel Agency, on the **"Create New Itinerary"** tab, select **"Import Itinerary"**.

A screenshot of a web form titled 'Create New Itinerary'. It has four tabs: 'Create New Itinerary', 'Available Itineraries', 'Expenses & Adjustments', and 'Reimbursable Allowances Summary'. The 'Create New Itinerary' tab is active. Under 'Itinerary Info', there are fields for 'Itinerary Name' (containing 'Location Based Per Diem') and 'Selection' (containing 'USGSA'). Below these are buttons for 'Add Stop', 'Delete Rows', and 'Import Itinerary'. At the bottom, there is a checkbox for 'Departure City' and a message 'No Itinerary Rows Found'.

2. Locate the itinerary and import, then select the appropriate itinerary and navigate to the Adjusting Allowances section.

Entering the Travel Itinerary

1. If the traveler booked through an external travel agency or online (outside of Concur) you will need to add New Itinerary Stops for every location you went to (i.e. spent the night). (No need to add a stop for a layover unless it is overnight.) All fields are required.

A screenshot of a web form titled 'Travel Allowances For Report: Phoenix 1/15/24-1/20/24'. It has three tabs: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The '1 Create New Itinerary' tab is active. Under 'Itinerary Info', there are fields for 'Itinerary Name' (containing 'Phoenix 1/15/24-1/20/24') and 'Selection' (containing 'Per Diem (Travel post 12-31-23)'). Below these are buttons for 'Add Stop' and 'Delete Rows'. At the bottom, there is a checkbox for 'Departure City' and a message 'No Itinerary Rows Found'. A modal window titled 'New Itinerary Stop' is open on the right side, showing fields for 'Departure City', 'Date', 'Time', 'Arrival City', 'Date', and 'Time'.

2. Once the New Itinerary stop fields are filled out, select **"Save"**.

Travel Allowances For Report: Phoenix 1/15/24-1/20/24

Create New Itinerary Available Itineraries Expenses & Adjustments

Itinerary Info

Itinerary Name: Phoenix 1/15/24-1/20/24 Selection: Per Diem (Travel post 12-31-23)

Add Stop Delete Rows

No Itinerary Rows Found

New Itinerary Stop

Departure City: Orange, California

Date: 12/15/2023 Time: 8:00 AM

Arrival City: Phoenix, Arizona

Date: 12/15/2023 Time: 10:00 AM

Save

Go to Single Day Itineraries Next >> Cancel

3. Select **"Add Stop"** as needed.
4. Once all overnight destinations are reflected in your itinerary then select **"Next"**.

Travel Allowances For Report: Phoenix 1/15/24-1/20/24

Edit Itinerary Available Itineraries Expenses & Adjustments

Itinerary Info

Itinerary Name: Phoenix 1/15/24-1/20/24 Selection: Per Diem (Travel post 12-31-23)

Add Stop Delete Rows

Departure City	Arrival City	Arrival Rate Location
Orange, California 12/15/2023 08:00 AM	Phoenix, Arizona 12/15/2023 10:00 AM	MARICOPA COUNTY, US-AZ, US
Phoenix, Arizona 12/20/2023 02:40 PM	Orange, California 12/20/2023 03:55 PM	ORANGE COUNTY, US-CA, US

New Itinerary Stop

Departure City: Orange, California

Date: 12/15/2023 Time: 10:00 AM

Arrival City: Phoenix, Arizona

Date: 12/20/2023 Time: 03:55 PM

Save

Go to Single Day Itineraries Next >> Cancel

Validate all destinations are reflected in your itinerary, then select "Next"

Adjusting Allowances

1. A row for each day displays so you can select more details.
2. To exclude an entire day as personal, select the checkbox at the left.
3. Meal rates will be reduced to 75% for first/last day travel and days in between will reflect the full per diem rate.
4. Select the checkbox below Breakfast, Lunch, and/or Dinner whenever the meal is provided.
5. Any selected meals will be deducted from the allowance the traveler receives. The allowance value at the right reflects this adjusted amount.

Travel Allowances For Report: Phoenix 1/15/24-1/20/24

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude <input type="checkbox"/> All <input type="checkbox"/>	Date/Location ¹	Meal Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	12/15/2023 Phoenix, Arizona	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75
<input type="checkbox"/>	12/16/2023 Phoenix, Arizona	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	12/17/2023 Phoenix, Arizona	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	12/18/2023 Phoenix, Arizona	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	12/19/2023 Phoenix, Arizona	\$69.00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00
<input type="checkbox"/>	12/20/2023 Phoenix, Arizona	\$51.75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$51.75

Select the checkbox when the meal is provided.

To exclude an entire day as personal, select the checkbox.

Meal rates will reflect full per diem or for first/last day.

Any selected meals will be deducted from the allowance the traveler receives.

<< Previous Cancel

- When finished, select **"Create Expenses"**. Expenses will then be automatically added to the Expense Report. Once created, expense lines can be deleted, however, amounts cannot be altered. In order to reduce the report total, if needed, add a negative amount using the Expense Type: Reduction.

Report Details

Using the **Expense > Manage Expense** navigation option displays the Expense Report library where expense reports and their current status are visible. Drill further by opening the report and utilizing the Report Details menu.

SAP Concur Expense

Manage Expenses Cash Advances Process Reports

Home / Expense / Manage Expenses

Manage Expenses

Report Library

View: Active Reports

Phoenix 1/15/24-1/20/24
12/19/2023

\$362.50

Not Submitted

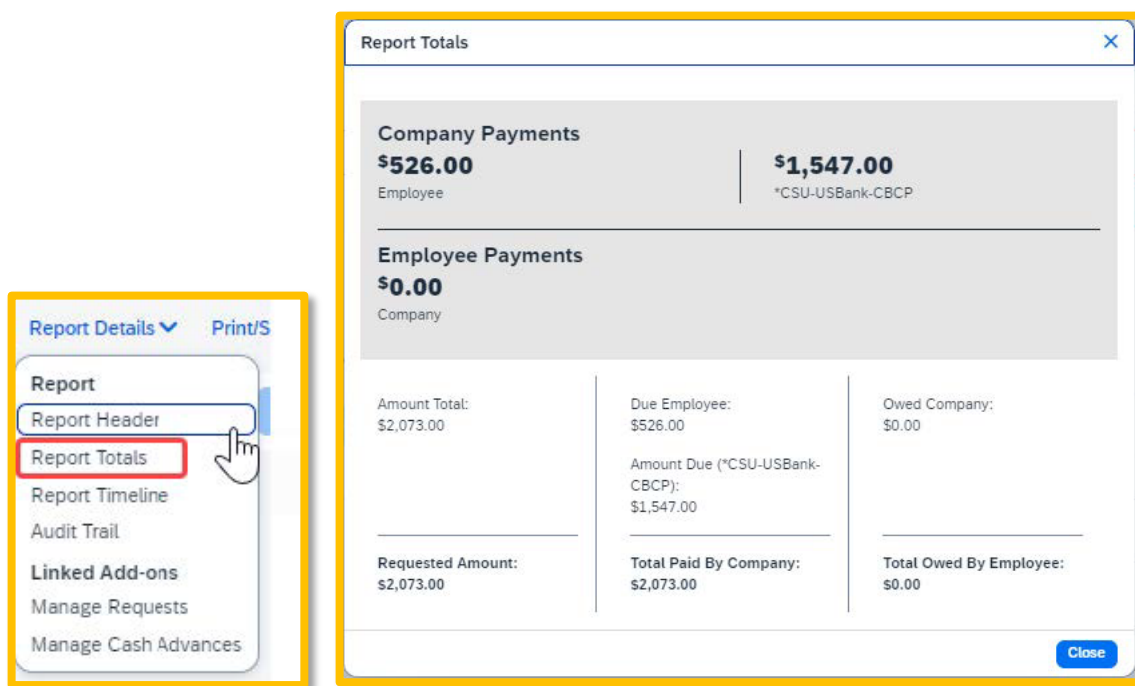
Report Status

Available Expenses

Delete Combine Expenses Move to View: All Expenses

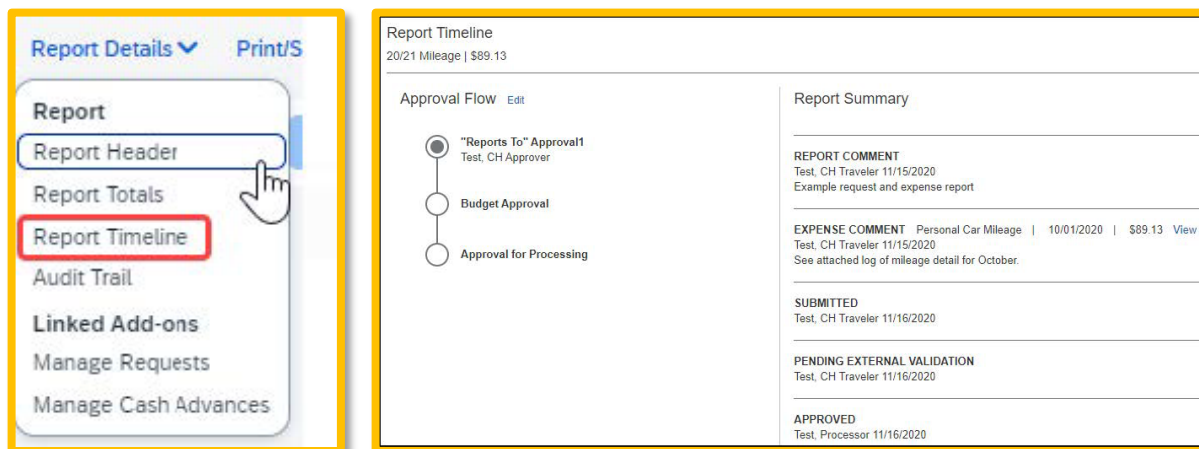
Report Totals

After adding expenses to the report, use this option to view the amount the traveler owes or what is due to the traveler from the university, and what has been paid to the credit card company by the university.



Report Timeline/Tracking Status of an Expense Report after Submission

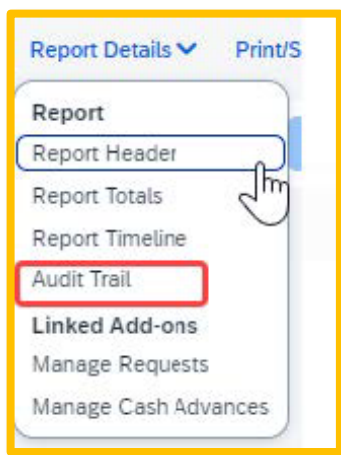
You can review the status of your submission by using the timeline. It will show what has occurred thus far and where the report is within the flow. In the example below, this report is with the "reports to" approver. For your report, this would reflect an actual person's name.



1. This view shows the Approval Flow and the current stage of the expense report.
2. This view provides comments and keeps track of when the report was submitted.
3. The Budget Approval name will remain blank until the report is submitted and the system will then populate this workflow step with the approver name/s based on the ChartField/s indicated.
4. Select **"Close"** when finished viewing the timeline.

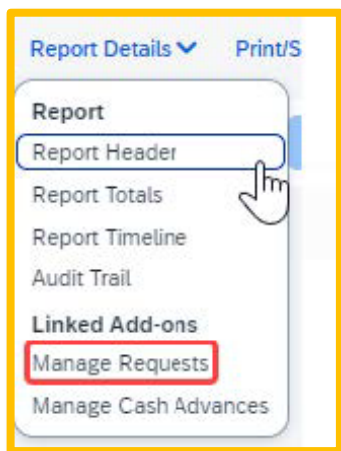
Audit Trail

Using this option a user can view the record of all changes made to an expense report once the report is submitted. Actions at the Report Level and Entry Level are both tracked.



Linked Requests/Manage Requests

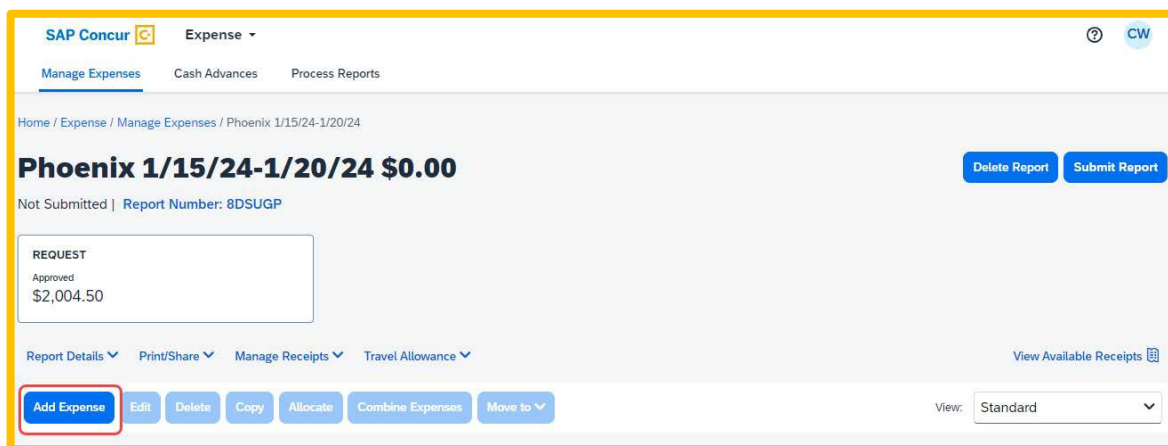
Using this option, a traveler can disassociate or add a travel request from the expense report or view the linked travel requests. Multiple travel requests can be linked to a single expense report for a trip that begins on the same day another one ends. This can only be done if the report is unsubmitted or returned back to the traveler.



Adding Expenses

Create New Expense

1. From the open expense report, select **"Add Expense"**.



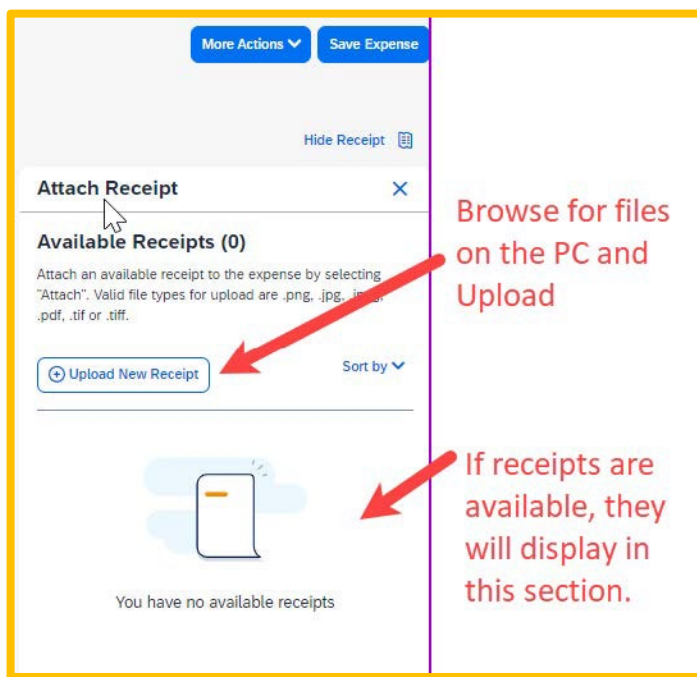
2. Select or search for the expense type.

The 'Add Expense' dialog box is shown. It has a close button (X) in the top right corner. On the left, it says '5 Available Expenses' and a '+ Create New Expense' button. Below this is a search bar labeled 'Search for an expense type'. A list of expense types is displayed, categorized under '01. Travel Expenses' and '02. Personal Car Mileage'. The 'Travel Expenses' category includes 'Hotel/Lodging', 'Hotel/Lodging Tax', 'Incidentals', and 'Laundry'. The 'Personal Car Mileage' category includes 'Personal Car Mileage' and 'Personal Car Mileage Deduction'.

3. Enter details for the **"New Expense"**. In this case, enter the Transaction Date, Vendor Name, City of Purchase, Amount, and Comment. Fields with a red asterisk are required fields.

The 'New Expense' form is shown. It has a 'Cancel' button and a 'Save Expense' button in the top right corner. The form is divided into two tabs: 'Details' and 'Itemizations'. The 'Details' tab is active. It contains an 'Allocate' section with a red asterisk indicating required fields. The fields are: 'Expense Type' (Supplies), 'Transaction Date' (MM/DD/YYYY), 'Vendor Name', 'City of Purchase', 'Payment Type' (Out of Pocket), 'Amount', and 'Currency' (US, Dollar (USD)). There is also a 'Comments To/From Approvers/Processors' text area. At the bottom, there are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'. On the right side, there is a 'Receipt' section with an 'Add Receipt' button and instructions: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.'

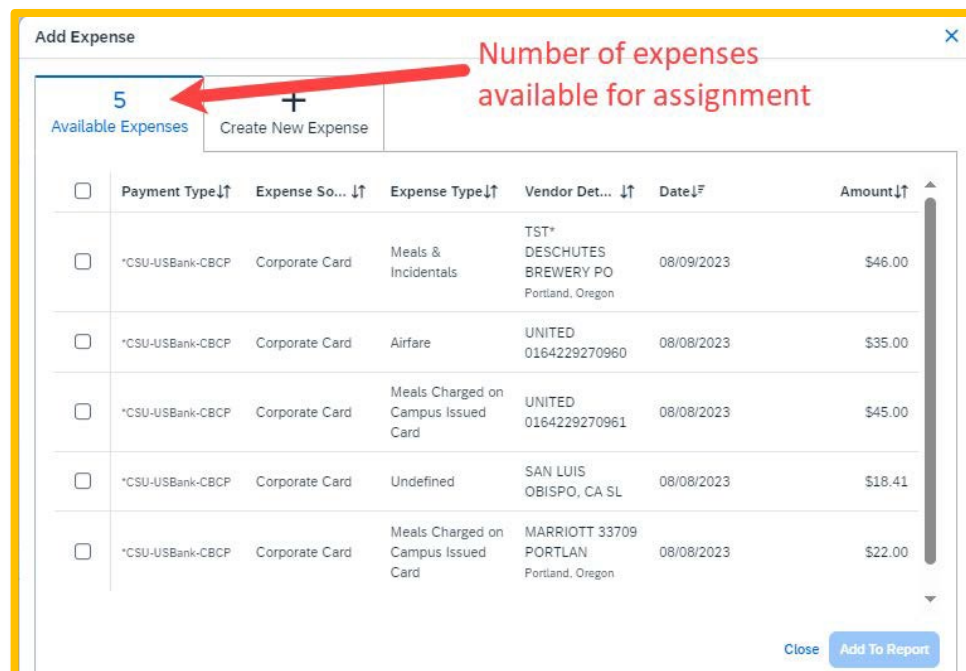
4. Select **"Add Receipt"** and upload the appropriate supporting documents. *Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.



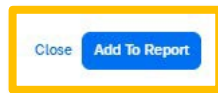
5. Select **"Save Expense"** button or select **"Save and Add Another"** if additional expenses must be added to the report.
 - a. Verify or update the Expense Type classification of the imported credit card transactions or any other required fields that need to be populated.

Available Expenses (including travel card/ghost card charges)

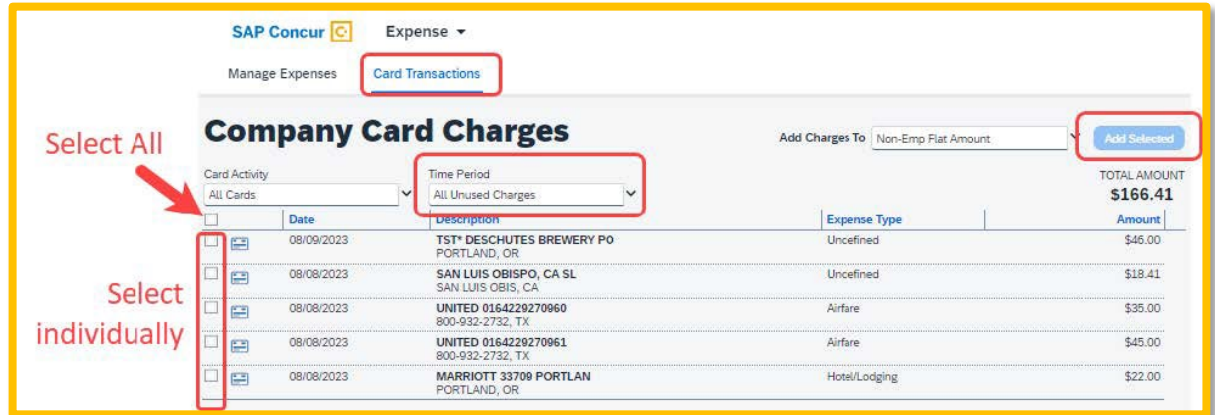
1. If creating a new expense using the **Available Expenses** tab, note that all available expenses done on the Travel Credit Card/Ghost Card Charges will appear here. Note: Flights purchased through Concur or the TMC will come into the Available Expenses as a Ghost Card charge.
 - a. Select the checkbox next to each transaction that you want to assign to the current expense report. The Payment Type and Expense Source columns help to identify the method of purchase.



- b. Select the **"Add to Report"** button to move the to the current expense report. Note: If a checkbox is not selected, the **"Add to Report"** button will appear light blue.



- c. Verify or update the Expense Type classification of the imported credit card transactions.
2. If creating a new expense using the **"Card Transactions"** window,
 - a. Ensure you have **"All Unused Charges"** selected in the Time Period field. This will prevent you from omitting a charge on your card that is outside of the default range. Select all the charges or the individual charges that were for this travel report. This view resembles the Available Expenses view.

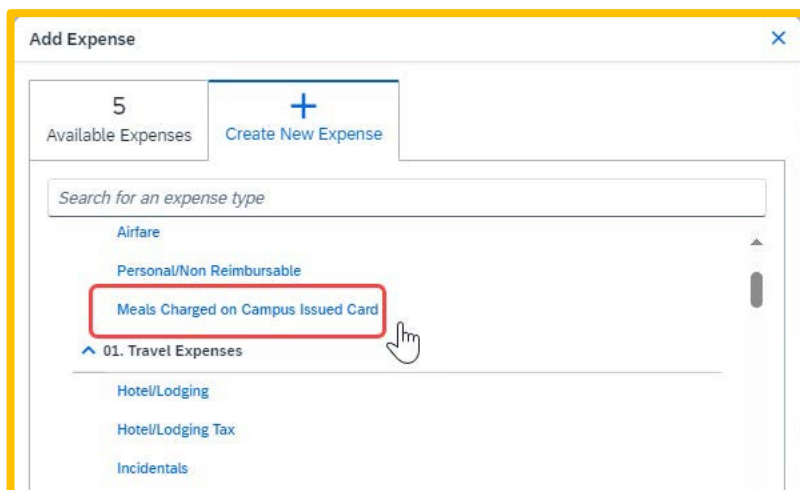


- b. Validate the Report Name in the **"Add Charges To"** field is valid, then select the "Add Selected" button to move the transactions to the report.
- c. Verify or update the Expense Type classification of the imported credit card transactions, especially for Meals purchased on the Campus Issued Card.

Meals Charged on a Campus Issued Card Expense Type

This expense type will be utilized when a traveler has access to a campus issued travel card and uses it for meals. The cardholder is required to report any meals purchased in this way and it will auto deduct the value from the M&IE per diem offered through the university.

1. From the open report, click **"Add Expense"**.



2. On the New Expense tab, select **“Meals Charged on Campus Issued Card”** expense type.
3. For Transactions already on the report, select the expense and then **“Edit”**.

Not Submitted | Report Number: ZKX0JP

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾ View Available Receipts 📄

Add Expense Edit Delete Copy Allocate Combine Expenses Move to ▾ View: Standard ▾

<input type="checkbox"/>	Alerts	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↑↓	Requested↑↓
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	10/04/2023	\$51.75
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	10/03/2023	\$69.00
<input type="checkbox"/>			Out of Pocket	Meals/Incidentals - Location Based	Sacramento, California	10/02/2023	\$51.75
<input checked="" type="checkbox"/>	✖		*CSU-USBank-CBCP	Meals & Incidentals	TST* DESCHUTES BREWERY PO Portland, Oregon	08/09/2023	\$46.00
							\$218.50

4. Update the expense type to **“Meals Charged on Campus Issued Card”**, then select **“Save Expense”**.

← → **Meals & Incidentals \$46.00**

08/09/2023 | TST* DESCHUTES BREWERY PO | Corporate Card

Cancel Delete Expense Save Expense

Details Itemizations

Allocate

Update Expense Type

Expense Type * * Required field

Transaction Date * Payment Type

Amount Currency

NOTE: CSU and campus specific audit rules are integrated into the system. When adding an expense that requires a certain action an alert message will appear:

- **Warning-** ⚠ eligible to continue and submit.
- **Hard Stop-** 🛑 cannot move forward and must make correction prior to submission.

To Create a Car Mileage Expense

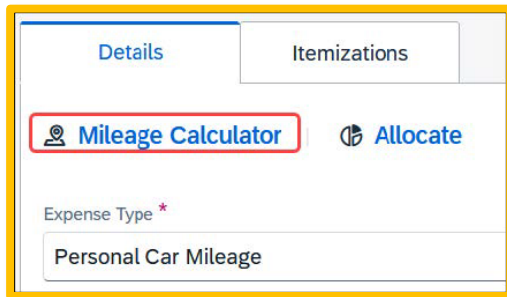
You must register a car for the applicable mileage type in order to be reimbursed for mileage (go to Profile > Profile Settings > Personal Car).

1. From within the Expense Report, select **“Add Expense”**.
2. Select the **“Personal Car Mileage”** Expense Type. The mileage form will open with the required and optional fields displayed.

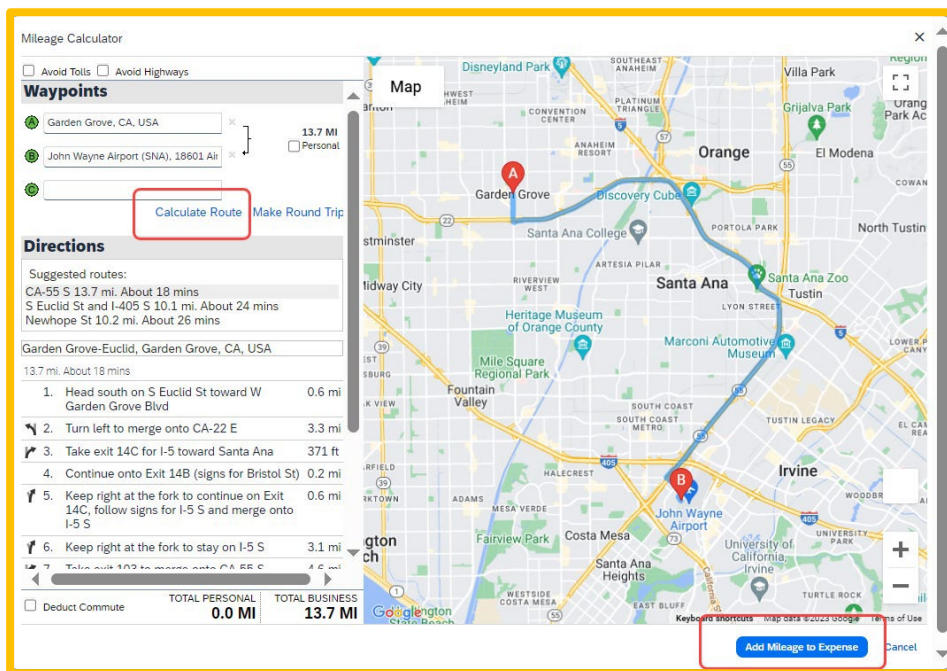
- a. If you are prompted to add a new vehicle, add the vehicle description and **“Personal Car”** as the mileage rate type. Complete all required and optional fields as appropriate.



3. Select the **“Mileage Calculator”** button.



4. Type in the locations and select **“Calculate Route”**.
5. Update the route as appropriate. If round trip mileage should be calculated, click **Make Round Trip**.
6. Only use the **Personal** checkboxes to the right of each waypoint if you want to omit that portion of mileage from your report.



7. Select **“Add Mileage to Expense”**. The amount will calculate as the form closes and all the fields will be populated on the form.
8. Complete all required and optional fields as appropriate.
9. Click **“Save Expense”**.

Itemizing Expenses

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

To Itemize a General Expense

1. Add the expense as usual and then click Itemizations tab. The itemized amount must match the total expense. Not all expense types can be itemized.
2. Select **Create Itemization** tab, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the fields as required.

SAP Concur Expense

Manage Expenses Cash Advances Process Reports

12/20/2023 Allstar Hotels

Details Itemizations Hide Receipt

Amount \$275.00 Itemized \$0.00 Remaining \$275.00

New Itemization * Required field

Expense Type * Hotel/Lodging

Entry Type: Recurring Itemization 01/15/2024 - 01/20/2024 (Nights: 5)

Your hotel room rate was: The Same Every Night Not the Same

Room Rate (per night)* Room Tax (per night) Tax 2 (per night) Tax 3 (per night)

(Amounts in USD) Add Tax Fields

Save Itemization Cancel

Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

4. Click **"Save"**.
5. The expense will now reference an "itemized" note under the amount.

	Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move to	View: Standard
	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
			Out of Pocket	Hotel/Lodging	Allstar Hotels Phoenix, Arizona	12/20/2023	\$1,375.00 Itemized	

6. Repeat for each additional itemization, on the Itemization tab, select the appropriate expense type and complete the appropriate fields.

To Itemize a Hotel Expense

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

To create a lodging expense:

1. With the Expense Report open, on the "Create New Expense" tab, select the **Hotel/Lodging** expense type. The lodging form will open with the required and optional fields displayed.
2. Complete all required and optional fields as appropriate.
3. Click "**Itemizations**" tab then "**Create Itemization**" button. Search/select the **Hotel/Lodging** expense type.

4. The number of nights and days auto populate.
5. Select "**The Same Every Night**" or "**Not the Same**" depending on the respective hotel details. If not the same each night (i.e. increase for weekends, etc.) this option will let you note the differences from day to day, otherwise select same every night to itemize full cost of stay by respective classification.
6. Enter the Room Rate, Room Tax, and Additional Charges.
7. Select "**Save Itemization**".
8. If there is a remaining amount to be itemized (other charges, for example, for parking or meals), the remaining amount is displayed in the Remaining field. Continue to itemize the amounts until the balance is \$0.00. For lodging, if Payment Type: Out of pocket, omit any meals and do not include them in the itemization/report as you will receive the M&I per diem.

Add Expense Edit Delete Copy Allocate Combine Expenses Move to							View: Standard
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Hotel/Lodging	Allstar Hotels Phoenix, Arizona	12/20/2023	\$1,375.00 Itemized

Allocating Expenses

The Allocations feature allows you to allocate selected expenses to multiple chartfields. This should be performed after the Itemization if allocating to multiple expense types.

- 1. Allocate single expense - With the report open, select a single expense and click **“Allocate”**. Select the **Percent** or **Amount** tabs, then **“Add”** and enter the new chartfield designation.

Allocate

Expenses: 10 | \$1,375.00

Percent

Amount

Amount

\$1,375.00

Allocated \$1,375.00

100%

Remaining \$0.00

0%

Default Allocation

Code

Default

Percent %

100

Add

Edit

Remove

Save as Favorite

- 2. To allocate multiple expenses (or the entire report), select the expenses and then select the **“Allocate”** button.

Phoenix 1/15/24-1/20/24 \$1,746.67

Delete Report

Copy Report

Submit Report

Not Submitted | Report Number: 8DSUGP

REQUEST

Approved

\$2,004.50

Report Details

Print/Share

Manage Receipts

Travel Allowance

View Available Receipts

Add Expense

Edit

Delete

Copy

Allocate

Combine Expenses

Move to

View: Standard

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input checked="" type="checkbox"/>			Out of Pocket	Hotel/Lodging	Allstar Hotels Phoenix, Arizona	12/20/2023	\$1,375.00 Itemized	
<input checked="" type="checkbox"/>			Out of Pocket	Personal Car Mileage		12/20/2023	\$9.17	
<input type="checkbox"/>			Out of Pocket	Meals & Incidentals - Location Based	Phoenix, Arizona	12/20/2023	\$51.75	

- 3. Select **Percent** or **Amount**, then **“Add”** and enter the new chartfield designation.

Allocate

Expenses: 11 | \$1,384.17

Percent

Amount

Amount

\$1,384.17

Allocated \$1,384.17

100%

Remaining \$0.00

0%

Default Allocation

Code

Default

Percent %

100

Add

Edit

Remove

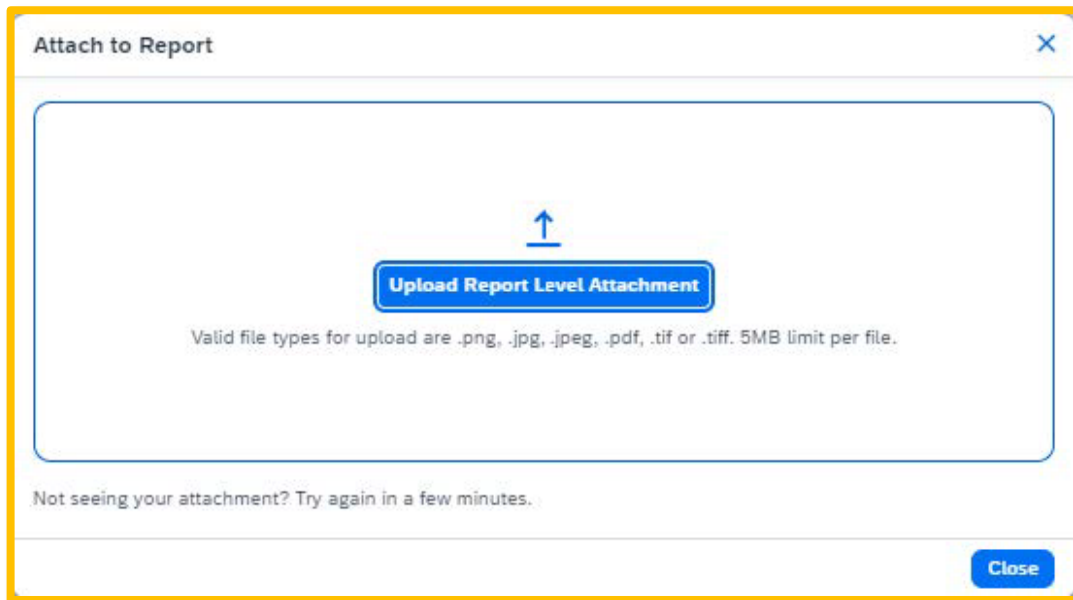
Save as Favorite

4. Click **Save**.

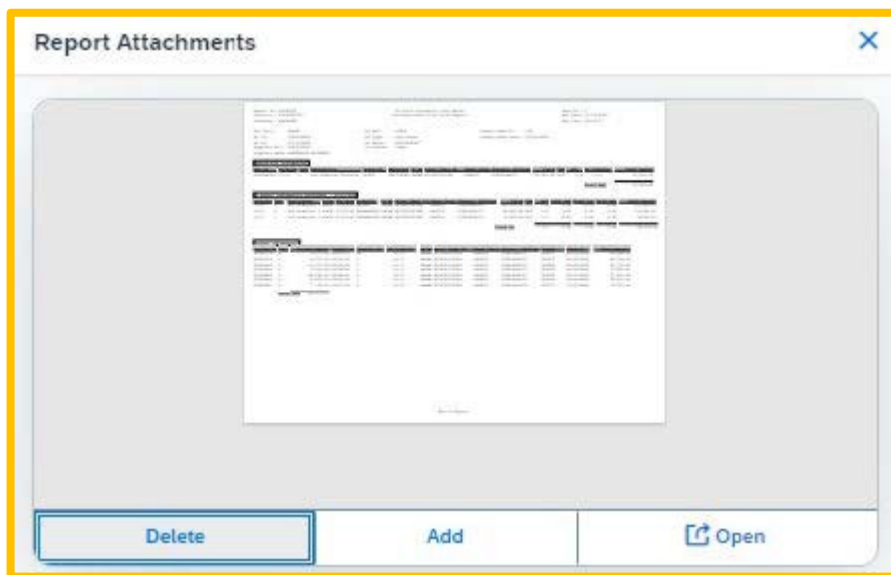
Managing Attachments

Navigate to **Manage Receipts > Manage Attachments** menu to launch “**Upload Report Level Attachment**” window. These are files that support the expenses (no need to attach meal receipts when using location based per diem). Documents may include a conference registration showing location/dates of trip, or an itinerary for international travel, or any other support document that is helpful to have on hand for processing the travel expense claim.

1. Valid file types are specified (.png, .jpg or .jpeg, .pdf, etc). Note: There is a 5MB limit.

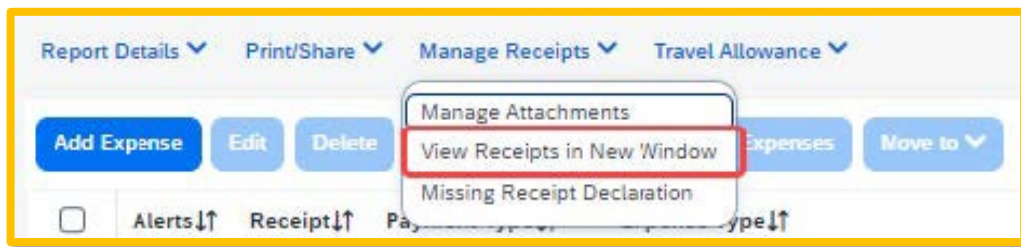


2. A report option window will provide “**Delete**”, “**Add**” or “**Open**” action buttons for the attachment. “**Delete**” will be prompting to remove the current attachment. “**Add**” is used to insert more attachments. “**Open**” is used to view the attachment in full size.
3. Use the X in the upper right if you are finished adding attachments.



4. Once documents have been uploaded, the Manage Receipts menu displays an additional option to “**View Receipts in New Window**”. *Note: Documents cannot be removed once the

Expense Report is submitted or Approved. However, more documents may be attached to a report at anytime.



Electronic Receipts (E-Receipts)

An electronic version of a paper receipt for expenses incurred by Concur users. Opting into e-receipts can alleviate the amount of data you need to type into the system. Some hotels offer receipts which are imported into Concur and facilitate the data entry for you.

1. If a user wants to use e-receipts for car and hotel, they must activate the feature and opt themselves in.
2. Navigate to **Profile > Profile Settings**.
3. Once in the Profile Options window, navigate to the profile settings in the left menu area to a section called **"Other Settings"** and select **"E-Receipt Activation"**.
4. In the main area of the window, select **"Enable"**.
5. Select **"I Agree"** to begin receiving car and hotel e-receipts.

Missing Receipt Declaration

1. For missing receipts, select the item for which the receipt is missing then navigate to **Manage Receipts > Missing Receipt Declaration**.

NOTE: This is only visible to the Traveler. Delegates do not have access to create a missing receipt declaration on behalf of the Traveler. Please be aware that a missing receipt declaration cannot be used for all expenses. The system will alert you if it cannot be used.

A screenshot of the 'Create Receipt Declaration' form in Concur. The form has a title bar with a close button. Below the title, there is a paragraph of text explaining the purpose of the declaration. Below this, there is a section titled 'To create a Missing Receipt Declaration, select the expenses below that require a receipt.' followed by a table with columns: 'Expense Type', 'Vendor', 'Date', and 'Amount'. The table has one row with the following data: 'Hotel/Lodging', 'Allstar Hotels', '12/20/2023', and '\$1,375.00'. Below the table, there is a checkbox and a paragraph of text for acknowledgment. At the bottom right, there are two buttons: 'Cancel' and 'Accept & Create'.

2. Check the box to confirm the receipt that is missing, then select the button **"Accept & Continue"**.
3. The expense report line will display an image to identify that the receipt is missing.

			Out of Pocket	Hotel/Lodging	Allstar Hotels Phoenix, Arizona	12/20/2023	\$1,375.00 Itemized
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Available Receipts Library

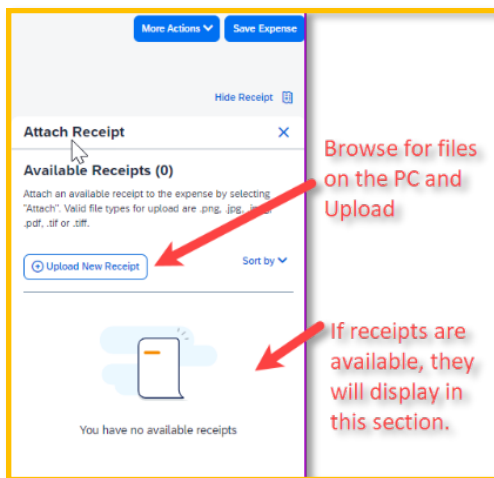
Users can upload images to the **Available Receipts** library which stores the receipt until the user is ready to attach it to an Expense Report. Receipts can be uploaded to Available Receipts using various methods.

Compatible file types: .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file; 5 MB limit per file.

Attach Receipts Directly to Expense Report

Receipt files saved to a folder on your computer may be uploaded directly into an Expense Report.

1. With your transaction open, select **Upload New Receipt**.



2. Browse your computer to find the scanned document.
3. Click **Attach**.

Receipts Captured with Concur App

Any receipts captured using the Concur app will automatically place the images in your Available Receipts library.

Email Receipts to your Concur Profile

1. Before emailing receipts to the **Available Receipts** library, you must submit your email address for verification in the **Personal Information** section of your Profile.
2. Prepare an email to receipts@concur.com, attach the images, and send the email.

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

1. In the Expense Report, select an expense entry to open it in Detail view.
2. Click **Receipts> View Available Receipts**.
3. Select the appropriate image to attach in support of the expense. The receipt icon will turn from yellow to blue once attached.

Printing or Sharing an Expense Report

1. On the Expense Report page, select "Print / Share", and then select "***CSU-Detailed Report with Summary Data**".

The screenshot shows the Phoenix expense report interface. At the top, it displays "Phoenix 1/15/24-1/20/24 \$1,746.67" and buttons for "Delete Report", "Copy Report", and "Submit Report". Below this, it says "Not Submitted | Report Number: 8DSUGP". A "REQUEST" box shows "Approved \$2,004.50". A red arrow points to the "Print/Share" dropdown menu, which is open, showing the option "*CSU - Detailed Report with Summary Data" selected. Other options in the menu include "Print", "Save as PDF", and "Email". Below the menu, there are buttons for "Add Expense", "Edit", "Delete", "Copy", "Duplicate", "Move to", and "View Available Receipts". A table at the bottom lists expense items with columns for Alerts, Receipts, Payment Type, Expense Type, Vendor Details, Date, and Requested. The first item is "Out of Pocket" for "Hotel/Lodging" at "Allstar Hotels Phoenix, Arizona" for \$1,375.00.

2. Select **Print** or **Save as PDF** or **Email** to get complete packet for expense report (includes copies of receipts attached). Please note, copies are retained in Concur according to our CSU retention guidelines and maintaining duplicative copies elsewhere is not required of departments. By selecting Email, the recipient will receive an automated email (auto generated email will not receive replies) with the expense report copy. Audit trail will populate if a report has been emailed.

Correcting and Resubmitting an Expense Report

Your Expense Report Approver or processor will send a report back to you if an error is found. You will receive an automated email from Concur with a report status change of: Sent Back to User with a comment. The Approver or Processor will include a comment explaining why the report was returned to you. To identify and correct expense reports requiring resubmission:

1. In the **Manage Expenses** section, the report appears with **Returned** header on the report tile. The approver's comment appears below the amount.
2. Make the requested changes and click "**Submit Report**".

Converting Foreign Currency Transactions

1. With the Expense Report open, click Add Expense, and then enter the appropriate information in the required and optional fields (required fields are indicated with a red asterisk).
2. For the Amount field enter the amount spent in foreign currency. The correct currency should populate based on the City of Purchase information you entered. If needed, you can change the currency from the list to the right of the Amount field.
3. Expense calculates the amount in USD.
4. If expense amount is already in USD, enter amount in **Amount in USD** field and it will calculate the foreign amount for you.
5. Complete the remaining fields as appropriate and make sure the **Travel Allowance** box is checked before saving the expense. This is what will be used to check the amount against the GSA travel allowance rates for that specific destination. If this box is not checked the report will not be able to be submitted until that occurs.

Acting as a Delegate

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

NOTE: If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if you require help to complete the task, contact One-Stop Travel Services.

1. Click **Profile> Acting as other user**.
2. Select the appropriate delegator's name.
3. Click **Apply**.
4. Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected. You are now officially working on behalf of that person. Complete the normal processes of creating reports, attaching receipts, etc.
 - To select a different user, follow the same steps but click a different name.
 - To return to your own tasks, click **Acting as** and then **Done acting for others**.