EXPENSE REPORT: PERSONAL EXPENSES





Personal Expenses

Personal expenses must be itemized as personal expense type. This expense type can be used when expensing part of an expense. For example; meal (university paid) with alcohol (personal expense), or when an accidental personal charge is made on your Concur travel card.

You may also need to itemize part of a charge to a personal expense paid on the Concur travel card. (Section B for steps) For example; 3 meals paid on the Concur travel card totaling over \$55.00 for the day. Any overage would need to be itemized to Personal/Non-reimbursable and paid back to the University. Daily meal allowance of \$55 is a daily limit and cannot be transferred to other days. Cal Poly reimburses for actuals and does not pay per diem.

A. For personal expenses with no other charges start here:

1. Under the Expense Tab, Create New Report

Create New Report

Create New Report

- 1. Use Unintended Transaction for Trip Purpose
- 2. Chartfield string will need to be added. The travelers most commonly used CFS will show and can be selected to add
- 3. Once all fields are populated, Click Create Report on the bottom right of the page

						* Required fic
Policy *		Report/Trip	p Name *	Тгір Туре	•*	
*CSU-Expense Policy	~	Person	al Expense	1-In-S	tate	`
Travel Start Date *		Travel End	I Date *	Traveler	Type *	
05/07/2821		05/08/2	2021	1-Fac	ulty	```
Trip Purpose *		Personal (Dates of Travel-If none enter NA *	Are you t	travelling to a banned state? *	
Unintended Transaction	~	NA		No		~
Are you traveling with students 2 *		Business		Fund *		
NA	~		(SLCMP) SLCMP - Cal Poly San Luis Obispo	T -	(SL001) SL001 - 948-485 CSU Operating Fund	
Department *	0/	Program	Most Recently Used	Class		
▼ ▼ (100400) 100400 - CAFES-Animal Science		T -	(SL-SLCMP-SL001-100400) 100400 - CAFES-Animal Science	T	Search by Text	
Project			(SL-SLCMP-SL001-126500) 126500 - SBS-Procurement Services (SL-SLCMP-SL001-126800) 126800 - SBS-Distribution Services			
▼ ▼ Search by Text			(SL-SLCMP-SL001-110100) 110100 - CENG-Mechanical Engineering			
			(SL-SLCMP-SL001-105500) 105500 - OCOB-Industrial Tech&Packaging			
Report Total			No Results Found	J		
Commante To/Erom Approvare/Brocaesore						

SAP Concur 🖸 Reques	Add Expense				×
Manage Expenses View Tran	4 Available Expenses	+ Create New Ex	pense		
Personal Expens	Payment Type	Expense Type	Vendor Details	Date 🔻	Amount
Not Submitted	Ghost Card-USBan	ık Airfare	United Santa Barbara	04/26/2021	\$722.40
Report Details Kint/Share	Ghost Card-USBan	k Airfare	AGENT FEE 8900808969288	04/26/2021	\$5.00
Add Expense Edit	*CSU-USBank-CBC	P Undefined	AMERICANHORT	04/07/2021	\$35.00
	CSU-USBank-CBC	P Hospitality	TST PETRA MEDITERRANEAN	03/12/2021	\$5.31
	Displayed expenses: 4, To	tal: 4	с	lose	To Report

- 4. Click Add Expense, then select the correct available expense from the list, then Click Add to Report
- 5. The expense will be added to the report. Open the expense by clicking anywhere inside the box (do not click on the BLUE Payment Type)
- 6. Change Expense Type to Personal/Non-Reimbursable

3/12/2021 TS	ST* PETRA MEDITERI	RANEAN	Corpo
Details	Itemizations		
Attendees (0)	0) 🛛 🥝 Allocate		
Expense Type *			
Memberships	ee/Reeke		
Other Expense	IES/DUUKS		
Personal/Non Reimbu	ursable		
Registration/Fees			
10. Team/Group			
Entry Fees			
2			

- 7. Make sure the box is checked Personal Expense (do not reimburse)
 - a. Add a comment for the personal expense
 - b. Click Save Expense

Personal/	Non Reimbursable	
Transaction D	ate *	
03/12/202	:1	
Amount		
5.31		

8. Check the Alerts at the top of the Report. Yellow Cautions should be reviewed but will not stop the report from being submitted. Red Alerts will stop the report from being submitted.

Alerts: 2	^
EPORT	
WARNING: An Approved Request was not linked or completed for this Expense Report. Please link corresponding Request. If a Request was never complete itiate a new Request. Upon approval, an Expense Report can then be created. View	d, please delete this Report and
xPENSE Personal/Non Reimbursable 03/12/2021 \$5.31	
This report contains expense(s) outside of the trip dates, please review for accuracy. View	

- 9. Take your amount owed via cash or check to the Cashiers Office to pay back the University. Then attach the Cashiers receipt to the expense line item, Save and SUBMIT.
- 10. Click Submit Report. The report will go to budget and manager for approvals. The processor will review and make the final approvals.

B. For personal expenses within a report (meal limit over \$55/day):

1. Concur has policy in the tool to alert you when your daily meal limit is over \$55.00 per day. Click VIEW to open the expense and correct the issue.



2. On the Expense line click the Itemizations Tab then Create Itemization. In this example, the Dinner is \$50 but \$20 was already spent on breakfast and lunch so \$15 needs to be itemized to Personal/Non-reimbursable to clear the alert.

← → Dinner - Domestic \$50.00					
Details	Itemizations				
Amount \$50.00	Itemized \$0.00	Remaining \$50.00			
Create Itemization					
No Itemizations. Create itemizations for the items on your receipt.					

3. Search Expense Type for the meal. In this example it is Dinner-Domestic. Add the allowable amount for the dinner based on the remaining per diem and Save Itemization.

← → Dir 03/18/2023 FOOD4	nner - Domestic \$50.0	00
Details	Itemizations	
Amount \$50.00	Itemized \$0.00	Remaining \$50.00
New Itemization		
Search for an exp	ense ype	
Recently Used		
Dinner - Domestic		
Personal/Non Reimb	ursable	

4. There will be a remaining balance on the itemization. Select Create Itemization again and use Expense Type Personal/Non-reimbursable for the remaining amount (\$15 for this example). Save Itemization.

Details	Itemizations			
Amount \$50.00	Iter \$3	mized 35.00	Remaining \$15.00	
Create Itemizati	on More Actions ~			
☐ Alerts 1↓	Date ≞	Expense Type ↑↓		Requested $\uparrow\downarrow$
	03/18/2023	Dinner - Domestic		\$35.00
Amount \$50.00	Itemized \$35.00	Remaining \$15.00		
New Itemization				
Expense Type *				
Personal/Non Reimbur	rsable			
Transaction Date *				
05/04/2023		1		
Amount *				
13.00		03, Dollar		
Personal Expense (do no	ot reimburse)			
Comments To/From Approver	s/Processors			
Save Itemization Ca	ancel			

- 5. The remaining amount will now be \$0 and the expense line item can be SAVED.
- 6. Note that the Personal/Non-reimbursable line item will show as \$0. This portion of the expense is not reimbursable and will not be considered in the total Amount Requested on the Expense Report

Details	Itemizations	
Amount \$50.00	Itemized \$50.00	Remaining \$0.00
Personal/Non Rei	mbursable \$15.00	



7. This will clear the alert and allow the Expense Report to be submitted.

8. Take your amount owed via cash or check to the Cashiers Office to pay back the University. Then attach the Cashiers receipt to the expense line item, Save and SUBMIT.