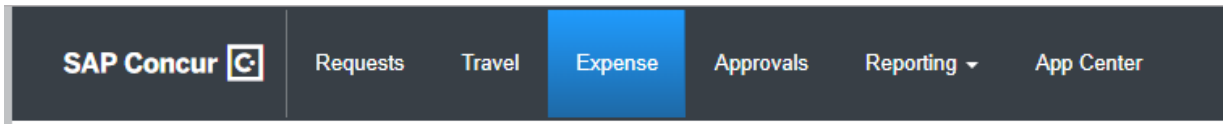
EXPENSE REPORT: PERSONAL EXPENSES



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CAL POLY

Strategic Business Services

ADMINISTRATION & FINANCE

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.

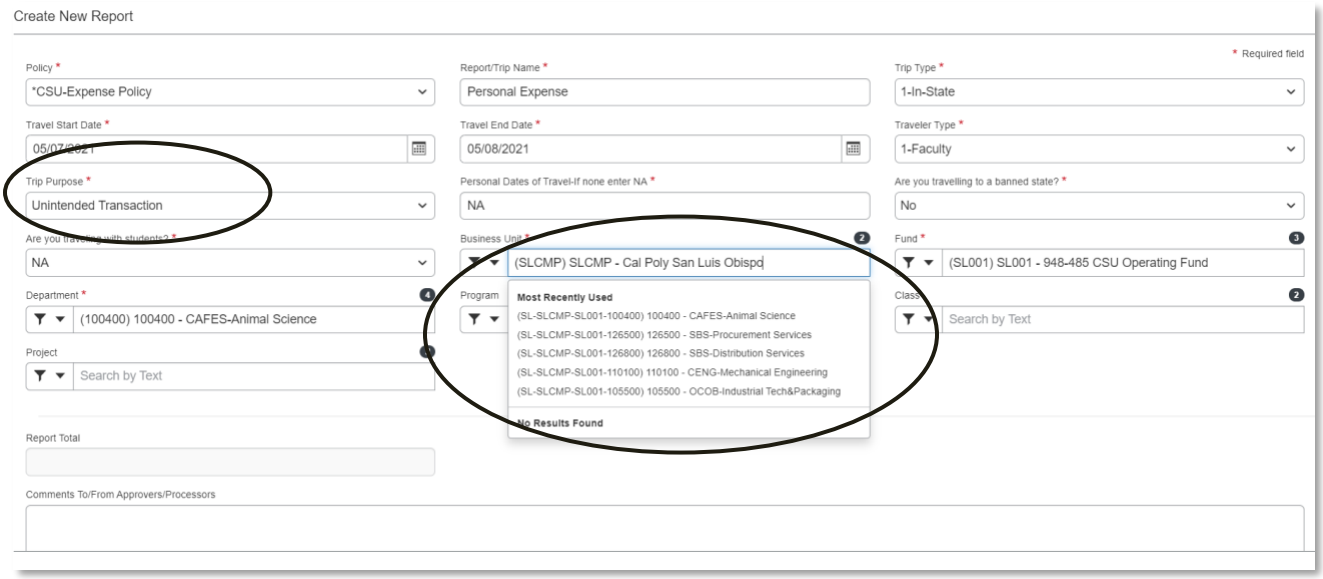
You may also need to itemize part of a charge to a personal expense paid on the Concur travel card. (Section B for steps) For example; 3 meals paid on the Concur travel card totaling over $55.00 for the day. Any overage would need to be itemized to Personal/Non-reimbursable and paid back to the University. 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.

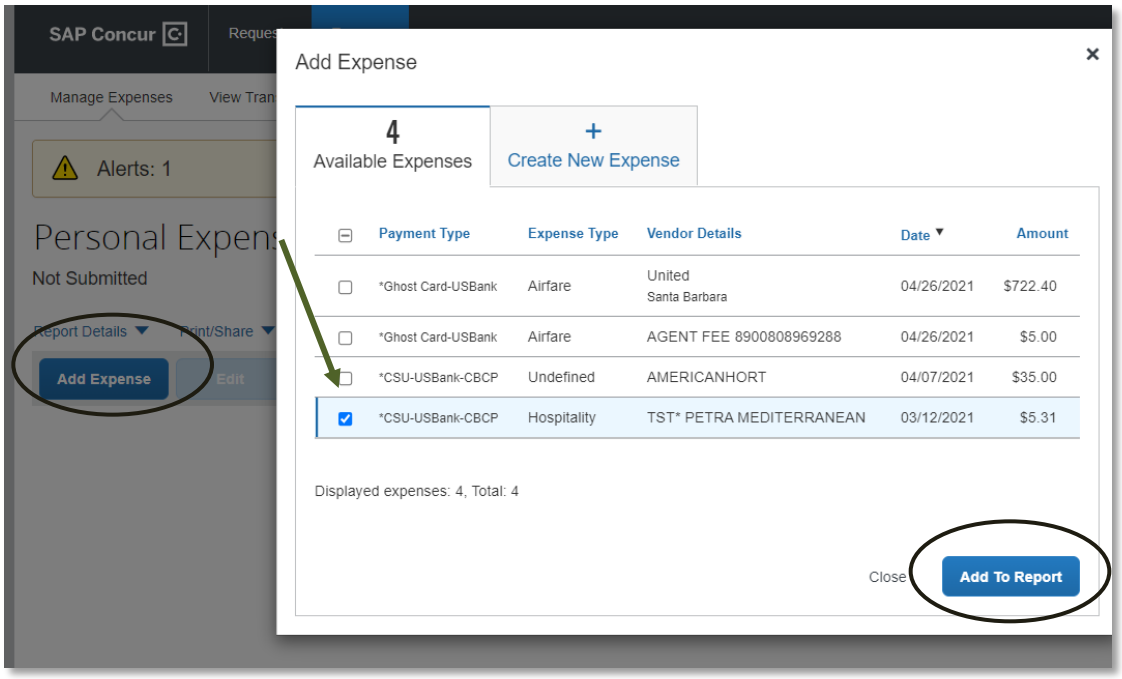
A. For personal expenses with no other charges start here:

1. Under the Expense Tab, Create New Report

Create New Report

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

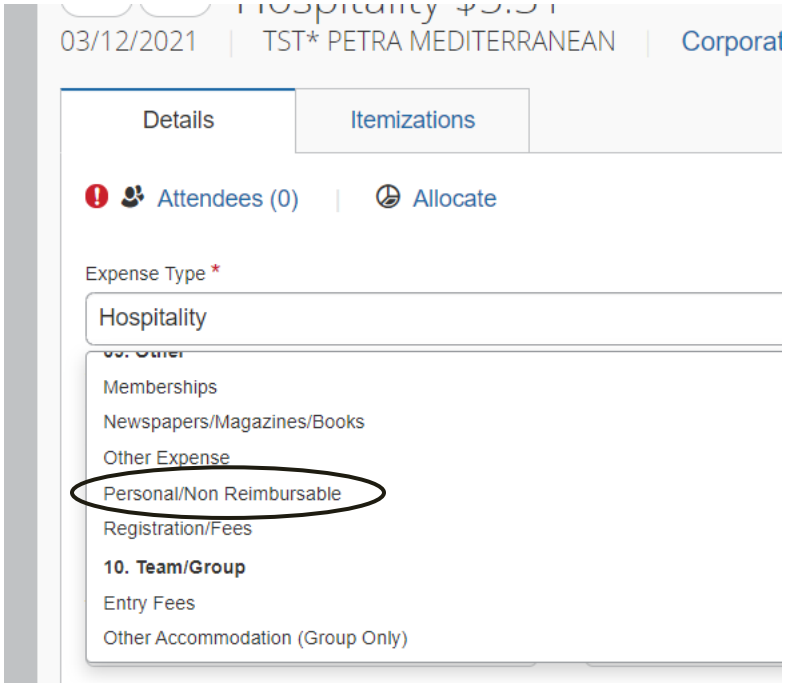




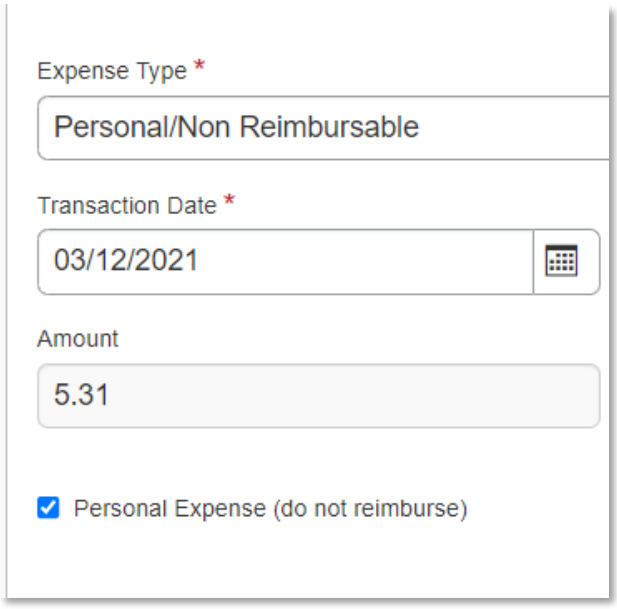
4. Click Add Expense, then select the correct available expense from the list, then Click Add to Report

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)

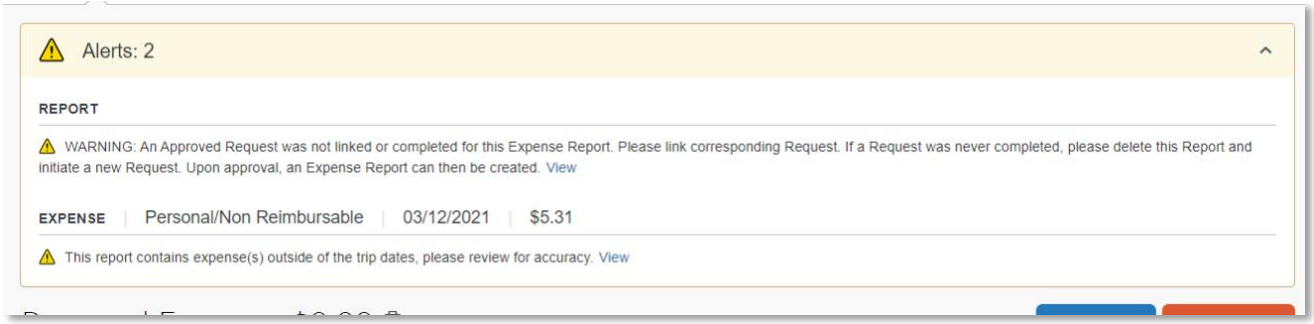
6. Change Expense Type to **Personal/Non-Reimbursable**



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



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.

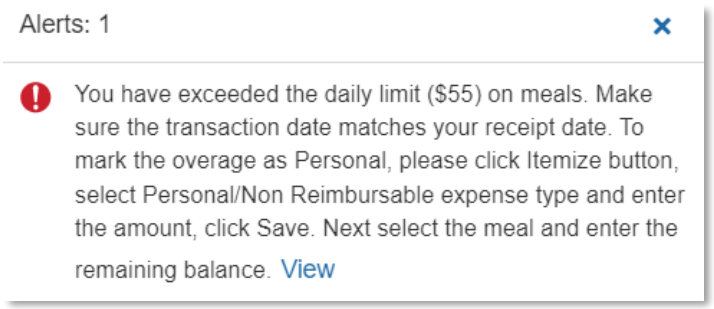


9. Take your amount owed via cash or check to the Cashiers Office to pay back the University. Then attach the Cashiers receipt to the expense line item, Save and SUBMIT.

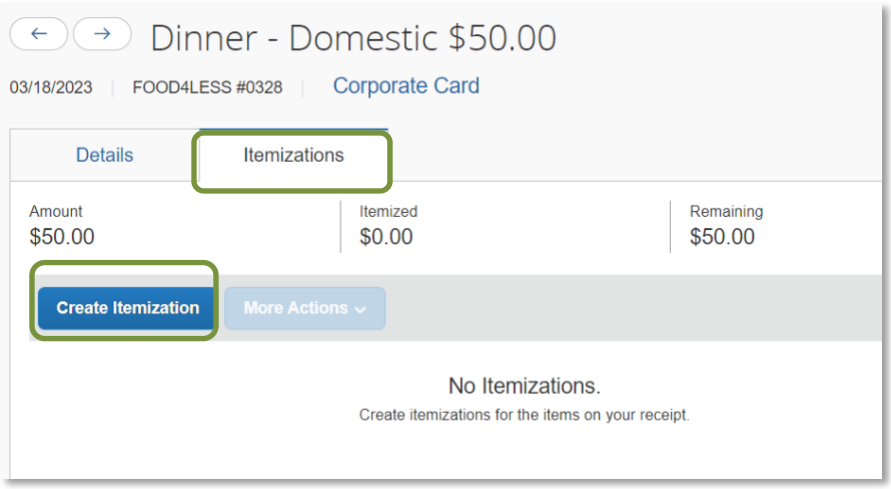
10. Click Submit Report. The report will go to budget and manager for approvals. The processor will review and make the final approvals.

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

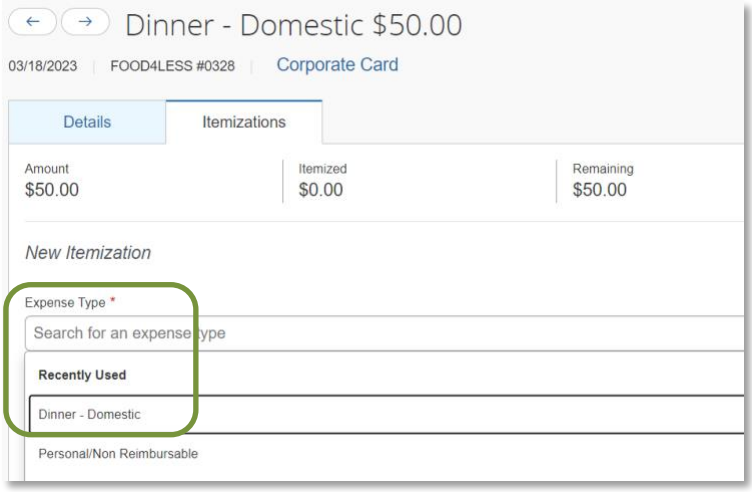
1. Concur has policy in the tool to alert you when your daily meal limit is over $55.00 per day. Click VIEW to open the expense and correct the issue.



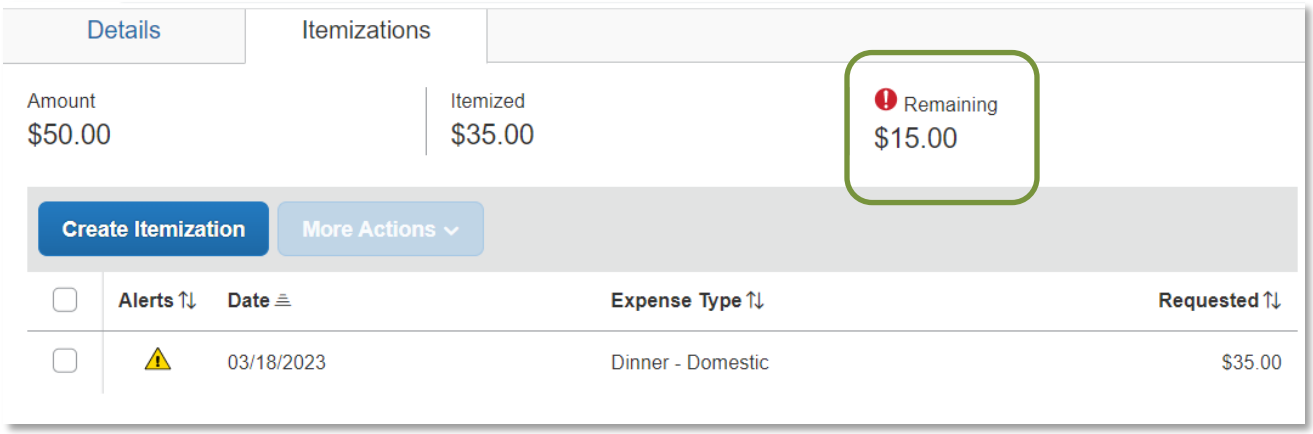
2. On the Expense line click the Itemizations Tab then Create Itemization. In this example, the Dinner is $50 but $20 was already spent on breakfast and lunch so $15 needs to be itemized to Personal/Non-reimbursable to clear the alert.

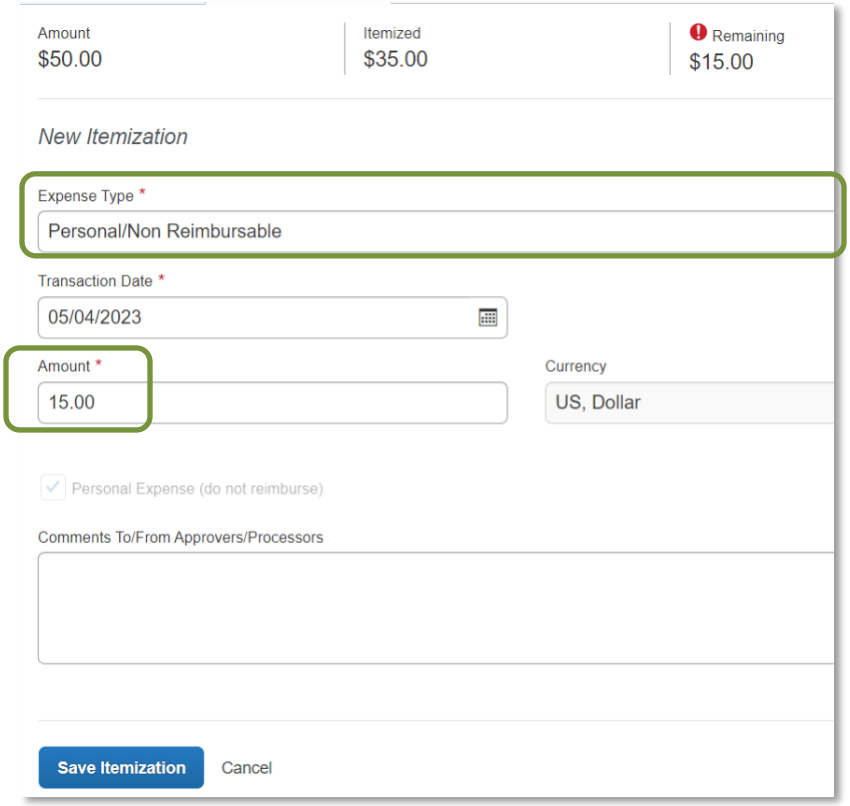


3. Search Expense Type for the meal. In this example it is Dinner-Domestic. Add the allowable amount for the dinner based on the remaining per diem and Save Itemization.

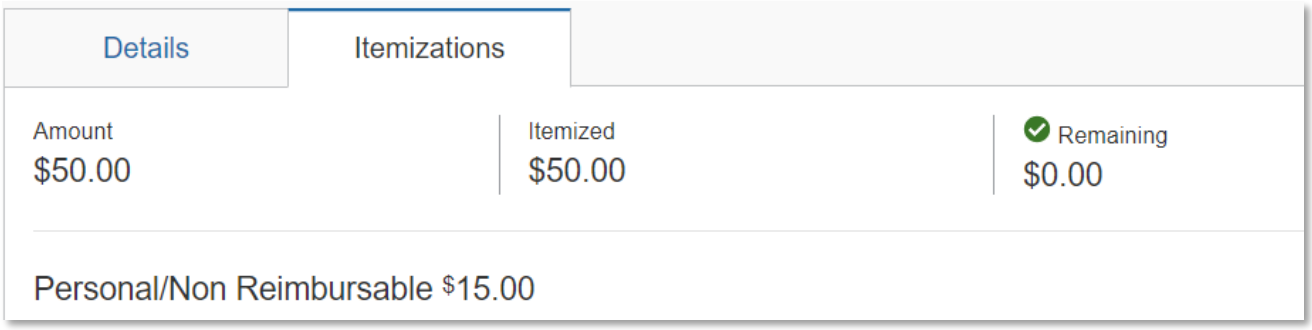


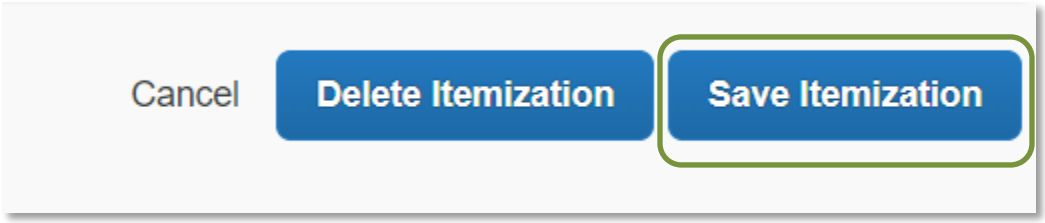
4. There will be a remaining balance on the itemization. Select Create Itemization again and use Expense Type Personal/Non-reimbursable for the remaining amount ($15 for this example). Save Itemization.





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





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.