EXPENSE REPORT: PERSONAL EXPENSES
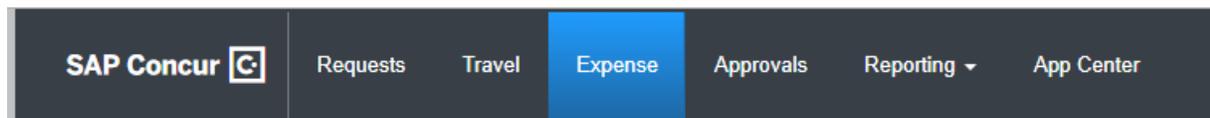
Personal Expenses

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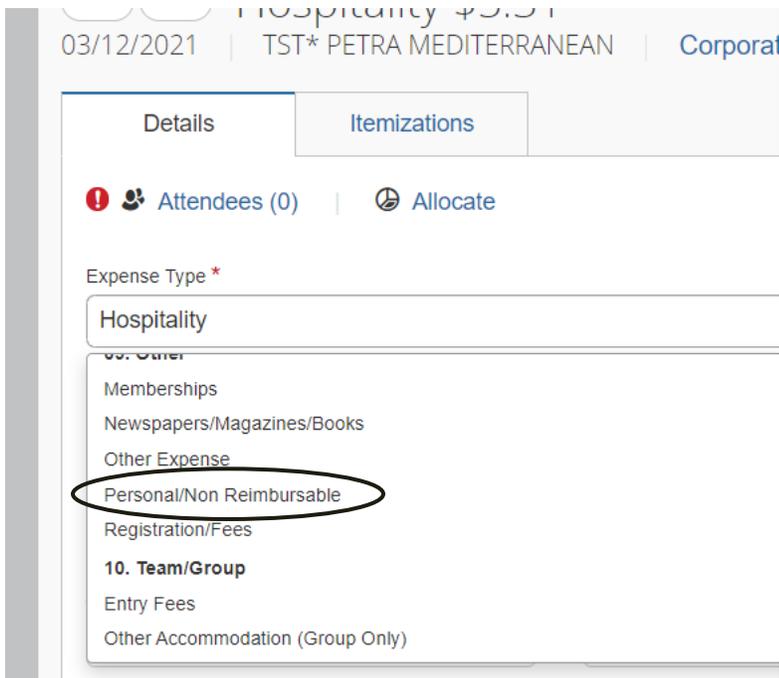
7. Make sure the box is checked **Personal Expense (do not reimburse)**
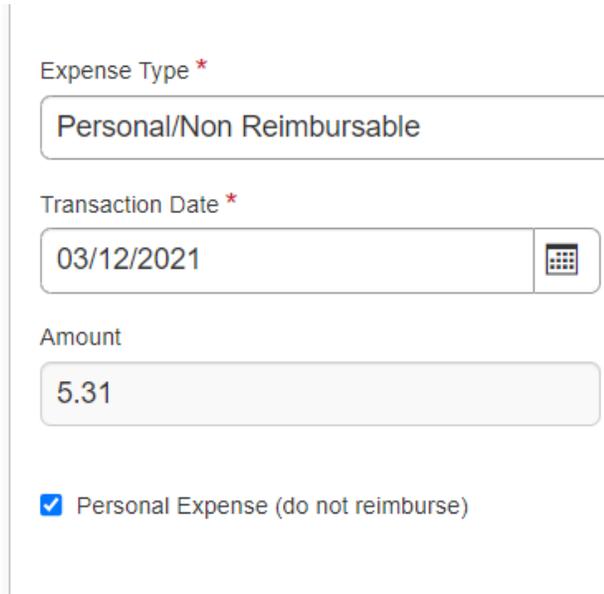   a. Add a comment for the personal expense
    b. Click **Save Expense**

Expense Type *

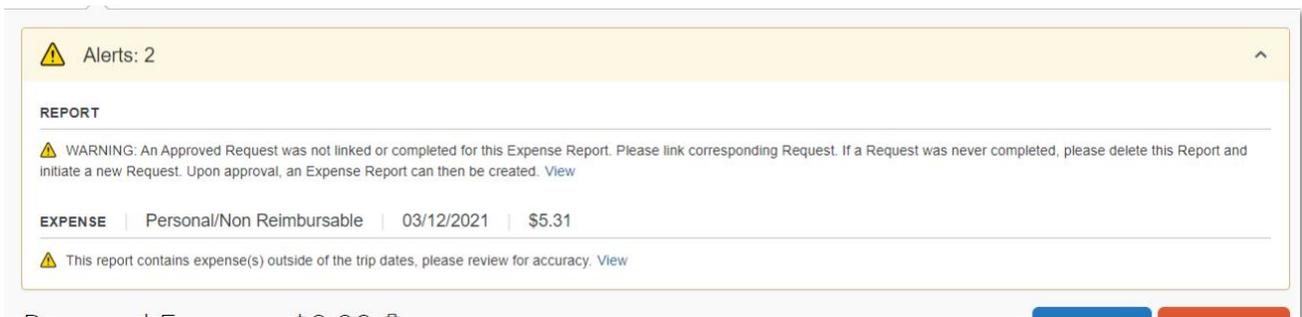Personal/Non Reimbursable

Transaction Date *

03/12/2021

Amount

5.31

☑ Personal Expense (do not reimburse)

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

REPORT

⚠ WARNING: An Approved Request was not linked or completed for this Expense Report. Please link corresponding Request. If a Request was never completed, please delete this Report and initiate a new Request. Upon approval, an Expense Report can then be created. View

EXPENSE | 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.

Alerts: 1 ✕

❗ You have exceeded the daily limit ($55) on meals. Make sure the transaction date matches your receipt date. To mark the overage as Personal, please click Itemize button, select Personal/Non Reimbursable expense type and enter the amount, click Save. Next select the meal and enter the remaining balance. View
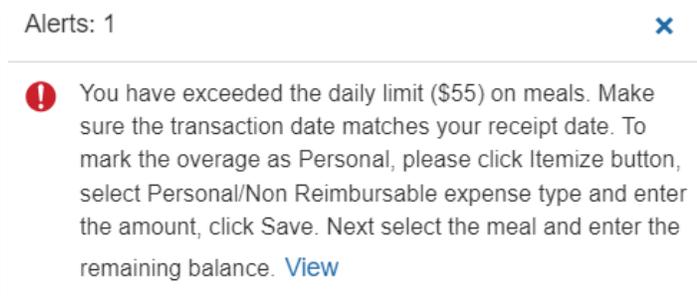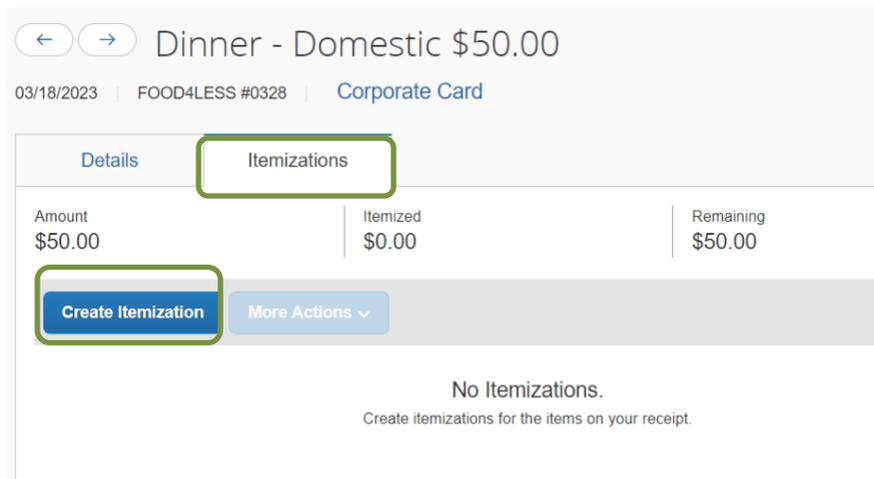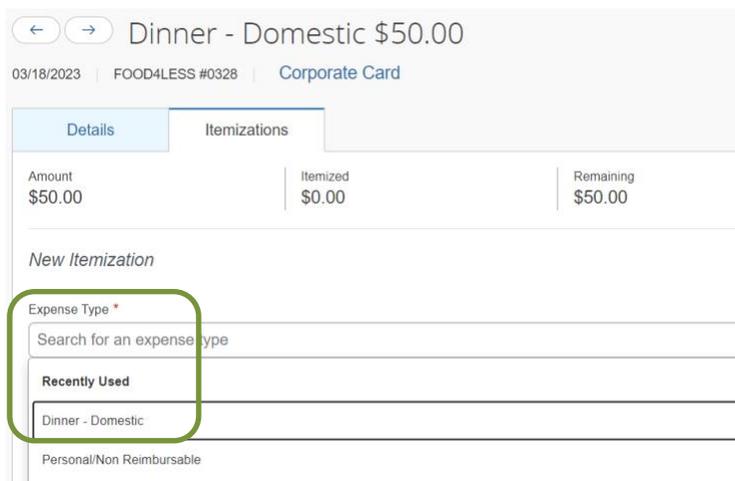
2. On the Expense line click the Itemizations Tab then Create Itemization. In this example, the Dinner is $50 but $20 was already spent on breakfast and lunch so $15 needs to be itemized to Personal/Non-reimbursable to clear the alert.

← → Dinner - Domestic $50.00

03/18/2023 | FOOD4LESS #0328 | Corporate Card

Details	Itemizations

Amount	Itemized	Remaining
$50.00	$0.00	$50.00

Create Itemization More Actions ⌄

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.

← → Dinner - Domestic $50.00

03/18/2023 | FOOD4LESS #0328 | Corporate Card

Details	Itemizations

Amount	Itemized	Remaining
$50.00	$0.00	$50.00

New Itemization

Expense Type *

Search for an expense type

Recently Used

Dinner - Domestic

Personal/Non Reimbursable

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	Itemized	❗ Remaining
$50.00	$35.00	$15.00

Create Itemization   More Actions ⌄

	Alerts ↕	Date ≞	Expense Type ↕	Requested ↕
☐	⚠	03/18/2023	Dinner - Domestic	$35.00

Amount	Itemized	❗ Remaining
$50.00	$35.00	$15.00

New Itemization

Expense Type *
Personal/Non Reimbursable

Transaction Date *
05/04/2023

Amount *   Currency
15.00   US, Dollar

☑ Personal Expense (do not reimburse)

Comments To/From Approvers/Processors

Save Itemization   Cancel

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	Itemized	✔ Remaining
$50.00	$50.00	$0.00

Personal/Non Reimbursable $15.00

Cancel   **Delete Itemization**   **Save Itemization**

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.