CREATING EXPENSE REPORT USER GUIDE:
INTERNATIONAL TRAVEL
Creating Expense Reports – International Travel

This guide is specific to creating an Expense Report for travel to International destinations or to Hawaii or Alaska since there are specific expense types in Concur for these destinations.

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

Note: Per Cal Poly Travel Guidelines, *Travel Expense Report/Claim must be submitted within 30 days of the end of a trip.*

Please be aware Approved Travel Requests will automatically close 60 days after the travel end date.

Creating a New Expense Report

To create a report:

1. Either:
   - Click *Request* on the header toolbar, and then select *Expense* under the Action column of the approved Request.
   - Or –
   - On the home page, on the Quick Task Bar, place your mouse pointer over *New*, and then click *Start a Report*.
- or –

- Click **Expense** on the header toolbar, and then select the **Create New Report** tile.

2. If you don’t create the expense report from the approved Request then you will need to link the approved Request to the **Expense Report** by clicking the **Add** button in the Report Header (automatically pops up).

   ![Concur software interface showing a new report being created](image)

   **Note:** A linked request will fill in all the required fields from your approved request.

3. Click **Next** to start entering expenses.

   **NOTE:** Trips with the following destinations: International, Alaska or Hawaii REQUIRE a **Travel Allowances** itinerary for the following expense types:

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>International</th>
<th>Hawaii</th>
<th>Alaska</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals &amp; Incidentals – International</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Alaska &amp; Hawaii</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. To build your Travel Allowance trip itinerary, click the Details dropdown and under the Travel Allowances section click New Itinerary to create a new itinerary

5. The Travel Allowances window will appear allowing you to build your trip itinerary. On the Create New Itinerary tab, enter the first leg of your trip by entering:
   a Departure City (usually in San Luis Obispo area)
   b Date (of Departure)
   c Time (of Departure)
   d Arrival City (of that leg of the trip)
   e Date (of Arrival)
   f Time (of Arrival)

and click Save.

NOTE: Your first leg may be your first flight (SBP to PHX, for example) or may be your drive to a bigger airport (San Luis Obispo to LAX, for example). Your first leg will usually start with leaving the San Luis Obispo area.
2. Repeat step 5 for each leg of your trip until you have entered all legs of the trip and click Next.

   NOTE: An itinerary should consist of at least 2 legs: 1) departure details and 2) return details.

3. Travel Allowance Expenses and Adjustments tab appears.
   a All travel days will appear (each row is a day); for each day, check any meals provided to you
   b After checking all meals provided, click Reimbursable Allowance Summary tab
4. Travel Allowance Reimbursable Allowances Summary tab appears and shows the allowance limits (do not exceed amount) for...
   
   a. Lodging and Meal expenses for International travel
   
   b. Meal expenses only will appear for Hawaii or Alaska travel

   **NOTE:** Allowance limits/ do not exceed amounts are based on GSA rates (already loaded into Concur and auto-calculated based on timing and meals provided).

   Allowance limits/ do not exceed amounts are all inclusive (total of all rates + taxes + other fees for lodging and total of meals + tips + daily incidentals).

   You will not be able to claim incidental expense type when claiming Meal & Incidental – International, Hawaii or Alaska expense type.
5. Click on Done
6. You can begin adding either out-of-pocket expenses and/or Concur Travel card transactions to your Expense Report.
7. Enter Expense Types
   8. Enter all expenses from Concur Travel Card as usual, see Expense manual
   9. Enter all expense types as usual, see appropriate expense type manual, EXCEPT for...
      a Hotel/Lodging – enter all appropriate information as usual and check the Travel Allowance box (required for International destinations only)
b **Meals & Incidentals - International, Alaska & Hawaii** - enter actuals for each meal, most likely 3 entries for each day will need to be entered. *Cal Poly does NOT pay per diem*. The Travel Allowance box will automatically be checked. All meals must use this expense type, including any meals you purchased while in the continuous United States (en route to your International or Alaska or Hawaii destination).

c **Breakfast** – the system will not allow you to use this expense type, all meals must use the Meals & Incidentals - International, Alaska & Hawaii expense type.

d **Lunch** – the system will not allow you to use this expense type, all meals must use the Meals & Incidentals - International, Alaska & Hawaii expense type.

e **Dinner** - the system will not allow you to use this expense type, all meals must use the Meals & Incidentals - International, Alaska & Hawaii expense type.

f **Incidentals** - the system will not allow you to use this expense type, all meals must use the Meals & Incidentals - International, Alaska & Hawaii expense type.