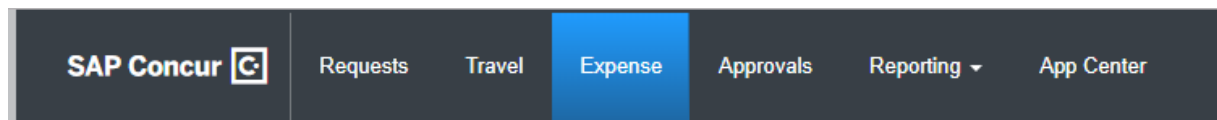


EXPENSE REPORT: PERSONAL EXPENSES



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.

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

Create New Report

Policy *
*CSU-Expense Policy

Report/Trip Name *
Personal Expense

Trip Type *
1-In-State

Travel Start Date *
05/07/2021

Travel End Date *
05/08/2021

Traveler Type *
1-Faculty

Trip Purpose *
Unintended Transaction

Personal Dates of Travel-If none enter NA *
NA

Are you travelling to a banned state? *
No

Are you travelling with students? *
NA

Business Unit *
(SLCAMP) SLCMP - Cal Poly San Luis Obispo

Fund *
(SL001) SL001 - 948-485 CSU Operating Fund

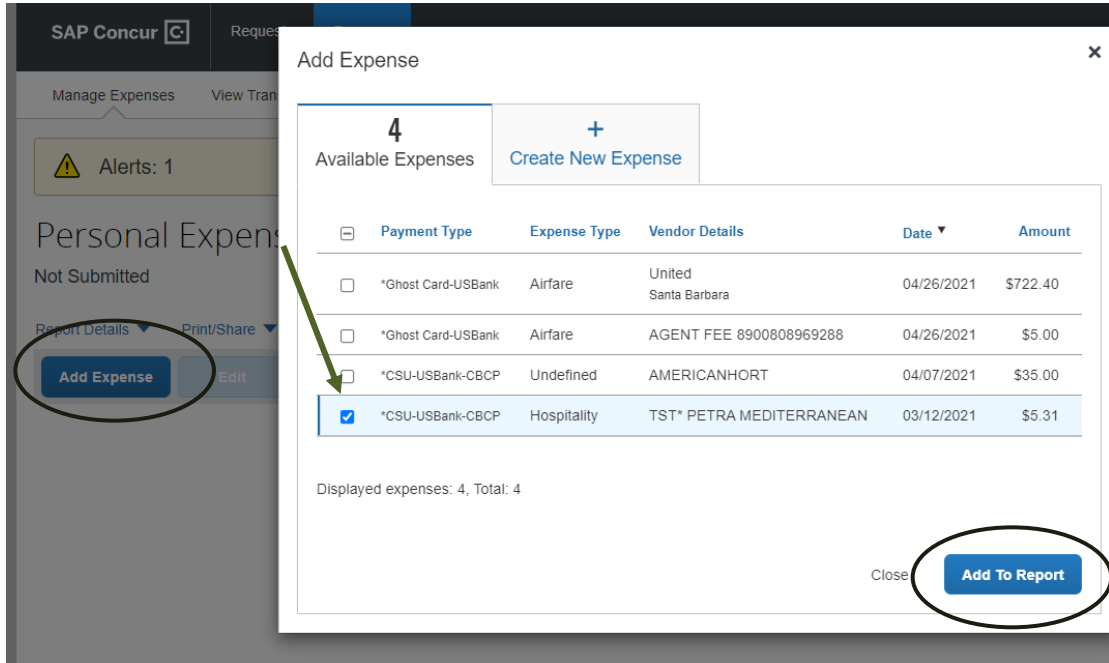
Department *
(100400) 100400 - CAFES-Animal Science

Program
Most Recently Used
(SL-SLCMP-SL001-100400) 100400 - CAFES-Animal Science
(SL-SLCMP-SL001-126500) 126500 - SBS-Procurement Services
(SL-SLCMP-SL001-126800) 126800 - SBS-Distribution Services
(SL-SLCMP-SL001-110100) 110100 - CENG-Mechanical Engineering
(SL-SLCMP-SL001-105500) 105500 - OCOB-Industrial Tech&Packaging
No Results Found

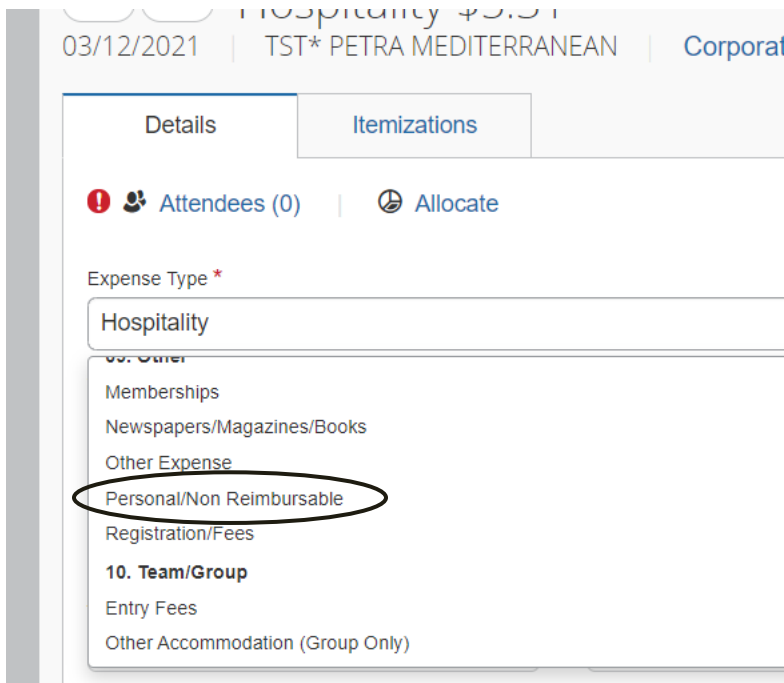
Class
Search by Text

Report Total

Comments To/From Approvers/Processors



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. Click Submit Report. The report will go to budget and manager for approvals. The processor will review and make the final approvals. The processor will email the traveler directly on steps to pay back the University.



