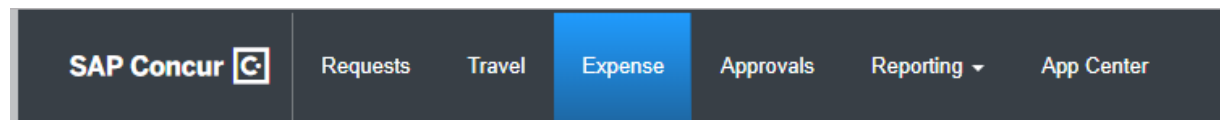


EXPENSE REPORT: PAYING BACK UNIVERSITY

Personal Expense

Cash Advance Return



CAL POLY

Strategic Business Services

ADMINISTRATION & FINANCE

1. 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.

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

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 traveling with students? * NA

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

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

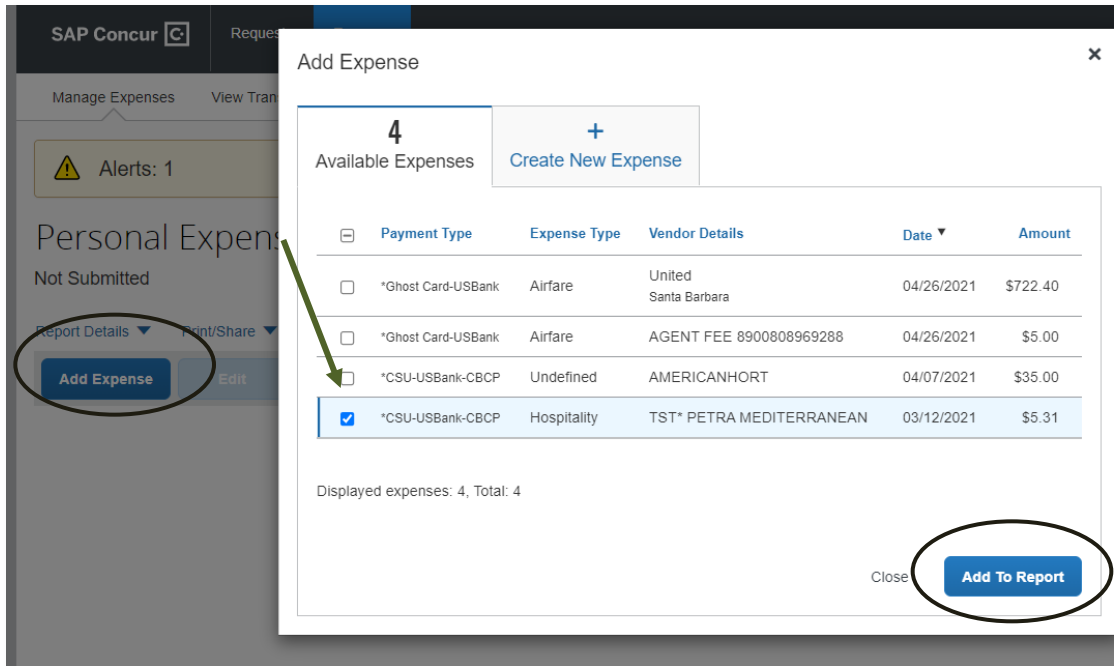
Department * (100400) 100400 - CAFES-Animal Science

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

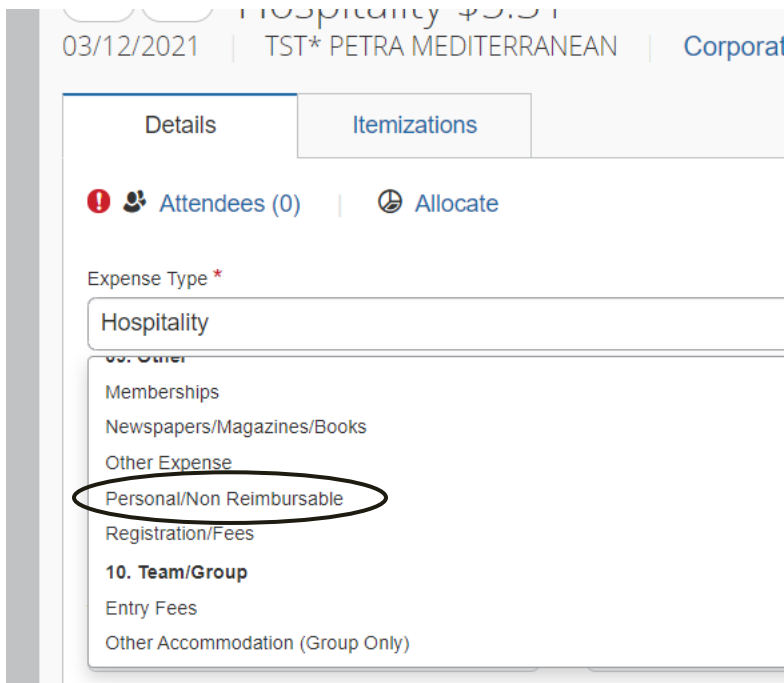
Class * Search by Text

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

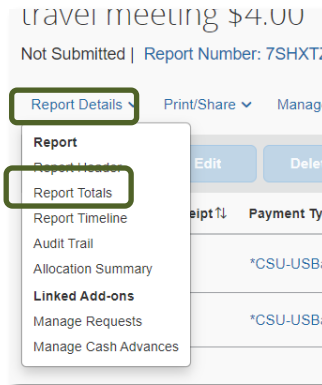
REPORT

 **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

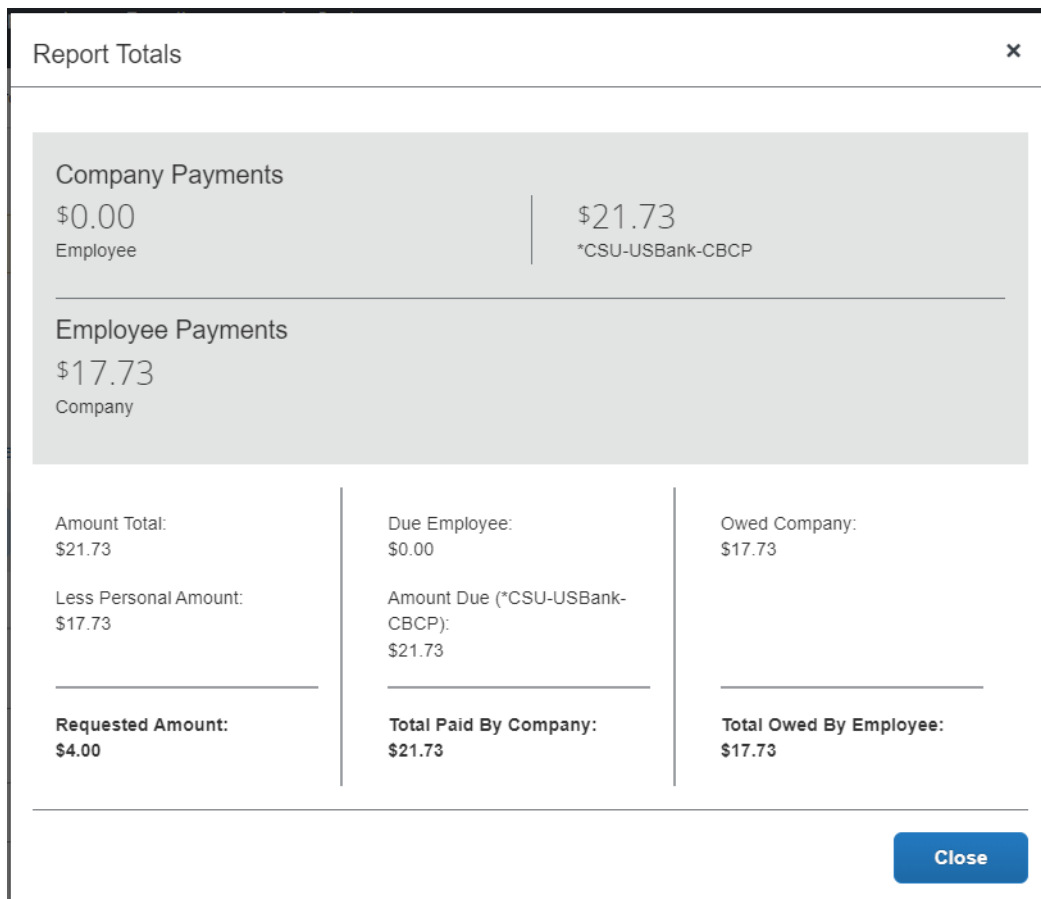
 This report contains expense(s) outside of the trip dates, please review for accuracy. [View](#)

9. Go to Report Details/Report Totals



10. Take a screenshot of the Report Totals popup and Print (as Word doc)

Take the printed Report Totals page and your amount owed via cash or check to the Cashiers Office to pay back the University. In the example below, the traveler owes the University \$17.73. Cashiers Office will accept payment (cash or personal check only) and give you a receipt. Attach the Cashiers Office receipt to the expense line item and SAVE the line item.



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

B. For personal expenses within a report:

1. For an Expense Report already created that has personal expenses charged to the Concur Travel Card.
2. On the Expense line click the Expense Type and change to Personal/Non-reimbursable
3. Add a comment for the amount explaining the personal amount

The screenshot shows the 'Details' tab of an expense report. The title is 'Personal/Non Reimbursable \$45.00'. The date is 08/04/2023, and the card is a Corporate Card. The 'Expense Type' is set to 'Personal/Non Reimbursable'. The transaction date is 08/04/2023, and the payment type is *CSU-USBank-CBCP. The amount is 45.00, and the currency is US, Dollar (USD). The adjusted amount is 0.00. There is a checkbox for 'Personal Expense (do not reimburse)' which is checked. A comment field is present with a 0/500 character limit.

← → **Personal/Non Reimbursable \$45.00**

08/04/2023 | UNITED 0164228302473 | Corporate Card

Details Itemizations

* Required field

Expense Type
Personal/Non Reimbursable

Transaction Date
08/04/2023

Payment Type
*CSU-USBank-CBCP

Amount
45.00

Currency
US, Dollar (USD)

Adjusted Amount
0.00

Personal Expense (do not reimburse)

Comments To/From Approvers/Processors 0/500

4. Then SAVE
5. 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

1. Cash Advance Return

1. Complete the Cash Advance on your Expense Report (See Expense Report: Cash Advance guide)
2. If the Cash Advance has been fully used and there is no money owed back to the University, there is no Cash Advance Return and the Report can be SUBMITTED.
3. If the Cash Advance was NOT fully used and some amount of the Cash Advance needs to be paid back to the University, use Expense Type **CASH ADVANCE RETURN** and add the full amount to be paid back to the University. Take a screenshot of the Report Totals popup and Print (as Word doc)
4. For Cash Advance returns, take check or cash to Cashiers Office for full amount of return. Cashiers Office will issue a receipt for the payment.
5. Attach the receipt to your Cash Advance Return expense, then SAVE. This step must be completed before you can SUBMIT your Expense Report.

REQUEST			CASH ADVANCE: 1		
Approved	Remaining		Amount	Remaining	
\$2,700.00	\$0.00		\$2,700.00	\$0.00	

Alerts	Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Approved
			Cash Advance Return	Cash Advance Return		01/07/2022	\$2,130.00	\$0.00
			Out of Pocket	Team/Group Meals		12/21/2021	\$570.00	\$570.00
							\$2,700.00	\$570.00

Report Totals



Company Payments

\$0.00
Employee

\$21.73
*CSU-USBank-CBCP

Employee Payments

\$17.73
Company

Amount Total:
\$21.73

Less Personal Amount:
\$17.73

Requested Amount:
\$4.00

Due Employee:
\$0.00

Amount Due (*CSU-USBank-
CBCP):
\$21.73

Total Paid By Company:
\$21.73

Owed Company:
\$17.73

Total Owed By Employee:
\$17.73

Close