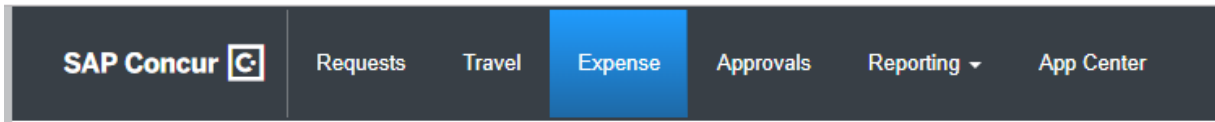


EXPENSE REPORT: Local Hospitality or Mileage Only



CAL POLY

Strategic Business Services

ADMINISTRATION & FINANCE

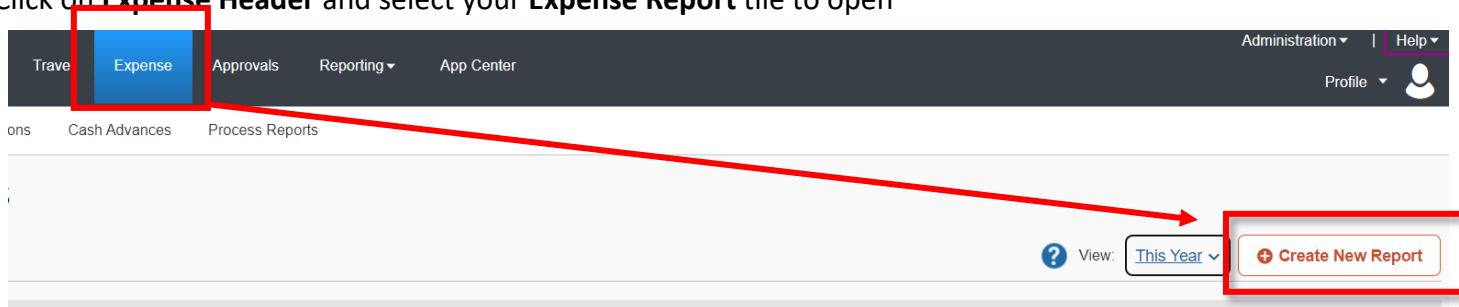
Local Hospitality and local mileage do not require an Approved Request to be attached. Start the process from EXPENSE to create an Expense Report.

Please submit local Hospitality or mileage on a monthly or quarterly basis only. Multiple Hospitality or mileage expenses can be added to one report.

Some departments may require a BLANKET TRAVEL REQUEST for local Hospitality and Mileage. Please see the guide “REQUEST – Blanket request” on steps for this process

For Expense Report Only, with no Blanket Request:

1. Click on **Expense Header** and select your **Expense Report** tile to open



2. All fields will need to be added to the Request Header. Examples for some fields:

Trip Name “January Hospitality”

Trip Type “In-State”

Travel Start and End Dates “add the month for the expenses”

Trip Purpose “Other or Mileage if the expenses are personal car mileage only”

Business Unit “SLCMP”

Fund – your department Fund, often SL001

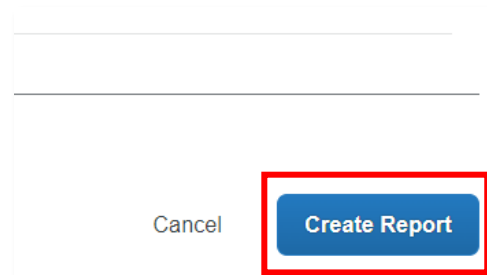
Dept ID – your department

Program, Class, and Project Code – these are not required but can be added as needed

A screenshot of the Concur Expense Report form. The form is organized into several sections. The first section includes 'Policy' (dropdown), 'Report/Trip Name' (text input), and 'Trip Type' (dropdown). The second section includes 'Travel Start Date' and 'Travel End Date' (both date pickers), 'Trip Purpose' (dropdown), and 'Personal Dates of Travel-If none enter NA' (text input). The third section includes 'Are you traveling with students?' (dropdown), 'Business Unit' (dropdown with a search bar), 'Fund' (dropdown), 'Department' (dropdown), 'Program' (dropdown with a search bar), 'Class' (dropdown with a search bar), and 'Project' (dropdown with a search bar). Required fields are marked with an asterisk (*). A red asterisk in the top right corner indicates that the 'Required field' label is present. The form is titled 'Concur Expense Report'.

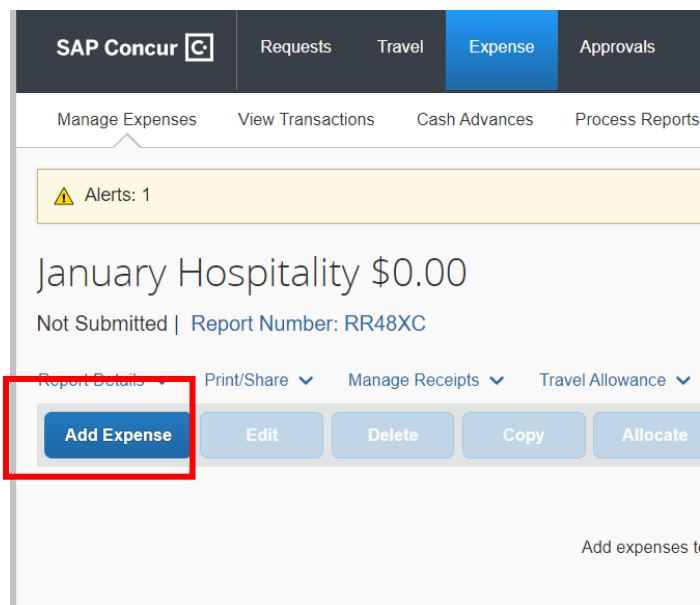
Concur Expense Report – Local Hospitality or Mileage

3. Once all fields have been added, click Create Report at the bottom of the page



A modal dialog box with a white background and a thin grey border. At the bottom, there are two buttons: a grey 'Cancel' button on the left and a blue 'Create Report' button on the right. The 'Create Report' button is highlighted with a red rectangular border.

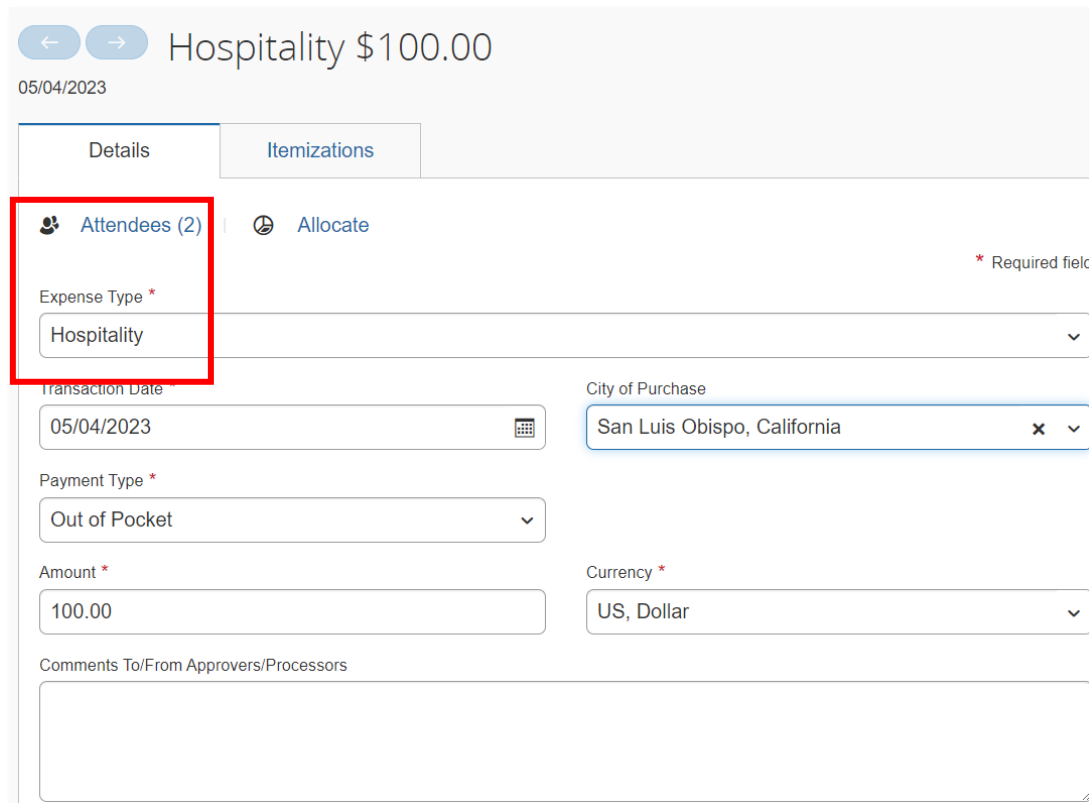
4. Now you will be able to add all of the expense to your report. Click Add Expense to begin adding Available Expenses charged with your Concur Travel Card or out of pocket Personal Car Mileage.



The SAP Concur Expense Report interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted in blue), and 'Approvals'. Below this is a sub-navigation bar with 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. A yellow alert banner shows 'Alerts: 1'. The main content area displays 'January Hospitality \$0.00' and 'Not Submitted | Report Number: RR48XC'. A toolbar contains 'Report Details' (highlighted with a red box), 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. Below the toolbar are buttons for 'Add Expense' (highlighted with a red box), 'Edit', 'Delete', 'Copy', and 'Allocate'. The bottom of the page has the text 'Add expenses to'.

5. Hospitality Expenses REQUIRE you to Add Attendees, attach a Hospitality Justification Form, AND attach an ITEMIZED receipt. Comments can also be added for further justification.

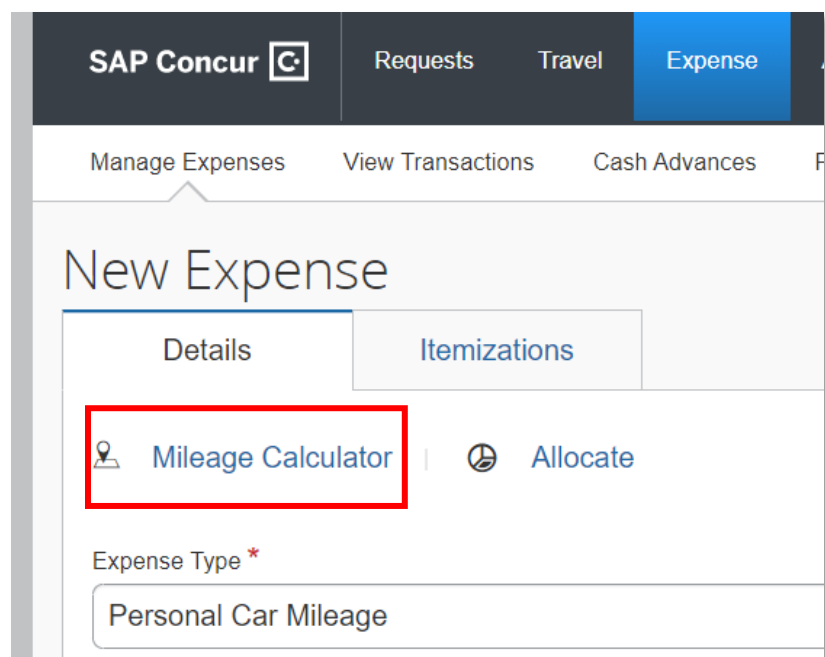
Note: Hospitality limits are Breakfast: \$30pp; Lunch \$60pp; Dinner \$90pp *all inclusive*



The screenshot shows the 'Hospitality \$100.00' form in SAP Concur. The date is 05/04/2023. The form has two tabs: 'Details' and 'Itemizations'. The 'Attendees (2)' link is highlighted with a red box. Below it, the 'Expense Type' dropdown is set to 'Hospitality'. Other fields include 'Transaction Date' (05/04/2023), 'City of Purchase' (San Luis Obispo, California), 'Payment Type' (Out of Pocket), 'Amount' (100.00), and 'Currency' (US, Dollar). A 'Comments' field is at the bottom.

6. Personal Car Mileage requires the Mileage Calculator in Concur to be used to calculate the distance and amount based on the IRS rates.

7. If the Mileage Calculator does not show, make sure that you have registered your Personal Car in your Concur **Profile/Personal Information** settings.




The screenshot shows the 'New Expense' form in SAP Concur. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', and 'Expense'. The 'Expense' tab is selected. Below the navigation bar are links for 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The form has two tabs: 'Details' and 'Itemizations'. The 'Mileage Calculator' link is highlighted with a red box. Below it, the 'Expense Type' dropdown is set to 'Personal Car Mileage'. Other fields include 'Transaction Date', 'City of Purchase', 'Payment Type', 'Amount', and 'Currency'.

8. The Alert for an Approved Request will be on the Expense Report and cannot be removed. **ADD A COMMENT** on your Expense Header that *no Request is needed as there was no travel.*

Alerts: 1



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](#)

9. Once all expenses, receipts, and forms have been added, **SUBMIT** the report for approvals and processing.