POLY TRAVEL EXPENSE REPORTS

Plan. Book. Go.

CAL POLY

CONCUR TOOL

An approved Request is the key to simplified and satisfactory experience; it will allow you to Expense your trip

Travel
Book Air, Rail, Car and/or Hotel

Profile *set up travel information*

SAP Concur | Requests | Travel | Expense | Approvals

Administration ▾ | Help ▾

Profile ▾

CSU The California State University

Hello, Bernadette

| 01 New Approvals | 13 Required Authorization Requests | 06 Available Expenses | 07 Open Reports |

Approvals
Approvers review Requests and Expense Report

Expense
Fill out information to claim and expense travel

Request
Submit travel request for authorization

Start Travel or Expense Report

from an Approved Request

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LINK AN APPROVED REQUEST TO AN EXPENSE REPORT

Two Methods to link an Approved Request to an Expense Report

#1. Manage Request will allow you to check status and take action

An **approved Request** changes the action to Expense

Click on Expense to open a new Expense Report

This will link an Approved Request to an Expense Report and pre-populate the Expense Report Header information

LINK AN APPROVED REQUEST TO AN EXPENSE REPORT #2

#2. Expense will allow you **Create New Report** and to check status of Expense Reports

LINK AN APPROVED REQUEST TO AN EXPENSE REPORT #2

Create New Expense Report

Scroll down to **Request** tab

Click Add

EXPENSE REPORT GENERAL RULES

- An Approved Request is available for 60 days after trip end date in Managed Request
  - Must be linked to an Expense Report otherwise will time out
  - If timed out, will need to ask Travel Analyst to make available again; can only do this once
- Multiple Requests can be linked to 1 Expense Report
  - Allows traveler to increase budget – add more to a trip
  - Additional Requests should reference original Request (add #2 or #3, etc. to Trip Name
- An Expense Report can be a higher amount than the amount the Approved Request

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LEARN BY DOING

EXPENSE REPORT GENERAL RULES

- Payment Techs won't be able to change Expense Reports, so will send back to user

- If Expense Report is sent back to Traveler, must go through the entire approval flow again

EXPENSE REPORT | DETAILS

EXPENSE REPORT | RECEIPTS

EXPENSE REPORT | PRINT / EMAIL

EXPENSE REPORT TOTAL SUMMARY

EXPENSE REPORT TOTAL SUMMARY

EXPENSE REPORT TOTAL SUMMARY

Amount Cal Poly owes employee

afd.calppoly.edu/travel/concur/

EXPENSE REPORT TOTAL SUMMARY

Amount Cal Poly pays credit card for CBT charges (airfare and fees)

EXPENSE REPORT TOTAL SUMMARY

Amount of direct bill to Cal Poly (Enterprise car rental booked via portal – should NOT be used with Poly Travel)

EXPENSE REPORT TOTAL SUMMARY

Daimler Portland Visit [Birdsong, Charles]

Summary   Details ▾   Receipts ▾   Print / Email ▾

Expenses

Report
Report Header
Totals
Audit Trail
Approval Flow
Comments

Allocations
Allocations

Date	Expense Type
	Dinner - Domestic
	Dinner - Domestic
	Car Rental
	Breakfast - Domestic
	Hotel
09/11/2019	Dinner - Domestic
09/11/2019	Breakfast - Domestic
09/11/2019	Parking/Tolls
09/11/2019	Parking/Tolls
09/10/2019	Dinner - Domestic

Report Totals   ×

Expense Report

Report Total :	$1,434.01
Less Personal Amount :	$0.00
Amount Claimed :	$1,434.01
Amount Rejected :	$0.00
Amount Approved (pending) :	$1,434.01

Company Disbursements

Amount Due Employee :	$20.00
Amount Due *CSU-USBank-CBCP :	$642.77
Amount Due *Ghost Card-USBank :	$661.00
Amount Due University Paid :	$110.24
Total Paid By Company :	$1,434.01

Employee Disbursements

Amount Owed Company :	$0.00
Total Owed By Employee :	$0.00

Close

Amount Cal Poly will pay credit card (total of traveler's Concur Travel Card charges)

EXPENSE REPORT TOTAL SUMMARY

Report Totals ✕

Expense Report

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Close

Amount employee owes Cal Poly, if any.
Employee will receive instructions how to pay back university after report is processed. Must wait for instructions

CREATING EXPENSE REPORT

Expense | Receipt Image | Available Receipts

Expense Type
Lunch - Domestic

Transaction Date
07/12/2019

City of Purchase
San Francisco, California

Payment Type
*CSU-USBank-CBCP

Amount
8.49   USD

Comments To/From
Approvers/Processors

Request
None

Each Expense: Save, Itemize, Allocate, Attach Receipt, or Cancel

Save | Itemize | Allocate | Attach Receipt | Cancel

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CREATING EXPENSE REPORT | ALLOCATIONS

CREATING EXPENSE REPORT | ICONS & ALERTS

EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

afd.calppoly.edu/travel/concur/

TRANSACTION EMAIL

EmailReminderServi...@concursoluti... Concur Alert: Outstanding Credit Card Transactions
<http://www.concursolutions.com/Images/sap-concur-logo.png> <http://www.concursolutions.com/Images/sap-logo.png>

Elena Morelos   RE: TT Faculty Offer Letter Template

Reply   Reply All   Forward

EmailReminderService@concursolutions.com   Bernadette Monterrosa

Concur Alert: Outstanding Credit Card Transactions

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Bernadette Monterrosa-Birdsong, You have 5 outstanding credit card transactions that have not been submitted. http://ds.calstate.edu/?svc=concur

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EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

EXPENSES | CREDIT CARD TRANSACTIONS

Credit card transaction feeds into your Concur

Save, Itemize, Allocate, Attach Receipt, Cancel

EXPENSES | ATTACH RECEIPT

EXPENSES

- Creating Expense Report

- Adding Card Transactions

- Adding Out of Pocket

- Allocating Expenses

- Attaching a Receipt

- Hospitality

- Itemizing Expenses

- Personal Car Mileage