



POLY TRAVEL EXPENSE REPORTS

Plan. Book. Go.



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 Administration | Help

Requests Travel **Expense** Approvals Profile

CSU The California State University
Hello, Bernadette

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

Expense

Fill out information to claim and expense travel

Request

Submit travel request for authorization

Start Travel or Expense Report

from an Approved Request

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

The screenshot shows the SAP Concur interface for managing requests. The 'Manage Requests' button is circled in orange. The table below shows a list of active requests. The 'Expense' button in the 'Action' column for the 'Approved' request is circled in green. A green arrow points to the 'Expense' button.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
test for colleen	364J	Pending on-line Booking	03/03/2019	02/15/2019	\$2,762.00	\$0.00	\$0.00	Book
Test-Air	33PM	Pending on-line Booking - System, Concur	03/09/2019	03/01/2019	\$500.00	\$0.00	\$0.00	Book
CBT meeting	4EE	Approved	03/05/2019	02/11/2019	\$910.00	\$910.00	\$910.00	Expense
Conference for Staples review	34G3	Not Submitted	02/13/2019	02/04/2019	\$570.00	\$0.00	\$0.00	

LINK AN APPROVED REQUEST TO AN EXPENSE REPORT #2

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

The screenshot shows the SAP Concur Expense page. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted with a blue circle), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are three tabs: 'Manage Expenses', 'View Transactions', and 'Process Reports'. The main content area is titled 'Manage Expenses' and 'ACTIVE REPORTS'. On the right side of this area, there is a 'Report Library' link. The 'ACTIVE REPORTS' section contains four cards: 1. A 'Create New Report' button with a red plus sign, circled in green. 2. A 'RETURNED' report (red header) dated 05/30/2019, titled 'TEST - 1/2/19', with a value of \$500.00 and a red exclamation mark icon labeled 'Exceptions'. 3. A 'NOT SUBMITTED' report (blue header) dated 08/06/2019, titled 'SFSU Concur training', with a value of \$13.41. 4. A 'SUBMITTED' report (green header) dated 04/22/2019, titled 'New Mexico TEST', with a value of \$35.00 and a red exclamation mark icon labeled 'Exceptions' with the text 'Approved & In Accounting Review' below it.

LINK AN APPROVED REQUEST TO AN EXPENSE REPORT

#2

Create New Expense Report

Scroll down to **Request** tab

Click Add

Available Requests

<input checked="" type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approv...	Amount Remai...
<input checked="" type="checkbox"/>	SFSU Concur tra...	3GWF	No	\$232.50	\$232.50	\$232.50

Create a New Expense Report

Report Header

Report Key: Report/Trip Name:

Traveler Type: Trip Purpose:

Business Unit: Fund:

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
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Buttons: Add, Remove

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



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

Daimler Portland Visit [Birdsong, Charles]

Summary **Details** Receipts Print / Email

Expenses

- Report
 - Report Header
 - Totals
 - Audit Trail
 - Approval Flow
 - Comments
- Allocations
 - Allocations

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

EXPENSE REPORT | RECEIPTS

Daimler Portland Visit [Birdsong, Charles]

Summary Details ▾ Receipts ▾ Print / Email ▾

Expenses

	Transaction	
	09/13/201	
	09/12/201	
	09/12/2019	Car Rental
	09/12/2019	Breakfast - Domestic
>	09/12/2019	Hotel
	09/11/2019	Dinner - Domestic
	09/11/2019	Breakfast - Domestic
	09/11/2019	Parking/Tolls

Receipts Required

View Receipts in new window

View Receipts in current window

Attach Receipt Images

EXPENSE REPORT

PRINT / EMAIL

Daimler Portland Visit [Birdsong, Charles]

Summary

Details ▾

Receipts ▾

[Print / Email](#)

*CSU - Detailed Report with Summary Data

Expenses

	Transaction Da...	Expense Type
	09/13/2019	Dinner - Domestic
	09/12/2019	Dinner - Domestic
  	09/12/2019	Car Rental
	09/12/2019	Breakfast - Domestic
   	09/12/2019	Hotel

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

	Expense Type
	Dinner - Domestic
	Dinner - Domestic
	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

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

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

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

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

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Employee Disbursements

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

Close

Amount Cal Poly owes employee

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

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

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Total Paid By Company :	\$1,434.01

Employee Disbursements

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

Close

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

EXPENSE REPORT TOTAL SUMMARY

Daimler Portland Visit [Birdsong, Charles]

Summary Details Receipts Print / Email

Expenses

- Report
- Report Header
- Totals**
- Audit Trail
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- Comments
- Allocations
- Allocations

Expense Type
Dinner - Domestic
Dinner - Domestic
Rental
Breakfast - Domestic
Dinner - Domestic
Breakfast - Domestic
Parking/Tolls
Parking/Tolls
Dinner - Domestic

Report Totals

Expense Report

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Total Paid By Company :	\$1,434.01

Employee Disbursements

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

Close

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
09/11/2019	Dinner - Domestic
09/11/2019	Dinner - Domestic
09/11/2019	Rental
09/11/2019	Breakfast - Domestic
09/11/2019	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

Daimler Portland Visit [Birdsong, Charles]

Summary Details Receipts Print / Email

Expenses

Report
Report Header
Totals
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Expense Type
Dinner - Domestic
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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 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

CREATING EXPENSE REPORT | ALLOCATIONS

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	11/20/2018	Hospitality Boston, Massachusetts	\$300.00	\$300.00
<input type="checkbox"/>	> 11/20/2018	Car Rental Enterprise, Boston, Massachuse	\$100.00	\$80.00
<input type="checkbox"/>	11/20/2018	Personal Car Mileage	\$24.53	\$24.53

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the search box.

✔ Recently Used Expense Types

- Car Rental Personal/Non
- Registration/Fees Laundry

This expense has been allocated.

Percentage	Business Unit	Fund	Department	Program	Class	Project	Code
50	(SLCMP) SLCM...	(SL001) SL001 -...	(126500) 12650...				-SLCMP-SL001-...
50	(SLCMP) SLCM...	(SL001) SL001 -...	(126100) 12610...				-SLCMP-SL001-...

CREATING EXPENSE REPORT | ICONS & ALERTS

hi test

[+ New Expense](#)
[Import Expenses](#)
[Details ▾](#)
[Receipts ▾](#)
[Print / Email ▾](#)

Expense Type	Date	Amount	Exception
Hospitality	11/20/2018	\$300.00	! Upload your receipts to expense line item using the Attach Receipt Images. In order for the red flag to be re-evaluated, you will need to click the Submit link again.
Car Rental	11/20/2018	\$100.00	! Upload your receipts to expense line item using the Attach Receipt Images. In order for the red flag to be re-evaluated, you will need to click the Submit link again.
Car Rental	11/20/2018	\$100.00	⚠ This itemized entry has sub-entries with one or more exceptions.

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	11/20/2018	Hospitality Boston, Massachusetts	\$300.00	\$300.00
<input type="checkbox"/>	> 11/20/2018	Car Rental Enterprise, Boston, Massachuse	\$100.00	\$80.00
<input type="checkbox"/>	11/20/2018	Personal Car Mileage	\$24.53	\$24.53

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit

✓ Recently Used Expense Types

Car Rental	Personal/Non Reimbursable
Registration/Fees	Laundry

All Expense Types

01. Travel Expenses	...03. Transportation
Hotel	Custom Mileage
Hotel Tax	Ground Transportation

EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

SAP Concur  Requests Travel **Expense** Approvals Reporting App Center Administration | Help Profile 

Manage Expenses View Transactions  Process Reports

Company Card Charges

Add Charges To

Card Activity: Time Period:

<input type="checkbox"/>	Date	Description	Expense Type	Amount
<input type="checkbox"/>	07/13/2019	CONSERV FUEL #6112 SAN LUIS OBIS, CA	Car Rental Fuel	\$27.20
<input type="checkbox"/>	07/13/2019	CHEVRON 0356700 OAKLAND, CA	Car Rental Fuel	\$44.00
<input type="checkbox"/>	07/12/2019	BIRD APP WWW.BIRD.CO, CA	Ground Transportation	\$5.00
<input type="checkbox"/>	07/12/2019	CSU-SF-PARKING SAN FRANCISCO, CA	Undefined	\$8.22
<input type="checkbox"/>	02/13/2019	ENTERPRISE RENT-A-CAR SAN LUIS OBIS, CA	Car Rental	\$76.48

TOTAL AMOUNT
\$160.90

TRANSACTION EMAIL

EmailReminderService@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>

EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

Manage Expenses View Transactions Process Reports

SFSU Concur training

Delete Report **Submit Report**

+ New Expense [Import Expenses](#) Details Receipts Print / Email

Expenses

Move Delete Copy View <<

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				

No Expenses Found

Available Expenses

All Cards

Move Match Unmatch

<input type="checkbox"/>	Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/>	Enterprise SAN LUIS OBIS, CA	Car Rental	⊖	02/13/2019	\$76.48
<input type="checkbox"/>	SQ *GOLD COAST GRIL SAN FRANCI...	Lunch - Domestic	⊖	07/12/2019	\$13.41
<input type="checkbox"/>	CSU-SF-PARKING SAN FRANCISCO, ...	Undefined	⊖	07/12/2019	\$8.22
<input type="checkbox"/>	BIRD APP WWW.BIRD.CO, CA	Ground Transportation	⊖	07/12/2019	\$5.00
<input type="checkbox"/>	Enterprise SAN LUIS OBIS, CA	Car Rental	⊖	07/13/2019	\$78.75
<input type="checkbox"/>	CONSERV FUEL #6112 SAN LUIS OBI...	Car Rental Fuel	⊖	07/13/2019	\$27.20
<input type="checkbox"/>	CHEVRON 0356700 OAKLAND, CA	Car Rental Fuel	⊖	07/13/2019	\$44.00

EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

SAP Concur  Requests Travel **Expense** Approvals Reporting App Center Administration Help Profile 

Manage Expenses View Transactions Process Reports

SFSU Concur training Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View <<

Date Expense Type Amount Requested

Adding New Expense

No Expenses Found

Available Expenses ×

All Cards Move Match Unmatch

<input checked="" type="checkbox"/>	Expense Detail	Expense Type	Source	Date	Amount
<input checked="" type="checkbox"/>	Enterprise SAN LUIS OBIS, CA	Car Rental		02/	76.48
<input checked="" type="checkbox"/>	SQ *GOLD COAST GRIL SAN FRANCI...	Lunch - Domestic		07/12/2019	\$13.41
<input checked="" type="checkbox"/>	CSU-SF-PARKING SAN FRANCISCO, ...	Undefined		07/12/2019	\$8.22
<input checked="" type="checkbox"/>	BIRD APP WWW.BIRD.CO, CA	Ground Transportation		07/12/2019	\$5.00
<input checked="" type="checkbox"/>	Enterprise SAN LUIS OBIS, CA	Car Rental		07/13/2019	\$78.75
<input checked="" type="checkbox"/>	CONSERV FUEL #6112 SAN LUIS OBI...	Car Rental Fuel		07/13/2019	\$27.20
<input checked="" type="checkbox"/>	CHEVRON 0356700 OAKLAND, CA	Car Rental Fuel		07/13/2019	\$44.00

To Current Report To New Report

EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

Manage Expenses View Transactions Process Reports

SFSU Concur training

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email Hide Exceptions

Exceptions			
Expense Type	Date	Amount	Exception
Car Rental	02/13/2019	\$76.48	⚠ This report contains expense(s) outside of the trip dates, please review for accuracy.
Car Rental	02/13/2019	\$76.48	❗ Missing required field: City of Purchase.
Ground Transp...	07/12/2019	\$5.00	❗ Missing required field: Transportation Type.

Expenses				
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/13/2019	Car Rental ENTERPRISE RENT-A-CAR	\$78.75	\$78.75
<input type="checkbox"/>	07/13/2019	Car Rental Fuel CONSERV FUEL #6112	\$27.20	\$27.20
<input type="checkbox"/>	07/13/2019	Car Rental Fuel CHEVRON 0356700, Oakland, C	\$44.00	\$44.00
<input type="checkbox"/>	07/12/2019	Ground Transportation BIRD APP	\$5.00	\$5.00
<input type="checkbox"/>	07/12/2019	Lunch - Domestic SQ *GOLD COAST GRIL, San F	\$13.41	\$13.41
<input type="checkbox"/>	07/12/2019	Undefined CSU-SF-PARKING, San Francis	\$8.22	\$8.22
<input type="checkbox"/>	02/13/2019	Car Rental ENTERPRISE RENT-A-CAR	\$76.48	\$76.48

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

✓ Recently Used Expense Types

- Incidentals
- Lunch - Domestic
- Dinner - Domestic
- Airline Fees
- Hotel

All Expense Types

01. Travel Expenses

- Hotel
- Hotel Tax
- Incidentals
- Laundry
- Other Accommodation

EXPENSES | CREDIT CARD TRANSACTIONS

The screenshot displays the SAP Concur Expense Center interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense' (selected), 'Approvals', 'Reporting', and 'App Center'. Below this, there are sub-tabs for 'Manage Expenses', 'View Transactions', 'View Cash Advances', and 'Process Reports'. The main content area is titled 'SFSU Concur Visit' and includes a 'New Expense' button and a 'Submit Report' button. An 'Exceptions' dialog box is open, showing a warning message: 'One or more Cost objects could not be approved by the right authority (126509 - SBS-Procurement Services (SL-SLCMP-SL001-126500)). The expense report has been moved to the next workflow step.' Below this, there is a table of 'Expenses' with columns for Date, Expense Type, Amount, and Requested. A specific transaction is highlighted: 'Lunch - Domestic' for \$8.49 on 07/12/2019. A 'Receipt Image' dialog box is open, showing a VISA receipt for 'SQ *GOLD COAST GRIL (*CSU-USBank-CBCP - 7316)' with a transaction amount of \$8.49. The receipt details include the transaction date (Friday, July 12, 2019), posted date (Monday, July 15, 2019), and credit card number (xxxx7316). At the bottom of the interface, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. A text overlay 'Credit card transaction feeds into your Concur' points to the receipt image. Another text overlay 'Save, Itemize, Allocate, Attach Receipt, Cancel' points to the bottom buttons. The total amount is \$92.32 and the total requested is \$79.79.

Date	Expense Type	Amount	Requested
07/13/2019	Breakfast - Domestic STARBUCKS STORE 22294, Gr	\$7.00	\$7.00
07/12/2019	Breakfast - Domestic STARBUCKS STORE 11052	\$9.30	\$9.30
07/12/2019	Lunch - Domestic SQ *GOLD COAST GRIL, San F	\$8.49	\$8.49
07/12/2019	SQ *GOLD COAST GRIL (*CSU-USBank-CBCP - 7316)		\$55.00

TOTAL AMOUNT: \$92.32
TOTAL REQUESTED: \$79.79

Credit card transaction feeds into your Concur

Save, Itemize, Allocate, Attach Receipt, Cancel

EXPENSES | ATTACH RECEIPT

Expense Receipt Image

Gold Coast Grill & Catering
1650 Holloway Ave., C-134
San Francisco, CA 94132
(415) 338-1674

Server: CASHIER Station: 3
Order #: 967145 Take Out

>> SETTLED <<

1 SALAD BAR-7 8.49
> SALAD BAR-7

TOTAL: \$8.49
Visa Tendered: 8.49

Balance: \$0.00

>> Ticket #: 99 <<
Created: 7/12/2019 12:23:49 PM
SETTLED: 7/12/2019 12:24:03 PM

Your Business Is Truly Valued!
Remember To Visit Us On Facebook.....

Available Receipts Refresh Upload

Add receipts by emailing them to receipts@concur.com
Verify My Email

3July ProjectStatusReport.pdf 07-13-2019 2:50:57 PM CONCUR BOOKING A FLIGHT.pdf 06-13-2019 2:37:21 PM

04-05-2019 12:58:11 PM 02-13-2019 10:28:29 AM receipt.pdf

EXPENSES

- Creating Expense Report
- Adding Card Transactions
- Adding Out of Pocket
- Allocating Expenses
- Attaching a Receipt
- Hospitality
- Itemizing Expenses
- Personal Car Mileage