POLY TRAVEL EXPENSE REPORTS

**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

- **Request**
  - Fill out information to claim and expense travel
  - Submit travel request for authorization
  - Start Travel or Expense Report from an Approved Request

- **Approvals**
  - Approvers review Requests and Expense Reports

afd.calppoly.edu/travel/concur/
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
#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
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

## Daimler Portland Visit

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Details</th>
<th>Transactions</th>
<th>Receipts Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>09/13/2011</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/12/2011</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/12/2019</td>
<td>Car Rental</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/12/2019</td>
<td>Breakfast - Domestic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/12/2019</td>
<td>Hotel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/11/2019</td>
<td>Dinner - Domestic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/11/2019</td>
<td>Breakfast - Domestic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/11/2019</td>
<td>Parking/Tolls</td>
</tr>
</tbody>
</table>

afd.calppoly.edu/travel/concur/
## Daimler Portland Visit

**Birdsong, Charles**

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/13/2019</td>
<td>Dinner - Domestic</td>
<td></td>
</tr>
<tr>
<td>09/12/2019</td>
<td>Dinner - Domestic</td>
<td></td>
</tr>
<tr>
<td>09/12/2019</td>
<td>Car Rental</td>
<td></td>
</tr>
<tr>
<td>09/12/2019</td>
<td>Breakfast - Domestic</td>
<td></td>
</tr>
<tr>
<td>09/12/2019</td>
<td>Hotel</td>
<td></td>
</tr>
</tbody>
</table>

*CSU - Detailed Report with Summary Data*
EXPENSE REPORT TOTAL SUMMARY
EXPENSE REPORT TOTAL SUMMARY

Daimler Portland Visit [Birdsong, Charles]

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* CBP: $542.77
- Amount Due *Ghost Card*: $551.00
- 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
EXPENSE REPORT TOTAL SUMMARY

Amount Cal Poly owes employee
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

Amount Cal Poly will pay credit card (total of traveler’s Concur Travel Card charges)
EXPENSE REPORT TOTAL SUMMARY

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

Each Expense: Save, Itemize, Allocate, Attach Receipt, or Cancel
CREATING EXPENSE REPORT | ALLOCATIONS
## EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

### Company Card Charges

<table>
<thead>
<tr>
<th>Card Activity</th>
<th>Time Period</th>
<th>Description</th>
<th>Expense Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All Cards</td>
<td>CONSERV FUEL 48112 SAN LUIS OBIS. CA</td>
<td>Car Rental Fuel</td>
<td>$27.20</td>
</tr>
<tr>
<td></td>
<td>All Unused Charges</td>
<td>CHEVRON 0356700 OAKLAND, CA</td>
<td>Car Rental Fuel</td>
<td>$44.00</td>
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<tr>
<td></td>
<td></td>
<td>BIRD APP WYAW BIRD CO. CA</td>
<td>Ground Transportation</td>
<td>$5.00</td>
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<tr>
<td></td>
<td></td>
<td>CSU-SF-PARKING SAN FRANCISCO, CA</td>
<td>Undefined</td>
<td>$8.22</td>
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<tr>
<td></td>
<td></td>
<td>ENTERPRISE RENT-A-CAR SAN LUIS OBIS. CA</td>
<td>Car Rental</td>
<td>$76.48</td>
</tr>
</tbody>
</table>

TOTAL AMOUNT: $160.90

[afd.calppoly.edu/travel/concur/]
Dear Bernadette Monterosa-Birdsong, You have 5 outstanding credit card transactions that have not been submitted. [http://ds.calstate.edu?svc=concur](http://ds.calstate.edu?svc=concur)
Expenses | Concur Travel Card Transactions

SFSU Concur training

Available Expenses

<table>
<thead>
<tr>
<th>Expense Detail</th>
<th>Expense Type</th>
<th>Source</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enterprise SAN LUIS OBIS, CA</td>
<td>Car Rental</td>
<td></td>
<td>02/13/2019</td>
<td>$76.48</td>
</tr>
<tr>
<td>SQ *GOLD COAST GRILL SAN FRANCISCO, CA</td>
<td>Lunch - Domestic</td>
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<td>07/12/2019</td>
<td>$13.41</td>
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<tr>
<td>CSU-SF-PARKING SAN FRANCISCO, CA</td>
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<td>07/12/2019</td>
<td>$22.22</td>
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<tr>
<td>BIRD APP WWW BIRD CO, CA</td>
<td>Ground Transportation</td>
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<td>07/12/2019</td>
<td>$5.00</td>
</tr>
<tr>
<td>Enterprise SAN LUIS OBIS, CA</td>
<td>Car Rental</td>
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<td>07/13/2019</td>
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<tr>
<td>CONSERV FUEL #6112 SAN LUIS OBIS, CA</td>
<td>Car Rental Fuel</td>
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<tr>
<td>CHEVRON 0356780 OAKLAND, CA</td>
<td>Car Rental Fuel</td>
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<td>$44.00</td>
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</table>
EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS
EXPENSES | CONCUR TRAVEL CARD TRANSACTIONS

SFSU Concur training

Manage Expenses  View Transactions  Process Reports

Exceptions

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Exception</th>
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</thead>
<tbody>
<tr>
<td>Car Rental</td>
<td>02/13/2019</td>
<td>$76.48</td>
<td></td>
</tr>
<tr>
<td>Car Rental</td>
<td>02/13/2019</td>
<td>$76.48</td>
<td></td>
</tr>
<tr>
<td>Ground Travel</td>
<td>07/12/2019</td>
<td>$58.60</td>
<td>Missing required field: Transportation Type</td>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Move</th>
<th>Delete</th>
<th>Copy</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/13/2019</td>
<td>Car Rental</td>
<td>$76.75</td>
<td></td>
<td></td>
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New Expense

To create a new expense, click the appropriate expense type below and 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

- Incidents
- Lunch - Domestic
- Dinner - Domestic
- Airline Fees
- Hotel

All Expense Types

- Travel Expenses
- Hotel
- Incidents
- Laundry

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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