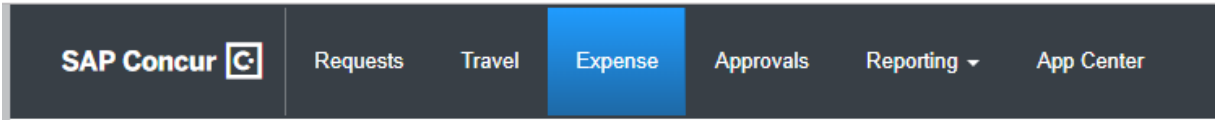


EXPENSE REPORT: CANCELED TRIP WITH EXPENSE AND CREDIT



CAL POLY

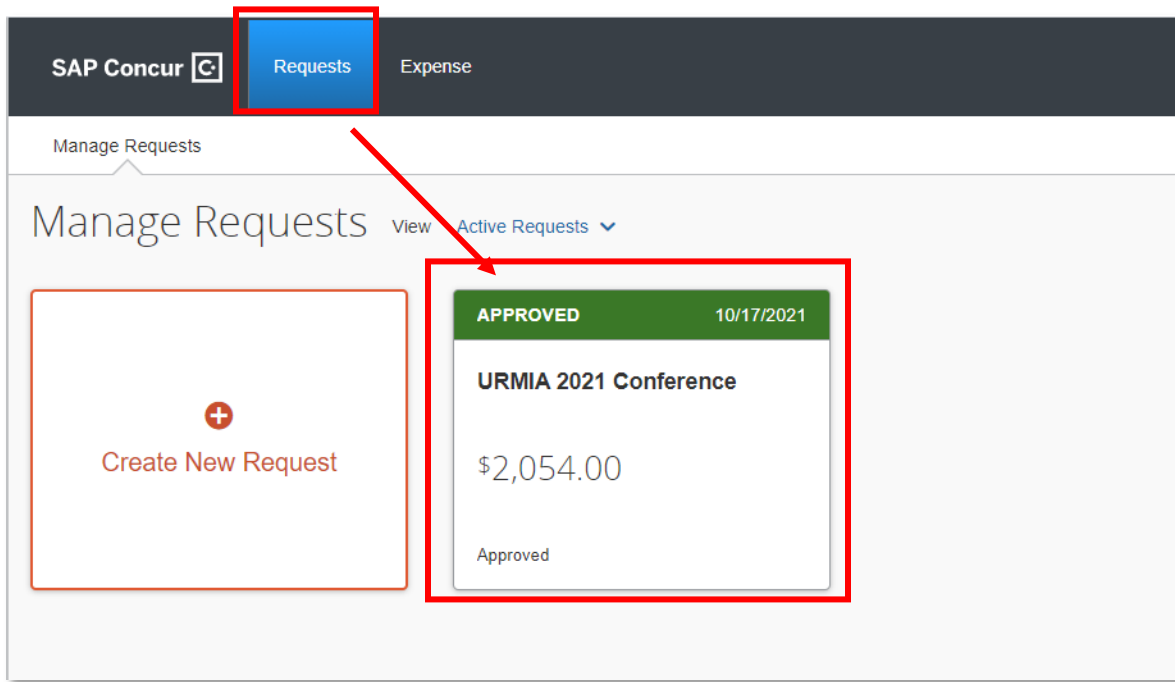
Strategic Business Services

ADMINISTRATION & FINANCE

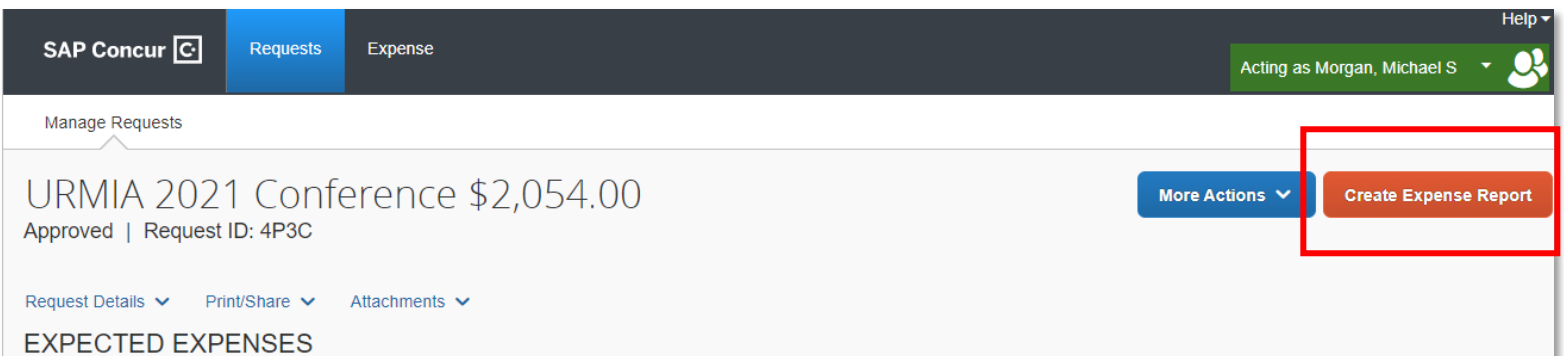
There are 2 ways to start an Expense Report in Concur.

1. Start from an Approved Request.

Click the **REQUEST** Header, select the tile for the specific trip request and open your *Approved* travel Request (Must be an Approved Request)

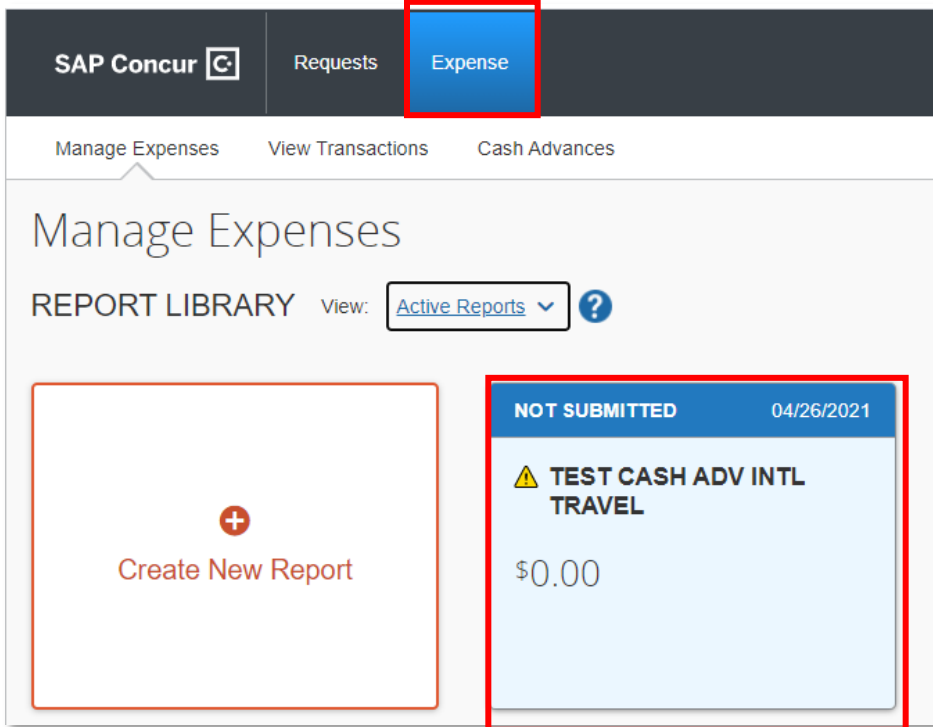


Select **Create Expense Report**. This will Create the Expense Report and attach the Approved Request.

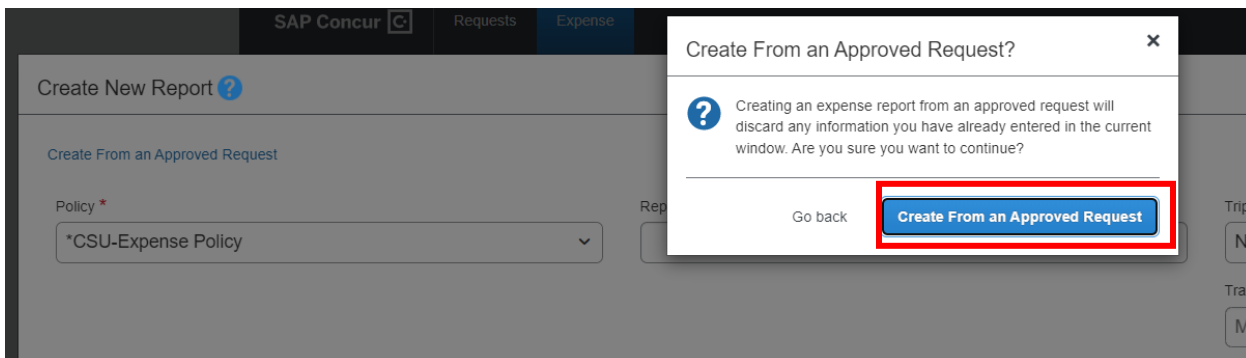


Concur Expense Report – Canceled Trip expense and credit

2. Start from your newly created Expense Report.
Click on **Expense Header** and select your **Expense Report** tile to open



Select Create from an Approved Request (top left), then a new window will appear to select the tab.



Your available Approved Requests will show. Select the Request to attach to your Expense Report and Click ADD TO REPORT.

NOTE: Requests are available for 60 days past the travel end date. If your Request has closed, please contact the Poly Travel office to re-open the Request. The Request can only be re-opened once.

Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
URMIA CONFERENCE	4NTM	10/18/2021	10/20/2021	No	\$769.00	\$769.00	\$769.00

Your Approved Request will show as a window on your Expense Report. You can now start adding expenses to your Expense Report.

Manage Expenses View Transactions

Carrizo Summer 2021 \$0.00

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

REQUEST

Approved	Remaining
\$500.00	\$330.67

Add Expense Edit Delete Copy Allocate

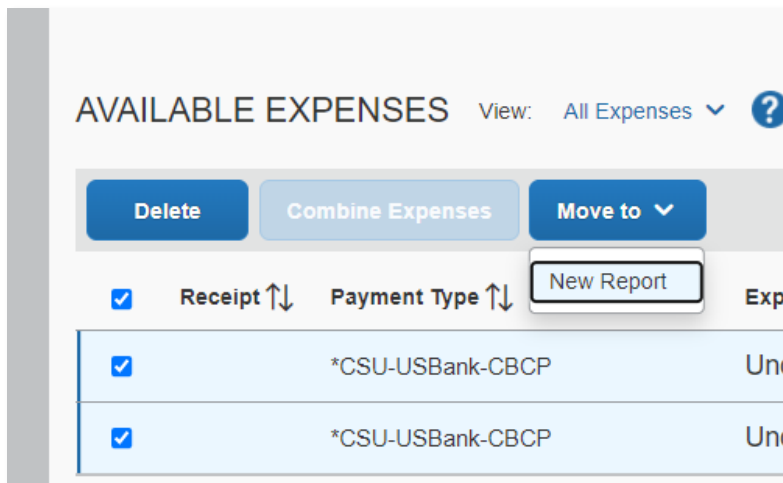
Add expenses to t

3. Canceled trip with a refund will show both the Concur travel card charge and the credit. If you know that you will be receiving a credit, WAIT for the credit to show in Concur before completing your report.

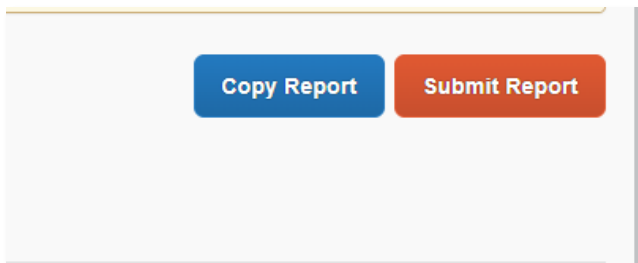
AVAILABLE EXPENSES View: All Expenses ?

<input type="checkbox"/>	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Amount ↑↓
<input type="checkbox"/>		*CSU-USBank-CBCP	Undefined	DLR RESORT RES CRO	11/05/2021	\$-297.18
<input type="checkbox"/>		*CSU-USBank-CBCP	Undefined	DLR RESORT RES CRO	09/03/2021	\$297.18

4. Move the expense and the credit to the Report



5. Attach receipts and credit (may be an email saved as a pdf) to each expense over \$40. You may also need to DEFINE the Expense Type or add the City of Purchase to the expense. Then SUBMIT the report for approvals.



6. Review the agreement, then click Accept & Continue to submit the report for approvals and processing.

User Electronic Agreement



By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for CSU and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses. Expenses do not include alcohol, unless the funding sources specifically allows it.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of over payment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying CSU in full for those expenses.
5. If I am driving a personal vehicle, I have taken the University Defensive Driving training (if applicable) and/or a current STD 261 (Authorization to use Privately Owned Vehicles on State Business) form is on file.
6. I have identified all personal days, if any, and have attached an itinerary if my university requires it.

Cancel

Accept & Continue