

CREATE AN EXPENSE REPORT

Updated December 12, 2019

TRAVEL APPLICATION

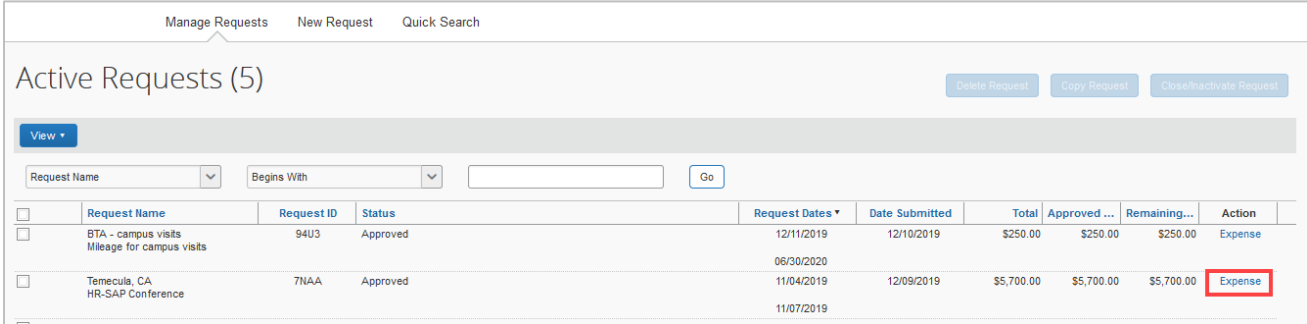
Expense

HELPFUL HINTS

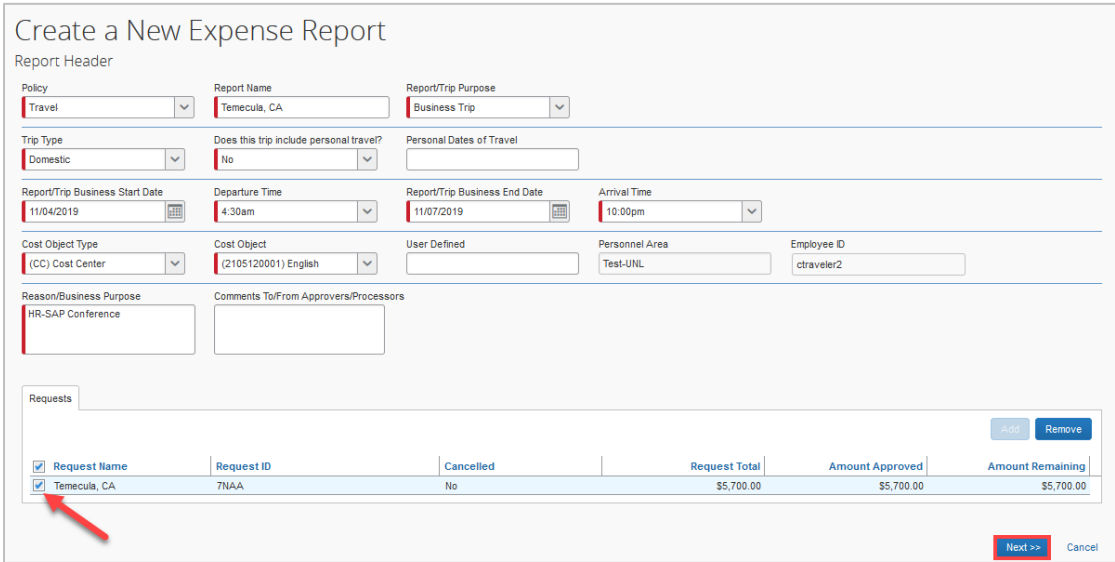
- Reimbursement for travel expenses which have a business purpose and are paid with personal funding sources are submitted through Concur expense and must include itemized receipts.
- A travel request must be approved prior to submitting an expense report, with the exception of a non-travel expense.

PROCEDURE

1. To create an expense report, locate the approved request from the active requests screen. Click on expense.



2. Enter the required fields for the transaction, which are indicated with a red bar.
3. Check the box next to the request name to link the approved request to the expense report. Click on next.



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4. The travel allowance pop-up window appears. Click on yes if meals or lodging will be added to the report.

Travel Allowances ✕

? Expense reports containing meals or lodging require a daily Itinerary be created. Select 'Yes' if this expense report includes meals or lodging and you are ready to create an itinerary now. Select 'No' if meals or lodging will not be included on this report OR you wish to skip this step (and will access the itinerary screen at a later time).

Yes No

5. Enter an itinerary stop for each final destination of the trip. Click on Save for each stop.

- a. For a roundtrip, two itinerary stops will be created. Do not include layover stops.
- b. Multi-stop trips require an itinerary stop for each destination.

Travel Allowances For Report: Temecula, CA ☐ ✕

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection:

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

Save

Save

Go to Single Day Itineraries Next >> Cancel

6. Click on next.

Travel Allowances For Report: Temecula, CA ☐ ✕

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection:

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Omaha, Nebraska 11/04/2019 04:30 AM	Temecula, California 11/04/2019 09:00 AM	RIVERSIDE COUNTY, US-CA...
<input type="checkbox"/>	Temecula, California 11/07/2019 12:00 PM	Omaha, Nebraska 11/07/2019 09:40 PM	DOUGLAS COUNTY, US-NE...

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

Save

Next >>

Go to Single Day Itineraries Next >> Cancel

7. The itinerary is displayed. Click on next.

Travel Allowances For Report: Temecula, CA

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

Edit Unassign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Temecula, CA				
Omaha, Nebraska	11/04/2019 04:30 AM	Temecula, California	11/04/2019 09:00 AM	RIVERSIDE COUNTY, US-CA, US
Temecula, California	11/07/2019 12:00 PM	Omaha, Nebraska	11/07/2019 09:40 PM	DOUGLAS COUNTY, US-NE, US

Available Itineraries

Current Itineraries [v] Delete Assign

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

<< Previous **Next >>**

8. If applicable, check the box for any meals that were provided during the trip. Click on **Create Expenses**.

Travel Allowances For Report: Temecula, CA

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [] to [] Go

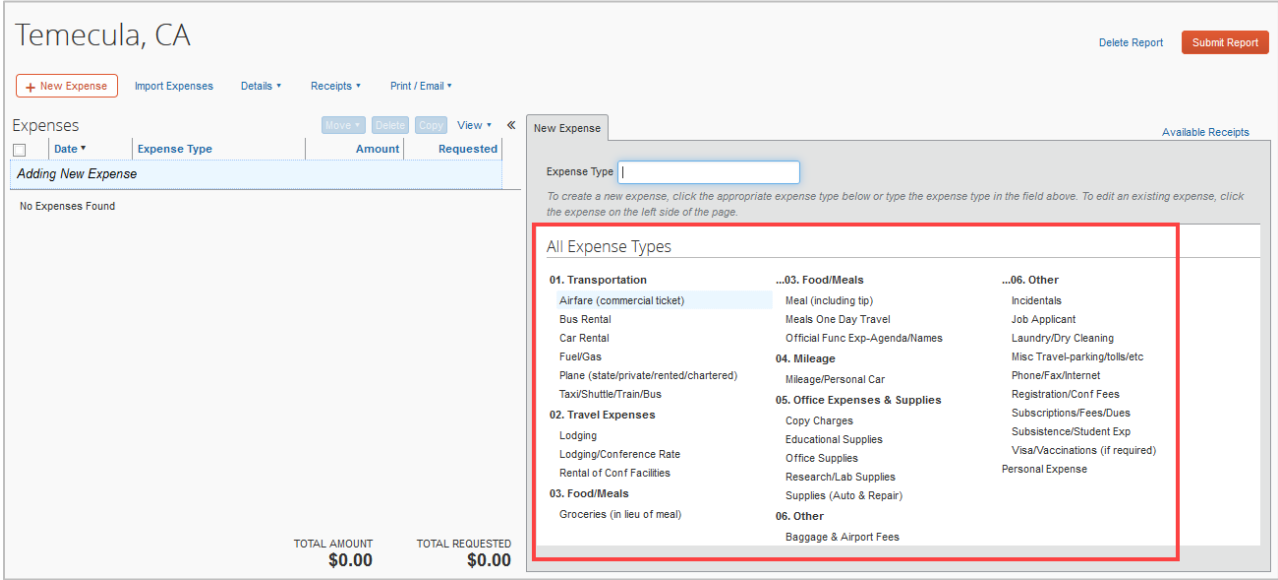
Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided
11/04/2019 Temecula, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/05/2019 Temecula, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/06/2019 Temecula, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11/07/2019 Temecula, California	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<< Previous **Create Expenses** Cancel

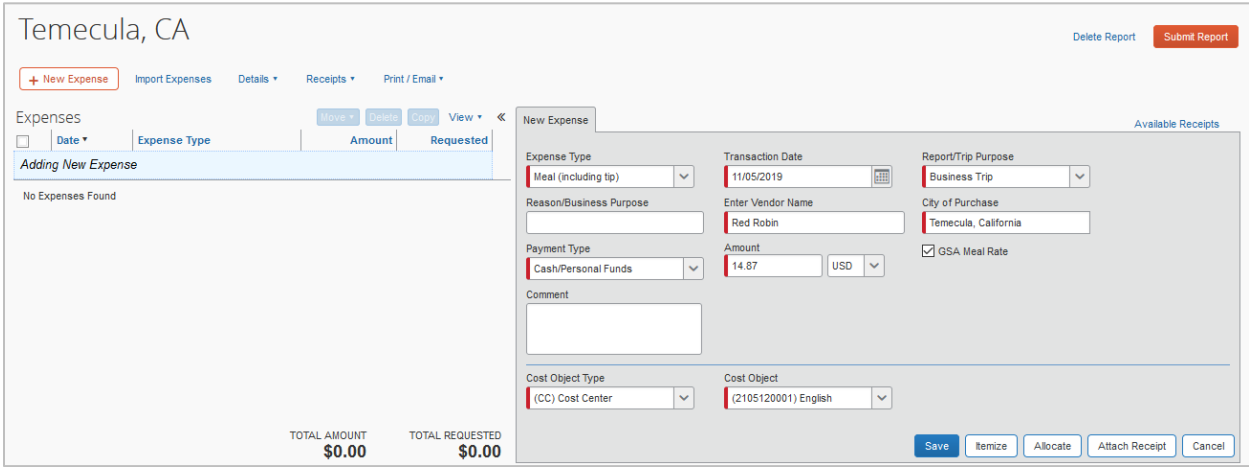
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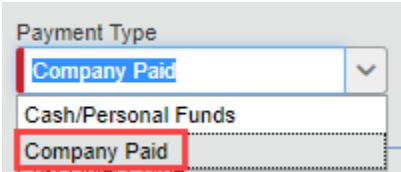
9. The new expense screen appears. To add an expense to the report, select the expense type from the right-side menu.



10. Enter the required fields for the transaction, which are indicated with a red bar.



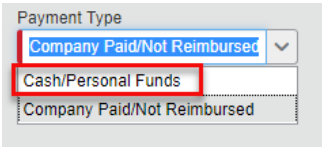
a. For expenses pre-paid by the university or state college, select *Company Paid* from the payment type dropdown menu.



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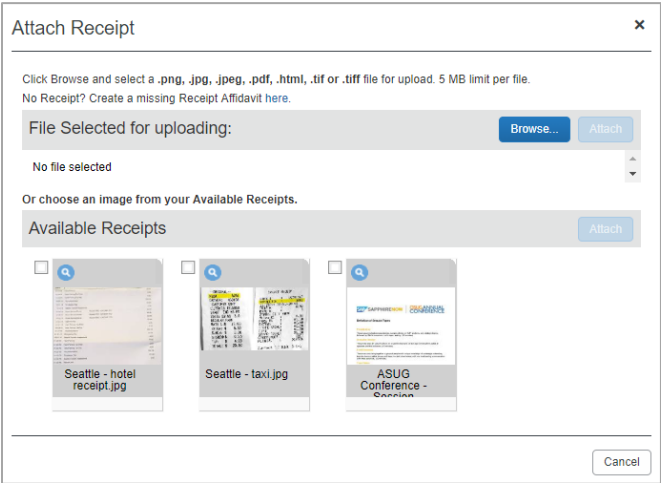
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b. For expenses paid by the traveler, select *Cash/Personal Funds*.

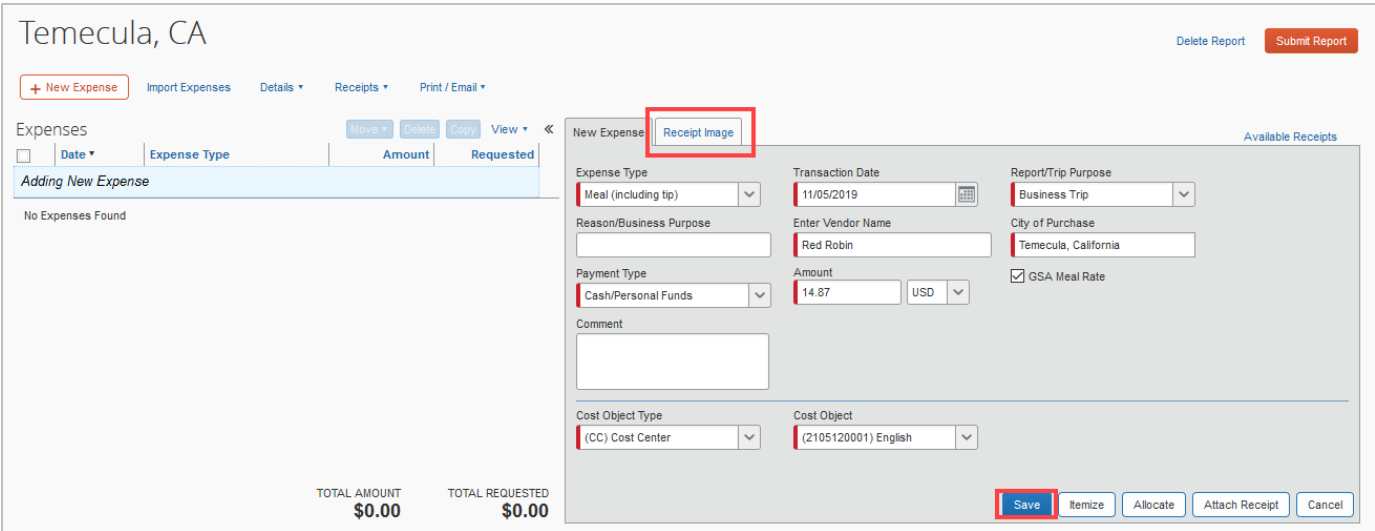


11. Click on **Attach Receipt**.

12. Browse and attach a receipt or use an available receipt.



13. To view the attached receipt, click on the receipt tab. Otherwise, click on save.



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- 14. Continue adding expense types and attaching receipts.
- 15. When the expense report is complete, click on **Submit Report**.

Temecula, CA 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
<input type="checkbox"/>	11/06/2019	Meal (including tip) Starbuck's, Temecula, California	\$7.45	\$7.45
<input type="checkbox"/>	11/05/2019	Meal (including tip) Red Robin, Temecula, California	\$14.87	\$14.87
<input type="checkbox"/>	11/05/2019	Meal (including tip) Jay's Fish Shack, Temecula, Califor	\$9.71	\$9.71
<input type="checkbox"/>	11/05/2019	Airfare (commercial ticket) American Airlines, Temecula, Califo	\$421.55	\$421.55
<input type="checkbox"/>	11/05/2019	Lodging/Conference Rate Holiday Inn, Temecula, California	\$489.47	\$489.47

TOTAL AMOUNT **\$943.05** TOTAL REQUESTED **\$943.05**

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

Meal (including tip)	Lodging/Conference Rate	Airfare (commercial ticket)
Mileage/Personal Car	Misc Travel-parking/tolls/etc	

All Expense Types

01. Transportation	...03. Food/Meals	...06. Other
Airfare (commercial ticket)	Meal (including tip)	Incidentals
Bus Rental	Meals One Day Travel	Job Applicant
Car Rental	Official Func Exp-Agenda/Names	Laundry/Dry Cleaning
Fuel/Gas	04. Mileage	Misc Travel-parking/tolls/etc
Plane (state/private/rented/chartered)	Mileage/Personal Car	Phone/Fax/Internet
Taxi/Shuttle/Train/Bus	05. Office Expenses & Supplies	Registrations/Conf Fees
02. Travel Expenses	Copy Charges	Subscriptions/Fees/Dues
Lodging	Educational Supplies	Subsistence/Student Exp
Lodging/Conference Rate	Office Supplies	Vaaa/Vaccinations (if required)
Rental of Conf Facilities	Research/Lab Supplies	Personal Expense
03. Food/Meals	Supplies (Auto & Repair)	
Groceries (in lieu of meal)	06. Other	
	Baggage & Airport Fees	

The expense report has now been submitted for financial approval. No further action is required.