

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.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved ...	Remaining...	Action
BTA - campus visits Mileage for campus visits	94U3	Approved	12/11/2019 06/30/2020	12/10/2019	\$250.00	\$250.00	\$250.00	Expense
Temecula, CA HR-SAP Conference	7NAA	Approved	11/04/2019 11/07/2019	12/09/2019	\$5,700.00	\$5,700.00	\$5,700.00	Expense

2. Enter the required information.
3. At the bottom of the screen check the box next to the request name to link the approved request to the expense report. Click on next.

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input type="checkbox"/> Temecula, CA	7NAA	No	\$5,700.00	\$5,700.00	\$5,700.00

OVERVIEW – EXPENSE REPORT

Updated December 10, 2019

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

Travel Allowances x

? 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).

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

Travel Allowances For Report: Temecula, CA x

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name: Selection:

<input type="checkbox"/>	Departure City ▲	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Omaha, Nebraska 11/04/2019 05:30 AM	Temecula, California 11/04/2019 11:30 AM	RIVERSIDE COUNTY, US-CA...
<input type="checkbox"/>	Temecula, California 11/07/2019 09:30 AM	Omaha, Nebraska 11/07/2019 04:45 PM	DOUGLAS COUNTY, US-NE,...

New Itinerary Stop

Departure City:

Date: Time:

Arrival City:

Date: Time:

6. The itinerary is displayed. Click on next.

Travel Allowances For Report: Temecula, CA x

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

<input type="checkbox"/>	Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
<input checked="" type="checkbox"/>	Itinerary: Temecula, CA				
	Omaha, Nebraska	11/04/2019 05:30 AM	Temecula, California	11/04/2019 11:30 AM	RIVERSIDE COUNTY, US-CA, US
	Temecula, California	11/07/2019 09:30 AM	Omaha, Nebraska	11/07/2019 04:45 PM	DOUGLAS COUNTY, US-NE, US

Available Itineraries

Current itineraries

<input type="checkbox"/>	Departure City	Date and Time ▲	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found					

OVERVIEW – EXPENSE REPORT

Updated December 10, 2019

7. If applicable, check the box for any meals that were provided during the trip.

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

8. Click on Create Expenses.

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

Temecula, CA 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				

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.

All Expense Types

<p>01. Transportation</p> <ul style="list-style-type: none"> Airfare (commercial ticket) Bus Rental Car Rental Fuel/Gas Plane (state/private/rented/chartered) Taxi/Shuttle/Train/Bus 	<p>03. Food/Meals</p> <ul style="list-style-type: none"> Meal (including tip) Meals One Day Travel Official Func Exp-Agenda/Names <p>04. Mileage</p> <ul style="list-style-type: none"> Mileage/Personal Car <p>05. Office Expenses & Supplies</p> <ul style="list-style-type: none"> Copy Charges Educational Supplies Office Supplies Research/Lab Supplies Supplies (Auto & Repair) <p>06. Other</p> <ul style="list-style-type: none"> Baggage & Airport Fees 	<p>06. Other</p> <ul style="list-style-type: none"> Incidentals Job Applicant Laundry/Dry Cleaning Misc Travel-parking/tolls/etc Phone/Fax/Internet Registration/Conf Fees Subscriptions/Fees/Dues Subsistence/Student Exp Visa/Vaccinations (if required) Personal Expense
--	---	--

TOTAL AMOUNT **\$0.00** TOTAL REQUESTED **\$0.00**

10. A receipt must be attached to each expense line. From within an expense, click on Attach Receipt. Browse and attach a receipt or use an available receipt.

11. When the expense report is complete, click on Submit Report