OVERVIEW – EXPENSE REPORT

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

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

6. The itinerary is displayed. Click on next.
7. If applicable, check the box for any meals that were provided during the trip.

![Travel Allowances For Report: Temecula, CA](image)

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](image)

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**.