

# CREATE AN EXPENSE REPORT

*Updated December 12, 2019*

**TRAVEL APPLICATION**

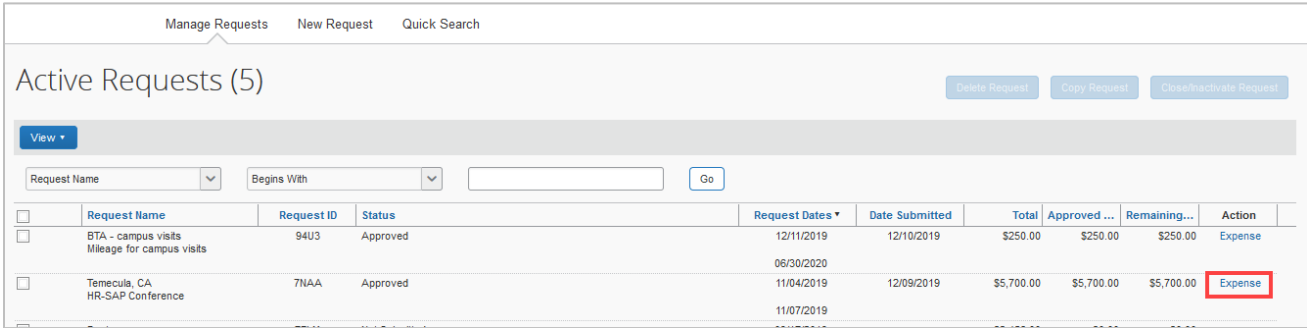
**Expense**

**HELPFUL HINTS**

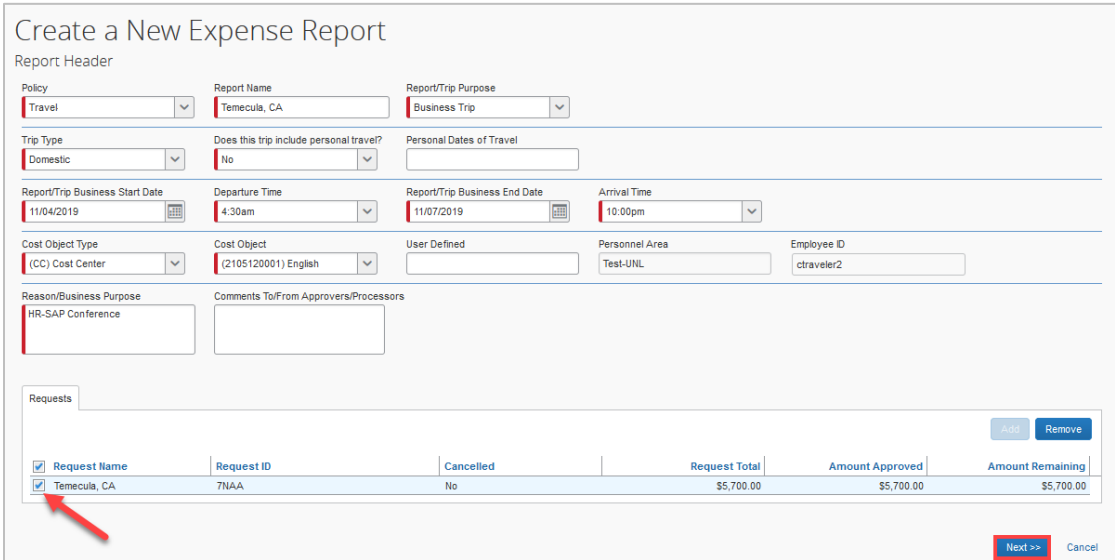
- Reimbursement for travel expenses which have a business purpose and are paid with personal funding sources are submitted through Concur expense and must include itemized receipts.
- A travel request must be approved prior to submitting an expense report, with the exception of a non-travel expense.

**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.



**CREATE AN EXPENSE REPORT**

*Updated December 12, 2019*

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: Temecula, CA Selection: USGSA

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: Omaha, Nebraska

Date: 11/04/2019 Time: 4:30 AM

Arrival City: Temecula, California

Date: 11/04/2019 Time: 9:00 AM

**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: Temecula, CA Selection: USGSA

Add Stop Delete Rows Import Itinerary

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

**New Itinerary Stop**

Departure City: Omaha, Nebraska

Date: Time:

Arrival City:

Date: Time:

**Save**

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

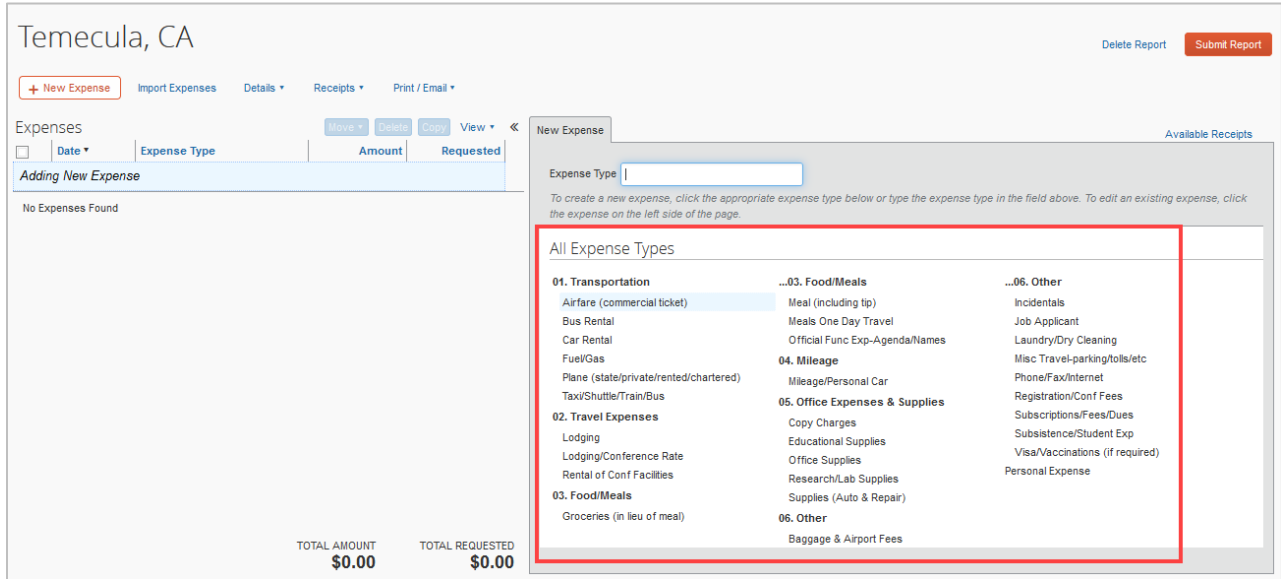
1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from [ ] to [ ] Go

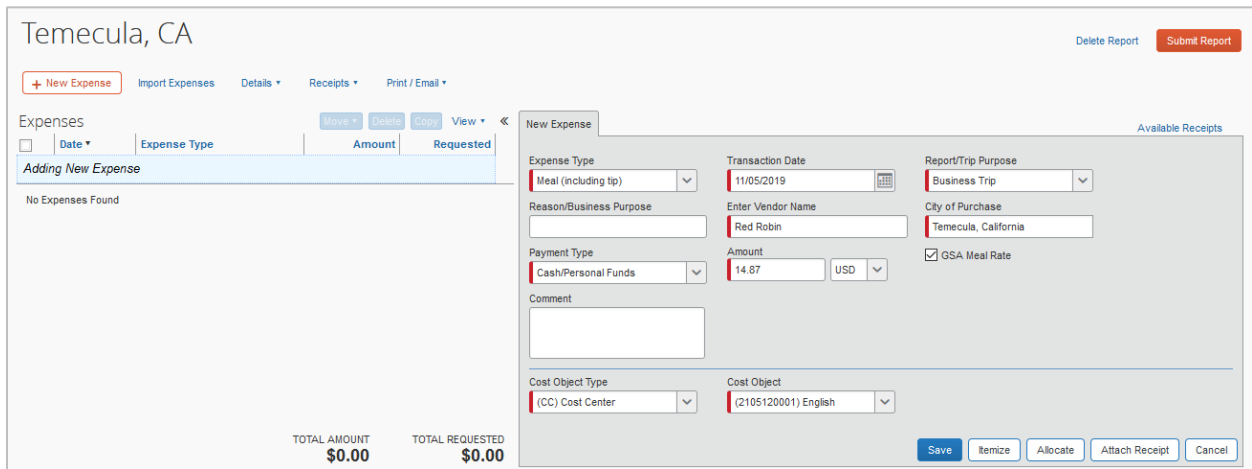
| Date/Location                      | Breakfast Provided       | Lunch Provided           | Dinner Provided          |
|------------------------------------|--------------------------|--------------------------|--------------------------|
| 11/04/2019<br>Temecula, California | <input type="checkbox"/>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

<< Previous Create Expenses Cancel

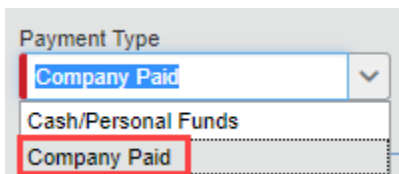
9. The new expense screen appears. To add an expense to the report, select the expense type from the right-side menu.



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



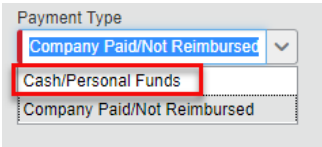
a. For expenses pre-paid by the university or state college, select *Company Paid* from the payment type dropdown menu.



**CREATE AN EXPENSE REPORT**

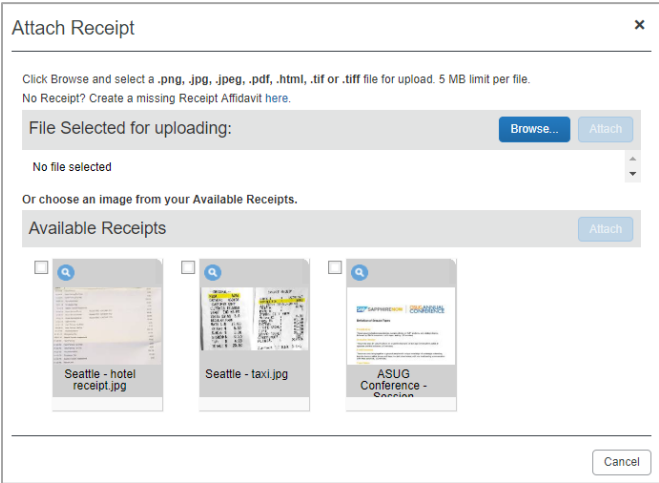
*Updated December 12, 2019*

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

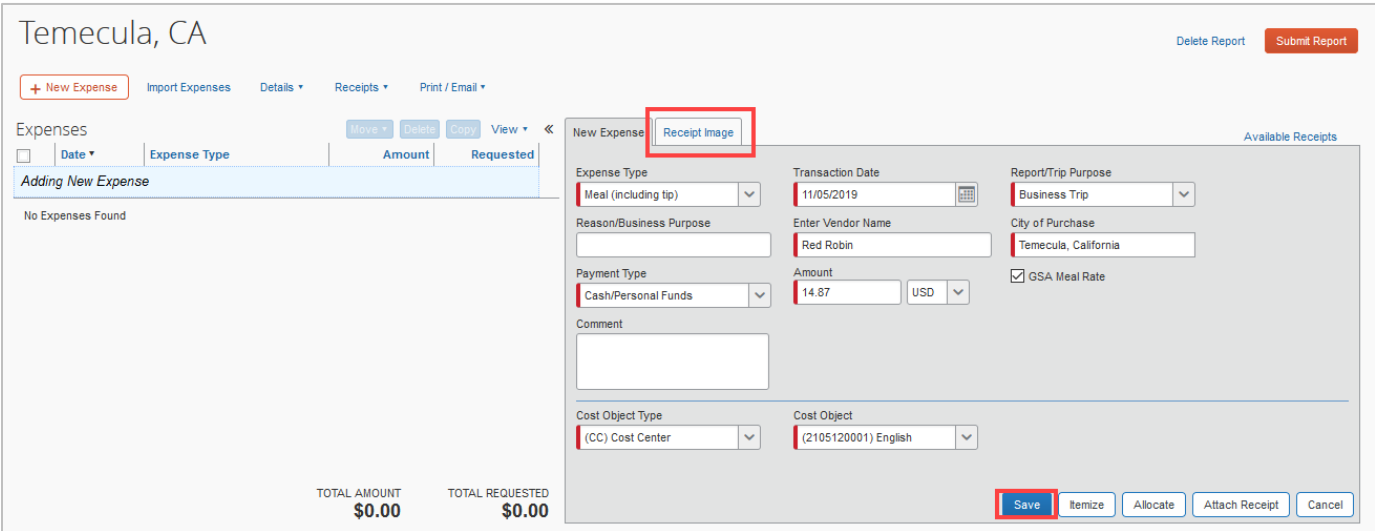


11. Click on **Attach Receipt**.

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.



## CREATE AN EXPENSE REPORT

Updated December 12, 2019

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

|  |   |                                 |
|--|---|---------------------------------|
| <b>01. Transportation</b>              | <b>...03. Food/Meals</b>                  | <b>...06. Other</b>             |
| 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                               | <b>04. Mileage</b>                        | Misc Travel-parking/tolls/etc   |
| Plane (state/private/rented/chartered) | Mileage/Personal Car                      | Phone/Fax/Internet              |
| Taxi/Shuttle/Train/Bus                 | <b>05. Office Expenses &amp; Supplies</b> | Registrations/Conf Fees         |
| <b>02. Travel Expenses</b>             | 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                |
| <b>03. Food/Meals</b>                  | Supplies (Auto & Repair)                  |                                 |
| Groceries (in lieu of meal)            | <b>06. Other</b>                          |                                 |
|  | Baggage & Airport Fees                    |                                 |

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