Concur Travel & Expense Training
Part 1

CSU – MARITIME ACADEMY AND AUXILIARIES
Concur Training

Part 1 Concur Account Set-Up

- Requirements for Supplier ID in the Concur Travel System for Employees
- Vendor 204 Link for Non-Employees
- Employee ACH Form
Concur Profile Set-Up

- All eligible Cal Maritime Employees already have access to use Concur. It is the same login credentials as your work login. If you are not able to access Concur, please contact the Concur Administrator, Judy Aguirre (jaguirre@csum.edu), for more information.
The Supplier ID has to be set-up. Please send an email to Marilou Collins mpcollins@csum.edu with the information below:

- Full Name
- Mailing Address
- Email Address
- ID Number
For Non-Employees, please have them complete the Vendor 204 form online. This is the most secure way since the form contains confidential information.
Non-Employee Vendor 204 Form Link

https://www.csum.edu/fiscal-services/procurement/vendor-information.html

Cal Maritime is a No Smoking - No Vaping Campus

Current Vendor Bid Announcements
Vendor Data Record (204 Form)

All Cal Maritime vendors are required to complete the Vendor Data Record form. Vendors are requested to submit any changes to their vendor data at their earliest convenience to help Cal Maritime to keep their records up to date.
Non-Employee Vendor 204 Form (continued)
Non-Employee Vendor 204 Form (continued)

10. Is this for Travel/Concur/Stipend? *
   - Yes
   - No

11. Vendor Entity Type *
   - C Corporation
   - Estate/Trust
   - Exempt (Non-Profit)
   - Government Entity
   - Individual
   - Partnership
   - S Corporation
   - Limited Liability Company (LLC)

This was added field to help with the correct routing of the form.
Non-Employee Vendor 204 Form (continued)

- Once the initial form is completed, they will receive an email to complete the Vendor Data Record form online.
- Most of the boxes are already filled based on the information that was initially provided.
- Please ask the non-employee to put a note on the form such as “Travel, Interview, Speaker, etc.”
Non-Employee Vendor 204 Form (continued)
**Non-Employee Vendor 204 Form (continued)**

<table>
<thead>
<tr>
<th>Vendor Residency Status for Tax Purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Foreign corporation, partnership, trust, estate or other foreign entity</td>
</tr>
<tr>
<td>☐ All services to be performed OUTSIDE the United States</td>
</tr>
</tbody>
</table>

**Check All Boxes That Apply to California Income Tax Withholding Status**

<table>
<thead>
<tr>
<th>Box</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ California Resident - Maintains a permanent place of business in CA at the address shown above or is quizzed through the California Secretary of State (SOS) to do business in CA</td>
<td></td>
</tr>
<tr>
<td>☐ California Non-resident (see reverse) – Payments to CA non-residents may be subject to state income tax withholding</td>
<td></td>
</tr>
<tr>
<td>☐ A Waiver from CA state tax withholding is attached (From the CA Franchise Tax Board, <a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a>)</td>
<td></td>
</tr>
</tbody>
</table>

**Section 6**

Are you (Vendor) or any of your employees employed by the CSU?  
**Yes** ☐  **No** ☐  
If yes, provide employee name(s) and relationship as an attachment to this form.

**Section 7**

I hereby certify under penalty of perjury under the laws of the State of California that the information provided on this document is true and correct. If my residency status changes, I will promptly inform you.

**Authorized Vendor Representative’s Name (Print):**  
Marilou Collins

**Title:**  
Accountant II

**Signature:**  
Marilou Collins

**Date:**  
04/07/2023

**Phone:**  
7076541280

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**VOLUNTARY STATISTICAL DATA SHEET**  
Information to be used for reporting purposes only

Public Contract Code 10111 requires state agencies to capture information on ethnicity, race, and gender (ERG) of business owners on all

By signing, I agree to this agreement, the Consumer Disclosure and to do business electronically with California State University Maritime Academy.
What’s next

When the setup is completed and approved, it will take an overnight process for the Concur Travel system to be updated.
Direct Deposit (EFT) Form
How to sign up for Direct Deposit (EFT)
How to sign up for Direct Deposit (EFT)

Send the EFT/ACH Form to the information below:

Accounting Manager: Frank Vescio  
Email address: fvescio@csum.edu  
Location: Administration Building, Room 22

On the horizon… the ability to submit the ACH form online will eventually be the same as the Vendor 204 form.
Accounts Payable Reimbursement Process

Please allow two weeks for Concur Travel reimbursement checks to be processed.

For questions, contact: (707) 654-1028
Email: CMA-AP@csum.edu

Any questions before we proceed?
Concur Training

Part 2 Concur Overview

• How to Login and Navigate
• User Profile Setup

• Travel & Expense Process
  • Completing a Travel Request (Travel Authorization)
  • Making Travel Reservation
  • Completing an Expense Report (Travel Claim)
What is Concur? Concur Travel and Expense (CT&E) system is a comprehensive web based tool that integrates travel request and expense reporting with a complete travel booking solution.

- Concur has 3 Modules:
  - **Request** – Replaces the Travel Authorization form and is required to obtain pre-approval of your travel prior to making any travel reservations.
  - **Travel** – Concur Travel should be used to book airfare and make rental car and hotel reservations through the University’s travel management company (TMC), Christopherson Business Travel (CBT) either by using the online booking tool or booking directly with a CBT agent.
  - **Expense** – Replaces the Travel Claim form and is required to request reimbursement for out-of-pocket expenses, and to reconcile any university prepaid transactions including US Bank State Travel Card transactions.
Concur Overview

What is Concur? Mobile App

• Concur (CT&E) also offers the Concur Mobile App to manage your expenses and business travel on your mobile device and/or tablet.

1. Download the Concur application on a phone by going to the App Store

2. Login to Concur using the traveler’s @csum.edu email and click Next.

3. Continue logging in via Single Sign on.
Concur Overview

User Roles

- **Traveler** – faculty/staff on official business travel
- **Approver** – for Request (Pre-Trip Authorization) and Expense Report (Travel Claim)
  - automatically assigned but can be altered with proper delegation from the Administrator
    - 1st Approval Level - HR “Reports-to”
    - 2nd Approval Level – Cost Object Approver based on CFS Delegation of Authority
  - can be delegated to another approver in case of absence/days off from work
- **Delegate** – Can prepare, review and in some cases, approve “Request” and “Expense” on behalf of a user but cannot submit
- **Travel Assistant/Arranger** – Can book travel on behalf of traveler
Concur Overview

Corporate Travel Credit Cards

- Individual Travel Card – new card program for University travelers
  - For official *business travel* expenses only
    - Booking and reservations for hotel, transportation, etc.
    - Paying for hotel and other allowable travel related expenses
    - All business related expense should go onto this card to help reduce out-of-pocket expenses.
  - Eligibility – must travel at least 3x a year

- Ghost Card – Campus corporate card linked to Concur.
  - Pays for *airfare or rail tickets* booked in Concur via Christopher Business Travel (CBT).
  - Eliminates the out-of-pocket expense for airfare or rail ticket costs.

Notes:
- Individual and Ghost Cards charges are both paid by the Campus.
- Corporate travel card transactions will upload to the traveler’s Concur account for travelers to attach them to an Expense Report.
Concur Overview

How to Access Concur …

• Eligible employees are already setup to use Concur. If you are not able to access Concur, please contact the University Concur Coordinator, Judy Aguirre, at jaguirre@csum.edu.

• To access Concur, go to the following link: https://www.csum.edu/fiscal-services/concur.html and click Concur Login or click this link: https://ds.calstate.edu/?svc=concur&org=csum

• Prior to using Concur, you should review and complete your User Profile. Setting up your profile is important so that all the information in Concur is current and accurate, and required fields are populated.
Concur Overview
Concur Homepage

Quick Task Bar – Provides direct access to start a New Travel Request, Available Expenses, Open Reports (Expense Reports), and other Concur features.

Alerts – Displays informational alerts about Travel features.

My Tasks – Displays a dashboard for your Open Requests, Available Expenses, Open Reports (Expense Reports) and Required Approvals.

Available Expenses – US Bank Travel Ghost Card Transaction will load under Available Expenses, along with any travel itineraries loaded from Triplt or Concur Travel, and or e-receipts loaded from a Concur participating vendor.
Concur Overview

Concur Homepage

**Trip Search** – Once your request is approved, you can book your travel here or gather estimates for your Travel Request. You may also use the Travel tab.

**Company Notes** – Important information provided by the CSU, Concur, Cal Maritime Accounts Payable and Christopherson Business Travel Contact information.

**My Trips** – Upcoming trips are listed.
User Profile

Personal Information

- At the top right-hand corner of the My Concur homepage, click **Profile > Profile Settings**.
- Under **Profile Options**, click **Personal Information**.
- Fill in any information that states “Required” and any optional information you would like to include. Please note: Required will always show, even when field is populated.

- **Name** - Make sure your name is identical to the name on your photo identification if using Concur Travel to book airfare as the name in the system will be the name provided on your ticket.
- **Contact Information** - A work or home phone number is required.
- **Email Addresses** -
  - Your email address has been provided by HR. You can add additional email addresses.
  - You will want to verify your email address to be able to forward travel plans.
User Profile

Profile Options

- Your information
- Personal Information (required fields)
- Company Information
- Contact Information
- Travel Settings
- Frequent Travel Programs
- Request Settings
- Request Delegates
- Expense Settings
- Expense Delegates
- Personal Car
- Other Settings
- E-receipt Activation
- Concur Mobile Registration
User Profile
Request/Expense Settings

- The following categories can be found in both Request Settings and Expense Settings.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preferences (Email)</td>
<td>• Select options that define when you want to receive email notifications.</td>
</tr>
<tr>
<td></td>
<td>• Actual setting selections are different in both Request and Expense.</td>
</tr>
<tr>
<td>Information (chartfield) &amp;</td>
<td>• You can view this information. You cannot update this information, however</td>
</tr>
<tr>
<td>Approvers (&quot;Reports to&quot;)</td>
<td>you can change the chartfield on the actual Travel Request and Expense</td>
</tr>
<tr>
<td></td>
<td>Report. &quot;Reports to&quot; Approver is your direct report provided by HR.</td>
</tr>
<tr>
<td>Delegates</td>
<td>• By assigning permissions to a delegate, you are assigning permissions for</td>
</tr>
<tr>
<td></td>
<td>Request and Expense.</td>
</tr>
<tr>
<td>Favorite Attendees</td>
<td>• Attendees added to Request will also be added to Expense. The Attendee</td>
</tr>
<tr>
<td></td>
<td>functionality can be used to enter attendee names that are present at a</td>
</tr>
<tr>
<td></td>
<td>travel business entertainment event (Hospitality related).</td>
</tr>
<tr>
<td>Personal Car (Under Expense</td>
<td>• In order to claim personal car mileage on an expense report, you need to</td>
</tr>
<tr>
<td>Settings Only)</td>
<td>add a car to your profile. The Vehicle ID is your license plate #. Mileage</td>
</tr>
<tr>
<td></td>
<td>Rate Type is Personal (CSU current standard reimbursement rate) or Athletics.</td>
</tr>
</tbody>
</table>

[Image of User Profile interface]
Delegate Permission

Delegate – an employee who is allowed to perform work on behalf of another employee. Delegate Permissions are only for Request and Expense. You will also need to add this delegate as an Assistant/Travel Arranger to allow them to book travel via Concur.

Traveler Permissions:
- Prepare Travel Requests and Expenses Reports
- View Receipt Images
- Receive a copy of Email Notifications (No approval emails)

Approver Permissions: Approvers will have additional approval permissions to assign to a delegate.
- Approve Travel Requests and Expenses Reports without date constraints
- Approve Temporarily (beginning/end date required)
- Preview Travel Request/Expense Report for Approver prior to Approval
- Receive a copy of Approval Email Notifications

This permission can only be assigned to an employee already set up as an approver.
User Profile
Assistants/Travel Arrangers

Primary Travel Assistant vs. Travel Arranger – A Travel Arranger can perform travel functions such as book travel on a traveler’s behalf whereas a Primary Travel Assistant can also receive confirmation emails from CBT (Christopherson Business Travel) regarding the travel as well as update profile information.

In order to make someone a Travel Assistant/Arranger, you must also make them a delegate for Travel Request/Expense.
Travel Process

- **Request**: Step 1 – Complete Travel Request (Travel Authorization)

- **Travel**: Step 2 – Book Travel once Travel Request is Approved

- **Expense**: Step 3 – Complete and submit Travel Expense Report (Travel Claim) within 60 days from Travel End Date.
  
  - This is required in order to request for out-of-pocket expenses.
  - Even if no reimbursement is due to Traveler, the Expense Report is required to reconcile US Bank Travel Card transactions.
Travel Request

- Request Header

1. To create a new Travel Request, on the Concur Homepage Menu, click on Requests > + Create New Request

2. **Request Header** : Fill out all of the **required fields** marked with a red asterix.

   - **The Request/Trip Name** : Should be the conference name, destination or required set up by the campus department
   - **Trip Type** : In State, Out-of-State, International
   - **Travel Start & End Date** : Business Travel Dates
   - **Traveler Type** : Faculty or Staff
   - **Trip Purpose** : Select from drop-down list
   - **If Faculty, is Class Covered?** : Yes, No, NA
   - **Personal Dates of Travel** : Enter Personal Date of Travel, NA—if none
   - **Destination City, State and Country**
   - **Are you Travelling to a Banned State?** : Yes, Banned States will be listed, otherwise NO
   - **Are you Travelling with Students** : Yes, No, NA
   - **Chartfield**: BU, Fund & DeptID : defaults to traveler’s Deptid and Fund Code

2. Once the page is filled out, click “Create”
Travel Request
– Request Header – Travel Assistant/Arranger

1. To create a Travel Request on behalf of another user, under Profile [Acting as other user], click the radio button “Act on behalf of another user”

2. Search the traveler’s name, then click Start Session

Note: The upper right hand corner of the screen will show that you are [Acting as Traveler’s Name]

3. Continue and refer to previous page to create the Request Header
Travel Request – Adding Estimated Expenses

After completing the Request Header page and clicking Create, the Expected Expenses page opens.

1. To add any of your anticipated expenses, click “Add” button.

2. From the drop-down list, select the applicable expense type.

Clicking an expense type opens the expected expense details page for the selected expense.

Notes:
- You can provide estimates for all Expense Types including airfare, car rental, meals, parking, registration, mileage, etc.
- To add any additional expenses not listed in the “Add” drop-down list, click on “Other Expense.” Enter in the total cost of the expense, an provide a brief explanation of the cost in the comment section.
Travel Request
– Adding Estimated Expenses

3. For **Hotel Reservation**, complete the fields, and then click **Save**.

Enter **Maximum Nightly Rate** that you anticipate your hotel room will be. If your hotel total is **above $275** before tax, you will need to attach the Authorization for Exception to Travel form to your Expense Report. Please have the form approved prior to booking your hotel stay to ensure full reimbursement.

For **Airfare**, the dates will populate and move over from the Request Header. Fill in all required fields and optional fields if you like and click **Save**.
Travel Request
– Adding Estimated Expenses

4. Traveler can provide estimates for the following additional expense types:

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Expense Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01. Travel Expenses</td>
<td>02. Personal Car Mileage</td>
</tr>
<tr>
<td></td>
<td>04b. Meals - Domestic</td>
</tr>
<tr>
<td>Incidents</td>
<td>Meals</td>
</tr>
<tr>
<td>03. Transportation</td>
<td>05. Hospitality</td>
</tr>
<tr>
<td></td>
<td>09. Other</td>
</tr>
<tr>
<td></td>
<td>10. Team/Group</td>
</tr>
<tr>
<td>Car Rental</td>
<td>Other Expense</td>
</tr>
<tr>
<td>Ground Transportation</td>
<td>Registration / Fees</td>
</tr>
<tr>
<td>Parking Tolls</td>
<td>Other Accommodation (Group only)</td>
</tr>
<tr>
<td>Railway Ticket</td>
<td>Team/Group Meals</td>
</tr>
</tbody>
</table>

- Click on each **expense type** you want to add.
- Not all Expense Types are available in the request module. In this case, you can enter an estimated amount under **Other Expense** and then claim the actual expenses on your Expense Report to have the requested amount closer to the actual expenses.
- After clicking on the Expense Type and entering the required and optional information if needed, you can then **Allocate** (if needed) and Save.
Travel Request
– Adding Estimated Expenses

- Add additional expenses to your request. Once each expense is saved, it will appear on the left hand side.

- If you need to attach a document, click on Attachments > Attach Documents.
Travel Request
- Submission

➢ After completing the Request Header and providing Expected Expenses, you can submit your request by clicking **Submit Request**.

➢ Additional Features/Options:
  - **Print/Share** – PDF version of the Travel Request will pop up and you can make your selection.
Travel Request
- Submission – Travel Arranger/Assistant

- After completing the Request Header and providing Expected Expenses, Travel Assistant/Arranger must hit **Notify Employee**.

- Travel Assistant/Arranger cannot submit a completed Travel Request on behalf of another Employee.
Travel Request
- Submission – Travel Arranger/Assistant

➢ Sample email notification send to the Traveler

From: AutoNotification@concursolutions.com <AutoNotification@concursolutions.com>
Sent: Tuesday, August 3, 2021 1:31 PM
To: Lam, Michael <mmlam@csueast.edu>
Subject: Request Ready for Submission

[EXTERNAL SENDER]  

SAP Concur  

Request Ready for Submission

- Request Name: HEUG Training
- Request Date: 08/03/2021

Link To Request Processing
http://ds.calstate.edu/rvconcur

➢ Once everything is completed, click [Done acting for Others]
Travel Request
- Submission -

- Additional Features/Options:
  - **Audit Trail** – shows all actions of the Travel Request including comments added, approvals, etc.
  
- **Cancel Request** – you will NOT be able to delete a request once it has been approved. However, you can **Cancel, Close/Inactivate Request** at anytime.

- **Recall Request** - You can also recall the request once you submit as long as it hasn’t been approved.
Travel Request
- Approval Workflow

- All travel Requests and Expense Reports will go through an automated workflow process.

- The “Reports-To” Approver is your direct report provided by HR.

- The Budget Approver, also known as Cost Object Approver, is based on CFS Delegation of Authority for DeptID and Fund combination.

- Additional approvals may be required for Travel Request depending on Travel Type, e.g. International Travel or travel to Banned States.

- Designated approvers can add additional approvers to the workflow to any particular Travel Request and/or Expense Report.
Travel Request

Request Approval Workflow Chart

Note:
- Each workflow step can be supported by a preparation or approval Delegate assigned by the User.
Expense Report

-> Travel Claim

- All CSU-related travel for faculty and staff MUST have an approved Travel Request before an expense report can be submitted.

- **Submission Due Date:** All Travel Expense Report/Claim must be submitted within 60 days of the end of a trip. Please note that Approved Requests will automatically close 60 days after the travel end date.
Expense Report

-> Travel Claim (con’t)

➢ Checklist: To ensure there are no delays in processing your Concur Expense Report, make sure to:
  • Link Approved Concur Request
  • add all meals, incidental, lodging, airfare, mileage and miscellaneous expense (eligible and actuals only)
  • itemize lodging and airfare expenses (if applicable)
  • review and validate chartfield strings to charge
  • provide required back up documentation such as receipts and justification memos (if necessary)
  • submit Expense Report within the prescribed timeline
  • monitor and ensure Expense Report is approved
Expense Report – Travel Claim

1. The next step is to add all your travel expenses. From the SAP Concur Home page, click on the Requests tab. Select the approved Travel Request to link to your Expense Report.

2. Click Create Expense Report and your Travel Request will automatically link to a new Expense Report.
Expense Report – Travel Claim

-> Travel Claim Report Header

3. Once a Travel Request is linked, all the header information will move over and populate the required fields. Review and ensure all information in the Report Header are complete and accurate. If an update is made, click Save. Otherwise, go back or click Cancel.
## Adding Expenses

4. The next step is to add all your travel expenses. The Expense Types include:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotel/Lodging</td>
<td>Personal Car Mileage</td>
<td>Airfare</td>
<td>International, Alaska &amp; Hawaii</td>
<td>Breakfast – Domestic</td>
</tr>
<tr>
<td>Hotel/Lodging Tax</td>
<td>Personal Car Mileage</td>
<td>Airline Fees</td>
<td>Per Diem</td>
<td>Dinner – Domestic</td>
</tr>
<tr>
<td>Incidents</td>
<td>Reduction</td>
<td>Car Rental</td>
<td></td>
<td>Lunch - Domestic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Car Rental Fuel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ground Transportation</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>Parking Tolls</td>
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<tr>
<td></td>
<td></td>
<td>Rail</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>05. Hospitality</th>
<th>06. Office Expenses</th>
<th>07. Communications</th>
<th>08. Fees</th>
<th>09. Other</th>
<th>10. Team/Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitality</td>
<td>Postage / Freight</td>
<td>Internet/Telephone/Fax</td>
<td>Booking Fees</td>
<td>Memberships</td>
<td>Entry Fees</td>
</tr>
<tr>
<td></td>
<td>Printing/Photocopying/Stationery</td>
<td>Mobile/Cellular Phone (International only)</td>
<td>Passports/Visa Fees*</td>
<td>Newspaper/Magazine/Books</td>
<td>Other Accommodation (Group only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Transaction Fees*</td>
<td>Other Expense</td>
<td>Pre-Season</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(*International only)</td>
<td>Personal/Non-Reimbursable</td>
<td>Team/Group Meals</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Registration/Fees</td>
<td></td>
</tr>
</tbody>
</table>

- Within each Expense Type, you can choose to **Itemize, Allocate** and **Attach Receipt**
- **Hotel Expense** Type requires **Itemization**
- Must add a **Personal Car** in your **User Profile** in order to add **Personal Car Mileage** Expense type
Expense Report

– Adding Expenses

- Each Expense Type will have their own set of required fields and configuration.

- CSU and campus specific audit rules are integrated in the system. When adding an expense that is out policy or requires a certain action, an exception may trigger.

- Warning: eligible to continue and submit.
- Hard Stop: cannot move forward and must make correction prior to submission.
Expense Report
– Adding Expenses

4a. To add an expense:

Click on **Add Expense** → Choose the **Expense Type** → Fill in information → Click **Save Expense**
Expense Report
– Adding Expenses

Example: Adding Hotel Expense

1. Details Tab

- Usually Check-out Date
- For International Travel – Check Travel Allowance box

Don’t forget to attach receipt/statement.
Expense Report
– Adding Expenses

Example: Adding Hotel Expense

2. **Itemizations** Tab - Click Create Itemizations

3. Select Expense Type from the Dropdown list

For Hotel/Lodging, enter Room Rate, and Room Tax and Save Itemizations.

4. **Save Itemization** after completing the room rate & tax information.
Expense Report

– Adding Expenses

All Expense Types require a Payment Type. The Payment Type will default to Out of Pocket, unless it is a US Bank State Travel Card transaction in which it will default to CSU-US Bank.

- **Out of Pocket** – all expenses incurred out of your own pocket. For example: personal credit card, cash, etc.

- **Travel Ghost & Individual State Travel Card (CSU-US Bank)**
  Travel paid by US Bank State Travel Card

  All US Bank Travel Ghost Card transactions (Airfare booked via Concur Travel) will be uploaded to Available Expenses once posted. From there, you can add the transaction to your Expense Report.
Expense Report

– Adding Expenses

To add Travel card expenses to an open expense report, select the expenses to apply.

Travel card transactions can also be added from the following screens:
   Credit Card Charges Page (Expense > View Transactions)
   Available Expenses (Expense > Manage Expenses)
   Quick Task Bar (Available Expenses)
There are several ways to attach a receipt:
- Take a picture via Concur Mobile App.
- Scan, save and upload from your computer.
- Scan and email to receipts@concur.com.

Attaching a receipt to an individual transaction:
- Select the expense type transaction, then click the Attach Receipt button on the bottom right hand corner.
- Browse, locate, and upload the image from your files.
- Choose an image from your Available Receipts.
- To add an attachment, other than a receipt, you will need to use the Attach Receipt option.

To add an attachment, other than a receipt, you will need to use the Attach Receipt option.
Expense Report
Expense Approval Workflow Chart

Note:
- Each workflow step can be supported by a preparation or approval Delegate assigned by the User.
Expense Report

- Allocation

- All expenses will be charged to the chartfield indicated on your Expense Report Header unless allocated. We recommend to allocate at the end after entering all your expenses by clicking on Allocate.

- You can either allocate by Percentage or Amount.
Expense Report

- Submission

➢ To submit the Expense Report, on the Expense Report page, click the Submit Report button. All red exception flags must be cleared before the report can be submitted. Yellow flags are considered warnings, but will not stop the submittal process.

➢ Delegates cannot submit reports.

➢ If you are a Delegate, click Notify Employee

➢ To see who is approving your reports or to see where your report is in the workflow, open the Expense Report, click Report Details > Audit Trail.
Expense Report
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- If there are any issues with your Expense Report, your report will be sent back along with a comment. Once complete, please resubmit your Expense Report so it can go through the approval workflow again.

- Once your Travel Expense Report is fully approved, you will receive an email notification from Concur that your Expense Report is Approved and Sent for Payment. Then, your reimbursement (if applicable) will be on its way either check by mail, or Direct Deposit.
CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY

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