

# FRESNO STATE

Discovery. Diversity. Distinction.



## Completing an Expense Report

Sign in to your portal at my.fresnostate.edu and select Concur Travel

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Start your expense report

The screenshot shows the Concur dashboard for a user at Fresno State. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', and 'App Center'. A user profile dropdown is visible on the right. Below the navigation, there's a 'Hello,' greeting and a row of action buttons: '+ Start a Request', '+ Start a Report', '+ Upload Receipts', '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. A red box highlights the '+ Start a Report' button. Below this are sections for 'TRIP SEARCH' (with a 'Mixed Flight/Train Search' form), 'ALERTS', 'COMPANY NOTES', and 'MY TASKS' (showing '00 Open Requests', '00 Available Expenses', and '00 Open Reports').

When all required fields are completed, click Next

The screenshot shows the 'Create a New Expense Report' form. The title is 'Create a New Expense Report' with a subtitle 'Report Header'. The form contains several input fields: 'Type of Travel' (dropdown), 'Name of Trip', 'Purpose of Trip', 'Report Date' (calendar icon), 'Comment', 'Fund', 'Department', 'Class' (with '(00000) Default Sub-Class' selected), 'Project', and 'Program' (with '00000' entered). Below these is a 'Requests' section with a table header: 'Request Name', 'Request ID', 'Cancelled', 'Request Total', 'Amount Approved', and 'Amount Remaining'. At the bottom right, there is a red arrow pointing to a 'Next >>' button and a 'Cancel' button.

New Expense – To add a new expense and itemizations  
Quick Expense – To quickly add all expenses and itemize when all expenses are entered.  
Import Expenses – To add eReceipts located in the “Available Expenses” queue of the Concur dashboard.  
Details – Includes information about the current Report and fund Allocations.

Date	Expense Type	Amount	Requested
Adding New Expense			

Expense Type:

Recently Used Expense Types

- Hotel
- Airfare
- Public Transport
- Registration
- Incidentals

All Expense Types

- 01. Travel Expenses
  - Hotel
  - Incidentals
  - Laundry
- 02. Transportation
  - Airfare
  - Airline Fees
  - Car Maintenance/Repairs
- 05. Business Expenses
  - Printing/Photocopying
- 06. Communications
  - Internet/Online Fees
  - Mobile/Cellular Phone
  - Telephone/Fax
- 07. Fees
  - Agency Booking Fees

TOTAL AMOUNT: \$0.00      TOTAL REQUESTED: \$0.00

Begin adding your expenses by clicking the New Expense button, and select each type of expense on the right-hand side

Expense Type:

Recently Used Expense Types

- Hotel
- Airfare
- Public Transport
- Registration
- Incidentals

All Expense Types

- 01. Travel Expenses
  - Hotel
  - Incidentals
  - Laundry
- 02. Transportation
  - Airfare
  - Airline Fees
  - Car Maintenance/Repairs
- 05. Business Expenses
  - Printing/Photocopying
- 06. Communications
  - Internet/Online Fees
  - Mobile/Cellular Phone
  - Telephone/Fax
- 07. Fees
  - Agency Booking Fees

TOTAL AMOUNT: \$0.00      TOTAL REQUESTED: \$0.00

For hotel expenses, you must itemize the daily charges. A hotel receipt sample is below. Notice that the nightly charges are different.

**COURTYARD<sup>®</sup>**  
Marriott

Courtyard Courtyard Anaheim Resort/  
Convention Center

2045 S Harbor Blvd  
Anaheim, Ca 92802  
714.763.2666

Room: 106  
Room Type: QNQN  
Number of Guests: 1  
Rate: \$158.00 Clerk:

Arrive: 06Apr16 Time: 09:53PM Depart: 06Apr16 Time: Folio Number: 82257

Date	Description	Charges	Credits
30Mar16	Advance Deposit		387.93
06Apr16	Room Charge	175.00	
06Apr16	Occupancy Tax	26.25	
06Apr16	Anaheim Tourism Assessment	3.50	
06Apr16	Calif Tourism Assessment	0.34	
06Apr16	Occupancy Tax	0.01	
07Apr16	Room Charge	158.00	
07Apr16	Occupancy Tax	23.40	
07Apr16	Anaheim Tourism Assessment	3.12	
07Apr16	Calif Tourism Assessment	0.30	
07Apr16	Occupancy Tax	0.01	
	<b>Balance:</b>	<b>0.00</b>	

*Handwritten notes: 205.10 and 182.83*

Rewards Account # XXXXX Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

As requested, a final copy of your bill will be emailed to you at See "Internet Privacy Statement" on Marriott.com.

Enter the dates, the room rate plus taxes for one of the nights, and any additional charges attached to the lodging expenses. Notice the remaining balance is off.

Expense Nightly Lodging Expenses Available Receipts

Total Amount: \$387.93 | Itemized: \$410.20 | Remaining: **\$-22.27**

Check-in Date: 04/06/2016 Check-out Date: 04/08/2016 Number of Nights: 2

**Recurring Charges (each night)**

Room Rate: 175.00 Room Tax: 26.25

Other Room Tax 1: 3.50 Other Room Tax 2: 0.35

Combine room rate and taxes into a single entry

**Additional Charges (each night)**

Expense Type: Choose an expense type Amount:

Expense Type: Choose an expense type Amount:

Select the daily rate and tax to edit.

Anaheim, California				
<input type="checkbox"/>	04/07/2016	Dinner Anaheim, California	\$9.98	\$9.98
<input checked="" type="checkbox"/>	04/07/2016	Hotel Courtyards, Anaheim, California	\$387.93	\$410.20
The itemization amounts do not add up to the expense amount.				
<input type="checkbox"/>	04/07/2016	Hotel	\$175.00	\$175.00
<input type="checkbox"/>	04/07/2016	Hotel Tax	\$30.10	\$30.10
<input type="checkbox"/>	04/06/2016	Hotel	\$175.00	\$175.00
<input type="checkbox"/>	04/06/2016	Hotel Tax	\$30.10	\$30.10
<input type="checkbox"/>	04/06/2016	Registration Anaheim, California	\$200.00	\$200.00

Change the amount of the daily rate and the hotel taxes to match the receipt. Save your changes.

Itemization

Total Amount: \$387.93 | Itemized: \$410.20 | Remaining: **\$-22.27**

Expense Type Hotel	Transaction Date 04/07/2016	Vendor Courtyards
City of Purchase Anaheim, California	Payment Type Employee Paid	Amount 156.00 USD
<input type="checkbox"/> Personal Expense (do not reimburse)	Comment	

Itemization

Total Amount: \$387.93 | Itemized: \$391.20 | Remaining: **\$-3.27**

Expense Type Hotel Tax	Transaction Date 04/07/2016	Enter Vendor Name Courtyards
City of Purchase Anaheim, California	Payment Type Employee Paid	Amount 26.83 USD
<input type="checkbox"/> Travel Allowance	<input type="checkbox"/> Personal Expense (do not reimburse)	Comment

The lodging expenses should now match the itemizations on your hotel receipt.

Anaheim, California				
<input checked="" type="checkbox"/>	04/07/2016	Hotel	\$387.93	\$387.93
		Courtyards, Anaheim, California		
<input type="checkbox"/>	04/06/2016	Hotel	\$175.00	\$175.00
<input type="checkbox"/>	04/06/2016	Hotel Tax	\$30.10	\$30.10
<input type="checkbox"/>	04/07/2016	Hotel	\$156.00	\$156.00
<input type="checkbox"/>	04/07/2016	Hotel Tax	\$26.83	\$26.83
<input type="checkbox"/>	04/06/2016	Registration	\$200.00	\$200.00
		Anaheim, California		

Date	Description	Charges
30Mar16	Advance Deposit	
06Apr16	Room Charge	175.00
06Apr16	Occupancy Tax	26.25
06Apr16	Anaheim Tourism Assessme	3.50
06Apr16	Calif Tourism Assessment	0.34
06Apr16	Occupancy Tax	0.01
07Apr16	Room Charge	156.00
07Apr16	Occupancy Tax	23.40
07Apr16	Anaheim Tourism Assessme	3.12
07Apr16	Calif Tourism Assessment	0.30
07Apr16	Occupancy Tax	0.01
	<b>Balance:</b>	<b>0.00</b>

If an expense was directly paid by the University, change the Payment Type to "Company Paid"

New Expense
Available Receipts

Expense Type <input type="text" value="Registration"/>	Transaction Date <input type="text" value="06/01/2016"/>
Enter Vendor Name <input type="text"/>	City of Purchase <input type="text" value="San Bruno, California"/>
Payment Type <input type="text" value="Company Paid"/>	Amount <input type="text" value="200.00"/> USD
<input type="checkbox"/> Personal Expense (do not reimburse)	Comment <input type="text" value="Paid with ProCard"/>

Save
Itemize
Allocate
Attach Receipt
Cancel

To add an eReceipt, click Import Expenses and select the expense related to your trip

Import Expenses Details Receipts Print / Email

nt Exception  
30 Itemizations are required for this entry.

Move Delete Copy View <<

Amount	Requested
\$7.00	\$7.00
\$300.00	\$300.00

entry.

Available Expenses

All Cards

Expense Detail	Expense Type	Source
<input type="checkbox"/> AIR CANADA WINNIPEG, MB	Undefined	[-]
<input type="checkbox"/> B-SMOOTH CHICAGO, IL	Dinner	[-]
<input type="checkbox"/> AMS OLYMPIC NASHVILLE-JV NASHVILLE, TN	Undefined	[-]
<input type="checkbox"/> No Vendor Supplied	Undefined	[-]
<input type="checkbox"/> STARBUCKS N SAT SEA SEATTLE, WA	Dinner	[-]
<input type="checkbox"/> Hertz OKLAHOMA CITY, OK	Car Rental	[-]

Select the expense and "Move" the expense to your current report

Available Expenses

All Cards

Move

Expense Detail	Expense Type	Source		
<input checked="" type="checkbox"/> AIR CANADA WINNIP...	Undefined	[-]		
<input type="checkbox"/> B-SMOOTH CHICAG...	Dinner	[-]	05/06/2012	\$10.23
<input type="checkbox"/> AMS OLYMPIC NASH...	Undefined	[-]	05/08/2012	\$8.46
<input type="checkbox"/> No Vendor Supplied	Undefined	[-]	05/09/2012	\$-29.00
<input type="checkbox"/> STARBUCKS N SAT...	Dinner	[-]	05/14/2012	\$5.53
<input type="checkbox"/> Hertz OKLAHOMA CIT...	Car Rental	[-]	05/15/2012	\$89.68

To Current Report  
To New Report

A summary of your expenses will be on the left

The screenshot shows the CONCUR interface for an expense report titled "ABC Conference". The navigation bar includes "CONCUR", "Requests", "Travel", "Expense", "Approvals", and "App Center". Below the navigation bar, there are links for "Manage Expenses" and "Cash Advances". The main content area is titled "ABC Conference" and includes a "Summary" tab. A table of expenses is displayed, with a red box highlighting it. The table has columns for "Date", "Expense Type", "Amount", and "Approved".

Date	Expense Type	Amount	Approved
07/15/2016	Conference/Course fees San Bruno, California	\$200.00	\$200.00
07/15/2016	Hotel San Bruno, California	\$200.00	\$200.00
07/15/2016	Breakfast San Bruno, California	\$10.00	\$10.00
07/15/2016	Tolls/Road Charges San Bruno, California	\$5.00	\$5.00
07/15/2016	Incidentals San Bruno, California	\$7.00	\$7.00
TOTAL AMOUNT		\$422.00	TOTAL APPROVED \$422.00

To allocate funds to different chartfields, select the expense to allocate on the left side, and click the "Allocate" button.

The screenshot shows the CONCUR interface for an expense report titled "ABC Conference". The navigation bar includes "CONCUR", "Requests", "Travel", "Expense", "Approvals", and "App Center". Below the navigation bar, there are links for "New Expense", "Quick Expenses", "Import Expenses", "Details", "Receipts", and "Print / Email". The main content area is titled "ABC Conference" and includes a "Summary" tab. A table of expenses is displayed, with the "Incidentals" row selected. To the right of the table is an "Expense" form with fields for "Expense Type", "Transaction Date", "Enter Vendor Name", "City of Purchase", "Payment Type", "Amount", and "Comment". At the bottom of the form, there are buttons for "Save", "Itemize", "Allocate", "Attach Receipt", and "Cancel". A red arrow points to the "Allocate" button.



You can "Allocate By" percentage or amount by checking the expense and changing the percentage or the amount. Then click "Add New Allocation" to add a second line.

Allocations for Report: ABC Conference

Expense List

Date	Expense T...	Group	Amount
<input type="checkbox"/>	07/15/2016	Incidentals	\$7.00
<input checked="" type="checkbox"/>	06/01/2016	Airfare	\$200.00
<input type="checkbox"/>	06/01/2016	Registration	\$200.00
● Hotel			
<input checked="" type="checkbox"/>	06/15/2016	Hotel Tax	\$15.01
<input checked="" type="checkbox"/>	06/15/2016	Hotel	\$165.00
<input checked="" type="checkbox"/>	06/15/2016	Parking	\$10.00

Allocations

Total \$400.00 Allocated \$400.00 (100%) Remaining \$0.00 (0%)

Allocate By	Fund	Department	Code
<input type="checkbox"/> Percentage	(90000) TF-C...	(61600) Office...	90000-61600
<input checked="" type="checkbox"/> 50	(90000) TF-C...	(41405) Finan...	90000-41405

Buttons: Allocate Selected Expenses, Clear Selections, Summary, Add New Allocation, Delete Selected Allocations, Favorites, Add to Favorites, Save, Cancel

To allocate a group of expenses, click the "Cancel" button on the right hand side, select the expenses to allocate on the left hand side, then click "Allocate Selected Expenses."

Allocations for Report: ABC Conference

Expense List

Date	Expense T...	Group	Amount
<input checked="" type="checkbox"/>	07/15/2016	Incidentals	\$7.00
<input checked="" type="checkbox"/>	06/01/2016	Airfare	\$200.00
<input checked="" type="checkbox"/>	06/01/2016	Registration	\$200.00
● Hotel			
<input checked="" type="checkbox"/>	06/15/2016	Hotel Tax	\$15.01
<input checked="" type="checkbox"/>	06/15/2016	Hotel	\$165.00
<input checked="" type="checkbox"/>	06/15/2016	Parking	\$10.00
<input checked="" type="checkbox"/>	06/15/2016	InternetO...	\$9.99

Allocations

Buttons: Allocate Selected Expenses, Clear Selections, Summary, Add New Allocation, Delete Selected Allocations, Favorites, Add to Favorites, Save, Cancel

When all expenses have been added to your report, you can review or print your report by clicking the "Details" or "Print/Email" links at the top

ABC Conference

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

Date	Expense Type	Amount	Requested
07/15/2016	Incidentals San Bruno, California	\$7.00	\$7.00
06/01/2016	Hotel San Bruno, California	\$200.00	\$200.00
06/01/2016	Airfare Fresno, California	\$200.00	\$200.00
06/01/2016	Registration San Bruno, California	\$200.00	\$200.00

Report Totals is a summary of your trip costs, including amounts directly paid by the University and amounts due the employee

CONCUR

Report Totals

Expense Report

Report Total:	\$422.00
Less Personal Amount:	\$0.00
Amount Claimed:	\$422.00
Amount Rejected:	\$0.00
Amount Approved (pending):	\$422.00

Company Disbursements

Amount Due Employee:	\$422.00
Total Paid By Company:	\$422.00

Employee Disbursements

Amount Owed Company:	\$0.00
Total Owed By Employee:	\$0.00

TOTAL AMOUNT: \$422.00

The Audit Trail is a journal of your report's activity

The screenshot shows the 'Audit Trail' window for a report titled 'ABC Conference'. The window is divided into two sections: 'Report Level' and 'Entry Level'. Each section contains a table with columns for Date/Time, Updated By, Action, and Description.

Report Level			
Date/Time	Updated By	Action	Description
07/02/2016 09:28 AM	Test Approver, Manager	Approval Status Change	Status changed from Submitted & Pending Approval to Approved Comment
07/02/2016 09:21 AM	System, Concur	Field Edit	The field "ReceiptImageAvail" was changed from "N" to "Y"
07/02/2016 09:13 AM	Traveler-1, Test-1	Approval Status Change	Status changed from Submitted to Submitted & Pending Approval Comment
07/02/2016 09:13 AM	Traveler-1, Test-1	Approval Status Change	Status changed from Not Submitted to

  

Entry Level			
Date/Time	Updated By	Action	Description
07/02/2016 09:27 AM	Test Approver, Manager	Receipt Reviewed	Expense Type: Hotel, Date: Fri Jul 15 00:00:00 PDT 2016, Entry receipt reviewed

The Approval Flow lists the authorized approvers

The screenshot shows the 'Approval Flow for Report: ABC Conference' window. It lists several approval steps with associated roles and users. The steps are: Manager Approval (Test Approver, Manager), Dean/Director (Test Approver Dean-Dir), Vice President/Level 1 (this step may be skipped), and Cost Object Approval.

Step	Role	User
Manager Approval	Test Approver, Manager	(07/02/2016 Approved)
Dean/Director	Test Approver Dean-Dir	
Vice President/Level 1		(this step may be skipped)
Cost Object Approval		



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Need help?

Marie Cuningham | (559) 278-2911 | [mariec@csufresno.edu](mailto:mariec@csufresno.edu)  
Virginia Nevarez | (559) 278-2877 | [vnevarez@csufresno.edu](mailto:vnevarez@csufresno.edu)