



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

MY FRESNO STATE

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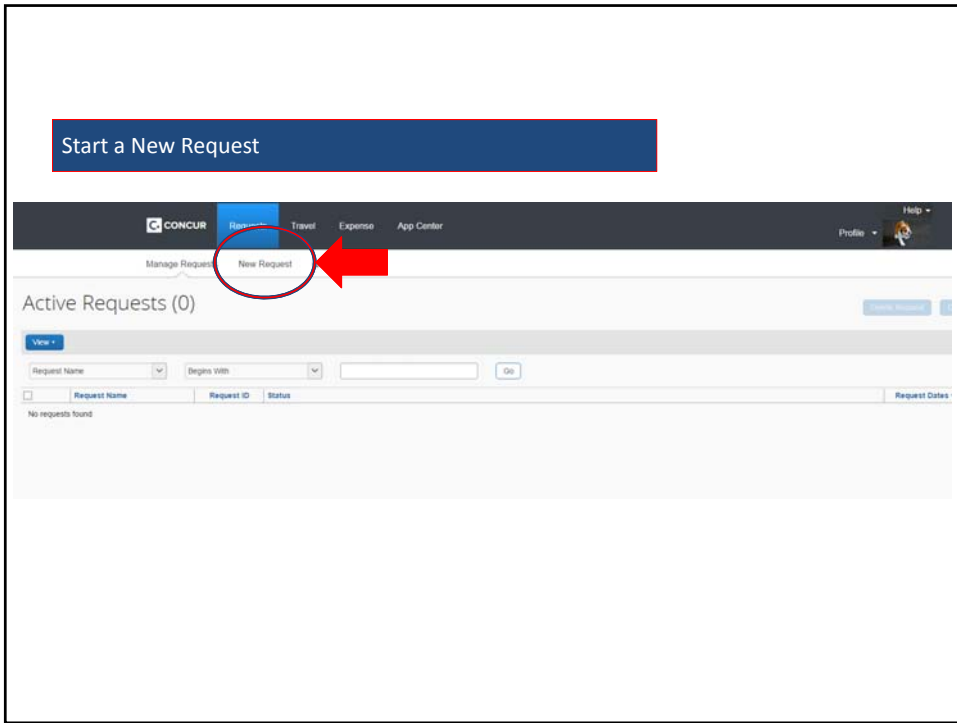
My Announcements

Money Matters

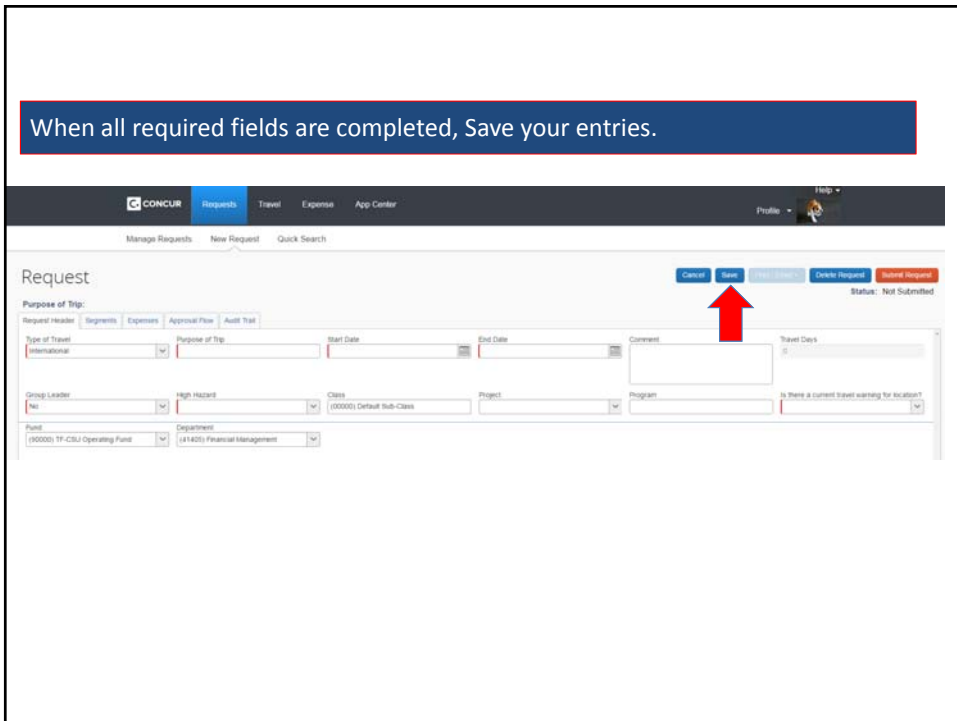
Continuing & Global Education

PAWS Action Request Tracker

Start a New Request



When all required fields are completed, Save your entries.



On the Segments tab, select the icon which represents the type of expense. Enter the estimated expenses for each expense type. Don't forget to save your entries. You are only required to enter the estimated travel expenses for approval. Actual expenses will be entered when the Expense Report is created upon your return.

Request 337J

Purpose of Trip: test

Request Header Segments Expenses Approval Flow Audit Trail

Add Segment

CLICK ICON TO CREATE SEGMENT



Hotel Reservation
Hotel-Int'l Per Diem

To change an expenses, click "Modify." To allocate an expense to different amounts and/or chartfields, click "Allocate."

Request 337J

Attachments Print / Email Delete Request Submit Request

Status: Not Submitted
Amount: \$2,630.00

Purpose of Trip: test
Request Header Segments Expenses Approval Flow Audit Trail

Add Segment

CLICK ICON TO CREATE SEGMENT



Hotel-Int'l Per Diem Estimated Total: \$700.00

Check-In City: Paris-La Defense, FRANCE
Date: Monday, December 19, 2016
Description:

Check-Out Date: Saturday, December 24, 2016
Comment:

Allocate Delete Modify

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 Total:\$2,630.00

Allocate By: | | | Favorites

<input type="checkbox"/>	Percentage	* Fund	* Department	Class	Project	Program	Has IRA Funds	Code
<input type="checkbox"/>	50	(90000) TF-CS...	(41406) Accou...					(90000) TF-CS...
<input type="checkbox"/>	50	(90000) TF-CS...	(41405) Chief ...					(90000) TF-CS...

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 x

Expense List Allocations

| | | | | Favorites

Select Group

<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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	Internet/O...		\$9.99

A summary of your estimated travel expenses is in the Expenses tab.

Request 337

Attachments • Print / Email • Delete Request Submit Request

Status: Not Submitted
Amount: \$2,630.00

Purpose of Trip: test

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense

Date	Expense Type	Amount	Requested
12/19/2016	Hotel	\$700.00	\$700.00
12/19/2016	Airfare	\$1,200.00	\$1,200.00
12/19/2016	03 Meals	\$330.00	\$330.00
12/19/2016	Taxi	\$100.00	\$100.00
10/24/2016	Miscellaneous	\$300.00	\$300.00

TOTAL AMOUNT \$2,630.00 TOTAL REQUESTED \$2,630.00

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.

- 01. Travel Expenses
- 02. Transportation
- 03. Meals
- 04. Breakfast
- 05. Dinner
- 06. Lunch
- 07. Other
- 08. Miscellaneous

Click the "Attachments" button to attach any document such as an agenda, an itinerary, or reservation confirmation.

Request 337

Attachments • Print / Email • Delete Request Submit Request

Status: Not Submitted
Amount: \$2,630.00

Purpose of Trip: test

Request Header Segments

+ New Expense

Document Upload and Attach

You may attach scanned images.
You may choose up to 10 files to attach to the request.

For best results, scan images in black & white with a resolution of 300 DPI or lower.
Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading:
No files selected

Browse Upload

Close

When all estimated expenses have been added, you are ready to Submit your Request. The International Request will be forwarded to the International Risk Manager to begin securing your insurance. A Domestic Request will be forwarded to the first authorized approver.

Request 337J

Attachments • Print / Email • Delete Request **Submit Request**

Status: Not Submitted
Amount: \$2,630.00

Purpose of Trip: test

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	12/19/2016	Hotel	\$700.00	\$700.00
<input type="checkbox"/>	12/19/2016	Airfare	\$1,200.00	\$1,200.00

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 name.

At the conclusion of your trip, click the "Expense" Action link on your Request dashboard to create an Expense Report. Or click the "Create Expense Report" button within your Travel Request.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved...	Remaining...	Action
Accounting Seminar	336P	Approved	09/20/2016	09/19/2016	\$2,800.00	\$2,800.00	\$2,800.00	Expense

Request 336P

Create Expense Report Attachments • Print / Email • Cancel Request **Close/Inactivate Request**

Status: Approved
Amount: \$2,800.00

Purpose of Trip: Test - Accounting Seminar

Request Header Segments Expense Summary Approval Flow Audit Trail

Warning: New Requests for international travel will be released for approval after a Foreign Travel Insurance request is submitted.
<http://www.fresnostate.edu/adminserv/facilitiesmanagement/ehsrms/riskmg/insurance/foreigntravelform.html>

Type of Travel: International Purpose of Trip: Test - Accounting Seminar Start Date: 09/20/2016 End Date: 09/22/2016



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Need help?

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