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Campus Links

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My Messaging Center

No Unread Messages
[View All Messages](#)

My Announcements

No articles currently available
[Feed](#)
[View All Articles and Sections](#)

Money Matters

No articles currently available
[Feed](#)
[View All Articles and Sections](#)

Continuing & Global Education

No articles currently available
[Feed](#)
[View All Articles and Sections](#)

PAWS Action Request Tracker

My Action Requests

Request #	Title	Status

[Add New Request](#)

[Campus Help Center](#)

[More...](#)

Fresno State News

[Pearl Harbor 75th anniversary tribute](#)
Dec. 7 Tuesday, December 06, 2016 6:39 PM
 (UPDATE: the start time has been changed to 4:45 p.m.) (December 6, 2016) — [Flags \[...\]](#)

[Pastorela and Posada help kick off holiday season](#)
Dec. 7 and 8 Monday, December 05, 2016 11:49 PM

Two Latino cultural holidays marking significant Christmas events will help launch the holiday season at [...]

[Vigil and poetry reading for Mia Barraza Martinez](#)
Dec. 6 Monday, December 05, 2016 11:48 PM

Poets, writers and friends of Mireyda "Mia" Barraza Martinez will gather for an open mic [...]

[Air Force ROTC change of command](#)
Dec. 6 Monday, December 05, 2016 11:46 PM

The Fresno State Air Force ROTC Detachment 35 will install a new cadet wing commander [...]

Campus Events

No events listed for Wednesday
 December 7, 2016

Disclaimer

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[Click here to email questions and comments about My Fresno State portal](#)



Welcome to FRESNO STATE

Hello, [Redacted]

+
Start a Request

+
Start a Report

+
Upload Receipts

00
Authorization Requests

00
Available Expenses

TRIP SEARCH



Mixed Flight/Train Search

Round Trip

One Way

Multi City

From

Departure city, airport or train station

Find an airport | Select multiple airports

To

Arrival city, airport or train station

Find an airport | Select multiple airports

Search

Show More

Or, tell us in your words what you want to do

e.g. flight from New York to Paris on Tuesday

Search

MY TRIPS (0)



You currently have no upcoming trips.

ALERTS

- i** Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. [Connect to Triplt](#) Not right now
- i** You haven't signed up to receive e-receipts. [Sign up here](#)

COMPANY NOTES

Authorization to Drive on University Business

Open and follow these detailed instructions above if you are paid faculty, staff, Foundation or a paid "student assistant."

Travel Alert Information

All countries identified as high hazard or war risk by the Chancellor's Office of Risk Management.

Read more

MY TASKS

00 Open Requests

You currently have no active requests.



00 Available Expenses

You currently have no available expenses.



01 Open Reports

Mileage December \$16.20

FACTS & STATS

Did you know?

Did you know?

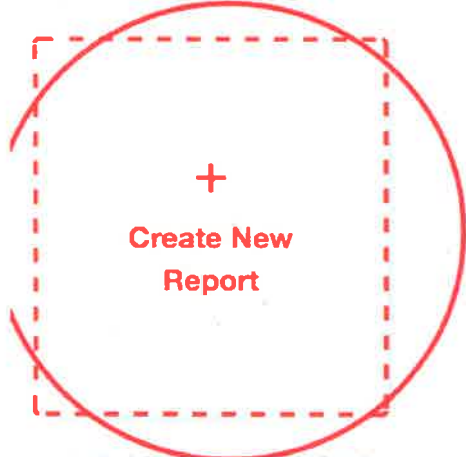


Manage Expenses

Manage Expenses

ACTIVE REPORTS

[Report Library](#) →



+
Create New Report

THERE ARE NO ACTIVE EXPENSE REPORTS.
Click **Create New Report** to create a new report.

AVAILABLE EXPENSES

<input type="checkbox"/> Expense Detail	Expense Type	Source	Date ▲	Amount
---	--------------	--------	--------	--------

[Move](#) [Merge](#) [Unmatch](#)

All Clear

AVAILABLE RECEIPTS



+
Upload New Receipt

Click here or drag & drop files to upload new receipt images.



Manage Expenses

Create a New Expense Report

Report Header

"Mileage" + Month + Year

Type of Travel In State	Name of Trip Mileage December 2016	Purpose of Trip Supervision	Report Date 12/07/2016
----------------------------	---------------------------------------	--------------------------------	---------------------------

Comment

EMP ID [Redacted]	Fund 1 (90000) TF-CSU Operating Fi	Department 2 (29217) Education/Human De	Class (00000) Default Sub-Class
Project	Program 00000		

Requests

<input type="checkbox"/>	Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining



Manage Expenses

Mileage December 2016

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print / Email

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

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.

01. Travel Expenses

- Hotel
- Hotel-Int'l
- Incidentals
- Laundry

02. Transportation

- Airfare
- Airline Fees
- Car Maintenance/Repairs
- Car Rental
- Fuel-Rental/State Car
- Parking
- Personal Car Mileage
- Public Transport
- Taxi
- Tolls/Road Charges
- Train

03. Meals

- Breakfast
- Dinner
- Lunch
- Meals-Int'l Per Diem

05. Business Expenses

- Misc. Office Supplies
- Office Equipment/Hardware
- Postage/Shipping/Freight
- Printing/Photocopying

06. Communications

- Internet/Online Fees
- Mobile/Cellular Phone

TOTAL AMOUNT
\$0.00

TOTAL REQUESTED
\$0.00



Manage Expenses

Mileage December 2016

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print / Email

Quick Expenses



Quick Expenses

Mileage Expenses

Journey Details

Add Row

Vehicle ID

Fixed rate car

Expense Type

Personal Car Mileage

Map	Transaction Date	From Location	To Location	Business Distance	
>					
>					
>					
>					
>					
>					
>					
>					
>					
>					

Fresno State or Home, whichever is shortest

Save

Cancel

TOTAL AMOUNT
\$0.00

TOTAL REQUESTED
\$0.00

Manage Expenses

Mileage

Quick Expense

Quick Expense

Journey

Map

Mileage Calculator

Avoid Tolls Avoid Highways

Waypoints

A 5005 N Maple Ave, Fresno, CA 93710, USA

B 1441 N Clovis Ave, Fresno, CA 93727, USA

8.0 MI
Personal

Calculate Route Make Round Trip

Directions

Suggested routes:

CA-168 8.1 mi. About 10 mins

N Clovis Ave 6.3 mi. About 15 mins

A 2389 E Shaw Ave, Fresno, CA 93710, USA

8.1 mi. About 10 mins

1. Head east on E Shaw Ave toward E Alamos Ave/N Backer Ave 0.6 mi
2. Turn right onto the CA-168 W ramp 0.3 mi
3. Merge onto CA-168 3.3 mi
4. Continue onto Exit 1B (signs for CA-180 E/Kings Canyon) 0.6 mi
5. Merge onto CA-180 E 2.0 mi
6. Take exit 63 for Clovis Avenue 0.3 mi
7. Turn left onto N Clovis Ave 0.9 mi

B 1441 N Clovis Ave, Fresno, CA 93727, USA

TOTAL PERSONAL
0.0 MI

TOTAL BUSINESS
8.0 MI

Google Map data ©2016 Google Terms of Use Report a map error

Add Mileage to Expense

Cancel

TOTAL AMOUNT
\$0.00

TOTAL REQUESTED
\$0.00



Manage Expenses

Mileage December 2016

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print / Email

Quick Expenses



Quick Expenses

Mileage Expenses

Journey Details

Add Row

Vehicle ID

Fixed rate car

Expense Type

Personal Car Mileage

Map	Transaction Date	From Location	To Location	Business Distance	
>	12/07/2016	5005 N Maple Ave, Fresno, CA 93710, U	N Clovis Ave, Fresno, CA 93727, USA	8	
>					
>					
>					
>					
>					
>					
>					
>					
>					

- Add a return Journey
- Copy Journey
- Delete Journey

Save

Cancel

TOTAL AMOUNT
\$0.00

TOTAL REQUESTED
\$0.00



Manage Expenses

Mileage December 2016

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print / Email

Quick Expenses



Quick Expenses

Mileage Expenses

Journey Details

Add Row

Vehicle ID Fixed rate car

Expense Type Personal Car Mileage

Map	Transaction Date	From Location	To Location	Business Distance	
>	12/07/2016	5005 N Maple Ave, Fresno, CA 93710, U	N Clovis Ave, Fresno, CA 93727, USA	8	
>	12/07/2016	N Clovis Ave, Fresno, CA 93727, USA	5005 N Maple Ave, Fresno, CA 93710, U	8	
>					
>					
>					
>					
>					
>					
>					
>					
>					
>					

Save

Cancel

TOTAL AMOUNT
\$0.00

TOTAL REQUESTED
\$0.00



Manage Expenses

December Mileage

Once you have all your entries click on Expenses, the message on the left will appear. Click on #2 "Allocate"

Delete Report

Submit Report

+ New Expense

+ Quick Expenses

Import Expenses

Details

Receipts

Print / Email

Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Personal Car ...	12/01/2016	\$11.34	You have not yet completed the online authorization process for driving on State business. Instructions can be found on the Risk Management web page: The link for this site is found in Company Notes.
Personal Car ...	12/02/2016	\$3.24	You have not yet completed the online authorization process for driving on State business. Instructions can be found on the Risk Management web page: The link for this site is found in Company Notes.

Expenses

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	12/02/2016	Personal Car Mileage	\$3.24	\$3.24
<input checked="" type="checkbox"/>	12/01/2016	Personal Car Mileage	\$11.34	\$11.34

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses

TOTAL AMOUNT
\$14.58

TOTAL REQUESTED
\$14.58

Allocations for Report: Dec Mileage

Click on Save

Expense List

Allocate Selected Expenses Clear Selections Summary

Select Group

Date	Expense Type	Group	Amount
<input checked="" type="checkbox"/> 12/01/2016	Personal Ca...	1	\$745.74
<input checked="" type="checkbox"/> 12/01/2016	Personal Ca...	1	\$742.50

Allocations

Total:\$1,488.24 Allocated:\$1,488.24 (100%) Remaining:\$0.00 (0%)

Allocate By Add New Allocation Delete Selected Allocations Favorites Add to Favorites

Percentage	Fund	Department	Emp ID	Class	Project	Code
<input type="checkbox"/> 100	(90000) TF-CS...	(29217) Educa...		00000		90000-29217-1...

Save Cancel

Done

TOTAL AMOUNT	TOTAL REQUESTED
\$1,488.24	\$1,488.24

Dec Mileage

+ New Expense

Exceptions

Expense Type	Date
Personal Car ...	12/01/2016
Personal Car ...	12/01/2016

Expenses

Date	Exp
<input checked="" type="checkbox"/> 12/01/2016	Per
<input checked="" type="checkbox"/> 12/01/2016	Per

Report **Submit Report**

Hide Exceptions

X

Allocations for Report: Dec Mileage

After you Save, this window will pop up Click on OK

Expense List

Allocate Selected Expenses

Clear Selections

Summary

Allocations

Total:\$16.20 Allocated:\$16.20 (100%) Remaining:\$0.00 (0%)

Allocate By:

Add New Allocation

Favorites

Add to Favorites

Select Group

EXCEPTIONS

Expense Type	Date
Personal Car	12/01/2018
Personal Car	12/01/2018

Expenses

Date	Exp
12/01/2018	Per
12/01/2018	Per

Date	Expense Type	Group	Amount
12/01/2018	Personal Ca...	t	\$8.10
12/01/2018	Personal Ca...	t	\$8.10

Percentage	Fund	Department	Emp ID	Class	Project	Code
100	(90000) TF-CS	(29217) Educa...	██████	00000		90000-29217-1...

Success

Allocations have been saved but there is at least one exception that may require your attention.

OK

After you click OK, the pop up window will disappear. Click on Done.

Save

Cancel

Done

TOTAL AMOUNT
\$16.20

TOTAL REQUESTED
\$16.20



Manage Expenses

Dec Mileage

Click on Print/Email and send the Report-Detailed with allocations to the Dpt Admin Assistant(Martha Lomeli or Joanne Ramirez). This is very important, the expense report will not be approved without a copy to the Department.

Delete Report

Submit Report

Hide Exceptions

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

Exceptions

Expense Type	Date	Amount	Exception
Personal Car...	12/01/2016	\$8.10	⚠ You have not yet completed the online authorization process for driving on State business. Instructions can be found on the Risk Management web page: The link for this site is found in Company Notes.
Personal Car...	12/01/2016	\$8.10	⚠ You have not yet completed the online authorization process for driving on State business. Instructions can be found on the Risk Management web page: The link for this site is found in Company Notes.

Report - Detailed
Report - Detailed with Allocations

You are now ready to submit your report

Expenses

Expense Type	Date	Amount	Requested
Adding New Expense			
Personal Car Mileage	12/01/2016	\$8.10	\$8.10
Personal Car Mileage	12/01/2016	\$8.10	\$8.10

TOTAL AMOUNT \$16.20 TOTAL REQUESTED \$16.20