Concur Expense Report Checklist

Los Angeles Unified School District

This form will be helpful to provide actual expenses to the STS to submit the required expense report after conference attendance/travel had been attended.

Receipt/Invoice must be attached to each expense type
If there is no expense, attach the conference flyer/brochure

Traveler Information

Date:

First Name: MI: Last Name:

Request Name (Name of event):

Travel Start Date: Travel End Date:

Employee ID #:   Cost Center:

Actual Expense Information

☐ Conference Fee or Seminar/Course Fee: $ ☐Self-Paid ☐District Prepaid

  Vendor Name/Name of Conference:

☐ Air Ticket: $ ☐Self-Paid ☐District Prepaid

  Vendor Name (Airline):

☐ Baggage Fees: $ ☐Self-Paid ☐District Prepaid

  Vendor Name (Airline):

☐ Hotel: $ ☐Self-Paid ☐District Prepaid

Location of the Hotel (City/State):

Vendor Name (Hotel Name):

Hotel Business Purpose:

Is the hotel expense less than $300? ☐ Yes   ☐ No

If NO, select why: ☐ 2 more employees in 1 room   ☐ Event located on hotel site

☐ Health/Safety concerns   ☐ Hotel rate is higher for area   ☐ Limited Hotel Inventory

☐ Other (State your reason):

☐ Parking: $ ☐Self-Paid   ☐District Prepaid

Vendor Name: Location (City/State):

☐ Taxi: $ ☐Self-Paid   ☐District Prepaid

Vendor Name (Uber, Lyft, etc):

☐ Train: $ ☐Self-Paid   ☐District Prepaid

Vendor Name:

☐ Car Rental: $ ☐Self-Paid   ☐District Prepaid

Vendor Name:

☐ Fuel expense for the Car Rental? $ ☐Self-Paid

☐ Personal Car Mileage (Travel Mileage)   ☐Self Paid

Start Address:

End Address:

How many days?:

Do you need round trip mileage reimbursement?

Business Purpose:

☐ Per Diem   ☐Self-Paid   ==Half-day: departing after noon, returning before noon==

==Full-day: departing before noon, returning after noon==

Total # day of trip: Total # of full days: Total # of half days:

Total # of meals provided (lunch, dinner):

☐ Sub Teacher Costs: ☐District Prepaid

Total # of days: Dates: to

☐ Miscellaneous: $ Specify/Explain:

☐ If you know the expense budget line, please provide it here:

Cost Center: Fund: Functional Area:

1/2024