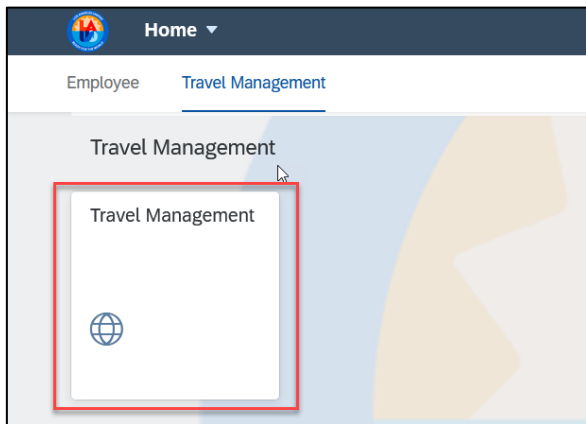


# SUBMITTING A RETROACTIVE EXPENSE REPORT ON BEHALF OF AN EMPLOYEE

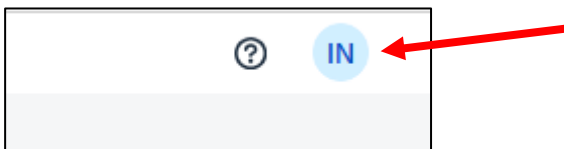
Per District Policy, an employee needs to obtain pre-approval for an upcoming trip by submitting a Travel Request with estimated expenses in Concur. Retroactive Expenses must be submitted if:

- Employee does not have approved Travel Request and needs after-the-fact approval for a trip that already took place
- Expense Report was submitted and approved, but corrections/adjustments are needed (Upload the approved travel request packet if the request was pre-approved)

1. Log in to ESS (<https://ess.lausd.net>) with your SSO and click on the “Travel Management” title. Concur website will open.

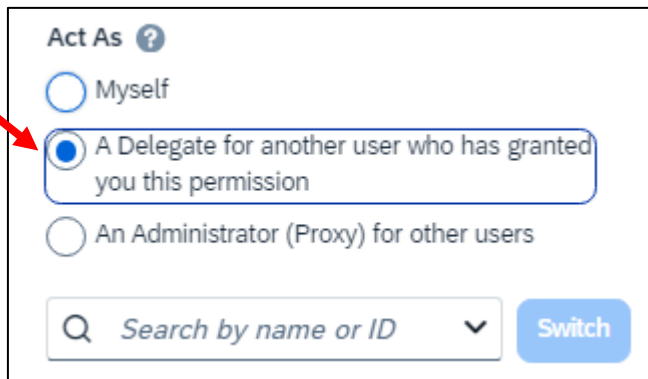


2. In Concur, click on your name initial located on the top right corner.



- Click on “A Delegate for another user” and search by name or click on the drop-down menu to choose the name of the employee you are entering on behalf of. Then click “Switch”.

**\*If the name of the employee you are trying to create the trip for does not show up, ask the employee to follow [How to Assign a Delegate](#). If the employee does not have access to Concur, contact the Travel Unit.**



Act As ?

☐ Myself

☒ A Delegate for another user who has granted you this permission

☐ An Administrator (Proxy) for other users

Search by name or ID

Switch

- You should see the status “Acting as (name of the traveler)”.

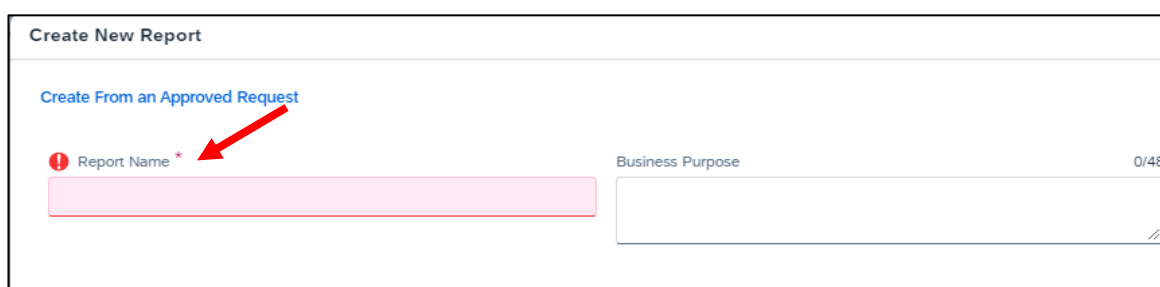


- Select “Start a Report”.



- “Create New Report” screen will display. Enter the name of the conference or event name as shown on the flyer under “Report Name”. (Ex: CABA, Spring CUE, AVID, Legislative Policy Meeting)

**\*\*All fields marked with \* require an entry. Greyed-out field cannot be modified\*\***

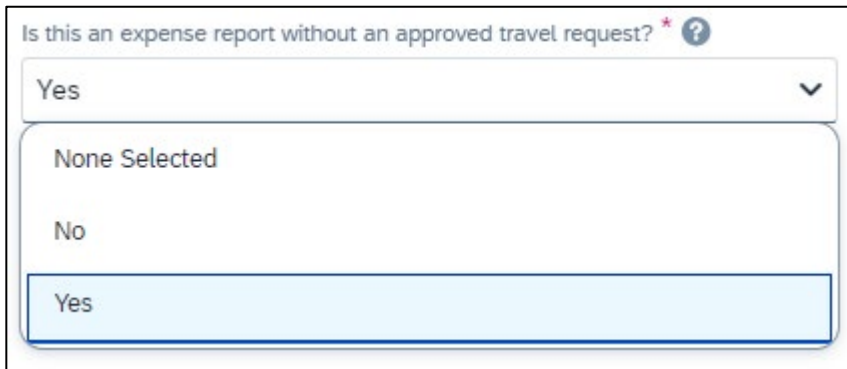


Create New Report

Create From an Approved Request

Report Name \* Business Purpose 0/48

7. If the request was not pre-approved, choose “Yes”. If it was approved, choose “No”.



Is this an expense report without an approved travel request? \*

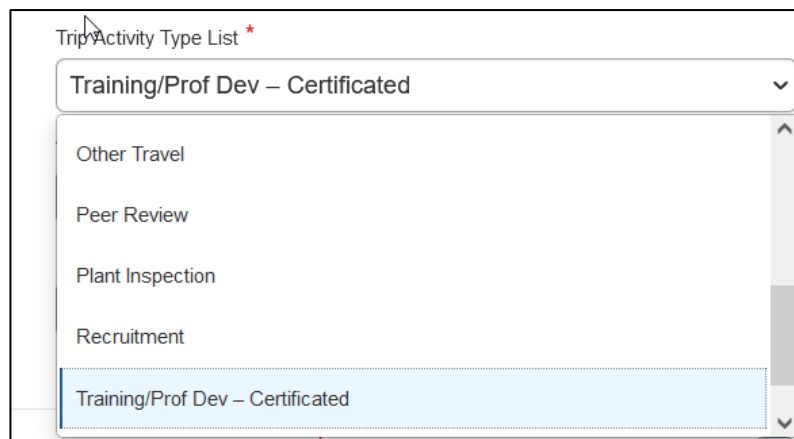
Yes

None Selected

No

Yes

8. Select the appropriate trip activity from the “Trip Activity Type List” drop-down selection options.



Trip Activity Type List \*

Training/Prof Dev – Certificated

Other Travel

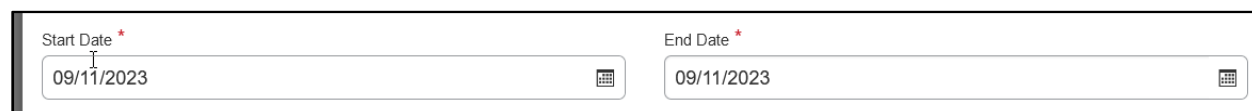
Peer Review

Plant Inspection

Recruitment

Training/Prof Dev – Certificated

9. Enter “Start Date” and “End Date.” Start Day is the day employee is leaving and End Date is the day the employee is returning.



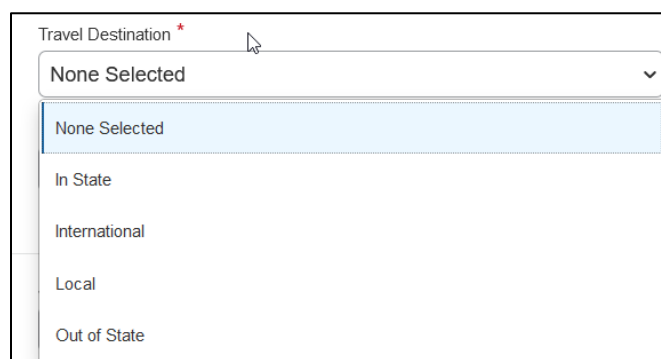
Start Date \*

09/11/2023

End Date \*

09/11/2023

10. For “Travel Destination,” select whether the trip is Local, In State, Out of State, or International. **\*\*If the conference location is less than 45 miles, the travel destination is LOCAL\*\***



Travel Destination \*

None Selected

None Selected

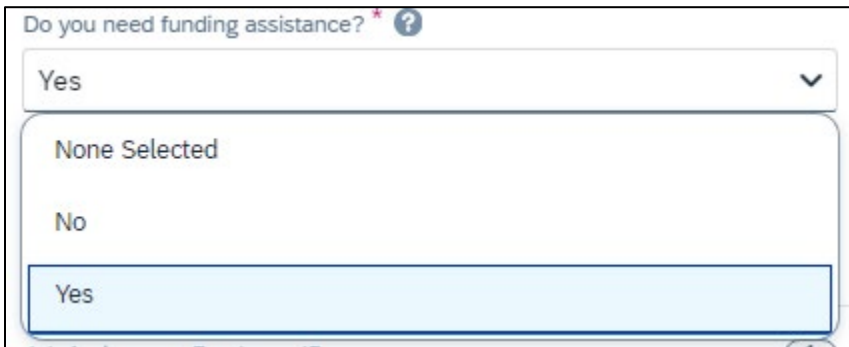
In State

International

Local

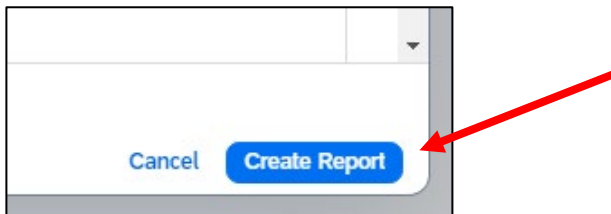
Out of State

11. If you need your Site Travel Specialist to provide the funding line, choose YES to “Do you need funding assistance”.



A screenshot of a web form titled "Do you need funding assistance? \* ?". Below the title is a dropdown menu. The menu is open, showing four options: "Yes", "None Selected", "No", and "Yes" (highlighted in blue). The "Yes" option at the top of the dropdown is also selected, indicated by a checkmark icon.

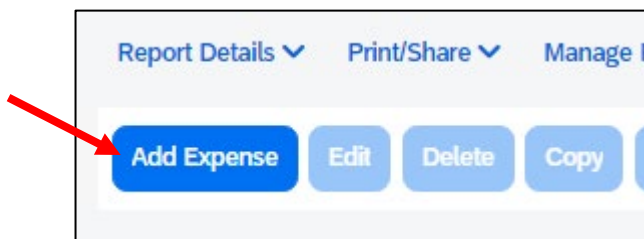
12. Click on “Create Report” when you are finished.



A screenshot of a web form showing two buttons: "Cancel" and "Create Report". The "Create Report" button is blue and has a red arrow pointing to it from the right.

13. Click on “Add” to start inputting your travel expenses. Hotel, airfare, per diem, conference fee, etc.

**\*\* If it is a no-cost (\$0) trip, add the conference fee and enter the total amount of \$0. Allocation of the funding is still required (skip to # 16)**



A screenshot of a web form showing four buttons: "Add Expense", "Edit", "Delete", and "Copy". The "Add Expense" button is blue and has a red arrow pointing to it from the left. Above the buttons are three links: "Report Details", "Print/Share", and "Manage f".

14. Select the expense types that are appropriate for your trip, enter the required information in each expense type, then click Save.

**\*\*All fields marked with an \* requires an entry\***

0 Available Expenses [Create New Expense](#)

*Search for an expense type*

^ Recently Used

Conference Fees

^ 01. Travel Expenses

Hotel

Per Diem

15. Make sure to attach proof of payment/receipts when adding the expense. If it was a \$0 cost event, attach a copy of the conference flyer stating the date and location of the event.

### New Expense

Cancel

Details Itemizations

**Allocate**

\* Required field

Expense Type \*  
Conference Fees

Transaction Date \*  
01/26/2024

Business Purpose

Enter Vendor Name \*

Payment Type \*  
Self-Paid

Amount \*

Currency \*  
US, Dollar (USD)

☐ Personal Expense (do not reimburse)

**Receipt**

[Add Receipt](#)

Click to upload or drag and drop files to upload a new receipt.  
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.  
5MB limit per file.

16. Enter the expense budget line (funding allocation). Checkmark to highlight the expenses and click on “Allocate.”

Annual Teacher Training \$740.10

Not Submitted | Request ID: 36CM Submit Request

Request Details Print Attachments

EXPENDED EXPENSES

Add Edit Delete Allocate

<input checked="" type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input checked="" type="checkbox"/>	Seminar/Course fees		09/04/2023	\$350.00	\$350.00
<input checked="" type="checkbox"/>	Sub Teacher Costs		09/04/2023	\$390.10	\$390.10
					\$740.10

17. Click “Add.”

Allocate

Expenses: 2 | \$740.10

Percent Amount

Amount \$740.10 Allocated \$740.10 100% Remaining \$0.00 0%

Default Allocation

Code Default Percent % 100

Add Edit Remove Save as Favorite

No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

18. By default, the “Cost Object Value” is set to the employee’s home cost center; **If the funding is being provided by a different cost center, change this value.**

+ ★

New Allocation Favorite Allocations

Company Code 2

(1000) LAUSD

Cost Object Type 3

(CC) Cost Center

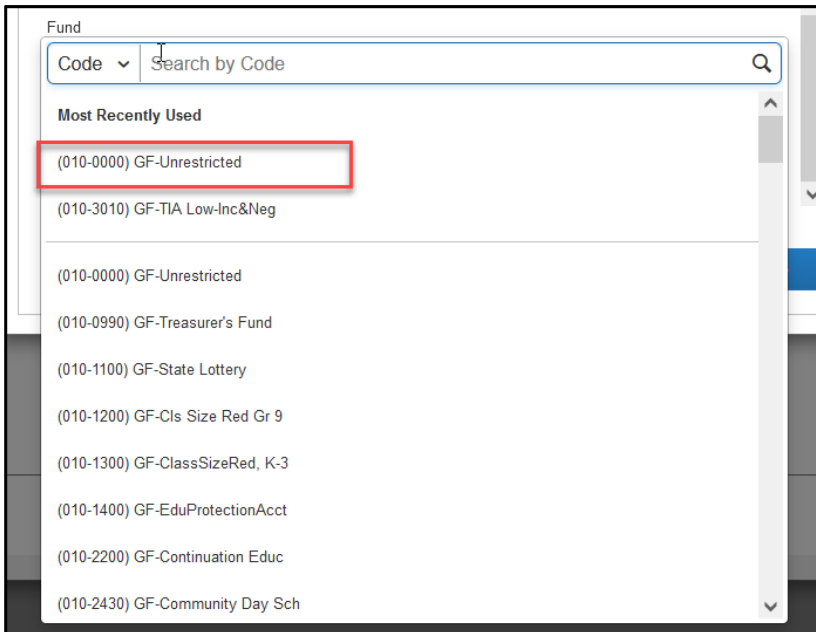
Cost Object Value 4

(1870101) INTERNATIONAL ST LC

Fund

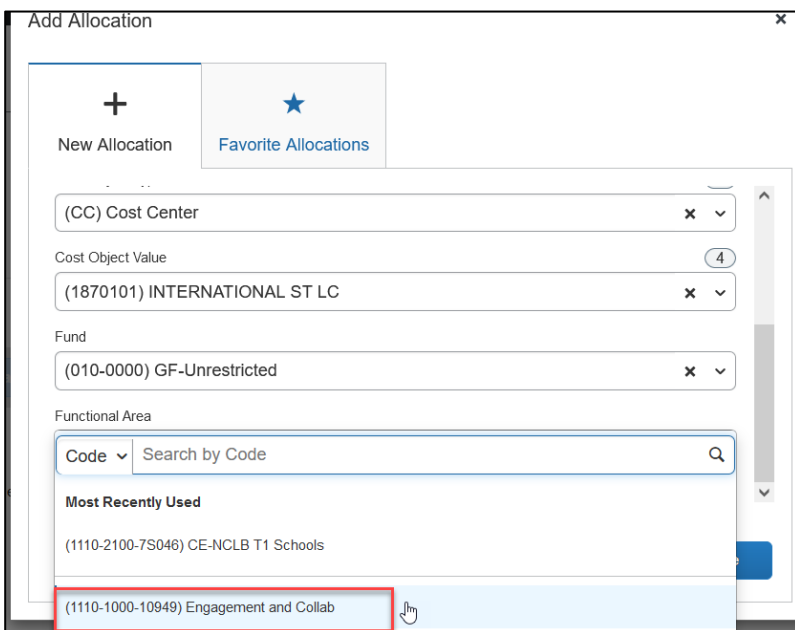
Cancel Save

19. Enter the FUND or search by Code or Text to look for and select the appropriate Fund value. Click on the appropriate fund



The screenshot shows a dropdown menu for selecting a Fund. At the top, there is a search bar with a dropdown arrow and the text "Search by Code". Below the search bar, the menu is titled "Most Recently Used". The first item in the list is "(010-0000) GF-Unrestricted", which is highlighted with a red rectangular box. Other items in the list include "(010-3010) GF-TIA Low-Inc&Neg", "(010-0000) GF-Unrestricted", "(010-0990) GF-Treasurer's Fund", "(010-1100) GF-State Lottery", "(010-1200) GF-Clis Size Red Gr 9", "(010-1300) GF-ClassSizeRed, K-3", "(010-1400) GF-EduProtectionAcct", "(010-2200) GF-Continuation Educ", and "(010-2430) GF-Community Day Sch".

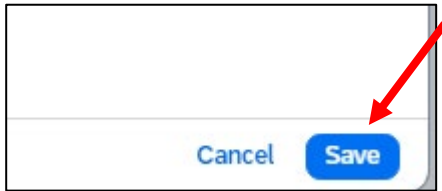
20. Enter the FUNCTIONAL AREA or search by Code or Text to look for and select the appropriate Functional Area value.



The screenshot shows the "Add Allocation" form. At the top, there are two tabs: "New Allocation" (with a plus icon) and "Favorite Allocations" (with a star icon). Below the tabs, there are several input fields: "(CC) Cost Center" with a clear button (x) and a dropdown arrow; "Cost Object Value" with a value of "4" in a circle; "(1870101) INTERNATIONAL ST LC" with a clear button (x) and a dropdown arrow; and "Fund" with the value "(010-0000) GF-Unrestricted" and a clear button (x) and a dropdown arrow. Below these fields is the "Functional Area" section, which has a search bar with a dropdown arrow and the text "Search by Code". Below the search bar, the menu is titled "Most Recently Used". The first item in the list is "(1110-2100-7S046) CE-NCLB T1 Schools". The second item, "(1110-1000-10949) Engagement and Collab", is highlighted with a red rectangular box. A mouse cursor is pointing at this item.

21. Click "Save" when done. Then click "Save" again.

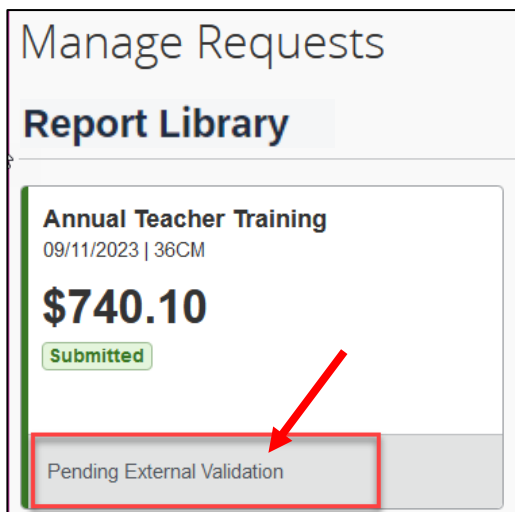
**\*\*You can split funding by Percent or Amount if necessary. To add another expense budget line, click "Add" (step 18). You can allocate in percentages or in exact amount\*\***



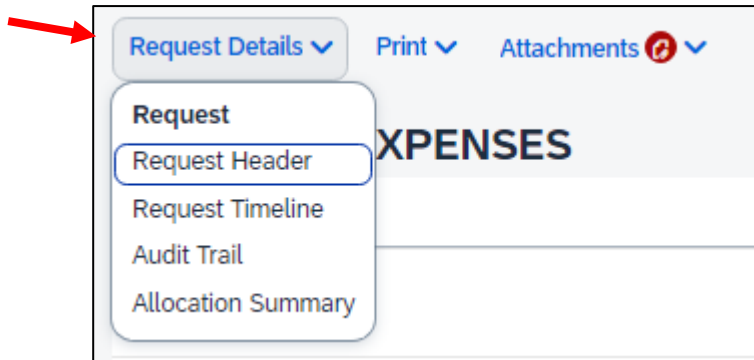
22. Click on "Submit Report" to submit the request.



23. Once the report is submitted, the tile for the Expense Report will show "Pending External Validation". If budget check is successful, the request will route to the appropriate approvers. If budget check fails, the request will return with an error message.



24.To check if the request successfully passed through budget check, click on the trip tile and click on “Request Details” → “Request Header”.



25.If a Commitment Document Number is displayed, budget check was successful. You will also see who the request is pending with.

**\*\*You can always come back to the request header to check your request status. \*\***

