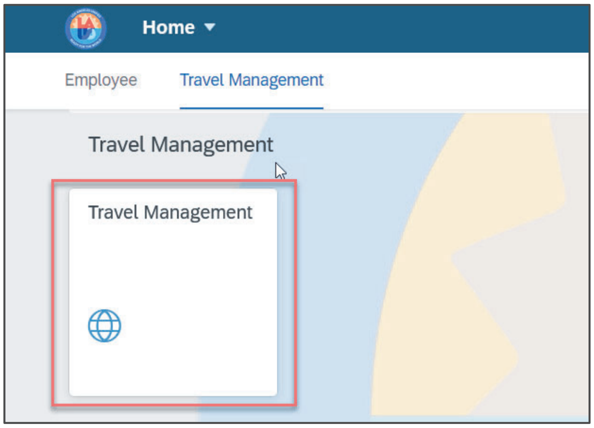
HOW TO SUBMIT A TRAVEL EXPENSE REPORT ON BEHALF ON AN EMPLOYEE

This job aid is to provide step-by-step instructions for submitting a travel expense report

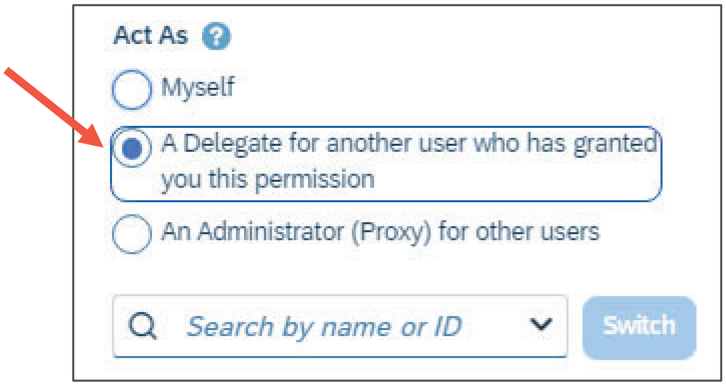
After you return from your pre-approved travel, you must submit a Travel Expense Report to report your actual expenses incurred from your trip.

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



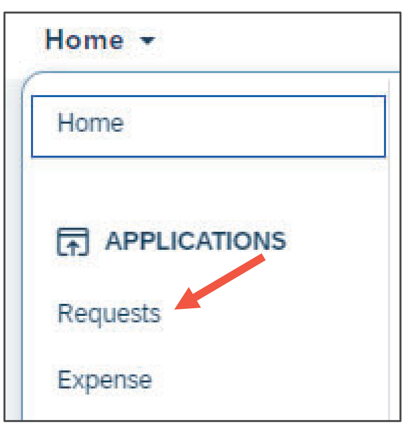
2. In Concur, click on your name initial located on the top right corner.

3. 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.

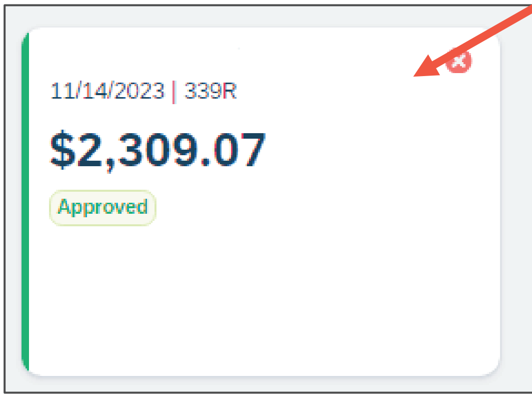


4. You should see the status “Acting as ________”.

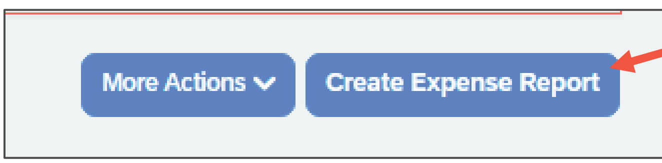
5. Click on “Request”

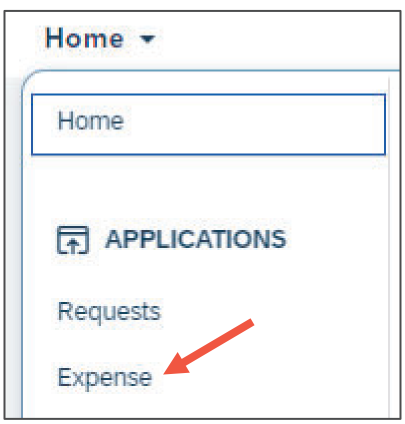


6. Click on your Approved Request tile.

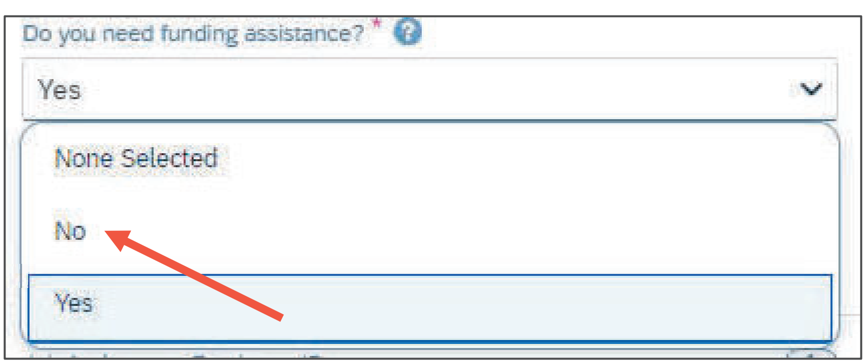


7. Click "Create Expense Report" located at the right top corner.
   DO NOT click on this button multiple times. Once you click this button, an expense report will be created. You can access the already created expense report but going to the "Expense" tab on your home screen



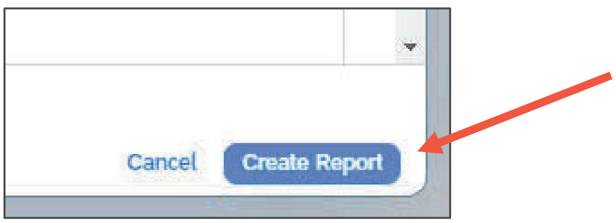


8. Choose NO to "Do you need funding assistance?"



10. In the Report Header, the values in the Request Header should carry over. Double-check the Report Header to make sure that the information is correct.

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

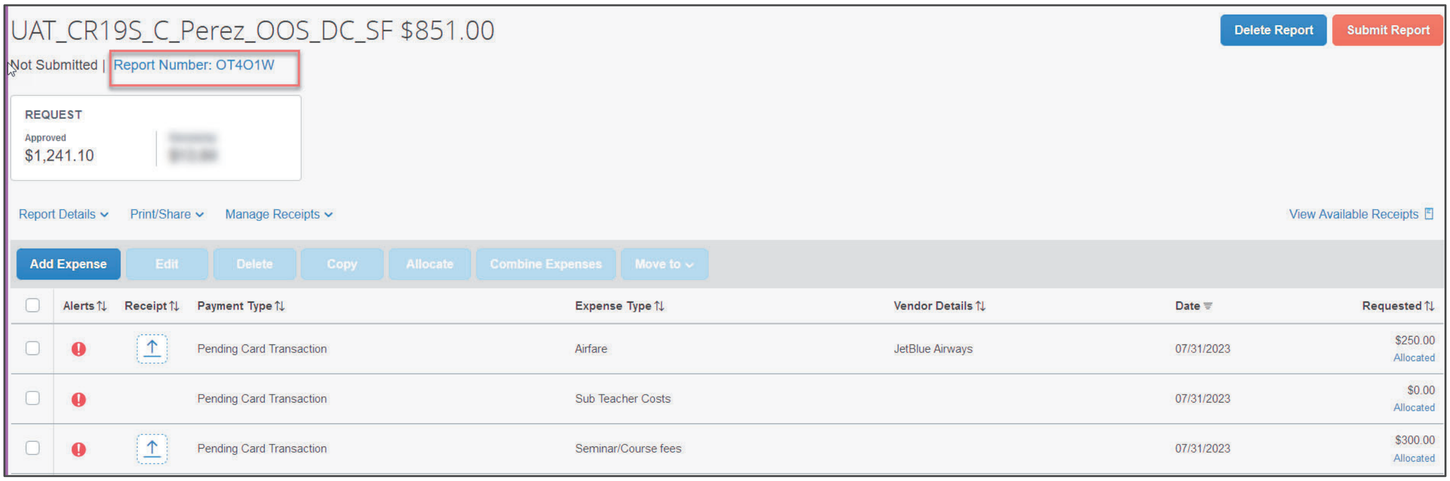


12. You will see that the Report Number has been created. You will see the expense types carried over from your approved Request.
** If it is a no-cost ($0) trip, add the conference fee, enter the total amount of $0, then upload the conference flyer. Allocation of the funding is still required (skip to # 16)

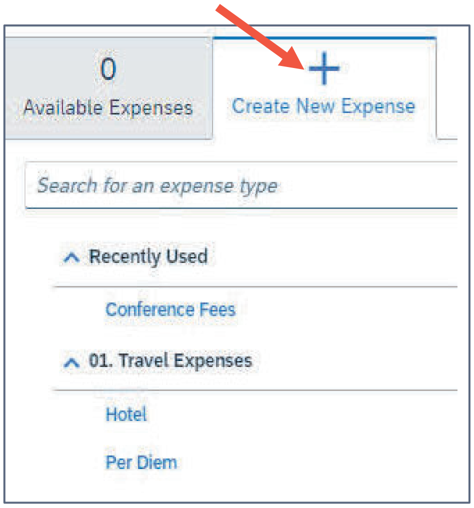
Please be advised of the following on the expense types noted below:

- ✓ All Expense Types – The “Vendor Name” field value will not carry over from Request to Expense Report and you will need to enter the Vendor Name again.
- ✓ Personal Car Mileage – Mileage will not carry over to your Expense Report. You will need to add this expense again by clicking on “Add Expense”. Attachment is not required as Google Map mileage calculation is embedded.
- ✓ Per Diem and Sub Teacher Costs – Although these expense types from Request will carry over to your Expense Report, you will need to enter the Total # of Days again.
- ✓ Per Diem Payment Type should always be “Self-Paid” as this is a reimbursable expense to the employee. Receipt is not required.
- ✓ Sub Teacher Costs Payment Type should always be “District-Paid.” Receipt is not required.

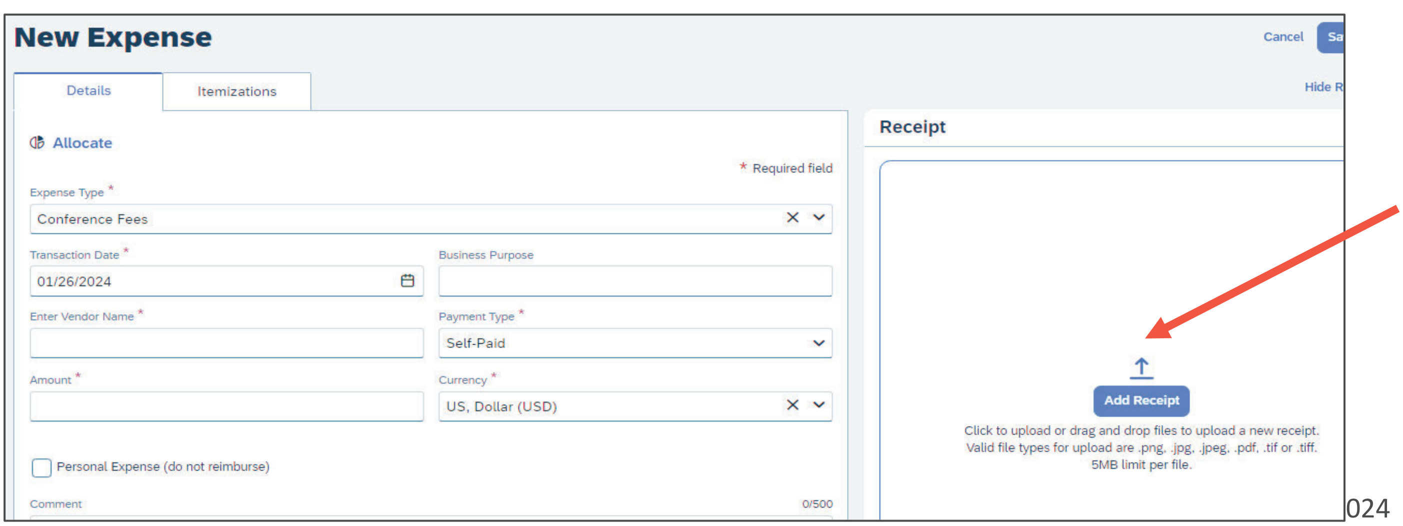
✓ Hotel – The “Hotel Business Purpose” must be re-selected in Expense Report as this value does not carry over from Request to Expense Report.



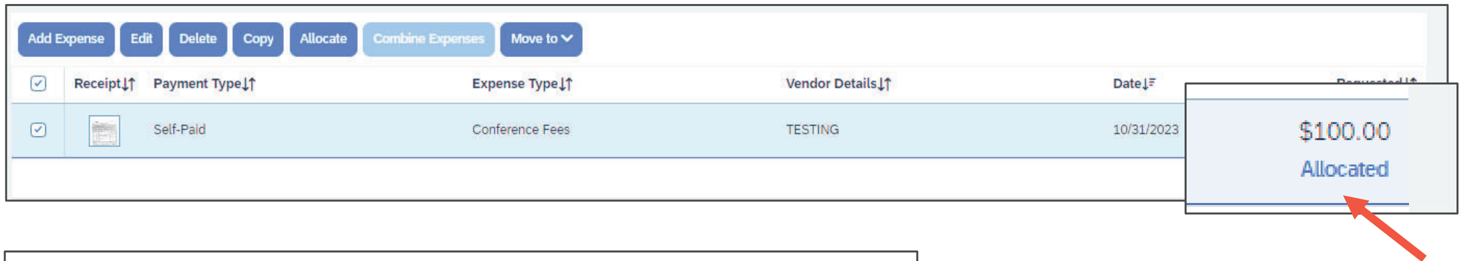
13. If you need to add additional expense types, click “Create New Expense”.

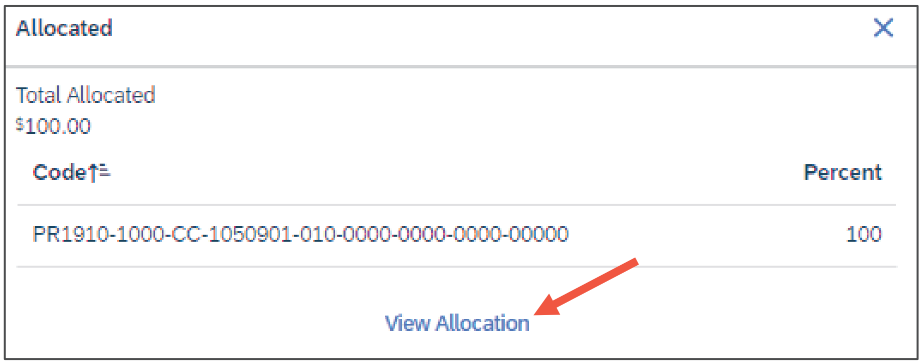


14. You must attach proof of payment/receipts to all travel expenses (Self-Paid & LAUSD District Paid).



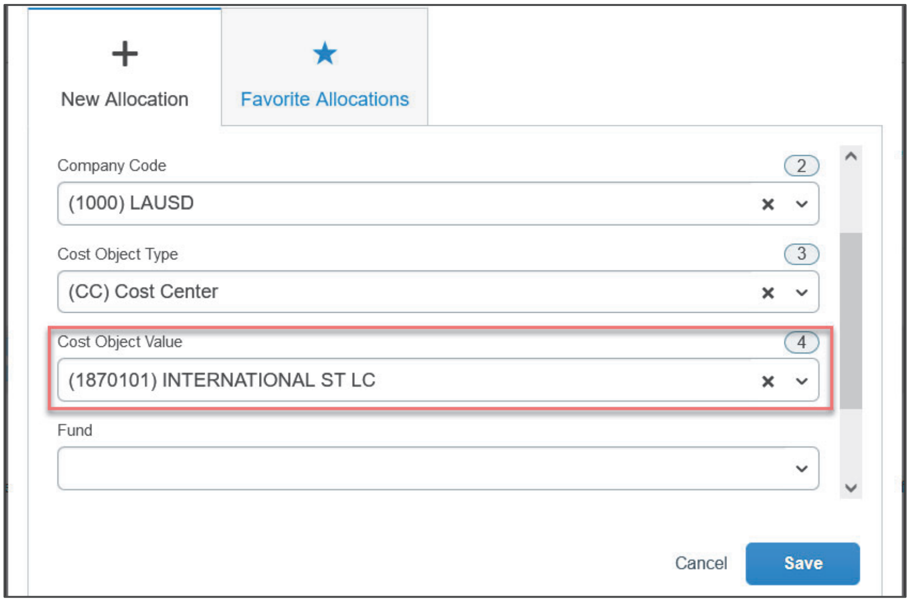
15. Check to make sure that your budget allocation is correct. Click on “Allocated” → “View Allocations”



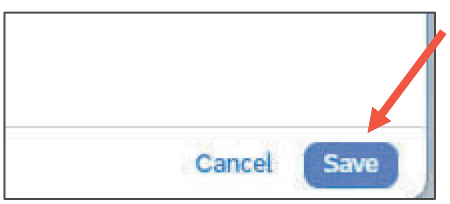


16. By default, the “Cost Object Value” is set to the employee’s home cost center; If the funding is being provided by a different cost center, change this value. To edit, click on the box then “Edit”

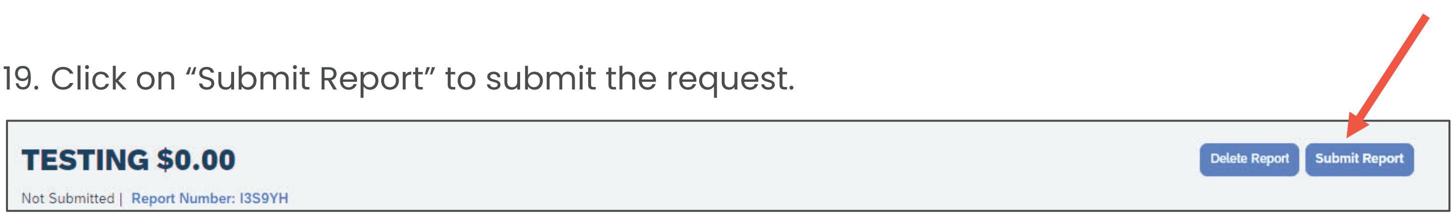
17. Go to Cost Object Value and enter the correct cost center. You can also change the FUND and FUNCTIONAL AREA if needed.



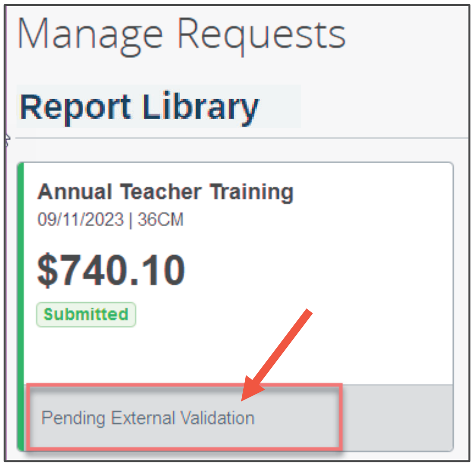
18. Click "Save" when done. Then click "Save" again.
You can split funding by Percent or Amount if necessary. To add another expense budget line, click "Add" (step 18). You can allocate in percentages or in exact amount



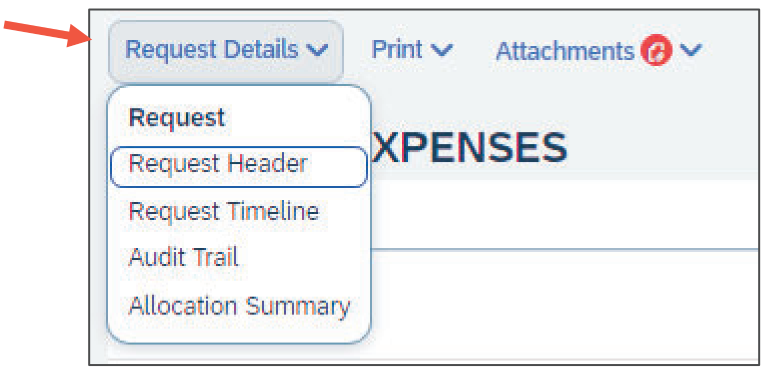
19. Click on "Submit Report" to submit the request.



20. 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.



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



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

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