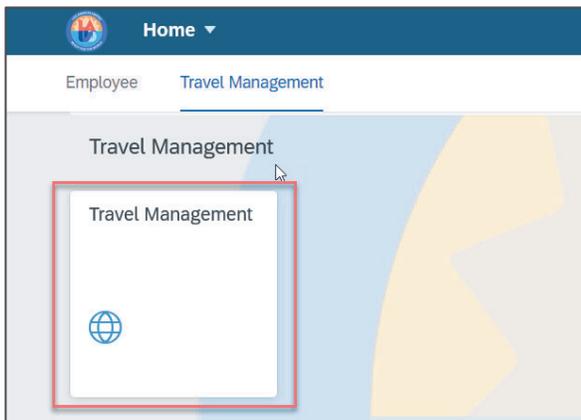


HOW TO SUBMIT A TRAVEL EXPENSE REPORT ON BEHALF ON AN EMPLOYEE

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.

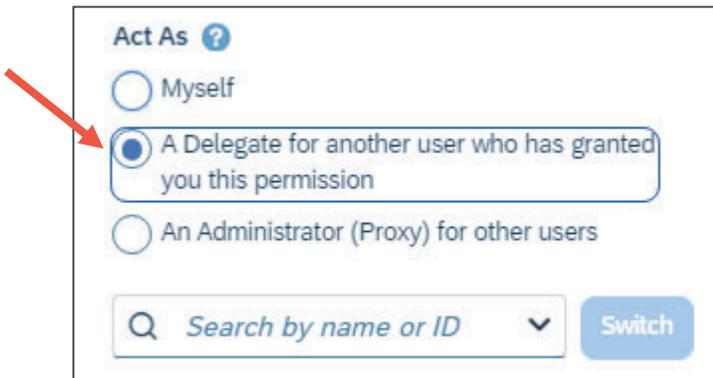


2. In Concur, click on your name initial located on the top right corner.



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".

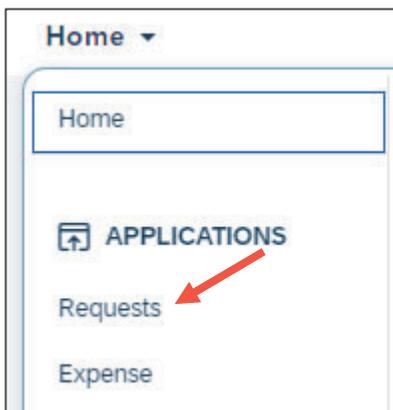
*If the name of the employee you are trying to create the trip for does not show up, ask the employee to follow [How to Assign a Delegate](#). If the employee does not have access to Concur, contact the Travel Unit.



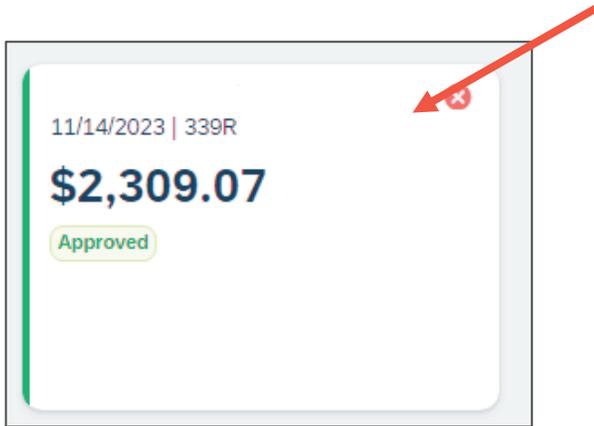
4. You should see the status "Acting as _____".



5. Click on "Request"

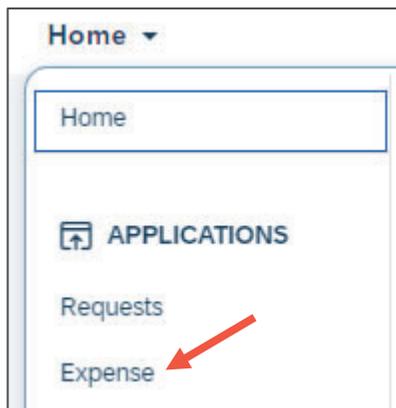
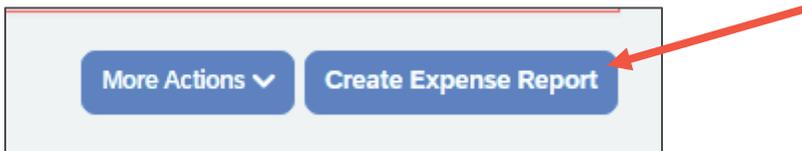


6. Click on your Approved Request tile.

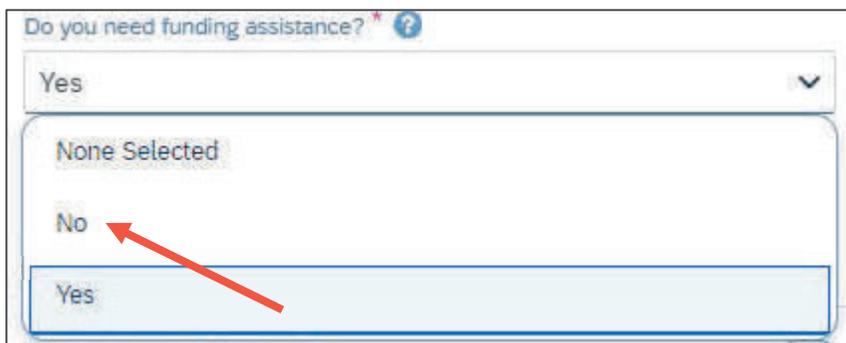


7. Click "Create Expense Report" located at the right top corner.

****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?"

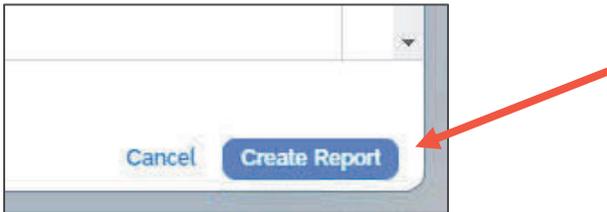


10. In the Report Header, the values in the Request Header should carry over. Double-check the Report Header to make sure that the information is correct.

The screenshot shows the 'Report Header' form with the following data:

- Report Name: TESTING
- Report ID: E9FE6871FF85444CB251
- Business Purpose: 0/48
- Travel Destination: Local
- Report Start Date: 11/01/2023
- Report End Date: 11/01/2023
- Employee ID: 1170261
- Report Date: 10/31/2023
- Report Currency: US, Dollar
- Approval Status: Not Submitted
- Payment Status: Not Paid
- Is this an expense report without an approved travel request?: Yes
- Trip Activity Type: (A) Conference – Classified
- Do you need funding assistance?: No
- Logical System: (PR1910) ECC Production Client
- Company Code: (1000) LAUSD
- Cost Object Type: (CC) Cost Center
- Cost Object Value: (1050901) Contract Admin and Procurement Services

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.

UAT_CR19S_C_Perez_OOS_DC_SF \$851.00 Delete Report Submit Report

Not Submitted | Report Number: OT4O1W

REQUEST
Approved
\$1,241.10

Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	!		Pending Card Transaction	Airfare	JetBlue Airways	07/31/2023	\$250.00 <small>Allocated</small>
<input type="checkbox"/>	!		Pending Card Transaction	Sub Teacher Costs		07/31/2023	\$0.00 <small>Allocated</small>
<input type="checkbox"/>	!		Pending Card Transaction	Seminar/Course fees		07/31/2023	\$300.00 <small>Allocated</small>

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

0 Available Expenses + Create New Expense

Search for an expense type

Recently Used

Conference Fees

01. Travel Expenses

Hotel

Per Diem

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

New Expense

Cancel Save

Details Itemizations Hide R

Allocate

Expense Type * * Required field
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)

Comment 0/500

Receipt

Add Receipt

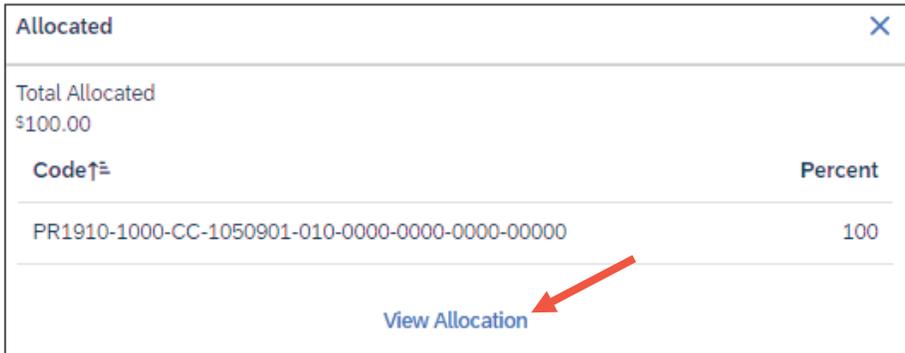
Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

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



The interface shows a table of expenses with columns: Receipt, Payment Type, Expense Type, Vendor Details, Date, and Amount. A callout box highlights a row with the following details:

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Self-Paid	Conference Fees	TESTING	10/31/2023	\$100.00 Allocated



The "Allocated" dialog box displays the following information:

Code	Percent
PR1910-1000-CC-1050901-010-0000-0000-0000-0000	100

At the bottom of the dialog, there is a "View Allocation" link.

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”



The interface shows the details for the cost object PR1910-1000-CC-1050901. Below the title are buttons for "Add", "Edit", "Remove", and "Save as Favorite". The "Edit" button is highlighted with a red arrow. Below the buttons is a table with columns: Logical System, Company Code, Cost Object Type, and Cost Object Value. The first row is highlighted with a red arrow pointing to the checkbox in the first column.

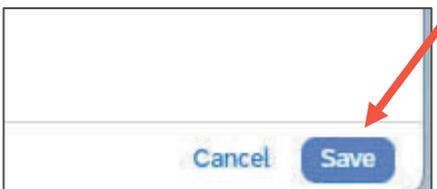
Logical System	Company Code	Cost Object Type	Cost Object Value
<input checked="" type="checkbox"/>	ECC Production Client	LAUSD	Cost Center

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

The screenshot shows a web form titled "New Allocation" with a "Favorite Allocations" tab. The form contains several input fields: "Company Code" with the value "(1000) LAUSD", "Cost Object Type" with the value "(CC) Cost Center", "Cost Object Value" with the value "(1870101) INTERNATIONAL ST LC" (highlighted with a red box), and "Fund" which is currently empty. At the bottom right, there are "Cancel" and "Save" buttons.

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

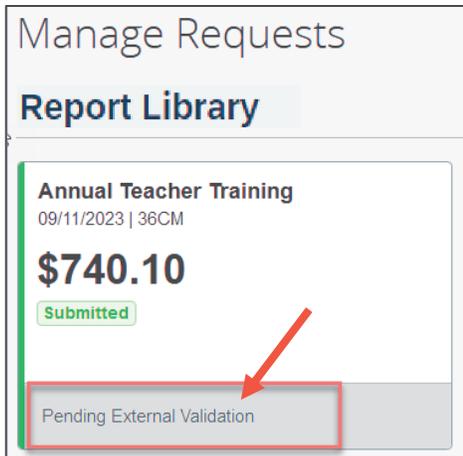
****You can split funding by Percent or Amount if necessary. To add another expense budget line, click "Add" (step 18). You can allocate in percentages or in exact amount****



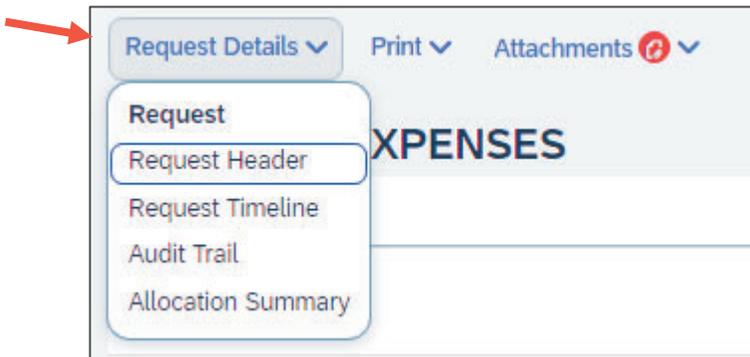
19. Click on "Submit Report" to submit the request.

The screenshot shows a report summary bar. On the left, it displays "TESTING \$0.00" and "Not Submitted | Report Number: I3S9YH". On the right, there are two buttons: "Delete Report" and "Submit Report". A red arrow points to the "Submit Report" button.

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.****

