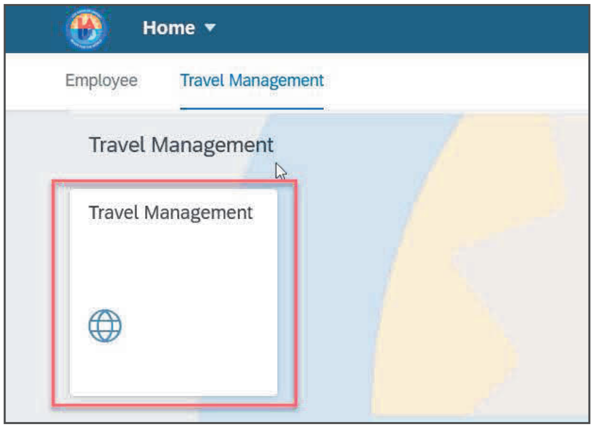
SUBMITTING A RETROACTIVE EXPENSE REPORT

This job aid is to provide step-by-step instructions for creating and submitting an expense report

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:

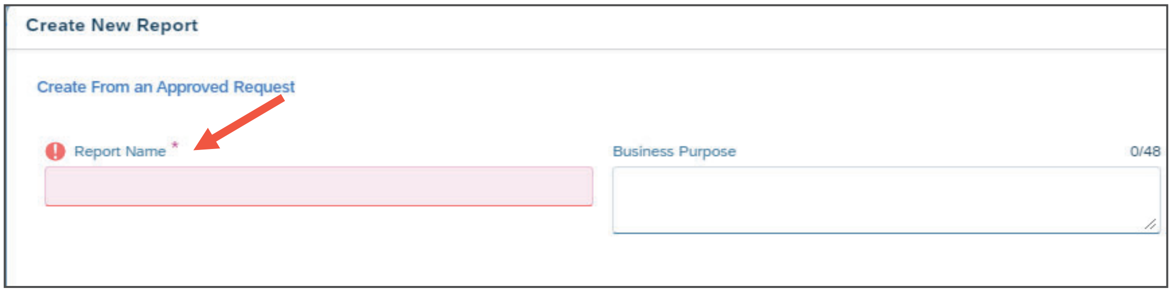
- Employee does not have approved Travel Request and needs after-the-fact approval for a trip that already took place
- Expense Report was submitted and approved, but corrections/adjustments are needed (Upload the approved travel request packet if the request was pre-approved)

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

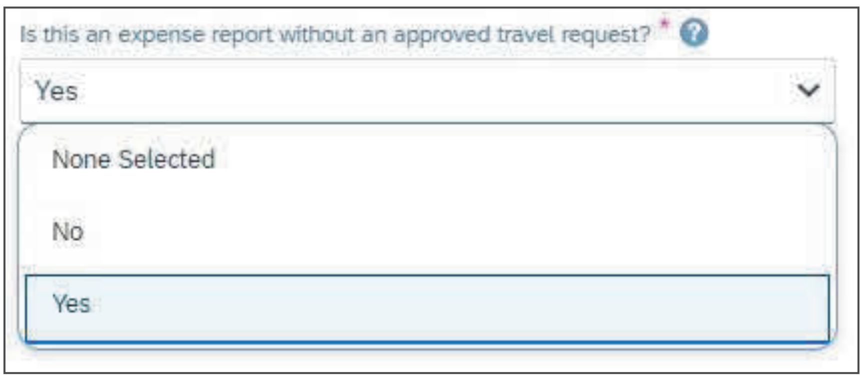


2. Select "Start a Report".

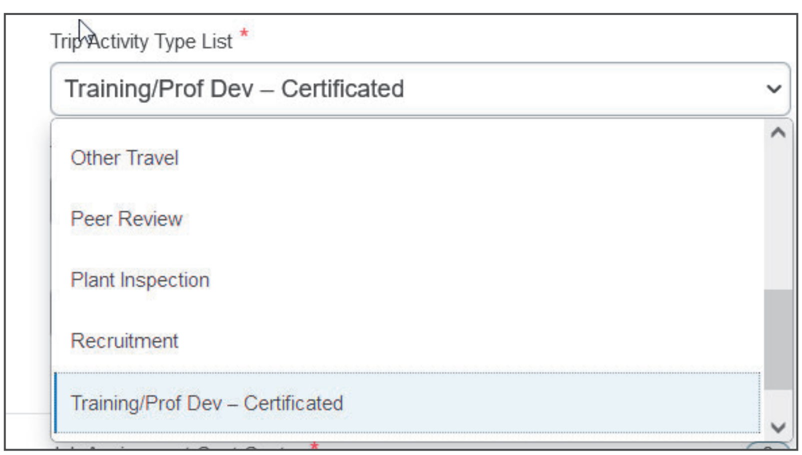
3. "Create New Report" screen will display. Enter the name of the conference or event name as shown on the flyer under "Report Name". (Ex: CABE, Spring CUE, AVID, Legislative Policy Meeting)
   All fields marked with * requires an entry. Greyed-out field cannot be modified



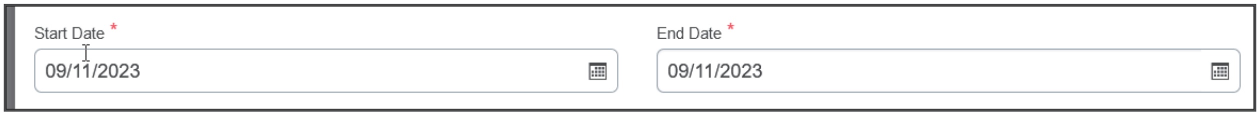
4. If the request was not pre-approved, choose "Yes". If it was approved, choose "No".



5. Select the appropriate trip activity from the "Trip Activity Type List" drop-down selection options.

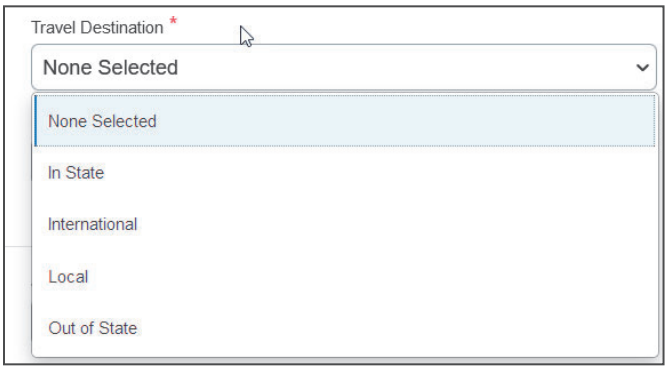


6. Enter “Start Date” and “End Date.” Start Day is the day employee is leaving and End Date is the day the employee is returning.

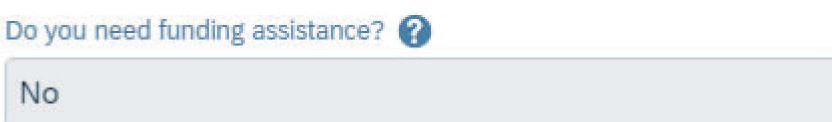


7. For “Travel Destination,” select whether the trip is Local, In State, Out of State, or International.

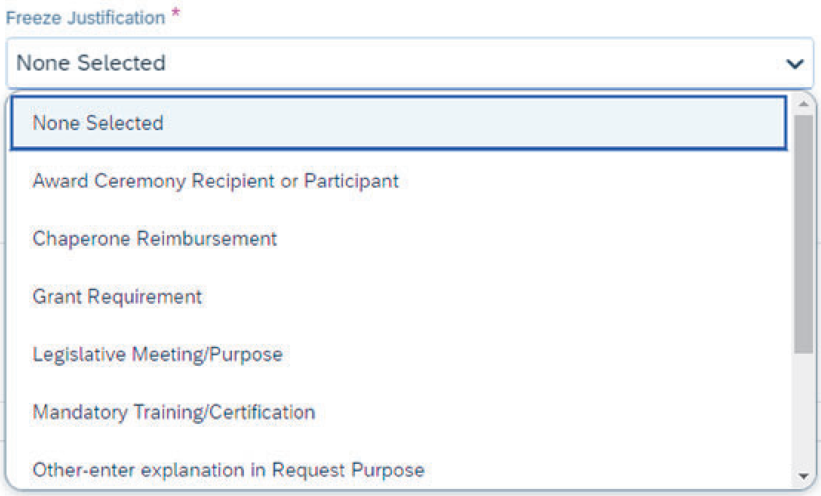
   If the conference location is <u>less than 45 miles</u>, the travel destination is LOCAL

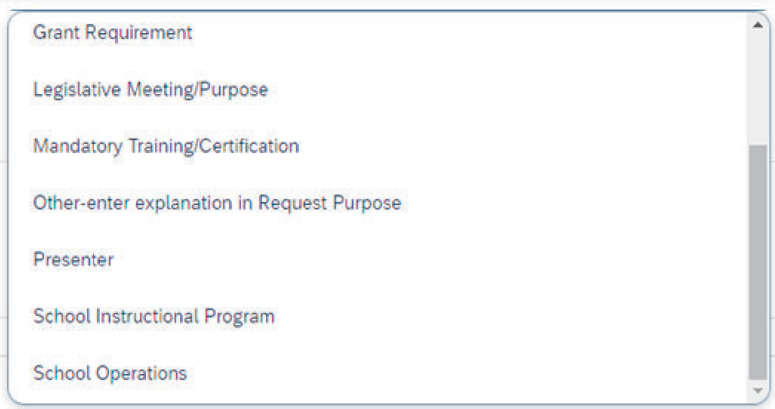


8. “Do you need funding assistance” is defaulted to ‘No’; therefore a funding line must be provided when allocating the expenses.



9. Choose the Freeze Justification from the drop down menu:





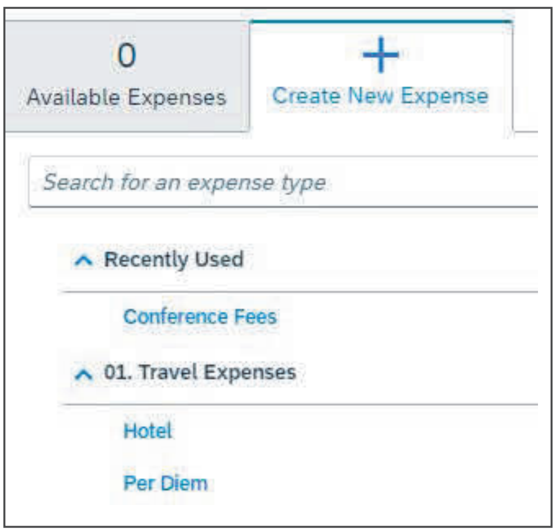
10. Click on “Create Report” when you are finished.

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

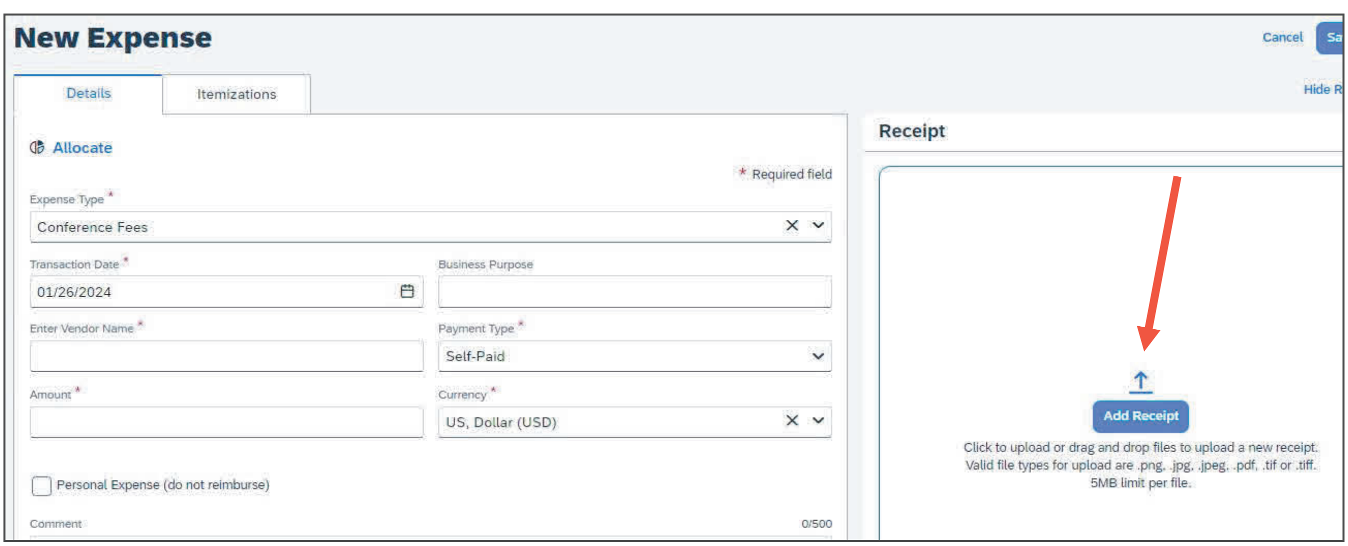
    ** If it is a no-cost ($0) trip, add the conference fee and enter the total amount of $0. Allocation of the funding is still required (skip to # 16)

12. Select the expense types that are appropriate for your trip and enter the required information in each expense type and click “Save”.

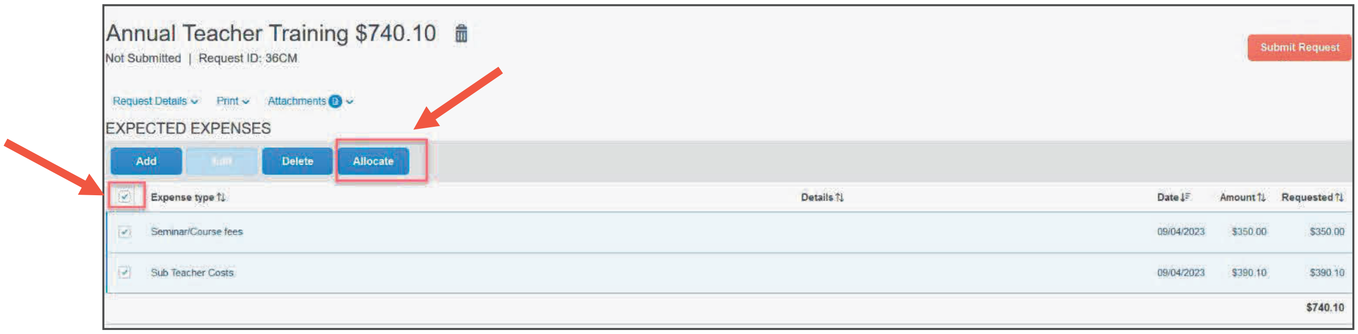
    All fields marked with an * requires an entry



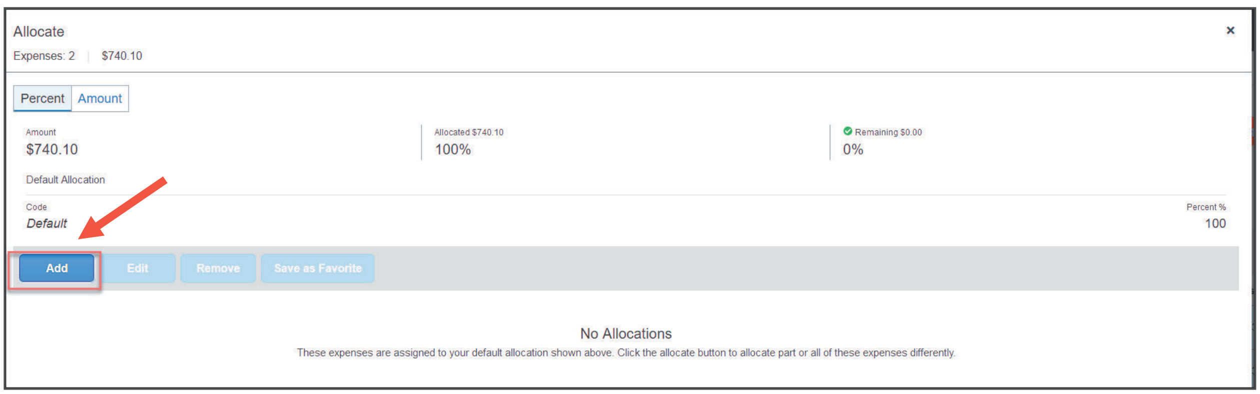
13. Make sure to attach proof of payment/receipts when adding the expense. You will also need to attach a copy of the conference flyer stating the date and location of the event.



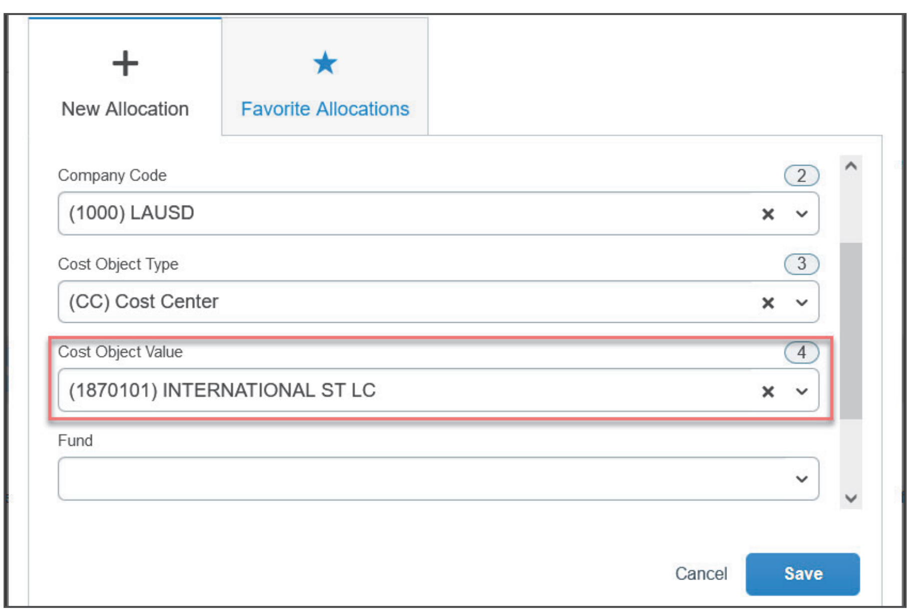
14. Enter the expense budget line (funding allocation). Checkmark to highlight the expenses and click on “Allocate.”



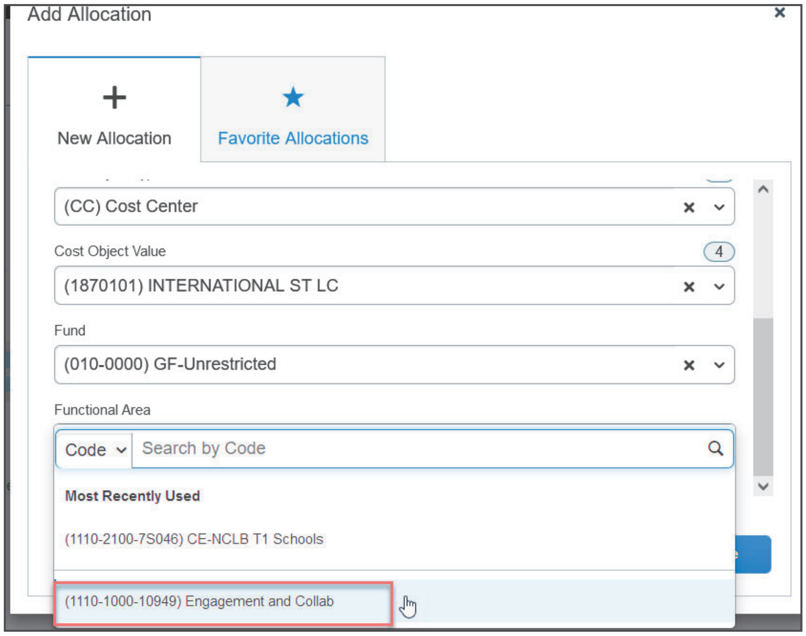
15. Click “Add.”



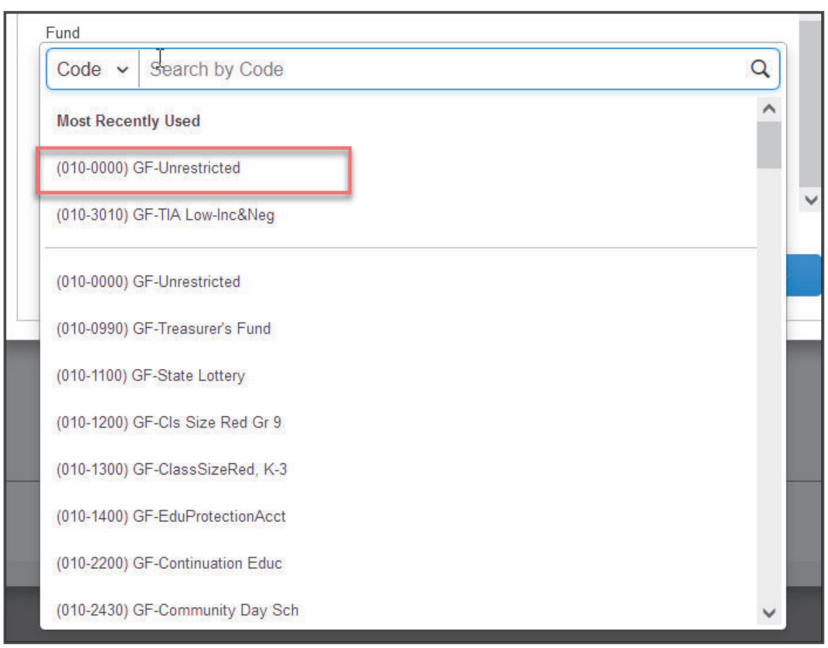
16. By default, the “Cost Object Value” is set to the employee’s home cost center; If the funding is being provided by a different cost center, change this value.



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

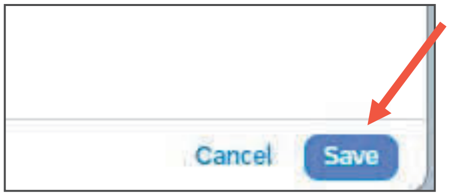


18. Enter the FUNCTIONAL AREA or search by Code or Text to look for and select the appropriate Functional Area value.

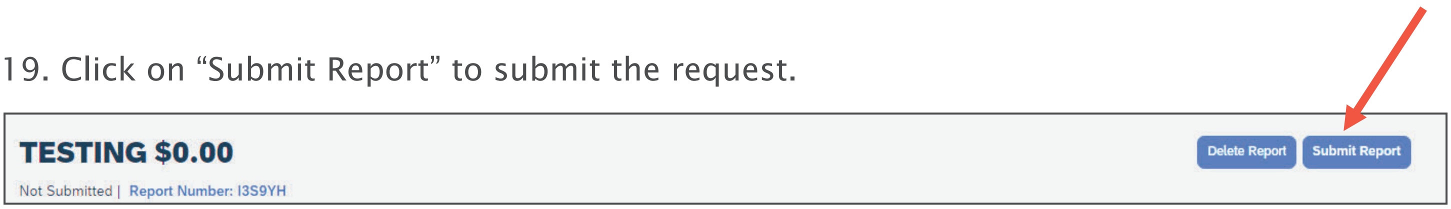


19. Click "Save" when done. Then click "Save" again.

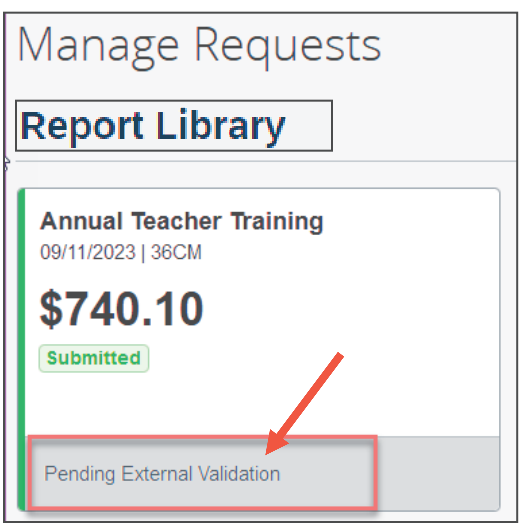
You can split funding by Percent or Amount if necessary. To add another expense budget line, click "Add" (step 18). You can allocate in percentages or in exact amount



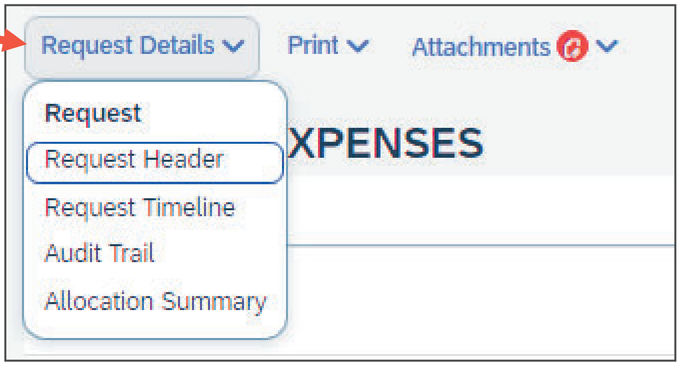
19. Click on "Submit Report" to submit the request.



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 succesful. You will also see where the request is pending.

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