

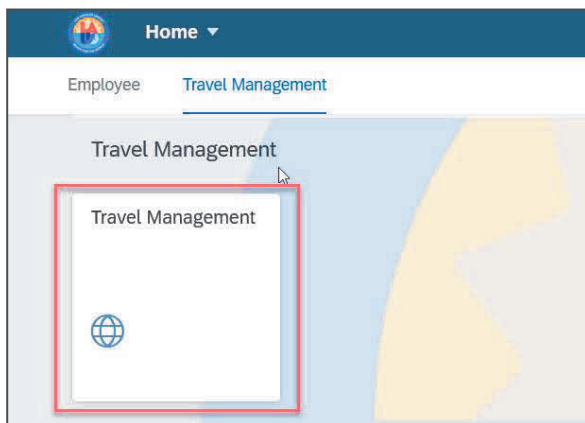
# SUBMITTING A RETROACTIVE EXPENSE REPORT

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.

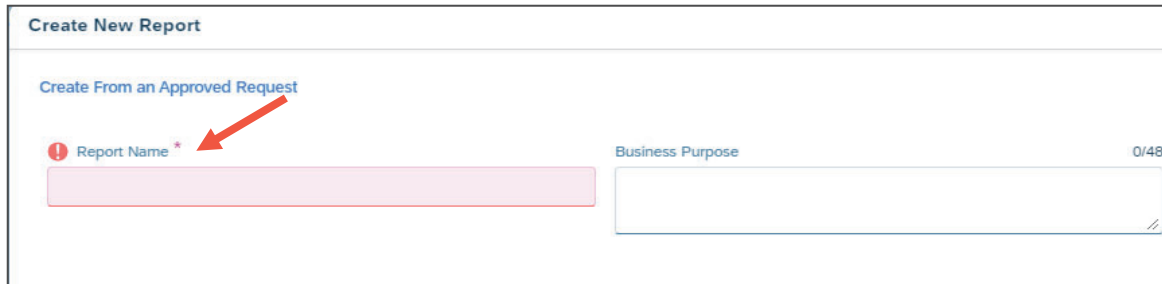


2. Select “Start a Report”.



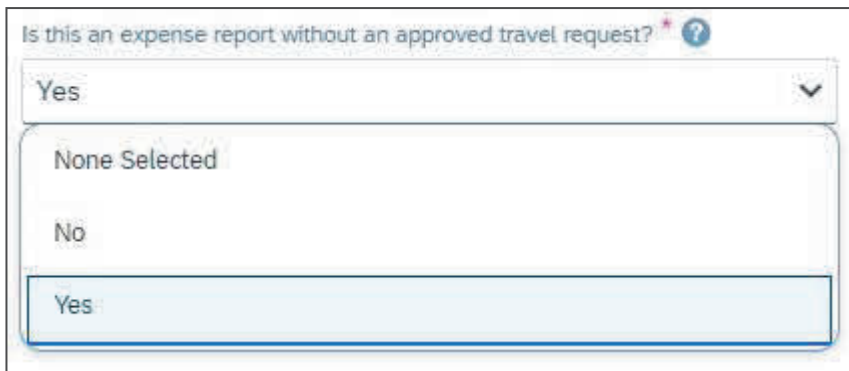
3. “Create New Report” screen will display. Enter the name of the conference or event name as shown on the flyer under “Report Name”. (Ex: CABE, Spring CUE, AVID, Legislative Policy Meeting)

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



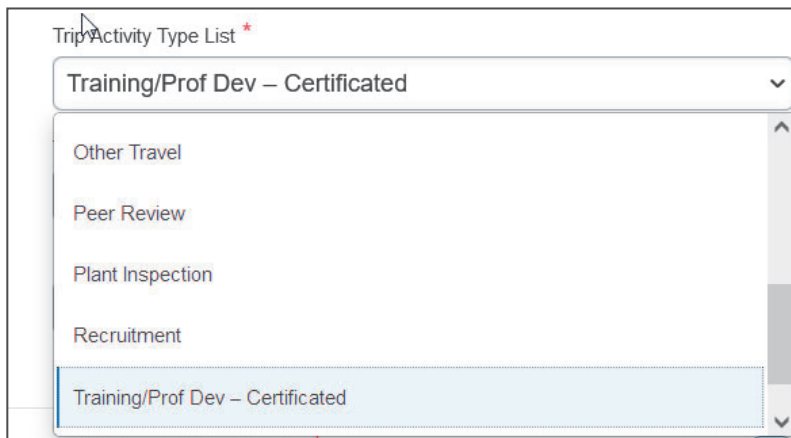
The screenshot shows the 'Create New Report' form. At the top, it says 'Create From an Approved Request'. Below this, there are two fields: 'Report Name' and 'Business Purpose'. The 'Report Name' field is highlighted with a red box and a red arrow points to it. The 'Business Purpose' field is greyed out. A red arrow points to the 'Report Name' field.

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



The screenshot shows a dropdown menu for the question 'Is this an expense report without an approved travel request?'. The 'Yes' option is selected. The dropdown menu is open, showing the following options: 'Yes', 'None Selected', 'No', and 'Yes'.

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



The screenshot shows the 'Trip Activity Type List' dropdown menu. The 'Training/Prof Dev – Certificated' option is selected. The dropdown menu is open, showing the following options: 'Other Travel', 'Peer Review', 'Plant Inspection', 'Recruitment', and 'Training/Prof Dev – Certificated'.

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.

Start Date *	End Date *
09/11/2023	09/11/2023

7. 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

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

Do you need funding assistance? ?
No

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

Freeze Justification \*

None Selected

- None Selected
- Award Ceremony Recipient or Participant
- Chaperone Reimbursement
- Grant Requirement
- Legislative Meeting/Purpose
- Mandatory Training/Certification
- Other-enter explanation in Request Purpose

- Grant Requirement
- Legislative Meeting/Purpose
- Mandatory Training/Certification
- Other-enter explanation in Request Purpose
- Presenter
- School Instructional Program
- School Operations

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

Cancel Create Report

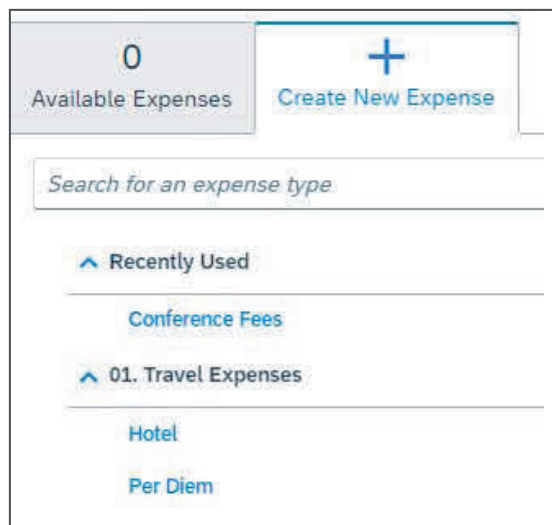
11. Click on “Add” to start inputting your travel expenses. Hotel, airfare, per diem, conference fee, etc.

**\*\* 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.

A screenshot of the 'New Expense' form. The form is divided into two tabs: 'Details' and 'Itemizations'. The 'Details' tab is active. It contains several fields: 'Expense Type' (set to 'Conference Fees'), 'Transaction Date' (set to '01/26/2024'), 'Business Purpose', 'Enter Vendor Name', 'Payment Type' (set to 'Self-Paid'), 'Amount', and 'Currency' (set to 'US, Dollar (USD)'). There is a checkbox for 'Personal Expense (do not reimburse)' and a 'Comment' field. A red arrow points to the 'Add Receipt' button in the 'Receipt' section on the right. The 'Receipt' section has a large area for uploading a receipt, with a note: '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.'

14. 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

15. 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.

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.**

+ ★

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

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

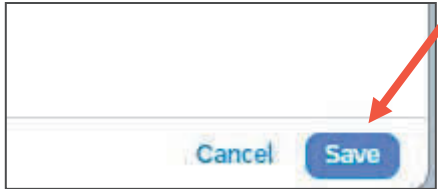
The screenshot shows the 'Add Allocation' window. At the top, there are two tabs: 'New Allocation' (with a plus icon) and 'Favorite Allocations' (with a star icon). Below the tabs, there are three dropdown menus: '(CC) Cost Center' (with a clear 'x' button), 'Cost Object Value' (with a value of 4 and a clear 'x' button), and 'Fund' (with a value of '(010-0000) GF-Unrestricted' and a clear 'x' button). Below these is a 'Functional Area' section with a search bar labeled 'Code' and 'Search by Code'. A list of 'Most Recently Used' items is shown below the search bar, including '(1110-2100-7S046) CE-NCLB T1 Schools' and '(1110-1000-10949) Engagement and Collab', which is highlighted with a red box and a mouse cursor.

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

The screenshot shows the 'Fund' dropdown menu. At the top, there is a search bar labeled 'Code' and 'Search by Code'. Below the search bar, a list of 'Most Recently Used' items is shown, including '(010-0000) GF-Unrestricted', which is highlighted with a red 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'.

19. Click “Save” when done. Then click “Save” again.

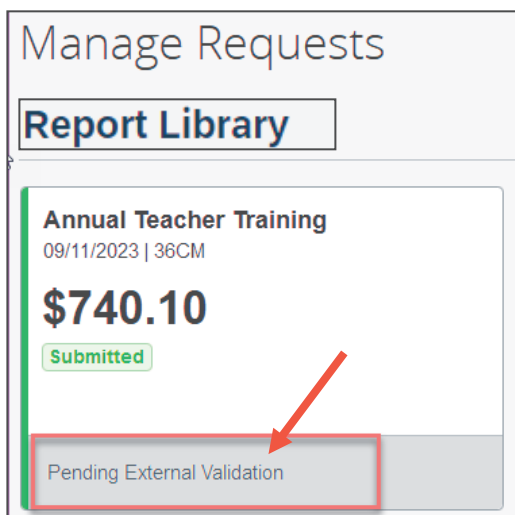
**\*\*You can split funding by Percent or Amount if necessary. To add another expense budget line, click “Add” (step 18). You can allocate in percentages or in exact amount\*\***



19. Click on “Submit Report” to submit the request.

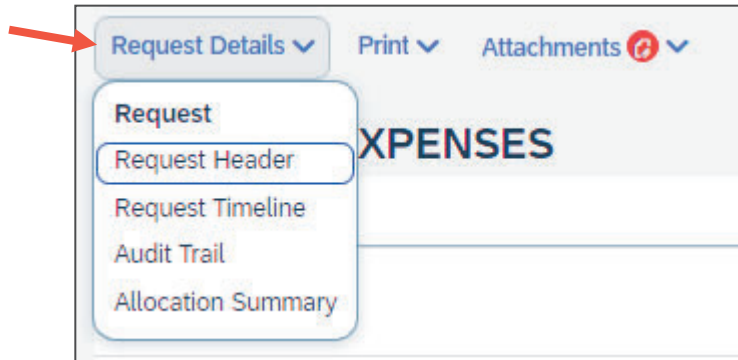


20. Once the report is submitted, the tile for the Expense Report will show “Pending External Validation”. If budget check is successful, the request will route to the appropriate approvers. If budget check fails, the request will return with an error message.





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

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

