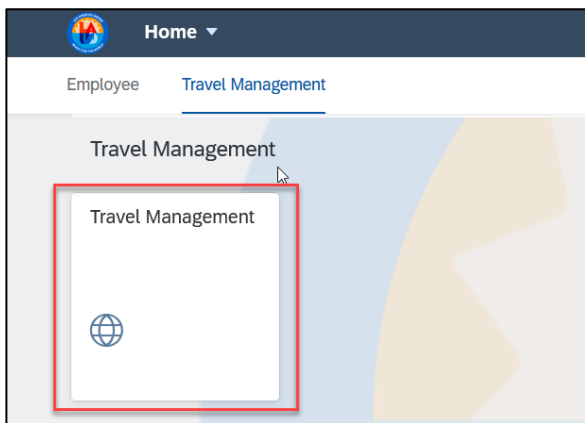


# HOW TO SUBMIT A TRAVEL EXPENSE REPORT ON BEHALF OF AN EMPLOYEE

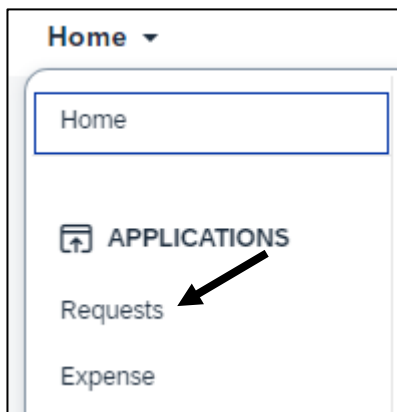
This job aid is to provide step-by-step instructions for submitting a travel expense report

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

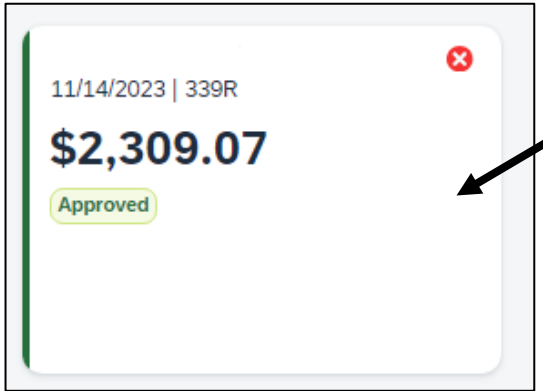
1. Log in to ESS (<https://ess.lausd.net>) with your SSO and click on the “Travel Management” title. Concur website will open.



2. Click on “Requests”.

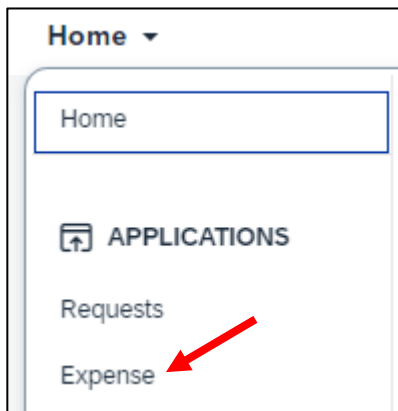
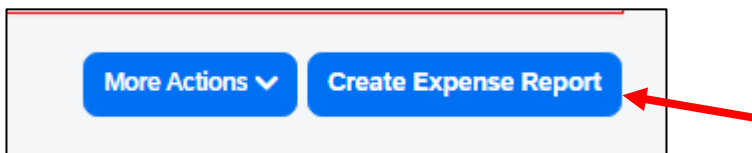


3. Click on your Approved Request tile.

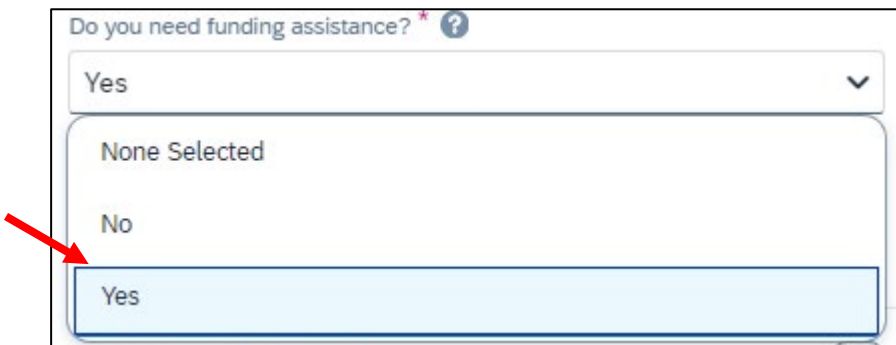


4. Click "Create Expense Report" located at the right top corner.

**\*\*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 By going to the "Expense" tab on your home screen\*\***



5. Choose NO to "Do you need funding assistance".



6. 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 fields and values:

Report Name *		Report Id	Business Purpose	Travel Destination *
TESTING		E5FE6871FF85444CB251		Local

Report End Date *	Employee ID	Report Date	Report Currency
11/01/2023	1170261	10/31/2023	US, Dollar

Approval Status	Payment Status	Is this an expense report without an approved travel request? *	Trip Activity Type *
Not Submitted	Not Paid	Yes	(A) Conference – Classified

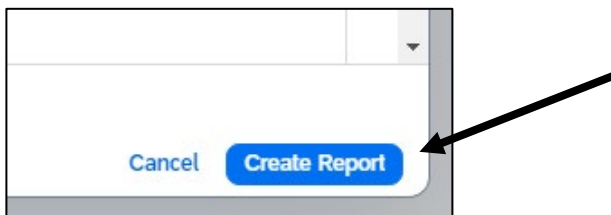
  

Do you need funding assistance? *	Logical System	Company Code	Cost Object Type
No	(PR1910) ECC Production Client	(1000) LAUSD	(CC) Cost Center

Cost Object Value
(1050901) Contract Admin and Procurement Services

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



8. You will see that the Report Number has been created. You will see the expense types carried over from your approved Request. Go into each expense type and indicate if the expense was “Self-Paid” or “LAUSD District Paid”.

**\*\* 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)**

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: OT401W

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 Allocated
<input type="checkbox"/>	!		Pending Card Transaction	Sub Teacher Costs		07/31/2023	\$0.00 Allocated
<input type="checkbox"/>	!	↑	Pending Card Transaction	Seminar/Course fees		07/31/2023	\$300.00 Allocated
<input type="checkbox"/>	!	↑	Pending Card Transaction	Hotel	Hilton Hotels Dallas, Texas	07/31/2023	\$301.00 Allocated
							<b>\$851.00</b>

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

0

Available Expenses

+

Create New Expense

Recently Used

Conference Fees

01. Travel Expenses

Hotel

Per Diem

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

The 'New Expense' form is shown with the 'Details' tab selected. It includes fields for Expense Type (Conference Fees), Transaction Date (01/26/2024), Business Purpose, Enter Vendor Name, Payment Type (Self-Paid), Amount, and Currency (US, Dollar (USD)). A red arrow points to the 'Add Receipt' button in the 'Receipt' section, which also contains instructions for uploading receipts.

**New Expense**

Cancel Save

Details Itemizations Hide R

**Allocate**

\* Required field

Expense Type \*  
Conference Fees X v

Transaction Date \*  
01/26/2024

Business Purpose

Enter Vendor Name \*

Payment Type \*  
Self-Paid v

Amount \*

Currency \*  
US, Dollar (USD) X v

☐ 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.

11. Check to make sure that your budget allocation is correct. Click on "Allocated" → "View Allocations"

The screenshot shows an expense list table with columns for Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. A red arrow points to the 'Allocated' button in the top right of the table. Below the table, a modal window titled 'Allocated' shows the total allocated amount (\$100.00) and a table with columns for Code and Percent. A red arrow points to the 'View Allocation' link at the bottom of the modal.

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

**Allocated**

Total Allocated  
\$100.00

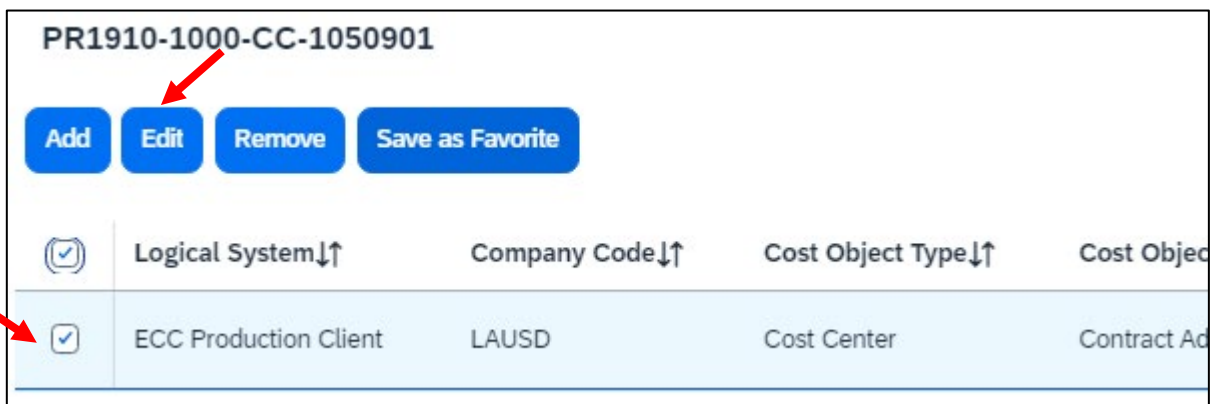
Code	Percent
PR1910-1000-CC-1050901-010-0000-0000-000000	100

[View Allocation](#)

**\$100.00**  
**Allocated**

12. 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”

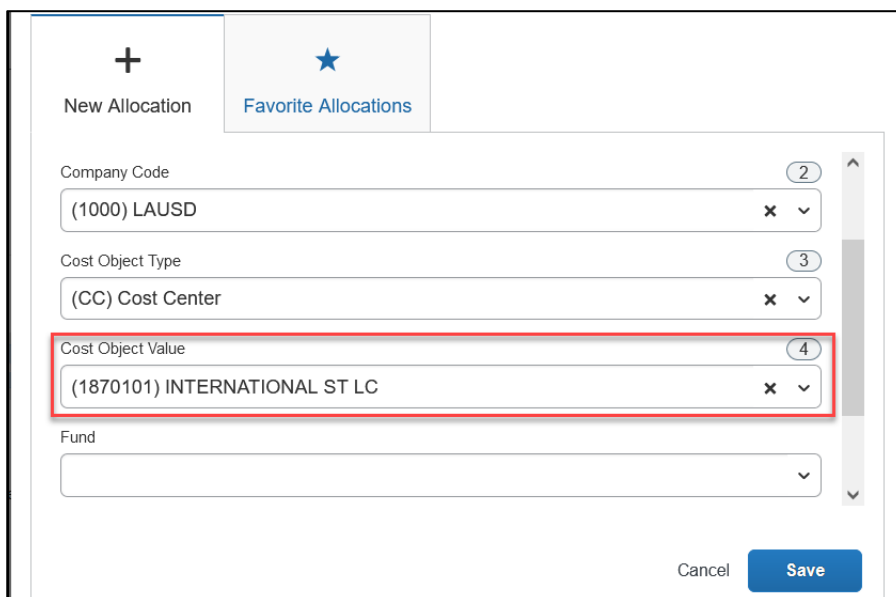


PR1910-1000-CC-1050901

**Add Edit Remove Save as Favorite**

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

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



**+ New Allocation** **★ Favorite Allocations**

Company Code (2) (1000) LAUSD x v

Cost Object Type (3) (CC) Cost Center x v

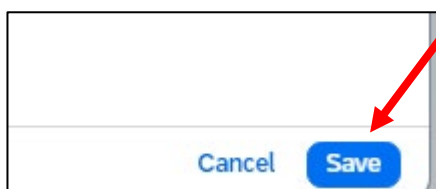
**Cost Object Value (4) (1870101) INTERNATIONAL ST LC x v**

Fund

Cancel **Save**

14. 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\*\***



Cancel **Save**

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

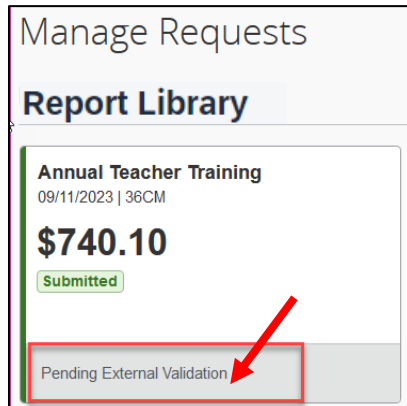


**TESTING \$0.00**

Not Submitted | Report Number: I3S9YH

Delete Report Submit Report

16. 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.



Manage Requests

**Report Library**

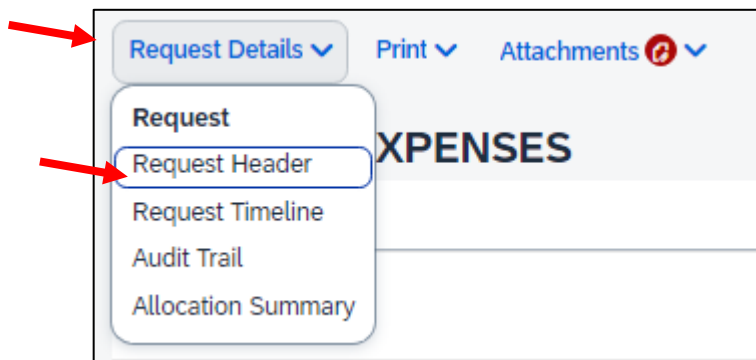
Annual Teacher Training  
09/11/2023 | 36CM

**\$740.10**

Submitted

Pending External Validation

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



Request Details ▾ Print ▾ Attachments ⓘ ▾

Request

Request Header

Request Timeline

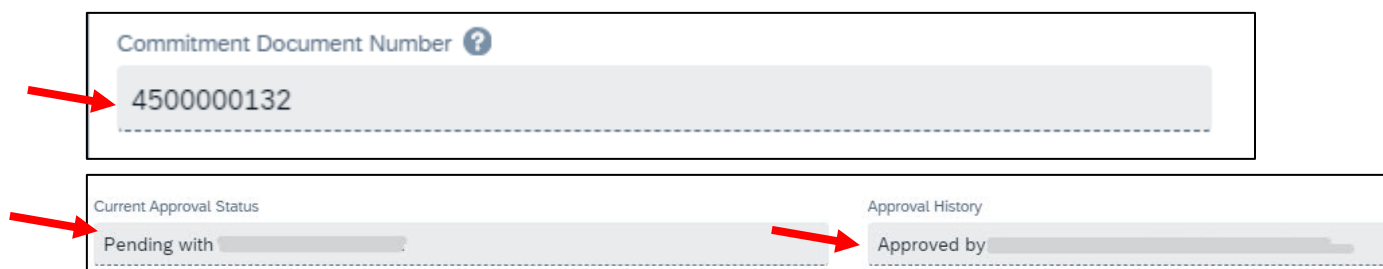
Audit Trail

Allocation Summary

EXPENSES

18. If a Commitment Document Number is displayed, it successfully passed budget check. You will also see where the request is pending.

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



Commitment Document Number ⓘ

4500000132

Current Approval Status

Pending with

Approval History

Approved by