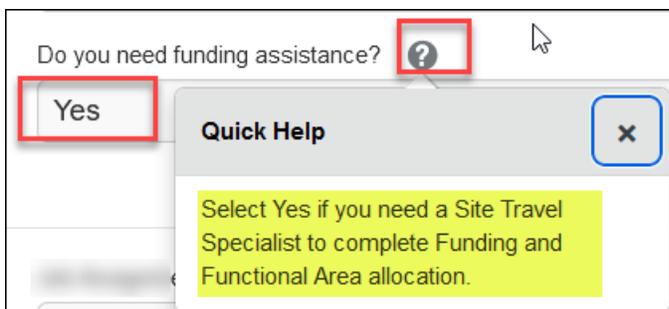


# ENTERING FUNDING ALLOCATION FOR A TRAVEL REQUEST OR EXPENSE REPORT

Description: This job aid is to provide step-by-step instructions for Site Travel Specialists (STS) in reviewing and completing a travel request or travel expense report in Concur.

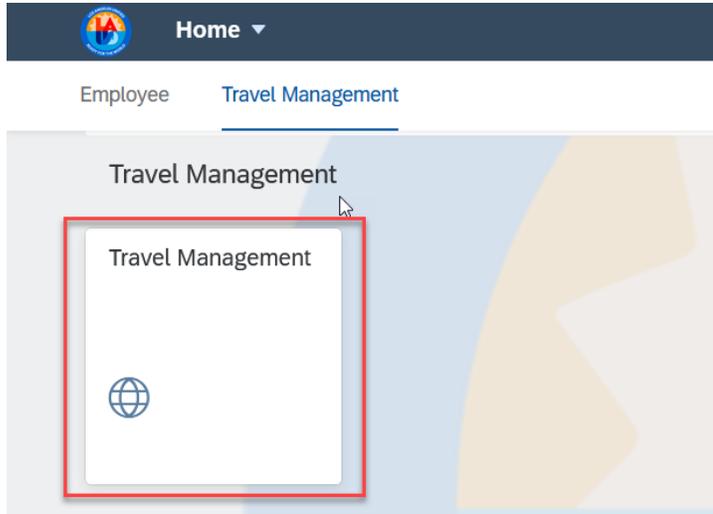
Employees can submit a travel request or travel expense report with or without a Site Travel Specialist (STS) assistance for entering funding allocation for the trip. This is determined by the selection made by Employees in the Request Header or Report Header field “Do you need funding assistance?” Employees should select “Yes” if they require assistance with entering the funding allocation information for their request or expense report. When “Yes” is selected, employees can submit their request or expense report without completing the funding allocation information.

The request or expense report will then route to their designated STS for funding allocation entry and completion. STS will receive an email notification of a request or expense report pending their action. After STS approves the request or expense report, it will go to SAP Funds Management for budget check to verify validity of the funding line(s) entered, and for available budget. If the budget check is successful, funds will be committed and the request/expense report will be routed to the appropriate approvers. If the budget check is unsuccessful, the request/expense report will be returned to the employee in Concur.

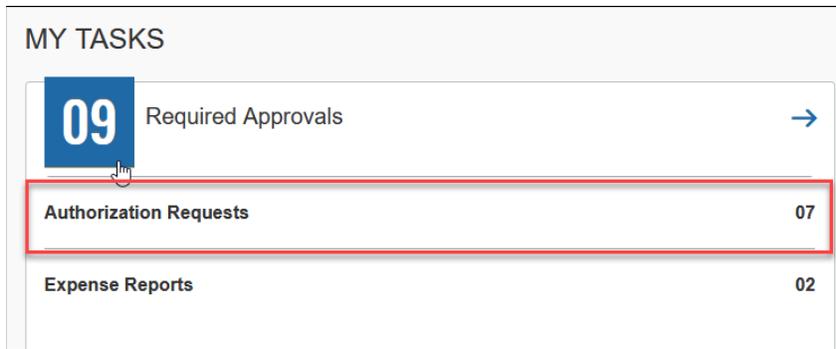


Here are step-by-step instructions for creating and submitting a travel request in Concur:

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



2. In Concur, under MY TASKS section, click on “Authorization Requests” to display all travel requests pending your review and completion.



3. From the list of pending travel requests, select the request that you want to review.

Requests

Limit results to  
Requests Pending your Approval

Requests Pending your Approval

Comment	Name	ID	Employee	Start Date	Limit Approval Date	Total
	BN Training	ID: 34XF	G...	09/11/2023		\$1,700.00
	BN Training	ID: 34XK	G...	09/11/2023		\$1,700.00
	LAUSD CONFERENCE	ID: 34YF	G...	09/04/2023		\$2,198.00
	JL 829P Training	ID: 369M	B...	09/04/2023		\$1,000.00
	BN Training 830	ID: 369X	G...	09/04/2023		\$549.00
	Conference	ID: 367G	B...	08/30/2023		\$671.50

4. You can review the trip info and estimated expenses by going to Request Details and selecting “Request Header.”

**LAUSD CONFERENCE \$2,198.00**  
 Submitted and Pending Funding Assistance | Request ID: 34YF

Request Details | Print | Attachments

**EXPECTED EXPENSES**

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Air Ticket	Los Angeles (LAX) - San Francisco (SFO) : Round Trip	09/04/2023	\$599.00	\$599.00
<input type="checkbox"/> Hotel	San Francisco, California	09/04/2023	\$599.00	\$599.00
<input type="checkbox"/> Conference Fees		08/23/2023	\$1,000.00	\$1,000.00
				<b>\$2,198.00</b>

**LAUSD CONFERENCE \$2,198.00**  
 Submitted and Pending Funding Assistance | Request ID: 34YF

Request Details | Print | Attachments

**EXPECTED EXPENSES**

Request Header | Request Timeline | Audit Trail | Allocation Summary

**Edit Request Header**  
 LAUSD CONFERENCE | Request ID: 34YF

Request Policy: \*LAUSD Request Policy - Central Office

Request Name: LAUSD CONFERENCE

Trip Activity Type List: Conference- Certificated

Start Date: 09/04/2023

End Date: 09/08/2023

Travel Destination: In State

Commitment Document Number

Purpose: Yearly conference.

Do you need funding assistance? Yes

Job Assignment - Employee ID: (0) - es

Job Assignment: (0) - ADMIN STAFF AIDE

Job Assignment Cost Center: (00) - Department

- You can view any supporting documents that the employee attached to the request by selecting "View Documents." You can also attach additional supporting documents for the employee, if necessary, by selecting "Attach Documents."

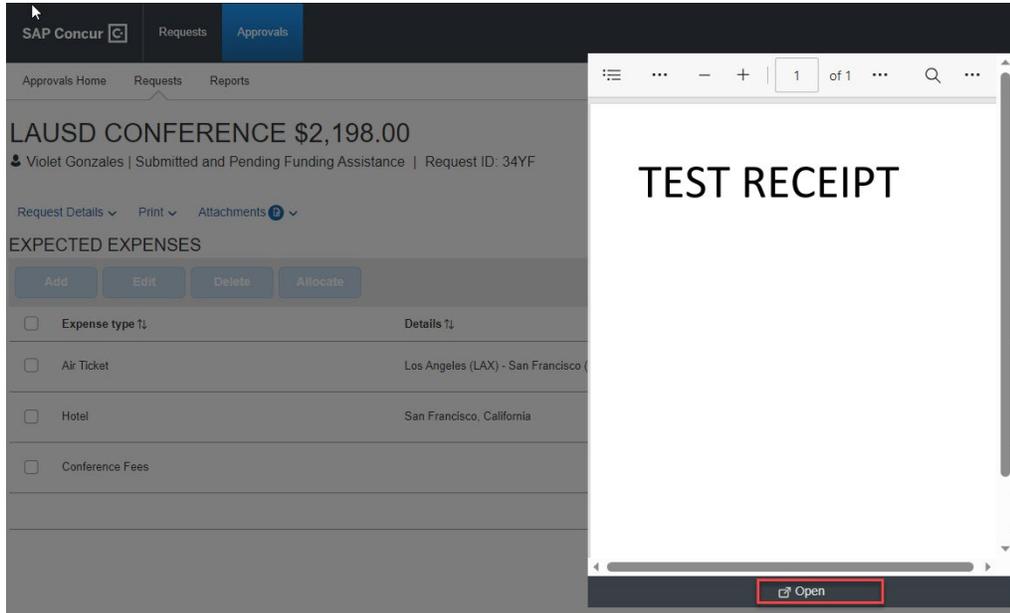
**LAUSD CONFERENCE \$2,198.00**  
 Submitted and Pending Funding Assistance | Request ID: 34YF

Request Details | Print | Attachments

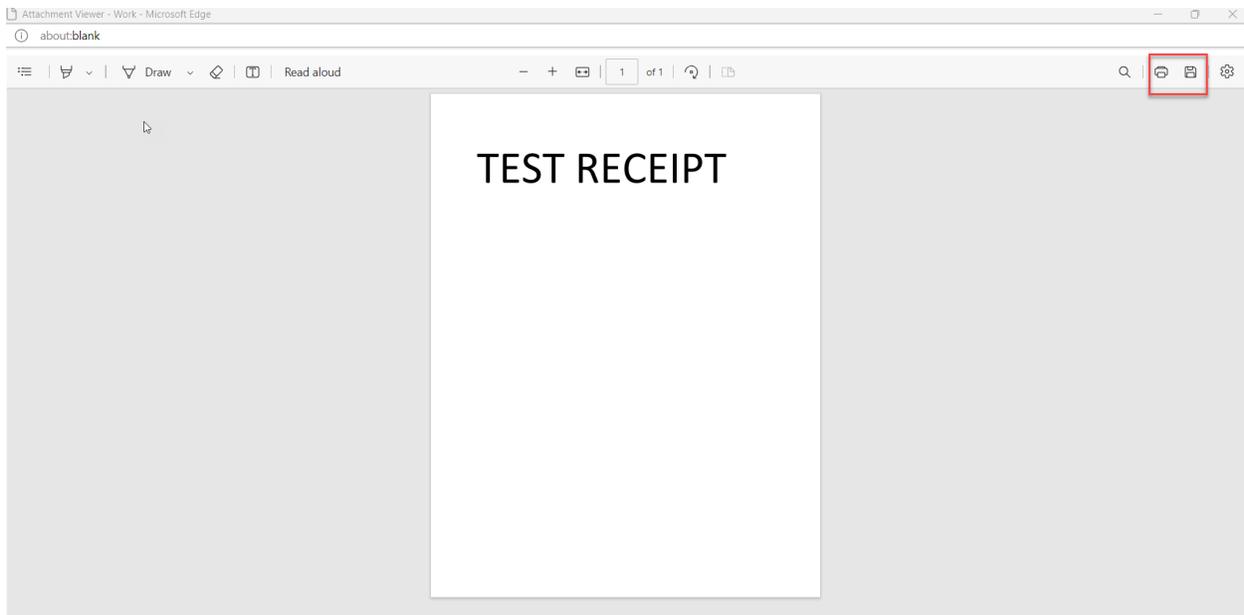
**EXPECTED EXPENSES**

View Documents | Attach Documents

- To print or save an attachment, select "View Documents" from "Attachments." From the thumbnail image of the attachment, click on "Open" to expand the window.



7. Click on the Print icon to print, or Save icon to save the attachment.



Annual Teacher Training \$740.10 

Not Submitted | Request ID: 36CM Submit Request

Request Details Print Attachments

EXPECTED EXPENSES Attach Documents

Add Edit Delete Allocate

<input type="checkbox"/> Expense type TL	Details TL	Date JF	Amount TL	Requested TL
<input type="checkbox"/> Seminar/Course fees		09/04/2023	\$350.00	\$350.00
<input type="checkbox"/> Sub Teacher Costs		09/04/2023	\$390.10	\$390.10
				<b>\$740.10</b>

8. If you need to upload any additional document, click on “Attach Documents” from “Attachments,” then click on “Upload and Attach” to upload and attach document.

**Document Upload and Attach** ✕

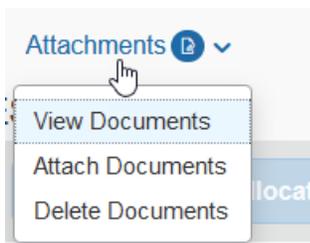


Upload and Attach

Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Close

9. Once an attachment has been uploaded, you should see the options to view, attach, or delete documents.



Attachments 

- View Documents
- Attach Documents
- Delete Documents

10. To enter a funding allocation for the request, check-mark to highlight the expenses and click on “Allocate.”

Annual Teacher Training \$740.10

Not Submitted | Request ID: 36CM

Submit Request

Request Details | Print | Attachments

EXPECTED EXPENSES

<input 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
					<b>\$740.10</b>

11. Click on “Add.”

Allocate x

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.

12. By default, the “Cost Object Value” is set to the traveling employee’s home cost center; however, this value can be changed if the funding is provided by another cost center.

Add Allocation x

**+** 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 v

Cancel **Save**

13. For “Fund,” enter the Fund or search by Code or Text to look for and select the appropriate Fund value.

The screenshot shows a dropdown menu for selecting a Fund. At the top, there is a search bar with a 'Code' dropdown and a search icon. Below the search bar, the text 'Most Recently Used' is displayed. A list of fund codes and descriptions follows, with the first item, '(010-0000) GF-Unrestricted', highlighted with a red rectangular 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'.

14. For “Functional Area,” enter the Functional Area or search by Code or Text to look for and select the appropriate Functional Area value.

The screenshot shows the 'Add Allocation' form. 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 several input fields: '(CC) Cost Center' with a dropdown arrow, 'Cost Object Value' with a value of '4' and a dropdown arrow, and 'Fund' with the value '(010-0000) GF-Unrestricted' and a dropdown arrow. The 'Functional Area' section is expanded, showing a search bar with a 'Code' dropdown and a search icon. Below the search bar, the text 'Most Recently Used' is displayed. A list of functional area codes and descriptions follows, with the last item, '(1110-1000-10949) Engagement and Collab', highlighted with a red rectangular box. A mouse cursor is pointing at this highlighted item.

15. Click on “Save” when done.

Allocate ✕

Expenses: 3 | \$2,198.00

Amount: \$2,198.00 | Allocated \$2,198.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: Default Percent %: 0

<input type="checkbox"/>	Logical System %	Company Code %	Cost Object Type %	Cost Object Value %	Fund %	Functional Area %	Code %	Percent %
<input type="checkbox"/>	ECC QUALITY Client	LAUSD	Cost Center	School Police Department	GF-Unrestricted	GF-Adm-Sal/OE	QR1910-1000-CC-1134101-010-0000-0000-7200-10025	<input type="text" value="100"/>

Cancel

16. Click on “Save” again. Note that you can split funding by Percent or Amount if necessary.

Allocate ✕

Expenses: 3 | \$2,198.00

Amount: \$2,198.00 | Allocated \$2,198.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: Default Percent %: 0

<input type="checkbox"/>	Logical System %	Company Code %	Cost Object Type %	Cost Object Value %	Fund %	Functional Area %	Code %	Percent %
<input type="checkbox"/>	ECC QUALITY Client	LAUSD	Cost Center	School Police Department	GF-Unrestricted	GF-Adm-Sal/OE	QR1910-1000-CC-1134101-010-0000-0000-7200-10025	<input type="text" value="100"/>

Cancel

17. Click on “Approve” to submit the request.

LAUSD CONFERENCE \$2,198.00

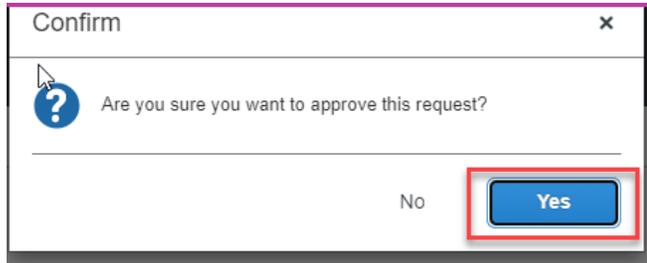
👤 Violet Gonzales | Submitted and Pending Funding Assistance | Request ID: 34YF

Request Details ▾ | Print ▾ | Attachments 1 ▾

EXPECTED EXPENSES

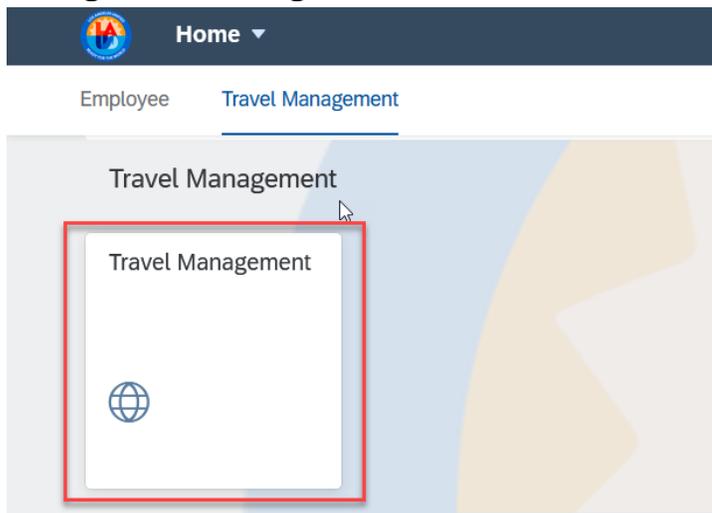
<input checked="" type="checkbox"/>	Expense type %	Details %	Date %	Amount %	Requested %
<input checked="" type="checkbox"/>	Air Ticket	Los Angeles (LAX) - San Francisco (SFO) : Round Trip	09/04/2023	\$599.00	\$599.00 Allocated
<input checked="" type="checkbox"/>	Hotel	San Francisco, California	09/04/2023	\$599.00	\$599.00 Allocated
<input checked="" type="checkbox"/>	Conference Fees		09/23/2023	\$1,000.00	\$1,000.00 Allocated
					<b>\$2,198.00</b>

18. Click “Yes” to “Are you sure you want to approve this request?” in the Confirm window. The completed request has been submitted, and on the employee’s side, when they check for the request status, it will be in “Pending External Validation.” This means that it has routed to the SAP ECC Funds Management for budget check for funding line validity (combo) and budget availability (AVC) validation. If the budget check is successful, then funds will be encumbered for the trip, and the request will route to the appropriate approvers. If budget check fails, then appropriate error message, along with the request, will be returned to the employee in Concur. The employee can make any corrections as needed, and resubmit the request.



19. After the employee returns from the trip, they will need to submit a travel expense report. As in the travel request, if they select “Yes” to “Do you need funding assistance?” field in the report header, the expense report will be routed to the STS to complete/edit the funding allocation entry.

20. Log in to ESS (<https://ess.lausd.net>) with your SSO and click on the “Travel Management” tile to go to Concur.



21. In Concur, under MY TASKS section, click on “Expense Reports” to display all travel expense reports pending your review and completion.

**MY TASKS**

**09** Required Approvals →

Authorization Requests 07

**Expense Reports 02**

22. From the list of pending travel expense reports, select the report that you want to review.

SAP Concur | Requests | Approvals | Help

Approvals Home | Requests | Reports

Report List  
Reports Pending your Approval(2)

View

Report Name	Begins With	Go	Report Type	Employee Name	Report Name	Comments	Report Date	Date Submitted	Total	Amount Due Employee	Requested Amount
			Expense Type	Bello, Alex	LE_CRF80_Local_STS_DC Job Training		08/24/2023	08/24/2023	\$307.51	\$258.51	\$307.51
⚠ This report has one or more entry level exceptions.											
			Expense Type	Bryant, Anthony	SMH - PSW Training 8-23-2023 Training		08/22/2023	08/22/2023	\$249.00	\$200.00	\$249.00

23. Click on “Details,” then “Report Header” to review the trip information.

SAP Concur | Requests | Approvals

Approvals Home | Requests | Reports

SMH - PSW Training 8-23-2023 [Bryant, Anthony]

Summary | Details | Receipts | Print

Expenses

Date	Report	Amount	Requested
08/22/2023	Totals	\$150.00	\$150.00
08/22/2023	Audit Trail		
08/22/2023	Approval Flow	\$50.00	\$50.00
08/22/2023	Comments		
08/22/2023	Allocations	\$49.00	\$49.00

Report Summary  
Report Totals

Report header for: SMH - PSW Training 8-23-2023

Report Name SMH - PSW Training 8-23-2023	Report Id DC49BB5886AC4B29802B	Business Purpose Training	Travel Destination Local
Report Start Date 08/23/2023	Report End Date 08/25/2023	Employee Name E [redacted]	Employee ID 9E [redacted]
Report Date 08/22/2023	Ledger SAP	Report Currency US, Dollar	Receipts Received No
Submit Date 08/22/2023	Approval Status Submitted and Pending Funding Ass	Payment Status Not Paid	Is this an expense report without an approved travel request? <a href="#">h?</a>
Comment	Trip Activity Type (B) Conference- Certificated	Do you need funding assistance? <a href="#">h?</a> Yes	Logical System (QR1910) ECC QUALITY Client
Company Code (1000) LAUSD	Cost Object Type (CC) Cost Center	Cost Object Value (11 [redacted] ten	
Job Assignment Employee ID (005 [redacted] nt	Job Assignment (009E [redacted] LK	Job Assignment Cost Center (000 [redacted] [redacted]	
Commitment Document Number	URL Status	Approval History	Current Status

24. You can view receipts by clicking on the Receipt Image icon or tab.

SMH - PSW Training 8-23-2023 [Bryant, Anthony]

Summary Details Receipts Print

Date	Expense Type	Amount	Requested
08/22/2023	Hotel Hilton Hotels, Los Angeles, California	\$150.00	\$150.00
08/22/2023	Parking Hilton, Los Angeles, California	\$50.00	\$50.00
08/22/2023	Per Diem	\$49.00	\$49.00

Expense Receipt Image

**FIRST NAME LAST NAME**

Address · Phone  
Email · [LinkedIn Profile](#) · [Twitter/Blog/Portfolio](#)

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

25. If you need to upload any additional receipt or supporting documentation, click on “Attach Receipt Images” under “Receipts.” Any new document will be appended to the existing attachment.

Receipts Print

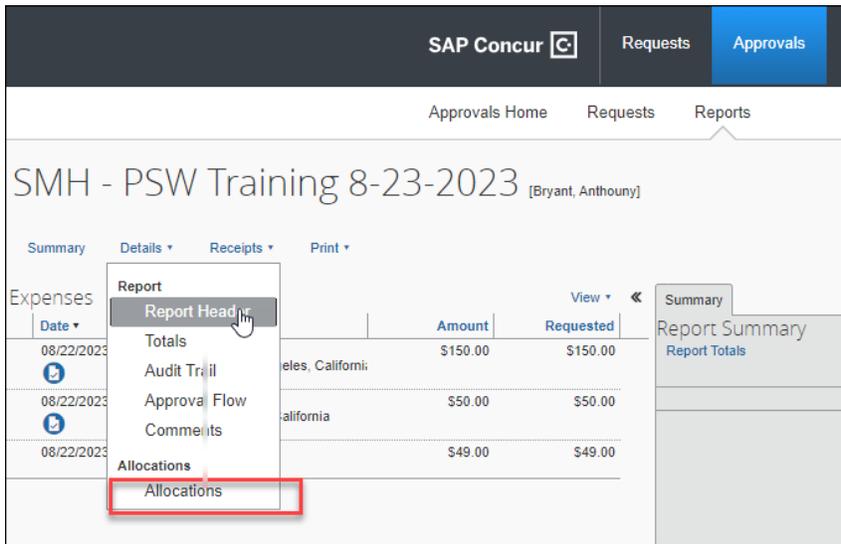
Receipts Required

View Receipts in new window

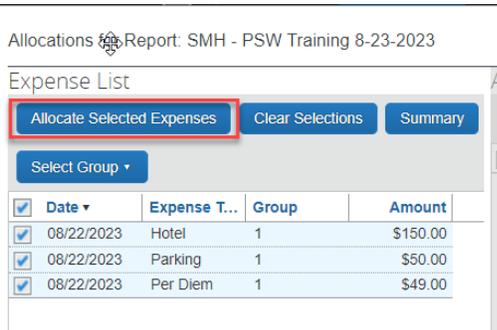
View Receipts in current window

**Attach Receipt Images**

26.To review and make any updates to the funding line(s), click on “Details,” then “Allocations.”



27.The funding allocation that was entered in the Request will carry over to your Expense Report. **Please be advised that if funding from another Cost Center was used in Request, you will need to change the Cost Center value on the Expense Report to that Cost Center because this value always defaults back to employee’s own Cost Center tied to their main job assignment.** If there are no changes, you can click on Save. If any changes need to be made to the funding allocation, click on “Allocate Selected Expenses” to make your changes and click on Save.



Allocations for Report: SMH - PSW Training 8-23-2023

Expense List

Allocations Total \$249.00 Allocated \$249.00 (100%) Remaining \$0.00 (0%)

Allocate Selected Expenses Clear Selections Summary

Select Group ▾

Date ▾	Expense T...	Group	Amount
08/22/2023	Hotel		\$150.00
08/22/2023	Parking		\$50.00
08/22/2023	Per Diem		\$49.00

Allocate By ▾ Add New Allocation Delete Selected Allocations Favorites ▾ Add to Favorites

<input checked="" type="checkbox"/>	Percentage	Logical System	Company Code	Cost Object Type	Cost Object Val...	Fund	Functional Are...	Code
<input checked="" type="checkbox"/>	100	(QR1910) ECC...	(1000) LAUSD	(CC) Cost Center	(1134101) Sch...	(010-0000) GF...	(0000-7200-13...	QR1910-

Save
Cancel
Done

28. When you are ready, click on “Approve.” **Note that “Approve & Forward” option is not applicable to LAUSD.**

SAP Concur
Requests Approvals
Help ▾ Profile ▾

SMH - PSW Training 8-23-2023 [Bryant, Anthony]

Approve
Approve & Forward

Date ▾	Expense Type	Amount	Requested
08/22/2023	Hotel Hilton Hotels, Los Angeles, California	\$150.00	\$150.00
08/22/2023	Parking Hilton, Los Angeles, California	\$50.00	\$50.00
08/22/2023	Per Diem	\$49.00	\$49.00

29. The “Final Confirmation” window will display. Click on “Accept” to certify the report submission. You will see a confirmation that the report has been approved.

**Final Confirmation** ✕

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**Approver Electronic Agreement**

By clicking 'Accept' I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with Company policy.

Accept
Decline

30. The completed report has been submitted, and on the employee's side, when they check for the report status, it will be in "Pending External Validation." This means that it has routed to the SAP ECC Funds Management for budget check for funding line validity (combo) and budget availability (AVC) validation. If the budget check is successful, the report will route to the appropriate approvers. If budget check fails, then appropriate error message, along with the expense report, will be returned to the employee in Concur. The employee can make any corrections as needed, and resubmit the report.