

SUBMITTING A RETRO TRAVEL EXPENSE REPORT

Description: This job aid is to provide step-by-step instructions for submitting a retro/emergency travel expense report in Concur.

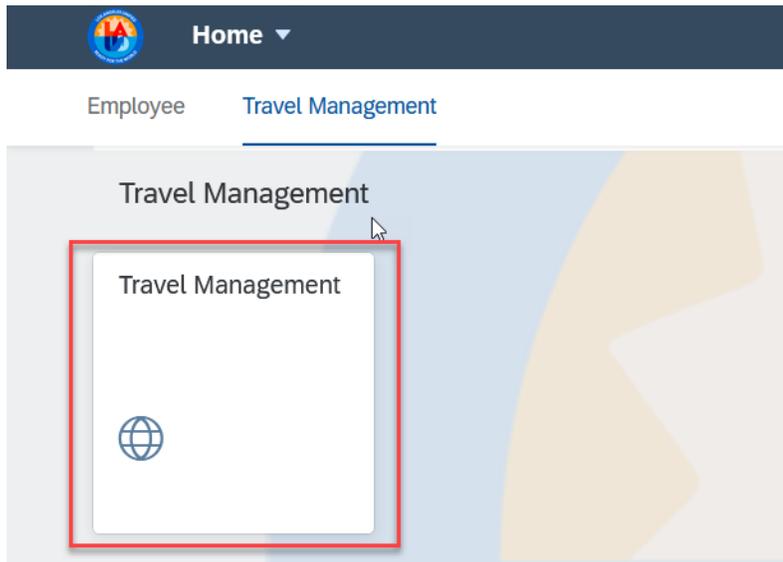
Generally, an employee needs to obtain pre-approval for an upcoming trip by submitting a Travel Request with estimated expenses in Concur, and after the trip, submit an Expense Report with actual expenses incurred. However, in the following situations, a Retro Expense Report will need to be submitted:

- ✓ Employee does not have an approved Travel Request and will need to request for an after-the-fact approval for a trip that already took place; OR
- ✓ Employee submitted an expense report which was approved and processed, but corrections/adjustments will need to be made.

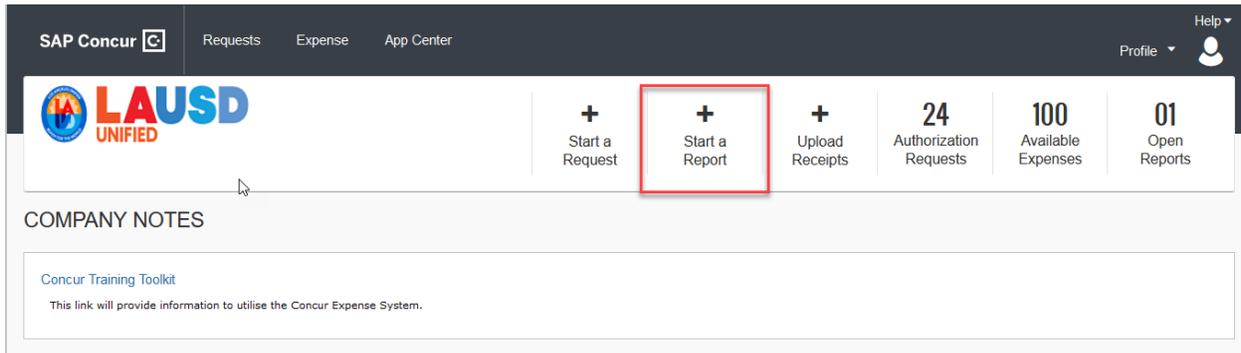
A Retro Expense Report can be submitted with or without a Site Travel Specialist (STS) assistance for entering funding allocation for the trip. Unlike a regular Expense Report that is created from an approved request, a Retro Expense Report will require an additional level of review and approval by the Travel Desk.

Here are step-by-step instructions for creating and submitting a Retro Expense Report:

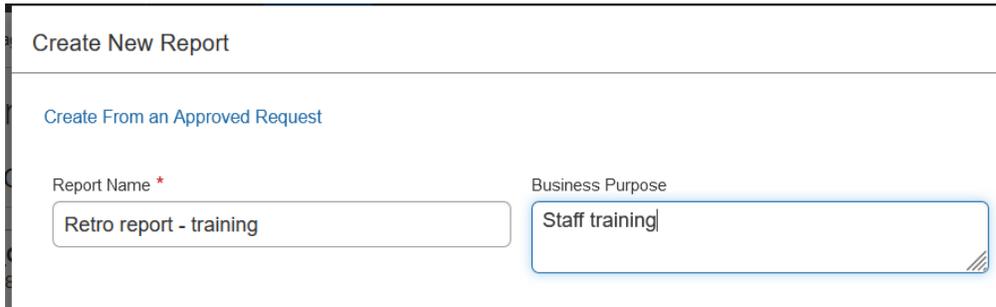
1. Log in to ESS (<https://ess.lausd.net>) with your SSO and click on the “Travel Management” tile to go to Concur.



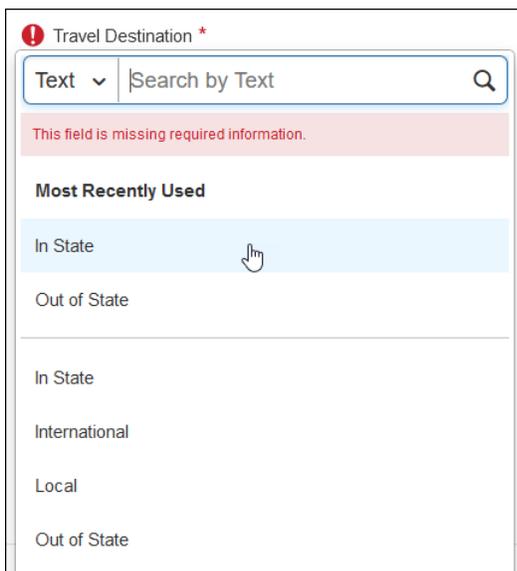
2. In Concur, select “Start a Report.”



3. “Create New Report” entry screen will display. Note that all fields marked with an * requires an entry. Enter a name for the “Report Name” field. You can also enter an additional description or trip purpose in the “Business Purpose” field.



4. For “Travel Destination,” select whether the trip is Local, In State, Out of State, or International. The difference between Local and In State category is that In State should be selected if the trip destination is greater than 45 miles from the work location.



5. Enter “Report Start Date” and “Report End Date.” Generally, Report Start Date should be the trip start date, and Report End Date should be the trip end date.

Create New Report

Create From an Approved Request

Report Name * Retro report - training

Business Purpose Staff training

Travel Destination * Local

Report Start Date * 07/17/2023

Report End Date * 07/17/2023

Employee ID 1127656

6. Note that “Report Date” defaults to the current date, but it can be changed if necessary. Since this is a Retro Expense Report, select “Yes” in the field “Is this an expense report without an approved travel request?”

Report Date 07/30/2023

Is this an expense report without an approved travel request? *

Yes

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

Trip Activity Type *

Text Search by text

- (A) Conference – Classified
- (B) Conference- Certificated
- (I) Contractor Audits
- (G) Field Trip – Chaperone
- (F) Legislative
- (K) Other Travel
- (J) Peer Review
- (H) Plant Inspection
- (E) Recruitment
- (D) Training/Prof Dev – Certificated
- (C) Training/Prof Dev- Classified

8. If the expense report is being submitted without an STS assistance to complete the funding allocation information, select “No.” If you need an STS assistance, select “Yes.”

Do you need funding assistance? * ?

No

9. Click on “Create Report.” Note that your Job Assignment and Cost Center information is already pre-populated.

Create New Report

Create From an Approved Request

Report Name * Retro report - training

Business Purpose Staff training

Travel Destination * Local

Report Start Date * 07/17/2023

Report End Date * 07/17/2023

Employee ID 1127656

Report Date 07/30/2023

Is this an expense report without an approved travel request? * ? Yes

Trip Activity Type * (C) Training/Prof Dev- Classified

Do you need funding assistance? * ? No

Logical System (1) (QR5910) ECC QUALITY Client

Company Code (2) (1000) LAUSD

Cost Object Type (3) (CC) Cost Center

Cost Object Value (4) (1148601) ITD-Enterprise Applications Development

Job Assignment Employee ID (1) (0112

Job Assignment (2) (01127656) 01148601 - ASSOC COMPUTER AP

Job Assignment Cost Center (3) (0001148601) ITD-Enterprise Applications Develk

Commitment Document Number

URL Status

Approval History

Current Status

Cancel **Create Report**

10. Note that a Report Number has been created. Click on “Add Expense” to add actual expense incurred for the trip.

Retro report - training \$0.00

Not Submitted | Report Number: WP31DE

Delete Report Submit Report

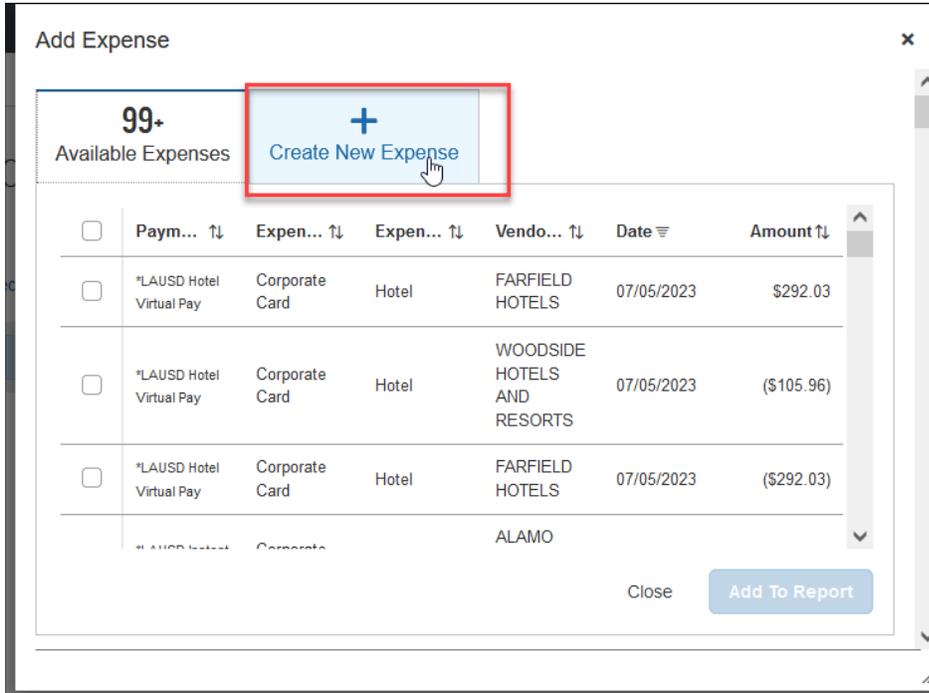
Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

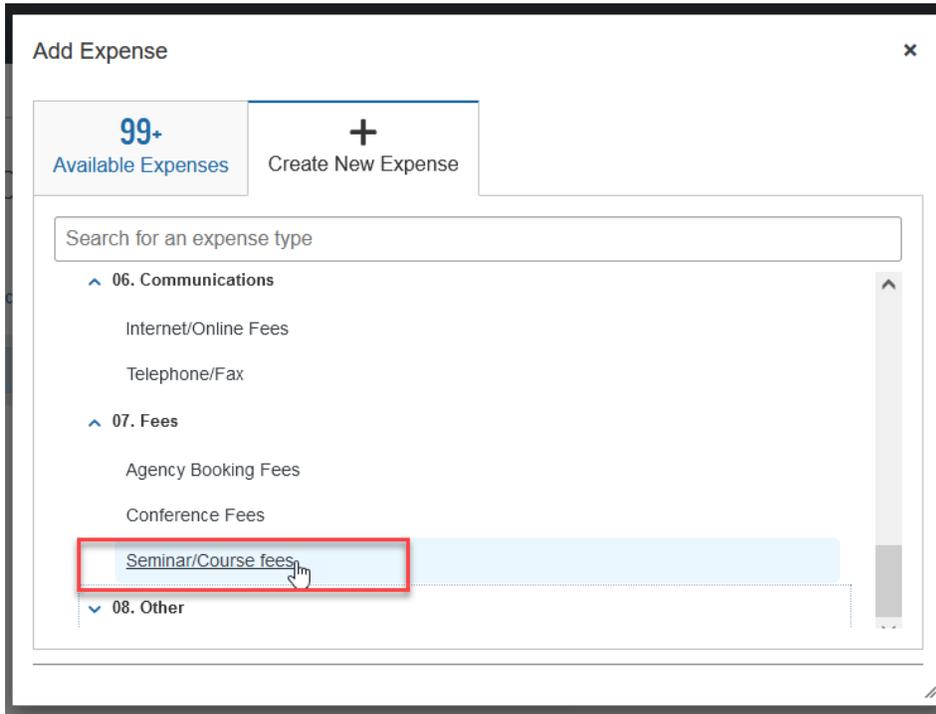
No Expenses

Add expenses to this report to submit for reimbursement.

11. You can click on the tab for Available Expenses, which lists various card transactions for the employee and select the appropriate expense(s) for the trip, OR



12. You can click on the tab for "Create New Expense" to add expense(s).



13. In the New Expense window, enter the Vendor/Merchant Name for the expense in “Enter Vendor Name.”

New Expense

Details | Itemizations

Allocate

Expense Type * * Required field
Seminar/Course fees

Transaction Date * Business Purpose

Enter Vendor Name * Payment Type *

14. For Payment Type*, “Pending Card Transaction” is the default value, and expense cannot be submitted until there is an associated card transaction (which will come in under “Available Expenses”) or you will need to change this value to either “Self-Paid” (paid by the employee), or District-Paid (paid by the District through other means but not through the District’s Airfare Card, Hotel Virtual Pay, or Instant Card).

Payment Type *

Pending Card Transaction

None Selected

Self-Paid

*LAUSD District Paid

Pending Card Transaction

15. Enter the expense amount in the “Amount.”

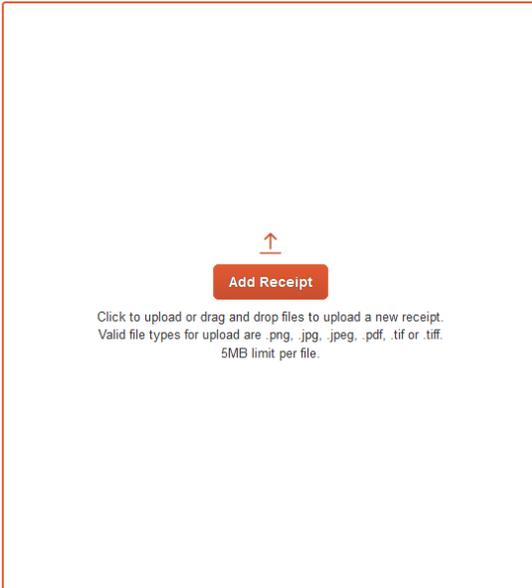
Amount * Currency *

16. Check “Personal Expense (do not reimburse)” if it was a personal expense.

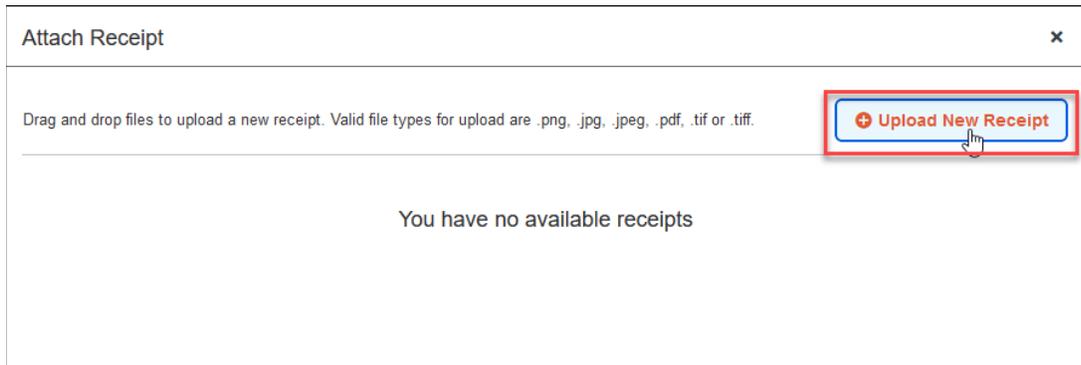
Personal Expense (do not reimburse)

Comment

17. Click on Add Receipt.



18. Click on "Upload New Receipt" to upload a receipt or supporting document for the expense.



19. You can add additional expenses by click on "Save and Add Another" and repeat the steps above, or when you are done, click on "Save Expense."

New Expense

Cancel **Save Expense**

Details **Itemizations** Hide Receipt

Allocate * Required field

Expense Type *
Seminar/Course fees

Transaction Date *
07/30/2023

Business Purpose

Enter Vendor Name *
School Police Training

Payment Type *
*LAUSD District Paid

Amount *
250.00

Currency *
US, Dollar

Personal Expense (do not reimburse)

Comment

Save Expense **Save and Add Another** Cancel

SAP Concur

Activating E-Receipts

E-receipts are electronic receipt images sent to SAP Concur directly from the vendor. E-receipts help to eliminate paper receipts and make it easier for you to complete your expense reports. When e-receipt functionality has been activated for your company, you will see a note in the Alerts section of the SAP Concur home page.

- To activate e-receipts, click **Profile**, and then click **Profile Settings**.
- On the Profile Options page, click **E-Receipt Activation**.

cte_en-us_exp_tip_sheet_activating_e-receipts.pdf

[Remove](#)

20. If this is an Expense Report being submitted with “No” to funding allocation entry assistance by an STS, you will see an alert for missing funding allocation, as you are responsible for entering the funding allocation.

Alerts: 2

Retro report - training \$250.00

Not Submitted | Report Number: WP31DE

Delete Report **Submit Report**

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"/>			*LAUSD District Paid	Seminar/Course fees	School Police Training	07/30/2023	\$250.00
							\$250.00

Alerts: 2

Expense	Seminar/Course fees	07/30/2023	\$250.00
	You have allocated this expense type, but it is not 100% allocated. Please correct your allocation. View		
	This transaction has not been allocated. Please click on the 'Allocate' button and add expense allocation. View		

21. Check-mark to highlight the expense and click on “Allocate.”

Retro report - training \$250.00 Delete Report Submit Report

Not Submitted | Report Number: WP31DE

Report Details ▾ Print/Share ▾ Manage Receipts ▾ View Available Receipts

Add Expense Edit Delete Copy **Allocate** Combine Expenses Move to ▾

<input checked="" type="checkbox"/>	Alerts ▾	Receipt ▾	Payment Type ▾	Expense Type ▾	Vendor Details ▾	Date ▾	Requested ▾
<input checked="" type="checkbox"/>			*LAUSD District Paid	Seminar/Course fees	School Police Training	07/30/2023	\$250.00
							\$250.00

22. Click on “Add.”

Allocate

Expenses: 1 | \$250.00

Percent	Amount
Amount	Allocated \$250.00
\$250.00	100%
Default Allocation	Remaining \$0.00
Code	0%
QR5910-1000-CC-1148601	

Add Edit Remove Save as Favorite

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

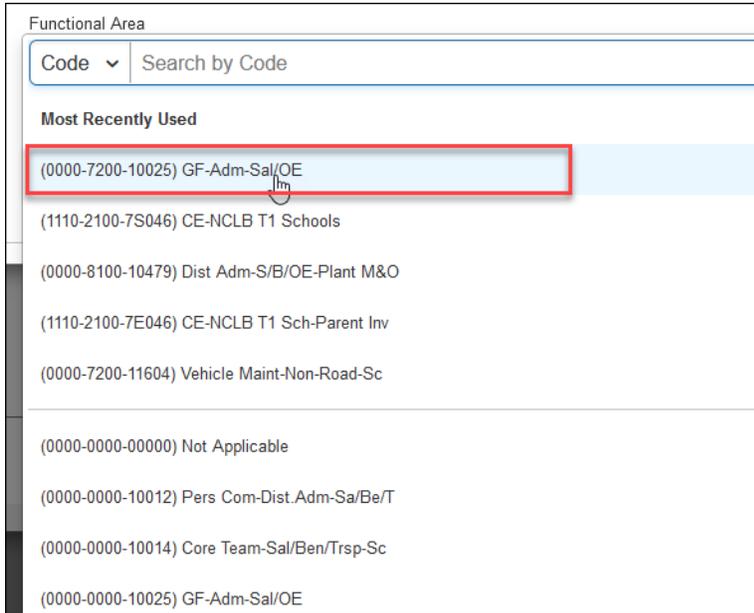
23. By default, the “Cost Object Value” is set to your home cost center; however, this value can be changed if the funding is provided by another cost center.

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', 'Cost Object Value' (highlighted with a red box and containing '(1148601) ITD-Enterprise Applications Development'), 'Fund', and 'Functional Area'. At the bottom right, there are 'Cancel' and 'Save' buttons.

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

The screenshot shows the 'Fund' dropdown menu. At the top, there is a search bar with a 'Code' dropdown and a search icon. Below the search bar, there is a section titled 'Most Recently Used' with a list of fund options. The first option, '(010-0000) GF-Unrestricted', is highlighted with a red box. Other options include '(010-3010) GF-TIA Low-Inc&Neg', '(010-0990) GF-Treasurer's Fund', '(010-1100) GF-State Lottery', '(010-1200) GF-Cls 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'.

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



Functional Area

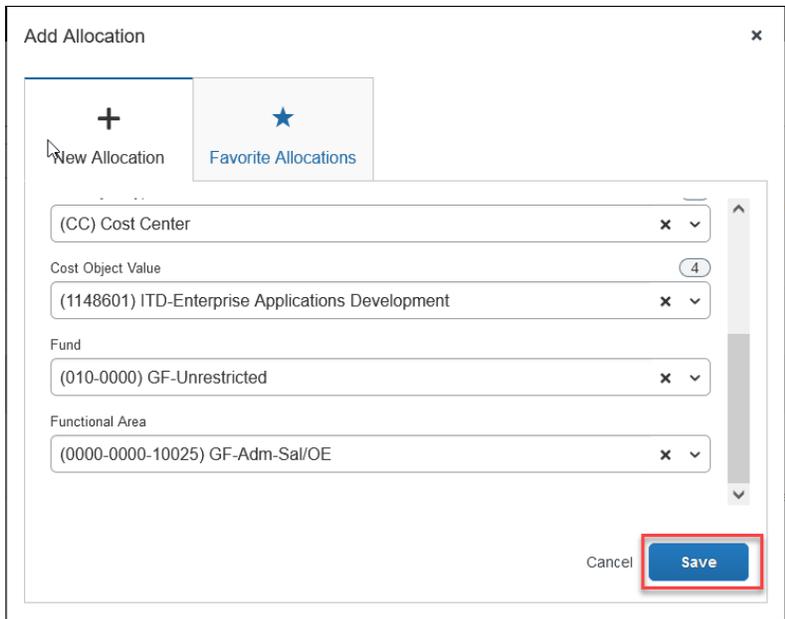
Code ▾ Search by Code

Most Recently Used

- (0000-7200-10025) GF-Adm-Sal/OE
- (1110-2100-7S046) CE-NCLB T1 Schools
- (0000-8100-10479) Dist Adm-S/B/OE-Plant M&O
- (1110-2100-7E046) CE-NCLB T1 Sch-Parent Inv
- (0000-7200-11604) Vehicle Maint-Non-Road-Sc

- (0000-0000-00000) Not Applicable
- (0000-0000-10012) Pers Com-Dist.Adm-Sa/Be/T
- (0000-0000-10014) Core Team-Sal/Ben/Trsp-Sc
- (0000-0000-10025) GF-Adm-Sal/OE

26. Click on “Save” when done.



Add Allocation

+ New Allocation ★ Favorite Allocations

(CC) Cost Center x ▾

Cost Object Value 4

(1148601) ITD-Enterprise Applications Development x ▾

Fund

(010-0000) GF-Unrestricted x ▾

Functional Area

(0000-0000-10025) GF-Adm-Sal/OE x ▾

Cancel Save

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

Allocate x

Expenses: 1 | \$250.00 | View Allocation Group

Percent | Amount

Amount: \$250.00 | Allocated \$250.00 | Remaining \$0.00
 100% | 0%

Default Allocation

Code: QR5910-1000-CC-1148601 Percent % 0

Add | **Edit** | **Remove** | **Save as Favorite**

<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	ITD-Enterprise Applications Development	GF-Unrestricted	GF-Adm-Sal/OE	QR5910-1000-CC-1148601-010-0000-0000-0000-10025	100

Cancel | **Save**

28. Note that once the funding allocation has been entered and saved, the alerts are no longer triggered. Click on “Submit Report” to submit the expense report.

Retro Report - training \$250.00 **Delete Report** | **Submit Report**

Not Submitted | Report Number: WP31DE

Report Details | Print/Share | Manage Receipts View Available Receipts

Add Expense | **Edit** | **Delete** | **Copy** | **Allocate** | **Combine Expenses** | **Move to**

<input checked="" type="checkbox"/>	Receipt %	Payment Type %	Expense Type %	Vendor Details %	Date %	Requested %
<input checked="" type="checkbox"/>		*LAUSD District Paid	Seminar/Course fees	School Police Training	07/30/2023	\$250.00 Allocated
						\$250.00

29. Click on “Accept & Continue” to certify the report submission.

User Electronic Agreement x

By clicking on the 'Accept & Submit' button, I certify that:

- This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
- All required receipt images have been attached to this report.
- I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
- In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

Cancel | **Accept & Continue**

30. You will see a “Report Totals” window that shows what portion of the expense amount is reimbursable to you, and paid by the District. Click on “Submit Report.”

Report Totals
✕

Company Payments

\$0.00 Employee	\$250.00 Card (*LAUSD District Paid)
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Employee Payments

\$0.00
Company

Amount Total: \$250.00	Due Employee: \$0.00	Owed Company: \$0.00
	Amount Due (*LAUSD District Paid): \$250.00	
Requested Amount: \$250.00	Total Paid By Company: \$250.00	Total Owed By Employee: \$0.00

Cancel
Submit Report

31. You will see a confirmation that the report has been submitted. Click on “Close.”

Report Status
✕

✔

Report Submitted

Retro report - training | \$250.00

Close

32. The tile for the Expense Report shows that it is “Pending External Validation,” which 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 budget check is successful, then funds will be encumbered for the expense. If budget check fails, then appropriate error message, along with the expense report, will be returned to you in Concur.

Manage Expenses

REPORT LIBRARY View: [Active Reports](#) [Create New Report](#)

<p>IN_CR110 07/28/2023</p> <p>\$980.00</p> <p>Returned</p> <p>Sent Back to Employee Concur System</p>	<p>Retro report - training 07/30/2023</p> <p>\$250.00</p> <p>Due Employee: \$0.00</p> <p>Submitted</p> <p>Pending External Validation</p>	<p>JJ_C_Tenas_OOS_SF_STS 07/28/2023</p> <p>\$925.00</p> <p>Due Employee: \$425.00</p> <p>Submitted</p> <p>Approved Processing Payment</p>	<p>P_test_02 07/24/2023</p> <p>\$2.00</p> <p>Due Employee: \$2.00</p> <p>Submitted</p> <p>Pending External Validation</p>
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Retro report - training \$250.00

Pending External Validation | Report Number: WP31DE

Report Details | Print/Share | Manage Receipts

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	*LAUSD District Paid	Seminar/Course fees	School Police Training	07/30/2023	\$250.00 Allocated
					\$250.00