SUBMITTING A TRAVEL EXPENSE REPORT

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

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

Generally, a Travel Expense Report is created from an approved Travel Request, and can be submitted with or without a Site Travel Specialist (STS) assistance for entering funding allocation for the trip.

Here are step-by-step instructions for creating and submitting a Travel 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.
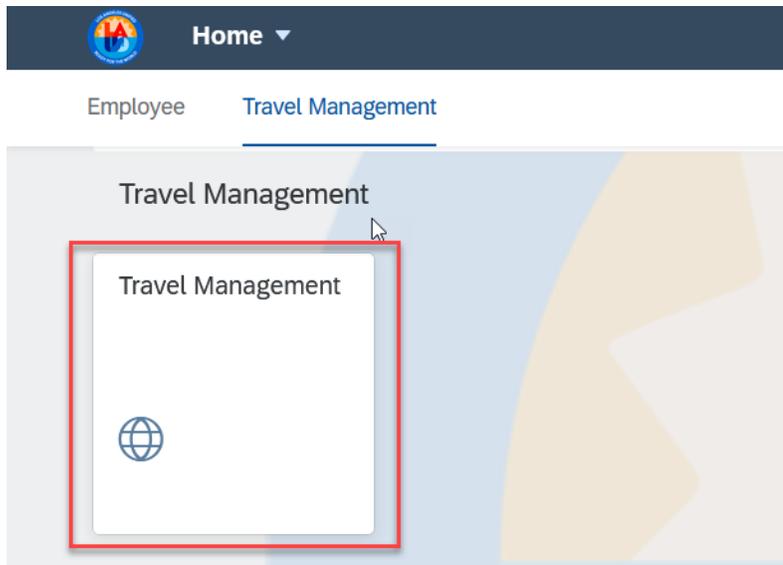
2. There is more than one way to create an Expense Report in Concur. You can go to the "Requests" tab and locate your travel request in "Approved Status," then click on "Create Expense Report."

UAT_CR19S_C_Perez_OOS_DC_SF $1,241.10
Approved | Request ID: 34QG

[More Actions ▾] [Create Expense Report]

Request Details ▾   Print ▾   Attachments ② ▾

REPORTS: 1
| Amount | Remaining |
| $1,227.26 | $13.84 |

EXPECTED EXPENSES

Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ↓⁼	Amount ↑↓	Requested ↑↓
	Airfare		07/31/2023	$250.00	$250.00 Allocated
	Sub Teacher Costs		07/31/2023	$390.10	$390.10 Allocated
	Seminar/Course fees		07/31/2023	$300.00	$300.00 Allocated
⚠	Hotel	Dallas, Texas	07/31/2023	$301.00	$301.00 Allocated
					$1,241.10

3. Alternatively, you can click on "Start a Report" or go to the "Expense" tab and click on "Create New Report."

SAP Concur [C]   Requests   Expense   App Center

Help ▾
Profile ▾

LAUSD
UNIFIED

+	+	+	24	100	01
Start a Request	Start a Report	Upload Receipts	Authorization Requests	Available Expenses	Open Reports

COMPANY NOTES

Concur Training Toolkit
This link will provide information to utilise the Concur Expense System.

SAP Concur [C]   Requests   Expense   Reporting ▾

Help ▾
Profile ▾

Manage Expenses   View Transactions

Manage Expenses

REPORT LIBRARY   View: Active Reports ▾   [⊕ Create New Report]

4. If you choose to create an Expense Report through "Create New Report" option, an entry screen will display. Click on "Create From an Approved Request" and a pop-up window will display a list of approved travel requests that you can choose from. Select the appropriate travel request, then click on "Create Report."

Create New Report

Create From an Approved Request

Available Requests   ✕

	Request Name ⇅	Request ID ⇅	Start Date ☰	End Date ⇅	Cancelled ⇅	Request Total ⇅	Approved ⇅	Remaining ⇅
○	JJ_UAT_C_Perez_CR15S_OOS_SF	34W7	08/12/2023	08/12/2023	No	$485.10	$485.10	$0.00
○	JC CR16S International SS Travel	34V4	08/11/2023	08/14/2023	No	$750.00	$750.00	($40.66)
○	Out-of-state semi-nar	34RJ	08/03/2023	08/04/2023	No	$690.10	$690.10	($50.00)
○	Demo_Dry_run_OOS_SF_STS	34RG	08/02/2023	08/03/2023	No	$965.10	$965.10	($633.87)
○	JJ_CR5S_C_Perez_Local_Rej_STS_RT	34R6	08/01/2023	08/01/2023	No	$640.10	$640.10	$0.00
○	JJ_C_Perez_OOS_STS	34Q6	07/31/2023	07/31/2023	No	$690.10	$690.10	$0.00
⦿	UAT_CR19S_C_Perez_OOS_DC_SF	34QG	07/31/2023	08/01/2023	No	$1,241.10	$1,241.10	$13.84
○	JJ_CR20S_C_Per	34LY	07/24/2023	07/24/2023	No	$370.60	$370.60	$70.60

Cancel   **Create Report**

5. In the Report Header, the values for the "Report Start Date" and "Report End Date" will carry over from the approved request.

Create New Report   ✕

Create From an Approved Request

* Required field

Report Name *	Business Purpose	Travel Destination *	Report Start Date *
Retro report - training	Staff training	Local ✕ ⌄	07/17/2023 📅
		Report End Date *	Employee ID
		07/17/2023 📅	1127656

6. Since this is an Expense Report created from an approved Request, select "No" in the field "Is this an expense report without an approved travel request?"

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

No	⌄

7. Note that the values for all other Expense Report fields have already been carried over from your approved request.

8. The value you selected for "Do you need funding assistance?" field in the Request, will also carry over this value in the Expense Report, but you can still change this

value, if necessary. 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.

Report Header   ✕
UAT_CR19S_C_Perez_OOS_DC_SF | $851.00

                                                                                              * Required field

Report Name *	Report Id	Business Purpose	Travel Destination *
UAT_CR19S_C____z_OOS_DC_SF	37FF288EC1284AC78E64	Staff training	Out of State ✕ ⌄

Report Start Date *
07/31/2023 📅

Report End Date *	Employee ID	Report Date	Report Currency
08/01/2023 📅		09/04/2023 📅	US, Dollar

Approval Status	Payment Status	Is this an expense report without an approved travel request? * ?	Trip Activity Type *
Not Submitted	Not Paid	No	(D) Training/Prof Dev – Certificated ✕ ⌄

Do you need funding assistance? * ?
Yes ⌄

Logical System ①	Company Code ②	Cost Object Type ③	Cost Object Value ④
(QR5910) ECC QUALITY Client	(1000) LAUSD	(CC) Cost Center	(1870101) INTERNATIONAL ST LC

10. You will see that Report Number has been created. You will see the expense types carried over from your approved Request.

UAT_CR19S_C_Perez_OOS_DC_SF $851.00   Delete Report   Submit Report
Not Submitted | Report Number: OT4O1W

REQUEST
Approved
$1,241.10

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   View Available Receipts 🗎

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ⌄

	Alerts ⇅	Receipt ⇅	Payment Type ⇅	Expense Type ⇅	Vendor Details ⇅	Date ≡	Requested ⇅
☐	❗	⬆	Pending Card Transaction	Airfare	JetBlue Airways	07/31/2023	$250.00 Allocated
☐	❗		Pending Card Transaction	Sub Teacher Costs		07/31/2023	$0.00 Allocated
☐	❗	⬆	Pending Card Transaction	Seminar/Course fees		07/31/2023	$300.00 Allocated
☐	❗	⬆	Pending Card Transaction	Hotel	Hilton Hotels Dallas, Texas	07/31/2023	$301.00 Allocated
							$851.00

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 on the Expense Report.

✓ **Personal Car Mileage** – If you have this expense type in Request, it will not carry over to your Expense Report. You will need to add this expense again by clicking on Add Expense. Receipt is not required as Google Map mileage calculation is embedded in the expense type on your Expense Report.

✓ **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.

✓ **The "Payment Type" for Per Diem** should be always be "Self-Paid" as this is a reimbursable expense to the employee. Receipt is not required.

✓ **The "Payment Type" for Sub Teacher Costs** 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.

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
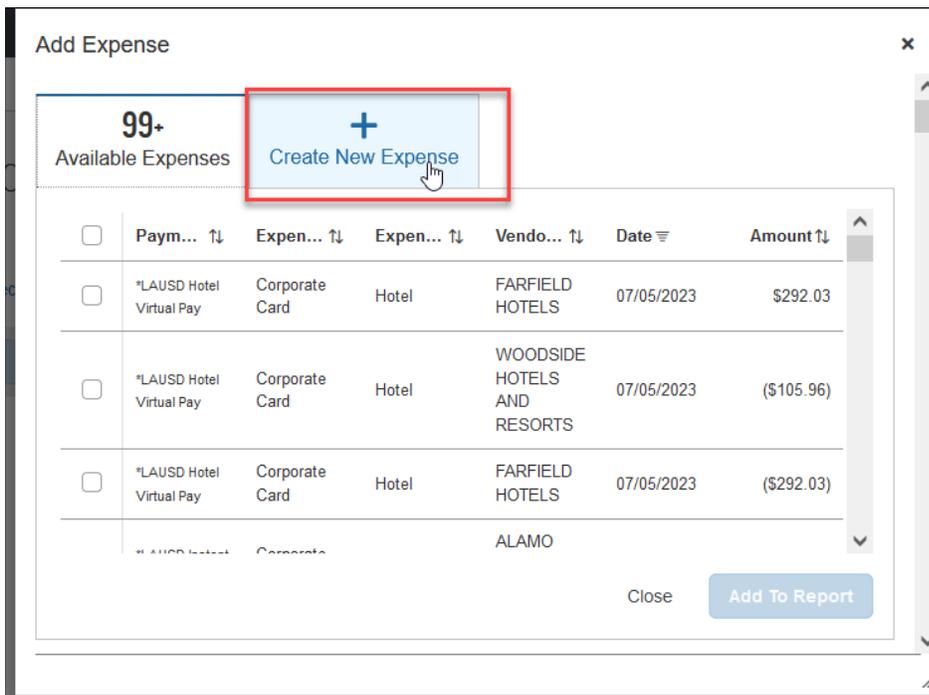
12. You can click on the tab for "Create New Expense" to add expense(s).
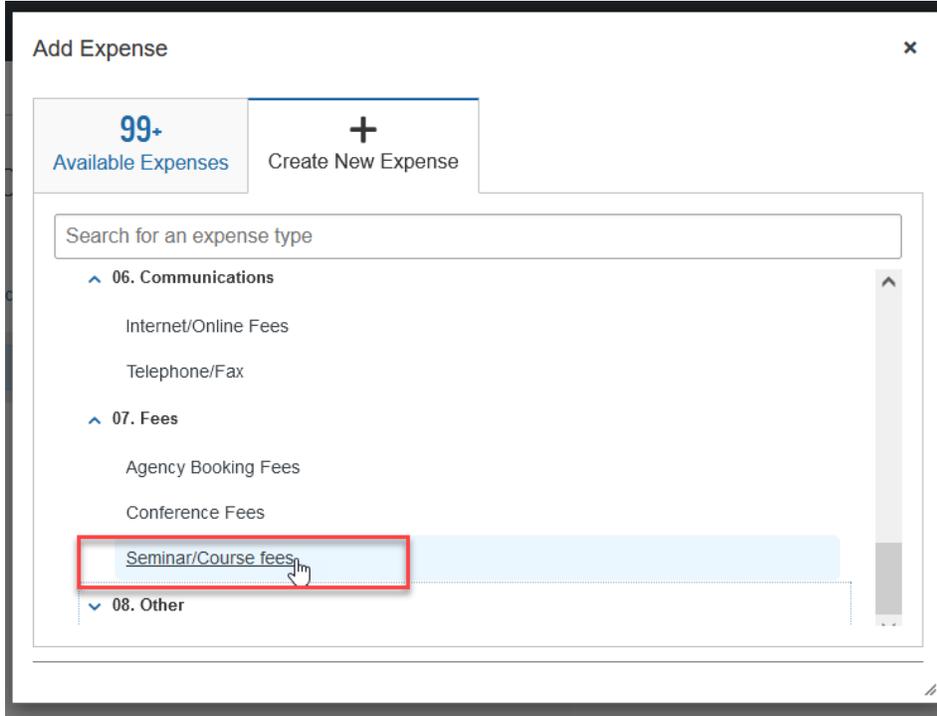
13. In the New Expense window, enter the Vendor/Merchant Name for the expense in "Enter Vendor Name."
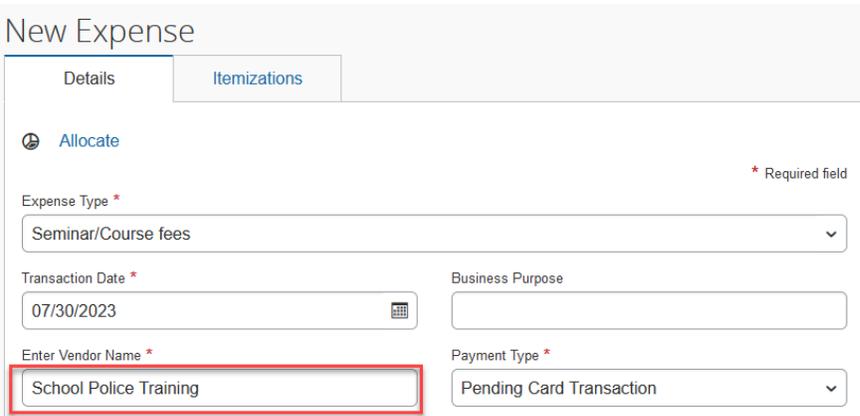
14. For Payment Type*, "Pending Card Transaction" is the default value, and expense cannot be submitted until there is an associated card transaction (which will come in under "Available Expenses" for District's Airfare Card, Hotel Virtual Pay, or Instant Card). When the card transactions comes in, you will need to add them to your Expense Report and match them to the appropriate expenses that were carried over from your Request and click on "Combine Expenses." If your expenses were not paid by District's Airfare Card, Hotel Virtual Pay, or Instant Card, then you will need to change the Payment Type 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 *

250.00

Currency *

US, Dollar

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

Personal Expense (do not reimburse)

Comment

17. Click on Add 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.

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

Attach Receipt   ✕

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.   ⊕ **Upload New Receipt**

You have no available receipts
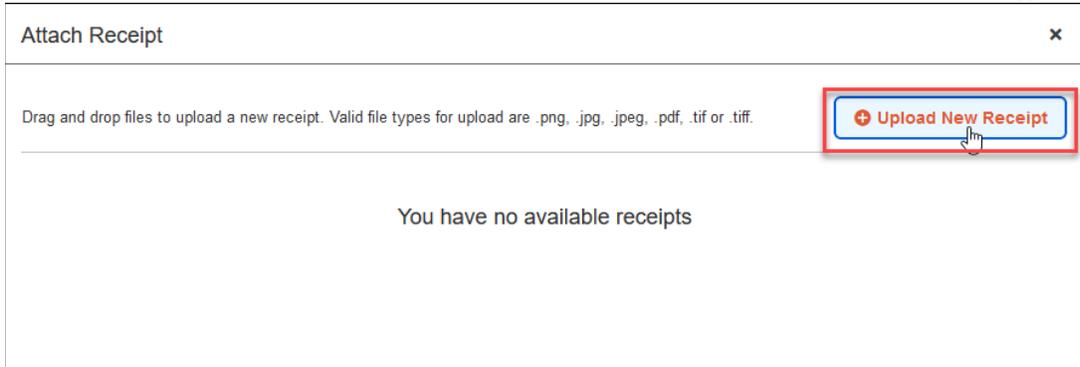
19. You can add additional expenses by click on "Save and Add Another" and repeat the steps above, or when you are done, click on "Save Expense."

New Expense   Cancel   **Save Expense**

| Details | Itemizations | Hide Receipt 🗐

⊕ Allocate

                                                    * Required field

Expense Type *
Seminar/Course fees   ▾

Transaction Date *   Business Purpose
07/30/2023   📅

Enter Vendor Name *   Payment Type *
School Police Training   *LAUSD District Paid   ▾

Amount *   Currency *
250.00   US, Dollar   ▾

☐ Personal Expense (do not reimburse)

Comment

Save Expense   **Save and Add Another**   Cancel

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   ▾

UAT_CR19S_C_Perez_OOS_DC_SF $929.10   **Delete Report**   **Submit Report**
Not Submitted | Report Number: OT4O1W

Alerts: 2   ⌃

Expense | Seminar/Course fees | 07/31/2023 | $300.00
🛇 This expense cannot be submitted until it is matched to an imported card transaction. If this was not paid for via card, you may edit the payment type of the expense to reflect the actual payment method. View

Expense | Hotel | 07/04/2023 | $138.61
🛇 Missing required field: Hotel Business Purpose. View

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

	Alerts ⇅	Receipt ⇅	Payment Type ⇅	Expense Type ⇅	Vendor Details ⇅	Date ⇳	Requested ⇅
✓			*LAUSD District Paid	Sub Teacher Costs	LAUSD	07/31/2023	$390.10 Allocated
✓	❗	🧾	Pending Card Transaction	Seminar/Course fees	National Teachers Association	07/31/2023	$300.00 Allocated
✓	❗	🧾	*LAUSD Hotel Virtual Pay	Hotel	Hilton Hotels Dallas, Texas	07/04/2023	$138.61 Allocated
✓		🧾	*LAUSD Airfare Card	Airfare	JetBlue Airways	06/29/2023	$100.39 Allocated
							$929.10

(Top buttons: Add Expense, Edit, Delete, Copy, **Allocate**, Combine Expenses, Move to ⌄)

22. The funding allocation that you entered in your Request will carry over to your Expense Report. **Please be advised that if you used funding from another Cost Center, you will need to change the Cost Center value on your Expense Report to that Cost Center because this value always defaults back to your own Cost Center tied to your 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 Edit to make your changes and click on Save.

Allocate   ✕
Expenses: 4 | $929.10

Percent	Amount

Amount
$929.10

Allocated $929.10
100%

✅ Remaining $0.00
0%

Default Allocation

Code							Percent %
Default							0

Add   Edit   Remove   Save as Favorite

	Logical System ⇅	Company Code ⇅	Cost Object Type ⇅	Cost Object Value ⇅	Fund ⇅	Functional Area ⇅	Code ⇱	Percent %
☐	ECC QUALITY Client	LAUSD	Cost Center	INTERNATIONAL ST LC	GF-Unrestricted	General Fund Sch Program	QR5910-1000-CC-1870101-010-0000-1110-1000-13027	50
☐	ECC QUALITY Client	LAUSD	Cost Center	INTERNATIONAL ST LC	GF-TIA Low-Inc&Neg	CE-NCLB T1 Schools	QR5910-1000-CC-1870101-010-3010-1110-2100-7S046	50

Cancel   **Save**

23. 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.

UAT_CR19S_C_____OOS_DC_SF $929.10

Not Submitted | Report Number: OT4O1W

Delete Report   Submit Report

REQUEST
Approved
$1,241.10

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

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ⌄

	Receipt ⇅	Payment Type ⇅	Expense Type ⇅	Vendor Details ⇅	Date ▽	Requested ⇅
☐		*LAUSD District Paid	Sub Teacher Costs	LAUSD	07/31/2023	$390.10 Allocated
☐		Self-Paid	Seminar/Course fees	National Teachers Association	07/31/2023	$300.00 Allocated
☐		*LAUSD Hotel Virtual Pay	Hotel	Hilton Hotels Dallas, Texas	07/04/2023	$138.61 Allocated
☐		*LAUSD Airfare Card	Airfare	JetBlue Airways	06/29/2023	$100.39 Allocated
						$929.10

24. Click on "Accept & Continue" to certify the report submission.

User Electronic Agreement   ✕

By clicking on the 'Accept & Submit' button, I certify that:
1.   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.
2.   All required receipt images have been attached to this report.
3.   I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4.   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**

25. 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
$300.00 $629.10
Employee   Cards

Employee Payments
$0.00
Company

Amount Total:	Due Employee:	Owed Company:
$929.10	$300.00	$0.00
	Amount Due (*LAUSD Airfare Card): $100.39	
	Amount Due (*LAUSD District Paid): $390.10	
	Amount Due (*LAUSD Hotel	

Cancel   **Submit Report**

26. You will see a confirmation that the report has been submitted. Click on "Close."

Report Status ✕

✅ Report Submitted

UAT_CR19S_C_▓▓▓_OOS_DC_SF | $929.10

Close

27. 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 and the Expense Report will route to the appropriate approvers. If budget check fails, then appropriate error message, along with the expense report, will be returned to you in Concur.

UAT_CR19S_C_Perez_OOS_D... ⚠️
09/04/2023
$929.10
Due Employee:
$300.00
Submitted
Submitted and Pending Funding Assistance