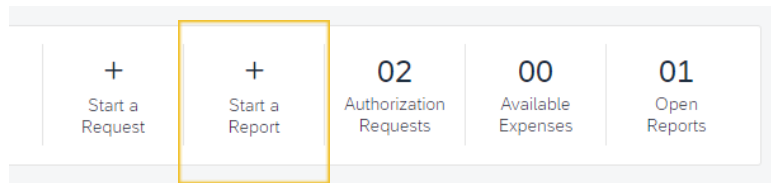# SDSU | Business and Financial Affairs

How to Create an Expense Report

Using Concur, you can submit an expense report during or after an approved instance of travel. In this guide you will see how to add out-of-pocket expenses for reimbursements as well as how to add Per Diem meal amounts as expenses to your report.
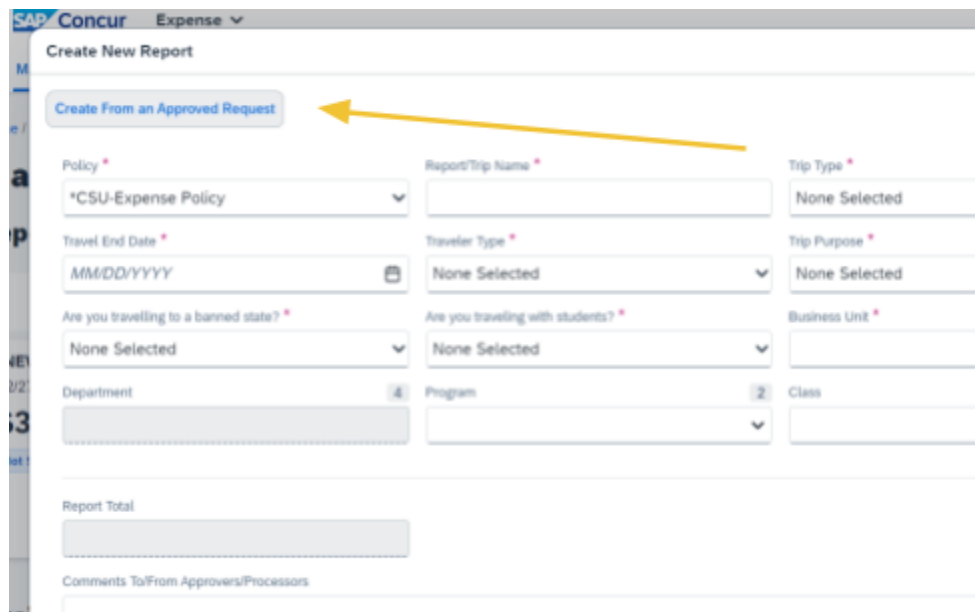
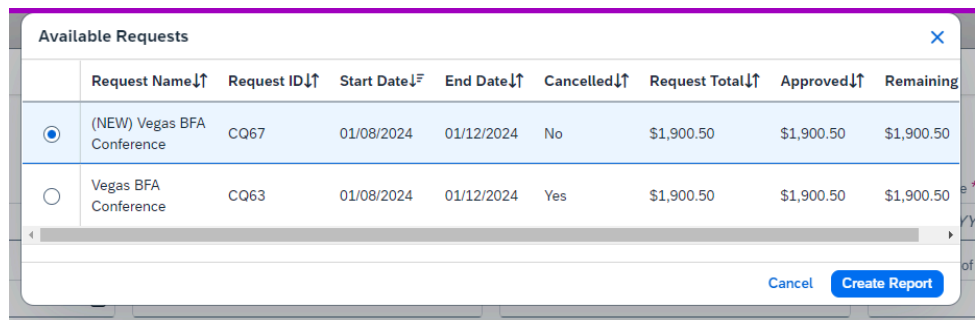|	
Step 1: To create a report, using the quick task bar select **Start a Report**	*(Quick task bar showing: Start a Request, Start a Report (highlighted), 02 Authorization Requests, 00 Available Expenses, 01 Open Reports)*
Step 2: On the Create New Report page, click on **Create from an Approved Request**	*(Concur Expense – Create New Report screen with "Create From an Approved Request" button and fields: Policy *CSU-Expense Policy, Report/Trip Name, Trip Type, Travel End Date, Traveler Type, Trip Purpose, Are you travelling to a banned state?, Are you traveling with students?, Business Unit, Department, Program, Class, Report Total, Comments To/From Approvers/Processors)*
Step 3: Select from the list the report you wish to expense and click **Create Report** This will generate a report based on your travel request details.	*(Available Requests dialog, see table below)*

Available Requests

	Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
●	(NEW) Vegas BFA Conference	CQ67	01/08/2024	01/12/2024	No	$1,900.50	$1,900.50	$1,900.50
○	Vegas BFA Conference	CQ63	01/08/2024	01/12/2024	Yes	$1,900.50	$1,900.50	$1,900.50

Cancel   **Create Report**

Step 4:

NOTE: Card transactions can be added separately once they post. Please see the resources on: *"Adding Credit Card Transactions to an Expense Report"*

(NEW) Vegas BFA Conference $0.00

Not Submitted | Report Number: OOJNDL

REQUEST
Approved
$1,900.50

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   Travel Allowance ⌄

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ⌄

Step 5:

To add per diem meals, click on the **Travel Allowance** dropdown and select **Manage Travel Allowances.**

(NEW) Vegas BFA Conference $0.00

Not Submitted | Report Number: OOJNDL

REQUEST
Approved
$1,900.50

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄   Travel Allowance ⌄

Manage Travel Allowance

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ⌄

Step 6:

Click Create New Itinerary on the top of the page.

Travel Allowances For Report: (NEW) Vegas BFA Conference

1 Create New Itinerary   2 Available Itineraries   3 Expenses & Adjustments

Assigned Itineraries

Edit   Unassign

Departure City	Date and Time↑↓	Arrival City

No Assigned Itineraries Found

Step 7:

Enter in the information for your initial departure and arrival in the fields to the right and click **Save** to add the destination.

Step 8:

Continue this with any stops during the trip and for the arrival back. **Save** to add each to the itinerary.

New Itinerary Stop

Departure City
San Diego, California

Date
01/08/2024

Time
8:00 AM

Arrival City
Las Vegas, Nevada

Date
01/08/2024

Time
9:30 PM

Save

Go to Single Day Itineraries   Next >>   Cancel

Step 9:

Once your itinerary is accurate to the trip, click **Next**

Step 10:

This will add the stops to the per diem itinerary. Click **Next** to proceed

Step 11:

All the days and per diem amounts will now be listed.

Click on the **Exclude** buttons next to days your wish to exclude (Such as days where no meals are claimed)

If none, leave empty

Travel Allowances For Report: (NEW) Vegas BFA Conference

(1) Create New Itinerary (2) Available Itineraries Expenses & Adjustments

Show dates from _____ to _____ Go

Exclude	All ☐	Date/Location	Meals Rate	Breakfast Provided
☐		01/08/2024 Las Vegas, Nevada	$51.75	☐
☐		01/09/2024 Las Vegas, Nevada	$69.00	☐
☐		01/10/2024 Las Vegas, Nevada	$69.00	☐
☐		01/11/2024 Las Vegas, Nevada	$69.00	☐
☐		01/12/2024 Las Vegas, Nevada	$51.75	☐

Step 12: Click on meals that were provided or that are not to be claimed (such as breakfast provided by a conference)	Vegas BFA Conference Itineraries Expenses & Adjustments 	Date/Location	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided
01/08/2024 Las Vegas, Nevada	$51.75	☐	☐	☐
01/09/2024 Las Vegas, Nevada	$69.00	☐	☐	☐
01/10/2024 Las Vegas, Nevada	$69.00	☐	☐	☐
01/11/2024 Las Vegas, Nevada	$69.00	☐	☐	☐
01/12/2024 Las Vegas, Nevada	$51.75	☐	☐	☐	
Step 13: After all meal adjustments have been made, click **Create Expenses**	<< Previous **Create Expenses** Cancel
Step 14: This will create a list of the per diem amounts as expenses on your Expense Report	**(NEW) Vegas BFA Conference $278.50** Delete Report Copy Report Submit Report Not Submitted | Report Number: OOJNDL REQUEST Approved $1,900.50 Report Details ⌄ Print/Share ⌄ Manage Receipts ⌄ Travel Allowance ⌄ View Available Receipts Add Expense Edit Delete Copy Allocate Combine Expenses Move to ⌄ View: Standard |	Receipt⇅	Payment Type⇅	Expense Type⇅	Vendor Details⇅	Date⇅	Requested⇅	
---	---	---	---	---	---	---	---
☑		Out of Pocket	Meals & Incidentals - Location Based	Las Vegas, Nevada	01/12/2024	$51.75	...
☐		Out of Pocket	Meals & Incidentals - Location Based	Las Vegas, Nevada	01/11/2024	$69.00	...
☐		Out of Pocket	Meals & Incidentals - Location Based	Las Vegas, Nevada	01/10/2024	$53.00	...
☐		Out of Pocket	Meals & Incidentals - Location Based	Las Vegas, Nevada	01/09/2024	$69.00	...
☐		Out of Pocket	Meals & Incidentals - Location Based	Las Vegas, Nevada	01/08/2024	$35.75	...
						$278.50		

Step 15:	**(NEW) Vegas BFA Conference $278.50**
For any other out-of-pocket expenses, click **Add Expense**	Not Submitted | **Report Number: OOJNDL**
	REQUEST Approved $1,900.50
	Report Details ∨ Print/Share ∨ Manage Receipts ∨ Travel Allowance ∨
	Add Expense Edit Delete Copy Allocate Combine Expenses Move to ∨

Step 16:	**Add Expense** ✕
Select **Create New Expense** and then select the most appropriate expense type, such as *Parking/Tolls* for parking fees.	0 Available Expenses + Create New Expense
	Search for an expense type
	∧ Recently Used
	Parking/Tolls
	Airfare
	Hotel/Lodging
	∧ 01. Travel Expenses
	Hotel/Lodging
	Hotel/Lodging Tax
	Incidentals
	Meals & Incidentals - Location Based Las Vegas, Nevada

Step 17:

From the New Expense screen, enter the information as appropriate

Be sure to specify the expense as **Out of Pocket** or **University Paid** in the drop down

New Expense

| Details | Itemizations |

⑮ Allocate

* Required field

Expense Type *
Parking/Tolls

Transaction Date *
01/12/2024

City of Purchase
Las Vegas, Nevada

Payment Type *
Out of Pocket

Enter Vendor Name

Amount *

Currency *
US, Dollar (USD)

Comments To/From Approvers/Processors
0/500

Step 18:

To allocate an expense to another project, or department, click **Allocate**

New Expense

| Details | Itemizations |

⑮ Allocate

* Required field

Expense Type *
Parking/Tolls

Transaction Date *
01/12/2024

City of Purchase
Las Vegas, Nevada

Payment Type *
Out of Pocket

Enter Vendor Name

Step 19:

To further itemize an expense, click the **Itemize Tab**

New Expense

| Details | Itemizations |

🔘 Allocate

* Required field

Expense Type *
Parking/Tolls   × ∨

Transaction Date *   City of Purchase
01/12/2024   📅   Las Vegas, Nevada   × ∨

Payment Type *
Out of Pocket   ∨

Enter Vendor Name

Amount *   Currency *
                                            US, Dollar (USD)   × ∨

Step 20:

Ensure to add a receipt to any expense where it is required.

Click **Add Receipt** in the box to the right.

Cancel   **Save Expense**

Hide Receipt 📄

Receipt

* Required field

× ∨

× ∨

× ∨

0/500

↑
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.
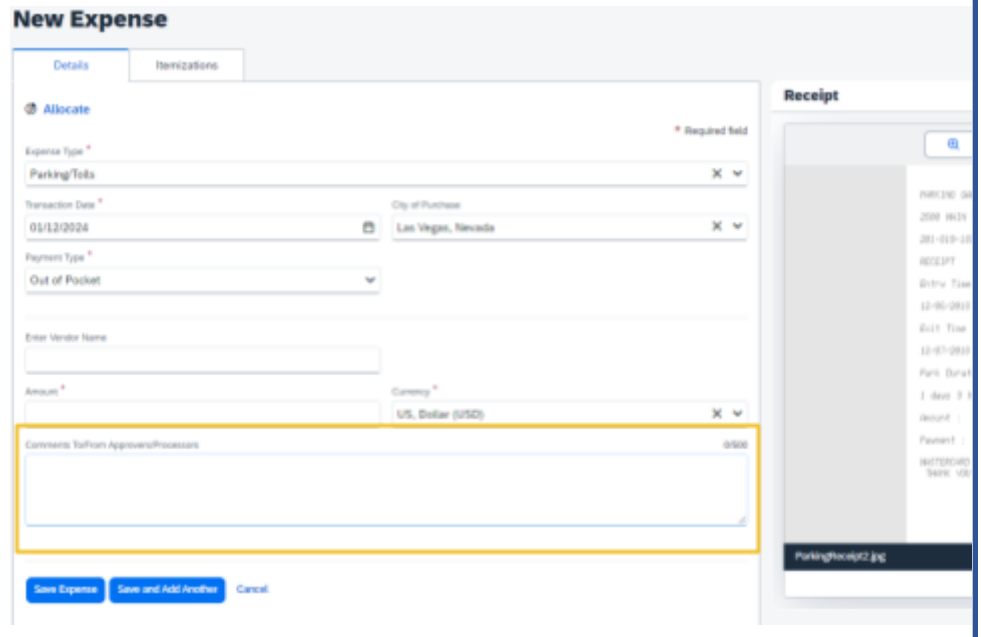5MB limit per file.

Step 21:

Click **Upload New Receipt** and select the file you wish to upload.

The receipt image can now be viewed on the expense page
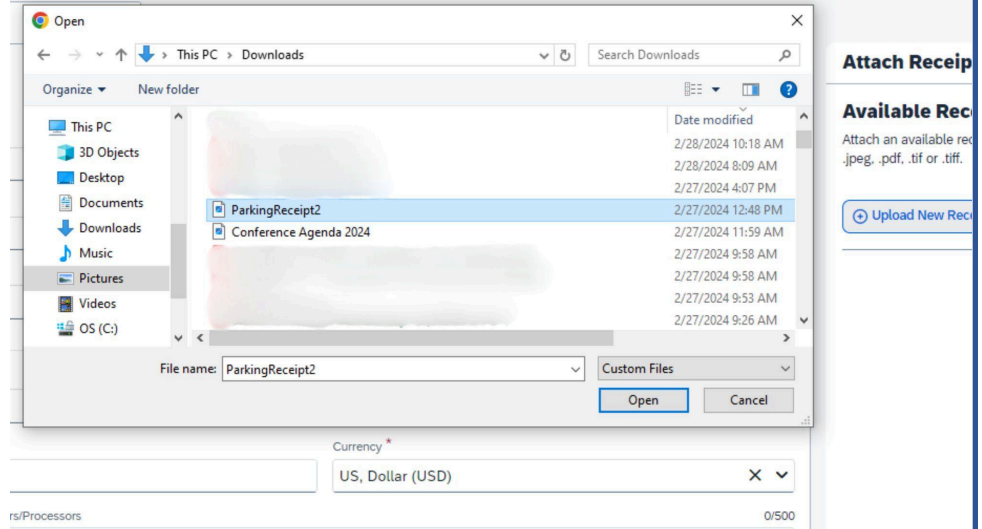
Step 22:

Make sure to **add a comment** as to the business purpose of the expense or you will not be able to successfully submit the report

Step 23:

Once completing all details, click **Save Expense**.

Comments To/From Approvers/Processors

Comment for approvers...

Save Expense   Save and Add Another   Cancel

Step 24:

Back on the Expense Report page, click on the box to the left of an expense to see available tasks

You can **edit**, **delete**, **copy**, **allocate**, or **move** to another request

(NEW) Vegas BFA Conference $278.50

Not Submitted | Report Number: OOJNDL

REQUEST
Approved
$1,900.50

Report Details ∨   Print/Share ∨   Manage Receipts ∨   Travel Allowance ∨

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ∨

☑	Receipt⬍	Payment Type⬍	Expense Type⬍
☑		Out of Pocket	Meals & Incidentals - Location Based
☐		Out of Pocket	Meals & Incidentals - Location Based
☐		Out of Pocket	Meals & Incidentals - Location Based
☐		Out of Pocket	Meals & Incidentals - Location Based
☐		Out of Pocket	Meals & Incidentals - Location Based

Step 25:

When you have added all of your out-of-pocket, credit card, and per diem expenses and would like to submit for approval, click **Submit Report** in the top right-hand corner

You will have successfully submitted your Expense Report for review and approval

Delete Report	Copy Report	Submit Report

View Available Receipts

View:	Standard	

Date↓ᶠ	Requested↓↑	
01/12/2024	$79.00	•••
01/12/2024	$51.75	•••
01/11/2024	$69.00	•••
01/10/2024	$53.00	•••