

In this walkthrough we will be demonstrating how to process a travel that involves multiple days and multiple programs within the same trip. We'll also cover going over daily meal expense limits and additional expense incurred on longer trips.

Here are the expense types used:

All Expense Types

01 Travel Expenses

- Airfare
- Airfare, Additional Fees
- Car Rental
- Gas or Fuel
- Ground Transportation
- Group Airfare
- Mileage - Google Maps
- Mileage Log
- Travel Agency Fees

02-Subsistence

- Group Lodging
- Group Meals
- Laundry (Trip Over 6 Days)
- Lodging
- Lodging-Other
- Meals and Incidentals (Incl. tips)
- Per Diem Lodging
- Per Diem Meals

...03 Entertainment

- Conference Registration
- Entertainment Meal, 10 or Less Guests
- Entertainment Meal, Over 10 Guests
- Show Tickets

04-Other

- Awards
- Business Services
- CTS Imported Expense
- Meeting Room Rental
- Miscellaneous

Personal/Non Reimbursable

- Program Entry Fees
- Supplies and Materials

05-Relocation

- Relo - House Hunting
- Relo - Meals & Incidental Expenses
- Relo - Temporary Lodging
- Relocation Expenses

Which of these expenses require a receipt?

- Airfare
- Airfare, Additional Fees
- Car Rental
- Lodging
- Meal on the first night that went over the \$62.00 food limit and over the \$75.00 or more expense must have a receipt rule.

Let's get started:

Create a report and fill in header.



Report Key 50866	User ID 226791291	Event/Trip Type 1. Travel - Less than 30 Days	Destination 1. In State	Event/Trip Name 5/7 -11/2017 Ontario - 3 classes
Event/Trip Purpose Workshop/Seminar/Training	Business Purpose Instructor traveled to Ontario, CA to instruct the UCDE	Event/Trip Start Date 05/07/2017	Event/Trip End Date 05/11/2017	Spouse/Partner Expenses Included for Reimbursement? No
Preparer Email lgracia@ucdavis.edu	Reimbursement Method 1. Direct Deposit/Paper Check			

- Event / Trip Name – include the dates and since three class titles will not fit use a short description
- Business Purpose we put – “Instructor traveled to Ontario, CA to instruct the UCDE courses “163WES010 Writing English Skills, 163EMA013 English Made Accessible and 163WMF040 Writing Made Fun” ON 5/7–11/2017 for the purpose of training and serving a need of the county.”
 - This included the where, what and why need for a complete business purpose.

The first expense was the airfare, since it was purchased before the trip. A receipt is required.

1) Select expense type “Airfare”

All Expense Types

01-Travel Expenses

- Airfare
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- Gas or Fuel
- Ground Transportation

Expense Type Airfare	Transaction Date
Booking Type	Departure Airport
Booked outside of BCD but itinerary emailed to AggieTravel	
Booked with BCD	
Not Booked with BCD	
Airline	Business Purpose
	Foreign Carrier?
	No

- There are three different booking types.
Enter the booking type used.
 - Booked outside of BCD but itinerary emailed to Aggie Travel
 - Booked with BCD (recommended)
 - Not Booked with BCD

- 2) For “Booked outside BCD” and “Not with BCD” enter:
 - i) Transaction date
 - ii) Departure and Arrival airport
 - iii) Airline (name)
 - iv) City of Purchase
 - v) Class of Service
 - vi) Amount
 - vii) Attach Receipt (covered at the end of this tutorial)
 - viii) Select “Save”

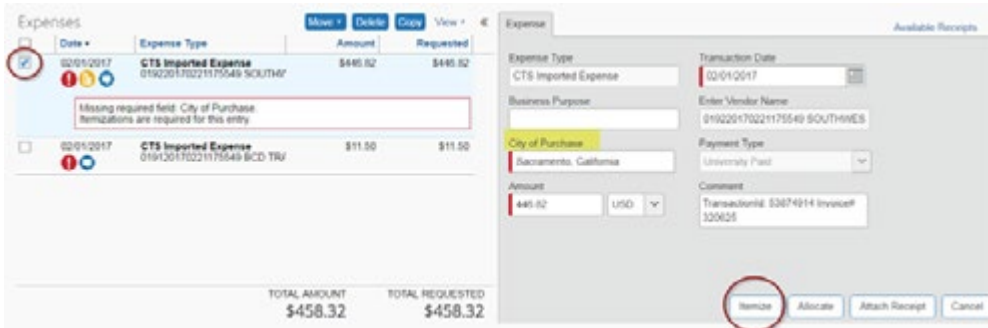
- 3) Airfare booked with BCD – Highly Recommended
 - i) The expense will be in the available expenses section. Click on “Imported Expenses” to take you to that area.
 - a. There should be an airfare charge and a service fee.
 - ii) Select Imported Expenses while in your report.
 - iii) Click the box to the far left of the available expense that matches your receipt.
 - a. The expenses can be identified by “CTS” in the expense type and in the expense details the charge will show the airline name and the agency fee will show “BCD”.
 - iv) After you selected the expenses click “Move” to import the expenses into your current report.

Expense Detail	Expense Type	Source	Date	Amount
<input checked="" type="checkbox"/> 019220170221175549 SOUTH...	CTS Imported Expense		02/01/2017	\$446.82
<input checked="" type="checkbox"/> 019120170221175549 BCD T...	CTS Imported Expense		02/01/2017	\$11.50

- v) Back on the main page the airfare expense are now listed. There will be a red circle with an exclamation mark as a reminder this expense much be itemized.

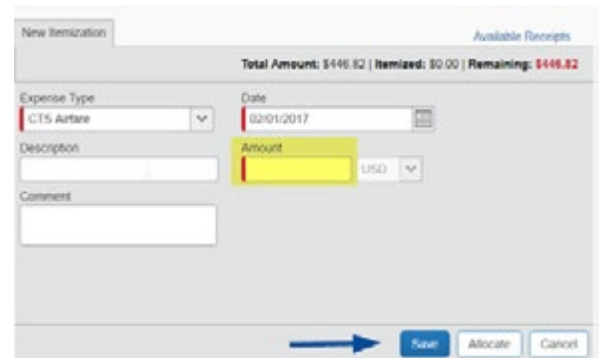
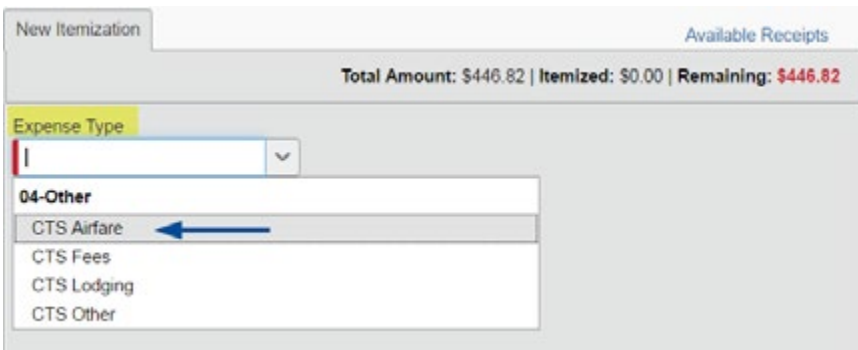
<input type="checkbox"/>	02/01/2017	CTS Imported Expense 019220170221175549 SOUTH	\$446.02	\$446.02
<input type="checkbox"/>	02/01/2017	CTS Imported Expense 019120170221175549 BCD TR	\$11.50	\$11.50

vi) Click on the expense. The city of purchase needs to be entered and then click itemize.



vii) Use the drop down menu to select the CTS expense type.

viii) Enter the amount and hit save



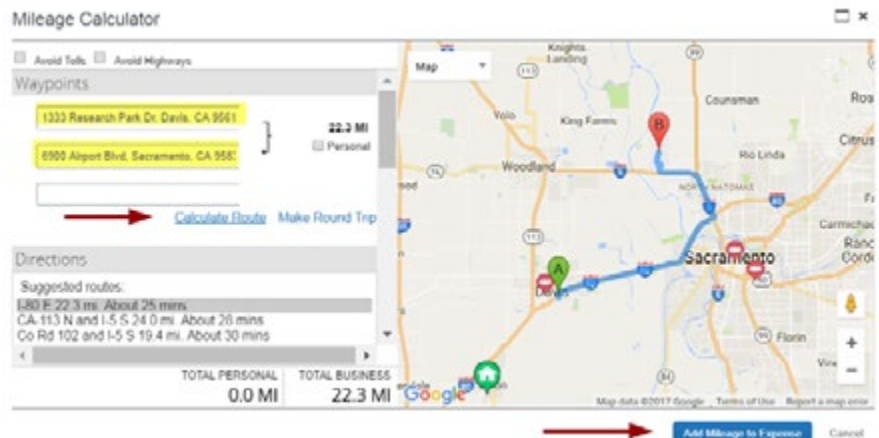
4) Repeat for the BCD agency fee

In this example we'll be using the "Booked Outside BCD" option since a true charge from BCD cannot be simulated. However, booking flights will BCD within Aggie Travel is highly recommended.

On the day of departure this instructor drove to the airport, check their bag and paid the \$25 fee and tipped the baggage handler \$2. Even though they parked they have not paid for parking yet. We'll have mileage, Airfare Additional Fee expense and meals and incidentals. Incidentals are added into the daily total of meals and one entry is made.

5) Select Mileage – Google expense type.

- i) Enter departure address
- ii) Enter arrival address
- iii) Click "Calculate Route"
- iv) Select "Add Mileage to Expense"



- v) Check the box for “Vehicle has liability insurance required by policy”
- vi) Select “Save”

Next we'll process the baggage fee.

- 6) Select expense type “Airfare: Additional Fee”. Complete the required fields.
 - i) Transaction Date
 - ii) Airline (name)
 - iii) City of Purchase
 - iv) Airline Fee Type
 - a. This is where you will indicate what the additional fee was for. In this example we'll select Baggage.
 - v) Amount
 - vi) Select Save

The \$2 the instructor tipped the baggage handler will be included in the meals and incidental total for the day. The instructor checked into the hotel on this day but the expense was not charged until the last day of the trip.

- 7) Meals and Incidentals
 - a) Day One Sunday: The instructor spent \$86.25 on dinner and incidentals in the amount of \$2 for a total of \$88.25. This is above the daily limit of \$62.00, therefore this expense will need to be itemized into Meals for \$62.00 and Personal / non reimbursable \$25.25.

- i) Select expense type Meals and Incidentals. Fill in the required fields.
 - a. Transaction Date
 - b. City of Purchase
 - c. Amount
 - d. Select Itemize

- e. In the space next to Meals enter the daily limit.
- f. Enter the overage amount in the Personal/ Non Reimbursable space. In this case \$25.25.
- g. Select Save Itemization

When completed the entry will list the total in one column with the breakdown below it. In the second column the amount that will be reimbursed.

<input type="checkbox"/>	05/07/2017	Meals and Incidentals (incl. tip) Ontario, California	\$88.25	\$74.00
<input type="checkbox"/>	05/07/2017	Meals and Incidentals (incl.	\$74.00	\$74.00
<input type="checkbox"/>	05/07/2017	Personal/Non Reimbursable	\$14.25	\$0.00

- b) Day Two Monday
 - a. Select Meal Expense
 - b. Fill in required fields
 - c. \$46.91 was spent
 - d. Click Save

Since I'm working on meal expenses I'll enter all four days at the same time.

- c) Day Three Tuesday
 - a. Repeat step “b” for 5/9/2017 for \$58.39
- d) Day Four Wednesday
 - a. Repeat step “b” for 5/10/2017 for \$36.54

On day three there were some additional expenses. The movie charge will appear on the hotel receipt and will be itemized then.

- 8) For the taxi trip to class and back on day three select the Ground Transportation expense type.

It’s now Wednesday, departure day. Checked out and paid at the hotel.

- 9) For the hotel expense select the expense type lodging.

- i) Fill in required fields
 - a. Transaction Date
 - b. Vendor Name
 - c. City of Purchase
 - d. Amount
 - e. Click Itemize

- ii) Next use the hotel receipt to enter the expenses by type. At minimum a hotel receipt must separate out the room cost and the total taxes paid. Fill in required fields.

- a. Check-in Date
- b. Room Rate
- c. Room Tax
- d. Any other taxes itemized in the receipt. If there are more than three taxes you can combine as needed.
- e. Only add “Additional Charges” if the expense applies to each day, like parking. Individual expenses like room service will be itemized next.

5/7/2017	Room		\$128.00
5/7/2017	Tax		\$31.21
5/7/2017	Resort Tax		\$22.15
5/8/2017	Room		\$128.00
5/8/2017	Tax		\$31.21
5/8/2017	Resort Tax		\$22.15
5/9/2017	Pay Per View Movie		\$5.95
5/9/2017	Room Service		\$14.52
5/9/2017	Room		\$128.00
5/9/2017	Tax		\$31.21
5/9/2017	Resort Tax		\$22.15
	Total		\$564.55
5/10/2017	Paid Visa		\$564.55
	Amount Due		\$0.00

The red circle an indicator that your itemizations do not equal the original expense amount entered.

Date	Item	Amount	Total
05/10/2017	Lodging	\$564.55	\$544.08
Adding New Itemization			
<input type="checkbox"/>	05/09/2017 Lodging	\$128.00	\$128.00
<input type="checkbox"/>	05/09/2017 Lodging Tax	\$53.36	\$53.36
<input type="checkbox"/>	05/08/2017 Lodging	\$128.00	\$128.00
<input type="checkbox"/>	05/08/2017 Lodging Tax	\$53.36	\$53.36
<input type="checkbox"/>	05/07/2017 Lodging	\$128.00	\$128.00
<input type="checkbox"/>	05/07/2017 Lodging Tax	\$53.36	\$53.36

iii) Add itemizations for non-daily expenses. The system will show in the upper right hand corner how much is left to itemize. In this example we have a meal on 5/9/2017 – this was a meal not already included in our daily total. If it had been, you would go back and subtract the amount from the meals added earlier.

- a. Select expense type Meal and Incidentals.
 - (1) City of purchase and vendor name will be auto populated.
 - (2) Date will auto populate to the transaction date of the final receipt and needs to be changed to the date the expense occurred.
- b. Click Save

- c. Select expense type personal / non reimbursable for the movie.
 - (1) Remaining amount at top right hand corner matches out last expense.
- d. Click Save

10) On the way to the airport we fill up the rental car. Select the expenses type gas or fuel.

i) Fill in the required fields

01-Travel Expenses

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- Gas or Fuel ←
- Ground Transportation
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- Mileage - Google Maps
- Mileage Log
- Travel Agency Fees

- a. Transaction Date
- b. City of Purchase
- c. Amount

The screenshot shows an expense entry form with the following fields: Expense Type (Gas or Fuel), Transaction Date (05/10/2017), Business Purpose (empty), Enter Vendor Name (empty), City of Purchase (Ontario, California), Payment Type (Out of Pocket), Amount (27.69 USD), and Comment (empty). At the bottom, there are buttons for Save, Itemize, Allocate, Attach Receipt, and Cancel. A green arrow points to the Save button.

11) At the airport the rental car was returned and paid for. Select the expense type rental car.

i) Fill in required fields

The screenshot shows an expense entry form with the following fields: Expense Type (Car Rental), Transaction Date (05/10/2017), Business Purpose (empty), Class of Service (Auto) (1 Compact/Economy/Interme), Vendor (1. Hertz), City of Purchase (Ontario, California), Optional Insurance Amount (empty), Payment Type (Out of Pocket), Amount (127.66 USD), and Comment (empty). At the bottom, there are buttons for Save, Itemize, Allocate, Attach Receipt, and Cancel. A green arrow points to the Save button.

- a. Transaction Date
- b. Class of Service
- c. Vendor
- d. City of Purchase
- e. Amount
- f. Select Save

01-Travel Expenses

- Airfare
- Airfare, Additional Fees
- Car Rental ←
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- Group Airfare
- Mileage - Google Maps
- Mileage Log
- Travel Agency Fees

12) A bag fee was paid on the way home. Select expense type airfare, additional fees.

i) Use the example in item 6 above.

13) Once back in Sacramento it is after midnight when you paid for parking. Therefore this expense will be on 5/11/2017 in this example, causing the trip dates to extend to this date also. Select expense type ground transportation.

01-Travel Expenses

- Airfare
- Airfare, Additional Fees
- Car Rental
- Gas or Fuel
- Ground Transportation ←
- Group Airfare
- Mileage - Google Maps
- Mileage Log
- Travel Agency Fees

- i) Fill in required fields
 - a. Transaction date
 - b. Select Vendor Type
 - (1) Parking / Tolls
 - c. City of Purchase
 - d. Amount
 - e. Select Save
- 14) For the return drive home use the expense type mileage-google.
- i) Use example 5 above

All expenses should now be entered.

5/7 -11/2017 Ontario - 3 classes

[+ New Expense](#)
[Import Expenses](#)
[Details](#)
[Receipts](#)
[Print / Email](#)

Expenses		Amount	Requested
Adding New Expense			
<input type="checkbox"/>	05/11/2017	Ground Transportation Sacramento, California	\$64.00 \$64.00
<input type="checkbox"/>	05/11/2017	Mileage - Google Maps	\$11.77 \$11.77
<input type="checkbox"/>	05/10/2017	Meals and Incidentals (incl. tips) Ontario, California	\$36.54 \$36.54
<input type="checkbox"/>	05/10/2017	Lodging Marriott, Ontario, California	\$564.55 \$558.60
<input type="checkbox"/>	05/10/2017	Gas or Fuel Ontario, California	\$27.69 \$27.69
<input type="checkbox"/>	05/10/2017	Car Rental 1. Hertz, Ontario, California	\$127.66 \$127.66
<input type="checkbox"/>	05/10/2017	Airfare, Additional Fees Southwest Airlines, Ontario, California	\$25.00 \$25.00
<input type="checkbox"/>	05/09/2017	Meals and Incidentals (incl. tips) Ontario, California	\$58.39 \$58.39
<input type="checkbox"/>	05/09/2017	Ground Transportation Ontario, California	\$14.00 \$14.00
<input type="checkbox"/>	05/07/2017	Airfare, Additional Fees Southwest Airlines, Davis, California	\$25.00 \$25.00
<input type="checkbox"/>	05/07/2017	Mileage - Google Maps	\$11.77 \$11.77
<input type="checkbox"/>	05/07/2017	Meals and Incidentals (incl. tips) Ontario, California	\$88.25 \$74.00
<input type="checkbox"/>	05/01/2017	Airfare Southwest Airlines, Davis, California	\$236.98 \$236.98
		TOTAL AMOUNT	TOTAL REQUESTED
		\$1,291.60	\$1,271.40

The yellow circle indicates a receipt is required and still needed.

The blue circle indicates there is a comment in the expense.

Due to the personal / non reimbursable expenses, the total amount and the total requested are different. The total amount is how much the expenses/receipts come to and total requested is how much of it needs to be paid. This payment will included out of pocket, UC Davis travel credit card payments and CTS /UC Paid expenses.

- i) Receipts can be attached to each expense as you are processing them or add them at the end.
- ii) Once you have selected attach receipt a list of expenses that require a receipt will appear.
- iii) Click an expense, browse files for receipt copy and then upload. Repeat as needed.
- iv) For further information on attaching receipts go to:

Receipt Upload and Attach ☐ x

According to company policy, you must provide receipts for the expenses listed below. You may attach scanned images to individual expenses or to the report.

You may choose up to 10 files to attach to the request.

		Expense Type	Date	Amount
<input type="checkbox"/>		Airfare Southwest Airlines, Davis, California	05/01/2017	\$236.98
<input type="checkbox"/>		Meals and Incidentals (incl. tips) Ontario, California	05/07/2017	\$88.25
<input type="checkbox"/>		Lodging Marriott, Ontario, California	05/10/2017	\$564.55
<input type="checkbox"/>		Car Rental 1. Hertz, Ontario, California	05/10/2017	\$127.66

For best results, scan images in black & white with a resolution of 300 DPI or lower.
No Receipt? Create a missing Receipt Affidavit [here](#).

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

Files Selected for uploading: Browse... Upload

No files selected

Close

a. <https://extension.ucdavis.edu/sites/default/files/attachingreceiptimages.ext>

16) Allocations tell the system which account and sub account the reimbursement funds should be taken from. The account information will also tell the system which program representative the expense report should be routed to for approval.

- i) The account and sub-account will be provided by the program representation connected to the class or department the travel was done for.
- ii) The report cannot be submitted without the allocations being entered.
- iii) Click the box at the top left corner to highlight all expenses.
- iv) Select Allocate

	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	05/11/2017	Ground Transportation Sacramento, California	\$64.00	\$64.00
<input checked="" type="checkbox"/>	05/11/2017	Mileage - Google Maps	\$11.77	\$11.77
<input checked="" type="checkbox"/>	05/10/2017	Meals and Incidentals (incl. tip) Ontario, California	\$36.54	\$36.54
<input checked="" type="checkbox"/>	05/10/2017	Lodging Marriott, Ontario, California	\$664.55	\$668.60
<input checked="" type="checkbox"/>	05/10/2017	Gas or Fuel Ontario, California	\$27.60	\$27.60
<input checked="" type="checkbox"/>	05/10/2017	Car Rental 1. Hertz, Ontario, California	\$127.66	\$127.66
<input checked="" type="checkbox"/>	05/10/2017	Airfare, Additional Fees Southwest Airlines, Ontario, Cali	\$25.00	\$25.00
TOTAL AMOUNT			\$1,291.60	\$1,271.40

You have selected multiple expenses. What would you like to do?

1. Delete the selected expenses
2. Allocate the selected expenses
3. Edit one or more fields for the selected expenses

- v) Fill in account
- a. When there is more than one class, change the “Allocated By” amount from 100% for one accounting line to dividing the amount by the number of classes taught.

Allocations Total: \$1,271.40 Allocated: \$1,271.40 (100%) Remaining: \$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations Favorites

Percentage	Chart/Account	Sub Account	Project	Code
100				

Save Cancel

- vi) Select Save
- vii) Click “OK” and then “Done”
- viii) For more information on how to allocate expenses go to:
- a. <https://extension.ucdavis.edu/sites/default/files/allocations.ext>

17) Complete the report by selecting “Submit Report”

5/7 -11/2017 Ontario - 3 classes

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses	Date	Expense Type	Amount	Requested
Adding New Expense				
	05/11/2017	Ground Transportation Sacramento, California	\$64.00	\$64.00
	05/11/2017	Mileage - Google Maps	\$11.77	\$11.77

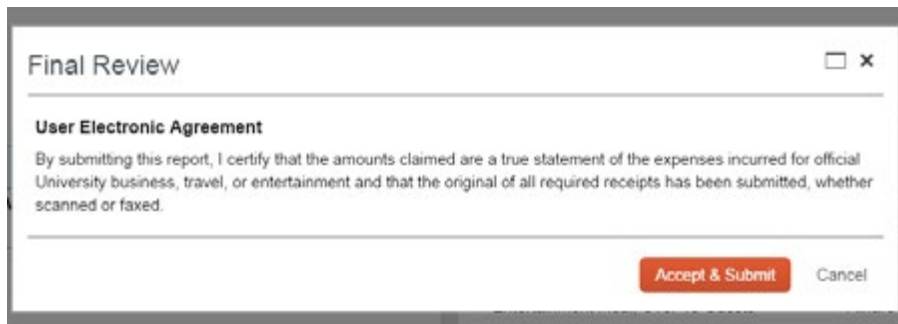
New Expense Available Receipts

Expense Type

Recently Used Expense Types

- i) Final Review is to certify the amounts and claims are true and for UC Davis business.

ii) Select “Accept & Submit”



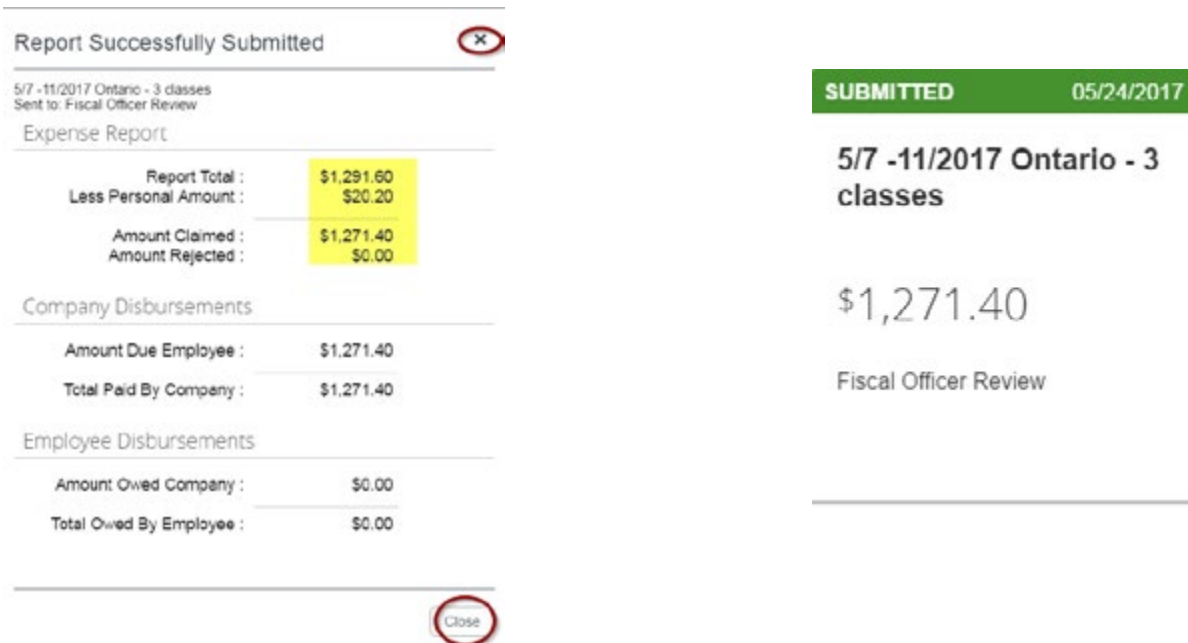
Final Review

User Electronic Agreement

By submitting this report, I certify that the amounts claimed are a true statement of the expenses incurred for official University business, travel, or entertainment and that the original of all required receipts has been submitted, whether scanned or faxed.

Accept & Submit Cancel

iii) The message “Report Successfully Submitted” will appear. Close this window by clicking the upper right hand “X” or the “Close” button on the bottom right. On the expense report home page you will see the report listed and showing



Report Successfully Submitted

5/7 -11/2017 Ontario - 3 classes
Sent to: Fiscal Officer Review

Expense Report

Report Total :	\$1,291.60
Less Personal Amount :	\$20.20
Amount Claimed :	\$1,271.40
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$1,271.40
Total Paid By Company :	\$1,271.40

Employee Disbursements

Amount Owed Company :	\$0.00
Total Owed By Employee :	\$0.00

SUBMITTED 05/24/2017

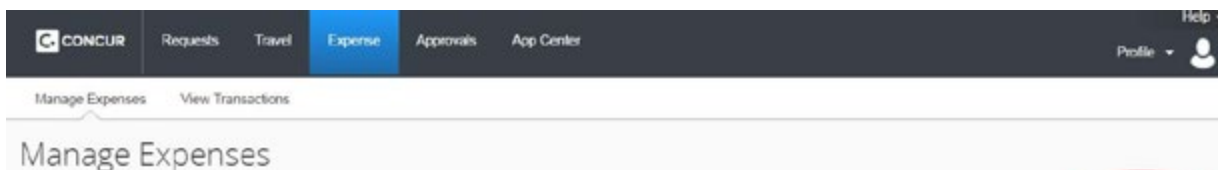
5/7 -11/2017 Ontario - 3 classes

\$1,271.40

Fiscal Officer Review

Close

The report is now complete and will be routed to the program representative and then on to campus travel for approval. To track your reports, from the home page go to “Report Library”. You will be able to see the status of all reports.



CONCUR Requests Travel Expense Approvals App Center Help

Profile

Manage Expenses View Transactions

Manage Expenses

<input type="checkbox"/>	45 Days Past Trip End. Warning: Policy requires that you reconcile your trip expenses within 45 days of the end of the trip. Reimbursements made after this window may be subject to tax treatment as personal income.						
<input type="checkbox"/>	<p>LGJ,TLIC,4/27/17#16218 5854.12 Lunch was provided for the participants of the UC Dis...</p> <p>4753688EC83</p> <p>AP Review</p> <p>Not Paid</p> <p>05/17/2017</p> <p>\$814.12</p> <p>\$814.12</p>	<p>AP Review</p> <p>Not Paid</p> <p>05/17/2017</p> <p>\$814.12</p> <p>\$814.12</p>					
<input type="checkbox"/>	<p>LGJ,ComGin,4/27/17_#4205108.15 Light refreshments provided for attendees of the UC D...</p> <p>2A86C7C7C9</p> <p>Department Review - TUANA, BRAC</p> <p>Not Paid</p> <p>05/17/2017</p> <p>\$108.15</p> <p>\$108.15</p>	<p>Department Review - TUANA, BRAC</p> <p>Not Paid</p> <p>05/17/2017</p> <p>\$108.15</p> <p>\$108.15</p>					
<input type="checkbox"/>	<p>LGJ,CaGa,4/25/17#92821725265.76 Light refreshments provided for attendees of the UC D...</p> <p>8F9CDA296D...</p> <p>Department Review - TUANA, BRAC</p> <p>Not Paid</p> <p>05/17/2017</p> <p>\$265.76</p> <p>\$265.75</p>	<p>Department Review - TUANA, BRAC</p> <p>Not Paid</p> <p>05/17/2017</p> <p>\$265.76</p> <p>\$265.75</p>					
<input type="checkbox"/>	<p>LGJ,CapGar262173-4/27/175221.57 Light refreshments provided for attendees of the UC D...</p> <p>3F15F95DA13...</p> <p>Approved</p> <p>Payment Confirmed</p> <p>05/16/2017</p> <p>\$221.57</p> <p>\$221.57</p>	<p>Approved</p> <p>Payment Confirmed</p> <p>05/16/2017</p> <p>\$221.57</p> <p>\$221.57</p>					