

- ❖ An overnight trip can include multiple types of expenses. Some guidelines to remember:
 - Meals and incidentals can only be claimed when there is an overnight stay.
 - Lodging receipts must have a zero balance due and a breakdown of expenses.
 - Lost evidence forms are not allowed for lodging or airfare. If a receipt is not received or lost the traveler must contact the hotel or airline to request a copy.
 - The daily limit for meals and incidentals (tips) is \$62.00 but only actual expenses can be claimed.
 - A traveler must be at least forty miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay.
 - Receipts are required for all expenses over \$75.00.
 - Receipts for lodging, transportation and rental cars are always required regardless of amount of expense.

Begin by going to Aggie Travel.

Choose “Create New Report” from the Expense tab area.

1) Fill in Report Header



Create a New Expense Report

Report Header

Report Key	User ID 226791291	Event/Trip Type	Event/Trip Name
Event/Trip Purpose	Business Purpose	Event/Trip Start Date	Event/Trip End Date
Spouse/Partner Expenses included for Reimbursement?	Preparer Email	Reimbursement Method 1 Direct Deposit/Paper Check	
Comment	Related Report 1	Related Report 2	Related Report 3

Keep in mind the start and end dates must encompass the whole trip until the last expense. If you arrive home but return the rental car the next day, the trip end date would be the date the car was returned. If you return after midnight, then your return date is that date, not the date you headed home. Same with the start date, if you rent a car the day before since you have to leave before the rental office opens, then your start date will be the day you picked up the car.

Fill in:

1. Event/Trip Type
 - a. Selecting a travel option will add a box for destination. Choose the one correct for the trip.
2. Event/Trip Name
3. Event/Trip Purpose
 - a. Select “Workshop, Seminar, and Training when teaching.
4. Business Purpose
 - a. Where, when, class name and what. (Instructing UC Davis Extension class)
5. Start / End Date
6. Preparer Email
7. Reimbursement Method if not pre-set

- a) Click “Next” to begin entering expenses.



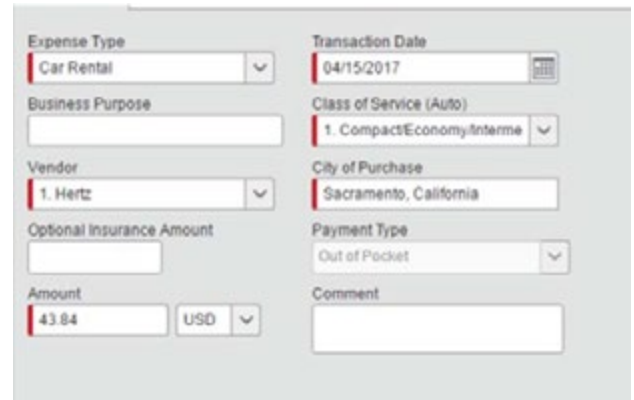
- b) For more information on filling in the report header go to:

i) <https://extension.ucdavis.edu/sites/default/files/reportheader.pdf>

- 2) Transportation Expenses. Our transportation expense for this trip include mileage, airfare, rental car, parking and fuel.

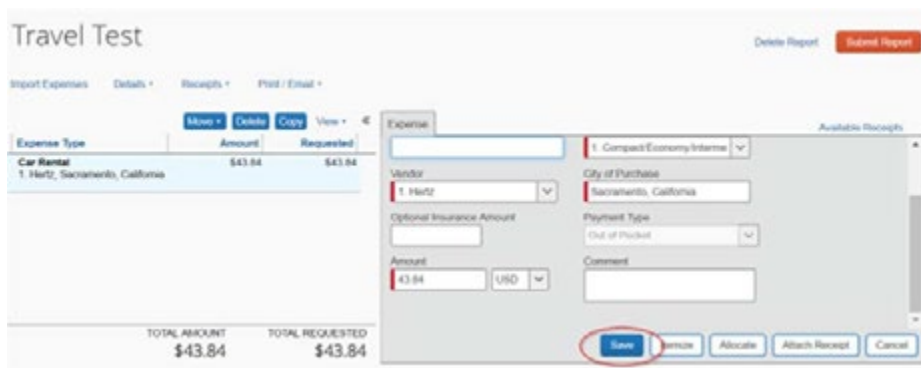
- a) Car Rental: Select the expense type “Car Rental”. Fill in required fields.

- i) Transaction Date
- ii) Class of Service
- iii) Vendor
- iv) City of Purchase
- v) Amount of expense
- vi) Click Save



- vii) For more information on Car Rental Expenses go to:

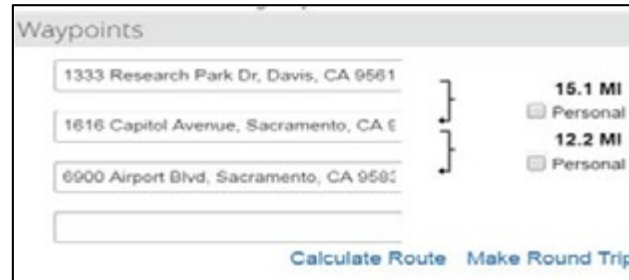
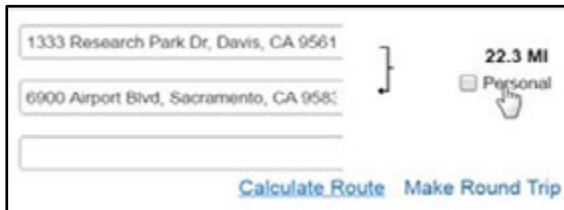
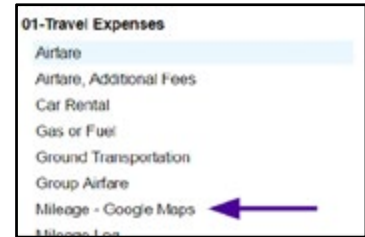
(1) <https://extension.ucdavis.edu/sites/default/files/RentalCarExpense.pdf>



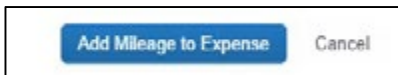
Expense Type	Amount	Requested
Car Rental 1. Hertz, Sacramento, California	\$43.84	\$43.84

TOTAL AMOUNT: \$43.84 TOTAL REQUESTED: \$43.84

- b) Mileage: Select the expense type “Mileage- Google Maps”.
- (1) Enter the departure and arrival addresses.
 - (2) You can add as many addresses as needed. Choose calculate when route is completed.



- (a) Choose “Make Round Trip” if route is the same both ways.
- (3) Calculate route and click “Add Mileage to Expense”.



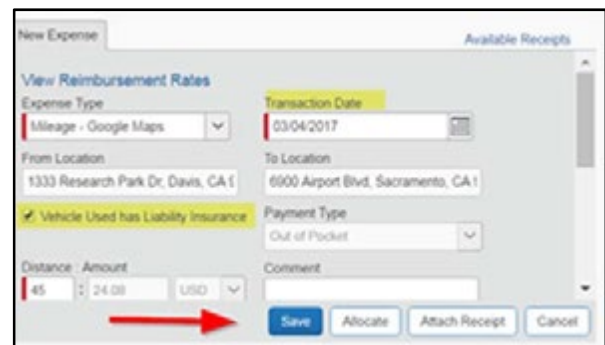
- (4) This will take you back to the expense screen.

- (a) Enter “Transaction Date”
- (b) Click the box next to “Vehicle Used has Liability Insurance”
 - (i) This is required to verify the traveler had personal auto insurance.

- (c) Select “Save”

- (5) For more information on mileage expenses go to:

- (a) <https://extension.ucdavis.edu/sites/default/files/MileageExpense.pdf>



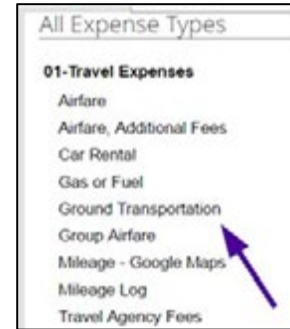
- (6) Must already have a vehicle registered in your profile to use this expense type.

For more information on how to register your vehicle go to:

- (a) <https://extension.ucdavis.edu/sites/default/files/filename.pdf>

c) Parking: Select the expense type “Ground Transportation”.

- (1) Expense type “Ground Transportation” includes parking, tolls, taxi, Uber (or the like), shuttle bus, train or light / rapid transit and any other type of transportation not listed elsewhere.



- (2) Enter Transaction Date
- (3) Select Vendor Type
- (4) Enter City of purchase
- (5) Fill in expense Amount
- (6) Click Save

The image shows a form with the following fields: Expense Type (dropdown menu with 'Ground Transportation' selected), Transaction Date (calendar icon), Business Purpose (text input), and Select Vendor Type (dropdown menu). A purple arrow points to the 'Select Vendor Type' dropdown.

The image shows a form with the following fields: City of Purchase (text input), Payment Type (dropdown menu with 'Out of Pocket' selected), Amount (text input circled in red), USD (dropdown menu), and Comment (text input). At the bottom, there are 'Save' and 'Itemize' buttons. A red arrow points to the 'Save' button.

The image shows an expanded dropdown menu for 'Select Vendor Type' with the following options: 1. Parking/Tolls, 2. Taxi/Uber/Lyft, 3. Shuttle Bus, 4. Train/Light Rail/Rapid Transit, and 5. Other.

In this example we are entering parking as the Vendor Type. Repeat this step for all ground transportation here except rental cars.

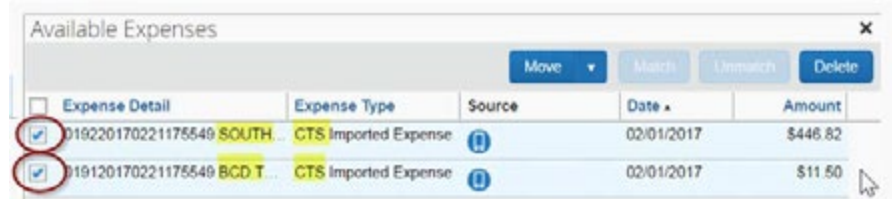
(7) For more information on ground transportation go to:

- (a) <https://extension.ucdavis.edu/sites/default/files/groundtransportation.pdf>

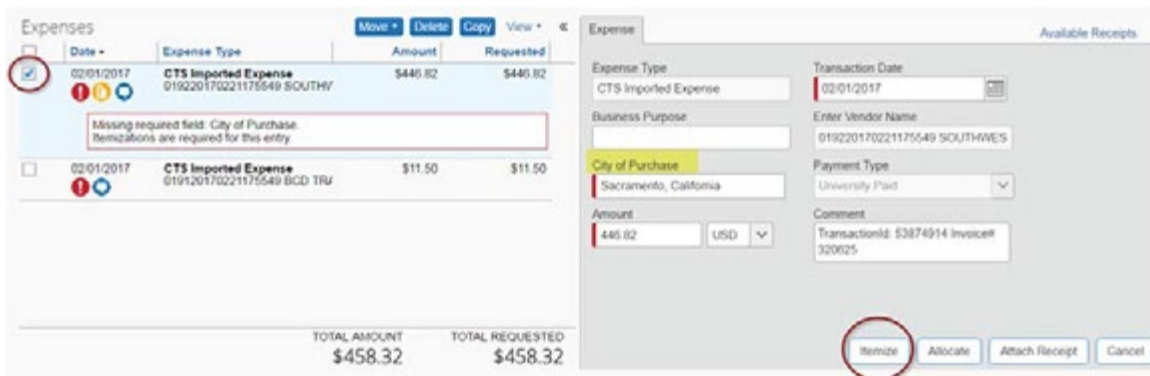
d) Airfare expenses should be purchases through your Aggie Travel profile with CTS but can be reimbursed if purchased out of pocket.

- (1) When airfare is purchased in Aggie Travel its booking type is “Booked with BCD”. The airfare expense will be under “Imported Expenses” and found in the “available expenses” area. There should be an airfare charge and a service fee. Both will have “CTS” in the expense type description.

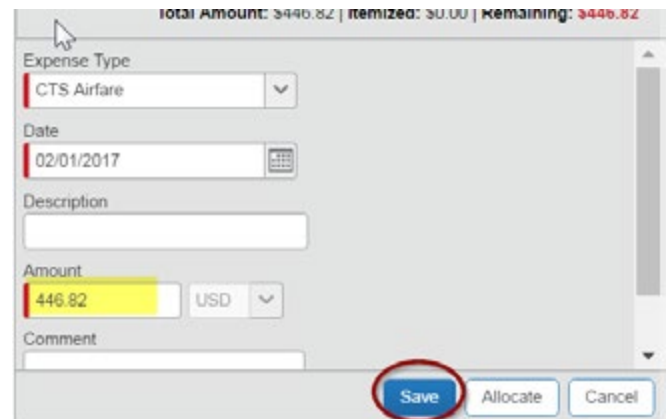
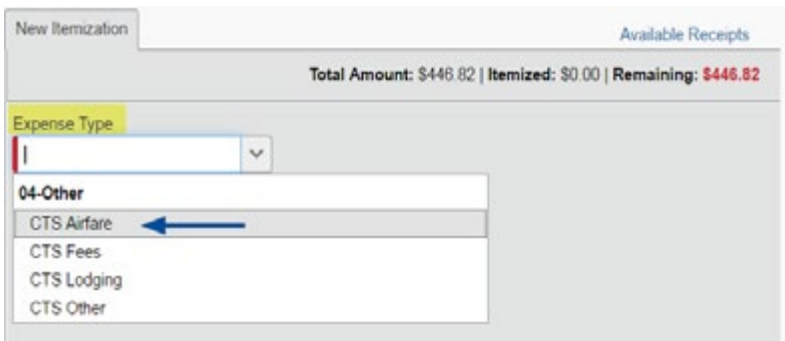
(2) Select the desired expenses and click “Move”



(3) Once back at the main expense page click the box on the left of the air fare expense. The city of purchase needs to be entered and then click itemize.



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



(5) Enter the expense amount and hit “Save”.

(6) Repeat steps 3-5 for the airfare fee expense.

(7) If airfare is purchased out of pocket the expense type “Airfare”. The booking type will be “Not Booked with BCD”.

All Expense Types

01-Travel Expenses

Airfare ←

Airfare, Additional Fees

Car Rental

Gas or Fuel

Ground Transportation

- i. Transaction Date
 - ii. Booking Type
 - iii. Departure Airport
 - iv. Arrival Airport
 - v. Airline
 - vi. City of Purchase
 - vii. Class of Service
 - viii. Amount
- b. Click Save

(c) Attach receipts. All airline expenses are required to have a receipt and must have the form of payment, departure and arrival city and dates of travel.

e) Gas or Fuel Expense: Fuel is only reimbursable when renting a car. Traveling in a personal car the mileage expense covers fuel.

(1) Select the “Gas or Fuel Expense” type.

01-Travel Expenses

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

(2) Fill in required fields

- (a) Transaction Date
- (b) City of Purchase
- (c) Expense Amount
- (d) Click save

All of our transportation expenses have been entered. The next section will cover lodging, food and incidentals.

3) Subsistence Expense cover lodging, meals and incidentals.

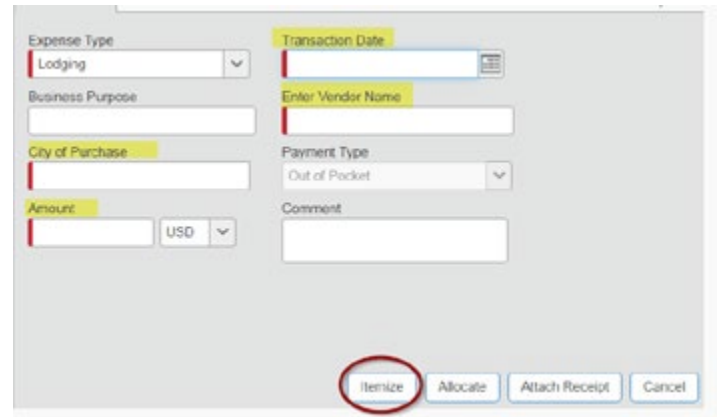
02-Subsistence

- Group Lodging
- Group Meals
- Laundry (Trip Over 6 Days)

a) Lodging expenses always require an original receipt.
This expense must also be itemized.

i) Select expense type “Lodging”.

- (1) Fill in required fields
- (2) Transaction Date
- (3) Vendor Name
- (4) City of Purchase
- (5) Amount – this should be the total including room, taxes, parking and food.

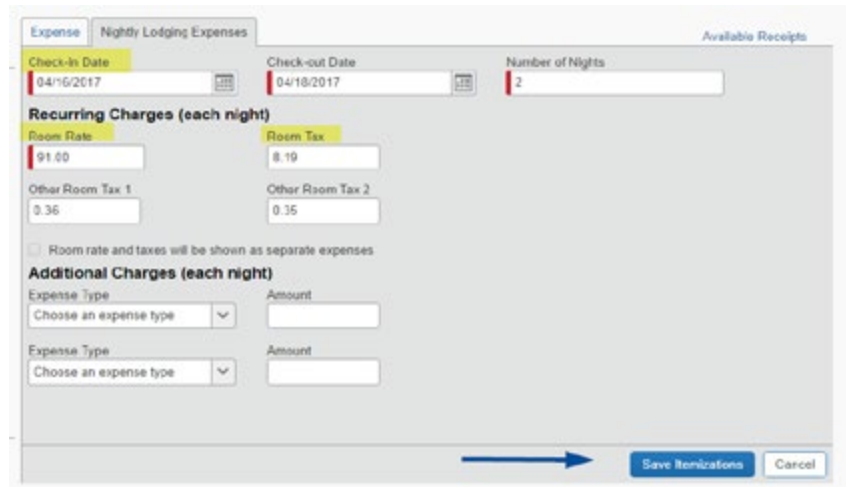


The screenshot shows a web form for entering an expense. The 'Expense Type' dropdown is set to 'Lodging'. Other fields include 'Transaction Date', 'Business Purpose', 'City of Purchase', 'Amount' (with a USD dropdown), 'Payment Type' (set to 'Out of Pocket'), and 'Comment'. At the bottom right, there are four buttons: 'Itemize' (circled in red), 'Allocate', 'Attach Receipt', and 'Cancel'.

ii) Click Itemize

iii) 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.

- (1) Check-in Date
- (2) Room Rate
- (3) Room Tax
- (4) Any other taxes itemized in the receipt. If there are more than three, combine as needed.



The screenshot shows the 'Nightly Lodging Expenses' form. It includes fields for 'Check-in Date' (04/16/2017), 'Check-out Date' (04/18/2017), and 'Number of Nights' (2). Under 'Recurring Charges (each night)', there are fields for 'Room Rate' (91.00), 'Room Tax' (8.19), 'Other Room Tax 1' (0.36), and 'Other Room Tax 2' (0.35). There is a checkbox for 'Room rate and taxes will be shown as separate expenses'. Below that, there are two 'Additional Charges (each night)' sections, each with an 'Expense Type' dropdown and an 'Amount' field. At the bottom right, there is a blue arrow pointing to the 'Save Itemizations' button.

iv) Save Itemization

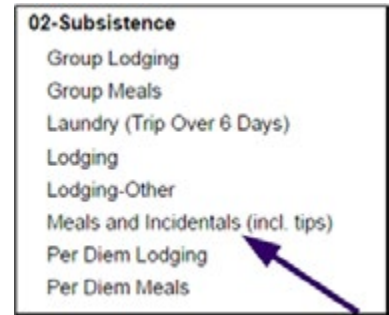
v) For more detailed information and instructions on adding “Additional charges” please see:

(1) <https://extension.ucdavis.edu/sites/default/files/lodgingexpense.pdf>

vi) If the overnight stay is with a friend or family member or in a comped room and therefore not incurring an expense, please enter notes in the comment section of the header. If there is no explanation on lodging then meals will not be reimbursed and the report could be returned.

b) Meals and Incidentals will only be reimbursed if there is an overnight stay. The daily limit is \$62.00. Only actual expenses will be reimbursed.

- i) Select expense type “Meals and Incidentals (including tips)”.
- ii) Fill in required fields. All meal and incidental expenses can be added together into one entry.
 - (1) Transaction Date
 - (2) City of Purchase
 - (3) Total amount for transaction date.
- iii) Click “Save”.
- iv) Repeat for each date of the trip.
- v) For further information on meal and incidental expenses got to:



Expense Type: Meals and Incidentals (incl. tip) | Transaction Date: []
 Business Purpose: [] | Enter Vendor Name: []
 City of Purchase: [] | Payment Type: Out of Pocket
 Amount: [] USD | Comment: []
 [Save] [Itemize] [Allocate] [Attach Receipt] [Cancel]

<https://extension.ucdavis.edu/sites/default/files/meal-incidentalexpenditures.pdf>

- 4) All expenses are now entered. Receipts should be added at this time if not already attached to each expense. For more information on attaching receipts go to:
 - a) <https://extension.ucdavis.edu/sites/default/files/attachingreceiptimages.pdf>

- 5) All expenses must be assigned or “Allocated” to a specific account, sub-account and usually a project code. This information will be provide by the program contact.
 - a) Click the box at the top left that highlights all of the expenses.
 - b) Select “Allocate”

Expenses	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	04/18/2017	Lodging Dolubletree, San Diego, Califom	\$260.88	\$260.88
<input checked="" type="checkbox"/>	04/18/2017	Meals and Incidentals (incl. tip San Diego, California	\$29.12	\$29.12
<input checked="" type="checkbox"/>	04/17/2017	Meals and Incidentals (incl. tip San Diego, California	\$52.13	\$52.13
<input checked="" type="checkbox"/>	04/16/2017	Meals and Incidentals (incl. tip San Diego, California	\$44.65	\$44.65
<input checked="" type="checkbox"/>	03/04/2017	Mileage - Google Maps	\$24.08	\$24.08

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

- Delete the selected expenses
- Allocate the selected expenses

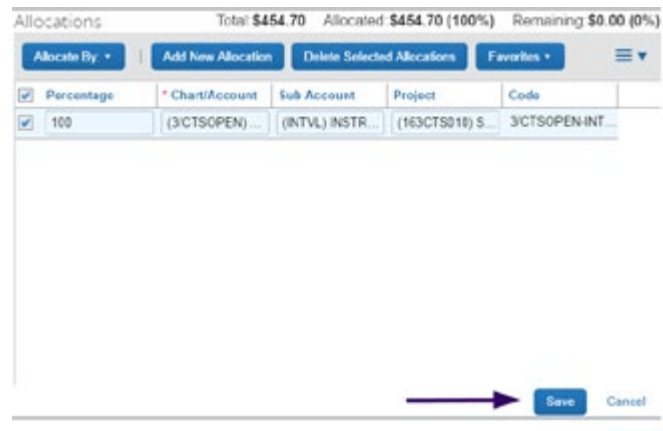
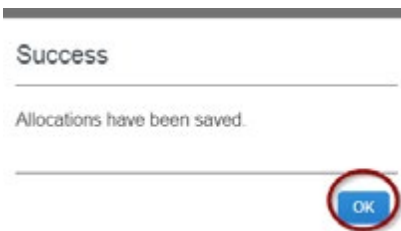
Edit one or more fields for the selected expenses

- c) The “Allocations” screen will have a place for
- Percentage or Amount. Can be changed by using the drop down menu “Allocate By:”
 - Chart/Account – the chart code for UC Davis Extension is always “3”
(1) Must be entered in the formation “3/Account”

Click the correct sub account to confirm the entry.

Enter the project code the same way.

Select “Save”



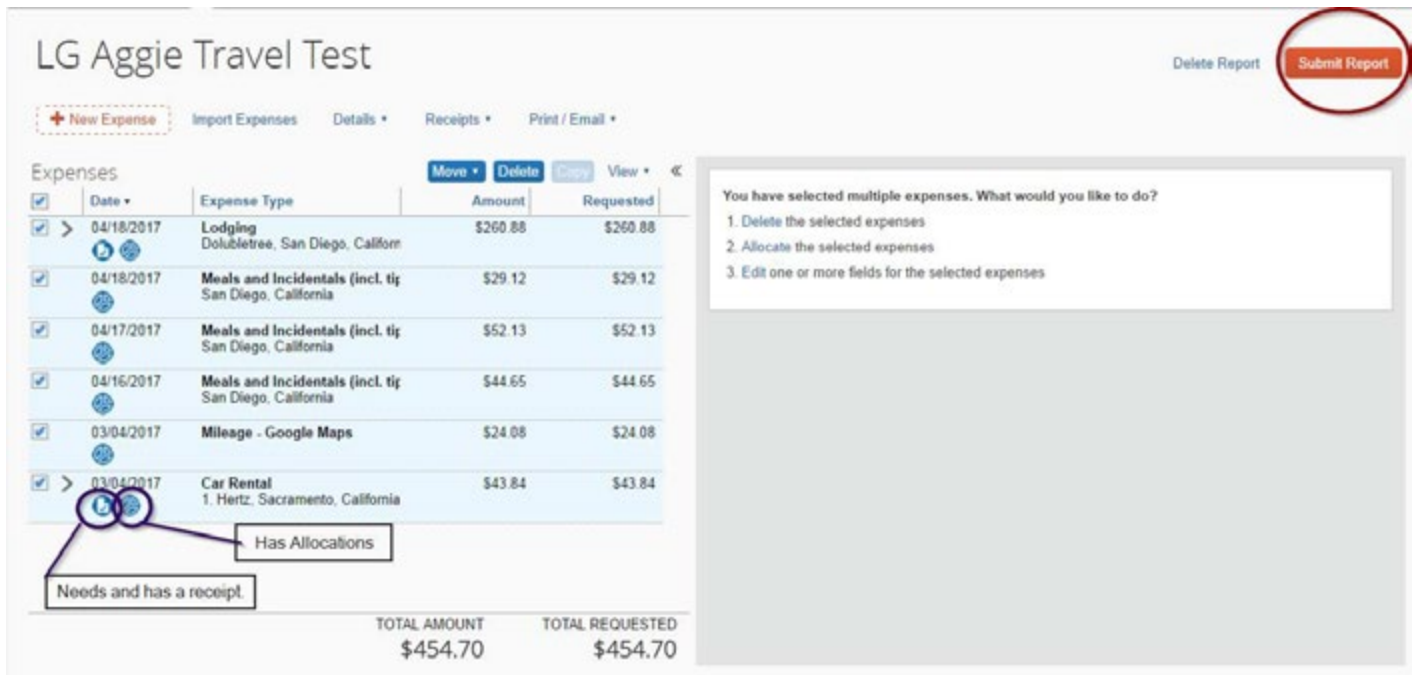
Select “OK”



(5) For more information on allocations go to :

(a) <https://extension.ucdavis.edu/sites/default/files/allocations.pdf>

Select “Done” which will return you to the main report page.



Expenses	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	04/18/2017	Lodging Dolobletree, San Diego, Californ	\$260.88	\$260.88
<input checked="" type="checkbox"/>	04/18/2017	Meals and Incidentals (incl. tip) San Diego, California	\$29.12	\$29.12
<input checked="" type="checkbox"/>	04/17/2017	Meals and Incidentals (incl. tip) San Diego, California	\$52.13	\$52.13
<input checked="" type="checkbox"/>	04/16/2017	Meals and Incidentals (incl. tip) San Diego, California	\$44.65	\$44.65
<input checked="" type="checkbox"/>	03/04/2017	Mileage - Google Maps	\$24.08	\$24.08
<input checked="" type="checkbox"/>	03/04/2017	Car Rental 1. Hertz, Sacramento, California	\$43.84	\$43.84
			TOTAL AMOUNT	TOTAL REQUESTED
			\$454.70	\$454.70

To finish and approve your report click “Submit” and then “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

You should get a box titled “Report Successfully Submitted”. Select “Close” which will take you back to your home page. The report will now be listed as “Submitted”.

Report Successfully Submitted ✕

LG Aggie Travel Test
Sent to: Fiscal Officer Review

Expense Report

Report Total :	\$425.58
Less Personal Amount :	\$0.00
Amount Claimed :	\$425.58
Amount Rejected :	\$0.00

Company Disbursements

Amount Due Employee :	\$425.58
Total Paid By Company :	\$425.58

Employee Disbursements

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

[Close](#)

The screenshot shows the Concur web application interface. At the top, there is a navigation bar with tabs for 'CONCUR', 'Requests', 'Travel', 'Expense', 'Approvals', and 'App'. Below the navigation bar, there are two main options: 'Manage Expenses' and 'View Transactions'. The 'Manage Expenses' section is active, displaying a confirmation card for a submitted expense report. The card has a green header with the text 'SUBMITTED' and the date '05/17/2017'. Below the header, the report title 'LG Aggie Travel Test' is shown, followed by the amount '\$425.58' and the text 'Fiscal Officer Review'. A red circle highlights the 'SUBMITTED' status on the card.

You are now finished!