

# Essential Tips & Tricks to Optimize Concur

Concur Travel and Procurement Card  
Reconciliation: The Ultimate Combo

**CSUF**

Academic  
Financial Services  
ADMINISTRATION AND FINANCE

**CSUF**

Accounts Payable  
and Travel Operations  
ADMINISTRATION AND FINANCE

**CSUF**

Contracts and Procurement  
ADMINISTRATION AND FINANCE

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**CSUF**

Risk Management  
HUMAN RESOURCES AND INCLUSIVE EXCELLENCE

**CSUF**

Accounting Services  
and Financial Reporting  
ADMINISTRATION AND FINANCE



# Agenda

## PROCUREMENT

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1

Types of Concur Expense  
Re-Cap

2

Travel Re-Cap

3

Risk Management:  
Foreign Travel

4

P-Card Re-Cap and  
Risk Management for  
Field Trips

5

OBIEE Account Codes

6

Q & A, Closing,  
Networking

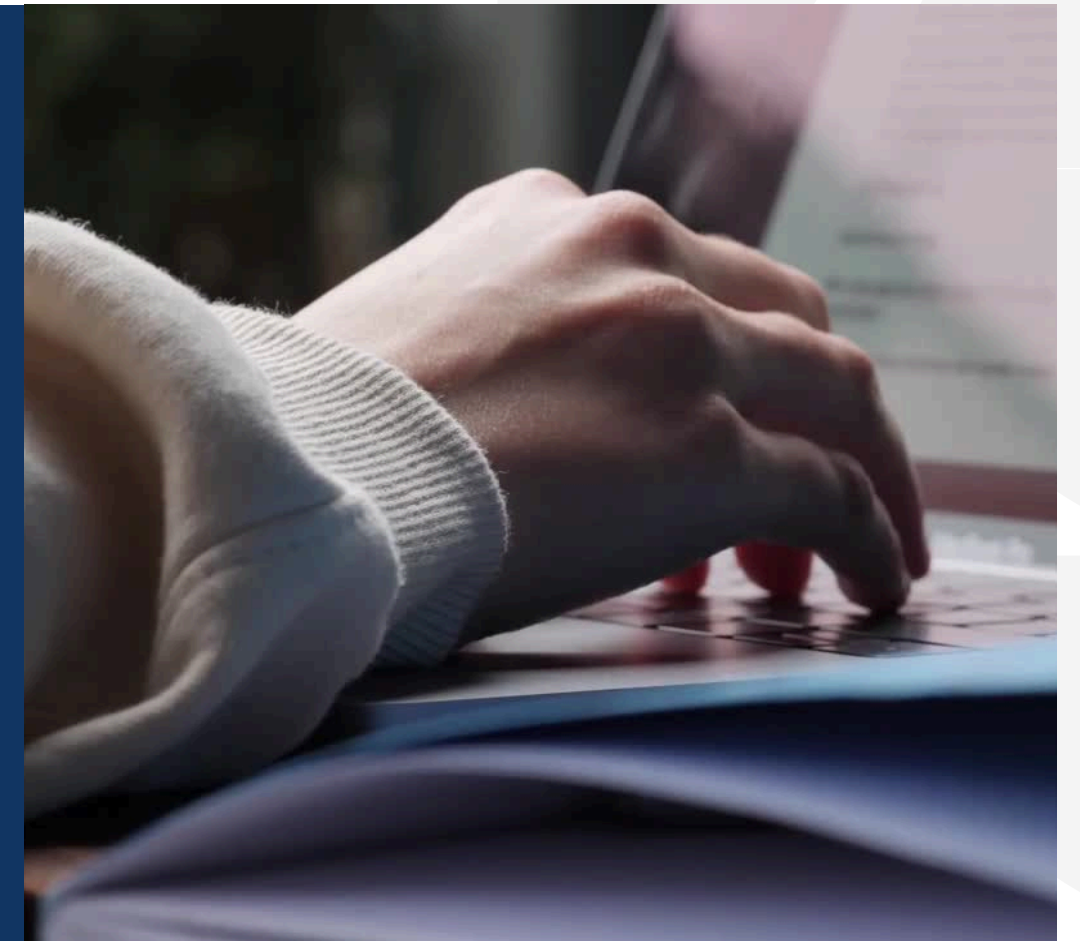
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1

## Types of Concur Expense Reports

How many types of  
*Concur Expense  
Reports are there?*

---



# Types of Concur Expense Reports \*

## *How many campuses are on Concur?*



*19 Campuses on the Single-Instance of Concur  
Chancellor's Office Version*



*4 Campus' on a Campus Specific Instance*

*CSU Business Conference 2025 Announced that  
for shared services: Concur will roll-out to the  
remaining 4 Campuses. Timeline TBD.*

*CSUF is on a Campus-Specific Instance*

### Concur - Single Instance

- Bakersfield
- Chancellor's Office
- Chico
- Dominguez Hills
- Humboldt
- Los Angeles
- Maritime
- Sacramento
- San Francisco
- San Luis Obispo
- San Marcos
- Sonoma
- Transition In Progress...
  - Channel Islands
  - Monterey Bay
  - San Diego

### Concur - Campus Specific Instance

- Fresno
- Fullerton
- Pomona
- San Bernardino
- Stanislaus

### Other Solutions

- East Bay
- Long Beach
- Northridge
- San Jose

# Types of Concur Expense Reports \*

*How many types are there?*

- 
- 1 Travel Report
  - 2 P-Card Travel for Others
  - 3 Blanket Travel
  - 4 P-Card Expense Report
- 
-  3 Types of Travel Expense Reports
-  1 P-card Expense Report

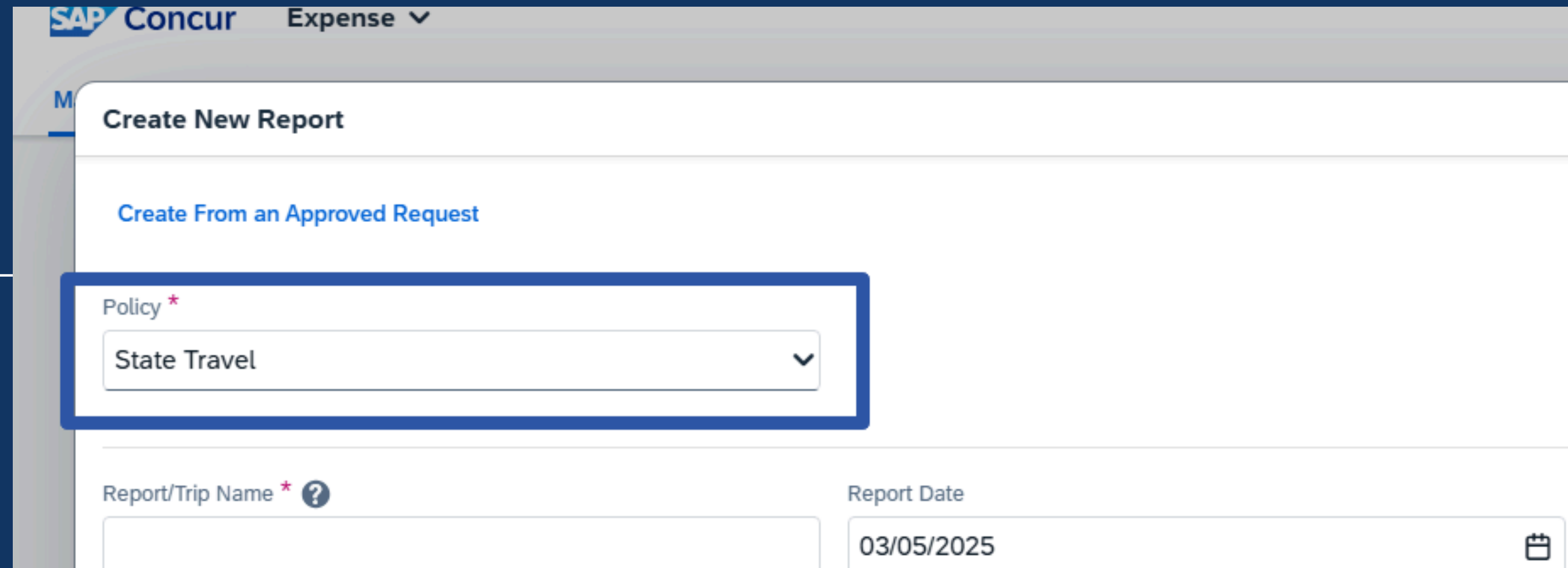
# Types of Concur Expense Reports \*

*How many types are there?*

1

Travel Report

When do I use this?



The screenshot shows the SAP Concur Expense report creation interface. The page title is "SAP Concur Expense". The main heading is "Create New Report". Below this, there is a link "Create From an Approved Request". A dropdown menu for "Policy \*" is highlighted with a blue border, showing "State Travel" as the selected option. Below the policy dropdown, there are two input fields: "Report/Trip Name \* ?" and "Report Date". The "Report Date" field contains the value "03/05/2025".

A. To Reconcile your Travel Expense or someone else's as a delegate

B. ***If you are a Traveler with a P-Card***—use your P-Card to procure (Hotel, Taxis, Airfare, etc.) **for yourself.** These charges will be reconciled on your own Travel Expense report.

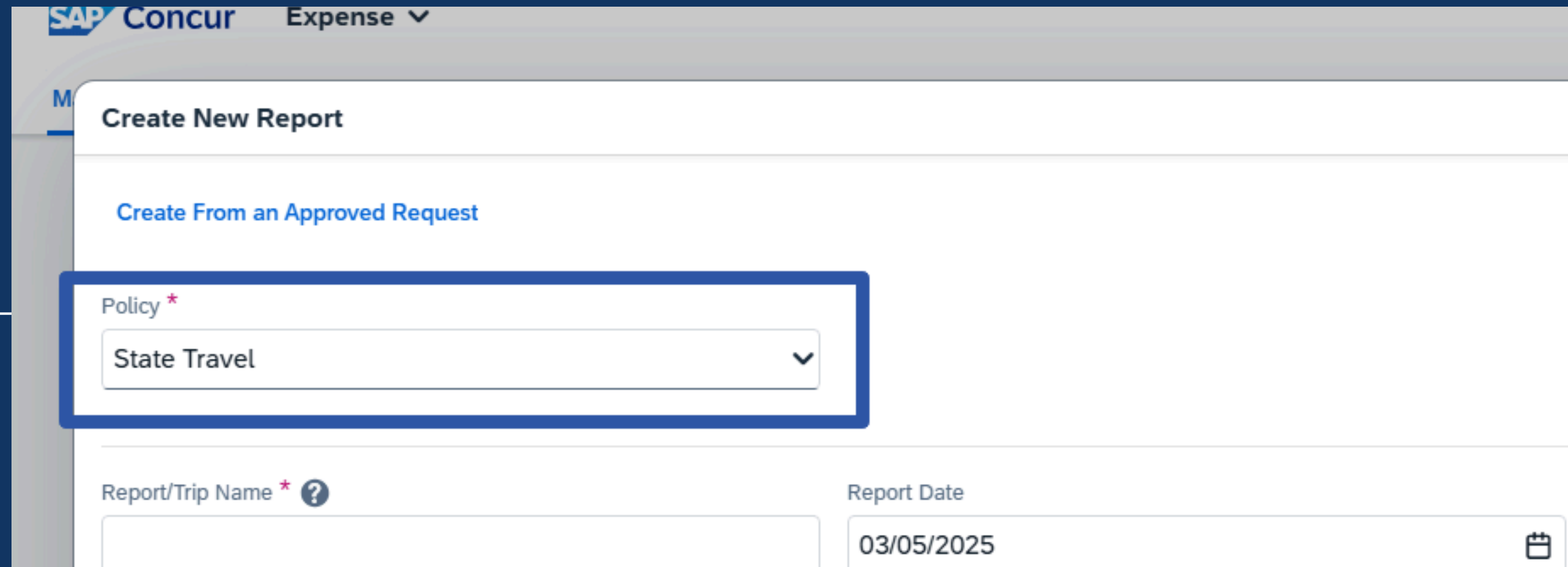
# Types of Concur Expense Reports \*

*How many types are there?*

1

Travel Report  
Naming Convention

How do I use this?



The screenshot shows the SAP Concur Expense 'Create New Report' interface. The 'Policy' dropdown menu is highlighted with a blue box and contains the text 'State Travel'. Below it, the 'Report/Trip Name' field is empty, and the 'Report Date' is set to '03/05/2025'.

Example for **Domestic Travel**: Sep 2025 San Diego, CA  
Month Year Destination (City, State)

Example for **International Travel**: Sep 2025 France  
Month Year Destination (Country)

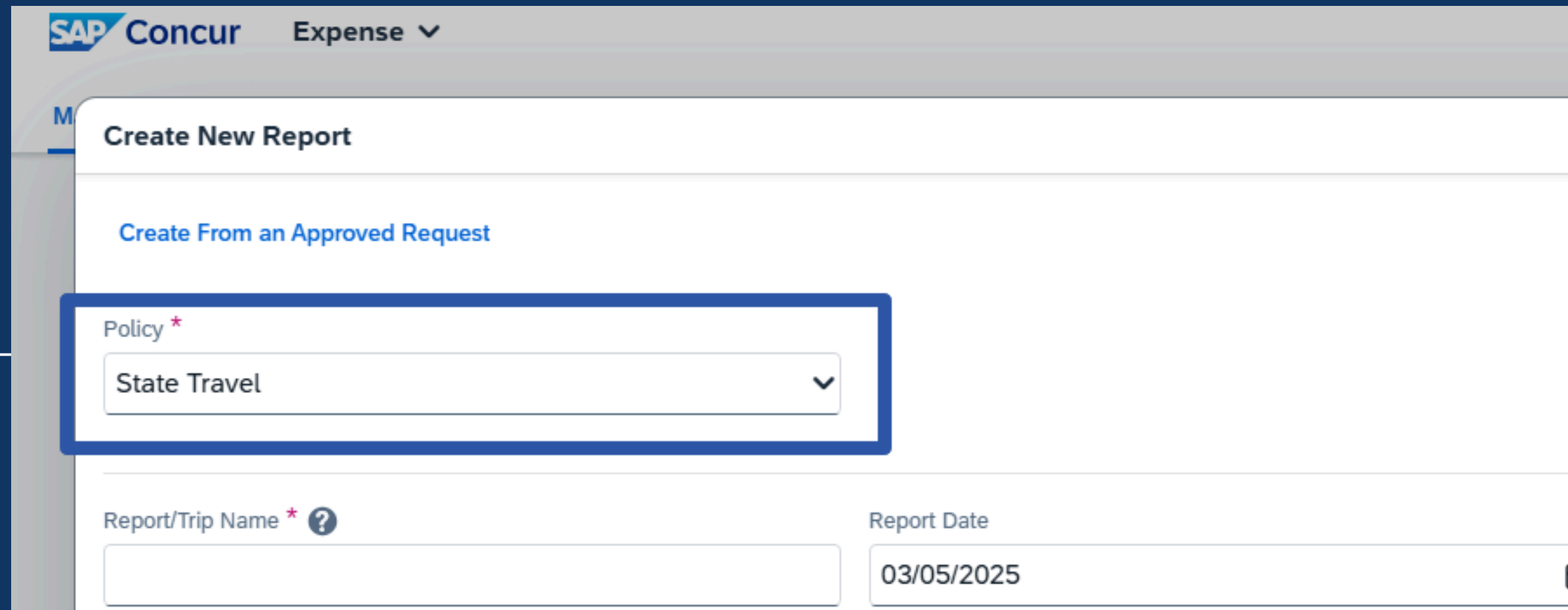
# Types of Concur Expense Reports \*

## *How many types are there?*

2

P-Card Travel for Others

When do I use this?



The screenshot shows the SAP Concur Expense report creation interface. The page title is "SAP Concur Expense". The main heading is "Create New Report". Below this, there is a link "Create From an Approved Request". A dropdown menu for "Policy" is highlighted with a blue border and shows "State Travel" selected. Below the policy dropdown, there are two input fields: "Report/Trip Name" with a red asterisk and a help icon, and "Report Date" with the value "03/05/2025".

***As a P-Card Holder*** –if you use your P-Card to procure (Hotel, Taxis, Airfare, etc.) ***for others***, you will reconcile the expenses into this Travel Category.

# Types of Concur Expense Reports \*

## *How many types are there?*

2

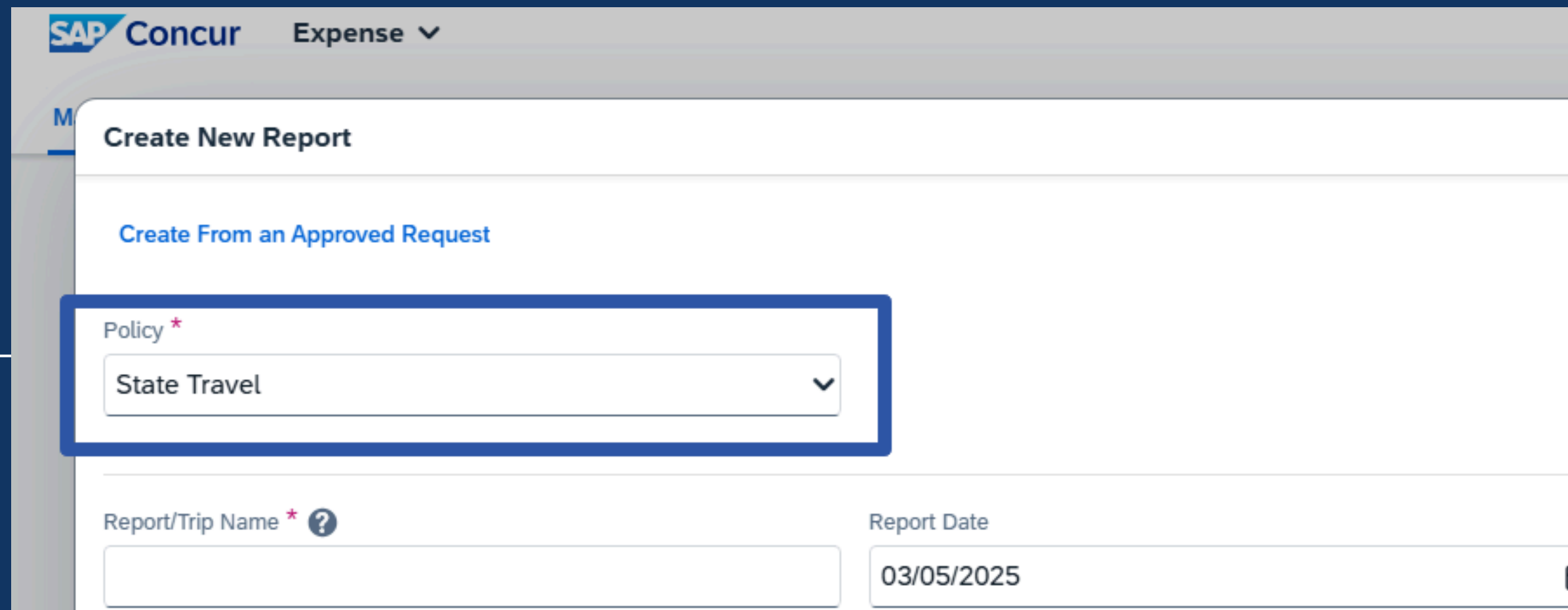
P-Card Travel for Others  
Naming Conventions

How do I use this?

*Use P-Card Billing Cycle Dates*

***Naming Convention for Pcard Travel Expense Report:***

- *Pcard Travel Month Year*
- *Example: Pcard Travel Sep 2023*



The screenshot shows the SAP Concur Expense report creation interface. The page title is "SAP Concur Expense". Below the title, there is a "Create New Report" section with a link "Create From an Approved Request". A dropdown menu for "Policy" is highlighted with a blue border, showing "State Travel" as the selected option. Below the policy dropdown, there are two input fields: "Report/Trip Name" with a red asterisk and a help icon, and "Report Date" with the value "03/05/2025".

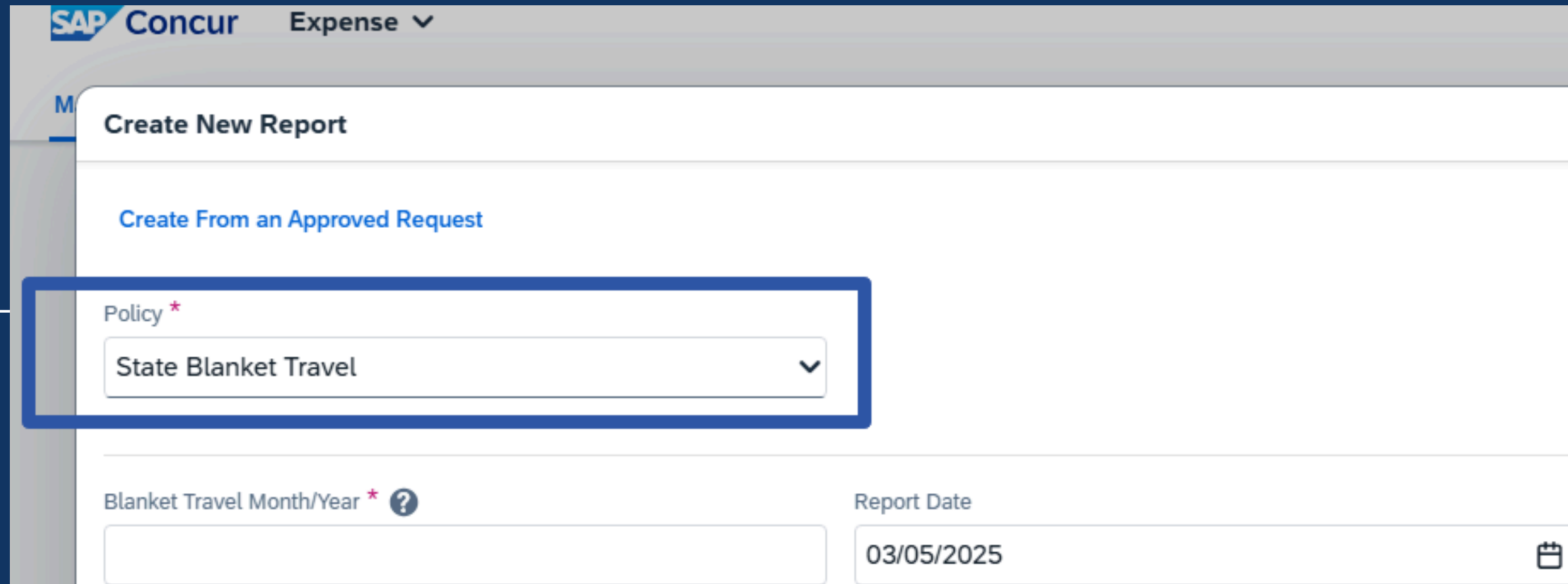
# Types of Concur Expense Reports ✱

## *How many types are there?*

3

Blanket Travel

When do I use this?



The screenshot shows the SAP Concur Expense report creation interface. The title is "Create New Report". Below the title, there is a link "Create From an Approved Request". A dropdown menu for "Policy" is highlighted with a blue box, showing "State Blanket Travel" selected. Below the policy dropdown, there are two input fields: "Blanket Travel Month/Year" with a question mark icon and "Report Date" with the value "03/05/2025" and a calendar icon.

**Used for Parking and Mileage in CA only**

**Requested for the Fiscal Year (July 1–June 30)**

**\*If there is a registration fee for a conference, use the Travel Expense Claim**

**\*Must have defensive driver's training on file.**

**\*STD 261, Should be completed annually and on file with the employee's department**

**\*INF 254, Driving Record with the Police Department**

# Types of Concur Expense Reports \*

## *How many types are there?*

3

Blanket Travel  
Naming Conventions

How do I use this?

**Travel Request** (Blanket Travel)  
Example: Blanket Travel FY 2024-2025  
Blanket Travel FY Year-Year (Current Fiscal Year is 2024-2025)

**Expense Report** (Blanket Travel)  
Example: Blanket Travel Sep 2025

Blanket Travel Month Year (submitted monthly for travel dates in that month)

Report start and end dates must match the travel month

Select Blanket Travel (Mileage and Parking) for "Report/Trip Purpose" on the Concur Expense Report (blanket travel)

The screenshot shows the SAP Concur Expense report creation interface. The page title is "SAP Concur Expense". Below the title, there are two main options: "Create New Report" and "Create From an Approved Request". The "Create New Report" option is selected. A blue box highlights the "Policy" dropdown menu, which is currently set to "State Blanket Travel". Below the policy dropdown, there are two input fields: "Blanket Travel Month/Year" (with a red asterisk and a help icon) and "Report Date". The "Report Date" field is currently set to "03/05/2025".

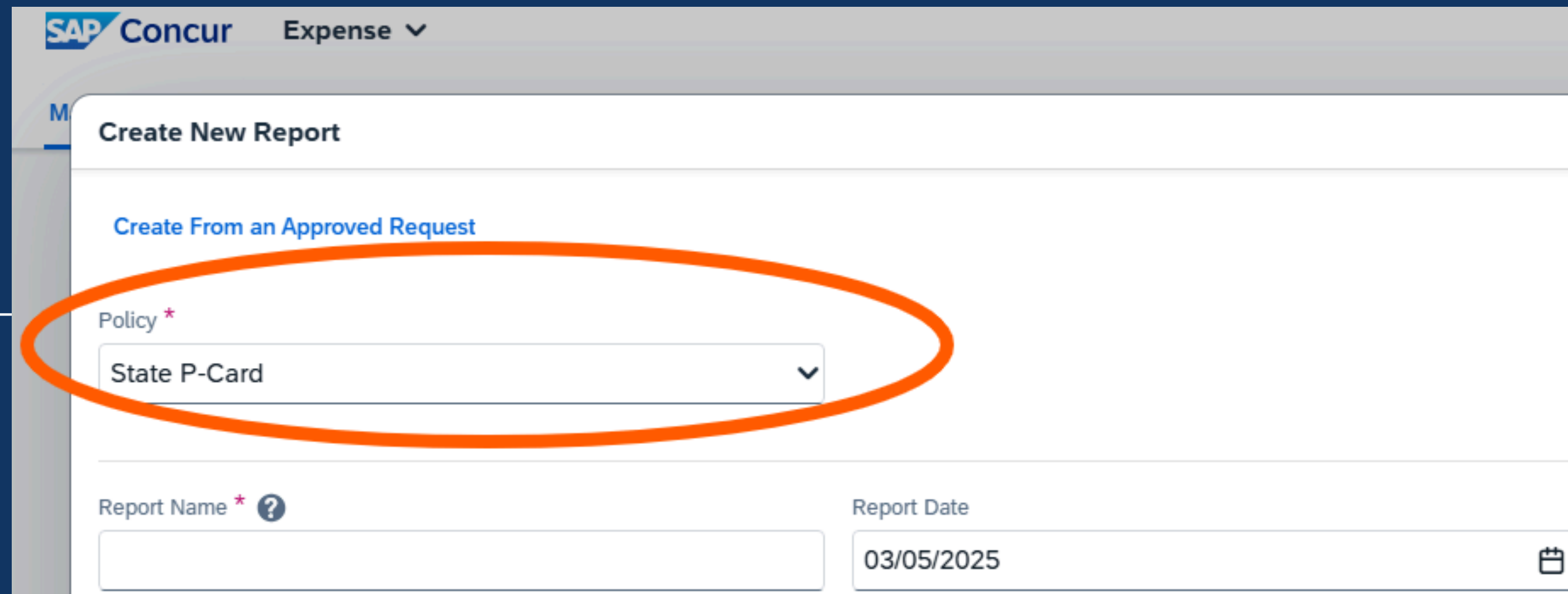
# Types of Concur Expense Reports \*

*How many types are there?*

4

P-Card

How do I use this?



The screenshot shows the SAP Concur 'Create New Report' interface. The 'Policy' dropdown menu is highlighted with an orange oval and contains the text 'State P-Card'. Other visible fields include 'Report Name' with a question mark icon and 'Report Date' set to '03/05/2025'.

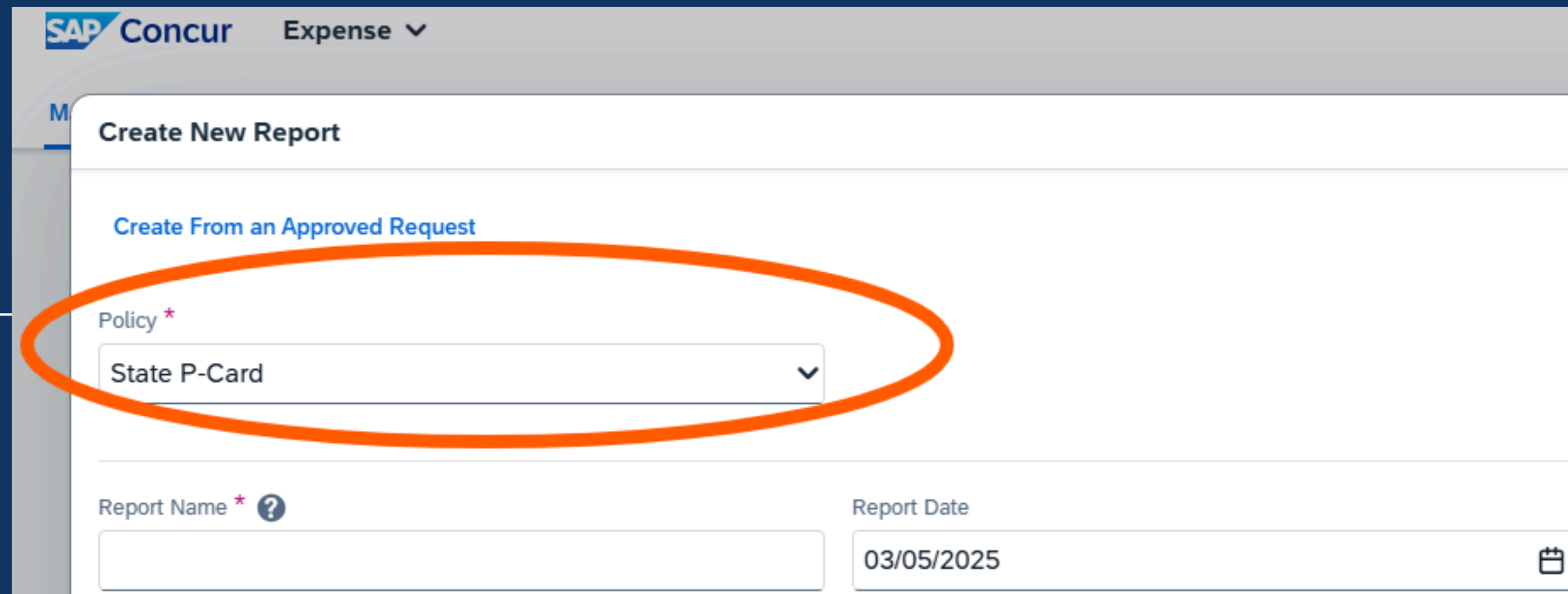
If you are a P-Card Holder, and use your P-Card to purchase goods and services.

# Types of Concur Expense Reports \*

*How many types are there?*

4 P-Card  
Naming Conventions

How do I use this?



The screenshot shows the SAP Concur 'Create New Report' interface. The 'Policy' dropdown menu is highlighted with an orange oval and contains the text 'State P-Card'. Below it, the 'Report Name' field is empty, and the 'Report Date' is set to '03/05/2025'. The interface includes a 'Create From an Approved Request' link and a question mark icon next to the 'Report Name' label.

Naming Convention for P-Card Expense Report:

- Month [MMM- first three letters only] Year [YYYY] P-Card
- Example: Sep 2023 P-Card

# Types of Concur Expense Reports \*

## One Page Guide



	Objectives	When to Use	Types of Expenses	Tips
Travel Claim		<ul style="list-style-type: none"> <li><b>Reconciling your Travel Request (TR):</b> Link <b>all</b> amended request number's (4 digit, combo of letters and number's) to the travel expense claim</li> <li><b>Reconciling your own Travel Expenses to your own P-card:</b> Add in all transactions incurred for your own travel paid by your own P-card into your travel claim.</li> <li><b>Naming Conventions:</b> <u>MMM</u> and <u>YYYY</u> for the travel date and the trip <u>Destination</u> (City, State)</li> <li><b>DOMESTIC EX.:</b> APR 2025 Pomona, CA</li> <li><b>INTERNATIONAL EX.:</b> APR 2025 ITALY</li> </ul>	<ul style="list-style-type: none"> <li><b>Types of Expenses (P-card OK):</b> <ul style="list-style-type: none"> <li>Workshops/Registration Fees</li> <li>Airfare</li> <li>Lodging</li> <li>Ground Transportation: Taxi/Uber/Lyft, etc.</li> </ul> </li> <li><b>Per Diem (Personal Cash or Card):</b> Not an allowable charge on P-card.</li> <li><b>Incidentals:</b> Will populate at the daily rate if on Travel</li> <li><b>Business Meals, Hosted Meals</b> (Hospitality Justification Form Required) Will be required if taking guests out for a business meal, purchasing gifts and promotions.</li> </ul>	<ul style="list-style-type: none"> <li><b>Link from the travel request:</b> Create a New Expense Claim Report, make sure all amended requests are linked by going to <b>REPORT DETAILS--&gt; LINKED ADD-ONS--&gt; Manage Requests</b></li> <li><b>Make sure item types are all fixed before allocating budgets:</b> If you allocate the budget before setting item types, it will not save.</li> <li><b>Itemizations Must equal 0:</b> Lodging</li> <li><b>Clear all Red Flags:</b> These are required fields.</li> <li><b>Check Allocations:</b> Report Headers --&gt; Allocation Summary</li> </ul>
P-Card Travel for Others		<ul style="list-style-type: none"> <li><b>Reconciling Travel Expenses paid for Others via P-card:</b> Add in all transactions incurred for other travelers</li> <li><b>Reconcile as a State Travel</b> When creating an expense report, select State Travel and use the billing cycle period as the begin and end date of trip.</li> <li><b>Naming Conventions:</b> <u>MMM</u> and <u>YYYY</u> for the P-Card billing cycle dates</li> <li><b>Example: P-Card Travel APR 2025</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Types of Expenses:</b> <ul style="list-style-type: none"> <li>Non-Employee Travel</li> <li>Airfare</li> <li>Lodging</li> <li>Ground Transportation: Taxi/Uber/Lyft, etc.</li> </ul> </li> <li><b>Business Meals, Hosted Meals</b> (Hospitality Justification Form Required) Will be required if taking guests out for a business meal, purchasing gifts &amp; promotions.</li> <li><b>*NOTE:</b> Pre-paid Travel Expenses <b>need to be</b> reconciled to a Travel Expense Request.</li> </ul>	<ul style="list-style-type: none"> <li><b>Traveler's TR #</b> Code in Traveler's Request Number in the Request ID field</li> <li><b>Make sure item types are all fixed before allocating budgets:</b> If you allocate the budget before setting item types, it will not save.</li> <li><b>Itemizations Must equal 0:</b> Lodging</li> <li><b>Clear all Red Flags:</b> These are required fields.</li> <li><b>Check Allocations:</b> Report Headers --&gt; Allocation Summary</li> </ul>
P-card		<ul style="list-style-type: none"> <li><b>Reconcile all P-Card Transactions:</b> Add in all transactions incurred for the billing cycle.</li> <li><b>Q#'s and ITR Numbers, Hospitality Justification Form:</b> Q#'s needed for one-time service exceptions.</li> <li>ITR#'s needed for some technology purchases.</li> <li>Hospitality Justification Form: Needed for Hospitality</li> <li><b>Naming Conventions:</b> <u>MMM</u> and <u>YYYY</u> for the P-Card billing cycle dates Example: APR 2025 P-Card</li> </ul>	<ul style="list-style-type: none"> <li><b>Types of Expenses:</b> <ul style="list-style-type: none"> <li>Online/Webinar and On-Campus Training (VIRTUAL, <b>No Travel Required</b>) use 660009-Specialized Training</li> <li>Supplies and Goods</li> <li>Services (Q#'s Needed)</li> <li>Hospitality Justification Form: Needed for Hospitality</li> <li>IT Hardware/Software (ITR's Needed)</li> </ul> </li> <li><b>Faculty Recruitment Codes:</b> 660840-Faculty Recruitment (In/Out)-Except Meals 660842 -Faculty Recruitment Meals</li> </ul>	<ul style="list-style-type: none"> <li><b>Q#'s, ITR #'s, and Hospitality Justification Forms:</b> NOTE: all Q#'s, ITR #'s, and attach signed and completed Hospitality Justification Form as necessary</li> <li><b>Make sure item types are all fixed before allocating budgets:</b> If you allocate the budget before setting item types, it will not save.</li> <li><b>Clear all Red Flags:</b> These are required fields.</li> <li><b>Check Allocations:</b> Report Headers --&gt; Allocation Summary</li> </ul>
Blanket Mileage		<ul style="list-style-type: none"> <li><b>Blanket Travel:</b> Requested at the beginning of the Fiscal Year (July 1-June 30)</li> <li><b>Used for Parking and Mileage Only:</b> Can only claim Parking and Mileage up to the est. approved amount for the FY</li> <li><b>Naming Conventions:</b> <u>Fiscal Year</u> for Blanket Travel</li> <li><b>Example: Blanket Travel 2025-2026</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Types of Expenses:</b> <ul style="list-style-type: none"> <li>Parking</li> <li>Mileage</li> </ul> </li> <li><b>*NOTE:</b> Defensive Driver's Training needs to be completed.</li> <li>STD 261 should be completed and on file with the employee's home department.</li> </ul>	<ul style="list-style-type: none"> <li><b>Traveler's TR #</b> Code in Traveler's Request Number wherever Possible in Request ID</li> <li><b>Reconciliation:</b> Monthly Travel Claims should be submitted monthly as mileage and parking is incurred.</li> </ul>

# Types of Concur Expense Reports \*

## One Page Guide

### CONCUR BY REPORT TYPE GUIDE

TYPE	DESCRIPTION	COMMON USES	PRE-APPROVAL REQ.	RECEIPTS REQ.	SPECIAL NOTES
<b>Travel</b>	Standard Concur Travel Request and Expense Reports for Individual Trips	Conferences, Business Meetings, Trainings	YES, Travel Request	MAYBE	Must Include Itemized Payment Receipts \$75 and up, Agenda, Program or Schedule. <b>*NOTE:</b> Some Colleges and Funds may require receipts.
<b>P-Card Travel</b>	Travel Expenses charged to a P-Card	Airfare, Lodging, Registration paid by Dept.	YES, Travel Request	YES	Must Include Itemized Payment Receipts
<b>Blanket Travel</b>	Annual Travel Approval for frequent, local, or repetitive travel for mileage	Site Visits, Recurring Off-Site Meetings within CA	YES, Blanket Travel Request	MAYBE	Submit Expense Report Monthly for Trips <b>*NOTE:</b> "MAYBE" means P-Card purchases for parking
<b>P-Card</b>	Goods/Services and Non-Employee Travel paid with a P-Card	Office Supplies, General Goods and Services	MAYBE: ATI Q #'s, Hospitality Justification, Membership Justification	YES	Must Include Itemized Payment Receipts *P-Card may not be used for contractors or accreditation-related travel unless negotiated.
<b>P-Card - Field Trips</b>	Group or Student Travel, often involving Risk Management Approvals	Academic Field Trips, Student Group Travel	YES	YES	Will Require Risk Management Forms and Assessment

# Tips and Tricks \* to Save Time



*"Read More" on the home screen  
give you a wealth of information  
in one place*

Authorization Requests

2



Available Expenses

2



Expense Reports

2

RE INFORMATION ON UNIVERSITY TRAVEL UPDATES

[READ MORE](#)

S  
5 - [Mileage Reimbursement Rates Effective January 1, 2025](#)

4 - [General Services Administration \(GSA\) Meals and Incidentals Per Diem Rate Increase Effective October 1, 2024](#)

Click "Read More" for information on Naming Conventions, P-Card Reconciliation Dates, Links to Direct Deposit, Screensteps, Training Videos etc.



[Read More](#)

# Tips and Tricks \* *to Save Time*

## — Audit Trail vs. Report Timeline

### **Audit Trail**

- Records all changes made to an expense report
- Includes details like who made the change, when it was made, and what was changed
- Provides a detailed history of the report

### **Report Timeline**

- Displays the approval flow of the expense report
- Shows who approved the report and when
- Provides a snapshot of the reports status.

# Tips and Tricks \* to Save Time

# Where's my Report? Real-Time Tracking Audit Trail

## Monthly Expense Report [Kelly, Smith]

Summary **Details** Receipts Print / Email

**Expenses**

	Date	Reviewed	Amount	Approved
<input type="checkbox"/>	15/01/24	N	£20.00	£20.00
<input checked="" type="checkbox"/>	15/01/24	N	£30.00	£30.00

**Claim**

- Claim Header
- Totals
- Audit Trail**
- Approval Flow
- Claim Payments
- Comments
- Allocations
- Allocations

### Audit Trail

Claim Level			
Date/Time	Updated By	Action	Description
23/01/2024 11:12	Kelly, Smith	Approval Status Change	Status changed from Not Submitted to Submitted Comment:
23/01/2024 11:09	User, Approver	Approval Status Change	Status changed from Submitted & Pending Approval to Sent Back to Employee Comment: This Expense Report is being sent back to the Employee because....

Entry Level			
Date/Time	Updated By	Action	Description

Check comments and actions taken

Close

Processors can view the **Audit Trail** to view all the **details** within the Expense Report.

# Tips and Tricks \* to Save Time

# Where's my Report? Real-Time Tracking Report Timeline

**APR 2025 Pcard \$7,492.09**

Submitted & Pending Approval | Report Number: 8M69AH

Recall Report Copy Report

Report Details Print/Share Manage Receipts

Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
		USBank Visa	Goods	STAPLES 00365775	03/29/2025	\$7,492.09 Allocated Itemized	>
						<b>\$7,492.09</b>	

Select Report Details

# Tips and Tricks \* to Save Time

# Where's my Report? Real-Time Tracking Report Timeline

Manage Expenses Card Transactions

Home / Expense / Manage Expenses / APR 2025 Pcard

## APR 2025 Pcard \$7,492.09

Submitted & Pending Approval | Report Number: 8M69AH

Report Details ▾ Print/Share ▾ Manage Receipts ▾

- Report
- Report Header
- Report Totals
- Report Timeline**
- Audit Trail
- Allocation Summary
- Linked Add-ons
- Manage Requests

Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓=	Requested↑↓		
	USBank Visa	Goods	STAPLES 00365775	03/29/2025	\$7,492.09	Allocated	>
						Itemized	▾
					\$7,492.09		

## Select Report Timeline

# Tips and Tricks to Save Time



# Where's my Report? Real-Time Tracking Report Timeline

Report Timeline

APR 2025 Pcard | \$7,492.09

### Approval Flow

- ✓ Department Head Approval  
Sharon Ting  
April 29, 2025
- 🕒 Adhoc Manager Approval  
Laleh Graylee
- Approval for Processing

### Report Summary

Sort ▾ Filter ▾

---

**Tuesday, April 29, 2025**

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Status: **Approved**  
Status Updated: Sharon Ting  
Apr 29, 2025 9:25 AM

Status: **Submitted And Pending Approval**  
Status Updated: Bonnie Li Victorino  
Apr 29, 2025 8:15 AM

Status: **Submitted**  
Status Updated: Bonnie Li Victorino  
Apr 29, 2025 8:15 AM

---

**Friday, April 4, 2025**

---

**Itemization Comment - (660835) Furniture - Mar 29, 2025 - \$7,492.09**

**Bonnie Li Victorino** Apr 4, 2025 8:30 AM  
Q# 24-521 Assigned to this P-Card Purchase. The price varies from the quote due to the final CA State and Local tax calculation of \$402.50.

## Provides a Summary of the approval flow, status and comments

# Tips and Tricks *to Save Time*



# Where's my Report? Real-Time Tracking

**Report Timeline**  
APR 2025 Pcard | \$7,492.09

**Approval Flow**

- ✓ Department Head Approval  
Sharon Ting  
April 29, 2025
- 🕒 Adhoc Manager Approval  
Laleh Graylee
- Approval for Processing

**Report Summary**

**Tuesday, April 29, 2025**

Status: **Approved**  
Status Updated: Sharon Ting  
Apr 29, 2025 9:25 AM

Status: **Submitted And Pending Approval**  
Status Updated: Bonnie Li Victorino  
Apr 29, 2025 8:15 AM

Status: **Submitted**  
Status Updated: Bonnie Li Victorino  
Apr 29, 2025 8:15 AM

**Friday, April 4, 2025**

**Itemization Comment - (660835) Furniture - Mar 29, 2025 - \$7,492.09**

**Bonnie Li Victorino** Apr 4, 2025 8:30 AM  
Q# 24-521 Assigned to this P-Card Purchase. The price varies from the quote due to the final CA State and Local tax calculation of \$402.50.

**Sort Options**

- Newest to Oldest
- Oldest to Newest

Close

# Tips and Tricks \* to Save Time

# Where's my Report? Real-Time Tracking

The screenshot shows an expense report interface. On the left, there is an 'Approval Flow' section with three steps: 'Department Head Approval' (completed by Sharon Ting on April 29, 2025), 'Adhoc Manager Approval' (by Laleh Graylee), and 'Approval for Processing'. The main area is titled 'Report Summary' for 'Friday, April 4, 2025'. It includes an 'Itemization Comment' for 'Furniture - Mar 29, 2025 - \$7,492.09' with a comment from Bonnie Li Victorino dated April 4, 2025 at 8:30 AM. A 'Filter' dropdown menu is open, showing 'All' and 'Comments Only' options. Hand-drawn arrows point to the 'Filter' button and the dropdown menu. A 'Close' button is visible at the bottom right of the interface.

There are two options for filtering:

1. All includes the status
2. Includes comments only

2

Travel Re-Cap

Fundamentals for  
Successful Travel  
Reconciliations  
Transaction Management



# Travel Recap



*How many days before a trip occurs should  
a Travel Request be submitted?*

**A**

45 days International  
30 days Domestic

**B**

30 days International  
20 days Domestic

# Travel Recap



*How many days after traveling, should a Travel Reimbursement be submitted?*

**A**

**B**

Within 30 days of return from a trip

Within 60 days of return from a trip

# Travel Recap



*Name 3 Common Mistakes Travelers do not include on their Travel Reimbursements?*

# Travel Recap



*You have a hospitality form signed and ready for expenses. You expect to purchase office snacks and water from Costco for students visiting the office throughout the semester using the department p-card. What kind of report(s) would you file?*

- a. Travel Expense Report
- b. P-Card Expense Report
- c. P-Card Travel Expense Report
- d. Blanket Travel Expense Report
- e. B and D

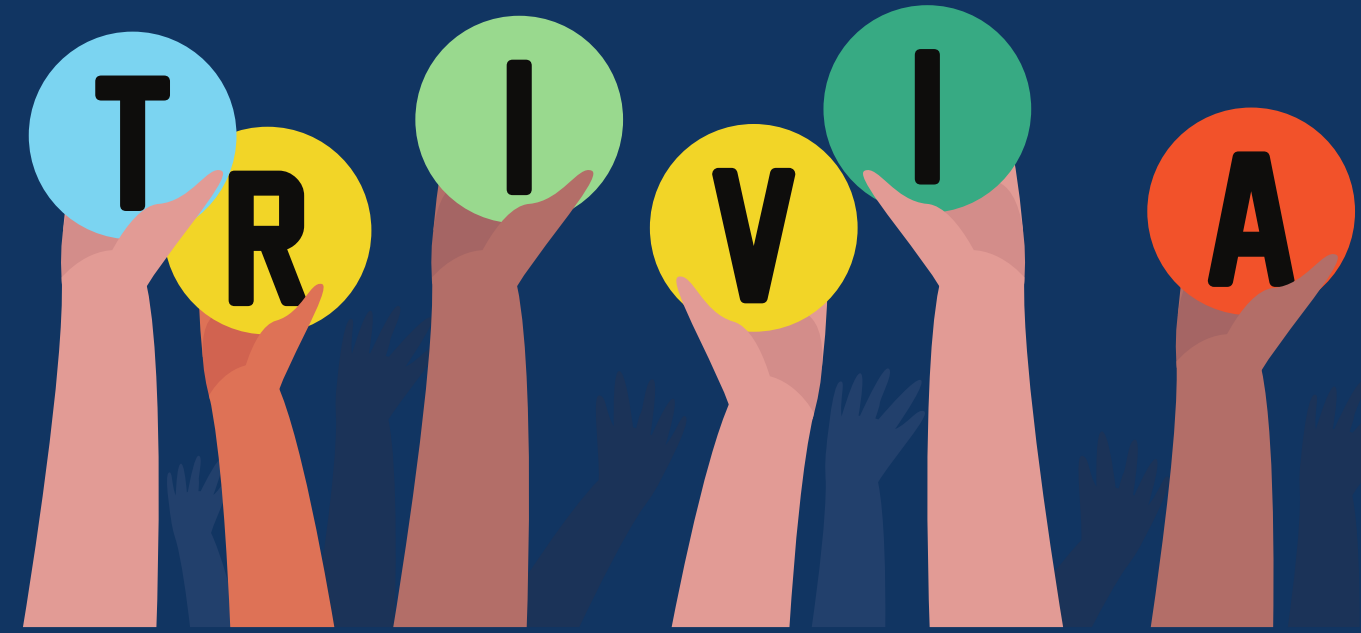
# Travel Recap



*Your department is arranging a one-day field trip to a local zoo. Faculty expects to pay for entrance fees and lunch for everyone including themselves. Students are expected to get themselves to and from the zoo. What forms and reports would be needed?*

- a. Hospitality form
- b. P-card Expense Report
- c. Blanket Travel Expense Report
- d. Travel Expense Report
- e. A, B and D
- f. A and B

# Travel Recap



*A recruiter is going to an academic society conference for three days out of state and renting a booth for recruiting purposes. What forms and reports would be needed?*

- a. Hospitality form
- b. P-card Expense Report
- c. Blanket Travel Expense Report
- d. Travel Expense Report
- e. A and D
- f. A and B

# Common Pitfalls \* *How to avoid them*



1 *Agendas*

2 *Meals and Incidentals*

3 *Receipts*

4 *Personal Days  
(Do Not Match Itinerary)*

5 *Not Linking Travel  
Requests to the Travel  
Expense Report*

# Travel Tips

\*



1

*Make a clear plan*

2

*Keep good records:  
Agendas, receipts,  
explanations*

3

*Use the Concur app and AI  
resources*

4

*Add the Meals per diem*

5

*Reach out for help*

# Travel Recap

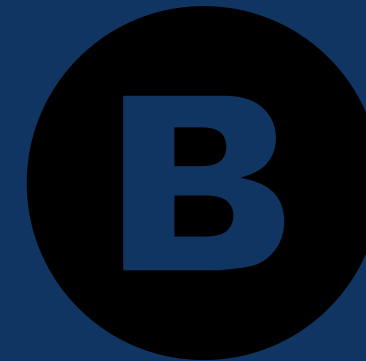


*How do you close out a travel request?*

—



Press the  
Cancel Button



Press the  
Close Button

# Travel Re-Cap

## *Travel Requests*



Do Not "Cancel" a Request



A Cancelled Request no longer exists in the Concur System

Manage Requests / June 2024 Anaheim, CA

### 24 Anaheim, CA \$586.44

Request ID: 4LNM

[Print/Share](#) [Attachments](#)

[Create Expense Report](#) [Copy Request](#) [Cancel Request](#) [Close Request](#)

**Do Not Cancel a Request**

#### EXPENSES

	Details	Date	Amount	Requested
<a href="#">s/Workshops</a>	Anaheim, California, UNITED STATES : Liaison Conference attendance	06/10/2024	\$495.00	\$495.00
	Parking at the Disneyland Hotel	06/10/2024	\$70.00	\$70.00
	Anaheim, California, UNITED STATES : From Cal State Fullerton to Disneyland Hotel (x2 days)	06/10/2024	\$11.39	\$11.39
	Anaheim, California, UNITED STATES : From Disneyland to Home (after work hours) (x2 days)	06/10/2024	\$10.05	\$10.05
				<b>\$586.44</b>

# Tips and Tricks \* to Save Time

## Concur Mobile App



**Manage spending on-  
the-go with the SAP  
Concur mobile app**

Create and submit expense reports, manage travel, and approve invoices anywhere, anytime.



# Travel Re-Cap

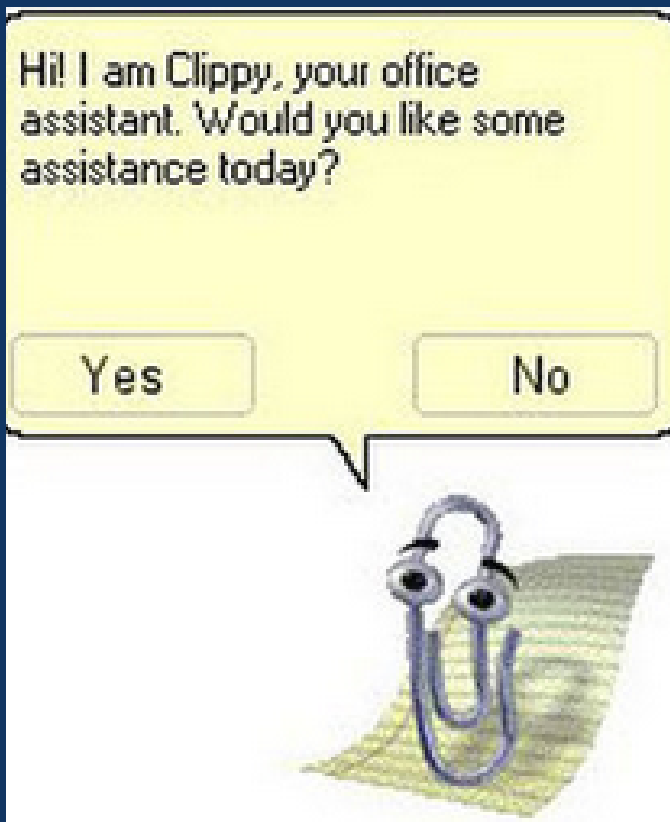
## *Travel Requests*



24-Hour Assistance, Explore Interactive Help for an AI Generated Walk-Through



Get 24-Hour Help



SAP Concur Expense

Manage Expenses Card Transactions

Home / Expense / Manage Expenses / Oct 2024 Pomona, CA

Alerts: 4

### Oct 2024 Pomona, CA \$251.86

Not Submitted | Report Number: OYX9UX

REQUEST Approved \$309.00

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Expenses	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	✖		USBank Visa	Undefined	UBER *TRIP Pomona, California	10/12/2024	\$49.92

Get Assistance

- Explore Interactive Help
- Start a Co-Browsing Session






Product Resources

- Training
- Expense Help
- Request Help
- SAP Concur Community
- Contact Support

# Travel Re-Cap \* *Fundamentals*

---

## *Tools for Success*

-  *Create your Expense report early and add in available expenses and receipts*
-  *Email your receipts to: [receipts@concur.com](mailto:receipts@concur.com)  
\*Make sure to Verify your Work Email address on your Concur Profile*
-  *Use the SAP Concur Mobile App*
-  *Use Expenselt AI*
-  *Close out Open Travel Request, when everything is reconciled to OBIEE*



# Tips and Tricks

## *to Save Time*












*Alert Signs—Are a way of letting you know to double-check on an entry (This will not prevent you from submitting)*



*Exceptions must be resolved before submission. (All Exceptions must be cleared before submitting)*

## SAP Concur User Interface Icons

Icon	Name	Description
	Success	Indicates that all required approvals have been processed.
	Add	Indicates that the user can add a new item.
	Delete	Indicates the ability to delete an object.
	Exception	Indicates an exception must be resolved before submission.
	Question	Indicates a question that does not prevent submission.
	Information	Indicates an exception that does not prevent submission.
	Alert	Indicates an exception that does not prevent submission.
	Calendar	Indicates that the user can click the icon to access the calendar popup.
	View Image	Indicates that the user can click the icon to view an image.

# Tips and Tricks \* to Save Time



Alert Signs—Are a way of letting you know to double-check on an entry (This will not prevent you from submitting)

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Approved
			USBank Visa	Taxi/Shuttle	UBER *TRIP Pomona, California	10/12/2024	\$4 Item
<div data-bbox="33 1350 899 1632"><p>Alerts <span>×</span></p><p> <b>Warning:</b> This report contains expense(s) outside of the trip dates, please review for accuracy. <a href="#">View</a></p></div>							
			USBank Visa	Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	\$3 Item
				Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	\$ Item
			USBank Visa	Registration Fees/Workshops	EB *ACE WOMENS NETWORK Pomona, California	09/11/2024	\$15
							\$25

# Tips and Tricks \* to Save Time



Adding Comments help the approvers understand the warnings. (This will not prevent you from submitting, but helps speed up the process)



Sent for Payment | [Report Number: OYX9UX](#)

## REQUEST

Approved  
\$309.00

Remaining  
\$0.00

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Approved	
			USBank Visa	Taxi/Shuttle	UBER *TRIP Pomona, California	10/12/2024	\$49.92 Itemized	>
				Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	\$37.94 Itemized	>
				Taxi/Shuttle	UBER *TRIP Pomona, California	10/11/2024	\$5.00 Itemized	>
			USBank Visa	Registration Fees/Workshops	EB *ACE WOMENS NETWORK	09/11/2024	\$159.00	>





Comments: 1

Return Trip was completed on 10/11/24, however, this posting date is on 10/12/24.  
Bonnie Li Victorino 10/16/2024



# Additional Resources



-  [Closing out a Travel Request](#)
-  [Different Fund Allocations and Adding Approvers](#)
-  [Accounts Payable and Travel Checklist](#)
-  [Academic Affairs Common Mistakes List](#)



# 3

## Risk Management: Foreign Travel

Important to submit  
Successfully  
*know what to provide*



# Risk Management



## *Foreign Travel Insurance-Planning & Approval*

### **Coordinate with your Department**



*Discuss and finalize the purpose, itinerary, and duration of the travel*



*Ensure the trip aligns with university objectives and has departmental support*

### **Create a Travel Request (TR) In Concur**



*Access the Concur system to initiate a Travel Request (TR)*



*Follow the Concur Travel Request Guide to complete the TR form*



*Include detailed trip information such as dates, locations, CSUF/Personal travel, Flight layovers and Purpose*



# Risk Management

## *Securing Foreign Travel Insurance*

### **Request Foreign Travel Liability Insurance**



Visit the [CSUF Risk Management website](#) to request foreign liability insurance



Navigate to the [Risk Management Travel](#) page. Then to the [Foreign Travel Insurance Database](#)



Sign in with your university credentials and initiate a “New Form” to begin the insurance request



Accurately complete all fields, ensuring no missing information



List all locations and dates, including flight layovers, under the “Destination” section



# Risk Management \* Foreign Travel Insurance - New Form

## Traveler's Information Section

Traveler's Information:

Select the Traveler's Status:  
University Employee

Traveler Division: VP Human Resources  
Traveler Department: Risk Management

CWID: 888675309  
First Name: Tuffy  
Last Name: Titan

Best phone number while traveling: (657) 278-7346  
Campus Email: tuffytitan@fullerton.edu  
Employee's Extension: 7346

Two U.S. Emergency Contacts:

Name: Steve Urkel  
Phone: (657) 278-2011  
Relationship: Neighbor

Name: Eddie Winslow  
Phone: (714) 459-7022  
Relationship: Brother

Will you be adding additional non-CSUF travelers? No

## Non-CSUF Traveler

Will you be adding additional non-CSUF travelers? Yes

Additional Non-CSUF Travelers

When a University employee travels internationally and would like to take a non-CSUF individual, Risk Management requires that the employee purchase insurance through the University's Foreign Travel Liability Insurance program for that traveler. For questions email risk@fullerton.edu

First Name: Tuffy  
Last Name: Titan Jr.  
Email: foreigntravel@fullerton.edu  
Relationship to Traveler: Child  
Child Age: 17

Do they have a release of liability form on file? Yes  
Send Release of Liability Waiver to Risk Management CP-770

U.S. Emergency Contact other than CSUF traveler:  
Emergency Name: Estelle Winslow  
Emergency Phone: (657) 278-7346

Please Click ADD for Each NON-CSUF Traveler Add

# Risk Management



## Foreign Travel Insurance - New Form

### Destination Details

Traveler's Destination Information:

No. of destinations including personal travel?:  Entries / Destinations:

Country	City	Departing to	Leaving
<input type="text" value="Select"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal Travel:

	City	Country	Depart Dt	Return Dt	Pers. Travel
Delete	Ontario	Canada	05/16/2025	05/16/2025	No
Delete	London	United Kingdom	05/16/2025	05/16/2025	No
Delete	London	United Kingdom	05/17/2025	05/18/2025	Yes
Delete	London	United Kingdom	05/19/2025	05/20/2025	No

When a University employee travels internationally and would like to extend their travel to include personal travel, Risk Management requires that the employee purchase insurance through the University's Foreign Travel Liability Insurance program for that personal travel. Personal travel is limited to no more than (14) days. For questions email: [risk@fullerton.edu](mailto:risk@fullerton.edu)

### Additional Information

Additional Information:

Purpose of Travel:

Is the traveler planning to hire any local nationals while traveling, for example as a guide or interpreter?

Does the traveler plan to rent a vehicle?

Primary funding source:

Depending on funding source will route either to Risk Management or Auxiliary Services Corp - ASC

Please notify Risk Management if your trip is cancelled or your itinerary changes.

Please note you only need to click "Submit" once. If you receive an error go through the selection boxes look for any red asterisks make your changes and click "Submit" again. If you continue to have issues with your request being submitted or have questions contact:

Risk Management at (657) 278-7346 or email [foreigntravel@fullerton.edu](mailto:foreigntravel@fullerton.edu).


Remember your safety is important to us while traveling internationally. Should an emergency arise please contact Risk Management.

# Risk Management

## Foreign Travel Insurance

### Binding Coverage

#### Request for Foreign Travel Liability Insurance

 foreigntravel@Exchange.FULLERTON.EDU

Traveler's Name: Tuffy Titan - University Employee

Traveler's Extension: 7346

Traveler's Email: [risk@fullerton.edu](mailto:risk@fullerton.edu)

Non-CSUF Traveler's Name: Myrtle Urkel

Relationship: Spouse

Release of liability form on file? Yes

Non CSUF Travelers: 1

#### Destination 1

Departing: 06/01/2025  
Returning: 06/04/2025  
Country: United Kingdom  
City: Fullerton  
Personal Time: No

#### Destination 2

Departing: 06/05/2025  
Returning: 06/07/2025  
Country: United Kingdom  
City: Fullerton  
Personal Time: Yes

#### Destination 3

Departing: 06/08/2025  
Returning: 06/08/2025  
Country: United Kingdom  
City: Fullerton  
Personal Time: No

Renting Vehicle: No

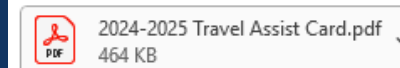
Hiring Locals: No

Purpose of Travel: Conference/Workshop



Once your coverage is bound, you will receive a confirmation email from the Risk Management team regarding your Foreign Travel Insurance

Tuffy Titan; 1 Other - 06/01/2025 - 06/08/2025 - United Kingdom - Bound



#### Tuffy Titan; 1 Other - 06/01/2025 - 06/08/2025 - United Kingdom

Foreign travel insurance has been bound for your upcoming trip. Please find attached the **2024-2025 CHUBB Travel Assist** document, which you should review and carry with you while traveling abroad.

**Please be aware that you will need to purchase auto coverage through the rental company, as CSUF Foreign Travel Program auto liability coverage is excess coverage.** Also, this coverage includes your non-CSUF travelers. You will receive an invoice for the \$80 premium per person.

In case of an **emergency** (medical, travel, personal, or security-related), you can seek assistance using the contact information provided in the attached document or by emailing [Medassist-usa@axa-assistance.us](mailto:Medassist-usa@axa-assistance.us). After contacting MedAssist, please notify **John Beisner at (714) 732-0152 or [jbeisner@fullerton.edu](mailto:jbeisner@fullerton.edu)** if you have any additional questions or concerns.

Additionally, we recommend that you register with the **U.S. Department of State's Safe Traveler Enrollment Program (STEP)** to receive important travel information and emergency alerts while abroad.

#### Important Travel Request Reminder for all CSUF staff and faculty members.

Per [CSUF travel policy](#), all staff and faculty members traveling **must** have a complete and approved Concur travel request before their travel start date.

To ensure compliance and avoid any travel disruptions, please make sure:

- ✓ Your travel request is fully completed in Concur.
- ✓ Please ensure that the insurance coverage dates match the travel dates in the Concur TR.
- ✓ The Concur TR has been submitted for approval well in advance of your departure.
- ✓ You do not travel until you receive final approval.

**If there are any changes to your itinerary or if your travel has been canceled, please notify us as soon as possible.**

For any questions or assistance, please contact [foreigntravel@fullerton.edu](mailto:foreigntravel@fullerton.edu).

Thank you for your attention to these requirements, and safe travels!

# Risk Management \* *Securing Foreign Travel Insurance*

## **Align Travel Insurance with Concur TR**



Ensure all travel dates and locations on the Foreign Travel Liability Insurance match those in Concur



If the information doesn't match, contact the appropriate department for assistance:

- For insurance adjustments, reach out to [foreigntravel@fullerton.edu](mailto:foreigntravel@fullerton.edu)
- For Concur-related issues, contact your department's Concur travel coordinator.
- On the Accounts Payable and Travel Website
  - [Concur User Support](#)
  - [College Contact List](#)



# Risk Management

## *Securing Foreign Travel Insurance*

### **Understand Insurance Coverage**



Risk Management will conduct risk assessments and obtain necessary approvals for travel locations that CSURMA and/or US Travel Advisories have designated as high hazard, war risk, or Level 3/4 countries due to significant safety concerns associated with those destinations



Insurance covers up to 14 days of personal travel; any personal travel that will exceed **14 days** requires coverage by the faculty or staff member at their expense



Non-CSUF travelers' insurance premiums expense must be covered by the faculty or staff member



# Risk Management



## *Final Approval and Pre-Travel Requirements*

### **Revision Requests**



To make any edits to your Foreign Travel request, please contact [foreigntravel@fullerton.edu](mailto:foreigntravel@fullerton.edu)

### **Obtain Final Approvals**



Wait for confirmation of TR approval and insurance coverage before travel purchases.



Ensure all travel documents (passports, visas, etc.) are valid and up-to-date



# Risk Management

## *Post-Travel Responsibilities*

### **Expense Reconciliation**



After the trip, reconcile all expenses using the [Travel Expense Report Guide](#)



Ensure all expenses are accurately documented and submitted for reimbursement.

### **Close out your Concur TR**



Use the [Closing Requests Guide](#) or view [Mastering Concur Travel Training](#) for steps to Close the Concur TR



Verify that all documentation is complete and paid out completely and properly closed in the system



# Risk Management

## *Roles and Responsibilities*

### **Traveler**



Ensure accurate submission, compliance with procedures, and timely reconciliation of expenses

### **Department Concur Travel Contacts**



Assist travelers with Concur-related needs

### **Risk Management**



Provide Guidance on insurance and risk-related matters. Ensure coverage is secured for all CSUF foreign travel

For further assistance, contact [foreigntravel@fullerton.edu](mailto:foreigntravel@fullerton.edu)



# Break Time



---

 *Take a Quick 5 Minute Break*

---

 *Stretch, Walk Around  
and Meet Others*



4

P-Card Re-Cap

Fundamentals for  
Successful P-Card  
Reconciliations  
*Transaction Management*



# P-Card Re-Cap \*

## Detailed Business Purpose

### What constitutes a detailed business purpose:

- Detailed business purposes must provide enough specifics for a third-party reviewer to understand the nature of the purchase/transaction.
- Details must include who, what, when, where, and why.
- Abbreviations or acronyms should not be used for a detailed purpose.



### Tips

- A detailed business purpose must be given for every line-item purchase on a receipt or invoice.
- The Concur Business Purpose field is for text to help identify the expenditure in OBIEE.
- The Concur Comment field is for a detailed justification (who, what, when, where, and why).

The screenshot shows a Concur expense report form for a transaction of \$300.00 for IT Software/Services on 05/04/2025. The form includes fields for Expense Type, Transaction Date, Vendor Name, Payment Type, Amount, and Currency. A blue oval highlights the Business Purpose field, which contains the text 'Create Documentation for AFS Unit'. A red arrow points from the text 'This will show up in OBIEE' to this field. Another blue oval highlights the Comment field, which contains the text 'This will not show up in OBIEE. Provide the 5 W's and additional details here, more information, the better.'

**IT Software/Services \$300.00**

05/04/2025 | CANVA\* I04506-44859435 | Corporate Card

**This will show up in OBIEE**

\* Required field

Expense Type \*  
IT Software/Services

Transaction Date \*  
05/04/2025

Business Purpose \* ?  
Create Documentation for AFS Unit

Enter Vendor Name \*  
CANVA\* I04506-44859435

Payment Type ?  
USBank Visa

Amount \*  
300.00

Currency  
US, Dollar (USD)

**This will not show up in OBIEE.**  
Provide the 5 W's and additional details here, more information, the better.

Comment  
0/500

# P-Card Re-Cap



## *Detailed Business Purpose Examples*

### Poor Examples of a Business Purpose

[Order #6448] (February 20, 2025)

Product	Quantity	Price
National Debate Tournament	1	\$200.00
NDT At-large Bid Application Fee	1	\$100.00
AFA One Year Individual or Institutional Membership	1	\$85.00
<b>Subtotal:</b>		\$385.00
<b>Payment method:</b>		PayPal
<b>Total:</b>		\$385.00



Tournament and Membership Fees

#### **What is the business purpose missing?**

- **Who** - Identifies the individuals or groups for whom the expense is meant.
- **What** - Describes the action, event, or expense items being purchased.
- **When** - Specifies the time or date of the event or action, if applicable
- **Where** - Indicates the location or place where the event or action took place, if applicable.
- **Why** - Explains the reason or motivation behind the expense.
- Abbreviations or acronyms shouldn't be used.

# P-Card Re-Cap



## *Detailed Business Purpose Examples*

### Better Examples of a Business Purpose

[Order #6448] (February 20, 2025)

Product	Quantity	Price
National Debate Tournament	1	\$200.00
NDT At-large Bid Application Fee	1	\$100.00
AFA One Year Individual or Institutional Membership	1	\$85.00
<b>Subtotal:</b>		\$385.00
<b>Payment method:</b>		PayPal
<b>Total:</b>		\$385.00



\$200 tournament fee and \$100 bid application fee for the 2025 spring semester debate student team(s) to participate in the American Forensics Association (AFA) National Debate Tournament (NDT). A \$85 AFA membership fee was required to participate in the tournament.

#### **What are the 5Ws:**

- **Who** – Debate student team(s)
- **What** – Tournament, application, and membership fees
- **When** – 2025 spring semester
- **Where** – N/A
- **Why** – To participate in the American Forensics Association (AFA) National Debate Tournament (NDT).

# P-Card Re-Cap \*

## Test your Knowledge

## Scenario #1

amazon.com

Final Details for Order #112-3932330-6697012  
Print this page for your records.

Order Placed: July 29, 2024  
Amazon.com order number: 112-3932330-6697012  
Order Total: \$53.56

---

Shipped on August 1, 2024

Items Ordered	Price
1 of: Amazon Basics 48-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life Sold by: Amazon.com Services, Inc Supplied by: Other Condition: New	\$15.19
1 of: Amazon Basics AAA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life, 36 count (Pack of 1) Sold by: Amazon.com Services, Inc Supplied by: Other Condition: New	\$14.05
1 of: Colorful Happy Birthday Burlap Banner, Assembled Durable Happy Birthday Sign Birthday Party Decorations for Women Girl Sold by: LGTRAVEL (seller profile) Supplied by: LGTRAVEL (seller profile) Condition: New	\$11.99
1 of: Thickened balloons, 120 PCS Balloons Assorted Colors, Latex Balloons for Kid's Birthday Party, Exquisite Rainbow Balloon, 12 Inches & 12 Kinds of Rianbow Colorful Party Balloons Decorations. Sold by: Tamodan (seller profile) Supplied by: Tamodan (seller profile) Condition: New	\$8.48



An Amazon purchase of four items that include AA and AAA batteries, a happy birthday banner, and party balloons.

1) What is the business purpose?

# P-Card Re-Cap \*

## Test your Knowledge

## Scenario #1

amazon.com

Final Details for Order #112-3932330-6697012  
Print this page for your records.

Order Placed: July 29, 2024  
Amazon.com order number: 112-3932330-6697012  
Order Total: \$53.56

---

Shipped on August 1, 2024

**Items Ordered**

1 of: Amazon Basics 48-Pack AA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life Sold by: Amazon.com Services, Inc Supplied by: Other	660825 – General Supplies	Price \$15.19
Condition: New 1 of: Amazon Basics AAA Alkaline High-Performance Batteries, 1.5 Volt, 10-Year Shelf Life, 36 count (Pack of 1) Sold by: Amazon.com Services, Inc Supplied by: Other		\$14.05
Condition: New 1 of: Colorful Happy Birthday Burlap Banner, Assembled Durable Happy Birthday Sign Birthday Party Decorations for Women Girl Sold by: LGTRAVEL (seller profile) Supplied by: LGTRAVEL (seller profile)		\$11.99
Condition: New 1 of: Thickened balloons, 120 PCS Balloons Assorted Colors, Latex Balloons for Kid's Birthday Party, Exquisite Rainbow Balloon, 12 Inches & 12 Kinds of Rianbow Colorful Party Balloons Decorations. Sold by: Tamodan (seller profile) Supplied by: Tamodan (seller profile)		\$8.48



### Business Purpose:

Batteries are kept as a general department supplies for employee' use of their wireless devices. Happy birthday banner and balloons are to be reimbursed.

**Who** – Employees

**What** – Batteries

**When** – N/A

**Where** – Department

**Why** – For wireless devices

660898 –  
Disallowed  
Expense

# P-Card Re-Cap



## Test your Knowledge

## Scenario #2

An Amazon purchase of two items that include a Women's Pant Suit Set and an Electric Hot Plate.





1) What is the business purpose?

Shipped on November 6, 2024	
<b>Items Ordered</b>	<b>Price</b>
1 Of: Marycrafts Women's Business Blazer Pant Suit Set for Work 10 Black Brown Sold by: MaryCrafts ( <a href="#">seller profile</a> ) Condition: New	\$66.90
<b>Shipping Address:</b>	Item(s) Subtotal: \$66.90
800 N STATE COLLEGE BLVD FULLERTON, CA 92831-3547 United States	Shipping & Handling: \$0.00
<b>Shipping Speed:</b> FREE Prime Delivery	Total before tax: \$66.90
	Sales Tax: \$5.18
	<b>Total for This Shipment: \$72.08</b>

Shipped on November 7, 2024	
<b>Items Ordered</b>	<b>Price</b>
1 Of: Elite Gourmet ESB-301BF# Countertop Single Cast Iron Burner, 1000 Watts Electric Hot Plate, Temperature Controls, Power Indicator Lights, Easy to Clean, Black Sold by: Amazon.com Condition: New	\$16.99
<b>Shipping Address:</b>	Item(s) Subtotal: \$16.99
800 N STATE COLLEGE BLVD FULLERTON, CA 92831-3547 United States	Shipping & Handling: \$0.00
<b>Shipping Speed:</b> FREE Prime Delivery	Total before tax: \$16.99
	Sales Tax: \$1.32
	<b>Total for This Shipment: \$18.31</b>

# P-Card Re-Cap

## *Delinquency Notification*

-  **ALL AVAILABLE EXPENSES MUST BE ASSIGNED TO A REPORT.** Including travel transactions that do not need to be immediately submitted.
-  Per policy, an **Approving Official must approve P-Card Expense Reports to be considered submitted.** Concur workflow pulls Approving Official from CHRS.

**SEPT 2024 P-Card**  
10/09/2024

**\$3,681.11**

Due Employee:  
\$0.00

Submitted

Submitted & Pending Approval

CALIFORNIA STATE UNIVERSITY FULLERTON

+ Start a Report

**05** Available Expenses

02 Open Reports

### Company Notes

FOR MORE INFORMATION ON UNIVERSITY TRAVEL UPDATES  
CLICK ON [READ MORE](#)

UPDATES

04/18/2024 - [Travel Policy Update: Increase to Lodging Expense Limit Effective April 18, 2024](#)

01/03/2024 - [Travel Policy Changes and Mileage Reimbursement Rates Effective January 1, 2024](#)

[Read More](#)

### Tasks

**05** Available Expenses →

04/20	PH LODGING	\$36.00
04/18	PH LODGING	\$259.78
04/18	PH LODGING	\$123.52
04/10	PLANET HOLLYWD ADV DEPO	\$131.52
10/26	BIOLA MARKETPLACE	\$530.00

**02** Open Reports →

10/08	July 2024 San Luis Obispo	\$175.18
08/01	JAN 2024 PCARD	\$52.79

# P-Card Re-Cap

## *General Reminders*



- ✓ • *Ensure the current compliance forms are used.*
- ✓ • *Monthly transactions must be reconciled by the 10th of every month as a single P-Card Expense Report.*
- ✓ • *Per Policy, P-Card Expense Reports must be approved by an Approving Official to be considered submitted.*
- ✓ • **Be Proactive**
  - *If there's a situation not within the cardholder's control that can lead to an infraction, email eBusiness.*
  - *There are no appeals, but eBusiness can waive infractions when justified*
  - *Plan ahead and submit requests in advance*



# Tips and Tricks \* to Save Time

## Available Expenses

### Available Expenses

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

View: All Expenses

[Upload Receipt](#) [View](#) [Edit](#) [Delete](#) [Combine Expenses](#) [Move](#)

<input type="checkbox"/>	Receipt	Payment Type↓↑	Expense Source	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Amount↓↑	
<input type="checkbox"/>		Pending Card Transaction	Expenselt	Lodging	HILTON GARDEN INN SANTA Santa Barbara, California	08/08/2024	\$1,024.32	...
<input type="checkbox"/>		P-Card Paid Travel by/for Others	Expenselt	Lodging	Palazzo Las Vegas, Nevada	03/19/2024	\$1,034.01	...

To find missing transactions: [Card Transactions](#)

## TIP: Start Early!

By adding available expenses to P-Card Reports you avoid the billing cycle notices on being delinquent.

# Risk Management

## *Field Trips*



*What is an Academic Field Trip?*



*Off-campus group learning activity*



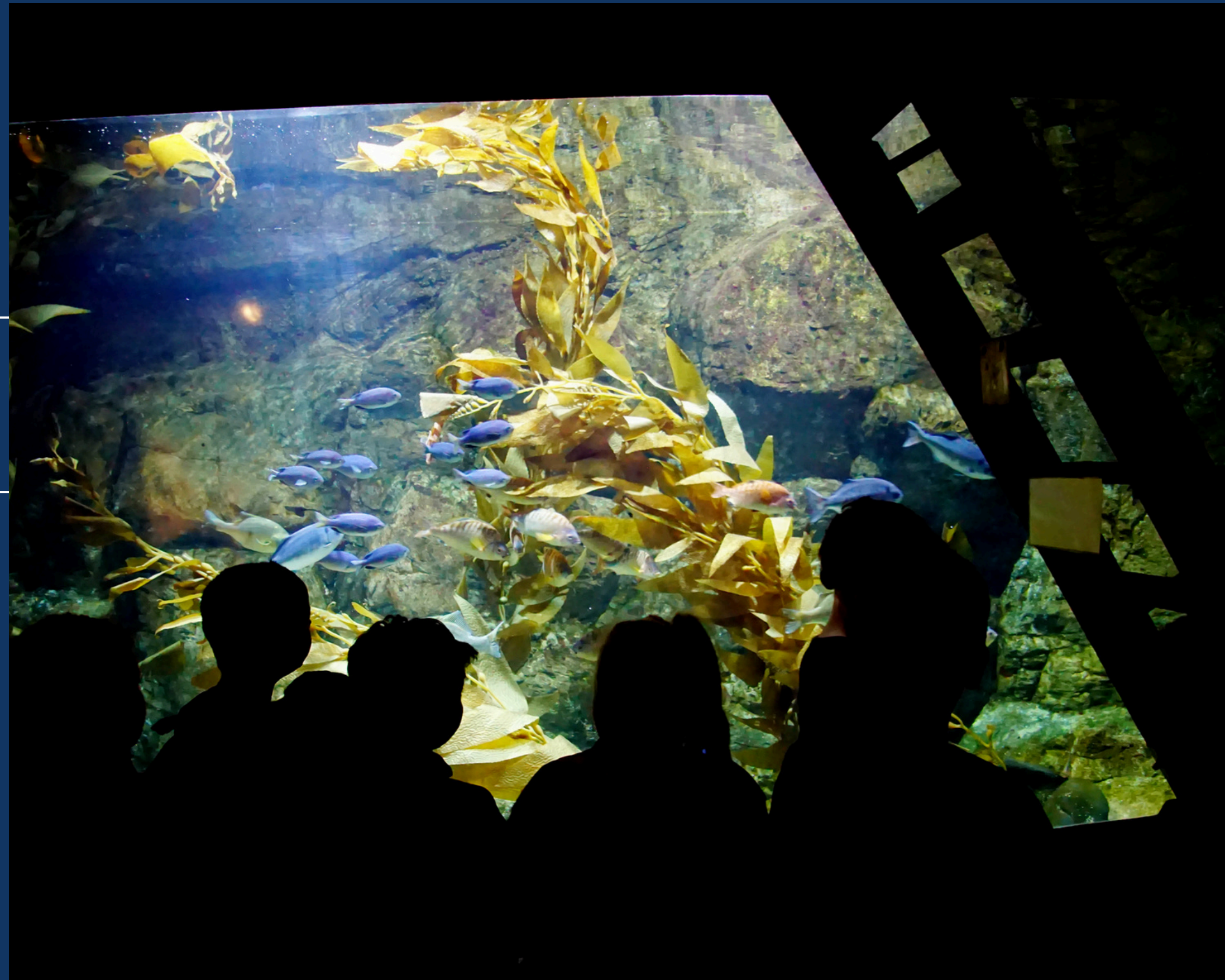
*Led by faculty or staff*



*Integral to course curriculum*

*Click Here for more information on [Academic Field Trips](#)*

*Click here for the [Academic Field Trip Brochure](#)*



# Risk Management

## *Field Trips - Policy*



### *University Policy Statement 420.105*



*All course activities involve varying degrees of risk*



*Faculty must discuss known risks with students*



*Obtain student consent before participation*



### *Student's Right of Non-Compliance*



*Decline participation if risks are excessive*



*Request alternative assignments (if available)*



*Petition for course withdrawal without penalty if no alternatives*



# Risk Management

## Field Trips- Guidelines

### Transportation

 Only authorized individuals may drive university vehicles

 Students arranging own transportation can do so independently

 Faculty should not coordinate student driving arrangements



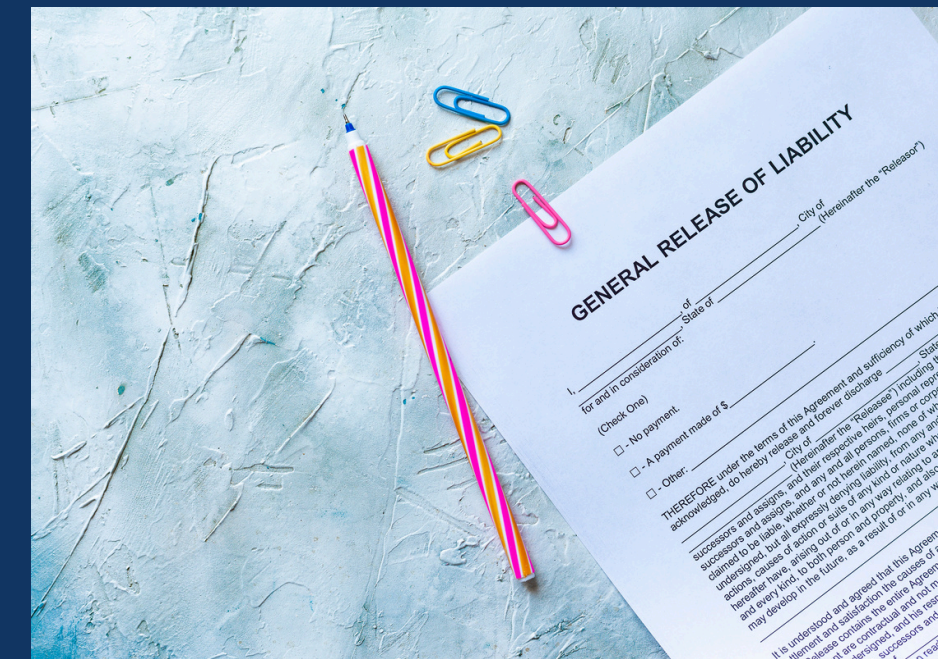
### Waivers and Releases

**\*Note:** The department is responsible for keeping the Waiver of Liability and Student Concur Forms for **3 years** after the field trip.

 Waiver of Liability forms are required before participation

 Student Conduct forms are required before participation

 List of participants and their emergency contacts



# Risk Management \* *Field Trips- Resources and Contacts*

## *Emergency Procedures*



*Call 911 for serious accidents*



*Contact University Police: (657) 278-2515*

## *CSUF Risk Management*



*Michael Coughlin*

*mcoughlin@fullerton.edu*

*(657) 278-8673*

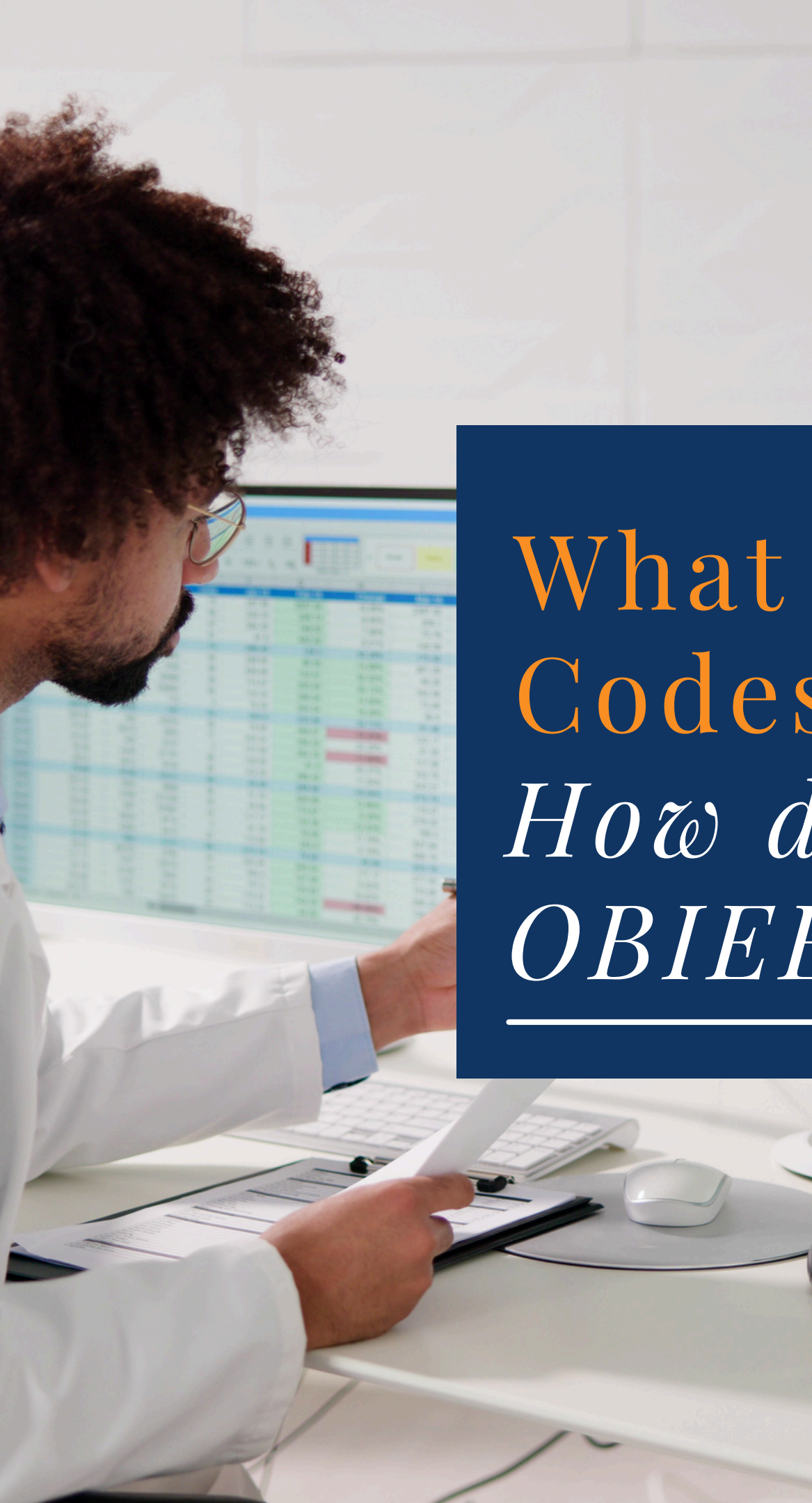


5

## OBIEE Account Codes

What are Account Codes?

*How does it show up on OBIEE Reports?*



# OBIEE Account Codes \* AFIT: P-Card Expense Types Definition



Expense Type in Concur is the Category in which the P-Card Module was designed



Itemizations are important because they tie to the Account Codes on OBIEE

\*NOTE: It is important to detail what the exact item is.

- ▶ Concur (General) 7
- ▶ Concur Profile Set-up 5
- ▶ Travel Request 10
- ▶ Travel Expense Report 11
- ▶ Blanket Travel Request 2
- ▶ Blanket Travel Expense Report 3
- ▶ P-Card Expense Report 5
- ▶ Approving in Concur 5
- ▶ International Travel 2
- ▶ Concur Mobile Apps 2
- ▶ Concur Reporting 3
- ▶ Checklists 16

## Last Updated

Dec 12, 2023

Author: Administrative Systems

Generate Article PDF

Generate Manual PDF

Print Article

To Print or get PDF of the Definitions Click Here

## P-Card Expense Types Definition

The list below provides a summary of the different expense types that belong to the P-Card Goods and Services Expense Report and when they are used.

- › Services
- › Goods
- › D11 with Services
- › D11 without Services
- › IT Software and Services
- › IT Goods
- › Membership
- › Accounts Payable
- › Fraud
- › Disallowed
- › Uncleared Collection and Liability

[back to top](#)

## Need more help?

Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu).

< Prev: [Defining P-card Expenses](#)

Next: [Submitting P-Card Expense Report](#) >

# OBIEE Account Codes \* *AFIT: P-Card Expense Types Definition*

Administrative Systems (AFIT) / Administration and Finance / Concur / P-Card Expense Report / P-Card Expense Types Definition

## P-Card Expense Types Definition

The list below provides a summary of the different expense types that belong to the P-Card Goods and Services Expense Report and when they are used.

- > Services
- > Goods
- > D11 with Services
- > D11 without Services
- > IT Software and Services
- > IT Goods
- > Membership
- > Accounts Payable
- > Fraud
- ∨ Disallowed

This is used when a transaction is identified by the cardholder or approver as a disallowed transaction per CSU P-Card, Travel, D11 or Procurement Policy.

- i Reimbursement for the expense is required and proof of reimbursement must be included with the original receipt for the purchase. Go to [Accounting Services and Financial Reporting](#) for more information.

The following account codes are available in this expense type:

- (660898) Disallowed Expense

Click here for [AFIT Pcard Expense Types](#)



Use the > carrot to expand out the expense types and definitions



# OBIEE Account Codes \* *P-Card Expense Type Definitions*

Amount \$7,492.09	Itemized \$7,492.09	Remaining ✓ \$0.00
----------------------	------------------------	-----------------------

**(660835) Furniture \$7,492.09**

[Allocate](#)

**NEW**

**FEATURES**

\* Required field

Expense Type \*

Recently Used
(660835) Furniture
(619002) Equipment-Instructional
(660825) General Supplies
<b>100. Services</b>
(606001) In State Fieldtrip/Team Travel
(606002) Out of State Fieldtrip/Team Travel

Concur will no longer require you to know the Expense Type to get the correct Itemization for Account Codes

# OBIEE Account Codes \*

## *P-Card Expense Type Definitions*

(660898) Disallowed Expense - This is used when a transaction is identified by the cardholder or approver as a disallowed Transaction per P-Card, Travel, Hospitality, or Procurement Policies.

\*Reimbursement for this expense is required, and proof of reimbursement must be included with the original receipt for the purchase. For more information, email Accounting Services and Financial Reporting (ASFR) at [asfr@fullerton.edu](mailto:asfr@fullerton.edu). PCD Deposit form will be discussed later

OBIEE Account Codes \*  
*P-Card Expense Type Definitions*

—  
(660009) Specialized Training (Only use for  
online/webinar and on-campus training)-  
VIRTUAL, NO TRAVEL

OBIEE Account Codes \*  
*P-Card Expense Type Definitions*



—  
619002 Equipment - INSTRUCTIONAL will be  
inactivated, effective 7/1/2025. Per the  
Chancellor's Office, the account will be made  
obsolete beginning 7/1/2025

Effective 7/1/2025, Please use  
619001- Equipment

# OBIEE Account Codes \* *P-Card Expense Type Definitions*



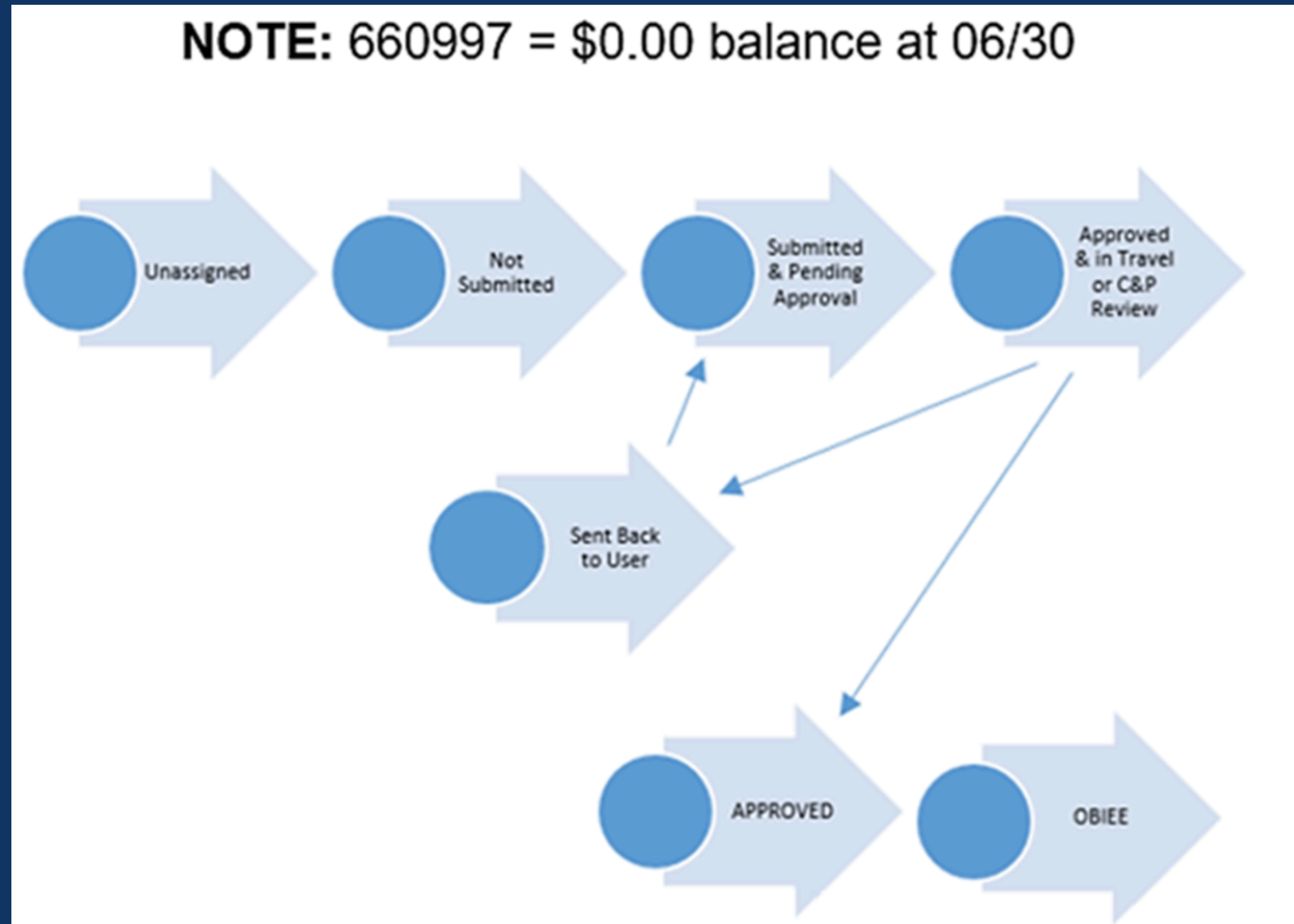
Why does this show up in my OBIEE report monthly?

**(660997) Concur Not Approved Transaction**

This means that Concur Expense Reports are not yet in APPROVED Status

# OBIEE Account Codes \* *P-Card (PCD) Monthly Accrual Process (Cont.)*

*PCD Monthly Accrual Process until Status is Approved in Concur*



# OBIEE Account Codes \* *P-Card (PCD) Monthly Accrual Process*

What is the PCD Monthly Accrual Process?



Source Code: OBL



Account: 660997-Concur Not Approved Transaction

- Used to record P-Card (PCD) Expense Reports that are **not** in Approved Status in Concur
- Balance will be \$0.00 at year-end (June 30th)



For August to May 2025 Billing Cycles only



Accrual entry (ex. posted on August 1st) is reversed the following month (September 1st)



Accrual entry will continue to post until Concur Expense Report is in **APPROVED** status



# OBIEE Account Codes \* P-Card (PCD) Monthly Accrual Process (Cont.)

Example of PCD Monthly Accrual Process when Status in Concur is not Approved

Dept ID	Fund	Account	Journal ID	Journal Date	Ln Descr	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660997	0002010842	8/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	2	15.00
10005	THEFD	660997	0002010842	9/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	3	(15.00)
10005	THEFD	660997	0002023982	9/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	3	15.00
10005	THEFD	660997	0002023982	10/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	4	(15.00)
10005	THEFD	660997	0002037487	10/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	4	15.00
10005	THEFD	660997	0002037487	11/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	5	(15.00)
10005	THEFD	660997	0002059058	11/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVV		2022	5	15.00
10005	THEFD	660997	0002059058	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVV		2022	6	(15.00)
10005	THEFD	660997	0002064481	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREVV		2022	6	15.00
10005	THEFD	660997	0002064481	1/1/2023	AMELIA LE 07/18 CSULB PARKING	APPRINREVV		2022	7	(15.00)
10005	THEFD	660997	0002076529	1/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	7	15.00
10005	THEFD	660997	0002076529	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	8	(15.00)
10005	THEFD	660997	0002094355	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	8	15.00



Journal ID	Journal Date
0002010842	8/1/2022
0002010842	9/1/2022
0002023982	9/1/2022
0002023982	10/1/2022
0002037487	10/1/2022
0002037487	11/1/2022
0002059058	11/1/2022
0002059058	12/1/2022
0002064481	12/1/2022
0002064481	1/1/2023
0002076529	1/1/2023
0002076529	2/1/2023
0002094355	2/1/2023

For 660997, ignore the Journal Entries that have 2 dates (these are accruals and reversals that net to zero)

Use this one

# OBIEE Account Codes

## *P-Card (PCD) Monthly Accrual Process (Cont.)*

Example of PCD Monthly Accrual Process when Status in Concur Changes to Approved

Dept ID	Fund	Account	Journal ID	Journal Date	Ln Descr	Reference	Reference 1	Fiscal Year	Period	Actuals
10005	THEFD	660997	0002010842	8/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	2	15.00
10005	THEFD	660997	0002010842	9/1/2022	AMELIA LE 07/18 CSULB PARKING	UNASSIGNED		2022	3	(15.00)
10005	THEFD	660997	0002023982	9/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	3	15.00
10005	THEFD	660997	0002023982	10/1/2022	AMELIA LE 07/18 CSULB PARKING	NOT SUBM		2022	4	(15.00)
10005	THEFD	660997	0002037487	10/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	4	15.00
10005	THEFD	660997	0002037487	11/1/2022	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	5	(15.00)
10005	THEFD	660997	0002059058	11/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREWW		2022	5	15.00
10005	THEFD	660997	0002059058	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREWW		2022	6	(15.00)
10005	THEFD	660997	0002064481	12/1/2022	AMELIA LE 07/18 CSULB PARKING	APPRINREWW		2022	6	15.00
10005	THEFD	660997	0002064481	1/1/2023	AMELIA LE 07/18 CSULB PARKING	APPRINREWW		2022	7	(15.00)
10005	THEFD	660997	0002076529	1/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	7	15.00
10005	THEFD	660997	0002076529	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SENT BACK		2022	8	(15.00)
10005	THEFD	660997	0002094355	2/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	8	15.00
10005	THEFD	660997	0002094355	3/1/2023	AMELIA LE 07/18 CSULB PARKING	SUBMPNDAPP		2022	9	(15.00)
<b>TOTAL FOR 660997</b>										<b>0.00</b>
<b>CONCUR EXPENSE REPORT IS FINALLY IN "APPROVED" STATUS</b>										
10005	THEFD	606001	PCD2064354	4/1/2023	AMELIA LEWIS	Exp ID: 50940	CSULB PARKING; Blanket Travel July22; Parking; 07/14/2022	2022	10	15.00
<b>TOTAL FOR 606001</b>										<b>15.00</b>

Period	Total
2	15.00
3	0.00
4	0.00
5	0.00
6	0.00
7	0.00
8	0.00
9	(15.00)
<b>660997 TOTAL</b>	<b>0.00</b>
10	15.00
<b>606001 TOTAL</b>	<b>15.00</b>



# OBIEE Account Codes

## Concur & OBIEE (PCD)



Approvals ▼

Approvals Home Requests Reports

### JUN 2024 P-CARD [Sarah Nguyen]

Summary Details Receipts Print / Email

Date	Expense Type	Amount	Approved
06/18/2024	Goods AMAZON MKTPL*HA89Q1753	\$21.54	\$21.54

Expense Receipt Image

Expense Type Goods	Transaction Date 06/18/2024	Business Purpose Foot Rest for Lynn	Enter Vendor Name AMAZON MKTPL*HA89Q1753
Amount 21.54	Reviewed Yes	Approved Amount 21.54	

Business Intelligence

Help Sign Out

Rev/Exp (CFS)

Revenue/Expense Summary
All University Benefits Pool
Budget Detail
Actuals Detail (between Accounting Periods)
Encumbrance Detail
Pre-Encumbrance Detail
Available Balance

Fiscal Year 2023	Accounting Period Between 12 - 12	Account Type --Select Value--	Account Category 660 - Misc. Ope
Fund --Select Value--	Account 660825 - Gener	Program --Select Value--	Class --Select Value--
Division --Select Value--	Sub-Division/College --Select Value--	Master Department --Select Value--	Department 10005 - Accoun

Apply Reset

#### Actuals Detail Report

Business Unit = FLCMP, Fiscal Year = 2023, Period = Period 12 to Period 12  
Total Number of Records Retrieved = 8

Dept ID Fund Account Acct Descr Program Class Project

Dept ID	Fund	Account	Acct Descr	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr	Invoice ID	Vendor/Customer ID	Vendor/Customer Name	Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
10005	THEFD	660825	General Supplies	-	-	-	CSU	CHBK140413	06/25/2024	PCD2369432	06/25/2024	1,003	SARAH NGUYEN	-	-	-	Exp ID: 63704	AMAZON MKTPL*HA89Q1753;JUN 2024 P-CARD; (660825) General Supplies; Foot Rest for Lynn	SARAH NGUYEN	2023	12	21.54

Doc Src	Document ID	Document Date	Journal ID	Journal Date
CSU	CHBK140413	06/25/2024	PCD2369432	06/25/2024

# OBIEE Account Codes

## Concur & OBIEE (Travel)



**May 2024 Anaheim, CA** (Betty)

Summary Details Receipts Print / Email Show Exceptions

Expenses

Date	Expense Type	Amount	Approved
05/10/2024	Parking Anaheim, California	\$23.00	\$23.00
05/10/2024	Personal Car Mileage	\$11.39	\$11.39
05/09/2024	Parking Anaheim, California	\$23.00	\$23.00
05/09/2024	Personal Car Mileage	\$11.39	\$11.39
05/08/2024	Registration Fees/Workshops CSU Business Conference, Anahei	\$695.00	\$695.00
05/08/2024	Parking Anaheim, California	\$23.00	\$23.00
<b>TOTAL AMOUNT</b>		<b>\$798.17</b>	<b>\$798.17</b>
<b>TOTAL APPROVED</b>		<b>\$798.17</b>	

Report Summary  
Report Totals

Requests (1)

Request Name	Request ID
May 2024 Anaheim, CA	4JYN

Doc Src	Document ID	Document Date	Journal ID	Journal Date	Ln Number	Ln Descr
VCH	00277678	05/10/2024	APV2420211	10/03/2024	1	May 2024 Anaheim-Parking

Ln Descr = Concur Report Trip/Name + Expense Type

Rev/Exp (CFS)

Revenue/Expense Summary All University Benefits Pool Budget Detail **Actuals Detail (between Accounting Periods)** Encumbrance Detail Pre-Encumbrance Detail Available Balance

Fiscal Year: 2024 Accounting Period: Between 1 - 11 Account Type: --Select Value-- Account Category: --Select Value--

Fund: --Select Value-- Account: 606001 - Travel Program: --Select Value-- Class: --Select Value-- Project: --Select Value--

Division: --Select Value-- Sub-Division/College: --Select Value-- Master Department: --Select Value-- Department: 10005 - Account

Apply Reset

**Actuals Detail Report**  
Business Unit = FLCMP, Fiscal Year = 2024, Period = Period 4 to Period 4  
Total Number of Records Retrieved = 6

Dept ID Fund Account Acct Descr Doc Src Document ID Document Date Journal ID Journal Date Ln Number Ln Descr Invoice ID Vendor/Customer ID Vendor/Customer Name Reference Reference 2 Fiscal Year Period Actuals

10005	THEFD	606001	Travel-In State	VCH	00277678	05/10/2024	APV2420211	10/03/2024	1	May 2024 Anaheim-Parking	63303	0000016777	BETTY NERI	0000023567	EXT	2024	4	23.00	
									2	May 2024 Anaheim-Parking	63303	0000016777	BETTY NERI	0000023567	EXT	2024	4	23.00	
									3	May 2024 Anaheim-Parking	63303	0000016777	BETTY NERI	0000023567	EXT	2024	4	23.00	
									4	May 2024 Anaheim-Personal Car M	63303	0000016777	BETTY NERI	0000023567	EXT	2024	4	11.39	
									5	May 2024 Anaheim-Personal Car M	63303	0000016777	BETTY NERI	0000023567	EXT	2024	4	11.39	
									6	May 2024 Anaheim-Personal Car M	63303	0000016777	BETTY NERI	0000023567	EXT	2024	4	11.39	
	THEFD	Total																	103.17
10005	Total																		103.17
Grand	Total																		103.17

Refresh - Print - Export

# OBIEE Account Codes

## Disallowed Expenses - PCD

Deposit Form (PCD Only)




**Deposit or Reimbursement to University Account**

**Procurement Card Reimbursement (PCD) Only**

Division of Administration & Finance | Financial Services & Administrative Systems | Accounting Services & Financial Reporting

CSUF Cashier's Office (UH-180)

**Deposit Or Reimbursement To University Account**  
**Procurement Card Reimbursement (PCD) Only**

MACRO:  Deposit Form

Reimbursing the University for Disallowed Purchases: *All disallowed expenditures must be reimbursed to the University within 30 days of purchase.*

INSTRUCTIONS: (1) Complete Deposit Or Reimbursement To University Account (Procurement Card Reimbursement (PCD) Only) and submit to CSUF Cashier's Office (UH-180); (2) Cashier's Office issues receipt; and (3) Attach receipt to the reconciled Procurement Card statement. If the statement has already been submitted, forward the receipt along with the cardholder information (name, statement month), Procurement Card number to the Procurement Card Program in CP-300.

IMPORTANT: Remember to use account 660898 when reconciling P-card activity through Access Online or Concur for disallowed expenditures only.

Questions? Send an email to: [rbusiness@fullerton.edu](mailto:rbusiness@fullerton.edu)

I. Requester Information

From Dept:	Accounting Services & Financial Reporting	Contact:	Estrela Mangahas	Ext:	5386
------------	---	----------	------------------	------	------

II. Reason for Deposit or Reimbursement (PCD Reimbursement)

Cardholder Name:	Harry Potter	Travel Number:		Statement Date:	11/27/23
Vendor(s)/Merchant Name(s):	Amazon Music	Original Charge: (as shown on Statement)	\$		10.99

III. Deposit Information (To select (v) Form of Payment, click the yellow drop down option below and choose or type "1")

Form of Payment:	<input type="checkbox"/> Cash \$ -	<input checked="" type="checkbox"/> Check \$ 10.99	Total Deposit:	\$ 10.99	Cashier's Office use only: Cashier's Endorsement
	<input type="checkbox"/> Other (please specify) _____				

Check Information

Check Number:	2933	Check Date:	1/24/2024	Received From:	Harry Potter
Check Memo / Desc:	reimburse personal expense charged to state Pcard				

IV. Chart Field Information

DEFAULT		REQUIRED		OPTIONAL			Deposit Amount
ASHNet Item Code	Account (5)	Fund (5)	Dept (5)	Program (4)	Class (5)	Project (8)	
\$7050	660898	THEFD	10005				\$ 10.99
\$7050	660898						\$ -
\$7050	660898						\$ -
\$7050	660898						\$ -
\$7050	660898						\$ -
\$7050	660898						\$ -
				OK: Total Amount = Total Deposit	Total Amount:	\$	10.99

# OBIEE Account Codes

## *Disallowed Expenses - PCD (Cont.)*

*Process for Disallowed Expenses - PCD*



*Example 1 - **Scenario:** PCD was used for personal office supplies, the employee had to reimburse the university. PCD expense and CASHNet deposits were posted to 660898-THEFD-10005.*

### OBIEE ACTUALS DETAIL

Dept ID	Fund	Account	Program	Class	Project	Doc Src	Document ID	Document Date	Journal ID	Journal Date
10005	THEFD	660898	-	-	-	CSU	CHBK140118	4/25/2024	PCD2335672	5/1/2024
10005	THEFD	660898	-	-	-	CSU	CR63290124	1/24/2024	CRS2271964	1/24/2024

Reference	Reference 1	Reference 2	Fiscal Year	Period	Actuals
Exp ID: 58434	AMAZON MUSIC*YV04S40S3;Nov 2023 P-Card; (660898) Disallowed Expense; Office Supplies 11/23/2023	HARRY POTTER	2023	11	10.99
S7050		8735433 ASFR	2023	7	(10.99)

# OBIEE Account Codes

## *My Queries » Chargebacks*

### *What are chargebacks?*




*1st three digits of the Journal ID represents the Service Provider that charged the Department*



*Information on Chargebacks*



*List of Service Providers and Contact Information*

<b>Doc Src</b>	<b>Document ID</b>	<b>Document Date</b>	<b>Journal ID</b>	<b>Journal Date</b> 
CSU	CHBK140413	06/25/2024	<u>PCD2369432</u>	06/25/2024

# OBIEE Account Codes \* *My Queries* » *Chargebacks (Cont.)*



My Queries Home | Favorites ▾ | Dashboards ▾ | Open ▾ | Sign

Budget Allocation | Budget Allocation by Tree | Salary and Benefits | Salary & Benefits by Tree | **Chargebacks** | Athletic Fees | Service Provider Chargebacks

Fiscal Year: 2023 ▾ | Period: Between 12 ▾ - 12 ▾ | Service Providers: PCD ▾

Account: --Select Value-- ▾ | Fund: --Select Value-- ▾ | Dept: 10005 ▾ | Program: --Select Value-- ▾ | Class: --Select Value-- ▾ | Project: --Select Value-- ▾ | **Apply** | **Reset** ▾

**Service Provider Data Inquiry**

Total Number of Records Retrieved = 1

Jrnl Template	Doc ID	Jrnl ID	Journal Date	CSU Descr	CSU Ref 1	CSU Ref 2	Amount	Account	Fund	Dept ID	Program	Class	Project	Fiscal Year	Period
PCD	CHBK140413	PCD2369432	6/25/2024	SARAH NGUYEN	Exp ID: 63704	AMAZON MKTPL*HA89Q1753;JUN 2024 P-CARD; (660825) General Supplies; Foot Rest for Lynn 06/18/2024	22	660825	THEFD	10005	-	-	-	2023	

Refresh - Print - Export

Restricted by Department Security  
Jrnl Template = Service Provider

# 6

## Q &A, Closing, and Networking

Almost there...  
*Final Stretch*

---



Q & A



Questions?



# Feedback



**Financial Services  
Spring 2025 Training Survey**



*Select the training you attended and complete survey questions.*

**Thank you from Financial Services!**

*Select "Mastering Concur  
Travel and  
P-Card Reconciliation: The  
Ultimate Combo"*

[Click here for the Link](#)



# Staying Connected *and Thank You*



Academic Financial Services  
AFS@Fullerton.edu



Accounts Payable and Travel  
Travel@fullerton.edu



Accounting Services and Financial Reporting  
asfr@fullerton.edu



Concur Technical Support  
Concur@fullerton.edu





# Staying Connected *and Thank You*



Contracts & Procurement  
[ebusiness@fullerton.edu](mailto:ebusiness@fullerton.edu)  
[DL-C\\_and\\_P@fullerton.edu](mailto:DL-C_and_P@fullerton.edu)



Human Resources and Inclusive Excellence  
Risk Management  
Foreign Travel Insurance  
[foreigntravel@fullerton.edu](mailto:foreigntravel@fullerton.edu)

Academic Field Trips  
Academic Field Trip Brochure  
[mcoughlin@fullerton.edu](mailto:mcoughlin@fullerton.edu)



# Want More Training

## *Continue the Learning Journey*



Request Specific Training.



Additional Targeted Training is available for departments and teams.



Have a specific Hot Topic?  
Let us know what you'd like to learn about?



# Networking Activity \*

## *Connecting with Others*

—

1

*Roll Call: What Division are you from?*

2

*Any First-Timers to this series of trainings?*

Find someone you do not know,  
College, Department, or in another  
Division (get their contact info)