

A collage of travel-related items including a straw hat, a compass, a white airplane model, a vintage camera, a notebook, and a map. The background is a detailed map of the world.

Essential Tips & Tricks to Optimize Concur

Concur Travel Reconciliations

CSUF

**Academic
Financial Services**
ADMINISTRATION AND FINANCE

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Agenda



1

Types of Concur Expense Reports

2

Allocating to Different Funds

3

Closing out Travel Requests

4

Common Pitfalls

5

Essential Checklists

6

Tips and Tricks

1

Types of Concur Expense Reports

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



Types of Concur Expense Reports *

How many types are there?

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

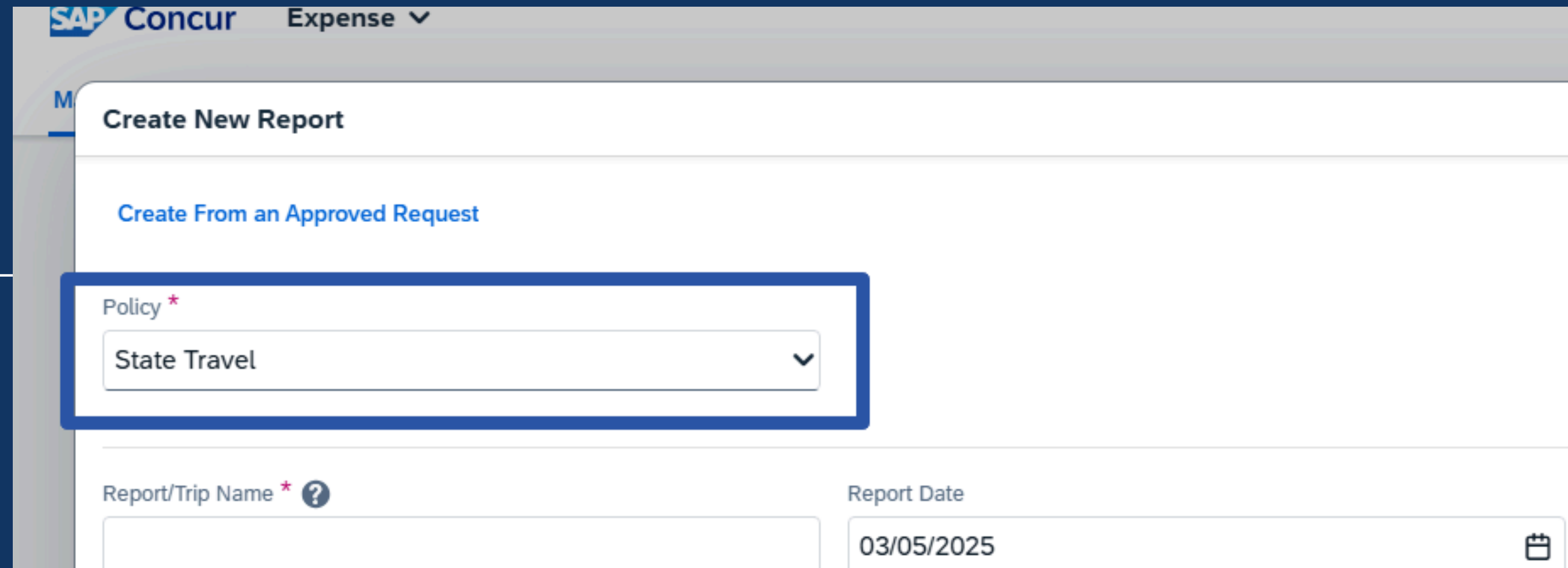
Types of Concur Expense Reports *

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.

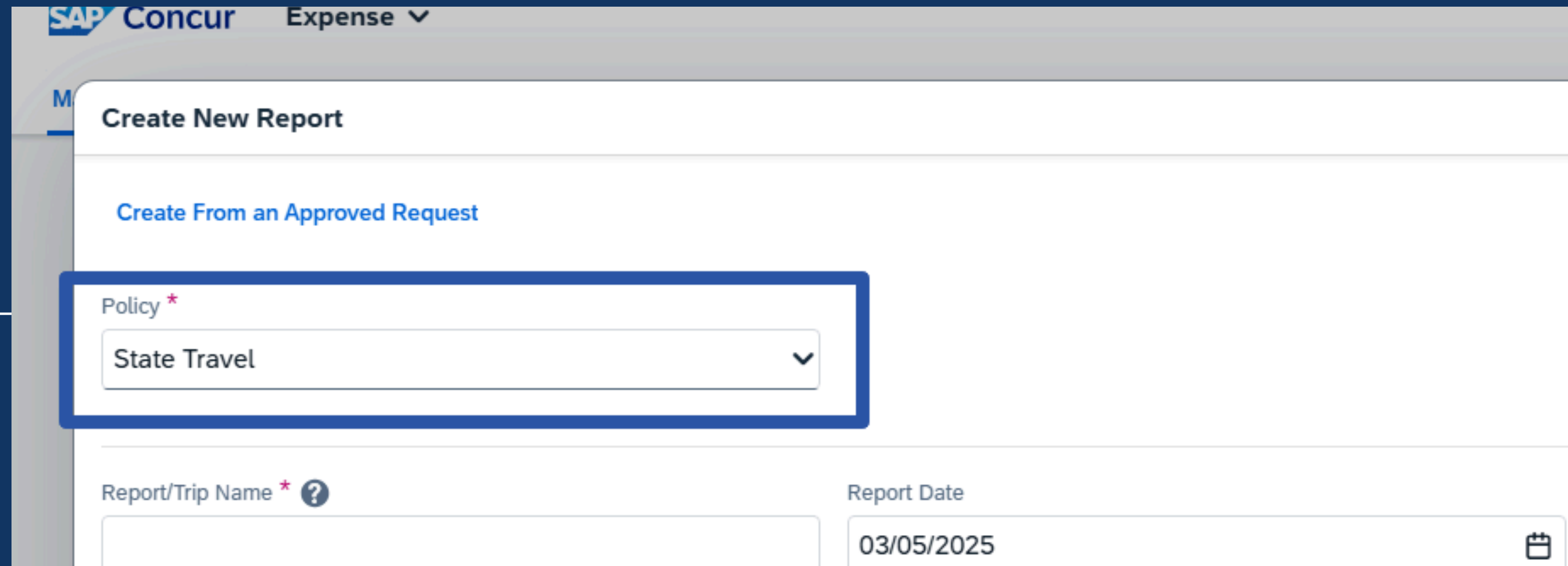
Types of Concur Expense Reports ✱

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 border 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)

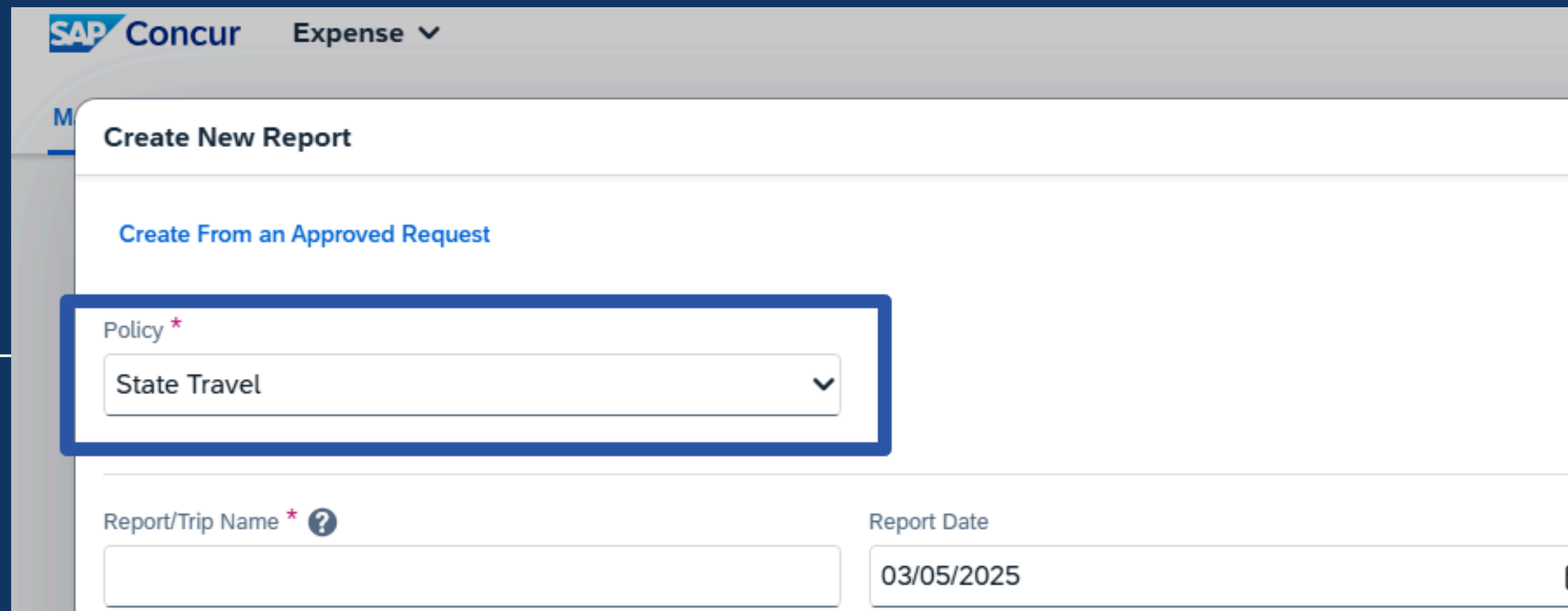
Types of Concur Expense Reports *

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.

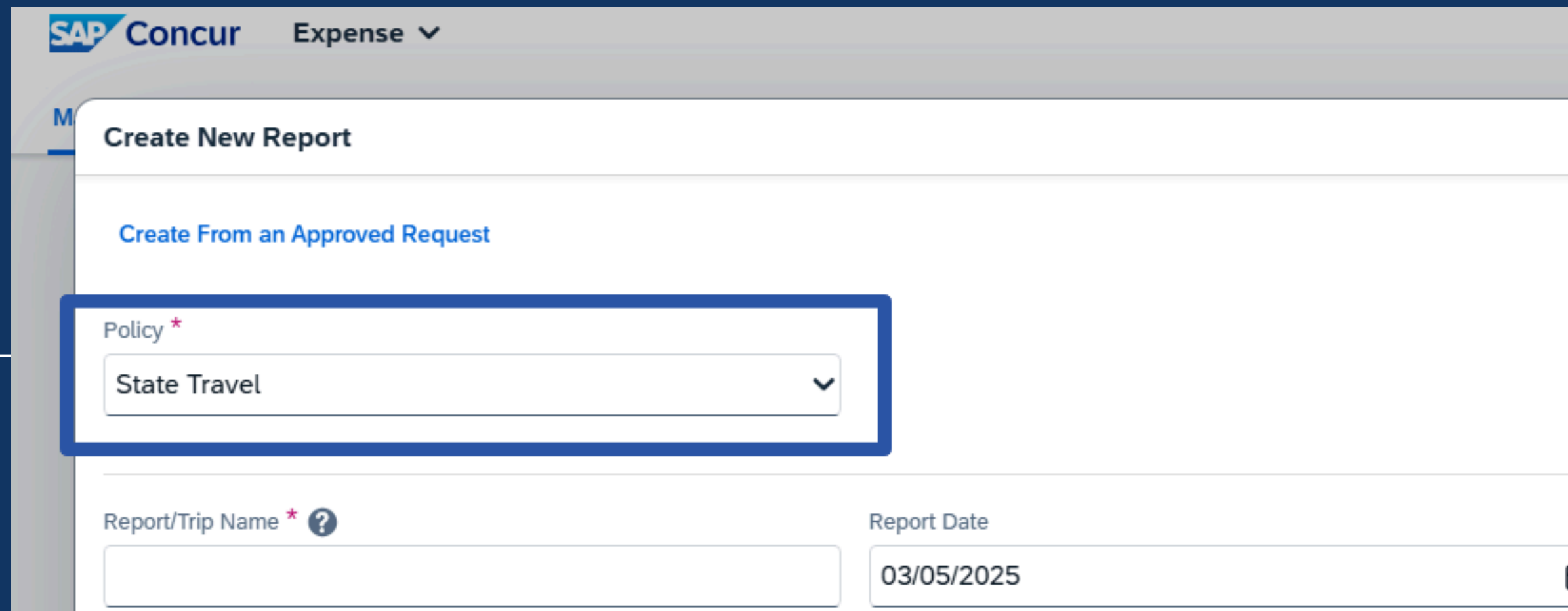
Types of Concur Expense Reports *

How many types are there?

2

P-Card Travel for Others
Naming Conventions

How do I use this?



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 this, there are two input fields: 'Report/Trip Name * ?' and 'Report Date'. The 'Report Date' field contains the value '03/05/2025'.

Use P-Card Billing Cycle Dates

Naming Convention for Pcard Travel Expense Report:

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

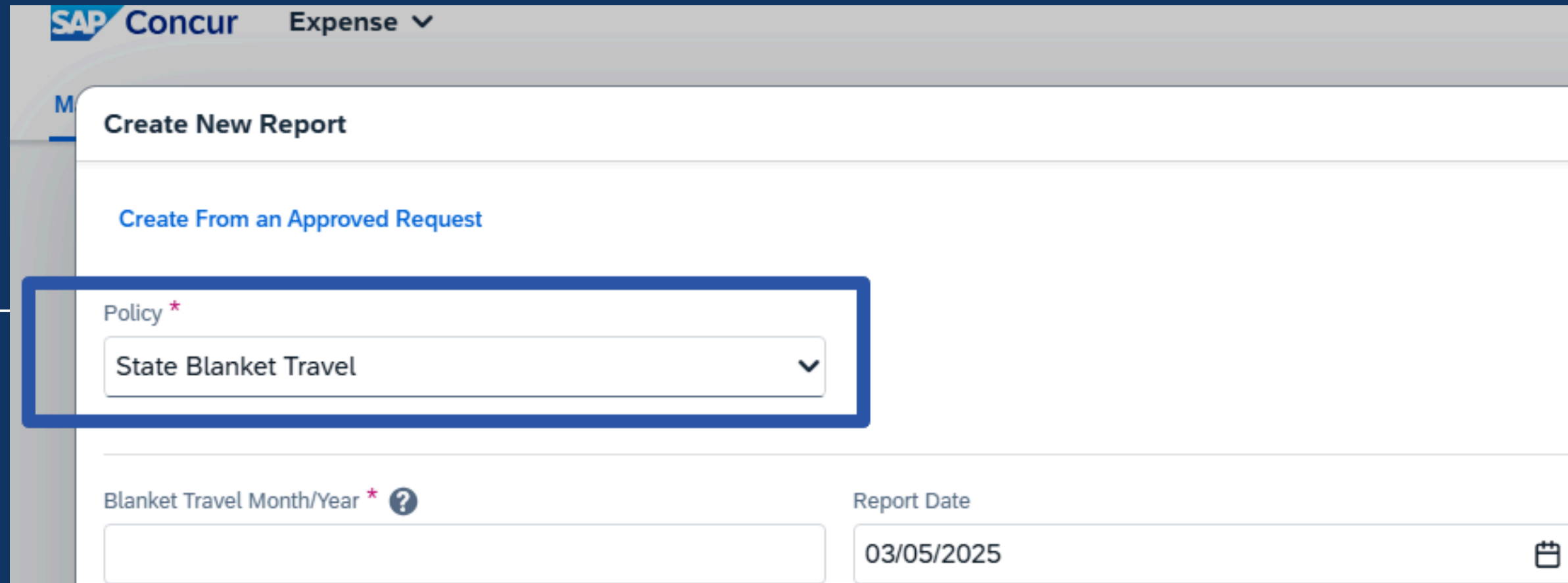
Types of Concur Expense Reports *

How many types are there?

3

Blanket Travel

When do I use this?



The screenshot shows the SAP Concur Expense report creation interface. The page title is "SAP Concur Expense". Below the title, there are two main options: "Create New Report" and "Create From an Approved Request". 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 question mark icon and "Report Date" which is set to "03/05/2025".

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". 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" with the value "03/05/2025" and a calendar icon.

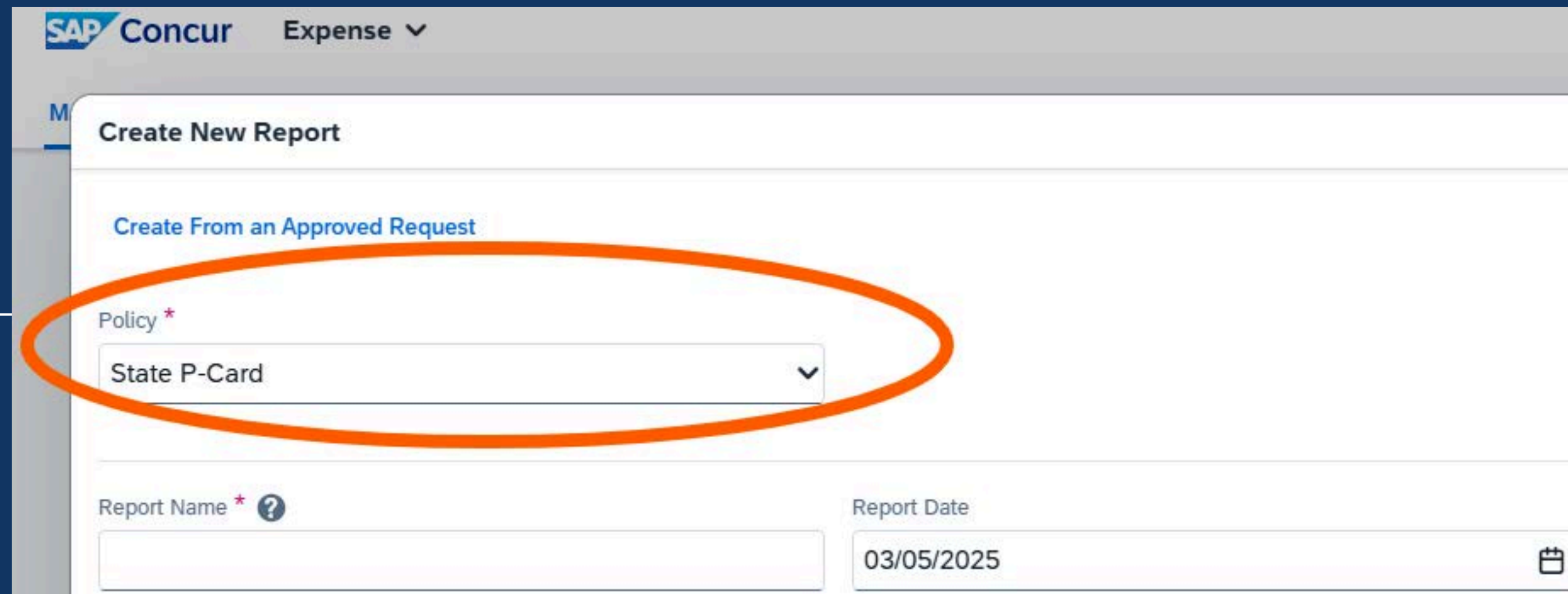
Types of Concur Expense Reports *

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.

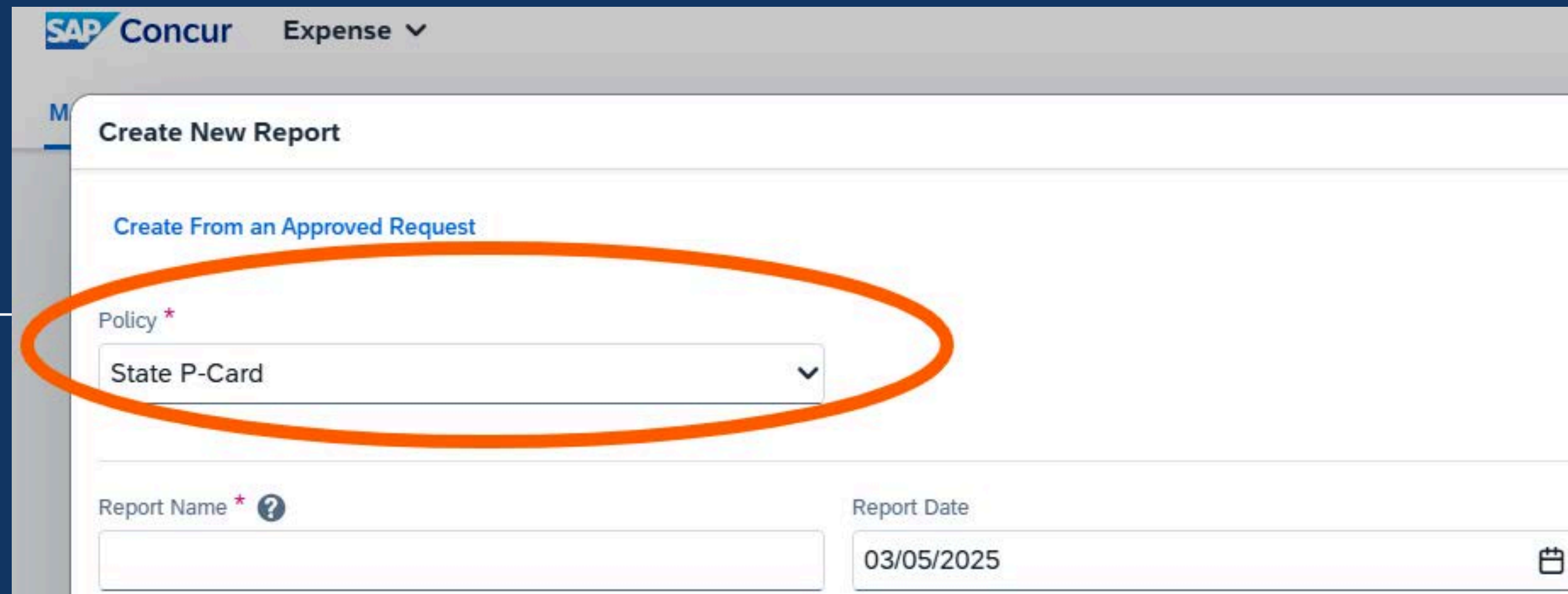
Types of Concur Expense Reports *

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 Pcard Expense Report:

- Month Year Pcard
- Example: Sep 2023 Pcard

Types of Concur Expense Reports *

One Page Guide

	Objectives	When to Use	Types of Expenses	Tips
Travel Claim		<ul style="list-style-type: none"> Reconciling your Travel Request (TR): Link all amended request number's (4 digit, combo of letters and number's) to the travel expense claim Reconciling your own Travel Expenses to your own P-card: Add in all transactions incurred for your own travel paid by your own P-card into your travel claim. Naming Conventions: <u>Month</u> and <u>Year</u> for the travel date and the trip <u>Destination</u> (City, State) DOMESTIC EX.: SEP 2023 Pomona, CA INTERNATIONAL EX.: SEP 2023 ITALY 	<ul style="list-style-type: none"> Types of Expenses (P-card OK): Workshops/Registration Fees Airfare Lodging Ground Transportation: Taxi/Uber/Lyft, etc. Per Diem (Personal Cash or Card): Not an allowable charge on P-card. Incidentals: Will populate at the daily rate if on Travel Business Meals, Hosted Meals (D-11's Required) Will be required if taking guests out for a business meal, purchasing gifts and promotions. 	<ul style="list-style-type: none"> Link from the travel request: Create a New Expense Claim Report, make sure all admdend rerquests are linked by going to REPORT DETAILS--> LINKED ADD-ONS--> Manage Requests Make sure Item types are all fixed before allocating budgets: If you allocate the budget before setting item types, it will not save. Itemizations Must equal 0: Lodging Clear all Red Flags: These are required fields. Check Allocations: Report Headers --> Allocation Summary
P-Card Travel for Others		<ul style="list-style-type: none"> Reconciling Travel Expenses paid for Others via P-card: Add in all transactions incurred for other travelers Reconcile as a State Travel When creating an expense report , select State Travel and use the billing cycle period as the begin and end date of trip. Naming Conventions: <u>Month</u> and <u>Year</u> for the P-Card billing cycle dates Example: P-Card Travel Sep 2021 	<ul style="list-style-type: none"> Types of Expenses: Non-Employee Travel Airfare Lodging Ground Transportation: Taxi/Uber/Lyft, etc. Business Meals, Hosted Meals (D-11's Required) Will be required if taking guests out for a business meal, purchasing gifts & promotions. *NOTE: Pre-paid Travel Expenses need to be reconciled to a Travel Expense Request. 	<ul style="list-style-type: none"> Traveler's TR # Code in Traveler's Request Number wherever Possible in Request ID Make sure item types are all fixed before allocating budgets: If you allocate the budget before setting item types, it will not save. Itemizations Must equal 0: Lodging Clear all Red Flags: These are required fields. Check Allocations: Report Headers --> Allocation Summary
P-card		<ul style="list-style-type: none"> Reconcile all P-Card Transactions: Add in all transactions incurred for the billing cycle Q and ITR Numbers, D-11's: Q#'s needed for one-time service exceptions. ITR#'s needed for some technology purchases. D-11's Needed for Hospitality Naming Conventions: <u>Month</u> and <u>Year</u> for the P-Card billing cycle dates Example: P-Card Sep 2021 	<ul style="list-style-type: none"> Types of Expenses: Workshops/Registration Fees (VIRTUAL no travel) that need to be coded as 660801-Memberships (Prof Org) Supplies and Goods Services (Q#'s Needed) Hospitality (D-11's Needed) IT Hardware/Software (ITR's Needed) Faculty Recruitment Codes: 660840-Faculty Recruitment (In/Out)-Except Meals 660842 -Faculty Recruitment Meals 	<ul style="list-style-type: none"> Q#'s, ITR #'s, and D-11's: NOTE: all Q's #'s, ITR #'s, and attach signed and completed D-11's as necessary Make sure item types are all fixed before allocating budgets: If you allocate the budget before setting item types, it will not save. Clear all Red Flags: These are required fields. Check Allocations: Report Headers --> Allocation Summary
Blanket Mileage		<ul style="list-style-type: none"> Blanket Travel: Requested at the beginning of the Fiscal Year (July 1-June 30) Used for Parking and Mileage Only: Can only claim Parking and Mileage up to the est. approved amount for the FY Naming Conventions: <u>Fiscal Year</u> for Blanket Travel Example: Blanket Travel 2023-2024 	<ul style="list-style-type: none"> Types of Expenses: Parking Mileage *NOTE: Defensive Driver's Training needs to be completed. STD 261 should be completed and on file with the employee's home department. 	<ul style="list-style-type: none"> Traveler's TR # Code in Traveler's Request Number wherever Possible in Request ID Reconciliation: Monthly Travel Claims should be submitted monthly as mileage and parking is incurred.

2

Allocating Different Funds

How to Allocate
Different Funds
to a transaction



How to Allocate

Different Funds



Click "The transaction in which you need to change the allocation for"



In this case "Select Registration Fees and Workshops"

Expense

Card Transactions

Aug 2024 Santa Barbara, CA \$2,975.61 Copy Report

Document Confirmed | Report Number: YZX35P

QUEST

Approved: 289.84 | Remaining: \$0.00

Item Details | Print/Share | Manage Receipts | Travel Allowance

Receipts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Approved	
			USBank Visa	Taxi/Shuttle	Lyft Goleta, California	08/05/2024	\$14.99 Itemized	
			USBank Visa	Taxi/Shuttle	Lyft Santa Barbara, California	08/05/2024	\$14.99 Itemized	
			USBank Visa	Taxi/Shuttle	Lyft Santa Barbara, California	08/05/2024	\$20.55 Itemized	
			USBank Visa	Taxi/Shuttle	Lyft Fullerton, California	08/05/2024	\$71.96 Itemized	
			USBank Visa	Airline Fees (Baggage; Wifi; etc)	United Airlines Los Angeles, California	08/04/2024	\$40.00 Itemized	
			USBank Visa	Registration Fees/Workshops	WESTERN ASSOCIATION OF CO Santa Barbara, California	05/15/2024	\$1,225.00 Allocated Itemized	
			USBank Visa	Airfare	United Airlines Santa Barbara, California	05/15/2024	\$338.96 Itemized	
							\$2,975.61	

How to Allocate * *Different Funds*



Select "Itemizations"



Select "Allocate"

The screenshot shows the SAP Concur Expense Card Transactions interface. The 'Itemizations' tab is selected and highlighted with a blue box and an arrow labeled '1. Select Itemizations'. Below this, the amount '\$1,225.00' is displayed. The 'Allocate' button is circled in orange and pointed to by an orange arrow labeled '2. Select Allocate'. The form below contains the following fields:

- Expense Type * ?
Registration Fees/Workshops
- Transaction Date *
05/15/2024
- Report/Trip Purpose *
Conference
- Business Purpose
WACUBO Business Management Institute-Bonnie
- Enter Vendor Name *
WESTERN ASSOCIATION OF CO
- City *
(field is empty)

How to Allocate * Different Funds



The Default will be Percentage



Select "Amount"

SAP Concur Expense

Allocate 1. Defaulted to Percentage 2. Select Amount

Itemizations: 1 \$1,225.00 View Allocation Group

Percent Amount

Amount \$1,225.00 Allocated \$1,225.00 100% Remaining \$0.00 0%

Default Allocation

Code In-State-10237-10316-THEFD Percent % 59.18367347

Trip Type↓↑	Division↓↑	Department ID↓↑	Gen Fund↓↑	Class↓↑	Programs↓↑	Code↑≡	Percent %
In-State	Vice President of HR	Diversity and Equity	SW001:RMP SWAT			In-State-10131-10089-SW001	40.81632653

How to Allocate

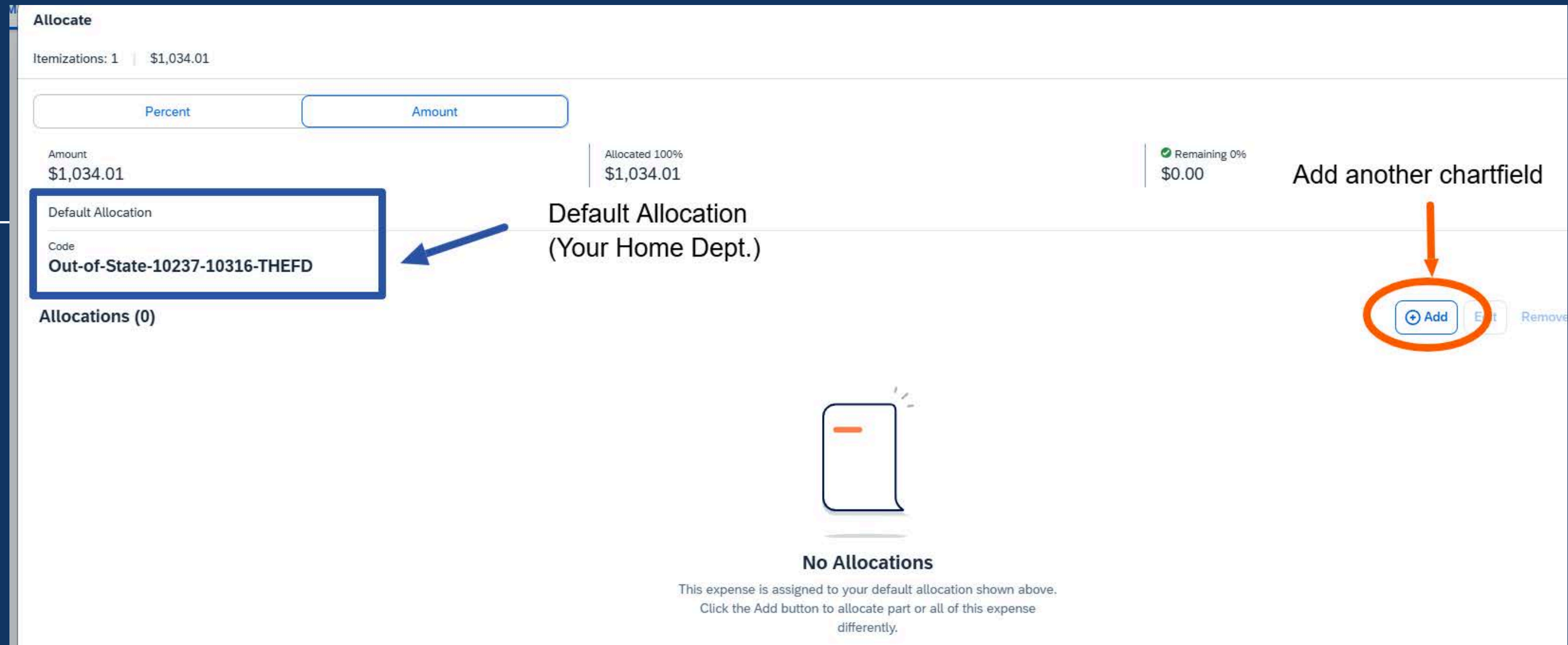
Different Funds



Default allocations are automatically mapped to your home dept.



Select "Add"



The screenshot shows the 'Allocate' interface with the following elements:

- Itemizations: 1 | \$1,034.01
- Buttons: Percent, Amount
- Summary: Amount \$1,034.01, Allocated 100% \$1,034.01, Remaining 0% \$0.00
- Default Allocation Code: Out-of-State-10237-10316-THEFD
- Allocations (0)
- Buttons: Add, Edit, Remove
- Message: No Allocations. This expense is assigned to your default allocation shown above. Click the Add button to allocate part or all of this expense differently.

Annotations in the image include a blue arrow pointing to the default allocation code and an orange circle around the 'Add' button with an arrow pointing to it from the text 'Add another chartfield'.

How to Allocate * Different Funds



Select "Allocate"



Add "New Chartfields"
for allocation

Concur Expense

Allocate

Itemizations: 1 | \$1,034.01 | [View Allocation Group](#)

Percent | Amount

Amount: \$1,034.01 | Allocated: \$1,034.01

Default Allocation

Code: Out-of-State-10237-10316-THEFD

Allocations (1)

<input type="checkbox"/>	Trip Type↓↑	Division↓↑	Department ID↓↑
<input type="checkbox"/>	In-State	VP Administration & Finance	AVP of Financial Services

Edit Allocation

* Required field

Trip Type *
In-State

Division *
(10238) VP Administration & Finance

Department ID *
(10033) AVP of Financial Services

Gen Fund
(THEFD) THEFD:CSU Operating Fund

Class

Programs

Cancel Update

Remaining 09
\$0.00

Code↑
In-State-10238-10

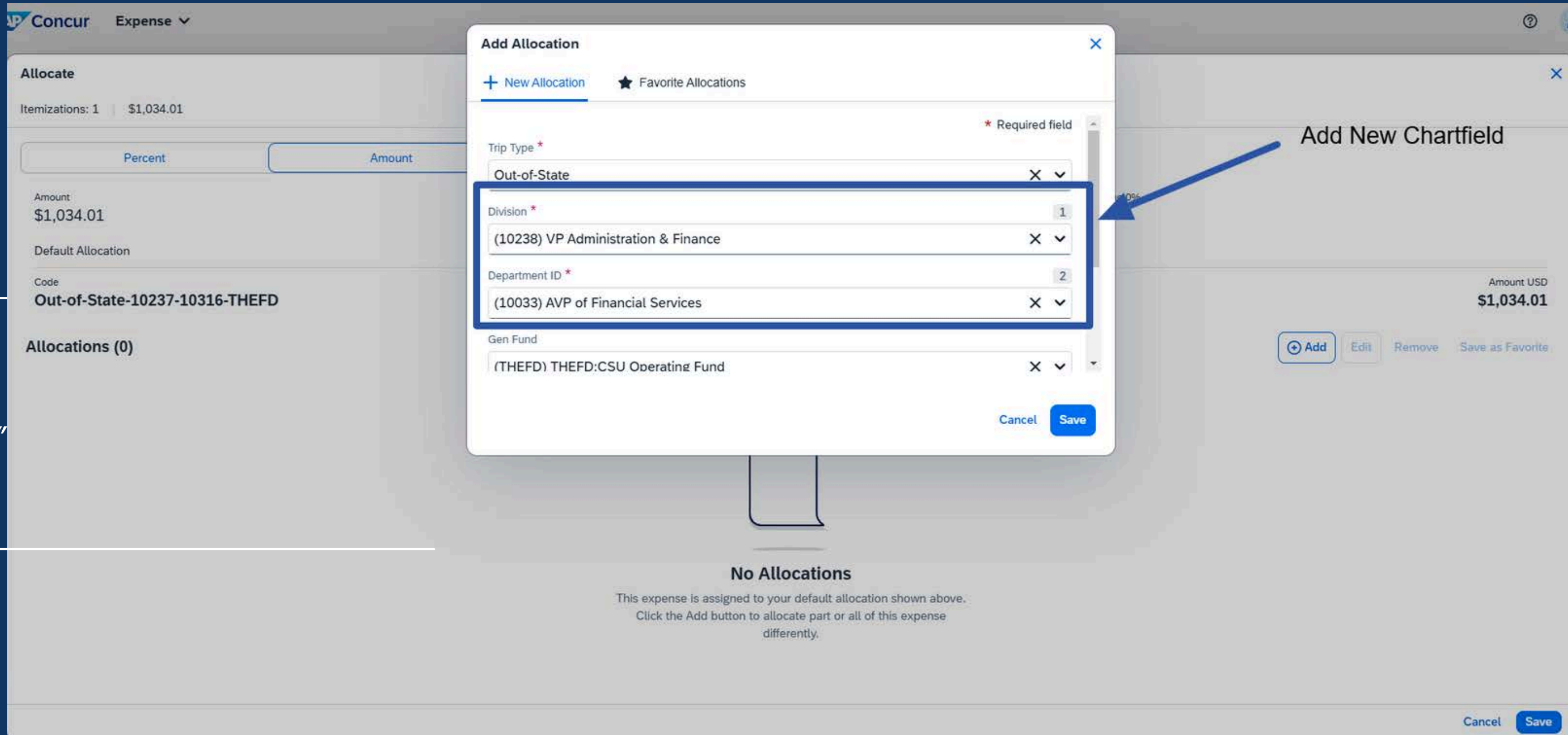
How to Allocate

Different Funds

 Select "Division"

 Select "Department ID"

 Select "Fund", "Class",
and "Program", if
necessary



Concur Expense

Allocate

Itemizations: 1 | \$1,034.01

Amount: \$1,034.01

Default Allocation Code: Out-of-State-10237-10316-THEFD

Allocations (0)

Add Allocation

+ New Allocation | ★ Favorite Allocations

Trip Type * (Required field): Out-of-State

Division * (10238) VP Administration & Finance

Department ID * (10033) AVP of Financial Services

Gen Fund: (THEFD) THEFD:CSU Operating Fund

Cancel Save

No Allocations

This expense is assigned to your default allocation shown above. Click the Add button to allocate part or all of this expense differently.

Amount USD: \$1,034.01

Buttons: Add, Edit, Remove, Save as Favorite

Annotation: Add New Chartfield (with arrow pointing to the highlighted fields)

How to Allocate

Different Funds



New Chartfield is added

Concur Expense

Allocate

Itemizations: 1 | \$1,034.01 | [View Allocation Group](#)

Percent | Amount

Amount: \$1,034.01 | Allocated 100%: \$1,034.01 | Remaining 0%: \$0.00

Default Allocation

Code: Out-of-State-10237-10316-THEFD

Amount USD: \$0.00

Allocations (1)

<input type="checkbox"/>	Trip Type↓↑	Division↓↑	Department ID↓↑	Gen Fund↓↑	Class↓↑	Programs↓↑	Code↑↔	Amount USD
<input type="checkbox"/>	Out-of-State	VP Administration & Finance	AVP of Financial Services	THEFD:CSU Operating Fund			Out-of-State-10238-10033-THEFD	1,034.01

New Chartfield (arrow pointing to the new code field)

Code↑↔ (circled in orange)

Buttons: Add, Edit, Remove, Save as Favorite

How to Allocate * Different Funds



Add in the amount for the different fund allocation



Automatically total the remaining balance to the default

Concur Expense

Allocate

Itemizations: 1 | \$1,034.01 | View Allocation Group

Percent | Amount

Amount: \$1,034.01 | Allocated 100%: \$1,034.01 | Remaining 0%: \$0.00

Default Allocation

Code: Out-of-State-10237-10316-THEFD

1. Entering the \$500 allocation

2. Creates the split amount, remaining balance to the default chartfield

Trip Type	Division	Department ID	Gen Fund	Class	Programs	Code	Amount USD
<input type="checkbox"/>	Out-of-State	VP Administration & Finance	AVP of Financial Services	THEFD:CSU Operating Fund		Out-of-State-10238-10033-THEFD	500.00

Amount USD: \$534.01

How to Allocate

Different Funds



Blue "Allocated" means that the funds are allocated



Double-Clicking the Blue "Allocated" will open up the different funded allocations

Submit Report Copy Report Delete Report

[View Available Receipts](#)

+ Add Expense Edit Delete Copy Allocate Combine Expenses Move

Vendor Details	Date	Requested	
Palazzo Las Vegas, Nevada	03/19/2024	\$1,034.01 Allocated Itemized	...
		\$1,034.01	

3

Closing Out Travel Requests

Why Close Out Open
Travel Requests?



Closing Out * Travel Requests



It is best business practice to close out TR if there is a remaining balance



Double-Clicking the Blue "Report" will open up the TR

Home / Requests / Manage Requests

Manage Requests

Requests View: Approved ▼ + Create New Request

Request Name↓↑	Status↓↑	Request Dates↓↑	Requested↓↑	Approved↓↑	Remaining amount↓↑
June 2024 Anaheim, CA ID: 4LNM	Approved 06/03/2024	06/10/2024	\$586.44	\$586.44	\$586.44
March 2024 San Jose, CA ID: 4JM4	Approved 02/23/2024	03/16/2024	\$2,707.25	\$2,707.25	\$2,707.25
Jan 2023 Denver, CO ID: 4GXW	Approved 11/08/2023	01/20/2024	\$2,383.21	\$2,383.21	\$2,383.21

Closing Out * Travel Requests



Check to make sure that all expenses have been paid out in OBIEE



Double-Clicking "Close Request"



*"Closed Requests" can always be recovered

Home / Requests / Manage Requests / June 2024 Anaheim, CA

June 2024 Anaheim, CA \$586.44

Approved | Request ID: 4LNM

[Request Details](#) [Print/Share](#) [Attachments](#) 2

REPORTS: 1
Remaining
\$586.44

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

Choose close a request

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Registration Fees/Workshops	Anaheim, California, UNITED STATES : Liaison Conference attendance	06/10/2024	\$495.00	\$495.00
Parking	Parking at the Disneyland Hotel	06/10/2024	\$70.00	\$70.00
Mileage	Anaheim, California, UNITED STATES : From Cal State Fullerton to Disneyland Hotel (x2 days)	06/10/2024	\$11.39	\$11.39
Mileage	Anaheim, California, UNITED STATES : From Disneyland to Home (after work hours) (x2 days)	06/10/2024	\$10.05	\$10.05
				\$586.44

Closing Out * 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
Hotels/Workshops	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
				\$586.44

Closing Out * Travel Requests



A Pop-Up Window will ask you if you'd like to permanently close out a TR



Double-Clicking "OK" will permanently close the TR and close out any remaining balances

The screenshot shows a web interface for managing travel requests. A confirmation dialog box is open, asking for confirmation to permanently close the request. The dialog text reads: "You are about to permanently close this request. This will release any amounts associated with the request that are not linked to a submitted report and remove it from the list of available requests to assign to an expense report." The "OK" button is circled in orange, and an orange arrow points to it with the text "Click 'OK' to confirm and close".

Home / Requests / Manage Requests / June 2024 Anaheim, CA

June 2024 Anaheim, CA \$586.44

Approved | Request ID: 4LNM

Request Details ▾ Print/Share ▾ Attachments 0 ▾

REPORTS: 1

Remaining
\$586.44

EXPECTED EXPENSES

Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
Registration Fees/Workshops	Anaheim, California, UNITED STATES : Liaison Conference attendance	06/10/2024	\$495.00	\$495.00
Parking	Parking at the Disneyland Hotel	06/10/2024	\$70.00	\$70.00
Mileage	Anaheim, California, UNITED STATES : From Cal State Fullerton to Disneyland Hotel (x2 days)	06/10/2024	\$11.39	\$11.39
Mileage	Anaheim, California, UNITED STATES : From Disneyland to Home (after work hours) (x2 days)	06/10/2024	\$10.05	\$10.05
				\$586.44

Closing Out * Travel Requests



Remaining Balances

Manage Requests

REQUEST LIBRARY

View [All Requests](#) [Create New Request](#)

Request Name	Status	Request Dates	Requested	Approved	Remaining amount
Copy of CASMEC, Fresno amended ID: 49X9	Approved 05/01/2023	02/18/2023	\$1,150.00	\$1,150.00	\$376.00
CASMEC, Fresno ID: 3RWC	Approved 01/26/2023	02/16/2023	\$500.00	\$500.00	\$186.25

Remaining Balance



Remaining Balances
are removed.

Manage Requests

REQUEST LIBRARY

View [All Requests](#) [Create New Request](#)

Request Name	Status	Request Dates	Requested	Approved	Remaining amount
Copy of CASMEC, Fresno amended ID: 49X9	Approved 05/01/2023	02/18/2023	\$1,150.00	\$1,150.00	\$376.00
CASMEC, Fresno ID: 3RWC	Approved 01/26/2023	02/16/2023	\$500.00	\$500.00	

Remaining Balance is removed



*This is best business
practice to close out
paid TRs.

4

Common Pitfalls

Common Pitfalls

How to avoid them



Common Pitfalls * *How to avoid them*



1 *Agendas*

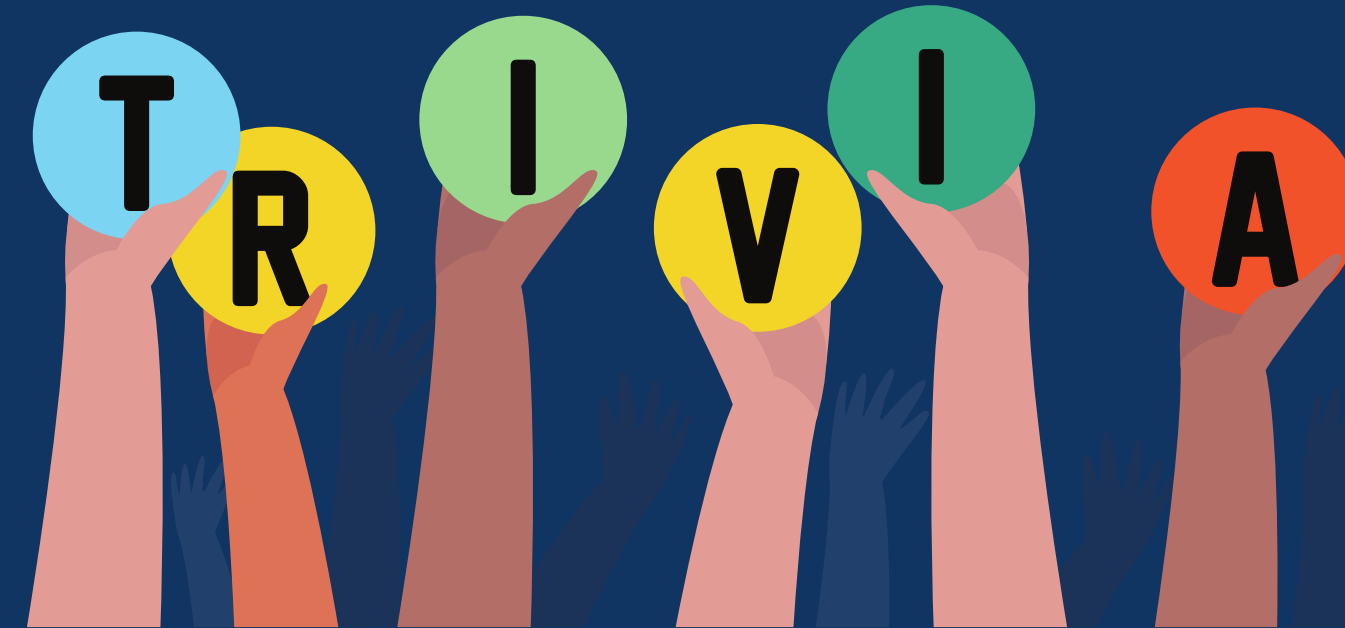
2 *Meals and Incidentals*

3 *Receipts*

4 *Personal Days
(Do Not Match Itinerary)*

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

Common Pitfalls * How to avoid them



Congratulations! Your registration is complete!

Attendees

Greetings:

Thank you for registering for the NOHS24 National Conference!

I look forward to having the opportunity to meet you in person at our annual event this year. I hope you will find the event a valuable and fun experience. The National Organization for Human Services is working to create a professionally worthwhile and personally fulfilling conference. See you in November.

Cancellation Policy: Cancellations received on or before September 30th will receive a full refund minus a \$20 administrative processing fee. Cancellations received after October 1 or no-shows will not receive a refund and there is no credit/refund given for partial attendance. All cancellation requests must be received in writing to our offices by October 1, 2023. Please note this is a FIRM policy.

There are no refunds for the Ambassador Program.

Thank you for registering.

Respectfully,
National Organization for Human Services
info@nationalhumanservices.org (mailto:info@nationalhumanservices.org)

Attendee Name	Registration Type	Status	Total
[REDACTED]	One-Day (In-Person) NOHS Professional	Registered	\$275.00

Total: \$275.00

Date of Purchase: Sep 16, 2024

Flight Receipt for Los Angeles, CA to New Orleans, LA

Confirmation Number: GP7ZFI

PASSENGER INFORMATION

[REDACTED]

FLIGHT INFORMATION

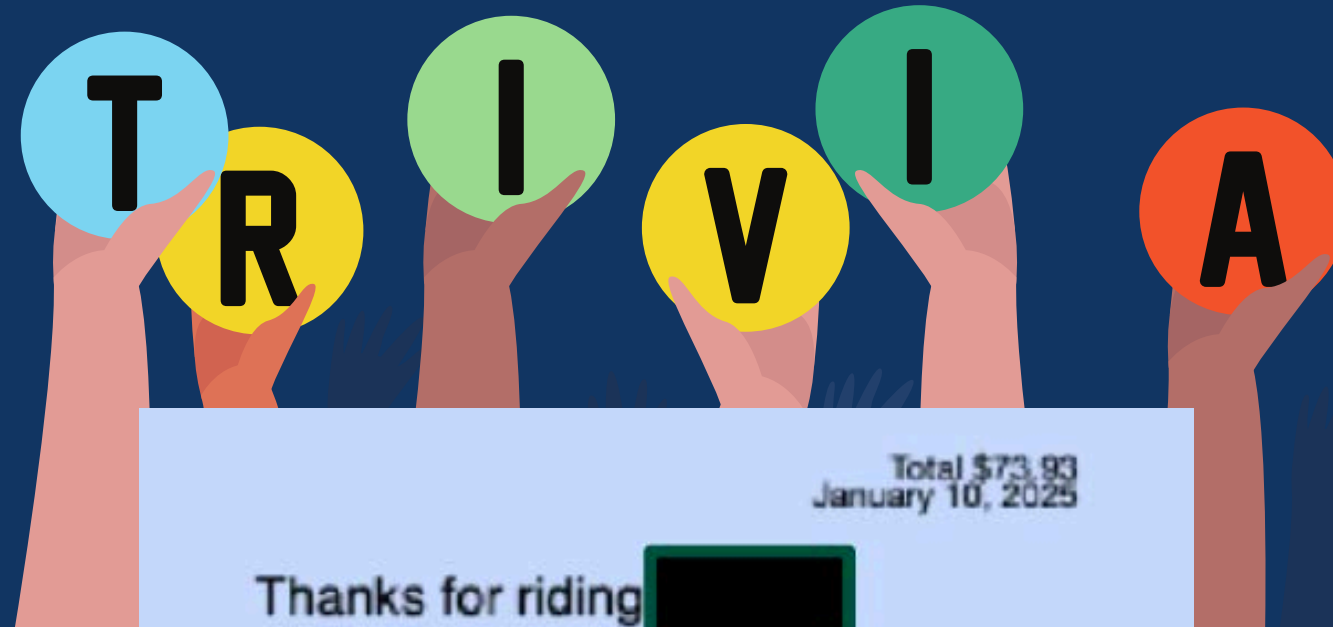
Date and Flight	Status	Class	Seat/Cabin
LAX>MSY Wed 06Nov2024 DL 2154	OPEN	X	
MSY>LAX Sun 10Nov2024 DL 1112	OPEN	M	

DETAILED CHARGES

Charge Description	Amount	Currency
Air Transportation Charges		
Base Fare:	\$699.30	USD
Taxes, Fees & Charges:		
United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY)	\$11.20	USD
United States - Transportation Tax (US)	\$52.45	USD
United States - Passenger Facility Charge (XF)	\$9.00	USD
United States - Flight Segment Tax (ZP)	\$10.00	USD
Total Price:	\$781.95	USD

Paid with Visa ***** [REDACTED]

Common Pitfalls * How to avoid them



Thank you for paying your 2024 PAMLA conference fee, and for joining us for the conference. Here is proof of your payment of \$220 for the conference fee.

All my best,

Dr. Craig Svonkin
PAMLA Executive Director

Order #7177



Order Details



Item	Quantity	Price
2024 Conference Registration	1	\$220.00
Subtotal		\$220.00
Total		\$220.00

Payment Information

Card Type: Visa
Card Number: XXXX [REDACTED]
Expiration Date: XXXX
Total Amount: USD 220.00



Total \$73.93
January 10, 2025

Thanks for riding [REDACTED]

We hope you enjoyed your ride this afternoon.

Total \$73.93

Trip fare \$63.93

Subtotal \$63.93

Booking Fee \$4.54

WA Driver Resource Center Fund Fee \$0.15

Seattle Transportation Network Company Tax \$0.42

WA Driver Benefits Fee \$0.61

City of Seattle Regulatory Fee \$0.18

SEA Airport Surcharge \$4.00

City of Seattle Accessibility Fee \$0.10

[Download PDF](#)

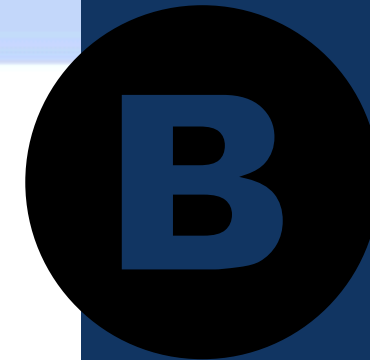
This is not a payment receipt. It is a trip summary to acknowledge the completion of the trip. You will receive a trip receipt when the payment is processed with payment information.

You rode with Jawid

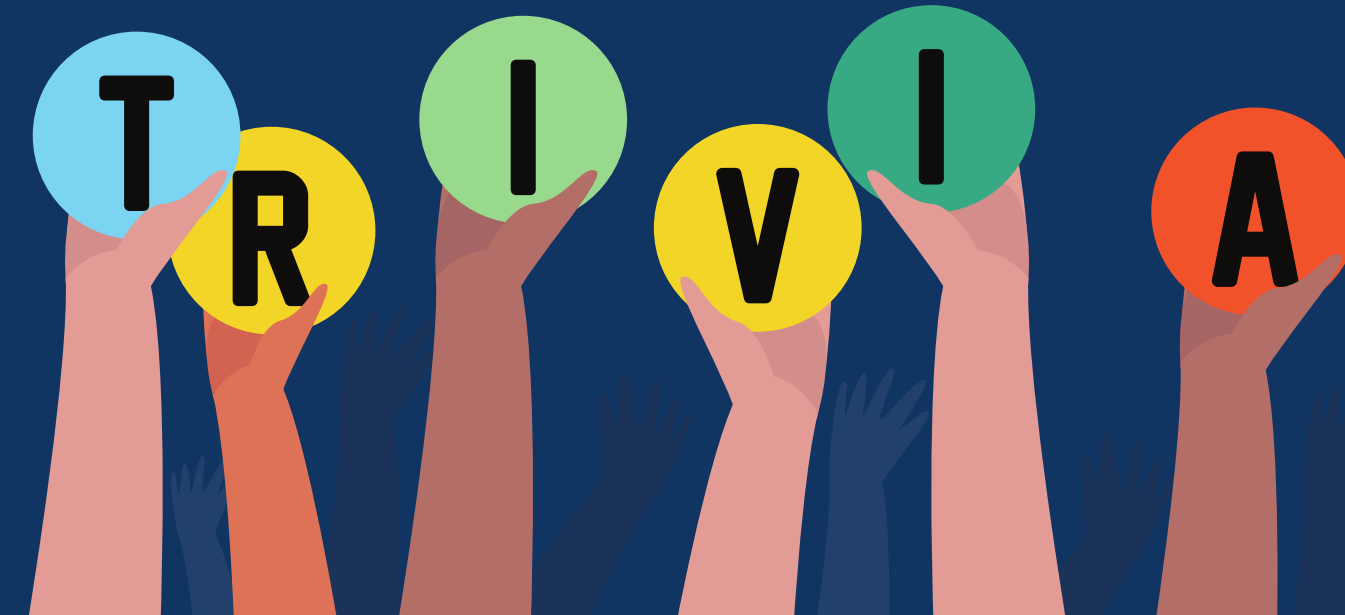
4.99 Rating

Has passed a multi-step safety screen

[Rate or tip](#)



Common Pitfalls * How to avoid them



Total \$21.93

Trip fare \$14.05

Subtotal \$14.05

112 Expressway NW 32nd Ave \$0.33
112 Expressway NW 14th Ave \$0.33
Booking Fee \$4.22
Tip \$3.00

Payments

Visa 10/17/24 7:21 AM \$21.93

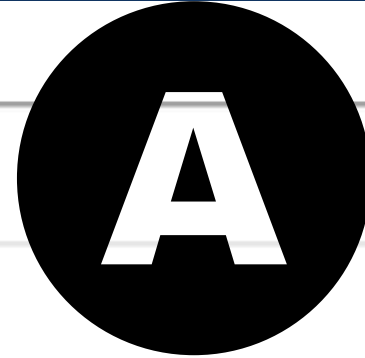
[Visit the trip page](#) for more information, including invoices (where available)

You rode with Howard

UberX 7.34 miles | 15 min

- 6:16 AM | 3400 Biscayne Blvd, Miami, FL 33137, US
- 6:31 AM | Concourse H South Terminal, Miami International Airport (MIA), Doral, FL 33142, US

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



Here's your updated Wednesday afternoon ride receipt.

Total \$25.98

Trip fare \$15.86

Subtotal \$15.86

Booking Fee \$7.12
Tip \$3.00

Payments

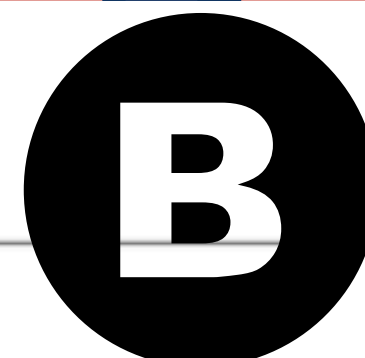
Visa 10/16/24 5:25 PM \$25.98

[Visit the trip page](#) for more information, including invoices (where available)

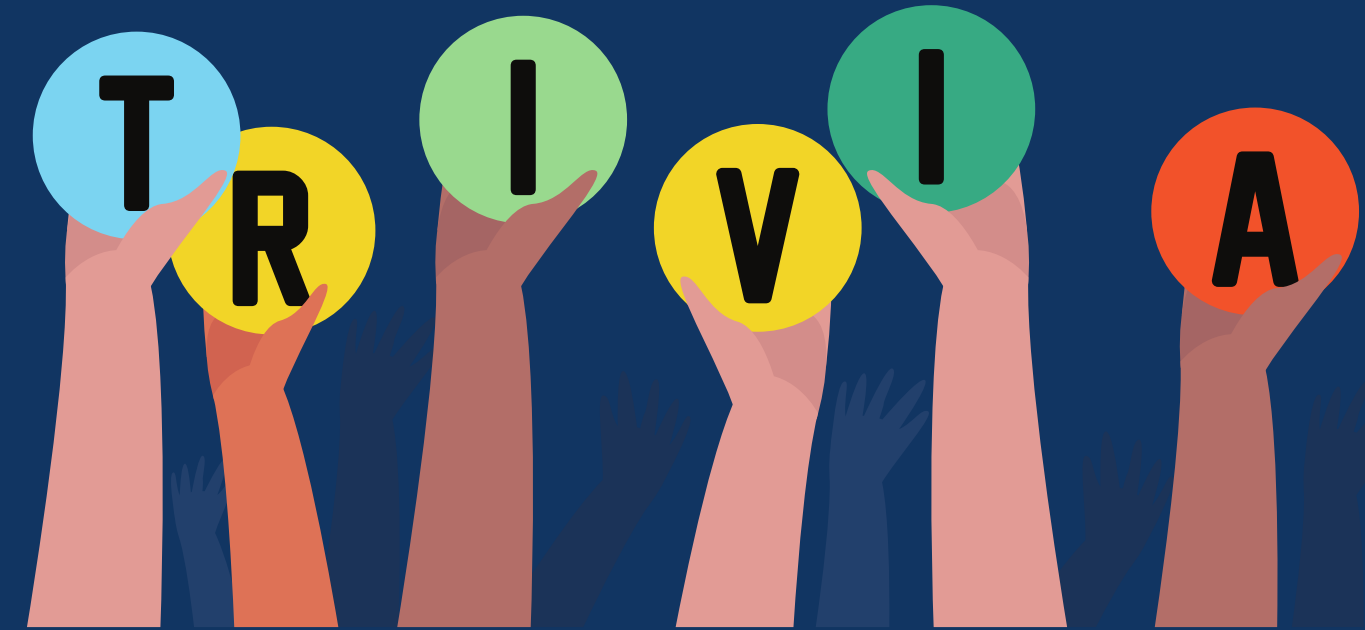
You rode with Javier

Comfort 5.62 miles | 17 min

- 4:56 PM | 3400 Biscayne Blvd, Miami, FL 33137, US
- 5:14 PM | 437 Washington Ave, Miami Beach, FL 33139-6617, US



Common Pitfalls * *How to avoid them*



A



B

NOVEMBER 10, 2024 AT 6:14 PM



Thanks for riding with Jesper!

100% of tips go to drivers. [Add a tip](#)

Lyft fare (20.44mi, 22m 36s)	\$47.54
Service Fee, includes a \$0.35	
Lyft California Driver Benefits Fee	\$3.45
Priority Pickup Upgrade	\$2.05
Tip	\$13.26

 Visa  **\$66.30**

The fare above includes any other Fees and Other Charges, as applicable.

Total	\$47.45
<hr/>	
Trip fare http://bit.ly/2Pft4lq	\$26.83
<hr/>	
Subtotal	\$26.83
Wait Time	\$0.33
Booking Fee	\$12.61
Access for All Fee	\$0.10
Airport Surcharge	\$3.00
CA Driver Benefits	\$0.40
Tip	\$15.00
Promotion	-\$10.82
<hr/>	
Payments	
 P CARD 	\$47.45
	11/6/24 11:31 AM

5

Essential Checklists

Checklists
are Useful





Cal State Fullerton

Travel Operations

Division of Administration and Finance

email contact: travel@fullerton.edu | website: <https://adminfin.fullerton.edu/travel/>

Travel Checklist- Employees

- Pre-Approval to Travel (start at least **4-6 weeks** prior for domestic and **6-8 weeks** for international)
- Travel must be authorized prior to booking and travel utilizing Concur Travel Request
 - *Once travel Request is approved, traveler may begin booking travel expenses
 - When booking travel (i.e. airfare, registration, hotel, car rental), ***P-card is the preferred method of payment***
- Registration purchase should be made with a P-Card when possible
- Meals- Must use location based per diem, P-card does not allow for purchase of meals
- Domestic Air Travel- should be booked with P-card when possible
- International Travel: Published Federal Government Per Diem for specific location. No receipts required
 - Most economic fare should be selected
 - Refundable airline tickets are not permitted.
 - Airline upgrades (including southwest early bird check in) are prohibited and non-reimbursable.
 - Seat upgrades are not reimbursable.
- Flight comparisons are required for personal travel days and upgrades.

Essential Checklists



Travel Checklist

Hotels

- Travelers may secure lodging when traveling on business more than 25 miles (one way) from their normal work location or home whichever is closer.
- The nightly lodging rate for domestic travel may not exceed \$333 per night, not including taxes and other related charges.
- If lodging over \$333, exception needs to be requested from Vice President of your division
- The nightly lodging rate for international travel is based on the published Federal Government Per Diem for specific location.

Car Rental

- Travelers should rent economy or intermediate class cars unless these sizes are not adequate to meet the business purpose of the trip.
- When renting a vehicle, travelers are expected to utilize rental agencies with which the State of California or the University have negotiated contracts which include insurance coverage.
 - Contact Travel department for company code and PIN
 - CSU is contracted with Enterprise Rental Car

Receipt Requirements

- Itemized receipts for all expenses in excess of \$75 dollars must be submitted with the travel expense report (meal per diems do not require receipt unless funding source is a grant requiring receipts)
 - An itemized receipt: demonstrates the cost, shows what was purchased, and (usually) provides proof of payment (shows it was paid).



"Itemized Receipts"
**Policies may vary
within each College/
Department/Division*

Essential Checklists

* Blanket Travel Checklist

Travel Operations

Division of Administration and Finance

email contact: travel@fullerton.edu | website: <https://adminfin.fullerton.edu/travel/> | Resources: [Travel Resources](#)

Blanket Travel Checklist- Employees

Blanket Travel General Information

- Only one Blanket Travel Request is submitted each Fiscal Year for travel within California
- Only expected expenses should be Mileage, Parking and Tolls (excluding FastTrack, Express Lanes, or equivalent)
 - Any trip with expenses beyond mileage or parking (such as Registration) should be on a separate, regular Travel Request
- All expenses incurred beginning July 1, 20XX must be linked to the approved FY 24/25 request

Travel Request

- Create Blanket Travel Request at beginning of the Fiscal Year for travel between July 1- June 30
 - A new blanket travel request must be submitted and approved prior to any blanket travel occurs in the new fiscal year
- Request Policy should be "State Blanket Travel"
- Naming convention should be same for every employee: "Blanket Travel FY 2024-2025"
- Fiscal Year Start/End Dates are 07/01/20XX – 06/30/20XX

Essential Checklists

* Blanket Travel Checklist

Expense Report

- Should be submitted within 15 days of the close of the month
- Only one expense report is submitted each month
- Travel dates for different months must be listed on separate Expense Reports and not combined on one report to avoid duplicate payments
- Naming convention should be same for every employee and include "Blanket Travel" Month Year
 - Ex: "Blanket Travel JUL 2024"
- Report Start/End Dates are the first and last day of the month
 - Ex: 07/01/2024 – 07/31/2024
- For Report Trip/Purpose select "Blanket Travel (Mileage and Parking)" from the drop-down menu

Mileage

- Regularly Scheduled Work Day, mileage is calculated as follows:
 - Departing from Work Location: Mileage may be claimed from work location to destination
 - Departing from Residence: Mileage may be claimed from the lesser of the two locations (work location to destination or traveler's residence to destination)
- Regularly Scheduled Work Day, mileage is calculated as follows:
 - Returning to Work Location: Mileage may be claimed from destination work location
 - Returning to Residence: Mileage may be claimed from the lesser of the two locations (destination to work location or from destination to traveler's residence)

Essential *

Checklists

Commonly Missed Items

Travel Request for Academic Affairs



Header: Title of the request
Naming Conventions.

DOMESTIC EX.: SEP 2023 Pomona, CA
INTERNATIONAL EX.: SEP 2023 ITALY



Personal Dates of Travel: The header Section must include dates and locations. Traveler cannot claim expenses for these dates.



International Travel: Requires travel insurance to be submitted prior to submitting a Travel Request



International Travel: Travel Insurance **MUST** Match Travel Dates



Agenda/Statement of Purpose/Invite from Conference Organizers must be included. The date(s) of the conference are clearly listed, location, cost of registration, and organization are listed. If not available or if completing fieldwork, a Statement of Purpose (SOP) needs to be filled out and included.



Expenses: Registration should match what is on the agenda. If the conference has no cost, the traveler should enter \$0 as a conference fee or note in the comments box that registration is no cost.



Traveling to Multiple Locations: Make sure that meals and lodging are entered for each location/destination.



Split Funding: If using multiple funding sources use the AUX ORG 660899 expense type



Faculty Travel: When faculty travel a **Class Coverage Form** must be completed and attached throughout the calendar year, or include a note in the **Header Section** indicating classes will be missed.



Amended Travel Request: This should be linked to the extension of the previous requests. The **original request** should be attached via PDF or screen capture to the amended request for ease of comparison and is required for items going to the President's Office. Also note the changes in the **Header Section**.



Essential * Checklists

Commonly Missed Items Travel Request for Academic Affairs

	Travel Requests: Must be linked to the Travel Expense Report, and all Amended Travel Requests need to be attached.
	Meals and Incidentals: Use the Travel Allowance tab after Jan. 1, 2024. If travel occurred before Jan. 1, 2024, you will need to use the meals and incidentals expense type before Jan. 1, 2024. <u>(Please see Chancellor Office Travel Policy on Per Diem).</u>
	Lodging Itemizations: Must match receipt or folio.
	Receipts over \$75: Must be itemized
	Advance Deposit Fee For Lodging: If paying with a P-Card, you must use the Advance Deposit Fee expense type. <i>*Depends on Hotel Policy.</i>
	Travel Expense Reports: Travel Expense Reports should be submitted within 30 days after the return of travel. Travel Reports submitted after 90-days of travel may have taxable consequences.

6

Tips and Tricks

Tips and Tricks

to save time



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

FOR MORE INFORMATION ON UNIVERSITY TRAVEL UPDATES

[READ MORE](#)

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

Amending a Travel Request

February 2025 Pcard \$4,428.22














Not Paid | Report Number: H2NLAD

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

[Recall Report](#)

[Copy Report](#)

A TRAVELER CAN NOW "RECALL" AND AMEND A TRAVEL REQUEST PRIOR TO THE TRAVEL DATE.

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Approved	
			USBank Visa	D11 Without Services	READYREFRESHWATERSERV	02/14/2025	\$49.27 Allocated Itemized	>
			USBank Visa	Goods	Delta Air Lines	02/11/2025	\$541.97 Allocated Itemized	>
			USBank Visa	Goods	Delta Air Lines	02/11/2025	\$541.97 Allocated Itemized	>
			USBank Visa	Goods	Delta Air Lines	02/11/2025	\$541.97 Allocated Itemized	>
			USBank Visa	Goods	Delta Air Lines	02/11/2025	\$541.97 Allocated Itemized	>
							\$4,428.22	


Once Travel has Commenced, you will need amended travel request.

Tips and Tricks * to Save Time


Amending a Travel Request

May 2023 Monterey, CA-Amended | Request ID: 49GL

Request Policy
State Approve then Book

Request/Trip Name * 
May 2023 Monterey, CA-Amended


Will hotel cost exceed \$275 per night? *
No (excludes taxes and international travel)

Start Date *
06/02/2023 


Traveler/User Type *
Staff

How will you book your travel? *
1. Outside of Concur

Trip Type *
In-State



End Date *
06/06/2023 


Purpose *
Academic Resource Conference (ARC) Professional Develop

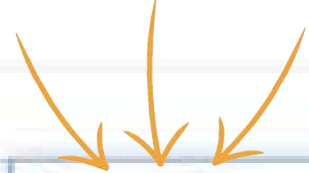
Extension of
Search by  Request ID
(3TKL) May 2023 Monterey, CA.
None Selected

Personal travel com
None Selected

Report/Trip Purpose *
Conference

Main Destination City * 
US  Monterey-Carmel apt, California

State * 
California



Amending a Request after Travel has Occurred. * Required field
Go to "Extension of" and search the Request to Link to.

*TIP: IF YOU HAVE AN AMENDED REQUEST, IT'S IDEAL TO ATTACH THE PREVIOUS REQUEST TO THE ATTACHMENTS, THIS HELPS THE USER IDENTIFY THE CHANGES AND PREFERRED BY THE PRESIDENTS OFFICE


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 Travel Reports or Travel P-Card Reports you avoid the billing cycle notices on being delinquent.

Tips and Tricks * to Save Time

Where's my Report? Real-Time Tracking

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

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

Report Timeline Who Approved?

Report Timeline

Aug 2024 Santa Barbara, CA | \$2,975.61

Approval Flow

- ✓ **Default Approver**
Sharon Ting
August 20, 2024
- ✓ **Adhoc Manager Approval**
Cecilia Chik
August 21, 2024
- ✓ **Approval for Processing**
Nancy Lopez
September 6, 2024



Report Summary

Friday, September 6, 2024

Status: **Approved**
Status Updated: Nancy Lopez
Sep 6, 2024 4:06 PM

Wednesday, August 21, 2024

Status: **Approved**
Status Updated: Cecilia Chik
Aug 21, 2024 4:52 PM

Tuesday, August 20, 2024

Status: **Auto Approved**
Status Updated: Concur System
Aug 20, 2024 11:08 AM

Status: **Auto Approved**
Status Updated: Concur System
Aug 20, 2024 11:08 AM

Status: **Approved**
Status Updated: Sharon Ting
Aug 20, 2024 11:08 AM

Aug 2024 Santa Barbara, CA \$2,975.61

Payment Confirmed | Report Number: YZX35P

REQUEST

Approved: \$3,289.84 | Remaining: \$0.00

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

Report

Report Header

Report Totals

Report Timeline

Audit Trail

Allocation Summary

Report Payments

Linked Add-ons

Manage Requests

Amount	Receipt	Payment Type	Expense Type
		Cash/Personal Credit Card	Meals and Incidentals
		USBank Visa	Taxi/Shuttle
		USBank Visa	Taxi/Shuttle
		Cash/Personal Credit Card	Meals and Incidentals

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.



Tips and Tricks * to Save Time

Connect Uber and Lyft

Uber

lyft

lyft

\$77.99

Visa - [REDACTED]

08/08/2024 12:08 PM

Receipt: 1979293267297738400

Lyft
Los Angeles CA US
<https://www.lyft.com/>

Pick-up 12:15 PM
9851 S Sepulveda Blvd
Los Angeles, CA US 90045

Drop-off 1:01 PM
[REDACTED]
Fullerton, CA US 92832

Car
Lyft

Driver number
968909592503887490

Duration
00:45:31

Distance
34.24 mi

Description	Amount
Fare	\$44.71
Service fee	\$4.25
Sales Tax	\$4.00
Sales Tax	\$0.10
Tip	\$7.00
priceAdjustment	\$-0.12
priceAdjustment	\$4.38
piscoAdjustment	\$13.67
Total:	\$77.99

Total \$49.92

In Los Angeles, on average, roughly 45% of the customer price went towards covering government-mandated commercial insurance for rideshare in July 2024, one of the highest rates in the country.

Trip fare	\$20.69
Subtotal	\$20.69
Booking Fee ?	\$23.34
CA Driver Benefits ?	\$0.79
Access for All Fee ?	\$0.10

Tip \$5.00

Payments

VISA Work Stateside PCard [REDACTED] \$49.92
10/11/24 4:13 PM



1



2



3

Tips and Tricks to Save Time

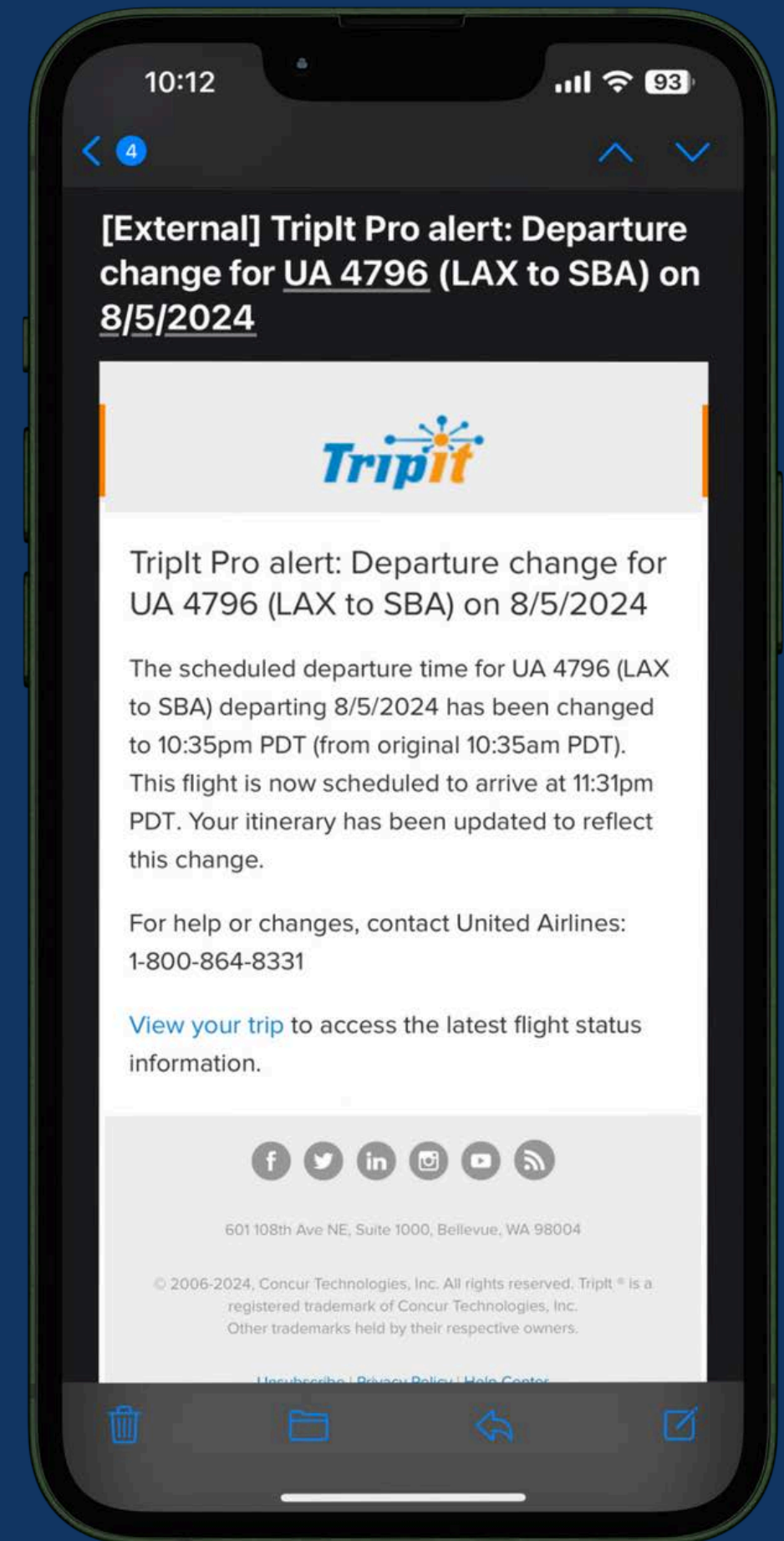
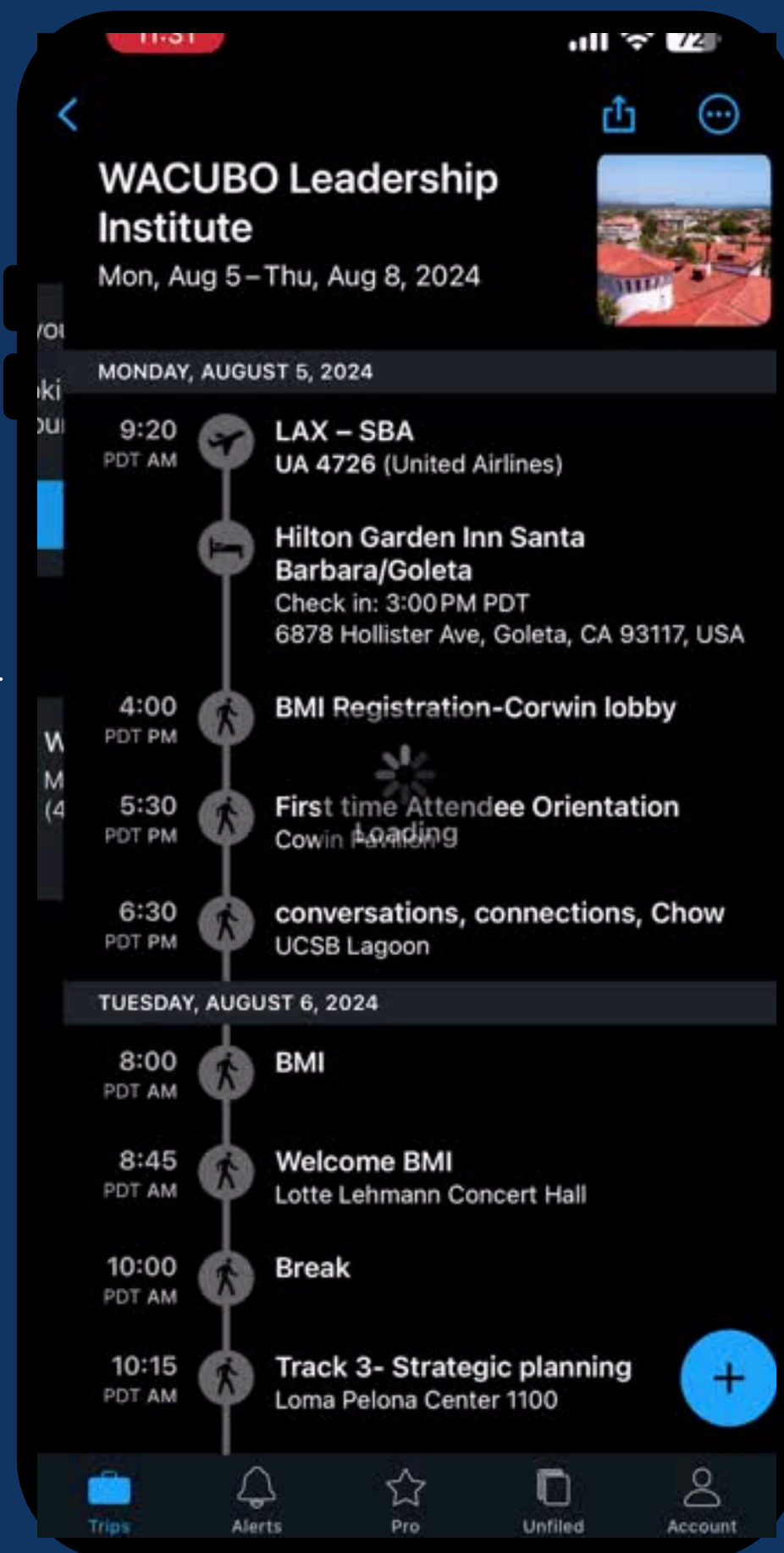
Connect Tript Pro



My Itinerary on Tript Pro



Free with Concur Mobile App (\$49 Annual Value)



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↓↕	Approve
			USBank Visa	Taxi/Shuttle	UBER *TRIP Pomona, California	10/12/2024	\$4 Item
<div data-bbox="33 1350 899 1632"><p>Alerts ✕</p><p> Warning: This report contains expense(s) outside of the trip dates, please review for accuracy. View</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

How to Sign Up for Direct Deposit



Can go through the Concur Portal under Read More and scroll down to TRAVEL REIMBURSEMENT...Click Direct Deposit

The screenshot shows the SAP Concur portal interface for California State University Fullerton. At the top, there is a navigation bar with 'SAP Concur' and 'Home' dropdown. Below this are three main navigation buttons: 'Create', 'Authorization Requests' (with a count of 0), and 'Available Expenses' (with a count of 2). To the right, there are two more buttons: 'Expense Reports' (with a count of 2) and a user profile icon.

The main content area is titled 'Company Notes' and contains several sections of travel-related information:

- FOR MORE INFORMATION ON UNIVERSITY TRAVEL UPDATES**
CLICK ON [READ MORE](#)
- UPDATES**
 - 01/07/2025 - [Mileage Reimbursement Rates Effective January 1, 2025](#)
 - 10/01/2024 - [General Services Administration \(GSA\) Meals and Incidentals Per Diem Rate Increase Effective October 1, 2024](#)
 - 09/15/2023 - [Repeal of Travel Ban](#)
- CONCUR FISCAL YEAR END BLANKET TRAVEL REMINDERS**
Here are some reminders regarding blanket travel requests in Concur:
 - Blanket Travel Request for FY 24/25**
 - A new blanket travel request for FY 24/25 must be submitted and approved prior to any blanket travel taking place in the new fiscal year
 - All expenses incurred beginning July 1, 2024 must be linked to the approved FY 24/25 request
 - Go to [Blanket Travel Request Instructions](#) for instructions on setting up a new blanket travel request in Concur
 - Blanket travel may only be used for parking and mileage

If you have any questions, please contact Travel Operations at travel@fullerton.edu.
- TRAVELERS HOME ADDRESS**
Send an email to travel@fullerton.edu to update the traveler's home address in the Accounts Payable System.
- PROCUREMENT CARD BILLING CYCLE DATES**
The Procurement Card Billing Cycle Dates:
24 -2025
July 6/26/2024 - 7/25/2024

How to Sign Up for Direct Deposit

Fill out the Form



Powered by Adobe Acrobat Sign

Please sign: StaffAndFacultyReimbursementDirectDepositAuth

**CALIFORNIA STATE UNIVERSITY, FULLERTON
ACCOUNTS PAYABLE/TRAVEL
STAFF AND FACULTY REIMBURSEMENT
DIRECT DEPOSIT AUTHORIZATION**

Completed Date: Feb 5, 2025

Start Check One: New Setup Change Cancellation

TYPE OF ACCOUNT Checking

Bank Name Branch

Bank Address

City State Zip Code Phone

Bank Routing No. Account No.

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") California State University, Fullerton to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. Further, I hereby authorize CSU Fullerton to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and CSU Fullerton including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

How to Sign Up for Direct Deposit



Fill out the Form and attach a Bank Memo or a VOIDED check to travel@fullerton.edu

Please sign: StaffAndFacultyReimbursementDirectDepositAuth

Start

Signature: [Click here to sign](#)

Email: [*Enter your email address](#)

Employee Print Name **Employee Signature**

CWID

Work Phone Home Phone

Home Address

E-mail E-mail
Employee's fullerton.edu address One additional fullerton.edu address may be added

Privacy Notification
The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves. The principal purpose for requesting information on this form is to acquire authorization for reimbursement distribution to a financial institution of the individual's choosing. Furnishing all information on this form is mandatory. Failure to provide such information will delay or may even prevent completion of the action for which the form is being submitted.

Attachments
A voided check or letter from your bank showing name and address of account holder, bank account number and routing number must be attached.

[* Click to Attach Document](#)

AP USE ONLY:

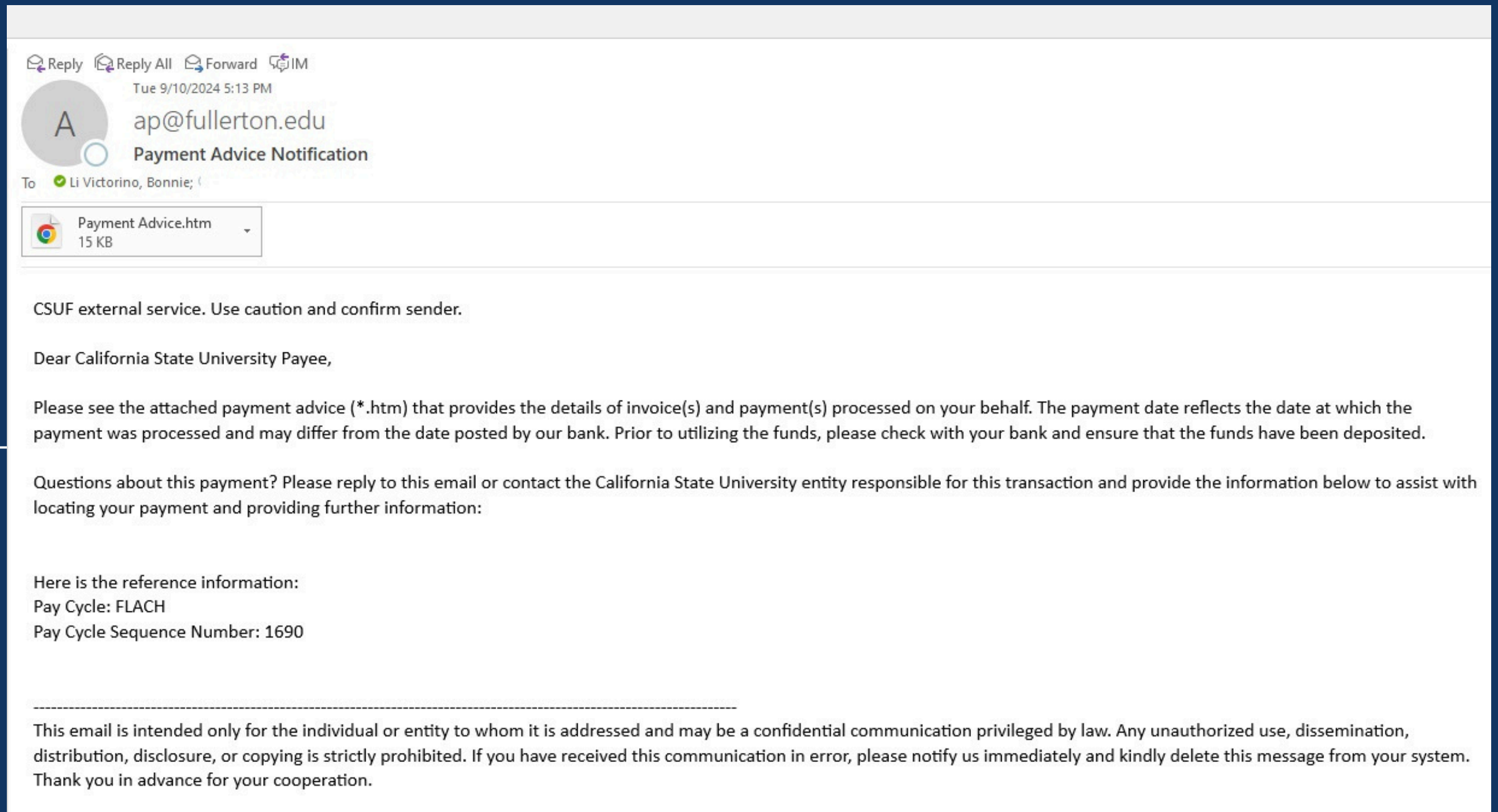
Vendor No. Entered By Approved

Questions? travel@fullerton.edu | Rev. Date 08/2021

How to Sign Up for Direct Deposit



When you are set-up and your reimbursements come in, you will receive an email from:
ap@fullerton.edu



The screenshot shows an email interface with the following details:

- Sender: *ap@fullerton.edu* (Profile picture: 'A')
Subject: **Payment Advice Notification**
- Date: Tue 9/10/2024 5:13 PM
- Actions: Reply, Reply All, Forward, IM
- To: Li Victorino, Bonnie;
- Attachment: **Payment Advice.htm** (15 KB)

CSUF external service. Use caution and confirm sender.

Dear California State University Payee,

Please see the attached payment advice (*.htm) that provides the details of invoice(s) and payment(s) processed on your behalf. The payment date reflects the date at which the payment was processed and may differ from the date posted by our bank. Prior to utilizing the funds, please check with your bank and ensure that the funds have been deposited.

Questions about this payment? Please reply to this email or contact the California State University entity responsible for this transaction and provide the information below to assist with locating your payment and providing further information:

Here is the reference information:
Pay Cycle: FLACH
Pay Cycle Sequence Number: 1690

This email is intended only for the individual or entity to whom it is addressed and may be a confidential communication privileged by law. Any unauthorized use, dissemination, distribution, disclosure, or copying is strictly prohibited. If you have received this communication in error, please notify us immediately and kindly delete this message from your system. Thank you in advance for your cooperation.

How to Sign Up for Direct Deposit



This is the attached Direct Deposit Advice in the E-mail

An Image 10 September 2024 17:12:40 PM

Payment Advice

Page 1 of 1

To:
Supplier Name: BONNIE LI VICTORINO
Supplier Address: FULLERTON CA, 92832
USA

Payment Information
Payment Reference: 020772
Payment Date: 09/09/2024
Payment Method: Electronic Funds Transfer

Bank ID	Bank Name	Branch ID	Branch Name
	WELLS FARGO BANK		WELLS FARGO

Bank To Information:
Bank To Account: 00XXXXXXXXXX:

Please email ap@fullerton.edu, if you have any questions

Invoice Number	Invoice Date	Voucher ID	Gross Amount	Discount Taken	Late Charge	Paid Amt
62593	08/08/2024	00276528	87.00	0.00	0.00	87.00
Total:			87.00	0.00	0.00	87.00 USD

Important *

If you are signed up for Direct Deposit of your Paycheck, it DOES NOT mean that your reimbursement/s for out-of-pocket expenses will come through a Direct Deposit

Payroll (Human Resources) and Reimbursements (Accounts Payable) run on two different systems

Important



If your address changes and/or your bank account changes

1

Change your address and/or bank routing numbers with HR

2

*Change your address and/or update your bank routing numbers with Accounts Payable:
ap@fullerton.edu*

The two systems DO NOT Talk

Tips and Tricks * to Save Time

NEW

FEATURES

Lodging \$1,034.01

 Allocate

* Required field

Expense Type *

Search for an expense type



Recently Used

Lodging

Taxi/Shuttle

Registration Fees/Workshops

Airline Fees (Baggage; Wifi; etc)

Airfare

01. Travel Expenses

Actual Incidentals for travel completed before 1/1/24

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




Tips and Tricks to Save Time

Administrative Systems (AFIT) P-Card Expense Type Definitions

- ▶ 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.





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

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



Use Learning as a *Goal to Save time*



-  Create your Expense report early and add in available expenses
-  Close out Open Travel Request
-  Use the SAP Concur Mobile App
-  Use Expenselt AI



Enjoy *Your Trip*

**Financial Services
Spring 2025 Training Survey**



Select the training you attended and complete survey questions.

Thank you from Financial Services!

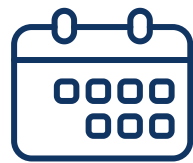
*Select "Master Concur
Travel Reconciliation:
Expert Tips, Common Pitfalls,
and Essential Checklists"*

[Click here for the Link](#)

Upcoming Training * *Continue the Learning Journey (In-Person)*



<https://financialservices.fullerton.edu/training/>



Mastering Concur P-Card
Reconciliation:
Thursday, April 24
10-11:30 am (Time may
Change)

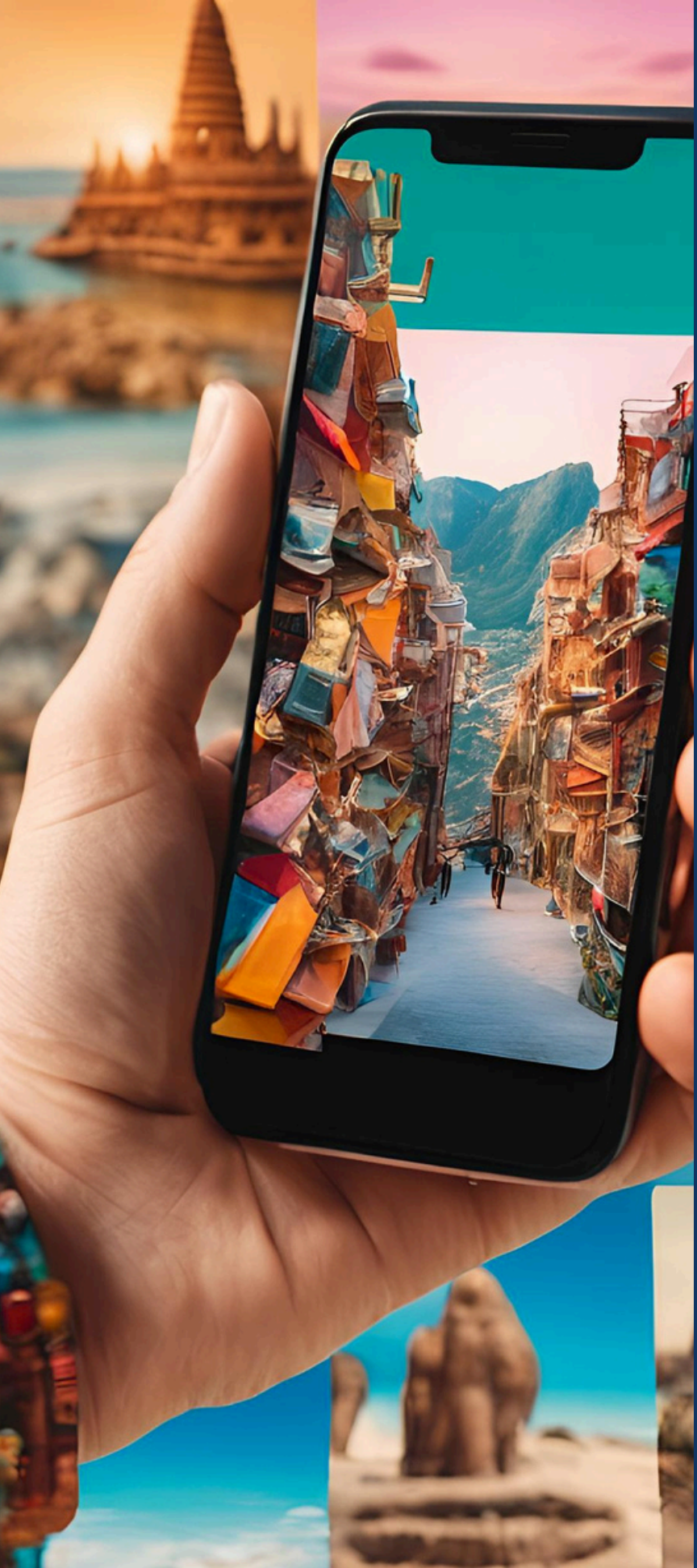


Mastering Concur and P-
Card Reconciliation:
Thursday, May 8
10-11:30 am



CSUF

**Academic
Financial Services**
ADMINISTRATION AND FINANCE



Staying Connected *and Thank You*



Academic Financial Services

AFS@Fullerton.edu



Accounts Payable and Travel

Travel@fullerton.edu





Concur@fullerton.edu





Additional Resources



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

