

	Objectives	When to Use	Types of Expenses	Tips
Travel Claim		<ul style="list-style-type: none"> Reconciling your Travel Request (TR): Link <u>all</u> 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>MMM</u> and <u>YYYY</u> for the travel date and the trip <u>Destination</u> (City, State) DOMESTIC EX.: APR 2025 Pomona, CA INTERNATIONAL EX.: APR 2025 ITALY 	<ul style="list-style-type: none"> Types of Expenses (P-card OK): <ul style="list-style-type: none"> 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 (Hospitality Justification Form 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 amended requests 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>MMM</u> and <u>YYYY</u> for the P-Card billing cycle dates Example: P-Card Travel APR 2025 	<ul style="list-style-type: none"> Types of Expenses: <ul style="list-style-type: none"> Non-Employee Travel Airfare Lodging Ground Transportation: Taxi/Uber/Lyft, etc. Business Meals, Hosted Meals (Hospitality Justification Form 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 in the Request ID field 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#'s and ITR Numbers, Hospitality Justification Form: Q#'s needed for one-time service exceptions. ITR#'s needed for some technology purchases. Hospitality Justification Form: Needed for Hospitality Naming Conventions: <u>MMM</u> and <u>YYYY</u> for the P-Card billing cycle dates Example: APR 2025 P-Card 	<ul style="list-style-type: none"> Types of Expenses: <ul style="list-style-type: none"> Online/Webinar and On-Campus Training (VIRTUAL, No Travel Required) use 660009-Specialized Training Supplies and Goods Services (Q#'s Needed) Hospitality Justification Form: Needed for Hospitality 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 Hospitality Justification Forms: NOTE: all Q#'s, ITR #'s, and attach signed and completed Hospitality Justification Form 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 2025-2026 	<ul style="list-style-type: none"> Types of Expenses: <ul style="list-style-type: none"> 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.

CONCUR BY REPORT TYPE GUIDE

TYPE	DESCRIPTION	COMMON USES	PRE-APPROVAL REQ.	RECEIPTS REQ.	SPECIAL NOTES
Travel	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. *NOTE: Some Colleges and Funds may require receipts.
P-Card Travel	Travel Expenses charged to a P-Card	Airfare, Lodging, Registration paid by Dept.	YES, Travel Request	YES	Must Include Itemized Payment Receipts
Blanket Travel	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 *NOTE: "MAYBE" means P-Card purchases for parking
P-Card	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.
P-Card - Field Trips	Group or Student Travel, often involving Risk Management Approvals	Academic Field Trips, Student Group Travel	YES	YES	Will Require Risk Management Forms and Assessment