

Step-by-Step Guide

Concur Business Expenses

1. Login instructions for Desktop

Use the following link to access the site: www.concursolutions.com

- Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
- Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
- Log in on the UC Santa Barbara SSO site

Login instructions for the SAP Concur mobile app

You may also download and use the **SAP Concur** application. Download from the appropriate application store.

- Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
- Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
- Get the app for iPad and iPhone - <https://apps.apple.com/us/app/sap-concur/id335023774>
- Get the app for Android devices - https://play.google.com/store/apps/details?id=com.concur.breeze&hl=en_US&gl=US

2. **Starting an Expense Report** - Click "New," then "Start a Report" at the top of the screen to create a new Expense Report.

The screenshot displays the SAP Concur desktop application interface. At the top, a dark navigation bar contains the 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. On the right of this bar are links for 'Profile' and 'Help'. Below the navigation bar, a header section for 'UC SANTA BARBARA' greets the user 'Hello, Rebecca'. To the right of the greeting are four summary cards: 'New' (with a '+' icon), 'Required Approvals' (00), 'Authorization Requests' (00), 'Available Expenses' (00), and 'Open Reports' (00). A dropdown menu is open from the 'New' card, showing options: 'Start a Request', 'Start a Report' (highlighted), 'Enter New Reservation', and 'Upload Receipts'. The main content area is divided into several sections: 'TRIP SEARCH' with a flight search form and COVID-19 warnings; 'ALERTS' with two informational messages; 'COMPANY NOTES' with a link to the Concur Knowledge Base; and 'MY TASKS' which shows three task cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (00), each with a 'Read more' link and a checkmark icon. At the bottom left, a 'MY TRIPS (0)' section indicates no upcoming trips.

3. Select “Business Expense” from the Policy menu, then enter a Business Expense Name- this description will be what shows up on the ledger. Report type will be “Business Expense” and the business purpose should explain what was purchased and for what purpose as it relates to the project being charged.

Create New Report

Create From an Approved Request

Policy *

Business Expense

Business Expense Name *

Plants for landscaping site 4A

Report Type *

Business Expenses

Business Purpose *

Willow, redbud and forsythia for landscape design class garden

4. Choose the Payee type based on your affiliation with UCSB.

Payee Type *

None Selected

None Selected

Affiliate

Employee

Student

Visitor

5. Choose the Department Code- (e.g. GEOG). *Note: This field can be filtered to search by text, code or either. If you are having trouble finding the department, try changing the filter to include “either.”

Dept *

1



Search by Text

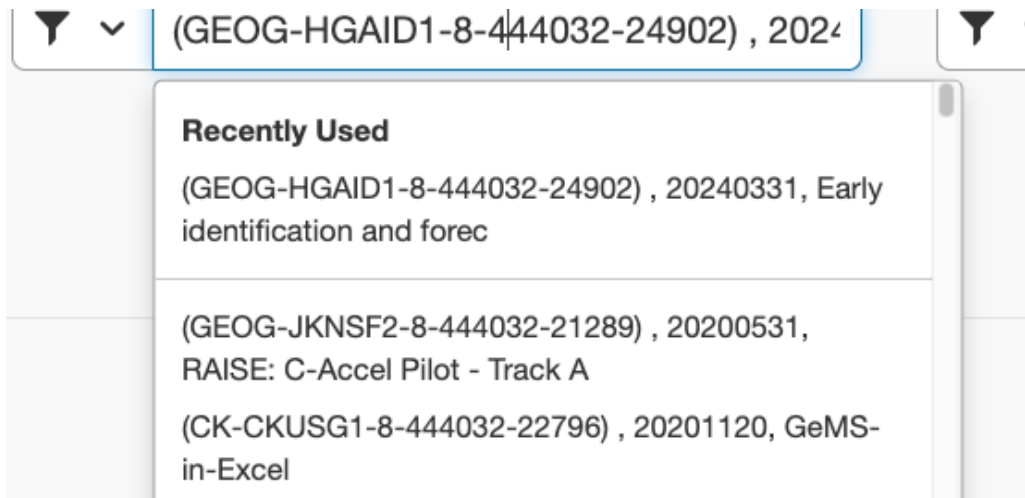
Text

Code

Either

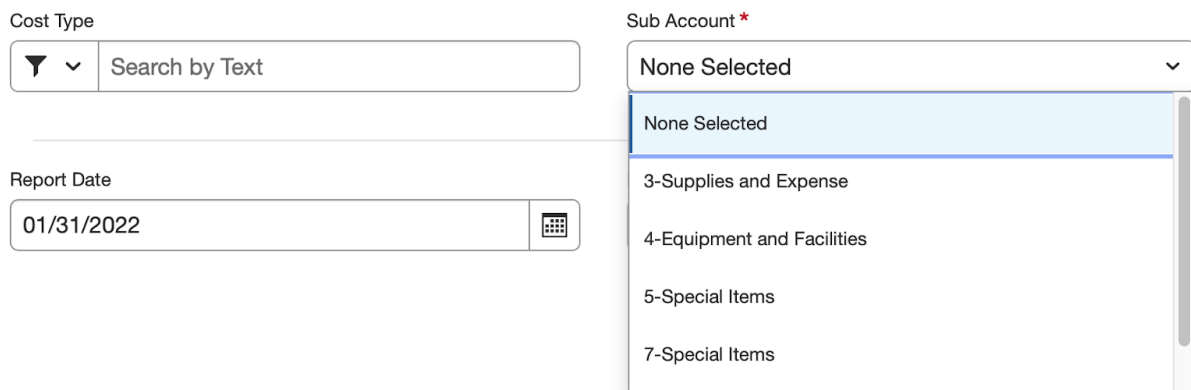
None Selected

6. The FAU field is where you select the appropriate Project Code/Account. Type your project code and select the account when it loads in the drop down menu. **This field can be filtered to search by text, code or either. If you are having trouble finding the account, try changing the filter to include “either.”*



The screenshot shows a dropdown menu for the FAU field. The search bar contains the text "(GEOG-HGAID1-8-444032-24902) , 2024". Below the search bar, there is a section titled "Recently Used" which lists three entries: "(GEOG-HGAID1-8-444032-24902) , 20240331, Early identification and forec", "(GEOG-JKNSF2-8-444032-21289) , 20200531, RAISE: C-Accel Pilot - Track A", and "(CK-CKUSG1-8-444032-22796) , 20201120, GeMS-in-Excel".

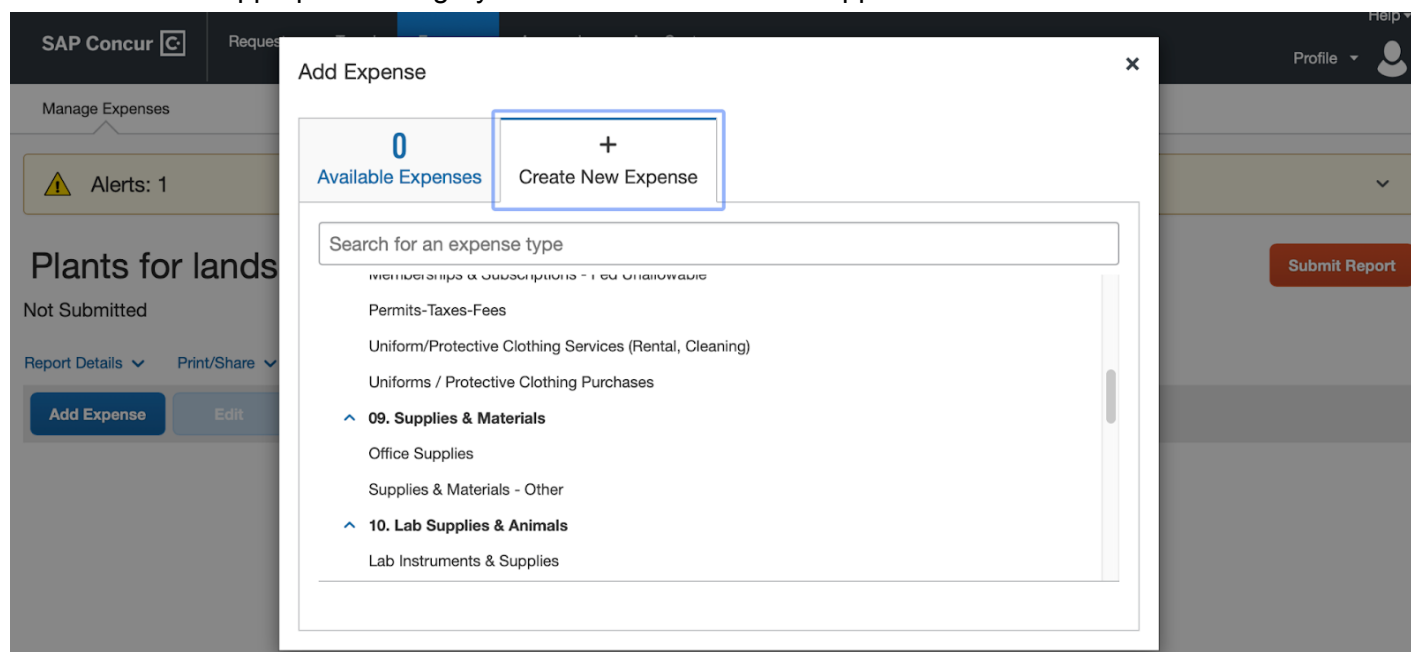
7. Cost Type/Sub Account- **do not fill in the Cost Type field.** For Sub Account, select 3- Supplies and Expenses. Equipment is defined by UC as Inventoriable items with a value of more than \$5,000.00.



The screenshot shows the "Cost Type" and "Sub Account" fields. The "Cost Type" field has a dropdown menu with "Search by Text" selected. The "Sub Account" field has a dropdown menu with "None Selected" selected. Below the "Sub Account" dropdown, there is a list of options: "None Selected", "3-Supplies and Expense", "4-Equipment and Facilities", "5-Special Items", and "7-Special Items".

8. Report Date should be today's date.
9. Click “Create Report” at the bottom of the screen.

10. **Adding Expenses** - Click “Add Expense” and “Create New Expense” to begin adding expenses. Scroll down to find the appropriate category- most often this will be “Supplies & Materials - Other.”



The screenshot shows the SAP Concur "Add Expense" dialog box. The dialog box has a search bar labeled "Search for an expense type". Below the search bar, there is a list of expense categories. The categories are: "Memberships & Subscriptions - For Contractors", "Permits-Taxes-Fees", "Uniform/Protective Clothing Services (Rental, Cleaning)", "Uniforms / Protective Clothing Purchases", "09. Supplies & Materials", "Office Supplies", "Supplies & Materials - Other", "10. Lab Supplies & Animals", and "Lab Instruments & Supplies". The "09. Supplies & Materials" category is expanded, showing its sub-categories. The "10. Lab Supplies & Animals" category is also expanded, showing its sub-categories. The "Add Expense" button is highlighted in blue.

11. Upload your receipt and use it to enter the receipt details in the fields to the left. Dept/FAU/Cost Type and Sub Account will auto-fill from the Report Header. Click “Save Expense” when done. ****If sufficient tax was not assessed, you will need to add “Use Tax,” or the difference between what tax you paid and what tax the University must submit on your behalf. To calculate Use Tax, click [here](#)***

Office Supplies \$30.00 🗑️
02/11/2022

Cancel Save Expense

Details Itemizations Hide Receipt 🗑️

⚙️ Allocate * Required field

Expense Type *
Office Supplies

Description
📄

Transaction Amount *
30.00

Currency *
US, Dollar

Transaction Date *
02/11/2022 📅

Dept *
📄 (GEOG) GEOGRAPHY DEPT

FAU *
📄 (LM-ICRGD2-8-404032-0539...

Cost Type
📄 Search by Text

Sub Account *
3-Supplies and Expense

Purchase from a foreign entity *
No

Telecommunication - Equipment *
No

This is Service *
No

Non-Taxable *
No


*Sales Tax
📄

Use Tax ?
📄

Payment Type *
Employee Out of Pocket

receipt_examples_perfect_s...

Detach Append





12. Continue to add expenses for each additional receipt.

test \$45.00 🗑️
Not Submitted

Report Details Print/Share Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

| <input type="checkbox"/> | Receipt ↑↓ | Payment Type ↑↓ | Expense Type ↑↓ | Vendor Details ↑↓ | Date | Requested ↑↓ |
|--------------------------|---|------------------------|-----------------|-------------------|------------|--------------|
| <input type="checkbox"/> |  | Employee Out of Pocket | Office Supplies | | 02/11/2022 | \$30.00 |
| <input type="checkbox"/> |  | Employee Out of Pocket | Office Supplies | | 02/02/2022 | \$15.00 |
| | | | | | | \$45.00 |

****If missing receipt for an expense that requires one, note the alert (!). Select the expense (check box) and click “Manage Receipts” > “Missing Receipt Declaration”. A Receipt Declaration will pop-up for your review and acceptance.**

test \$70.50 

Copy Report

Submit Report

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Add Expense

Edit



Manage Attachments

Missing Receipt Declaration

Allocate

Combine Expenses

Move to ▾

| <input type="checkbox"/> | Receipt ↑↓ | Payment Type ↑↓ | Expense Type ↑↓ | Vendor Details ↑↓ | Date ▾ | Requested ↑↓ |
|--------------------------|---|------------------------|-----------------|-------------------|------------|--------------|
| <input type="checkbox"/> |  | Employee Out of Pocket | Office Supplies | | 02/11/2022 | \$30.00 |
| <input type="checkbox"/> | | Employee Out of Pocket | Office Supplies | | 02/03/2022 | \$25.50 |
| <input type="checkbox"/> |  | Employee Out of Pocket | Office Supplies | | 02/02/2022 | \$15.00 |
| | | | | | | \$70.50 |

Create Receipt Declaration



Adequate documentation must be submitted to substantiate reimbursable The University of California Santa Barbara expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for The University of California Santa Barbara expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expense(s) below that require a receipt.

| <input checked="" type="checkbox"/> | Expense Type ↑↓ | Vendor ↑↓ | Date ▾ | Amount ↑↓ |
|-------------------------------------|--------------------------|-----------|------------|-----------|
| <input checked="" type="checkbox"/> | Taxi/Shuttle/Car Service | | 02/04/2022 | \$100.00 |



I acknowledge that this expense report contains legitimate College expenses incurred by me on behalf of The University of California Santa Barbara benefit, and are allowable expenses as defined by The University of California Santa Barbara Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Cancel

Accept & Create

| Percent | Amount |
|---|---|
| Amount \$25.50 | Allocated \$25.50 100% |
| Default Allocation | <div> ✔ Remaining \$0.00 0% </div> |
| Code GEOG-LM-ICRGD2-8-404032-05397-3 | Percent % 100 |

[Add](#)
[Edit](#)
[Remove](#)
[Save as Favorite](#)

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

Dept *

▼

(GEOG) GEOGRAPHY DEPT

1

FAU *

▼

(CK-CKUSG1-8-444032-22796) , 20201120, GeMS-in-Excel

2

Cost Type

▼

Search by Text

Sub Account *

5-Special Items

▼







| Percent | Amount |
|--|---------------------------|
| Amount \$25.50 | Allocated \$25.50 100% |
| | Remaining \$0.00 0% |
| Default Allocation | |
| Code GEOG-LM-ICRGD2-8-404032-05397-3 | |
| Percent % 0 | |
| <div><div>Add</div><div>Edit</div><div>Remove</div><div>Save as Favorite</div></div> | |

| <input type="checkbox"/> | Dept ↓ | FAU ↓ | Cost Type ↓ | Sub Account ↑ | Code ≡ | Percent % |
|--------------------------|----------------|---------------------------------|-------------|------------------------|--------------------------------|-----------|
| <input type="checkbox"/> | GEOGRAPHY DEPT | GEOGRAPHY / STATE GENERAL FUNDS | | 3-Supplies and Expense | GEOG-LM-GD100-8-404032-19900-3 | 100 |

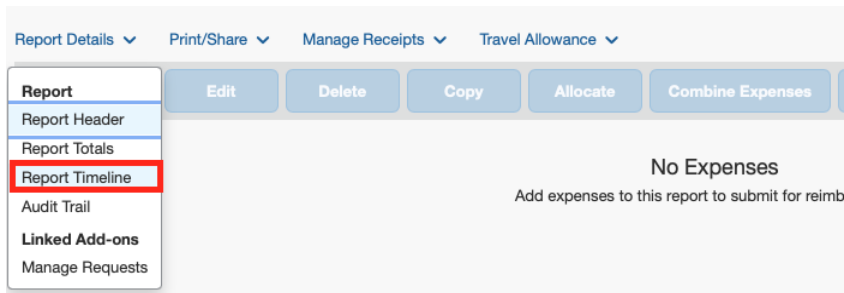
16. To check the allocations, click the “Allocated” link under each expense and the funding split will be displayed. This information can also be found in the Report Details drop down menu above the Add Expense button.

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

Add ExpenseEditDeleteCopyAllocateCombine ExpensesMove to ▾

| <input type="checkbox"/> | Alerts ↑↓ | Receipt ↑↓ | Payment Type ↑↓ | Expense Type ↑↓ | Vendor Details ↑↓ | Date ▾ | Requested ↑↓ | | | | | | |
|-----------------------------------|---|---|------------------------|---------------------------------|---|------------|---------------------------------------|------|---------|---------------------------------|----|-----------------------------------|----|
| <input type="checkbox"/> |  |  | Employee Out of Pocket | Seminar/Conference Registration | New Orleans, Louisiana | 02/18/2022 | \$650.00 Allocated | | | | | | |
| <input type="checkbox"/> |  |  | Employee Out of Pocket | Airfare | <div><div>Allocated</div><div>Total Allocated \$650.00</div><table><thead><tr><th>Code</th><th>Percent</th></tr></thead><tbody><tr><td>GEOG-CK-CKUSG1-8-444032-22796-5</td><td>50</td></tr><tr><td>GEOG-GEOG-JKNSF2-8-444032-21289-5</td><td>50</td></tr></tbody></table><div>View Allocation</div></div> | | | Code | Percent | GEOG-CK-CKUSG1-8-444032-22796-5 | 50 | GEOG-GEOG-JKNSF2-8-444032-21289-5 | 50 |
| Code | Percent | | | | | | | | | | | | |
| GEOG-CK-CKUSG1-8-444032-22796-5 | 50 | | | | | | | | | | | | |
| GEOG-GEOG-JKNSF2-8-444032-21289-5 | 50 | | | | | | | | | | | | |
| <input type="checkbox"/> |  |  | Employee Out of Pocket | Lodging | | | | | | | | | |

17. BEFORE YOU SUBMIT - Check your Department Expense Approver (DEA) - Click on the “Report Details” dropdown menu and select “Report Timeline.”



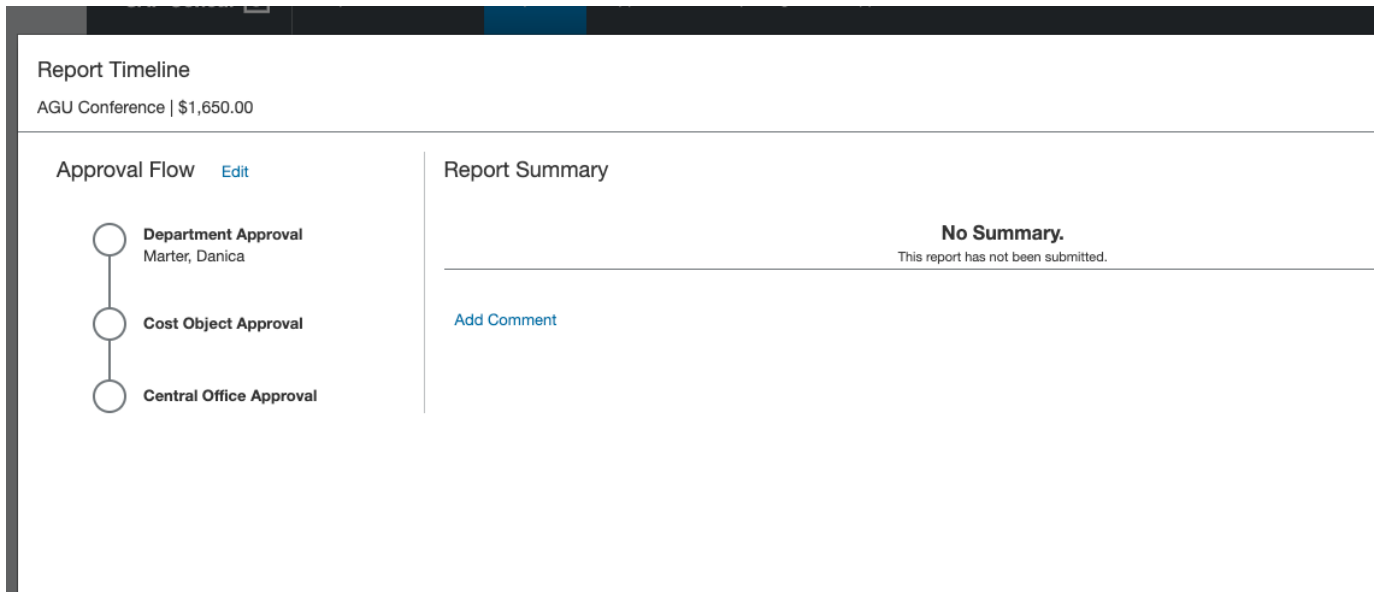
Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

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

Edit Delete Copy Allocate Combine Expenses

No Expenses
Add expenses to this report to submit for reimb

If submitting an expense report to be paid for by accounts managed by GEOG, you need to make sure your DEA, or Department Approver, is included in the workflow. If needed, click “Edit” next to Approval Flow and change the Department Approval to reflect the correct Dept Approver or DEA.



Report Timeline
AGU Conference | \$1,650.00

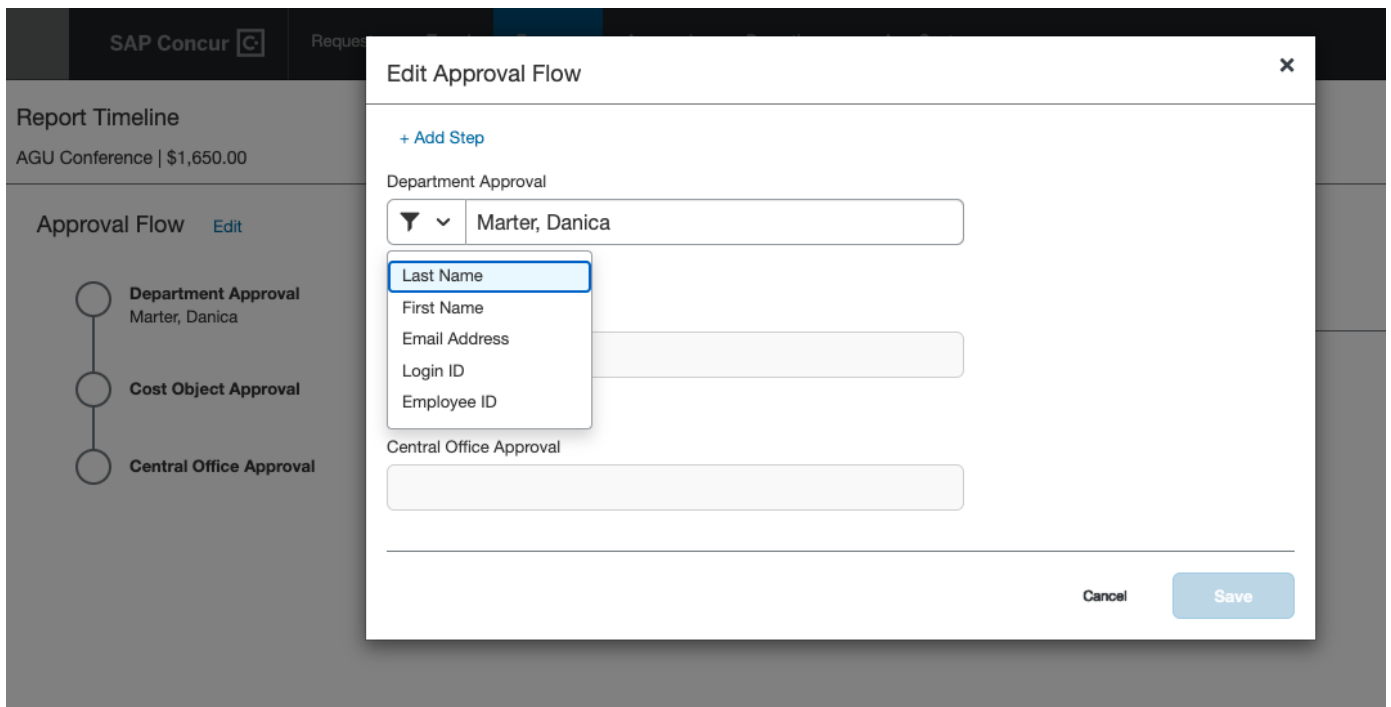
Approval Flow Edit

- Department Approval
Marter, Danica
- Cost Object Approval
- Central Office Approval

Report Summary

No Summary.
This report has not been submitted.

[Add Comment](#)



Edit Approval Flow ✕

[+ Add Step](#)

Department Approval

▼ ▾ Marter, Danica

- Last Name
- First Name
- Email Address
- Login ID
- Employee ID

Central Office Approval

Cancel Save

18. **BEFORE YOU SUBMIT: PI approval must also be included. If this documentation is not provided, your request will be returned.** There are two options for providing this documentation:
- OPTION 1: Upload a copy of the approval with the receipt:** this can be an email from the PI, stating that they approve the expense. The email must include a description of the expense, including the business nature, total amount, and account/project code to charge.
→ if you already uploaded a receipt, you have the option to edit the receipt:

The screenshot shows a PDF document titled "Packing List" and "National Scientific". It contains the following information:

Order Details:

| Order Number | Order Date | Page |
|--------------|------------|-------------|
| 10695806 | 12/17/2020 | Page 1 of 1 |

Customer PO Number: DR5411145
Shipping Instructions: UPS Ground

Ship To: UCSB, EARTH RESEARCH INSTITUTE, EARTH RESEARCH INSTITUTE, DRP# GW0000372526/EMMA RAY, SANTA BARBARA CA, 931063060

For inquiries on shipment:
Phone: 800-228-4931 or 865-717-2697
Fax: 865-354-4616
Email: cservice@nationalscientific.com

OPEN AND INSPECT IMMEDIATELY
QUESTIONS REGARDING THIS SHIPMENT SHOULD BE DIRECTED TO CUSTOMER SERVICE WITHIN TEN (10) DAYS.

| Part Number | Description | U/M | Qty Shipped |
|-------------|-----------------------|-----|-------------|
| B7950-VO | CLEAR 40ML EPA VIALS, | PK | 1 |

packing+slip.pdf Uploaded: 02/18/2022

Buttons: Detach, Append

- OPTION 2: Add PI to the workflow:** Under Report Details → Report Timeline → Edit Approval Flow → Add Step → select user → save. After the PI has been added, you will see them as the next step in the workflow (last screenshot below).

SAP Concur

Requests

Travel

Expense

Approvals

Reporting

App Center

Request Timeline

test | \$0.00

Approval Flow

Edit

Department Approval

Marter, Danica

Funding Approval

Cash Advance/Exception Review

Request Summary

No Summary.

This request has not been submitted

Add Comment

Edit Approval Flow

×

+ Add Step

Department Approval

▼

Marter, Danica

+ Add Step

Funding Approval

+ Add Step

Cash Advance/Exception Review

+ Add Step

Cancel

Save

[+ Add Step](#)

User-Added Approver

[Delete](#)

[+ Add Step](#)

Ponce, Nancy J. (nancy@geog.ucsb.edu)
 User ID: 10073778 Logon ID: njpon@ucsb.edu
 Department: njpon@ucsb.edu

Department

[+ Add Step](#)

Funding Approval

[+ Add Step](#)

Cash Advance/Exception Review

[+ Add Step](#)

[Cancel](#)
[Save](#)

SAP Concur

Requests Travel Expense Approvals Reporting App Center

Request Timeline
test | \$0.00

Approval Flow [Edit](#)

- User-Added Approver
Ponce, Nancy J.
- Department Approval
Marter, Danica
- Funding Approval
- Exception Approval
- Cash Advance/Exception Review

Request Summary

No Summary.
This request has not been submitted

[Add Comment](#)

[Service Status \(North America\)](#)
[Cookie Preferences](#)

19. After a final review, click Submit Report to send it to the Department Reviewers for approval.
20. If corrections are needed, the department approver will return the request to you with a note detailing what changes need to be made.

Support Resources

- **Email Support:** Please email concur@bfs.ucsb.edu if you have any issues logging into Concur, or with creating or submitting a Request/Expense Report.
 - *Important: Please do not email BFS processors directly for Concur support. Instead, contact purchasing@geog.ucsb.edu and we will do our best to assist you.*
- **Office Hours:** BFS is offering office hours with Concur subject matter experts.
 - Check availability and book your 15 minute appointment here:
[Concur appointment calendar](#)
 - Please only use appointment slots if you are actively working on a request/expense report. For less urgent support, please email concur@bfs.ucsb.edu.
- **Knowledge Base Articles:** A set of key articles can be found at the links below:
 - [Getting Started with Concur](#)
 - [How to Create and Submit a Request](#)
 - [How to Create an Expense Report from an Approved Request](#)
 - [How to Add a Delegate](#)
 - [How to Use the Mobile App to Upload Receipts](#)