Step-by-Step Guide

Concur Travel & Entertainment

Login instructions for Desktop

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

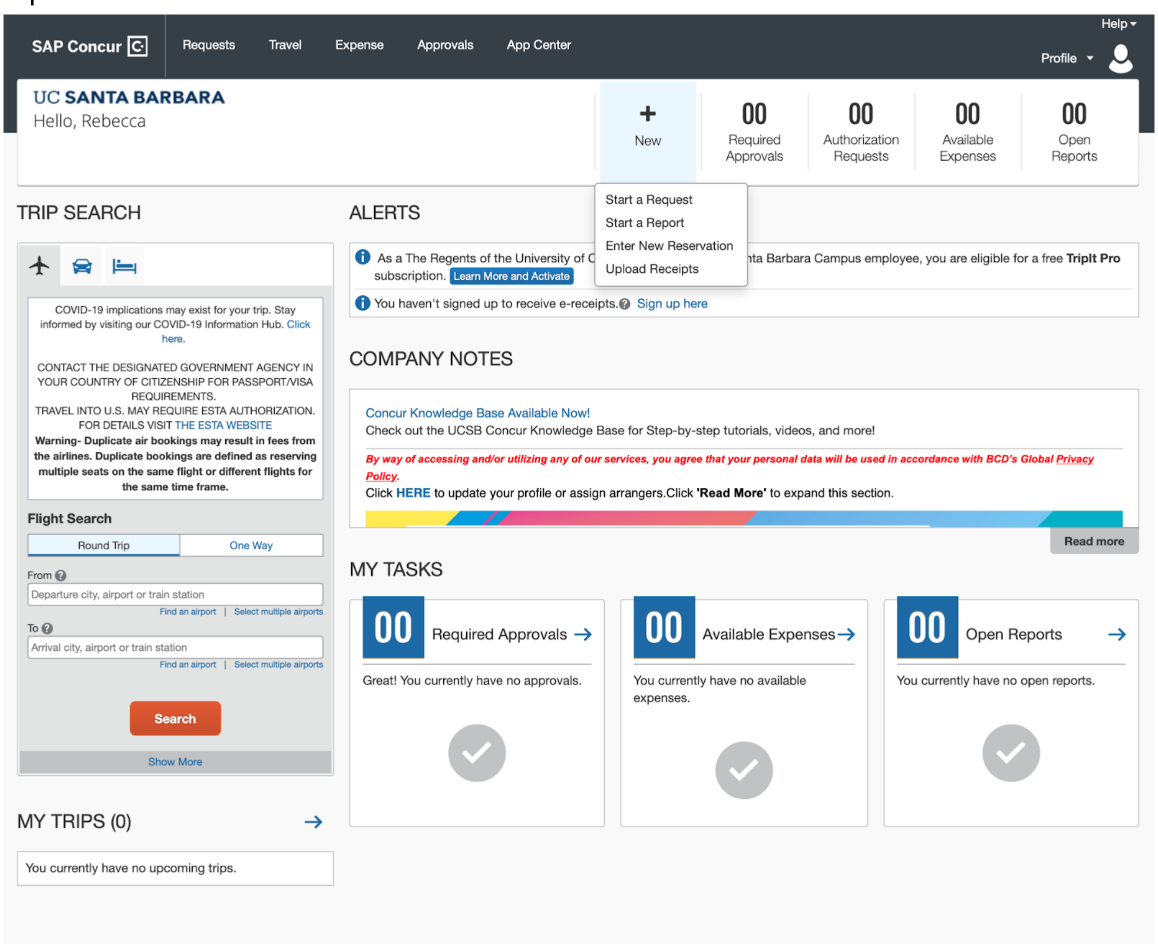
- Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
- Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
- Log in on the UC Santa Barbara SSO site

Login instructions for the *SAP Concur* mobile app

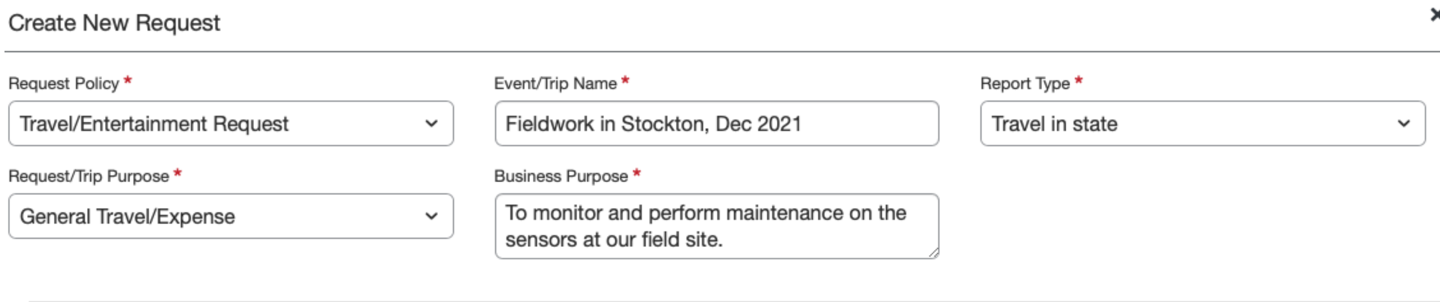
You may also download and use the ***SAP Concur*** application. Download from the appropriate application store.

- 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

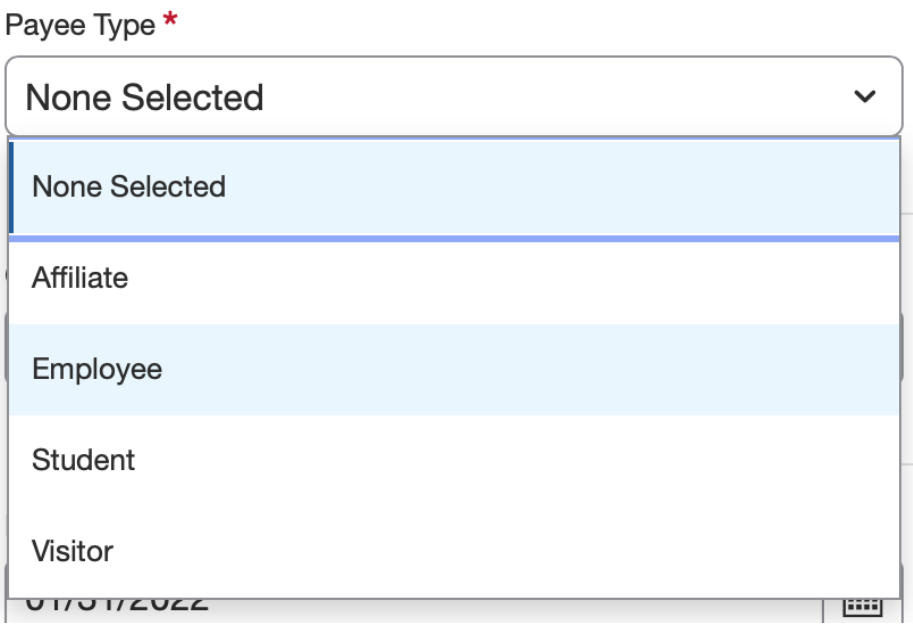
Starting a Request (Prior to traveling) - Click “New,” then “Start a Request” at the top of the screen to create a new Request.



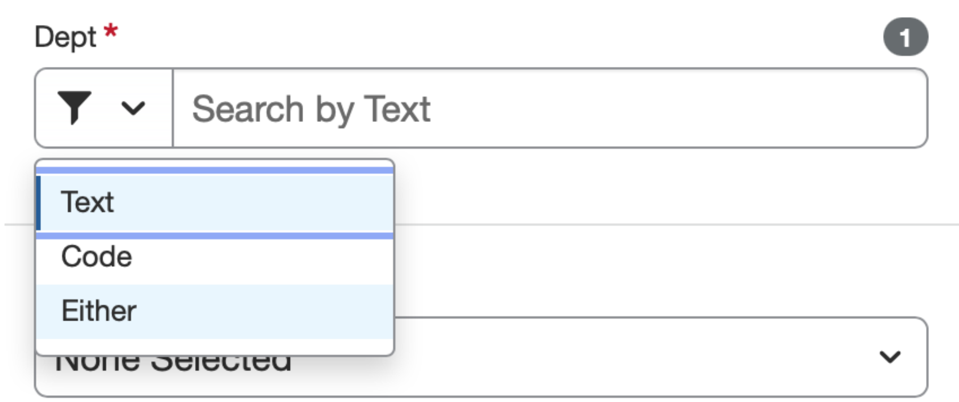
Select "Travel & Entertainment" from the Policy menu, then enter an Event/Trip Name- including the type of Travel/Expense *and* Location (ex AGU Conference in New Orleans, Fieldwork in Fairbanks, etc)*. The Event/Trip Name is what will be included in GUS as the expense description. Report type and Request/Trip Purpose will be based on the specific requests details. The business purpose should explain why this travel/entertainment was necessary and for what purpose as it relates to the project being charged.*



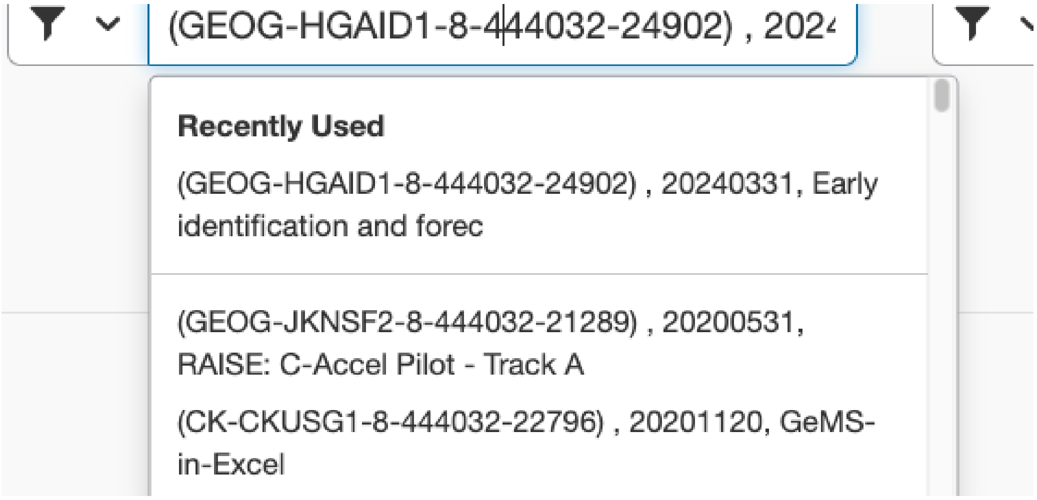
Enter the Request/Trip Dates and complete any drop downs with a red asterisk.
Choose the Payee type based on your affiliation with UCSB.



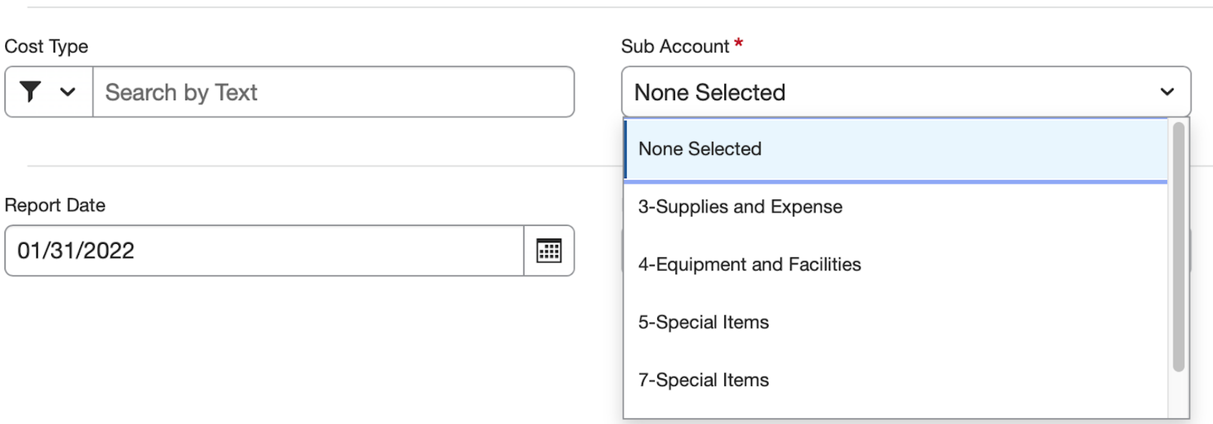
Choose the Department Code- (e.g. GEOG) of where the funding is managed **Note: This field can be filtered to search by text, code or either. If you are having trouble finding the department, try changing the filter to include "either."*



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."*

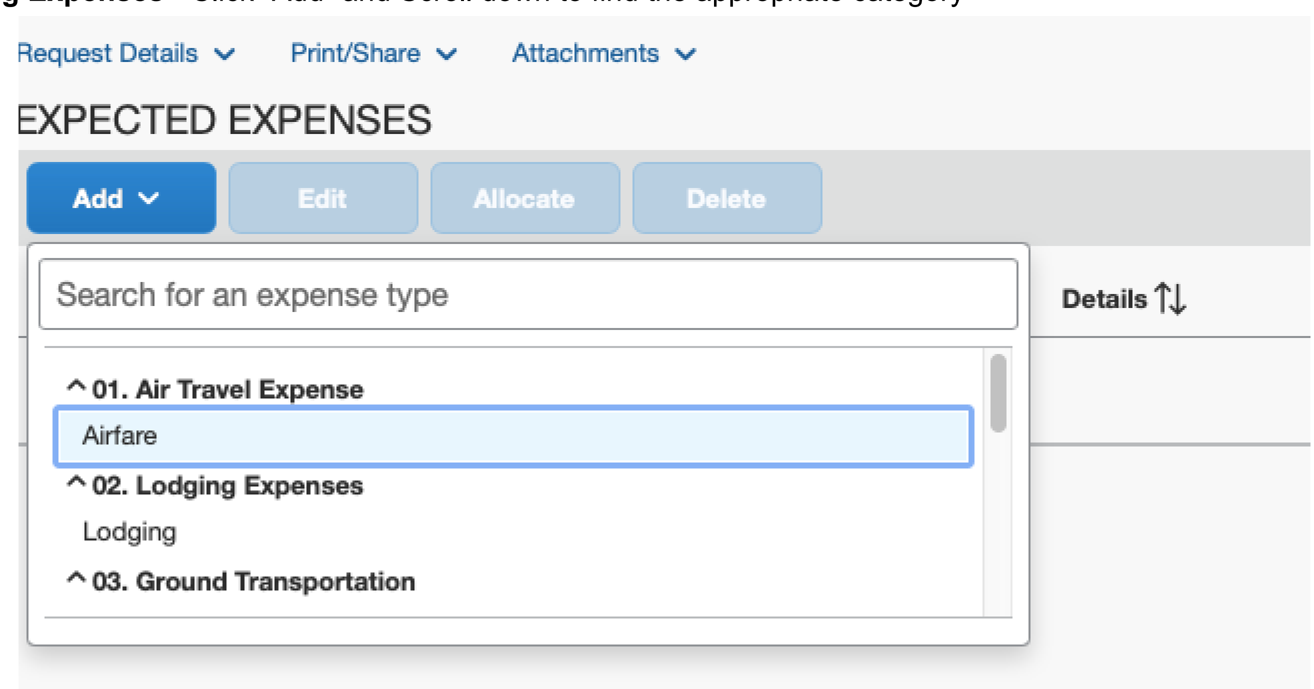


Cost Type/Sub Account- **do not fill in the Cost Type field**. For Sub Account, select 5- Special Items.



Enter a Host Name for all entertainment expenses, if applicable.
Click "Create" at the bottom of the screen when complete.

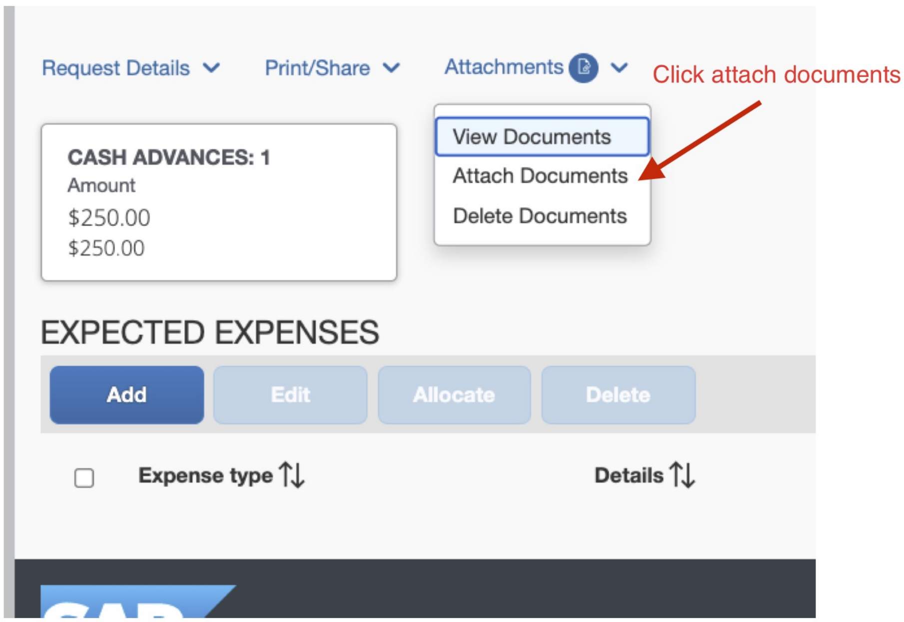
Adding Expenses - Click "Add" and Scroll down to find the appropriate category



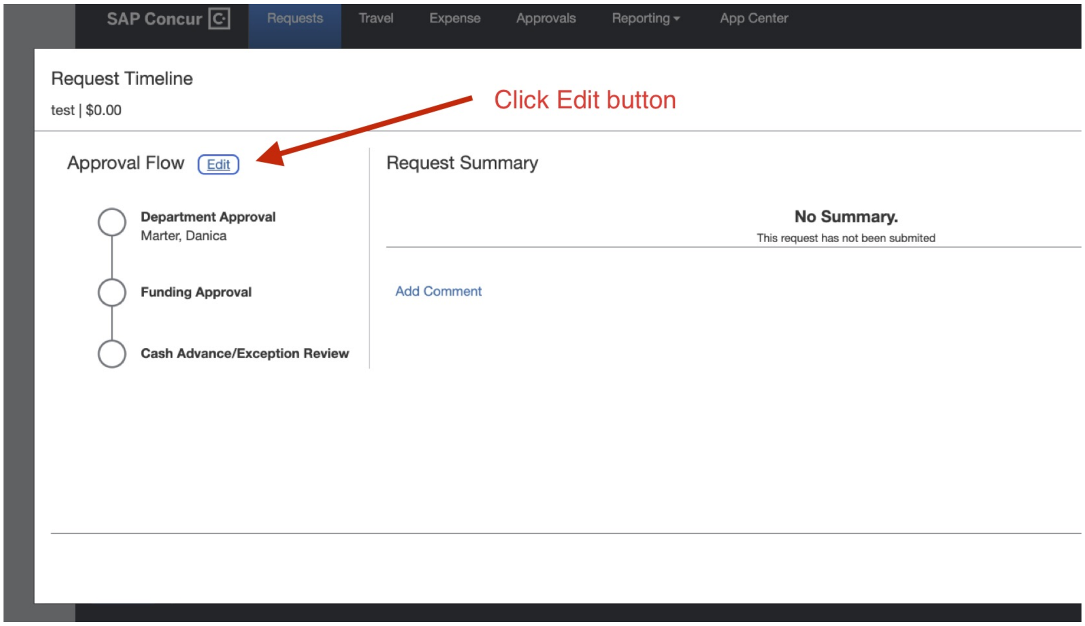
Add a description and an expected expense amount, then click save
If requesting a **Cash Advance**, click Request Details > Add Cash Advance and input the total amount that you are requesting. Confirm the currency and click Add Cash Advance.

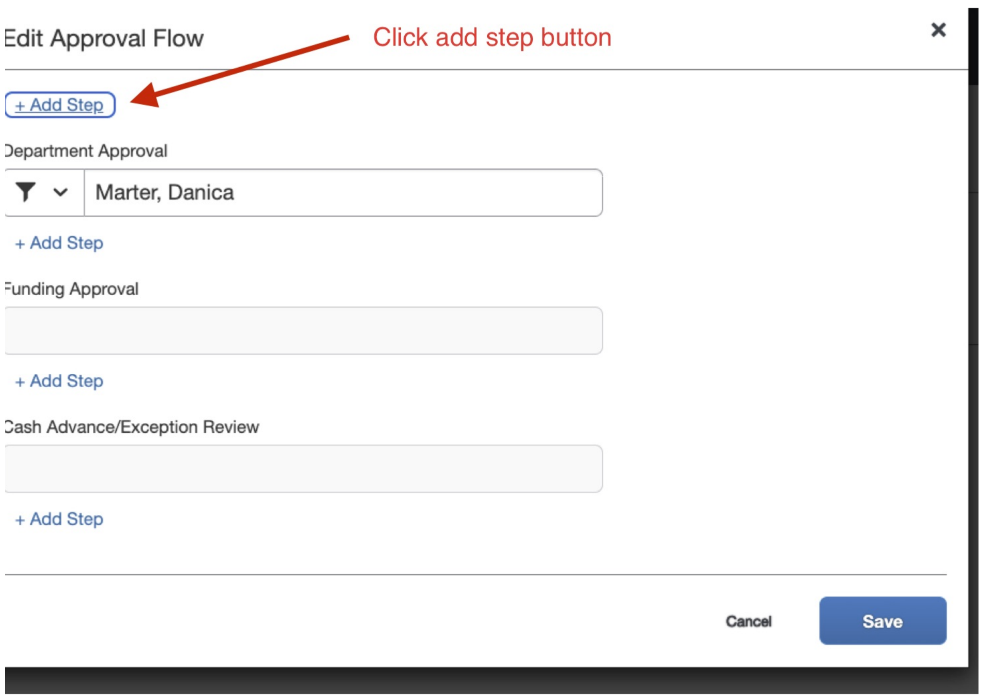
BEFORE YOU SUBMIT: PI approval must also be included. If this documentation is not provided, your request will be returned. There are two options for providing this documentation:

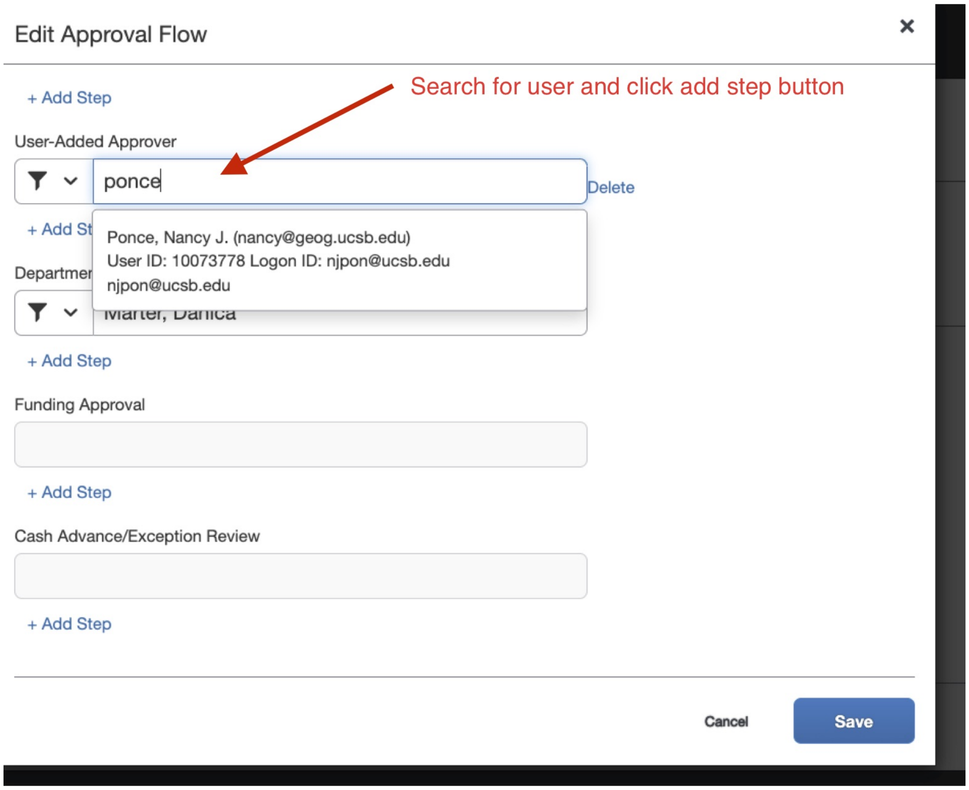
a. **OPTION 1: Upload a copy of the approval with the receipt OR as an attachment:** this can be an email from the PI, stating that they approve the expense. The email must include a description of the trip including location and dates, total amount, and account/project code to charge.

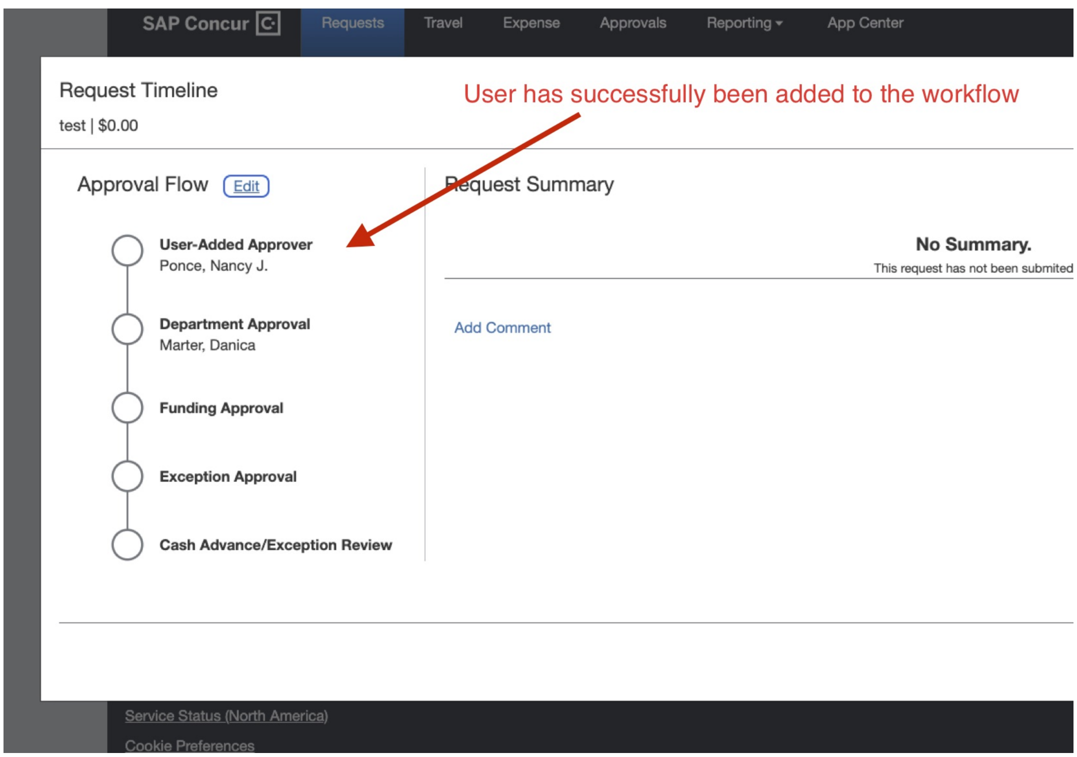


b. **OPTION 2: Add PI to the workflow:** Under Report Details → Report Timeline → Edit Approval Flow → Add Step → select user → save. After the PI has been added, you will see them as the next step in the workflow (last screenshot below).


SAP Concur
Requests
Travel
Expense
Approvals
Reporting
App Center
Request Timeline
test | $0.00
Click Edit button
Approval Flow
Edit
Department Approval
Marter, Danica
Funding Approval
Cash Advance/Exception Review
Request Summary
No Summary.
This request has not been submited
Add Comment


Edit Approval Flow
Click add step button
+ Add Step
Department Approval
Marter, Danica
+ Add Step
Funding Approval
+ Add Step
Cash Advance/Exception Review
+ Add Step
Cancel
Save



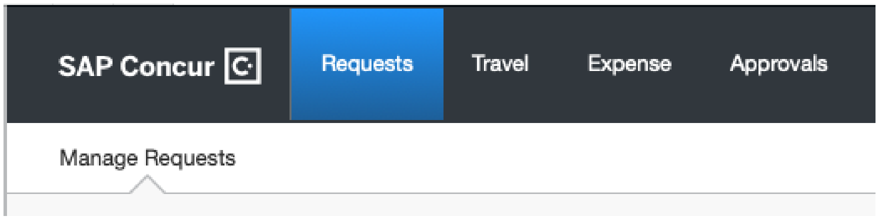


Once all expected expenses (and the cash advance if appropriate) have been added, click the red “Submit Request” button in the top right corner.

Starting a Report (after traveling):

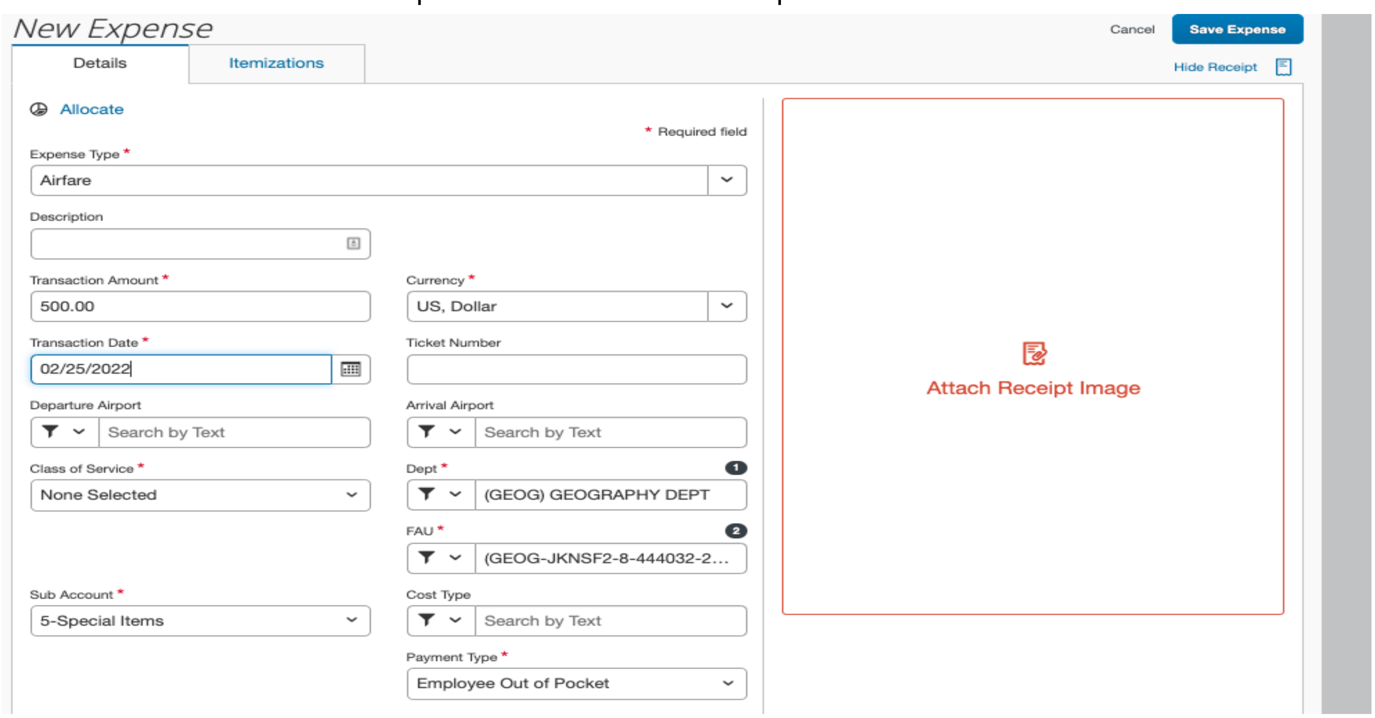
1. If a prior approval request was submitted before the trip took place, click “Requests,” from the top menu and then click into the approved request.

   → From within the approved request, click on the red button “create expense report.” Concur will automatically input all the report header and expenses into a newly created report. If you need to adjust or correct any expenses that may have changed, you may do so by clicking into the expense line items and making changes as needed.

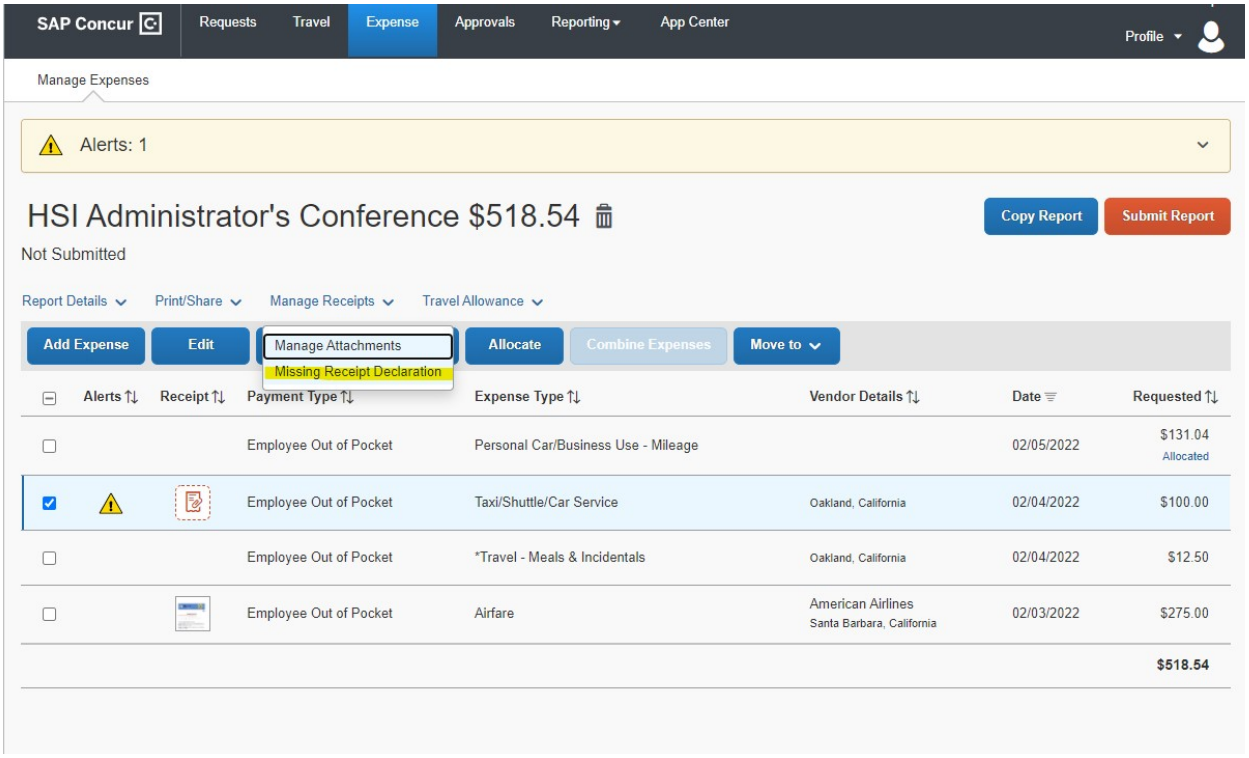
   

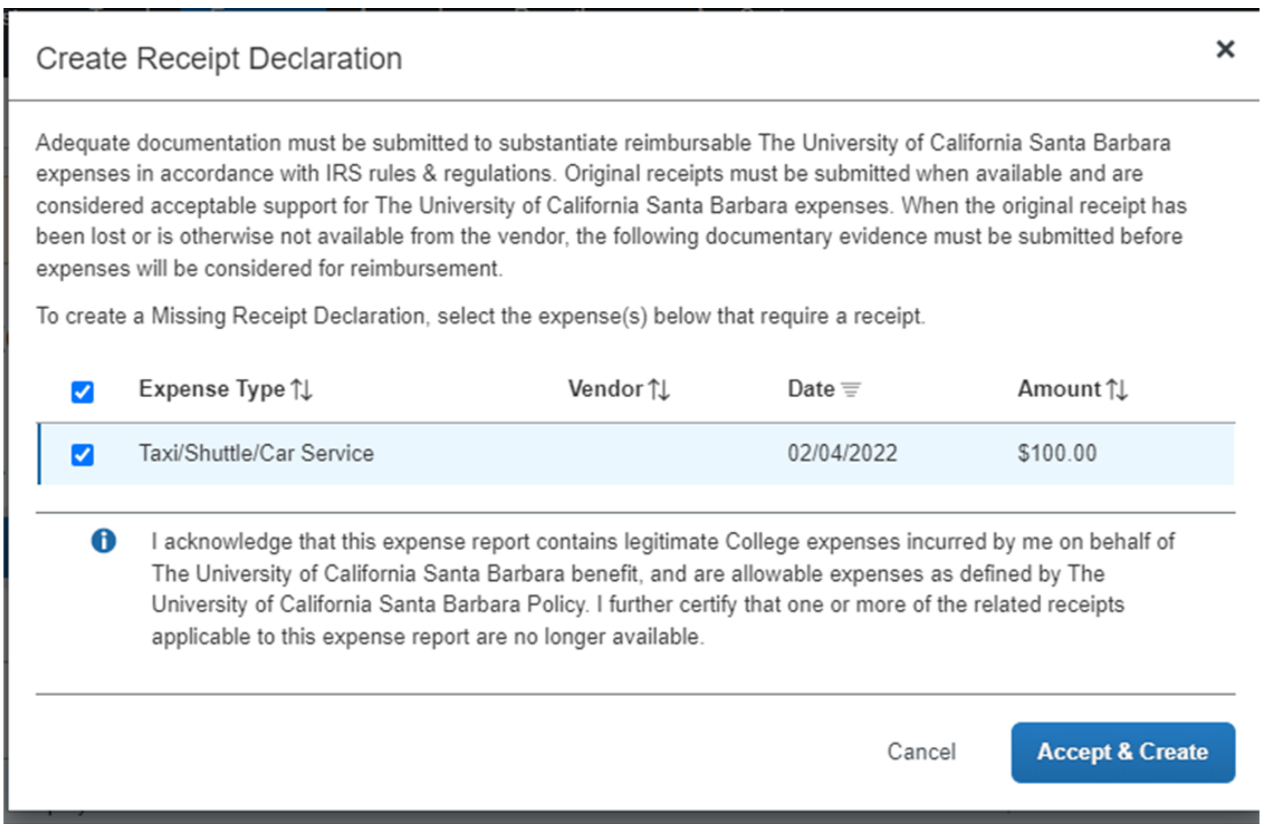
2. If a prior approval request was not submitted before the trip took place, then you can create a new report by clicking the New+ and selecting ‘start a report.’ ” Complete the required fields. Refer to steps 3-9 above for more detail.

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.

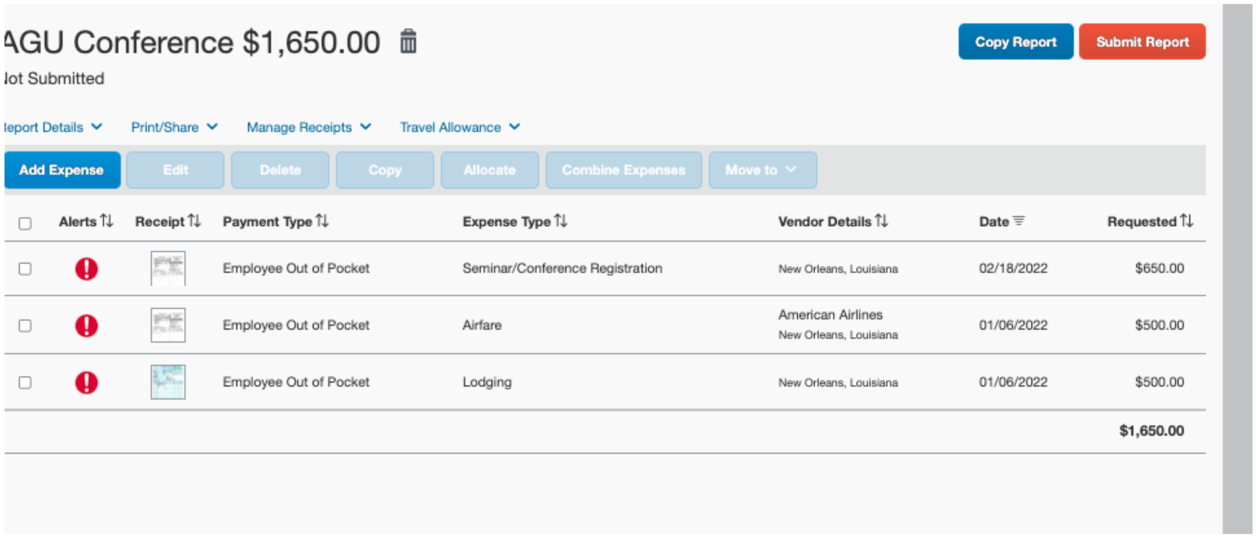


**If missing receipt for an expense that requires one, note the alert (!). Select the expense (check box) and click “Manage Receipts” > “Missing Receipt Declaration”. A Receipt Declaration will pop-up for your review and acceptance.

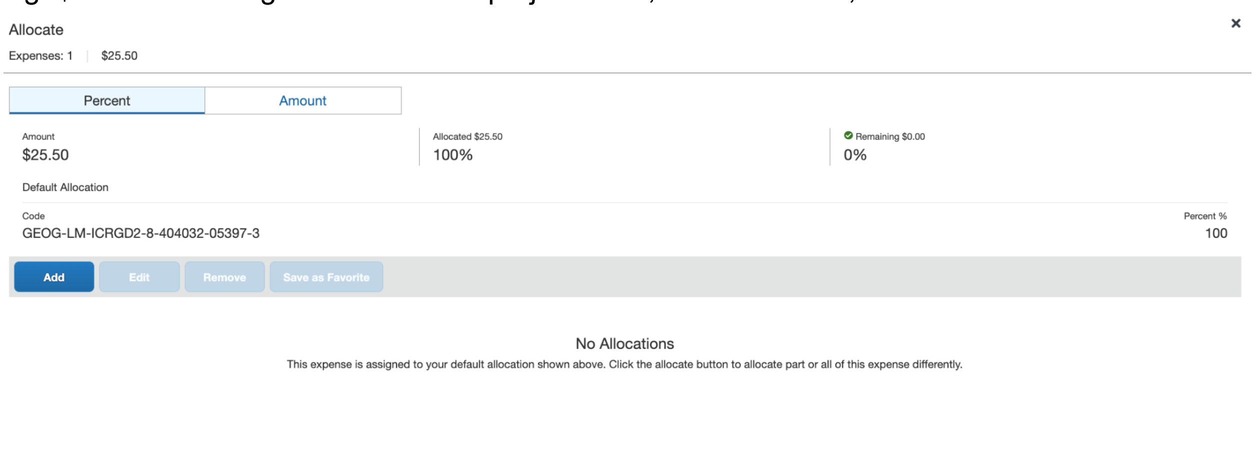

SAP Concur
Requests
Travel
Expense
Approvals
Reporting
App Center
Profile
Manage Expenses
Alerts: 1
HSI Administrator's Conference $518.54
Copy Report
Submit Report
Not Submitted
Report Details
Print/Share
Manage Receipts
Travel Allowance
Add Expense
Edit
Manage Attachments
Missing Receipt Declaration
Allocate
Combine Expenses
Move to
Alerts
Receipt
Payment Type
Expense Type
Vendor Details
Date
Requested
Employee Out of Pocket
Personal Car/Business Use - Mileage
02/05/2022
$131.04
Allocated
Employee Out of Pocket
Taxi/Shuttle/Car Service
Oakland, California
02/04/2022
$100.00
Employee Out of Pocket
*Travel - Meals & Incidentals
Oakland, California
02/04/2022
$12.50
Employee Out of Pocket
Airfare
American Airlines
Santa Barbara, California
02/03/2022
$275.00
$518.54


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.
Expense Type
Vendor
Date
Amount
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

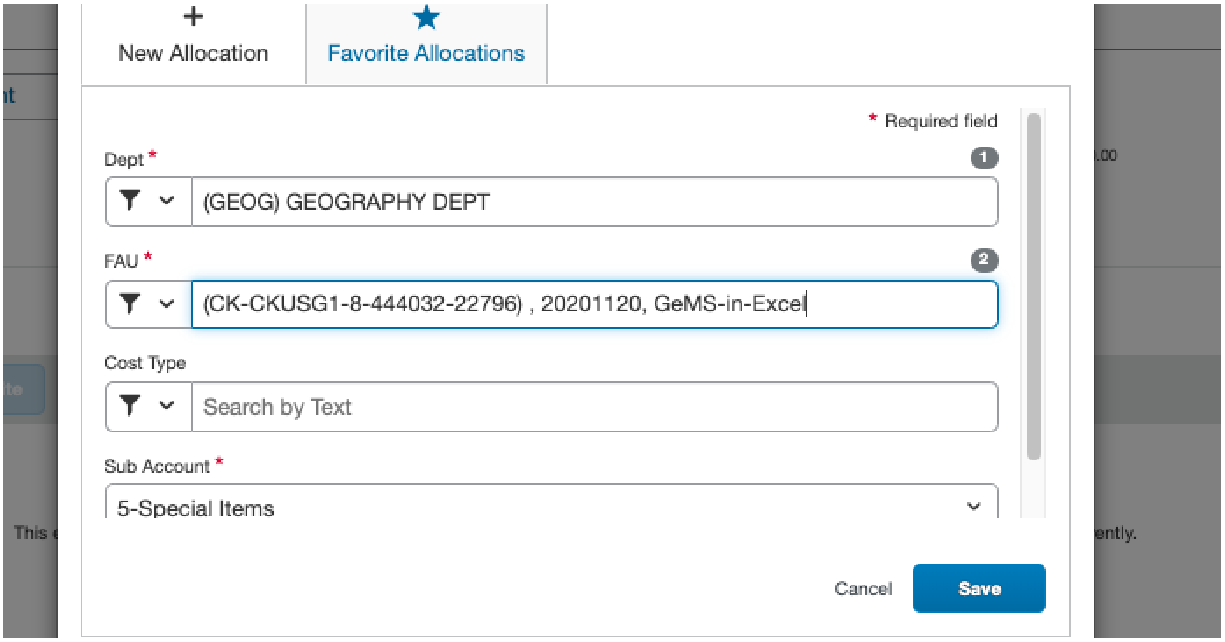
Continue to add expenses for each additional expense that requires a receipt. System will give you a red alert if information is missing and/or incomplete.



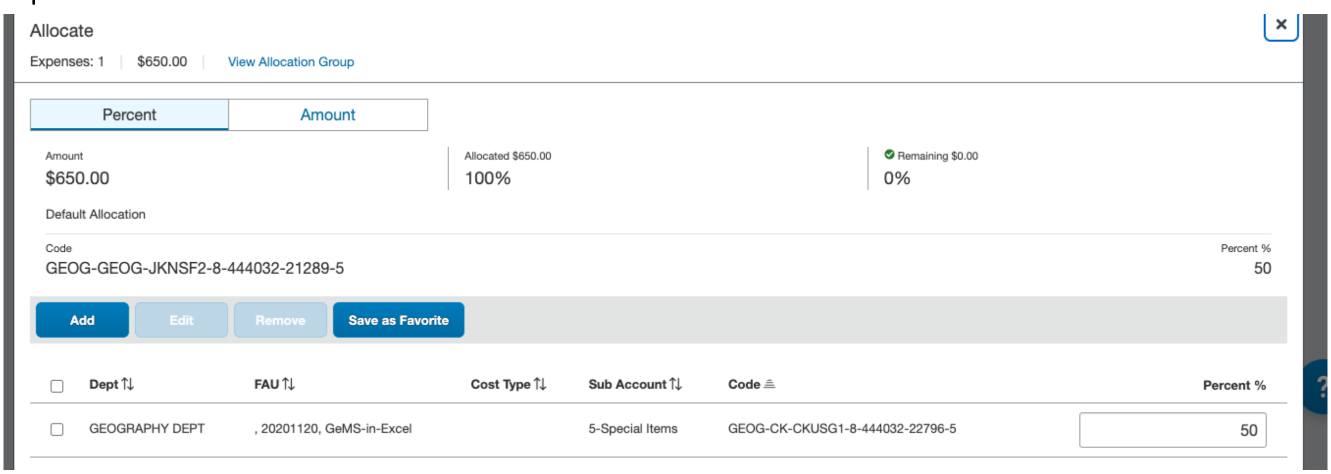
Splitting the Funding Across Multiple Projects/Accounts - Allocation - If you need to split the expenses across multiple accounts, click the checkbox beside all expense lines being split-funded and click "Allocate." The allocation screen will display the current allocation as 100% on the account you listed in the initial Expense Report setup (account will not be visible on this screen, only the allocation percent). If allocating by percent, e.g. 50% of the expense will be charged to a different project code, click "Add." If allocating by dollar amount, e.g. $20 will be charged to a different project code, click "Amount," then "Add."



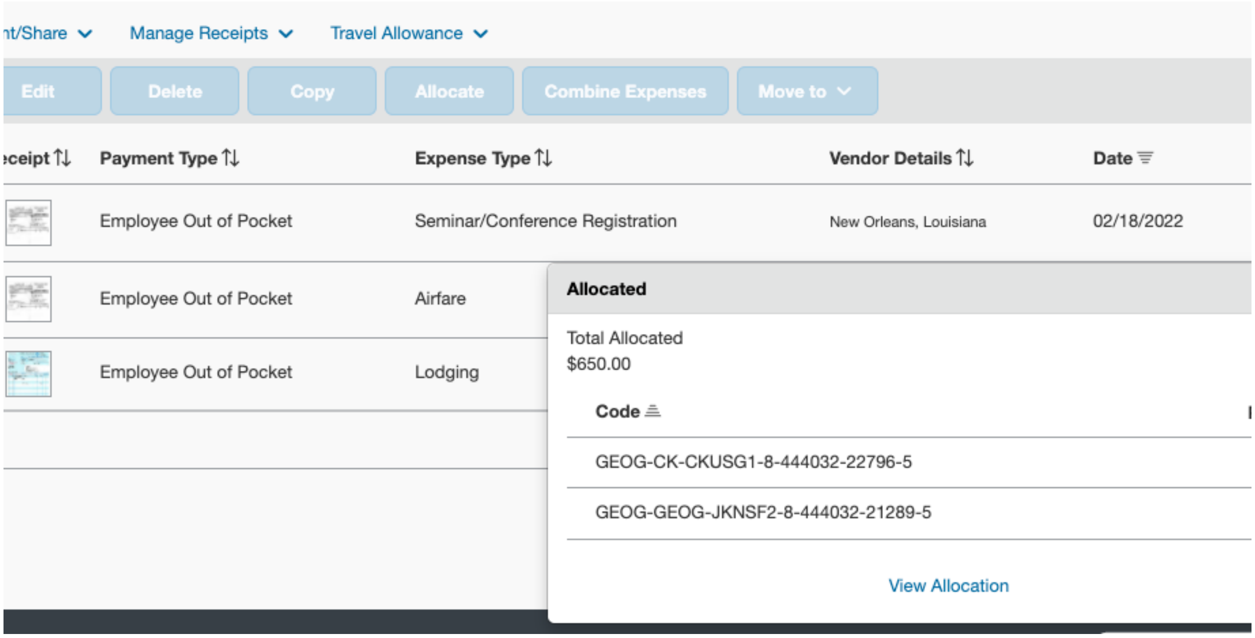
Enter the new Dept, FAU and Sub Account (**do not enter Cost Type**) and click "Save." **Note: These fields can be filtered to search by text, code or either. If you are having trouble finding the Dept or FAU, try changing the filter to include "either."*



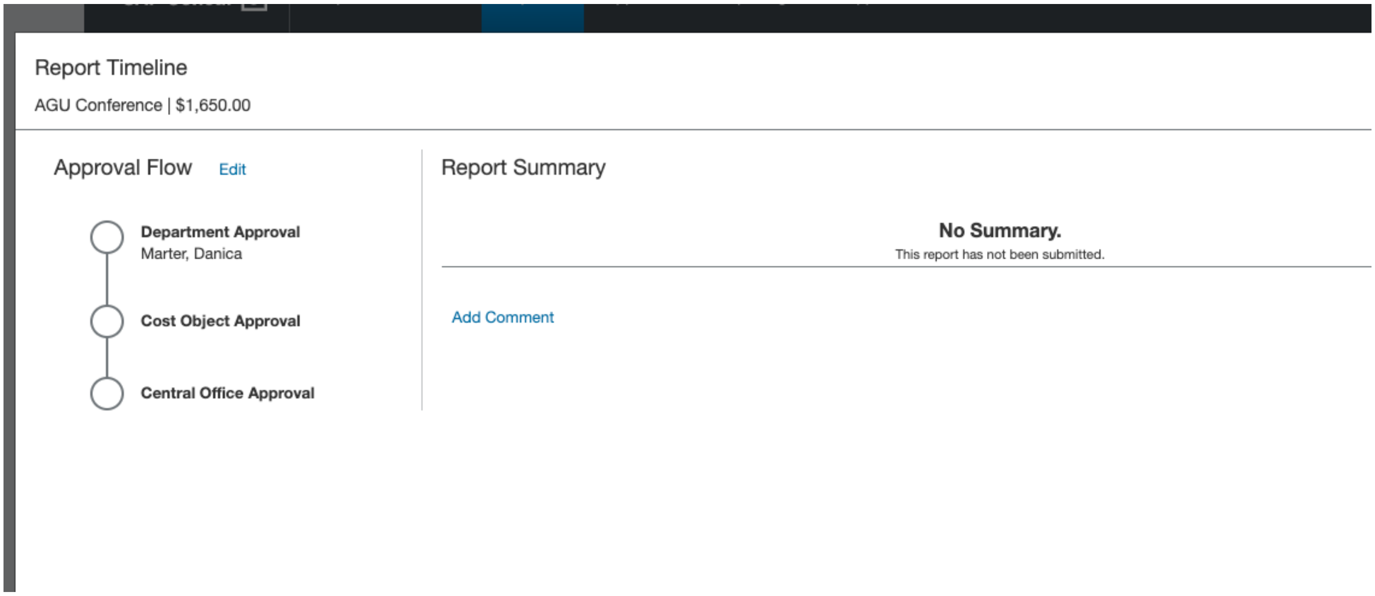
Enter either the percentage or amount being charged to the newly added account, then click "Save." *Note- if allocating by dollar value, you will need to click on "Amount" before entering the amount being charged to the new account.* If splitting across more than two accounts, continue to add allocations until 100% of the total expense is allocated across all relevant accounts.

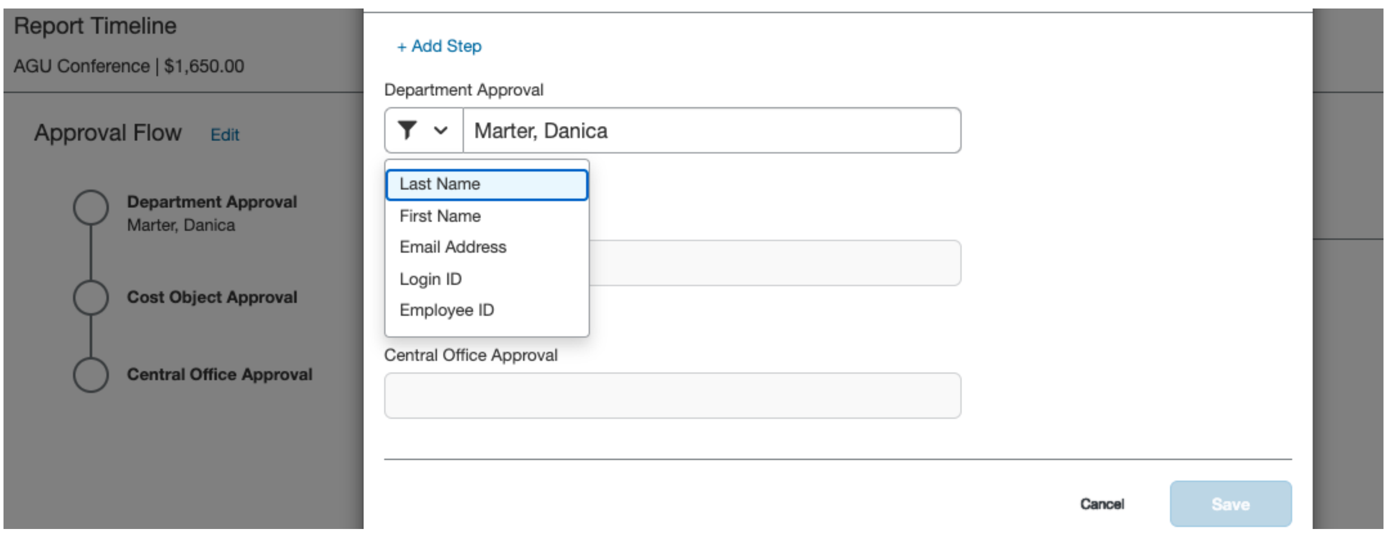


To check the allocations, click the "Allocated" link under each expense and the funding split will be displayed. This information can also be found in the Report Details drop down menu above the Add Expense button.


nt/Share
Manage Receipts
Travel Allowance
Edit
Delete
Copy
Allocate
Combine Expenses
Move to
eceipt
Payment Type
Expense Type
Vendor Details
Date
Employee Out of Pocket
Seminar/Conference Registration
New Orleans, Louisiana
02/18/2022
Employee Out of Pocket
Airfare
Employee Out of Pocket
Lodging
Allocated
Total Allocated
$650.00
Code
GEOG-CK-CKUSG1-8-444032-22796-5
GEOG-GEOG-JKNSF2-8-444032-21289-5
View Allocation

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





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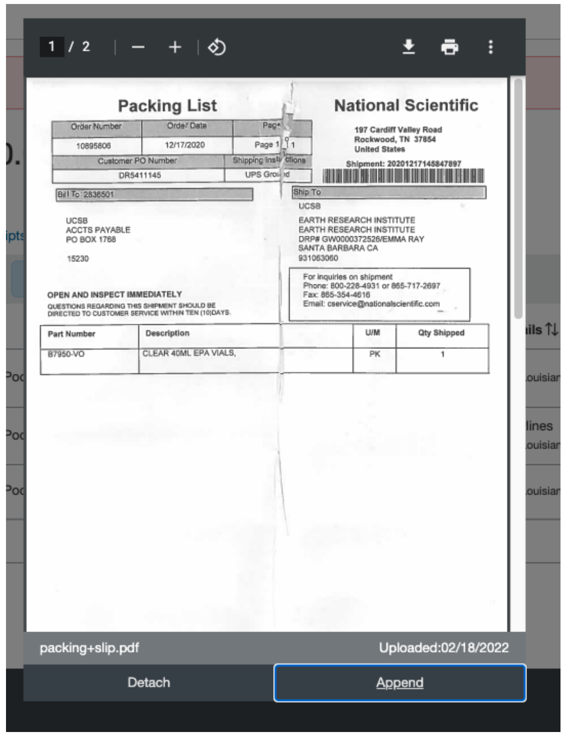
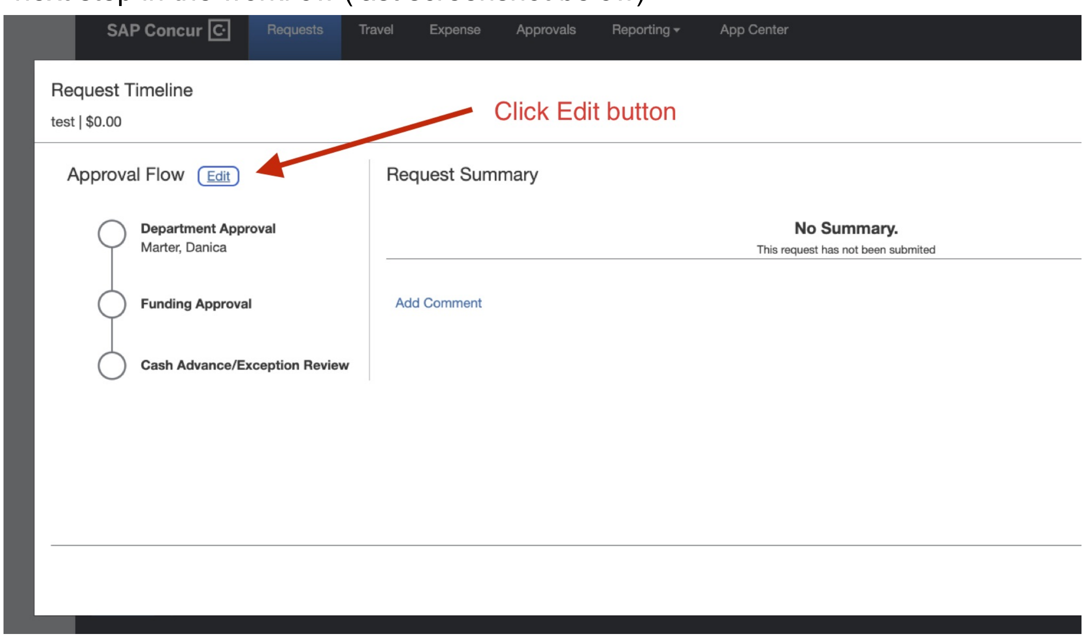
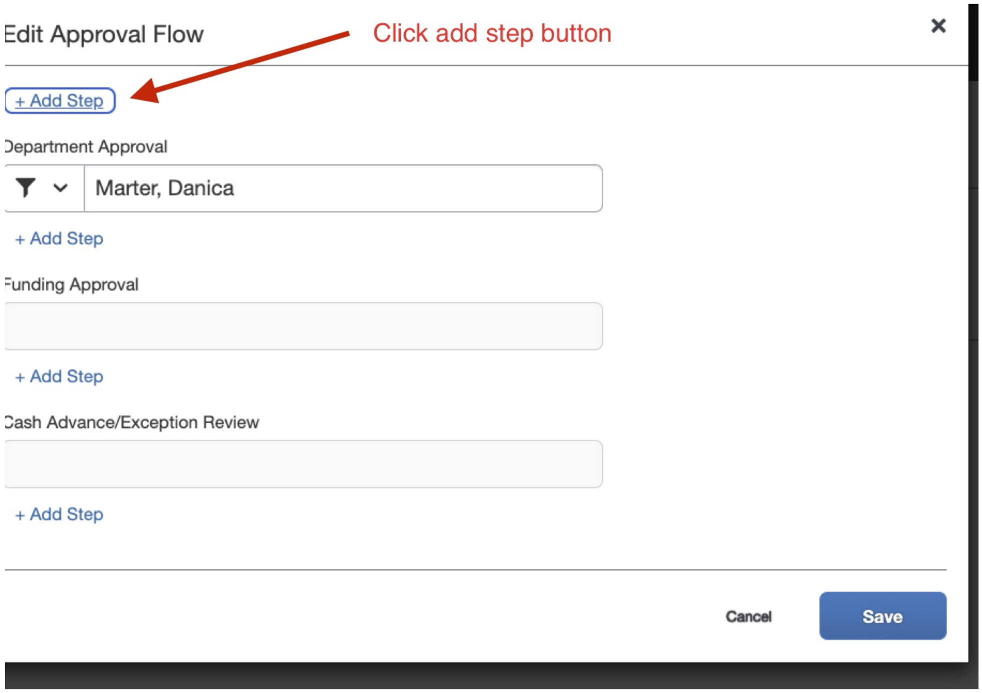
OPTION 1: Upload a copy of the approval with an expense receipt: this can be an email from the PI, stating that they approve the expense. The email must include a description of the trip including location and dates, total amount, and account/project code to charge.

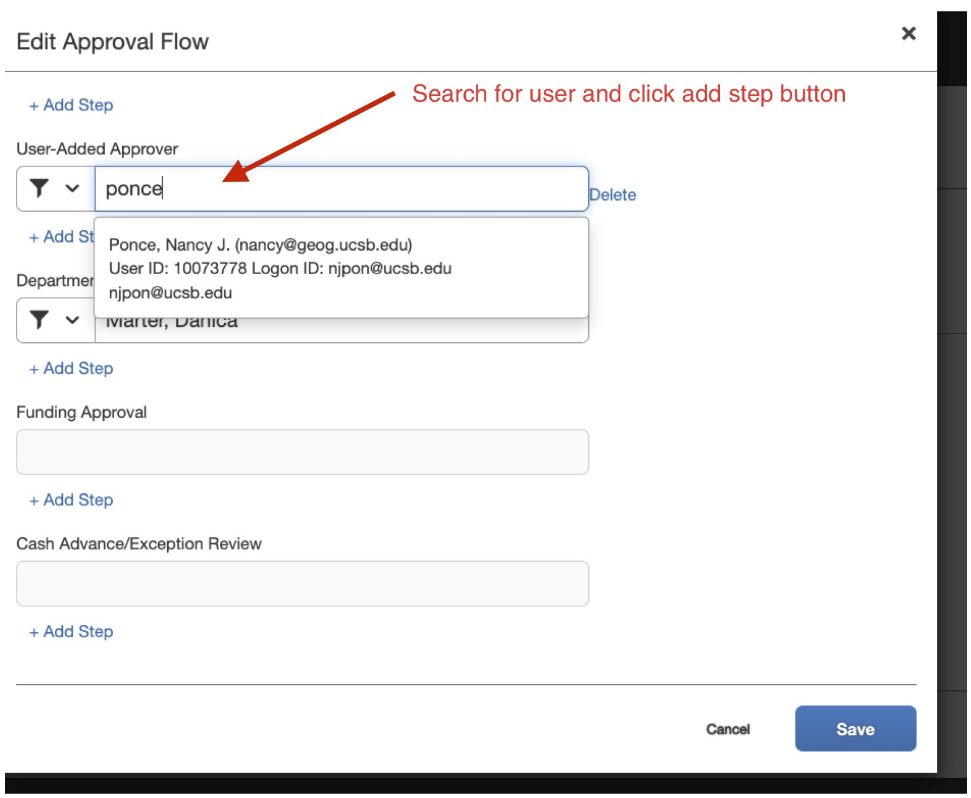
→ if you already uploaded a receipt, you have the option to edit the receipt:

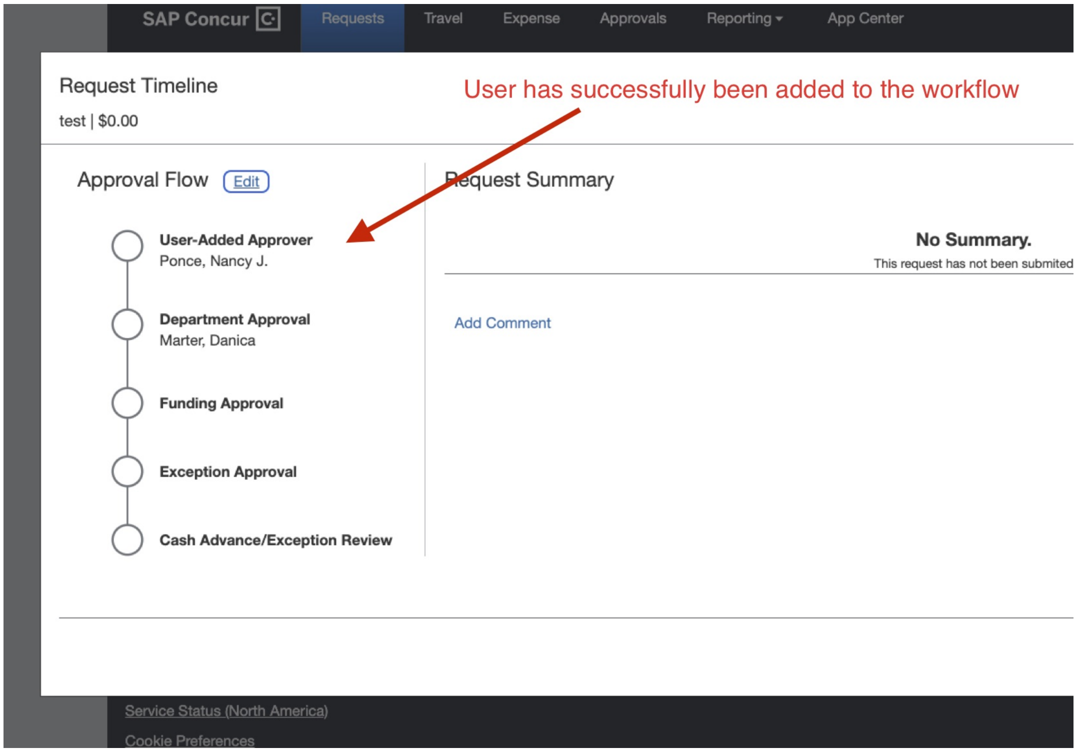


OPTION 2: Add PI to the workflow: Under Report Details → Report Timeline → Edit Approval Flow → Add Step → select user → save. After the PI has been added, you will see them as the next step in the workflow (last screenshot below).




Edit Approval Flow
Click add step button
+ Add Step
Department Approval
Marter, Danica
+ Add Step
Funding Approval
+ Add Step
Cash Advance/Exception Review
+ Add Step
Cancel
Save


Edit Approval Flow
+ Add Step
Search for user and click add step button
User-Added Approver
ponce
Delete
Ponce, Nancy J. (nancy@geog.ucsb.edu)
User ID: 10073778 Logon ID: njpon@ucsb.edu
njpon@ucsb.edu
+ Add Step
Funding Approval
+ Add Step
Cash Advance/Exception Review
+ Add Step
Cancel
Save



After a final review, click Submit Report to send it to the Department Reviewers for approval.

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