University of San Diego®

Quick Reference Card - **Non-Travel Expenses**

Getting Started

1. Log in to usd-ctp.com
2. Click the tab Login to Torero Travel & Expense.
3. Enter your @sandiego email address and USD One password

Create an Expense Report

Ϻ͘ **Create a New Expense Report** will open, and **Header** information will automatically populate from the travel booking.

Ϯ͘ Click **Next.**

ϯ͘ A prompt titled "**Travel Allowances**" will show to create or select an itinerary. This refer to **meal per diem**.

- Ă͘ If <u>**not**</u> claiming meal per diem, click cancel or "X" out of the window and skip to step XX.
- ď͘ If using per diem, check out the Travel Quick Reference Card.

ϰ͘ hyŜ / l·ŊŘ ŎŊŜŘʎű Ŏl·ŊŘ űŊl·yãl·Ŏűʎƨyã l·yŘ ƨdzű ƨŦ ǇƨŎʅŜű ŜȄǇŜyãŜă Ŏl·yƒōŜ ădzōϒʎűűŜŘ ǿʎűKʎyƒƨyŜ ϒƨyűKfè ŊŜǇƨŊűϕ

- Ă͘ hyŜ / l·ŊŘ 9ȄǇŜyãŜă όLϒǇƨŊű 9ȄǇŜyãŜăύ
- ď͘ hdzű ƨŦ ǇƨŎʅŜű 9ȄǇŜyãŜă όbŜǿ 9ȄǇŜyãŜăύ

ϱ͘ 9l·ŎK ŜȄǇŜyãŜ ϒdzăű Kl·ǾŜ űKŜ ŦƨffƨǿʎyƎϒ

- Ă͘ 9ȄǇŜyãŜ ¢èǇŜ
- ď͘ !ffƨŎl·űŜ όt h9¢{ύ
- Ŏ͘ !űűl·ŎK wŜŎŜʎǇűόăύ
- Ř͘ ╒ !űűŜyŘŜŜă όʎŦ l·ǇǇfʎŎl·ōfŜύ
- Ŝ͘ .dzăʎyŜăă tdzŊǇƨăŜ

ϲ͘ .dzăʎyŜăă tdzŊǇƨăŜ ϒdzăű l·yãǿŜŊ űKŜăŜ p ǉdzŜăűʎƨyãϒ

- **Who** was involved?
- **What** was the activity performed?
- **Why** was the activity performed
- **When** did the activity occur?
- **Where** did the activity take place?

One Card Expenses

To add One Card expenses to an open expense report, click **Import Expenses**. Select the expenses to apply to the current report, click **Move**, then select **To Current Report**.

Tip: U.S. Bank credit card transactions will have a credit card icon and a payment type of U.S. Bank Visa (U.S. Bank Lodge Card for Airfare).

Entering Out-of-Pocket Expenses

If starting a new Expense Report that has all out-of-pocket expenses, start by clicking Expense, **Create a New Expense Report**

1. In the open report, click **New Expense.**
2. Select an **Expense Type**.
3. Enter information in all required fields (indicated by a **red** strip).
4. Click **Attach Receipt** and select a receipt from your receipt store if they are loaded into Concur. Otherwise, browse to attach a copy of the receipt.
5. **Itemize** if necessary.

Account Allocations

By default all expenses will be charged to the account entered in the Expense Report Header. To allocate to different accounts:

1. Check off the line item(s) you would like to allocate. Clicking in the **checkbox to the left of Date** selects all line items.
2. Use the **Allocate** hyperlink to the right of the expense items that says "Allocate the select expenses".
3. Allocate by percentage or dollar amount. If allocating to more than one account, click **Add New Allocation**.
4. Enter or select the appropriate account segment values.
5. Click **Save**, then **Done** to return to your report.

Quick Reference Card - **Non-Travel Expenses**

Attaching Receipts to an Expense Report

Concur mobile app:

1. Within the app, use the **ExpenseIt** icon (camera) to take a picture of your receipt. Confirm the correct amount then select **Done**. Receipts are stored in the **Expenses** tab.
2. Once analyzed, select receipt image.
3. Check all information, such as **Expense Type** and **Date**.
4. Select **Move to Report**, and choose the report. To create a new report, select **+** icon in top right.

Scanned Images:

1. Scan your receipts and save the file(s) to your computer.
2. Click on the line item that requires a receipt, then click **Attach Receipt** on the right side of the screen.
3. Click **Browse** to locate the filer, then **Attach** and **Close**.

Email: *(your email address must be verified in your Concur profile)*

1. Email your receipt images in body of email or as attachments to receipts@concur.com. They will be added to your Available Receipts.
2. From your expense report, click **Receipts > View Available Receipts**. Drag a receipt to the corresponding line item on your report.

Delegates and Available Receipts

1. A delegate can upload receipt images to Concur for attachment to the line item of the user's report they are acting on, as long as the user has a verified email address setup in Profile Settings.
2. If emailing receipts, the delegate must enter the user's @sandiego.edu email address in the Subject line and send to receipts@concur.com.

Missing Receipt Affidavit

NOTE: ***Expense delegates cannot create Missing Receipt Affidavits.***
Missing Receipts Affidavits are not permitted for lodging, airfare, car rentals, and conference registrations. MRA's are a **last resort** and should not be used for convenience.

1. From your expense report, click **Receipts** > **Missing Receipt Affidavit**.
2. Select the expense for which you are missing a required receipt.
3. Review the attestation then click **Accept & Create**.

To Submit a Report

1. Click **Submit Report** button.

Delegates **cannot** submit reports.

1. As a Delegate, select **Notify Employee**.
2. The employee will find the report on the Concur home page under **Open Reports**.
3. The employee can click the Expense Report name to open the report, and then click **Submit Report.**

To Recall a Report

1. Submitted reports display on the **Expenses** home page, under Active Reports.
2. Click the Expense Report name to open the report and click **Recall.**
3. Recalled reports can be modified and resubmitted.

Returned Report

Returned reports display on the Expenses home page, under Active Reports, and employee receives an automatic email notification of status change. If the report was entered by a Delegate, both the employee and Delegate receive the email and are able to act on the returned report.

1. Click the Expense Report name to open the report.
2. Make the requested changes.
3. Click **Submit Report**.

To Find a Previously Submitted Report

1. Click **Expenses**, then **Report Library**.

Questions?

Contact Torero Travel and Expense:
Phone – 619.260.4197
Email – usdtravel@sandiego.edu
Website: https://www.usd-ctp.com