Quick Reference Card - 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

1. Book travel in Concur (airfare is required, hotel/rental car is optional but encouraged). Travel itineraries should be forwarded to plans@concur.com via a verified email address.
2. Purchased airfare will be applied to a virtual lodge card and route into the requestor's Concur expense profile for reconciliation.
3. **Create a New Expense Report** will open, and **Header** information will automatically populate from the travel booking.
4. Click **Next.**
5. A prompt titled "Travel Allowances" will show to create or select an itinerary. This refers to **meals per diem.**
   ***If Per Diem option is not being used, simply "X" out or click cancel and go to step 12. If using per diem, go to step 7.**
6. Add the stops to your trip to calculate the maximum per diem.
7. For each day of travel, note what meals were provided
   - These are meals for which the traveler does not need to be reimbursed (e.g., breakfast at home before travel began,or lunch provided by a conference sponsor, or a meal charged to One Card).
8. Concur will calculate the daily meal allowance, subtracting for meals that were not part of travel, or were provided.
9. Click **Create Expenses.**
10. Daily meal reimbursement amounts will display.
11. Travel Card charges, such as hotel and rental car, will also display.
    - Note the icons for E-Receipts, Itineraries, Exceptions,etc. Information about icons can be found on our website.
12. If not claiming per diem, meals can be added to the report (see next sections for One Card Expenses and Out-of-Pocket Expenses.

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**.

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.

Claiming Meals - **Please consult with your supervisor and budget administrator prior to travel for internal guidelines and procedures.**

Actual Meal - One Card or out of pocket

1. Add a New Expense.
2. Enter the expense type as **Individual Meals - Actual Cost**.
3. Enter all required fields.

Meals Per Diem

Per Diem is done in Concur through the Travel Allowances Expenses & Adjustments tab populated after entering Itinerary

1. Select **Create a New Report**, complete Report Header
2. Enter **first Itinerary Stop** (leg of travel) and click Save.
   - It is not necessary to include any stopover/layover destinations in the itinerary, just the final destination.
   - For trips that include stays at multiple destinations (e.g., train from San Diego to LA <with a stay>, LA to Santa Barbara <with a stay>, Santa Barbara to SD) there should be an itinerary for each stay and the return trip (in this case 3 itinerary stops).
3. Enter the **Next Itinerary Stop**, and click **Save**.
4. Click **Expenses and Adjustments**.
5. For each day of travel, note what meals were provided
6. Concur will calculate meal allowance after subtractions
7. Click **Create Expenses**.

Reconciling meals charged to One Card when claiming Per Diem

1. Per Diem **OR** Actual should be chosen for entire trip. But, if a One Card is used for meal or if a Group Meal was charged to card,
2. Reimburse the University for the personal expense on the One Card (meal expense).
3. Add a comment to the personal expense that states it was accidentally incurred while on a per-diem
4. Attach the receipt from the CashNet transaction as proof of repayment to the University.

Group Business Meals and Functions

1. Select the appropriate Business Meals/Hospitality: Less Than < 10 or Greater Than > 10.
2. Click **Advanced Search**. Select the appropriate Attendee Type and complete required information.

   Less < Than 10: Individual names with the respective attendee type is required.

   Greater > Than 10: Names are not required. The Group Event name and estimated attendee count is required.

Entering Personal Car Mileage

NOTE: Trips exceeding 75 miles per day should be made using a Rental Car.

1. With the expense report open, on the **New Expenses** tab, select **Personal Car Mileage**.
2. Google **Mileage Calculator** window automatically displays. Enter **Way Points** –Start point should be USD, unless traveling to the airport on a weekend. Add all other Destination stops on that day's travel.
3. Click **Calculate Route** (If needed, map display can be adjusted to reflect actual route taken).
4. If applicable, click **Make Round Trip.**
5. Note: Do not click on the personal check box. This will deduct from your mileage claim and result in less of a reimbursement.
6. **Click Add Mileage to Expense.**

Itemizing Nightly Lodging Expenses

NOTE: ***Lodging Expenses must be itemized.*** If lodging was charged to a USD One Card, and the supplier has E-Receipt capability, the expenses might automatically be itemized. It's recommended to forward the original lodging receipt from a verified email address to receipts@concur.com or use the ExpenseIT feature on the Mobile App, the system will attempt itemize the expense.

If not automatically itemized, or if lodging was paid for out-of-pocket, it should be itemized when the expense is entered.

1. Create the expense, selecting the **Hotel/Lodging** expense type.
2. Complete the required fields.
3. Click **Itemize.**
4. Enter daily recurring charges, including room rate and taxes
5. Enter additional daily charges e.g., online fees, parking, valet.
6. Click **Save Itemizations.**
7. Itemization amounts must equal expense amounts. Continue to itemize expenses (nightly or individual) until they are equal.

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.

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
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