

Step-by-Step Guide

Concur Travel & Entertainment

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 a Report (After traveling)** - Click "New," then "Start a Report" at the top of the screen to create a new Report

The screenshot displays the SAP Concur mobile app interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Approvals, and App Center. Below this, the user's name 'UC SANTA BARBARA' and 'Hello, Rebecca' are shown. A central area contains a 'New' button and four status cards: '00 Required Approvals', '00 Authorization Requests', '00 Available Expenses', and '00 Open Reports'. A dropdown menu is open over the 'New' button, listing options: 'Start a Request', 'Start a Report', 'Enter New Reservation', and 'Upload Receipts'. The main content area is divided into sections: 'TRIP SEARCH' with a flight search form, 'ALERTS' with two notification cards, 'COMPANY NOTES' with a knowledge base announcement, and 'MY TASKS' with three task cards: '00 Required Approvals', '00 Available Expenses', and '00 Open Reports'. Each task card includes a checkmark icon and a message indicating no pending items.

3. 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 request's details. The business purpose should explain why this travel/entertainment was necessary and for what purpose as it relates to the project being charged.

Create New Report

Create From an Approved Request

* Required field

Policy *	Event/Trip Name *	
Travel and Entertainment Expense	Fieldwork in Stockton, Dec 2021	
Report Type *	Event/Trip Purpose *	Business Purpose *
Travel in state	General Travel/Expense	To monitor and perform maintenance on the sensors at our field site.

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

Payee Type *

None Selected

- None Selected
- Affiliate
- Employee
- Student
- Visitor

6. Choose the Department - of where the funding is managed, type in the full name of the department, not the acronym *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

7. The FAU field is where you select the appropriate Project Code/Account. Change the dropdown filter to “Either” then type an asterisk and your project code for example “*100A”, note you can scroll to see several projects if there is more than one that meets the search criteria

FAU * 2

▼ ▼ 100A

Most Recently Used

(ERTH-ERI-100A-8-447680-05397)
ERTH/EDUCATIONAL FUND

(ERI-100A-8-447680-05397) ERTH/EDUCATIONAL FUND

8. Cost Type/Sub Account- **do not fill in the Cost Type field.** For Sub Account, select 5- *Special Items* for domestic travel, select 7- *Special Items* for foreign travel and select 3- *Supplies and Expenses* for entertainment. Note subs may differ based on each project set up, but these are the most common.

Cost Type

▼ Search by Text

Report Date

01/31/2022 📅

Sub Account *

None Selected ▼

None Selected

3-Supplies and Expense

4-Equipment and Facilities

5-Special Items

7-Special Items

9. Enter a Host Name for all entertainment expenses
10. Click “Create” at the bottom of the screen when complete

11. **Adding Expenses** - Click “Add Expense” and Scroll down to find the appropriate expense type category

Add Expense

0
Available Expenses

+
Create New Expense

Search for an expense type

- ^ **01. Air Travel Expense**
 - Airfare
 - Airline Fees
- ^ **02. Lodging Expenses**
 - Lodging
 - Lodging - Advanced Deposit

12. Once an expense type has been selected, fill in all the fields with a red asterisk.
13. 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.

SAP Concur
Help

Requests Travel Expense Approvals App Center
Profile

Manage Expenses

New Expense

Cancel Save Expense

Details Itemizations

Allocate * Required field

Expense Type * Supplies & Materials - Other

Description Prairie Cascade Willow

Transaction Amount * 176.17 Currency * US, Dollar

Transaction Date * 05/11/2021 Dept * (ERTH) EARTH RESEARCH I...

FAU * (ERI-100A-8-447680-05397) ... 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 9.18

Use Tax ? Payment Type * Employee Out of Pocket

Personal Expense (do not reimburse)

Comment Tree purchased in WI to be used in WI- no additional tax should be assessed

KandA2.JPG

Detach

**If a receipt is missing 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.

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 | Allocate | Combine Expenses | Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Employee Out of Pocket	Personal Car/Business Use - Mileage		02/05/2022	\$131.04 <small>Allocated</small>	
<input checked="" type="checkbox"/>			Employee Out of Pocket	Taxi/Shuttle/Car Service	Oakland, California	02/04/2022	\$100.00
<input type="checkbox"/>		Employee Out of Pocket	*Travel - Meals & Incidentals	Oakland, California	02/04/2022	\$12.50	
<input type="checkbox"/>		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.


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

i 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

14. Continue to add expenses for each additional expense that requires a receipt

Plants for landscaping site 4A \$397.70 

Not Submitted

Report Details Print/Share Manage Receipts

<input checked="" type="checkbox"/>	Alerts <input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Requested <input type="checkbox"/>
<input checked="" type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/11/2021	\$176.17
<input checked="" type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/03/2021	\$221.53
							\$397.70

15. 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."

Allocate x

Expenses: 2 | \$397.70

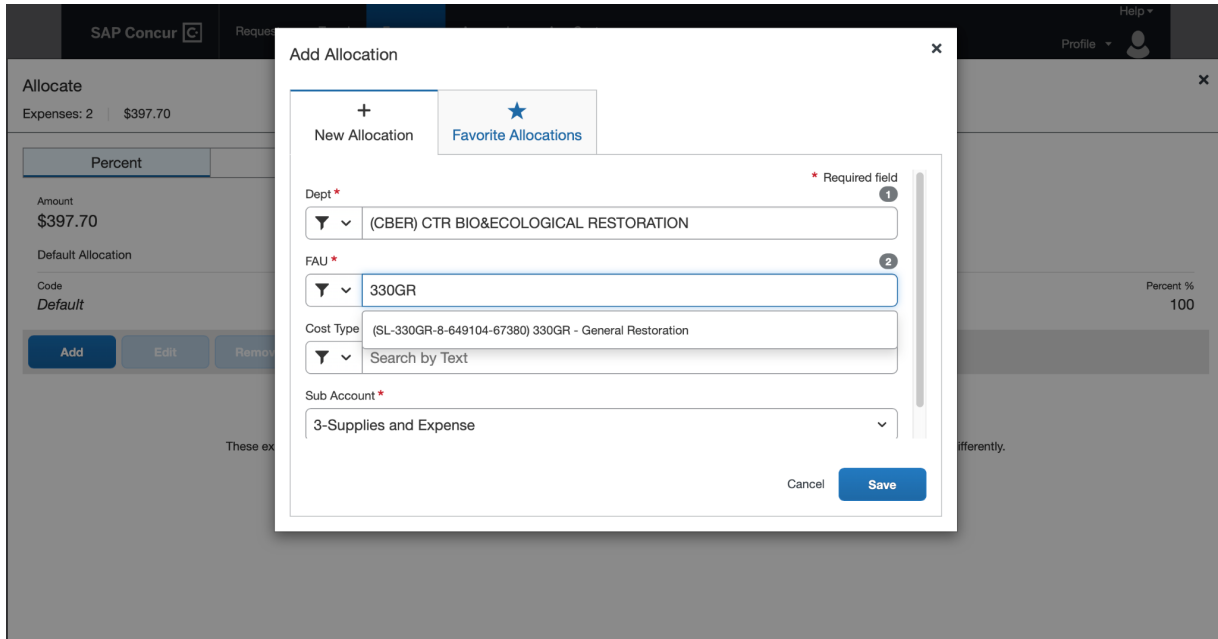
Percent	Amount
Amount	Allocated \$397.70
\$397.70	100%
Default Allocation	Remaining \$0.00
Code	0%
Default	100%

No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

16. 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.

Allocate x

Expenses: 1 | \$221.53 | [View Allocation Group](#)

Percent	Amount		
Amount	\$221.53	Allocated \$221.53	Remaining \$0.00
		100%	0%

Default Allocation

Code Percent %

ERTH-ERI-100A-8-447680-05397-3 50

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

Dept ↓	FAU ↓	Cost Type ↓	Sub Account ↓	Code	Percent %
<input type="checkbox"/>	CTR BIO&ECOLOGICAL RESTORATION	330GR - General Restoration	3-Supplies and Expense	CBER-SL-330GR-8-649104-67380-3	50

- 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.

Plants for landscaping site 4A \$397.70

Copy Report

Submit Report

Not Submitted

Report Details  Print/Share  Manage Receipts 

Add Expense

Edit












Delete


Copy

Allocate


Combine Expenses

Move to 

<input type="checkbox"/>	Alerts 	Receipt 	Payment Type 	Expense Type 	Vendor Details 	Date 	Requested 
<input type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/11/2021	\$176.17 Allocated
<input type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/03/2021	\$221.53 Allocated

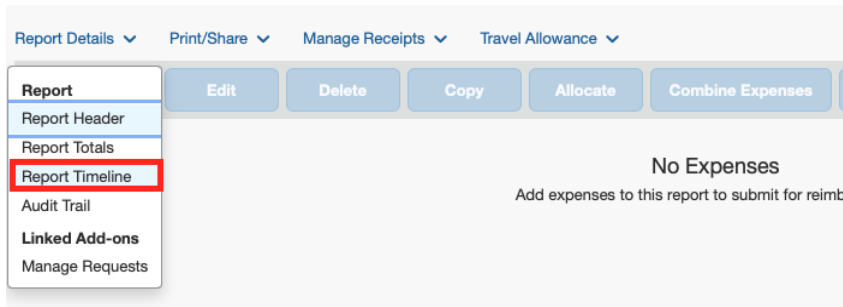
Allocated 

Total Allocated
\$221.53

Code 	Percent
CBER-SL-330GR-8-649104-67380-3	50
ERTH-ERI-100A-8-447680-05397-3	50

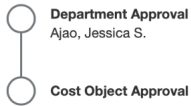
[View Allocation](#)

19. **BEFORE YOU SUBMIT - Check your Department Expense Approver (DEA)** - Click on the “Report Details” dropdown menu and select “Report Timeline.” Confirm the appropriate DEA (Department Approver) is selected based on where the funds to be charged are managed. See [here](#) for a list of all DEA’s by department. If needed, click “Edit” next to Approval Flow and change the Department Approval to reflect the correct Dept Approver or DEA.



Report Timeline ✕
Plants for landscaping site 4A | \$397.70

Approval Flow [Edit](#)

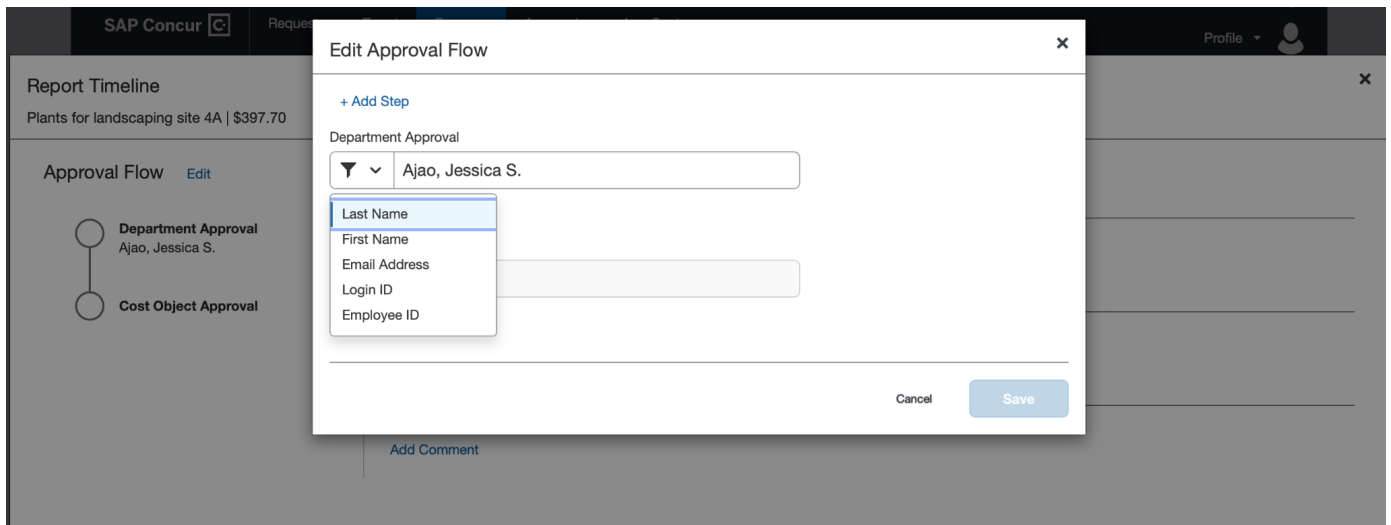


Report Summary

EXPENSE COMMENT Supplies & Materials - Other | 05/11/2021 | \$176.17 [View](#)
Pratico, Rebecca 01/31/2022
Tree purchased in WI to be used in WI- no additional tax should be assessed

EXPENSE COMMENT Supplies & Materials - Other | 05/03/2021 | \$221.53 [View](#)
Pratico, Rebecca 01/31/2022
Plants purchased in WI for use in WI- no additional tax should be assessed.

[Add Comment](#)



20. 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.*
- **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](#)