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

3. *Select "Travel & Entertainment" from the Policy menu, then enter an Event/Trip Name- including the* <u>type of Travel/Expense</u> *and* <u>Location (ex AGU Conference in New Orleans, Fieldwork in Fairbanks, etc)</u>. *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 *

| Travel and Entertainment Expense | ∨ |

Event/Trip Name *

| Fieldwork in Stockton, Dec 2021 |

Report Type *

| Travel in state | ∨ |

Event/Trip Purpose *

| General Travel/Expense | ∨ |

Business Purpose *

| 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 |

01/31/2022

6. Choose the Department - of where the funding is managed, type in the <u>full name of the department</u>, 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 *

▼ ⌄ | 100A   ② |

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 |

Sub Account *

| None Selected   ⌄ |

| None Selected |

Report Date

| 01/31/2022 | 📅 |

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.

**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 🗑️

Not Submitted

Copy Report   **Submit Report**

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

Add Expense	Edit	Manage Attachments	Allocate	Combine Expenses	Move to ⌄
		Missing Receipt Declaration			

☐	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**

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

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."

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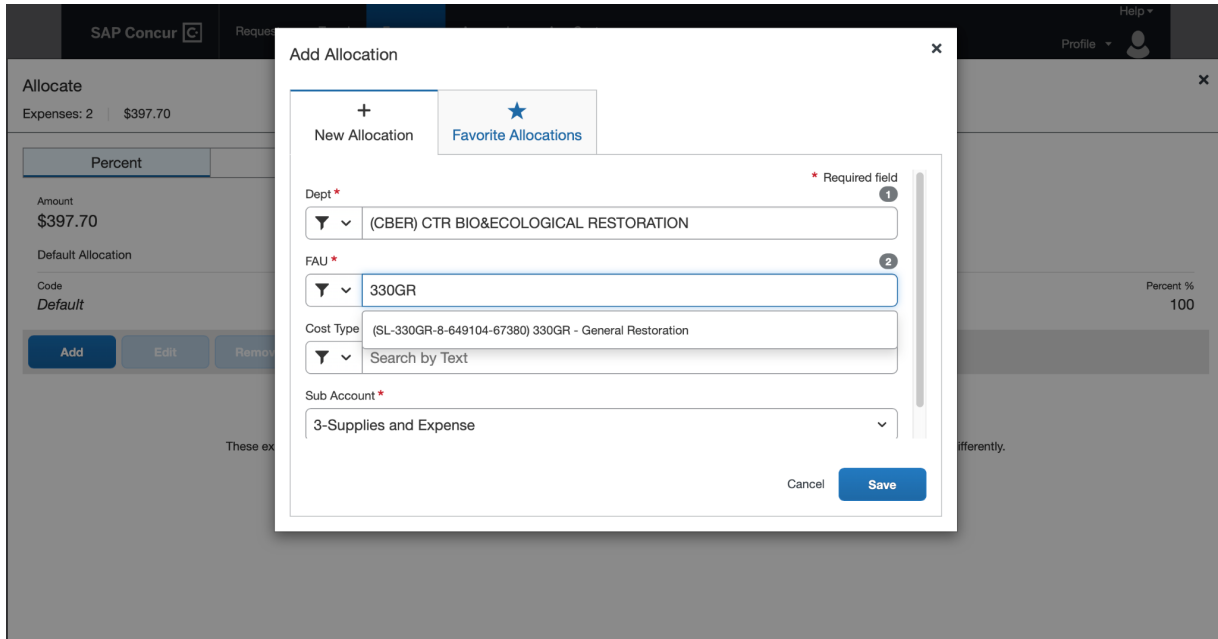
17. Enter either the percentage or amount being charged to the newly added account, then click "Save." *Note- if allocating by dollar value, you will need to click on "Amount" before entering the amount being charged to the new account.* If splitting across more than two accounts, continue to add allocations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

18. 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 🗑

Not Submitted

Copy Report   Submit Report

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ⌄

	Alerts ⇅	Receipt ⇅	Payment Type ⇅	Expense Type ⇅	Vendor Details ⇅	Date ≡	Requested ⇅
☐	💬	🖼	Employee Out of Pocket	Supplies & Materials - Other		05/11/2021	$176.17 Allocated
☐	💬	🖼	Employee Out of Pocket	Supplies & Materials - Other		05/03/2021	$221.53 Allocated

Allocated   ✕

Total Allocated
$221.53

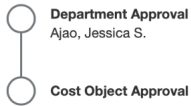| Code ≡	Percent
CBER-SL-330GR-8-649104-67380-3	50
ERTH-ERI-100A-8-447680-05397-3	50

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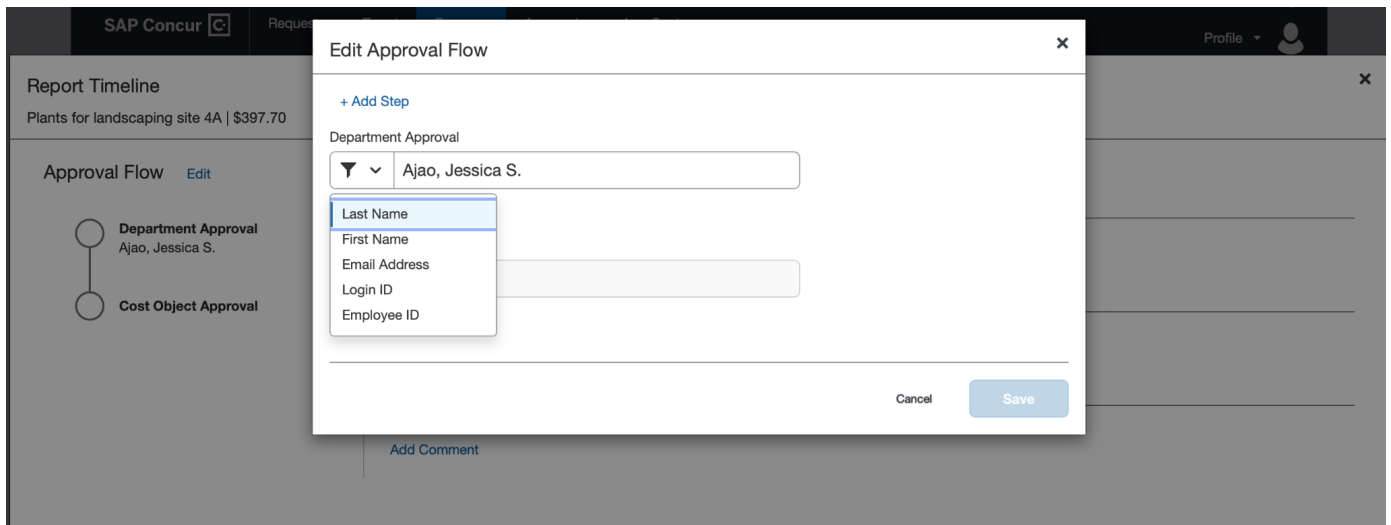
20. After a final review, click Submit Report to send it to the Department Reviewers for approval.

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 <u>do not</u> 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](#)