SUBMITTING A TRAVEL EXPENSE REPORT ON BEHALF OF AN EMPLOYEE

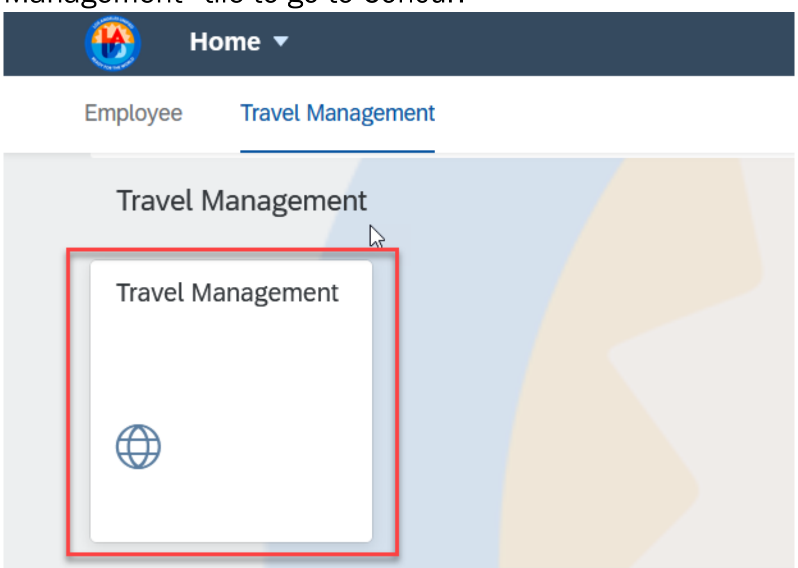
Description: This job aid is to provide step-by-step instructions for submitting a travel expense report on behalf of another employee in Concur.

After you return from your pre-approved travel, you must submit a Travel Expense Report with actual expenses incurred from your trip.

Generally, a Travel Expense Report is created from an approved Travel Request, and can be submitted with or without a Site Travel Specialist (STS) assistance for entering funding allocation for the trip.

Here are step-by-step instructions for creating and submitting a Travel Expense Report:

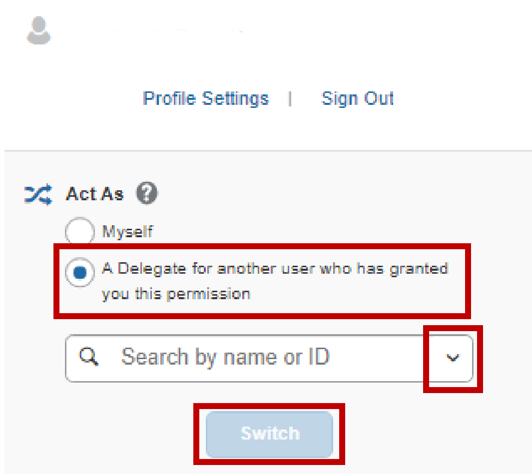
1. Log in to ESS (https://ess.lausd.net) with your SSO and click on the "Travel Management" tile to go to Concur.



2. In Concur, click on "Profile".

3. Click on "A Delegate for another user" and search by name or click on the drop-down menu to choose the name of the employee you are entering on behalf of. Then click "Switch".

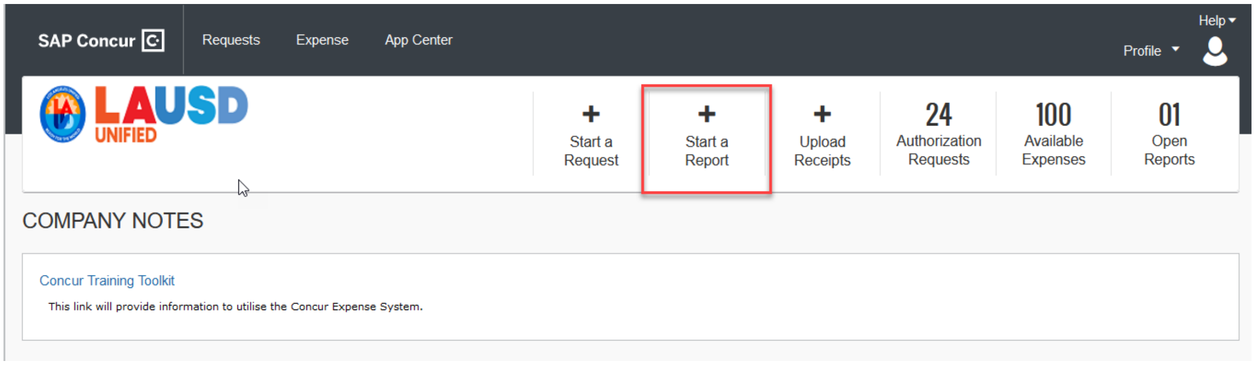
   If the name of the employee you are trying to create the trip for does not show up, see [How to Assign a Delegate]

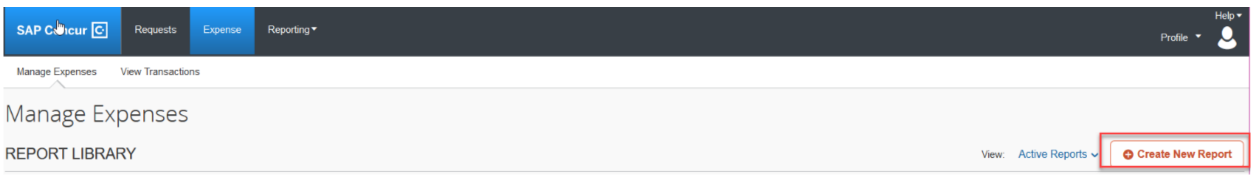


4. You should see the status "Acting as ________".

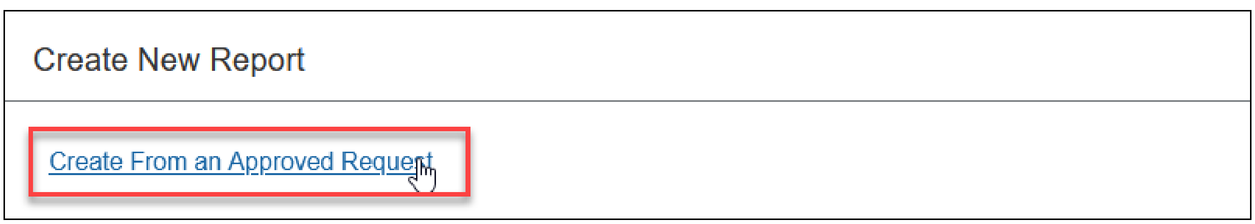
5. There is more than one way to create an Expense Report in Concur. You can go to the "Requests" tab and locate your travel request in "Approved Status," then click on "Create Expense Report."

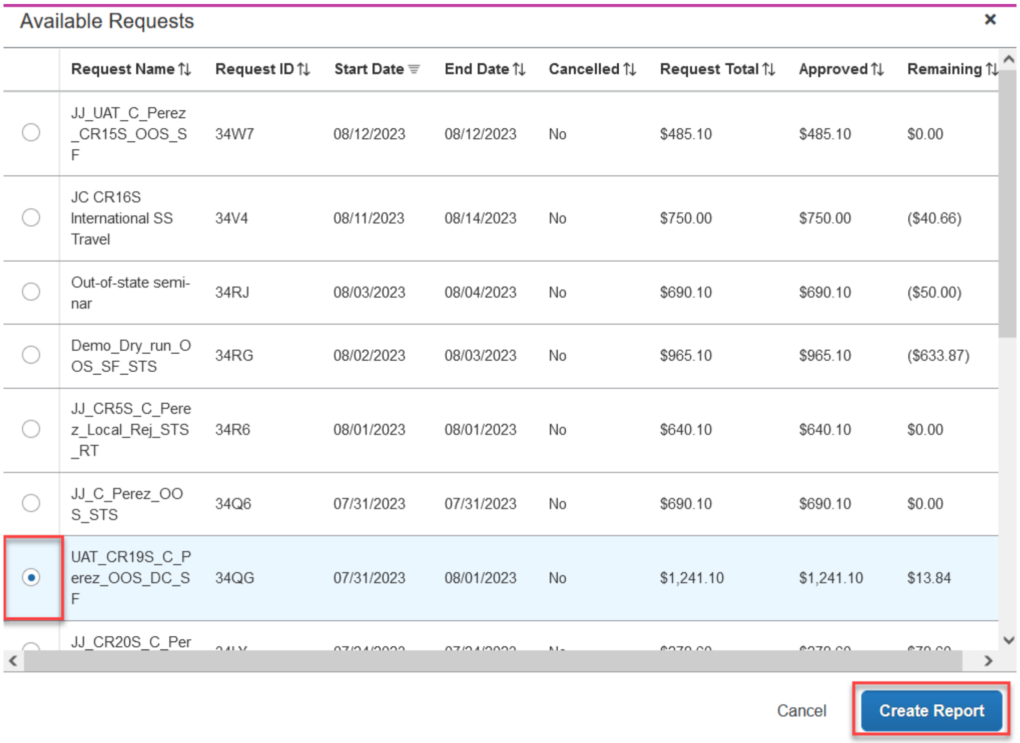
6. Alternatively, you can click on “Start a Report” or go to the “Expense” tab and click on “Create New Report.”





7. If you choose to create an Expense Report through “Create New Report” option, an entry screen will display. Click on “Create From an Approved Request” and a pop-up window will display a list of approved travel requests that you can choose from. Select the appropriate travel request, then click on “Create Report.”

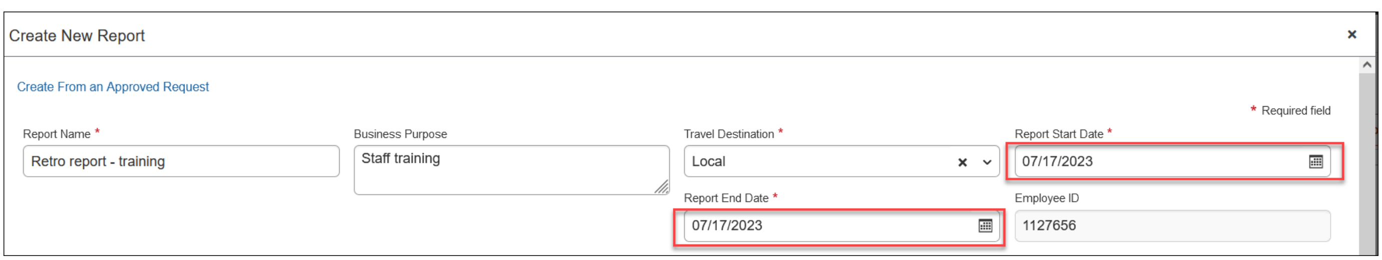



Available Requests

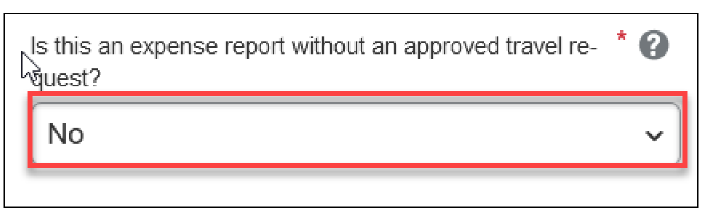
	Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
○	JJ_UAT_C_Perez_CR15S_OOS_SF	34W7	08/12/2023	08/12/2023	No	$485.10	$485.10	$0.00
○	JC CR16S International SS Travel	34V4	08/11/2023	08/14/2023	No	$750.00	$750.00	($40.66)
○	Out-of-state seminar	34RJ	08/03/2023	08/04/2023	No	$690.10	$690.10	($50.00)
○	Demo_Dry_run_OOS_SF_STS	34RG	08/02/2023	08/03/2023	No	$965.10	$965.10	($633.87)
○	JJ_CR5S_C_Perez_Local_Rej_STS_RT	34R6	08/01/2023	08/01/2023	No	$640.10	$640.10	$0.00
○	JJ_C_Perez_OOS_STS	34Q6	07/31/2023	07/31/2023	No	$690.10	$690.10	$0.00
●	UAT_CR19S_C_Perez_OOS_DC_SF	34QG	07/31/2023	08/01/2023	No	$1,241.10	$1,241.10	$13.84
○	JJ_CR20S_C_Per							

Cancel | Create Report

8. In the Report Header, the values for the “Report Start Date” and “Report End Date” will carry over from the approved request.



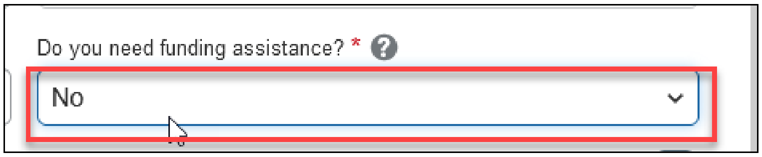
9. Since this is an Expense Report created from an approved Request, select “No” in the field “Is this an expense report without an approved travel request?”



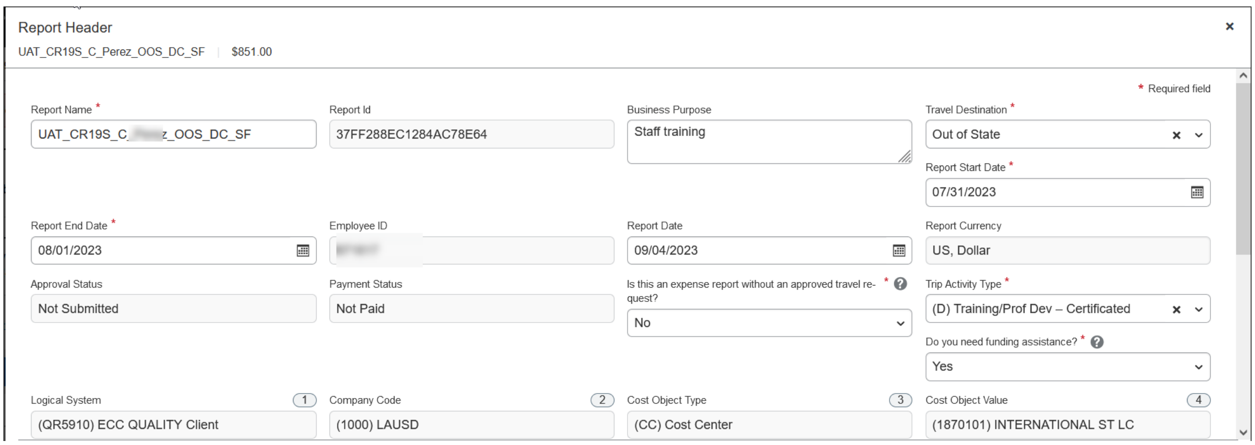
10. Note that the values for all other Expense Report fields have already been carried over from your approved request.

11. The value you selected for “Do you need funding assistance?” field in the Request, will also carry over this value in the Expense Report, but you can still change this

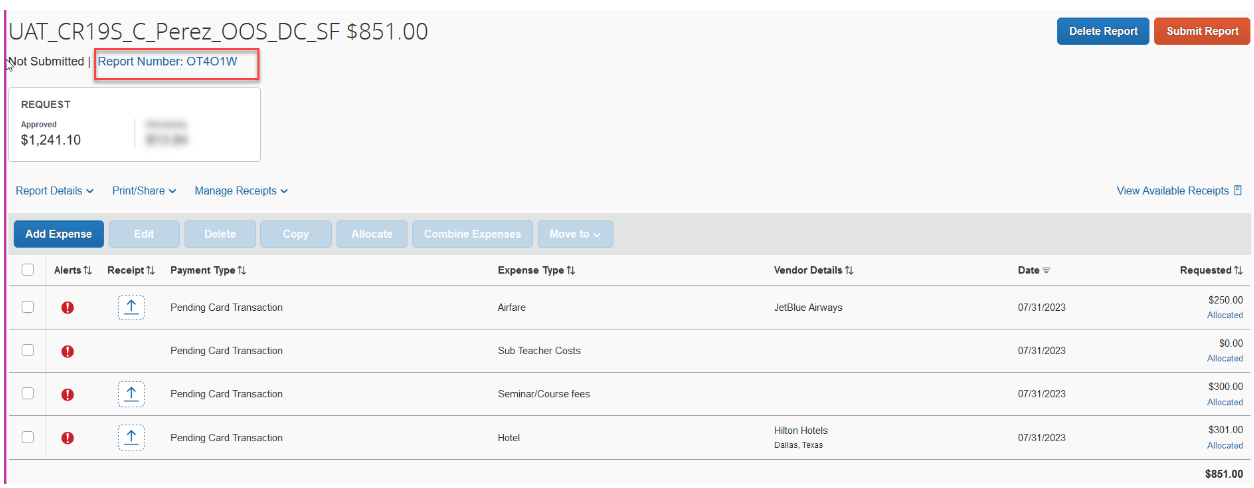
value, if necessary. If the Expense Report is being submitted without an STS assistance to complete the funding allocation information, select “No.” If you need an STS assistance, select “Yes.”



12. Click on “Create Report.” Note that your Job Assignment and Cost Center information is already pre-populated.



13. You will see that Report Number has been created. You will see the expense types carried over from your approved Request.

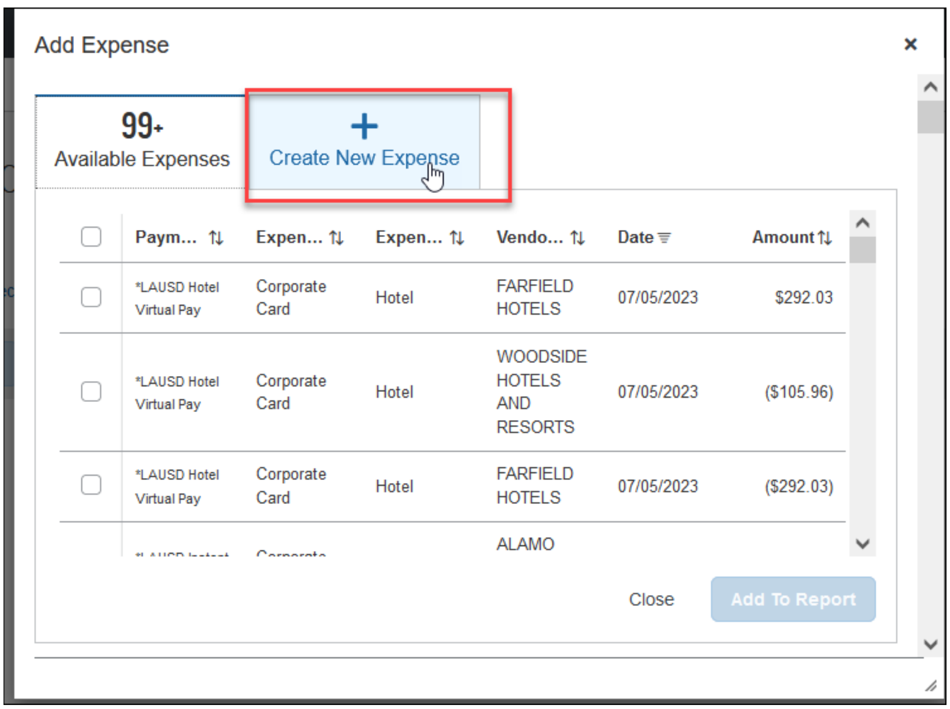


Please be advised of the following on the expense types noted below:

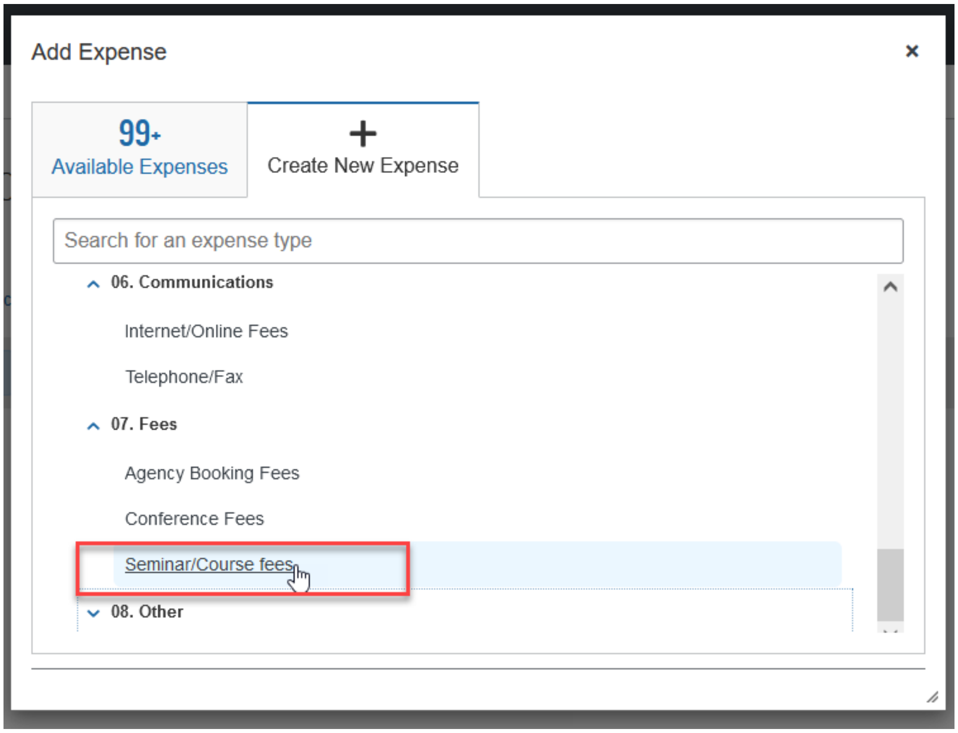
✓ **All Expense Types –** The “Vendor Name” field value will not carry over from Request to Expense Report and you will need to enter the Vendor Name again on the Expense Report.

- ✓ **Personal Car Mileage** – If you have this expense type in Request, it will not carry over to your Expense Report. You will need to add this expense again by clicking on Add Expense. Receipt is not required as Google Map mileage calculation is embedded in the expense type on your Expense Report.
- ✓ **Per Diem and Sub Teacher Costs** – Although these expense types from Request will carry over to your Expense Report, you will need to enter the Total # of Days again.
- ✓ **The "Payment Type" for Per Diem** should be always be "Self-Paid" as this is a reimbursable expense to the employee. Receipt is not required.
- ✓ **The "Payment Type" for Sub Teacher Costs** should always be "District-Paid." Receipt is not required.
- ✓ **Hotel –** The "Hotel Business Purpose" must be re-selected in Expense Report as this value does not carry over from Request to Expense Report.

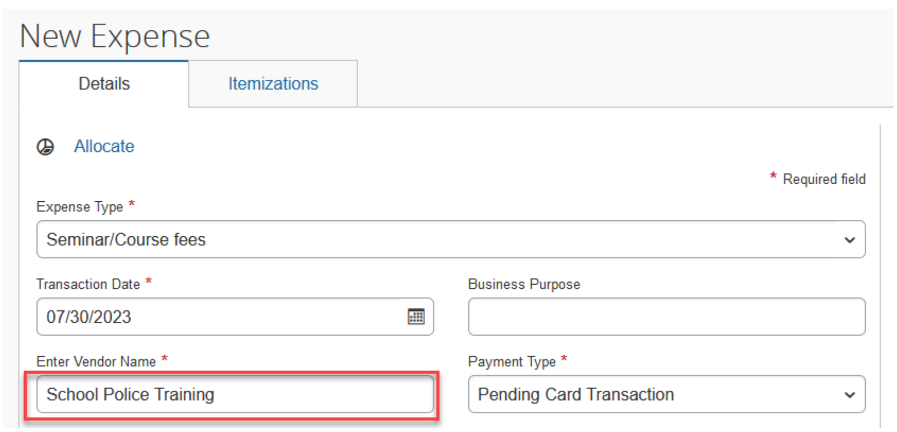
14. You can click on the tab for Available Expenses, which lists various card transactions for the employee and select the appropriate expense(s) for the trip, OR



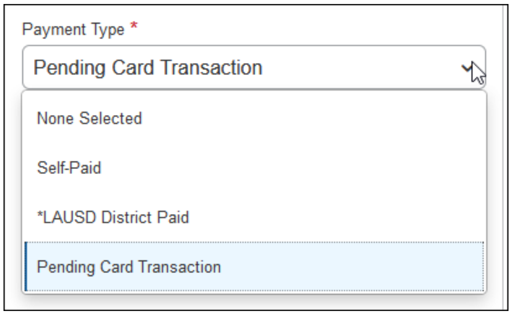
15. You can click on the tab for "Create New Expense" to add expense(s).



16. In the New Expense window, enter the Vendor/Merchant Name for the expense in "Enter Vendor Name."

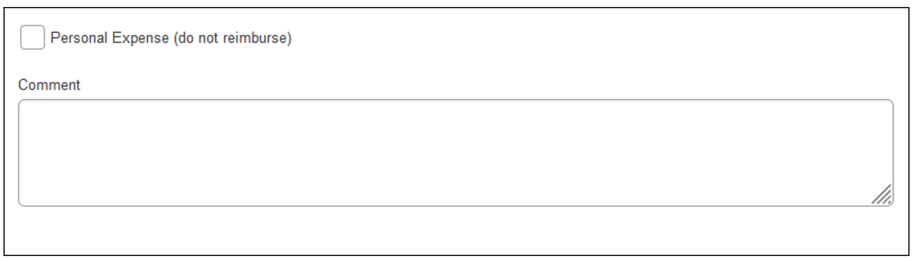


17. For Payment Type*, "Pending Card Transaction" is the default value, and expense cannot be submitted until there is an associated card transaction (which will come in under "Available Expenses" for District's Airfare Card, Hotel Virtual Pay, or Instant Card). When the card transactions comes in, you will need to add them to your Expense Report and match them to the appropriate expenses that were carried over from your Request and click on "Combine Expenses." If your expenses were not paid by District's Airfare Card, Hotel Virtual Pay, or Instant Card, then you will need to change the Payment Type value to either "Self-Paid" (paid by the employee), or District-Paid (paid by the District through other means but not through the District's Airfare Card, Hotel Virtual Pay, or Instant Card).

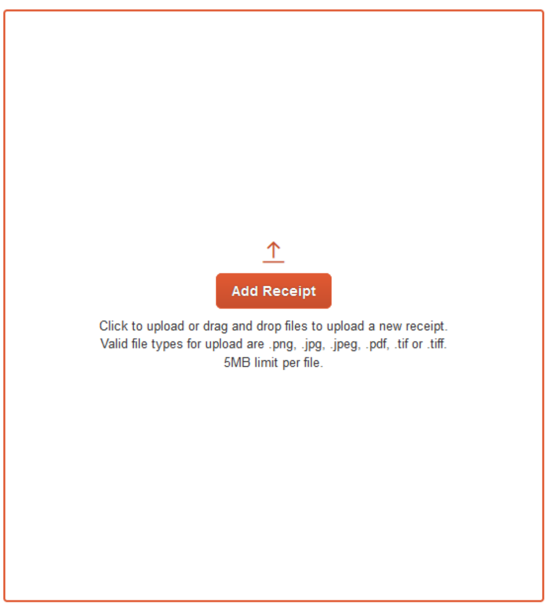


18. Enter the expense amount in the “Amount.”

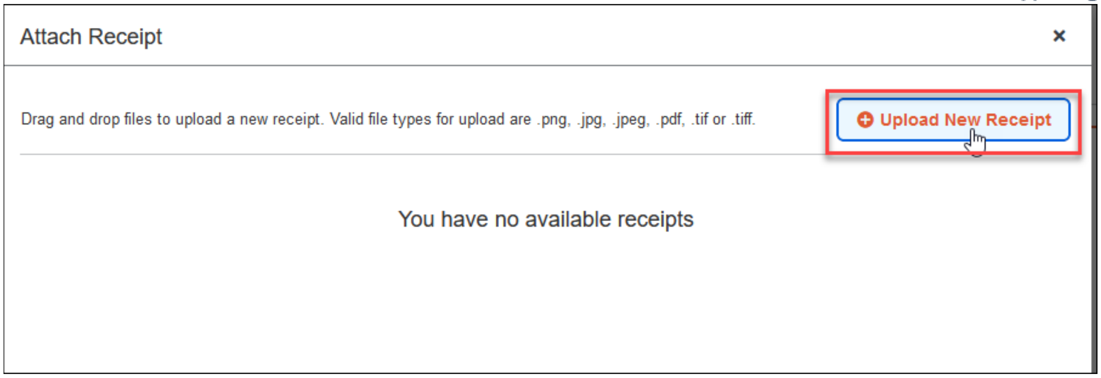
19. Check “Personal Expense (do not reimburse)” if it was a personal expense.



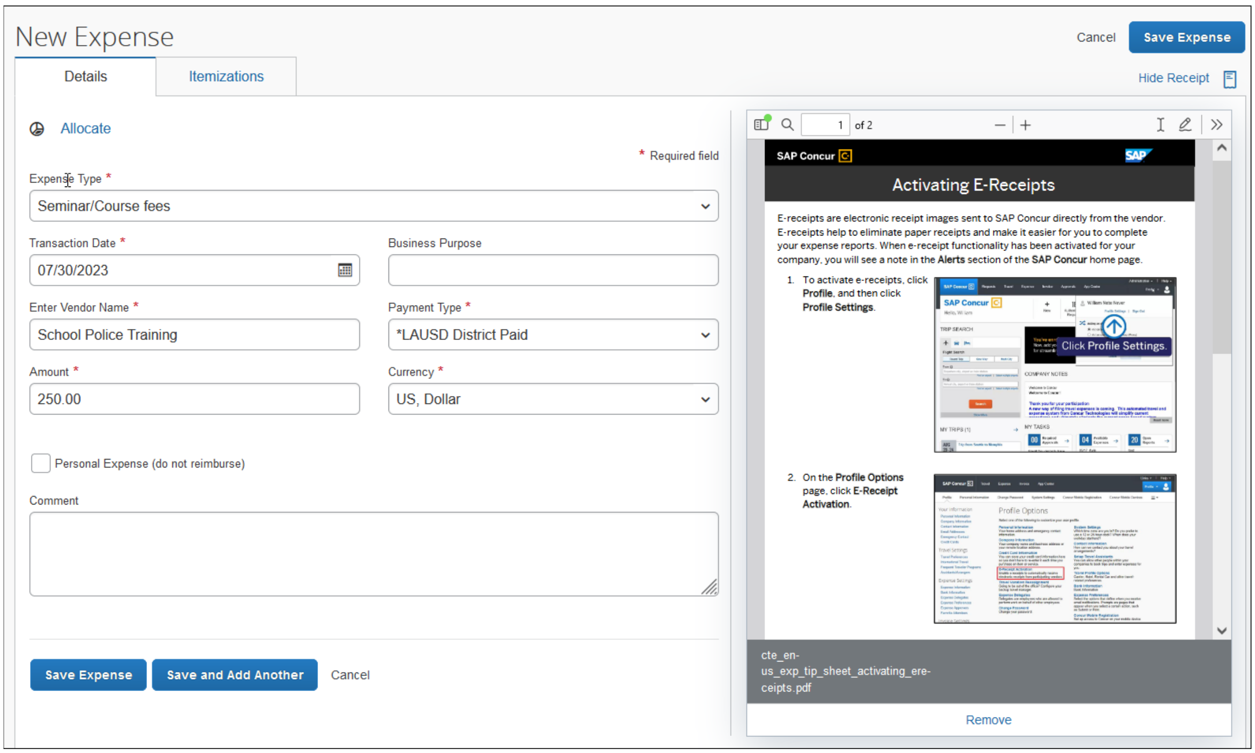
20. Click on Add Receipt.



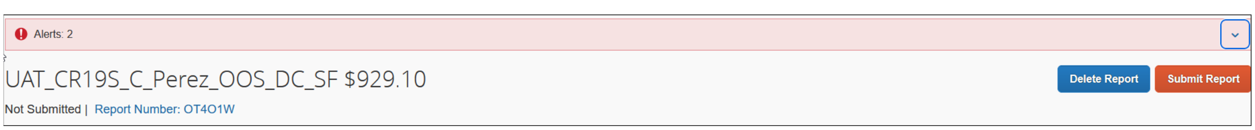
21. Click on “Upload New Receipt” to upload a receipt or supporting document for the expense.

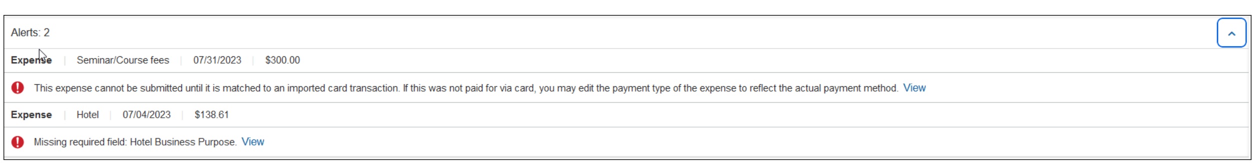


22. You can add additional expenses by click on "Save and Add Another" and repeat the steps above, or when you are done, click on "Save Expense."

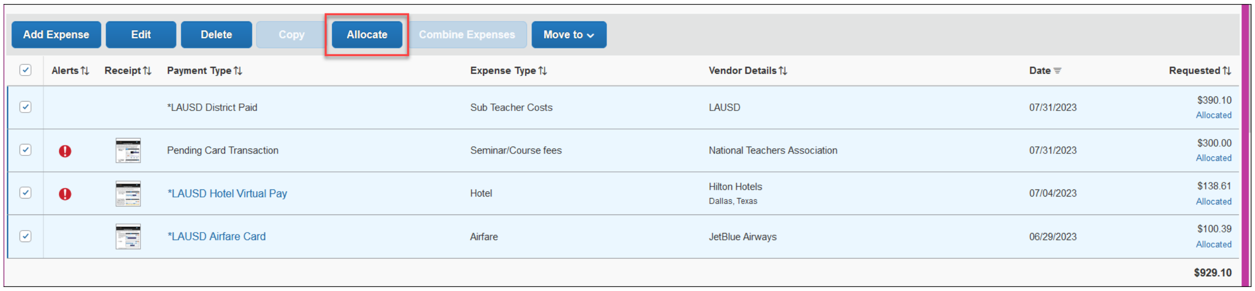


23. If this is an Expense Report being submitted with "No" to funding allocation entry assistance by an STS, you will see an alert for missing funding allocation, as you are responsible for entering the funding allocation.

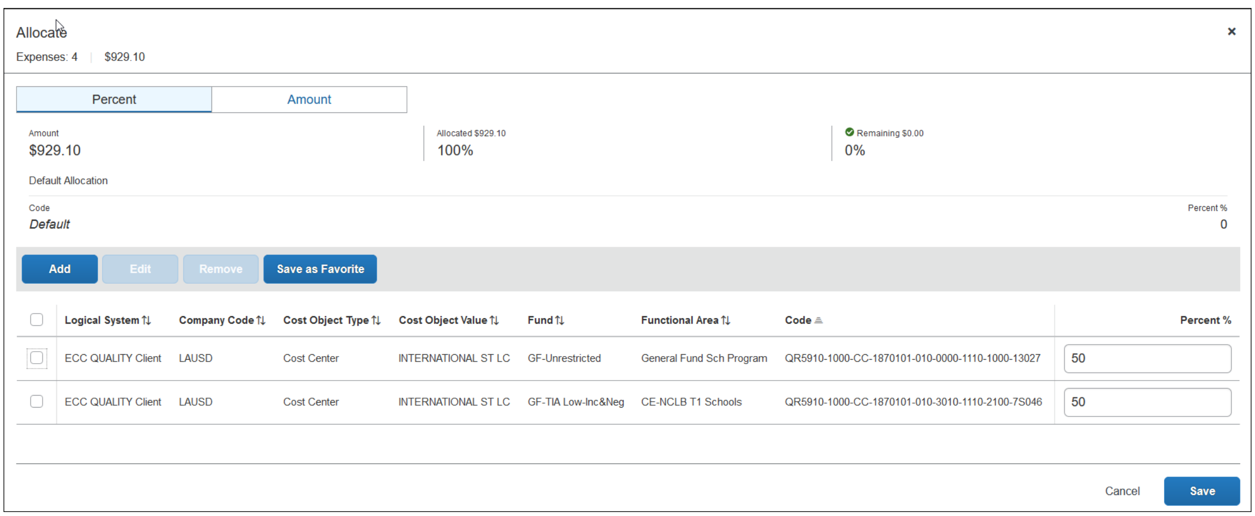




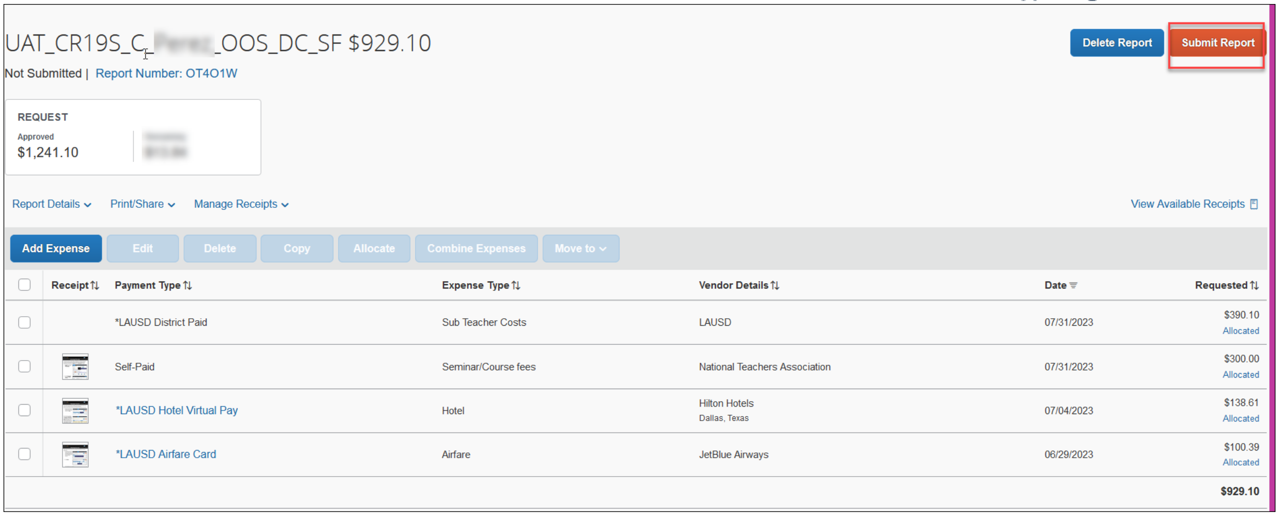
24. Check-mark to highlight the expense and click on “Allocate.”



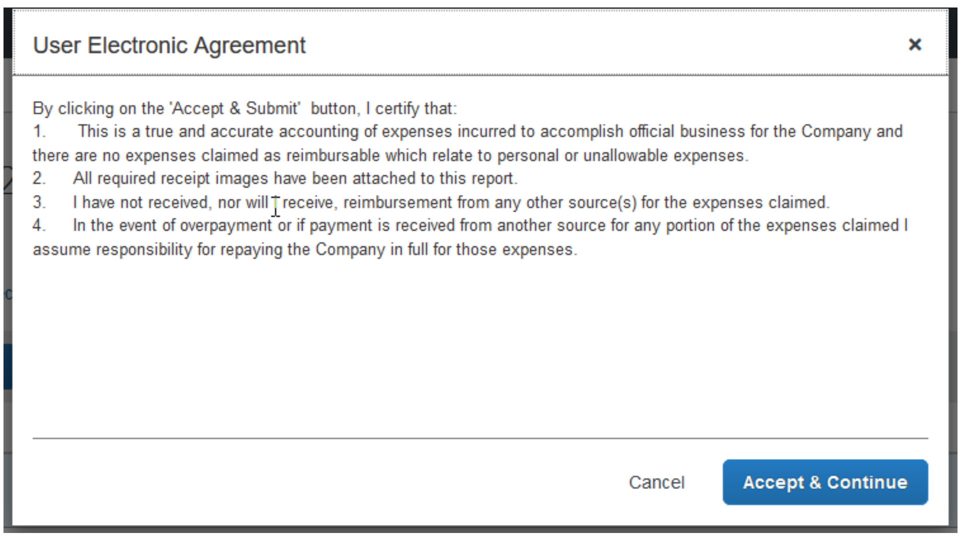
25. The funding allocation that you entered in your Request will carry over to your Expense Report. **Please be advised that if you used funding from another Cost Center, you will need to change the Cost Center value on your Expense Report to that Cost Center because this value always defaults back to your own Cost Center tied to your main job assignment.** If there are no changes, you can click on Save. If any changes need to be made to the funding allocation, click on Edit to make your changes and click on Save.



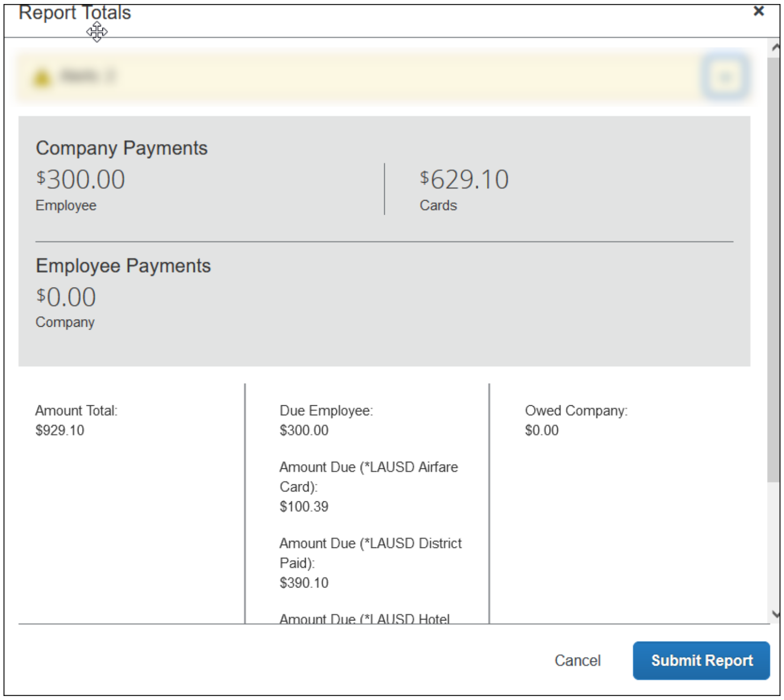
26. Note that once the funding allocation has been entered and saved, the alerts are no longer triggered. Click on “Submit Report” to submit the expense report.



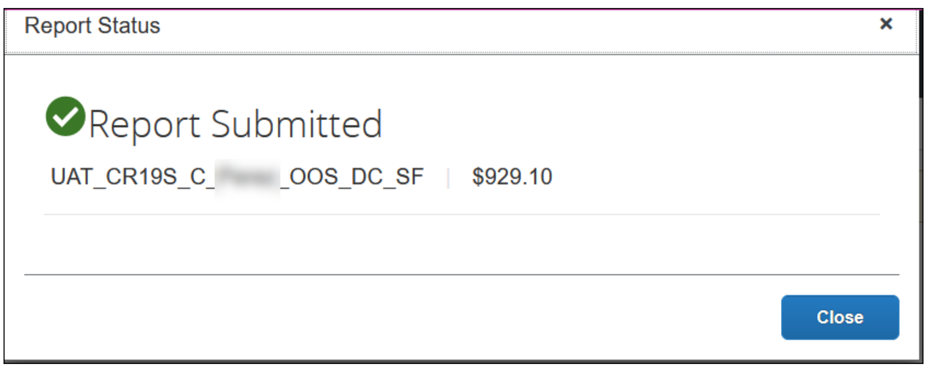
27. Click on "Accept & Continue" to certify the report submission.



28. You will see a "Report Totals" window that shows what portion of the expense amount is reimbursable to you, and paid by the District. Click on "Submit Report."



29. You will see a confirmation that the report has been submitted. Click on “Close.”



30. The tile for the Expense Report shows that it is “Pending External Validation,” which means that it has routed to the SAP ECC Funds Management for budget check for funding line validity (combo) and budget availability (AVC) validation. If budget check is successful, then funds will be encumbered for the expense and the Expense Report will route to the appropriate approvers. If budget check fails, then appropriate error message, along with the expense report, will be returned to you in Concur.