

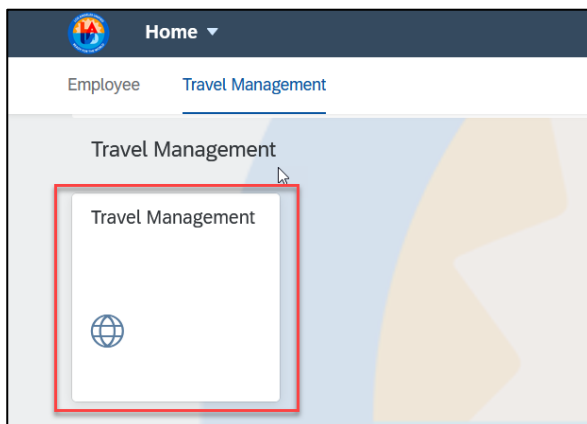
SUBMITTING A RETROACTIVE EXPENSE REPORT

This job aid is to provide step-by-step instructions for creating and submitting an expense report

Per District Policy, an employee needs to obtain pre-approval for an upcoming trip by submitting a Travel Request with estimated expenses in Concur. Retroactive Expenses must be submitted if:

- Employee does not have approved Travel Request and needs after-the-fact approval for a trip that already took place
- Expense Report was submitted and approved, but corrections/adjustments are needed (Upload the approved travel request packet if the request was pre-approved)

1. Log in to ESS (<https://ess.lausd.net>) with your SSO and click on the “Travel Management” title. Concur website will open.



2. Select “Start a Report”.

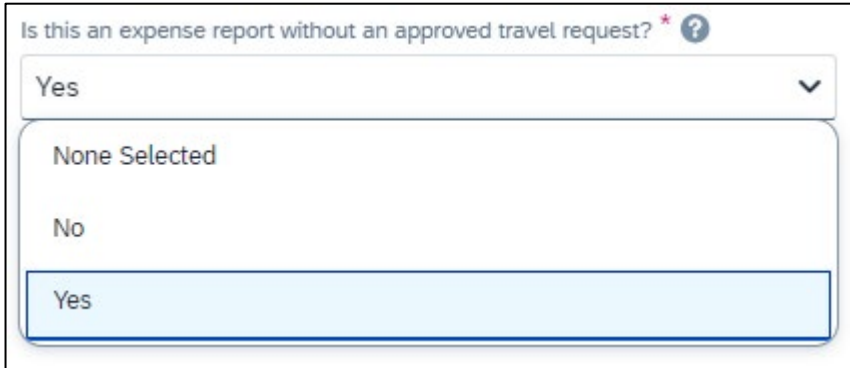


3. “Create New Report” screen will display. Enter the name of the conference or event name as shown on the flyer under “Report Name”. (Ex: CABA, Spring CUE, AVID, Legislative Policy Meeting)

****All fields marked with * requires an entry. Greyed-out field cannot be modified****

A screenshot of the 'Create New Report' form. The title 'Create New Report' is at the top. Below it is a link 'Create From an Approved Request'. The form has two input fields: 'Report Name *' and 'Business Purpose'. The 'Report Name *' field is highlighted in pink and has a red arrow pointing to it. The 'Business Purpose' field is greyed out. There is a character count '0/48' next to the 'Business Purpose' field.

4. If the request was not pre-approved, choose “Yes”. If it was approved, choose “No”.



Is this an expense report without an approved travel request? * ?

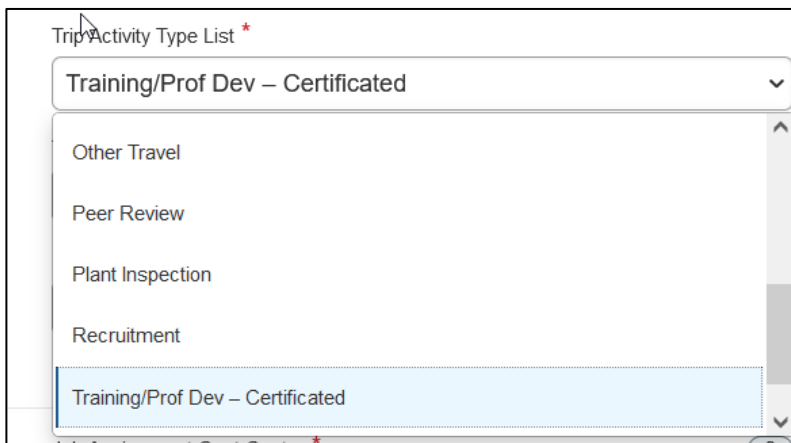
Yes

None Selected

No

Yes

5. Select the appropriate trip activity from the “Trip Activity Type List” drop-down selection options.



Trip Activity Type List *

Training/Prof Dev – Certificated

Other Travel

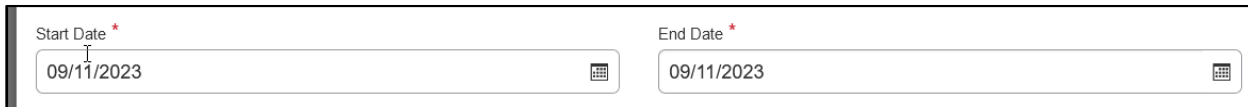
Peer Review

Plant Inspection

Recruitment

Training/Prof Dev – Certificated

6. Enter “Start Date” and “End Date.” Start Day is the day employee is leaving and End Date is the day the employee is returning.

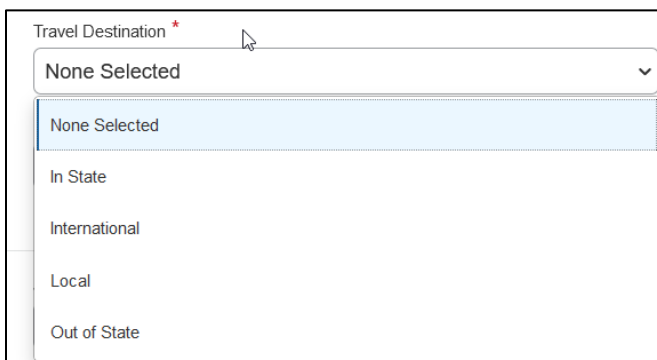


Start Date * 09/11/2023

End Date * 09/11/2023

7. For “Travel Destination,” select whether the trip is Local, In State, Out of State, or International.

****If the conference location is less than 45 miles, the travel destination is LOCAL****



Travel Destination *

None Selected

None Selected

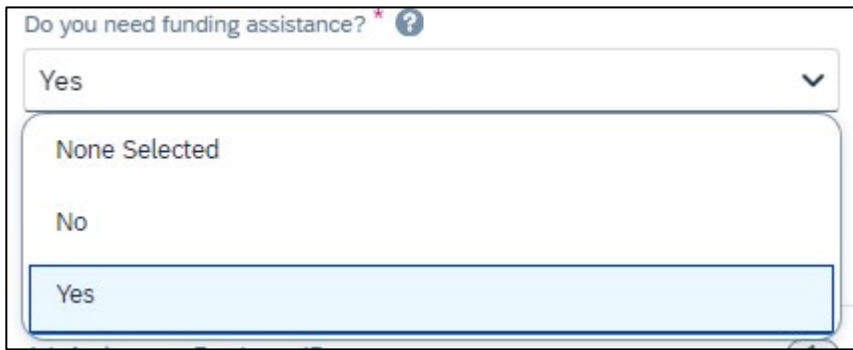
In State

International

Local

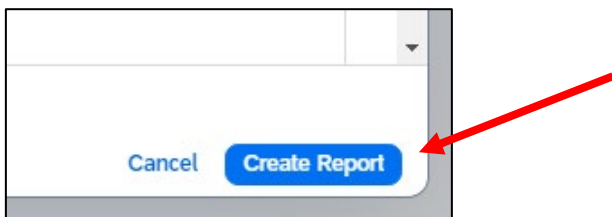
Out of State

8. If you need your Site Travel Specialist to provide the funding line, choose YES to “Do you need funding assistance”.



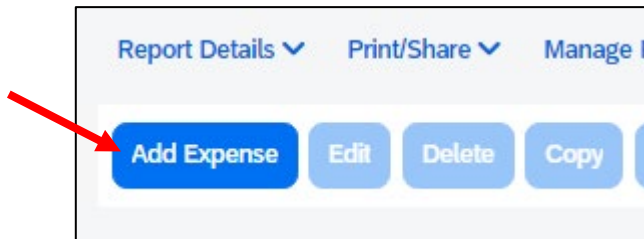
A screenshot of a web form with the question "Do you need funding assistance?" followed by a red asterisk and a help icon. A dropdown menu is open, showing the following options: "Yes" (selected and highlighted in light blue), "None Selected", "No", and "Yes" (at the bottom, also highlighted in light blue).

9. Click on “Create Report” when you are finished.



A screenshot of a button bar containing two buttons: "Cancel" and "Create Report". A red arrow points from the right side of the image towards the "Create Report" button.

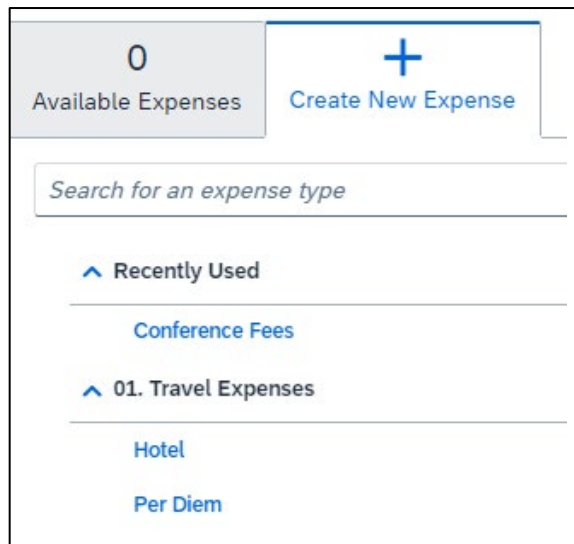
10. Click on “Add” to start inputting your travel expenses. Hotel, airfare, per diem, conference fee, etc.
**** If it is a no-cost (\$0) trip, add the conference fee and enter the total amount of \$0. Allocation of the funding is still required (skip to # 16)**



A screenshot of a button bar with four buttons: "Add Expense", "Edit", "Delete", and "Copy". A red arrow points from the left side of the image towards the "Add Expense" button.

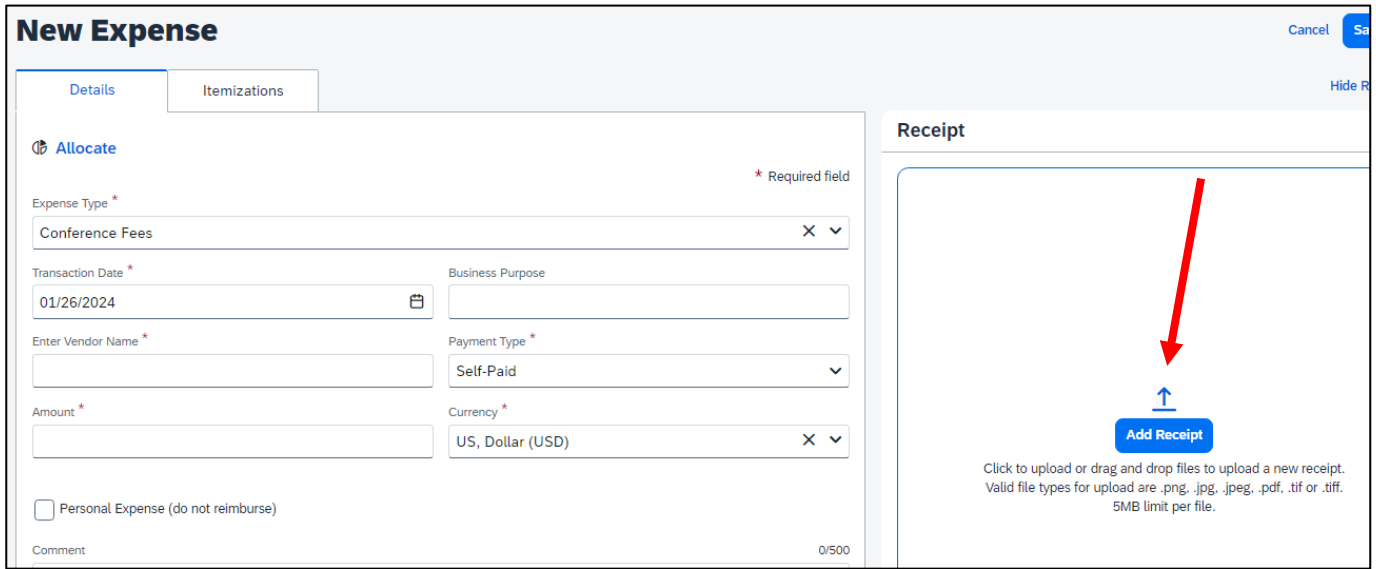
11. Select the expense types that are appropriate for your trip and enter the required information in each expense type and click Save.

****All fields marked with an * requires an entry****

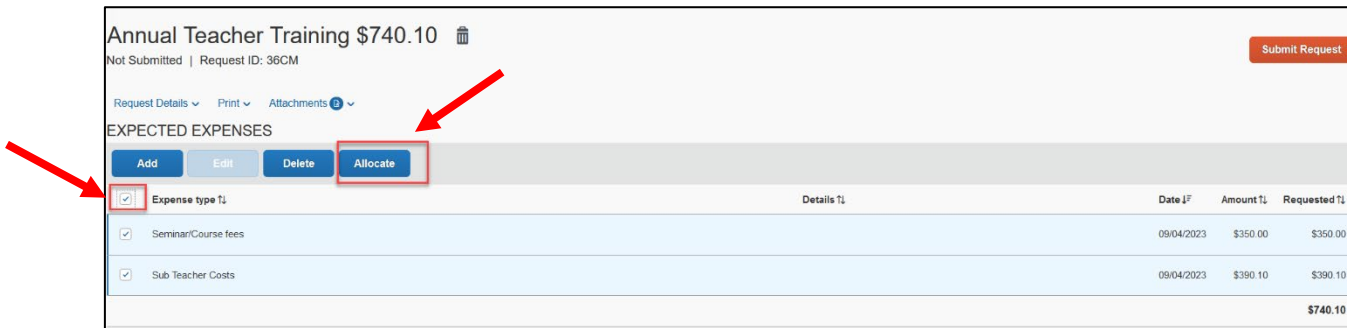


A screenshot of an expense selection interface. At the top, it shows "0 Available Expenses" and a "Create New Expense" button with a plus sign. Below this is a search bar with the placeholder text "Search for an expense type". Underneath, there are two expandable sections: "Recently Used" and "01. Travel Expenses". The "01. Travel Expenses" section is expanded, showing three options: "Conference Fees", "Hotel", and "Per Diem".

12. Make sure to attach proof of payment/receipts when adding the expense. You will also need to attach a copy of the conference flyer stating the date and location of the event.

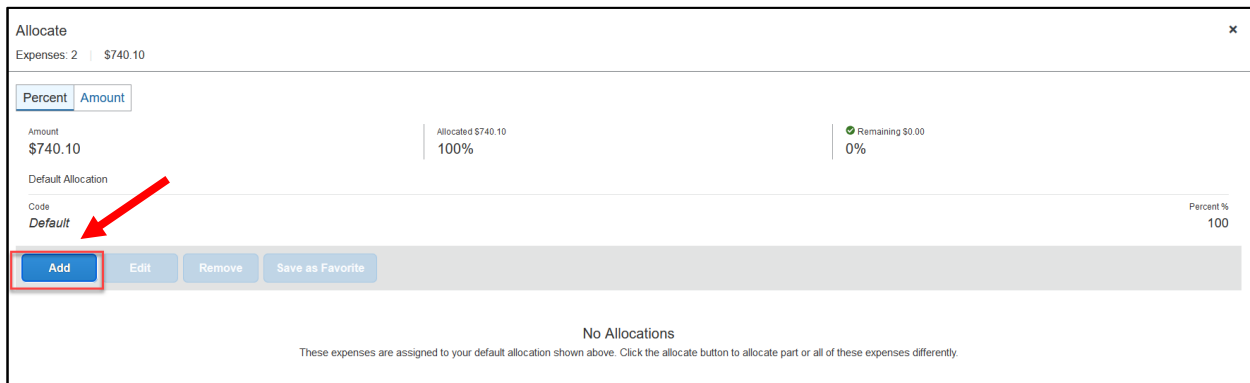


13. Enter the expense budget line (funding allocation). Checkmark to highlight the expenses and click on "Allocate."



Expense type	Details	Date	Amount	Requested
<input checked="" type="checkbox"/>	Seminar/Course fees	09/04/2023	\$350.00	\$350.00
<input checked="" type="checkbox"/>	Sub Teacher Costs	09/04/2023	\$390.10	\$390.10
				\$740.10

14. Click "Add."



Allocate

Expenses: 2 | \$740.10

Amount: \$740.10 | Allocated \$740.10 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: Default | Percent %: 100

Add | Edit | Remove | Save as Favorite

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.

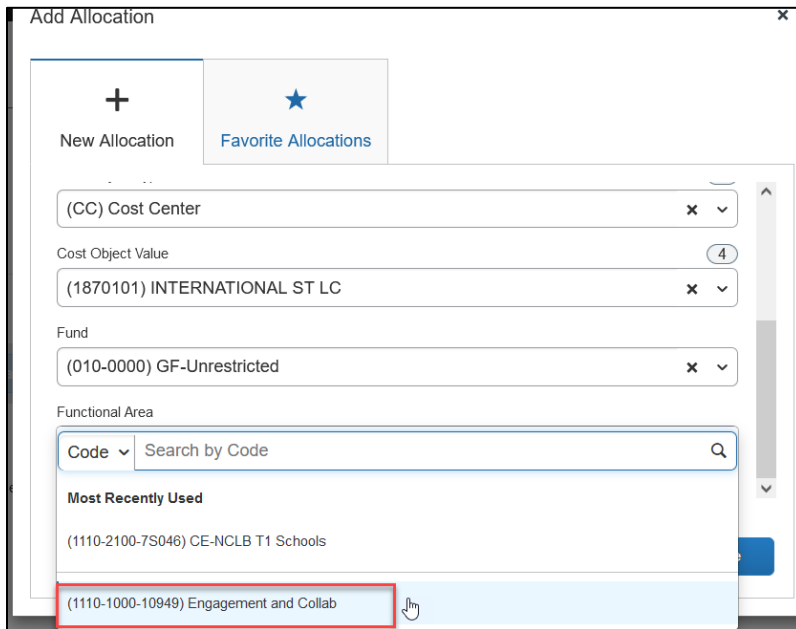
15. By default, the “Cost Object Value” is set to the employee’s home cost center; **If the funding is being provided by a different cost center, change this value.**

The screenshot shows a 'New Allocation' form with two tabs: 'New Allocation' (with a plus icon) and 'Favorite Allocations' (with a star icon). The form contains several fields: 'Company Code' with value '(1000) LAUSD', 'Cost Object Type' with value '(CC) Cost Center', 'Cost Object Value' with value '(1870101) INTERNATIONAL ST LC' (highlighted with a red box), and 'Fund' which is currently empty. At the bottom right, there are 'Cancel' and 'Save' buttons.

16. Enter the FUND or search by Code or Text to look for and select the appropriate Fund value. Click on the appropriate fund

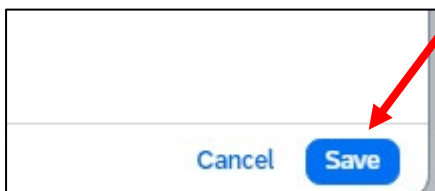
The screenshot shows a search dropdown for 'Fund'. At the top, there is a search bar with a 'Code' dropdown and a search icon. Below the search bar, a list of funds is displayed under the heading 'Most Recently Used'. The first item, '(010-0000) GF-Unrestricted', is highlighted with a red box. Other items in the list include '(010-3010) GF-TIA Low-Inc&Neg', '(010-0000) GF-Unrestricted', '(010-0990) GF-Treasurer's Fund', '(010-1100) GF-State Lottery', '(010-1200) GF-Clis Size Red Gr 9', '(010-1300) GF-ClassSizeRed, K-3', '(010-1400) GF-EduProtectionAcct', '(010-2200) GF-Continuation Educ', and '(010-2430) GF-Community Day Sch'.

17. Enter the FUNCTIONAL AREA or search by Code or Text to look for and select the appropriate Functional Area value.



18. Click "Save" when done. Then click "Save" again.

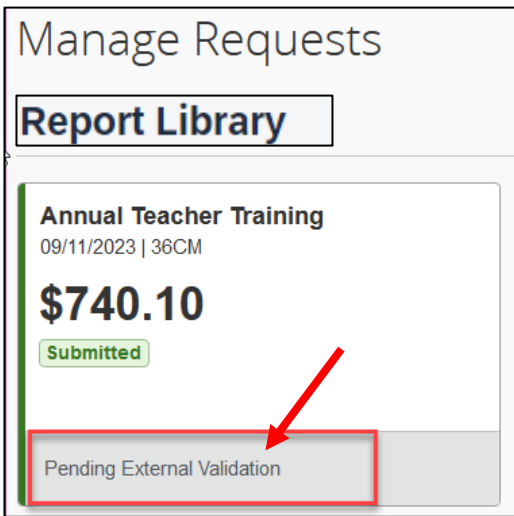
****You can split funding by Percent or Amount if necessary. To add another expense budget line, click "Add" (step 18). You can allocate in percentages or in exact amount****



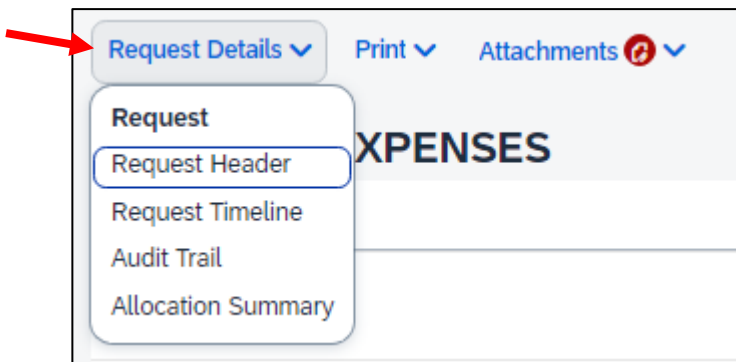
19. Click on "Submit Report" to submit the request.



20. Once the report is submitted, the tile for the Expense Report will show “Pending External Validation”. If budget check is successful, the request will route to the appropriate approvers. If budget check fails, the request will return with an error message.



21. To check if the request successfully passed through budget check, click on the trip tile and click on “Request Details” → “Request Header”.



22. If a Commitment Document Number is displayed, it successfully passed budget check. You will also see where the request is pending.

****You can always come back to the request header to check your request status.****

