Detailed Instructions for Concur

Concur's Travel and Entertainment portal can be used to purchase airfare, book rental cars and hotels, request Cash Advances for future travel, and file Expense Reports.

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UCSB Procedures for Reimbursement — know BEFORE you go

Here is a list of things that you won't find in "policy" but are required for UCSB Travel and Entertainment procedures:

1) If you don't fly direct to/from your destination, but include some non-business related stops, you must obtain a comparison of what the direct flights would cost for only the business portion of your trip. Take a screenshot at the time of booking and save it for your reimbursement claim. The lesser of the two costs will be reimbursed.

2) If you don't obtain an Intermediate or less rental car, you must get a comparison rate of what that would have cost and/or explain in detail the business necessity of obtaining a larger vehicle. SUVs are not allowed unless transporting multiple researchers on business travel, transporting heavy equipment or driving in dangerous conditions or inclement weather.

3) Hotel receipts must be itemized to show the daily rate and tax. Hotel room rates may not exceed $333/night (before taxes) without justification of why a less expensive option was unavailable. A Lodging Limit Justification form must be filled out explaining the circumstances. If you stay with a friend or relative, a one-time gift may be made not to exceed $75 and must be accompanied by a receipt from the host if the amount of the gift exceeds $25.

4) Because of the requirements of 1, 2, and 3 above, you may NOT use any travel package deals that do not break down expenses clearly for each type of expense, regardless of savings or convenience (think Expedia, Booking.com, Google flights, Travelocity, Hotwire, Orbitz, Priceline, Chase, AAA, etc).

5) If you use a personal vehicle for business travel, you may claim mileage. Use the mileage calculator in the Concur app with starting and ending addresses. Mileage will be reimbursed at the applicable current IRS rate. Total cost of mileage should never exceed the cost of a rental car or airfare. Gas for personal vehicles is not reimbursable; only mileage, but you may reduce the total reimbursement that is automatically calculated if you wish. Enter another separate line item with the Expense Type of Mileage Reimbursement Reduction and enter a negative amount in the Transaction Amount box. There is a box for Insurance with a Yes/No dropdown choice. This box is not currently marked as a required field, but **you MUST choose Yes.** Do not forget to do this.

6) While there is no domestic per diem for meals and receipts are not required, you must **provide actual expenses for each meal per day (not estimates) and the total must not exceed $92/day** ($79/day 7/1/2022-9/30/2024). If you do provide receipts, they must be itemized to prove no alcohol was purchased, or you must attest to that fact. Foreign travel does provide for per diem. Use the Travel Allowance option when filling out the Concur Report Header information. If meals are provided as part of a registration fee or lodging, you must itemize those expense lines to split out the meals on the days provided so that a total amount spent for the day can be calculated.

7) Receipts (of all kinds) must show the merchant's name, transaction date, amount paid, description of item(s) and additional charges (taxes, shipping, etc.), payee's name and method of

payment. **Confirmations and Booking Details that do not show the method of payment do not qualify as receipts.** If method of payment is not shown, supplemental documentation such as a credit card statement showing the payee name, last four digits of credit card number and expense will be required. **Screenshots from online banking that do not show the payee name or last four digits of credit card will not be accepted.** If someone else's name is on the receipt, you must state who the person is and why their name appears instead of yours.

AFTER your return/purchase

1) Business purchases should generally be done through Gateway including monthly or annual subscriptions to services such as Dropbox, Evernote, Grammarly, Slack, etc. Reimbursements for normal business expenses (office supplies, postage/shipping) are HEAVILY audited. Shipping (especially overseas) undergoes heavy scrutiny and tons of bureaucratic hoops that you cannot avoid by going to FedEx by yourself and paying for shipments. If the desired vendor is not in Gateway this is no excuse for purchasing outside of Gateway. They should be entered as a vendor in the Gateway system, or purchase through Gateway using a Flexcard. Make a request to Add New Supplier in Gateway as early as possible so there will be no delay in your purchase. Be aware that some of your equipment purchases may be eligible for the Partial Tax Exemption law and you will need to fill out the Partial Exemption Certificate for Manufacturing and R&D Equipment form.

2) Do NOT scan/photograph your receipts sideways. We have had Accounting complain about this.

3) Do NOT put more than one receipt on a single line item. You may have multiple different purchases in a single reimbursement Expense Report, but each line item represents a SINGLE receipt. Do not combine, for instance, all taxi receipts onto a single Expense for Taxi. Meals can be entered as a single Expense PER DAY, combining all meals into that single day's expense claim, but do not combine multiple days as a single meal line item, unless you itemize it by day.

4) Think of an Expense line item as a single receipt and Itemizations as different types of expenditures on a single receipt. So, hotel receipts must be itemized to break down the room rate versus the tax and anything else like meals or laundry expenses. A receipt from Home Depot could have supplies (like solder set or screwdrivers) and fabrication items (like plywood or nuts and bolts).

5) If you purchase items that are considered "fabrication" you must fill out the Business Purpose box describing the project and you must use Sub Account 4 for those Expenses.

6) The BUSINESS PURPOSE is to explain what University business the purchase/trip is for and Accounting is extremely strict about this. They have stated: If for research or classes, you would explain 'what research' or 'which classes'. Do not simply put "Travel to Denver on business" or "Lab supplies" or "conference". Explain why you went (if to a convention, name the convention; if to collaborate, name the person/organization) or why you purchased items (if for a research project, name it; if for a class, identify it; if urgently needed/limited global supply, describe that).

7) If you are purchasing QUANTITY SUPPLIES for a multitude of regularly scheduled meetings, you must document your usage of such supplies and fill out this form: QUANTITY PURCHASES, attaching it with your receipts documenting the inventory of the supplies that you purchased. You must keep track of the inventory on this form and file it whenever you need to replenish supplies and request reimbursement for the replenishment supplies. Keep in mind that regular group meetings must not exceed 2 x per month per policy.

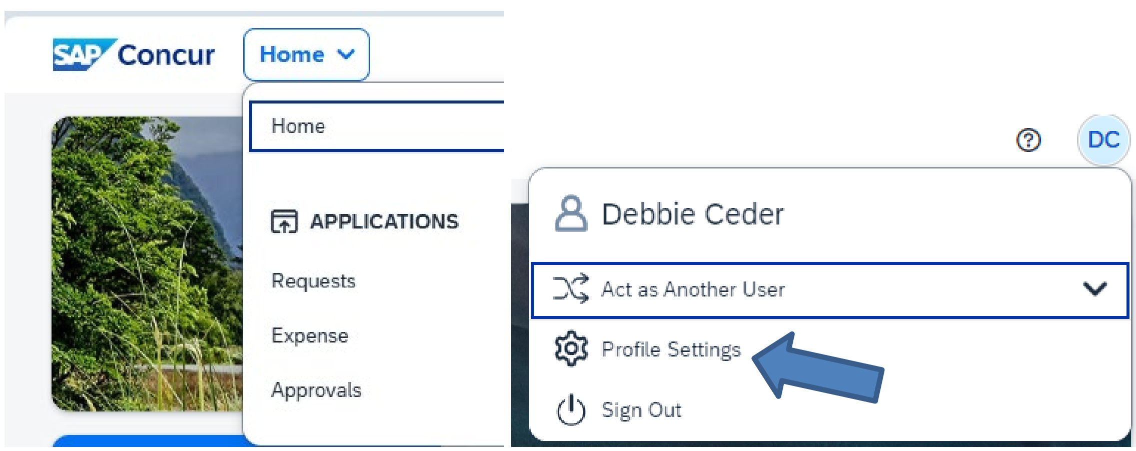
Concur Login Instructions and Delegate Assignment

1) Go to **concursolutions.com** and sign in to Concur using your UCSB email address (you can also download the SAP Concur Mobile app to your smartphone).

2) Click on the UCSB SSO and log in with your UCSBnetId and password.

3) Be prepared for two-factor authentication.

4) Concur's Home page is the default view when you first log in. At the top left next to the SAP Concur logo is the word Home with a down-arrow next to it. This can be used to change to other views like for Requests and Expense. On the top right next to the question mark icon for Help is the icon for your Concur profile.



5) Make Reyna Murillo your Request/Expense Delegate. Click on your profile and scroll down to Profile Settings. In the menu on the left-hand side scroll down to Request (or Expense) Delegates. Click Add and search for Reyna Murillo. Add Reyna Murillo as your Delegate and click on Can Prepare, Can Submit Requests, and Can View Receipts (do NOT click on Receives Emails). Click Save. (This is a one-time step!) By assigning permissions to a delegate you are assigning permissions for both Request and Expense. You can Add more delegates, Edit permissions or Delete delegates at any time.

Instructions for simple Travel Request (with Cash Advance)

If you are seeking reimbursement for a trip already past, DO NOT use Concur's **Request.** Instead, see Instructions for simple Travel Reimbursement to create an **Expense Report** in Concur. **Request** is ONLY for future planning and Cash Advances.

Requesting a Cash Advance

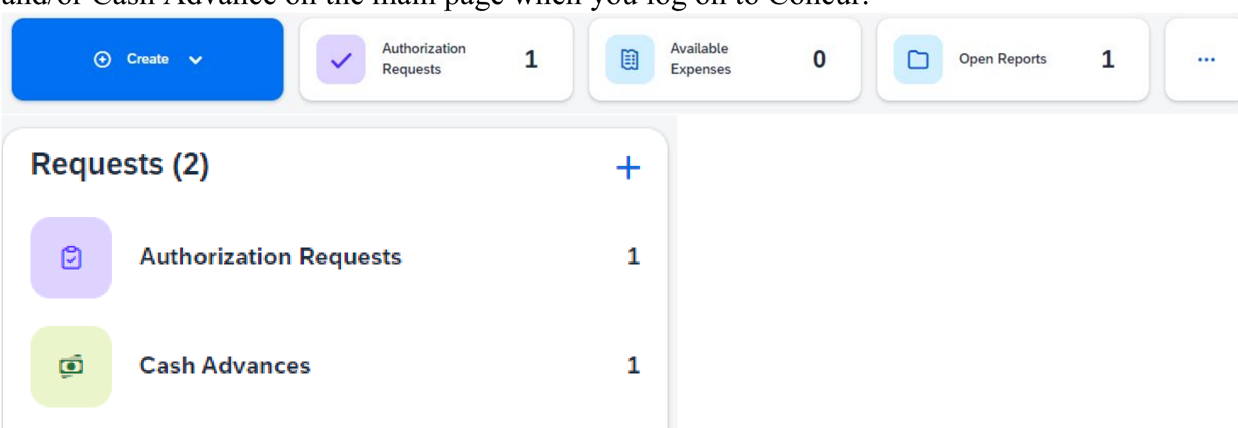
1) Log on to Concur (see Concur Login Instructions and Delegate Assignment).
2) Near the top is the word Home and a down arrow. Click on the down arrow and scroll down to Requests. Click on Create New Request (on the right hand side near the top). While our Department does not require pre-approval for Travel or Entertainment, if you require a Cash Advance this is the only way to request one (**do NOT create a Request to file an expense Report or to claim reimbursement for past purchases/trips**).
3) Fill in the Header information (see Travel or Entertainment Headers for Requests or Expense Reports).
4) Click Create Request.
5) The next page is the Expected Expenses screen. Click Add to add an expense you have already incurred or anticipate incurring. Search for the appropriate Expense Type and select it when you see it.
    a. Put a full description of the expense in the Description box (e.g., Round trip airfare from SBA-ORD on United Airlines).
    b. The Transaction Date will default to the current date.
    c. Enter the Transaction Amount, which is the actual amount (if already purchased) or the anticipated amount based on estimates received.
    d. The currency will default to US dollars, but can be changed if purchased using a foreign currency.
    e. Click Save to save this expense. Repeat as necessary to include all anticipated or already incurred expenses (do NOT request the maximum daily meal limit—you will be red-flagged and Accounting will require actual itemized receipts for all meals from you for all future travel).
6) At the top of the Expected Expenses is a link for Attachments. Click on this and add any receipts you already have and/or estimates you have obtained to document your expected expenses. If you are planning a trip to a conference, you may also upload a screenshot of the conference webpage or talks schedule. If you had to get a comparison of costs for flights involving personal legs versus direct flights, you may upload these screenshots, too. If you are planning an entertainment event, you may upload your advertisement ahead of time. Cash Advances are not issued for expected expenses outside of 30 days prior to the trip. Expenses must ALREADY be paid for in order to get a Cash Advance in excess of 30 days prior to the trip, therefore you MUST HAVE RECEIPTS.
7) When all of your anticipated expenses are entered and supporting documentation is uploaded, you can then ask for a Cash Advance to be applied to this Request (**a Request by and of itself does NOT trigger a Cash Advance!**). At the top (above Expected Expenses) are three links to drop-down menus:

   a. Request Details (here you can edit the Request Header information, view the timeline and audit trail information, add a Cash Advance, or view information on Travel Advisories associated with your destination)
   b. Print/Share (use this to print the Request for your records or email to someone)
   c. Attachments (use this to attach all receipts already obtained or estimates and other supporting documentation)
8) Click Request Details and scroll down to Linked Add-Ons/Add Cash Advance. Enter the amount you wish to receive as a cash advance in the Cash Advance Amount box and any comments you wish to make in the Cash Advance Justification box, and then click Save.
9) When you are done with everything, **email fac-assist@physics.ucsb.edu** and let Reyna Murillo know that you have a Request ready for her review. She will verify everything and email you when she thinks it is ready for you to submit. **Only then will you click the Submit Request in the upper right hand corner.** You will be asked to confirm a Submission Agreement statement. Click Accept and Continue. You're done!

Following your return

Be aware that you are NOT DONE with your expense Report. Following the trip, you will need to return to Concur to file an Expense report.

If you created a Request for travel prior to your trip, you will see an Authorization Request and/or Cash Advance on the main page when you log on to Concur.



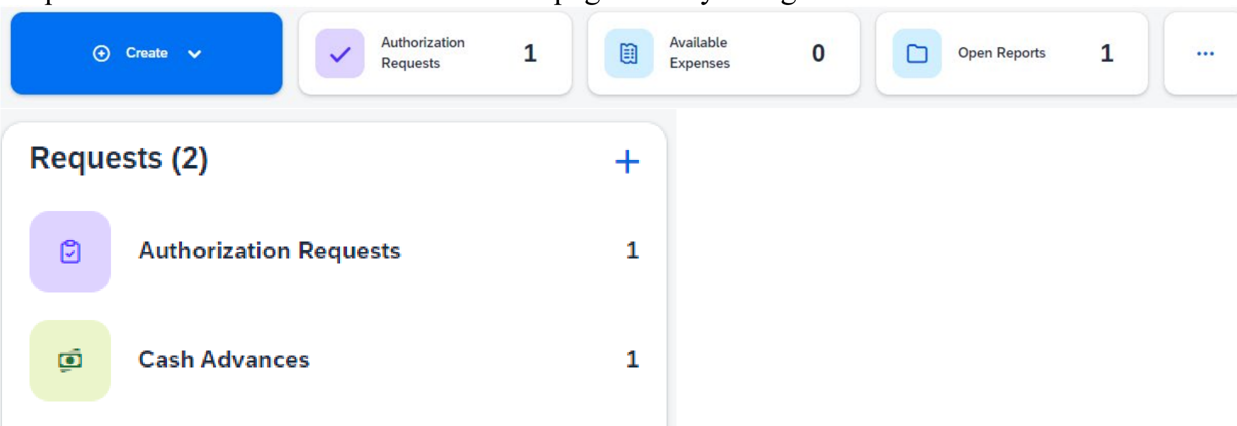
You will be able to use that to jumpstart your Expense Report, bypassing many of the steps for creating the header of your Expense Report. Click on Authorization Requests, then click on the Request in your Request Library and there you will be able to click on Create New Report in the upper right corner.

If you created the report directly from an Authorized Request, some expenses will already be showing. You will need to add information and receipts to these line items. If you have Available Expenses from purchasing airfare or reserving hotels or rental cars through Concur, you will be able to choose from among these. If not, click Add Expense (see Expense Details).

If you request a larger Cash Advance than the final amount that you spend on the trip, you will be required to pay back the excess amount (write a personal check to UC Regents)!

Instructions for simple Travel Reimbursement

When you return from travel, you must file a final Expense report with final receipts for all expenses. If you created a Request for travel prior to your trip, you will see an Authorization Request and/or Cash Advance on the main page when you log on to Concur.



You will be able to use that to jumpstart your Expense Report, bypassing many of the steps for creating the header of your Expense Report. Click on Authorization Requests, then click on the Request in your Request Library and there you will be able to click on Create New Report in the upper right corner.

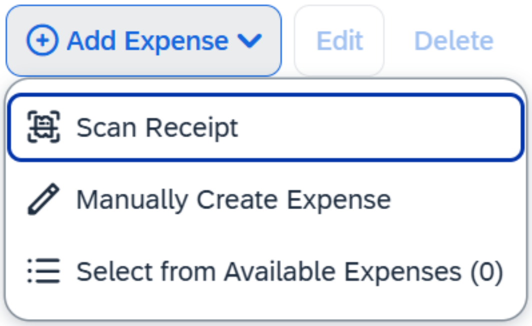
If you created the report directly from an Authorized Request, some expenses will already be showing. You will need to add information and receipts to these line items. If you have Available Expenses from purchasing airfare or reserving hotels or rental cars through Concur, you will be able to choose from among these.

If you did not create a Request prior to travel you will need to:

Create an Expense Report

1 Log on to Concur (see Concur Login Instruction and Delegate Assignment).
2 Near the top is the word Home and a down arrow. Click on the down arrow and scroll down to Expense. Click on Create New Report (on the right hand side near the top).
3 Fill in the Header information (see Travel or Entertainment Headers for Requests or Expense Reports).
4 Click Create Report.

5 Click Add Expense to create a new expense line item (see Expense Details).

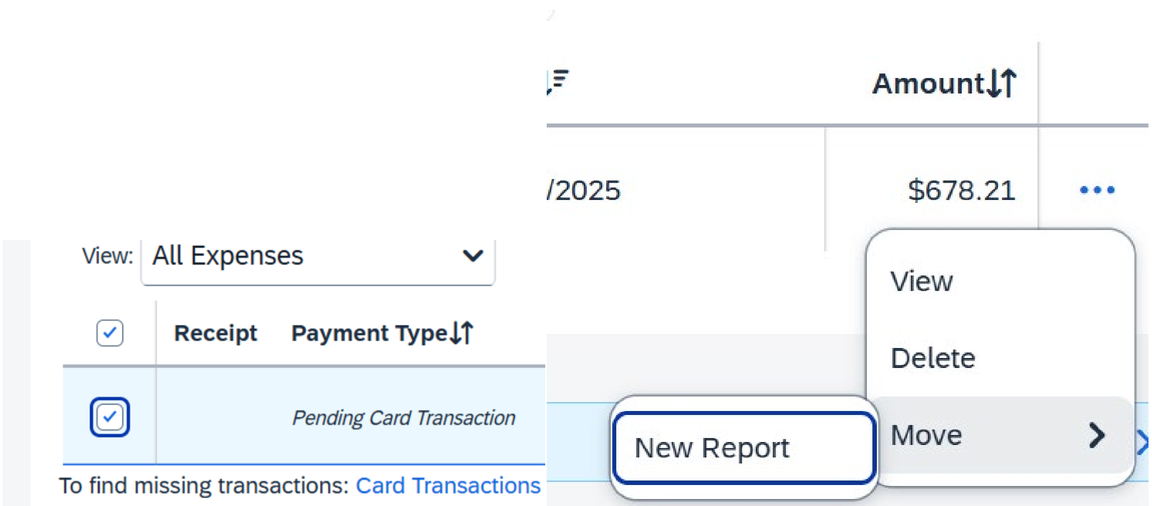


6 If you Scan (Upload) Receipt, the AI will attempt to categorize and fill in many of the details, but it is NOT perfect. You MUST go in and fix problems, such as itemizing lodging, incorrect categorizations (*Travel – Meals & Incidentals vs. Social & Entertainment Exp., etc.), missing information (Class of Service and Vendor on Airfare, missing Attendees at an Entertainment, etc.) and Payment Type (Pending Card Transaction vs. Employee Out of Pocket). If you have Available Expenses from purchasing airfare or reserving hotels or rental cars through Concur, you will be able to choose from among these.

Available Expenses

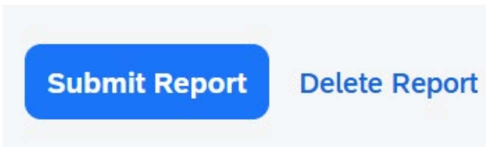
Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Click on the small box to the left of any Available Expense that you wish to include on an Expense Report and then click on the three dots to the right, scrolling down to Move / New Report.



You may need to upload more than one document for an expense line item. If you are unable to drag and drop the image into the Receipt image box, and there is no "Add" button beneath it, just Save the Expense and then click on it again to be able to see the Add button to add more documentation. There are some documents that may need to be uploaded that do not directly pertain to a single line item, such as a Guest Traveler Worksheet, Declaration of Immigration Status form with associated documentation, Wire Draft form or Foreign per diem rate tables from the State Department. These should be uploaded by clicking on the Manage Receipts / Manage Attachments link.

When all Expenses have been entered and all documentation has been uploaded, click on Submit Report in the upper right hand corner:



This acts as your signature. You will be instructed to Approve a statement affirming that all expenses were incurred by you for business purposes, all required receipts have been attached and confirm that you have not received reimbursement for the same expenses from any other source. Here is the complete statement:

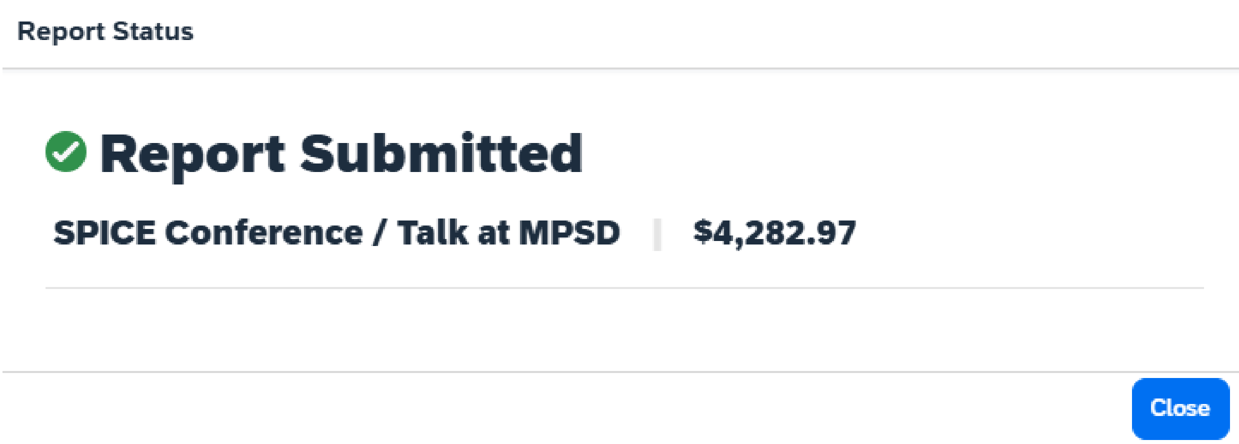

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for The University of California Santa Barbara and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

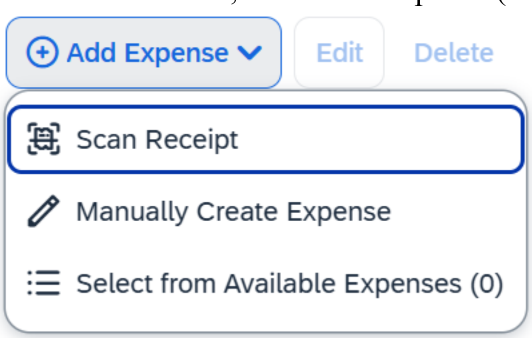
Accept & Continue Cancel

Click "Accept & Continue" and you will get a confirmation that your report has been submitted:



Instructions for simple Business Expense

0) STOP! Before you purchase ANYTHING, try to purchase it through Gateway first. Only if you cannot purchase it through Gateway should you purchase anything with your own money and get reimbursed. Reimbursement for business expenses is a LAST RESORT!
1) Log on to Concur (see [Concur Login Instructions and Delegate Assignment]).
2) Near the top is the word Home and a down arrow. Click on the down arrow and scroll down to Expense. Click on Create New Report (on the right hand side near the top).
3) Fill in the information requested for the Header.
    a. Under Policy, choose Business Expense.
    b. Give the Business Expense a descriptive name.
    c. Under Report Type, choose Business Expenses.
    d. Under Business Purpose give a full description of the Business Expense and purpose (explaining why Gateway wasn't used). The BUSINESS PURPOSE is to explain what University business the purchase/trip is for and Accounting is extremely strict about this. They have stated: If for research or classes, you would explain 'what research' or 'which classes'. Do not simply put "Travel to Denver on business" or "Lab supplies" or "conference". Explain why you went (if to a convention, name the convention; if to collaborate, name the person/organization) or why you purchased items (if for a research project, name it; if for a class, identify it; if urgently needed/limited global supply, describe that).
    e. Under Payee Type, choose Employee or Student as appropriate.
    f. Under Dept search for Physics.
    g. Under FAU click the down arrow to choose "Either" from the drop-down menu and then type * and the project code (6 digits of the account number).
    h. Leave Cost Type blank.
    i. The choice for Sub Account will depend on what was purchased:
        i. Choose 3 - Supplies and Expense for supplies (and equipment <$5000.00).
        ii. Choose 4 – Equipment and Facilities for equipment >$5000.00 and fabrication (if Fabrication, you must include the FAB # in Comments).
    j. Click Create Report.
4) On the next screen, click Add Expense (see [Expense Details]).



If you Scan (Upload) Receipt, the AI will attempt to categorize and fill in many of the details, but it is NOT perfect. You MUST go in and fix problems.
5) If the AI does not enter the correct Expense Type, click in the Expense Type box and type something that will help you to locate the type of expense. As an example, use

"supp" to search for any kind of supplies. If this is a Lab Supply you will see Lab Instruments & Supplies as a sub-heading under Lab Supplies & Animals.

6) Put in a clear description of the expense.
7) Enter the Transaction Amount, which is the total amount found on the receipt. If for any reason you had mixed personal and business items on a single receipt or different types of expenses that would require different Expense Type categories you would need to itemize each Expense Type.
8) Enter the Transaction Date, which is the date on the receipt, not today's date.
9) The Dept., FAU (Account number), Cost Type and Sub Account are all filled in automatically from the Header that you entered. The currency defaults to US dollars, but can be changed in case you have any foreign expenses in a foreign currency.
10) Answer the questions by selecting Yes or No for **Purchase from a foreign entity**, **Telecommunication – Equipment**, **Service**, and **Non-Taxable**. If it is taxable, enter the tax from the receipt under Sales Tax. If no sales tax appears on the receipt and it is a taxable item that will be used in California, you will need to calculate Use Tax and enter it in the Use Tax box (click on the ? for a helpful spreadsheet to assist in the calculation. Shipping or Freight is not included in the taxable total). If it will never be used in California, it is Non-Taxable, but this must be explained in the Comments. Certain other types of items are Non-Taxable by nature.
11) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image.
12) You may add any appropriate comments in the Comments box prior to clicking Save Expense (or Save and Add Another, as appropriate). Do not add more than 10 line items in a single report, and make certain no item is over a year old. File your receipts sooner!
13) When ready, ***email fac-assist@physics.ucsb.edu to go over your work.*** Reyna Murillo will review it and certify that it is ready for submission. Then, she will email you to let you know you can submit. Click on the Submit Report button in the upper right hand corner. You will be asked to confirm a Submission Agreement statement. Click Accept and Continue. You're done!

You may get a warning such as "Warning: Please note: Business Expense Reimbursements should always be a last resort, and your Department should direct everyone to use Gateway or use your Department Flexcard for these kinds of purchases." You will always get this warning, but it will not prevent you from submitting the Report.

Let me know if you have any questions.

Instructions for simple Membership

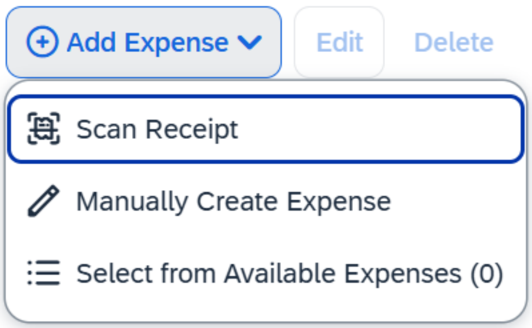
Membership to a professional or scholarly organization requires the Business and Financial Services Membership Form for Concur. This must be filled out and signed by the PI associated with the account number that will be used for reimbursement of the expense prior to filing your Expense Report. The signed form will be an attachment that you will upload along with the receipt for the membership expense. Membership reimbursements may be included with a travel Expense Report or filed as a separate Business Expense Report.

The form is mostly self-explanatory. The field called "Benefit to UCSB" is required and it is often satisfied by something along the lines of "Collaboration with colleagues and discounted entrance to conferences/subscription to scholarly journal". The field called "List of other UCSB members" is not intended for you to list all other members of the organization, merely to state whether this is an individual or a joint membership. If the membership is for you alone, enter "none for this application". Add the range of dates covered for the membership being paid for. This range of dates must also be added to the Comments line of the Expense in your Concur report. Choose either New Membership, Renewal Membership, or To Secure Periodical entering the name of the journal and send the form through DocuSign to have the PI sign the form. Upload the signed form to your Expense Report as supporting documentation.

To begin, Create an Expense Report (see Travel or Entertainment Headers for Requests or Expense Reports).
Add an Expense with Expense Type of Memberships & Subscriptions – Fed Allowable (see Complete list of Expense Types).
Fill out the details. Under Comments, put the date range that the membership covers.
Upload the receipt for the Membership and the filled out and signed Membership Form.
Click Save Expense.

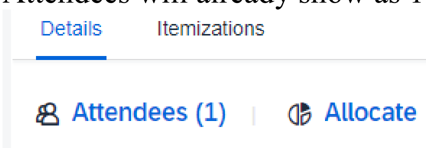
Instructions for simple Entertainment

1) Log on to Concur (see Concur Login Instructions and Delegate Assignment).
2) Near the top is the word Home and a down arrow. Click on the down arrow and scroll down to Expense. Click on Create New Report (on the right hand side near the top).
3) Fill in the information for the Header (see Travel or Entertainment Headers for Requests or Expense Reports).
4) On the next screen, click Add Expense (see Expense Details).

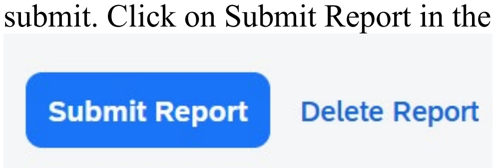


5) If you Scan (Upload) Receipt, the AI will attempt to categorize and fill in many of the details, but it is NOT perfect. You MUST go in and fix problems, e.g. these types of expenses are not *Travel – Meals & Incidentals, but Social & Entertainment Exp. – Food, Rental, Supplies. (Note: if you have reimbursable alcohol as an expense on your receipt, you will need to itemize it under a separate expense type – see below for instructions.) If there are more than 10 attendees at your event, you may choose Social & Entertainment Exp. 10+ Attendees (Attached List).
6) Choose the appropriate Meal Type from the drop-down menu.
7) Enter the Transaction Date, which is the date on the receipt, regardless of whether supplies for the event were purchased ahead of the event date.
8) Enter the location of the Event (Building, Room #, address, etc. BE SPECIFIC!).
9) The Dept., FAU (Account number), Sub Account, and Payment Type are all filled in automatically from the Header that you entered.
10) Select either "Yes" or "No" in the "Event on UC Leased or Owned Property" box. If "Yes" select the place in the UC Location box and either "Yes" or "No" in the "Catering" box. If "Yes" select the Catering Vendor from the drop-down list in the "Catering" box.
11) Be sure the Payment Type shows as Employee Out of Pocket, if appropriate.
12) Enter the Transaction Amount, which is the total amount found on the receipt. The currency defaults to US dollars, but can be changed in case you have any foreign expenses in a foreign currency. If for any reason you had mixed personal and business items on a single receipt, or mixed food and supplies, or if there is alcohol to be reimbursed, you would need to itemize each expense (see the Itemization tab at the top).
13) If you must itemize expenses on a single receipt under different categories, click the Itemizations tab at the top and then click Create Itemization. Complete all of the details as described above for each itemization and click Save Itemization (or Save and Add Another); repeat as necessary. There is a Personal Expense box you may click for any expense on the receipt that is not business related. This will remove that expense from your reimbursement.

14) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. If you have an exception approval to attach, use this box to Add as well. You must save a copy of any notification or announcement used to advertise the event and upload that along with the receipts.
15) A list of attendees must be included. At the top, there is a link to click for Attendees. If there are just a few attendees, you may use this link to add them.
    a. The system will assume since you are filing a claim for Entertainment that you were one of the Attendees. It will automatically add your name and the list of Attendees will already show as 1:



    b. Click on Attendees and you will see your name listed. Click on Add to add more names. Search for names by Faculty/Staff or Student (add Last Name and click Search) or search by School Guest, add the First and Last Name and click Create New Attendee.
    c. Students who are employed by the University will be found under Faculty/Staff, not under Student. Once you find the name, click Add to add them to the list of Attendees. Be sure to click Save to save your list of names.
    d. If you have a regular group that often meets together, you may create a group that you can use in future Entertainment reimbursement Reports. If you have a very large group, you may append a list of participants/attendees to the receipt image (in this case, be sure to choose Social & Entertainment Exp. 10+ Attendees (Attached List) as the Expense Type).
16) When all Expenses have been entered and all documentation has been uploaded, ***email fac-assist@physics.ucsb.edu to go over your work.*** Reyna Murillo will review it and certify that it is ready for submission. Then, she will email you to let you know you can submit. Click on Submit Report in the upper right hand corner:



This acts as your signature. You will be instructed to Approve a statement affirming that all expenses were incurred by you for business purposes and are true and correct to your knowledge.

Special notes about Entertainment events

1) Campus Catering has exclusive responsibility for providing all catering, food distribution, and food sales at UC Santa Barbara. Departments planning events that will require catered food service, **either on-campus or off-campus**, must first contact Campus Catering who has first right of refusal to provide service.

   If Campus Catering is unable to service your event a waiver can be requested to use an off-campus commercial caterer. If the waiver is approved, Campus Catering will issue a Catering Permit for **approved vendors**. UCSB Employee and Labor Relations is responsible for approving all commercial caterer waiver requests. Waiver requests can be submitted in the Human Resources Services ServiceNow Portal. Please use the "Department Advisory Service" form found in Employee and Labor Relations for your waiver request and allow four to six weeks of lead-time for processing. (This form appears to be available only to managers.) **Waivers will not be granted after the fact.**

   Departments may pick up food or beverages from local restaurants, grocery stores, or host potluck style events. Departments may also order food and beverages for delivery if the total amount of the order, including tax, tip and delivery charges, is less than $150 AND from a Risk Management Approved Vendor. Orders for pizza are not subject to the $150 threshold or limited to the approved vendor list. **Reimbursement claims for events in excess of $150, for delivered food or beverage products other than pizza, are not eligible for reimbursement unless approved by UCSB Campus Catering**.

2) Certain University hosted or sponsored events may include alcohol, but be aware of some strict rules around serving and buying alcohol. The university's use of funds for entertainment must be compatible with our stewardship responsibility and must have a strong ethical component. We should be able to show that our entertainment expenses are necessary and in the best interest of the public. Federal and State funds cannot be used to pay for alcohol. Generally gift (or opportunity) funds can be used.

3) You will need to keep a copy of the advertisement for any planned entertainment events along with a list of participants. These supporting documents will be uploaded to Concur. **Non-hosted entertainment events and bulk supplies for business meetings or programmatic events should have all purchases made through Gateway NOT reimbursed through Concur if at all possible. Invoices should be uploaded to the Gateway requisition along with a Non-Hosted Business Meeting Expenditures form.**

4) Under the direction of UCOP as informed by state law (SB820, Item 15, paragraph 2), any catered event at STATE-FUNDED campus buildings and their associated outdoor grounds must use the services of UCSB Service Unit (SX) job-classified employees or lose their state-supported funding (see Legislation and Labor Agreements Concerning Contracting Out). As a direct consequence of this, you must specify the LOCATION of the event in your Concur Report and mark the box "Event on UC Leased or Owned Property?" as either "Yes" or "No".

Travel or Entertainment Headers for Requests or Expense Reports

1) Under Request or Report Policy, leave the default Policy as Travel/Entertainment.
2) Under Event/Trip Name, give the Event/Trip a short descriptive name. It greatly helps to have the last name of the traveler in the Trip Name (e.g., Ceder – Seminar talk @ UCSB).
3) Under Report Type, choose the appropriate report type (NOT Business Expenses—Business Expenses is for purchases ONLY – see Instructions for Simple Business Expense).
4) Under Request/Trip Purpose or Event/Trip Purpose, choose the appropriate purpose (for Entertainment events, be aware that "Morale Building" will raise a red flag and will require an Exception to Policy).
5) Under Business Purpose, enter a **thorough** description of the need for the request or Event/Trip and the **underlying business purpose**. Include the name of any conference or workshop, the name of any experiment or institution/collaborators/colleagues you visit.
6) Enter the Request/Trip or Event/Trip Start and End Dates.
7) Under Payee Type choose Employee (or Student if appropriate).
8) Under Group Travel, choose Yes or No (if you will be **paying** for others during your trip, choose Yes – a single SHARED hotel room is NOT Group Travel; TWO or more hotel bills paid for by one traveler for themselves and others IS).
9) Under Expense provided to Spouse/Dp/Child/Dep care, choose Yes/No and provide details for Yes in Comments.
10) Under Personal Days/Justification (if you have any personal days to claim) enter the dates of personal travel.
11) Under Dept type PHYS to find and select Physics from the drop-down list.
12) Under FAU (stands for "Full Accounting Unit"), choose "Either" from the drop-down arrow and then type * and the project code (6 digits of the account number). Select the appropriate account when it appears in the drop-down list. (If you have trouble finding your account, please contact Heather Liu to re-enable the account in the system!)
13) Leave Cost Type blank.
14) Under Sub Account the choice will depend on the funding source:
    a. Choose **3 - Supplies and Expense** if the fund source is a Department account (Department accounts generally start with either "DP", "RE" or "SU") or if this is for an Entertainment event or for supplies/purchases.
    b. Choose **5 – Special Items** if the fund source is not Department (this is for both foreign and domestic travel on non-Department funds)
15) Leave the Host Name for Entertainment Expenses blank or fill in as appropriate. (If you pay for other people's meals or lodging, fill in your name as Host here.)
16) If this is a report for a foreign visitor and a Wire Draft is required for reimbursement, check the box marked "Is this a Wire Payment?" and be certain to include a filled-out Wire Draft Transfer form. It also helps to put the word "Wire" in the name of the report.
17) Fill in any appropriate Comments in the Comments box.
18) Click "Yes" or "No" for Travel Allowance (foreign travel per diem is allowed, domestic per diem is not unless in excess of 30 days). See Special Notes on Foreign Per Diem Meals – Foreign Meals.
19) Click Create Request or Create Report.

Expense Details

Different types of expenses will trigger different required fields. When you scan your receipts, the AI will attempt to categorize the expenses accurately, but it is NOT PERFECT. It may categorize the expense correctly, but fail to fill in all of the required fields, or it may not categorize it appropriately at all. Here are some of the most common expense types (see Complete list of Expense Types for more details):

Airfare:

1 Put in a clear description of the expense (e.g., SBA-ORD round-trip).
2 Enter the Transaction Amount, which is the total amount found on the receipt. The currency defaults to US dollars, but can be changed in case you have any foreign expenses in a foreign currency.
3 Enter the Transaction Date, which is the date on the receipt.
4 Ticket Number, Departure Airport and Arrival Airport are not required fields.
5 Enter Class of Service, noting that only Economy Class is within policy without a doctor's note.
6 The Dept., FAU (Account number), Sub-Account, Cost Type and Payment Type are all filled in automatically from the Header that you entered.
7 Enter the Vendor (airline) by finding it in the drop-down list provided.
8 In Expense Location, type the name of the city in which the ticket was purchased.
9 Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. A receipt is required by policy.
10 Click Save Expense or Save and Add Another to enter another expense.

Lodging:

0 **Note: Lodging is required if you are claiming meals even if you are claiming zero for lodging. If you claim meals, enter a Lodging line item with amount equal to zero, itemize it and explain in Comments why you are not claiming anything.**
1 In the Search box, type "Lodging" or "Lodging – Group" if you paid for a hotel room for others (note: when you select "Lodging – Group" the required fields are slightly different from the general "Lodging").
2 Fill out the date range for the nights you checked in and out (available with "Lodging").
3 The Transaction Date is the date of your receipt or the last day at the lodging location.
4 Vendor is not a required field.
5 Type the location of the Lodging in the Expense Location.
6 The Dept., FAU (Account number), Sub-Account, Cost Type and Payment Type are all filled in automatically from the Header that you entered.
7 Fill in the Transaction Amount and change currency if necessary.
8 Click on the Itemizations tab. If you are using "Lodging" that Expense Type will be automatically entered in the next screen along with the date range you entered. If you are using "Lodging – Group" you must click "Create Itemization" and enter "Lodging – Group" as the Expense Type.
9 If your room rate was the same for every night, enter the room rate and taxes. If the rate differed throughout the stay, click on "Not the Same" under "Recurrence" and fill out the room rate and taxes for each night of the stay. If there are additional charges such as

Service Fee, Cleaning Fee or Meals, click the “Save and Add Another” button to continue adding new Itemizations. Change the Expense Type appropriately (use “Lodging Fees” for cleaning or service fees; “Travel – Meals & Incidentals” for meals; “Parking” for parking, etc;). change the Recurrence” to “Not recurring” if it is listed only once on the receipt. If there was a recurring meal charged (breakfast each day, for instance), change the “Recurrence” to either “Same daily amount” or “Different daily amount”. Enter the amount of the recurring meal and select the meal type in the drop-down box.

10 Click Save Itemization. All of your itemizations must equal the total Transaction Amount.
11 Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. A receipt is required by policy, unless you are claiming zero expense.
12 Click Save Expense.

Ground Transportation:

1. In the Search box, type “Car Rental” or “Train/Bus” or “Rideshare” or “Parking” or “Taxi/Shuttle/Car Service” or “Tolls/Road Charges”.
2. Fill in the Transaction Date (the date on the receipt).
3. Fill in the Expense Location.
4. The Dept., FAU (Account number), Sub-Account, Cost Type and Payment Type are all filled in automatically from the Header that you entered.
5. Fill in the Transaction Amount.
6. Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. Car rental receipts are required by policy and must show the class of vehicle rented as well as itemized expenses. Insurance is not reimbursable unless on a foreign rental.
7. Click Save Expense or Save and Add Another to enter another Expense.

Mileage:

1. In the Search box, type “Personal Car/Business Use – Mileage”.
2. Fill in the Transaction Date (either the first or last day of travel).
3. Fill in your personal vehicle’s License Plate Number.
4. Choose “Yes” for Insured? (This is a required field, even though it is not marked as such.)
5. The From Location and To Location are required fields, but to auto-fill these fields use the Mileage Calculator link at the top left. Enter your starting address in the A field to the left of the map that appears. Fill in every stop along the way sequentially, or simply fill in the destination address in B. Click on Calculate Route. This will show the one-way trip. Then, click on Make Round Trip to make it a round trip (or fill out point to point stops until you return to your final destination). When done, click on Add Mileage to Expense at the bottom right. This will fill in the From Location, To Location and Distance fields.
6. Click Save Expense or Save and Add Another to enter another Expense.
7. If you wish to claim LESS than the calculated mileage rate, you may enter a second line item for Mileage Reimbursement Reduction and enter a negative number in the Transaction Amount.

IMPORTANT NOTE: UC policy does not support reimbursement of gas when a personal vehicle is used. Only mileage is reimbursable. Therefore, do not use a corporate credit card to pay for gas when using a personal vehicle for business travel.

Conference Registration:

1) In the Search box, type “Seminar/Conference Registration”.
2) Fill in the Transaction Date (the date on the receipt).
3) Fill in the Expense Location.
4) The Dept., FAU (Account number), Sub-Account, Cost Type and Payment Type are all filled in automatically from the Header that you entered.
5) Fill in the Transaction Amount.
6) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. A receipt is required by policy.
7) Click Save Expense or Save and Add Another to enter another Expense.
8) **NOTE:** Some registrations include a membership fee. This is a separate Expense Type and must be Itemized separately as Memberships & Subscriptions – Fed. Allowable and it requires a form to be filled out and uploaded. See Instructions for Simple Membership.

Special Notes on Per Diem

Domestic meals:

- Per diem is not allowed for domestic travel **less than 30 days**. If you have traveled domestically in excess of 30 days, you may follow the instructions for Foreign meals below, as per diem is an allowable expense for long-term travel.
- For domestic travel less than 30 days, accurate costs of meals are to be recorded either by itemized receipts or by a meal log detailing meal costs by meal and by day. If you use a meal log as opposed to itemized receipts in Concur, you may enter one line item for Meals for each day with the total amount spent for that day. Upload your meal log only one time on one of the line items. There is no need to upload the meal log on every meal line item.
- A daily cap of $92.00 ($79/day 7/1/2022-9/30/2024) on meal expenses for domestic travel will be strictly adhered to. (Caution: do not habitually claim the maximum cap, or Accounting will insist that itemized receipts be used to substantiate all domestic meals in the future.)

Foreign meals:

- Foreign per diem is allowed and is reimbursed based on the federal rates established for the city in which the traveler spent the night. Concur is programmed to automatically calculate Travel Allowance based on a trip itinerary entered and associated with a Travel Expense Report. Nevertheless, a screenshot of the GSA foreign per diem rates is a required piece of documentation for each city/country you spent the night (this is the GSA foreign per diem URL: https://aoprals.state.gov/web920/per_diem.asp - search for your country and month of travel then take a screenshot of the rates table displayed or print the table to a PDF). Upload this by clicking on the Manage Receipt / Manage Attachments link. Follow the instructions below to claim foreign Travel Allowance, create an itinerary and link it to your Expense Report.

Detailed instructions for entering itineraries to claim foreign or long term per diem:

a. As you fill out the Header information for your Expense Report, at the bottom is a question "Are you claiming Foreign Per Diem?". Click the radio button next to "Yes, I require Travel Allowance".
b. When you click Next, you will then create your itinerary by entering the Departure City, Date and Time of departure, Arrival City, Date and Time of Arrival. Click Save and then fill in the same information for the next Itinerary Stop and repeat as necessary until you have documented your entire itinerary. (If your trip exceeds 30 days Accounting requires that you break your trip up into multiple reports of 30-day chunks each.)
c. When you have your complete itinerary, click on Next and make sure all changes have been saved. Use the Previous button if you need to go back to make any changes.
d. Click Next again and a list of the dates of your trip will appear with the location for each date and a variety of checkboxes. Click the Exclude box at the beginning of any line for a date for which you do not wish to claim any per diem. Click the box(es) on any line to indicate that a meal or meals were provided to exclude certain meals from your claimed per diem. Each time you exclude a meal or a day, the allowance for that day/location will be reduced automatically. Clicking the boxes for all of the meals on a single day will still produce a small allowance for incidentals. Once you have marked all appropriate exclusions from your Travel Allowance, click Create Expenses.
e. Line items for each day's Travel Allowance meals will be entered automatically into your Expense Report. If you were unable to reduce the amount requested in Travel Allowance precisely to your desired amount using this method of excluding days or individual meals, you can still reduce it further by adding an Expense Item with the Expense Type of "Travel – Per Diem Reduction". Enter a negative amount in the Transaction Amount to reduce your Foreign Travel Per Diem to the desired amount total. Be sure to change the currency to USD in order to reduce the amount in US dollars and not the local currency!

- Be certain to check with your PI in case they have restrictions on your daily meal allowance that differ from the maximums allowed automatically by the system. If they do, it may be simpler for you to create a meal log in a similar manner as is required for domestic travel, rather than use the automatic Travel Allowance feature in Concur.

- Note that Long Term Per Diem (trips in excess of 30 days) for domestic travel is also allowable. You will follow the same procedure above for Foreign meals: creating an itinerary, excluding days or meals as appropriate, etc. **Please note:** Accounting has made an arbitrary decision to process reports only in 30-day chunks, meaning that they expect you to break up any long term travel into several reports depending upon the length of the travel. Name each report using #1, #2, etc. to identify that each report is a continuation of the previous report.

Foreign Per Diem Lodging:

- Foreign Lodging may be claimed as per diem, in which case no receipts are necessary. The reimbursement rates are based on the federal per diem rates established for the city and country in which the traveler spent the night. A screenshot of the GSA foreign per diem rates is a required piece of documentation (this is the GSA foreign per diem URL: https://aoprals.state.gov/web920/per_diem.asp - search for your country and month of travel then take a screenshot of the rates table displayed, or use the provided print link to create a PDF of the rates table). This screenshot will be used as the "receipt" that is required for the Foreign Lodging Per Diem expense type. Here are the required fields for Foreign Lodging Per Diem:
  - Transaction date (the last night of the stay will suffice)
  - Vendor name (hotel, hostel, apartment, AirBnB, VRBO or similar)
  - Expense location (city and country)
  - # of nights
  - Per diem rate (obtain from the GSA per diem rate table for city/country)
  - Payment type (Employee out of pocket)
  - Currency (will change automatically depending on Expense Location)
  - Receipt (use screenshot of GSA per diem rate table for month/year of stay)
- Payment transaction will automatically calculate based on Per Diem rate and # of nights.

Complete list of Expense Types

This is a complete list of available Expense Types under the Travel & Entertainment policy:

Airfare
Airline Fees
Group Airfare (REC ONLY)
Foreign Lodging Per Diem
Lodging
Lodging – Advanced Deposit
Lodging – Group
Lodging – Group (REC ONLY)
Lodging Fees
Travel Card Per Diem Offset
Car Rental
Car Rental Fuel
Charter Bus
Misc. Transportation
Parking
Rideshare
Taxi/Shuttle/Car Service
Tolls/Road Charges
Train/Bus
*Travel – Meals & Incidentals
Business Meeting Exp. – Food, Rental, Supplies
Donations and Contributions
Entertainment – Deductible
Participant Support Attendee
Social & Entertainment Exp. – Alcoholic Bevs
Social & Entertainment Exp. – Food, Rental, Supplies
Social & Entertainment Exp. 10+ Attendees (Attached List)
Social & Entertainment Exp. Alcoholic Bevs – 10+ Attendees (Attached List)
Tickets to sporting, theatrical, music event
Travel – Group Meals and Inc – 10+ Attendees (Attached List)
Travel – Group Meals and Incidentals
Travel – Per Diem Reduction
Seminar/Conference Registration
Training/Employee Development
Host Gift
Internet Access
Long Term Visitor (Exception)
Travel Agent Booking or Service Fees
Travel Miscellaneous
Bank Fees
Bank/Currency Fees

Memberships & Subscriptions – Fed Allowable
Memberships & Subscriptions – Fed Unallowable
Medical Fees
Permits-Taxes-Fees
Supplies & Materials – Other
Courier/Shipping/Freight
Telephone Charges-Various
Toll Calls
Audio Visual Services
Participant Support – General
Participant Support – Hotel
Participant Support – Travel
Events Equipment Rental
Event Space Rental
Employee – Gift/Prize/Award
Non-Employee – Gift/Prize/Award
Student Awards – Non-Employee
Commencement & Convocation Costs
Fraudulent Charge
Personal/Non-reimbursable
Medical Mileage
Mileage Reimbursement Reduction
Personal Car/Business Use – Mileage
Employment & Hiring Related Items

This is a complete list of available Expense Types under the Business Expense policy:

Bank Fees
Employment Visas & Fees
Fingerprint & Backgrnd Checks
Memberships & Subscriptions – Fed Allowable
Memberships & Subscriptions – Fed Unallowable
Permits-Taxes-Fees
Uniform/Protective Clothing Services (Rental, Cleaning)
Uniforms / Protective Clothing Purchases
Office Supplies
Supplies & Materials – Other
Lab Instruments & Supplies
Courier/Shipping/Freight
Data/Internet Services
Telephone Charges-Various
Inv. Computer Equipment >$5000
Non-Inv Computer Equip < $5000
Inv. Grnds & Hshld Equip >$5000
Inv. Motor Vehicles&Boats >$5000
Inv. Scientific Equipment >$5000
Inv. Tools & Mach Equip >$5000
Inventorial Office Equip >$5000
Non-Inv Office Eq & Furniture
Advertising: Fed Allowable
Advertising: Fed Unallowable
Cloud Services
Consultant/Temporarily Contracted Worker
Copies
Printing of Publications
Rental of Equipment OC
Rental Space
Employee – Gift/Prize/Award
Non-Employee – Gift/Prize/Award
Student Awards – Non-Employee
Fabrication Cost
Fraudulent Charge
Payments to Human Subjects
Personal/Non-reimbursable
08. Employment & Hiring Related Items

SPECIAL NOTE ABOUT WORK FLOW

When you submit a Request or an Expense report, the typical work flow goes to the primary Department Expense Approver (DEA) for the department which is considered your HOME Department. For Physics, that's Christine Griffin. If you are not the PI on the account chosen, the next step in the workflow will go to the PI on the account to approve the expenses. Following that, the next step will be to the Account Approver(s), either Lolita or Heather in Physics. Finally, it will go to Accounting unless a special exception requires the Chair, Dean or EVC's approval. In most cases, processing time is very quick.

PLEASE NOTE: If your primary job is listed in UCPath as some department **other than** Physics, all Requests and Expense reports will be set to flow to that Department's DEA for approval. If you are using Physics funding, THIS IS WRONG! Similarly, if you are using NON-Physics funding (CNSI, KITP, CHEM, etc.) but your primary job is in Physics, the system is set to send Requests and Expense reports to Christine Griffin. THIS IS ALSO WRONG! You must change the DEA in your Report Timeline for every Request/Expense report to ensure that it is routed appropriately for the funding being used. To do this:

- Click on Report Details | Report Timeline in the drop-down menu. The Report Timeline will show the Approval Flow.
- Click "Edit" to the right of Approval Flow and remove the incorrect name from the Department Approval box.
- Select the correct DEA and click Save to add to the Request Timeline. If you do not know the correct DEA for the account string you are using, contact the department.
- Do NOT add anyone else to the Report Timeline. Even if you have split funding in different departments, adding people to the timeline could cause problems with approvals. Leave that job up to the Department Expense Approver (DEA).
- If you are using funding from Academic Senate for Senate faculty or doctoral student grants, **do NOT add the ASEN DEA** to the workflow. The system will automatically send the Request/Expense report to the ASEN DEA.
- ****Before you submit anything, email fac-assist@physics.ucsb.edu to go over your work.****

Be aware that ANYTIME after you submit your Request/Report, you may Recall it to make changes and (if you do) the Department Approver will automatically revert to the original DEA for your home department. You must make certain before EACH submission to check the Report Timeline to make sure the Department Approver is correct for the funding being used.

TROUBLE-SHOOTING CONCUR / HELP

If you have any trouble with the Concur system you must create a trouble ticket through their ServiceNow portal:

https://ucsb.service-now.com/payment

Have the Event/Trip Name and Report ID number ready (you can find the Report ID # in the Report Header).

Legislation and Labor Agreements Concerning Contracting Out

1) SB 820 – Education Finance Code. Recent changes to SB820 impose significant restrictions for contracting out in buildings that have received capital state funding. Sec. 31 Section 92495 details the changes to the law. Of particular interest is paragraph (d)(2), which states "Commencing January 1, 2021, the University of California may proceed with capital expenditures, as defined in subparagraph (A), (C), or (D) of paragraph (2) of subdivision (b) of Section 92493, or capital outlay projects defined in subdivision (b) of Section 92494, only upon certification that during the subsequent fiscal year and at all times thereafter, all cleaning, maintenance, groundskeeping, food service, or other work traditionally performed by persons with University of California Service Unit (SX) job classifications, shall be performed only by employees of the University of California at each beneficially affected facility, building, or other property." As a condition for UCSB receiving state capital funding, contracting out for covered services is not permissible. There are no exceptions. In addition, Chancellor Yang must submit Certifications at the completion of each project which are submitted to the State to certify outsourcing of covered services did not occur.

Once a building has received state capital funding, it will always be deemed an SB 820 building, even after the capital improvement project is completed. Failure to comply with SB 820 may cause the University and the entire UC System to lose critical, invaluable state capital funding and subject the UC System to extreme scrutiny and additional measures for receiving state funds.

2) AFSCME Article 5 and Regents Policy 5402 - Regents Policy 5402 and AFSCME collective bargaining agreements (Service - SX & Patient Care Technical - EX) impose significant limitations on the use of third-party suppliers for "covered services." Covered services are those traditionally performed by AFSCME unit members and includes among others Food services (preparing/cooking food and active serving of food).

Under these requirements, contracting out can only be used as a last resort. Departments must explore all UCSB staffing options before contracting out unless the circumstances meet one of the rigid exceptions outlined in the collective bargaining agreements.

In addition, Departments must secure Procurement and Labor Relations approval to contract out for Covered Services (SX & EX) work PRIOR TO issuing or executing an RFP, purchase order, change order, or master services agreement.

Helpful Hints:

- **IF YOU PAY EXPENSES FOR SOMEONE ELSE:**

1) You must choose **Yes** for Group Travel (a single SHARED hotel room is NOT Group Travel; TWO or more hotel bills paid for by one traveler for themselves and others IS)
2) You must choose the appropriate Expense Type (e.g., Lodging – Group; Travel – Group Meals and Incidentals; etc.)

- **IF YOU SHARED EXPENSES, BUT DID NOT PAY FOR SOMEONE ELSE:**

1) You must choose **No** for Group Travel
2) You must explain why you are only claiming a portion of the total expense on a shared receipt (name the person/people you are sharing expenses with and the percentage of the receipt you are claiming in the comments section of the appropriate line item). Explain why someone else's name is on the receipt instead of yours (if that is the case).

- You may get a warning such as "Warning: This report contains expense(s) outside of the trip dates, please review for accuracy." Items such as flights, lodging and conference registrations must be purchased prior to the trip. The warning is only to alert you to be certain that you are adding the correct items to the correct trip report. The warning will not prevent you from submitting the Report.

- You must Add Another Expense for EACH RECEIPT. For Meals, there should be one Expense PER DAY for the total expensed for that day. You can upload one meal log that documents each meal (actual expenses) for the entire trip to the first Meal line item (you do not need to upload it on every Meal line item). Each day's total meal expense must not exceed $92/day ($79/day 7/1/2022-9/30/2024) for domestic travel.

- **Itemization** is for identifying different types of expenses within the SAME RECEIPT. **Allocation** is for paying for expenses using different fund sources.

- If you claim meals but not lodging on a multi-day trip (because the lodging was paid for by someone else or there was otherwise no cost to you) the system will flag it as unusual. To avoid the warning, enter a line item for Lodging with a zero amount and put in the comments why there is no lodging being claimed. Accounting will REQUIRE this.

- Per diem is NOT ALLOWED for domestic travel unless it exceeds 30 days in travel status. A Travel Allowance is allowed for foreign travel or long-term domestic travel only. See Special Notes on Per Diem for detailed information about meals.

- If you anticipate needing a Travel Advance (known in this system as a Cash Advance), you will need to prepare a Request, not a Report (see Instructions for simple Travel Request with Cash Advance). Do not submit the Request before clicking on the Cash Advance link under Report Details.

- If you have received a **Doctoral Student/Academic Travel Grant** follow the instructions given in your award letter for naming your report in Concur. Please select "Academic Senate" as the department, and use the FAU and Sub Account given in the letter. There is no need to add anyone from the Senate as an "ad hoc approver". When the above account is selected, it will automatically be routed to the Senate for approval. Receipts and confirmation of program participation are still required. In addition, you must upload a copy of your award letter as well. These documents may be uploaded using the Manage Receipts / Manage Attachments link.

- When viewing your Expense Report, you will see all of the expenses you have entered for the current report. Clicking on the small box to the left of the Expense will enable you to Edit, Delete or Copy the expense that is selected, Allocate it to another account number (you can even split the cost between multiple account numbers if necessary), Combine two or more expenses into one expense item, or Move one or more expenses to a different report or to your Available Expenses section.

- You will also see links at the top of this screen, as follows:

  Report Details (will enable you to review the):
  a. Report Header (clicking on that will allow you to edit it)
  b. Report Totals (summarizes the Report totals)
  c. Report Timeline (shows and allows you to edit the workflow)
  d. Audit Trail (shows the status of the Report)
  e. Allocation Summary (shows the allocation of funding for the Report)

  Linked Add-ons:
  f. Manage Requests (if you prepared a Request or Cash Advance)

  Print/Share (you can print or send the Report to an email address)

  Manage Receipts:
  g. Manage Attachments can be used to upload things that are not receipts but are required, such as foreign per diem table from GSA, wire draft form, immigration declaration form, I-94/visa copies, award letters and exceptional approval forms.
  h. Missing Receipt Declaration – use this to accept the statement presented regarding adequate documentation and original receipts, and to create a Missing Receipt Affidavit (should you be missing a receipt). This will stand in lieu of the original receipt. Some types of expenses (e.g., Airfare, Lodging, Rental Car) cannot use this affidavit and must have some other sort of receipt and/or Missing Receipt Declaration form attached as acceptable documentation.

  Travel Allowance | Manage Travel Allowance (for use when claiming foreign per diem, or for domestic travel in excess of 30 days). Use this link to edit or update your Travel Allowance itinerary/claim.

- When ready, ***email fac-assist@physics.ucsb.edu to go over your work.*** Reyna Murillo will review it and certify that it is ready for submission. Then, she will email you to let you know that you may submit it. Click on the Submit Report button in the upper right hand corner. You will be asked to confirm a Submission Agreement statement. Click Accept and Continue. You're done!

- **Be aware that ANYTIME after you submit your Report, you may Recall it to make changes and (if you do) the Department Approver will automatically revert to the original DEA for your home department. You must make certain before EACH submission to check the Report Timeline to make sure the Department Approver is correct for the funding being used.**

- Even after Submitting the Report, you can make changes to it if necessary. At the top of your SAP Concur screen there is a drop-down arrow near "Home", and under "Applications" you can see both "Requests" and "Expense". Choose "Expense" to see all of your Active Reports. You may change the View by clicking on "Active Reports" to the right to select a different set of Reports. Anything that has not yet been Sent for Payment may still be recalled to make changes if necessary. Click on a Report that has been Submitted and you can then click on "Recall Report".

- At any time (even after the Report has been approved) you can search for it by clicking on the drop-down arrow next to Active Reports in your Report Library and changing the default search filter from Active Reports to Last 90 Days, This Year, or Last Year. In this way, you can keep track of the current status of any Report you have submitted.

- Download the SAP Concur Mobile app to your smart phone and, during your trip, you can take pictures of all of the receipts that you incur uploading them to the system. These will show up in the Available Receipts section, making it easy to add them to a Report.

- **SPECIAL NOTE ABOUT FOREIGN VISITOR REPORTS**

When you submit a Report for a visitor there are a couple of things to watch out for:

1) If they are not a US citizen, we need them to fill out a Declaration of Immigration Status form and you need to obtain a copy of their visa and/or I-94 form. This will be uploaded along with the other receipts within Concur.
2) If they require payment by wire draft, they will need to fill out a Wire Draft form which needs to be signed by the PI or purse-string holder of the account being used. The word WIRE should be part of the name of the Report to alert BFS that a wire draft is being requested as the payment method and the Wire box must be checked in the header of the report.
3) When you submit a Service Now ticket to Create a New Guest Traveler who will be receiving payment via wire, it is not necessary to enter their home address. Simply fill out the address fields like this:
   Address 1: INTERNATIONAL WIRE
   City: SANTA BARBARA
   Postal : 93106

Let me know if you have any questions!