

Travel Expense Reports (Claims for Reimbursement)

1. You must submit your expense report within 60 days after returning from your trip.
2. Login to Concur using your CSUF credentials
 - a. [Logging into Concur](#)
3. Click on “Requests” tab and find the request you would like to create an expense report for and click into it
 - If you cannot find the request, please make sure the view is filtered to show all requests. (Use the drop down at the top left of the home page. Select “Requests”, and use the “View” drop down option on the right side when you view requests under “Manage Requests”)
4. Once it loads, click on the “Create Expense Report” button in the upper right
 - i. Click on “Report Details” and scroll down to “Report Header”
 - You will need to manually fill in “start time”, “main destination city” and “end time”
 - Once you have filled out all the fields click the “Save” button
5. Your page will refresh, and your expense report has now been created with your travel request already linked
 - a. [How to Create an Expense Report Through Travel Requests](#)

****If using Dean’s Travel Award to fully fund your trip you will have to change the account information at the report header to the following funding: 10370 THEFD 5278 ****

1. You will need to change the “Department ID” to **10370 (Ed Doctorate)** and input **5278** in the “Program” section
 2. You can then click “Save”
 3. Your expenses will automatically be charged to the Dean’s Travel Award once you have added all your expected expenses
6. Once you finish adding expenses/itemizing, attaching receipts for expenses, and reviewing your report, you can now submit for approval.
 - a. Meals and Incidentals no longer need receipts. This expense is now per diem. As of 1/1/2024, there is a new process of entering Meals and Incidentals into the expense report. Please refer to the guide on [COE Travel website](#).
7. Make sure to upload the program or agenda from the conference.
8. The travel coordinator will review to ensure all information is correct and will indicate if report is ready to be approved or revisions are needed.