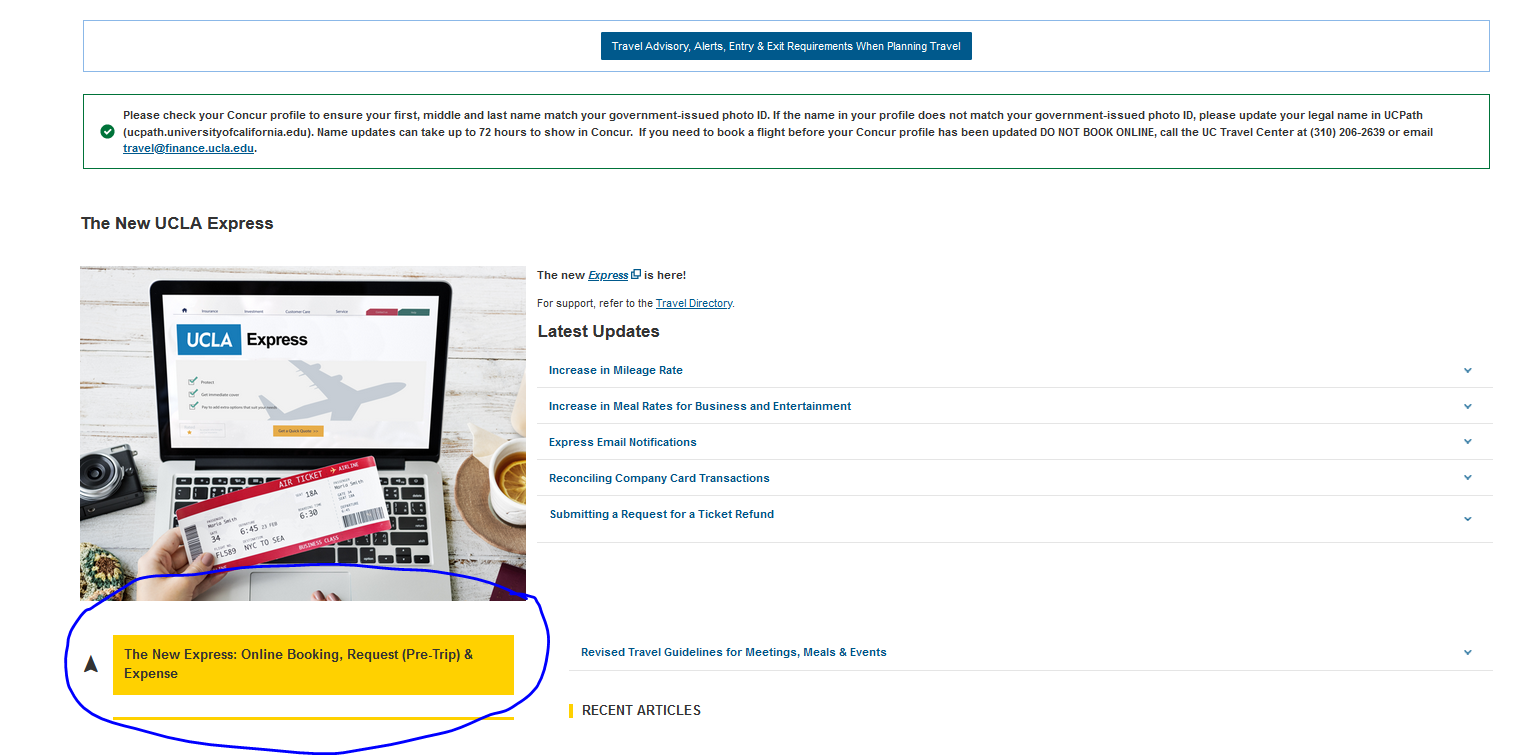
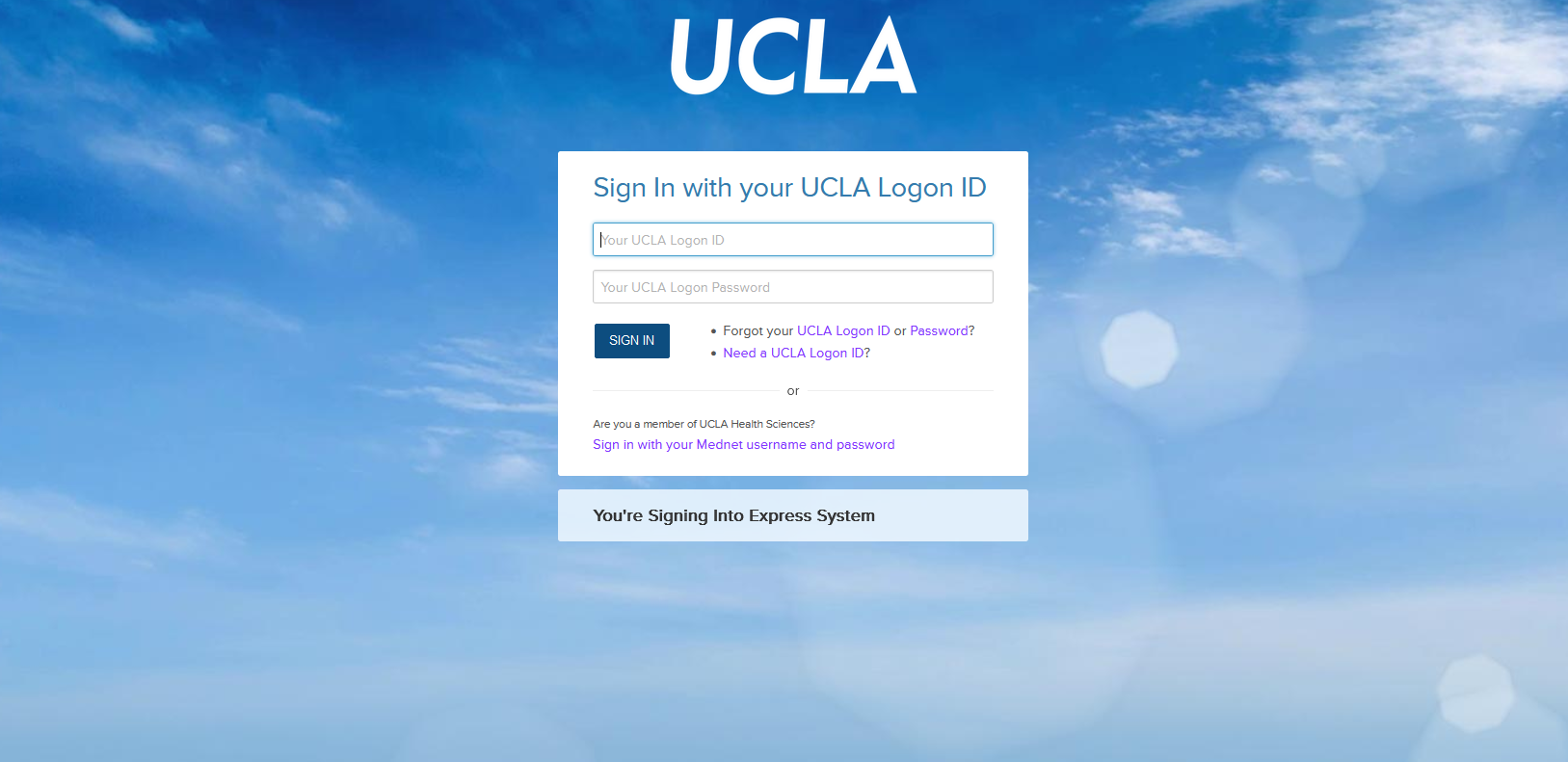
How to Submit Entertainment Expense Reimbursement

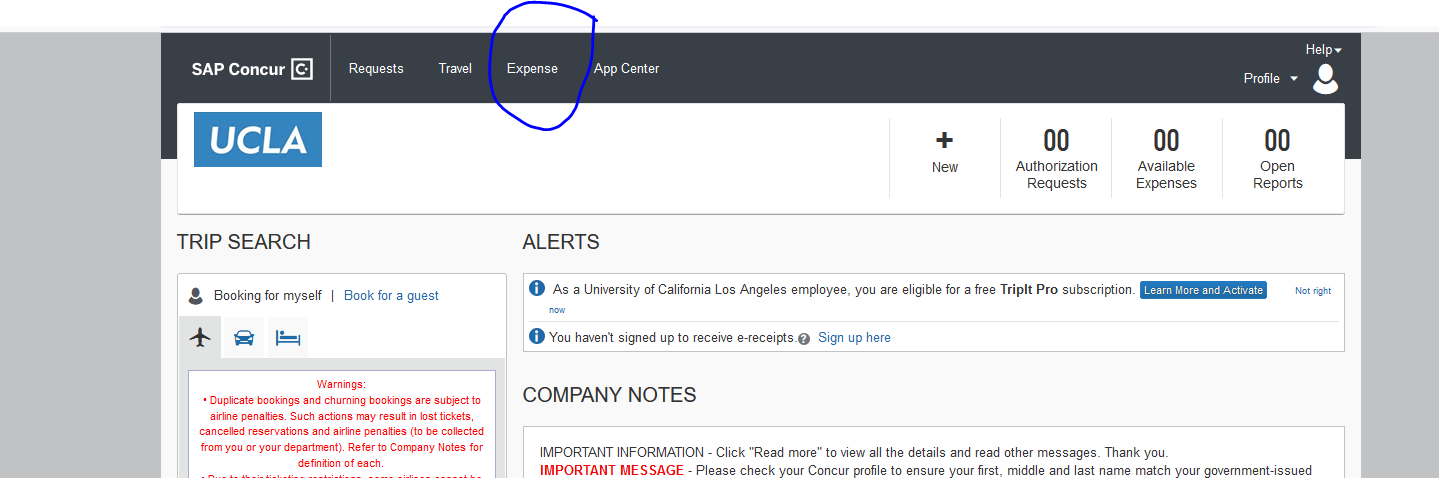
1. Log in to Concur by going to travel.ucla.edu and selecting “The New Express”



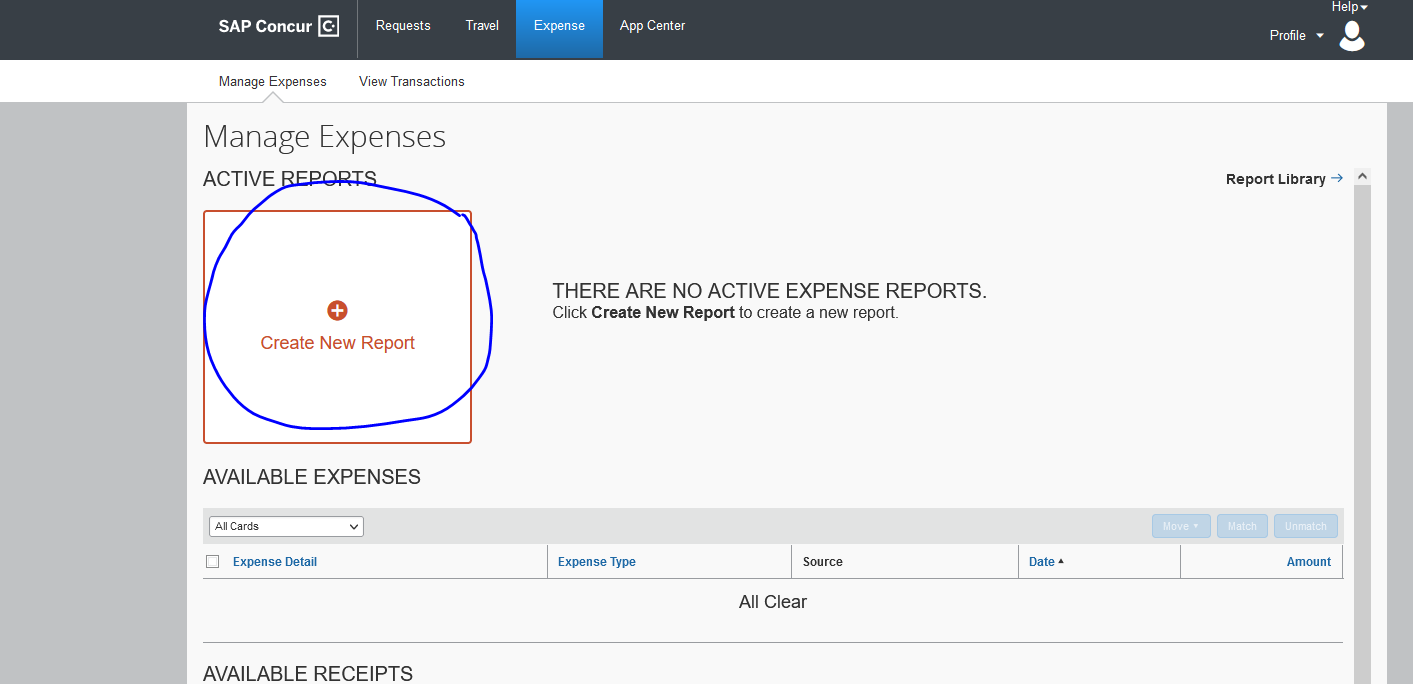
1. Sign on with your UCLA Single Sing on



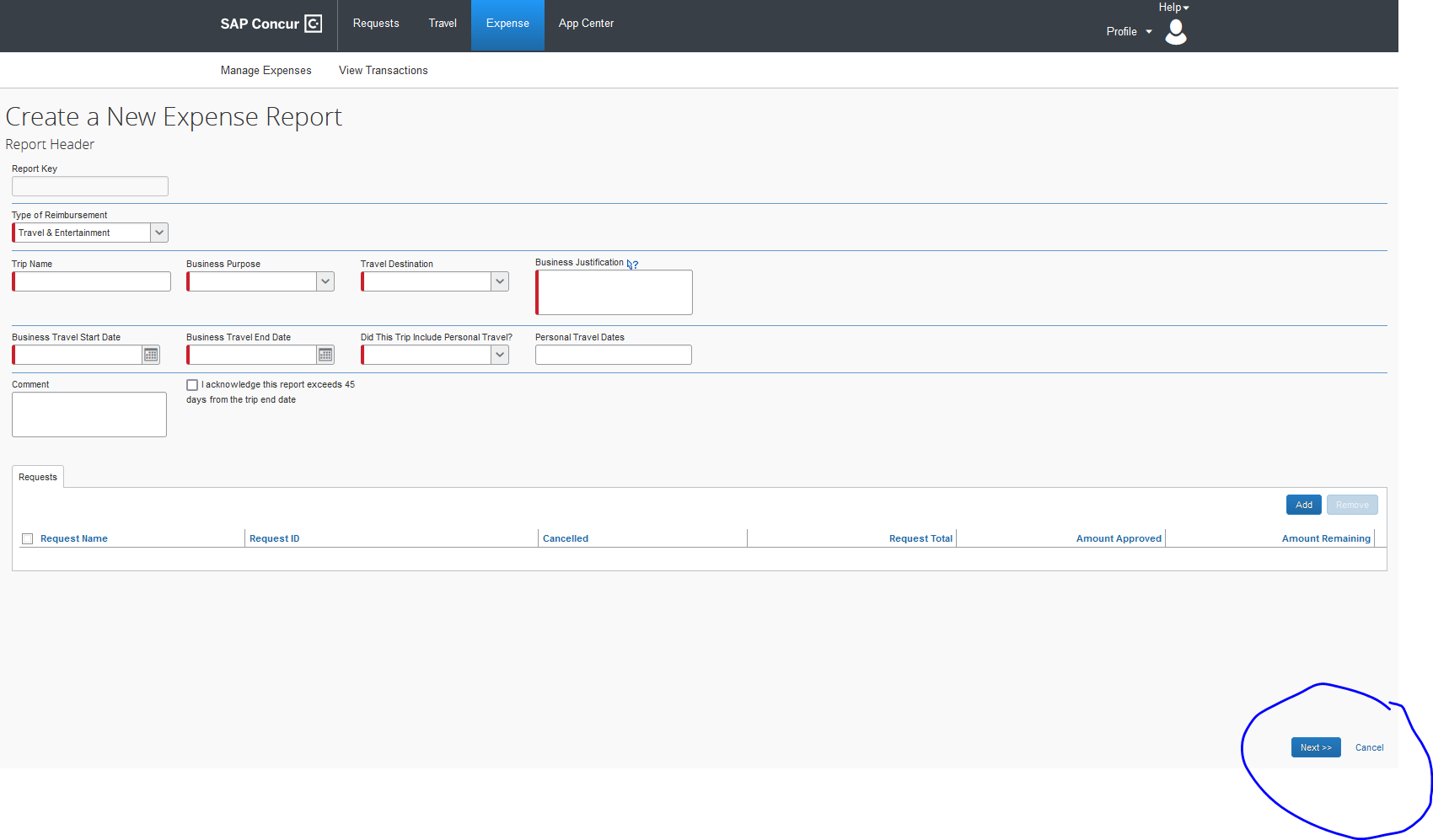
1. At the top of the landing page, select “Expense



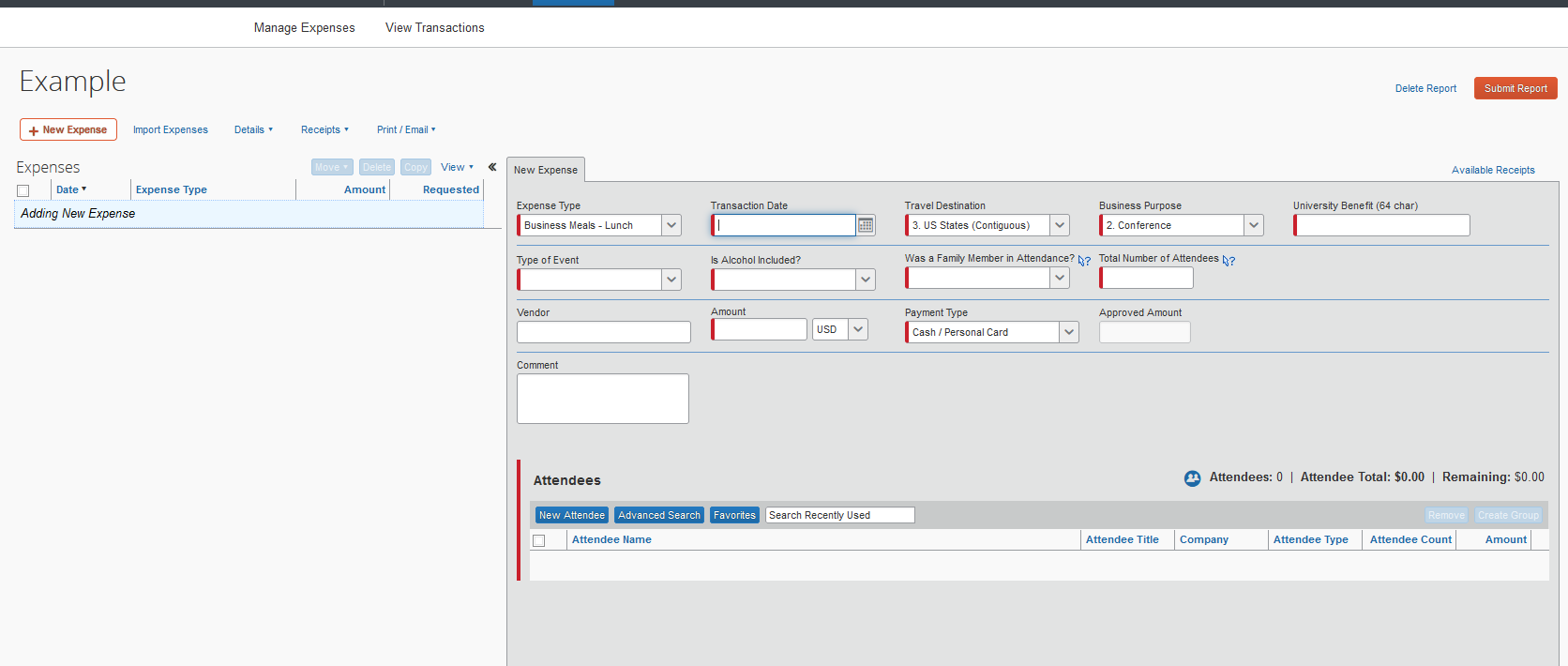
1. Select “Create New Report”



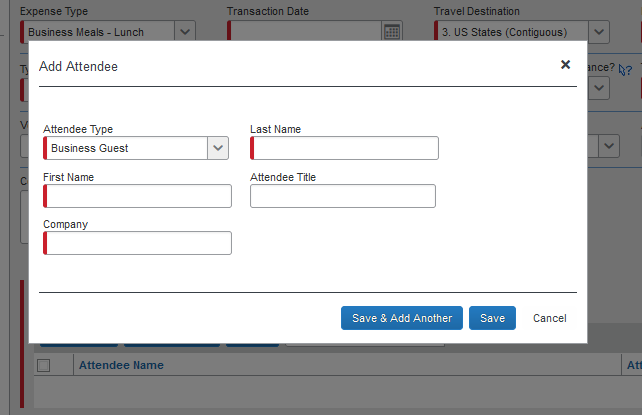
1. Enter in the expense details, then press “Next” at the bottom of the right screen:



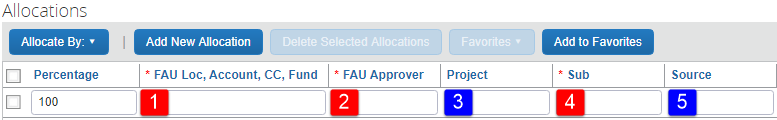
1. Select the Expense Type (e.g., “Business Meals – Lunch”) and enter in the details



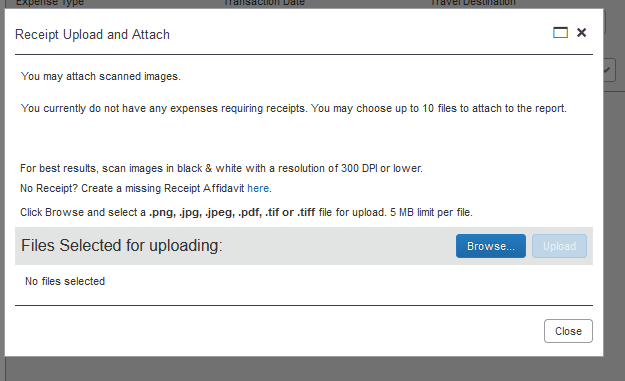
1. Select “New Attendee” and provide new attendee information and then “Save”



1. Select “Allocate” and provide FAU information (Please make sure to choose Mark Lucas as the appropriate approver). If you are unsure of your FAU, please ask your fund manager.



1. Select “Attach Receipt” and include a pdf image of the receipt. Please make sure receipt is itemized and include proof of payment.



1. Select “Save,” and when ready, “Submit Report”