Hello and welcome to the Concur Entertainment Expense Training video

To create an entertainment expense reimbursement, log on to Concur with your Single Sign On by going to travel.ucla.edu/concur.

Next at the top of the page, select the “Expense” at the top of the home page, and then select “Create New Report” and event details

In this example, under “Trip Name,” I will provide the meeting event name. In this example, I will write Business Lunch/Co-Author Dr. Strange/NYC

Using the drop-down menu under business purpose, select the appropriate choice. In this case, I will choose “Research”

Under travel destination, using the drop down menu, select the appropriate choice. For this example, I will choose “US States”

Under business justification provide the reason for the event expense. Please remember to include the who, what, when, where, why. In this example, I have written the following business justification: “Business Lunch with co-author Dr. Stephen Strange in New York City, NY to finalize journal submission for research relating to the Metaverse on August 11, 2022.” Here, the who is Dr. Stephen Strange, business lunch with co-author is the what, New York City, New York is where, August 11 is when, and why is to discuss finalizing journal submission for research relating to the Metaverse.

For business travel start and end date, enter in the date that the event took place

For the next question, select Yes or No if this trip include personal travel. For this example, there is no personal travel. As such, I will leave the Personal Travel Dates blank.

Once you have finished entering the details, select “Next” at the bottom of the page.

As this is a domestic expense, select “No” when the question of foreign per diem pops up.

Under expense type, select the appropriate expense type. In this case, I will select “Business Meals – Lunch”

Again, enter in the expense transaction details.

For University Benefit, provide business justification as to how the expense may benefit the university

For type of event, using the drop down menu, I will choose “Visitor/Guest Meeting.”

Since there was no alcohol or family member in attendance, I will select NO from the drop down menu for both of these questions.

Under total number of attendees, I will select 2 for my example.

Under amount, I will chose $16.28 and will keep payment type as “Cash/Personal Card,” since in this example, I paid out of pocket using my personal credit card.

Under Attendee, I will create a new attendee

I will leave Attendee Type as is, and enter in the details of my guest. Dr. Stephen Strange from NYU and then select “Save”

To add myself, I will go to “Advanced Search” and go to favorites where I can find myself. Another option is to also search attendees and enter in their information, recently used, my team. Or if you have created groups, choosing attendee groups. Check the box and add to expense. And close.

Then select “Allocate,” and enter in the fund source account number. My example I will use 4-441104-2Y-07427 and as soon as I type in the first few numbers the list will come up and I can choose the appropriate FAU without having to type the entire chart string.

Under sub, I will enter “03” and select Save and press OK and then Done.

Then I want to make sure to attach my receipts. I can do this by going to the top and choose Receipts or at here at the bottom choose attach receipt, browse and select my receipt (saved as a PDF) and select attach.

Note that receipts must be itemized and include payment method.

Make sure to save and then when ready select submit receipt.

Read through the final review acknowledgment and select “Accept and Submit.” I will not be moving forward with submitting this example. However, once you do submit you should be able to see the expense under “Active Report” on your Expense Concur module.

If you have any questions, please feel free to reach out to our business office. Have a good day!