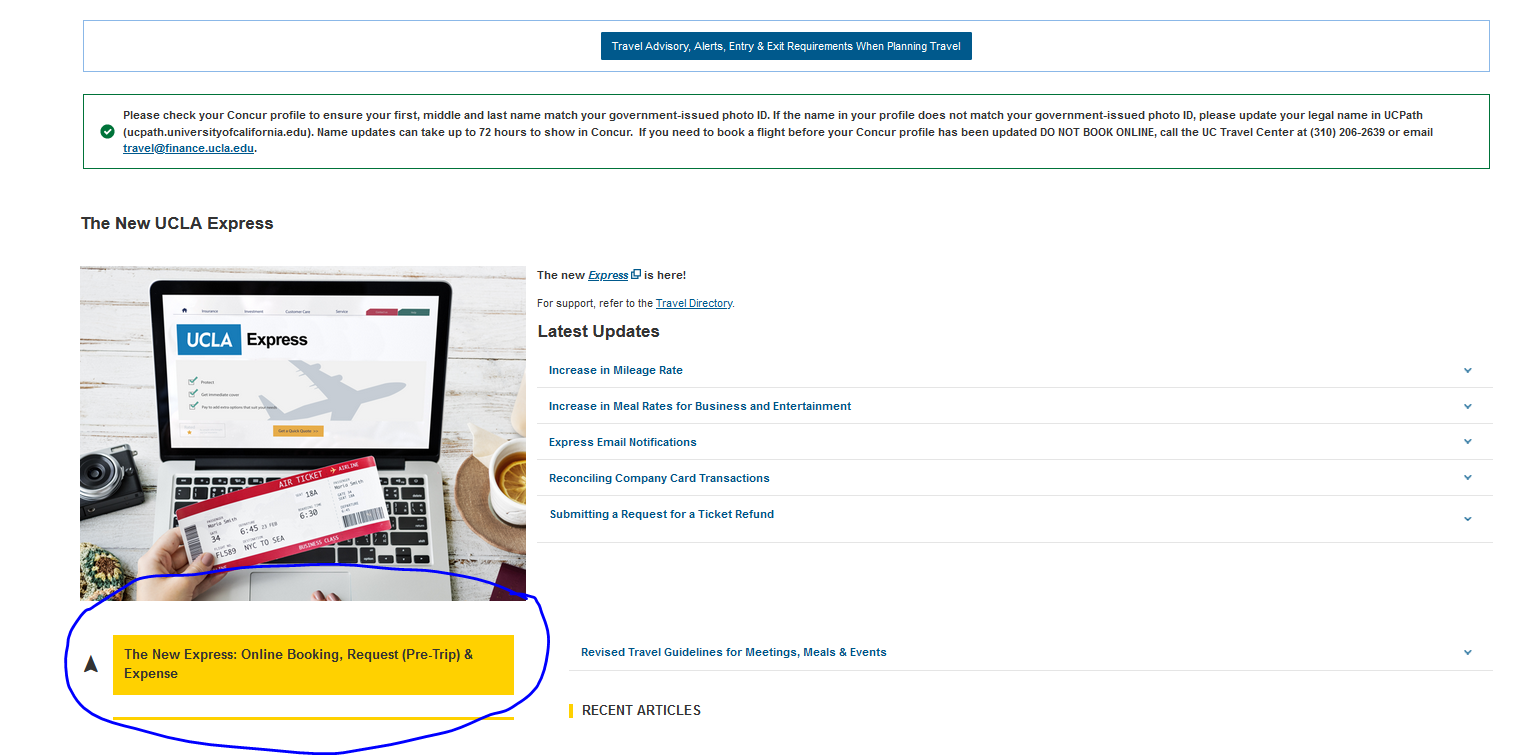
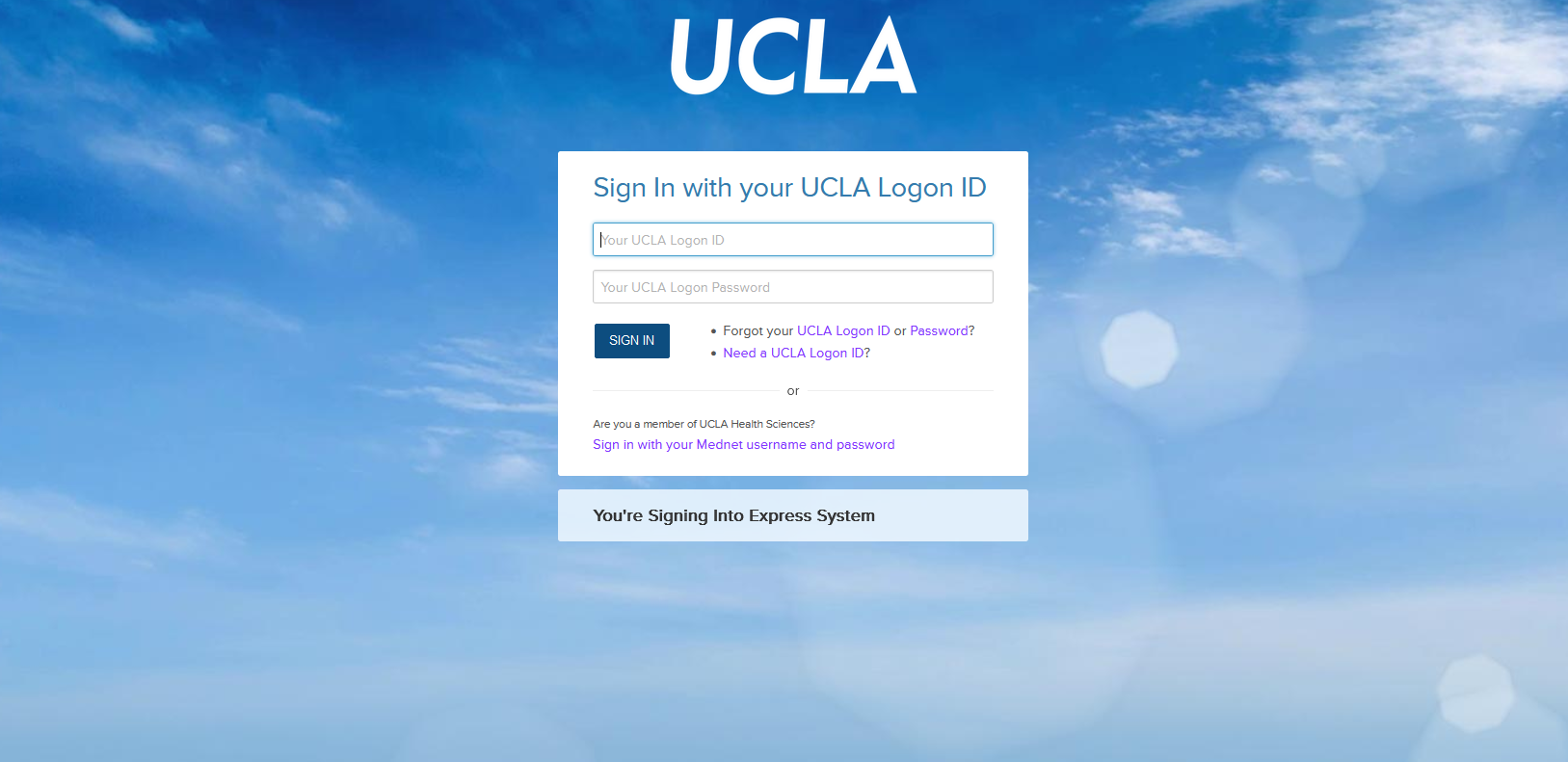
How to Submit Travel Expense Reimbursement

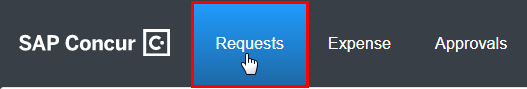
1. Log in to Concur by going to travel.ucla.edu and selecting “The New Express”



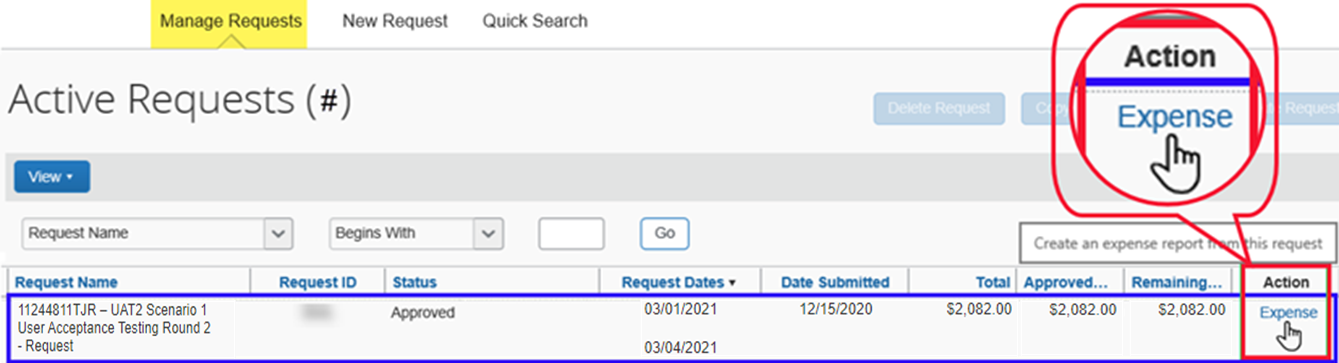
1. Sign on with your UCLA Single Sing on



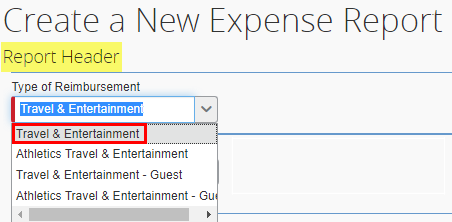
1. From the home page, click **Requests**.



1. Under **Manage Requests**, to the far right on the Request line, click the link for **Expense**



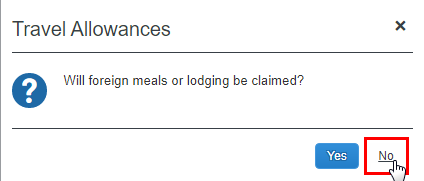
1. In the Report Header, click the **Type of Reimbursement** drop down to select the proper Report Type of **Travel & Entertainment**



1. Most of the information entered on the Request will come over and automatically populate the Expense Report Header. However, you may need to:
   1. Update the Trip Name
   2. Re-enter the Business Justification
2. Towards the bottom of the screen, you will see a box that says Requests. ***Visually* *confirm*** the proper request is listed (if a request is listed, it means it is already attached to the report, so you do **not** need to click in the box or click the Add button)
3. Click **Next** at the lower right part of the screen.



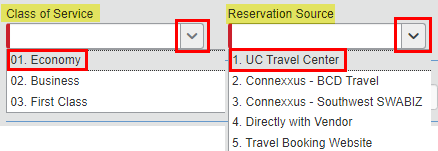
1. A pop-up will appear asking “**Will foreign meals or lodging be claimed?**”, click **No**



1. On the left, click the **Import Expenses** link to view all available T&E Card transactions



1. Find and select the applicable transaction for this trip by clicking in the checkbox to the left
   1. Click on the blue **Move** button
2. For airfare, enter in the details of the expense
   1. In the **Destination City** field, select **Orlando, Florida** from the recently used results
   2. In the **Class of Service** box, click the drop down and select **01. Economy**
   3. In the **Reservation Source** box, click the drop down and select **1. UC Travel Center**



* 1. Next to the Comment box, there should be a **Request** drop down (you may need to scroll down), **confirm** it is populated with **the $550.00 amount** originally entered on the Request for this same expense type (Airfare)



* 1. In the lower right corner of the page, click **Allocate**



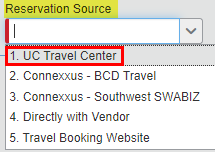
* 1. ***Visually confirm*** the allocation entered on the Request automatically populated to the expense
  2. Click **Save**
  3. Click **OK** in the pop-up
  4. In the lower right of the Allocation page, click **Done**
  5. In the lower right corner of the page, click **Save**



1. On the left click **+New Expense** button



1. On the right, in the New Expenses section
   1. Find and select the **Agent Booking Fee** expensetype
   2. In the **Transaction Date** field, enter **03/01/2021**
   3. In the **Reservation Source** box, click the drop down and select **1. UC Travel Center**

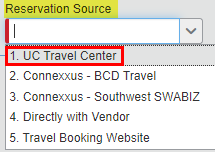


* 1. In the **Amount** field, enter $**32.00**
  2. Next to the Comment box, there should be a **Request** drop down, **confirm** it is populated with **the $32.00 amount** originally entered on the Request for this same expense type (Agent Booking Fee)



* 1. Click **Save**

1. Continue to select all applicable expense for this trip. For example, you may find and select Lodging.
   * 1. In the **Transaction Date** field, enter **Check-out Date**
     2. In the **Lodging Location** field, select the location of the business travel
     3. In the **Vendor** field, select your Hotel
     4. In the **Reservation Source** box, click the drop down and select the correct option, such as **1. UC Travel Center**



* + 1. In the **Amount** field, enter the total cost of the hotel. For example, **$1170.00**
    2. In the **Conference/Lowest Available Rate?** Field, click the drop down and select one of the options. If the hotel is through the conference, select **Conference**



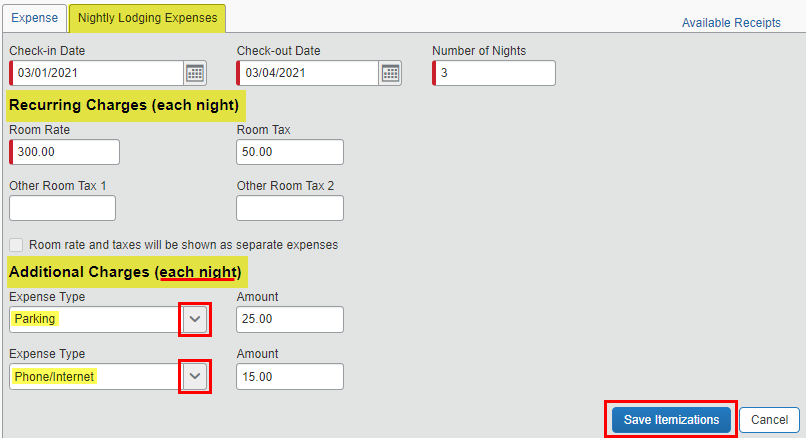
Pro Tip -  hover over this icon to view helpful information

* + 1. In the lower right corner of the page, click **Itemize**



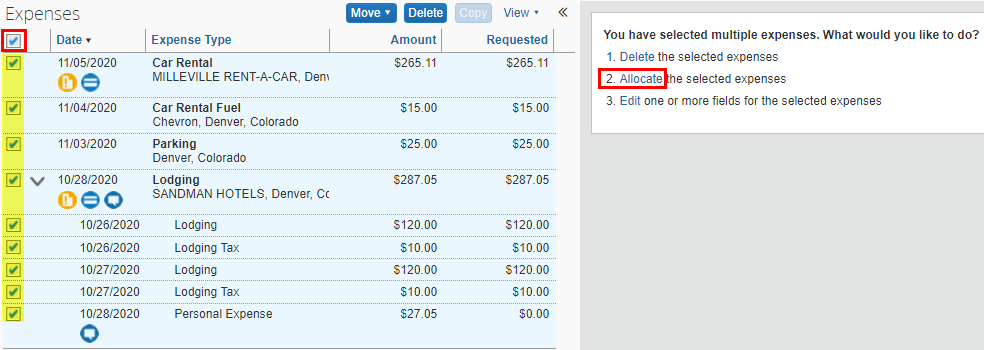
* + 1. Leave the **Check-in Date** *blank*
    2. In the **Number of Nights** field, enter **3**
       1. Doing so will auto-populate the Check-in Date
    3. Under the **Recurring Charges (each night)** section enter:
       1. **Room Rate**: enter the daily room rate. For example, **$300**
       2. **Room Tax**: enter the daily room tax (if there are multiple taxes, such as room tax, occupational tax, then add taxes together). For example, **$50**
    4. If there are additional charges included in the total cost, such as parking, make sure to include this when itemizing. Under the **Additional Charges (each night)** section:
       1. Using the **Expense Type** drop down, find and select **Parking**
          1. In the **Amount** field, enter $**25**
       2. Using the **Expense Type** drop down, scroll, find, and select **Phone/Internet**
          1. In the **Amount** field, enter $**15**

Pro Tip – Additional Charges (each night) are for *additional recurring nightly charges* hotels sometimes charge. Examples of these were used just above and shown in the screenshot on the next page.

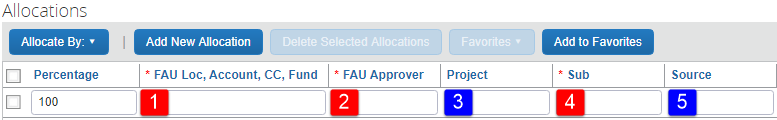


* + 1. In the lower right corner of the page, click **Save Itemizations**

1. To allocate expenses en masse:
   1. On the left, **check the top box** to select all expenses
   2. On the right, click **2. Allocate**



* 1. A new window will open (the required fields are indicated by the red asterisk **\***)



* 1. Click **in** the **FAU Loc, Account, CC, Fund** box and begin typing **4-441404-**
     1. Select **the correct FAU** (if you don’t know what FAU to use, please ask your fund maanger)
  2. The **FAU Approver** drop down will automatically display, select **Mark Lucas**
  3. Leave the **Project** field *blank*
  4. In the **Sub** field, select **03** from the drop down
  5. Leave the **Source** field *blank*
  6. Click **Save**
  7. Click **OK** in the pop-up
  8. Click **Done**

1. Click **Submit Report**
2. Review the **User Electronic Agreement** and click **Accept & Submit**
   1. In the **Reservation Source** box, click the drop down and select **1. UC Travel Center**

