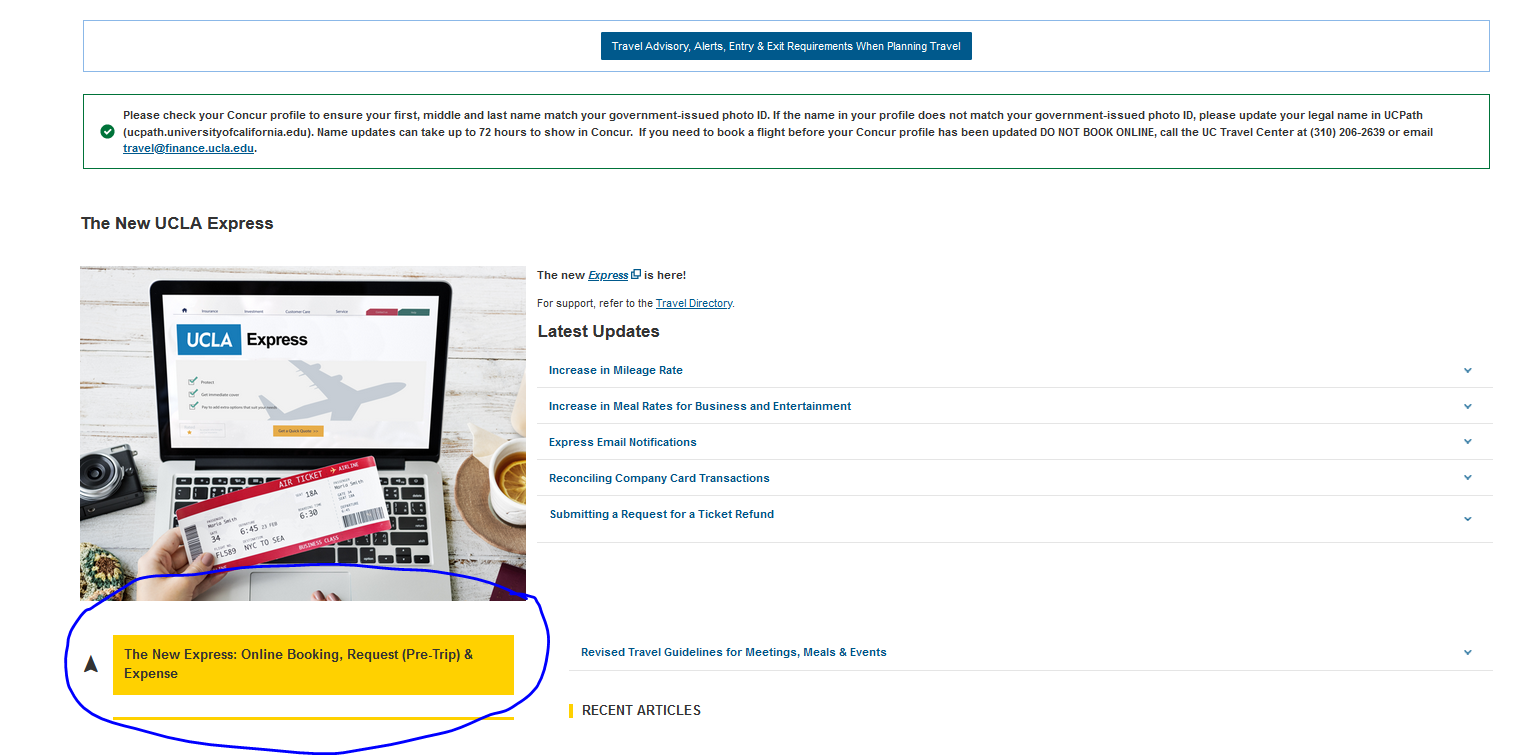
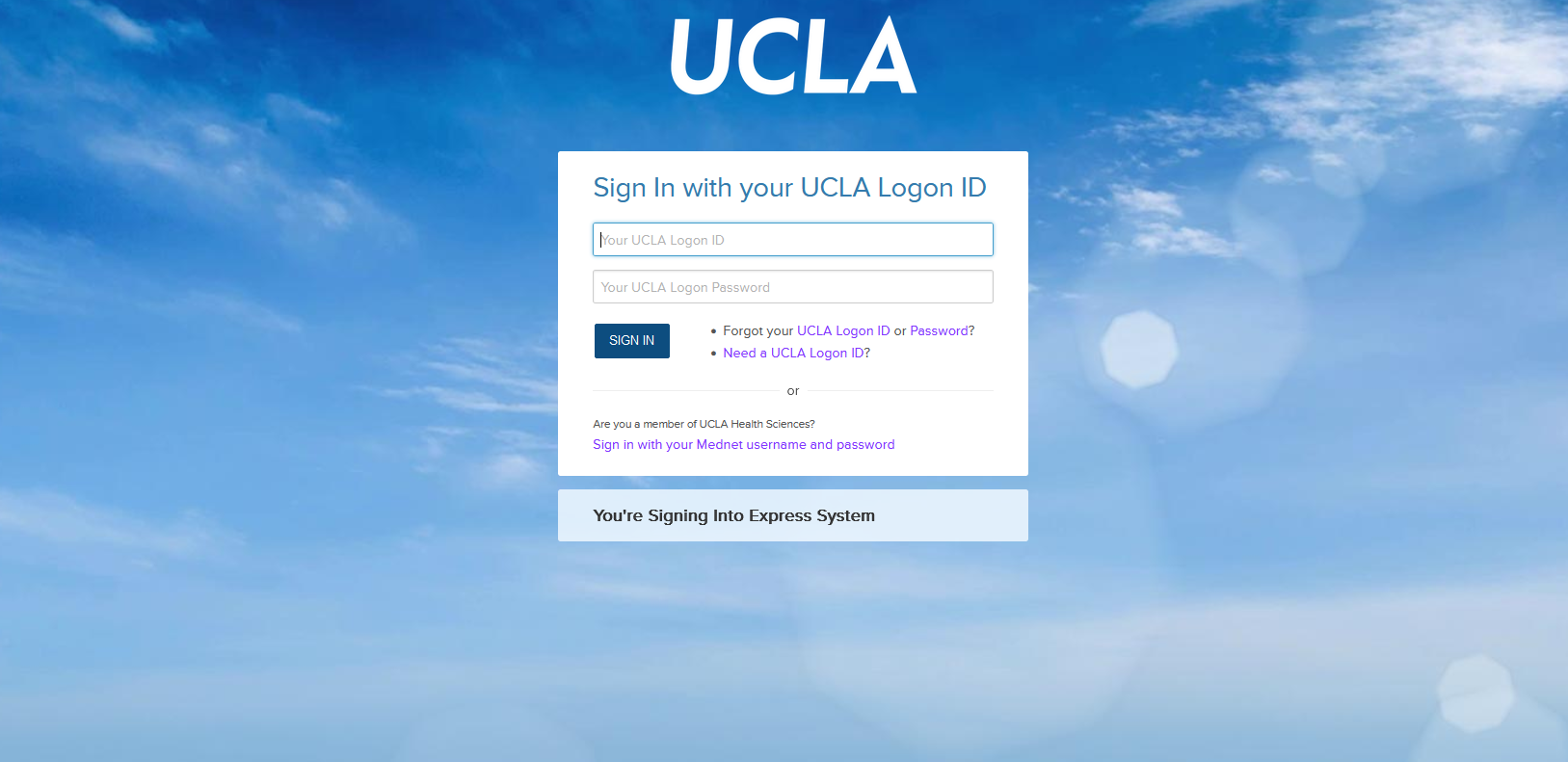
How to Submit Travel Expense Reimbursement

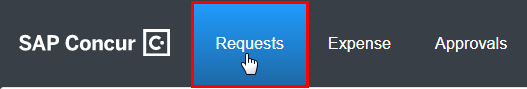
1. Log in to Concur by going to travel.ucla.edu and selecting “The New Express”



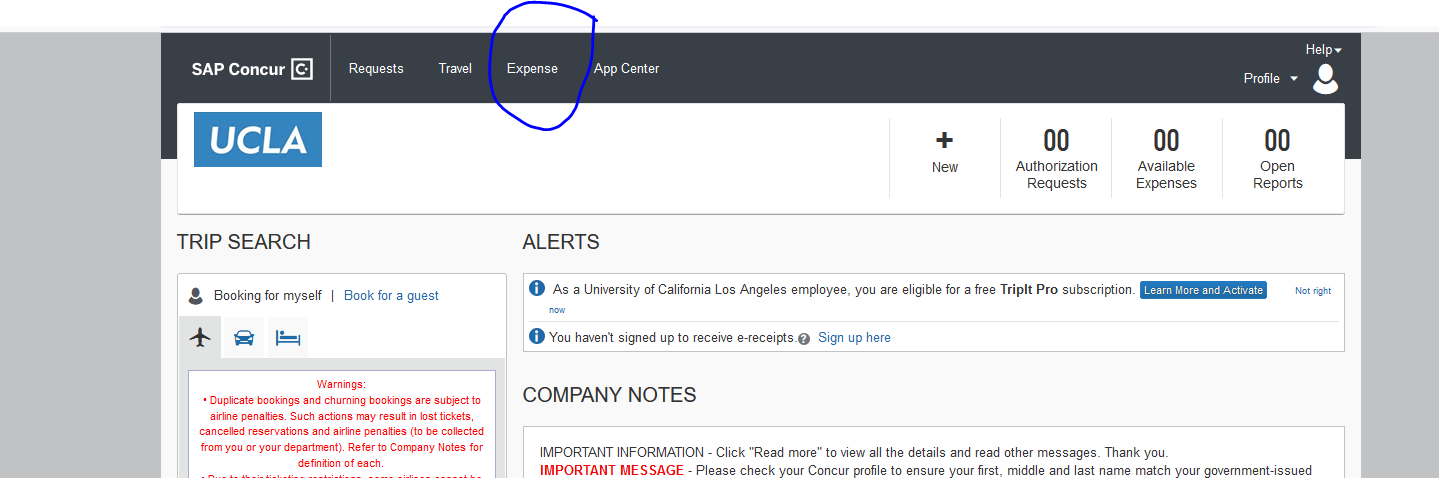
1. Sign on with your UCLA Single Sing on



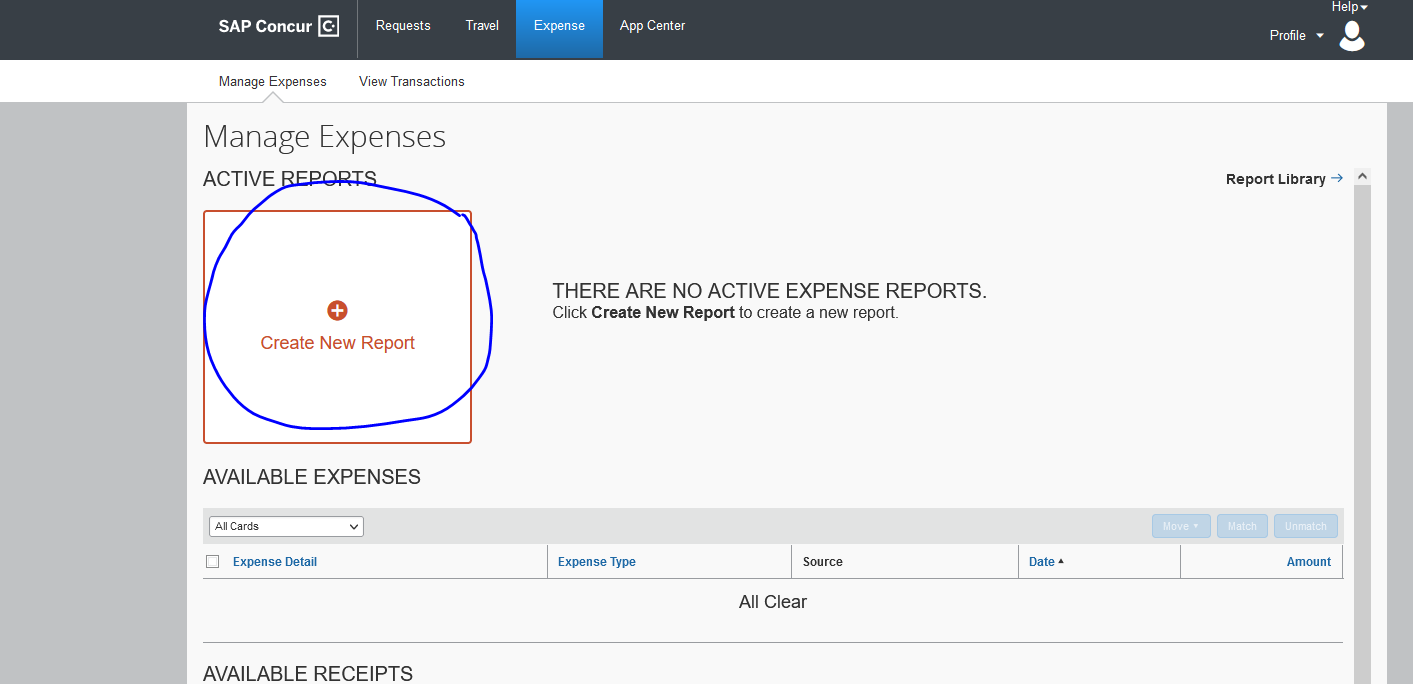
1. From the home page, click **Requests**.



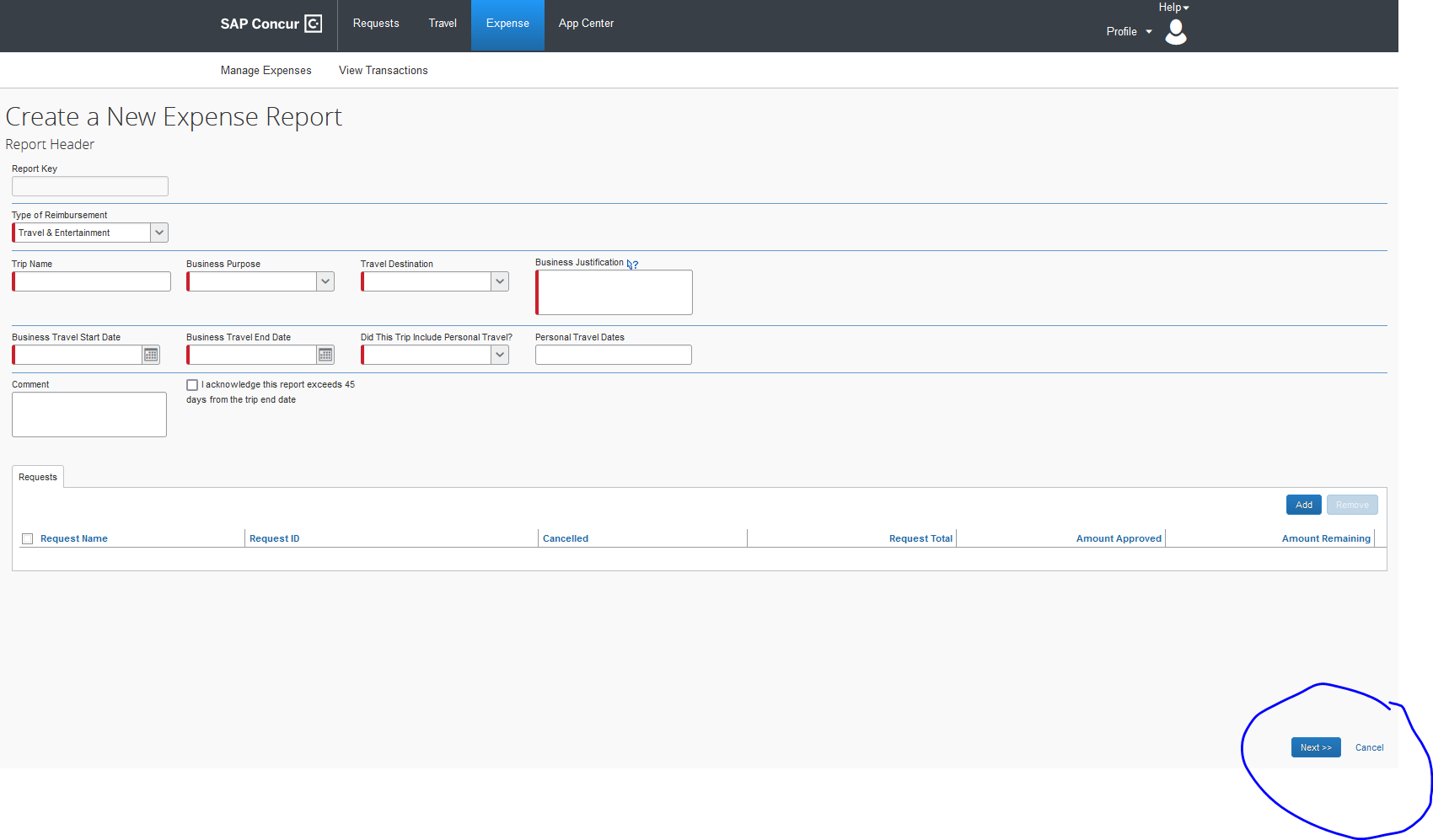
1. At the top of the landing page, select “Expense



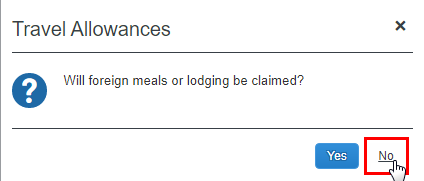
1. Select “Create New Report”



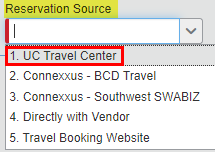
1. Enter in the expense details, then press “Next” at the bottom of the right screen:



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



1. Find and select the applicable transaction 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



* + 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**



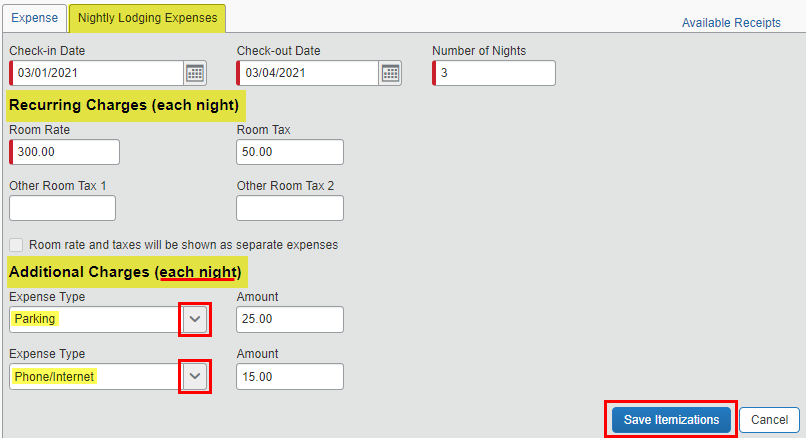
Pro Tip -  hover over this icon to view helpful information

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



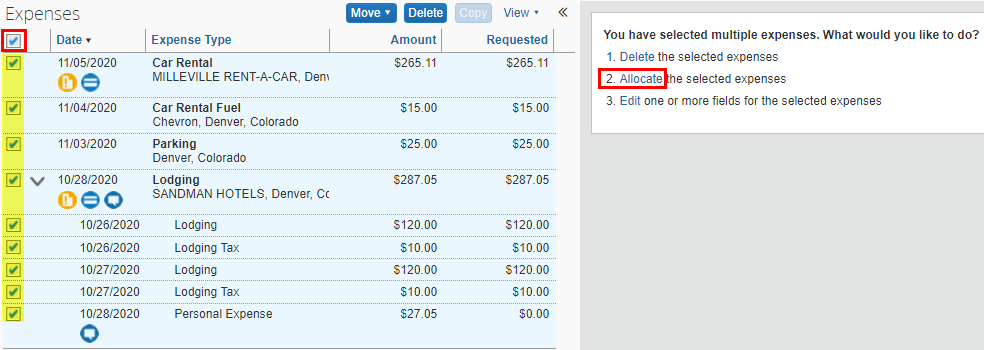
* + 1. Leave the **Check-in Date** *blank*
    2. In the **Number of Nights** field, enter **3**
       1. Doing so will auto-populate the Check-in Date
    3. Under the **Recurring Charges (each night)** section enter:
       1. **Room Rate**: enter the daily room rate. For example, **$300**
       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.

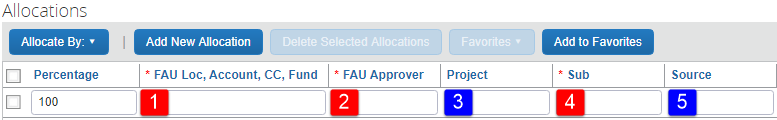


* + 1. In the lower right corner of the page, click **Save Itemizations**

1. Continue to select all expenses related to the trip
2. 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 manager)
  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**

