

Step-by-Step Guide: Concur Entertainment

1. Login instructions for Desktop

Use the following link to access the site: www.concursolutions.com

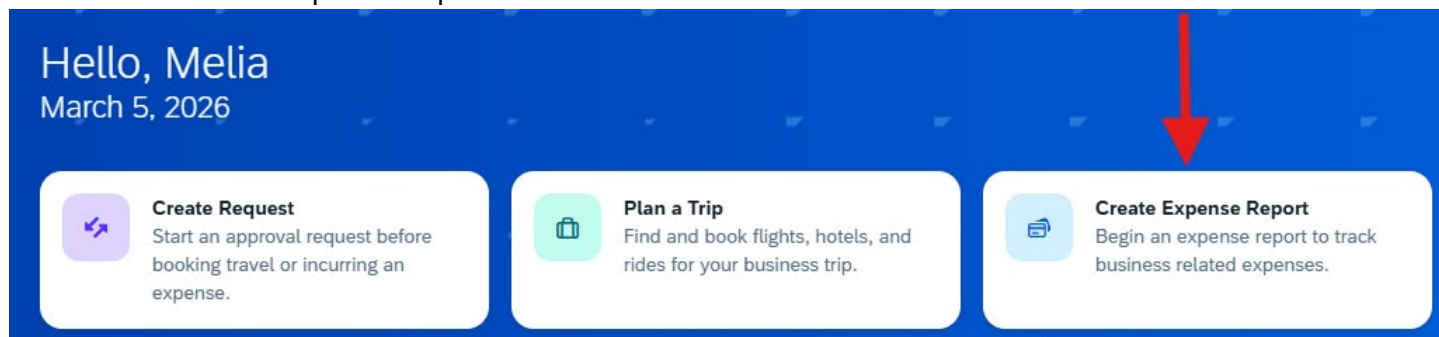
- Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
- Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
- Log in on the UC Santa Barbara SSO site

Login instructions for the SAP Concur mobile app

You may also download and use the **SAP Concur** application. Download from the appropriate application store.

- Enter your full UCSB Net ID, including "@ucsb.edu" (ucsbnetid@ucsb.edu)
- Use SSO as authentication method (choose "Sign in with UC Santa Barbara SSO")
- Get the app for iPad and iPhone - <https://apps.apple.com/us/app/sap-concur/id335023774>
- Get the app for Android devices - https://play.google.com/store/apps/details?id=com.concur.breeze&hl=en_US&gl=US

2. **Starting an Entertainment Expense Report** - Click **Create Expense Report** at the top of the screen to create a new Expense Report.



3. Select **Travel & Entertainment** from the Policy menu, then enter an Event/Trip Name. The Event/Trip Name is what will be included on the general ledger as a supporting reference. Report type will be **Entertainment**. The Event/Trip Purpose will be based on the specific meeting details. The business purpose should explain why the entertainment expense was necessary and for what purpose as it relates to the project being charged.

Policy *	Event/Trip Name *
Travel and Entertainment Expense	All Investigators Meeting

Report Type *	Event/Trip Purpose *	Business Purpose * 94/500
Entertainment	Meetings of an Administrative Nature	To discuss current status of project with all stakeholders and plan for upcoming deliverables.

4. Enter the Event/Trip Dates and complete any drop downs with a red asterisk.

5. Choose the Payee type based on your affiliation with UCSB

Payee Type *

None Selected

None Selected

Affiliate

Employee

Student

Visitor

6. Choose the Type of CCOA. Select **GL** for those strings that do not have a project assigned and **Project** for those strings that do have a project assigned.

- If selecting **GL**, the following segments will need to be entered:
 - FRU (always required)
 - Entity (always required – this will auto populate)
 - Fund (always required)
 - Purpose (always required)
 - Program (if applicable)
 - Commitment (if applicable)
 - Activity (if applicable)

Type of CCOA *	1	FRU/Project *	2	Funding Source	3
GL Strings	X	(3030001) CTOF Controllers Office	X		

Entity *	Fund	Purpose	Program
UC Santa Barbara Campus, excluding ... X	(19900) State General Fund 1 X	(44) Research X	

Commitment	Activity

- If selecting **Project**, the following segments will need to be entered:
 - Project (always required)
 - Funding Source (always required; once project is input, typically there will only be one option to select from unless there are multiple funds on a discretionary project)
 - Entity (always required – this will auto populate)

Type of CCOA *

1

FRU/Project *

2

Funding Source

3

Project Strings X v

(20701) CALIFORNIA ... X v

Entity *

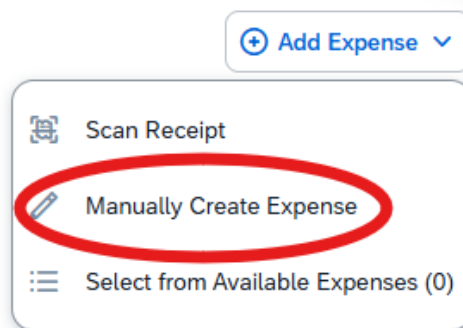
Fund

Purpose

Program

UC Santa Barbara Ca... X v

- ❖ **When searching for each CCOA segment, change the dropdowns to 'either' and then type in the value.**
 - ❖ **CCOA segment values have been provided to all MSI PIs for the funds they are responsible for.**
7. The name of the individual responsible for hosting the event will need to be input under **Host Name**. The official host is the University's representative at an event and needs to be physically present at the event.
 8. Click **Create Report** at the bottom of the screen.
 9. **Adding Expenses** - Click **Add Expense** and **Manually Create Expense** to begin adding expenses. Scroll down to find the appropriate category.



10. Upload your receipt and use it to enter the receipt details in the fields to the left. Transaction amount should be the total of the receipt including tax. *Note that for entertainment expenses, you will need to [add the attendees](#) by clicking **Attendees** at the top of the expense details. Click **Save Expense** when done.

Details

Itemizations

Attendees (1)

Allocate

Expense Type *

Business Meeting Exp. - Food, Rental, Supplies X

Description

Lunch from South Coast Deli

Transaction Date *

04/03/2026

Meal Type *

Lunch X

Location

Goleta, CA

Event on UC Leased or Owned Property? *

Yes X

UC Locations *

(520) Marine Science Building X

Catering? *

No X

Payment Type *

Employee Out of Pocket X

Transaction Amount *

425.00

Currency *

US, Dollar (USD) X

Required field *

11. Continue to add expenses for each additional receipt.

Expenses (2)		View: Standard	Add Expense Edit Delete Duplicate Allocate Combine Expenses					
☐	Alerts ↑↓	Date ↓↑	Receipt ↑↓	Attributes	Expense Type ↑↓	Vendor Details ↑↓	Payment Type ↑↓	Requested ↑↓
☐		04/04/2026			Business Meeting Exp. - Food, Rental, Supplies		Employee Out of Pocket	\$425.00
☒		04/03/2026			Business Meeting Exp. - Food, Rental, Supplies		Employee Out of Pocket	\$75.00
								\$500.00

****If missing receipt for an expense that requires one, note the issue (!) and alert (x). Select the expense (check box) and click **Manage Receipts** > **Missing Receipt Declaration**. A Receipt Declaration will pop-up for your review and acceptance.**

Not Submitted

Report number: SOCFDR

Report Details

Print/Share

Manage Receipts

Expenses (1)

View: Standard

☒ Issues ↑↓

☒ Needs Action

View Available Receipts

Manage Attachments

Missing Receipt Declaration

Receipt ↑↓

Attributes

Expense Type ↑↓

Vendor Details ↑↓

Supplies & Materials - Other

Create Receipt Declaration

Adequate documentation must be submitted to substantiate reimbursable The University of California Santa Barbara expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for The University of California Santa Barbara expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create a Missing Receipt Declaration, select the expenses below that require a receipt.

☒	Expense Type ↑↓	Vendor ↑↓	Date ↓↑	Amount ↓↑
☒	Supplies & Materials - Other		01/01/2026	\$26.72

I I acknowledge that this expense report contains legitimate College expenses incurred by me on behalf of The University of California Santa Barbara benefit, and are allowable expenses as defined by The University of California Santa Barbara Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

[Accept & Create](#) [Cancel](#)

****If this expense report will be charged to a single CCOA, skip to step 16. Allocation is not needed.***

12. Splitting the Funding Across Multiple Projects/GL Strings - If you need to split the expenses across multiple projects or GL strings, click the checkbox beside all expense lines being split-funded and click **Allocate**. The allocation screen will display the current allocation as 100% on the CCOA you listed in the initial Expense Report setup (CCOA will not be visible on this screen, only the allocation percent). If allocating by percent, e.g. 50% of the expense will be charged to a different project or GL string, click **Add**. If allocating by dollar amount, e.g. \$20 will be charged to a different project or GL string, click **Amount**, then **Add**.

Allocate

Expenses: 2 | \$397.70

Percent

Amount

Amount

\$397.70

Default Allocation

Code

Default

Allocated \$397.70

100%

Remaining \$0.00

0%

Percent %

100

Add

Edit

Remove

Save as Favorite

No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

13. Enter the new CCOA information and click **Save**. **Note: See step #6 above for further guidance on entering these details.*

Add Allocation

[+ New Allocation](#) [★ Favorite Allocations](#)

* Required field

Type of CCOA * 1

GL Strings

FRU/Project * 2

Funding Source 3

Entity *

[Save](#) [Cancel](#)

14. Enter either the percentage or amount being charged to the newly added CCOA, then click **Save**.
*Note- if allocating by dollar value, you will need to click on **Amount** before entering the amount being charged to the new CCOA.* If splitting across more than two CCOA's, continue to add allocations until 100% of the total expense is allocated across all relevant CCOA's.
15. To check the allocations, click the **Allocated** link under each expense and the funding split will be displayed. This information can also be found in the Report Details drop down menu above the Linked Add-Ons button.

Plants for landscaping site 4A \$397.70 🗑️

Not Submitted

[Copy Report](#)

[Submit Report](#)

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

Add Expense	Edit	Delete	Copy	Allocate	Combine Expenses	Move to	
☐	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓
☐	...		Employee Out of Pocket	Supplies & Materials - Other		05/11/2021	\$176.17 Allocated
☐	...		Employee Out of Pocket	Supplies & Materials - Other		05/03/2021	\$221.53 Allocated

Allocated ✕

Total Allocated
\$221.53

Code ≡	Percent
CBER-SL-330GR-8-649104-67380-3	50
ERTH-ERI-100A-8-447680-05397-3	50

[View Allocation](#)

16. **Check your Department Expense Approver (DEA)** - Click on the **Report Details** dropdown menu and select **Report Timeline**. Confirm the appropriate DEA (Department Approver) is selected based on where the funds to be charged are managed. See [here](#) for a list of all DEAs by department. If needed, click **Edit** next to Approval Flow and change the Department Approval to reflect the correct Dept Approver or DEA.

➤ **Note:** If your request is returned for edits, you must reselect the appropriate DEA prior to resubmission.

The image shows a sequence of three screenshots from the SAP Concur system:

- Top Screenshot:** A dropdown menu for 'Report Details' is open, showing options: Report, Report Header, Report Totals, **Report Timeline** (highlighted with a red box), Audit Trail, Linked Add-ons, and Manage Requests. Above the menu are buttons for Edit, Delete, Copy, Allocate, and Combine Expenses. The background shows a 'No Expenses' message.
- Middle Screenshot:** The 'Report Timeline' page for 'Plants for landscaping site 4A | \$397.70'. It features an 'Approval Flow' section with 'Department Approval' (Ajao, Jessica S.) and 'Cost Object Approval'. The 'Report Summary' section lists two expense comments with dates, amounts, and 'View' links.
- Bottom Screenshot:** The 'Edit Approval Flow' dialog box. It shows a dropdown for 'Department Approval' currently set to 'Ajao, Jessica S.'. A dropdown menu is open below it, listing fields: Last Name, First Name, Email Address, Login ID, and Employee ID. The dialog has 'Cancel' and 'Save' buttons at the bottom.

17. **BEFORE YOU SUBMIT** - Notify Andrea Palmerin Del Toro and Trevor Bellefeuille at msi-purchasing@ucsb.edu that you have an entertainment expense report ready for review. They will review for compliance and completion. **Click Submit Report ONLY after Andrea or Trevor notifies you to do so.**