

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 "New," then "Start a Report" at the top of the screen to create a new expense report.

The screenshot displays the SAP Concur desktop interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Approvals, and App Center. The user's name, Rebecca, is shown in the top right corner. Below the navigation bar, there are several key metrics: a 'New' button, 'Required Approvals' (00), 'Authorization Requests' (00), 'Available Expenses' (00), and 'Open Reports' (00). A dropdown menu is open over the 'New' button, showing options: 'Start a Request', 'Start a Report', 'Enter New Reservation', and 'Upload Receipts'. The main dashboard is divided into several sections: 'TRIP SEARCH' with a flight search form and COVID-19 information; 'ALERTS' with two notifications; 'COMPANY NOTES' with a 'Concur Knowledge Base Available Now!' announcement; and 'MY TASKS' with three task cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (00). Each task card shows a checkmark icon and a message indicating no current tasks. At the bottom left, there is a 'MY TRIPS (0)' section with a message: 'You currently have no upcoming trips.'

3. Select "Travel & Entertainment" from the Policy menu, then enter an Event/Trip Name. The Event/Trip Name is what will be included in GUS as the expense description. Select "Entertainment" under the Report Type. 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 *
Travel and Entertainment Expense

Event/Trip Name *
All Investigators Meeting

Report Type *
Entertainment

Event/Trip Purpose *
Meetings of an Administrative Nature

Business Purpose * 94/500
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 Department Code- (e.g. CBER, EARTH, NR11, MS11) of where the funding is managed *Note: This field can be filtered to search by text, code or either. If you are having trouble finding the department, try changing the filter to include "either."

Dept * 1

Search by Text

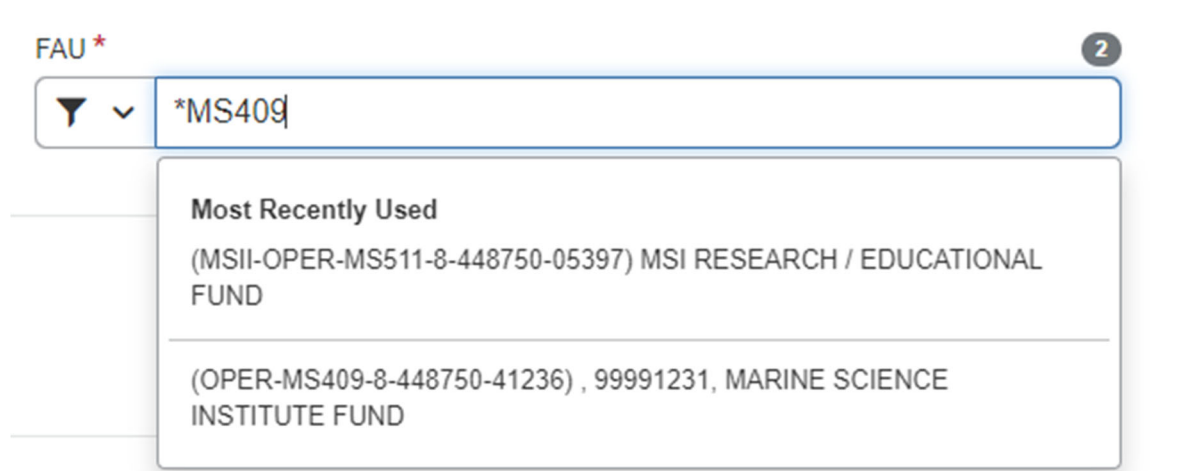
Text

Code

Either

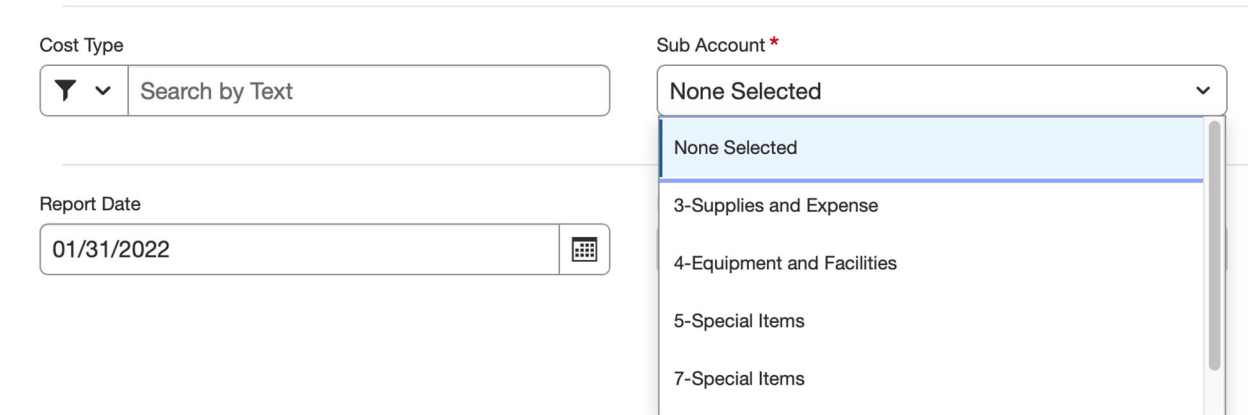
None Selected

- The FAU field is where you select the appropriate Project Code/Account. Change the search filter to include "Code." Start by typing in * (asterisk) as the wildcard character followed by the project code or any portion of the FAU that would be able to narrow down your selections. Select the account when it loads in the dropdown menu.



The screenshot shows a search field labeled "FAU*" with a search icon and a dropdown arrow. The text "*MS409" is entered in the field. A dropdown menu is open, showing two results under the heading "Most Recently Used". The first result is "(MSII-OPER-MS511-8-448750-05397) MSI RESEARCH / EDUCATIONAL FUND". The second result is "(OPER-MS409-8-448750-41236) , 99991231, MARINE SCIENCE INSTITUTE FUND". A small red circle with the number "2" is in the top right corner of the search field.

- Cost Type/Sub Account- enter ENT in Cost Type field and select 3- Supplies and Expenses. Note subs may differ based on each project set up, but this is the most common.



The screenshot shows two input fields. The "Cost Type" field has a dropdown arrow and the text "Search by Text". The "Sub Account*" field has a dropdown arrow and the text "None Selected". A dropdown menu is open for the "Sub Account*" field, showing a list of options: "None Selected", "3-Supplies and Expense", "4-Equipment and Facilities", "5-Special Items", and "7-Special Items". The "3-Supplies and Expense" option is highlighted. Below the "Cost Type" field is a "Report Date" field with the text "01/31/2022" and a calendar icon.

- Click "Create" at the bottom of the screen when complete
- Adding Expenses - Click "Add" and Scroll down to find the appropriate category

EXPECTED EXPENSES

Add ▾
Edit
Allocate
Delete

- ^ 01. Air Travel Expense
 - Airfare
- ^ 02. Lodging Expenses
 - Lodging
- ^ 03. Ground Transportation

Details ↑↓

11. Add a description and a transaction amount, then click save.
12. Upload your receipt and use it to enter the receipt details in the fields to the left. Dept/FAU/Cost Type and Sub Account will auto-fill from the Report Header. *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 (0)
 Allocate

* Required field

Expense Type *

Description

Meal Type *

Dept * (1)

Sub Account *

UC Locations *

Cost Type

Transaction Amount *

Transaction Date *

Location

FAU * (2)

Event on UC Leased or Owned Property? *

Catering? *

Payment Type *

Currency *

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

SAP Concur | Requests | Travel | **Expense** | Approvals | Reporting | App Center | Profile

Manage Expenses

Alerts: 1

HSI Administrator's Conference \$518.54 Copy Report Submit Report

Not Submitted

Report Details | Print/Share | Manage Receipts | Travel Allowance

Add Expense Edit Manage Attachments Allocate Combine Expenses Move to

Missing Receipt Declaration

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>		Employee Out of Pocket	Personal Car/Business Use - Mileage		02/05/2022	\$131.04 <small>Allocated</small>	
<input checked="" type="checkbox"/>			Employee Out of Pocket	Taxi/Shuttle/Car Service	Oakland, California	02/04/2022	\$100.00
<input type="checkbox"/>		Employee Out of Pocket	*Travel - Meals & Incidentals	Oakland, California	02/04/2022	\$12.50	
<input type="checkbox"/>		Employee Out of Pocket	Airfare	American Airlines Santa Barbara, California	02/03/2022	\$275.00	
						\$518.54	

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 expense(s) below that require a receipt.

<input checked="" type="checkbox"/>	Expense Type	Vendor	Date	Amount
<input checked="" type="checkbox"/>	Taxi/Shuttle/Car Service		02/04/2022	\$100.00

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.

Cancel Accept & Create

13. Continue to add expenses for each additional expense.

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

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/11/2021	\$176.17
<input checked="" type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/03/2021	\$221.53
							\$397.70

****If this expense report will be charged to a single FAU, skip to step 18. Allocation is not needed.***

14. **Splitting the Funding Across Multiple Projects/Accounts - Allocation** - If you need to split the expenses across multiple accounts, 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 account you listed in the initial Expense Report setup (account 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 code, click "Add." If allocating by dollar amount, e.g. \$20 will be charged to a different project code, click "Amount," then "Add."

Allocate

Expenses: 2 | \$397.70

x

Percent
Amount

Amount	Allocated \$397.70	Remaining \$0.00
\$397.70	100%	0%

Default Allocation

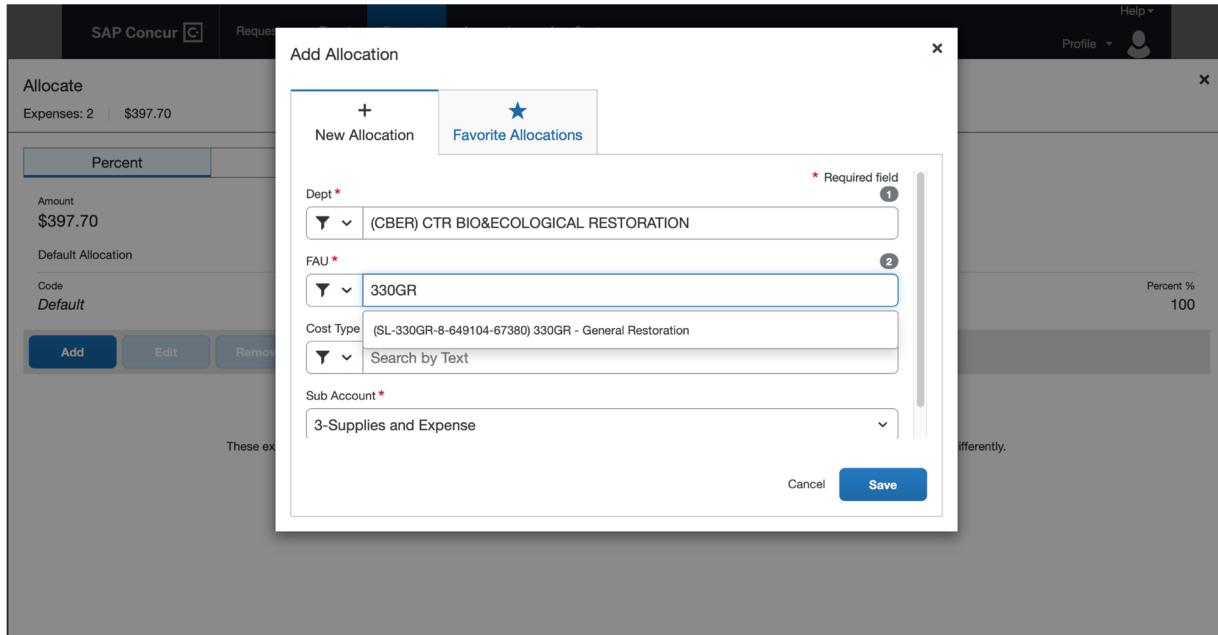
Code	Percent %
Default	100

Add
Edit
Remove
Save as Favorite

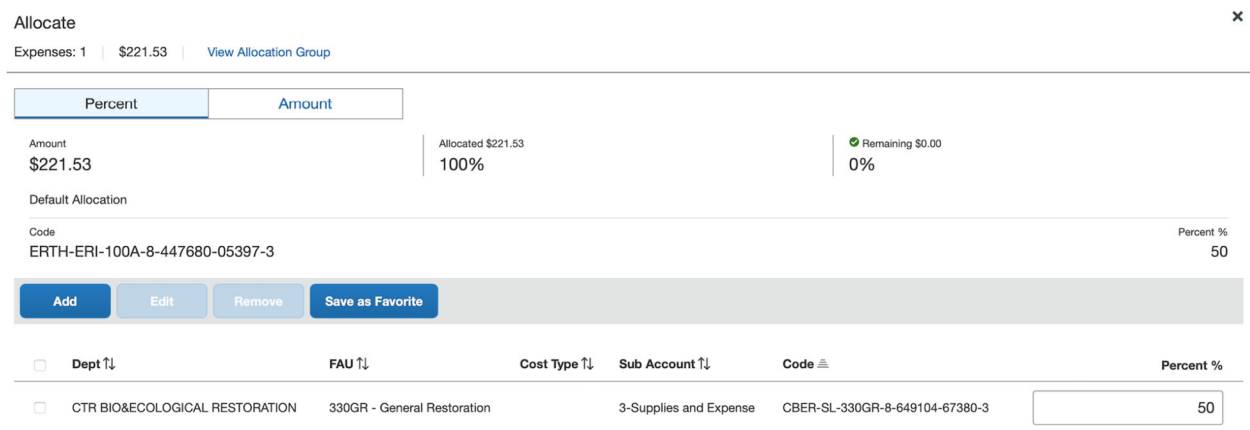
No Allocations

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


15. Enter the new Dept, FAU, Sub Account and Cost Type and click "Save." **Note: See step #'s 6-8 above for further guidance on entering these details.*



16. Enter either the percentage or amount being charged to the newly added account, 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 account.* If splitting across more than two accounts, continue to add allocations until 100% of the total expense is allocated across all relevant accounts.







17. 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 Add Expense Button.

Plants for landscaping site 4A \$397.70  [Copy Report](#) [Submit Report](#)

Not Submitted

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

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

<input type="checkbox"/>	Alerts ↑↓	Receipt ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ☰	Requested ↑↓
<input type="checkbox"/>			Employee Out of Pocket	Supplies & Materials - Other		05/11/2021	\$176.17 Allocated
<input type="checkbox"/>			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](#)

18. **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 DEA’s by department. If needed, click “Edit” next to Approval Flow and change the Department Approval to reflect the correct Dept Approver or DEA.

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

[Report](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#)

- [Report](#)
- [Report Header](#)
- [Report Totals](#)
- [Report Timeline](#)
- [Audit Trail](#)
- Linked Add-ons**
- [Manage Requests](#)

No Expenses
Add expenses to this report to submit for reimb

Report Timeline ✕
Plants for landscaping site 4A | \$397.70

Approval Flow [Edit](#)

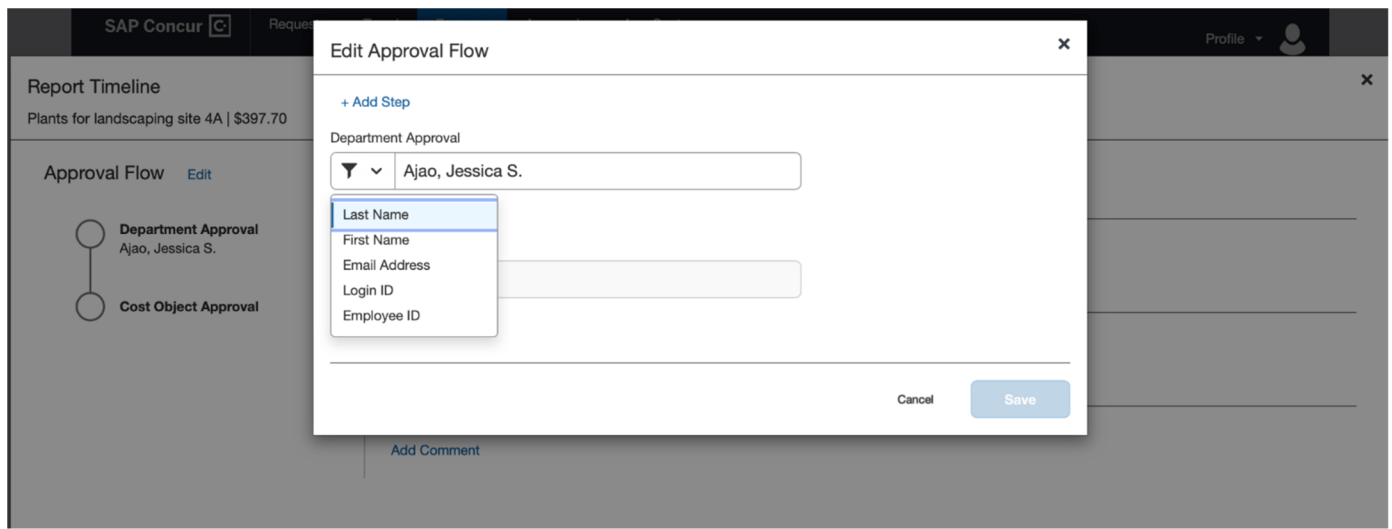


Report Summary

EXPENSE COMMENT Supplies & Materials - Other | 05/11/2021 | \$176.17 [View](#)
Pratico, Rebecca 01/31/2022
Tree purchased in WI to be used in WI- no additional tax should be assessed

EXPENSE COMMENT Supplies & Materials - Other | 05/03/2021 | \$221.53 [View](#)
Pratico, Rebecca 01/31/2022
Plants purchased in WI for use in WI- no additional tax should be assessed.

[Add Comment](#)



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

- **Knowledge Base Articles:** A set of key articles can be found at the links below:
 - [Getting Started with Concur](#)
 - [How to Create and Submit a Request](#)
 - [How to Create an Expense Report from an Approved Request](#)
 - [How to Add a Delegate](#)
 - [How to Use the Mobile App to Upload Receipts](#)