

## UCSB Procedures for Reimbursement --know BEFORE you go--

Concur's Travel and Entertainment portal can be used to purchase airfare, book rental cars and hotels, request Cash Advances for future travel, and file Expense Reports. Here is a list of things that you won't find in "policy" but are required for UCSB Travel and Entertainment procedures:

1) If you don't fly direct to/from your destination, but include some non-business related stops, you must obtain a comparison of what the direct flights would cost. Take a screenshot at the time of booking and save it for your reimbursement claim.

2) If you don't obtain an Intermediate or less rental car, you must get a comparison rate of what that would have cost and/or explain in detail the business necessity of obtaining a larger vehicle. SUVs are not allowed unless transporting heavy equipment or driving in dangerous conditions.

3) Hotel receipts must be itemized to show the daily rate and tax. Hotel room rates may not exceed \$333/night (before taxes) without justification of why a less expensive option was unavailable. A [Lodging Limit Justification form](#) must be filled out explaining the circumstances. If you stay with a friend or relative, a one-time gift may be made not to exceed \$75 and must be accompanied by a receipt from the host if the amount of the gift exceeds \$25.

**4) Because of the requirements of 1, 2, and 3 above, you may NOT use any travel package deals that do not break down expenses clearly for each type of expense, regardless of savings or convenience (think Expedia, Google flights, Travelocity, Hotwire, Orbitz, Priceline, Chase, etc).**

5) If you use a personal vehicle for business travel, you may claim mileage. Use the mileage calculator in the Concur app with starting and ending addresses (you may detail each leg of your trip including stops for meals, refueling, business purposes, and personal stops if you wish). Mileage will be reimbursed at the applicable current IRS rate. Total cost of mileage should never exceed the cost of a rental car or airfare. Gas for personal vehicles is not reimbursable; only mileage, but you may reduce the total reimbursement that is automatically calculated if you wish.

6) While there is no domestic per diem for meals and receipts are not required, you must **provide actual expenses for each meal per day (not estimates) and the total must not exceed \$79/day**. If you do provide receipts, they must be itemized to prove no alcohol was purchased, or you must attest to that fact. Foreign travel does provide for per diem. Use the Travel Allowance option when filling out the Concur Report Header information.

7) Receipts (of all kinds) must show the merchant's name, transaction date, amount paid, description of item(s) and additional charges (taxes, shipping, etc.), payee's name and method of payment. **Confirmations and Booking Details that do not show the method of payment do not qualify as receipts.** If method of payment is not shown, supplemental documentation such as a credit card statement showing the payee name, last four digits of credit card number and expense will be required. **Screenshots from online banking that do not show the payee name**

**or last four digits of credit card will not be accepted.** If someone else's name is on the receipt, you must state who the person is and why their name appears instead of yours.

**--AFTER your return/purchase--**

- 1) Business purchases should generally be done through [Gateway](#) including monthly or annual subscriptions to services such as Dropbox, Evernote, Grammarly, Slack, etc. Reimbursements for normal business expenses (office supplies, postage/shipping) are HEAVILY audited. Shipping (especially overseas) undergoes heavy scrutiny and tons of bureaucratic hoops that you cannot avoid by going to FedEx by yourself and paying for shipments. If the desired vendor is not in Gateway this is no excuse for purchasing outside of Gateway. They should be entered as a vendor in the Gateway system. Make a request to [Add New Supplier](#) in Gateway as early as possible so there will be no delay in your purchase. Be aware that some of your equipment purchases may be eligible for the [Partial Tax Exemption](#) law and you will need to fill out the [Partial Exemption Certificate for Manufacturing and R&D Equipment](#) form.
- 2) Do NOT scan your receipts sideways. We have had Accounting complain about this.
- 3) Do NOT put more than one receipt on a single line item. You may have multiple different purchases in a single reimbursement Expense Report, but each line item represents a SINGLE receipt. Do not combine, for instance, all taxi receipts onto a single Expense for Taxi. Meals can be entered as a single Expense PER DAY, combining all meals into that single day's expense claim, but do not combine multiple days as a single meal line item, unless you itemize it by day.
- 4) Think of an Expense line item as a single receipt and Itemization as different types of expenditures on a single receipt. So, hotel receipts must be itemized to break down the room rate versus the tax and anything else like meals or laundry expenses. A receipt from Home Depot could have supplies (like solder set or screwdrivers) and fabrication items (like plywood or nuts and bolts).
- 5) If you purchase items that are considered "fabrication" you must fill out the Business Purpose box describing the project and you must use Sub Account 4 for those Expenses.
- 6) The BUSINESS PURPOSE is to explain what University business the purchase is being used for and Accounting is extremely strict about this. They have stated: If for research or classes, you would explain 'what research' or 'which classes'. Do not simply put "Travel to Denver on business" or "Lab supplies". Explain why you went (if to a convention, name the convention; if to collaborate, name the person/organization) or why you purchased items (if for a research project, name it; if for a class, identify it).
- 7) If you are purchasing QUANTITY SUPPLIES for a multitude of regularly scheduled meetings, you must document your usage of such supplies and fill out this form: [QUANTITY PURCHASES](#), attaching it with your receipts documenting the inventory of the supplies that you purchased. You must keep track of the inventory on this form and file it whenever you need to replenish supplies and request reimbursement for the replenishment supplies. Keep in mind that regular group meetings must not exceed 2 x per month per policy.

## Special notes about Entertainment events

- 1) [Campus Catering](#) has exclusive responsibility for providing all catering, food distribution, and food sales at UC Santa Barbara. Departments planning events that will require catered food service, **either on-campus or off-campus**, must first [contact Campus Catering](#) who has first right of refusal to provide service.

If Campus Catering is unable to service your event a waiver can be requested to use an off-campus commercial caterer. If the waiver is approved, Campus Catering will issue a Catering Permit for **approved vendors**. UCSB Employee and Labor Relations is responsible for approving all commercial caterer waiver requests. Waiver requests can be submitted in the Human Resources Services [ServiceNow](#) Portal. Please use the “Department Advisory Service” form found in Employee and Labor Relations for your waiver request and allow four to six weeks of lead-time for processing. (This form appears to be available only to managers.) **Waivers will not be granted after the fact.**

Departments may pick up food or beverages from local restaurants, grocery stores, or host potluck style events. Departments may also order food and beverages for delivery if the total amount of the order, including tax, tip and delivery charges, is less than \$150 AND from a [Risk Management Approved Vendor](#). Orders for pizza are not subject to the \$150 threshold or limited to the approved vendor list. **Reimbursement claims for events in excess of \$150, for delivered food or beverage products other than pizza, are not eligible for reimbursement unless approved by UCSB Campus Catering.**

- 2) Certain University hosted or sponsored events may include alcohol, but be aware of some strict rules around serving and buying alcohol. The university's use of funds for entertainment must be compatible with our stewardship responsibility and must have a strong ethical component. We should be able to show that our entertainment expenses are necessary and in the best interest of the public. Federal and State funds cannot be used to pay for alcohol. Generally gift (or opportunity) funds can be used.
- 3) You will need to keep a copy of the advertisement for any planned entertainment events along with a list of participants. These supporting documents will be uploaded to Concur. **Non-hosted entertainment events and bulk supplies for business meetings or programmatic events should have all purchases made through Gateway NOT reimbursed through Concur if at all possible. Invoices should be uploaded to the Gateway requisition along with a [Non-Hosted Business Meeting Expenditures](#) form.**
- 4) Under the direction of UCOP as informed by state law ([SB820](#), Item 15, paragraph 2), any catered event at STATE-FUNDED campus buildings and their associated outdoor grounds must use the services of UCSB Service Unit (SX) job-classified employees or lose their state-supported funding. As a direct consequence of this, you must specify the LOCATION of the event in your Concur Report and mark the box “Event on UC Leased or Owned Property?” as either “Yes” or “No”.

## **Concur Login Instructions and Delegate Assignment**

- 1) Go to **concur solutions.com** and sign in to Concur using your UCSB email address (you can also download the SAP Concur Mobile app to your smartphone).
- 2) Click on the UCSB SSO and log in with your UCSBnetId and password.
- 3) Be prepared for two-factor authentication.
- 4) Concur's Home page is the default view when you first log in. At the top left next to the SAP Concur logo is the word Home with a down-arrow next to it. This can be used to change to other views like for Requests and Expense. On the top right next to the question mark icon for Help is the icon for your Concur profile.
- 5) Make Debbie Ceder your Request/Expense Delegate. Click on your profile and scroll down to Profile Settings. In the menu on the left-hand side scroll down to Request (or Expense) Delegates. Click Add and search for Debbie Ceder. Add Debbie Ceder as your Delegate and click on Can Prepare, Can Submit Requests, and Can View Receipts (do not click on Receives Emails). Click Save. (This is a one-time step!) By assigning permissions to a delegate you are assigning permissions for both Request and Expense. You can Add more delegates, Edit permissions or Delete delegates at any time.

## Instructions for simple Travel Request (with Cash Advance)

If you are seeking reimbursement for a trip already past, DO NOT use Concur's **Request**. Instead, skip down to Instructions for Simple Travel Reimbursement to create an expense **Report** in Concur. **Request** is ONLY for future planning and Cash Advances.

- 1) Log on to Concur (see above).
- 2) Near the top is the word Home and a down arrow. Click on the down arrow and scroll down to Requests. Click on Create New Request (on the right hand side near the top). While our Department does not require pre-approval for Travel or Entertainment, if you require a Cash Advance this is the only way to request one (**do NOT create a Request to file an expense Report or to claim reimbursement for past purchases/trips**). Fill in the Header information as follows:
  - a. Under Request Policy, leave the default Policy as Travel/Entertainment.
  - b. Enter a short descriptive name for the Event/Trip Name in the next box.
  - c. Under Report Type, choose the appropriate report type (NOT Business Expenses).
  - d. Under Request/Trip Purpose, choose the appropriate purpose.
  - e. Under Business Purpose, enter a **thorough** description of the need for the request and the **underlying business purpose**. Include the name of any conference/workshop you attend or name/institution of collaborators/colleagues you visit.
  - f. Enter the Request/Trip Start and End Dates.
  - g. Payee Type defaults to Employee, but you may choose Student if appropriate.
  - h. Under Group Travel, choose Yes or No (if you will be **paying** for others during your trip, choose Yes).
  - i. Under Destination City, type the name of the city in the search box. Select the city when it appears in the drop-down menu. The Destination Country should then auto-populate.
  - j. Under Expense provided to Spouse/Dp/Child/Dep care: choose Yes/No and provide details for Yes in Comments.
  - k. Under Dept type PHYS to find and select Physics from the drop-down list.
  - l. Under FAU (stands for "Full Accounting Unit"), choose "Either" from the drop-down arrow and then type \* and the project code (6 digits of the account number). Select the appropriate account when it appears in the drop-down list. (If you have trouble finding your account, please contact Heather Liu to re-enable the account in the system!)
  - m. Leave Cost Type blank.
  - n. Under Sub Account the choice will depend on the funding source:
    - i. Choose 3 - Supplies and Expense if the fund source is a Department account (Department accounts generally start with either "DP", "RE" or "SU") or if you are requesting an advance for an Entertainment event.
    - ii. Choose 5 – Special Items if the fund source is not Department (this is for both foreign and domestic travel on non-Department funds)
  - o. Leave the Host Name for Entertainment Expenses blank or fill in as appropriate. (If you pay for other people's meals, fill in your name as Host here.)
  - p. Fill in any appropriate Comments in the Comments box and click Create Request.

- 3) The next page is the Expected Expenses screen. Click Add to add an expense you anticipate incurring. Scroll through the available list or start typing in the search box. Select the appropriate Expense Type when you see it.
  - a. Put a full description of the expense in the Description box (e.g., Round trip airfare from SBA-ORD on United Airlines).
  - b. The Transaction Date will default to the current date.
  - c. Enter the Transaction Amount, which is the actual amount (if already purchased) or the anticipated amount based on estimates received.
  - d. The currency will default to US dollars, but can be changed if purchased using a foreign currency.
  - e. Click Save to save this expense. Repeat as necessary to include all anticipated or already incurred expenses (do NOT request the maximum daily meal limit—you will be red-flagged and Accounting will require actual itemized receipts for all meals from you for all future travel).
- 4) At the top of the Expected Expenses is a link for Attachments. Click on this and add any receipts you already have and/or estimates you have obtained to document your expected expenses. If you are planning a trip to a conference, you may also upload a screenshot of the conference webpage or talks schedule. If you had to get a comparison of costs for flights involving personal legs versus direct flights, you may upload these screenshots, too. If you are planning an entertainment event, you may upload your advertisement ahead of time. Cash Advances are not issued for expected expenses outside of 30 days prior to the trip. Expenses must ALREADY be paid for in order to get a Cash Advance in excess of 30 days prior to the trip, therefore you MUST HAVE RECEIPTS.
- 5) When all of your anticipated expenses are entered and supporting documentation is uploaded, you can then ask for a Cash Advance to be applied to this Request (**a Request by and of itself does NOT trigger a Cash Advance!**). At the top (above Expected Expenses) are three links to drop-down menus:
  - a. Request Details (here you can edit the Request Header information, view the timeline and audit trail information, add a Cash Advance, or view information on Travel Advisories associated with your destination)
  - b. Print/Share (use this to print the Request for your records or email to someone)
  - c. Attachments (use this to attach all receipts already obtained or estimates and other supporting documentation)
- 6) Click Request Details and scroll down to Linked Add-Ons/Add Cash Advance. Enter the amount you wish to receive as a cash advance in the Cash Advance Amount box and any comments you wish to make in the Cash Advance Justification box, and then click Save.
- 7) When you are done with everything, email Debbie Ceder and let her know that you have a Request ready for her review. She will verify everything and email you when she thinks it is ready for you to submit. **Only then will you click the Submit Request in the upper right hand corner.** You will be asked to confirm a Submission Agreement statement. Click Accept and Continue. You're done!

Be aware that you are NOT DONE with your expense Report. Following the trip, you will need to return to Concur to file an Expense report (see Instructions for a Simple Travel Reimbursement below). **If you request a larger Cash Advance than the final amount that you spend on the trip, you will be required to pay back the excess amount!**

## **SPECIAL NOTE ABOUT WORK FLOW**

When you submit a Request or an Expense report, the typical work flow goes to the primary Department Expense Approver (DEA) for the department which is considered your HOME Department. For Physics, that's Shilo Tucker. If you are not the PI on the account chosen, the next step in the workflow will go to the PI on the account to approve the expenses. Following that, the next step will be to the Account Approver(s), either Tara or Rita in Physics. Finally, it will go to Accounting unless a special exception requires the Chair, Dean or EVC's approval. In most cases, processing time is very quick.

PLEASE NOTE: If your primary job is listed in UCPATH as some department **other than** Physics, all Requests and Expense reports will be set to flow to that Department's DEA for approval. If you are using Physics funding, **THIS IS WRONG!** Similarly, if you are using NON-Physics funding (CNSI, KITP, CHEM, etc.) but your primary job is in Physics, the system is set to send Requests and Expense reports to Shilo Tucker. **THIS IS ALSO WRONG!** You must change the DEA in your Report Timeline for every Request/Expense report using outside funding. To do this:

- Click on Report Details | Report Timeline in the drop-down menu. The Report Timeline will show the Approval Flow.
- Click "Edit" to the right of Approval Flow and remove Shilo's name from the Department Approval box.
- Select the correct DEA and click Save to add to the Request Timeline. If you do not know the correct DEA for the account string you are using, contact the department.
- Do NOT add anyone else to the Report Timeline. Even if you have split funding in different departments, adding people to the timeline could cause problems with approvals. Leave that job up to the Department Expense Approver (DEA).
- If you are using funding from Academic Senate for Senate faculty or doctoral student grants, **do NOT add the ASEN DEA** to the workflow. The system will automatically send the Request/Expense report to the ASEN DEA.
- **\*\*Before you submit anything, [email Debbie Ceder](#) to go over your work.\*\***

**Be aware that ANYTIME after you submit your Request, you may Recall it to make changes and (if you do) the Department Approver will automatically revert to the original DEA for your home department. You must make certain before EACH submission to check the Report Timeline to make sure the Department Approver is correct for the funding being used.**

**The first time you sign in to Concur, go to your Profile settings and make Debbie Ceder your Request/Expense and/or Travel delegate. This is a one-time step. Do not submit anything before Debbie has had a chance to look it over. This will save you frustration and expedite your reimbursements.**

**If you have any trouble with the Concur system you must create a trouble ticket through their [ServiceNow](https://ucsb.service-now.com/) portal:**

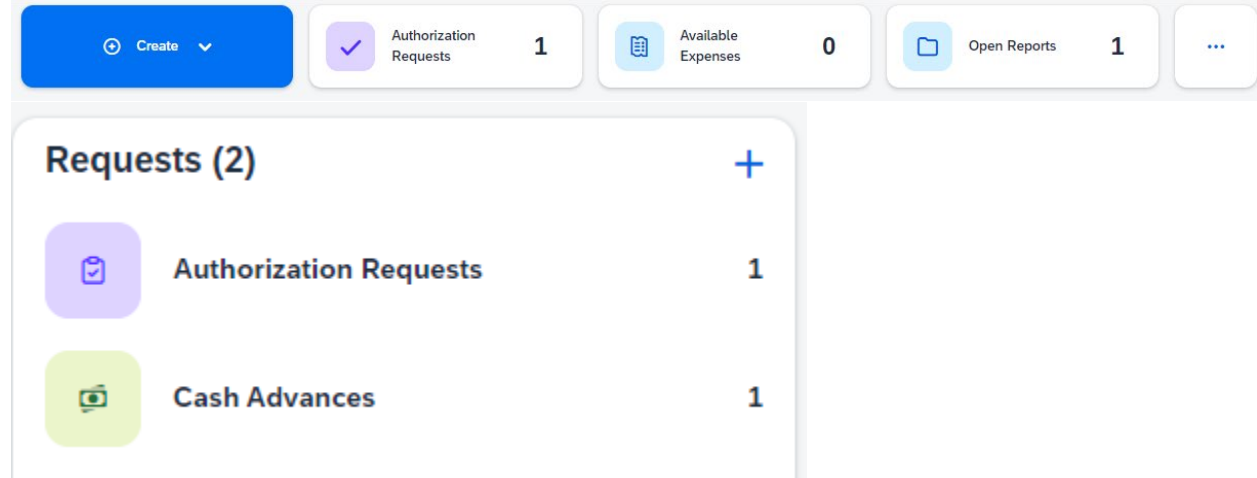
**<https://ucsb.service-now.com/payment>**

**Have the Event/Trip Name and Report ID number ready (you can find the Report ID # in the Report Header).**



## Instructions for simple Travel Reimbursement

When you return from travel, you must file a final Expense report with final receipts for all expenses. If you created a Request for travel prior to your trip, you will see an Authorization Request and/or Cash Advance on the main page when you log on to Concur.



You will be able to use that to jumpstart your Expense Report, bypassing many of the steps shown below (click on Authorization Requests, then click on the Request in your Request Library and there you will be able to click on Create New Report in the upper right corner) then continue with the instructions below starting with #5. If you did not create a Request prior to your trip, follow these steps to get started:

- 1) Log on to Concur (see above).
- 2) Near the top is the word Home and a down arrow. Click on the down arrow and scroll down to Expense. Click on Create New Report (on the right hand side near the top).
- 3) Fill in the information requested for the Header.
  - a. Under Policy, choose Travel and Entertainment Expense.
  - b. Give the Event/Trip a descriptive name.
  - c. Under Report Type, choose the appropriate type from the drop-down list (NOT Business Expenses. Business Expenses is for purchases ONLY).
  - d. Under Event/Trip Purpose, choose the appropriate type from the drop-down list.
  - e. Under Business Purpose, give a full description of the Event/Trip. To satisfy IRS regulations, on the expense report you must specifically state the business purpose, the dates, and place (For example: Donor meeting on October 1 in Dallas, TX to discuss potential gifts for undergraduate scholarships).
  - f. Fill in the Event/Trip Start Date.
  - g. Fill in the Event/Trip End Date.
  - h. Under Payee Type, choose Employee (or Student, if appropriate).
  - i. Under Group Travel, choose Yes or No (choose Yes ONLY if you paid for other people for meals or lodging, etc.).
  - j. Under Expense provided to Spouse/Dp/Child/Dep care, choose Yes/No and provide details for Yes in Comments.
  - k. If there were any personal days, please list those dates in the justification box.

- l. Under Dept type PHYS to find Physics.
  - m. Under FAU, choose "Either" from the drop-down menu and then type \* and the project code (6 digits of the account number).
  - n. Leave Cost Type blank.
  - o. Under Sub Account, the choice will depend on the fund source:
    - i. Choose **3 - Supplies and Expense** if the fund source is a Department account (Department accounts generally start with either "DP", "RE" or "SU").
    - ii. Choose **5 – Special Items** if the fund source is not Department (this is for both foreign and domestic travel on non-Department funds)
  - p. Leave the Host Name for Entertainment Expenses blank or fill in as appropriate (if you PAID for other people, enter your name as Host).
  - q. Leave the Travel Allowance defaulted to No or change to Yes as appropriate (foreign travel per diem is allowed, domestic per diem is not). If using Travel Allowance, a screenshot of the [GSA foreign travel per diem](#) is required for each foreign country in which you spent the night (for "Yes", see details on Foreign Per Diem starting on page 12).
- 4) Click Create Report.
  - 5) Now you will enter your individual expenses. If you created the report directly from an Authorized Request, some expenses will already be showing. You will need to add information and receipts to these line items. Click Add Expense to create a new expense line item. If you have Available Expenses from purchasing airfare or reserving hotels or rental cars through Concur, you will be able to choose from among these. If not, click Create New Expense.

Different types of expenses will trigger different required fields. Here are the some of the most common expense types:

#### **Airfare:**

- 6) In the Search box, type "Airfare".
- 7) On the next screen, put in a clear description of the expense (e.g., SBA-ORD round-trip).
- 8) Enter the Transaction Amount, which is the total amount found on the receipt. The currency defaults to US dollars, but can be changed in case you have any foreign expenses in a foreign currency.
- 9) Enter the Transaction Date, which is the date on the receipt.
- 10) Ticket Number, Departure Airport and Arrival Airport are not required fields.
- 11) Enter Class of Service, noting that only Economy Class is within policy without a doctor's note.
- 12) The Dept., FAU (Account number), Sub-Account, Cost Type and Payment Type are all filled in automatically from the Header that you entered.
- 13) Enter the Vendor (airline) by finding it in the drop-down list provided.
- 14) In Expense Location, type the name of the city in which the ticket was purchased.
- 15) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. A receipt is required by policy.
- 16) Click Save Expense or Save and Add Another to enter another expense.

**Lodging:**

- 17) In the Search box, type “Lodging” or “Lodging – Group” if you paid for others (note: when you select “Lodging – Group” the required fields are slightly different from the general “Lodging”).
- 18) Fill out the date range for the nights you checked in and out (available with “Lodging”).
- 19) The Transaction Date is the date of your receipt or the last day at the lodging location.
- 20) Vendor is not a required field.
- 21) Type the location of the Lodging in the Expense Location.
- 22) The Dept., FAU (Account number), Sub-Account, Cost Type and Payment Type are all filled in automatically from the Header that you entered.
- 23) Fill in the Transaction Amount and change currency if necessary.
- 24) Click on the Itemizations tab. If you are using “Lodging” that Expense Type will be automatically entered in the next screen along with the date range you entered. If you are using “Lodging – Group” you must click “Create Itemization” and enter “Lodging – Group” as the Expense Type.
- 25) If your room rate was the same for every night, enter the room rate and taxes. If the rate differed throughout the stay, click on “Not the Same” tab and fill out the room rate and taxes for each night of the stay. If there are additional charges such as Service Fee, Cleaning Fee or Meals, click the “Save and Add Another” button to continue adding new Itemizations. Change the Expense Type appropriately (use “Lodging Fees” for cleaning or service fees; “Travel – Meals & Incidentals” for meals; “Parking” for parking, etc.); change the Recurrence” to “Not recurring” if it is listed only once on the receipt. If there was a recurring meal charged (breakfast each day, for instance), change the “Recurrence” to either “Same daily amount” or “Different daily amount”. Enter the amount of the recurring meal and select the meal type in the drop-down box.
- 26) Click Save Itemization. All of your itemizations must total the total Transaction Amount.
- 27) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. A receipt is required by policy, unless you are claiming zero expense.
- 28) Click Save Expense.

**Ground Transportation:**

- 29) In the Search box, type “Car Rental” or “Train/Bus” or “Rideshare” or “Parking” or “Taxi/Shuttle/Car Service” or “Tolls/Road Charges”.
- 30) Fill in the Transaction Date (the date on the receipt).
- 31) Fill in the Expense Location.
- 32) The Dept., FAU (Account number), Sub-Account, Cost Type and Payment Type are all filled in automatically from the Header that you entered.
- 33) Fill in the Transaction Amount.
- 34) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. Car rental receipts are required by policy.
- 35) Click Save Expense or Save and Add Another to enter another Expense.

**Mileage:**

- 36) In the Search box, type “Personal Car/Business Use – Mileage”.
- 37) Fill in the Transaction Date (either the first or last day of travel).
- 38) Fill in your personal vehicle’s License Plate Number.

- 39) Choose “Yes” for Insured?
- 40) The From Location and To Location are required fields, but to auto-fill these fields use the Mileage Calculator link at the top left. Enter your starting address in the A field to the left of the map that appears. Fill in every stop along the way sequentially, or simply fill in the destination address in B. Click on Calculate Route. This will show the one-way trip. Then, click on Make Round Trip to make it a round trip (or fill out point to point stops until you return to your final destination). When done, click on Add Mileage to Expense at the bottom right. This will fill in the From Location, To Location and Distance fields.
- 41) Click Save Expense or Save and Add Another to enter another Expense.

### Conference Registration:

- 49) In the Search box, type “Seminar/Conference Registration”.
- 50) Fill in the Transaction Date (the date on the receipt).
- 51) Fill in the Expense Location.
- 52) The Dept., FAU (Account number), Sub-Account, Cost Type and Payment Type are all filled in automatically from the Header that you entered.
- 53) Fill in the Transaction Amount.
- 54) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. A receipt is required by policy.
- 55) Click Save Expense or Save and Add Another to enter another Expense.

## Special Notes on Per Diem

### Domestic meals:

- Per diem is not allowed for domestic travel **less than 30 days**. If you have traveled domestically in excess of 30 days, you may follow the instructions for Foreign meals below, as per diem is an allowable expense for long-term travel.
- Accurate costs of meals are to be recorded either by itemized receipts or by a meal log detailing meal costs by meal and by day. If you use a meal log as opposed to itemized receipts in Concur, you may enter one line item for Meals for each day with the total amount spent for that day. Upload your meal log only one time on one of the line items. There is no need to upload the meal log on every meal line item.
- A daily cap of \$79.00 on meal expenses for domestic travel will be strictly adhered to. (Caution: do not habitually claim the maximum cap, or Accounting will insist that itemized receipts be used to substantiate all domestic meals in the future.)

### Foreign meals:

- Foreign per diem is allowed and is reimbursed based on the federal rates established for the city in which the traveler spent the night. Concur is programmed to automatically calculate Travel Allowance based on a trip itinerary entered and associated with a Travel Expense Report. Nevertheless, a screenshot of the GSA foreign per diem rates is a required piece of documentation (this is the GSA foreign per diem URL: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp) - search for your country and month of travel then take a screenshot of the rates table displayed). Follow the instructions below to claim foreign Travel Allowance, create an itinerary and link it to your Expense Report.

- a. As you fill out the Header information for your Expense Report, at the bottom is a question “Are you claiming Foreign Per Diem?”. Click the radio button next to “Yes, I require Travel Allowance”.
- b. When you click Next, you will then create your itinerary by entering the Departure City, Date and Time of departure, Arrival City, Date and Time of Arrival. Click Save and then fill in the same information for the next Itinerary Stop and repeat as necessary until you have documented your entire itinerary. (If your trip exceeds 30 days a warning will appear. It is only asking you to verify that you have entered the correct dates. Click OK and continue.)
- c. When you have your complete itinerary, click on Next and make sure all changes have been saved. Use the Previous button if you need to go back to make any changes.
- d. Click Next again and a list of the dates of your trip will appear with the location for each date and a variety of checkboxes. Click the Exclude box at the beginning of any line for a date for which you do not wish to claim any per diem. Click the box(es) on any line to indicate that a meal or meals were provided to exclude certain meals from your claimed per diem. Each time you exclude a meal or a day, the allowance for that day/location will be reduced automatically. Clicking the boxes for all of the meals on a single day will still produce a small allowance for incidentals. Once you have marked all appropriate exclusions from your Travel Allowance, click Create Expenses.
- e. Line items for each day’s Travel Allowance meals will be entered automatically into your Expense Report. If you were unable to reduce the amount requested in Travel Allowance precisely to your desired amount, you are still able to reduce it further by adding an Expense Item with the Expense Type of “Travel – Per Diem Reduction”. Enter a negative amount in the Amount box to reduce your Foreign Travel Per Diem to the desired amount total. Be sure to change the currency to USD in order to reduce the amount in US dollars and not the local currency!

Be certain to check with your PI in case they have restrictions on your daily meal allowance that differ from the maximums allowed automatically by the system. If they do, it may be simpler for you to create a meal log in a similar manner as is required for domestic travel, rather than use the automatic Travel Allowance feature in Concur.

When ready, \*[email Debbie Ceder](#) to go over your work.\* She will review it and certify that it is ready for submission. Then, she will email you to let you know that you may submit it. Click on the Submit Report button in the upper right hand corner. You will be asked to confirm a Submission Agreement statement. Click Accept and Continue. You’re done!

**Be aware that ANYTIME after you submit your Report, you may Recall it to make changes and (if you do) the Department Approver will automatically revert to the original DEA for your home department. You must make certain before EACH submission to check the Report Timeline to make sure the Department Approver is correct for the funding being used.**

## Helpful Hints:

### IF YOU PAY EXPENSES FOR SOMEONE ELSE:

- 1) You must choose **Yes** for Group Travel
- 2) You must choose the appropriate Expense Type (e.g., Lodging – Group)

### IF YOU SHARED EXPENSES, BUT DID NOT PAY FOR SOMEONE ELSE:

- 1) You must choose **No** for Group Travel
- 2) You must explain why you are only claiming a portion of the total expense on a shared receipt (name the person/people you are sharing expenses with and the percentage of the receipt you are claiming in the comments section of the appropriate line item). Explain why someone else's name is on the receipt instead of yours (if that is the case).

### SPECIAL NOTE ABOUT FOREIGN VISITOR REPORTS

When you submit a Report for a visitor there are a couple of things to watch out for:

- 1) If they are not a US citizen, we need them to fill out a Declaration of Immigration Status form and you need to obtain a copy of their visa and/or I-94 form. This will be uploaded along with the other receipts within Concur.
  - 2) If they require payment by wire draft, they will need to fill out a Wire Draft form which needs to be signed by the PI or purse-string holder of the account being used. The word WIRE should be part of the name of the Report to alert BFS that a wire draft is being requested as the payment method.
- You may get a warning such as “Warning: This report contains expense(s) outside of the trip dates, please review for accuracy.” Items such as flights, lodging and conference registrations must be purchased prior to the trip. The warning is only to alert you to be certain that you are adding the correct items to the correct trip report. The warning will not prevent you from submitting the Report.
  - You must Add Another Expense for EACH RECEIPT. For Meals, there should be one Expense PER DAY for the total expensed for that day. You can upload one meal log that documents each meal (actual expenses) for the entire trip to the first Meal line item (you do not need to upload it on every Meal line item). Each day's total meal expense must not exceed \$79/day for domestic travel.
  - **Itemization** is for identifying different types of expenses within the SAME RECEIPT. **Allocation** is for paying for expenses using different fund sources.
  - If you claim meals but not lodging on a multi-day trip (because the lodging was paid for by someone else or there was otherwise no cost to you) the system will flag it as unusual. To avoid the warning, enter a line item for Lodging with a zero amount and put in the comments why there is no lodging being claimed.

- Per diem is NOT ALLOWED for domestic travel unless it exceeds 30 days in travel status. A Travel Allowance is allowed for foreign travel or long-term domestic travel only. See Special Notes on Per Diem for detailed information about meals (page 14).
- If you anticipate needing a Travel Advance (known in this system as a Cash Advance), you will need to prepare a Request, not a Report (see instructions above for Simple Travel Request with Cash Advance). Do not submit the Request before clicking on the Cash Advance link under Report Details.
- If you have received a **Doctoral Student/Academic Travel Grant** follow the instructions given in your award letter for naming your report in Concur. Please select "Academic Senate" as the department, and use the FAU and Sub Account given in the letter. There is no need to add anyone from the Senate as an "ad hoc approver". When the above account is selected, it will automatically be routed to the Senate for approval. Receipts and confirmation of program participation are still required. In addition, you must upload a copy of your award letter as well.
- When viewing your Expense Report, you will see all of the expenses you have entered for the current report. Clicking on the small box to the left of the Expense will enable you to Edit, Delete or Copy the expense that is selected, Allocate it to another account number (you can even split the cost between multiple account numbers if necessary), Combine two or more expenses into one expense item, or Move one or more expenses to a different report or to your Available Expenses section.
- You will also see links at the top of this screen, as follows:

Report Details (will enable you to review the):

- a. Report Header (clicking on that will allow you to edit it)
- b. Report Totals (summarizes the Report totals)
- c. Report Timeline (shows and allows you to edit the workflow)
- d. Audit Trail (shows you the status of the Report)
- e. Allocation Summary (shows the allocation of funding for the Report)

Linked Add-ons:

- f. Manage Requests (if you prepared a Request or Cash Advance)

Print/Share (you can print or send the Report to an email address)

Manage Receipts:

- g. Manage Attachments can be used to upload things that are not receipts but are required, such as foreign per diem table from GSA, wire draft form, immigration declaration form, I-94/visa copies, award letters and exceptional approval forms.
- h. Missing Receipt Declaration – use this to accept the statement presented regarding adequate documentation and original receipts, and to create a Missing Receipt Affidavit (should you be missing a receipt). This will stand in lieu of the original receipt. Some types of expenses (e.g., Airfare, Lodging, Rental Car) cannot use this affidavit and must have some other sort of receipt and/or Missing Receipt Declaration form attached as acceptable documentation.

Travel Allowance | Manage Travel Allowance (for use when traveling to foreign destinations, as each destination has a different per diem rate, or for domestic travel in excess of 30 days). Use this link to edit or update your Travel Allowance itinerary/claim.

- Even after Submitting the Report, you can make changes to it if necessary. There is a boldface word “Expense” at the top of your SAP Concur screen. The drop-down arrow shows “Home”, and under “Applications” you can see both “Requests” and “Expense”. Choose “Expense” to see all of your Active Reports. You may change the View by clicking on “Active Reports” to the right to select a different set of Reports. Anything that has not yet been Sent for Payment may still be recalled to make changes if necessary. Click on a Report that has been Submitted and you can then click on “Recall Report”.
- At any time (even after the Report has been approved) you can search for it by clicking on the drop-down arrow next to Active Reports in your Report Library and changing the default search filter from Active Reports to Last 90 Days, This Year, or Last Year. In this way, you can keep track of the current status of any Report you have submitted.
- Download the SAP Concur Mobile app to your smart phone and, during your trip, you can take pictures of all of the receipts that you incur uploading them to the system. These will show up in the Available Receipts section, making it easy to add them to a Report.

Let me know if you have any questions!



## Instructions for simple Business Expense

- 0) STOP! Before you purchase ANYTHING, try to purchase it through Gateway first. Only if you cannot purchase it through Gateway should you purchase anything with your own money and get reimbursed. Reimbursement for business expenses is a LAST RESORT!
- 1) Log on to Concur (see above).
- 2) Near the top is the word Home and a down arrow. Click on the down arrow and scroll down to Expense. Click on Create New Report (on the right hand side near the top).
- 3) Fill in the information requested for the Header.
  - a. Under Policy, choose Business Expense.
  - b. Give the Business Expense a descriptive name.
  - c. Under Report Type, choose Business Expenses.
  - d. Under Business Purpose give a full description of the Business Expense and purpose (explaining why Gateway wasn't used).
  - e. Under Payee Type, choose Employee.
  - f. Under Dept search for Physics.
  - g. Under FAU click the down arrow to choose "Either" from the drop-down menu and then type \* and the project code (6 digits of the account number).
  - h. Leave Cost Type blank.
  - i. The choice for Sub Account will depend on what was purchased:
    - i. Choose 3 - Supplies and Expense for supplies (and equipment <\$5000.00).
    - ii. Choose 4 – Equipment and Facilities for equipment >\$5000.00 and fabrication (if Fabrication, you must include the FAB # in Comments).
  - j. Click Create Report.
- 4) On the next screen, click Add Expense.
- 5) In the Search box, type something that will help you to locate the type of expense. As an example, use "supp" to search for any kind of supplies. If this is a Lab Supply you will see Lab Instruments & Supplies as a sub-heading under Lab Supplies & Animals.
- 6) On the next screen, put in a clear description of the expense.
- 7) Enter the Transaction Amount, which is the total amount found on the receipt. If for any reason you had mixed personal and business items on a single receipt you would need to itemize each expense type.
- 8) Enter the Transaction Date, which is the date on the receipt, not today's date.
- 9) The Dept., FAU (Account number), Cost Type and Sub Account are all filled in automatically from the Header that you entered. The currency defaults to US dollars, but can be changed in case you have any foreign expenses in a foreign currency.
- 10) Answer the questions by selecting Yes or No for Purchase from a foreign entity, Telecommunication – Equipment, Service, or Non-Taxable. If it is taxable, enter the tax from the receipt under Sales Tax. If no sales tax appears on the receipt and it is a taxable item, you will need to calculate Use Tax and enter it in the Use Tax box (click on the ? for a helpful spreadsheet to assist in the calculation. Shipping or Freight is not included in the taxable total). If the item is to be used in California, Use Tax must be calculated. If it will never be used in California, it is Non-Taxable, but this must be explained in the Comments. Certain other types of items are Non-Taxable by nature.
- 11) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image.

- 12) You may add any appropriate comments in the Comments box prior to clicking Save Expense (or Save and Add Another, as appropriate). Do not add more than 10 line items in a single report, and make certain no item is over a year old. File your receipts sooner!
- 13) In the Manage Expenses screen, clicking on the small box to the left of the Expense will enable you to Edit, Delete or Copy the expense that is selected, or Allocate it to another account number (you can even split the cost between multiple account numbers if necessary).
- 14) When ready, **\*[email Debbie Ceder](#) to go over your work.\*** She will review it and certify that it is ready for submission. Then, she will email you to let you know you can submit. Click on the Submit Report button in the upper right hand corner. You will be asked to confirm a Submission Agreement statement. Click Accept and Continue. You're done!

**Be aware that ANYTIME after you submit your Expense Report, you may Recall it to make changes and (if you do) the Department Approver will automatically revert to the original DEA for your home department. You must make certain before EACH submission to check the Report Timeline to make sure the Department Approver is correct for the funding being used.**

You may get a warning such as “Warning: Please note: Business Expense Reimbursements should always be a last resort, and your Department should direct everyone to use Gateway or use your Department Flexcard for these kinds of purchases.” You will always get this warning, but it will not prevent you from submitting the Report.

Let me know if you have any questions.

## Instructions for simple Membership

Membership to a professional or scholarly organization requires the Business and Financial Services [Membership Form for Concur](#). This must be filled out and signed by the PI associated with the account number that will be used for reimbursement of the expense prior to filing your Expense Report. The signed form will be an attachment that you will upload along with the receipt for the membership expense. Membership reimbursements may be included with a travel Expense Report or filed as a separate Business Expense Report.

The form is mostly self-explanatory. The field called “Benefit to UCSB” is required and it is often satisfied by something along the lines of “Collaboration with colleagues and discounted entrance to conferences/subscription to scholarly journal”. The field called “List of other UCSB members” is not intended for you to list all other members of the organization, merely to state whether this is an individual or a joint membership. If the membership is for you alone, enter “none for this application”. Add the range of dates covered for the membership being paid for. Choose either New Membership, Renewal Membership, or To Secure Periodical entering the name of the journal and send the form through DocuSign to have the PI sign the form. Upload the signed form to your Expense Report as supporting documentation.

## Instructions for simple Entertainment

- 1) Log on to Concur (see above).
- 2) Near the top is the word Home and a down arrow. Click on the down arrow and scroll down to Expense. Click on Create New Report (on the right hand side near the top).
- 3) Fill in the information requested for the Header.
  - a. Under Policy, choose Travel and Entertainment Expense.
  - b. Give the Event/Trip a descriptive name.
  - c. Under Report Type scroll down to choose Entertainment
  - d. Under Event/Trip Purpose scroll down to choose the appropriate Event/Trip Purpose. Be aware that Morale Building triggers a College-level review and requires an [Exceptional Approval Worksheet for Entertainment and Travel](#).
  - e. Under Business Purpose give a full description of the Event/Trip. The Business Purpose is not simply a description of the event, but why it is beneficial to the department. Don't just put down "GradLife coffee hour". Flesh it out with something like "Social hour to provide opportunity for Graduate Students, Faculty and Staff to network and promote good will." University funds may be used for employee retirement with at least 5 years of UC service, but under no circumstances shall university funds be used for employee birthdays, weddings, anniversaries or any other personal nature.
  - f. Fill in the Event/Trip Start Date and the Event/Trip End Date.
  - g. Under Payee Type choose Employee (or Student if appropriate).
  - i. Under Group Travel choose Yes/No.
  - h. Expense provided to Spouse/Dp/Child/Dep care: choose Yes/No and provide details for Yes in Comments (an exception approval will be required).
  - i. If there were any personal days, please list those dates in the justification box.
  - j. Under Dept search for Physics.
  - k. Under FAU click on the arrow to choose "Either" from the drop-down arrow and then type \* and the project code (the six digits of the account number).
  - l. Leave Cost Type blank.
  - m. Under Sub Account choose 3 - Supplies and Expense (Entertainment is always 3).
  - n. Fill in the Host Name for Entertainment Expenses.
  - o. Leave the Foreign Per Diem travel allowance defaulted to No.
  - p. Click Create Report.
- 4) On the next screen, click Add Expense (this sample is for an entertainment meal).
- 5) In the Search box, type "entertain" to search for Social & Entertainment Exp. – Food, Rental, Supplies (if you search for "meal" it will come up with the Meals appropriate for travel, but NOT for Entertainment!). (Note: if you have reimbursable alcohol as an expense on your receipt, you will need to itemize it under a separate expense type – see below for instructions.) If there are more than 10 attendees at your event, you may choose Social & Entertainment Exp. 10+ Attendees (Attached List).
- 6) On the next screen, put in a clear description of the expense and business purpose.
- 7) Choose the appropriate Meal Type from the drop-down menu.
- 8) Enter the Transaction Date, which is the date on the receipt, regardless of whether supplies for the event were purchased ahead of the event date.
- 9) Enter the location of the Event (Building, Room #, address, etc. BE SPECIFIC!).

- 10) The Dept., FAU (Account number), Sub Account, and Payment Type are all filled in automatically from the Header that you entered.
- 11) Select either “Yes” or “No” in the “Event on UC Leased or Owned Property” box. If “Yes” select the place in the UC Location box and either “Yes” or “No” in the “Catering” box. If “Yes” select the Catering Vendor from the drop-down list in the “Catering” box.
- 12) Enter the Transaction Amount, which is the total amount found on the receipt. The currency defaults to US dollars, but can be changed in case you have any foreign expenses in a foreign currency. If for any reason you had mixed personal and business items on a single receipt, or mixed food and supplies, or if there is alcohol to be reimbursed, you would need to itemize each expense type (see the Itemization tab at the top). You may add any appropriate comments in the Comments box prior to clicking Save Expense.
- 13) If you must itemize expenses on a single receipt under different categories, click the Itemizations tab at the top and then click Create Itemization. Complete all of the details as described above for each itemization and click Save Itemization (or Save and Add Another); repeat as necessary. There is a Personal Expense box you may click for any expense on the receipt that is not business related. This will remove that expense from your reimbursement.
- 14) Upload a copy of the receipt by clicking the large box on the right: Attach Receipt Image. If you have an exception approval to attach, use this box to Add as well. You must save a copy of any notification or announcement used to advertise the event and upload that along with the receipts.
- 15) A list of attendees must be included. At the top, there is a link to click for Attendees. If there are just a few attendees, you may use this link to add them. If you have a regular group that often meets together, you may create a group that you can use in future Entertainment reimbursement Reports. If you have a very large group, you may append a list of participants/attendees to the receipt image (in this case, be sure to choose Social & Entertainment Exp. 10+ Attendees (Attached List) as the Expense Type).
- 16) In the Manage Expenses screen, clicking on the small box to the left of the Expense will enable you to Edit, Delete or Copy the expense that is selected, or Allocate it to another account number (you can even split the cost between multiple account numbers if necessary).
- 17) When ready, **[email Debbie Ceder](#) to go over your work.** \* She will review it and certify that it is ready for submission. Then, she will email you to let you know you can submit it. Click on the Submit Report button in the upper right hand corner. You will be asked to confirm a Submission Agreement statement. Click Accept and Continue. You’re done!

**Be aware that ANYTIME after you submit your Report, you may Recall it to make changes and (if you do) the Department Approver will automatically revert to the original DEA for your home department. You must make certain before EACH submission to check the Report Timeline to make sure the Department Approver is correct for the funding being used.**

## New Legislation and Labor Agreements Concerning Contracting Out

1) [SB 820](#) – Education Finance Code. Recent changes to SB820 impose significant restrictions for contracting out in buildings that have received capital state funding. [Sec. 31 Section 92495](#) details the changes to the law. Of particular interest is paragraph (d)(2), which states “Commencing January 1, 2021, the University of California may proceed with capital expenditures, as defined in subparagraph (A), (C), or (D) of paragraph (2) of subdivision (b) of Section 92493, or capital outlay projects defined in subdivision (b) of Section 92494, only upon certification that during the subsequent fiscal year and at all times thereafter, all cleaning, maintenance, groundskeeping, food service, or other work traditionally performed by persons with University of California Service Unit (SX) job classifications, shall be performed only by employees of the University of California at each beneficially affected facility, building, or other property.” As a condition for UCSB receiving state capital funding, contracting out for covered services is not permissible. There are no exceptions. In addition, Chancellor Yang must submit Certifications at the completion of each project which are submitted to the State to certify outsourcing of covered services did not occur.

Once a building has received state capital funding, it will always be deemed an SB 820 building, even after the capital improvement project is completed. Failure to comply with SB 820 may cause the University and the entire UC System to lose critical, invaluable state capital funding and subject the UC System to extreme scrutiny and additional measures for receiving state funds.

2) AFSCME Article 5 and Regents Policy 5402 - [Regents Policy 5402](#) and AFSCME collective bargaining agreements (Service - SX & Patient Care Technical - EX) impose significant limitations on the use of third-party suppliers for “covered services.” Covered services are those traditionally performed by AFSCME unit members and includes among others Food services (preparing/cooking food and active serving of food).

Under these requirements, contracting out can only be used as a last resort. Departments must explore all UCSB staffing options before contracting out unless the circumstances meet one of the rigid exceptions outlined in the collective bargaining agreements.

In addition, Departments must secure Procurement and Labor Relations approval to contract out for Covered Services (SX & EX) work PRIOR TO issuing or executing an RFP, purchase order, change order, or master services agreement.