

# SAP Concur

**PROCUREMENT SERVICES DIVISION**



## **End-USER Training**

How to Submit a Travel  
Expense Report

# The purpose of this job aid is to show how to submit a travel expense report in Concur.

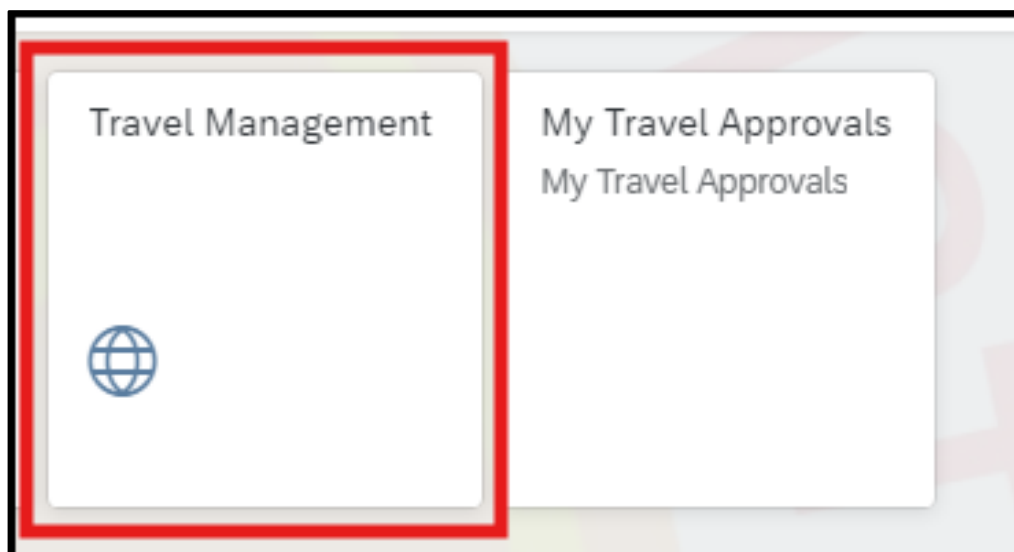
1

To access Concur Travel, log in to your ESS (<https://ess.lausd.net/>) using your SSO (Single Sign On).



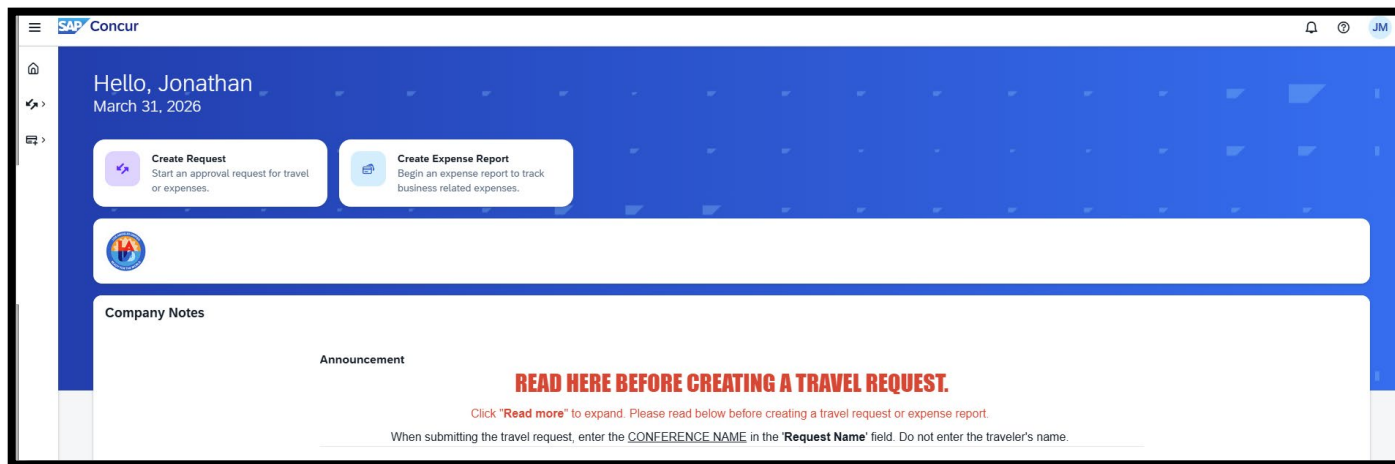
2

Click on the **Travel Management** tile.



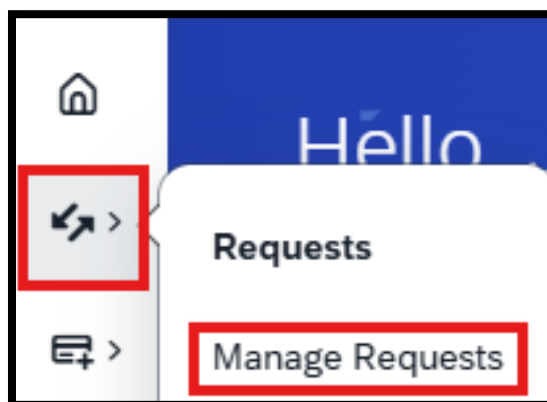
3

You will be directed to the Concur Travel home page. Display may look different depending on your view settings.



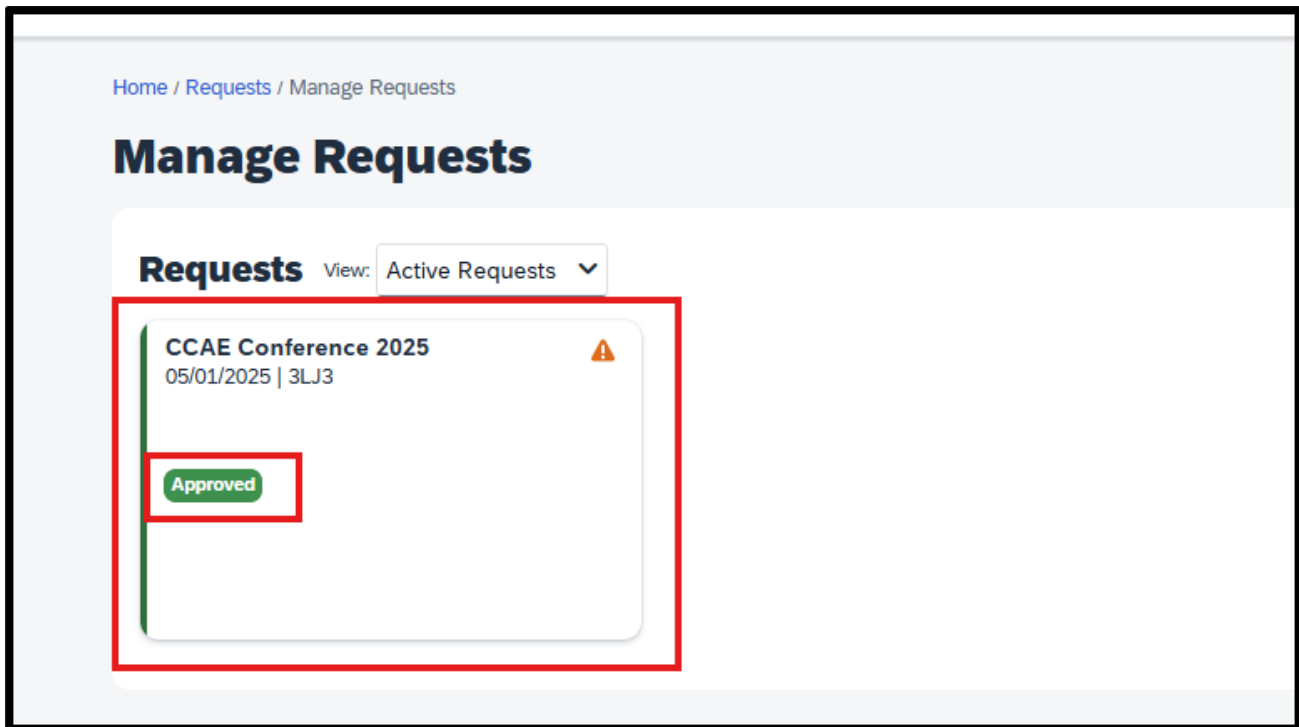
4

You will need to use the **Approved Travel Request** to generate the **Expense Report**. To find your **Travel Request** select the **Arrow icon** on the left side of the screen & select **Manage Requests**.



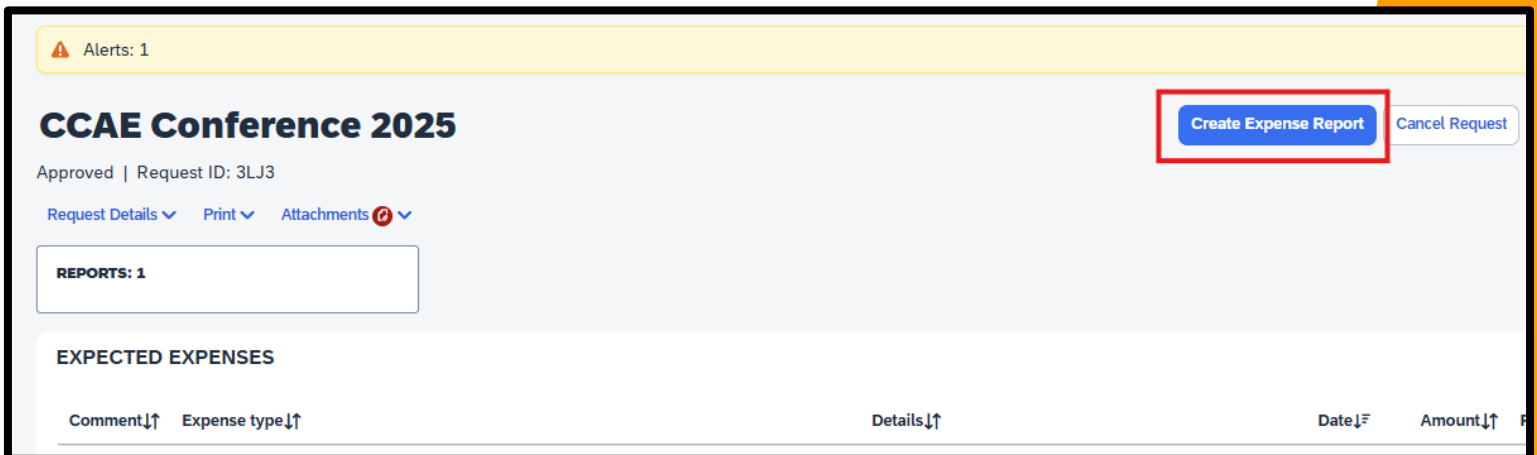
5

Find your **Approved Travel Request** and open it. If you don't see your request, change the **View** filter from **Active Requests** to **All Requests**.



6

Click **Create Expense Report**.





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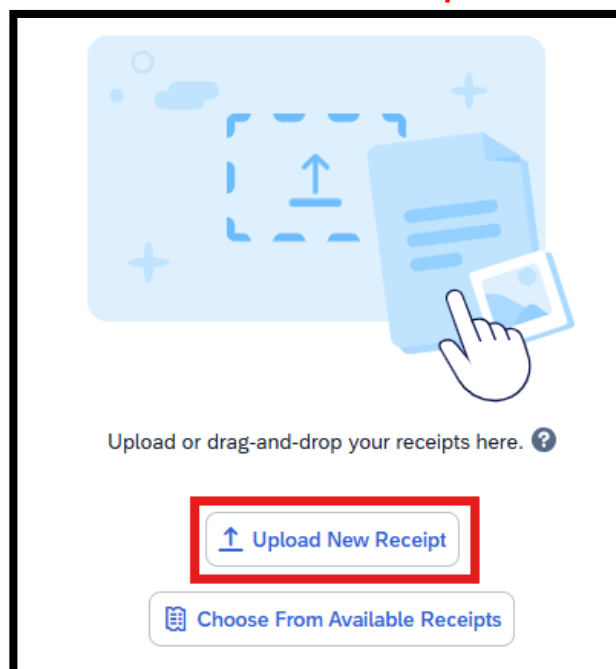
Update the **Payment Type** to the actual payment method used for each expense. Update the **Amount** to reflect the actual costs as well.

The screenshot shows an expense entry form with the following fields and values:

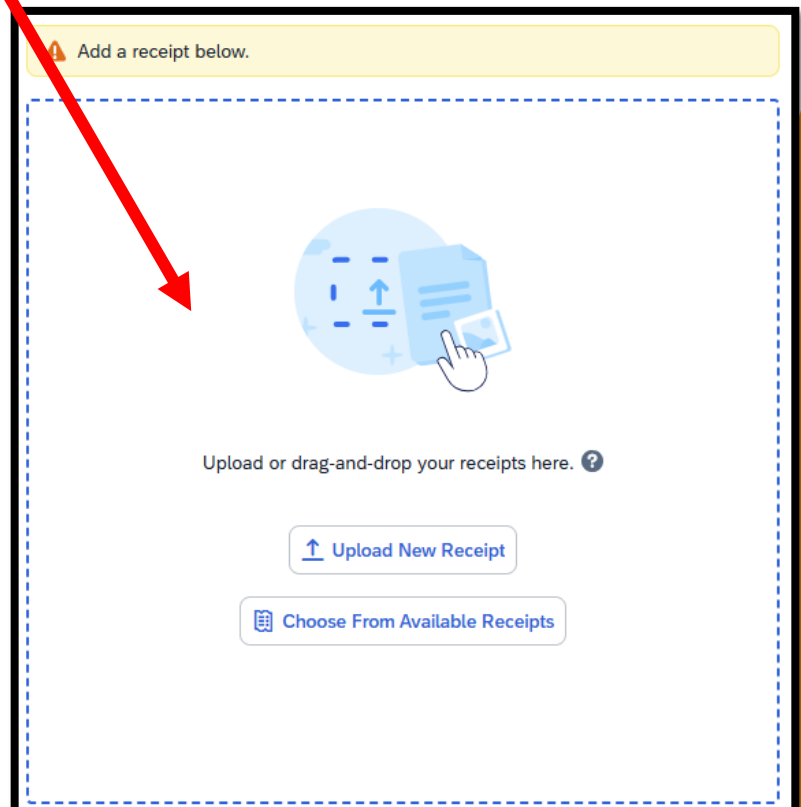
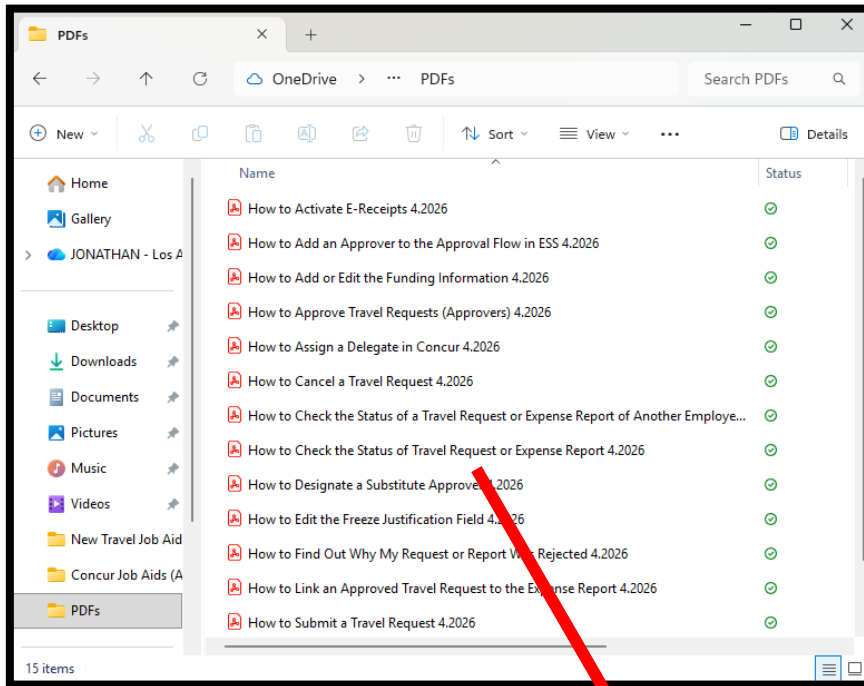
- Expense Type: Conference Fees
- Transaction Date: 04/02/2026
- Business Purpose: Test
- Enter Vendor Name: Test
- Payment Type: Self-Paid (highlighted with a red box)
- Amount: 0.00 (highlighted with a red box)
- Currency: US, Dollar (USD)

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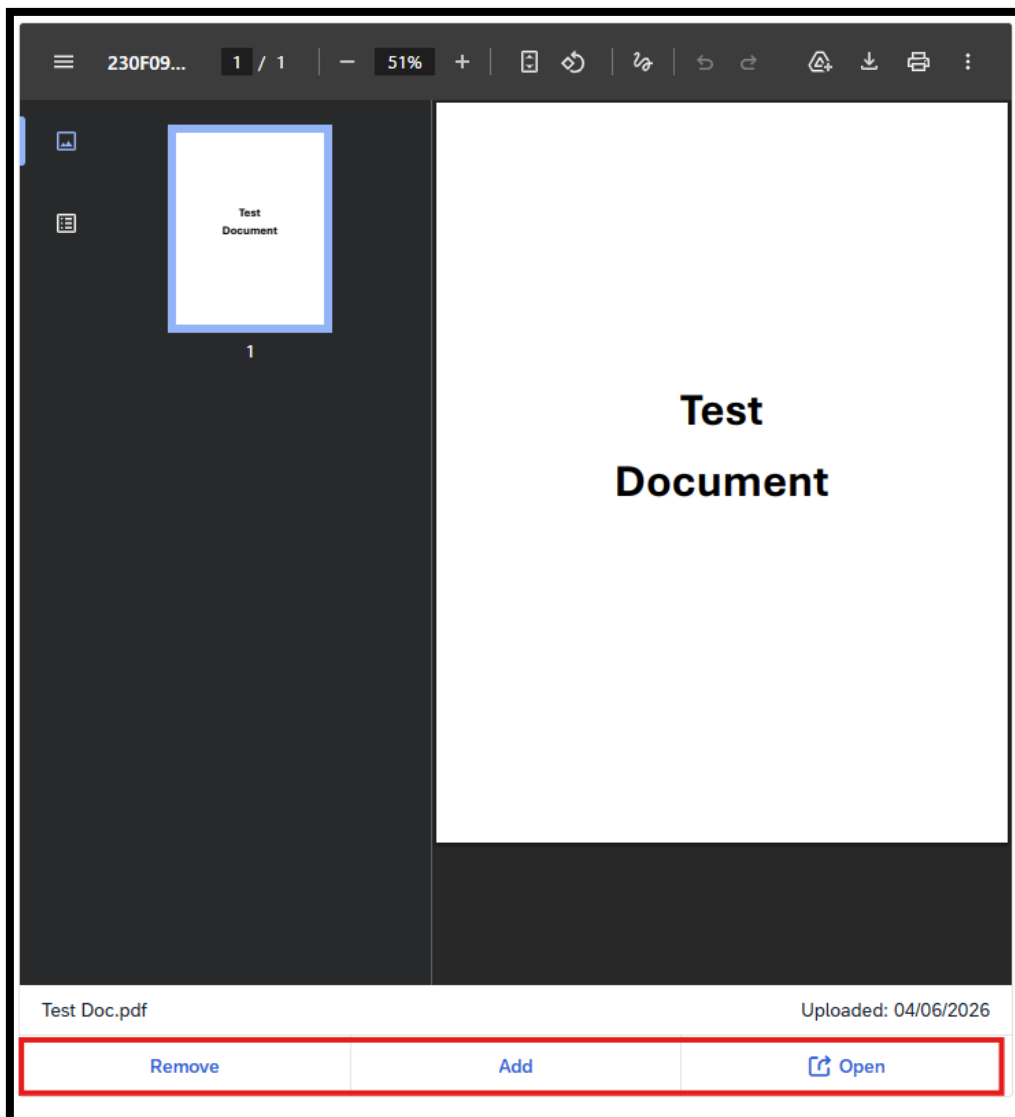
Click **Upload New Receipt** to upload the receipt for each expense directly from your desktop. *Alternate method in step 11.*



You can also drag & drop your **receipt** directly into the box.



Once a document is attached, you can use the **Remove** button to delete, the **Add** button to attach additional documents or the **Open** button to view those attachments in a separate window. Receipts should contain the last 4 digits on the card used. Bank statements may be attached. For questions on what receipts to use, contact Accounts Payable.



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Click **Save Expense**.

The screenshot shows a form titled "Conference Fees \$0.00". At the top right, there are two buttons: "View Alerts" and "Save Expense". The "Save Expense" button is highlighted with a red box, and a red arrow points to it from the left. Below the buttons, there are tabs for "Details" and "Itemizations". The "Details" tab is active. There is an "Allocate" button on the left. The form contains several fields: "Expense Type" (Conference Fees), "Transaction Date" (04/02/2026), "Business Purpose" (Test), "Enter Vendor Name" (Test), "Payment Type" (Self-Paid), "Amount" (0.00), and "Currency" (US, Dollar (USD)). A "Required field" label is visible on the right side of the form.

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If you are seeking **mileage reimbursement**, click **Add Expense** → **Manually Create Expense**.

The screenshot shows a table titled "Expenses (1)". The table has several columns: Alerts, Date, Comment, Receipt, Details, Payment Type, and Requested. The "Add Expense" button is highlighted with a red box, and a dropdown menu is open below it, showing the option "Manually Create Expense" which is also highlighted with a red box. The table contains one row of data for an expense on 04/02/2026 for \$0.00.

Alerts	Date	Comment	Receipt	Details	Payment Type	Requested
<input type="checkbox"/>	04/02/2026				Self-Paid	\$0.00

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Search for the expense type by typing **Personal Car Mileage** in the search bar. Select the expense.

The screenshot shows the 'Create New Expense' interface. At the top, there are two tabs: 'Create New Expense' (active) and 'Select Available Expenses (0)'. Below the tabs, the instruction 'Select an expense type for the new expense' is displayed. A search bar contains the text 'personal' and has a magnifying glass icon on the right. Below the search bar, the text 'Search by expense type, category, description' is visible. Underneath, a section titled '02. Transportation' is expanded, showing a list item 'Personal Car Mileage' which is highlighted with a red box.

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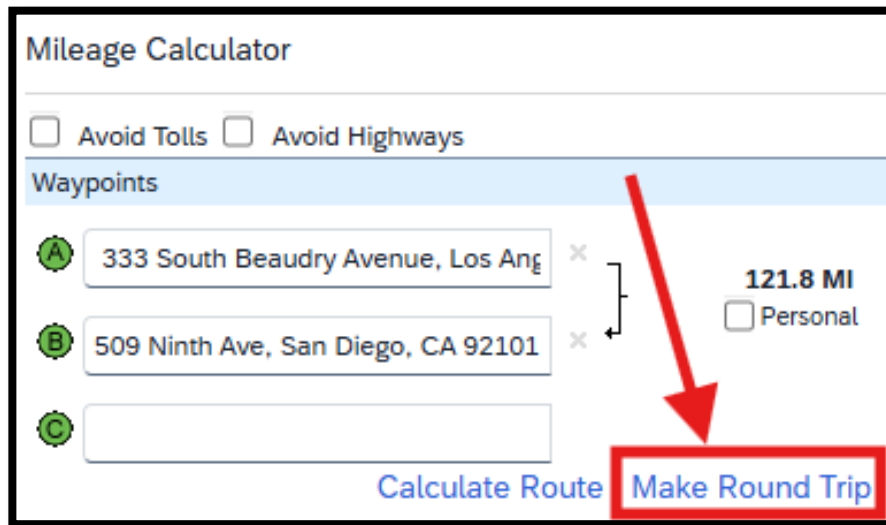
The mileage calculator will appear.

**A = Worksite Location**  
**B = Conference Location.**

The screenshot shows the 'Mileage Calculator' interface. At the top, the title 'Mileage' is displayed. Below it, the 'Mileage Calculator' section contains two checkboxes: 'Avoid Tolls' and 'Avoid Highways'. Underneath, the 'Waypoints' section is highlighted in light blue. It contains two input fields labeled 'A' and 'B' with green circular icons to their left. A red box highlights these two input fields. To the right of the input fields, there is a magnifying glass icon and a double-headed vertical arrow. At the bottom right of the form, there is a blue button labeled 'Calculate Route'.

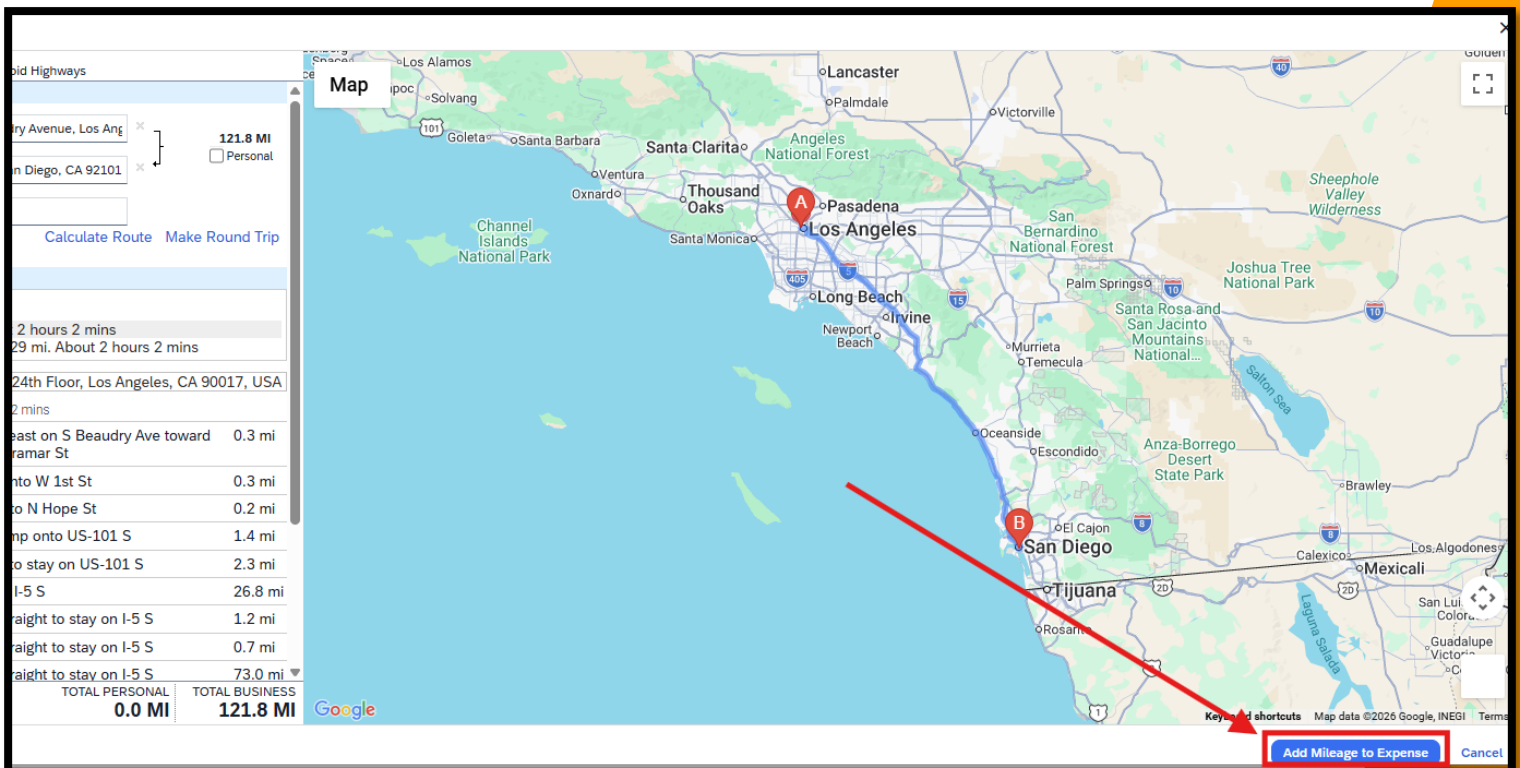
17

To calculate a round trip, click **Make Round Trip**.



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Click **Add Mileage to Expense**.



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For **Mileage Type**, select **Travel Mileage**.

Required field \*

Expense Type \*

Personal Car Mileage

Transaction Date \*

04/02/2026

To Location

509 Ninth Ave, San Diego, CA 92101, USA

Distance \*

Mileage Type \*

Search by Text

Non-Travel Mileage

**Travel Mileage**

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Click **Save Expense**.

New Expense

Details Itemizations

Mileage Calculator Allocate

View Receipt

Save Expense

Required field \*

Expense Type \*

Personal Car Mileage

Transaction Date \*

04/02/2026

Mileage Type \*

Travel Mileage

Business Purpose \*

Test

From Location

333 South Beaudry Avenue, Los Angeles, CA 90017, US

To Location

509 Ninth Ave, San Diego, CA 92101, USA

Payment Type

Self-Paid

Distance \*

122

Amount \*

88.45

Currency

US, Dollar (USD)

Reimbursement Rates

USD 0.725 per mile

## The funding cost center auto-defaults to the traveler's job assignment cost center.

To check and update the **funding cost center**, select all the checkboxes next to the expenses and then click **Allocate**.

*Your Department or school provides the funding line, not the Travel Desk.*

**CCAIE Conference 2025 \$201.20** Submit Report Delete Report

Not Submitted | Report Number: NJVGNL

**REQUEST**  
Approved  
\$0.00

Report Details Print/Share Manage Receipts View Available Receipts

**Expenses** Add Expense Edit Delete Copy Allocate Combine Expenses Move

<input checked="" type="checkbox"/>	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input checked="" type="checkbox"/>			Self-Paid	Personal Car Mileage		05/23/2025	\$151.20 Allocated	...
<input checked="" type="checkbox"/>			*LAUSD District Paid-P-Card, PO, Imprest	Conference Fees	California Council Adult Education (CCAIE)	03/11/2025	\$50.00 Allocated	...
							<b>\$201.20</b>	

In the **Allocations** window, checkoff the checkbox on the left of the line & click **Edit**.

Allocate

Expenses: 2 | \$201.20

Percent Amount

Amount \$201.20 Allocated 100% \$201.20 Remaining 0% \$0.00

Default Allocation

Code **Default** Amount USD \$0.00

Allocations (1)

Add Edit Remove Save as Favorite

<input checked="" type="checkbox"/>	Logical System↓↑	Company Code↓↑	Cost Object Type↓↑	Cost Object Value↓↑	Fund↓↑	Functional Area↓↑	Code†=	Amount USD
<input checked="" type="checkbox"/>	ECC Production Client	LAUSD	Cost Center	N Valley Occupational Ctr	AE-Adult Educ Prog	Adult Ed-Dist Adm-Other-S	PR1910-1000-CC-1932901-110-6391-4110-2100-14070	201.20

Scroll down to the last three fields (**Cost Object Value**, **Fund**, and **Functional Area**).

Add Allocation

+ New Allocation ★ Favorite Allocations

(CC) Cost Center X v

Cost Object Value 4

(1050901) Contract Admin and Procurement Services X v

Fund v

Functional Area v

Save Cancel

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If needed, update the funding cost center under **Cost Object Value**. Then, if needed, update the **Fund** and **Functional Area**.

A screenshot of a web form with three dropdown menus. The first dropdown is labeled 'Cost Object Value' and contains the text 'Contract Admin and Procurement Services'. The second dropdown is labeled 'Fund' and contains the text 'GF-Unrestricted'. The third dropdown is labeled 'Functional Area' and contains the text 'General Fund Sch Program'. Each dropdown has a downward arrow and an 'X' icon to clear the selection. A red rectangular box highlights the 'Cost Object Value' dropdown.

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Click **Save**.

A screenshot of a web form titled 'Add Allocation'. At the top, there are two links: '+ New Allocation' and '★ Favorite Allocations'. Below these are four dropdown menus: '(CC) Cost Center', 'Cost Object Value' (with a '4' in a grey box to its right), 'Fund', and 'Functional Area'. Each dropdown contains the same text as in the previous screenshot: 'Contract Admin and Procurement Services', 'GF-Unrestricted', and 'General Fund Sch Program' respectively. At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'. A red arrow points to the 'Save' button, which is also enclosed in a red rectangular box.

Click **Save** again in the **Allocations** window.

The screenshot shows the 'Allocations' window with the following details:

- Buttons: Percent, Amount
- Amount: \$1,080.35
- Allocated: \$1,080.35 (100%)
- Remaining: \$0.00 (0%)
- Default Allocation Code: Default
- Allocations (1) table:
 

Logical System	Company Code	Cost Object Type	Cost Object Value	Fund	Percent %	
<input type="checkbox"/>	ECC Production Client	LAUSD	Cost Center	Contract Admin and Procurement Services	GF-Unres	100
- Buttons: Add, Edit, Remove, Save as Favorite
- Buttons: Save, Cancel

Ensure all expenses are accounted for. When ready, click **Submit Report**.

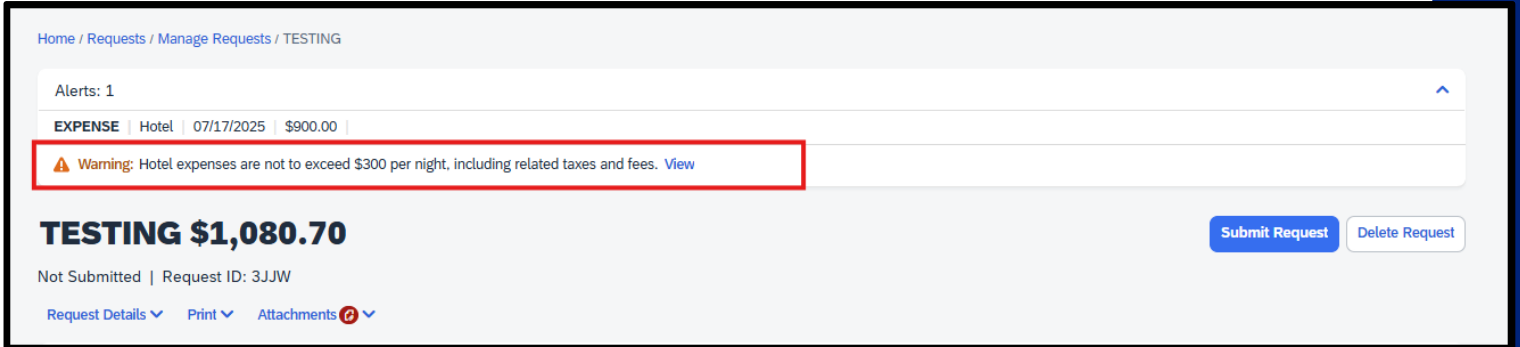
The screenshot shows the 'CCA Conference 2025 \$201.20' report page with the following details:

- Page Header: Home / Expense / Manage Expenses / CCAE Conference 2025
- Report Title: CCAE Conference 2025 \$201.20
- Status: Not Submitted | Report Number: NJVGNL
- Buttons: Submit Report, Delete Report
- Buttons: Report Details, Print/Share, Manage Receipts, View Available Receipts
- Expenses Table:
 

Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Self-Paid	Personal Car Mileage		05/23/2025	\$151.20 Allocated
<input checked="" type="checkbox"/>		*LAUSD District Paid-P-Card, PO, Imprest	Conference Fees	California Council Adult Education (CCA)	03/11/2025	\$50.00 Allocated
						<b>\$201.20</b>
- Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move

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**Yellow Warning sign** will not prohibit you from submitting your report.



Home / Requests / Manage Requests / TESTING

Alerts: 1

EXPENSE | Hotel | 07/17/2025 | \$900.00

**Warning:** Hotel expenses are not to exceed \$300 per night, including related taxes and fees. [View](#)

**TESTING \$1,080.70**

Not Submitted | Request ID: 3JJW

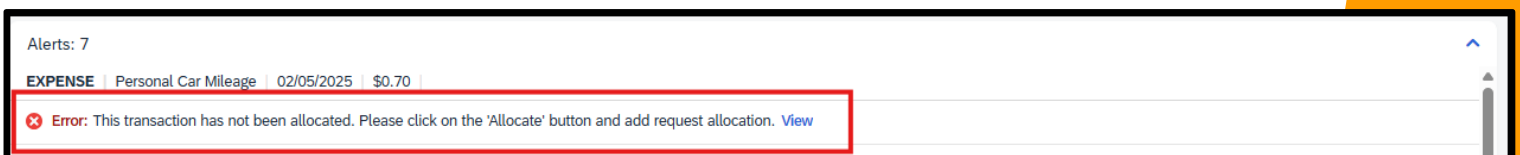
[Request Details](#) | [Print](#) | [Attachments](#)

[Submit Request](#) [Delete Request](#)

**Warning:** Hotel expenses are not to exceed \$300 per night, including related taxes and fees. [View](#)

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**Red Error message** will prohibit you from submitting your report. You will need to correct the error before submitting your report.



Alerts: 7

EXPENSE | Personal Car Mileage | 02/05/2025 | \$0.70

**Error:** This transaction has not been allocated. Please click on the 'Allocate' button and add request allocation. [View](#)

**Error:** This transaction has not been allocated. Please click on the 'Allocate' button and add request allocation. [View](#)

If the **report** goes through **budget check** successfully, the system will indicate who the report is **pending with**. Budget check should take 2-5 minutes. Go to **Report Details** → **Edit report Header**.

If the report fails **budget check**, the report will be rejected (sent back to the traveler).

Not Submitted | Report Number: O368II

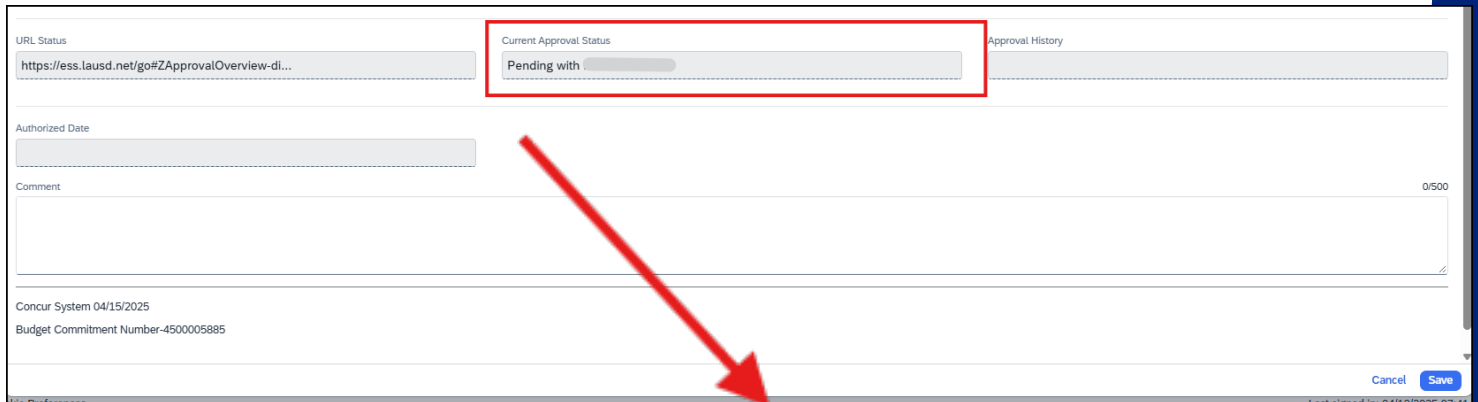
Report Details ▾ Print/Share ▾ Manage Receipts ▾

Report

- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary
- Linked Add-ons
- Manage Requests

Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Ve
		Self-Paid	Per Diem	
		Self-Paid	Conference Fees	TE

Scroll down to **Current Approval Status**. It will state the name of the approver.



The screenshot shows a web application interface with several fields. The 'Current Approval Status' field is highlighted with a red box and contains the text 'Pending with [redacted]'. A red arrow points from this field to a callout box below. Other fields include 'URL Status' (https://ess.lausd.net/go#ZApprovalOverview-di...), 'Authorized Date', 'Comment' (0/500), 'Concur System 04/15/2025', and 'Budget Commitment Number-4500005885'. There are 'Cancel' and 'Save' buttons at the bottom right.

Current Approval Status

Pending with [redacted]