

SAP Concur

PROCUREMENT SERVICES DIVISION



End-USER Training

How to Submit a Retro
Expense Report

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

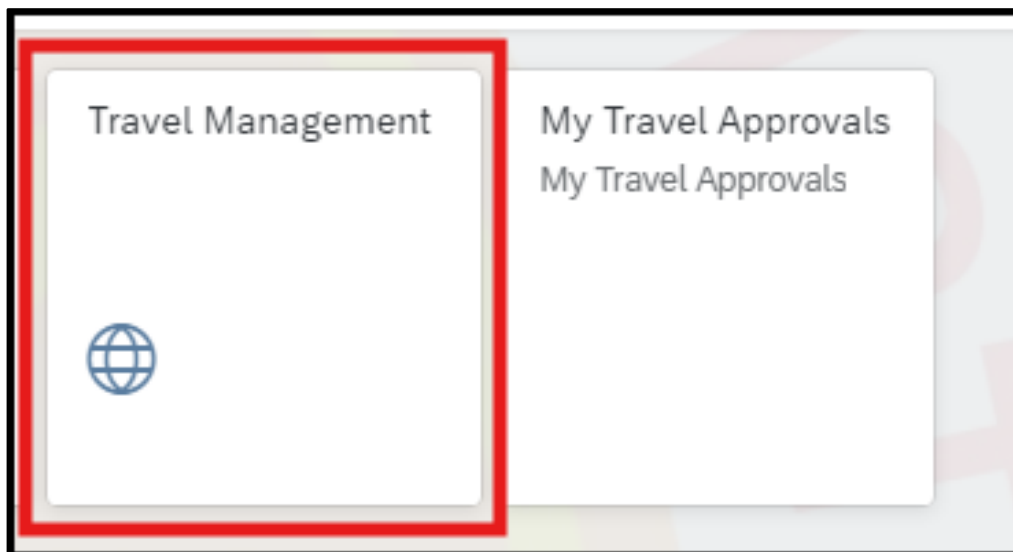
1

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



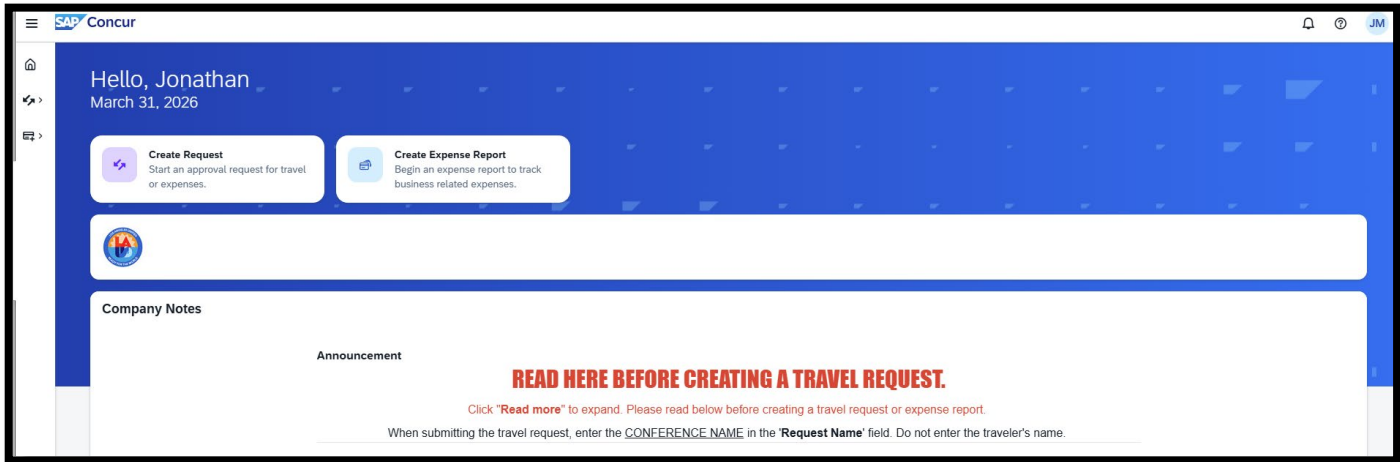
2

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

Click **Create Expense Report**.



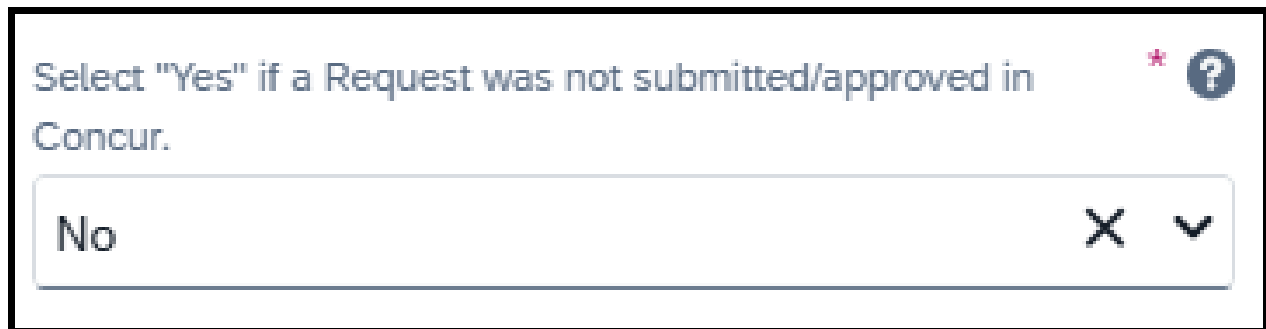
5

Fill in all required fields (*). Double check the **Job Assignment & Job Assignment Cost Center** fields for accuracy.

- **Report Name** – Name of the conference
- **Report Start/End date** – Travel start & end dates

6

Select **Yes** in the field below to enable the report to follow the **retroactive workflow**.



Select "Yes" if a Request was not submitted/approved in Concur. *

No X v

The image shows a screenshot of a web form. The label text is "Select 'Yes' if a Request was not submitted/approved in Concur." followed by a red asterisk and a question mark icon. Below the label is a dropdown menu with "No" selected. To the right of the dropdown are an "X" icon and a downward-pointing arrow.

Click **Create Report** to generate the **retroactive expense report**.



Create Report Cancel

The image shows a screenshot of two buttons. The "Create Report" button is highlighted with a red rectangular border. The "Cancel" button is to its right.

7

A **retroactive expense** report will generate.

The screenshot shows a web interface for a 'Test Retroactive Expense Report \$0.00'. At the top right is a 'Submit Report' button. Below the title, it says 'Not Submitted' and 'Report number: 7MJZF2'. There are three menu items: 'Report Details', 'Print/Share', and 'Manage Receipts'. The main section is titled 'Expenses' and has an 'Add Expense' button. In the center, there is an illustration of a desk with a pen, a notepad, and a vase. Below the illustration, it says 'No Expenses' and 'Add expenses to this report to submit for reimbursement.'

8

Click **Add Expense** → **Manually Create Expense** to add an expense type.

This screenshot is identical to the one above, but with the 'Add Expense' dropdown menu open. The menu has two options: 'Manually Create Expense' and 'Select from Available Expenses (0)'. Both options are highlighted with a red box.

9

To enter a Conference Fee, type in Conference fee, then select **Conference Fees**.

Add Expense to Report

[Create New Expense](#) Select Available Expenses (0)

Select an expense type for the new expense

Confere X Q

Search by expense type, category, description

^ Recently Used

Conference Fees

^ 07. Fees

Conference Fees

10

Enter the conference **Vendor Name**.

New Expense

Details Itemizations Receipt

[Allocate](#)

* Required field

Expense Type *
Conference Fees X v

Transaction Date * Business Purpose
07/17/2025 📅

Enter Vendor Name * Payment Type *
 Self-Paid v

Amount * Currency *
 US, Dollar (USD) X v

Click to types fo

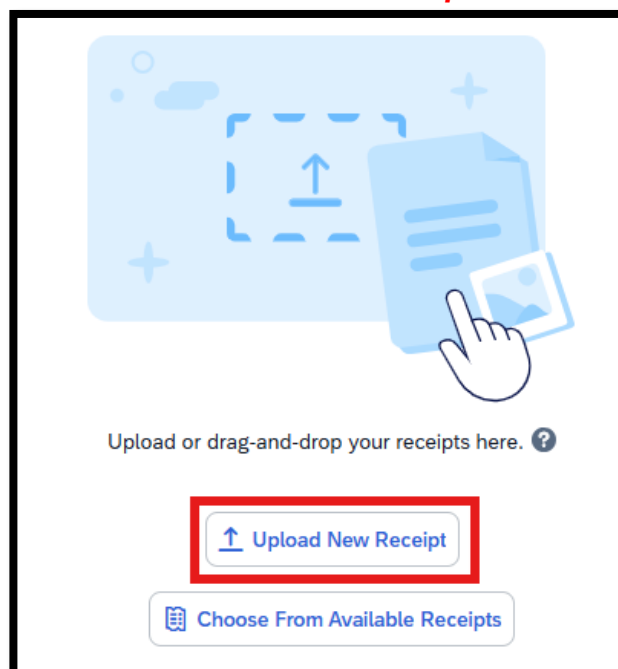
11

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

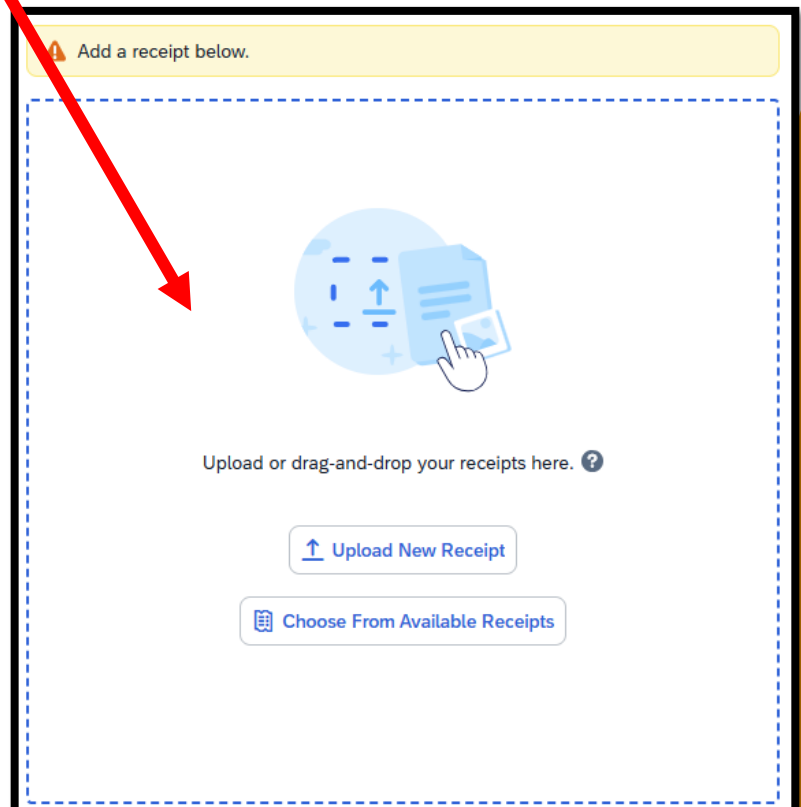
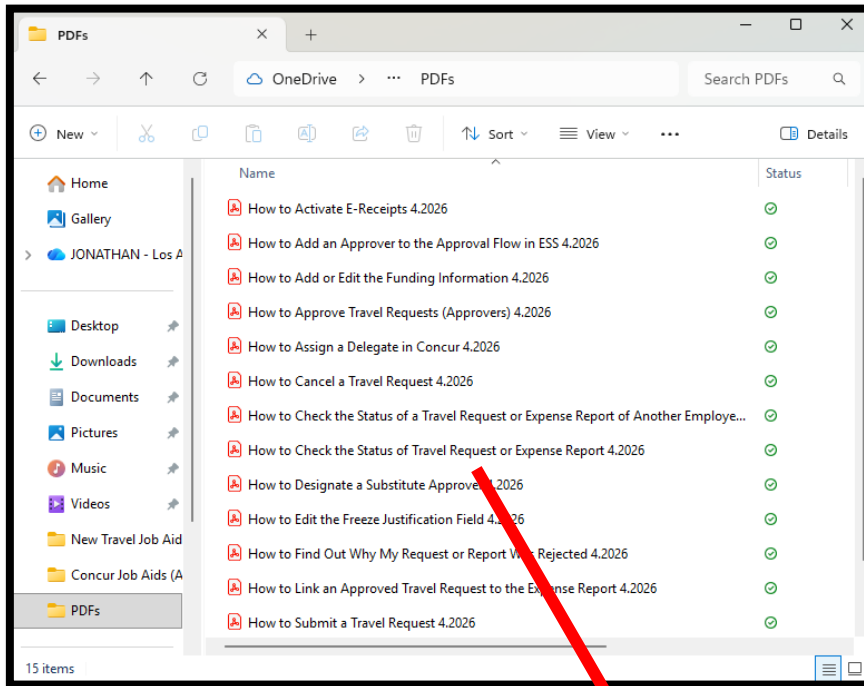
Expense Type *	
Conference Fees	
Transaction Date *	Business Purpose
04/02/2026	Test
Enter Vendor Name *	Payment Type *
Test	Self-Paid
Amount *	Currency *
0.00	US, Dollar (USD)

12

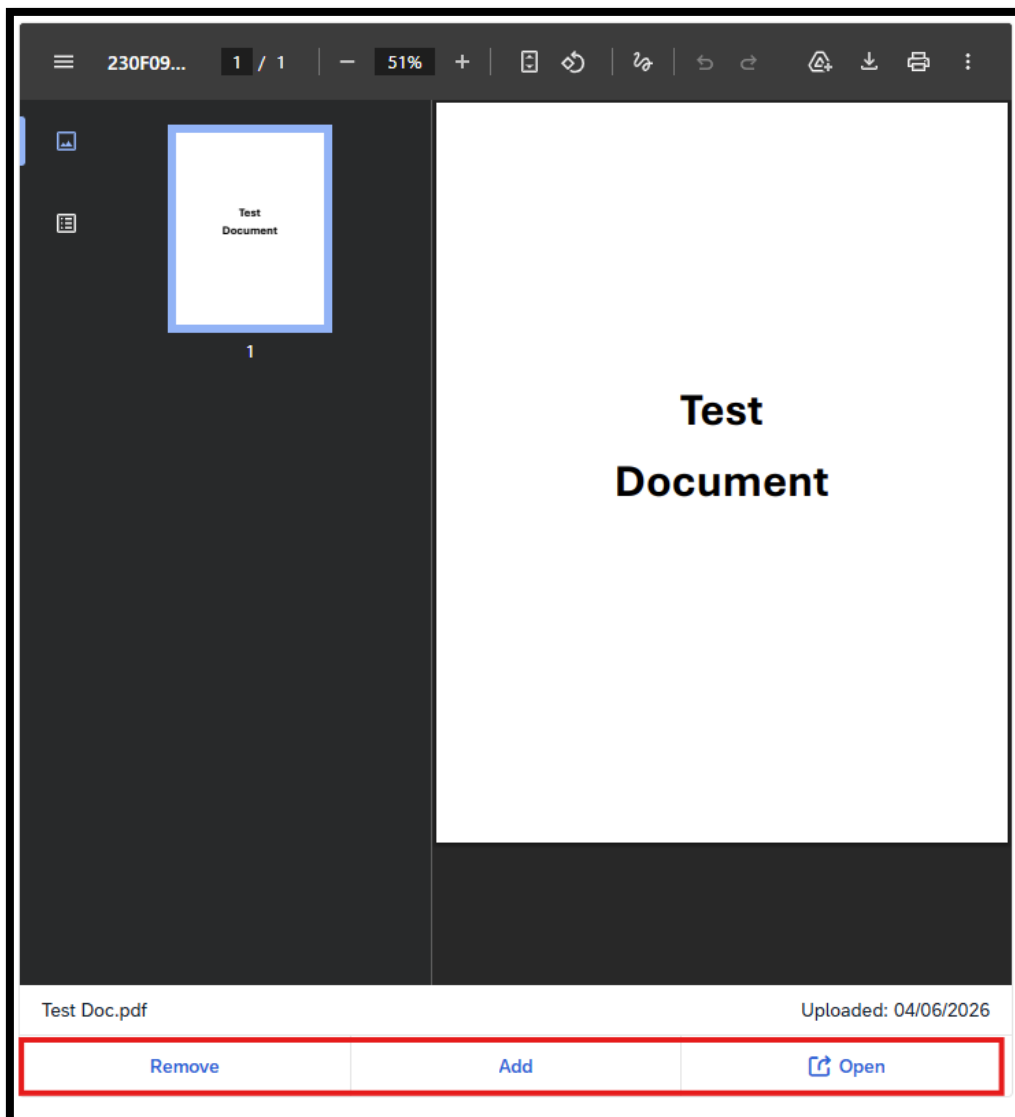
Click **Upload New Receipt** to upload the receipt for each expense directly from your desktop. *Alternate method in step 13.*



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.



15

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 "Expense Type" dropdown menu. Below the buttons, there are several input fields: "Expense Type" (set to "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)).

16

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

The screenshot shows a table titled "Expenses (1)". The table has columns for 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 showing the "Manually Create Expense" option, 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

17

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

The screenshot shows a web interface for selecting an expense type. 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 of expense types. The "Personal Car Mileage" option is highlighted with a red box.

18

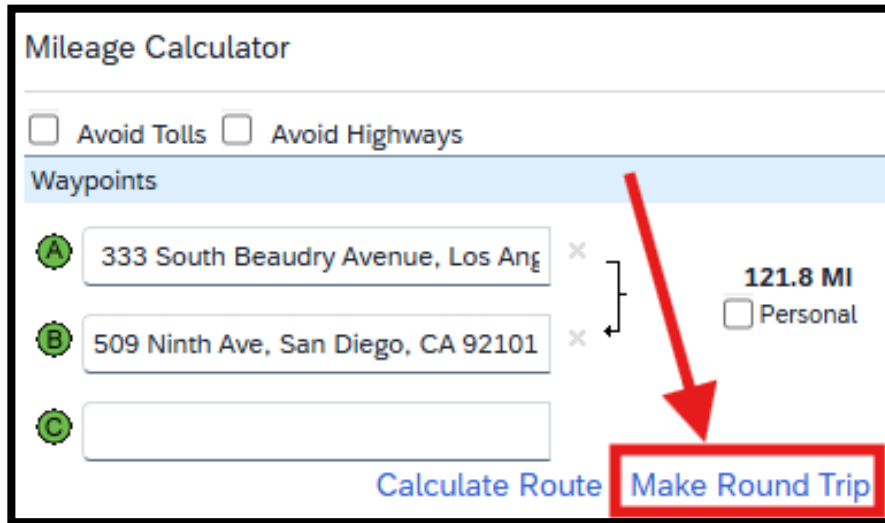
The mileage calculator will appear.

A = Worksite Location
B = Conference Location.

The screenshot shows a "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 "Calculate Route" button.

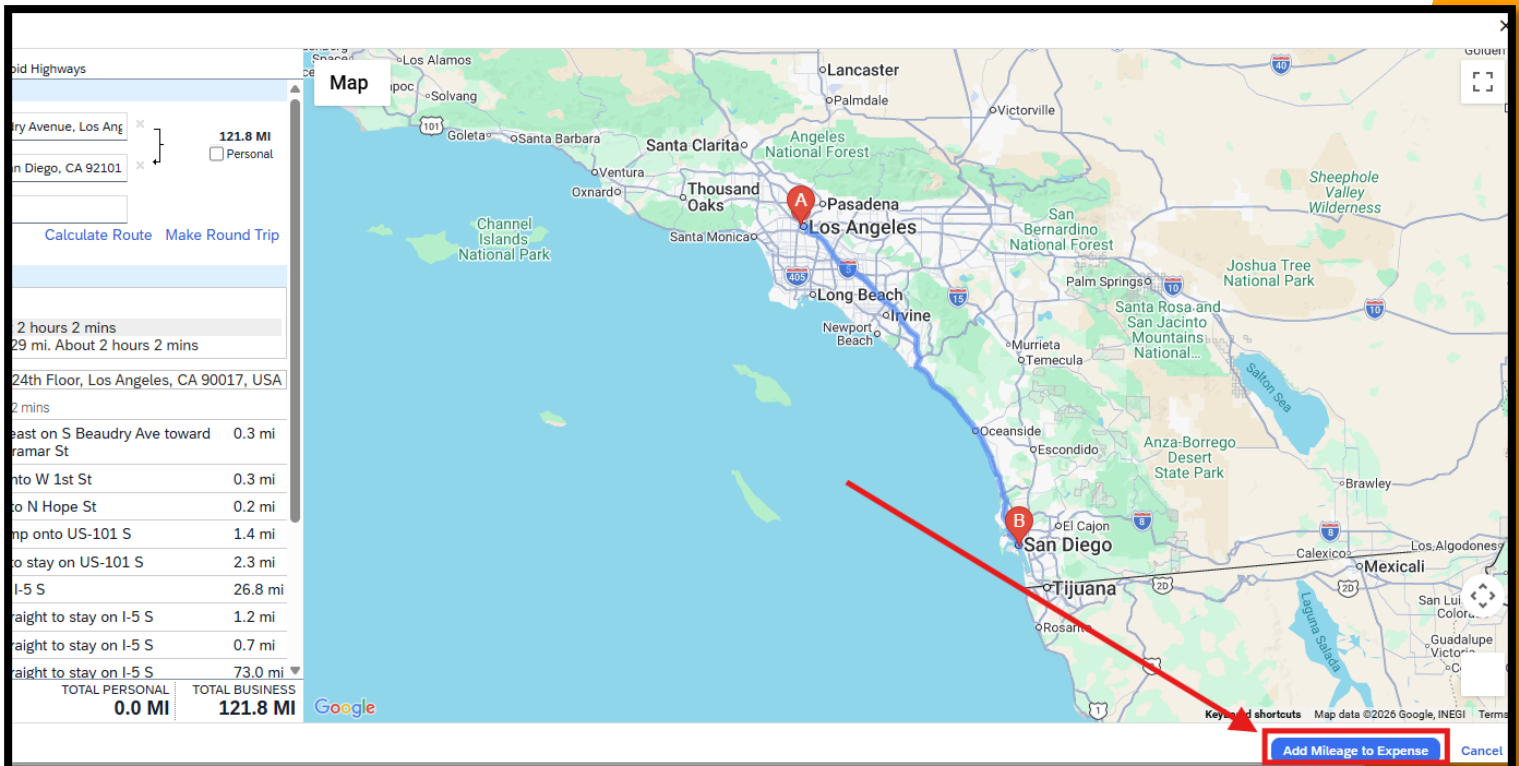
19

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



20

Click **Add Mileage to Expense**.



21

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

22

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

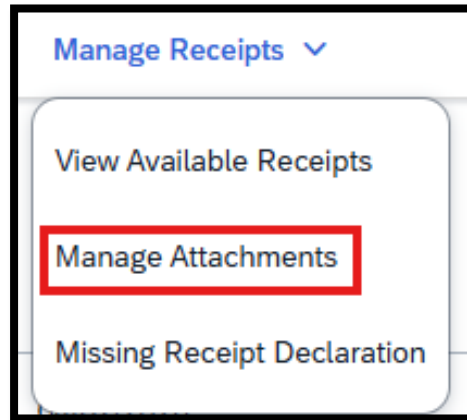
US, Dollar (USD)

Reimbursement Rates

USD 0.725 per mile

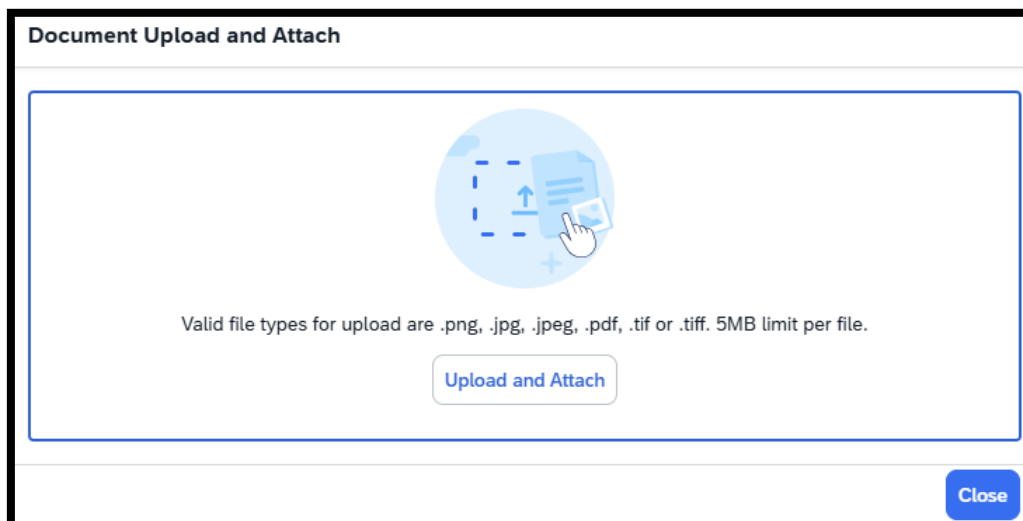
23

To attach **non-receipt** attachments to the **expense report**, click **Manage Receipts** → **Manage Attachments**.



24

You can drag & drop the document in the box or click on **Upload and Attach** to search for & attach your file.



Once you add all your expenses, you will need to allocate a valid funding line with sufficient funding allocated in GL 52002 to process your expense report.

To allocate a funding line to the report, 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

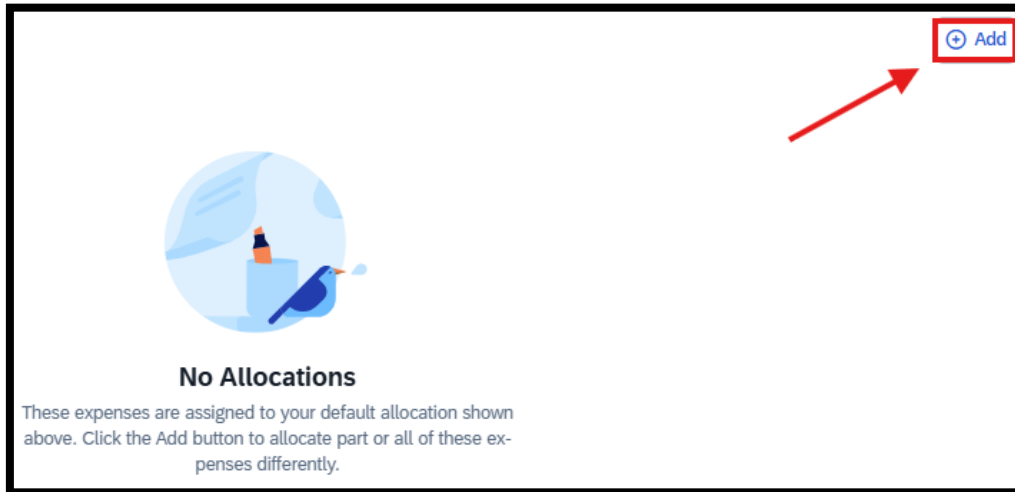
REQUEST
Approved
\$0.00

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	...
							\$201.20	

Click the **Add** button to enter a **new funding line**.



Scroll down & fill out the last three fields; **Cost Object Value (Location Code)**, **Fund**, & **Functional Area**. Include the hyphens.

The screenshot shows a form titled "Add Allocation". At the top, there are two tabs: "+ New Allocation" (selected) and "★ Favorite Allocations". Below the tabs is a dropdown menu for "(CC) Cost Center" with a downward arrow and an "X" icon. The form contains several input fields: "Cost Object Value" (with a small "4" on the right), "Fund", and "Functional Area". Each of these three fields has a downward arrow on its right side. A red rectangular box highlights the "Cost Object Value", "Fund", and "Functional Area" fields. At the bottom right of the form, there are two buttons: "Save" and "Cancel".

Click **Save**.

Add Allocation

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

(CC) Cost Center ▼ ×

Cost Object Value 4

Contract Admin and Procurement Services ▼ ×

Fund

GF-Unrestricted ▼ ×

Functional Area

General Fund Sch Program ▼ ×

Save
Cancel

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

Percent
Amount

Amount Allocated \$1,080.35 Remaining \$0.00
 \$1,080.35 100% 0%

Default Allocation

Code Percent %
Default **0**

Allocations (1)

Add
Edit
Remove
Save as Favorite

	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	...

Save
Cancel

30

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

Home / Expense / Manage Expenses / CCAE Conference 2025

CCAE Conference 2025 \$201.20

Not Submitted | Report Number: NJVGNL

REQUEST
Approved
\$0.00

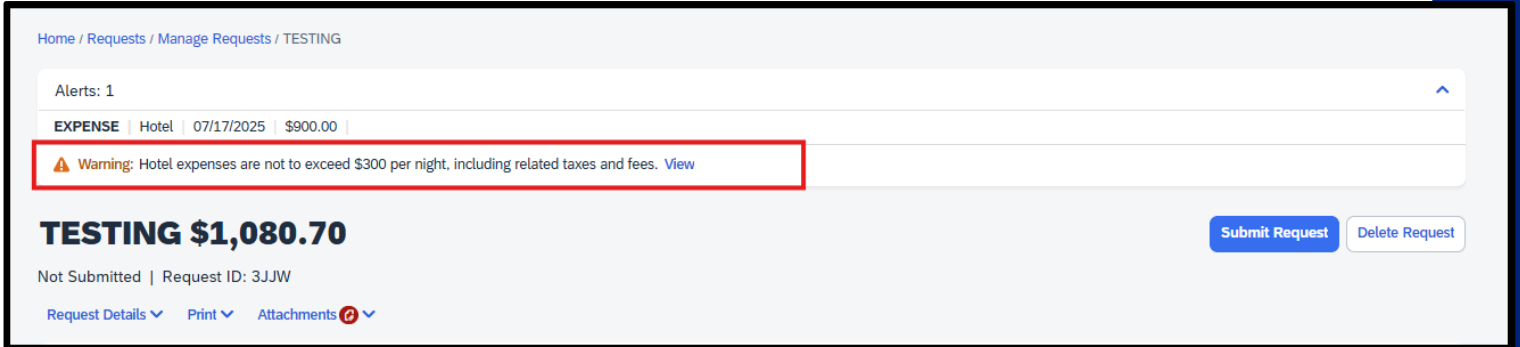
Report Details ▾ Print/Share ▾ Manage Receipts ▾ View Available Receipts 📄

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 (CCA)	03/11/2025	\$50.00 Allocated	...
							\$201.20	

31

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

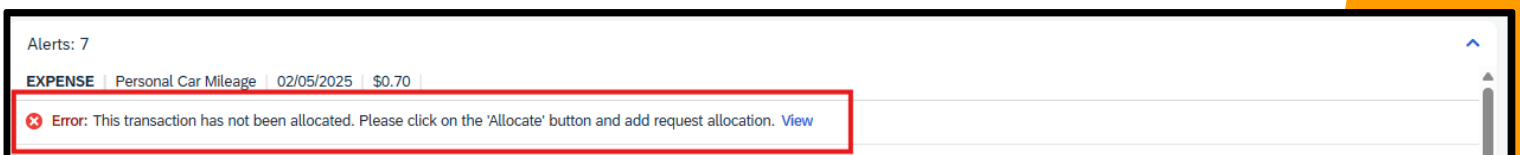
[Request Details](#) | [Print](#) | [Attachments](#)

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

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

32

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

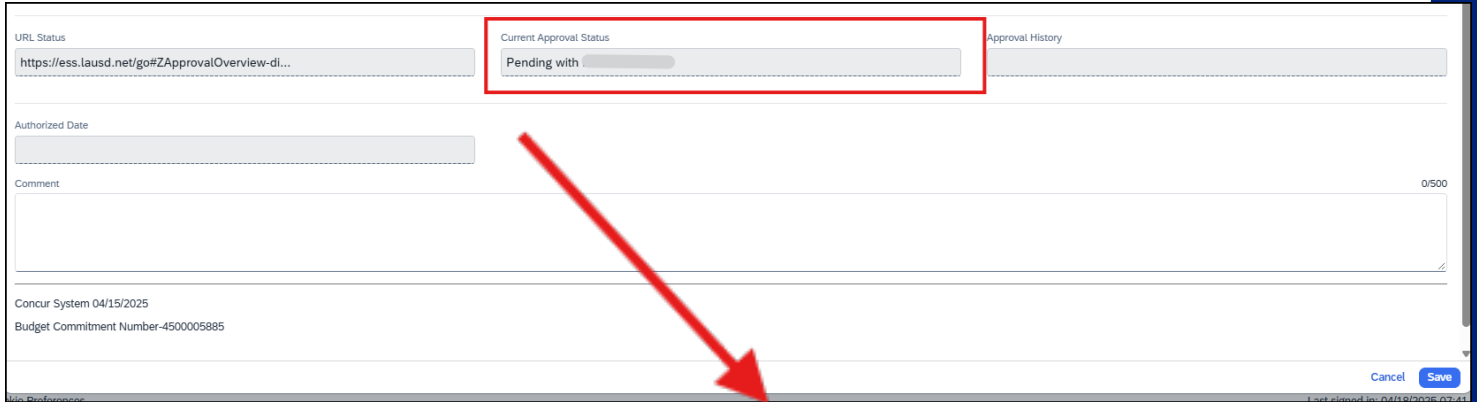
Report Details ▾ Print/Share ▾ Manage Receipts ▾

Report

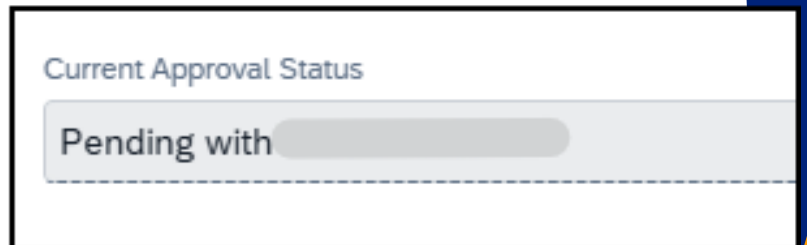
- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary
- Linked Add-ons
- Manage Requests

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]