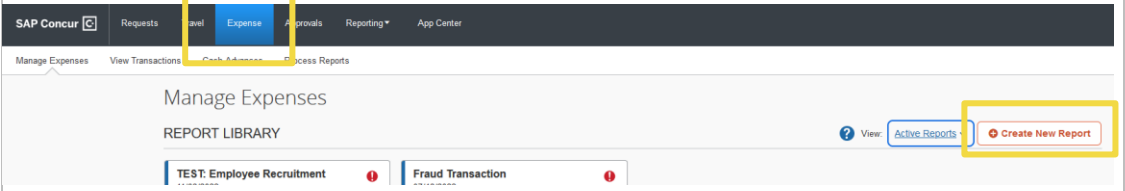| DATE OF LAST UPDATE	LAST UPDATED BY
July 24, 2023	Bethany Rapp

Did this unintended personal transaction happen while not traveling on university business? If so, **begin at Part 1**.

Did this charge happen while on a trip for the university? If so, proceed normally with your expense report and **skip to Part 2B**.

STEP	ACTIVITY
Part 1:	**Creating an Expense Report for Your Unintended Transaction**
Log into SAP Concur and click on "**Expense**" in the top toolbar. Select "**Create New Expense**."	

Fill out the report header as normal with these special adjustments:

Under trip name, type "**Unintended Personal Transaction.**"

Select the date of the transaction.

For **Traveler Type** and **Trip Purpose**, enter "**Unintended Transaction.**"

In comment section, add some text explaining the unintended transaction and then "**Create Report**".

Select "**Add Expense**" to add in your credit card transaction.	Unintended Personal Transactions $0.00 Not Submitted	Report Number: LUE7AN Report Details ⌄ Print/Share ⌄ Manage Receipts ⌄ Travel Allowance ⌄ View Available Receipts 🗐 **Add Expense** Edit Delete Copy Allocate Combine Expenses Move to ⌄ View: Standard ⌄ No Expenses Add expenses to this report to submit for reimbursement. Delete Report Submit Report
Select the transaction, then click "**Add To Report**".	Add Expense ✕ **1** **＋** Available Expenses Create New Expense ☑ Payme... ⇅ Expens... ⇅ Expens... ⇅ Vendor ... ⇅ Date ⇳ Amount ⇅ ☑ *CSU-USBank-CBCP Corporate Card Registration/Fees NATIONAL ASSOCIATION OF E 07/13/2023 $350.00 Close **Add To Report**
Once the transaction is added to the report, click on the expense type to bring you into the details of the transaction. Select the expense type "**Personal/Nonreimbursable**"	← → Registration/Fees $350.00 07/13/2023	NATIONAL ASSOCIATION OF E	Corporate Card Details Itemizations 🌐 Allocate * Required field Expense Type * Registration/Fees ⌄ 09. Other Memberships Newspapers/Magazines/Books Other Expense Personal/Non Reimbursable Request * 10/15/2023 $350.00 - NAEP District VI Regi... ⌄
Click "**Submit Report**". You will receive instructions via email to pay this back at the Cashier's office located on the second floor of SBS or online.	⚠ Alerts: 1 ⌄ Unintended Personal Transactions $0.00 Not Submitted	Report Number: E0I6CV Delete Report Copy Report **Submit Report** REQUEST Approved $1,681.00 Report Details ⌄ Print/Share ⌄ Manage Receipts ⌄ Travel Allowance ⌄ View Available Receipts 🗐 **Add Expense** Edit Delete Copy Allocate Combine Expenses Move to ⌄ View: Standard ⌄ ☐ Alerts ⇅ Receipt ⇅ Payment Type ⇅ Expense Type ⇅ Vendor Details ⇅ Date ⇳ Amount ⇅ Requested ⇅ ☐ ⚠ 🖼 *CSU-USBank-CBCP Personal/Non Reimbursable NATIONAL ASSOCIATION OF E 07/13/2023 $350.00 $0.00 Personal $350.00 $0.00

Part 2:	Creating the Expense Report for your Unintended Transaction
Part 2B: Start here if your unintended charge happened during a trip… When you return from your travels, navigate to your approved request, and select "**Create Expense Report**".	Unintended Transactions $200.00 More Actions ⌄ Create Expense Report Approved | Request ID: 6YPG Request Details ⌄ Print/Share ⌄ Attachments ⌄
This will automatically bring you over to an expense report. Click "**Add Expense**".	Unintended Transaction $0.00 Not Submitted | Report Number: N3WH94 Report Details ⌄ Print/Share ⌄ Manage Receipts ⌄ Travel Allowance ⌄ Add Expense Edit Delete Copy Allocate
From your available expenses, click the box on the left of the unintended transaction you need to add to this report, then click "**Add to Report**".	**Add Expense** ✕ **19** Available Expenses **+** Create New Expense ☐ *CSU-USBank-CBCP Airfare UNITED 0167881344044 01/12/2023 $442.80 ☐ *CSU-USBank-CBCP Hotel/Lodging LA QUINTA MOTOR INNS 01/06/2023 $1,563.75 ☐ *CSU-USBank-CBCP Undefined HOTELSCOM7242 12/22/2022 $-279.14 ☑ *CSU-USBank-CBCP Undefined HOTELSCOM7245 12/19/2022 $2,551.36 ☐ *CSU-USBank-CBCP Airfare UNITED 0167872029883 11/22/2022 $0.75 Displayed expenses: 19, Total: 19 Close Add To Report

Once the transaction is added to your report, click into the transaction line to bring up the details. Under the "Expense Type" drop down menu, select "**Personal/Non Reimbursable**". Add a receipt if necessary and then click "**Save Expense**". Write a comment if you need to provide any context.

Allocate

Expense Type *

Undefined

Other Expense

Personal/Non Reimbursable

Registration/Fees

Supplies

10. Team/Group

* Required field

HOTELSCOM7245315477405

Amount
2,551.36

Currency
US, Dollar

Comments To/From Approvers/Processors

Save Expense   Cancel

↑
Add Receipt

Click here or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Once you have added the expense as "Personal/Non Reimbursable", you may "**Submit Report**". You will receive instructions via email to pay this back at the Cashier's office located on the second floor of SBS or online.

Unintended Transaction $0.00

Not Submitted | Report Number: N3WH94

Delete Report   Submit Report

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

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ⌄

View: Standard ⌄