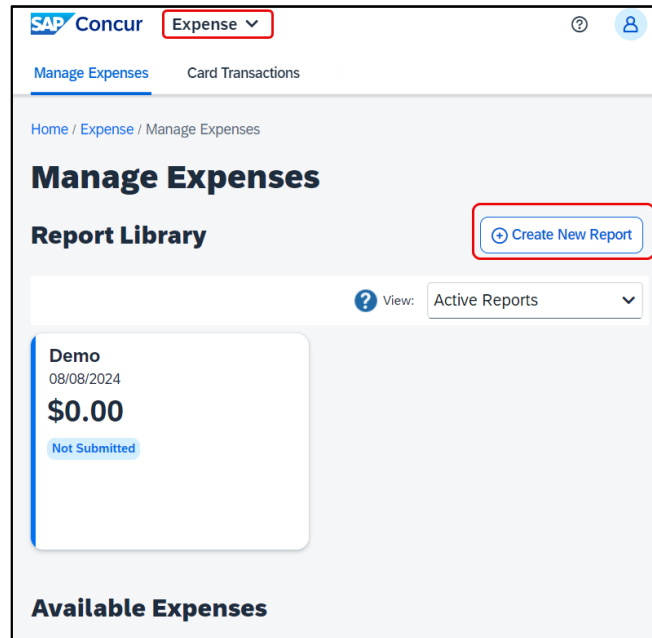


Unintended Transaction Expense report

If you accidentally use the university card for a personal transaction or a charge reversal was completed, but the credit card transactions are still showing under **Available Expense** area; then you will need to create an Expense report to clear the transactions from Concur.

Creating an Unintended Transaction Expense report:

Click on **Expense** from drop down menu, click on **Create New Report**.



Fill in all required fields. For **Traveler Type** and **Trip Purpose**, enter **Unintended Transaction**. Enter in the Business Unit, Fund, Department as follows: **SACST, MDS01**, your **Dept ID #**. Click **Create Report**. *No request is required to be linked for this report to be submitted.

The screenshot shows the 'Create New Report' form in SAP Concur. The form contains various fields for report creation, with several fields highlighted in red boxes: Policy (*CSU-Expense Policy), Report/Trip Name (Personal Transaction), Trip Type (1-In-State), Traveler Type (Unintended Transaction), Trip Purpose (Unintended Transaction), Business Unit ((SACST) SACST - Cal State Uni...), Fund ((MDS01) MDS01 - General Oper...), and Department (Enter your Dept ID #). The Create Report button is also highlighted in red.

Click **Add Expenses**. Select credit card transaction(s). Click **Add to Report**.

The screenshot shows the SAP Concur Expense management interface. At the top, there is a navigation bar with 'Manage Expenses', 'Card Transactions', 'Cash Advances', and 'Process Reports'. Below this is a breadcrumb trail: 'Home / Expense / Manage Expenses / Personal Transaction'. The main heading is 'Personal Transaction \$0.00'. On the left, there is a sidebar with 'Not Submitted' and 'Report Details' sections. The 'Add Expense' button in the sidebar is highlighted with a red box. The main content area shows a table of 'Available Expenses (2)'. The table has columns for 'Payment Type', 'Expense Source', 'Expense Type', 'Vendor Details', 'Date', and 'Amount'. The second row is selected, with a red box around the checkbox in the 'Payment Type' column. The selected row details are: Expense Type: Airfare, Expense Source: Corporate Card, Vendor Details: SOUTHWES 5267043164925, Date: 02/14/2024, Amount: \$232.70. At the bottom right, there is a 'Close' button and an 'Add To Report' button, which is also highlighted with a red box.

<input type="checkbox"/>	Payment Type↓↑	Expense Source	Expense Type↓↑	Vendor Details↓↑	Date↓↑	Amount↓↑	
<input type="checkbox"/>	*Ghost Card-USBank	Corporate Card	Hotel/Lodging	AGENT FEE 8900860464987	02/14/2024	\$5.00	...
<input checked="" type="checkbox"/>	*Ghost Card-USBank	Corporate Card	Airfare	SOUTHWES 5267043164925	02/14/2024	\$232.70	...

Update **Expense Type** to **Personal/Non Reimbursable**. Click **Save**. Complete this for all transactions. *If these are business related expenses, please select the correct expense type classification and attach any required documentation for the transaction.

The screenshot shows the SAP Concur Expense details page. At the top, there is a breadcrumb trail: 'Home / Expense / Manage Expenses / Personal Transaction / Airfare'. The main heading is 'Airfare \$232.70'. Below this, there is a navigation bar with 'Details' and 'Itemizations' tabs. The 'Details' tab is selected. On the right, there is a 'Save Expense' button, which is highlighted with a red box. Below the navigation bar, there is a section titled 'Allocate'. The 'Expense Type' field is highlighted with a red box and has a red 'x' icon next to it, indicating it is a required field. The dropdown menu is open, showing a search bar with the text 'Search for an expense type'. Below the search bar, there is a message: 'This field is missing required information.' The dropdown menu lists several options: '09. Other', 'Memberships', 'Newspapers/Magazines/Books', 'Other Expense', and 'Personal/Non Reimbursable'. The 'Personal/Non Reimbursable' option is highlighted with a red box.

Total Requested on report should be \$0.00. Click **Submit Report** when finished.

Personal Transaction \$0.00 Delete Report Copy Report Submit Report

Not Submitted | Report Number: 80WAWV

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

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

View: Standard

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Date↓↑	Amount↓↑	Requested↓↑	
<input type="checkbox"/>			*Ghost Card-USBank	Personal/Non Reimbursable	02/14/2024	\$232.70	\$0.00 Personal	...
						\$232.70	\$0.00	

If you owe money to the University, it will show in the Report Totals after you submit the report.

Report Totals

Company Payments

\$0.00 | \$232.70
Employee | *Ghost Card-USBank

Employee Payments

\$232.70
Company

Amount Total: \$232.70	Due Employee: \$0.00	Owed Company: \$232.70
Less Personal Amount: \$232.70	Amount Due (*Ghost Card-USBank): \$232.70	
Requested Amount: \$0.00	Total Paid By Company: \$232.70	Total Owed By Employee: \$232.70

The report will need to be approved and processed in Travel before you can pay back the University. You will receive an email notification once Travel processes the report with instructions on how to pay back the university.