

# CONCUR

## Supporting Documents needed for Domestic Travel Expense Claim Reimbursement

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### TRAVEL EXPENSE CLAIMS MUST BE COMPLETED WITHIN 60 DAYS AFTER LAST DAY OF TRAVEL.

When travel has commenced, please complete the Travel Expense Claim using Concur

#### ALL ORIGINAL ITEMIZED RECEIPTS ARE REQUIRED FOR REIMBURSEMENT, INCLUDING MEALS.

Receipts should include all of the following: name of establishment, items purchased, date and time, show all taxes, fees, or tip, and proof of payment. Please note: Bank statements and confirmations will not be accepted. **Save all your receipts.**

Using Concur, enter Expense Report and upload all documents and itemized receipts. See list below:

- Conference/Professional Development/Meeting Information. Detailed Agenda with meeting times/dates and breaks. If agenda is too large, please provide URL.
- Conference /Meeting/ Registration receipt which must show paid in full/\$0.00 balance.
- Conference submitted paper if presenting at a Conference or Meeting.
- Copy of Conference name badge.
- Transportation receipts (must show payment with zero balance – confirmations or itineraries are not acceptable) this includes, air, bus, train, taxi, shuttle, Uber, Lyft etc.
- Mileage to and from Airport (if flying and claiming mileage). Provide maps to and from airport showing mileage. If driving instead of flying (must be approved prior to travel), provide maps to and from destination.
- Parking receipt from Airport or other.
- Hotel Folio/Receipt (must show payment info. and a \$0.00 balance – reservation confirmations are not acceptable)
- Meal receipts for ALL claimed meals. (total meal allowance for Domestic Travel is \$55.00 per day unless meals are provided by the conference). Fully itemized receipts **ARE REQUIRED**. Alcohol is prohibited. Please purchase separately.
- Rental Car receipt (if applicable – reservation should be made with Enterprise so all insurance is covered)
- Gas Receipts for Rental Car (if applicable – rental car must be returned with appropriate amount of gas. State of CA will not pay for Enterprise/car rental company to fill car which will make the renter liable for gas refill).
- Other receipts or documents as necessary.

Once Expense Report is submitted using Concur, it will be routed for approval - ECS Dean, and Accounts Payable -Travel for final approval. It typically takes about 1 week for approval and reimbursement to be issued.