

CONCUR

Supporting Documents needed for International Travel Expense Claim Reimbursement

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.**

International Currency Converter – All receipts will need to be converted to USD before they are submitted for reimbursement. Please use currency converter website:

<https://www.oanda.com/currency-converter/en/?from=EUR&to=USD&amount=1>

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, 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 per day as specified by [U.S. State Dept. Per Diem for Foreign Travel](#) 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 in Concur, it will be routed for approval - ECS Dean, Provost, and Accounts Payable -Travel. It typically takes about 1 week for approval and reimbursement to be issued.