

# Report Header

These instructions will cover how to complete the Report Header on your Travel Expense Report.

Travelers may request reimbursement for costs incurred before the actual dates of any approved travel by submitting a completed travel expense report, including supporting documentation. You will follow this process below regardless of when the purchases took place.

*Click on any of the links below to skip ahead to that section.*

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💡 If you would like assistance with logging into Concur, please click on [Logging into Concur](#).

## Filling out your Report Header

**Step 1:** After you **Create a New Report**, you will be required to fill out the Report Header.

Fill in all required and appropriate fields.

- If you created a new report from scratch or by your available expenses, your Report Header will be blank.
- If you created your report by your approved Travel Request in Concur, specific information will be automatically populated into your Report Header.

**Create New Report**

Policy \*  
Test State Travel

Report/Trip Name \* ⓘ  
Report Date  
09/01/2020  
Report/Trip Start Date \*  
MM/DD/YYYY

Start Time \* ⓘ  
Report/Trip End Date \*  
MM/DD/YYYY  
End Time \* ⓘ

Trip Type \*  
None Selected  
Main Destination City \* ⓘ  
Add Cities/States or Cities/Countries Traveled To ⓘ

Report/Trip Purpose \*  
None Selected  
Event Name/Business Purpose  
Mailing Address Current? ⓘ

Does this trip contain personal travel? \* ⓘ  
None Selected  
Personal Dates and Locations ⓘ  
Report Key  
Division \* ⓘ  
(10236) VP of Student Affairs Office

Cancel Create Report

**Step 2:** Confirm that the appropriate **Policy** option is selected.

Policy \*

State Travel

**Step 3:** Under **Report / Trip Name**, make sure the naming convention is listed correctly.

**[Month] [Year] Destination**

Ex: JUL 2018 San Diego, CA

Report/Trip Name \*

JUL 2018 San Diego, CA

Start Time \* ?

**Step 4:** Leave **Report Date** as the date that you are creating the report.

Report Date

07/24/2018

**Step 5:** For **Report/Trip Start Date**, change the date to the date you traveled on.

Report/Trip Start Date \*


 07/09/2018

End Time \* ?

**Step 6:** For **Start Time** field, enter the general time you would normally leave.


Start Time \* ?

8:00 AM

 Make sure you add AM or PM for the Start Time.

**Step 7:** For **Report / Trip End Date**, change the date to the date you returned from your trip.


Report/Trip End Date \*

 07/20/2018

**Step 8:** For **End Time** field, enter the time you would normally return.

End Time \* ?

5:30 PM

 Make sure you add AM or PM for the **End Time**.

**Step 9:** For **Trip Type** dropdown, select the appropriate option.

Trip Type \*


In-State ▼

**Step 10:** For **Main Destination City** field, type in your main destination city that was listed from your Travel Request.

Main Destination City \* ?

San Diego, CA

Event Name/Business Purpose

 The main destination city must match exactly with your Travel Request.

**Step 11:** For **Additional Cities/States or Cities/Countries Traveled To** field, type in the additional cities and states that you traveled to during your trip.

Add'l Cities/States or Cities/Countries Traveled To

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## Report/Trip Purpose

**Step 1:** For **Report/Trip Purpose** dropdown, select the option that was listed from your Travel Request.

Report/Trip Purpose \*

Conference



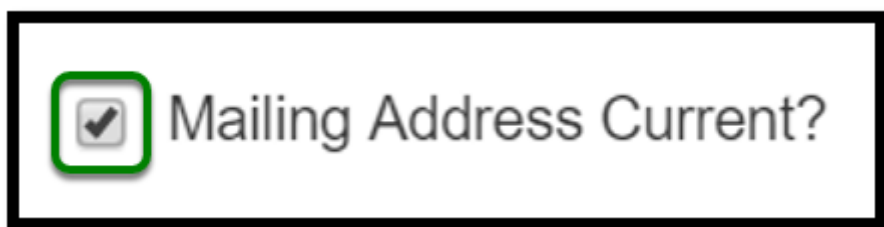
**Step 2:** For **Event Name / Business Purpose** field, type in the purpose of your trip. In addition, if you want information to show up in OBIEE, please list it in the Business Purpose.

Event Name/Business Purpose

Adobe Conference at San Diego State University.

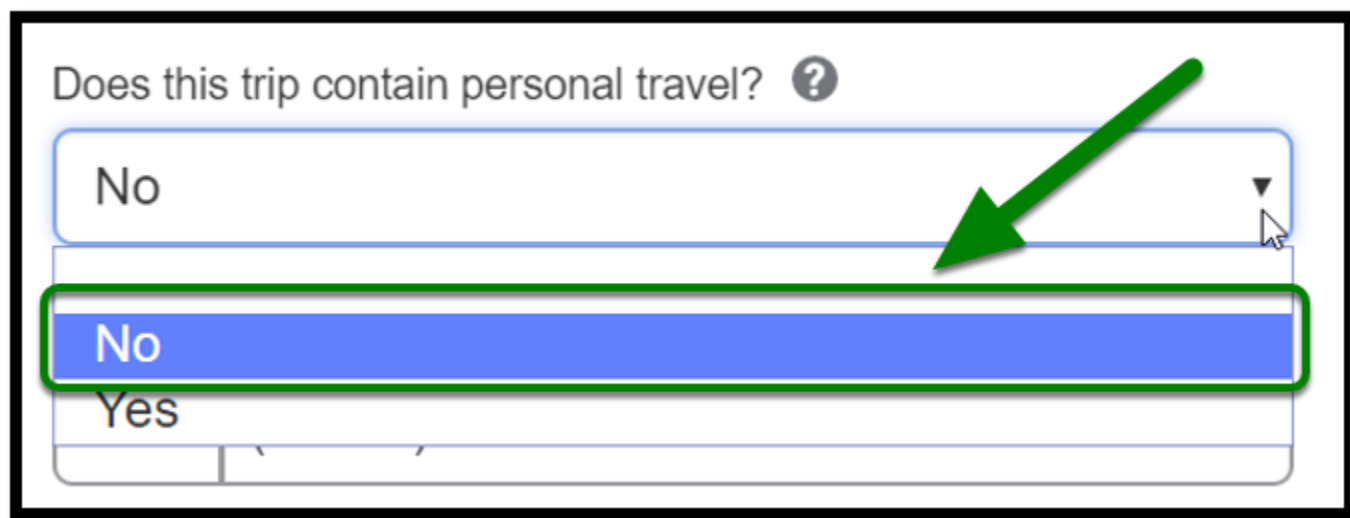


**Step 3:** For **Mailing Address Current?**, select the check box if your residential address is current in the Accounts Payable System.

A rectangular form box with a black border. Inside, on the left, is a square checkbox with a green border and a black checkmark. To the right of the checkbox is the text "Mailing Address Current?" in a dark gray font.

💡 To confirm if your mailing address is up-to-date, email [travel@fullerton.edu](mailto:travel@fullerton.edu).

**Step 4:** For **Does this trip contain personal travel?** dropdown, select the appropriate option.





A screenshot of a dropdown menu. The question "Does this trip contain personal travel?" is at the top with a help icon. The dropdown is open, showing a list of options. The "No" option is highlighted in blue and has a green rectangular border. A green arrow points from the top right towards the "No" option. The "Yes" option is visible below "No".

**Step 5:** For **Personal Dates and Locations** type in the appropriate information if you had personal travel.

A rectangular form box with a black border. Inside, at the top, is the text "Personal Dates and Locations" followed by a help icon. Below the text is a large, empty rectangular text input field with a light gray border.



**Step 6:** For **Division, Department ID, and Fund**, make sure you have selected the correct options.

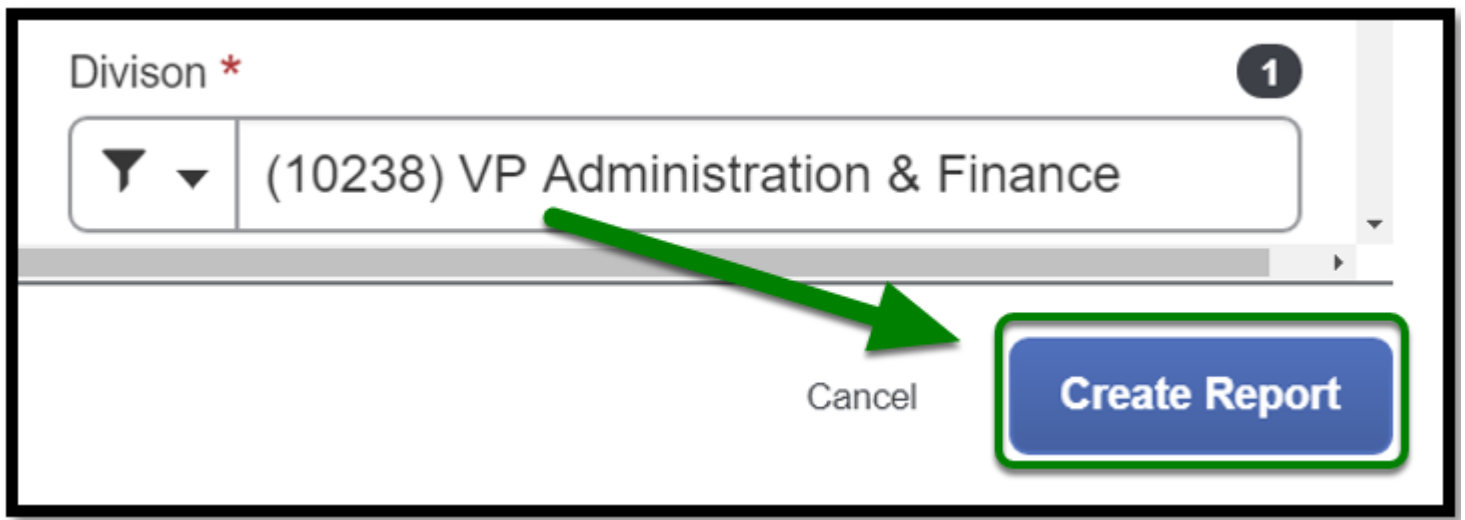
Personal Dates and Locations  <input type="text"/>	<b>Division *</b>  <input type="text" value="(10238) VP Administration &amp; Finance"/>
<b>Department ID *</b>  <input type="text" value="(10147) Division of Adm &amp; Finance IT"/>	<b>Fund *</b>  <input type="text" value="THEFD:CSU Operating Fund (THEFD)"/>

**Step 7:** Enter in the **Comment** section if you have the following:

- Have approved paper Travel Request-fill in the TR#
- Any additional details regarding your trip

**Comment**

**Step 8:** Once you finish filling out your Report Header, click on the **Create Report** button.



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## Travel Expense Report Checklist

 If you would like to use a checklist, click on the [Travel Expense Report Checklist](#).

## Need more help?

 Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu) or at 657-278-3600.