



3801 West Temple Avenue, 121-East-2nd Floor-2160
Pomona, CA 91768

SAP Concur Travel Allowance Walkthrough User Guide – Creating an Expense Report with Travel Allowance in Concur

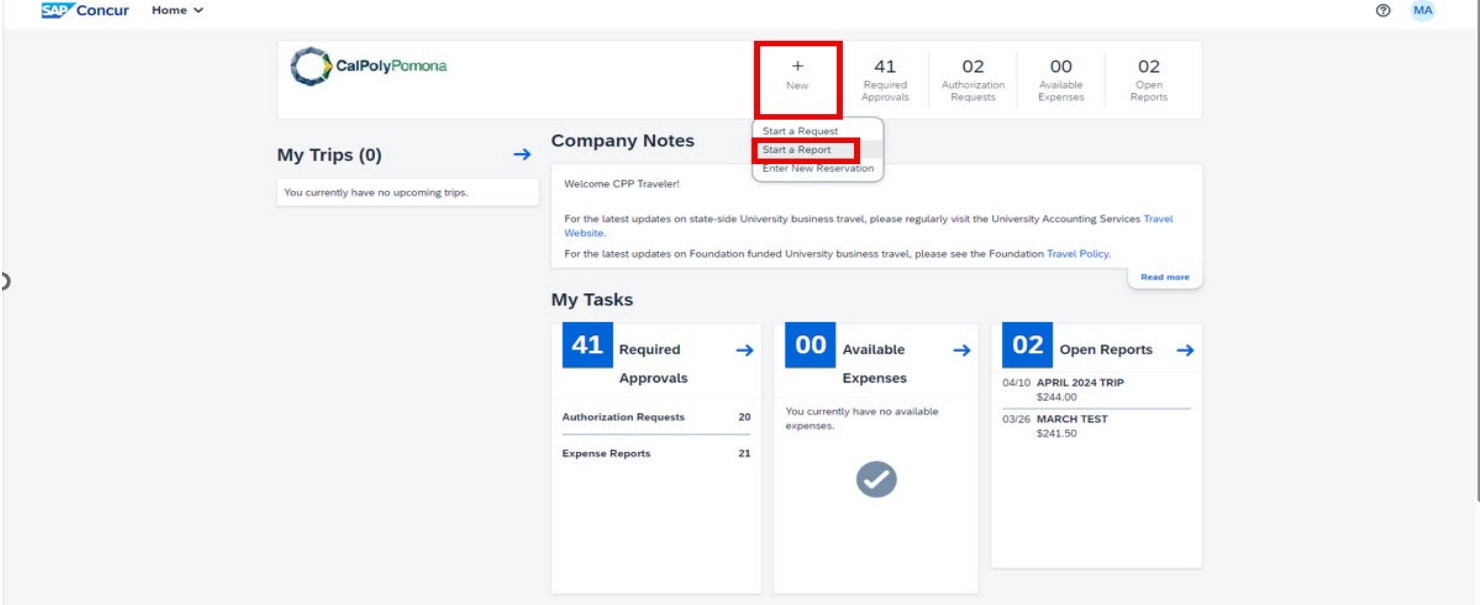
General Information

Per ICSUAM and the CSU Travel Procedures, the Expense Report must be submitted for reimbursement within 60 days of the end of the trip. To remain in compliance with Executive Orders and the CSU Travel Procedures, approval of the Expense Report must be obtained as follows:

- ❖ All travel for faculty and staff, Domestic and International: HEERA Manager/Chair
- ❖ All travel for faculty, Domestic and International: College Dean
- ❖ All travel for faculty and staff, Domestic: Vice Presidents Sub-Delegates
- ❖ All International travel for faculty and staff: Provost/Vice President

This guide is specifically designed to walk you through the process of creating an expense report that includes travel allowances. For a detailed walkthrough of all expense types, please refer to the [Concur Training Library](#) section of the University Accounting Services Travel website.

Creating a New Report with Travel Allowance

Processing Steps	Screenshot
<p>Click on New and select Start a Report.</p>	 <p>The screenshot displays the SAP Concur dashboard for CalPoly Pomona. At the top right, there are four summary cards: '+ New', '41 Required Approvals', '02 Authorization Requests', and '00 Available Expenses'. Below these, a 'My Trips (0)' card indicates no upcoming trips. The 'Company Notes' section contains a welcome message and links to travel policy updates. The 'My Tasks' section features three cards: '41 Required Approvals' with a sub-table, '00 Available Expenses' with a checkmark, and '02 Open Reports' with a list of reports including 'APRIL 2024 TRIP' and 'MARCH TEST'. A red box highlights the '+ New' button, and another red box highlights the 'Start a Report' option in the dropdown menu.</p>

Processing Steps	Screenshot
<p>The Create New Report page will appear – Create From an Approved Request is stated in the top left corner of the screen.</p> <p>Click on Create From an Approved Request.</p>	

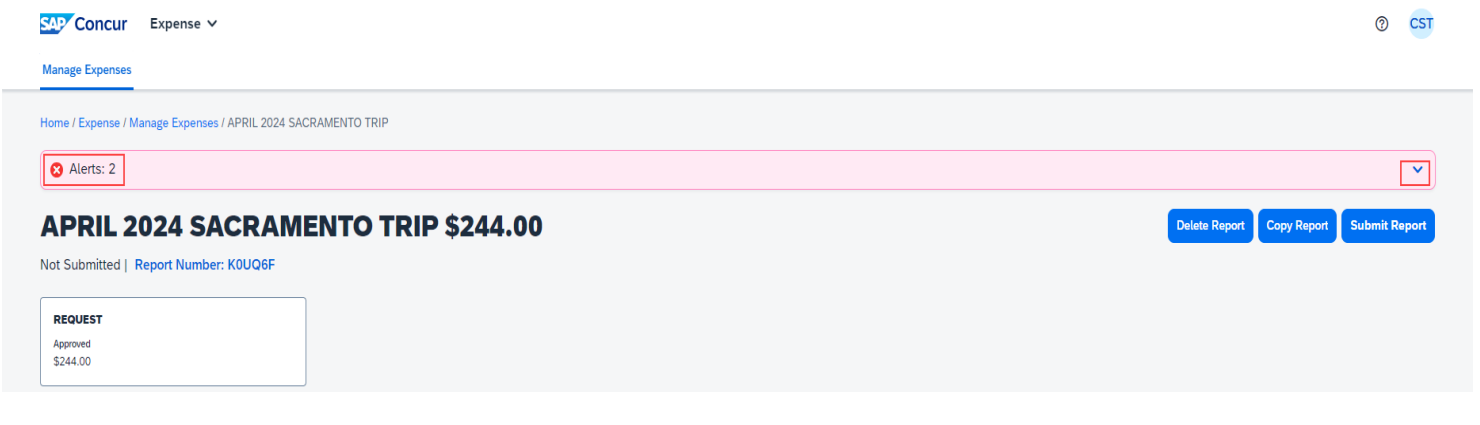
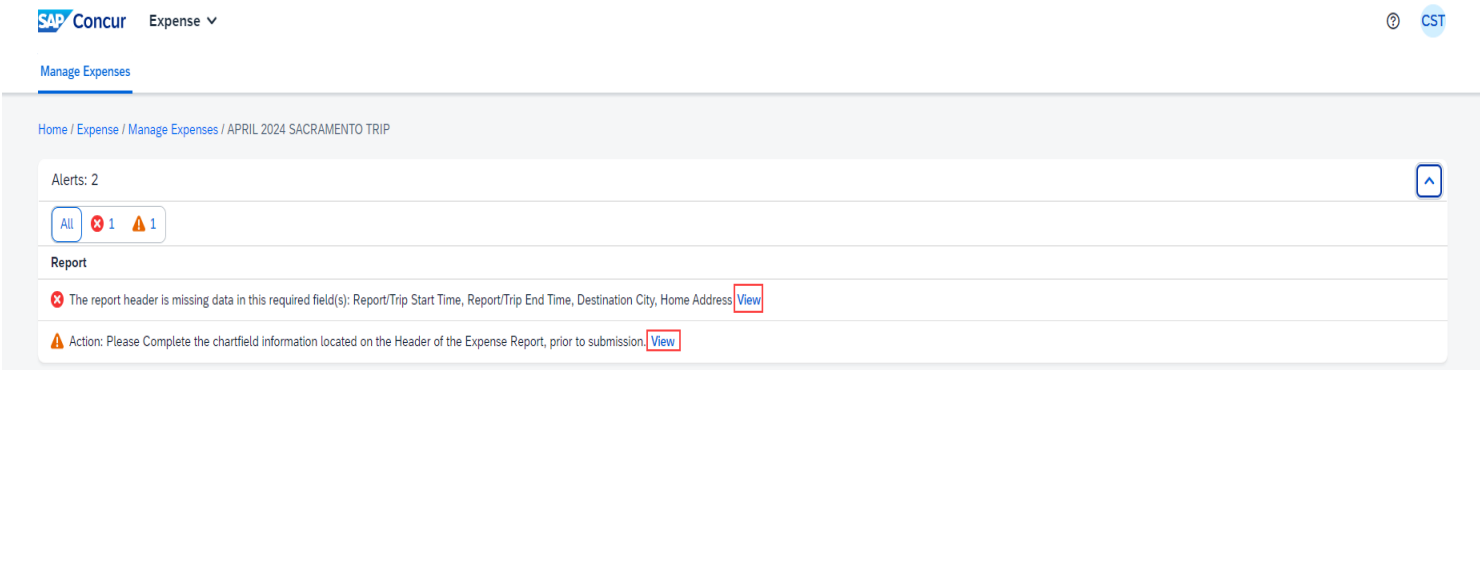
Processing Steps

The following prompt will appear. Click on **Create From an Approved Request**.

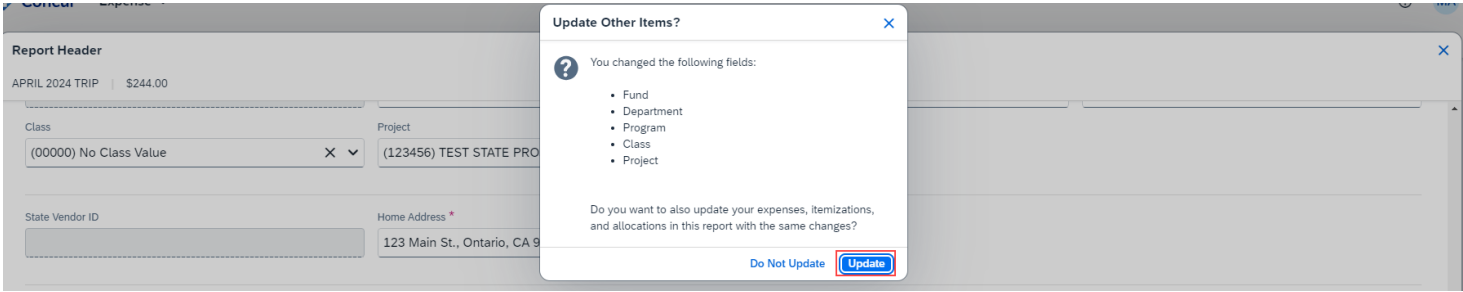
Screenshot

The screenshot shows the SAP Concur Expense 'Create New Report' form. A modal dialog box titled 'Create From an Approved Request?' is displayed in the foreground. The dialog contains a question mark icon and the text: 'Creating an expense report from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?'. Below the text are two buttons: 'Go back' and 'Create From an Approved Request'. The 'Create From an Approved Request' button is highlighted with a red rectangular box. The background form is partially obscured but shows various fields for report creation, including Policy, Report/Trip Name, Report/Trip Start Time, Report/Trip End Date, Report/Trip End Time, Destination City, Destination State, Report/Trip Purpose, Traveler Type, Trip Type, Division, Does this trip include personal travel?, Personal Travel Dates, Additional Information, Business Unit, Fund, Department, Program, Class, Project, State Vendor ID, Home Address, and a 'Call for Pickup' checkbox. At the bottom right of the form, there is a 'Next' button and a 'Cancel' button. The text 'Next: Create report and add itinerary details for your travel allowances' is visible above the 'Next' button.

Processing Steps	Screenshot																
<p>Select the approved request you are using to create the report, then click on Create Report.</p>	<p>The screenshot shows the SAP Concur Expense interface. An 'Available Requests' modal is open, displaying a table of requests. The first row is selected, and the 'Create Report' button is highlighted. The background shows the 'Create New Report' form with various fields like Policy, Report/Trip End Date, Destination City, and Business Unit.</p> <table border="1"> <caption>Available Requests</caption> <thead> <tr> <th>Request Name</th> <th>Request ID</th> <th>Start Date</th> <th>End Date</th> <th>Cancelled</th> <th>Request Total</th> <th>Approved</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>APRIL 2024 TRIP</td> <td>63DC</td> <td>04/22/2024</td> <td>04/26/2024</td> <td>No</td> <td>\$244.00</td> <td>\$244.00</td> <td>\$244.00</td> </tr> </tbody> </table>	Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining	APRIL 2024 TRIP	63DC	04/22/2024	04/26/2024	No	\$244.00	\$244.00	\$244.00
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Processing Steps	Screenshot
<p>The next screen that appears will be the main screen of the open Expense Report.</p> <p>You will see that there are Alerts on the report you are creating. Please click the drop-down arrow to view the alerts.</p>	 <p>The screenshot shows the SAP Concur interface for an expense report titled "APRIL 2024 SACRAMENTO TRIP" with a total amount of \$244.00. The report status is "Not Submitted" with a report number of "K0UQ6F". A pink notification bar at the top indicates "Alerts: 2". Below the title, there is a "REQUEST" box showing "Approved \$244.00". Action buttons for "Delete Report", "Copy Report", and "Submit Report" are visible on the right.</p>
<p>NOTE: ALERT! To properly calculate meals and incidental expenses allowance, several fields will have to be re-entered on the Report Header: Report/Trip Start Time, Report/Trip End Time, Destination City, and chartfield information. You will also have to enter your Home Address. Please click on View to input required data.</p>	 <p>This screenshot shows the "Alerts" section of the expense report. It displays two alerts: <ul style="list-style-type: none"> A red 'x' icon with the text: "The report header is missing data in this required field(s): Report/Trip Start Time, Report/Trip End Time, Destination City, Home Address" with a "View" link. A yellow warning triangle icon with the text: "Action: Please Complete the chartfield information located on the Header of the Expense Report, prior to submission." with a "View" link. </p>

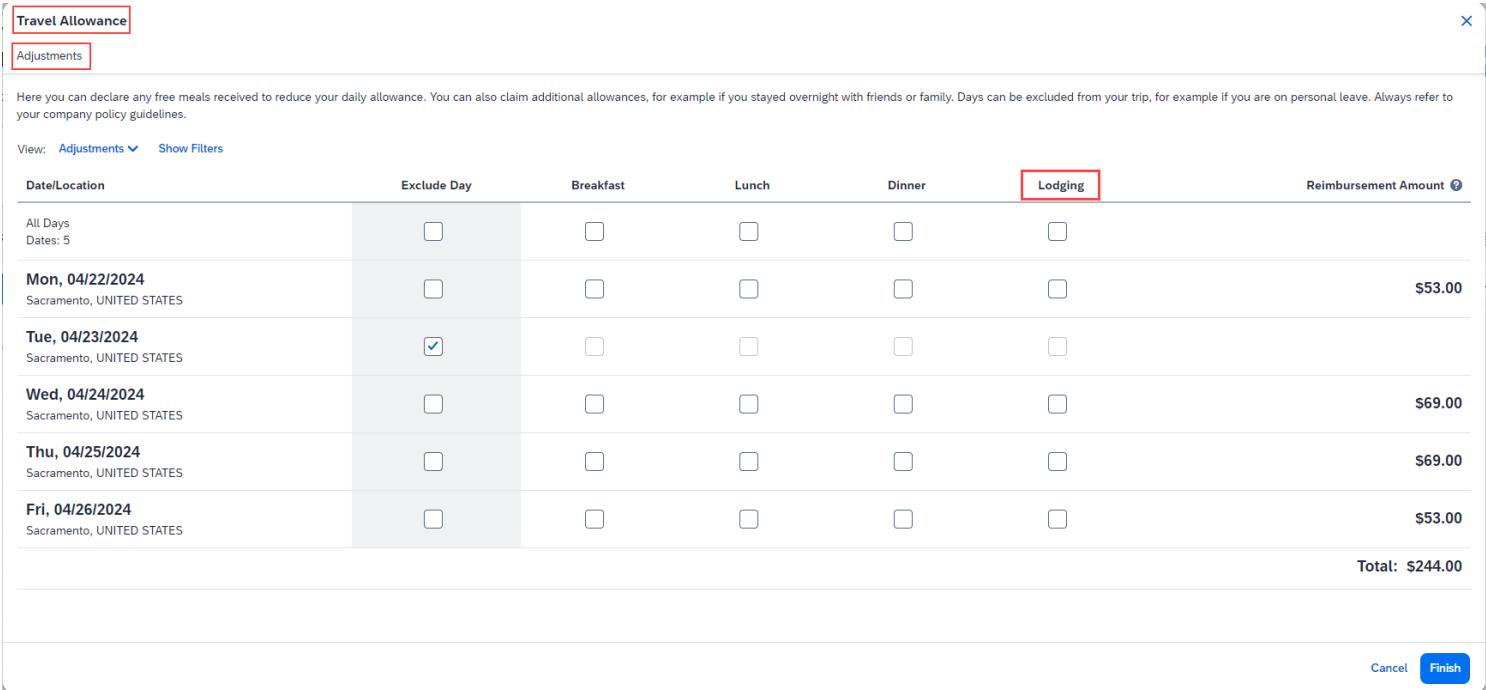
Processing Steps	Screenshot
<p>The Report Header will appear. Once all data has been entered in the required fields, click Save.</p>	<p>Report Header</p> <p>APRIL 2024 TRIP \$244.00</p> <p>Alerts: 2</p> <p>All 1 1</p> <p>The report header is missing data in this required field(s): Report/Trip Start Time, Report/Trip End Time, Destination City, Home Address</p> <p>Action: Please Complete the chartfield information located on the Header of the Expense Report, prior to submission.</p> <p>* Required field</p> <p>Policy * *TEST CPP-State Travel Policy</p> <p>Report/Trip Name * APRIL 2024 TRIP</p> <p>Report/Trip Start Date * 04/22/2024</p> <p>Report/Trip Start Time * 08:00 am</p> <p>Report/Trip End Date * 04/26/2024</p> <p>Report/Trip End Time * 05:00 pm</p> <p>Destination City * SACRAMENTO</p> <p>Country * UNITED STATES (US)</p> <p>Destination State CALIFORNIA</p> <p>Report/Trip Purpose * Conference Attendee</p> <p>Traveler Type * Staff</p> <p>Trip Type * In-State Travel</p> <p>Division * Administrative Affairs</p> <p>Does this trip include personal travel? * No</p> <p>Personal Travel Dates</p> <p>Additional Information 0/500</p> <p>Business Unit POCMP</p> <p>Fund (POM01) OPERATING FUND</p> <p>Department (67700) Accounting Services</p> <p>Program (0602) Fiscal Operations</p> <p>Class (00000) No Class Value</p> <p>Project (123456) TEST STATE PROJECT</p> <p>State Vendor ID</p> <p>Home Address * 123 Main St., Ontario, CA 91761</p> <p>Call for Pickup</p> <p>Report Id ED13BDC9C5924D1EA14A</p> <p>Report Currency US, Dollar</p> <p>Approval Status Not Submitted</p> <p>Report Total 244</p> <p>Personal Expenses 0</p> <p>Amount Not Approved 0</p> <p>Amount Approved 244</p> <p>Amount University Paid 0</p> <p>Amount Due University 0</p> <p>Amount Due User 0</p> <p>Amount Due University Card 0</p> <p>Total Amount Claimed 244</p> <p>Comment 0/500</p> <p>Cancel Save</p>

Processing Steps	Screenshot
<p>Once all data has been entered in the required fields on the Report Header, the Update Other Items dialog box appears. This is a notification that the expenses, itemizations, and allocations in the report will be updated with the chartfield entries that were made on the previous screen. Click Update.</p>	 <p>The screenshot shows the 'Report Header' section of a Concur expense report. The report title is 'APRIL 2024 TRIP' with a total amount of '\$244.00'. The 'Class' field is set to '(00000) No Class Value' and the 'Project' field is '(123456) TEST STATE PRO'. The 'Home Address' field contains '123 Main St., Ontario, CA 9'. A dialog box titled 'Update Other Items?' is overlaid on the screen, listing the following fields as changed: Fund, Department, Program, Class, and Project. The dialog asks, 'Do you want to also update your expenses, itemizations, and allocations in this report with the same changes?' and provides two buttons: 'Do Not Update' and 'Update'. The 'Update' button is highlighted with a red box.</p>

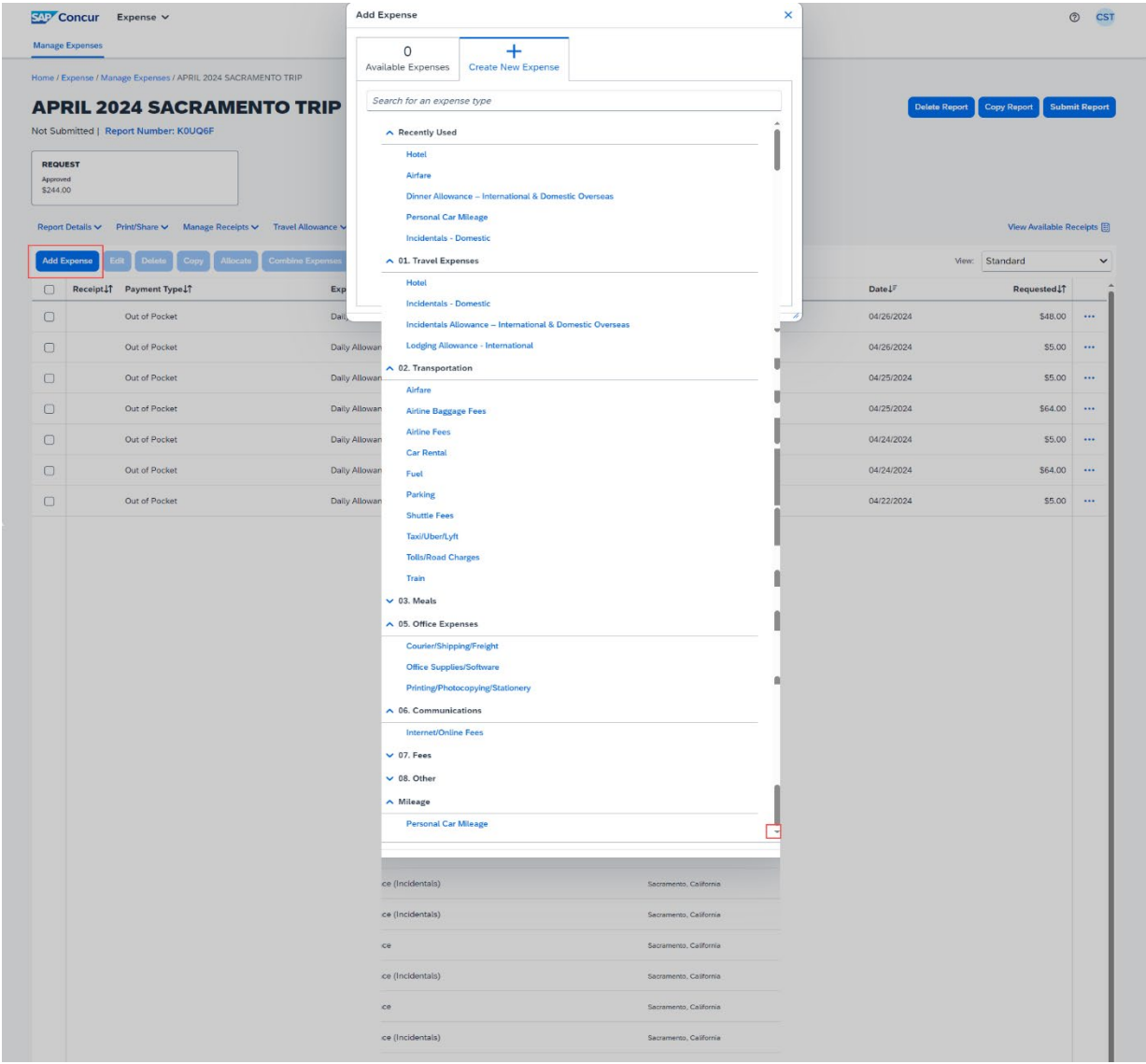
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<p>As you will see you are back to the main screen of the open Expense Report. The travel allowance details have been auto populated from the approved travel request.</p>	<p>APRIL 2024 SACRAMENTO TRIP \$244.00</p> <p>Submitted & Pending Approval Report Number: K0UQ6F</p> <p>REQUEST Approved: \$244.00 Remaining: \$191.00</p> <p>Report Details Print/Share Manage Receipts Travel Allowance</p> <table border="1"> <thead> <tr> <th>Receipt</th> <th>Payment Type</th> <th>Expense Type</th> <th>Vendor Details</th> <th>Date</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>Sacramento, California</td> <td>04/26/2024</td> <td>\$48.00</td> </tr> <tr> <td></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>Sacramento, California</td> <td>04/26/2024</td> <td>\$5.00</td> </tr> <tr> <td></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>Sacramento, California</td> <td>04/25/2024</td> <td>\$5.00</td> </tr> <tr> <td></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>Sacramento, California</td> <td>04/25/2024</td> <td>\$64.00</td> </tr> <tr> <td></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>Sacramento, California</td> <td>04/24/2024</td> <td>\$5.00</td> </tr> <tr> <td></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>Sacramento, California</td> <td>04/24/2024</td> <td>\$64.00</td> </tr> <tr> <td></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>Sacramento, California</td> <td>04/22/2024</td> <td>\$5.00</td> </tr> <tr> <td></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>Sacramento, California</td> <td>04/22/2024</td> <td>\$48.00</td> </tr> <tr> <td colspan="5"></td> <td>\$244.00</td> </tr> </tbody> </table>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested		Out of Pocket	Daily Allowance	Sacramento, California	04/26/2024	\$48.00		Out of Pocket	Daily Allowance (Incidentals)	Sacramento, California	04/26/2024	\$5.00		Out of Pocket	Daily Allowance (Incidentals)	Sacramento, California	04/25/2024	\$5.00		Out of Pocket	Daily Allowance	Sacramento, California	04/25/2024	\$64.00		Out of Pocket	Daily Allowance (Incidentals)	Sacramento, California	04/24/2024	\$5.00		Out of Pocket	Daily Allowance	Sacramento, California	04/24/2024	\$64.00		Out of Pocket	Daily Allowance (Incidentals)	Sacramento, California	04/22/2024	\$5.00		Out of Pocket	Daily Allowance	Sacramento, California	04/22/2024	\$48.00						\$244.00
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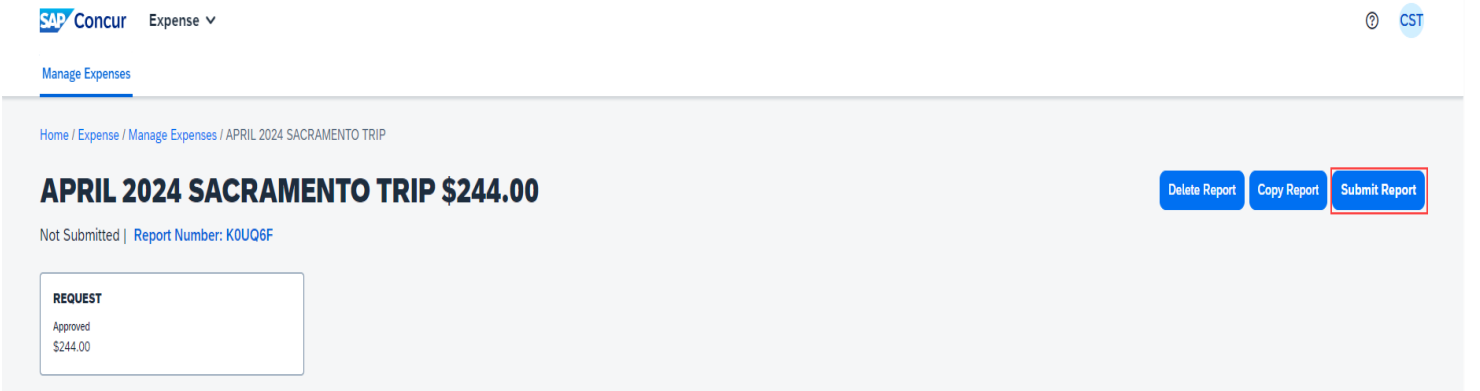
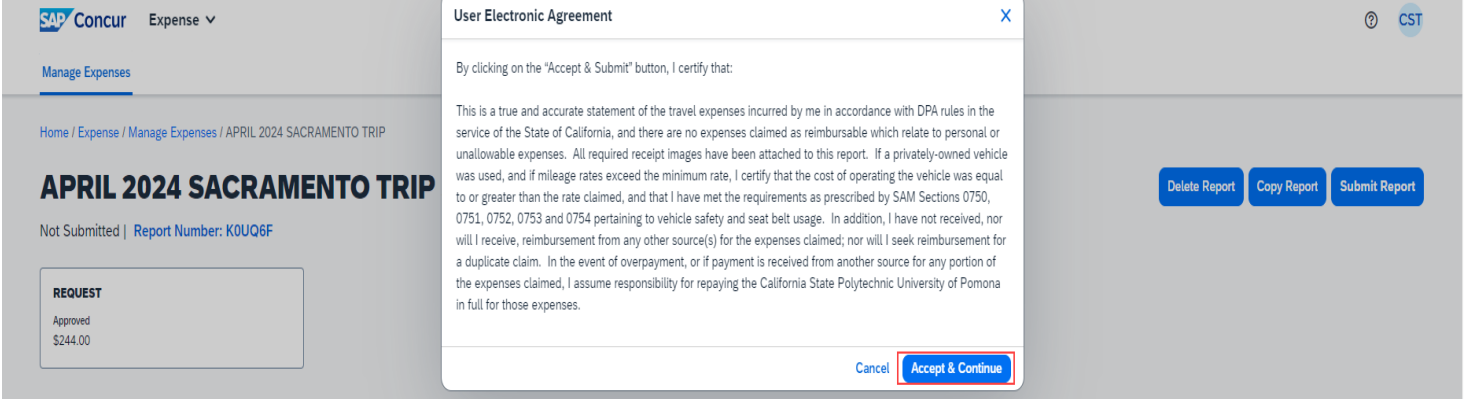
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<p>If you have any adjustments that need to be made, click on Travel Allowance, and then scroll down to select Edit Travel Allowance.</p> <p>Examples of Adjustments: Changes to meals provided by a conference or changes to personal days taken. After selecting Edit Travel Allowance, once you are at the Travel Allowance Adjustments screen, you will be able to make the necessary changes.</p>	<p>APRIL 2024 TRIP \$244.00 Delete Report Copy Report Submit Report</p> <p>Not Submitted Report Number: 00XJD8</p> <p>REQUEST Approved \$244.00</p> <p>Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts</p> <p>Add Expense Edit Delete Copy Allocate Add Travel Allowance Edit Travel Allowance Edit Adjustments Delete Travel Allowance Filter View: Standard</p> <table border="1"> <thead> <tr> <th>Receipt</th> <th>Payment Type</th> <th>Vendor Details</th> <th>Date</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Sacramento, California</td> <td>04/26/2024</td> <td>\$48.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>04/26/2024</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>04/25/2024</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>04/25/2024</td> <td>\$64.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>04/24/2024</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>04/24/2024</td> <td>\$64.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>04/22/2024</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>04/22/2024</td> <td>\$48.00</td> </tr> <tr> <td colspan="4"></td> <td>\$244.00</td> </tr> </tbody> </table>	Receipt	Payment Type	Vendor Details	Date	Requested	<input type="checkbox"/>	Out of Pocket	Sacramento, California	04/26/2024	\$48.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	04/26/2024	\$5.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	04/25/2024	\$5.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance	04/25/2024	\$64.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	04/24/2024	\$5.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance	04/24/2024	\$64.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	04/22/2024	\$5.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance	04/22/2024	\$48.00					\$244.00
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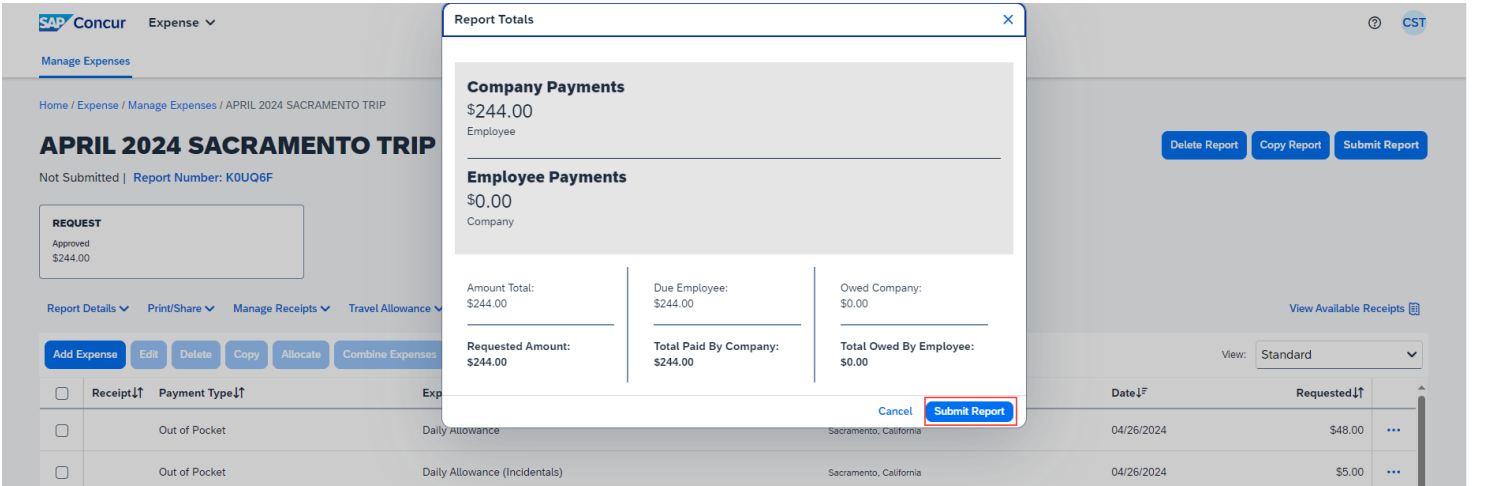
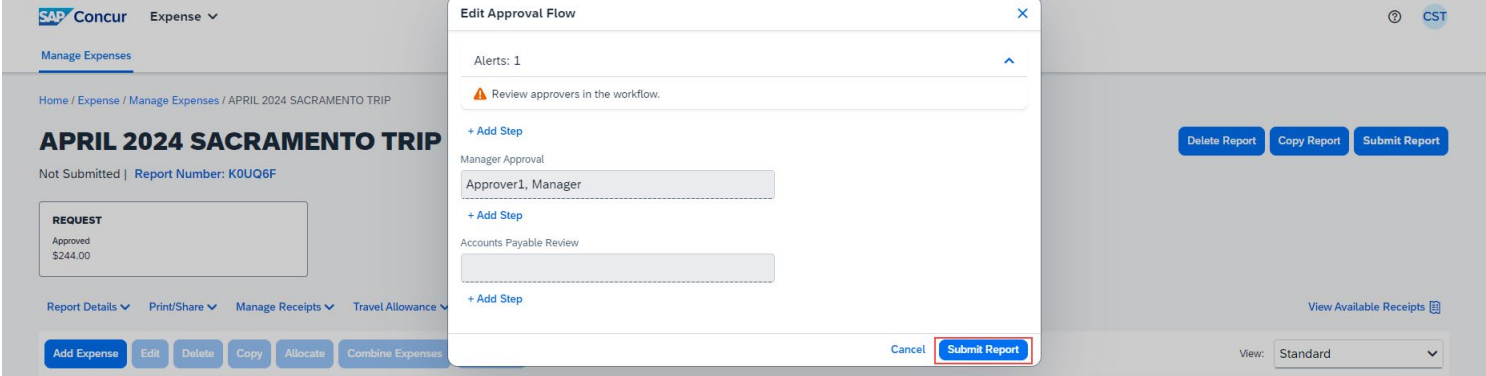
Processing Steps	Screenshot
<p>The next screen you will see is Travel Allowance. After the Itinerary has been reviewed/adjusted to the accurate actual dates and times, click Next.</p> <p>Note: Accurate locations, start dates/times, arrival dates/times, departure dates/times, and end dates/times are critical for the system-automated calculation of allowances.</p>	<p>The screenshot displays the 'Travel Allowance' interface. At the top, there are tabs for 'Travel Allowance' and 'Itinerary'. The 'Itinerary' tab is active, showing a list of destinations. The 'Itinerary Name' is 'APRIL 2024 TRIP'. There are two checkboxes: 'Detailed Itinerary' (checked) and 'Without overnight' (unchecked). The itinerary consists of three segments:</p> <ul style="list-style-type: none"> Segment 1: Start Location: Ontario, California; Start Date: 04/22/2024; Start Time: 8:00 AM. Segment 2: Arrival Location: Sacramento, California; Arrival Date: 04/22/2024; Arrival Time: 9:30 AM. Segment 3: Departure Location: Sacramento, California; Departure Date: 04/26/2024; Departure Time: 3:50 PM. Segment 4: End Location: Ontario, California; End Date: 04/26/2024; End Time: 5:00 PM. <p>At the bottom right, there are 'Cancel' and 'Next' buttons. A note at the bottom right says 'Next: Adjust your travel allowance'.</p>

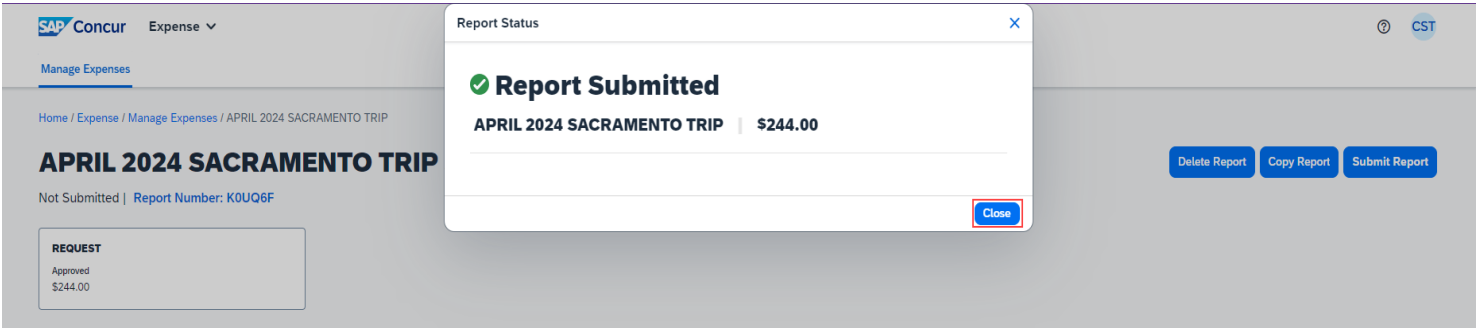
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<p>The Travel Allowance page will appear. This area is for meal and incidental adjustments.</p> <p>NOTE: Please disregard the Lodging area on this screen. Although it appears as an option, selecting a box in the Lodging column has no effect on the Reimbursement Amount as it is not part of the Travel Allowance.</p>	 <p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$244.00</td> </tr> </tbody> </table> <p>Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$244.00
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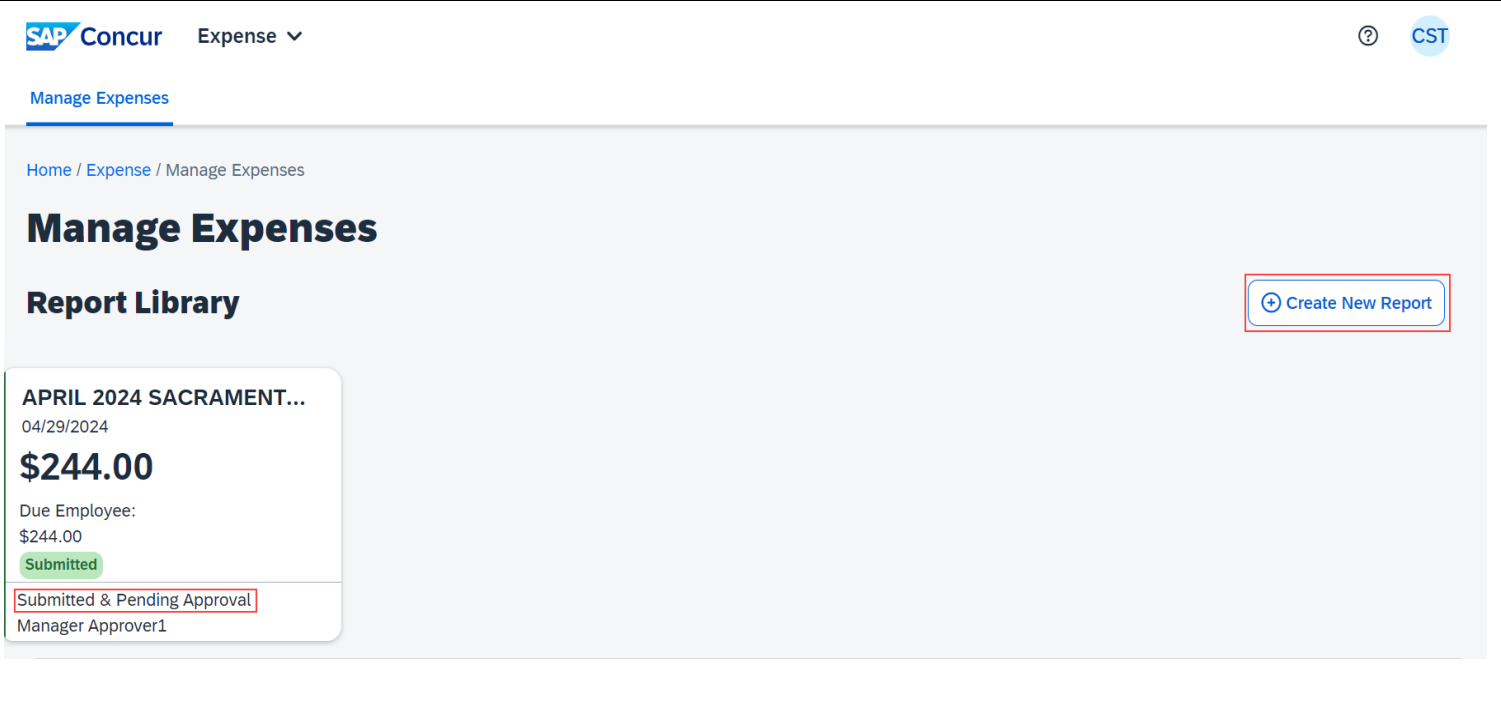
Processing Steps	Screenshot																																																								
<p>Please note that the Reimbursement Amount is less for the first and last day of travel than the other days. For these specific days, the traveler will receive 75% of the per diem value. Once the Travel Allowances are reviewed for accuracy, click Finish in the bottom right corner.</p> <p>Note: The \$5 incidental reimbursed per travel day is not reduced by 75%.</p>	<p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$244.00</td> </tr> </tbody> </table> <p style="text-align: right;">Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$244.00
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Processing Steps	Screenshot
<p>To add additional expenses, click on Add Expense and select the expense/ expenses that should be added.</p> <p>Common additional expenses include registration, airfare, mileage, hotels, and parking.</p> <p>NOTE: Per policy, itemized receipts for all additional expenses of \$75 or more must be submitted as attachments to the expense report.</p>	 <p>The screenshot shows the SAP Concur interface for managing an expense report titled "APRIL 2024 SACRAMENTO TRIP". The report status is "Not Submitted" with report number "K0UQ6F". A modal window titled "Add Expense" is open, displaying a search bar and a list of expense categories. The "01. Travel Expenses" category is expanded, showing options like Hotel, Airfare, and Personal Car Mileage. The "Personal Car Mileage" option is highlighted in blue. In the background, a table of expenses is visible with columns for "Receipt", "Payment Type", and "Expense".</p>

Processing Steps	Screenshot
<p>Once you have reviewed the details of your expense report, confirmed the information input is accurate, and reviewed the approval workflow, click on Submit Report.</p>	 <p>The screenshot shows the SAP Concur Expense interface. At the top, there is a breadcrumb trail: Home / Expense / Manage Expenses / APRIL 2024 SACRAMENTO TRIP. The main heading is 'APRIL 2024 SACRAMENTO TRIP \$244.00'. Below this, it says 'Not Submitted Report Number: K0UQ6F'. On the right side, there are three buttons: 'Delete Report', 'Copy Report', and 'Submit Report'. The 'Submit Report' button is highlighted with a red border. Below the buttons is a 'REQUEST' box showing 'Approved \$244.00'.</p>
<p>The CPP-User Electronic Agreement – Report is automatically prompted. Once reviewed and agreed upon, click on Accept & Continue.</p>	 <p>This screenshot is similar to the previous one but includes a 'User Electronic Agreement' modal dialog box. The dialog box contains the following text: 'By clicking on the "Accept & Submit" button, I certify that: This is a true and accurate statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California, and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses. All required receipt images have been attached to this report. If a privately-owned vehicle was used, and if mileage rates exceed the minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage. In addition, I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed; nor will I seek reimbursement for a duplicate claim. In the event of overpayment, or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the California State Polytechnic University of Pomona in full for those expenses.' At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Accept & Continue'. The 'Accept & Continue' button is highlighted with a red border.</p>

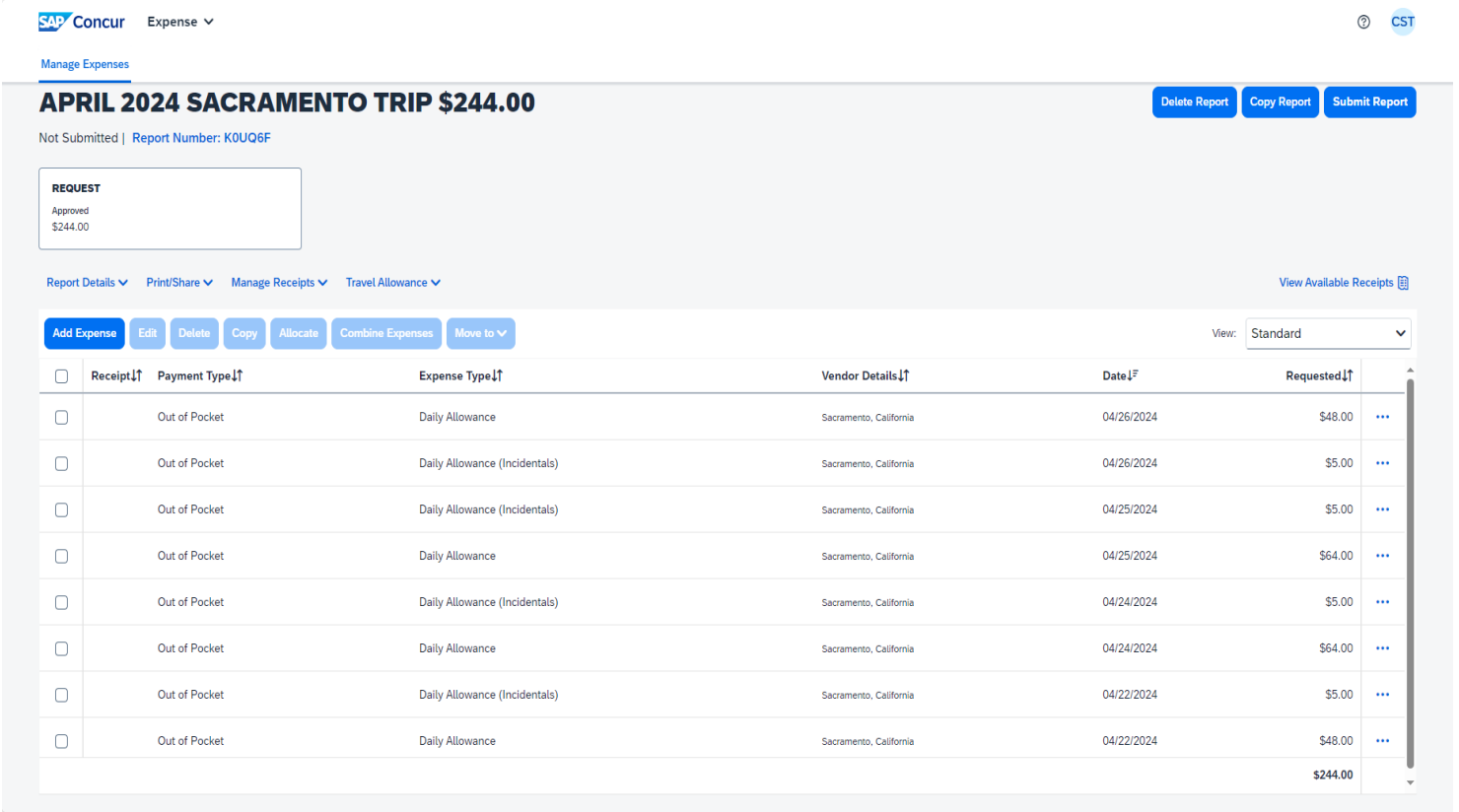
Processing Steps	Screenshot
<p>Once you click on Accept & Continue, the Report Totals is the next screen that you will see. Click Submit Report.</p>	 <p>The screenshot shows the 'Report Totals' dialog box in SAP Concur. The dialog is titled 'Report Totals' and contains the following information:</p> <ul style="list-style-type: none"> Company Payments: \$244.00 (Employee) Employee Payments: \$0.00 (Company) Amount Total: \$244.00 Due Employee: \$244.00 Owed Company: \$0.00 Requested Amount: \$244.00 Total Paid By Company: \$244.00 Total Owed By Employee: \$0.00 <p>At the bottom of the dialog, there are 'Cancel' and 'Submit Report' buttons. The 'Submit Report' button is highlighted with a red box. In the background, the 'APRIL 2024 SACRAMENTO TRIP' expense report is visible, showing a table of expenses with columns for Date, Payment Type, and Amount.</p>
<p>The Edit Approval Flow screen is the next screen that you will see. This screen allows you to review the approval workflow. After confirming the approval workflow is correct, click on Submit Report.</p>	 <p>The screenshot shows the 'Edit Approval Flow' dialog box in SAP Concur. The dialog is titled 'Edit Approval Flow' and contains the following information:</p> <ul style="list-style-type: none"> Alerts: 1 Warning: Review approvers in the workflow. Manager Approval: Approver1, Manager Accounts Payable Review: (Empty field) <p>At the bottom of the dialog, there are 'Cancel' and 'Submit Report' buttons. The 'Submit Report' button is highlighted with a red box. In the background, the 'APRIL 2024 SACRAMENTO TRIP' expense report is visible, showing a table of expenses with columns for Date, Payment Type, and Amount.</p>

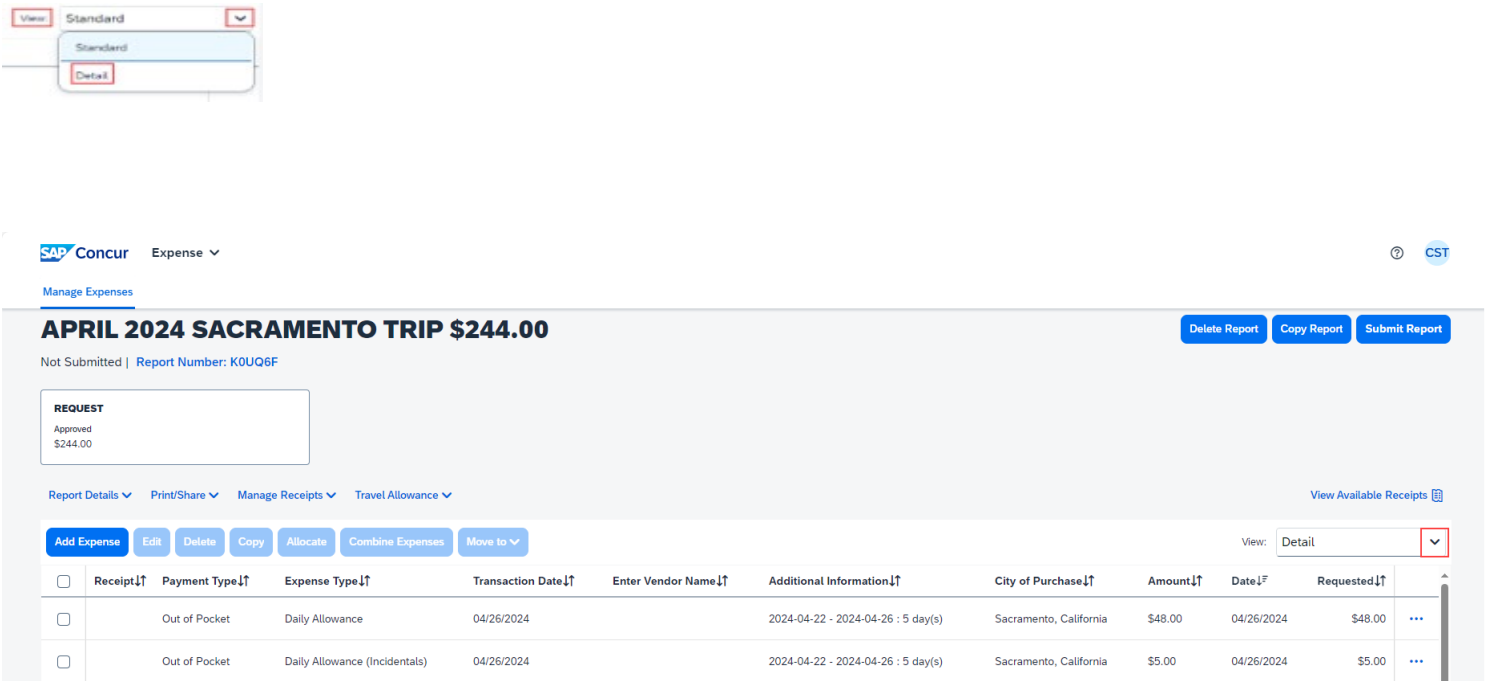
Processing Steps	Screenshot
<p>The Report Status screen is the next screen that you will see. This screen shows that your completed Report has been submitted for approval. Click Close.</p>	 <p>The screenshot shows the SAP Concur Expense interface. At the top, there is a navigation bar with 'SAP Concur Expense' and a dropdown menu. Below this, the breadcrumb trail reads 'Home / Expense / Manage Expenses / APRIL 2024 SACRAMENTO TRIP'. The main heading is 'APRIL 2024 SACRAMENTO TRIP' with a sub-heading 'Not Submitted Report Number: K0UQ8F'. A 'REQUEST' box shows 'Approved \$244.00'. A modal window titled 'Report Status' is open, displaying a green checkmark and the text 'Report Submitted' followed by 'APRIL 2024 SACRAMENTO TRIP \$244.00'. The modal has a 'Close' button at the bottom right. In the background, there are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'.</p>

Processing Steps	Screenshot
<p>After clicking on Close, the next screen that you will see will be the Report Library. The Report Library provides the status of the expense report: Submitted & Pending Approval.</p> <p>If you need to create an additional Report, please click on + Create New Report (located on the right side of the screen).</p>	 <p>The screenshot shows the SAP Concur interface for 'Manage Expenses'. At the top, there is a navigation bar with the SAP Concur logo, a dropdown menu for 'Expense', and user information 'CST'. Below the navigation bar, there is a breadcrumb trail: 'Home / Expense / Manage Expenses'. The main heading is 'Manage Expenses' with a sub-heading 'Report Library'. On the right side, there is a button labeled '+ Create New Report'. In the center, there is a card for an expense report titled 'APRIL 2024 SACRAMENT...' dated '04/29/2024' with a total amount of '\$244.00'. The card indicates the status is 'Submitted' and 'Submitted & Pending Approval' (highlighted with a red box), and lists 'Manager Approver1' as the approver.</p>

View Expense Details (Appendix A)

[View Expense Details](#)

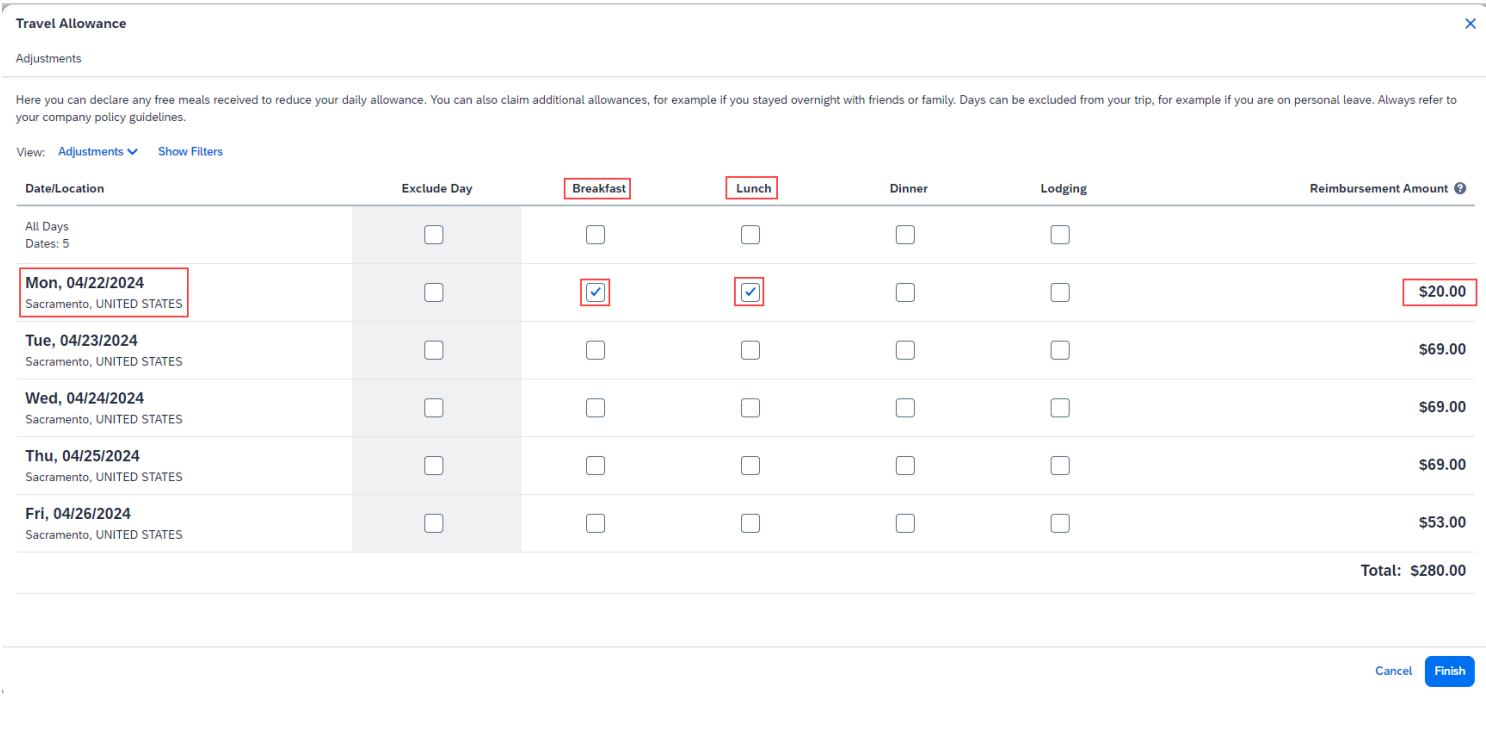
Processing Steps	Screenshot																																																												
<p>To view all added expenses in the Expense Report, go to the Manage Expenses screen. This screen will reflect the Travel Allowances for the report in addition to any other travel expenses such as lodging, airfare, and parking.</p>	 <p>APRIL 2024 SACRAMENTO TRIP \$244.00</p> <p>Not Submitted Report Number: K0UQ6F</p> <p>REQUEST Approved \$244.00</p> <table border="1"> <thead> <tr> <th>Receipt</th> <th>Payment Type</th> <th>Expense Type</th> <th>Vendor Details</th> <th>Date</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>Sacramento, California</td> <td>04/26/2024</td> <td>\$48.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>Sacramento, California</td> <td>04/26/2024</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>Sacramento, California</td> <td>04/25/2024</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>Sacramento, California</td> <td>04/25/2024</td> <td>\$64.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>Sacramento, California</td> <td>04/24/2024</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>Sacramento, California</td> <td>04/24/2024</td> <td>\$64.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>Sacramento, California</td> <td>04/22/2024</td> <td>\$5.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>Sacramento, California</td> <td>04/22/2024</td> <td>\$48.00</td> </tr> <tr> <td colspan="5"></td> <td>\$244.00</td> </tr> </tbody> </table>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	<input type="checkbox"/>	Out of Pocket	Daily Allowance	Sacramento, California	04/26/2024	\$48.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	Sacramento, California	04/26/2024	\$5.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	Sacramento, California	04/25/2024	\$5.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance	Sacramento, California	04/25/2024	\$64.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	Sacramento, California	04/24/2024	\$5.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance	Sacramento, California	04/24/2024	\$64.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	Sacramento, California	04/22/2024	\$5.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance	Sacramento, California	04/22/2024	\$48.00						\$244.00
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Processing Steps	Screenshot																														
<p>To view the details of the Travel Allowances and all other expenses, click on the drop down arrow located to the right of the word View, located on the right side of the screen.</p> <p>In this example, the first row of information titled Daily Allowance provides the total amount that is reported for meals for April 26th. The second row of information titled Daily Allowance (Incidentals) provides the total amount that is being Reported for Incidentals, \$5.00 for April 26th.</p>	 <p>The screenshot displays the SAP Concur Expense report interface. At the top, it shows the report title "APRIL 2024 SACRAMENTO TRIP \$244.00" and the status "Not Submitted Report Number: K0UQ6F". A "REQUEST" box indicates an approved amount of \$244.00. Below this, there are navigation options like "Report Details", "Print/Share", "Manage Receipts", and "Travel Allowance". A toolbar contains buttons for "Add Expense", "Edit", "Delete", "Copy", "Allocate", "Combine Expenses", and "Move to". A "View" dropdown menu is open, showing "Standard" and "Detail" options. The main table lists the following expenses:</p> <table border="1"> <thead> <tr> <th>Receipt</th> <th>Payment Type</th> <th>Expense Type</th> <th>Transaction Date</th> <th>Enter Vendor Name</th> <th>Additional Information</th> <th>City of Purchase</th> <th>Amount</th> <th>Date</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance</td> <td>04/26/2024</td> <td></td> <td>2024-04-22 - 2024-04-26 : 5 day(s)</td> <td>Sacramento, California</td> <td>\$48.00</td> <td>04/26/2024</td> <td>\$48.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Out of Pocket</td> <td>Daily Allowance (Incidentals)</td> <td>04/26/2024</td> <td></td> <td>2024-04-22 - 2024-04-26 : 5 day(s)</td> <td>Sacramento, California</td> <td>\$5.00</td> <td>04/26/2024</td> <td>\$5.00</td> </tr> </tbody> </table>	Receipt	Payment Type	Expense Type	Transaction Date	Enter Vendor Name	Additional Information	City of Purchase	Amount	Date	Requested	<input type="checkbox"/>	Out of Pocket	Daily Allowance	04/26/2024		2024-04-22 - 2024-04-26 : 5 day(s)	Sacramento, California	\$48.00	04/26/2024	\$48.00	<input type="checkbox"/>	Out of Pocket	Daily Allowance (Incidentals)	04/26/2024		2024-04-22 - 2024-04-26 : 5 day(s)	Sacramento, California	\$5.00	04/26/2024	\$5.00
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Travel Allowance Adjustment Examples (Appendix B)

Travel Allowance Adjustment Examples

Processing Steps	Screenshot
<p>To adjust your Travel Allowance, go to Home, then select Expense. select the report you need to make adjustments on. Then click on Travel Allowance and select Edit Adjustments.</p>	<p>The screenshot displays the SAP Concur user interface. At the top left, the 'Home' dropdown menu is open, with 'Expense' highlighted. On the right, the 'Manage Expenses' page shows a report titled 'APRIL 2024 SACRAMENTO T...' with a total amount of '\$244.00'. Below this, the report details for 'APRIL 2024 TRIP \$244.00' are shown, including a 'REQUEST' section with 'Approved \$244.00'. At the bottom, the 'Travel Allowance' dropdown menu is open, showing options: 'Add Travel Allowance', 'Edit Travel Allowance', and 'Edit Adjustments'.</p>

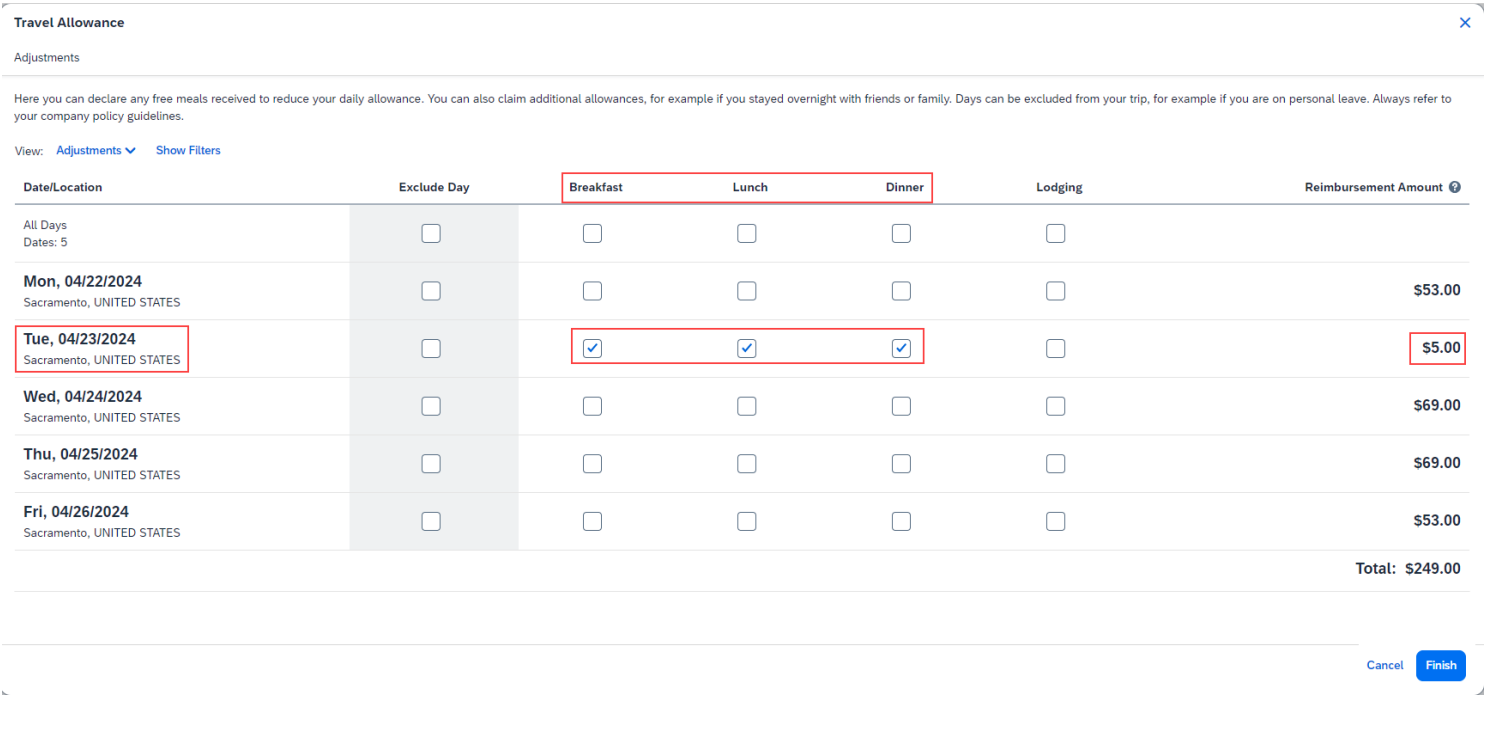
Processing Steps	Screenshot																																																								
<p>Example 1: You are attending a conference. On Monday, your breakfast is included with your room and your lunch is included with your attendance at the conference. You would select the box for breakfast and the box for lunch. By selecting these boxes, the Reimbursement Amount in the last column on the right has been reduced.</p>	 <p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$20.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$280.00</td> </tr> </tbody> </table> <p style="text-align: right;">Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$20.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$280.00
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<p>Example 2: You are attending a conference. On Tuesday, you are taking the day as some personal time off – unrelated to the conference. For this instance, you would select the box Exclude Day. As you can see by selecting this option, the total per diem is removed as it nets to zero.</p>	<p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$244.00</td> </tr> </tbody> </table> <p style="text-align: right;">Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$244.00
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<p>Example 3: You are attending a conference. On Tuesday, all of your meals are included. For this instance you would select the boxes for breakfast, lunch, and dinner. By selecting these boxes, the Reimbursement Amount in the last column on the right has been reduced to reflect the \$5 for incidentals.</p>	 <p>Travel Allowance</p> <p>Adjustments</p> <p>Here you can declare any free meals received to reduce your daily allowance. You can also claim additional allowances, for example if you stayed overnight with friends or family. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.</p> <p>View: Adjustments Show Filters</p> <table border="1"> <thead> <tr> <th>Date/Location</th> <th>Exclude Day</th> <th>Breakfast</th> <th>Lunch</th> <th>Dinner</th> <th>Lodging</th> <th>Reimbursement Amount</th> </tr> </thead> <tbody> <tr> <td>All Days Dates: 5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mon, 04/22/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td>Tue, 04/23/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$5.00</td> </tr> <tr> <td>Wed, 04/24/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Thu, 04/25/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$69.00</td> </tr> <tr> <td>Fri, 04/26/2024 Sacramento, UNITED STATES</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>\$53.00</td> </tr> <tr> <td colspan="6" style="text-align: right;">Total:</td> <td>\$249.00</td> </tr> </tbody> </table> <p style="text-align: right;">Cancel Finish</p>	Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Lodging	Reimbursement Amount	All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Mon, 04/22/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Tue, 04/23/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$5.00	Wed, 04/24/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Thu, 04/25/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$69.00	Fri, 04/26/2024 Sacramento, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$53.00	Total:						\$249.00
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