

CONCUR FOR P-CARDS REFERENCE GUIDE



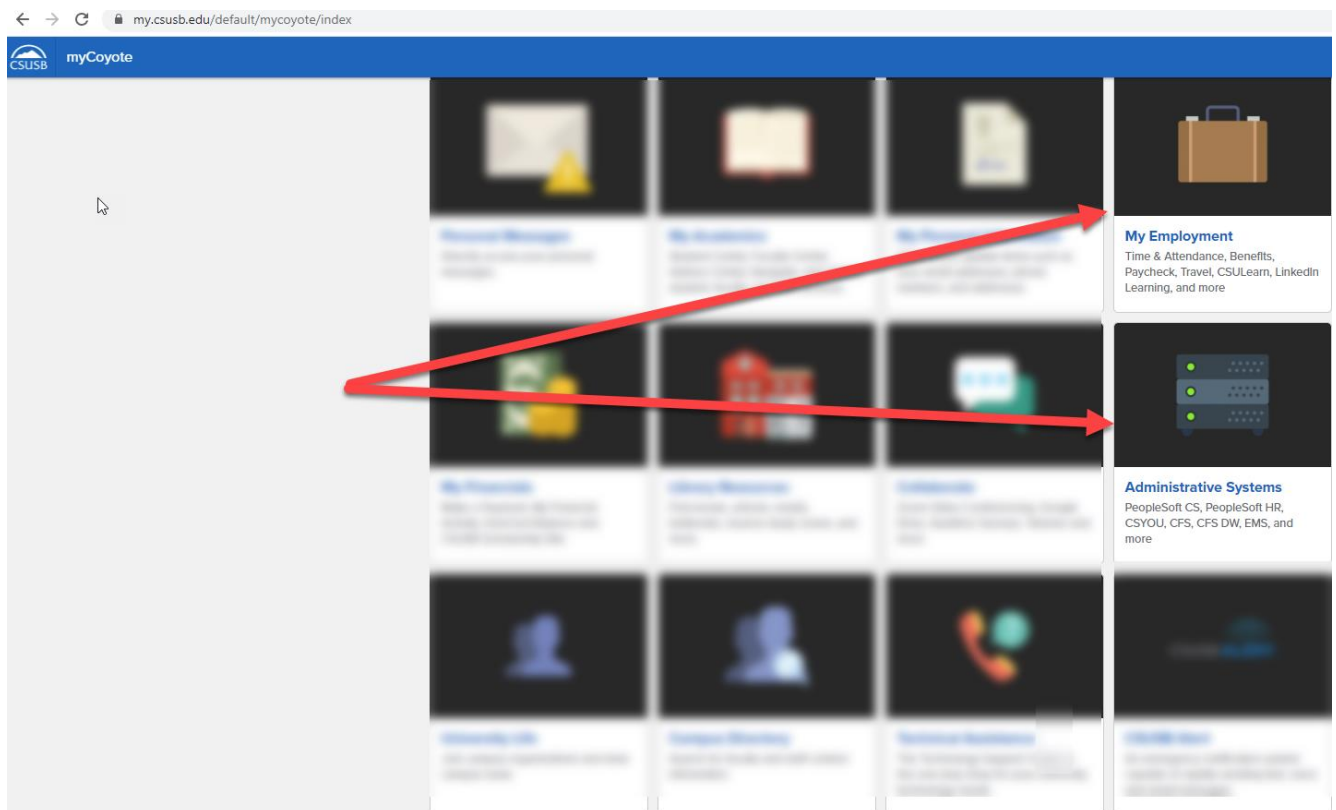
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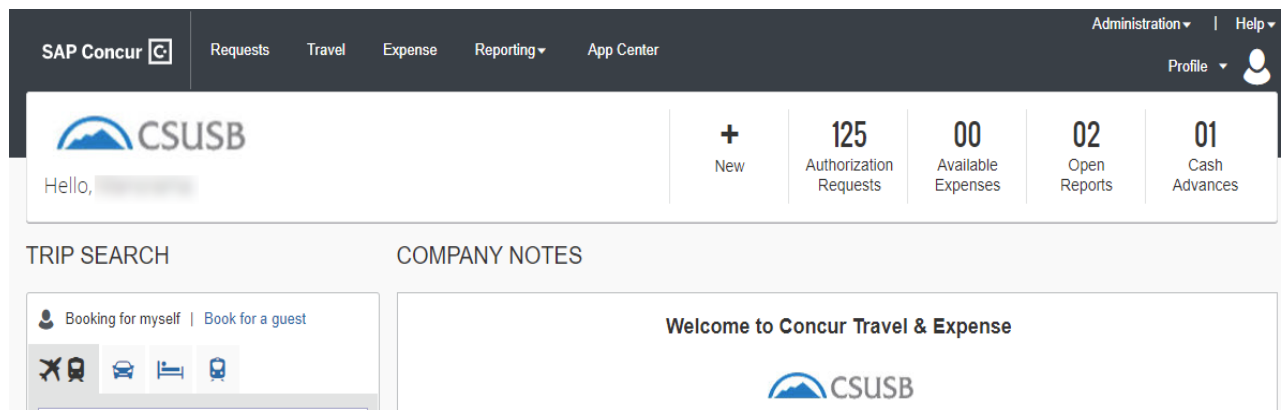
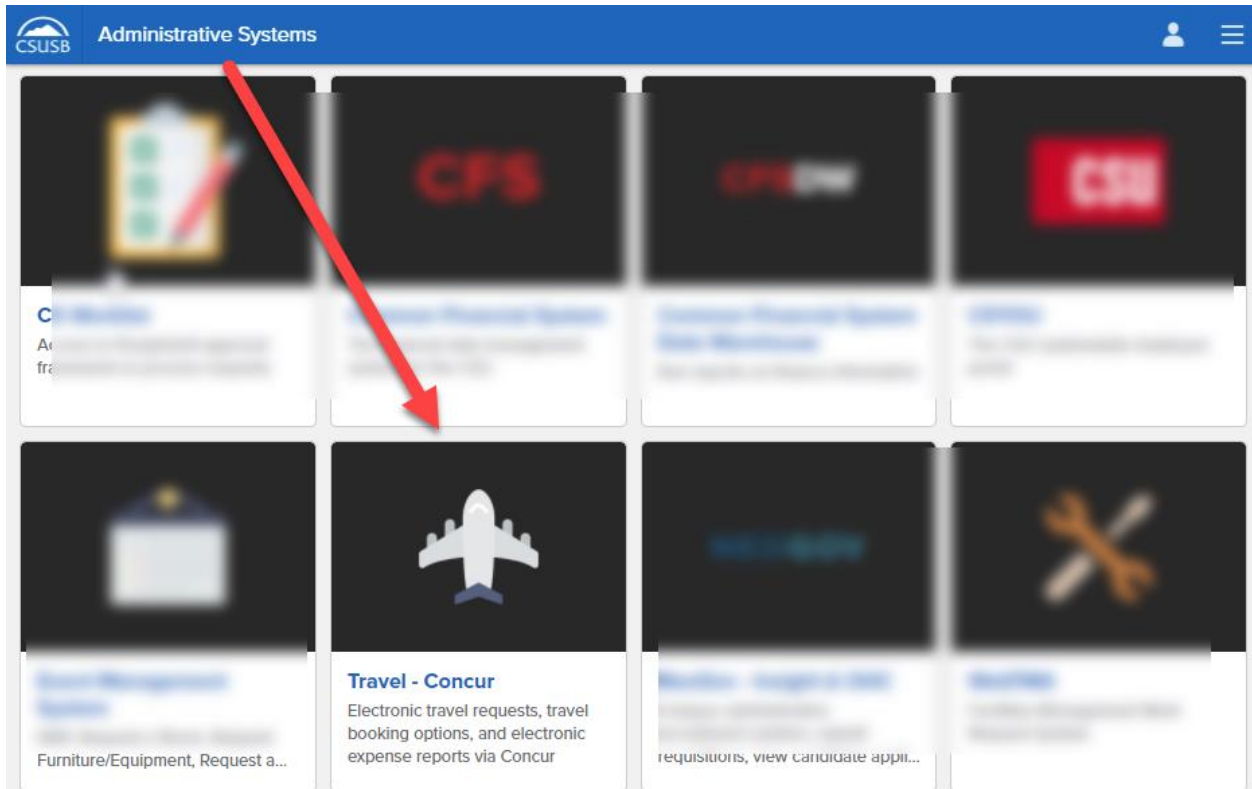
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1. LOGIN TO CONCUR NAVIGATION

Concur can be accessed via MyCoyote

1. Log in to MyCoyote (<https://csusb.edu/>)
2. Go to either My Employment Tile, or, Administrative Systems Tile
3. Click on P-Card & Travel
4. You will be automatically signed in to Concur





2. NAVIGATING EXPENSE PAGE

Once logged in to Concur, you will land on your Concur Home Page. From here, you can view your P-Card transactions, as well as Travel transactions done on the P-card.

The screenshot displays the SAP Concur Expense page. The top navigation bar includes 'Requests', 'Travel', 'Expense' (selected), and 'App Center'. Below this, the 'Manage Expenses' section is active, showing 'ACTIVE REPORTS' with a 'Create New Report' button and a 'Report Library' link. The 'AVAILABLE EXPENSES' section features a table of transactions. A red arrow points from a 'P-Card Transactions' label to the 'Expense Type' column of the table.

<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/> Airports, Airport Terminals Sacramento	Specialized Training	=	11/17/2020	\$-27.28
<input type="checkbox"/> Airports, Airport Terminals Sacramento	Specialized Training	=	11/17/2020	\$27.28
<input type="checkbox"/> AMERICAN INTL RENT-A-CAR Fresno	Overnight Courier	=	11/17/2020	\$490.25
<input type="checkbox"/> Freight Carriers Fresno	Hospitality - Other	=	11/18/2020	\$44.82

3. CREATING P - CARD EXPENSE REPORTS

1. Click on Expense
2. Create New Report
3. Fill in the details on the Report header, then click Create Report
4. Import P - Card Transactions into the Report

Create New Report

Create From an Approved Request

Report Type *

*State Expense Policy

Report Name *

Test P- Card 01/01-02/01

Report Date

02/09/2022

Trip Type *

None Selected

Traveler Type *

None Selected

Travel Business Purpose

None Selected

Event Name/Benefit to the University *

Test P- Card 01/01-02/01

Travel Start Date *

02/09/2022

Start Time *

02:00

AM/PM *

AM

Travel End Date *

02/09/2022

End Time *

05:30

AM/PM *

PM

Does this trip contain personal travel? *

No

Business Unit *

SBCMP

Fund *

(SB001) TF485-CAMPUS OPERATING FUND

Department *

(D0210) ADF - Accounts Payable Office

Program *

None

Project *

None

Cancel

Create Report

SAP Concur

RequestsTravelExpenseApp Center

Help

Manage ExpensesView TransactionsCash Advances

Alerts: 2

There are cash advances

Test P Card

COMMENT - Concur System: Approval time expires

Report DetailsShareManage ReceiptsTravel Allowance

Add ExpenseEditDeleteCopy

Add Expense

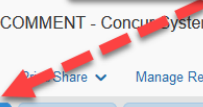
99+ Available ExpensesCreate New Expense

Click on Available Expenses and select the P-card transaction and Add To Report

	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	TEST CSUSB Corporate Card	Car Rental Fuel	Service Stations Riverside, California	07/25/2021	(\$97.13)
<input checked="" type="checkbox"/>	TEST CSUSB Corporate Card	Public Transport	Local/Suburban Commuter Passenger Riverside, California	07/25/2021	\$107.60
<input type="checkbox"/>	TEST CSUSB Corporate Card	Conference/Seminar/Events/Meeting/Course Fees	Fax services Riverside, California	07/24/2021	(\$106.50)
<input type="checkbox"/>	TEST CSUSB Corporate Card	Voice/Phone			

CloseAdd To Report

Click on Add Expense



4. REPORT HEADER DETAILS

Updating the Report Header correctly, and adding proper information in all the boxes is the key in getting the reconciliation report organize correctly.

- POLICY

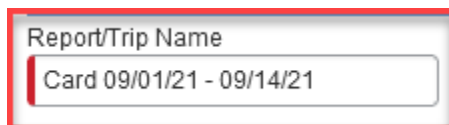
There is one combined policy called CSUSB Travel & Procard



The screenshot shows a form with three main sections. The first section, labeled 'Policy', contains a dropdown menu with 'CSUSB Travel & ProCard' selected. Below the dropdown is a list of items, including 'CSUSB Travel & ProCard'. The second section, labeled 'Report Id', contains a text box with the value '69870A9EB3894370BAEA'. The third section, labeled 'Report Key', contains a text box with the value '53979'. The 'Report Date' and 'Report/Trip Type' sections are partially visible at the bottom.

- REPORT/TRIP NAME

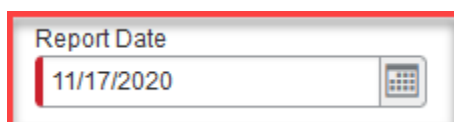
Please give a name that is meaningful, and something that is easier to reference later on.



The screenshot shows a form with a single text box labeled 'Report/Trip Name'. The text box contains the value 'Card 09/01/21 - 09/14/21'.

- REPORT DATE

This will default to the date you are creating the expense report.



The screenshot shows a form with a single text box labeled 'Report Date'. The text box contains the value '11/17/2020' and has a calendar icon to its right.

- REPORT/TRIP TYPE

Please select the appropriate trip type related to your reconciliation, from the dropdown list. Note that if your expense report is only P-card related, you may choose [Non-Travel](#). However, if you have a travel related expense purchased using the P-card, you will have to change the trip type to either, Instate, Out of State or International, on the expense line entry.

Report/Trip Type

Non-Travel

- Campus Visit
- Candidate
- In State
- International
- Moving/House Hunting
- Multipurpose
- Non-Travel
- Out of State
- Personal Mobile Device

Card 09/01/21 - 09/14/21

+ New Expense Import Expenses Details Receipts Print / Email

Exceptions

Expense Type Date Amount Exception

N/A Please add all the expenses related to the trip, including the prepaid expenses paid either through Pro Card, CPO or Direct Payment. Be sure to include the Conference/Seminar/Course fee expense type.

Printing/Photo... 11/18/2020 \$490.25 This expense cannot be submitted until it is matched to an imported card transaction. If this was not paid for via card, you may edit the payment type of the expense.

Supplies... 11/18/2020 \$67.00 This expense cannot be submitted until it is matched to an imported card transaction. If this was not paid for via card, you may edit the payment type of the expense.

Expenses

Move Delete Copy View

Expense Type Amount Requested

09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

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09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

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09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

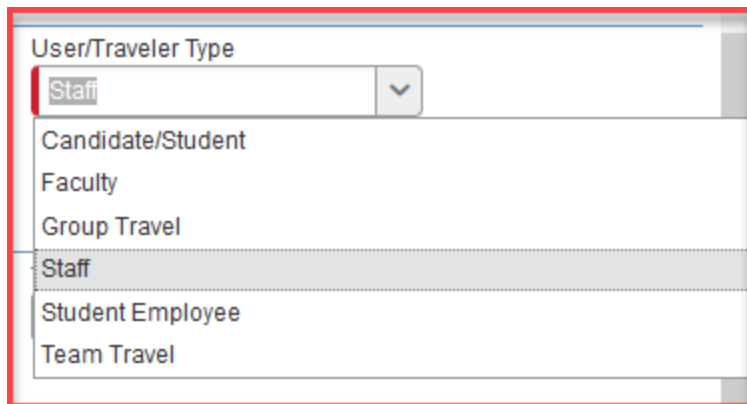
09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

09/21/2021 Airfare Alaska Airlines \$50.00 \$50.00

For Travel related expenses change the Non-Travel Trip Type to - In State/Out of State /International

• USER/TRAVELER TYPE

There are about 6 different user/traveler types, to select from. If you are a delegate, and you are creating the report on behalf of another user, please be mindful and choose the correct option based on the user you are creating the report for. The user type – Group Travel is associated with Student Travel only, and Team Travel is used by Athletics Team.

A screenshot of a web application dropdown menu. The title is "User/Traveler Type". The dropdown is currently open, showing a list of options. The option "Staff" is highlighted with a grey background. Other options in the list include "Candidate/Student", "Faculty", "Group Travel", "Student Employee", and "Team Travel". The "Staff" option is also visible in the dropdown's header area.

- BUSINESS PURPOSE

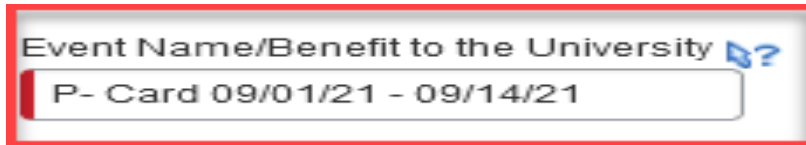
If you have multiple expenses done on the P-card for Travel and P-card related, choose the business purpose – [20. Corporate Card – Procard](#). At the expense line item, you will be required to change the business purpose and update the one that relates to your P-card reconciliation. Adding a Travel Business Purpose at the header, will allow the system to copy the same business purpose to the expense line item. In order for the accounting codes to appear correct, it is important that you add/change the most appropriate business purpose.

- If your P-card reconciliation for the month, have expenses related to [Accreditation only](#), then choose the business purpose -12. Accreditation at the Report Header level. In this case, you will not be required to change the business purpose at the expense level entry level.
- If your P-card reconciliation for the month, have expenses related to [Fundraising/Donor Cultivation only](#), then choose the business purpose – 15. Fundraising/Donor Cultivation at the Report Header level. In this case, you will not be required to change the business purpose at the expense level entry level.
- If your P-card reconciliation for the month, is going to be a combination of Accreditation, Fundraising/Donor Cultivation, and Travel related expenses, then choose at the header level – [20. Corporate Card – Procard](#). In this case, you will be required to update the business purpose at the expense level entry level.

Note: Updating the correct business purpose at the expense entry level is extremely important to ensure that the accounting codes appear correctly on the GL.

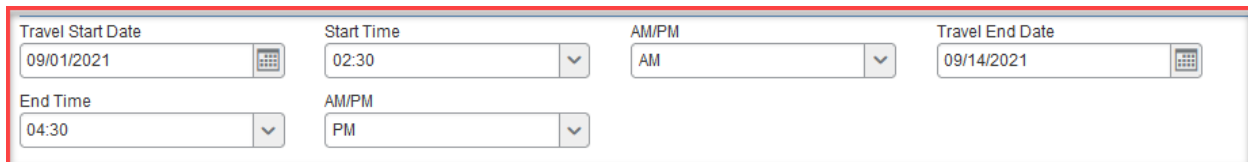
- EVENT NAME/BENEFIT TO THE UNIVERSITY

This can be the same as the Report name



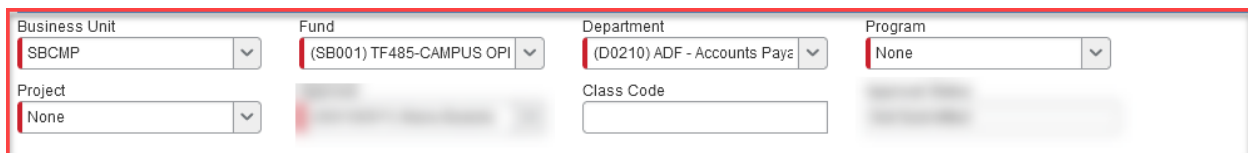
- TRAVEL START DATE, START TIME AND TRAVEL END DATE

The travel start date and end date, can be the reconciliation dates of the month. For example, if you are reconciling the statement for the month of September 2021, then choose the dates from that month.



- CHART FIELD STRING INFORMATION

Please choose the account numbers of your department. At the header you can choose your core department account. However, if there are specific expenses that needs to be allocated to other departments, the same can be done at the expense entry level. The chart field string consists of – Business Unit, Fund, Department, Program, Project and Class Code. You will have to type the value in each of the boxes, and select from the dropdown list that appears below.



Once all the details are filled in, click Next below. The Report header is now completed.

5. RECONCILING P-CARD TRANSACTIONS AT THE EXPENSE ENTRY LEVEL

Once the P-Card expense report is created and the P-card transactions are imported, you will notice a list of exceptions in your expense report. To reconcile your expense report, you will need to clear all exceptions and attach a receipt for each transaction. Click on a listed expense on the left of your expense report to open the reconciliation page for that transaction and fill in all the fields with appropriate expense types etc. and finally attach the receipt and hit save.

The screenshot displays the SAP Concur Expense report interface. At the top, there's a navigation bar with 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), and 'App Center'. Below this, there's a sub-navigation bar with 'Manage Expenses', 'View Transactions', and 'Cash Advances'. A red dashed arrow points from a red alert icon in the 'Alerts' column of the transaction table to a red-bordered callout box. The callout box contains the text: 'All the red exceptions needs to be cleared and a receipt needs to be attached to each transaction. Click on each expense entry to update the changes.'

Alerts: 10

There are cash advances available to add to this report. [View](#)

Test P Card 01/01-02/01 \$204.90 [Copy Report](#) [Submit Report](#)

Returned | COMMENT - Concur System: Approval time expired and was returned to sender. [View Report Timeline](#)


Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to ▾](#)

<input type="checkbox"/>	Alerts ↑↓	Receipts ↑↓	Payment Type ↑↓	Expense Type ↑↓	Vendor Details ↑↓	Date ▾	Requested ↑↓
<input type="checkbox"/>	!	📄	TEST CSUSB Corporate Card	Public Transport	Local/Suburban Commuter Passenge Riverside, California	07/25/2021	\$107.60
<input type="checkbox"/>	!	📄	TEST CSUSB Corporate Card	Hotel - Domestic	VisaPhone Riverside, California	07/24/2021	\$76.45
<input type="checkbox"/>	!		TEST CSUSB Corporate Card	Train	Bus Lines, Including Charters, T Riverside, California	07/23/2021	\$20.85
							\$204.90

←

→

Taxi/Shuttle/Uber \$107.60 

Cancel

Save Expense

07/25/2021 | Local/Suburban Commuter Passage | Corporate Card

Details

Itemizations

Allocate

Expense Type *

Taxi/Shuttle/Uber

Transaction Date

07/25/2021

Business Purpose *

20. Corporate Card - Procard

Report/Trip Type *

In State

Vendor Name

Local/Suburban Commuter Passage

Payment Type

TEST CSUSB Corporate Card

Amount

107.60

Currency

US, Dollar

Comment

Save Expense

Cancel

Once the expense entry is clicked a pop up will appear. Select the correct expense type based on the transaction, and attach the receipt and Save Expense.



Attach Receipt Image

6. ALLOCATING EXPENSES

For allocating expenses, select the expense line item that you want to charge it to a different fund, and click on Allocate button, available on the left-hand side corner. There are two ways to allocate expenses – a) Allocate by Percentage b) Allocate by Amount. Once the selection is made, enter the Business Unit, Fund, Department, Program, Project and Class Code. The Approver box will prepopulate with the name.

The screenshot shows a web application interface for entering an expense. At the top, the header displays 'Taxi/Shuttle/Uber \$107.60' with navigation arrows and a trash icon. On the right, there are 'Cancel' and 'Save Expense' buttons. Below the header, the date '07/25/2021' and the description 'Local/Suburban Commuter Passenge' are shown, along with a 'Corporate Card' tag. The main form is divided into two tabs: 'Details' (active) and 'Itemization'. In the 'Details' tab, the 'Allocate' button is highlighted with a red box and a red dashed arrow. The form contains several input fields: 'Expense Type' (dropdown menu with 'Taxi/Shuttle/Uber' selected), 'Transaction Date' (07/25/2021), 'Business Purpose' (dropdown menu with '20. Corporate Card - Procard' selected), 'Report/Trip Type' (dropdown menu with 'In State' selected), 'Vendor Name' (Local/Suburban Commuter Passenge), 'Payment Type' (TEST CSUSB Corporate Card), 'Amount' (107.60), and 'Currency' (US, Dollar). A 'Comment' text area is at the bottom left. On the right side of the form, there is a large red box with the text 'Attach Receipt Image' and a red icon of a document with a checkmark. At the bottom left, there are 'Save Expense' and 'Cancel' buttons.

← → Taxi/Shuttle/Uber \$107.60

07/25/2021 | Local/Suburban Commuter Passenge | Corporate Card

Details Itemization

Allocate * Required field

Expense Type *
Taxi/Shuttle/Uber

Transaction Date
07/25/2021

Business Purpose *
20. Corporate Card - Procard

Report/Trip Type *
In State

Vendor Name
Local/Suburban Commuter Passenge

Payment Type
TEST CSUSB Corporate Card

Amount
107.60

Currency
US, Dollar

Comment

Save Expense Cancel

Attach Receipt Image

Allocate

Expenses: 1 | \$107.60

Percent

Amount

Amount

\$107.60

Default Allocation

Code

SBCMP-SB001-D0210-None-None-000106911

Add

Edit

Remove

Save as Favorite

No Allocations

This expense is assigned to your default allocation shown above. Click the allocation to edit.

Add Allocation

New Allocation

Favorite Allocations

Update the chart field string and hit save.

Business Unit *

SBCMP

Fund *

(SB001) TF485-CAMPUS OPERATING FUND

Department *

(A0102) Ombuds Services

Program *

None

Cancel

Save

Cancel

Save

Allocate

Expenses: 1 | \$107.60 | View Allocation Group

Percent

Amount

Amount

\$107.60

Allocated \$107.60

100%

Remaining \$0.00

0%

Default Allocation

Code

SBCMP-SB001-D0210-None-None-000106911

Percent %

0

Add

Edit

Remove

Save as Favorite

Business Unit	Fund	Department	Program	Project	Approver	Class Code	Code	Percent %
SBCMP	TF485-CAMPUS OPERATING FUND	Ombuds Services	None	None	Julie Lappin	SBCMP-SB001-A0102-None-None-002952338		100

Once the chart field string is added, hit save again

CancelSave

Details

Itemizations

Hide Receipt

Allocate

* Required field

Expense Type *

Taxi/Shuttle/Uber

Transaction Date

07/25/2021

Business Purpose *

20. Corporate Card - Procard

Report/Trip Type *

In State

Vendor Name

Local/Suburban Commuter Passenge

Payment Type

TEST CSUSB Corporate Card

Amount

107.60

Currency

US, Dollar

Comment

Save Expense

Cancel

Attach Receipt Image

The screenshot shows the SAP Concur Expense report interface. At the top, there are tabs for Requests, Travel, Expense (selected), and App Center. Below the tabs, there are links for Manage Expenses, View Transactions, and Cash Advances. A notification bar indicates that there are cash advances available to add to the report. The main report title is "Test P Card 01/01-02/01 \$204.90". A comment below the title states: "COMMENT - Concur System: Approval time expired and was returned to Concur. View Report History". A red box highlights a text area with the message: "Once the expenses are allocated, it will show as below, and if you hover around the allocated line, the chart field strings will pop up below." A red dashed arrow points from this box to the "Allocated" pop-up window. The "Allocated" window shows the total allocated amount of \$107.60 and a table with one row: SBCMP-SB001-A0102-None-None-002952338 with a percent of 100. The main report table has columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The first row shows a receipt for "TEST CSUSB Corporate Card" with an expense type of "Taxi/Shuttle/Uber" and a requested amount of \$107.60. A red box highlights the "Requested" column header and the first row's requested amount.

There are cash advances available to add to this report. [View](#)

Test P Card 01/01-02/01 \$204.90

COMMENT - Concur System: Approval time expired and was returned to Concur. [View Report History](#)

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		TEST CSUSB Corporate Card	Taxi/Shuttle/Uber	Local/Suburban Commuter Passage Riverside, California	07/25/2021	\$107.60 Allocated

Allocated

Total Allocated
\$107.60

Code	Percent
SBCMP-SB001-A0102-None-None-002952338	100

[View Allocation](#)

7. ATTACHING AND UPLOADING RECEIPTS

Uploading Receipts to Concur

There are two ways to upload receipts to your Concur profile: 1.) Uploading directly on the expense side or, 2.) Through the Available Receipts pool

1.) Uploading directly on the Expense side

Scan the required documentation and save the images to a folder on your computer. Go to Expense and scroll down to Available Receipts, and click on Upload New Receipt.

SAP Concur | Requests | Travel | **Expense** | App Center | Profile

Manage Expenses | View Transactions | Cash Advances

Manage Expenses

AVAILABLE RECEIPTS

Upload New Receipt

Click here or drag & drop files to upload new receipt images.

Click on Expense and scroll down, under Available Receipts, click on Upload New Receipt, to start adding all your receipts

The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), and 'App Center'. Below the navigation bar are links for 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The main heading is 'Manage Expenses'. Underneath is the 'AVAILABLE RECEIPTS' section. On the left, there is a box with the text 'Upload New Receipt' and 'Click here or drag & drop files to upload new receipt images.' A red arrow points from this box to a button labeled 'Upload New Receipt'. To the right of this box is a grid of receipt thumbnails. Each thumbnail shows a receipt from 'STUCKES OSES' with various line items and amounts. A callout box with a red arrow points to the 'Expense' tab in the top navigation bar, stating: 'Click on Expense and scroll down, under Available Receipts, click on Upload New Receipt, to start adding all your receipts'.

2.) THROUGH THE AVAILABLE RECEIPTS POOL

The Available Receipts pool is a feature within Concur that provides a document repository to which you can email or upload images. You can then use your Available Receipts pool to attach images to an individual expense. Use your mobile device to take pictures of receipts and email the pictures to receipts@concur.com. Before forwarding an email to receipts@concur.com, you must first verify your email address, in your profile. You can also use the Concur Mobile App to take pictures of receipts, which are then stored in your Available Receipts pool automatically.

Attaching Receipts to individual expense

When you are ready to attach the images, select the expense you wish to attach a receipt to.

1. Select “Attach Receipt Image” located on the right-hand side of the report. A separate window will appear.
2. Click Upload Receipt Image. Locate and select the receipt image you would like to attach and click Open. You can also attach the receipt from the available receipt pool.
3. Once the receipt is attached, click on Save Expense.
4. Your receipt is now attached to your expense.

As a best practice, you should review the attached receipt images to ensure they are readable and are the correct images for that expense. To do this, select the Receipt Image tab.

The screenshot displays the 'Details' tab of an expense report for Allegro Resorts on 02/02/2022. The form includes fields for Expense Type (Hotel - Domestic), Check-in Date (02/01/2022), Check-out Date (02/03/2022), Nights (2), Transaction Date (02/02/2022), Business Purpose (06. Team Travel), Report/Trip Type (Out of State), Vendor (Allegro Resorts), Lodging Location (Los Angeles, California), Payment Type (Cash/Personal Card), Amount (500.00), and Currency (US, Dollar). A red dashed arrow points from the 'Attach Receipt Image' icon in the top right corner to a large rectangular area on the right side of the form, which is labeled 'Attach Receipt Image'.

02/02/2022 | Allegro Resorts

Details | Itemizations

Attendees (1) | Allocate

* Required field

Expense Type *
Hotel - Domestic

Check-in Date *
02/01/2022

Check-out Date *
02/03/2022

Nights:
2

Transaction Date *
02/02/2022

Business Purpose *
06. Team Travel

Report/Trip Type *
Out of State

Vendor *
Allegro Resorts

Lodging Location *
Los Angeles, California

Payment Type *
Cash/Personal Card

Amount *
500.00

Currency *
US, Dollar

Comment

Save Expense Cancel

Hide Receipt

Attach Receipt Image

Attach Receipt



Upload Receipt
Image

5MB limit per file

The receipt can be attached by clicking on Upload Receipt Image, or by simply selecting the receipt from the receipt library

Cash Ac
Uploade

Receipt uploaded on
December 1, 2021 11:40 PM

Attach

View

Receipt uploaded on
December 1, 2021 11:37 PM

Attach

View

AMENDMENT Zadeh Atta...
Uploaded: 12/1/2021 3:36 PM

Receipt uploaded on
December 1, 2021 11:36 PM

Attach

View

sbct002_5405889.PDF
Uploaded: 12/1/2021 3:35 PM

Receipt uploaded on
December 1, 2021 11:35 PM

Attach

View

Risk Manager Workflow.jpg
Uploaded: 12/1/2021 3:24 PM

Receipt uploaded on
December 1, 2021 11:24 PM

Attach

View

Close

8. ICONS/SYMBOLS

Some icons and symbols in Concur



This symbol is for notification, that contains a soft message. The notification will remain even if the action has been completed, and will not restrict the report from submitting.



This orange round icon, indicates that a receipt needs to be attached to the expense item.



The orange icon above, turns into a blue icon, once a receipt is successfully attached.



This is an icon indicating that the P-card transaction is successfully imported into the expense line item.



This is an allocation icon, that indicates that the expense item is allocated to a specific chart field string.

9. SALES TAX ON RECEIPT

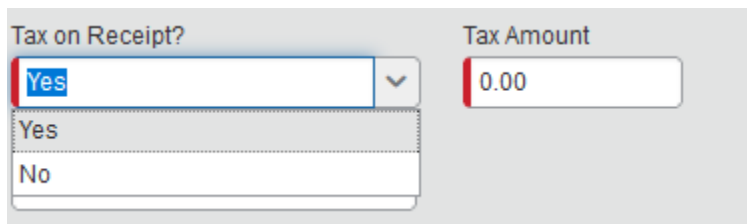
In this section, you will learn about the sales tax questions you will find in the Concur Pro Card reconciliation module. The questions about sales tax, freight and

deliver location is to assist us in our obligation for tax reporting. You must answer all questions on the form accordingly, following the information added to your sales receipt.

- TAX ON RECEIPT?

For some of the expenses, you will be prompted to answer the question, “Tax on Receipt”. You will need to select either “Yes” or “No”.

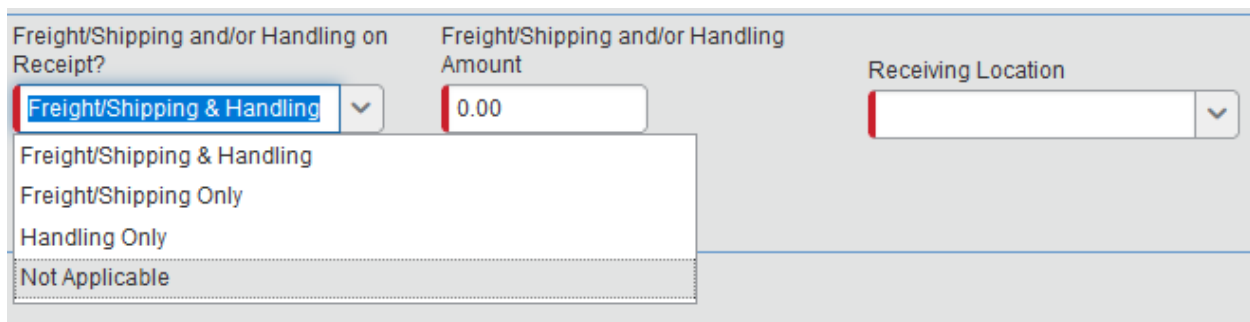
Choosing “Yes” in this drop-down menu will require you to specify how much sales tax was charged for this transaction. If you choose “No” to the previous question, you will not need to fill out any amount in the Tax Amount box. Just ensure that the box has a \$0 value in it.



The screenshot shows a form section titled "Tax on Receipt?". It contains a dropdown menu with "Yes" selected, and a "Tax Amount" input field with "0.00" entered. The dropdown menu is open, showing "Yes" and "No" as options.

- Freight/Shipping and/or Handling on Receipt?

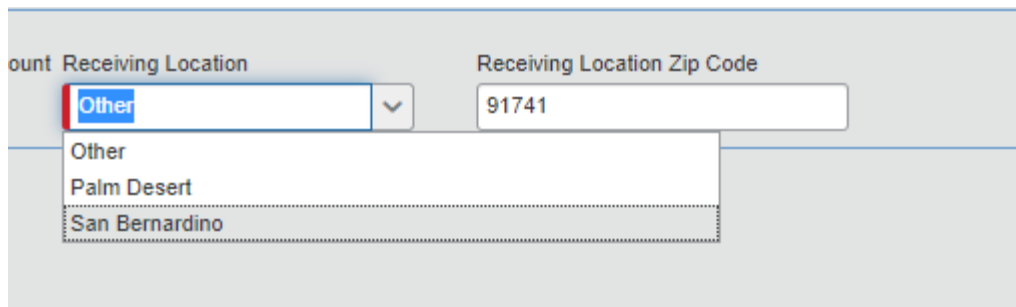
For Freight/Shipping and handling charges, you will have to select the appropriate options from the dropdown list. If no such charges appear on your receipt or apply, you may choose Not Applicable. Please enter the total value listed on your receipt as “freight”, “shipping”, “handling” or a combination of these. Also, please choose an appropriate Receiving Location.



The screenshot shows a form section titled "Freight/Shipping and/or Handling on Receipt?". It contains a dropdown menu with "Freight/Shipping & Handling" selected, a "Freight/Shipping and/or Handling Amount" input field with "0.00" entered, and a "Receiving Location" dropdown menu. The dropdown menu is open, showing "Freight/Shipping & Handling", "Freight/Shipping Only", "Handling Only", and "Not Applicable" as options.

- Receiving Location

Please choose the appropriate campus location where items were delivered. Both the San Bernardino and Palm Desert campuses appear as well as an “other” location. The zip code is not required when choosing San Bernardino or Palm Desert. When choosing “other” it is necessary for you to enter the zip code of where the tangible goods were delivered. The reason for entering the zip code is so that we can validate that the correct tax rate was applied to your purchase, and if necessary, to accrue any difference owing to the taxing jurisdiction.



The screenshot shows a web form with two main sections. The first section is labeled 'Receiving Location' and contains a dropdown menu. The dropdown is currently open, showing three options: 'Other' (highlighted in blue), 'Palm Desert', and 'San Bernardino'. The second section is labeled 'Receiving Location Zip Code' and contains a text input field with the value '91741'. The form is set against a light gray background.

Note: Once all the fields are filled in, please save the transaction. Concur will not remember your selections if you don't save your changes.