

Reconciling Expenses - OUR Travel Awards Guide

1. Faculty sponsors (and in some cases EA's) are responsible for making all purchases related to your student's travel with your USD One Card. **Purchases should be expensed to the OUR Cost Center (CC_00080) using the Travel Award Cost Tag (CT_00177) in Concur.** Please include the student's name in the Business Purpose section.
2. If your monthly report contains only OUR Travel Award expenses, you can set the Cost Center and Cost Tag as so:

A screenshot of the Concur report setup form. The 'Report Name' field contains 'John Smith's March Report'. The 'Cost Center' dropdown is set to '(CC_00080) Office of Undergraduate Research'. The 'Agency ID/REIP ID/Loan' dropdown is set to '(*NA) *Not Applicable'. The 'Gift ID/Grant ID/Project ID/UD ID' dropdown is set to '(*NA) *Not Applicable'. The 'Cost Tag' dropdown is set to '(CT_00177) Travel Award'. There is a small red asterisk indicating a required field. The bottom of the form has a text area for 'Additional Information/Comment' with a character limit of 0/500.

3. If there are unrelated expenses in your monthly report, allocate only those expenses that relate to the OUR Travel Award by clicking on Allocate on the individual expenses and inputting our Cost Center and Cost Tag:

A screenshot of the Concur expense details page for a 'Ground Transportation' expense of \$23.46 on 03/08/2024. The 'Expense Type' is 'Ground Transportation'. The 'Transaction Date' is '03/08/2024'. The 'Business Purpose' is 'Chemistry Association Conference'. The 'Enter Vendor Name' is 'Uber' and the 'City of Purchase' is 'Los Angeles, California'. The 'Allocate' button is circled in blue. There is a small red asterisk indicating a required field.

4. Make sure to write the student's name in the comment box to let us know who this expense is for
5. Submit your report once you finish allocating expenses.
6. If you have issues with the Concur system, please contact usdtravel@sandiego.edu and they will be able to help you.
7. [Click here](#) to see an example template to help track your expenses on your OUR Travel Award. This can not only help keep you organized but also be a helpful resource for OUR staff if issues arise.