How to Submit a Non-Travel Employee Reimbursement in Concur

Use this guide to submit a reimbursement request for an eligible **non-travel business expense** that you paid out of pocket as a Cal Poly Humboldt employee.

> **Important:** Personal reimbursements are highly discouraged. Whenever possible, business expenses should be purchased through the University's established procurement processes, such as CSUBUY P2P or a University-issued card. Non-travel reimbursement should be used when those options are not viable and the expense is otherwise allowable under University and CSU policy.

No Request is Required for Non-Travel Reimbursement

Unlike travel expenses, a **Concur Request does not need to be submitted or approved in advance for a standard non-travel employee reimbursement**. The employee creates the **Employee Expense - Non-Travel** expense report directly in Concur.

Concur Requests are used as a pre-spend authorization process for travel and certain other activities, while the non-travel reimbursement process begins with the Expense Report.

1. If This Is Your First Cal Poly Humboldt Reimbursement

***Skip if you have been previously reimbursed**

Before creating your expense report, contact the Humboldt Travel/Concur team so your employee record can be established for reimbursement.

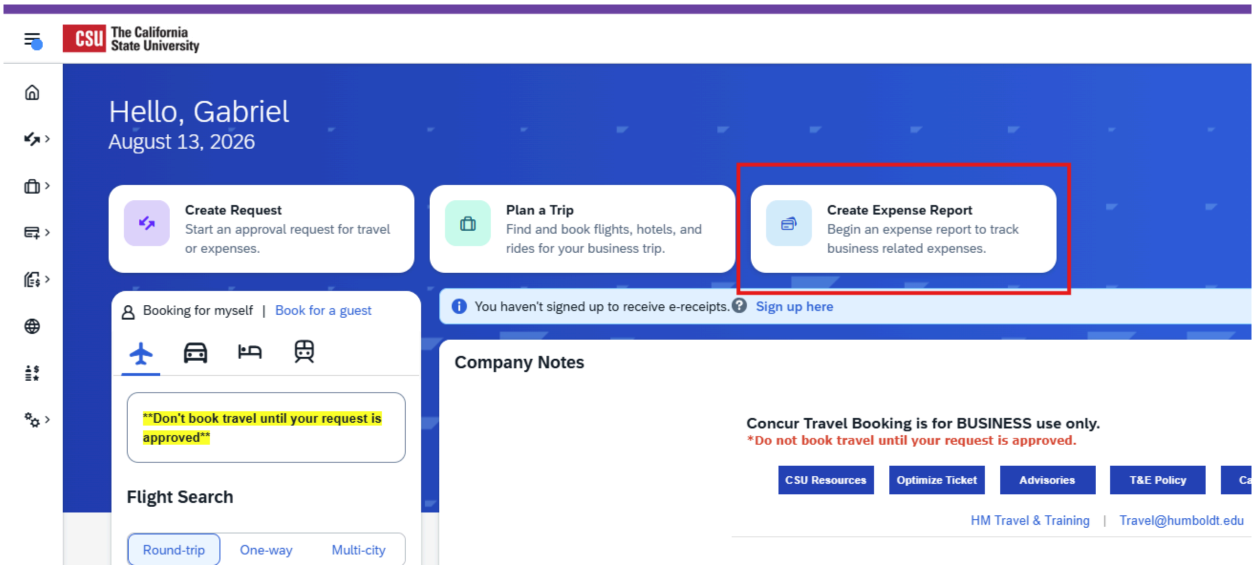
Send an email to **travel@humboldt.edu** that includes:

- Your full name
- Your Cal Poly Humboldt employee ID number
- A note that you are looking to be reimbursed

Wait until you have been set up before attempting to submit your reimbursement through Concur, as the Concur system will give you a Supplier ID error if you have not already been registered, and will now allow you to submit your Expense Report. Reimbursement registrations are processed in order received, so please submit your request as soon as possible in order to avoid delays in your reimbursement.

2. Access Concur Through myHumboldt

1. Log in to **myHumboldt** using your Cal Poly Humboldt credentials.
2. Open the Concur application/link available through myHumboldt.
3. Once Concur opens, select the option to create a new expense report from the Home page.



3. Create an Employee Expense - Non-Travel Report

When creating a new report:

1. Select **Employee Expense - Non-Travel** as the **Report Type**.
2. Complete the **Report Header**.
3. Review all required fields before creating the report.

Concur identifies required fields with an indicator such as a red asterisk. Reports cannot be submitted until all required information has been completed.

Complete the Report Header

Enter the following information:

Report Name
Use a short but descriptive name that will allow you and your approver to identify the report later. For example:

- `Office Supplies - Aug 2026`
- `Dept Purchase - 8/2026`

- `Registration Reimbursement - Smith`

Avoid vague names such as `Reimbursement` or `Expenses`.

Report Start Date and Report End Date
Enter the date range covered by the expenses included in the report.

If you are submitting several related non-travel expenses together, the date range should encompass the expenses included in the report.

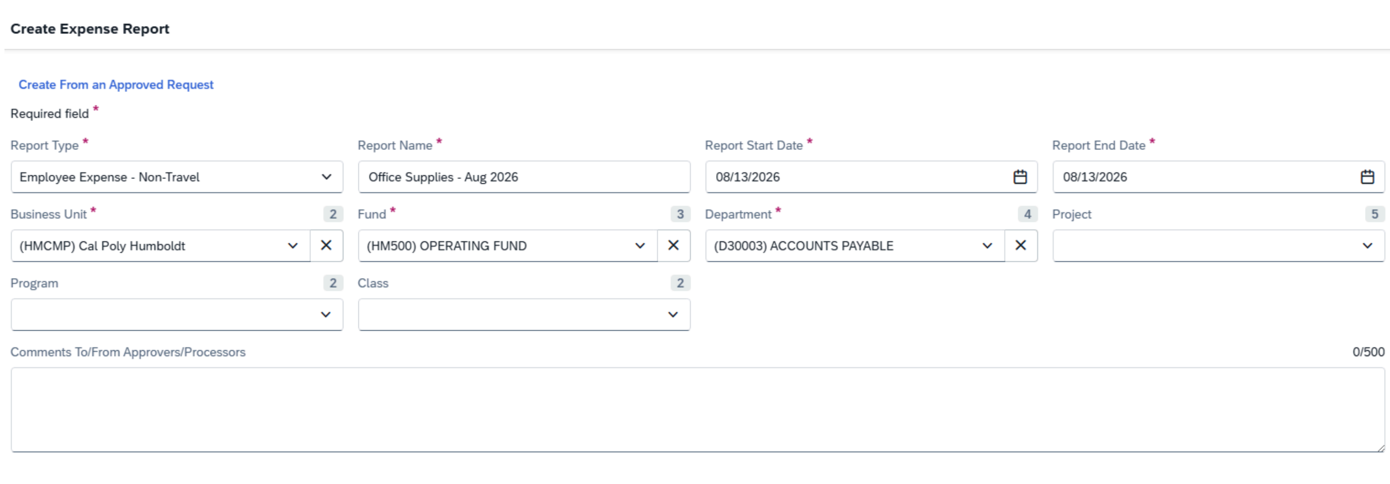
Business Unit
Select **HMCMP**.

Chartfield Information
Enter the complete chartfield information provided by your department.

Use the chartfield information supplied by your department rather than guessing at an account, fund, department, program, project, or other chartfield.

If expenses need to be charged to more than one chartfield, use Concur's **Allocate** function to distribute the individual expense(s) appropriately after you have completed the Report Header. Using this function, expenses can be allocated to multiple chartfields either by amount, or by percentage of the total expense.

Comments/Additional Information
If available in the report header, use this area for information that will help the approver understand the report. A business justification should still be entered at the expense level when Concur provides that field.

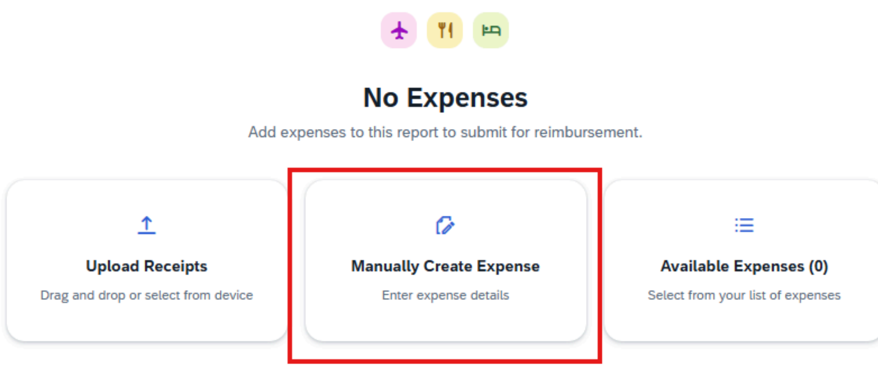


4. Create Your Out-of-Pocket Expenses

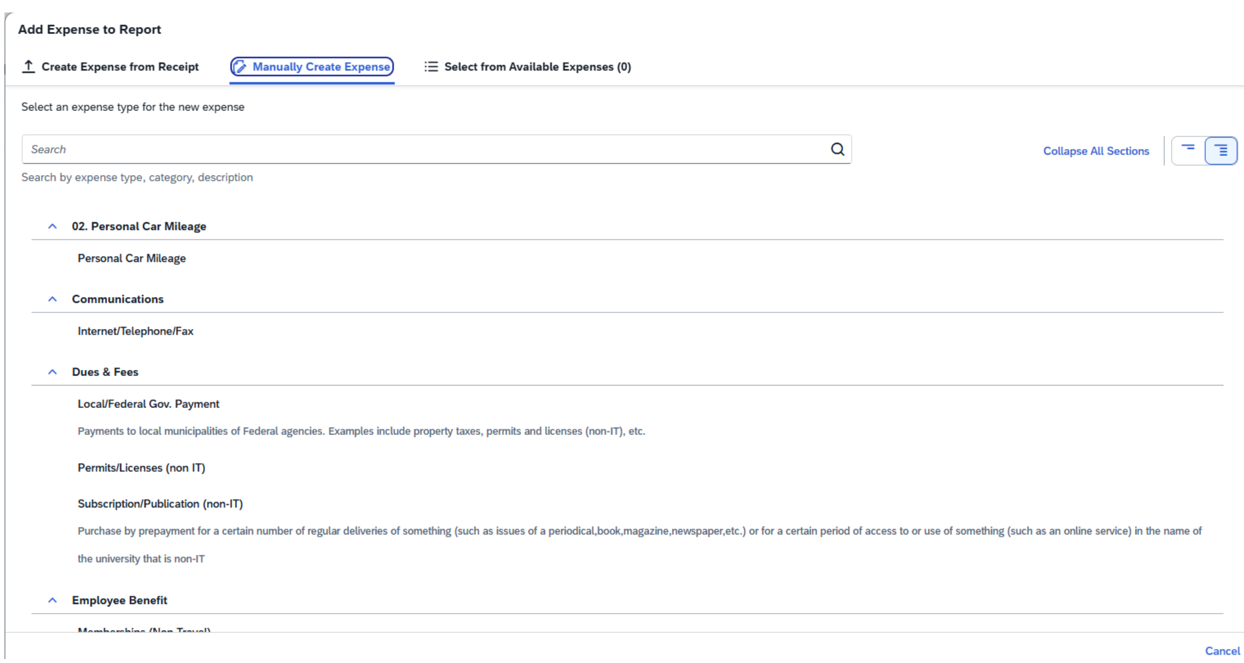
After the report has been created, add each expense that you personally paid and are requesting reimbursement for.

For an out-of-pocket expense:

1. Select **Manually Create Expense**.



2. Select the appropriate **Expense Type**.



3. Enter the requested expense information.
4. Select the appropriate payment method, such as **Out of Pocket**, when prompted.
5. Enter the:
    - Transaction/expense date

    - Merchant or payee
    - Amount
    - Business purpose or explanation
    - Other required fields presented for that expense type
6. Save the expense.

Enter a Clear Business Purpose

For each expense, provide enough information for an approver or auditor to understand **what was purchased, why it was necessary for University business, and how it relates to the department's work**.

For example:

> Office supplies purchased for use in the department's fall student orientation program.

Rather than:

> Supplies.

5. Attach Required Receipts and Documentation

Attach the appropriate documentation to each expense.

At a minimum, retain and attach the **itemized receipt** required under the applicable CSU and Humboldt payment policy. The receipt should show sufficient detail to establish what was purchased and the amount paid.

Also provide proof of payment when required.

Attach a Receipt to an Expense

For each expense:

1. Open the expense line.
2. Select the receipt/attachment option.
3. Upload the receipt or other required documentation.
4. Confirm that the attachment is readable.
5. Save the expense.

Do not attach a receipt that is incomplete, illegible, or does not establish what was purchased.

Hospitality and Other Special Expenses

Some expenses have additional documentation or approval requirements. For example, hospitality expenses are subject to separate CSU and Humboldt hospitality procedures and may require a hospitality justification.

If an expense falls into a special category, verify the applicable policy and attach all required supporting documentation before submitting the report.

6. Allocate or Itemize Expenses When Necessary

Multiple Chartfields

If an expense needs to be split among multiple chartfields:

1. Select the expense.
2. Choose **Allocate**.
3. Enter the appropriate chartfield information and amounts/percentages.
4. Confirm that the allocation totals 100% of the expense.
5. Save the allocation.

Multiple Expense Types on One Receipt

If one receipt contains purchases that belong to different expense categories, use **Itemizations** when appropriate rather than entering the entire receipt under one expense type.

7. Review the Entire Report Before Submitting

Before submitting, review the report carefully.

Confirm that:

- **Employee Expense - Non-Travel** is the selected report type.
- The report name is descriptive.
- The report dates are correct.
- The business unit is **HMCMP**.
- The chartfield information is correct.
- Every expense is a legitimate, allowable University business expense.
- Every expense has the correct transaction date and amount.
- The correct expense type has been selected.
- **Out of Pocket** is selected for expenses you personally paid.

- Each expense has an adequate business-purpose explanation.
- Required itemized receipts are attached and legible.
- Any additional required documentation or approvals are attached.
- Expenses have been allocated correctly if more than one chartfield is being used.
- Expenses have been itemized when a single receipt contains multiple expense types.
- There are no duplicate expenses.
- The reimbursement amount shown by Concur is correct.

Concur may display warnings or exceptions when information is missing or an expense does not meet a system rule. Resolve any applicable alerts before submitting.

8. Submit the Expense Report

When the report is complete:

1. Select **Submit Report** in the upper-right portion of the report.
2. Review any alerts or exceptions that Concur displays.
3. Correct any issues that must be resolved before submission.
4. Review the electronic certification/agreement when prompted.
5. Accept the agreement and continue with submission.

9. After Submission

After submission:

- Monitor your Concur notifications for returned reports or requests for additional information.
- If your report is returned, make the requested corrections and **resubmit** it.
- If you have questions about a Concur report or need assistance, contact **travel@humboldt.edu**.

Important Reminders

Non-travel does not mean "anything purchased locally"

The expense must still be an **allowable University business expense** and must comply with CSU and Cal Poly Humboldt procurement and payment policies.

Humboldt states that personal reimbursements are highly discouraged and that procurement should ordinarily be conducted through CSUBUY P2P or a University card.

Do not use a non-travel reimbursement for services that should be procured separately

A reimbursement is intended to repay an employee for an approved expense already incurred and paid with personal funds. Purchases involving services, contracts, or other procurement requirements may need to go through the appropriate procurement process rather than being reimbursed through an employee expense report.

Submit promptly

Do not hold reimbursement requests unnecessarily.

Questions?

For assistance with creating or submitting a Concur expense report, contact:

Cal Poly Humboldt Travel/Concur
travel@humboldt.edu