How to Locate FAU in Concur

1a) If you are creating a new expense report, simply click on “Create New Report”.

1b) If you have already created a report, click on “Report Details” and then click on “Report Header” in the dropdown menu.
2) Fill out the mandatory fields labeled with an asterisk (*). You’ll first need to select the department of which the funds are coming from. Click the dropdown menu and select “Either.” From there type in the department code/name in the search bar. Click the department name as it appears in the result's dropdown menu.
3) Next, click the FAU dropdown menu and select “Code” or “Either.” (For this example, we will be selecting the “Either” filter).
4) Once the filter has been selected, type in an asterisk (*) before typing out the FAU code as shown below. Scroll down to the bottom of the suggested codes and the FAU should pop up. Click on the result line with the desired FAU code.

***If the FAU still does not appear, please email the financial administrator of your department to confirm the FAU is available in the Concur system ***

For the Computer Science Department, please email purchasing@cs.ucsb.edu

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**Additional Tip:**

When selecting a “Sub Account”:

- For Entertainment/Social Meetings - Select 3
- For Traveling - Options
  - Travel In-State - Select 5
    - In-State means traveling to and/or in California, this includes virtual conferences
    - Out-of-State means traveling outside of California
  - Travel Foreign - Select 7