This how-to sheet outlines the steps required to:

- Log into the SAP Concur Travel and Expense Reimbursement system from a laptop or desktop computer.

What is the SAP Concur Travel and Expense Reimbursement system used for?

- Requesting reimbursement for expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

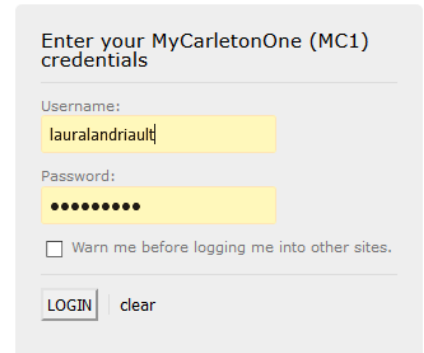|		
THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP		
1.	Enter this URL into an internet browser.	carleton.ca/travel
2.	Once your department has received training and been given access to SAP CONCUR, **all new reports MUST be entered in the NEW system**. When to choose the old system: • Claims will remain in the system that you started them in. • Claims begun in the old system will not be moved to the new system. • Requests (i.e. you received a cash advance) begun in the old system will have to be reported/approved in the old system.	**The Current System** Log in here to submit a request for **expense claims** or **advances** in the current system. SUBMIT A REQUEST APPROVE A REQUEST • To '**Approve a Request**' from off campus, you must first **VPN** and then sign into the system. • The **'Submit a Request'** application is **not supported on iPhones or iPads** as the current system is built on Adobe Flex. • If you are planning to attach documents for your supervisor, you must format the image to **PDF**, **TIFF**, or **JPEG**. **The New System** Log in here to submit a request for **expense reports** or **requests** or to approve them in the NEW system. The new system is SAP Concur. LOG INTO SAP CONCUR Departments will receive access to the new system only AFTER they have received tools, support and training. If your department has received access to the new system but you are unable to log in, email financial.systems@carleton.ca.

3. Enter MyCarletonOne credentials.

   Tip: Your MyCarletonOne credentials are the username and password that you use to sign into your Carleton workstation and many other applications on campus.

   Note: This system is DUO enabled (carleton.ca/its/duo).

   Enter your MyCarletonOne (MC1) credentials

   Username:

   lauralandriault

   Password:

   •••••••••

   ☐ Warn me before logging me into other sites.

   LOGIN   clear

What next?
- Visit carleton.ca/facts/travel to find more how-to sheets.
- Questions about the system? Email financial.systems@carleton.ca.