

SAP CONCUR How-To Sheets

Submitting an expense report when you have corporate AMEX charges

This how-to sheet outlines the steps required to:

- Submit an expense report when you want to be reimbursed for travel related expenses paid off by corporate AMEX card.

Steps to link a corporate AMEX card to your SAP Concur account:

- **STEP 1:** If you do not have a corporate AMEX card, [you can request one from Procurement Services](#).
- **STEP 2:** [Contact Financial Systems](#) to link the corporate AMEX card to your SAP Concur profile.

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).

Governing Policies can be found on the University Secretariat's site:

- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. Transactions will be added to 'Available Expenses' section within several business day after the purchase

From the landing page, click on the black 'Available Expenses' text.

The screenshot displays the SAP Concur user interface for Carleton University. At the top, there is a navigation bar with tabs for 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation bar, the user's name 'Hello, Natalia' is visible. The main content area is divided into several sections: 'MY TRIPS (0)', 'COMPANY NOTES', and 'MY TASKS'. A green arrow points to the 'Available Expenses' link in the 'MY TASKS' section, which shows a list of expenses including Uber Eats and Tim Hortons. The 'Available Expenses' section shows a total of 10 expenses, with a list of individual transactions including dates, descriptions, and amounts.

2. Choose the expense/s you want to add to a report.

You can add all of the expenses at once by clicking the box in the header row OR you can click the boxes beside individual expenses.

In this example, we are bringing all of the expense over.

Tip: Not all expense lines will have an itemized receipt image. If you take photos of or email the itemized receipts, SAP Concur will match the itemized receipts to the AMEX transaction expense lines (see the 'Using SAP Concur Optical Character Recognition to Create Expense Lines'). This step must be completed BEFORE you bring the expense lines into the report for matching to work.

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below this, there are sub-tabs for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main content area is titled 'Manage Expenses' and contains a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. A 'Create New Report' button is highlighted with a red box. To the right, a report card for 'Trip to Portugal 2022' is shown with a 'NOT SUBMITTED' status and a date of '04/02/2022', and a total amount of '\$0.00'. Below this is the 'AVAILABLE EXPENSES' section with a 'View: All Expenses' dropdown. A table of expenses is displayed with columns for 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Amount'. A green arrow points to the 'Move to' button above the table.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	Pending Card Transaction	Taxi/Shuttle	Uber B.V.	30/12/2021	\$53.02
<input type="checkbox"/>	American Express	Dinner	UBER EATS Toronto, Ontario	10/12/2021	\$23.63
<input type="checkbox"/>			Uber B.V.		

3. Click on the blue 'Move to' button to add the expenses to either a new or existing report.

In this example, we'll add it to an existing report by clicking on 'Trip to Portugal 2022' in the drop-down menu.

Tip: The 'Submitting an expense report' how-to sheet shows you how to begin a new report.

This screenshot is similar to the one above, but with a green arrow pointing to the 'Move to' button and another green arrow pointing to the 'Trip to Portugal 2022' option in the dropdown menu of the 'AVAILABLE EXPENSES' section. The table of expenses is the same as in the previous screenshot.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Pending C				
<input checked="" type="checkbox"/>	Pending C				

4. Click on each expense line to ...
 1. ensure that the expense type is accurate, and
 2. attach related itemized receipts.

SAP Concur Expense Report: Trip to Portugal 2022 \$706.28

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
⚠		American Express	Dinner Attendees (1)	Uber B.V. Toronto, Ontario	10/12/2021	\$154.56	\$154.56
⚠		American Express	Dinner Attendees (1)	UBER EATS Toronto, Ontario	10/12/2021	\$23.63	\$23.63
⚠		American Express	Dinner Attendees (1)	TIM HORTONS 102309 Markick, Ontario	28/11/2021	\$7.01	\$7.01
		Out of Pocket	Airfare	Natalia Chernenko Carleton, Quebec	23/11/2021	\$20.00	\$20.00
		American Express	Computer Equipment/Software Supplies	DELL COMPUTER-DHS North York, Ontario	13/09/2021	\$203.39	\$203.39
⚠		Out of Pocket	Taxi/Shuttle	Uber B.V. North York, Ontario	13/09/2021	\$50.81	\$50.81

5. Ensure that the 'Expense Type' field is correct.

If necessary, click on the drop-down arrow to choose an accurate expense type.

SAP Concur Expense Detail: Dinner \$154.56

10/12/2021 | Uber B.V. | Corporate Card, E-Receipt

Expense Type: **Dinner** (dropdown menu highlighted with a green box and arrow)

719100 - Conference, Meeting Tr... | 10/12/2021

Enter Vendor Name: Uber B.V. | City of Purchase: Toronto, Ontario

Payment Type: American Express

Receipt: Uber B.V. Member Transaction American Express 1008 10/12/2021 12:18 PM

E-Receipt: CAD 154.56

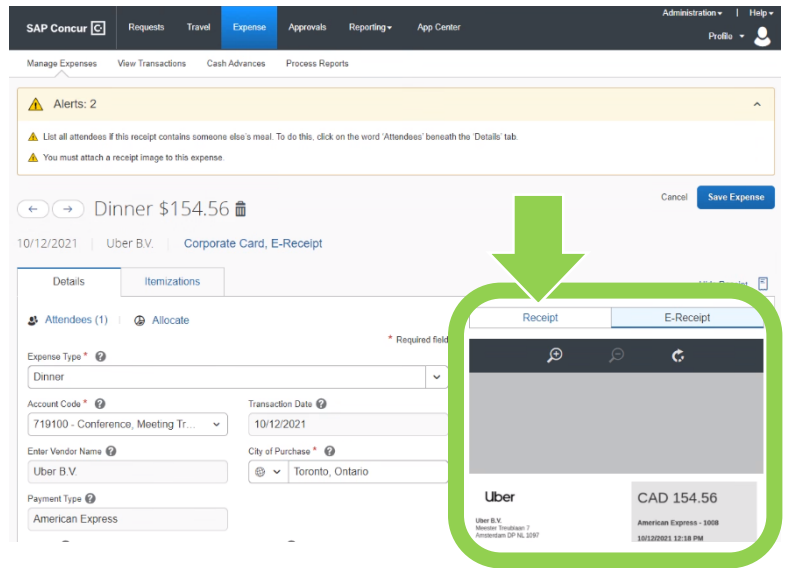
6a. Attaching Itemized Receipts

Click on the blue 'Receipt' text.

In this example, the claimant has linked their SAP Concur profile with their Uber account. As a result, an electronic receipt has automatically populated the expense line. **However, this receipt does not list what was purchased. An itemized receipt must be attached.**

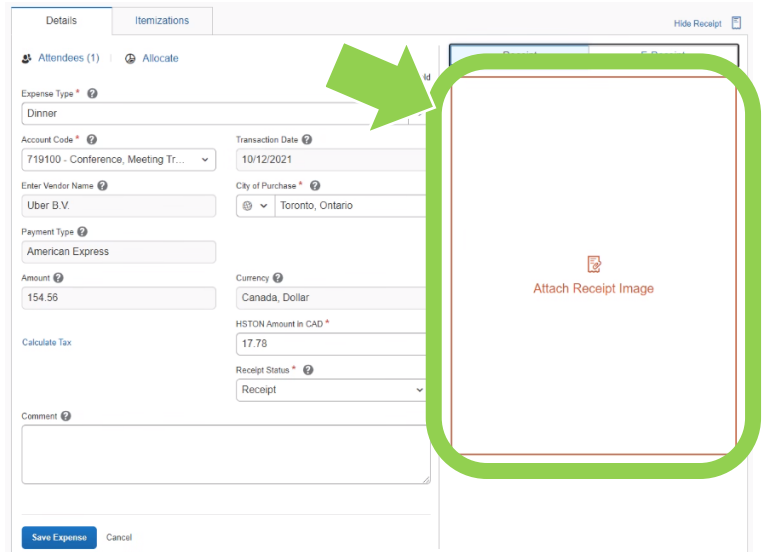
Tip: [Contact Financial Systems](#) to link vendors (e.g. Uber) to your SAP Concur profile.

Tip: Not all expense lines will have an itemized receipt image. If you take photos of or email the itemized receipts, SAP Concur will match the itemized receipts to the AMEX transaction expense lines (see 'Using SAP Concur Optical Character Recognition to Create Expense Lines'). This step must be completed **BEFORE** you bring the expense lines into the report for matching to work.



6b. Attaching Itemized Receipts

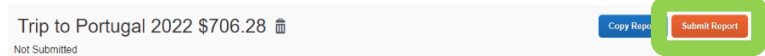
Click on the 'Attach Receipt Image' icon and follow the prompts to attach your itemized receipt.



The screenshot shows a web-based expense reporting interface. The 'Details' tab is active, and the 'Itemizations' section is visible. A green arrow points to a red document icon with a plus sign, which is the 'Attach Receipt Image' button. This button is enclosed in a green rounded rectangle. The form contains the following fields:

- Attendees (1) | Allocate
- Expense Type: Dinner
- Account Code: 719100 - Conference, Meeting Tr...
- Transaction Date: 10/12/2021
- Enter Vendor Name: Uber B.V.
- City of Purchase: Toronto, Ontario
- Payment Type: American Express
- Amount: 154.56
- Currency: Canada, Dollar
- HSTON Amount in CAD: 17.78
- Receipt Status: Receipt
- Buttons: Save Expense, Cancel

7. Click on the orange 'Submit Report' button when you have attached all itemized receipts.



The screenshot shows the bottom summary bar of the expense reporting interface. It displays the following information:

- Trip to Portugal 2022 \$706.28
- Not Submitted
- Buttons: Copy Report, Submit Report (highlighted in orange)

What next?

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