

SAP Concur How-To Sheets

Requesting a Cash Advance Request

This how-to sheet outlines the steps required to request a cash advance. There are two reasons to request a cash advance:

- The most common reason is requesting reimbursement for **pre-paid** elements of a trip (e.g. airfare, in-person conference fees).
- Less common is requesting to be paid upfront for expenses that you are **expecting to incur** (e.g. for travel to an area where credit cards are generally not accepted). To be eligible request a cash advance for this reason, the claimant must be away for more than 14 consecutive days (Travel and Related Expense policy). It must be requested no less than 5 business days before departure (Travel and Related Expense policy).

Important Notes:

- **Retain paper receipts until you have returned from your travel/event, submitted an expense report and received final payment.**
- While a reservation is not a pre-paid expense, a deposit is (e.g. \$100 deposit required to reserve a hotel room).
- A cash advance can only be issued if requested at least 21 days prior to the return date of the trip or end of your event (Travel and Related Expenses policy).

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

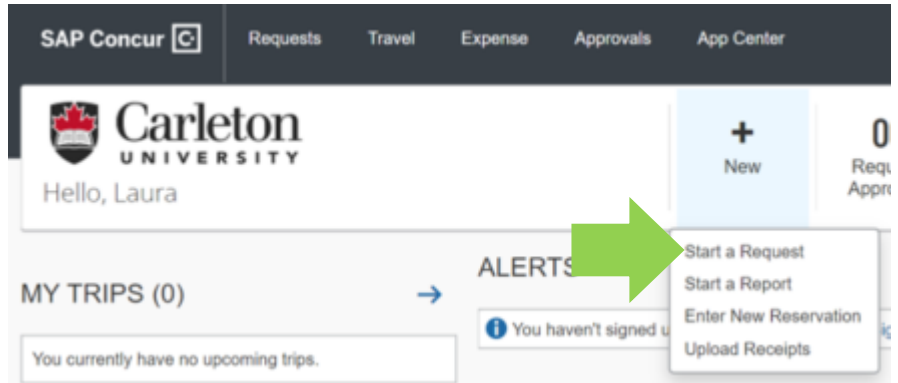
- Requesting reimbursement for expenses (i.e. either travel or non-travel) that you have paid out of pocket (i.e. using your own personal money).

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

- Travel and Related Expenses
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THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. From the landing page, click on the 'New' button and choose the 'Start a Request' option.



2. Begin by filling in the required fields in the header. Required fields have a red asterisk.

Tip: Click on the question mark icons above fields for more information.

Note: Choosing the correct option to the 'Is Delegate Submitting also Claimant's Supervisor/Approver' question:

- 'Not Acting as Delegate' is the default. Leave the default if you are acting on your own behalf.
- Choose 'No' if you are acting as a delegate for a claimant, but you ARE NOT the claimant's supervisor.
- Choose 'Yes' if you are acting as a delegate for a claimant and YOU ARE ALSO their supervisor.

Once you have filled in the required fields, click the blue 'Create' button.

3. To add expense lines, click on the blue 'Add' button. Begin typing in the expense type. Click on the right option in the drop down menu.

Navigation Tip: To edit the header, click on the blue 'Request Details' text and choose 'Edit Request Header'.

Yellow Alert Explained: A reminder that a cash advance must be added to receive payment. This will be explained in Step 6.

The screenshot shows the SAP Concur 'Manage Requests' interface. At the top, there is a navigation bar with 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. Below this, a yellow alert banner displays 'Alerts: 1'. The main header shows 'Seattle January 2021 \$0.00' with a trash icon and 'Copy Request' and 'Submit Request' buttons. The status is 'Not Submitted | Request ID: 33LH'. There are links for 'Request Details', 'Attachments', and 'Expected Expenses'. A green arrow points to the 'Add' button in the 'Expected Expenses' section. Below the 'Add' button, a search input field contains 'con' and a dropdown menu shows '09. Other' with 'Conference/ Registration Fees' as an option.

4. In the window that opens, fill in the required fields.

Tip: If the 'City' does not appear when you start typing, it may be too small and/ or remote. Choose a larger city nearby and make a note in the 'Comments To/ From Approvers/ Processors' field.

Once you have filled in the required fields, click the blue 'Save' button.

The screenshot shows the 'New Expense' form in SAP Concur. The title is 'New Expense: Conference/ Registration Fees \$1,000.00' with a date of '01/09/2021'. There are 'Cancel' and 'Save' buttons. A green arrow points to the 'Save' button. The form fields are: 'Account Code' (719100 - Conference, Meeting Travel - General), 'Transaction Amount' (1,000.00), 'Currency' (US, Dollar), 'Conversion Rate' (1 USD = 1.35835108 CAD, Amount in CAD 1,358.35), 'Vendor Name' (SAP Concur), 'City' (Seattle, Washington), and 'Comment' (SAP Concur Conference Registration. Attend yearly to remain current on updates and best practices!). A green box highlights the 'Account Code', 'Transaction Amount', 'Currency', 'Conversion Rate', 'Vendor Name', and 'City' fields.

5. Once you have added all expenses, attach **legible** supporting documentation by clicking the blue 'Attachments' text and choose 'Attach Documents' from the drop down menu.

Follow the prompts to attach documentation.

Reminder for Delegates:

Attach the 'Claimant Declaration Form'. The form can be found on carleton.ca/financialservices/forms.

Accepted file types: PNG, JPG, JPEG, PDF, TIF, TIFF

Yellow Alert Explained:

A yellow alert will be added for every expense line. The alerts are reminders to attach required documentation (e.g. receipts, conference itinerary). Yellow alerts reminding you to attach documentation will disappear when you submit the report.

Manage Requests

Alerts: 3

Seattle January 2021 \$2,170.68
Not Submitted | Request ID: 33LH

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Attach Documents

Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Conference/ Registration Fees	Seattle, Washington	01/09/2021	USD 1,000.00	\$1,358.35
<input type="checkbox"/>	Airfare		01/09/2021	\$812.33	\$812.33

Estimated Total: \$2,170.68
Foreign currency converted

After I've added required documentation and refreshed my screen ...

Manage Requests

Alerts: 1

Seattle January 2021 \$2,170.68
Not Submitted | Request ID: 33LH

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Attach Documents

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<input type="checkbox"/>	Conference/ Registration Fees	Seattle, Washington	01/09/2021	USD 1,000.00	\$1,358.35
<input type="checkbox"/>	Airfare		01/09/2021	\$812.33	\$812.33

Estimated Total: \$2,170.68
Foreign currency converted

6. To receive reimbursement for your pre-paid expenses you must add a cash advance.

IMPORTANT! If you forget to add a cash advance you will not receive payment.

To add a cash advance, click on the blue 'Request Details' text and choose 'Add Cash Advance' from the drop down menu.

Manage Requests

Alerts: 1

Seattle January 2021 \$2,170.68
Not Submitted | Request ID: 33LH

Request Details | Print/Share | Attachments

Request Details dropdown menu:

- Edit Request Header
- Request Timeline
- Audit Trail
- Allocation Summary
- Linked Add-ons
- Add Cash Advance

Alerts	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Conference/ Registration Fees	Seattle, Washington	01/09/2021	USD 1,000.00	\$1,358.35
<input type="checkbox"/>	Airfare		01/09/2021	\$812.33	\$812.33

7. In the window that opens, enter the total required amount into the 'Cash Advance Amount' field.

Tip: The estimated total of your expense lines appears in the bottom right hand corner of the screen.

Click on the blue 'Add Cash Advance' button.

The screenshot shows the 'New Cash Advance' dialog box in SAP Concur. The 'Cash Advance Amount' field is highlighted with a green box and contains the value '2,170.68'. A green arrow points to the 'Add Cash Advance' button. The background shows a request summary for 'Seattle January' with an estimated total of \$2,170.68.

8. To submit the request for approval, click on the orange 'Submit Request' button.

The screenshot shows the SAP Concur request summary page. The 'Submit Request' button is highlighted with a green arrow. The page shows the request details for 'Seattle January 2021' with a total amount of \$2,170.68.

9. Read the 'User Agreement'.

Click the blue 'Accept & Continue' button to **certify** that the text in the 'User Electronic Agreement' window is true.

The screenshot shows the 'User Agreement' dialog box. The text reads: "This is a true and accurate estimation of expenses that will be incurred to accomplish official business for Carleton University and this request is in compliance with Carleton University Travel & Expense policy." A green arrow points to the 'Accept & Continue' button.

10. **Once travel has been completed, you must clear this advance.** To learn more, read the 'Submitting an expense report when you already have an outstanding cash advance request' how-to sheet from carleton.ca/facts/travel.

What next?

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