

SAP CONCUR How-To Sheets

Submitting an expense report when you already have an outstanding cash advance request

This how-to sheet outlines the steps required to:

Submit an expense report for reimbursement when you have **already received a cash advance request**.

Important note:

- Retain paper receipts until you have received payment.

What is the SAP ConcurTravel 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).

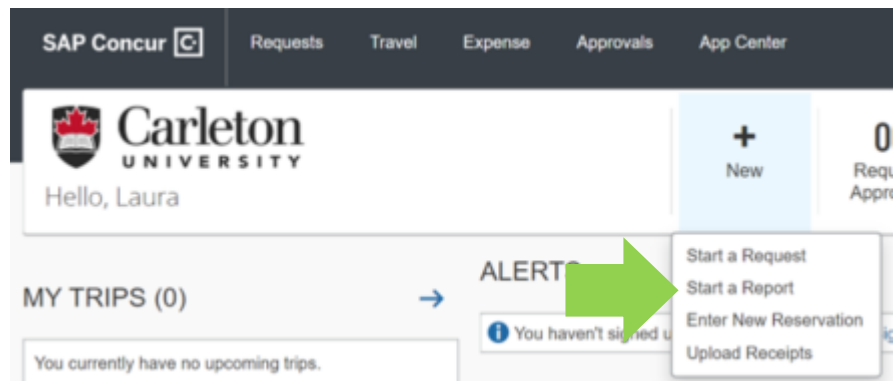
Governing Policies can be found on the University Secretariat's site:

- 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. From the landing page, click on the '+ New' button at the top of the screen.

Choose 'Start a Report' from the drop down menu.



2. Click on the blue 'Create From an Approved Request' text.

Create New Report

[Create From an Approved Request](#)

Expense Policy*
Carleton Expense Policy

Report N

Click on the blue 'Create From an Approved Request' button.

Create From an Approved Request?

Creating an expense report from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?

Go back [Create From an Approved Request](#)

3. Choose a cash advance request that you need to report on.

Tip: Each cash advance request requires its own expense report.

Available Requests

Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
Training Demo	3Q9C	07/07/2022	07/14/2022	No	\$1,002.55	\$1,002.55	\$1,002.55
Request for \$0 report test 1	3EHX	03/30/2021	03/30/2021	No	\$250.00	\$250.00	\$250.00

Cancel [Create Report](#)

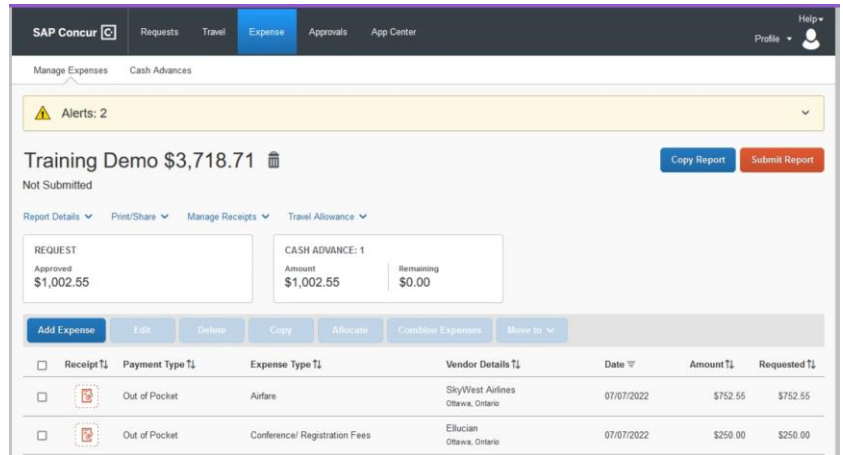
4. Because the expense report has been created from a request, the header and expense lines have been pulled over.

Important Notes:

- Documents (e.g. receipts) are not pulled over from request. You will have to reattach them.
- Travel allowances (i.e. per diems) and mileage do not get pulled over from Request.

Yellow Alert Explained:

A reminder to attach receipts to the expense lines pulled over from Request.



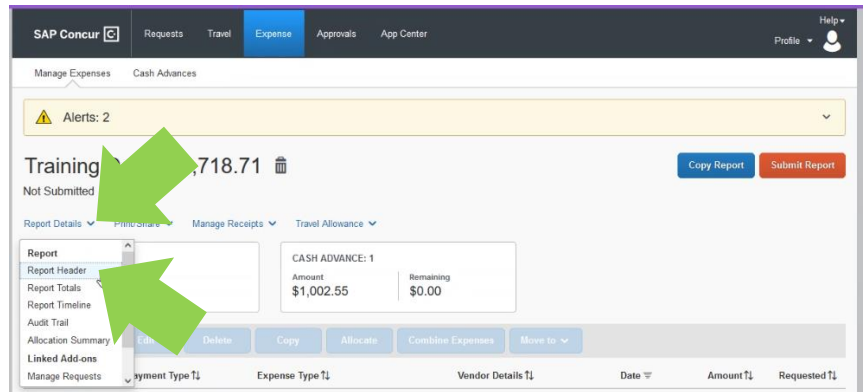
5a. **IMPORTANT NOTE**

Regardless of which index was chosen at the request stage, the index will revert to the default index in this expense report.

RELATED, OPTIONAL STEP

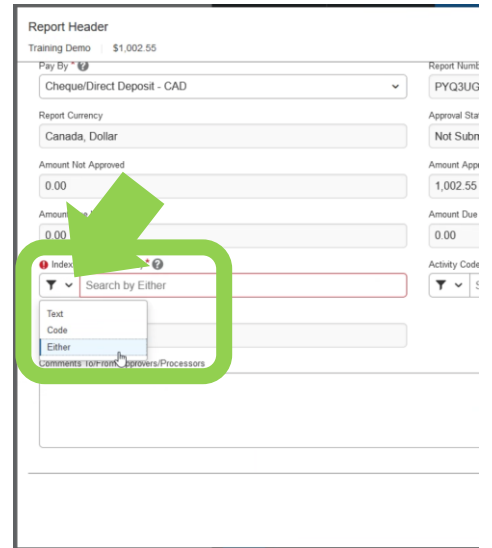
If you need to change the index, here's how:

Click on the blue 'Report Details' text. From the window that opens, click on 'Report Header'.



5b. Changing the index con't:

In the 'Index' field, click on the drop down arrow and choose 'Either' from the drop down menu. Type in either the name of the index or the index itself in the 'Search by Either' field.

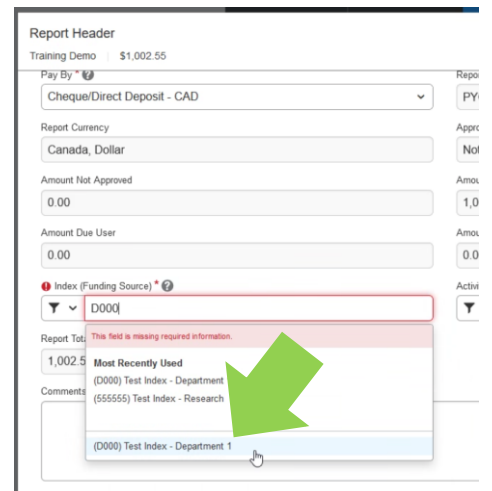


The screenshot shows the 'Report Header' form with the 'Index' dropdown menu open. A green arrow points to the 'Index' field, and another green arrow points to the 'Either' option in the dropdown menu. The 'Search by Either' field is also visible.

Report Header	Training Demo	\$1,002.55	Report Numbr	PYQ3UG
Pay By *	Cheque/Direct Deposit - CAD		Approval Stat	Not Subm
Report Currency	Canada, Dollar		Amount Appr	1,002.55
Amount Not Approved	0.00		Amount Due	0.00
Amount Due User	0.00		Activity Code	
Index *	Search by Either			
	Text			
	Code			
	Either			
	Comments To/From Approvers/Processors			

5c. Changing the index con't:

From the drop down list, click on the correct option.

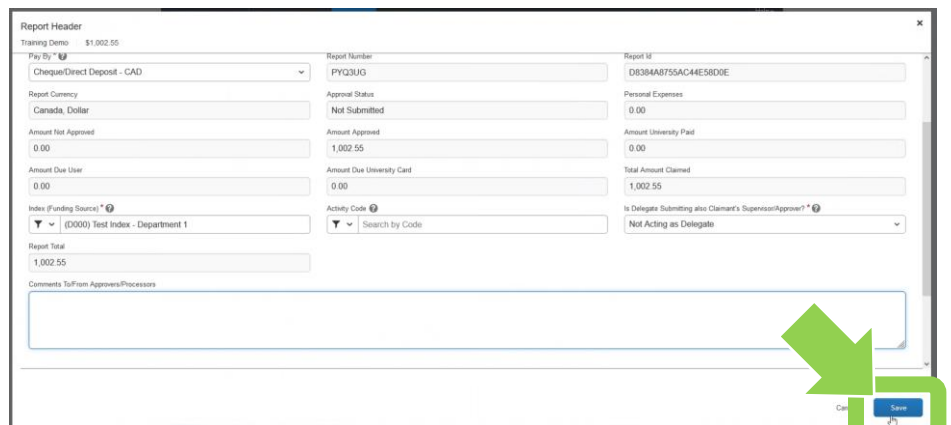


The screenshot shows the 'Report Header' form with the 'Index (Funding Source)' dropdown menu open. A green arrow points to the 'D000' option in the dropdown menu. The 'Search by Either' field is also visible.

Report Header	Training Demo	\$1,002.55	Report Numbr	PYQ3UG
Pay By *	Cheque/Direct Deposit - CAD		Approval Stat	Not Subm
Report Currency	Canada, Dollar		Amount Appr	1,002.55
Amount Not Approved	0.00		Amount Due	0.00
Amount Due User	0.00		Activity Code	
Index (Funding Source) *	D000			
Report Total	1,002.55			
Comments	(D000) Test Index - Department 1			

5d. Changing the index con't:

Click on blue save button to save the updated index.



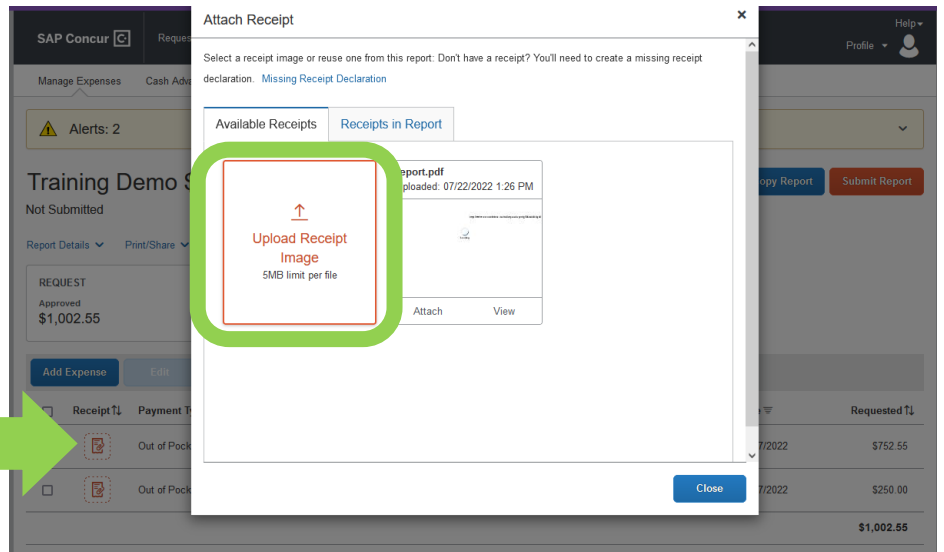
The screenshot shows the 'Report Header' form with the 'Save' button highlighted. A green arrow points to the 'Save' button.

Report Header	Training Demo	\$1,002.55	Report Number	PYQ3UG	Report ID	D8384A8755AC44E56D0E
Pay By *	Cheque/Direct Deposit - CAD		Approval Status	Not Submitted	Personal Expenses	0.00
Report Currency	Canada, Dollar		Amount Approved	1,002.55	Amount University Paid	0.00
Amount Not Approved	0.00		Amount Due University Card	0.00	Total Amount Claimed	1,002.55
Amount Due User	0.00		Activity Code	Search by Code	Is Delegate Submitting also Claimant's Supervisor/Approver? *	Not Acting as Delegate
Index (Funding Source) *	(D000) Test Index - Department 1					
Report Total	1,002.55					
Comments To/From Approvers/Processors						

6. Attach required documentation to each of the expense lines pulled over from Request.

To add documentation, click on the red document icon to open the 'Attach Receipt' window (the green arrow is pointing at the red document icon).

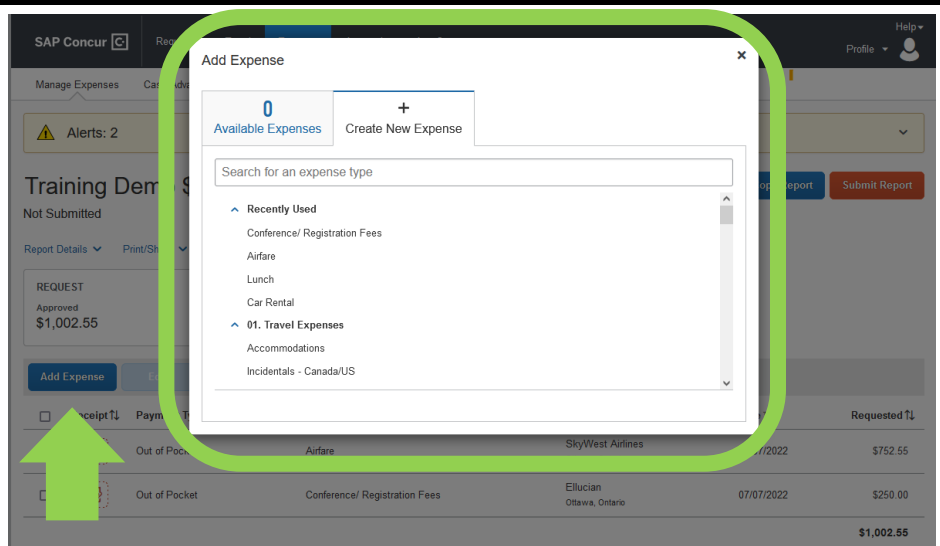
Click on the 'Upload Receipt Image' to retrieve the saved files from your device (i.e. you saved the images to your device when you created the related request).



7. Add additional expenses by clicking the blue 'Add Expenses' button.

In the 'Add Expense' window that opens, choose an expense by searching for it in the 'Search for an expense type' field or choose from the listed options.

Click on the name of the expense you want to add (e.g. Airfare).



8. In the 'New Expense' window that opens, enter all of the required fields. Required fields have a red asterisk.

Tip: To learn more about a given field, click on the question mark icon beside the field name.

Note: The required fields may vary by 'Expense Type'.

Details | Itemizations

Allocate * Required field

Expense Type *

Account Code * Transaction Date *

Vendor *

City of Purchase * Payment Type *

Amount * Currency *

Conversion Rate * Reverse

Amount in CAD *

Calculate Tax Receipt Status *

Comment *

- 9a. Attach a digital copy of the required documentation (e.g. receipt) that corresponds to the expense by clicking on the 'Attach Receipt Image' window.

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

Details | Itemizations | Hide Receipt

Allocate * Required field

Expense Type *
Accommodations

Account Code *
719100 - Conference, Meeting Tr...

Transaction Date *
07/07/2022

Vendor *
Executive Inns & Suites

City of Purchase *
Seattle, Washington

Payment Type *
Out of Pocket

Amount *
1,400.00

Currency *
US, Dollar

Conversion Rate *
1 USD = 1.30410635889884 CAD

Amount in CAD *
1,825.75

Calculate Tax

Receipt Status *
Receipt

Comment

Upload Receipt Image

- 9b. **Attach documentation can't**

Click on the 'Upload Receipt Image' button to find and attach a file saved on your device.

OR

Click the blue 'Attach' text on an available receipt button.

Tip: There are many ways to get receipts into Concur. To learn more, choose a related how-to sheet from carleton.ca/facts/travel.

Attach Receipt

Select a receipt image or reuse one from this report: Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

Available Receipts | Receipts in Report

Upload Receipt Image
5MB limit per file

receipt 5.jpg
Uploaded: 07/29/2022 6:13 PM

report.pdf
Uploaded: 07/22/2022 1:26 PM

Attach View

Attach View

Close

10. To save the expense, click on the blue 'Save Expense' button.

OR

Click on the blue 'Save and Add Another' button if you have another expense to add.

The screenshot shows the 'Details' tab of an SAP Expense form. The form contains various fields for expense entry, including 'Expense Type' (Accommodations), 'Account Code' (719100 - Conference, Meeting Tr...), 'Transaction Date' (07/07/2022), 'Vendor' (Executive Inns & Suites), 'City of Purchase' (Seattle, Washington), 'Payment Type' (Out of Pocket), 'Amount' (1,400.00), 'Currency' (US, Dollar), and 'Amount in CAD' (1,825.75). At the bottom of the form, two buttons are highlighted with a green box: 'Save Expense' and 'Save and Add Another'.

11. To claim a travel allowance (commonly known as per diems), click on the blue 'Travel Allowance' text.

Click on 'Manage Travel Allowance'.

Note: You will be required to complete an itinerary.

The screenshot shows the SAP Concur Expense page for a 'Training Demo \$2,825.55' report. The page includes a navigation bar with 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. A 'Travel Allowance' dropdown menu is open, and the 'Manage Travel Allowance' option is highlighted with a green arrow. Below the menu, a table shows the request details: 'REQUEST Approved \$1,002.55', 'Amount \$1,002.55', and 'Remaining \$0.00'.

12. In the window that opens, click on the blue 'Create New Itinerary' text.

The screenshot shows the 'Travel Allowances For Report: Training Demo' window. The window has three tabs: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The 'Create New Itinerary' tab is selected and highlighted with a green arrow. Below the tabs, there is a section for 'Assigned Itineraries' with 'Edit' and 'Unassign' buttons. The text 'No Assigned Itineraries Found' is displayed at the bottom.

13. Fill in the fields in the 'New Itinerary Stop' window for the **first stop** of your trip (e.g. flight from Ottawa to Seattle).

Click the blue save 'Save' button in the lower right hand corner of the screen.

Tip: A layover during a flight does not require a line item in the itinerary.

The screenshot shows the 'New Itinerary Stop' window. The window has a 'Create New Itinerary' button and a 'Save' button. The 'Save' button is highlighted with a green arrow. Below the 'Save' button, there are buttons for 'Go to Single Day Itineraries', 'Next >>', and 'Cancel'.

14. Fill in the fields in the 'New Itinerary Stop' for the **return** trip (e.g. flight from Seattle to Ottawa).

OR

Add additional stops for your trip before you add the final return trip.

Click the blue 'Save' button to save each stop.

Travel Allowances For Report: Training Demo

EDIT Itinerary | Available Itineraries | Expenses & Adjustments

Itinerary Info

Itinerary Name: Training Demo | Selection: CARLETON PER DEVS

Itinerary Stop	Departure City	Arrival City	Arrival Date/Time
1	Ottawa, Ontario	Seattle, Washington	07/01/2022 01:00 PM
2	Seattle, Washington	Ottawa, Ontario	07/01/2022 04:00 PM

Save

15. Once you have added a line for each stop, click the blue 'Next' button.

Save

Go to Single Day Itineraries | Next >> | Cancel

16. If everything looks ok, click the blue 'Next' button.

Tip: You can use the 'Previous' button to return to your itinerary.

Travel Allowances For Report: Training Demo

Create New Itinerary | Available Itineraries | Expenses & Adjustments

Assigned Itineraries

Itinerary	Departure City	Date and Time	Arrival City	Date and Time	Arrival Date/Location
Itinerary: Training Demo	Ottawa, Ontario	07/01/2022 01:00 AM	Seattle, Washington	07/01/2022 01:00 PM	UNITED STATES
	Seattle, Washington	07/01/2022 04:00 AM	Ottawa, Ontario	07/01/2022 04:00 PM	CANADA

Available Itineraries

Current Itinerary: [Dropdown] | Previous | Next

Departure City | Date and Time | Arrival City | Date and Time | Arrival Date/Location

No Available Itineraries Found

Previous | Next

17. All travel allowances (commonly called per diems) are automatically selected for your trip. There won't be any checkmarks.

Policy Note: Only claim travel allowances for meals not otherwise provided. For example, you cannot claim lunches provided as part of your conference registration fee.

Documentation Required: In this example, a conference itinerary would support your travel allowance request (i.e. it indicates which meals were included in the conference). The conference itinerary should be attached to the conference registration fee expense line item.

Exclude ineligible meals by clicking on the box for a given type of meal for a given date. Note that the row totals in the 'Allowance' column will decrease.

Once you have excluded ineligible meals, click on the blue 'Create Expenses' button.

Exclude	Meal Date	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/04/2022 Seattle, Washington	USD 98.45 CAD 128.93	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.93
<input type="checkbox"/>	07/05/2022 Seattle, Washington	USD 98.45 CAD 127.99	<input type="checkbox"/>	<input type="checkbox"/>	CAD 127.99
<input type="checkbox"/>	07/06/2022 Seattle, Washington	USD 98.45 CAD 128.86	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.86
<input type="checkbox"/>	07/07/2022 Seattle, Washington	USD 98.45 CAD 128.86	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.86
<input type="checkbox"/>	07/08/2022 Seattle, Washington	USD 98.45 CAD 128.71	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.71
<input type="checkbox"/>	07/09/2022 Seattle, Washington	USD 98.45 CAD 127.87	<input type="checkbox"/>	<input type="checkbox"/>	CAD 127.87
<input type="checkbox"/>	07/10/2022 Seattle, Washington	USD 98.45 CAD 128.39	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.39

18. **This step is ONLY for those acting as delegates:**

To attach the 'Claimant Declaration Form' click on the blue 'Manage Receipts' text, then choose 'Manage Attachments'.

Follow the prompts to attach the completed and signed 'Claimant Declaration' form.

Tip: The form can be found on carleton.ca/financialservices/forms.

Training Demo \$3,718.71

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

REQUEST Approved \$1,002.55	<ul style="list-style-type: none"> Manage Attachments View Receipts in New Window Missing Receipt Declaration 	ADVANCE: 1 \$2,55	Remaining \$0.00
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19. Click the orange 'Submit Report' button to submit the report for approval.

Tip: Depending on the language preference you've chosen, 'Claim' may be used instead of 'Report'.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>	Out of Pocket	Airfare	SkyWest Airlines Ottawa, Ontario	07/07/2022	\$752.55	\$752.55
<input type="checkbox"/>	Out of Pocket	Conference/ Registration Fees	Ellucian Ottawa, Ontario	07/07/2022	\$250.00	\$250.00
<input type="checkbox"/>	Out of Pocket	Accommodations	Executive Inns & Suites Seattle, Washington	07/07/2022	USD 1,400.00	\$1,825.75
<input type="checkbox"/>	Out of Pocket	Daily Allowance	Seattle, Washington	07/07/2022	\$128.39	\$128.39
<input type="checkbox"/>	Out of Pocket	Daily Allowance	Seattle, Washington	07/08/2022	\$127.57	\$127.57
<input type="checkbox"/>	Out of Pocket	Daily Allowance	Seattle, Washington	07/05/2022	\$126.71	\$126.71
<input type="checkbox"/>	Out of Pocket	Daily Allowance	Seattle, Washington	07/04/2022	\$126.86	\$126.86
<input type="checkbox"/>	Out of Pocket	Daily Allowance	Seattle, Washington	07/03/2022	\$126.86	\$126.86
<input type="checkbox"/>	Out of Pocket	Daily Allowance	Seattle, Washington	07/02/2022	\$127.09	\$127.09
<input type="checkbox"/>	Out of Pocket	Daily Allowance	Seattle, Washington	07/01/2022	\$126.93	\$126.93
					\$3,718.71	\$3,718.71

20. Read the 'User Electronic Agreement'.

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

Click on the black 'Cancel' text to return to the report.

By clicking on the 'Accept & Submit' button, I certify that:

- This is a true and accurate accounting of expenses incurred to accomplish official business for the University and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
- All required receipt images have been attached to this report.
- I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
- In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the University in full for those expenses.

All expenses charged to a research fund must comply with the following four basic principles.

- Expenses contribute to the direct cost of the research for which funds were awarded
- Expenses must not be normally provided by the University to research personnel
- Expenses must be effective and economical
- Expenses must not result in personal gain for members of the research team

Cancel **Accept & Continue**

21. In the 'Report Totals' window, the 'Company Pays' total is the amount that will be paid to the claimant.

In the center of this window, the 'Due Employee' amount and the 'Cash Advance Utilized' amount equal the total amount of the claim.

Click on the blue 'Close' button.

Company Pays		Employee Pays	
\$2,716.16	Employee	\$0.00	Company
Amount Total: \$3,718.71	Due Employee: \$2,716.16	Owed Company: \$0.00	
	Cash Advance Utilized: \$1,002.55		
Requested Amount: \$3,718.71	Total Paid By Company: \$3,718.71	Total Owed By Employee: \$0.00	

Close

What next?

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