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 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. From the landing page, click on the ‘+ New’ button at the top of the screen.

   Choose ‘Start a Report’ form the drop down menu.
2. Click on the blue ‘Create From an Approved Request’ text.

Click on the blue ‘Create From an Approved Request’ button.

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

Tip: Each cash advance request requires its own expense 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.

5c. Changing the index con’t:

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

5d. Changing the index con’t:

Click on blue save button to save the updated index.
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’.
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.

9b. Attach documentation con’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.
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.

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.

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

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.
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.

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

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

**Tip:** You can use the ‘Previous’ button to return to your itinerary.
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.

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.
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’.

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.

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.
What next?

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