

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).

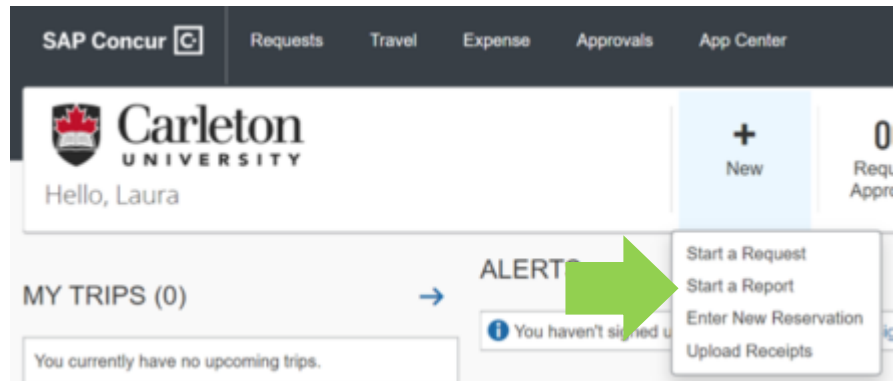
Governing Policies can be found on the University Secretariat's site:

- 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.



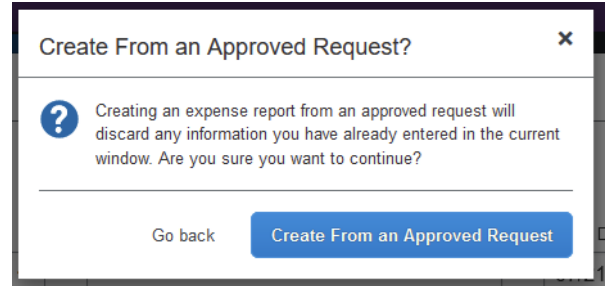
Create New Report

[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](#)

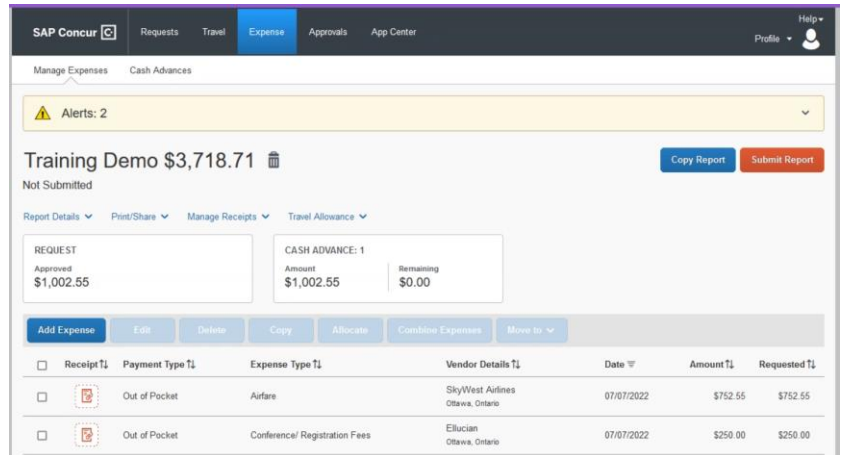
4. Because the expense report has been created from a request, the header and expense lines have been pulled over.

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.

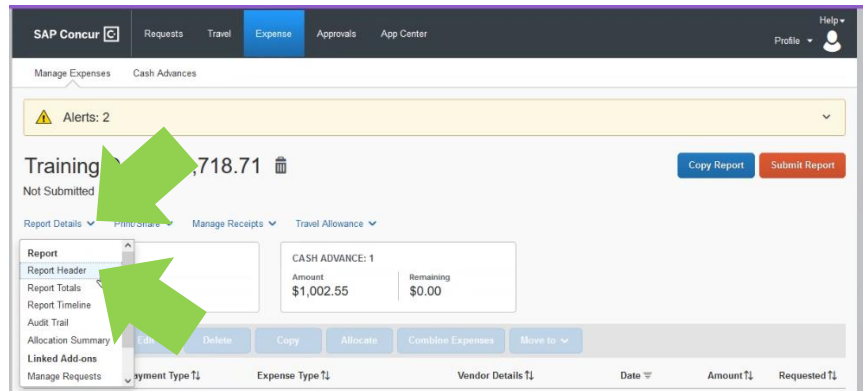


5a. **Changing the index**

Important Note:

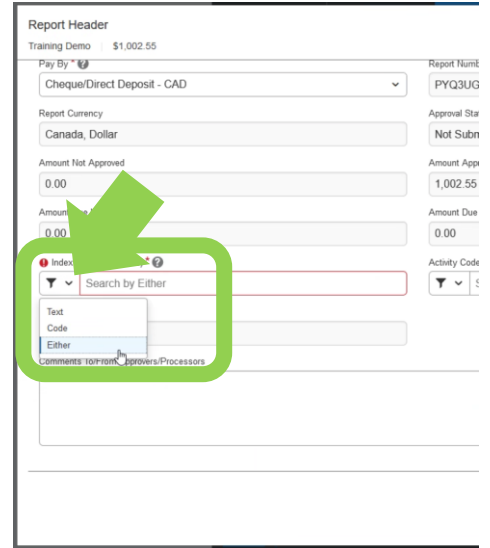
Regardless of which index was chosen at the request stage, the index will revert to the default index in this expense report.

If you need to change the index, click on the blue 'Report Details' text. From the window that opens, click on 'Report Header'.



5b. Changing the index

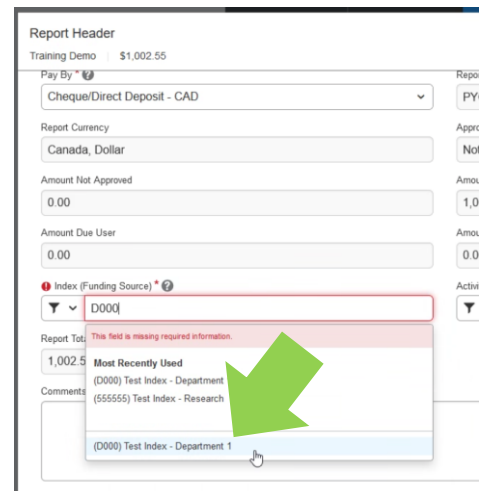
In the 'Index' field, click on the drop-down arrow and choose 'Either' from the drop-down menu. Type in either the name of the index or the index itself in the 'Search by Either' field.



The screenshot shows the 'Report Header' form with the 'Index' field dropdown menu open. The menu options are 'Text', 'Code', 'Either', and 'Comments To/From Approvers/Processors'. A green arrow points to the 'Either' option, and a green box highlights the dropdown menu and the 'Search by Either' field below it.

5c. Changing the index

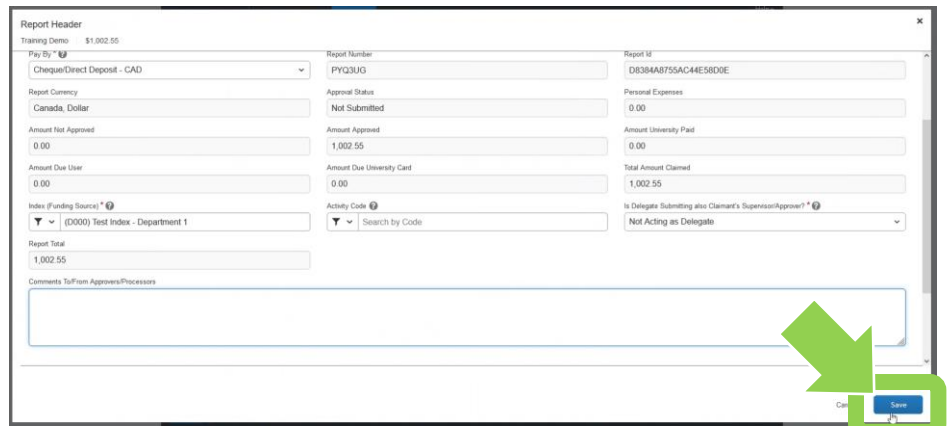
From the drop-down list, click on the correct option.



The screenshot shows the 'Report Header' form with the 'Index (Funding Source)' dropdown menu open. The menu options are 'Most Recently Used' and '(D000) Test Index - Department 1'. A green arrow points to the '(D000) Test Index - Department 1' option, and a green box highlights the dropdown menu and the 'Search by Code' field below it.

5d. Changing the index

Click on blue 'Save' button to save the updated index.

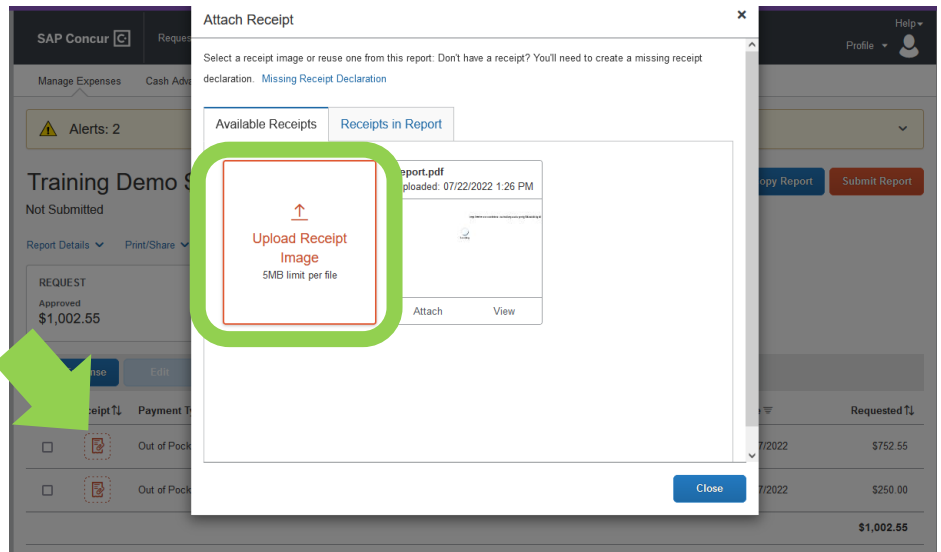


The screenshot shows the 'Report Header' form with the 'Index (Funding Source)' field set to '(D000) Test Index - Department 1'. A green arrow points to the blue 'Save' button at the bottom right of the form.

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).

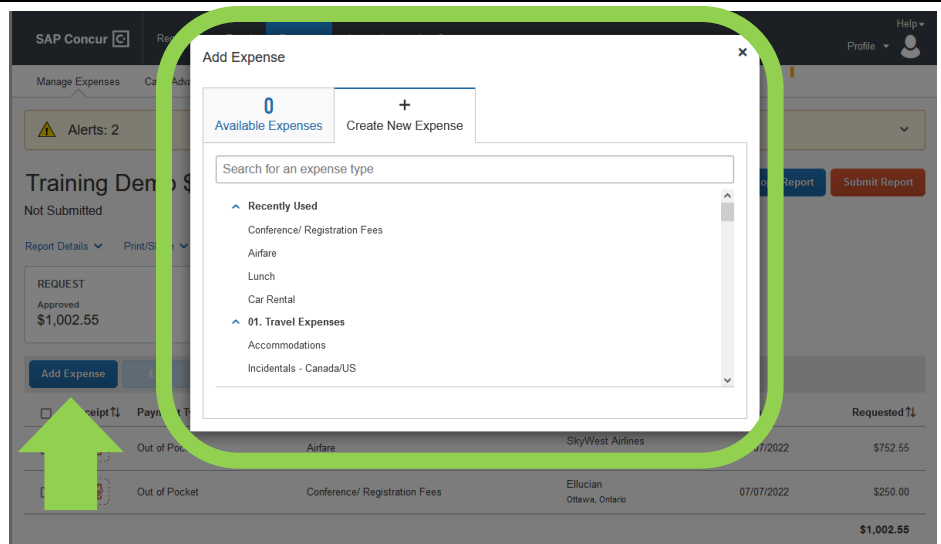
Click on the 'Upload Receipt Image' text to retrieve the saved files from your device (i.e. you saved the images to your device when you created the related request).



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'.

Field	Value
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
Amount in CAD *	1,825.75
Receipt Status *	Receipt

9a. **Attach documentation**

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

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

The screenshot shows the 'Details' tab of an SAP Concur expense entry form. The form includes fields for 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), and Amount in CAD (1,825.75). A red box highlights the 'Upload Receipt Image' button, which is a green arrow pointing upwards.

9b. **Attach documentation**

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

OR

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

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

The screenshot shows the 'Attach Receipt' dialog box. It contains a message: '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](#)'. Below the message are two tabs: 'Available Receipts' and 'Receipts in Report'. Under 'Available Receipts', there is a red box with an upward arrow and the text 'Upload Receipt Image' and '5MB limit per file'. To the right, there are two receipt thumbnails: 'receipt 5.jpg' (Uploaded: 07/29/2022 6:13 PM) and 'report.pdf' (Uploaded: 07/22/2022 1:26 PM). Each thumbnail has 'Attach' and 'View' buttons. A 'Close' button is at the bottom right.

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 includes fields for 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), and Amount in CAD (1,825.75). There are also buttons for 'Calculate Tax' and 'Receipt Status' (Receipt). At the bottom, the 'Save Expense' and 'Save and Add Another' buttons are highlighted with a green box.

11a. To claim a travel allowance

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 'Training Demo \$2,825.55'. The page has tabs for 'Requests', 'Travel', 'Expense', 'Approvals', and 'App Center'. The 'Expense' tab is active. There are buttons for 'Copy Report' and 'Submit Report'. A dropdown menu for 'Travel Allowance' is open, showing the 'Manage Travel Allowance' option. A table shows the request details: Approved \$1,002.55, Amount \$1,002.55, and Remaining \$0.00.

11b. To claim a travel allowance

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

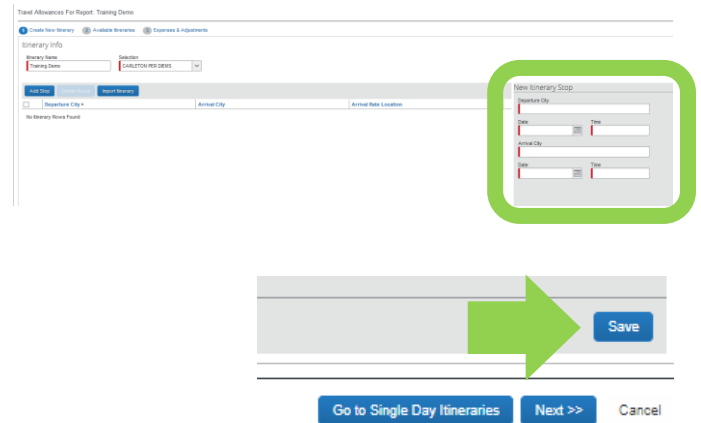
The screenshot shows the 'Travel Allowances For Report: Training Demo' window. It has a navigation bar with three steps: 1. Create New Itinerary, 2. Available Itineraries, and 3. Expenses & Adjustments. The first step is highlighted with a green arrow. Below the navigation bar, there is a section for 'Assigned Itineraries' with 'Edit' and 'Unassign' buttons. A table header shows 'Departure City' and 'Date and Time'. The table content is 'No Assigned Itineraries Found'.

11c. To claim a travel allowance

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.



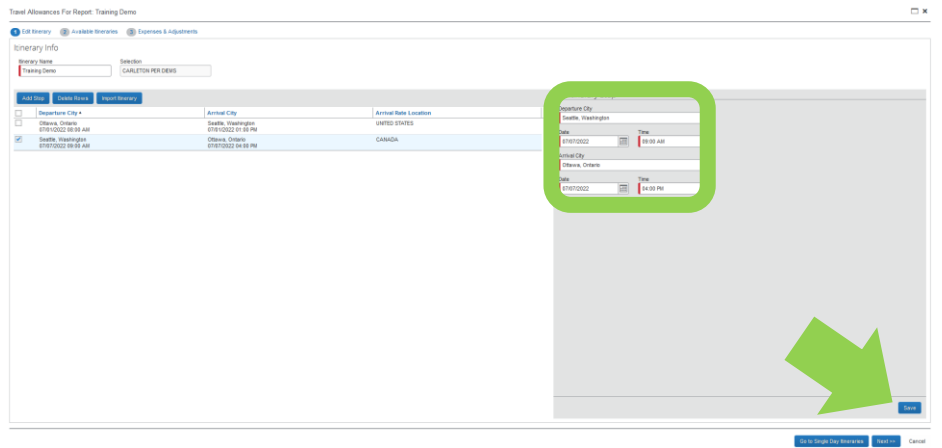
11d. To claim a travel allowance

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

OR

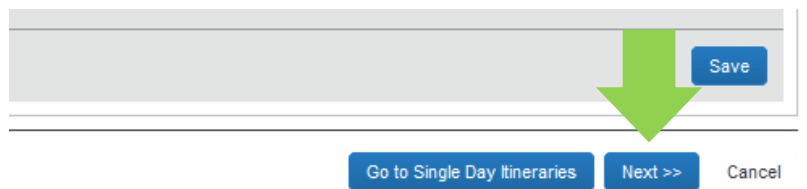
Add additional stops for your trip before you add the final return trip.

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



11e. To claim a travel allowance

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



11f. To claim a travel allowance

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

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

Travel Allowances For Region: Training Demo

Create New Itinerary | **Available Itineraries** | Expenses & Adjustments


Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: Training Demo				
Ottawa, Canada	07/01/2022 08:00 AM	Seattle, Washington	07/01/2022 11:00 PM	UNITED STATES
Seattle, Washington	07/01/2022 08:00 AM	Ottawa, Canada	07/01/2022 04:00 PM	CANADA

Available Itineraries

Current Itinerary:

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				



11g. To claim a travel allowance

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	Date	Meal Type	Meal Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	07/01/2022	South, Vancouver	USD 98.45 / CAD 128.93	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.93
<input type="checkbox"/>	07/02/2022	South, Vancouver	USD 98.45 / CAD 127.99	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 127.99
<input type="checkbox"/>	07/03/2022	South, Vancouver	USD 98.45 / CAD 128.86	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.86
<input type="checkbox"/>	07/04/2022	South, Vancouver	USD 98.45 / CAD 128.86	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.86
<input type="checkbox"/>	07/05/2022	South, Vancouver	USD 98.45 / CAD 128.71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.71
<input type="checkbox"/>	07/06/2022	South, Vancouver	USD 98.45 / CAD 127.97	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 127.97
<input type="checkbox"/>	07/07/2022	South, Vancouver	USD 98.45 / CAD 128.39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.39



12. 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.

The screenshot shows the SAP Concur interface for a request titled 'Training Demo \$3,718.71'. The status is 'Not Submitted'. A dropdown menu is open under 'Manage Receipts', with 'Manage Attachments' highlighted. Other options include 'View Receipts in New Window' and 'Missing Receipt Declaration'. A green arrow points to the 'Manage Receipts' text, and another green arrow points to the 'Manage Attachments' option in the dropdown. The interface also shows a 'REQUEST' summary with an approved amount of \$1,002.55 and a 'CASH ADVANCE: 1' summary with a remaining amount of \$0.00.

13. 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'.

The screenshot shows the SAP Concur interface for a request titled 'Training Demo \$3,718.71'. The status is 'Not Submitted'. The 'Submit Report' button is highlighted with a green arrow. The interface also shows a 'REQUEST' summary with an approved amount of \$1,002.55 and a 'CASH ADVANCE: 1' summary with a remaining amount of \$0.00. Below the summary is a table of expenses.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
<input type="checkbox"/>	Out of Pocket	Airfare	SkyWest Airlines Ottawa, Ontario	07/07/2022	\$762.55	\$762.55
<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	07/06/2022	\$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	\$128.93	\$128.93
					\$3,718.71	\$3,718.71

14. 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.

User Electronic Agreement

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

1. 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.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. 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

15. 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.

Report Totals

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
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.