FINANCIAL ADMINISTRATION COMMUNITY TRAINING & SOLUTIONS

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).

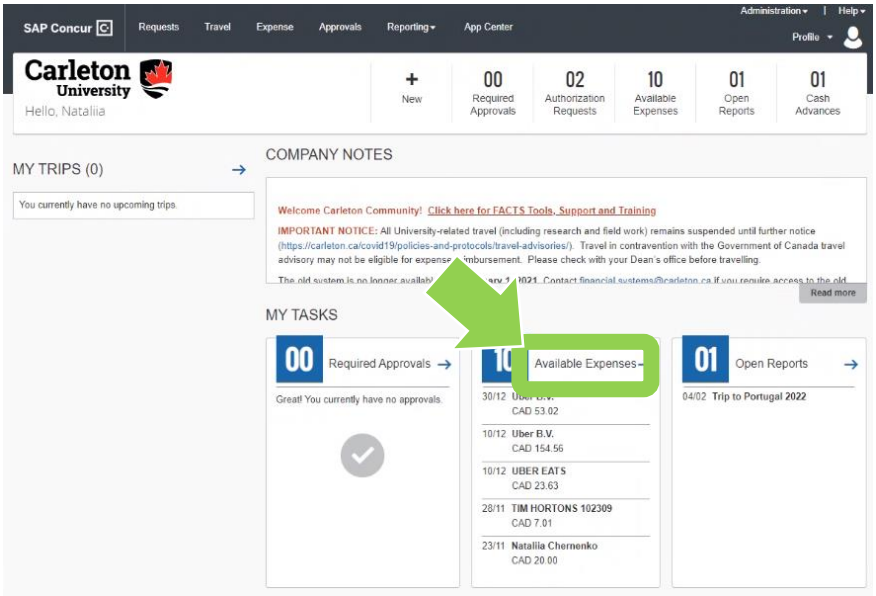
Governing Policies can be found on the University Secretariat's site:

- 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.

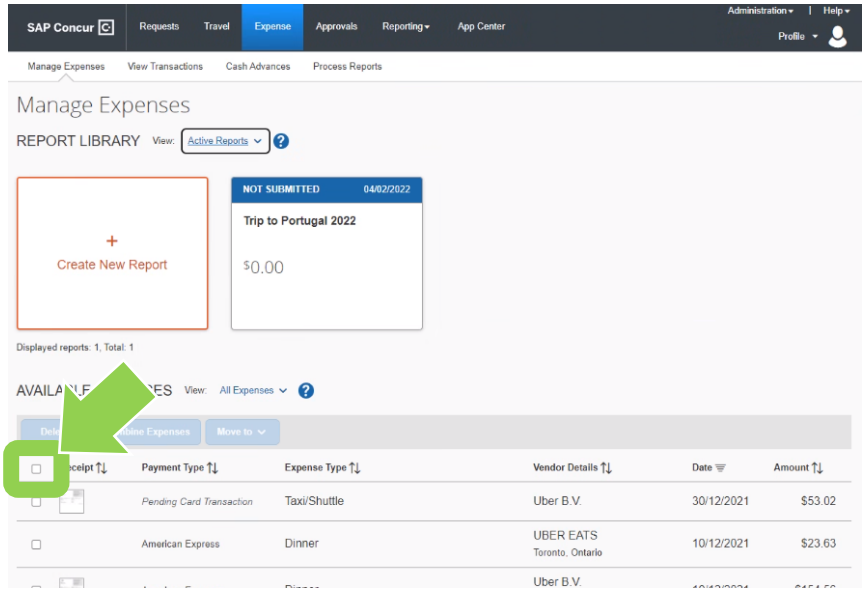


2. Choose the expense/s you want to add to a report.

   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.

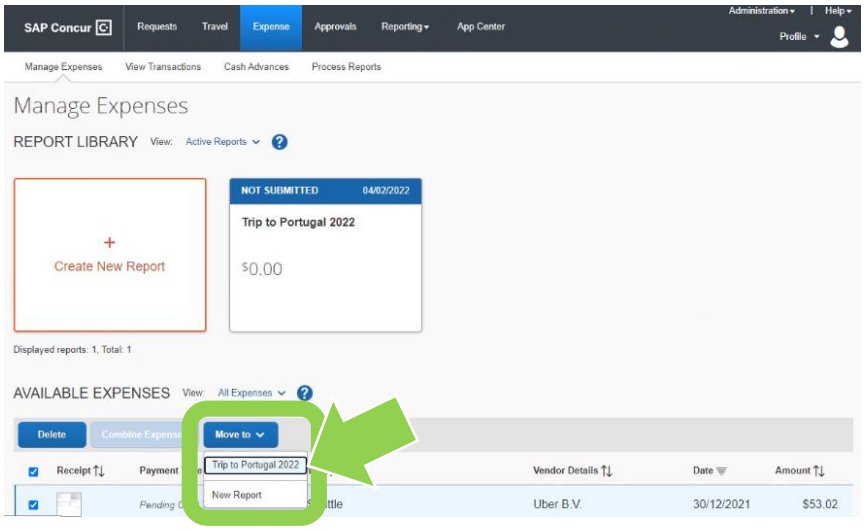
   Tip: Not all expense lines will have an itemized receipt image. If you take photos of or email the itemized receipts, SAP Concur will match the itemized receipts to the AMEX transaction expense lines (see the 'Using SAP Concur Optical Character Recognition to Create Expense Lines'). This step must be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



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

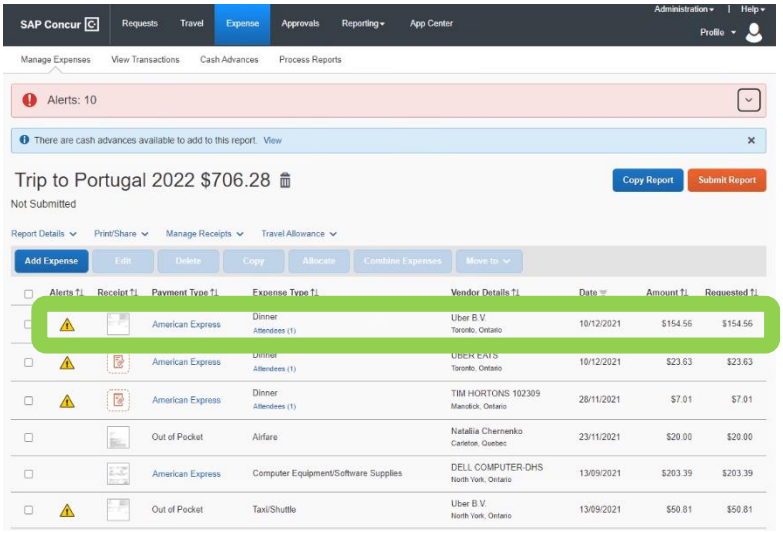
   In this example, we'll add it to an existing report by clicking on '**Trip to Portugal 2022**' in the drop-down menu.

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



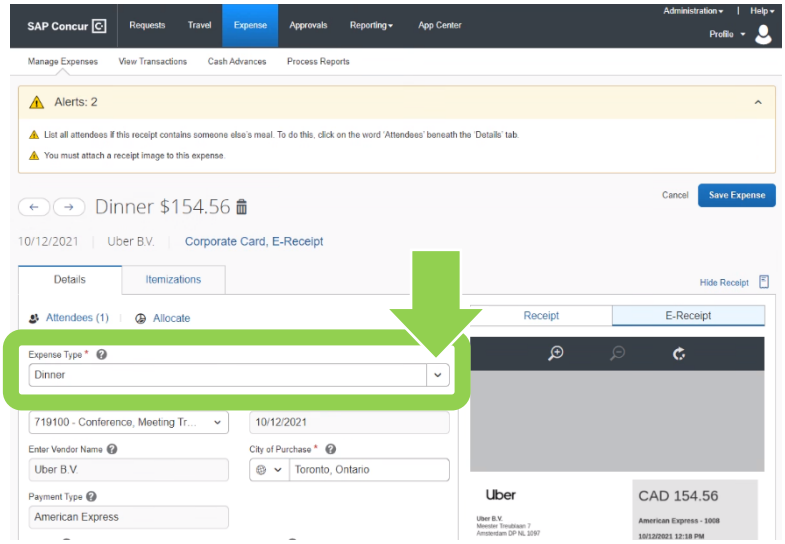
4. Click on each expense line to:

    1. ensure that the expense type is accurate, and
    2. attach related itemized receipts.



5. Ensure that the ‘Expense Type’ field is correct.

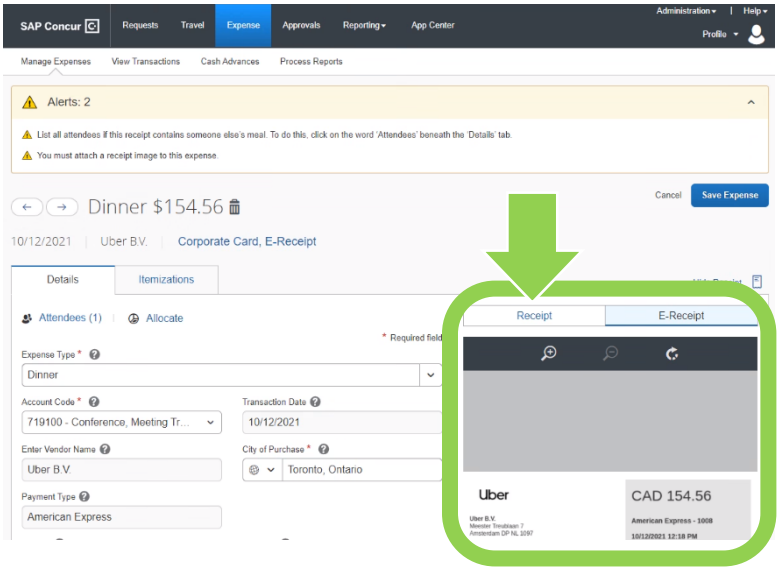
    If necessary, click on the drop-down arrow to choose an accurate expense type.



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.**

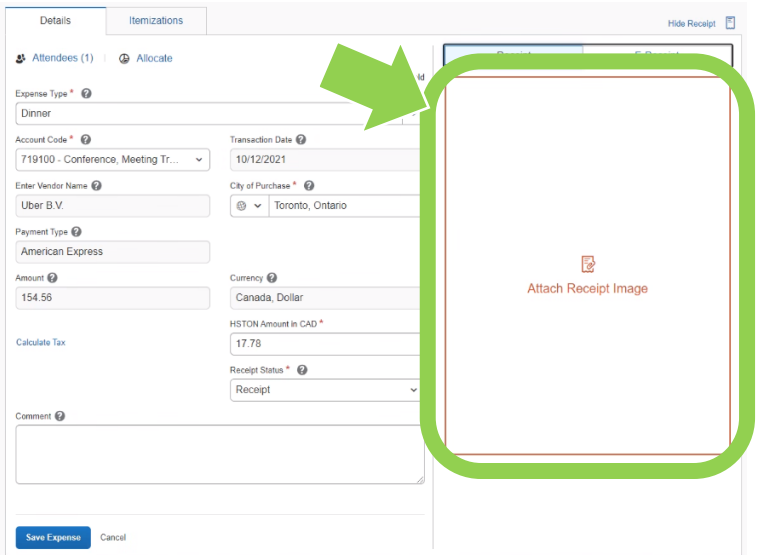


Tip: Contact Financial Systems to link vendors (e.g. Uber) to your SAP Concur profile.

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'** text and follow the prompts to attach your itemized receipt.



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

What next?

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