

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.

The screenshot shows the SAP Concur user interface for Carleton University. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The user's name 'Natalia' is visible in the top right corner. The dashboard displays several key metrics: 'New' (00), 'Required Approvals' (00), 'Authorization Requests' (02), 'Available Expenses' (10), 'Open Reports' (01), and 'Cash Advances' (01). Below these metrics, there are sections for 'MY TRIPS (0)', 'COMPANY NOTES', and 'MY TASKS'. The 'MY TASKS' section is highlighted with a green arrow pointing to the 'Available Expenses' link, which shows a list of transactions including Uber Eats and Tim Hortons.

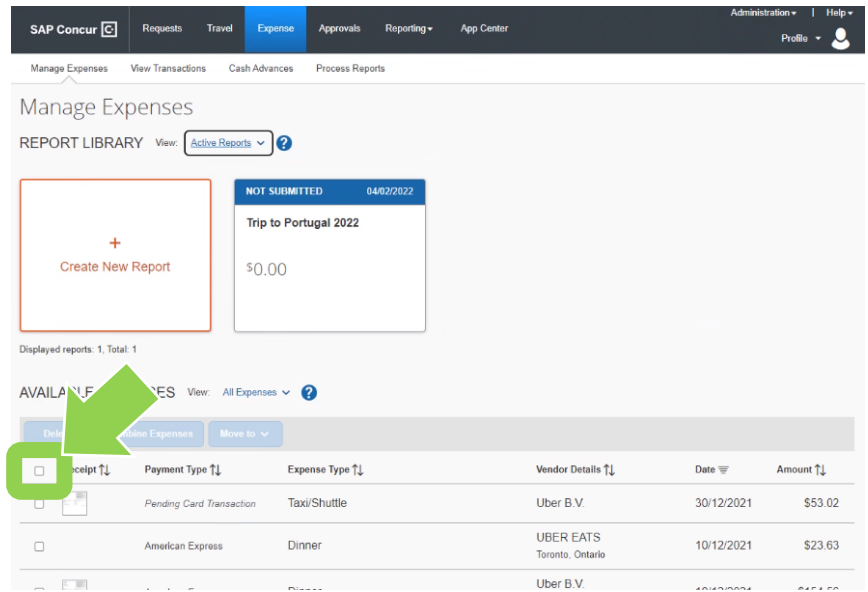
Task	Value	Action
00 Required Approvals	→	Great! You currently have no approvals.
10 Available Expenses	→	30/12 Uber Eats CAD 53.02 10/12 Uber B.V. CAD 154.56 10/12 UBER EATS CAD 23.63 28/11 TIM HORTONS 102309 CAD 7.01 23/11 Natalia Chernenko CAD 20.00
01 Open Reports	→	04/02 Trip to Portugal 2022

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.

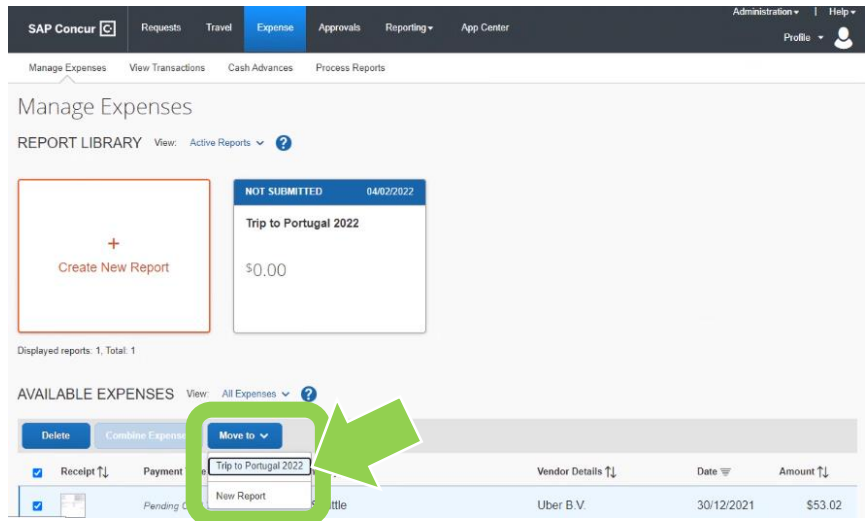
Tip: Not all expense lines will have an itemized receipt image. If you take photos of or email the itemized receipts, SAP Concur will match the itemized receipts to the AMEX transaction expense lines (see the 'Using SAP Concur Optical Character Recognition to Create Expense Lines'). This step must be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

The screenshot shows the SAP Concur Expense report interface. At the top, there are navigation tabs for 'Requests', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. Below the navigation, there are sections for 'Alerts: 10', a message about cash advances, and the report title 'Trip to Portugal 2022 \$706.28'. A table of expense lines is displayed with columns for Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, Amount, and Requested. A green box highlights the first row of the table, which includes a warning icon, a receipt icon, 'American Express' as the payment type, 'Dinner Attendees (1)' as the expense type, and 'Uber B.V. Toronto, Ontario' as the vendor details.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
⚠	📄	American Express	Dinner Attendees (1)	Uber B.V. Toronto, Ontario	10/12/2021	\$154.56	\$154.56
⚠	📄	American Express	Dinner Attendees (1)	UBER EATS Toronto, Ontario	10/12/2021	\$23.63	\$23.63
⚠	📄	American Express	Dinner Attendees (1)	TIM HORTONS 102309 Markick, Ontario	28/11/2021	\$7.01	\$7.01
		Out of Pocket	Airfare	Natalia Chernenko Carleton, Quebec	23/11/2021	\$20.00	\$20.00
	📄	American Express	Computer Equipment/Software Supplies	DELL COMPUTER-DHS Health-York, Ontario	13/09/2021	\$203.39	\$203.39
⚠		Out of Pocket	Taxi/Shuttle	Uber B.V. North York, Ontario	13/09/2021	\$50.81	\$50.81

5. Ensure that the 'Expense Type' field is correct.

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

The screenshot shows the SAP Concur Expense detail view for a 'Dinner' expense. The top navigation is the same as in the previous screenshot. Below the navigation, there are sections for 'Alerts: 2', a message about attendees, and the expense title 'Dinner \$154.56'. The main content area is divided into 'Details' and 'Itemizations' tabs. The 'Details' tab is active, showing fields for 'Expense Type' (set to 'Dinner'), 'Attendees (1)', 'Allocate', '719100 - Conference, Meeting Tr...', '10/12/2021', 'Enter Vendor Name' (Uber B.V.), 'City of Purchase' (Toronto, Ontario), and 'Payment Type' (American Express). A green box highlights the 'Expense Type' field, and a green arrow points to the drop-down arrow. To the right, there is a 'Receipt' section with an 'E-Receipt' tab and a preview of the Uber receipt for CAD 154.56.

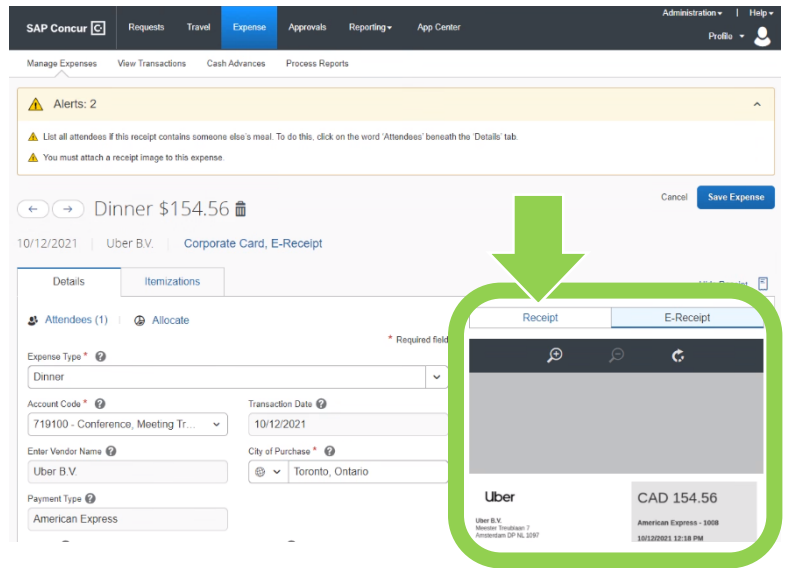
6a. Attaching Itemized Receipts

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.**

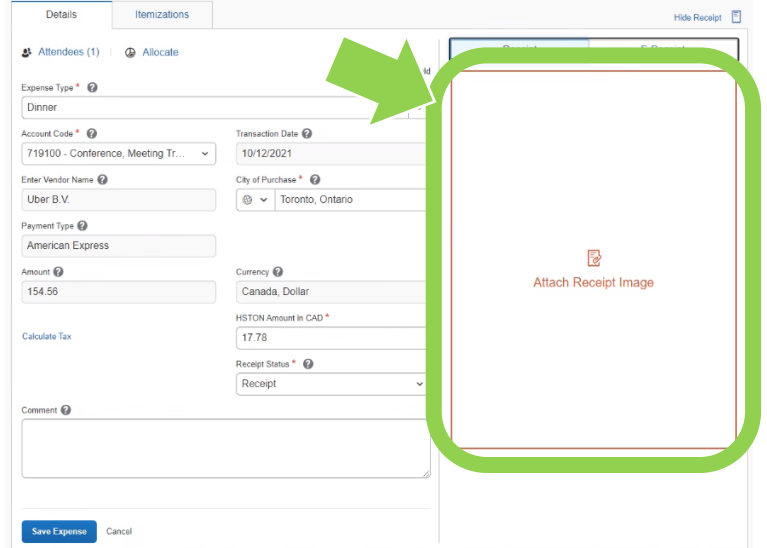
Tip: [Contact Financial Systems](#) to link vendors (e.g. Uber) to your SAP Concur profile.

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.



The screenshot shows a web-based expense reporting interface. The form is titled 'Details' and 'Itemizations'. It includes fields for 'Expense Type' (Dinner), 'Account Code' (719100 - Conference, Meeting Tr...), 'Transaction Date' (10/12/2021), 'Enter Vendor Name' (Uber B.V.), 'City of Purchase' (Toronto, Ontario), 'Payment Type' (American Express), 'Amount' (154.56), 'Currency' (Canada, Dollar), 'HSTON Amount in CAD' (17.78), and 'Receipt Status' (Receipt). A large green arrow points to a button labeled 'Attach Receipt Image' which is highlighted with a green rounded rectangle.

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



The screenshot shows a summary bar with the text 'Trip to Portugal 2022 \$706.28' and 'Not Submitted'. On the right side, there are two buttons: 'Copy Report' and 'Submit Report'. The 'Submit Report' button is highlighted with a green rounded rectangle.

What next?

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