

Submitting an expense report when you do not already have an outstanding cash advance request

This how-to sheet outlines the steps required to:

- Submit an expense report for reimbursement.

Important note:

- If you have an outstanding request linked to this report (i.e. you received a cash advance request), you should be using a different how-to sheet from carleton.ca/facts/travel.
- **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).

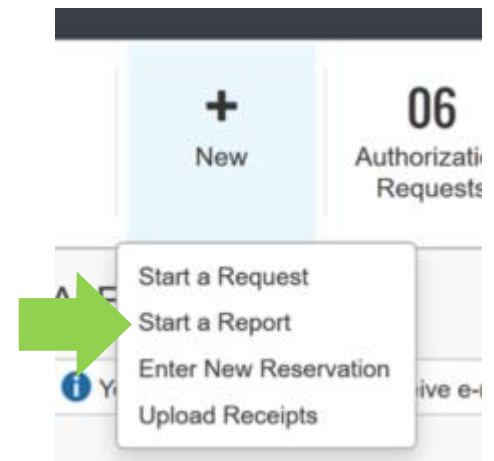
Governing Policies can be found on the University Secretariat's site:

- 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 and choose 'Start a Report' from the drop-down menu.

This Tip is ONLY for those acting as delegates: If you are acting on behalf of a claimant you must first switch to the claimant's SAP Concur account. Review the 'Switching to a Claimant's SAP Concur Account' how-to sheet for more information.



2. Begin by filling in the required fields. Required fields are identified with a red asterisk.

Tip: Click on the question mark icons above fields for more information.

The screenshot shows a 'Create New Claim' form with several fields. A green border highlights the following fields: Expense Policy (Carleton Expense Policy), Report Name, Report Date (26/11/2021), Purpose (None Selected), Report Type (None Selected), Affiliation (None Selected), Pay By (Cheque/Direct Deposit - CAD), Index (Funding Source) ((D498) Finance Office), and Activity Code (Search by Code). Other fields include 'Not Acting as Delegate' (Not Acting as Delegate), 'Comments To/From Approvers/Processors', and 'Claim Travel Allowance' (No, I do not want to claim Travel Allowance). The form has 'Cancel' and 'Create Claim' buttons at the bottom right.

3. Choosing the correct option to this question:

- **'Not Acting as Delegate'** is the default. Leave the default if you are acting on your own behalf.
- Choose **'No'** if you are acting as a delegate for a claimant, but you ARE NOT the claimant's supervisor.
- Choose **'Yes'** if you are acting as a delegate for a claimant and YOU ARE ALSO their supervisor.

The screenshot shows a dropdown menu for the question 'Is Delegate Submitting also Claimant's Supervisor/Approver?'. The options are: Not Acting as Delegate (selected), None Selected, No, Not Acting as Delegate, and Yes.

4a. To claim a travel allowance

Click on the radio button beside 'Yes, I want to claim a Travel Allowance' if you will be claiming a travel allowance (commonly known as a per diems).

Note: If you choose 'Yes, I want to claim Travel Allowance' you will be required to complete an itinerary.

If you choose 'No, I do not want to claim Travel Allowance' skip to Step 5 of this how-to sheet.

Tip: A travel allowance can only be used when you travel (i.e. Travel 'Report Type').

Claim Travel Allowance

Only choose 'Yes, I want to claim Travel Allowance' if you want to claim per diems at the National Joint Council Rate (per diems are called 'travel allowance' in this system).

- Yes, I want to claim Travel Allowance
- No, I do not want to claim Travel Allowance



4b. To claim a travel allowance

Click the blue 'Next' button.

Create New Claim

[Create from an Approved Report](#)

Expense Policy *

Purpose *

Pay By *

Report Name *

Report Type *

Report Date *

Affiliation *

Index (Funding Source) *

Activity Code

Report Total

is Delegate Submitting also Claimant's Supervisor/Approver? *

Comments To/From Approvers/Processors

Claim Travel Allowance

Only choose 'Yes, I want to claim Travel Allowance' if you want to claim per diems at the National Joint Council Rate (per diems are called 'travel allowance' in this system).

Yes, I want to claim Travel Allowance

No, I do not want to claim Travel Allowance



4c. 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 Toronto).

Click the blue 'Save' button.

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

Travel Allowances For Report: Screen Captures June 15 2020

Create New Itinerary Available Itineraries Expenses & Adjustments

Itinerary Info

Itinerary Name: Screen Captures June 15 2020 Selection: CARLETON PER DIEM

Add Stop Create Itinerary Import Itinerary

Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found		

New Itinerary Stop

Departure City: Ottawa, Ontario

Date: 06/20/2020 Time: 8:00 AM

Arrival City: Vancouver, British Columbia

Date: 06/20/2020 Time: 1:00 PM

Save

Go to Single Day Itineraries Next >> Cancel

4d. To claim a travel allowance

Fill in the fields in the 'New Itinerary Stop' for the **return trip** (e.g. flight from Vancouver 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 Claim: Toronto January 2021

Edit Itinerary Available Itineraries Expenses & Adjustments

Itinerary Info

Itinerary Name: Toronto January 2021 Selection: CARLETON PER DIEM

Departure City	Arrival City	Arrival Rate Location
Ottawa, Ontario	Toronto, Ontario	CHANCE
07/10/2021 10:00 AM	07/10/2021 10:00 AM	

New Itinerary Stop

Departure City: Vancouver, British Columbia

Date: 07/04/2021 Time: 10:00 AM

Arrival City: Ottawa, Ontario

Date: 07/04/2021 Time: 10:00 AM

Save

Go to Single Day Itineraries Next >> Cancel

4e. To claim a travel allowance

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

Save

Go to Single Day Itineraries Next >> Cancel

4f. To claim a travel allowance

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

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

The screenshot shows the 'Travel Allowances For Claim' interface for 'Toronto January 2021'. It features two main sections: 'Assigned Itineraries' and 'Available Itineraries'. Both sections contain a table with columns for 'Destination City', 'Date and Time', 'Arrival City', 'Date and Time', and 'Arrival Rate Location'. The 'Assigned Itineraries' section shows two entries for Toronto, Ontario, with dates 01-19-2021 and 01-20-2021. The 'Available Itineraries' section shows two entries for Seattle, Washington and Orem, Ontario, with dates 01-19-2021 and 01-20-2021. At the bottom right, there are buttons for 'Previous', 'Next', and 'Cancel'. A large green arrow points to the 'Next' button.

4g. To claim a travel allowance

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

Policy Note: Only claim travel allowances for meals not otherwise provided (e.g. you can't claim breakfasts provided as part of your conference registration fee).

Documentation Required: In this example, a conference itinerary would support your travel allowance request. The conference itinerary should be attached to the conference registration fee expense line item.

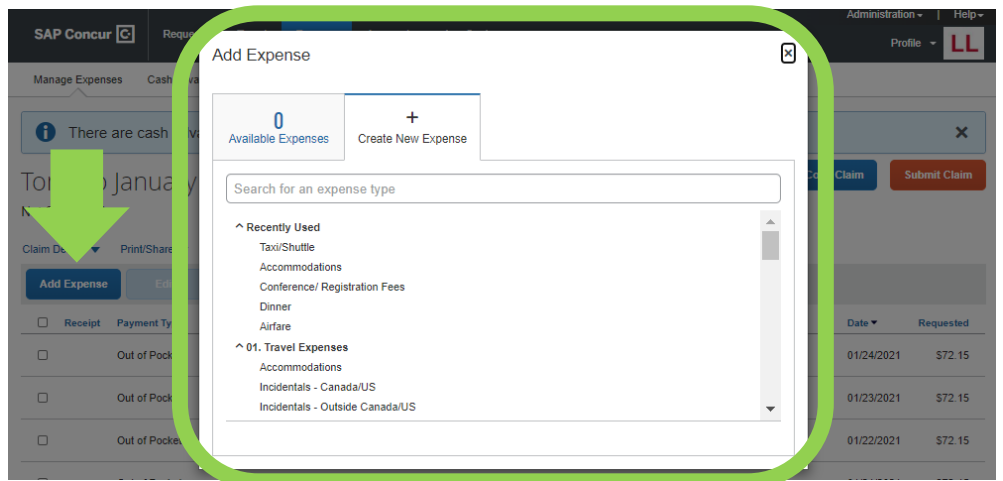
Exclude ineligible meals by clicking on the type of meal for a given date (e.g. in this example, the conference provided breakfast on 6 days). Note that the row totals in the 'Allowance' column will decrease. Once you have excluded ineligible meals, click on the blue 'Create Expenses' button.

The screenshot shows the 'Travel Allowances For Claim' interface for 'Toronto January 2021'. It displays a table with columns for 'Date', 'Meal Type', 'Breakfast Provided', 'Lunch Provided', 'Dinner Provided', and 'Allowance'. The table contains 12 rows of data, each representing a day from 01-19-2021 to 01-24-2021. The 'Meal Type' column lists 'Breakfast', 'Lunch', and 'Dinner'. The 'Breakfast Provided', 'Lunch Provided', and 'Dinner Provided' columns contain checkboxes. The 'Allowance' column shows a value of 'CAD 82.00' for each row. At the bottom right, there are buttons for 'Previous', 'Create Expenses', and 'Cancel'. A large green arrow points to the 'Create Expenses' button.

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

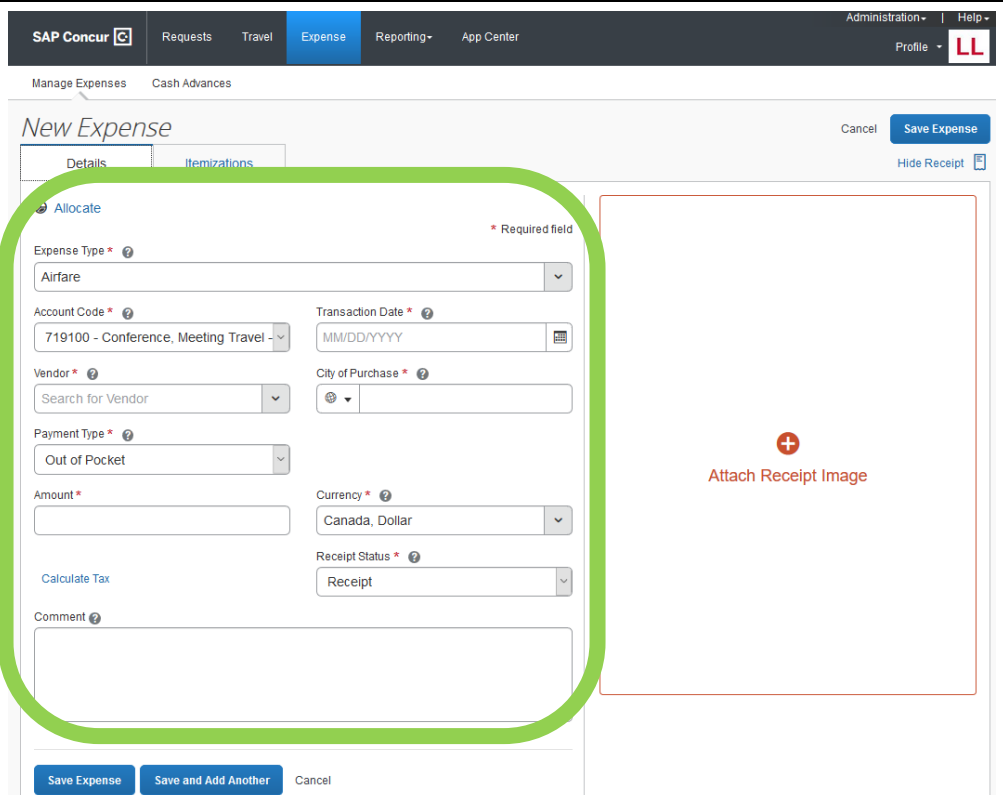
In the 'Add Expense' window that opens, choose an expense by searching for it in the 'Search for an expense type' field or choose from the listed options.

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



6. In the 'New Expense' window that opens, enter all of the required fields.

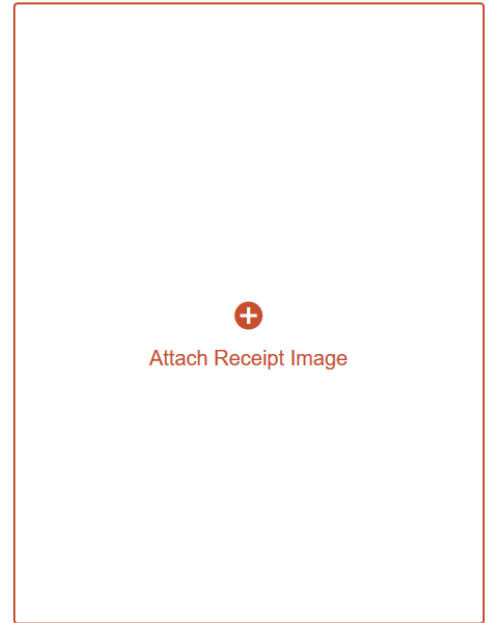
Note: The required fields may vary by 'Expense Type'.



7a. **Attach documentation**

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.



7b. **Attach documentation**

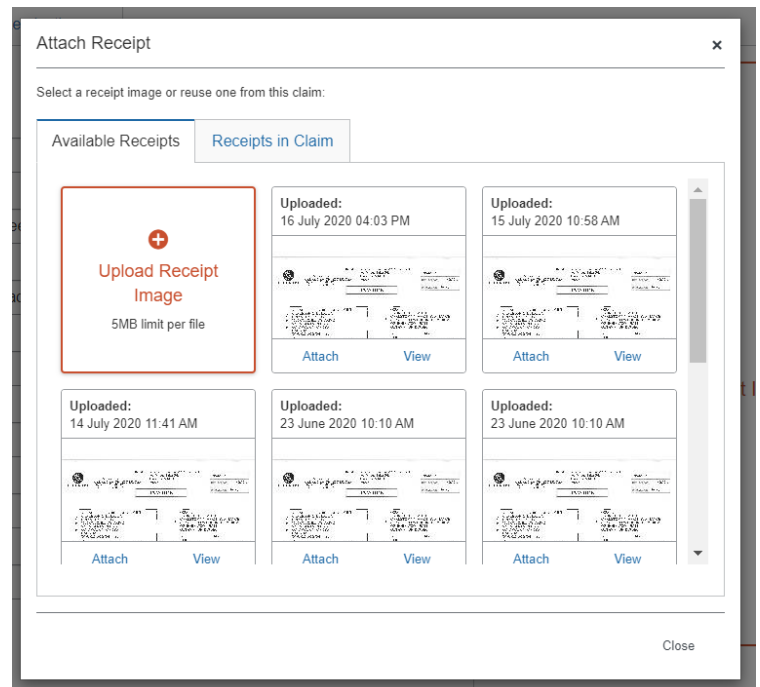
Use the 'Upload Receipt Image' to find and attach a file saved on your device.

OR

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

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

Note: If you lost your receipt, choose a related how-to sheet from carleton.ca/facts/travel.



8. 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.

9. **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 or append the completed and signed 'Claimant Declaration Form'.

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

10. Click the orange **'Submit Report'** button to submit the report for approval.

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

Manage Expenses Cash Advances

There are cash advances available to add to this claim. View

Toronto January 2021 \$1,025.70 **Copy Claim** **Submit Claim**

Not Submitted

Claim Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate **Combine Expenses** Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Supplier Details	Date	Requested
<input type="checkbox"/>			Out of Pocket	Daily Allowance	Toronto, Ontario	01/24/2021	\$72.15
<input type="checkbox"/>			Out of Pocket	Daily Allowance	Toronto, Ontario	01/23/2021	\$72.15
<input type="checkbox"/>			Out of Pocket	Daily Allowance	Toronto, Ontario	01/22/2021	\$72.15
<input type="checkbox"/>			Out of Pocket	Daily Allowance	Toronto, Ontario	01/21/2021	\$72.15
<input type="checkbox"/>			Out of Pocket	Daily Allowance	Toronto, Ontario	01/20/2021	\$72.15
<input type="checkbox"/>			Out of Pocket	Daily Allowance	Toronto, Ontario	01/19/2021	\$72.15
<input type="checkbox"/>			Out of Pocket	Daily Allowance	Toronto, Ontario	01/18/2021	\$92.80
<input type="checkbox"/>			Out of Pocket	Airfare	Air Canada Ottawa, Ontario	07/18/2020	\$500.00
							\$1,025.70

11. Read the 'User Electronic Agreement'.

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

User Electronic Agreement

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**

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

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

If the total looks good, click on the blue **'Submit Report'** button.

Report Totals

Company Pays \$1,821.77 Employee	Employee Pays \$0.00 Company
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Amount Total: \$1,821.77	Due Employee: \$1,821.77	Owed Company: \$0.00
Requested Amount: \$1,821.77	Total Paid By Company: \$1,821.77	Total Owed By Empl: \$0.00

Cancel **Submit Report**

What next?

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