Housekeeping

- Mute your microphone
- Turn off your video
- Questions
  - type questions in the comments for this session
  - We will be monitoring the chat and responding to questions within the chat.
- If you are having trouble type a message now.
Travel and Expense Reimbursement 101
In this session ...

I will show you how to ...

... navigate the new system
... explore your profile
... submit an expense report
... use the app
Carleton’s Financial System Landscape

Financial Access and Authority Management (FAAM) tool

Banner

eShop

eProcurement

FAST Applications

Travel and Expense Reimbursement System

SAP Concur
Carleton’s Financial Information Systems: Quick Reference for New Faculty

This quick reference sheet aims to answer the question ‘Which financial system do I use to ...?’.

Travel and Expense Reimbursement System

- **What is it used for?** Submitting reimbursement requests for eligible expenses that you have paid out of pocket and requesting travel advances
- **Tools, support & training:** carleton.ca/facts/travel
- **Questions about the system?** Email financial.systems@carleton.ca
- **How do I get access?** carleton.ca/travel/account-requests
- **Where do I log into the system?** carleton.ca/concur

eShop

- **What is it used for?** Purchasing goods and services online using Funds managed by Carleton (e.g. purchasing lab supplies using a research Fund, paying an invoice)
- **Tools, support & training:** carleton.ca/facts/eshop
Carleton’s Financial Information Systems: Quick Reference for Administrative Staff

This quick reference sheet aims to help administrative staff answer the following questions:

- Which financial system should I use to ... ?
- Which of financial services’ units should I contact regarding ...?

**eShop**

- **What is it used for?** Purchasing goods and services online using Funds managed by Carleton (e.g. purchasing office supplies, catering orders)
- **Tools, support & training:** carleton.ca/facts/eshop
- **Questions about the system?** Email eshop@carleton.ca
- **How do I get access?** central.carleton.ca (Financial Access and Authority Management (FAAM) tool)
- **Where do I log into the system?** eshop.carleton.ca

**FAST Budget Adjustment and Forecasting (BAR)**

- **What is it used for?** Updating base and/or fiscal budgets through adjustments (*You cannot add to a budget by default*)

**What is an Index?**

**Index:** A short code for the following elements of the FOAPAL accounting string: Fund, Organization, Program

How to figure out what the index for your funding source is …

- Departmental indexes can be either…
  - Operational: **D+Orgn**  
    (e.g. D498 – Financial Services)
  - Ancillary: **A+Orgn**  
    (e.g. A647 – Residences)

- Research indexes are always the …
  - **Fund Number**  
    (e.g. 555555)
Hospitality and Working Meal Expenses

• This policy sets out the rules under which expenses incurred for hospitality and working meals for university business by academic and administrative staff can be reimbursed.
• University business includes teaching, research, administration, and ancillaries.
• Research-related working meals may be subject to guidelines established by a funding agency, in which case, the funding agency’s rules and regulations take precedence.
• The policy also ensures compliance with the Expense Directive of the Broader Public Sector Accountability Act (BPSAA)

All policies found in alphabetical order at carleton.ca/secretariat/policies
Travel & Related Expenses Policy

• This Policy sets out the conditions under which expenses incurred for authorized travel and related expenses on University business by academic, administrative staff members, students and visitors to the institution will be reimbursed.
• The policy also ensures compliance with the Expense Directive of the Broader Public Sector Accountability Act (BPSAA).

Professional Expense (PER)

• Contact your research account administer to determine what is eligible.

All policies found in alphabetical order at carleton.ca/secretariat/policies
Unless you have received an email indicating that you are a frequent traveler, you still need evidence of pre-approval. Attach pre-approval email to claim.

Direct questions to Valerie Evans, Director of Business Operations.
1st SAP Concur Demo:
exploring the landing page

How-to sheet on carleton.ca/facts/travel
Knowledge Check: Poll

Answers are anonymous. We’ll discuss the aggregated results.
Index: A short code for the following elements of the FOAPAL accounting string: Fund, Organization, Program

How to figure out what the index for your funding source is ...

Departmental indexes can be either...

Operational: D+Orgn
(e.g. D498 - Financial Services)

Ancillary: A+Orgn
(e.g. A647 - Residences)

Research indexes are always the ...

Fund Number
(e.g. 555555)
Creating an Expense Report

What is it for?
Requesting reimbursement for out-of-pocket expenses when there is NO cash advance request. It can be travel or non-travel.

Relevant Policy
• Travel & Related Expenses Policy
• Hospitality and Working Meal Expenses
• Alcohol and Cannabis Use Policy

How-to sheet on carleton.ca/facts/travel
IMPORTANT!

SAP Concur generates this **anonymous** feedback form.

While we always welcome feedback, **do not** enter specific questions.

Email questions to financial.systems@carleton.ca.
2nd SAP Concur Demo:
Creating an Expense Report
Knowledge Check: Poll

Laura Landriault created a poll
Anonymous; Results shared

You can change the default index at the report level. True or false?

- true
- false
- I don’t know

Submit Vote
Knowledge Check: Answer

Create New Report

Report Name *

Report Date *

04/05/2021

Purpose *

None Selected

Report Type *

None Selected

Affiliation *

None Selected

Pay By *

Cheque/Direct Deposit - CAD

Activity Code *

(D498) Finance Office

Submit Vote
Laura Landriault created a poll
Anonymous; Results shared

I purchased office supplies using my own money. In SAP Concur, which do I begin?

- a new report
- a new request
- I don’t know

Submit Vote
Laura Landriault created a poll
Anonymous; Results shared

I purchased office supplies using my own money. In SAP Concur, which do I begin?

- a new report
- a new request
- I don’t know

Submit Vote

Knowledge Check: Answer
Knowledge Check: Poll

Laura Landriault created a poll
Poll: Anonymous | Results shared

I purchased books from indigo.ca. Indigo has sent me 5 emails. Which email has the receipt that I must attach to my SAP Concur expense line?

- order confirmation
- itemized receipt
- shipping update
- order complete
- feedback survey
- I don’t know

Submit Vote
I purchased books from indigo.ca. Indigo has sent me 5 emails. Which email has the receipt that I must attach to my SAP Concur expense line?

- order confirmation
- itemized receipt
- shipping update
- order complete
- feedback survey
- I don’t know

```
<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>white elastic cord</td>
<td>1</td>
<td>$3.00</td>
</tr>
<tr>
<td>gray hook</td>
<td>1</td>
<td>$3.50</td>
</tr>
<tr>
<td>white pegboard combo</td>
<td>1</td>
<td>$65.49</td>
</tr>
</tbody>
</table>

Subtotal before delivery: $116.98
Delivery charge: $5.00
Total excluding Tax: $121.98
HST - 13.000%: $15.87
Total including Tax: $137.85
```
Knowledge Check: Poll

Laura Landriault created a poll
Poll: Anonymous | Results shared

The total number of expenses I can include in an SAP Concur report is ...

- 1
- 10
- 30
- unlimited
- I don't know

Submit Vote
Knowledge Check: Answer

The total number of expenses I can include in an SAP Concur report is ...

- 1
- 10
- 30
- unlimited
- I don't know
Creating a Cash Advance Request

What is it for?
• You ONLY create a request to request reimbursement of pre-paid expenses for travel that has not yet taken place.

Relevant Policy
Section 6, Prepaid Travel Advances, of the Travel & Related Expenses Policy outlines what is eligible as an advance and when advances can be requested.

How-to sheet on carleton.ca/facts/travel
Creating an Expense Report with a Cash Advance Request

What is it for?
Requesting reimbursement for out-of-pocket expenses when there is an existing cash advance request.

Relevant Policy
• Travel & Related Expenses Policy
• Hospitality and Working Meal Expenses
• Alcohol and Cannabis Use Policy

How-to sheet on carleton.ca/facts/travel
There’s an App!

Supported only for Android and iOS

How-to sheet on carleton.ca/facts/travel
Photo capture of receipts with mobile or tablet.

Supported languages:
- English
- French (EU, CA)
- German
- Danish
- Dutch
- Swedish
- Finnish
- Norwegian

How-to sheet on carleton.ca/facts/travel
Importing Receipts into Concur: Option 2

Email e-receipts to receipts@expenseit.com

Supported languages:
- English
- French (EU, CA)
- German
- Danish
- Dutch
- Swedish
- Finnish
- Norwegian

SAP Concur accepts common image formats.

How-to sheet on carleton.ca/facts/travel
Connect your Concur profile with various vendors. Every time you make a purchase it’ll appear in your profile (e.g. airlines, hotels, Uber, Starbucks).
Importing Receipts into Concur: Option 4

<table>
<thead>
<tr>
<th>Source</th>
<th>Vendor</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Express 1008</td>
<td>AMAZON.CA TORONTO, ON</td>
<td>09/03/2020</td>
<td>$46.93</td>
</tr>
</tbody>
</table>

**Card Charge**

AMAZON.CA

161 BAY STREET TORONTO ON TORONTO, ON M5J2T3

**Transaction Date**

September 3, 2020

**Posted Date**

September 7, 2020

**Billing Date**

September 19, 2020

**Reference Number**

2025000175012357989710076095010005756

**Description**

AMAZON.CA7U9507YJ2 AMAZON.CA

**Merchant Tax Number**

9116408600

**Amount**

$46.93

Close
Tips and Tricks

• Use a Procurement Card (Pcard) whenever possible for non-travel expenses.
  • For travel, ONLY registration fees can be booked on a Pcard.
  • Not mandatory.
  • Email Procurement Services for more information (procurementservices@carleton.ca)

• The approvers need as much information as possible (e.g. comments, documents).
• The ‘back button’ on your internet browser will not always return you to the previous screen. The best way to navigate is to use the application’s internal navigation. For example, ‘x’, ‘close’, ‘save’, or menu options.

• SAP Concur has the following warnings
  • Yellow: you may have forgotten something. MAY prevent you from completing the task
  • Red: a hard stop
To log into Concur:
http://carleton.ca/concur

To request an account:
carleton.ca/travel/account-requests/
Need Help?

carleton.ca/facts/travel
  • How-to sheets
  • Other tools

Virtual office hours
  • carleton.ca/facts/travel-virtual-office-hours/

Email
  • financial.systems@carleton.ca
  • Include your Banner ID in the email. It will be the first question we ask you.