

SAP CONCUR How-To Sheets

Submitting an expense report that includes corporate AMEX charges

This how-to sheet outlines the steps required to:

- Submit an expense report for reimbursement that includes expenses paid for with a corporate AMEX card.

You must have a corporate AMEX card linked to your SAP Concur account to use this how-to sheet.

- **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

Last updated February 28, 2024.

THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

1. When you have linked your corporate AMEX card to your SAP Concur account, transactions will be added to the 'Available Expenses' section within several business days after the purchase.

NOTE: Each time a new AMEX transaction is added to your available expenses, you will receive an email with the subject line 'Company Card Notification for <YOUR NAME>'.

From the landing page, click on the black 'Available Expenses' text.

The screenshot shows the SAP Concur dashboard. At the top, there are navigation buttons: 'Start a Request', 'Start a Report', '01 Authorization Requests', '05 Available Expenses', and '03 Open Reports'. Below this is a 'Company Notes' section with a welcome message and an important notice about travel advisories. The 'My Tasks' section is visible, with '00 Required Approvals' and '05 Available Expenses' highlighted. A green box and arrow point to the '05 Available Expenses' link. Below this link, a list of transactions is shown, including '09/01 OPENAL LLC USD 22.60', '13/12 UNITED E T CANADA CAD 1,283.71', '13/12 ELLUCIAN USD 995.00', '09/12 OPENAL LLC USD 22.60', and '07/07 APPLE R490 BAYSHORE SHOPP CAD 28.25'. To the right of the transactions, there are 'Reports' with details like 'FAST Upgrade testing CAD 12.60', 'TEST -DO NOT APPROVE CAD 248.60 Returned', and 'Test Fiori interface CAD 2,368.71 Returned'.

IMPORTANT! Attach itemized receipts to related AMEX transactions BEFORE you begin Step 2!

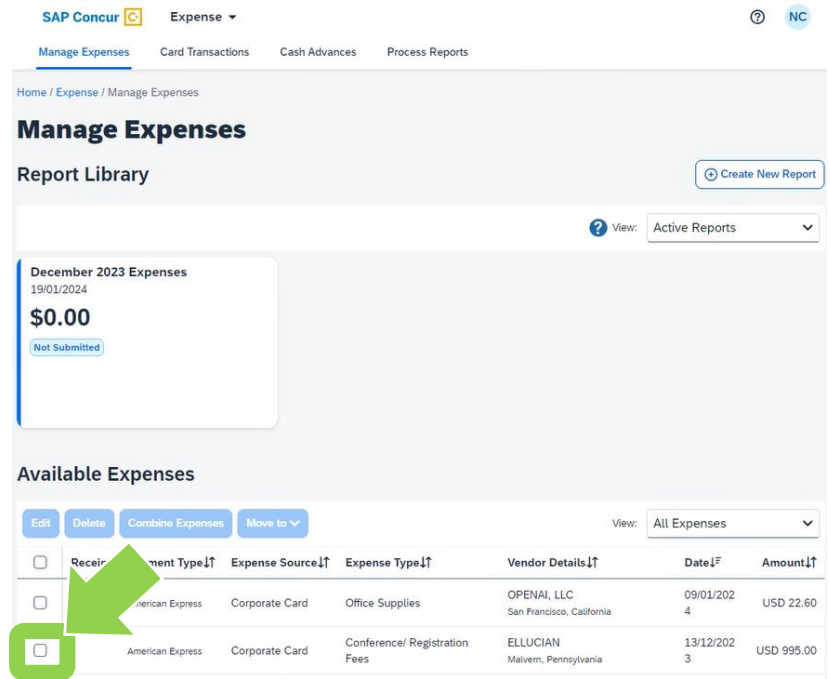
AMEX transactions that are added to 'Available Expenses' will NOT include itemized receipts. Before you proceed to Step 2 of this how-to sheet, use one of these time saving options to attach an itemized receipt to the related AMEX transaction:

1. **Forward emailed receipts:** If you've received the itemized receipt via email, forward it to receipts@expenseit.com from a verified email address. The ['Using SAP Concur features to create expense lines for you' how-to sheet](#) has step-by-step instructions. The system will attempt to match it with the existing AMEX charge.
2. **Capture paper receipts:** Use the SAP Concur app to take a photo of an itemized paper receipt. The ['Using SAP Concur features to create expense lines for you' how-to sheet](#) has step-by-step instructions. The system will attempt to match it with the existing AMEX charge.

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 a box beside an individual expense.

In this example, we are bringing one of the expenses over.



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

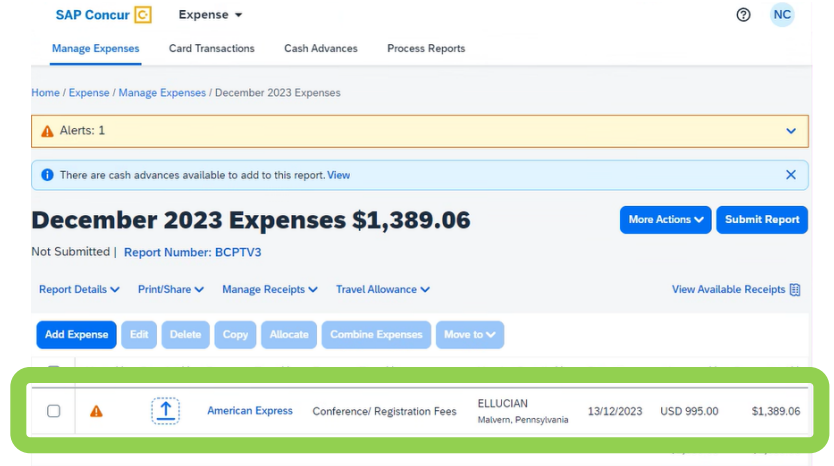
In this example, we'll add it to an existing report by clicking on 'December 2023 Expenses' in the drop-down menu.

TIP: The ['Submitting an expense report' how-to sheet](#) shows you how to begin a new report.



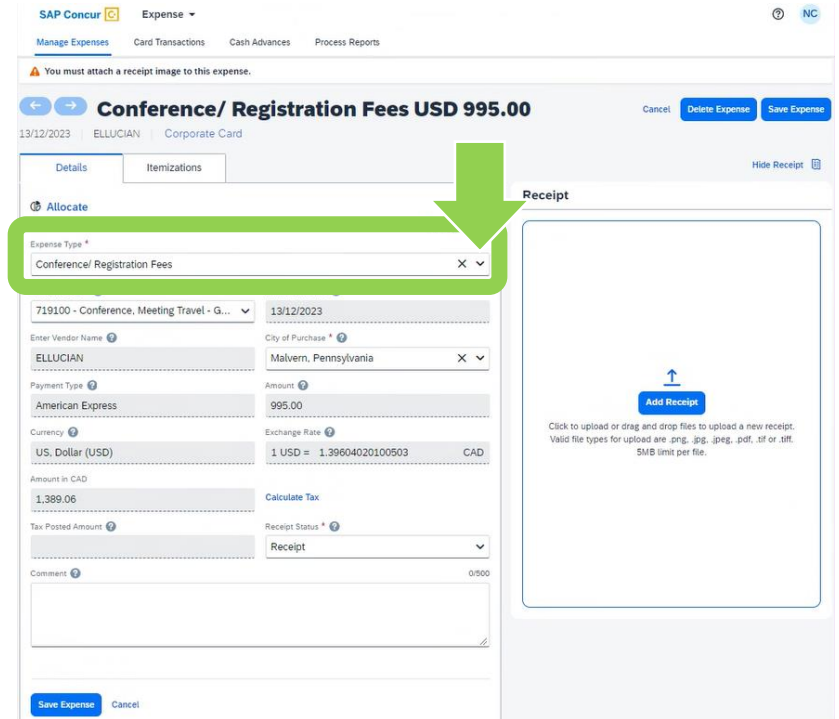
4. Click on each expense line to:

1. ensure that the expense type is accurate, and
2. if you have not already used SAP Concur to do so, 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

If haven't used the time saving tip described in step 2, drag and drop the itemized receipt onto the blue 'Receipt' window.

TIP: For this expense type (i.e. Conference/ Registration Fees), you must also attach the conference itinerary. You could drag and drop both the itemized receipt and the itinerary at the same time.

SAP Concur Expense

Manage Expenses Card Transactions Cash Advances Process Reports

You must attach a receipt image to this expense.

Conference/ Registration Fees USD 995.00

13/12/2023 ELLUCIAN Corporate Card

Details Itemizations

Allocate

Expense Type * Conference/ Registration Fees

Account Code * 719100 - Conference, Meeting Travel - G...

Transaction Date 13/12/2023

Enter Vendor Name * ELLUCIAN

City of Purchase * Malvern, Pennsylvania

Payment Type * American Express

Amount * 995.00

Currency * US, Dollar (USD)

Exchange Rate * 1 USD = 1.39604020100503 CAD

Amount in CAD 1,389.06

Tax Posted Amount

Receipt Status * Receipt

Comment

Save Expense Cancel

Receipt

Drop receipt

Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are: .png, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

6b. Attaching Itemized Receipts

Click on the blue 'Save Expense' button.

SAP Concur Expense

Manage Expenses Card Transactions Cash Advances Process Reports

Allocate

Expense Type * Conference/ Registration Fees

Account Code * 719100 - Conference, Meeting Travel - G...

Transaction Date 13/12/2023

Enter Vendor Name * ELLUCIAN

City of Purchase * Malvern, Pennsylvania

Payment Type * American Express

Amount * 995.00

Currency * US, Dollar (USD)

Exchange Rate * 1 USD = 1.39604020100503 CAD

Amount in CAD 1,389.06

Tax Posted Amount

Receipt Status * Receipt

Comment

Save Expense

Receipt

ellucian LIVE 2024

ATTENDEE DETAILS

PACKAGE INFO

IMPORTANT: This document is your Value-Added Tax (VAT) invoice. An invoice will not be sent by email.

Billing Details:

Note: If you are paying by check, ACH or wire transfer please read the following instructions and click the link to view and understand regarding payment requirements and deadlines.

Failure to pay during the grace period results in your registration fee being automatically adjusted to the next higher price point. If you are unable to pay, please note that the check must be postdated by the corresponding machine date to receive that pricing.

You may file for a refund online at 1800-828-2222 by registering your account. Please be advised that checks, ACH and wire transfer that accompany any payment made to Ellucian, if your attempt at paying for the registration with the check, ACH or wire transfer is not successful, you will not be able to receive a refund.

Failure to include a copy of the invoice will delay application of payment to the registration.

A duplicate order is not a refund from Ellucian. You will not be able to access the Ellucian Live Conference registration pdf.

Conference reg.pdf Uploaded: 19/01/2024

Remove Add Open

7. Continue to add expense lines to the report as needed by clicking on the blue 'Add Expense' button and following the prompts.

The screenshot shows the SAP Concur Expense report interface. At the top, there are navigation tabs: 'Manage Expenses', 'Card Transactions', 'Cash Advances', and 'Process Reports'. Below this, the report title is 'December 2023 Expenses \$2,672.77'. There are buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. A green arrow points to the 'Add Expense' button in the toolbar. Below the toolbar is a table with columns: Receipt, Payment Type, Expense Type, Vendor Details, Date, Amount, and Requested. Two rows are visible, both for American Express: one for Airfare and one for Conference/Registration Fees.

8. After you have included all expenses and attached all related documentation (e.g. itemized receipts), click on the blue 'Submit Report' button and follow the prompts.

TIP: Depending on the language preference you've chosen, 'Submit Claim' may be used instead of 'Submit Report'.

The screenshot shows the same SAP Concur Expense report interface as above. The 'Submit Report' button in the top right corner is highlighted with a green box. The rest of the interface, including the report title, toolbar, and table, is identical to the previous screenshot.

What next?

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