

# SAP CONCUR How-To Sheets

## Creating an Expense Report in the SAP Concur Mobile App

### Important notes:

- 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](http://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:

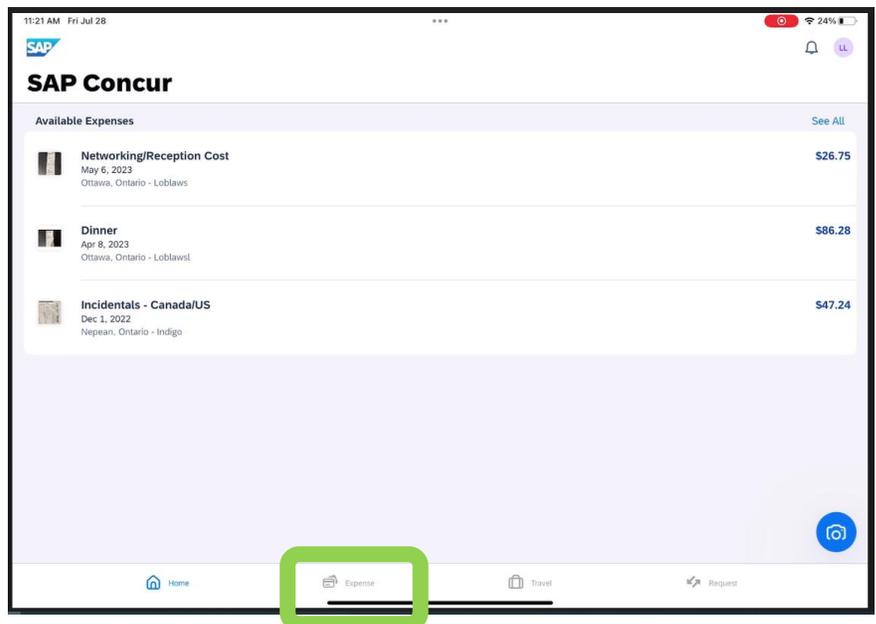
- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy

*Last updated July 28, 2023.*

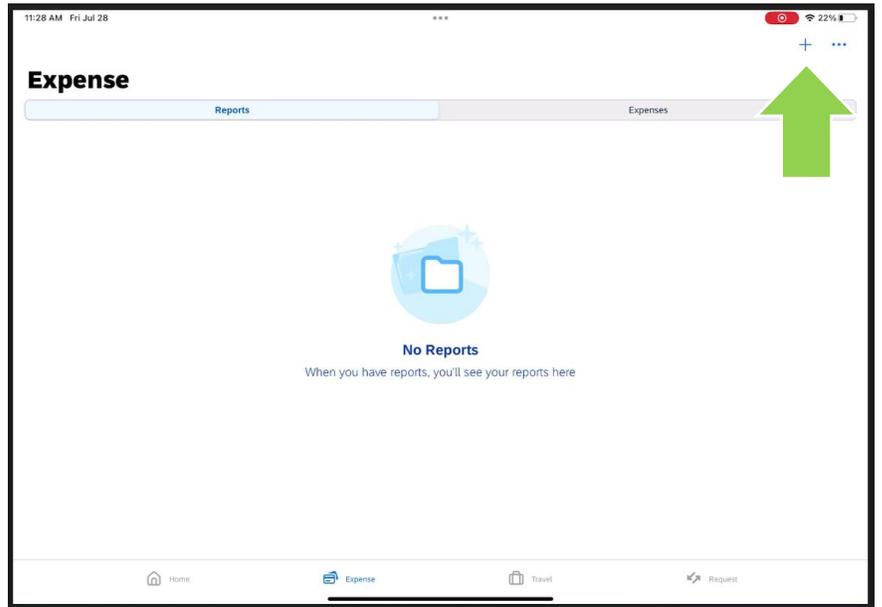
### THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A MOBILE DEVICE

1. This example uses an iPad. Your mobile device may look slightly different.

Tap on 'Expense' at the bottom of your screen.

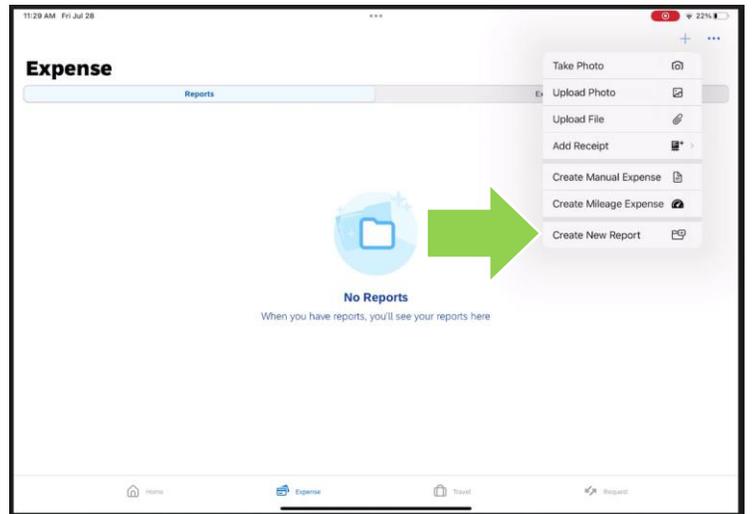


2. Tap on the white 'plus sign' to create a new report.



3. From the drop-down menu, choose 'Create New Report'.

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



4. Begin by filling in the required fields. Required fields are identified with an asterisk (iPhone) or 'required field' (Android).

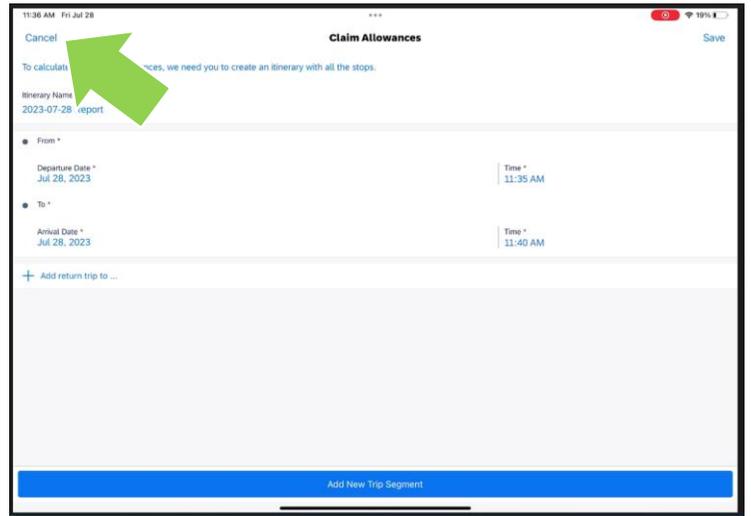
**More information about the fields:**

- **Report Name:** Choose consistent and unique report names. For travel claims, the recommended format is 'destination and date' (e.g. Alaska May 2012). For non-travel claims, the recommended format is 'type of expense/s and date' (e.g. Computer Equipment May 2014).
- **Report Date:** The report date defaults to the date that you start your report.
- **Purpose:** Select the best fit for your expenditures from the drop down list.
- **Affiliation:** Your affiliation with the university for the purposes of this claim. Faculty members claiming against a research index select 'Faculty (PER and Research Funds)'. Faculty members claiming against a departmental index select 'Faculty (non Research Funds)'.
- **Pay By:** The only option available for Staff and Faculty is 'Cheque/Direct Deposit – CAD'. The other options can only be used by delegates for guests.
- **Index:** Index is a short code for the Fund and Org portions of the FOAPAL accounting string. For example, departmental index (100000 498 becomes D498), ancillary index (120000 621 becomes A621), and research index (180000 555 becomes 180000).

The screenshot shows a mobile application interface for creating a new report. The title bar at the top is labeled 'New Report' and contains a 'Cancel' button on the left and a 'Create' button on the right. A green arrow points to the 'Create' button. The form contains several fields: 'Expense Policy\*' with the value 'Carleton Expense Policy'; 'Report Name\*' with the value '2023-07-28 Report'; 'Report Date\*' with the value 'Jul 28, 2023'; 'Purpose\*'; 'Report Type\*'; 'Affiliation \*'; 'Pay By\*' with the value 'Cheque/Direct Deposit - CAD'; and 'Comments To/From Approvers/Processors'. At the bottom, there is a 'Report Number' field. The entire form is enclosed in a green rounded rectangle.

Tap the white '**Create**' text at the top of the screen when you are done.

5. Unless you are claiming a per diem, tap the blue **'Cancel'** text.



If you are not claiming a per diem, tap on the blue **'No'** text.



6. Click on the blue 'plus sign' in the upper right-hand corner of your screen.

There are two ways to populate the expense line.

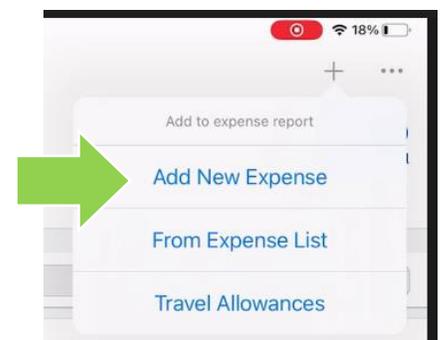
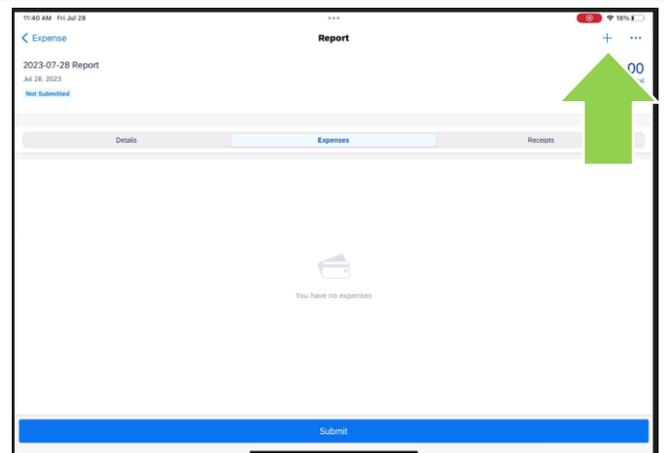
A 'New Expense' can be entered manually (option used in this example).

OR

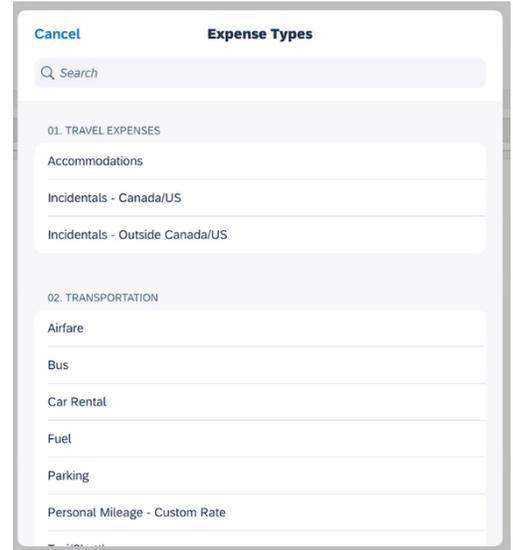
A new expense can be added 'From Expense List' that has Optical Character Recognition **pre-populated** expense lines.

**Tip:** Read the 'Using SAP Concur Optical Character Recognition to Create Expense Lines (Saves Time!)' how-to sheet to learn more.

Tap on the blue **'Add New Expense'** option.

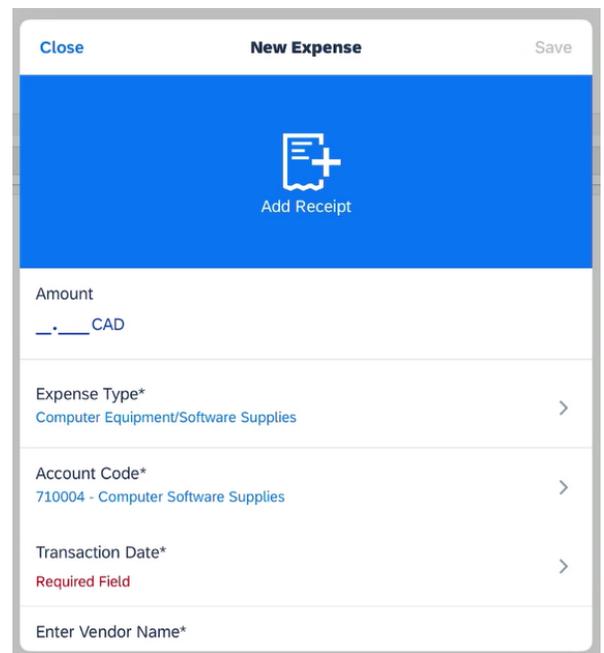


7. Choose an expense type.



The screenshot shows a mobile application screen titled "Expense Types". At the top left is a "Cancel" button and at the top right is the title "Expense Types". Below the title is a search bar with a magnifying glass icon and the text "Search". The screen is divided into two main sections: "01. TRAVEL EXPENSES" and "02. TRANSPORTATION". Under "01. TRAVEL EXPENSES", there are three selectable options: "Accommodations", "Incidentals - Canada/US", and "Incidentals - Outside Canada/US". Under "02. TRANSPORTATION", there are six selectable options: "Airfare", "Bus", "Car Rental", "Fuel", "Parking", and "Personal Mileage - Custom Rate".

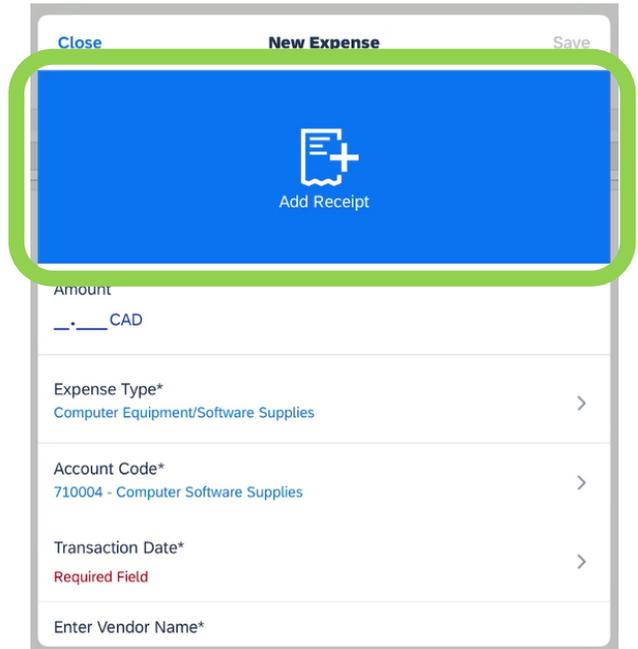
8. Enter required fields.



The screenshot shows a mobile application screen titled "New Expense". At the top left is a "Close" button and at the top right is a "Save" button. The main area has a blue header with a white icon of a receipt with a plus sign and the text "Add Receipt". Below this header are several form fields: "Amount" with a placeholder "\_\_\_ CAD"; "Expense Type\*" with the selected value "Computer Equipment/Software Supplies" and a right-pointing chevron; "Account Code\*" with the selected value "710004 - Computer Software Supplies" and a right-pointing chevron; "Transaction Date\*" with a red "Required Field" error message and a right-pointing chevron; and "Enter Vendor Name\*" which is currently empty.

9a. **Attaching documentation**

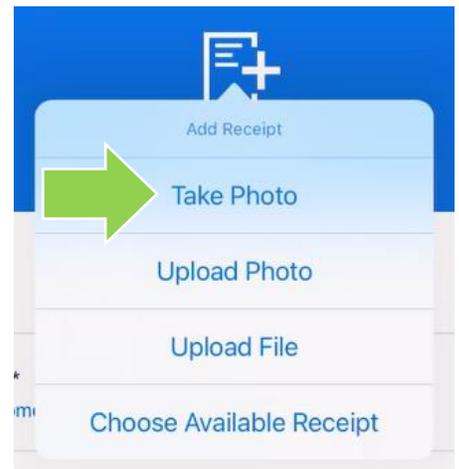
Tap on the blue **'Add Receipt'** button to attach supporting documentation.



9b. **Attaching documentation**

In this example, the receipt will be attached using the mobile phone's camera.

Tap on the **'Take Photo'** option.



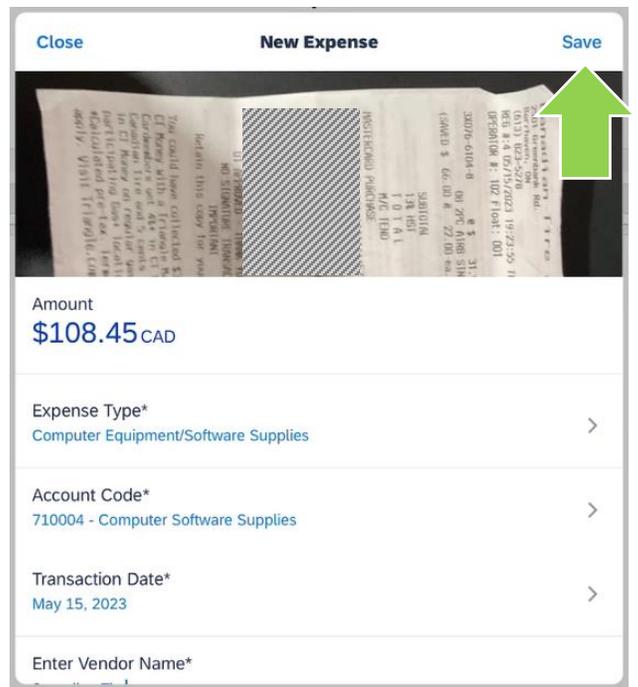
9c. **Attaching documentation**

Use the mobile device to take a photo of the receipt.



9d. **Attaching documentation**

Tap the blue **'Save'** text to save the expense.



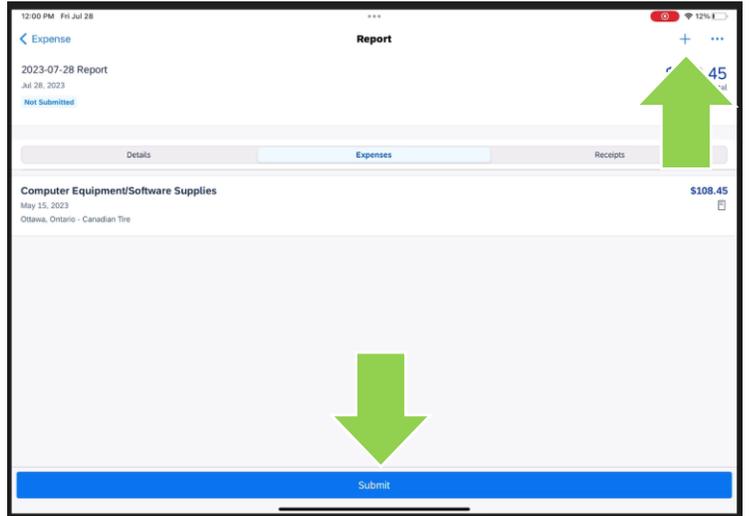
Tap the blue **'Close'** text to close the window.



10. Click on the blue 'plus sign' to add additional expenses and follow Steps 6 through 9.

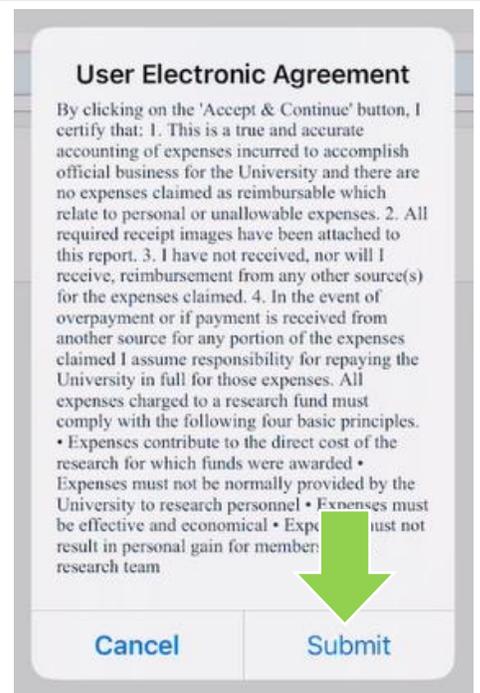
OR

Click on the blue **'Submit'** button to submit the expense report.



11. Read the 'User Electronic Agreement'.

Tap the **'Submit'** button to certify that the text in the 'User Electronic Agreement' window is true.



### What next?

- Visit [carleton.ca/facts/travel](http://carleton.ca/facts/travel) to find more how-to sheets.
- Questions about the system? Email [financial.systems@carleton.ca](mailto:financial.systems@carleton.ca).