

# 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](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 website:

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

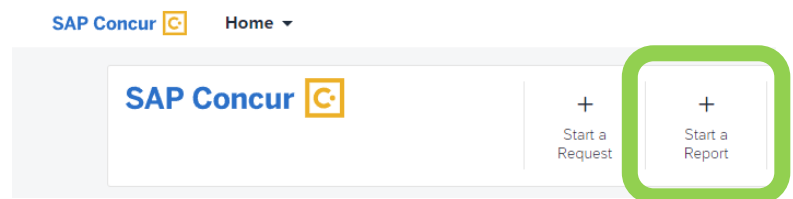
*Last updated December 11, 2023.*

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

1. From the landing page, click on the **'Start a Report'** button. Depending on the language preference you've chosen, 'Claim' may be used instead of 'Report'.

**TIP:** Some users may see a '+ New' button instead of a '+ Start a Report' button. In this case, click on the '+ New' button' and choose 'Start a Report'.

**TIP FOR 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 the 'Create New Report' form with the following details:

- Expense Policy: Carleton Expense Policy
- Report Name: SAP Concur Conference October
- Report Date: 01/11/2023
- Purpose: Conference (Comment mand...)
- Report Type: Travel
- Affiliation: Staff
- Pay By: Cheque/Direct Deposit - CAD
- Report Number: (empty)
- Index (Funding Source): (D498) Finance Office
- Activity Code: (empty)
- Is Delegate Submitting also Claimant's Supervisor/Approver?: Not Acting as Delegate
- Report Total: (empty)
- Comments: SAP Concur Conference. Attended to remain current on SAP Concur updates and connect with colleagues at other universities.

**TIP:** 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 dropdown menu for the question 'Is Delegate Submitting also Claimant's Supervisor/Approver?' is open, showing the following options:

- None Selected
- No
- Not Acting as Delegate** (highlighted)
- Yes

3a. 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 4 of this how-to sheet.

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

**Travel Allowance**

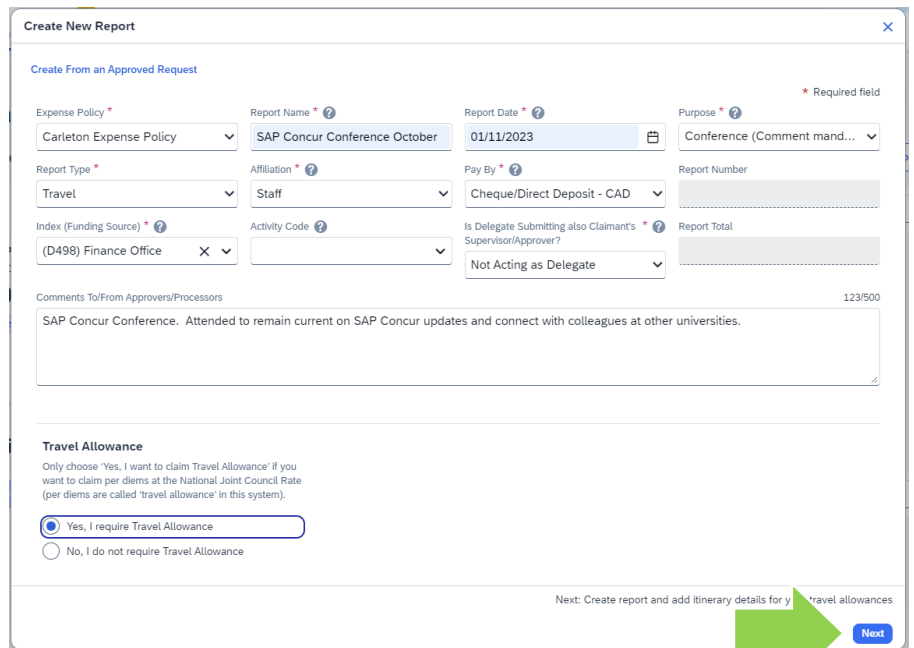
Only choose 'Yes, I want to claim Travel Allowance' if you want to claim per diems at the National Joint Council Rate (per diems are called 'travel allowance' in this system).

Yes, I require Travel Allowance 

No, I do not require Travel Allowance

3b. To claim a travel allowance

Click the blue 'Next' button.



The screenshot shows a 'Create New Report' form with the following fields:

- Expense Policy: Carleton Expense Policy
- Report Name: SAP Concur Conference October
- Report Date: 01/11/2023
- Purpose: Conference (Comment mand...)
- Report Type: Travel
- Affiliation: Staff
- Pay By: Cheque/Direct Deposit - CAD
- Report Number: [Empty]
- Index (Funding Source): (D498) Finance Office
- Activity Code: [Empty]
- Is Delegate Submitting also Claimant's Supervisor/Approver?: Not Acting as Delegate
- Report Total: [Empty]

Comments To/From Approvers/Processors: SAP Concur Conference. Attended to remain current on SAP Concur updates and connect with colleagues at other universities. 123/500


**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 require Travel Allowance

No, I do not require Travel Allowance

Next: Create report and add itinerary details for y travel allowances

**Next** 

3c. 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.

The screenshot shows the 'New Itinerary Stop' form in a web application. The form is titled 'New Itinerary Stop' and is highlighted with a green rounded rectangle. It contains the following fields: 'Departure City' (Ottawa, Ontario), 'Date' (09/10/2023), 'Time' (12:00 PM), 'Arrival City' (Seattle, Washington), and 'Date' (09/10/2023), 'Time' (5:00 PM). Below the form, there is a 'Save' button highlighted with a green arrow. The background shows the 'Itinerary Info' section with 'Itinerary Name' (SAP Concur Conference October 20) and 'Selection' (CARLETON PER DIEMS).

3d. To claim a travel allowance

Fill in the fields in the 'New Itinerary Stop' for the **return trip** (e.g. flight from Seattle 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.

The screenshot shows the 'New Itinerary Stop' form in a web application. The form is titled 'New Itinerary Stop' and is highlighted with a green rounded rectangle. It contains the following fields: 'Departure City' (Seattle, Washington), 'Date' (13/10/2023), 'Time' (12:00 PM), 'Arrival City' (Ottawa, Ontario), and 'Date' (13/10/2023), 'Time' (5:00 PM). Below the form, there is a 'Save' button highlighted with a green arrow. The background shows the 'Itinerary Info' section with 'Itinerary Name' (SAP Concur Conference October 20) and 'Selection' (CARLETON PER DIEMS).

3e. To claim a travel allowance

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

The screenshot shows the bottom of the 'New Itinerary Stop' form. A blue 'Save' button is visible. Below the form, there are two blue buttons: 'Go to Single Day Itineraries' and 'Next >>'. A green arrow points to the 'Next >>' button.

3f. **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.

Travel Allowances For Report: SAP Concur Conference October 2023

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

**Assigned Itineraries**

Itinerary	Departure City	Date and Time <sup>1</sup>	Arrival City	Date and Time	Arrival Rate Location
Itinerary: SAP Concur Conference October 2023					
Class: Ottawa		09/10/2023 12:00 PM	Seattle, Washington	09/10/2023 05:00 PM	UNITED STATES
Seattle, Washington		13/10/2023 12:00 PM	Ottawa, Ontario	13/10/2023 05:00 PM	CANADA

**Available Itineraries**

Current Itinerary: [Dropdown]

Departure City: [Dropdown] Date and Time<sup>1</sup>: [Dropdown] Arrival City: [Dropdown] Date and Time: [Dropdown] Arrival Rate Location: [Dropdown]

No Available Itineraries Found

<< Previous Next >>

3g. **To claim a travel allowance**

All travel allowances are automatically selected for your trip. There won't be any checkmarks.

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

Exclude ineligible meals by clicking on the type of meal for a given date. Note that the row totals in the 'Allowance' column will decrease.

**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.

Once you have excluded ineligible meals, click on the blue **'Create Expenses'** button.

Travel Allowances For Report: SAP Concur Conference October LIVE

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

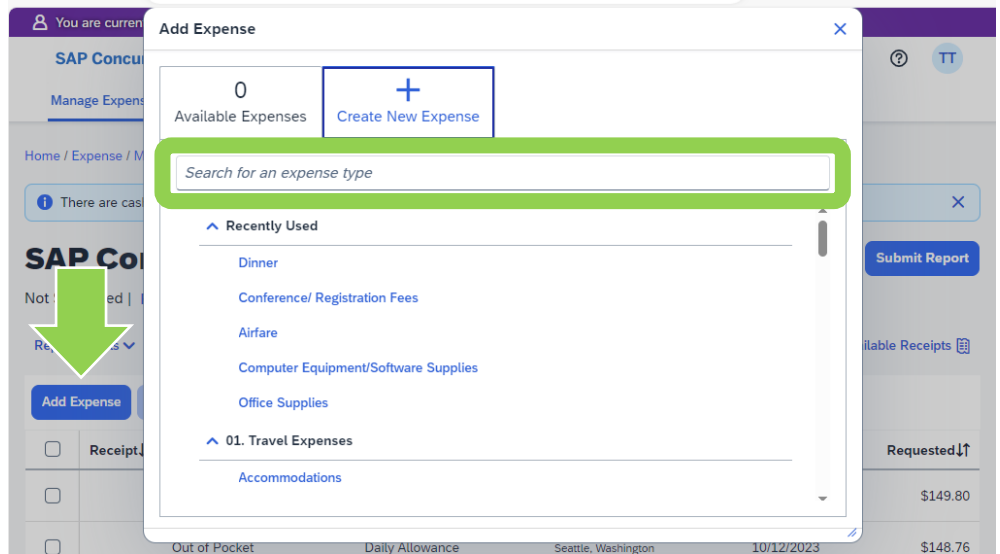
Show dates from [ ] to [ ] Go

Exclude   All	Date/Location <sup>1</sup>	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/09/2023 Seattle, Washington	USD 109.45 / CAD 149.66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 149.66
<input type="checkbox"/>	10/10/2023 Seattle, Washington	USD 109.45 / CAD 148.78	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 148.78
<input type="checkbox"/>	10/11/2023 Seattle, Washington	USD 109.45 / CAD 148.68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 148.68
<input type="checkbox"/>	10/12/2023 Seattle, Washington	USD 109.45 / CAD 148.76	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 148.76
<input type="checkbox"/>	10/13/2023 Seattle, Washington	USD 109.45 / CAD 149.80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 149.80

<< Previous Create Expenses Cancel

4. In the 'Add Expense' window that opens, search for an expense type by typing in the 'Search for an expense type' field OR choose an expense type from those listed.

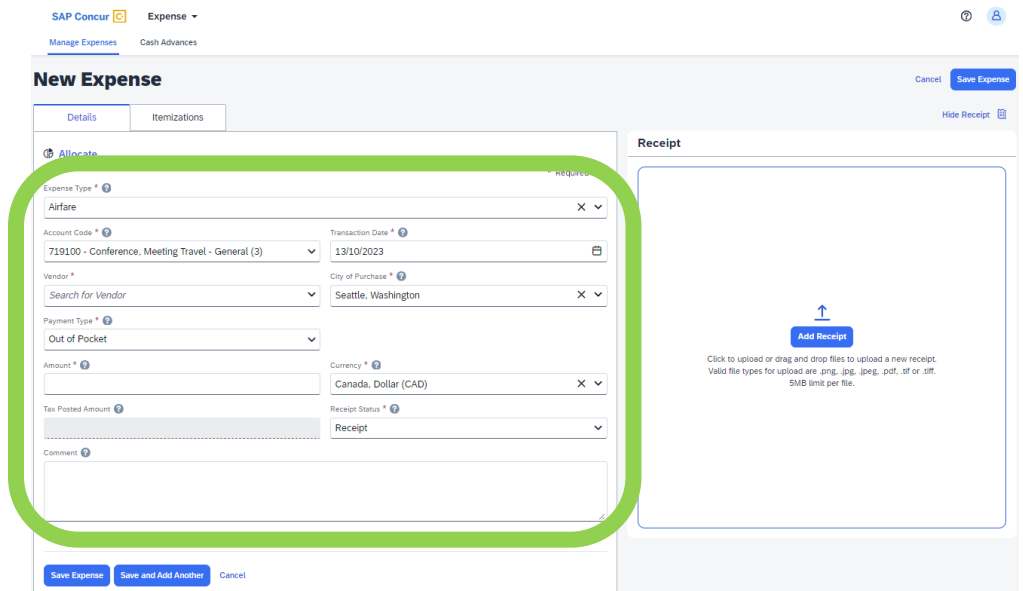
**TIP:** If you have expense lines in the 'Available Expenses' tab (none shown in this screen capture), click on the radio button beside an existing expense.



5. In the 'New Expense' window that opens, enter all of the required fields. Required fields have a red asterisk.

**TIP:** To learn more about a given field, click on the question mark icon beside the field name.

**NOTE:** The required fields may vary by 'Expense Type'.



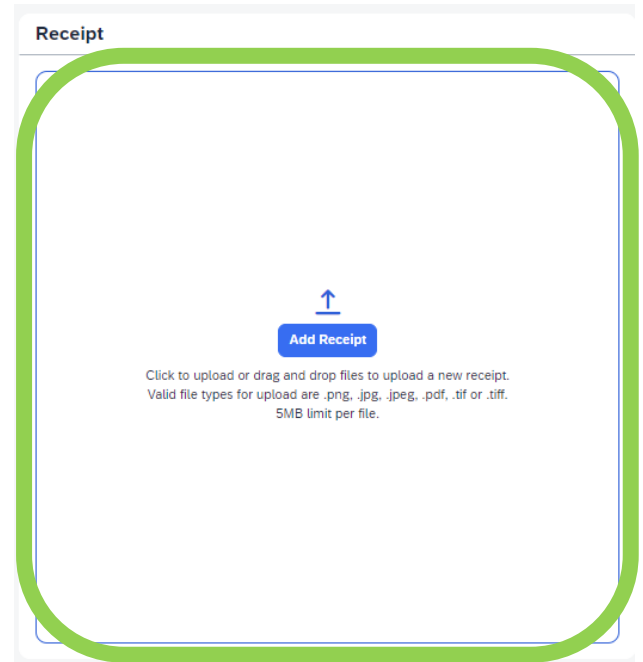
6a. **Attach documentation**

Attach a digital copy of the required documentation (e.g. receipt) that corresponds to the expense by dragging and dropping a file.

OR

Click on the blue 'Add Receipt' button to find and attach a file.

**Accepted file types:** PNG, JPG, JPEG, PDF, TIF, TIFF.



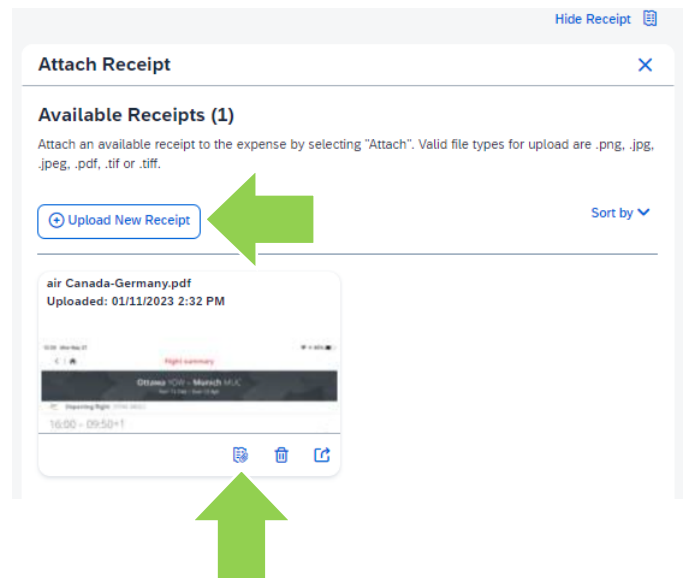
6b. **Attach documentation**

If you clicked on the blue 'Add Receipt' button in step 6a, the 'Attach Receipt' window will open. You can click on the blue 'Upload New Receipt' text to find and attach a file saved on your device.

OR

Click on the paper icon to attach an available receipt.

**TIP:** There are many ways to get receipts into SAP Concur. To learn more, choose a related how-to sheet from [carleton.ca/facts/travel](http://carleton.ca/facts/travel).



7. 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.

The image shows two screenshots from the SAP Concur system. The left screenshot is the 'New Expense' form, with the 'Details' tab selected. The form includes fields for Expense Type (Airfare), Account Code (719100 - Conference, Meeting Travel - General (3)), Transaction Date (13/10/2023), Vendor (Search for Vendor), City of Purchase (Seattle, Washington), Payment Type (Out of Pocket), Amount (1,200.24), Currency (Canada, Dollar (CAD)), and Receipt Status (Receipt). At the bottom, there are two buttons: 'Save Expense' and 'Save and Add Another', both highlighted with a green box and a green arrow pointing to them. The right screenshot is a 'Receipt' summary for a flight from Ottawa to Munich, showing departure and return times and flight details.

8. 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](http://carleton.ca/financialservices/forms).

The image shows a screenshot of the SAP Concur interface. At the top, there are three dropdown menus: 't/Share', 'Manage Receipts', and 'Travel Allowance'. A green arrow points to the 'Manage Receipts' dropdown, which is open, showing three options: 'Manage Attachments', 'View Receipts in New Window', and 'Missing Receipt Declaration'. A green arrow also points to the 'Manage Attachments' option. Below the dropdown, there are buttons for 'Delete', 'Expenses', and 'Move to'. At the bottom, there are labels for 'Payment Type' and 'Expense Type'.



9. Click the blue **'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'.

SAP Concur Expense

SAP Concur Conference October 2023 \$1,837.22

Not Submitted | Report Number: GBFLCC

Report Details | Print/Share | Manage Receipts | Travel Allowance

View Audit

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

Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount
	Out of Pocket	Airfare	Air Canada Seattle, Washington	13/10/2023	\$1,200.22
	Out of Pocket	Daily Allowance	Seattle, Washington	13/10/2023	\$127.97
	Out of Pocket	Daily Allowance	Seattle, Washington	12/10/2023	\$127.08
	Out of Pocket	Daily Allowance	Seattle, Washington	11/10/2023	\$127.01
	Out of Pocket	Daily Allowance	Seattle, Washington	10/10/2023	\$127.09
	Out of Pocket	Daily Allowance	Seattle, Washington	09/10/2023	\$127.85
					<b>\$1,837.22</b>

10. 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

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

**TIP:** Click on the blue 'Cancel' text to return to the report.

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

Report Totals

Company Payments  
**\$1,837.22**  
Employee

Employee Payments  
**\$0.00**  
Company

Amount Total: \$1,837.22	Due Employee: \$1,837.22	Owed Company: \$0.00
Requested Amount: \$1,837.22	Total Paid By Company: \$1,837.22	Total Owed By Empl: \$0.00

Cancel Submit Report

### What next?

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