SAP CONCUR How-To Sheets

Submitting an expense report when you already have an outstanding cash advance request

This how-to sheet outlines the steps required to:
Submit an expense report for reimbursement when you have **already received a cash advance request**.

Important note:

- 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:

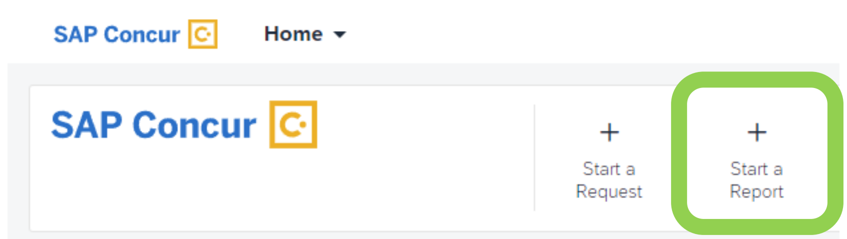
- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy

Last updated December 11, 2023.

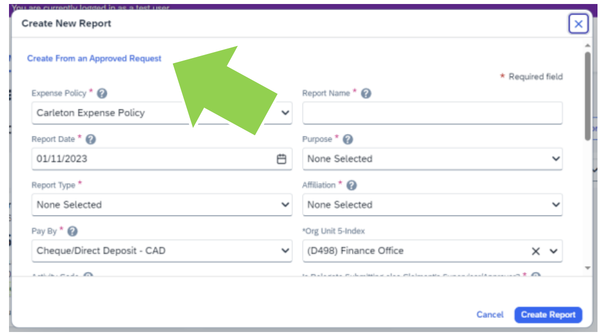
THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

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'.

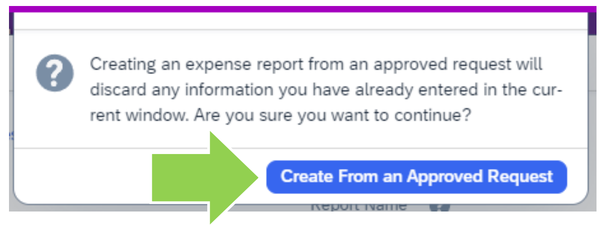
   TIP: Some users may see a '+ New' button instead of '+ Start a Request' button. In this case, click on the '+ New' button and choose 'Start a Report'.



2. Click on the blue **'Create From an Approved Request'** text.



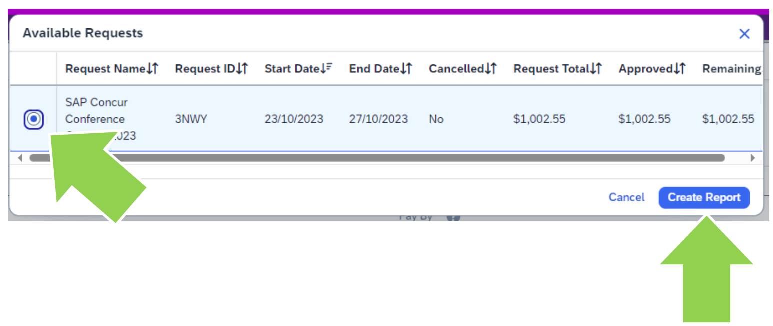
Click on the blue **'Create From an Approved Request'** button.



3. Choose a cash advance request that you need to report on.

TIP: Each cash advance request requires its own expense report.

Click on the blue **'Create Report'** button.

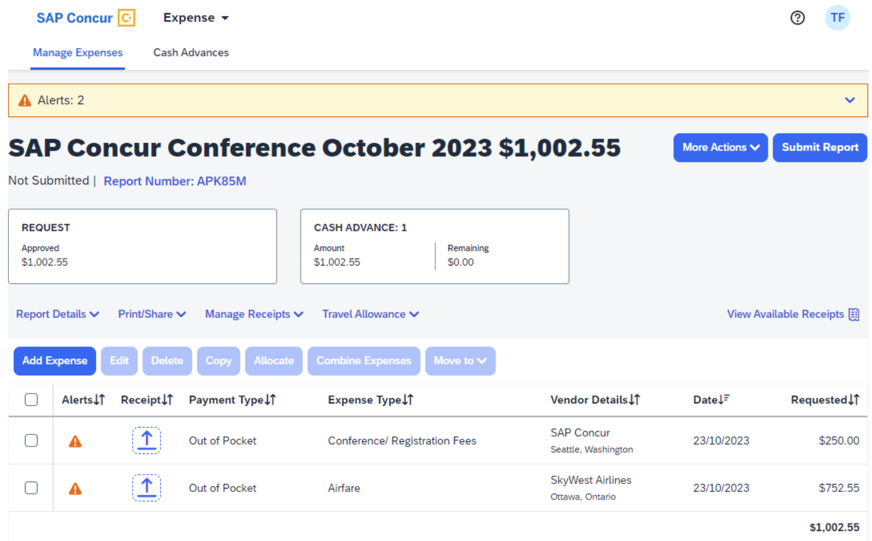


4. Because the expense report has been created from a request, the header and expense lines have been pulled over.

IMPORTANT!

- Documents (e.g. receipts) are not pulled over from request. You will have to reattach them.
- Travel allowances (i.e. per diems) and mileage do not get pulled over from request.

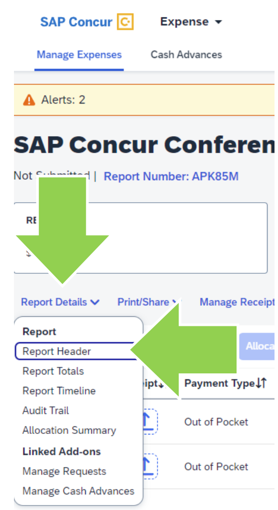
Yellow Alert Explained:
A reminder to attach receipts to the expense lines pulled over from request.



5a. **Changing the index**

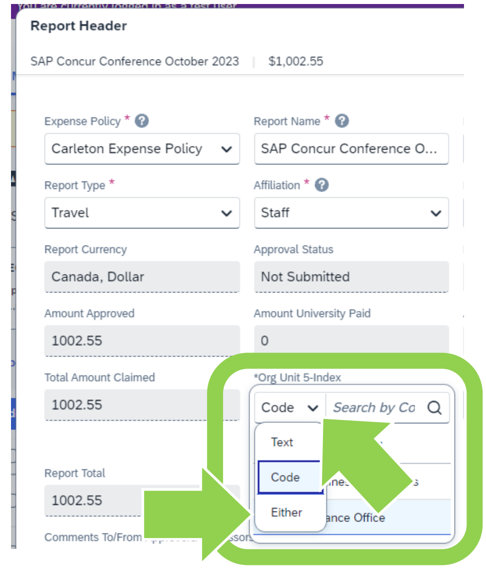
IMPORTANT! Regardless of which index was chosen at the request stage, the index will revert to the default index in this expense report.

If you need to change the index, click on the blue ‘Report Details’ text. From the window that opens, click on ‘Report Header’.



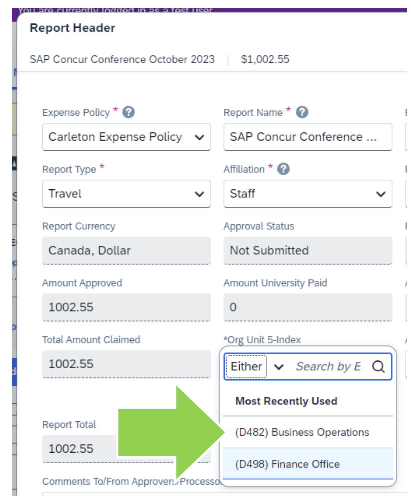
5b. **Changing the index**

In the **'Index (Funding Source)'** field, click on the drop-down arrow and choose **'Either'** from the drop-down menu. Type in either the name of the index or the index itself in the **'Search by Either'** field.



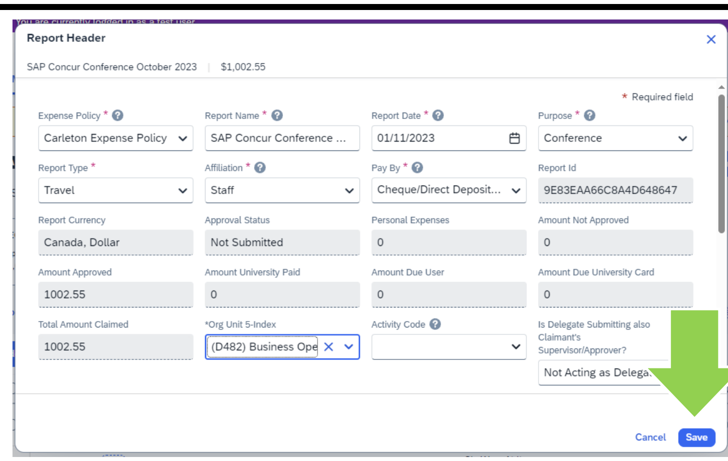
5c. **Changing the index**

From the drop-down list, click on the correct option.



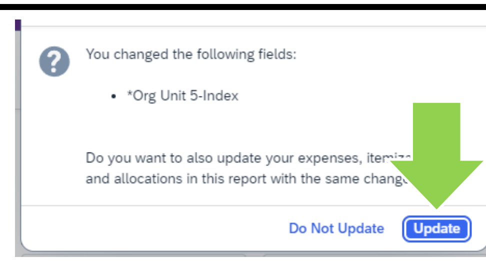
5d. **Changing the index**

Click on blue **'Save'** button to save the updated index.



5e. **Changing the index**

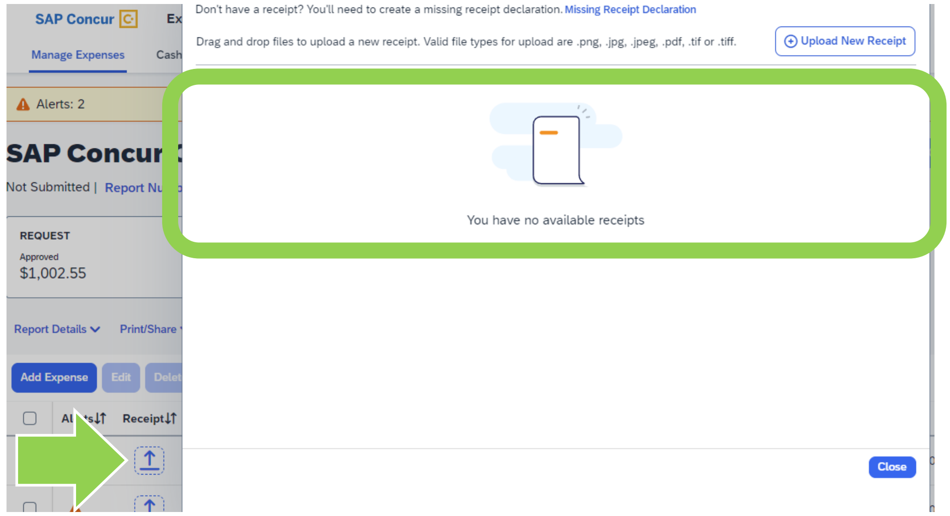
Click on the blue **'Update'** button.



6. Attach required documentation to each of the expense lines pulled over from request.

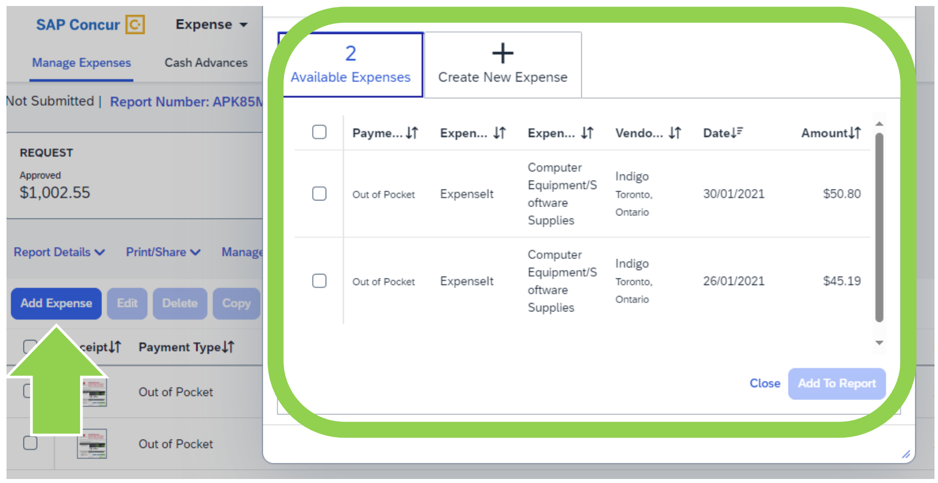
To add documentation, click on the blue document icon to open the attach receipt window.

Click on the blue '**Upload Receipt Image'** button and drag and drop files from your device (i.e. you saved the images to your device when you created the related request).



7. Add additional expenses by clicking the blue **'Add Expense'** button.

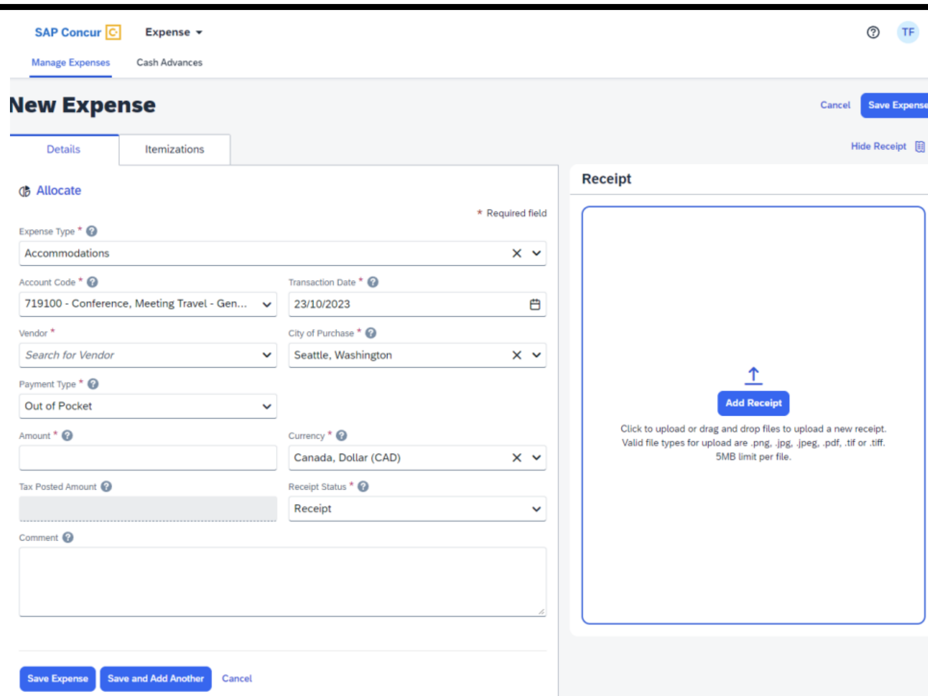
In the 'Available Expenses' window that opens, click on the radio button beside an existing expense OR click on the 'Create New Expense' tab to search for an expense type.



8. 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'.



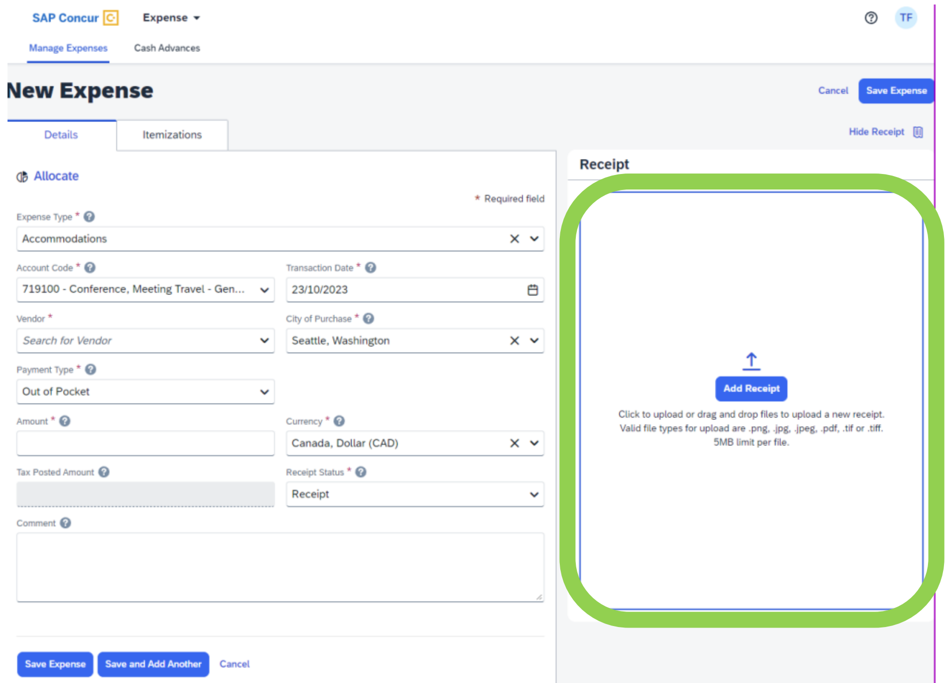
9a. **Attach documentation**

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.



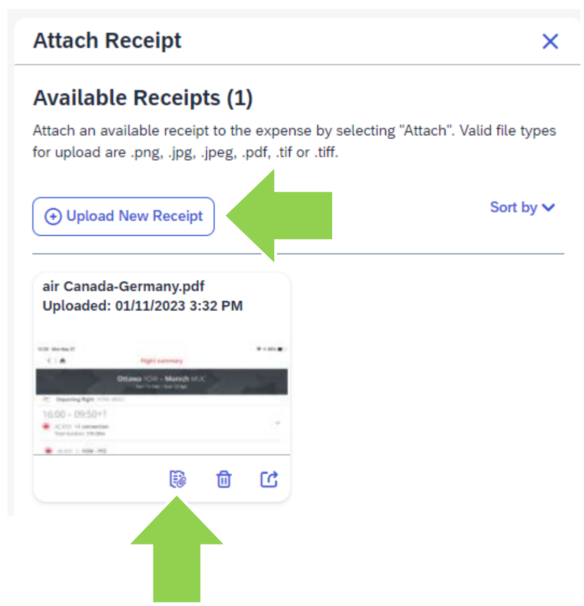
9b. **Attach documentation**

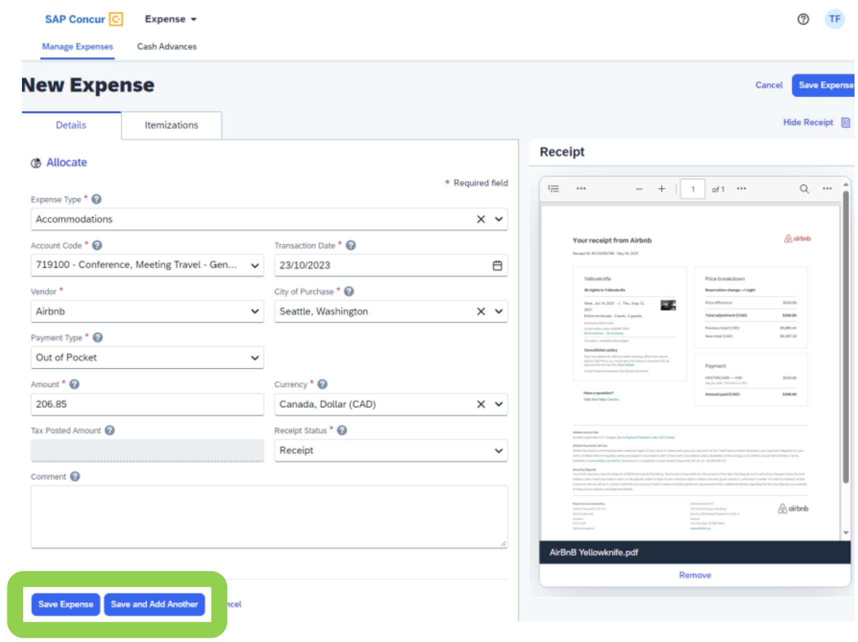
If you clicked on the blue ‘Add Receipt’ button in step 9a, the ‘Attach Receipt’ window will open. You can click on the blue ‘Upload New Receipt’ text to find and attach a file saved on your device.

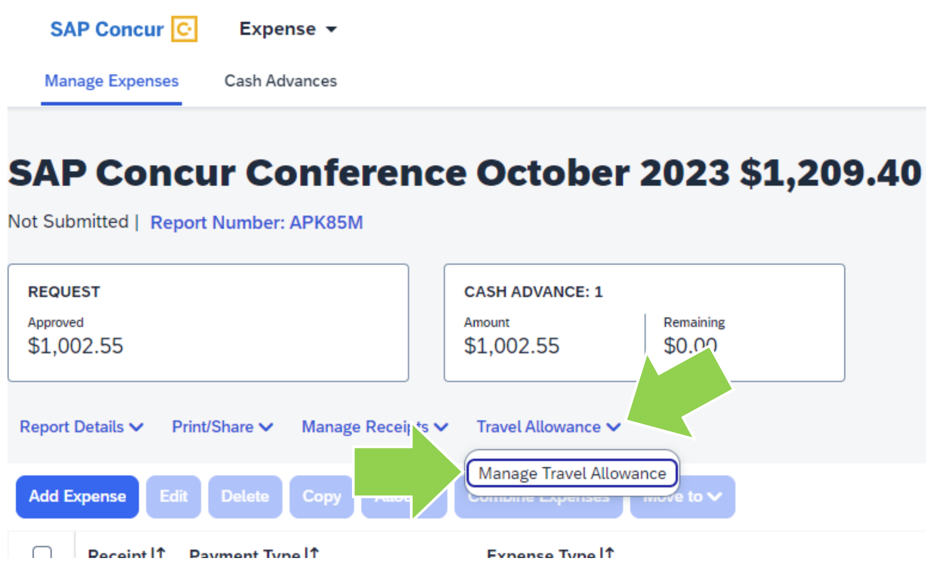
OR

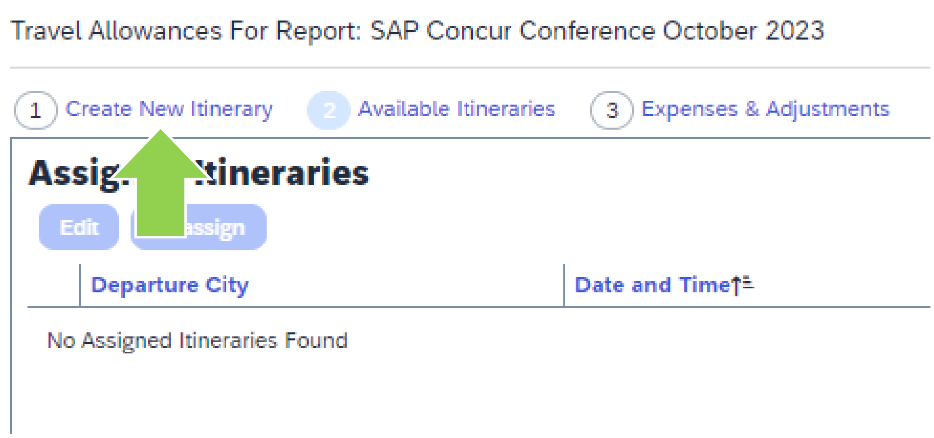
Click on the paper icon to attach an available receipt.

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.



10.	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.	

11a.	**To claim a travel allowance** To claim a travel allowance (commonly known as per diems), click on the blue 'Travel Allowance' text. Click on 'Manage Travel Allowance'. **NOTE:** You will be required to complete an itinerary.	

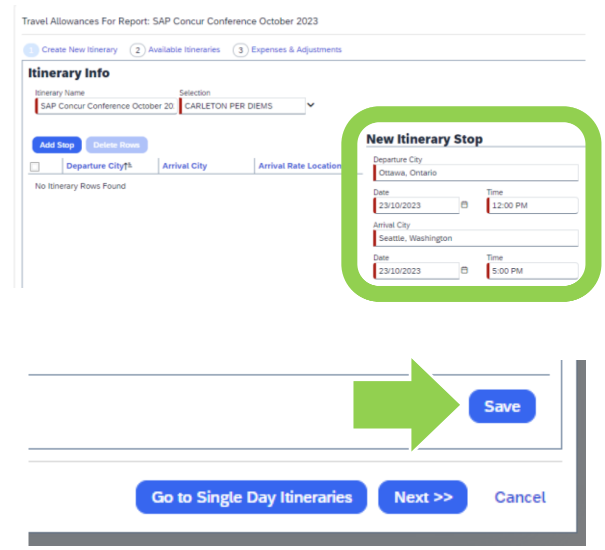
11b.	**To claim a travel allowance** In the window that opens, click on the blue 'Create New Itinerary' text.	

11c. **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 Seattle).

Click the blue save **'Save'** button in the lower right-hand corner of the screen.

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



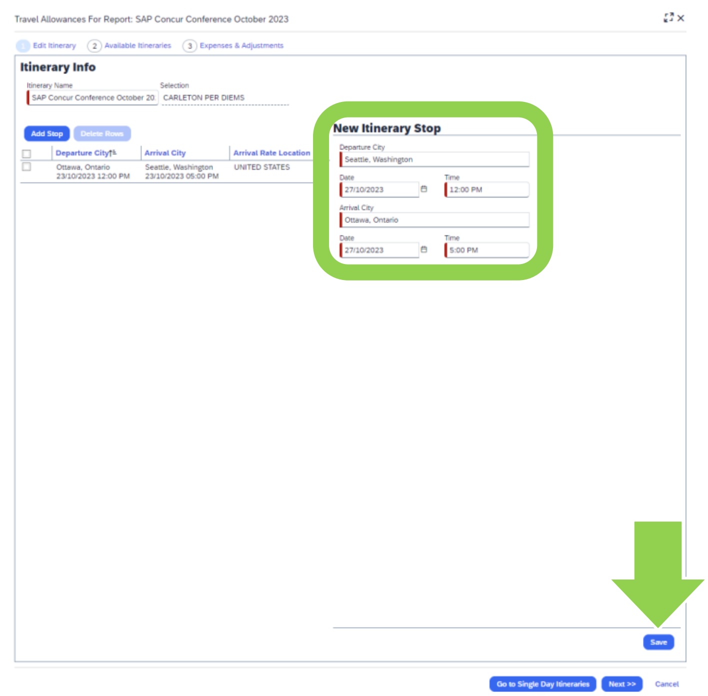
11d. **To claim a travel allowance**

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

OR

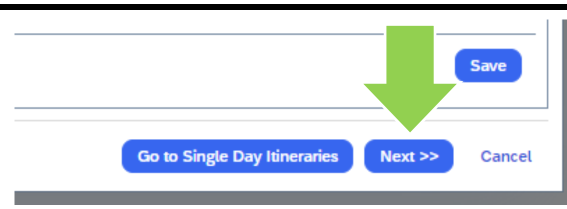
Add additional stops for your trip before you add the final return trip.

Click the blue **'Save'** button to save each stop.



11e. **To claim a travel allowance**

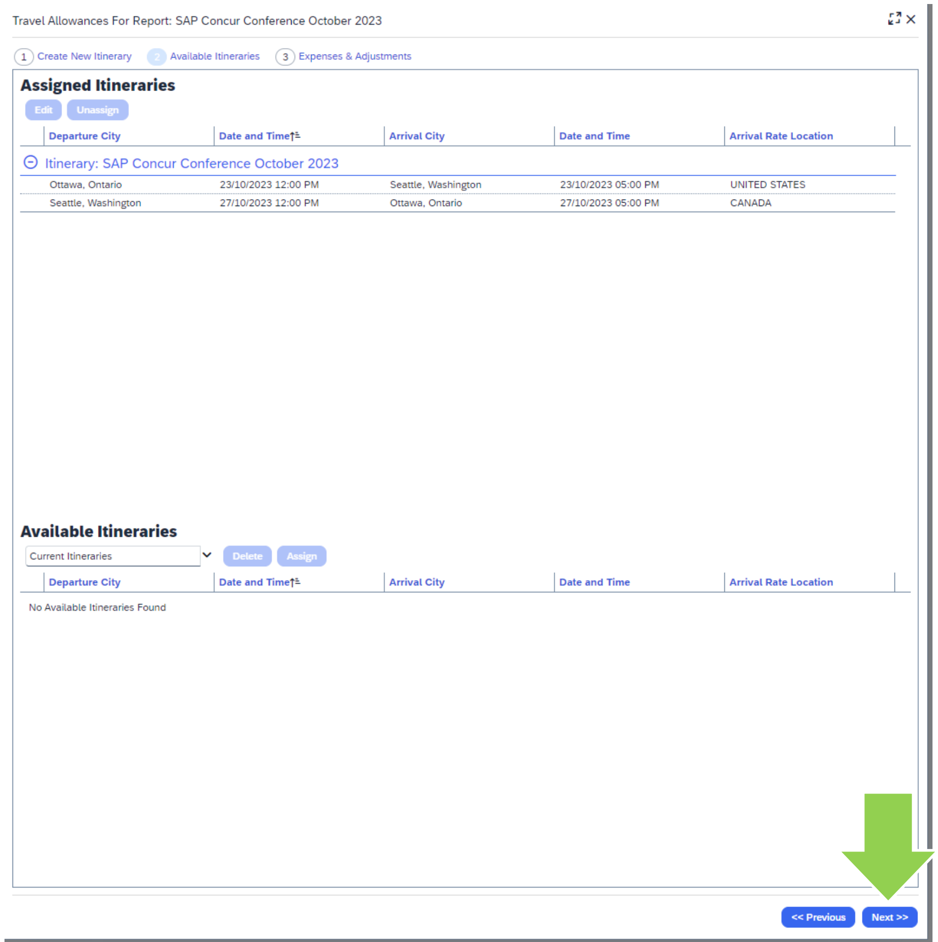
Once you have added a line for each stop, click the blue **'Next'** button.



11f. **To claim a travel allowance**

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

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



11g. **To claim a travel allowance**

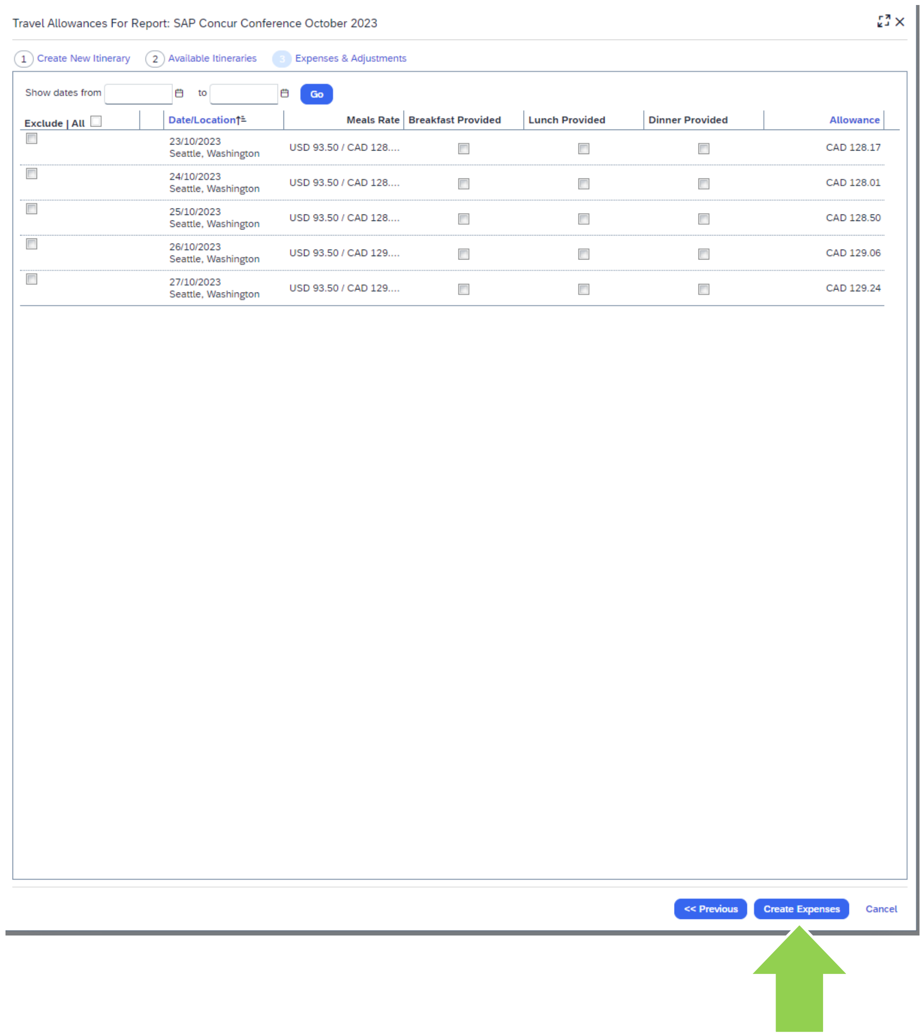
All travel allowances (commonly called per diems) are automatically selected for your trip. There won't be any checkmarks.

Policy Note: Only claim travel allowances for meals not otherwise provided. For example, you cannot claim lunches provided as part of your conference registration fee.

Documentation Required: In this example, a conference itinerary would support your travel allowance request (i.e. it indicates which meals were included in the conference). The conference itinerary should be attached to the conference registration fee expense line.

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

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

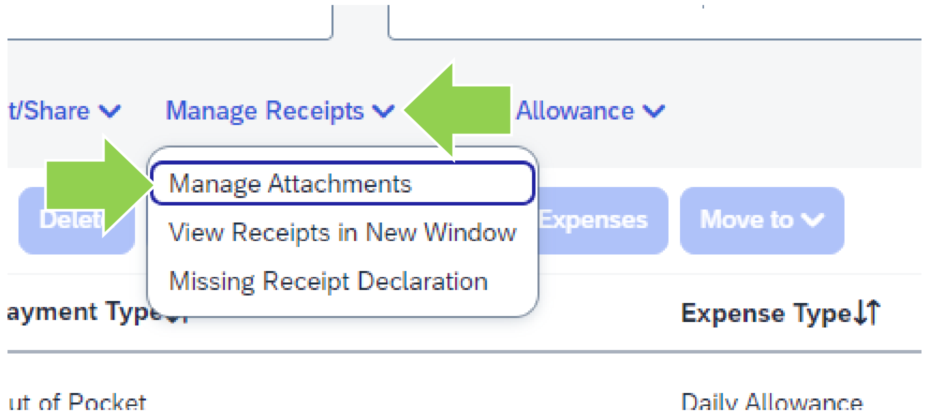


12. **This step is <u>ONLY</u> for those acting as delegates:**

To attach the 'Claimant Declaration Form' click on the blue 'Manage Receipts' text, then choose 'Manage Attachments'.

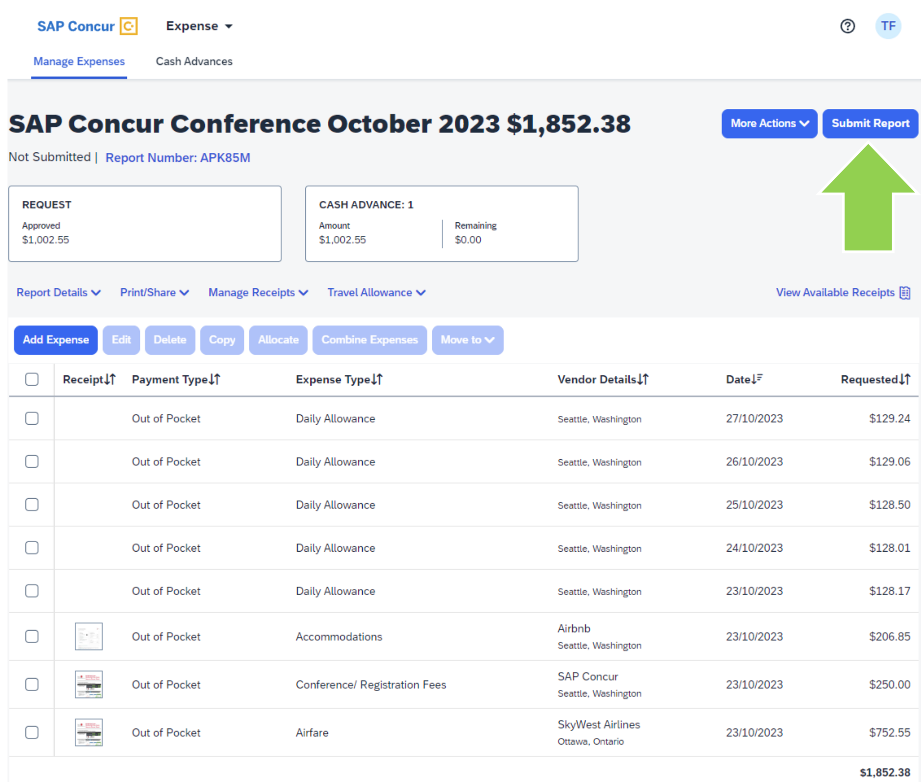
Follow the prompts to attach the completed and signed 'Claimant Declaration' form.

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



13. Click the blue **'Submit Report'** button to submit the report for approval.

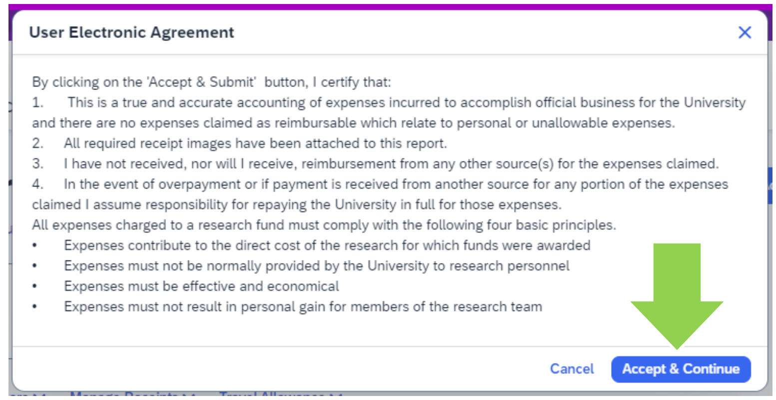
TIP: Depending on the language preference you've chosen, 'Claim' may be used instead of 'Report'.



14. Read the ‘User Electronic Agreement’.

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

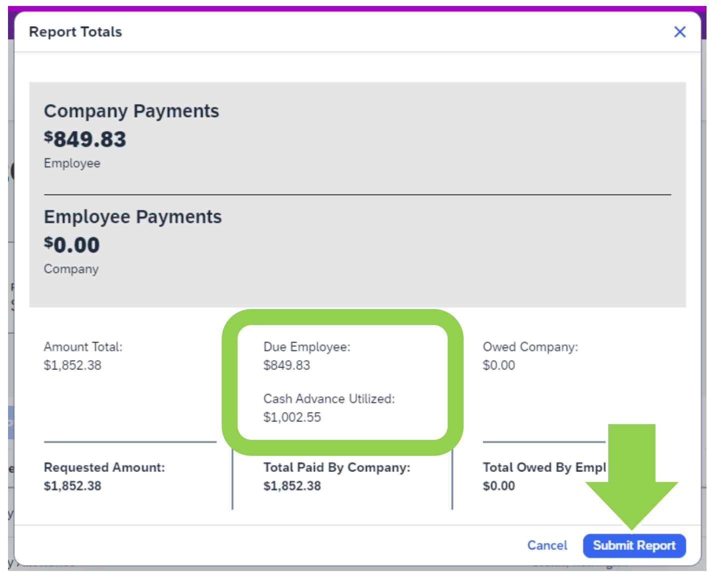
TIP: Click on the black ‘Cancel’ text to return to the report.



15. In the ‘Report Totals’ window, the ‘Company Pays’ total is the amount that will be paid to the claimant.

In the center of this window, the ‘Due Employee’ amount and the ‘Cash Advance Utilized’ amount equal the total amount of the claim.

Click on the blue **‘Submit Report’** button.



What next?

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