

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:

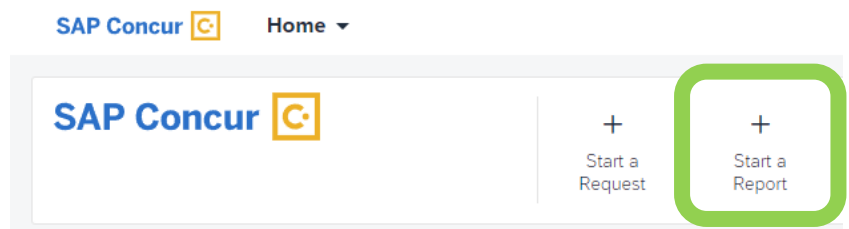
- Travel and Related Expenses
- Hospitality and Working Meal Expenses
- Alcohol and Cannabis Use Policy

Last updated December 11, 2023.

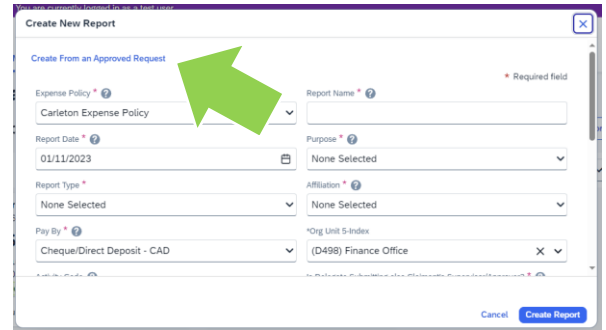
THESE INSTRUCTIONS ASSUME YOU ARE WORKING FROM A DESKTOP COMPUTER/ LAPTOP

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'.

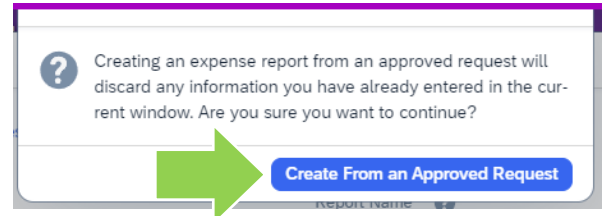


2. Click on the blue **'Create From an Approved Request'** text.



The screenshot shows a 'Create New Report' form. At the top, there is a section titled 'Create From an Approved Request' with a green arrow pointing to it. Below this, there are several fields: 'Expense Policy' (set to 'Carleton Expense Policy'), 'Report Name' (empty), 'Report Date' (set to '01/11/2023'), 'Purpose' (set to 'None Selected'), 'Report Type' (set to 'None Selected'), 'Affiliation' (set to 'None Selected'), 'Pay By' (set to 'Cheque/Direct Deposit - CAD'), and '*Orig Unit 5-Index' (set to '(D498) Finance Office'). There are 'Cancel' and 'Create Report' buttons at the bottom right.

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

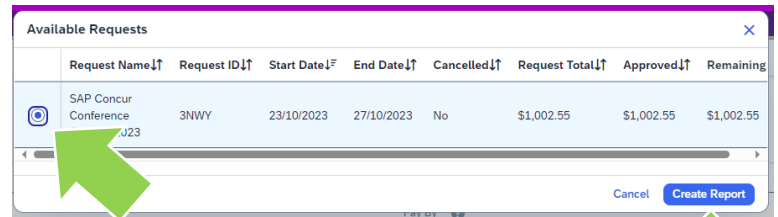


The screenshot shows a confirmation dialog box with a question mark icon. The text reads: 'Creating an expense report from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?'. At the bottom right, there is a blue button labeled 'Create From an Approved Request' with a green arrow pointing to it.

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.



The screenshot shows a table titled 'Available Requests'. A green arrow points to the first row, which is selected. At the bottom right, there is a blue button labeled 'Create Report' with a green arrow pointing to it.

	Request Name↑	Request ID↑	Start Date↓	End Date↓	Cancelled↑	Request Total↑	Approved↑	Remaining
<input checked="" type="radio"/>	SAP Concur Conference	3NWX	23/10/2023	27/10/2023	No	\$1,002.55	\$1,002.55	\$1,002.55

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.

The screenshot shows the 'Report Header' form for 'SAP Concur Conference October 2023' with a total amount of \$1,002.55. The 'Expense Policy' is 'Carleton Expense Policy' and the 'Report Name' is 'SAP Concur Conference O...'. The 'Report Type' is 'Travel' and the 'Affiliation' is 'Staff'. The 'Report Currency' is 'Canada, Dollar' and the 'Approval Status' is 'Not Submitted'. The 'Amount Approved' is '1002.55' and the 'Amount University Paid' is '0'. The 'Total Amount Claimed' is '1002.55'. The '*Org Unit 5-Index' dropdown menu is open, showing 'Code' and 'Search by Co' fields. The 'Text' field is empty, and the 'Code' field is highlighted with a blue box. A green arrow points from the 'Code' field to the 'Search by Co' field.

5c. **Changing the index**

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

The screenshot shows the 'Report Header' form for 'SAP Concur Conference October 2023' with a total amount of \$1,002.55. The 'Expense Policy' is 'Carleton Expense Policy' and the 'Report Name' is 'SAP Concur Conference ...'. The 'Report Type' is 'Travel' and the 'Affiliation' is 'Staff'. The 'Report Currency' is 'Canada, Dollar' and the 'Approval Status' is 'Not Submitted'. The 'Amount Approved' is '1002.55' and the 'Amount University Paid' is '0'. The 'Total Amount Claimed' is '1002.55'. The '*Org Unit 5-Index' dropdown menu is open, showing 'Either' and 'Search by E' fields. The 'Text' field is empty, and the 'Code' field is highlighted with a blue box. A green arrow points from the 'Code' field to the 'Search by E' field.

5d. **Changing the index**

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

The screenshot shows the 'Report Header' form for 'SAP Concur Conference October 2023' with a total amount of \$1,002.55. The 'Expense Policy' is 'Carleton Expense Policy' and the 'Report Name' is 'SAP Concur Conference ...'. The 'Report Date' is '01/11/2023' and the 'Purpose' is 'Conference'. The 'Report Type' is 'Travel' and the 'Affiliation' is 'Staff'. The 'Report Currency' is 'Canada, Dollar' and the 'Approval Status' is 'Not Submitted'. The 'Amount Approved' is '1002.55' and the 'Amount University Paid' is '0'. The 'Total Amount Claimed' is '1002.55'. The '*Org Unit 5-Index' dropdown menu is open, showing '(D482) Business Ope' and 'X' fields. The 'Code' field is highlighted with a blue box. A green arrow points from the 'Code' field to the 'Save' button.

5e. **Changing the index**

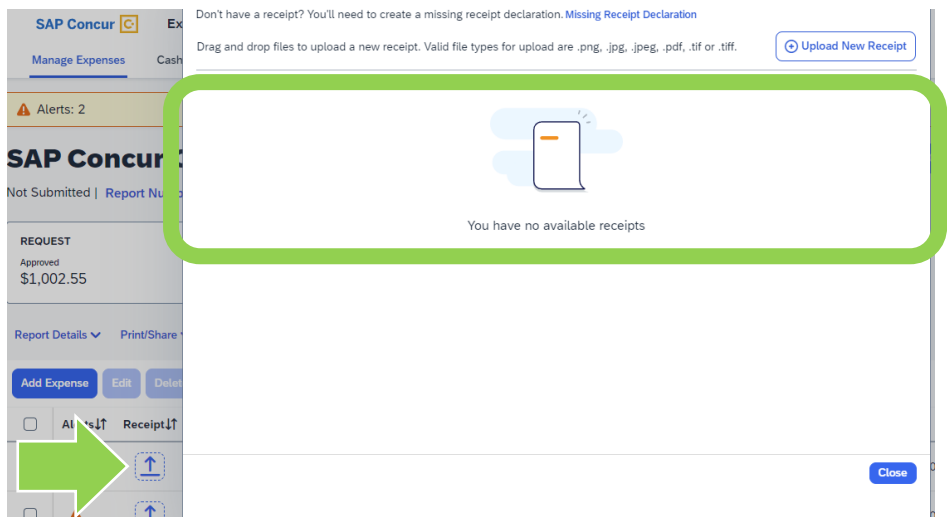
Click on the blue 'Update' button.

The screenshot shows a confirmation dialog box with a question mark icon. The text reads: 'You changed the following fields:'. Below this, a list contains '*Org Unit 5-Index'. The dialog asks: 'Do you want to also update your expenses, items and allocations in this report with the same changes?'. At the bottom, there are two buttons: 'Do Not Update' and 'Update'. A green arrow points from the 'Update' button to the 'Update' button.

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

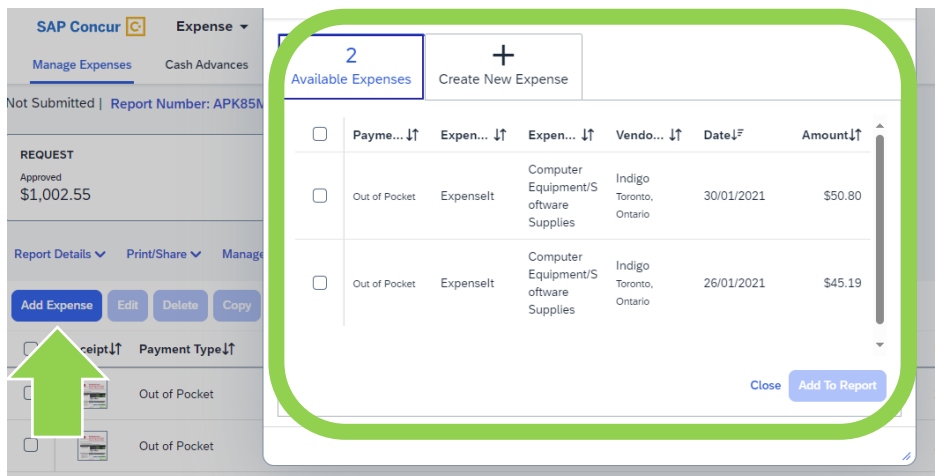
To add documentation, click on the blue document icon to open the attach receipt window.

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.

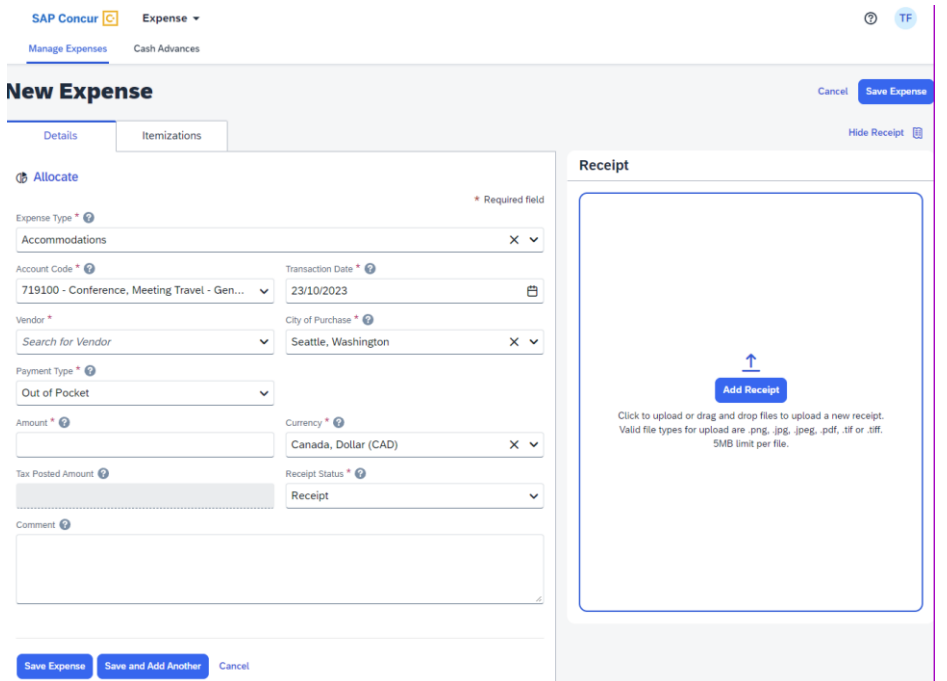
In the 'Available Expenses' window that opens, click on the radio button beside an existing expense OR click on the 'Create New Expense' tab to search for an expense type.



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'.



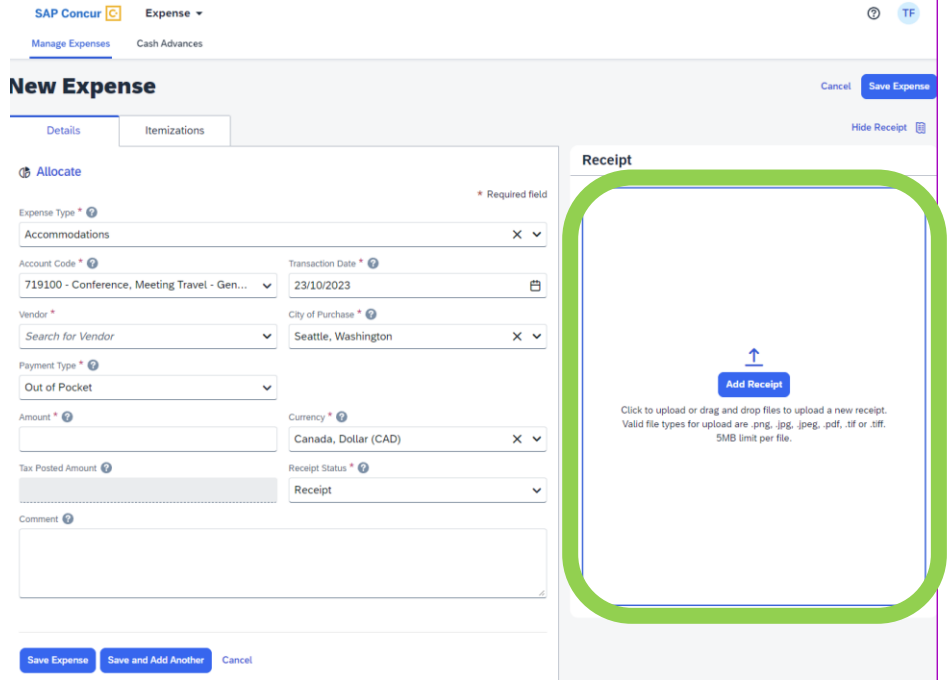
9a. **Attach documentation**

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.



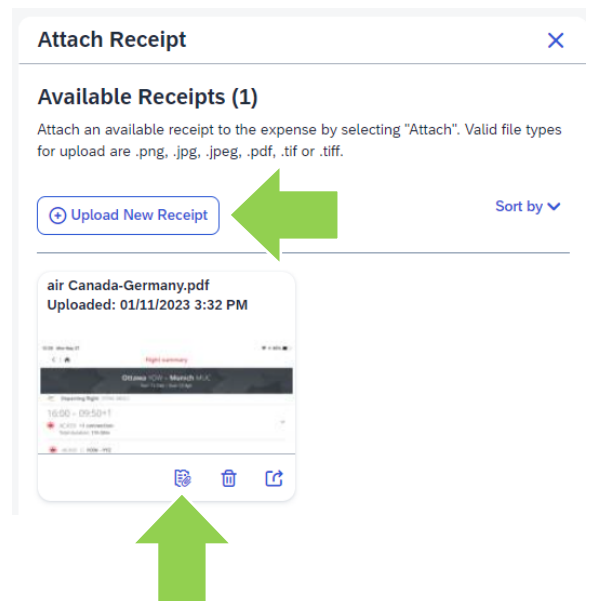
9b. **Attach documentation**

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.

The screenshot shows the 'New Expense' form in SAP Concur. The form is titled 'New Expense' and has tabs for 'Details' and 'Itemizations'. The 'Details' tab is active. The form includes fields for 'Expense Type' (Accommodations), 'Account Code' (719100 - Conference, Meeting Travel - Gen...), 'Transaction Date' (23/10/2023), 'Vendor' (Airbnb), 'City of Purchase' (Seattle, Washington), 'Payment Type' (Out of Pocket), 'Amount' (206.85), 'Currency' (Canada, Dollar (CAD)), 'Tax Posted Amount', and 'Receipt Status' (Receipt). There is a 'Comment' field at the bottom. At the bottom right, there are two buttons: 'Save Expense' and 'Save and Add Another'. A green box highlights these two buttons. To the right of the form is a 'Receipt' preview for an Airbnb receipt from Seattle, WA, dated 10/23/2023, for a total amount of \$206.85. The receipt preview includes a table of items and a total amount.

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.

The screenshot shows the 'SAP Concur Conference October 2023 \$1,209.40' report. The report is titled 'SAP Concur Conference October 2023 \$1,209.40' and has a status of 'Not Submitted | Report Number: APK85M'. The report includes a table with columns for 'REQUEST' and 'CASH ADVANCE: 1'. The 'REQUEST' column shows 'Approved \$1,002.55'. The 'CASH ADVANCE: 1' column shows 'Amount \$1,002.55' and 'Remaining \$0.00'. A green arrow points to the 'Remaining \$0.00' value. Below the table, there are several buttons: 'Report Details', 'Print/Share', 'Manage Receipts', 'Travel Allowance', 'Add Expense', 'Edit', 'Delete', 'Copy', 'Paste', 'Manage Travel Allowance', 'Generate Expenses', and 'Move to'. A green arrow points to the 'Manage Travel Allowance' button.

11b. To claim a travel allowance

In the window that opens, click on the blue 'Create New Itinerary' text.

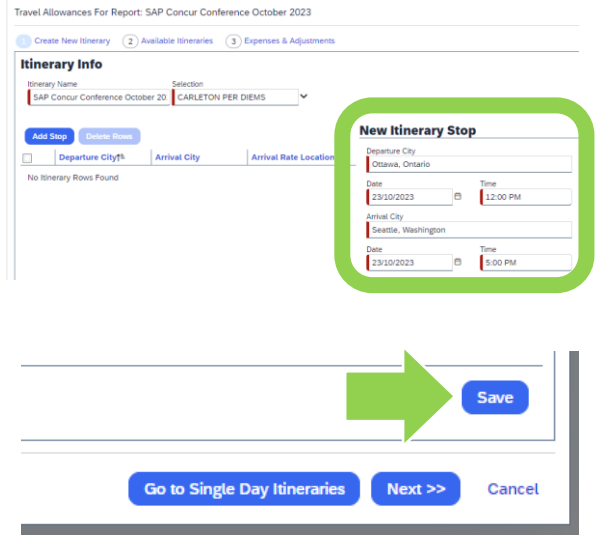
The screenshot shows the 'Travel Allowances For Report: SAP Concur Conference October 2023' window. The window has a title bar and a navigation bar with three steps: '1 Create New Itinerary', '2 Available Itineraries', and '3 Expenses & Adjustments'. The '1 Create New Itinerary' step is active. The window title is 'Assign Itineraries'. There are two buttons: 'Edit' and 'Assign'. A green arrow points to the 'Assign' button. Below the buttons, there are two input fields: 'Departure City' and 'Date and Time'. Below the input fields, there is a message: 'No Assigned Itineraries Found'.

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.



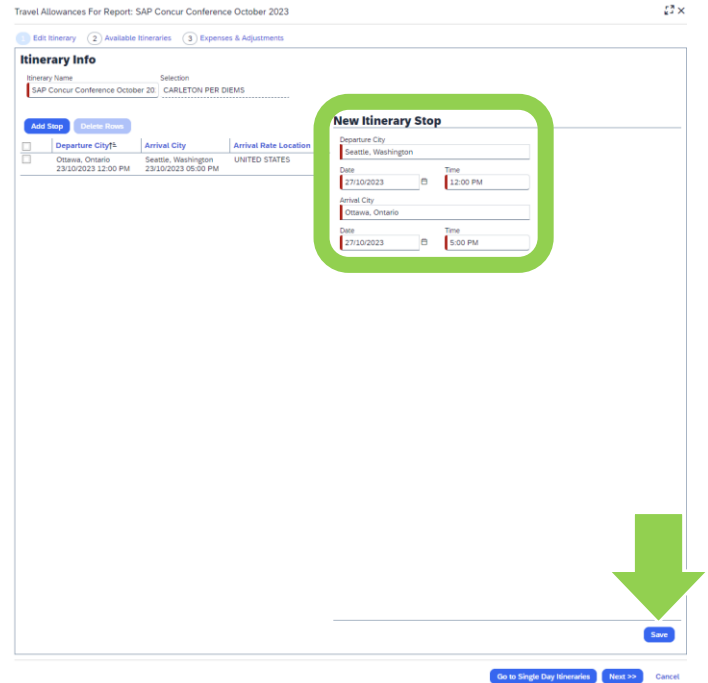
11d. To claim a travel allowance

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

OR

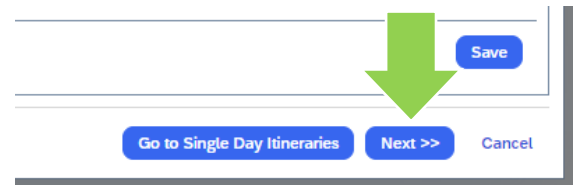
Add additional stops for your trip before you add the final return trip.

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.

Travel Allowances For Report: SAP Concur Conference October 2023 🔍 ✕

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Assigned Itineraries

[Edit](#) [Unassign](#)


Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: SAP Concur Conference October 2023				
Ottawa, Ontario	23/10/2023 12:00 PM	Seattle, Washington	23/10/2023 05:00 PM	UNITED STATES
Seattle, Washington	27/10/2023 12:00 PM	Ottawa, Ontario	27/10/2023 05:00 PM	CANADA

Available Itineraries

Current Itineraries ▼ [Delete](#) [Assign](#)

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Available Itineraries Found				

[<< Previous](#) [Next >>](#)



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.

Travel Allowances For Report: SAP Concur Conference October 2023

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Show dates from to

Exclude All <input type="checkbox"/>	Date/Location†5	Meals Rate	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	23/10/2023 Seattle, Washington	USD 93.50 / CAD 128...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.17
<input type="checkbox"/>	24/10/2023 Seattle, Washington	USD 93.50 / CAD 128...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.01
<input type="checkbox"/>	25/10/2023 Seattle, Washington	USD 93.50 / CAD 128...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 128.50
<input type="checkbox"/>	26/10/2023 Seattle, Washington	USD 93.50 / CAD 129...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 129.06
<input type="checkbox"/>	27/10/2023 Seattle, Washington	USD 93.50 / CAD 129...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CAD 129.24

<< Previous Cancel

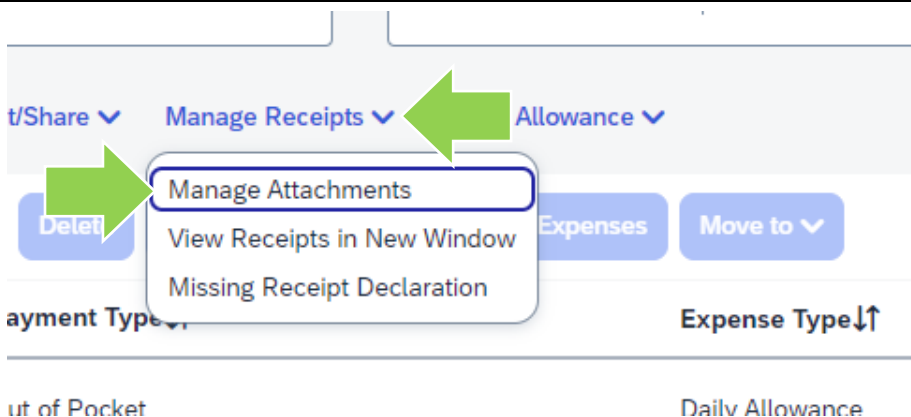


12. This step is **ONLY** for those acting as delegates:

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

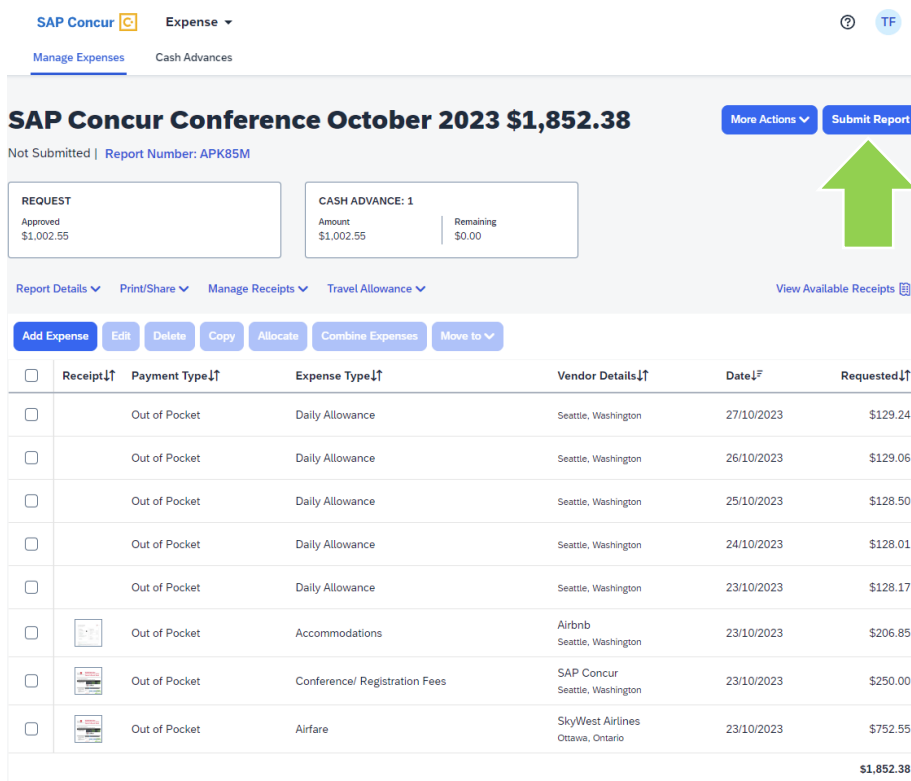
Follow the prompts to attach the completed and signed 'Claimant Declaration' form.

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.

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. 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.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. 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**

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.

Report Totals

Company Payments
\$849.83
Employee

Employee Payments
\$0.00
Company

Amount Total: \$1,852.38	Due Employee: \$849.83	Owed Company: \$0.00
	Cash Advance Utilized: \$1,002.55	
Requested Amount: \$1,852.38	Total Paid By Company: \$1,852.38	Total Owed By Empl: \$0.00

Cancel **Submit Report**

What next?

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