

Submitting an expense report when returning an outstanding cash advance

This how-to sheet outlines the steps required to:

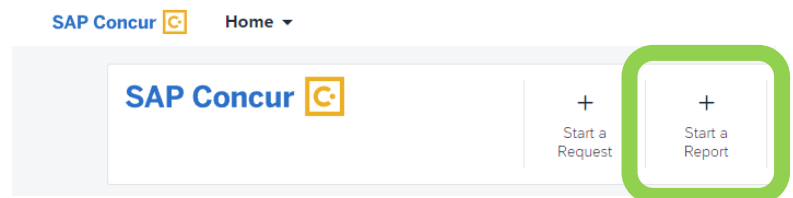
Submit an expense report when you have received a cash advance, **but have not used all of it and therefore must return the unused funds to the university.**

Last updated February 20, 2024.

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

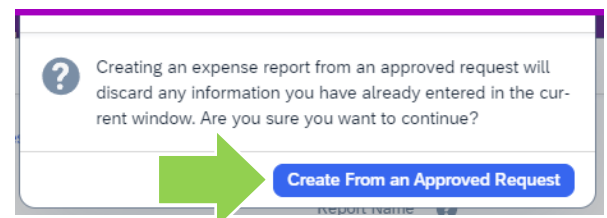
1. From the landing page, click on the **'Start a Report'** button at the top of the screen.

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



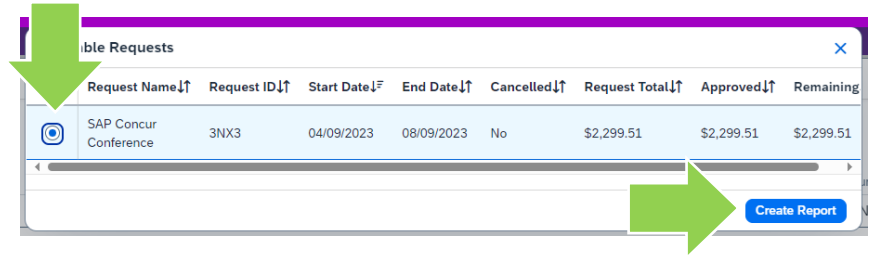
2. Click on the blue **'Create From an Approved Request'** text.

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

A screenshot of the 'Create New Report' form in SAP Concur. The form is titled 'Create New Report' and has a sub-header 'Create From an Approved Request'. It contains several fields: 'Expense From' (with a dropdown menu), 'Report Name' (with a question mark icon), 'Report Dt' (with a calendar icon), 'Purpose' (with a question mark icon), 'Report Type' (with a question mark icon), 'Affiliation' (with a question mark icon), and 'Pay By' (with a question mark icon). A green arrow points to the 'Expense From' dropdown menu.

3. Click on the radio button for the cash advance request that you are returning all or a portion of.

Click on the blue 'Create Report' button.



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

The screenshot shows the SAP Concur Expense report creation interface. At the top, it says 'SAP Concur Expense' and 'Manage Expenses Cash Advances'. Below this is an 'Alerts: 2' notification bar. The main heading is 'SAP Concur Conference \$2,299.51' with buttons for 'Delete Report', 'Copy Report', and 'Submit Report'. Below the heading, it says 'Not Submitted | Report Number: 3AN16A'. There are two summary boxes: 'REQUEST Approved \$2,299.51' and 'CASH ADVANCE: 1 Amount \$2,299.51 Remaining \$0.00'. Below these are navigation options: 'Report Details', 'Print/Share', 'Manage Receipts', and 'Travel Allowance'. A row of action buttons includes 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. Below this is a table of expense lines with columns: Alerts, Comment, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. Two lines are shown: one for 'Out of Pocket Conference/ Registration Fees' for \$500.00 and another for 'Out of Pocket Airfare' for \$1,799.51. The total requested amount is \$2,299.51.

Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
			Out of Pocket	Conference/ Registration Fees	SAP Concur Seattle, Washington	04/09/2023	\$500.00
			Out of Pocket	Airfare	Air Canada Ottawa, Ontario	04/09/2023	\$1,799.51
							\$2,299.51

5. Either delete or adjust expense lines as needed.

Option 1:

If you are **returning the FULL amount of the advance**, click on the box at the top of the list of expenses to highlight ALL of the expenses that were pulled forward from the request. Click on the blue **'Delete'** button.

Option 1

	Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>				Out of Pocket	Conference/ Registration Fees	SAP Concur Seattle, Washington	04/09/2023	\$500.00
<input checked="" type="checkbox"/>				Out of Pocket	Airfare	Air Canada Ottawa, Ontario	04/09/2023	\$1,799.51
								\$2,299.51

Option 2:

To **return an expense line**, click on the box beside the expense line/s you will no longer be claiming. Click on the blue **'Delete'** button.

Option 2

	Alerts	Comment	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>				Out of Pocket	Conference/ Registration Fees	SAP Concur Seattle, Washington	04/09/2023	\$500.00
<input type="checkbox"/>				Out of Pocket	Airfare	Air Canada Ottawa, Ontario	04/09/2023	\$1,799.51
								\$2,299.51

Option 3:

To **adjust the amount of an expense line**, click on a given expense line.

In the window that opens, modify the **'Amount'** field. When you modify the amount, remember to explain why in the **'Comment'** field comment.

Click on the blue **'Save Expense'** button.

Option 3

Conference/ Registration Fees \$500.00

04/09/2023 SAP Concur

Cancel Delete Expense Save Expense

Hide Receipt

Allocate * Required field

Expense Type * Conference/ Registration Fees

Account Code * 729300 - Conference, Meeting Travel - General

Transaction Date * 04/09/2023

Enter Vendor Name * SAP Concur

City of Purchase * Seattle, Washington

Payment Type * Out of Pocket

Amount * 500.00

Currency * Canada, Dollar (CAD)

Tax Posted Amount

Receipt Status * Receipt

Receipt * 03/09/2023, \$500.00 - SAP Concur Conference

Comment

Save Expense

Receipt

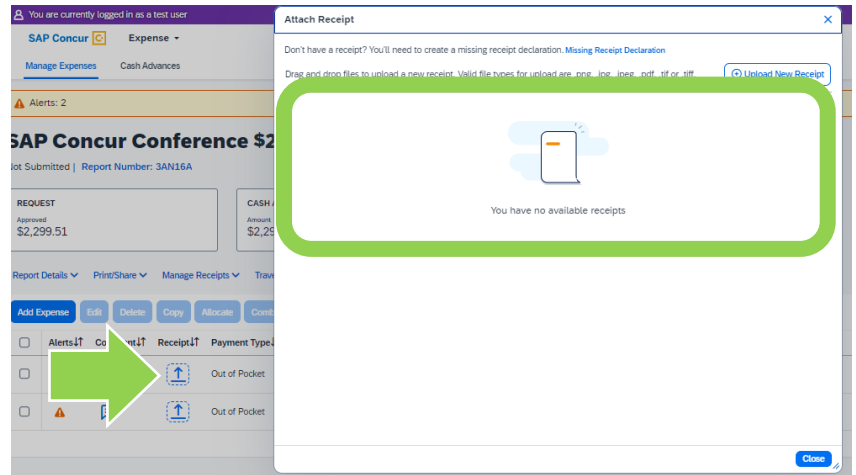
Add Receipt

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

6. Attach required documentation to each of the remaining expense lines.

Click on the blue **'Upload Receipt Image'** button.

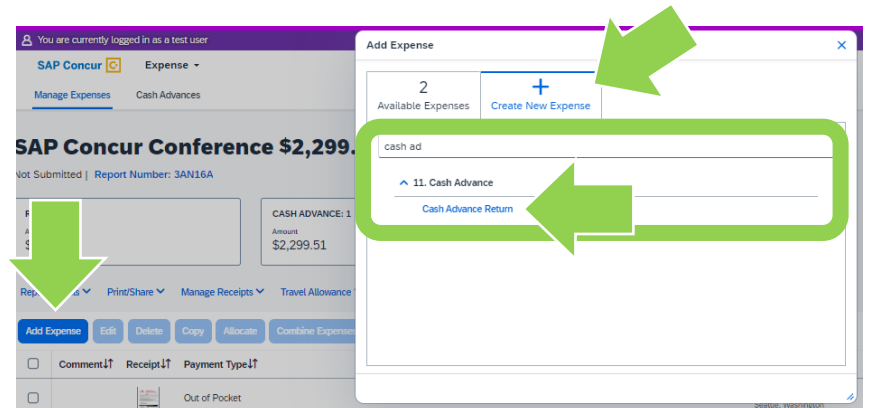
In the **'Attach Receipt'** window that opens, drag and drop files from your device (i.e. you saved the images to your device when you created the related request).



7. Add the line for your **'Cash Advance Return'** by clicking the blue **'Add Expenses'** button.

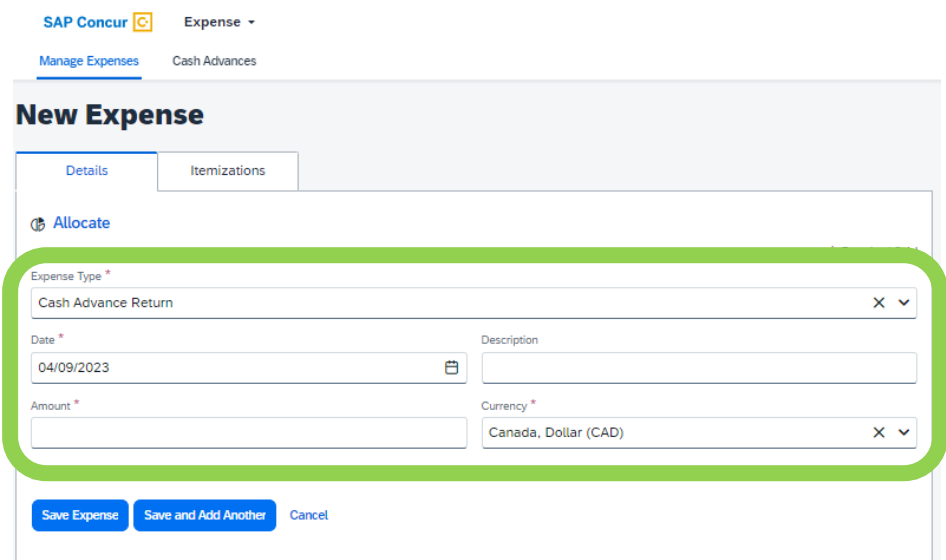
In the **'Add Expense'** window that opens, click on the **'Create New Expense'** tab. In the window that opens, type **'Cash Advance Return'** in the **'Search for an expense type'** field.

Click on **'Cash Advance Return'**.



8. In the **'New Expense'** window that opens, enter today's date in the **'Date'** field and the amount that you will be returning to Carleton University in the **'Amount'** field.

In the **'Description'** field, enter any related information about the payment. For example, if you are sending the money back by electronic payment.



9. If there is something you want to attach, drag and drop files in the 'Receipt' window.

NOTE: No back up is required for returning an advance.

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

To save the expense, click on the blue 'Save Expense' button.

10. Before submitting your report, click on the drop-down arrow beside 'Print/Share' and choose '*CU- Cash Advance Return- Report' from the drop-down menu.

11. When the '*CU- Cash Advance Return- Report' window appears, click on the blue 'Email' button.

NOTE: If you plan to send in a cheque for your payment, also choose 'Print' and attach a copy of the printed report to your cheque when mailing it to 301 Robertson Hall. If you don't have access to a printer, write the 'Report Number' on the cheque.

12. When the 'Send Through Email' window appears, enter 'Receipt_Accounting@Cunet.Carleton.Ca' in the 'Recipient(s)' field.

In the comment field, indicate if you will be sending a cheque or ask for details about how you can make an electronic payment.

Click on the blue 'Send' button.

*CU-Cash Advance Return-Report

Send Through Email

Recipients *

Receipt_Accounting@Cunet.Carleton.Ca

Comment

Close Send

13. Click on the blue 'Submit Report' button to submit the report for processing.

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

SAP Concur Expense

Manage Expenses Cash Advances

SAP Concur Conference \$2,299.51

More Actions Submit Report

Not Submitted | Report Number: 3AN16A

REQUEST	CASH ADVANCE: 1	
Approved \$2,299.51	Amount \$2,299.51	Remaining \$0.00

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

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 center of this window, the 'Employee Payments' is the amount you will have to return to the university.

Click on the blue 'Submit Report' button.

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

The screenshot shows a window titled "Report Totals" with a close button (X) in the top right corner. The window is divided into several sections:

- Company Payments:** \$300.00 (Employee)
- Employee Payments:** \$300.00 (Company) - This section is highlighted with a green rounded rectangle.

Below these sections is a summary table:

Amount Total: \$2,599.51	Due Employee: \$300.00	Owed Company: \$300.00
Less Cash Advance Returns: \$300.00	Cash Advance Utilized: \$1,999.51	
Requested Amount: \$2,299.51	Total Paid By Company: \$2,299.51	Total Owed By Employee: \$300.00

At the bottom right, there are two buttons: "Cancel" and "Submit Report". A large green arrow points down towards the "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.