

Concur Expense Guide

SAP Concur



SAP Concur Technologies
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PCI Expense Guide



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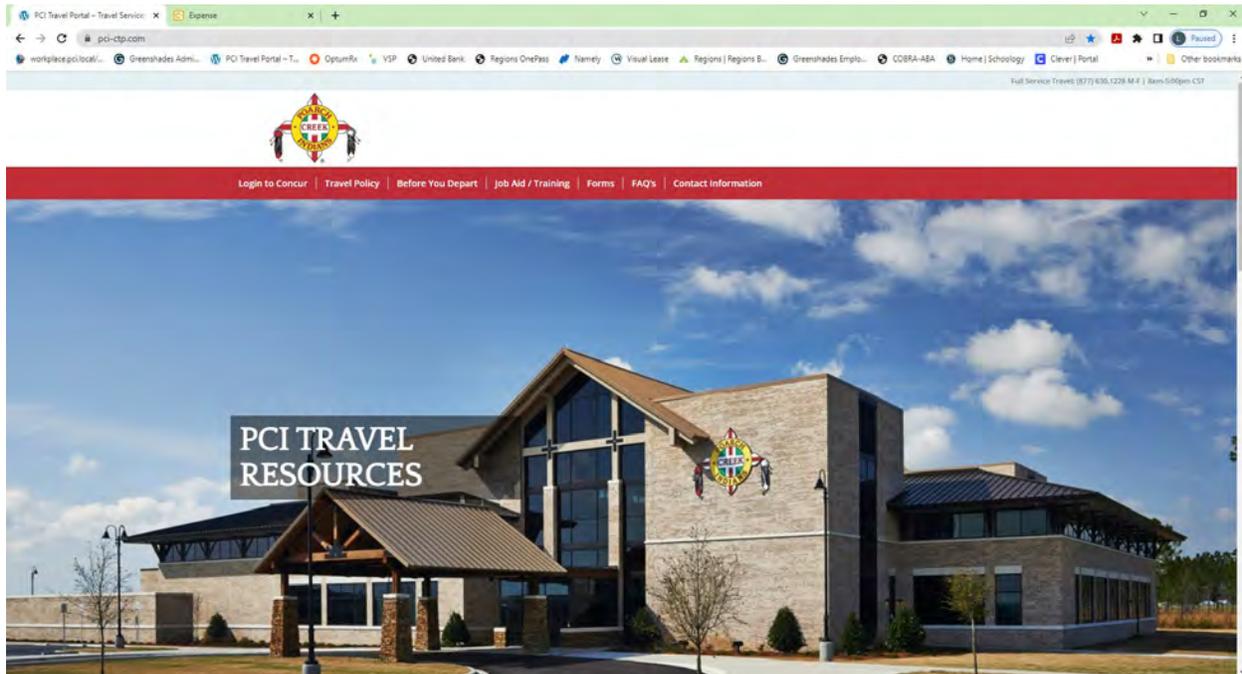


Signing In to SAP Concur

1. Log in to www.pci-ctp.com
2. Select **Login to CONCUR**
3. You will be taken to the Concur home page.
4. On the **Sign In** screen, enter your **User Name** and **Password**.
Username is your work email address and **Password** is what you use to log into your work computer.
5. Click **Sign In**.

Notes:

- Log on to SAP Concur following your company's logon instructions.
- Your password is case sensitive.
- You will need Microsoft Authenticator for you initial sign in.
- If you are not sure how to log on, check with your company's administrator.





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Exploring the Home Page

The home page contains the following sections.

NOTE: To return to the home page from any other page, click the SAP Concur logo on the top left of the screen.

Expense and Travel

If your company uses Expense and Travel, you will see these sections.

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of these: Flight: Use to book a flight. You can also book hotel and reserve a car at the same time. Car, Hotel, Car Rental, or Rail: Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (Flight tab).
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by your company administrator.
My Trips	This section lists your upcoming trips.
My Tasks	This section lists Required Approvals, Available Expenses, and Open Reports.
Facts & Stats	Helpful travel tools.

The screenshot shows the SAP Concur home page layout. Key sections are highlighted with red boxes:

- TRIP SEARCH:** Includes a flight search form with fields for 'From' and 'To', a 'Search' button, and a 'Share More' link.
- ALERTS:** Displays a message about Triptiq integration: 'Triptiq creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triptiq. [Connect to Triptiq](#) Not right now.'
- COMPANY NOTES:** Shows a message from 'Fusion Demo 1' dated 'As of May 1, 2019', with a 'Thank you for your participation' note and a 'Need more' button.
- MY TASKS:** A summary dashboard showing:
 - 99+ Required Approvals →
 - 42 Available Expenses →
 - 31 Open Reports →
- MY TRIPS (0):** Shows 'You currently have no upcoming trips.'
- FACTS & STATS:** Contains two 'Did you know?' tips:
 - 'Some countries won't let you enter if your passport expires within 6 months. Keep your passport updated.'
 - 'If you don't have a garment bag, you can roll your blazer and put it at the top of your bag to prevent wrinkles.'



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Updating Your Expense Profile

Use the profile options to set or change your personal preferences. They include:

- Approvers
- Favorite Attendees
- Bank information
- Cars:
 - Company
 - Personal
- E-Receipts
- Expense Delegates
- Expense Preferences:
 - Email notifications
 - Prompts

NOTE: Depending on your company's configuration, some of these options might not be available to you. Contact your SAP Concur administrator for more information.

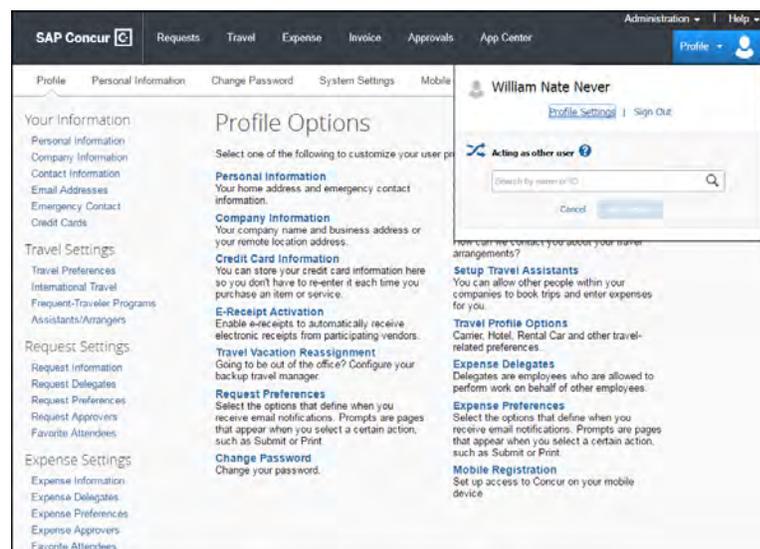
Delegates

If you are acting as an Expense *delegate* for another employee (*delegator*):

- Any changes you make on this page affect only the delegator and do not change your personal information.
- You cannot access all profile options for your delegator, such as bank information.

To access the profile information:

1. Click **Profile > Profile Settings**. The **Profile Options** page appears.
2. Click the appropriate option from the left-side menu.





Creating a New Expense Report

To create a report:

1. Select from the following:
 - On the home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.
- or -
 - On the home page, in the **My Tasks** section, click **Open Reports**, and then click the **Create New Report** tile.
- or -
 - Click the **Expense Tab** on the top black bar, then click the **Create New Report** tile.

NOT SUBMITTED	NOT SUBMITTED	NOT SUBMITTED
Seattle Trip 2015-07-16	PCard Report 05/26 - 06/25 2015-05-26	PCard Report 05/26 - 06/25 2015-05-26
\$0.00	\$294.47	\$8,161.13
		! Exceptions

2. Select **Create From an Approved Request** and select request for the expense report you are working on. All Expense reports must have an approved request otherwise you will not be able to submit.
3. Go back into **Report Details** and complete all required fields (marked with red *), make any changes and the optional fields customized by your company, as needed. (The fields that appear on this page are defined by your company) click save.
4. At this point, you will likely either:
 - Add company card transactions to your expense report.
 - Add an out-of-pocket expense to your expense report.



Adding Card Transactions to an Expense Report

You can add card transactions to an expense report in these ways:

- From the open expense report.
- From the **Credit Card Charges** page (**Expense > View Transactions** on the sub-menu).
- From the **Available Expenses** section (you might need to scroll down) (**Expense > Manage Expenses** on the sub-menu).

From the open expense report

To add card transactions within the open report:

1. From the **Available Expenses** section on the left side of the screen, select the check box(es) for the appropriate expenses.
NOTE: Depending on your company's configuration, you might need to click **Import Expenses > Available Expenses or From File**.
2. Select the transaction(s) that you want to assign to the current expense report.
3. Click **Move to** (in the **Available Expenses** section). The expense is moved and appears on the left side of the page, with any applicable icons, such as company card or exception.
 - If you select **To Current Report**, the selected transactions are attached to the report.
 - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.

From the Credit Card Charges page

To assign one or more transactions to an expense report:

1. Click the **Expense Tab > View Transactions** on the sub-menu.
2. Select a check box next to each appropriate transaction.
TIP: Select the **uppermost** check box to select all transactions.
3. Select an expense report from the **Add Charges To** dropdown list.
4. Click **Add Selected**.

From the Available Expenses section

You can access the **Available Expenses** section in these ways:

- On the home page, on the Quick Task Bar, click the **Available Expenses** task.
- On the home page, in the **My Tasks** section, click the **Available Expenses** task.
- On the menu, click **Expenses > Manage Expenses** on the sub-menu. The **Available Expenses** section appears (you might need to scroll down).

To assign the transaction to a report:

1. Select a check box next to each appropriate transaction.
TIP: Select the uppermost check box to select all transactions.

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2. Click **Move**.
3. Select the name of the appropriate report or **To New Report**.
 - If you select an existing report, the report opens, and the selected transactions are attached to the report.
 - If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.

AVAILABLE EXPENSES

All Corporate and Personal Cards ▾

<input type="checkbox"/>	Card Program...	Expense Detail	Expense Type	Source		
<input type="checkbox"/>		Air France Orly, 94	Airfare			
<input checked="" type="checkbox"/>		Wyndham Hotels and Re...	Hotel			
<input type="checkbox"/>		Cafe Monte Boston, MA	Business Meal (att...			
<input type="checkbox"/>		United Airlines Seattle, WA	Airfare			
<input type="checkbox"/>		Office Warehouse Seattle...	Office Supplies		05.12.2014	USD 68.23
<input type="checkbox"/>		Office Warehouse Seattle...	Office Supplies		05.12.2014	USD 68.23
<input type="checkbox"/>		Delta Air Lines Seattle, WA	Airfare		05.12.2014	USD 490.70 ▾

Move ▾

- To New Report
- Materiały biurowe
- 事務用品
- Hotel Reservation at MEMPHIS, TN, USA
- Business Trip
- Materiały biurowe
- Materiais de escritório
- Business Trip



Adding an Out-of-Pocket Expense to an Expense Report

To add an expense to a report:

1. From the open report, click **New Expense**. (If there are no other expenses on the report, you might not need to click **New Expense**.)
2. On the **New Expense** tab, click the appropriate expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
NOTE: Your company defines the fields that are available on this screen.
3. Complete the required and optional fields as directed by your company.

Click one of the following:

- **Save**
- **Itemize (to itemize the expense)**
- **Allocate (to allocate the expense)**
- **Attach Receipts (to upload and attach receipt images)**
- **Cancel (to exit without saving this expense)**

Expense

Available Receipts

Expense Type: Dinner

Transaction Date: 03/23/2017

Business Purpose: [Empty]

Vendor Name: [Empty]

City: Seattle, Washington

Payment Type: Company Paid

Amount: 60.00 USD

Personal Expense (do not reimburse)

Comment: Best possible meal price.

Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

Attaching Receipts to an Expense Report

Concur Mobile App

- Within the app, use the camera icon to take a picture of your receipt. The receipt will create a pending card transaction to attach to the credit card transaction once it imports into Concur.

Scanned Images

- Scan your receipts and save the file(s) to your computer.
- Click on the line item that requires a receipt, then click **Attach Receipt Image** in the right hand box.
- Click **Browse** to locate the file on your computer, then **Attach** and **Close**.



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Email

- Your email address must be verified in your Concur profile.
- Email your receipt images as attachments to receipts@concur.com. The receipts will be added to your Receipt Store.
- From your expense report, click **Receipts, View Available Receipts**.
Drag a receipt to the corresponding line item on your report.

Missing Receipt Declaration

Note: Expense delegates cannot create a Missing Receipt Affidavits. Missing Receipts Affidavits are not permitted for lodging, airfare, car rentals, and conference registrations.

1. From your expense report, click **Manage Receipts** then **Missing Receipt Declaration**
2. Select the expense for which you are missing a required receipt.
3. Review the attestation then click **Accept & Create**.



Adding Cash Advances to an Expense Report

When a Cash Advance is requested thru Concur, you must record it as an expense on your expense report to show the cash advance was used. There also may be a difference between the cash advance and actual expense. There are several reasons this may be necessary, which may include if mileage was requested but a different route was taken, money may be due back to the Employee, or if Per Diem was received to cover meals but the hotel provided breakfast, money may be due back to the company.

The expense report will indicate that there is a cash advance on the original request.

1. If you received a **Cash Advances** go to **Travel Allowance** then **Manage Travel Allowance** and **Create New Itinerary**. Enter Departure City and Arrival City **the date will be the same** and time you left/arrived then save. Concur will automatically reverse Departure City and Arrival City **then enter the date you left** and time you left/arrived back then save. Click **Next** then **Next again** and you will see meals provided. Only check the boxes if meals were provided by the conference/hotel. Amount of Per Diem will be reduced by the meals provided. Click **Create Expense**.
2. Once the Cash Advance has been added you must Manage Travel Allowance.

The screenshot displays the SAP Concur Expense report interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. The 'Expense' tab is active. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', 'Cash Advances', and 'Process Reports'. The main content area shows 'SAP Concur Fusion \$0.00' and 'Not Submitted'. A 'Travel Allowance' dropdown menu is open, and the 'Manage Travel Allowance' option is circled in red. To the left, a 'REQUEST' summary shows 'Approved \$4,657.46' and 'Remaining \$4,100.06'. Below this, there are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Reorder', 'Combine Expenses', and 'Move To'. At the bottom, it says 'No Expenses' and 'Add expenses to this report to submit for reimbursement.'

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Then select your itinerary from the trip or create new itinerary. If you did not book a flight and choose “Self Booked in Concur” on the Request header then you will have to create your itinerary.

Travel Itineraries For Report: Lisa Validation Team Request

1 Create New Itinerary Available Itineraries Expenses & Adjustments

No Available Itineraries Found

OR

Available Itineraries

Current Itineraries	Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
	Oklahoma City, Oklahoma	07/26/2019 07:00 AM	Mobile, Alabama	07/26/2019 05:00 PM	MOBILE COUNTY, US-AL, US
Itinerary: Lisa Unity	Mobile, Alabama	07/26/2019 08:00 AM	Miami, Florida	07/26/2019 12:00 PM	MIAMI-DADE COUNTY, US-FL, US
	Miami, Florida	07/26/2019 08:00 AM	Mobile, Alabama	07/26/2019 10:00 PM	MOBILE COUNTY, US-AL, US
Itinerary: Lisa Validation Team Request	Mobile, Alabama	08/05/2019 08:00 AM	Miami, Florida	08/05/2019 05:00 PM	MIAMI-DADE COUNTY, US-FL, US
	Miami, Florida	08/05/2019 08:00 AM	Mobile, Alabama	08/05/2019 05:00 PM	MOBILE COUNTY, US-AL, US
Itinerary: Nikki McGhee	Seattle, Washington	09/05/2019 05:00 AM	Mobile, Alabama	09/05/2019 05:00 PM	MOBILE COUNTY, US-AL, US
	Mobile, Alabama	09/13/2019 08:00 AM	Seattle, Washington	09/13/2019 05:00 PM	KING COUNTY, US-WA, US

Next Step

If selecting “Create New Itinerary” you will have to enter both days of travel as your stops. Enter your first day of travel as the **same day**, place you depart, time and place you arrive, time; then again on last day of travel.

You will have two entries one for the day you left the other for the day you returned. Click next.

Travel Itineraries For Report: SAP Concur Fusion

1 Edit Itinerary Available Itineraries Expenses & Adjustments

Itinerary Info

Itinerary Name: SAP Concur Fusion Selection: US003A

Add Stop

Departure City	Arrival City	Arrival Rate Location
Mobile, Alabama	Orlando, Florida	ORANGE COUNTY, US-FL, US
Orlando, Florida	Mobile, Alabama	MOBILE COUNTY, US-AL, US

New Itinerary Stop

Departure City: Mobile, Alabama

Date: Time:

Arrival City:

Date: Time:

Next Step



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If a meal was provided by the event, organization, or hotel you select it here and the daily allowance will decrease by allocated amount.

Travel Allowances For Report: Lisa Validation Team Request

Exclude	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Use Percent Sub	Allowance
<input type="checkbox"/>	08/05/2019 Miami, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	08/06/2019 Miami, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	08/07/2019 Miami, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	08/08/2019 Miami, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50
<input type="checkbox"/>	08/09/2019 Miami, Florida	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$49.50

14 Expenses **Create Expenses**

Click create expenses and Concur will automatically reduce the Cash advance amount based on what was entered.

The fund must be returned if the full amount of the cash advance has not been used. Click Add Expenses, Create New Expense and Cash Advance Return. Enter the amount that needs to be returned.

Add Expense

99+ Available Expenses + Create New Expense

Search for an expense type

- Tips/Gratuities
- Tuition/Training Reimbursement
- ^ 09. Relocation/Ex-Pat
 - Relocation Expenses
- ^ 10. Cash Advance
 - Cash Advance Return**
 - Currency Gain/Loss
- ^ 11. Program Expenses
 - Adult Pow Wow Club
 - Archery
 - Close Up

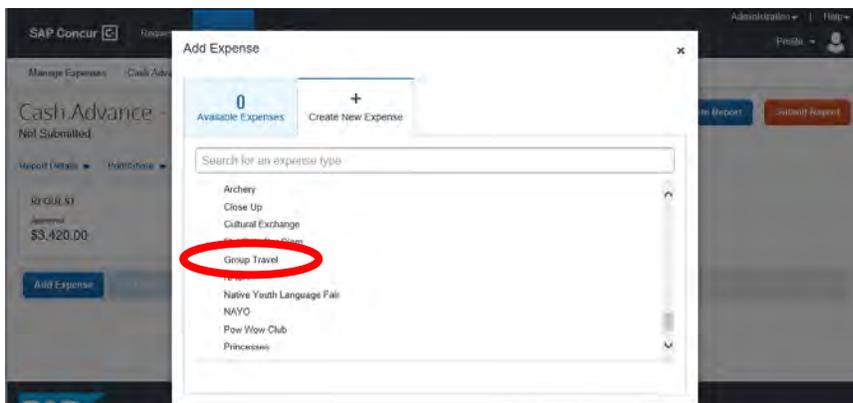


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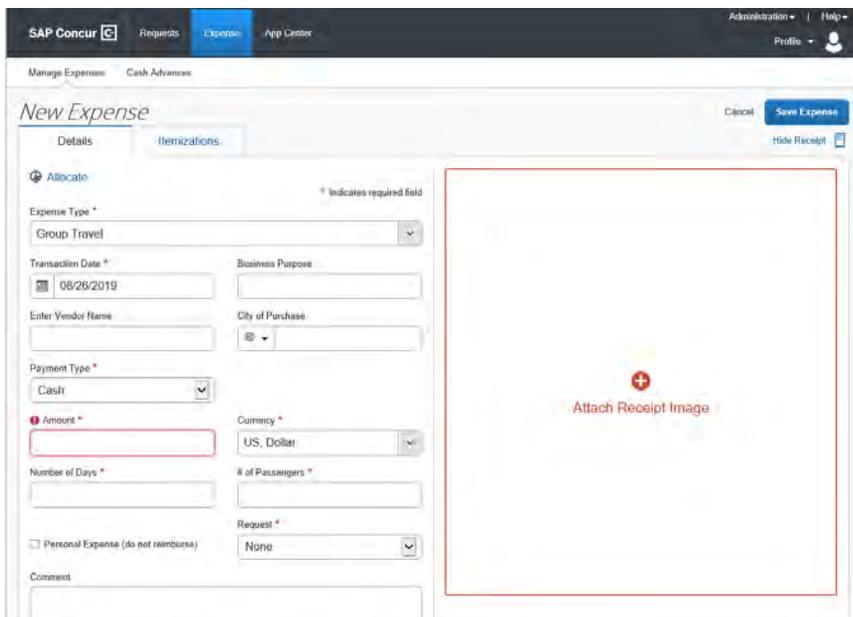
Cash Advances – Group Travel

Cash Advance – Group Travel was created specifically for programs that travel in large groups and the full GSA per diem rate is paid out to participants for travel. GSA Rates are available on the travel website www.PCI-CTP.com under the FQA's – Useful Links. If one of the meals were provided for the program participants, the employee entering the travel request for all participants must deduct this amount from the Per Diem amount received as they are completing the expense report. Then the funds should be reimbursed by the participant. Best practices state to calculate the amounts needed for meals that will be provided, if known and do not distribute these funds. (This is simply a recommendation and is at the digression of the managers and directors in the department.)

Click on Add Expense and select Group Travel.



Enter the amount for the total Group Per Diem and all the required information.





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If a meal was provided subtract the amount listed on the GSA Per Diem Rate website and enter the reduced amount.

SAP Concur | Requests | Expense | App Center | Administration | Help | Profile

Manage Expenses | Cash Advances

New Expense

Cancel | Save Expense | Hide Receipt

Details | Itemizations

Allocate * Indicates required field

Expense Type *
Group Travel

Transaction Date *
08/26/2019

Business Purpose

Enter Vendor Name

City of Purchase

Payment Type *
Cash

Amount *
3,080.00

Currency *
US Dollar

Number of Days *

of Passengers *
10

Request *
08/26/2019, \$3,420.00 - Cash

Personal Expense (do not reimburse)

Comment

Attach Receipt Image

To return cash advance select Add Expense and Cash Advance Return.

SAP Concur | Requests | Expense | App Center | Administration | Help | Profile

Add Expense

0 Available Expenses | + Create New Expense

Search for an expense type

- Education/Training Reimbursement
- 09. Relocation/Ex-Pat
 - Relocation Expenses
- 10. Cash Advances**
 - Cash Advance Return**
- 11. Program Expenses
 - Adult Pow Wow Club
 - Archery
 - Close Up
 - Cultural Exchange

Cash Advance - Not Submitted

REQUEST Approved \$3,420.00

Add Expense

Date	Requested
08/26/2019	\$3,080.00
	\$3,080.00



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Enter amount to be returned on the Cash Advance.

The screenshot shows the SAP Concur Expense Report interface. At the top, there are navigation tabs for 'Requests', 'Expense', and 'App Center'. The 'Expense' tab is active. Below the navigation, there are links for 'Manage Expenses' and 'Cash Advances'. The main heading is 'Cash Advance Return \$340.00' with a trash icon and a date of '08/26/2019'. There are 'Cancel' and 'Save Expense' buttons. The 'Details' section is expanded, showing an 'Allocate' section with a red asterisk indicating required fields. The 'Expense Type' is 'Cash Advance Return'. The 'Date' is '08/26/2019'. The 'Amount' is '340.00'. The 'Currency' is 'US, Dollar'. There is a 'Save Expense' button and a 'Cancel' button. To the right of the form is a large red-bordered box with a red plus sign and the text 'Attach Receipt Image'. There is also a 'Hide Receipt' link.

If money needs to be returned because meal was provided it will show the amount to be returned on the last screen before the Expense Report is submitted in Concur.

The screenshot shows the 'Report Totals' dialog box. It has a title bar with 'Report Totals' and a close button. The dialog is divided into two main sections: 'Company Pays' and 'Employee Pays'. Under 'Company Pays', it shows '\$0.00' for the 'Employee'. Under 'Employee Pays', it shows '\$340.00' for the 'Company'. Below these sections, there are three columns of data:

Company Pays	Employee Pays	
\$0.00	\$340.00	
Employee	Company	
Amount Total: \$3,420.00	Due Employee: \$0.00	Owed Company: \$340.00
Less Cash Advance Returns: \$340.00	Cash Advance Utilized: \$3,080.00	
Requested Amount: \$3,080.00	Total Paid By Company: \$3,080.00	Total Owed By Employee: \$340.00

At the bottom of the dialog, there are 'Cancel' and 'Submit Report' buttons.

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Cash Advances – Flat Rate Per Diem

Cash Advance – Flat Rate Per Diem will be treated the same as Cash Advance – Group Travel, the only difference is that program participants receive \$25 per day per diem for travel. Follow instructions above.



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Entering Personal Car Mileage

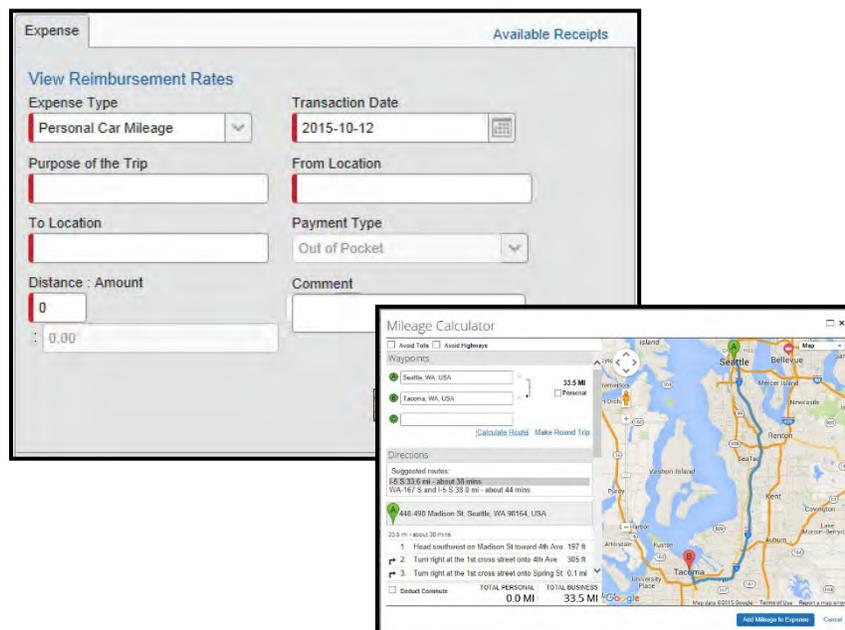
Depending on your company policy, you might have to track your car mileage in order to be reimbursed. You might be using your personal car for business purposes or you might be using a company car. Your company determines the information you are required to provide (mileage, odometer readings, and so on) as well as the reimbursement rates.

To create a car mileage expense:

1. With the expense report open, on the **New Expense** tab, select the mileage expense type.
NOTE: Your company determines the name of the expense type. It might be called Car, Company Car, Personal Car Mileage, or something similar.

Depending on your company's configuration, one of the following will happen:

- The page refreshes with the required and optional fields displayed, including the **Mileage Calculator** link if your company has implemented Google Maps Mileage feature.
- or -
 - The Google **Mileage Calculator** window automatically displays, and you can enter your point-to-point routes.
2. Complete all required and optional fields as directed by your company. For a personal car, you might enter the total business miles traveled. For a company car, you might be required to enter the beginning and ending odometer readings. When done, Expense calculates the reimbursement amount based on the miles and the reimbursement rate set by your company.
 3. Click **Save**.



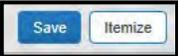
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Itemizing Expenses

Use the Itemize feature to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly. For example, assume that you have an expense from a local store where you had some copies made and you purchased some binders. You can create an expense for the full amount and then itemize the expense which creates the following two itemizations: one for the amount spent on the copies (perhaps using the expense type for duplicating) and one for the amount of the binders (perhaps using the expense type for office supplies).

To itemize an expense:

1. Create the expense as usual, and then click **Itemize** (instead of **Save**). 
 - The expense appears on the left side of the page, along with the message *Adding New Itemization*.
 - The name of the **New Expense** tab changes to **New Itemization**.
2. On the **New Itemization** tab, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the fields as directed by your company.
4. Click **Save**.
 - The newly created itemization appears on the left side of the page, below the expense.
 - The total amount, the itemized amount, and the remaining amount appear on the right side of the page.
5. For each additional itemization, on the **Itemization** tab, select the appropriate expense type and complete the appropriate fields. **NOTE:** You can also copy itemizations to save time with similar entries.
 - Once you have itemized the **Total Amount** of the charge, the **Itemization** tab is replaced by the **New Expense** tab.

Expense	Amount	Requested
2014-10-29 Office Supplies Office Warehouse, Seattle, Washir	\$68.23	\$68.23

Adding New Itemization

Expense Type

- Business Promotions
 - Misc. Promotional Expense
 - Trade Shows
- Communications
 - Cellular Phone
 - Local Phone
 - Long Distance
 - Online Fees
 - Pager
- Company Car Expense
 - Company Car Maintenance
 - Company Car Oil
 - Company Car Wash
- Entertainment
 - Alcohol

TOTAL AMOUNT: \$68.23 TOTAL REQUESTED: \$68.23



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Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay.

To create a lodging expense:

1. With the expense report open, on the **Expense** tab, select the lodging expense type. The page refreshes, displaying the required and optional fields for the selected expense type.
NOTE: Your company determines the name of the expense type. It might be called Lodging, Hotel, or something similar.
2. Complete the fields as directed by your company.
3. Click **Itemize**.
The expense appears on the left side of the page; the **Nightly Lodging Expenses** tab appears on the right side of the page.
4. Use the calendar to select the check-in date.
The number of nights appears automatically.
5. Enter the **Room Rate**, **Room Tax**, and **Additional Charges**.
6. Click **Save Itemizations**.

If there is a remaining amount to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field on the right side of the **New Itemization** pane. Continue to itemize the amounts until the balance is \$0.00.

The screenshot shows the SAP Expense report interface. On the left, a table lists expenses with columns for Date, Expense, Amount, and Requested. The selected expense is a hotel stay from 2015-10-05 to 2015-10-12 for \$1,234.00. A message indicates that itemizations are required for this entry. On the right, the 'Nightly Lodging Expenses' pane is open, showing fields for Check-in Date, Check-out Date, Number of Nights (7), and Recurring Charges (each night) including Room Rate (134.00) and Room Tax. There are also fields for Other Room Tax 1 and 2, and a checkbox for 'Room rate and taxes will be shown as separate expenses'. Below these are fields for Additional Charges (each night) with an expense type dropdown and an amount field. At the bottom right, there are 'Save Itemizations' and 'Cancel' buttons. At the bottom of the expense list, the total amount and total requested are both \$1,368.06.

Date	Expense	Amount	Requested
2015-10-13	Breakfast	\$14.00	\$14.00
2015-10-12	Hotel Hilton Hotels, Seattle, Washington	\$1,234.00	\$1,234.00
2015-10-09	Dinner Dinner Place	\$51.83 €46.00	\$51.83
2014-10-29	Office Supplies Office Warehouse, Seattle, Washington	\$68.23	\$68.23

TOTAL AMOUNT: \$1,368.06
TOTAL REQUESTED: \$1,368.06

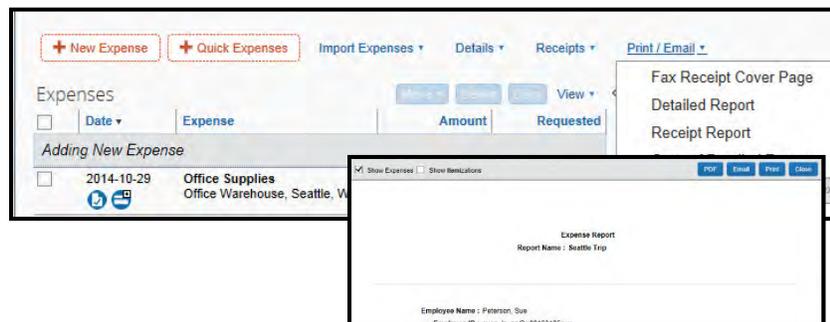


PCI Expense Guide

Printing and Submitting an Expense Report

To preview and print the expense report

1. On the expense report page, click **Print / Email**, and then select one of the options from the dropdown list. Your company determines the options that are available. Available options include:
 - **Fax Receipt Cover Page:** Prints a PDF file with a unique barcode a report summary and a checklist for the required expense receipts.
 - **Detailed Report:** Prints a report that includes all report-level information as well as a summary of the report.
 - **Receipt Report:** Prints a list of expenses that require receipts along with the unique receipt bar code and the report-level and summary information.
2. Review the details, and then click **Print**.



To submit your expense report

1. On the expense report page, click **Submit Report**. The **Final Review** window appears.
2. Review the information for accuracy. You can **Print**, **Attach Receipt Images**, or **View Receipts**.
3. Click **Accept & Submit**.

If you cannot successfully submit the report, a message appears describing the report error or exception. Correct the error, or if you require help to complete the task, contact your SAP Concur administrator.



Correcting and Resubmitting an Expense Report

Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To identify and correct expense reports requiring resubmission:

1. To open the report, on the home page, in the Quick Task Bar, click the **Open Reports** task. In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.

The screenshot shows the SAP Concur home page. At the top, there are navigation tabs for Requests, Travel, Expense, Invoice, Approvals, and App Center. Below the navigation is a header with the SAP Concur logo, the user's name 'Hello, William', and several summary tiles: '+ New', '29 Authorization Requests', '00 Purchase Requests', '38 Available Expenses', and '41 Open Reports'. Below the header is a 'RETURNED' tile for a report dated 09/07/2017. The tile title is 'Trip to Dallas' and the amount is '\$535.62'. Below the amount is a warning icon and the text 'Exceptions' and 'Add meal attendees'.

2. Click the report tile to open the report.
3. Make the requested changes.
4. Click **Submit Report**.

Business Meals/Entertainment

1. Select the Expense type **Business Meal**.
2. Complete all required fields.
3. Click **Add** in **Attendees**. Lookup business guest or "Create New Attendee" if needed, complete required information. Use **Advanced Search** to select Attendee Type, Faculty/Staff.
4. Click **Save**, or **Save & Add Another** to add multiple attendees.

Adding Attendees to a Business Meal

Use the favorites field (the type-ahead field to the right of the **Favorites** button in the **Attendees** area):

With the report open, to add an individual attendee to an expense:

1. In the field with the text *Search Recently Used*,

The screenshot shows the 'Attendees' section in SAP Concur. At the top, it says 'Attendees: 1 | Attendee Total: \$234.00 | Remaining: \$0.00'. Below this is a table with columns for 'Attendee Type', 'Attendee Name', 'Attendee Title', and 'Amount'. There is one row with 'Employee', 'Peterson, Sue', and '\$234.00'. At the bottom of the table are buttons for 'Save', 'Itemize', 'Allocate', 'Attach CFDI', 'Attach Receipt', and 'Cancel'.

PCI Expense Guide



type several letters of the first or last name.

A list of attendees appears.

2. Select the appropriate attendee.

To search for an attendee who is not in your favorites list:

1. Click **Add**. The dropdown menu opens.
2. Select **Advanced Search**.
3. Select the appropriate tab for the search specifications.
4. Select the **Attendee Type** from the dropdown list.
5. Enter the appropriate information in the criteria fields.

6. Click **Search**.
The search results appear.
7. Select the check box to the left of the appropriate attendee(s).
8. Click **Add to Expense**.

If you cannot locate the appropriate attendee in your favorites or by using search **and** if your company allows you to add attendees:

1. Click **Add**.
2. Select **New Attendee** from the dropdown menu.
3. Complete the required information.
4. Click **Save**. If you need to add multiple new attendees, click **Save & Add Another**.

PCI Expense Guide



Add Attendee ✕

Attendee Type	<input type="text" value="Business Guest"/>	Last Name	<input type="text" value="smith"/>
First Name	<input type="text" value="john"/>	Attendee Title	<input type="text"/>
Company	<input type="text"/>		



Allocating Expenses

The Allocations feature allows you to allocate expenses to projects or departments, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

NOTE: To find out if your company uses this feature, contact your SAP Concur administrator.

To allocate:

1. With the report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.



To allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then:

- a. Click **Allocate the selected expenses** on the right side of the page.
- or -
- b. Click **Details > Allocations**.

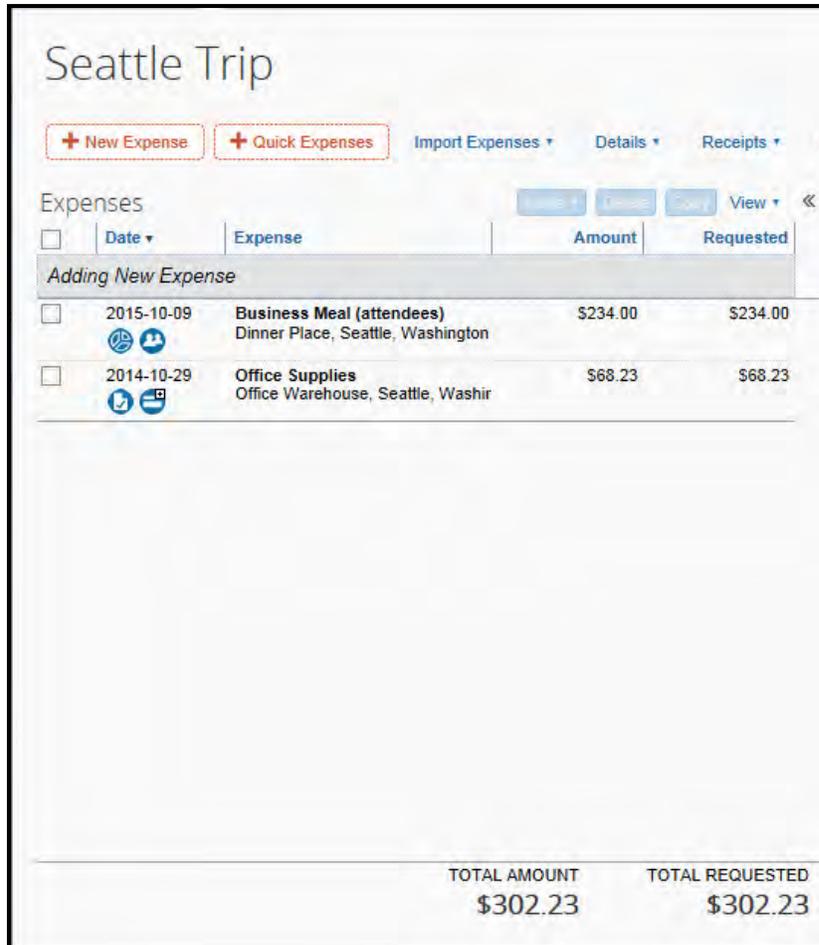
The **Allocations for Report** window appears. The total expense amount, the amount allocated, and the amount remaining appear in the **Allocations** section.

2. From the **Allocate By** dropdown list, select *Percentage* or *Amount*.
Your company determines if the allocation fields are text fields or lists. Select from the lists or type the appropriate information in the fields.
NOTE: Your company might provide default information in some of the fields, such as your company name. If you change the default information, a red triangle appears in the upper left corner of the field.
3. Add as many allocations as necessary.
You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged, and you will not be able to submit the report.

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4. Click **Save**.
5. For the confirmation message, click **OK**.
6. Click **Done**. The allocation icon appears with the expense.
 - If the expense is 100% allocated (fully allocated), the  icon appears with the expense.
 - If the expense is not 100% allocated (partially allocated), the  icon appears with the expense.



<input type="checkbox"/>	Date	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	2015-10-09	  Business Meal (attendees) Dinner Place, Seattle, Washington	\$234.00	\$234.00
<input type="checkbox"/>	2014-10-29	  Office Supplies Office Warehouse, Seattle, Washir	\$68.23	\$68.23
			TOTAL AMOUNT	TOTAL REQUESTED
			\$302.23	\$302.23



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Converting Foreign Currency Transactions

To account for an expense incurred in another currency:

1. With the report open, click **New Expense**, and then enter the appropriate information in the required and optional fields (required fields are indicated with a red bar).

For the **Amount** field:

- a. Select the "spend" currency from the list to the right of the **Amount** field. The **Rate** field appears.
 - b. Type the rate.
Expense calculates the amount in your reimbursement currency.
 - c. You can convert the currency by multiplying by a particular rate or dividing by a different rate. You might need to switch between multiplication of the rate to division of the rate, depending on the type of rate you received. To do so, click the symbol above the rate field.
2. Complete the remaining fields as appropriate.

The screenshot displays the SAP Expense Report interface for a 'Seattle Trip'. On the left, there is a table of expenses:

Expense	Amount	Requested
2015-10-09 Business Meal (attendees) Dinner Place, Seattle, Washington	\$234.00	\$234.00
2014-10-29 Office Supplies Office Warehouse, Seattle, Washir	\$68.23	\$68.23

At the bottom of the table, it shows: TOTAL AMOUNT \$302.23 and TOTAL REQUESTED \$302.23.

The right side of the interface shows the 'Expense' details for the selected entry:

- Expense Type: Dinner
- Transaction Date: 2015-10-09
- Business Purpose: Client Event
- Vendor Name: Dinner Place
- City: [Empty]
- Payment Type: Out of Pocket
- Amount: 56.00 EUR
- Rate (USD=1 EUR): 1.12680000
- Amount in USD: 63.10
- Personal Expense (do not reimburse): [Checked]
- Comment: [Empty]

Buttons at the bottom include: Save, Itemize, Allocate, Attach CFDI, Attach Receipt, and Cancel.



PCI Expense Guide

Adding Quick Expenses

To add an expense to a report:

1. With the report open, click **Quick Expenses**. A quick-entry grid appears (a dialog box might appear asking you to save the changes).
2. In the **Expense Currency** list, select the appropriate currency.
For each row (expense):
 - a. Enter the date (or use the calendar) the expense was incurred.
 - b. Select the appropriate expense type.
 - c. Enter the business purpose.
 - d. Enter the **City**, if necessary.
 - e. Enter the amount. You can change the **Expense Currency** using the dropdown menu.
3. To copy a row, click the blue plus icon at the right side of the row.
4. To delete a row, click the red X icon at the right side of the row.
5. To add more rows, click **Add Row**.
6. Click **Save**.

The expenses appear on the report. Some expenses require additional information, such as attendees or allocations. Open any of these quick-entry expenses and make the appropriate changes.

Date	Expense	Business Purpose	City	Amount		
2015-10-12	Lunch			\$23.00	+	X
2015-10-13	Breakfast			\$14.00	+	X
					+	X
					+	X
					+	X
					+	X
					+	X
					+	X
					+	X
					+	X



PCI Expense Guide

Copying an Expense

To copy an expense:

1. With the expense report open, select the expense you want to copy.
2. Click **Copy**.

Then the new expense is added to the **Expenses** list:

- The original expense date is advanced by a day.
- All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense.
- Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are **not** copied to the new expense.

NOTE: This type of information is generally associated with only one expense, so it is not copied to the new expense.

- If the Payment Type of the original expense is a credit card, then the Payment Type of the new expense is editable using the dropdown list.

Expenses					Move ▾	Delete	Copy	View ▾	⏪
<input type="checkbox"/>	Date ▾	Expense	Amount	Requested					
<input type="checkbox"/>	2015-10-13	Breakfast	\$14.00	\$14.00					
<input checked="" type="checkbox"/>	2015-10-12	Lunch	\$23.00	\$23.00					
<input type="checkbox"/>	2015-10-09	Dinner Dinner Place	\$51.83 €46.00	\$51.83					
<input type="checkbox"/>	2014-10-29	Office Supplies Office Warehouse, Seattle, Washir	\$68.23	\$68.23					
			TOTAL AMOUNT	TOTAL REQUESTED					
			\$157.06	\$157.06					



PCI Expense Guide

Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing reports, submitting reports, etc.

To work as a delegate:

1. Click **Profile > Act on behalf of another user**.
2. Select the appropriate user's name.
3. Click **Start Session**.
NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.
 - To select a different user, follow the same steps but select a different name.
 - To return to your own tasks, click **Acting as**, and then click **Done acting for others**.
NOTE: Notice that the **Profile** menu now appears.

Sue Peterson
[Profile Settings](#) | [Sign Out](#)

Acting as other user ?

Act on behalf of another user
 Act as user in assigned group (Proxy)
 Book travel for any user (Self-assign)

Choose a user ▼

[Cancel](#) [Start Session](#)

Help ▾
Acting as
Never, William N

Currently acting as
Never, William N
[Profile Settings](#) | [Sign Out](#)

Acting as other user ?

Act on behalf of another user
 Act as user in assigned group (Proxy)
 Book travel for any user (Self-assign)

Choose a user ▼

[Cancel](#) [Start Session](#)

[Done acting for others](#)



PCI Expense Guide

Reviewing and Approving an Expense Report

To approve a report "as is":

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Review the report details, and then click **Approve**.

Sending Back an Expense Report

To return the entire expense report to the employee for correction:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Click **Send Back to Employee**. The **Send Back Report** window appears.
3. Enter a **Comment** for the employee, explaining why you are returning the report.
4. Click **OK**.

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Adding an Additional Review Step

You will also see an **Approve & Forward** button on an expense report. This allows you to send the report to another approver.

To approve and forward a report:

1. On the home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**. The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.
2. Review the report, and then click **Approve & Forward**. Enter the **User-Added Approver**, and add a comment, as needed.
3. Click **Approve & Forward** to approve the expense report and send to the next approver.

Global Tech Sales Training (Never, William) Send Back to Employee Approve Approve & Forward

Summary Details Receipts Print / Email Hide Exceptions

Expense	Date	Amount	Exception
N/A			La cantidad total es de 10.000. Se ha seleccionado para revision de auditoria.
Hotel	2015-02-20	\$247.94	This itemized entry has sub-entries with one or more exceptions.
Hotel	2015-02-20	\$57.69	This expense entry may be a duplicate of the following expense.

Transaction D...	Expense Type	Vendor Name	Business Purp...	City	Payment Type	Amount	Adjusted Cla...
2015-04-09	Airfare	U.S. AIRWAYS	conference	Seattle, Washi...	American Express	\$516.78	\$516.78
2015-04-03	Hotel	Courtyards		Vienna, Virginia	Company Paid	\$699.00	
2015-02-20	Hotel	Extended Stay	Sales meeting	Memphis, Tenn...	Travel Payment T...	\$247.94	
2015-02-17	Business Meal (attendees)	ABC Dining	Conference meal	Memphis, Tenn...	Out of Pocket	\$40.00	\$40.00
2015-02-17	Parking			Memphis, Tenn...	Out of Pocket	\$15.00	\$15.00

Report Summary

Report Total	Amount Due Com...	Amount Due Com...	Amount Due Emp...
	\$0.00	\$766.72	\$558.00