Eastern Washington University

SAP Concur Expense Quick Guide

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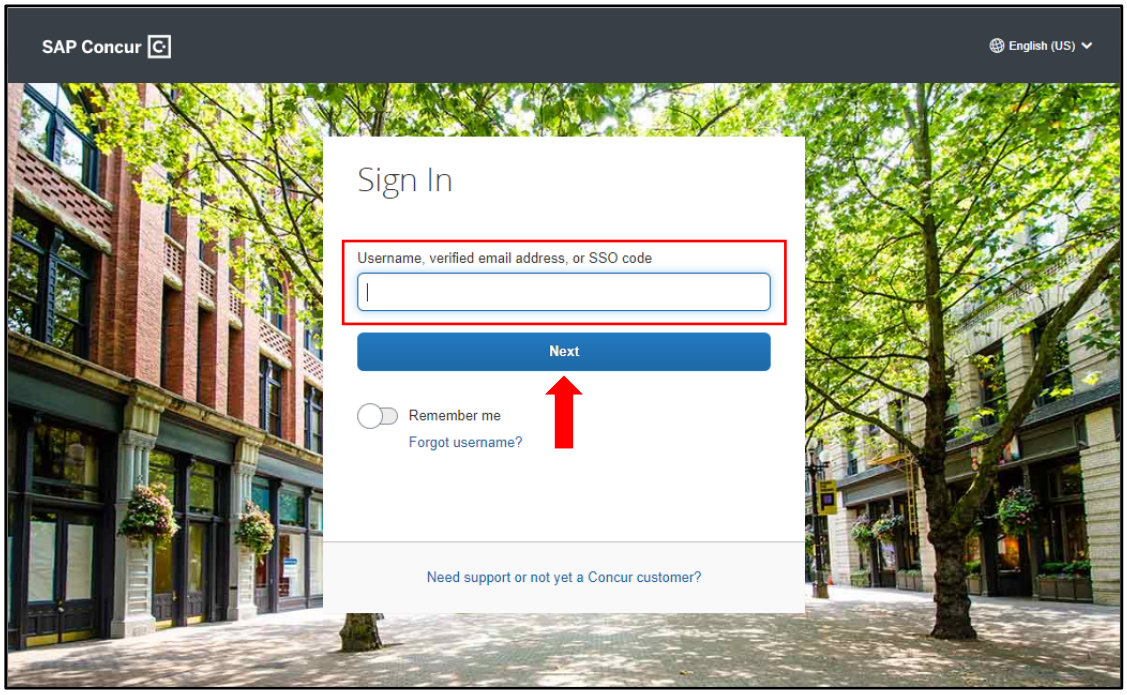
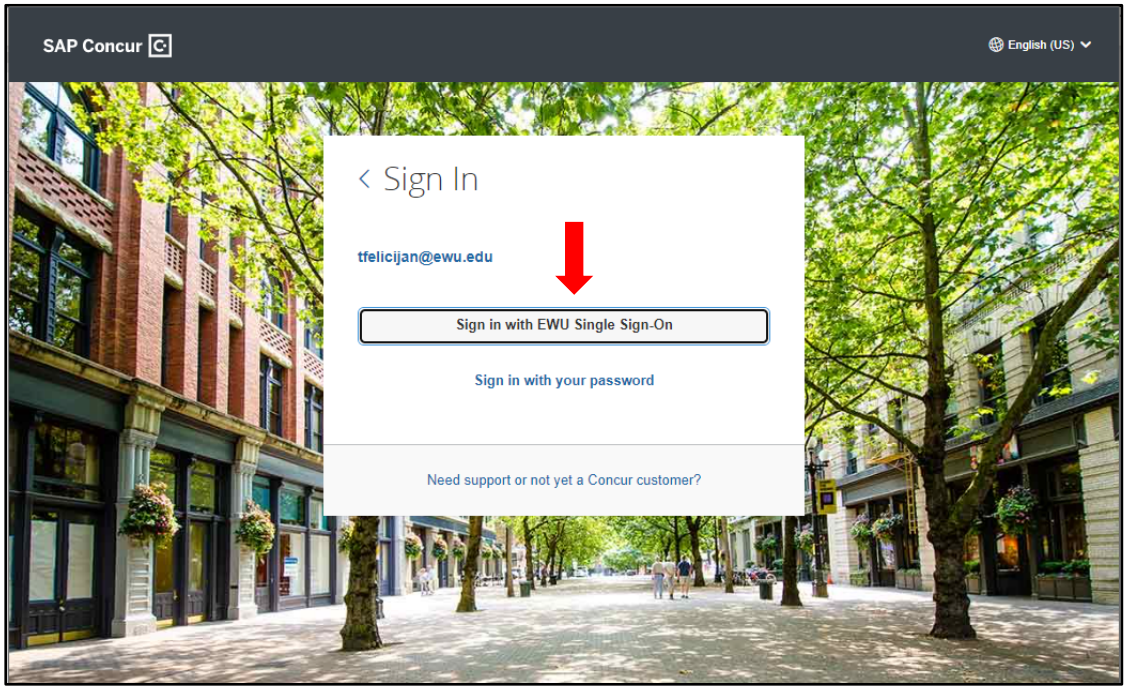
Signing into SAP Concur

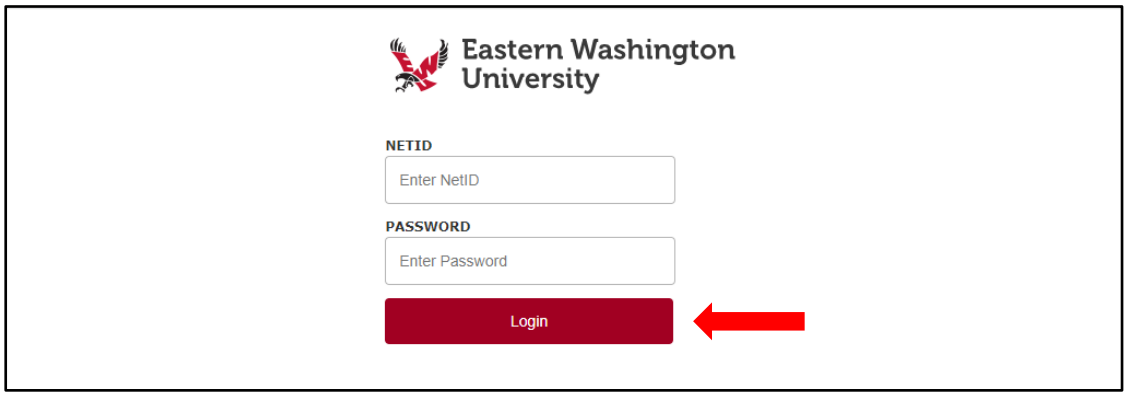
1. To sign into SAP Concur, on the **Sign In** screen, enter your **Username**, and then click **Next**.



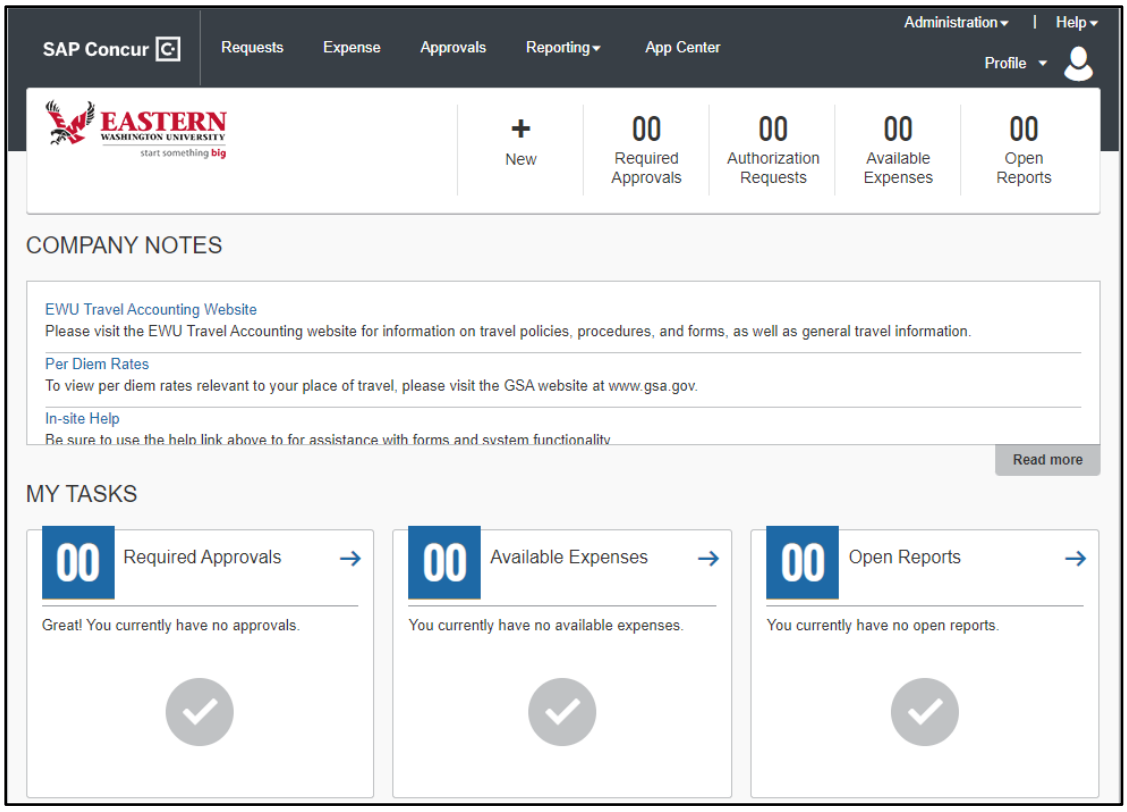
2. Click on **Sign in with EWU Single Sign-On**.



3. Enter your EWU SSO credentials and click **Login**.



The SAP Concur Home Screen will open.

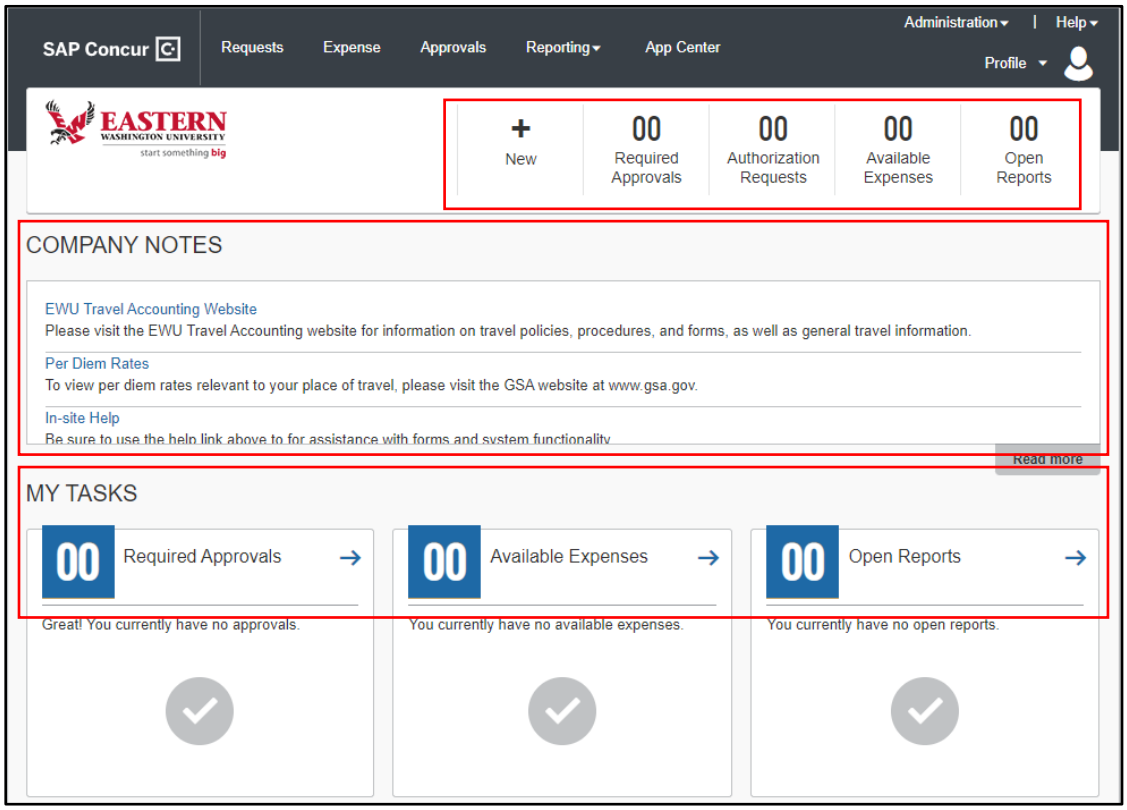


Exploring the SAP Concur Home Page

The SAP Concur home page contains the following sections.

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

Section	Description
Quick Task Bar	This section provides Quick Tasks (links) so you can: • Start a new report, request, upload receipts, etc. • Open reports and requests • Manage available expenses
Company Notes	This section lists any news or other details specific to EWU.
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.



Updating Your Expense Profile

Use the **Profile Options** page to set or change your personal preferences. To avoid reentering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes. Your profile options include:

- Personal Information
- Approvers
- Attendees
- Personal Car
- Delegates
- Expense Preferences:
    - Email notifications
    - Prompts

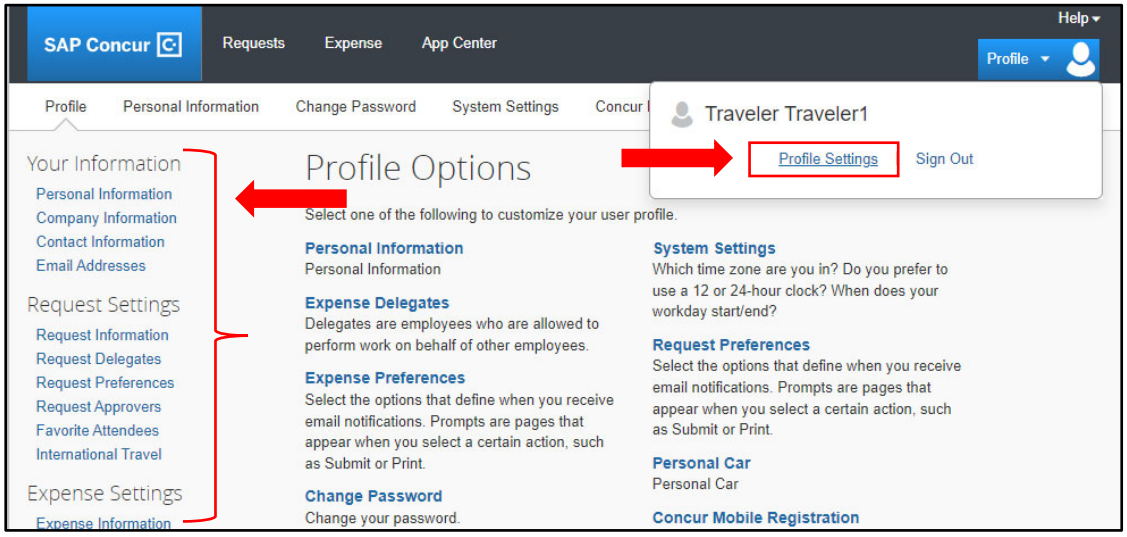
Delegates

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.

To access your profile information

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

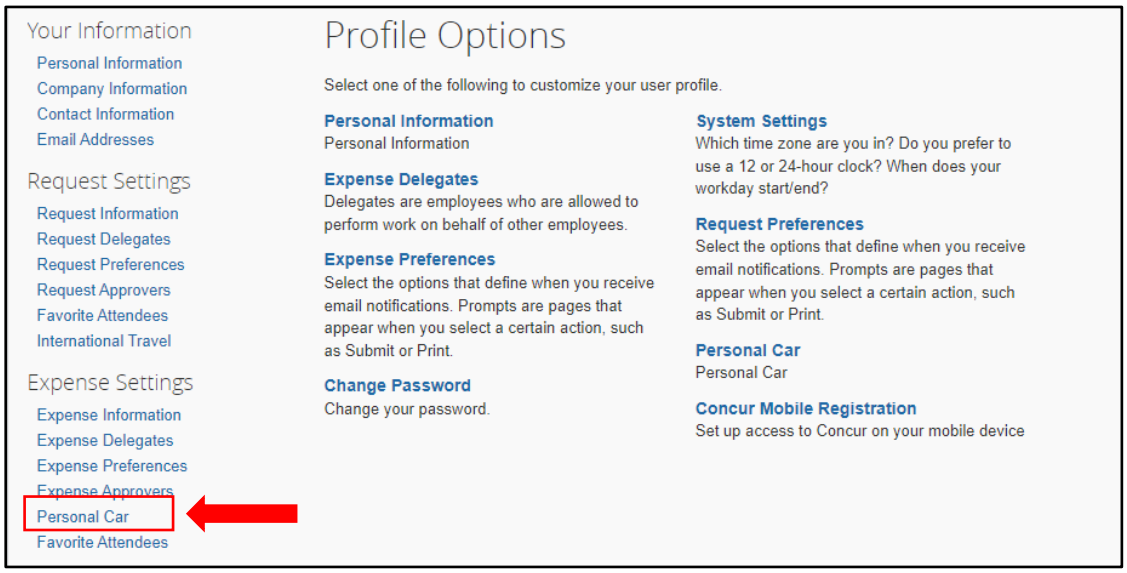


Registering a Personal Car in Your Profile

You must register a personal car to claim mileage reimbursements. EWU uses two mileage rates – the standard mileage rate and the Idaho Contract mileage rate.

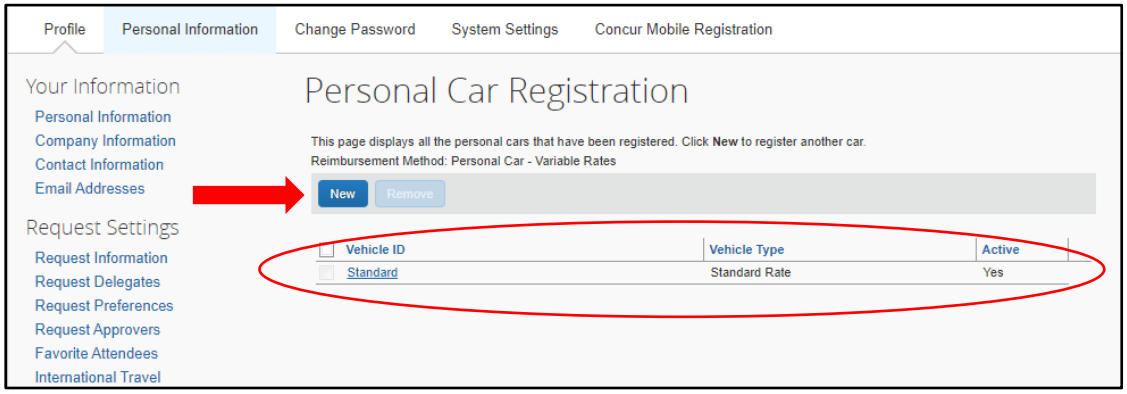
To register your personal car

1. Click **Profile > Profile Settings**.
2. Click on **Personal Car** from the left-side menu under Expense Settings.

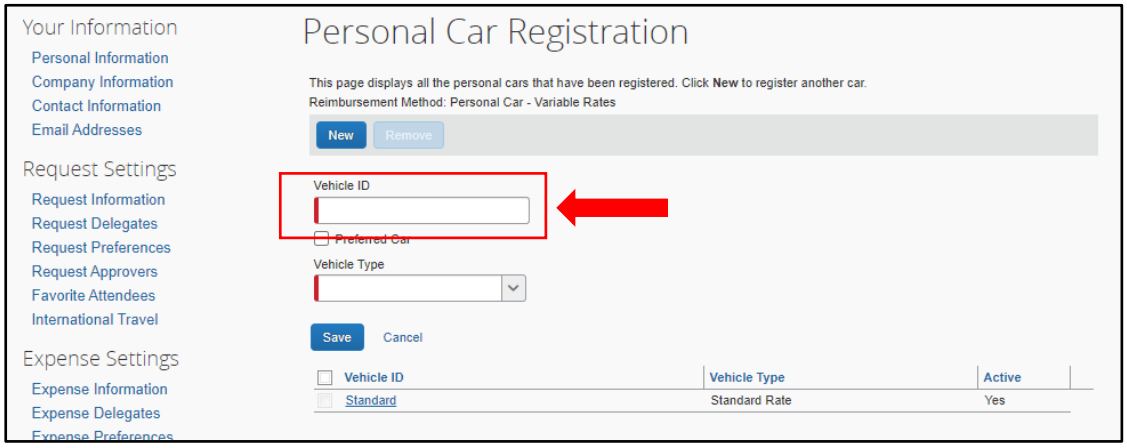


The **Standard** Vehicle ID is provided automatically and pays the current standard mileage rate.

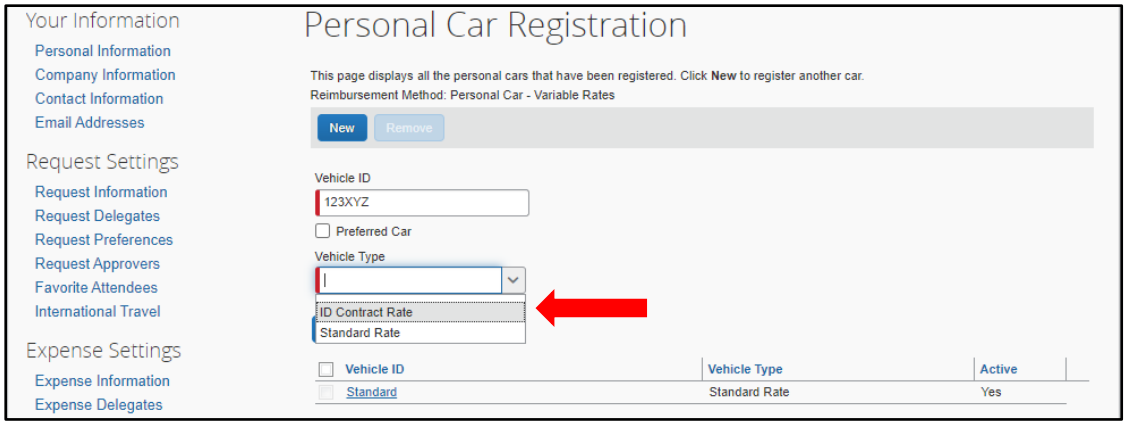
3. To add a car for the **Idaho Contract** mileage rate, click **New**.



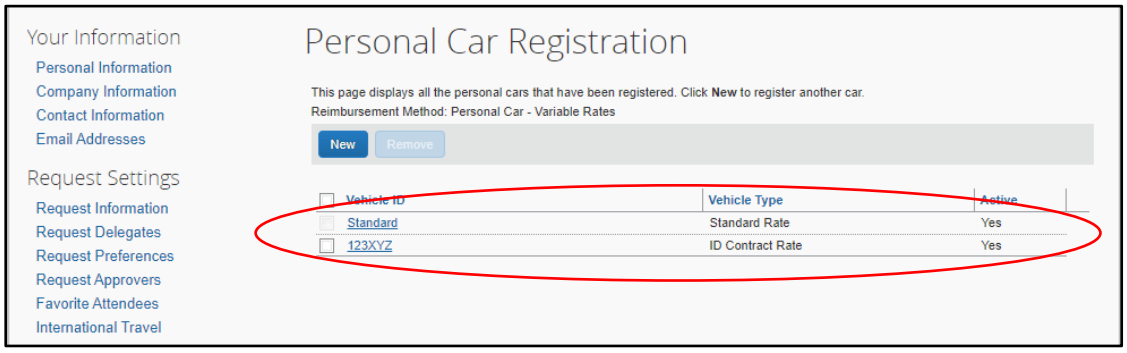
4. Enter your **Vehicle ID**, which could be your license plate number or any identifier you need to distinguish it from the standard car.



5. Click the **Vehicle Type** dropdown arrow and choose **ID Contract Rate** and click **Save**.



You now have two cars registered, one for each rate.

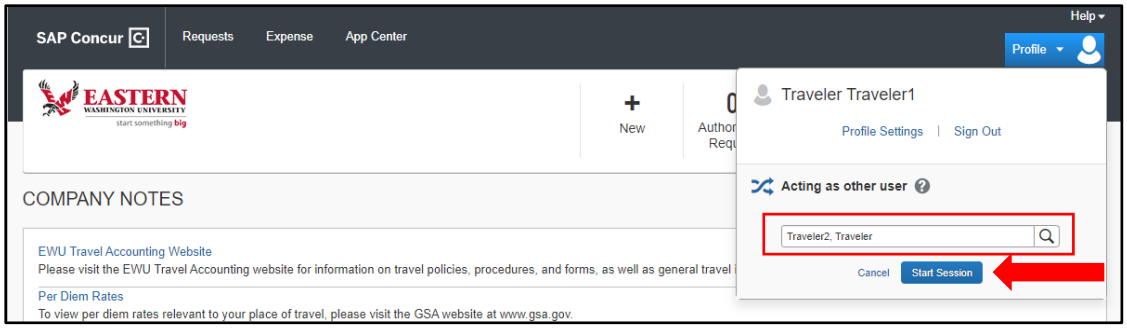


Acting as a Delegate

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.

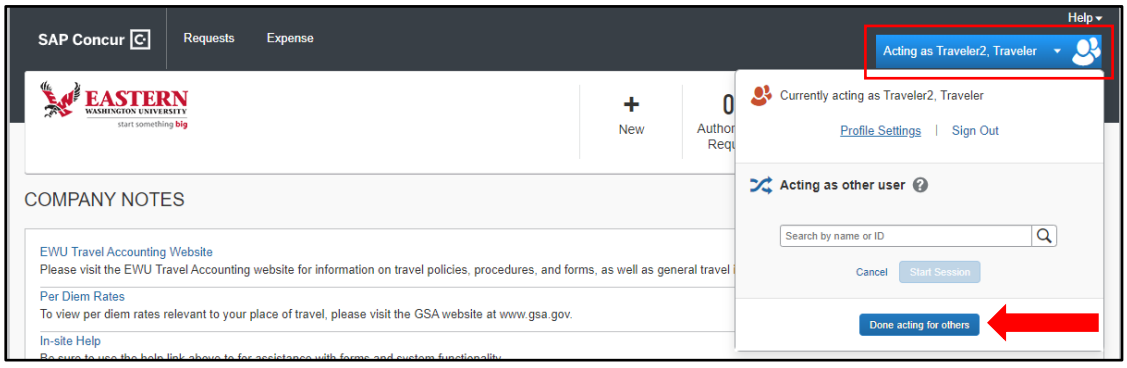
To work as a delegate

1. Click **Profile > Act on behalf of another user**.
2. Select the appropriate delegator'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 click a different name.
5. To return to your own tasks, click **Acting as**, and then select **Done acting for others**.

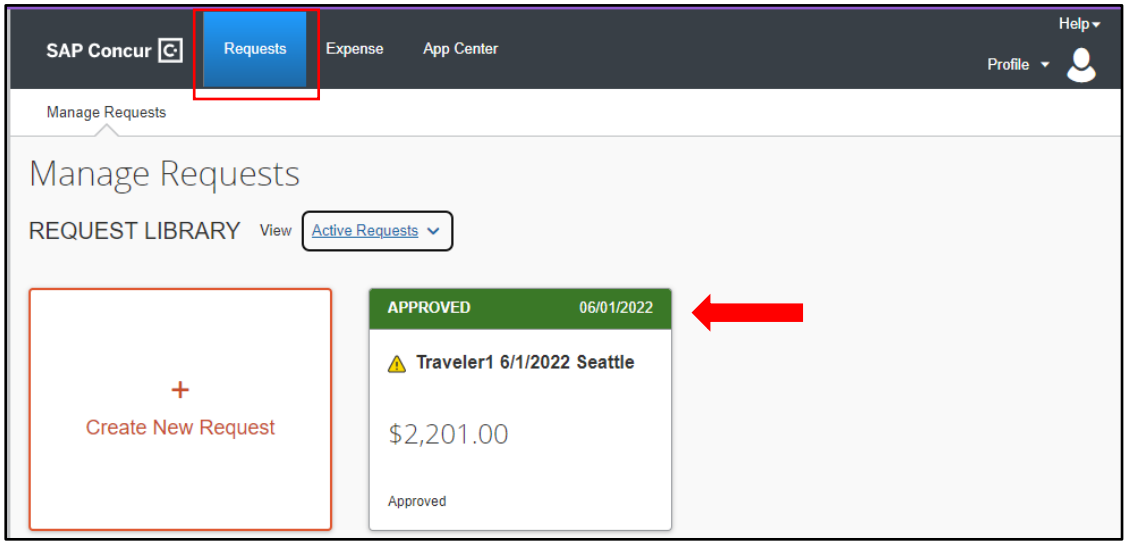


NOTE: Notice that the **Profile** menu now appears.

Creating a New Expense Report

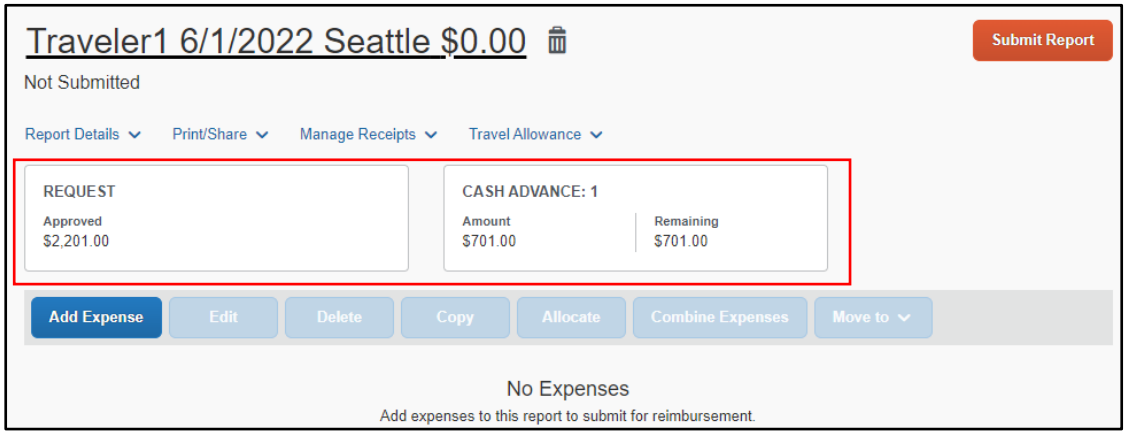
To create a new expense report from an existing request

1. From the SAP Concur home page, click the **Requests** menu.
2. Click the request that you want to create your expense report from.



3. To create the expense report with the attached request, click **Create Expense Report**.

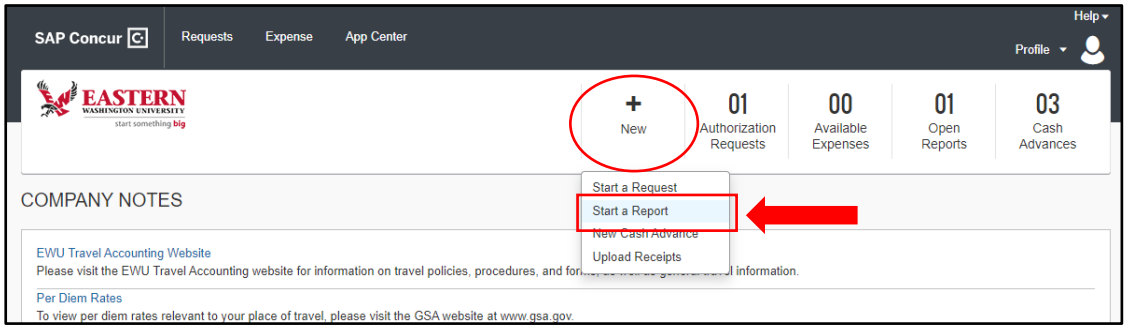
The expense report automatically opens to the expense report page, and you can see that the request and any related cash advance is attached.



The expense report header is automatically updated based on the request.
If you need to claim travel allowances, you must update the report header to create a travel itinerary. See the **Adding Travel Allowances and Itinerary** section below.

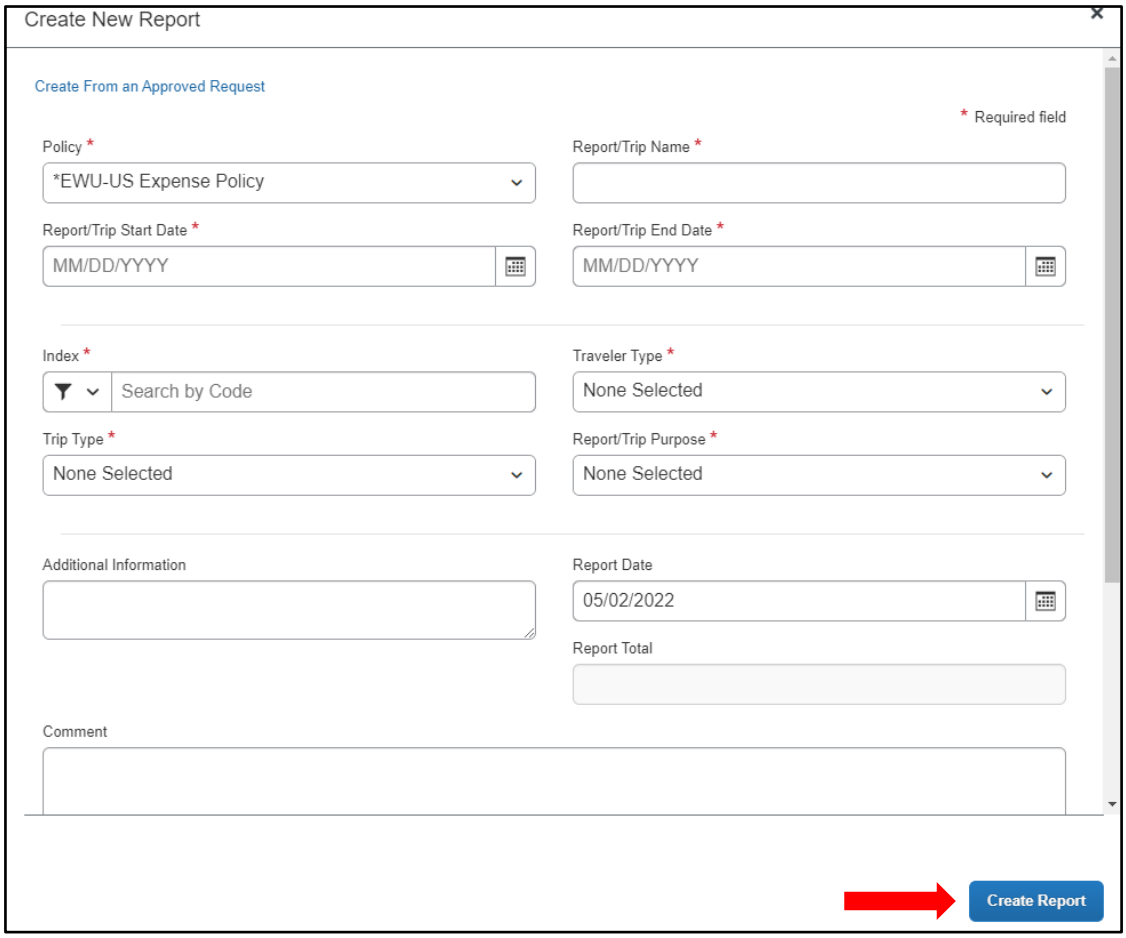
To create a new expense report without a request

1. On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.



The **Report Header** window will appear.

2. Complete all required fields (marked with red asterisks) and the optional fields as needed.



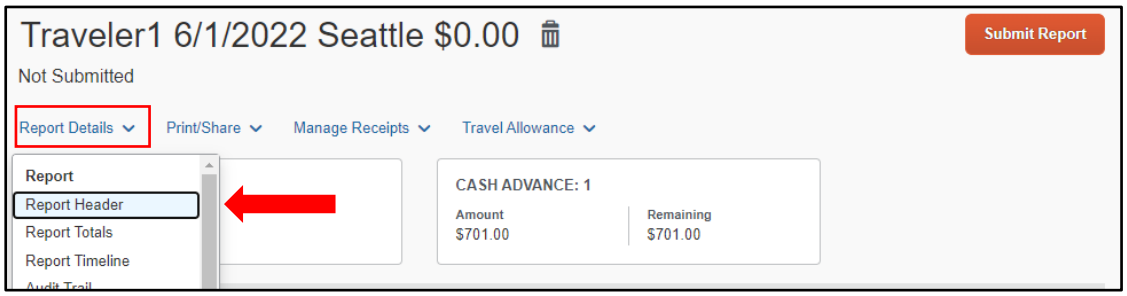
3. Click **Create Report**.
   At this point, you will add expenses to your expense report.

Adding Travel Allowances and Itinerary

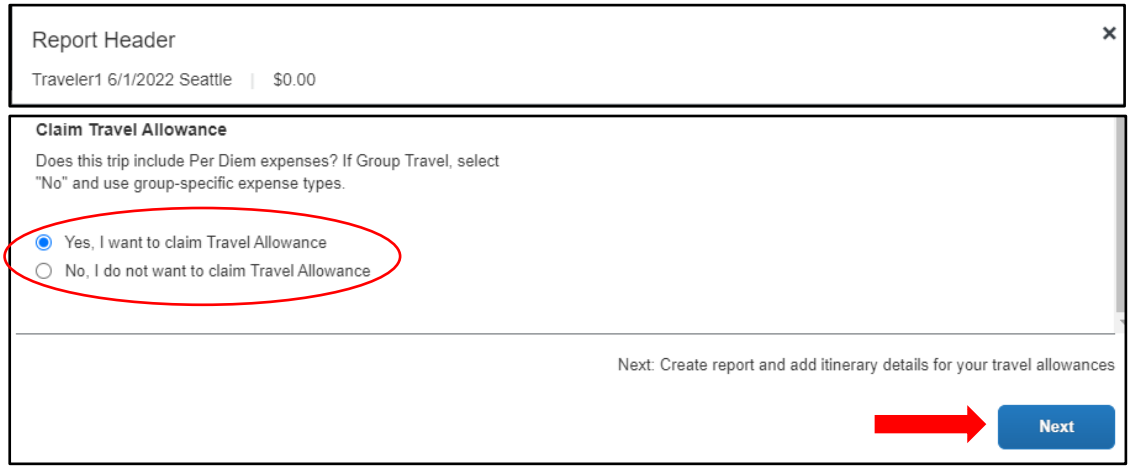
An itinerary is required for meals and lodging expenses. These expenses are reimbursed based on the per diem rate for each destination. You will need to claim travel allowances and create an itinerary if your expense report includes these expense types.

To add travel allowances and itinerary

1. On the expense report page, click **Report Details** and click **Report Header**.

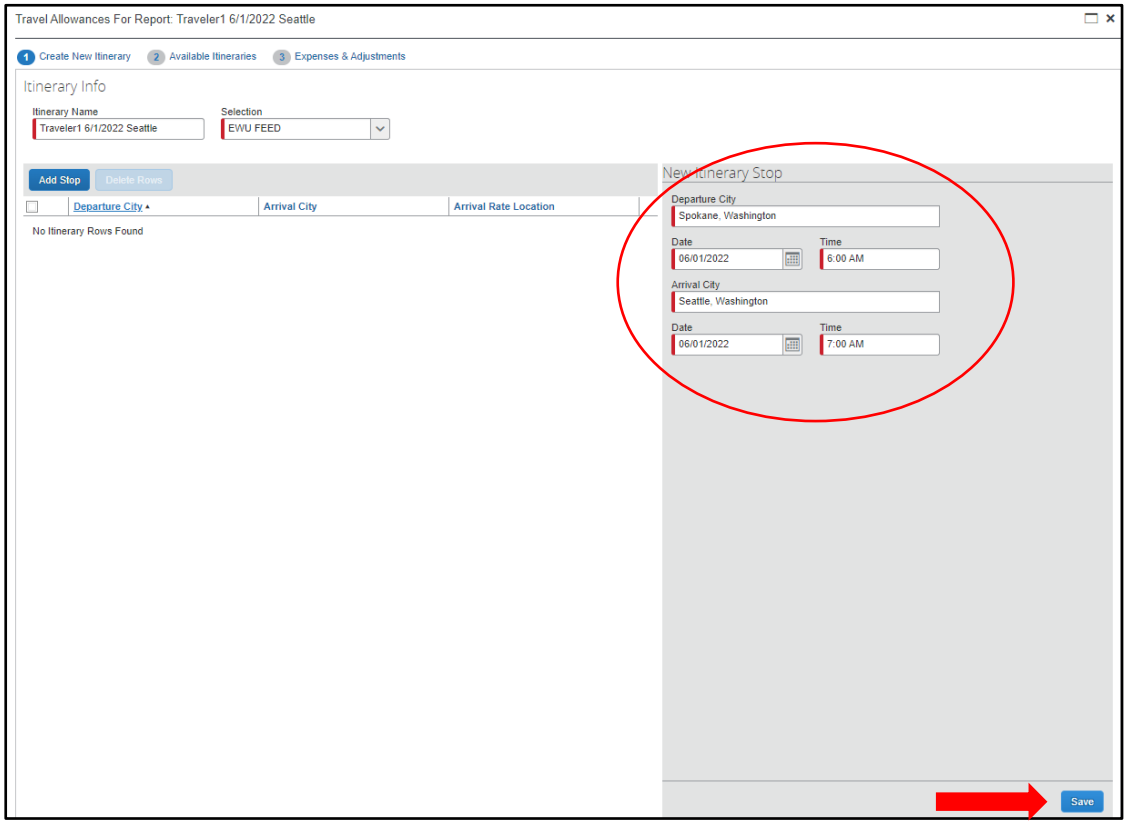


2. Scroll to the bottom of the report header and click the **Yes, I want to claim Travel Allowance** radio button and click **Next**.

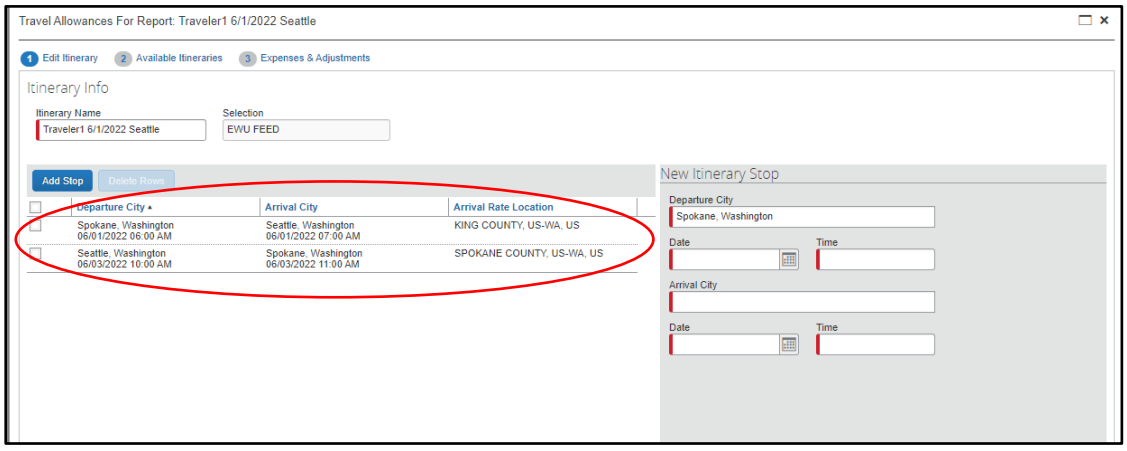


The Itinerary Info window will appear.

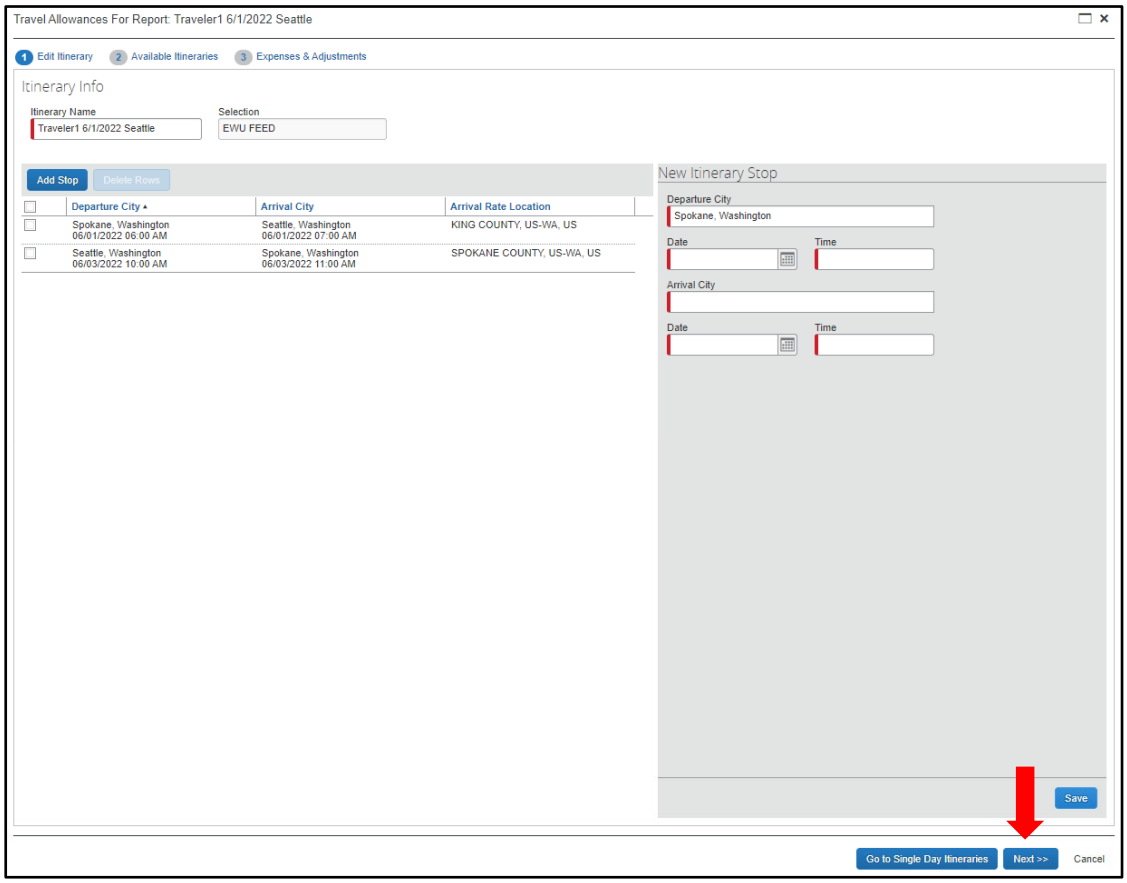
3. To **Create a New Itinerary,** enter **Departure City** and **Arrival City** details for the first stop and click **Save**.



4. Continue to add stops as needed.
   As you add additional stops, the details will appear in the left-side window.

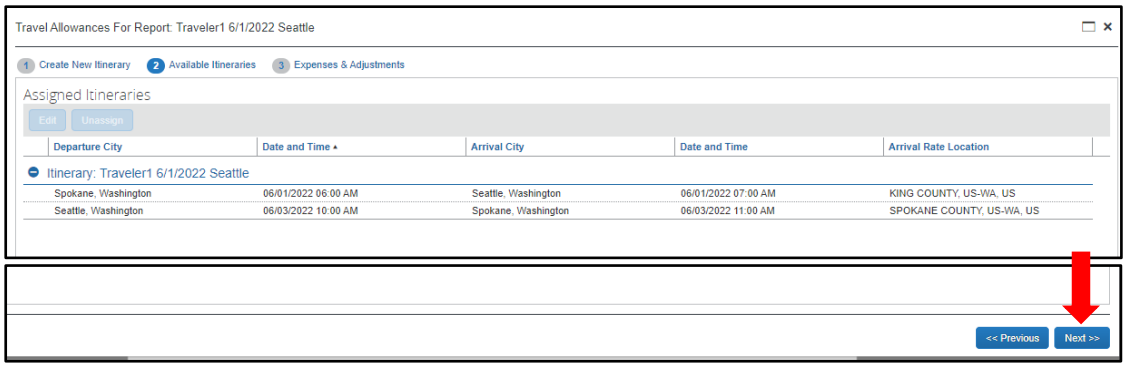


5. When all stops are entered, click **Next**.



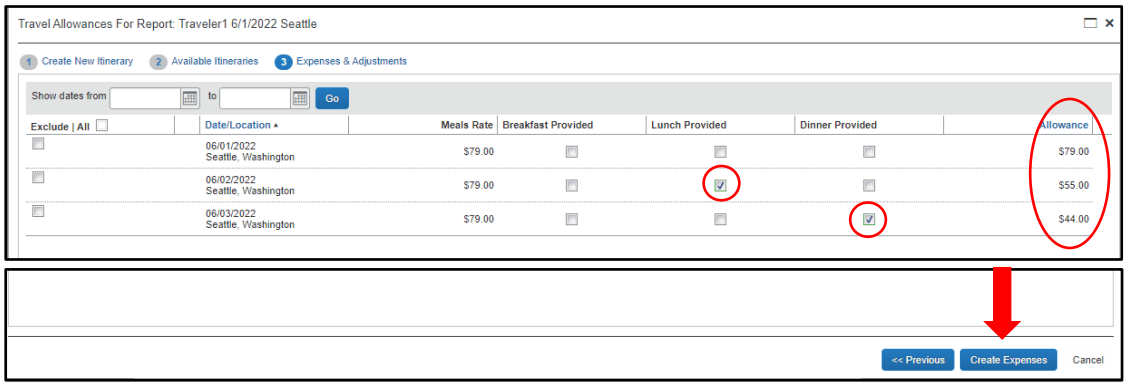
Your newly created itinerary is displayed as **Available Itineraries**.

6. Click **Next**.

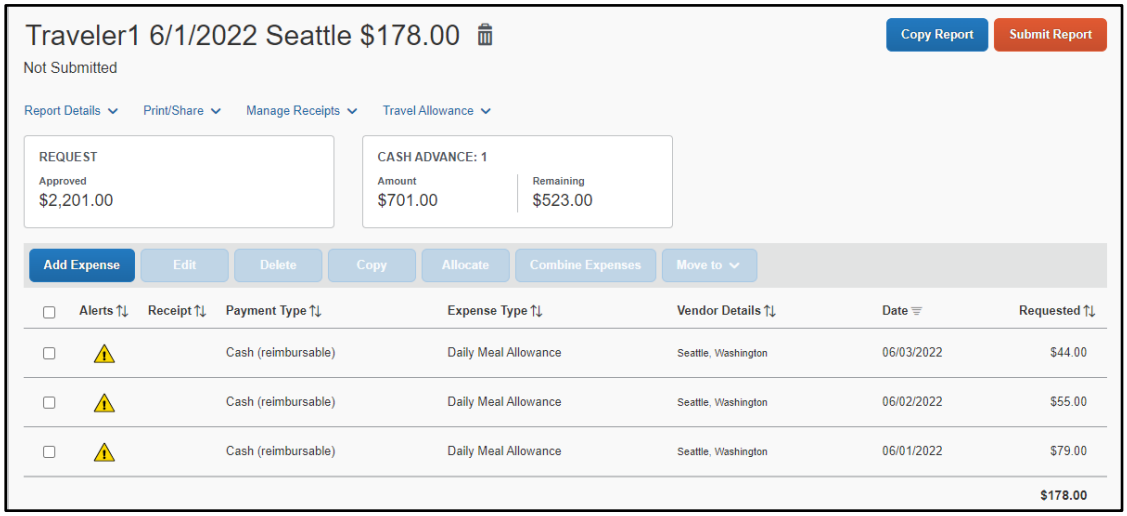


You must be in travel status to be eligible for meals. Only out of pocket meals are reimbursed.

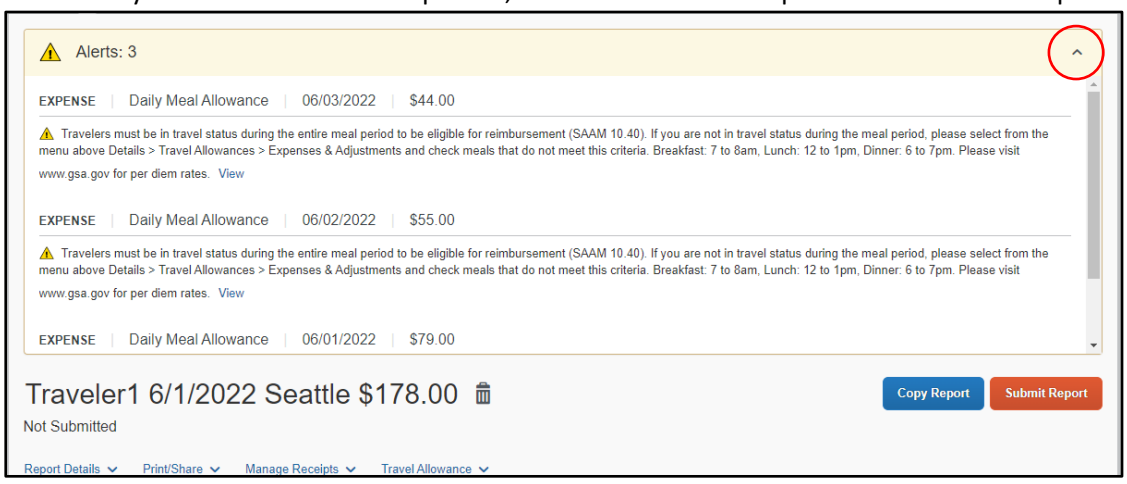
7. Click the **checkbox** for any meal that you are not in travel status, or that is otherwise provided. The Allowance amount will reduce for meals checked.
8. Click **Create Expenses**.



Daily Meal Allowances will be added to your expense report at the per diem rate for your locations.



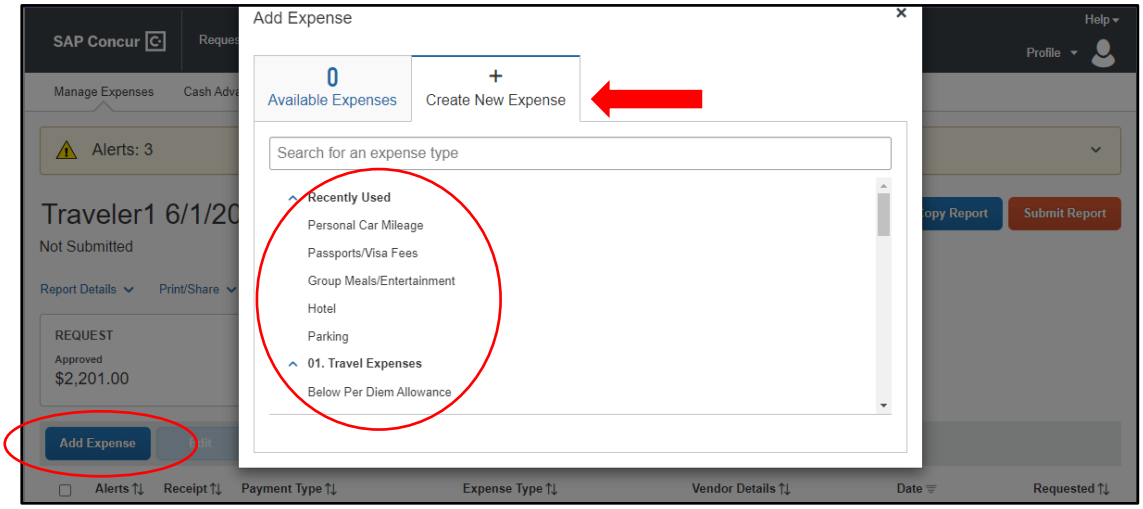
9. To view any alerts related to the expenses, click on the **Alerts** drop down arrow at the top



Adding Expenses to an Expense Report

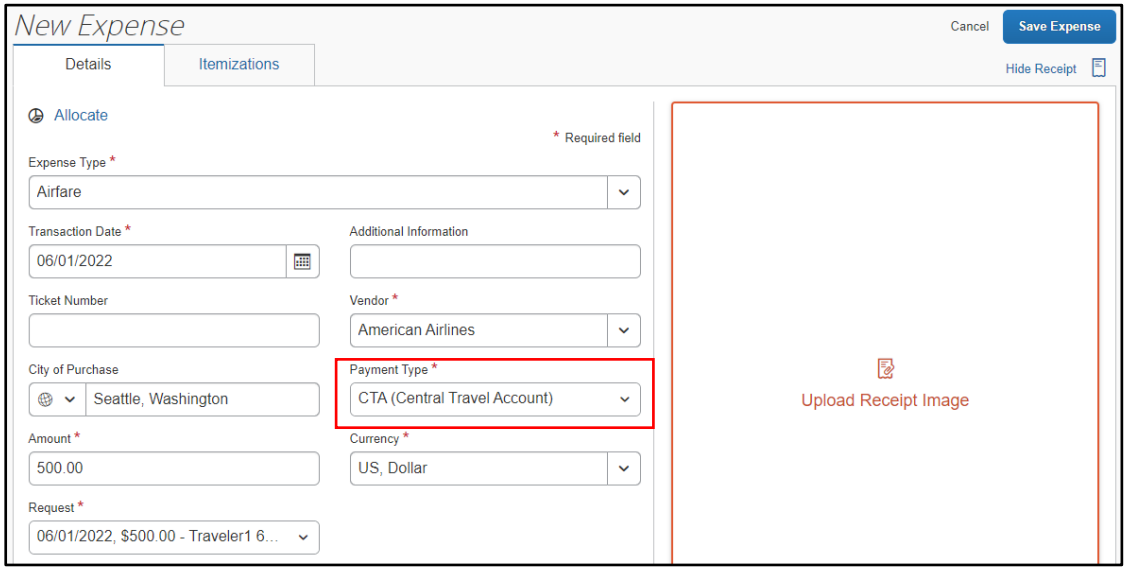
To add an expense to a report

1. From the open report, click **Add**, and then click the **Create New Expense** tab.
2. Search for or select the appropriate expense type from the list.



The page refreshes, displaying the required and optional fields for the selected expense type.

3. Complete the required and optional fields.
4. Choose the correct **Payment Type**; either **Cash**, **CTA**, **Pcard**, or **Third Party**.



5. Click one of the following:
   - **Upload Receipt Image** – To upload and attach receipt images
   - **Itemizations tab** – To itemize the expense
   - **Save Expense** – To save the expense
   - **Cancel** – To exit without saving this expense

Itemizing Nightly Lodging (Hotel) Expenses

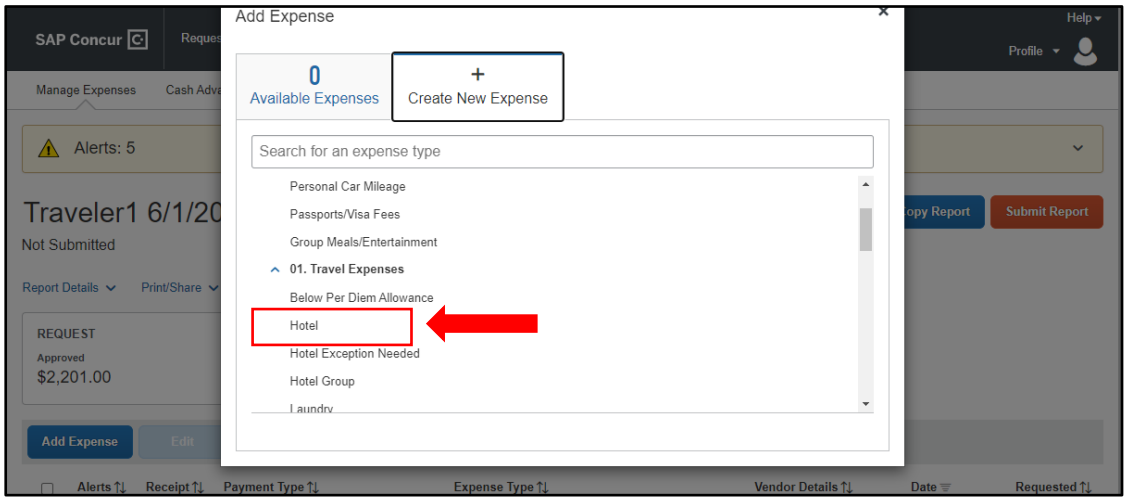
A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You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

Hotel costs are subject to per diem rates and must include an itinerary. Refer to the **Adding Travel Allowances and Itinerary** section above.

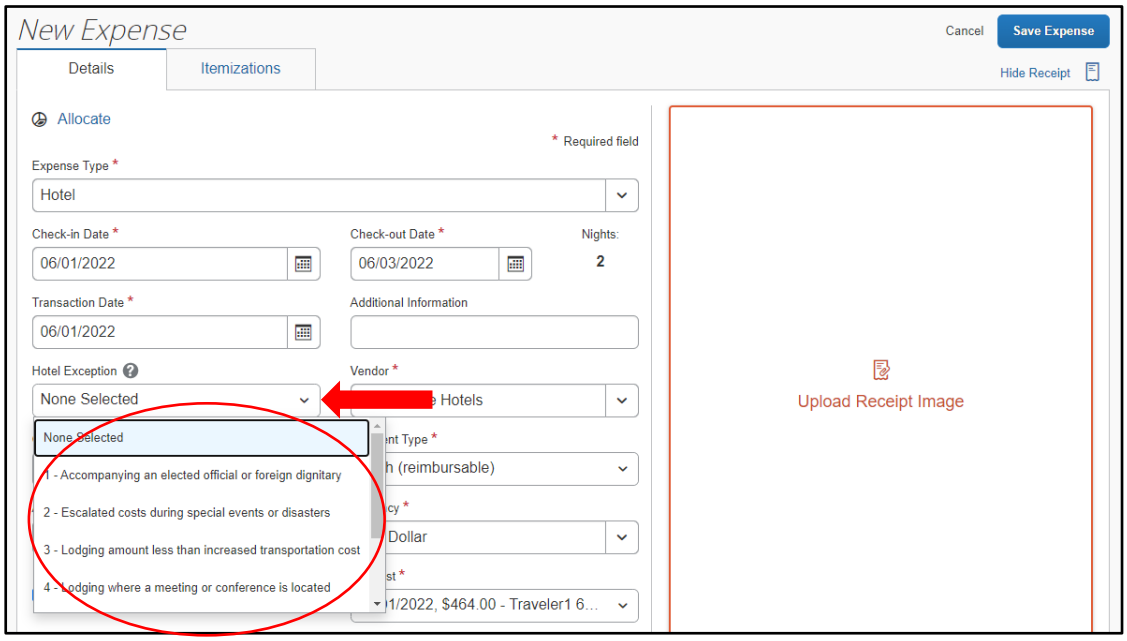
If your hotel costs, excluding tax, exceed per diem, you must include a **Hotel Exception Needed** expense type in your itemization. The **Request** field shows the per diem allowed for the hotel. When itemizing, choose **Hotel** and enter the per diem rate. Choose **Hotel Exception Needed** and enter the amount above per diem. Detailed instructions are below.

To create a lodging expense

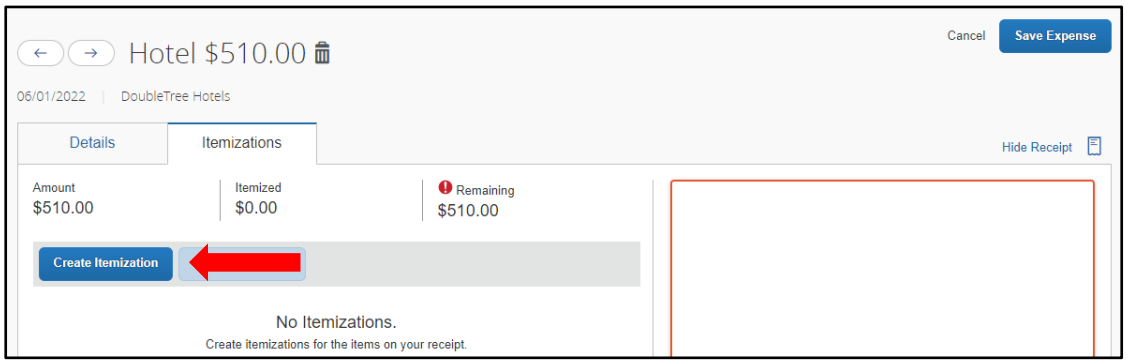
1. With the expense report open, click **Add**, and then select **Hotel**. The page refreshes, displaying the required and optional fields for the expense type.



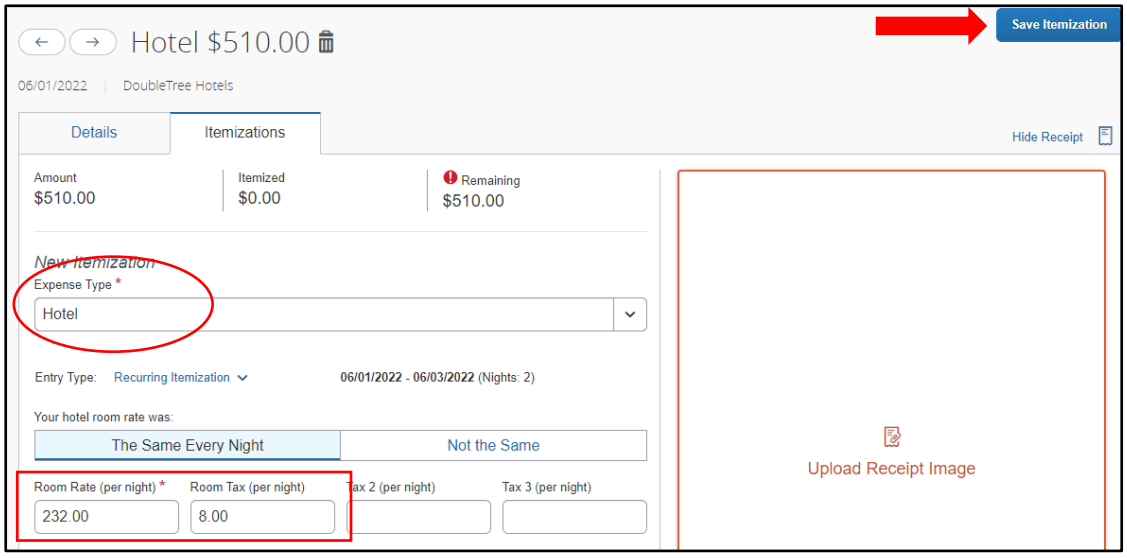
2. Complete the fields.
   Note: if your hotel costs, excluding tax, exceed per diem, you must include an exception from the **Hotel Exception** dropdown list.



3. Click the **Itemizations** tab, click **Create Itemization**.

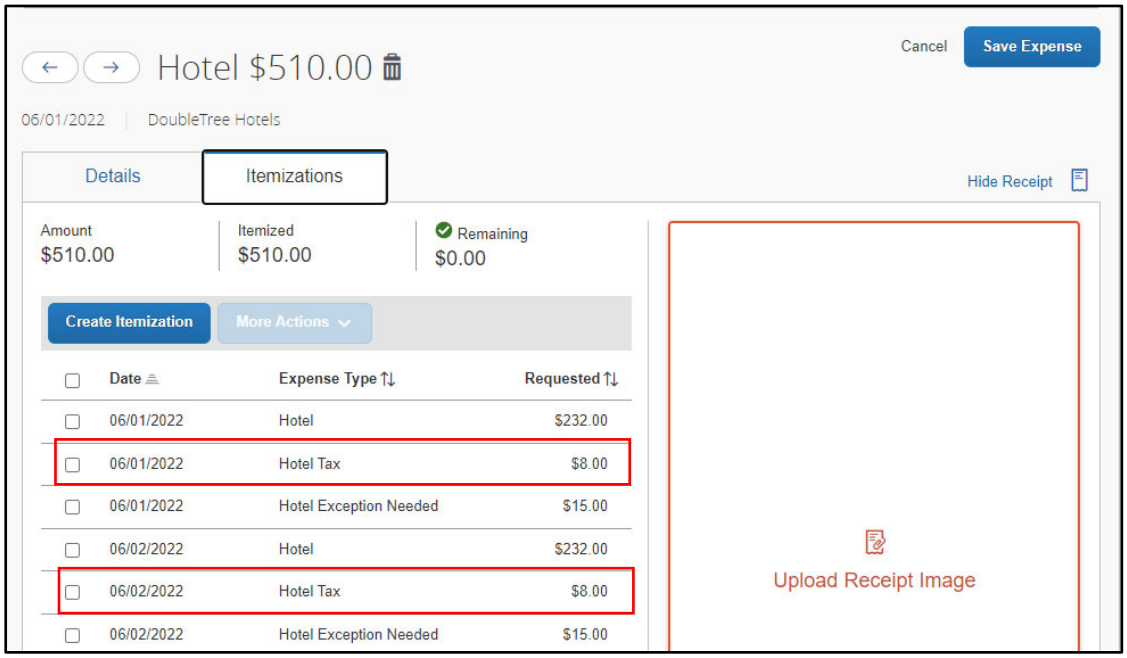


4. Select the **Hotel** expense type. You can then select if this is a **Recurring** or **Single Itemization**.
5. Select whether your hotel room rate was **The Same Every Night**, or **Not the Same**.
6. Enter the **per diem** amount in **Room Rate (per night)** and **Room Tax (per night)**, as applicable.
   Note: You can use the **Additional Taxes** link to enter additional taxes from your hotel bill.
7. Click **Save Itemization**.

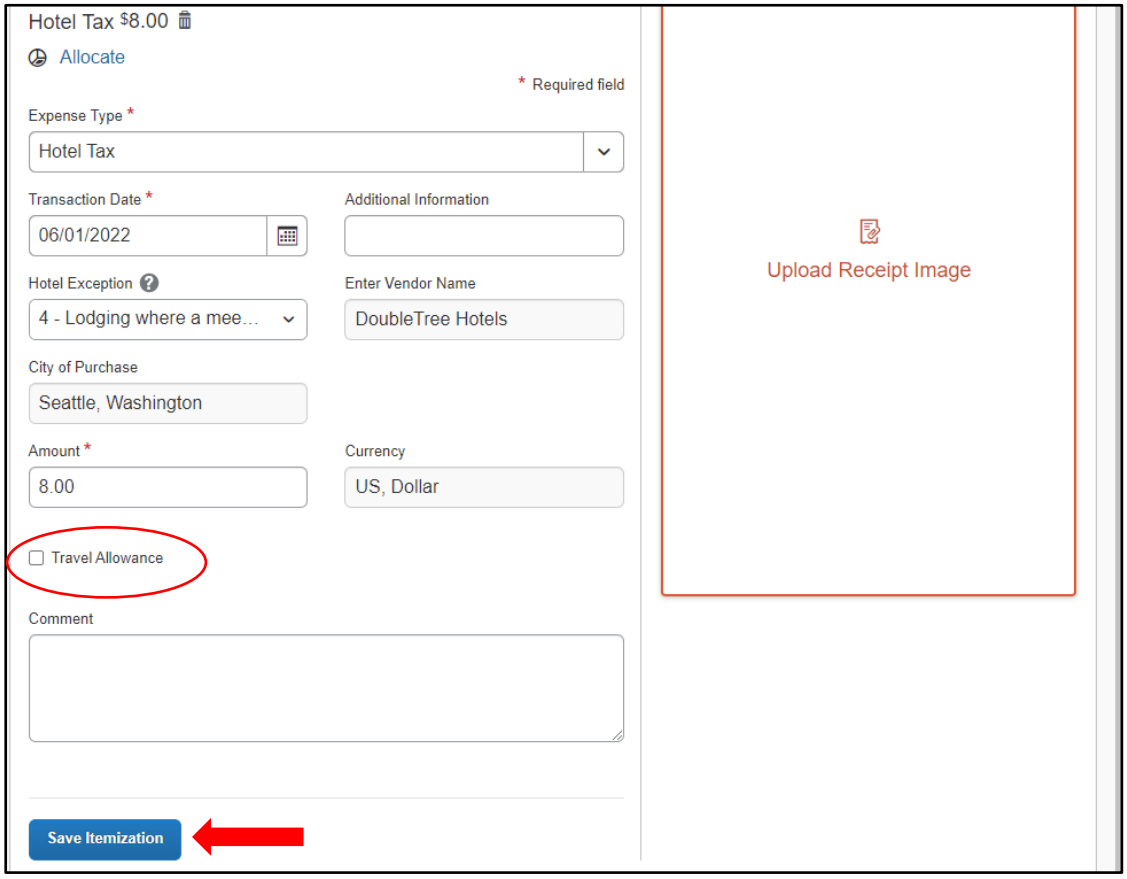


Hotel Tax may reduce reimbursement when tied to a travel allowance.

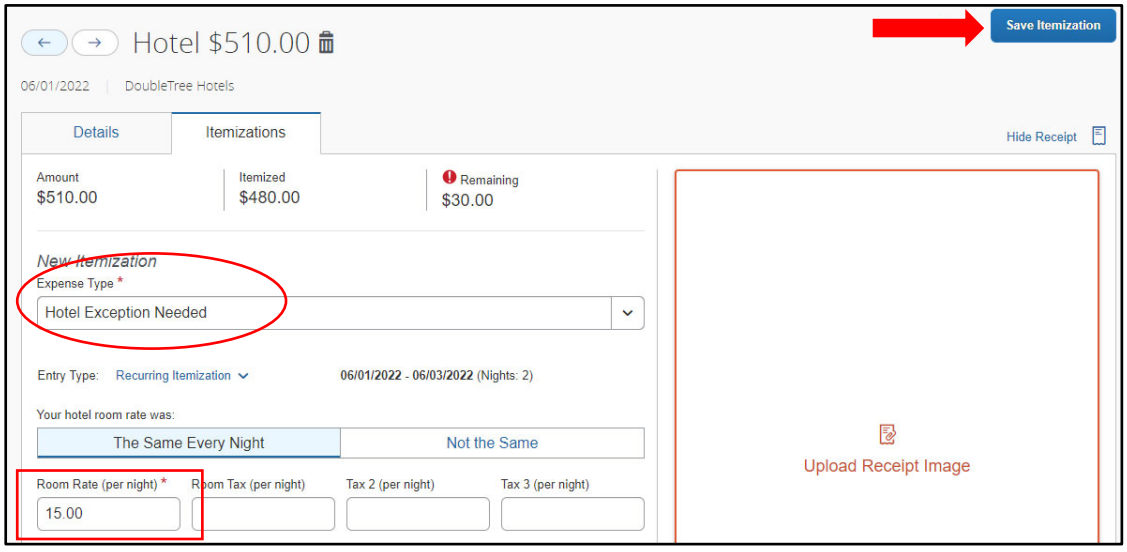
8. To disconnect **Hotel Tax** from travel allowance, click Itemizations and click on **Hotel Tax**.



9. Click off the **Travel Allowance** checkbox and click **Save Itemization**.



10. If your hotel costs, excluding tax, exceed per diem, select the **Hotel Exception Needed** expense type and enter the **amount above per diem (per night)**.



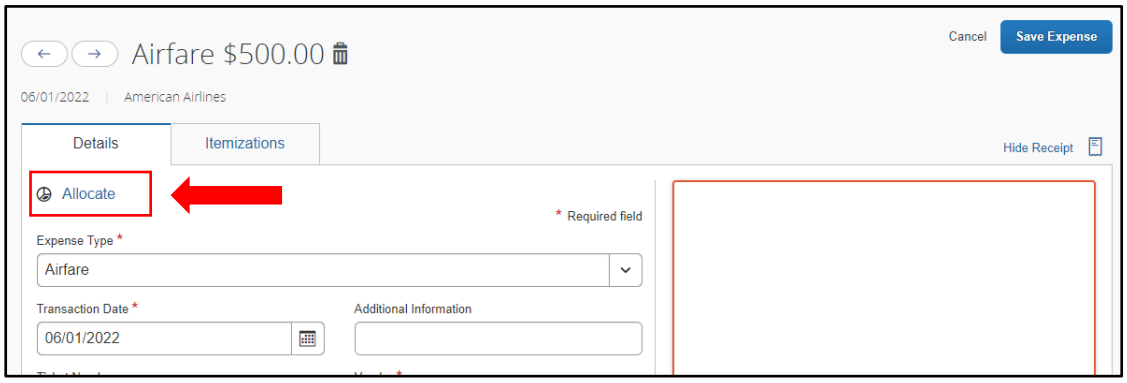
11. Add any additional itemizations and click **Save Expense**.

Allocating Expenses

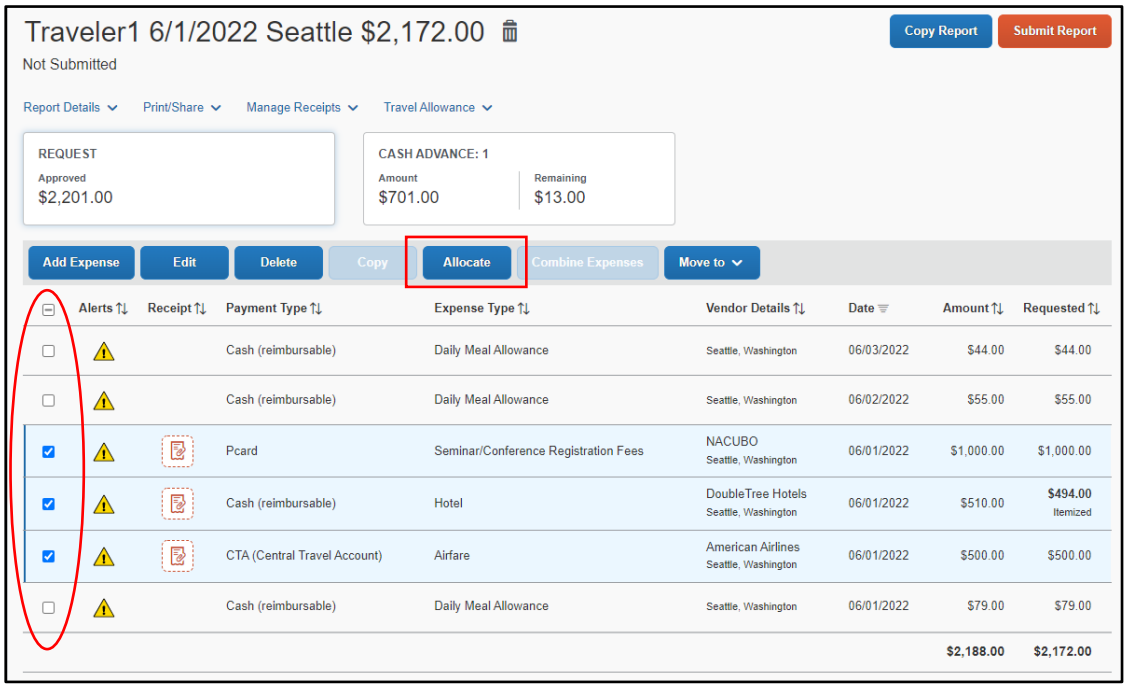
You can allocate expenses to various funding sources (indexes), which will be charged for those expenses. You can allocate a single expense or multiple expenses.

To allocate your expenses

1. With the expense open, to create or edit a *single* expense, click **Allocate**.

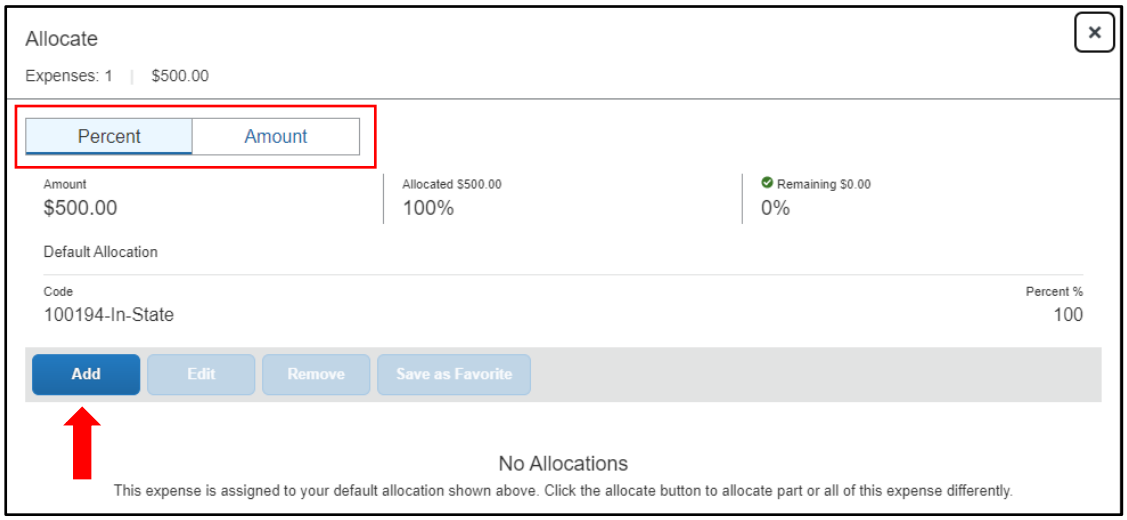


2. With the report open, to allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then click **Allocate**.



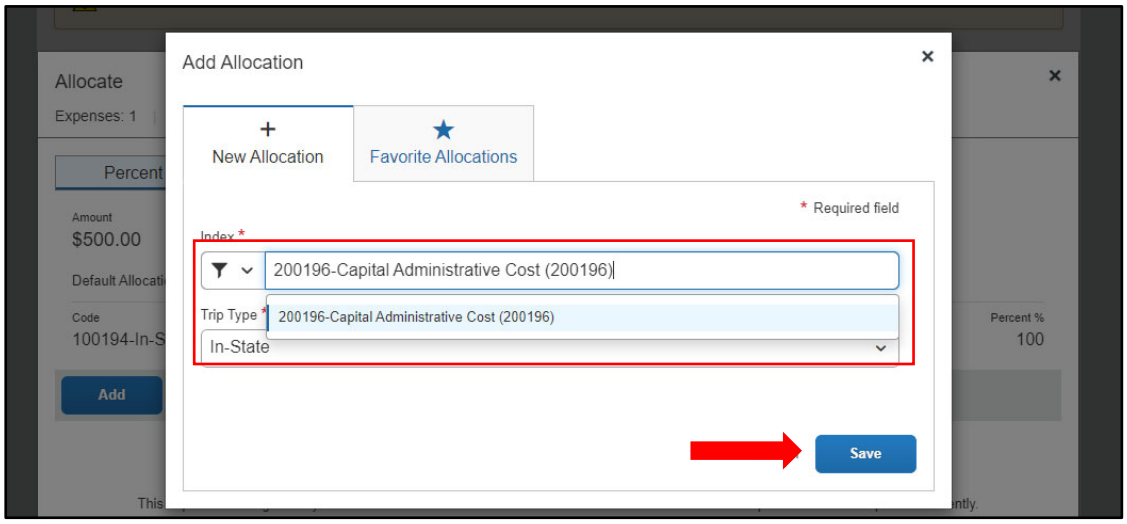
The **Allocate** window appears. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** are listed.

3. Select **Percent** or **Amount** and click **Add**.

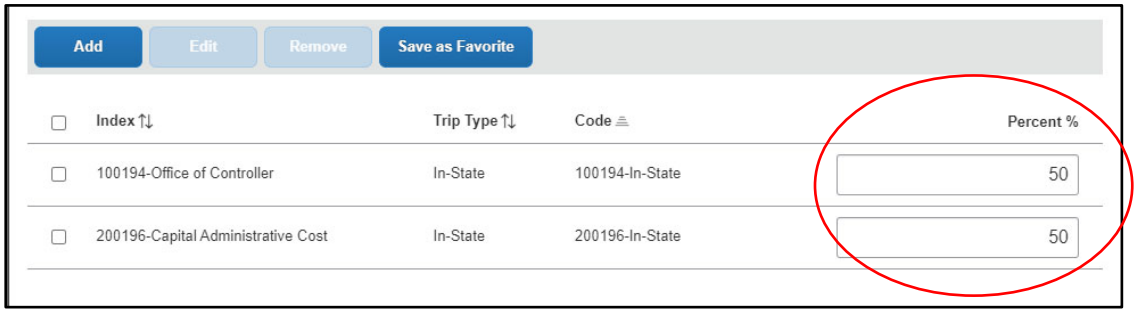


Select from the lists or type the appropriate information in the fields.

4. Add as many allocations as necessary, from the **New Allocation** or **Favorite Allocations** tabs, and then click **Save**.



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.



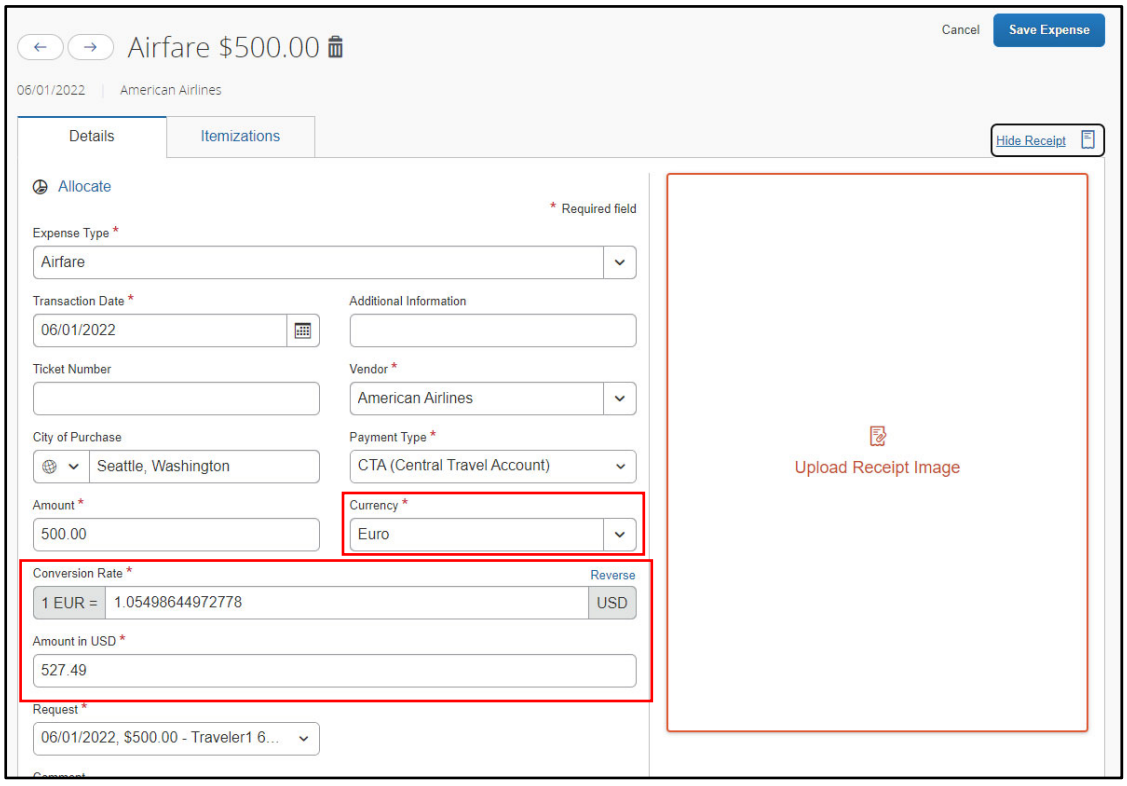
5. Click **Save**.

Converting Foreign Currency Transactions

When your travel takes you to different countries, you will need to convert foreign currency transactions to your standard reimbursement currency.

To account for an expense incurred in another currency

1. With the report open, click **Add**, and then **Create New Expense**.
2. Search for or enter an expense type.
3. Enter the appropriate information in the required and optional fields (required fields are indicated with an asterisk).
   Note the following:
   - Select the "spend" **Currency** from the list to the right of the **Transaction Amount** field. The **Conversion Rate** field appears.
   - The **Conversion Rate** is automatically populated according to the **Transaction Date** and **Currency** entries.
     Expense calculates the **Amount** in your reimbursement currency.
   - Currency can be converted by multiplying by a particular rate or dividing by a different rate. To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field.
4. Complete the remaining fields as appropriate, and then click **Save Expense**.

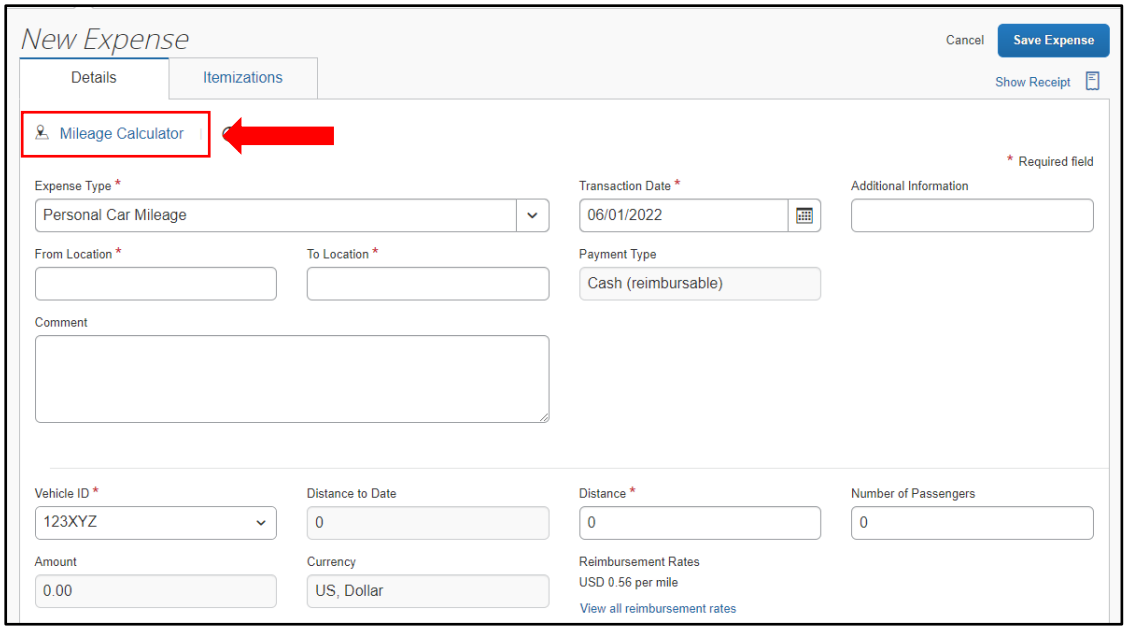


Entering Personal Car Mileage

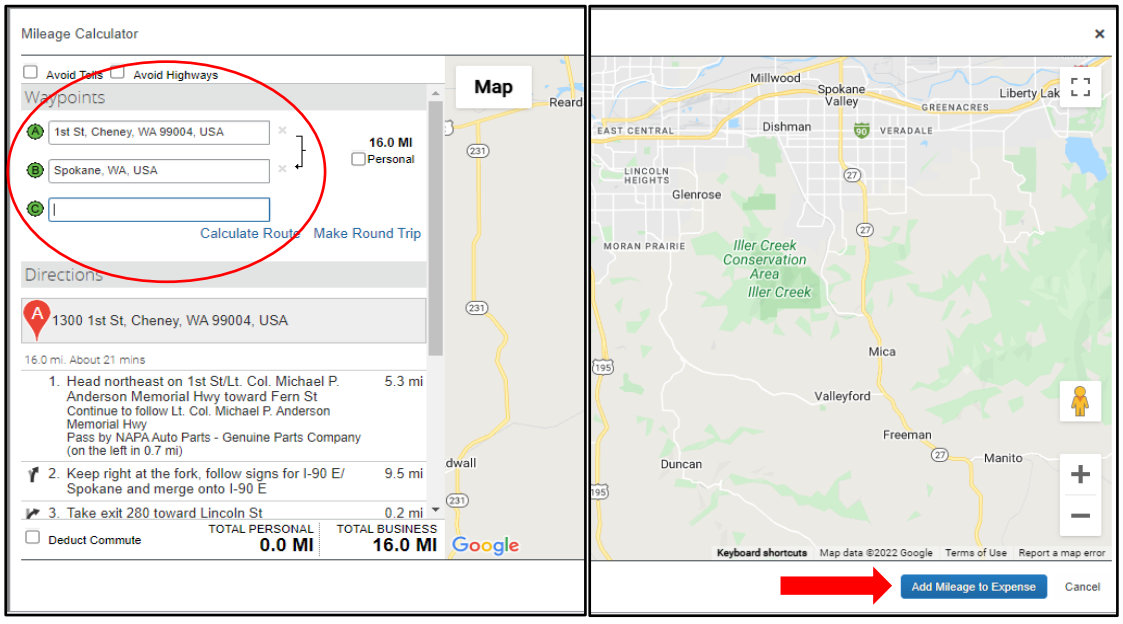
You must register a personal car to claim mileage reimbursements. EWU uses two mileage rates – the standard mileage rate and the Idaho Contract mileage rate. Refer to the **Registering a Personal Car in Your Profile** section above.

To create a car mileage expense

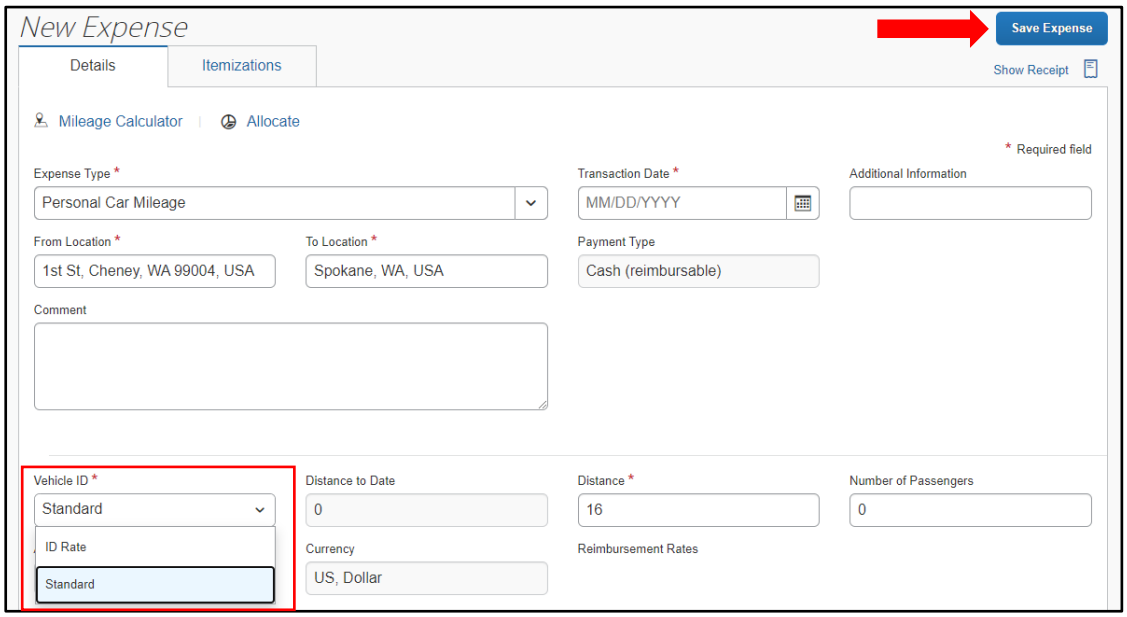
1. With the expense report open, click **Add**, and then select **Personal Car Mileage**.
2. Click on the **Mileage Calculator.**



3. Enter the beginning and ending destinations and click **Add Mileage to Expense**.



4. Enter any required and optional fields.
5. Select a **Vehicle ID** based on the required reimbursement rate.
   When done, Expense calculates the reimbursement amount based on the miles and the mileage reimbursement rate.
6. Click **Save Expense**.

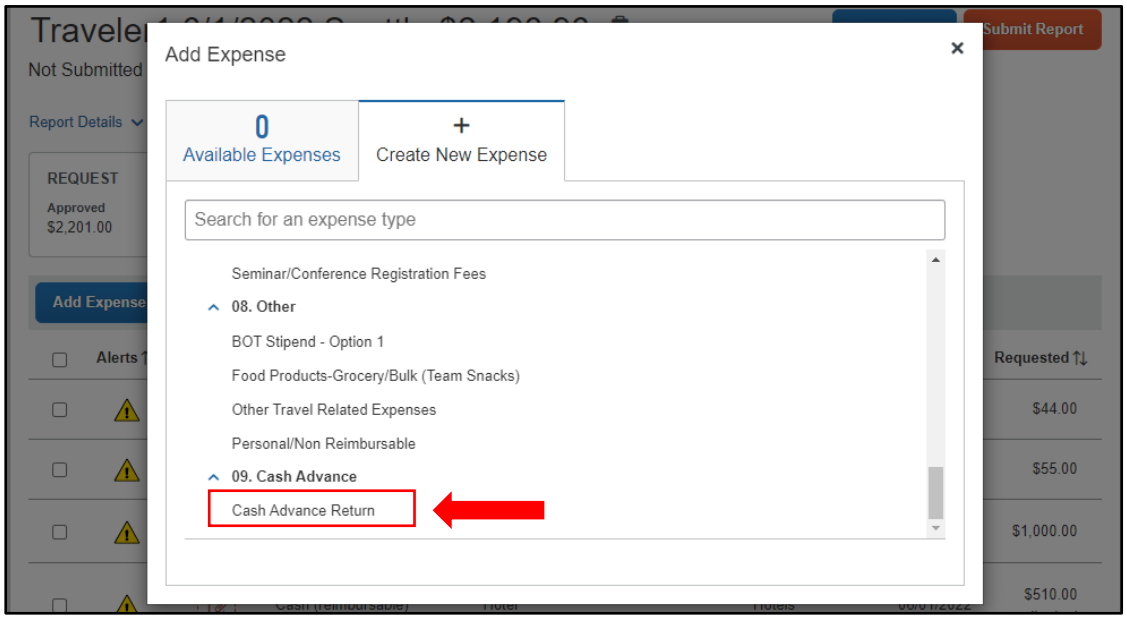


Returning Remaining Cash Advances

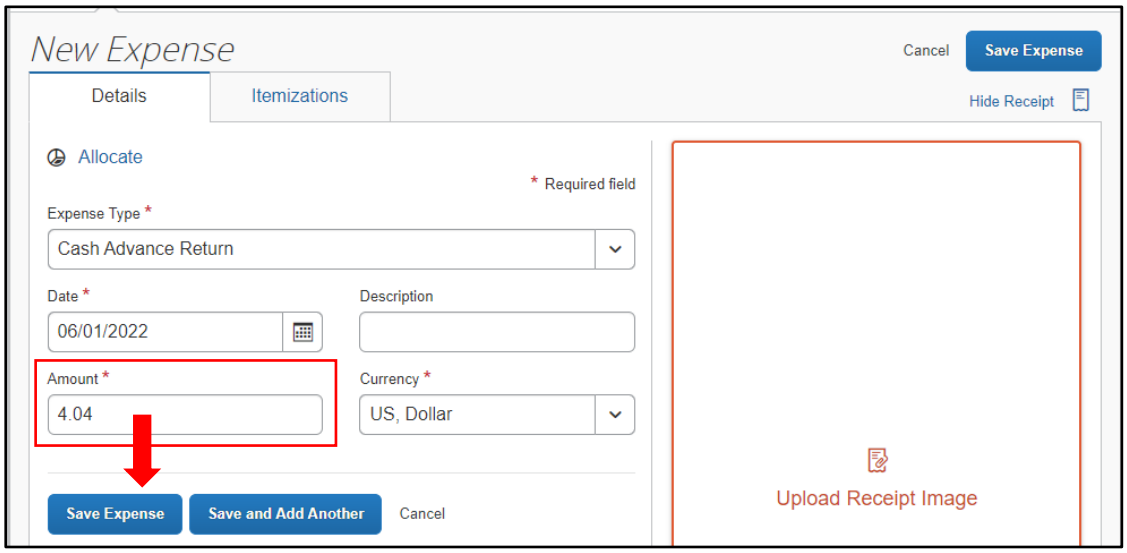
If your expense report includes a cash advance, the cash advance must be completely accounted for before you can submit your report. You will need to add an expense type to return remaining funds.

To account for a remaining cash advance balance

1. With the expense report open, click **Add**, and then select **Cash Advance Return**.



2. Enter the remaining cash advance balance in the **Amount** field and click **Save Expense**.



You must provide proof of repayment of the cash advance.

3. Return the funds to Student Financial Services and get a receipt.
4. Upload your receipt to the **Cash Advance Return** expense.

Creating a Group Travel Expense Report

Group Travel has more than one person traveling on the same trip with one request and expense report. It requires the use of a separate travel policy called ***EWU-US Group Expense Policy**. It also includes a few unique expense types specifically created for a group situation. These include:

- Hotel Group
- Group Meals/Entertainment
- Food Products-Grocery/Bulk (Team Snacks)

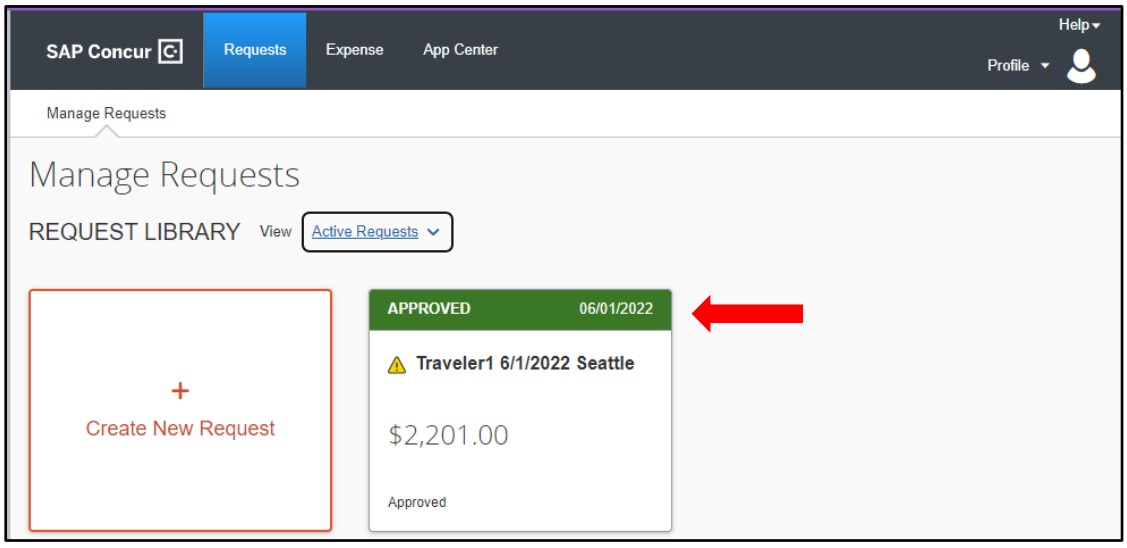
All other expense types are the same.

Group travel does not use the **Travel Allowance** and **Itinerary** function as individual travel does. It is important to select the appropriate travel policy to provide for these unique situations for group travel.

Visit the Travel Accounting site to familiarize yourself with **Travel Requirements for Groups**. https://inside.ewu.edu/financialservices/office-of-controller/travel-accounting/travel-requirements-for-groups/.

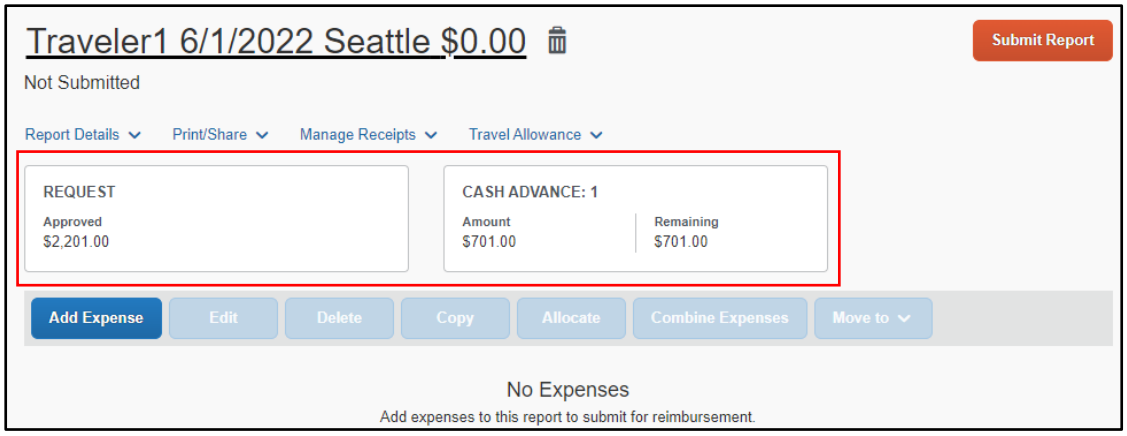
To create a new expense report from an existing request

1. From the SAP Concur home page, click the **Requests** menu.
2. Click the request that you want to create your expense report from.



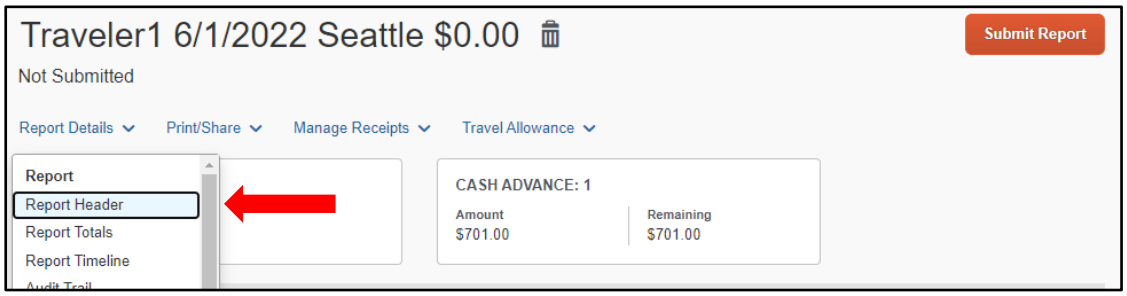
3. To create the expense report with the attached request, click **Create Expense Report**.

The expense report automatically opens to the expense report page, and you can see that the request and any related cash advance is attached.

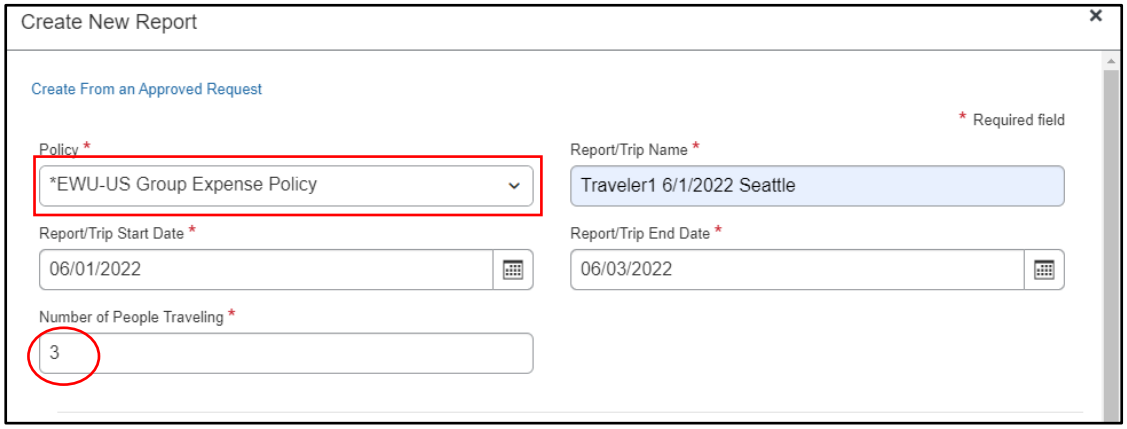


The expense report header must be updated to the ***EWU-US Group Expense Policy.**

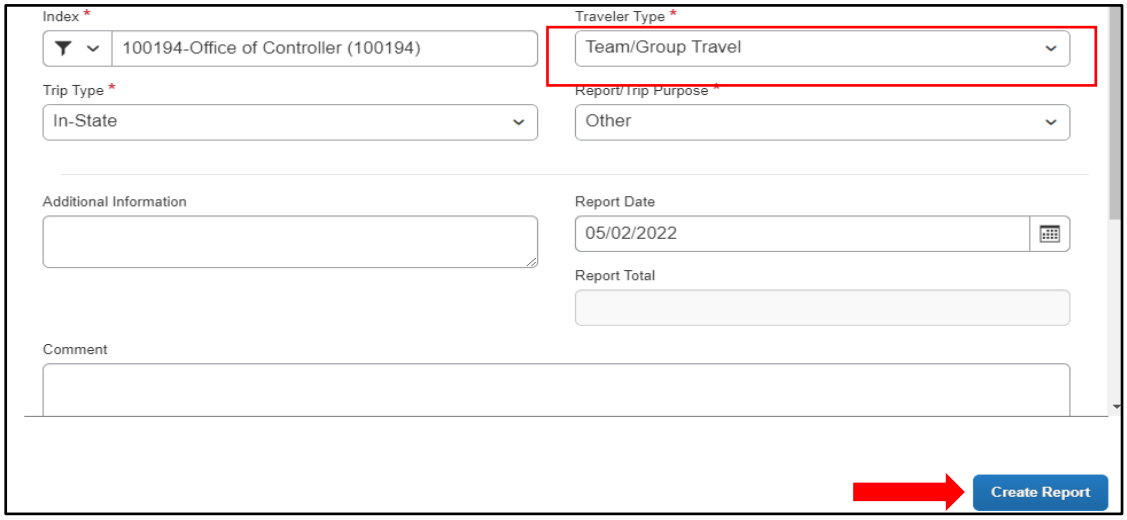
4. On the expense report page, click **Report Details** and click **Report Header**.



5. Click the dropdown arrow for **Policy** and select ***EWU-US Group Expense Policy** and enter the **Number of People Traveling.**

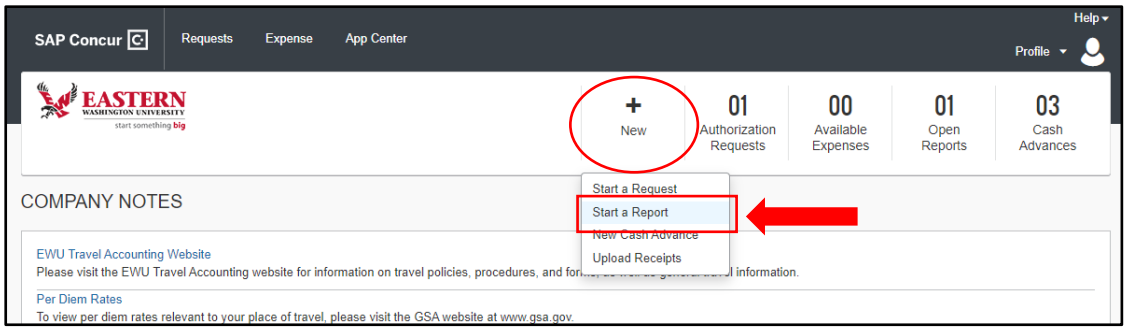


6. Change **Traveler Type** to **Team/Group Travel**, fill out the remaining required and optional fields and click **Create Report**.



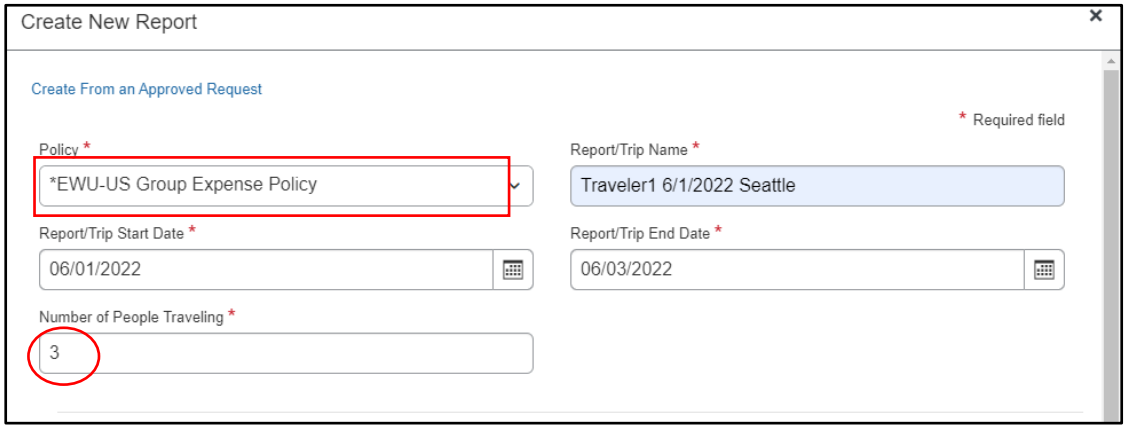
To create a new expense report without a request

1. On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.

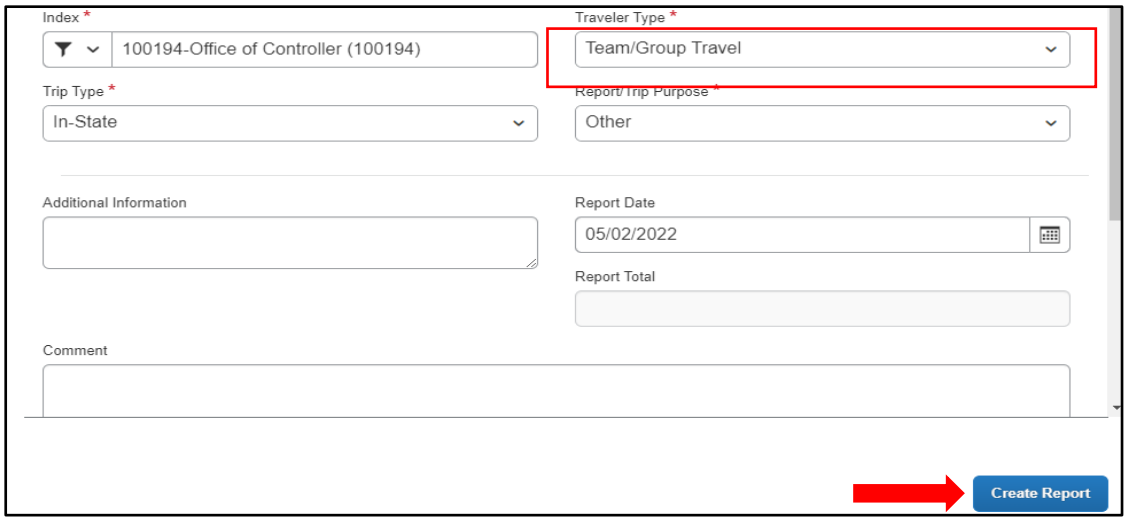


The **Report Header** window will appear.

2. Click the dropdown arrow for **Policy** and select ***EWU-US Group Expense Policy** and enter the **Number of People Traveling.**



3. Change **Traveler Type** to **Team/Group Travel**, fill out the remaining required and optional fields.



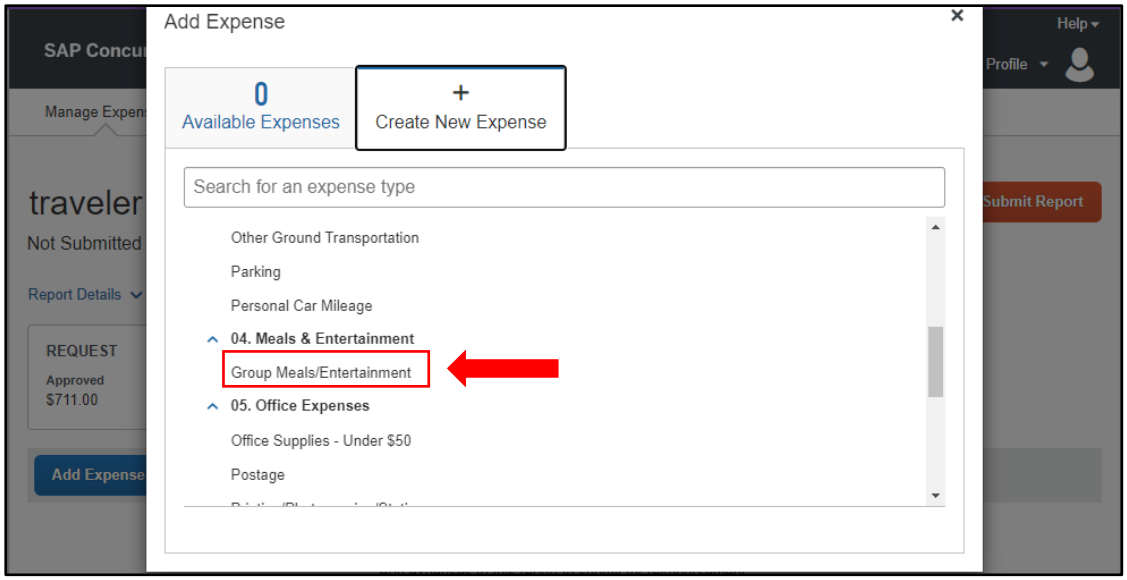
4. Click **Create Report**.
5. Add any additional expenses to your expense report.
   Refer to the **Adding Expenses to an Expense Report** section, and any other needed sections above.
   For **Group Meals/Entertainment** expenses, see the section below.

Adding Group Meals/Entertainment with Attendees

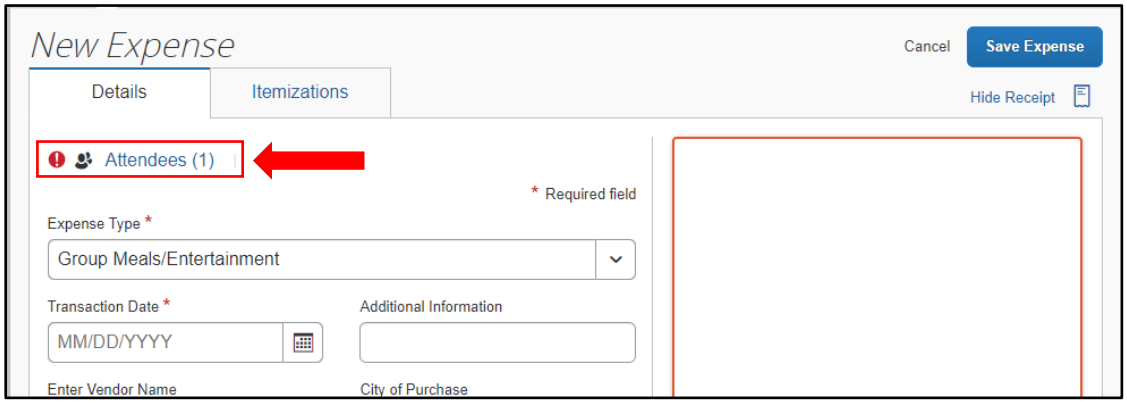
Some expenses, such as **Group Meals/Entertainment**, require you to add attendees to the expense.

To add attendees to Group Meals/Entertainment

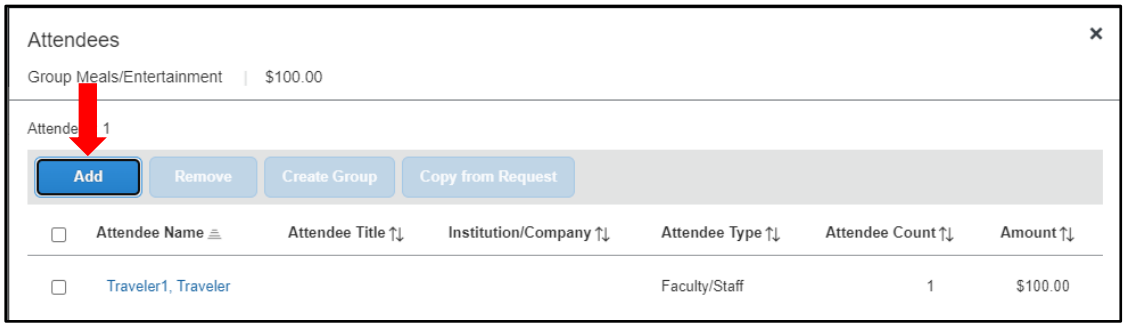
1. With the expense report open, click **Add**, and then select **Group Meals/Entertainment**.



2. Complete the required and optional fields.
3. Choose the correct **Payment Type**; either **Cash**, **CTA**, **Pcard**, or **Third Party**.
4. From the expense type screen, click **Attendees**.

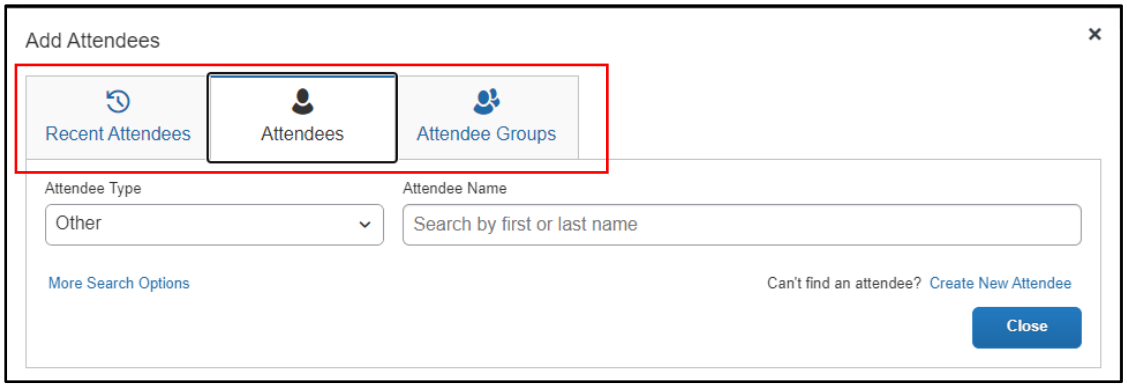


5. In the **Attendees** window, click **Add**.



The **Add Attendees** window appears.
You can add attendees in several ways:

- **Recent Attendees** – Select the check box next to the appropriate attendee and click **Add to List**.
- **Attendees** – Search for the **attendee**. If you need to create a new attendee, click **Create New Attendee**, complete the required fields, and then click **Create Attendee**.
- **Attendee Groups** – Select from your **Favorites** or **My Team** (these are configured in your Profile settings).



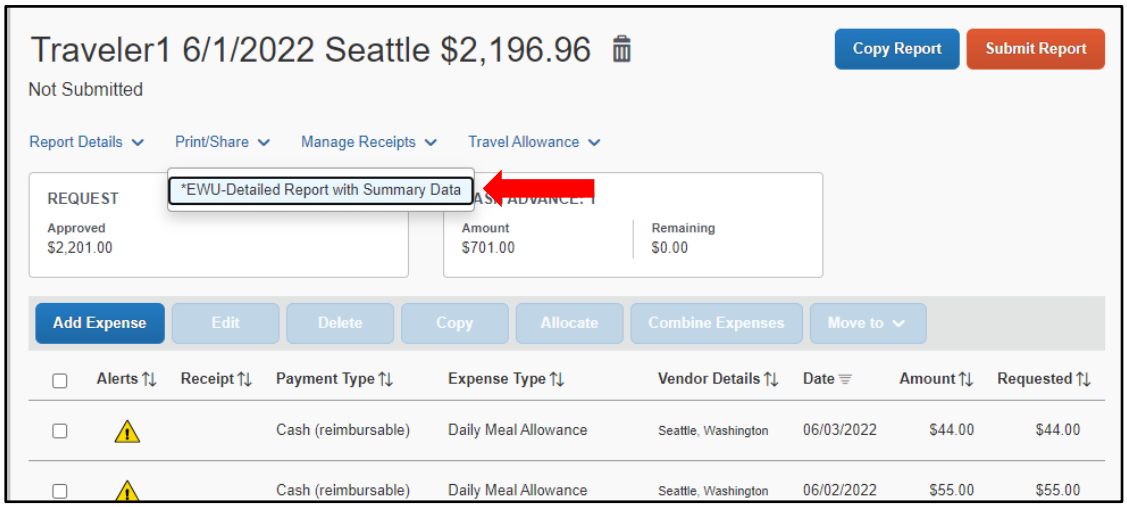
6. Click **Save**.
7. Upload a **Group Travel Roster** form as a receipt for each day of **Group Meals/Entertainment**. The **Group Travel Roster** form can be found on the Travel Accounting website.

Printing and Submitting an Expense Report

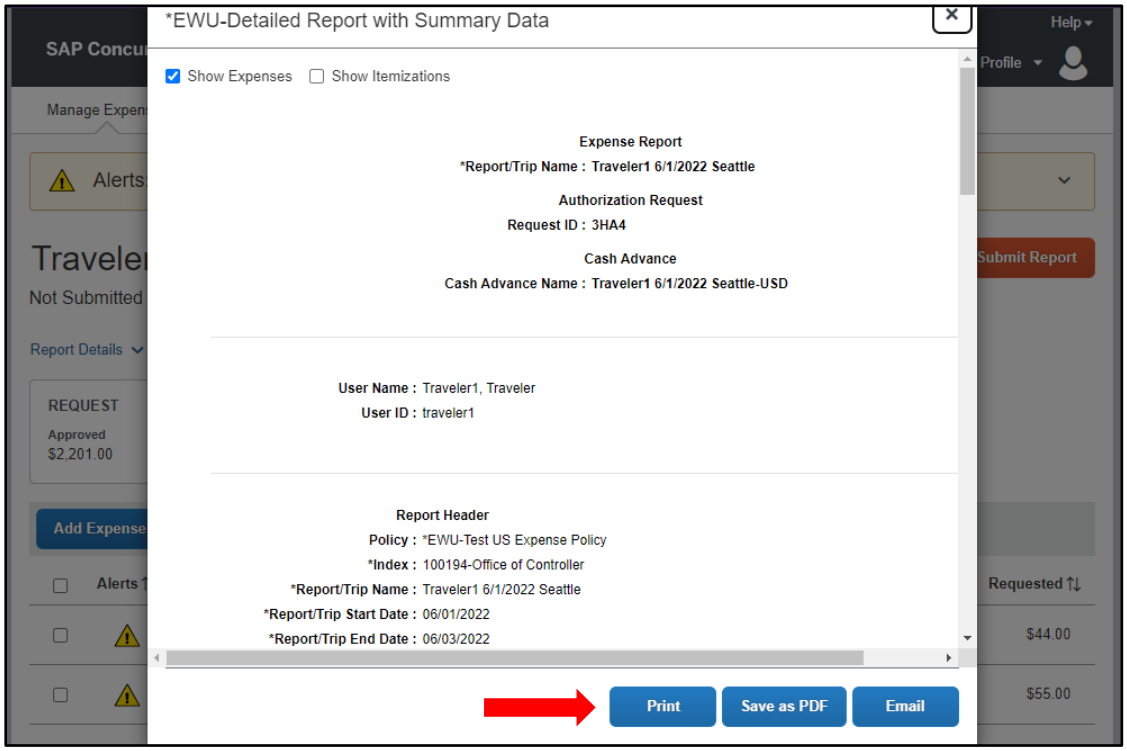
When you complete your expense report, you can print it to save a hard copy for your records.

To preview and print the expense report

1. On the expense report page, click **Print/Share**, and then select **EWU-Detailed Report with Summary Data**.

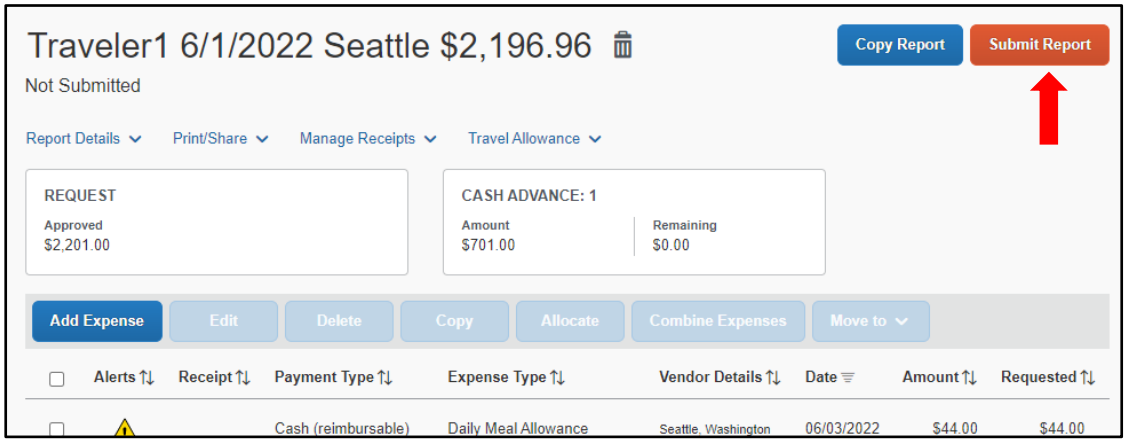


2. On the **Detailed Report** screen, review the details, and then click **Print**, **Save as PDF**, or **Email**.



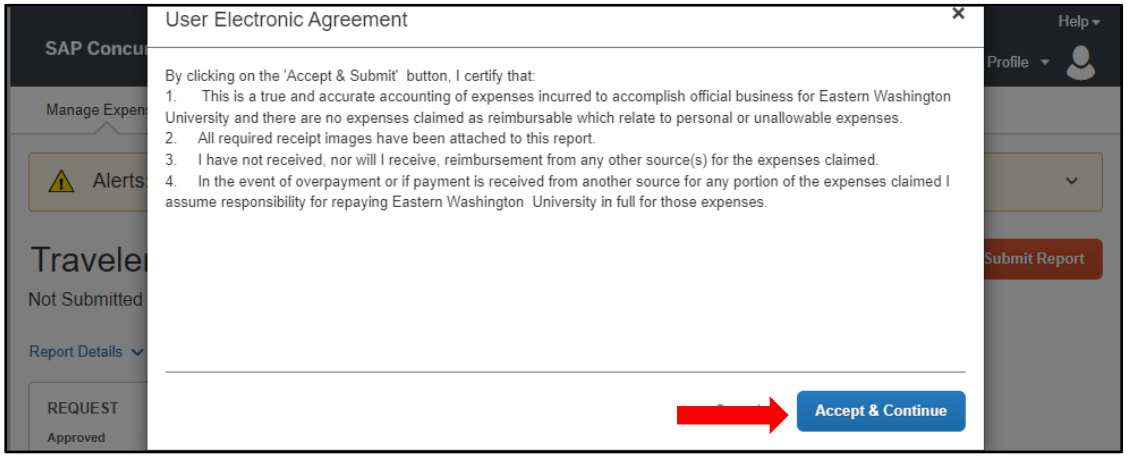
To submit your expense report

1. On the expense report page, click **Submit Report**.



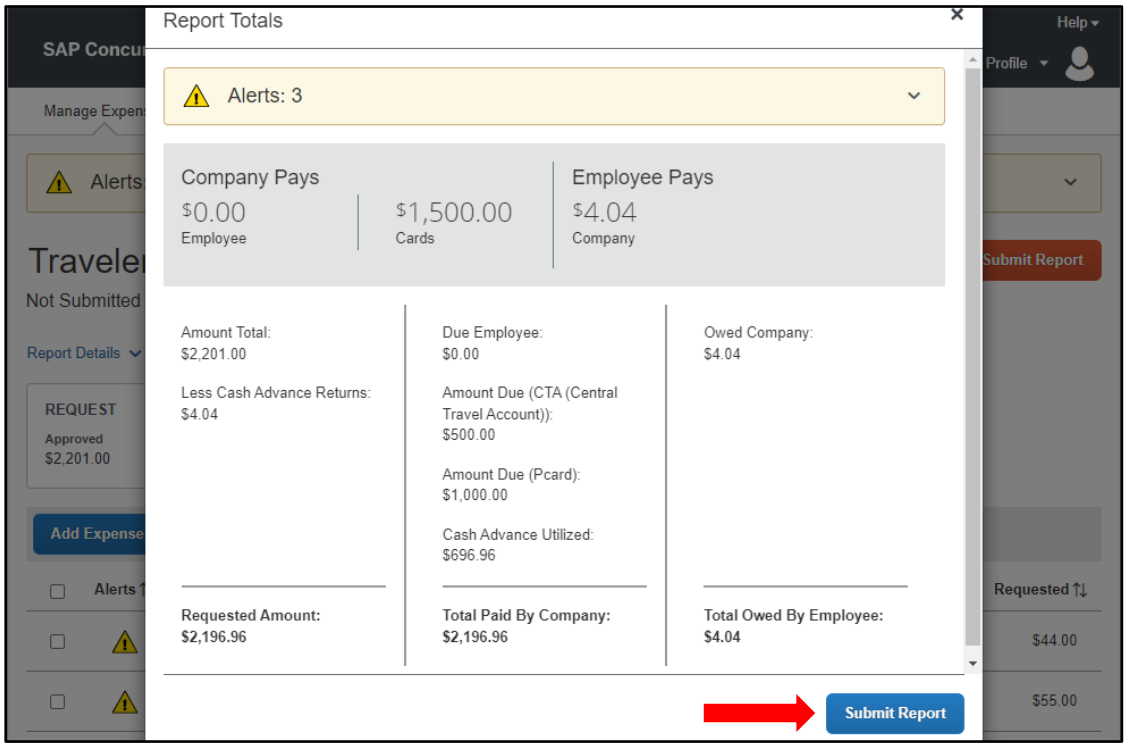
A **Certification** window appears, which requires you to attest that the expense report complies with EWU policy.

2. Review the statement and then click **Accept & Continue**.

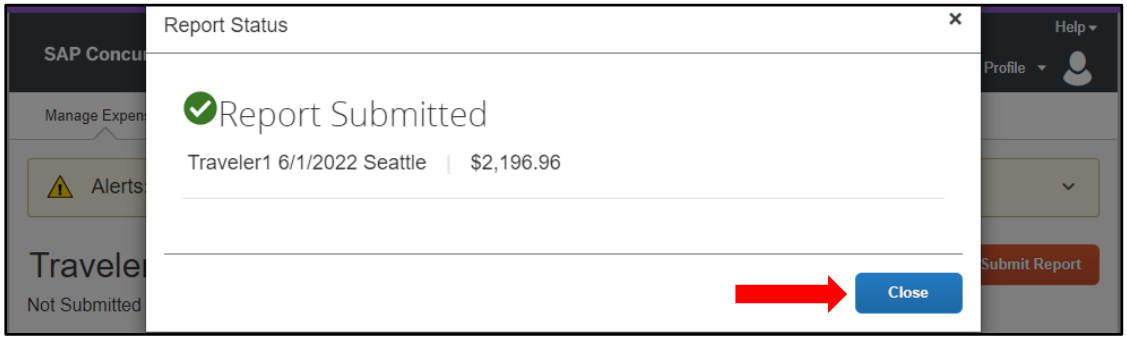


The **Report Totals** window appears.

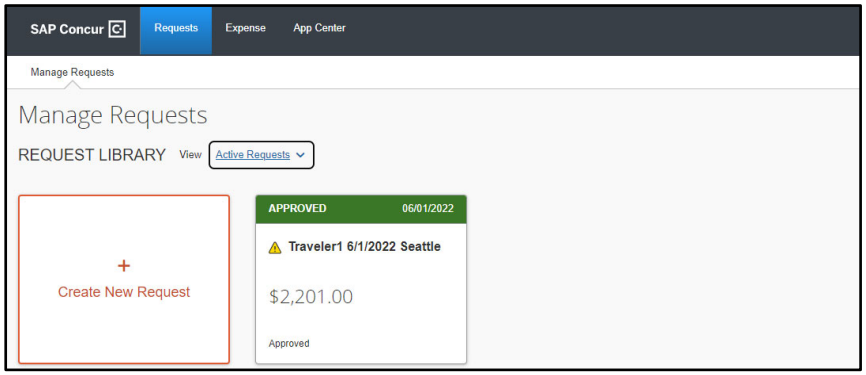
3. Review the information for accuracy, and then click **Submit Report**.



4. Click **Close**.



Your request is submitted and waiting for approval.



If you cannot successfully submit the report, a message appears describing the report error or alert. Correct the error, or if you require help to complete the task, contact Travel Accounting.

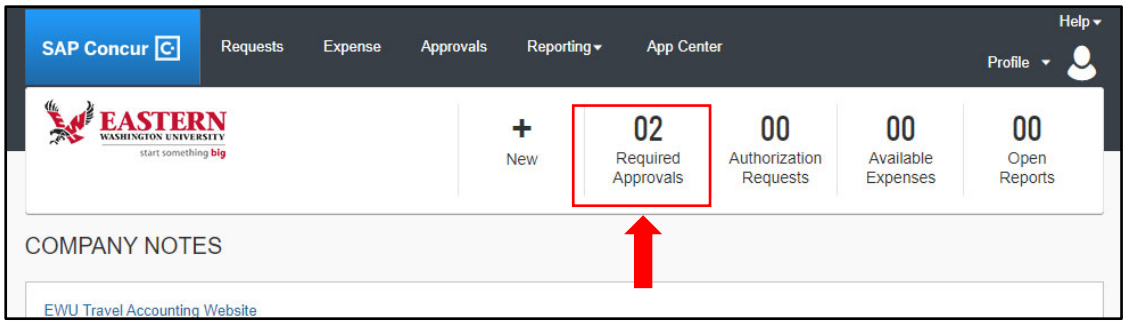
Reviewing and Approving an Expense Report

As an approver, you will need to review submitted expense reports and approve them for reimbursement. All the report's expenses appear in the Expenses list. If the report contains any exceptions, they will display in the Exceptions section of the report.

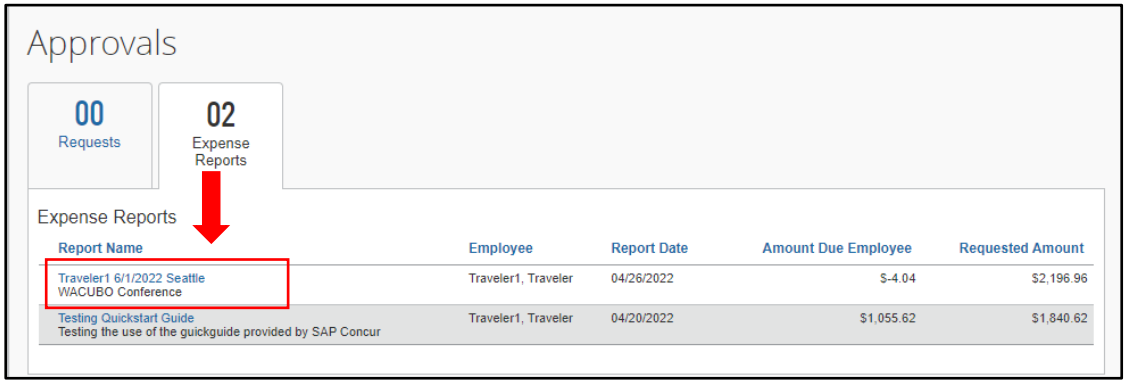
On the SAP Concur home page, in the My Tasks section, you can view a list of any report waiting your approval.

To review and approve an expense report

1. From the SAP Concur home page, on the **Quick Task** bar, click **Required Approvals**.

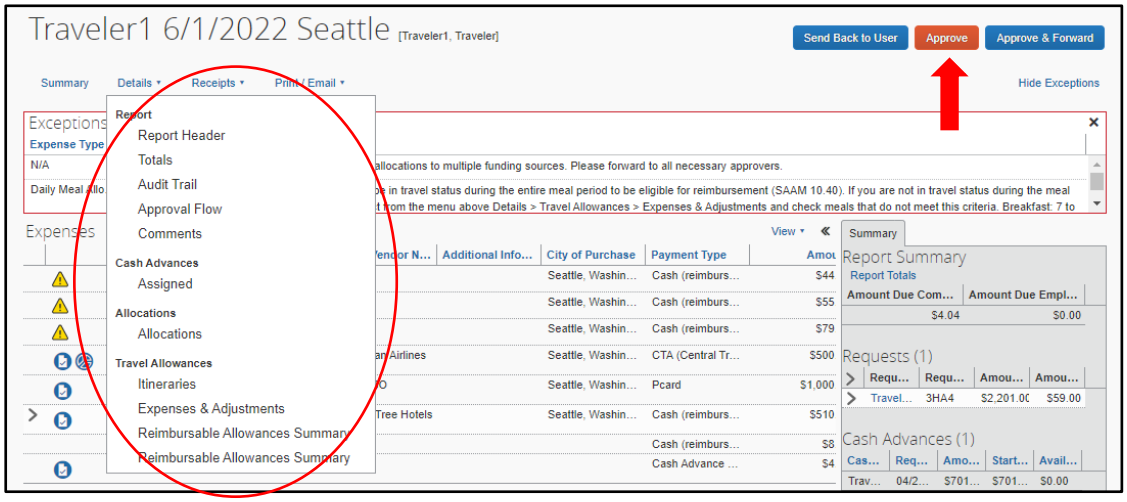


2. On the **Expense Reports** tab, click the expense report name that you want to review.

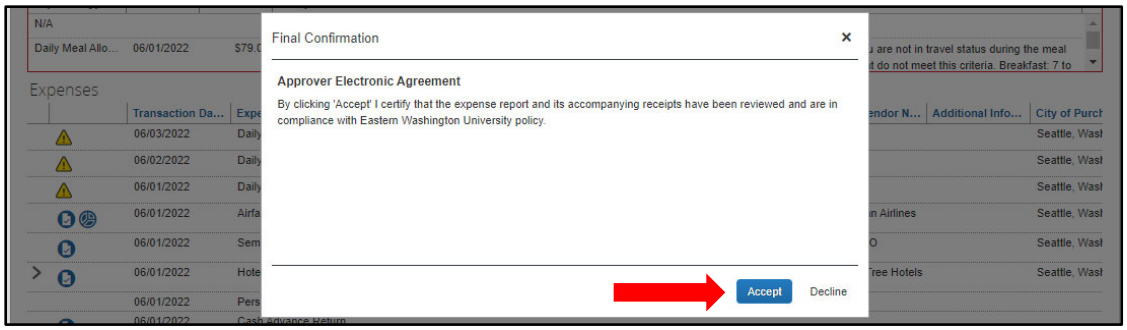


As an approver you review the details of the expenses and any attached documents before you approve the expense report.

3. Click the **Details** dropdown menu to review **the Report Header, Totals, Timeline**, **Audit Trail**, and **Allocation Summary** details.
4. Click **Receipts** to review receipt detail.



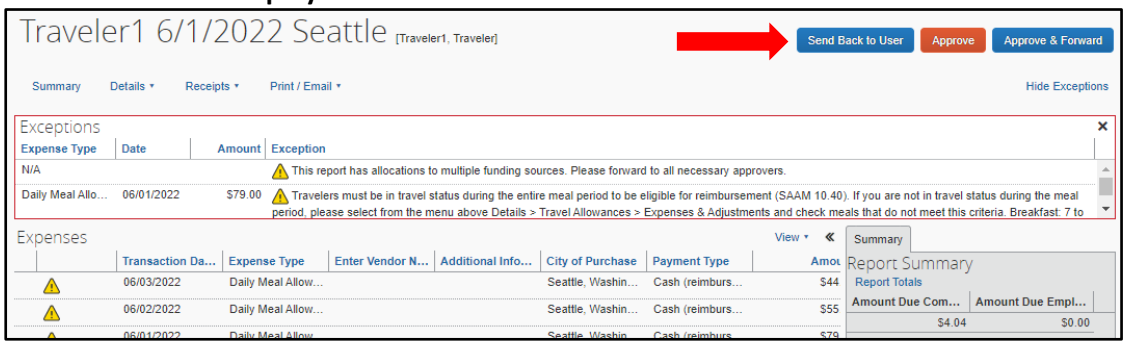
5. Review the report details, and then click **Approve**.
   A **Final Confirmation** box will appear.
6. Click **Accept** to agree to compliance with the EWU travel policy.



To send an expense report back to a user

In the following example, you will see how to send the expense report back to the employee.

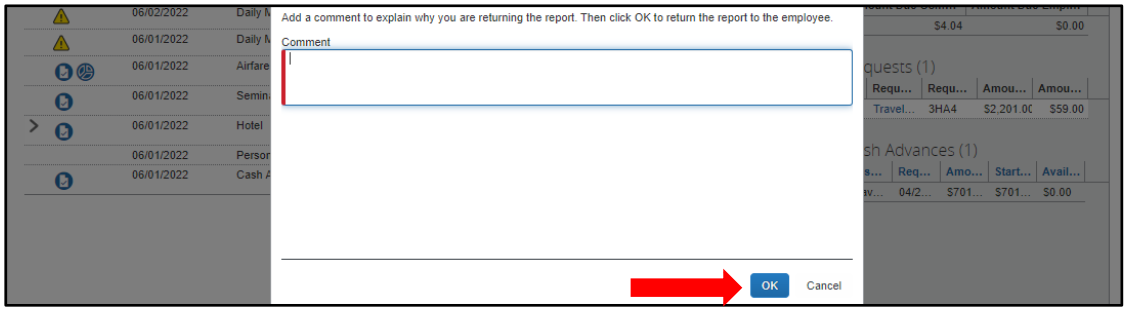
1. Click **Send Back to Employee**.



The **Send Back Report** window appears.

When sending an expense report back to an employee, you are required to enter a comment, which explains the reason for returning the report.

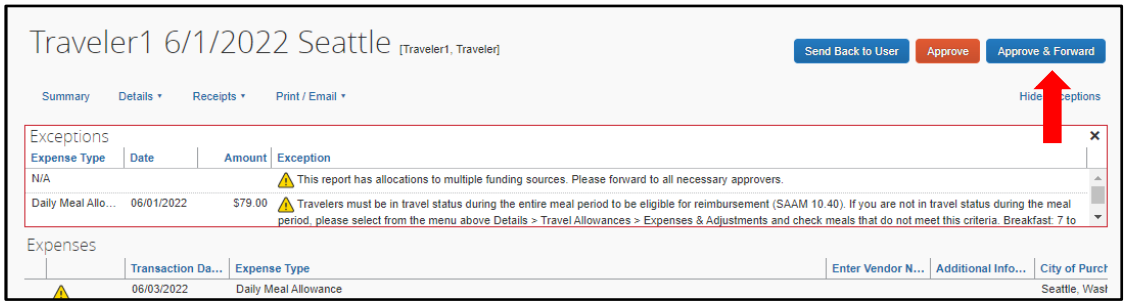
2. In the **Send Back to Employee** window, enter the **Comment**, and then click **OK**.



To add an additional approver

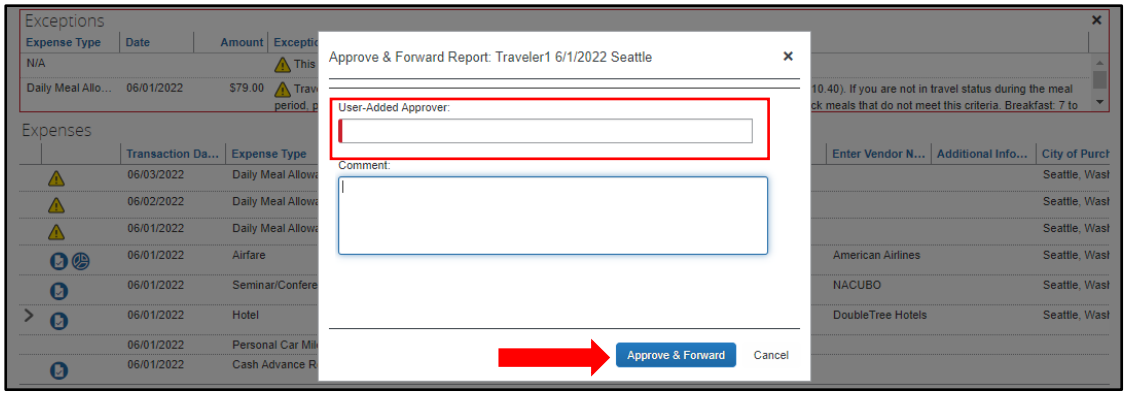
As an approver, you can add additional review steps for an expense report. For example, you might need to forward the report to additional approvers if the request contains allocations to an index that is not within your approval authorization.

7. Click **Approve & Forward**.



The Approve & Forward window will appear.

8. In the **User-Added Approver** field, search for and select the approver that you want to add to the workflow.



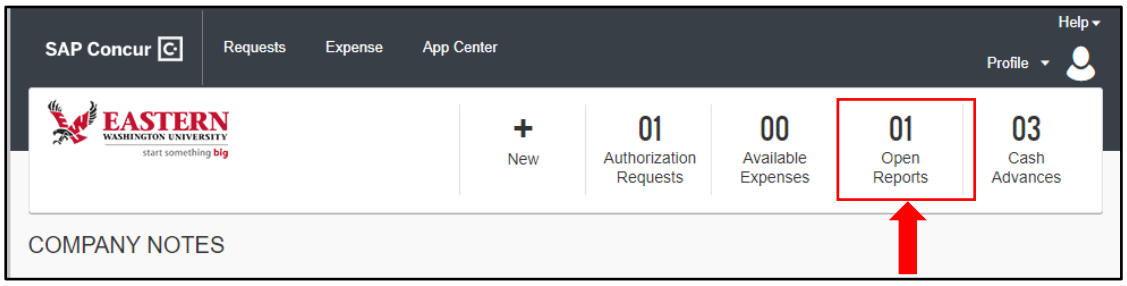
9. When you are done adding your approval steps, click **Approve & Forward**.
   A **Final Confirmation** box will appear.
10. Click **Accept** to agree to compliance with the EWU travel policy.

Correcting and Resubmitting an Expense Report

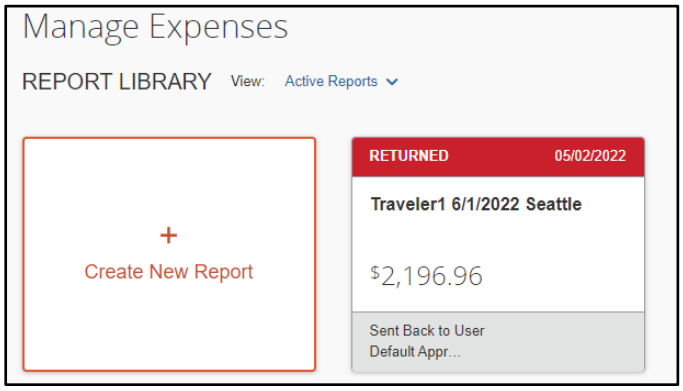
Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To correct and resubmit an expense report

1. To open the report, on the SAP Concur home page, on 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.



2. Click the returned report tile to open the report.
3. Make the requested changes, and then click **Submit Report**.