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User guide for APUO members submitting a PER claim in Concur

Human Resources

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uOttawa.ca/human-resources

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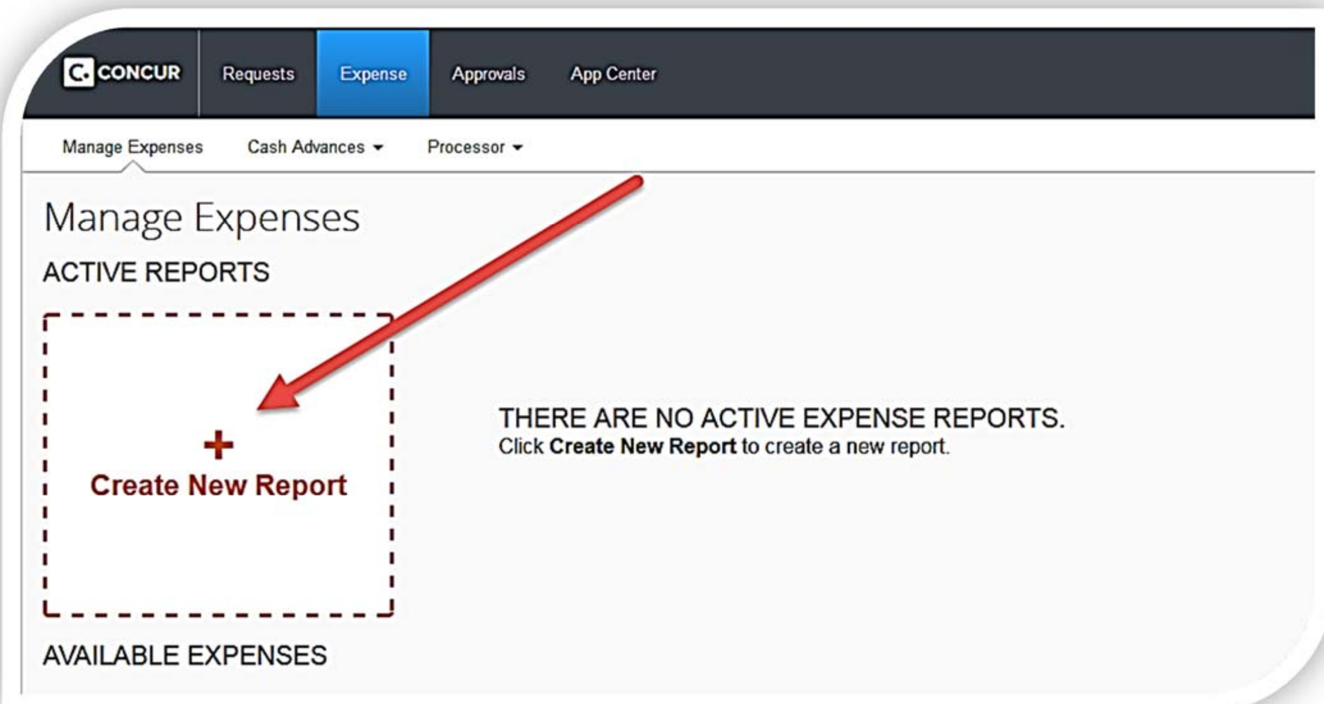
Expenses

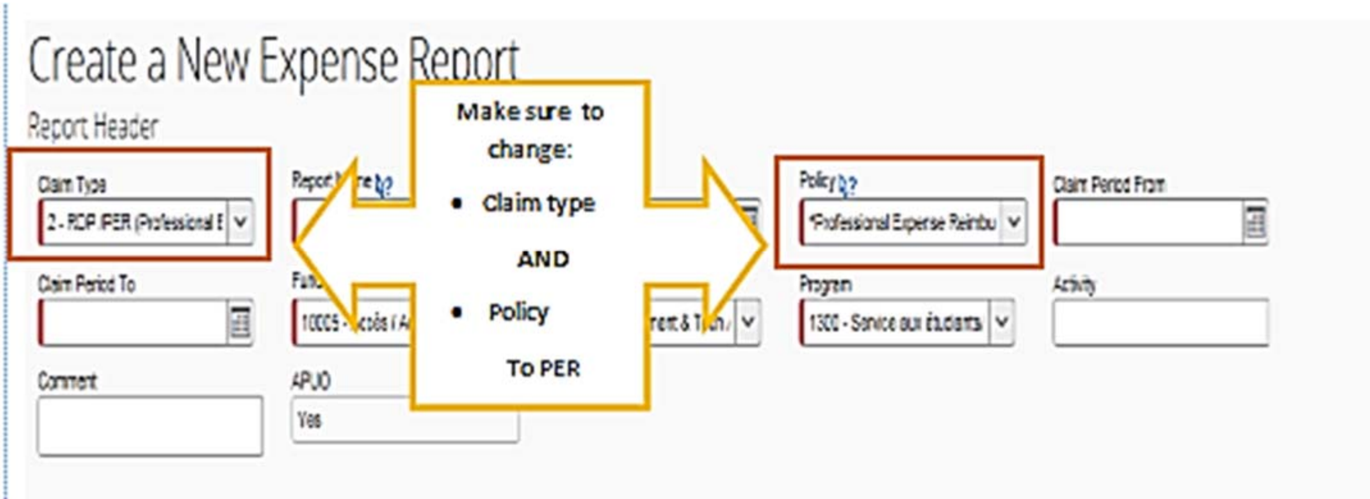
HOW TO CREATE AN EXPENSE REPORT (DETAILED)

- Click on the **Expense** tab at the top of the Home Page.
- Click on **Create New Report.**



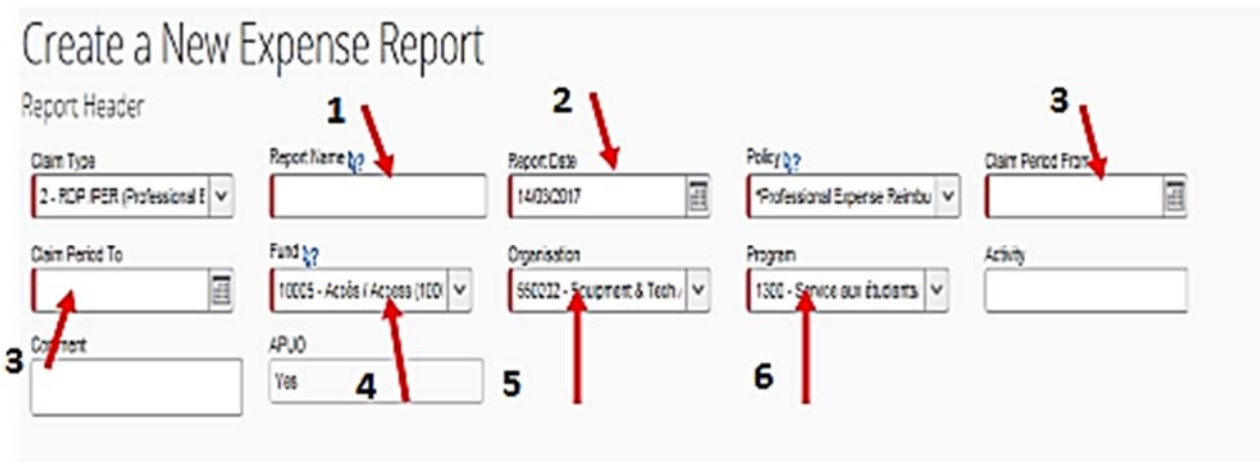
The **Create a New Expense** window will open.

[1] If these documents do not meet your accessibility needs, please send an email to Human Resources or call 613-562-5832.

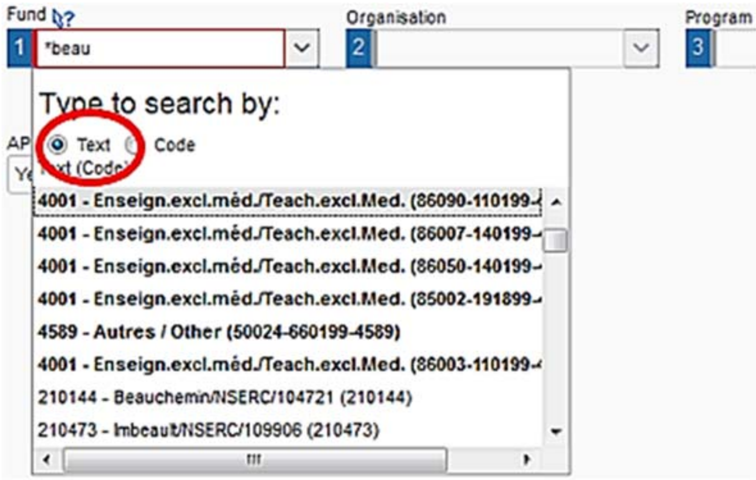


- From the **Claim type** list, select 2 – RDP / PER (Professional Expense Reimbursement).
- From the **Policy** list, select Professional Expense Reimbursement (PER) Program.

Complete all the mandatory boxes marked in red.

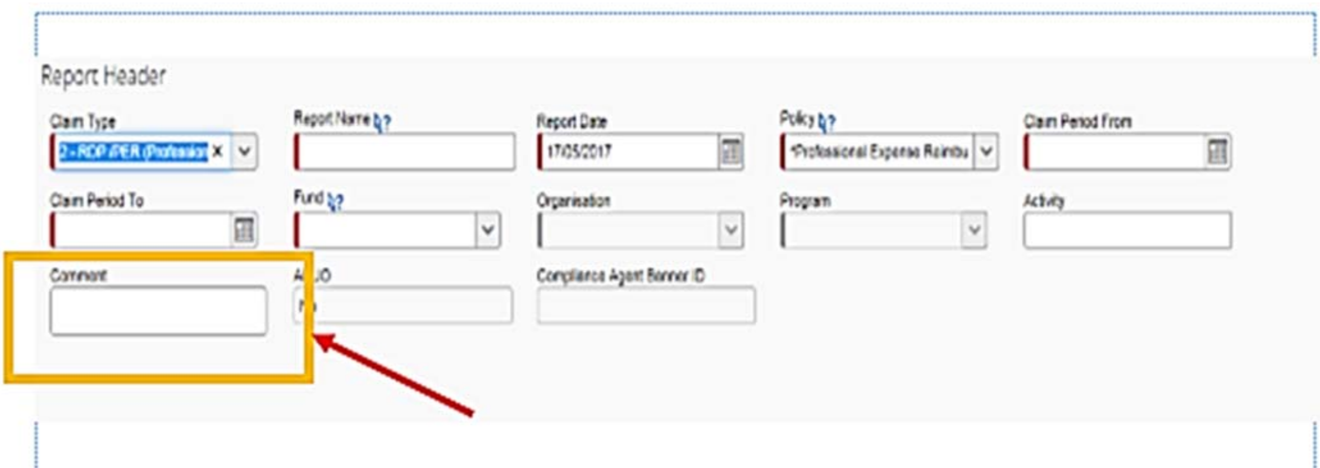


- ✓ Step 1: Name your report.
- ✓ Step 2: Report date is the date that you will be submitting your report.
- ✓ Step 3: Select the dates for the period claimed or for your earliest and most recent invoices.

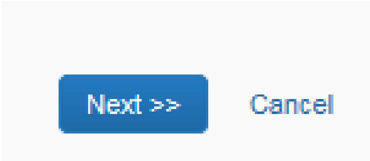


- ✓ Step 4: To search for a fund by fund owner name:
  - o Click the drop down menu
  - o For **Type to search by**, select **"text"**
  - o Type an asterisk (*), click beside the asterisk or use your arrow key to move beside it and then start typing the first letters of the last name (see below)
  - o Select the Fund linked to your name that starts with an 8
- ✓ Step 5: Click on downward arrow and select the greyed out item with your fund, organization and program numbers.
- ✓ Step 6: Repeat step 5 with the **Program**.

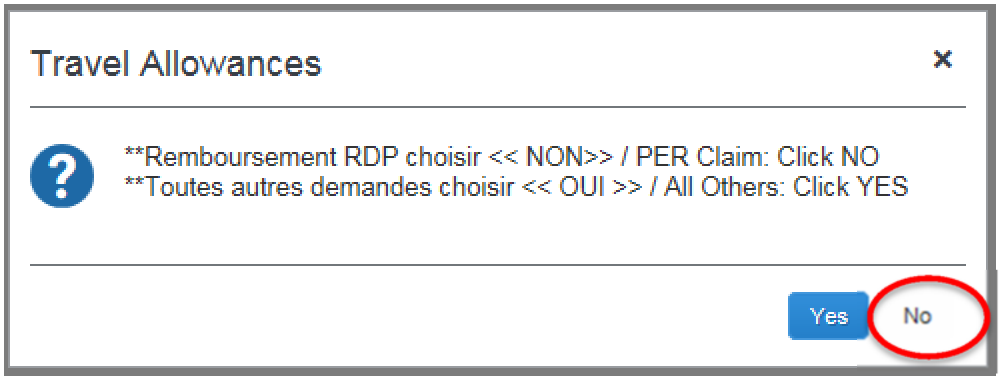
Step 7: You can write a comment if you wish to add additional information about your claim (for example, if you're only claiming a percentage of an invoice amount) in the comment box.



- ✓ Step 8: Make sure that you have selected **Professional Expense Reimbursement (PER) Program**.

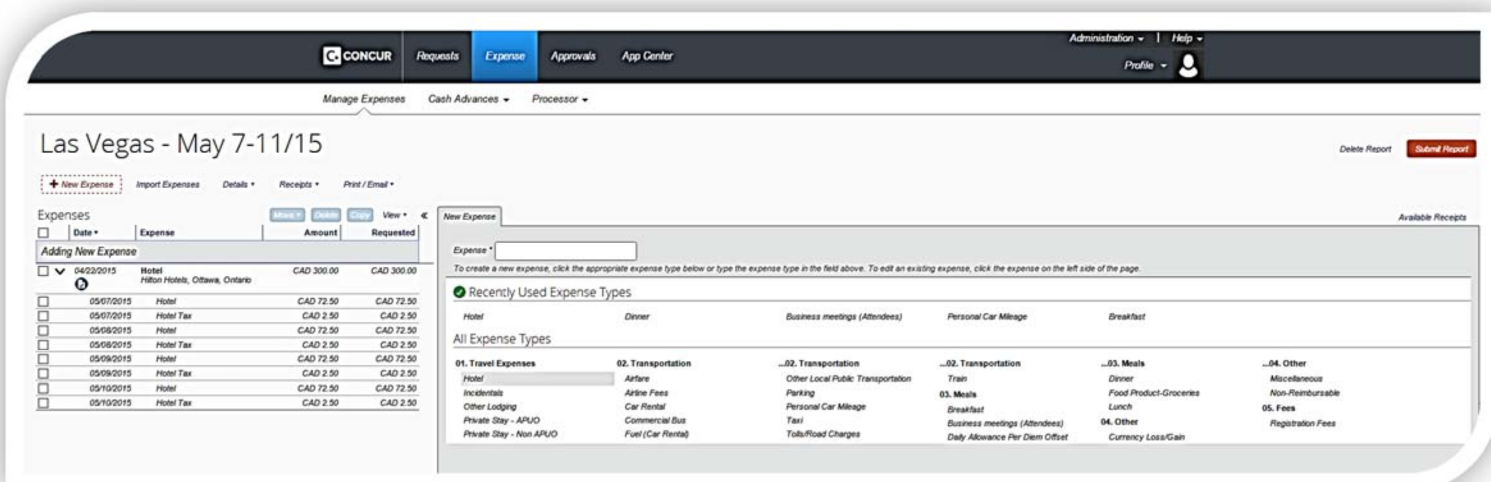


- ✓ Step 9: Click **Next** at the bottom right hand side of the page.



- ✓ Step 10: Click **No**.

EXPLORING THE EXPENSES MODULE



Let's take a look at the Expenses window. This is where you can enter your expenses, view reports, manage your receipts and submit your expense report.

The *left side* of the screen shows you the expenses you have entered. You can click on any one of them at any time to view the details or make any changes. Make sure you click **Save** if any changes have been made.

Also on the left you will see the Total Amount and the Total Requested:

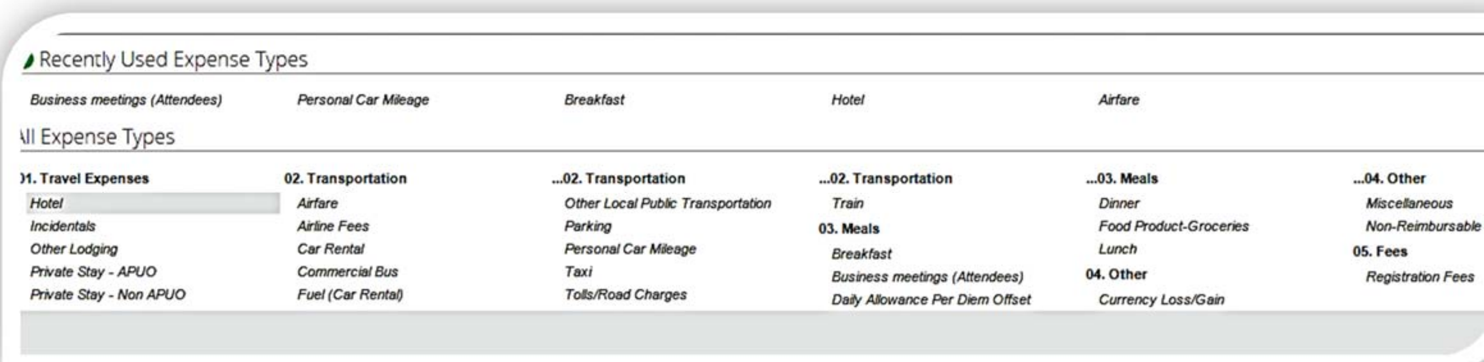
NOTE: The Total Amount and Total Requested amounts may differ. If you have any personal expenses or non-reimbursable expenses on any business receipts, they will not be included in your Total Amount.

Under the report title, you will see three drop-down menus with useful tools. Below is a list of those most commonly used:

DETAILS	RECEIPTS	PRINT/EMAIL
Reports	Attach Receipt Images	Save as PDF
Cash Advances (N/A)	View Available Receipts	Email
Travel Allowances (N/A)	Missing Receipt Affidavit	Print

The right side of the screen will show a list of **Expense Types** for you to choose from. You can select from the list of **Frequently Used Expense Types** or from the list of **All Expense Types**.

ENTERING EXPENSES

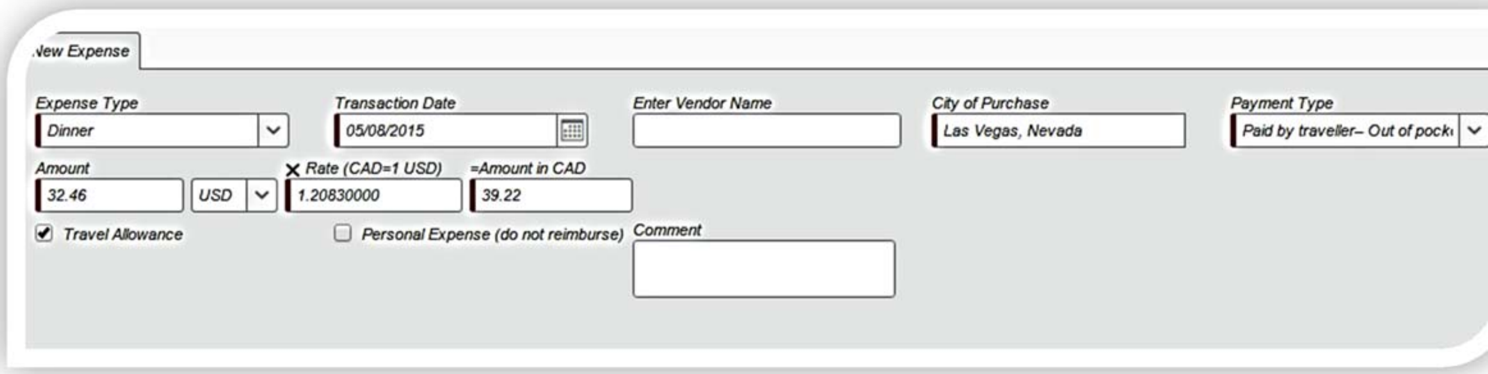


The expense types are listed under major categories: travel expenses, transportation, meals, other, fees business meeting expenses and professional fees. For each expense incurred, select the appropriate expense type, fill in the required fields and attach any required receipts.

NOTE: You must enter all expenses you see on your receipts, even if they are personal. For all personal expenses (e.g. alcohol on meal receipts), check the box Personal Expenses for the expense type.

Most expense types are straightforward, asking you to enter only a few required fields. Let's look at a couple of expense types that require further explanation.

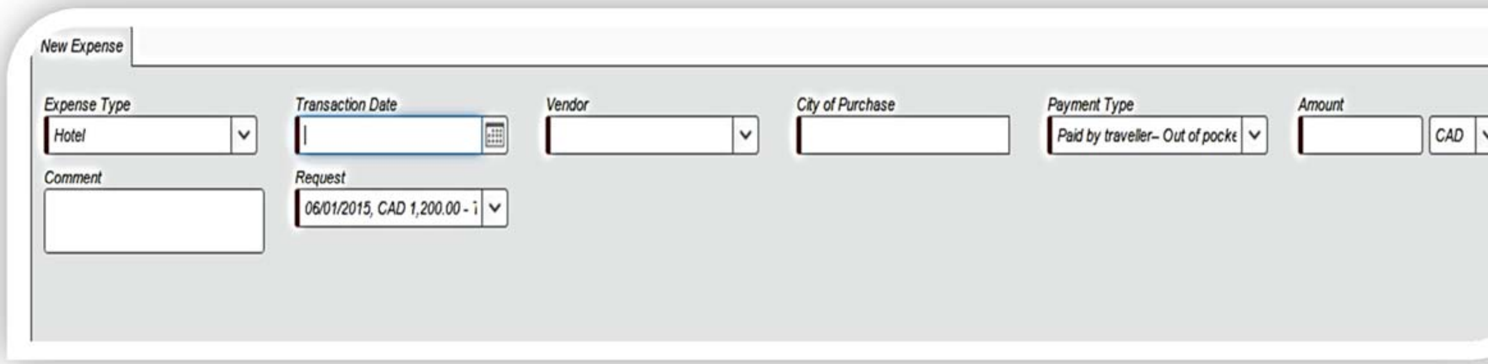
EXPENSE TYPE: MEALS



- Enter the Transaction Date.
- Enter the City of Purchase.
- Enter the Amount.

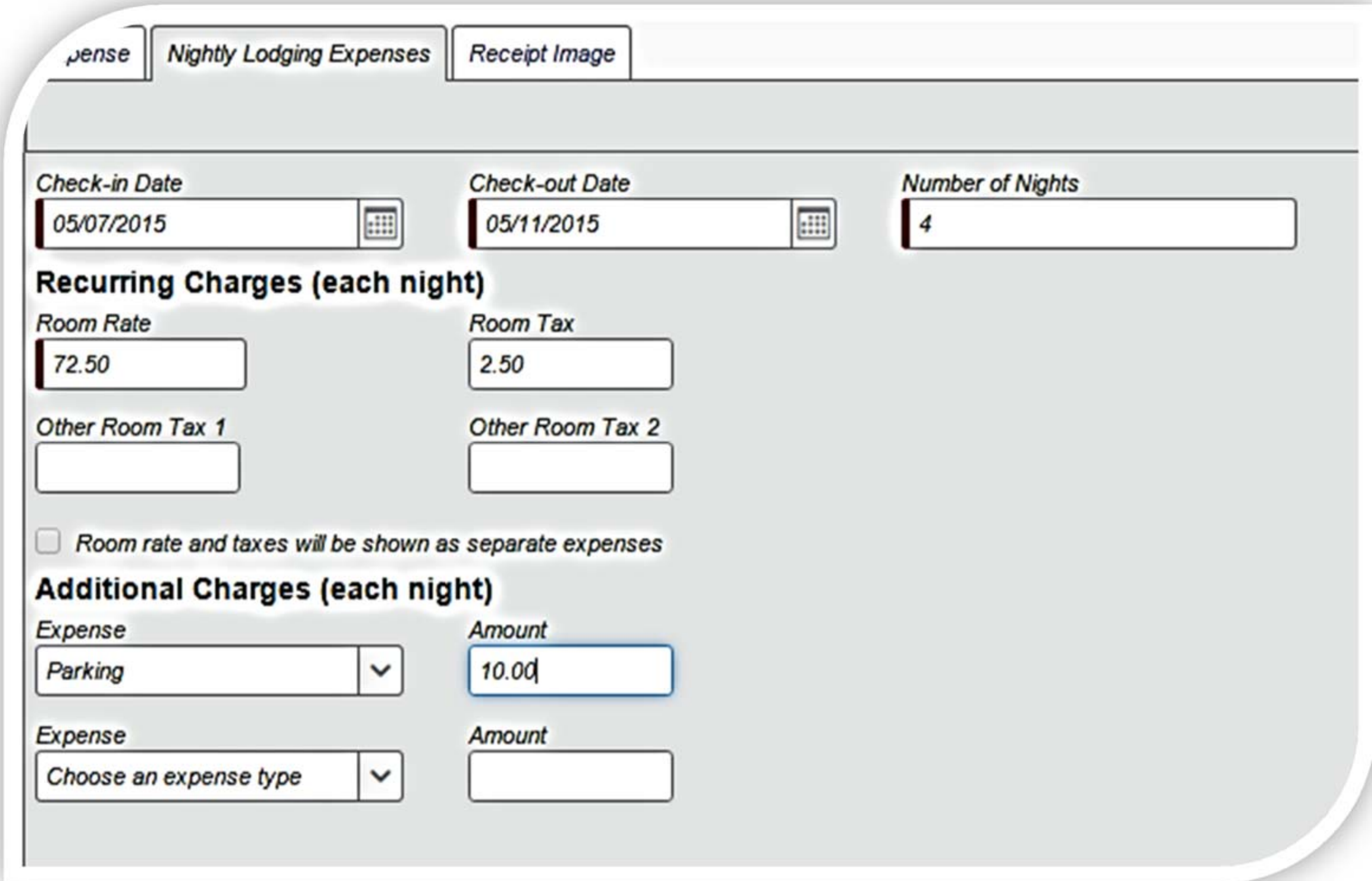
NOTE: Concur calculates the exchange rate for you. If you have a credit card statement that shows a different exchange rate from the one given by Concur, change the Concur rate and attach your statement with the expense report as a supporting document.

HOW TO ITEMIZE YOUR HOTEL RECEIPT



- Click **Hotel** under the Travel Expenses category.
- Enter the **Transaction Date** shown on the hotel receipt.
- Enter the **Vendor** name (the name of the hotel chain) or choose from the drop-down menu.
- Enter the **City of Purchase**.
- Enter the **Amount**.

After all the required fields have been filled in, you need to itemize your **nightly lodging expenses**. This window prompts you to enter your room rate and taxes and any additional fees that are charged nightly (e.g. parking).



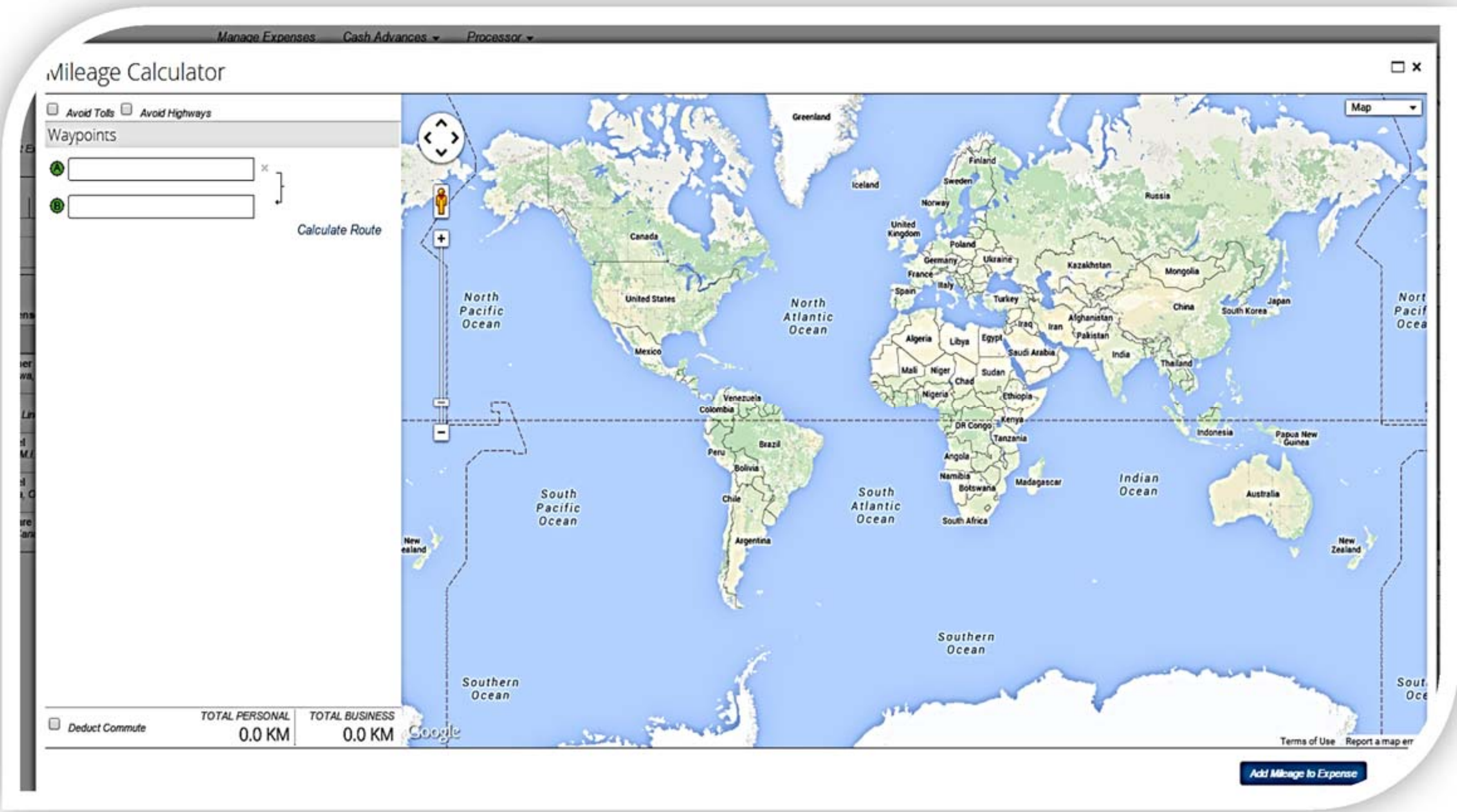
- Click the **Itemize** button located at the bottom right of your screen to open the **Nightly Lodging Expenses** tab.
- Enter the **Check-in Date**.
- Enter the **Check-out Date**.
- The **Number of Nights** will be calculated automatically.
- Enter the **Room Rate**. (Don't worry if the rate is not the same for every night. You can change the nightly rate later.)
- Enter the **Room Tax**.
- Enter any other taxes charged nightly.
- Enter any additional nightly charges.
- Click the **Save Itemizations** button. The nightly hotel expenses can now be seen on the left side of the screen.

Notice that each item is listed with a check box beside it. You can select any item to make changes to, such as the room rate and the room tax if the nightly rates are different, or you can mark the expense as personal if necessary.

- Click the box on the line with the amount you want to change.
- Change the **Amount**.
- Click Save.

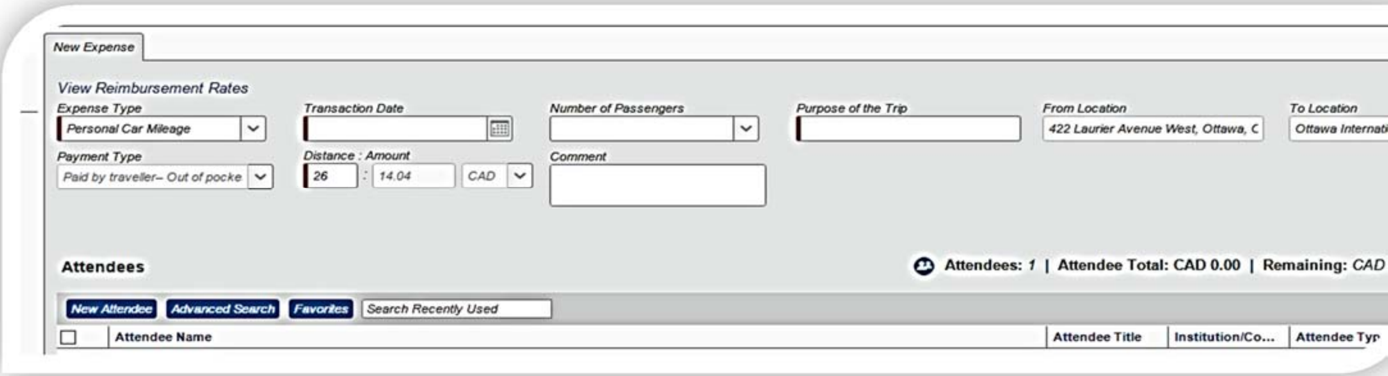
NOTE: If your itemization amounts do not add up to your expense amounts, please redo these steps and make any necessary changes.

HOW TO CALCULATE YOUR PERSONAL CAR MILEAGE



When you select the expense item Personal Car Mileage, a pop-up window will appear with the mileage calculator. This tool calculates how many kilometres you travelled and how much your reimbursement will be.

- Line 1: Enter the address you departed from. Press Tab.
- Line 2: Enter the address you drove to. Press Tab.
- Line 3: Enter the address you drove to once you returned and click **Calculate Route**, or:
    - If it was a round trip (i.e. you are returning to the same address you departed from), click **Make Round Trip** and the route will be calculated.
- Click the **Add Mileage to Expense** button. This will bring you to another window where you must fill in the required fields.



- Enter the **Transaction Date**.
- Enter the **Purpose of the Trip**.
- Notice the **Distance** and **Amount** are calculated for you.
- Click **Save**.

HOW TO SUBMIT YOUR RECEIPTS

As per Procedure 16-11, original itemized receipts, boarding passes, conference programs or any other supporting documentation must be attached when requesting a travel reimbursement.

For expense types that need a receipt, you will see one of two icons on the Expense Type line:

Expense entries that require a receipt will display the **Receipt Image Required** icon

When you attach the receipt to the expense, the icon changes to the **Receipt Received** icon.

Receipts can be:

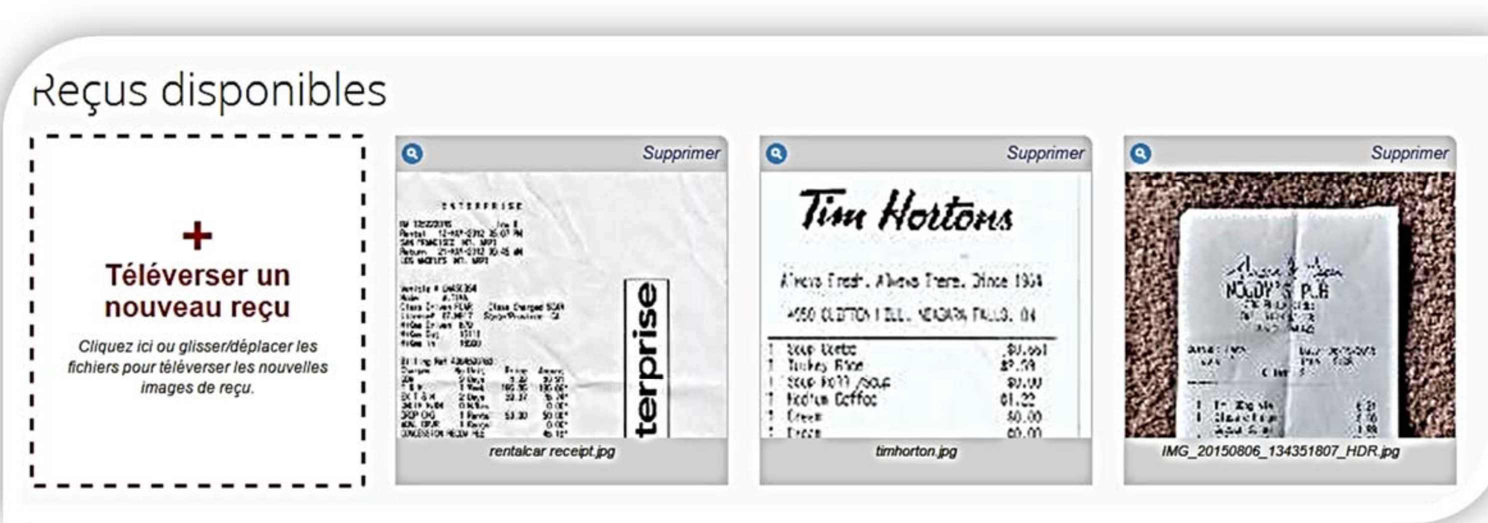
- Pictures of receipts taken with a smart phone or tablet
- Scanned copies on your computer
- Emailed to Concur to upload to your Available Receipts

EMAIL PICTURES FROM YOUR SMART PHONE OR TABLET AND ATTACH

Once your email address has been verified in your profile settings, you can easily email pictures of receipts taken by your smart phone or tablet to your Available Receipts.

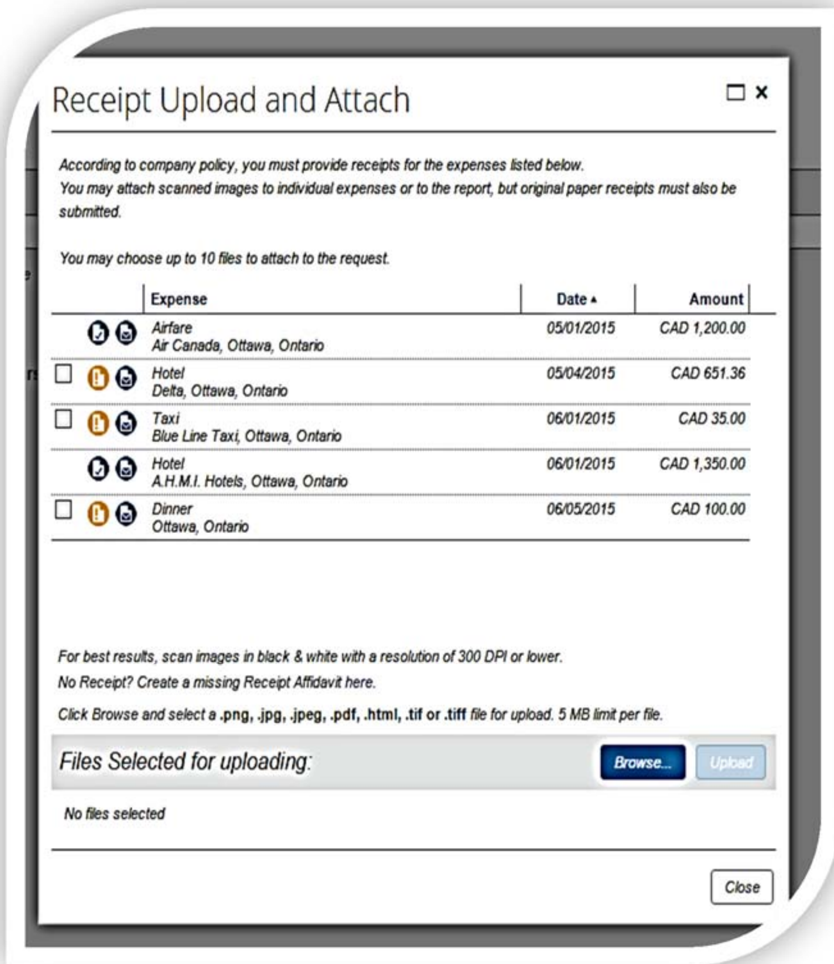
NOTE: You are able to have multiple email addresses verified at one time. This way you can email receipts from your cell phone as well as from your University Outlook account.

- Take a picture.
- Email the picture to receipts@concur.com.
- Within a few minutes, the image should appear in your Available Receipts.
- To view your submitted receipts, click the **Expense** header.
- Scroll down to **Available Receipts**.



UPLOAD RECEIPTS FROM YOUR COMPUTER

You can also upload receipts from your desktop computer or laptop. To upload a receipt, you must have your expense report open.



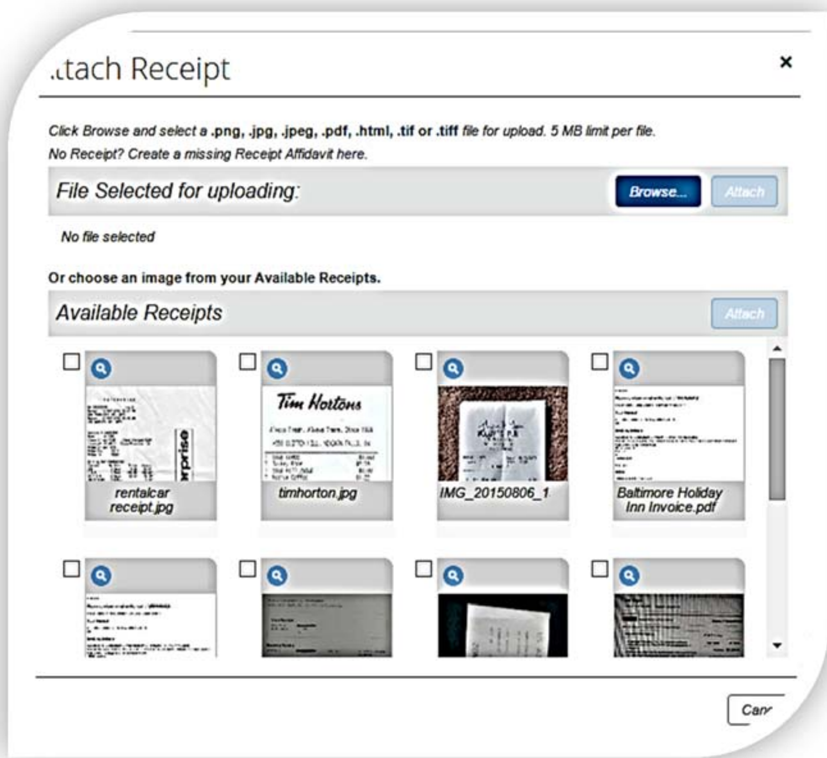
- Click **Receipts > Attach Receipt Images**.
- Click the **Browse** button.
- Choose the file(s) you would like to attach (PNG, JPG, JPEG, PDF, HTML, TIF or TIFF files) and click **Open**.
- Click the **Upload** button.
- If the image was uploaded successfully, the "Files Selected for uploading" section will read "*attached.*"
- Click **Close**.
- To view your newly uploaded image, click **Receipts > View Available Receipts**.

ATTACH RECEIPT IMAGES TO AN EXPENSE ITEM

There are several ways you can attach receipt images to your expense item:

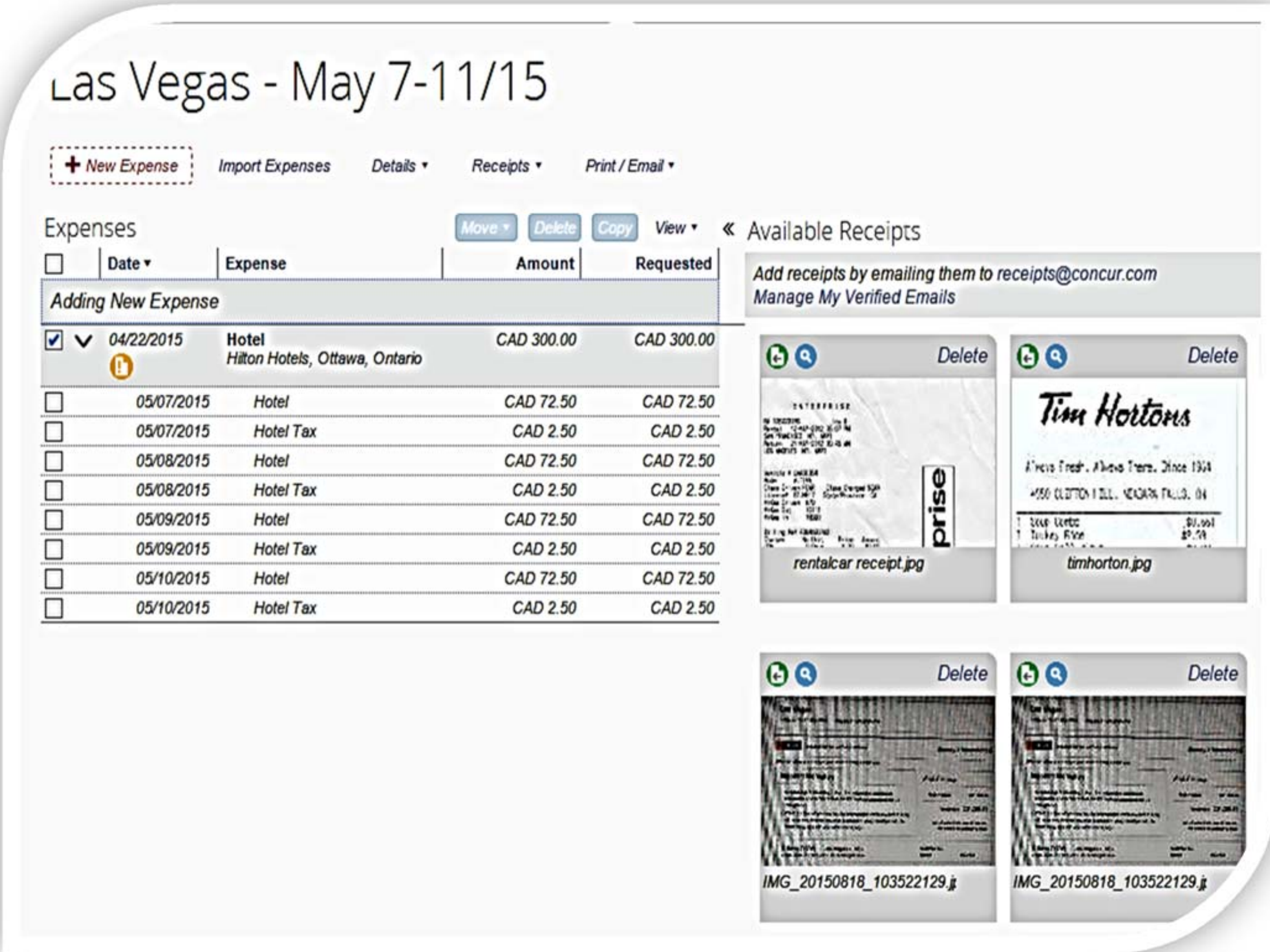
Option 1

- With your expense item open, click the **Attach Receipt** button located on the bottom right.



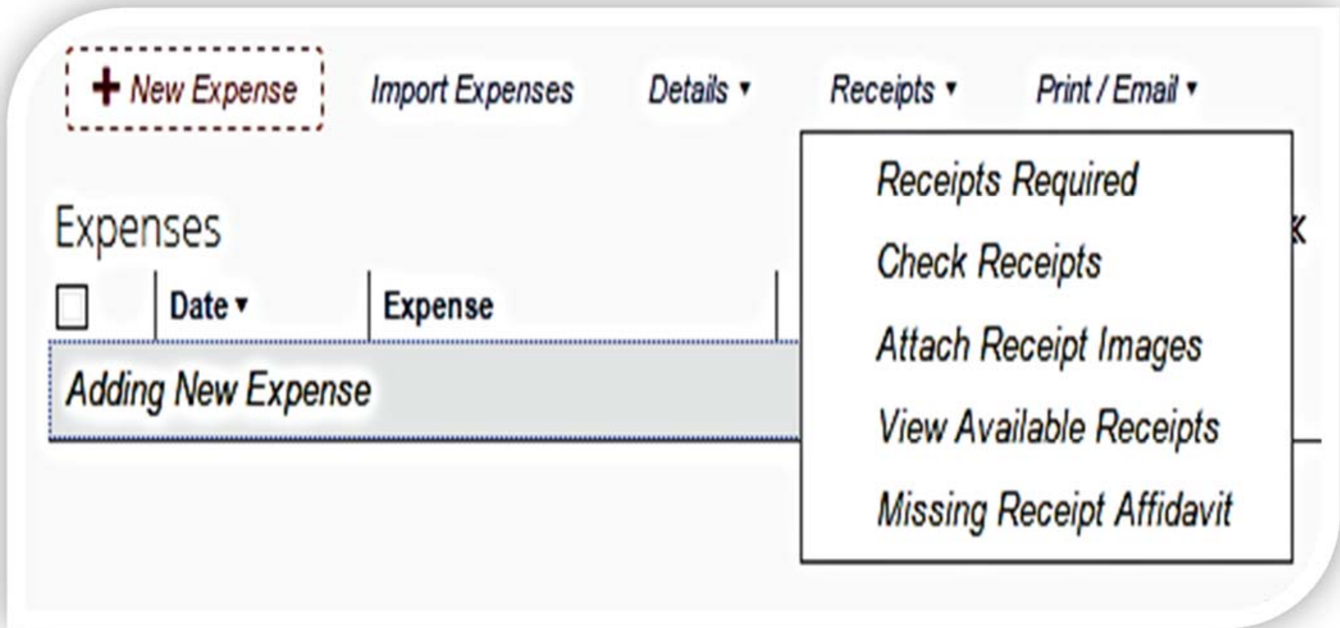
- A window will appear with your available receipts. Here you also have the option to upload any receipts you still need to attach.
- Check the box beside the receipt image you want to attach.
- Click **Attach**.

Option 2



- Click **Receipts > View Available Receipts**. On the right side of the screen, you will see all your available receipts.
- On the left side of the screen, check the box beside the expense item that needs a receipt image.
- Click the green upload button located on the far left of the receipt you want to attach.
- If the image is successfully attached, it will disappear from your Available Receipts.

Option 3



- Click **Receipts > View Available Receipts**.
- On the right side of the screen, you will see all your available receipts.
- Click and hold the image you want to attach.
- Drag the image over to the expense item you want it attached to and unclick.
- If the image is successfully attached, it will disappear from your Available Receipts.

TO DETACH A RECEIPT IMAGE

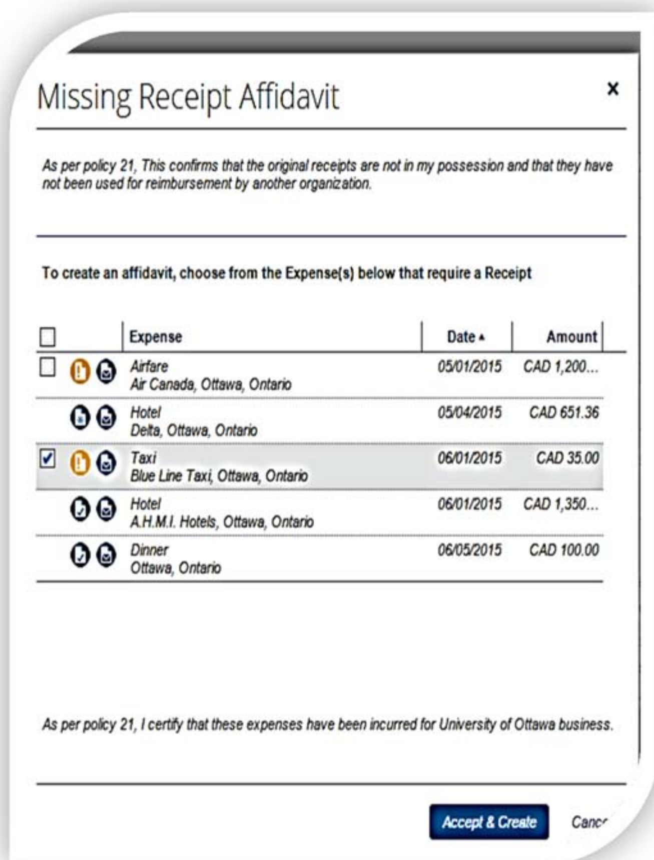
- To view the attached receipt, hover over the blue **Receipt Received** icon.
- The receipt image will open in a pop-up window. Click **Detach from Entry**.
- A new window will appear with this message: Are you sure that you want to detach the receipt image from the selected expense entry?
- Click **Yes**.

ATTACHING A MISSING RECEIPT AFFIDAVIT

If you are unable to provide an itemized receipt for your expense, Concur allows you to digitally sign an affidavit that can be submitted instead of the receipt image.

- On the Expense Report page, click **Receipts > Missing Receipt Affidavit**.

- To create an affidavit, choose from the expenses listed that require a receipt.



- Click **Accept & Create**.
- Once the affidavit is attached, you will be asked to write an explanation in the comment box.

- Write a **Comment** and then click **Save**. Notice the blue **Has Comment** icon appears next to your expense item.

NOTE: This affidavit must be done by the person requesting the reimbursement. It cannot be done by a delegate. If you are a delegate, notify the individual that their expense report is ready except for one missing receipt. If necessary, provide them with procedures on submitting the missing receipt affidavit.

HOW TO PRINT AND SUBMIT YOUR EXPENSE CLAIM

Now that you have completed itemizing all your expenses and have attached your receipts, along with any necessary missing receipt affidavits, you are ready to submit. Before you submit, review any exceptions that need attention. Click on the **Show Exceptions** button. (If you do not have any exceptions, you will not see the Show Exceptions button and you can skip this step.)

Yellow icons: This a warning message regarding a specific expense. The system will allow you to submit even if you have this warning message. Review yellow icon items to see if a change should be made based on policy.

Red icons: These items must be fixed before your report can be submitted. All red icons must be cleared before the system will allow you to submit successfully.

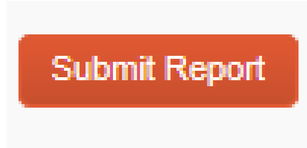
PRINTING YOUR EXPENSE REPORT

As we are now certified paperless for every expense submitted through CONCUR, the University no longer requires you to submit a hard copy of your expense report along with all original receipts and supporting documentation. However, you *MUST* retain your receipts and documentation for 90 days in case we are audited.

NOTE: If your supervisor would like an emailed copy of the expense report, or if you would like to keep a copy for your own records, click **Email**. You also have the option to save your report as a **PDF**.

SUBMITTING YOUR EXPENSE REPORT

- Click the **Submit Report** button located in the top right corner.



- The **Final Review** window will open. Review the information for accuracy and make any necessary changes.
- You can **Print, Attach Receipt Images** and **View Receipts**.
- Click **Accept & Submit**.

If your report cannot be submitted successfully, a message will appear notifying you of any exceptions or errors that need to be fixed. Correct any errors and try to resubmit. If further help is required, contact the Human Resources Benefits sector at hrbenefits@uOttawa.ca.

Mobile app

HOW TO USE THE EXPENSEIT MOBILE APP

Turn your receipts into an Expense Report! The ExpenseIt app from Concur makes it even easier by automatically creating, itemizing and categorizing an expense entry, with the receipt image attached.

- Download the App on your mobile device

- Access the application using your Concur user name and password

ACCOUNT SETTINGS

Automatically export expenses to Concur:

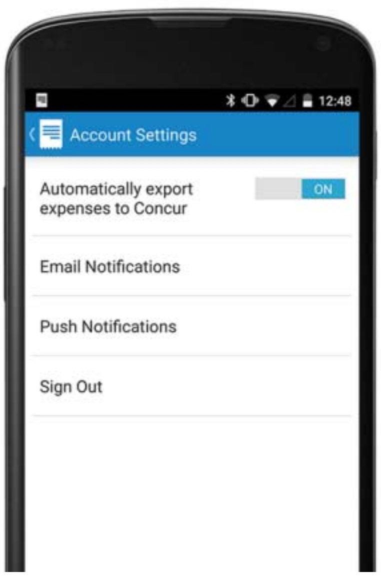
ON: Expenses are automatically exported to your Concur account where you can make any necessary modifcations.

OFF: Modify your expenses within ExpenseIt before they are sent to Concur

Notification:

Would you like to be notified once your receipts have been analysed either by e-mail or directly on your mobile device?

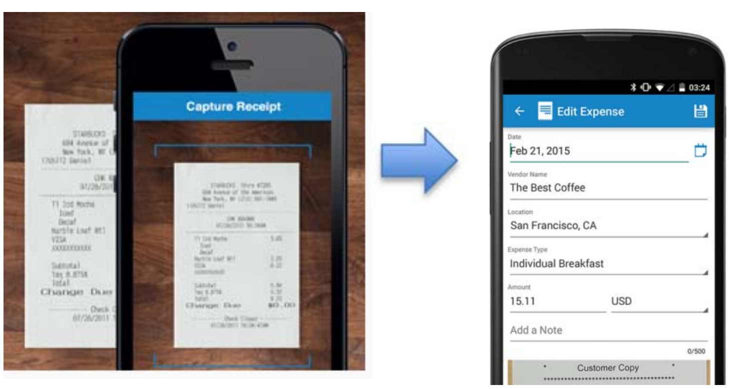
*ExpenseIT Pro sends receipts for analysis using a combination of technology and a team that works together to create your expenses from your receipts. Once the receipt has been analyzed, you can make changes if necessary, either in the application directly or in Concur.



- Taking photos of your receipts

Follow these 3 easy steps to quickly submit your expense report:

1. Open the application and take a photo of your receipt or upload the receipt from your receipt gallery
2. Review the image to ensure that it is clear and and legible.
3. Clic « Use »



- Hotel Expense Itemization

Submit your receipts as described above and ExpenseIt Pro will take care of your hotel itemization, separate the taxes, room charges and miscellaneous charges.

- Electronic Receipts

You received receipts via e-mail? Forward them to receipts@expenseit.com. This is the fastest way to attach an electronic receipt such as a hotel receipt.