

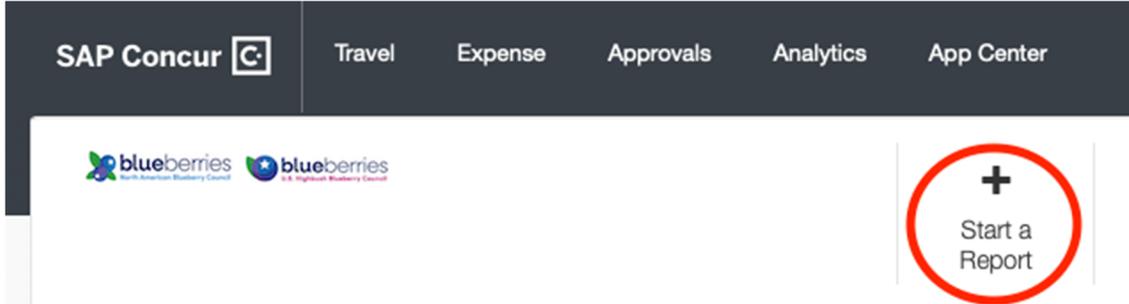
SAP Concur SOP

First time user note: You will receive an email with login credentials for your Concur account. Please click on the link in the email to be taken to the Concur site to finalize your account registration. Follow the on-screen prompts, as needed.

USHBC Expense Guide (policy):

Completion of an Expense Report in Concur

1. To begin an expense report, click on “Start a Report”



2. When creating your expense report, you will need to name your report, and provide a business purpose. For example, I will name this report “2023 Fall Summit” and my Business Purpose will be “USHBC Committee Member in attendance for the Fall Summit”. Change the Company to USHBC. Select “Yes, I require a Travel Allowance”. Then click Next.

A screenshot of the 'Create New Report' form in SAP Concur. The form has a title bar 'Create New Report' with a close button 'x'. Below the title bar, there are four required fields: 'Report Name' (containing '2023 Fall Summit'), 'Report Date' (containing '08/07/2023'), 'Business Purpose' (containing 'USHBC Committee Member in attendance for the Fall Summit'), and 'Company' (a dropdown menu showing 'USHBC'). A 'Comment' text area is located below these fields. At the bottom, there is a 'Travel Allowance' section with the instruction 'Select if you have travel and require lodging, meals, or incidental travel allowances.' and two radio button options: 'Yes, I require Travel Allowance' (which is selected) and 'No, I do not require Travel Allowance'. Red circles highlight the Report Name, Business Purpose, Company, and Travel Allowance section.

3. The next page you will be taken to is the Travel Allowance. You will need to input your start and end locations, along with your travel dates. In the example below, I am traveling from Sacramento to Savannah, and I will use the dates of September 26, 2023 to September 30, 2023. Please note, you are eligible for the travel allowance the date of travel one day before and one day after the start and end date committee/council meeting.

Itinerary Name *
 Detailed Itinerary ? Without overnight ?

Start Location *
 Start Date *
 Start Time *

+ Add Destination

Arrival Location *

+ Add Destination

End Location *
 End Date *
 End Time *

4. The Maximum travel allowance (per diem) is \$100 per day. The travel allowance is reduced via proration if the Council provides meals. In this example, I am going to say that the Council did not provide a meal on my travel days, but did provide breakfast on Wednesday, breakfast and dinner on Thursday and just dinner on Friday. As you will see, the \$100 per day has been reduced based on the boxes selected for meals. Click “Finish” when completed.

Please note: If you purchased the education session and the USHBC/NABC dinner, these are not considered Council provided meals, and you still qualify for the travel allowance.

Travel Allowance Adjustments x

Adjustments allow you to adjust your specific travel allowances if meals were provided or if you stayed with family/friends. In the event of personal leave, you can exclude the day. Refer to your company policy guidelines.

View: [Adjustments](#) [Show Filters](#)

Date/Location	Exclude Day	Breakfast	Lunch	Dinner	Reimbursement Amount
All Days Dates: 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tue, 09/26/2023 Savannah, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
Wed, 09/27/2023 Savannah, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$85.00
Thu, 09/28/2023 Savannah, UNITED STATES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$35.00
Fri, 09/29/2023 Savannah, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	\$50.00
Sat, 09/30/2023 Savannah, UNITED STATES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$100.00
Total:					\$370.00

5. Once you have proceeded from the Travel Allowance screen, you will be brought to the expense dashboard, as seen below.

2023 Fall Summit \$370.00 Delete Report Copy Report Submit Report

Not Submitted | Report Number: IPFQB

Report Details | Print/Share | Manage Receipts | Travel Allowance | [View Available Receipts](#)

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/30/2023	\$100.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/29/2023	\$50.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/28/2023	\$35.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/27/2023	\$85.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/26/2023	\$100.00
							\$370.00

6. First step will be to click into each of your “Daily Allowance” expenses and enter a “business purpose”. Please select a project from the “Project Drop Down”. Here I am selecting “Fall Summit 2023”. Click “Save Expense” when edits have been made.

← → Daily Allowance \$100.00 Cancel Save Expense

09/30/2023 Show Receipt

Allocate

Expense Type: Daily Allowance Transaction Date: 09/30/2023 Business Purpose *

Vendor Description: Payment Type: Out-of-Pocket Amount: 100.00 Currency: US, Dollar

Company: USHBC Project: Personal Expense (do not reimburse)

Comment:

Save Expense Cancel

7. From the Expense Dashboard, click on “Add Expense”. Here you will start to add in items such as:
- Airfare
 - Airline fees – such as excess baggage
 - Hotel
 - Public transportation
 - Personal Car Milage
 - Parking

8. Next, log the “Business Purpose”. This should be the reason for the expense. Example here would be “Airfare for USHBC travel”.
9. Payment type should be changed to “Out-of-Pocket”

Airfare \$100.00
09/30/2023

Details | Itemizations

Allocate * Required field

Expense Type *
Airfare

Transaction Date *
09/30/2023

Business Purpose *
Airfare for USHBC travel.

Vendor
Search for Vendor

Payment Type *
Out-of-Pocket

Project
None Selected

Amount *
100.00

Currency *
US, Dollar

Ticket Number

Company
USHBC

Personal Expense (do not reimburse) ?

Comment

10. Lastly – Add the receipt for the expense. A receipt is required for all expenses over \$25. *(Note: Receipts for expenses under \$25 are also encouraged and should be provided whenever possible).* If you are missing the receipt, or the expense is for less than \$25 and you don't have a receipt, you can attest to not having a receipt. Click on “attach receipt” and click on “Missing Receipt Declaration”.

Attach Receipt x

Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. [Upload New Receipt](#)

You have no available receipts

11. If you do not have a receipt, and you click on the “Missing Receipt Declaration”, it will create a statement for you noting you do not have the receipt, as is seen below.

Airline Fees \$5.00 Cancel [Delete Expense](#) [Save Expense](#)

07/18/2023 TRAVEL AGENCY SERVICES -Airlines Reporting Corporation Corporate Card

Details **Itemizations** Hide Receipt

Allocate * Required field

Expense Type **Airline Fees**

Transaction Date **07/18/2023** Business Purpose **Booking Fee**

Vendor **TRAVEL AGENCY SERVICES -Airlines Reporting...**

Payment Type **American Express Business Card**

Amount **5.00** Currency **US, Dollar**

Ticket Number **NABC/USHBC**

Personal Expense (do not reimburse)

Comment

Missing Receipt Declaration - Airline Fees

Date of Expense: 07/18/2023
 Vendor: TRAVEL AGENCY SERVICES -Airlines Reporting Corporation
 Amount: \$5.00
 Business Reason: Booking Fee

I certify that the above mentioned receipt is missing. The original receipt is lost and I am unable to obtain a duplicate receipt from the provider of goods or services for which the payment was made. I certify that the above expense was incurred in connection with the business purpose stated above.

Rosa Peterson
 07/31/2023
 6:02 PM Greenwich Mean Time

Receipt Affidavit [Delete](#) [Replace](#)

12. Once your report is done click on “Submit” to have your report routed for approval. If you have any  then you have items that need to be corrected in your expense report. As seen with the below report, all my dates are in the future, so I have the  and I cannot submit my expense report.

Alerts: 15

2023 Fall Summit \$470.00 [Delete Report](#) [Copy Report](#) [Submit Report](#)

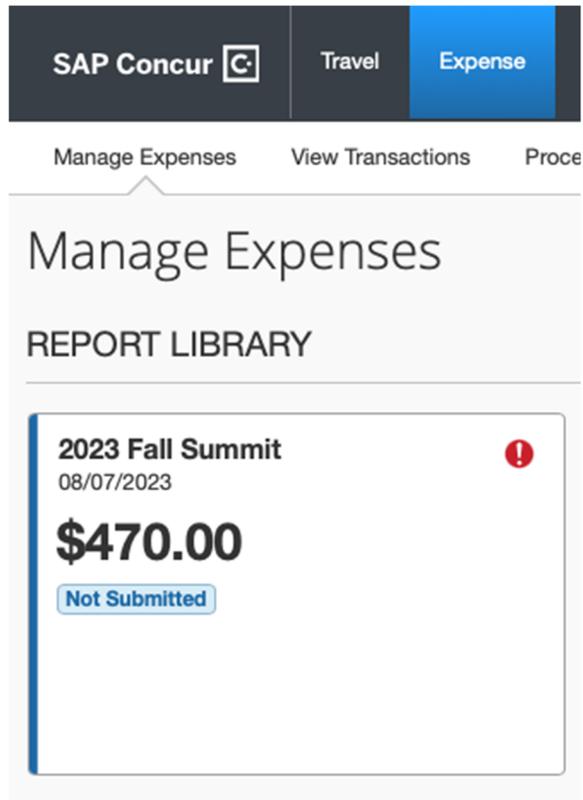
Not Submitted | Report Number: IPFFQB

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

<input type="checkbox"/>	Alerts TI	Receipt TI	Payment Type TI	Expense Type TI	Vendor Details TI	Date TI	Requested TI
<input type="checkbox"/>			Out-of-Pocket	Airfare	Savannah, Georgia	09/30/2023	\$100.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/30/2023	\$100.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/29/2023	\$50.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/28/2023	\$35.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/27/2023	\$85.00
<input type="checkbox"/>			Out-of-Pocket	Daily Allowance	Savannah, Georgia	09/26/2023	\$100.00
							\$470.00

13. If any changes are needed to your report, it will be sent back to you with comments as to the changes required. Clear the changes and re-submit for approval.

14. Payment will be made via check payable after your report has been completed and approved. You can check on the status of your report by clicking on the “Expense” tab.



For any questions or assistance, please reach out to accounting@nabcblues.org.