Concur

Expense Reimbursement Guide
Concur Accounts

• If you have already been set up with a Concur account you will log in at www.concursolutions.com

• If you have not yet been set up with a Concur account please contact Haley McCarthy at hmccarthy@pef.org
Logging In

• Your username will be the first initial of your first name and your full last name followed by @pef.org
  – For example: Jsmith@pef.org

• You will be provided a temporary password by Haley McCarthy when your account is created
Logging In

• Fill in your username (explained on Slide 3)
Logging In

- Fill in your password
Starting a New Report

Click on + Start a Report
Creating the Report Title

- Fill in boxes marked with a red line
- Report date can be the day you are entering the report

Create a New Expense Report

- Click Next button on the bottom right of the screen once you have filled in the required information
Entering Expenses

- Select appropriate expense type
- You will be able to enter several different expense types, just choose one at a time
Entering Expenses

- Only fill in the cells marked with a red line.
- Be sure to always select the appropriate Department/Committee that you were traveling for.
- Never select the Personal box, as you will not receive reimbursement if you select that box.
- After you fill in the required information be sure to select Save in the bottom right hand corner of the expense – from there you can choose a new expense type.
Mileage vs. Gasoline

• Use the Mileage – Personal Car expense type when you drove your personal car to the meeting

• Use the Gasoline expense type when you drove a rental car to the meeting
Expense Type: Mileage

• Select the date you traveled
• For Description list where you traveled to and from (ex: home to eboard)
• To fill in the exact addresses of travel, click on Mileage Calculator
  – On the bottom right side of the screen
Expense Type: Mileage

- Fill in where you traveled to and from in the mileage calculator to get an accurate calculation

- Next click on Add Mileage to Expense
Expense Type: Mileage

- A fully completed Mileage expense entry will look as follows:
Expense Type: Meals

- Meals are reimbursed at the following rates for PEF Members:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Regions 1-9</th>
<th>Regions 10-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>$10.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$15.00</td>
<td>$18.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>$35.00</td>
<td>$40.00</td>
</tr>
</tbody>
</table>
Expense Type: Meals

• Fill in the required information:
  – Date of Meal
  – Cost of Meal (if over the maximum reimbursement rate, please lower to the proper amount)
  – Department/Committee you were traveling for
  – Meal Expense Location (location the meal was purchased ex: if purchased in Region 7, choose Regions 1-9; if purchased in Region 11, choose Regions 10-12)
Expense Type: Meals

- A fully completed Meal expense entry will look as follows:
Attaching Receipts

• Where applicable, attach receipts
  – Meals, gasoline, etc.

• Click on Attach Receipt at the bottom of the expense entry
Attaching Receipts

- Click on Browse to choose the receipt that you have saved to your computer.
Attaching Receipts

- Once you have browsed for and selected the proper receipt, click the attach button.
Attaching Receipts

• To confirm that you have successfully attached your receipt to the expense check that you see "Receipt Image" above where you entered the expense information.
Submitting Report

• You will see all of the expenses that you have entered for your report on the left hand side of the screen.
Submitting Report

• Once you have entered all expenses for that specific meeting, you may click the Submit Report button on the upper right hand side of the screen.
Submitting Report

• Verify that you have provided proper documentation for each of the expenses (ex: receipts and/or attendance lists) before clicking on the Accept & Submit button.
Submitting Report

• The following box will pop up when the report has been successfully submitted:

```
Report Successfully Submitted

Executive Board Reimbursement
Approver: Brown, Raymond

Expense Report

Report Total: $105.60
Less Personal Amount: $0.00
Amount Claimed: $105.60
Amount Rejected: $0.00

Company Disbursements
Amount Due Employee: $105.60
Total Paid By Company: $105.60

Employee Disbursements
Amount Owed Company: $0.00
Total Owed By Employee: $0.00
```

Close
Submitting Report

• Once the report is submitted, it will automatically be sent to the proper individual for approval

• Once the report has received proper approval, the Finance Department will send a check to your home address on file