Concur: Reimbursee without a Delegate

Concur is Harvard University's new reimbursement tool for employees which replaces Web Reimbursement.

Concur allows users to create and process expense reports, upload receipts with their mobile phone, import corporate credit card transactions directly into expense reports and gain more visibility into the status of reimbursements.

For additional job aides, references and FAQs, please visit: **travel.harvard.edu/concur.**

Harvard User Support: concurhelp@harvard.edu or 617-495-7760, option 1

24 Hour Concur User Support: 866-793-4040

Create the Expense Report

1. Create the report and enter the report header information, including:
   - Report Name (32 characters)
   - Business Purpose (64 characters)**
   - Default account coding for the report

Please Note: *We recommend consolidating multiple expenses into one report to offset the $6.28 processing and submission fee from Concur.*

This information will appear on a Transaction Listing.

2. Provide a complete business purpose by using the naming convention created by your local finance department. Typically, it will include the **Why** and **Date** (MM-DD-YYYY).
3. Attach receipts for all expenses. **Note:** *A system generated MRA is only available for expenses above $75 and all lodging expenses.*

Please Note*: Fields with red left borders are required fields.*

Expense reports will auto-save as they are created so they can be incrementally worked on as transactions are posted!

Common Expense Types: Meals and Lodging

Adding a Meal Expense

All Business Meal and Individual Meal & Incidentals expenses must be itemized —i.e., broken out into meal, alcohol, attendees, etc.

Expense Type: Individual Meals and Incidentals

1. Select **Individual Meal & Incidentals** and enter all required fields
2. Select **Yes** or **No** from the drop down box to confirm if alcohol was consumed during the meal:
   - If alcohol was consumed, click **Itemize**
   - Enter the total amount of the **alcohol** including its **tax** and **tip** in the **Alcohol** field
   - Enter the remaining amount of the **meal** including its **tax** and **tip** in the **Individual Meal & Incidentals** field
   - Click **Save Itemizations**
   - Click **Allocate** to split code the expense or charge to a different department or school
   - **Attach** receipt
   - Click **Save**

Expense Type: Business Meals

1. Select **Business Meal** and enter all required fields
2. Select **Yes** or **No** from the drop down box if alcohol was or was not consumed during the meal:
   - If alcohol was consumed, click **Itemize**
   - Enter the total amount of the **alcohol** including its **tax** and **tip** in the **Alcohol** field
   - Enter the remaining amount of the **meal** including its **tax** and **tip** in the **Business Meal** field
   - Click **Save Itemizations**
   - Click **Allocate** to split code the expense
   - **Attach** receipt
3. Scroll down and add **Attendee** or **Group of 5+**
4. Click **Save**

How to Add an Attendee? Non-Harvard Employee, Harvard Employee, & Group of 5+

1. Click the drop down box and select the appropriate **Attendee Type**
2. Enter the require information (e.g. first and last name for Harvard employee, affiliation for group of 5+ or non-Harvard employee, etc.)
1. If the attendee is a Harvard Employee, enter the **Last Name, First Name** in the appropriate fields click **Search.** Full Name will populate in the **Search Results .**
2. Click **Add to the Expense** to add attendee or group to the business meal expense
3. Click **Save**

Adding a Lodging Expense

*All lodging expenses must be itemized – broken out into room rate, food, parking, etc. The ****room rate*** *is determined by dividing the total amount for the lodging by the nights of stay.*

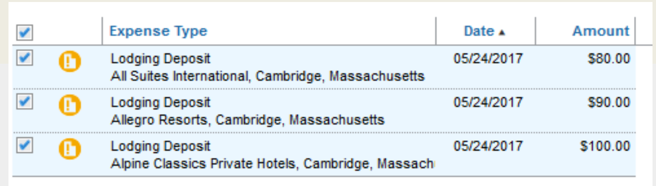
Expense Type: Lodging

1. Select the Lodging expense type and enter all required fields
2. Click **Itemize**
3. Enter the Nightly Lodging details, as appropriate:
   - Check-in Date
   - Check-out Date
   - *Room Rate
4. Select the **Additional Expense** type from the expense type field and enter the **Amount** of the additional nightly expense (e.g., internet, parking, photocopies)
5. In the Amount field, enter the amount of the expense
6. Click **Save**

Missing Receipt Affidavit (MRA)

The system generated MRA will only appear for expenses above $75. It is the discretion of the local finance office to require receipts for expenses under $75. Please scan and attach the paper [MRA] located on Harvard Financial Administration website and used only for expenses under $75 without receipts. This option is not available to delegates.

1. **Enter** all required fields
2. **Itemize** and then **Allocate** the expense if necessary
3. Click **Attach Receipt**
4. Click Here highlighted in blue for the MRA
5. **Click** check box or multiple check boxes for expenses above $75
6. Click **Accept and Create** to generate and attach MRA

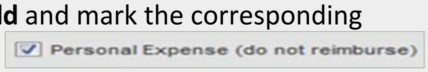


Indicate Personal (Out-of-Pocket) Expenses

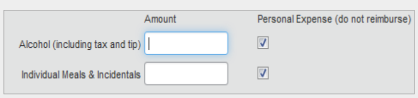
Personal expenses are sometimes incurred on the corporate card. These are non-reimbursable expenses and must be accounted for in Concur. Once reconciled, please send a payment directly to CITI to resolve the balance owed.

Expense Type: Lodging or Meals (Partial Personal)

1. Move the expense to a Concur report
2. Select the expense and enter all required information
3. Click **Itemize** and enter all required information
4. **Lodging:** If the reimbursee stays additional night(s) for non-Harvard related business, click the box under the **Vendor Field** and mark the corresponding night(s) as **Personal**

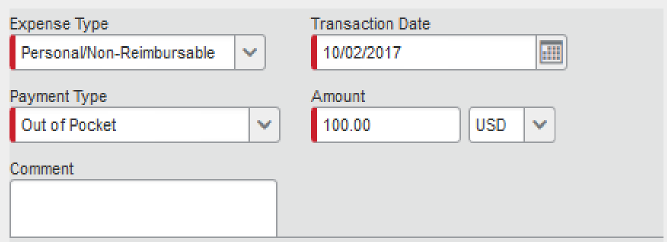


5. **Meals:** Enter the total amount including tip in the **Alcohol and/or Individual Meals & Incidental fields**
6. Click on the appropriate boxes to mark these expense as **Personal**
7. Click **Save Itemization**



Expense Type: Lodging or Meals (Entire Personal)

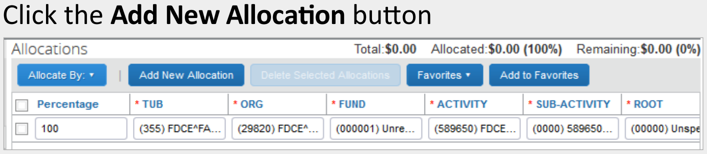
1. Move the expense to a Concur report
2. Select the expense and click the **Expense Type** drop down
3. Change the expense type to **Personal/Non-Reimbursable** and enter all required information
4. Click **Save**



Allocate the Expense

Allocating the expenses is also known as "split-coding." Split coding ensures that the appropriate department, school, fund, etc. are charged for the related expenses.

1. Select the expense you wish to allocate from the **Expenses** list
2. If necessary, edit the fields on the **Expense** tab
3. Click the **Allocate** button. The Allocations pop-up window will appear
4. Click the **Add New Allocation** button



5. Enter the correct account codes for the expense, click **Save**.
6. A confirmation message appears. Click **OK**.
7. Once the allocation is saved, click **Done** at bottom right of the Allocations window
8. A pie chart symbol will now appear on any expense line that is allocated to more than one account code

Business Purpose

IRS regulations require a complete business purpose. The business purpose field will only allow 64 characters. Focus on the 'why' - Enter a brief explanation of why the expense is Harvard business and travel dates (if applicable). Abbreviations are welcome!

Examples:

✓*CUPA conference registration, May 1-3, 2016 for prof dev.*
✓*Guest speaker & 3 lab members to talk about DNA project X*
✓*Food and beverages for the HDS all staff meeting, 4/15/2016*
✓*Travel to AAR Annual Meeting (11/21-24, 2016) for prof dev*

Confirm naming convention with your local finance office.

Credit Balances and Credits

Concur does not allow users to submit expense reports that are less than $0. Credits must be processed with other expenses. If there are no anticipated expenses to offset the credit, please contact **Reimbursement and Card Services (RCS)** at **(617) 495-7760, option 1** to request a refund check. RCS will contact CITI to issue a refund and hide the credit transaction in Concur. Please follow up with RCS to hide the offsetting debit transaction when the check is issued by CITI. The University's card administrator will receive the credit check and contact your financial department for the 33-digit code to process the credit voucher.

Flags: Exceptions and Warnings

Exception Flags

In Concur there are flags that identify missing information or possible policy violations. Exception flags are 'hard stops' meaning you can't go further; must be resolved before submission.

Examples:

- Bank account not set up for out of pocket expenses
- Report total is less than zero and can't be completed
- Business meals must include attendees other than yourself
- Itemize alcohol for business meals
- Transaction > 180 days (requires comment to be included- without comment can't move forward, with comment moves forward)
- Receipt required (for expenses greater than $75)

Warnings Flags

Some flags are just warnings ⚠ and don't prevent you from moving further; expense entry that may require additional action.

Examples:

- This entry may be a duplicate entry (Concur checks for expenses with duplicate expense type, date and amount)
- Make sure additional pay PeopleSoft form is attached to report (situations when you check off the additional pay attached checkbox on header)
- Late fee paid by Cardholder/Corporate Card fee not marked as personal expense
- Contains first and business class travel, review per policy

Submit the Expense Report

1. Review any exceptions that appear in the tool bar directly below the **Submit Report** button
2. Click **Submit Report** located on the top right of the screen. The Final Review window appears.
3. **Read** the User Electronic Agreement section and verify that all required receipts are attached, and the I Information on the report is accurate
4. Click **Accept & Submit.** A confirmation screen appears. The pop-up window details the expense report amount and any disbursement(s) that will be made directly to the individual and to the corporate card, if applicable.
5. Click **Close**

Check the Status of an Expense Report

- To monitor the **Approval Status** of a report: Click on the **Details** dropdown in the expense report, then select **Approval Flow**
- To view the **Audit Trail** of an expense report: Click on the **Details** dropdown in the expense report, then select **Audit Trail**
- To view the **Payment Date** of a report: Click on the **Details** dropdown in the expense report, then select **Report Payments**

Modify Email Notifications

1. In the upper right hand corner of the screen, click **Profile**, then **Profile Settings**
2. Click **Expense Preferences**
3. **Deselect** the notifications you do not want to receive, then click **Save**

*Please reference the '**What email notifications can be turned off in Concur?**' in the FAQs for detailed information.*