Overview

Corporate card (Citibank) reimbursements that include expenses to be added to the reimbursee’s reportable income, such as late reimbursements (expenses between 91-182 days old), must include an “Add Pay” action:

- Complete the “Add Pay” action for Faculty and Staff in Aurora
- Print and attach the approved Add Pay action at the header level of the Concur expense report
- Select the “Includes additional pay” box at the expense report header in Concur
- **DO NOT SUBMIT** the Concur expense report until the additional pay action is approved in Aurora
- **DO NOT SEND** the paperwork to FAS Payroll or Joshua Dunn

Create the Concur Report

When the traveler or the delegate creates the Concur report, click on the **Includes Additional Pay** box:

Create a New Expense Report

Report Header

Create the Concur Report

When the traveler or the delegate creates the Concur report, click on the **Includes Additional Pay** box:

Faculty and Staff Additional Pay in Aurora

1. Navigate Create New Action and click on Additional Pay:
2. Enter the **Name** or **HUID** of the Biweekly staff member and click on **Search**. Press **Search** on the appropriate employee for when you are creating the additional pay action:

3. Complete following fields on the **Additional Pay**:
   - **Type of Payment** – Gift/3rd Party
   - Estimated Effective Date
   - Estimated End Date
   - Date Earned
   - Pay Period Amount
   - **Earnings Code** – Late Reimb Over 60 Days (LRB)
   - Paying Department
   - Reason
   - Costing
   - Harvard ID
   - Action Comments

4. Click **Submit**

5. The department’s designated Aurora approver will approve the action

6. Track this action by navigating **Actions > View Actions > My Pending Actions**

7. Once the action is **approved** in **AURORA**, please print and attach the approved action **document** to the corresponding receipts

   **Locate Approved Action**: **Actions > Action Search > Search with Desired Criteria**

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**Submit the Concur Report for Approval**

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**Contact ASAP with Questions and Inquiries at fasasap@fas.harvard.edu**