

CHEAT SHEET

CONCUR EXPENSE MANAGEMENT SYSTEM

LOGGING IN TO CONCUR

- Go to <https://www.uottawa.ca/financial-resources/reimbursement-of-expenses>
- Click on **Log into the Concur expense management system** on the right side of the screen.
- Enter your University of Ottawa Outlook email address in the **User Name** field.
- Enter your Outlook **Password**.
- Click **Login**.

SETTING UP YOUR DEFAULT APPROVERS

- Go to **Profile > Profile Settings**.
- Click **Request Approvers**.
- Select a default approver.
- Click **Save**.
- Click **Expense Approvers**.
- Select a default approver and click **Save**.

VERIFYING YOUR EMAIL ADDRESS

- Go to **Profile > Profile Settings > Personal Information**.
- Scroll down to your email address(es).
- Click on **Verify**, next to your email address.

CREATING A CASH ADVANCE REQUEST

- Select **Request > New Request**.
- Fill in the required fields marked with a red bar.
- Enter an amount in **Cash Advance Amount**.
- Fill in the **Approval Flow** tab with the correct information.
- Click the **Submit Request** button.

CREATING AN ITINERARY FOR PER DIEM ALLOWANCES

- Click **Expense > Manage expenses**.
- Click **+Create New Report**.
- Fill out the required information.
- If needed, link a request previously completed to the expense by clicking **Add** and choosing the appropriate request.
- Click **Next**.
- Enter the itinerary details for each stop there and back. Ensure to click **Save** between each of them.
- Click **Next**.
- Check each box corresponding to a provided meal or that you do not wish to claim.
- Click **Create Expenses**.

CREATING AN EXPENSE REPORT

- Select **Expense Types**.
- Fill in all required fields marked with a red bar.
- **Attach receipts** for all expenses requiring a receipt.
- Click **Save**.
- Repeat those steps for each expense to claim.
- If necessary, attach a Missing Receipt Affidavit by clicking **Receipts > Missing Receipt Affidavit**. Check each expense requiring an affidavit and click **Accept & Create**.
- Click **Details > Approval Flow** and make sure the information entered is accurate.
- Once all the expenses are saved, click **Submit Report**.

ACTING AS A DELEGATE

- Click **Profile**.
- In the **Administer for another user...** field, select the name of the person for whom you are acting as a delegate.
- Click **Apply**.

To return to your own profile

- Select **Profile**.
- Click **Administer for**.
- Choose **End admin session**.

APPROVING A REQUEST

- Go to **Required Approvals**.
- Select **Requests**.
- Click on the request to approve.
- Review all request details.
- Click **Approve**.
- If you have found mistakes or you do not approve the travel request or cash advance, click **Send Back Request**.

APPROVING AN EXPENSE REPORT

- Go to **Required Approvals**.
- Click on the expense report to approve.
- Confirm that all itemized receipts, missing receipt affidavits, boarding passes and supporting documentation are attached.
- Review the red and yellow exceptions.
- Click **Approve**.
- If you have found mistakes or you do not approve the expense report, click **Send Back to User**.