CHEAT SHEET - CONCUR EXPENSE MANAGEMENT SYSTEM

LOGGING INTO CONCUR

1. Go to https://www.uOttawa.ca/financial-resources/reimbursement-of-expenses
2. Click on **Log into the Concur expense management system** on the right side of the screen.
3. Enter your University of Ottawa Outlook email address in the **Username** field.
4. Enter your Outlook **Password**.
5. Click **Login**.

SETTING UP THE DEFAULT APPROVERS AND THE FOAP

1. Go to **Profile > Profile Settings**.
2. Click **Request Approvers**.
3. Select your request/cash advance approvers and click **Save**.
4. Click **Expense Approvers**.
5. Select your expense approvers and click **Save**.
6. Click **Request Information.**
7. Choose your cash advance FOAP and click **Save**.
8. Click **Expense Information.**
9. Choose your expense FOAP and click **Save**.

These approvers and FOAPs will appear by default in all your requests/claims.

VERIFYING YOUR EMAIL ADDRESS

1. Go to **Profile > Profile Settings > Personal Information**.
2. Scroll down to your email address(es).
3. Click on **Verify**, next to your email address and follow the instructions.

CREATING A CASH ADVANCE REQUEST

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

OBTAINING A PREAPPROVAL TO TRAVEL AND ATTACHING IT TO YOUR CLAIM

- Before you travel to conduct University business, make sure to obtain approval from an authorized approver. Supporting approval documents can be an email from an approver or a copy of the annual travelling budget.
- Attach the supporting approval documents to your claim as a receipt under any expense.
- Note that APUO members do not require a pre approval prior to travel.

ACTING AS A DELEGATE

1. Click **Profile**.
2. In the **Acting as other user** field, select the name of the person for whom you are acting as a delegate.
3. Click **Start Session**.

To return to your own profile

1. Click **Profile (Acting as…)**
2. Choose **Done acting for others**.

CREATING AN EXPENSE REPORT WITH AN ITINERARY FOR PER DIEM/TRAVEL ALLOWANCES

1. Click **Expense > Manage expenses**.
2. Click **+Create New Report**.
3. Fill out all required information.
4. To claim per diems/travel allowances, select **Yes** in the question at the bottom of the page. Otherwise, select **No**.
5. Click **Next**.
6. Enter the itinerary details going to the destination and back. Ensure to click **Save** for each one of them.
7. Click **Next** once all details are saved.
8. Confirm the itinerary is correct and click **Next.**
9. Check the meals provided during your trip or that you do not wish to claim.
10. Click **Create Expenses**.

ADDING EXPENSES TO YOUR REPORT

1. Click **Add Expense**.
2. If you already uploaded the receipt in Concur, choose that receipt in the list of **Available Expenses**. Otherwise, click **+Create New Expense**.
3. Choose the expense type.
4. Fill in the boxes and ensure to fill in the ones with a red asterisk as they are mandatory fields.
5. Attach a receipt on the right of the screen.
6. When ready, click **Save Expense**.
7. Repeat those steps for each expense to claim.
8. If necessary, attach a Missing Receipt Affidavit by clicking **Manage Receipts > Missing Receipt Declaration.** Check each expense requiring an affidavit and click **Accept & Create**.
9. Once all the expenses are saved, click **Submit Report.**

VERIFYING THE APPROVAL FLOW

- You are responsible for ensuring that your approval flow valid and that your claims are sent to the right approvers.
- To access the approval flow, click **Report Details > Report Timeline**. The **Approval Flow** is shown on the left side of the Timeline and can be modified by clicking **Edit.**
- Ensure to save all modifications made to the Approval Flow.

APPROVING A REQUEST

1. Go to **Required Approvals**.
2. Select **Requests**.
3. Click on the request to approve.
4. Review all request details.
5. 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

1. Go to **Required Approvals**.
2. Click on the expense report to approve.
3. Confirm that all itemized receipts, missing receipt affidavits, boarding passes and supporting documentation are attached.
4. Review the red and yellow exceptions.
5. Click **Approve**.

If you have found mistakes or you do not approve the expense report, click **Send Back to User**.