Stony Brook Foundation
Concur Travel Expense Reimbursement

SAP Concur

Technologies

April 1, 2024

Proprietary Statement

Information contained in these documents applies to the following products in effect at the time of this document's publication, including but not limited to:

- Concur Travel & Expense
- Concur Invoice
- Concur Expense
- Concur Travel
- Concur Request
- Concur Locate
- SAP Concur for Mobile

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Bellevue, WA 98004

NOTE: The SAP Concur application is expressly for the use of Stony Brook employees using State, Research Foundation or Stony Brook Foundation funding for their travel expenses.

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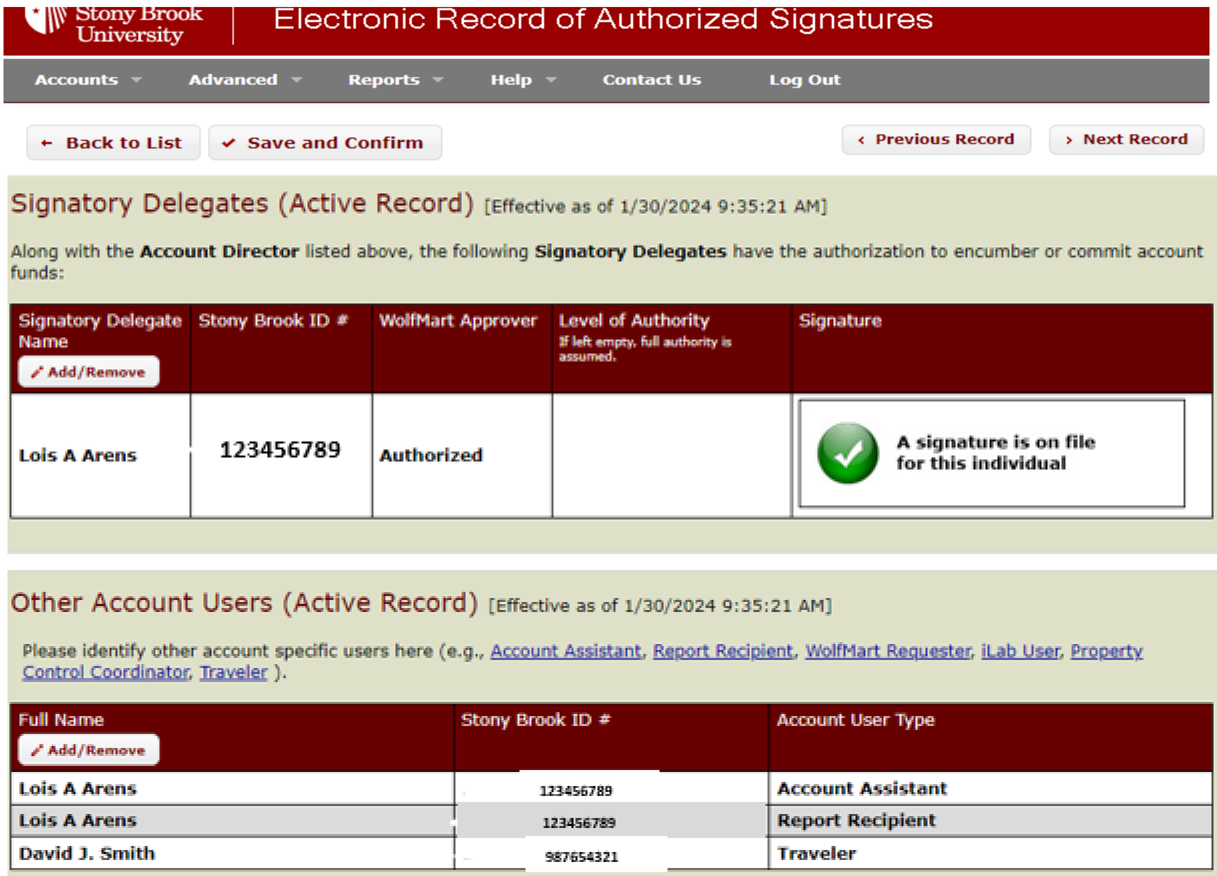
Important Note for Users

Creating travel expense reports

In order to submit travel expense reimbursement requests through CONCUR, employees must be set up as either an ***account director, signatory delegate or a traveler*** in the E-RAS system for your department's SBF account.

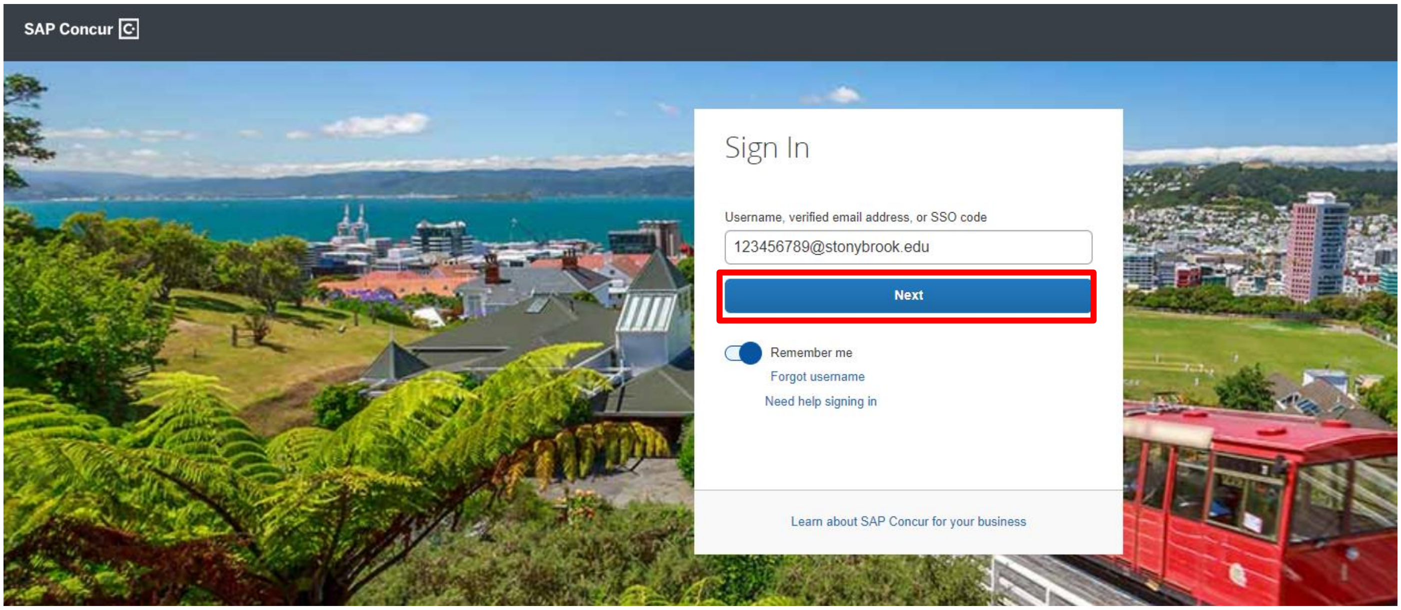
The Account Director and Account Assistant can add someone as a Traveler in ERAS to their respective department account(s).



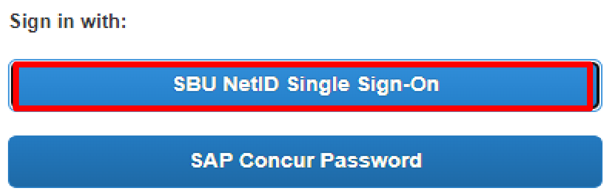
Signing in to SAP Concur

1. To sign in to SAP Concur, on the **Sign In** screen, enter ***<your 9-digit Stony Brook ID number>*@stonybrook.edu** (example: **123456789@stonybrook.edu**) in the field, and then click **Next**.

   You can select the **Remember me** check box to store your username, so that you don't have to enter it the next time you sign in to SAP Concur from this device.



2. Select **Sign in with SBU NetID Single Sign On**.



3. Fill in your NetID **Username** and NetID **Password**.

NOTES:

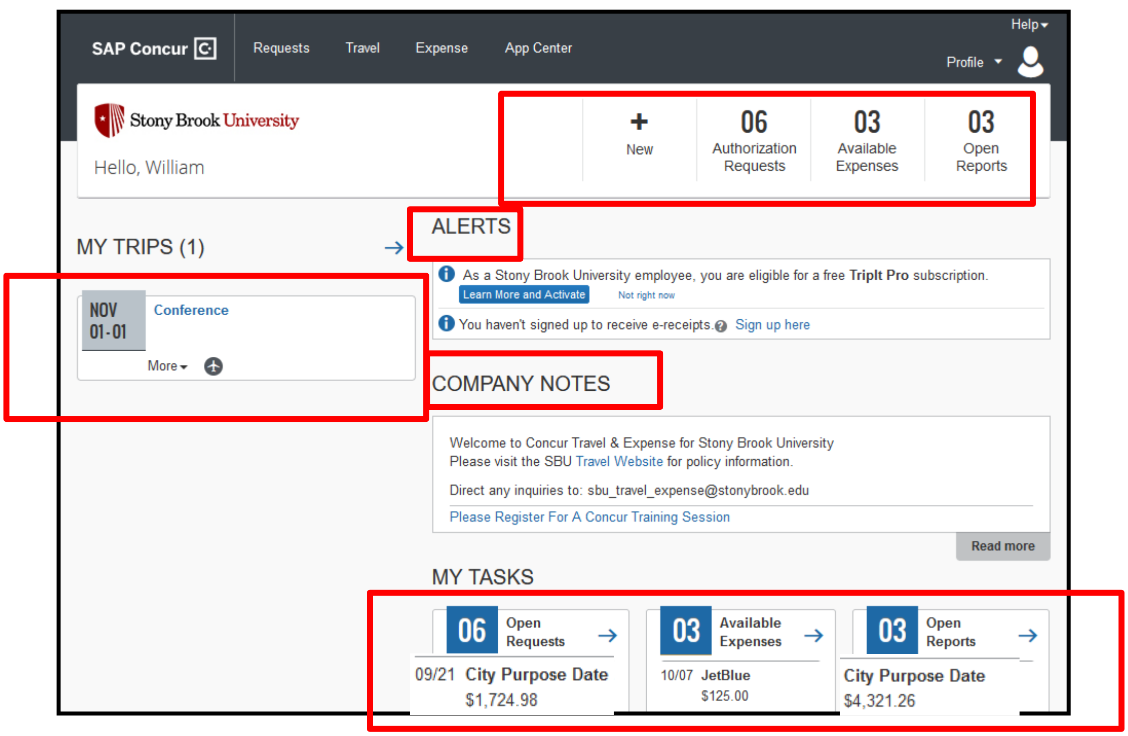
- Your password is case sensitive.
- If you are not unable to log in with your NetID, please visit: https://it.stonybrook.edu/services/netid for assistance.

Exploring the SAP Concur Home Page

The SAP Concur home page contains the following sections.

NOTE: To return to the SAP Concur home page from any other page, click the SAP Concur logo on the top left of the screen.

Section	Description
Quick Task Bar	This section provides Quick Tasks (links) so you can: • Start a new expense report, travel request*, corporate card reconciliation etc. • Open expense reports and requests* • Manage available expenses * A request is an authorization for a travel expense made *before* incurring the travel costs. An expense report is the summation of all travel expenses *after* the costs are incurred. Required only for international travel if using SBF funds.
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.
My Trips	This section lists your upcoming trips.
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by the Procurement Travel Office.

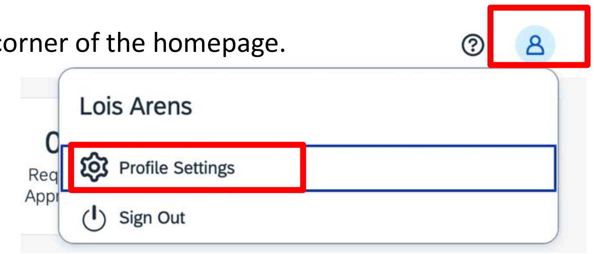


Updating Your Expense Profile

To access your profile information

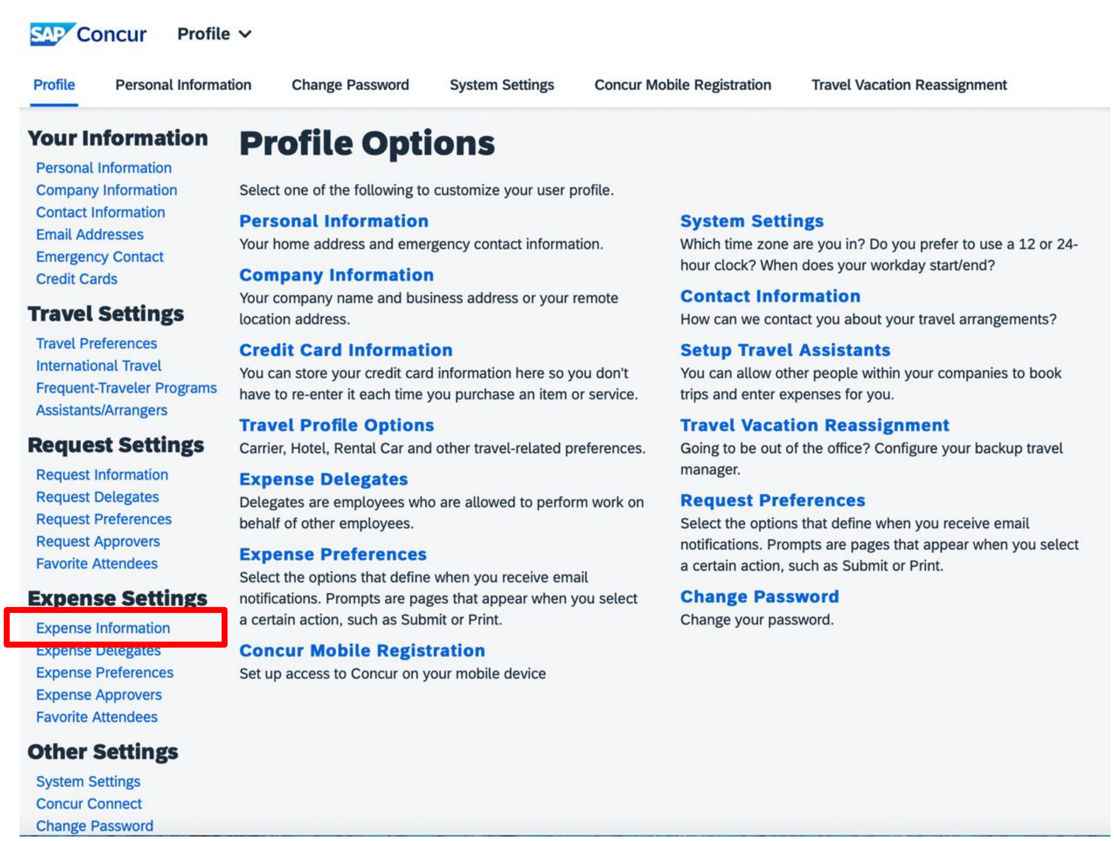
1. Click the **Person Icon** > **Profile Settings** in the upper right corner of the homepage.

   The **Profile Options** page appears.

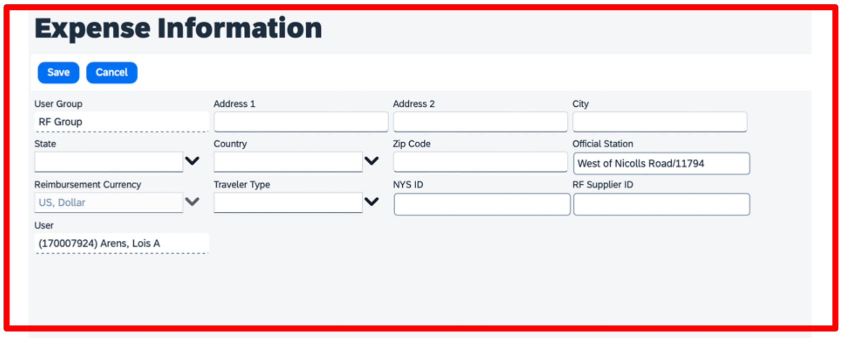


Use the **Profile Options** page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself, *complete your profile after logging onto SAP Concur for the first time and review/update it whenever your information changes*. Your profile options include Approvers, Attendees, Expense Delegates and Expense Preferences.

2. Click the appropriate option from the left-side menu. At a minimum, you should do the following:
   - Verify your primary email address is correct and add any additional email addresses that you will be using to submit receipts.
   - Verify and update your **Personal Information.**
   - Verify that the name of your **Expense Approver** is correct. This person should be your supervisor and the first approver in your workflow. If the data is incorrect, ask your supervisor to contact the VP Coordinator to resolve the issue with HRS – Class & Comp.



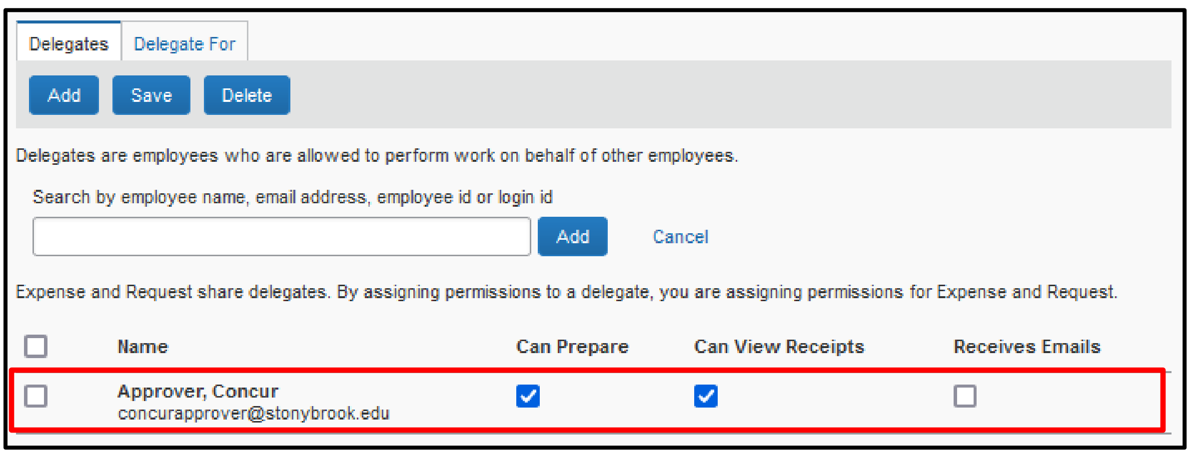
- Review the information is accurate under **Expense Information.**



Assigning a Delegate

To assign a delegate

1. Click **Profile** > **Profile Settings**. The Profile Options page appears.
2. Click **Expense Delegates** from the left-side menu, then **Add**.
3. Locate the appropriate employee using the **Search by**… field, then click **Add**.
4. Select the checkboxes to set the delegate's permissions.

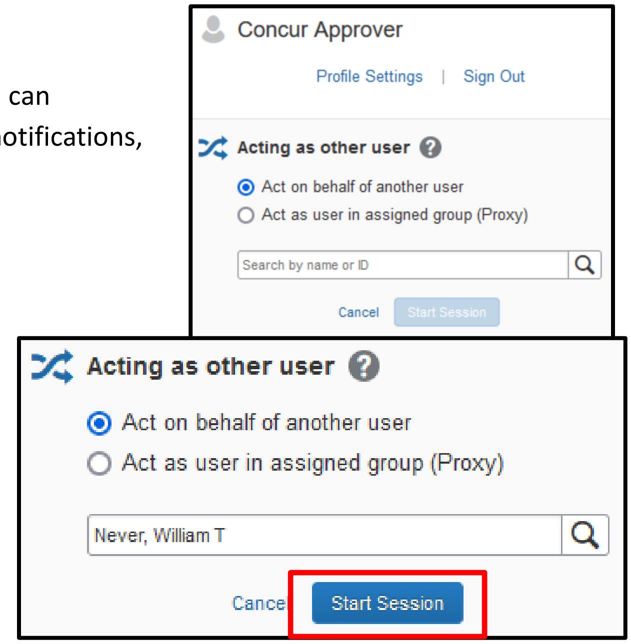


Can Prepare enables the delegate to prepare a report/request but not submit it.

5. After selecting the appropriate checkboxes, click **Save**.

   NOTE: Selecting **Can Prepare** automatically enables **Can View Receipts** because receipts are integral to preparing a report.

Acting as a Delegate



If you are a delegate, your delegator will define which tasks you can complete, such as preparing reports, receiving Concur-related notifications, etc.

To work as a delegate

1. Click **Profile** then **Act on behalf of another user**.
2. Click on the magnifying glass icon to view a list of the employees that you have as their delegate.
3. Select the appropriate delegator's name from the list.
4. Click **Start Session**.

   Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.

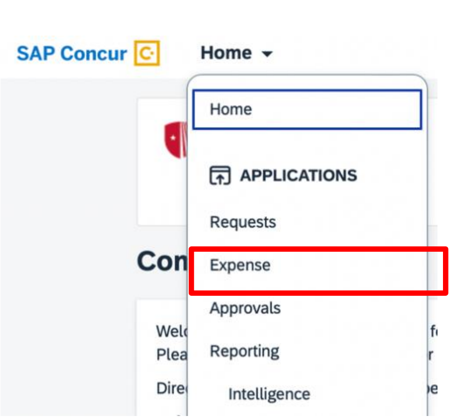
5. You are now officially working on behalf of that person. Complete the normal processes for creating reports, printing, etc.

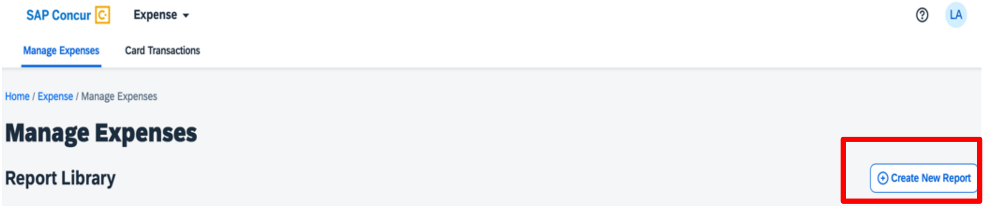
   To select a different user, follow the same steps but click a different name.
6. To return to your own tasks, click **Acting as**, and then select **Done acting for others**.

Creating a New Expense Report for Travel Reimbursement

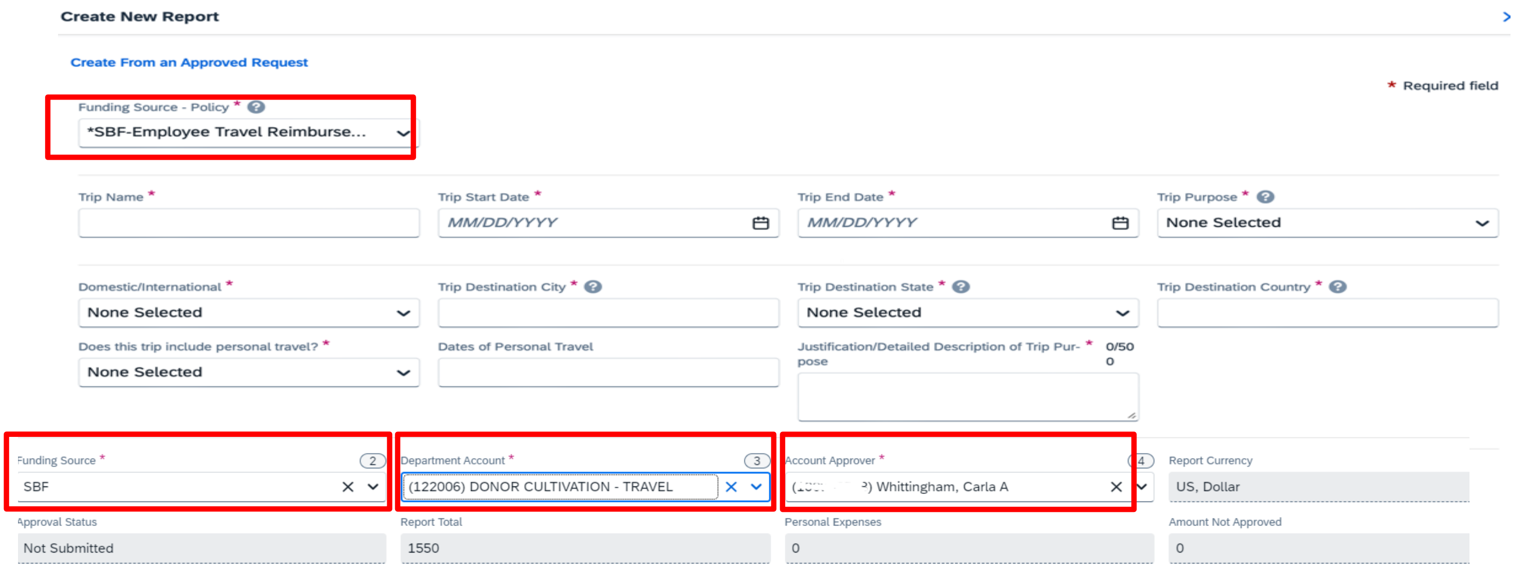
To create a new expense report:

1. From the **Home** dropdown tab choose **Expense**, on the **Manage Expenses** page click the + **Create New Report** tile.

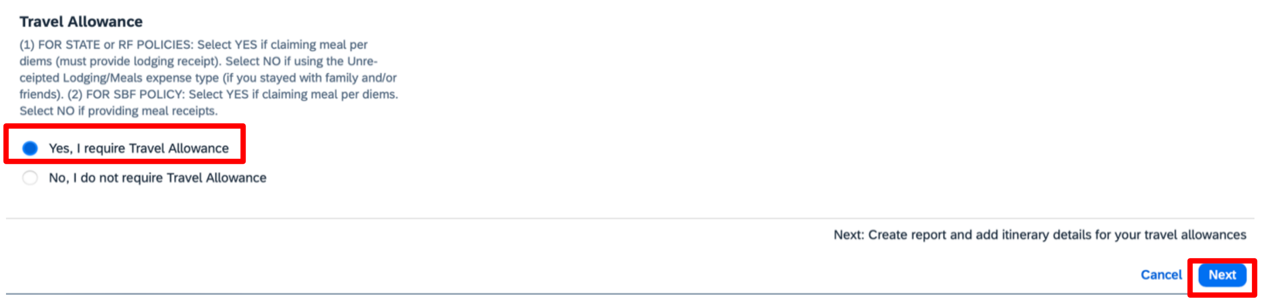




2. For the Funding Source - Policy field choose ***SBF-Employee Travel Reimbursement Policy*** from the dropdown menu. Complete all the required fields (marked with red asterisks). For the Funding Source field on the bottom left of the page, you must choose SBF. Note that the SBF Department(s) in the Department Account dropdown are only the ones in which you are an Account Director, Signatory Delegate or Traveler. The Account Approver dropdown will populate for the Department you choose.



Special Note on Travel Allowance Selection: **For the SBF POLICY the default is NO** since SBF does not issue travel allowances. Reimbursements are typically issued on actual meal receipts. **Select Yes ONLY if you are requesting reimbursement based on meal per diems.**

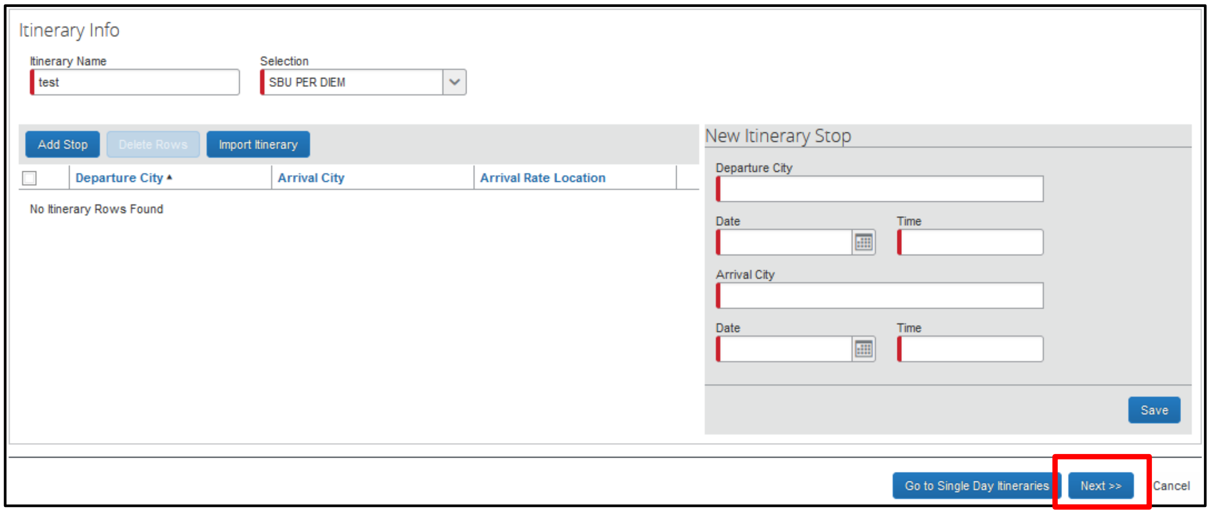


STEPS 3 – 11 BELOW ARE FOR PER DIEM MEALS ONLY

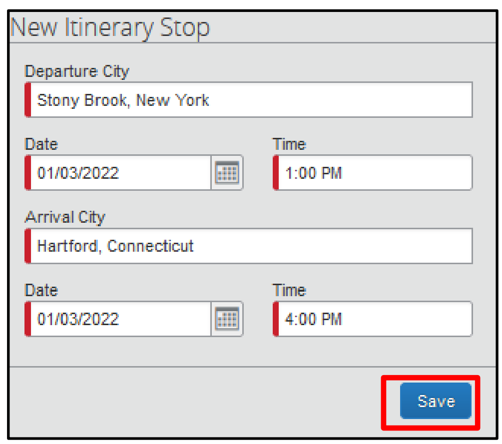
If you are requesting per-diem reimbursement, select **Yes, I require Travel Allowance** and click **Next**

IF YOU ARE SUBMITTING RECEIPTED EXPENSES
PROCEED TO STEP 12

3. If you select **Yes (you are requesting per diem reimbursement for meals)**, the Itinerary Info page opens.

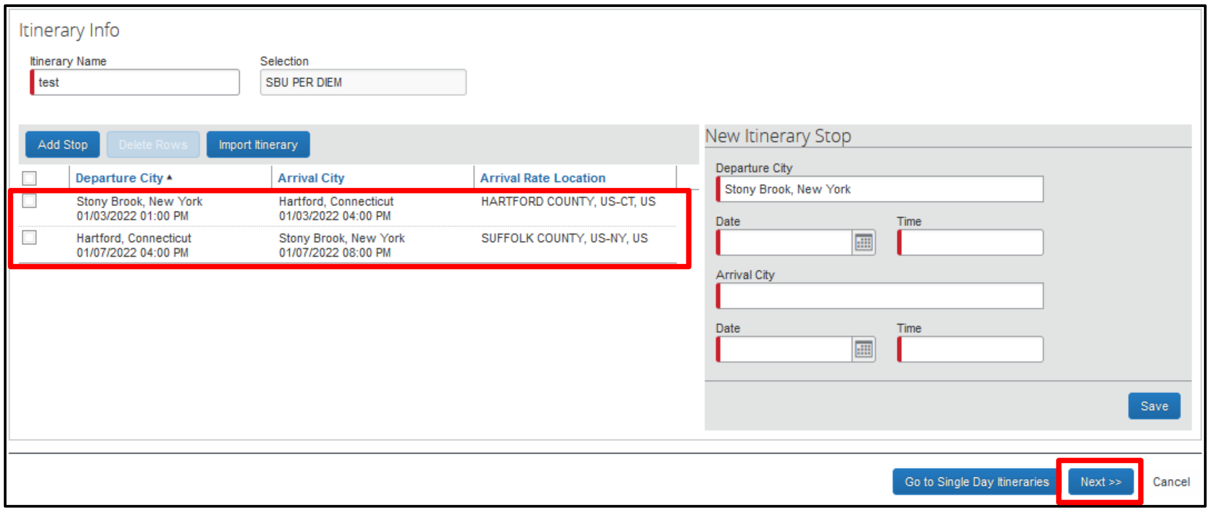


4. Complete the fields for the **New Itinerary Stop** based on your travel.
5. Click **Save**.
6. Add additional **New Itinerary Stops**, as needed, based on your trip and **Save** them.

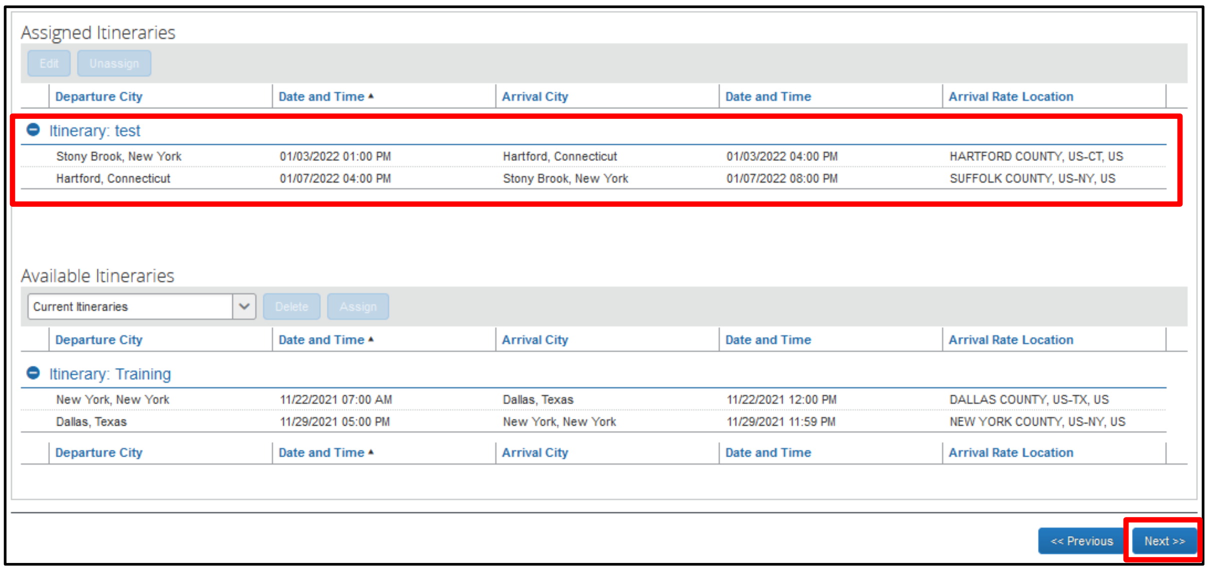


NOTE: At a minimum, you should have two stops, the outbound and return legs of your trip.

7. After adding in all itinerary stops, click **Next**.

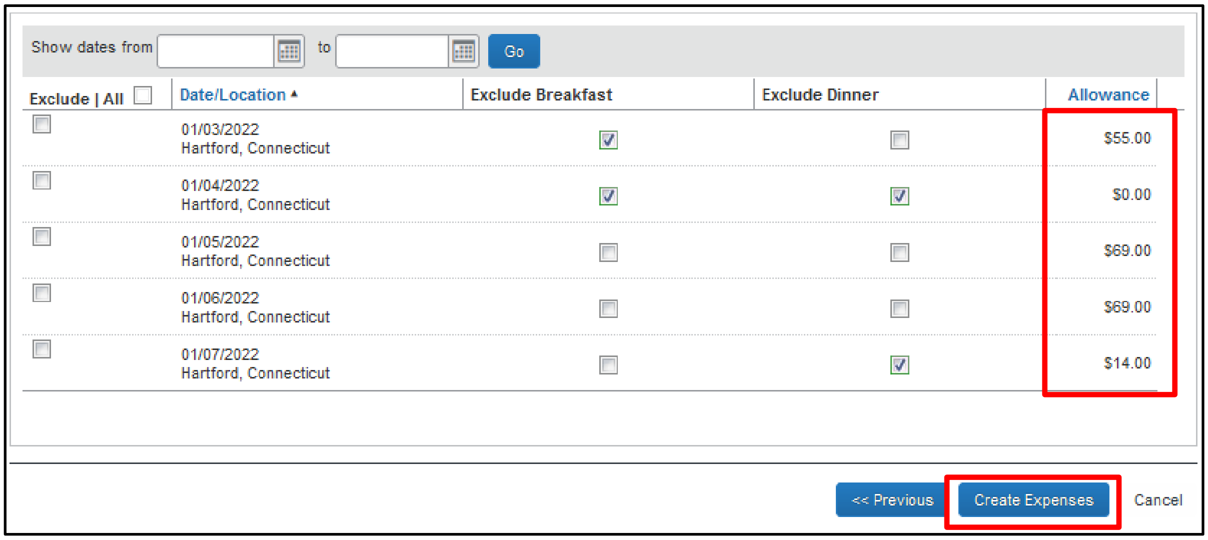


8. Click **Next** to assign the selected itinerary and create the Per Diem expenses.

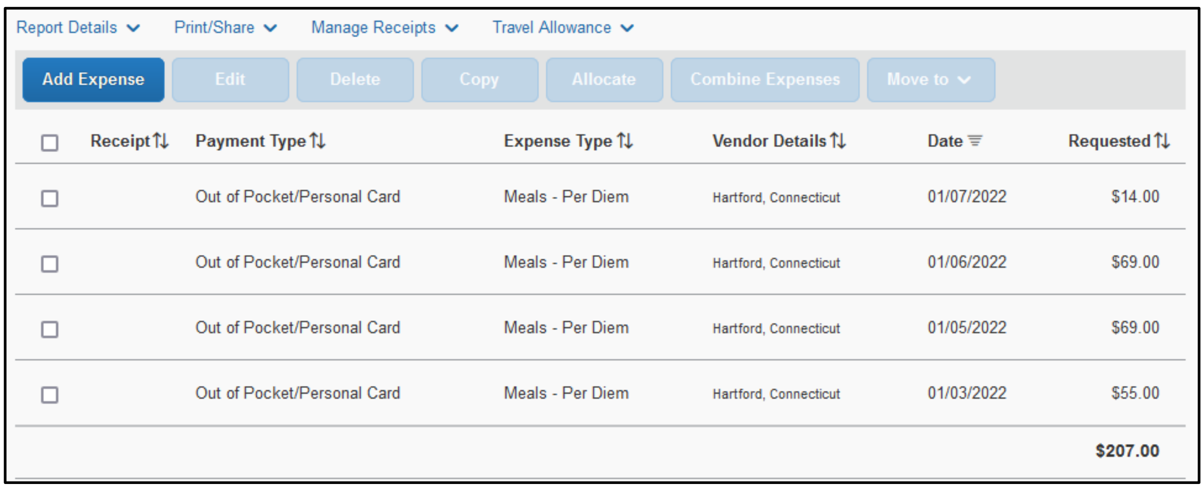


9. Click on the checkboxes to exclude meals from your per diem, as necessary. For instance, if you had breakfast at home on your first day of travel, you should select the **Exclude Breakfast** checkbox for that meal because it is not included in your per diem. Similarly, if you are attending a hosted event that provides breakfast and dinner, you should exclude both expenses from your per diem.

   NOTE: The daily **Allowance** amount will change to reflect your adjusted per diem.



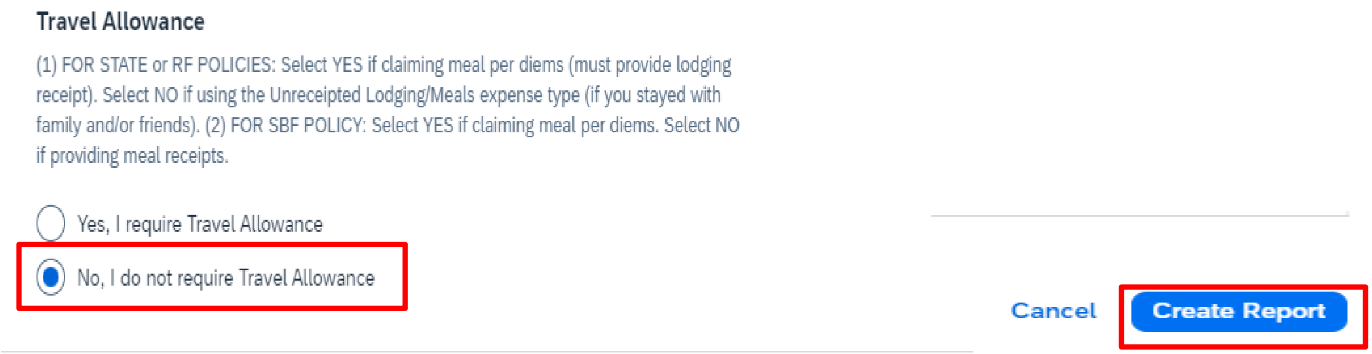
10. After selecting all of the meal exclusions, click **Create Expenses**.



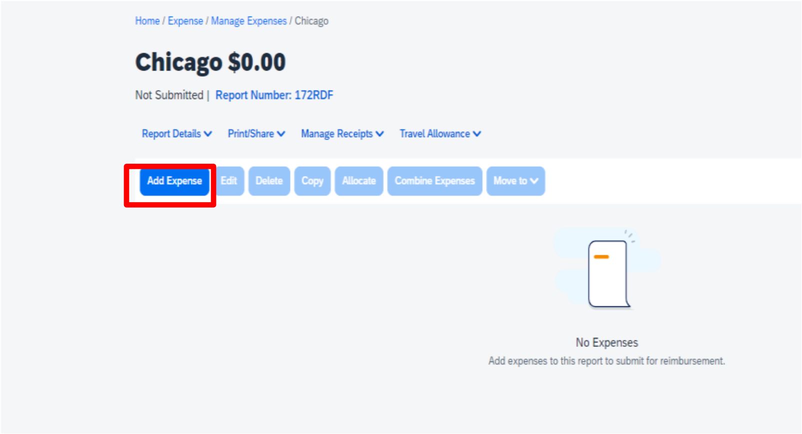
11. The **Meals – Per Diem** expenses now appear in your report.

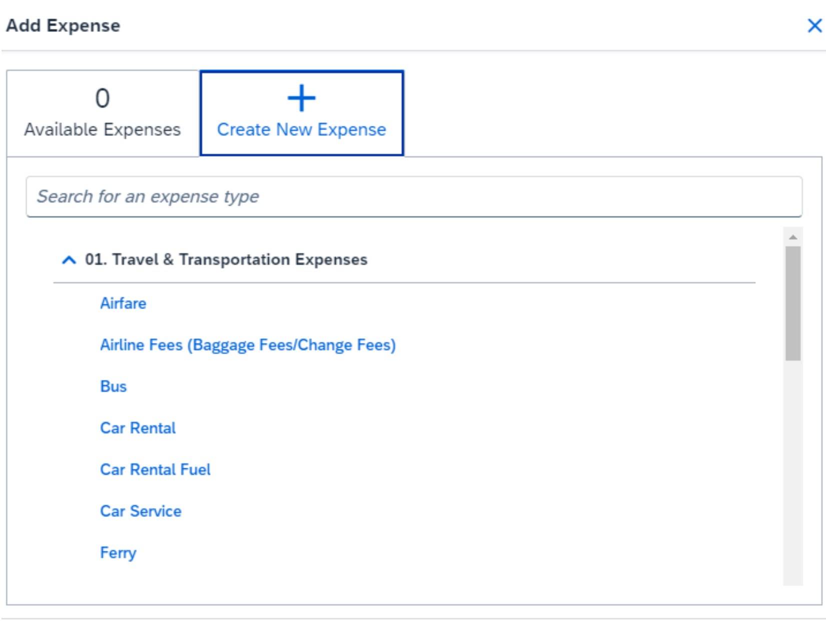
Receipted Expenses

12. For receipted expenses, including meals, continue from #2 above. Make sure to answer **NO to Travel Allowance** question and then click **Create Report.**

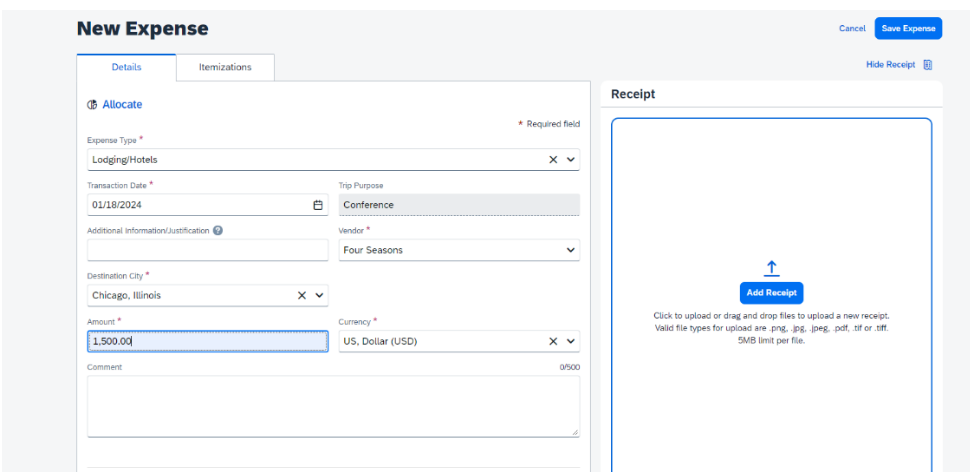


13. Click **Add Expense.** Select the appropriate expense type from the list.





14. The page refreshes, displaying the required and optional fields for the selected expense type. Complete all the required fields (marked with red asterisks) then select one of the following:
    - **Add Receipt – To** upload and attach receipts (required in order to submit report)
    - **Itemizations tab – THIS FIELD IS NOT USED FOR SBF EXPENSES**
    - **Save Expense –** To save the expense
    - **Cancel –** To exit without saving this expense

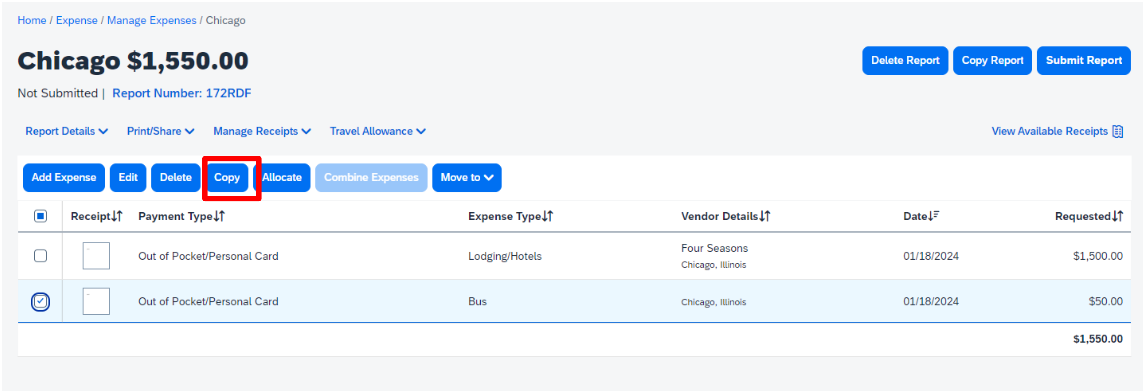


Copying an Expense

You can copy an expense and then update the expense details to quickly enter a new expense. This is especially useful for recurring business expenses.

To copy an expense

1. With the expense report open, select the expense you want to copy.
2. Click **Copy**.



3. The new expense is added to the **Expenses** list. Notice the following:

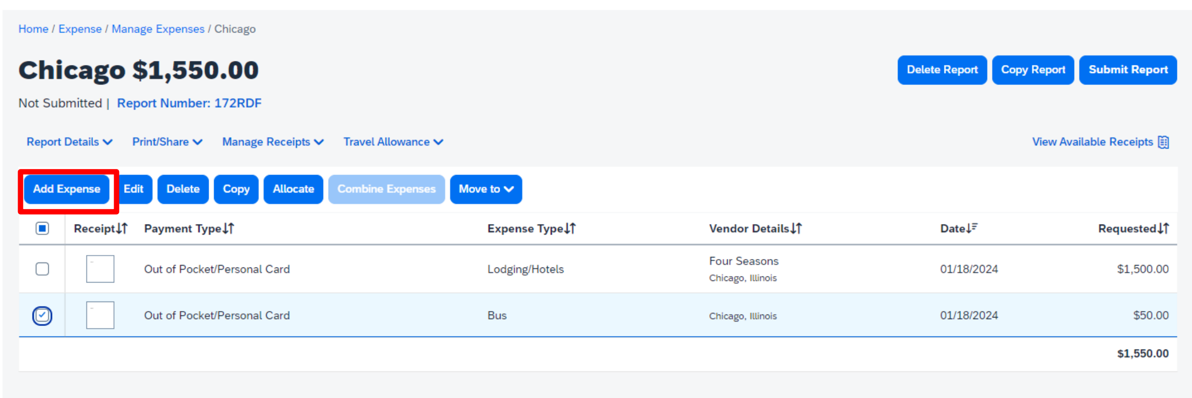
- The original expense date is advanced by a day.
- All details from the original expense are copied to the new expense.
- Receipts from the original expense are ***not*** copied to the new expense. This type of information is generally associated with only one expense, so it is not copied to the new expense.

Adding Back-up Documentation to an Expense Report

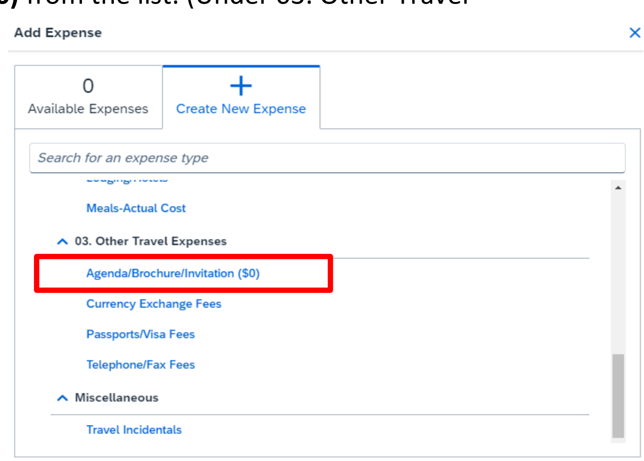
All expense reports require you to add back-up documentation such as an agenda, brochure, invitation, etc.

To add back up documentation to an expense report

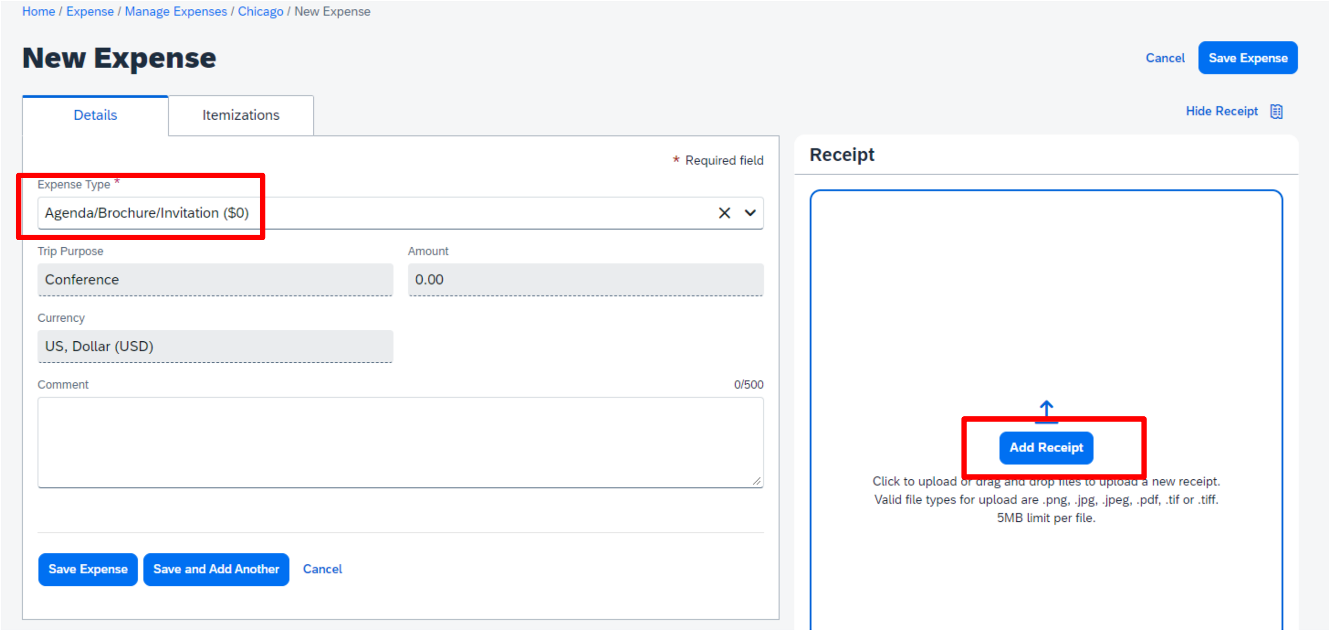
1. From the manage expenses screen, click **Add Expense.**



2. Search for/select **Agenda/Brochure/Invitation ($0)** from the list. (Under 03. Other Travel Expenses)



3. The **New Expense** window appears, and Agenda/Brochure/Invitation populates in Expense Type. Click on **Add Receipt** and upload the required back up material(s).
4. After adding the documentation, click **Save**.

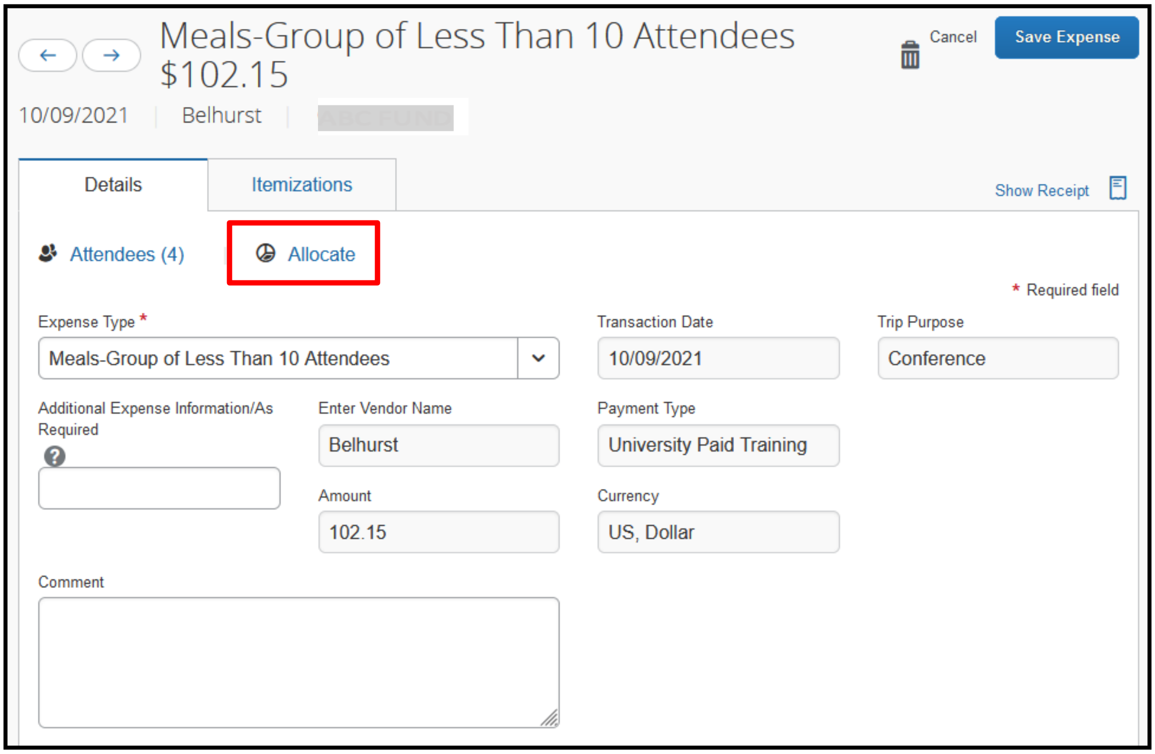


Allocating Expenses

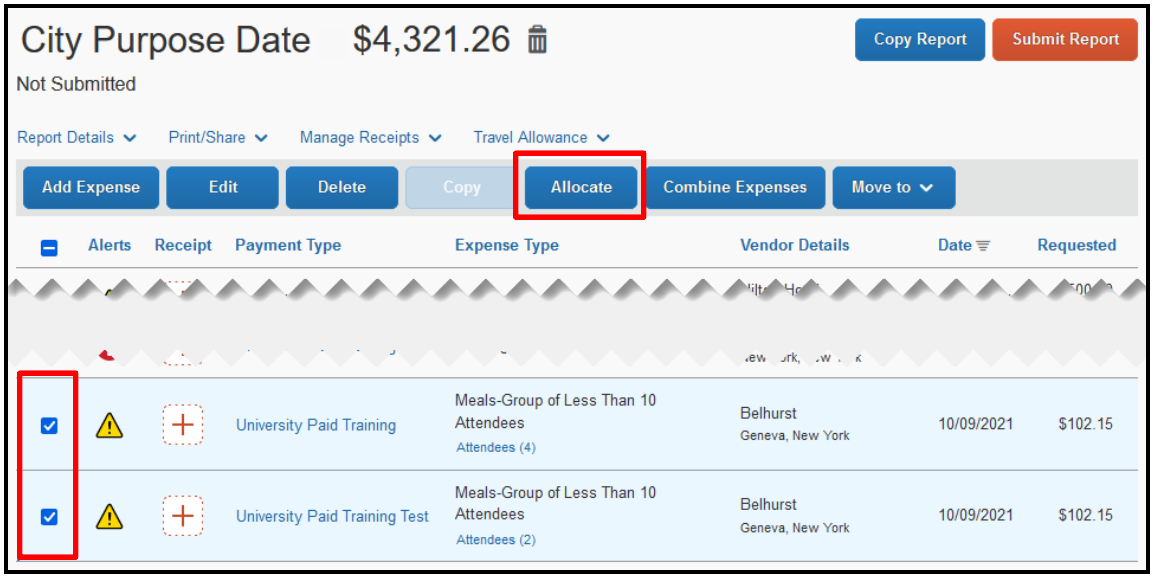
You can allocate expenses to multiple accounts or account approvers, which will be charged for those expenses. You can allocate a single expense or multiple expenses. You may only allocate to the funding source corresponding to the SBF Employee Travel Reimbursement Policy.

To allocate your expenses

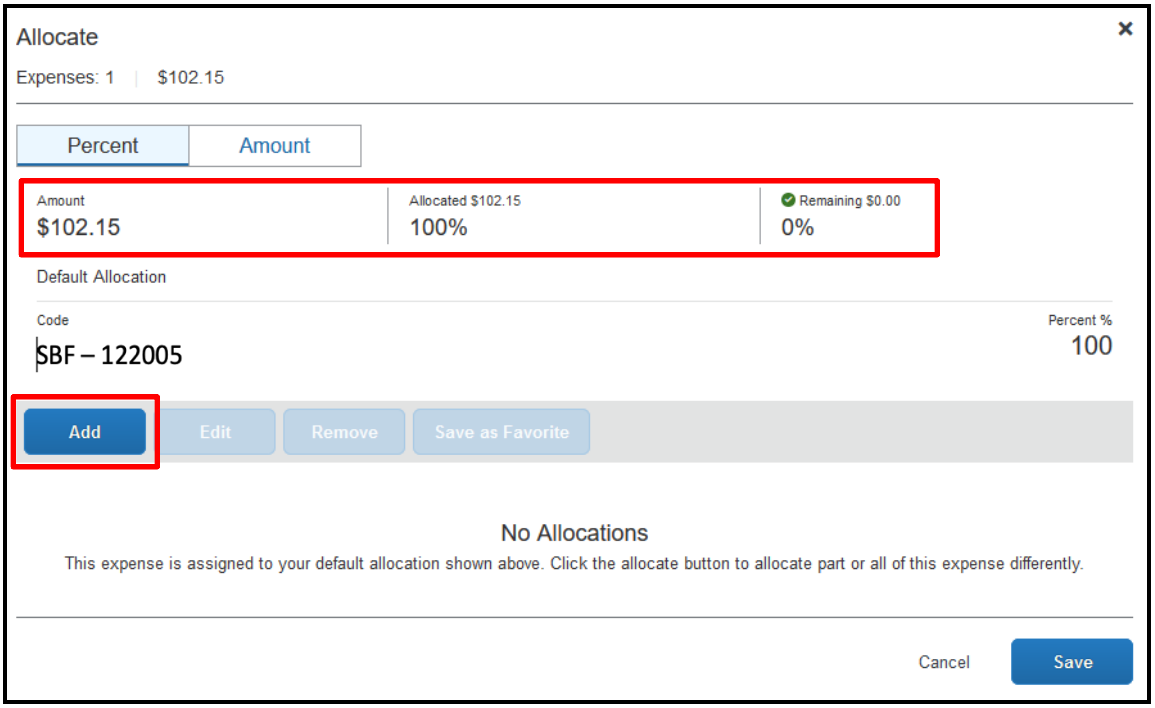
1. With the expense open, to create or edit a *single* expense, click **Allocate**.



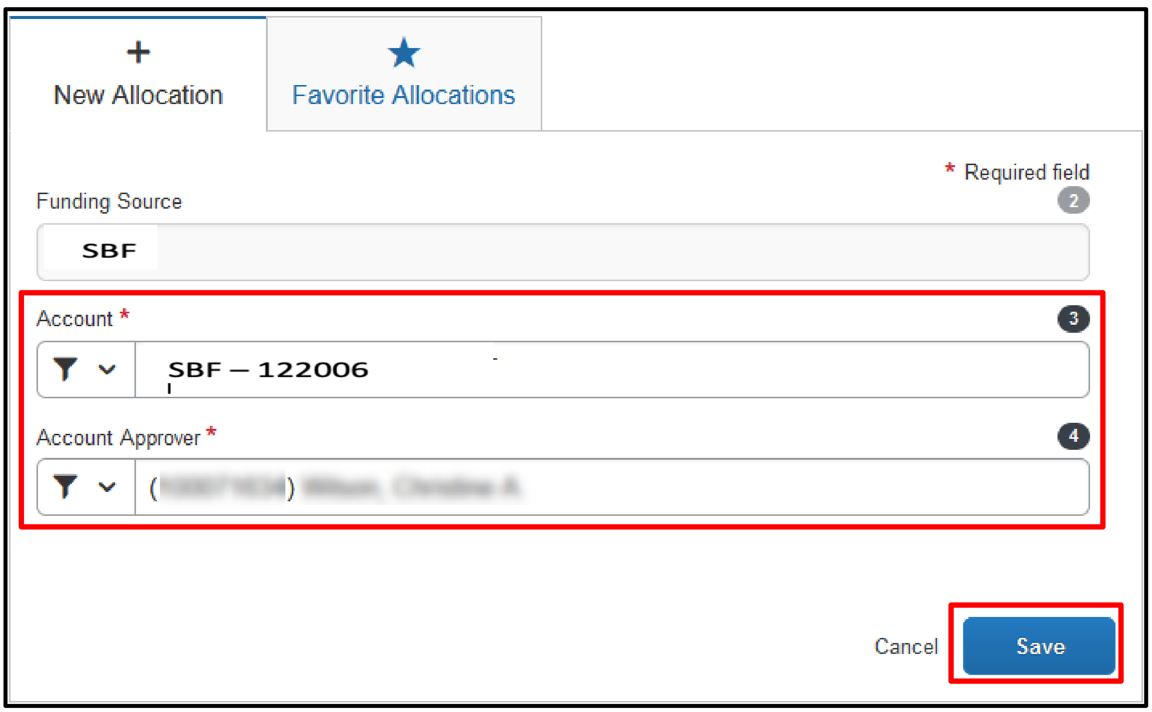
2. With the report open, to allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then click **Allocate.**



The **Allocate** window appears. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** are listed.

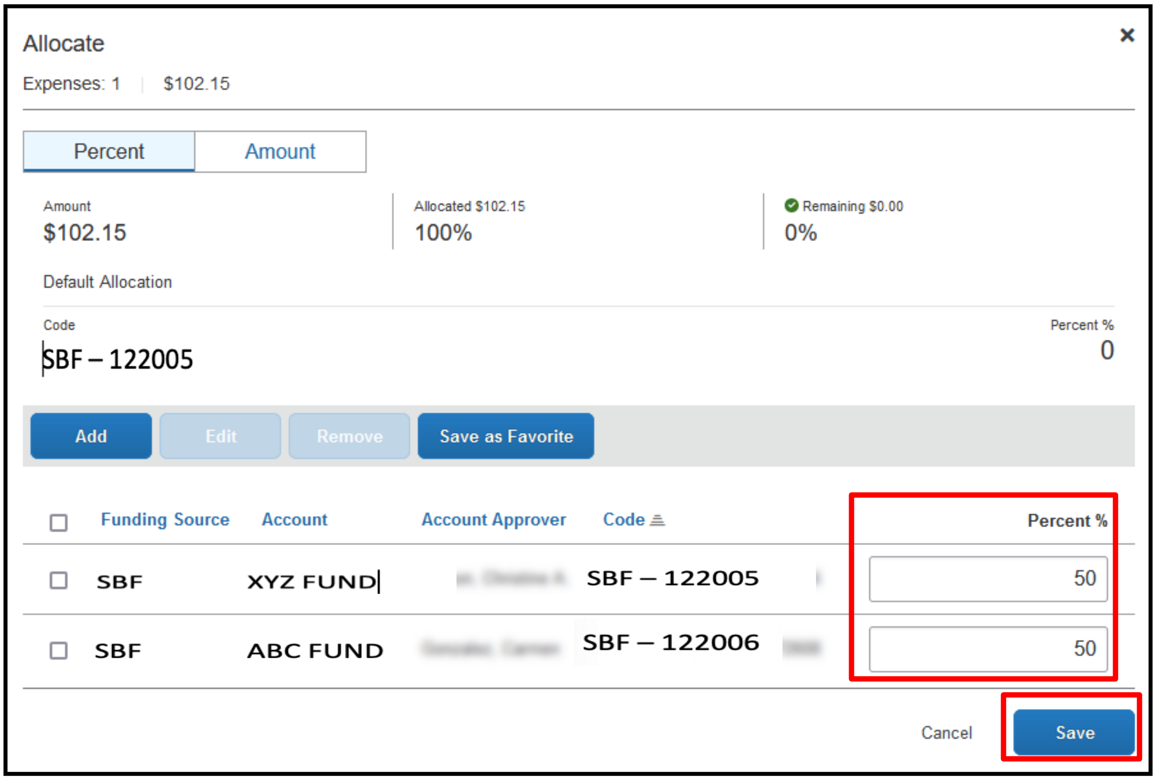


3. From the **Edit** dropdown list, select **Percent** or **Amount**.
4. Click **Add**.
5. Add allocations (as needed) by selecting appropriate **Accounts** and **Account Approvers**, from the New Allocation or Favorite Allocations tabs. **Save** each one.



You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule will prevent you from submitting the report.

6. Click **Save**.



7. Click **Save Expense**. The entry for the expense now displays the Allocated link.

Converting Foreign Currency Transactions

When your travel takes you to different countries, you will need to convert foreign currency transactions to your standard reimbursement currency.

To account for an expense incurred in another currency

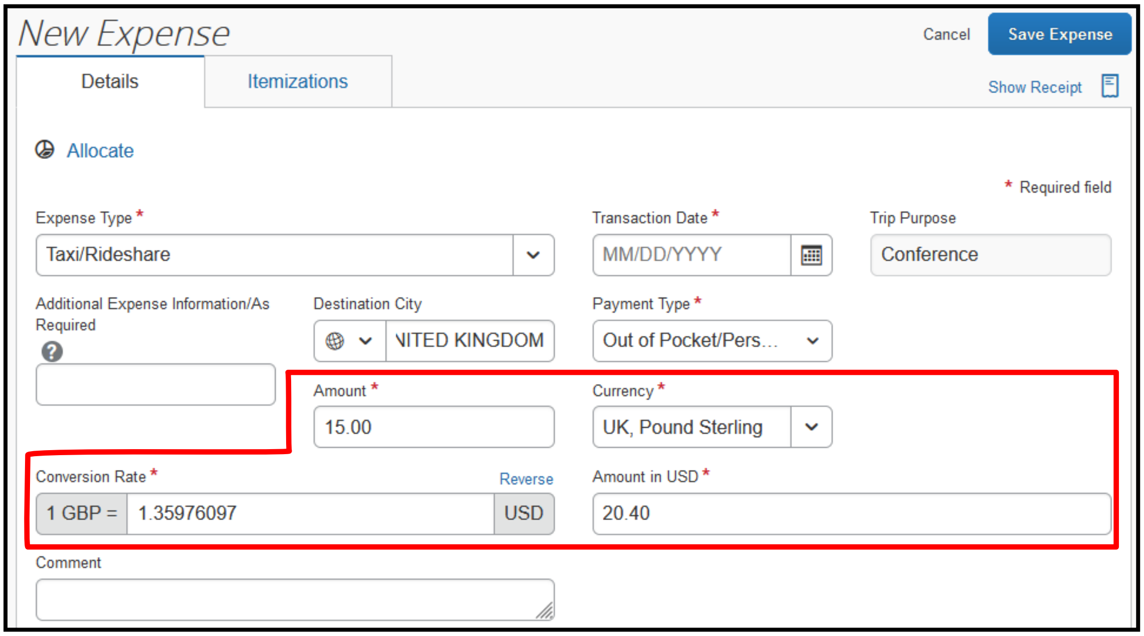
1. With the report open, click **Add Expense,** and then **Create New Expense.**
2. Search for or enter the appropriate expense type.
3. Complete the required fields (indicated with a red asterisk).

   Note the following:

- Select the "spend" **Currency** from the list to the right of the **Amount** field. Notice that the **Conversion Rate** field appears.
- The **Conversion Rate** is automatically populated according to the **Transaction Date** and **Currency** entries.

  Expense calculates the **Amount** in your reimbursement currency.
- Currency can be converted by multiplying by a particular rate or dividing by a different rate. To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field.

4. Complete the remaining fields as appropriate, and then click **Save Expense**.

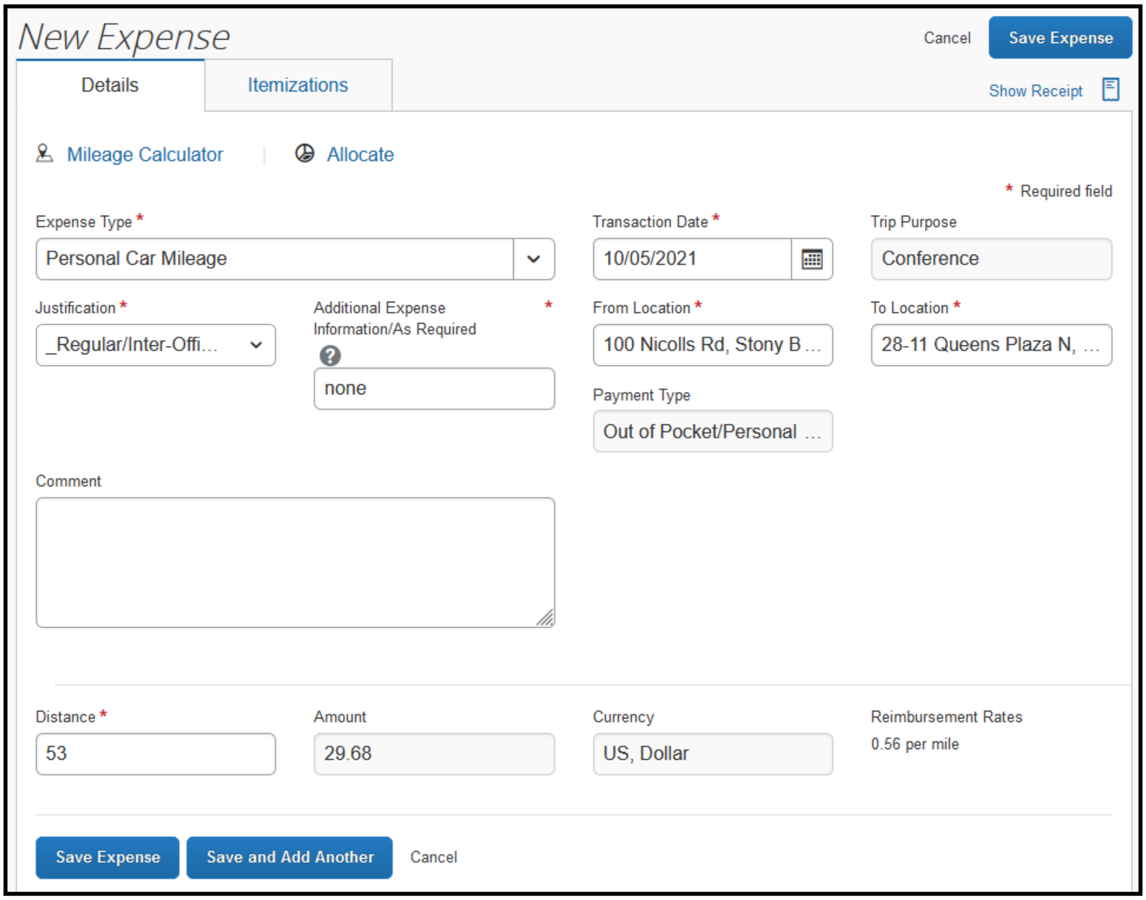


Entering Personal Car Mileage

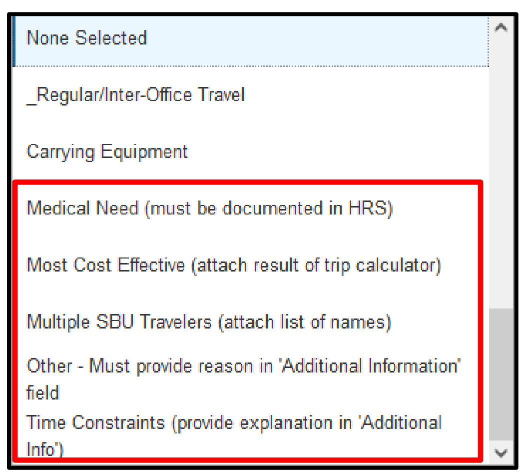
In the event that you use a personal vehicle for business purposes, you will need to track your car mileage in order to be reimbursed.

To create a car mileage expense

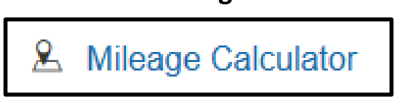
1. With the expense report open, click **Add Expense**.
2. Select **Personal Car Mileage**.
3. Complete all of the required fields (indicated with a red asterisk).



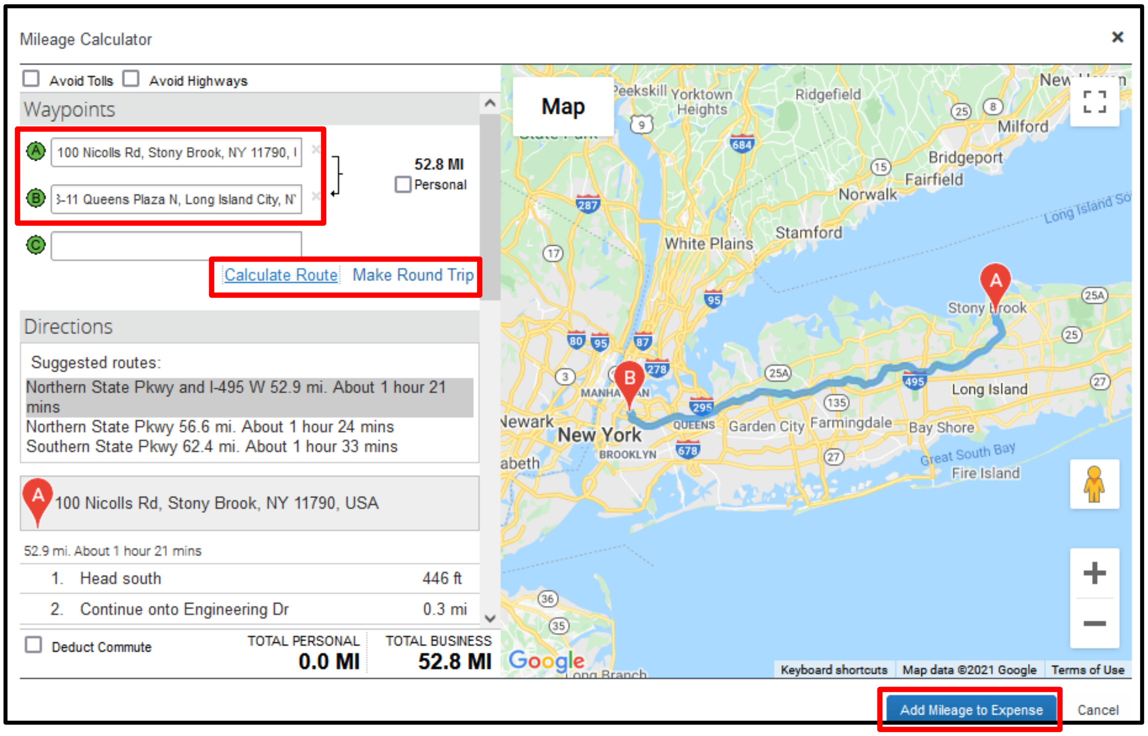
Depending on the **Justification** selected, you will need to take additional steps and/or provide an explanation in the **Additional Expense Information/As Required** field.



4. Click on the **Mileage Calculator** link.

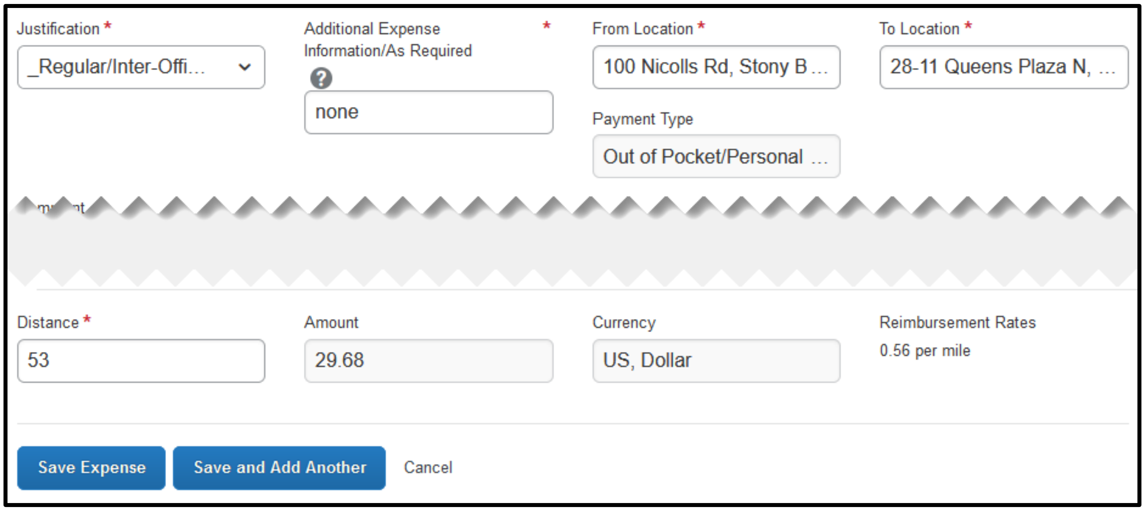


5. In the Mileage Calculator window, enter the start and end addresses of your trip in the **Waypoints** fields.



You may mark certain trip legs as personal, deduct your regular (non-reimbursable) commute, or make it a round trip by selecting the appropriate checkboxes or links.

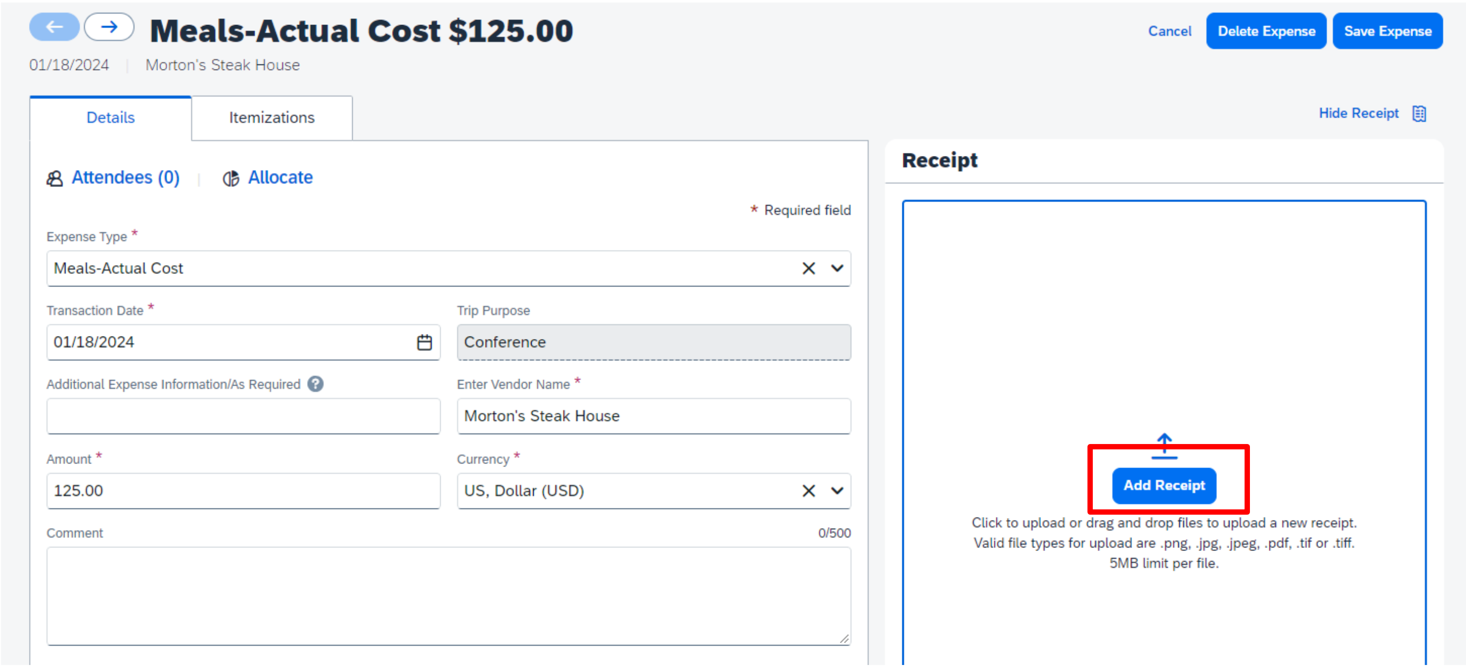
6. After entering your Waypoints and defining the other parameters of your trip, click **Calculate Route**. The system will calculate the most logical path for the trip.
7. Click **Add Mileage to Expense**.



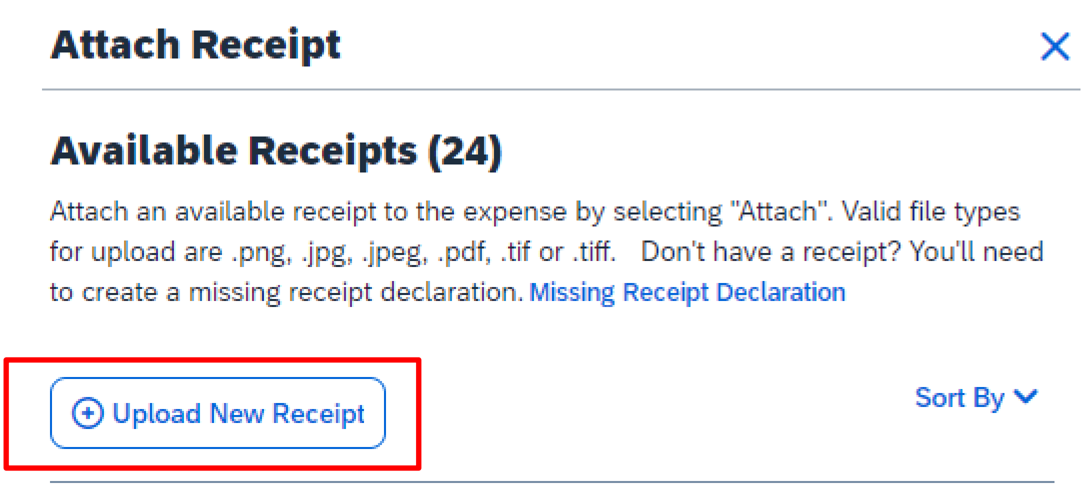
8. Notice the **From Location**, **To Location**, **Distance**, and **Amount** fields are updated. Click **Save Expense**.

Adding Receipts

1. Select an entry to open it.
2. On the Details tab, click **Add Receipt.**



3. You will see images of available receipts. You can choose one of these receipts or click **Upload New Receipt**. You will be brought to your browser to search for a receipt to attach.



4. The receipt image is attached to the expense entry and displays on the right side of the screen. Click **Save Expense**.

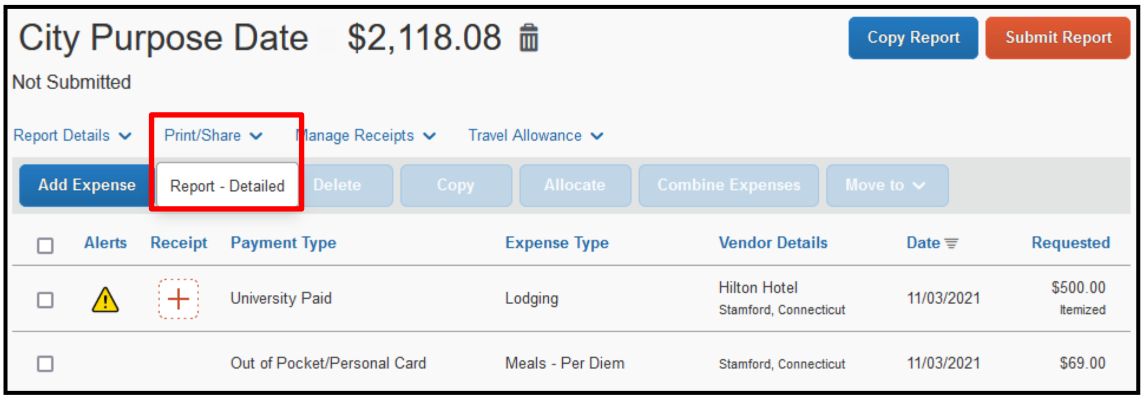
   NOTE: You can **Detach** or **Append** the image from the receipt pane.

Printing and Submitting an Expense Report

When you complete your expense report, you can print it to save a hard copy for your records, if you wish.

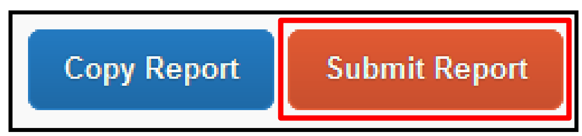
To preview and print the expense report

1. On the expense report page, click **Print/Share**.
2. Select **Report – Detailed**.

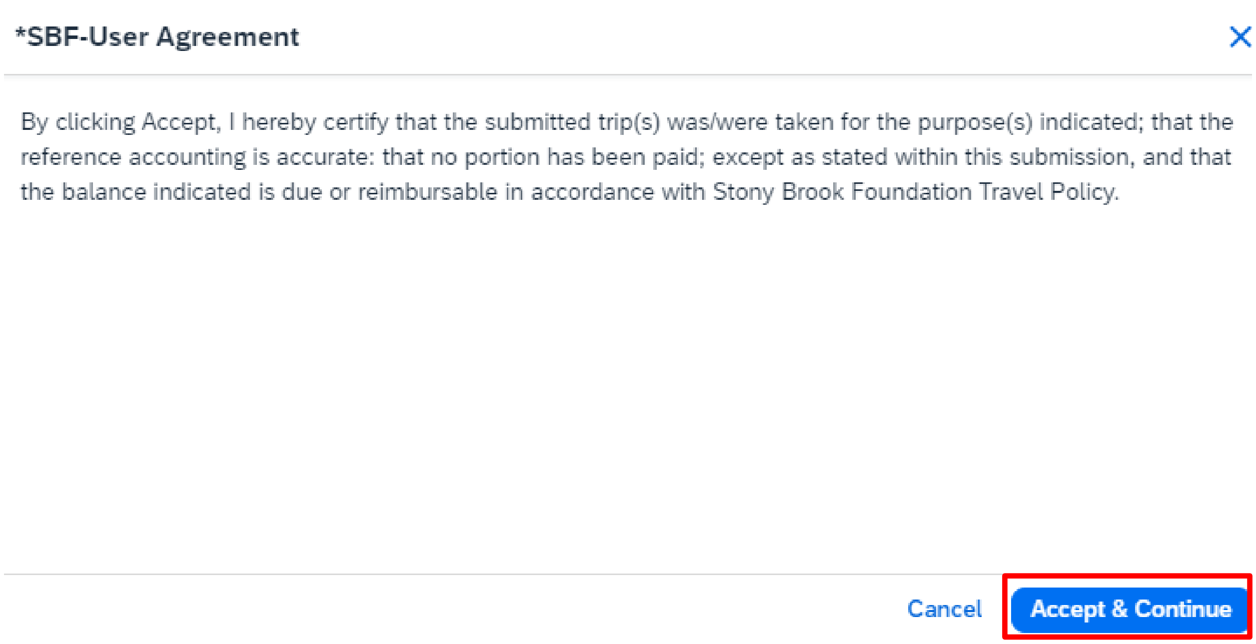


3. Click **Print**. This will provide you with a document that includes all of the report-level information as well as a summary of your expense report.

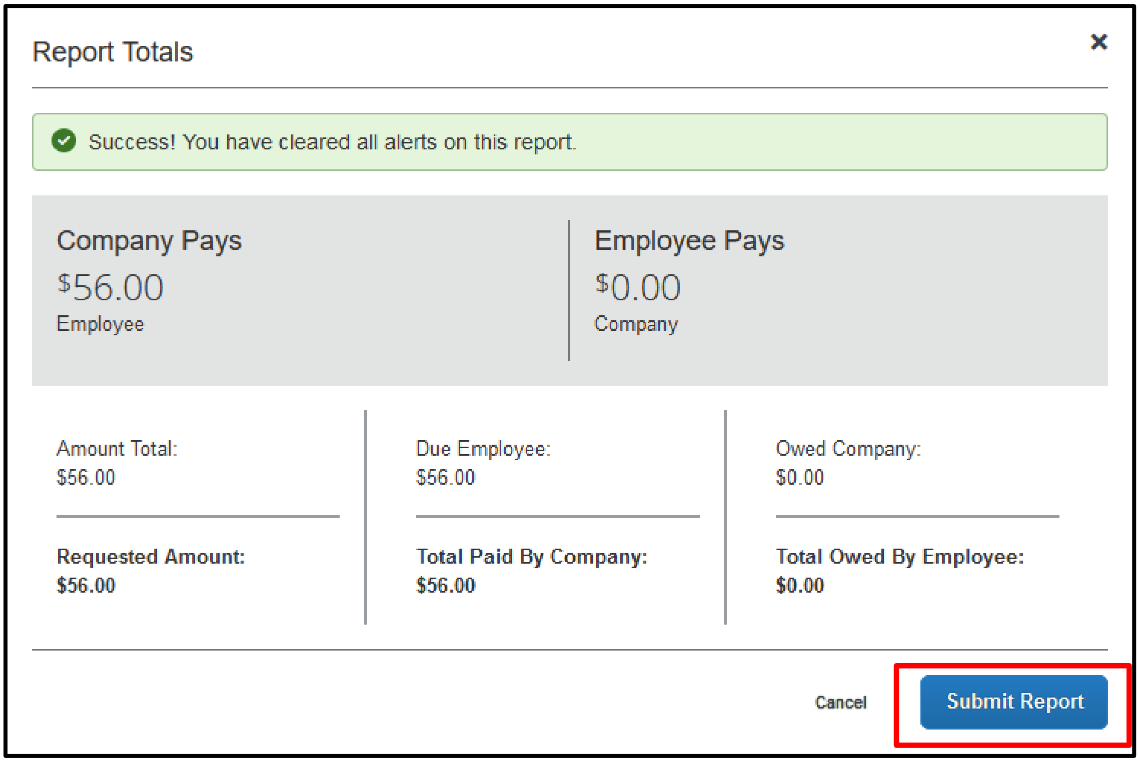
To submit your expense report



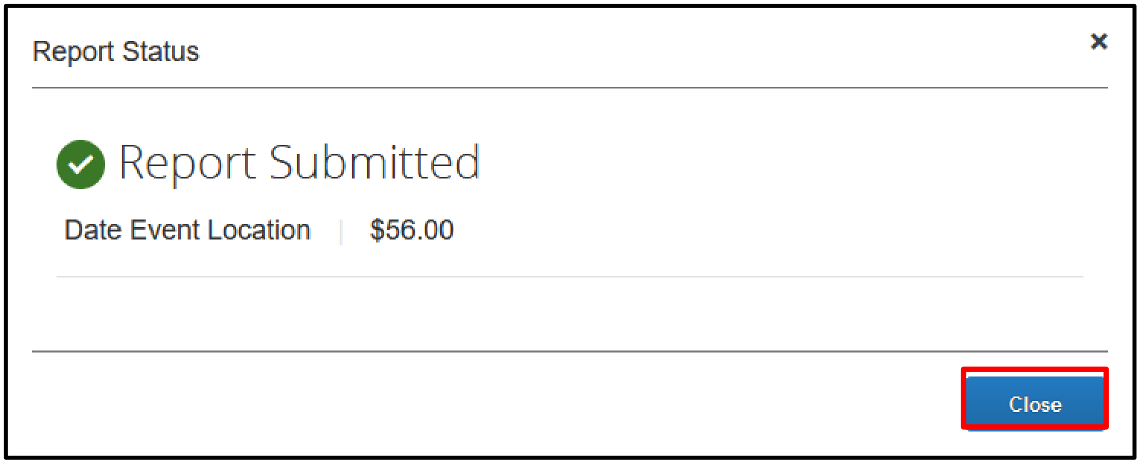
1. On the expense report page, click **Submit Report**. The **Report Totals** window appears.
2. Review the information for accuracy, and then click **Submit Report**.
3. The Final Review window appears. Review the User Electronic Agreement, and then click **Accept & Continue**.

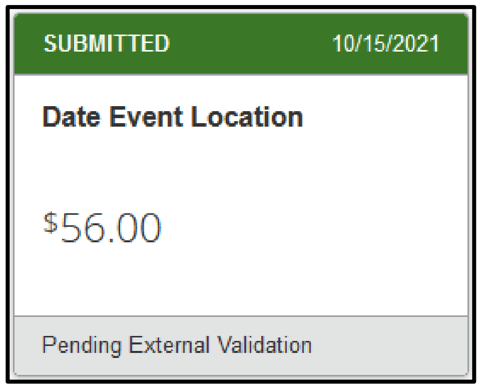


4. Review the Report Totals, then click **Submit Report**.

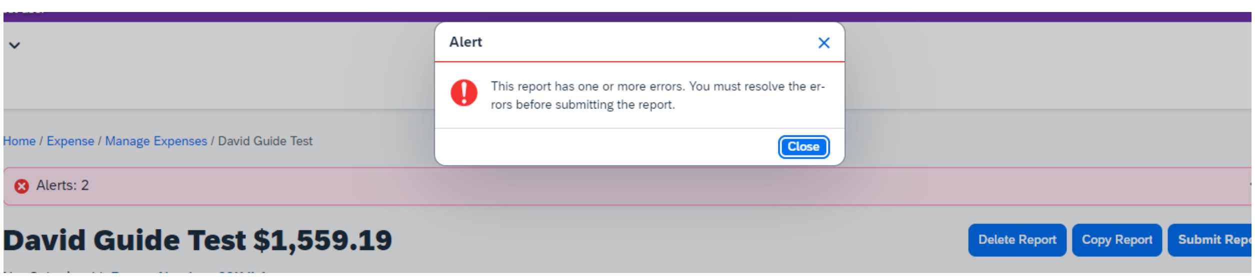


5. In the Report Status window, click **Close**





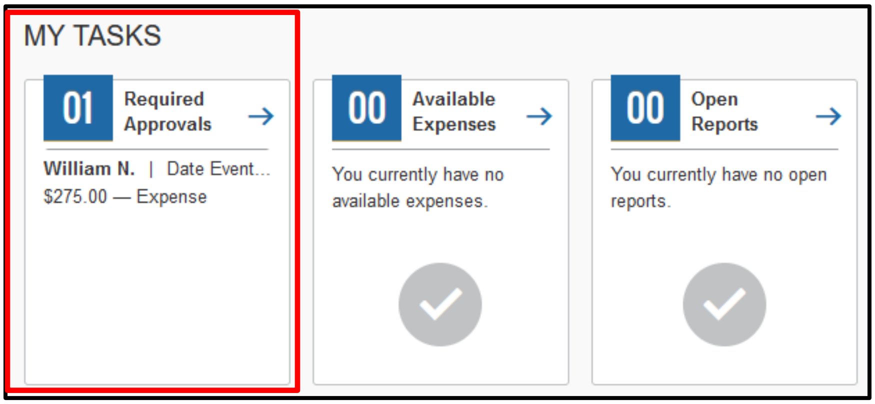
If you cannot successfully submit the report, a message appears describing the report error or alert. Correct the error, or if you require help to complete the task, contact the Travel Office.



Reviewing and Approving an Expense Report (for Approvers)

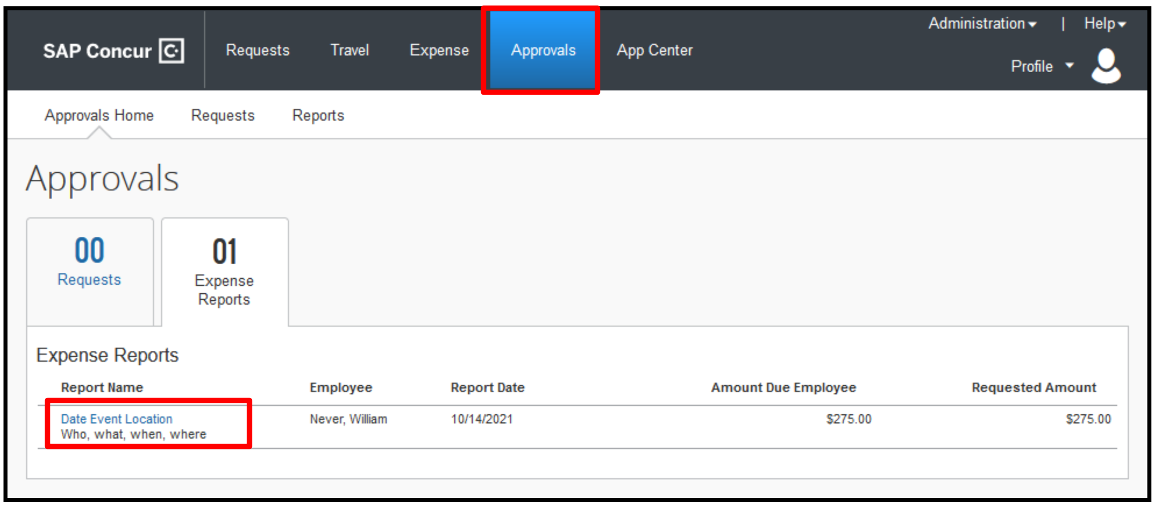
As an approver, you will need to review submitted reports and approve them for reimbursement.

On the SAP Concur home page, in the **My Tasks** section, you can view a list of reports waiting for your approval.

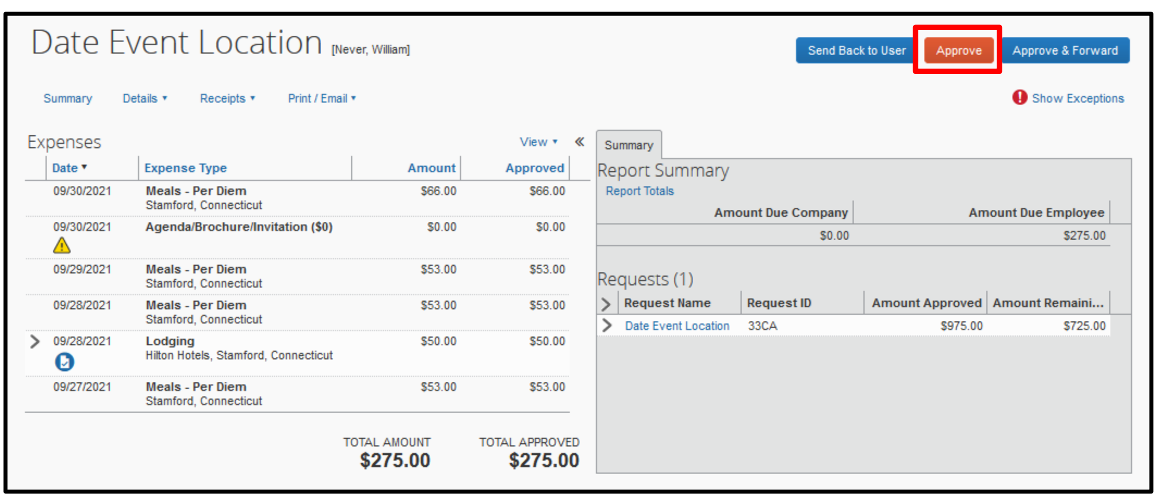


To review and approve an expense report

1. On the SAP Concur homepage, click the **Required Approvals** tab**.** The **Approvals** page appears.



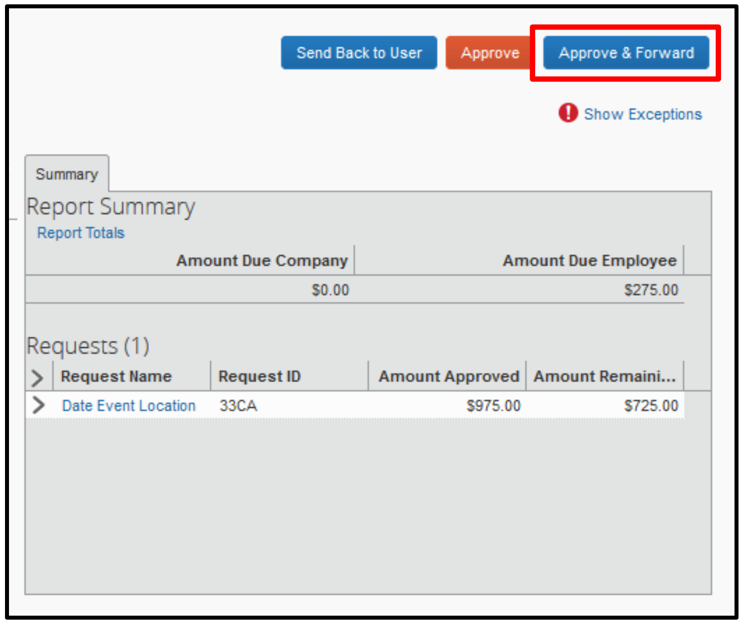
2. Select the report you wish to review.
3. Review the report details.



4. If the report is complete and correct, click **Approve**.

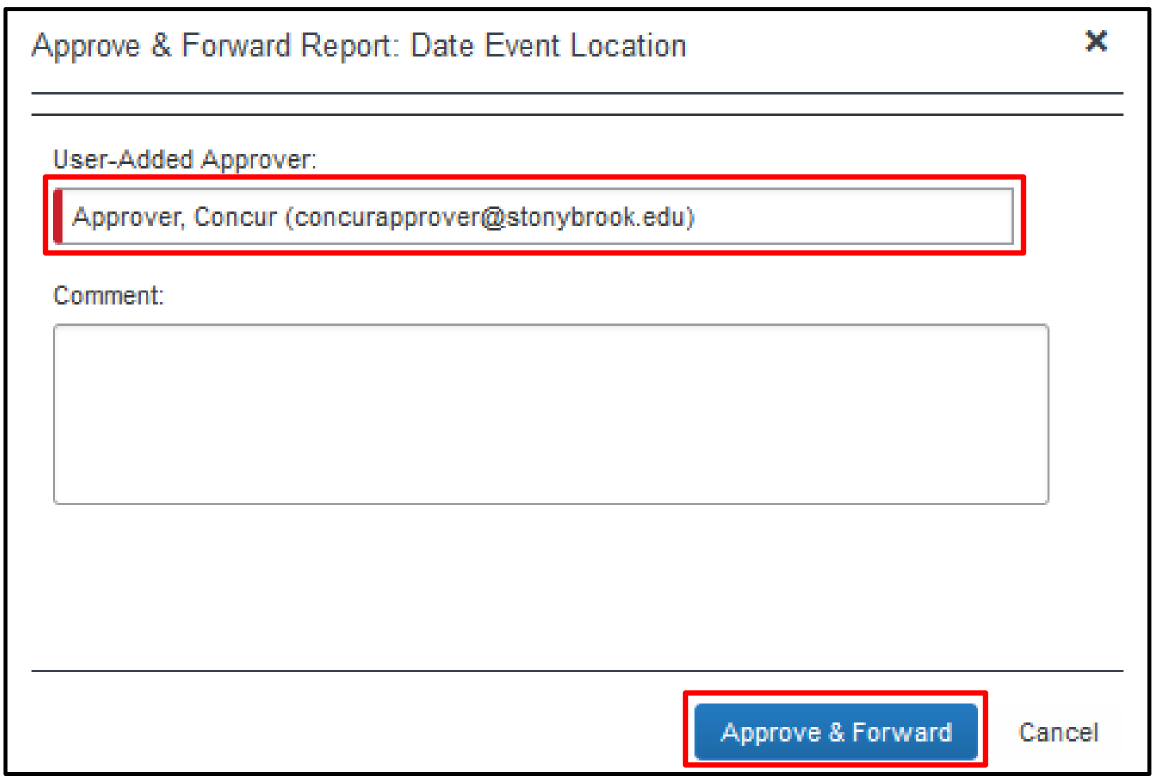
Adding an Additional Review Step

As an approver, you may need to forward an expense report to additional approvers if, for example, you need an additional person to review and approve this report.



To approve and forward a report

1. On the SAP Concur home page, click the **Approvals** tab. The **Approvals** page appears.
2. Select the report you wish to review.
3. Review the report details.
4. If the report is correct, click **Approve & Forward.**
5. Search for and select the appropriate approver in the **User-Added Approver** field.



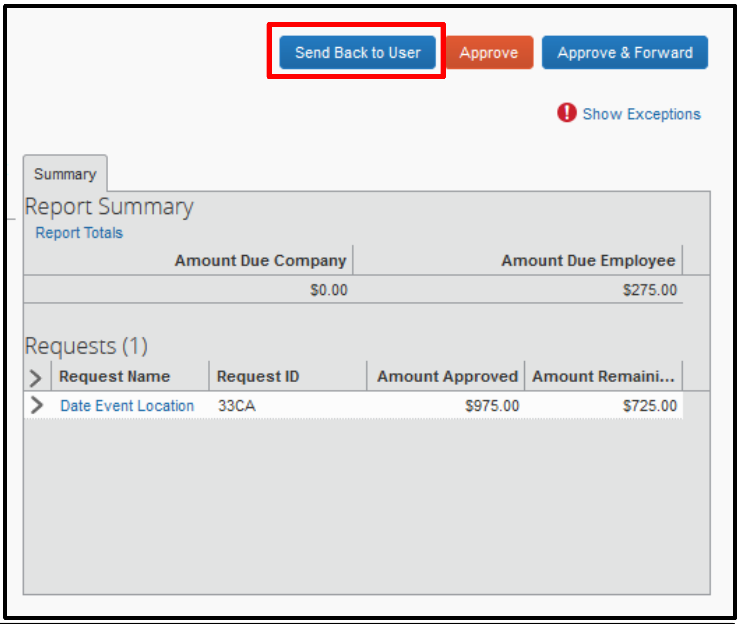
6. Click **Approve & Forward** to approve the expense report and then send it on to the next approver.

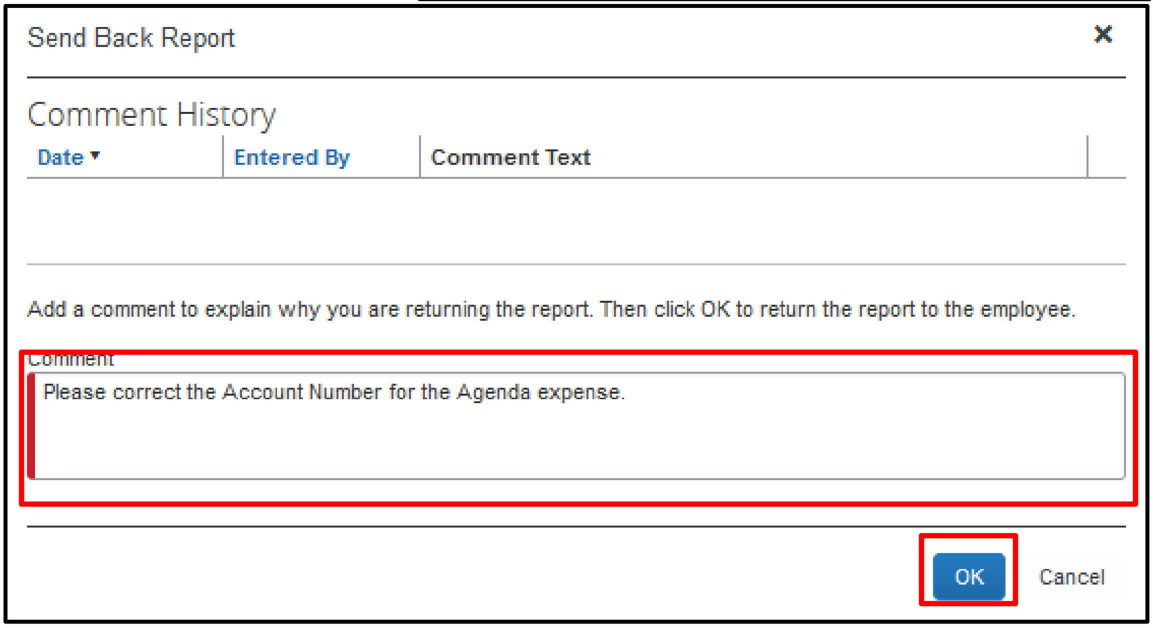
Sending Back an Expense Report

As an approver, you are required to send back an expense report to your employee for correction if you find errors in the report or if it violates policy in some way.

To return an expense report to an employee for correction

1. On the SAP Concur home page, click the **Approvals** tab. The **Approvals** page appears.
2. Select the report you wish to review.
3. Review the report details.
4. If the report is incorrect or violates policy, click **Send Back to User**.
5. In the Send Back Report window, enter a **Comment** that explains why the report is being returned and the corrective action the employee should take before resubmitting the report for review and approval.





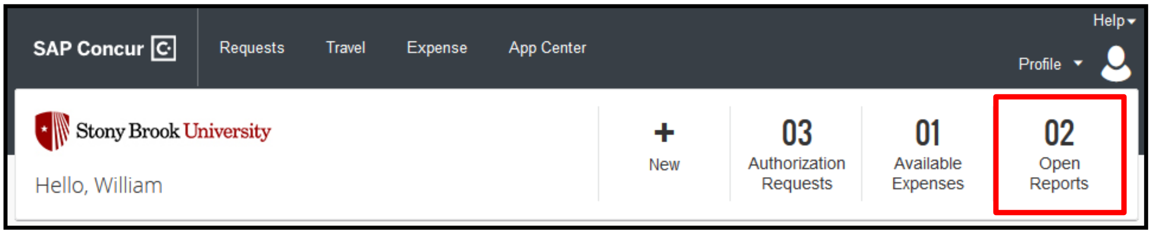
6. Click **OK** to return the report.

Correcting and Resubmitting an Expense Report

Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you and the corrective actions you should take before resubmitting the report.

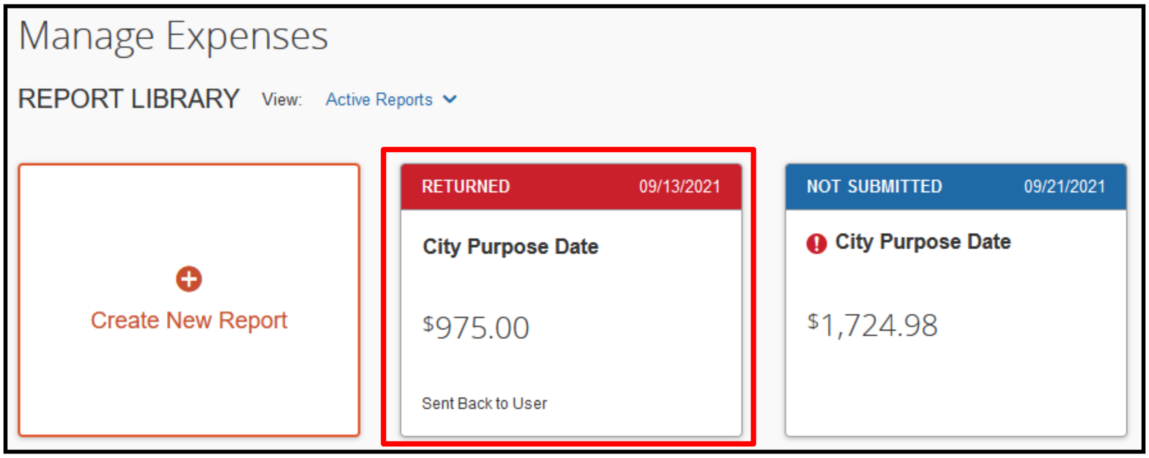
To correct and resubmit an expense report

1. On the SAP Concur home page, in the Quick Task Bar, click the **Open Reports** task.



   The report appears with a status of **Returned** in the Report Library.

2. Click on the **Returned** report tile to open the report.



3. Review your approver's comments and make the requested changes.
4. After the report is corrected, click **Submit Report** to resend the report to your approver for review.