

Quick reference guide: Processing a Staff Reimbursement

Setting up a New Claim Report

- Click the **Expense** tab in the top ribbon.
- Click **Create New Claim**.
- Enter a **Report Name** (name your report Staff Reimbursement & month/year as your report name identifier).
- If there has been travel requiring a **Travel Diary** connected to this Staff Reimbursement, please attach your Travel Diary in your Claim Report that includes all other expenses. Keep Travel Diary question set to **No** for this Report.
- Click **Next** (bottom left corner).

Creating new expenses

- Concur will now open up your Claim Report for you to process
 - From the **All Expense Types** list (main screen), click on the relevant Expense Type
 - Complete all relevant fields including **Receipt Status** and change to Receipt (international invoices) or Tax Receipt (domestic travel). You must have an Invoice/Tax Invoice for each expense you are reconciling (EFTPOS receipts do not qualify).
 - Check that the account code your expense has defaulted to is the correct **Location** and **Dept/Project**.
- Tip:** If you have been given an account code, other than your default, and are unsure what Cost Centre or Location it sits under. Refer to the Department and Project Ready Reckoner tool available from the Concur dashboard under Company Notes to locate where the account sits.
- Select **Attach Receipt** from bottom right corner buttons. A pop-up box will appear and you can **Browse** and **Attach** Tax Invoice from your computer network.

Accommodation expenses

- You will need to **Itemize** this type of expense (this gives a further breakdown of details on a particular expense).
 - Click the **Itemize** button.
 - The itemisation page will appear called **Nightly Lodging Expenses**.
 - Complete all relevant fields. If there is a separate meal component on the accommodation invoice then include this amount in the **Additional Charges** section below (refer to Processing meal related expenses section to complete Meal itemization)
- Tip:** If you have stayed more than one night, note the system duplicates each amount by the number of nights, so you may need to divide total amounts by the number of nights to balance the invoice amount.
- Click **Save Itemisations**.
 - The newly created itemisation appears in your expense listing, directly below the expense (note that any expense with a **> / √** symbol next to the expense denotes an itemisation exists within this expense. You can click on the **√** to hide the itemisation for cleaner viewing).

- The total amount, the itemised amount and the remaining amount appear on the right side of the page.

Processing meal related expenses

- If your expense relates to meals, then an additional field will appear below to detail the attendees (you will appear as the default attendee and full amount assigned to you).
- Complete the **Status** field and set to **Travelling** or **Not Travelling** as appropriate.
- If there were additional attendees select **New Attendee** to add. Allocate the appropriate \$ amount to each person.

Submitting your Staff Reimbursement

- Once all your expenses have been added, itemisations completed and Invoice/Tax Invoices attached, your Staff Reimbursement is complete
- Click **Submit Report** (top right corner)
- Your Staff Reimbursement will then route to your expense approver in Concur and then to Finance for processing.

Tip: Staff Reimbursements are paid fortnightly via Payroll.