

# Concur Quick Reference Guide: Staff Reimbursement

## Setting up a New Claim Report

- Commence this process from your Concur dashboard (landing page) by clicking on the **Concur** tab in the navigation ribbon at the top of the screen. Your dashboard displays various options to start your expense processing. This cheat sheet guides you via the top navigation ribbon.
- To allocate expenses click the **Expense** tab.
- For each month's expenses, you will need to set up a **Claim Report** for expense allocation.
- Click **Create New Report** (there are 3 \*Required field that must be completed)
- Enter a **Report Name** (use the month/year as your report name identifier. For example, August 2022 or report can be Created from an Approved Request by selecting the blue Hyperlink
- Change the **Report Date**. (Optional)
- Answer the travel related questions Does Report inc International Travel or Domestic trip > 5 days? Yes/No
- Have you attached Travel Diary for Tax Purposes? Yes/No
- Any additional comments can be added (optional)
- Click **Create Report**

## Creating new expenses

- Concur will now open your Claim Report for you to process
- Select **Add Expense** (main screen), from the popup select the Create New Expense
- Search for the relevant expense type from the drop down
- Complete all required fields
- **Tip:** *Payment Type = Cash for a staff reimbursement. If you have a domestic expense you require a Tax Invoice (not EFTPOS receipt) to make a claim. In **Receipt Status** select **Tax Receipt**.*
- If your expense relates to meals, then an additional field will appear **Travel Type** Required field
- 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.
- Upload Receipt Image. A pop-up box will appear, and you can **Browse** and **Attach** Tax Invoice from your computer network. (A staff reimbursement will not be processed unless an invoice image is attached)

### Accommodation expenses

- A signed and fully approved Domestic Travel Application form must be attached to the initial request outlining all expenditure (not required for cross-campus travel).
- 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 total amount, the itemised amount and the remaining amount appear on the right side of the page.

### Processing meal related expenses

- Staff undertaking single day return travel (travel not requiring an overnight stay) may claim costs up to \$30.00 for meals incurred whilst travelling, which must be substantiated with Tax Invoice(s).
- 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.
- The University will not fund the purchase of alcoholic beverages whilst staff and/or students are undertaking university business travel, unless where the following exists: The purchase of alcohol facilitates the development of business relationships, outcomes or where it is culturally appropriate to do so, and where such purchase is authorised by a member of the VCST. Where alcohol consumption is authorised for such situations, it should be restricted to a level that does not impair behaviour or bring the University's reputation into disrepute.

### Private Vehicle Usage Reimbursement

- A Private Vehicle Use Approval Request must be completed prior to travel. The request must be completed prior to travel and fully signed. Attach a copy of your comprehensive insurance showing business usage. Must only claim kilometres.
- No fuel reimbursements
- Where such circumstances arise the University will only endorse the use of a private vehicle where the owner declares and provides evidence of their comprehensive motor vehicle insurance policy, which must include coverage and endorsement for business usage.
- Personal Car Mileage is allowed for a Salary Packaged Vehicle and Council Members.

### Relocation Expenses Reimbursement

- A Signed copy by all parties of the Relocation Expenses from HR is required along with supporting receipts if claiming Relocation Allowance reimbursement.

### IT Equipment Reimbursement

- Written approval or email attached from IT along with supporting documents is required if claiming IT equipment reimbursement.

### Conference Related Reimbursement

- A signed copy of the Domestic Travel/Online Conference Application with the conference/event flyer and Official conference presenter acceptance (if applicable) along with receipts etc is required for reimbursement.

### 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 and coincide with pay dates. Please check Payroll slip and the reimbursement will be a separate line.

**Tip:** HDR students wishing to claim substantiated expenses should contact a research officer in their Institute to facilitate an EFT Request. Reimbursements for HDR students are NOT processed via Concur.