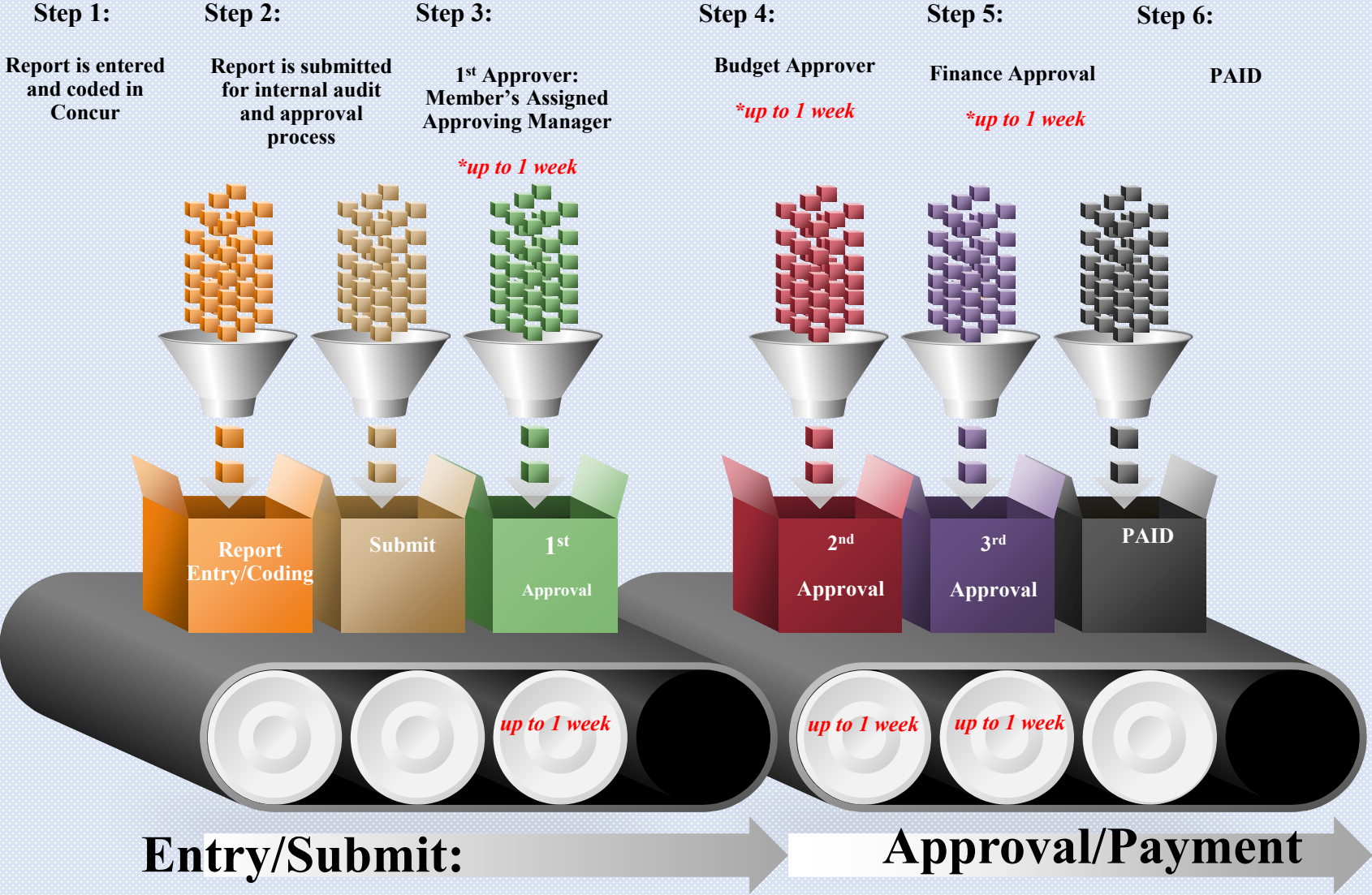
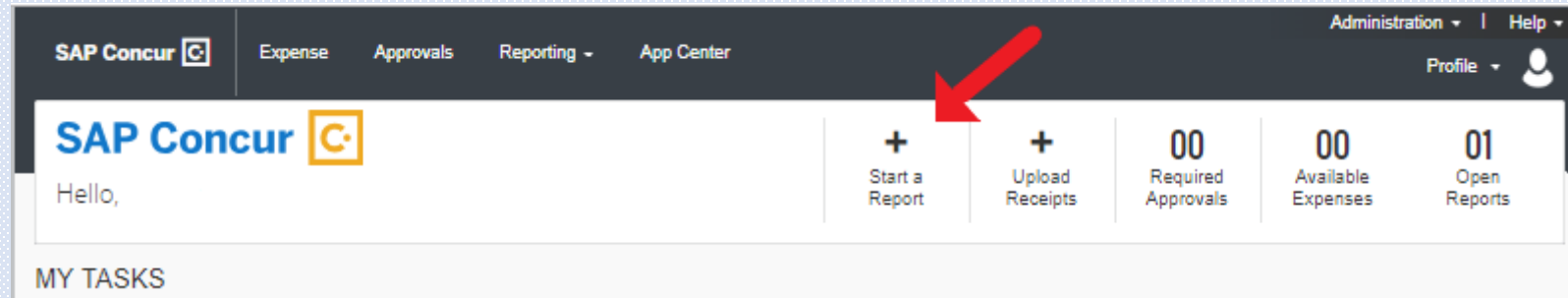


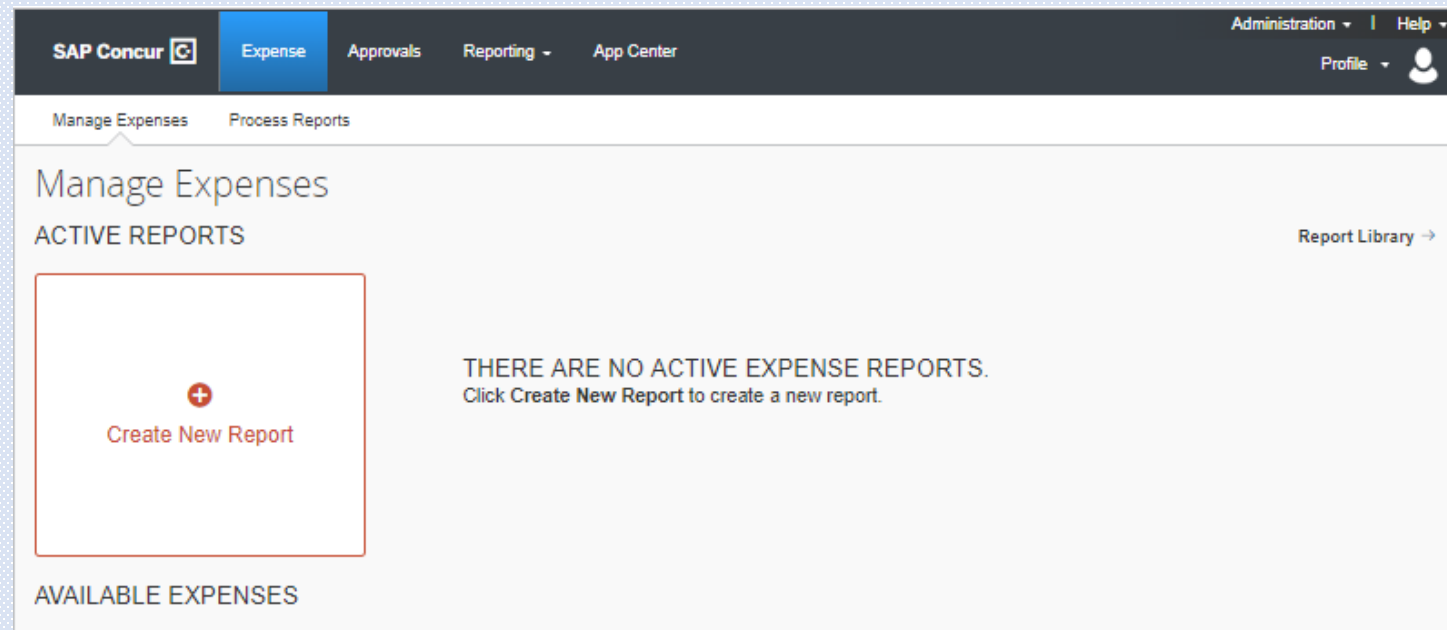
Concur: Entry/Approval Process



From the Expense Module, select “Create New Report”



The screenshot shows the SAP Concur dashboard. At the top, there is a navigation bar with the SAP Concur logo and tabs for Expense, Approvals, Reporting, and App Center. On the right side of the navigation bar, there are links for Administration, Help, and Profile. Below the navigation bar, there is a dashboard area with a greeting "Hello," and a row of five cards: "Start a Report" (with a plus sign icon), "Upload Receipts" (with a plus sign icon), "Required Approvals" (with "00"), "Available Expenses" (with "00"), and "Open Reports" (with "01"). A red arrow points to the "Start a Report" button. Below this row is a section titled "MY TASKS".



The screenshot shows the "Manage Expenses" page in SAP Concur. The navigation bar is the same as in the previous screenshot, but the "Expense" tab is highlighted. Below the navigation bar, there are two tabs: "Manage Expenses" and "Process Reports". The main content area is titled "Manage Expenses" and has a sub-section "ACTIVE REPORTS". On the right side of this section, there is a link "Report Library →". In the center of the "ACTIVE REPORTS" section, there is a large red box containing a plus sign icon and the text "Create New Report". To the right of this box, there is a message: "THERE ARE NO ACTIVE EXPENSE REPORTS. Click **Create New Report** to create a new report." Below the "ACTIVE REPORTS" section, there is a section titled "AVAILABLE EXPENSES".

Enter the required criteria: *Please work with the approving manager to obtain coding details for your travel prior to entry in concur, coding incorrectly will result in delays in processing and payment**

Report Name: *Event/Program Attended and Date*

EO Role: *Committee Member, Facilitator, Global Board, Regional Member, Staff*

Funding Business Unit: *APAC, CNDA, EURO, GLOB, LAC1, MEPA, SA11, USCE, USEA, USWE*

E/P/GE: *Program or Event*

The screenshot shows the SAP Concur 'Expense' report creation page. The top navigation bar includes 'SAP Concur', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The user's profile is visible in the top right. The main heading is 'Create a New Expense Report'. Below it, the 'Report Header' section contains a table with the following data:

Report Name	Report Date	Business Purpose	Comment	EO Role	Funding Business Unit	E/P/GE
TEST	04/10/2019	GLC	This was for Airfare there	1	2	3

Below the table, a search dropdown is open for the 'EO Role' field. It shows options: (CM) Committee Member, (FAC) Facilitator, (GB) Global Board, (RM) Regional Member, and (STAF) Staff.

This close-up shows the search dropdown for the 'Funding Business Unit' field. The search criteria are set to 'Code'. The list of options includes: APAC, (CNDA) Canada, (EURO) Europe, (LAC1) LAC, MEPA, and (SA11) South Asia.

This close-up shows the search dropdown for the 'E/P/GE' field. The search criteria are set to 'Code'. The list of options includes: (STAF-GLOB-General Expenses) General Expenses, (FAC-APAC-Programs) Programs, and (CM-GLOB-Events) Events. Below the list, there are sections for 'Events' and 'Programs'.

Select Next to continue: From this screen select the criteria that best matches the expense that you are requesting reimbursement for. I selected Airfare for this example:

The screenshot shows the SAP Concur Expense Management interface. At the top, there is a navigation bar with 'SAP Concur' logo, 'Expense' menu, and 'Approvals', 'Reporting', 'App Center' options. On the right, there are 'Administration' and 'Help' dropdowns, and a user profile icon. Below the navigation bar, there are tabs for 'Manage Expenses' and 'Process Reports'. The main content area is titled 'TEST' and contains a 'New Expense' form. The form has a header with '+ New Expense' and '+ Quick Expenses' buttons, and a table with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. Below the table, there is a 'No Expenses Found' message. To the right of the table, there are 'Delete Report' and 'Submit Report' buttons. The main content area also features a 'New Expense' section with an 'Expense Type' input field and a 'Recently Used Expense Types' section. The 'Recently Used Expense Types' section shows a list of expense types, including 'Airfare'. Below this, there is a grid of 'All Expense Types' with columns for different categories: 01. Travel, ...02. Transportation, ...02. Transportation, ...03. Meals and Entertainment, ...04. Office Expenses, ...05. Communications, ...06. Fees, and ...07. Other. Each column contains a list of specific expense types, such as 'Airfare', 'Fuel', 'Train', 'Entertainment - Staff (With Clients)', 'Newspapers/Books/Magazines', 'Mobile/Cellular Phone', 'Professional Subscriptions/Dues', and 'Miscellaneous'.

SAP Concur Expense Approvals Reporting App Center Administration Help Profile

Manage Expenses Process Reports

TEST Delete Report **Submit Report**

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			

New Expense Available Receipts

Expense Type

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

Airfare

All Expense Types

01. Travel	...02. Transportation	...02. Transportation	...03. Meals and Entertainment	...04. Office Expenses	...05. Communications	...06. Fees	...07. Other
Airfare	Fuel	Train	Entertainment - Staff (With Clients)	Newspapers/Books/Magazines	Mobile/Cellular Phone	Professional Subscriptions/Dues	Miscellaneous
Airfare Ticket Tax	Parking	03. Meals and Entertainment	Individual Meals	Office Equipment/Hardware	Telephone/Fax	07. Other	Seminar/Course Fees
Airline Fees	Personal Car Mileage	Breakfast	Lunch	Office Supplies/Software	06. Fees	Car Maintenance/Repairs	Staff Awards/Incentives
Car Rental	Public Transport	Business Meals (Attendees)	Meals (Employee Travelling)	Postage	Bank Fees	Gifts - Clients	Tips/Gratuities
Hotel	Subway	Dinner	Snacks/Beverages	Printing/Photocopying/Stationery	Currency Exchange Fees	Gifts - Staff	Tuition/Training Reimbursement
Laundry	Taxi	Entertainment - Breakfast/Simple Meals	04. Office Expenses	05. Communications	Facilitation Fee	Incidentals	
02. Transportation	Tolls/Road Charges	Entertainment - Lunch/Dinner	Courier/Shipping/Freight	Internet/Online Fees	Passport/Visa Fees	Marketing/Promotional Costs	
Bus							

From the next screen: Enter the required criteria: *Please work with the approving manager to obtain coding details for your travel prior to entry in concur, coding incorrectly will result in delays in processing and payment**

Transaction Date:

Program Codes: *This will vary based on the Event/Program attended*

Expense Category: *Travel-(role), Professional Fees*

Expense Code: *Air, Hotel, Misc., Facilitator Fee, Professional Fees*

**Budget Allocation is prepopulated select that and then save to continue to add another line item.*

The screenshot shows the SAP Concur 'New Expense' form. The top navigation bar includes 'SAP Concur', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main header has 'Manage Expenses' and 'Process Reports'. The page title is 'TEST'. On the left, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below these are 'Expenses' and 'Adding New Expense' sections. The main form area contains a table with the following data:

Expense Type	Transaction Date	Business Purpose	Vendor	Payment Type	Amount	Ticket Number	EO Role	Funding Business Unit	E/P/GE	Program Codes
Airfare	04/10/2019			Cash	400.00 USD		1 (FAC) Facilitator	2 (GLOB) Global	3 Programs	4 (FTP) Forum FTP

Below the table, there are fields for 'Expense Category' (Travel-Facilitator), 'Expense Codes' (8 (88002) Hotel), and 'Budget Allocation' (7). A search dropdown is open, showing options like '(FAC-GLOB-Programs-SS-Travel-Facilitator-68001-)' and '(88002-4430-GLOB) FAC-GLOB-FTP-Hotel (88002-4430)'. On the right, there are buttons for 'Delete Report' and 'Submit Report'.

From here you can save, edit and attach receipts for all line items on your report using the bar on the lower right corner.

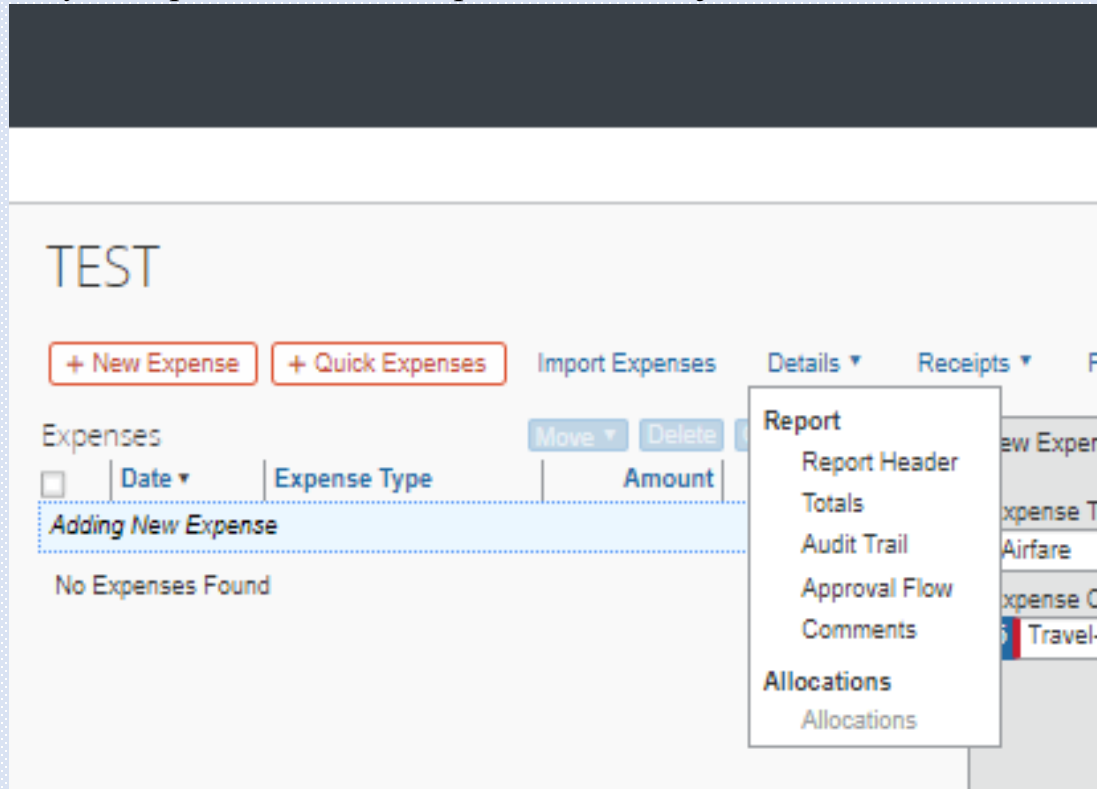
A horizontal bar containing five buttons: 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.

Once everything is complete, you can submit your report at the top right for our internal audit and approval process, and payment!

A horizontal bar containing two buttons: 'Delete Report' and 'Submit Report'.

Need to Know:

To change the Role, and Funding Business Unit once you have already cleared out of the second screen, select the “Details” tab in the upper left corner of your report and select “Report Header” or just double click on the Title of the report. Here you can correct any previously selected criteria.



The screenshot shows the "Report header for: TEST" dialog box. It contains the following fields:

Report Name	Report Date	Business Purpose	Approval Status
TEST	04/10/2019	GLC	Not Submitted
Comment	EO Role	Funding Business Unit	E/P/GE
This was for Airfare there	1 (FAC) Facilitator	2 ((GLOB) Global	3 Programs

Buttons for "Save" and "Cancel" are located at the bottom right of the dialog box.

****ACH is only setup for USD payments to banks located in the US. If requesting any other currency reimbursement and for banks located outside of the US, please email Finance with your Bank wire/ACH details and your preferred reimbursement currency for setup prior to entering your first report!****