TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE

Updated as of April 2024

Contents

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TEG Policy Reminders

Key responsibilities

1. Employees are not permitted to use personal credit cards or alternative payment methods when they have been issued with a corporate card.
2. Line Managers must ensure all expenses align with the policy and are within the allocated budget expenditure before approving.
3. Tax Receipts MUST be obtained and submitted for all. A Missing Receipt Affidavit can only be used for Corporate Cards and in very rare instances at the manager’s discretion, they cannot be used for anything exceeding $82.50, airline travel or accommodation expenses.
4. Expenses must be submitted no later than 30 days after the expense has been incurred to ensure costs are attributed to the correct month for budget.
5. Repetitive procurement should be set up as a supplier and invoice arranged.
6. Management reserves the right to decline expenses submitted late and to seek recoupment of any unauthorised expenses paid for on a company credit card.

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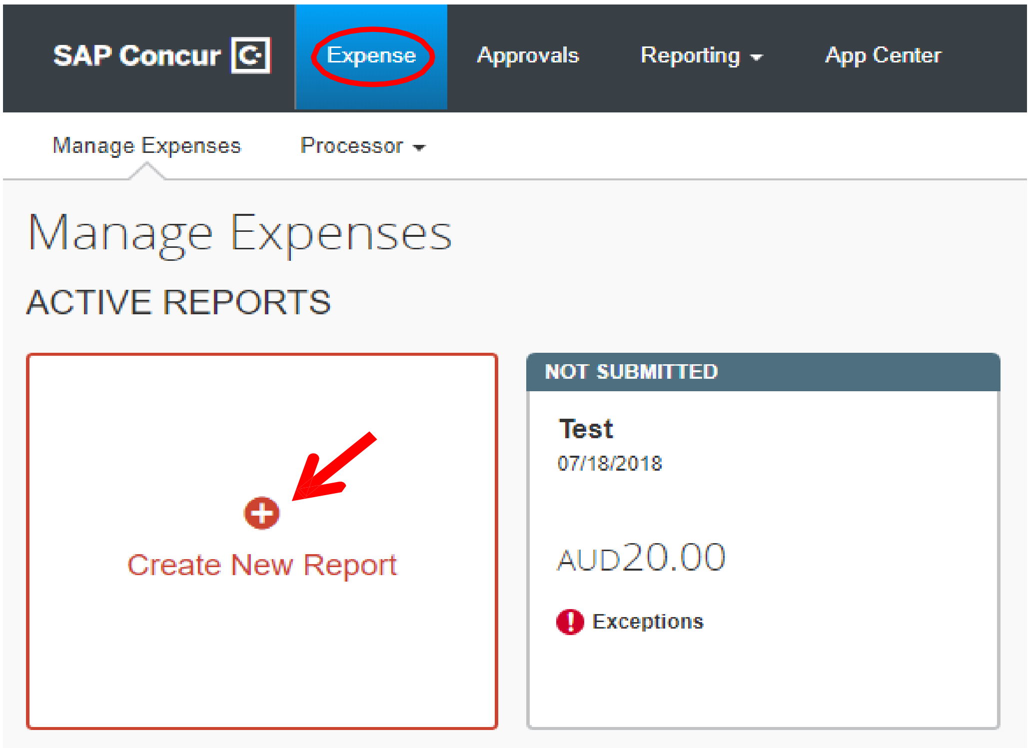
Creating a New Expense Report in the Concur Desktop Site

Log into Concur using details provided by AP team.
https://www.concursolutions.com

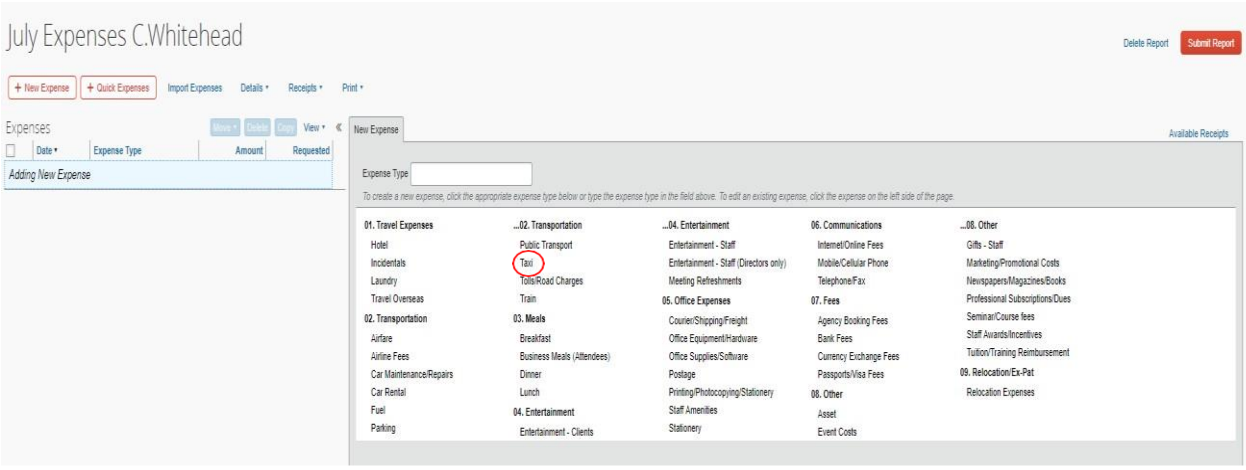
Upload your receipt images for the expenses you intend to claim. This can be done via the mobile app or by the upload new receipt function in the **Expense** tab on the Quick Task Bar. *(Appendix B)*

Select **Expense** on the Quick Task Bar & **Create New Report** in the Active Reports section.

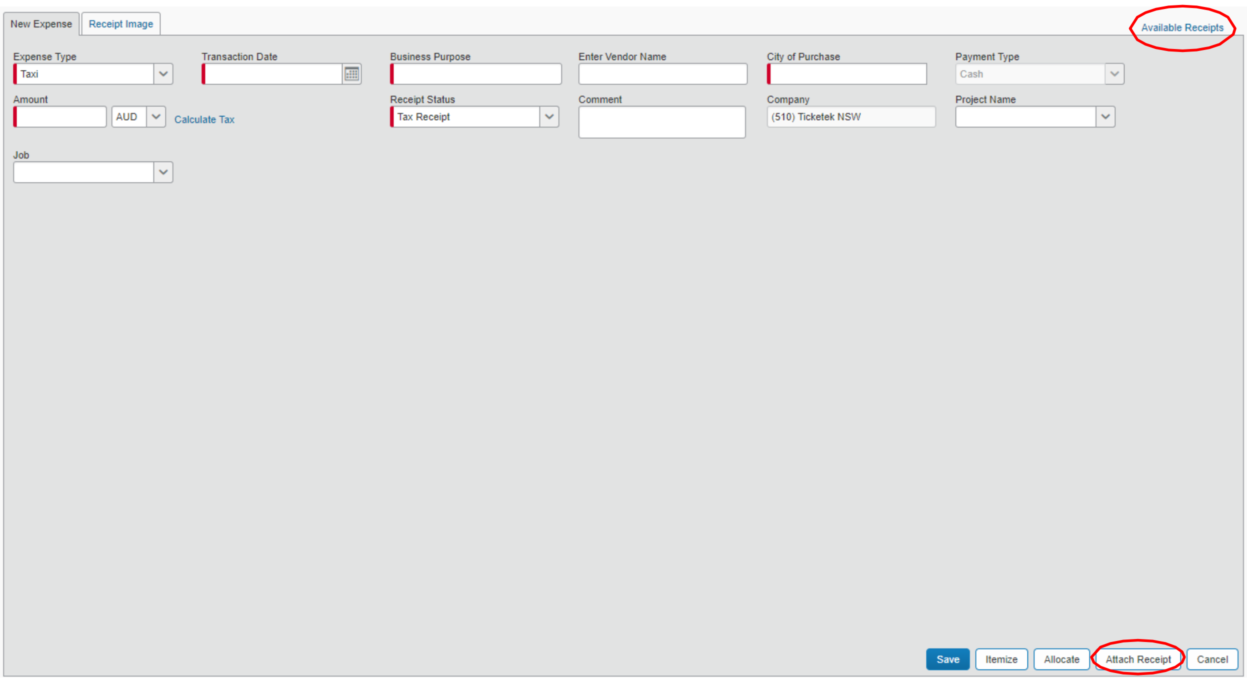


In the Create a New Expense Report screen, select the **Standard Expense** policy & name your report. You can provide additional narrative in the comments box, however, this is not a required field. Click Next to proceed to the next entry screen.

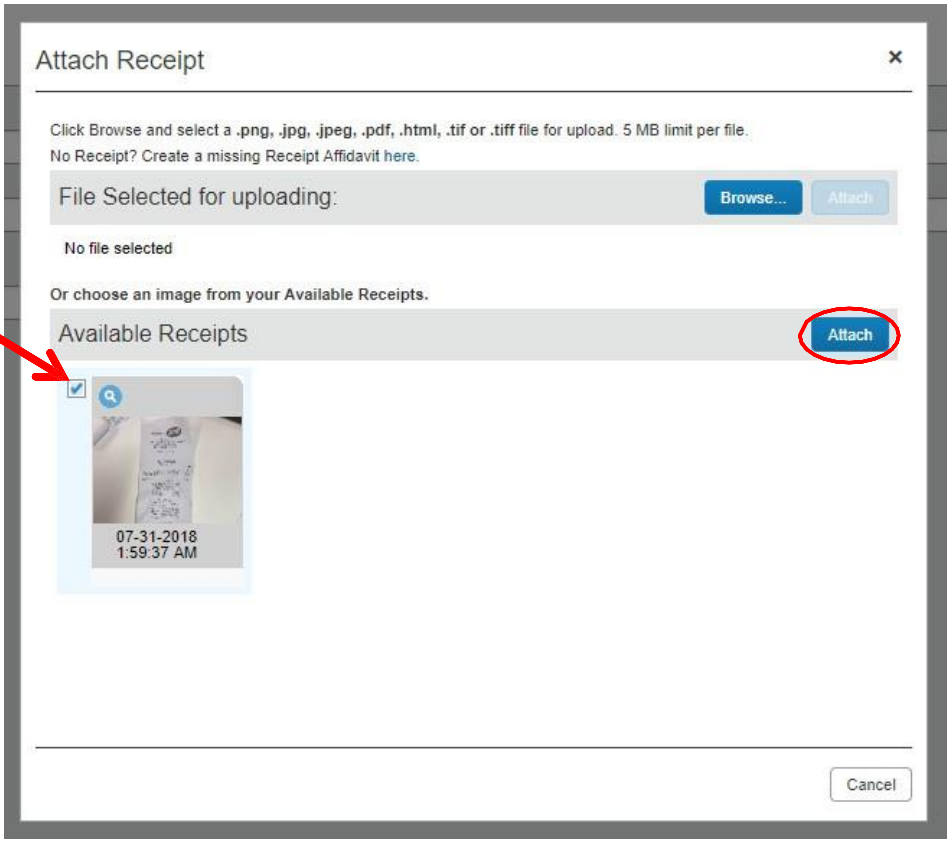
Select the Expense Type that best categorizes your first purchase.



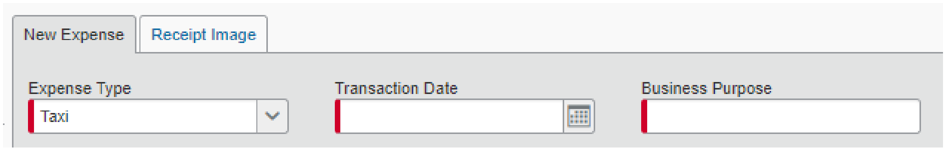
Attach your receipt. This can be done by either selecting the **Attach Receipt** button at the bottom of the page or the **Available Receipts** link on the right of the expense detail. The main difference is that the Attach Receipt button allows you to attach images that haven't been uploaded to Concur yet.



Using the Attach Receipt Button – select the image you require or upload new receipt image. Click on attach to add to your report.



If your image upload is successful, you will notice a new **Receipt Image** tab is added to the report.

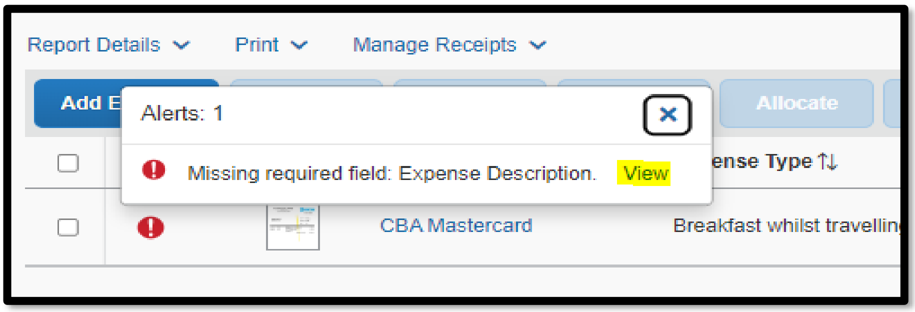


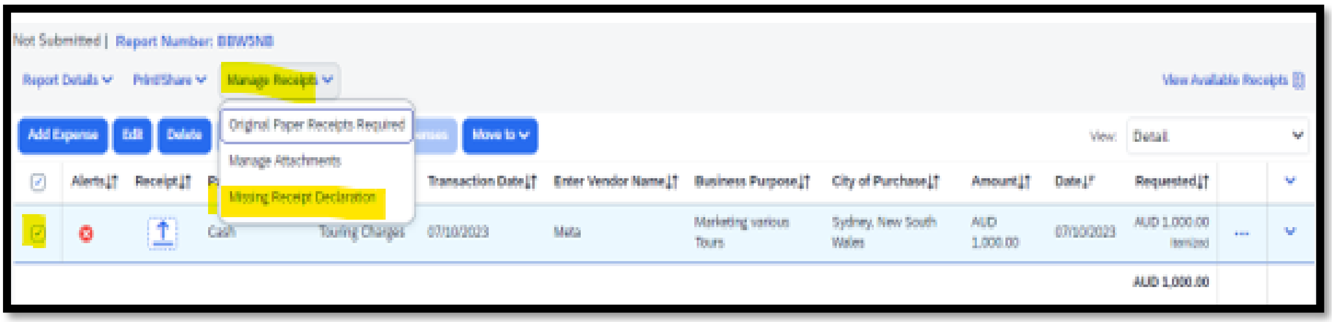
How To Attach a Missing Declaration to an Expense

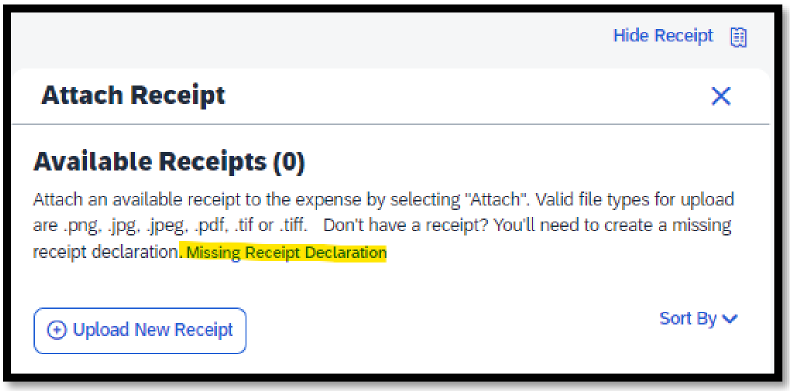
If you do not have a receipt a ‘Missing Receipt Declaration’ must be completed and attached, ‘No Receipt’ should be selected with no GST/VAT recorded.

To attach a Missing Receipt Declaration in Concur desktop site, please follow the steps below:

- Open the Expense Report.
- Click Manage Receipts > Missing Receipt Declaration
- Create Receipt Declaration pop up window will appear.
- The Missing Receipt Declaration will be added to the expense.

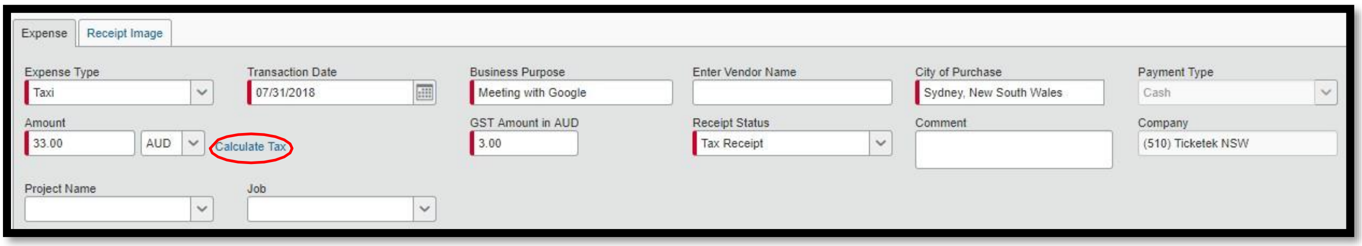




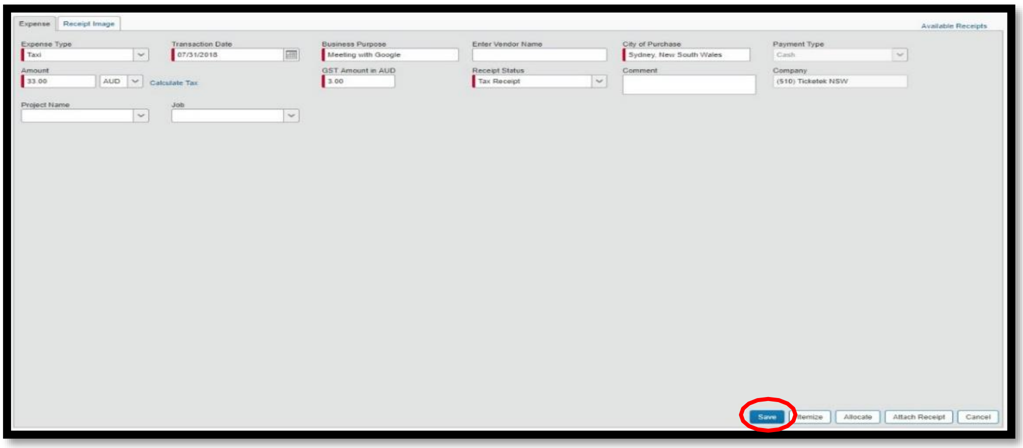


Please note: You will only be able to attach a Missing Receipt Declaration if a receipt is required for that expense and if the expense policy of the report allows a Missing Receipt Declaration to be used.

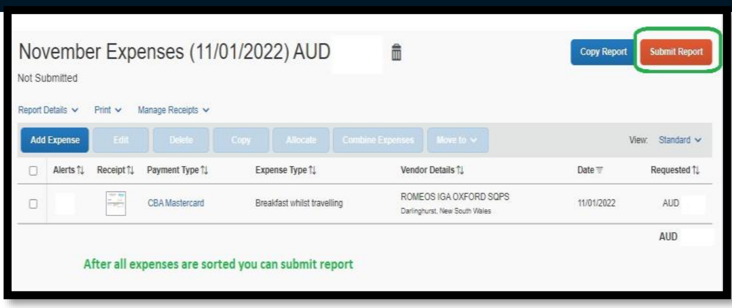
Fill out all required fields (marked with red bars) in the expense entry form. You can move between the New Expense tab & Receipt Image tab to obtain the correct information from your receipt to enter. Select Calculate Tax to show the GST component of your receipt.



Click Save. You can now add additional receipts to your report by repeating the same above steps.

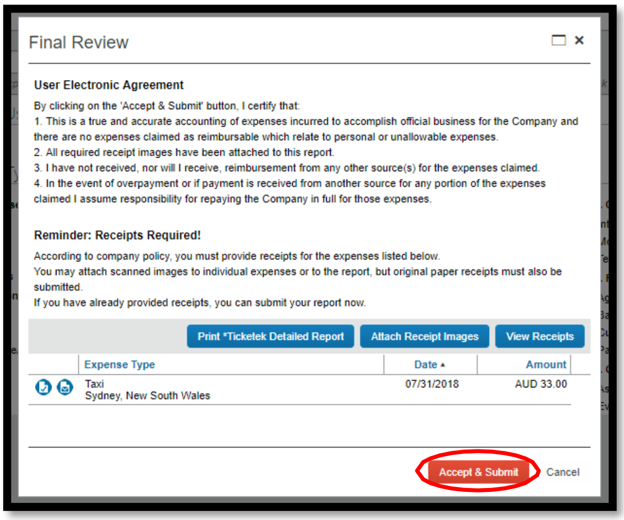


If there are any warnings, please review and amend them before it allow you to submit.

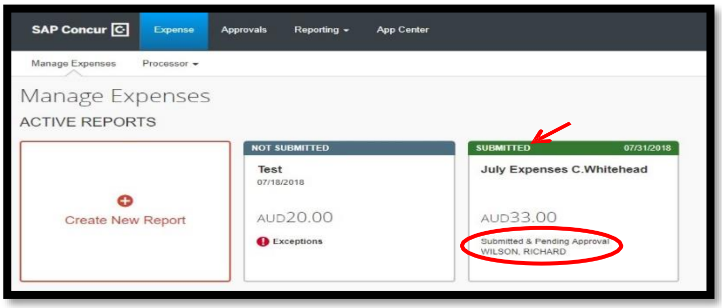


When you have finished adding all expense entries to your report click the Submit Report button.

You will be to complete a Final Review of your report submission. Select Accept & Submit to lodge your expense report.

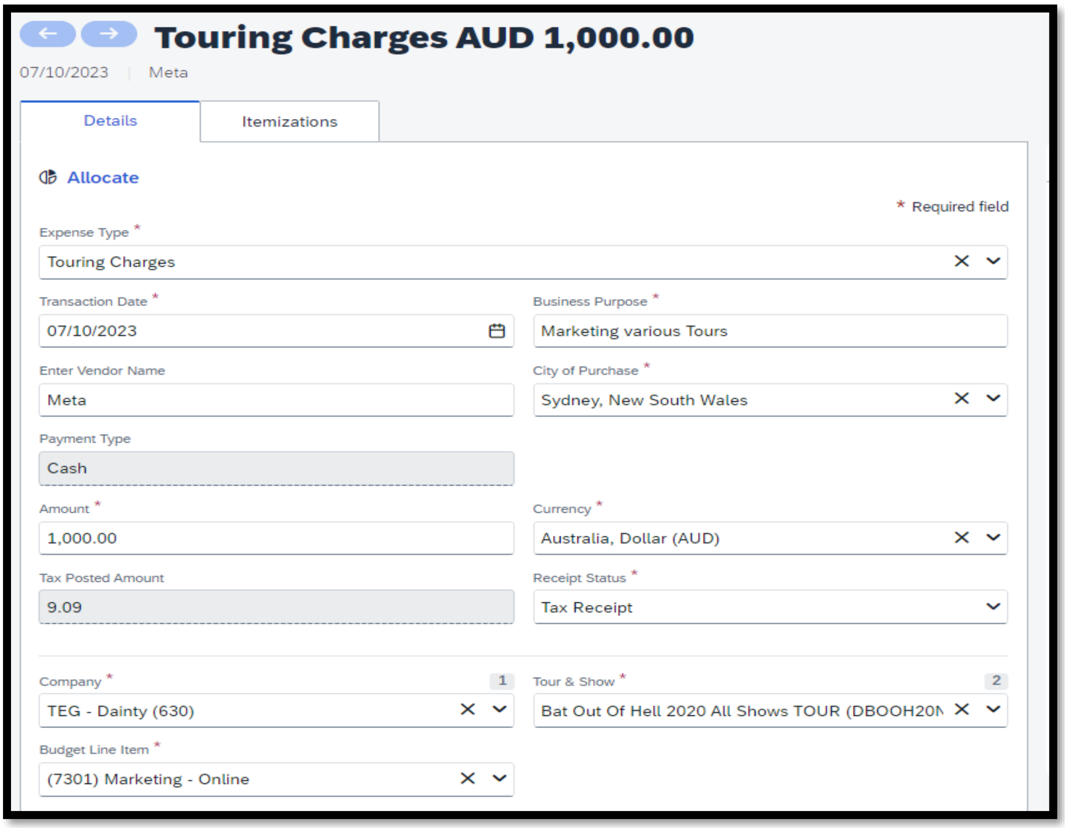


A pop-up box will appear acknowledging that your report has been submitted. When you close out of this box you will be redirected to your expense home screen which now shows that your report has been submitted and where it is currently in the approval workflow.



Splitting Expenses across Tours or Jobs

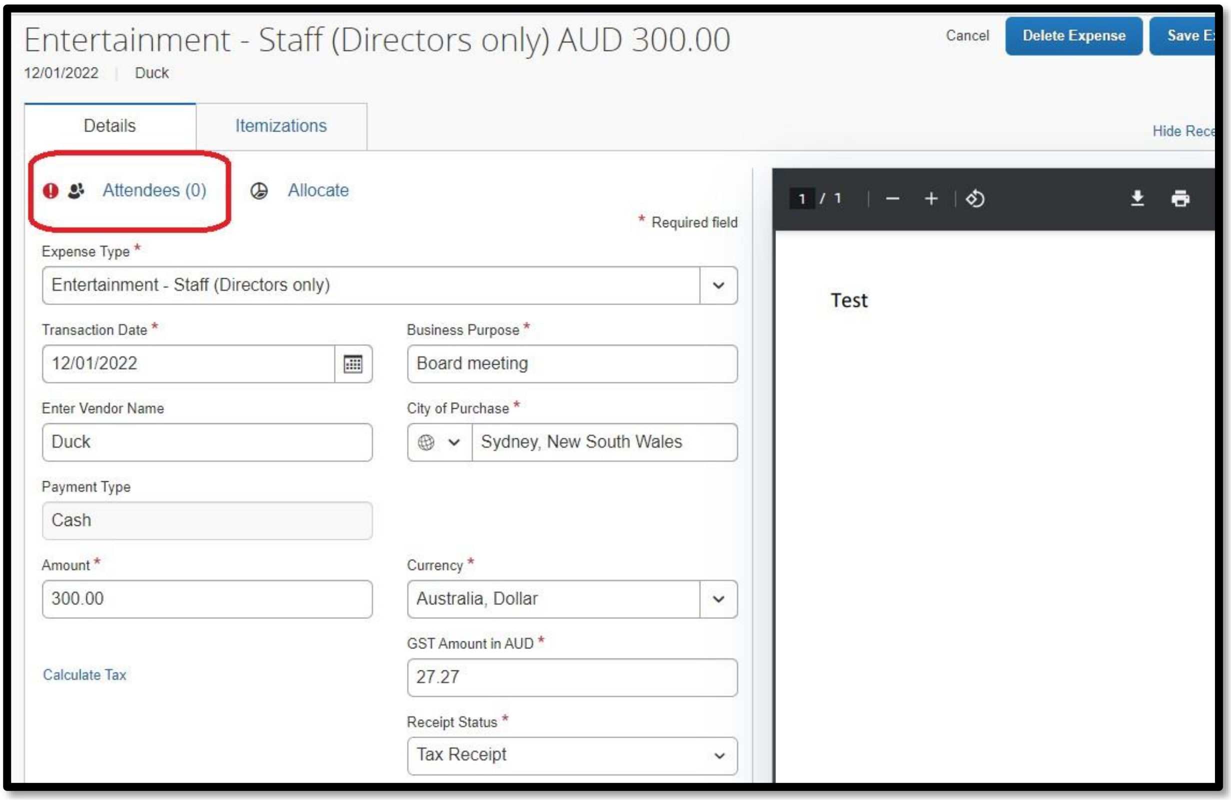
The Itemization tab allows you to allocate expenses to various projects or job codes, tours, or departments. This will override the coding on the front expense entry form.

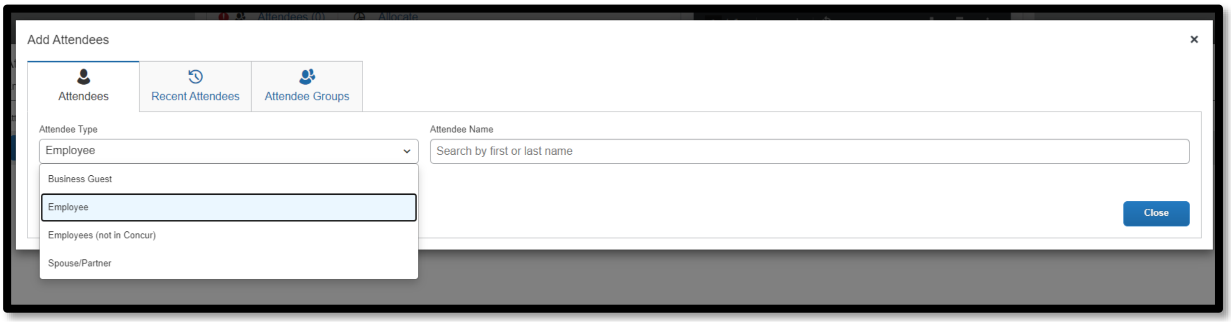


Adding Attendees

You need to list the attendees in Concur for any expense that may incur Fringe Benefit Tax (FBT). This information is currently required for the following Expense Types: Business Meals (Attendees), Entertainment – Staff & Entertainment – Clients. If a meal or beverage (Breakfast, Lunch or Dinner) is purchased for yourself only Attendee information is not required.

All Expense types where the attendee information is required will include the Attendee field on the expense entry form.





Submitting an Expense Report

All expenses are routed through the TEG Delegation of Authority workflow with each approver receiving an email advising that they have a report to approve.

All expenses are forwarded to your Line Manager for first approval, then to the Leadership Team Member and the final authorisation is obtained from the Finance Lead after which your claim will be routed to the AP team to process payment.

Each approver has 30 days to authorize claims, if this expires the reports are then routed to that Manager’s approver.

For assistance with Concur please email.

UK team expenses@tegeurope.com

AU team Expenses@t-e-g.com.au

Correcting & Resubmitting an Expense Report

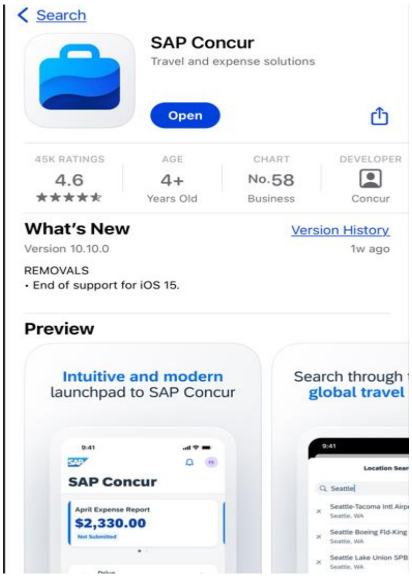
Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To identify and correct expense reports requiring resubmission:

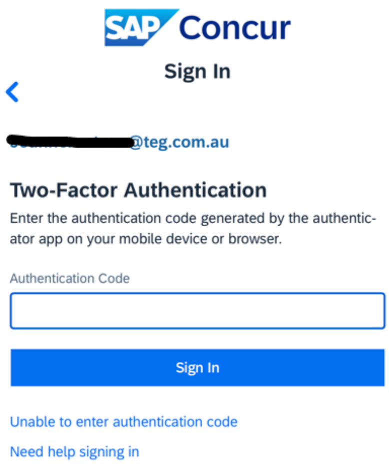
1. To open the report, on the home page, in the Quick Task Bar, click the **Open Reports** task.
2. In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.
3. Click the report tile to open the report.
4. Make the requested changes.
5. Click **Submit Report**.

Using Your Mobile App

1. Download the mobile app from the App Store



2. Log in to the SAP Concur mobile app using your Username (company email address) & password.
3. You will then need to enter the code from your Authenticator app.

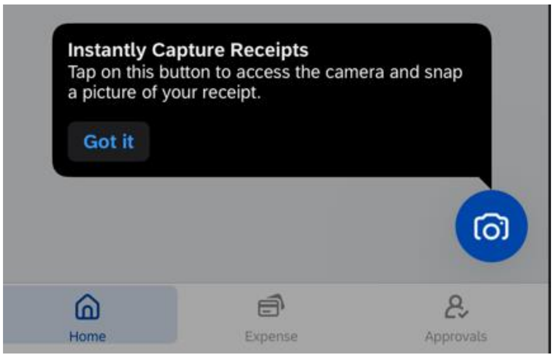


Uploading Receipts to Concur Mobile App

Receipts can be uploaded to Concur by a variety of methods. The simplest way to do so is via the **Concur Mobile**

App

1. To use Expense It in the SAP Concur mobile app, simply tap the camera icon on the home page to open the camera. Using the camera, you can capture a photo of a receipt or upload an existing photo from your phone. Then you will verify that the total receipt amount, GST, date and transactional information is correct or edit it if needed. After capturing the receipt image, an expense complete with the attached receipt image can be found in your available expenses to review and submit.



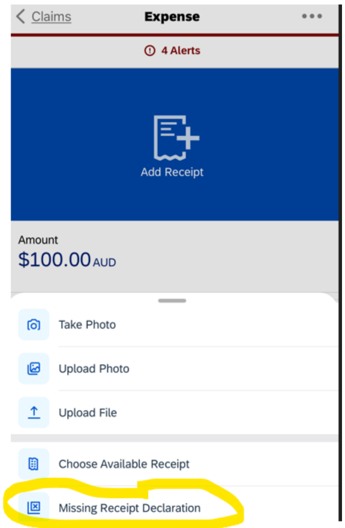
2. Once the rest of the receipt has been analyzed, you will receive a notification in the SAP Concur mobile app that your receipt is ready to be reviewed. From there, you will be able to edit other expense details. If you have Expense Assistant turned on, Expenses captured with Expense It will flow straight into an expense report and can be reviewed and edited there

3. The receipt is now available to be added to an expense report. You can add as many images as required using this method.

How To Submit a Missing Receipt Declaration in the SAP Concur Mobile App

To add a Missing Receipt Declaration on the SAP, Concur mobile app, you can follow the steps below:

- Open the SAP Concur mobile app
- Tap **Expense Reports**
- Tap on the **Expense Report** to open it
- Tap on the Expense entry that you need to add the Missing Receipt Declaration to open it
- Tap **Add Receipt**
- Select **Missing Receipt Declaration**
- Tap **Accept**



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