

TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE



Updated as of April 2024

Contents

TEG Policy Reminders 2

Key responsibilities 2

Creating a New Expense Report in the Concur Desktop Site 3

How To Attach a Missing Declaration to an Expense 5

Splitting Expenses across Tours or Jobs..... 8

Adding Attendees 10

Submitting an Expense Report 11

Correcting & Resubmitting an Expense Report 11

Using Your Mobile App 11

Uploading Receipts to Concur Mobile App 12

How To Submit a Missing Receipt Declaration in the SAP Concur Mobile App 13

TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE



Updated as of April 2024

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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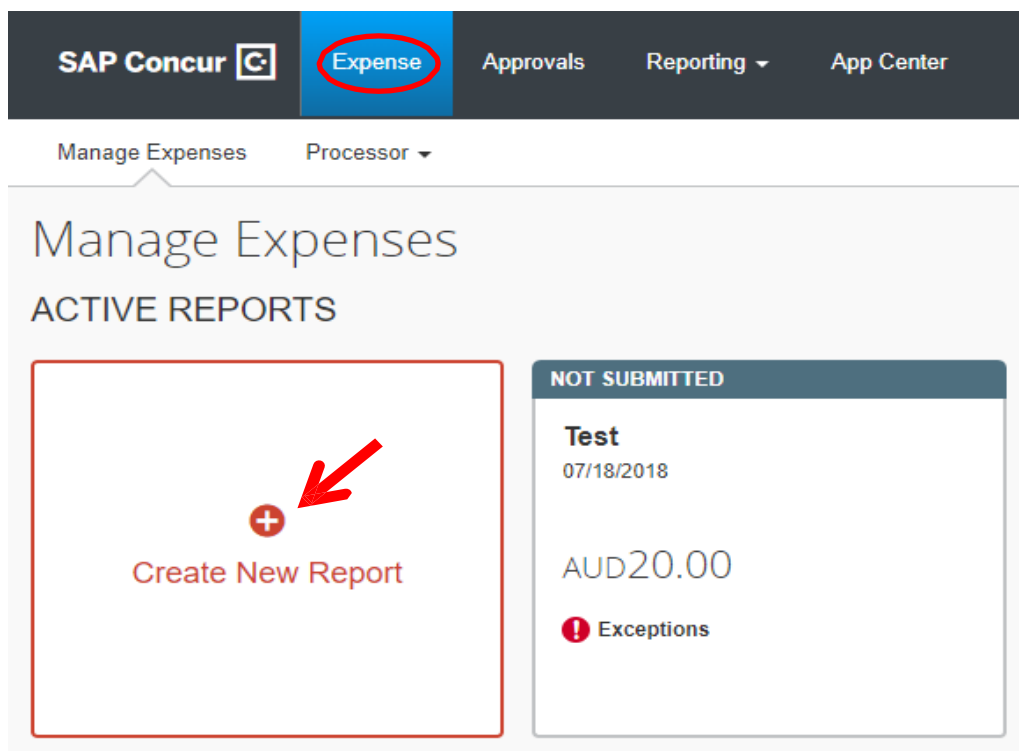
Creating a New Expense Report in the Concur Desktop Site

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.

Create a New Expense Report

Report Header

Policy	Report Name	Report Date	Comment
*Standard Expense	July Expenses C.Whitehead	07/31/2018	

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Updated as of April 2024

Select the Expense Type that best categorizes your first purchase.

July Expenses C.Whitehead

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

Expenses

Expense Type

Adding New Expense

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.

01. Travel Expenses	02. Transportation	03. Entertainment	04. Communications	05. Other
Hotel	Public Transport	Entertainment - Staff	Internet/Online Fees	Gifts - Staff
Incidentals	Taxi	Entertainment - Staff (Directors only)	Mobile/Cellular Phone	Marketing/Promotional Costs
Laundry	Tolls/Road Charges	Meeting Refreshments	Telephone/Fax	Newsletters/Magazines/Books
Travel Overseas	Train	06. Office Expenses	Agency Booking Fees	Professional Subscriptions/Dues
02. Transportation	03. Meals	Courier/Shipping/Freight	Bank Fees	Seminar/Course fees
Airfare	Breakfast	Office Equipment/Hardware	Currency Exchange Fees	Staff Awards/Incentives
Airline Fees	Business Meals (Attendees)	Office Supplies/Software	Passports/Visa Fees	Tuition/Training Reimbursement
Car Maintenance/Repairs	Dinner	Postage	08. Other	09. Relocation/Ex-Pat
Car Rental	Lunch	Printing/Photocopying/Stationery	Asset	Relocation Expenses
Fuel	04. Entertainment	Staff Amenities	Event Costs	
Parking	Entertainment - Clients	Stationery		

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.

New Expense Receipt Image

Expense Type Transaction Date Business Purpose Enter Vendor Name City of Purchase Payment Type

Taxi Amount AUD Calculate Tax Receipt Status Tax Receipt Comment Company (510) Ticketek NSW Project Name

Job

Save Itemize Allocate Attach Receipt Cancel

TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE



Updated as of April 2024

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

TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE

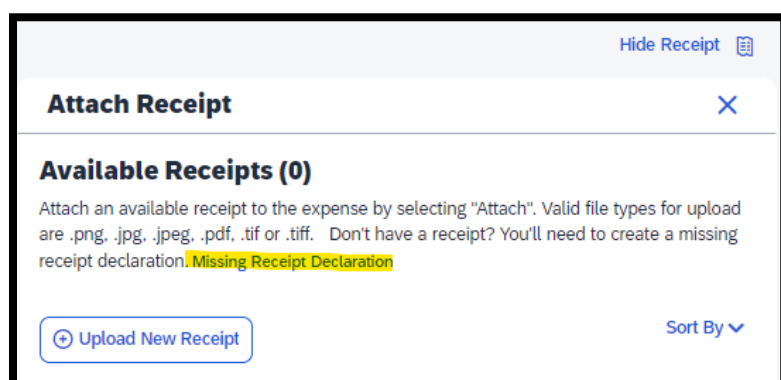
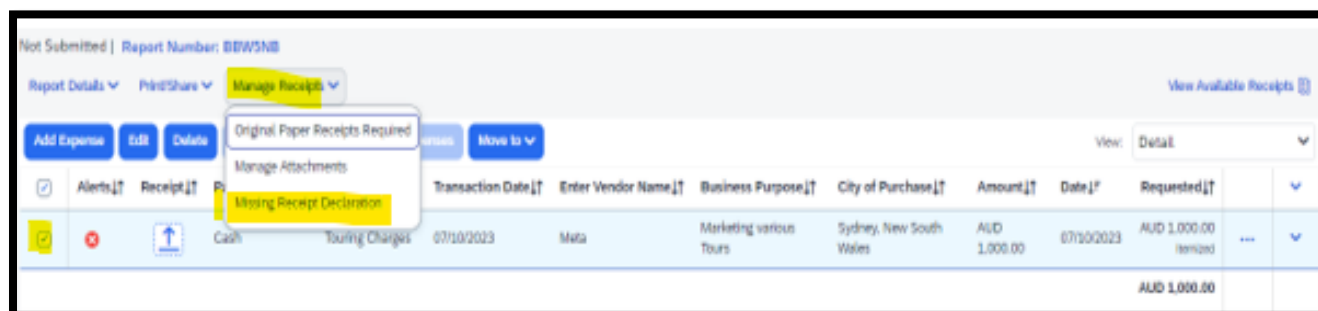
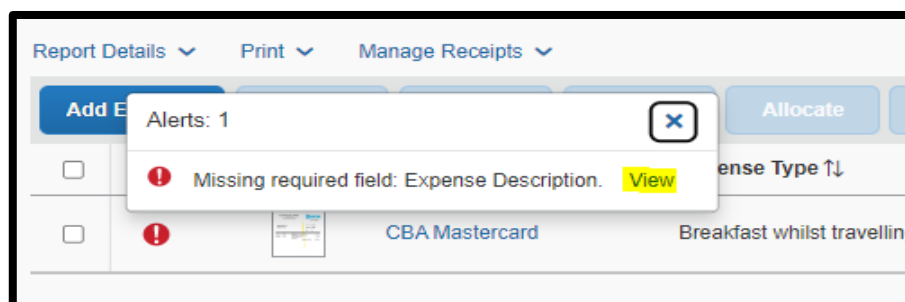


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If you do not have a receipt a 'Missing Receipt Declaration' must be completed and attached, 'No Receipt' should be selected with no GST/VAT recorded.

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.

TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE



Updated as of April 2024

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.

The screenshot shows the 'Expense' entry form with the following fields and values:

- Expense Type: Taxi
- Transaction Date: 07/31/2018
- Business Purpose: Meeting with Google
- Enter Vendor Name: (empty)
- City of Purchase: Sydney, New South Wales
- Payment Type: Cash
- Amount: 33.00 AUD
- GST Amount in AUD: 3.00
- Receipt Status: Tax Receipt
- Company: (510) Ticketek NSW
- Project Name: (empty)
- Job: (empty)

The 'Calculate Tax' button is circled in red.

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

The screenshot shows the 'Expense' entry form with the following fields and values:

- Expense Type: Taxi
- Transaction Date: 07/31/2018
- Business Purpose: Meeting with Google
- Enter Vendor Name: (empty)
- City of Purchase: Sydney, New South Wales
- Payment Type: Cash
- Amount: 33.00 AUD
- GST Amount in AUD: 3.00
- Receipt Status: Tax Receipt
- Company: (510) Ticketek NSW
- Project Name: (empty)
- Job: (empty)

The 'Save' button is circled in red.

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

The screenshot shows the 'November Expenses (11/01/2022) AUD' report. The report is not submitted. A warning message is displayed: 'Receipt is uploaded. Check alerts and fillout what is missing'. The report table shows the following data:

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
☐		CBA Mastercard	Breakfast whilst travelling	ROMEOS IGA OXFORD SQPS Darlinghurst, New South Wales	11/01/2022	AUD

TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE



Updated as of April 2024

November Expenses (11/01/2022) AUD

Not Submitted

Copy Report Submit Report

Report Details Print Manage Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View Standard

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
		CBA Mastercard	Breakfast whilst travelling	ROMEOS IGA OXFORD SQPS Darlinghurst, New South Wales	11/01/2022	AUD

AUD

After all expenses are sorted you can submit report

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.

Final Review

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

Reminder: Receipts Required!

According to company policy, you must provide receipts for the expenses listed below.
You may attach scanned images to individual expenses or to the report, but original paper receipts must also be submitted.
If you have already provided receipts, you can submit your report now.

Print Ticketek Detailed Report Attach Receipt Images View Receipts

Expense Type	Date	Amount
Taxi Sydney, New South Wales	07/31/2018	AUD 33.00

Accept & Submit Cancel

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.

SAP Concur Expense Approvals Reporting App Center

Manage Expenses Processor

Manage Expenses

ACTIVE REPORTS

Create New Report

NOT SUBMITTED

Test
07/15/2018
AUD20.00
Exceptions

SUBMITTED 07/31/2018

July Expenses C.Whitehead
AUD33.00
Submitted & Pending Approval
WILSON, RICHARD

Splitting Expenses across Tours or Jobs

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Updated as of April 2024

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.

←

→

Touring Charges AUD 1,000.00

07/10/2023 | Meta

Details

Itemizations

Allocate

Expense Type *

Touring Charges

×

▼

Transaction Date *

07/10/2023

📅

Enter Vendor Name

Meta

Payment Type

Cash

Amount *

1,000.00

Tax Posted Amount

9.09

Business Purpose *

Marketing various Tours

City of Purchase *

Sydney, New South Wales

×

▼

Currency *

Australia, Dollar (AUD)

×

▼

Receipt Status *

Tax Receipt

▼

Company *

TEG - Dainty (630)

×

▼

Budget Line Item *

(7301) Marketing - Online

×

▼

Tour & Show *

Bat Out Of Hell 2020 All Shows TOUR (DBOOH20N

×

▼

* Required field

←

→

Touring Charges AUD 1,000.00

07/10/2023 | Meta

Details

Itemizations

Amount

AUD 1,000.00

Itemized

AUD 1,000.00

✔ Remaining

AUD 0.00

Create Itemization

Edit

Delete

Copy

Allocate

☐	Alerts↑↓	Date↑↓	Expense Type↑↓	Requested↑↓	
☐	⚠	07/10/2023	Touring Charges	AUD 100.00	...
☐	⚠	07/10/2023	Touring Charges	AUD 900.00	...

Updated as of April 2024

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.

Entertainment - Staff (Directors only) AUD 300.00

12/01/2022 | Duck

CancelDelete ExpenseSave Expense

DetailsItemizations

Attendees (0)

Allocate

Expense Type *
Entertainment - Staff (Directors only)

Transaction Date *
12/01/2022

Enter Vendor Name
Duck

Payment Type
Cash

Amount *
300.00

Calculate Tax

Business Purpose *
Board meeting

City of Purchase *
Sydney, New South Wales

Currency *
Australia, Dollar

GST Amount in AUD *
27.27

Receipt Status *
Tax Receipt

1 / 1

Test

Add Attendees

AttendeesRecent AttendeesAttendee Groups

Attendee Type
Employee
Business Guest
Employee
Employees (not in Concur)
Spouse/Partner

Attendee Name
Search by first or last name

Close

TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE



Updated as of April 2024

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**.

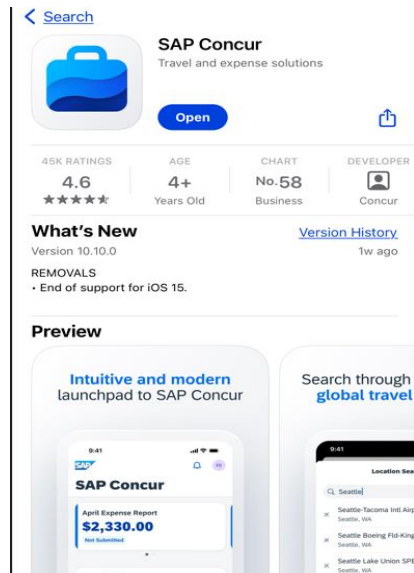
Using Your Mobile App

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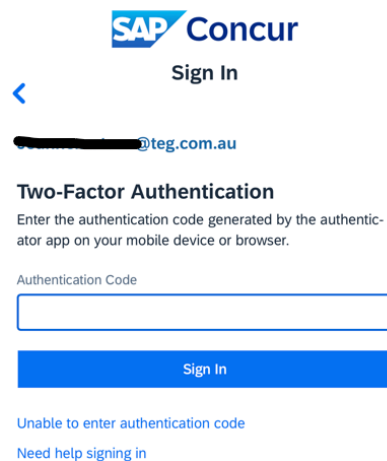


Updated as of April 2024

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**

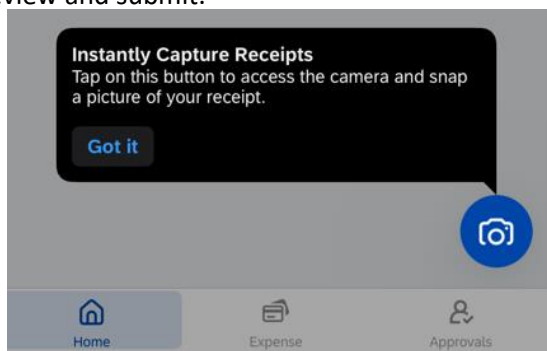
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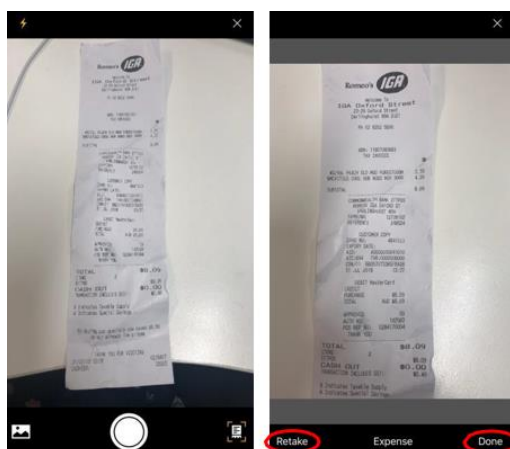
Updated as of April 2024

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

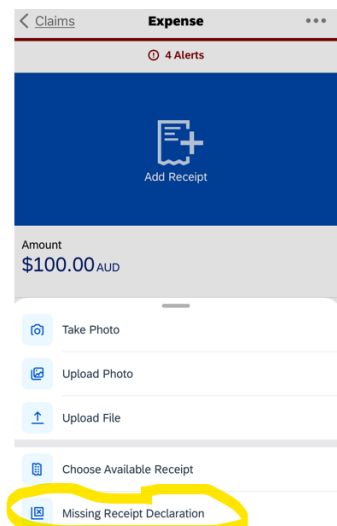
TEG EMPLOYEE REIMBURSEMENT – CONCUR USER GUIDE



Updated as of April 2024

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**



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.