



Concur Training

By Lisa Yang, DTM

D84 Finance Manager 2021-2022

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DEAR DISTRICT FINANCE TEAM

EXPENSES OLDER THAN 60 DAYS

Dear District Finance Team,

I found a receipt the other day for something I purchased for the district. It was dated three months ago. Can I still get reimbursed for it?

*Sincerely,
Club Growth Director Marek*

Dear Club Growth Director Marek,

Unfortunately, no. Any **Voucher for Reimbursement** must be submitted within 60 days of purchase (or by July 31 for expenses made in June).

Sincerely,
The District Finance Team

Protocol 8.4: District Fiscal Management, 4

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Refer to **Policy 8.3. District Leader Expenses** for additional information.
Special notes for reimbursements.

Mileage:

- You must provide a document indicating route from a source such as Google Maps or MapQuest.
- Mileage reimbursement is based on the most direct route. The rate of \$0.14 USD per mile is subject to change depending on the current standard charitable mileage reimbursement rate in effect for federal income tax purposes by the Internal Revenue Service of the United States.
- A person riding with another person receiving mileage reimbursement cannot also request reimbursement.

Note:

No mileage for less than 30 miles (One Way), and District will pay for the round trip.
.14 per mile for 1

*****If two or more individuals car-pool, only one person will receive mileage reimbursement for the trip.**

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Login website: www.concursolutions.com

User name: 8 digit TM member number@toastmasters.org

Password: welcome

1. Set up bank information (takes up to 4 days to confirm account)

Profile – Profile Settings - Expense Settings – Bank Information

A screenshot of the Concur web application interface. The top navigation bar includes the Concur logo and links for Travel, Expense, Invoice, Approvals, and App Center. On the right, there are links for Support and Help, and a user profile icon. The user profile dropdown menu is open, showing the user's name "John Doe" and options for "Profile Settings" and "Sign Out". A callout box points to the "Profile Settings" link with the text "Click Profile Settings from dropdown menu." Below the navigation bar, the main content area shows the Toastmasters International logo, a greeting "Hello, John", and a section for "MY TRIPS (0)" with a message "You currently have no upcoming trips." To the right, there is an "ALERTS" section with a message "You haven't signed up for alerts." A callout box also points to this alert message.

Enter bank info; Active (yes)

If you elect not to choose the expense pay option, this will add weeks to your reimbursement date as there will be longer processing time. You will also need to contact World Headquarters to update your profile to get reimbursed by check. For additional support, contact expensereport@toastmasters.org.

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2. Create a New Expense Report (Out of Pocket Expenses)

Quick Task Bar - +Start a Report

A screenshot of the Concur web application interface. At the top, there is a navigation bar with the Concur logo and menu items: Travel, Expense, Invoice, Approvals, and App Center. On the right side of the navigation bar, there are links for Support, Help, and a user profile icon. Below the navigation bar, the user's name "Hello, John" is displayed. To the right of the name, there are five summary cards: "+ New", "00 Required Approvals", "00 Payment Requests", "02 Available Expenses", and "02 Open Reports". Below these cards, there is a "MY TRIPS (0)" section with a sub-header "You currently have no upcoming trips." and a "Receipts" section. A callout box with a speech bubble points to a dropdown menu. The callout box contains the text "Click Start a Report from the dropdown menu." The dropdown menu is open, showing the following options: "Start a Report" (highlighted with a mouse cursor), "New Payment Request", "Enter New Reservation", and "Upload Receipts".

a. Report Name:

Format: OOP-D84-Name-Event-MonthYear

Example: OOP-D84-KKubo-DEC-Oct2020



OOP-D84-KKUBO-DEC-OCT-2019

Summary Details Receipts Print

Expenses

View

Date	Expense Type	Amount	Approved
10/12/2019	Mileage (7062) Koki Kubo, Alachua, Florida	\$36.40	\$36.40

Example: 130 Miles (One way) x 2 = 260 miles
x \$0.14/Mile = \$36.40

b. New Expense:

- Expense Type Select from List
- Transaction Date Date of purchase / meeting
- Business Purpose Enter business purpose
- Vendor Name Enter vendor name (Your name for the mileage)
- City of Purchase Select city. If not listed, choose closest city.
- Payment Type Select Cash/Out of Pocket
- Amount Enter amount of transaction
- Reporting Code Select code that best relates to expense
- Event Period Select event code, if applicable or N/A
- District This should be auto-populated
- Subsidiary Defaults to District
- Comment Enter any additional info that you would like approver to view

Expense
Receipt Image
Available Receipts

Previous Comment [View All](#)

Entered By Koki Kubo: DEC Meeting on 10/12/2019
130 Miles one way 260 miles Total (14c / Mile)

Expense Type	Transaction Date
Mileage (7062)	10/12/2019
Business Purpose	Enter Vendor Name
DEC Meeting	Koki Kubo
City of Purchase	Payment Type
Alachua, Florida	Cash/Out of Pocket
Amount	Approved Amount
36.40 USD	36.40
From Location	To Location
Home	Second Harvest Food Bank
Number of Miles	Reporting Code
260	(958) Travel - Area Director
Event Period	District
N/A	(084) District 84
Subsidiary	
(084A) Area	

[Attach Receipt](#)

[Attach Receipt](#)

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c. Attach Receipt

Upload receipts/approvals, Review Image (PDF)

The screenshot shows the SAP Concur interface for an expense report. The report ID is OOP-D84-KKUBO-DEC-OCT-2019. The expense type is Mileage (7062) for Koki Kubo, Alachua, Florida, with an amount of \$36.40. A receipt image is attached, showing a map of the area around 411 Mulroy Drive with a 2h 2 min travel time. The receipt image includes a list of directions: 1. Head northeast on Innovation Dr toward Research Cir (0.2 mi), 2. Turn left onto M L King Blvd (1.7 mi), 3. Turn left onto NW 140th St (0.7 mi), 4. Continue onto County Rd 235 (1.4 mi).

Date	Expense Type	Amount	Approved
10/12/2019	Mileage (7062) Koki Kubo, Alachua, Florida	\$36.40	\$36.40

TOTAL AMOUNT: \$36.40
TOTAL APPROVED: \$36.40

d. Save

e. Click Submit Report (Accept & Submit)

The screenshot shows the SAP Concur interface for an expense report. The report ID is OOP-D999-JDoe-TLI-April2016. A callout box with the text "Click Submit Report." points to the "Submit Report" button in the bottom right corner of the report details area.

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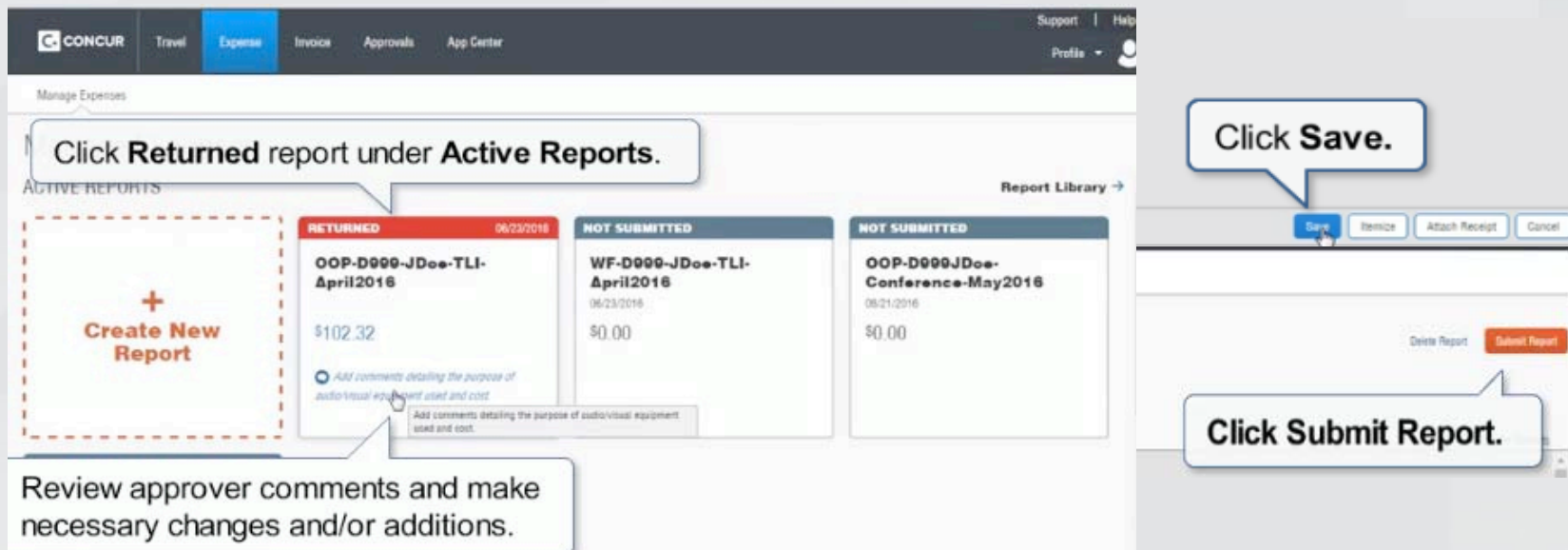


3. Correcting an Expense Report

Quick task bar – Open Reports



a. Review approver comments, Click Returned report



- a. Make changes
- b. Click Save; Click Submit Report



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