

Requesting Personal Reimbursement in Concur for Operating Supplies

Due to current working conditions it may be necessary to order office/operating supplies to continue typical working conditions. If you do not have a procurement card you can order supplies online and get reimbursed by the University. All you need to do is get approval from your supervisor for the purchase and then save the receipt. You can scan in hard copies of your receipts, submit email receipts, or even take a picture of your receipt and submit that in Concur. Below are the instructions on how to get reimbursed through concur if you do not have a procurement card.

1. One way to create a new expense report is to use the buttons located in the upper right corner of your Concur home page. Hover your mouse over the New button and select Start a Report.
2. On the Report Header page, use the Policy dropdown and select Travel Reconciliation.
3. Please label your report "LastNameDateCOVID19" so that we can identify these charges in the future in case of a government assistance speedtype
4. Select Other (Non-Travel) in both dropdown boxes in the following two prompts
5. Enter Routing/Reimbursement SpeedType 6XXXXXXX
6. There are two options for Submit Report to (report submission): HR supervisor (HRMS Reports To) and SpeedType (Finance Fiscal Roles). Select Finance Fiscal Roles
7. Enter a relevant comment about what this report is for.

EXAMPLE BELOW

The screenshot shows the 'Create a New Expense Report' form in Concur. The 'Report Header' section includes the following fields:

- Policy:** Travel Reconciliation (dropdown menu)
- Report Name:** HAHW0320COVID (text field)
- Travel Type:** Other (Non-Travel) (dropdown menu)
- Travel Business Purpose:** Other (Non-Travel) (dropdown menu)
- Routing/Reimbursement SpeedType:** (61000074) 61000074 - CSPH-D (dropdown menu)
- Submit Report to:** SpeedType (Finance Fiscal I) (dropdown menu)
- Comment:** Office Supply order for working remotely: COVID19 (text field)
- Alternate Contact Employee:** (empty text field)

Now that you have completed the Report Header you can start adding expenses and allocating them accordingly.

1. Select the Expense Type from the right side of your screen that best categorizes the expense. You can narrow the list by typing part of the Expense Type in the search field at the top of this section. For these reports we will typically be using "Office Supplies 480101"
2. Next select the date of the purchase
3. Enter the vendor name (Staples, Amazon etc...)
4. Enter the location of the store (If online just select Denver, CO)
5. Fill in a applicable business purpose (ink for home printer)
6. For payment type it should list "cash/Out of Pocket"
7. Enter total amount (You do not need to request tax exemption on these purchases)
8. Enter a relevant comment as to what the purchase was for and why it is needed

Manage Expenses Cash Advances ▾

HAHN0320COVID

[+ New Expense](#)
[Import Expenses](#)
[Details ▾](#)
[Receipts ▾](#)
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Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				

New Expense

Expense Type:

Transaction Date:

Enter Vendor Name:

Location:

Business Purpose:

Payment Type:

Amount:

☐ Personal Expense

Comment:

if Required,
 Is Receipt Included?

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

[Save](#)
[Remove](#)
[Allocate](#)
[Attach Receipt](#)
[Cancel](#)

9. In the bottom right corner you will see an option to “attach receipt”. Attach your electronic receipt

10. Select the save button and you should now see your expense on the left side of the screen

Each out-of-pocket receipt will need to be added separately so if you ordered one item from Amazon and bought another item from Staples follow the instructions above for each receipt.

Once you finish adding all of your expenses and confirm the total at the bottom of the report is correct you can submit your report by selecting the orange submit button in the top right. It will ask you to verify that what you are submitting is accurate and appropriate and once you agree you should be done.

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HAHN0320COVID

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Expenses

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input type="checkbox"/>	03/20/2020	Office Supplies (480101) Staples, Denver, Colorado	\$35.00	\$35.00

New Expense

Expense Type:

Transaction Date:

Enter Vendor Name:

Location:

Business Purpose:

Payment Type:

Amount:

☐ Personal Expense

Comment:

if Required,
 Is Receipt Included?

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

[Save](#)
[Remove](#)
[Allocate](#)
[Attach Receipt](#)
[Cancel](#)

[Delete Report](#) [Submit Report](#)

If you have any questions you can call the PSC help desk at 303-837-2161 or reach out to Peter Hahn at 303-724-9034 or Peter.Hahn@cuanschutz.edu