



Employee Reimbursement Manual for SAP Concur

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SAP Concur for Employee Reimbursements (non-travel)

SAP Concur is SFA's new Travel and Expense Management system. Concur is a modern platform that centralizes and automates p-card and travel processes into one efficient solution, and now includes a simplified process to reimburse employees for non-travel related items that have been purchased with personal funds.

P-Cards and requisitions are the preferred method for purchasing items for university business purposes. Purchases should be planned in advance, when possible, to limit employee out-of-pocket expenses.

An employee must limit their personal reimbursements and use a P-Card for university expenses. Each reimbursement will be evaluated and recommendations may be made.

Faculty, staff, and students repeatedly using the reimbursement system in order to circumvent the university's policies will be denied reimbursement. Use of personal funds or personal credit cards should be a rare occurrence necessitated by unforeseen or emergency situations. P-Card suspension status does not warrant an approved condition for using personal funds/credit cards.

Further questions can be directed to disbursements@sfasu.edu

Note: SFA is a tax-exempt entity, and sales tax will not be reimbursed, with the exception of business meals. Tax exempt forms can be found on Procurement & Business Services website.

Signing In

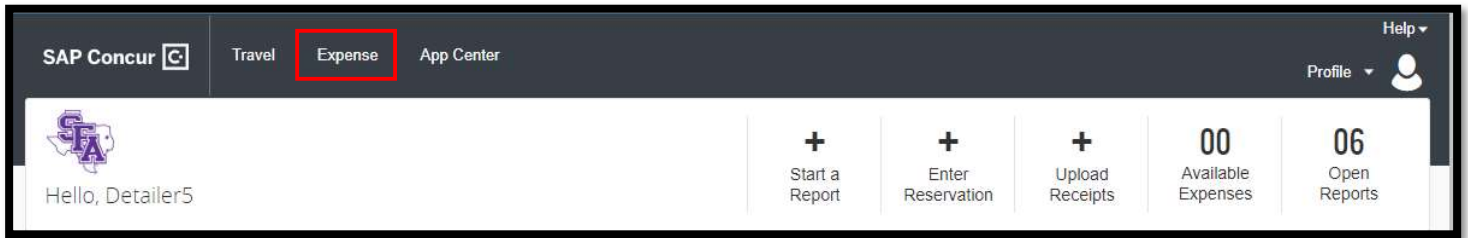
Access to Concur is located within mySFA on the Resources Tab.

1. Login to mySFA
2. Go to the “Resources” tab
3. Select “Concur”

The screenshot displays the mySFA website interface. At the top, the Stephen F. Austin State University logo and name are visible on the left, and the mySFA logo is on the right. A navigation bar below the header contains several tabs: HOME, EMPLOYEE, PRESIDENT'S CORNER, RESOURCES (highlighted with a red box), WORKFLOW, BUDGET & FINANCE, and RESEARCH. Below the navigation bar, the page title is "mySFA > Resources". The main content area is organized into a grid of service categories. A red arrow points from the "RESOURCES" tab to the "TRAVEL & P-CARD" category, which is also highlighted with a red box. Within this category, the "Concur" link is visible. Other categories include COURSE EVALUATIONS AND SURVEYS, DINING SERVICES, TECHNICAL SERVICES AND EMAIL LISTS, INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT, COURSE SCHEDULING AND UTILIZATION, ACCOUNTS PAYABLE AND TRAVEL, GRAPHIC SHOP, and STUDENT COMPLAINT MANAGEMENT.

Create a New Expense Report

1. Navigate to the Expense tab to begin the employee reimbursement process.
 - Delegates may prepare a report on behalf of an employee



2. Click on **Create New Report**



3. Select *Employee Reimbursement from the Policy dropdown menu
4. **Report Name** should follow naming convention as noted on the form (REIMB – Last Name – mm/yy)
5. Complete remaining fields in the Report Header, including the Food Justification (Who, What When, Where, Why) if food was purchased (Fund-Org-Program is not updated here)
6. Click **Next**

A screenshot of the 'Create New Report' form. The form is titled 'Create New Report' and has a sub-header 'Create From an Approved Request'. It contains several fields: 'Policy *' (dropdown menu with '*Employee Reimbursement' selected), 'Report Name (REIMB - Last Name - mm/yy) *' (text field with 'REIMB-Smith-10/22'), 'First Purchase Date *' (calendar field with '10/01/2022'), 'Last Purchase Date *' (calendar field with '10/06/2022'), 'Reimbursement Justification *' (text field with 'Ran out of items on event day'), 'Reason P-Card not utilized *' (text field with 'P-Card not available and emergency supplies need'), 'Was food purchased? *' (dropdown menu with 'Yes' selected), 'Food Justification - Required if food was purchased' (text field with 'additional water needs for campus community during event'), 'Fund' (dropdown menu with '(FundXX) Concur Default'), 'Org' (dropdown menu with '(OrgXX) Concur Default'), and 'Program' (dropdown menu with '(PXX) Concur Default'). A purple callout box with a white plus sign points to the 'Report Name' field, containing the text 'Naming Convention for Report'. At the bottom, there are fields for 'Report Total' and 'Comments To/From Approvers/Processors'.

7. Answer **No** to the pop-up box for Travel Allowances

Claim Travel Allowance
Travel & Expense Policy: Answer YES if Travel Per Diem will be applied Employee Reimbursement Policy: Answer NO (Travel Per Diem doesn't apply)

- Yes, I want to claim Travel Allowance
 No, I do not want to claim Travel Allowance

Cancel **Create Report**

8. Click on “Create Report”

9. Choose the appropriate Expense Type for the first receipt to be reimbursed - either a single expense type or multiple expense types (Itemized Transaction)

- **Single expense type:** Click the Expense Type that best represents the item(s) purchased if all items are of the same expense category (ex.: All items are considered ‘Consumables’)
 - i. Enter information for all required fields
 - ii. Choose Fund Org Program, or **Allocate** to multiple FOPs
- **Multiple expense types:** Click *****ITEMIZED TRANSACTION*****
 - i. Choose first expense type and enter information and FOP, or Allocate
 - ii. Choose second expense type and enter information and FOP, or Allocate
 - iii. Continue until all expense types are represented

Sales tax will not be reimbursed Do not include in Amount. (Exception: Business Meals)

REIMB-Smith-10/22 \$0.00

Not Submitted **Submit Report**

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾

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

Choose Expense Type

No Expenses
Add expenses to this report to submit for reimbursement.

10. Add receipts by clicking **Upload Receipt Image** to upload the purchase receipt and any supporting documentation

11. Save

NOTE: Click the Report Name to edit the details of the expense report header

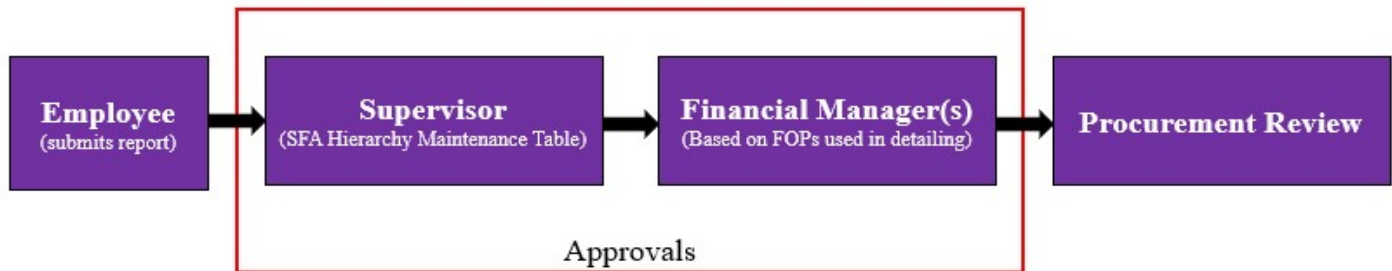
The screenshot shows the 'New Expense' form in SAP Concur. The form is titled 'New Expense' and has tabs for 'Details' and 'Itemizations'. The 'Details' tab is active. The form contains several required fields: Transaction Date (10/01/2022), Vendor Name (Walmart), Amount (5.00), Currency (US, Dollar), Expense Type (773150 - Bottled water), Description (Water for community event), Fund ((FundXX) Concur Default), Org ((OrgXX) Concur Default), and Program ((PXX) Concur Default). There is a 'Comment' field with the placeholder text 'Insert 5 W's here'. At the bottom, there are three buttons: 'Save Expense', 'Save and Add Another', and 'Cancel'. A large red box highlights the 'Upload Receipt Image' button on the right side of the form.

12. Click **Save Expense** if you only have one expense to add to the report OR click **Save and Add Another** to add another expense type to the report.

13. Submit Report when all purchases to be reimbursed have been added to the Expense Report and receipts and supporting documentation have been attached for each purchase

Employee Reimbursement Workflow

Employee Reimbursement expense reports will go through the following approval and review stages before payment will be issued to the employee.



1. Employee submits report
2. Supervisor approval based on the SFA Hierarchy Maintenance Table
3. Financial Manager(s) approval based on the FOPs used
 - a. May include multiple Financial Managers
 - b. Grant funds will require additional approval from ORGS at this step
4. Procurement Review

Detailed information regarding Concur navigation, itemizing and allocating expenses, receipts and upload processes, etc. may be found in the P-Card Manual for SAP Concur located on the following webpage.
<https://www.sfasu.edu/procurement-business-services/about/help-resources/guides>

Questions may be emailed to disbursements@sfasu.edu. Subject: Employee Reimbursement-NonTravel