



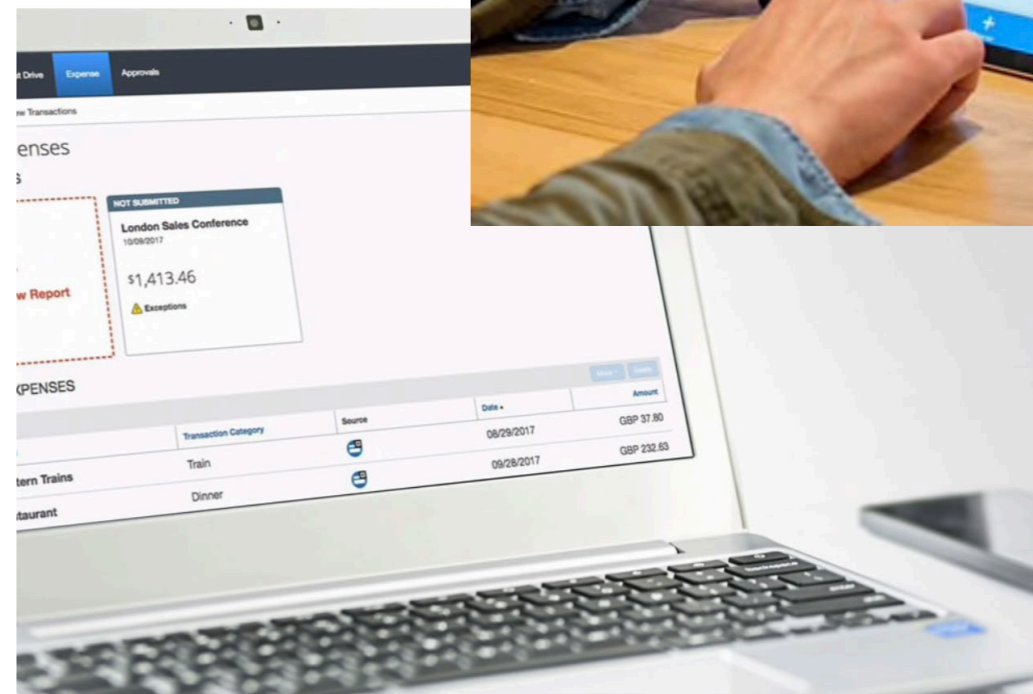
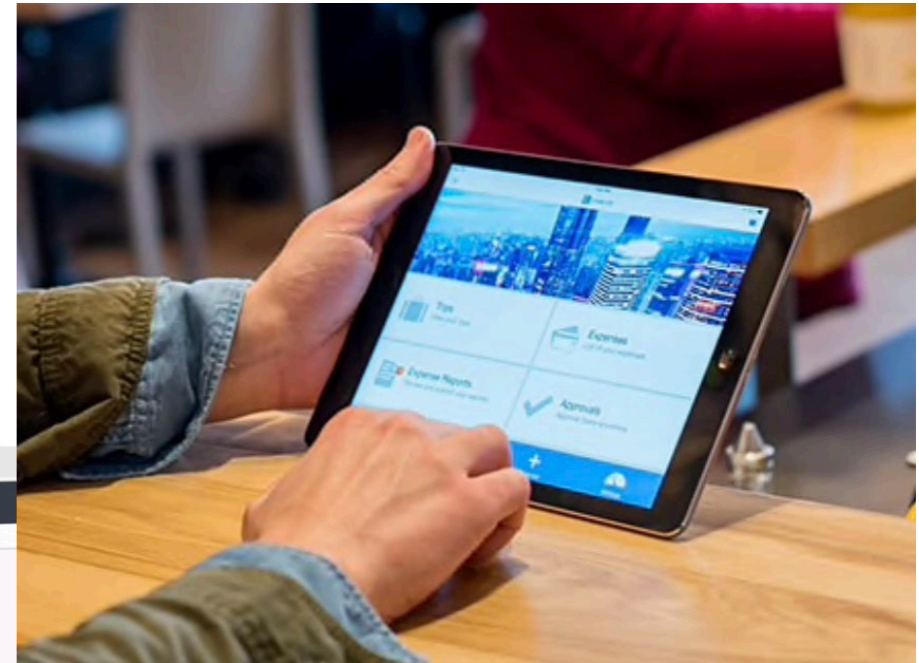
Concur

Outline

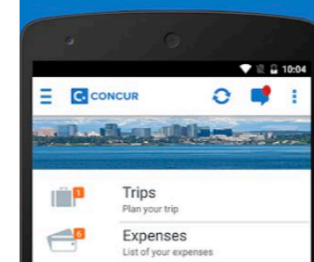
- What is Concur?
- How to access Concur?
- Links to learn Concur
- Overview about Concur
- Setting up your profile
- Creating and submitting Expense Reports
- Tracking Status of Expense Reports
- How to include “Currency Exchange Fee”
- Conclusion

What is Concur?

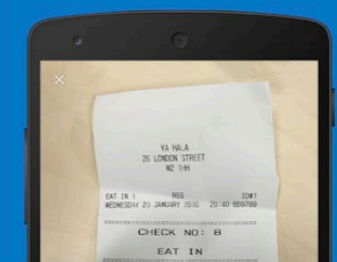
- It's the new volunteer expense reimbursement platform
- It works in mobile and in computer and you may toggle back and forth between mobile and computer for processing and submitting expense reports
- Since February all electronic payments are processed through Concur



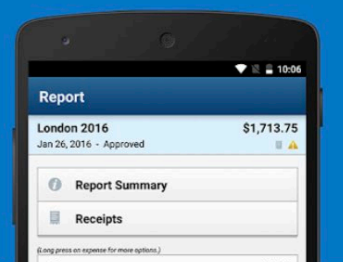
Expense reporting, travel booking and approvals.



Capture receipts on the go.



Create and submit reports in minutes.



How do you access Concur?

<https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report>

The screenshot shows a Safari browser window displaying the IEEE Corporate Activities website. The page title is "IEEE Corporate Activities" and the URL is "corporate.ieee.org". The main navigation menu includes Home, IEEE Board, Committees of IEEE, Strategic Research, Resources, Finance, Legal, Contacts & Rosters, and News. The current page is "IEEE Expense Report", which is part of the "Travel, Medical and Insurance" section. The page content includes a sidebar with links to Volunteer Training, Meeting Procedures and Best Practices, IEEE Governing Documents, Document Revisions, Summary of the IEEE Organization, IEEE Contact Center, and IEEE Foundation. The main content area is titled "IEEE Expense Report" and features a sub-heading "IEEE's New Volunteer Expense Reimbursement Platform (Concur)" with the tagline "Featuring faster reimbursement for you". The text describes the new platform, Concur, and lists its benefits, such as faster payments, single process, real-time tracking, and mobile app availability. A "Concur Access" box provides instructions for getting started, including requesting an account, creating an account, and logging in. The footer notes that Concur was rolled out in Q4 2018 and Phase II launched in February 2019, encouraging users to use Concur for all expenses.

IEEE Corporate Activities

Home IEEE Board Committees of IEEE Strategic Research Resources Finance Legal Contacts & Rosters News

/ Home / Resources / Travel, Medical and Insurance / IEEE Expense Report

Volunteer Training

Travel, Medical and Insurance

Meeting Procedures and Best Practices

IEEE Governing Documents

Document Revisions

Summary of the IEEE Organization

IEEE Contact Center

IEEE Foundation

IEEE Expense Report

IEEE's New Volunteer Expense Reimbursement Platform (Concur)

Featuring faster reimbursement for you

Based on feedback from the IEEE volunteer community, IEEE launches its new Volunteer Expense Reimbursement tool, Concur, a cloud-based expense reimbursement application designed to create an easy, efficient, and automated expense reimbursement experience for IEEE volunteers. This new platform was endorsed by the IEEE Financial Committee (FinCom) and officially launches in February 2019.

Below you will find an overview.

IEEE is improving the expense reimbursement process. Concur is a robust and user-friendly tool that will deliver a broad range of benefits, including:

- Faster payments due to reduced cycle time from submission to reimbursement
- Single process for submission of expense reimbursement requests
- Ability to track in real time the status of your expense reports
- Ability to capture credit card transaction details and autofill expense reports
- Ability to upload images of receipts at any time
- Availability of a mobile app that lets you build, update, or approve expense reports at any time, even during your trip
- Improved processing of international payments
- Improved overall reporting
- Integration with third-party applications such as Uber
- Ability to store banking information directly into Concur's secure platform for faster electronic reimbursement

Concur Access

Step 1: How to Get Started

Request an IEEE Account
(Skip if you have one)

Create Concur Account

Step 2: Access Concur

Log In
(May require IEEE Network login)

Step 3: Download the App

(See details on logging in.)

Beginning in Q4 2018, Concur was initially rolled out to a pilot group of IEEE volunteers as Phase I. For Phase II (February 2019 launch): If you currently submit your expense reports directly to your Region, Section, Chapter, or Conference, please continue your current process. These types of expense reimbursements will move to Concur at a later phase. **For all other expenses, the preferred means to submit your expense report is through Concur.** (See [multi-phased rollout schedule](#).)

How do you access Concur?

- From your IEEE Account you create a Concur Account.
- Access Concur (Log In)
- Setup Profile
- Download App

Concur Access

Step 1: How to Get Started

Request an IEEE Account
(Skip if you have one)

Create Concur Account

Step 2: Access Concur

Log In
(May require IEEE Network login)

Step 3: Download the App

(See details on logging in.)

How to learn Concur?

Frequently Asked Questions:

- <https://corporate.ieee.org/images/files/finance/concur/frequently-asked-questions.pdf>

For a comprehensive video tutorial:

- <https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report/concur-training>

<https://corporate.ieee.org/resources/travel,-medical-and-insurance/ieee-expense-report/concur-training>

IEEE.org | IEEE Xplore Digital Library | IEEE Standards | IEEE Spectrum | More Sites Helena Maria Geirinhas Ramos ▼

IEEE Corporate Activities

Search Volunteer Content

[Home](#) [IEEE Board](#) [Committees of IEEE](#) [Strategic Research](#) [Resources](#) [Finance](#) [Legal](#) [Contacts & Rosters](#) [News](#)

[/ Home](#) / [Resources](#) / [Travel, Medical and Insurance](#) / [IEEE Expense Report](#) / [Concur Training](#)

Concur Training

Menu

- Welcome and Int...
- SAP Concur Exp...**
- Learning Object...
- Logging in
- Homepage Scre...
- Profile Settings
- Profile Options
- Importing Pers...
- Add Bank Infor...
- Delegate Options
- Delegation Proc...
- Submitting Expe...
- Creating and su...
- Start a report
- Expense Report...
- Level 1 drop do...
- New Report scr...
- Adding an addit...

SAP Concur Training_v.2



SAP Concur Expense Training

Presented by: IEEE Learning and Development



Homepage screen

Menu

- ▼ Welcome and Introduction
 - SAP Concur Expense Training
 - Learning Objectives
 - Logging in
 - Homepage Screen
 - Profile Settings
 - Profile Options
 - Importing Personal CC's
 - Add Bank Information
 - Delegate Options
 - Delegation Process and Proce...
- ▶ Submitting Expense Reports
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report
 - Items to note

SAP Concur Training_v.2

SAP Concur Expense App Center Help

Profile

IEEE Advancing Technology for Humanity

Hello, Volunteer

+ Start a Report

+ Upload Receipts

12 Available Expenses

06 Open Reports

COMPANY NOTES

Western Union
Link
[Concur Training Toolkit](#)
This link will provide information to utilise the Concur Expense System.

MY TASKS

12 Available Expenses →	06 Open Reports →
01/30 No Vendor Supplied \$-29.00	10/15 test 101518 \$330.00
01/30 EFAX.COM \$16.95	10/15 Vol Mtg. \$139.36
01/28 SHUTTLE EXPRESS \$72.00	10/15 testing \$6.25

Speaker, Play, Progress, Refresh, PREV, NEXT

Homepage screen

Menu

- ▼ Welcome and Introduction
 - SAP Concur Expense Training
 - Learning Objectives
 - Logging in
 - Homepage Screen
 - Profile Settings
 - Profile Options
 - Importing Personal CC's
 - Add Bank Information
 - Delegate Options
 - Delegation Process and Proce...
- ▶ Submitting Expense Reports
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report
 - Items to note

SAP Concur Training_v.2

SAP Concur Expense App Center Help

Profile

IEEE Advancing Technology for Humanity

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12 Available Expenses

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MY TASKS

12 Available Expenses →

01/30 No Vendor Supplied \$-29.00

01/30 EFAX.COM \$16.95

01/28 SHUTTLE EXPRESS \$77.00

06 Open Reports →

10/15 test 101518 \$330.00

10/15 Vol Mtg. \$139.36

10/15 testing \$6.25

PREV NEXT

Profile Settings

The screenshot displays the SAP Concur Training v.2 interface. On the left, a 'Menu' sidebar lists various options, with 'Profile Settings' highlighted. The main content area shows the user's profile information, including the name 'Volunteer Traveler' and a red box around the 'Profile Settings' link. Below the profile information, there are sections for 'COMPANY NOTES' and 'MY TASKS'.

Menu

- Welcome and Introduction
 - SAP Concur Expense Training
 - Learning Objectives
 - Logging in
 - Homepage Screen
 - Profile Settings**
 - Profile Options
 - Importing Personal CC's
 - Add Bank Information
 - Delegate Options
 - Delegation Process and Proce...
- Submitting Expense Reports
- Receipt capture options
- Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- Approving Expense Reports
- Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report
 - Items to note

SAP Concur Training_v.2

SAP Concur Expense App Center Help

Profile Volunteer Traveler Profile Settings Sign Out

IEEE Advancing Technology for Humanity

Hello, Volunteer

COMPANY NOTES

Western Union
Link
Concur Training Toolkit
This link will provide information to utilise the Concur Expense System.

MY TASKS

Task	Count	Details
Available Expenses	12	01/30 No Vendor Supplied \$-29.00 01/30 EFAX.COM \$16.95 01/28 SHUTTLE EXPRESS \$72.00
Open Reports	06	10/15 test 101518 \$330.00 10/15 Vol Mtg. \$139.36 10/15 testing \$6.25

Navigation: Speaker, Play, Progress Bar, Refresh, PREV, NEXT

Profile Options

Menu

- ▼ Welcome and Introduction
 - SAP Concur Expense Training
 - Learning Objectives
 - Logging in
 - Homepage Screen
 - Profile Settings**
 - Profile Options
 - Importing Personal CC's
 - Add Bank Information
 - Delegate Options
 - Delegation Process and Proce...
- ▶ Submitting Expense Reports
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report
 - Items to note

SAP Concur Training_v.2

SAP Concur Expense Approvals App Center

Profile Personal Information Change Password System Settings Concur Mobile Registration

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses

Expense Settings

- Expense Information
- Bank Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees
- Personal Credit Cards

Other Settings

- System Settings
- Connected Apps
- Concur Connect
- Change Password
- Concur Mobile Registration

Profile Options

Select one of the following to customize your user profile.

- 1 Personal Information**
Personal Information
- 2 Expense Preferences**
Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.
- 3 System Settings**
Which time zone are you in? Do you prefer to use a 12 or 24-hour clock? When does your workday start/end?
- 4 Change Password**
Change your password.

Expense Delegates
Delegates are employees who are allowed to perform work on behalf of other employees.

Concur Mobile Registration
Set up access to Concur on your mobile device

Click to continue

◀ PREV NEXT ▶

Add Bank Information

Menu

- ▼ Welcome and Introduction
 - SAP Concur Expense Training
 - Learning Objectives
 - Logging in
 - Homepage Screen
 - Profile Settings
 - Profile Options
 - Importing Personal CC's
 - Add Bank Information**
 - Delegate Options
 - Delegation Process and Proce...
- ▶ Submitting Expense Reports
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report
 - Items to note

SAP Concur Training_v.2

ation Change Password System Settings Concur Mobile Registration

Bank Information

Bank Country: UNITED STATES Bank Currency: US, Dollar

Routing Number Bank Account Number Re-Type Bank Account Number

Bank Name Branch Location Account Type: Checking

Status Active: Yes

Personal Address Line 1 Personal Address Line 2

City State ZIP Code

Save I authorize the use requirement below

IEEE

Why profile is important?

- To be reimbursed electronically to your banking information (stated in your user profile). If you do not provide the banking information, the payment cannot be processed.
- All payments processed through Concur will be made in the currency, based on the country of residence
- When entering transactions in a foreign currency, use the currency that is shown on the receipt. Concur converts transactions to your local currency and reimbursements will be made in your local currency.

- If you reside in a country where one of the currencies listed below is considered the local currency, you must enter your banking information directly into Concur (select Profile > Profile Settings > Bank information).
 - U.S. dollar (USD)
 - Euro (EUR)
 - Canadian dollar (CAD)
 - Indian rupee (INR)
 - Singapore dollar (SGD)
- If your currency is NOT one of the five listed above, you will need to complete a one-time enrollment with Western Union. To enroll, there is a registration form and instructions at the “FAQ”.

Creating na Expense Report

Menu

- ▶ Welcome and Introduction
- ▼ Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report
 - Expense Report Purposes
 - Level 1 drop down
 - New Report screen
 - Adding an additional expense
 - Attaching receipts
 - Review and submit
 - Recall option after submit
 - Icons Legend
 - Items to note
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

SAP Concur Training_v.2



Creating and submitting your Expense Report



◀ PREV

NEXT ▶

Create an Expense Report

Menu

- ▼ Welcome and Introduction
 - SAP Concur Expense Training
 - Learning Objectives
 - Logging in
 - Homepage Screen
 - Profile Settings
 - Profile Options
 - Importing Personal CC's
 - Add Bank Information
 - Delegate Options
 - Delegation Process and Proce...
- ▶ Submitting Expense Reports
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report
 - Items to note

SAP Concur Training_v.2

SAP Concur Expense App Center Help

Profile

IEEE Advancing Technology for Humanity

Hello, Volunteer

+ Start a Report

+ Upload Receipts

12 Available Expenses

06 Open Reports

COMPANY NOTES

Western Union
Link
Concur Training Toolkit
This link will provide information to utilise the Concur Expense System.

MY TASKS

12 Available Expenses	06 Open Reports
01/30 No Vendor Supplied \$-29.00	10/15 test 101518 \$330.00
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01/28 SHUTTLE EXPRESS \$72.00	10/15 testing \$6.25

◀ PREV NEXT ▶

Start a Report


SAP Concur Training_v.2

Menu

- ▶ Welcome and Introduction
- ▼ Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report**
 - Expense Report Purposes
 - Level 1 drop down
 - New Report screen
 - Adding an additional expense
 - Attaching receipts
 - Review and submit
 - Recall option after submit
 - Icons Legend
 - Items to note
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

Click here to begin

+ Start a Report	+ Upload Receipts	12 Available Expenses	06 Open Reports
----------------------------	-----------------------------	---------------------------------	---------------------------



◀ PREV NEXT ▶

Create an Expense Report

Menu

- ▶ Welcome and Introduction
- ▼ Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report**
 - Expense Report Purposes
 - Level 1 drop down
 - New Report screen
 - Adding an additional expense
 - Attaching receipts
 - Review and submit
 - Recall option after submit
 - Icons Legend
 - Items to note
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

SAP Concur Training_v.2

Click here to **+** Start a **+** Upload **12** Available **06** Open


Manage Expenses


Create a New Expense Report

Report Header

Report Name **1** Report Date **2** 10/31/2018 Comment

Expense Report Purpose Level 1 **3** Expense Report Purpose Level 2 Expense Report Purpose Level 3 Expense Report Purpose Level 4

 Fields you are required to fill out are indicated by a vertical red line



◀ PREV NEXT ▶

Expense Report Purpose

Menu

- ▶ Welcome and Introduction
- ▼ Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report**
 - Expense Report Purposes
 - Level 1 drop down
 - New Report screen
 - Adding an additional expense
 - Attaching receipts
 - Review and submit
 - Recall option after submit
 - Icons Legend
 - Items to note
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

SAP Concur Training_v.2

Click here to **+** Start a **+** Upload **12** Available **06** Open

Expense Report Purpose Level 1

This field, and the subsequent report purpose fields, will drive the approval workflow, the correct coding for accounting purposes, and make sure the report is sent to the correct approvers. More information on filling out the Expense Report Purpose fields will be provided on the following slides.

Create a New Report

Report Header

Report Name

Expense Report Purpose Level 1 **3** Expense Report Purpose Level 2 Expense Report Purpose Level 3 Expense Report Purpose Level 4

Fields you are required to fill out are indicated by a vertical red line

Click to continue **IEEE**


◀ PREV NEXT ▶

Expense Report Purpose

SAP Concur Training_v.2

Expense Report Purposes

- It is very important that you select the correct “Expense Report Purpose” when filling out your expense reports.
- The Expense Report Purpose identifies what function, department, society, committee, etc. you are traveling for, or incurring expenses on behalf of.
- The Expense Report Purposes consists of four required fields or “levels”
- Your selection at each level will determine the options in the next level. As you select each level, your options will become more specific to your selected function, department, society, committee, etc.
- Every level requires a selection, even if it is “N/A”.
- If you are unsure as to what to select, please contact your IEEE point of contact.



Menu

- ▶ Welcome and Introduction
- ▼ Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report
 - Expense Report Purposes**
 - Level 1 drop down
 - New Report screen
 - Adding an additional expense
 - Attaching receipts
 - Review and submit
 - Recall option after submit
 - Icons Legend
 - Items to note
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

◀ PREV NEXT ▶

Expense Report Purpose

Level 1
Technical Activities Societies

Level 2
Instrumentation & Measurement

Level 3
Chapter Committee Exp

Level 4
00000

New Report Screen

SAP Concur Training_v.2

Menu

- ▶ Welcome and Introduction
- ▼ Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report
 - Expense Report Purposes
 - Level 1 drop down
 - New Report screen**
 - Adding an additional expense
 - Attaching receipts
 - Review and submit
 - Recall option after submit
 - Icons Legend
 - Items to note
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

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


✓ Recently Used Expense Types

Laundry	Hotel	Individual Meals	Supplies/Postage/ST
---------	-------	------------------	---------------------

All Expense Types

01. Travel Expenses	...02. Transportation	...02. Transportation	04. Office Expenses
Hotel	Car Rental	Load Charges	Supplies/Postage/ST
Laundry	Fuel Charges - Rental		06. Communications
02. Transportation	Parking		Internet/Online Fees
Airfare	Personal Car Mileage	al Meals	07. Fees
Airline Fees	Taxi, Bus, Uber, etc.	Meals with Guests	Agency Booking Fee

Click here to create expense



◀ PREV NEXT ▶

Add hotel expense

Menu

- ▶ Welcome and Introduction
- ▼ Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report
 - Expense Report Purposes
 - Level 1 drop down
 - New Report screen
 - Adding an additional expense**
 - Attaching receipts
 - Review and submit
 - Recall option after submit
 - Icons Legend
 - Items to note
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

SAP Concur Training_v.2

New Expense

Expense Type: Hotel | Transaction Date: 10/01/2018 | Vendor: Harrah's | City of Purchase: Atlantic City, New Jersey | Payment Type: Out of Pocket | Amount: 250.00 USD

Comment: []

Expense Report Purpose Level 1: TA Societies | Expense Report Purpose Level 2: Signal Processing Society | Expense Report Purpose Level 3: TAB Meeting Series | Expense Report Purpose Level 4: (XPRES) TA Societies - Sign.

Entity: [] | Business Unit: [] | Cost Center: []

Expense | Nightly Lodging Expenses | Available Receipt

Check-in Date: 10/01/2018 | Check-out Date: 10/02/2018 | Number of Nights: 1

Recurring Charges (each night)

Room Rate: [] | Room Tax: []

Other Room Tax 1: [] | Other Room Tax 2: []

Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type: Choose an expense type | Amount: []

Expense Type: Choose an expense type | Amount: []

Click to Continue

◀ PREV NEXT ▶

Attach a receipt

SAP Concur Training_v.2

Attaching receipts

Meeting Series

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Expenses

<input type="checkbox"/>	Date	Expense Type		
<i>Adding New Expense</i>				
<input type="checkbox"/>	10/01/2018	Car Rental Avis, Atlantic City, New Jersey		
<input type="checkbox"/>	> 10/01/2018	Hotel Harrah's, Atlantic City, New Jersey	\$250.00	\$250.00

Receipts Required
Check Receipts
Attach Receipt Images
View Available Receipts
Missing Receipt Affidavit

EE

Navigation: < PREV NEXT >

Menu

- Welcome and Introduction
- Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report
 - Expense Report Purposes
 - Level 1 drop down
 - New Report screen
 - Adding an additional expense
 - Attaching receipts**
 - Review and submit
 - Recall option after submit
 - Icons Legend
 - Items to note
- Receipt capture options
- Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- Approving Expense Reports
- Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

Review and Submit

Menu

- ▶ Welcome and Introduction
- ▼ Submitting Expense Reports
 - Creating and submitting your ...
 - Start a report
 - Expense Report Purposes
 - Level 1 drop down
 - New Report screen
 - Adding an additional expense
 - Attaching receipts
 - Review and submit**
 - Recall option after submit
 - Icons Legend
 - Items to note
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expe...
 - Tracking the Status of your Ex...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▼ Using the Mobile App
 - Using the Mobile App
 - Concur Mobile Registration
 - Signing in to app
 - Create new expense
 - Move to report
 - New Report
 - Adding attendees
 - Report Ready to Review
 - Submit Report

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Meeting Series Delete Report Submit Report

+ New Expense Import Expenses Details • Receipts • Print / Email •

Expenses Move Delete Copy View • <

Adding New Expense

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	10/01/2018	Car Rental Avis, Atlantic City, New Jersey	\$80.00	\$80.00
<input type="checkbox"/>	▶ 10/01/2018	Hotel Harrath's, Atlantic City, New Jersey	\$250.00	\$250.00

TOTAL AMOUNT **\$330.00** TOTAL REQUESTED **\$330.00**

New Expense Available Receipts

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.

Recently Used Expense Types

- Hotel
- Laundry
- Airfare
- Individual Meals
- Car Rental

All Expense Types

- 01. Travel Expenses**
 - Hotel
 - Laundry
- 02. Transportation**
 - Airfare
 - Airline Fees
 - Car Rental
 - Fuel Charges - Rental Car Only
 - Parking
 - Personal Car Mileage
- ...02. Transportation**
 - Taxi, Bus, Uber, etc.
 - Tolls/Road Charges
 - Train
- 03. Meals**
 - Individual Meals
 - Meals with Guests
- 04. Office Expenses**
 - Supplies/Postage/Shipping/Printing/etc.
- 06. Communications**
- 07. Fees**
 - Agency Booking Fees
 - Currency Exchange Fees
- 08. Other**
 - Dues/Membership
 - Miscellaneous
 - Subscriptions
 - Tips/Gratuities
 - Training/Seminars

Click here to submit!

Delete Report Submit Report

PREV NEXT

Report Submitted


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Report Submitted

Manage Expenses

\$10.00 Exceptions Approved & In Accounting Review	\$66.00 Approved & In Accounting Review	\$364.50 Approved & In Accounting Review	\$10.00 Report Pending Approval
SUBMITTED 10/24/2018 Test 102418 \$10.00 Exceptions Report Pending Approval	SUBMITTED 11/06/2018 Meeting Series \$330.00 Report Pending Approval		

Click here to view



Navigation: [Speaker] [Play] [Progress Bar] [Refresh] [PREV] [NEXT]

Recall a Report



Manage Expenses

View Transactions

HelenaRamos TreasurersMeeting

Delete Report

Submit Report

+ New Expense

Import Expenses

Details

Receipts

Print / Email

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			
04/08/2019	Taxi, Bus, Uber, etc. Lisboa, PORTUGAL	17,05	€ 17,05
04/07/2019	Hotel Moxy NYC Times Squ	240,68	€ 240,68
04/07/2019	Taxi, Bus, Uber, etc. Uber, New York, New	93,15	€ 93,15
04/07/2019	Currency Exchange Fees Lisboa, PORTUGAL	2,63	€ 2,63
04/06/2019	Individual Meals Gelso & Grant, New York, New Y	44,55 USD 50,00	€ 44,55
04/06/2019	Individual Meals Coffe shop, New York, New York	20,50 USD 23,00	€ 20,50
04/05/2019	Individual Meals	46,40	€ 46,40
TOTAL AMOUNT			TOTAL REQUESTED

- Report
- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments
- Allocations
- Allocations

New Expense

Available Receipts

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.

Recently Used Expense Types

- Individual Meals
- Currency Exchange Fees
- Train
- Hotel
- Taxi, Bus, Uber, etc.

All Expense Types

- 01. Travel Expenses**
 - Hotel
 - Laundry
 - Airfare
- 02. Transportation**
- 03. Meals**
 - Meals with Guests
- 04. Office Expenses**
 - Supplies/Postage/Shipping/Printing/etc.
- 06. Communications**

Tracking the Status of the ER

Menu

- ▶ Welcome and Introduction
- ▶ Submitting Expense Reports
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expens...
 - Tracking the Status of your Expe...
 - Accessing open reports
 - Open report detail
- ▶ Approving Expense Reports
- ▶ Using the Mobile App
- ▼ Summary and Resources
 - Summary and resources
 - Volunteer User Experience Ben...
 - SAP Concur's User Support Desk
 - Additional Resources

SAP Concur Training_v.2



Tracking the Status of your Expense Report



Open Report Detail

Menu

- ▶ Welcome and Introduction
- ▶ Submitting Expense Reports
- ▶ Receipt capture options
- ▼ Tracking the Status of your Expens...
 - Tracking the Status of your Expe...
 - Accessing open reports
 - Open report detail**
- ▶ Approving Expense Reports
- ▶ Using the Mobile App
- ▶ Summary and Resources

SAP Concur Training_v.2

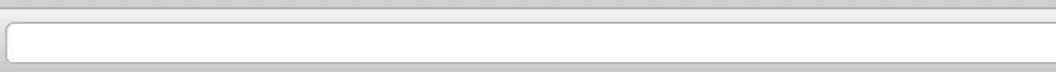
The screenshot shows the SAP Concur Expense Report Detail interface. At the top, there is a navigation bar with 'SAP Concur', 'Expense', and 'App Center'. Below this, there are tabs for 'Manage Expenses' and 'View Transactions'. The main content area is titled 'Meeting Series' and includes a 'Summary' tab and a 'Details' tab. A blue arrow points to the 'Details' tab with the text 'Click here'. Below the tabs, there is a table of expenses:

Date	Expense Type	Amount	Requested
01/28/2018	Car Rental VERIFONE TRANSP SYSTEMS, Pte	\$90.00	\$90.00
01/28/2018	Hotel Crowne Plaza, Philadelphia, Pennsyt	\$265.00	\$265.00

At the bottom of the table, there are two summary rows: 'TOTAL AMOUNT \$355.00' and 'TOTAL REQUESTED \$355.00'. To the right of the table, there is a 'Report Summary' section with a 'Report Totals' table:

Amount Due Company	Amount Due Company Card	Amount Due Employee
\$0.00	\$90.00	\$265.00

The interface also includes a 'Recall' button, a 'Copy Report' button, and a 'Show Exceptions' link. The IEE logo is visible in the bottom right corner.

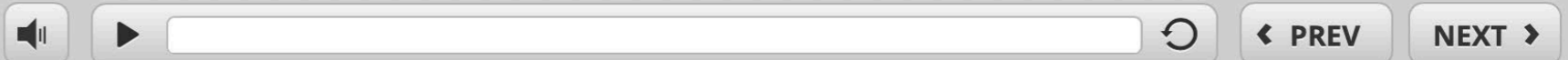


Receipt Capturing

Menu

- ▶ Welcome and Introduction
- ▶ Submitting Expense Reports
- ▼ Receipt capture options
 - Receipt Capturing
 - Submitting Receipts
 - Upload Receipts
 - Concur Mobile App
 - Linked 3rd Party Applications
- ▶ Tracking the Status of your Expens...
- ▶ Approving Expense Reports
- ▶ Using the Mobile App
- ▼ Summary and Resources
 - Summary and resources
 - Volunteer User Experience Ben...
 - SAP Concur's User Support Desk
 - Additional Resources

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3 Ways to Capture and Submit Receipt Images

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Submitting Receipts

- Receipt images are required for all transactions over \$25 - regardless of the type of expense
- Receipt images are only required for a transaction that is \$25 or under if it is labeled as “Miscellaneous”
- There are three ways to capture and submit receipt images:

[Upload Receipts \(Take a Picture\)](#) [Mobile App](#) [Linked 3rd Party Applications](#)

Click to proceed to the next chapter 

Menu

- ▶ Welcome and Introduction
- ▶ Submitting Expense Reports
- ▼ Receipt capture options
 - Receipt Capturing
 - Submitting Receipts**
 - Upload Receipts
 - Concur Mobile App
 - Linked 3rd Party Applications
- ▶ Tracking the Status of your Expens...
- ▶ Approving Expense Reports
- ▶ Using the Mobile App
- ▼ Summary and Resources
 - Summary and resources
 - Volunteer User Experience Ben...
 - SAP Concur's User Support Desk
 - Additional Resources

◀ PREV NEXT ▶

Submitting Receipts

Menu

- ▶ Welcome and Introduction
- ▶ Submitting Expense Reports
- ▼ Receipt capture options
 - Receipt Capturing
 - Submitting Receipts
 - Submitting Receipts**
- Concur Mobile App
- Linked 3rd Party Applications
- ▶ Tracking the Status of your Expenses...
- ▶ Approving Expense Reports
- ▶ Using the Mobile App
- ▼ Summary and Resources
 - Summary and resources
 - Volunteer User Experience Ben...
 - SAP Concur's User Support Desk
 - Additional Resources

SAP Concur Training_v.2

Manage Expenses View Transactions

Manage Expenses

AVAILABLE EXPENSES

All Cards Move +

<input type="checkbox"/> Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/> STARBUCKS N SAT SEA SEATTLE, WA	Individual Meals	⊖	01/05/2018	\$5.53
<input type="checkbox"/> B-SMOOTH CHICAGO, IL	ZNotUsed-Dinner	⊖	01/28/2018	\$10.23
<input type="checkbox"/> AMS OLYMPIC NASHVILLE-JV NASH...	Undefined	⊖	01/28/2018	\$8.46
<input type="checkbox"/> American Airlines TULSA, OK	Airfare	⊖	01/28/2018	\$645.80
<input type="checkbox"/> AIR CANADA WINNIPEG, MB	Undefined	⊖	01/28/2018	CAD 671.50
<input type="checkbox"/> No Vendor Supplied	Undefined	⊖	01/30/2018	-\$29.00

AVAILABLE RECEIPTS

Click here or drag & drop files to upload new receipt images.

test.pdf

IEEE Audit profile (1).pdf

Click here to proceed

PREV NEXT

Using App Mobile

Menu

- ▶ Welcome and Introduction
- ▶ Submitting Expense Reports
- ▼ Receipt capture options
 - Receipt Capturing
 - Submitting Receipts
 - Upload Receipts
- Concur Mobile App**
- Linked 3rd Party Applications
- ▶ Tracking the Status of your Expens...
- ▶ Approving Expense Reports
- ▶ Using the Mobile App
- ▼ Summary and Resources
 - Summary and resources
 - Volunteer User Experience Ben...
 - SAP Concur's User Support Desk
 - Additional Resources

SAP Concur Training_v.2

Using the Concur Mobile App

Verizon 2:24 PM

Expenses
List of your expenses

Expense Reports
Review and submit your reports

Approvals
Approve items anywhere, anytime

Click here

Expensell Create Mileage

IEEE

◀ PREV NEXT ▶

Using App Mobile

SAP Concur Training_v.2

Menu

- ▶ Welcome and Introduction
- ▶ Submitting Expense Reports
- ▼ Receipt capture options
 - Receipt Capturing
 - Submitting Receipts
 - Upload Receipts
- Concur Mobile App**
- Linked 3rd Party Applications
- ▶ Tracking the Status of your Expense...
- ▶ Approving Expense Reports
- ▶ Using the Mobile App
- ▶ Summary and Resources

Expenses
List of your expenses

Expense Reports
Review and submit your reports

Approvals
Approve items anywhere, anytime

Expensell **Create** **Mileage**

Retake **Use**

405 Commons Way
Bridgewater, NJ 08807

Check # :11353-4545

Table 402
Briana L
10:00 PM 11/03/2018 Gst 10
Transaction #:489144054

AID: A0000000031010
TC: 257B22DF96EC6E87
App Name/Label: VISA CREDIT
Card Verification: Signature
Tran Datasource: Chip

Card Number
xxxxxxxxxxxx1171 Auth Code
086600
Visa

Check Amount 140.00

Tip.....

Total...

Verizon 2:24 PM

Expensell Create Mileage

PREV NEXT

How to Include Currency Exchange Fee?

The screenshot displays the SAP Concur Expense management interface. At the top, the navigation bar includes 'SAP Concur', 'Expense', 'Approvals', and 'App Center'. On the right, there are links for 'Support', 'Help', and a 'Profile' dropdown. Below the navigation bar, the main content area is titled 'Sample' and contains a 'Manage Expenses' / 'View Transactions' toggle. A toolbar includes '+ New Expense', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A table header for 'Expenses' shows columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A light blue box highlights the 'Adding New Expense' section. On the right, the 'New Expense' form is open, featuring an 'Expense Type' input field and a list of 'Recently Used Expense Types' including 'Individual Meals', 'Hotel', 'Currency Exchange Fees', 'Taxi, Bus, Uber, etc.', and 'Train'. Below this, 'All Expense Types' are listed, with '01. Travel Expenses' containing 'Hotel' and 'Laundry'. At the bottom, a summary table shows 'TOTAL AMOUNT' and 'TOTAL REQUESTED' both as '€ 0,00'.

SAP Concur Expense Approvals App Center Support Help Profile

Manage Expenses View Transactions

Sample Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

Adding New Expense

New Expense Available Receipts

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.

Recently Used Expense Types

- Individual Meals
- Hotel
- Currency Exchange Fees
- Taxi, Bus, Uber, etc.
- Train

All Expense Types

01. Travel Expenses

- Hotel
- Laundry

TOTAL AMOUNT TOTAL REQUESTED

€ 0,00 € 0,00

For example: a meal in Lisbon

SAP Concur Expense Approvals App Center Support | Help Profile

Manage Expenses View Transactions

Sample

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type: Individual Meals Transaction Date: 04/14/2019

Enter Vendor Name: City of Purchase:

Payment Type: Out of Pocket **Amount: EUR**

Personal Expense (do not reimburse) Comment:

Expense Report Purpose Level 1: Technical Activities Societies Expense Report Purpose Level 2: Instrumentation & Measurement

Expense Report Purpose Level 3: Fall AdCom Meeting Expense Report Purpose Level 4: (MTG03) TA Societies - I&M

Save Itemize Attach Receipt Cancel

TOTAL AMOUNT: € 0,00 TOTAL REQUESTED: € 0,00

For example: a meal in US

SAP Concur Expense Approvals App Center Support | Help Profile

Manage Expenses View Transactions

Sample

Delete Report Submit Report

+ New Expense Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type: Individual Meals Transaction Date: 04/14/2019

Enter Vendor Name: City of Purchase: New Brunswick, New Jersey

Payment Type: Out of Pocket

Amount	Rate (EUR=1 USD)	=Amount in EUR
56,49 USD	0,88517509	50,00

Personal Expense (do not reimburse) Comment:

Expense Report Purpose Level 1: Technical Activities Societies Expense Report Purpose Level 2: Instrumentation & Measurem

Save Itemize Attach Receipt Cancel

TOTAL AMOUNT € 0,00 TOTAL REQUESTED € 0,00

- If we fulfill with the receipt's value, the EUR value determined by CONCUR is less than the value charged by the VISA card
- If we adjust to the EUR value charged by the VISA card, then the \$ value is not equal to the receipt (**wrong way!**)
- Possible solution:
For each expense a "Currency Exchange Fee" expense must be included. The "Receipt" is the *bank statement*.



Thank You!