We are moving **Guest Reimbursements** from Concur to Jaggaer. This means guests will be required to submit an invoice for their expenses. Invoices <u>must contain</u>: Invoice Number (include the word "Reimbursement" in the invoice number), Date, Description of Expenses, Amount(s), Payee name and mailing address.

Guests must submit receipts along with their invoice; however departments are *NOT* required to include copies of the receipts in Jaggaer when processing for payment. Note: If services are also provided, guests can include their expenses on the service invoice.

Exciting News!

We are now accepting Level III receipts in Concur. This means users do NOT need to attach additional receipts when Level III receipts are provided. Read more about this at the Managing Expenses in Concur webpage.

REQUIRED - We are experiencing an increase in returned checks when mailing to international payees. Effective immediately, when submitting an international payment request in Jaggaer, submitters must attach a completed FedEx form from the TCU Mailing Services webpage.

Leaving TCU or transferring to a new department? If so, be sure to visit the Travel & Expense page on the Finance & Administration website for an easy-to-use off-boarding **checklist**. If you're a Concur approver and employees have left TCU or transferred from your department, you want to make sure to review this document to ensure workflow and other requirements are addressed.

Coming Soon

You will begin to see descriptions when selecting Concur expense types, and quick tips when completing required information in Concur expenses. Descriptions will clarify use of expense types, while Quick Tips will provide additional information such as tax consequences. Please be sure to review the information in these new features when creating Concur reports.

Need help with Jaggaer? Visit the Jaggaer Resources page on the Finance & Administration website for Quick Reference Guides & training videos. https://finance.tcu.edu/jaggaer-resources/index.php

Need help with Concur? Visit the Travel & Expense page on the Finance & Administration website for getting started with Concur resources, as well as important information for before, during and after travel. https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php