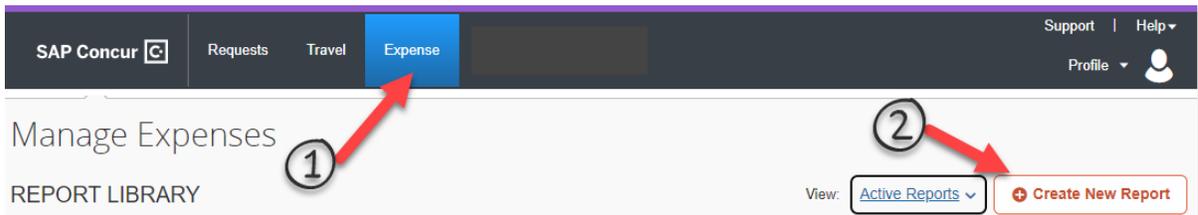


Creating and Submitting a Reimbursement for a TCU Guest

The Concur Expense module has been set-up to allow for reimbursements of Guests that reside ONLY in Canada or the United States. These must be processed by a TCU employee that has a Concur profile.

To complete a Guest Reimbursement in Concur:

1. Click on **Expense**
2. Select **Create New Report**



3. Complete the Report Header as follows:

Report Type	Select *TCU Guest Reimbursements from the drop-down list
Report Name	Enter the name of the Report, Trip, Event or other information that describes the report to yourself and the Approver.
Report Start Date	Enter the first day of the engagement/trip
Report End Date	Enter the last day of the engagement/trip
Payee/Traveler Type	Select Guest from the drop-down list
Business Purpose	Select an appropriate Business Purpose from the list
Trip Type	Select an appropriate Trip Type from the list
Payee Full Name	Enter the Payee's full Legal name – this is what will be printed on the check
Check Delivery Address 1	Enter the verified street address. This is the address where the check will be mailed to and updated in PeopleSoft.
Check Delivery Address 2	Do not use unless additional address space is needed, i.e. apartment or suite #, Attn to reference
City	Enter the City name
State	Select the State from the provided list

Zip	<i>Enter the zip code</i>
Country	<i>Select the appropriate country. Options are Canada or United States.</i>
Business Unit	<i>This will default based on your profile, update as appropriate.</i>
Fund	<i>This will default based on your profile, update as appropriate.</i>
Department	<i>This will default based on your profile, update as appropriate.</i>
Project	<i>This will default based on your profile, update as appropriate.</i>
Comment	<i>Additional information can be added here.</i>

Example:

Create New Report

[Create From an Approved Request](#) * Required field

Report Type *

Report Name * Report Start Date *

Report End Date *

Payee / Traveler Type * Business Purpose *

Trip Type *

Create New Report

<p>Payee Full Name * <input type="text" value="John Smith"/></p>	<p>Check Delivery Address 1 * <input type="text" value="123 Main Street"/></p>				
<p>Check Delivery Address 2 <input type="text" value="Apt 12345"/></p>	<p>City * <input type="text" value="Anytown"/></p>				
<p>State * <input type="text" value="Texas"/></p>	<p>Zip * <input type="text" value="99999"/></p>				
<p>Country * <input type="text" value="United States"/></p>					
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Business Unit * 1 <input type="text" value="(BRITE) Brite Divinity School"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Fund * 2 <input type="text" value="(10204) Brite Student Government"/></p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Department * 3 <input type="text" value="(12951) Brite Fixed Assets"/></p> </td> <td style="vertical-align: top;"> <p>Project <input type="text"/></p> </td> </tr> </table>		<p>Business Unit * 1 <input type="text" value="(BRITE) Brite Divinity School"/></p>	<p>Fund * 2 <input type="text" value="(10204) Brite Student Government"/></p>	<p>Department * 3 <input type="text" value="(12951) Brite Fixed Assets"/></p>	<p>Project <input type="text"/></p>
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<p>Department * 3 <input type="text" value="(12951) Brite Fixed Assets"/></p>	<p>Project <input type="text"/></p>				

4. Once the header is complete, select **CREATE REPORT**
5. Select **ADD EXPENSE** and then select the appropriate expense type.
 - Specifically for Guests reimbursements –
 - Traveler Type must always be “Guest”
 - Payment Type must always be “Guest Reimbursement”
 - Complete the required fields on the form and attach required receipts. You will see that certain fields will copy down from the header – this is expected, and you can change them if needed.
 - Allocate the expense if it should be charged to a different department than what was on the header.

New Expense Cancel **Save Expense**

Details **Itemizations** Hide Receipt

Allocate * Required field

Expense Type *
Ground Transportation

Transaction Date *
05/02/2023

Business Purpose *
Workshop/Presentation/Speaker

Type of Ground Transportation *
App Based Rideshare

Trip Type *
2. In-State - Overnight

Traveler Type *
Guest

Supplier *
Uber

Payment Type *
Guest Reimbursement

Amount *
27.35

Currency *
US, Dollar

Comment
ride from airport to campus

RECEIPT No. **123456**

DATE: _____

FROM: _____ \$ _____

_____ DOLLARS

FOR RENT
 FOR _____

ACCT. _____	<input type="radio"/> CASH	FROM _____ TO _____
PAID _____	<input type="radio"/> CHECK	
DUE _____	<input type="radio"/> MONEY ORDER	BY _____
	<input type="radio"/> CREDIT CARD	

A-2501
T-46800

6. Repeat step #5 for each expense that should be included on the guest reimbursement request.
7. Once everything has been added, select **SUBMIT REPORT**. The report will now route through the appropriate approvals.