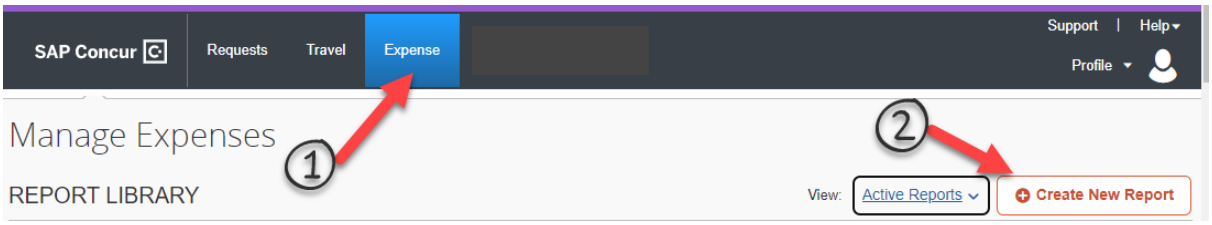
Creating and Submitting a Reimbursement for a TCU Guest

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**

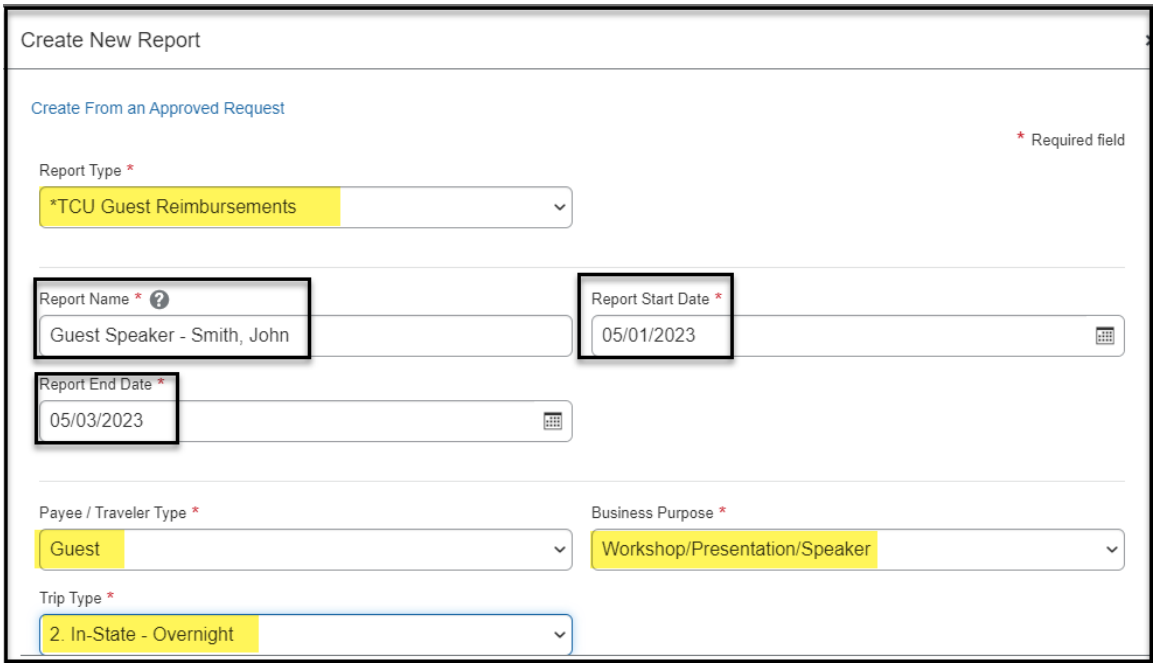


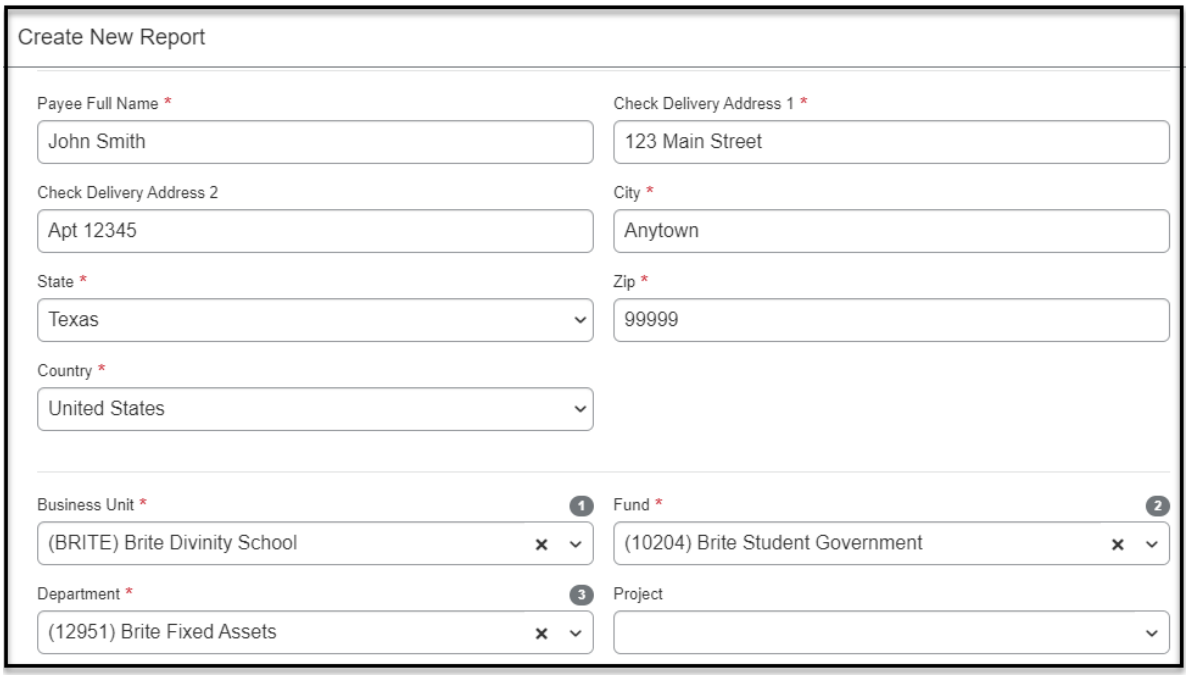
3. Complete the Report Header as follows:

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*

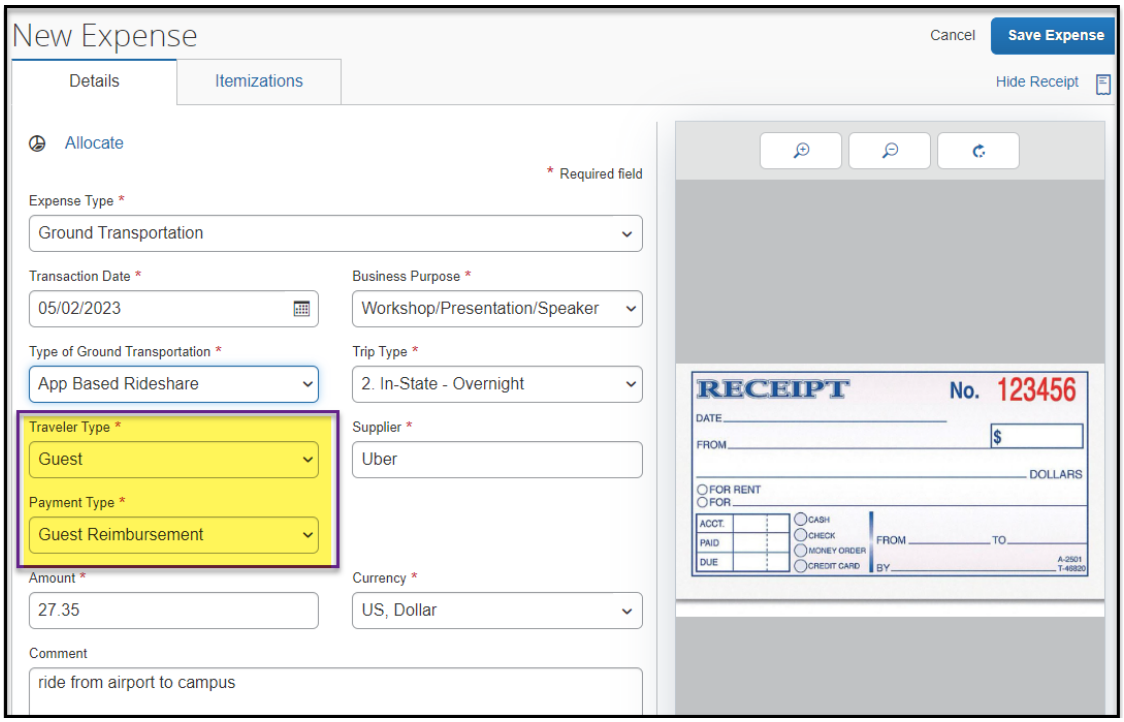
Zip	*Enter the zip code*
Country	*Select the appropriate country. Options are Canada or United States.*
Business Unit	*This will default based on your profile, update as appropriate.*
Fund	*This will default based on your profile, update as appropriate.*
Department	*This will default based on your profile,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

Example:





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.



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.