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

SAP Concur 🖸	Requests	Travel	Expense	Support Help + Profile +
Manage Exp	enses			2
REPORT LIBRAR	Y			View: Active Reports 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
Тгір Туре	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:

Create New Report	
Create From an Approved Request	* Required field
Report Type *	r coquiro a note
*TCU Guest Reimbursements ~	
Report Name * 🕢	Report Start Date *
Guest Speaker - Smith, John	05/01/2023
Report End Date * 05/03/2023	
Payee / Traveler Type *	Business Purpose *
Guest ~	Workshop/Presentation/Speaker ~
Trip Type *	
2. In-State - Overnight	

Create New Report	
Payee Full Name *	Check Delivery Address 1 *
John Smith	123 Main Street
Check Delivery Address 2	City *
Apt 12345	Anytown
State *	Zip *
Texas ~	99999
Country *	
United States ~	
Business Unit *	Fund *
(BRITE) Brite Divinity School x ~	(10204) Brite Student Government x ~
Department * 3	Project
(12951) Brite Fixed Assets × ~	`

- 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 Expens	se				Cancel	Save Expense
Details	Itemizations					Hide Receipt 🗐
llocate		* Require	ed field	Q	¢	
Expense Type *						
Ground Transporta	ition		~			
Transaction Date *		Business Purpose *				
05/02/2023		Workshop/Presentation/Speaker	~			
Type of Ground Transpo	rtation *	Trip Type *				
App Based Ridesh	are 🗸	2. In-State - Overnight	~	RECEIPT	No.	123456
Traveler Type *		Supplier *		DATE		\$
Guest	~	Uber		FROM		DOLLARS
Payment Type *				OFOR RENT OFOR		
Guest Reimbursen	nent 🗸			ACCT. CASH PAID CHECK PAID CHECK FROM		.то
Amount *		Currency *		DUE CREDIT CARD BY		A-2501
27.35		US, Dollar	~			
Comment						
ride from airport to	campus					

- 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.