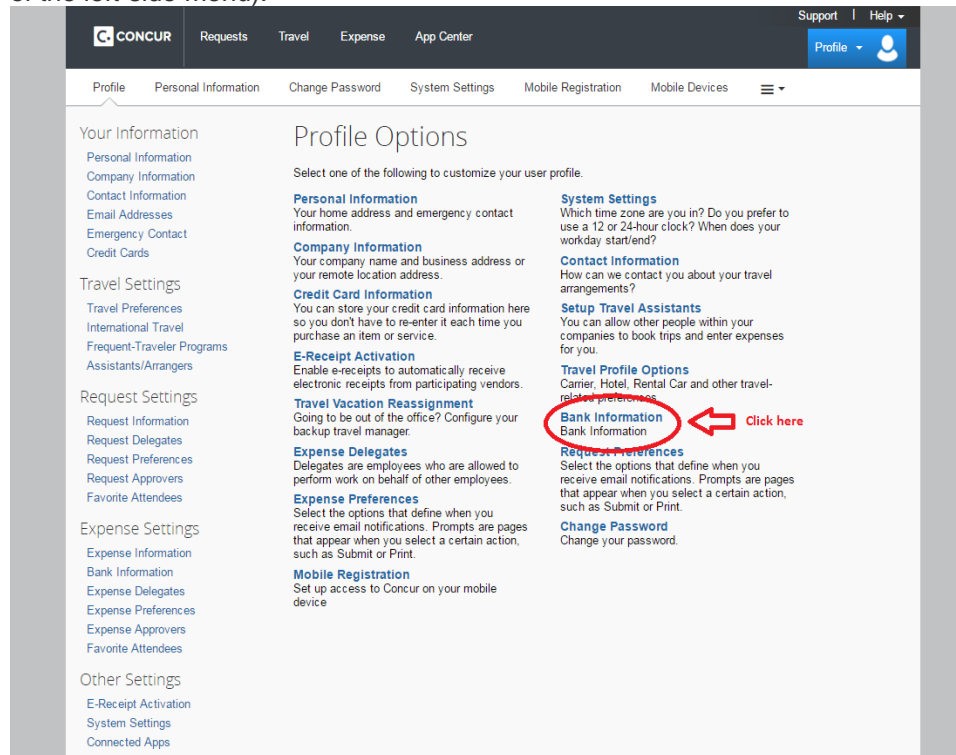


Reimbursement Process on Concur



How to Submit Your Reimbursement Request

1. **Login/Password** – Sign in to [Concur](#) (SSO):
 - Username = LLU email (e.g. jsmith@llu.edu)
 - Password = password for your LLU email
2. **Bank Information** – For first time users, add your bank information for direct deposit payment on [Concur](#). Please allow a few days for the bank information to be verified.
 - a. Click **Profile > Profile Settings > Bank Information** (in the **Expense Settings** section of the left-side menu).



- b. Complete the required fields.

Bank Information Enter all required fields. Make sure to click the "Agree to the use requirements below" box and save.

Bank Country UNITED STATES	Bank Currency US, Dollar	
Routing Number This field is required	Bank Account Number This field is required	Re-Type Bank Account Number
Bank Name This field is required	Branch Location	Account Type Checking
Status Confirmed	Active Yes	
Personal Address Line 1 This field is required	Personal Address Line 2	
City This field is required	State This field is required	ZIP Code This field is required

☒ Agree to the use requirements below

- c. Make sure your bank information has been confirmed within 1-4 days.

Account History							
Routing N...	Bank Acc...	Account T...	Active	Activity	Description	Last Cha...	Changed ...
		Checking	Yes	Confirmed	The account is eligible to receive payments.		
		Checking	Yes	Confirmed	The account is eligible to receive payments.		
		Checking	Yes	Changed	The bank account information was either created or changed.		

3. **Create Expense Report** - Create the expense report for the item you would like to be reimbursed through the GME Educational Fund or Program Dept. Fund.
- a. On the menu, click **Expense > Manage Expenses** (on the sub-menu). Click the **Create New Report** button.

- b. Complete all required fields only (those with red asterisk) and click **Create Report** on the bottom right-hand side.
- c. For **Business Purpose**, please state what fund you are requesting from: **GME Educational Fund or Reimbursed with Dept.** Funds to ensure it is deducted from the appropriate fund.

- d. Press **Add Expense** to add expenses to this report.
- e. Select the **Expense Type** from the drop down list or type in expense type to search from the drop down list.
- f. Fill in all required fields (those with red bars).
 - i. **Amount:** Make sure the amount reflect the balance in your GME Educational Fund or Dept. Fund instead of the actual cost when requesting partial reimbursement. This is considered the total requested amount. The expense may be returned to you if the total requested amount is over the balance in your GME Educational Fund. [Email](#) to find out your balance.
 - ii. **Add Receipt:** Upload one file at a time, press save after each attachment. Make sure to upload both a receipt and the posted credit card transaction/statement showing proof of payment for the expense. You can redact any credit card information that does not pertain to the expense to be reimbursed.
- g. Click **Save** to save all entered information for the expense report.

SAP Concur Manage Expenses

Requests Travel **Expense** App Center

Profile Help

Cancel **Save Expense**

Hide Receipt

New Expense

Details Itemizations

Allocate

Expense Type *
Licensing-Medical 632101

Transaction Date *
MM/DD/YYYY

Enter Vendor Name *

Payment Type *
Out of Pocket

Amount *

Business Purpose *
Educational Fund or Reimbursed with Dept...

City of Purchase

Currency *
US, Dollar

☐ Personal Expense (do not reimburse)

Comment

Save Expense **Save and Add Another** Cancel

Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Fill in all required fields only (those with red asterisk) and enter the amount of the expense. The amount should not be more than the balance in your educational fund or dept. fund when requesting for reimbursement. Otherwise, it will cause further processing delays.

DO NOT use the following expense types:
Employee Apparel
Employee Education - Tuition
Gifts
Non-Payroll Benefits

Attach Receipt

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Upload New Receipt



You have no available receipts

4. **Submit Your Expense Report.**
 - a. The **Final Review** window appears.
 - b. Review the information for accuracy.
 - c. Click **Submit Report**.

The screenshot displays the SAP Concur 'Manage Expenses' interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), and 'App Center'. The user's profile and help options are on the right. The main content area shows 'Step 3 Exam \$915.00' with a 'Not Submitted' status and 'Report Number: OEIOL0'. A 'More Actions' dropdown and a red 'Submit Report' button are visible. Below this, there are links for 'Report Details', 'Print/Share', 'Manage Receipts', and 'View Available Receipts'. A toolbar contains buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table lists the expense details:

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Licensing-Medical 632101	FSMB	09/01/2023	\$915.00
						\$915.00

How to Look Up the Status of Your Expense Report

Expense Report Status

Approval workflow once you submit your expense report.
On the expense report page, click **Details > Approval Flow** which will show the steps for a complete expense report approval:

- Manager Approval (GME Office)
- Accounting Approval (LLUHEC Accounting)

The screenshot shows the SAP Concur 'Manage Expenses' page for an expense report titled 'Step 3 \$925.00'. The report is in 'Submitted & Pending Approval' status with Report Number D8ZLKV. A red text overlay says 'Click Details > Report Timeline to view the status of approval and/or comments made by reviewers.' The 'Report' dropdown menu is open, with 'Report Timeline' highlighted. To the right, the 'Approval Flow' diagram shows two steps: 'Manager Approval' by Marilyn B. Houghton (GME Office) and 'Approval for Processing' by LLUH Accounting (Melissa Sell).

Report	Payment Type	Expense Type	Vendor Details	Date	Requested
Audit Trail	Out of Pocket	Licensing-Medical 632101	FSMB	09/06/2023	\$925.00
Allocation Summary					
Report Payments					\$925.00

Payment Status

Estimated payment date will be issued once the expense report has received accounting approval.

On the expense report page, click **Report Details > Report Payments**

The screenshot shows the 'Report Payments' section of the SAP Concur interface. The 'Report Details' dropdown menu is open, with 'Report Payments' highlighted. The 'Report Payments' table shows a payment initiated on 09/18/2023.

Estimated Date	Status	Description	Payment To	Amount
09/18/2023	Initiated	The payment was initiated but has yet to be released by your organization for processing. The Estimated Payment Date is based on the date your organization is scheduled to release the payment for processing, combined with the standard payment processing timeframe.		

Close