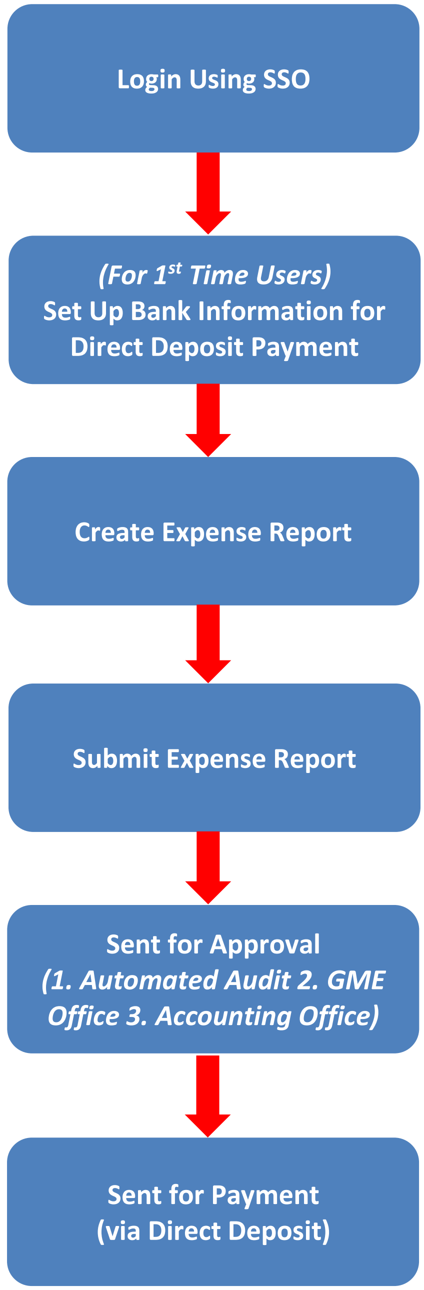
LOMA LINDA UNIVERSITY HEALTH
EDUCATION CONSORTIUM

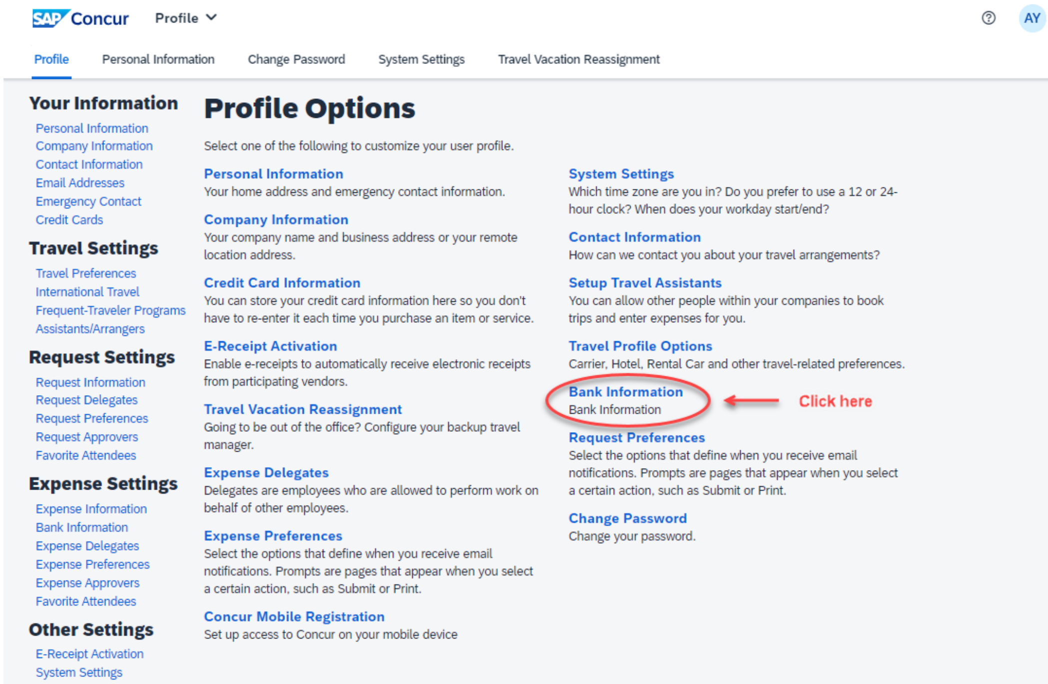
Reimbursement Process on Concur



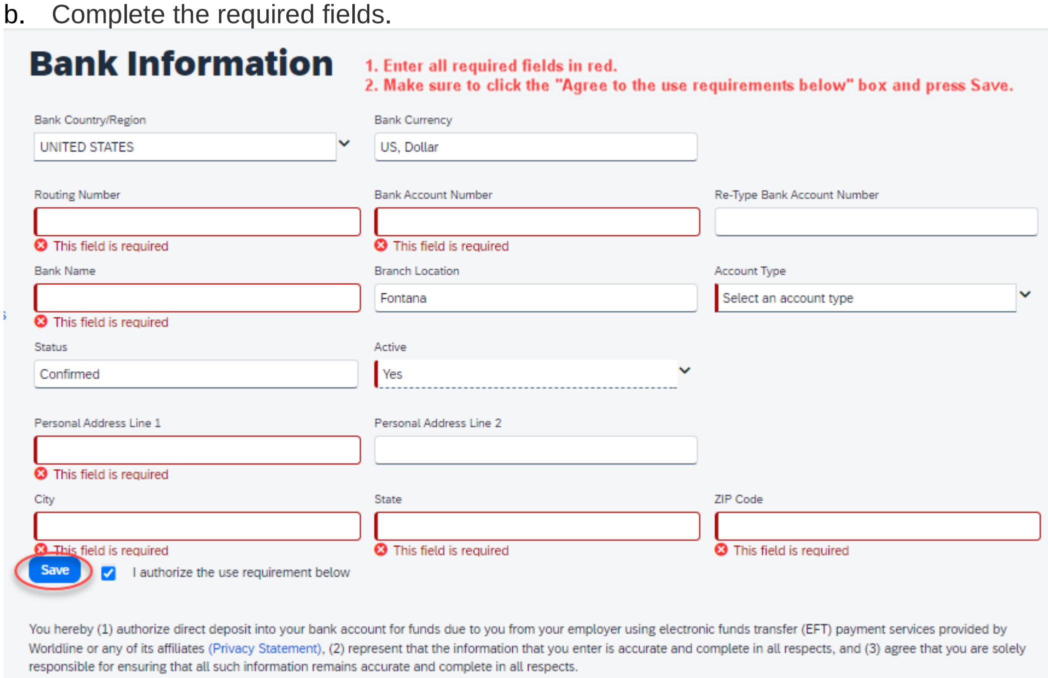
How to Submit Your Reimbursement Request

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).

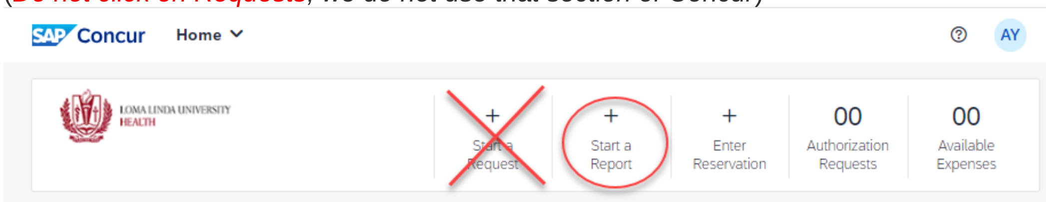


   b. Complete the required fields.

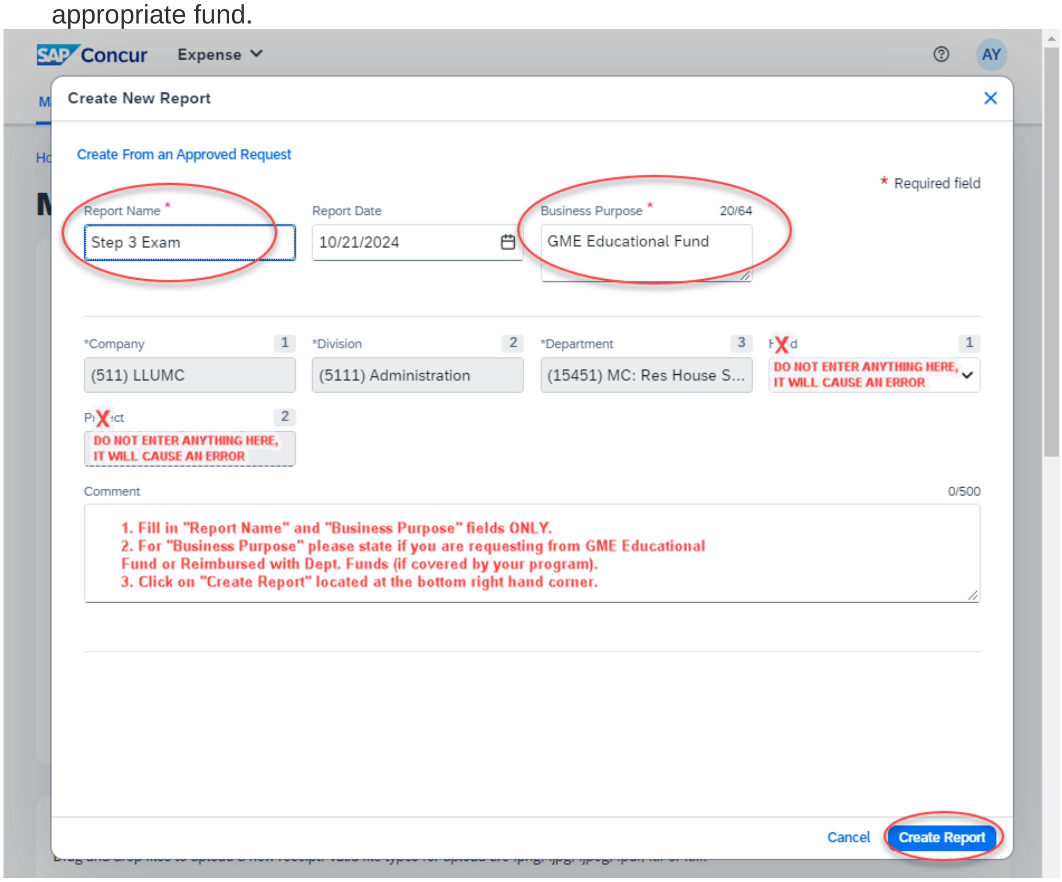


   c. Make sure your bank information has been confirmed within 1-4 days.

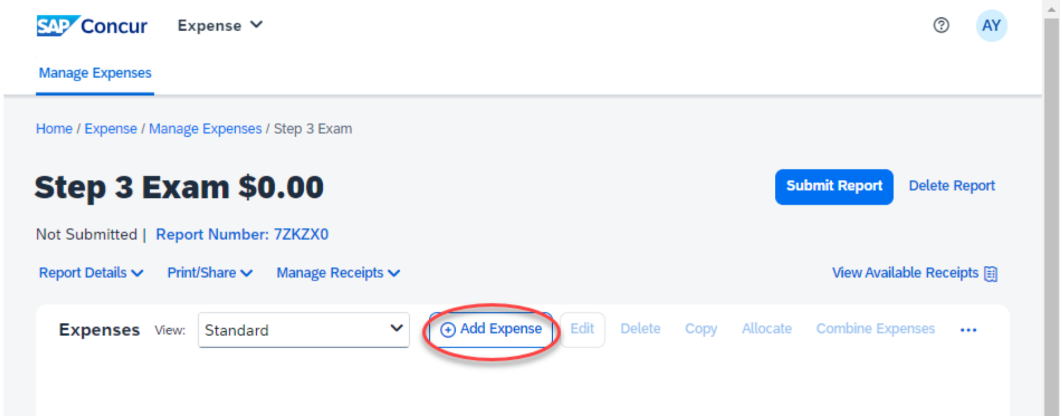
3. **Create Expense Report** - Create the expense report for the item you would like to be reimbursed through the GME Educational Fund or Program Dept. Fund.
   a. On the homepage, click **+ Start a Report** to create an expense report for reimbursement. (*Do not click on Requests, we do not use that section of Concur*)



   b. Complete 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.



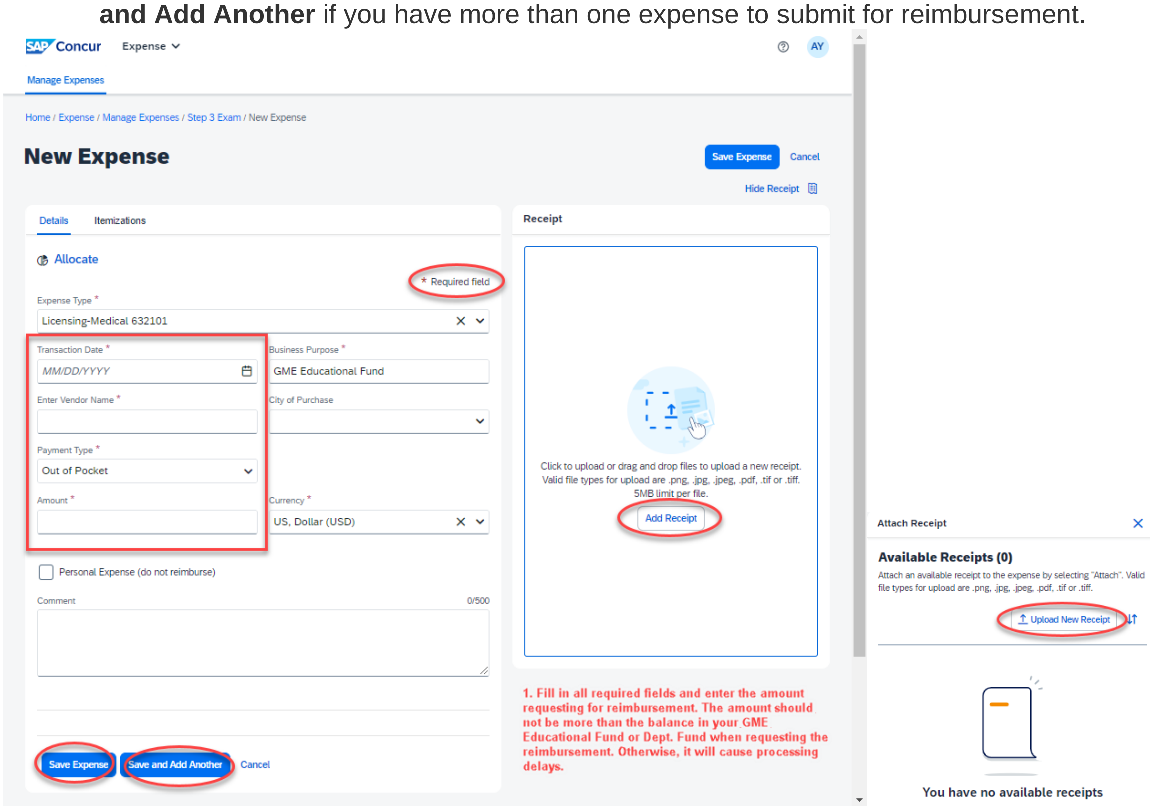
d. Press **Add Expense** to add expenses to this report.



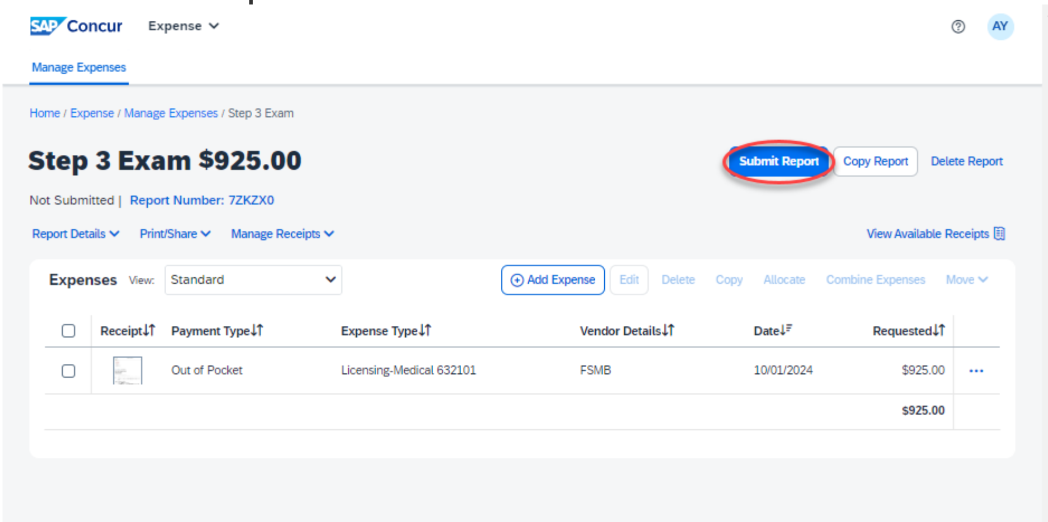
e. Select the **Expense Type** from the drop-down list or type in expense type to search from the drop-down list.
   i. Do not use the following expense types: Employee Apparel, Employee Education-Tuition, Gifts, or Non-Payroll Benefits.

f. Fill in all required fields with red asterisks.
   i. **Amount**: Make sure the amount entered reflects 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 will 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 Expense** to save all entered information for the expense report or click **Save and Add Another** if you have more than one expense to submit for reimbursement.



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

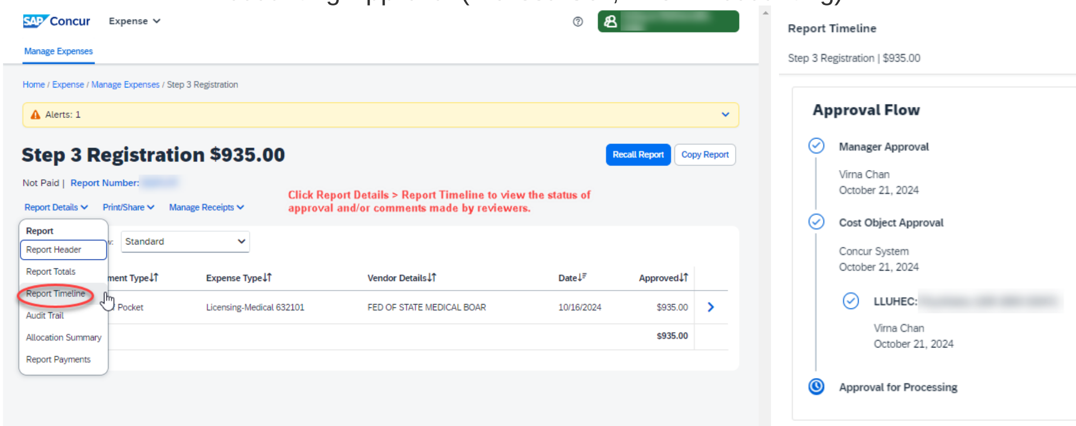


How to Look Up the Status of Your Expense Report

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:

1. Manager Approval (Virna Chan, GME Office)
2. Accounting Approval (Melissa Sell, LLUH Accounting)



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**