



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).

The screenshot shows the Concur user interface. At the top, there's a navigation bar with 'Profile' selected. Below it, a list of settings categories is shown: Personal Information, Change Password, System Settings, and Travel Vacation Reassignment. The main content area is titled 'Profile Options' and contains several sections: Personal Information, Company Information, Credit Card Information, E-Receipt Activation, Travel Vacation Reassignment, Expense Delegates, Expense Preferences, and Concur Mobile Registration. On the right side, there's a 'Travel Profile Options' section with links for Carrier, Hotel, Rental Car, and other travel-related preferences. The 'Bank Information' link is circled in red, and a red arrow points to it with the text 'Click here'.

- b. Complete the required fields.

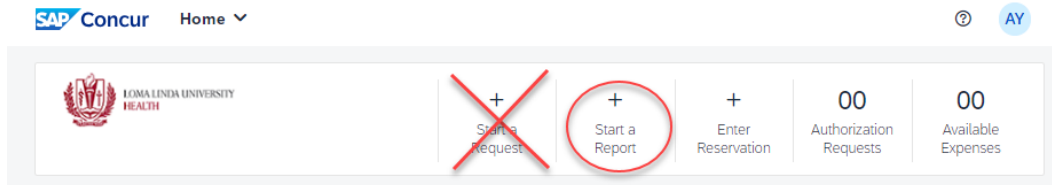
The screenshot shows the 'Bank Information' form in Concur. At the top, there are two instructions: '1. Enter all required fields in red.' and '2. Make sure to click the "Agree to the use requirements below" box and press Save.' The form contains several fields, many of which are highlighted in red to indicate they are required. These fields include: Bank Country/Region (dropdown menu), Bank Currency (text field), Routing Number (text field), Bank Account Number (text field), Re-Type Bank Account Number (text field), Bank Name (text field), Branch Location (text field), Account Type (dropdown menu), Status (text field), Personal Address Line 1 (text field), Personal Address Line 2 (text field), City (text field), State (text field), and ZIP Code (text field). A 'Save' button is circled in red, and a checkbox labeled 'I authorize the use requirement below' is checked. At the bottom, there is a paragraph of text: 'You hereby (1) authorize direct deposit into your bank account for funds due to you from your employer using electronic funds transfer (EFT) payment services provided by Worldline or any of its affiliates (Privacy Statement), (2) represent that the information that you enter is accurate and complete in all respects, and (3) agree that you are solely responsible for ensuring that all such information remains accurate and complete in all respects.'

- 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 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.

Create New Report

Create From an Approved Request

* Required field

Report Name * Report Date Business Purpose * 20/64

*Company 1 (511) LLUMC *Division 2 (5111) Administration *Department 3 (15451) MC: Res House S... **DO NOT ENTER ANYTHING HERE, IT WILL CAUSE AN ERROR**

Product 2 **DO NOT ENTER ANYTHING HERE, IT WILL CAUSE AN ERROR**

Comment 0/500

1. Fill in "Report Name" and "Business Purpose" fields ONLY.
 2. For "Business Purpose" please state if you are requesting from GME Educational Fund or Reimbursed with Dept. Funds (if covered by your program).
 3. Click on "Create Report" located at the bottom right hand corner.

Cancel **Create Report**

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

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there's a navigation bar with 'SAP Concur Expense' and a user profile 'AY'. Below that, the breadcrumb trail reads 'Home / Expense / Manage Expenses / Step 3 Exam'. The main heading is 'Step 3 Exam \$0.00'. There are buttons for 'Submit Report' and 'Delete Report'. Below this, it says 'Not Submitted | Report Number: 7ZKZX0'. There are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A 'View Available Receipts' link is also present. At the bottom of the main content area, there's a toolbar with 'Expenses View: Standard' and a circled 'Add Expense' button, along with 'Edit', 'Delete', 'Copy', 'Allocate', and 'Combine Expenses' options.

- 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.

The screenshot shows the 'New Expense' form in SAP Concur. The form is divided into 'Details' and 'Receipt' sections. In the 'Details' section, the 'Expense Type' is set to 'Licensing-Medical 632101'. The 'Transaction Date' field is highlighted with a red box and has a red asterisk. The 'Business Purpose' is 'GME Educational Fund'. The 'Amount' field is also highlighted with a red box and has a red asterisk. The 'Currency' is 'US, Dollar (USD)'. There are buttons for 'Save Expense' and 'Save and Add Another' at the bottom. In the 'Receipt' section, there's a large area for uploading receipts with an 'Add Receipt' button circled in red. Below this, there's a section for 'Available Receipts (0)' with an 'Upload New Receipt' button circled in red. A red note at the bottom of the form reads: '1. Fill in all required fields and enter the amount requesting for reimbursement. The amount should not be more than the balance in your GME Educational Fund or Dept. Fund when requesting the reimbursement. Otherwise, it will cause processing delays.'

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

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, the SAP Concur logo and 'Expense' dropdown are visible. Below the breadcrumb 'Home / Expense / Manage Expenses / Step 3 Exam', the main heading is 'Step 3 Exam \$925.00'. A red circle highlights the 'Submit Report' button, which is next to 'Copy Report' and 'Delete Report' buttons. Below this, the status 'Not Submitted | Report Number: 7ZKZX0' is shown, along with 'Report Details', 'Print/Share', and 'Manage Receipts' dropdowns. A 'View Available Receipts' link is also present. The main section is titled 'Expenses' with a 'View: Standard' dropdown and an 'Add Expense' button. Below this is a table with columns: Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains one row for an 'Out of Pocket' expense of \$925.00 from 'Licensing-Medical 632101' at 'FSMB' on '10/01/2024'. A total of '\$925.00' is shown at the bottom of the table.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input type="checkbox"/>	Out of Pocket	Licensing-Medical 632101	FSMB	10/01/2024	\$925.00	...
					\$925.00	

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:

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

The screenshot shows the SAP Concur interface for an expense report. The main heading is "Step 3 Registration \$935.00". Below this, there are options for "Report Details", "Print/Share", and "Manage Receipts". A dropdown menu is open, showing options like "Report", "Report Header", "Report Totals", "Report Timeline", "Audit Trail", "Allocation Summary", and "Report Payments". The "Report Timeline" option is highlighted. To the right, the "Approval Flow" section shows a vertical timeline with three steps: "Manager Approval" by Virna Chan on October 21, 2024; "Cost Object Approval" by Concur System on October 21, 2024; and "LLUHEC:" by Virna Chan on October 21, 2024. The final status is "Approval for Processing".

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 SAP Concur interface for an expense report. The main heading is "Step 3 Registration \$935.00". Below this, there are options for "Report Details", "Print/Share", and "Manage Receipts". A dropdown menu is open, showing options like "Report", "Report Header", "Report Totals", "Report Timeline", "Audit Trail", "Allocation Summary", and "Report Payments". The "Report Payments" option is highlighted.

Report Payments

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