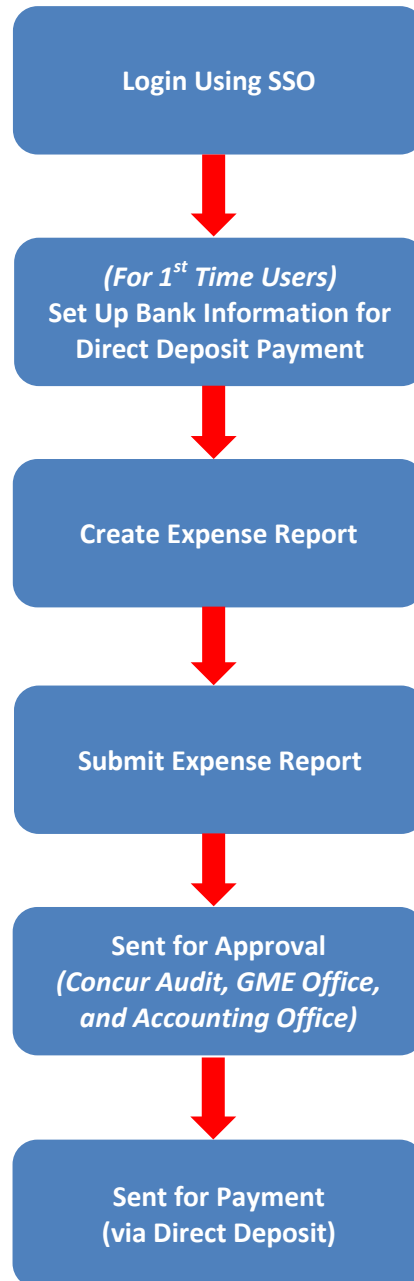


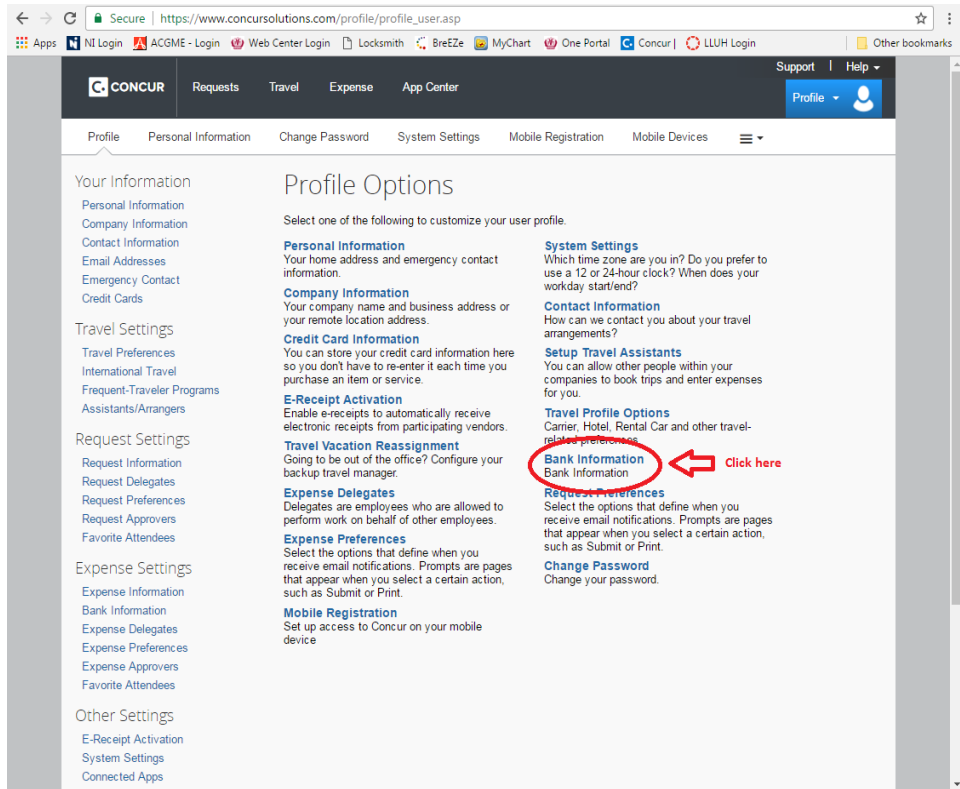


Reimbursement Process on Concur



How to Submit Your Reimbursement Request

1. **Login/Password** – Sign in to [Concur](#) ([Now using 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.

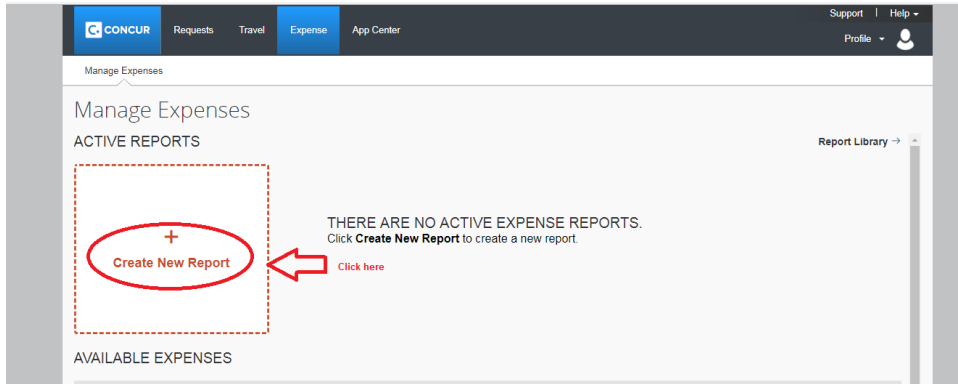
Bank Country UNITED STATES	Bank Currency US, Dollar	
Routing Number <input type="text"/> This field is required	Bank Account Number <input type="text"/> This field is required	Re-Type Bank Account Number <input type="text"/>
Bank Name <input type="text"/> This field is required	Branch Location <input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

Agree to the use requirements below

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

Routing N...	Bank Acc...	Account T...	Active	Activity	Description	Last Cha...	Changed ...
xxxxx2211	xxxxxxxx1...	Checking	Yes	Confirmed	The account is eligible to receive payments.	01/03/201...	Yin, Amy
xxxxx2211	xxxxxxxx1...	Checking	Yes	Confirmed	The account is eligible to receive payments.	03/15/201...	System, C...
xxxxx2211	xxxxxxxx1...	Checking	Yes	Changed	The bank account information was either created or changed.	03/15/201...	Yin, Amy

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



- b. Complete all required fields (those with red bars) and click **Next** on the bottom right hand side.

Fill in 'Report Name' and 'Business Purpose'. Once those are filled in, please click on 'Next' located at the bottom right hand corner.

- c. Select the **Expense Type** from the drop down list. Fill in all required fields (those with red bars).
- i. **Amount:** Make sure the amount reflect the balance in your GME Educational Fund instead of the actual cost. 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.

- d. **Attach** receipt images and credit card statement of the transaction showing proof of payment for the expense.

e. Click **Save** to save all entered information for the expense report.

The screenshot shows the 'Step 3 Exam' expense report form in the Concur system. The form is titled 'Step 3 Exam' and includes a 'Delete Report' button and a 'Submit Report' button. The 'New Expense' section is active, showing the following details:

- Expense Type: Licensing-Other
- Transaction Date: 07/01/2017
- Business Purpose: Licensing Exam
- Enter Vendor Name: Federation of State Medical Boards
- City of Purchase: [Empty]
- Payment Type: Out of Pocket
- Amount: \$45.00 USD
- Personal Expense (do not reimburse): [Unchecked]
- Comment: [Empty]

The 'Expenses' table is empty, showing 'No Expenses Found'. At the bottom, the 'TOTAL AMOUNT' and 'TOTAL REQUESTED' are both \$0.00. The 'Save' button is circled in red.

4. **Submit Your Expense Report.**

- The **Final Review** window appears.
- Review the information for accuracy.
- Click **Submit Report**.

The screenshot shows the 'Step 3 Exam' expense report form after saving. The 'Expenses' table now contains one entry:

Date	Expense Type	Amount	Requested
07/01/2017	Licensing-Other Federation of State Medical Boar	\$845.00	\$845.00

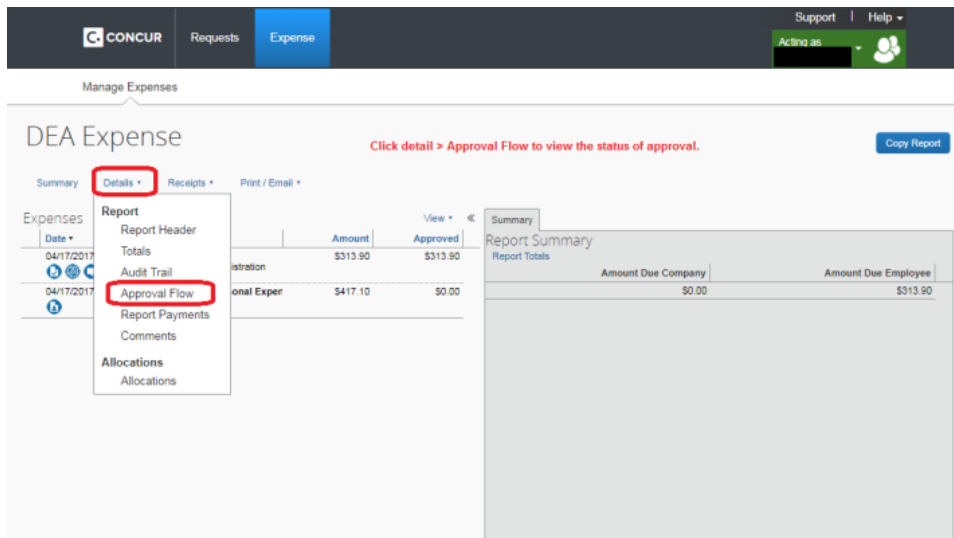
The 'Submit Report' button is circled in red. A red text prompt says: 'Click Submit Report to get the approval started for your reimbursement request.'

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:

- Automated Concur Audit Service
- Manager Approval (GME Office)
- Accounting Approval (LLUHEC Accounting)



Approval Flow for Report: DEA Expense

Concur Audit Service 100%: **First Approval - Automated Concur Audit**

ConcurAuditor1, Concur

(07/13/2017 Approved)

Manager Approval: **Second Approval - GME Office**

Houghton, Marilyn B.

(07/14/2017 Approved)

→ Approval for Processing: **Third Approval - LLUHEC Accounting Office**

****All approvals are completed electronically.**

Done

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

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

Manage Expenses

DEA Expense Click Details > Report Payments to view status of direct deposit payment. Copy Report

Summary **Details** Receipts Print / Email

Expenses

Date	Amount	Approved
04/17/2017	\$313.90	\$313.90
04/17/2017	Personal Expense	\$417.10
		\$0.00

Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$313.90

Report Payments

Estimated Pay...	Status	Description	Payment To	Amount
07/07/2017		The payment has been sent to the banking system for payment. The Estimated Payment Date indicates the expected date the payment will be posted to the payee's bank account. Provided the payment isn't returned by the banking system, the payment should be in the payee's account no later than this date.		

You can find the estimated date of direct deposit here.

Close