



Concur Overview

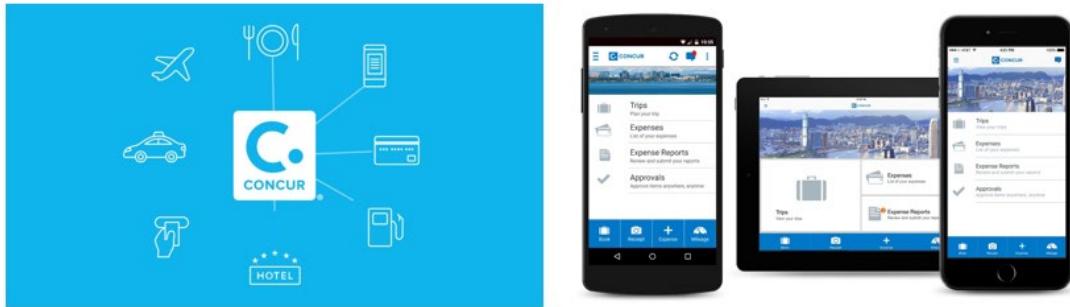


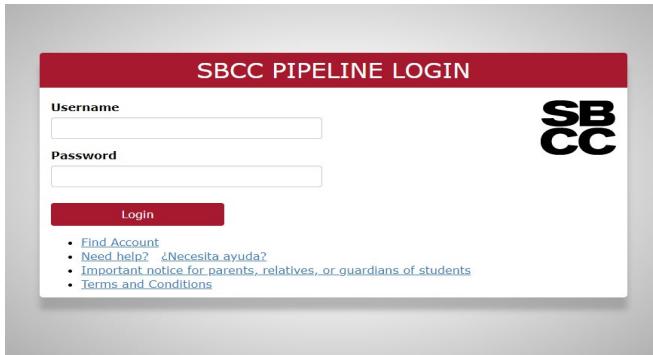
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SECTION 1: LOGGING IN TO CONCUR

1.1 Login to Concur via Desktop

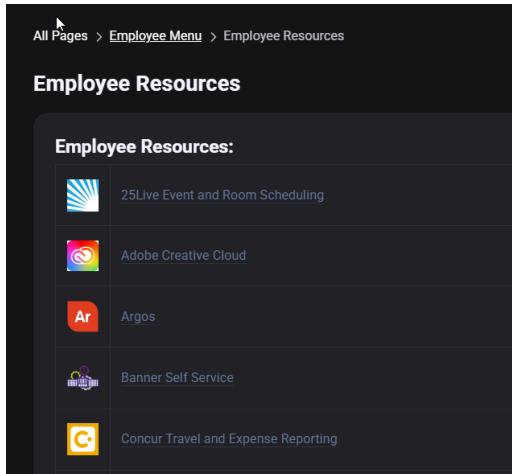
1. Go to: <https://my.sbcc.edu/dashboard> in the browser of your choice.
2. Log into your Pipeline Account.



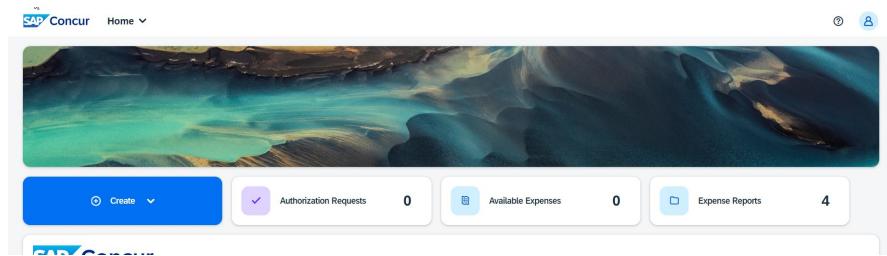
3. Choose Employee Resources.



4. Choose **Resources** and the following screen will open. Click **Concur Travel and Expense Reporting** to open up the app.



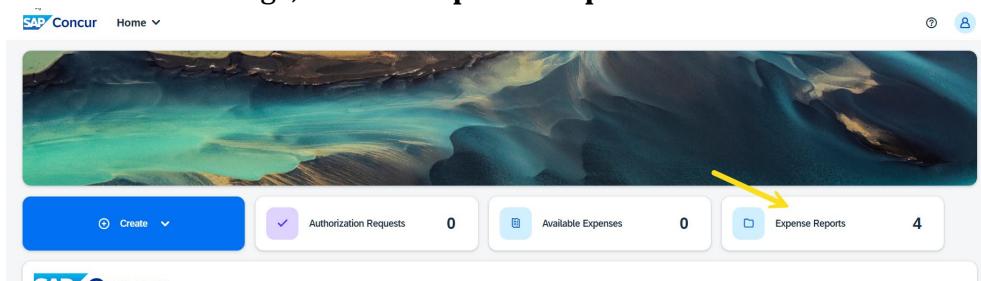
5. Once you are in the app, the screen will look like this:



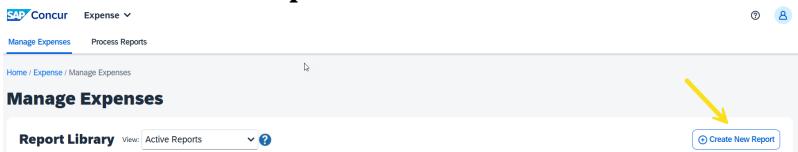
SECTION 2: DISTRICT CREDIT CARDS and REIMBURSEMENTS

2.1 Creating the Expense Report

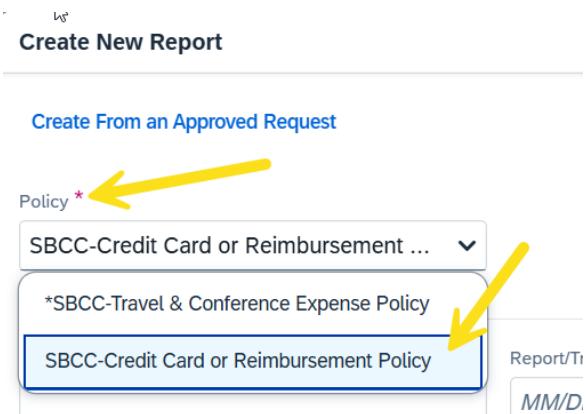
1. From the Home Page, click on **Expense Reports**.



2. Click **Create New Report**.



3. Click on the **Policy** dropdown menu and then if you are working on a Credit Card or Reimbursement report click on **SBCC-Credit Card or Reimbursement Policy**. If you are working on a Travel and Conference report for **your own travel only** it will default to the correct policy.



4. Give your report a unique name, for example, *August 2018 Credit Card*.

5. Fill in **Report/Trip Start Date** and **Report/Trip End Date**. (This should be the first and last days of the month, for example, 08/01/18 and 08/31/18).

Manage Expenses

Create a New Expense Report

Report Header

Policy: FSBOCC-District Card Expense F

Report/Trip Name: August 2018 Credit Card

Report/Trip Start Date: [Red box]

Report/Trip End Date: [Red box]

Report/Trip Purpose: [Red box]

Employee Type: [Red box]

Trip Type: [Red box]

Additional Information: [Red box]

Comments: [Red box]

Chart: [Red box]

Fund: [Red box]

Org: [Red box]

Program: [Red box]

Activity: [Red box]

Location: [Red box]

Requests

Add

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
--------------	------------	-----------	---------------	-----------------	------------------

6. On the same screen, click on the **Employee Type** dropdown menu. If you are working on a credit card or reimbursement report, choose **Credit Card or Reimbursement**. If you are working on a Travel report, click on the appropriate reason.

Report/Trip Purpose *



None Selected

None Selected

Conference Attendee

Conference Participant



Credit Card or Reimbursement

Development

7. On the same screen, click on the **Employee Type** dropdown menu. If you are working on a credit card or reimbursement report, choose **Credit Card or Reimbursement**. If you are working on a travel report then click your employee type.

Employee Type *



None Selected

None Selected

Classified Management/Staff



Credit Card or Reimbursement

Faculty/Educational Administrator

School of Extended Learning

8. For travel reports only Select your **Trip Type** and then answer **Does this trip includes personal travel?** If it includes personal travel state the number of personal days included.

9. Next, click on the **Chart** dropdown menu. Choose **(1) SBCC Chart**.

10. Click on the **Fund** dropdown menu. Scroll and pick the appropriate Fund code.

(11000) General Fund - Unrestricted
(12002) ESTEEM Enhance Success in Transfer
(12003) Veteran Resource Center
(12005) Title V iPath To Success Year 3
(12007) Scheinfeld Program
(12010) Adult Basic ED ESL Grant
(12011) IEPI-Institutional Effectiveness
(12013) Guided Pathways
(12014) Faculty Inquiry Network (FIN)
(12015) Wellness Program SB County CN19313

11. Do the same with the **Org** and **Program**. This will create the **Header** for the expense report.

NOTE: Activity and Location are only used in certain situations. If you need one or both, choose your Activity and/or Location the same way you choose your Fund, Org, and Program.

Org
3 | Program
4 |

Type to search by:
 Text Code
 (Code) Text

(0206) Accounting Education
 (0212) Business Administration
 (0218) Business Division Computer Lab
 (0224) Computer Information System
 (0230) Computer Application & Office Mgmt

Program
4 | Activity

Type to search by:
 Text Code
 (Code) Text

(191400) Geolog

12. When done, click **CREATE REPORT**.

Location
None Selected

Cancel **Create Report**

13. Click the Add Expense button

Add Expense Edit Delete

14. The **Add expense to Report** screen will appear. Click on **Available Expenses** to add your credit card charges or **New Expense** to add items you paid for out of pocket. For a **New Expense** click on the category, also called the Expense Type. (Credit card charges will do this later.) For a credit card charge, click the box by the charge or charges you want to add and click **Add to Report**

Add Expense to Report
 Available Expenses (0) **New Expense**

Select an expense type for the new expense

Search

Recently Used

- Personal Car Mileage
- Non Instructional Supplies 451000** (highlighted with a yellow arrow)
- Hotel and Lodging 590185
- Travel & Conference Classified 522000
- 02. Transportation
- Personal Car Mileage

Available Expenses (1) New Expense					
Payment Type	Expense Source	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/> Out of Pocket	ExpenseIt	Lunch	TRADER JOE'S Goleta, California		\$54.00



Add To Report



15. Your screen will change and you will now be able to review and categorize each specific expense.

Expenses		View: Standard							
			<input type="button" value="Add Expense"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Copy"/>	<input type="button" value="Allocate"/>	<input type="button" value="Combine Expenses"/>	<input type="button" value="Move"/>
<input type="checkbox"/>	<input type="checkbox"/> Alerts	<input type="checkbox"/> Receipt	<input type="checkbox"/> Payment Type	<input type="checkbox"/> Expense Type	<input type="checkbox"/> Vendor Details	<input type="checkbox"/> Date	<input type="checkbox"/> Requested		
<input type="checkbox"/>	⚠		Out of Pocket	Non Instructional Supplies 451000	test Santa Barbara, California	01/30/2025	\$1.00	<input type="button" value="..."/>	

16. Click on the first expense on the left side. Next, click on the **Expense Type** dropdown list if this is a credit card charge, it will already be populated if it is out of pocket. Check that both your **Employee Type and Report/Trip Purpose** are Credit Card or Reimbursement. Add your **Transaction Date** if it does not populate. Add your **Vendor Name** if it does not populate. Add the **City of Purchase** if it does not populate. Check to make sure your **Payment Type** is correct. Add your **Amount** if it does not populate. Add any **Comments** that are needed to explain the purchase you made.

NOTE FOR TRAVEL REPORTS: The expense type hotel will require you to do an itemization. Please review the Itemization section for this.

The image shows a screenshot of an expense entry form. The 'Details' tab is selected. Several fields are highlighted with yellow arrows pointing to them:

- Expense Type: Non Instructional Supplies 451000
- Employee Type: Credit Card or Reimbursement
- Transaction Date: MM/DD/YYYY
- Vendor Name: Enter Vendor Name
- City of Purchase: City of Purchase
- Payment Type: Out of Pocket
- Amount: Amount
- Comment: Comment

At the bottom of the main form, there are three buttons: Save Expense, Save and Add Another, and Cancel.

The right side of the screenshot shows a 'Receipt' panel with a placeholder for a file upload. It includes a hand icon pointing to the 'Add Receipt' button. The panel also contains text: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .pdf, .jpeg, .tif or .tiff. 5MB limit per file.' and a 'Add Receipt' button.

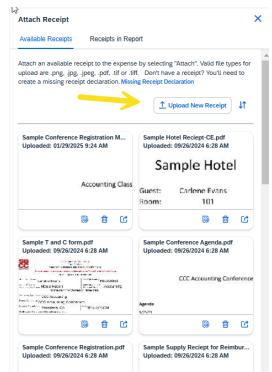
2.2 Attaching the Receipts

1. Then click on **Attach Receipt**.

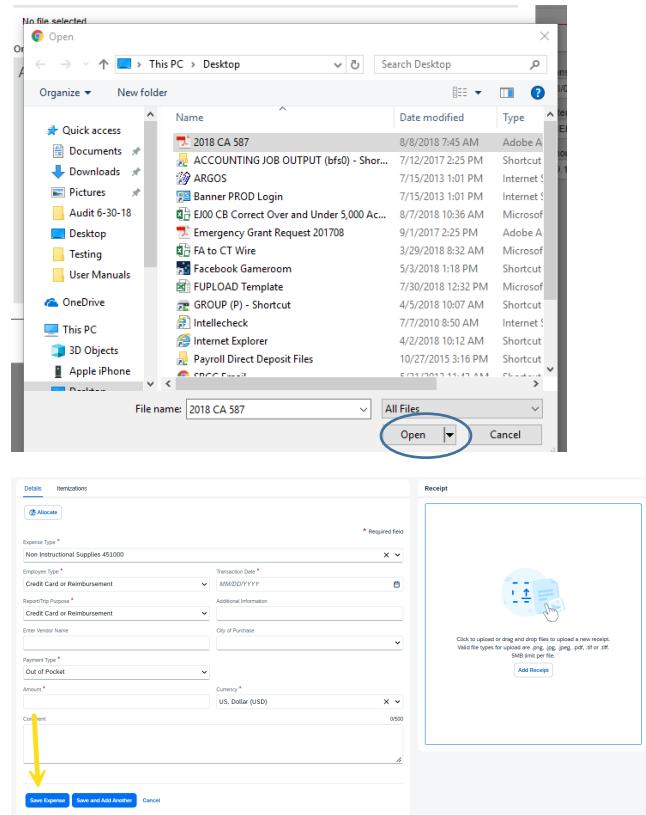
The image shows a screenshot of the expense entry form with the 'Attach Receipt' button highlighted. A separate 'Receipt' panel is overlaid on the right side, showing a placeholder for a file upload. It includes a hand icon pointing to the 'Upload New Receipt' button. The panel also contains text: 'Click to upload or drag and drop files to upload a new receipt. Valid file types for upload are .png, .pdf, .jpeg, .tif or .tiff. 5MB limit per file.'

2. The box pictured below will pop up. Click on **Upload New Receipt** to upload and attach a receipt from your computer/device.

NOTE: If you have already saved the receipt in the Concur app without assigning to an expense, you can **Attach** the receipt from the Available Receipts area.



3. Locate your receipt on your computer (if you are using a Mac your screen will look different). Click on **Open** to upload the receipt. This will attach the receipt to the line item in your report. Then click **Save Expense**.



4. If you did not receive a receipt or it has been lost, you will need to create a **Missing Receipt Affidavit** by clicking on **Manage Receipts** and then **Missing Receipt Declaration**.

Not Submitted | Report Number: 5S3J7S

Report Details ▾ Print/Share ▾ Manage Receipts ▾

Expenses | View: Standard

Manage Attachments

Missing Receipt Declaration

Alerts ↑ Receipt ↑ Payment Type ↓

- When creating a Missing Receipt Affidavit, you will need to choose the expenses you are missing a receipt for.

Missing Receipt Affidavit

Adequate documentation must be submitted to substantiate reimbursable University expenses in accordance with IRS rules & regulations. Original receipts must be submitted when available and are considered acceptable support for Santa Barbara Community College's expenses. When the original receipt has been lost or is otherwise not available from the vendor, the following documentary evidence must be submitted before expenses will be considered for reimbursement.

To create an affidavit, choose from the Expense(s) below that require a Receipt

<input type="checkbox"/>	Expense Type	Date	Amount
<input type="checkbox"/>	Field Trips SIERRA SUNDANCE WHOLE FOO, Mammoth Lal	08/04/2018	\$79.14
<input type="checkbox"/>	Undefined SQ *MAMMOTH MOUNTAI, Mammoth Lakes, Cali	08/04/2018	\$32.00
<input type="checkbox"/>	Undefined SQ *MAMMOTH MOUNTAI, Mammoth Lakes, Cali	08/04/2018	\$119.68
<input type="checkbox"/>	Undefined DIY HOME CENTER #01 MA, Mammoth Lakes, C	08/04/2018	\$32.73
<input type="checkbox"/>	Undefined SQ *EASTERN SIERRA	08/04/2018	\$27.96
<input type="checkbox"/>	Undefined EXXONMOBIL 96899851	08/04/2018	\$5.92

- Once you have chosen the appropriate expenses for the Missing Receipt Affidavit, read the statements and click **Accept & Create**.

<input checked="" type="checkbox"/>	Undefined DIY HOME CENTER #01 MA, Mammoth Lakes, C	08/04/2018	\$32.73
<input type="checkbox"/>	Undefined SQ *EASTERN SIERRA	08/04/2018	\$27.96
<input checked="" type="checkbox"/>	Undefined EXXONMOBIL 96899851	08/04/2018	\$5.92

I acknowledge that this expense report contains legitimate University expenses incurred by me on behalf of Santa Barbara Community College's benefit, and are allowable expenses as defined by Santa Barbara Community College Travel Policy. I further certify that one or more of the related receipts applicable to this expense report are no longer available.

Accept & Create **Cancel**

- When you have attached a receipt, the receipt icon will turn blue and the Receipt Image tab will appear. You can see your receipt by hovering over the icon or clicking on the tab.

Expenses		Move	Delete	Copy	View	<
	Date	Expense Type	Amount	Requested		
<input type="checkbox"/>	08/04/2018	Field Trips SIERRA SUNDANCE WHOLE F	\$79.14	\$79.14		
<input type="checkbox"/>	08/04/2018	Underfed SQ "MAMMOTH MOUNTAIN, Mar	\$32.00	\$32.00		
<input type="checkbox"/>	08/04/2018	Undefined BUDWEISER BREWERY, MAR	\$119.68	\$119.68		

8. Click on the next expense and repeat the steps you used for the first expense until you have completed the information for all the expenses.
9. **FOR TRAVEL REPORTS ONLY:** Add the following Expense Types using the Payment Type “Out of Pocket” and Amount \$0.00:

Approved Travel and Conference Form Conference Agenda

Use your Approved Travel and Conference Form and your conference agenda as the receipt for each corresponding Expense Type

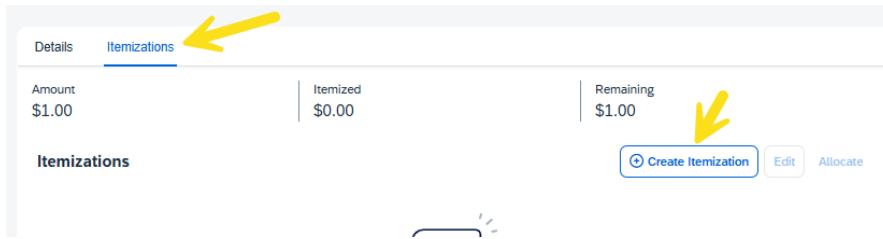
sample T&C \$15.00				Submit Report	Copy Report	Delete Report
Not Submitted Report Number: RF64LF						
Report Details		Print/Share	Manage Receipts	View Available Receipts		
Expenses	View: Standard					
	Comment↑↓	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑
	Out of Pocket	Dinner	test	Amount should be \$0.00	\$15.00	Requested↓↑
	Out of Pocket	Conference Agenda		08/03/2025	\$0.00	...
	Out of Pocket	Approved Travel & Conference From		08/03/2025	\$0.00	...
					\$15.00	

2.3 Itemizing Expenses to Different Expense Codes of Same Fund/Org/Program

Concur gives you the ability to itemize (split) expenses (e.g. adding a tip amount that was paid via cash) via the **Itemize** feature. **Please note Itemization of Hotel is different, if you need to do this please go to step 5.**

Expenses can only be itemized if they are in the same Fund/Org/Program (please see [Section 2.4 Allocating Expenses](#) if you need expenses to be split into different Funds, Orgs, or Programs). The steps below are for itemizing expenses.

1. Open the expense. Then click on **Itemizations**. And then click on **Create Itemization**

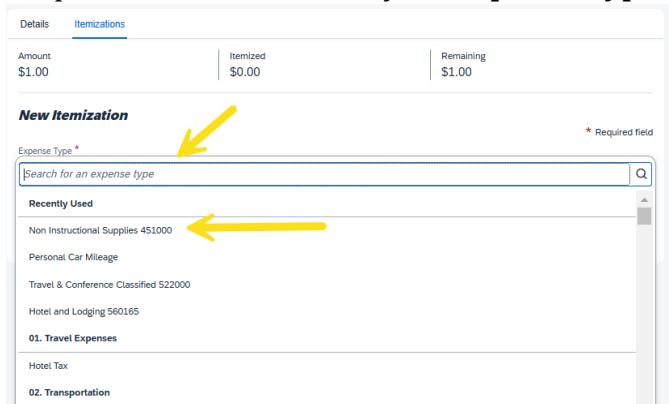


Amount \$1.00 Itemized \$0.00 Remaining \$1.00

Itemizations

[Create Itemization](#) [Edit](#) [Allocate](#)

2. This will take you to a new screen (see below). Click on the **Expense Type** dropdown list. And choose your **Expense Type**.



Amount \$1.00 Itemized \$0.00 Remaining \$1.00

New Itemization

Expense Type * * Required field

Recently Used

Non Instructional Supplies 451000 *

Personal Car Mileage

Travel & Conference Classified 522000

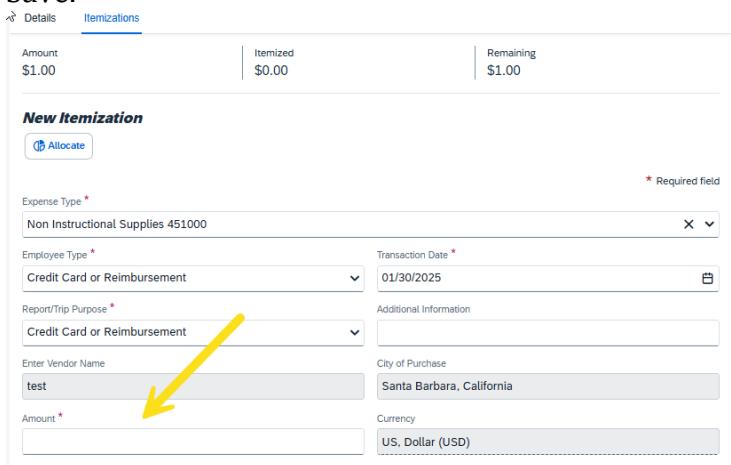
Hotel and Lodging 560165

01. Travel Expenses

Hotel Tax

02. Transportation

3. Fill in the amount for the first expense type (you will have at least two) and click **Save**.



Amount \$1.00 Itemized \$0.00 Remaining \$1.00

New Itemization

[Allocate](#)

Expense Type * * Required field

Non Instructional Supplies 451000 *

Employee Type * Credit Card or Reimbursement Transaction Date * 01/30/2025

Report/Trip Purpose * Credit Card or Reimbursement Additional Information

Enter Vendor Name test City of Purchase Santa Barbara, California

Amount * * Currency US Dollar (USD)

4. Repeat until all the expense types are done and the subtotal adds up to the whole expense amount. If there is any amount in Remaining then you are not done or your amounts need correcting. Then click **Save**. Your screen will now include the itemized amounts and update totals accordingly.

Non Instructional Supplies 451000 \$1.00

01/30/2025 test

Amount \$1.00 Itemized \$0.50 Remaining \$0.50

Itemizations

Date Type Requested

01/30/2025 Non Instructional Supplies 451000 \$0.50

Out of Pocket Non Instructional Supplies 451000 test Santa Barbara, California 01/30/2025 \$1.00 Itemized

5. Itemization of Hotel Make sure your Date Range is set correctly.

Expense Type * Hotel

Employee Type * Classified Management/Staff

Date Range * 12/15/2024 - 12/20/2024 Nights: 5

Click Itemizations. Then click on Expense Type **Hotel**. Then select your **Recurrence** Same daily amount or Different daily amount. If it is the same just fill in the first line of rates and taxes. If you only have room charges on your hotel bill, click **Save Itemizations**. If you have parking or meals on your hotel bill you will need to **Save and Add Another**. Then add your additional items.

Amount \$1,800.00 Itemized \$0.00 Remaining \$1,800.00

New Itemization

Expense Type * Hotel

Recurrence * Same daily amount

Nights: 5

Date Room Rate* Room Tax Tax 2 Tax 3

12/15/2024 12/16/2024 12/17/2024 12/18/2024 12/19/2024

(Amounts in USD)

Save Itemization Save and Add Another Cancel

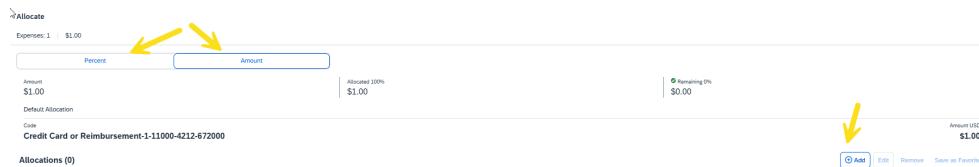
2.4 Allocating Expenses to Different Funds, Orgs, Programs, and/or Activities

If you need to split expenses between two different funds, organizations, or programs, you will need to allocate expenses using the **Allocate** feature. The steps below will help guide you through the process:

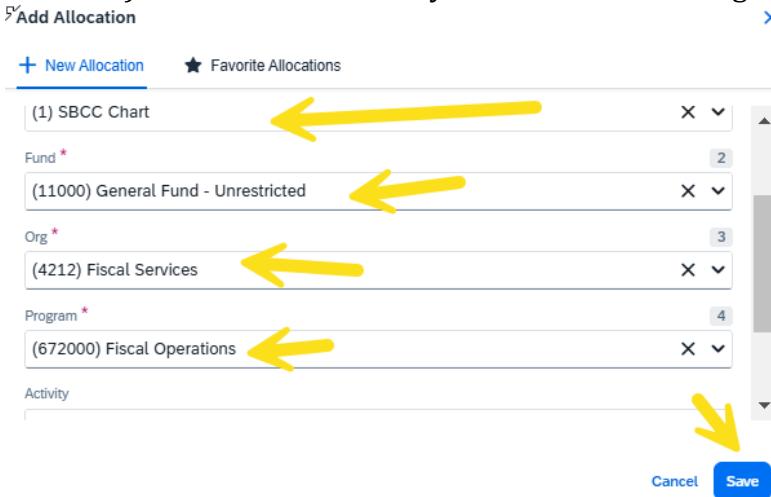
1. First open the expense. Then click on **Allocate**.



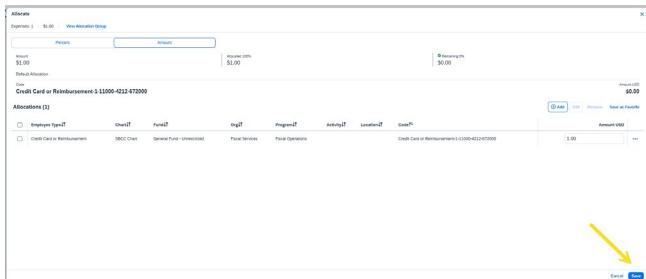
2. The Allocation screen will open up. Click on either **Percent** or **Amount** and then click **Add**.



3. Complete each separate line for each Chart/Fund/Org/Program combination where your expense needs to go (new lines will be created accordingly as you allocate the amounts). Click on **Save** when you are done allocating.

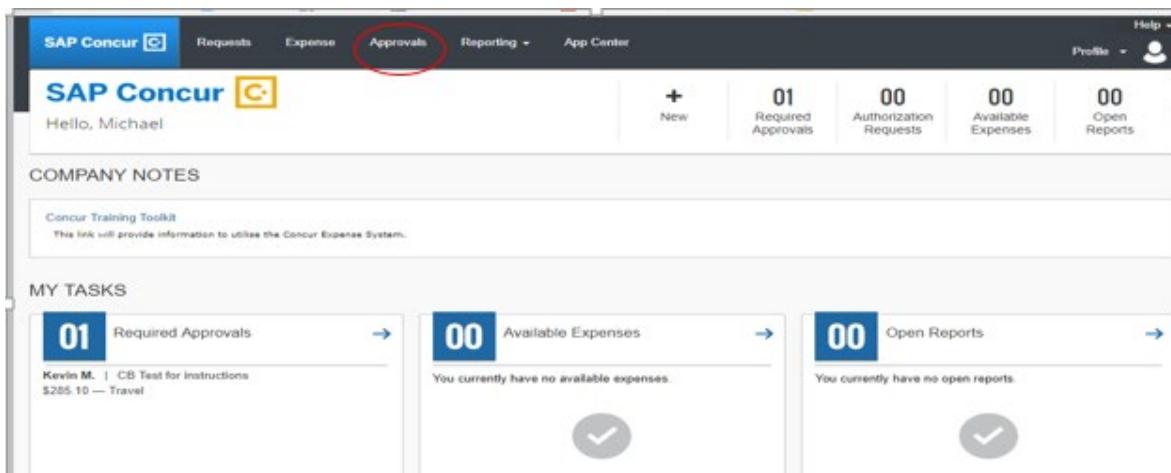


6. This will close the popup screen. When you are done allocating, click **Save**.

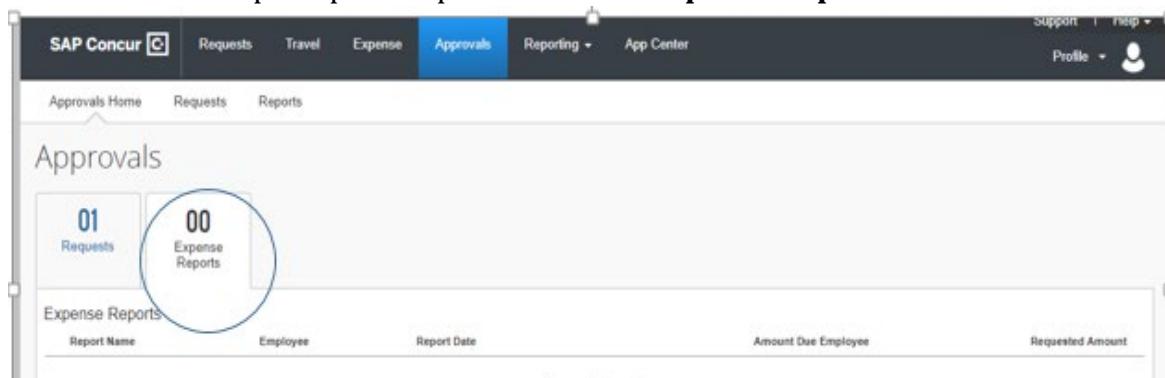


2.5 Approving an Expense Report

1. From the Welcome Screen, click on **Approvals**.



1. Your screen will open up new options. Choose **Expense Reports**.



2. Click on a report to review.

Approvals

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Test Request	Test_Traveler2	06/09/2018	\$536.00	\$536.00

3. Your screen will open up new options. Click on the **Details** menu to get a dropdown list.

Approvals Home Requests Reports

Test Request [Test_Traveler2] Send Back to User Approve

Exceptions Hide Exceptions

Expense Type Date Amount Exception

N/A ⚠ Please provide conference agenda/registration receipt that shows any meal inclusions. Expenses are subject to review and approval by Supervisor, and if deemed of personal nature, will not be reimbursed.

Expenses View +

Transaction Date	Expense Type	Enter Vendor N...	*Additional Inf...	City of Purchase	Payment Type	Amount	Adjusted Claim...
06/10/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$500.00	
06/09/2018	Dinner			Anaheim, Calif...	Out of Pocket	\$36.00	\$36.00

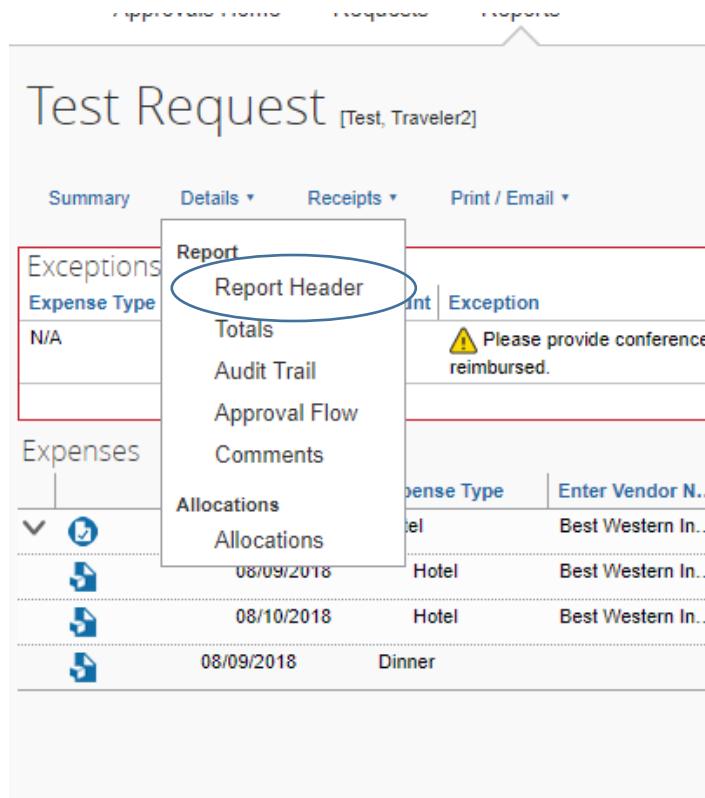
Report Summary

Report Totals	Amount Due Company	Amount Due Employee
	\$0.00	\$536.00

Requests (1)

Request...	Request...	Amount ...	Amount ...
Test Req...	3349	\$1,101.00	\$585.00

4. In the Details dropdown list, choose **Report Header**.

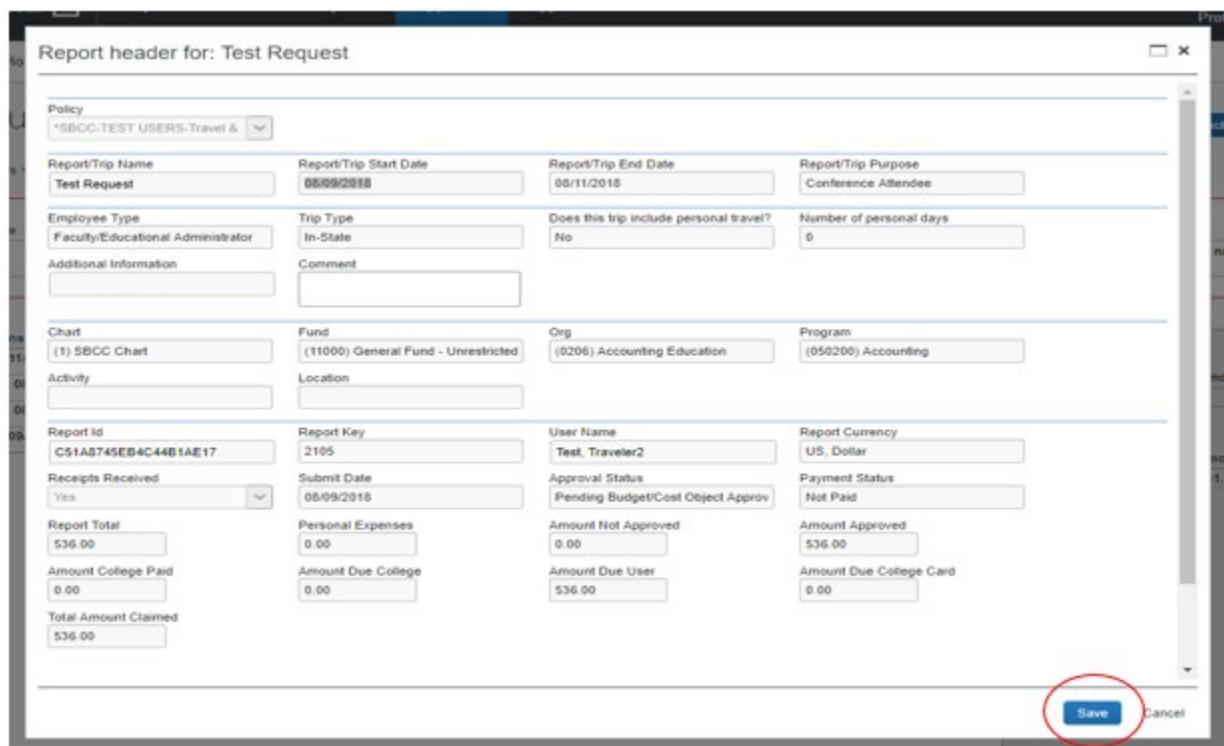


The screenshot shows a 'Test Request' page with a 'Details' dropdown menu open. The 'Report Header' option is circled in red. The page also displays a table of expenses and a note about conference reimbursement.

Expense Type	Enter Vendor N...
tel	Best Western In...
Hotel	Best Western In...
Hotel	Best Western In...

Note: Please provide conference reimbursed.

5. Review the Report Header for accuracy. Then click **Save**.



The screenshot shows the 'Report header for: Test Request' dialog box. The 'Save' button at the bottom right is circled in red.

Policy	*SBCC-TEST USERS-Travel &...		
Report/Trip Name	Report/Trip Start Date	Report/Trip End Date	Report/Trip Purpose
Test Request	08/09/2018	08/11/2018	Conference Attendee
Employee Type	Trip Type	Does this trip include personal travel?	Number of personal days
Faculty/Educational Administrator	In-State	No	0
Additional Information	Comment		
Chart	Fund	Org	Program
(1) SBCC Chart	(11000) General Fund - Unrestricted	(0206) Accounting Education	(050200) Accounting
Activity	Location		
Report Id	Report Key	User Name	Report Currency
C51AB745EB4C44B1AE17	2105	Test_Traveler2	US. Dollar
Receipts Received	Submit Date	Approval Status	Payment Status
Yes	08/09/2018	Pending Budget/Cost Object Approval	Not Paid
Report Total	Personal Expenses	Amount Not Approved	Amount Approved
536.00	0.00	0.00	536.00
Amount College Paid	Amount Due College	Amount Due User	Amount Due College Card
0.00	0.00	536.00	0.00
Total Amount Claimed			
536.00			

6. Go through and review each of the expenses in the Report for accuracy.

Test Request [Test, Traveler2]

Send Back to User Approve

Summary Details + Receipts + Print / Email + Hide Exceptions

Expense Type	Date	Amount	Exception
N/A ⚠ Please provide conference agenda/registration receipt that shows any meal inclusions. Expenses are subject to review and approval by Supervisor, and if deemed of personal nature, will not be reimbursed.			

Expenses

	Transaction Date	Expense Type	Enter Vendor N...	*Additional Inf...	City of Purchase	Payment Type	Amount	Adjusted Claim...
▼	08/11/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$500.00	
▼	08/09/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$250.00	\$250.00
▼	08/10/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$250.00	\$250.00
▼	08/09/2018	Dinner			Anaheim, Calif...	Out of Pocket	\$36.00	\$36.00

COST OBJECT APPROVED AMOUNT \$536.00

Expense Receipt Image Summary

Total Amount: \$500.00 | Itemized: \$500.00 | Remaining: \$0.00

Expense Type: Hotel

Employee Type: Faculty/Educational Administrator

Transaction Date: 08/11/2018

Report/Trip Purpose: Conference Attendee

Additional Information:

Vendor: Best Western International

City of Purchase: Anaheim, California

Payment Type: Out of Pocket

Amount: \$500.00

Save Attach Receipt

7. Next, review each **receipt** (or affidavit) to ensure expenses are substantiated accordingly.

Test Request [Test, Traveler2]

Send Back to User Approve

Summary Details + Receipts + Print / Email + Hide Exceptions

Expense Type	Date	Amount	Exception
N/A ⚠ Please provide conference agenda/registration receipt that shows any meal inclusions. Expenses are subject to review and approval by Supervisor, and if deemed of personal nature, will not be reimbursed.			

Expenses

	Transaction Date	Expense Type	Enter Vendor N...	*Additional Inf...	City of Purchase	Payment Type	Amount	Adjusted Claim...
▼	08/11/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$500.00	
▼	08/09/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$250.00	\$250.00
▼	08/10/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$250.00	\$250.00
▼	08/09/2018	Dinner			Anaheim, Calif...	Out of Pocket	\$36.00	\$36.00

COST OBJECT APPROVED AMOUNT \$536.00

Expense Receipt Image Summary

Total Amount: \$500.00 | Itemized: \$500.00 | Remaining: \$0.00

Conference meal \$1,000.00

8. Follow the steps above and review each additional expense. If a correction is needed, click on the **Send Back to User** button in the top right of the screen.

Approvals Home Requests Reports

Test Request (Test_Traveler2)

Summary Details ▾ Receipts ▾ Print / Email ▾

Exceptions

Expense Type	Date	Amount	Exception
N/A			⚠ Please provide conference agenda/registration receipt that shows any meal inclusions. Expenses are subject to review and approval by Supervisor, and if deemed of personal nature, will not be reimbursed.

Expenses

	Transaction Date	Expense Type	Enter Vendor N...	*Additional Inf...	City of Purchase	Payment Type	Amount	Adjusted Claim...
▼	08/11/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$500.00	
▼	08/09/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$250.00	\$250.00
▼	08/10/2018	Hotel	Best Western In...		Anaheim, Calif...	Out of Pocket	\$250.00	\$250.00
▼	08/09/2018	Dinner			Anaheim, Calif...	Out of Pocket	\$36.00	\$36.00

Remainder Summary

Total Amount: \$500.00 | Remained: \$500.00 | Remaining: \$500.00

Expense Type: Hotel
Employee Type: Faculty/Educational Administrator
Transaction Date: 08/10/2018
Report Type Purpose: Conference Attendee
Additional Information:

9. When sending back a report, please **state the reasons** for the return in the **Comment box** and click on **OK**.

st, Traveler

Send Back Report

Comment History

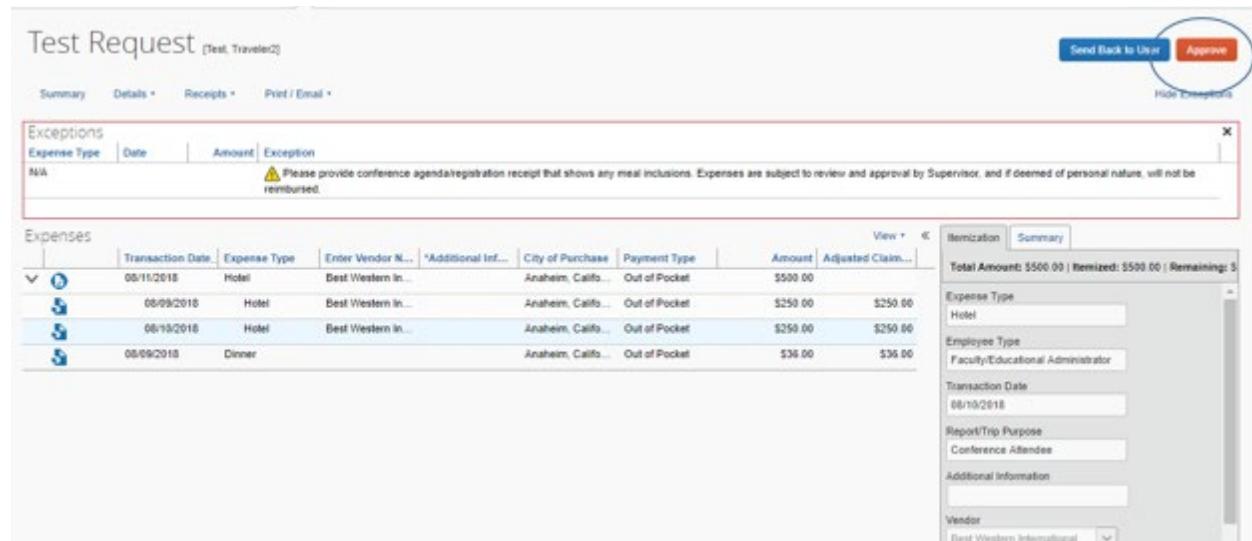
Date ▾	Entered By	Comment Text

Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.

Comment

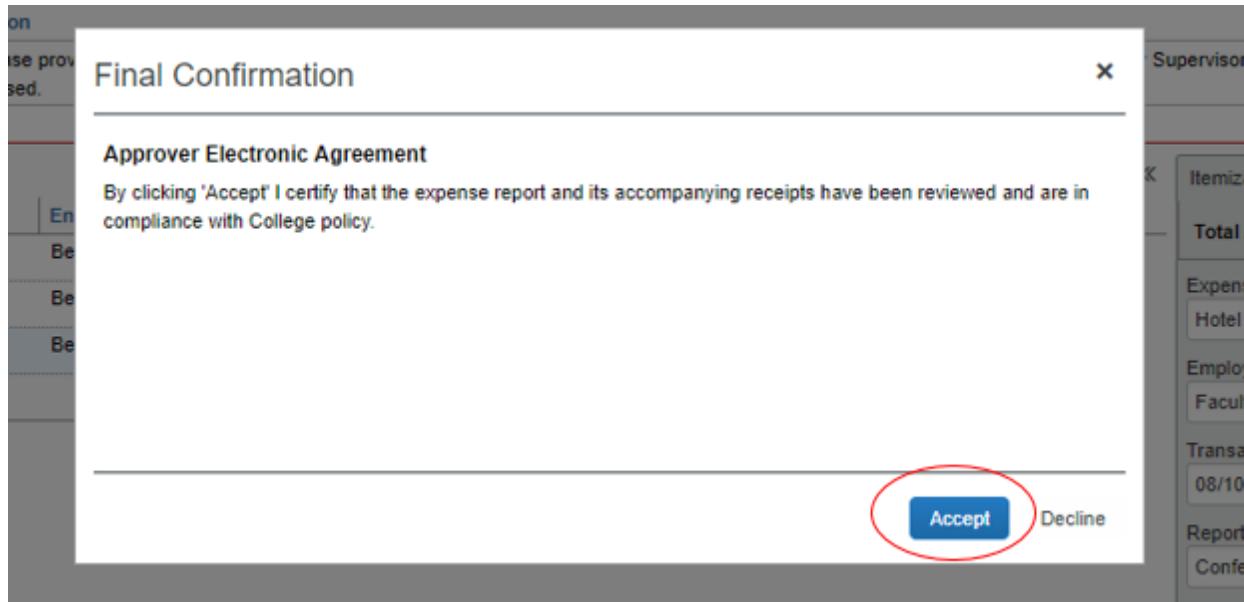
OK Cancel

10. If or when everything is correct, click on the Approve button in the upper right of the screen.



The screenshot shows a 'Test Request' expense report page. At the top right, there are buttons for 'Send Back to User', 'Approve', and 'Hide Itemizations'. The 'Approve' button is highlighted with a red circle. Below the buttons, there is a note: 'Please provide conference agenda/registration receipt that shows any meal inclusions. Expenses are subject to review and approval by Supervisor, and if deemed of personal nature, will not be reimbursed.' The main section shows a table of expenses with columns: Transaction Date, Expense Type, Enter Vendor N..., *Additional Inf..., City of Purchase, Payment Type, Amount, and Adjusted Claim... The table contains four rows of data. To the right of the table is a sidebar with tabs for 'Itemization' and 'Summary'. The 'Summary' tab is selected. The sidebar displays total amounts: 'Total Amount: \$500.00 | Itemized: \$500.00 | Remaining: \$0.00'. It also shows fields for 'Expense Type' (Hotel), 'Employee Type' (Faculty/Educational Administrator), 'Transaction Date' (08/10/2018), 'Report/Trip Purpose' (Conference Attendee), 'Additional Information', and 'Vendor' (Best Western International).

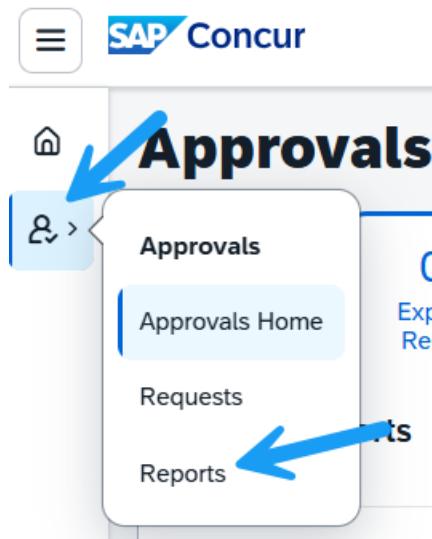
11. To confirm your approval, read the agreement and click **Accept**.



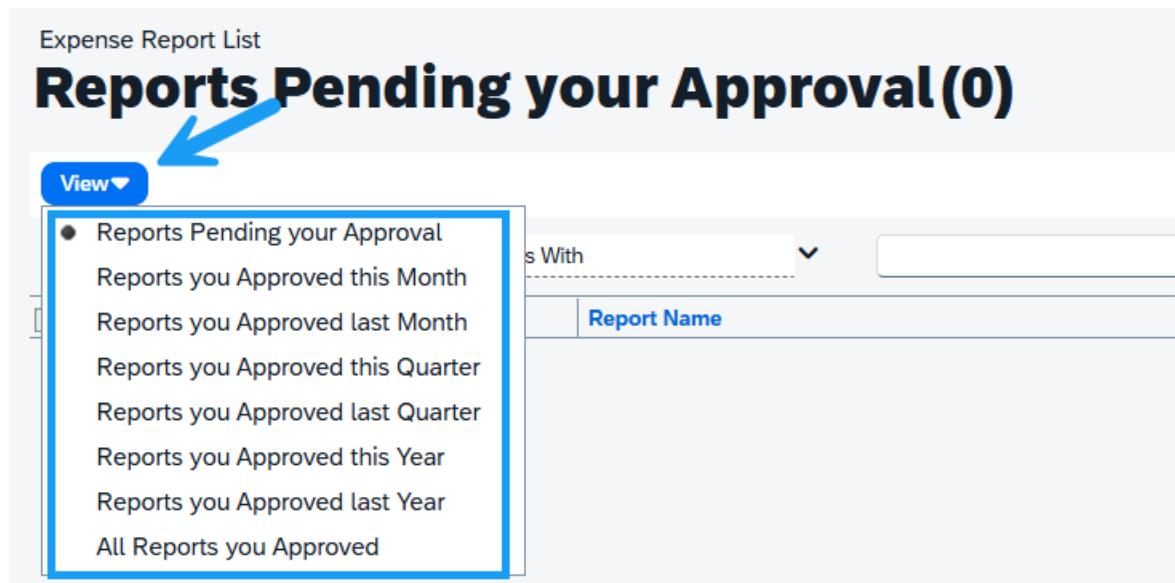
The screenshot shows a 'Final Confirmation' dialog box. At the top, it says 'Approver Electronic Agreement'. Below that, a text box contains: 'By clicking 'Accept' I certify that the expense report and its accompanying receipts have been reviewed and are in compliance with College policy.' At the bottom of the dialog box are two buttons: 'Accept' (highlighted with a red circle) and 'Decline'.

2.6 Reviewing Expense Reports that you have Approved

1. On the left side of the screen click on the Approvals Avatar.



2. Then click on Reports



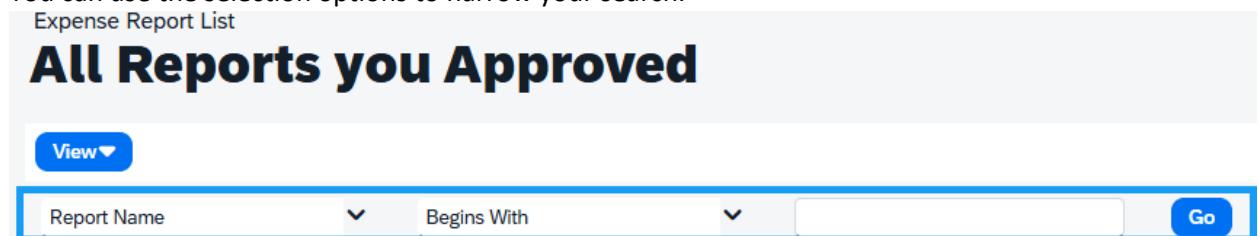
Expense Report List

Reports Pending your Approval(0)

View

- Reports Pending your Approval
- Reports you Approved this Month
- Reports you Approved last Month
- Reports you Approved this Quarter
- Reports you Approved last Quarter
- Reports you Approved this Year
- Reports you Approved last Year
- All Reports you Approved

3. Click on View and select the time period you want to look at.
4. You can use the selection options to narrow your search.



Expense Report List

All Reports you Approved

View

Report Name Begins With Go

SECTION 3: DELEGATING

3.1 Setting up a Delegate

A **delegate** is someone who can create expense reports and travel requests on your behalf based on the permissions you give them.

To set up a delegate:

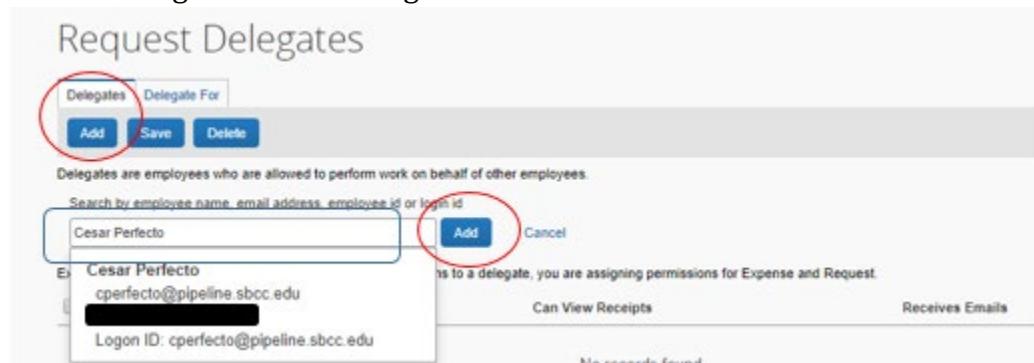
1. From the Welcome Screen click on the **Avatar** and choose **Profile Settings**.



2. Under Expense Settings in the left part of the screen, click on **Expense Delegates**.



3. Click the **Add** box in the top left to perform a delegate search for the person you want to designate as the Delegate and click on the 2nd **Add** box.



4. To assign permissions to the Delegate, check the box by the person's name and then assing permissions accordingly by clicking on the appropriate permission checkboxes and then click **Save**.

Request Delegates

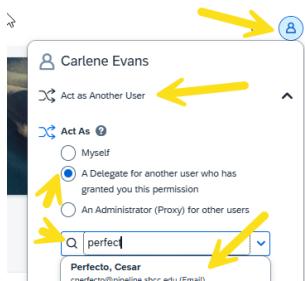
Delegates are employees who are allowed to perform work on behalf of other employees. Expense and Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Request.

Name	Can Prepare	Can View Receipts	Receives Emails
Perfecto, Cesar cperfecto@pipeline.sbcc.edu	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

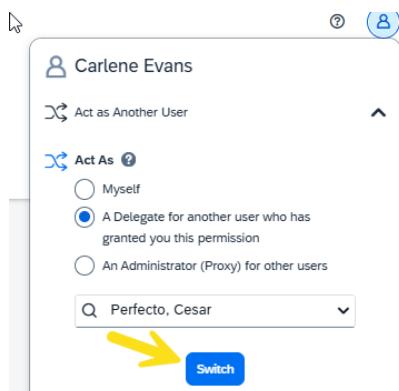
3.2 Acting As a Delegate

A **delegate** is someone who can create expense reports and travel requests on your behalf based on the permissions you give them.

1. From the Welcome Screen click on the **Avatar** and then Click on **Act as Another User**. Click on **A Delegate for another user who has granted you this permission**. Then search for the person you want to act as Delegate for and click on them in the dropdown

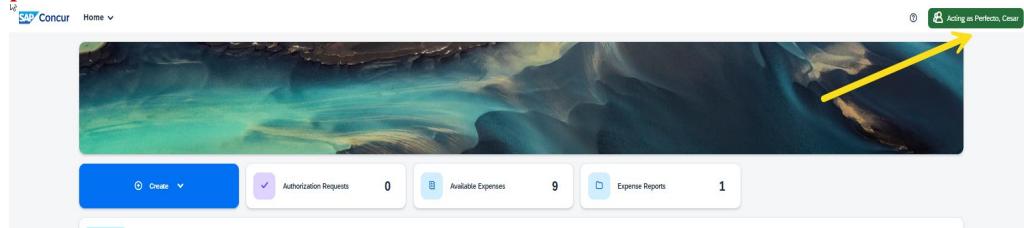


2. If the person you are going to act as a Delegate for is not on the list, start typing their name in. Then click **Switch**.

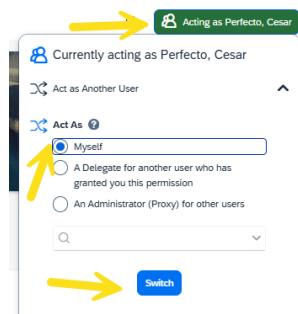


3. You will then go to a new user screen. Note the name below "SAP Concur" and the green box show who you are acting as. If your own name is showing, then you are working on your reports (not theirs).

Special Note: you can only act as a Delegate if someone has assigned you Delegate permissions.



4. When done acting as a delegate, click the green box in the upper right of the screen. Then click on **Myself** and then **Switch**.



5. You will then return to your account. Click on the **Avatar** and check that your name shows.



SECTION 4: OTHER RESOURCES

1. Concur Training Toolkit in Pipeline (middle section of Concur homepage; see pic below for reference)

The image is a screenshot of the Concur Pipeline homepage. At the top, it says 'COMPANY NOTES' in bold. Below that is a box containing a link to the 'Concur Training Toolkit'. The toolkit is described as a link that will provide information to utilise the Concur Expense System. Below this is a section titled 'MY TASKS' which shows a horizontal bar divided into three segments, with the first segment being blue and the other two being white.

2. Concur Training Website: <https://www.concurtraining.com/pr>
3. A Concur Manual will be available on the SBCC Fiscal Services website (<http://www.sbcc.edu/fiscalservices/>).