



# Employee Reimbursement Manual

for

## SAP Concur

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## SAP Concur for Employee Reimbursements (non-travel)

SAP Concur is SFA's new Travel and Expense Management system. Concur is a modern platform that centralizes and automates p-card and travel processes into one efficient solution, and now includes a simplified process to reimburse employees for non-travel related items that have been purchased with personal funds.

**P-Cards and requisitions are the preferred method for purchasing items for university business purposes.** Purchases should be planned in advance, when possible, to limit employee out-of-pocket expenses.

An employee is allowed 2 (two) reimbursements per year. Additional reimbursements may incur a processing fee charged to the employee's department.

**Note:** SFA is a tax-exempt entity, and sales tax will not be reimbursed, with the exception of business meals.

## Signing In

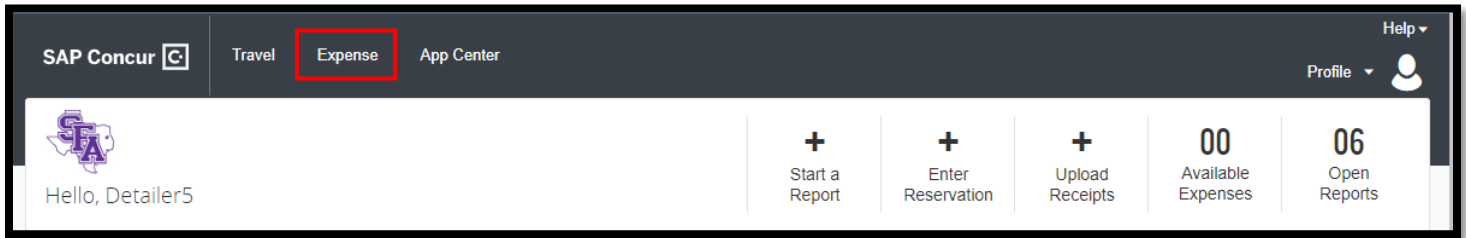
Access to Concur is located within mySFA on the Resources Tab.

1. Login to mySFA
2. Go to the "Resources" tab
3. Select "Concur"

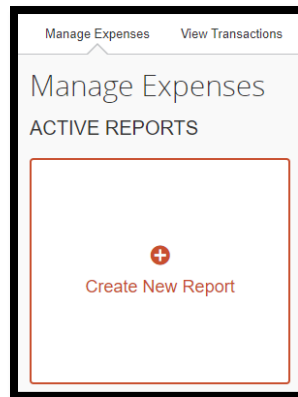
The screenshot displays the mySFA website interface. At the top, the Stephen F. Austin State University logo and name are visible on the left, and the mySFA logo is on the right. A navigation bar below the header contains several tabs: HOME, EMPLOYEE, PRESIDENT'S CORNER, RESOURCES, WORKFLOW, BUDGET & FINANCE, and RESEARCH. The RESOURCES tab is highlighted with a red box. Below the navigation bar, the main content area is divided into several sections. A red arrow points from the RESOURCES tab to the 'TRAVEL & P-CARD' section, which is also highlighted with a red box. Within this section, the 'Concur' link is highlighted with a red box. Other sections visible include 'COURSE EVALUATIONS AND SURVEYS', 'DINING SERVICES', 'INSTITUTIONAL EFFECTIVENESS AND ASSESSMENT', 'COURSE SCHEDULING AND UTILIZATION', 'GRAPHIC SHOP', 'STUDENT COMPLAINT MANAGEMENT', 'TECHNICAL SERVICES AND EMAIL LISTS', 'ACCOUNTS PAYABLE AND TRAVEL', and 'PROCUREMENT SERVICES'.

# Create a New Expense Report

1. Navigate to the Expense tab to begin the employee reimbursement process.
  - Delegates may prepare a report on behalf of an employee



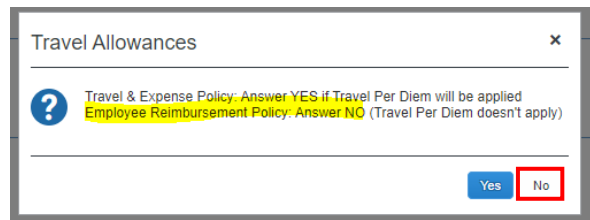
2. Click on **Create New Report**



3. Select \*Employee Reimbursement from the Policy dropdown menu
4. **Report Name** should follow naming convention as noted on the form (REIMB – Last Name – mm/yy)
5. Complete remaining fields in the Report Header, including the Food Justification (Who, What When, Where, Why) if food was purchased (Fund-Org-Program is not updated here)
6. Click **Next**

A screenshot of the 'Create a New Expense Report' form. The 'Report Header' section is visible. A purple callout box points to the 'Report Name' field, which contains 'REIMB - Smith - 07/21'. The form includes fields for Policy (\*Employee Reimbursement), Report Name (REIMB - Last Name - mm/yy), First Purchase Date (07/03/2021), Last Purchase Date (07/04/2021), Reimbursement Justification (Ran out of items on event day), Reason P-Card not utilized (P-Card not available on holiday wee), Was food purchased? (Yes), Food Justification - Required if food was purchased (additional water needed for students/faculty/staff at July 4th), Fund ((150010) Designated Sales and Ser), Org ((30401) Procurement Services), and Program ((200) Public Service). There is also a 'Comments To/From Approvers/Processors' field and 'Next >>' and 'Cancel' buttons at the bottom right.

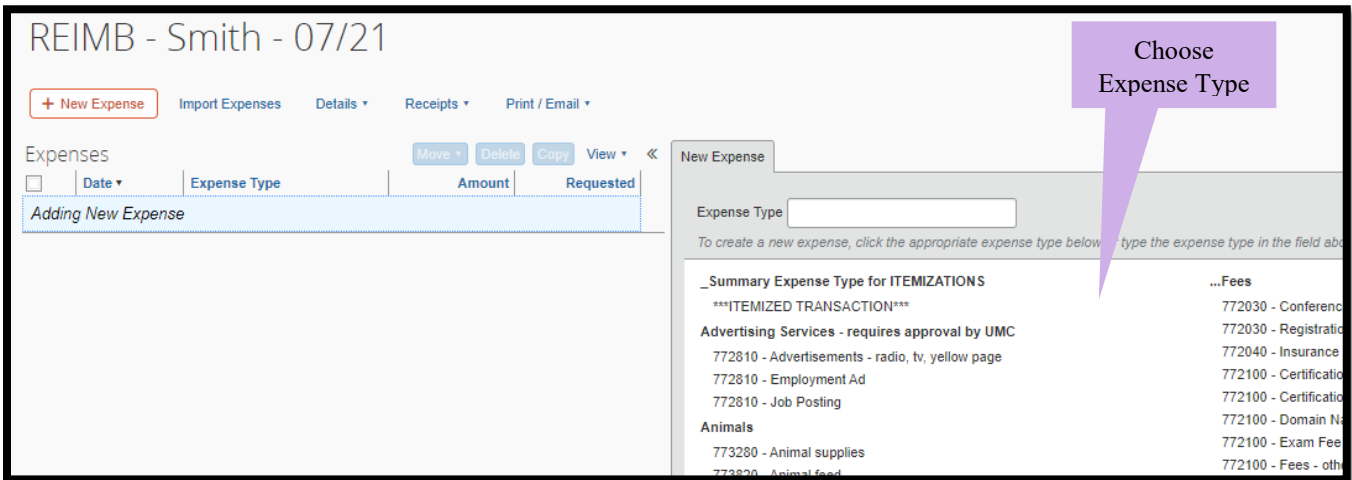
7. Answer **No** to the pop-up box for Travel Allowances



8. Choose the appropriate Expense Type for the first receipt to be reimbursed - either a single expense type or multiple expense types (Itemized Transaction)

- **Single expense type:** Click the Expense Type that best represents the item(s) purchased if all items are of the same expense category (ex.: All items are considered 'Consumables')
  - i. Enter information for all required fields
  - ii. Choose Fund Org Program, or **Allocate** to multiple FOPs
- **Multiple expense types:** Click **\*\*\*ITEMIZED TRANSACTION\*\*\***
  - i. Choose first expense type and enter information and FOP, or Allocate
  - ii. Choose second expense type and enter information and FOP, or Allocate
  - iii. Continue until all expense types are represented

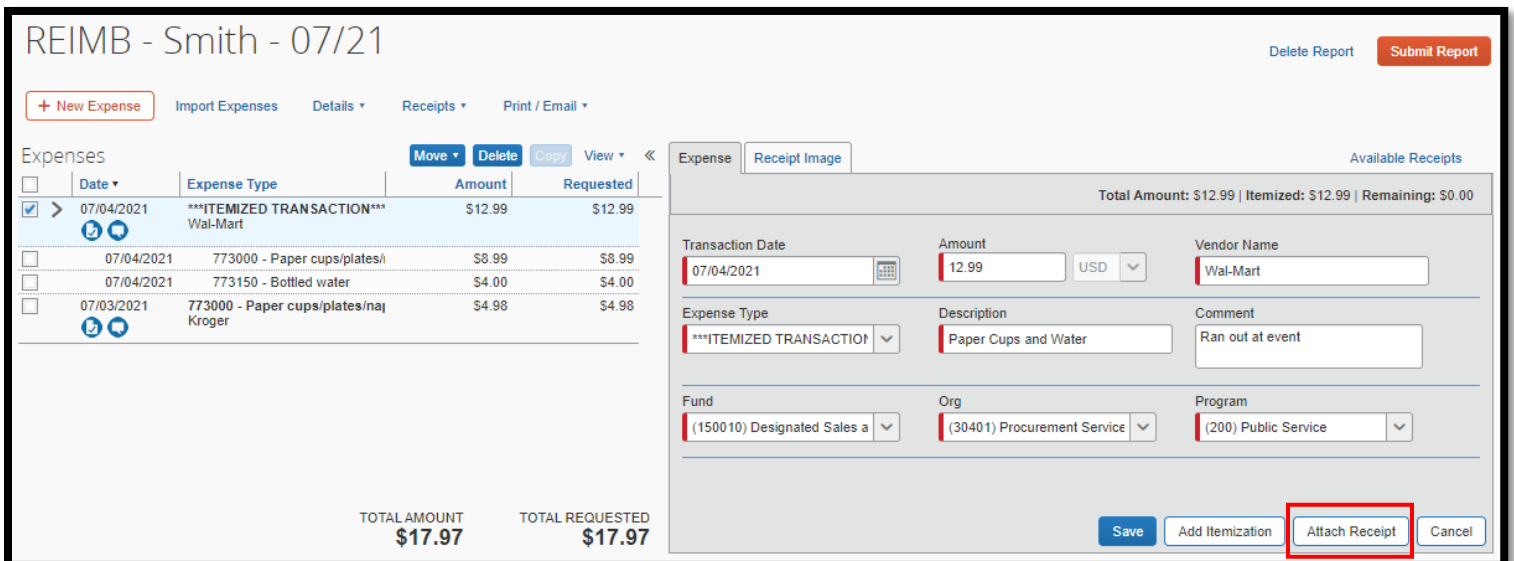
**\*Sales tax will not be reimbursed\*** Do not include in Amount. (Exception: Business Meals)



9. Add receipts by clicking the Expenses check box for a transaction and then click **Attach Receipt** to upload the purchase receipt and any supporting documentation

**10. Save**

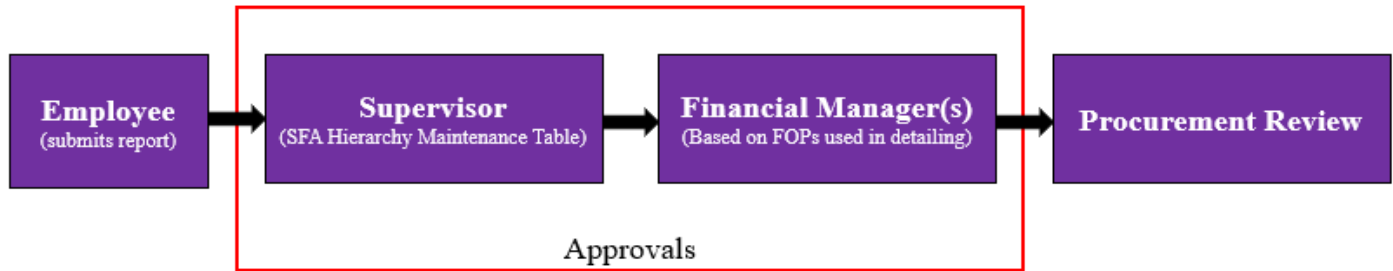
**NOTE:** Click the Report Name to edit the details of the expense report header



11. Click + **New Expense** to continue the process above for each receipt that is to be submitted for reimbursement
12. **Submit Report** when all purchases to be reimbursed have been added to the Expense Report and receipts and supporting documentation have been attached for each purchase

## Employee Reimbursement Workflow

Employee Reimbursement expense reports will go through the following approval and review stages before payment will be issued to the employee.



1. Employee submits report
2. Supervisor approval based on the SFA Hierarchy Maintenance Table
3. Financial Manager(s) approval based on the FOPs used
  - a. May include multiple Financial Managers
  - b. Grant funds will require additional approval from ORGS at this step
4. Procurement Review

Detailed information regarding Concur navigation, itemizing and allocating expenses, receipts and upload processes, etc. may be found in the P-Card Manual for SAP Concur located on the following webpage.  
<https://www.sfasu.edu/purchasing/108.asp>

Questions may be emailed to [concur@sfasu.edu](mailto:concur@sfasu.edu). Subject: Employee Reimbursement