



| The European Synchrotron



SAP Concur



for Experimental users

Expense Claim/Report
& mobile application

The following slides explain:

- How to create and submit your expense claim/report, **with SAP Concur mobile application**

Reminder:

The ESRF recommends that beforehand, you:

- Create your expense claim/report **from the approved travel request**
- **Download the SAP Concur mobile Application**, to get **certified copies** of your travel tickets

Receipts are required for the refund of your travel expenses:

Two alternatives:

- ✓ **Certified receipts, thanks to SAP Concur mobile application**
 **Paper receipts are no longer required**
- ✓ **Original/paper receipts sent by postal mail to ESRF Travel Office**

Compliance with ESRF travel policy:

- ✓ Unexpected expenses and higher amounts are subject to ESRF approval
- ✓ Expense report must be submitted **not later than 30 days, after the end date of the trip**



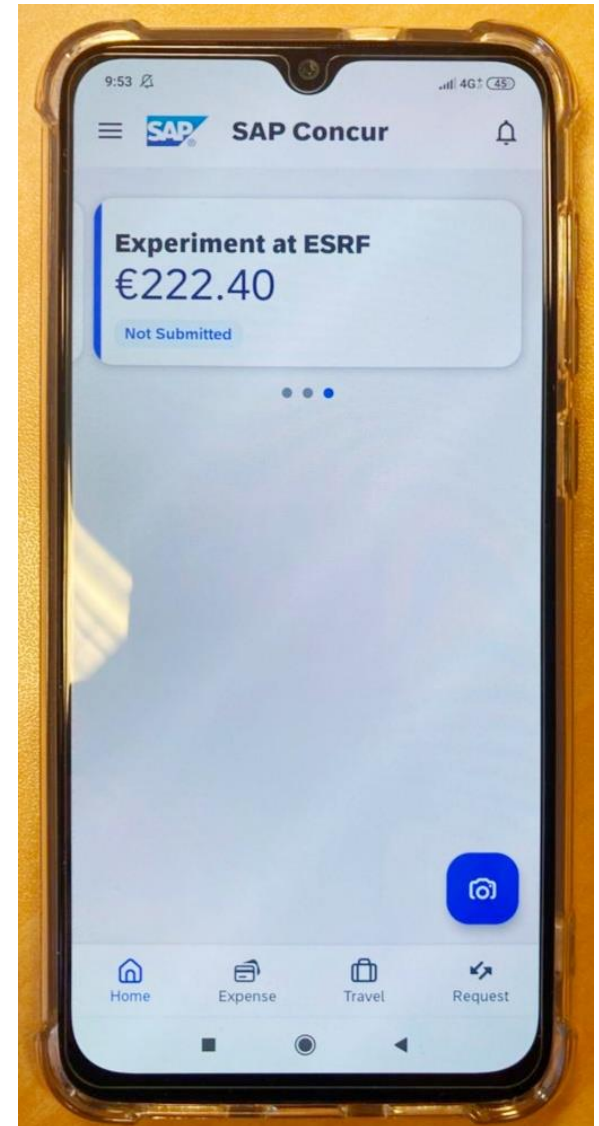
SAP Concur

Concur Technologies, Inc.



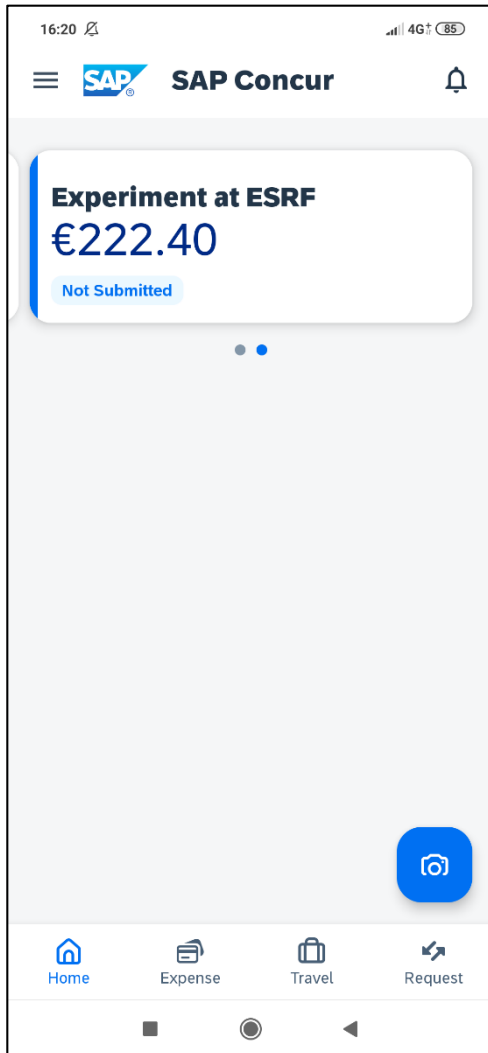
Thanks to SAP Concur mobile App.,
you will be able to:

- Take photos of your receipts and get them certified
- Add the certified tickets to your claim
- Submit your expense report, electronically

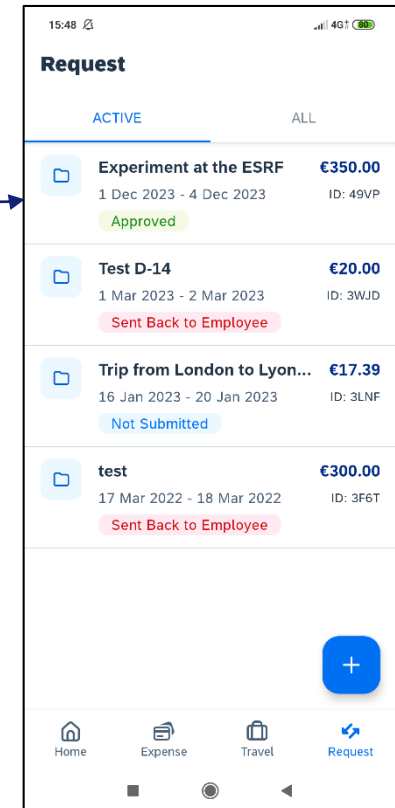


CREATION OF THE EXPENSE REPORT

From the home page, select « **Requests** » to view all your active Travel requests

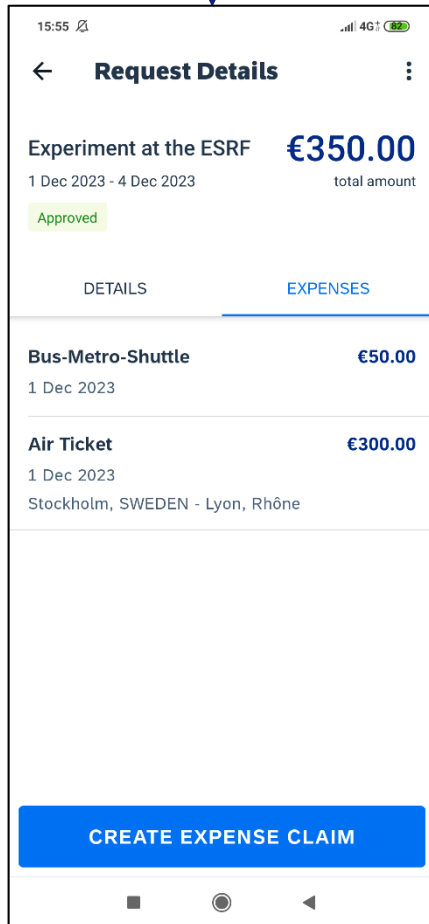


Then, choose the related **approved** travel request



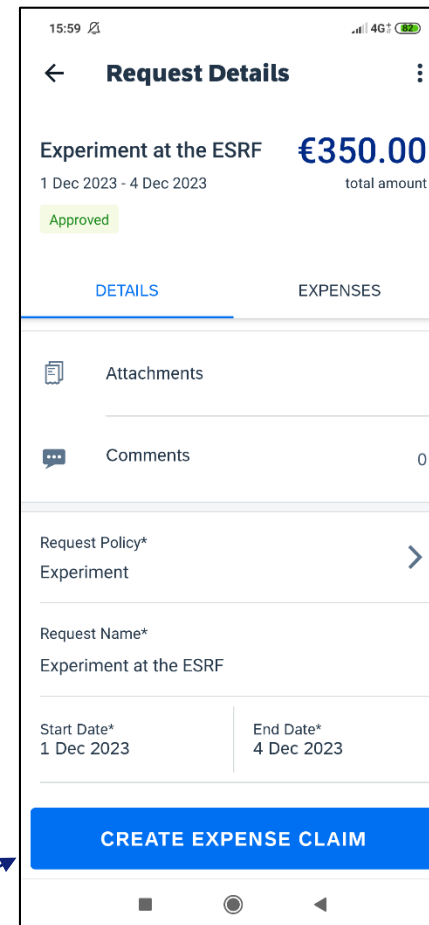
CREATION OF THE EXPENSE REPORT

Expenses of the approved request are reported



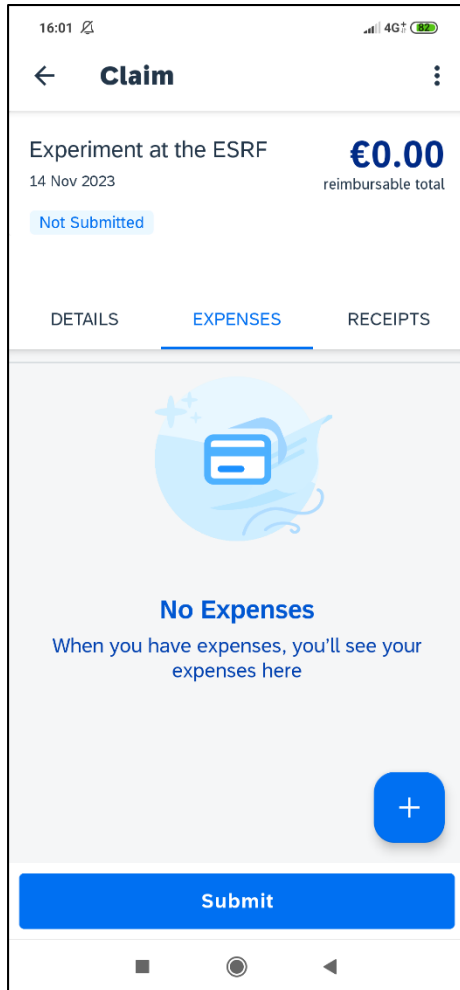
Click on « Create Expense Claim », here

Select « Details » to check the request header

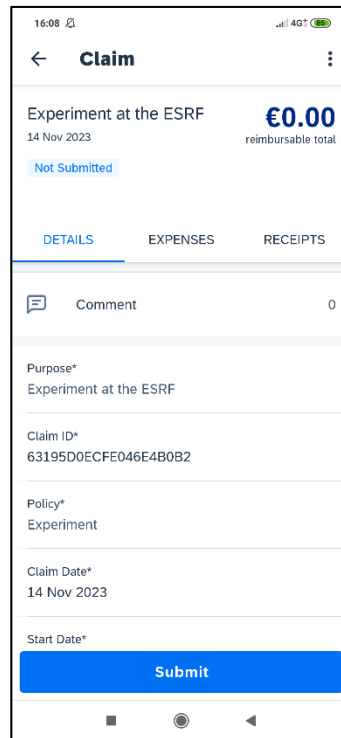


CREATION OF THE EXPENSE CLAIM

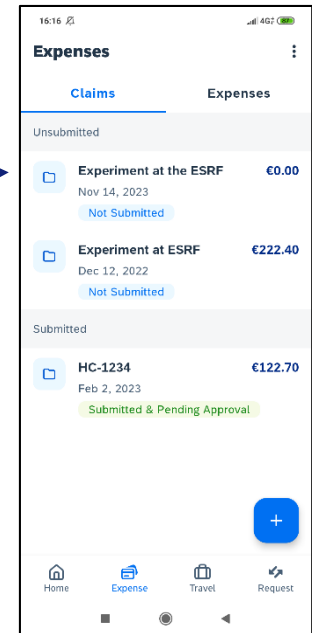
Well done! The expense claim has been successfully created



The expense claim header is automatically filled-in



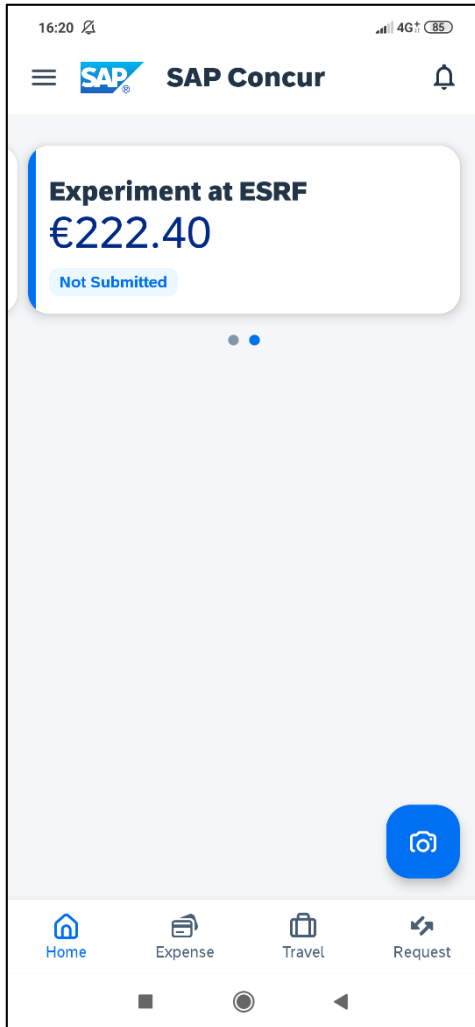
Select ← to go back to home page



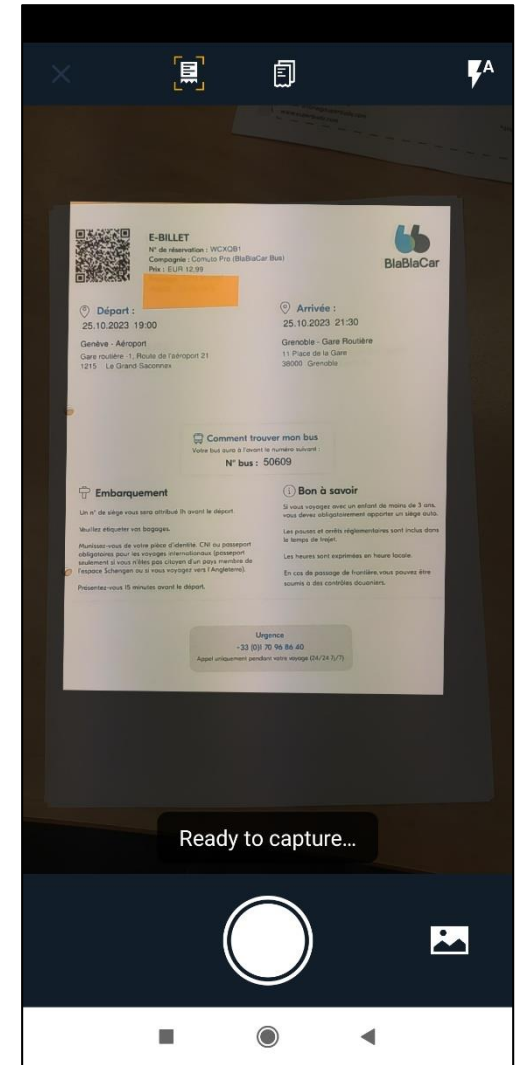
The expense claim is pending for your receipts

TAKE A PHOTO OF YOUR TICKET AND GET A CERTIFIED RECEIPT

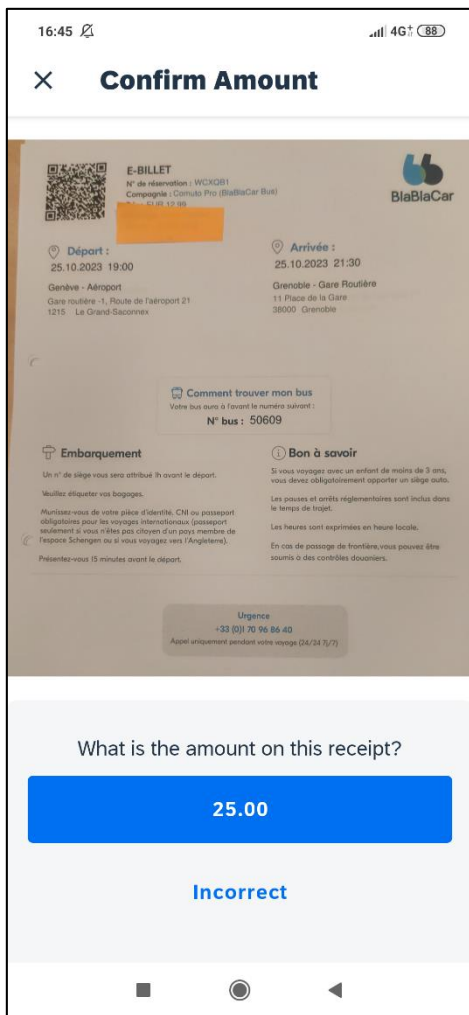
From the home page, click on the capture receipt logo



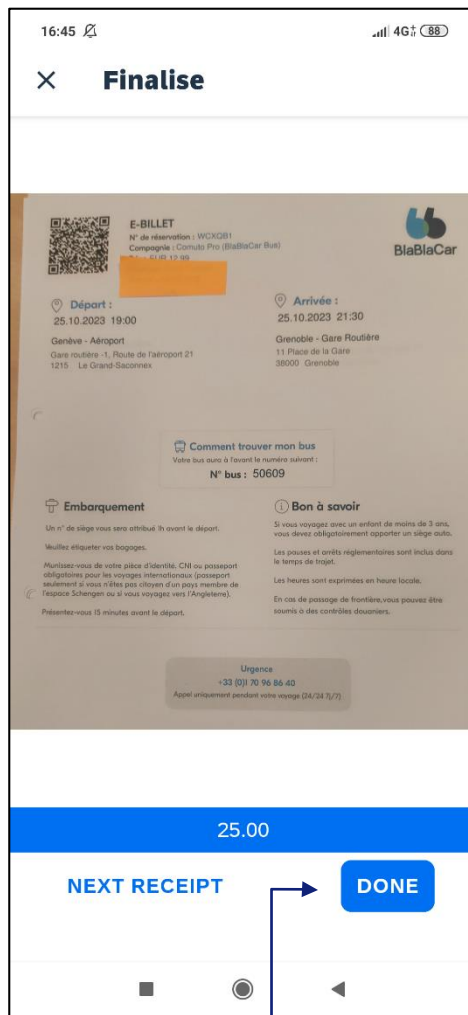
Please zoom on the receipt as much as possible and once « ready to capture » appears, take your photo



TAKE A PHOTO OF YOUR TICKET AND GET A CERTIFIED RECEIPT

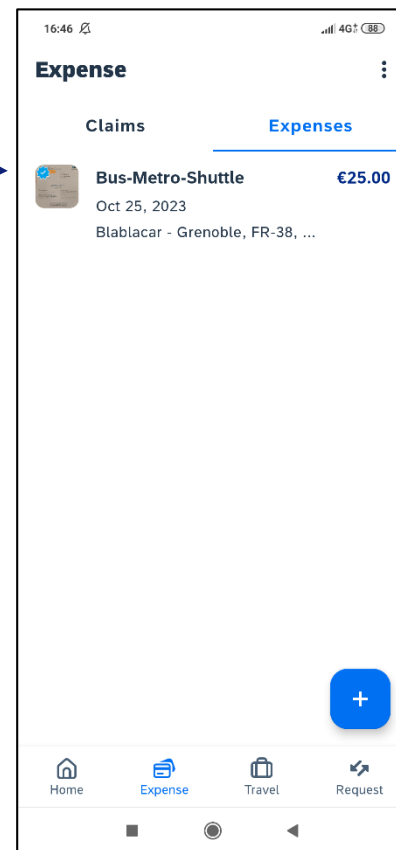


Confirm the amount is correct, or select « Incorrect »



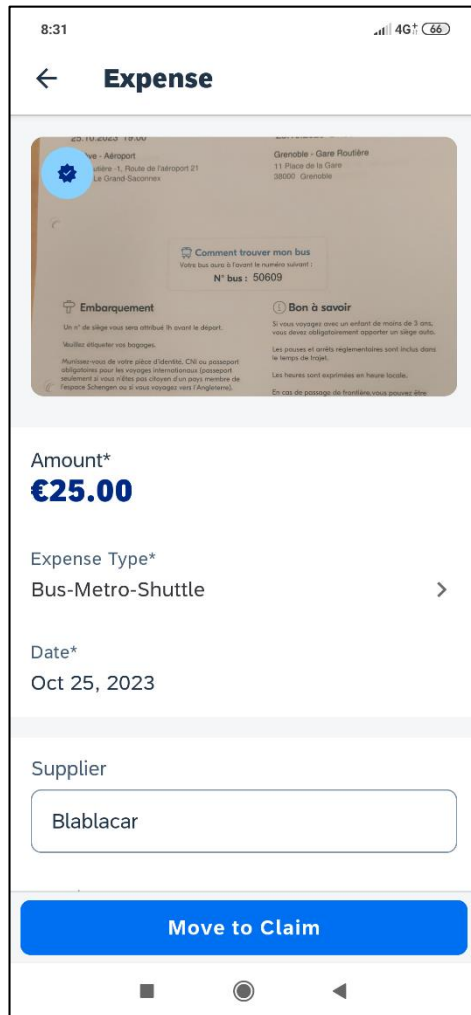
Select « Done » to upload

Your scanned receipt is now certified!
(see the blue logo on the top left)

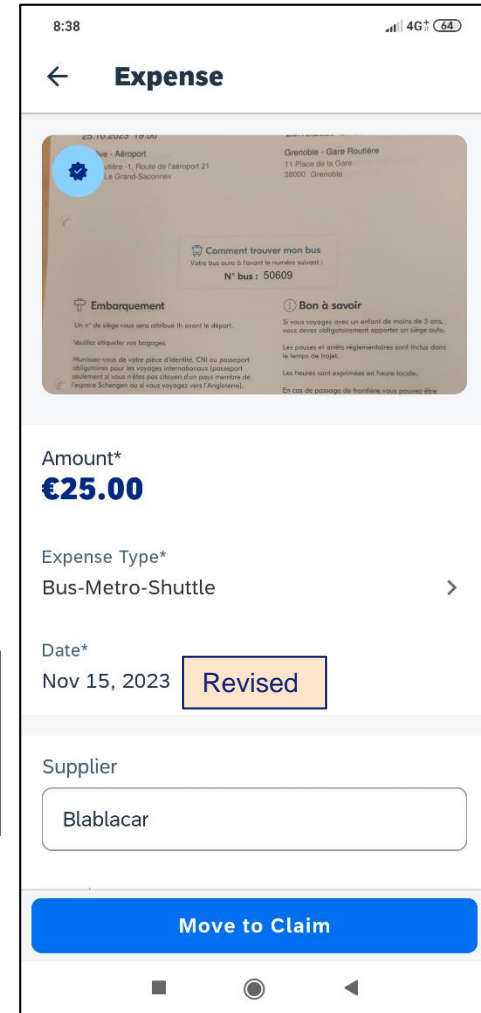
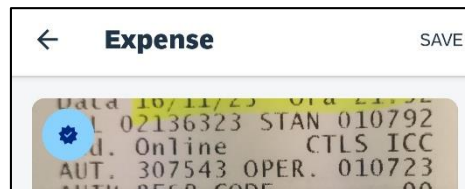


CHECK THE REPORTED INFORMATION

Click on the expense in order to check the reported information



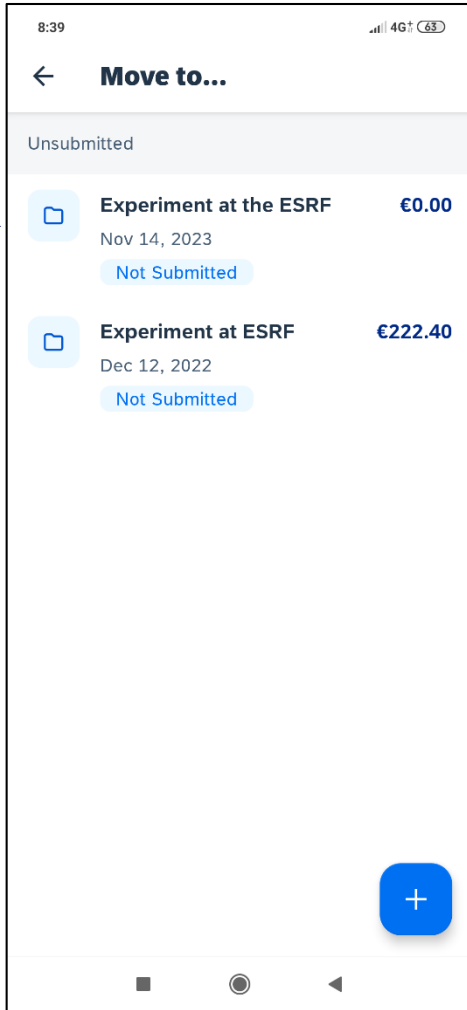
Scroll down and click on the line(s), which need(s) to be corrected, then save your modification by clicking on the top right-hand corner of the page



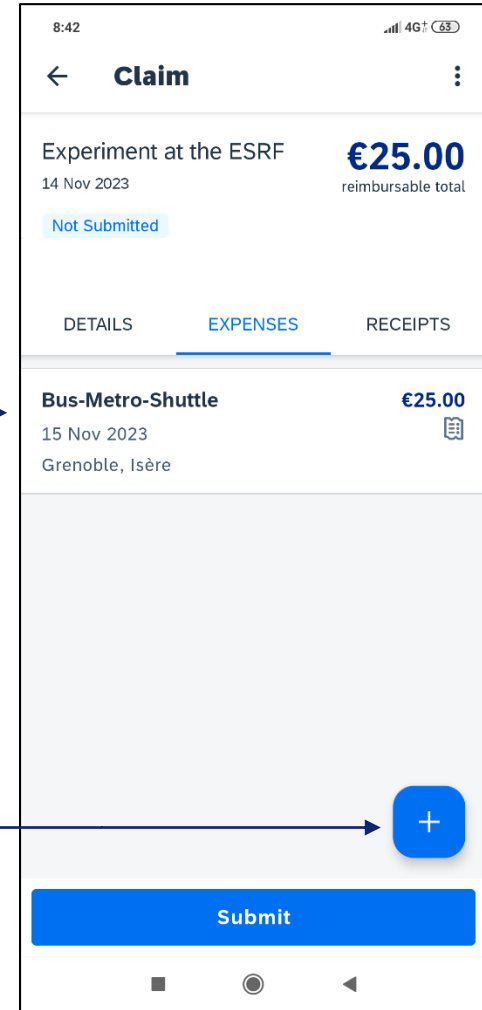
Once ok, click on « Move To Claim »

ADD THE CERTIFIED RECEIPT TO THE EXPENSE REPORT

Choose the expense report you created beforehand



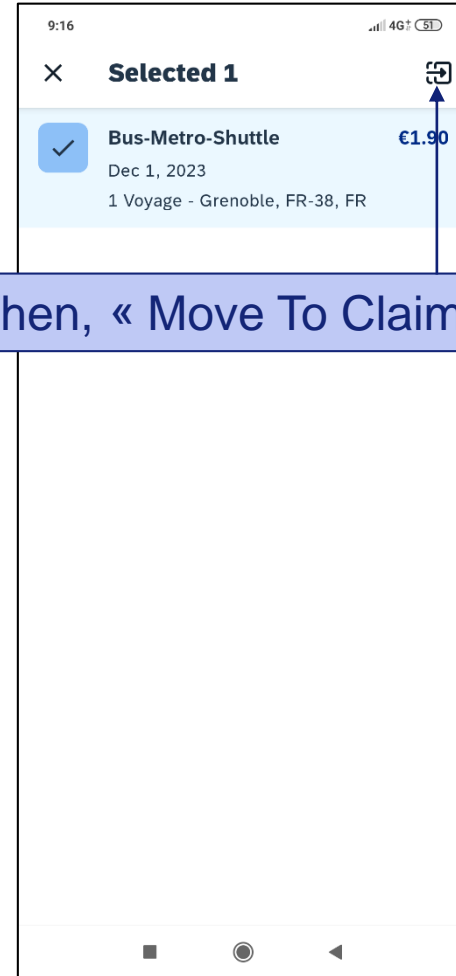
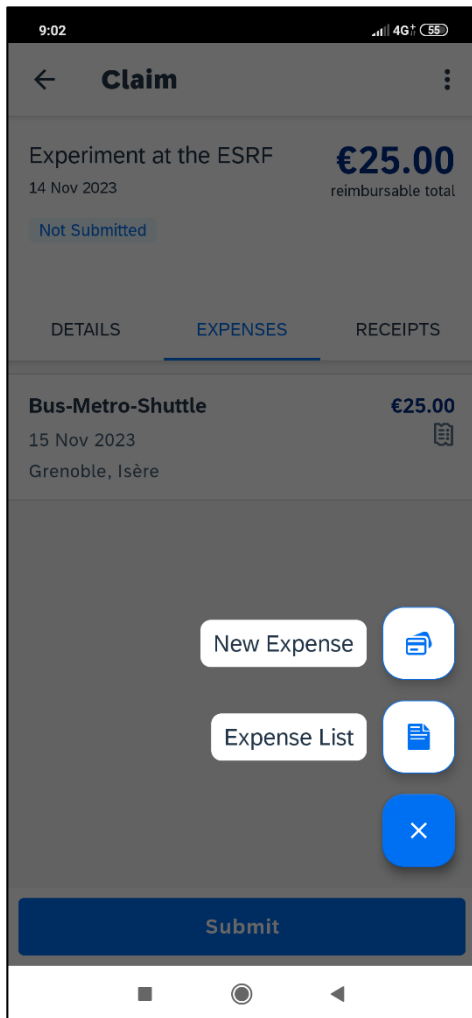
The receipt is added, now



Select « + »
to add extra expenses

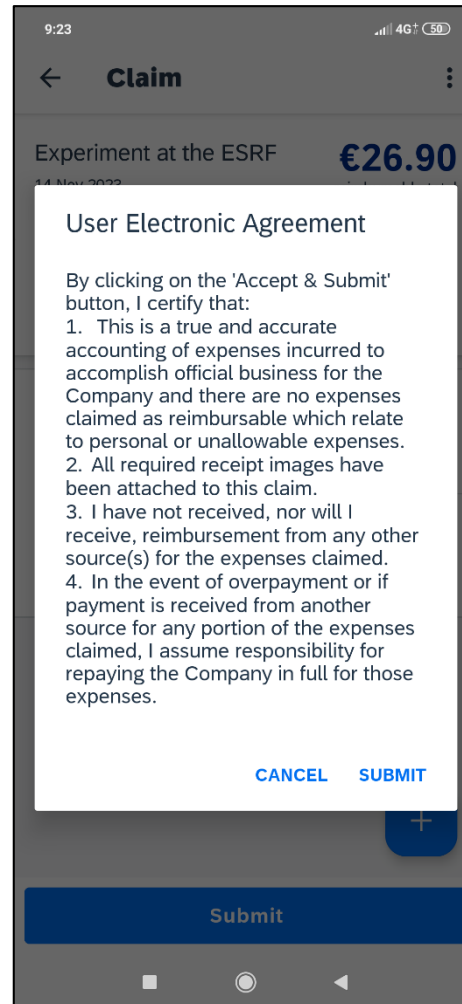
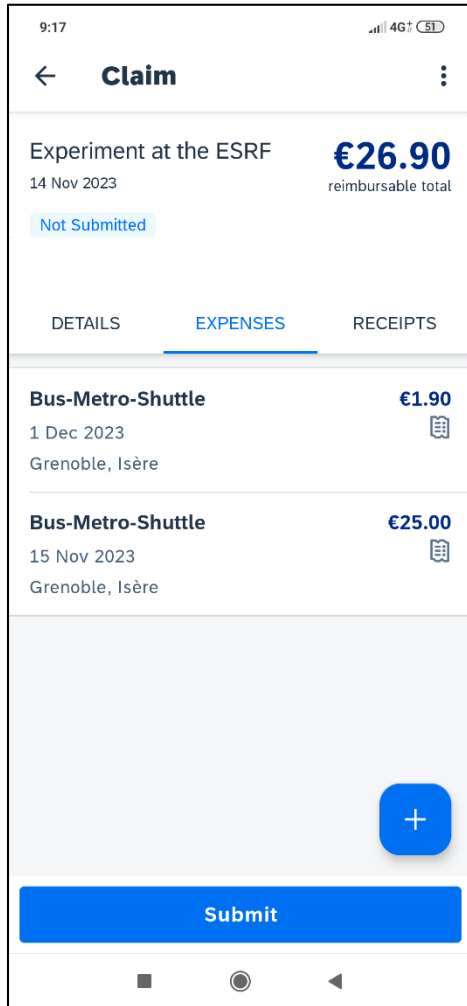
ADD EXTRA RECEIPT

Select « New Expense » to add a line or select « Expense List » to add another certified receipt



SUBMISSION OF THE EXPENSE CLAIM

Once all your expenses are added, select « Submit »



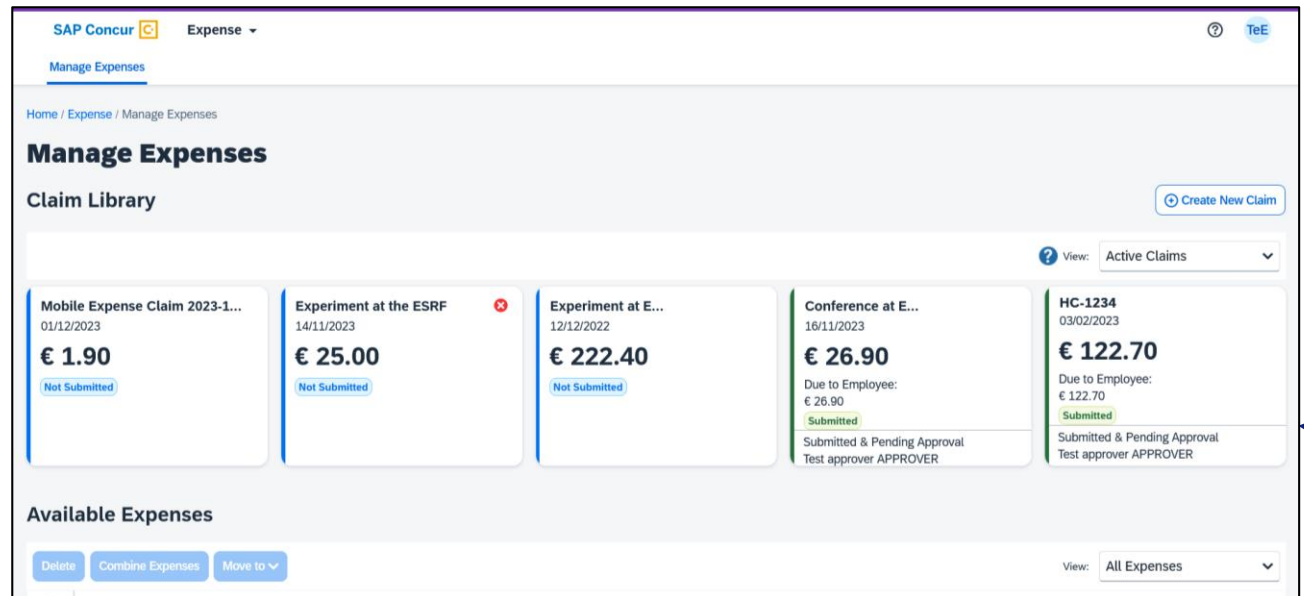
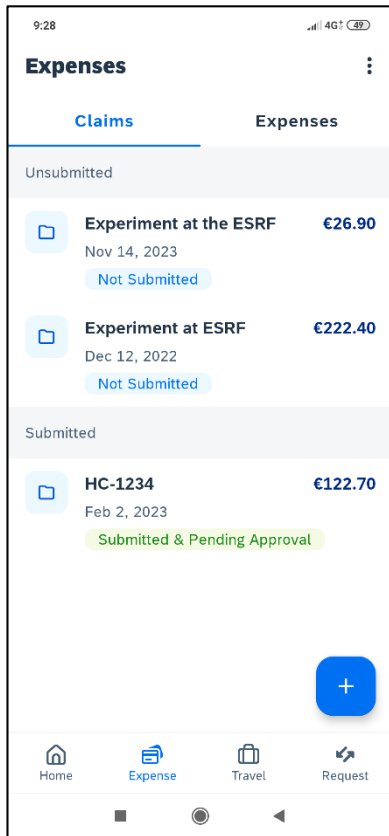
Read the agreement and « Submit »

SUBMISSION OF THE EXPENSE CLAIM

The expense report is correctly submitted and is pending for ESRF approval

Similarly, on the mobile App.

And on the web application



AFTER THE EXPENSE CLAIM SUBMISSION

You may receive extra automatic reminders from SAP Concur, although you already submitted your claim (sorry for that!).

Please go to your approved travel request and close it.

You will no longer receive automatic reminders afterwards.

From: EmailReminderService@concur.com
Subject: **Concur Alert: ESRF approved travel request without expense report**
Date: 13 December 2022 at 19:53:44 GMT
To: [REDACTED]

SAP Concur

Dear [REDACTED],

Following your trip to the ESRF, you have 1 approved travel request without expense report.

Requests

Start Date	Request Name	Request Total
14/11/2022	HC-5043	222.00 EUR

For the refund of your travel expenses, please create and submit your expense Report from the approved request, **within 30 days after the end of your trip**.

(This is an automatic reminder message from SAP Concur. If not needed, please open your request in SAP Concur and click on "Close/Inactivate Request", to delete this reminder).

Click on <http://eu1.concursolutions.com> to log on the application

(For more information, please contact traveloff@esrf.fr)

SAP Concur Requests ▾ TeE

Manage Requests

Home / Requests / Manage Requests / Experiment at the ESRF

Experiment at the ESRF € 350.00

Approved | Request ID: 49VP

Request Details ▾ Print ▾ Attachments ▾

CLAIMS: 1

Amount	Remaining
€ 25.00	€ 350.00

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Bus-Metro-Shuttle		01/12/2023	€ 50.00	€ 50.00
Air Ticket	Stockholm (STO) - Lyon (LYS) : Round Trip	01/12/2023	€ 300.00	€ 300.00
				€ 350.00

More Actions ▾ **Create Expense Claim**

- Copy Request
- Cancel Request
- Close Request