Expense Reporting using Concur

Region 5 EXCOM Meeting
Apr 4, 2020
What is Happening?

1) All expense reimbursements from Region 5 will be processed through IEEE’s implementation of the SAP Concur effective Jan 1, 2020. SAP Concur is a web based third-party application used by many companies to manage employee expense reporting.

2) Volunteers must create a SAP Concur account under their IEEE Log-In. This includes providing bank information. IEEE has provided a video tutorial for using SAP Concur.

3) Reimbursement requests are routed electronically to Region Treasurer and Director for approval. The request is then routed to HQ for final approval and transfer of funds from Region Concentration Banking account to the volunteer’s bank.

4) Requests may be returned to the originator for additional information or corrections as needed.

5) Region forms (Funding Request, Mileage Worksheet) are no longer required for most reimbursement requests. SAP Concur enforces policy for mileage, receipts and approvals.

6) SAP Concur allows the Region to classify reimbursements through a selection of “Level Codes” to be detailed later in this presentation.
Volunteer Benefits from Concur

- **Faster Payment** of expense reimbursements
- **Improved Transparency and Visibility**, in the form of
  - Real-time visibility into status of expense reports
  - Improved reporting capabilities
- **Enhanced Ease of Expense Filing**
  - One place to submit expense reimbursement requests
  - Integration with third party applications (e.g., Uber, Lyft, etc.)
  - Easy & direct uploading of receipt images via Concur mobile app (ExpenseIT) which autofills expense reports
- **Control & Security of Payment Information**
  - Volunteers store their banking information directly in Concur, eliminating IEEE staff involvement
- **Streamlined processes**
  - Elimination of paper based process
  - Real-time audit/status tracking
  - Improved approval workflows
IEEE's New Volunteer Expense Reimbursement Platform (Concur)

The IEEE Volunteer Expense Reimbursement tool (Concur), a cloud-based expense reimbursement application, is designed to create an easy, efficient, and automated expense reimbursement experience for IEEE volunteers. This new platform was endorsed by the IEEE Financial Committee (FinCom) and officially launched in February 2019.

For information on IEEE Travel Program, click here.

Eligibility: If you currently submit your expense reports directly to your Section, Chapter or Conference, please continue your current process. These types of expense reimbursements will move to Concur at a later phase. For all other expenses, the preferred means to submit your expense report is through Concur. (See multi-phased rollout schedule.)

Training and Quick Reference

View video tutorial (self-paced training).

View Expense Report Purpose (ERP) library (for selecting ERP, approver workflows, and GL coding).

Concur Access

Step 1: How to Get Started
- Request an IEEE Account (Skip if you have one)
- Create Concur Account

Step 2: Access Concur
- Log In (May require IEEE Network login)

Step 3:
- Download the App
Hello, Paul

COMPANY NOTES

Concur Training Toolkit
This link will provide information to utilize the Concur Expense System.

MY TASKS

- Required Approvals
  Great! You currently have no approvals.

- Available Expenses
  You currently have no available expenses.

- Open Reports
  You currently have no open reports.
All reimbursements from the Region will use these Level 1 and Level 2 selections.
Expense Report Purpose Structure – Region 5

- Levels are hierarchical: Level 1 selection determines the Level 2 options available, Level 2 selection determines Level 3 options, etc.

Level 1
- Corporate Activities
- Educational Activities
- MGA
- Publications
- Societies
- Technical Activities

Level 2
- Region 1
- Region 2
- Region 3
- Region 4
- Region 5
- Region 6
- Region 7
- Region 8
- Region 9
- Region 10

Level 3 – with descriptions
- Annual Meeting – Region 5 April Meeting for EXCOM, Delegates, etc except Director and Treasurer
- Conferences and Events – Common events for EXCOM Members
- Director Travel – All Director requests regardless of reason
- EXCOM Meetings – Regularly scheduled EXCOM events, Winter and Fall EXCOM
- Member Travel – EXCOM Members requests to events not otherwise listed, e.g. Area Chair visits
- Treasurer Travel – All Treasurer requests regardless of reason
- Other – Any other request that is not covered by the other choices

Level 4
- Level 4 is dependent on Level 3 choice and is detailed on the following pages.
**ERP Structure – Annual Meeting**

- Level 4 selects the role of the member that attended the Annual Meeting. Note, the Director and Treasurer must use a different Level 3 code.

**ERP Level 1**
- Regions

**ERP Level 2**
- Region 5 Southwestern USA

**ERP Level 3**
- Annual Meeting
  - Conferences and Events
  - Director Travel
  - EXCOM Meetings
  - Member Travel
  - Treasurer Travel
  - Other

**ERP Level 4**
- EXCOM Members
  - Guests
  - Section Delegates
  - Students
  - Other

**Approver 1 - Treasurer**
**Approver 2 – Director**
ERP Structure – Conferences and Events

• Level 3 is intended to name the common events that multiple members attend during the program year.

Approver 1 - Treasurer
Approver 2 – Director
• Approvers for Director requests are unique (Director may not approve), therefore all Director requests are completed under Level 3 – Director Travel
• Level 4 selects the event and role of the attendee. Note, the Director and Treasurer must use a different Level 3 code.
ERP Structure – Member Travel

- Level 3 is for individual EXCOM member travel for purposes other than the larger events covered in separate Level 3 codes.
ERP Structure – Treasurer Travel (Exclusively)

- Approvers for Treasurer requests are unique (Treasurer may not approve), therefore all Treasurer requests are completed under Level 3 – Treasurer Travel.

Approver 1 – Director-Elect
Approver 2 – Director
ERP Structure – Other

- Level 3 is for situations not covered by the other Level 3 and 4 codes.
Questions?
Expense Types

All Expense Types

01. Travel Expenses
   - Hotel
   - Laundry

02. Transportation
   - Airfare
   - Airline Fees
   - Car Rental
   - Fuel Charges - Rental Car Only
   - Parking
   - Personal Car Mileage

03. Meals
   - Individual Meals
   - Meals with Guests

04. Office Expenses
   - Supplies/Postage/Shipping/Printing/etc.

05. Communications
   - Internet/Online Fees

06. Transportation
   - Taxi, Bus, Uber, etc.
   - Tolls/Road Charges
   - Train

07. Fees
   - Agency Booking Fees
   - Currency Exchange Fees

08. Other
   - Dues/Membership
   - Miscellaneous
   - Subscriptions
   - Tips/Gratuities
   - Training/Seminars