

ADA-Funded Volunteer Concur Expense Report Instructions

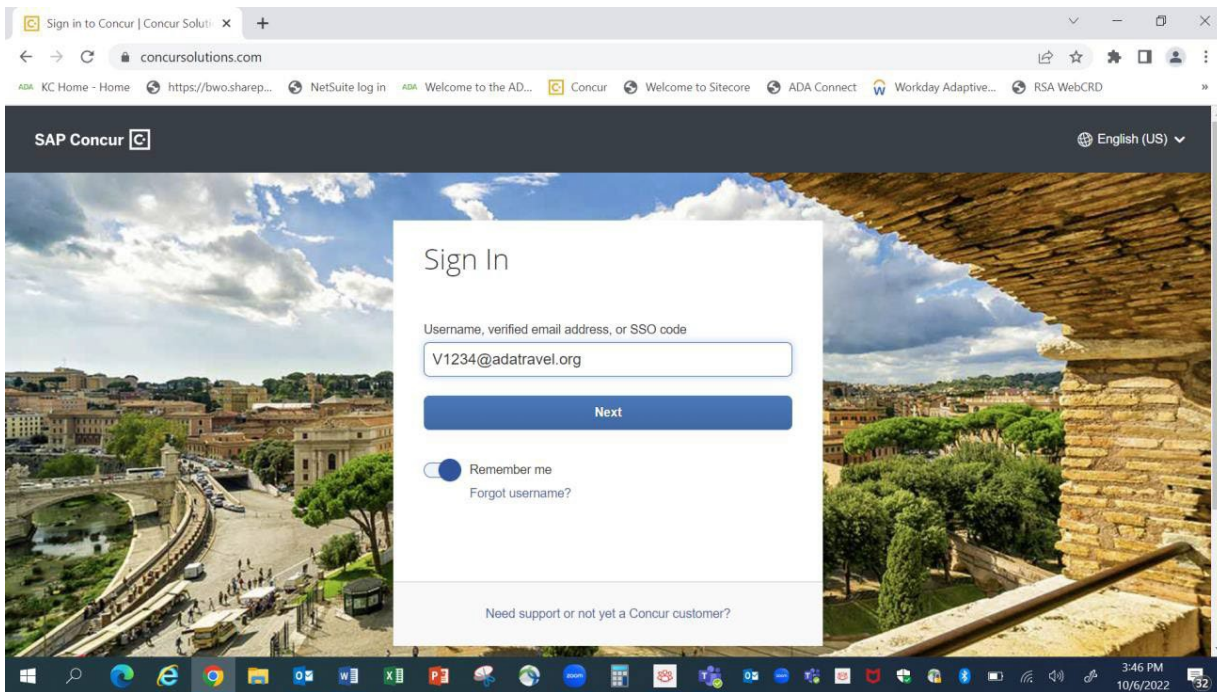
Go to [concursolutions.com](https://us2.concursolutions.com/) via the internet. <https://us2.concursolutions.com/>. The screen below will appear.

Concur has put 2FA (Two-Factor Authentication), in place for an additional layer of security protection.

New Concur Login Procedure:

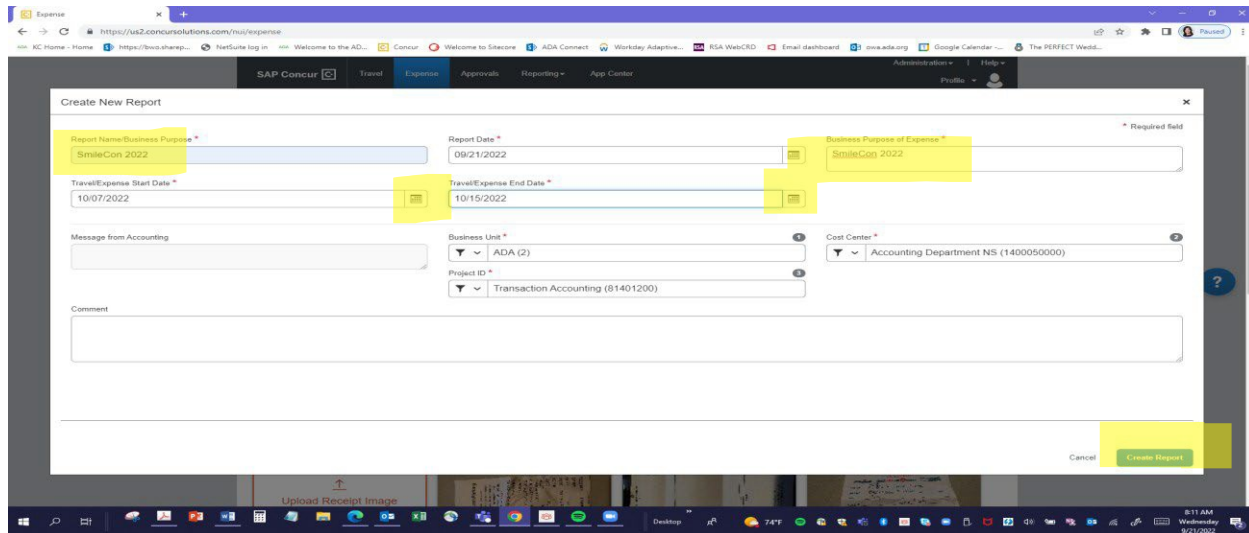
- **If you do not have an authenticator app on your phone, please add this first.** You can download from your app store if you do not have one already. Microsoft and Google both have authenticators
- Log-in to Concur as usual
- A QR Code will appear asking you to use an authenticator app to set up an authentication code.
- Open App, click + sign and scan QR code – if it does not give you a scan area, please look for a tab that may say verified ID's. You will scan with this, **not your camera phone.**
- Authenticator provides 6-digit code that you add to log-in screen in Concur
- Concur opens as usual
- There should be a 6-digit code available on your authenticator app every time you open it.

IF YOU DO NOT HAVE A LOG IN OR PASSWORD OR CAN'T REMEMBER IT, PLEASE REACH OUT TO mackeyc@ada.org TO BE RESET.

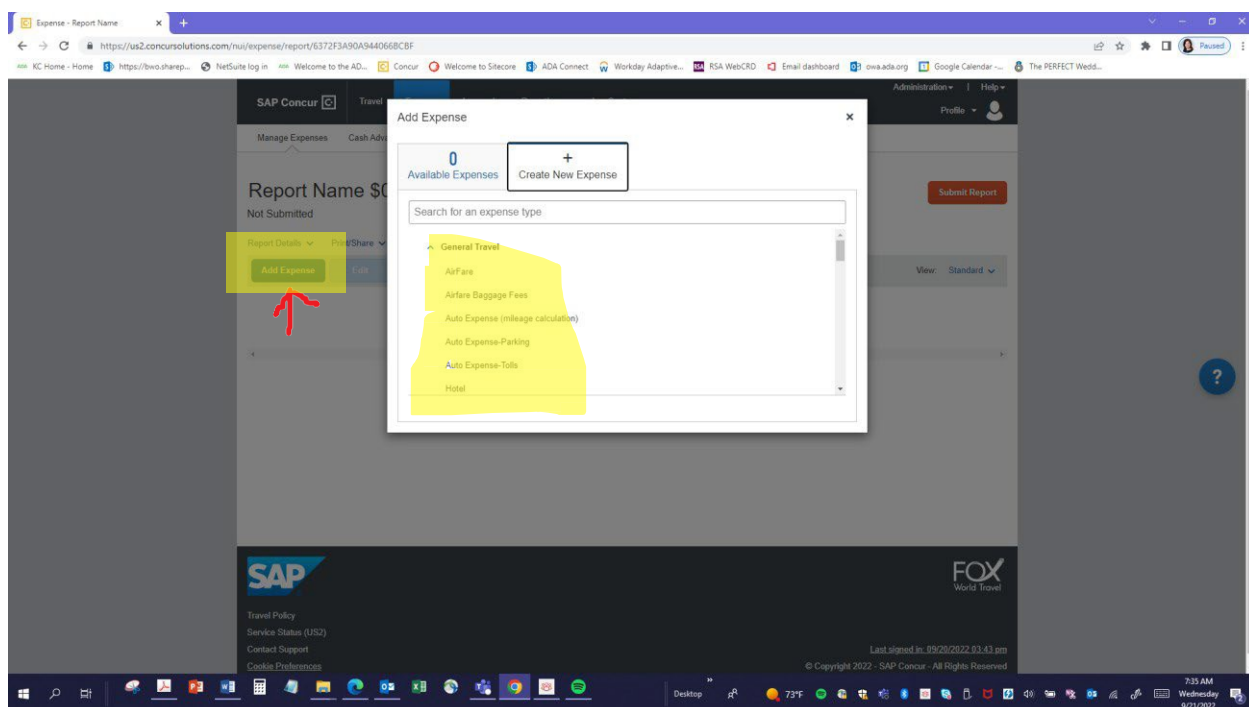


This is where you will set up your header page. You type in your meeting name, travel dates, business purpose (can be the same as meeting name), cost center and project id (also called program). This will then default to all your expense lines. Your cost center and project ID will be provided to you by your ADA meeting planner. After entering, please hit the create report button at bottom right.

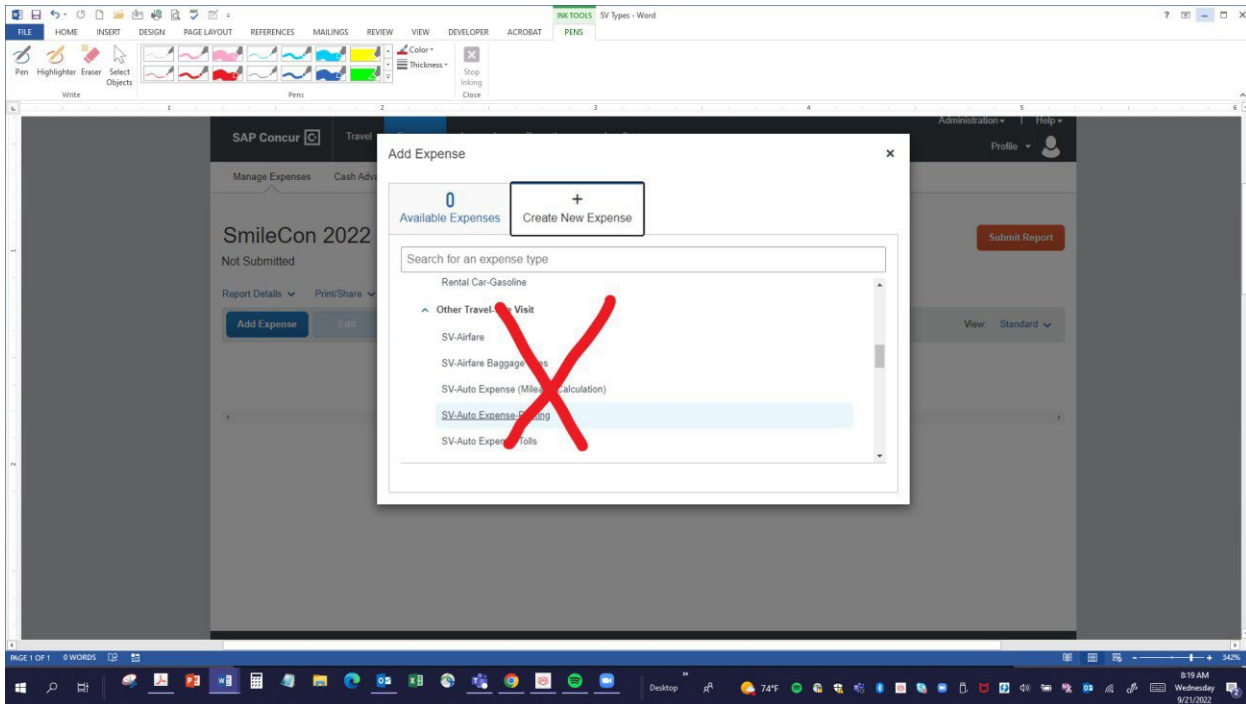
If you need to charge something to be billed to another cost center or project id (program) than your usual defaults, please use drop downs at left side of each field to select a different cost center or project id (program).



On the next page you will click "add expense." This will bring up the list of expense types you can scroll through to find the expense type you need to enter.



PLEASE DO NOT USE EXPENSE TYPES WITH SV IN FRONT OF THEM UNLESS YOU ARE TRAVELING FOR CODA. SV CODES REPRESENT SITE VISITS (SV). IF YOU ARE TRAVELING FOR CODA SITE ACCREDITATION YOU **MUST** USE THE SV TYPES.

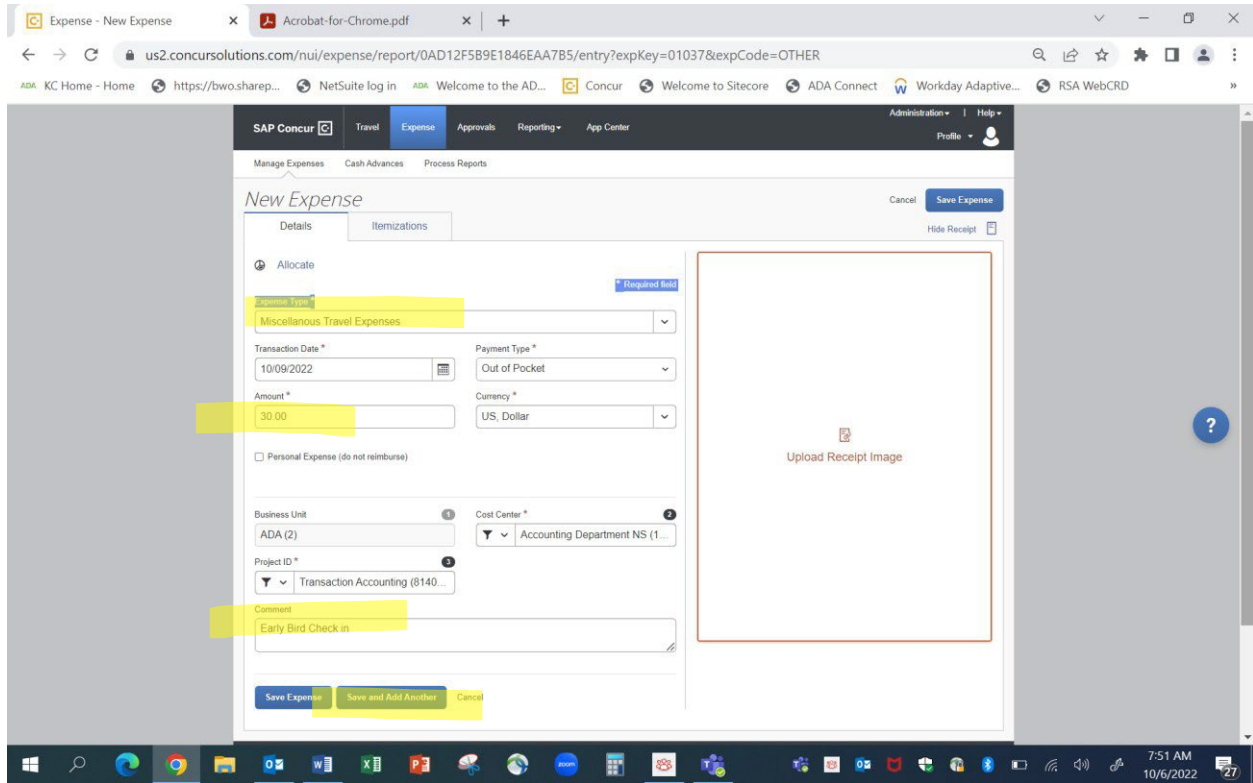


PLEASE DO NOT ATTACH YOUR FOX WORLD TRAVEL AIRFARE CONFIRMATION OR EVEN ENTER AN AIRLINE EXPENSE UNLESS YOU PERSONALLY PAID FOR YOUR AIRFARE OR HAVE A CHANGE FEE ASSOCIATED WITH YOUR TRAVEL. **ALL ADA-funded travel must be done via Fox World Travel or via Concur.**

WE ONLY NEED YOU TO FILL IN AREAS WITH A RED ASTERISK NEXT TO THEM

Air Baggage fees are covered for each way. Please select baggage fees expense type, enter date and amount. Press save and add another to add the return trip air baggage fee.

Early bird check-in and wi-fi are also covered. You will use miscellaneous expense type for this charge. Please enter "early bird check in" or "Wi-Fi" in the **comment field** to let Accounts Payable know what it is for.



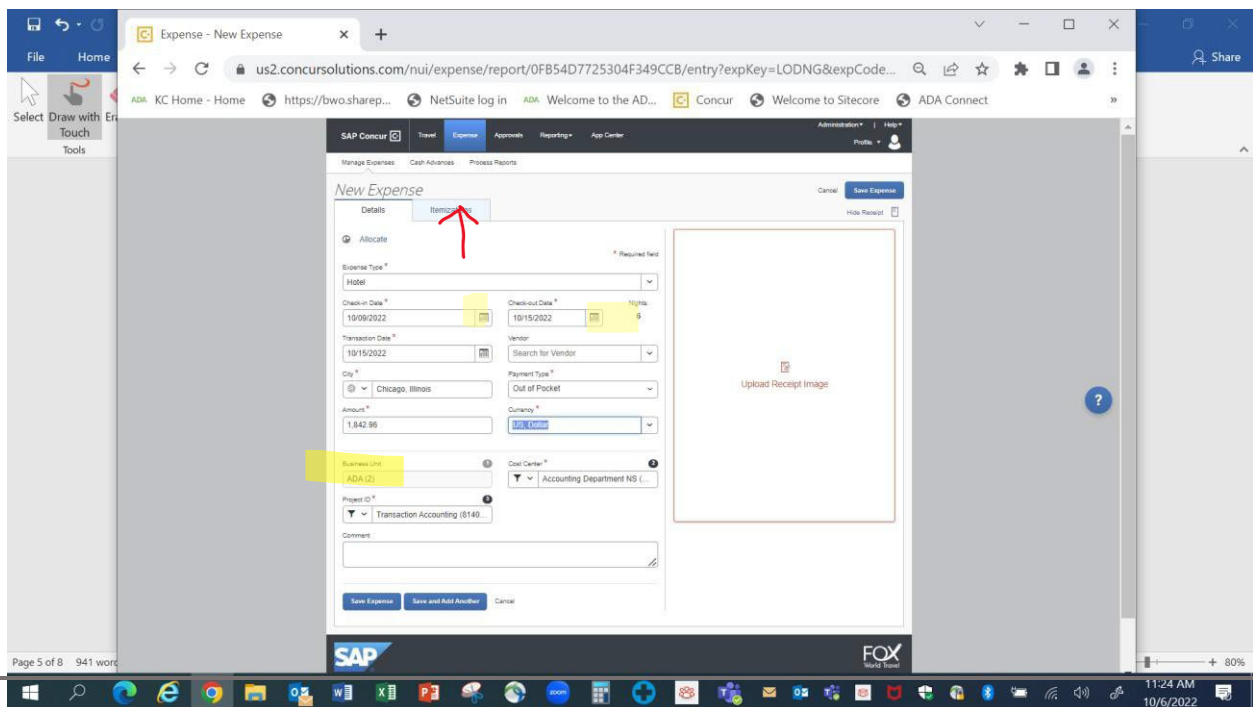
Please remember to forward pictures of your receipts to receipts@concur.com We only need receipts for expenses \$50.00 and over. You can attach receipts for expenses over \$50 as you enter each expense or after you have entered all your expenses – whichever way works better for you!

YOU MAY ALSO BROWSE TO YOUR DESKTOP TO ATTACH PICTURES OF RECEIPTS.

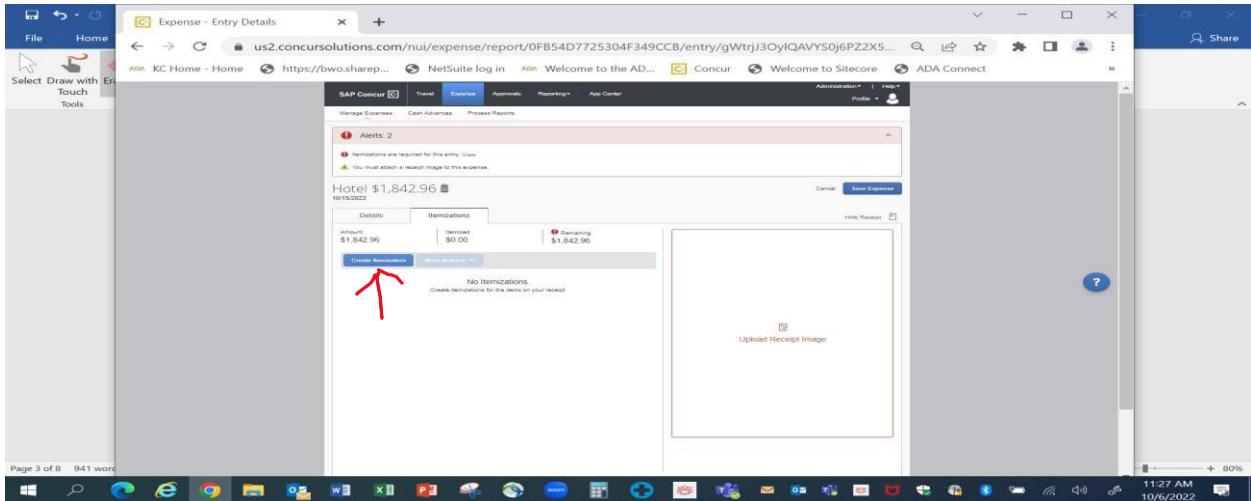
HOTEL EXPENSE

Choose the hotel expense type. Enter the check-in and check-out date; select city stayed-in and enter the total amount of your hotel folio. If you have personal expenses on your hotel folio, you can deduct those from the total hotel bill and only itemize the remainder. OR – you can itemize the entire hotel folio and then go back and mark individual expenses as personal.

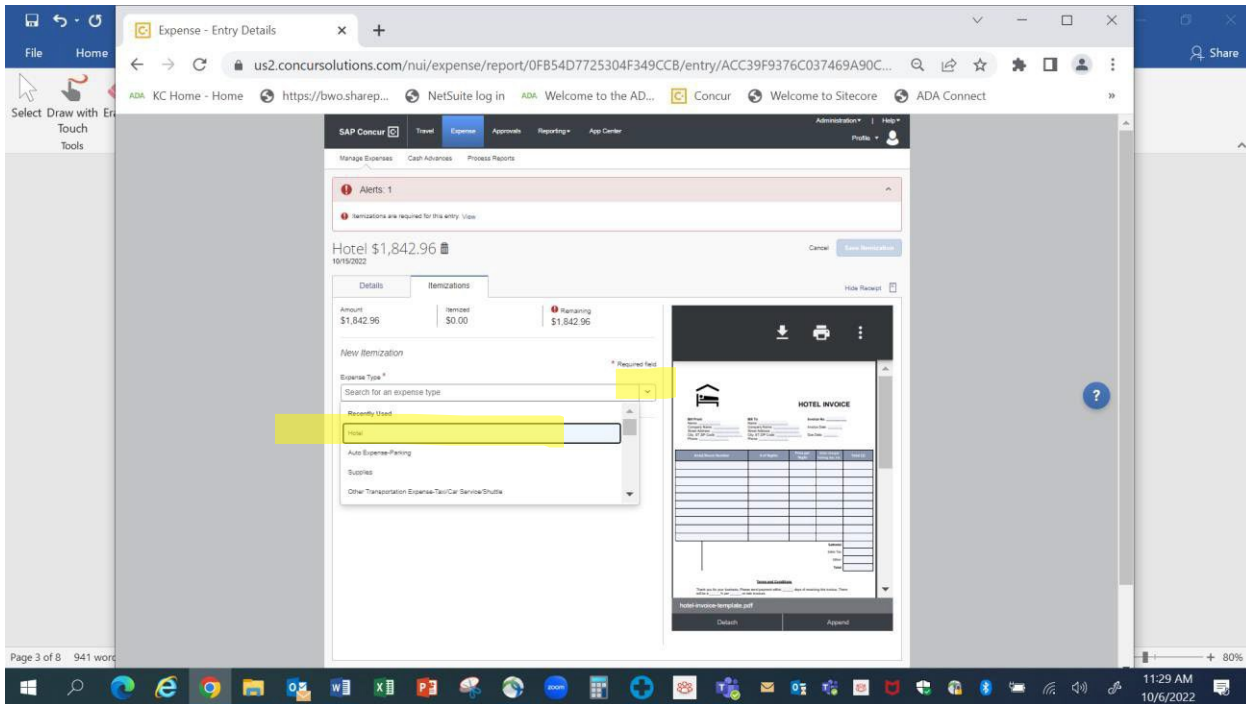
You may upload your folio receipt from the hotel by click upload receipt image at right. You can select receipts from your receipts store or browse to your desktop and upload a receipt.



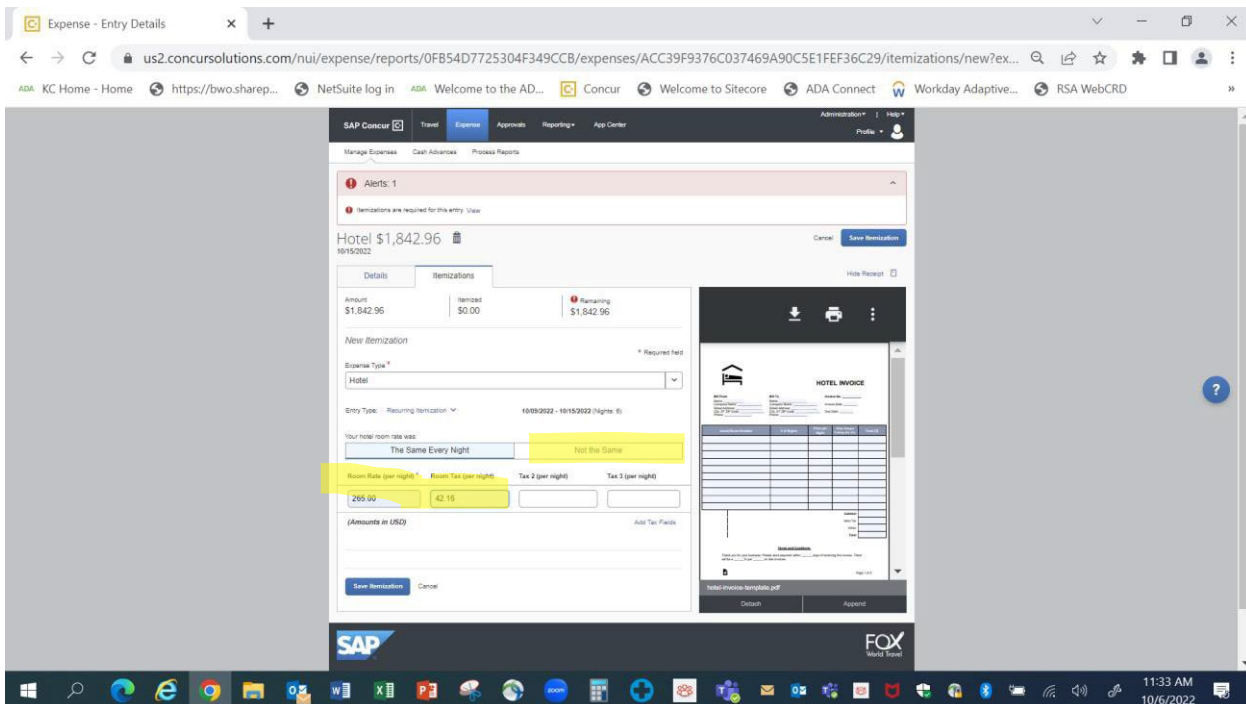
After you enter the dates and total amount of folio, including parking if you drove, click on itemizations tab. Then you click on **create itemization**.



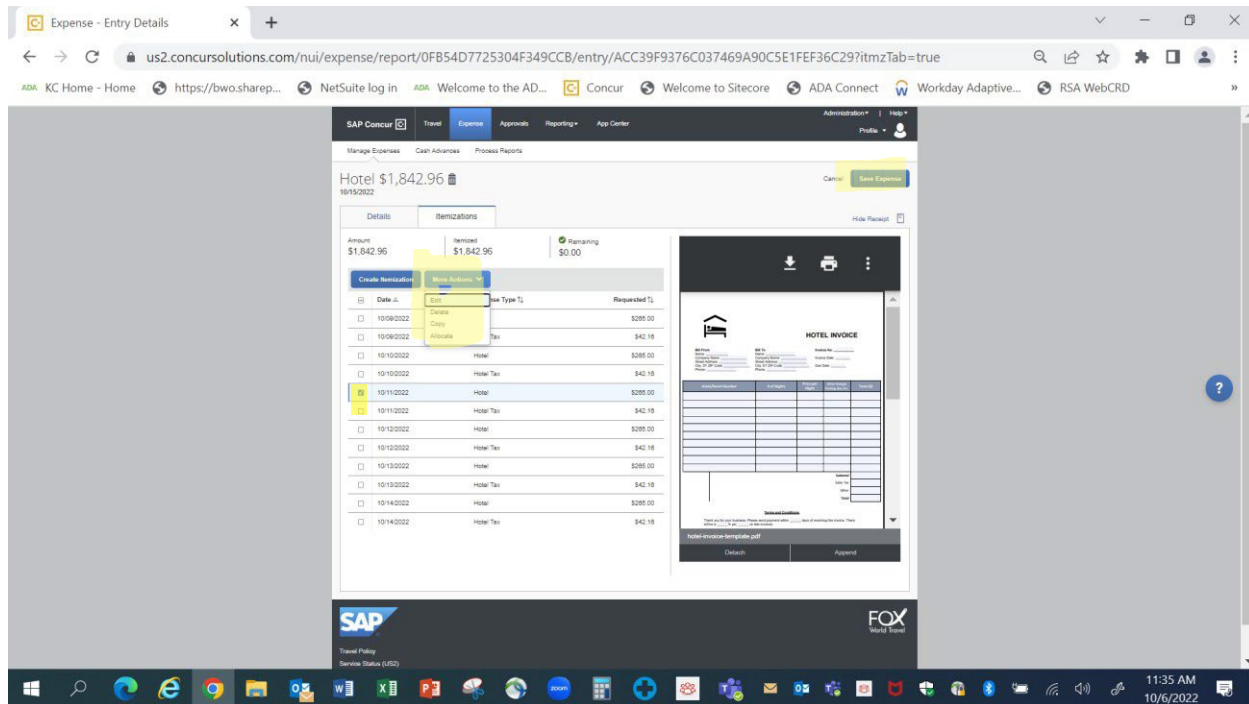
You will then click on expense type drop down arrow at right and select hotel again.



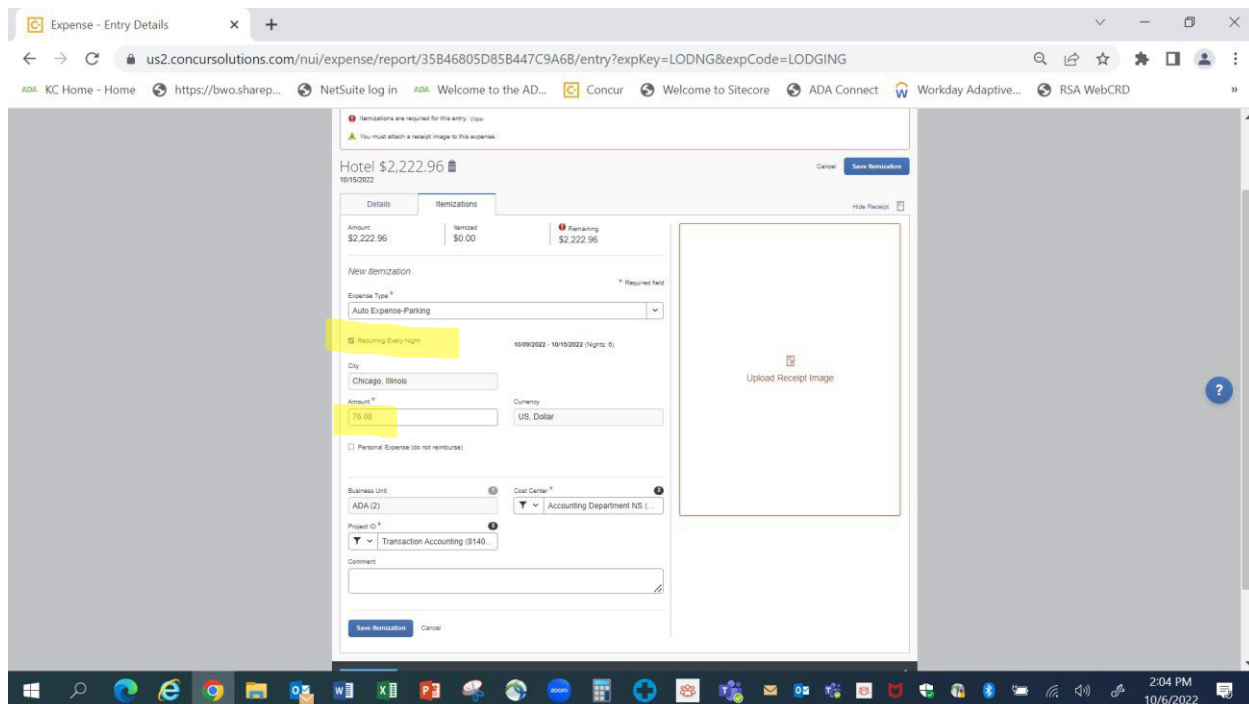
Enter your room rate and taxes in the available boxes. If your room rates are different for each night, click on "Not the Same" tab and enter each night individually to reflect different room rates and taxes. If you upload your folio receipt, you can easily see the amounts charged for each night. You then **click save itemizations** after entries are made.



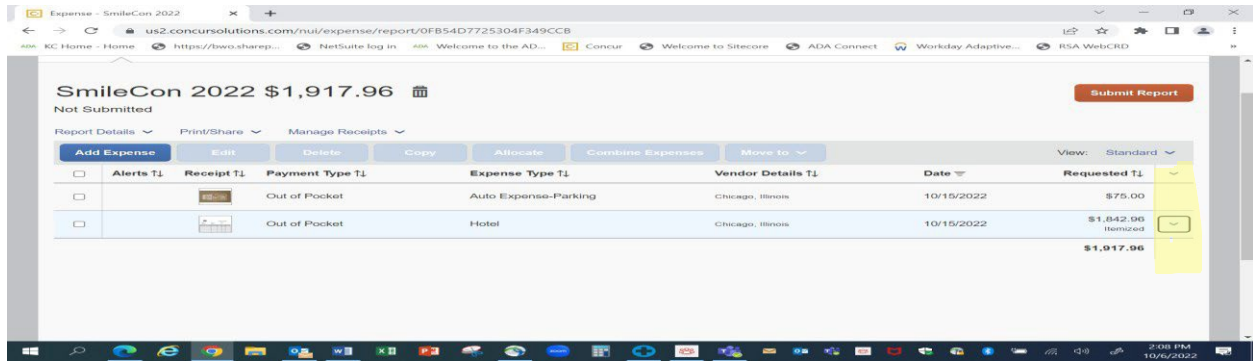
This will then bring you to this screen. You can make any edits if necessary. When you click on the box next to an item it will let you make corrections. If there are no corrections, just click on **save expense on top right**.



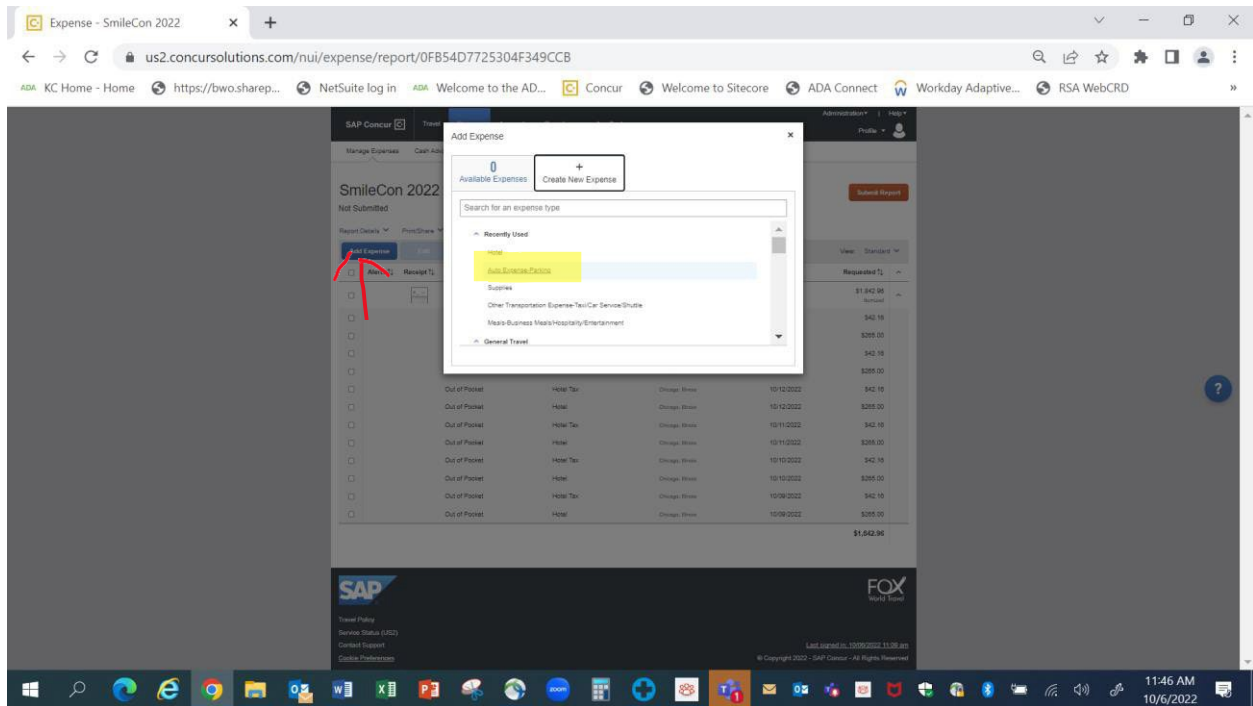
If you have **parking for hotel**. Please click on add expense. Scroll to **Auto Expense Parking**. Add the amount that was charged for a night's parking. Then click the box next to **"recurring every night."** This will add each night's parking to the expense report.



If you do not want to see the entire hotel bill charges as you enter expenses, please click on arrows to right to condense

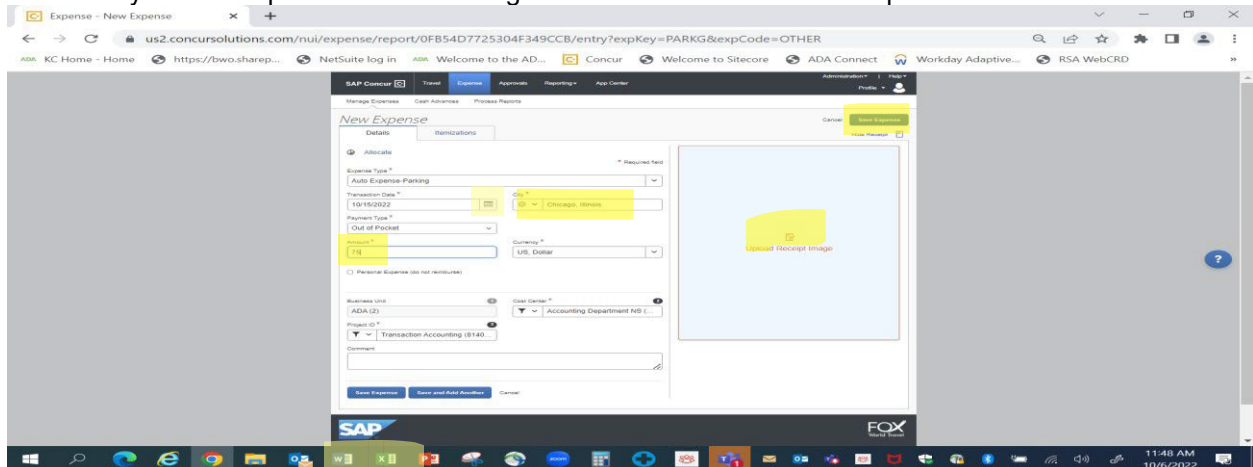


On this screen click add expense and scroll to enter the next expense.



AUTO EXPENSE PARKING

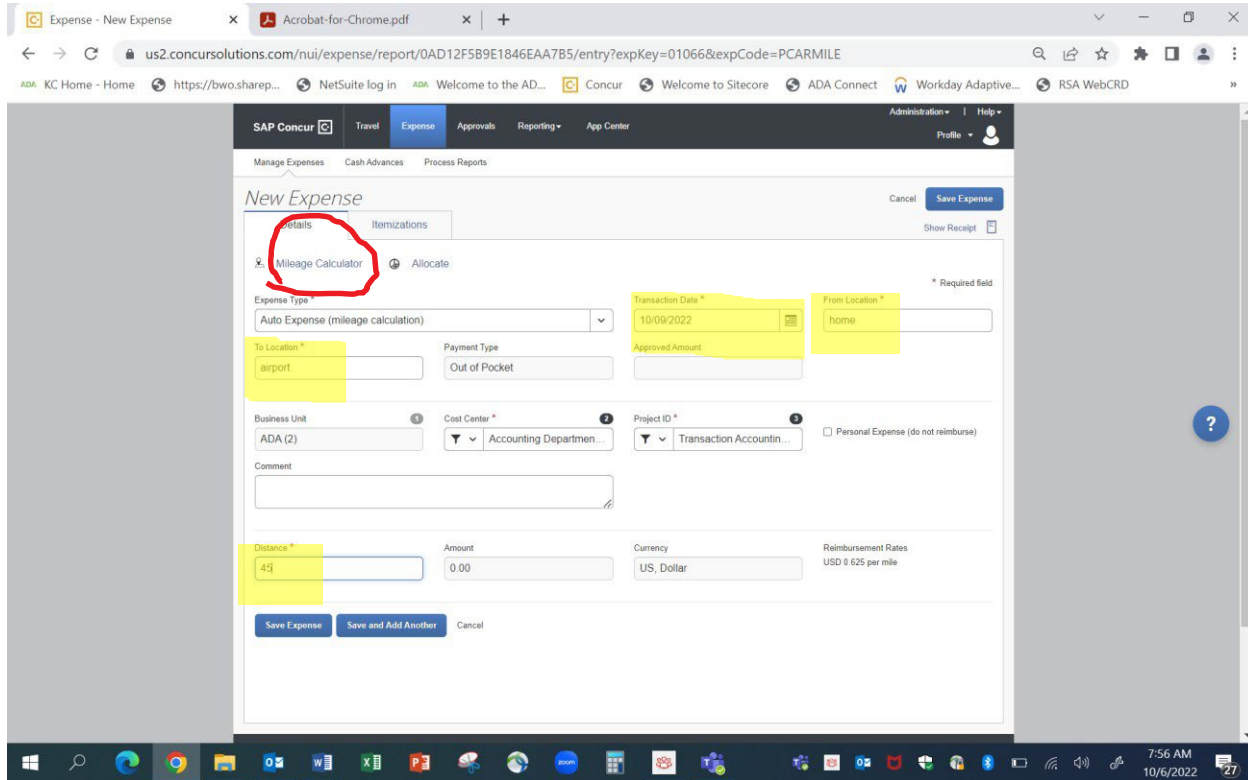
For parking at the airport choose auto expense parking expense type, select date on receipt, city you parked in and amount. Attach receipt by clicking on Upload Receipt Image and select picture in your receipt store or browse to your desktop and select the image there and attach and save expense.



AUTO MILEAGE

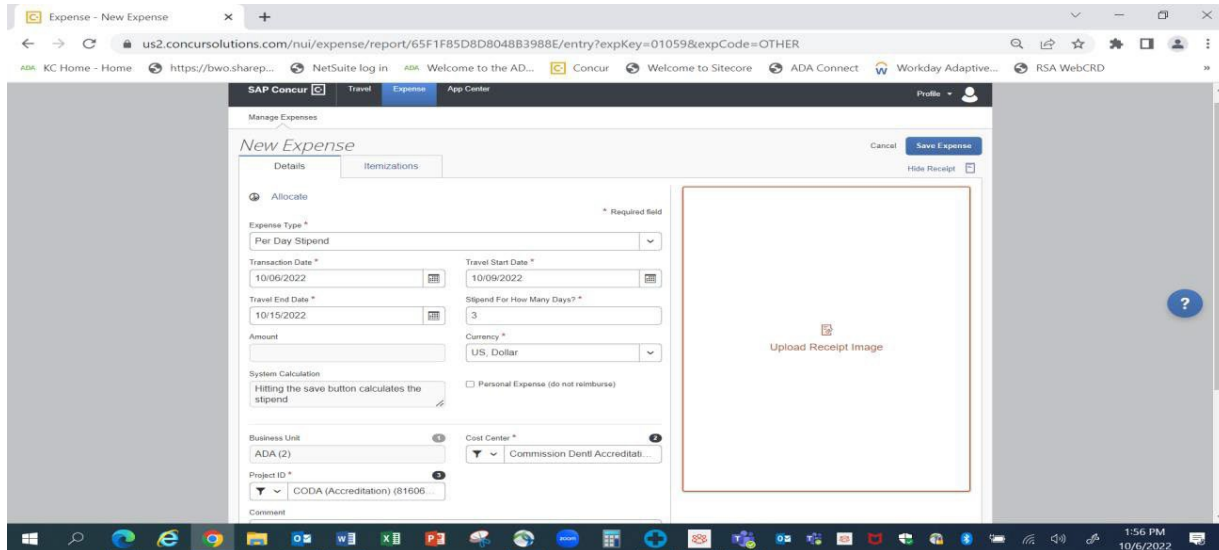
If you drove to the meeting or the airport or were dropped off, please select the Auto Expense Mileage *Calculator* expense type. Enter date of travel and what route was, i.e., home to airport or vice versa. If you know the mileage you can just enter it into distance area and it will calculate when you hit save expense.

If you do not know the mileage, you can hit the mileage calculator (see red circle below) and enter your route. Click calculate route and then click make round trip. Click on **add mileage to expense**.



PER DAY STIPEND

Select per day stipend from the expense types. Enter transaction date as today. Your travel dates should be populated already. Your stipend should be meeting dates plus one travel day. Enter this amount in "stipend for how many days" area. Click save. Concur will automatically calculate your per day stipend amount, which is \$158.00 per day (Starting Jan 1, 2024) \$75 prior to that date.



GROUND TRANSPORTATION

Choose the *Other Transportation Taxi / Cab* expense type. Choose date and type of trip, i.e., airport to home, home to airport, airport to Ritz-Carlton, Ritz-Carlton to airport, for example. Enter amount, attach receipt (if over \$50) and save. Unfortunately, you must do one for each taxi ride. **Please remember if you used a car service you will be reimbursed at the taxi rate.**

us2.concursolutions.com/nui/expense/report/0FB54D7725304F349CCB/entry?expKey=01017&expCode=OTHER

ADA Home | American Dental Assoc... x Expense - New Expense x +

Cancel Save Expense

Hide Receipt

Details Itemizations

Allocate * Required field

Expense Type *
Other Transportation Expense-Taxi/Car Service/Shuttle

Transaction Date * 10/09/2022 From Location * airport

To Location * hotel Payment Type * Out of Pocket

Amount * 74.00 Currency * US, Dollar

Personal Expense (do not reimburse)

Business Unit ADA (2) Cost Center * Accounting Department NS (1...)

Project ID * Transaction Accounting (8140...)

Comment

Image001.jpg Detach

4-14 PM 10/6/2022

FINISHING YOUR REPORT

If your report looks like this, you are **NOT** done. All those yellow and red alerts mean you have not attached receipts or need to add items to an expense line. You can click on each line to upload or attach receipts or correct field that are not entered, and those alerts should go away. You can click on the image next to the expense line to see the image to double-check that the correct receipt is attached. If incorrect, you can click on picture and hit detach receipt button at bottom and you can then attach the correct receipt. You may then submit your report using the button on the top right.

us2.concursolutions.com/nui/expense/report/0FB54D7725304F349CCB

ADA Home | American Dental Assoc... x Expense - SmileCon 2022 x stop tracking changes in micro... x +

SAP Concur Expense

Alerts: 6

SmileCon 2022 \$1,816.96 Submit Report

Returned | View Report Timeline

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	Requested
		Out of Pocket	Auto Expense-Parking	Chicago, Illinois	10/15/2022	\$75.00	\$75.00
		Out of Pocket	Hotel	Chicago, Illinois	10/15/2022	\$1,842.96	\$1,577.96 Reimbursed
		Out of Pocket	Auto Expense-Parking		10/09/2022	\$90.00	\$90.00
		Out of Pocket	Other Transportation Expense-Taxi/Car Service/Shuttle		10/09/2022	\$74.00	\$74.00
						\$1,816.96	\$1,816.96

4-48 PM 10/6/2022

If everything looks good - you do not have any alerts; you have included all your expenses for your trip – hotel, baggage fees, Southwest EarlyBird Check-in, auto mileage, per day stipend, ground transportation, etc., click on

SUBMIT REPORT.

You will see a couple of other screens and just click through them.

FORGOT AN EXPENSE AND YOUR REPORT HAS BEEN SUBMITTED

Log-in to Concur via the above procedures. Click the EXPENSE tab and you should see your submitted report. If the report status does not say 'extracted for payment' you can open the report by double-clicking it.

A **RECALL** button will appear on the upper right side. Click on *RECALL* so that you can add the missing expense (and receipt if over \$50) and resubmit your report.

If your report status is 'extracted for payment,' you will need to do a new addendum expense report for the missing expense. 'Extracted for Payment' indicates that your report has been approved and your reimbursement has been successfully processed.

STATUS E-MAILS FROM CONCUR

As your report goes through the various stages of approval you will receive an e-mail from Concur. Also, if a report needs to be returned to you for correction you will receive an e-mail outlining the changes that need to be made. You will then open your expense report, make the required changes, and resubmit your report.

CONCUR APP

You can download the concur app from your app store. This will allow you to take pictures of your receipts and attach them to your expense lines. You can enter your reports on your phone and submit your expense report from your phone as well. If you do your report on your phone you will use the same log-in and password as noted above.

Questions about using Concur Expense?

Christine Mackey /Finance – mackeyc@ada.org /312.440.2636

Kimberly Banks /Finance – banksk@ada.org /312.440.2606

Or your ADA /CODA meeting organizer will also be happy to assist!

Updated: October 2023

Christine Mackey