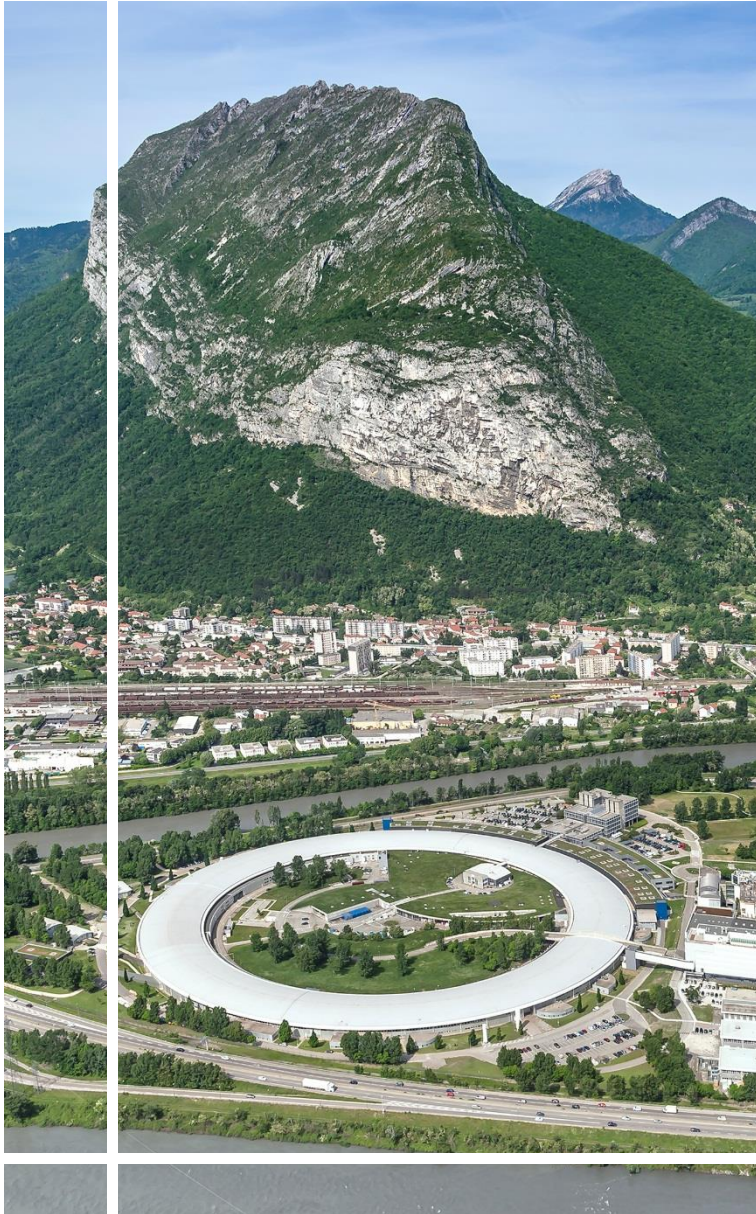




| The European Synchrotron



SAP Concur

for Experimental users

Expense Claim (from web application)

The following slides explain:

- How to create and submit your expense report / claim, **from the SAP Concur web application**

Reminder:

The ESRF highly recommends that you:

- **Download the SAP Concur mobile Application**, to get **certified copies** of your travel tickets and to avoid having to send the paper receipts by post mail

Receipts are required for the refund of your expense report:

Two alternatives:

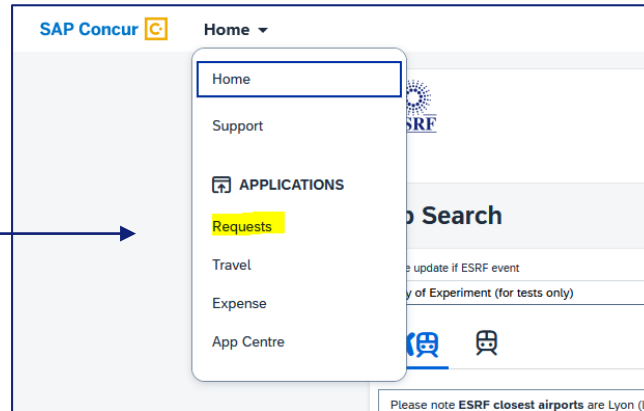
- ✓ **Certified receipts, thanks to SAP Concur mobile application**
 **Paper receipts are no longer required**
- ✓ **Original/paper receipts sent by postal mail to ESRF Travel Office**

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**

CREATION OF THE EXPENSE CLAIM

From SAP Concur home page, click on « Request »



Then, click on the approved travel request for which you want to create the expense report

Manage Requests

Request Library View Active Requests [Create New Request](#)

Trip from Amsterdam to Lyon 15/02/2024 4CC3 € 259.72 Returned Sent Back to Employee	Trip from London to Lyon 16/01/2024 4C99 € 33.00 Not Submitted	ESRF Experiment 05/01/2024 4C9C € 183.00 Approved	Workshop ESRF 05/01/2024 4CC9 € 63.00 Approved	tes D-14 13/12/2023 4C7N € 20.00 Returned Sent Back to Employee
Experiment at the ESRF 01/12/2023 49VP € 350.00 Approved	Conference at ESRF 16/11/2023 49X4 € 255.00 Approved	Test D-14 01/03/2023 3WJD € 20.00 Returned Sent Back to Employee	Trip from London to Lyon - ... 16/01/2023 3LNF € 17.39 Not Submitted	test 17/03/2022 3F6T € 300.00 Returned Sent Back to Employee

SAP Concur opens the previously approved **Travel Request**

Click to « Create Expense Claim »

Experiment at the ESRF € 350.00

More Actions ▾

Create Expense Claim

Approved | Request ID: 49VP

[Request Details ▾](#) [Print ▾](#) [Attachments ▾](#)

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

Well done! The Expense Claim is created

Click here to add your travel expenses

Experiment at the ESRF €0.00

Delete Claim

Submit Claim

Not Submitted | Report Number: J30GWW

REQUEST

Approved
€350.00

Claim Details ▾ Print/Share ▾ Manage Receipts ▾

View Available Receipts 📄

Add Expense

Edit

Delete

Copy

Combine Expenses

Move to ▾



No Expenses

Add expenses to this claim to submit for reimbursement.

INPUT OF TRAVEL EXPENSES

Alternative 1: if you already have certified receipts of your expenses

In « Available Expenses », select the expense you want to claim for

Add Expense [Close]

1 Available Expenses [Create New Expense]

<input checked="" type="checkbox"/>	Payme... ↓↑	Expens... ↓↑	Expens... ↓↑	Suppli... ↓↑	Date ↓↑	Amount ↓↑
<input checked="" type="checkbox"/>	Paie... laborateur	Expenselt	Bus-Metro- Shuttle	Il Pane Di San Saba Grenoble, FRANCE	16/11/2023	€ 10.00

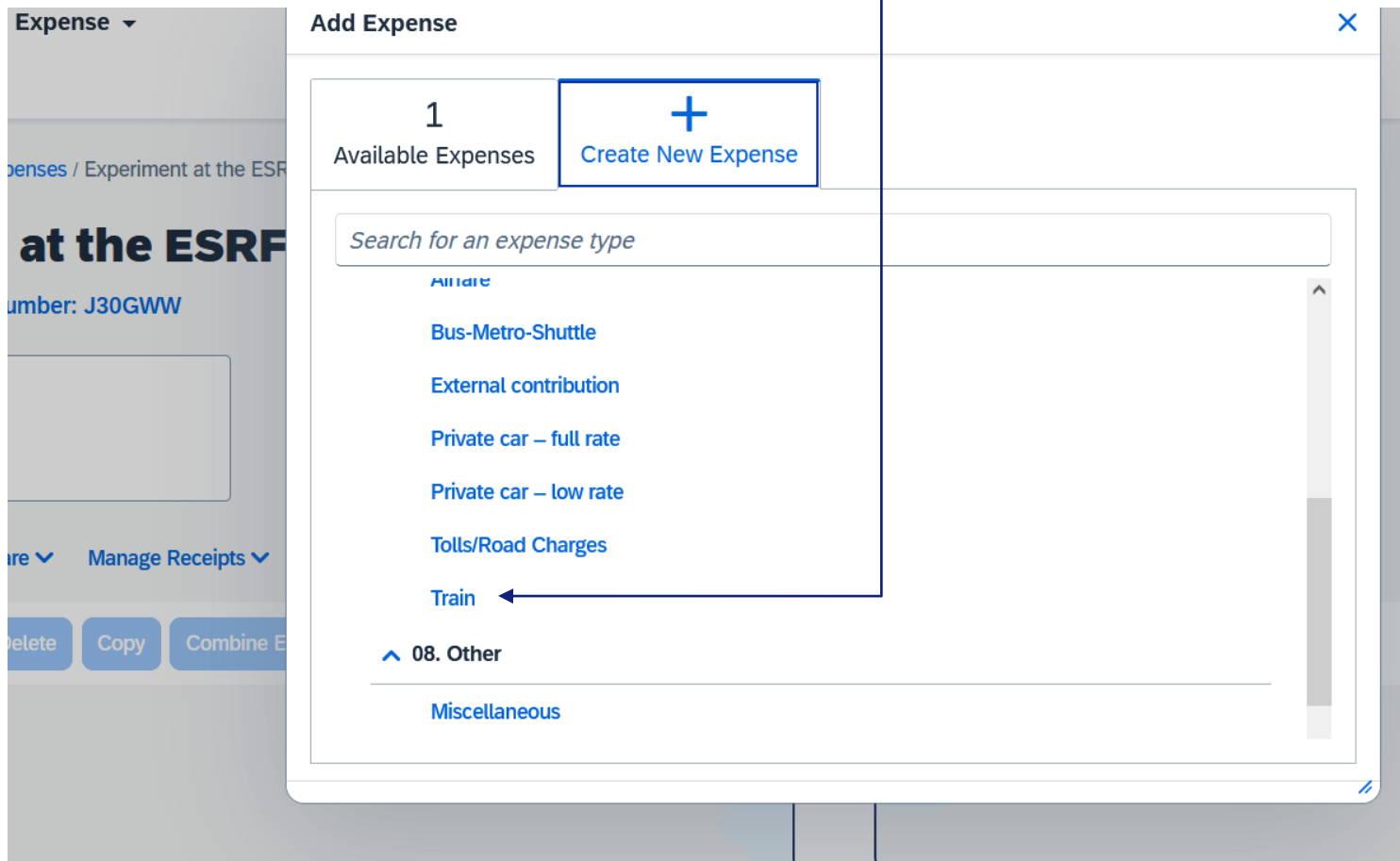
[Close] [Add To Claim]

Then « Add To Claim »

INPUT OF TRAVEL EXPENSES

Alternative 2: you don't have certified expenses (from SAP Concur mobile application):

In « Create new Expense », choose an expense from the list



INPUT OF TRAVEL EXPENSES

Alternative 2: you don't have available expenses:

Fill-in all the mandatory fields (i.e those with « * »)

Home / Expense / Manage Expenses / Experiment at the ESRF / New Expense

New Expense

Cancel Save Expense

Hide Receipt

Details Itemisations

Expense Type * * Required field
Train X v

Country FRANCE (FR) X v City of Purchase v

Payment Type *
Cash v

Amount * Currency *
Euro (EUR) X v

Comment 0/500

Save Expense Save and Add Another Cancel

Receipt

↑
Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Save the expense

INPUT OF TRAVEL EXPENSES

The selected expense is correctly registered

Experiment at the ESRF €25.00

Not Submitted | [Report Number: J30GWW](#)

REQUEST
Approved
€350.00

[Claim Details](#) [Print/Share](#) [Manage Receipts](#) [View Available Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Combine Expenses](#) [Move to](#)

<input type="checkbox"/>	Alerts↓↑	Comment↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Supplier Details↓↑	Date↓↑	Requested↓↑
<input type="checkbox"/>				Cash	Train	Grenoble, Isère	01/12/2023	€ 25.00
								€ 25.00

Click again on « Add Expense » for extra travel expenses

SUBMISSION OF THE EXPENSE CLAIM

Once all your expenses are added, click on « Submit Claim »

Home / Expense / Manage Expenses / Experiment at the ESRF

Alerts: 1

Experiment at the ESRF €25.00

Not Submitted | Report Number: J30GWW

Delete Claim Copy Claim Submit Claim

REQUEST
Approved
€350.00

Claim Details Print/Share Manage Receipts View Available Receipts

Add Expense Comments: 1

Train to airport
EXTERNE, Test externe 19/12/2023

Alerts	Expense Type	Supplier Details	Date	Requested
<input type="checkbox"/>	Cash	Grenoble, Isère	01/12/2023	€ 25.00
<input type="checkbox"/>	Train			€ 25.00

You can write a comment

SUBMISSION OF THE EXPENSE CLAIM

Read the agreement

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this claim.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed, I assume responsibility for repaying the Company in full for those expenses.

Cancel

Accept & Continue

Once ok, click « Accept & Continue »

Final review:

Claim Totals

Alerts: 1

Company Payments

€25.00

Employee

Employee Payments

€0.00

Company

Amount Total:
€25.00

Due to Employee:
€25.00

Owed to Company:
€0.00

Requested Amount:
€25.00

Total Paid By Company:
€25.00

Total Owed By Employee:
€0.00

Cancel

Submit Claim

Then, « Submit Claim »

Your Expense Claim has been successfully submitted:

Home / Expense / Manage Expenses

Manage Expenses

Claim Library

Mobile Expense Claim 2023-12-01 01/12/2023 € 1.90 Not Submitted	Conference at ESRF 01/12/2023 € 0.00 Not Submitted	Experiment at the ESRF 14/11/2023 € 25.00 Not Submitted
Experiment at the ESRF 19/12/2023 € 25.00 Due to Employee: € 25.00 Submitted Submitted & Pending Approval Test approver APPROVER	Conference at ESRF 04/12/2023 € 3.00 Due to Employee: € 3.00 Submitted Submitted & Pending Approval Test approver APPROVER	Conference at ESRF 01/12/2023 € 85.00 Due to Employee: € 85.00 Submitted Submitted & Pending Approval Test approver APPROVER

Send your original tickets and receipts by postal mail to ESRF Travel Office **not later than 30 days after the end of your trip:**

ESRF-The European Synchrotron
Travel Office
CS40220
38043 Grenoble Cedex 9
France

AFTER THE EXPENSE CLAIM SUBMISSION

You will keep receiving automatic reminders from SAP Concur, which can't detect if you submitted your claim or not. You can ignore these reminders.

From: EmailReminderService@concur solutions.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

<u>Start Date</u>	<u>Request Name</u>	<u>Request Total</u>
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)

Once you receive the refund on your bank account, go to your approved travel request and close the request. You will no longer receive automatic reminders

Experiment at the ESRF € 350.00

Approved | Request ID: 49VP

[Request Details](#) [Print](#) [Attachments](#)

CLAIMS: 2

Amount	Remaining
€ 50.00	€ 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