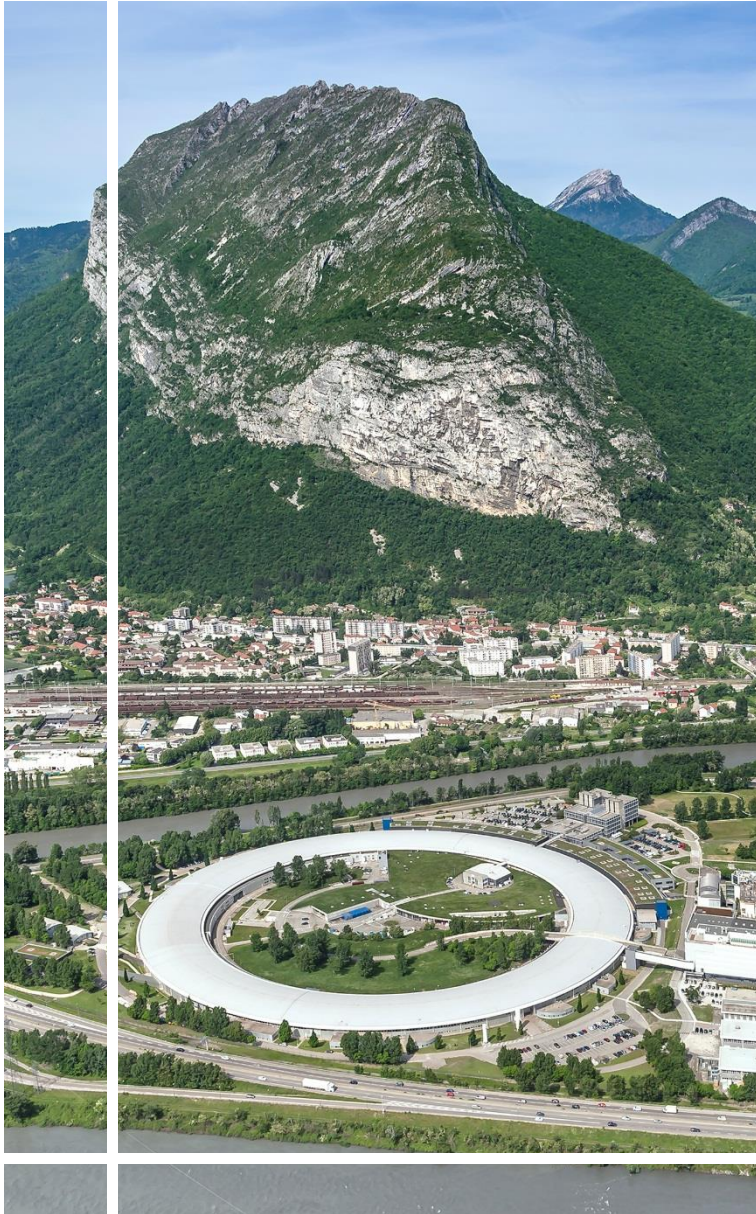




| The European Synchrotron



SAP Concur



for Experimental users

Expense Report (from web application)

The following slides explain:

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

Pre-requisites:

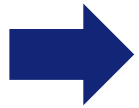
The ESRF recommends that beforehand, you:

- **Download the SAP Concur mobile Application, to get certified copies of your travel tickets**

Receipts are required for the submission of your expense report

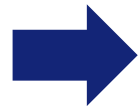
Two alternatives:

- ✓ **Certified receipts**, if scanned from **SAP Concur mobile**



Paper receipts are no longer required

- ✓ **Attached images**, if **NOT** scanned from **SAP Concur mobile**



Original receipts must be sent to ESRF Travel agency.

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 REPORT

From SAP Concur home page, click on « Request »

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

The screenshot displays the SAP Concur 'Manage Requests' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', and 'App Centre'. The 'Requests' tab is active. Below the navigation bar, the page title is 'Manage Requests' with a 'View' dropdown set to 'Active Requests'. The main content area shows a grid of request cards. A red-bordered box highlights the 'Create New Request' button. A blue arrow points from the text box above to the 'Experiment SC-99 ESRF' card, which is marked as 'APPROVED' on 17/02/2021 with a value of € 46.19. Other cards include 'Experiment at ESRF' (APPROVED, 01/02/2021, € 53.20), 'Workshop Esrf' (NOT SUBMITTED, 05/08/2020, € 458.75), 'Esrif conference' (NOT SUBMITTED, 23/07/2020, € 0.00), and 'SAC Meeting' (NOT SUBMITTED, 23/10/2019, € 0.00).

Status	Date	Request Name	Amount	Approval
+		Create New Request		
APPROVED	17/02/2021	Experiment SC-99 ESRF	€ 46.19	Approved
APPROVED	01/02/2021	Experiment at ESRF	€ 53.20	Approved
NOT SUBMITTED	05/08/2020	Workshop Esrf	€ 458.75	
NOT SUBMITTED	23/07/2020	Esrif conference	€ 0.00	
NOT SUBMITTED	23/10/2019	SAC Meeting	€ 0.00	

CREATION OF THE EXPENSE REPORT

SAP Concur opens the previously approved **request**

Click to create the Expense Report

The screenshot displays the SAP Concur 'Manage Requests' page. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense', and 'App Centre'. A 'Help' dropdown is in the top right. Below the navigation, a yellow alert banner shows 'Alerts: 2'. The main content area features the request title 'Experiment SC-99 ESRF € 46.19' and status 'Approved | Request ID: 34CY'. A 'More Actions' dropdown and a red 'Create Expense Claim' button are visible. Below this, there are links for 'Request Details', 'Print', and 'Attachments'. The 'EXPECTED EXPENSES' section contains a table with columns for Alerts, Expense type, Details, Date, Amount, and Requested. The table lists two items: a Railway Ticket for CHF 46.20 (€ 42.79) and a Bus-Metro-Shuttle for € 3.40. An 'Estimated Total: € 46.19' is shown at the bottom right, with a note 'Foreign currency converted'.

Alerts	Expense type	Details	Date	Amount	Requested
	Railway Ticket	Zurich, SWITZERLAND - Grenoble, Isère : Round Trip	17/02/2021	CHF 46.20	€ 42.79
	Bus-Metro-Shuttle		17/02/2021	€ 3.40	€ 3.40

Estimated Total: € 46.19
Foreign currency converted

CREATION OF THE EXPENSE REPORT

Well done! the expense report is created

The expense report is automatically filled-in (see « Claim Details »)

SAP Concur Requests Travel **Expense** App Centre Help

Profile

Manage Expenses

Experiment SC-99 ESRF € 0.00 **Submit Claim**

Not Submitted

Claim Details Print Manage Receipts

REQUEST

Approved

€ 46.19

Add Expense Edit Delete Copy Combine Expenses Move to

No Expenses

Add expenses to this claim to submit for reimbursement.

Click here to add your travel expenses (see next slides)

INPUT OF TRAVEL EXPENSES

Alternative 1: you already have available expenses:

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

The screenshot shows the SAP Concur 'Add Expense' dialog box. At the top, it indicates '3 Available Expenses' and a '+ Create New Expense' button. Below is a table with the following data:

<input type="checkbox"/>	Payment Type	Expense Type	Supplier Details	Date	Amount
<input type="checkbox"/>	Cash	Public Transport		11/02/2021	€ 3.40
<input type="checkbox"/>	Cash	Public Transport		11/02/2021	€ 1.50
<input checked="" type="checkbox"/>	Cash	UNDEF	Sbb Cff Geneva, SWITZERLAND	10/12/2019	CHF 46.20

Below the table, it says 'Displayed expenses: 3, Total: 3'. At the bottom right, there is a 'Close' link and an 'Add To Claim' button. An arrow points from the instruction box above to the selected row in the table. Another arrow points from the 'Add To Claim' button to the instruction box below.

Then « Add To Claim »

INPUT OF TRAVEL EXPENSES

Alternative 2: you don't have available expenses:

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

The screenshot displays the SAP Concur interface. In the background, a 'Manage Expenses' page is visible for 'Experiment SC-9', showing a 'REQUEST Approved' for '€ 46.19' and an 'Add Expense' button. Overlaid on this is the 'Add Expense' dialog box. The dialog has two tabs: '3 Available Expenses' (selected) and '+ Create New Expense'. Below the tabs is a search bar labeled 'Search for an expense type'. A list of expense types is shown below the search bar, including 'Onsite guesthouse', '02. Transportation' (expanded), and '08. Other'. Under '02. Transportation', the following items are listed: 'Airfare', 'Bus-Metro-Shuttle', 'External contribution', 'Private car – full rate', 'Private car – low rate', 'Tolls/Road Charges', and 'Train'. A blue arrow points from the text box above to the 'Train' item in the list. A 'Submit Claim' button is visible on the right side of the background page.

INPUT OF TRAVEL EXPENSES

Alternative 2: you don't have available expenses:

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

SAP Concur | Requests | Travel | Expense | App Centre | Profile | Help

Manage Expenses

New Expense | Cancel | Save Expense | Hide Receipt

Details | Itemisations

Expense Type * * Required field
Train

City of Purchase | Payment Type *
Cash

Amount * | Currency *
Switzerland, Franc

Conversion Rate * Reverse
1 CHF = 0.92610147 EUR

Amount in EUR *
42.79

Request *
17/02/2021, € 42.79 - Experiment SC-99

Comment

Attach Receipt Image

Save Expense | Save and Add Another | Cancel

You must also attached an image (click here)

INPUT OF TRAVEL EXPENSES



Alternative 2: you don't have available expenses:

Select an available image...


Or, upload one from your PC

INPUT OF TRAVEL EXPENSES

The selected expense is correctly registered

SAP Concur  Requests Travel **Expense** App Centre Profile 

Manage Expenses

Exp SC-99 ESRF Grenoble € 42.20  Copy Claim Submit Claim

Not Submitted


Claim Details ▼ Print ▼ Manage Receipts ▼

REQUEST

Approved

€ 46.19

Add Expense Edit Delete Copy Combine Expenses Move to ▼

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Supplier Details	Date ▼	Amount	Requested
<input type="checkbox"/>		Cash	Train	Geneva, SWITZERLAND	17/02/2021	CHF 46.20	€ 42.20
						€ 42.20	€ 42.20

This blue logo means that your receipt is certified

Click again on « Add Expense » for extra travel expenses

SUBMISSION OF THE EXPENSE REPORT

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

The screenshot shows the SAP Concur Expense report interface. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense' (selected), and 'App Centre'. On the right, there is a 'Profile' dropdown and a user icon. Below the navigation bar, the page title is 'Manage Expenses'. The main content area displays the claim details: 'Exp SC-99 ESRF Grenoble € 43.70' with a trash icon. Below this, it says 'Not Submitted'. There are two buttons: 'Copy Claim' (blue) and 'Submit Claim' (orange). Below the buttons, there are links for 'Claim Details', 'Print', and 'Manage Receipts'. A 'REQUEST' box shows 'Approved' and '€ 46.19'. Below this, there is a row of action buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Combine Expenses', and 'Move to'. The main table lists the expenses with columns for 'Receipt', 'Payment Type', 'Expense Type', 'Supplier Details', 'Date', 'Amount', and 'Requested'.

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Supplier Details	Date	Amount	Requested
<input type="checkbox"/>		Cash	Train	Geneva, SWITZERLAND	17/02/2021	CHF 46.20	€ 42.20
<input type="checkbox"/>		Cash	Bus-Metro-Shuttle	Grenoble, Isère	17/02/2021	€ 1.50	€ 1.50
						€ 43.70	€ 43.70

SUBMISSION OF THE EXPENSE REPORT

Read the agreement

The screenshot shows the 'User Electronic Agreement' dialog box in SAP Concur. The dialog contains the following text:

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.

Buttons: Cancel, Accept & Continue

Receipt	Payment Type	Expense Type	Supplier Details	Date	Amount	Requested
<input type="checkbox"/>	Cash	Train	Geneva, SWITZERLAND	17/02/2021	CHF 46.20	€ 42.20
<input type="checkbox"/>	Cash	Bus-Metro-Shuttle	Grenoble, Isère	17/02/2021	€ 1.50	€ 1.50
					€ 43.70	€ 43.70

Once ok, click « Accept & Continue »

Final review:

The screenshot shows the 'Claim Totals' dialog box in SAP Concur. The dialog contains the following information:

Company Pays		Employee Pays	
€ 43.70	Employee	€ 0.00	Company

Amount Total:	Due to Employee:	Owed to Company:
€ 43.70	€ 43.70	€ 0.00

Requested Amount:	Total Paid By Company:	Total Owed By Employee:
€ 43.70	€ 43.70	€ 0.00

Buttons: Cancel, Submit Claim

Receipt	Payment Type	Expense Type	Supplier Details	Date	Amount	Requested
<input type="checkbox"/>	Cash	Train	Geneva, SWITZERLAND	17/02/2021	CHF 46.20	€ 42.20
<input type="checkbox"/>	Cash	Bus-Metro-Shuttle	Grenoble, Isère	17/02/2021	€ 1.50	€ 1.50
					€ 43.70	€ 43.70

Then, « Submit Claim »

SUBMISSION OF THE EXPENSE REPORT

Your Expense report has been successfully submitted:

The screenshot shows the SAP Concur 'Manage Expenses' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), and 'App Centre'. A user profile icon is visible in the top right. The main content area is titled 'Manage Expenses' and features a 'CLAIM LIBRARY' section with a 'View Active Claims' dropdown. Three expense claim cards are displayed:

- NOT SUBMITTED** (20/08/2020): Experiment HC-456, € 273.50
- NOT SUBMITTED** (29/07/2020): Meeting with Esrf, € 482.08
- SUBMITTED** (17/02/2021): Exp SC-99 ESRF Grenoble, € 43.70

The 'SUBMITTED' card is highlighted in green and includes a 'Submitted & Pending Approval' status bar with a redacted name. A blue arrow points from the text box above to this card. Below the claims, it states 'Displayed reports: 3, Total: 3'. The 'AVAILABLE EXPENSES' section at the bottom has buttons for 'Delete', 'Combine Expenses', and 'Move to'.

If you have non-certified receipts, please send them by postal mail, to ESRF Travel Office not later than 30 days after the end of your trip.