

## Finance Department Announces Ability to File Expense Claims for Visitors Using Concur April 2017

Faculty and staff may now prepare claims for external individuals\* in Concur.

York University often reimburses travel expenses incurred by external individuals\* who conduct research or other business on its behalf. Expense claims for external individuals\* are often prepared by University faculty and staff using manual claim forms.

### **Benefits of using Concur to file expense claims for external individuals\*:**

#### **1. Electronic approval**

Principal investigators and department chairs can approve expense claims remotely, including on their smartphone;

#### **2. Hard copy receipts are no longer required**

External individuals can send electronic images of their receipts by email so that they can be attached in Concur, rather than sending original receipts by mail;

#### **3. All the other benefits of using Concur**

Automated calculations, faster processing, and *NO LOST CLAIMS!!!*

For more information on how to file expense claims for external individuals using Concur, please review the [guide](#) available on the Finance website.

\* **Note: External individuals include visitors and guests of the University and exclude contract faculty, students, and vendors.**