FACULTY & STAFF SHOULD NOW FILE YOUR EXPENSE CLAIMS ON-LINE!!!

Concur Expense, York University’s new, online, automated expense reporting system, is now available for current faculty and staff. Concur Expense lets you submit expense claims & cash advance requests electronically, eliminating the manual paper based process.

Concur Expense Benefits:
- Electronic routing and approval of claims leads to faster payment
- Convenient access via the web 24/7, including access from your mobile device
- Easier to prepare with automated currency conversions, HST calculations and mileage reporting
- Ability to track your claims throughout the approval process

Accessing Concur Expense:
Faculty and staff can access Concur Expense directly by:
- Navigating to https://conlogin.apps06.yorku.ca/
- Clicking on the Concur Expense link from the Faculty and Staff or the Finance webpages

Training Opportunities:
In-lab training courses available on the York Employee Learning Calendar include:
- Concur Expense: Preparing an Expense Claim
- Concur Expense: Reviewing/Approving an Expense Claim

On-line training materials:
- Using your Passport York account Click Here
- Directly from Concur Expense by hovering over the “Help” icon and clicking “Training”

Paper Based Options:
Concur Expense is only available for current faculty and staff. Retired faculty, students and visitors should continue to use the paper based forms until further notice. If necessary, current faculty and staff may use the paper based forms. Links to the paper based forms are listed below:

- Claims for Reimbursement of Expenses – Receipts Required for Meals
- Claims for Reimbursement of Expenses – Claims with Per Diem for Meal
- Professional Expense Reimbursement – Receipts Required for Meals
- Professional Expense Reimbursement (Senior Scholars Only) - Receipts Required for Meals
- Request for Accountable Advance Form
- Receipt Itemization and Rebate Calculator Tool
- Mileage Log