

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

Concur Expense, York University's 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 not available for students or visitors at this time therefore the paper based forms are still available. Faculty and staff also have the option of using the paper based forms. Links to the paper based forms are listed below:

- [Claims for Reimbursement of Expenses](#)
- [Professional Expense Reimbursement \(PER\)](#)
- [Professional Expense Reimbursement \(Senior Scholars Only\)](#)
- [Request for Accountable Advance Form](#)
- [Receipt Itemization and Rebate Calculator Tool](#)
- [Mileage Log](#)