

Finance Department Announces Changes to Expense Forms in Concur April 2017

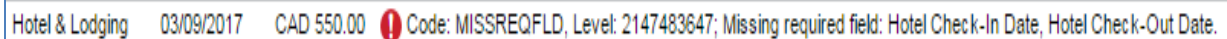
Hotel Form: Nightly itemization no longer required


The itemization of hotel invoices (or folios) by night is no longer required in most instances. Where hotel invoices do not contain meals or personal expenses, the claimant can simply enter the total amount being claimed as hotel expense. Itemization of other eligible hotel charges, such as parking and internet charges, are optional.

Claimants must still separate meal charges and personal expenses (e.g. in-room entertainment or alcohol) from their hotel expenses. Claimants can do so by using separate expense lines to claim meals or by using the optional itemization feature in Concur.

If you have already submitted your expense claim using the old hotel form, no action is required. If you have unsubmitted expense claims, or if your claim is returned for correction or additional information, you will be required to update any hotel expense lines contained in the expense report. If you require assistance updating your expense claim, please contact Charlene Lin at x 44684.

Approvers reviewing expense claims which contain hotel expenses will notice that certain required fields are missing and the expense line will be flagged as follows:

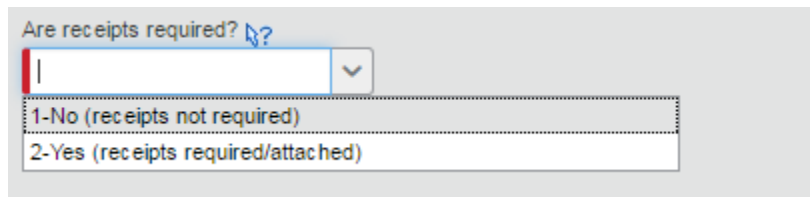



Hotel & Lodging 03/09/2017 CAD 550.00  Code: MISSREQFLD, Level: 2147483647; Missing required field: Hotel Check-In Date, Hotel Check-Out Date.

Approvers can ignore these flags as they should not prevent you from approving the expense claim. If you experience any issues approving your expense claim, please contact Charlene Lin at x 44684.

Meal/Per Diem Form

The Meal/Per Diem form has been updated to reflect changes to the University policy on the use of per diems. Original itemized receipts are no longer required for meal claims after December 31, 2016, unless specifically required by a granting agency. To claim per diems without providing receipts, in the “Are receipts required?” field, select “1-No (receipts not required)”.



Are receipts required? 

1-No (receipts not required)

2-Yes (receipts required/attached)

Where a granting agency requires original receipts, in the “Are receipts required?” field, select “2-Yes (receipts required/attached)” and attach your receipt images to the line item within the claim.

Helpful Hint: Use the copy feature in Concur to quickly create multiple days of per diem claims. To use the copy feature, select the expense line you wish to copy and click copy above the expense listing.

| <input type="checkbox"/> | Date | Expense Type | Amount | Requested |
|-------------------------------------|------------|---|------------------------|-----------|
| <input checked="" type="checkbox"/> | 02/03/2017 | Meal/Per Diem Allowance New York, New York | CAD 86.60 USD 65.00 | CAD 86.60 |

A new expense line will be created for you. Notice that Concur even updates the date to the next day and updates the US dollar (if applicable) exchange rate next day's exchange rate!

| <input type="checkbox"/> | Date | Expense Type | Amount | Requested |
|---------------------------|------------|---|------------------------|-----------|
| <i>Adding New Expense</i> | | | | |
| <input type="checkbox"/> | 03/03/2017 | Meal/Per Diem Allowance New York, New York | CAD 86.87 USD 65.00 | CAD 86.87 |
| <input type="checkbox"/> | 02/03/2017 | Meal/Per Diem Allowance New York, New York | CAD 86.60 USD 65.00 | CAD 86.60 |

Hospitality Forms: Removal of “Hospitality Type” field

Claimants no longer have to classify hospitality expenses as internal or external hospitality. Finance staff will assess whether hospitality is considered internal or external based on the information provided and determine if the appropriate documentation and approvals are in place.



Other Fields (General)

Certain field names have been updated for greater clarity and to reflect the nature of activities that take place at the University (for example, the “Business Purpose” field has been renamed “Business or Research Purpose”).

Business/Research Purpose

Attend ABC Conference