



| The European Synchrotron



SAP Concur



for Experimental users

Expense Claim (from web application)

The following slides explain:

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

Reminder:

The ESRF highly recommends that you:

- **Download the SAP Concur mobile Application, to get certified copies** of your travel tickets and to avoid having to send the paper receipts by post mail

Receipts are required for the refund of your expense report:

Two alternatives:

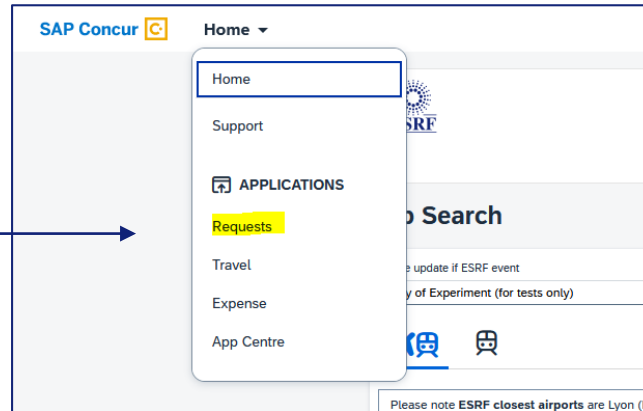
- ✓ **Certified receipts, thanks to SAP Concur mobile application**
 **Paper receipts are no longer required**
- ✓ **Original/paper receipts sent by postal mail to ESRF Travel Office**

Compliance with ESRF travel policy:

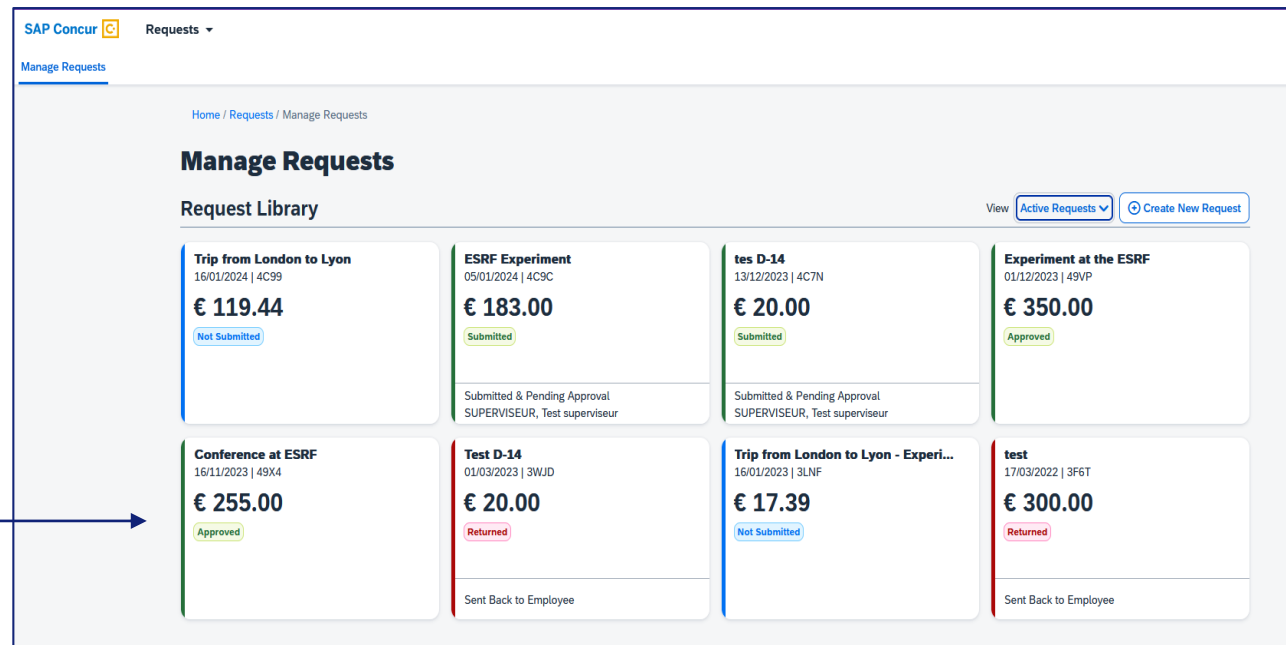
- ✓ Unexpected expenses and higher amounts are subject to ESRF approval
- ✓ Expense report must be submitted **not later than 30 days, after the end date of the trip**

CREATION OF THE EXPENSE CLAIM

From SAP Concur home page, click on « Request »



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



SAP Concur opens the previously approved **Travel Request**

Click to « Create Expense Claim »

[Home](#) / [Requests](#) / [Manage Requests](#) / Conference at ESRF

Conference at ESRF € 255.00

Approved | Request ID: 49X4

[Request Details](#) ▾ [Print](#) ▾ [Attachments](#) ▾

[More Actions](#) ▾ [Create Expense Claim](#)

EXPECTED EXPENSES

Expense type↓↑	Details↓↑	Date↓↑	Amount↓↑	Requested↓↑
Bus-Metro-Shuttle		16/11/2023	€ 50.00	€ 50.00
Bus-Metro-Shuttle		16/11/2023	€ 5.00	€ 5.00
Air Ticket	London (LHR) - Genève (GVA) : Round Trip	16/11/2023	€ 200.00	€ 200.00
				€ 255.00

INPUT OF TRAVEL EXPENSES

Well done! The Expense Claim is created

Click here to add your travel expenses

Conference at ESRF €0.00

Delete Claim

Submit Claim

Not Submitted | Report Number: 5VVVAN

REQUEST

Approved	Remaining
€255.00	€228.10

[Claim Details](#) [Print/Share](#) [Manage Receipts](#)

[View Available Receipts](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Combine Expenses](#) [Move to](#)



No Expenses

Add expenses to this claim to submit for reimbursement.

INPUT OF TRAVEL EXPENSES

Alternative 1: if you already have certified receipts of your expenses

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

The screenshot shows a web application interface for managing expenses. A modal window titled "Add Expense" is open, displaying a list of available expenses. The first expense is selected and highlighted in blue. The background shows a "Conference at ESRF" claim page with a "REQUEST" section showing approved and remaining amounts, and buttons for "Add Expense", "Edit", "Delete", "Copy", and "Close".

<input checked="" type="checkbox"/>	Payme... ↓↑	Expens... ↓↑	Expens... ↓↑	Suppli... ↓↑	Date ↓↑	Amount ↓↑
<input checked="" type="checkbox"/>	Cash	Expenselt	Bus-Metro-Shuttle	Il Pane Di San Saba Grenoble, FRANCE	16/11/2023	€ 10.00

Buttons: Close, Add To Claim

Then « Add To Claim »

INPUT OF TRAVEL EXPENSES

Alternative 2: you don't have certified expenses (from SAP Concur mobile application):

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

The screenshot displays the SAP Concur mobile application interface. The background page is titled "Conference at ESRF" and shows a "REQUEST" summary with "Approved €255.00" and "Remaining €228.10". A modal dialog box titled "Add Expense" is open, showing a list of expense types. The "Train" option is highlighted with a blue arrow pointing from the text above. The "Create New Expense" button is also highlighted with a blue box. The list of expense types includes: Parking, Private car - full rate, Private car - low rate, Taxi, Tolls/Road Charges, Train, and 03. Meals (expanded to show Meals in France). The background page also shows a "No Expenses" message and a "Delete Claim" button.

INPUT OF TRAVEL EXPENSES

Alternative 2: you don't have available expenses:

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

Home / Expense / Manage Expenses / Conference at ESRF / New Expense

New Expense

Cancel Save Expense

Hide Receipt 🗄

Details Itemisations

Expense Type * * Required field

Train X ▾

Country FRANCE (FR) X ▾ City of Purchase ▾

Payment Type * Cash ▾

Amount * Currency * Euro (EUR) X ▾

Comment 0/500

Save Expense Save and Add Another Cancel

Receipt

↑
Add Receipt


Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

Save the expense

INPUT OF TRAVEL EXPENSES

The selected expense is correctly registered

[Home](#) / [Expense](#) / [Manage Expenses](#) / Conference at ESRF

 Alerts: 1

Conference at ESRF €80.00

Delete Claim

Copy Claim

Submit Claim

Not Submitted | [Report Number: 5VVVAN](#)

REQUEST

Approved
€255.00

Remaining
€228.10

[Claim Details](#) [Print/Share](#) [Manage Receipts](#)

[View Available Receipts](#)

Add Expense

Edit

Delete

Copy

Combine Expenses

Move to

<input type="checkbox"/>	Alerts↓↑	Receipt↓↑	Payment Type↓↑	Expense Type↓↑	Supplier Details↓↑	Date↓↑	Requested↓↑
<input type="checkbox"/>			Cash	Train	Grenoble, Isère	16/11/2023	€ 80.00
							€ 80.00

Click again on « Add Expense » for extra travel expenses

SUBMISSION OF THE EXPENSE CLAIM

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

Home / Expense / Manage Expenses / Conference at ESRF

Alerts: 1

Conference at ESRF €85.00

Not Submitted | Report Number: 5VVVAN

Approved €255.00 | Remaining €228.10

Claim Details | Print/Share | Manage Receipts | View Available Receipts

Add Expense | Edit | Delete | Copy | Combine Expenses | Move to

<input type="checkbox"/>	Alerts↑	Receipt↓	Payment Type↑	Expense Type↑	Supplier Details↓	Date↓	Requested↓
<input type="checkbox"/>	⚠		Cash	Train	Grenoble, Isère	16/11/2023	€ 80.00
<input type="checkbox"/>			Cash	Bus-Metro-Shuttle	Grenoble, Isère	16/11/2023	€ 5.00
							€ 85.00

SUBMISSION OF THE EXPENSE CLAIM

Read the agreement

User Electronic Agreement [X]

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.

Cancel **Accept & Continue**

Once ok, click « Accept & Continue »

Final review:

Claim Totals [X]

Alerts: 1 [v]

Company Payments
€85.00
Employee

Employee Payments
€0.00
Company

Amount Total: €85.00	Due to Employee: €85.00	Owed to Company: €0.00
Requested Amount: €85.00	Total Paid By Company: €85.00	Total Owed By Employee: €0.00

Cancel **Submit Claim**

Then, « Submit Claim »

SUBMISSION OF THE EXPENSE CLAIM

Your Expense Claim has been successfully submitted:

Manage Expenses

Claim Library

Create New Claim

View: Active Claims

Claim Title	Date	Amount	Status
Mobile Expense Claim 2023-12-01	01/12/2023	€ 1.90	Not Submitted
Experiment at the ESRF	14/11/2023	€ 25.00	Not Submitted
Experiment at ESRF	12/12/2022	€ 222.40	Not Submitted
Conference at ESRF	01/12/2023	€ 85.00	Submitted

Due to Employee: € 85.00

Submitted & Pending Approval
Test approver APPROVER

Send your original tickets and receipts by postal mail to ESRF Travel Office **not later than 30 days after the end of your trip:**

ESRF-The European Synchrotron
Travel Office
CS40220
38043 Grenoble Cedex 9
France

AFTER THE EXPENSE CLAIM SUBMISSION

You will keep receiving automatic reminders from SAP Concur, which can't detect if you submitted your claim or not. You can ignore these reminders.

From: EmailReminderService@concur.com
 Subject: Concur Alert: ESRF approved travel request without expense report
 Date: 13 December 2022 at 19:53:44 GMT
 To: [REDACTED]

SAP Concur

Dear [REDACTED]

Following your trip to the ESRF, you have 1 approved travel request without expense report.

Requests

Start Date	Request Name	Request Total
14/11/2022	HC-5043	222.00 EUR

For the refund of your travel expenses, please create and submit your expense Report from the approved request, **within 30 days after the end of your trip**.

(This is an automatic reminder message from SAP Concur. If not needed, please open your request in SAP Concur and click on "Close/Inactivate Request", to delete this reminder).

Click on <http://eu1.concursolutions.com> to log on the application

(For more information, please contact traveloff@esrf.fr)

Once you receive the refund on your bank account, go to your approved travel request and close the request. You will no longer receive automatic reminders

Conference at ESRF € 255.00
 Approved | Request ID: 49X4

Request Details | Print | Attachments

CLAIMS: 2

Amount	Remaining
€ 111.90	€ 223.10

EXPECTED EXPENSES

Expense type	Details	Date	Amount	Requested
Bus-Metro-Shuttle		16/11/2023	€ 50.00	€ 50.00
Bus-Metro-Shuttle		16/11/2023	€ 5.00	€ 5.00
Air Ticket	London (LHR) - Genève (GVA) - Round Trip	16/11/2023	€ 200.00	€ 200.00
			€ 255.00	

More Actions | Create Expense Claim

- Copy Request
- Cancel Request
- Close Request