CAPTE
Commission on Accreditation in Physical Therapy Education

SAP CONCUR

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APTA TRAVEL POLICY

When APTA members are on preapproved association-related business, usual and customary expenses related to travel, housing, and meals will be reimbursed based on these guidelines:

PROCESS FOR SUBMITTING FOR REIMBURSEMENT

All expenses submitted for reimbursement must:

- Be submitted through APTA's online expense system (SAP Concur);
- Be submitted within 30 days of being incurred; and
- Be accompanied by supporting documentation of the expense (receipt).
- Failure to adhere to these policies and processes may result in reimbursement requests being denied.
- Opting to Travel by Car or Train: These expenses are reimbursed up to the cost of airfare had the trip been taken via air.
- Mileage and Tolls: Mileage is reimbursed at the IRS rate. Tolls are reimbursable with a receipt.
- Meals: Meal expenses are reimbursed up to $100 per day with receipts.

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APTA TRAVEL POLICY CONT.

- Hotel/Housing: All hotel/housing must be booked using TripEasy unless there is a housing arrangement or a master bill. Hotel/housing expenses not charged to a master bill are reimbursable by submitting receipts in SAP Concur.
- Ground Transportation/Taxi/Rideshare: These expenses are reimbursable with a receipt.

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W-9 AND ACH DIRECT DEPOSIT FORM

- All reviewers must submit a W-9 in order to be paid an honorarium. To access and download the W-9 form, please visit https://www.irs.gov/pub/irs-pdf/fw9.pdf
- In order to be reimbursed for your expenses, you must add your banking information (routing number & checking or savings account number) into your SAP Concur profile. **This is not optional**.
- In order to receive your honorarium via ACH direct deposit, you must submit the required ACH direct deposit form located in the resource section of the course. If you don't submit the ACH form, you will receive a physical check mailed to your address on file. The form is optional for honorarium.
- All forms must be emailed to fenosjudd@apta.org

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SAP CONCUR SYSTEM

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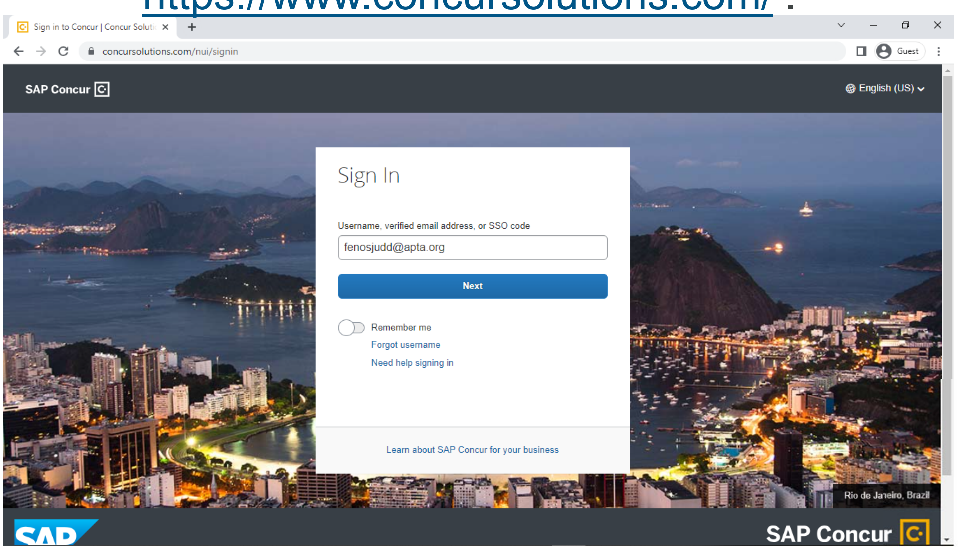
Initial login credentials will be provided by Staff
https://www.concursolutions.com/ .



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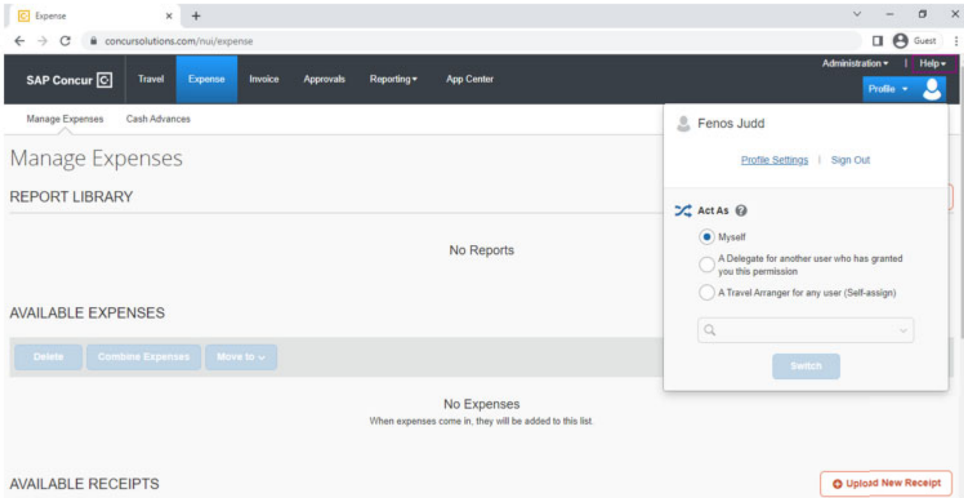
After logging in, click on profile, then profile settings



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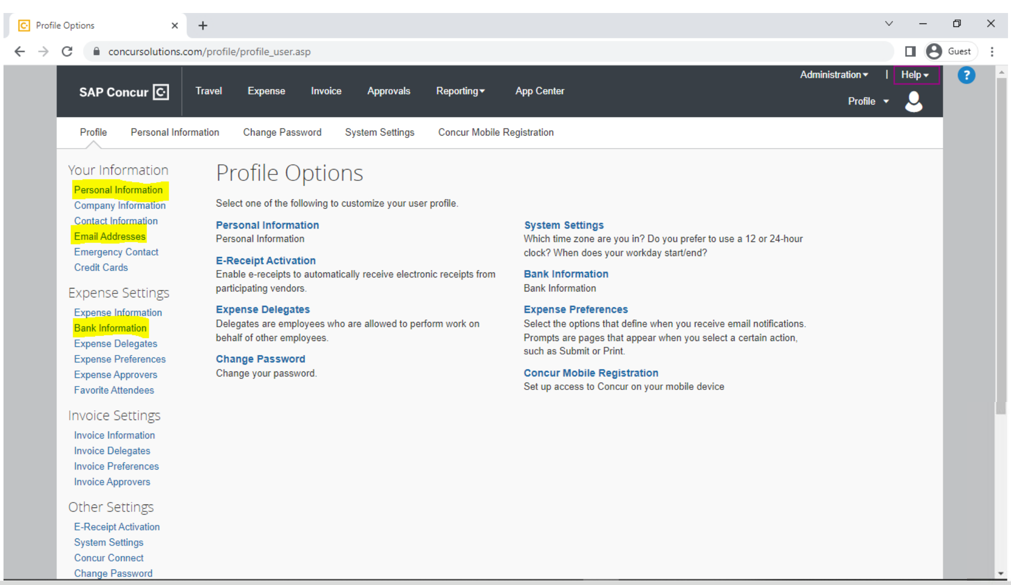
Use the columns on the left to add/update informaton



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Personal Information

- Legal name appears
- Home address
- Contact information (phone number)
- Email address
- Emergency Contact

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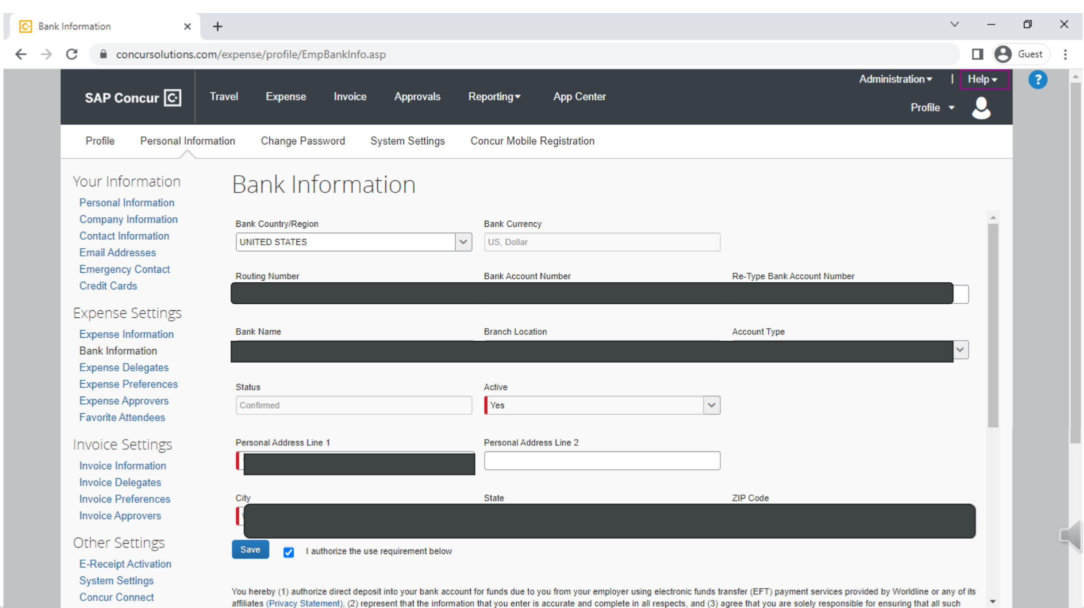
Banking Information



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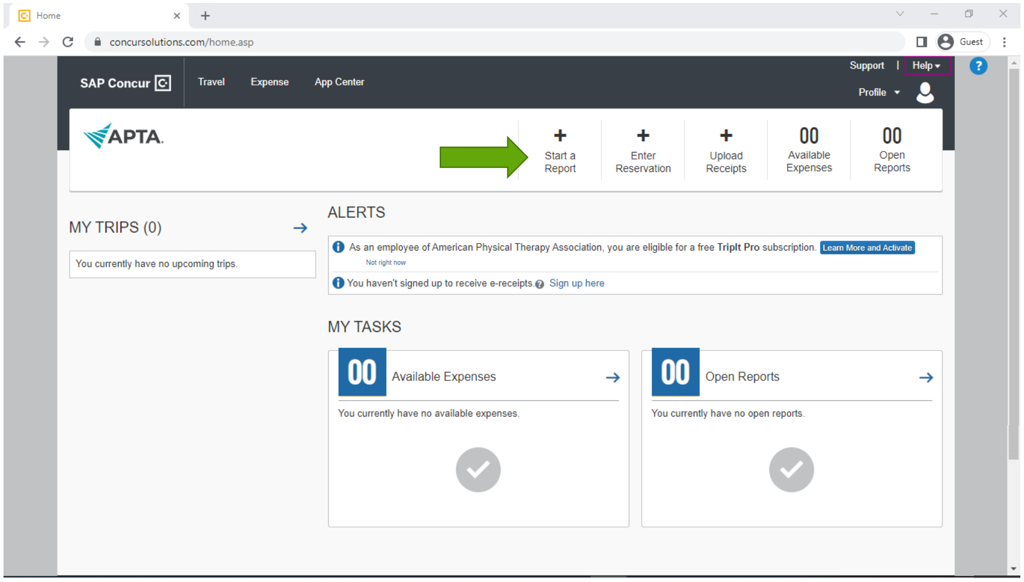
Creating an Expense Report



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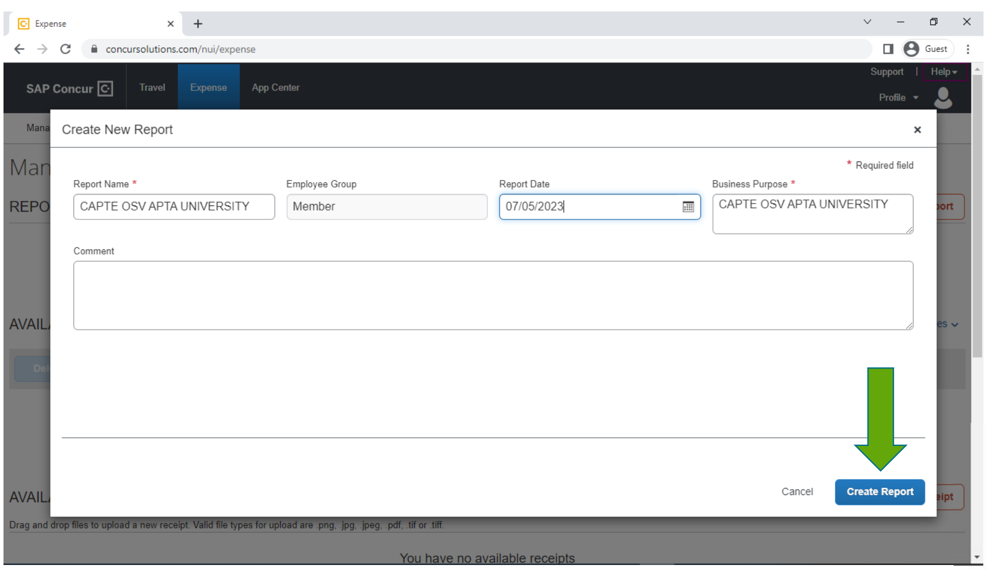
Report Name, Date, Business Purpose



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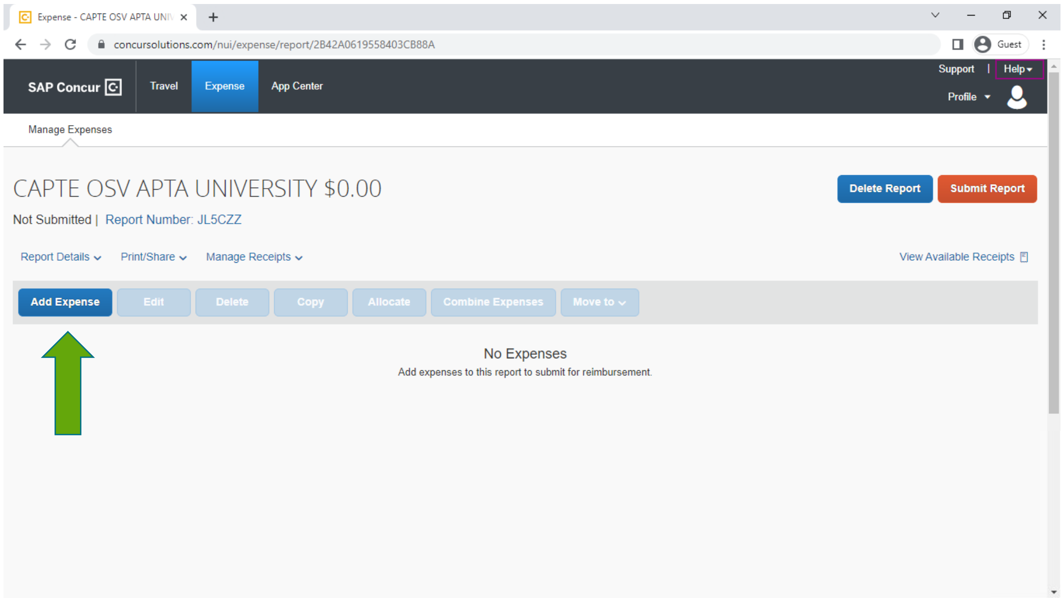
ADD EXPENSE



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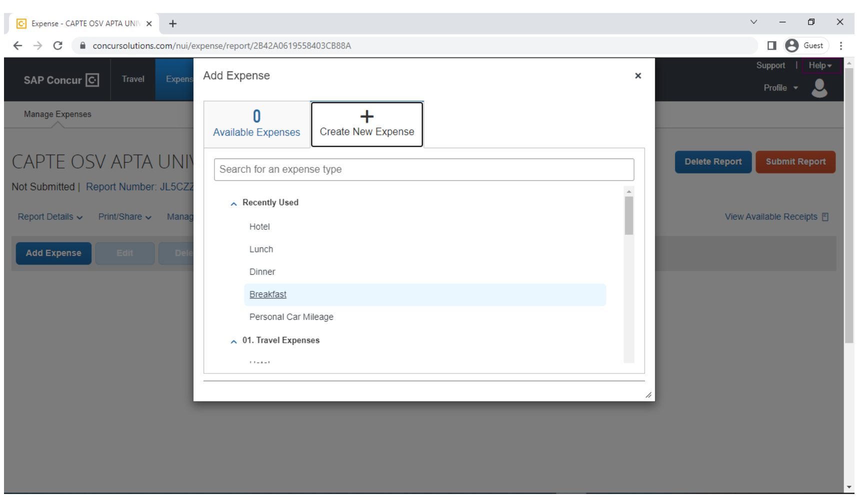
ADDING FROM THE LIST OF EXPENSES



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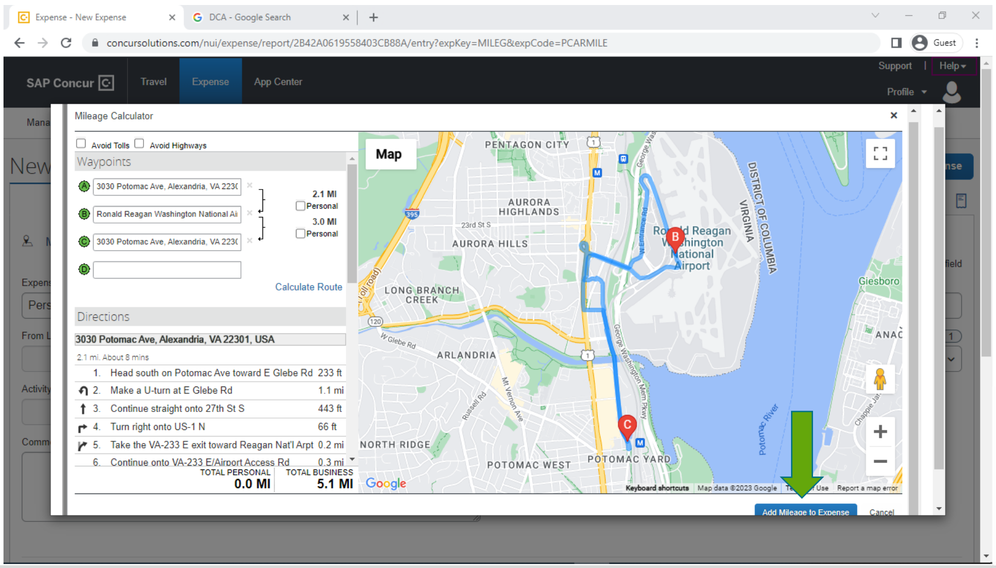
PERSONAL CAR MILEAGE



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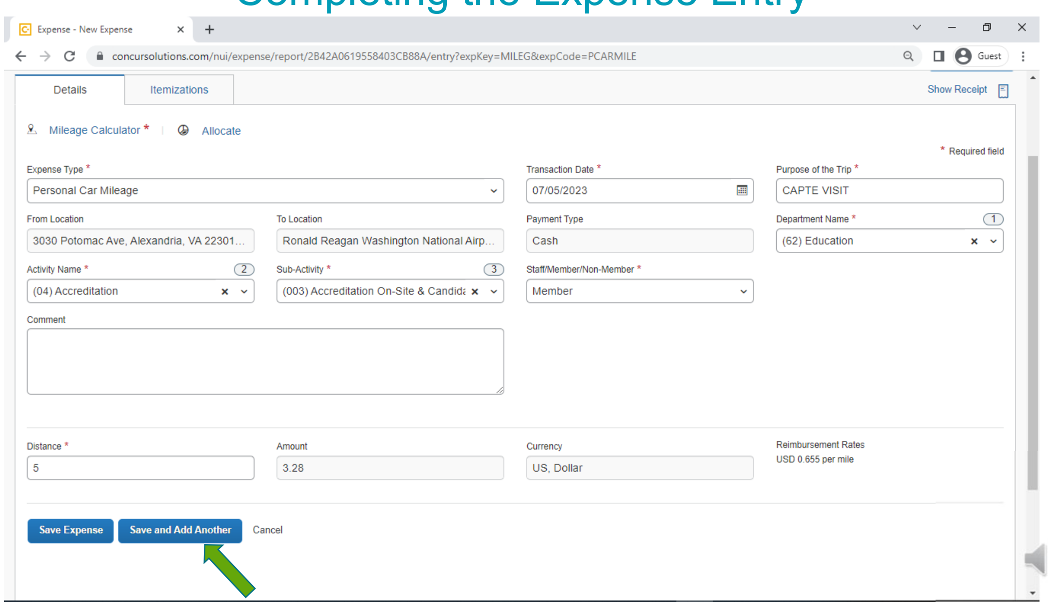
Completing the Expense Entry



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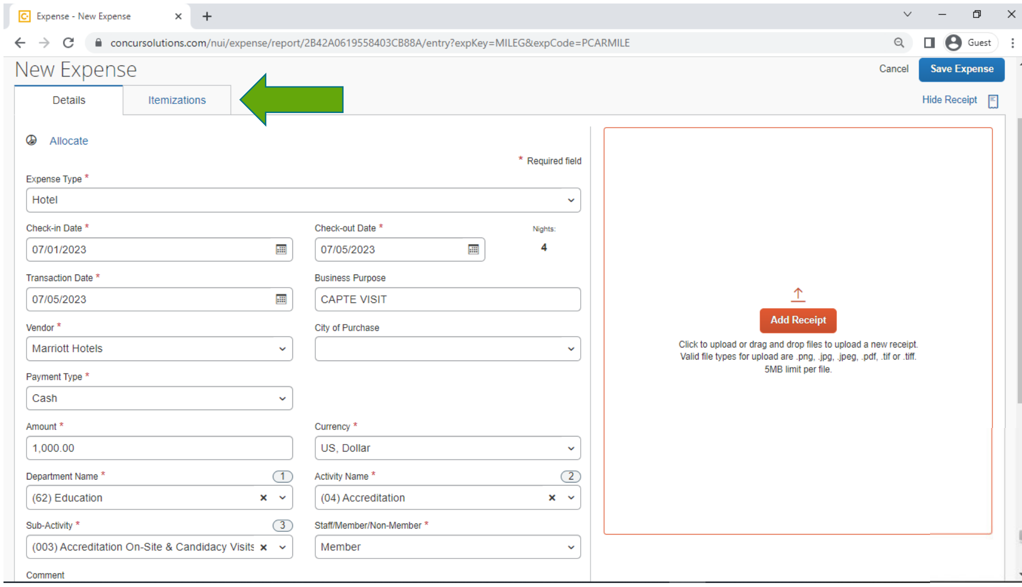
Adding Hotel Expense



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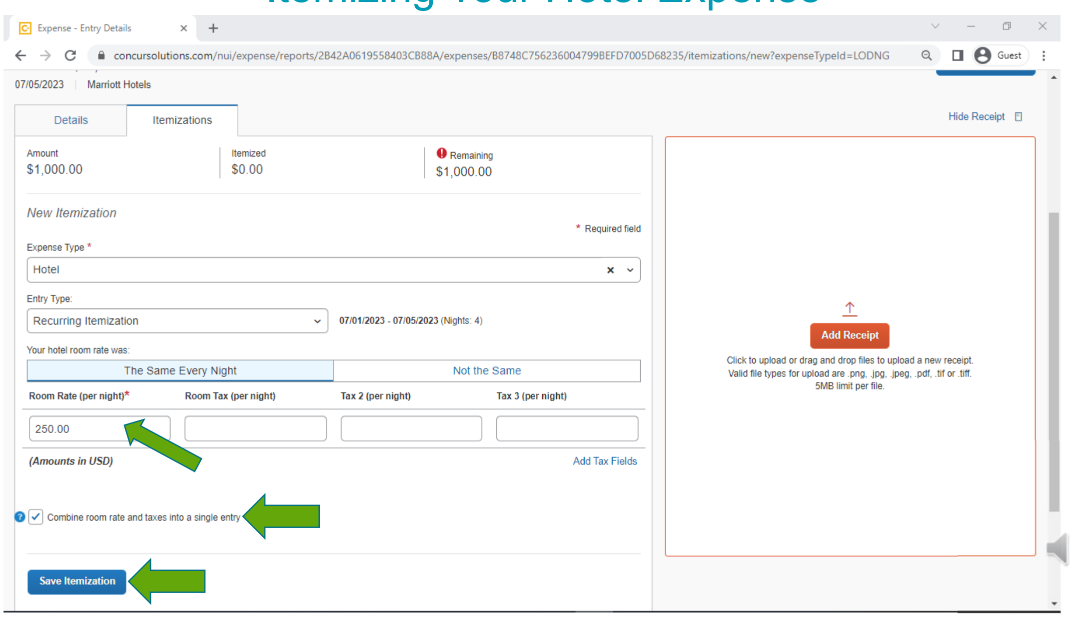
Itemizing Your Hotel Expense



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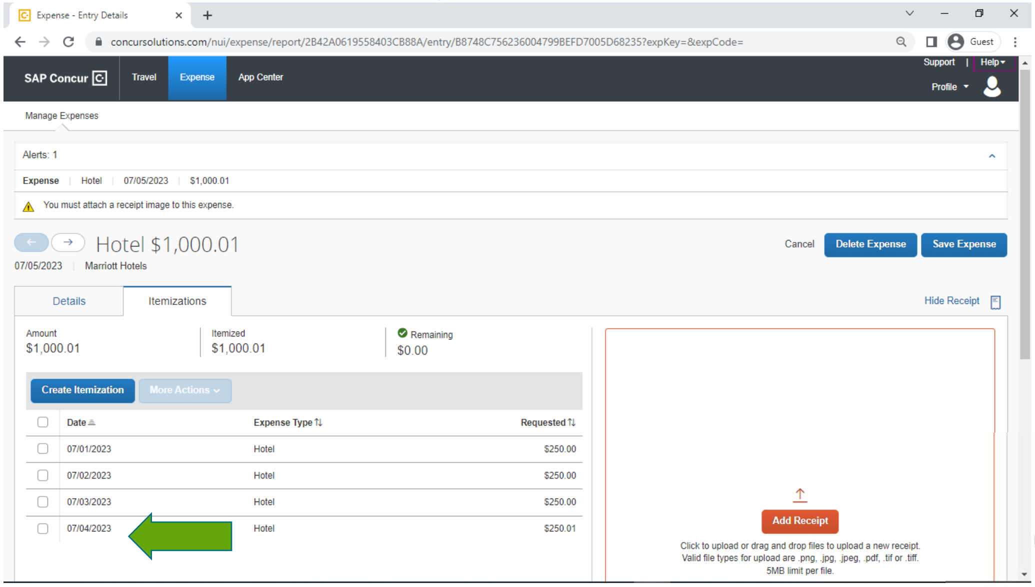
Editing Hotel Expense



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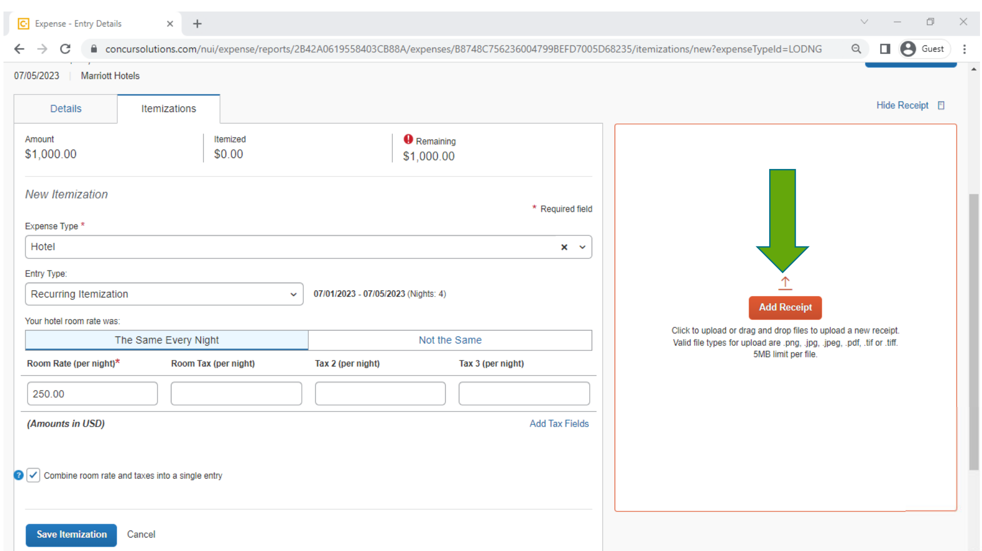
Adding a Receipt



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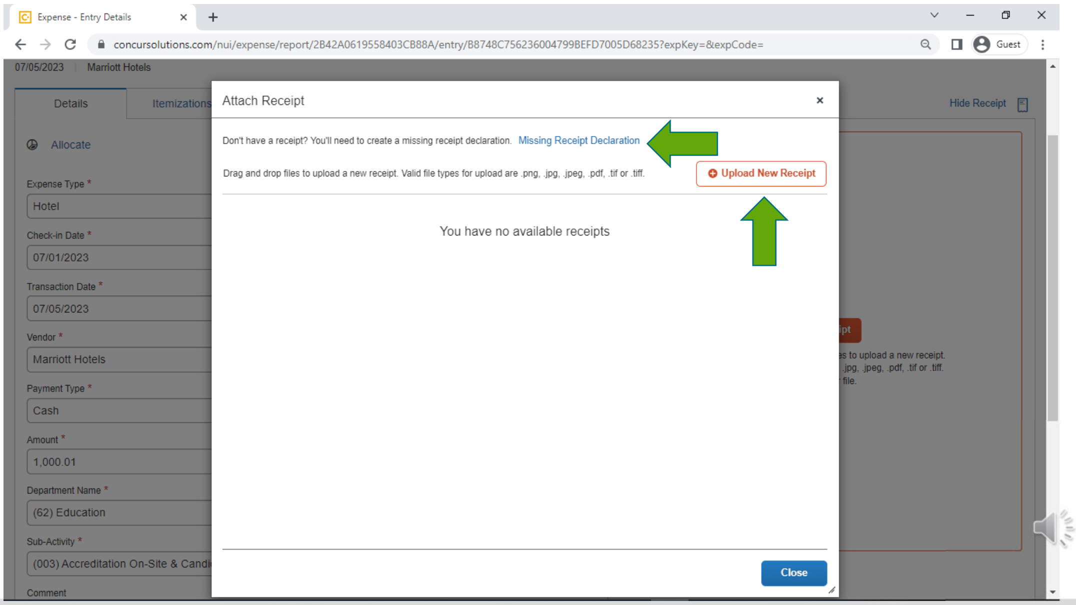
Adding a Receipt Continued…



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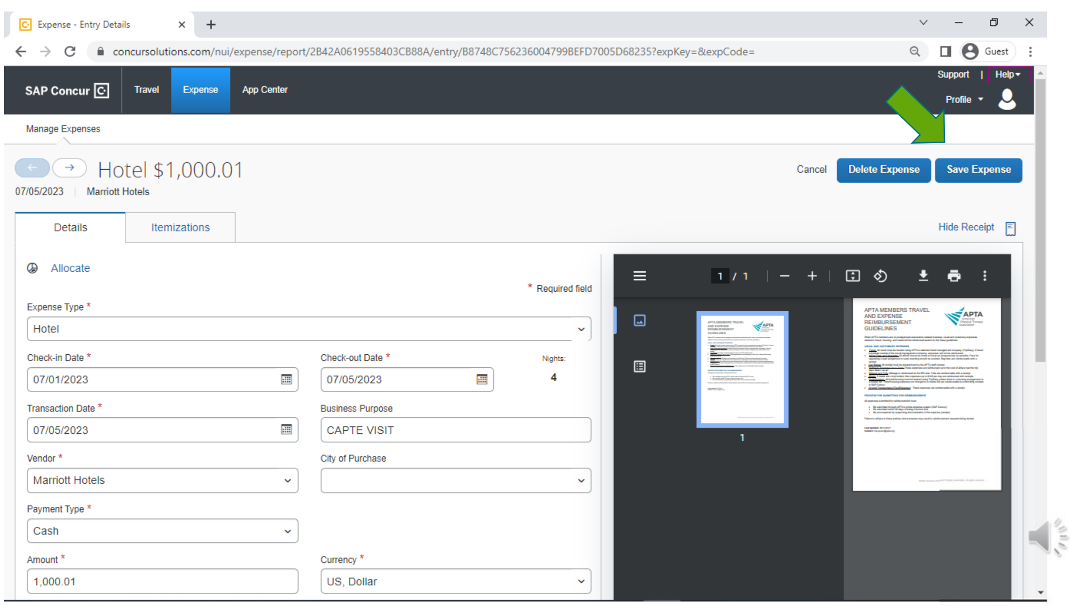
Receipt Will Display. Save Expense



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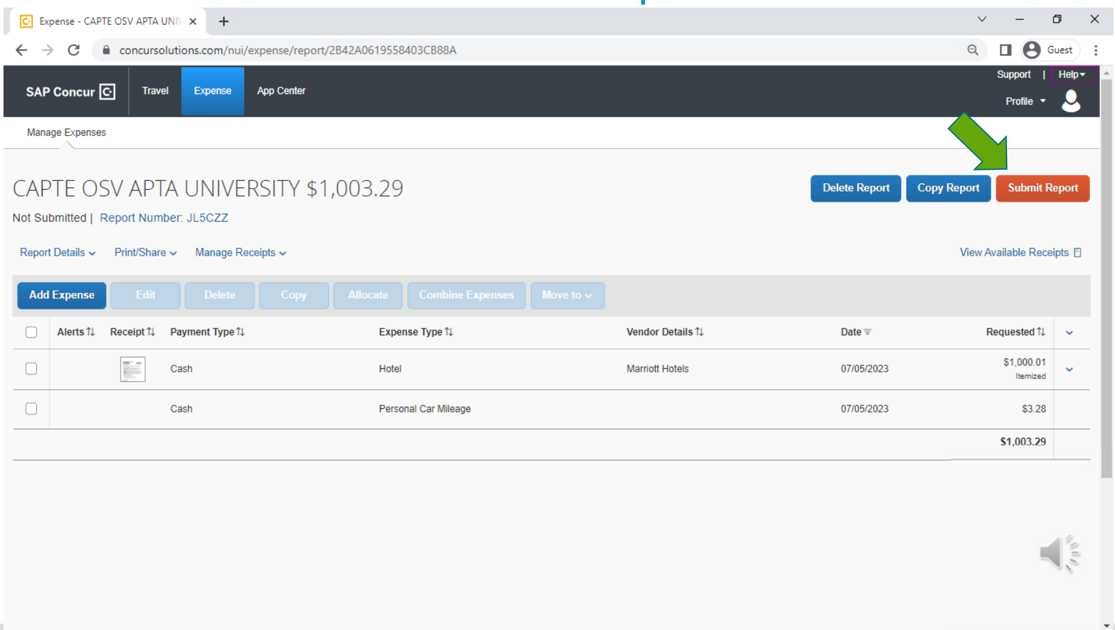
Submit Report



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Thank You

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