

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/> .

Sign In

Username, verified email address, or SSO code

fenosjudd@apta.org

Next

☐ Remember me

[Forgot username](#)

[Need help signing in](#)

Learn about SAP Concur for your business

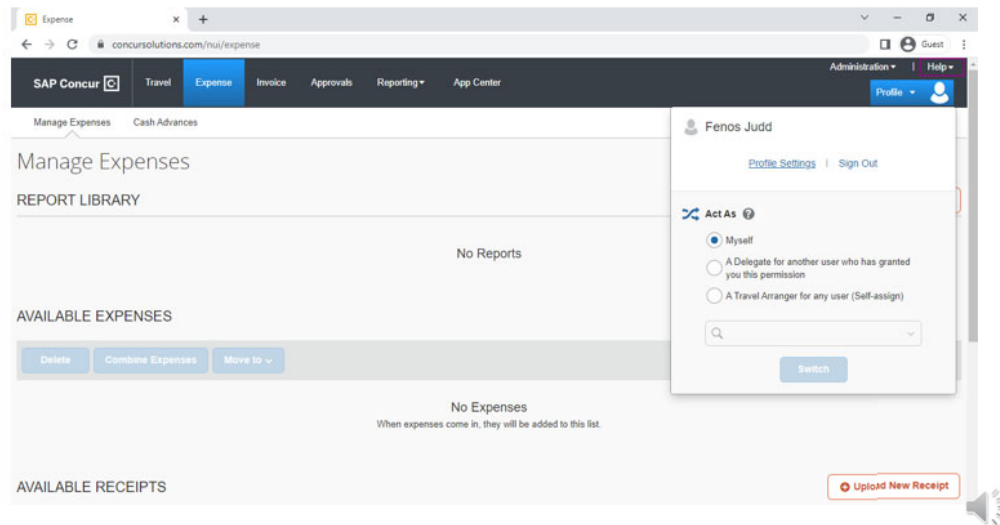
SAP Concur

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After logging in, click on profile, then profile settings

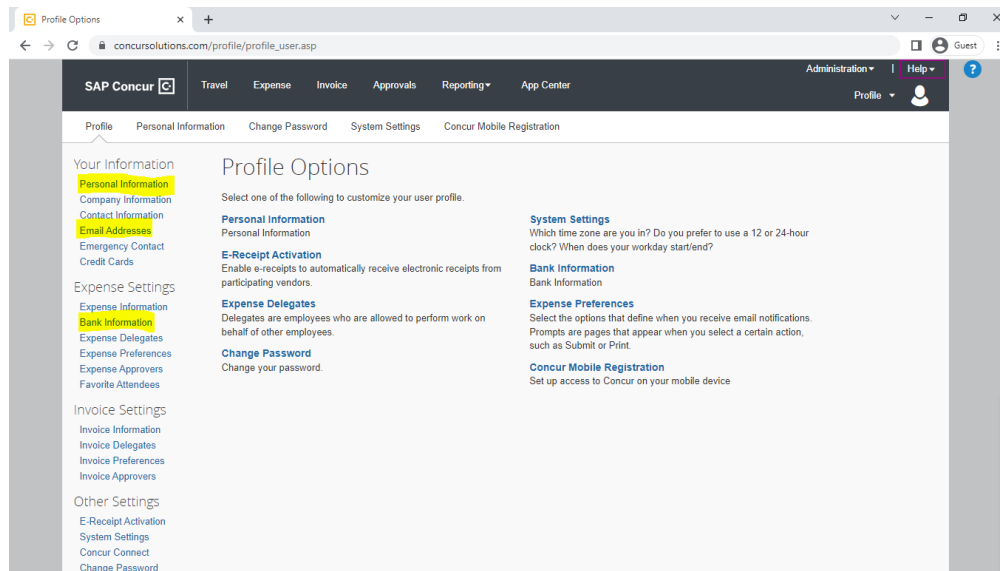


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Use the columns on the left to add/update informaton



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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

Bank Information

Bank Country/Region: UNITED STATES Bank Currency: U.S. Dollar

Routing Number: Bank Account Number: Re-Type Bank Account Number:

Bank Name: Branch Location: Account Type:

Status: Confirmed Active: Yes

Personal Address Line 1: Personal Address Line 2:

City: State: ZIP Code:

Save ☒ I authorize the use requirement below

You hereby (1) authorize direct deposit into your bank account for funds due to you from your employer using electronic funds transfer (EFT) payment services provided by Worldline or any of its affiliates (Privacy Statement), (2) represent that the information that you enter is accurate and complete in all respects, and (3) agree that you are solely responsible for ensuring that all such

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Creating an Expense Report

The screenshot shows the SAP Concur home page. The top navigation bar includes 'Travel', 'Expense', and 'App Center'. The main content area features a 'MY TASKS' section with two cards: 'Available Expenses' and 'Open Reports', both showing '00' and a checkmark icon. A green arrow points to the 'Start a Report' button in the top right corner of the main content area.

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Report Name, Date, Business Purpose

The screenshot shows the 'Create New Report' form. The form has four main fields: 'Report Name *' (CAPTE OSV APTA UNIVERSITY), 'Employee Group' (Member), 'Report Date' (07/05/2023), and 'Business Purpose *' (CAPTE OSV APTA UNIVERSITY). There is a 'Comment' text area below these fields. A green arrow points to the 'Create Report' button at the bottom right of the form.

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ADD EXPENSE

Expense - CAPTE OSV APTA UNI

concur solutions.com/nui/expense/report/2842A0619558403CB88A

SAP Concur | Travel | **Expense** | App Center

Support | Help | Profile

Manage Expenses

CAPTE OSV APTA UNIVERSITY \$0.00

Not Submitted | Report Number: JL5CZZ

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

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

No Expenses

Add expenses to this report to submit for reimbursement.

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ADDING FROM THE LIST OF EXPENSES

Expense - CAPTE OSV APTA UNI

concur solutions.com/nui/expense/report/2842A0619558403CB88A

SAP Concur | Travel | **Expense** | App Center

Support | Help | Profile

Manage Expenses

CAPTE OSV APTA UNIVERSITY \$0.00

Not Submitted | Report Number: JL5CZZ

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

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

Add Expense

Available Expenses | Create New Expense

Search for an expense type

Recently Used

- Hotel
- Lunch
- Dinner
- Breakfast**
- Personal Car Mileage

01. Travel Expenses

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PERSONAL CAR MILEAGE

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

- 3030 Potomac Ave, Alexandria, VA 22301
- Ronald Reagan Washington National Airport

Calculate Route

Directions

3030 Potomac Ave, Alexandria, VA 22301, USA

2.1 mi. About 8 mins

- Head south on Potomac Ave toward E Glebe Rd. 233 ft
- Make a U-turn at E Glebe Rd. 1.1 mi
- Continue straight onto 27th St S. 443 ft
- Turn right onto US-1 N. 66 ft
- Take the VA-233 E exit toward Reagan Natl Airt. 0.2 mi
- Continue onto VA-233 E/Airport Access Rd. 0.3 mi

TOTAL PERSONAL: 0.0 MI **TOTAL BUSINESS: 5.1 MI**

Add Mileage to Expense

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Completing the Expense Entry

Details **Itemizations** **Show Receipt**

Mileage Calculator **Allocate**

Expense Type * Personal Car Mileage

Transaction Date * 07/05/2023

Purpose of the Trip * CAPTE VISIT

From Location 3030 Potomac Ave, Alexandria, VA 22301...

To Location Ronald Reagan Washington National Airt...

Payment Type Cash

Department Name * (62) Education

Activity Name * (04) Accreditation

Sub-Activity * (003) Accreditation On-Site & Candida

Staff/Member/Non-Member * Member

Comment

Distance * 5

Amount 3.28

Currency US, Dollar

Reimbursement Rates USD 0.655 per mile

Save Expense **Save and Add Another** **Cancel**

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Adding Hotel Expense

Expense - New Expense

concurrency.com/nui/expense/report/2B42A0619558403CB88A/entry?expKey=MILEG&expCode=PCARMILE

New Expense

Details Itemizations

Allocate

* Required field

Expense Type *
Hotel

Check-in Date *
07/01/2023

Check-out Date *
07/05/2023

Nights:
4

Transaction Date *
07/05/2023

Business Purpose
CAPTE VISIT

Vendor *
Marriott Hotels

City of Purchase

Payment Type *
Cash

Amount *
1,000.00

Currency *
US, Dollar

Department Name *
(62) Education

Activity Name *
(04) Accreditation

Sub-Activity *
(003) Accreditation On-Site & Candidacy Visits

Staff Member/Non-Member *
Member

Comment

Cancel Save Expense

Hide 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.

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Itemizing Your Hotel Expense

Expense - Entry Details

concurrency.com/nui/expense/reports/2B42A0619558403CB88A/expenses/B8748C756236004799BEFD7005D68235/itemizations/new?expenseType=LODNG

07/05/2023 | Marriott Hotels

Details Itemizations

Amount
\$1,000.00

Itemized
\$0.00

Remaining
\$1,000.00

New Itemization

* Required field

Expense Type *
Hotel

Entry Type:
Recurring Itemization

07/01/2023 - 07/05/2023 (Nights: 4)

Your hotel room rate was:
The Same Every Night Not the Same

Room Rate (per night)*
250.00

Room Tax (per night)

Tax 2 (per night)

Tax 3 (per night)

(Amounts in USD)

Add Tax Fields

☒ Combine room rate and taxes into a single entry

Save Itemization

Hide 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.

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Editing Hotel Expense

Expense - Entry Details

concur solutions.com/nui/expense/report/2842A0619558403CB88A/entry/88748C7562360047998EFD7005D68235?expKey=&expCode=

SAP Concur | Travel | Expense | App Center

Manage Expenses

Alerts: 1

Expense | Hotel | 07/05/2023 | \$1,000.01

You must attach a receipt image to this expense.

Hotel \$1,000.01

07/05/2023 | Marriott Hotels

Cancel | Delete Expense | Save Expense

Details | Itemizations | Hide Receipt

Amount \$1,000.01 | Itemized \$1,000.01 | Remaining \$0.00

Create Itemization | More Actions

Date	Expense Type	Requested
07/01/2023	Hotel	\$250.00
07/02/2023	Hotel	\$250.00
07/03/2023	Hotel	\$250.00
07/04/2023	Hotel	\$250.01

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.

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Adding a Receipt

Expense - Entry Details

concur solutions.com/nui/expense/reports/2842A0619558403CB88A/expenses/88748C7562360047998EFD7005D68235/itemizations/new?expenseTypeid=LOADING

07/05/2023 | Marriott Hotels

Details | Itemizations | Hide Receipt

Amount \$1,000.00 | Itemized \$0.00 | Remaining \$1,000.00

New Itemization

Expense Type * Hotel

Entry Type: Recurring Itemization 07/01/2023 - 07/05/2023 (Nights: 4)

Your hotel room rate was:

The Same Every Night | Not the Same

Room Rate (per night)* 250.00 | Room Tax (per night) | Tax 2 (per night) | Tax 3 (per night)

(Amounts in USD) | Add Tax Fields

Combine room rate and taxes into a single entry

Save Itemization | Cancel

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.

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Adding a Receipt Continued...

Expense - Entry Details

07/05/2023 Marriott Hotels

Details Itemizations

Allocate

Expense Type *
Hotel

Check-in Date *
07/01/2023

Transaction Date *
07/05/2023

Vendor *
Marriott Hotels

Payment Type *
Cash

Amount *
1,000.01

Department Name *
(62) Education

Sub-Activity *
(003) Accreditation On-Site & Cand

Comment

Attach Receipt

Don't have a receipt? You'll need to create a missing receipt declaration. [Missing Receipt Declaration](#)

Drag and drop files to upload a new receipt. Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

Upload New Receipt

You have no available receipts

Close

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Receipt Will Display. Save Expense

Expense - Entry Details

07/05/2023 Marriott Hotels

Details Itemizations

Allocate

Expense Type *
Hotel

Check-in Date *
07/01/2023

Check-out Date *
07/05/2023

Nights: 4

Transaction Date *
07/05/2023

Business Purpose
CAPTE VISIT

Vendor *
Marriott Hotels

City of Purchase

Payment Type *
Cash

Amount *
1,000.01

Currency *
US, Dollar

Manage Expenses

Hotel \$1,000.01

07/05/2023 Marriott Hotels

Cancel Delete Expense Save Expense

Hide Receipt

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APTA MEMBERS TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES

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Submit Report

Expense - CAPTE OSV APTA UNIVERSITY

concursolutions.com/mui/expense/report/2B42A0619558403CB88A

SAP Concur | Travel | **Expense** | App Center

Support | Help | Profile

Manage Expenses

CAPTE OSV APTA UNIVERSITY \$1,003.29

Not Submitted | Report Number: JL5CZZ

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

Buttons: Add Expense, Edit, Delete, Copy, Allocate, Combine Expenses, Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
☐		Cash	Hotel	Marriott Hotels	07/05/2023	\$1,000.01 Itemized
☐		Cash	Personal Car Mileage		07/05/2023	\$3.28
						\$1,003.29

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Thank You

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