Université d'Ottawa | University of Ottawa

SUBMIT A CONCUR EXPENSE REPORT - APTPUO
Concur Expense Management System

Please note that the reimbursement of an expense is eligible only if **the item was received or the service rendered**.

Once you are ready to submit your Concur reimbursement claim, login to the Concur system and under the **Expense** Tab, click on **+Create New Claim**.
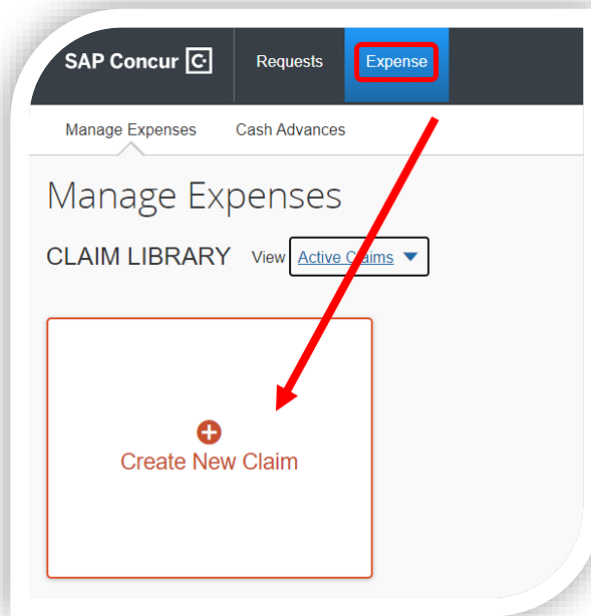
For each expense report related to the Academic and Professional Development Fund, please ensure to select option "**4 – APTPUO : Fonds dévelop. Académiq. / Academic Develop. Fund**" in the Claim Type field. Also, you must select the following information in the Fund, Organization and Program fields:

Note: Type the code for every field, one at a time, starting from left to right. For each of these three fields, after typing the code, a drop-down menu will appear and you must select the exact option shown in the screenshot above in order to proceed.

Once all the fields are filled, you will be asked if you would like to claim Travel Allowances (Per Diems). Since this option only applies to travel expenses, please select the option "No" and click **"Create Report"** in the bottom right corner.

Now that your claim is created, you can add, one by one, the expenses for which you would like to seek reimbursement. To do so, follow these steps:

1. Click **Add Expense**.
2. Select the appropriate expense type from the list in the pop-up window.
3. Append the receipt image (previously digitalized and saved on your computer or your Concur account) by clicking on the orange rectangle **+Attach Receipt Image**.
4. Once the receipt image is attached, enter all the expense information in the appropriate fields on the left side of the screen and click **Save Expense**.
5. Once all of your expenses have been successfully added to the claim, click **Submit Claim**.

*Note: If you have multiple documents to append for one expense, you must **Save** the expense after appending the first receipt image. Then, you must go back on that expense (by clicking on the expense in your claim) in order to see the option "**Append**" appear under the initially attached image.*

For additional guides and information on the Concur expense management system and numerous University of Ottawa Policies, please visit the Reimbursement Web site. You can also email the Expense Reimbursement team directly at reimbursement@uOttawa.ca.