

<b>Title:</b>	<b>Expense Reimbursement – Concur</b>	<b>Effective Date:</b>	<b>10/01/2013</b>
<b>Author:</b>	<b>Shirley Greenlee</b>	<b>Last Review Date:</b>	<b>03/21/2021</b>
<b>Location:</b>	<b>All Locations</b>	<b>Last Revision Date:</b>	<b>07/31/2019</b>
<b>Functional Area:</b>	<b>Accounting/Payroll</b>		

### POLICY

The Concur Expense reporting website is the preferred method used to document all reimbursable expenses incurred by an employee, in the course of performing activities or tasks on behalf of Liberty Healthcare Corporation. It includes reimbursement for the costs of Continuing Education, training and travel. The prompt and accurate submission and processing of EXPENSE REPORTs via Concur ensures that (1) reimbursements are received in a timely and accurate manner, and (2) detailed records of such expenses are available for corporate tax reporting purposes.

### PROCEDURE

#### Access to Concur:

- Setup for Concur is indicated on a change of status form or requested to Accounting via an email from the hiring manager.
- The Accounting Manager maintains the user database and will send a welcome email to all new users with a temporary password.
- An employee may submit an expense report electronically through Concur ([www.concursolutions.com](http://www.concursolutions.com)) if he/she can accept reimbursement via direct deposit and if the client/customer program will accept the Concur documentation format.
- An Employee can access their Concur account from any mobile device or computer and will need to follow all prompts to attach proper documentation

#### Guidelines for completion of EXPENSE REPORT on Concur:

- Individuals must be sure to accurately complete all necessary information on the Concur system. Special attention should be given to the following requirements:
  - ◆ Receipts are required for all expenses (except mileage). Monthly credit card reports of expenses incurred are not acceptable. (If an original receipt cannot be obtained, submit an Affidavit of Missing Receipt with a brief written explanation why not submitting receipt).
  - ◆ Enter the name of the program (there is a drop-down list) or programs (multiple programs can be allocated) for which the expense applies.
  - ◆ Individuals may be reimbursed for either gas expenses incurred OR for total mileage, but not both.
  - ◆ When travel is involved, list the departure city and final destination city and, if using a personal vehicle, list the total mileage. Concur has a Google Mileage Calculator built in you can use to calculate the distance.
  - ◆ Gas expenses are only reimbursed when using a rental car.
  - ◆ For lodging, the total hotel bill should be entered. The complete itemized hotel bill is needed. Concur will require the breakout of the hotel bill during entry.

- ◆ For meals and entertainment, list the name of every person with whom a meal occurred. A **detailed** receipt must be submitted.
- ◆ For meals with more than one attendee, business meals should be used, and the names of every person should be listed under the attendee section.
- ◆ For Continuing Education or other training events, Accounting needs a receipt for the cost of the training AND documentation of attendance (preferably a copy of the certificate of attendance; or possibly a copy of the registration form, conference confirmation form, or other reasonable documentation).
- ◆ For expenses that were incurred during different weeks, it is acceptable to submit them on one expense report. Simply indicate the appropriate date in the date column and list the expenses under the date.

**Submitting Expense Report on Concur:**

- In Concur, employees will fill out the expense screen and click submit when completed. A notification will go to their supervisors/approvers for review and approval.
- The 1<sup>st</sup> approver and 2<sup>nd</sup> approvers are charged with verifying the accuracy, corporate and local compliance and business purpose of the submission by employees.
- Accounting will approve to process reports for payment that have been approved by the 1<sup>st</sup> and 2<sup>nd</sup> approvers and provide an accuracy check for quality assurance, completeness and compliance.
- Once accounting has approved and processed the expense report, the AP Supervisor will submit the summary report to the Controller for approval and creation of the electronic funding wire.

**Payment of Reimbursement:**

- Concur reports are processed on Thursdays for all approved reports from the prior day “Wednesday”. Holidays may cause this schedule to be altered. The employee typically receives funds 3 business days after the wire is sent.

Approved By: \_\_\_\_\_

**Revision History**

Version	Date	Author	Summary of Changes
#1	10/01/2013	Shirley Greenlee	Policy Created
#2	03/21/2021	Shirley Greenlee	Policy reviewed with no changes made.