

## Concur Payment Processing

If you do not have access to Concur, you need to fill out the [Concur Employee Setup Form](#) and [Concur Reimbursement Form](#) and email both to [ConcurAdmin@sorosny.org](mailto:ConcurAdmin@sorosny.org) requesting account setup.

1. <http://my.concureworkplace.com> (Please bookmark)
2. Input company ID – opbc2b78md2bcd6c (Only for first time usage)
3. Click Continue (Log on appears)
4. **Type in your Logon id and password**
5. There are two ways to process a payment request: Your personal Amex/expense report or a supervisors Amex/expense report
  - a. For yourself click on “create a new expense report”
  - b. For your supervisor click on “view expense report” then click on the two faces which appear. Then click on your supervisors name and click on “create a new expense report”
6. Enter a Report name – name of report, i.e. First/Last Name-date
7. Enter Purpose – to pay Amex statement, i.e. Monthly Amex report
8. Click on “Continue”
9. All of the Amex charges will appear
10. Select all current charges by clicking on the box on the left
  - a. only click on the charges that are on your current Amex statement.
11. Click “add”
12. This will bring up all of the expenses you selected to the bottom of the page
13. Click “continue”
14. Check the amount and make sure it is the same amount as your current statement
15. Anything with a red flag is incorrect
16. Click on the circle on the left for any items which have a red flag
17. The square to the right of the screen will come up
18. Edit your report by replacing the wrong code with the proper code
19. Once there are no red flags your report is complete
20. Click on the “submit “ button
21. Click on your approver
22. If your approver is not there, write in your approvers name and click on “continue”
23. Print report and attach the original receipts and the original Amex statement (make a copy for yourself as well)
24. Bring to Accounting processing basket

## Itemization

When processing a payment which has a Hotel bill if it is over a certain amount a red flag will appear and you must itemize this bill.

1. Click on the circle which pops up the square to your right.
2. At the bottom of the square click on "itemize"
3. On the left side will appear "Hotel itemization instructions"
4. Click on "continue"
5. Click on "room charges" (A window will appear to your left)
6. Click "continue"
7. The Check in screen will pop up
8. Enter in your Check in and Check out date in the window
9. Enter daily room rate
10. Enter tax rate
11. Enter other taxes if any
12. Click on "Save"
13. On the right side you will see a total amount, total itemized amount and a difference amount.
14. The total amount should be the total amount of the hotel bill once you have itemized room rate, meals, telephone charges etc
15. Make sure that there is no difference.
16. Click Exit itemization.

## Foreign currency

1. If you have items in which need to be paid in foreign currency, you must use the foreign currency feature.
2. Click on the circle which applies to the foreign exchange payment
3. Click on the “currency magnifying glass (located to the right of the currency button)
4. Click on the currency you are paying (Ex: UK pounds)
5. Go to “cost”
6. Click on the magnifying glass to the right of cost
7. Enter the foreign amount in the space provided or you can enter the foreign cost
8. For the exchange rate please refer to [www.oanda.com](http://www.oanda.com) (fx converter)
9. Enter in the foreign exchange amount
10. Hit enter and the amount should change to the proper exchange amount
11. Click on Save
12. Your amount should appear in the expense to your right
13. Complete expense and click on save

## General information when using concur

1. Cash advances should always be marked as a personal charge.
2. If you are missing receipts – please attach a valid explanation as to why you cannot produce these receipts.
3. Miscellaneous – non travel should not be used.
4. Meals in your town should be either Entertainment Employees or Entertainment –Non-Employees.
  - a. Ex. OSI-NY employee having dinner with another OSI-NY employee would be charged to Entertainment-Employees
5. Meals outside of your town should be Breakfast, Lunch or Dinner
  - a. Ex. OSI-NY employee travels to Washington, DC and has dinner with an OSI-DC employee the meal should be charged to Dinner
6. Meal limits are:
  - a. \$\_\_\_\_\_per person for business meals.
  - b. \$\_\_\_\_\_per person per day for travel meals.
7. Any event staff related (birthdays, going away parties, etc.) – should be coded to Special Events.
8. Flight insurance should be coded to Travel-incidental expense type
9. Other travel incidental charge:
  - a. ATM fees
  - b. Snacks while in airport
  - c. Visas
  - d. Vaccinations for travel
10. When using airfare enter origin and destination
  - a. Ex. NY/London/Capetown
11. Laundry – OSI only reimburses for laundry when business travel exceeds seven days.