

# Credit Card Concur Expense System Procedure

## Section 1 - Purpose

(1) To outline the requirements and process steps to be followed when performing credit card transactions in the Concur Expense System.

## Section 2 - Policy

(2) Refer to the [Credit Card Policy](#).

## Section 3 - Procedure

(3) This Procedure requires actions by the following:

- a. staff member(s).

### Staff Member

#### Complete Concur Expense System Training

(4) Complete training in the Concur Expense System. You can arrange a booking or online training by contacting the Credit Card Administrator.

(5) Note: A Quick Start Guide is also available on the Office of Financial Services website.

#### Verify Transactions

(6) Verify your transactions on the Concur Expense System during the applicable month. Any claimable expense / acquittal in Macquarie University's Expense Management System will involve use of the Macquarie University Credit Card.

(7) Expenses using the University Credit Card will be pre-populated into the Concur Expense System on a daily basis and can be substantiated at any time after that. However, at the end of the billing cycle (13<sup>th</sup>) you must raise a new "Expense report" and include all transactions from the previous month up until the 12<sup>th</sup>. The report is raised on the 13<sup>th</sup> as it takes 24 hours for transactions to be loaded. The dates are subject to change which will be communicated to you prior to the month closing.

(8) Note: reports which overlap or do not include the whole month's transactions will not be accepted.

#### Obtain Approval

(9) Attach supporting documentation and forward the report to your Approver / Supervisor for approval. Once the report is approved online, mail the report and supporting documentation, using the special A4 envelopes supplied, to Business Services, level 3, 299 Lane Cove Road within one (1) month, for final acceptance and filing.

## **Verify Details**

(10) Check each pre-populated entry against your own records to verify such details as date, location, vendor and amount.

(11) Note: the pre-populated entry will be GST inclusive if expenditure incurred domestically i.e. within Australia. Given the types of expenditure incurred by staff, GST will be applicable in the majority of cases. The major exception to this general rule is the expenditure incurred overseas.

## **Check Receipts**

(12) Check receipts for all entries. A valid tax invoice and receipt should properly support all substantiated transactions. You should have a corresponding receipt for each pre-populated entry with the Concur Expense System. You should check these against the pre-populated details. Receipts should conform to general requirements of a tax invoice.

(13) Where an expense is verified, but no receipt can be found, you should annotate the Concur Expense System accordingly.

## **Enter Expenses**

(14) Enter / validate expenses in Concur Expense System. You should only substantiate expenses when they appear in the pre-populated data in the Concur Expense System. You should give all validated transactions a description that has a relevance to the Macquarie University staff member with that description, and / or should give the system generated reference number able to be used if the University staff needs to raise a query with the Credit Card Administrator.

## **Submit Expense Report**

(15) Submit your expense report online for approval by Approvers / Supervisors.

## **Amend and Resubmit Expense Report**

(16) If an Approver / Supervisor rejects the substantiation, you

(17) will receive an email notifying you of the rejection of your expense report. Substantiation can only be fully approved or fully rejected; there is no facility to give partial approval to acquittals.

(18) You can then amend and resubmit your claim.

## **Advise Business Services**

(19) Once your expense claim is approved, send Business Services a hard-copy of your expense report and original Tax Invoices, using the special A4 envelopes supplied.

## **Monitor Status**

(20) Monitor the status of your claim and ensure that your Approver / Supervisor approves the claim. The Concur Expense system will assist by showing the status of the claim.

# **Section 4 - Guidelines**

(21) Nil.

## Section 5 - Definitions

(22) Commonly defined terms are located in the University [Glossary](#).

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	22nd February 2021
<b>Review Date</b>	8th March 2021
<b>Approval Authority</b>	Vice-President, Finance and Resources
<b>Approval Date</b>	19th November 2010
<b>Expiry Date</b>	30th May 2022
<b>Responsible Executive</b>	Robin Payne Vice-President, Finance and Resources
<b>Responsible Officer</b>	John McNally Director, Finance Shared Services +61 2 9850 1694
<b>Enquiries Contact</b>	Devy Garcia Accounts Receivable Manager +61 2 9850 1679