Concur Report Types: Business Expense
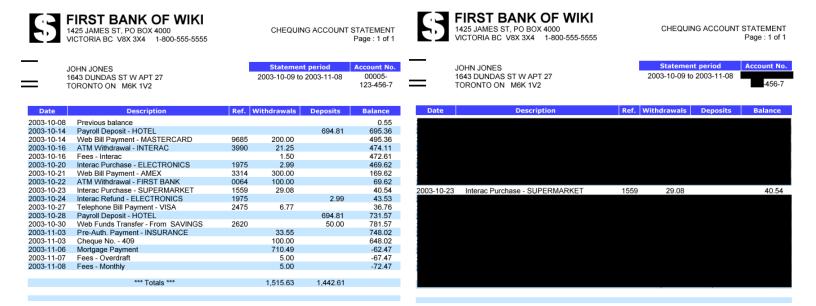
Business Expense Reimbursements *should always be a **last resort**. Please contact* purchasing@cs.ucsb.edu *for assistance to locate items on Gateway or to use the Department's Flexcard for these kinds of purchases.*

When it comes to purchasing equipment, software, subscriptions, and memberships, the department's flexcard can be used. By using the department's flexcard or even purchasing items through Gateway, you avoid needing to submit a reimbursement report in Concur which can be a longer process.

Using the department flexcard/gateway eliminates the need to pay out-of-pocket and directly charges the project funds.

Guidance for Submitting A Business Expense:

- In the Report Header, the "Business Purpose" box is to explain 'what university business' the purchase is being used for.
    - For example, if it is for research or classes, you would explain 'what research' or 'which classes'.

- If the backup provided doesn't show who paid:
    - Please get proof the Payee paid and attach a copy of the credit card statement with Payee Name, Last 4 digits of CC, the final charged amount, and where items were purchased. Redact everything else, and only send the pages with this needed information. Please attach proof to the expense line via the "Receipt Image" on the expense line.

FIRST BANK OF WIKI
1425 JAMES ST, PO BOX 4000
VICTORIA BC V8X 3X4   1-800-555-5555

CHEQUING ACCOUNT STATEMENT
Page : 1 of 1

JOHN JONES
1643 DUNDAS ST W APT 27
TORONTO ON M6K 1V2

	Statement period	Account No.
	2003-10-09 to 2003-11-08	00005-123-456-7

Date	Description	Ref.	Withdrawals	Deposits	Balance
2003-10-08	Previous balance				0.55
2003-10-14	Payroll Deposit - HOTEL			694.81	695.36
2003-10-14	Web Bill Payment - MASTERCARD	9685	200.00		495.36
2003-10-16	ATM Withdrawal - INTERAC	3990	21.25		474.11
2003-10-16	Fees - Interac		1.50		472.61
2003-10-20	Interac Purchase - ELECTRONICS	1975	2.99		469.62
2003-10-21	Web Bill Payment - AMEX	3314	300.00		169.62
2003-10-22	ATM Withdrawal - FIRST BANK	0064	100.00		69.62
2003-10-23	Interac Purchase - SUPERMARKET	1559	29.08		40.54
2003-10-24	Interac Refund - ELECTRONICS	1975		2.99	43.53
2003-10-27	Telephone Bill Payment - VISA	2475	6.77		36.76
2003-10-28	Payroll Deposit - HOTEL			694.81	731.57
2003-10-30	Web Funds Transfer - From SAVINGS	2620		50.00	781.57
2003-11-03	Pre-Auth. Payment - INSURANCE		33.55		748.02
2003-11-03	Cheque No. - 409		100.00		648.02
2003-11-06	Mortgage Payment		710.49		-62.47
2003-11-07	Fees - Overdraft		5.00		-67.47
2003-11-08	Fees - Monthly		5.00		-72.47
	*** Totals ***		1,515.63	1,442.61	

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CHEQUING ACCOUNT STATEMENT
Page : 1 of 1

JOHN JONES
1643 DUNDAS ST W APT 27
TORONTO ON M6K 1V2

	Statement period	Account No.
	2003-10-09 to 2003-11-08	456-7

Date	Description	Ref.	Withdrawals	Deposits	Balance
2003-10-23	Interac Purchase - SUPERMARKET	1559	29.08		40.54

- If you are submitting reimbursement for **Memberships**:
  - Expense Type = "Memberships & Subscriptions - Fed Unallowable"

  - All membership reimbursements require a Concur Membership Form to be attached to the report.
    - Please reach out to purchasing@cs.ucsb.edu for this form and provide the receipts in the email.

  - On the Expense Line, mark "Non-Taxable = Yes." Memberships are always non-taxable, unless tax is charged and shown on the receipt

  - The Transaction Date must match what is stated on the receipt of purchase. Please make sure that the dates matches, to prevent any duplicate reimbursements for a membership

- If you are submitting reimbursement for **Software**:
  - Expense Type = "Software Maintenance & Licenses <$5,000"

  - Need to provide Effective Dates in the "Comments" section on the expense line if it's for 'Limited Use' (if it is unlimited use, you always need to provide that as a reference note as well) even if the dates appear on the backup.
    - Please provide the full Effective Dates (Example: 2/1/23-1/31/24) or put reference note there is no end date (perpetual)

- If you are submitting reimbursement for **Internet**:
  - Expense Type = "Data/Internet Services"
    - Mark "Telecommunication - Equipment = Yes"
    - Mark "This is a Service = Yes"

  - If there is a monthly charge, each month will need their own expense line.
    - For example, if there are bills from January to December, then there needs to be 12 expense lines; 1 for each month.

  - Need to provide Effective Dates in the "Comments" section on the expense line if it's for 'Limited Use' (if it is unlimited use, you always need to provide that as a reference note as well) even if the dates appear on the backup.
    - Please provide the full Effective Dates (Example: 2/1/23-1/31/24) or put reference note there is no end date (perpetual)

  - Please make sure that the telecommunication services are not restricted by the [NDAA section 889](#) or relevant FAR clauses.
    - Add a comment on the expense line: "Telecommunications charges being reimbursed aren't restricted by the NDAA 889 or relevant FAR clauses."

If you have any questions, please contact purchasing@cs.ucsb.edu.