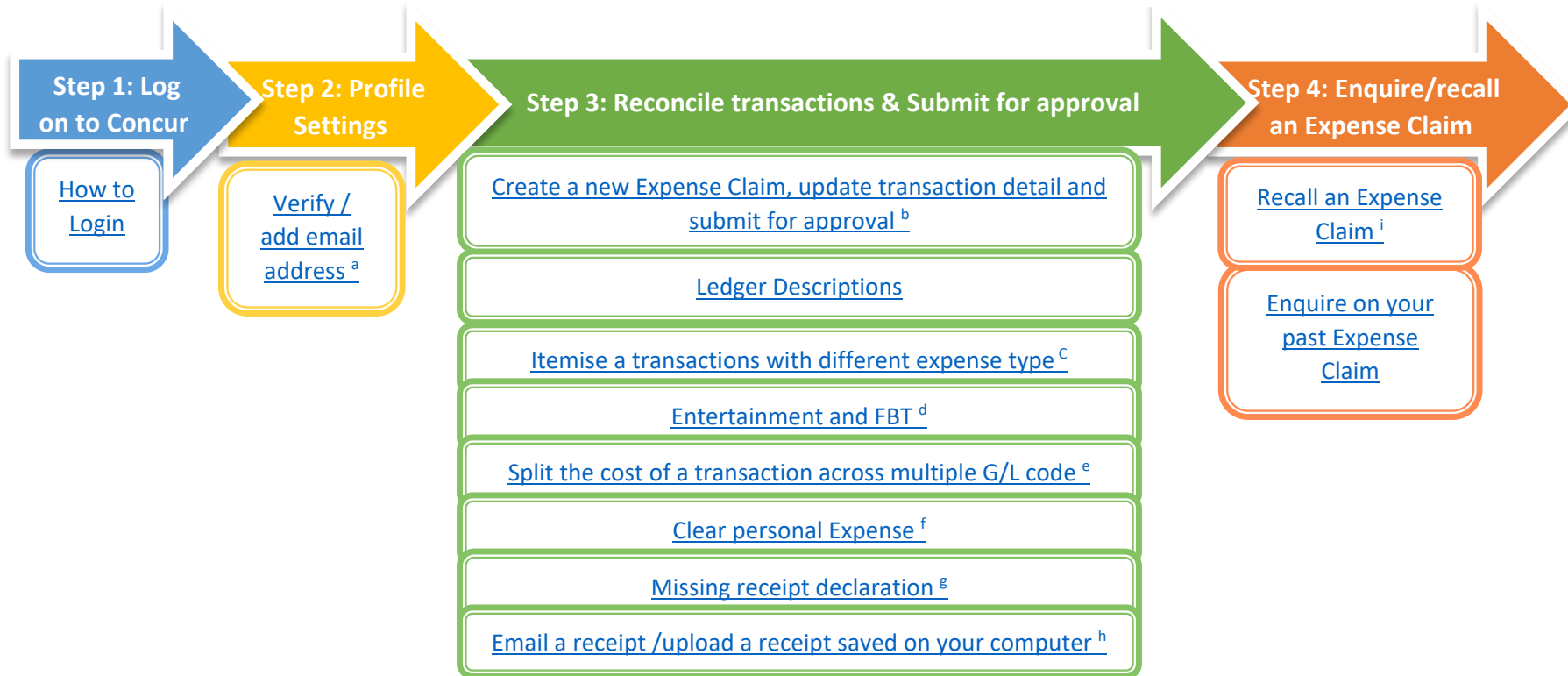


# Concur Guide for Desktop User



- a. You can send expense receipts to Concur directly via email. To enable this function, you must verify the email address you will be using to send expense receipts to Concur.
- b. An Expense Claim groups together transactions, and their receipts, for Approval.
- c. The itemisation function is particularly useful for hotel bills that are broken up into different expenditure types, such as room rate (accommodation), food, parking, etc.
- d. Additional fields need to be completed if "*Entertainment*" or "*Gift*" is selected for the expense type.
- e. How to split the cost of a transaction across multiple Fund/Department/Project combinations.
- f. What to do in the event that you accidentally used your ANU Purchase Card for personal expenditure.
- g. The Missing Receipt Declaration should be used when you could not obtain a receipt/ tax invoice or a replacement from the merchant
- h. If a receipt/tax invoice is greater than one page then it needs to be attached either by emailing the receipt to concur or uploading from your computer
- i. How to "recall" an expense claim that has been submitted for approval. This process will remove it from the Approvers queue allowing you to update the details and then resubmit.