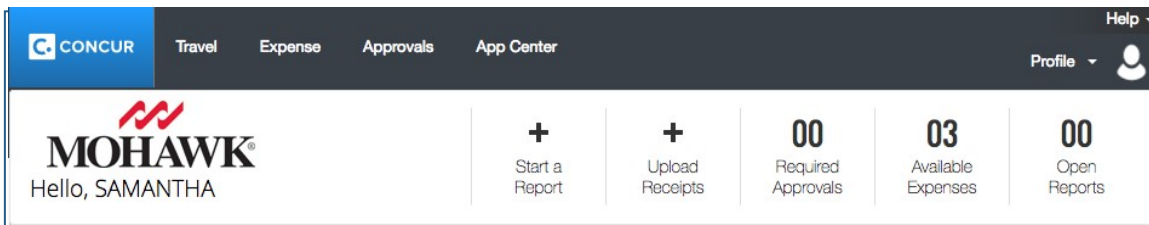


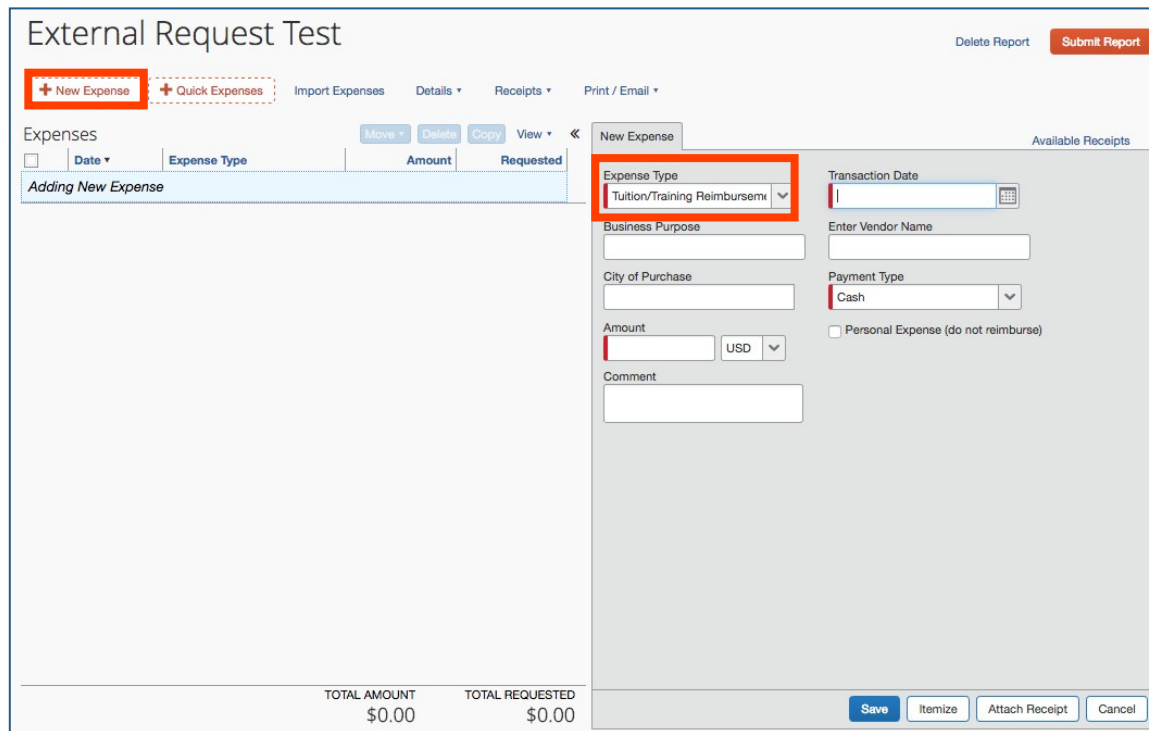
Concur: Submit External Request Expenses (formerly Tuition Reimbursement)

This Quick Reference Guide shows the steps needed for a user to submit their External Request Expenses within Concur.

1. After signing into Employee Central, select the Learning tab from the Home drop-down menu.



2. After giving your expense report a name, if necessary, select + New Expense. Then, select Tuition/Training Reimbursement as the Expense Type and Save.



The screenshot shows the "External Request Test" form in Concur. The "New Expense" button is highlighted with a red box. The "Expense Type" dropdown menu is also highlighted with a red box and set to "Tuition/Training Reimbursement". The form includes fields for Business Purpose, City of Purchase, Amount, Transaction Date, Enter Vendor Name, Payment Type (set to Cash), and a checkbox for Personal Expense. At the bottom, there are buttons for Save, Itemize, Attach Receipt, and Cancel. A summary table at the bottom shows:

| TOTAL AMOUNT | TOTAL REQUESTED |
|--------------|-----------------|
| \$0.00 | \$0.00 |

Concur: Submit External Request Expenses (formerly Tuition Reimbursement)

3. Complete all the required fields, marked with a red line. However, the more detail the better. The Payment Type will be Cash.

New Expense Available Receipts

Expense Type
Tuition/Training Reimbursement

Transaction Date
01/23/2017

Business Purpose
Course for my Master's program

Enter Vendor Name
Georgia Tech

City of Purchase
Atlanta, Georgia

Payment Type
Cash

Amount
1,200.00 USD

Personal Expense (do not reimburse)

Comment

4. Next, select Attach Receipt.

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Save Itemize Attach Receipt Cancel

Attach Receipt

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading: Browse... Attach

No file selected

Or choose an image from your Available Receipts.

Available Receipts Attach

Receipt thumbnails with IDs: 1480439771930, 1480439701512, 1474290488508, 1472568342349

5. If your receipt is already in Concur, select it from the Available Receipts and select Attach. To attach a new receipt, select Browse next to File Selected for uploading.

Concur: Submit External Request Expenses (formerly Tuition Reimbursement)

6. Once your receipt has been selected from your device, select Attach.

Click Browse and select a .png, .jpg, .jpeg, .pdf, .html, .tif or .tiff file for upload. 5 MB limit per file.

File Selected for uploading:

Browse...

Attach

Screen Shot 2017-01-27 at 4.01.53 PM.png

7. The expense report must be saved before you can attach another receipt or item.

Save

Itemize


Attach Receipt

Cancel

8. NOTE: Items that are *required* to be attached to an External Request Expense Report include:

1. A receipt with the training/ course total
2. Receipts for any training/ course materials purchased
3. A copy of your grade report
4. A copy of your completed External Training Request submitted through Employee Central.

9. Once all required materials have been attached and saved, select Submit Report.

| Expenses | | | | | Move ▾ | Delete | Copy | View ▾ | ⏪ |
|-------------------------------------|---|--|------------|------------|--------|--------|------|--------|---|
| <input checked="" type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested | | | | | |
| <input checked="" type="checkbox"/> | 01/23/2017  | Tuition/Training Reimbursement Georgia Tech, Atlanta, Georgia | \$1,200.00 | \$1,200.00 | | | | | |

Submit Report