Concur Quick Start Guide

Instructions to create employee expense reports

Kindred Healthcare

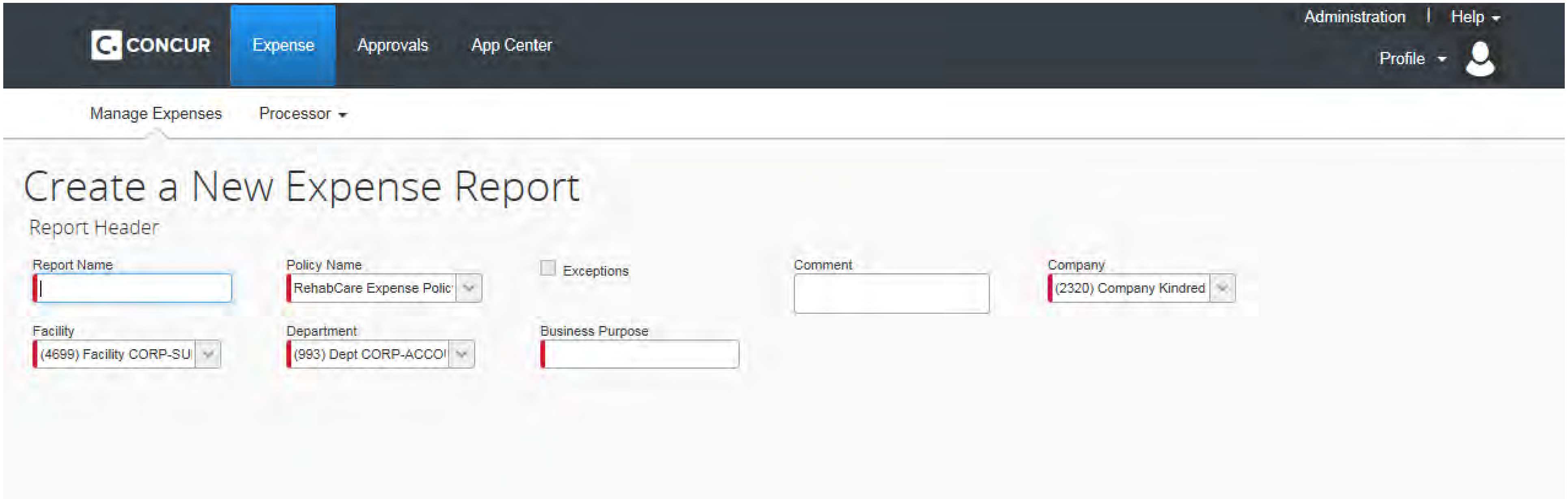
HOME SCREEN

Concur log in page: https://www.concursolutions.com
New expense users must complete and submit the AP Direct Deposit form for access. **No notice** will be sent that you have been set up in Concur. You must use "@kndte" at the end of your Kindred Domain ID to create your user name when logging in. First time users will use "welcome" as their password, **all lower case**. Your login ID will follow the format of **KindredDomainID@KNDTE** (ex: doej@kndte). If you do not know this ID or need the form, please contact us at APTravelCorp@kindred.com.

You must set up your Concur Expense email account to receive notifications from Concur regarding the status of your expense report, including notification of a returned report or expense line item. To complete your Expense email set up, go to the Profile tab, Profile Settings, Expense Information, and then enter your email address and click Save.

The main page is called Concur. **This is where important information regarding Concur will be posted.** Choose *Read more* under Company Notes to access Concur interactive training links and additional company information. The Quick Task Bar at the top of the Concur page provides quick access to important tasks, including the choice to start an expense report. Near the bottom of the page, you can view *My Tasks*. Listings of available expenses and open reports can be found in *My Tasks.* Approvers will also see a list of reports requiring approval.

Once you have been set up to create expense reports in Concur, Start a Report will be a choice on the Quick Task Bar. Choose this option to go directly to a new expense report. The **Expense** tab will also appear when you are set up to use Concur for expense reimbursements. Use the Expense tab option to create a new report, view open reports, upload or view receipts.

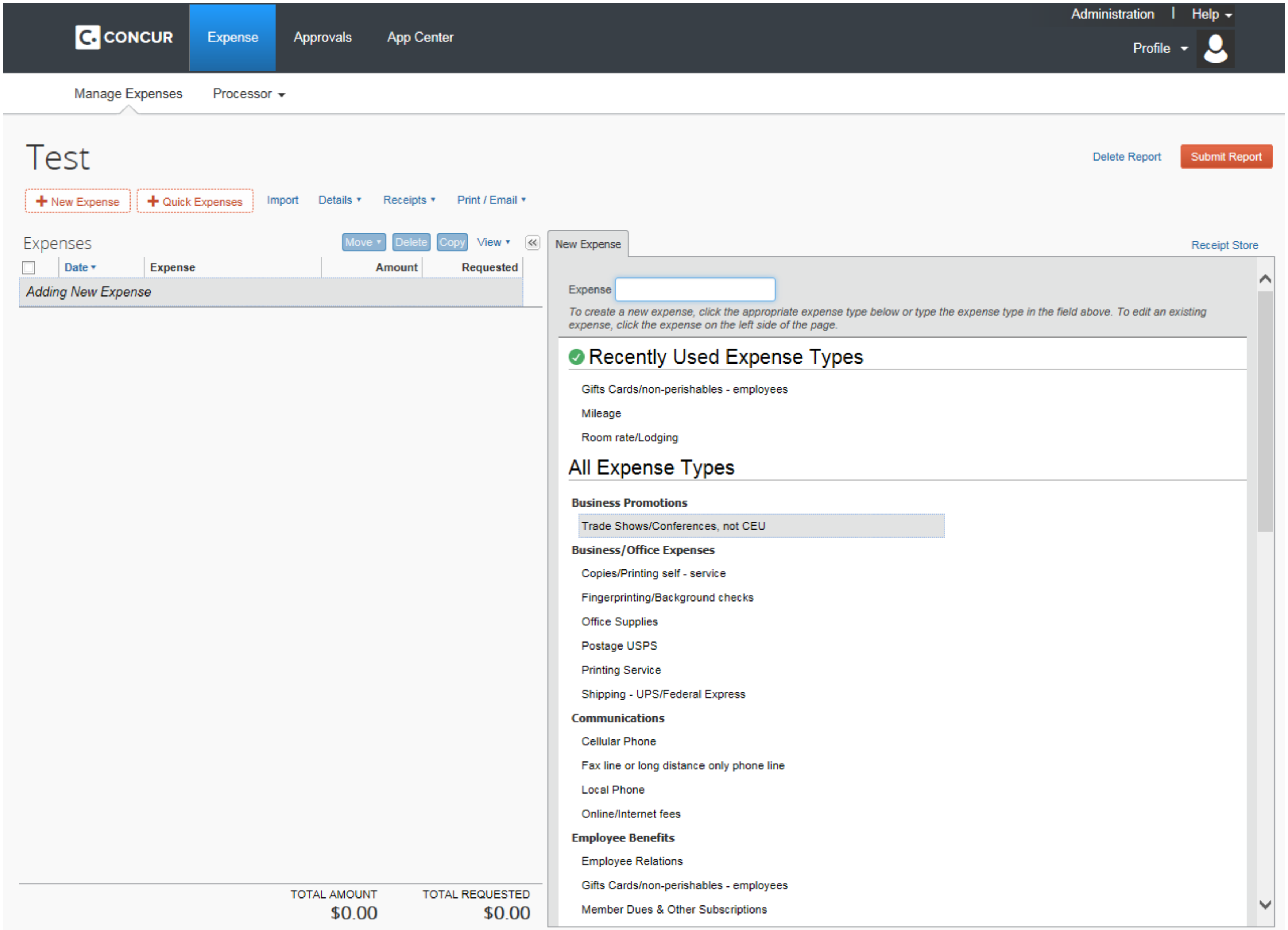


Type in your **Report Name** and **Business Purpose;** these help the approver, processors and auditors understand the business reason for the expenses. If you need to provide more information about your expense report, please use the **Comment** field.

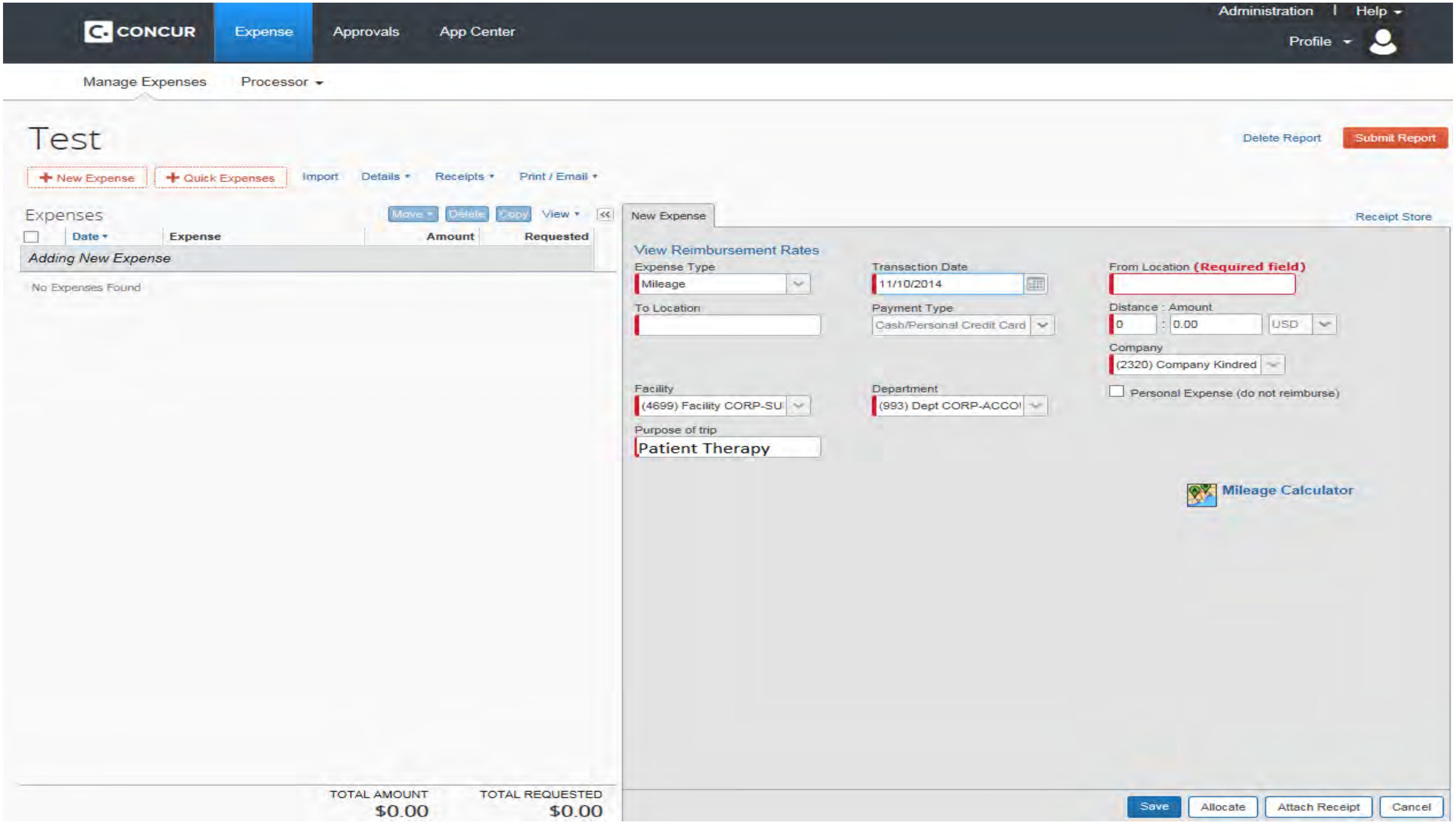
In Concur, required fields are marked with a bold red line at the front of the field. You will not be able to advance in the system without completing these fields.

Some fields are defaulted. **Policy Name does not need to be changed.** The **Company**, **Facility**, and **Department** fields are defaulted to your home cost center.

Once the **Report Name** and **Business Purpose** fields are completed, click **Next** to advance.

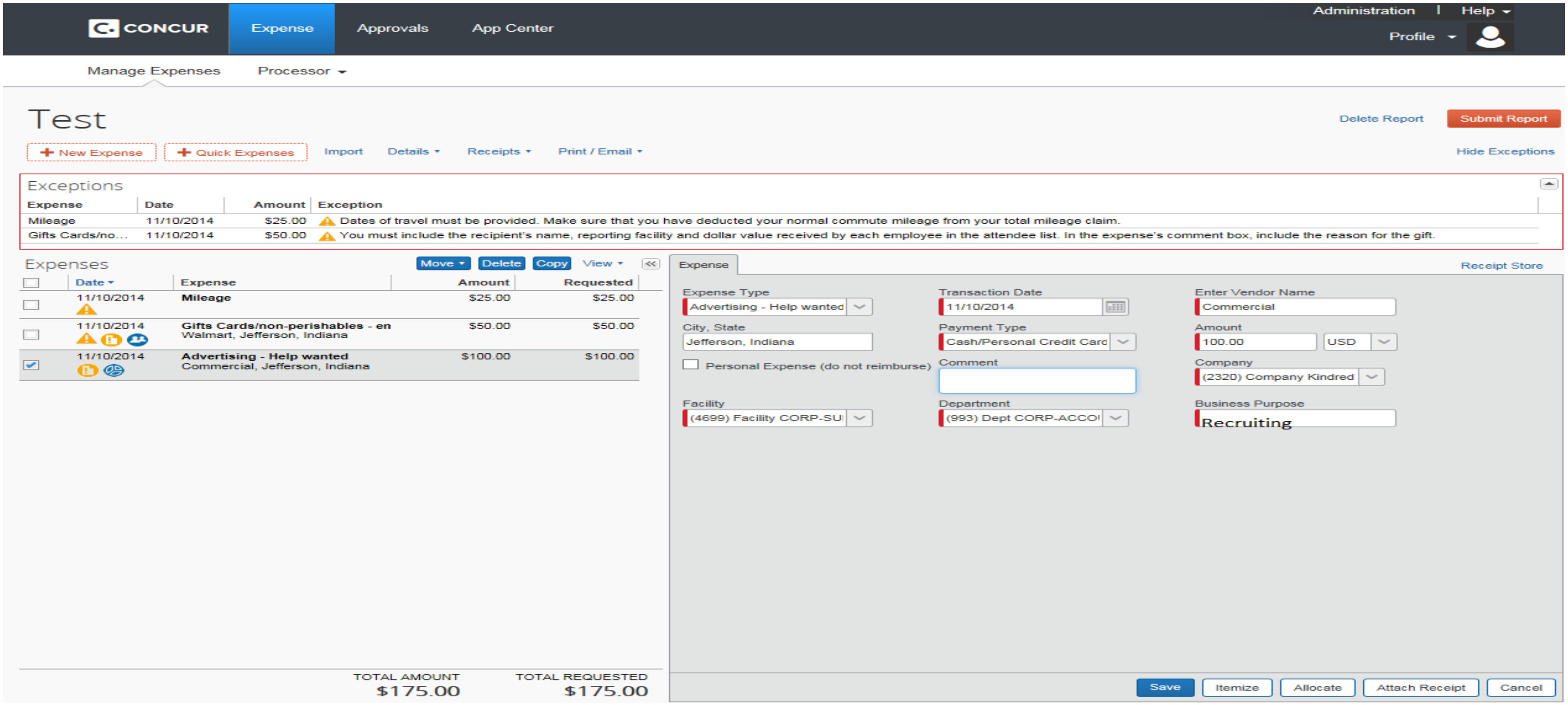


Here you will select your expense type from the list on the right of your screen. To locate your expense type, you can scroll down the list or start typing the expense type name in the **Expense** field.

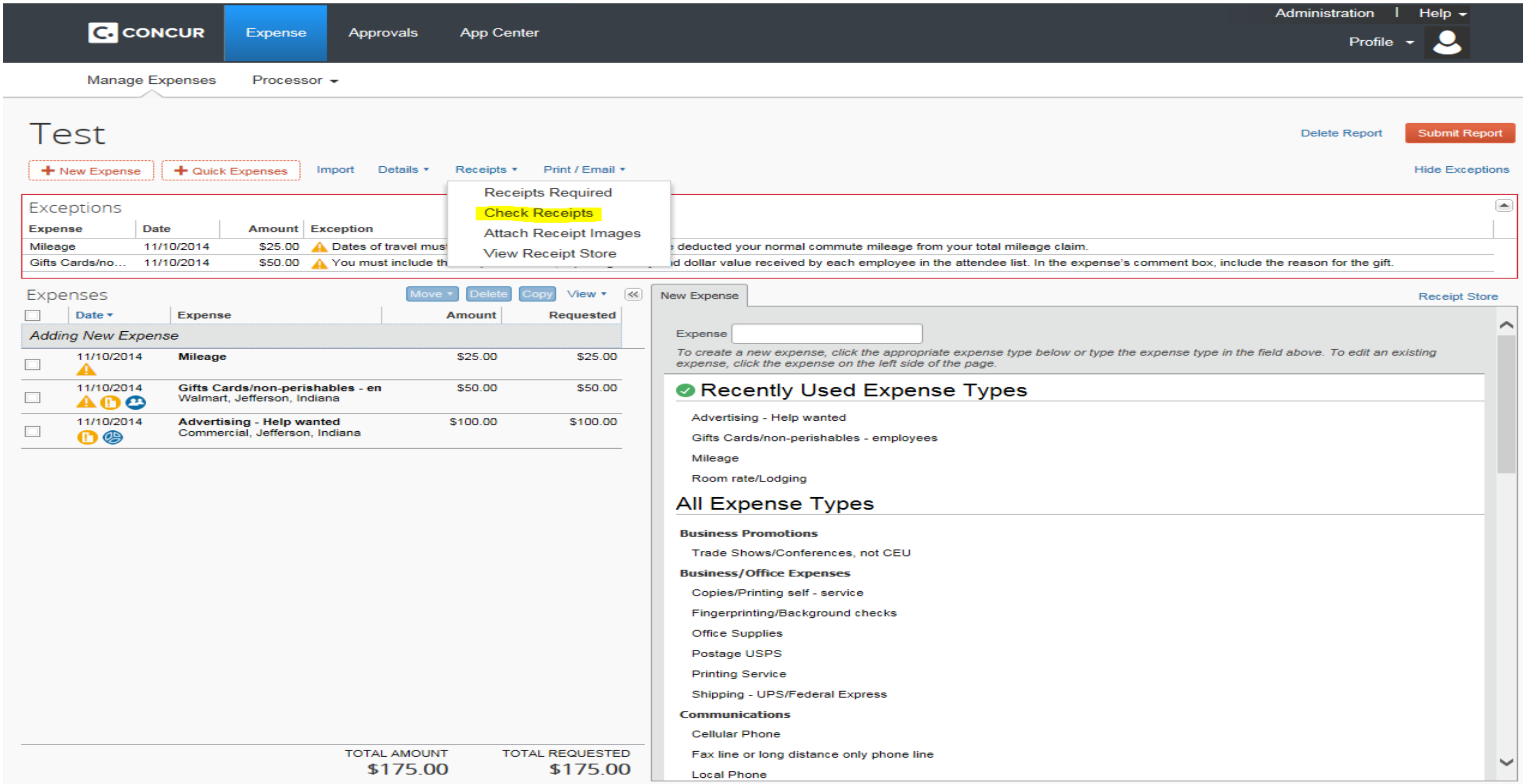


The **Purpose of trip** field is defaulted to the **Business Purpose** you entered when first creating the report. **This field can be changed for each line item, if the business purpose is different.**

Once the entry has been completed, click **Save**.



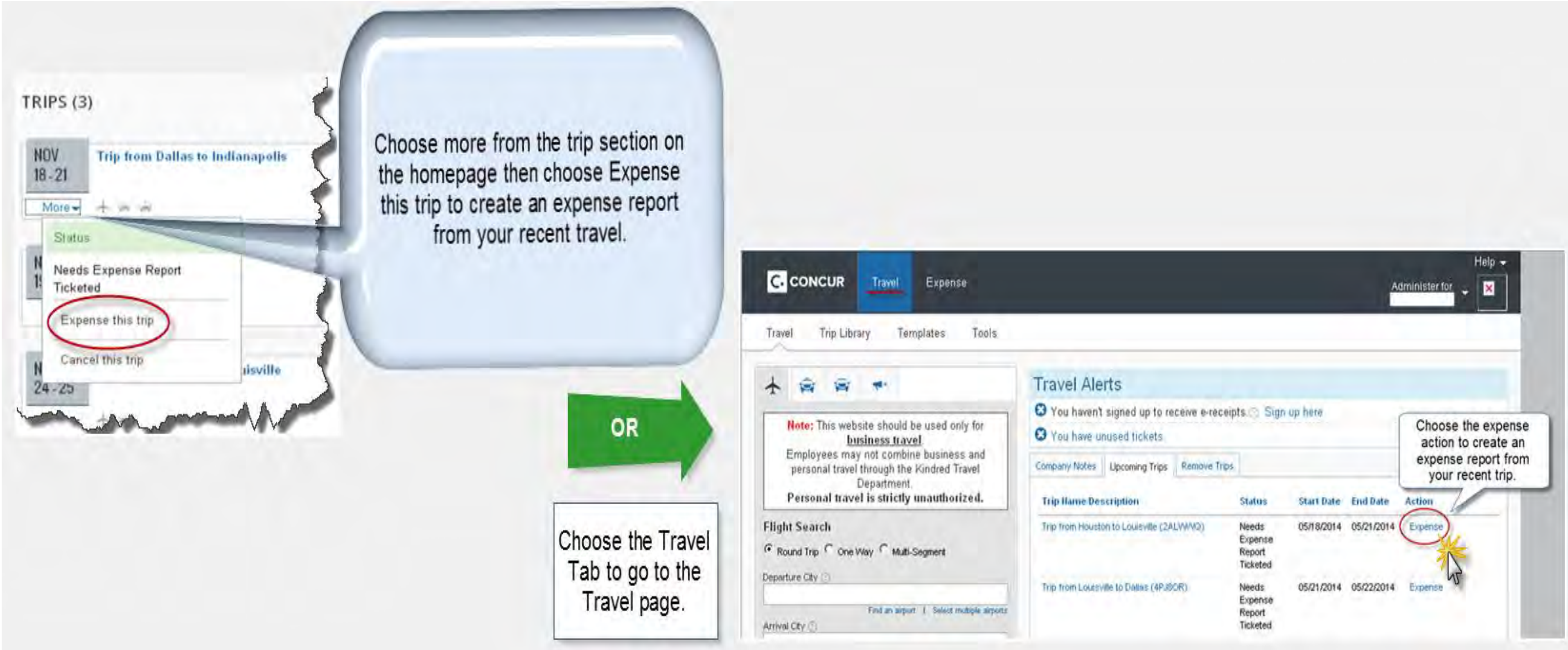
Any line item that has the gold circle with exclamation mark in it must have a receipt attached to the report before you can submit it. All expenses require an itemized **receipt** verifying purchase. Credit card/bank statements alone are not adequate documentation for reimbursement. They can be attached to verify payment, but the receipt detailing the purchase is also required. Credit card statements or cancelled checks need to be attached when using a hand-written or a generic type of receipt. Your name and the purchase line must be part of the statement but other personal information can be blacked out. **Individual meals using the actual method and all business meals require an itemized receipt to be attached. Please Note: If the meal is under $5, the gold circle with an exclamation point will not appear on that line item, but a receipt is still required for reimbursement. The receipt requirement does not apply to individual meals if your division uses the per diem method for meal reimbursement.** Documentation of an overnight stay will act as your per diem meal receipt. To attach receipts, you will need to print off the **RehabCare Fax Receipt Cover Page**. This is located under the **Print** tab.



Check to make sure your receipts have attached to your report before you submit it. Go to the **Receipts** drop down box and choose **Check Receipts**. It may take a few minutes for your receipts to attach to your report. If your receipts are attached, they will appear in the page that pops up. If they are not attached wait a few more minutes and check them again; you may also have to try faxing the receipts a second time if they do not appear after an hour.

To submit the report, click the **Submit Report** button on the top, right side of the screen. Your report will then be sent to your approver along with an email notifying them that they have expenses to approve.

Using Itineraries to Create Expense Reports



If travel has been booked in Concur, the itinerary can be used to create an expense report. By choosing one of the options shown above, the itinerary information (airfare, car rental, hotel) will create a new expense report for you with the expenses from the itinerary listed. For example, if you have car rental and airfare in the itinerary, the **Airfare** expense and **Rental Car** expense will be imported into the new expense report along with the itinerary information. If you have signed up for **E-receipts** and there is an **E-receipt** available for the expense, it will attach to the expense as well, thus saving time on attaching receipts for these items. If **E-receipts** are available for hotel expenses, they can be imported into the report and the system will **automatically itemize** the hotel expense. Verify the **Payment Type** for **Airfare** booked through Concur is **Company Paid**. The itinerary will create the expense for you.

Itemizing

Some expenses may need to be itemized. Choose the **Itemize** button on the bottom, right side of the screen once you have completed the vendor, date, and cost information for an expense.

Itemization should be used for any receipt that includes items which fall into various expense types. Itemization can also be used for partial reimbursement of a receipt. Always start with the full dollar amount of the receipt as your main expense type. Please note itemization is required for hotel expenses and used frequently to separate the food expense from the alcohol expense in meals as alcohol must be charged to a separate account.

Itemize the expenses on your receipt to the appropriate expense type. A receipt may contain office supplies, postage, and employee relations. The full dollar amount of the receipt is included as your main expense type. The expense line is then itemized out to reflect the three expense types purchased on the one receipt.

If a pack of gum or other personal item is included on the receipt, itemize this item out to **Miscellaneous** and check **Personal Expense (do not reimburse)**. The itemization marked personal will not be reimbursed.

Icons

This icon appears when something needs to be added or changed with the report or line item before it is allowed to be submitted.

Example:

Room Tax	01/03/2012	$3.00	The Transaction Date is Greater than 60 days. Per the SOP you can not submit this entry for reimbursment.
Room rate/Lod...	02/05/2012	$180.00	The itemization amounts do not add up to the expense amount.

This appears on expense items, $5.00 and up, as a reminder that receipts are required.

This appears when the line item has an attendee list attached. If you put your cursor over this icon, the attendee list should appear.

This appears when the line item has an exception. These are warnings that inform you of what needs to be done with that expense before submission. These warnings are only informative and will stay on that line item. They will not prevent you from submitting the report.

This appears when the line item has been allocated to multiple facilities. If you put your cursor over this icon, the list of allocated facilities and how much is allocated to each facility should appear.

This icon appears to show that the report or line item has been sent back to the employee.

This appears when the line item or report has a comment attached to it.

This appears on a line item that has been designated a **Personal Expense**. The line item will not be reimbursed.

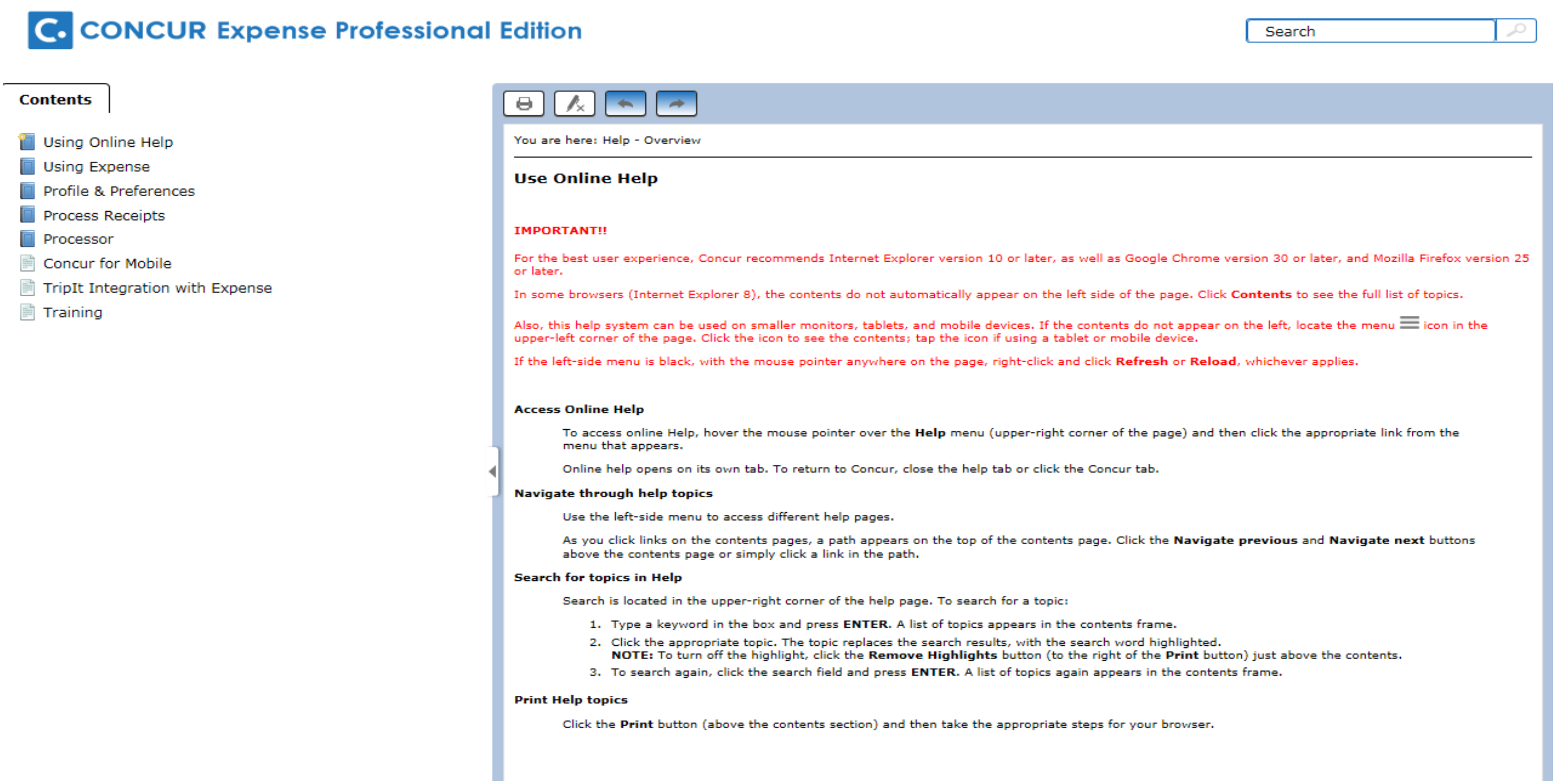
When this appears, you can put your cursor over the icon and the receipt attached to the line item should appear.

This appears when the line item has been uploaded from a credit card statement.

This icon appears when you have an E-receipt attached to that expense line item.

These icons appear when the Rental Car, Room Rate/Lodging, or Airfare expense has been created from the itinerary.

Questions



If you have questions about entering expense reports or using the mobile apps, the **Expense Help** section is available within Concur. The **New User Manual**, coming soon and available by request from APTravelCorp@Kindred.com provides more detailed instructions.

Password re-sets should be requested through your division's IS Support number, Option 3.
Concur Expense assistance and password resets can also be requested via email to Aptravelcorp@kindred.com or call 877-798-6820 and choose option 7.

Expense Types

Trade Shows/Conferences, not CEU
Copies/Printing self - service
Fingerprinting/Background checks
Office Supplies
Postage USPS
Printing Service
Shipping - UPS/Federal Express
Cellular Phone
Fax line or long distance only phone line
Local Phone
Online/Internet fees – Other
Online/Internet fees – Home Office – Requires a CBA form filed in AP
Employee Relations
Gifts Cards/non-perishables – employees
<u>Member Dues & Other Subscriptions*</u>
<u>Professional license renewal*</u>
<u>Seminars/Cont Ed/Training*</u>
Service Awards
Room rate/Lodging
  Room Tax
Business meals - Employee & Non-employee
Business meals - Employee & Non-employee - Alcohol portion
Business meals - Employees only
Business meals - Employees only - Alcohol portion
Employee's individual meals
Employee's individual meals - Alcohol portion
Sporting events & outing with non-employees
Sporting events & outings - Employee only
Advertising - Help wanted
Career fair - external/Open House recruiting – internal
Marketing expenses/gifts - no meals

Meetings - Room & other expenses, no meals
Minor Equipment
Miscellaneous
Public relations/Community Events
Resident relations - Treats, meals, outings
Supplies - disposable items
Airfare baggage and change fees
Airfare ticket fees
Bus, Train, Subway, Shuttle
Chauffeured travel (Limo)
Gas (must also submit rental car doc)
Laundry - Personal for travel
Mileage
Parking
Rental Car
Taxi
Tolls
Travel Tips (help with bags, maid service)

***** RehabCare employees with PCA accounts can not submit professional expenses through Concur. If you are seeking reimbursement for these types of expenditures, please check with your manager to see if you are eligible for a PCA account. If you are eligible or want more information on PCA accounts, please contact pca.help@kindred.com.

Lost/Stolen Patient Items – GL used is 72535
Patient Food – GL used is 72010