

General information:

- Concur Link : www.concursolutions.com
- Please be reminded that we only allow one expense claim/report per month – except for PO and Petty Cash - (and not more often as we are charged by the number of transactions and each submission counts as one transaction) no later than the scheduled due date and they shouldn't cover expenses older than 90 days.
- The due dates will be scheduled in advance and will be sent via email informing all Concur users.
- The accepted backup for expenses are the actual receipts (with detailed expense items) and not just the proof of payment which shows only the total paid.
- If employees monthly expense claim/report were not received by the scheduled due date, that employee will be deemed to have forfeited the monthly meals and entertainment budget and will have to use subsequent monthly amounts to cover them.
- Employees can add expenses incurred from previous month to the current month expense claim/report. Employee expenses that go beyond the limit will be subject for review.
- We no longer process paper claim as of May 2014.
- For Expenses with PO, use the Inventory Expense type in submitting the expense item.
- Remember to follow the standard name format for all Expense report:
 - a. Regular expenses i.e. meals, office supplies, mileage etc.
EX_ first initial and your last name_ YYMM
 - b. Expenses with PO#
PO_ first initial and your last name_ YYMM
 - c. Petty Cash
PC_ first initial and your last name_ YYMM

Expense types:

- TSRs, DSMs and RSMs expense limits for meals and entertainment are allocated to all Meals/Entertainment expenses regardless of its purpose; with vendors, customers, employees and events.
- Golf prizes and Golf Tournaments expenses are all going to Meals/Entertainment (with vendors or customers)
- For any cash expenses that do not have receipt, you can write the amount and the explanation on a paper, take a picture and attach to your expense item.
- Mileage reimbursement will be reimbursed up to the maximum previous car allowance of employee. The current rate is \$0.50 per km.
- For those people who have car allowance, for any additional mileage the rate will be \$0.10 per km.
- For those who travel for APS implementation purposes, a special set of expense items have been set up (please see above) and we expect them to be used so we can track the expenses incurred for implementation.
- For those who will incur expenses for any events/shows/seminars, a special set of expense items have been set up (please see above) and we expect them to be used so we can track the expenses incurred for events/shows/seminars.
- Name of all attendees must be listed in the expense claims.

- Here are few expense items (with detailed explanation) as below:

	Expense item in Concur	Explanation
1	<u>Staff events</u>	XMAS Party/Similar events expenses- food, beverages & entertainment, available to all employees; limited to max 6/year
2	<u>Meals - travel*</u>	* only meals included in the fares for transit via airplane, train or bus
3	<u>Computer Supplies & Accessories - APS Implementation</u>	computer supplies and accessories incurred for DAICS implement
3	<u>Airfare - APS Implementation</u>	airfare expense incurred for DAICS implement
4	<u>Hotel - APS Implementation</u>	hotel expense incurred for DAICS implementation
5	<u>Meals - APS Implementation</u>	food & beverage expenses incurred for DAICS implementation
6	<u>Meals/Entertainment - travel</u>	meal and entertainment expenses incurred while traveling and not incl in travel fee
7	<u>Meals/Entertainment - w customer</u>	meal and entertainment expenses incurred w customers and not reimbursed by them (billed to customers)
8	<u>Meals/Entertainment - w vendor</u>	meal and entertainment expenses incurred w vendors
9	<u>Meals/Entertainment - w employee</u>	meal and entertainment expenses w employees and not incl in their income
10	<u>Event registration fees</u>	registration fees incurred in any event or conventions/seminars

11	<u>Airfare - Event</u>	airfare expense incurred for any events event or conventions/seminars
12	<u>Car Rental & Parking - Event</u>	car rental & parking expenses incurred for any events or conventions/seminars
13	<u>Hotel - Event</u>	hotel expenses incurred for any events or conventions/seminars
14	<u>Mileage - Event</u>	mileage expenses incurred for any events or conventions/seminars
15	<u>Meals/Entertainment - Event</u>	Meals and Entertainment expense incurred for any events or conventions/seminars
16	<u>Other Event Supplies</u>	any other expenses that incurred for all events but not limited to the following events: MMP, WMTS, MMTS, IMTS, CMTS & SCMA