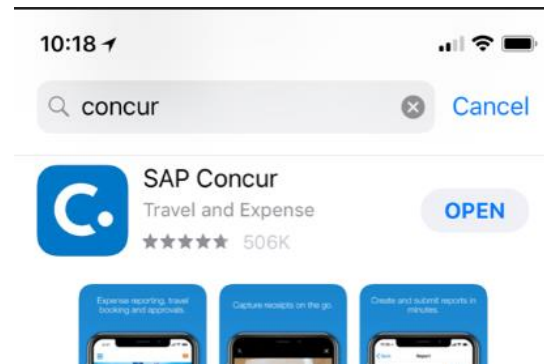


Concur Solutions Expense Mobile App

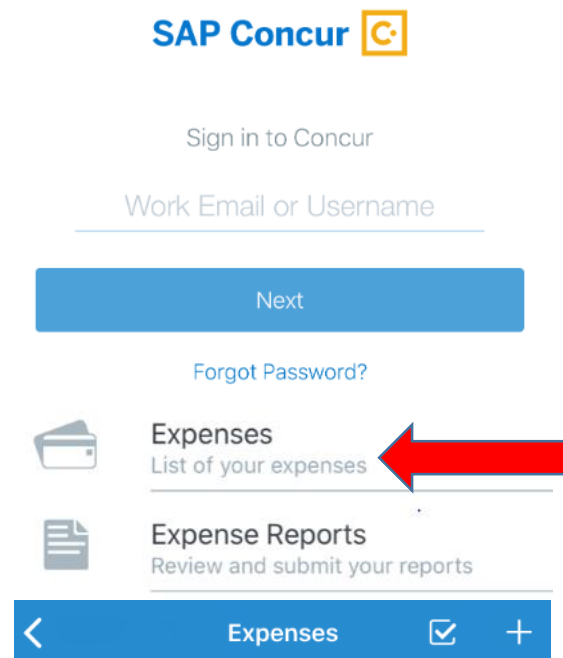
Staff may submit reimbursements through the Concur mobile app. Original receipts **do not** need to be submitted, but they should be kept in case they are requested by management. Below are the directions to use the Concur mobile app.

- 1 Download Concur



- 2 Once downloaded

- a. Open Concur App
- b. Login using Da Vinci credentials



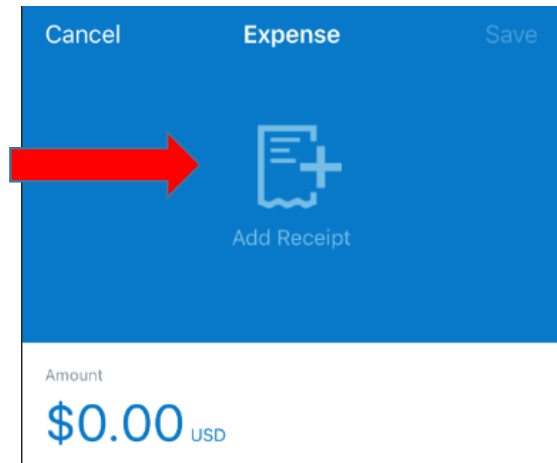
- 3 Once logged in, select Expense

- 4 Click New Expense to enter a reimbursement

You have no expenses

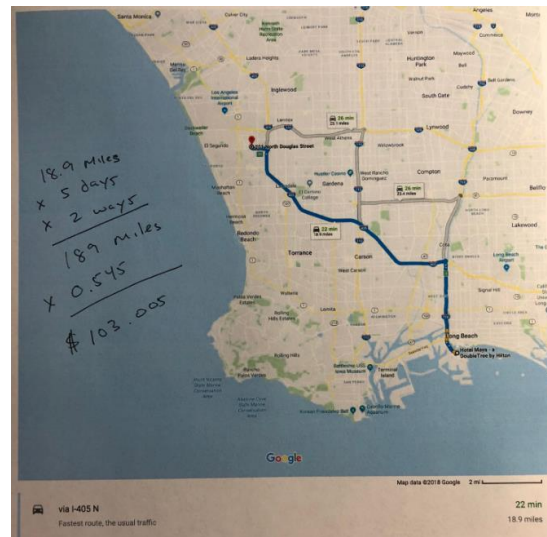
New Expense

- 5 Select Add Receipt to add a receipt by taking a picture of it by.

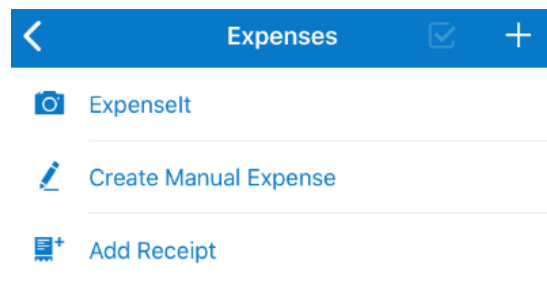


- 5a For mileage, take a picture of the map, and add notes for the reviewer. Please note about mileage:

- For mileage to/from home to a non-school location, your normal commute mileage is **not included** in the calculation.
- For mileage to/from school to a school business location, 100% of the mileage can be expensed.
- For example, if your normal commute is 10 miles, and you drive 2 miles to a school business meeting from home, then 0 miles can be claimed. If you then drive 12 miles after the meeting to go to school, then all 12 miles can be claimed.



- 5b Click “+,” for additional expense options. (see step 4 above)



6 Once you have taken a picture, enter the rest of the information.

- Be sure to enter the correct amount. You may have the receipt “analyzed” by the mobile app, but it is faster to enter the information manually.
- If possible, include the optional data.

The screenshot shows the Concur mobile app interface. At the top, there are three buttons: "Cancel", "Expense", and "Save". Below these is a photo of a parking receipt. The receipt text includes: "Thank you", "Have a nice day", "Parking receipt", "From: 12:15 July 27, 2018", "To: 13:34 July 27, 2018", "Elapsed time: 1 day(s), 1 hour(s), 19 minute(s)", and "Payment \$13.00". Below the photo, the app shows the amount "\$13.00 USD". Underneath is a section for "Expense Type" with the selected option "Parking - Professional Development". Below that is the "Date" field with "July 27, 2018". There is an "OPTIONAL" section with a "Vendor" field containing "Hilton Hotel".

6a If an expense type¹ is not available, please do the following:

1. Delete and reinstall the mobile app. If there are updates in Concur, the mobile app does not always recognize the changes. It might be a good practice to delete and reinstall periodically since the business office will update frequently.
2. If the expense still does not appear, please contact the business office at softwaresupport@davincischools.org to include a new Expense Type. Then delete and reinstall after the new Expense Type has been added.

The screenshot shows the "Expense Types" screen in the Concur mobile app. At the top, there are two buttons: "Expense" and "Expense Types". Below these is a search bar with the text "Q Search". Underneath is a section titled "MOST RECENTLY USED" with a list of expense types: "Mileage - Professional Development (\$0.545)", "01. Travel", "Airfare - Student Activity", "03. Meals and Entertainment", "Food - Student Activity", and "04. Office Expenses".

¹ Please note that some expenses are not available, because they might be a prohibited purchase. A prohibited purchase is anything that can benefit an individual, is considered a gift of public funds or is not permissible under California law. Examples of possible prohibited purchases include awards, scholarships, cash, gift cards, alcohol, flowers, clothing for staff, anything deemed unnecessary to provide a K-12 education, etc. All questionable purchases must be accompanied with a detailed use of the purchased item.

6b Be sure to use the correct date.

Cancel		Select Date				
July 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

7 Move Expense to Report by selecting Move to Report.

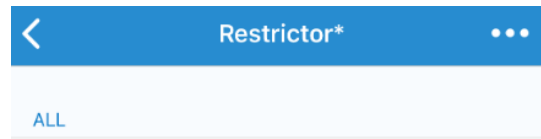
Location	>
Long Beach, California	
<hr/>	
Comment	
SELPA workshop	
14/500	
ID: gWkBlD\$sf11gK67QAiqRhyuexCYQSjpA	
<hr/>	
Move To Report	

8 When Move to Report is clicked, the information in New Report needs to be completed. Below are some key notes:

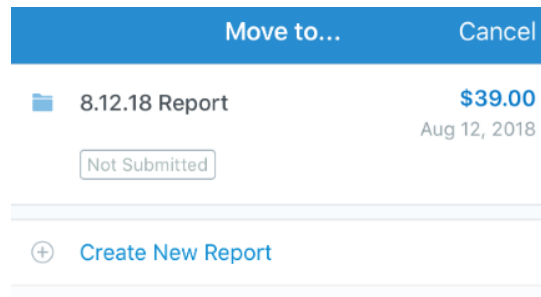
- Group expense reports by Location, Program and Restrictor. It is important that expenses are recorded properly to prevent over-spending by the school.
- For Report Name, please use Date – Initials – School (e.g. DVC, DVD, DVS, DVCo, DVX, RISE, CMO) format, like 8.12.18 – MM – CMO.

Cancel	New Report	Create
<hr/>		
Report Name*		
8.12.18 Report		
<hr/>		
Report Date	>	
Aug 12, 2018		
<hr/>		
Business Purpose		
<hr/>		
Comment		
<hr/>		
Location*	>	
CMO		
<hr/>		
Program*	>	
Unrestricted		
<hr/>		
Restrictor*	>	
Unrestricted		
<hr/>		

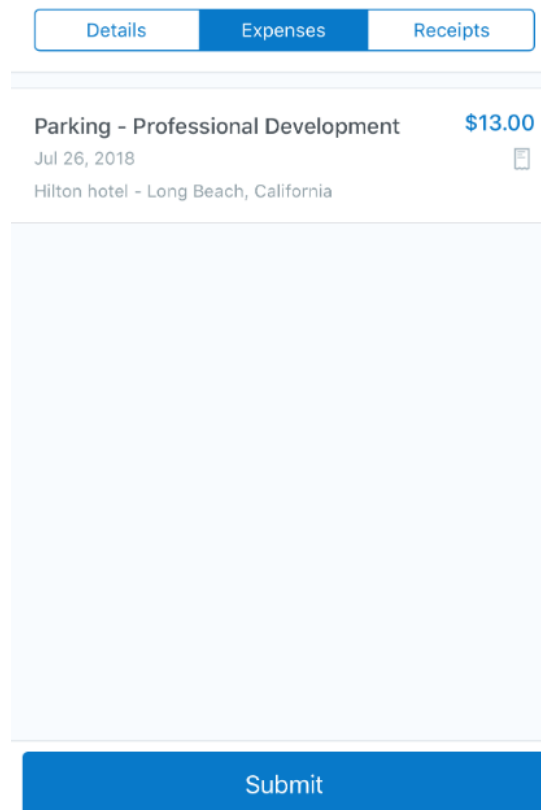
- 8a If Programs and Restrictors are not available, please contact the business group immediately.



- 9 Once a Report is created, repeat steps 3 through 7 as necessary to enter in all the receipts into your selected Report.



- 10 Once complete, Submit the Expense Report by going into Expense Report on the home page, then click Submit.



If there are any issues, please email softwaresupport@davincischools.org.