TOASTMASTERS INTERNATIONAL

Concur Training

Finance Manager,
Randy Moore, DTM

Training Video

https://www.youtube.com/watch?v=FWbq4bMX1ml

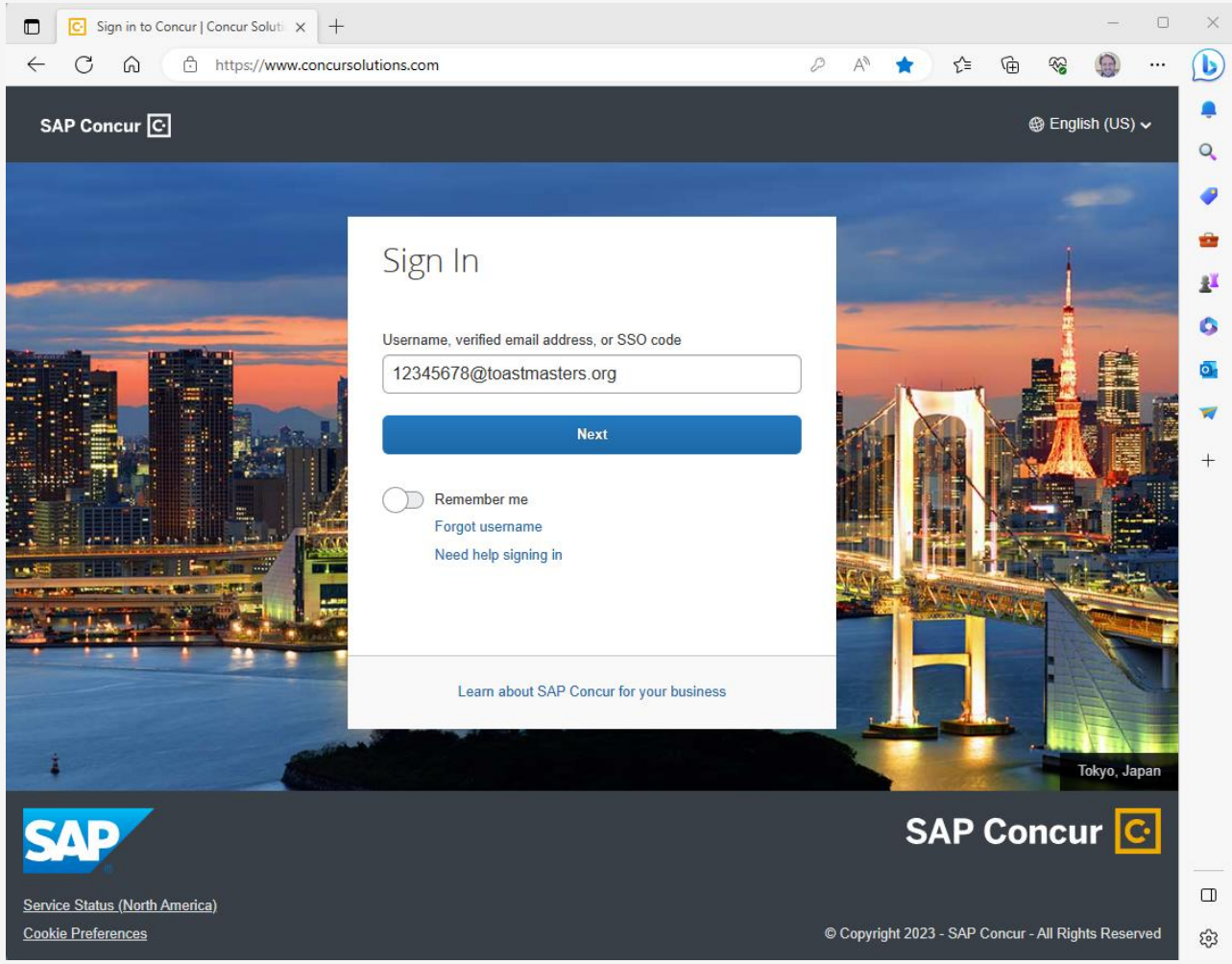
What is Concur?

Reimbursements

- Mileage
- Budgeted District Expenses

Who uses Concur?

- Area Directors
- Division Directors
- Executive Committee



Concur Access

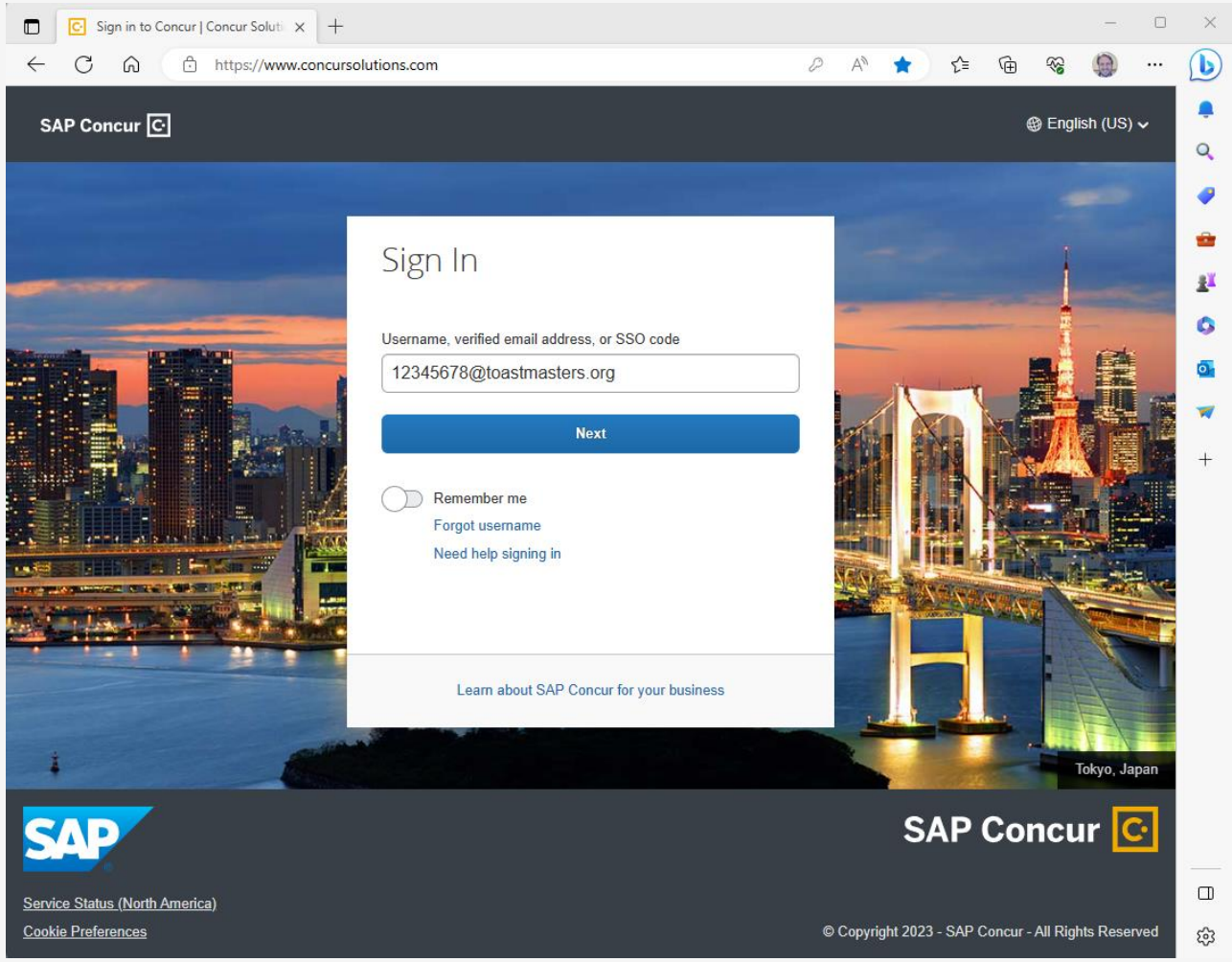
Concur
http://www.concursolutions.com

Log in using your Membership
#########@toastmasters.org

Add 0’s if not 8 digits long

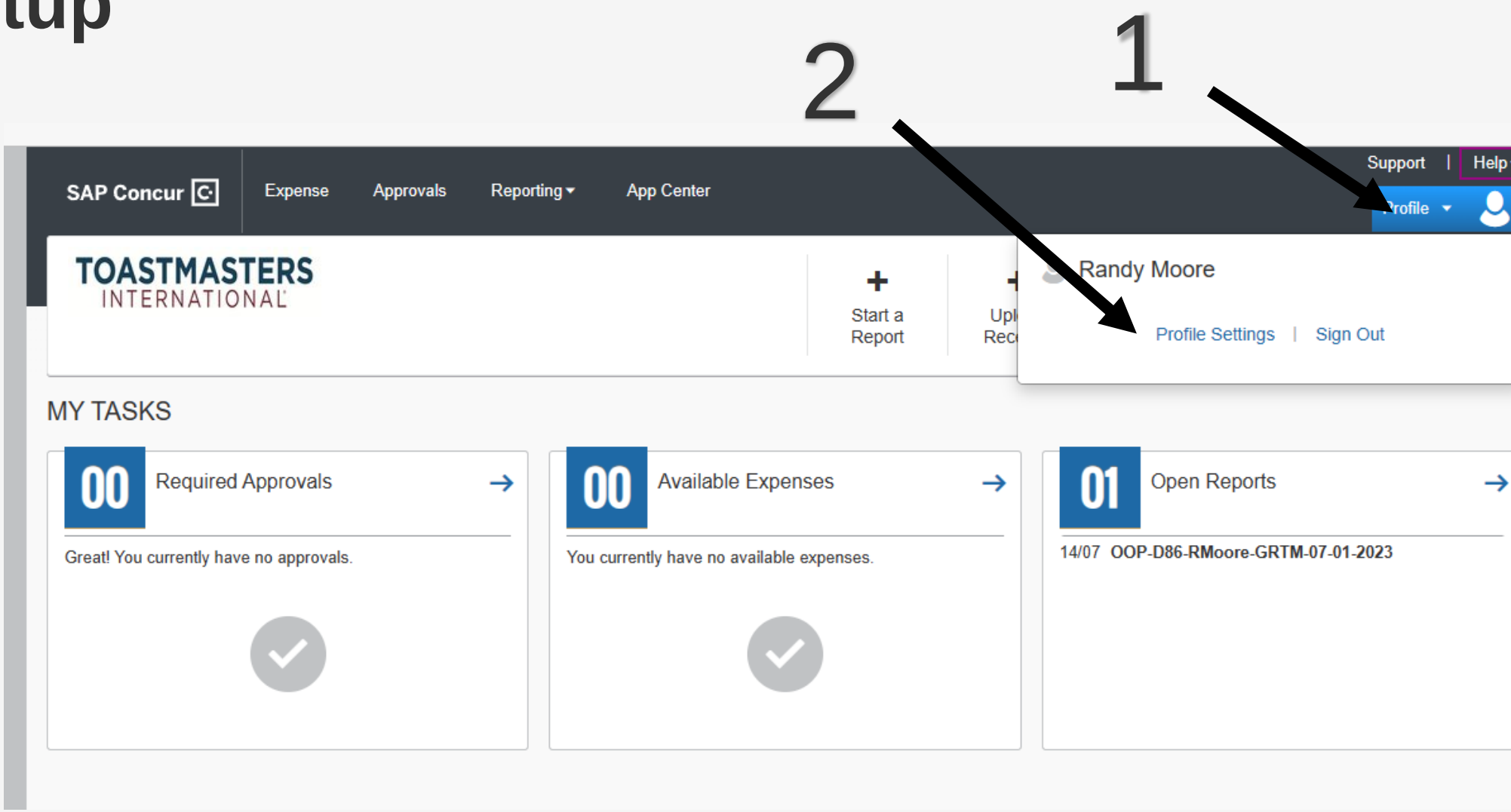
Click Forgot Username

No PN before the Number



Concur Setup

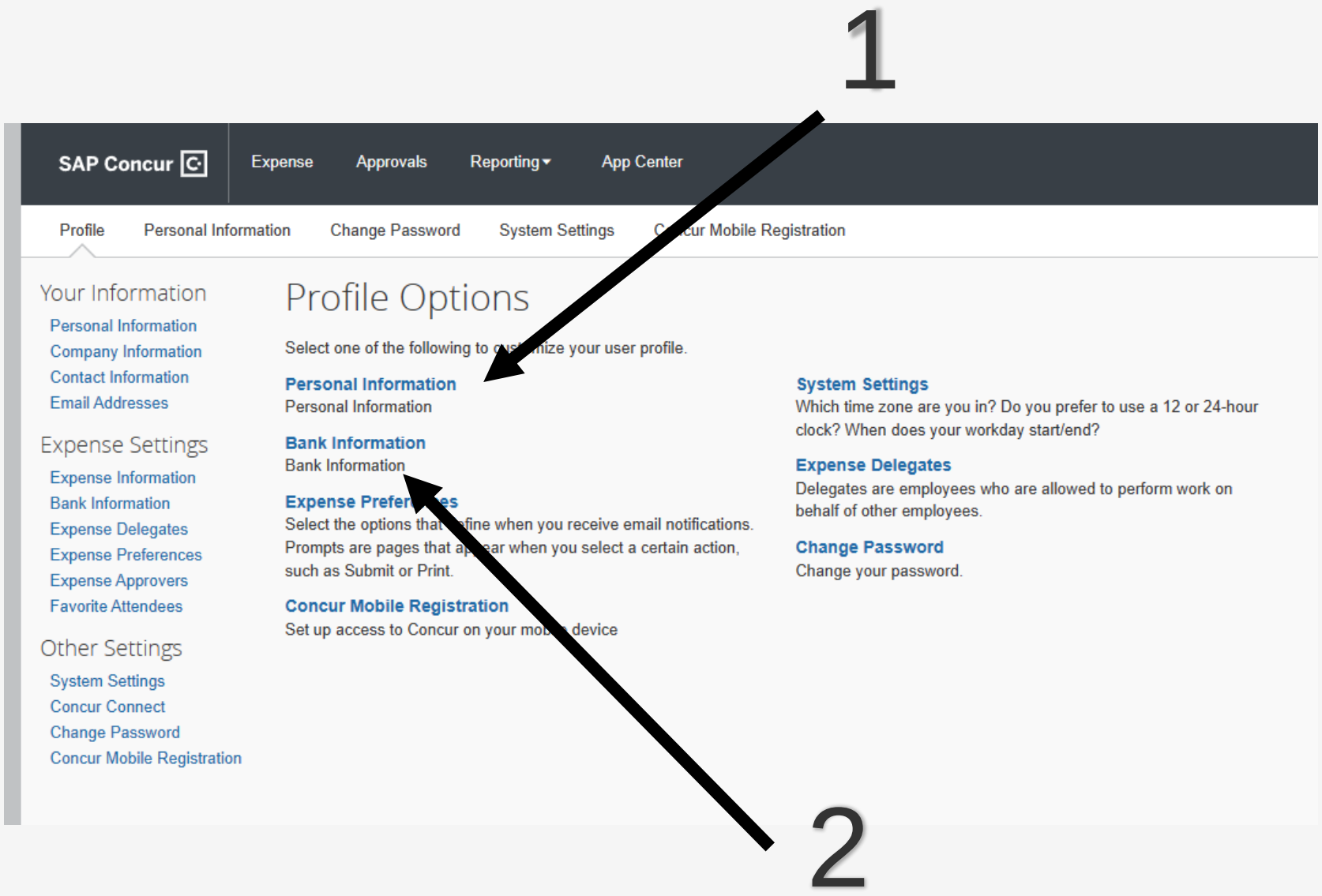
Click Profile



Concur Setup

Set up Profile

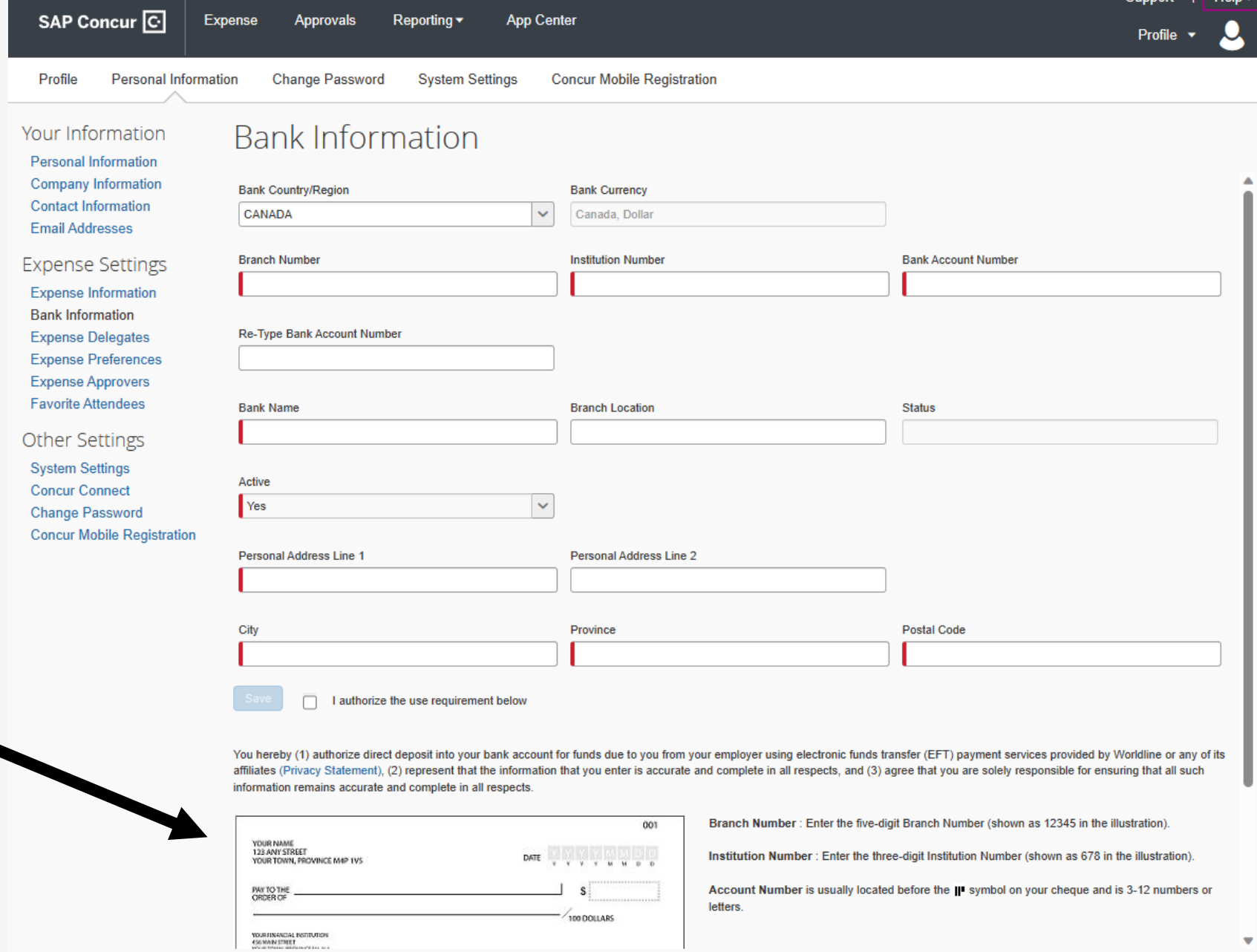
Set up Banking



Concur Setup

Set up Banking

Don’t forget to have a cheque ready or have your info available

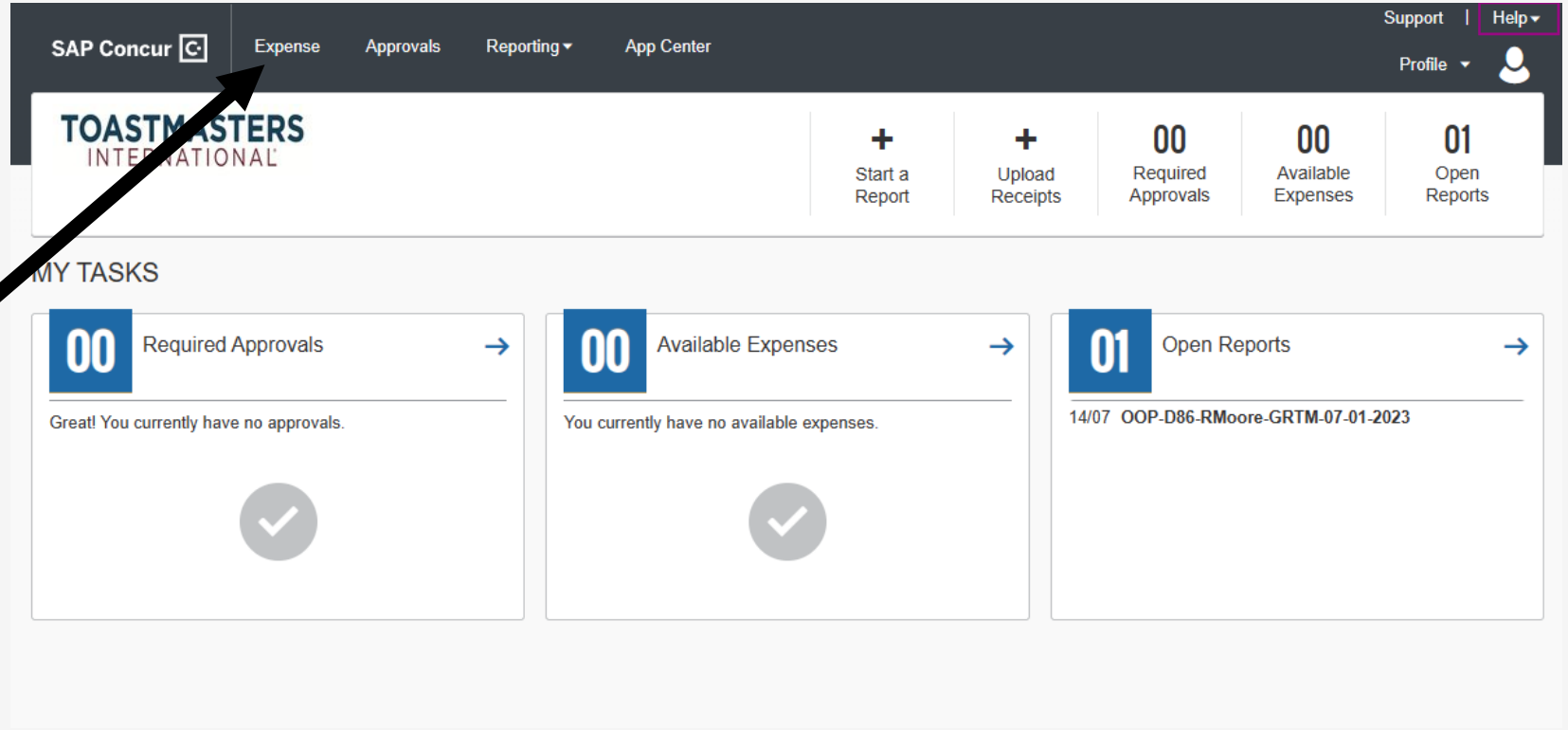


Concur Expenses

Submitting Expenses

Click here

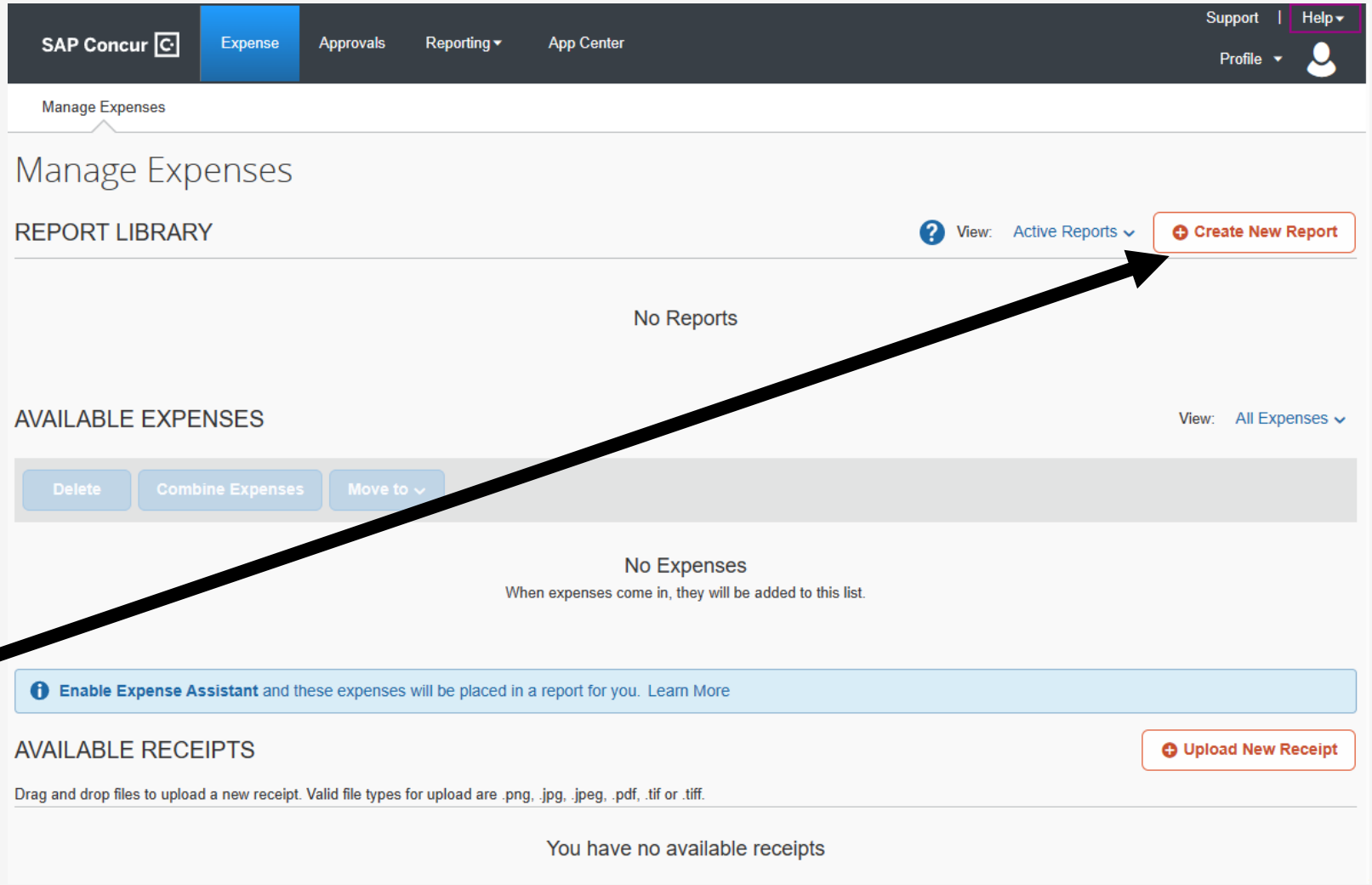
(Kinda Intuitive)



Concur Expenses

Submitting Expenses

Create New Report



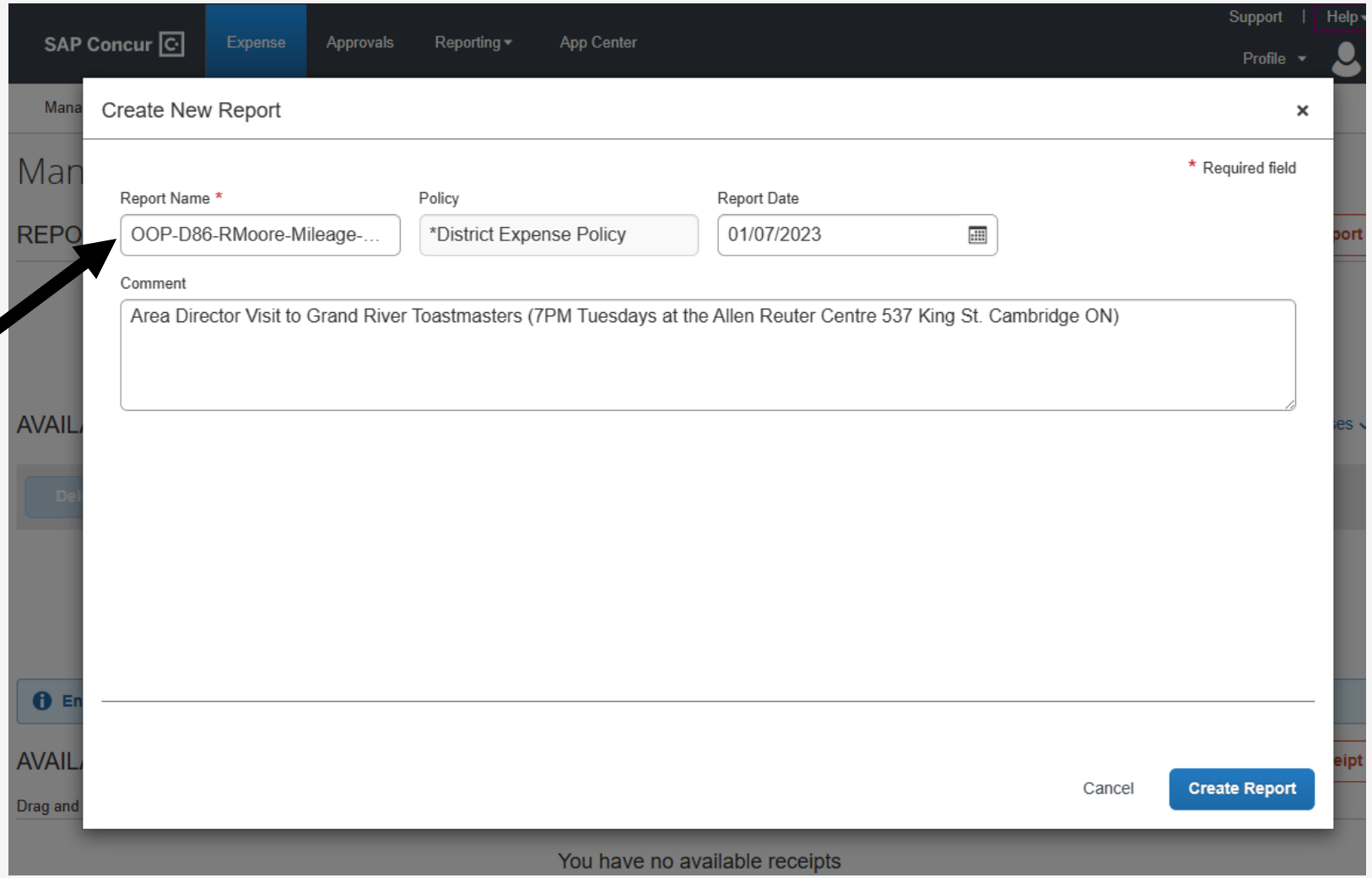
Concur Expenses

Report Name:

Coding Process

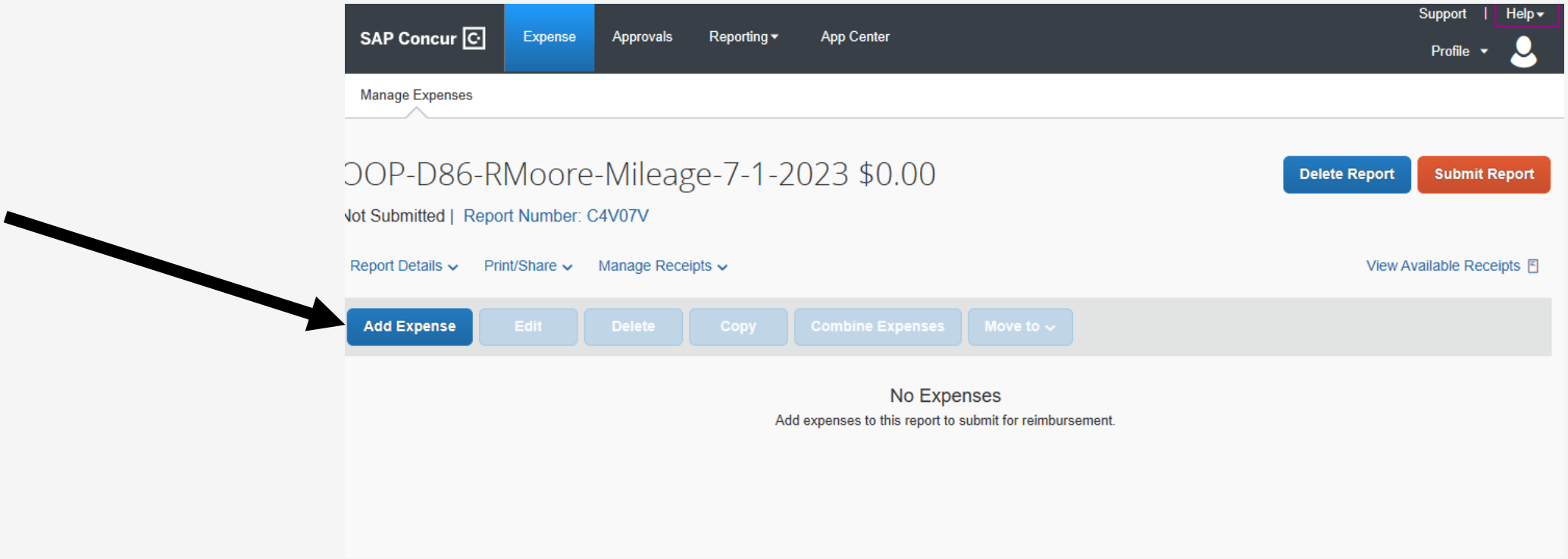
OOP-D86-Name-Event-Date

OOP – “Out of Pocket”



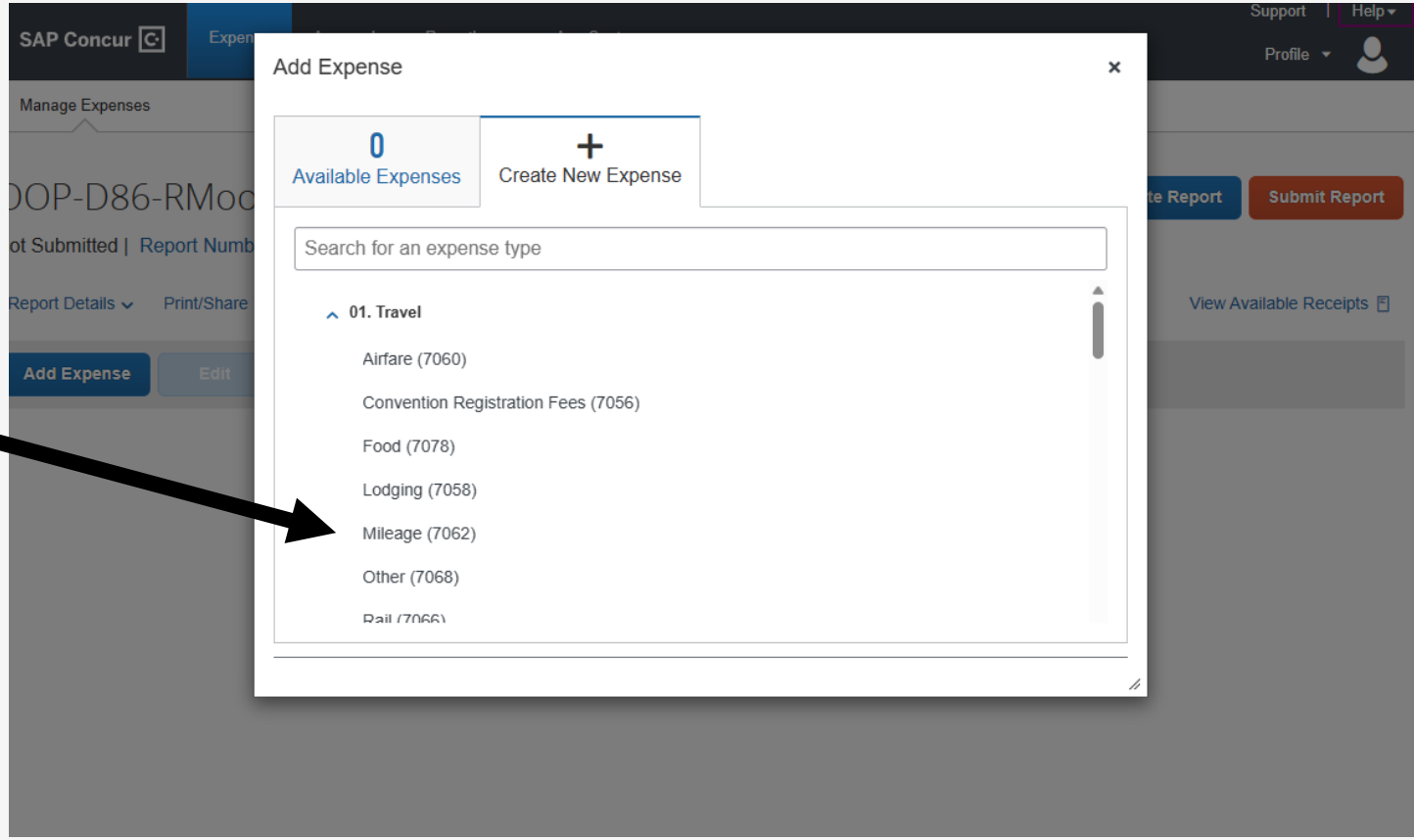
Concur Expenses

Add Expenses



Concur Expenses

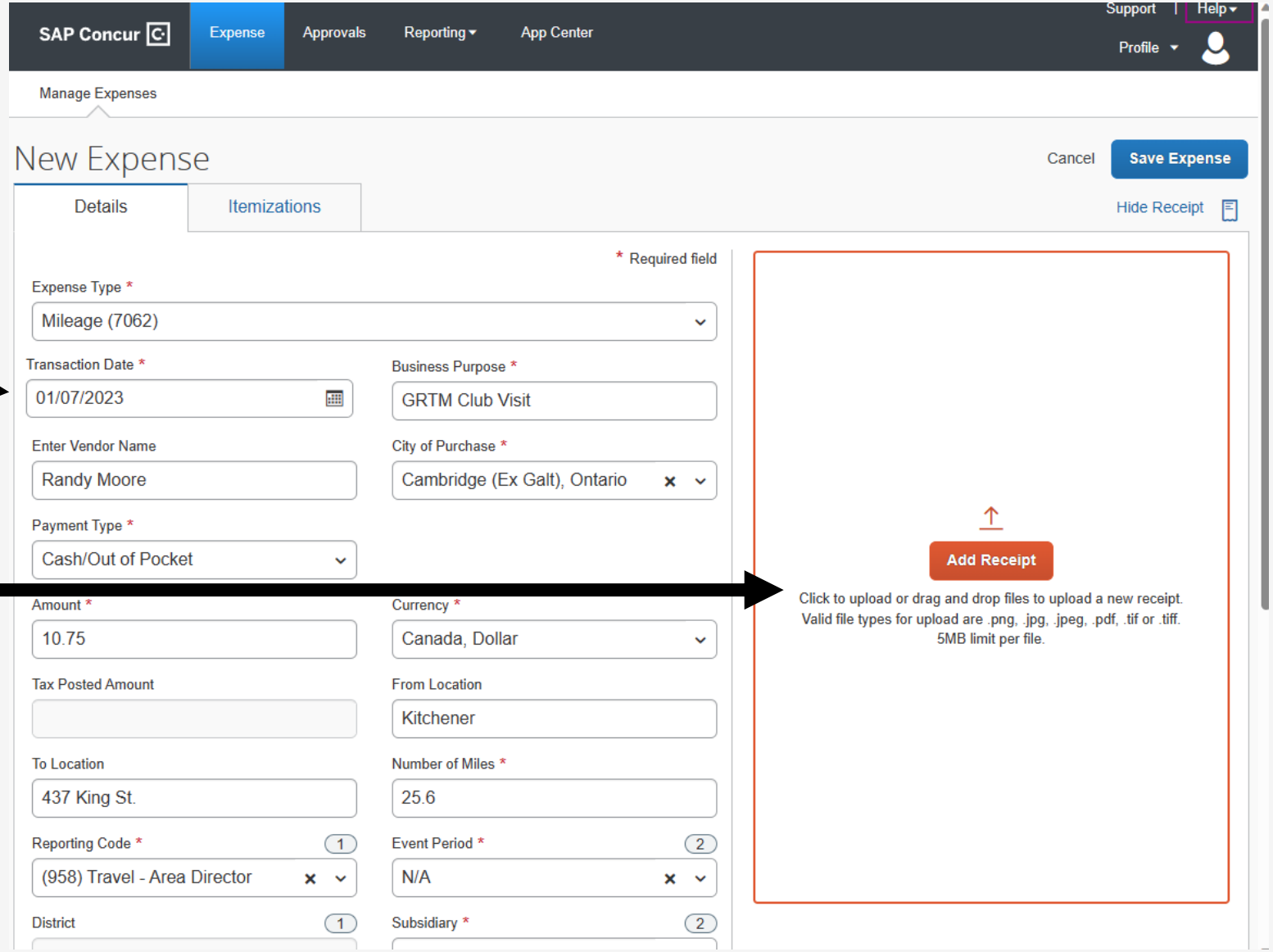
Expense Code



Concur Expenses

Fill in details

Add pictures or scans of receipts

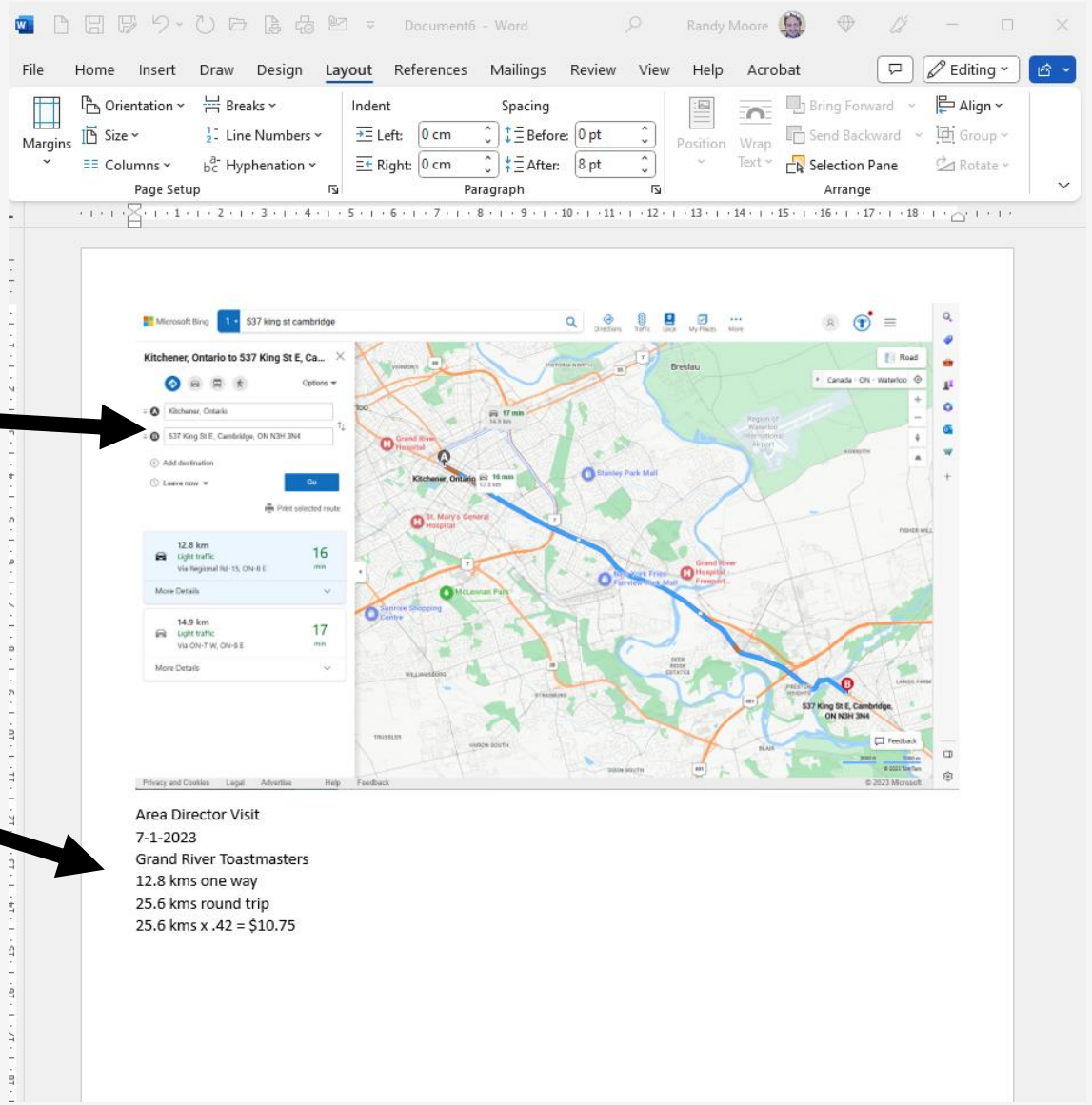


Mileage Sample

Clip Maps Screen from Internet

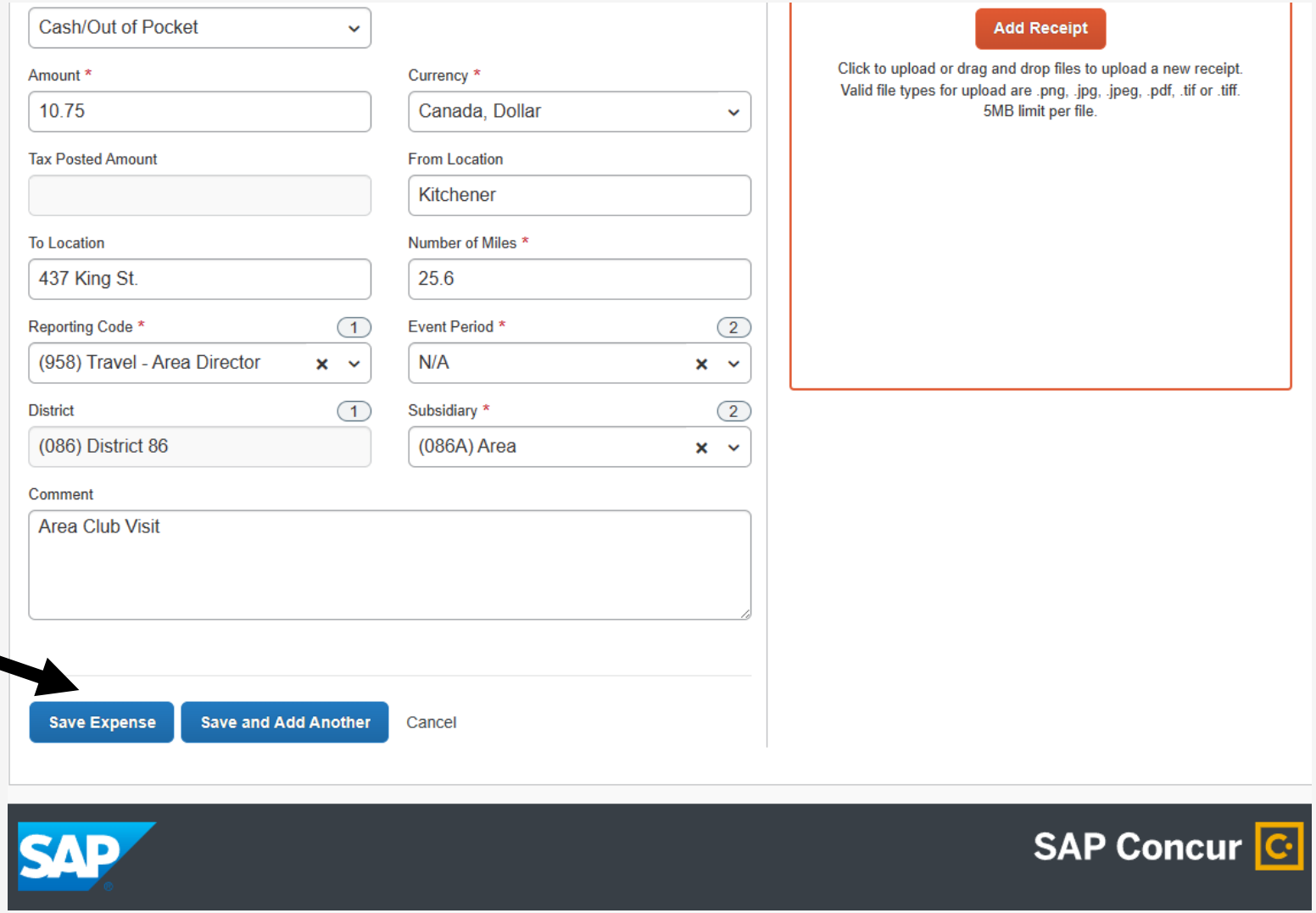
Provide calculations

Save as PDF and submit



Concur Expenses

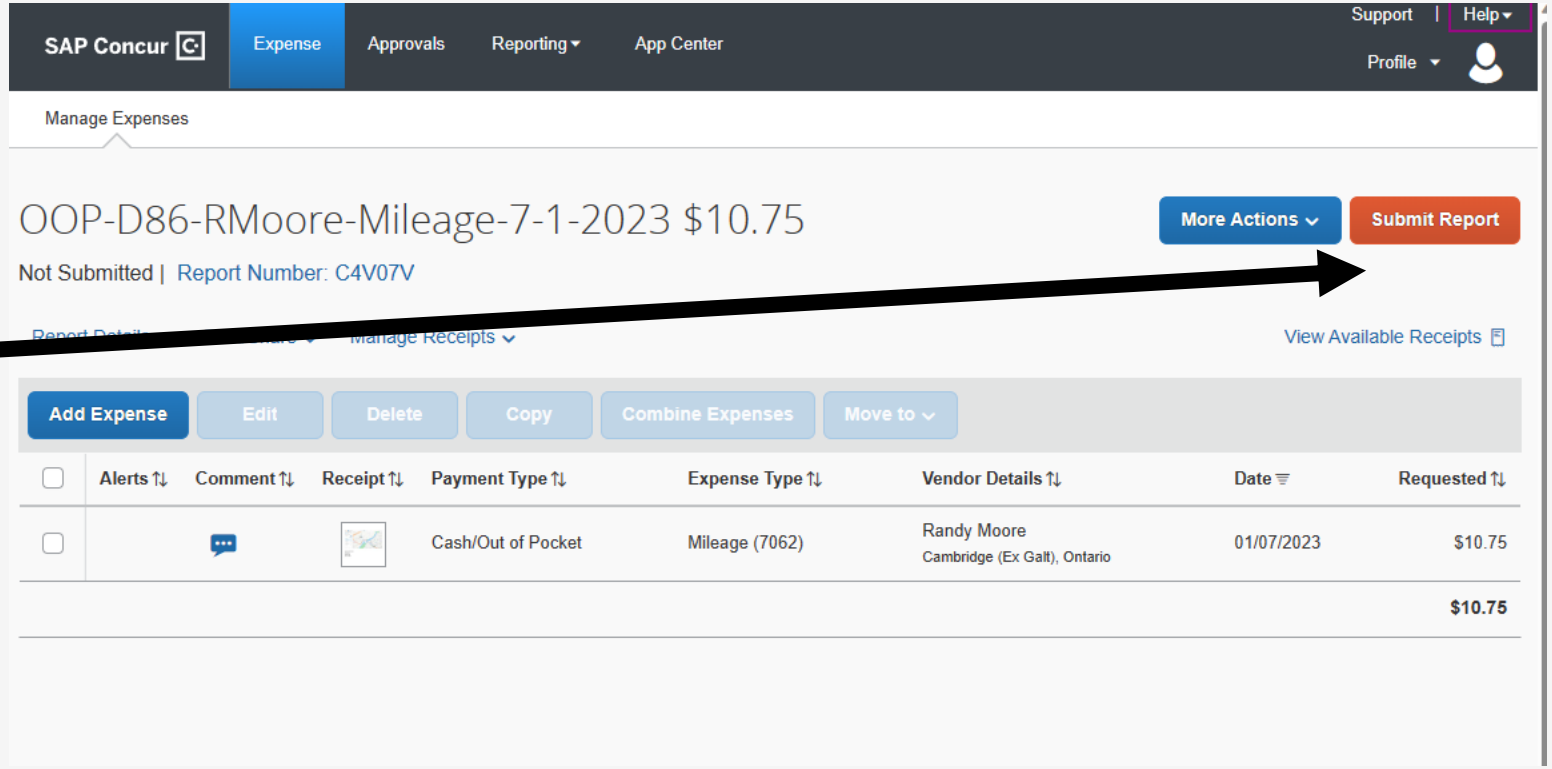
Save or Save and Add More Expenses



Concur Expenses

Submit Report

Doesn’t hurt to contact D86FM to confirm approval.



Training Video

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Questions?

FinanceManager@toastmasters86.org