Concur – Guide for Heads of Department/Departmental Administrators

**Welcome to Concur, the new staff expenses system.**

We’ve put this mini guide together so you have a tailored document to refer back to as you get to grips with the new system. There are also guides available for claimants and approvers.

Looking for FAQs? [Access them via our website](http://www2.warwick.ac.uk/services/humanresources/internal/payroll/expenses/concurfaqs/)

As with the current expenses system, the expectation is that as much business travel and accommodation is paid for **directly by the University** so the individual does not even need to reclaim expenses.

It is also expected that **only travel and subsistence** items should be incurred and that other items are purchased via the University’s Purchasing system; other types of expense will only be reimbursed on an exceptional basis and if there is additional supporting evidence (such as Fin Regs or ITS approval). Employees should make themselves aware of the University’s Financial Regulations **before** they incur any expenditure.

## **New Users/Changes to Users**

Please use the template you’ve been sent to advise Expenses of any new users (or changes to current users, such as default cost code or default approver change). Return the form to Expenses@warwick.ac.uk

## **Corporate Barclaycard**

Please continue to use form FP16a to clear any corporate Barclaycard expenses. As soon as all the University’s Barclaycard holders are live on Concur, we will send guidance notes on how to clear your Barclaycard expenses via Concur.

## **Per Diems**

Please continue to use form FP16g to claim on a per diem basis, until 1 August when staff per diems will be discontinued.

## **Travel Advances**

As with the current expenses system, travel advances should only be requested in cases of financial hardship, when considerable expenditure is anticipated and no other payment method is available.

If these requirements are met, please use the travel advances template and send it to the Expenses team the first time an individual requires an advance. Upon receipt of this, the Expenses team will send detailed instructions about how to apply for and subsequently clear a travel advance on Concur.

## **Receipts**

The central HR Expenses team does not need to receive any hard copy receipts. It is for the individual departments to decide whether and how they wish to retain receipts. RIS will advise as to whether any hard copies need to be retained for funder audit purposes.

The scan/photograph of all receipts must be clear, complete and legible and therefore it is strongly advised that originals are not disposed of until the claim has been reimbursed.

## **Relocation**

Employees should continue to complete paper form R1 **before** they claim for any relocation expenses. The actual expenses can subsequently be reclaimed via Concur instead of form R2.