CHAS Concur Reimbursement Process

1. Only Penn faculty, staff and students can be reimbursed through Concur. All others must be reimbursed via Penn Marketplace. This includes any non-Penn affiliated partners of senior staff in the College Houses.

2. There is a TEM Reimbursement form you can use to facilitate the process. (See CHAS Financial Center web page.) It is not required but it may make the process easier for you. Please do not send this form to me via email.

3. If you have a student, faculty or staff person who needs to be reimbursed that you have not reimbursed before send me their name and Penn ID#. I will do whatever needs to be done on the backend to enable you to do an expense report for them as a delegate. It is an overnight process for the system to update and can take up to two days to complete the process. I tend to wait until I have a few individuals to add before I add them. If any other information is needed I will contact you.

    a. There may be faculty or staff who do not want you to be their delegate and have requested that their business office block all delegates. They will do their own expense report. Please be sure to ask them to include a comment to forward their reports for reimbursement of College House expenses to Alicia Harrell (Du Bois, Gregory, Kings Court English, Riepe, Rodin, or Stouffer) or Victoria Bowen (Fisher Hassenfeld, Harrison, Harnwell, Hill or Ware).

4. Once the person appears in your drop down list in Concur Expense you can do a report for them.

5. Check to see if they are under CHAS or another department. You can do this by noting the School/Center information that appears in the expense header when you start the expense report. If the School/Center comes up as “86” they are under CHAS and no special notes, comments or instructions are needed.

6. Be sure to change all of the information that does not pertain to your College House account number. You may need to change the School/Center, Funding Source, Program, and C-REF.

7. Be sure to include the name of your College House in the Business Justification (this is especially important for students) and provide an understandable justification for the expense and the date of the event if applicable. It needs to be understood by people outside of the College House system.

8. If the person being reimbursed did not have your account number as the default information their report will be reviewed by someone who is not in CHAS. Please include the following comment “Please Approve and Forward this expense report to Rosalind Carter without review. The report will be thoroughly reviewed by College Houses & Academic Services (CHAS). The cost object has been set for a CHAS account.” You can also request that reports be forwarded to Alicia or Vicky depending on which House is to be charged.

9. You can see who their default approver (reviewer) is in Concur under their Profile. You must be administering for them. Select Profile, Personal Information, Expense Settings, Expense Approver. Their default approver will be listed along with their email address. You may want to contact them to help move the form along.

10. You may also check with me to find out who the default approver (reviewer) is for a student being reimbursed and you may send them an email or call them in advance of the expense report to mover the process along.

11. Once you have entered all the expense items (each receipt represents a separate expense item) and clicked “Notify Employee” you should contact the student reminding them to submit the report.

12. If someone gives you receipts for multiple events please do not do multiple expense reports. Combine all the expense in one report; give a generic business justification in the header (i.e. Expenses for Rodin College House activities); on the expense line provide a specific business justification (i.e. expenses for Sophomore career workshop).

13. Once I approve a report I send it to the House Dean for final approval. Please do not have the reports sent to the House Dean first as this may delay the process if it needs to go back to them after I approve it.

Please note that you need to be very diligent in making sure the correct account number (cost object) is on the report and that the report has been completed correctly. If I have to send it back it will need to go to the same default reviewer again. Please feel free to contact me if you have any questions.