

Procedure for reimbursement:

District Expenses: Mileage, postage, etc.

1. Make sure you have access to Concur (email Lori Geddes at lag0213@gmail.com if you do not.)
2. Click + Add Expense
3. Upload receipt to Concur
 - a. scan receipt and AI will create the expense report for you
 - b. Manually create expense
 - i. Select appropriate category
 1. Travel (Air fare, lodging, food, mileage)
 2. Other (incentives, printing, supplies, etc)
 - ii. Fill in empty fields with asterisk
 1. Select the appropriate Reporting Code
 2. Select the appropriate Subsidiary (District, Division, Area)
 - iii. Add receipt to box on the right
 4. In comments describe what the expense is for
 5. Save Expense
 6. Check the box next to the expense that was just created
 7. Click on Submit Report in the upper right corner of the Expense page

Club/personal District Dollars:

1. Make sure someone in the club has access to Concur (email Lori Geddes at lag0213@gmail.com if you do not.)
2. Click + Add Expense
3. Click Manually create expense
4. Select Incentives under 02. Other
5. Fill in empty fields with asterisk
 - a. Select Reporting Code: (571) Recognition – Club
 - b. Select Subsidiary: District
6. Add receipt to box on the right
7. In comments explain which club it is for and that it is for District Dollars reimbursement
8. Save expense
9. Check the box next to the expense that was just created
10. Click on Submit Report in the upper right corner of the Expense page