



TOASTMASTERS INTERNATIONAL (TI) District 71

Concur User Guidelines 2020/21 and Eligible Expenditure Guidelines 2020/21

Version Control 2020/21

Version 1	01 June 2020	As announced at first District Council Meeting 202/21
Version 2	12 April 2021	Appendix 1 updated to add Speechcraft and MeetUp guidelines - see items marked New <i>effective for the year to 30 June 2021 only.</i>
Version 3	8 May 2021	Appendix 1 updated to add additional eligible expenditure items following consultation with Division Directors – see text in red <i>Effective for the year to 30 June 2021 only.</i>



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Introduction

ConCur has been introduced by Toastmasters International to allow District 71 DEC members submit expense claims online and be reimbursed directly into their bank account.

Why use ConCur?

- Expense reports can be submitted anywhere and at any time.
- Officers will not have to meet to sign cheques.
- Approvals can be done anywhere and at any time.
- Physical receipts will no longer need to be kept once uploaded onto the system.
- Electronic payments can be made more frequently and directly into your bank account.
- District Finance Manager will no longer need to key in data and this will speed up processing.
- You can trace your reimbursement status at any time.

Eligible Expenditure

- Eligible expenditure is set out in Appendix 1.

General Rules

1. All expenditure must be backed by receipts attached to the individual expense line.
2. Only one claim should be submitted per period – individual expenses should not be submitted as separate claims but should be combined into one claim.
3. All claims must have a claim name in the required format – see “[Entering an expense claim](#)” below



Logging in

Go to <https://www.concur.com/>

Select Login

A screenshot of the SAP Concur Sign In page. The page has a dark background with a city skyline at sunset. On the left, there is a white sign-in form with the following elements: a "Sign In" heading, a "User Name" field containing "00123456@toastmasters.org", a "Password" field with masked characters, a checkbox for "Remember user name on this computer", a red "Sign In" button, links for "Forgot your user name?" and "Forgot your password?", a "Change language" dropdown menu set to "English (US)", and the SAP logo at the bottom left. The text "SAP Concur" and its logo are at the bottom right.

Your user name will be your membership number plus “@toastmasters.org” e.g.

00123456@toastmasters.org

The membership number used must be eight digits long so, if it is less, add zeroes at the front to make it eight digits e.g. membership number is six digits long 123456 add two zeroes to the front i.e. 00123456

Your initial password will be “welcome”. You will be asked to change your password when you first log-in.



Setting up Profile and Banking Details

Select Profile and then Profile Settings

Select Bank Information

Check that Country and Currency are correct. Country can be changed but if currency needs to be changed contact the District Finance Manager

Get your bank details (SWIFT or BIC code, IBAN) from your bank statement, bank website or from an online IBAN calculator

Input

- SWIFT/BIC code
- IBAN code (twice)
- Bank's name e.g. Bank of Ireland/Barclays etc and address
- Your name as it appears on your bank statement
- Your address and post code
- Tick the "I authorise the use requirement below"
- Click Save

The ConCur system will confirm your account is active and then it will be set up for expense payments.

The screenshot shows the SAP Concur user interface. At the top, there is a navigation bar with 'SAP Concur' logo and menu items: Travel, Expense, Approvals, Reporting, and App Center. On the right, there are links for Support and Help, and a Profile dropdown menu. Below the navigation bar, there is a sub-menu with Profile, Personal Information, Change Password, System Settings, and Concur Mobile Registration. The main content area is titled 'Bank Information' and contains several form fields:

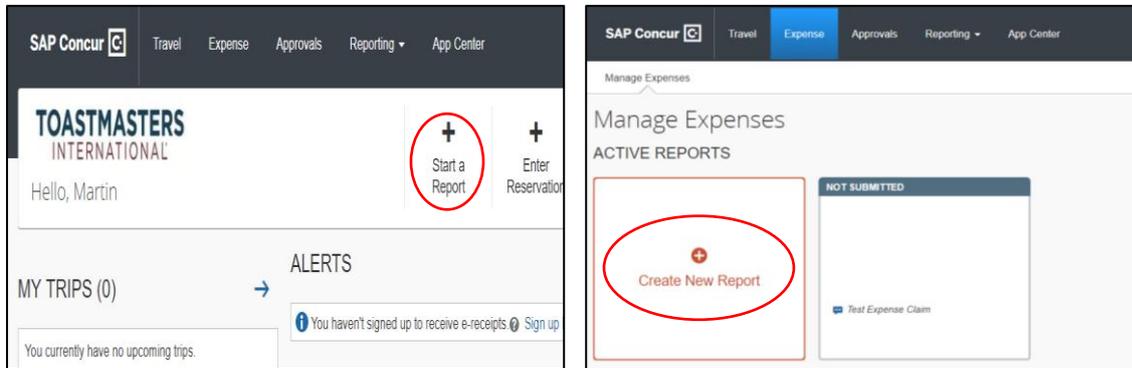
Bank Country	Bank Currency	
IRELAND	Euro	
SWIFT Code	IBAN	Re-Type IBAN
BOFIE2D	80IEBOFI098070123456789	80IEBOFI098070123456789
Bank Name	Branch Location	Status
Bank of Ireland	8 Anytown, Anywhere	
Active		
Yes		
Full Legal Name of Account Owner	Address Line 1	Address Line 2
Joe Bloggs	5 Anytown	Anyplace
City	Region	Postal Code
Anycity		AB1 C23D

At the bottom of the form, there is a 'Save' button and a checkbox labeled 'I authorize the use requirement below' which is checked.



Entering an expense claim

You can enter the details of an expense claim either by clicking Start a Report on the home page or Create New Report on the Expenses page



1. Input a report name in the following format:
 - D71-Name-Event-MonthYear e.g. D71-JDoe-DOT-Jul2018
 - D71 = District number
 - Name = Name in the format First Initial Surname
 - Event = Reason for Claim e.g. DOT, COT, ClubV (for Visits), DEC etc.
 - MonthYear = Date of expenses in the format Jul2018 or 072018. This can be the date of submission
2. Policy is automatically set.
3. Enter Report Date – all report dates are in MM/DD/YYYY format. It can also be input using the calendar button at the right of the input box. The date format can be changed in Profile Settings under System Settings where you can also amend your time zone.
4. Enter a comment to detail what expense claim covers
5. Click Next

Manage Expenses

Create a New Expense Report

Report Header

Report Name OOP-D071-MFORAN-TEST-JUL2018	Policy *District Expense Policy	Report Date 07/01/2018	Comment Test Expense Claim
---	------------------------------------	---------------------------	-------------------------------

1 3 4



Inputting Expense Details

Select an expense type from the list e.g. Mileage, Educational Materials, Room Rental-Event etc

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there are navigation tabs for 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main header displays 'Manage Expenses' and the specific instance 'OOP-D071-MFORAN-TEST-JUL2018'. Below this, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print'. A table titled 'Expenses' is shown with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The table is currently empty, with a 'Adding New Expense' row. To the right, a 'New Expense' dialog box is open, displaying a list of expense types. The 'Mileage (7062)' option is circled in red. The list is organized into two columns: '01. Travel' and '...02. Other'. At the bottom of the interface, there are summary fields for 'TOTAL AMOUNT' and 'TOTAL REQUESTED', both showing '€ 0.00'.

Depending on the type of expense you claim you will have the opportunity to input different information. Many are self-explanatory, but the following should be noted

Business Purpose is the reason for the expense e.g. District/Club Officer Training, Club Visits Area 12 etc.

City of Purchase This does not include every location. Input the nearest city/town

Payment Type should be Cash/Out of Pocket

From/To Location are the start and end of your journey – assumption is that the journey is return, so assumed distance is the same both ways.

Number of Miles is the total distance travelled. Please ensure all distances are input in miles – see appendix 2 for how to create a mileage record using Google Maps. **Note:** If the round trip is less than 20 miles (32KM) it cannot be claimed.



Reporting code is the accounting code for the expense. Select from the drop-down menu e.g. (702) ET – Training Club Officers, (958) Travel – Area Director, (957) Travel – Division Director

Event Period is usually NA

Subsidiary defaults to District but if the expense relates specifically to an Area or a Division this can be selected from the drop down

Comment can be used to give details of what the expense relates to. It would be helpful to include the relevant Area/Division number/letter

Attaching a receipt

To attach a receipt or travel details click Attach Receipt. You can browse to find the scanned receipt on your computer. For scanning ConCur recommends black and white images at less than 300dpi. Acceptable formats are **.png, .jpg, .jpeg, .pdf, .tif or .tiff**. If you do not have access to a scanner you can take a picture on your smartphone and attach it instead. Once selected click attach.

When the detail is complete, and any relevant receipts uploaded click save.

You can then input a second or subsequent expense line following these steps.

The images below show the information for two separate expense claims

OOP-D071-MFORAN-TEST-JUL2018 Delete R

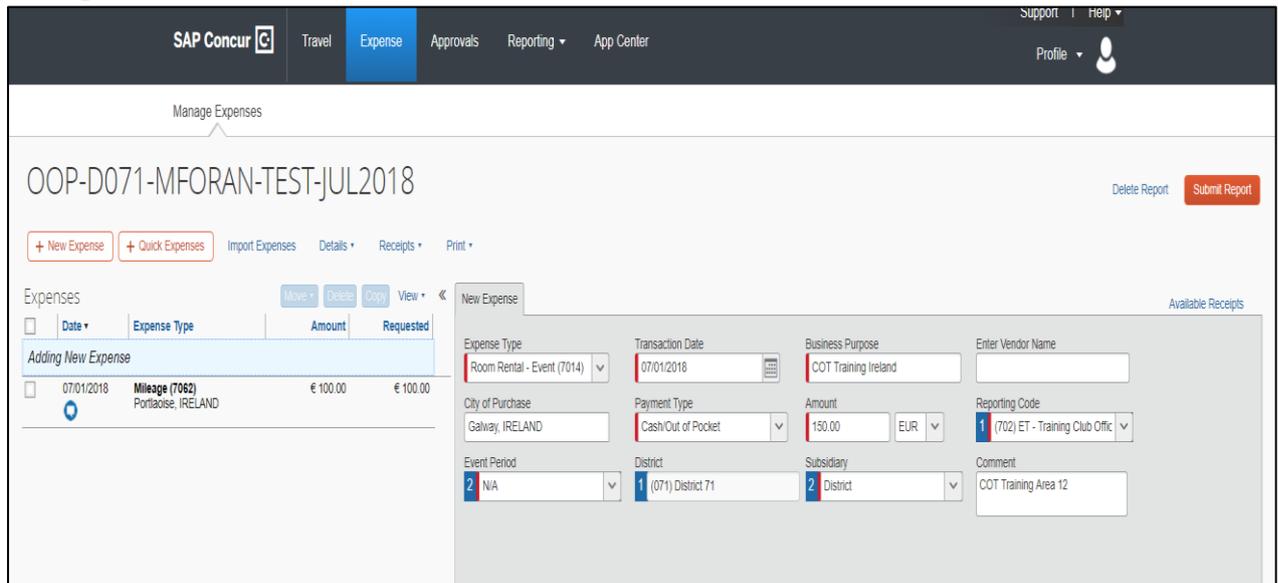
[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print](#)

Expenses [Move](#) [Delete](#) [Copy](#) [View](#)

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
		Adding New Expense		

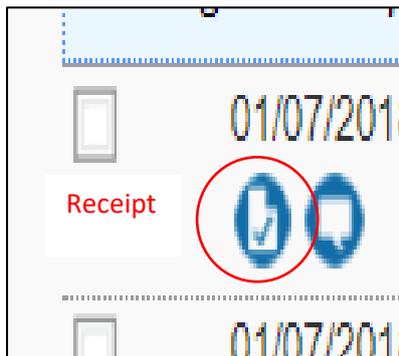
New Expense

Expense Type	Transaction Date	Business Purpose	Enter Vendor Name
Mileage (7062)	07/01/2018	DOT Training Ireland	
City of Purchase	Payment Type	Amount	From Location
Portlaoise, IRELAND	Cash/Out of Pocket	100.00 EUR	Galway
To Location	Number of Miles	Reporting Code	Event Period
Portlaoise	100	1 (703) ET - Training Division 8	2 N/A
District	Subsidiary	Comment	
1 (071) District 71	2 District	test sample	



When your items are saved you will be returned to the initial expense page where you can select your next expense item if required.

Please note that when receipts have been uploaded there will be a receipt symbol beside the comment symbol for the line item. You can view the receipt by clicking on the symbol.



Amending a report

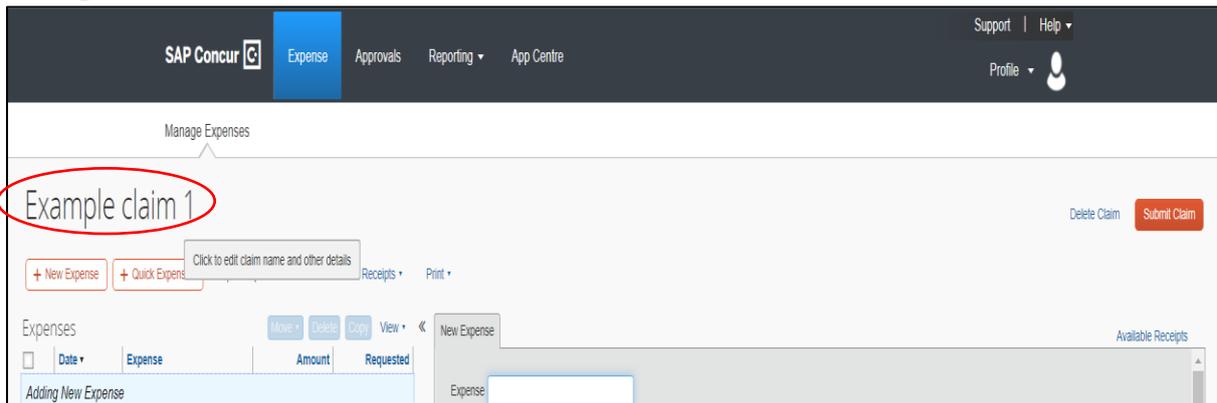
Occasionally an expense report may need to be returned to you because there is insufficient back up documentation, the report name is in the incorrect format, an item or items are not claimable, the analysis of the costs is incorrect or you have submitted multiple separate claims at the same time.

Missing receipts

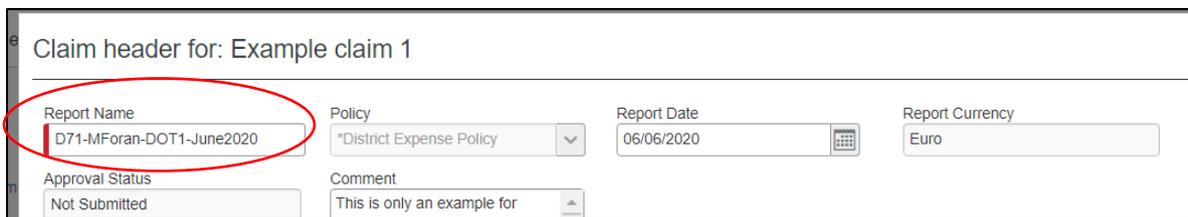
Attach the missing documentation as described in [Attaching a receipt](#)

Amend report name

Expense report names should be submitted in the format required by Toastmasters e.g. D71-MForan-DOT1-June2020. It should not be named simply DOT1, COT, Area Expenses, Conference etc. This can be amended when returned, or before initial submission, by clicking on the claim on the Manage Expenses page. Click on the Claim name in the top left hand corner of the screen



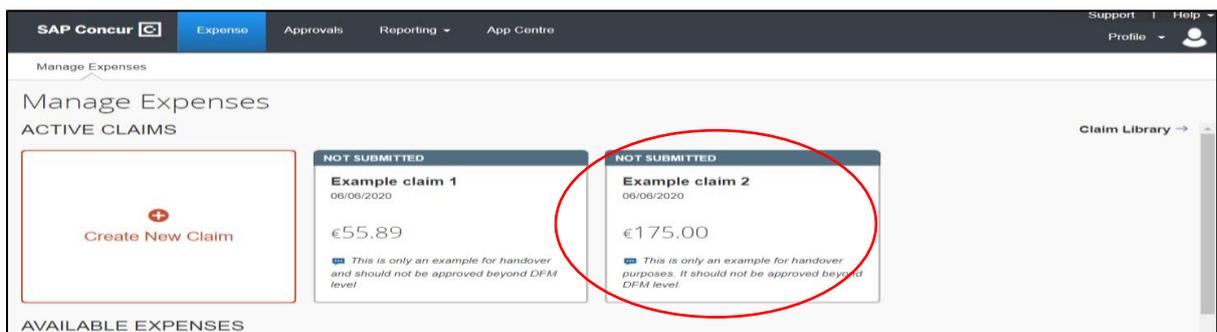
You can then amend the claim name and save.



Combining two reports

The District Finance section at Toastmasters International Headquarters require that only one expense claim be submitted at a time. If two or more are created and submitted within the one period it is likely that they will return the claims.

The claims can be combined into one by transferring the expenses in one claim to another. In the following example the costs in Example Claim 2 will be transferred to Example Claim 1



Click on the claim to be transferred – Example Claim 2. Note the value of €175



SAP Concur Expense Approvals Reporting App Centre

Manage Expenses

Example claim 2

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

Expenses

<input checked="" type="checkbox"/>	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	06/06/2020	Mileage (7062) Galway, IRELAND	€ 50.00	€ 50.00
<input checked="" type="checkbox"/>	06/06/2020	Airfare (7060) Ryan Air, Dublin, IRELAND	€ 125.00	€ 125.00

You have selected multiple expenses.
1. Delete the selected expenses
2. Edit one or more fields for the selected expenses

Select the expenses to be transferred by clicking on the tick boxes on the left hand side. Then select “Move”

Example claim 2

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

Expenses

<input checked="" type="checkbox"/>	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	06/06/2020	Mileage (7062) Galway, IRELAND	€ 50.00	€ 50.00
<input checked="" type="checkbox"/>	06/06/2020	Airfare (7060) Ryan Air, Dublin, IRELAND	€ 125.00	€ 125.00

To New Claim
Example claim 1

You have selected multiple expenses.
1. Delete the selected expenses
2. Edit one or more fields for the selected expenses

Click on the Report name (Example claim 1) and the expenses should be transferred to that claim. Example Claim 1 now has all the expenses of both claims and Example claim 2 equals zero.

ACTIVE CLAIMS Claim Lib

Create New Claim

NOT SUBMITTED

Example claim 1
06/06/2020
€230.89
This is only an example for handover purposes. It should not be approved beyond DFM level

NOT SUBMITTED

Example claim 2
06/06/2020
€0.00
This is only an example for handover purposes. It should not be approved beyond DFM level

Deleting an expense line in a claim

You may need to delete a line in a claim e.g., if you are informed it is disallowed as an expense, you duplicated a line in error, you had forgotten that you previously claimed the amount etc. To delete the line(s) click on the claim on the expenses page. Select the line by clicking the tickbox to the left of it and the Delete button should be highlighted. Click the delete button and then confirm deletion by selecting “Yes” from the dialogue box that appears. For instructions on how to delete an entire claim go to [Deleting a claim](#)



SAP Concur Expense Approvals Reporting App Centre

Manage Expenses

Example claim 2

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

Expenses Move Delete Copy View

<input checked="" type="checkbox"/>	Date	Expense	Amount	Requested
<input checked="" type="checkbox"/>	06/06/2020	Mileage (7062) Galway, IRELAND	€ 50.00	€ 50.00
<input checked="" type="checkbox"/>	06/06/2020	Airfare (7060) Ryan Air, Dublin, IRELAND	€ 125.00	€ 125.00

You have selected multiple expenses.
1. Delete the selected expenses
2. Edit one or more fields for the selected expenses



Submitting the report

Once you have completed all lines on your report and uploaded the relevant receipts you can submit by clicking the Submit Report button. Read the Final Review Dialogue box and if satisfied click Accept and Submit

The screenshot shows the SAP Concur Expense report management interface. The top navigation bar includes 'SAP Concur', 'Travel', 'Expense', 'Approvals', 'Reporting', and 'App Center'. The main header displays 'Manage Expenses' and the report ID 'OOP-D071-MFORAN-TEST-JUL2018'. A 'Submit Report' button is circled in red. Below the header, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print'. A table of expenses is shown with columns for Date, Expense Type, Amount, and Requested. A 'New Expense' dialog box is open, showing 'Expense Type' and 'Recently Used Expense Types'.

The screenshot shows the 'Final Review' dialog box. The title is 'Final Review'. Below the title, there is a section for 'User Electronic Agreement' with a list of four terms. The 'Accept & Submit' button is circled in red.

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

Deleting a claim

If you wish to delete a claim e.g. because you have entered a second one in error, click on the claim on the expenses page. If you wish to delete a line or lines from a claim rather than the entire claim go to [Deleting an expense line in a claim](#).

The screenshot shows the 'ACTIVE CLAIMS' section. There is a 'Create New Claim' button and two claim cards. 'Example claim 1' has a value of €230.89. 'Example claim 2' has a value of €0.00 and is circled in red. Both cards include a disclaimer: 'This is only an example for handover purposes. It should not be approved beyond DFM level.'

Then select Delete Claim. Confirm deletion by selecting "Yes" in the dialogue box that pops up.



SAP Concur  Expense Approvals Reporting App Centre Profile 

Manage Expenses

Example claim 2 [Delete Claim](#) [Submit Claim](#)



Appendix 1 – Financial Guidelines

Financial Guidelines

*If in doubt if a claim is eligible, please contact the Finance Manager prior to incurring the expense.
Eileen.oneill.d71financemanager@gmail.com*

District 71 finances are handled in Euro; however, for Sterling payments, an equivalent amount will be paid at a rate of £1:€1.1 unless receipts showed otherwise. **Incentives awarded in US\$ will be converted to Euro at a rate of US\$1:€0.83**

Reimbursements

- Travel and Event Reimbursement is allowable as shown in the *Allowable Event /Travel Expenses Table below*. Please refer to this table prior to submitting expenses
- Mileage is reimbursed at the rate of £0.20p and €0.25c per mile (Reference *Allowable Event /Travel Expenses Table* for allowable mileage)
- Note: Mileage claims must be for travel for round trips in excess of 20 miles (32 km). Mileage is capped at 600 (960km) miles per year, however, please submit all mileage claims and should there be sufficient funds, additional mileage may be allowed.

Division and Area budgets

- Divisions are allocated €500 (£450) and Areas €250 (£225). (Travel/mileage is separate from budget)
- All expenditure must benefit the Area / Division (or parts of) and must have a Marketing/PR, Education/Training **or Recognition** dimension such that it supports the mission of the District.

How Division/Area budgets can be used

1. Zoom Pro subscription for the period 1 July 2020 to 30 September 2020
2. Club Officer Training costs (room hire, minimal food costs (e.g., tea/coffee, biscuits, photocopying).
3. PR and marketing activities that benefit the Area/Division e.g. advertising (flyers, posters etc.) business cards, MeetUp registration for the Area/Division (**see 9 below**), Division/Area pop up banners.
4. Educational workshop materials that benefit the Area/Division (e.g. material production & Toastmasters International products to be used for the workshop—however, every effort should be made to break even)
5. Recognition awards including gift certificates and ribbons from TI shop **and small gifts to a maximum individual value of €20 in recognition of efforts that help achieve the District mission which is to grow clubs and support all clubs in achieving excellence.**
6. Area/Division incentives (~~TI vouchers~~), e.g. mirror District incentives at Division/Area level.
7. Division / Area Contest costs are expected to be self-supporting through entrance fees (however, contestants cannot be charged entrance fees but can be charged for food/refreshments). The only contest costs which can be claimed are costs of perpetual trophies, **engraving, a plaque or other small keepsake for Division contest winners to a maximum value of €20**, and any costs of an unexpected loss on holding the contest.
8. **New** Digital Speechcraft – The Area Director Budget may be used to refund 50% of Digital Speechcraft costs incurred by clubs in their Area provided that the offer has been extended to all clubs in the Area.
9. **New** MeetUp Costs - <https://www.meetup.com>. MeetUp is a forum for any member of the public to view local events in their area that they might be interested in attending. It can be a good way of attracting new members. For more information contact the D71 Finance



Manager. The Area Budget can be used to set up a MeetUp account for up to three clubs in the Area. Please discuss with your clubs the best way to manage the account for your Area. The District will refund 50% of MeetUp costs. The remaining costs should be equally divided between each club who has been allocated an account.

How Division/Area budgets can NOT be used

1. Contest and educational workshop costs (except if not possible to break even, or an unexpected loss is made)
2. Engraving of trophies with winner's name
3. Area Council Costs (encouraged to use free venues for face-to-face or Skype/Zoom for monthly calls)
4. Food for food only events (e.g. dinner events)
5. Club specific costs that do not support the mission of the District
6. Payments on behalf of pre-charter clubs (refer to Club Growth Incentives for support)
7. Youth Leadership Program

Expenses that CAN / CANNOT be claimed above Division and Area Budgets

The following can be claimed:

1. DEC members: Autumn conference attendance allowance (see below).
2. Struggling club allowance €125 (£100) if a club coach is appointed (Clubs with 12 or fewer members).
3. Travel expenses as outlined in the table below
4. Expenses that support the goals of the district
5. The District will cover the cost of an official club banner for a new club (\$100). To claim, please submit a reimbursement request along with a copy of your receipt to the Finance Manager.

The following can NOT be claimed

1. Food
2. Honorariums (due to tax implications)
3. Car rental
4. Taxi fares (unless there is no other option)
5. Assistant Director expenses
6. Accommodation for attending District Officer Training (in extreme cases, this may be approved in advance by the District Director)

If you are unsure if something can be claimed, please contact the Finance Manager in advance



Allowable Event /Travel (mileage or Public Transport) Expenses						
Event /Travel ¹	DD/PQD/ CGD	DLT - IPDG	DLT - other	Parlim'ia n	Division Director	Area Director
DOT x2	YES (x4)			--	YES	
COT x2	--	--	--	--	YES	
Official AD club visit x2	--	--	--	--	--	YES
Area contest x2	--	--	--	--	--	YES
Division contest x2	YES			--	YES	--
DEC/Council Attendance at Conference	€250 ¹			€125 ¹		
Travel to/from DEC Meetings	€250 ²			€125 ²		
Travel for Charter dinners	YES			--	--	--
Int. Convention (includes Leader Training)	YES		--	--	--	--
Mid-year Leader Training	YES	--	--	--	--	--
Visit conf. venue***	YES	--	--	--	--	--
Budgets					500	250

¹ Actual costs towards conference fees (up to the maximum) provided DEC and District Council Meetings are attended, i.e. if only attending conference on Saturday, then conference fee likely to be less.

² Travel includes journey mileage, public transport and accommodation up to maximum stated.

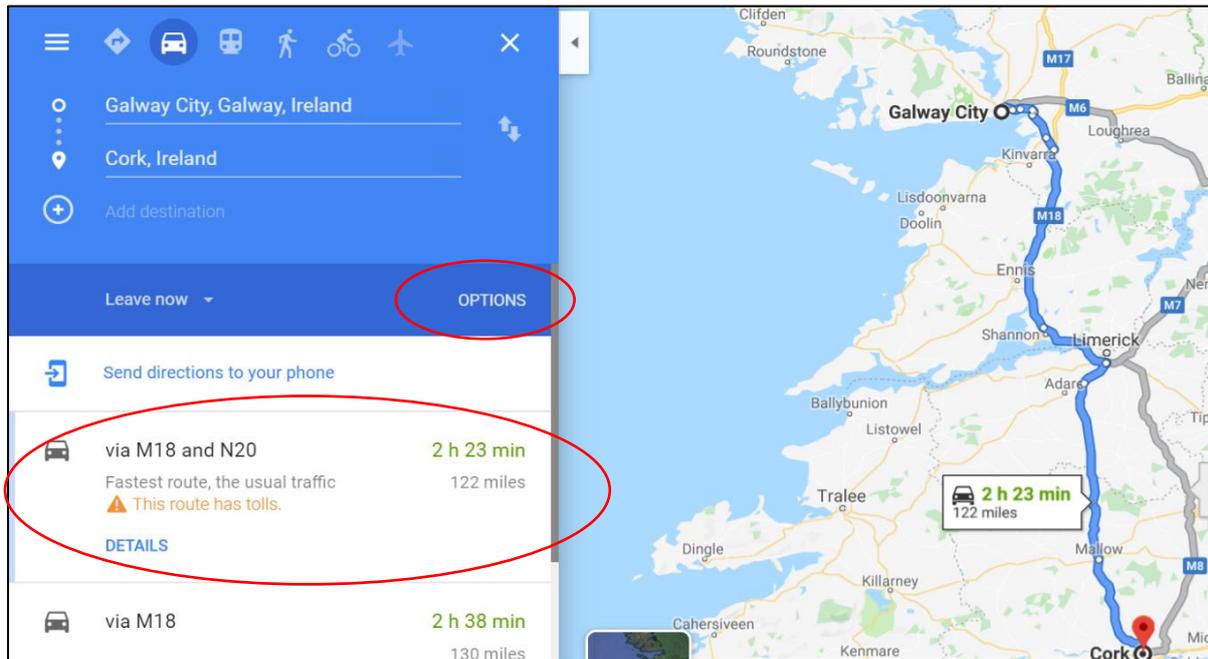
Note: The District does not pay for extras such as 'reserved seating' or checked baggage

- For mileage claims a copy of the mileage must be copied from resources such as Google Maps or AA (shortest direct route). It is sufficient to only submit the mileage—you do not need to submit the map portion.
- Note that a boarding card is not sufficient for flight costs

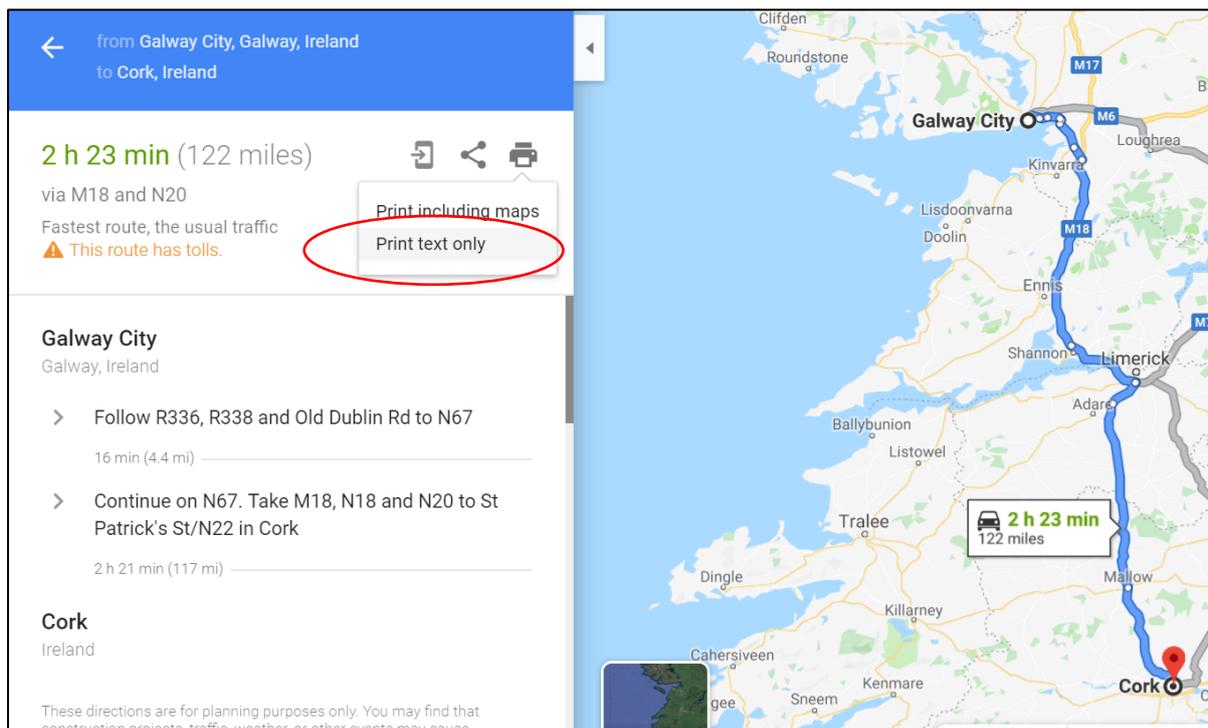


Appendix 2 – Creating a mileage report using Google Maps

1. Go to <https://maps.google.com/>
2. Input the start and end point of your journey
3. Click options and select miles (may be automatically selected if UK based)
4. Select one of the route options available



5. Click the printer symbol at the top left of the screen. Select the “Print text only” option.





6. In order to convert the google map text details into a pdf file that can be attached as a receipt click print



7. Select "Save as Pdf" for the destination rather than a printer. Select Save.





Appendix 3 - Expense Type Examples

In addition to the details given below all claims must have receipts attached

Mileage Claim Example

The screenshot shows the 'New Expense' form in SAP Concur. The form is titled 'Adding New Expense' and contains the following fields:

- Expense Type:** Mileage (7062)
- Transaction Date:** 07/01/2018
- Business Purpose:** DOT Training Ireland
- Enter Vendor Name:** (empty)
- City of Purchase:** Portlaoise, IRELAND
- Payment Type:** Cash/Out of Pocket
- Amount:** 100.00 EUR
- From Location:** Galway
- To Location:** Portlaoise
- Number of Miles:** 100
- Reporting Code:** 1 (703) ET - Training Division 8
- Event Period:** 2 N/A
- District:** 1 (071) District 71
- Subsidiary:** 2 District
- Comment:** test sample

Room Rental Example

The screenshot shows the 'New Expense' form in SAP Concur. The form is titled 'Adding New Expense' and contains the following fields:

- Expense Type:** Room Rental - Event (7014)
- Transaction Date:** 07/01/2018
- Business Purpose:** COT Training Ireland
- Enter Vendor Name:** (empty)
- City of Purchase:** Galway, IRELAND
- Payment Type:** Cash/Out of Pocket
- Amount:** 150.00 EUR
- Reporting Code:** 1 (702) ET - Training Club Offc
- Event Period:** 2 N/A
- District:** 1 (071) District 71
- Subsidiary:** 2 District
- Comment:** COT Training Area 12

Below the form, there is a table showing the expense details:

Date	Expense Type	Amount	Requested
07/01/2018	Mileage (7062) Portlaoise, IRELAND	€ 100.00	€ 100.00

Airfare Example



Example claim 2

Delete Claim [Submit Claim](#)

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print](#)

Expenses

Date	Expense	Amount	Requested
Adding New Expense			

[Move](#) [Delete](#) [Copy](#) [View](#)

New Expense

Available Receipts

Expense Type	Transaction Date	Business Purpose	Ticket Number
Airfare (7060)	01/06/2020	DOT1	
Vendor	Airline Travel Service Code	City of Purchase	Payment Type
Aer Lingus	Select one	Dublin, IRELAND	Cash/Out of Pocket
Amount	Reporting Code	Event Period	District
78.50 EUR	1 (958) Travel - Area Director	2	1 (071) District 71
Subsidiary	Comment		
2 District			