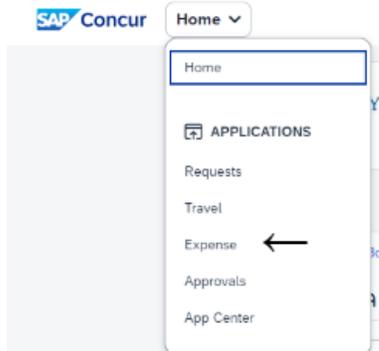
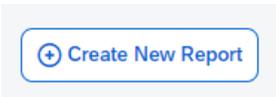


If you're a Columbia University student with access to Concur:

1. Log in to [Concur](#)
2. Click on **Home** tab at the top left of the page
3. Select **Expense**



4. On the right, click **Create New Report**



5. Depending on what expense(s) you're requesting to get reimbursed for:
 - Under the field “**Type of Report**” select either *CU Business Expenses* or *CU Travel Expenses*
 - ****If this is a travel expense, you need to submit a pre-travel request in Concur first. In that pre-travel request, put down the estimated expenses. Submit the request to [Brian Jines](#). Once approved, you must attach the approved request and then add in actual expenses to get reimbursed.**

Enter the below Club Sports information in the required fields when creating a New Report to get reimbursed for a Club Sport expense.

* Required field

Type of Report *	School *	Division *	Sub-Division *
<input type="text" value="CU Business Expenses"/>	<input type="text" value="ATH Athletics (050000X)"/>	<input type="text" value="ATH Physical Education (05PE00X)"/>	<input type="text" value="ATH Physical Education (050300X)"/>
Admin Department *			
<input type="text" value="ATH Club Sports (0503104)"/>			
Report Name *		Report Purpose *	Detailed Business Purpose * 0/500
<input type="text"/>		<input type="text" value="None Selected"/>	<input type="text"/>
GL BU *	Department *	PC Business Unit *	Project *
<input type="text" value="Columbia University (COLUM)"/>	<input type="text" value="ATH Club Sports (0503104)"/>	<input type="text" value="General Projects (GENRL)"/>	<input type="text" value="CLUB SPORTS EVENTS (UR001774)"/>
Activity *	Initiative *	Segment *	Site
<input type="text" value="CLUB SPORTS EVENTS (01)"/>	<input type="text" value="Undefined Initiative (00000)"/>	<input type="text"/>	<input type="text"/>

Comment 0/500

- For **Report Purpose**- select the most appropriate option related to the expense. If one is not relatable, select “Other Business Expenses”
- For **Report Name, Detailed Business Purpose** and **Comment**, input very detailed information related to the expense(s).
- For **Initiative**- use Undefined Initiative (00000)
- For **Segment**- search as text and enter “ATH Club” and your Club Sport Name.

(example ATH Club Badminton)

Segment *

▼ Search by Text

Text

Code

Either

- Leave **Site** field blank
6. After entering information into the fields select “**Create Report**”
 7. Select **Add Expense**. The Add Expense to Report window appears
 8. Search and select the expense type

Add Expense to Report

Available Expenses (0) [New Expense](#)

Select an expense type for the new expense

Search by expense type, category, description

Recently Used

- Minor Equipment - General
- Conference/Seminar/Training Fees
- License/Permit Fees
- Meeting and Event Fees
- Wearing Apparel

02. Transportation

- Car Rental
- Car Rental Fuel

9. The Expense Details screen appears

Details Itemizations

Attendees (0) | Allocate

* Required field

Expense Type *
Meeting and Event Fees

Transaction Date *
MM/DD/YYYY

Report Purpose *
None Selected

Payment Type *
Cash/Personal Credit Card

Amount *
Currency *
US, Dollar (USD)

Comment/Justification 0/500

Receipt

Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

- Complete all the required fields and attach any required receipts or proof of payment documentation (If you have multiple supporting documents for the one expense, click save expense. Then click edit for that expense and you will be able to add other supporting documentation).
10. Click **Save and Add Another** to save and add another Expense Item to your Expense Report or click **Save Expense** to save and return to your Expense Report list.
 11. After adding all the Expense Items to your Expense Report, click **Submit Report**. The User Electronic Agreement appears.
 12. When asked to enter name of Initial Reviewer, enter “**Brian Jines**”
 13. Click **Accept & Continue** on the User Electronic Agreement and the **Submit**.

If you're a Barnard College student:

1. In an email, provide [Brian Jines](#) the following information:
 - a. Your phone number and email address
 - b. Provide the *Overall Business Purpose* detailing the reason for the club expenses.
 - c. Provide all receipts. If you paid for any expenses using your credit card or debit card, provide credit card statements that shows the expense charged to your card.
2. With this information, an email invitation will be sent to you via PaymentWorks to complete the vendor registration process.

Note: You must be set up as a vendor in the Columbia Accounts Payable Department in order to be reimbursed. Once set up as a vendor we will be able to submit a Check Request Form to the Columbia Accounts Payable department requesting a payment be issued to you either through direct deposit or via a check. (To receive payment via direct deposit, make sure to set this up in your SSOL account prior to your reimbursement request).