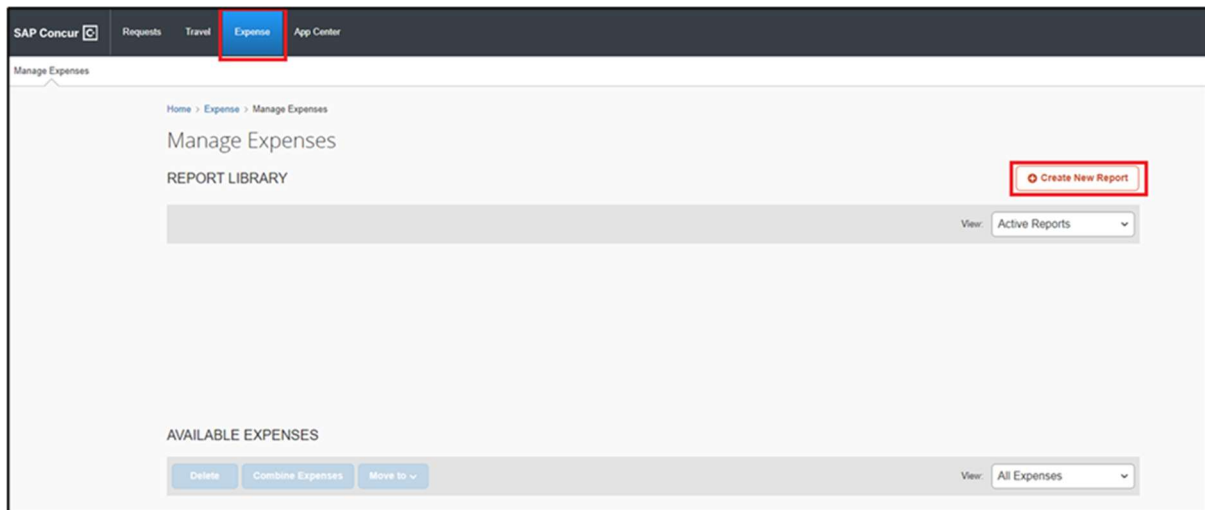**General guide for submitting URECA project reimbursement claim
through SAP Concur**

Important Note:

Please submit your URECA project consumables for reimbursement claim as per the usual procedure via SAP Concur for faculty and staff. This guide serves as a general instruction to guide you on how to enter the URECA project consumable charging details and the approving routing details.

To Create A New Expense Report:

1. On the menu, click **Expense** > **Manage Expenses** (on the sub-menu). Click the **Create New Report** tab.

2. Complete all required fields that marked with a red asterisk.

    a. Policy – select NTU Regular Expense Policy

    b. Report Name – Input your choice of report name

    c. Report Date – select the report date

    d. Company – select (NTU) Nanyang Technological University

    e. Business Area – select claimant's school

    f. Cost Object Type – select (CC) Cost Center

    g. Cost Object Code – select claimant's school cost object code

3. Click **Create Report**. The expense report page appears, ready for you to add expenses.

4. Click **Add Expense**. The New Expense page appears, ready for you to add expenses details.

5. Complete all required fields that marked with a red asterisk.

   a. Expense Type – select Teaching materials/Lab and research consumables

   b. Transaction Date – select the transaction date

   c. Business Purpose – input 'URECA project consumables – Survey Expenses'

   d. City of Purchase – select the city of purchase

   e. Payment Type – select the payment type

   f. Amount – input the total claim amount

   g. Currency – select Singapore, Dollar (SGD) by default

   h. Receipt Status – select receipt status accordingly

   i. Add Receipt – Upload the receipt for claim

6. Click **Save Expense** or **Save and Add Another**.

7. Then on the **Manage Expenses** page, select the added claim by checking the box.

8. Click on **Allocate** tab.

9. On the Allocate page, click **Add** tab.

10. On the Add Allocation page, key in the charging account details by following the steps below:

a. Company – select (NTU) Nanyang Technological University (by default)

b. Business Area – select claimant's school

c. Cost Object Type – select (CC) Cost Center

d. Cost Object Code – Select the Cost Centre (e.g. CXXXXXXXXX) that matches the Cost Center printed on your verified URECA reimbursement claim form as shown below.

e. IO-Business Area - select claimant's school IO-business area (e.g. for ADM, select (CXXX) School of Arts, Design and Media)

f. Internal Order (IO) - Select the Internal Order number (e.g. (5XXXXXX) that matches the Internal Order number printed on your verified URECA reimbursement claim form as shown below.

11. Click **Save**.

12. On the Allocate page. Click **Save** again.

13. On the **Manage Expenses** page, select **Report Timeline** from the Report Details menu.

14. Click **Edit**.

15. Please add your URECA school coordinator as the second level of approving officer **(i.e. after the verifier)**. Click on the '+ Add Step' to add the URECA school coordinator. You can search the URECA school coordinator by Last Name, First Name, Email Address, Login ID or Employee ID.

    Notes:

    - The 'Verifier' field is for NSS Finance staff / designated Admin staff (by Default).

    - The 'Manager' field is for your Reporting Officer (by Default).

    - The DOA Approver is for designated approver (Assoc Chair/Dean/HoD) to approve the URECA funding for claim.
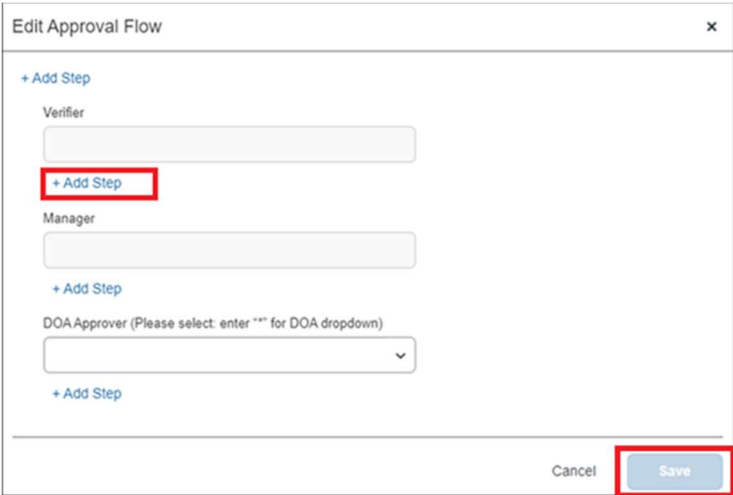
16. Click **Save**.

17. Click **Close**.

18. Check your claim details. Then click **Submit Report** tab to submit your claim.