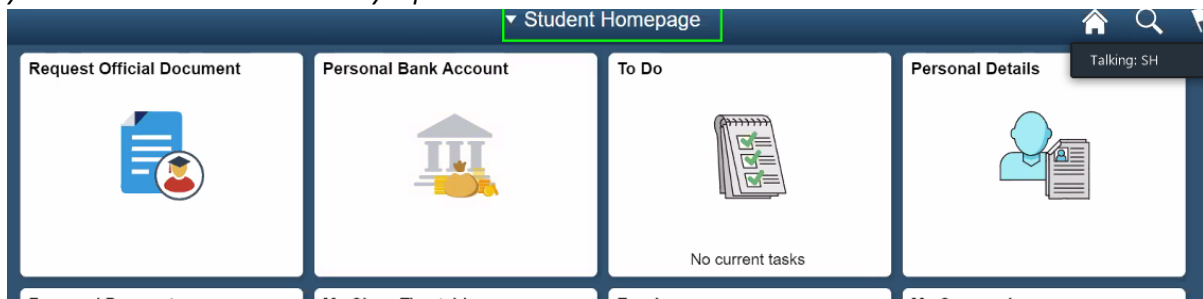


Quick Guide for Student Reimbursement



1. Before you log your first student reimbursement claim, please log into Student Services Online -> Personal Bank Account and enter your bank account.

Please note, the system will automatically grant you access within **two** business days, subject to that your bank account is entered by 6 p.m.



Mose Junior Tanielu Student ID: [REDACTED]

Please confirm the bank account details you would like to have your qualifying payment made to.

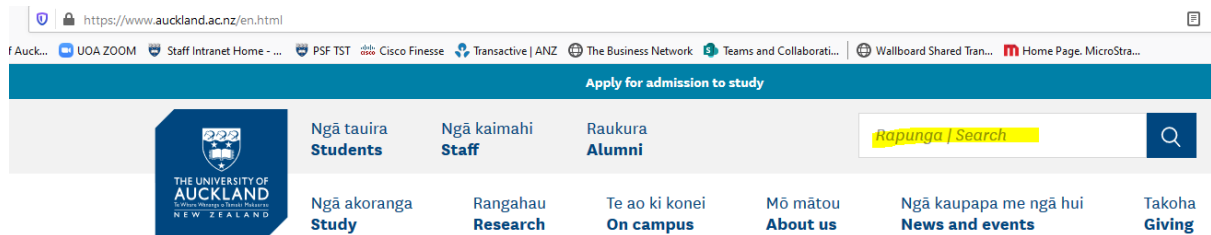
If you are in payment for an ongoing award you will be able to return to this tile to update your bank account details in future as needed.

1. Enter your New Zealand Bank ID, Branch ID and account number. If you are not sure about the bank code or branch please use the magnifying glass for a full list.
2. Account Number should be 7-digit and account suffix should be a 3-digit number. If the account suffix has lesser digits please pad it with a zero before the suffix number

| Account Holder's Name | *Bank | *Branch | *Account | *Suffix |
|-----------------------|--------------------------------|--------------------------------|----------------------|----------------------|
| Mose Tanielu | <input type="text" value="Q"/> | <input type="text" value="Q"/> | <input type="text"/> | <input type="text"/> |

2. Log into Concur via one of the channels below:
 - UoA home page->students->My tools
 - Copy this link <http://www.concursolutions.auckland.ac.nz/> and paste to your browsers

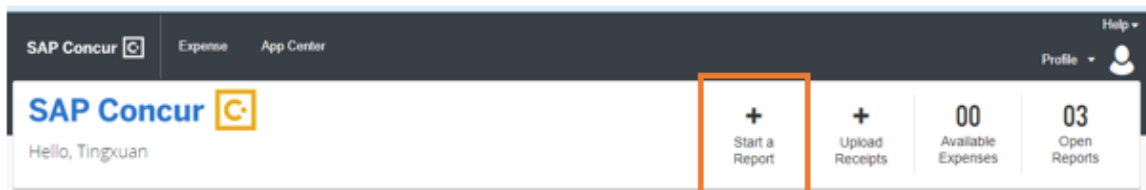
- Search 'Concur' in the search bar of University Website Home Page



- Click dropdown menu from 'Quick Link' (if you are also an employee)



3. Click 'Start a Report'



4. Complete mandatory fields & click create Report

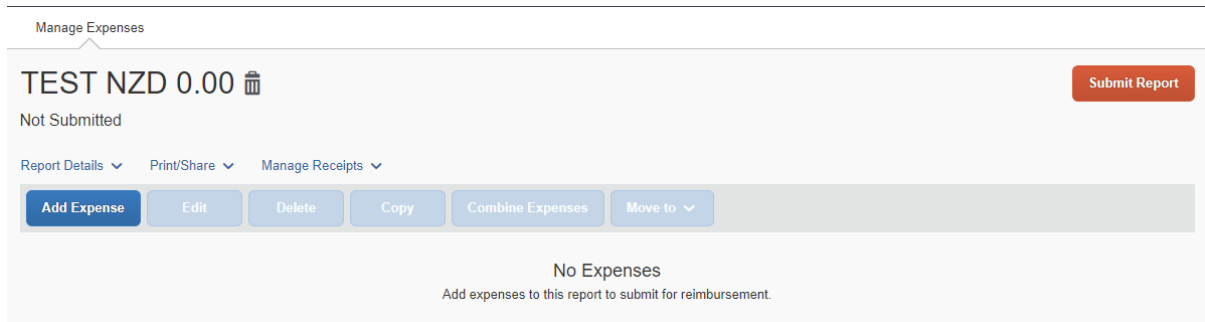
- Report name
- Department (to enter cost centre code here)
- Project (if charging to PReSS account, then enter your Upi; If no project applicable, click & select 'No project')
- Project Activity (click & select 'No project Activity')
- Source Type (click & select 'No Source Type')

Create New Report

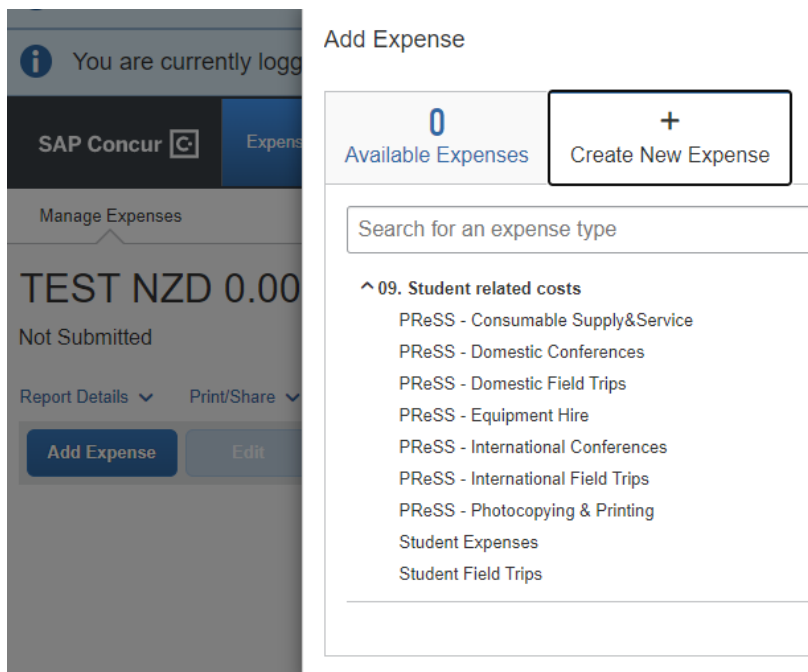
| | | |
|--|---------------------------------------|--|
| Policy *Students: The University of Auckland Expense Policy | Report Type Student Reimbursement | Report Name * TEST |
| Student ID 12345678 | Report Date 07/20/2021 | Department * (4000) Science Faculty Office-4000 |
| Project * * No Project * | Project Activity * * No Activity * | Source Type * * No Source Type * |
| Product Search by Code | Comment | |

Cancel **Create Report**

5. Click 'Add Expense'




6. Select Expense Type from the dropdown menu




7. Complete mandatory fields & attach your receipts, supervisor's approval and other supporting documents (You need to combine them into ONE pdf.)

Note: System will calculate GST automatically if your transaction is GST applicable.


Student Field Trips NZD 85.35 

Cancel **Save Expense**


Details **Itemizations** Hide Receipt 

*** Required field**

Expense Type *
Student Field Trips

Transaction Date *
05/27/2021 

Business Purpose *
Test

City of Purchase *
 Auckland, Auckland

Vendor Name

Payment Type *
Cash

Amount *
85.35


Currency *
New Zealand, Dollar


Receipt Status *
Tax Invoice


GST Applicable
Yes


GST amount in NZD


Business Unit **1**
(UOA) University of Auckland


Department * **2**
 (4000) Science Faculty Office...

Project * **3**
 * No Project *

Project Activity * **4**
 * No Activity *

Source Type * **5**
 * No Source Type *

Product
 Search by Code



IMG_2826.jpg

Detach **Append**

Special note for charging to a PReSS Account

- You must select PReSS related expense type
- Click PReSS Department field to select the cost centre code based on your Faculty
- Department needs to be the same as 'PReSS department'
- PReSS G/L code: click dropdown to select the right option matching the Expense type

Alerts: 1

Please make sure your expenses align with PReSS Account Policy and Procedures. You must attach the supervisor's approval and a copy of your PReSS account balance, along with all receipts. If you have any queries about your PReSS account, please contact your supervisor or academic unit's Group Service Coordinator.

PReSS - Consumable Supply&Service NZD 85.35

05/27/2021

Cancel Save Expense

Details Itemizations Hide Receipt

Expense Type * Required field
PReSS - Consumable Supply&Service

Transaction Date * 05/27/2021 Business Purpose * test

City of Purchase * Auckland, Auckland Vendor Name

Payment Type * Cash

Amount * 85.35 Currency * New Zealand, Dollar

Receipt Status * Tax Invoice GST Applicable Yes

GST amount in NZD Business Unit (UOA) University of Auckland

Department * (9444) Education-9444 Project * PReSS, TLD, 38...

Project Activity * * No Activity * Source Type * * No Source Type *

Product Search by Code

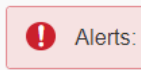
PReSS Department * (9444) Education-9444 PReSS G/L Code * (312775) Consumable Supply...

Comment

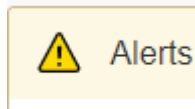
Receipt + Supervisor Approv... Uploaded: 07/20/2021

Detach Append

Red flags – if you come across a red flag, this is hard constraint. This means, you can't submit your report unless the issues in the report are resolved. The red flag message will provide the information of what the issue is and how to resolve it.



Yellow flag – this is just a warning message. You can still submit your report but make sure you read and understand what the message is before submission.



- 8. After completing the expense details, then click 'Save Expense'
- 9. Once all expenses lines are created, click 'Submit Report'.

| | | | | | | | | |
|--|--------|---------|--------------|-----------------------------------|--------------------|------------|-----------------------------|-------------------------------|
| TEST NZD 170.70 | | | | | | | Copy Report | Submit Report |
| Not Submitted | | | | | | | | |
| Report Details <input type="checkbox"/> Print/Share <input type="checkbox"/> Manage Receipts <input type="checkbox"/> | | | | | | | | |
| Add Expense Edit Delete Copy Combine Expenses Move to <input type="checkbox"/> | | | | | | | | |
| <input type="checkbox"/> | Alerts | Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested | |
| <input type="checkbox"/> | | Cash | | Student Field Trips | Auckland, Auckland | 05/27/2021 | NZD 85.35 | |
| <input type="checkbox"/> | | | Cash | PReSS - Consumable Supply&Service | Auckland, Auckland | 05/27/2021 | NZD 85.35 | |
| | | | | | | | NZD 170.70 | |

10. Read 'User Agreement' and Click 'Accept & Continue'

User Electronic Agreement for Student Reimbursement



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


1. This is a true and accurate accounting of expenses incurred to accomplish official study related and there are no expenses claimed as reimbursable which relate to personal or unallowed expenses.
2. All required receipt images, supervisor's approval and a copy of your PReSS account balance (if applicable) 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 over payment 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.

Cancel

Accept & Continue

11. Review the claim summary again and click 'Submit Report'

Report Totals ✕


 Alerts: 1 ▼

| | |
|--|--|
| <p>Company Pays NZD170.70 Employee</p> | <p>Employee Pays NZD0.00 Company</p> |
|--|--|

| | | |
|---------------------------------|--------------------------------------|-------------------------------------|
| Amount Total: NZD 170.70 | Due Employee: NZD 170.70 | Owed Company: NZD 0.00 |
| Requested Amount: NZD 170.70 | Total Paid By Company: NZD 170.70 | Total Owed By Employee: NZD 0.00 |

Cancel Submit Report

Report Status ✕

 Report Submitted

TEST | NZD170.70

Close

12. Back to Homepage of Concur, you can tell the report status at the bottom of each 'box'.

Manage Expenses

Manage Expenses

REPORT LIBRARY View: [Active R](#)

+

Create New Report

| SUBMITTED | 07/20/2021 |
|------------------------------|------------|
| TEST | |
| NZD170.70 | |
| Pending Cost Object Approval | |

13. To find out who is the approver:

Double-click the report you want to check -> Click Report Details-> Click Report Timeline

Pending Cost Object Approval

[Report Details](#) [Print/Share](#) [Manage Receipts](#)

| Report | Payment Type | Expense Type |
|-----------------|--------------|-----------------------------------|
| Report Header | | |
| Report Totals | Cash | PReSS - Consumable Supply&Service |
| Report Timeline | | |
| Audit Trail | | |

Report Timeline

Copy: TEST | NZD85.35

Approval Flow



Report Summary

SUBMITTED
Yang, Tingxuan 07/20/2021

PENDING COST OBJECT APPROVAL
Yang, Tingxuan 07/20/2021