

## Disbursements Office

Concur Profile – Your account is activated when you begin employment; however, there are some steps in your profile that need to be completed by you:

- **Bank Information and Verification** - must be done before submitting Expense Reports. See [Bank Verification Instructions](#) for help.
- **Approval Flow** – must be set up before submitting travel Requests and/or Expense Reports. Submit [Approval Flow](#) form to the Disbursements Office.
- **Email addresses** – reminders and status updates from Concur will only be sent to *verified* email addresses. Verify in Profile Settings under “Your Information”.
- **Delegates** – ask your manager if this applies. Located in Profile Settings under “Expense Settings”.
- **E-Receipts** – activate in Profile Settings under “Other Settings”.

### Using Concur

- Expenses should have a valid business purpose that is stated on the report. Add comments and additional documentation that support the claimed business expense.
- Expense Reports should be done monthly (about every 30 days) instead of by trip expenses.
- Travel Requests must be done before travel occurs and attached to matching Expense Report(s).

### Things to Know

- **Allocations** – purchases or dollar amounts can be allocated to charge more than one budget. See [Allocations and FOAP Quick Reference](#) for help.
- **Infrequent Traveler** – use the [Infrequent User Trip Checklist](#) to aid in the entire process of traveling for FSU.
- **Itemizing expenses** – required for hotels and purchases that have personal expenses. See [Concur Handbook](#) for instructions.
- **Mobile Apps** – there are three available: Concur Mobile, Expenselt, and TripIt. See [Mobile App Introduction](#) for more information.
- **Missing Receipt** – an attempt for a replacement is required; for irretrievable receipts, use [form](#) or add Missing Receipt Affidavit in Concur. See [Missing Receipt Affidavit Training](#) document.
- **Booking Travel** – Professional Travel (Concur) is our preferred booking agent.

Policies to Remember\* – Policies can be found on the Admin & Finance homepage, the Disbursements page, and on MyFSU.

- [Business & Special Expense Policy](#) – Includes information on allowable purchases, sales tax, spouse expenses, IRS regulations, and liquor licenses.
- [Transportation & Travel Policy](#) – Includes information on air travel, car rentals, travel reimbursements, and international travel.

*\*All policies, including departmental policies and any not listed here, must be followed at all times.*

Resources – For more information, instructions, training, and forms on the topics above, please visit our resources below and/or contact our office.

- **Concur Help Page** – Log in to Concur -> Help -> Training
- **MyFSU** – Log in to MyFSU -> Employee Tab -> Professional Development -> Disbursements Office -> Concur Training
- **Disbursements webpage** – Search “disbursements” on Ferris.edu or visit this link [www.ferris.edu/disbursements](http://www.ferris.edu/disbursements)