UNIVERSITY OF CAMBRIDGE

Expenses and the SAP Concur System at the University of Cambridge

Department: Faculty of Divinity

We have created an account for you in SAP Concur, our online expenses system. This guide will help you log into your account, create, and submit your expense claim.

Contact details if you need help

Name of department contact

Hania Biernacka

Phone number and/or email address of the department contact

accounts@divinity.cam.ac.uk

Process

| Log into your account | Create the claim | Submit the claim | Claim is approved | Expenses are paid (into your bank) |

Access — SAP Concur

🌐 Log into **SAP Concur** at **https://eu1.concursolutions.com/**

Login details

Your account is specific to   Faculty of Divinity

If you visit multiple departments, you will have a Concur account for each.

Username: This will be your email address prefixed by   GF , which is the department code and the word visitor.

For example, **agvisitor.jbloggs@gmail.com** where **AG** is the department code. When you first log in you will be prompted to set a password and set up two factor authentication.

Mileage rate
If you are able to claim mileage for using you own car, this will be paid at a rate of   45p
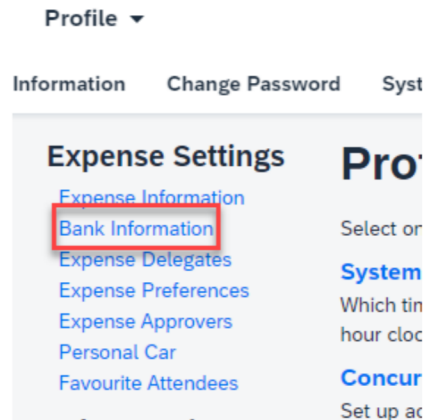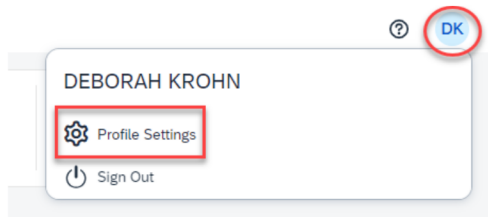
Research Participation fee

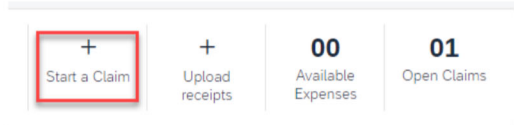Not applicable

Per Diem rates

Not applicable

Bank details

After logging into the system_, you will need to add your bank details in your profile.

Creating your claim

Select **Start a claim** and add a short description of the visit (including the date)

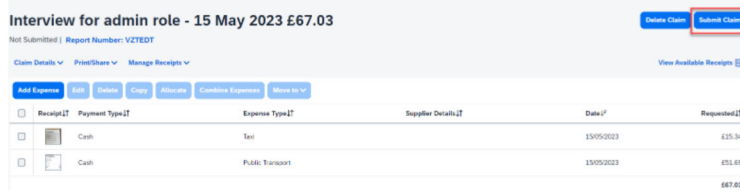Use the **Add Expense** button and choose the relevant expense type. Complete all the required fields.

Add a receipt for the expense item.

Save the expense and repeat the process for any other expense items.

Submitting your claim

When all the expenses have been added, submit the claim.

The approval flow will automatically be added and will not need to be changed.

Further help

Detailed guidance can be found on our Expenses Hub

https://www.expenses.admin.cam.ac.uk/visitors

Specific guidance for

Faculty of Divinity

Subsistance rate for lunch £10.
Prefereble travel by public transport 2nd class.
Inviting person must provide "cost code".