Creating Expense Report for District Credit Card Expenses

Subject:

Creating and Submitting a District Credit Card Expense Report in SAP Concur

Purpose:

This is the process for District Leaders to submit District credit card expenses incurred during the year through Concur. This business process includes a step-by-step procedure for District Leaders who opted to receive a District credit card.

Key Notes:

- Only one (1) expense report should be submitted for each month of credit card activity (e.g., all expenses incurred in July should be submitted in one report).
  - This allows the District Concur approvers, Audit Committee, and District Finance Team to quickly verify credit card transactions against the monthly credit card bills uploaded to our accounting system.
- If the District receives a refund or charge-back, submit the refund with the original expense when possible.
- Credit card expenses must be submitted with the "BOA – Visa" payment type or "Corporate Card" expense source. If "Out-Of-Pocket" (OOP) is selected, the District is paying for the expense twice and the cardholder will need to reimburse the District.



- If a line item indicates "Pending Card Transaction" or "Expenselt" this means the receipt was uploaded before the credit card company populated the charge in your Concur account. **Please wait until you see the matching "BOA – Visa" expense line before moving the expense to a repo**rt.

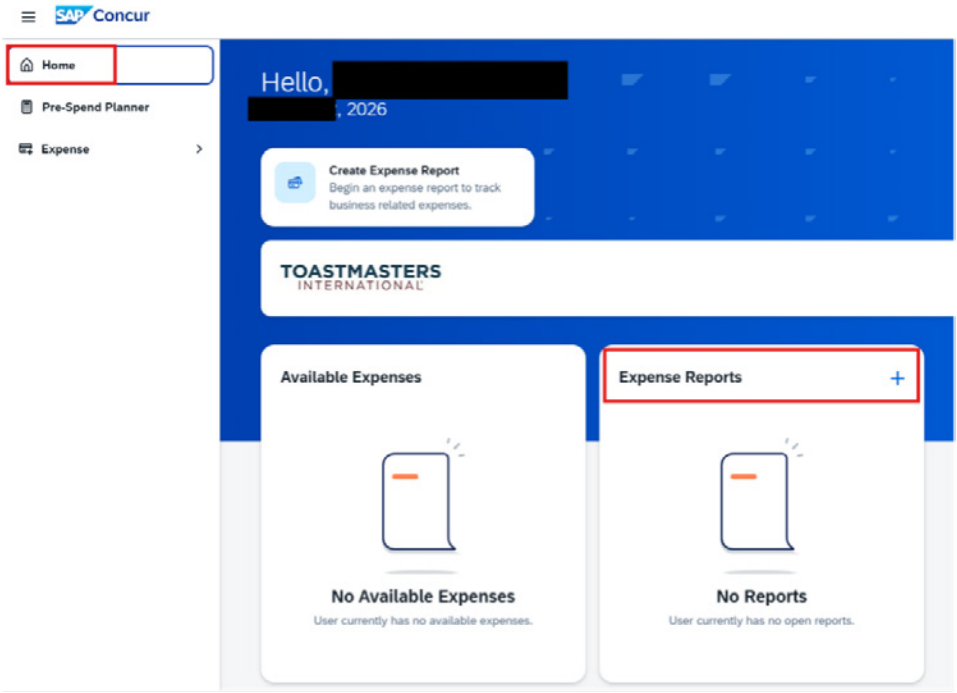


Step by Step Procedure:

1. Open a browser on your computer.
2. Navigate to **concursolutions.com/**.
3. Log in to Concur using your District credentials. For your first login please see the following user ID and password instructions:
   a. User ID: [8-digit member ID]@toastmasters.org
      - Example: 00112233@toastmasters.org
   b. Select "forgot password".

This should email you a link allowing you to update your password and subsequently log in. If you have any issues with login specifically, including the two-factor authentication requirement, please view the **Logging into Concur training**. If you continue to have issues, please email District Finance at **districtconcur@toastmasters.org**.

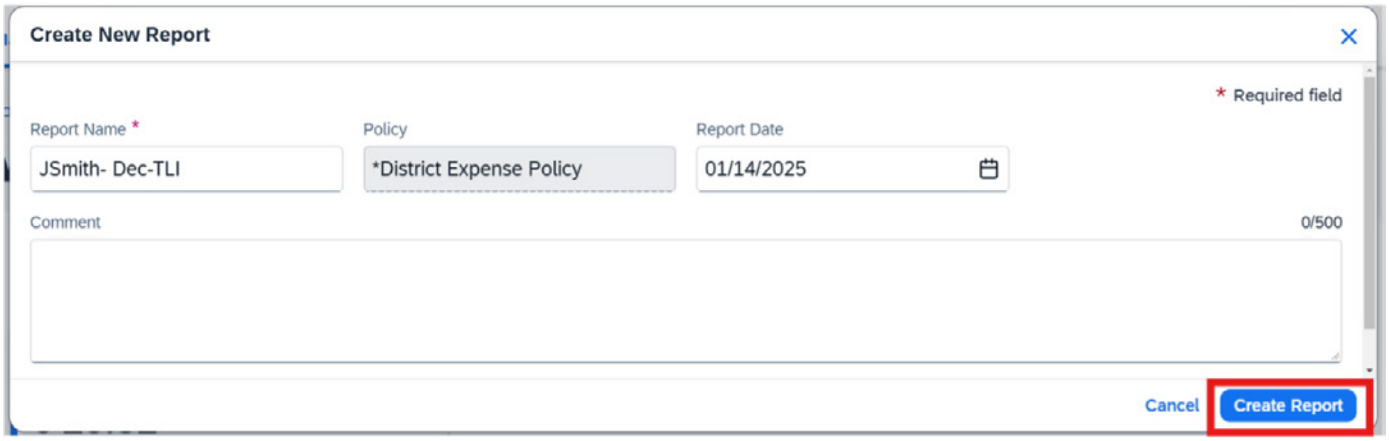
4. Create an expense report by clicking on the + (plus mark) icon on the Home menu.



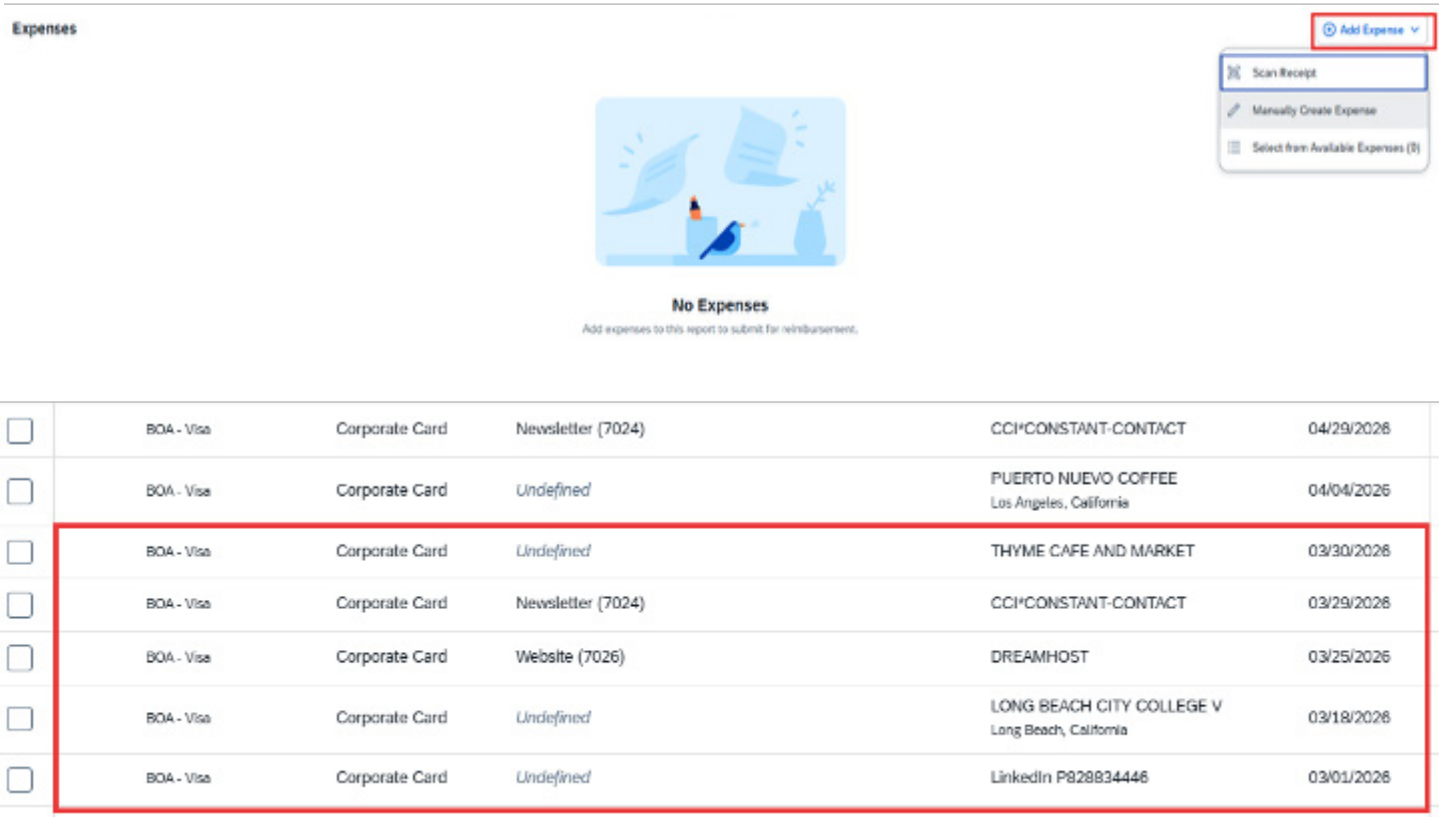
   a. Title it as follows: <First Initial Last Name>-<Month>-<District Credit Card> (example: JSmith-June-District Credit Card)
      i. Policy: *District Expense Policy (This should default and not need to be changed.)
      ii. Report Date: (This should default to the current date and not need to be changed.)

Please note if Expense Assistant is enabled in your Concur profile, the system will automatically populate a named expense report with the given monthly District credit card activity. The naming convention on this auto-generated report is acceptable, and you can skip to step 7 of this walkthrough.

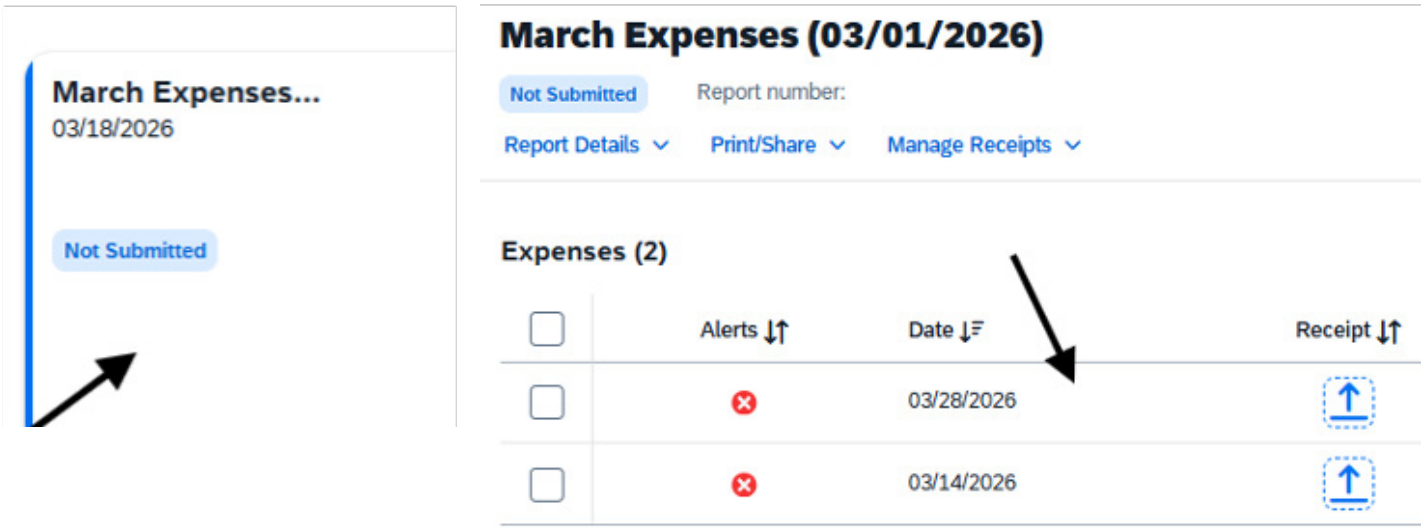
5. Create an expense report by clicking on the + (plus mark) icon on the Home menu.



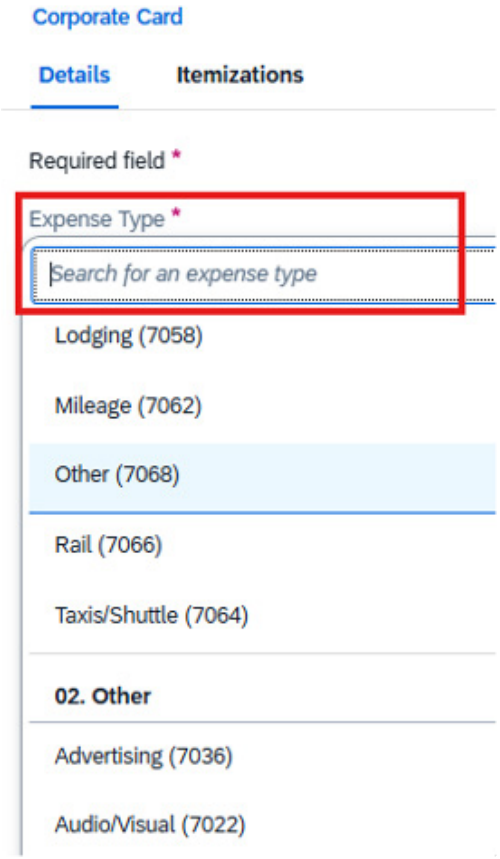
6. Within your newly created expense click "Add Expense" and navigate to "Select from Available Expenses". Now you may select all "BOA – Visa" expenses incurred that month.



7. Select the report you wish to edit and click on an expense line within the report.

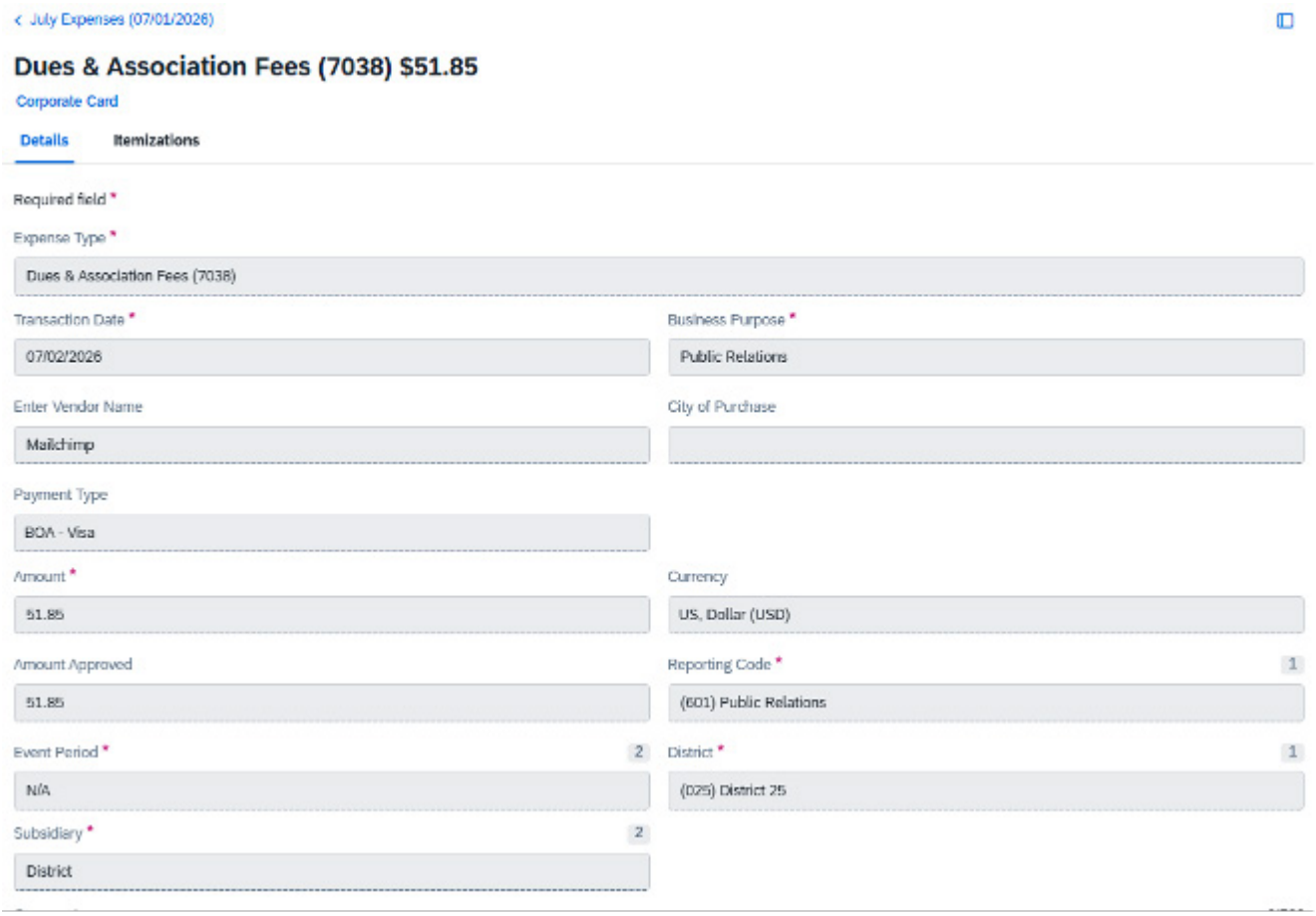


8. Type or select the expense type "Account Label". This will relate to the type of charge you are entering; some common examples include.
   i. 7060: AIRFARE EXPENSE
   ii. 7062: MILEAGE EXPENSE – Mileage must not be entered for any District credit card expenses.
   iii. 7064: TAXIS/SHUTTLE EXPENSE
   iv. 7066: RAIL EXPENSE
   v. 7068: TRAVEL – OTHER
   vi. 7058: LODGING
   vii. 7016: MEAL EVENT EXPENSE
   viii. 7078: FOOD EXPENSE
   ix. 7056: CONVENTION REGISRATION FEES
   x. There are additional account labels available in section **02. Other**

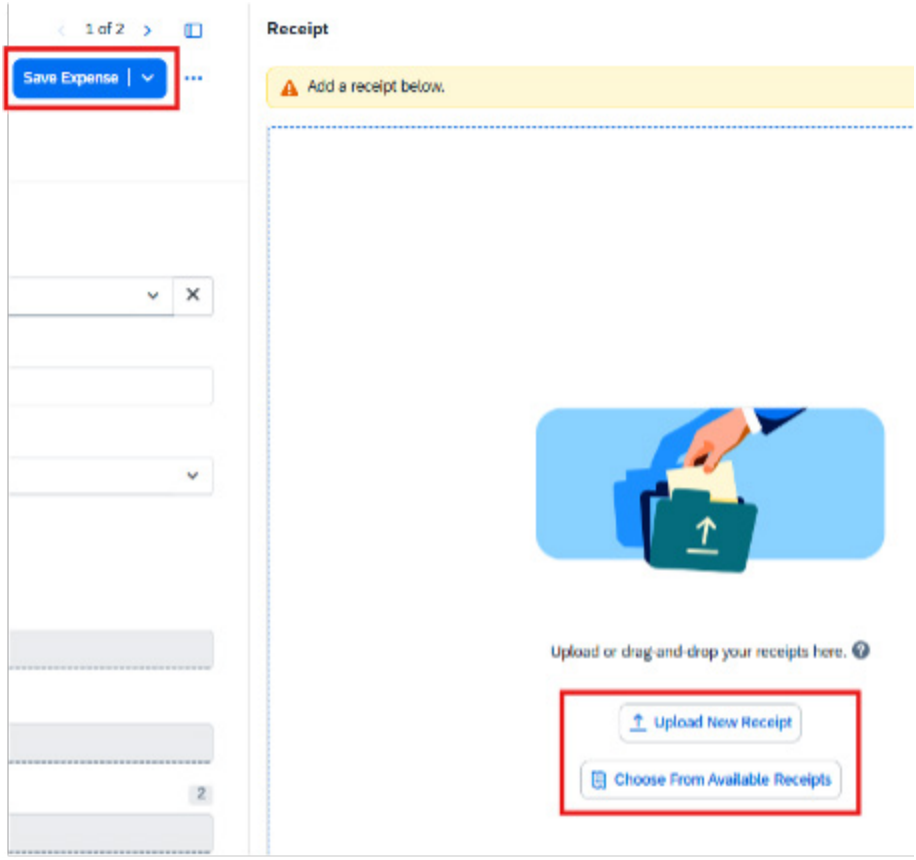


9. Update the following information, as needed. All additional fields not listed below are automatically populated via the credit card company and must not be changed.
    i. Business Purpose – Brief title or description of expense.
    ii. Reporting code – This should match how the expense was budgeted. For example:
        10. Travel Reporting Codes – All travel-related expenses for the individual.
        11. Lodging Reporting Codes – All lodging-related expenses for the individual.
        12. Food and Meals Reporting Codes – All District-related food and meal event expenses paid for by the individual.
    iii. Event Period – This will either have the option for "N/A" or may be changed to the month the District expense is related to. For example:
    iv. (20XX-04) or (20XX-05) for District Conference-related expenses.
    v. District – This should default to your District, if this information is incorrect, please contact the District Finance Team at **districtconcur@toastmasters.org**.
    vi. Subsidiary – We recommend using "District", there may be other available options that can be selected if relevant as well.

10. An example of a completed expense is shown below:



11. Add the receipt in the right-hand pane and select “Save Expense”.
    a. This can be done by dragging the receipt into the box or clicking one of the options below.



12. Once all District credit card expenses and receipts are added to the report, the “View Alerts” icon will disappear and allow you to select “Submit Report”.



13. An electronic agreement will appear. Select “Accept & Continue”.



©2026 Toastmasters International. All rights reserved. Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only by permission. Any illegal reproduction of this content will result in immediate legal action.