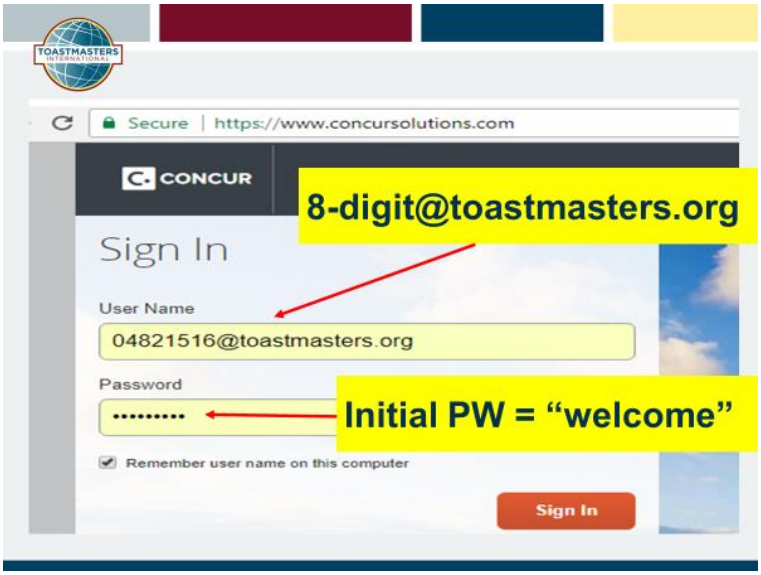
Concur for DEC Members

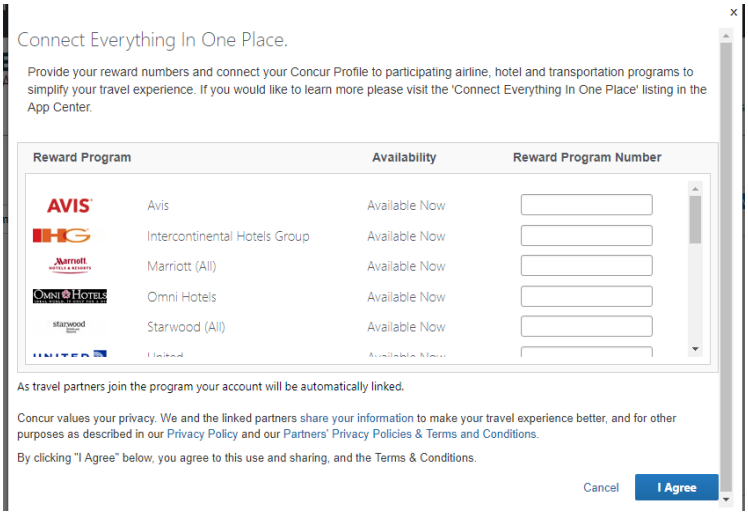
Sign in at www.concursolutions.com

User name is your Toastmasters ID with leading zero(s) to make 8 characters "@toastmasters.org"

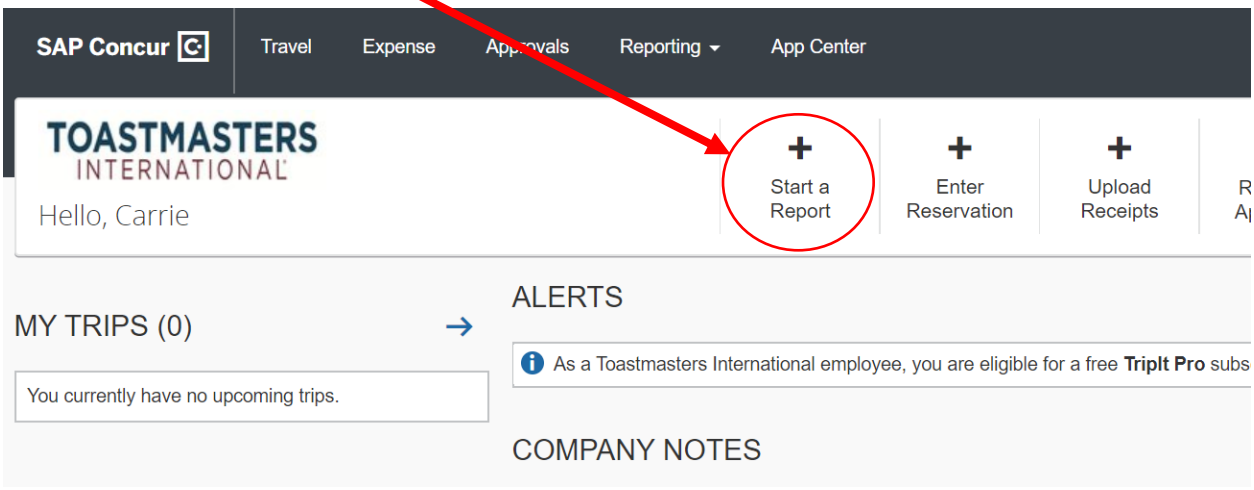
Your initial password will be "welcome," and you will be asked to change it immediately. If you forget your password, you cannot reset it yourself. Contact the Finance Manager, who will request a password reset from WHQ.



X out of the next screen, or click "I Agree" to never see it again.



To create an expense report:

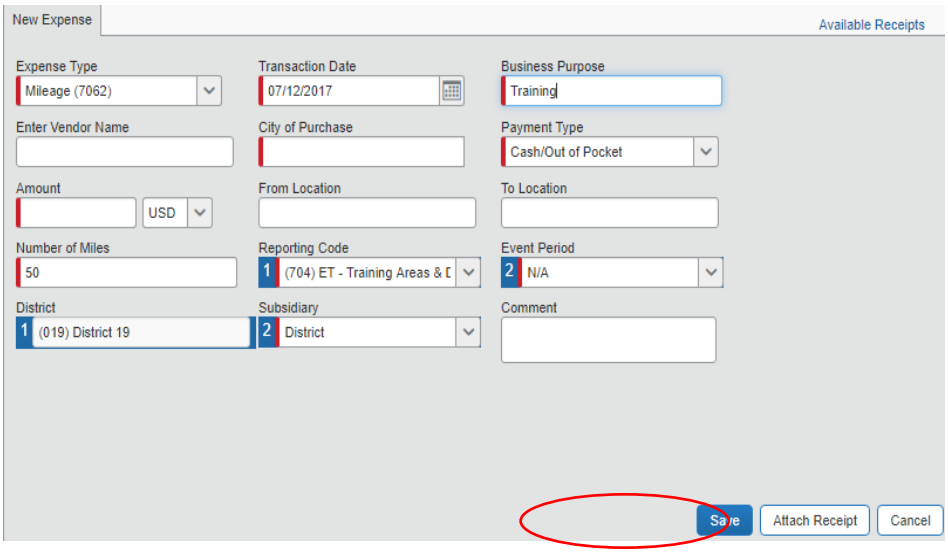


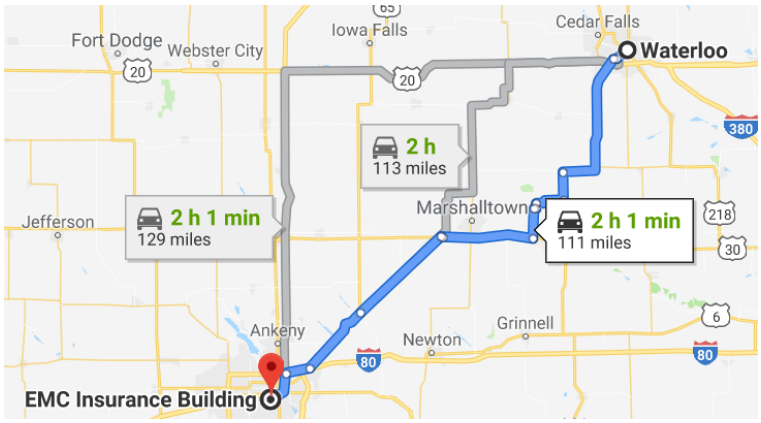
Name it anything you like and use the comments to help explain what the report is for.

Click on New Expense, then select “expense type” such as Mileage under Travel as shown below.

Fill out all information on the expense form & attach documentation

Multiple expenses can be submitted on one report – best practice is to submit expenses within 30 days. After 60 days we may not be able to reimburse you.



Include documentation: Scan receipts (or upload photo directly in the Concur app). For Travel, please indicate round trip distance x $0.14/mile (after October 17, 2019.) Only travel to DEC meetings or for official AD club visits over 50 miles round trip currently are eligible for reimbursement. In the expense details, please provide cities traveled to and from.

For example: Travel from Waterloo to Des Moines for 2/1/2010 DEC: 111 miles x 2 x $0.14 = $31.08