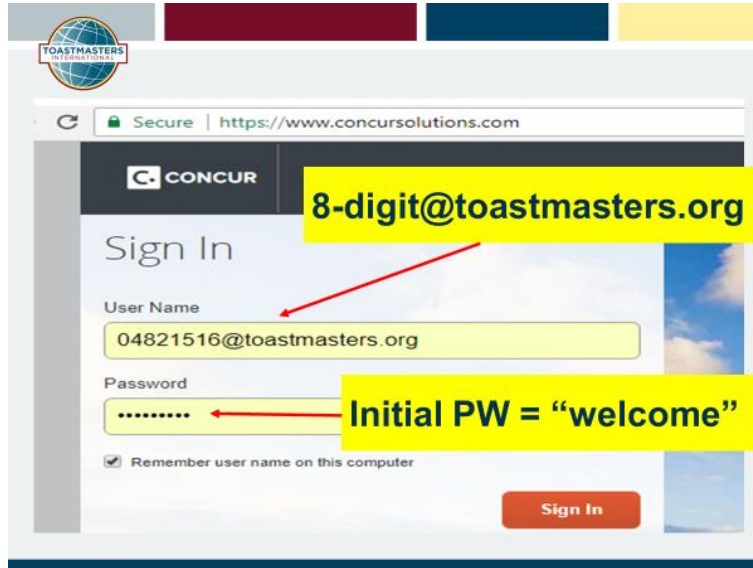


## Concur for DEC Members

Sign in at [www.concursolutions.com](https://www.concursolutions.com)

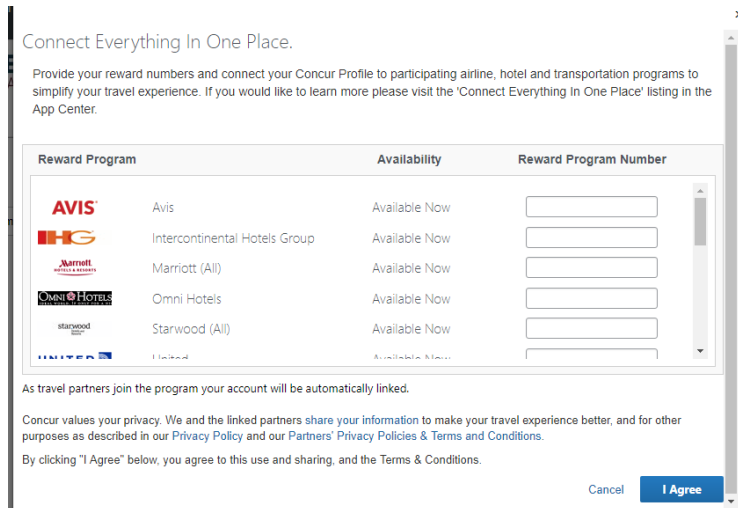
User name is your Toastmasters ID with leading zero(s) to make 8 characters “@toastmasters.org”

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.









The screenshot shows the Concur Sign In page. The browser address bar displays "Secure | https://www.concursolutions.com". The page features the Concur logo and a "Sign In" heading. The "User Name" field contains "04821516@toastmasters.org", with a yellow callout box above it stating "8-digit@toastmasters.org" and a red arrow pointing to the field. The "Password" field contains ".....", with a yellow callout box to its right stating "Initial PW = 'welcome'" and a red arrow pointing to the field. A "Remember user name on this computer" checkbox is checked. A "Sign In" button is located at the bottom right.

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



The dialog box is titled "Connect Everything In One Place." and contains the following text: "Provide your reward numbers and connect your Concur Profile to participating airline, hotel and transportation programs to simplify your travel experience. If you would like to learn more please visit the 'Connect Everything In One Place' listing in the App Center." Below this is a table with three columns: "Reward Program", "Availability", and "Reward Program Number".

Reward Program	Availability	Reward Program Number
 Avis	Available Now	<input type="text"/>
 Intercontinental Hotels Group	Available Now	<input type="text"/>
 Marriott (All)	Available Now	<input type="text"/>
 Omni Hotels	Available Now	<input type="text"/>
 Starwood (All)	Available Now	<input type="text"/>
 United	Available Now	<input type="text"/>

Below the table, it states: "As travel partners join the program your account will be automatically linked." and "Concur values your privacy. We and the linked partners share your information to make your travel experience better, and for other purposes as described in our Privacy Policy and our Partners' Privacy Policies & Terms and Conditions." At the bottom, there is a "Cancel" button and an "I Agree" button.

To create an expense report:

SAP Concur Travel Expense Approvals Reporting App Center

**TOASTMASTERS**  
INTERNATIONAL

Hello, Carrie

**+** Start a Report **+** Enter Reservation **+** Upload Receipts R Aj

MY TRIPS (0) →

You currently have no upcoming trips.

ALERTS

**i** As a Toastmasters International employee, you are eligible for a free **TriplT Pro** subs

COMPANY NOTES

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.

All Expense Types

<b>01. Travel</b>	<b>...02. Other</b>
Airfare (7060)	Equipment Rental (7090)
Convention Registration Fees (7056)	Express Mail/Courier (7046)
Food (7078)	Gifts & Thank Yous (7080)
Lodging (7058)	Incentives (7082)
<b>Mileage (7062)</b>	Maintenance & Repairs (7052)
Other (7068)	Meal Events (7016)
Rail (7066)	Newsletter (7024)
Taxis/Shuttle (7064)	Outside Contractor (7042)
<b>02. Other</b>	Personal Expense - Due to District (3710-000000)

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.

New Expense Available Receipts

Expense Type Mileage (7062)	Transaction Date 07/12/2017	Business Purpose Training
Enter Vendor Name	City of Purchase	Payment Type Cash/Out of Pocket
Amount USD	From Location	To Location
Number of Miles 50	Reporting Code 1 (704) ET - Training Areas & C	Event Period 2 N/A
District 1 (019) District 19	Subsidiary 2 District	Comment

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

