

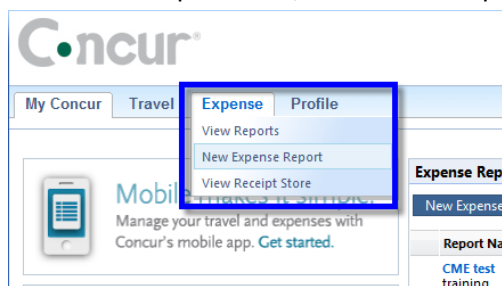
Concur – CME Expenses

Submitting Reports

Creating a CME Expense Report

In order to assure quick reimbursement for any CME related expenses, please follow the steps below.

1. Log in to your Concur account. The default login info for Concur is this:
 - a. Go to Concur: www.concursolutions.com
 - b. Your user name is 1 + your Employee number@teamhealth.com. So let's say your employee number is 555123, your user name would be 1555123@teamhealth.com (ask your HR representative for your employee number or look at your most recent pay stub).
 - c. The default password is either 'teamhealth' or 'welcome' (change it after you log in).
2. Choose the Expense tab, then Create Expense Report.



There are two areas that you will need to mark a CME expense report.

- a. On the report header, when you first create the Expense Report, check the **CME/IHARP Expense per Contract** box

- b. For all expenses that you are trying to enter, select the Expense Type of **CME – Contractual** for either MLP/CRNA or PHYSICIAN. Fill in the details of what the expense is in the Comment box.

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- c. Fill in the required expense fields (notated by the orange bar in the box)

New Expense		Receipt Store
Expense Type	Transaction Date	Business Purpose
CME - Contractual (Physician)	12/12/2011	
Vendor Name	City	Payment Type
University of Tennessee	Knoxville, Tennessee	Cash/Personal Credit Card
Amount	<input type="checkbox"/> Personal Expense (do not reimburse)	Comment
250.00 USD		
Division	Accounting Units	
(FLACS) Florida Hospital Medicine	(13924) Neighborhood Health Plan	

- d. Attach an electronic version of any receipts or paperwork. You may scan these as a PDF and attach the PDF using the Attach Receipt button at the bottom of the screen.
- e. Save the Expense item.
- f. Submit the Report

NOTE: You will get email notifications when the report has been approved or if it was sent back to you for editing.

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TIPS on Receipts

How do I take a paper receipt and attach it to the report?

There are multiple ways to do this. Let's look at the steps involved first.

Step 1 is to either take a photo of the receipt (with your camera or phone) or scan it to get it into a usable format.

Step 2 is to take that image file of the receipt and attach it to the Expense Report.

But how do I get the photo on my phone to the computer to attach it?

You can email it to yourself from the phone, then check your email on the computer.

Or, you can email the photo to myinbox@concursolutions.com AFTER you setup your account. This will send the photo to your Receipt Store in Concur.

Setup the Receipt Store

1. Log into Concur
2. Go to Expense → View Receipt Store
3. Type in your email address and press **Submit**
4. Check your email for the Verification Code
5. Copy that code to the Verify box then press **Verify**

Now you can email your receipt images to myinbox@concursolutions.com from any computer or mobile device.

Concur™

My Concur Travel **Expense** Profile Help Log Out

View Reports New Expense Report **View Receipt Store**

Expense Center - Test User John TestUser

How to use Receipt Store

Get Verified 1	Email Receipts 2	Attach to Expense 3
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Verify the email address account(s) you will be emailing your receipts from.

To start the verification process, enter your email address and click Submit. Concur will send you an e

1) Email Address Remove:	Code Verify:
<input type="text" value="jboyd@teamhealth.com"/>	<input type="text" value="VERIFIED"/>
2) Email Address Submit:	Code Verify:
<input type="text"/>	<input type="text"/>
3) Email Address Submit:	Code Verify:
<input type="text"/>	<input type="text"/>