

FAQ

1. Concur: how do I code my expenses to the correct research grant?

When starting a new expense claim, or completing a BMO report, in Concur the 'fund number' field (circled below) needs to be correctly completed. In general, this field is preset to a 'start-up' or 'PD' fund. Accordingly, should you wish to charge an expense to a different grant fund, this field needs to be changed.

To change the fund, simply select the appropriate fund from the drop down list. To be clear – expenses will go where the claimant routes them; please take the time to select the appropriate fund from the outset as this reduces work-effort in making corrections and will ensure that your account balances are as accurate as possible.

If you have questions about what fund a particular expense should be directed to, either in terms of eligibility or fund availability, please consult your research analyst. A listing of research analysts by Faculty can be found [here](#).

Create a New Expense Claim

Claim Header

Report/Trip Name	From Date	To Date	Report/Trip Purpose	Trip Type	User/Traveler Type
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emp Id	Fund	Org	Program	Activity	Additional Information
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Research/ID User					Report Date
<input type="text"/>					<input type="text"/>

For those with multiple research funds and wish to allocate expenses to different fund within a claim, please see the '[Concur Expense User Workbook](#)' (pg. 46).