

Concur

Ample training for the [Concur tool](#) is available via the [Syensqo Hub](#). Two particular items of note:

1. The business pays ~€45 for each Concur report submitted - so please generally limit submissions to approximately monthly frequencies, if possible.
2. Please allocate expenses to a SAP project code (WBS) wherever possible - following similar principles to the Replicon charging. DevCap projects are first choice/priority, followed by Expense projects - with defaulting to your Cost Center only if no other avenue.

The WBS code can be included for an entire report, if appropriate, in the 'Report Header':

Report Header

2023-09 | £207.08

Business Purpose *	Report Id	Creation date	Approval Status
2023-09	26B85BBA78964341AAC7	04/09/2023	Not Submitted
Payment Status	Amount Due Company	Amount Due Employee	Amount Due Company Ca
Not Paid	0	0	0
GBU/Function	Sub GBU/Function	Employee Cost Center *	Cost Object Type (Project
GBU COMPOSITE MATERIALS (COMP)	GBU COMPOSITE MATERIALS (001320)	(7771-6037) CTD EN	(WBS) WBS ELEME
Cost Object Number			
(WRX-C18201.080450) WING OF TOMMORO			

... otherwise, individual expenses can be allocated within a wider report:

Parking £8.00

14/09/2023 | DERBION CENTRE | Corporate Card

Details | Itemizations

* Required field

Expense Type *	Parking		
Transaction Date	14/09/2023	Business Purpose *	Hotel parking
Vendor	DERBION CENTRE	City of Purchase *	Derby, Derbyshire
Payment Type	HSBC MASTERCARD EMEA	Amount	8.00
Currency	UK, Pound Sterling (GBP)	Receipt Status *	Receipt
Cost Center *	(7771-6037) CTD EN	<input type="checkbox"/> Personal Expense (do not reimburse)	
Cost Object Type (Project WBS or Internal Order)	(WBS) WBS ELEMENT	Cost Object Number	(WRX-C18201.080450) WING OF TOMMOROW - PREPREG
Comment			