



THE STEPPING STONES GROUP

Transforming Lives Together

Welcome to Concur

Finance Reimbursements Reference Guide 25/26 School Year New Hire and PDA Letter

Attached: Reimbursement Policy, New Hire and PDA Letter, and Payment Tracking Procedure

Employee Expense Reimbursement Policy

Reimbursements are paid out via reports submitted in Concur. We **do not** reimburse receipts sent to Finance Reimbursements through email.

Concur can be accessed at the following link: <https://www.concursolutions.com> or with the mobile app. [SAP Concur mobile application](#)

For assistance with Two-Factor Authentication, see **Two-Factor Authentication document** attached to the Welcome email or email Finance Reimbursements for a new copy.

To facilitate timely reimbursement and ensure deadlines are not missed, please submit expense reports **60-90 days after purchases are made**.

Detailed Receipts Are Required - For smoother processing, ensure all reports contain **Receipt Images** which meet the following criteria:

- Vendor's name
- Date of purchase
- What was purchased
- Purchase cost of each item
 - Total amount paid
 - Method of payment

* **PLEASE NOTE:** If any of these items are missing from your receipt images, your report will be returned to you for the addition of images containing this information.

- Use only the **actual receipt dates** printed on the receipt for the **Expense Report** and **Individual Expenses**. Using other dates may cause a delay in reimbursement.
- **PRE-AUTH expense type is not the same as PDA and is not to be used for submissions for any reimbursements.**

Reimbursement of New Hire Expenses and Professional Development Allowance (PDA)

Note: Furniture and Clothing are not reimbursable expenses.

| Eligible PDA Expenses | Eligible NEW HIRE Expenses |
|--|-----------------------------|
| ASHA Or AOTA Dues | Background Checks |
| State Licenses | CPR |
| Assessment Materials | Fax Related Costs |
| Books Used During Therapy | Fingerprints |
| CDs Used During Music Therapy | Live Scan |
| Computers, Tablets and Cell Phones e.g., iPad (includes Therapy-Related Apps) | Mail Costs |
| Continuing Education Units | Notary Fees |
| Headphones (includes AirPods) | TB Skin Test |
| Hue Cams | Transcripts |
| Laptops | Mandatory Reporter Training |
| Manipulatives (OT/Classroom-Related) | |
| Microphones | |
| Monitor Stand (NOT Monitors) | |
| Office Supplies (Contact Finance Reimbursements to confirm eligibility of items) | |
| Printer, Printer Ink, Printer Paper | |
| Professional Organization Dues (for all Disciplines we Employ) | |
| Protocols | |
| Classroom Toys/Items used in Therapy | |
| Teaching Materials | |
| Therapy Materials | |
| Professional Subscriptions (e.g. SpeechPathology.com) | |
| Protocols | |
| Lodging/Food for CEU Events (MUST be approved by recruiter) | |
| Web Cams | |

NOTE: Reimbursements for other items not on this list will be addressed on a case-by-case basis and should be approved in advance by your manager.

Item eligibility is subject to change year-to-year, and we reserve the right to reject expenses for accounting/audit purposes.

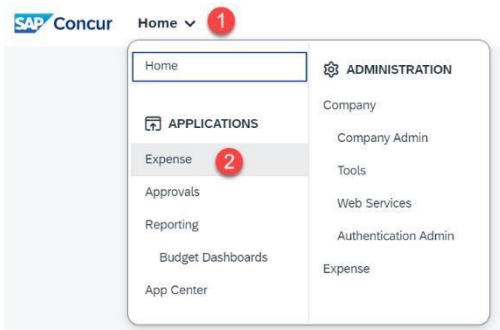
Reimbursement Payment Tracking Procedure

Although you will receive an auto-reply message when your expenses are approved stating you have been paid, this is not accurate. Please disregard it. We apologize for any confusion, but we cannot change the automated message.

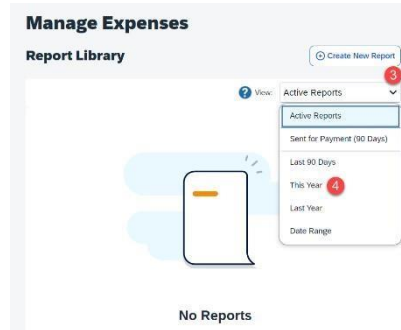
We process payments on payday, but reimbursements are not included in your paycheck. Instead, they are deposited into your bank account 3-5 business days after we initiate payment processing. The first reimbursement may take longer.

If you do not see the payment 10 days after the estimated deposit date, please contact your bank, as we have sent the funds.

To track the payment status of your Reports in Concur: Go to your Expenses tab from the home screen.



There, you will see a list of all reports submitted (make sure you choose This Year from the dropdown to see approved reports ready for payment).



Click on the Report you want to view.

Manage Expenses

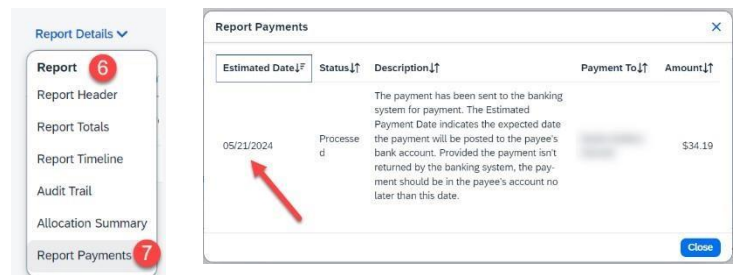
Report Library

Create New Report

View: This Year

| Report Name | Status | Report Date | Amount | Requested | Due Employee |
|--|--------|-------------|----------|-----------|--------------|
| Wellness No: LHXKMR / ID: 9E42775E771D4EB4057 | Paid | 06/24/2024 | \$100.00 | \$100.00 | \$100.00 |
| Wellness No: ZDBUFV / ID: 508BED2E7F4441DC5B2 | Paid | 05/23/2024 | \$65.81 | \$65.81 | \$65.81 |
| Wellness No: 1EDAQ / ID: 9C9C18079F3408F888 | Paid | 05/01/2024 | \$34.19 | \$34.19 | \$34.19 |

From there, click the Report Details dropdown and choose Audit Trail if you want to see when your Report was in various statuses, or Report Payments to see your



payment status and estimated payment date.

NOTE: If your banking information in your Concur profile is incorrect, then the payment will show the bank could not deposit funds. You will need to update your banking information in Concur and when we make the next payment, Concur will retry to deposit funds.