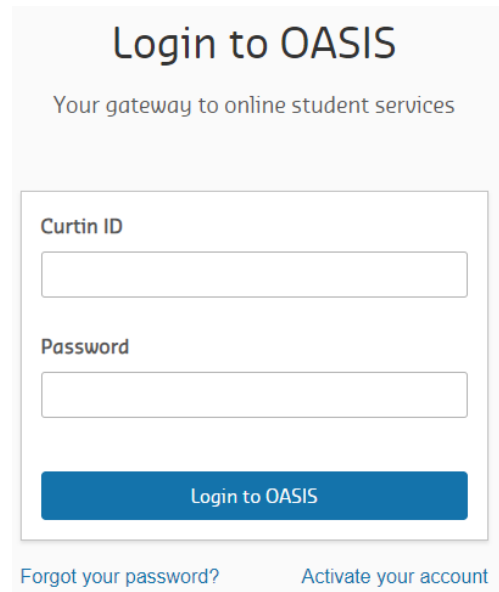# CONCUR STUDENT USER GUIDE

Concur is an expense management system used by Curtin University to manage student reimbursement claims. This guide provides a step by step guide to assist you on how to add your bank details.
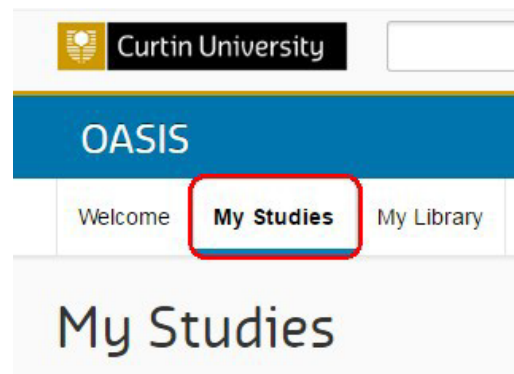
Access Concur

Step One

Sign in to your Student Oasis account.

You can access Student Oasis by following this link : https://oasis.curtin.edu.au/Auth/LogOn

Login to OASIS

Your gateway to online student services

Curtin ID

Password

Login to OASIS

Forgot your password?   Activate your account

Step Two

Click My Studies tab as shown in the screenshot

Curtin University

OASIS

Welcome   **My Studies**   My Library

My Studies

Step Three

Click the Payment Recipients link located under IT Resources. This will redirect you to your Concur homepage.

IT Resources ?

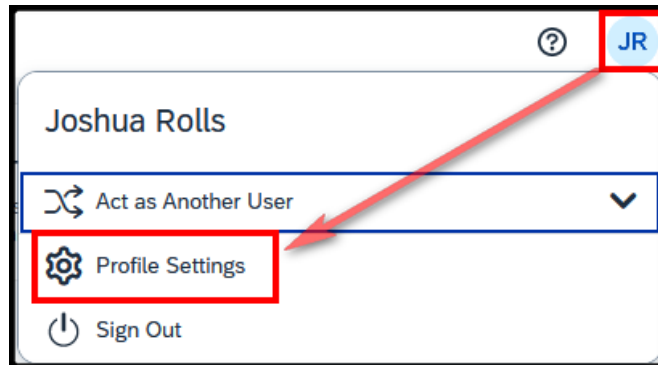SupportU

How to enter bank details

Payment Recipients

Gartner IT Research
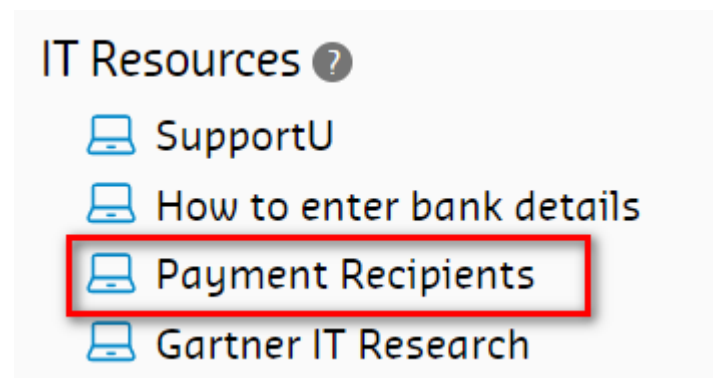
If you are having issues logging into Concur, please contact Concur Helpdesk@curtin.edu.au or call 08 9266 2319.
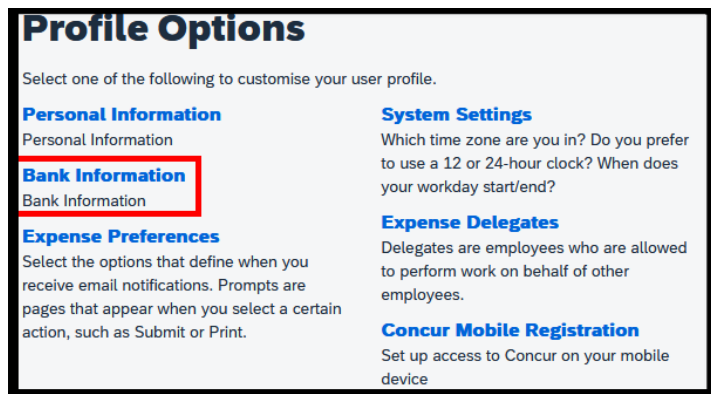
Add Bank Details

Step One

Click Profile from the top right side of your Concur page.

Click Profile Settings link.

Step Two

Choose Bank Information from the Profile Options.

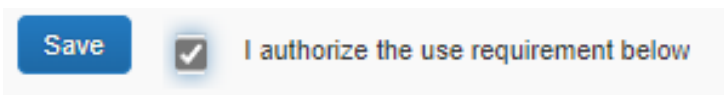## Step Three

Please read the field headers and complete each field accordingly.

- Go to www.bsbnumbers.com to search for the branch location.

- Fill up your address.
  PO Box is not accepted.

- Ensure Active field is set as Yes

- Ensure to complete the State/Territory field

Step Four

Select the check box next to I authorize the use requirement below. Then click Save

Key Points

Please note that as a student you are only required to enter your bank account information. Do not change any settings or navigate anywhere other than those specified in this guide. Any changes made to your Concur account could cause delays to the processing of your payments or even cause the payments to be cancelled.
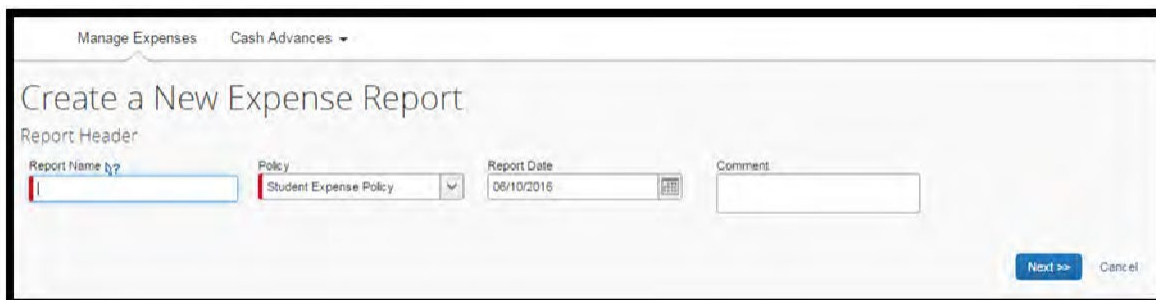
Should there be a need to change any details that have not been specified in this guide please contact Concur Helpdesk for assistance by ConcurHelpdesk@curtin.edu.au.

Submit your claim

Step one:
Select 'Start a Claim' on top of your Concur page.
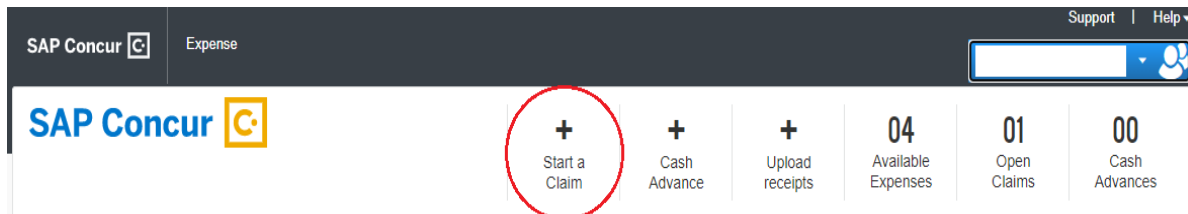
Step two:
Create a New Expense Report

Report **Name**	HDR + "Your Initials" + Month/Year Example: HDR-MI-Sept2016
Policy	Student Expense Policy
Report Date	Use default date
Comment	Add any further information in this box.

Click Next.

Add Expense
Option 1: New Expense
Click **New Expense** or type in the expense description into the Expense search bar.

Option 2: Quick Expense
Click **Quick Expense**. Fill all the required fields. Click **Save**.

Expense Type Selection

The following table highlights the items that are eligible for reimbursement under [Research Support Fund Reimbursable Items List](#) and [Guidelines for Essential Facilities and Research Support for Highter Degree by Research Students](#).

Consumables Expenses:		
Category	*Expense Examples*	*Suggested Expense Type Selection*
Workshops/Training Courses	Airfare	70362-Student Travel Expenses
	Accommodation	70362-Student Travel Expenses
Stationery	Stationery	72401-Stationery
	External printing/photocopying	72605-External Printing Expenses
	Postage	71801-Postal Expenses
	Art supplies	72722 - Student Consumables
Specialist software	PC Software	72301-PC Software & Licence <$5
Specialist textbooks	Manuals	71901-Books & Monograph
	Laboratory texts	71902-Lab Texts
Transcription/translation services	Transcription/Translation expenses	70313 - Student Thesis Allowance
Thesis	Database and data services	71905-Data Collection
	Binding/printing	72611-Binding (Max 2 sets)
Publications	Journal publication or Open Access	71903-Journals, Periodicals & Serials
Research participants incentives	Gift vouchers	70315 - Student Support (Supervisor *approval is required*)
Lab consumables purchased through an approved University provider (where not provided by the School)	Chemicals	72701-Chemicals
	Laboratory analysis	72702-Laboratory Analysis
	Laboratory expenses	72707-Laboratory Expenses
Other consumables/materials	Other consumables/materials	72769 - Other Consumables

If your expense is not listed in the options provided, please contact Concur Helpdesk at 9266 2319 or email address ConcurHelpdesk@curtin.edu.au for assistance

Expense Information
Fields highlighted are mandatory.

1	Expense type should be auto-filled based on your previous selection.	9	Enter the amount that is inclusive of GST.
2	This is the date when the purchase/payment was made.	10	Enter the payment currency. Australian Dollar (AUD) will be selected by default. Payments made to other currencies will be adjusted to Australian Dollar using the currency rate of the day.
3	Provide clear description on item purchased or service paid.	11	Select receipt only. Please provide proof of receipt
4	Your student ID should appear in this field.	12	Leave the box ticked if the transaction has GST.
5	Your name should appear in this field.		Untick the box if GST is not applicable. Remove tick for transactions incurred outside of Australia.
6	Provide the name of the vendor.	13	Not applicable, student cannot enter into this fields
7	Provide the vendor's city of origin, or where the transaction was originally made.	14	Total amount for Research Support Funds (consumables) currently available to claim
8	Select HDR Consumables.	15	Provide useful information, example: Student Travel Request approved in TOP

Attach Receipts

To attach the evidence required for your claim, click on the Upload Receipt Image on the right-hand side of your Concur expense claim. The system will prevent you from submitting the report if no receipt has been attached.
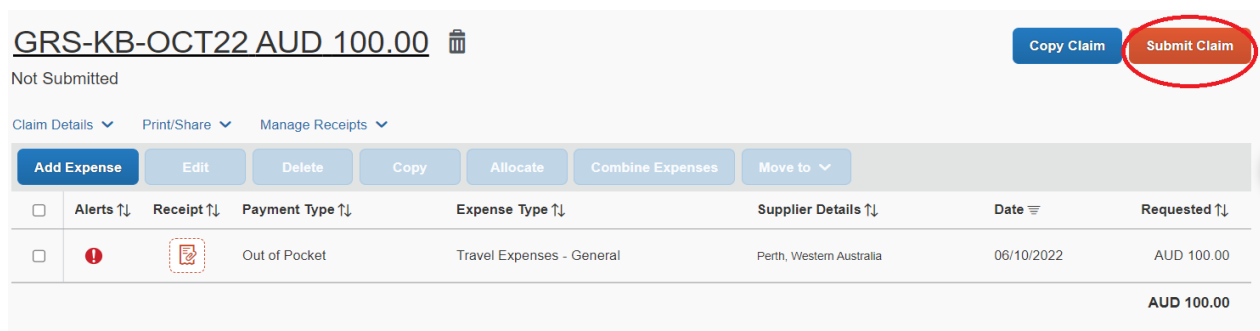
Save Expense

Click on 'Save Expense' (in the top left of the Expense claim form) once all the above are completed

Submit Claim

Once you have finished entering all of your expenses, click Submit Report located on the top right of your report.

Click Submit Report again (see below).

Claim Totals ⊠

Amount Total:	Due to Employee:	Owed to Company:
AUD 100.00	AUD 100.00	AUD 0.00
Requested Amount:	**Total Paid By Company:**	**Total Owed By Employee:**
AUD 100.00	**AUD 100.00**	**AUD 0.00**
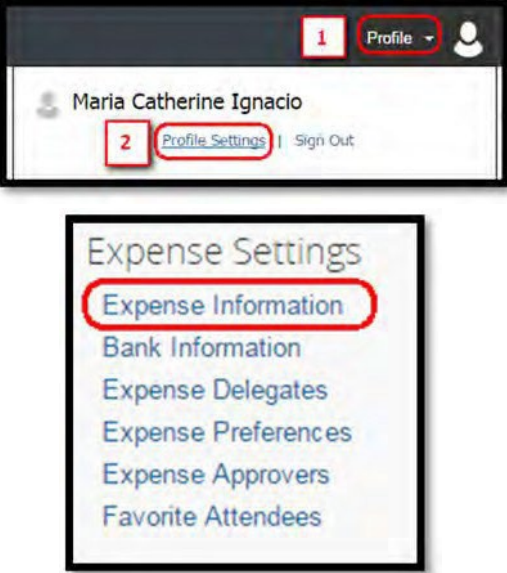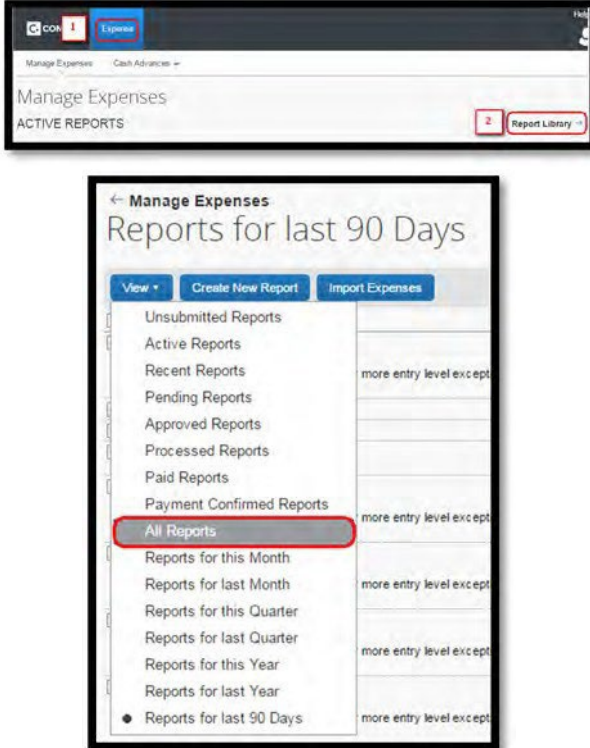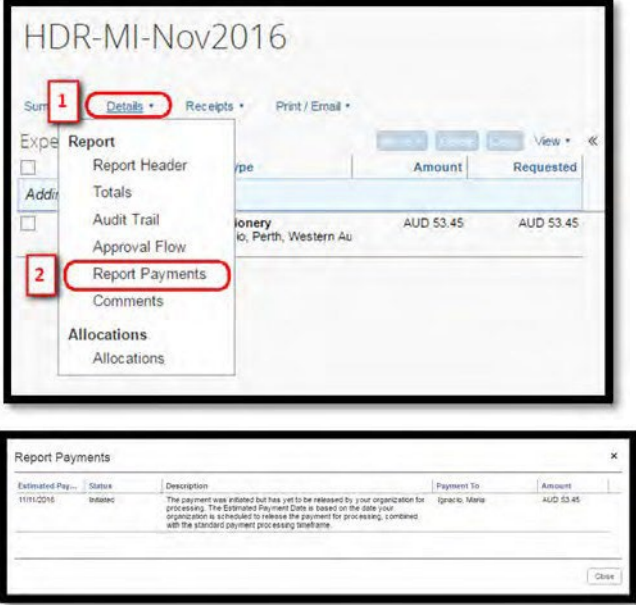
Cancel **Submit Claim**

Frequently Asked Questions

Q: How to view my current balances?	Q: How to review previous reports?	Q: How to track the status of an approved report?
A: Go to "Profile". Click "Profile Settings" Choose "Expense Information" under Expense Settings.	A: Go to "Expense" tab. Click "Report Library". Change View filter to "All Reports"	A: Open the report. Go to "Details". Choose "Report Payments."

HDR CONTACTS:

Graduate Research School
Email: roc.grs@curtin.edu.au
Phone: 08 9266 3337

Concur Helpdesk
Email: ConcurHelpdesk@curtin.edu.au
Phone: 08 9266 2319