



# CONCUR STUDENT USER GUIDE

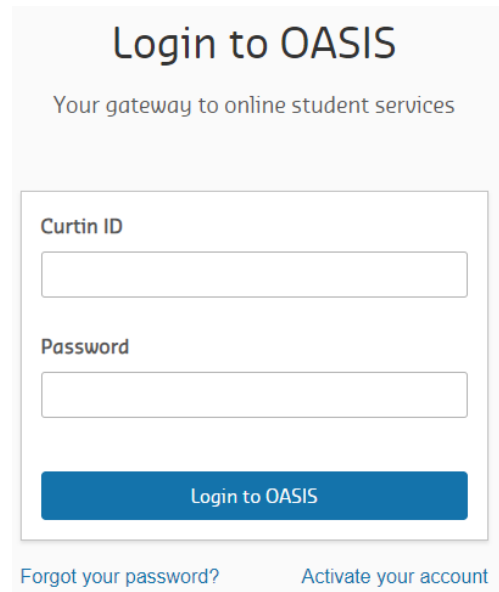
Concur is an expense management system used by Curtin University to manage student reimbursement claims. This guide provides a step by step guide to assist you on how to add your bank details.

# Access Concur

## Step One

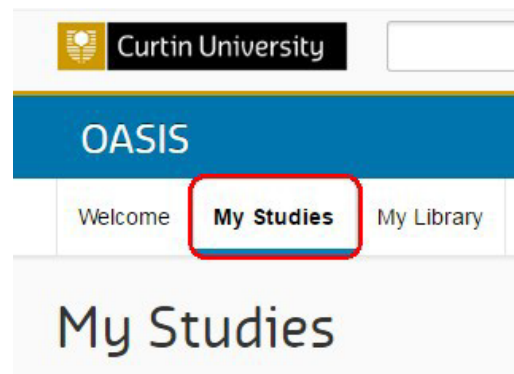
Sign in to your [Student Oasis](#) account.

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



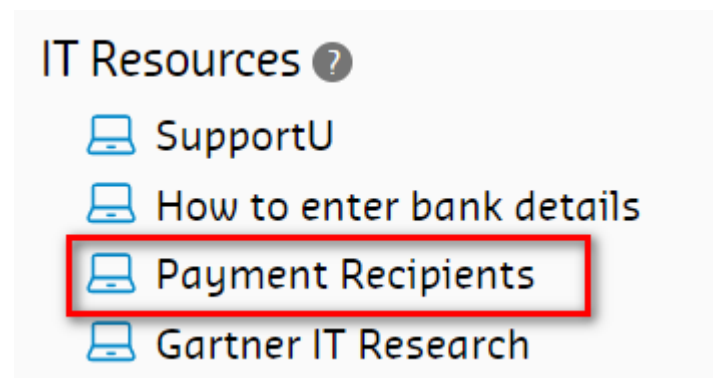
## Step Two

Click [My Studies](#) tab as shown in the screenshot



## Step Three

Click the [Payment Recipients](#) link located under [IT Resources](#). This will redirect you to your Concur homepage.



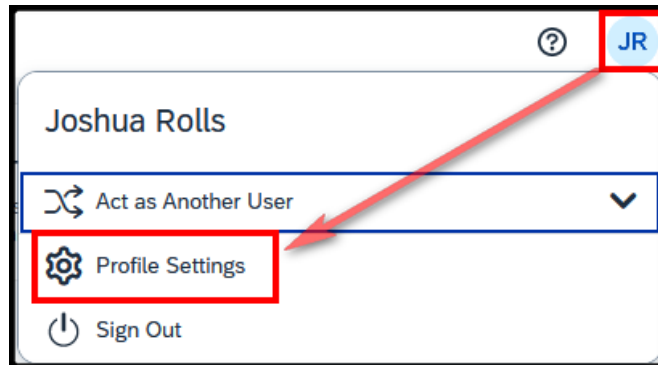
If you are having issues logging into Concur, please contact [Concur Helpdesk@curtin.edu.au](mailto:Concur.Helpdesk@curtin.edu.au) or call 08 9266 2319.

# Add Bank Details

## Step One

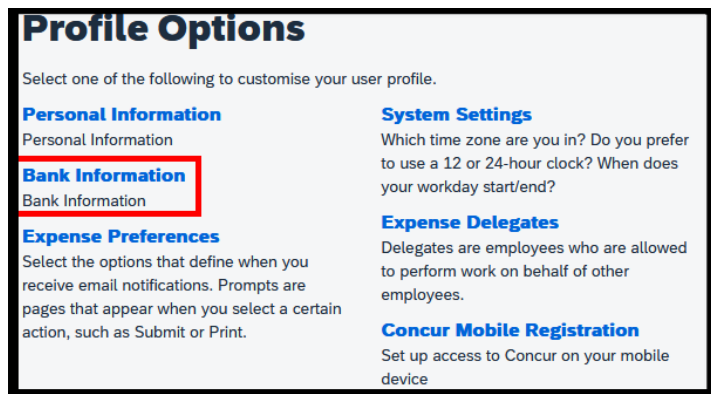
Click [Profile](#) from the top right side of your Concur page.

Click [Profile Settings](#) link.



## Step Two

Choose [Bank Information](#) from the [Profile Options](#).



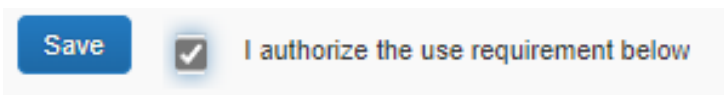
## Step Three

Please read the field headers and complete each field accordingly.

- Go to [www.bsbnumbers.com](http://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](#)





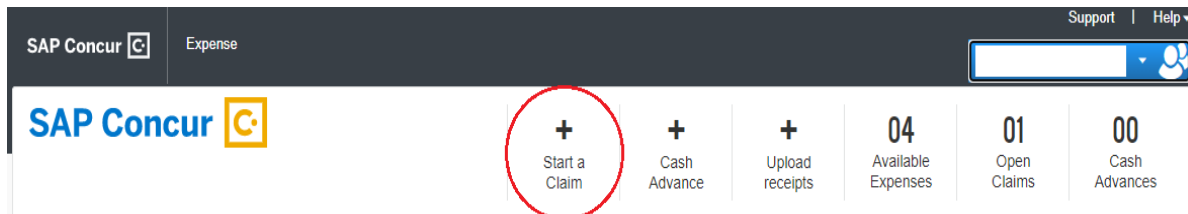
## Key Points

**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.**

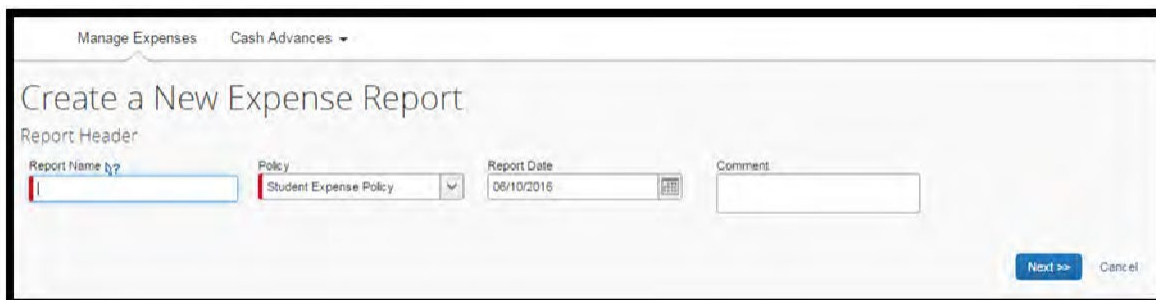
**Should there be a need to change any details that have not been specified in this guide please contact Concur Helpdesk for assistance by [ConcurHelpdesk@curtin.edu.au](mailto:ConcurHelpdesk@curtin.edu.au).**

# Submit your claim

Step one:  
Select 'Start a Claim' on top of your Concur page.



Step two:  
**Create a New Expense Report**



<b>Report Name</b>	HDR + "Your Initials" + Month/Year Example: HDR-MI-Sept2016
<b>Policy</b>	Student Expense Policy
<b>Report Date</b>	Use default date
<b>Comment</b>	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.



New Expense Available Receipts

Expense Type

*To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.*

<p><b>73401 Grants Provided</b></p> <p><b>Academic Staff Conference</b></p> <p>70113-Academic Staff Conference International Airfares</p> <p>70115-Academic Conference Fees</p> <p>70116-Academic Conference Accommodation</p> <p>70117-Academic Conference General Expenses</p> <p><b>Advertising</b></p> <p>72001-General Advertising</p> <p><b>Books &amp; Periodicals</b></p> <p>71901-Books &amp; Monographs</p> <p>71902-Lab Texts</p> <p>71903-Journals, Periodicals &amp; Serials</p> <p>71905-Data Collection</p> <p><b>Cleaning</b></p> <p>71201-Cleaning Contracts</p> <p>Commercial Sales</p>	<p><b>...Other Student Support Expenses</b></p> <p>70362-Student Travel Expenses</p> <p><b>Outsourced Work</b></p> <p>70211-Other Outsourced Work</p> <p><b>Postage</b></p> <p>71801-Postal Expenses</p> <p>71802-Courier Expenses</p> <p>71803-Freight Expenses</p> <p><b>Printing</b></p> <p>72601-Internal Print Services</p> <p>72603-Printer Consumables Other Than Paper</p> <p>72605-External Printing Expenses</p> <p>72611-Binding</p> <p><b>Prizes &amp; Awards</b></p> <p>70301-Prizes &amp; Awards</p>
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### Option 2: Quick Expense

Click **Quick Expense**. Fill all the required fields. Click **Save**.



Quick Expenses ✕

Quick Expenses

Expense Currency

Date	Expense Type	Business Purpose	City	Receipt Status	Amount		
08/11/2016	70362-Student Travel...	Conference	Perth, Western Australia	Receipt	AUD 150.00	+	✕
						+	✕
						+	✕
						+	✕
						+	✕
						+	✕
						+	✕
						+	✕

## 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 Higher Degree by Research Students](#).

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

## Expense Information

Fields highlighted are mandatory.

*New Expense* Cancel **Save Expense** Hide Receipt

**Details** | **Itemisations**

**Allocate** \* Required field

Expense Type \* **1**  
Student Travel Expenses

Transaction Date \* **2** DD/MM/YYYY Calendar icon Business Purpose \* **3**

Student ID **4** 12345678 Student Name **5** John Doe

Vendor Name **6** City \* **7**

Payment Type \* **8** Cash

Amount \* **9** Currency \* **10** Australia, Dollar

Tax Posted Amount Receipt Status \* **11** Receipt


**12**  Is GST Included in Invoice? Faculty HDR

Cost Centre D1101001990  Declaration of Missing Documentations completed?

Consumables Remaining Allowance **14** 4,900.00 Conference Remaining Allowance **13** 2,500.00

Status

Comment **15**

  
Upload Receipt Image




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.

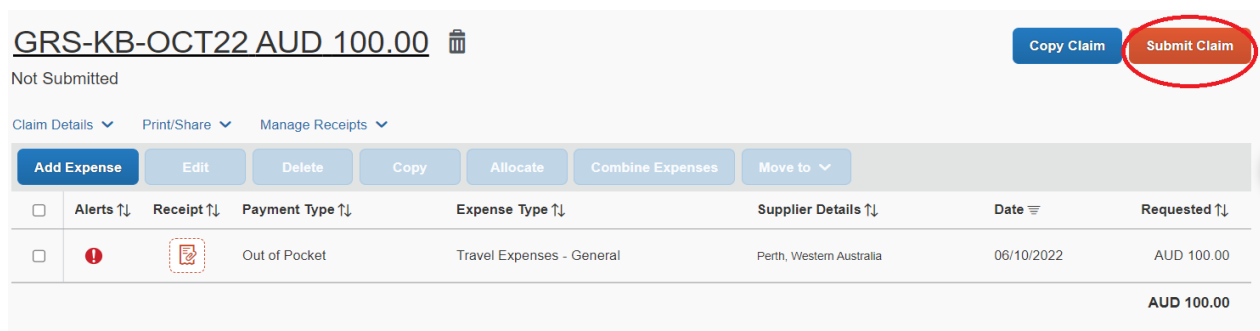
## Save Expense



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.



Alerts ↓	Receipt ↑	Payment Type ↓	Expense Type ↑	Supplier Details ↓	Date	Requested ↓
		Out of Pocket	Travel Expenses - General	Perth, Western Australia	06/10/2022	AUD 100.00

**AUD 100.00**



Click [Submit Report](#) again (see below).

Claim Totals



**Company Payments**

AUD 100.00

Employee

**Employee Payments**

AUD 0.00

Company

Amount Total:  
AUD 100.00

Due to Employee:  
AUD 100.00

Owed to Company:  
AUD 0.00

**Requested Amount:**  
AUD 100.00

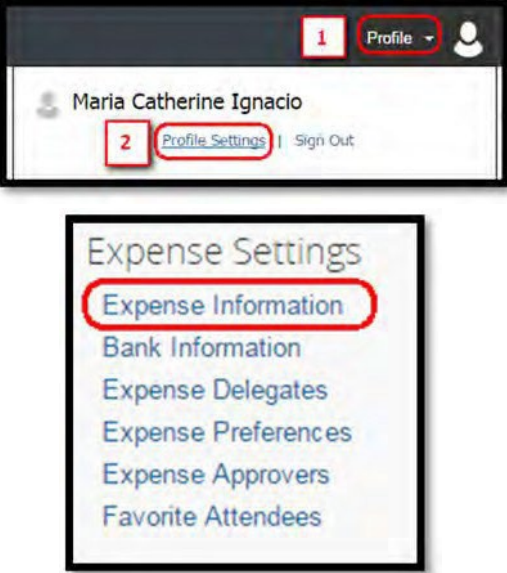
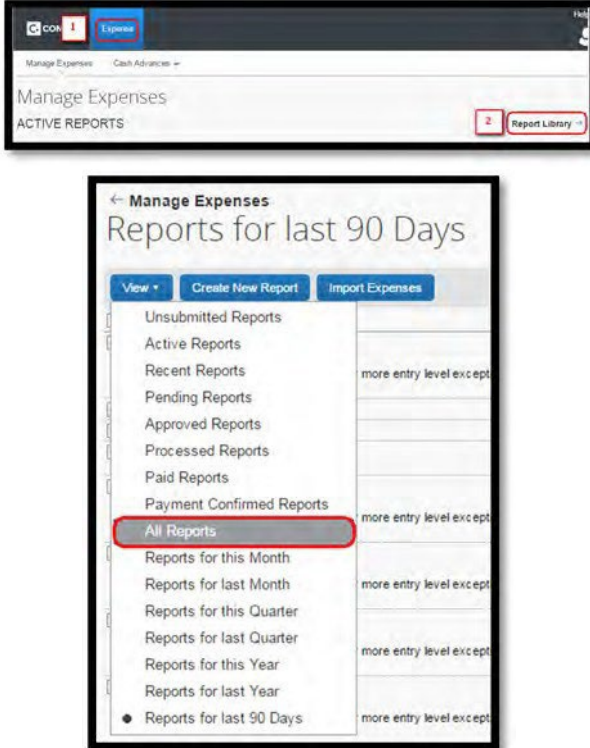
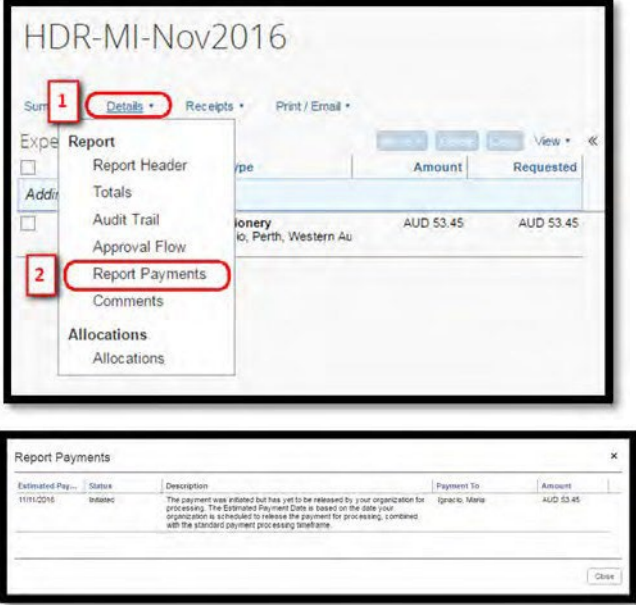
**Total Paid By Company:**  
AUD 100.00

**Total Owed By Employee:**  
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?										
<p>A: Go to "Profile". Click "Profile Settings" Choose "Expense Information" under Expense Settings.</p>	<p>A: Go to "Expense" tab. Click "Report Library". Change View filter to "All Reports"</p>	<p>A: Open the report. Go to "Details". Choose "Report Payments."</p>										
 <p>The screenshot shows the user profile for Maria Catherine Ignacio. A red box labeled '1' highlights the 'Profile' dropdown menu. A second red box labeled '2' highlights the 'Profile Settings' link. Below this, a separate window titled 'Expense Settings' is shown, with 'Expense Information' highlighted by a red box.</p>	 <p>The screenshot shows the 'Manage Expenses' page. A red box labeled '1' highlights the 'Expense' tab. A second red box labeled '2' highlights the 'Report Library' link. Below, a 'Manage Expenses' window is open, showing a list of report filters. 'All Reports' is highlighted with a red box.</p>	 <p>The screenshot shows the details for report 'HDR-MI-Nov2016'. A red box labeled '1' highlights the 'Details' dropdown menu. A second red box labeled '2' highlights the 'Report Payments' option in the dropdown. Below, a 'Report Payments' window is shown with a table of payment details.</p> <table border="1" data-bbox="1400 1125 2033 1236"> <thead> <tr> <th>Estimated Pay...</th> <th>Status</th> <th>Description</th> <th>Payment To</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11/11/2016</td> <td>Outback</td> <td>The payment was initiated but has yet to be released by your organization for processing. The Estimated Payment Date is based on the date your organization is scheduled to release the payment for processing, combined with the standard payment processing timeframe.</td> <td>Ignacio, Maria</td> <td>AUD 53.45</td> </tr> </tbody> </table>	Estimated Pay...	Status	Description	Payment To	Amount	11/11/2016	Outback	The payment was initiated but has yet to be released by your organization for processing. The Estimated Payment Date is based on the date your organization is scheduled to release the payment for processing, combined with the standard payment processing timeframe.	Ignacio, Maria	AUD 53.45
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## HDR CONTACTS:

### Graduate Research School

Email: [roc.grs@curtin.edu.au](mailto:roc.grs@curtin.edu.au)

Phone: 08 9266 3337

### Concur Helpdesk

Email: [ConcurHelpdesk@curtin.edu.au](mailto:ConcurHelpdesk@curtin.edu.au)

Phone: 08 9266 2319