

1. request advanced payment



This is an instruction that is as simple as possible (in Dutch we call it a Jip and Janneke instruction) to request and justify an advance payment for a trip abroad.

If you still can't figure it out, please contact the HRM servicedesk:



servicedesk.hrm@vu.nl



020-598 2882

Don't call the financial helpdesk!

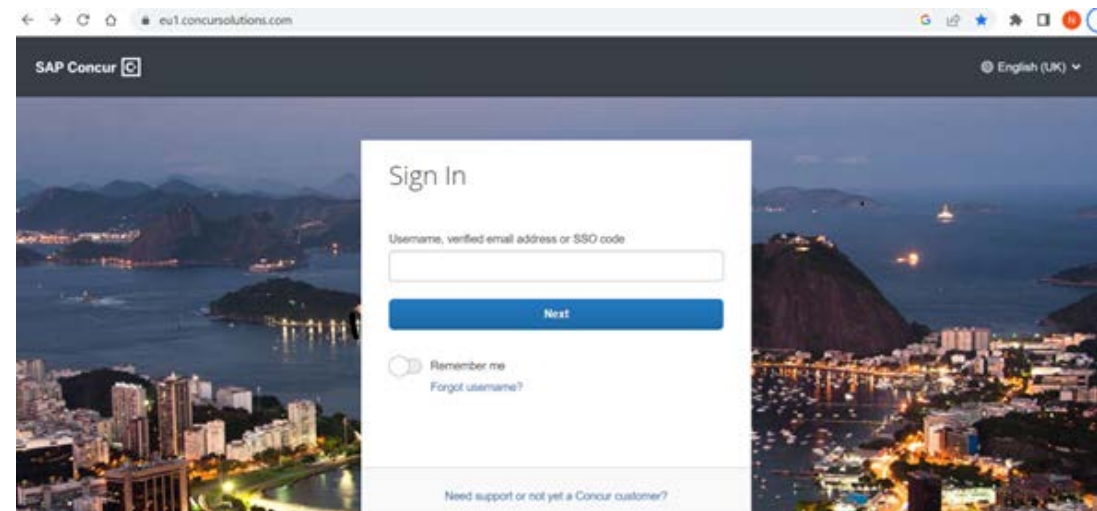
Step 1

Go to SAP CONCUR

<https://eu1.concursolutions.com/>

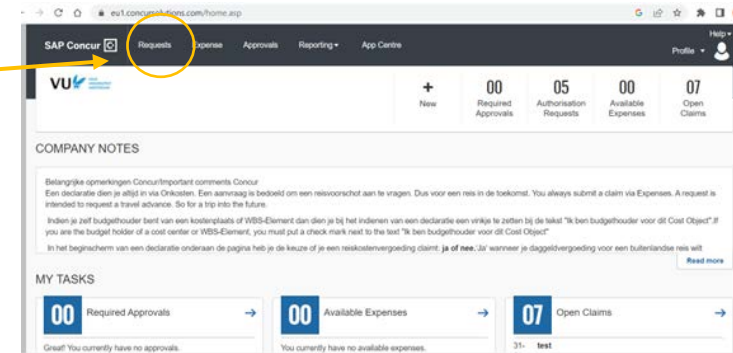
Username = your VU email address

Sign in with VUnetID

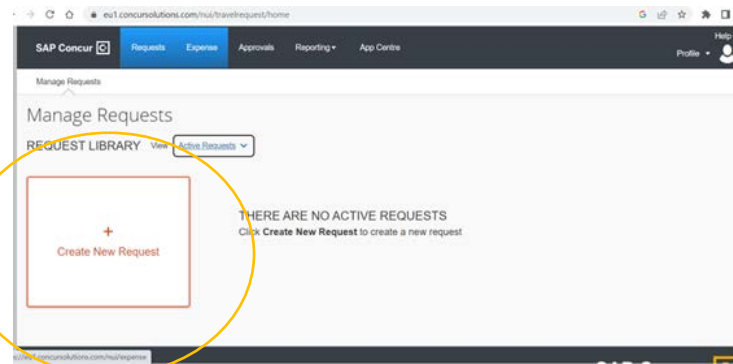


Step 2

1. Click on **Requests**



2. Create New Request



Step 3

Click in the field Cost Center:

(not the arrow on the left)

- select cost center when the costs must be allocated to the 1st funding, e.g. section, department.
- select WBS element when costs must be allocated to a project (2nd/3rd), starter/incentive grant, fund or educational budget.

SAP Concur - Create New Request

Start Date * DD-MM-YYYY End Date * DD-MM-YYYY

Main Destination Country * Search by Country/Region Purpose * I am budgetholder for this Cost Object

Change to WBS? Click on ? Change to WBS Cost Object Type * (CC) Cost Center Cost Object ID * (256000) Biol. Psych

Most Recently Used
(0M2QVWw-3710-CC-256000) Biol. Psych
(0M2QVWw-3710-CC-256000) Biol. Psych
(100472.00) KTA aanvragen (Intern)
(100472.01) KTA aanvragen (Intern)
(100592.00) KTA aanvragen (Intern)
(100592.01) KTA aanvragen (Intern)
(100903.00) Verlesteringsopdrachten (02-4E65)

Cost object ID:

cost center: 6 numbers

WBS element: starts with a R (project), H (funds, educational budget) or S (starter/incentive grants)

SAP Concur - Create New Request

Start Date * DD-MM-YYYY End Date * DD-MM-YYYY

Main Destination Country * Search by Country/Region Purpose *

Change to WBS? Click on ? Change to WBS Cost Object Type * (PJ) Project WBS Element Cost Object ID * (256000) Biol. Psych

This field is missing required information

Most Recently Used
(0M2QVWw-3710-CC-256000) Biol. Psych
(100472.00) KTA aanvragen (Intern)
(100472.01) KTA aanvragen (Intern)
(100592.00) KTA aanvragen (Intern)
(100592.01) KTA aanvragen (Intern)
(100903.00) Verlesteringsopdrachten (02-4E65)

Do you want to receive a cash advance?

choose YES

SAP Concur - Create New Request

Change to WBS? Click on ? Change to WBS Cost Object Type * (CC) Cost Center Cost Object ID * (256000) Biol. Psych

EXPLANATION Info Click on ? TOELICHTING/EXPLANATION

Comment

Do you want to receive a cash advance? 1. Maak een keuze / Make a choice

None Selected
1. Maak een keuze / Make a choice
Ja / Yes
Nee / No



Create Request

Step 4

Add expenses



Manage Requests
MARS conference
Request ID: 3VT4
Not Submitted | Request ID: 3VT4
Copy Request Submit Request
Request Details Print Attachments
EXPECTED EXPENSES
Add Edit Delete Allocate
No Expected Expenses
Add expected expenses to this request to submit for approval.
SAP Concur
Service Status (EU2)
Last updated in: 15-03-2023 02:55:00
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choose all your expected expenses and enter the estimated amount.



Manage Requests
Add Expected Expense
Search for an expense type
01. Travel Expenses
Daily Allowance
Hotel
02. Transportation
Airfare
Car Rental
Public Transport
03. Meals
Individual Meals
04. Entertainment
Event
08. Other
Seminar/Course fees
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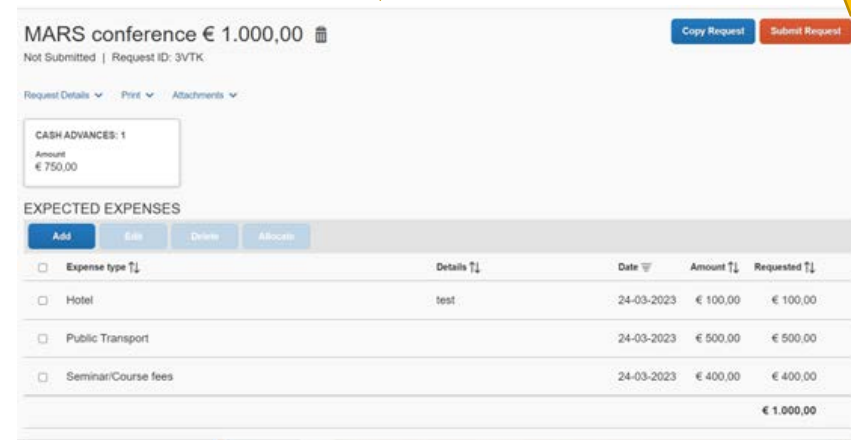
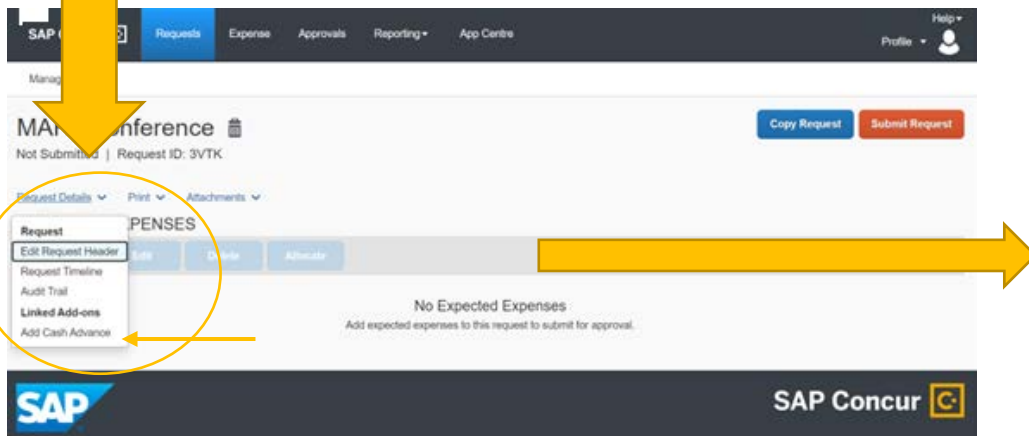
Manage Requests
MARS conference
Request ID: 3VTG
Not Submitted | Request ID: 3VTG
Copy Request Submit Request
Request Details Print Attachments
EXPECTED EXPENSES
Add Edit Delete Allocate
Expense type Details Date Amount Requested
Hotel test 17-03-2023 € 100,00 € 100,00
Public Transport 17-03-2023 € 500,00 € 500,00
Seminar/Course fees 17-03-2023 € 400,00 € 400,00
€ 1,000,00
SAP Concur
Service Status (EU2)
Last updated in: 15-03-2023 02:55:00
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Step 5

Request Details:
Select "Add Cash advance"

You receive 75% of the expected total amount as an advance. If that gets you into financial trouble, increase your expected costs.

Submit Request





2. settlement advance payment

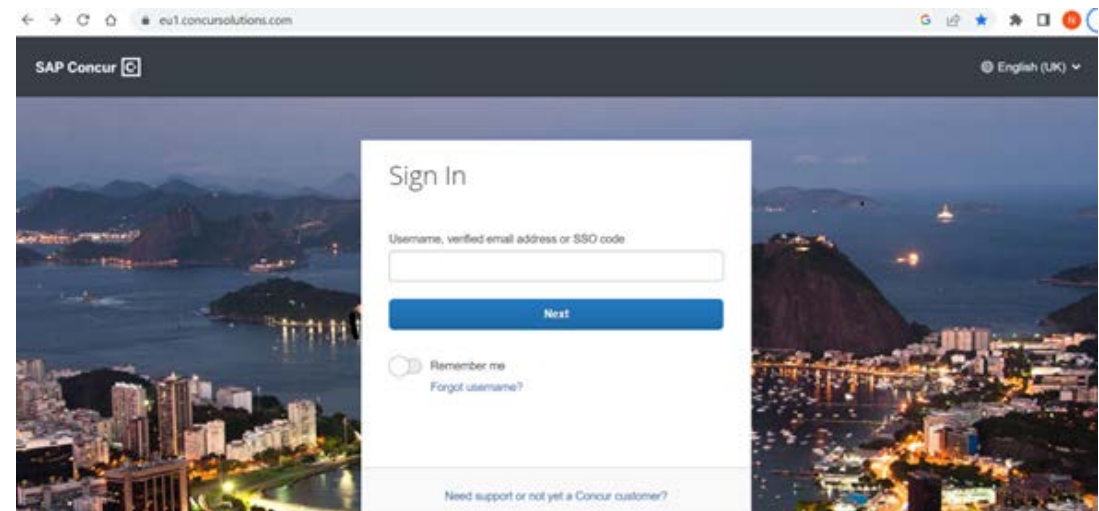
Step 1

Go to SAP CONCUR

<https://eu1.concursolutions.com/>

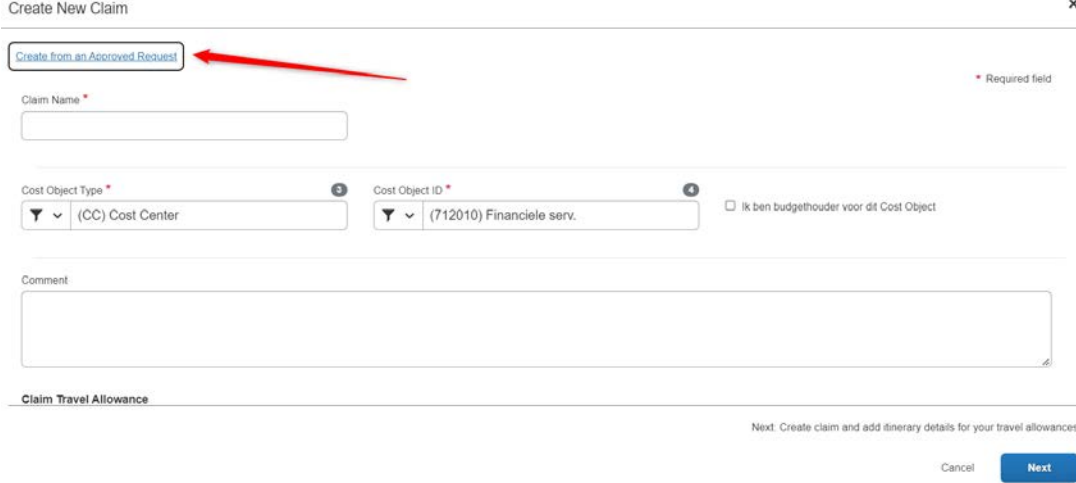
Username = your VU email address

Sign in with VUnetID



Step 2

Click on '+ Start a claim' > > Create from an Approved Request



The screenshot shows a 'Create New Claim' form with the following elements:

- Create from an Approved Request**: A button highlighted with a red arrow.
- Claim Name ***: A text input field.
- Cost Object Type ***: A dropdown menu with the selected value '(CC) Cost Center'.
- Cost Object ID ***: A dropdown menu with the selected value '(712010) Financiële serv.'.
- Ik ben budgethouder voor dit Cost Object
- Comment**: A large text area.
- Claim Travel Allowance**: A section header.
- Next**: A blue button.
- Cancel**: A text link.

Additional text in the form includes: 'Required field' (top right), '3' (top right of Cost Object Type), '4' (top right of Cost Object ID), and 'Next: Create claim and add itinerary details for your travel allowances' (bottom right).

Step 3

Confirm that you want settle the advance with the costs 'Create from an Approved Request'

The screenshot shows the SAP Concur 'Create New Claim' interface. A modal dialog box titled 'Create from an Approved Request?' is displayed in the center. The dialog contains a question mark icon and the text: 'Creating an expense claim from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?'. Below the text are two buttons: 'Go back' and 'Create from an Approved Request'. The background form is dimmed and shows the following fields:

- Create from an Approved Request** (header)
- Claim Name *** (text input field)
- Cost Object Type *** (dropdown menu showing '(CC) Cost Center')
- Cost Object ID *** (dropdown menu showing '(712010) Financiële serv.')
- Ik ben budgethouder voor dit Cost Object

Required fields are indicated by an asterisk (*).

Step 4

Select the request and submit the costs by pressing on create Claim, for claiming the daily allowance go to step 4, if you do not want to claim the daily allowance go to step 5.

The screenshot shows the 'Available Requests' dialog in SAP Concur. The dialog contains a table with the following data:

Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
Biophotonics Summer School	3CKJ	11-06-2022	18-06-2022	No	€ 1,250.00	€ 1,250.00	€ 1,250.00
Train Ticket Costs	36MK	01-10-2021	01-10-2021	Yes	€ 26.00	€ 26.00	€ 0.00

Below the table, there are 'Cancel' and 'Create Claim' buttons. The 'Create Claim' button is highlighted with a green box.

Step 5

For claiming the daily allowance >> click on 'Travel allowance (1) and than 'Manage Travel Allowance' (2).

Manage Expenses Cash Advances

There are cash advances available to add to this claim. [View](#)

Nieuwe Test 75,01% €0.00 [Submit Claim](#)

Not Submitted

Claim Details [Print](#) [Manage Receipts](#) [Travel Allowance](#)

REQUEST
Approved
€500.93

[Manage Travel Allowance](#)

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#)

No Expenses
Add expenses to this claim to submit for reimbursement.

Step 6

create new itinerary



fill in the outward trip > save



fill in the return trip > save



The image displays three sequential screenshots of a web application interface for managing travel itineraries. The interface is titled "Travel Allowances For Claim: Nieuwe Test 75,01%".

- First Screenshot:** Shows the "Create New Itinerary" step. A red arrow points to the "Assigned Itineraries" table, which has columns for "Departure City", "Date and Time", "Arrival City", and "Date and Time".
- Second Screenshot:** Shows the "itinerary info" section. The "Itinerary Name" is "Nieuwe Test 75,01%". A "New Itinerary Stop" modal is open, showing fields for "Departure City" (Amsterdam, NEDERLAND), "Date" (18/10/2012), "Time" (14:00), "Arrival City" (Antwerp, BELOUM), and "Date" (18/10/2012) with "Time" (12:00).
- Third Screenshot:** Shows the "Edit Itinerary Stop" modal. It displays the same stop information as the second screenshot, with fields for "Departure City", "Date", "Time", "Arrival City", and "Date" with "Time".

Step 7

create expenses



Expense ID	Expense Type	Amount	Supplier	Date
1	DAILY ALLOWANCE	€ 93.00	Antwerp, BELGIUM	21/10/2022
2	DAILY ALLOWANCE	€ 93.00	Antwerp, BELGIUM	20/10/2022
3	DAILY ALLOWANCE	€ 93.00	Antwerp, BELGIUM	19/10/2022
4	DAILY ALLOWANCE	€ 93.00	Antwerp, BELGIUM	18/10/2022

Do you want to claim more expenses click on 'Add Expense', if there are no more expenses click on 'Submit Claim'.



There are cash advances available to add to this claim. View

Nieuwe Test 75,01% €372.00 [Copy Claim](#) [Submit Claim](#)

Not Submitted

Claim Details Print Manage Receipts Travel Allowance

REQUEST
Amount: €500.93

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Condition Expense](#) [Move to](#)

Receipt	Payment Type	Expense Type	Supplier Details	Date	Requested
<input type="checkbox"/>	Cash	Daily Allowance	Antwerp, BELGIUM	21/10/2022	€ 93.00
<input type="checkbox"/>	Cash	Daily Allowance	Antwerp, BELGIUM	20/10/2022	€ 93.00
<input type="checkbox"/>	Cash	Daily Allowance	Antwerp, BELGIUM	19/10/2022	€ 93.00
<input type="checkbox"/>	Cash	Daily Allowance	Antwerp, BELGIUM	18/10/2022	€ 93.00
					€ 372.00

the end!

