BENEFITS OF USING THE ERS

Benefits for individuals include:
- FASTER PAYMENTS!
  - Average processing time is less than half that of the paper process
- Easier use of per diems
- Access to the web-based system, anytime, anywhere including via mobile devices
- Automated calculation of items like mileage, HST rebates, and currency conversion
- Automated workflow and transparency into the status of an expense claim
- Paper receipts do not have to be kept after payment has been received

Benefits for Queen’s include:
- Better travel data that we can use to negotiate better corporate deals
- Better reporting for Business Officers and financial staff
- Better policy adherence
- Reduced effort to prepare, review, and process travel claims

Tips to get the most out of the system:

Emailing Receipts to Concur
- Pictures of paper receipts can be taken with a smart phone or tablet and added to your ‘available receipts’ when emailed to receipts@concur.com from a verified email account
- Make sure to enter the email address of the claimant on the subject line of the email if you are acting as a delegate for a user (claimant)

Applications make it easier

Both Concur Mobile and ExpenseIt are available as free downloads from major app stores.

To log in you will use your Queen’s email address and a PIN you create when you complete your mobile registration in the ERS.

- **Concur Mobile**
  - Create, submit and/or approve expense claims on the go, right from your mobile device
  - Visit: [www.concurtraining.com/customers/concur/mobile](http://www.concurtraining.com/customers/concur/mobile) to learn how to use Concur Mobile on your mobile device

- **ExpenseIt!**
  - Take pictures of receipts to be added to your ‘available expenses’ in the ERS
  - ExpenseIt will use OCR (optical character recognition) to help fill out expense information for you, saving you valuable time
  - Visit: [https://www.expenseit.com/](https://www.expenseit.com/) to learn how to use ExpenseIt on your mobile device