

CONCUR EXPENSE TYPE MAPPING

CONCUR EXPENSE TYPE	GL ACCOUNT	USE CASE
01. Travel Expenses		
Hotel	64600 Accommodation	Enter the hotel expense for business travel.
Incidentals	64700 Other Travel Expenses	Enter the amount of your receipt, or the per diem associated with the travel jurisdiction.
02. Transportation		
Airfare	64100 Air Travel	Enter the Airfare amount
Airline Fees	64100 Air Travel	Enter any airline fees and surcharges, not including un-allowable expenses such as seat upgrades. Refer to the Travel policy for more guidelines.
Car Maintenance/Repairs	64800 Vehicle Repair and Maintenance	Repair and maintenance for a Tides Canada owned vehicle asset. This is not to be used for personal vehicles, or rental cars.
Car Rental	64200 Ground Transport	Enter the car rental amount used for business travel.
Fuel	64200 Ground Transport	Enter the fuel expense associated with a Rental Car commission for business purposes. Fuel expenses should not be claimed when claiming a personnel mileage reimbursement.
Other Ground Transport	64200 Ground Transport	Enter the amount calculated based on the rate of the jurisdiction in which you are travelling. This is only to be claimed if you are using a personal vehicle, not a rental car.
Parking	64200 Ground Transport	Enter parking expense for a business event - parking for day-to-day work is not reimbursable.
Personal Car Mileage	64200 Ground Transport	Enter the amount calculated based on the rate of the jurisdiction in which you are travelling. This is only to be claimed if you are using a personal vehicle, not a rental car.
Public Transport	64400 Public Transport	Use for bus, skytrain, tram, etc. travel for business purposes. This should not be used for staff Transit Benefit reimbursement.
Taxi	64200 Ground Transport	Enter the taxi expense, including an allowable tip, as per the travel policy.
Tolls/Road Charges	64200 Ground Transport	Tolls and expenses incurred while travelling for business purposes.
Train	64200 Ground Transport	Travel by train for business purposes.
Water Transport	64300 Water Transport	Enter Water Taxi or Ferry transport expenses during business travel.
03. Meals		
Breakfast	64100 Air Travel	Enter the amount of your receipt.
Dinner	64500 Travel Meals	Enter the amount of your receipt.
Lunch	64500 Travel Meals	Enter the amount of your receipt.
Per Diem - Breakfast	64100 Air Travel	Enter the amount of the per diem associated with the travel jurisdiction.
Per Diem - Dinner	64500 Travel Meals	Enter the amount of the per diem associated with the travel jurisdiction.
Per Diem - Lunch	64500 Travel Meals	Enter the amount of the per diem associated with the travel jurisdiction.
04. Relationship Management		
Business Meals (Attendees)	66600 Relationship Development	Enter the amount of your receipt for a meal with a contact, donor, client or grantee.
Entertainment - Clients	66600 Relationship Development	Record the expense relating to activities or outings with clients, grantees, donors, or contacts.
Gifts - Clients	66600 Relationship Development	Enter expense for Grantee Gifts.
05. Office Expenses		
Courier/Shipping/Freight	63330 Postage and Courier	Enter charges for courier services.
Employee OT / Extra Hours	#N/A	DO NOT ENTER IN CONCUR - CONTACT HR FOR PAYMENTS OF WAGES / OT.
Office Supplies	63300 Office Supplies	Enter expenses for supplies that are not considered computers, equipment, or software, such as pens, paper, toner, folders, etc.
Postage	63330 Postage and Courier	Enter expense for items sent via regular mail, for courier or freight service, use "Courier / Shipping / Freight"
Printing/Photocopying/Stationery	63320 Photocopying Printing	Enter expenses relating to printing and photocopying in-house, or the ordering of printer materials, such as envelopes and stationary, from a third party.
06. Communications		
Conference Calls	63280 Conference Calls	Enter the expense of conference calls used for business purposes.
Internet/Online Fees	63270 Telephone, Fax, and Internet	Enter the expense of reimbursable internet connection for regular business (if approved) or when travelling.
Marketing/Promotional Costs	66400 Marketing and Promotion	Enter expenses relating to marketing materials, communications, or promotions.

06. Communications Ctd.		
Meetings	63290 Meetings	Enter expenses associated with setting up, managing, or organizing meetings for business purposes - this could include room rental, AV rental or technician, etc.
Mobile/Cellular Phone	63270 Telephone, Fax, and Internet	Enter reimbursable portion of mobile phone invoice for regular use (as approved) or when travelling for business purposes.
Newspapers/Magazines/Books	63340 Subscriptions	Enter expenses related to Newspaper, Magazine, or other publication, subscriptions that are used for business purposes.
Telephone/Fax	63270 Telephone, Fax, and Internet	Enter expenses related to non-mobile phone, such as long-distance calling while on a business trip, or an approved office landline.
Website Design Host Maintain	66700 Website Design Host Maintain	Non-capitalized expenses relating to the design, hosting, and ongoing maintenance of company websites.
07. Events & Programming		
Catering - Events and Programming	68200 Events and Programming - Meals	Enter the catering / meals amount for a Tides Canada-run event or meeting.
Materials - Events and Programming	68100 Events and Programming - Materials	Enter expenses incurred for Materials required for running Events or Programming. E.g. Agendas, itineraries, signage, etc.
Other - Events and Programming	68500 Events and Programming - Other	Other expenses relating to hosting and managing a Tides Canada event.
Travel - Events and Programming	68400 Events and Programming - Travel	Enter the amount of reimbursable expenses for participants of a Tides Canada (internally hosted) event.
Venues - Events and Programming	68300 Events and Programming - Venues	Enter Venue rental costs for a Tides Canada-run event.
08. Staffing and PD		
Consultants	62500 Consultants	Enter expenses paid to a third-party who is performing work that is outside of day-to-day activities and would not be regularly performed by a TCF internal employee.
Contractors and Temporary Staff	61500 Contractors and Temporary Staff	Enter amounts paid to contractor (third parties performing work generally performed by an internal employee) or temporary / backfill employees.
Entertainment - Staff	63310 Employee Engagement Expense	Record the expense related to outings or activities for staff.
Gifts - Staff	63310 Employee Engagement Expense	Gifts purchased by HR for staff in celebration of a going away, retirement, baby, or other special occasion.
Honorariums	62300 Honorariums	For use when small, cash, honorariums have been paid at an event - in all cases a signed receipt of honorarium should be attached and signed by the recipient.
HR Recruitment	62130 HR Recruitment	Enter expenses related to recruiting and hiring new employees.
Seminar/Course fees	61330 Professional Development	Course fees for Staff PD reimbursement.
Staff Awards/Incentives	63310 Employee Engagement Expense	Enter the expense for treats, gatherings, or outings for staff.
Transit Benefit	61220 Transit Benefit	Enter the reimbursable staff Transit Benefit that is considered a taxable benefit. This should not be used for business travel.
Tuition/Training Reimbursement	61330 Professional Development	Reimbursement of allowable staff PD for tuition or job training.
09. Other		
Computer	63240 Computer	Purchase of non-capitalized computer equipment, such as laptops, PCs, monitors, and accessories.
Computer software	63260 Computer Software and Licensing	Enter purchased, or licensed, software programs for computers, such as Adobe, Office, Visio, etc.
Employer Incentives	69200 Employer Incentives	For Storefront (P048) reporting use only.
Equipment	63250 Equipment	Office Equipment such as printers, scanners, adding machines, etc.
Organizational Conferences	66100 Organizational Conferences	Enter the cost of attendance for an Organizational Conference on behalf, or as a representative of, Tides Canada. E.g. CEGN attendance fees.
Organizational Memberships	66200 Organizational Memberships	Enter the cost of membership in an Organization for Tides Canada - e.g. Annual membership fee for Arctic Funders Collaborative
Personal Employment Supports	69100 Personal Employment Supports	For Storefront (P048) reporting use only.
Petty Cash Short (Over)	65200 Petty Cash Short (Over)	Used to identify a variance when completing the Petty cash reconciliation for the month,
Professional Subscriptions/Dues	63340 Subscriptions	Used for reimbursable Professional Dues, such as PMI memberships, or organizational HR memberships.
Rented Facilities	63100 Rented Facilities	Used for the reimbursement of rentals of desks or work-space that is one-time or short term, and should not be used for any rentals requiring a lease.
Repair and Maintenance	63220 Repair and Maintenance	Enter the expense related to the maintenance or repair of assets or equipment not covered by the building manager.
Utilities	63210 Utilities	Payment of utilities, not including phone or internet, such as Hydro, electric, or water expenses for an office.