



NBCUniversal

INTERNATIONAL

CONCUR EMEA “ATTENDEES” “MEALS – MULTIPLE ATTENDEES” & “GIFTS” USER GUIDE

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T&E Specialist, Fin Ops

June, 2016

EXPENSE TYPE - Staff Entertainment

– Use only if ALL Attendees are NBC Universal Employees or Contractors

1. Required fields have a red vertical line

July 2015 - Concur Training

Expenses

Adding New Expense

New Expense

Expense Type: Staff Entertainment

Transaction Date: 07/08/2015

Business Purpose: DB - Test Report - Jul 15

Vendor Name: Zizzi

City: London, Greater London

Payment Type: Due To Traveler

Amount: 30.00 GBP

Receipt Status: Tax Receipt

Number of UK Employees: 2

Number of Non-UK Employees: 0

Attendees/Recipients: Attendees: 0 | Attendee Total: £0.00 | Remaining: £30.00

Attendee Name	Attendee Type	Organization	Amount

2. To add NBCU employees to the meal, click *Advanced Search*

EXPENSE TYPE - Staff Entertainment

3. Select *Employee/Contractor*

4. Enter last name, first name, or SSO

5. Click Search

Search Attendees

x

Search Attendees

Favorites

Recently Used

Attendee Groups

Choose an Attendee Type

Employee/Contractor

First Name

Szilvia

Last Name

Pope

Organization

Employee ID

6. Attendee type defaults to *Employee/Contractor*

Search

Reset

Search Results



Email Address

Attendee Name

Attendee Type

Organization



Szilvia.Pope@n...

Pope, Szilvia

Employee/Contr...

NBCU

7. Click *Add to Expense* (& repeat for each employee to be included)



Page

1

of 1



Displaying 1 - 1 of 1

New Attendee

Add to Expense

Delete

Close

EXPENSE TYPE - Staff Entertainment

New Expense Available Receipts

Expense Type [?] Transaction Date Business Purpose


Vendor Name City Payment Type

Amount Personal Expense (do not reimburse) Receipt Status [?]

Number of UK Employees Number of Non-UK Employees Comment

Attendees/Recipients Attendees: 2 | Attendee Total: £30.00 | Remaining: £0.00

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
<input type="checkbox"/>	Hughes, Elsie	Employee/Contr...	NBCU	£15.00
<input type="checkbox"/>	Pope, Szilvia	Employee/Contr...	NBCU	£15.00




8. All attendees are listed as *Employee/Contractor* (note: you need to add yourself !)

EXPENSE TYPE - Business Entertainment

- use if 1 or more attendees are not NBC Universal employees or contractors

1. To add clients, vendors, suppliers, or other attendees, click *New Attendee*

New Expense Available Receipts

Expense Type  Business Entertainment

Transaction Date 07/06/2015

Business Purpose DB - Test Report - Jul 15


Vendor Name Five Guys

City London, Greater London

Payment Type Due To Traveler

Amount 40.00 GBP


Personal Expense (do not reimburse)

Receipt Status  No Receipt

Does this require pre-approval in accordance with NBCU policy? Yes

Approval Number 123456

Comment

Attendees/Recipients  Attendees: 0 | Attendee Total: £0.00 | Remaining: £40.00

[New Attendee](#) [Advanced Search](#) [Favorites](#) [Remove](#) [Create Group](#)

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
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EXPENSE TYPE – Business Entertainment

2. Select the *Attendee Type* from the drop down menu

Add Attendee ×

Attendee Type ▼ First Name
Other Attendee

Client (Gov't Employee) Organization
Client (Non Gov't)

Gov't Employee

Other Attendee

Supplier/Vendor

Save & Add Another Save Cancel

EXPENSE TYPE – Business Entertainment

3. Fill in all required information

Add Attendee ×

Attendee Type Other Attendee	First Name Andy
Last Name Carroll	Organization WH plc
Position Finance Director	

4. click
Save
or Save &
Add
Another
if more
attendees
were
present

Save & Add Another Save Cancel

EXPENSE TYPE – Business Entertainment

New Expense Available Receipts

Expense Type [h?](#)
Business Entertainment

Transaction Date
07/06/2015

Business Purpose
DB - Test Report - Jul 15

Vendor Name
Five Guys

City
London, Greater London

Payment Type
Due To Traveler

Amount
40.00 GBP

Personal Expense (do not reimburse)

Receipt Status [h?](#)
No Receipt

Does this require pre-approval in accordance with NBCU policy?
Yes

Approval Number
123456

Comment

Attendees/Recipients Attendees: 4 | Attendee Total: £40.00 | Remaining: £0.00

[New Attendee](#) [Advanced Search](#) [Favorites](#) [Remove](#) [Create Group](#)

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
<input type="checkbox"/>	Noble, Mark	Other Attendee	West Ham plc	£10.00
<input type="checkbox"/>	Sakho, Diafro	Supplier/Vendor	Senegal Ltd	£10.00
<input type="checkbox"/>	Carroll, Andy	Other Attendee	WH plc	£10.00
<input type="checkbox"/>	Hughes, Elsie	Employee/Contr...	NBCU	£10.00

[Save](#) [Itemize](#) [Attach Receipt](#) [Cancel](#)

5. Each attendee has their proper Attendee Type label

EXPENSE TYPE- Meals Employee Only

Use this Expense Type for meals for one employee only

New Expense Available Receipts

Expense Type Meals-Employee Only	Sub Category Meals While Travelling	Transaction Date 12/02/2015	Business Purpose DB - Test Report - Jul 15	Vendor Name POD
City London, Greater London	Payment Type Due To Traveler	Amount 4.99 GBP	<input type="checkbox"/> Personal Expense (do not reimburse)	Receipt Status Receipt
Number of UK Employees 1	Number of Non-UK Employees 0	Comment		

[Save](#) [Itemize](#) [Attach Receipt](#) [Cancel](#)

EXPENSE TYPE – Meals – Multiple Attendees (a new expense type)

Use Meals – Multiple Attendees when there is more than one employee & it is not staff entertainment

Add the attendees in the same way as Staff Entertainment

The screenshot shows an expense form with the following fields and values:

- Expense Type: Meals-Multiple Attendees
- Sub Category: Meals While Travelling
- Transaction Date: 12/14/2015
- Business Purpose: DB - Test Report - Jul 15
- Vendor Name: Zizzi
- City: London, Greater London
- Payment Type: Due To Traveler
- Amount: 15.25 GBP
- Personal Expense (do not reimburse):
- Receipt Status: Tax Receipt
- Number of UK Employees: 2
- Number of Non-UK Employees: 0
- Comment: (empty)

Attendees/Recipients Attendees: 0 | Attendee Total: £0.00 | Remaining: £15.25

Buttons: New Attendee, Advanced Search, Favorites, Search Recently Used, Remove, Create Group

Attendee Name	Attendee Type	Organization	Amount
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Buttons at the bottom: Save, Itemize, Attach Receipt, Cancel

Creating Attendee Groups

- for groups of attendees that will be used again

Example of setting up a department as a group for frequent use – select the attendees as per slides above

Expense Available Receipts

Expense Type : Staff Entertainment

Transaction Date: 12/02/2015

Business Purpose: SO'N


Vendor Name: ZIZZI

City: London, Greater London

Payment Type: Due To Traveler

Amount: 125.00 GBP


Personal Expense (do not reimburse)

Receipt Status : Tax Receipt

Number of UK Employees: 4

Number of Non-UK Employees: 0

Comment:

Attendees/Recipients  Attendees: 4 | Attendee Total: £125.00 | Remaining: £0.00

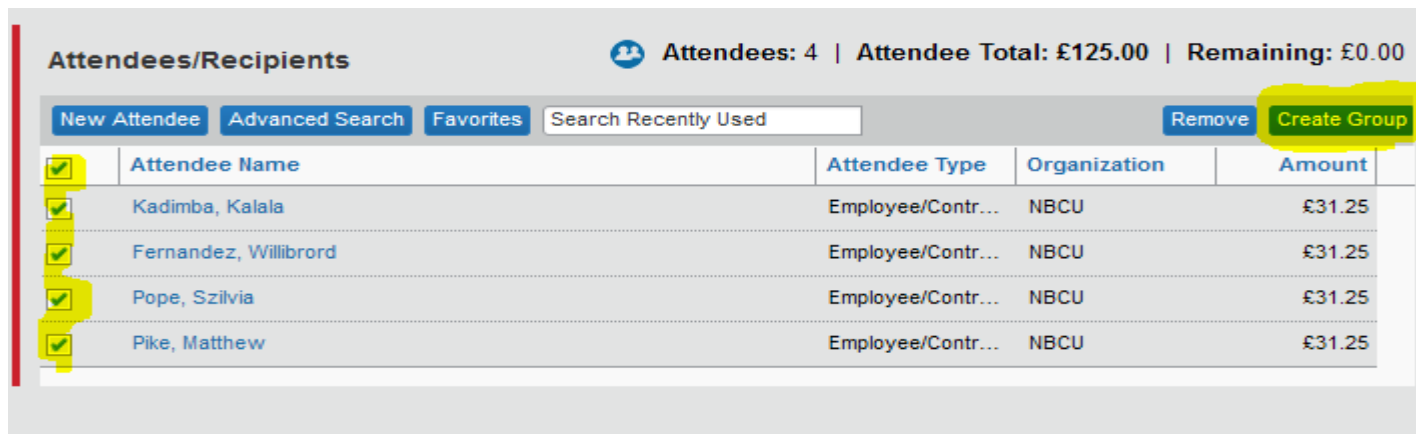
[New Attendee](#) [Advanced Search](#) [Favorites](#) [Remove](#) [Create Group](#)

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
<input type="checkbox"/>	Kadimba, Kalala	Employee/Contr...	NBCU	£31.25
<input type="checkbox"/>	Fernandez, Willibrord	Employee/Contr...	NBCU	£31.25
<input type="checkbox"/>	Pope, Szilvia	Employee/Contr...	NBCU	£31.25
<input type="checkbox"/>	Pike, Matthew	Employee/Contr...	NBCU	£31.25

Creating Attendee Groups

- for groups of attendees that will be used again

1. Select the Attendees required and “Create Group”



Attendees/Recipients Attendees: 4 | Attendee Total: £125.00 | Remaining: £0.00

[New Attendee](#) [Advanced Search](#) [Favorites](#) [Remove](#) [Create Group](#)

<input checked="" type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
<input checked="" type="checkbox"/>	Kadimba, Kalala	Employee/Contr...	NBCU	£31.25
<input checked="" type="checkbox"/>	Fernandez, Willibrord	Employee/Contr...	NBCU	£31.25
<input checked="" type="checkbox"/>	Pope, Szilvia	Employee/Contr...	NBCU	£31.25
<input checked="" type="checkbox"/>	Pike, Matthew	Employee/Contr...	NBCU	£31.25

2. Enter Group Name & Save



Create Group ×

Enter Group Name:

[Save](#) [Cancel](#)

Creating Attendee Groups

- for groups of attendees that will be used again

To select saved group – create expense & select “Favourites”

New Expense Available Receipts

Expense Type [?](#)
Staff Entertainment

Transaction Date
12/07/2015

Business Purpose
SO'N

Vendor Name
The IVY

City
London, Greater London

Payment Type
Due To Traveler

Amount
300.00 GBP

Personal Expense (do not reimburse)

Receipt Status [?](#)
Receipt

Number of UK Employees
4

Number of Non-UK Employees
0

Comment

Attendees/Recipients Attendees: 0 | Attendee Total: £0.00 | Remaining: £300.00

[New Attendee](#) [Advanced Search](#) [Favorites](#) [Remove](#) [Create Group](#)

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
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Creating Attendee Groups

- for groups of attendees that will be used again

Go to Attendee Groups tab and select the group & “Add to Expense”

Search Attendees ×

Search Attendees Favorites Recently Used Attendee Groups

Attendee Groups

Attendee Name	Attendee Type	Organization
+ Group: Elsie		
+ Group: ELSIE'S Dept		
- Group: P2P Department		
Kadimba, Kalala	Employee/Contr...	NBCU
Fernandez, Willibrord	Employee/Contr...	NBCU
Pope, Szilvia	Employee/Contr...	NBCU
Pike, Matthew	Employee/Contr...	NBCU

[New Attendee](#) [Add to Expense](#) [Delete](#) [Close](#)

Close and save and the group will be on the expense transaction

Creating Attendee Groups

- for groups of attendees that will be used again

Expense Available Receipts

Expense Type Transaction Date Business Purpose

Vendor Name City Payment Type

Amount Personal Expense (do not reimburse) Receipt Status

Number of UK Employees Number of Non-UK Employees Comment

Attendees/Recipients Attendees: 4 | Attendee Total: £300.00 | Remaining: £0.00

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization	Amount
<input type="checkbox"/>	Kadimba, Kalala	Employee/Contr...	NBCU	£75.00
<input type="checkbox"/>	Pike, Matthew	Employee/Contr...	NBCU	£75.00
<input type="checkbox"/>	Fernandez, Willibrord	Employee/Contr...	NBCU	£75.00
<input type="checkbox"/>	Pope, Szilvia	Employee/Contr...	NBCU	£75.00

Creating Favourites in Attendees

Go to Profile – Profile Settings – Under Expense, Favourite Attendees

The screenshot shows the Concur web application interface. The top navigation bar includes the Concur logo and menu items: Travel, Expense, Approvals, Reporting, App Center, Administration, and Help. The user's profile is visible in the top right corner. Below the navigation bar, the breadcrumb trail reads: Profile > Personal Information > Change Password > System Settings > Mobile Registration > Travel Vacation Reassignment.

The main content area is titled "Favorite Attendees" and has two tabs: "Attendees" (selected) and "Attendee Groups". Below the tabs is a search bar with the text "Find every attendee where" and dropdown menus for "Last Name" and "Begins With". There is a "Go" button and a link for "Advanced Search".

Below the search bar are three buttons: "New Attendee", "Edit", and "Delete". The main content is a table with the following columns: "Attendee Name", "Attendee Type", and "Organization". Each row has a checkbox in the first column.

<input type="checkbox"/>	Attendee Name	Attendee Type	Organization
<input type="checkbox"/>	Birch, John	Gov't Employee	BBC
<input type="checkbox"/>	Carroll, Andy	Other Attendee	WH plc
<input type="checkbox"/>	Chander, Sonia	Employee/Contractor	NBCU
<input type="checkbox"/>	Fernandez, Willibrod	Employee/Contractor	NBCU
<input type="checkbox"/>	Grehan, Mark	Supplier/Vendor	Citi
<input type="checkbox"/>	Gremowski, Greg	Supplier/Vendor	Concur
<input type="checkbox"/>	Hughes, Elsie	Other Attendee	NBC
<input type="checkbox"/>	Hughes, Elsie	Employee/Contractor	NBCU
<input type="checkbox"/>	Jones, Tom	Supplier/Vendor	ABC Ltd
<input type="checkbox"/>	Kadimba, Kalala	Employee/Contractor	NBCU
<input type="checkbox"/>	Noble, Mark	Other Attendee	West Ham plc
<input type="checkbox"/>	Pike, Matthew	Employee/Contractor	NBCU
<input type="checkbox"/>	Pope, Patricia	Employee/Contractor	NBCU
<input type="checkbox"/>	Pope, Alfred	Employee/Contractor	NBCU
<input type="checkbox"/>	Pope, Ben	Employee/Contractor	NBCU
<input type="checkbox"/>	Pope, Aaron	Employee/Contractor	NBCU
<input type="checkbox"/>	Pope, Ashley	Employee/Contractor	NBCU
<input type="checkbox"/>	Pope, Szilvia	Employee/Contractor	NBCU
<input type="checkbox"/>	Sakho, Diafro	Supplier/Vendor	Senegal Ltd
<input type="checkbox"/>	Wilson, Ricky	Supplier/Vendor	The Voice

The left sidebar contains the following sections and links:

- Your Information
 - Personal Information
 - Company Information
 - Contact Information
 - Email Addresses
 - Emergency Contact
 - Credit Cards
- Travel Settings
 - Travel Preferences
 - International Travel
 - Frequent-Traveler Programs
 - Assistants/Arrangers
- Expense Settings
 - Expense Information
 - Bank Information
 - Expense Delegates
 - Expense Preferences
 - Expense Approvers
 - Company Car
 - Personal Car
 - Favorite Attendees**
- Other Settings
 - System Settings
 - Connected Apps
 - Concur Connect
 - Change Password
 - Privacy Statement
 - Travel Vacation Reassignment
 - Mobile Registration

Creating Favourites in Attendees

To add an employee – go to Advanced Search and select attendee type “employee/contractor”, enter part of name and search, select and add to favourites

Favorite Attendees

Attendees | Attendee Groups

Find every attendee where Last Name Begins With

<input type="checkbox"/>	Attendee Name ▲	Attendee Type	Organization
<input type="checkbox"/>	Hughes, Elsie	Employee/Contractor	NBCU

ns

Favorite Attendees

Attendees | Attendee Groups

ATTENDEE SEARCH

Attendee Type First Name Last Name Organization

<input type="checkbox"/>	Attendee Name ▲	Attendee Type	Organization
<input checked="" type="checkbox"/>	White, Shenae	Employee/Contractor	NBCU
<input type="checkbox"/>	White, Shenae	Employee/Contractor	NBCU

Gifts & Business Entertainment - Useful Links

1. From the UK Travel Portal uk.travel.nbcuni.com – go to Policies & Advisories – NBCU Entertainment Guidelines and follow the links
2. GBE policy: http://my.inbcu.com/sites/default/files/documents/NBC008-2015%20CODE_v1.pdf#page=24
2. Further guidance for Authorised Approvers is provided in <http://my.inbcu.com/story/benefits/guidelines-authorized-giftsbusiness-ent>
Click on the “here” in the first para)
3. Guidelines on Business Entertainment (Inc Non-Gov interaction)
<https://wave.nbcuni.com/docs/DOC-14604>
4. GBE Decision Trees <https://wave.nbcuni.com/docs/DOC-2219>
5. GBE Key Facts
<https://wave.nbcuni.com/people/206415686/blog/2015/08/13/gifts-and-business-entertainment-key-facts>

Pre-approval (Business Entertainment & Gifts Non-Employee)

For Business Entertainment and Gifts - Non Employee expenses which require pre -approval, please attach the approval as a second receipt

To do this, save the approval as a pdf before attaching to the expense line

Device Policy - IT

IT equipment should not be purchased or repaired using corporate credit cards

Purchase

All requests for new devices are to be raised via MyTechnology

Asset Management

Assets will be recorded in myTechnology against the requestor / user during the setup

Security

All devices will need to pass IT & Security testing

For full details, use this link

https://nbcu.service-now.com/kb_view_customer.do?sys_kb_id=98c097c86f3f3d4024b53ea0be3ee42c&sysparm_nameofstack=&sysparm_kb_search_table=

Gifts - Employee

When purchasing gifts for employees, ensure that the reason for and the description of the gift is entered into the Comments field - \$150 limit for lifecycle events only

New Expense

Expense Type Gifts-Employee	Transaction Date 06/01/2016	Business Purpose EH 206459858 Apr 16	Vendor Name Selfridges	City London, Greater London
Payment Type Due To Traveler	Amount 75.00 GBP	<input type="checkbox"/> Personal Expense (do not reimburse)	Receipt Status Tax Receipt	Does this require HR coordination? Yes
HR Contact Miriam Crocker	Number of Gifts 1	Number of UK Employees 1	Number of Non-UK Employees 0	Gift Recipient Name John Bon Jovi
Comment Retirement Gift of a Wall Clock				

If it is a retirement gift then HR co-ordination is required

Gifts – Non Employee

Ensure that the reason for and the description of the gift is in the Comments field.

Also include the name and company in the Gift Recipient Name. If the amount is to exceed \$250 or the gift is for Government Officials, **pre-approval** is required. Go to uk.travel.nbcuni.com under Policies and Advisories – NBCU Entertainment Guidelines for more detail

The screenshot shows a 'New Expense' form with the following fields and values:

Field	Value
Expense Type	Gifts-Non Employee
Transaction Date	04/05/2018
Business Purpose	Elsie Test
Vendor Name	Hotel Chocolat
City	London, Greater London
Payment Type	Due To Traveler
Amount	100.00 GBP
Receipt Status	Tax Receipt
Approval Number	123456
Number of Gifts	1
Recipient Type	Other
Gift Recipient Name	Bob Brown - CEO of BBC
Comment	Xmas Gift of chocolates

The recipient type at the moment has options of Client, Other or Supplier/Vendor – this may change to include Government Official

FAQs

Most Questions can be answered by going to the T&E portal - please check here first before contacting the travel help desk

nl.travel.nbcuni.com

It contains:

- The Expenses Policy

- The Entertainment Policy

- Credit Card Services

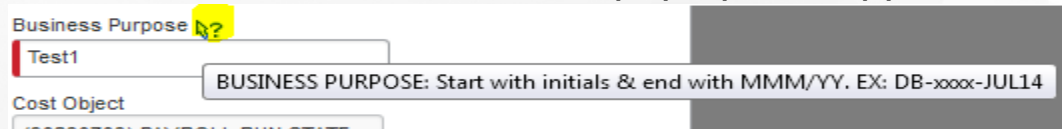
- Travel Insurance

Concur – Tool Tips

Around the pages of Concur you will see these arrow heads – Concur refers to them as Tool Tips

They contain useful info relating to the data you should be entering.

Hover your mouse over the arrow head and a pop up box appears



FAQs

Where are my claims ?

Any claims that are in process (not approved/extracted for payment)

Navigate to Expenses – Manage My Expenses

The screenshot shows a web interface for managing expenses. At the top, there are two tabs: 'Manage Expenses' (selected) and 'View Transactions'. Below the tabs, the main heading is 'Manage Expenses' followed by 'ACTIVE REPORTS'. A red dashed box highlights a 'Create New Report' button with a plus sign. There are six report cards displayed in a grid:

- RETURNED** (01/16/2016): **ES RDS 4-6 Nov15**, £1,328.12. Includes a warning icon and text: 'Exceptions. Your report has been audited, if you have any questions please contact'.
- NOT SUBMITTED**: **Italy Trip-KK-15-19Feb16**, 04/04/2016, £1,684.51.
- NOT SUBMITTED**: **Italy FinOps Trip-KK-Jan16**, 04/04/2016, £419.56.
- SUBMITTED** (01/14/2016): **24.07.2015 Claim**, £111.37. Status: Submitted & Pending Approval, Pope, Szilvia.
- SUBMITTED** (04/05/2016): **BM-127003782-March16**, €392.70. Status: Approved & In Accounting Review.

FAQs

You will see claims not submitted, submitted and returned

Returned claims need some action – read the comments

Submitted claims show who they are sitting with

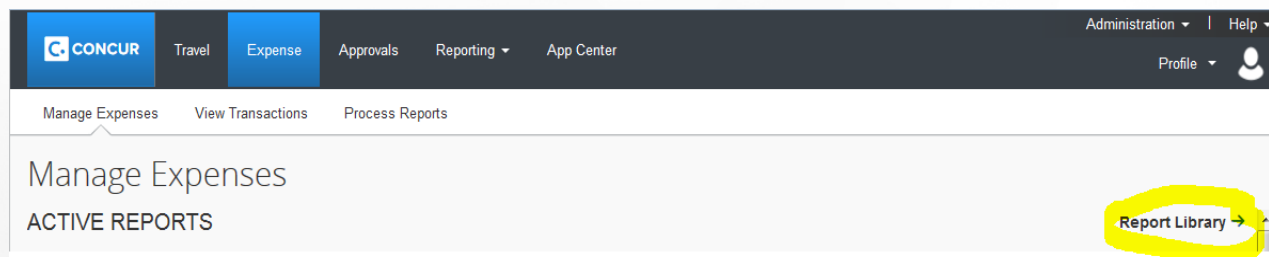
The first step is either Accounting Review or Concur Audit.

Accounting Review will process claims within 48 hours and Concur Audit within 72 hours

The next step is with the line manager for approval – this also confirms your claims have gone to the correct approver

Once claims are approved by the line manager they are extracted for payment and will no longer be available on this page

These claims are available in the Report Library (Expense – Manage Expenses)



FAQs

The Report Library defaults to the last 90 days – select View and change to All Reports or any other suitable option.

All reports are here – they do not disappear !

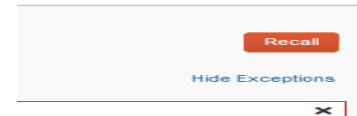
The screenshot shows the CONCUR Expense Reporting interface. The top navigation bar includes the CONCUR logo, 'Travel', 'Expense' (highlighted), 'Approvals', 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Manage Expenses', 'View Transactions', and 'Process Reports'. The main content area is titled 'Manage Expenses' and 'Reports for last 90 Days'. A 'View' dropdown menu is open, showing options: 'Unsubmitted Reports', 'Active Reports', 'Recent Reports', 'Pending Reports', 'Approved Reports', 'Processed Reports', 'Paid Reports', 'Payment Confirmed Reports', 'All Reports' (highlighted), 'Reports for this Month', 'Reports for last Month', 'Reports for this Quarter', 'Reports for last Quarter', 'Reports for this Year', 'Reports for last Year', and 'Reports for last 90 Days' (selected). The table below shows a report entry for 'New York Data Warehouse' with a total of £2,939.67.

Comments	Status	Payment Status	Report Date	Total
New York Data Warehouse - Lottie Richards did not have a corporate card - allocated appropriate trans	Approved	Extracted for Payment	01/21/2016	£2,939.67

FAQs

Any claims that have not been extracted for payment may be recalled for amendment – if it's on the Manage Expenses page you may recall it – go t to the claim and in the top right is the recall button

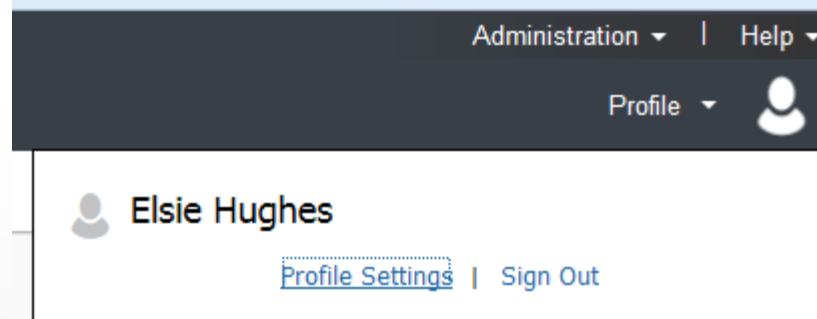
Make the necessary amendments and submit again



Profile

Navigate to Profile, Profile Settings to see your own details

Approvers, Credit Cards & Personal Details are held here



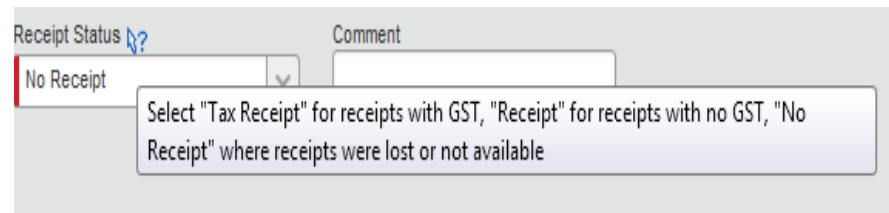
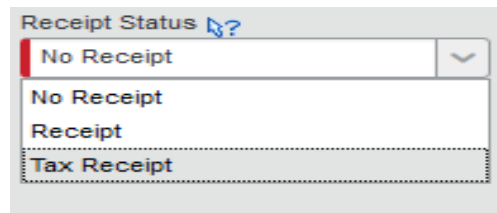
FAQs

RECEIPTS – Receipt Status

There are 3 options:

Where no receipt is available select “No Receipt”

If the receipt contains a VAT number select “Tax Receipt” and for receipts with no VAT number select “Receipt”



Here’s an example of a tool tip – although it refers to GST, which is General Sales Tax, the US equivalent of VAT

Selecting the correct receipt type expedites the claim through Accounting Review and Concur Audit, as well as ensuring our VAT Returns are accurate.

Missing Receipts – if a receipt has been lost the card holder (this is not available to delegates) must complete a missing affidavit (go to receipts – missing affidavit). These are a legal agreement between the cardholder and NBC. Any transactions with no receipts trigger audits, so please try to ensure they are kept

FAQs

PERSONAL EXPENSES ON CORPORATE CARDS

Please do not use your corporate cards for personal expenses, unless it is an absolute emergency. Any funds owed should be repaid as soon as you receive email notification with the banking details

Am I Allowed to buy gifts for employees ?

Gifts to employees are prohibited, except for lifecycle events (wedding, birth) and is at the manager's discretion – please enter the reason for the gift in the comments section

Gifts for retirement must be coordinated through the Human Resources department - give the HR contact in the comments section

One gift per event from the Company (i.e. not per employee) up to \$150 (approx £100) is allowed.

Gifts for performance are prohibited and should go through the GEM system

Leaving gifts & Xmas gifts are also not allowed



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