CONCUR GUIDE FOR FRESHMAN SEMINARS

Job Aides and Training materials: http://travel.harvard.edu/concur-training

FAQS: http://travel.harvard.edu/concur-new-faq

Harvard User Support: 617-495-7760, option 6 or concurhelp@harvard.edu

24 Hour Concur User Support: 688-793-4040

Getting Started

For submitting expenses related to your Freshman Seminar:
Your expense will be processed via Concur. Please contact **Nina Duncan,** Program Coordinator for Freshman Seminars,
(nlduncan@fas.harvard.edu, 617-495-1523) to confirm the correct coding to use for processing the expenses.

Default Coding and Expense Names

FOOD IS NO LONGER AN ALLOWABLE EXPENSE.

Below is a table of common codes used by the department.
Object codes are also included with their descriptions and the Concur equivalent expense type names.

Object Code (in red)	Object Code Description	Concur Expense Type Name
CLASSROOM TO TABLE *(apply online first)* **370-32170-7655-000780-600380-0000-00000**	**Business Meals (just coffee & pastry this year)**	**Business Meals**
CODING FOR ELSON FUND: **370** **32170 <object> 337850 624195 000# 00000**	**(For specific seminars only)**	**Use appropriate object code below for expense. Please call for subactivity #.**

FRESHMAN SEMINAR PROGRAM CODING: 370-32170-<object code>-518700-600200-0000-00000		
6540	**Classroom Supplies**	**Classroom Supplies**
6630	**Supplies & Materials**	**Non-Library Books, Reprints, Subscriptions**
7653	**Travel Expenses**	**Parking (daily permits)**
7653	**Ground Transportation**	**Ground Transportation**
8540	**Supplies & Materials**	**Photocopying**
8060	**Services**	**Catering**
8360	**Other-Fees, Permits & Licenses**	**Tickets (to museums, performances)**