



Concur Expense

# General Guidance on Expense Reporting

December, 2022

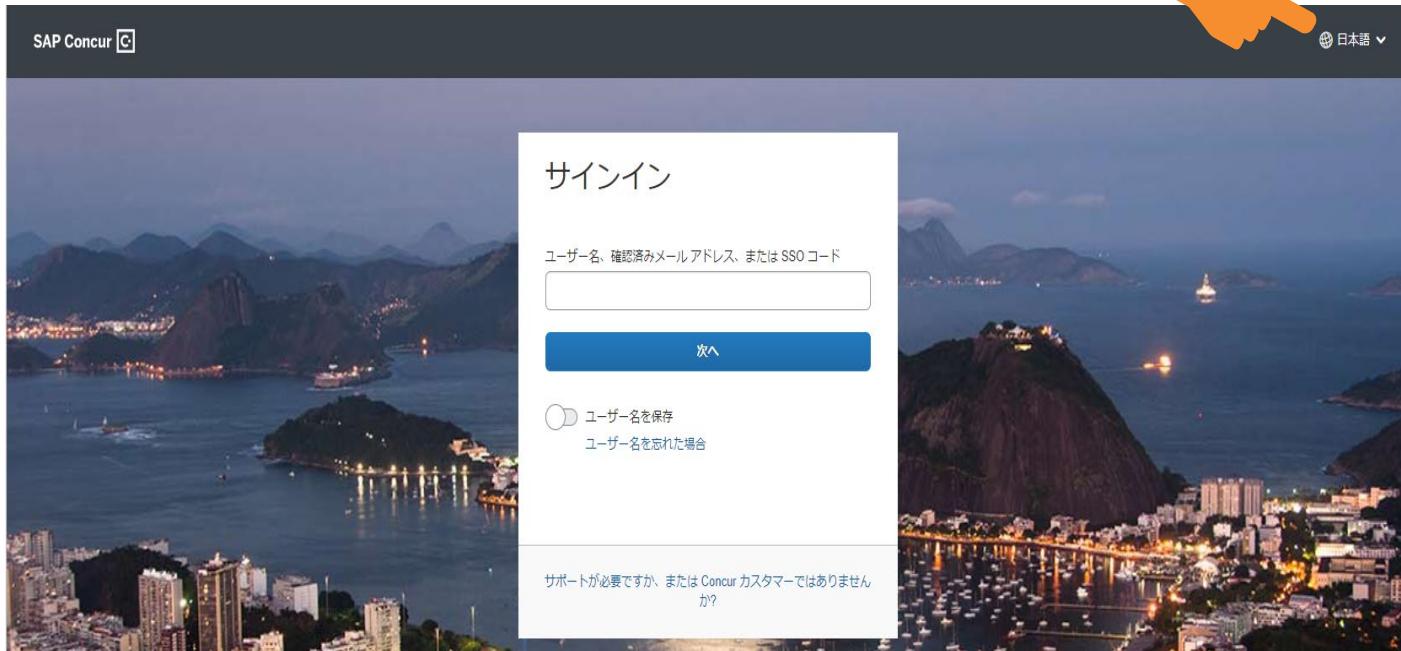
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# 1. Outline of Expense Reimbursement

Change the language setting in Concur to English

Click “日本語” in the upper right on the login screen of Concur and change it to English.



# 1. Outline of Expense Reimbursement

## 1.1. Outline of Expense Reimbursement

Concur enables the paperless expense reimbursement. By registering the information including receipts in Concur, you can complete your paperless expense reimbursement. (There are some exceptions that you will be requested to submit vouchers in paper form.)



Paperless

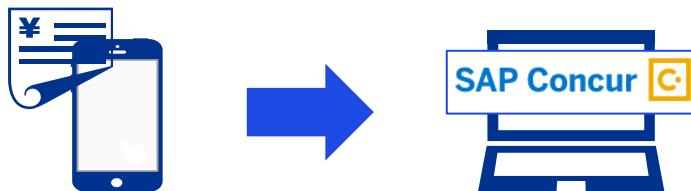


E-Receipts



Submit expense from anywhere

Upload the receipt information to Concur, and enter the details of expense to be reimbursed. Just prepare your mobile phone and use Concur mobile app, then you can upload the receipts from anywhere.



## 1.2 When to Submit Expense Entry and Report

Create Expense Entry by uploading the receipt and entering the relevant information as expense spending happens.

Create a monthly report by adding Expense Entries created in the month and submit the report in Concur by due date.



Spending expenses



Uploading receipts  
Entering the details of expense



Submit Expense Report  
for the month

## 2. How to Access Concur

### 2.1. Sign in to Concur from your laptop

この「コンカー/Concur」については日本語表記も残しておく方がわかりやすいでしょうか

Click the following to access Concur portal site.

J.Web site top > Audit > Business Support > コンカー/Concur

URL to open Concur portal site is listed in the upper right, you can add it to the Favorites as needed.

Auditor▼ TAX▼ KJ Hot Topics▼ Business Support▼ A-Z K

Engagement Tendering Business Support

Portal テンダリング対応室 TOPページ  
AMS(P限定) ▶  
インフルエンサーDB(P限定)  
新規受嘱ガイダンス・ワークフロー

IBS Portal  
リステア/LYSITHEA  
コンカー/Concur

KPMG SharePoint このサイトを検索

JP Home My KPMG Latest Clients Directory About KPMG Go to J.Web

## Concur

2023年1月から個人立替経費精算や請求書払いの処理はConcurを利用してください

個人立替経費精算  
Expense

請求書払い  
Invoice

関連サイト  
Links

Sign in to Concur

Click "Sign in to Concur" to show the sign in screen. Enter your email address and click "Next" and "Sign in with SSO".

サインイン

Your KPMG email address

ユーザー名、確認済みメールアドレス、またはSSOコード

taro.azsa@jp.kpmg.com

次へ

ユーザー名を保存  
ユーザー名を忘れた場合

サインイン

No password required as it is synchronized

taro.azsa@jp.kpmg.com

SSOでサインイン

自分のパスワードでサインイン

## 2. How to Access Concur

### 2.2. Sign in to Concur from your iPhone

Install SAP Concur app (hereinafter iPhone Concur app) to access Concur. (Refer to [Installation Manual FAQ](#) for more details)

Tap iPhone Concur app, and enter your email address and Windows password to sign in.



#### <Note>

The functions available on iPhone Concur app are limited compared to Concur browser app. Careful handling is required until you get used to iPhone Concur app, in order not to create errors in Expense Entry/Report

Please use iPhone Concur app mainly for "Upload receipts and information" and "Approval", and use your laptop to submit your Expense Report.

### 3. Uploading Receipts to Concur

For a reimbursement request using Concur, you will upload an image of a receipt per Expense Entry.

Please use “[iPhone Concur app](#)” or “[MFP in the office](#)” to scan and upload receipts in paper form.

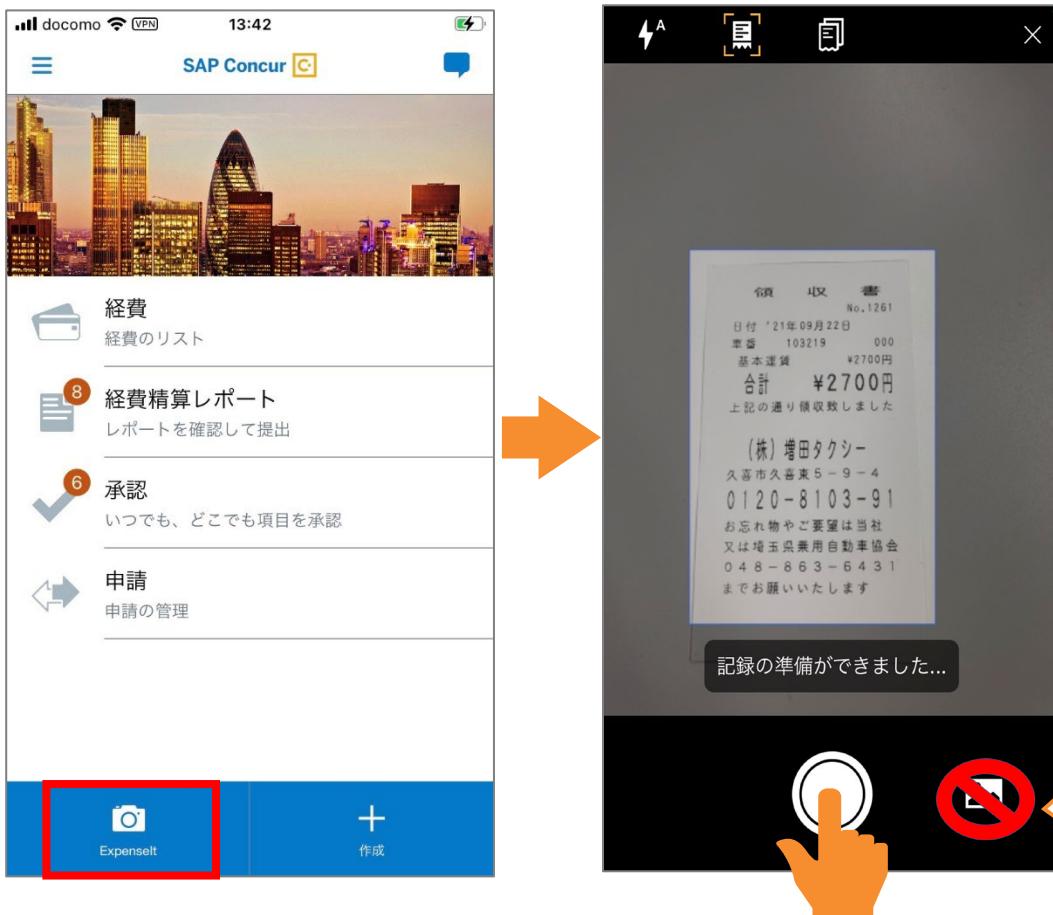
**Receipts that do not meet the requirements of Electronic Books Maintenance Act cannot be accepted for reimbursement request.** Please make sure the images uploaded using “iPhone Concur app” or “MFP in the office” meet the requirements.

- Pictures taken by K-Camera or iPhone camera do not meet the requirements of Electronic Books Maintenance Act (e.g. camera resolution) and cannot be accepted. Moreover, using iPhone camera is prohibited by security rules.

#### 3.1 Upload receipts using iPhone Concur app (Expenselt)

Please follow the procedures below to upload receipts using iPhone Concur app. Firstly, you need to install iPhone Concur app. (Refer to [FAQ](#) for more details)

- Tap “Expenselt” of iPhone Concur app home page and activate Concur’s camera function. Place a receipt on a flat surface and tap the shutter button.



### 3. Uploading Receipts to Concur

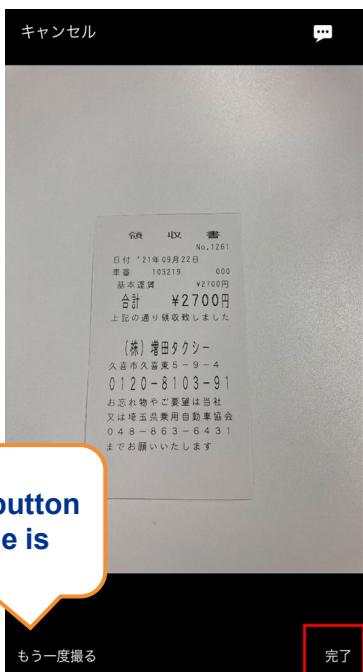
- ② You can change the camera settings by tapping the menu on the top of the camera screen. When submitting multiple images (e.g. a receipt and usage history for IC card charge), tap “multi-page icon” before taking pictures.

	Flash feature		Multipage feature (OFF): Scan 1 receipt
	Auto-Crop feature: This will crop out the areas other than a receipt		Multipage feature (ON): Scan multiple receipts (up to 9 receipts) e.g. Use this function to upload a receipt and usage history for IC card charge

#### \* Note for Receipt Upload \*

The quality of picture is very important when uploading receipts. Avoid dark/blurred pictures and ensure the legibility of receipts by following the steps below when taking pictures.

- Make sure the camera lens of your iPhone is clean
  - Focus the camera on the receipt
  - keep the camera as close to the receipt as possible not to place anything in the background
  - Position the iPhone upright (portrait orientation) when taking a picture
  - Ensure the appropriate lighting for the camera or use the flash feature
  - Avoid shadows on the receipt
- ③ Tap the shutter button, and you will see the image of the receipt. If there are no issues with legibility of the receipt image, tap the “Done” button.



#### To ensure the quality of receipt image

- ☞ Is the image clear?
- ☞ Are there no shadows on the receipt?
- ☞ Is the picture of receipt taken without any missing parts?
- ☞ Are the numbers and letters in a large font legible?



You will need to resubmit the expense report if there are any problems with the uploaded image. **Please keep the receipt for 3 months after the reimbursement**, as you may be requested to resubmit the receipt.

### 3. Uploading Receipts to Concur

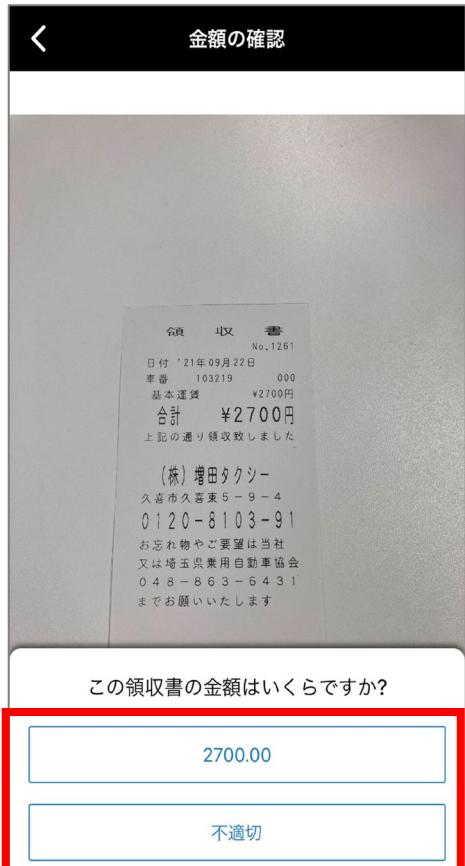
#### <Examples of Unacceptable Receipt Images>

You will be requested to resubmit the receipt images if the information in the pictures (date, amount, and details) is not legible or the pictures are not taken by iPhone Concur app.

	見 Good example 1	見 Good example 2	N Bad example 1	N Bad example 2
サンプル 画像				
事由 Reason	C が - The picture of receipt is taken by iPhone Concur app, and the details such as the date, amount, and item are legible.	本 の - The image is not clear.	旧 の - There is a shadow on the receipt.	
対応 Solution	- Please take a clear picture of receipt so that numbers and letters are legible.	- Please take a clear picture of receipt so that numbers and letters are legible.	- Please take a picture of receipt not to capture shadows by adjusting the camera angle.	
	NG例 Bad example 3	NG例 Bad example 4	NG例 Bad example 5	
サンプル 画像				
事由 Reason	Numbers and letters in small fonts are not legible, caused by capturing a large receipt (larger than A4 paper size) in one picture.	領 Some part of receipt is not in the picture.	領 The picture is not taken by iPhone Concur app.	
対応 Solution	Please ask for the receipt without breakdown, or, take multiple pictures of the receipt (e.g. one for the total amount and one for breakdown).	Please place the blue frame of iPhone Concur app camera to capture the entire receipt. (Except for the case of large receipts explained in Bad example 3)	Please take the picture by iPhone Concur app.	

### 3. Uploading Receipts to Concur

- ④ Concur will start reading the receipt once you tap the “Done” button.  
Please confirm the amount shown on the screen, and adjust the amount if the incorrect amount is shown.



■ If the amount is correct

Tap the amount shown on the screen

■ If the amount is incorrect

Tap “Incorrect” and enter the correct amount



By tapping “Incorrect”,  
Concur will show the  
Enter Amount screen.  
Please note that the  
amount includes the  
numbers after decimal  
point.

<Note>

- Commas will not be placed for the amount.
- Even in JPY, the amount has 2 digits after the decimal point.

- ⑤ Once the amount is confirmed, a timestamp will be inserted to the uploaded receipt image.



<Caution>

You cannot delete a receipt image  
once a timestamp is inserted.

Please do not upload any unnecessary receipt images as the receipt image with timestamp will be kept in Concur permanently.

### 3. Uploading Receipts to Concur

- ⑥ The screen to add receipt information will be shown by tapping the receipt image with a timestamp. The receipt information relating to the receipt uploaded by Expenselt should be updated in iPhone Concur app. (Screen will be changed to edit mode by tapping the item.)



<Items to be updated in iPhone Concur app>

Item	Description	Example of Entry
Expense Type	Select the type of expense to be reimbursed	040. IC Card Charge (Fixed Amount)
Date	Enter the date of transaction	The date written in the receipt
Vendor	Enter the name of payment recipient	JR-EAST

- \* The items listed above can be updated in desktop app, however, we recommend you to update them in iPhone Concur app immediately after uploading the receipt image, in order to avoid incorrect Expense Entry resulting from automatically generated information.

少し意訳ですが英訳は下記のような感じにしています

上記項目をPCアプリで更新することも可能ですが、自動識別で登録された情報による誤った経費エントリを防ぐため領収書撮影後すぐにiPhoneコンカーアプリで更新することを推奨します。

### 3. Uploading Receipts to Concur

#### 3.2. Upload Receipts using MFP

- ① If you want to upload the receipt image using MFP, set the scanner setting as “Color, XX”. Select “Scanner” and scan the receipt if you use the MFP in KPMG office without changing the scanner setting from its default setting.
- ② Save the scanned receipt image (e.g. save it to G-drive).
- ③ Upload the scanned receipt image by clicking “Attach receipt image” to Expense Entry. (Refer to page X for more details)

# 4. Enter and apply for a pre-approval application

## 4.1 Entering Header Information

- ① When you click "Advance Request" in the Concur menu, the "Create New Request" button will be displayed, so click it.



事前申請管理

ライブラリ申請 表示 アクティブな事前申請 ▾

+ 申請の新規作成

有効な申請がありません  
申請の新規作成 をクリックして申請を新規作成します

- Pre-coordinate before applying
- Implement the relevant process for items with ✓ in the "Pre-approval" column of the payment authority table.
- Legal Review: Refer to [独立性の確認方法](#)
- Legal Review: Legal Operation Contact your OU

- ② You will be prompted to enter a header. The input description of the item is described on the next page. When you have finished entering the items, click "Create Request" at the bottom right of the screen.

# 4. Enter and apply for a pre-approval application

## 4.2 Enter line item information

- ① When you enter the header, the item screen is displayed. Click the "Add" button to display the screen for entering details.

- ② Set up the expense types accordingly

- ③ You will be prompted to enter the details associated with the expense type. When you are finished entering items, click "Save".

新しい経費: 040. 消耗品費 (事務用品費 税抜単価10万円未満) ¥1,000	キャンセル	保存
取引日 *	2022/12/16	
Description	封筒	
支払先 (店名等)	紀伊国屋書店	
金額 (概算見積額) *	1,000	通貨 *
数量	1	
単価	¥ 1,000	
事前承認番号 (KITのみ)		
コメント		
<input type="button" value="保存"/>	<input type="button" value="キャンセル"/>	

## 4. Enter and apply for a pre-approval application

### Input Item Description

Item		
Transaction Date	Please input	
Description	Division_Discription_Month Purched	
Payee (Vendor)	Please input	—
Amount (estimated amount)	Please input estimated amount	—
Quantity	Please input	—
Unit Price	Please input	—
Pre-Approval Number (Only KIT)	Please input (Requesting to delete. Enter dummy number to proceed)	—

※ Advance application is required except for commuting transportation expenses

## 4. Enter and apply for a pre-approval application

### 4.3 Submitting pre-application application

- ① Set approvers. On the pre-request screen, select "Request Timeline" from the "Application Details" pull-down menu and click "Edit".

The screenshot shows the 'Pre-Request' screen for a purchase application. On the left, under 'Application Details', the 'Request Timeline' option is selected and being edited. A red box highlights the 'Edit' button next to it. On the right, the 'Request Timeline' page is displayed for a purchase of ¥1,000. It shows a list of approvers: 'DENLEY TIM, KIT HQ' is listed as an 'Approved Approver'. A large blue arrow points from the left screen to the right one.

- ② Hover your mouse over the existing approver search box and select your approvers in order from top to bottom based on the closing authority table.  
<例:10万以下の場合>

- Local Travel 1<sup>st</sup> approval: GA 2<sup>nd</sup> approval: OUH Final approval : Partner
  - Training Cost 1<sup>st</sup> approval : Guild Sponsor 2<sup>nd</sup> approval : EX/Spencer Final approval : Tim
- Click save and submit.

This is a modal dialog titled 'Approval Flow Edit'. It lists three categories of approvers:

- 'Designated Approver': DENLEY TIM, KIT HQ
- 'User-added Approver': ZHANG JUNYU, KIT HQ (junyu.zhang@jp.kpmg.com)
- 'User-added Search': 検索 (Search)

A red box highlights the 'Save' button at the bottom right of the dialog.

- ③ When you are returned to the pre-application screen, click "Submit Application".

The screenshot shows the 'Pre-Request' screen again. At the bottom right, there are two buttons: 'Copy Application' and a larger orange 'Submit Application' button. A red box highlights the 'Submit Application' button.

# 5. Description of Expense Report

## 4.1. Framework of Reimbursement Report

Reimbursement request in Concur has 3 steps: "Report Heading", "Expense Entry" and "Expense Entry Line"

Paid expenses are entered as Expense Entry and linked to one Report Heading. Receipts should be uploaded per Expense Entry.

## Step 1 → Step 2 → Step 3

### Report Heading

### Expense Entry

### Expense Line

Report of October,2022

- IC Card Charge (Fixed Amount)
- Paid on 2022/10/18
- IC Card Charge without private use
- 10,000

Receipt

- No line items

- Accommodation / Hotel
- Paid on 2022/10/4
- Site visit at Fukuoka Branch
- 11,200

Receipt

- Accommodation / Hotel
- 11,000

- Accommodation / Bathing tax
- 200

# 5. Description of Expense Report

## 4.2. How to Create, Edit, and Submit Expense Report and Expense Entry

In this section, we will explain how to create, edit, and submit Expense Report using the desktop app.

See “Appendix X How to create, edit, and submit Expense Report using iPhone Concur app” for details of reimbursement process using iPhone.

- ① Click “Expense” on the top of Concur home page to move to Manage Expenses page.

SAP Concur

事前申請 経費精算 割引申請 App Center

SAP Concur

+ 新規作成 00 事前申請 00 購入申請

経費精算ホーム

経費精算レポート 表示 フィルタで絞り込む

未提出 2022/11/18  
2022年10月 経費レポート  
¥24,000

新しいレポートの作成

レポートに追加できる経費 表示 すべての経費

種類	経費タイプ	支払先の詳細	日付	金額
領収書	D4D.定額ICチャージ	JR東日本	2022/10/18	¥10,000
立替経費	D5D.タクシ	KMタクシー	2022/10/18	¥940
立替経費	D8D.新幹線・特急	JR東海	2022/10/17	¥27,740
立替経費	D2D.宿泊費/ホテル・その他	持多ホテル	2022/10/13	¥13,000
立替経費	D2D.社外会費-飲食（単価5,000円超）	神楽飯店	2022/10/12	¥49,500

表示された申請: 6、合計: 6

経費に添付できる領収書

イメージ形式: jpg, pdf, または tiff 要求: 200dpi 以上, 24 ビットカラー (スマートフォンは3.88 メガピクセル以上)

↑ 領収書イメージのアップロード ファイルあたり 5 MB の制限

receipt.pdf receipt.pdf receipt.pdf

Areas where “Create New Report” tile and created report tiles are displayed

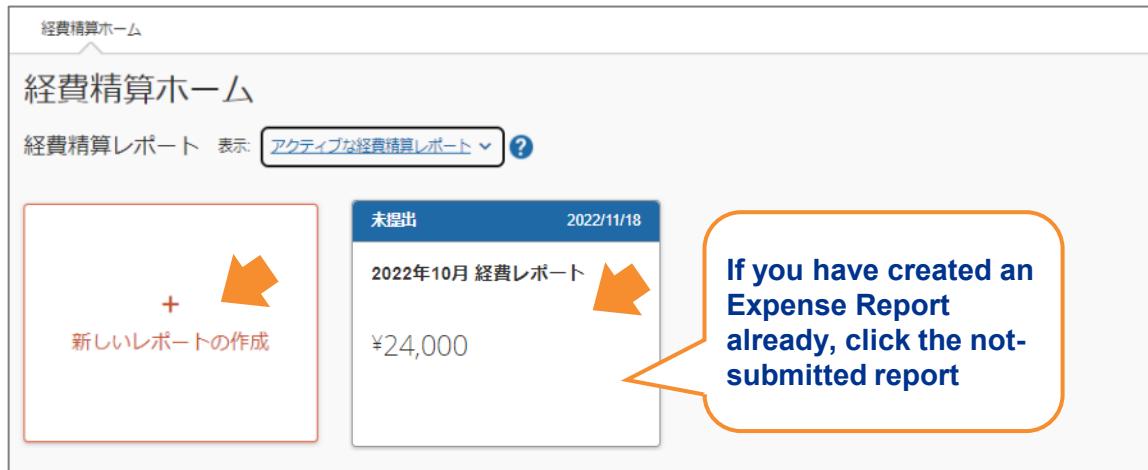
Areas where the receipts uploaded using iPhone Concur app are displayed

Areas where the receipts uploaded using “Attach receipt image” function for Explorer are displayed

## 5. Description of Expense Report

② Click “Create New Report” or “Not Submitted Report” on Manage Expenses page.

- Click “Create New Report” if entering the first Expense Entry for the month
- Click the appropriate not-submitted report if adding a new Expense Entry to the existing Expense Report



③ Concur shows the screen to enter the Header information relating to the new Expense Report.

Enter [the month of application] to “Report Date, Report Name”, tick [NO] for “Claim Travel Allowance”, and then click “Create Report”.

The screenshot shows the '新しいレポートの作成' (Create New Report) form. The '申請月・レポート名 \*' (Month of Application / Report Name) field is highlighted with an orange box and contains '2022年10月'. The 'Report Date' field is also highlighted with an orange box and contains '2022/11/18'. A callout bubble points to these fields with the text: 'Enter “Report Date” (October 2022, Expense Report)'. The 'Comments' section is below. Under '出張手当の請求' (Travel Allowance Request), two radio buttons are shown: one for 'はい' (Yes) and one for 'いいえ' (No). The 'いいえ' option is selected and highlighted with an orange box. A callout bubble points to this with the text: 'Tick “NO” for Claim Travel Allowance'. At the bottom right, there are 'キャンセル' (Cancel) and 'レポートの作成' (Create Report) buttons, with the 'Create Report' button highlighted with a red box.

## 5. Description of Expense Report

- ④ The screen shows the details of Expense Entry. Click “Add Expense”.

The screenshot shows the SAP Concur homepage with the '経費精算' tab selected. The main title is '2022年10月 経費精算 ¥0'. Below it, there's a status '未提出' and a toolbar with buttons for 'レポートの詳細', '印刷/共有', '領収書の管理', '出張手当', '経費を追加' (which is highlighted with a red box), '編集', '削除', 'コピー', '経費を統合', and '移動先'.

☞ Refer to Appendix for the details of buttons listed on Expense Entry

- ⑤ On the “Add Expense” screen, select the expense or expense type to enter the expense information.

If entering Expense Entry for “the receipts uploaded using iPhone Concur app”, select the appropriate expense from the [Available Expense] tab.

If entering “the receipts uploaded using MFP or E-receipts”, select the expense type from [+Create New Expense] tab.

The image compares two expense entry screens. On the left, under 'Receipts uploaded using iPhone Concur app', the 'Available Expenses' tab is shown with 6 items. An orange callout box points to the '+ 新しい経費を作成' button. On the right, under 'Receipts uploaded using MFP or E-Receipts', the '+Create New Expense' tab is shown with 0 items. An orange callout box points to the '+ 新しい経費を作成' button. Both screens have a search bar for '経費タイプの検索' and a category '10. 交通' with items '010.日本の公共交通機関 (ICカード/ICCI取込/経路検索)' and '020.バス (ICカード/ICCI取込)'.

☞ You can check the status of submitted Expense Report on Manage Expenses page.  
(See Appendix for more details)

# 5. Description of Expense Report

- ⑥ You will need to enter the details of Expense Entry on this screen. Required fields differ depending on the expense type. Please refer to "Description of Expense Entry Item" on page X to enter the details.

新しい経費

詳細 明細

\* 必須フィールド

経費タイプ \*

040.定額ICチャージ

取引日 \*

2022/10/18

利用目的

私的利用なし

Description

9/1-10/18

支払先名 \*

JR東日本

国/地域 \*

日本 (JP)

支払った都市

支払タイプ \*

立替経費

金額 \*

10,000

通貨 \*

日本、円

私的出費 (払戻対象外)

税の計算

費用負担コード \*

(24800134) 東京第4-1事業部/...

領収書イメージのアップロード

- Pre-application is required for the specific expense types such as entertainment and commuter pass, before submitting Expense Report.  
(Refer to the manual for pre-application from here)
- Please enter “Expense Entry Line” for the expense types with different tax classes such as Accommodation.

詳細	明細	
金額 ¥11,200	明細化 ¥11,200	<input checked="" type="checkbox"/> 独額 ¥0
<input type="button" value="明細の作成"/> <input type="button" value="他の操作 ▾"/>		
□ 日付 ▲	経費タイプ ↑	申請額 ↓
□ 2022/11/04	020.宿泊費/ホテル・その他実費	¥11,000
□ 2022/11/04	030.宿泊税・入湯税	¥200

- Concur checks the entered data automatically. If an alert appears, check the details and correct the error before submission.

すべて ! 1 ! 1

経費精算 | 020.宿泊費/ホテル・その他実費 | 2022/10/25 | ¥11,200

! 領収書イメージをこの経費に添付する必要があります。

! ミニバーなどの私的利用がある場合、私的利用分の金額を除外して入力してください。

! You cannot submit the report until the alert with this icon is resolved.

! If a warning/reminder with this icon shows up, please check the details and correct as needed.

# 5. Description of Expense Report

- ⑦ Click “Attach Receipt Image” to upload the receipt to Expense Entry.

新しい経費

詳細 明細

\* 必須フィールド

経費タイプ \* 040.定額ICチャージ

取引日 \* 2022/10/18

Description 9/1-10/18

国/地域 \* 日本 (JP)

支払タイプ \* 立替経費

金額 \* 10,000

通貨 \* 日本、円

税の計算  私的出費 (仮戻対象外)

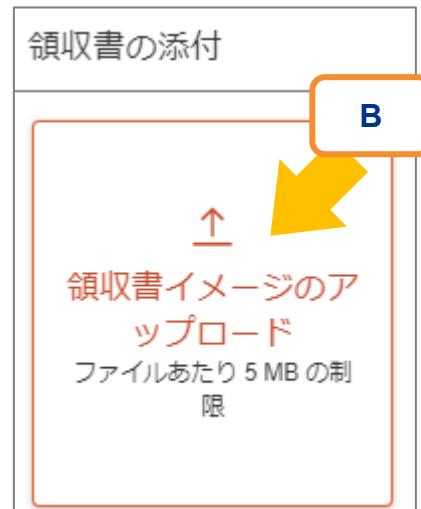
費用負担コード \* (24800134) 東京第4-1事業部/...

キャンセル 経費の保存

領収書を表示しない

領収書イメージのアップロード

- A) The receipt images uploaded using iPhone Concur app are displayed. Select the appropriate receipt and click “Attach”.
- B) You can upload the receipt image scanned using MFP or E-receipt from your laptop by clicking “Upload Receipt Image”. The file should meet the following requirements:
- .jpg, .pdf, or .tif
  - 200dpi or higher, 24bit, color (3.88 megapixels or higher for smartphones)



## 5. Description of Expense Report

- ⑧ You will see the list of Expense Entry after clicking “Save Expense”.
- ⑨ Submit an Expense Report with Expense Entries by the due date instructed by HQ. Click “Submit Report” and you will see “Electronic User Agreement” pop-up. Read the contents and click “Agree and Submit”, then Report Totals will be displayed. Check the details and “Submit Report” to complete the reimbursement request process.

The screenshot shows the SAP Concur interface for expense reporting. At the top, there are tabs for '事前申請' (Pre-Approval), '経費精算' (Expense Reimbursement), '請求書処理' (Bill Processing), and 'App Center'. On the right, there are 'ヘルプ' (Help), 'プロファイル' (Profile), and a user icon. Below the tabs, it says '経費精算ホーム' (Expense Reimbursement Home). A yellow bar at the top indicates 'アラート: 5' (Alert: 5). The main area displays a report for '2022年10月 経費精算 ¥59,680' (October 2022 Expense Reimbursement ¥59,680) with a status of '未提出' (Not Submitted). Below this, there are buttons for 'レポートをコピー' (Copy Report) and 'レポートの提出' (Submit Report), with the latter highlighted by a red box and a yellow arrow pointing down to the '電子式ユーザー同意書' (Electronic User Agreement) dialog box. The dialog box contains the text of the agreement, which is partially visible. At the bottom right of the dialog box is a blue button labeled '同意して提出' (Agree and Submit), also highlighted by a red box and a yellow arrow pointing down to the final step. The final step is a summary dialog box titled 'レポート総計' (Report Total) showing the total amount of ¥59,680. It has four sections: '会社の支払' (Company Payment), '従業員の支払' (Employee Payment), '会社への未払金額' (Amount Due to Company), and '従業員の未払金額' (Amount Due to Employee). At the bottom right of this dialog box is a blue button labeled 'レポートの提出' (Submit Report), highlighted by a red box and a yellow arrow pointing down to the final step.

**Read the agreement by scrolling down, and click “Agree and Submit”**

- ⑩ You may be requested to resubmit the Report if the receipt images do not meet the requirements or a wrong charge code is selected. To resubmit the Report, you will need to upload the receipt images again so please make sure to **keep the receipt for 3 months after the reimbursement**.

☞ You can check the status of submitted Expense Report on Manage Expenses page. (See Appendix.○○ for more details)

# 5. Description of Expense Report

## 5.3. Commuting Expense input

- ① Display the expense entry screen with "Add Expense". Enter and press "Save"

030.公共交通機関（手入力） ¥1,000  
2022/12/23 | JR東日本

詳細 明細

必徴フィールド

経費タイプ \* 030.公共交通機関（手入力）

取引日 \* 2022/12/23 | 通勤

Description

支払先名 \* JR東日本

出発地 \* 池袋

到着地 \* 大手町

国/地域 \* 日本 (JP)

支払った都市 東京, 東京都

税区分 \* 1.課税10%

支払タイプ \* 立替経費

金額 \* 1,000

通貨 \* 日本、円

C.TAX の JPY 消費税 \* 91

税の計算

□ 他の出費 (仮対象外)

費用負担コード \* (24808001) Ignition | 費用負担部門 (標準コードのみ選択) | テキストで検索

↑ 領収書を追加  
ここをクリックするか、ファイルをドラッグ & ドロップして新規領収書をアップロードしてください。  
アップロードで有効なファイルタイプは.png, .jpg, .jpeg, .pdf, .tif  
または.tifです。  
ファイルあたり5 MBの制限。

- ② Select the report timeline from the report details

12月 交通費 ¥1,000

未提出 | レポート番号: OGMBLE

レポートの詳細 | 印刷 | 領収書の管理 | 出張手当

レポート レポートヘッダー | 刪除 | コピー | 経費を統合 | 移動先

レポートヘッダー | タイプ | 経費タイプ

レポート統計 | レポートのタイムライン | 検索

レポートのタイムライン

- ③ Select your approver from Edit and press Save (Refer to the Pre-Approval Matrix)

レポートのタイムライン  
12月 交通費 | ¥1,000

承認フロー [確認]

既定の承認者 OGASAWARA KENJI, KIT HQ

経費処理者

レポートのサマリー

コメントを追加

## 5. Description of Expense Report

### ④ Submit your report

The screenshot shows the SAP Concur expense reporting interface. At the top, there are navigation links for '経費精算ホーム' and 'レポートの処理'. Below that, the report details are shown: '12月 交通費 ¥1,000' and '未提出 | レポート番号: OGMBLE'. On the right, there are three buttons: 'レポートの削除', 'レポートをコピー', and 'レポートの提出' (the latter is highlighted with a red box). A toolbar below has buttons for '経費を追加', '編集', '削除', 'コピー', '経費を統合', and '移動先'. The main content area includes filters for '□ 領収書↑ 支払タイプ↑', '経費タイプ↑', '支払先の詳細↑', '日付≡', and '申請額↑'.

### ⑤ Agree and submit

This screenshot shows the same expense report interface as above, but with an additional '電子式ユーザー同意書' (Electronic User Agreement) dialog box overlaid. The dialog contains several points of agreement and a '同意して提出' (Agree and Submit) button, which is highlighted with a red box. The background shows the report details and submission buttons.

項目名	説明	選択肢・記入例
利用目的	通勤費	
Description	Division_Discription_Month	FA_Your nearest train station-Otemachi_Commute Expense_2212

- No need to attach a receipt
- Apply by date
- After ICCI is operational, you will have to apply by another method.

## Expenses FAQ

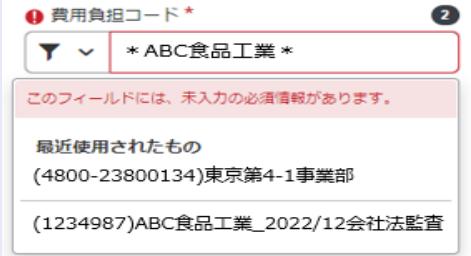
## 5. Expense Report

★ConcurCode	★ConcurIDescription (CHAR 40)
新規追加	ConcurID凡例Code
新規追加	Expense (CEO)
新規追加	Expense (担当パートナー)
新規追加	Expense (Solution)
新規追加	Expense (Products)
新規追加	Expense (Cloud Platforms)
新規追加	Expense (Service Management)
新規追加	Expense (Tech Service)
新規追加	Expense (Incubation)
新規追加	Expense (Global & Region)
新規追加	Expense (Talent Acquisition)
新規追加	Expense (Growth and Perf)
新規追加	Expense (Corp Comm and Events)
新規追加	Expense (HR)
新規追加	Expense (Finance)
新規追加	Expense (GA)
新規追加	Expense (BOD Admin)
新規追加	Expense (Procurement)
新規追加	Expense (Legal Operation)
新規追加	Expense (RM)
新規追加	Expense (IP Portfolio)
新規追加	Expense (Strategy & Process)
新規追加	Expense (OGC)
新規追加	Expense (SoQM & Security)

## 5. Description of Expense Entry Item

Please see the following for the descriptions of Expense Entry items. Required fields differ depending on the expense type. Please refer to the manual for the details of "Gifts and Entertainment" and "Travel Allowance".

Item	Description	Example of Entry
Expense Type	Select the type of expense to be reimbursed	040. IC Card Charge (Fixed Amount)
Date of Transaction	Enter the date of transaction	The date written on the receipt
Check-in Date/ Check-out Date	Enter check-in/check-out date for accommodation/hotel	—
Purpose of Expense	See Appendix: List of Expense Type	See Appendix: List of Expense Type
Description	See Appendix: List of Expense Type	See Appendix: List of Expense Type
Select if the expense is related to training	Tick the checkbox if the expense is related to training	—
Vendor Name	Enter the name of payee	—
From Location/ To Location	Enter the place of departure/arrival for transportation and travel allowance	From Location: Tokyo To Location: Osaka
Country/Region	Select the country/region where the transaction occurred	—
City of Purchase	Select the city where the transaction occurred	—
Payment Type	No need to enter	—
Tax Class	Select the tax class	1. Consumption tax rate 10% 2. Reduced consumption tax rate 8% 3. Out of scope of consumption tax 0%
Amount	Enter the amount on the receipt * If any expense for private use is included in the receipt, deduct the amount for private use	—
Currency	Select the currency	—
Personal Expense (do not reimburse)	Do not tick the checkbox <b>* Note that the expense will not be reimbursed if you tick the checkbox.</b>	—

Item	Description	Example of Entry
Total Number of Attendees	Enter the total number of attendees including external parties such as clients for Entertainment and Meeting Expense	–
Number of People Eligible for Reimbursement	Enter the number of attendees whose expenses are borne by KPMG	<u>When splitting the cost</u> • Number of KPMG employees <u>When receiving entertainment</u> • 0
Unit Price Per Person	Enter the unit price per person for the cost KPMG covers	–
Cost Code	Select the cost code for reimbursement You can search by text and code   If searching by text, please insert “* (asterisk symbol)”  	<u>Expenses relating to Engagement</u> • Applicable Engagement Code <u>Other Expenses</u> • Select the instructed CostCenter Code
Department Bearing Expense (For Standard Code only)	No need to enter	–
Budget Code (KIT only)	No need to enter	–
Application/Application Number	Enter if selecting the specific expense types that require pre-application  <b>*See page ○ “6. Adding Pre-Application to Expense Report”</b>	<u>Expense Types that require pre-application</u> • Entertainment • Meeting Expense (External) • Commuter Pass • Consumable (over 100,000JPY)

Item	Description	Example of Entry
Unit Price	Enter the unit price of the consumable	—
Quantity	Enter the quantity of consumable purchased	—
Report ID to be adjusted/amended	Enter the Report ID of Expense Report submitted before for the Expense Entry with adjustment/amendment information <b>*See the manual for adjustment/amendment for more details</b>	—
Reason for Adjustment/Amendment	Enter reason for adjustment/amendment <b>*See the manual for adjustment/amendment for more details</b>	—
Comment	Enter comments to approver	—

## 6. Adding Pre-Application to Expense Report

Pre-application is required for expenses such as Entertainment, Meeting Expense (External), Commuter Pass and the approved pre-application should be added to the report for reimbursement. Please see the procedures below.

- ① Click “Report Details” > “Manage Pre-Application” on the list of Expense Entry screen.

2022/11-経費レポート ¥0

未提出

レポートの詳細 印刷/共有 領収書の管理 出張手当

追加 編集 削除 コピー 経費を統合 移動先

レポートの詳細 印刷/共有 領収書の管理

レポートヘッダー レポートヘッダー削除

依頼の追加なし  
このレポートでリンク依頼を追加してください。

閉じる

- ② Approved pre-application will be displayed here. Select the appropriate pre-application for reimbursement and click “Add To Report”.

未割り当ての事前申請					
申請名	申請 ID	キャンセル済	申請金額	承認済み	残額
<input type="radio"/> AAA工業	37AA	いいえ	¥5,000	¥5,000	¥5,000
<input type="radio"/> 定期代	37AL	いいえ	¥50,000	¥50,000	¥50,000
<input checked="" type="radio"/> ABC食品	37FL	いいえ	¥80,000	¥80,000	¥80,000

キャンセル レポートに追加

申請名	申請 ID	キャンセル済	申請金額	承認済み	残額
ABC食品	37FL	いいえ	¥80,000	¥80,000	¥80,000

閉じる

- ③ Pre-application added to Expense Report will be displayed here. Once the pre-application is added to the report, you can enter the details of Expense Entry.

The screenshot shows a software interface for managing expense reports. At the top, there are four dropdown menus: 'レポートの詳細' (Report Details), '印刷/共有' (Print/Share), '領収書の管理' (Receipt Management), and '出張手当' (Travel Allowance). Below these is a main content area with a red border containing the following information:

申請	承認済み	※
¥80,000		

Below this are five buttons: '経費を追加' (Add Expense), '編集' (Edit), '削除' (Delete), 'コピー' (Copy), and '経費' (Expense).

\* You will see only 1 pre-application on the screen even if multiple pre-applications are added to the report. You can move onto the next procedure of reimbursement request.

- ④ Select the appropriate pre-application from the dropdown list on Expense Entry screen.

The screenshot shows a dropdown menu for selecting a pre-application. The current selection is '2022/11/14, ¥12,000-ABC食品'. The dropdown list includes:

- 選択されていません (Not selected)
- リセット (Reset)
- 2022/11/14, ¥12,000-ABC食品 (Selected item)
- 2022/11/10, ¥30,000-ABC食品

If there are multiple pre-application relating to the same client in the same month, check the date and amount carefully and select the appropriate pre-application.

# Appendix1. Description of Manage Expenses Page

The screenshot shows the SAP Concur Manage Expenses page. At the top, there are navigation links: SAP Concur, 事前申請 (Pre-Approval), 経費精算 (Expense Reporting), 請求書処理 (Bill Processing), App Center, ヘルプ (Help), and プロファイル (Profile). Below the header, it says '経費精算ホーム' (Expense Reporting Home). A section titled '経費精算レポート' (Expense Reporting Report) shows two reports: '未提出' (Not Submitted) dated 2022/11/19 with a warning icon and '¥38,000'; and '提出済' (Submitted) dated 2022/11/19 with a warning icon and '¥59,680'. A note below states '承認済 支払処理中' (Approved, Payment processing in progress). On the left, there's a red-bordered box with a plus sign and the text '新しいレポートの作成' (Create new report). At the bottom, it says '表示されているレポート: 2、合計: 2'.

- You can check the status of report on the report icon, such as submission and approval status.



- On this screen, you can see active reports by default. If you want to display the older expense reports, click View "Active Reports" and select the desired period.

The screenshot shows the 'Active Reports' dropdown menu. It includes a checked checkbox for 'アクティブな経費精算レポート' (Active Expense Reporting Report) and a link '支払送信 (90 日)' (Payment sent (90 days)). Below this, there are options for selecting a time range: '過去 90 日' (Last 90 days), '今年' (This year), '前年' (Last year), and '日付範囲' (Date range).

# Appendix2. Description of Expense Entry Screen

The screenshot shows the SAP Concur interface for expense reporting. At the top, there are navigation links: SAP Concur, 事前申請 (Pre-Application), 経費精算 (Expense Reporting), 求償書処理 (Claim Processing), App Center, ヘルプ (Help), プロファイル (Profile), and a user icon. Below the header, it says '経費精算ホーム' (Expense Reporting Home). The main content area displays '2022年11月 経費精算 ¥28,000'. There are nine numbered callouts: 1 (Report Details), 2 (Print/Share), 3 (Manage Receipts), 4 (Travel Allowance), 5 (Add Expense), 6 (Report Header), 7 (Report Totals), 8 (Report Timeline), and 9 (Audit Trail). Below the main title, there are dropdown menus for 'レポートの詳細' (Report Details), '印刷/共有' (Print/Share), '領収書の管理' (Receipt Management), and '出張手当' (Travel Allowance). A row of buttons includes '経費を追加' (Add Expense), '編集' (Edit), '削除' (Delete), 'コピー' (Copy), '経費を統合' (Combine Expenses), and '移動先' (Move to) with a dropdown arrow.

## ① Report Details

Item	Description
Report Header	Select this when adjusting the report header.
Report Totals	Select this when displaying the total amount of Expense Entries.
Report Timeline	Select this when checking the approval flow and approval status.
Audit Trail	Select this when checking the system log of the report.
Manage Pre-application	Select this when adding approved pre-application to the report.

## ② Print/Share

You can print Expense Entry, save the Expense Entry in PDF format, or attach the Expense Entry to the designated email.

## ③ Manage Receipts

You can check the list of receipts added to Expense Entry.

## ④ Travel Allowance

Click here when adding travel allowance to Expense Entry.

## ⑤ Add Expense

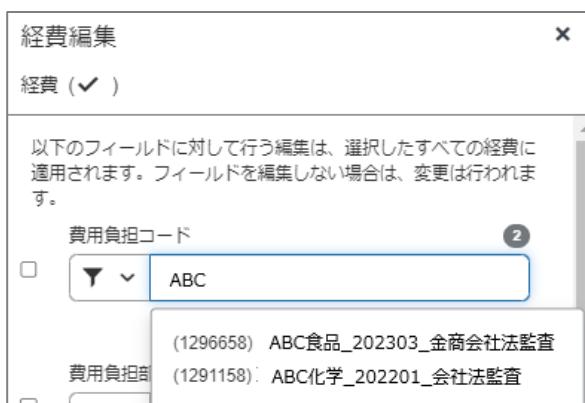
Click here when adding Expense Entry to Expense Report.

# Appendix2. Description of Expense Entry Screen

The screenshot shows the SAP Concur interface for expense reporting. At the top, there are navigation links: SAP Concur, 事前申請 (Pre-Approval), 経費精算 (Expense Reporting), 求償書処理 (Claim Processing), App Center, ヘルプ (Help), プロファイル (Profile), and a user icon. Below the header, it says '経費精算ホーム' (Expense Reporting Home). The main content area displays a report for '2022年11月 経費精算 ¥28,000'. There are several numbered circles highlighting specific features: 1 (Report Details), 2 (Print/Share), 3 (Receipt Management), 4 (Travel Advance), 5 (Add Expense), 6 (Edit), 7 (Delete), 8 (Copy), and 9 (Move to another report). Below the report, there are buttons for 'レポートをコピー' (Copy Report) and 'レポートの提出' (Submit Report).

## ⑥ Edit

You can edit multiple Expense Entries at once here. For example, you can change Cost Code for Daily Allowance at once.



## ⑦ Delete

Click here to delete existing Expense Entry. Please note that if an Expense Entry is deleted, the uploaded receipt will be kept in Concur as a receipt file not added to any Expense Report. You can add the receipt file to a desired Expense Report, so that you do not need to re-upload the receipt.

## ⑧ Copy

You can copy existing Expense Entry. If Expense Type and Vendor are the same, you can skip entering those fields. However, copy function is disabled for some expense types, such as Daily Allowance.

## ⑨ Move to

Click here when moving an Expense Entry from one Expense Report to another Expense Report.

# Appendix3. FAQ

Please check Concur Portal ([Link](#)) for FAQ about expense reimbursement.

If you have any questions while creating Expense Report, please check the portal.



J.Web site home > Audit > Business Support > Expense FAQ > Frequently Asked Questions

The screenshot shows the Concur homepage with a dark blue header. On the left, there's a sidebar with links like 'Expense', 'Invoice', and 'Links'. The main content area has several boxes containing links. One box is highlighted with a red border and contains the 'Expense FAQ' link. A callout bubble points to this link with the text 'Click here to see FAQ about Expense'. Another box below it contains 'お問い合わせ【IP-FM AZ-Concur-Expense】'. To the right, there are sections for 'Concur Advanced Care' and 'Concur Advanced Care'. At the bottom right, there's a note: '★新たにページを作って案内する? Advanced Careへのお問合せについて 対応時間 xx時~xx時(土日除く)'.

# Appendix4. How to Create, Edit, and Submit Expense Report Using iPhone Concur App

Please see below for how to create, edit, and submit Expense Report and Expense Entry in iPhone Concur app.

- ① Tap “Expense Reports” in app menu, to move onto Reports screen. When creating a new Expense report for the month, please tap [+] icon. If you have created an Expense Report for the month already, please tap the existing Expense Report.



[Creating a new Expense Report]



[Adding an Expense Entry to the existing Expense Report]



# Appendix4. How to Create, Edit, and Submit Expense Report Using iPhone Concur App

- ② To add Expense Entry to Expense Report, tap [+] icon on the top of app screen, then “Add to expense report” menu will be displayed.  
Tap the appropriate menu to add Expense Entry to the report.



No	Menu	Description
①	Add New Expense	<ul style="list-style-type: none"><li>Select this when adding Expense Entry that does not require receipts to be uploaded.</li><li>If adding Expense Entry that requires uploaded receipts, select “From Expense List” or enter on desktop app.</li></ul>
②	From Expense List	<ul style="list-style-type: none"><li>Select this when adding Expense Entry with the receipt uploaded using Expenselit.</li><li>Please tap the Expense Entry to check if the details of information automatically generated are correct.</li></ul>
③	Travel Allowance	<ul style="list-style-type: none"><li>Select this to add travel allowance.</li><li>By entering information, such as place of departure/arrival and time, Concur will calculate the travel allowance automatically.</li></ul>

- ③ Details of Expense Entry items are the same as those for desktop app. (See 5.)

## Description of Expense Entry Item)

The required fields will be automatically filled when uploading a receipt, however, please check the accuracy of the information and adjust it if necessary.

Also, please check Cost Code as the expenses relating to Engagement should be charged to the designated Engagement.



- Select the applicable Engagement Code for expenses relating to Engagement
- Select the instructed CostCenter Code for other expenses

# Appendix4. How to Create, Edit, and Submit Expense Report Using iPhone Concur App

- ④ After checking the details of Expense Entry, you can submit your Expense Report. You will need to add Expense Entries for the month to one Expense Report and submit the Report in Concur by the due date instructed by HQ.

Concur checks the entered data automatically. If an alert appears in the app, check the details and correct the error before submission.

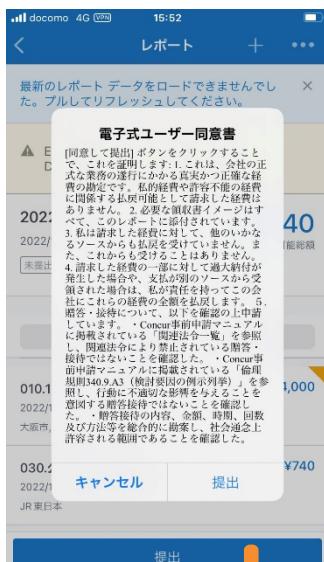


[Concur Alert Icons]

You cannot submit the report until the alert with this icon is resolved.

If a warning/reminder with this icon shows up, please check the details and correct as needed.

- ⑤ Tap “Submit” and you will see “Electronic User Agreement” pop-up. Read the contents and tap “Submit” to complete the reimbursement request process. Once submission process is completed, the app will display Expense Report menu screen.



# Appendix5. How to Adjust Submitted Expense Report

## 16. How to Adjust Submitted Expense Report

### 16.1 Adjust Submitted Expense Report (Before Approval)

Please follow the procedures below to make corrections to the Expense Report waiting for approval.

- ① Select the Expense Report that needs to be corrected from the Expense home screen. Confirm the report status is “Submitted & Pending Approval”.

The screenshot shows the SAP Concur interface. At the top, there are tabs: SAP Concur (selected), 事前申請 (Pre-Approval), 経費精算 (Expense Reporting), 求求書処理 (Bill Processing), and App Center. A red circle highlights the '経費精算' tab. Below the tabs, the page title is '経費精算ホーム' (Expense Reporting Home). On the left, a red box contains a plus sign and the text '新しいレポートの作成'. In the center, a green box displays the report details: '提出済' (Submitted) at 2022/11/16, '11月経費レポート' (November Expense Report), and '¥10,000'. A red circle highlights the bottom section of the green box which says '提出済および承認待ち' (Submitted and awaiting approval). A number '1' is placed in a box above the tabs, and a number '2' is placed in a box next to the green box.

- ② Select the Expense Report you need to recall and click the “Recall” button.

The screenshot shows a modal window for a report titled '11月経費レポート ¥10,000'. The window includes a yellow header bar with an alert icon and the text 'アラート: 1'. Below the header, the report details are shown: '11月経費レポート ¥10,000' and '未提出'. At the bottom right of the window, there are two buttons: 'レポートをコピー' (Copy report) and 'レポートの撤回' (Recall report). A red circle highlights the 'レポートの撤回' button. A number '2' is placed in a box next to the modal window.

- ③ Confirm that the report status shown as “RETURNED”.

The screenshot shows the SAP Concur interface again. The '経費精算' tab is selected. The central area displays a report: '差戻済' (Returned) at 2022/11/16, '11月経費レポート' (November Expense Report), and '¥10,000'. A red circle highlights the word '差戻済' in the green box. A number '3' is placed in a box next to the green box.

- ④ Select the returned report, make the necessary corrections and submit again.

# Appendix5. How to Adjust Submitted Expense Report

## 16. How to Adjust Submitted Expense Report

### 16.2 Adjust Submitted Expense Report (After Approval)

Please follow the procedures below to make corrections to the approved Expense Report.

- ① Search for the Expense Report with the incorrect information in Expense home screen and click the report.
- ② Click the Report Header and confirm the report ID (20 digit alphanumeric values)

レポート ヘッダー

2022年11月申請 | ¥24,000

申請月・レポート名 2022年11月申請	レポート ID E2C90337A51547538B93
レポート通貨	承認ステータス

- ③ Create an Expense Entry for adjustment and add it to the Expense Report to be submitted next month.
- ④ When editing the Expense Entry for adjustment, enter the report ID confirmed in step 2 to “Report ID subject to adjustment/cancellation” field, and enter the reason to “Reason for Adjustment/Cancellation” field.

\* Please keep the receipt relating to the adjustment for 3 months after the reimbursement, as it is required to upload the receipt image.

\* A receipt image needs to be uploaded even the entered amount is negative.

金額 *	通貨 *
-800	日本、円
税の計算	
<input type="checkbox"/> 私的出費 (払戻対象外)	
費用負担コード *	
▼ (24800134) 東京第4-1事業部/...	
費用負担部門 (標準コードのみ選択)	申請番号
▼ テキストで検索	
修正/取消対象レポート番号	修正/取消事由
E2C90337A51547538B93	私的利用分800円のマイナス申請

- ⑤ Submit the Expense Report once completing Expense Entries for the month.

# KIT Approval Matrix

## List of abbreviations

Abbreviation	Official Name
FA	Finance OU
TA	Talent Acquisition OU
GP	Growth and Perf. OU
CCE	Corp Comm and Events OU
IP	IP Portfolio OU
BoA	BoD Admin. OU
StP	Strategy & Process OU
DH	Division Head
OUH	OU Head
GS	Guild Sponsor
SO	Strategy Office
CP	Corporate
BoD	Board of Directors
GSM	General Shareholders Meeting
Port.	Portfolio Meeting
Invention	Invention Committee
Compliance	Compliance Committee

# KIT Approval Matrix

## Overview of General Expense Approval Flow

Category	Sub-Category	Flow	Approval Matrix
Expense	Pre-approval Required (e.g. Business Trip)	<p>1. Get Pre-approval</p> <p>2. Payment (by Individual)</p> <p>3. Get Approval for Reimbursement</p> <p>4. Get payback from KIT</p>	<p>1. Pre-approval (Expense) 3. Reimbursement (Expense)</p>
	Pre-approval Not Required (e.g. Commuting expense)	<p>1. Payment (by Individual)</p> <p>2. Get Approval for Reimbursement</p> <p>3. Get payback from KIT</p>	<p>2. Reimbursement (Expense)</p>

# KIT Approval Matrix

## General Expenses – Pre-approval (Expense)

Eligibility (Currency: JPY)	Admin Div	Initiator	Pre-Review		Approval Route							Operation Flow	Means of appl.	Related Regulations	
			Independence	Legal Review	OUH	DH	Partner	Partner Meeting (All P)	CEO	Chairman	BoD				
Domestic Business Trip	<100K	FA	Employee		1 GA	2 LoB	● LoB							Concur	Travel Expense Rules For Regular Employees and Contract Employees
	<1M	FA	Employee		1 GA	2 LoB	3 LoB	● CFO						Concur	
	≥1M	FA	Employee		1 GA	2 LoB	3 LoB	4 CFO	●					Concur	
Overseas Business Trip	<100K	FA	Employee		1 GA	2 LoB	● LoB							Business Trip Related	Travel Expense Rules For Regular Employees and Contract Employees
	<1M	FA	Employee		1 GA	2 LoB	3 LoB	● CFO						Concur	
	≥1M	FA	Employee		1 GA	2 LoB	3 LoB	4 CFO	●					Concur	
Meeting and Entertainment Expenses	<100K	FA	D up	✓	1 LoB	● LoB								Concur	Regulations of Gifts and Entertainment
	<1M	FA	D up	✓	1 LoB	2 LoB	● CFO							Concur	
	≥1M	FA	D up	✓	1 LoB	2 LoB	3 LoB	3 CFO	●					Concur	
Training Expense	<100M	FA	D up	✓	1 LoB	2 LoB	3 LoB	3 CFO	4	●				Concur	Regulations of Gifts and Entertainment
	<100K	GP	Employee	✓	✓	1 GS	2 EX	● HR						Concur	
	<1M	GP	Employee	✓	✓	1 GS	2 EX	3 HR	● CFO					Concur	
Other Expenses (a)	≥1M	GP	Employee	✓	✓	1 GS	2 EX	3 HR	4 CFO	●				Concur	Regulations of Gifts and Entertainment
	<100K	ea Div	Employee	✓		1 LoB	● LoB							Concur	
	<1M	ea Div	Employee	✓	✓	1 LoB	2 LoB	● CFO						Concur	
	≥1M	ea Div	Employee	✓	✓	1 LoB	2 LoB	3 CFO	●					Concur	Regulations of Gifts and Entertainment
	≥100M	ea Div	Employee	✓	✓	1 LoB	2 LoB	3 CFO	4		●			Concur	

# KIT Approval Matrix

## General Expenses – Reimbursement (Expense)

Eligibility (Currency: JPY)	Admin Div	Initiator	Pre-Review		Approval Route							Detailed Information			
			Independence	Legal Review	OUH	DH	Partner	Partner Meeting (All P)	CEO	Chairman	BoD	GSM	Operation Flow	Means of appl.	Related Regulations
Cases subject to pre-approval (a) (b)		ea OUH					● LoB							Concur	
Cases not subject to pre-approval (Commuting expenses, etc.)		Employee					● LoB							Concur	



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