As follow-up to the mail you received with the updated instructions about the usage of our new T&E tool SAP Concur, we would like to highlight the following points of attention based on the experience of the first 3 months of processing the expense reports in SAP Concur. In attached you find the copy of the updated instructions as mentioned together with the travel policy

Points of attention:

Acceptable receipts for tax purpose are:

For hotel expenses:

The hotel invoice and in addition the prove of payment/credit card transaction confirmation. Please do not cover up a part of the invoice with the credit card transaction confirmation as this disguises part of the necessary information on the invoice so that every piece is 100% readable. In case of a last minute cancellation with no refund possible, you also need to ask an invoice from the hotel.

For restaurant expenses:

A valid tax receipt together with the details of consumption and the proof of payment. Again these have to be 100% readable.

For taxi expenses:

A valid tax receipt and payment slip.

For all other expenses:

A 100% readable valid invoice/tax receipt and credit card transaction confirmation

In any case a copy of the transaction confirmation only is not sufficient as a valid tax receipt

Itemization of expenses:

In the updated instructions you find starting on page 10 the outlined details how to select the correct expense type per different item (hotel, breakfast, diner, parking,…) on the hotel invoice. This needs to be done for tax purpose as costs for meals and beverage are non-deductible expenses.

E.g. lunches at tank stations are often registered by Concur as fuel, and not as meal, due to the vendor name. This needs to be adjusted by yourself. In case there is a combination, fuel & lunch on the same ticket, you need to make sure this is separated (item!) in Concur.

What is not allowed (see Travel policy):

Withdrawing cash with the Sibelco credit card is not allowed:

If you need to activate your credit card (e.g. when entering the US) it is sufficient to enter the card in an ATM without withdrawing cash. Any cash payment you have to make, you need to reclaim as a cash expense.

The usage of the Sibelco credit card for private expenses is also not allowed:

This triggers a massive amount of extra work for the accounting department as these costs always need to be reclaimed. As personal expense is also considered your daily lunch in your home country (Belgium) without a specific business purpose, as you already receive a meal voucher.

Reconciling the visa card statement with the lines on the expense note:

Quite often a double entry for the same amount is encountered, one paid with the Sibelco Credit Card and one paid in cash. These expense notes have been returned for correction

(extra work and loss of time). This can be avoided, as is explained in the updated instructions, by reconciling the visa card statement with the lines on the expense note.

Expenses timely submitted and booked:

To have the expenses booked in the correct month which is the month of the expense +1 the expense claim has to be submitted and approved before WD+10 of the following month of the expense (i.e., expenses of March 2019 need to be submitted and approved by manager by 12th April). Expenses submitted after this date will be booked in the month +2. In any case as the travel policy stipulates, all expenses need to be submitted no later than 1 month after the expenses were incurred.

Accountability by the manager:

The manager who needs to approve the expenses is also accountable for the expenses booked within the allocated cost center. Therefore the checks done before the expense notes are approved are of the utmost importance to have the correct costs booked and to avoid the cumbersome process of having the expense note returned by the accounting department to the requester. In case of an infringement of the policy guidelines the manager is the first guardian to guarantee a correct expense note with receipts that comply to the tax regulations and to request a correction if needed.

If you have further questions, please contact Nadine Verbiest or Peter Depraetere.