

## Expenses

### Expense Policy:

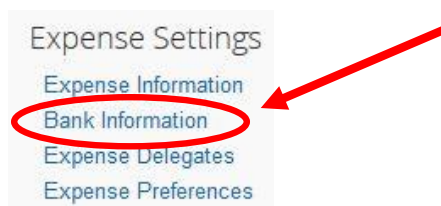
- Mileage – coaches can expense business related mileage up to a maximum of 100 miles round trip. Note: business mileage is paid at a rate of .25
- All business related Tolls can be expensed
- Coaching Pass and Club Registrations can be expensed
- Receipts \$10.00 are more need to be attached
- Due Monthly (AT MONTHS END)
- If you have a question about an item you can expense, contact [marguerite.ferrell@newyorkredbulls.com](mailto:marguerite.ferrell@newyorkredbulls.com) for approval

### How do I get help for using Concur and submitted my expenses?

1. There are guides, frequently asked questions and VIDEO tutorials here:  
[https://www.concursolutions.com/expense/client/view\\_training.asp](https://www.concursolutions.com/expense/client/view_training.asp)

### How to set up your account

1. Log onto <https://www.concur.com/>
2. You must complete your banking information before submitting an expense report.
  - Click on the Profile link and then the Bank Information link on the left hand side.
  - You will need to enter in the bank account and routing information that you wish your expense reimbursements to be deposited into.
  - Once you hit confirm, it will take up to three days for Concur to verify your bank account, at which point you will then be able to submit expense reports.

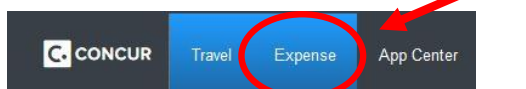


You will receive the following warning once your bank information is completed:

*“!Your Bank Account Status is currently Unconfirmed. If you just entered in your information, it will take up to three days before your account will be confirmed at which point you will be able to submit expense reports. To clear this exception, once your account is Confirmed please submit your expense report again. For all other issues, please contact [Austin.Jennings@us.redbulls.com](mailto:Austin.Jennings@us.redbulls.com)”*

### How to submit an expense report

1. Click “Expense” on the top of the page



2. Click "+ Create New Report"



3. Complete the fields, naming your monthly report. EXAMPLE:

### Create a New Expense Report

Report Header

Report Name July	Report Date 07/02/2015	Policy *RBNY Expense Policy	Business Purpose Camp
Trip Destination varies	Trip Start Date 07/01/2015	Trip End Date 07/31/2015	

4. When expensing miles, click "Mileage Personal Car"
5. When expensing tolls, click "Other Transportation Costs"

#### Travel

- Airfare and Baggage Fees
- Car Rental and Gas
- Employee Travel Meals
- Hotel Charges
- Mileage Personal Car
- Other Transportation Costs
- Travel costs guests (only Manaos Proj)
- Travel Expenses - Matches

6. Click "Submit Report" when you are finished with your expense report

