



# Concur – GST Reclaim – Standard Method

*For Canadian Residents*

*Effective January 1, 2024*

# GST – Overview

- ▶ ***The Canadian Government allows the calculation of tax and reclaim amount by using special extraction factors which are published by the Government.***

- ▶ ***Sample Tax Calculation***

- Expense in Ottawa Ontario for \$5.00 CAD (HSTON = 13%)

$$5.00 / 1.13 = 4.42$$

$$4.42 \times 13\% = 0.575 - \text{tax (rounded to 0.58)}$$

- Expense in Montreal Quebec for \$10.00 CAD (QST = 9.975%, CAGST = 5%)

$$5 + 9.975 = 14.975$$

$$10.00 / 1.14975 = 8.70$$

$$8.70 \times 5\% = 0.43 - \text{tax}$$

$$8.70 \times 9.975\% = 0.87 - \text{tax}$$

# GST – Reclaim Details

## ► ***GST has 4 Requirements within Concur:***

- City of Purchase
- Receipt
- Country of Residence = Canada (populated in users' profile via Siebel)
- State/Province Field (populated in users' profile)

## ► ***What “do” I have to do to record GST:***

- Enter accurate information on your expense reports
- Attach receipts for *ALL* transactions with GST that can be reclaimed (including transactions less than \$25 USD)
- Provide data in the “City of Purchase” and “Receipt Status” fields
- If the GST tax calculated by Concur differs then the calculation on your receipt, you can manually update the tax field

## ► ***What I “don’t” have to do to record GST:***

- Does NOT have to itemize the specific GST/HST amounts from each transaction and/or receipt
- Does NOT have to worry about the different tax jurisdictions rates (GST, HST, QST)

## ► ***GST covers the following applicable taxes in Canada:***

- GST, HST, and QST

# GST – Expense Line Requirements

► **Concur Expense Lines will need the following fields populated:**

- City of Purchase
- Receipt Status

- **Please Note:** If you click on the “Calculate Tax” link, the tax amount is populated automatically. You can update the tax amount “field” if it differs from the amount you see on your receipt. Please be sure to “Save” your expense line when done making the updates.
- The provincial tax field indicates the tax type and tax amount. In the example to the right, tax is being calculated for HSTON.
- Based on the “City of purchase” field, you can have reclaim tax populated for more than one tax jurisdiction on each expense line.

Expense Type *	
Taxi/Bus/Uber/etc.	
Transaction Date *	Enter Vendor Name
12/21/2023	
City of Purchase	Payment Type *
Ottawa, Ontario	Out of Pocket
Amount *	Currency *
10.00	Canada, Dollar (CAD)
<a href="#">Calculate Tax</a>	HSTON Amount in CAD *
	1.15
	Receipt Status *
	Receipt

# GST – City of Purchase

## ► City of Purchase:

- Field must always be populated
  - Airfare expense type – please list departure city
  - All other expenses – place where it was ordered or being purchased
    - *You can pull this information directly from the cash register receipt*

Expense Type \*  
Airfare

Transaction Date \*  
12/14/2023

Ticket Number

From Airport \*  
(YMQ) Montreal, Canada

To Airport \*  
(YVR) Vancouver - Vancouver International, Canada

From Date \*  
12/18/2023

To Date \*

Vendor \*  
Air Canada

City of Purchase \*  
Montreal, Quebec

Out of Pocket

Amount \*  
100.00

Currency \*  
Canada, Dollar (CAD)

Calculate Tax

CAGST Amount in CAD \*  
4.35

CAQST Amount in CAD \*  
8.68

Departure City for Airfare expense type only

Expense Type \*  
Office Supplies

Transaction Date \*  
12/21/2023

City of Purchase \*  
Ottawa, Ontario

Payment Type \*  
Out of Pocket

Amount \*  
10.00

Currency \*  
Canada, Dollar (CAD)

HSTON Amount in CAD \*  
1.15

Receipt Status \*  
Receipt

Calculate Tax

Location where it is ordered or being purchased for all other expense types

# GST – Receipt Status

## ► Receipt Status:

- In order for VAT to be reclaimable, the “Receipt Status” field must have “Receipt” selected in the drop-down box and a valid receipt must be attached to the expense line regardless of the dollar amount.
  - If you do NOT attach a valid receipt, the expense line is NOT eligible for reclaim
  - If you select “No Receipt”, the expense line is NOT eligible for reclaim
  - If you attach a Missing Receipt Declaration (MRD), the expense line is NOT eligible for reclaim
  - If you select the “personal expense” box, the expense line is NOT eligible for reclaim
- **NOTE:** Approvers have the ability to update the Receipt Status field when reviewing/approving a user’s expense report.

Expense Type *	
Taxi/Bus/Uber/etc.	
Transaction Date *	Enter Vendor Name
12/21/2023	
City of Purchase	Payment Type *
Ottawa, Ontario	Out of Pocket
Amount *	Currency *
10.00	Canada, Dollar (CAD)
Calculate Tax	HSTON Amount in CAD *
	1.15
	Receipt Status *
	Receipt

# GST – Tax Amount

## ► Tax Amount:

- When completing your expense line, click on the “Calculate Tax” link, to see the system generated tax calculation for your expense.
- If you do NOT click on calculate tax, when you “Save” your expense line, the calculation will automatically take place.
  - If you do NOT agree with the tax calculation generated by Concur, you can change/update the tax field manually.
    - **NOTE:** Approvers have the ability to update the tax field accordingly when reviewing/approving a user’s expense report.

Expense Type *	
Taxi/Bus/Uber/etc.	
Transaction Date *	Enter Vendor Name
12/21/2023	
City of Purchase	Payment Type *
Ottawa, Ontario	Out of Pocket
Amount *	Currency *
10.00	Canada, Dollar (CAD)
<a href="#">Calculate Tax</a>	HSTON Amount in CAD *
	1.15
	Receipt Status *
	Receipt

# GST – Reminders

## ► ***To view the Reclaim Tax amount:***

- Hit the calculate tax link on your expense line, if you disagree, you can manually update the tax field. Please remember to Save the expense line to capture the updates.

## ► ***Some Expense Types only allow 50% reclaim:***

- In these cases, a user will see the full tax amount calculated, reporting on the back-end will reflect the tax reduction

## ► ***Expense Types which are EXEMPT from Tax Calculation:***

- Tolls/Road Charges, Hotel Tax, Currency Exchange Fees, Passport/VISA fees, Dues/Membership (QST province only)

## ► ***Expense Type – Personal Car Mileage:***

- Tax is calculated based on the user's home province in CA, not where the mileage occurred

## ► ***Expense Lines which will NOT be considered valid for tax reclaim:***

- If a valid receipt is not attached, if the personal expense box is selected/checked and if a missing receipt declaration has been attached as a receipt

## ► ***Approvers can update the following fields:***

- Tax amount & Receipt Status



# Thank You

Suggestions, Questions, and/or Concerns  
please send an email to:

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