

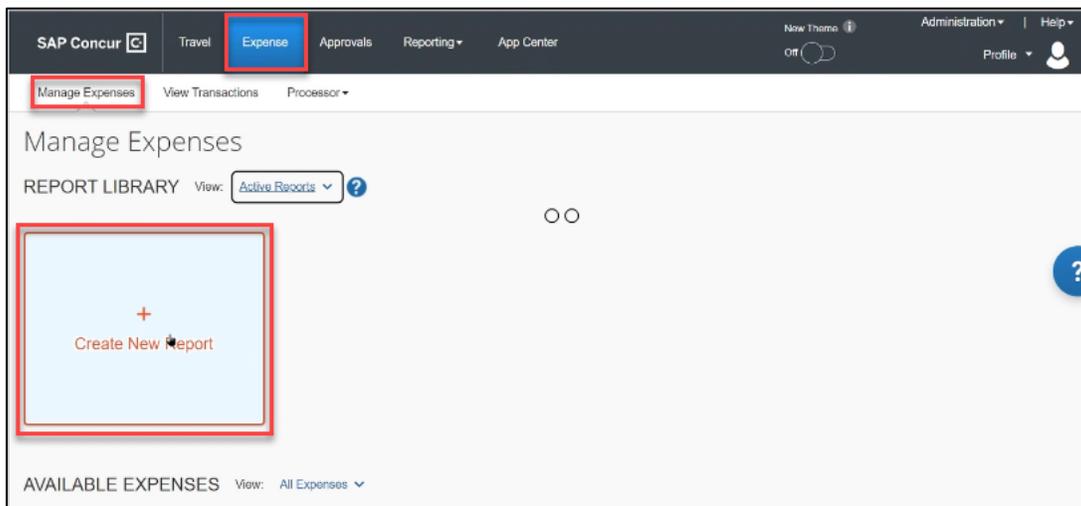
CREATE AND SUBMIT EXPENSE REPORT

You can create expense reports for both Charge Card and Out-Of-Pocket expenses.

CHARGE CARD EXPENSE REPORT

Follow the steps below to create and submit an expense report for a Charge Card **Report Type**.

1. Click the [Expense](#) tab; the [Manage Expenses](#) page displays.
2. Select **Create New Report**.



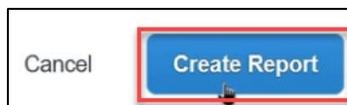
3. Enter all required fields identified by a red asterisk.



To choose a **Report Type** click the dropdown and select either **Corporate Card Weekly** report or **Out-of-Pocket Expenses**. You must create a separate report for both instances they cannot be combined into the same report.

4. Select [Report Type Corporate Card Weekly](#).

5. Click the **Create Report** button.



6. Click **Add Expense**.

7. From the *Available Expenses* tab, select the checkboxes for the expenses you wish to include.

8. Click **Add to Report**.

Add Expense ✕

14
Available Expenses

+
Create New Expense

	Payment Type	Expense Type	Vendor Details	Date	Amount
<input checked="" type="checkbox"/>	Corporate P-Card	Undefined	HOLIDAY STATIONS 0196 Monticello, Minnesota	07/20/2022	\$124.40
<input checked="" type="checkbox"/>	Corporate P-Card	Undefined	HOLIDAY STATIONS 0196 Monticello, Minnesota	07/18/2022	\$124.20
<input checked="" type="checkbox"/>	Corporate P-Card	Undefined	SPEEDWAY 04791 9290 20 Lakeville, Minnesota	07/15/2022	\$477.89

Close Add To Report

9. To create a new expense, click on the *Create New Expense* tab and select from the list or you can use the search capability to find the expense type you are looking for.
10. In the *Expense Type* column click *Undefined* to select the correct *Expense Type*.

SAP Concur
Travel Expense Approvals Reporting App Center
Administration Help

Manage Expenses View Transactions Processor

! Alerts: 12

Concur Training \$726.49
Copy Report Submit Report

Not Submitted

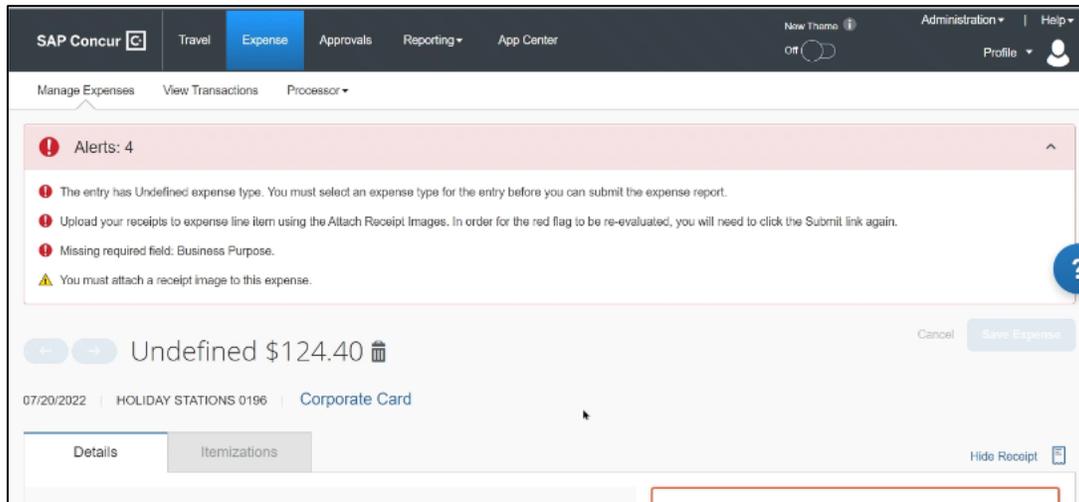
Report Details
Print/Share
Manage Receipts

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
More

	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	!		Corporate P-Card	Undefined	HOLIDAY STATIONS 0196 Monticello, Minnesota	07/20/2022	\$124.40
<input type="checkbox"/>	!		Corporate P-Card	Undefined	HOLIDAY STATIONS 0196 Monticello, Minnesota	07/18/2022	\$124.20
<input type="checkbox"/>	!		Corporate P-Card	Undefined	SPEEDWAY 04791 9290 20	07/15/2022	\$477.89



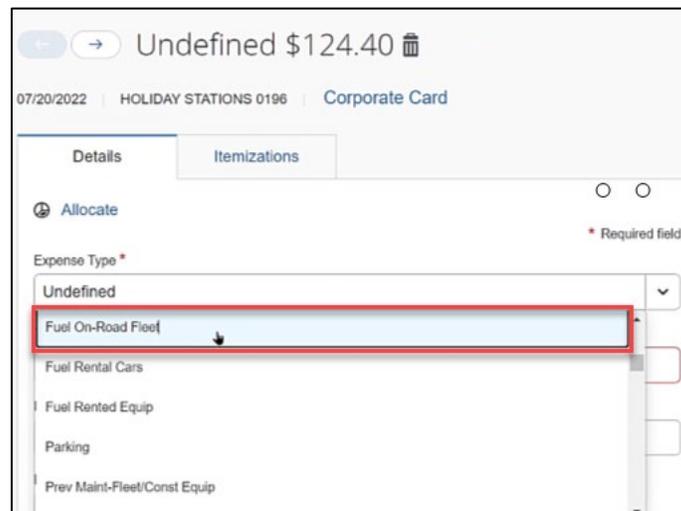
Notice the *Alerts* for the expense that require action.



1. Select an *Expense Type* from the dropdown.

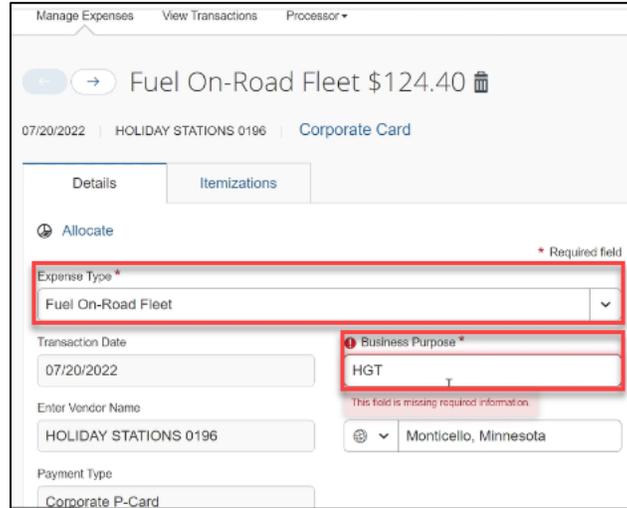


Use the field dropdown arrow to reveal a list to choose from. You can also search by typing the expense type in the field, which will provide a list to choose from.

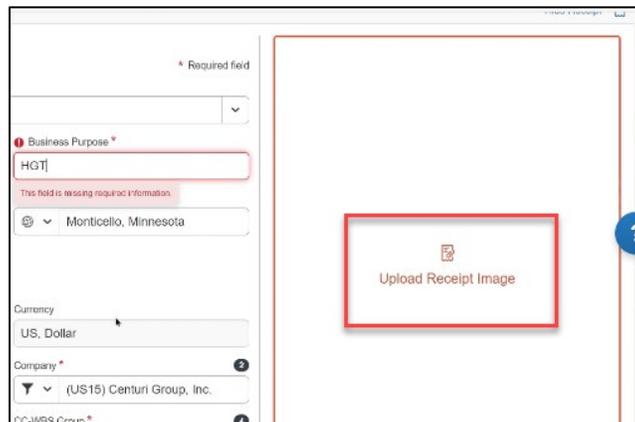


A Business Purpose should state the reason for incurring the expense.

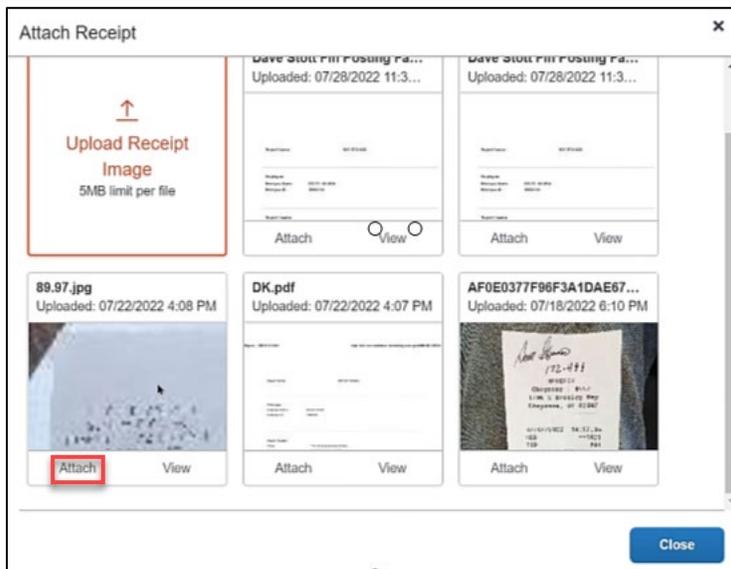
2. Enter a *Business Purpose*.



3. Update or enter any other required fields identified by a red asterisk.
4. To attach a receipt to the expense, click on the **Upload Receipt Image**.



5. Locate and click on applicable receipt in available receipts section.
6. Click **Attach**.

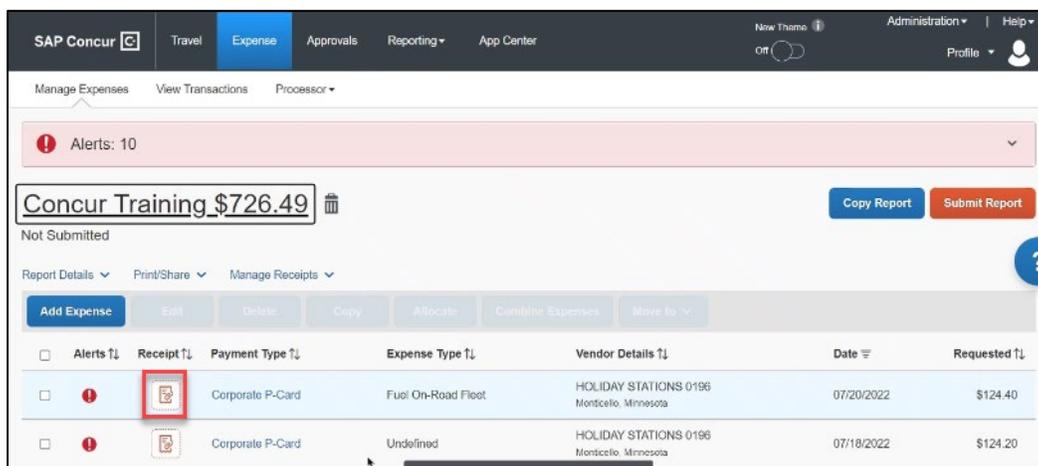


7. Click **Save Expense**.

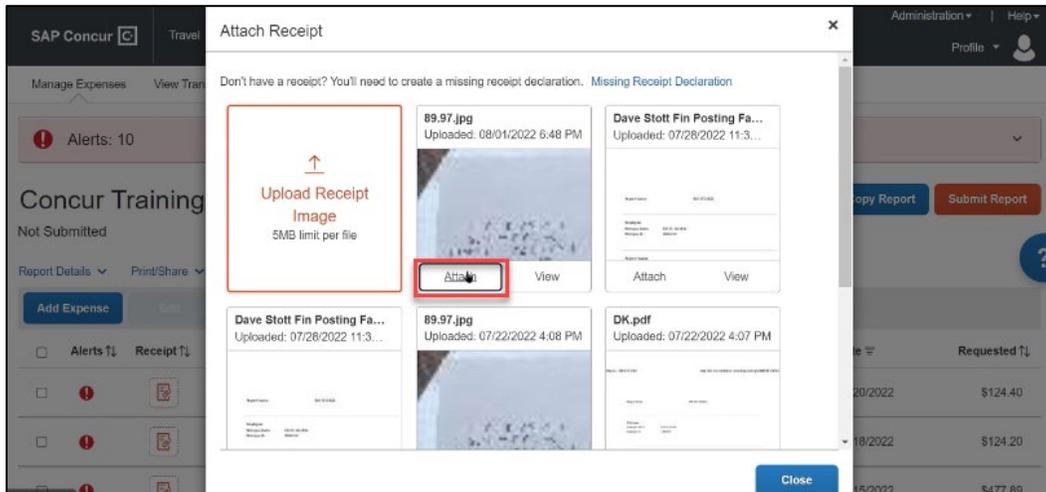


You can also attach a receipt in the *Add Expense* section.

8. Click the **Attach** icon in the *Receipt Column* to attach a receipt to the expense.

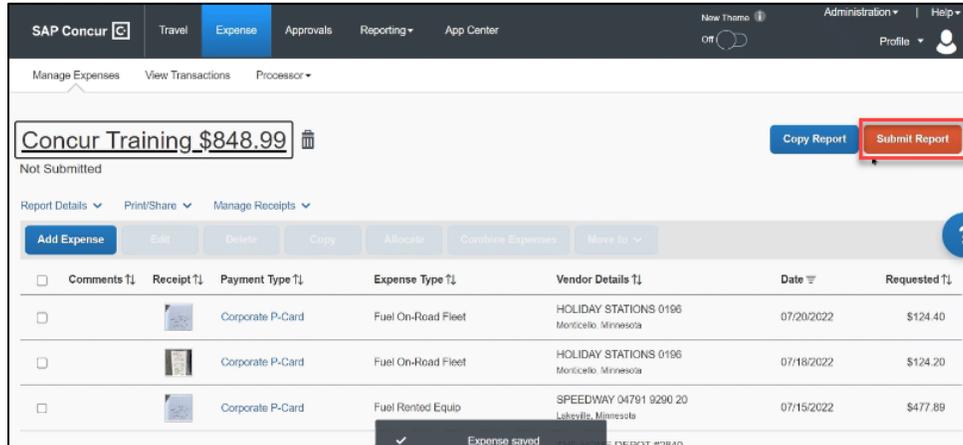


9. Locate the applicable receipt and click **Attach**.



Notice the receipt has been attached to the expense.

10. Follow the same steps to add other expenses to the report.
11. Click the **Submit Report** button once all expenses are saved and all Alerts are cleared.



12. You will receive a **User Electronic Agreement** message to certify your submission.
13. Click the **Accept & Continue** button.

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

Cancel **Accept & Continue**

14. Review the *Report Total* popup screen and click the *Submit Report* button.

Report Totals

Company Pays \$0.00 Employee	\$848.99 Card (Corporate P-Card)	Employee Pays \$0.00 Company
------------------------------------	-------------------------------------	------------------------------------

Amount Total: \$848.99	Due Employee: \$0.00	Owed Company: \$0.00
	Amount Due (Corporate P-Card): \$848.99	
Requested Amount: \$848.99	Total Paid By Company: \$848.99	Total Owed By Employee: \$0.00

Cancel **Submit Report**



A message stating the report submitted appears.

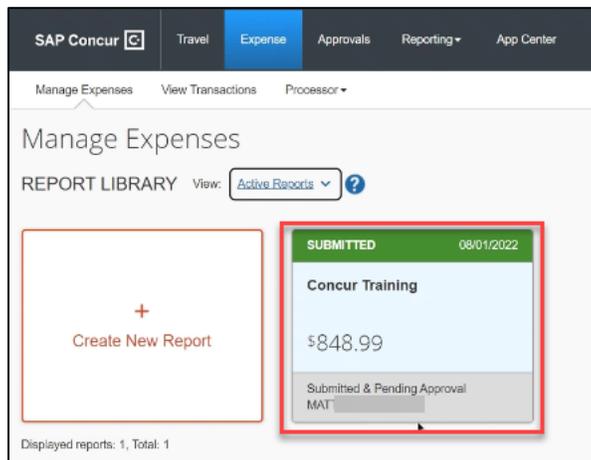
Report Status

Report Submitted

Concur Training | \$848.99

Close

You can see the report has been submitted and awaiting approval on the *Expense* page under the *Manage Expenses* tab. You can click on the submitted report to view or make as changes as needed.

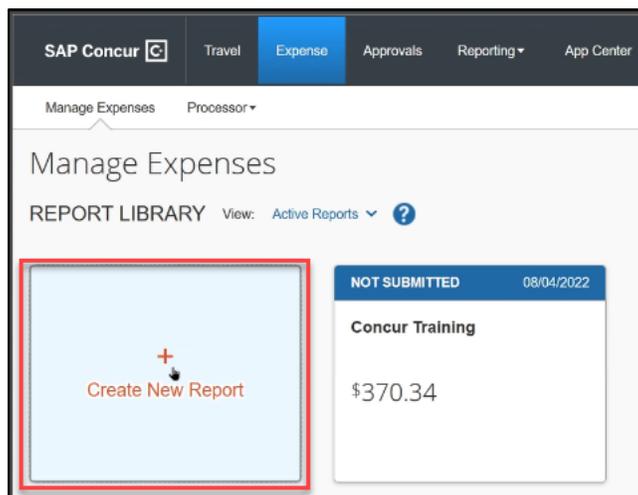


OUT-OF-POCKET EXPENSES

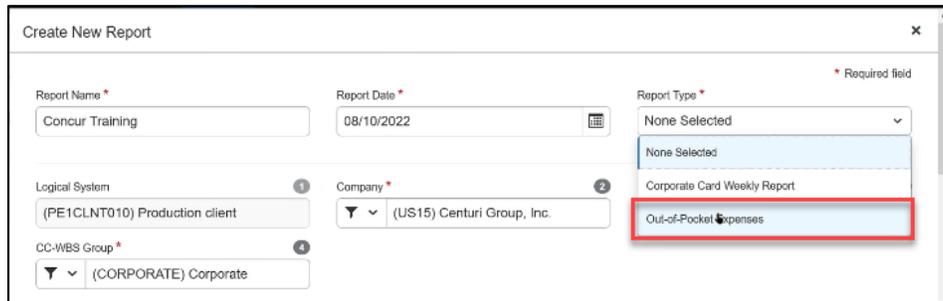
If you use your own funds to pay for an expense, an Out-Pocket-Expense must be created.

Follow the steps below to create and submit an expense report for an Out-Of-Pocket **Report Type**.

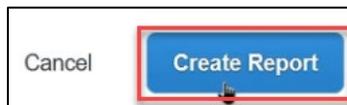
1. Click the *Expense* tab; the *Manage Expenses* page displays.
2. Select **Create New Report**.



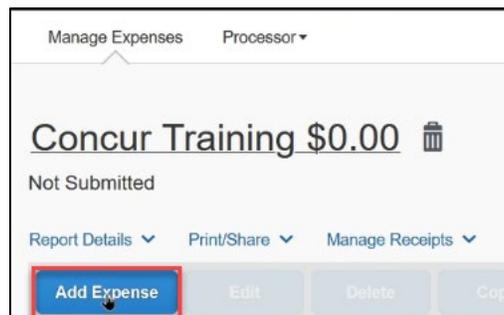
3. Enter all required fields identified by a red asterisk.
4. Select *Report Type* **Out-of-Pocket**.



5. Click the **Create Report** button.



6. Click **Add Expense**.

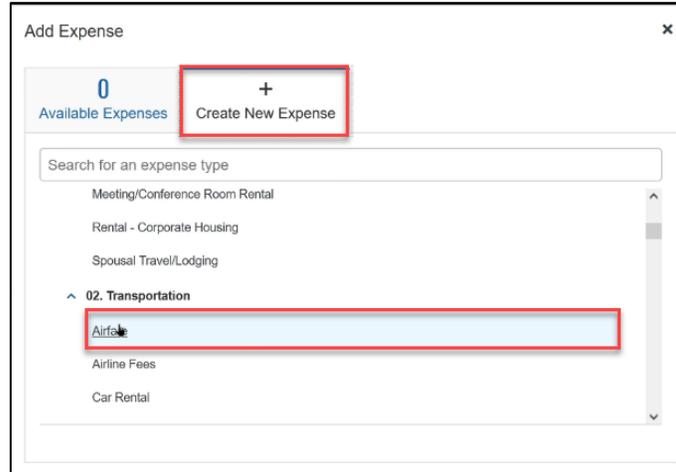


7. Click the **Create New Expense** tab.

8. Select an appropriate **Expense Type** from the dropdown.



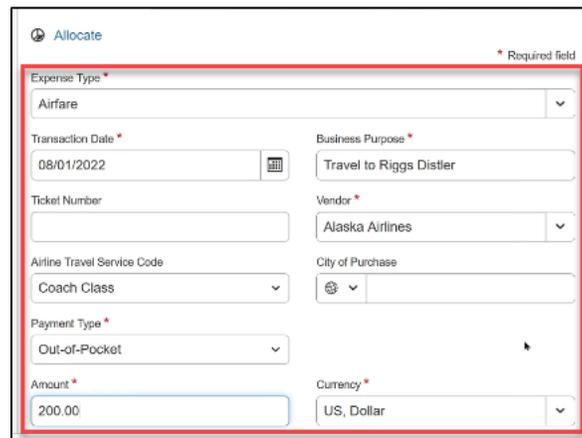
Use the field dropdown arrow to reveal a list to choose from. You can also search by typing the expense type in the field, which will provide a list to choose from.



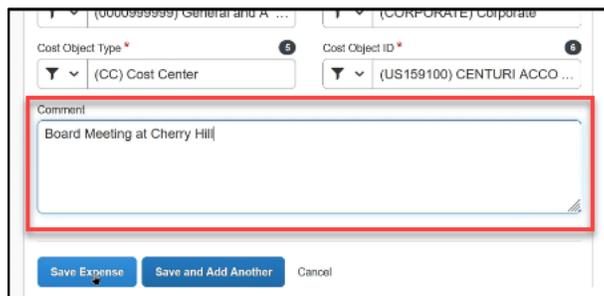
- Update or enter any other required fields identified by a red asterisk. Select Out-of-Pocket from the **Payment Type** dropdown menu if not populated.



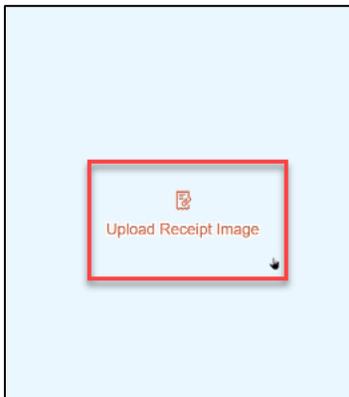
The Transaction Date is the date of purchase.



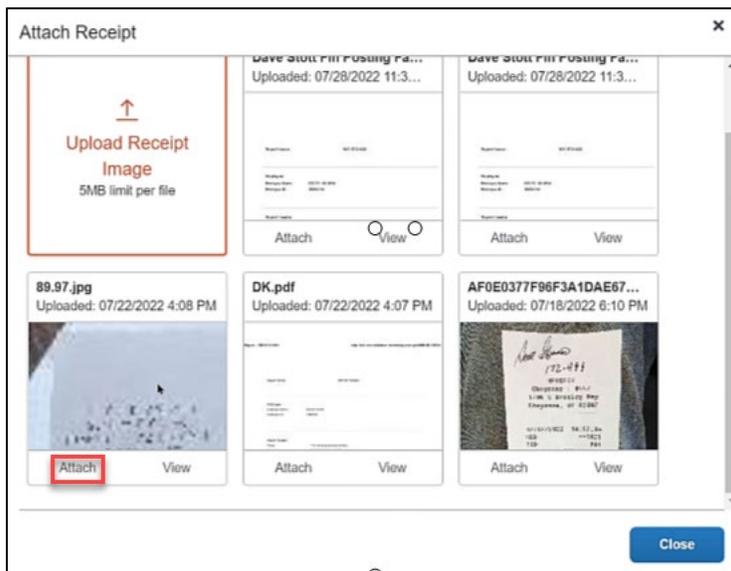
- You can provide additional information in the **Comments** section.



- To attach a receipt to the expense, click on the **Upload Receipt Image**.



- 12. Locate and click on the applicable receipt or upload support in the *Available Receipts* section.
- 13. Click **Attach**.



- 14. Click **Save Expense** add your Out-of-Pocket expense.



Notice the receipt has been attached to the expense. If a comment was added to the expense a callout icon will be on the expense line.

- 15. Follow the same steps to add other expenses to the report.

16. Click the **Submit Report** button once all expenses are saved and all *Alerts* are cleared.

<input type="checkbox"/>	Comments	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Out-of-Pocket	Office Supplies	Office Depot	08/02/2022	\$12.00
<input type="checkbox"/>			Out-of-Pocket	Airfare	Alaska Airlines	08/01/2022	\$200.00
<input type="checkbox"/>			Out-of-Pocket	Hotel	Marriott Hotels	07/17/2022	\$300.00
							\$512.00

17. You will receive a *User Electronic Agreement* message to certify your submission.

18. Click the **Accept & Continue** button.

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

- This is a true and accurate accounting of expenses incurred to accomplish official business for the Company and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
- All required receipt images have been attached to this report.
- I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
- In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying the Company in full for those expenses.

Cancel **Accept & Continue**

19. Review the *Report Total* popup screen and click the **Submit Report** button.

Report Totals

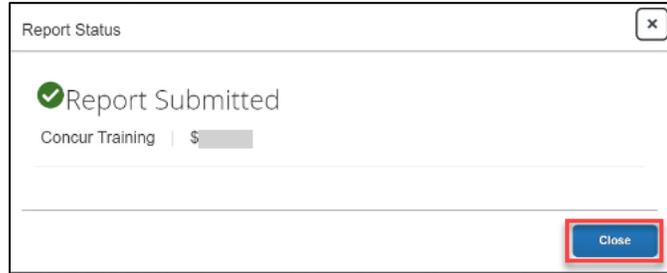
Company Pays		Employee Pays	
\$	\$	\$	\$
Employee	Card (Corporate P-Card)	Company	

Amount Total:	Due Employee:	Owed Company:
\$	\$	\$
	Amount Due (Corporate P-Card):	
	\$	
Requested Amount:	Total Paid By Company:	Total Owed By Employee:
\$	\$	\$

Cancel **Submit Report**



A message stating the report submitted appears.



You can see the report has been submitted and awaiting approval on the [Expense](#) page under the [Manage Expenses](#) tab. You can click on the submitted report to view or make changes as needed.

