

QuickStart Guide  
Concur® Expense

Concur™

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# Welcome to Concur Expense

Expense is a comprehensive Web-based service that provides all of the tools users need to create and submit expense reports. Managers use the service to review and approve expense reports. Back-office employees use the service to produce audit reports, ensure compliance, and deliver business intelligence to help your company reduce its costs.

## Section 1: Log on to Concur

### How to...

1. Log on to Concur following your company's logon instructions.

### Additional Information

Your password is case sensitive.

If you are not sure how to log on, check with your company's Expense administrator.

English (US) | English (UK) | Deutsch | Français | Français canadien | Español | Português (Brasil) | Nederlands | Italiano | Svenska | 日本語

Welcome

If you experience difficulty logging into the site, please click on the [Forgot your password?](#) link below.

**Concur®**

Login

User Name

Password

☒ Remember user name on this computer

Login

[Forgot your user name?](#)  
[Forgot your password?](#)  
Passwords are case sensitive.

**TripIt**

Concur now integrates with TripIt.  
Login to learn more and connect. [Learn more about TripIt.](#)

## Section 2: Explore the My Concur Page

The **My Concur** page includes several sections that make it easy for you to navigate and find the information you need.

Report Name	Status	Payment Status	Report Date	Requested Amount
Home office Expense monthly office expense	Not Submitted	Not Paid	11/30/2012	PHP 0.00

Card Name	Card Number	Card Status	Total Unexpensed
Test Payment Type	[***11111]	Active	\$15,450.63
Test Payment Type	[***11111]	Active	PHP 195,422.00
American Express	[***0020]	Active	\$6.25
American Express	[***0019]	Active	\$425.00

### How to...

Look at the **Company Info** section.

Use the **Expense Reports** or **Active Work** section.

Explore the **Approval Queue** section.

Explore the **Available Company Card Charges** section.

### Additional Information

This section displays information and links provided by your company.

This section provides links to create a new expense report, or view your existing reports, authorization requests, or cash advances. It also lists your unsubmitted expense reports.

***If your company uses Cash Advances, this section is titled "Active Work." Otherwise, the section is titled "Expense Reports."***

This section lists the expense reports awaiting your review and approval as well as any authorization requests or cash advances.

***This section appears on My Concur only if you are an Expense approver and if you have received at least one report for approval.***

This section lists all imported credit card transactions.

## Section 2: Explore the My Concur Page (Continued)

### Customize My Concur

You can move the panes around the **My Concur** page to better meet your needs. Click the top bar of a pane and drag it to a new position on the page.

**Expense Reports (1)**

[New Expense Report](#) [View Reports](#)

Report Name	Status	Payment Status	Report Date	Requested Amount
Home office Expense monthly office expense	Not Submitted	Not Paid	11/30/2012	PHP 0.00

**Company Info**

Welcome to Expense. Please click the Expense tab to start an expense report, view status of existing reports, and more.

**Available Card Charges** [View All Charges](#)

Card Name	Card Number	Card Status	Total Unexpensed
Test Payment Type	[***11111]	Active	\$15,450.63
Test Payment Type	[***11111]	Active	PHP 195,422.00
American Express	[***0020]	Active	\$6.25
American Express	[***0019]	Active	\$425.00

## Section 3: Update Your Expense Profile

### Step 1: Change Your Password

Your company decides if you can change your password. If allowed, you will change your password on the Profile tab.

#### How to...

1. On the **My Concur** page, select **Profile** from the menu at the top of the page.
2. On the **Profile** submenu, click **Change Password**.
3. In the **Old Password** field, enter your current (temporary) password.
4. In the **New Password** field, enter your new password.
5. Verify your new password by re-entering it in the **Re-enter Password** field.
6. Enter a word or phrase in the **Password Hint** field to act as a reminder if you forget your password, and then click **Save**.

#### Additional Information

If your company uses Single Sign On, you access Concur Expense via your company's intranet. If that is the case, you will not see this option on the Profile menu nor will you be able to change your password. To change your password, you need to know your old or temporary password.

The screenshot shows the Concur user interface. At the top is the Concur logo. Below it is a navigation bar with tabs: 'My Concur', 'Expense', and 'Profile'. Under the 'Profile' tab, there are links for 'Personal Information', 'Change Password' (which is highlighted), 'System Settings', and 'Mobile Registration'. On the left side, there is a 'My Profile' sidebar with categories: 'Your Information' (Personal Information, Company Information, Contact Information, Email Addresses), 'Expense Settings' (Expense Information, Expense Delegates, Expense Preferences, Expense Approvers, Company Car, Favorite Attendees), and 'Other Settings' (E-Receipt Activation, System Settings, Connected Apps, Concur Connect, Change Password, Mobile Registration). The main content area is titled 'Change Password'. It contains a note: 'A password must be at least 6 characters. It can contain numbers (0-9), upper and lower case characters (A-Z, a-z), and symbols (such as ^%\*&#). It cannot contain spaces. All fields are required.' Below this is another note: 'Note: Passwords are case sensitive.' There are three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. Below these is a 'Password Hint' field with the text '(we will email this to you if you forget your password)'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

## Section 3: Update Your Expense Profile (Continued)

### Step 2: Review Your Expense Settings

#### How to...

1. In the left-hand navigation, in the **Expense Settings** section, click **Expense Information**.

#### Additional Information

The **Expense Information** page is read-only. If the information needs to be changed, contact your site administrator.

### Step 3: Add a Delegate

#### How to...

1. In the **Expense Settings** section, click **Expense Delegates**.
2. Click **Add Delegate**.
3. In the **Search by employee name, email address or login id** field, type the last name of the delegate you wish to add.
4. Click the name of the delegate from the list.
5. Click **Add**.
6. Select the appropriate task checkboxes.
7. To add additional delegates, repeat steps 2-6.
8. Click **Save**.

#### Additional Information

The **Expense Delegates** page appears.

From this page, you will give other Expense users the ability to prepare, submit, approve, view receipts, approve reports, or receive emails on your behalf.

As you begin to type the name, Expense provides a list of users to select from.

The delegate can only perform the tasks you select. A delegate will need to be an approver in order to approve reports on your behalf.

You can see if others have added you as their delegate by clicking the **Delegate For** tab.

**My Profile**

**Your Information**

- Personal Information
- Company Information
- Contact Information
- Emergency Contact
- Credit Cards

**Travel Settings**

- Travel Preferences
- International Travel
- Frequent-Traveler Programs
- Assistants/Arrangers

**Expense Settings**

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Favorite Attendees

**Expense Delegates**

Delegates are employees who are allowed to perform work on behalf of other employees.

Expense and Travel Request share delegates. By assigning permissions to a delegate, you are assigning permissions for Expense and Travel.

<input type="checkbox"/>	Name	Can Prepare	Can View Receipts	Receives Emails
<input type="checkbox"/>	Calnan, Brenna brennac@concur.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Section 3: Update Your Expense Profile (Continued)

### Step 4: Select Expense Preferences

#### How to...

1. In the **Expense Settings** section, click **Expense Preferences**.
2. In the **Send email when** section, select the applicable checkboxes.
3. In the **Prompt** section, select the applicable checkboxes.
4. In the **Display** section, select the applicable checkboxes.
5. Click **Save**.

#### Additional Information

From this page, you can specify when you will receive email notifications and prompts.

In this section, you determine when you will receive email notifications.

In this section, you determine when Expense will prompt you for further action.

You will see this option only if your company is using travel allowances.

The screenshot shows the 'Expense Preferences' form. At the top, there are 'Save' and 'Cancel' buttons. Below them is a descriptive text: 'Select the options that define when you receive email notifications. Prompts are pages that appear when you select a certain action, such as Submit or Print.' The form is divided into three sections: 'Send email when...', 'Prompt...', and 'Display...'. Each section contains a list of checkboxes. In the 'Send email when...' section, all six checkboxes are checked. In the 'Prompt...' section, the first two checkboxes are unchecked, and the third is checked. In the 'Display...' section, the first checkbox is unchecked.

Section	Option	Status
Send email when...	The status of an expense report changes	Checked
	New company card transactions arrive	Checked
	Faxed receipts are successfully received	Checked
	An expense report is submitted for approval	Checked
	The status of an authorization request changes	Checked
	An authorization request is submitted for approval	Checked
Prompt...	For an approver when an expense report is submitted	Unchecked
	For an approver when an authorization request is submitted	Unchecked
	To add company card transactions to report	Checked
Display...	Make the Single Day Itineraries page my default in the Travel Allowance wizard	Unchecked

### Step 5: Review Expense Approvers

#### How to...

1. In the **Expense Settings** section, click **Expense Approvers**.
2. Review your **Expense Approvers**.

#### Additional Information

If your company allows you to select your Approver, type all or part of the approver's name in the **Search by...** fields by, select the appropriate person, and then click **Save**.

If your company does not allow you to select your approver, verify that the listed approver is correct. Notify your system administrator for any needed corrections.



## Section 3: Update Your Expense Profile (Continued)

### Step 6: Add Favorite Attendees

#### How to...

1. In the **Expense Settings** section, click **Favorite Attendees**.
2. Click **New Attendee**.
3. Select the **Attendee Type** from the list.
4. Enter the **Last Name** of the attendee.
5. Enter the **First Name** of the attendee.
6. Enter the **Attendee Title**.
7. Enter the attendee's **Company**.
8. Click **Save**.

#### Additional Information

The **Favorite Attendees** page appears, which allows you to add, edit, or delete frequently-used attendees.

If you need to add more than one attendee, click **Save & Add Another**.

Your favorite attendees list is also updated based on attendees you add to your expense reports.

	Attendee Name ▲	Attendee Title	Company	Attendee Type	Annual Total
<input type="checkbox"/>	<a href="#">King, Susan</a>			This Employee	\$0.00
<input type="checkbox"/>	<a href="#">Smith, Anne</a>			Business Guest	\$0.00

## Section 4: Create a New Expense Report

### Step 1: Create a New Report

#### How to...

1. In the **Active Work** or **Expense Reports** section of the **My Concur** page, click **New Expense Report**.
2. Complete all required fields (those with the red bar at the left edge of the field) and the optional fields as directed by your company.
3. Click **Next**.

#### Additional Information

The **Create a New Expense Report** page appears. The fields that appear on this page are defined by your company.

The expense report page appears.

The screenshot displays the 'Create a New Expense Report' page in the Concur system. The page has a header with the Concur logo and navigation tabs for 'My Concur', 'Expense', and 'Profile'. Below this, there are links for 'View Charges', 'View Reports', 'New Expense Report' (which is highlighted), and 'View Receipt Store'. The main section is titled 'Create a New Expense Report' and contains a 'Report Header' form. The form includes several fields: 'Report Name' (required), 'Report Date' (04/30/2013), 'Policy' (Travel & Expense Policy), 'Business Purpose' (required), 'Company' ((90) France), 'Department' ((600) Operations), 'Cost Center' ((6030) Security), 'Project Code', and 'Comment'. The 'Next >>' and 'Cancel' buttons are located at the bottom right of the form.

## Section 4: Create a New Expense Report (Continued)

### Step 2: Add a Company Card Transaction to the New Expense Report

Company card transactions are automatically imported into Expense for you – ready to be added to an expense report. Your company determines how frequently new card transactions appear.

#### How to...

1. On the **Expense Report** page, from the **Import** dropdown menu, select **Charges & Expenses**.

#### Additional Information

The **Smart Expenses** pane appears. A Smart Expense combines: trip data from Travel, corporate card data, and e-receipt data.

The screenshot shows the Concur interface for creating a new expense report. The 'Import' dropdown menu is open, showing 'Charges & Expenses' and 'From File'. The 'Smart Expenses' pane is visible on the right, showing a table with columns: Expense Detail, Expense, Date, and Amount. A single transaction is listed: 'Utell Santiago' with an amount of '\$318.49'.

2. In the **Corporate Card Charges** section, select each transaction that you want to assign to the current expense report.
3. In the **Smart Expenses** section, from the **Import** dropdown menu, select **To Current Report**.

You can also add **Corporate Card Charges** to an expense report by dragging and dropping into the **Expenses** area of the page.

The expense appears on the left side of the page, with all applicable icons, such as company card or exceptions.

The screenshot shows the Concur interface for creating a new expense report. The 'Import' dropdown menu is open, showing 'To Current Report' and 'To New Report'. The 'Smart Expenses' pane is visible on the right, showing a table with columns: Expense Detail, Expense, Date, and Amount. A single transaction is listed: 'Utell Santiago' with an amount of '\$318.49'.

## Section 4: Create a New Expense Report (Continued)

### Step 3: Add a Personal Credit Card Transaction to the New Expense Report

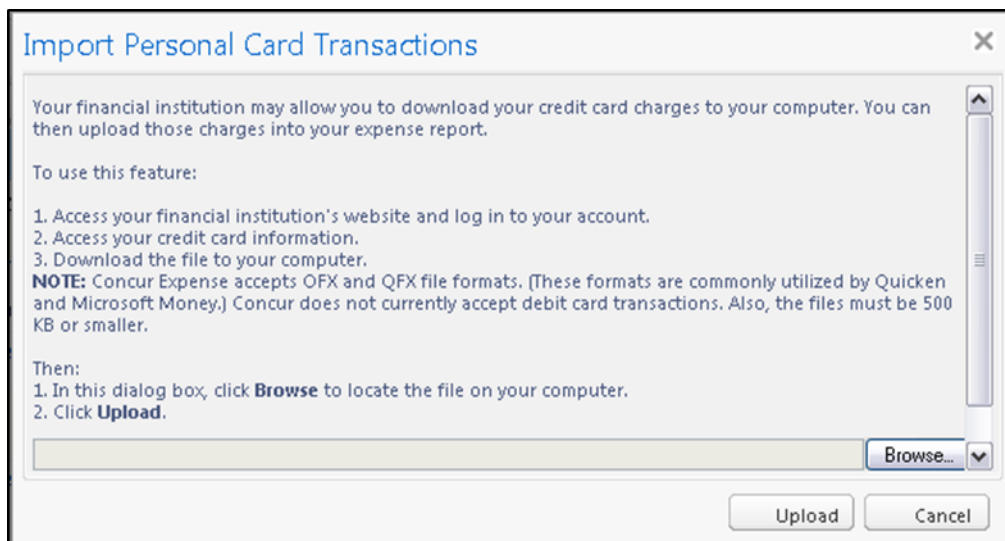
Using Concur, you can import into an expense report a personal credit card transaction that you download from a financial institution.

#### How to...

1. On the **Expense Report** page, from the **Import** dropdown menu, select **From File**.
2. In the **Import Personal Card Transactions** window, click **Browse**.

#### Additional Information

Before you can import the personal credit card transactions, you need to download the transactions from the financial institution, and then save them to your computer. Debit card transactions are not supported.



3. Locate the file you want to attach.
4. Click **Upload**.

## Step 3: Add a Personal Credit Card Transaction to the New Expense Report (Continued)

### How to...

5. Select each transaction that you want to assign to the current expense report.
6. Click **Import**.

### Additional Information

The imported card transaction will appear as an **Undefined** expense type. You will need to update the expense type and add any additional information required by your company.

### Import Personal Card Transactions

You have selected to import the following credit card transactions from your personal credit card. Select the credit card charges you would like to add to your expense report. Once you have selected the transactions, the credit card charges will be converted to expenses and saved to your expense report.

<input type="checkbox"/>	Expense Detail	Date Posted ▲	Amount
<input type="checkbox"/>	PURCHASE WITH PIN TARGET T1957 B	07/20/2010	\$184.21
<input type="checkbox"/>	CHECK	07/20/2010	\$50.00
<input type="checkbox"/>	PURCHASE WITH PIN TOP FOOD AND D	07/20/2010	\$12.55
<input type="checkbox"/>	VISA PURCHASE (NON-PIN) CHIPOTLE	07/20/2010	\$6.44
<input type="checkbox"/>	VISA PURCHASE (NON-PIN) STARBUCK	07/21/2010	\$6.99
<input type="checkbox"/>	VISA PURCHASE (NON-PIN) SUBWAY	07/21/2010	\$6.83
<input checked="" type="checkbox"/>	VISA PURCHASE (NON-PIN) SAFEWAY	07/22/2010	\$40.76
<input checked="" type="checkbox"/>	VISA PURCHASE (NON-PIN) FAMILY P	07/22/2010	\$12.00
<input type="checkbox"/>	VISA PURCHASE (NON-PIN) ICHI TER	07/22/2010	\$11.15
<input type="checkbox"/>	VISA PURCHASE (NON-PIN) PANERA B	07/22/2010	\$8.42
<input type="checkbox"/>	PURCHASE WITH PIN SAFEWAY STORE	07/22/2010	\$4.16

## Section 4: Create a New Expense Report (Continued)

### Step 4: Add an Out-of-Pocket Expense to the New Expense Report

#### How to...

1. Click **New Expense**.
2. On the **New Expense** tab, select the appropriate expense type.

#### Additional Information

The **New Expense** tab appears.

The page refreshes, displaying the required and optional fields for the selected expense type.

The screenshot shows the Concur web interface for creating a new expense report. The user is logged in as 'Sales Training'. The 'New Expense Report' tab is active. On the left, the 'Expenses' list is empty, showing 'No Expenses Found'. The main form is titled 'New Expense' and contains the following fields:

- Expense Type:** Incidentals (selected from a dropdown)
- Transaction Date:** (calendar icon)
- Business Purpose:** (text field)
- Vendor Name:** (text field)
- City:** (text field)
- Payment Type:** Out of Pocket (selected from a dropdown)
- Amount:** (text field) and **USD** (currency dropdown)
- Personal Expense (do not reimburse):** (checkbox, unchecked)
- Comment:** (text area)

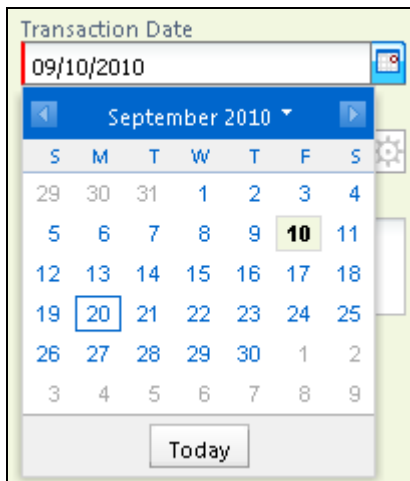
At the bottom left, the summary shows:

TOTAL AMOUNT	TOTAL REQUESTED
\$0.00	\$0.00

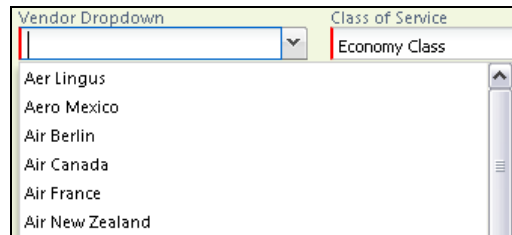
At the bottom right, there are buttons: **Save**, **Itemize**, **Allocate**, **Attach Receipt**, and **Cancel**.

## Step 4: Add an Out-of-Pocket Expense to the New Expense Report (Continued)

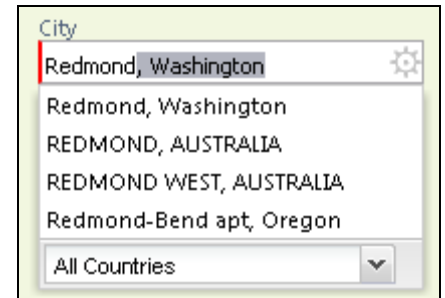
For date fields, use the calendar to select the date of the expense.

A calendar interface for selecting a transaction date. The title is "Transaction Date". The current date shown is 09/10/2010. Below the date is a calendar for September 2010. The days of the week are labeled S, M, T, W, T, F, S. The date 20 is selected. A "Today" button is at the bottom.

For lists, select from the list.

Two dropdown menus. The first is labeled "Vendor Dropdown" and has a list of vendors: Aer Lingus, Aero Mexico, Air Berlin, Air Canada, Air France, and Air New Zealand. The second is labeled "Class of Service" and has a list with "Economy Class" selected.

For auto-complete fields, type the first portion of your choice and then select from the list.

An auto-complete field for "City". The text "Redmond, Washington" is entered. A list of suggestions is shown: Redmond, Washington, REDMOND, AUSTRALIA, REDMOND WEST, AUSTRALIA, and Redmond-Bend apt, Oregon. An "All Countries" dropdown is at the bottom.

Complete other text fields and checkboxes as usual.

Three input fields and a checkbox. The first is a "Comment" text area. The second is a "Business Purpose" text field. The third is a checkbox labeled "Personal Expense (do not reimburse me)".

### How to...

3. Complete all required fields (those with the red bar at the left edge of the field) and the optional fields as directed by your company.
4. Click **Save**.

### Additional Information

For different types of expenses, such as hotel or car mileage, or for expenses incurred in a currency other than your reimbursement currency, refer to *Using Special Features* in this guide.

The expense appears on the left side of the page.

## Section 5: Review and Edit an Expense Report

You should review for accuracy and edit (if necessary) your reports and all expenses, including company card transactions, before submitting your expense report.

### Step 1: Review the Report Information

#### How to...

1. On the **Expense Report** page, in the **Expenses** area, click any transaction to view the details.
2. From the **Details** dropdown menu, select **Report Header**.
3. Make the appropriate changes, and then click **Save**.

#### Additional Information

The expense details appear on the right side of the page.

The **Report Header** page appears and you can view and update report header information.

### Step 2: Review the Exceptions

#### How to...

1. On the **Expense Report** page, click **Show Exceptions**.
2. Click the exception that you want to review.

#### Additional Information

The **Exceptions** pane opens, which displays all exceptions for the expense report. In this pane, you can select an exception to view the expense details.

The expense details appear on the right side of the page.

Exceptions			
Expense Type	Date	Amount	Exception
Local Phone	09/13/2010	\$20.00	! Missing required fields: City

3. Make the appropriate changes, and then click **Save**.



## Section 5: Review and Edit an Expense Report (Continued)

### Step 3: Edit Multiple Expenses

#### How to...

1. On the **Expense Report** page, in the **Expenses** area, select the checkbox for the expenses that you want to update.
2. Select the action you would like to perform for the expenses.

#### Additional Information

The multiple expense options box appears. When you select more than one expense, you will have the ability to delete, allocate, or edit the expenses at the same time.

If you choose to **Edit** the selected expenses, you will be prompted for all of the field(s) that you can update.

Training

Delete ReportSubmit Report

New ExpenseImportDetailsReceiptsPrint / Email

Expenses

DeleteCopyView<<

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	09/10/2010	<b>Business Meals - Meetings</b> Morton's, San Francisco, California	\$150.00	\$150.00
<input checked="" type="checkbox"/>	> 09/10/2010	<b>Office Supplies</b> Staples, San Francisco, California	\$200.00	\$200.00
<input type="checkbox"/>	> 09/09/2010	<b>Hotel</b> Marriott, San Francisco, California	\$300.00	\$300.00

You have selected multiple expenses. What would you like to do?

1. [Delete](#) the selected expenses

2. [Edit](#) one or more fields for the selected expenses

## Section 6: Use Special Features

### *Itemize Nightly Lodging Expenses*

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. These expenses must be itemized so that they can be accounted for correctly. Concur gives you the tools to quickly itemize your lodging-related expenses.

#### Step 1: Verify Auto-Itemized Hotel Expenses

The hotel auto-itemization feature automatically itemizes any card transactions that have hotel folio data or an e-receipt from a hotel vendor. Your company determines if your hotel expenses are automatically itemized. If not, you can manually itemize your hotel expenses as described in Step 2 below.

The result of hotel auto-itemization is similar to what you see if you manually itemize the hotel expense. Expense itemizes the hotel expense based on predetermined mapping. Examples of the itemizations you will see on your expense report are: parking, meals, and internet access. You can update the auto-itemized expenses and itemize any remaining balance as described in Step 3 below.

**Trip from Seattle to Chicago**

Details Receipts Print / Email

**Expenses** View Expense E-Receipt

Total Amount: \$403.72 | Remized: \$403.72 | Remaining: \$0.00

Date	Expense Type	Amount	Approved
07/24/2009	Car Rental THRIFTY CAR RENTAL MDW, Chicago, Illir	\$99.04	\$99.04
07/23/2009	Hotel OHIO EAST HOTEL LLC, Chicago, Illinois	\$403.72	\$403.72
07/22/2009	Parking - Tolls	\$25.00	\$25.00
07/22/2009	Hotel	\$153.26	\$153.26
07/22/2009	Hotel Tax	\$18.24	\$18.24
07/22/2009	Hotel Tax	\$5.36	\$5.36
07/21/2009	Parking - Tolls	\$25.00	\$25.00
07/21/2009	Hotel	\$153.26	\$153.26
07/21/2009	Hotel Tax	\$18.24	\$18.24
07/21/2009	Hotel Tax	\$5.36	\$5.36

Transaction Date: 07/23/2009 Expense Type: Hotel Business Purpose:   
Enter Vendor Name: OHIO EAST HOTEL LLC City: Chicago, Illinois Payment Type: American Express   
Amount: 403.72 USD

## Itemize Nightly Lodging Expenses (Continued)

### Step 2: Create and Itemize a Lodging Expense

#### How to...

1. Click **New Expense**.
2. On the **New Expense** tab, select the lodging expense type.
3. Complete the required fields on the page as usual.

#### Additional Information

The **New Expense** tab appears.

Your company determines the name of the expense type. It may be called Lodging, Hotel, or something similar.

The screenshot shows the Concur 'New Expense' form. The left sidebar has tabs for 'Expenses' and 'New Expense'. The 'New Expense' tab is active, showing a form with the following fields: Expense Type (Hotel), Transaction Date (04/18/2013), Business Purpose, Vendor (Astron Hotels), City (Minneapolis, Minnesota), Payment Type (Out of Pocket), Amount (745.00), and Currency (USD). The bottom of the form shows 'TOTAL AMOUNT \$0.00' and 'TOTAL REQUESTED \$0.00'. The 'Expenses' tab on the left shows 'No Expenses Found'.

4. Click **Itemize**.

The expense appears on the left side of the page and the **Nightly Lodging Expenses** tab appears.

## Step 2: Create and Itemize a Lodging Expense (Continued)

The screenshot displays the Concur Expense Management interface. The top navigation bar includes 'My Concur', 'Expense', and 'Profile' tabs. Below this, there's a 'Sales Training' section with buttons for 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. The main area is divided into two panes. The left pane shows a table of expenses with columns for Date, Expense, Amount, and Requested. The right pane shows the 'Nightly Lodging Expenses' form with fields for Check-in Date, Check-out Date, Number of Nights, Room Rate, Room Tax, and Other Room Tax 1 and 2. A 'Recurring Charges (each night)' section is also present. At the bottom, there are buttons for 'Save Itemizations' and 'Cancel'.

5. On the **Nightly Lodging Expenses** tab, in the **Check-in Date** field, type the date or use the calendar. The number of nights appears automatically.
6. In the **Room Rate** field, enter the amount that you were charged per night for the room.
7. In the **Room Tax** fields, enter the amount of each room tax that you were charged.
8. In the **Additional Charges (each night)** section, from the first **Expense Type** dropdown menu, select the appropriate expense type.
9. In the **Amount** field, enter the amount of the expense.

## Step 2: Create and Itemize a Lodging Expense (Continued)

### How to...

- Repeat steps 8-9 using the second **Expense Type** field if you have more than one recurring additional charge.
- Click **Save Itemizations**.

### Additional Information

If there is a remaining amount to be itemized, the remaining amount is displayed and the **New Itemization** tab appears.

The screenshot displays the Concur Expense Report interface. At the top, there's a navigation bar with 'My Concur', 'Expense', and 'Profile' tabs. Below this, a sub-navigation bar includes 'View Charges', 'View Reports', 'New Expense Report' (highlighted), and 'View Receipt Store'. The main header area shows 'Sales Training' with 'Delete Report' and 'Submit Report' buttons. A toolbar contains 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. An 'Exceptions' section shows a table with one entry: 'Hotel' on '04/18/2013' for '\$745.00' with an exception message: 'The itemization amounts do not add up to the expense amount.' Below this, the 'Expenses' section shows a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. It lists three hotel expenses for April 17, 16, and 15, 2013, each for \$175.00. A 'Total Amount' of \$525.00 and 'Total Requested' of \$525.00 are shown at the bottom. The 'New Itemization' tab is active, showing a 'Total Amount: \$745.00 | Itemized: \$525.00 | Remaining: \$220.00'. It includes an 'Expense Type' dropdown menu and 'Save' and 'Cancel' buttons.

Expense	Date	Amount	Exception
Hotel	04/18/2013	\$745.00	The itemization amounts do not add up to the expense amount.

Date	Expense	Amount	Requested
04/18/2013	Hotel Astron Hotels, Minneapolis, Minneso	\$745.00	\$525.00
04/17/2013	Hotel	\$175.00	\$175.00
04/16/2013	Hotel	\$175.00	\$175.00
04/15/2013	Hotel	\$175.00	\$175.00

TOTAL AMOUNT: \$525.00 | TOTAL REQUESTED: \$525.00

Total Amount: \$745.00 | Itemized: \$525.00 | Remaining: \$220.00

## Step 3: Itemize the Remaining Balance

### How to...

1. If the amount remaining is more than zero, on the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense from the dropdown list.
2. Complete all required and optional fields as directed by your company.
3. Click **Save**.
4. Repeat steps 1-3 until the **Remaining Amount** equals \$0.00.

### Additional Information

The page refreshes, displaying the required and optional fields for the selected expense type.

The expense appears on the left side of the page and the remaining amount equals zero.

## Section 6: Use Special Features (Continued)

### Add Attendees

For some expense types, such as business meals or entertainment, your company might require that you list the attendees who were present at these events.

#### How to...

1. Click **New Expense**.
2. On the **New Expense** tab, select an Entertainment, Business Meals, or Group Meals expense type.
3. Complete all required fields *except* the attendee information.

#### Additional Information

The **New Expense** tab appears.

Your company defines the expense type names that apply to entertaining clients, customers, or group meals that include employees.

The page refreshes, displaying the required and optional fields for the selected expense type.

In the attendee area, your name automatically appears as an attendee with the full amount of the expense. As you add attendees to the expense, the expense amount is distributed over all attendees.

Your company decides whether your name appears automatically and whether you can manually adjust the amounts allotted to attendees.

The screenshot displays the Concur 'New Expense' form. The left sidebar shows the 'Expenses' table with one entry: 'Hotel' for 'Astron Hotels, Minneapolis, Minn' on '04/18/2013' for \$745.00. The main form area is titled 'New Expense' and includes fields for 'Expense Type' (Business Meal (attendees)), 'Transaction Date' (04/18/2013), 'Business Purpose' (Business), 'Vendor Name' (Morton's), 'City' (Minneapolis, Minnesota), 'Payment Type' (Out of Pocket), 'Amount' (150.00), and 'Personal Expense' (unchecked). The 'Attendees' section at the bottom shows a table with one attendee: 'Business Guest' 'Castellon, Rodrigo Miguel' with the title 'Manager' and amount '\$150.00'. The bottom summary shows 'TOTAL AMOUNT \$745.00' and 'TOTAL REQUESTED \$745.00'.

Expense Type	Transaction Date	Business Purpose
Business Meal (attendees)	04/18/2013	Business

Vendor Name	City	Payment Type
Morton's	Minneapolis, Minnesota	Out of Pocket

Amount	Personal Expense (do not reimburse)	Comment
150.00 USD	<input type="checkbox"/>	

Attendee Type	Attendee Name	Attendee Title	Amount
Business Guest	Castellon, Rodrigo Miguel	Manager	\$150.00

TOTAL AMOUNT: \$745.00 | TOTAL REQUESTED: \$745.00

## Add Attendees (Continued)

### How to...

4. Click **Favorites**.
5. On the **Favorites** tab in the **Search Attendees** window, select the attendees for this expense, and then click **Add to Expense**.
6. To add a new attendee to the expense, click **New Attendee**, complete the required information, and then click **Save**.
7. To search for an attendee, click **Search**, enter your search criteria in the **Search Attendees** window, and then click **Add to Expense**.
8. Click **Save**.

### Additional Information

The **Search Attendees** window opens.

You can also locate an attendee that is already in your **Favorites** list by typing the first letter of the attendee name in the **Favorites** field, and then selecting the attendee name from the dropdown list.

The new attendee is added to the list. The expense amount is distributed among the attendees.

The “found” attendee is added to the list. The expense amount is distributed among the attendees.

The expense appears on the left side of the page.



## Section 6: Use Special Features (Continued)

### Itemize Expenses

You itemize expenses to account for expenses that include both business and personal items or to make sure that each of your expenses is billed to the correct department in your organization.

#### How to...

1. On the **Expense Report** page, click the expense you want to itemize.
2. Click **Itemize**.
3. On the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense.

#### Additional Information

The page refreshes, displaying the required and optional fields for the selected expense type.

The expense appears on the left side of the page. The **New Itemization** tab appears which displays the total amount, itemized amount, and remaining amount.

The page refreshes, displaying the required and optional fields for the selected expense type.

The screenshot displays the Concur web interface for managing expenses. At the top, the 'Concur' logo is visible. Below it, navigation tabs include 'My Concur', 'Expense', and 'Profile'. The 'Expense' tab is active, showing sub-tabs for 'View Charges', 'View Reports', 'New Expense Report', and 'View Receipt Store'. The 'New Expense Report' sub-tab is selected. Below the navigation, there are buttons for 'Delete Report' and 'Submit Report'. The main content area is divided into two sections: 'Expenses' on the left and 'New Expense' on the right. The 'Expenses' section contains a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. It lists two expenses: 'Hotel' (Astron Hotels, Minneapolis, Minnesa) for \$745.00 and 'Business Meal (attendees)' (Morton's, Minneapolis, Minnesota) for \$150.00. The total amount is \$895.00. The 'New Expense' section contains a form with fields for 'Expense Type' (Office Supplies), 'Transaction Date' (04/18/2013), 'Business Purpose', 'Vendor Name', 'City' (Minneapolis, Minnesota), 'Payment Type' (Out of Pocket), 'Amount' (\$50.00), and 'Personal Expense (do not reimburse)'. There are also buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'.

Date	Expense	Amount	Requested
04/18/2013	Hotel Astron Hotels, Minneapolis, Minnesa	\$745.00	\$745.00
04/18/2013	Business Meal (attendees) Morton's, Minneapolis, Minnesota	\$150.00	\$150.00

TOTAL AMOUNT: \$895.00  
TOTAL REQUESTED: \$895.00

4. Complete all required and optional fields as directed by your company.

## ***Itemize Expenses (Continued)***

### **How to...**

5. Click **Save**.
6. Repeat steps 3-5 until the **Remaining Amount** equals \$0.00.

### **Additional Information**

The itemized item appears in the expense list and the totals are adjusted accordingly.

As you click **Save** for each item, the remaining total changes accordingly.

## Section 6: Use Special Features (Continued)

### Convert Foreign Currency Transactions

When adding an out-of-pocket expense that was incurred in a currency other than your reimbursement currency, Expense will assist you in converting the expense to your standard reimbursement currency.

#### How to...

1. Click **New Expense**.
2. On the **New Expense** tab, select the appropriate expense type.
3. Complete all required fields as usual *except* **Amount**.
4. In the **Amount** field, enter the foreign currency amount.
5. Select the “spend” currency from the dropdown list to the right of the **Amount** field.
6. Click the multiplication sign to switch, if needed, and then click **Save** (or click **Itemize** to itemize the expense).

#### Additional Information

The **New Expense** tab appears.

The page refreshes, displaying the required and optional fields for the selected expense type.

Because the currency conversion rate is based on the Transaction Date that you select, be sure to select the exact Transaction Date.

If you select a **City** that has a different currency than your reimbursement currency, Expense automatically selects the spend currency for you.

Expense supplies the **Rate** and calculates the reimbursement **Amount**.

Currency can be converted by multiplying by a particular rate or dividing by a different rate. You may need to switch from multiplication to division of the rate, depending on the type of rate you received, by clicking the symbol above the rate field.

The screenshot displays the Concur Expense application interface. At the top, the 'Concur' logo is visible. Below it, a navigation bar includes 'My Concur', 'Expense', and 'Profile'. A sub-navigation bar shows 'View Charges', 'View Reports', 'New Expense Report' (highlighted), and 'View Receipt Store'. The main header area displays 'Trip to San Francisco' with buttons for 'Delete Report' and 'Submit Report'. Below this, a toolbar contains 'New Expense' (selected), 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. The left sidebar shows 'Expenses' with a table header: 'Date', 'Expense', 'Amount', and 'Requested'. The table is currently empty, showing 'Adding New Expense' and 'No Expenses Found'. The main content area is the 'New Expense' form. It includes fields for 'Expense Type' (set to 'Taxi'), 'Transaction Date' (set to '4/19/2013'), and 'Business Purpose'. There are also fields for 'Vendor Name', 'City', and 'Payment Type' (set to 'Out of Pocket'). The 'Amount' field is set to '60.00' with a currency dropdown set to 'CAD'. A multiplication sign icon is next to the 'Amount' field, and a 'Rate (USD=1 CAD)' of '0.97510000' is displayed. The calculated 'Amount in USD' is '58.51'. A checkbox for 'Personal Expense (do not reimburse)' is present. A 'Comment' field is also available. At the bottom of the form, there are buttons for 'Save', 'Itemize', 'Allocate', 'Attach Receipt', and 'Cancel'. A summary bar at the bottom left shows 'TOTAL AMOUNT \$0.00' and 'TOTAL REQUESTED \$0.00'.

## Section 6: Use Special Features (Continued)

### Work with Mileage

#### How to...

1. Click **New Expense**.
2. On the **New Expense** tab, select the appropriate expense type.
3. In the **Transaction Date** field, type the date or use the calendar.
4. In the **From Location** field, enter the starting location of your trip.
5. In the **To Location** field, enter the ending location of your trip.
6. Click the **Mileage Calculator**.
7. Click **Add Mileage to Expense**.
8. Complete any additional required fields as directed by your company, and then click **Save**.

#### Additional Information

The **New Expense** tab appears.

Your company determines the name of the expense type. It may be called Car, Mileage, or something similar.

The **Mileage Calculator** helps you to determine mileage between locations. Notice that the To and From locations that you entered for the expense automatically appear. Using the **Mileage Calculator**, you can change the locations or add additional locations. The distance between locations will appear for you to add to your expense report.

The expense appears on the left side of the page.

The screenshot displays the Concur web interface. At the top, there's a navigation bar with 'My Concur', 'Expense', and 'Profile' tabs. Below this is a sub-navigation bar with 'View Charges', 'View Reports', 'New Expense Report', and 'View Receipt Store'. The main header area shows 'Sarah's Expenses' with buttons for 'Delete Report' and 'Submit Report'. Below the header, there's a tabbed interface with 'New Expense' selected. The 'New Expense' form includes fields for 'Expense Type' (set to 'Personal Car Mileage'), 'Transaction Date' (04/18/2013), 'Purpose of the Trip', 'From Location', 'To Location', 'Payment Type' (set to 'Out of Pocket'), 'Distance : Amount' (0), and 'Comment'. A 'Mileage Calculator' button is visible. On the left, a table titled 'Expenses' lists various transactions with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The table shows several entries for 04/18/2013, including Airfare, Breakfast, Miscellaneous, and Business Meal. At the bottom of the table, the 'TOTAL AMOUNT' is \$925.52 and the 'TOTAL REQUESTED' is \$925.52. At the bottom right of the form, there are buttons for 'Save', 'Allocate', 'Attach Receipt', and 'Cancel'.

Date	Expense	Amount	Requested
04/18/2013	Airfare United Airlines, Seattle, Washington	\$420.00	\$420.00
04/18/2013	Breakfast Seattle, Washington	\$8.52	\$8.52
04/18/2013	Miscellaneous Seattle, Washington	\$25.00	\$25.00
04/18/2013	Airfare United Airlines, Seattle, Washington	\$267.00	\$267.00
04/18/2013	Miscellaneous Seattle, Washington	\$25.00	\$25.00
04/18/2013	Business Meal (attendees) Morton's, Seattle, Washington	\$145.00	\$145.00
04/18/2013	Postage Seattle, Washington	\$35.00	\$35.00
<b>TOTAL AMOUNT</b>		<b>\$925.52</b>	<b>\$925.52</b>

## Section 6: Use Special Features (Continued)

### Copy an Expense

Use the copy feature to copy an expense within an expense report. You can then edit the copied expense, as needed.

#### How to...

1. On the **Expense Report** page, from the **Expenses** area, select the checkbox next to the expense you wish to copy.
2. Click **Copy**.
3. Click on the new expense.
4. Make all necessary changes to the new expense.
5. Click **Save**.

#### Additional Information

The expense is highlighted.

The new expense appears below the original.

The expense details appear.

The screenshot shows the Concur web interface for an expense report titled "Trip to San Francisco". The "Expenses" table on the left lists two items: a "Taxi" expense for \$58.51 CAD and a "Local Phone" expense for \$10.00. The "Copy" button in the table's header is highlighted with a red box. The right side of the interface shows the details for the selected "Taxi" expense, including fields for Expense Type, Transaction Date, Business Purpose, Vendor Name, City, Payment Type, Amount, and a currency conversion rate. The "Save" button is visible at the bottom right.

Date	Expense	Amount	Requested
04/19/2013	Taxi	\$58.51 CAD 60.00	\$58.51
04/18/2013	Local Phone Seattle, Washington	\$10.00	\$10.00

TOTAL AMOUNT: \$68.51  
TOTAL REQUESTED: \$68.51

## Section 6: Use Special Features (Continued)

### Allocate Expenses

The Allocations feature allows you to allocate expenses to projects or departments. The departments you choose will be charged for those expenses.

#### How to...

1. Complete all expenses as usual.
2. Select the expense you wish to allocate from the expense list.
3. Click **Allocate** near the lower right-hand corner of the expense details section.

#### Additional Information

The expense details appear.

The **Allocate Report** window appears.

The screenshot shows the Concur Expense Report interface. On the left, there's a table of expenses for 'Sarah's Expenses' with columns for Date, Expense, Amount, and Requested. The table lists several expenses, including Airfare, Breakfast, Miscellaneous, and Business Meal. At the bottom of the table, it shows 'TOTAL AMOUNT \$925.52' and 'TOTAL REQUESTED \$925.52'. On the right, there's a 'New Expense' form with fields for Expense Type (Airfare), Transaction Date (04/12/2013), Business Purpose (Business), Ticket Number, Vendor, City (Seattle, Washington), Payment Type (Out of Pocket), Amount (430.00), and Currency (USD). The 'Allocate' button is highlighted with a red box in the bottom right corner of the form.

4. From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.
5. In the **Allocate By** field, enter the *Percentage* or *Amount*.
6. Click in the field under the **Department** column heading.
7. Select the department that will receive the allocation.

Depending on your company's configuration, you might see different fields, other than Department, to complete on the **Allocate Report** page.

## Allocate Expenses (Continued)

Allocations for Report: Seattle to LA - Sales Trip

**Expense List**

Allocate Selected Expenses Clear Selections

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense Ty...	Group	Amount
<input type="checkbox"/>	09/15/2011	Car Rental		\$303.67
<input type="checkbox"/>	09/15/2011	Dinner	1	\$45.76
<input type="checkbox"/>	08/02/2011	Airfare		\$296.00

**Allocations** Total:\$45.76 Allocated:\$45.76 (100%) Remaining:\$0.00 (0%)

Allocate By: ▾ Add New Allocation Delete Selected Allocations

<input type="checkbox"/>	Percentage	Company	* Department	* Cost Center
<input type="checkbox"/>	50	(10) United States	(400) Marketing	(4050) Newspap...
<input type="checkbox"/>	50	(10) United States	(900) Training	(9020) External

Save Cancel

Done

8. Click **Add New Allocation**.

A new allocations field appears.

9. Repeat steps 5-7 for each new allocation.

Add as many allocations as necessary. You can adjust the amounts and percentages. You do not have to allocate 100% of the total. The amount that you do not allocate is charged as usual, probably to your own cost center.

10. Click **Save**.

11. In the confirmation message box, click **OK**.

12. In the **Allocate Report** window, click **Done**.

The allocation icon appears on the left side of the page with the expense.



## Section 6: Use Special Features (Continued)

### Allocate Multiple Expenses

If you have multiple expenses in a report to allocate, you can select and allocate all applicable expenses at the same time.

#### How to...

1. Complete all expenses as usual.
2. Select all the expenses you wish to allocate from the expense list.

#### Additional Information

A message appears in the right pane, which states that you have selected multiple expenses and provides three options.

The screenshot shows the Concur interface for 'Sarah's Expenses'. A table lists expenses with columns for Date, Expense, Amount, and Requested. Two expenses are selected: 'Airfare' on 04/18/2013 for \$267.00 and 'Postage' on 04/18/2013 for \$35.00. The total amount and requested amount are both \$925.52. A message box on the right states: 'You have selected multiple expenses. What would you like to do?' with three options: 1. [Delete](#) the selected expenses, 2. [Allocate](#) the selected expenses, and 3. [Edit](#) one or more fields for the selected expenses.

Date	Expense	Amount	Requested
04/18/2013	Airfare United Airlines, Seattle, Washington	\$420.00	\$420.00
04/18/2013	Breakfast Seattle, Washington	\$8.52	\$8.52
04/18/2013	Miscellaneous Seattle, Washington	\$25.00	\$25.00
04/18/2013	Airfare United Airlines, Seattle, Washington	\$267.00	\$267.00
04/18/2013	Miscellaneous Seattle, Washington	\$25.00	\$25.00
04/18/2013	Business Meal (attendees) Morton's, Seattle, Washington	\$145.00	\$145.00
04/18/2013	Postage Seattle, Washington	\$35.00	\$35.00

TOTAL AMOUNT: \$925.52  
TOTAL REQUESTED: \$925.52

You have selected multiple expenses. What would you like to do?

1. [Delete](#) the selected expenses
2. [Allocate](#) the selected expenses
3. [Edit](#) one or more fields for the selected expenses

3. Click **Allocate**.
4. From the **Allocate By** dropdown menu, select either **Percentage** or **Amount**.
5. In the **Allocate By** field, enter the **Percentage** or **Amount**.
6. Click in the field under the **Department** column heading.
7. Select the department that will receive the allocation.
8. Click **Add New Allocation**.

The **Allocate Report** window appears.

A dropdown list of departments appears.

Depending on your company's configuration, you might see different fields, other than Department (i.e., Cost Center or Project), to complete on the **Allocate Report** page.

A new allocations field appears.



## ***Allocate Multiple Expenses (Continued)***

### **How to...**

9. Repeat steps 5-7 for each new allocation.
10. Click **Save**.
11. In the confirmation message box, click **OK**.
12. In the **Allocate Report** window, click **Done**.

### **Additional Information**

Add as many allocations as necessary. You can adjust the amounts and percentages. You do not have to allocate 100% of the total. The amount that you do not allocate is charged as usual, probably to your own cost center.

The allocation icon appears on the left side of the page with the expense. If the expense is 100% allocated, the icon is yellow, red, and green. If the expense is not 100% allocated, the icon is blue and gray.

## Section 7: Print and Submit/Resubmit Expense Reports

### *Preview and Print Your Expense Report*

#### How to...

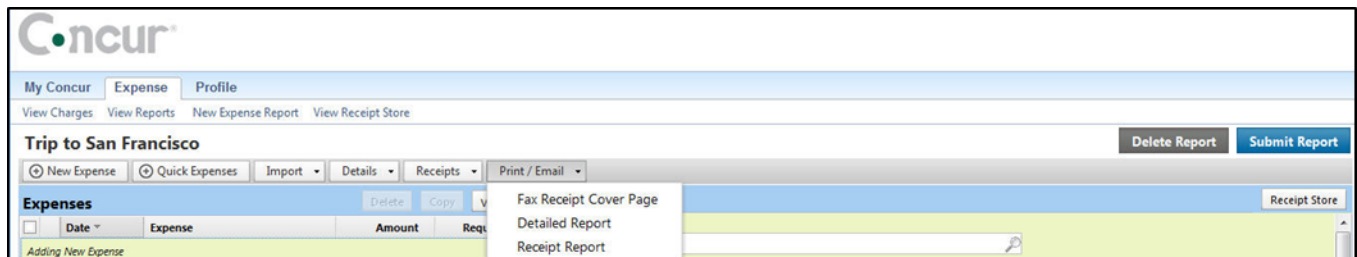
1. From the **Print** menu, select the appropriate print option.
2. To print the report, click **Print**.

#### Additional Information

The three print options:

- For a fax cover page to use with Concur Imaging, select **Fax Receipt Cover Page**.
- For a detailed report, select **Detailed Report**.

The report appears in a separate window.



### *Fax or Attach Scanned Receipt Images*

If your company uses Concur Imaging, you can fax your receipts or you can attach scanned images of your receipts.

#### Fax Images

#### How to...

1. From the **Print** dropdown menu, select **Fax Receipt Cover Page**.
2. Click **Print**.
3. Fax the cover page and the receipts to the number on the cover page.
4. To view the faxed receipts, from the **Receipts** dropdown menu, select **Check Receipts**.

#### Additional Information

The fax cover page appears.

After you have checked receipts for the first time, you will see two different options on the **Receipts** menu: **View Receipts in New Window** and **View Receipts in Current Window**.

## Fax or Attach Scanned Receipt Images (Continued)

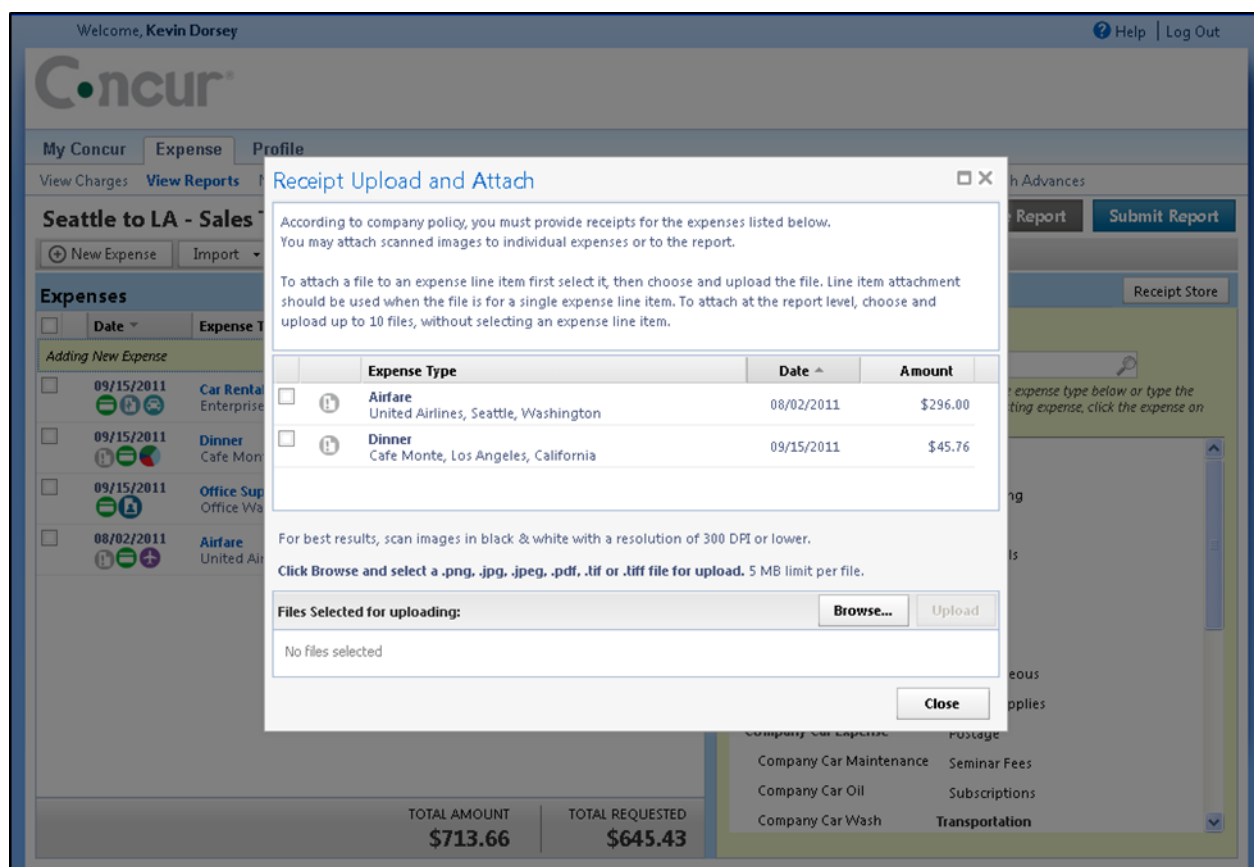
### Attach Scanned Images

#### How to...

1. On the **Expense Report** page, from the **Receipts** dropdown menu, select **Attach Receipt Images**.

#### Additional Information

The **Attach Files** window appears.



2. Click **Browse**, and then locate the file you want to attach.
3. Click the file, and then click **Open**.
4. To attach another image, click **Browse**, and then repeat the process.
5. Click **Upload**, and then click **Done**.
6. To view the attached receipts, from the **Receipts** dropdown menu, select **Check Receipts**.

The selected file appears in the **Files Selected for uploading** section of the window.

After you have checked receipts for the first time, you will see two different options on the Receipts menu: **View Receipts in New Window** and **View Receipts in Current Window**.

## Section 7: Print and Submit/Resubmit Expense Reports (Continued)

### Delete Receipt Images

#### How to...

1. On the **Expense Report** page, from the **Receipts** dropdown menu, select **Delete Receipt Images**.
2. In the confirmation window, click **Yes**.

#### Additional Information

A confirmation window appears.

When you select the **Delete Receipt Images** option, all images attached at the report level are deleted. You cannot delete individual receipt images at the report level.

The screenshot shows the Concur web application interface. At the top is the Concur logo. Below it are tabs for 'My Concur', 'Expense', and 'Profile'. Under the 'Expense' tab, there are links: 'View Charges', 'View Reports', 'New Expense Report', and 'View Receipt Store'. The main heading is 'Trip to San Francisco'. Below this is a row of buttons: 'New Expense', 'Quick Expenses', 'Import', 'Details', 'Receipts', and 'Print / Email'. The 'Receipts' button is open, showing a dropdown menu with the following options: 'Receipts Required', 'Check Receipts', 'Attach Receipt Images', and 'View Receipt Store'. Below the menu, there is a table of expenses. The table has columns for 'Date' and 'Expense'. The first row is highlighted in yellow and says 'Adding New Expense'. The second row shows '04/19/2013' and 'Taxi' with a total of 'CAD 60.00'. The third row shows '04/18/2013' and 'Local Phone Seattle, Washington' with a total of '\$10.00'.

Date	Expense	Total
04/19/2013	Taxi	CAD 60.00
04/18/2013	Local Phone Seattle, Washington	\$10.00

## Section 7: Print and Submit/Resubmit Expense Reports (Continued)

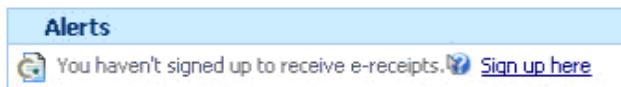
### Use E-Receipts

E-receipts are an electronic version of receipt data that can be sent directly to Concur to replace imaged paper receipts. If your company allows e-receipts, you must opt in from your Profile before e-receipts will show in Expense. If your company has enabled e-receipts, you will be notified in the **Alerts** section on the **My Concur** page.

### Enable E-Receipts

#### How to...

1. On the **My Concur** page, in the **Alerts** section, click **Sign up here**.

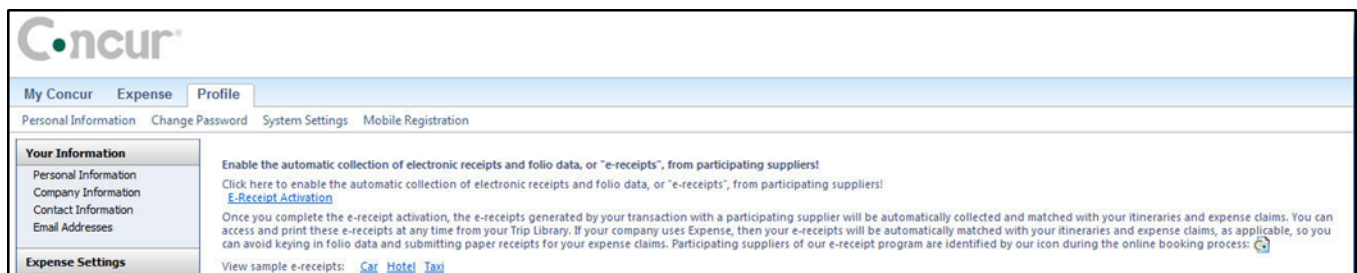


2. Click **E-Receipt Activation**.

#### Additional Information

The E-Receipt Activation page appears.

The **E-Receipt Activation and Use Agreement** appears.



3. Click **I Accept**.

The e-receipts confirmation appears.

Once you have confirmed the e-receipt activation, all of your corporate cards are included. From your Profile, you can choose to exclude a particular card.

As you create your expense reports, you will see the e-receipt icon next to any transactions that have an e-receipt. You can click the icon to view the e-receipt.




## Use E-Receipts (Continued)

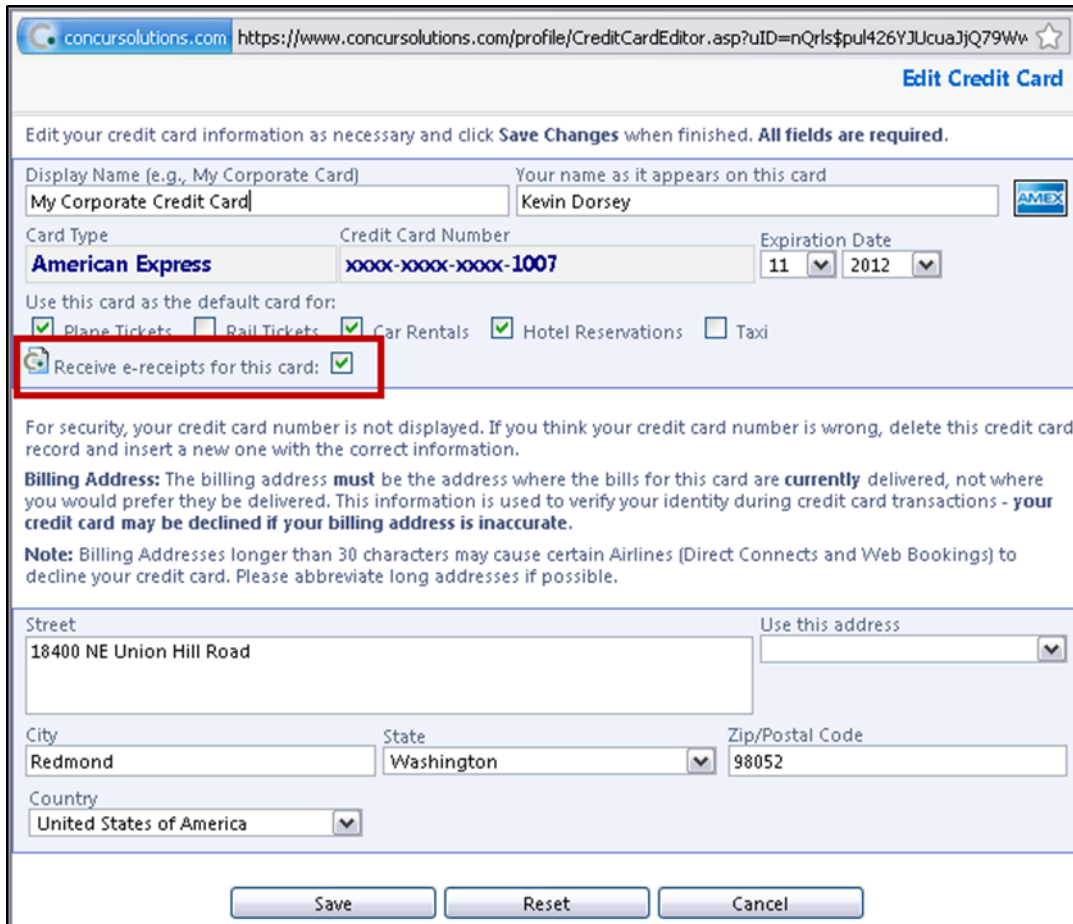
### Exclude a Credit Card from E-Receipts

If you have a credit card listed in your Profile for which you do not want to receive e-receipts, you can exclude that credit card.

#### How to...

1. From the **Profile** page, click **Personal Information**.
2. In the **Credit Cards** section, click the edit  icon for the credit card you wish to exclude.
3. Clear the **Receive e-receipts for this card** checkbox.
4. Click **Save Changes**.


#### Additional Information



concurrency.com https://www.concurrency.com/profile/CreditCardEditor.asp?uID=nQrls\$pu426YJUcuaJjQ79Ww

**Edit Credit Card**

Edit your credit card information as necessary and click **Save Changes** when finished. **All fields are required.**

Display Name (e.g., My Corporate Card)  Your name as it appears on this card  

Card Type **American Express** Credit Card Number  Expiration Date

Use this card as the default card for:

☒ Plane Tickets ☐ Rail Tickets ☒ Car Rentals ☒ Hotel Reservations ☐ Taxi

☒ Receive e-receipts for this card: ☒

For security, your credit card number is not displayed. If you think your credit card number is wrong, delete this credit card record and insert a new one with the correct information.

**Billing Address:** The billing address **must** be the address where the bills for this card are **currently** delivered, not where you would prefer they be delivered. This information is used to verify your identity during credit card transactions - **your credit card may be declined if your billing address is inaccurate.**

**Note:** Billing Addresses longer than 30 characters may cause certain Airlines (Direct Connects and Web Bookings) to decline your credit card. Please abbreviate long addresses if possible.

Street  Use this address

City  State  Zip/Postal Code

Country

## Section 7: Print and Submit/Resubmit Expense Reports (Continued)

### *Submit Your Completed Expense Report*

If your company uses cost object approval, your expense report might be sent to multiple approvers at the same time. If one of the approvers makes changes to your expense report, you will be notified and the report might need to go through the approval process again. Cost object approval allows multiple approvers to review a report at once and helps to ensure control, compliance, and visibility of expenses.

#### How to...

1. On the **Expense Report** page, click **Submit Report**.
2. Click **Submit Report**.
3. Click **Close**.

#### Additional Information

The **Final Review** window appears, which lists all expenses that require receipts.

The **Report Submit Status** window confirms that the report was successfully submitted.

The **Expense Report List** page appears.

### *Correct and Resubmit a Report Sent Back by Your Approver*

If your approver requires changes or additional information, he/she will return your expense report.

The returned report appears in the **Expense Report** or **Active Work** section of the **My Concur** page, along with a comment from your approver.


#### How to...

1. Click the report name (link) to open the report.
2. Make the requested changes.
3. Click **Submit Report**.

#### Additional Information

The **Expense Report** page appears.

The screenshot displays the Concur web interface. At the top, there's a navigation bar with 'My Concur', 'Expense', and 'Profile' tabs. Below this is a blue banner with a smartphone icon and the text 'Add attendees for business meal expenses using your smartphone.' and a 'Get the free app' button. The main section is titled 'Expense Reports (4)' and contains a table with the following data:

Report Name	Status	Payment Status	Report Date	Requested Amount
<a href="#">Sarah's Expenses Business</a>	Not Submitted	Not Paid	04/30/2013	\$925.52
<a href="#">Sales Training Sales</a>	Not Submitted	Not Paid	04/30/2013	\$945.00
 <a href="#">Trip to San Francisco Business</a>	Sent Back to Employee - Petrucci, John	Not Paid	04/30/2013	\$68.51
<a href="#">Home office Expense monthly office expense</a>	Not Submitted	Not Paid	11/30/2012	PHP 0.00

At the bottom, there's a section for 'Available Card Charges' with a 'View All Charges' link.

## Section 8: Review and Approve Expense Reports

As an approver, you can approve an expense report “as is”; send an expense report back to the employee to modify and resubmit; or adjust the authorized amount of one or more expenses to comply with company policy and then approve the expense report for the lowered amount. (Your company may or may not allow you to adjust authorized amounts.)

If your company uses cost object approval, an employee’s expense report might be sent to multiple approvers at the same time. If one of the approvers makes changes to your expense report, the report might need to go through the approval process again. Cost object approval allows multiple approvers to review a report at once and helps to ensure control, compliance, and visibility of expenses.

### *Review and Approve an Expense Report*

All reports awaiting your review and approval appear in the **Approval Queue** section of **My Concur**.

#### How to...

1. Click the report name (link) to open the report.
2. To review the report information, from the **Details** dropdown menu, select **Report Header** (under **Report**).
3. To review expense entry information, click an expense entry.
4. When ready to approve, click **Approve**.

#### Additional Information

The **Expense Report** page appears.

The **Report Header** page appears. Click **Cancel** on the **Report Header** page.

The expense entry details appear on the right side of the page.

The report moves to the next step in the workflow.

### *Send an Expense Report Back to the Employee*

All reports awaiting your review and approval appear in the **Approval Queue** section of the **My Concur** page.

#### How to...

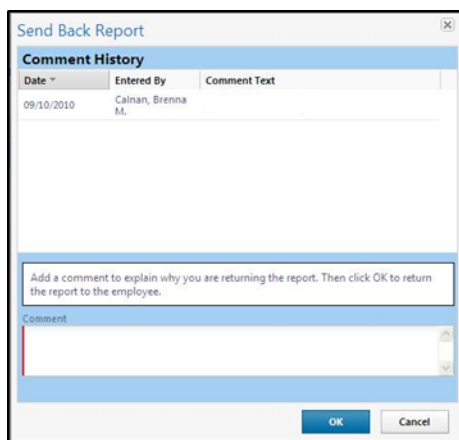
1. Click the report name (link) to open the report.
2. Click **Send Back to Employee**.
3. Enter a comment for the employee, and then click **OK**.

#### Additional Information

The **Expense Report** page appears.

The **Send Back Report** box appears.

The report is returned to the employee.



The screenshot shows a 'Send Back Report' dialog box. At the top, it has a title bar 'Send Back Report' with a close button. Below the title bar is a 'Comment History' section with a table. The table has three columns: 'Date', 'Entered By', and 'Comment Text'. There is one row of data: '09/10/2010', 'Cainan, Brenna M.', and an empty comment text field. Below the table is a text area with the instruction: 'Add a comment to explain why you are returning the report. Then click OK to return the report to the employee.' Below the text area is a 'Comment' label and a text input field. At the bottom of the dialog box are two buttons: 'OK' and 'Cancel'.



## Section 8: Review and Approve Expense Reports (Continued)

### *Send Single Expenses Back to an Employee*

Expense allows you to send back an individual expense item to an employee for correction instead of sending back the entire expense report.

#### How to...

1. In the **Approval Queue** section of **My Concur**, click the name of the report that you want to view.
2. Review the expense report.
3. Click the expense you wish to send back for correction.
4. In the expense details sections, select the **Send Back Expense?** checkbox.
5. Click **Approve**.

#### Additional Information

The expense report opens.

The expense details appear.

You can send back multiple expenses on an expense report without sending back the entire report. You will repeat the steps for each expense that needs to be sent back.

The screenshot shows the 'Trip to Dallas' expense report for John Smith. At the top, there are buttons for 'Send Back to Employee', 'Approve', and 'Approve & Forward'. Below these are tabs for 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' section on the left lists three items: Car Rental (\$140.00), Room Rate (\$300.00), and Airfare (\$350.00). The 'Expense' details section on the right shows the selected 'Car Rental' item with fields for Transaction Date, Business Purpose, Vendor (Hertz), City (Dallas, Texas), Amount (140.00 USD), Approved Amount (140.00), Payment Type (Cash), Reviewed (No), and Comment. A red box highlights the 'Send Back Expense?' checkbox, which is checked. At the bottom, there are 'Save' and 'Allocate' buttons, and a summary showing 'TOTAL AMOUNT \$790.00' and 'TOTAL REQUESTED \$790.00'.

Date	Expense Type	Amount	Requested
09/16/2010	Car Rental Hertz, Dallas, Texas	\$140.00	\$140.00
> 09/16/2010	Room Rate Marriott Hotels, Dallas, Texas	\$300.00	\$300.00
09/01/2010	Airfare American Airlines	\$350.00	\$350.00

TOTAL AMOUNT: \$790.00  
TOTAL REQUESTED: \$790.00

## Section 8: Review and Approve Expense Reports (Continued)

### ***Add an Additional Review Step for an Expense Report***

Depending on your company's configuration, you can add additional approval steps for an expense report, as needed. For example, if an expense report has an amount that is greater than your authorized approval limit or if the expense report has an allocation to a cost center that is not within your approval authorization, you can manually select the appropriate approver for the report.

#### **How to...**

1. On the **My Concur** page in the **Approval Queue** section, click the report name (link) to open the report.
2. Click **Approve & Forward**.
3. In the **Approval Flow** window, click the **Search Approvers By** dropdown arrow.
4. Select the desired search option from the dropdown list.
5. In the **User-Added Approver** field, type the search criteria.
6. From the list of options displayed by the search, select the appropriate approver.
7. Click **Approve**.

#### **Additional Information**

The **Expense Report** page appears.

The **Approval Flow** window appears.

A list of search options appears.

The system displays all matches for the search criteria that you entered.

The expense report is forwarded to the selected approver.

The screenshot shows a window titled "Approval Flow for Report: Seattle to LA - Sales Trip". Inside the window, there are several sections for adding approvers:

- Manager Approval:** A text field containing "Falkmore, Artemis N." with a search icon and a close icon.
- User-Added Approver:** A text field with a search icon and a close icon.
- Search Approvers By:** A dropdown menu.
- Back Office Approval:** A text field with a search icon, an add icon, and a close icon.

At the bottom of the window, there are four buttons: "Approve", "Send Back", "Save Workflow", and "Cancel".

## Section 8: Review and Approve Expense Reports (Continued)

### *Adjust Authorized Amounts on an Expense Report*

All reports awaiting your review and approval appear in the **Approval Queue** section of the **My Concur** page. Depending on your company's configuration, you might not have the ability to adjust authorized amounts on expense reports.

#### How to...

1. Click the report name (link) to open the report.
2. Make the appropriate adjustments, and then click **Save**.
3. Click **Approve**.






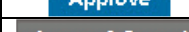
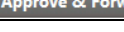














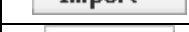



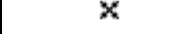









#### Additional Information

The expense report page appears.

If you have the authority to adjust amounts, then the **Amount** field is editable.

The report moves to the next step in the workflow.

## Section 9: Action Buttons and Icons

Button/Icon Description	
	<b>Add New Allocation:</b> Add a new allocation row.
	<b>Allocate By:</b> Choose between allocating by percentage or amount.
	<b>Allocations:</b> Indicates that an expense entry has been allocated.
	<b>Attendees:</b> Indicates that an expense entry has associated attendees.
	<b>Approve:</b> Approve the expense report for processing.
	<b>Approve &amp; Forward:</b> Add additional review steps for an expense report.
	<b>Credit Card Transaction:</b> Indicates that an expense entry was from a credit card transaction. Amex  , Visa  and MasterCard  .
	<b>Comments:</b> Indicates that an expense entry has comments associated with it.
	<b>Delete Report:</b> Deletes the current expense report.
	<b>Details:</b> Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	<b>E-Receipt:</b> Indicates that the credit card transaction contains an electronic receipt.
	<b>Exceptions (Yellow):</b> Indicates that an expense entry has an exception associated with it.
	<b>Exceptions (Red):</b> Indicates that an expense entry has an exception associated with it that must be resolved before you can submit the expense report.
	<b>Import:</b> Provides access to import trip details or credit card charges to the current expense report.
	<b>Itemize:</b> Save the current expense entry and begin the itemization process.
	<b>Mobile Expense:</b> Indicates that the expense was entered in Concur Mobile.
	<b>Multiply:</b> Reverses the exchange rate when working with foreign out of pocket transactions.
	<b>New Attendee:</b> Add a never before used attendee to an expense report.
	<b>New Expense:</b> Create an out of pocket expense entry.
	<b>New Expense Report:</b> Create a new expense report.
	<b>Next:</b> After creating the expense report header go to the next step in the process.
	<b>Personal:</b> Indicates that an expense entry was marked as personal.
	<b>Print:</b> Print the fax cover page or detail report for the current expense report.
	<b>Receipts:</b> Access to attach receipt images or view previously attached receipts.
	<b>Receipt Attached:</b> Indicates that a receipt is attached to the expense entry.
	<b>Receipt Image Required:</b> Indicates that a receipt is required for the expense entry.
	<b>Report returned to Approver:</b> Indicates that the report was returned to the submitter from the approver.
	<b>Send Back to Employee:</b> Allows the approver to send the expense report back for corrections.
	<b>Submit Report:</b> Submit the expense report for approval.
	<b>Tooltip:</b> Click the tooltip icon to view the associated field-related help.
	<b>Trip Data:</b> Indicates trip information from an itinerary.
	<b>Show / Hide Itemization:</b> Click this icon to view or hide itemization specifics.