

Creating a New Expense Report

Welcome

1 Gaining Access

2 Entering Bank Information

3 Creating a New Expense Report

4 Adding an out-of-pocket expense

5 Attach a Receipt

6 Adding a Credit Card Expense to a Report

7 Submitting an Expense Report

8 Correcting an Expense Report

9 Approval Process

CONCUR | Travel | **Expense** | Invoice | Approvals | App Center | Support | Help

Manage Expenses

Create a New Expense Report

Report Header

Report Name: Policy: Report Date: Comment:

OOP-XI10232416-TL1-April2016

Enter the name of your report in **Report Name** field.

- Out-of-Pocket (OOP) users title your expense reports with the following:
OOP-D<district #><JDoe>-<Event>-<Month><Year>
- Credit card users title expense reports with the following:
WF-D<district #><JDoe>-<Month><Year>

WF= Wells Fargo (District Credit Card)

District Finance/WHQ will send statements each month for you to reconcile.
When itemizing transactions...

Next >



Learn to create a new expense report and submit your expenses for reimbursement.



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The screenshot shows the Concur Expense Report interface. The top navigation bar includes 'CONCUR', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main header displays 'Manage Expenses' and the report ID 'OOP-D999-JDoe-TLI-April2016'. Below the header, there are buttons for '+ New Expense' and '+ Quick Expenses'. The main content area is divided into 'Expenses' and 'Available Expenses' sections. The 'Available Expenses' section contains a table with the following data:

Expense Detail	Expense Type	Source	Date	Am
<input type="checkbox"/> T Ademasz DBMARK	Advertising (7006)	ⓘ	10/15/2015	\$60.2
<input type="checkbox"/> Food (7078) Las Vegas, Nevada	Food (7078)	ⓘ	01/15/2016	

At the bottom of the interface, there are two summary boxes: 'TOTAL AMOUNT \$0.00' and 'TOTAL REQUESTED \$0.00'. A callout box is overlaid on the 'Available Expenses' section with the following text:

Select the transactions option you wish to review.

- Add an out-of-pocket expense to your expense report.
- Add district credit card transactions to your expense report.
- Please note all district credit card transactions will automatically be saved under 'Available Expenses'.



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