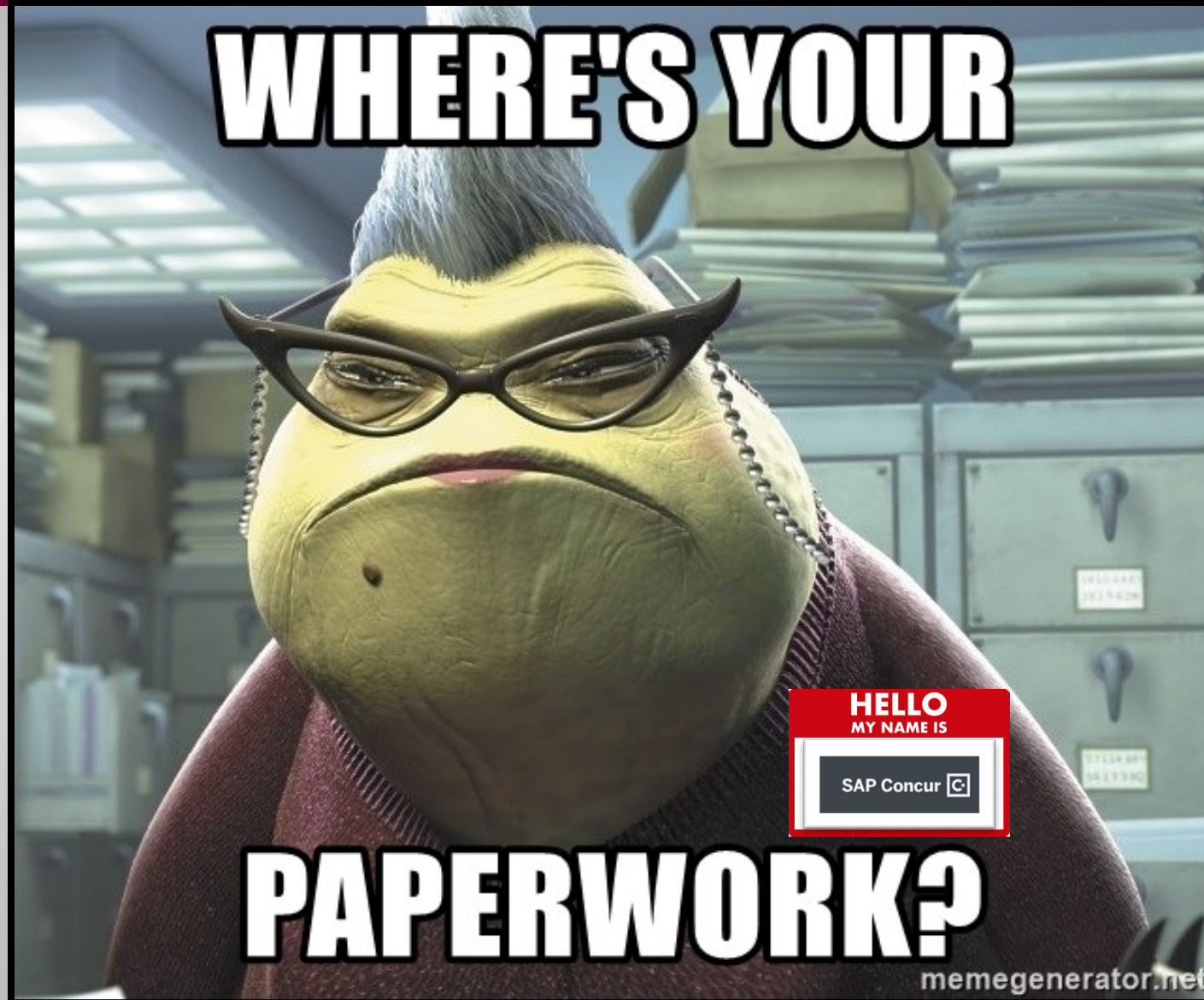


# Creating and Completing an Expense Report in Concur



# Creating an Expense Report



# Click on Requests

The screenshot shows the SAP Concur user interface. At the top, the navigation bar includes 'SAP Concur', 'Requests' (circled in red), 'Travel', 'Expense', 'Approvals', and 'App Center'. On the right, there is a 'Profile' dropdown and a 'Help' icon. Below the navigation bar, the header for 'THE TEXAS A&M UNIVERSITY SYSTEM' is visible, along with a '+ New' button and several status indicators: '00 Required Approvals', '00 Authorization Requests', '01 Available Expenses', '01 Open Reports', and '00 Cash Advances'. The main content area is divided into several sections: 'TRIP SEARCH' with a 'Selection of Funding Source' dropdown and a 'Search' button; 'ALERTS' with a message 'You haven't seen any alerts'; 'COMPANY' with a 'Please be advised' message; 'MY TASKS' with a '00' indicator; and 'MY TRIPS (1)' with a card for 'Hotel Reservation at COLLEGE STATION, TX, USA (For Dr Luiz Rhoden)'. A large red arrow points from the 'Requests' menu item to a central overlay image.

**Go ahead, click it 😊**

*Please be advised to modify or change your booking. If you need to cancel your booking, please click the "Cancel" link. If you need to modify your booking, please click the "Modify" link. If you need to cancel your booking, please click the "Cancel" link. If you need to modify your booking, please click the "Modify" link.*

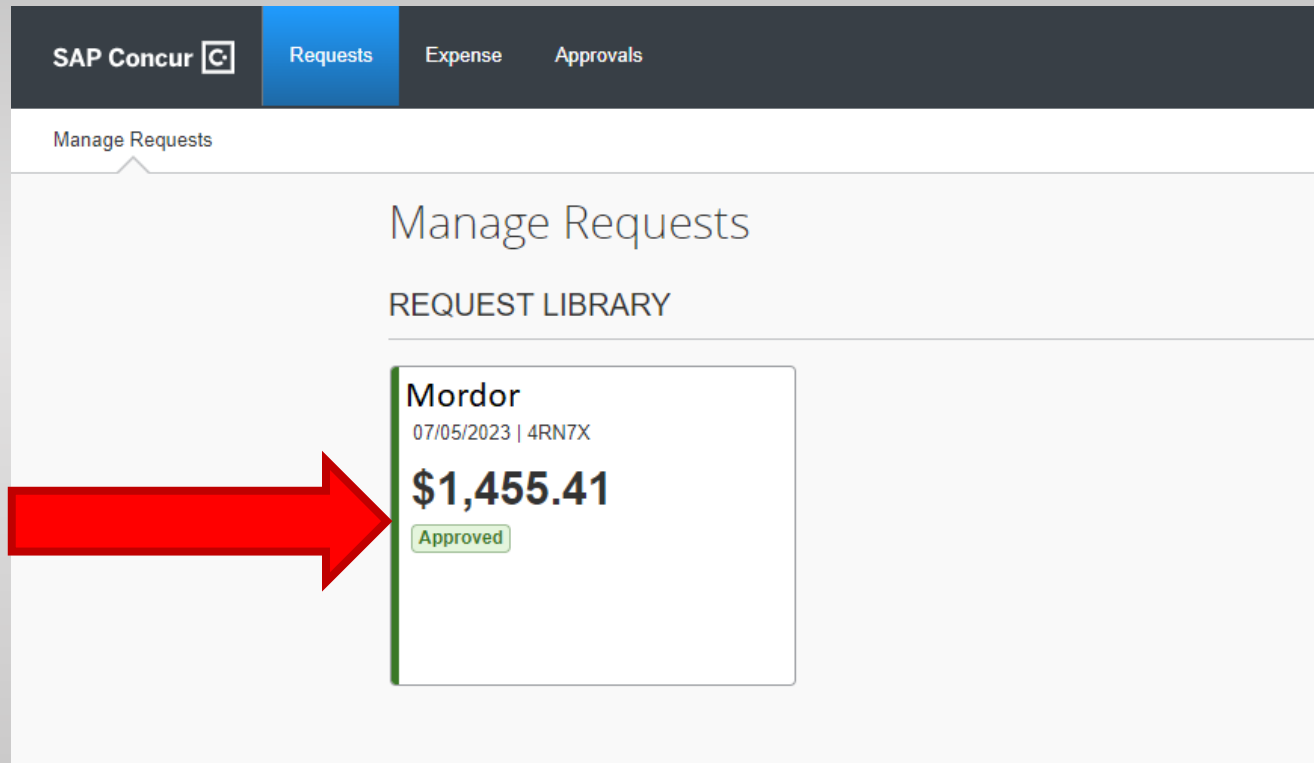
Read more

Open Reports →

Auliffe 2 3119



Click on the travel request that you want to be reimbursed for





The screenshot shows the SAP Concur interface. At the top, there are navigation tabs for 'Requests', 'Expense', and 'Approvals'. Below this, the page title is 'Manage Requests'. Underneath, there is a section titled 'REQUEST LIBRARY'. A single request card is visible, titled 'Mordor' with a date of '07/05/2023' and ID '4RN7X'. The amount '\$1,455.41' is displayed in large bold text, and a green 'Approved' badge is at the bottom. A large red arrow points from the left towards the request card.

Request Title	Date	ID	Amount	Status
Mordor	07/05/2023	4RN7X	\$1,455.41	Approved






# Click on Create Expense Report

SAP Concur  Requests Travel Expense Approvals App Center Help Profile 

Manage Requests


## Mordor


Approved | Request ID: 4RMXM

Request Details  Print/Share  Attachments 

REPORTS: 1  
Amount  
\$1,541.35

EXPECTED EXPENSES

More Action  **Create Expense Report**



Now you have an expense report attached to your travel request which has been automatically filled in with all the information you put in your travel request, as if by magic 😊



If you need to be reimbursed for meals you'll need to fill in the GSA meal rate in the Report Header. Click on Report Details → Report Header → GSA Meal Rate



Edit Request Header

Mordor Request ID: 4VFTF

Trip End Date \* 11/15/2023

Student Travel Activity Type

GSA Meal Rate ? \$

Foreign Country 2

System \* TRAVEL System Member \* (02) TEXAS A&M UNIVERSITY Department/SubDepartment \* (PHIL) PHILOSOPHY AND HUMANITIES

Account Account Attribute Department Reference Number

Notes

Cancel Save

Status (US2) Last signed in: 09/06/2023 04:4

This is the amount you can be reimbursed for meals per day; it will be different depending on where you're going. You can find the correct rate here:


<https://www.gsa.gov/travel/plan-book/per-diem-rates>

# Completing the Expense Report





# Click on Add Expense


SAP Concur  Requests Travel **Expense** Approvals App Center

Manage Expenses Card Transactions Cash Advances

08/23 L McAuliffe 2 3119 \$0.00 Delete Report Submit Report

Not Submitted | Report Number: SA8SI4

[Print/Share](#) [Manage Receipts](#) [View Available Receipts](#)

 Add Expense Delete Copy Allocate Combine Expenses Move to View: Standard



Yesssss, add  
aaallll the  
expenses. 😊

# Choose the expense type

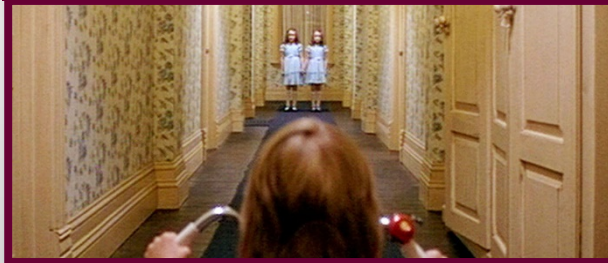
meals



gas



hotel



flights



conference fees



Add Expense

1 Available Expenses + Create New Expense

Search for an expense type

Recently Used

- 4012 Supplies - Education
- 6340 Food - Business Meals\*
- 5214 Student Registration
- 6339 Food - Purchases(Not Business Meals)
- 5842 Rental Of Hotel Room/Conf Facility

1. Supplies - Consumables

- 4010 Supplies - Office Consumables

# Fill in all the fields with a red asterisk; click save expense

Details | Itemizations | Hide Receipt

Attendees (0) | Allocations

\* Required field

Expense Type  
6339 Food - Purchases(Not Business Meals)

Unallowable Charge

Vendor Name  
BLUE BAKER DOMINIK

FAMIS REF-A

Invoice Number

Payment Type  
Payment Card

Amount  
36.00

Approved Amount  
36.00

Comment

Transaction Date  
07/27/2023

Business Purpose

FAMIS REF-B

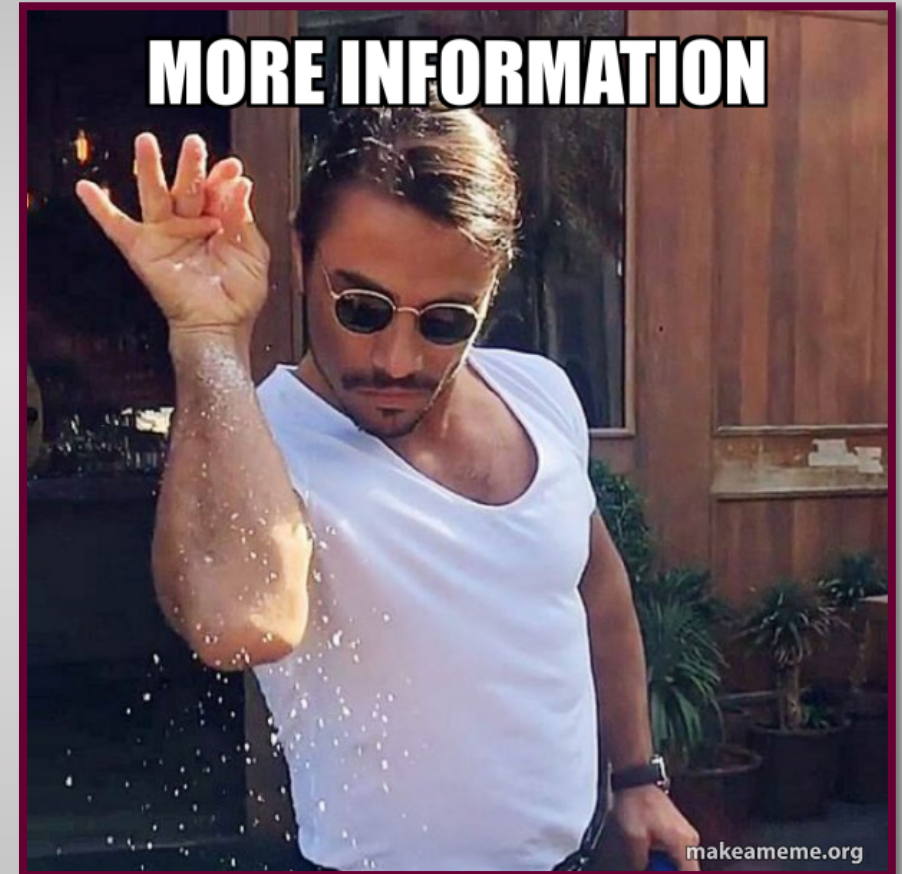
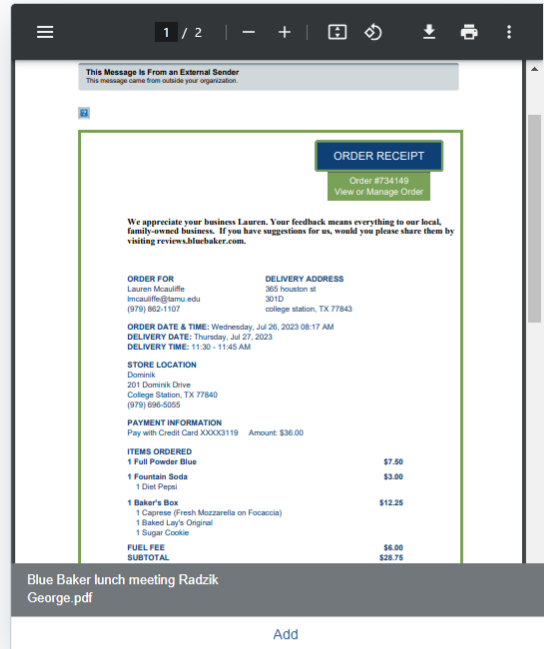
Goods Received Date

\*TAM-Custom 06-Citi Corp Id  
89273670189

Currency  
US, Dollar

Blue Baker lunch meeting Radzik  
George.pdf

Add





Click on Add Receipt to upload your receipt\*

New Expense Cancel Save Expense

Details Itemizations Hide Receipt

Attendees (0) Allocate

Expense Type \*  
6340 Food - Business Meals\*

Unallowable Charge

Vendor Name \*

FAMIS REF-A

Invoice Number

\*TAM-Custom 06-Citi Corp Id

Amount \*

Comment \*

Transaction Date \*  
MM/DD/YYYY

Business Purpose

FAMIS REF-B

Goods Received Date  
MM/DD/YYYY

Payment Type \*  
Out of Pocket

Currency \*  
US, Dollar

**Add Receipt**

Click to upload or drag and drop files to upload a new receipt.  
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tiff.  
5MB limit per file.



\*receipts are no longer required for meals less than \$75



# Click on Submit Report to submit your report for reimbursement

08/23 L McAuliffe 2 3119 \$0.00

Not Submitted | Report Number: SA8SI4

Report Details ▾ Print/Share ▾ Manage Receipts ▾

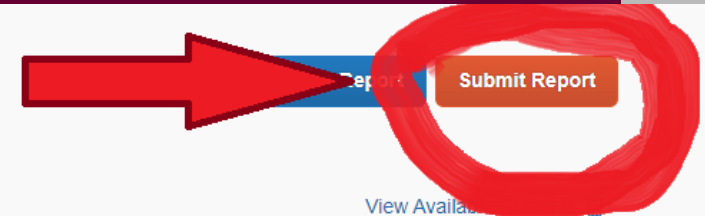
View Availa

Add Expense

Edit

Delete

View: Standard ▾



Now you can take a nap 😊

