

Concur Expense QuickStart Guide



SAP Concur
Technologies
Version 2.0

April 3, 2020

Document Revision History

Date	Description	Version	Author
08/22/2014	Concur Expense QuickStart Guide	1.0	Concur
04/09/2015	Concur Expense QuickStart Guide UI Updates	1.1	Concur
05/19/2015	Concur Expense QuickStart Guide UI Update	1.2	Concur
10/15/2015	Concur Expense Images Added	1.3	Concur
08/11/2016	Concur Expense QuickStart Guide UI Update	1.4	Concur
08/24/2016	Concur Expense Formatting Corrected	1.5	Concur
11/30/2016	Concur Expense QuickStart Guide – proprietary language update	1.6	Concur
3/01/2017	Concur Expense QuickStart Guide UI Update	1.7	Concur
9/7/2017	Content Review and UI Updates	1.8	Concur
11/27/2018	SAP Concur Rebrand	1.9	SAP Concur
04/03/2020	UI Updates	2.0	SAP Concur

Proprietary Statement

These documents contain proprietary information and data that is the exclusive property of SAP Concur Technologies, Inc., Bellevue, Washington, and its affiliated companies (collectively, "SAP Concur"). If you are an active SAP Concur client, you do not need written consent to modify this document for your internal business needs. If you are *not* an active SAP Concur client, no part of this document can be used, reproduced, transmitted, stored in a retrievable system, translated into any language, or otherwise used in any form or by any means, electronic or mechanical, for any purpose, without the prior written consent of SAP Concur Technologies, Inc.

Information contained in these documents applies to the following products in effect at the time of this document's publication, including but not limited to:

- Travel & Expense
- Invoice
- Expense
- Travel
- Request
- Risk Messaging
- SAP Concur for Mobile

The above products and the information contained in these documents are subject to change without notice. Accordingly, SAP Concur disclaims any warranties, express or implied, with respect to the information contained in these documents, and assumes no liability for damages incurred directly or indirectly from any error, omission, or discrepancy between the above products and the information contained in these documents.

© 2004 – 2020 SAP Concur. All rights reserved.

SAP Concur® is a trademark of SAP Concur Technologies, Inc. All other company and product names are the property of their respective owners.

Published by SAP Concur Technologies, Inc.
601 108th Avenue, NE, Suite 1000
Bellevue, WA 98004

Table of Contents

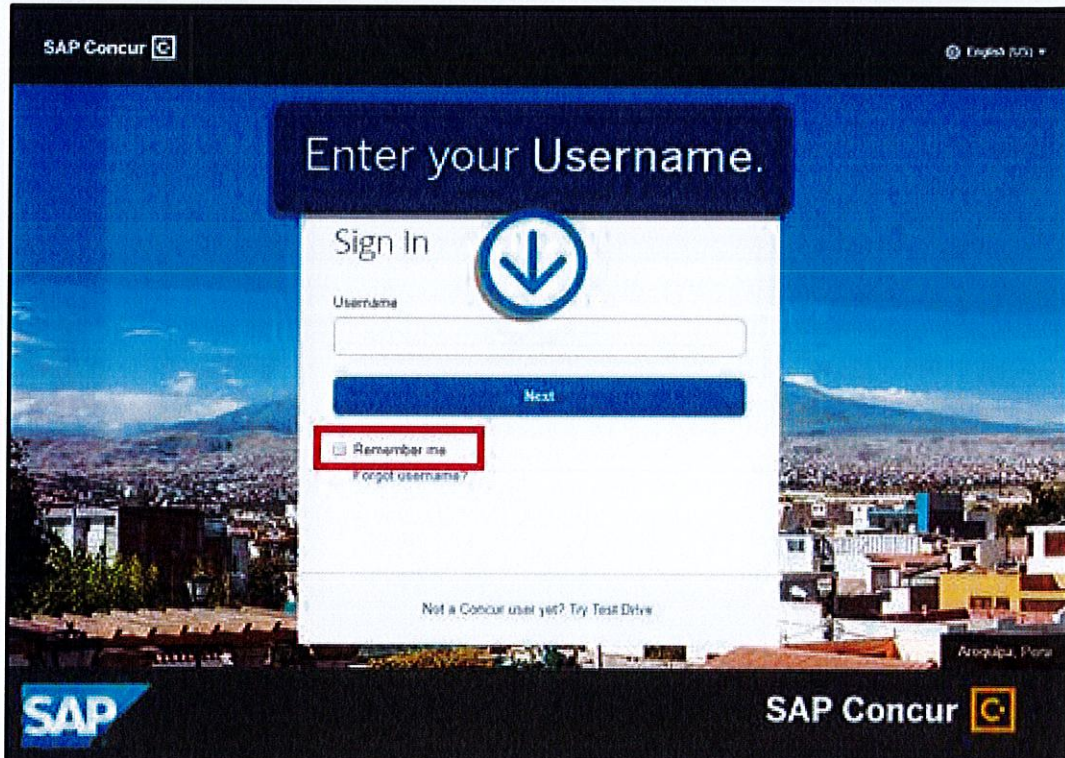
Document Revision History	2
Proprietary Statement.....	3
Table of Contents.....	4
Signing into SAP Concur	5
Exploring the SAP Concur Home Page	6
Expense only	6
Expense and Travel	7
Updating Your Expense Profile	8
Delegates	8
Acting as a Delegate.....	9
Creating a New Expense Report	10
Copying an Expense	11
Adding Card Transactions to an Expense Report.....	12
From the open expense report.....	12
From the Credit Card Charges page.....	12
From the Available Expenses section.....	13
Adding an Out-of-Pocket Expense to an Expense Report.....	14
Itemizing Expenses.....	15
Itemizing Nightly Lodging Expenses.....	17
Adding Attendees to an Expense	20
Allocating Expenses	22
Converting Foreign Currency Transactions.....	24
Adding Quick Expenses	25
Entering Personal Car Mileage.....	27
Activating E-Receipts.....	28
Printing and Submitting an Expense Report.....	30
Reviewing and Approving an Expense Report	31
Sending Back an Expense Report	32
Correcting and Resubmitting an Expense Report	33

Signing into SAP Concur

To sign into SAP Concur

1. To sign into SAP Concur, on the **Sign In** screen, enter your **Username**, and then click **Next**.

You can select the **Remember me** check box to store your password, so that you don't have to enter it the next time you sign into SAP Concur from this device.



2. Enter your **Password**.

If this is your initial log in to SAP Concur, you enter the temporary password that was provided to you.

NOTES:

- Sign into SAP Concur following your company's logon instructions.
- Your password is case sensitive.
- If you are not sure how to log on, check with your company's administrator.

Exploring the SAP Concur Home Page

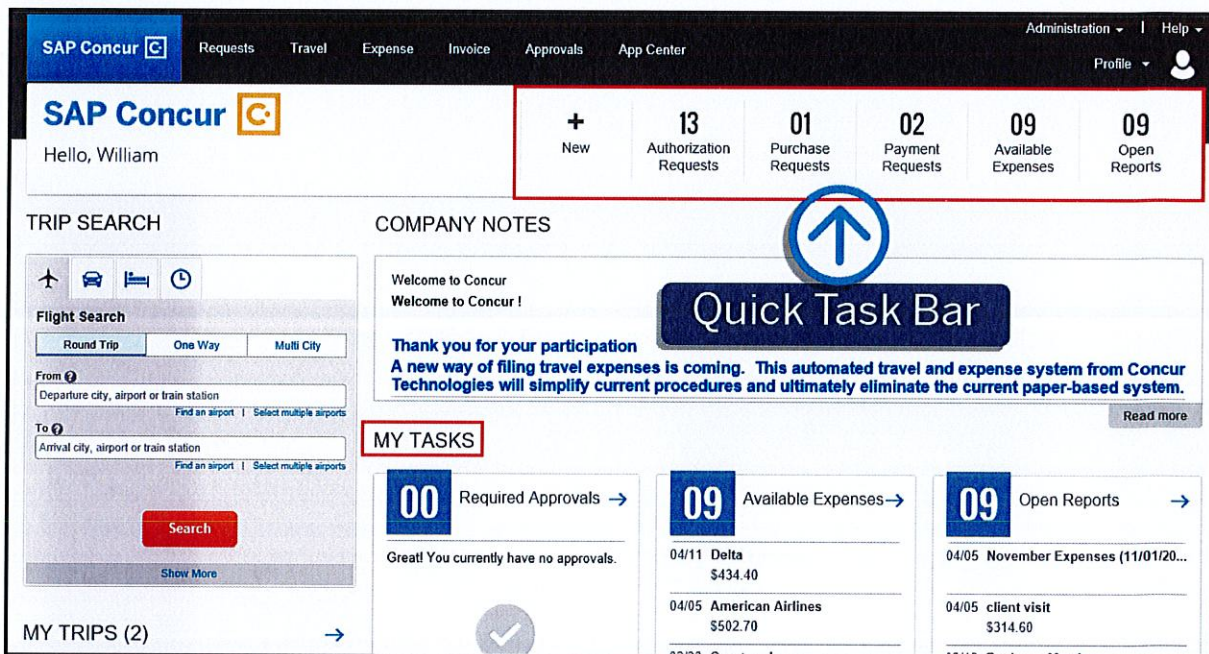
The SAP Concur home page contains the following sections.

NOTE: To return to the SAP Concur home page from any other page, click the SAP Concur logo on the top left of the screen.

Expense only

If your company uses Expense only, you will see these sections.

Section	Description
Quick Task Bar	This section provides Quick Tasks (links) so you can: <ul style="list-style-type: none">Start a new report, request, cash advance, payment request, etc.Open reports and requestsManage available expenses
My Tasks	This section shows your available expenses, open reports, and approvals requiring attention.



SAP Concur | Requests | Travel | Expense | Invoice | Approvals | App Center | Administration | Help

Hello, William

Quick Task Bar

- New
- 13 Authorization Requests
- 01 Purchase Requests
- 02 Payment Requests
- 09 Available Expenses
- 09 Open Reports

TRIP SEARCH

Flight Search

Round Trip | One Way | Multi City

From: Departure city, airport or train station

To: Arrival city, airport or train station

Search

Show More

COMPANY NOTES

Welcome to Concur

Welcome to Concur !

Thank you for your participation

A new way of filing travel expenses is coming. This automated travel and expense system from Concur Technologies will simplify current procedures and ultimately eliminate the current paper-based system.

Read more

MY TASKS

- 00 Required Approvals → Great! You currently have no approvals.
- 09 Available Expenses →
 - 04/11 Delta \$434.40
 - 04/05 American Airlines \$502.70
- 09 Open Reports →
 - 04/05 November Expenses (11/01/20...
 - 04/05 client visit \$314.60

MY TRIPS (2)

Expense and Travel

If your company uses Expense and Travel, you will see these sections.

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of the following: Flight: Use to book a flight. You can also book hotel and reserve a car at the same time. Car, Hotel, Limo, or Rail: Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (Flight tab).
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by your company administrator.
My Trips	This section lists your upcoming trips.
My Tasks	This section lists Required Approvals , Available Expenses , and Open Reports .

The screenshot displays the SAP Concur web application interface. At the top, the navigation bar includes links for Requests, Travel, Expense, Invoice, Approvals, and App Center. The user's name, William, is displayed. A summary bar shows counts for various items: 13 Authorization Requests, 01 Purchase Requests, 02 Payment Requests, 09 Available Expenses, and 09 Open Reports.

The main content area is divided into several sections:

- TRIP SEARCH:** Features a flight search form with fields for From (Departure city, airport or train station) and To (Arrival city, airport or train station). It includes a Search button and a Show More link.
- COMPANY NOTES:** Displays a welcome message and a thank you note for participation, mentioning a new way of filing travel expenses.
- MY TASKS:** Contains three sub-sections:
 - Required Approvals:** Shows 00 approvals with a message: "Great! You currently have no approvals."
 - Available Expenses:** Lists expenses with dates and amounts:

Date	Expense	Amount
04/11	Delta	\$434.40
04/05	American Airlines	\$502.70
02/23	Courtyard	\$605.41
02/23	Avis	\$527.82
01/12	Courtyard	\$1,389.93
 - Open Reports:** Lists reports with dates and descriptions:

Date	Report
04/05	November Expenses (11/01/20...)
04/05	client visit
02/19	Business Meeting
02/19	client visit
01/30	Trip to Seattle
- MY TRIPS (2):** Shows a list of upcoming trips, including "APR 23-27 Trip from Seattle to Memphis".

Updating Your Expense Profile

Use the **Profile Options** page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes. Your profile options include:

- Approvers
- Attendees
- Bank Information
- Cars:
 - Company
 - Personal
- E-Receipts
- Expense Delegates
- Expense Preferences:
 - Email notifications
 - Prompts

NOTE: Depending on your company's configuration, some of these options might not be available to you. Contact your SAP Concur administrator for more information.

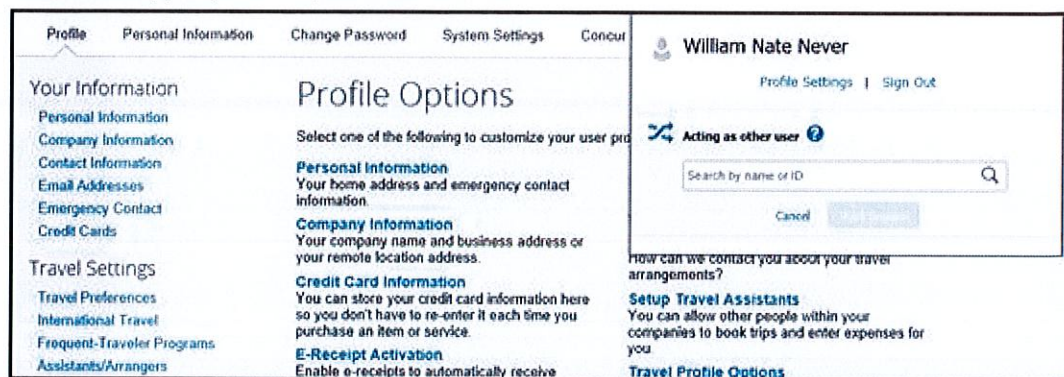
Delegates

If you are acting as an Expense *delegate* for another employee (*delegator*):

- Any changes you make on this page affect only the delegator and do not change your personal information.
- You cannot access all profile options for your delegator, such as bank information.

To access your profile information

1. Click **Profile > Profile Settings**.
The **Profile Options** page appears.
2. Click the appropriate option from the left-side menu.



Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing and submitting reports.

To work as a delegate

1. Click **Profile** > **Act on behalf of another user**.
2. Select the appropriate delegator's name.
3. Click **Start Session**.

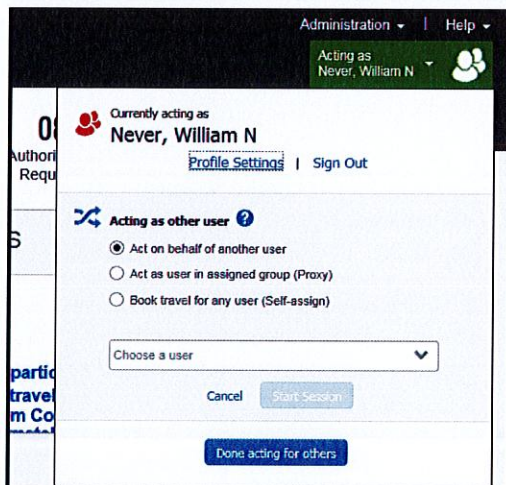
NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.

You are now officially working on behalf of that person, and you can perform tasks such as creating and printing reports.

To select a different user, follow the same steps but click a different name.

4. To return to your own tasks, click **Acting as**, and then select **Done acting for others**.

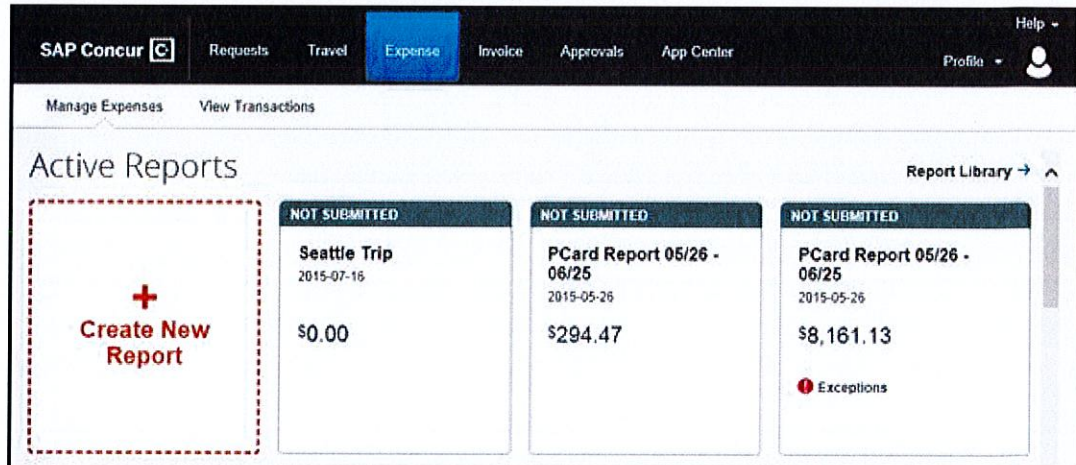
NOTE: Notice that the **Profile** menu now appears.



Creating a New Expense Report

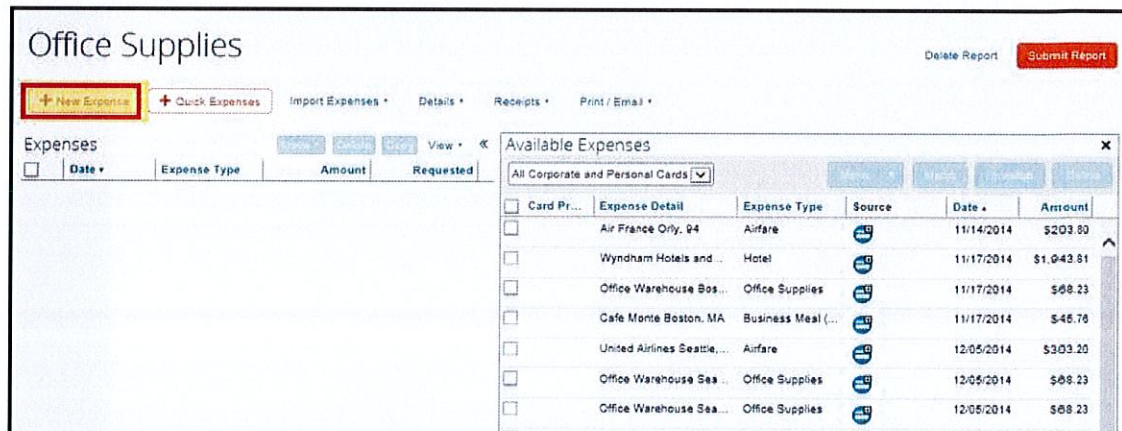
To create a new expense report

1. Either:
 - On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.
 - or -
 - On the SAP Concur home page, from the **Expense** menu, on the **Manage Expenses** tab, click the **Create New Report** tile.



2. Complete all required fields (marked with a red bar) and the optional fields as directed by your company.
3. Click **Next**.

Available **Cash Advances** are displayed in a popup window (assign advances or click **Next**). Depending on your company's configuration, you might see a Travel Allowances popup window. Click **Yes** or **No** to include travel allowance expenses.



4. At this point, you will likely either:
 - Add an out-of-pocket expense to your expense report
 - Add company card transactions to your expense report

Copying an Expense

You can copy an expense and then update the expense details to quickly enter a new expense. This is especially useful for recurring business expenses.

To copy an expense

1. With the expense report open, select the expense you want to copy.
2. Click **Copy**.

The screenshot shows the 'Client Visit' expense report interface. At the top, there are buttons for '+ New Expense' and '+ Quick Expenses'. Below these are tabs for 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The 'Expenses' table has columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. A red box highlights the 'Copy' button in the table's header. The table contains one entry: '02/01/2018 Business Meal (attendees) Macaroni Grill, Seattle, Washington' with an amount of '\$123.00'. To the right, the 'New Expense' form is visible, showing the copied details: 'Expense Type' is 'Business Meal (attendees)' and 'Amount' is '\$123.00'. A note at the bottom of the form states: 'To create a new expense, click the appropriate expense type below or type this expense type in the field above. To edit an existing expense, click the expense on the left side of the page.'

The new expense is created. The **Expense Type** and **Amount** are copied to the new line item. Note the following:

- The original expense date is advanced by a day.
- All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense.
- Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are *not* copied to the new expense.

NOTE: This type of information is generally associated with only one expense, so it is not copied to the new expense.

- If the **Payment Type** of the original expense is a credit card, then the **Payment Type** of the new expense is editable using the dropdown list.

Adding Card Transactions to an Expense Report

On the SAP Concur home page, you can view a list of any unassigned credit card transactions in the **Available Expenses** section.

You can add card transactions to an expense report in the following ways:

- From the open expense report
- From the **Credit Card Charges** page (**Expense > View Transactions** on the sub-menu).
- From the **Available Expenses** section (you might need to scroll down) (**Expense > Manage Expenses** on the sub-menu)

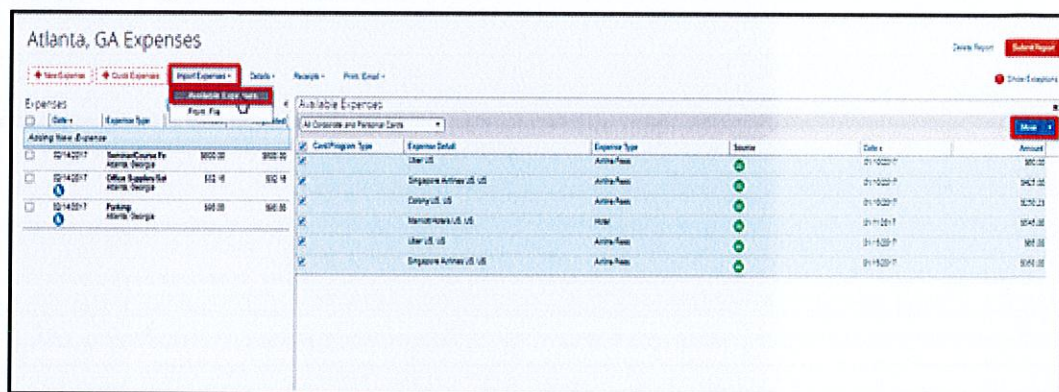
From the open expense report

To add card transactions within the open report

1. From the **Available Expense** section on the left side of the screen, select the check box(es) for the appropriate expenses.
2. Select the transaction(s) that you want to assign the current expense report.
3. In the **Available Expenses** section, click **Move**.

The expense is moved and appears on the left side of the page, with any applicable icons, such as company card or exception.

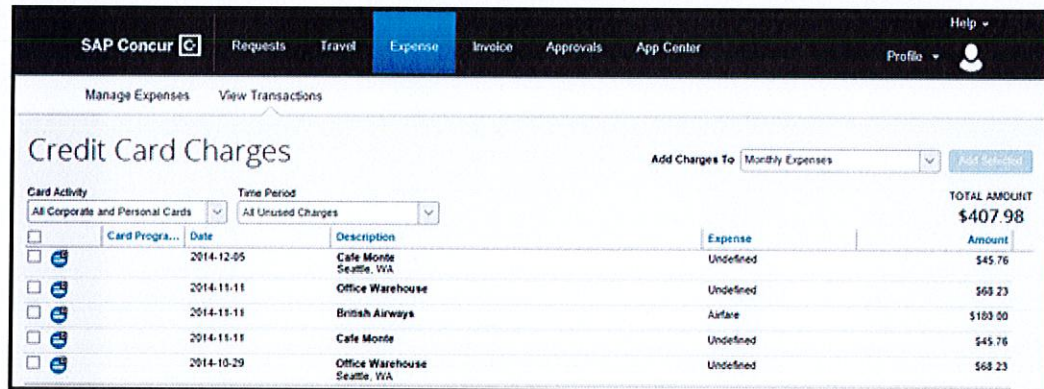
- If you select **To Current Report**, the selected transactions are attached to the report.
- If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.



From the Credit Card Charges page

To assign one or more transactions to an expense report

1. Click the **Expense** tab, and then select **View Transactions** from the sub-menu.
2. Select the appropriate check box(es) next to the transaction.
TIP: Select the uppermost check box to select all transactions.
3. Select an expense report from the **Add Charges To** dropdown list.
4. Click **Add Selected**.



The screenshot shows the 'Credit Card Charges' page in SAP Concur. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (selected), 'Invoice', 'Approvals', and 'App Center'. Below the navigation bar, there are tabs for 'Manage Expenses' and 'View Transactions'. The main heading is 'Credit Card Charges'. On the right, there is a dropdown for 'Add Charges To' set to 'Monthly Expenses' and a 'Add Selected' button. Below this, there are filters for 'Card Activity' (All Corporate and Personal Cards) and 'Time Period' (All Unused Charges). A table lists transactions with columns for Card Program, Date, Description, Expense, and Amount. The total amount is \$407.98.

Card Program...	Date	Description	Expense	Amount
<input type="checkbox"/>	2014-12-05	Cafe Monte Seattle, WA	Undefined	\$45.76
<input type="checkbox"/>	2014-11-11	Office Warehouse	Undefined	\$68.23
<input type="checkbox"/>	2014-11-11	British Airways	Airfare	\$180.00
<input type="checkbox"/>	2014-11-11	Cafe Monte	Undefined	\$45.76
<input type="checkbox"/>	2014-10-29	Office Warehouse Seattle, WA	Undefined	\$68.23

TOTAL AMOUNT: \$407.98

From the Available Expenses section

To assign transactions to a report from the Available Expenses section

You can access the Available Expense section in the following ways:

- From the SAP Concur home page, on the Quick Task bar, click the **Available Expenses** task.
- From the SAP Concur home page, in the **My Tasks** section, click the **Available Expenses** task.
- From the SAP Concur home page, from the menu, click **Expenses**, and then select **Manage Expenses** from the sub-menu.

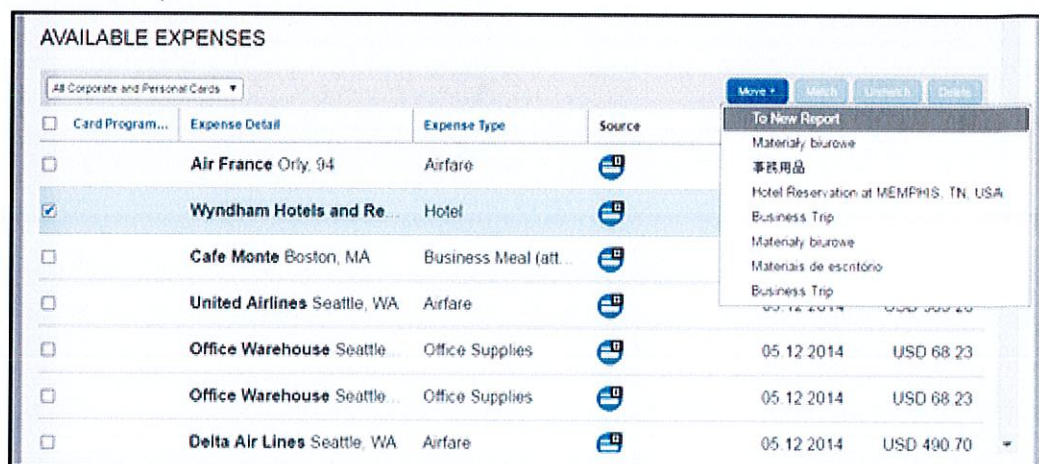
- Select the appropriate check box(es) next to the transaction.

TIP: Select the uppermost check box to select all transactions.

- Click **Move**.

- Select the name of the appropriate report or **To New Report**.

- If you select an existing report, the report opens, and the selected transactions are attached to the report.
- If you select **To New Report**, the **Create a New Expense Report** page appears. Enter the report information as usual.



The screenshot shows the 'AVAILABLE EXPENSES' section in SAP Concur. It features a table with columns for Card Program, Expense Detail, Expense Type, and Source. A dropdown menu is open, showing options like 'To New Report', 'Materialy burowe', 'Hotel Reservation at MEMPHIS, TN, USA', 'Business Trip', 'Materialy burowe', 'Materialy de escritorio', and 'Business Trip'. The table lists various transactions including Air France, Wyndham Hotels, Cafe Monte, United Airlines, Office Warehouse, and Delta Air Lines.

Card Program...	Expense Detail	Expense Type	Source
<input type="checkbox"/>	Air France Only, 94	Airfare	
<input checked="" type="checkbox"/>	Wyndham Hotels and Re...	Hotel	
<input type="checkbox"/>	Cafe Monte Boston, MA	Business Meal (att...	
<input type="checkbox"/>	United Airlines Seattle, WA	Airfare	
<input type="checkbox"/>	Office Warehouse Seattle...	Office Supplies	05 12 2014 USD 68.23
<input type="checkbox"/>	Office Warehouse Seattle...	Office Supplies	05 12 2014 USD 68.23
<input type="checkbox"/>	Delta Air Lines Seattle, WA	Airfare	05 12 2014 USD 490.70

Adding an Out-of-Pocket Expense to an Expense Report

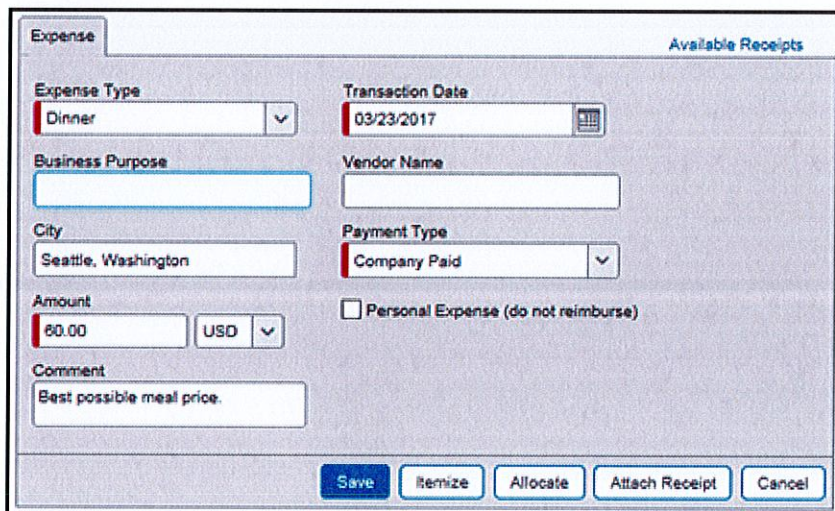
To add an out-of-pocket expense to a report

1. From the open report, click **New Expense**, and then click the **Create New Expense** tab.
2. In the **Add Expense** window, search for and select the appropriate expense type from the list.

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

NOTE: Your company defines the fields that are available on this screen.

3. Complete the required and optional fields as directed by your company.
4. Click the **Payment Type** dropdown arrow, and then select **Out of Pocket**.
5. Click any of the following:
 - **Attach Receipts**- To upload and attach receipt images
 - **Itemizations** - To itemize the expense
 - **Allocate** -To allocate the expense
 - **Save**– To save the out-of-pocket expense
 - **Cancel** - To exit without saving this expense



Itemizing Expenses

Use the **Itemizations** tab to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly.

To itemize an expense

1. Create the expense as usual, and then click **Itemize**.

Office Supplies

Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

Date	Expense	Amount	Requested
07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$100.00

TOTAL AMOUNT \$190.00 TOTAL REQUESTED \$190.00

Expense

Expense Type: Office Supplies Transaction Date: 07/20/2014

Business Purpose: Office Depot Enter Vendor Name: Office Depot

City: Seattle, Washington Payment Type: Cash

Amount: 100.00 USD

Personal Expense (do not reimburse): ☐ Custom 01 - Account: Custom 02 - Opportunity: Custom 03 - Contract:

Save Itemize Allocate Attach Receipt Cancel

2. On the **New Itemization** tab, select the expense type that applies to the first itemization.

The **Total Amount**, the **Itemized** amount, and the **Remaining** amount appear on the right side of the page.

3. Continue itemizing the expense until the remaining amount is \$0.00.
4. For each additional itemization, on the **New Itemization** tab, select the appropriate expense type and complete the appropriate fields.

NOTE: You can also **Copy** itemizations to save time with similar entries.

5. As you complete the details for each itemization, click **Save**.

Expenses

Move Delete Copy View

Date	Expense	Amount	Requested
07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$60.00

TOTAL AMOUNT \$150.00 TOTAL REQUESTED \$150.00

New Itemization

Total Amount: \$100.00 | Itemized: \$60.00 | Remaining: \$40.00

Expense Type: Office Supplies Transaction Date: 07/20/2014

Business Purpose: Office Depot Enter Vendor Name: Office Depot

City: Seattle, Washington Payment Type: Cash

Amount: 40.00 USD

Personal Expense (do not reimburse): ☒ Custom 01 - Account: Custom 02 - Opportunity: Custom 03 - Contract:

Save Allocate Cancel

Your itemizations will appear in the **Expenses** pane.

Office Supplies Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View xx

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
<input checked="" type="checkbox"/>	07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$100.00
<input type="checkbox"/>	07/20/2014	Office Supplies	\$60.00	\$60.00
<input type="checkbox"/>	07/20/2014	Office Supplies	\$40.00	\$40.00

New Expense Available Receipts

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Office Supplies
- Postage
- Materials

All Expense Types

- Business Promotions
- Misc. Promotional Expense
- Trade Shows
- ...Other
- Booking Fees
- Dues

Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemizations allow you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay

To create a lodging expense

1. With the expense report open, click **Add Expense**, and then select a **Lodging** expense type.

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

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

2. Complete the fields as directed by your company.
3. Click **Itemize**.

Trip to London Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print / Email

Expenses	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	11/13/2014	Lunch The Monocle Café, London, U.K.	\$42.67 GBP 25.00	\$42.67
<input type="checkbox"/>	11/13/2014	Personal Car Mileage Seattle, Washington	\$23.09	\$23.09

TOTAL AMOUNT: \$65.76 TOTAL REQUESTED: \$65.76

New Expense Available Receipts

Expense Type: Room Rate

Transaction Date: 11/13/2014

Business Purpose: Business Conference

Vendor: Hilton Hotels

City: London, UNITED KINGDOM

Payment Type: Company Paid

Amount: \$50.00 GBP X Rate (USD=1 GBP): 1.70140000 Amount in USD: 935.77

Comment:

Itemize Allocate Attach Receipt Cancel

Concur Expense populates the **Check-out Date** and the **Number of Nights** based on the transaction date and the **Check-in Date**.

4. Enter the **Check-in Date**, **Check-out Date**, **Room Rate** and **Room tax**.
5. Select any **Additional Charges**, and then enter the amounts.

6. Click **Save Itemizations**.

Trip to London Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Room Rate	11/13/2014	GBP 550.00	Itemizations are required for this entry.

Expenses Move Delete Copy View

Date	Expense	Amount	Requested
11/13/2014	Lunch The Monocle Café, London, UNITED KINGDOM	\$42.67 GBP 25.00	\$42.67
11/13/2014	Personal Car Mileage Seattle, Washington	\$23.09	\$23.09
11/13/2014	Room Rate Hilton Hotels, London, UNITED KINGDOM	\$935.77 GBP 550.00	\$935.77

Itemizations are required for this entry.

Additional Charges (each night)

Expense: Other Room Tax 2

Amount: 15.00

Expense: Online Fees

Amount: 5.00

TOTAL AMOUNT \$1,001.53 **TOTAL REQUESTED** \$1,001.53

Save Itemizations Cancel

7. Select whether your hotel room rate was **The Same Every Night**, or **Not the Same**.8. Enter the **Room Rate (per night)** and **Room Tax (per night)**, as applicable.

NOTE: You can use the **Additional Taxes** link to enter additional taxes from your hotel bill.

9. Click **Save Itemization**.10. If there is a remaining amount that needs to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field. Continue to itemize the amounts until the balance is \$0.00.11. Click the **Expense Type** dropdown arrow, and then select the appropriate type of expense.

Manage Expenses View Transactions Authorization Requests

Trip to London Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Room Rate	11/13/2014	GBP 550.00	The itemization amounts do not add up to the expense

Expenses Move Delete Copy View

Date	Expense	Amount	Requested
11/13/2014	Lunch The Monocle Café, London, UNITED KINGDOM	\$42.67 GBP 25.00	\$42.67
11/13/2014	Personal Car Mileage Seattle, Washington	\$23.09	\$23.09
11/13/2014	Room Rate Hilton Hotels, London, UNITED KINGDOM	\$935.77 GBP 550.00	\$791.16

Adding New Itemization

Date	Expense	Amount	Requested
11/15/2014	Online Fees	\$8.51/GBP 5.00	\$8.51
11/15/2014	Parking	\$25.52/GBP 15.00	\$25.52
11/15/2014	Room Rate	\$204.17/GBP 120.00	\$204.17

Expense Type dropdown menu:

- Entertainment
 - Business Meal (attendees)
 - Entertainment-Other
- Lodging
 - Room Rate
 - Room Tax
- Meals
 - Breakfast
 - Dinner
 - Lunch
- Other
 - Awards
 - Bank Fees
 - Booking Fees
 - Dues

Available Receipts

ing: GBP 85.00

12. Enter the required and optional fields directed by your company.

If this is a foreign currency transaction, once you enter the **Amount**, the total will be shown in your default currency along with the calculated exchange rate.

13. After you have entered all of the appropriate information, click **Save**.

Trip to London

Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print / Email Hide Exceptions

Exceptions

Expense	Date	Amount	Exception
Room Rate	11/13/2014	GBP 550.00	The itemization amounts do not add up to the expense amount.

Expenses

Date	Expense	Amount	Requested
11/13/2014	Lunch The Monocle Café, London, UNITED KINGDOM	\$42.67	\$42.67
11/13/2014	Personal Car Mileage Seattle, Washington	\$23.09	\$23.09
11/13/2014	Room Rate Hilton Hotels, London, UNITED KINGDOM	\$935.77	\$791.16
11/15/2014	Online Fees	\$8.51/GBP 5.00	\$8.51
11/15/2014	Parking	\$25.52/GBP 15.00	\$25.52
11/15/2014	Room Rate	\$204.17/GBP 120.01	\$204.17
11/15/2014	Room Tax	\$25.52/GBP 15.00	\$25.52
11/14/2014	Online Fees	\$8.51/GBP 5.00	\$8.51
11/14/2014	Parking	\$25.52/GBP 15.00	\$25.52
TOTAL AMOUNT		\$856.92	\$856.92

New Itemization

Total Amount: GBP 550.00 | Itemized: GBP 465.00 | Remaining: GBP 85.00

Enter Vendor Name: Hilton Hotels

City: London, UNITED KINGDOM

Payment Type: Company Paid

Amount: \$0.00 GBP X Rate (USD=1 GBP) 1.70140000 = Amount in USD 85.07

Comment:

Save Allocate Cancel

14. Continue itemizing until the remaining amount is \$0.00.

15. Select the **Personal Expense** check box for any expense that should not be reimbursed by your company.

16. Click **Save**.

Notice that the details for the lodging itemization appear on the left side of the page under the Room Rate expense type.

Trip to London

Delete Report Submit Report

+ New Expense + Quick Expenses Import Details Receipts Print / Email Hide Exceptions

Expenses

Date	Expense	Amount	Requested
11/13/2014	Room Rate Hilton Hotels, London, UNITED KINGDOM	\$935.77	\$876.23
11/13/2014	Room Rate	\$204.17/GBP 120.01	\$204.17
11/13/2014	Room Tax	\$25.52/GBP 15.00	\$25.52
11/13/2014	Entertainment-Other	\$59.55/GBP 35.00	\$0.00
11/13/2014	Lunch	\$85.07/GBP 50.00	\$85.07
11/13/2014	Online Fees	\$8.51/GBP 5.00	\$8.51
11/13/2014	Parking	\$25.52/GBP 15.00	\$25.52
11/14/2014	Room Rate	\$204.17/GBP 120.01	\$204.17
11/14/2014	Room Tax	\$25.52/GBP 15.00	\$25.52
11/14/2014	Parking	\$25.52/GBP 15.00	\$25.52
11/14/2014	Online Fees	\$8.51/GBP 5.00	\$8.51
11/15/2014	Room Rate	\$204.17/GBP 120.01	\$204.17
11/15/2014	Room Tax	\$25.52/GBP 15.00	\$25.52
11/15/2014	Online Fees	\$8.51/GBP 5.00	\$8.51
TOTAL AMOUNT		\$1,001.53	\$941.98

New Expense

Expense

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Room Rate
- Postage
- Business Meal (attendees)
- Office Supplies
- Miscellaneous

All Expense Types

- Business Promotions
- Other
- Mac. Promotional Expense
- Booking Fees
- Trade Shows
- Dues
- Communications
- Duplicating
- Cellular Phone
- Gifts
- Local Phone
- Incidentals
- Long Distance
- Laundry
- Online Fees
- Materials

Save Allocate Cancel

Adding Attendees to an Expense

Some expenses, such as business meal expenses, require you to add attendees to the expense. You will see the **Attendees** pane for these types of expenses.

To add attendees to a business meal

In the open expense report, notice that you are automatically added as an attendee.

1. If you have used an attendee before, you can quickly add them to this expense by entering their first or last name, and then select the previously used attendee.
2. To enter new attendees for the expense, click the **Attendee** arrow, and then select **New Attendee**.

3. In the **Add Attendee** window, enter the new attendee's required and optional information as directed by your company (required fields are indicated with a red bar).
4. Click **Save** to save the new attendee and add them to the expense.

Note that all of your new attendees are listed for this meal and the expense amount is distributed equally among all attendees.

Depending on your company's configuration and policies, you might need to modify the amount for each attendee using the fields in the Amount column. After any adjustments, verify that the remaining amount is \$0.00.

5. Click **Save**.

The **Attendees** icon now appears next to the expense.

Business Conference Lunch

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#)

Expenses [Move](#) [Delete](#) [Copy](#) [View](#) [<<](#)

<input type="checkbox"/>	Date ▼	Expense	Amount	Requested
<i>Adding New Expense</i>				
<input type="checkbox"/>	08/22/2014	Business Meal (attendees) Ballard Bridge Cafe, Seattle, Was	\$75.00	\$75.00

Allocating Expenses

You can allocate expenses to projects or departments, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

NOTE: To find out if your company uses this feature, contact your SAP Concur administrator for more information.

To allocate your expenses

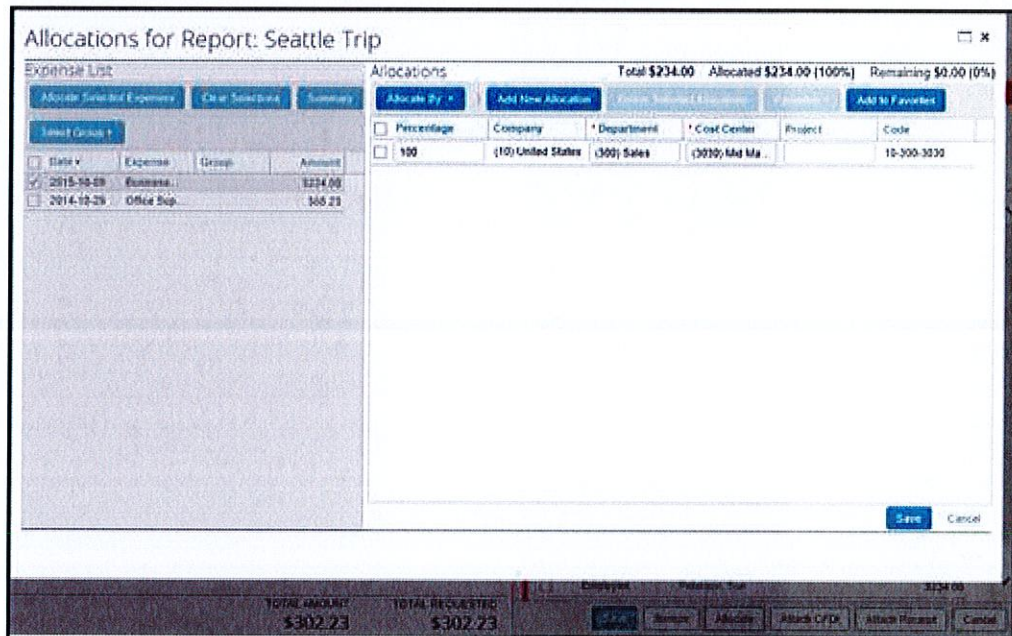
1. With the expense report open, to create or edit a *single* expense, click **Allocate** at the bottom of the **Expense** tab.



To allocate multiple expenses, select the appropriate expenses on the left side of the page, and then:

- Click **Allocate** the selected expenses on the right side of the page.
- or -
- Click **Details > Allocations**.

The **Allocations for Report** window appears. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** are listed.



The **Allocate** window appears. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** are listed.

2. From the **Allocate by** dropdown list, select **Percent** or **Amount**.

Your company determines if the allocation fields are text fields or lists. Select from the lists or type the appropriate information in the fields.



NOTE: Your company might provide default information in some of the fields, such as your company name. If you change the default information, a red triangle appears in the upper left corner of the field.

3. Add as many allocations as necessary.

You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged, and you will not be able to submit the report.

4. Click **Save**.

5. Click **OK** to confirm the allocation, and then click **Done**.

- If the expense is 100% allocated (fully allocated), the  icon appears with the expense.
- If the expense is not 100% allocated (partially allocated), the  icon appears with the expense.

Seattle Trip

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#)

Expenses

[Move](#) [Delete](#) [Copy](#) [View](#)

<input type="checkbox"/>	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	2015-10-09	Business Meal (attendees) Dinner Place, Seattle, Washington	\$234.00	\$234.00
<input type="checkbox"/>	2014-10-29	Office Supplies Office Warehouse, Seattle, Washir	\$68.23	\$68.23
			TOTAL AMOUNT	TOTAL REQUESTED
			\$302.23	\$302.23

Converting Foreign Currency Transactions

When your travel takes you to different countries, you will need to convert foreign currency transactions to your standard reimbursement currency.

When you create a new expense in a currency other than your own, you will see additional fields that allow you to convert the amount of your transaction to your standard reimbursement currency.

The exchange rate comes from the Oanda Corporation, a foreign exchange company. However, you can change or modify it if your company would like to use a different exchange rate. For credit card transactions, the credit card vendor provides the exchange rate.

To account for an expense incurred in another currency

1. With the report open, click **New Expense**, and then enter the appropriate information in the required and optional fields as directed by your company (required fields are indicated with a red bar).

Note the following:

- Select the "spend" **Currency** from the list to the right of the **Amount** field. The **Conversion Rate** field appears.
- The **Conversion Rate** is automatically populated according to your **Transaction Date** and **Currency** entries. Expense calculates the **Amount** in your reimbursement currency.
- Currency can be converted by multiplying by a particular rate or dividing by a different rate. To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field.

2. Complete the remaining fields as appropriate, and then click **Save**.

Trip to London Delete Report **Submit Report**

+ New Expense **+ Quick Expenses** Import Expenses • Details • Receipts • Print / Email •

Expenses New Expense Available Receipts

☐ Date • Expense Type Amount Requested

Adding New Expense

Expense Type: Lunch Transaction Date: 09/20/2017

Business Purpose: Business Conference Vendor Name: The Monocle Cafe

City: London, UNITED KINGDOM Payment Type: Out of Pocket

Amount: 25.00 GBP X Rate (USD=1 GBP): 1.35152579 = Amount in USD: 33.79

☐ Personal

Click Save.

Save Itemize Attach Receipt Cancel

TOTAL AMOUNT: \$0.00 TOTAL REQUESTED: \$0.00

Note that the expense **Amount** will appear in both the foreign currency and in your standard reimbursement currency.

Adding Quick Expenses

As you create an expense report, you can quickly enter several expenses at once.

To create quick expenses

1. From the open report, click **Quick Expenses**.

The screenshot shows the 'Trip to Miami' expense report interface. At the top, there are buttons for 'Delete Report' and 'Submit Report'. Below these are tabs for '+ New Expense' and '+ Quick Expenses' (highlighted with a red box). There are also links for 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The main area is divided into 'Expenses' and 'New Expense' sections. The 'Expenses' section has a table with columns: Date, Expense Type, Amount, and Requested. The 'New Expense' section has a form with an 'Expense Type' dropdown and a text area for 'Available Receipts'. A note at the bottom of the 'New Expense' section reads: 'To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.'

2. On the **Quick Expenses** page, enter basic information, such as a transaction **Date**, **Expense Type**, **Business Purpose**, **City**, and **Amount**.

You can complete custom fields and other information when you add the expense to the expense report.

Use the **Replicate Last Entry** button to make a duplicate of the current expense. You can edit the newly created expense on the next line. Use the **Delete** button to delete any quick expenses you don't need.

3. Click **Save**.

The screenshot shows the 'Quick Expenses' form. At the top, there are tabs for 'Quick Expenses' and 'Mileage Expenses'. Below these is an 'Add Row' button. The main area is a table with columns: Date, Expense Type, Business Purpose, City, and Amount. The table contains three rows of data, and the 'Add Row' button is highlighted with a red box. The 'Expense Currency' is set to USD. At the bottom right, there are 'Save' and 'Cancel' buttons.

Date	Expense Type	Business Purpose	City	Amount		
09/15/2017	Office Supplies	Pens & Notebooks	Bellevue, Washington	\$25.00	+	x
09/15/2017	Meetings	Beverages & Snacks	Bellevue, Washington	\$40.00	+	x
09/15/2017	Postage	Client Marketing	Bellevue, Washington	12	+	x
					+	x
					+	x
					+	x
					+	x
					+	x
					+	x
					+	x

The new expenses appear in the **Expenses** pane.

4. Complete any additional expenses details as needed, and then click **Save**.

Trip to Miami Delete Report Submit Report

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses Move Delete Copy View <<

<input type="checkbox"/>	Date ▼	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	09/15/2017	Office Supplies Bellevue, Washington	\$25.00	\$25.00
<input type="checkbox"/>	09/15/2017	Meetings Bellevue, Washington	\$40.00	\$40.00
<input type="checkbox"/>	09/15/2017	Postage Bellevue, Washington	\$12.00	\$12.00

TOTAL AMOUNT **TOTAL REQUESTED**
\$77.00 \$77.00

Expense Available Receipts

Expense Type
Office Supplies ▼

Transaction Date
09/15/2017

Business Purpose
Pens & Notebooks

Vendor Name

City
Bellevue, Washington

Payment Type
Company Paid x ▼

Amount
25.00 USD ▼

☐ Personal Expense (do not reimburse)

Comment

Save Itemize Attach Receipt Cancel

Entering Personal Car Mileage

Depending on your company policy, you might have to track your car mileage in order to be reimbursed. You might be using your personal car for business purposes or you might be using a company car. Your company determines the information you are required to provide such as mileage and odometer readings, as well as the reimbursement rates.

To create a car mileage expense

1. With the expense report open, click **Add Expense**, and then select the mileage expense type.

NOTES:

- Your company determines the name of the expense type. It might be called Car, Company Car, Personal Car Mileage, or something similar.
- You must register a vehicle in your profile before you can create a mileage expense.

Depending on your company's configuration, one of the following will happen:

- The page refreshes with the required and optional fields displayed, including the **Mileage Calculator** link if your company has implemented Google Maps Mileage feature.
 - or -
 - The Google **Mileage Calculator** window automatically displays, and you can enter your point-to-point routes.
2. Complete all required and optional fields as directed by your company. For a personal car, you might enter the total business miles traveled. For a company car, you might be required to enter the beginning and ending odometer readings.

When done, Expense calculates the reimbursement amount based on the miles and the reimbursement rate set by your company.

3. Click **Save**.

The image shows two overlapping screenshots from the SAP Concur interface. The background screenshot is the 'Expense' form, and the foreground screenshot is the 'Mileage Calculator' window.

Expense Form (Background):

- Expense Type:** Personal Car Mileage
- Transaction Date:** 2015-10-12
- Purpose of the Trip:** (Empty field)
- From Location:** (Empty field)
- To Location:** (Empty field)
- Payment Type:** Out of Pocket
- Distance - Amount:** 0 (with a sub-field showing 0.00)
- Comment:** (Empty field)

Mileage Calculator (Foreground):

- From:** Seattle, WA, USA
- To:** Tacoma, WA, USA
- Calculated Route:** Shows a route on a map from Seattle to Tacoma.
- Distance:** 115.5 miles
- Estimated Time:** 115.5 miles
- Estimated Cost:** 115.5 miles

Activating E-Receipts

E-receipts are an electronic version of receipt data that can be sent directly to SAP Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor.

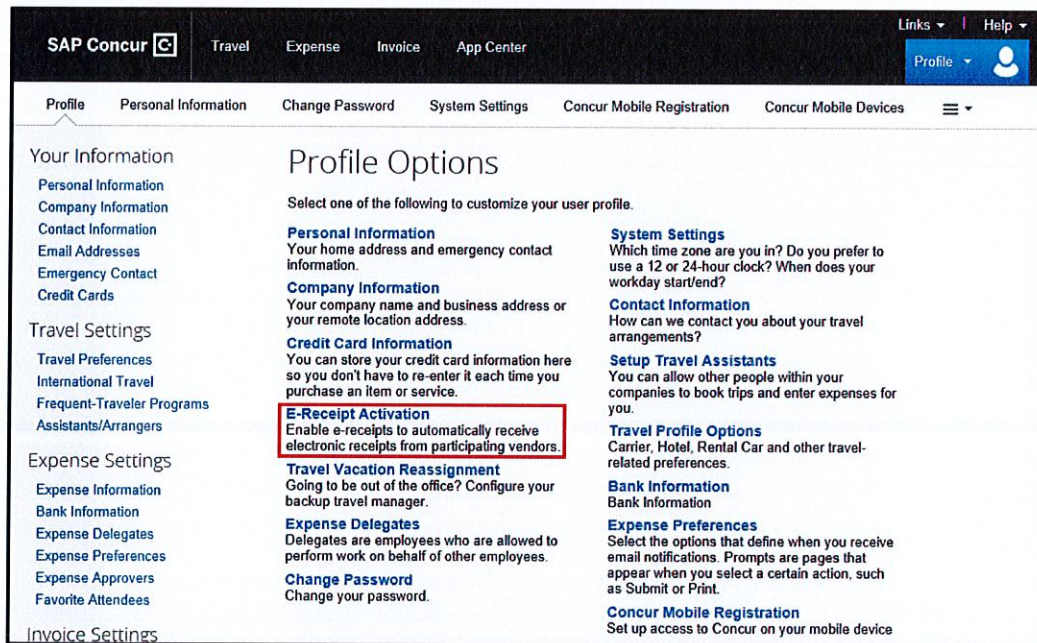
Your company must be enabled to accept e-receipts, and you must opt-in from your **Profile** before e-receipts activate in Expense. Some vendors require additional paperwork before they can send e-receipt data. Contact your SAP Concur administrator for more information.

Once your company has e-receipts enabled, a message will appear on the SAP Concur home page, prompting you to sign up. You can also active e-receipts from your **Profile Options** page.

NOTE: Depending on your company's configuration, this option might not be available to you. Contact your SAP Concur administrator for more information.

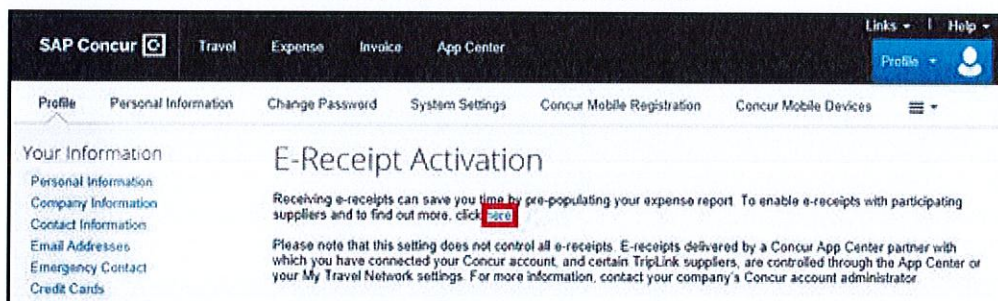
To activate e-receipts

1. Click **Profile**, and then click **Profile Settings**.
2. On the **Profile Options** page, click **E-Receipt Activation**.

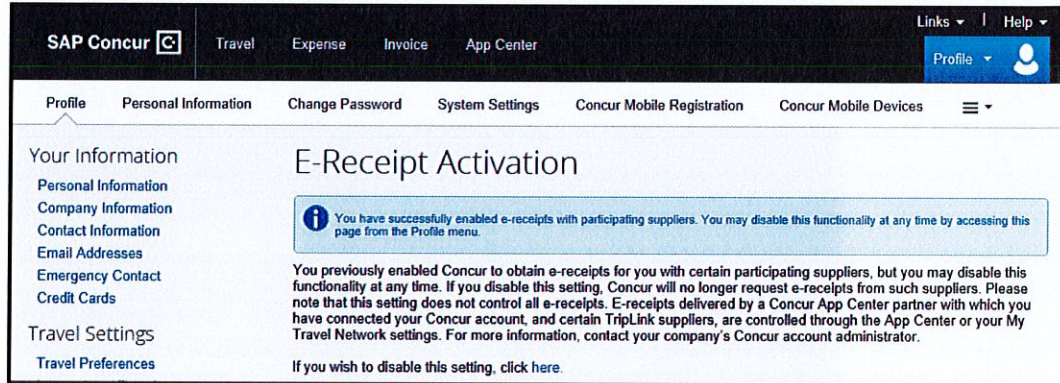


The E-Receipt Activation and User Agreement appears.

3. On the **E-Receipt Activation** page, click the **here** link.



4. Read through the **E-Receipt Activation** agreement, and then click **I Agree**. Receipts are successfully enabled.
5. If you want to disable the E-Receipt Activation setting, on the **E-Receipt Activation** page, click the [here](#) link.



Printing and Submitting an Expense Report

When you complete your expense report, you can print it to save a hard copy for your records or to review required receipts.

To preview and print the expense report

- On the expense report page, click **Print/Email**, and then select one of the options from the dropdown list. Your company determines the options that are available. Available options include:
 - Fax Receipt Cover Page:** Prints a PDF file with a unique barcode a report summary and a checklist for the required expense receipts.
 - Detailed Report:** Prints a report that includes all report-level information as well as a summary of the report.
 - Receipt Report:** Prints a list of expenses that require receipts along with the unique receipt bar code and the report-level and summary information.
 - Copy of Detailed Report:** Prints a copy of the detailed report.

Office Supplies

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

Date	Expense	Amount	Requested
07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$100.00

Available Receipts

Recently Used Expense Types

Office Supplies Postage
Materials

- On the **Detailed Report** screen, review the details, and then click **Print**.

To submit your expense report

- On the expense report page, click **Submit Report**. The **Report Totals** window appears.
- Review the information for accuracy, and then click **Submit Report**.

Office Supplies

+ New Expense + Quick Expenses Import Expenses Details Receipts Print / Email

Expenses

Date	Expense	Amount	Requested
Adding New Expense			

New Expense

Expense

The **Report Status** window appears.

- Click **Close**.

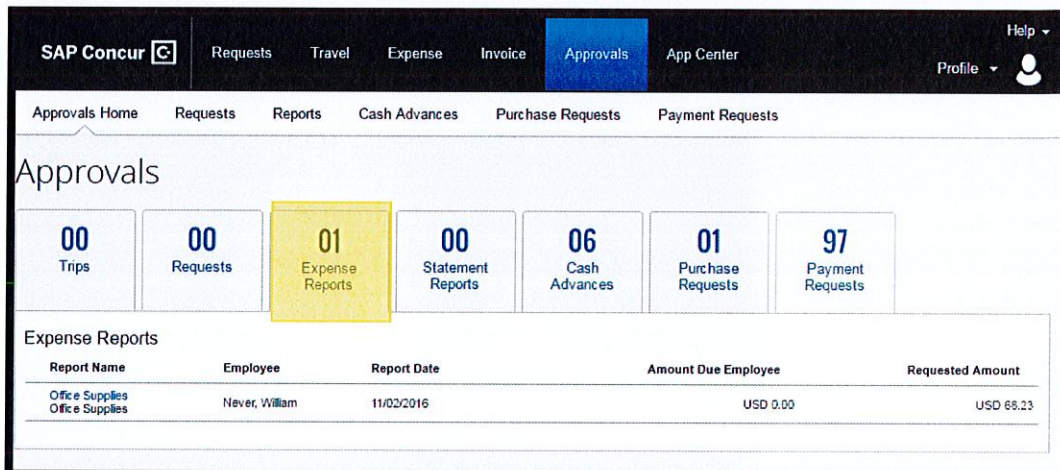
If you cannot successfully submit the report, a message appears describing the report error or alert. Correct the error, or if you require help to complete the task, contact your SAP Concur administrator.

Reviewing and Approving an Expense Report

As an approver, you will need to review submitted expense reports and approve them for reimbursement. On the SAP Concur home page, in the **My Tasks** section, you can view a list of any report waiting your approval.

To review and approve an expense report

1. On the SAP Concur home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**.



The screenshot shows the SAP Concur 'Approvals' page. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals' (selected), and 'App Center'. Below this, a sub-navigation bar lists 'Approvals Home', 'Requests', 'Reports', 'Cash Advances', 'Purchase Requests', and 'Payment Requests'. The main section, titled 'Approvals', displays a grid of report categories with counts: Trips (00), Requests (00), Expense Reports (01, highlighted in yellow), Statement Reports (00), Cash Advances (06), Purchase Requests (01), and Payment Requests (97). Below the grid, an 'Expense Reports' table lists pending reports.

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Office Supplies	Never, William	11/02/2016	USD 0.00	USD 66.23

The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.

2. Review the report details, and then click **Approve**.

Sending Back an Expense Report

As an approver, you will review submitted expense reports and approve them for reimbursement or send them back for corrections. All of the report's expenses appear in the Expenses list. If the report contains any exceptions, they will display in the **Exceptions** section of the report.

To return the entire expense report to the employee for correction

1. On the SAP Concur home page, in the **Required Approvals** section of **My Tasks**, click **Expense Reports**.

The **Reports Pending your Approval** page lists the awaiting reports. Select the report you want to open.

2. Click **Send Back to Employee**.

Approvals Home Reports

Office Supplies [Peterson, Sue]

Summary Details Receipts Print / Email

Expenses

Transaction D...	Expense Type	Enter Vendor ...	Business Pur...	City	Payment Type
08/05/2014	Office Supplies	Staples			Cash
08/05/2014	Office Supplies	STAPLES			Cash
07/25/2014	Postage	US Postal Service	Postage for mar...	Seattle, Washin...	Cash
07/24/2014	Materials	Office Depot	Reference Mate...	Seattle, Washin...	Cash
07/23/2014	Office Supplies	Staples	Office Chairs	Seattle, Washin...	Cash
07/23/2014	Miscellaneous	07/14 Misc. Pro...			Cash
07/23/2014	Office Supplies	07/14 Office Su...			Cash
07/21/2014	Miscellaneous	MARRIOTT			Cash
08/07/2010	Bank Fees	Finance Charge ...			Cash

TOTAL AMOUNT \$1,126.23 TOTAL REQUESTED \$1,026.23

Report Summary
Report Totals
Amount Due Co... \$0.00 Amount Due E... \$1,026.23

The **Send Back Report** window appears.

3. Enter a **Comment** for the employee, explaining why you are returning the report, and then click **OK**.

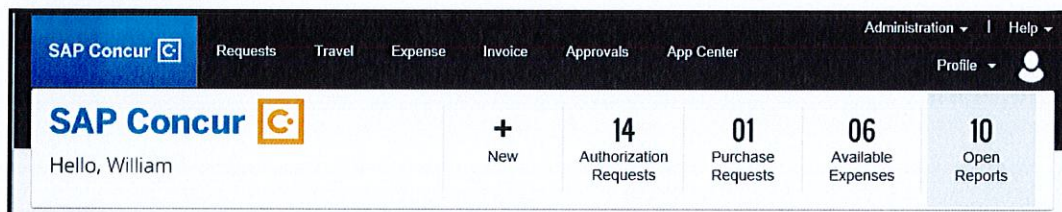
When you return a report to an employee for correction, it will no longer appear in your list of **Reports Pending your Approval**.

Correcting and Resubmitting an Expense Report

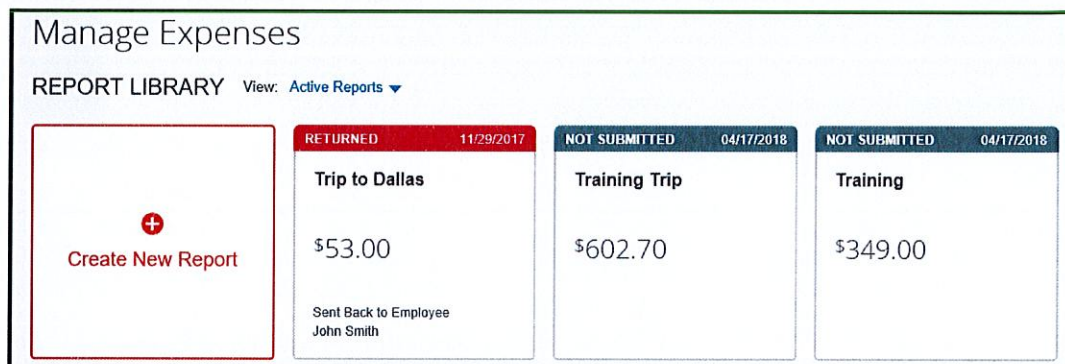
Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To correct and resubmit an expense report

1. To open the report, on the SAP Concur home page, on the Quick Task bar, click the **Open Reports** task.



In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.



2. Click the returned report tile to open the report.
3. Make the requested changes, and then click **Submit Report**.