QuickStart Guide

Concur® Premier: Expense
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**Concur® Premier: Expense QuickStart Guide**

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Welcome to Concur Premier: 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 Expense

How to...

1. Log on to Expense 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.
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.

**How to...**

Look at the **Company Info** section.

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

Explore the **Approval Queue** 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 Authorization Requests and/or 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.*

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

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.

![My Concur Page Example](image.png)
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 Travel 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.
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.

Additional Information

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

2. Click Add Delegate.

3. In the Search by employee name, email address or logon 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.

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

7. To add additional delegates, repeat steps 2-6.

8. Click Save.

<table>
<thead>
<tr>
<th>Expense Delegates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Delegate</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Can Prepare</th>
<th>Can View Receipts</th>
<th>Receives Emails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caiban, Brenna</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>

As a delegate can only perform the tasks you select. A delegate will need to be an approver in order to approve reports on your behalf.
Section 3: Update Your Expense Profile (Continued)

Step 4: Select Expense Preferences

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the Expense Settings section, click Expense Preferences.</td>
<td>From this page, you can specify when you will receive email notifications and prompts.</td>
</tr>
<tr>
<td>2. In the Send email when section, select the applicable checkboxes.</td>
<td>In this section, you determine when you will receive email notifications.</td>
</tr>
<tr>
<td>3. In the Prompt section, select the applicable checkboxes.</td>
<td>In this section, you determine when Expense will prompt you for further action.</td>
</tr>
<tr>
<td>4. In the Display section, select the applicable checkboxes.</td>
<td></td>
</tr>
<tr>
<td>5. Click Save.</td>
<td></td>
</tr>
</tbody>
</table>

**Expense Preferences**

[Save] [Cancel]

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.

**Send email when...**

- [ ] The status of an expense report changes
- [ ] New company card transactions arrive
- [ ] Fax/ed receipts are successfully received
- [ ] An expense report is submitted for approval
- [ ] The status of an authorization request changes
- [ ] An authorization request is submitted for approval

**Prompt...**

- [ ] For an approver when an expense report is submitted
- [ ] For an approver when an authorization request is submitted
- [ ] To add company card transactions to report

**Display...**

- [ ] Make the Single Day Itineraries page my default in the Travel Allowance wizard

Step 5: Review Expense Approvers

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the Expense Settings section, click Expense Approvers.</td>
<td>If your company allows you to select your Approver, search for the individual in the Search by... fields by typing all or part of the approver's name. Select the appropriate person, and then click Save.</td>
</tr>
<tr>
<td>2. Review your Expense Approvers.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Section 3: Update Your Expense Profile (Continued)

Step 6: Add Favorite Attendees

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the Expense Settings section, click Favorite Attendees.</td>
<td>The Favorite Attendees page appears, which allows you to add, edit, or delete frequently-used attendees.</td>
</tr>
<tr>
<td>2. Click New Attendee.</td>
<td>If you need to add more than one attendee, click Save &amp; Add Another.</td>
</tr>
<tr>
<td>3. Select the Attendee Type from the list.</td>
<td>Your favorite attendees list is also updated based on attendees you add to your expense reports.</td>
</tr>
<tr>
<td>4. Enter the Last Name of the attendee.</td>
<td></td>
</tr>
<tr>
<td>5. Enter the First Name of the attendee.</td>
<td></td>
</tr>
<tr>
<td>6. Enter the Attendee Title.</td>
<td></td>
</tr>
<tr>
<td>7. Enter the attendee’s Company.</td>
<td></td>
</tr>
<tr>
<td>8. Click Save.</td>
<td></td>
</tr>
</tbody>
</table>
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.
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...


Additional Information

If your company uses Travel and/or uses the personal credit card import feature in Expense, this dropdown menu is titled “Import.” If your company does not use Travel or does not allow a personal credit card import, you will see the Add Card Charges button.

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

If you have activated the option in your Expense Settings to be prompted to add company card transactions, you will not need to select Charges & Expenses from the Import dropdown menu.

2. In the Unmatched 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 Unmatched Charges to an expense report by dragging and dropping into the Expense List area of the page.

The expense appears on the left side of the page, with all applicable icons, such as company card or exceptions.
Section 4: Create a New Expense Report (Continued)

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

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

How to...


2. In the Import Personal Card Transactions window, click Browse.

3. Locate the file you want to attach.

4. Click Upload.

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.
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.

<table>
<thead>
<tr>
<th>Expense Detail</th>
<th>Date Posted</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURCHASE WITH PIN TARGET T1957 B</td>
<td>07/20/2010</td>
<td>$134.21</td>
</tr>
<tr>
<td>CHECK</td>
<td>07/20/2010</td>
<td>$55.00</td>
</tr>
<tr>
<td>PURCHASE WITH PIN TOP FOOD AND D</td>
<td>07/20/2010</td>
<td>$12.55</td>
</tr>
<tr>
<td>VISA PURCHASE (NON-FIN) CHIPOTLE</td>
<td>07/20/2010</td>
<td>$6.44</td>
</tr>
<tr>
<td>VISA PURCHASE (NON-FIN) STARBUCK</td>
<td>07/22/2010</td>
<td>$6.99</td>
</tr>
<tr>
<td>VISA PURCHASE (NON-FIN) SUBWAY</td>
<td>07/21/2010</td>
<td>$6.03</td>
</tr>
<tr>
<td>VISA PURCHASE (NON-FIN) SAFEWAY</td>
<td>07/22/2010</td>
<td>$48.76</td>
</tr>
<tr>
<td>VISA PURCHASE (NON-FIN) FAMILY P</td>
<td>07/22/2010</td>
<td>$12.00</td>
</tr>
<tr>
<td>VISA PURCHASE (NON-FIN) ICHTER</td>
<td>07/22/2010</td>
<td>$11.15</td>
</tr>
<tr>
<td>VISA PURCHASE (NON-FIN) PANERA B</td>
<td>07/22/2010</td>
<td>$8.42</td>
</tr>
<tr>
<td>PURCHASE WITH PIN CAFE VINO FILTER</td>
<td>07/22/2010</td>
<td>$4.94</td>
</tr>
</tbody>
</table>

[Import] [Cancel]
Section 4: Create a New Expense Report (Continued)

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

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click <strong>New Expense</strong>.</td>
<td>The <strong>New Expense</strong> tab appears.</td>
</tr>
<tr>
<td>2. On the <strong>New Expense</strong> tab, select the appropriate expense type.</td>
<td>The page refreshes, displaying the required and optional fields for the selected expense type.</td>
</tr>
</tbody>
</table>
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.

For lists, select from the list.

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

Complete other text fields and checkboxes as usual.

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... | Additional Information
--- | ---
2. From the Details dropdown menu, select Report Header. | The Report Header page appears and you can view and update report header information.
3. Make the appropriate changes, and then click Save.

Step 2: Review the Exceptions

How to... | Additional Information
--- | ---
1. On the Expense Report page, click Show Exceptions. | 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.
3. Make the appropriate changes, and then click Save.

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Amount</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Phone</td>
<td>09/13/2010</td>
<td>$20.00</td>
<td>![Missing required fields: City]</td>
</tr>
</tbody>
</table>

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

Step 3: Edit Multiple Expenses

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. On the Expense Report page, in the Expense List, select the checkbox for the expenses that you want to update.</td>
<td>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.</td>
</tr>
<tr>
<td>2. Select the action you would like to perform for the expenses.</td>
<td></td>
</tr>
</tbody>
</table>

### Training

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/18/2010</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>09/18/2010</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>09/20/2010</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

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 Expense 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. 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. Concur 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](image)

<table>
<thead>
<tr>
<th>Date</th>
<th>Expense Type</th>
<th>Amount</th>
<th>Expenses</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/24/2009</td>
<td>Car Rental</td>
<td>$99.84</td>
<td></td>
</tr>
<tr>
<td>03/23/2009</td>
<td>Hotel</td>
<td>$483.92</td>
<td></td>
</tr>
<tr>
<td>03/22/2009</td>
<td>Parking-Tolls</td>
<td>$25.00</td>
<td></td>
</tr>
<tr>
<td>03/22/2009</td>
<td>Hotel</td>
<td>$153.26</td>
<td></td>
</tr>
<tr>
<td>03/22/2009</td>
<td>Hotel Tax</td>
<td>$13.24</td>
<td></td>
</tr>
</tbody>
</table>

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**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.

**How to...**

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)

5. On the **Nightly Lodging Expenses** tab, in the **Check-in Date** field, type the date or use the calendar.

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.

The number of nights appears automatically.
Step 2: Create and Itemize a Lodging Expense (Continued)

How to...

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

11. 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.
**Itemize Nightly Lodging Expenses (Continued)**

**Step 3: Itemize the Remaining Balance**

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. If the amount remaining is more than zero, on the <strong>New Itemization</strong> tab, click the <strong>Expense Type</strong> dropdown arrow, and then select the appropriate expense from the dropdown list.</td>
<td>The page refreshes, displaying the required and optional fields for the selected expense type.</td>
</tr>
<tr>
<td>2. Complete all required and optional fields as directed by your company.</td>
<td>The expense appears on the left side of the page and the remaining amount equals zero.</td>
</tr>
<tr>
<td>3. Click <strong>Save</strong>.</td>
<td></td>
</tr>
<tr>
<td>4. Repeat steps 1-3 until the <strong>Remaining Amount</strong> equals $0.00.</td>
<td></td>
</tr>
</tbody>
</table>
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.

4. Click **Favorites**.

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.
Add Attendees (Continued)

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. On the <strong>Favorites</strong> tab in the Search Attendees window, select the attendees for this expense, and then click <strong>Add to Expense</strong>.</td>
<td>The new attendee is added to the list. The expense amount is distributed among the attendees.</td>
</tr>
<tr>
<td>6. To add a new attendee to the expense, click <strong>New Attendee</strong>, complete the required information, and then click <strong>Save</strong>.</td>
<td>The “found” attendee is added to the list. The expense amount is distributed among the attendees.</td>
</tr>
<tr>
<td>7. To search for an attendee, click <strong>Search</strong>, enter your search criteria in the Search Attendees window, and then click <strong>Add to Expense</strong>.</td>
<td>The expense appears on the left side of the page.</td>
</tr>
<tr>
<td>8. Click <strong>Save</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
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 type.

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.

4. Complete all required and optional fields as directed by your company.
### Itemize Expenses (Continued)

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>5. Click <strong>Save</strong>.</td>
<td>The itemized item appears in the expense list and the total is adjusted accordingly. As you click <strong>Save</strong> for each item, the remaining total changes accordingly.</td>
</tr>
<tr>
<td>6. Repeat steps 3-5 until the <strong>Remaining Amount</strong> is $0.</td>
<td></td>
</tr>
</tbody>
</table>
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 amount in the currency in which the expense was incurred.
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.
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.
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 Expense List, click 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.
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.

   4. From the Allocate By dropdown menu, select either Percentage or Amount.
5. In the Allocate By field, enter the Percentage or Amount.

   A dropdown list of departments appears. Depending on your company’s configuration, you might see different fields, other than Department, to complete on the Allocate Report page.

   6. Click in the field under the Department column heading.

   7. Select the department that will receive the allocation.
Allocate Expenses (Continued)

8. Click **Add New Allocation**. A new allocations field appears.

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**.

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

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.
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.

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)

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. Repeat steps 5-7 for each new allocation.</td>
<td>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.</td>
</tr>
<tr>
<td>10. Click <strong>Save</strong>.</td>
<td>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.</td>
</tr>
<tr>
<td>11. In the confirmation message box, click <strong>OK</strong>.</td>
<td></td>
</tr>
<tr>
<td>12. In the <strong>Allocate Report</strong> window, click <strong>Done</strong>.</td>
<td></td>
</tr>
</tbody>
</table>
Section 7: Print and Submit/ Resubmit Expense Reports

Preview and Print Your Expense Report

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Print menu, select the appropriate print option.</td>
<td>The three print options:</td>
</tr>
<tr>
<td></td>
<td>• For a fax cover page to use with Concur Imaging, select Fax Receipt Cover Page.</td>
</tr>
<tr>
<td></td>
<td>• For a listing of expenses that require receipts, select Receipt Report.</td>
</tr>
<tr>
<td></td>
<td>• For a detailed report, select Detailed Report.</td>
</tr>
<tr>
<td></td>
<td>The report appears in a separate window.</td>
</tr>
<tr>
<td>2. To print the report, click Print.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. From the Print dropdown menu, select Fax Receipt Cover Page.</td>
<td>The fax cover page appears.</td>
</tr>
<tr>
<td>2. Click Print.</td>
<td></td>
</tr>
<tr>
<td>3. Fax the cover page and the receipts to the number on the cover page.</td>
<td></td>
</tr>
<tr>
<td>4. To view the faxed receipts, from the Receipts dropdown menu, select Check Receipts.</td>
<td>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.</td>
</tr>
</tbody>
</table>
Fax or Attach Scanned Receipt Images (Continued)

Attach Scanned Images

How to...


   The Attach Files window appears.

   ![](image)

2. Click Browse, and then locate the file you want to attach.

3. Click the file, and then click Open.

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

4. To attach another image, click Browse, and then repeat the process.

5. Click Attach.

6. Click Done when finished.

7. To view the attached receipts, from the Receipts dropdown menu, select Check Receipts.

   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...

2. In the confirmation window, click Yes.

Additional Information

A confirmation window appears.  

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

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.
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 the My Concur page.

<table>
<thead>
<tr>
<th>How to…</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the report name (link) to open the report.</td>
<td>The Expense Report page appears.</td>
</tr>
<tr>
<td>3. To review expense entry information, click an expense entry.</td>
<td>The expense entry details appear on the right side of the page.</td>
</tr>
<tr>
<td>4. When ready to approve, click Approve.</td>
<td>The report moves to the next step in the workflow.</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>How to…</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the report name (link) to open the report.</td>
<td>The Expense Report page appears.</td>
</tr>
<tr>
<td>2. Click Send Back to Employee.</td>
<td>The Send Back Report box appears.</td>
</tr>
<tr>
<td>3. Enter a comment for the employee, and then click OK.</td>
<td>The report is returned to the employee.</td>
</tr>
</tbody>
</table>
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.
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 additional 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.

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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.

<table>
<thead>
<tr>
<th>How to...</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Click the report name (link) to open the report.</td>
<td>The expense report page appears. If you have the authority to adjust amounts, then the Amount field is editable.</td>
</tr>
<tr>
<td>2. Make the appropriate adjustments, and then click Save.</td>
<td>The report moves to the next step in the workflow.</td>
</tr>
<tr>
<td>3. Click Approve.</td>
<td></td>
</tr>
</tbody>
</table>
# Section 9: Action Buttons and Icons

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