

QuickStart Guide

Concur® Premier: Expense

Proprietary Statement

This document contains proprietary information and data that is the exclusive property of Concur Technologies, Inc., Redmond, Washington. If you are an active Concur client, you do not need written consent to modify this document for your business needs. If you are *not* an active Concur client, no part of this document may be 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 Concur Technologies, Inc.

Information contained in this document applies to the following products in effect at the time of this document's publication:

Concur® Premier: Expense QuickStart Guide

The above product(s) and the information contained in this document are subject to change without notice. Accordingly, Concur Technologies, Inc. disclaims any warranties, express or implied, with respect to the information contained in this document, and assumes no liability for damages incurred directly or indirectly from any error, omission, or discrepancy between the above product(s) and the information contained in this document.

Revised – January 18, 2012

© Copyright 2008-2010 Concur Technologies, Inc., Redmond, Washington. All rights reserved.

Concur® Premier, Concur Expense™, Concur™, Concur Cliqbook Travel™, Concur Meeting™ and their respective logos are all trademarks of Concur Technologies, Inc. All other company and product names are the property of their respective owners.

Published by Concur Technologies, Inc.

18400 NE Union Hill Rd

Redmond, Washington 98052

Welcome to Concur Premier: Expense.....	4
Section 1: Log on to Expense	4
Section 2: Explore the My Concur Page	5
Customize My Concur.....	6
Section 3: Update Your Expense Profile.....	7
Step 1: Change Your Password	7
Step 2: Review Your Expense Settings	8
Step 3: Add a Delegate	8
Step 4: Select Expense Preferences	9
Step 5: Review Expense Approvers	9
Step 6: Add Favorite Attendees	10
Section 4: Create a New Expense Report	11
Step 1: Create a New Report	11
Step 2: Add a Company Card Transaction to the New Expense Report	12
Step 3: Add a Personal Credit Card Transaction to the New Expense Report	13
Step 4: Add an Out-of-Pocket Expense to the New Expense Report	15
Section 5: Review and Edit an Expense Report	17
Step 1: Review the Report Information	17
Step 2: Review the Exceptions	17
Step 3: Edit Multiple Expenses	18
Section 6: Use Special Features	19
Itemize Nightly Lodging Expenses	19
Step 1: Verify Auto-Itemized Hotel Expenses	19
Step 2: Create and Itemize a Lodging Expense	20
Step 3: Itemize the Remaining Balance.....	23
Add Attendees	24
Itemize Expenses	26
Convert Foreign Currency Transactions.....	28
Work with Mileage.....	29
Copy an Expense	30
Allocate Expenses	31
Allocate Multiple Expenses.....	33
Section 7: Print and Submit/Resubmit Expense Reports.....	35
Preview and Print Your Expense Report.....	35
Fax or Attach Scanned Receipt Images.....	35
Fax Images	35
Attach Scanned Images	36
Delete Receipt Images.....	37
Submit Your Completed Expense Report	38
Correct and Resubmit a Report Sent Back by Your Approver.....	38
Section 8: Review and Approve Expense Reports	39
Review and Approve an Expense Report	39
Send an Expense Report Back to the Employee.....	39
Send Single Expenses Back to an Employee.....	40
Add an Additional Review Step for an Expense Report	41
Adjust Authorized Amounts on an Expense Report.....	42
Section 9: Action Buttons and Icons	43

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.

[English \(US\)](#) | [English \(UK\)](#) | [Deutsch](#) | [Français](#) | [Français canadien](#) | [Español](#) | [Português \(Brasil\)](#) | [Nederlands](#) | [Italiano](#) | [Svenska](#)



Welcome

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

Si vous éprouvez des difficultés à ouvrir une session dans ce site, veuillez cliquer sur le lien [Vous avez oublié votre mot de passe?](#) ci-dessous.

Login


User Name

Password

☒ Remember user name on this computer

Login

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



Make your life easier with Concur's mobile solution.
This is what smartphones were made for. [Click here to learn more.](#)

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.

The screenshot shows the My Concur user interface. At the top is the Concur logo. Below it is a navigation bar with tabs: My Concur, Expense, Invoice, and Profile. The main content area features a banner for mobile app usage with the text 'Add lunch while you're at lunch. Capture expenses from your smartphone with Concur. Register Concur for mobile.' Below the banner is the 'Expense Reports (1)' section, which includes buttons for 'New Expense Report' and 'View Reports'. A table lists one report: 'Trip to Boston' with a status of 'Sent Back to Employee - Smith, John', a report date of '03/27/2009', and a total of '\$1,417.12'. The 'Company Info' section contains a welcome message. The 'Alerts' section shows a notification about e-receipts with a 'Sign up here' link.

Report Name	Status	Report Date	Total
Trip to Boston Attended training seminar.	Sent Back to Employee - Smith, John	03/27/2009	\$1,417.12

How to...

Look at the **Company Info** section.

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

Explore the **Approval Queue** section.

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

Additional Information

This section displays information and links provided by your company.

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

If your company uses 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.

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](#) [Expense](#) [Invoice](#) [Profile](#)




Add lunch while you're at lunch.
Capture expenses from your smartphone with Concur. [Register Concur for mobile.](#)

Expense Reports (1)
[New Expense Report](#) [View Reports](#)

Report Name	Status	Report Date	Total
 Trip to Boston Attended training seminar.	Sent Back to Employee - Smith, John	03/27/2009	\$1,417.12

Company Info
Welcome to Concur Expense and Invoice. Please click the Expense or Invoice tab to start.

Alerts
 You haven't signed up to receive e-receipts. [Sign up here](#)

Available Company Card Charges [View All Charges](#)
Select Expense Report

Charge	Expense Type	Transaction Date	Amount
No records found.			

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.

The screenshot shows the Concur web interface. At the top is the Concur logo. Below it is a navigation bar with tabs: My Concur, Travel, Expense, Invoice, Reporting, Administration, and Profile. The Profile tab is selected. Under the Profile tab, there is a submenu with links: Personal Information, Change Password (highlighted), System Settings, Mobile Registration, Travel Vacation Reassignment, and System E-Mail Settings. On the left side, there is a 'My Profile' section with a sidebar menu containing 'Your Information' (Personal Information, Company Information, Contact Information, Emergency Contact, Credit Cards), 'Travel Settings' (Travel Preferences, International Travel, Frequent-Traveler Programs, Assistants/Arrangers), and 'Expense Settings' (Expense Information). The main content area is titled 'Change Password'. It contains a message: 'A password must be at least 7 characters. It must contain numbers (0-9), and may contain upper and lower case characters (A-Z, a-z), and symbols (such as ^%*#@#). It cannot contain spaces. All fields are required.' Below this is a note: 'Note: Passwords are case sensitive.' There is a text box with the message: 'This will change your password in both Cliqbook and the Concur Expense system.' Below this are three input fields: 'Old Password', 'New Password', and 'Re-enter New Password'. There is also a 'Password Hint (we will email this to you if you forget your password)' field. At the bottom right are 'Submit' and 'Cancel' buttons.

Section 3: Update Your Expense Profile (Continued)

Step 2: Review Your Expense Settings

How to...

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

Additional Information

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

Step 3: Add a Delegate

How to...

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

Additional Information

The **Expense Delegates** page appears.

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

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

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

The screenshot shows the 'Expense Delegates' page. At the top, there is a blue header bar with the title 'Expense Delegates'. Below the header, there are three buttons: 'Add Delegate' (blue), 'Save' (blue), and 'Delete' (grey). A light blue box contains the text: 'Delegates are employees who are allowed to perform work on behalf of other employees.' Below this, there is a table with the following columns: 'Name', 'Can Prepare', 'Can View Receipts', and 'Receives Emails'. The first row of the table shows a delegate named 'Calnan, Brenna' with the email 'brennac@concur.com'. The 'Can Prepare', 'Can View Receipts', and 'Receives Emails' columns for this delegate all have green checkmarks. There is a small red triangle icon next to the 'Can Prepare' and 'Receives Emails' columns.

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

Section 3: Update Your Expense Profile (Continued)

Step 4: Select Expense Preferences

How to...

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

Additional Information

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

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

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

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

Expense Preferences	
<input type="button" value="Save"/> <input type="button" value="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...	
<input checked="" type="checkbox"/>	The status of an expense report changes
<input checked="" type="checkbox"/>	New company card transactions arrive
<input checked="" type="checkbox"/>	Faxed receipts are successfully received
<input checked="" type="checkbox"/>	An expense report is submitted for approval
<input checked="" type="checkbox"/>	The status of an authorization request changes
<input checked="" type="checkbox"/>	An authorization request is submitted for approval
Prompt...	
<input type="checkbox"/>	For an approver when an expense report is submitted
<input type="checkbox"/>	For an approver when an authorization request is submitted
<input checked="" type="checkbox"/>	To add company card transactions to report
Display...	
<input type="checkbox"/>	Make the Single Day Itineraries page my default in the Travel Allowance wizard

Step 5: Review Expense Approvers

How to...

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

Additional Information

If your company allows you to select your Approver, 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**.

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

Section 3: Update Your Expense Profile (Continued)

Step 6: Add Favorite Attendees

How to...

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

Additional Information

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

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

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

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

Section 4: Create a New Expense Report

Step 1: Create a New Report

How to...

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

Additional Information

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

The expense report page appears.

The screenshot displays the 'Create a New Expense Report' page in the Concur system. The page has a navigation bar at the top with tabs for 'My Concur', 'Travel', 'Expense', 'Invoice', 'Reporting', 'Administration', and 'Profile'. The 'Expense' tab is selected. Below the navigation bar, there are links for 'View Charges', 'View Reports', and 'New Expense Report'. The main section is titled 'Create a New Expense Report' and contains a 'Report Header' section. This section includes several input fields: 'Report Name' (with a red bar on the left), 'Policy' (a dropdown menu showing 'US OPR Standard'), 'Report Date' (a date field showing '09/20/2010'), 'Business Purpose' (with a red bar on the left), and 'Comment'. Below these fields are three more input fields: 'Company' (showing '110'), 'Region' (showing '101'), and 'Department' (showing '8512'). At the bottom right of the page, there are two buttons: 'Next >>' and 'Cancel'.

Section 4: Create a New Expense Report (Continued)

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

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

How to...

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

Additional Information

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.

The screenshot shows the Concur Expense Report interface for "Sarah's Expenses". The top navigation bar includes "My Concur", "Travel", "Expense", "Invoice", and "Profile". Below this, there are links for "View Charges", "View Reports", "New Expense Report", "View Cash Advances", "New Cash Advance", and "Concur Expense Classic". The main header area includes "Delete Report" and "Submit Report" buttons. The "Import" dropdown menu is open, showing "Charges & Expenses" and "From File". The "Smart Expenses" pane is visible on the right, showing a table with columns for "Expense Type", "Date", and "Amount". The table contains one entry: "United Airlines Seattle, WA" with a date of "10/14/2009" and an amount of "\$267.90".

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.

The screenshot shows the Concur Expense Report interface for "Sales Training". The top navigation bar includes "My Concur", "Travel", "Expense", "Invoice", and "Profile". Below this, there are links for "View Charges", "View Reports", "New Expense Report", "View Cash Advances", "New Cash Advance", and "Concur Expense Classic". The main header area includes "Delete Report" and "Submit Report" buttons. The "Import" dropdown menu is open, showing "To Current Report" and "To New Report". The "Smart Expenses" pane is visible on the right, showing a table with columns for "Expense Type", "Date", and "Amount". The table contains one entry: "United Airlines Seattle, WA" with a date of "10/14/2009" and an amount of "\$267.90".

Section 4: Create a New Expense Report (Continued)

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

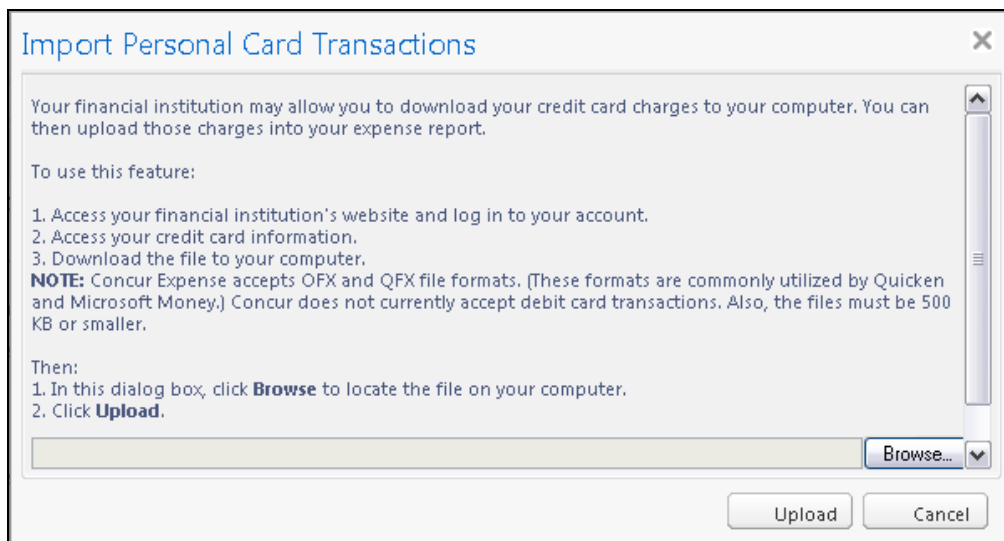
Using Concur Expense, you can import into an expense report a personal credit card transaction that you download from a financial institution.

How to...

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

Additional Information

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



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

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

How to...

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

Additional Information

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

Import Personal Card Transactions

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

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

Section 4: Create a New Expense Report (Continued)

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

How to...

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

Additional Information

The **New Expense** tab appears.

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

Concur

My Concur Travel **Expense** Invoice Reporting Administration Profile

View Charges View Reports New Expense Report

Sales Training Delete Report Submit Report

+ New Expense Import Details Receipts Print / Email

Expenses Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			

New Expense

Expense Type: Individual Dinner

Transaction Date: [Calendar Icon]

Business Purpose: [Text Field]

Enter Vendor Name: [Text Field]

City: [Text Field]

Payment Type: Cash

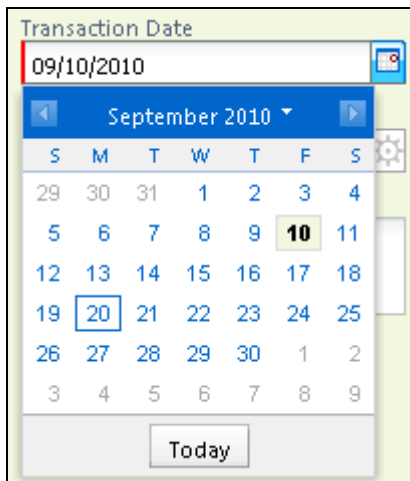
Amount: [Text Field] USD

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

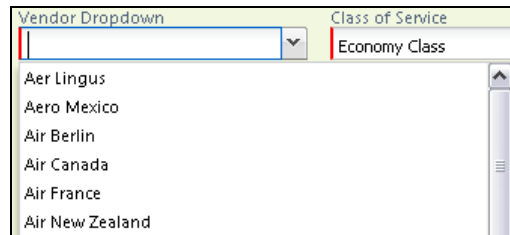
Save Remize Cancel

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

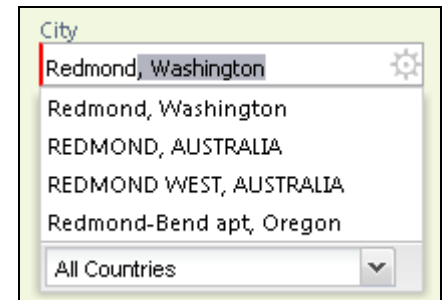
For date fields, use the calendar to select the date of the expense.



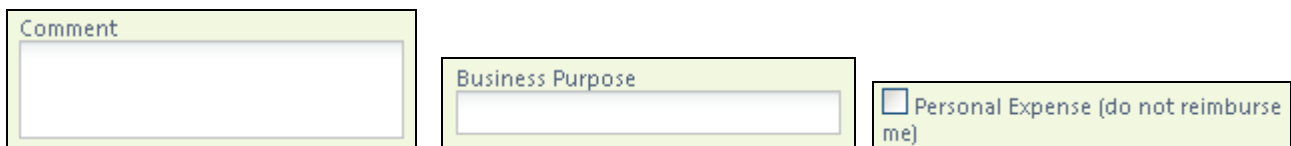
For lists, select from the list.



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...

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

Additional Information

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

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

Step 2: Review the Exceptions


How to...

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

Additional Information

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

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

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

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

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

Step 3: Edit Multiple Expenses

How to...

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

Additional Information

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

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

Training

Delete Report

Submit Report

+ New Expense

Import

Details ▾

Receipts ▾

Print / Email ▾

Expenses

Delete

Copy

View ▾

<<

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

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

1. [Delete](#) the selected expenses

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

Section 6: Use Special Features

Itemize Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. These expenses must be itemized so that they can be accounted for correctly. Concur 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

Details Receipts Print / Email

Expenses

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

Expense E-Receipt

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

Transaction Date

07/23/2009

Expense Type

Hotel

Business Purpose

Enter Vendor Name

OHIO EAST HOTEL LLC

City

Chicago, Illinois

Payment Type

American Express

Amount

403.72 USD

Itemize Nightly Lodging Expenses (Continued)

Step 2: Create and Itemize a Lodging Expense

How to...

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

Additional Information

The **New Expense** tab appears.

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

The screenshot displays the Concur 'New Expense' form. The interface is divided into a sidebar and a main form area. The sidebar, titled 'Expenses', contains a table with columns: Date, Expense Type, Amount, and Requested. It shows 'Adding New Expense' and 'No Expenses Found'. The main form area has fields for Transaction Date (09/10/2010), Expense Type (Hotel), Business Purpose, Enter Vendor Name (Marriott), City (San Francisco, California), Payment Type (Cash), Amount (300.00), and USD. There are buttons for 'Delete Report', 'Submit Report', 'Itemize', and 'Cancel'. At the bottom, there are summary fields: TOTAL AMOUNT \$0.00 and TOTAL REQUESTED \$0.00.

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)

Concur

My Concur Travel Expense Invoice Reporting Administration Profile

View Charges View Reports New Expense Report

Training Delete Report Submit Report

+ New Expense Import Details Receipts Print / Email Show Exceptions

Expenses Delete Copy View Expense Nightly Lodging Expenses

Date	Expense Type	Amount	Requested
09/10/2010	Hotel Marriott, San Francisco, California	\$300.00	\$300.00

All hotel expenses must be itemized. Itemizations are required for this entry.

Nightly Lodging Expenses

Check-in Date: 09/10/2010 Check-out Date: 09/10/2010 Number of Nights: 1

Recurring Charges (each night)

Room Rate: Room Tax:

Other Room Tax 1: Other Room Tax 2:

☐ Combine room rate and taxes into a single entry

Additional Charges (each night)

Expense Type: Choose an expense type Amount:

Expense Type: Choose an expense type Amount:

TOTAL AMOUNT \$300.00 TOTAL REQUESTED \$300.00

Save Itemizations Cancel

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

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

How to...

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

Additional Information

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

The screenshot displays the Concur Expense report interface. At the top, the Concur logo is visible. Below it, a navigation bar includes links for My Concur, Travel, Expense, Invoice, Reporting, Administration, and Profile. Under the Expense tab, there are links for View Charges, View Reports, and New Expense Report. The main header area shows 'Training' with buttons for 'Delete Report' and 'Submit Report'. Below this, there are tabs for 'New Expense', 'Import', 'Details', 'Receipts', and 'Print / Email'. A 'Show Exceptions' button is also present. The 'Expenses' section shows a table with columns for Date, Expense Type, Amount, and Requested. The table lists a single expense for 09/10/2010, 'Hotel', with an amount of \$300.00 and a requested amount of \$270.00. Below this, there is a section for 'Adding New Itemization' with a table showing itemized charges for Hotel and Hotel Tax for various dates in 2010. The 'New Itemization' tab is active, showing a form for 'Expense Type' with a dropdown menu. At the bottom, there are buttons for 'Save' and 'Cancel'. The total amount is \$270.00 and the total requested is \$270.00. The remaining amount is \$30.00.

Date	Expense Type	Amount	Requested
09/10/2010	Hotel	\$300.00	\$270.00

Adding New Itemization

Date	Expense Type	Amount	Requested
09/09/2010	Hotel	\$75.00	\$75.00
09/09/2010	Hotel Tax	\$15.00	\$15.00
09/08/2010	Hotel	\$75.00	\$75.00
09/08/2010	Hotel Tax	\$15.00	\$15.00
09/07/2010	Hotel	\$75.00	\$75.00
09/07/2010	Hotel Tax	\$15.00	\$15.00

Total Amount: \$300.00 | Itemized: \$270.00 | Remaining: \$30.00

Expense Type: Choose an expense type

TOTAL AMOUNT: \$270.00 | TOTAL REQUESTED: \$270.00

Save Cancel

Itemize Nightly Lodging Expenses (Continued)

Step 3: Itemize the Remaining Balance

How to...

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

Additional Information

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

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

Section 6: Use Special Features (Continued)

Add Attendees

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

How to...

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

Additional Information

The **New Expense** tab appears.

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

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

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

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

The screenshot shows the Concur 'New Expense' form. The 'Expense Type' is 'Business Meals - Meetings'. The 'Transaction Date' is '09/08/2010'. The 'Business Purpose' is 'Client Dinner'. The 'Enter Vendor Name' is 'Morton's' and the 'City' is 'San Francisco, California'. The 'Payment Type' is 'Cash'. The 'Amount' is '150.00' USD. The 'Attendees' section shows one attendee: 'Dorsey, Kevin' with an 'Amount' of '\$150.00'. The 'Attendees' summary shows 'Attendees: 1 | Attendee Total: \$150.00 | Remaining: \$0.00'.

Expense Type	Transaction Date	Business Purpose
Business Meals - Meetings	09/08/2010	Client Dinner

Enter Vendor Name	City	Payment Type
Morton's	San Francisco, California	Cash

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

Attendee Name	Attendee Title	Company	Attendee Type	Amount
Dorsey, Kevin			Employee	\$150.00

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)

How to...

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

Additional Information

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

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

The expense appears on the left side of the page.

Section 6: Use Special Features (Continued)

Itemize Expenses

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

How to...

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

The screenshot displays the Concur web application interface. At the top, there's a navigation bar with tabs: My Concur, Travel, Expense, Invoice, Reporting, Administration, and Profile. Below this is a sub-navigation bar with links: View Charges, View Reports, and New Expense Report. The main header area includes a 'Training' label and buttons for 'Delete Report' and 'Submit Report'. A secondary bar contains 'New Expense', 'Import', 'Details', 'Receipts', and 'Print / Email' options. The central part of the screen is divided into two main sections. On the left, under the 'Expenses' tab, there's a table with columns: Date, Expense Type, Amount, and Requested. It lists three items: a Hotel expense for \$300.00, a Software expense for \$100.00, and a Business Meals - Meetings expense for \$150.00. At the bottom of this section, it shows 'TOTAL AMOUNT \$550.00' and 'TOTAL REQUESTED \$550.00'. On the right, the 'New Itemization' tab is active, showing a form for a selected expense. It includes fields for Expense Type (Office Supplies), Transaction Date (09/10/2010), Business Purpose, Enter Vendor Name (Staples), City (San Francisco, California), Payment Type (Cash), Amount (50.00 USD), and a checkbox for Personal Expense. A comment field is also present. At the bottom right of this section are 'Save' and 'Cancel' buttons. A summary bar at the top of the 'New Itemization' section shows 'Total Amount: \$100.00 | Itemized: \$0.00 | Remaining: \$100.00'.

Date	Expense Type	Amount	Requested
09/10/2010	Hotel Marriott, San Francisco, California	\$300.00	\$300.00
09/10/2010	Software Staples, San Francisco, California	\$100.00	\$100.00
09/08/2010	Business Meals - Meetings Morton's, San Francisco, California	\$150.00	\$150.00

TOTAL AMOUNT: \$550.00
TOTAL REQUESTED: \$550.00

New Itemization
Total Amount: \$100.00 | Itemized: \$0.00 | Remaining: \$100.00

Expense Type: Office Supplies
Transaction Date: 09/10/2010
Business Purpose:
Enter Vendor Name: Staples
City: San Francisco, California
Payment Type: Cash
Amount: 50.00 USD
☐ Personal Expense (do not reimburse me)
Comment:
Save Cancel

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

Itemize Expenses (Continued)

How to...

5. Click **Save**.
6. Repeat steps 3-5 until the **Remaining Amount** is \$0.

Additional Information

The itemized item appears in the expense list and the total is adjusted accordingly.

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

Section 6: Use Special Features (Continued)

Convert Foreign Currency Transactions

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

How to...

1. Click **New Expense**.
2. On the **New Expense** tab, select the appropriate expense type.
3. Complete all required fields as usual *except* **Amount**.
4. In the **Amount** field, enter the 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.

Trip to San Francisco Delete Report Submit Report

New Expense Import Details Receipts Print / Email

Expenses Delete Copy View

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense

Expense Type: Taxi Transaction Date: 09/02/2010

Business Purpose: Enter Vendor Name

City: Payment Type: Cash

Amount: 60.00 CAD X Rate (USD=1 CAD): 0.94650000 = Amount in USD: 56.79

Comment: Personal Expense (do not reimburse)

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

Save Remize Allocate Cancel

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.

Sarah's Expenses

Buttons: Delete Report, Submit Report, Show Exceptions

Navigation: New Expense, Import, Details, Receipts, Print / Email

Date	Expense Type	Amount	Requested
10/15/2009	Breakfast Jimmy John's, Seattle, Washington	\$8.32	\$8.32
10/15/2009	Miscellaneous	\$25.00	\$25.00
10/14/2009	Airfare United Airlines, Seattle, Washington	\$267.90	\$200.00
10/14/2009	Miscellaneous	\$25.00	\$25.00
10/02/2009	Business Meal (attendees) Fedex, Seattle, Washington	\$145.76	\$145.76
09/15/2009	Postage Fedex, Seattle, Washington	\$35.67	\$35.67
09/01/2009	Airfare United Airlines, Seattle, Washington	\$428.50	\$428.50

TOTAL AMOUNT: \$936.15 | TOTAL REQUESTED: \$868.25

New Expense

View Reimbursement Rates

Expense Type: Personal Car Mileage

Transaction Date: 10/02/2009

Purpose of the Trip: Client Dinner

From Location:

To Location:

Payment Type: Cash

Distance: Amount: 0 : 0.00 USD

Tax Posted Amount:

Division:

Cost Center:

Department:

Location:

Mileage Calculator

Buttons: Save, Allocate, Cancel

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.

The screenshot displays the Concur web application interface for an expense report titled "Trip to San Francisco". The top navigation bar includes links for "My Concur", "Travel", "Expense", "Invoice", "Reporting", "Administration", and "Profile". Below this, there are links for "View Charges", "View Reports", and "New Expense Report".

The main section is titled "Trip to San Francisco" and includes buttons for "Delete Report" and "Submit Report". Below this, there are tabs for "New Expense", "Import", "Details", "Receipts", and "Print / Email". The "Details" tab is selected.

The "Expenses" table is shown with the following data:

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/02/2010	Local Phone Seattle, Washington	\$12.00	\$0.00
<input checked="" type="checkbox"/>	09/02/2010	Taxi-Shuttle-Train Seattle, Washington	\$45.00	\$45.00

The "Copy" button in the table's header is highlighted with a red box. To the right of the table, the "Expense" details form is visible, showing fields for "Expense Type" (Taxi-Shuttle-Train), "Transaction Date" (09/02/2010), "Business Purpose", "Enter Vendor Name", "City" (Seattle, Washington), "Payment Type" (Cash), "Amount" (45.00), "USD", "Personal Expense (do not reimburse me)", "Project" (CNQR:INTERNAL), "Top Task" (INTERNAL), "Sub Task" (Non-Travel Expense), "Billable" (NO), "Non Billable Reason Code" (Administrative), "Billing Remarks", and "Comment".

At the bottom of the table, the "TOTAL AMOUNT" is \$57.00 and the "TOTAL REQUESTED" is \$45.00. At the bottom right of the form, there are buttons for "Save", "Itemize", and "Cancel".

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.

Sarah's Expenses

Buttons: Delete Report, Submit Report, Show Exceptions

Expenses Table:

Date	Expense Type	Amount	Requested
10/15/2009	Breakfast Jimmy John's, Seattle, Washington	\$8.32	\$8.32
10/15/2009	Miscellaneous	\$25.00	\$25.00
10/14/2009	Miscellaneous	\$25.00	\$25.00
10/02/2009	Business Meal (attendees) Fedex, Seattle, Washington	\$145.76	\$145.76
09/15/2009	Postage Fedex, Seattle, Washington	\$35.67	\$35.67
09/01/2009	Airfare United Airlines, Seattle, Washington	\$428.50	\$428.50

TOTAL AMOUNT: \$668.25 | TOTAL REQUESTED: \$668.25

Expense Details:

Transaction Date: 09/01/2009 | Expense Type: Airfare | Business Purpose: [Field]

Vendor: United Airlines | Enter Vendor Name: United Airlines | City: Seattle, Washington

Payment Type: CBCP | Amount: 428.50 | USD | Tax Posted Amount: [Field]

Comment: [Field] | Personal Expense (do not reimburse): [Field] | Division: [Field]

Cost Center: [Field] | Department: [Field] | Location: [Field]

Airline Fee Type Code: None Selected

Buttons: Save, Itemize, Allocate, Cancel

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.

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.

Allocate Expenses (Continued)

Allocations for Report: Sales Training

Expense List

Allocate Selected Expenses Clear Selections View

Select Group

Date	Expense Type	Group	Amount
09/01/2010	Office Supplies		\$100.00

Allocations

Total Amount :\$100.00
Allocated Amount:\$100.00 (100%)
Remaining :\$0.00 (0%)

Allocate By: Add New Allocation Delete Selected Allocations

Percentage	Department	Region	Division	Code
50	Training			Training
50	IT			IT

Save Cancel

Done

8. Click **Add New Allocation**.

A new allocations field appears.

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

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

10. Click **Save**.

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

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

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

09/01/2009

Airfare

United Airlines, Seattle, Washington

Section 6: Use Special Features (Continued)

Allocate Multiple Expenses

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

How to...

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

Additional Information

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

The screenshot shows the 'Sarah's Expenses' report interface. At the top, there are buttons for 'New Expense', 'Import', 'Details', 'Receipts', and 'Print / Email'. On the right, there are buttons for 'Delete Report', 'Submit Report', and 'Show Exceptions'. Below these is a table of expenses with columns for 'Date', 'Expense Type', 'Amount', and 'Requested'. The table contains several rows of expense data. A message box on the right side of the interface states: 'You have selected multiple expenses. What would you like to do?' and lists three options: 1. Delete the selected expenses, 2. Allocate the selected expenses, and 3. Edit one or more fields for the selected expenses.

	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	10/15/2009	Breakfast Jimmy John's, Seattle, Washington	\$8.32	\$8.32
<input type="checkbox"/>	10/15/2009	Miscellaneous	\$25.00	\$25.00
<input type="checkbox"/>	10/14/2009	Miscellaneous	\$25.00	\$25.00
<input type="checkbox"/>	10/02/2009	Business Meal (attendees) Fedex, Seattle, Washington	\$145.76	\$145.76
<input checked="" type="checkbox"/>	09/15/2009	Postage Fedex, Seattle, Washington	\$35.67	\$35.67
<input checked="" type="checkbox"/>	09/01/2009	Airfare United Airlines, Seattle, Washington	\$428.50	\$428.50

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

The **Allocate Report** window appears.

A dropdown list of departments appears.

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

A new allocations field appears.

Allocate Multiple Expenses (Continued)

How to...

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

Additional Information

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

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

Section 7: Print and Submit/Resubmit Expense Reports

Preview and Print Your Expense Report

How to...

1. From the **Print** menu, select the appropriate print option.

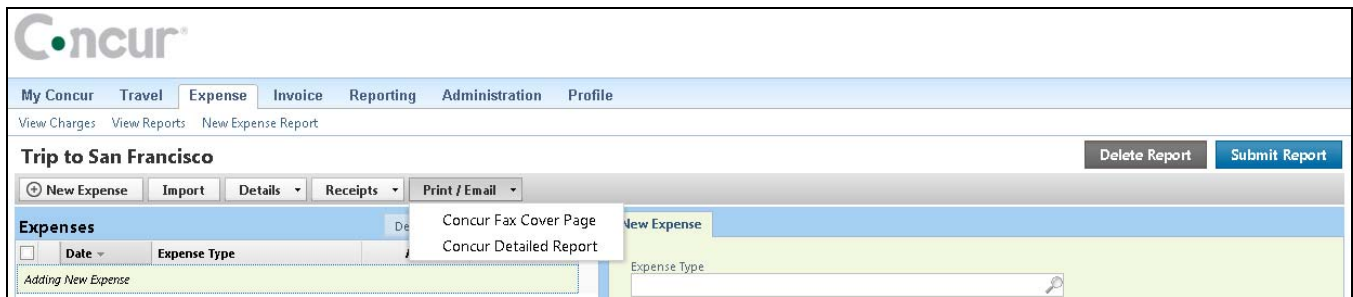
Additional Information

The three print options:

- For a fax cover page to use with Concur Imaging, select **Fax Receipt Cover Page**.
- For a listing of expenses that require receipts, select **Receipt Report**.
- For a detailed report, select **Detailed Report**.

The report appears in a separate window.

2. To print the report, click **Print**.



Fax or Attach Scanned Receipt Images

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

Fax Images

How to...

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

Additional Information

The fax cover page appears.

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

Fax or Attach Scanned Receipt Images (Continued)

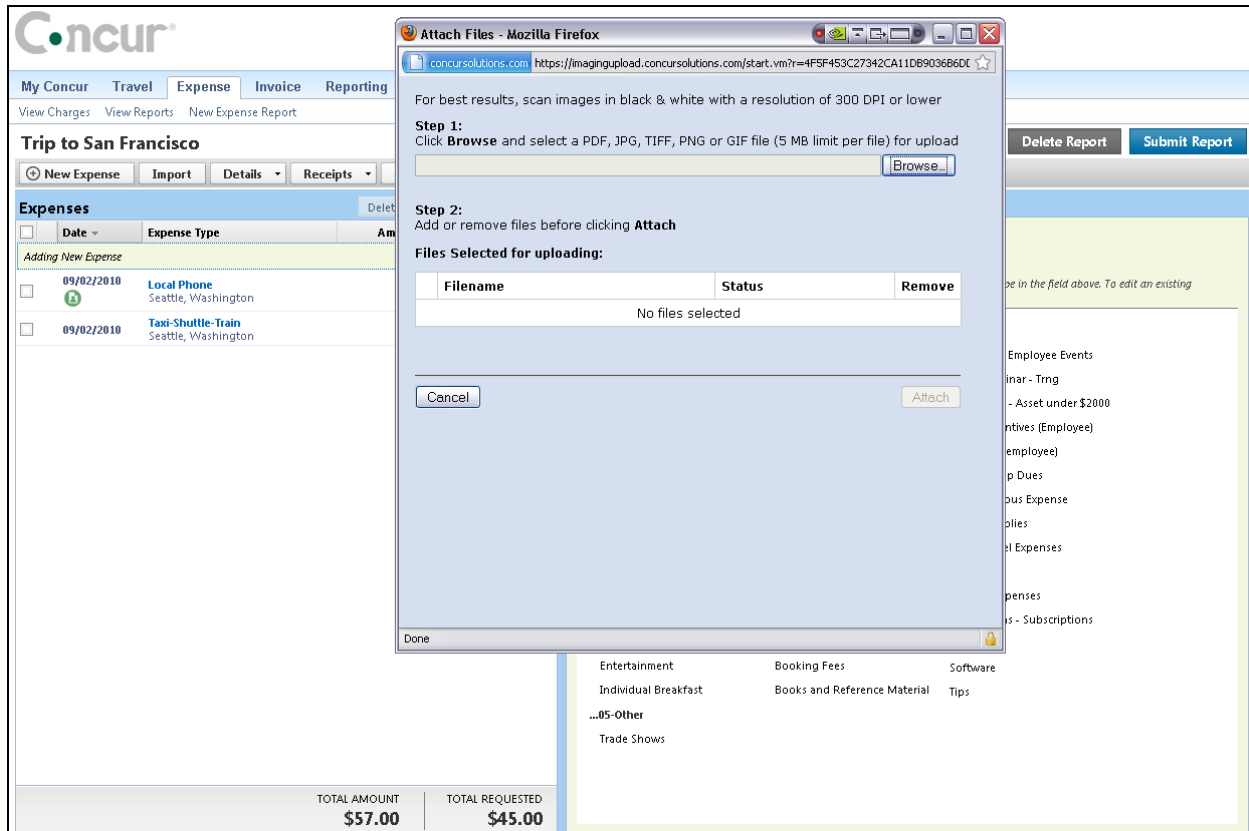
Attach Scanned Images

How to...

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

Additional Information

The **Attach Files** window appears.



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

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

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

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

Delete Receipt Images

How to...

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

Additional Information

A confirmation window appears.

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

The screenshot shows the Concur web application interface. At the top is the Concur logo. Below it is a navigation bar with tabs: My Concur, Travel, Expense, Invoice, Reporting, Administration, and Profile. Under the 'Expense' tab, there are links for View Charges, View Reports, and New Expense Report. The main heading is 'Trip to San Francisco'. Below this is a toolbar with buttons: '+ New Expense', 'Import', 'Details' (with a dropdown arrow), 'Receipts' (with a dropdown arrow), and 'Print / Email' (with a dropdown arrow). The 'Receipts' dropdown menu is open, showing options: 'Receipts Required', 'View Receipts in new window', 'View Receipts in current window', 'Attach Receipt Images', and 'Delete Receipt Images'. Below the dropdown is a table titled 'Expenses' with columns: checkbox, Date, Expense Type, and two monetary columns. The table contains two rows of data. The first row is highlighted in green and has a green plus icon in the checkbox column. The second row has a checkbox with a green plus icon. The table also includes a section for 'Adding New Expense'.

Expenses	Date	Expense Type		
<input type="checkbox"/>	09/02/2010	Local Phone Seattle, Washington		
<input type="checkbox"/>	09/02/2010	Taxi-Shuttle-Train Seattle, Washington	\$45.00	\$45.00

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

Submit Your Completed Expense Report

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

How to...

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

Additional Information

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

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

The **Expense Report List** page appears.

Correct and Resubmit a Report Sent Back by Your Approver

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

How to...

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

Additional Information

The **Expense Report** page appears.

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

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

The report moves to the next step in the workflow.

Send an Expense Report Back to the Employee

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

How to...

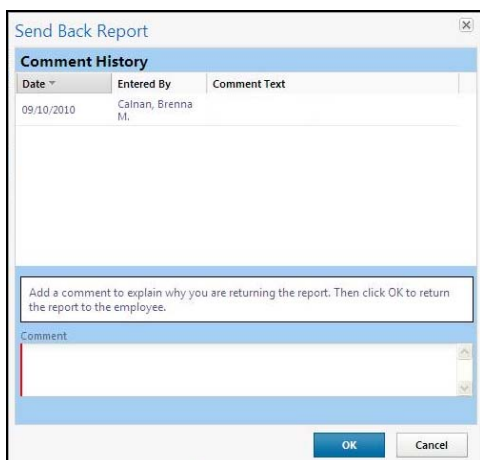
1. Click the report name (link) to open the report.
2. Click **Send Back to Employee**.
3. Enter a comment for the employee, and then click **OK**.

Additional Information

The **Expense Report** page appears.

The **Send Back Report** box appears.

The report is returned to the employee.



The screenshot shows a window titled "Send Back Report" with a close button (X) in the top right corner. Inside the window, there is a "Comment History" section with a table containing two columns: "Date" and "Entered By". The table has one row with the date "09/10/2010" and the name "Calnan, Brenna M.". Below the table is a large text area for "Comment Text". At the bottom of the window, there is a text box with the placeholder text "Add a comment to explain why you are returning the report. Then click OK to return the report to the employee." and a label "Comment" to its left. Below the text box are two buttons: "OK" and "Cancel".

Section 8: Review and Approve Expense Reports (Continued)

Send Single Expenses Back to an Employee

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

How to...

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

Additional Information

The expense report opens.

The expense details appear.

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

Trip to Dallas [Smith, John]

Send Back to EmployeeApproveApprove & Forward

DetailsReceiptsPrint / Email

Expenses

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

TOTAL AMOUNT
\$790.00

TOTAL REQUESTED
\$790.00

Expense

Expense Type

Transaction Date

Car Rental

09/16/2010

Business Purpose

Vendor

Hertz

City

Payment Type

Dallas, Texas

Cash

Amount

Reviewed

140.00 USD

No

Approved Amount

Comment

140.00

☐ Personal Expense (do not reimburse)

☒ Send Back Expense?

Save

Allocate

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.

The screenshot shows a web application window titled "Approval Flow for Report: Trip to Dallas". Inside the window, there are three main sections for adding approvers:

- Manager Approval:** A text field containing "Falkmore, Artemis N." with a small icon to its right.
- User-Added Approver:** A section with a search dropdown menu currently showing "Search Approvers By", a text input field, and a small icon to the right.
- Approval for Processing:** A large empty text area with a small icon to its right.

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

Section 8: Review and Approve Expense Reports (Continued)

Adjust Authorized Amounts on an Expense Report

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

How to...

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













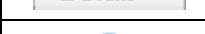




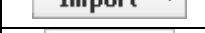










Additional Information

The expense report page appears.

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

The report moves to the next step in the workflow.

Section 9: Action Buttons and Icons

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

Active Work section	11	Reviewing Exceptions	17
Adjust Authorized Amounts	42	Sending Back to the Employee	39
Allocate		Submitting	35, 38
Expenses	30, 31	Expense Settings	8
Multiple Expenses	33	Favorite Attendees	10
Approval Queue section	39, 42	Fax Receipt Cover Page	35
Approve an Expense Report as an Approver	39	Fax Receipt Images	35
Approvers, reviewing	9	Foreign Currency Transactions	28
Attach Scanned Receipt Images	36	Hotel Expenses	19
Attendees		Import dropdown menu	12, 13
Adding	24, 25	Import Personal Credit Card Transactions	13
Attendees, adding favorites	10	Itemize	
Auto-Itemized Hotel Expenses	19	Expense	26, 27
Car Mileage	29	Nightly Lodging Expenses	19
Company Card Transaction	12	Lodging Expenses	19
Correct an Expense Report	38	Log on	4
Create		My Concur	5
New Expense Report	11	Active Work section	5
Create a New Expense Report page	11	Approval Queue section	5
Credit Card Transaction		Company News section	5
Company	12	Company Notes section	5
Personal	13	Customizing	6
Delegate, adding	8	Trips Awaiting Approval section	5
Display section	9	New Expense	
Edit		Car Mileage	29
Expenses	17	Company Card Transaction	12
Multiple Expenses	18	Foreign Currency	28
Exceptions	17	Lodging Expense	20
Expense Approvers, reviewing	9	Out-of-Pocket	15
Expense Delegates page	8	Personal Credit Card Transaction	13
Expense Preferences	9	New Expense Report feature	11
Expense Profile	7	Out-of-Pocket Expense	15
Adding a Delegate	8	Password	4, 7
Expense Approvers	9	Personal Credit Card Transaction	13
Expense Preferences	9	Print dropdown menu	35
Expense Settings	8	Print Expense Reports	35
Favorite Attendees	10	Prompt section	9
Expense Reports		Receipts	
Adding a Company Card Transaction	12	Attaching Scanned Images	36
Adding a Personal Credit Card Transaction	13	Faxing Images	35
Adding an Out-of-Pocket Expense	15	Receipts dropdown menu	35, 36
Adjusting Authorized Amounts	40, 42	Report Exceptions	17
Approving	39	Resubmit an Expense Report	38
Correcting	38	Review an Expense Report as an Approver	39
Creating a New Report	11	Send an Expense Report Back	39
Editing	17	Send email when section	9
Editing Multiple Expenses	18	Smart Expenses pane	12
Printing	35	Special Features	
Receipts	35	Allocating Multiple Expenses	33
Resubmitting	38	Allocations	30, 31
Reviewing	17	Attendees	24, 25
Reviewing as Approver	39	Car Mileage	29

Foreign Currency	28
Itemizing Expenses.....	26, 27
Itemizing Nightly Lodging Expenses	19
Submit an Expense Report	38

Travel Profile	
Changing password.....	7
Unmatched Charges section	12