

# Expense Reporting

To get to the Expense page **Click** Expense at the top of the page.

On the Expense page you can see:

- Expense reports that have and have not been submitted
- Dashboard tiles display expense report(s) status
- Pending travel card expenses that should be applied to a report
- Pending receipts or upload receipts to be applied to future reports

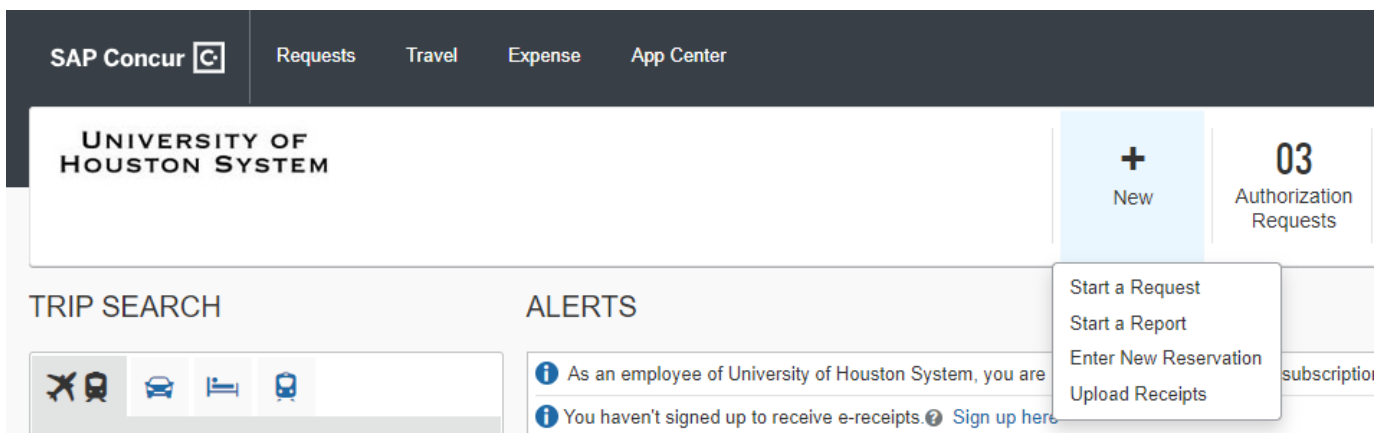
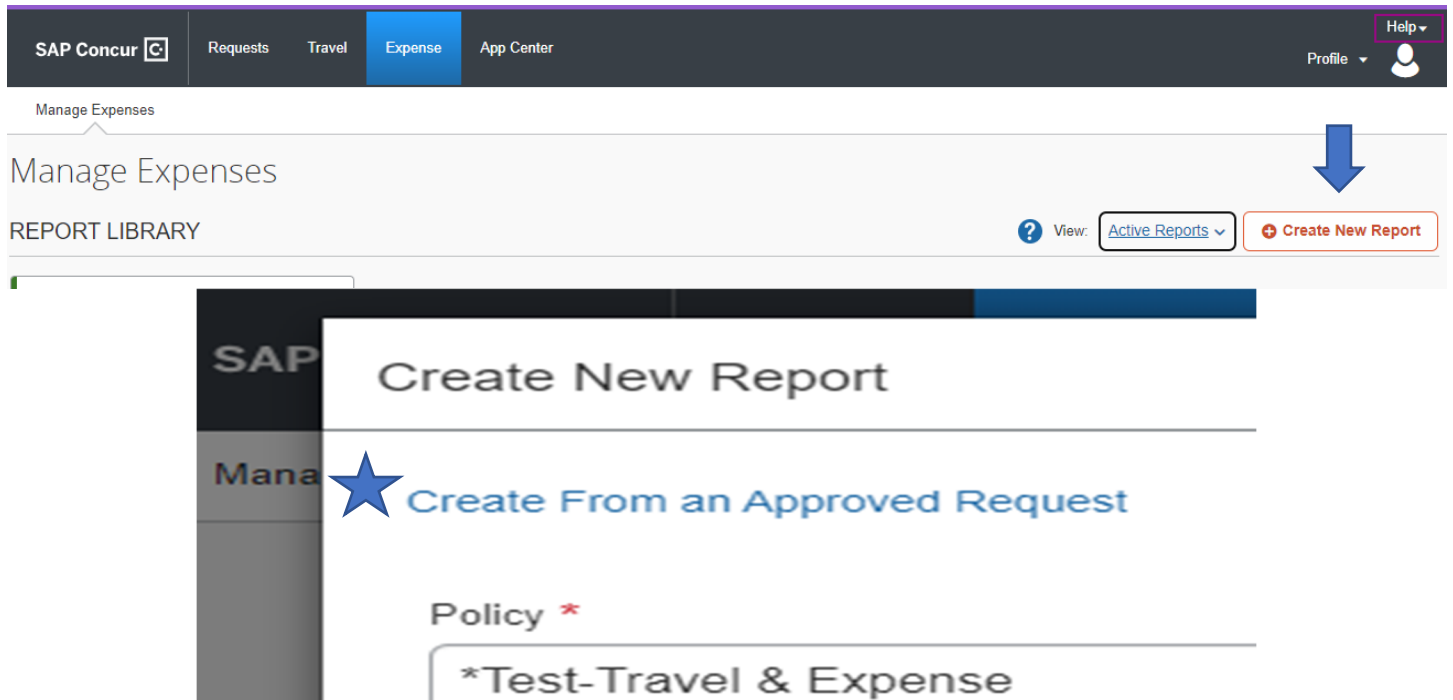
The screenshot shows the SAP Concur Expense Reporting dashboard. At the top, there are navigation tabs for 'Requests', 'Expense', and 'Reporting'. The 'Expense' tab is active. Below the navigation, there are several status indicators: '+ Start a Request', '+ Start a Report', '+ Upload Receipts', '02 Authorization Requests', '00 Available Expenses', and '02 Open Reports'. The main content area is divided into sections: 'COMPANY NOTES' with links for 'Export Controls and Travel Embargo Form' and 'Citi Training'; 'MY TASKS' with three tiles: '02 Open Requests' (listing two travel cost estimates), '00 Available Expenses' (indicating no available expenses), and '02 Open Reports' (listing two reports).

The screenshot shows the 'Manage Expenses' page. It features a 'REPORT LIBRARY' section with a 'View: Active Reports' dropdown. There are four report tiles: a 'Create New Report' button, two 'NOT SUBMITTED' reports (one for \$1,033.99 and one for \$1,155.00), and one 'SUBMITTED' report for \$1,469.04. Below this is an 'AVAILABLE EXPENSES' section with a 'View: All Expenses' dropdown and buttons for 'Delete', 'Combine Expenses', and 'Move to'. A message states 'No Expenses' and 'When expenses come in, they will be added to this list.' The 'AVAILABLE RECEIPTS' section includes a file upload instruction and a preview of a receipt titled 'Receipt parking.pdf'.

# Report

## Create a new Expense Report

Click Expense, then Start a Report (based upon your initial Travel Request) from the Expense tab and Managing Expenses or create a report on the home page by **Clicking + New** and then Start a Report. **At the top left of the Report header, Click [Create from an Approved Request](#)**★



**A pop-up box will appear listing available approved invoices to choose from to create an expense report. Select the report by selecting on the left side of the report Request Name and then Create Report.**

## Calculated Travel Allowance for Daily GSA (General Services Administration) Lodging and Meals.

An Itinerary must be completed before entering expenses so Concur can calculate the appropriate daily GSA rates.

Begin entering the travel itinerary by **Clicking** Travel Allowance then **Click** Manage Travel A

The screenshot displays the SAP Concur Expense Reporting interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Expense', and 'Reporting'. The 'Expense' tab is active. The main content area shows a report for '111111Dallas011223' with a total amount of '\$0.00'. Below this, it indicates 'Not Submitted | Report Number: BW1HL0'. A red arrow points to the 'Travel Allowance' dropdown menu. A table shows a 'REQUEST' with an 'Approved' status and a value of '\$1,817.58'. Below the table are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. The bottom section of the interface displays 'No Expenses' and a message: 'Add expenses to this report to submit for reimbursement.' The footer contains the SAP logo, 'SAP Concur', 'Service Status (US2)', 'Cookie Preferences', 'Last signed in: 02/23/2023 01:57 pm', and '© Copyright 2023 - SAP Concur - All Rights Reserved'.

At the top left of the form **Click Create New Itinerary.**

Travel Allowances For Report: 11111Dallas011223

Create New Itinerary Available Itineraries

Assigned Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
No Assigned Itineraries Found				

Available Itineraries

Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
<b>Itinerary: 1234565SanAntonio012923</b>				
Houston, Texas	01/24/2023 08:00 AM	San Antonio, Texas	01/24/2023 01:00 PM	BEXAR COUNTY, US-TX, US
San Antonio, Texas	01/29/2023 03:30 PM	Houston, Texas	01/29/2023 08:30 PM	HARRIS COUNTY, US-TX, US
<b>Itinerary: 123987NewOrleans02/02/22</b>				
Houston, Texas	01/30/2023 11:00 AM	New Orleans, Louisiana	01/30/2023 01:20 PM	ORLEANS PARISH, US-LA, US
New Orleans, Louisiana	02/02/2023 05:26 PM	Houston, Texas	02/02/2023 07:00 PM	HARRIS COUNTY, US-TX, US

Previous Done

## Itinerary Information

Enter *Departure City*, the Date (MM/DD/YYYY), and Time **EX:(6:00 AM) (12:00 PM)**

Enter *Arrival City*, the Date (MM/DD/YYYY), and Time **(1:00 PM) (8:00 PM)**

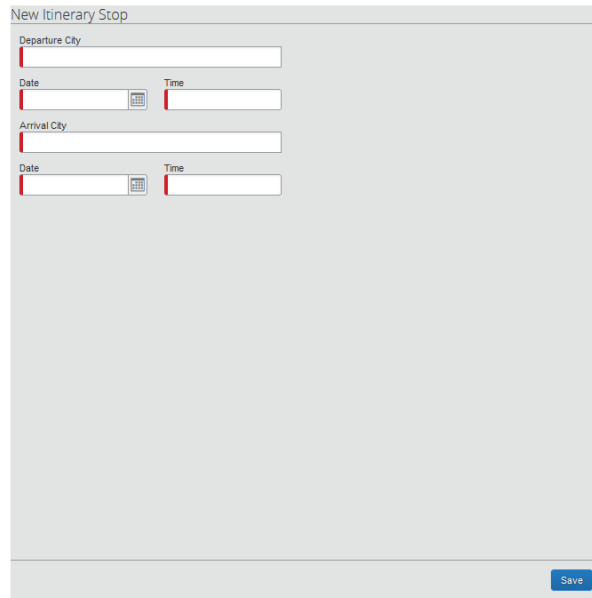
Click Save at the bottom right.

The next form will pop up and will look identical to the previous. This form will be for **Returning** information or travel to a different city.

**Complete** the form by including the Departure City, Date and Time and the Arrival City, Date, and Time.

If your travel is to **multiple cities**, this step will need to be **completed for each segment**.

The saved trip segments appear on the left side of the screen and can be edited by **Clicking** on the row of the segment that needs editing

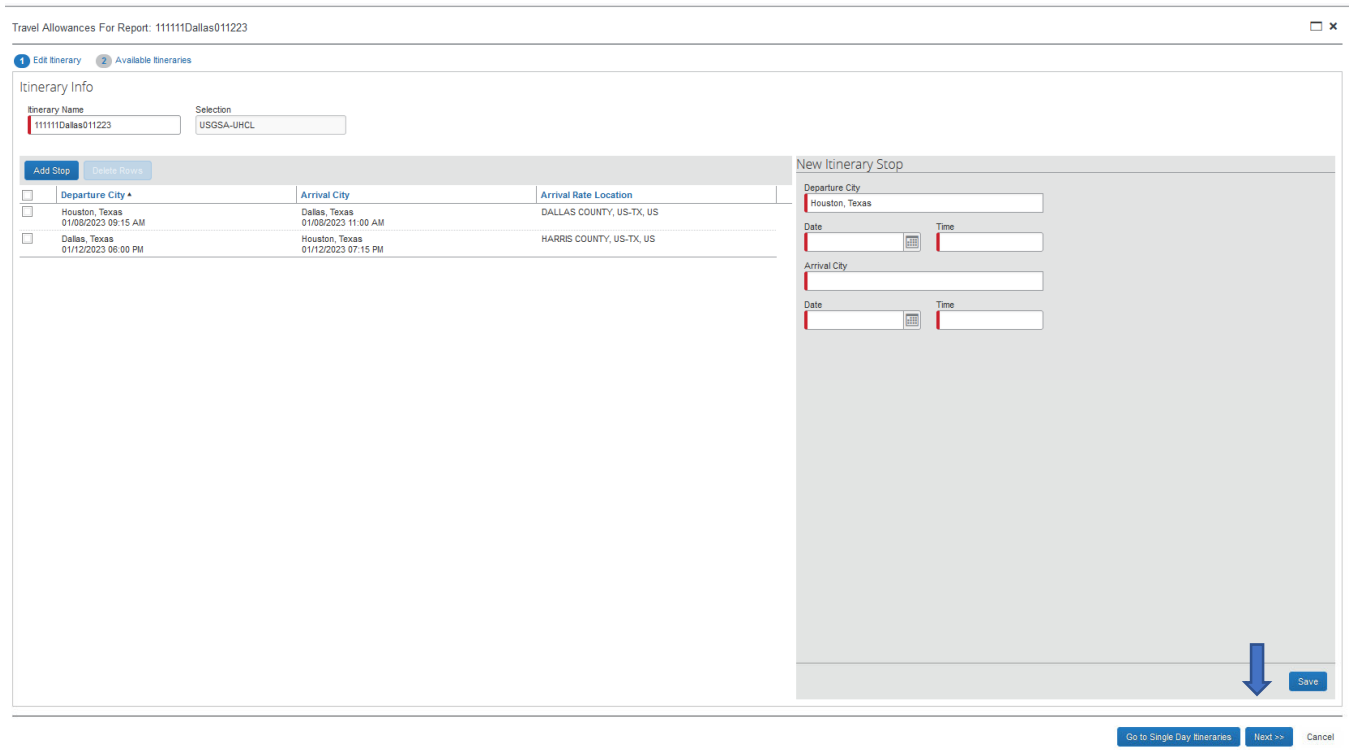


A form titled "New Itinerary Stop" with the following fields:

- Departure City:
- Date:
- Arrival City:
- Date:

Buttons:

Once all trip segments have been entered **Click** next at the bottom right of the form.



Travel Allowances For Report: 111111Dallas011223 □ x

1 Edit Itinerary 2 Available Itineraries

Itinerary Info

Itinerary Name:  Selection:

<input type="checkbox"/>	Departure City *	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Houston, Texas 01/09/2023 09:15 AM	Dallas, Texas 01/09/2023 11:00 AM	DALLAS COUNTY, US-TX, US
<input type="checkbox"/>	Dallas, Texas 01/12/2023 06:00 PM	Houston, Texas 01/12/2023 07:15 PM	HARRIS COUNTY, US-TX, US

New Itinerary Stop

Departure City:

Date:

Arrival City:

Date:

The Travel Itinerary has been added to Assigned Itineraries, **Click Done** at the bottom right of the screen.

Travel Allowances For Report: 111111Dallas011223



Create New Itinerary Available Itineraries Reimbursable Allowances Summary

Assigned Itineraries

Assigned Itineraries				
Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 111111Dallas011223				
Houston, Texas	01/08/2023 09:15 AM	Dallas, Texas	01/08/2023 11:00 AM	DALLAS COUNTY, US-TX, US
Dallas, Texas	01/12/2023 06:00 PM	Houston, Texas	01/12/2023 07:15 PM	HARRIS COUNTY, US-TX, US

Available Itineraries

Available Itineraries				
Current Itineraries	Delete	Assign		
Departure City	Date and Time	Arrival City	Date and Time	Arrival Rate Location
Itinerary: 1234565SanAntonio012923				
Houston, Texas	01/24/2023 08:00 AM	San Antonio, Texas	01/24/2023 01:00 PM	BEXAR COUNTY, US-TX, US
San Antonio, Texas	01/29/2023 03:30 PM	Houston, Texas	01/29/2023 08:30 PM	HARRIS COUNTY, US-TX, US
Itinerary: 123987NewOrleans02/02/22				
Houston, Texas	01/20/2023 11:00 AM	New Orleans, Louisiana	01/20/2023 01:20 PM	ORLEANS PARISH, US-LA, US
New Orleans, Louisiana	02/02/2023 05:28 PM	Houston, Texas	02/02/2023 07:00 PM	HARRIS COUNTY, US-TX, US

Done