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

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.

Once all trip segments have been entered **Click** next at the bottom right of the form.
The Travel Itinerary has been added to Assigned Itineraries, **Click Done** at the bottom right of the screen.