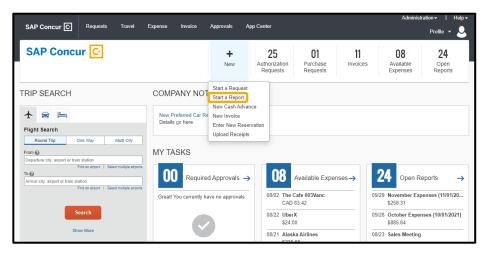
SAP Concur 🖸



When you need to create an expense report that does not include previous travel bookings, you can start the report either from the **Quick Task** bar or the **Expense** tab on the menu bar. In this example, you will see how to use the Quick Task bar.

 From the SAP Concur home page, on the Quick Task bar, place your mouse pointer over New, and then select Start a Report.



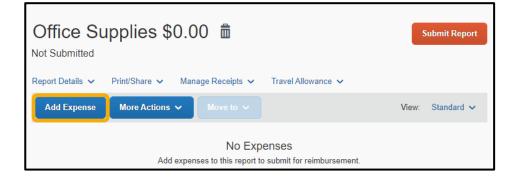
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2. On the **Create New Report** page, complete the required and optional fields as directed by your company (required fields are indicated with a red asterisk), and then select **Create Report**.

Create New Report			×
Create From an Approved Request			* Required field
Report Name *	Report Date		" Required lield
Office Supplies	10/28/2022		
Policy *	Business Purpose * 🕢		
Travel & Expense Policy - US Content Dev 🔹 🗸	New Chairs		
			10
Comment			
			là
Claim Travel Allowance			
Select if your report includes travel and you require allowances for lodging, meals or incidentals.			
 Yes, I want to claim Travel Allowance 			
No, I do not want to claim Travel Allowance			
		Cancel	Create Report
		ouncor	Situte Report

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 In the open report, select Add Expense to add credit card transactions or to create out-of-pocket expenses.



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4. On the Available Expenses tab, select the expenses that you want to add to the report or select the Create New Expense tab to add new expenses.

In this example, you will see how to create a new expense.

/	Add Exp	ense					×
	8 Available Expenses						
		Paym ↑↓	Expe ↑↓	Vend ↑↓	Date ≡	Amo ↑↓	•
		American Express	Undefined	The Cafe 003Vanc	08/02/2019	CAD 83.42	
		American Express	Taxi	UberX	08/22/2018	\$24.00	
		American Express	Airfare	Alaska Airlines Seattle, Washington	08/21/2018	\$225.00	_
		American Express	Taxi	Lyft Seattle,	02/20/2018	\$24.00	•
					Close	Add To Repo	rt

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5. Select the appropriate expense type.

Your company determines which expense types are available.

Add Expense		×
8 Available Expenses	+ Create New Expense	
Search for an expen	se type	
 Recently Used 		•
Car Rental		
Office Supplies		

The New Expense screen displays. Your company determines the required fields (marked with a red asterisk), and if you can allocate the expense. On the **Itemizations** tab you can add additional expense types for this transaction.

 After you are done entering the appropriate fields, select Save Expense.

Once you have entered all of your expenses for this report, attached the required receipts, and added any cash advances that are available, select **Submit Report** for approval.

Last updated: 28 October 2022

New Expense		Cancel	Save Expense
Details Itemizations			Hide Receipt
() Allocate	* Required field		
Expense Type * Office Supplies	~		
Transaction Date *	Business Purpose		
10/28/2022	New Chair		
Vendor Name	City		
		_	
		5	

