

# Concur Travel Expense Report Manual

**Procurement Card and Travel Services**

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Note: If you are creating an expense report for local mileage please see the “Local Mileage Expense Report” manual.

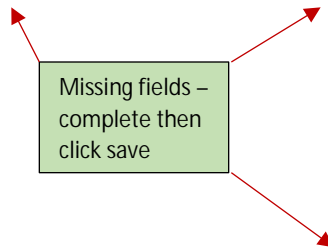
1. Log into Concur and click Create then select Start a Report.

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3. Select the appropriate approved request and click [Create Report](#).



4. Once your report has been created you will have Alerts. Click [Report Details – Report Header](#). Complete all missing required fields as indicated by the red highlights then click [Save](#).





8. Complete all the required fields (*required fields marked with red asterisks*) and attach the receipt. To attach a receipt click **Add Receipt**.



9. Once you click **Add Receipt**, you can select a receipt that you have loaded into your Concur account or select **Upload New Receipt** and upload the receipt from your computer or other location.



*This pop-up shows all of the receipts you have uploaded to Concur and the option to "Upload New Receipt" from your computer or other location.*



*If your receipt has already been uploaded into Available Receipts click "Attach".*

10. After you have attached your receipt, you will see your receipt image along with your expense details. If you are finished with this expense click [Save Expense](#) upper right or lower left.



11. After you have clicked [Save Expense](#), you will be back to your entire report where you can add more expenses or adjust those you have already added. To add more expenses repeat steps 5-10 for each additional expense.

12. After you have added all applicable expenses and you are ready to submit, click [Submit Report](#).



*NOTE: The following steps, 13-18, are applicable to Allocations. If you do not have any allocations, then you do not need to complete these steps.*



15. Complete the required fields and click [Save](#) or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite at the bottom of this page).

16. Key the percentage or amount you wish to apply to this funding source.



17. If you need to add more funding sources repeat steps 14-16 for each new funding source.

18. After all funding sources are added click [Save](#). Then click [Save Expense](#). You will see "Allocated" under the Requested amount.



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## SAVING AN ALLOCATION AS A FAVORITE

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