Create Expense Report in Concur

1 Navigate to **https://www.concursolutions.com/home.asp**

2 Click Start a Report.
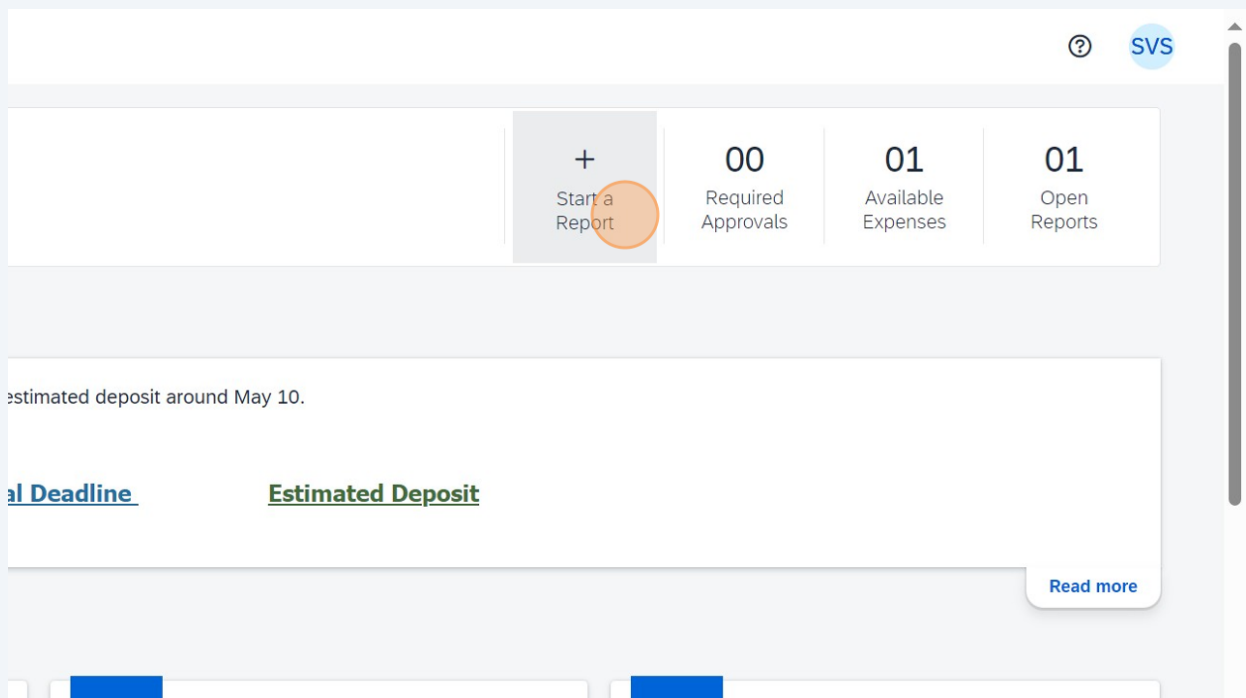
3 Give your Report a Name.

4 Click "Create Report."

Date

l/2024 📅

Business Purpose   0/500

Cost Center

Admin

Region

Corp

0/500

* Required field

Cancel   **Create Report**

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5 Click "Add Expense."

Report $0.00

Not Submitted | **Report Number: E10GAK**

Report Details ⌄   Print/Share ⌄   Manage Receipts ⌄

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ⌄

✓   Report saved

6 Click Create New Expense.

	Paym... ⇅	Expens...	Expe... ⇅	Vend... ⇅	Date↓⁼	Amount⇅	
☐	Out-of-Pocket	ExpenseIt	Business Meals (Attendees)	THE STEPPING STONES GROUP Augusta, Georgia	04/12/2024	$210.00	...

7 Choose appropriate Expense Type.

Home / Expense / Manage Expenses

Report $0.00

Not Submitted | Report Number

Report Details ∨   Print/Share ∨

Add Expense   Edit   Delete

Available Expenses   Create New Expense

Search for an expense type

∧ **Recently Used**

Airfare

Personal Car Mileage

Wellness

PDA

∧ **01. Travel**

Airfare

Car Rental

8 Add Transaction Date per Date of Purchase on your Receipt/Invoice.

Manage Expenses   Process Reports

Allocate

* Required field

Expense Type *

Wellness   ✕ ⌄

Transaction Date *   Business Purpose *

MM/DD/YYYY   🗓

Vendor Description   Payment Type *

                                 Out-of-Pocket   ⌄

Amount *   Currency *

                                 US, Dollar (USD)   ✕ ⌄

Cost Center *   Region

    min   ⌄   Corp

Receipt

Click to up
Valid file t

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9 Add "Business Purpose."

enses   Process Reports

ate

* Required field

ype *

ss   ✕ ⌄

Date *   Business Purpose *

024   🗓

scription   Payment Type *

                                 Out-of-Pocket   ⌄

                                 Currency *

                                 US, Dollar (USD)   ✕ ⌄

er *   Region

                           ⌄   Corp

Receipt

Ad

Click to upload or drag and
Valid file types for upload a
5MB

10 Add Amount Requested.

Allocate

* Required field

Expense Type *

Wellness

Transaction Date *

05/01/2024

Business Purpose *

Wellness

Vendor Description

Payment Type *

Out-of-Pocket

Amount *

Currency *

US, Dollar (USD)

Cost Center *

...min

Region

Corp

Comment

0/500

Receipt

Click to u...
Valid file t...

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11 Click "Add Receipt" and add your corresponding Receipt Image.

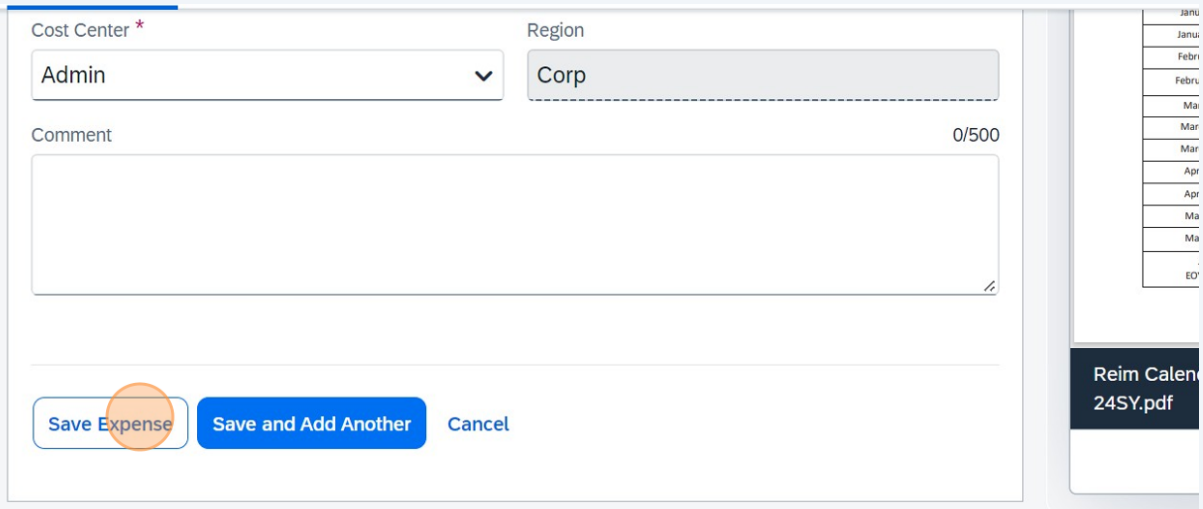SVS

ut-of-Pocket

rency *

S, Dollar (USD)

gion

orp

0/500

↑

Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

12 Click "Save Expense."

Cost Center *

Admin ▾

Region

Corp

Comment   0/500

Save Expense   Save and Add Another   Cancel

Reim Calen
24SY.pdf

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13 Review your report to ensure accuracy. Click Submit Report button when ready to submit.