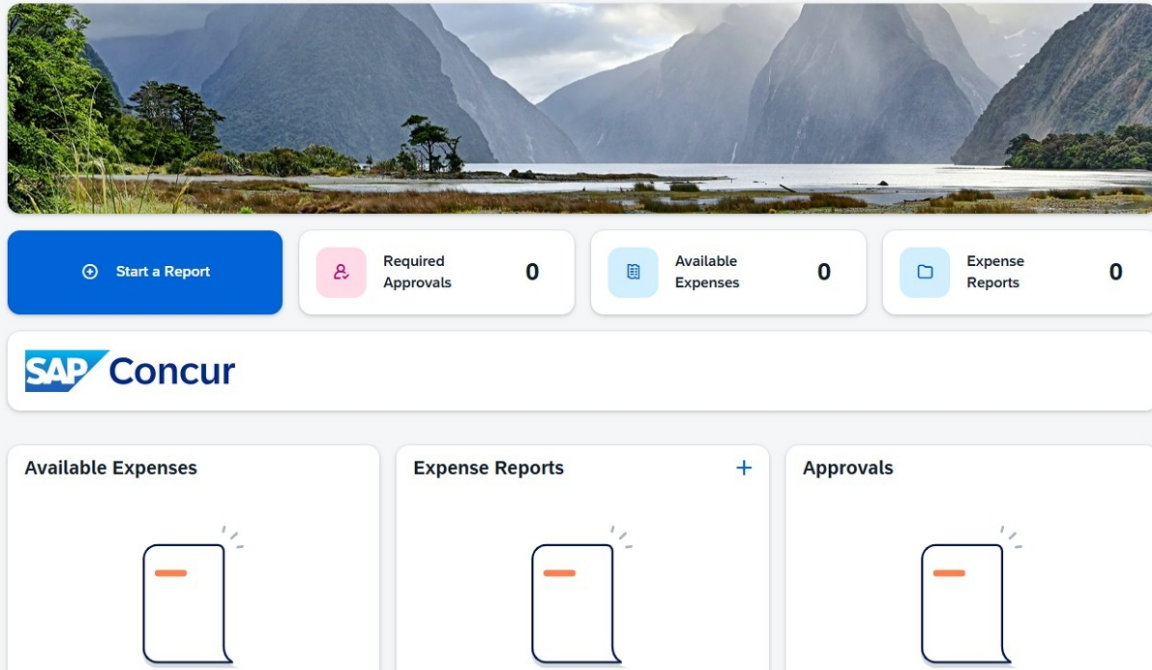
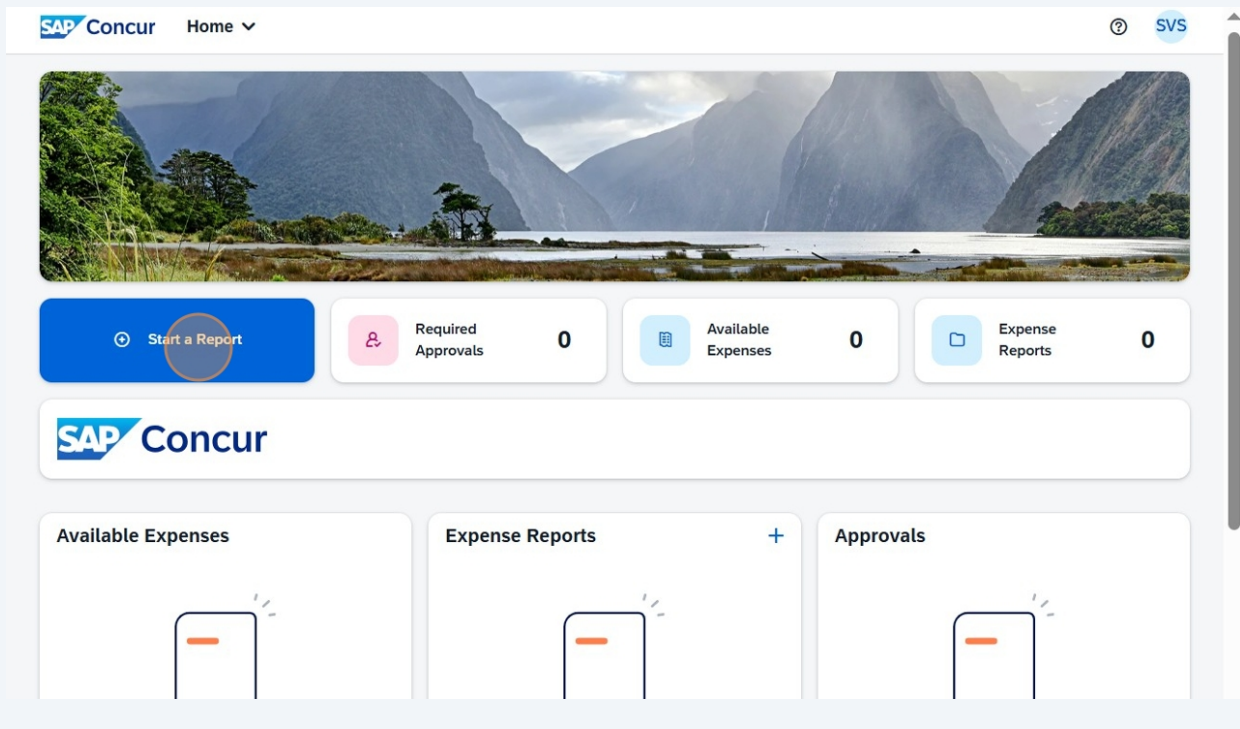


# Create and Submit a Wellness Expense Report

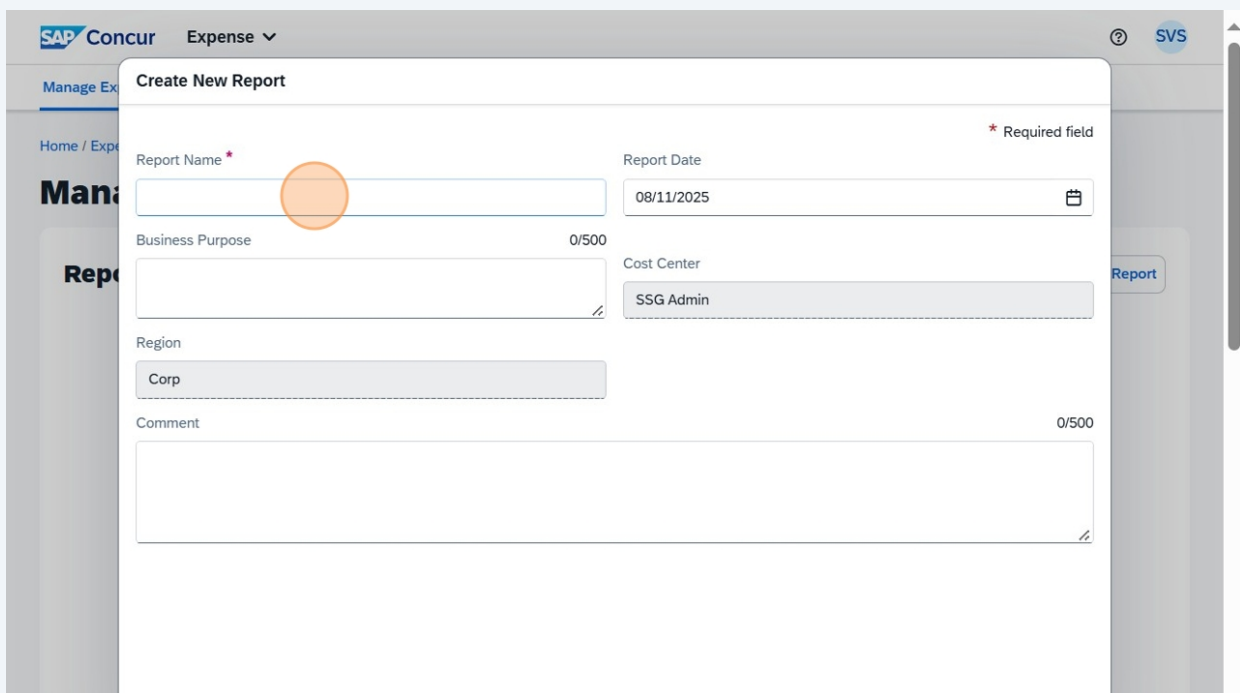
- 1 Navigate to <https://us2.concursolutions.com/home>



## 2 Click "Start a Report"



## 3 Click the "Report Name" field and give your report a name.



#### 4 Click "Create Report"

The screenshot shows the 'Create Report' form in SAP Concur. The form includes the following fields and elements:

- Report Name \***: A text input field with the placeholder 'Name of your report'.
- Report Date**: A date picker showing '08/11/2025'.
- Business Purpose**: A text input field with a character count of '0/500'.
- Cost Center**: A dropdown menu showing 'SSG Admin'.
- Region**: A dropdown menu showing 'Corp'.
- Comment**: A large text area with a character count of '0/500'.
- Buttons**: 'Create Report' (highlighted with an orange circle) and 'Cancel'.
- Header**: 'Home / Expense' and 'Manage Expenses'.
- Footer**: 'Report'.

#### 5 Click "Add Expense"

The screenshot shows the 'Add Expense' page in SAP Concur. The page includes the following elements:

- Header**: 'SAP Concur Expense' and 'SVS'.
- Navigation**: 'Manage Expenses' and 'Process Reports'.
- Breadcrumbs**: 'Home / Expense / Manage Expenses / Name of your report'.
- Report Summary**: 'Name of your report \$0.00'.
- Buttons**: 'Submit Report' and 'Delete Report'.
- Status**: 'Not Submitted | Report Number: 0HUMBP'.
- Actions**: 'Report Details', 'Print/Share', 'Manage Receipts', and 'View Available Receipts'.
- Expenses Section**: A list of expenses with an 'Add Expense' button (highlighted with an orange circle) and other actions like 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move'.
- Illustration**: A blue illustration of a desk with a lamp, a pen, and a vase.

## 6 Click "Manually Create Expense"

manage Expenses Process Reports

Home / Expense / Manage Expenses / Name of your report

### Name of your report \$0.00

Not Submitted | Report Number: OHUMBP

Report Details ▾ Print/Share ▾ Manage Receipts ▾ View Available Receipts 📄

**Expenses**

+ Add Expense ▾ Edit Delete Copy Allocate Combine Expenses Move ▾

- 📄 Scan Receipt
- ✎ Manually Create Expense**
- ☰ Select from Available Expenses (0)

No Expenses

## 7 Choose your Expense Type (PLEASE NOTE: You may not reflect all expense types shown in the image below. This illustration is for demonstrative purposes only.)

📄 Scan Receipt **✎ Manually Create Expense** ☰ Select from Available Expenses (0)

Search 🔍 Collapse All Sections

Search by expense type, category, description

- Gifts - Staff
- Internet Job Posting-Mktg
- Marketing/Promotional Costs
- Miscellaneous
- New Hire Expenses
- PDA
- Storage/Rent
- TB Test
- Wellness**

Cancel 25 02:00 pm

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Click Transaction Date. Choose the date of the transaction as shown on your receipt image.


Home / Expense / Manage Expenses / Name of your report / New Expense

## New Expense



Save Expense Cancel

Hide Receipt 


**Details** Itemizations

 Allocate

Expense Type \* \* Required field


Wellness  

Transaction Date \* Open calendar, Transaction Date

MM/DD/YYYY 



Vendor Description

Payment Type \*



Out-of-Pocket 

Amount \*

Currency \*

US, Dollar (USD)  

Cost Center \*

SSG Admin  

Region \*

Corp

### 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.

Add Receipt

9

Click the "Business Purpose" field. For example, for Wellness expenses, "Wellness" will work.


Home / Expense / Manage Expenses / Name of your report / New Expense

## New Expense



Save Expense Cancel

Hide Receipt 


**Details** Itemizations

 Allocate

Expense Type \* \* Required field

Wellness  


Transaction Date \*

07/01/2025 

Business Purpose \*



Vendor Description

Payment Type \*



Out-of-Pocket 

Amount \*

Currency \*

US, Dollar (USD)  

Cost Center \*

SSG Admin  

Region \*

Corp

### 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.

Add Receipt

10

Click the "Amount" field. Add the amount shown on your receipt image for your expense.

Home / Expense / Manage Expenses / Name of your report / New Expense

## New Expense

Save Expense Cancel


Hide Receipt 

Details Itemizations

 Allocate

\* Required field

Expense Type \*

Wellness  

Transaction Date \*

07/01/2025 

Business Purpose \*

Wellness


Vendor Description

Payment Type \*



Out-of-Pocket 

Amount \*

Currency \*

US, Dollar (USD)  

Cost Center \*

SSG Admin  

Region \*

Corp

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.

Add Receipt

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Click "Add Receipt"

Home / Expense / Manage Expenses / Name of your report / New Expense

## New Expense

Save Expense Cancel

Hide Receipt 

Details Itemizations

 Allocate

\* Required field

Expense Type \*

Wellness  

Transaction Date \*

07/01/2025 

Business Purpose \*

Wellness

Vendor Description

Payment Type \*

Out-of-Pocket 


Amount \*

75.00

Currency \*

US, Dollar (USD)  

Cost Center \*

SSG Admin  

Region \*

Corp

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.

Add Receipt



## 12 Click "Upload New Receipt"

Manage Expenses Process Reports

Home / Expense / Manage Expenses / Name of your report / New Expense

### New Expense

Details Itemizations

 Allocate

\* Required field

Expense Type \*

Wellness

Transaction Date \*

07/01/2025

Business Purpose \*

Wellness

Vendor Description

Payment Type \*

Out-of-Pocket

Amount \*

75.00

Currency \*


US, Dollar (USD)

Cost Center \*

Region \*

#### Attach Receipt

Attach an available receipt to the expense by selecting "Attach". Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.

 Upload New Receipt 



You have no available receipts

## 13 Click "Save Expense"

Expense Type \*

Wellness

Transaction Date \*

07/01/2025

Business Purpose \*

Wellness

Vendor Description

Payment Type \*

Out-of-Pocket

Amount \*

75.00

Currency \*

US, Dollar (USD)

Cost Center \*

SSG Admin

Region \*

Corp

Comment

0/500

Save Expense

Save and Add Another

Cancel



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.

Add Receipt

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Click "Submit Report." Please ensure all alerts have been cleared on your report. If you are unable to clear all alerts or have any questions, please contact Finance Reimbursements at [finance.reimbursements@ssg-healthcare.com](mailto:finance.reimbursements@ssg-healthcare.com)

The screenshot shows the SAP Concur 'Expense' report management interface. At the top, there's a navigation bar with 'SAP Concur' and 'Expense' dropdown. Below it, tabs for 'Manage Expenses' and 'Process Reports' are visible. A green success message states: 'Success! You have cleared all alerts on this report.' The main heading is 'Name of your report \$75.00'. To the right of this heading, the 'Submit Report' button is circled in red, along with 'Copy Report' and 'Delete Report' buttons. Below the heading, it says 'Not Submitted | Report Number: 0HUMBP'. There are links for 'Report Details', 'Print/Share', and 'Manage Receipts'. A 'View Available Receipts' link is also present. The 'Expenses' section contains a table with columns: Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. One expense is listed: 'Out-of-Pocket' for 'Wellness' on '07/01/2025' for '\$75.00'. The SAP Concur logo is at the bottom left, and the footer includes 'Service Status (US2)', 'Contact Support', 'Cookie Preferences', and 'Last signed in: 08/11/2025 02:00 pm'.

SAP Concur Expense

Manage Expenses Process Reports

Home / Expense / Manage Expenses / Name of your report

Success! You have cleared all alerts on this report.

**Name of your report \$75.00**

Not Submitted | Report Number: 0HUMBP

Report Details Print/Share Manage Receipts View Available Receipts

Expenses Add Expense Edit Delete Copy Allocate Combine Expenses Move

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Out-of-Pocket	Wellness		07/01/2025	\$75.00
					\$75.00

SAP Concur

Service Status (US2)  
Contact Support  
Cookie Preferences

Last signed in: 08/11/2025 02:00 pm