Creating a New Expense Report

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 use the Quick Task bar.

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

2. On the Create New Report page, complete the required and optional fields as appropriate (required fields are indicated with a red asterisk).

Your company defines the fields that appear on this page. Note that some fields are already pre-populated.
3. After you have completed entering your information, click **Create Report**.

4. In the open report, click **Add** to add credit card transactions or to create out-of-pocket expenses.

5. Select the available expenses that you want to add to the report or click the **Create New Expense** tab to add new expenses.
6. Select the appropriate expense type.

Your company determines which expense types are available.

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.

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

Once you have entered all of your expenses for this report, and attached the required receipts, you can submit the report for approval.