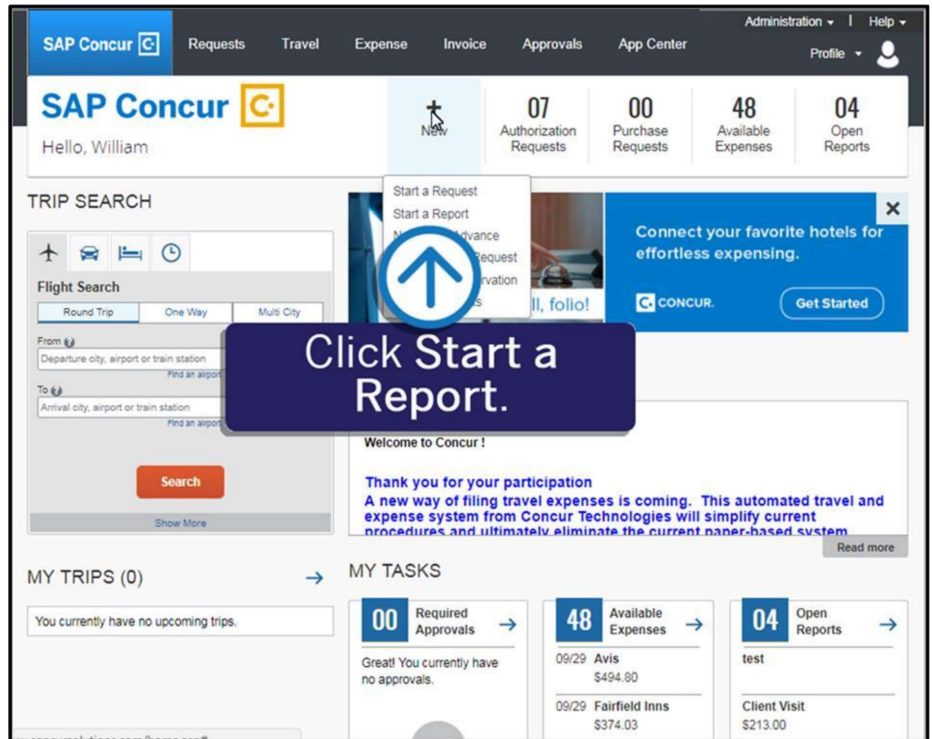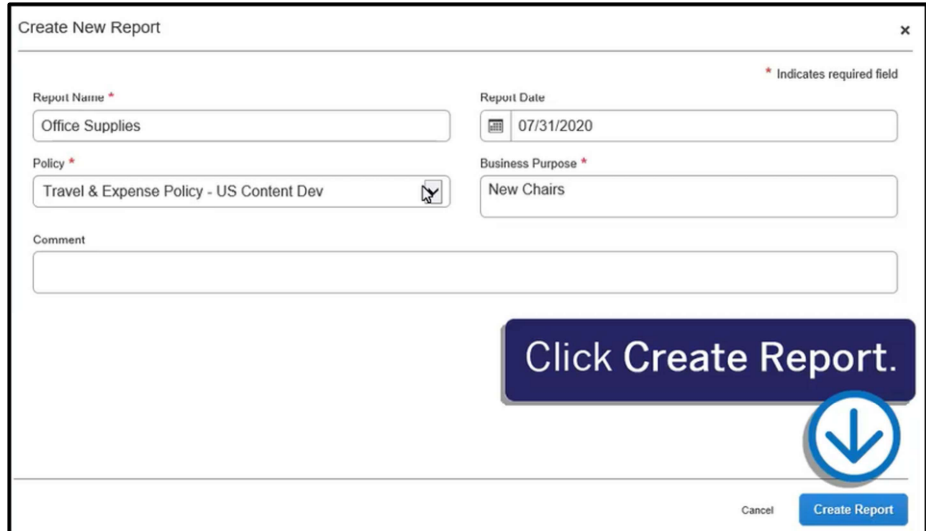# Creating a New Expense Report

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 see how to 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 directed by your company (required fields are indicated with a red asterisk), and then click Create Report.

Create New Report   ✕

                                        * Indicates required field

Report Name *   Report Date

Office Supplies   📅 07/31/2020

Policy *   Business Purpose *
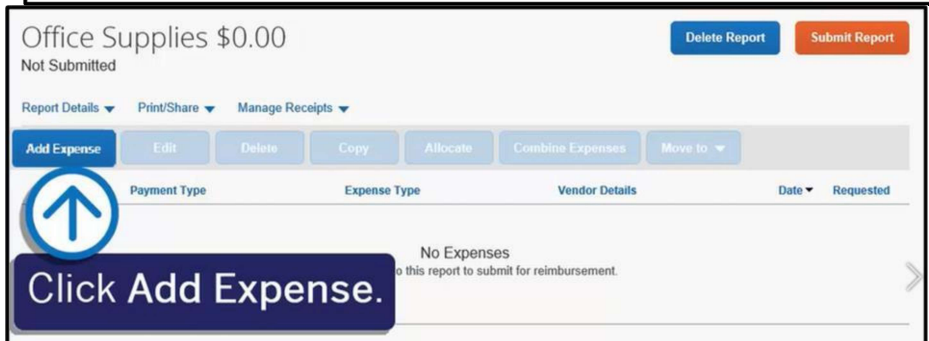
Travel & Expense Policy - US Content Dev ▼   New Chairs

Comment

Click Create Report.
⬇

Cancel   Create Report

3. In the open report, click Add Expense to add credit card transactions or to create Employee Paid expenses.

Office Supplies $0.00   Delete Report   Submit Report
Not Submitted

Report Details ▼   Print/Share ▼   Manage Receipts ▼

Add Expense   Edit   Delete   Copy   Allocate   Combine Expenses   Move to ▼
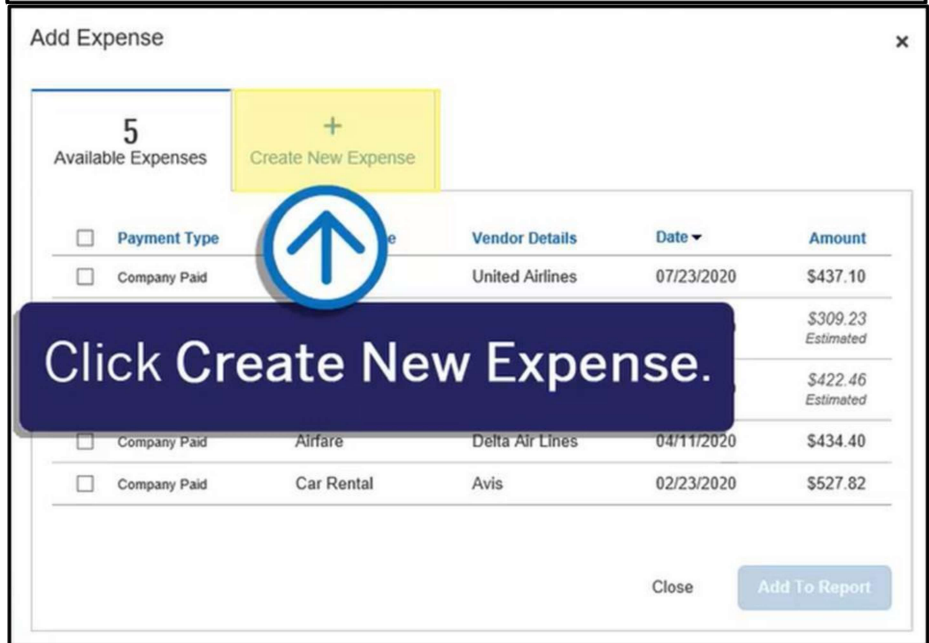
Payment Type   Expense Type   Vendor Details   Date ▼   Requested

⬆

No Expenses
to this report to submit for reimbursement.

Click Add Expense.

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

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

Add Expense   ✕

5   **+**
Available Expenses   Create New Expense

☐ Payment Type   Vendor Details   Date ▼   Amount

☐ Company Paid   United Airlines   07/23/2020 $437.10

⬆ $309.23
                                                                Estimated

Click Create New Expense. $422.46
                                                                Estimated

☐ Company Paid   Airfare   Delta Air Lines   04/11/2020 $434.40

☐ Company Paid   Car Rental   Avis   02/23/2020 $527.82
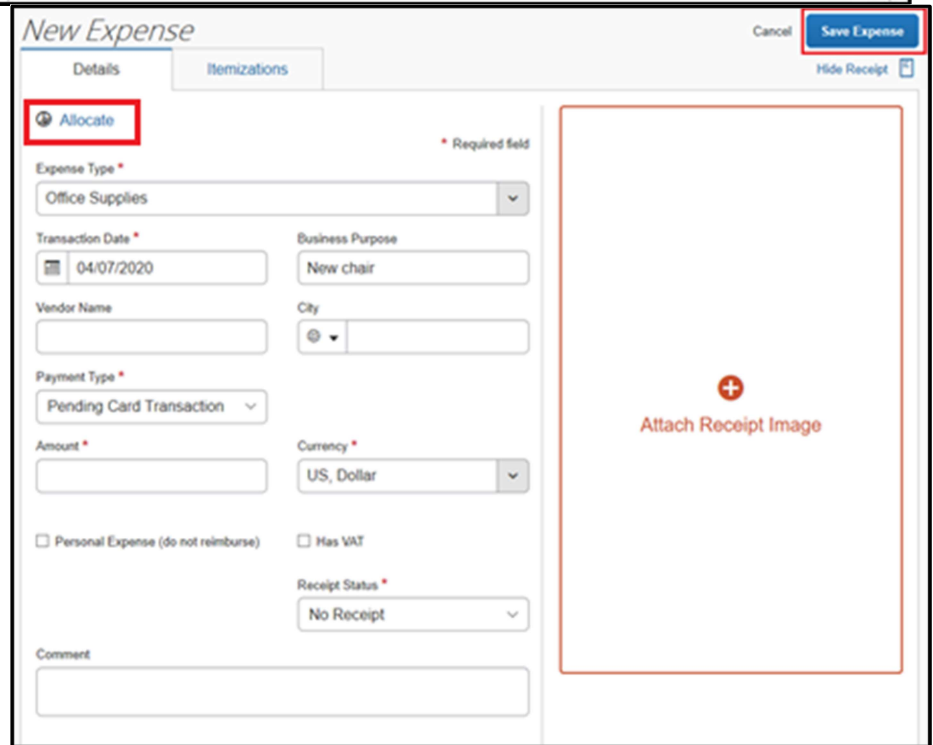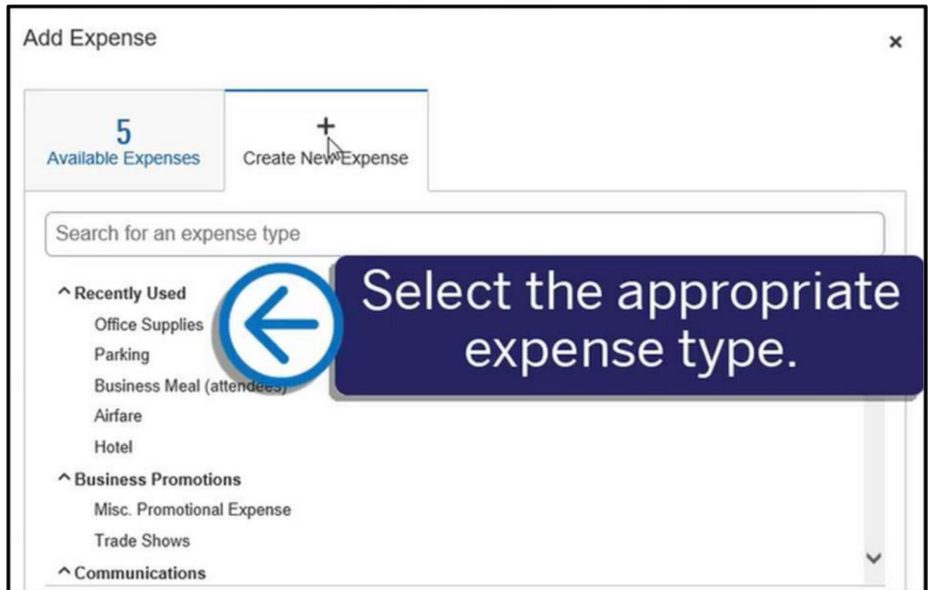
Close   Add To Report

5. Select the appropriate expense type.

   Your company determines which expense types are available.

   The New Expense screen displays. Your company determines the required fields which are marked with a red asterisk. Expenses can be allocated or split to other departments through the Allocate link. On the Itemizations tab you can add additional expense types for this transaction.

6. After you are done entering the appropriate fields, attach the appropriate receipt, click Save Expense.

Once you have entered all of your expenses for this report and attached the required receipts, click Submit Report for approval.

Office Supplies $140.00 🗑
Not Submitted

Copy Report   Submit Report

Report Details ▼   Print/Share ▼   Manage Receipts ▼

| Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to ▼ |

	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▼	Requested
☐	❗	+	Pending Card Transaction	Office Supplies		04/07/2020	$140.00
							$140.00