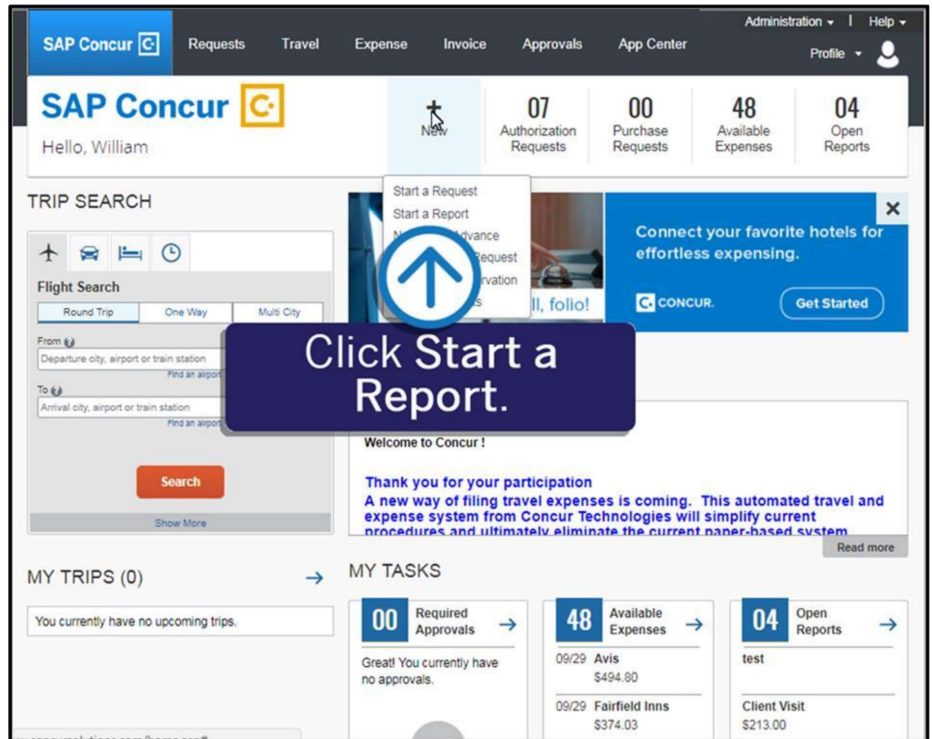


# Creating a New Expense Report

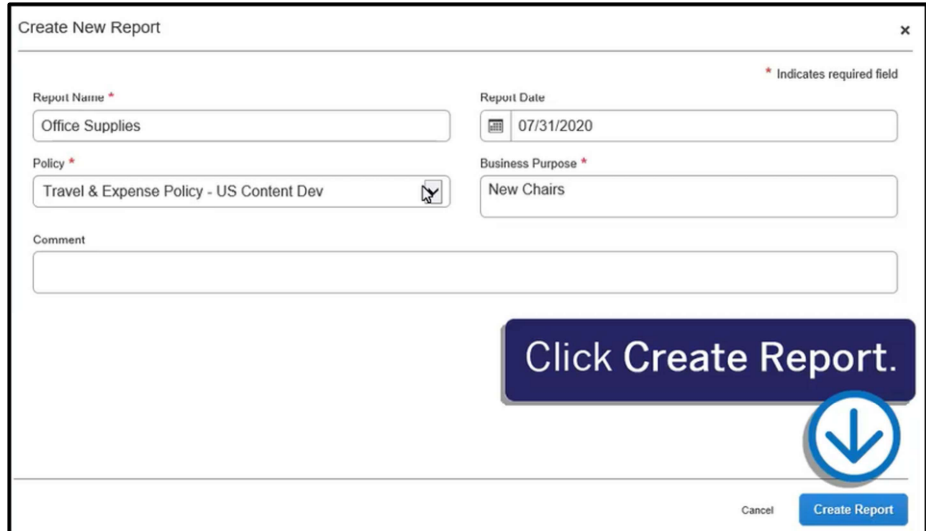
When you need to create an expense report that does not include previous travel bookings, you can start the report either from the Quick Task bar or the Expense tab on the menu bar. In this example, you will see how to use the Quick Task bar.

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



The screenshot displays the SAP Concur home page interface. At the top, there is a navigation bar with tabs for Requests, Travel, Expense, Invoice, Approvals, and App Center. Below this, a header section shows the user's name 'Hello, William' and a 'New' button. To the right of the 'New' button are four summary cards: '07 Authorization Requests', '00 Purchase Requests', '48 Available Expenses', and '04 Open Reports'. A 'Start a Request Start a Report' tooltip is visible over the 'New' button, with a blue arrow pointing to the 'Start a Report' link. A dark blue callout box with white text says 'Click Start a Report.' Below the header, there is a 'TRIP SEARCH' section with a 'Flight Search' form. To the right of the search form is a blue banner for 'Connect your favorite hotels for effortless expensing.' Below the search form is a 'Welcome to Concur!' message and a 'MY TRIPS (0)' section. At the bottom, there is a 'MY TASKS' section with three cards: '00 Required Approvals', '48 Available Expenses', and '04 Open Reports'. The 'Available Expenses' card lists two items: '09/29 Avis \$494.80' and '09/29 Fairfield Inns \$374.03'. The 'Open Reports' card lists one item: 'test Client Visit \$213.00'.

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.



Report Name \* Office Supplies

Report Date 07/31/2020

Policy \* Travel & Expense Policy - US Content Dev

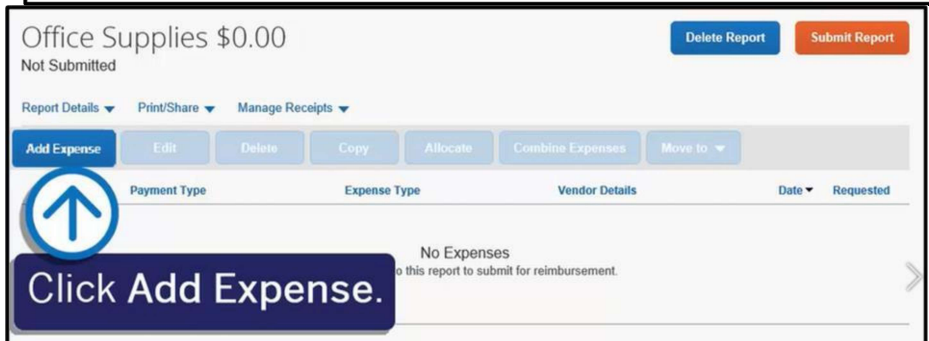
Business Purpose \* New Chairs

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  
Not Submitted

Report Details Print/Share Manage Receipts

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to

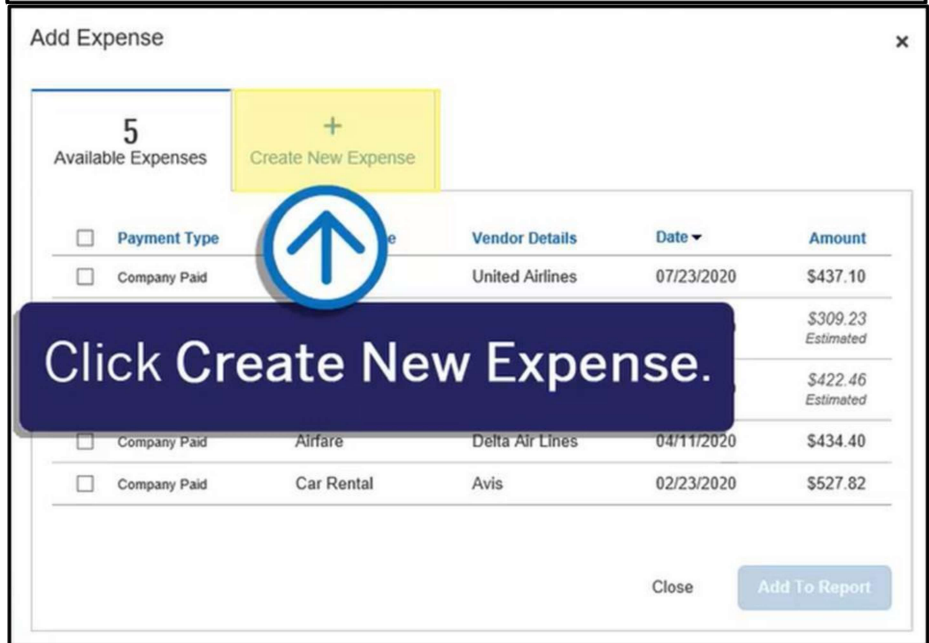
Payment Type Expense Type Vendor Details Date Requested

**Click Add Expense.**

No Expenses to this report to submit for reimbursement.

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	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/> Company Paid		United Airlines	07/23/2020	\$437.10
<input type="checkbox"/> Company Paid				\$309.23 <i>Estimated</i>
<input type="checkbox"/> Company Paid				\$422.46 <i>Estimated</i>
<input type="checkbox"/> Company Paid	Airfare	Delta Air Lines	04/11/2020	\$434.40
<input type="checkbox"/> Company Paid	Car Rental	Avis	02/23/2020	\$527.82

**Click Create New Expense.**

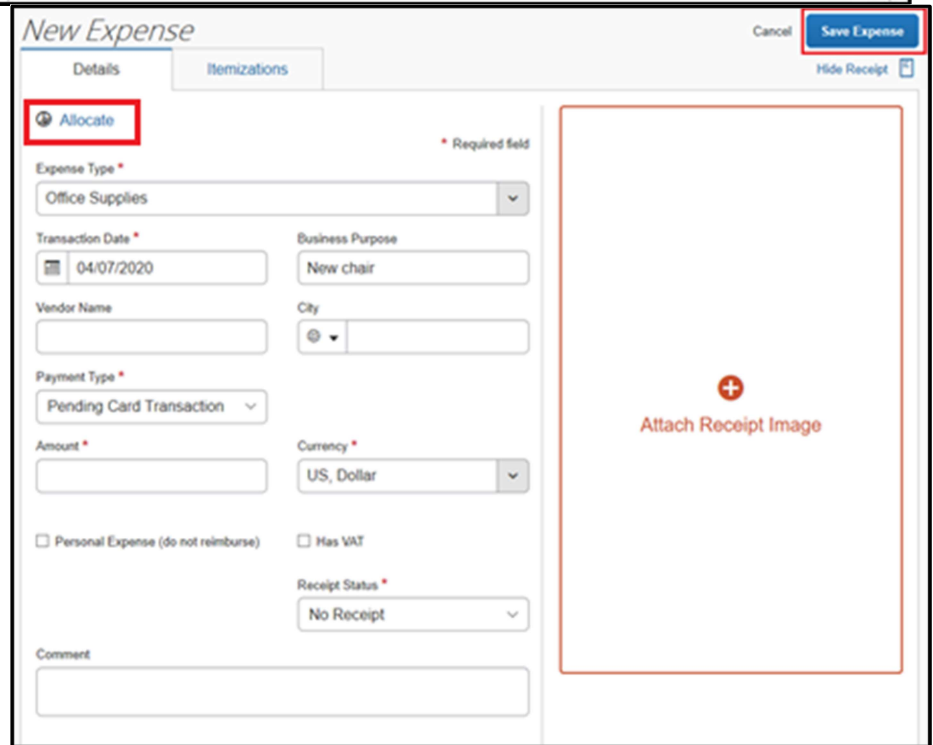
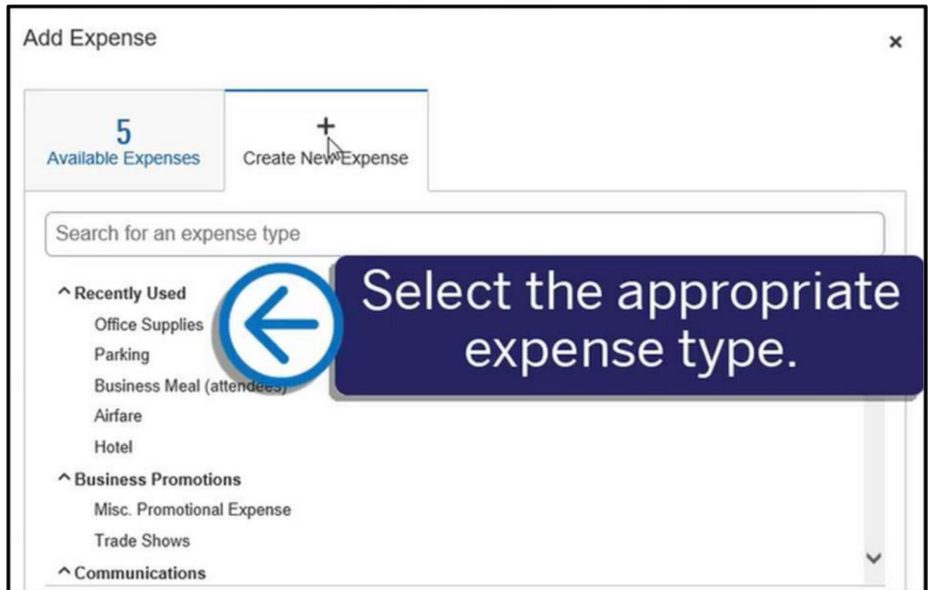
Close Add To Report

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  [Copy Report](#) [Submit Report](#)

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to ▾](#)

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
<input type="checkbox"/>			Pending Card Transaction	Office Supplies		04/07/2020	\$140.00
							<b>\$140.00</b>