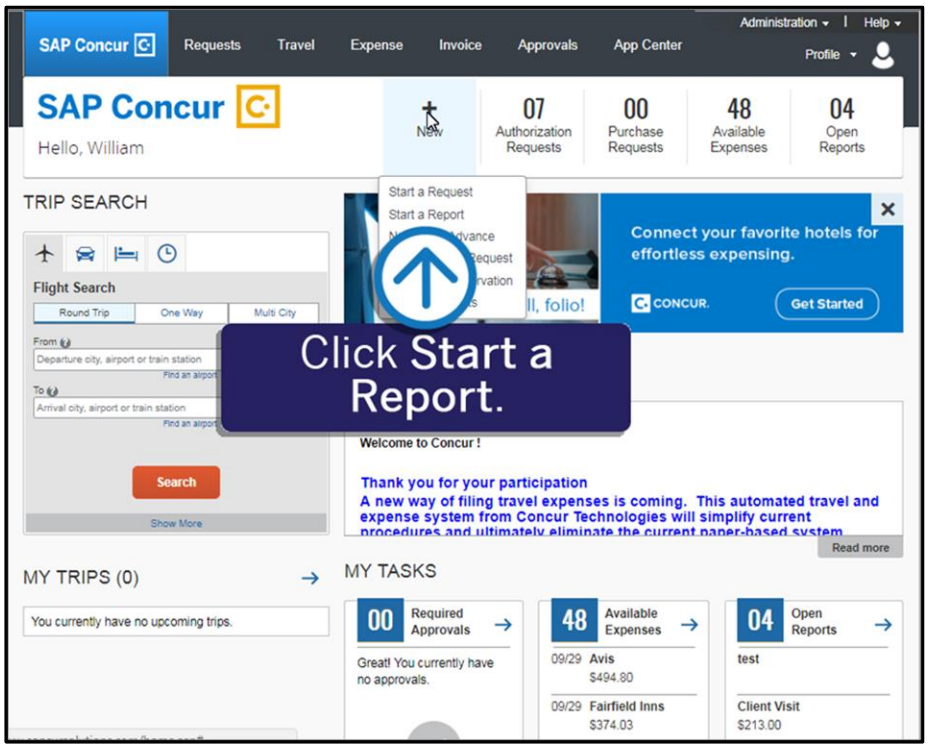
Creating a New Expense Report

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.

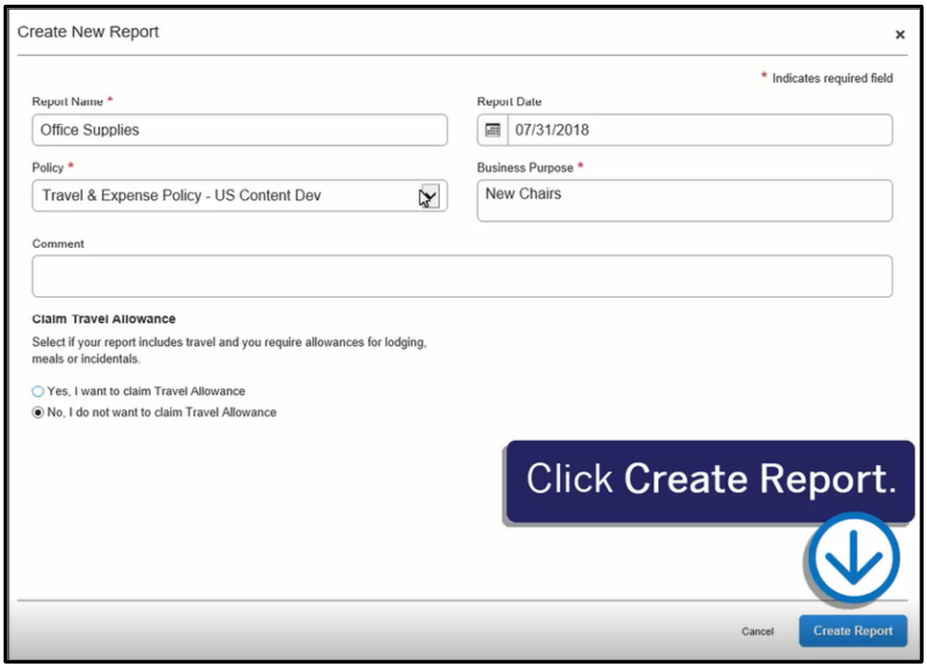
1. From the SAP Concur home page, on the **Quick Task** bar, place your mouse pointer over **New**, and then click **Start a Report**.



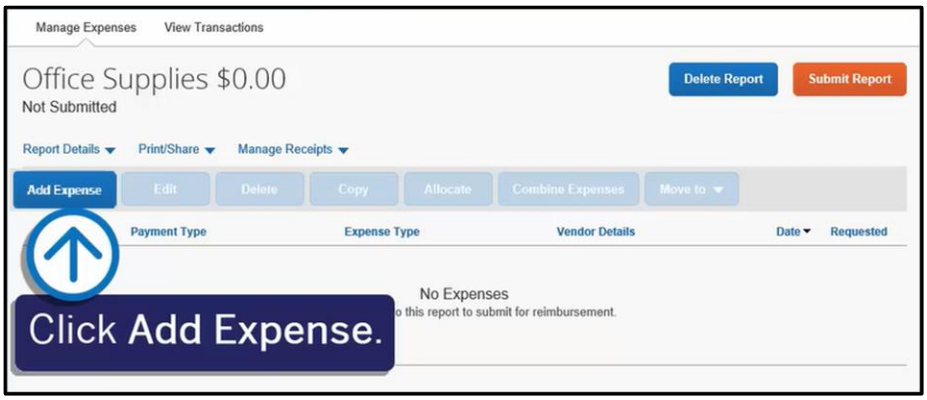
2. On the **Create New Report** page, complete the required and optional fields as appropriate (required fields are indicated with a red asterisk).

   Your company defines the fields that appear on this page. Note that some fields are already pre-populated.

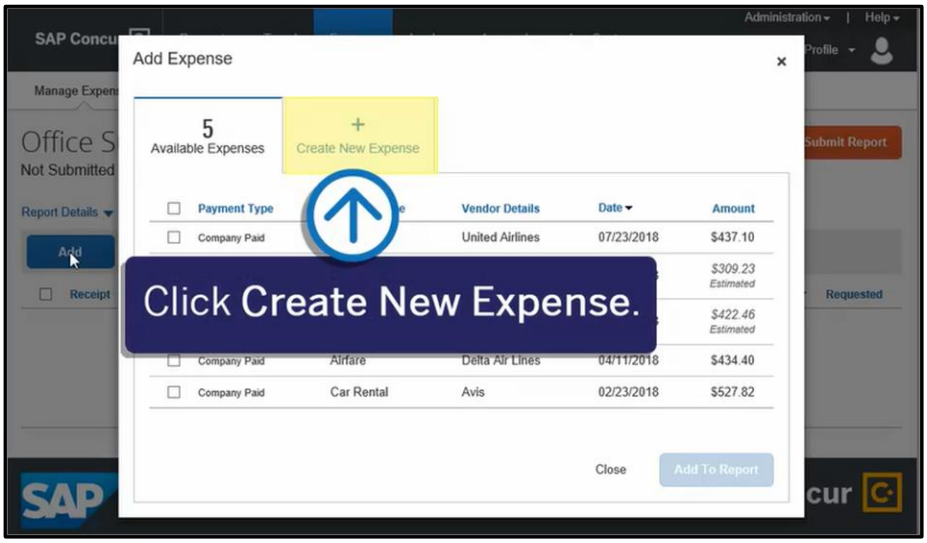
3. After you have completed entering your information, click **Create Report**.



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

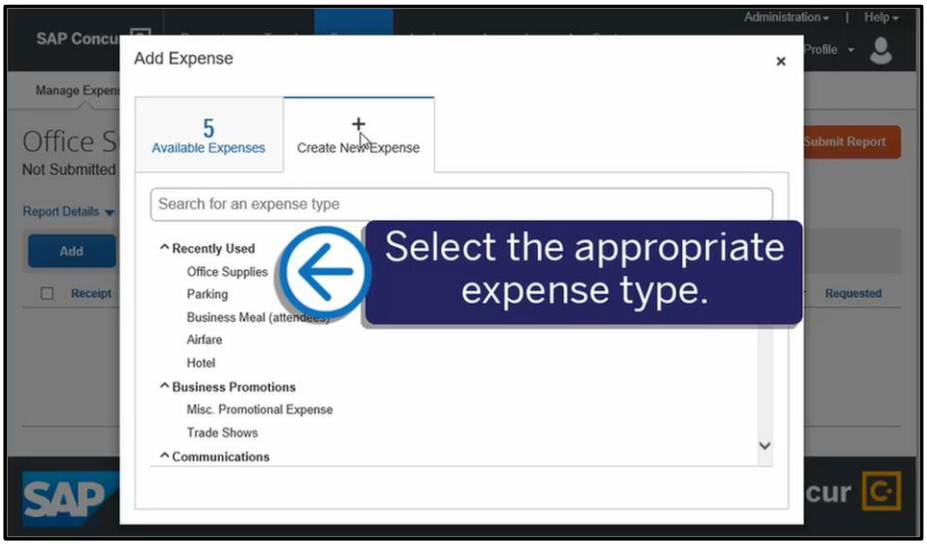


5. Select the available expenses that you want to add to the report or click the **Create New Expense** tab to add new expenses.

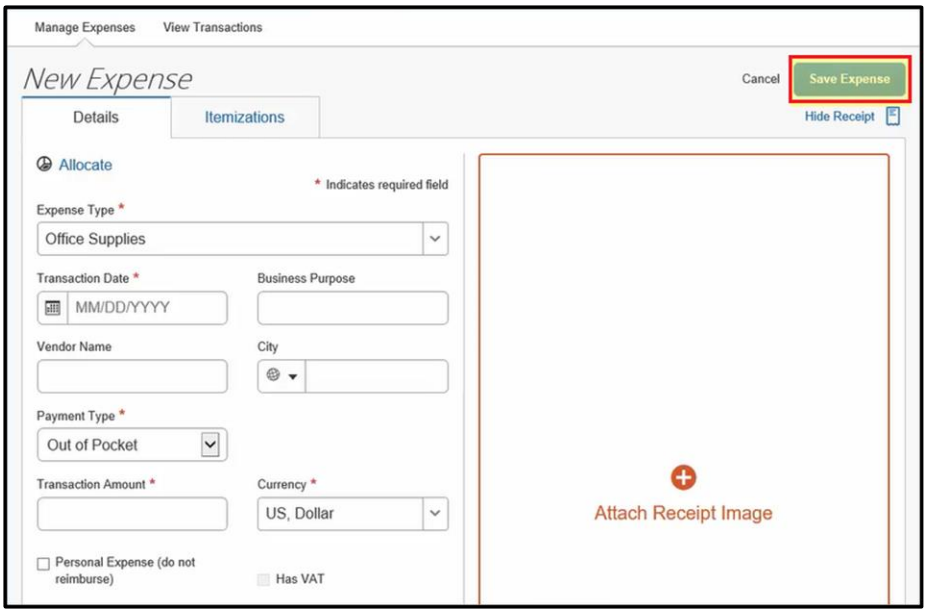


6. Select the appropriate expense type.

   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.