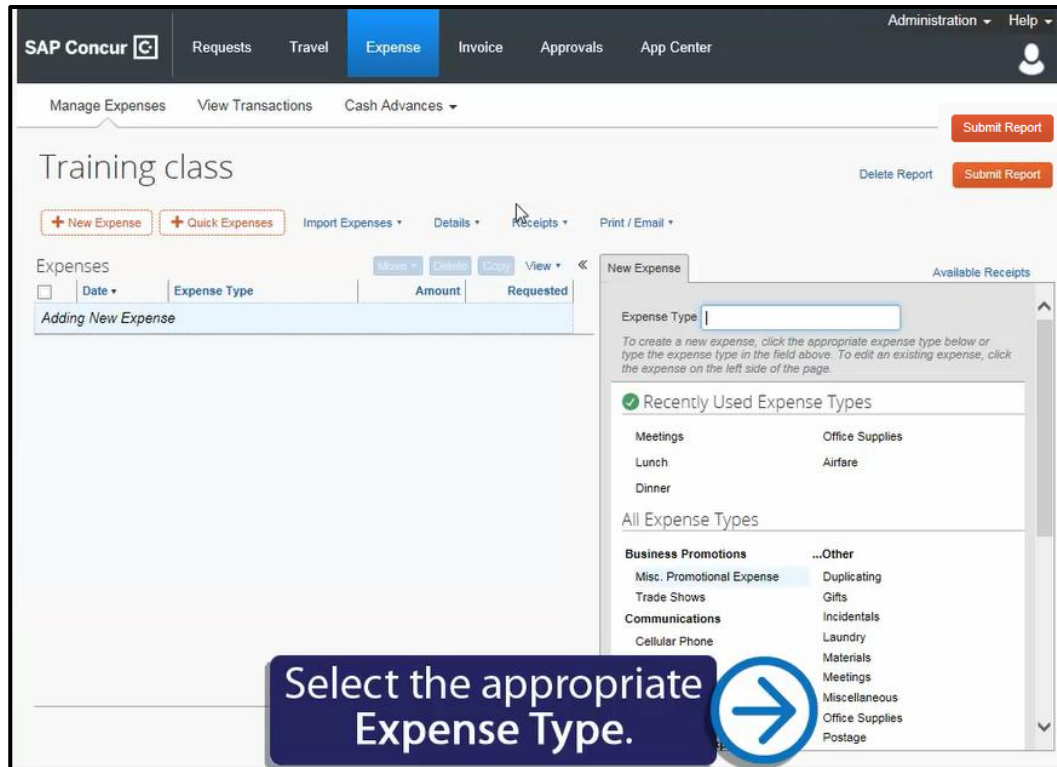


Adding an Out-of-Pocket Expense to an Expense Report

If you pay for an expense with cash, you will need to create an out-of-pocket expense to account for the transaction.

1. To add an out-of-pocket expense, in the **New Expense** pane, locate and select the appropriate **Expense Type**.



The screenshot shows the SAP Concur interface for adding a new expense. The main header includes 'SAP Concur' and navigation tabs for 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. Below the header, there are options to 'Manage Expenses', 'View Transactions', and 'Cash Advances'. The current report is titled 'Training class'. A 'New Expense' pane is open, showing a list of expense types. A blue callout box with a right-pointing arrow and the text 'Select the appropriate Expense Type.' is overlaid on the bottom of the pane.

Expense Type
Meetings
Lunch
Dinner
Office Supplies
Airfare
Misc. Promotional Expense
Trade Shows
Communications
Cellular Phone
Duplicating
Gifts
Incidentals
Laundry
Materials
Meetings
Miscellaneous
Office Supplies
Postage

2. Complete all required fields and any additional information as needed, and then click **Save**.

Your company defines the fields on the expense entry form (required fields are marked with a red bar).

SAP Concur | Requests | Travel | **Expense** | Invoice | Approvals | App Center | Administration | Help

Manage Expenses | View Transactions | Cash Advances

Training class

Delete Report | Submit Report

+ New Expense | + Quick Expenses | Import Expenses | Details | Receipts | Print / Email

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			

New Expense | Available Receipts

Expense Type: Office Supplies

Transaction Date: 09/18/2017

Business Purpose:

Vendor Name:

City:

Payment Method: Out of pocket

Amount: 100

Personal Expense

Comment:

Save | Itemize | Attach Receipt | Cancel

TOTAL AMOUNT: \$0.00 | TOTAL REQUESTED: \$0.00

Click Save.

The new out-of-pocket expense is added to your expense report.

Manage Expenses | View Transactions | Cash Advances

Training class

Delete Report | Submit Report

+ New Expense | + Quick Expenses | Import Expenses | Details | Receipts | Print / Email

Expenses

Date	Expense Type	Amount	Requested
Adding New Expense			
09/18/2017	Office Supplies	\$100.00	\$100.00

New Expense | Available Receipts

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

Recently Used Expense Types

- Office Supplies
- Meetings
- Lunch
- Airfare
- Dinner

All Expense Types