

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**.

The screenshot displays the SAP Concur user interface. At the top, the navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Invoice', and 'Approvals'. The user's name 'Hello, William' is visible. The Quick Task Bar shows a '+ New' button, '00 Purchase Requests', '10 Payment Requests', '31 Available Expenses', and '07 Open Reports'. The main content area is divided into sections: 'TRIP SEARCH' with a flight search form, 'ALERTS' with a notification about a verification email, 'COMPANY NOTES' with a list of notes, and 'MY TASKS' with three task cards: '00 Required Approvals', '31 Available Expenses', and '07 Open Reports'. The 'Available Expenses' card lists items like 'The Lunch Hut' and 'Hertz'. The 'Open Reports' card lists 'test' and 'Test Report'.

1. Place your mouse pointer over **New**, and then click **Start a Report**.
2. Complete the required and optional **Report Header** fields as appropriate on the **Report Header** page (required fields are indicated by a red bar).

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

Manage Expenses | View Transactions | Cash Advances

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Report Header

Report Name: Report Date: 04/07/2016 Policy: Travel & Expense Policy Business Purpose:

Company: (10) United States Department: (300) Sales Cost Center: (3030) Mid Market Project Code:

Comment:

On the **Report Header** page, you enter general information for your expense report. Your company defines the fields that appear on this page. Note that some fields are already pre-populated.

3. Click **Next**.
4. You can now add credit card transactions or click **New Expense** to create out-of-pocket expenses.

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Office Supplies

Delete Report | Submit Report

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

Expenses

Date	Expense Type	Amount	Requested
		TOTAL AMOUNT	TOTAL REQUESTED
		\$0.00	\$0.00

Available Expenses

Card Pr...	Expense Detail	Expense Type	Source	Date	Amount
<input type="checkbox"/>	Air France Orly, 94	Airfare		11/14/2014	\$203.80
<input type="checkbox"/>	Wyndham Hotels and...	Hotel		11/17/2014	\$1,943.81
<input type="checkbox"/>	Office Warehouse Bos...	Office Supplies		11/17/2014	\$68.23
<input type="checkbox"/>	Cafe Monte Boston, MA	Business Meal (...)		11/17/2014	\$45.76
<input type="checkbox"/>	United Airlines Seattle...	Airfare		12/05/2014	\$303.20
<input type="checkbox"/>	Office Warehouse Sea...	Office Supplies		12/05/2014	\$68.23
<input type="checkbox"/>	Office Warehouse Sea...	Office Supplies		12/05/2014	\$68.23
<input type="checkbox"/>	Office Warehouse Sea...	Office Supplies		12/05/2014	\$68.23
<input type="checkbox"/>	Delta Air Lines Seattle...	Airfare		12/05/2014	\$490.70
<input type="checkbox"/>	Delta Air Lines Seattle...	Airfare		12/05/2014	\$711.20
<input type="checkbox"/>	Cafe Monte Seattle, WA	Business Meal (...)		12/05/2014	\$45.76
<input type="checkbox"/>	Cafe Monte Seattle, WA	Business Meal (...)		12/05/2014	\$45.76
<input type="checkbox"/>	Cafe Monte Seattle, WA	Business Meal (...)		12/05/2014	\$45.76
<input type="checkbox"/>	American Airlines Seat...	Airfare		01/28/2015	\$423.70
<input type="checkbox"/>	United Airlines Montre...	Airfare		02/03/2015	\$744.48

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