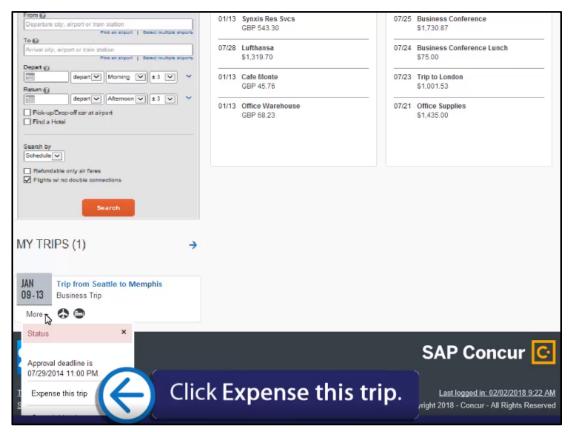
Creating a Report Based on a Trip

You can create an expense report after completing your trip. You can locate your trip from the **Travel** menu or from the **My Trips** section on the Home page.

1. From the My Trips section, click the More dropdown arrow, and then click Expense this trip.



The system will automatically add all credit card transactions that are tied to the purchase of your trip to your expense report. It will also add any transactions where the dates are between the date you left and the date you returned.

Note that the **Room Rate** expense has an attached e-receipt. E-receipts are electronic versions of receipt data that are sent directly to SAP concur to replace imaged paper receipts. If your company allows e-receipts, you must opt in from your Profile before e-receipts will show in Expense. To view the receipt image, place your mouse pointer over the e-receipt icon.

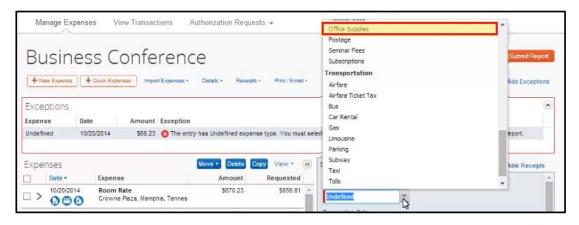
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• >	10/20/2014 0000	Room Rate Crowne Plaza, Memphis, Tennes	\$870.23	\$856.81		e, click the appropriate expense type below or the field above. To edit an existing expense, left side of the page.	
	10/20/2014	Dinner Cafe Monte, Memphis, Tennesse	\$45.76	\$45.76	Recently Used Expense Types		
	10/20/2014	Undefined Office Warehouse, Memphia, Ter	\$68.23	\$68.23	Entertainment-Other Postage	Room Rate Business Meal (attendees)	
	10/20/2014	Car Rental Thrifty, Memphis, Tennessee	\$163.96	\$163.96	Office Supplies	ovanusa medi (diletidees)	
þ.	07/21/2014	Airfare Southwest Airlines, Seattle, Was	\$468.70	\$468.70	All Expense T		
	07/21/2014	Dinner Cafe Monte, Seattle, Washington	\$45.76	\$45.76	Business Promotions Misc. Promotional Exp		
			TAL AMOUNT	\$1,649.22	Trade Shows	Dues	

The system assigns expense types using merchant codes contained in each credit card transaction. If it cannot determine an expense type, the system assigns the expense type as **Undefined**. You must correct any **Undefined** expense types before you can submit an expense report.

2. Click the **Undefined** expense to correct it.

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3	07/21/2014	Dinner Cafe Monte, Seattle, Washington	\$45.76	\$45.76	Business Promotions Misc. Promotional Expen	se Booking Fees		
		T	1,662.64	\$1,649.22	Trade Shows	Dues		

3. On the **Expense** tab, select the **Expense Type**.



4. Click Save.

After you have updated all of your report's expense types, you are ready to review and submit your expense report.

5. Click Submit Report.

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