

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 screenshot displays the SAP Concur interface. On the left is a search form with fields for 'From', 'To', 'Depart', and 'Return', along with filters for 'Search by' and 'Refundable only air fares'. The main area shows a list of trips with columns for date, description, and amount. A callout box is open over the 'Trip from Seattle to Memphis' entry, showing a 'More' dropdown menu with 'Expense this trip' highlighted. A blue arrow points to this option. The SAP Concur logo and footer information are visible at the bottom.

| Date | Description | Amount |
|-------|---------------------------|------------|
| 01/13 | Synxis Res Svcs | GBP 543.30 |
| 07/28 | Lufthansa | \$1,319.70 |
| 01/13 | Cafe Monte | GBP 45.76 |
| 01/13 | Office Warehouse | GBP 68.23 |
| 07/25 | Business Conference | \$1,730.87 |
| 07/24 | Business Conference Lunch | \$75.00 |
| 07/23 | Trip to London | \$1,001.53 |
| 07/21 | Office Supplies | \$1,435.00 |

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.

The screenshot shows the 'Business Conference' interface. At the top, there are buttons for 'Delete Report' and 'Submit Report'. Below that, there are navigation options: '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. A 'Hide Exceptions' link is also present.

The 'Exceptions' section shows a table with one entry:

| Expense | Date | Amount | Exception |
|-----------|------------|---------|---|
| Undefined | 10/20/2014 | \$68.23 | The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. |

The 'Expenses' section shows a table with the following data:

| Date | Expense | Amount | Requested |
|------------|---|---------------------|------------------------|
| 10/20/2014 | Room Rate Crowne Plaza, Memphis, Tennes | \$870.23 | \$856.91 |
| 10/20/2014 | Dinner Cafe Monte, Memphis, Tennessee | \$45.76 | \$45.76 |
| 10/20/2014 | Undefined Office Warehouse, Memphis, Ter | \$68.23 | \$68.23 |
| 10/20/2014 | Car Rental Thrifty, Memphis, Tennessee | \$163.96 | \$163.96 |
| 07/21/2014 | Airfare Southwest Airlines, Seattle, Was | \$468.70 | \$468.70 |
| 07/21/2014 | Dinner Cafe Monte, Seattle, Washington | \$45.76 | \$45.76 |
| | | TOTAL AMOUNT | TOTAL REQUESTED |
| | | \$1,662.64 | \$1,649.22 |

On the right side, there is a 'New Expense' panel with an 'Expense' input field and instructions: '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.' Below this are sections for 'Recently Used Expense Types' (Entertainment-Other, Postage, Office Supplies, Room Rate, Business Meal (attendees)) and 'All Expense Types' (Business Promotions, Trade Shows, Communications, Misc. Promotional Expense, Booking Fees, Dues, Duplicating, ...Other).

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.

The screenshot shows the 'Business Conference' report interface. At the top, there are buttons for 'Delete Report' and 'Submit Report'. Below that, there are navigation options: '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', 'Print / Email', and 'Hide Exceptions'. The 'Exceptions' section contains a table with one entry: 'Undefined' on 10/20/2014 for \$68.23, with a red 'X' icon and the message 'The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report.' Below this is the 'Expenses' table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The table lists several expenses, including 'Room Rate', 'Dinner', 'Undefined', 'Car Rental', 'Airfare', and 'Dinner'. A blue arrow points to the 'Undefined' row, and a dark blue callout box with white text says 'Click the Undefined expense.' To the right, there are sections for 'New Expense', 'Available Receipts', 'Recently Used Expense Types', and 'All Expense Types'.

| Expense | Date | Amount | Exception |
|-----------|------------|---------|---|
| Undefined | 10/20/2014 | \$68.23 | The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. |

| Date | Expense | Amount | Requested |
|-----------------|---|------------|------------|
| 10/20/2014 | Room Rate Crowne Plaza, Memphis, Tennes | \$870.23 | \$856.81 |
| 10/20/2014 | Dinner Cafe Monte, Memphis, Tennes | \$45.76 | \$45.76 |
| 10/20/2014 | Undefined Office Warehouse | | |
| 10/20/2014 | Car Rental Thrifty, Memphis, Tennes | | |
| 07/21/2014 | Airfare Southwest Airlines, Seattle, Was | \$468.70 | \$468.70 |
| 07/21/2014 | Dinner Cafe Monte, Seattle, Washington | \$45.76 | \$45.76 |
| TOTAL AMOUNT | | \$1,662.64 | \$1,649.22 |
| TOTAL REQUESTED | | | |

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

The screenshot shows the 'Business Conference' report interface with the 'Expense' tab selected. The 'Exceptions' table is visible, showing the 'Undefined' entry. The 'Expenses' table is also visible, showing the 'Room Rate' entry. A dropdown menu is open, showing a list of expense types. The 'Undefined' option is highlighted in blue. The dropdown menu includes categories like 'Office Supplies', 'Transportation', and 'Undefined'.

| Expense | Date | Amount | Exception |
|-----------|------------|---------|---|
| Undefined | 10/20/2014 | \$68.23 | The entry has Undefined expense type. You must select an expense type for the entry before you can submit the expense report. |

| Date | Expense | Amount | Requested |
|------------|--|----------|-----------|
| 10/20/2014 | Room Rate Crowne Plaza, Memphis, Tennes | \$870.23 | \$856.81 |

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**.

The screenshot shows the SAP Concur Expense page for a 'Business Conference'. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (active), 'Invoice', 'Approvals', and 'App Center'. The user's profile is visible in the top right. Below the navigation, there are links for 'Manage Expenses', 'View Transactions', and 'Authorization Requests'. The main heading is 'Business Conference', with 'Delete Report' and 'Submit Report' buttons. The 'Submit Report' button is highlighted with a red box. Below the heading, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. The main content area is divided into two sections: 'Expenses' and 'New Expense'. The 'Expenses' section contains a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The 'New Expense' section contains a form for adding a new expense and a sidebar with 'Recently Used Expense Types' and 'All Expense Types'.

| Date | Expense | Amount | Requested |
|-----------------|---|------------|------------|
| 10/20/2014 | Room Rate Crowne Plaza, Memphis, Tennes | \$870.23 | \$856.81 |
| 10/20/2014 | Dinner Cafe Monte, Memphis, Tennessee | \$45.76 | \$45.76 |
| 10/20/2014 | Office Supplies Office Warehouse, Memphis, Ter | \$68.23 | \$68.23 |
| 10/20/2014 | Car Rental Thrifty, Memphis, Tennessee | \$163.96 | \$163.96 |
| 07/21/2014 | Airfare Southwest Airlines, Seattle, Was | \$468.70 | \$468.70 |
| 07/21/2014 | Dinner Cafe Monte, Seattle, Washington | \$45.76 | \$45.76 |
| TOTAL AMOUNT | | \$1,662.64 | \$1,649.22 |
| TOTAL REQUESTED | | | \$1,649.22 |