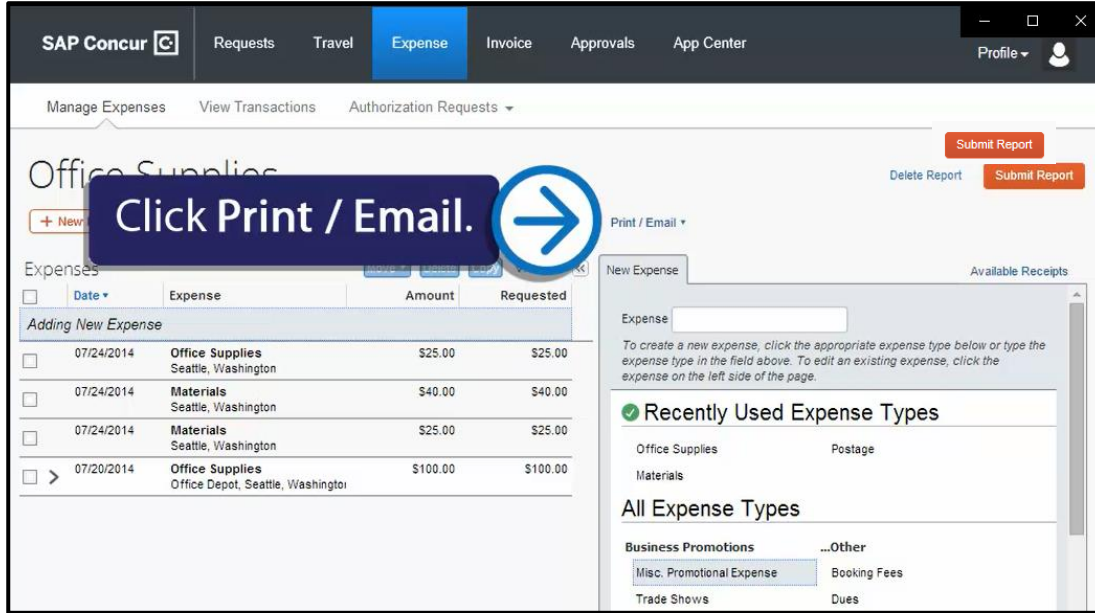


Printing and Submitting an Expense Report

When you complete your expense report, you can print it to save a hard copy for your records or to review required receipts.

1. Click **Print / Email**.



The screenshot shows the SAP Concur Expense report interface. The top navigation bar includes 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', and 'App Center'. The main content area displays a table of expenses for 'Office Supplies' with columns for Date, Expense, Amount, and Requested. A callout box with a blue arrow points to the 'Print / Email' button. The right sidebar shows 'New Expense' and 'Available Receipts' sections.

Date	Expense	Amount	Requested
07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$100.00

2. You have the following print options:

- **Fax Receipt Cover page** – Fax cover page to use with Concur Imaging
- **Detailed Report** – Prints a detailed Report
- **Receipt Report** – Lists expenses that require receipts
- **Copy of Detailed Report** – Prints a detailed report copy


3. Double-click the expense in the **Expenses** pane to review all expenses for accuracy before submitting your report.

The screenshot shows the 'Office Supplies' page with a navigation bar at the top containing 'Manage Expenses', 'View Transactions', and 'Authorization Requests'. Below the navigation bar, there are buttons for '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', and 'Receipts'. The main content area is titled 'Expenses' and features a table with columns for 'Date', 'Expense', 'Amount', and 'Requested'. The table contains four rows of expense data, with the first three rows highlighted in yellow. A 'Move' button is visible above the table.

	Date	Expense	Amount	Requested
<input type="checkbox"/>	07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$100.00

4. After reviewing your expenses and attaching your receipts, click **Submit Report** to submit the report for approval.

The screenshot shows the 'Office Supplies' page with a dark blue callout box containing the text 'Click Submit Report.' and a right-pointing arrow. The 'Submit Report' button is highlighted in orange. The page layout is similar to the previous screenshot, but with a 'New Expense' form and 'Available Receipts' section visible on the right side.

Click Submit Report. 

Expenses

	Date	Expense	Amount	Requested
<input type="checkbox"/>	07/24/2014	Office Supplies Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$40.00	\$40.00
<input type="checkbox"/>	07/24/2014	Materials Seattle, Washington	\$25.00	\$25.00
<input type="checkbox"/>	07/20/2014	Office Supplies Office Depot, Seattle, Washington	\$100.00	\$100.00

New Expense

Expense

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
- Postage
- Materials

All Expense Types

Your new expense report and its status are listed in the **Active Reports** list. From this page, you can check the status of any submitted report.



Manage Expenses View Transactions Authorization Requests ▾

← Expense Home

Active Reports

Delete Report Copy Report

View Create & Edit Import

<input type="checkbox"/>	Report Type	Report Name	Comments	Status	Payment Sta...	Report Date	Total	Reque...
<input type="checkbox"/>	Expense	Office Supplies Office chairs.		Not Submitted	Not Paid	08/05/2014	\$1,126.23	\$1,026.23
<input type="checkbox"/>	Expense	Office Supplies Office Chairs		Submitted & Pending ...	Not Paid	07/16/2014	\$190.00	\$190.00

Last updated: 10/7/2016