



# Concur Travel Reporting Expense Manual

Note: If you are creating an expense report for local mileage please see the “Local Mileage Expense Report” manual.

1. Log into Concur and hover your cursor over New and select Start a Report.

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6. To add an expense click [Add Expense](#).



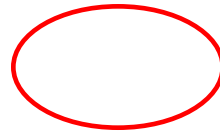
8. If you have a PCard or participate in e-receipts, then your charges will show under "Available Expenses". If any of these charges are applicable to this report, then select the applicable charges and click [Add To Report](#). If there are not any charges under your Available Expenses tab you need to attach to this report, then select the tab [Create New Expense](#).



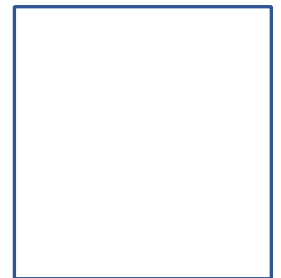
9. In the searchable field begin typing the expense type you wish to add. Then select the expense type you wish to add to your report and [Click it in the list](#).



10. Complete all the required fields (*required fields marked with red asterisks*) and attach the receipt. To attach receipt click **Add Receipt**.



11. Once you click **Add Receipt**, you can select a receipt that you have loaded into your Concur account or select **Upload New Receipt** and upload the receipt from your computer





15. To allocate an expense click the expense you wish to allocate and click the [Allocate](#) link directly below the word Details. *Hint: You can also check the box next to the expense on your report and click the Allocate button.*

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