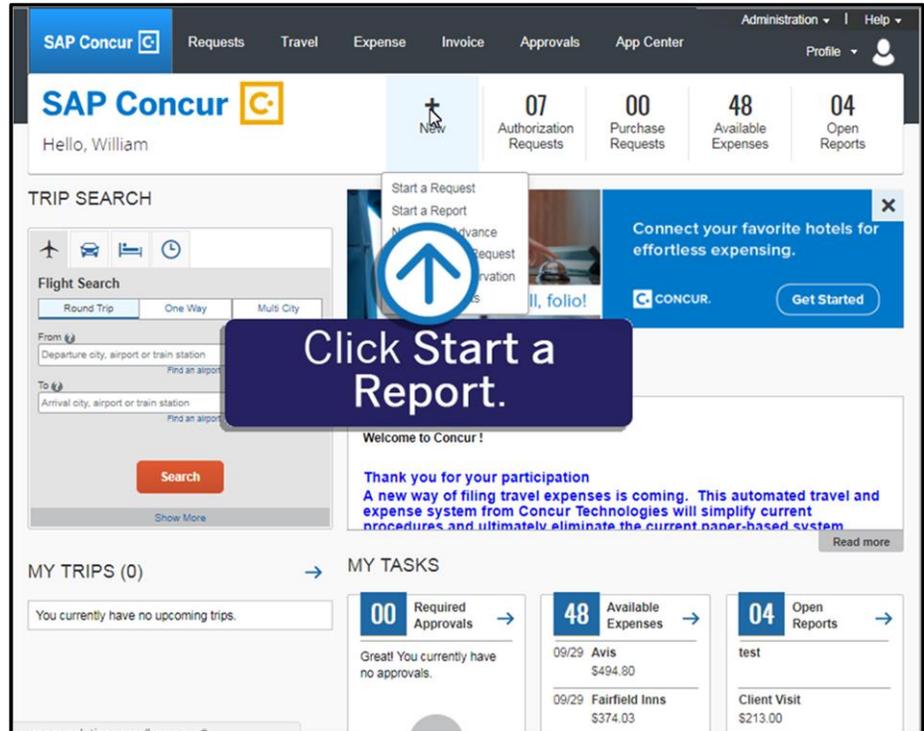


# Creating a New Expense Report

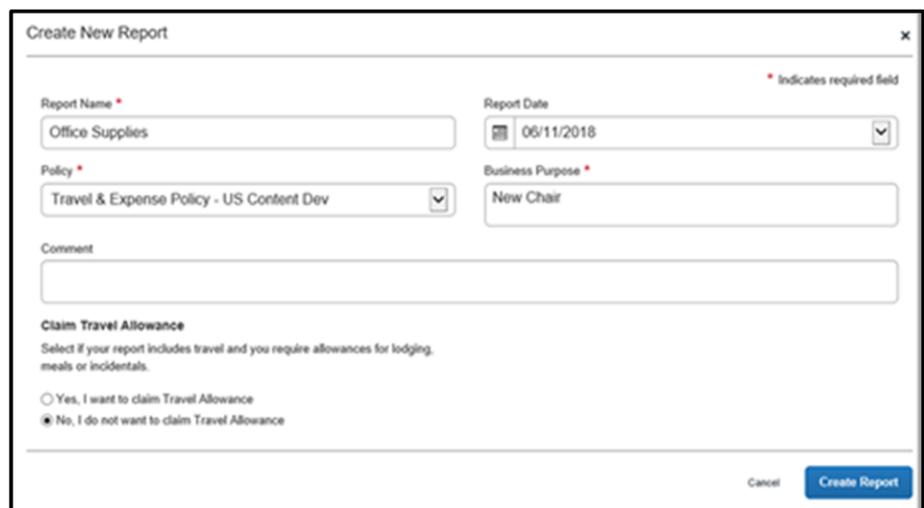
When you need to create an expense report that does not include previous travel bookings, you can start the report either from the **Quick Task** bar or the **Expense** tab on the menu bar. In this example, you will use the Quick Task bar.

1. From the SAP Concur home page, on the **Quick Task** bar, place your mouse pointer over **New**, and then click **Start a Report**.



2. On the **Create New Report** page, complete the required and optional fields as appropriate (required fields are indicated with a red asterisk).

Your company defines the fields that appear on this page. Note that some fields are already pre-populated.

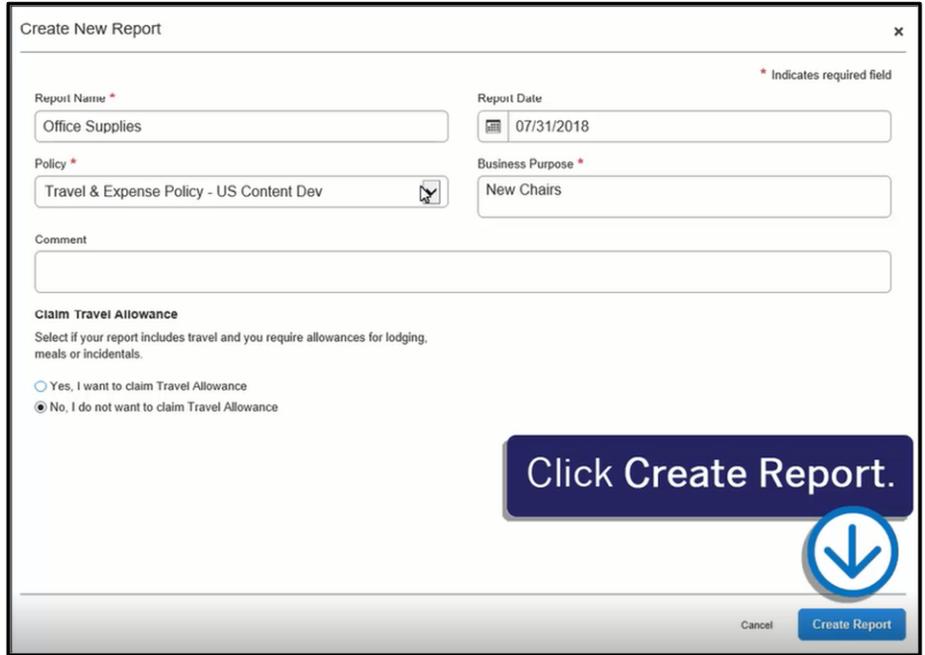


The screenshot shows the 'Create New Report' form. It includes the following fields and options:

- Report Name \***: Office Supplies
- Report Date**: 06/11/2018
- Policy \***: Travel & Expense Policy - US Content Dev
- Business Purpose \***: New Chair
- Comment**: (empty text area)
- Claim Travel Allowance**: Select if your report includes travel and you require allowances for lodging, meals or incidentals.
  - Yes, I want to claim Travel Allowance
  - No, I do not want to claim Travel Allowance

Buttons for 'Cancel' and 'Create Report' are located at the bottom right.

3. After you have completed entering your information, click **Create Report**.



Report Name \* Office Supplies

Report Date 07/31/2018

Policy \* Travel & Expense Policy - US Content Dev

Business Purpose \* New Chairs

Comment

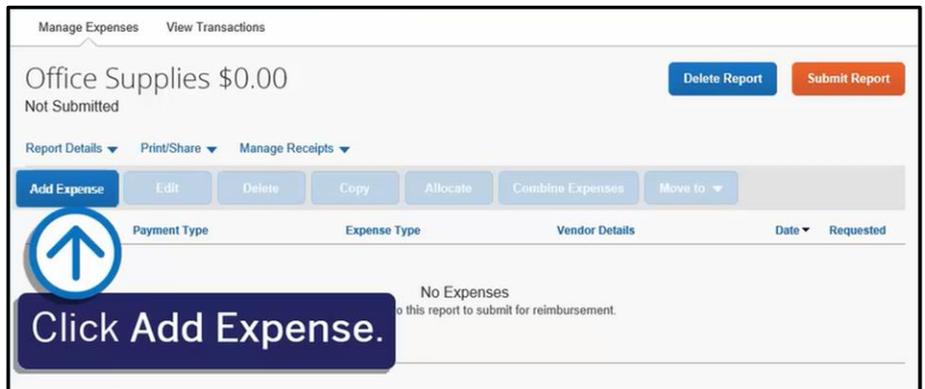
**Claim Travel Allowance**  
 Select if your report includes travel and you require allowances for lodging, meals or incidentals.

Yes, I want to claim Travel Allowance  
 No, I do not want to claim Travel Allowance

**Click Create Report.**

Cancel Create Report

4. In the open report, click **Add** to add credit card transactions or to create out-of-pocket expenses.



Office Supplies \$0.00

Not Submitted

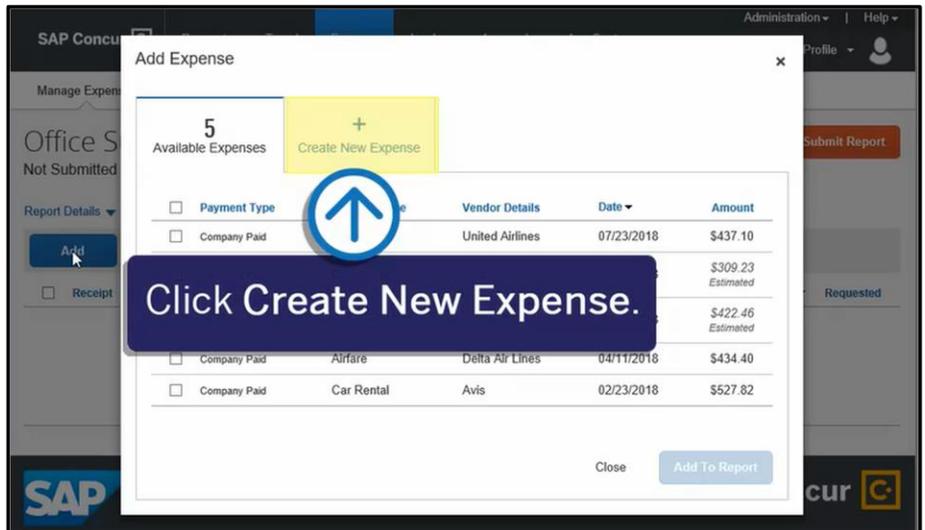
Report Details Print/Share Manage Receipts

**Add Expense** Edit Delete Copy Allocate Combine Expenses Move to

Payment Type	Expense Type	Vendor Details	Date	Requested
No Expenses to this report to submit for reimbursement.				

**Click Add Expense.**

5. Select the available expenses that you want to add to the report or click the **Create New Expense** tab to add new expenses.



5 Available Expenses

**Create New Expense**

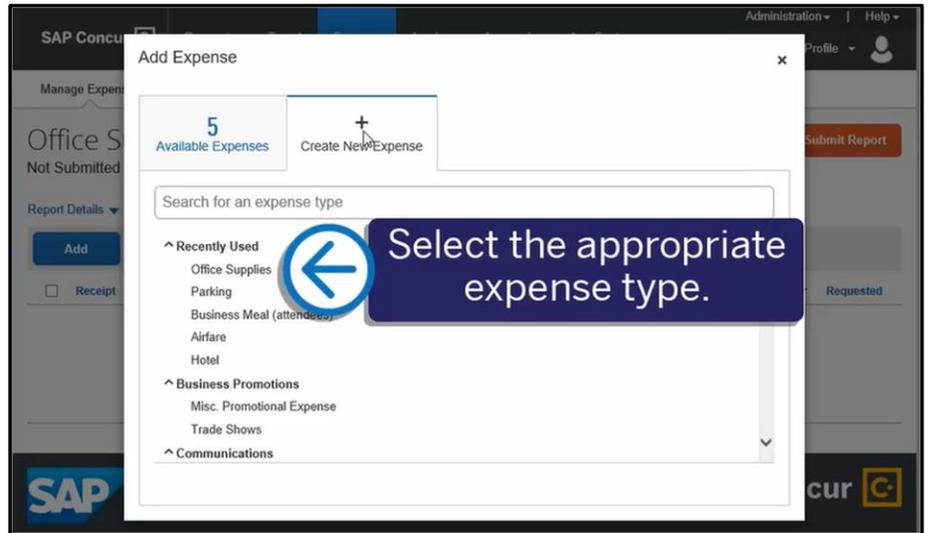
Payment Type	Vendor Details	Date	Amount
<input type="checkbox"/> Company Paid	United Airlines	07/23/2018	\$437.10
<input type="checkbox"/> Company Paid	Airfare	Delta Air Lines	\$309.23 <i>Estimated</i>
<input type="checkbox"/> Company Paid	Airfare	Delta Air Lines	\$422.46 <i>Estimated</i>
<input type="checkbox"/> Company Paid	Car Rental	Avis	\$434.40
<input type="checkbox"/> Company Paid	Car Rental	Avis	\$527.82

**Click Create New Expense.**

Close Add To Report

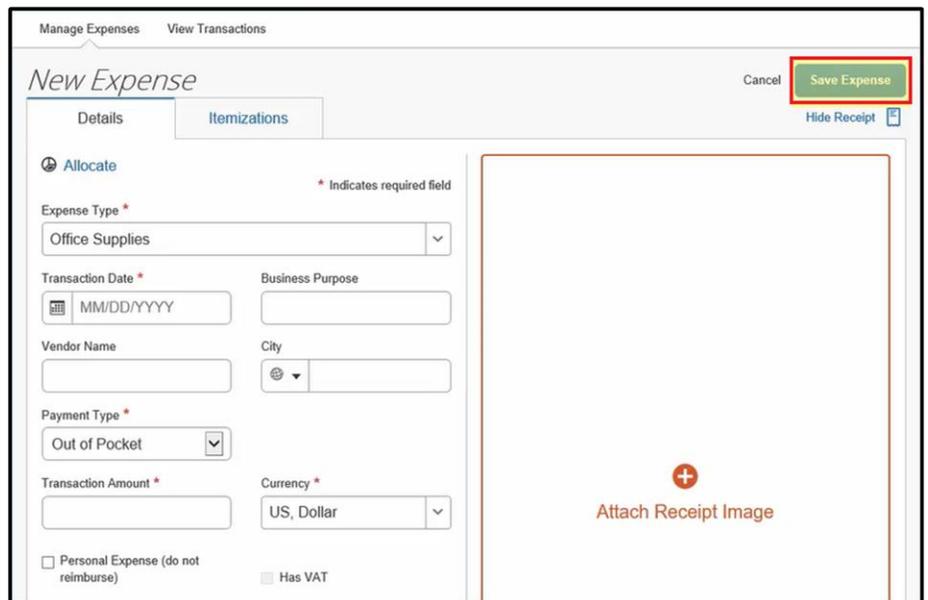
6. Select the appropriate expense type.

Your company determines which expense types are available.



The **New Expense** screen displays. Your company determines the required fields (marked with a red asterisk), and if you can allocate the expense. On the **Itemizations** tab you can add additional expense types for this transaction.

7. After you are done entering the appropriate fields, click **Save Expense**.



Once you have entered all of your expenses for this report, and attached the required receipts, you can submit the report for approval.