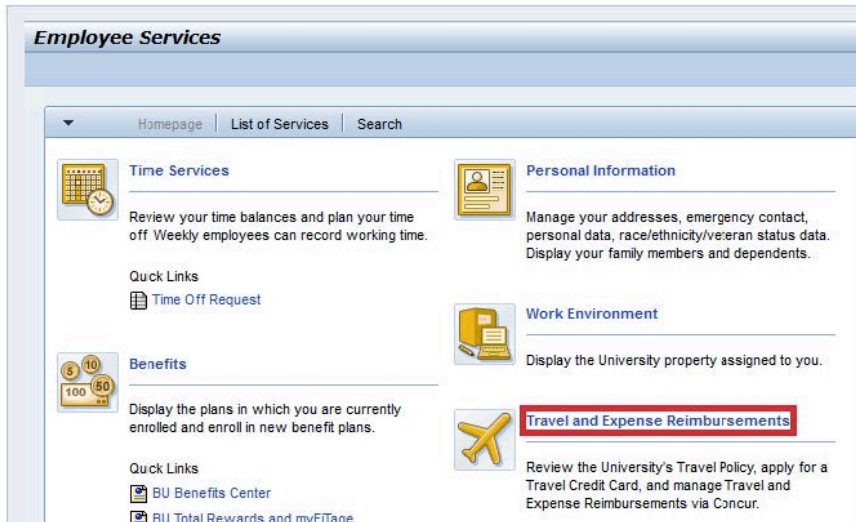


How to start an Expense Report

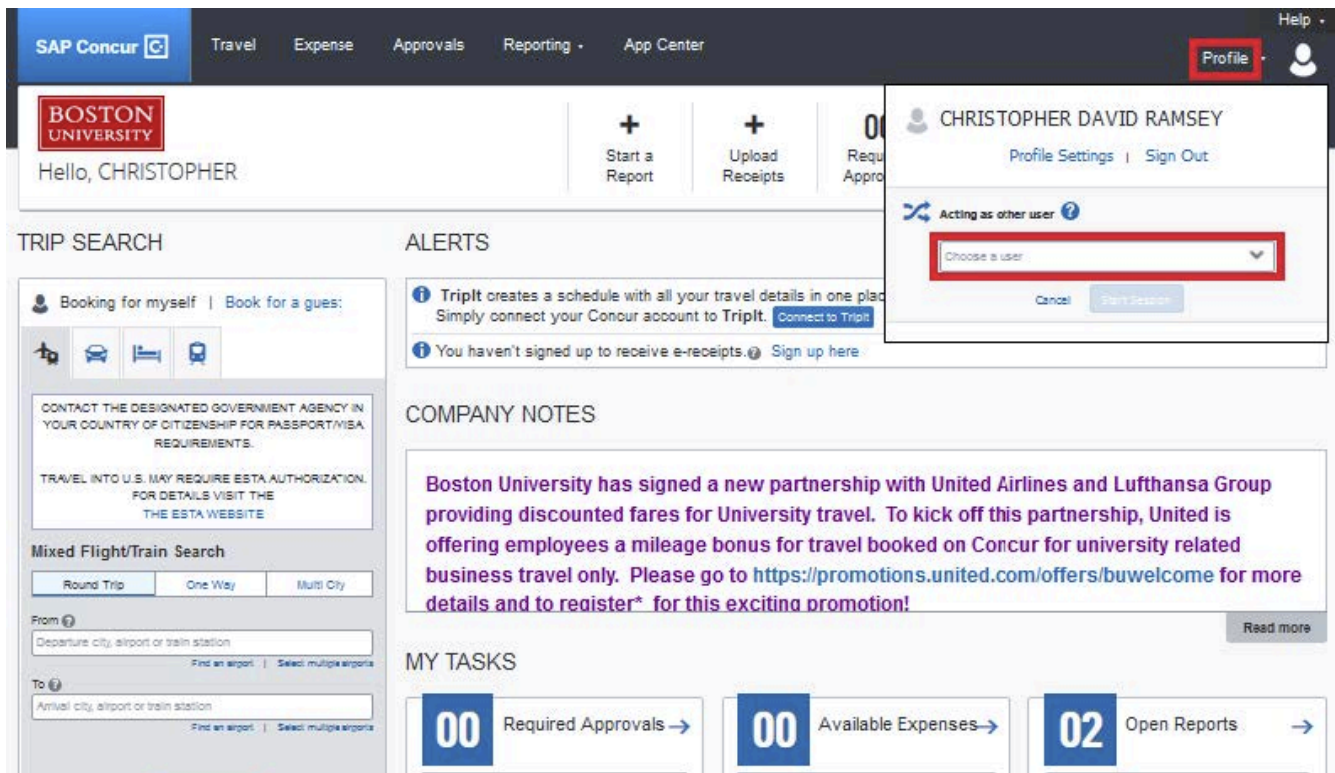
This Quick Reference Guide demonstrates how to start an Expense Report in Concur.



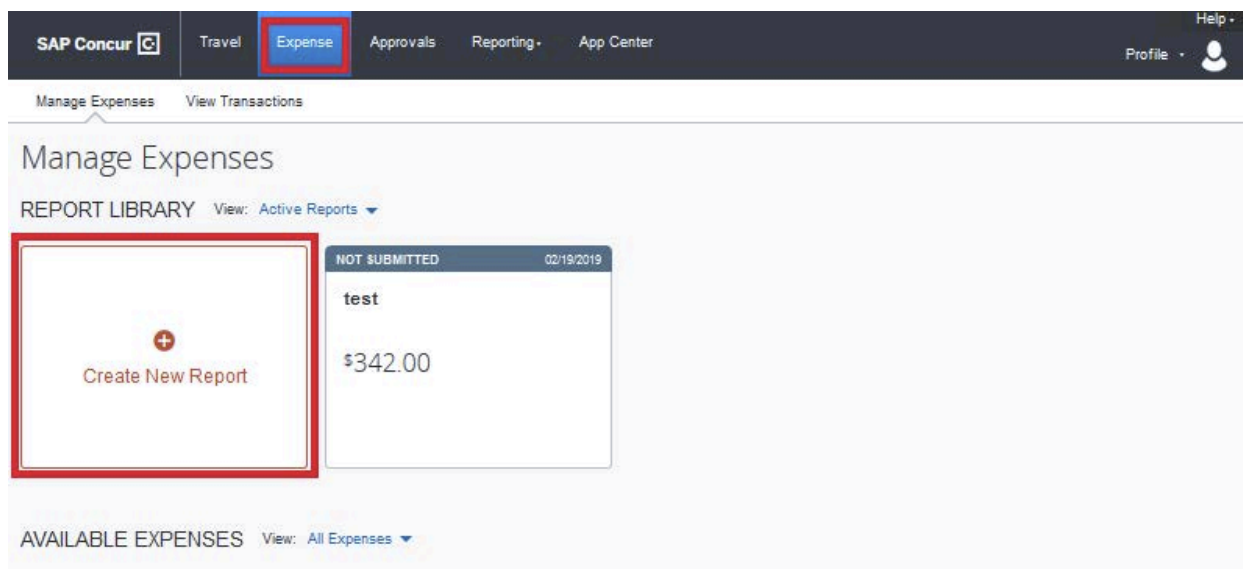
To access **Concur** go to [BUworks Central Portal Web-Site Page](#) and follow the menu path below:

Menu Path: [BUworks Central Portal](#) → ESS → Travel Reimbursements → Manage Business Travel Arrangements and Reimbursements →

Concur Travel and Expense Home Page



1a	If you are submitting a report on the traveler's behalf as an Expense Delegate (see above image), click on the Profile button located on right hand side of Concur Home tab and select traveler's name from your Acting as other user list and click Apply button. <i>If you are submitting on your own behalf continue to step 1b</i>
1b	Select the Expense tab and ensure you are on the Manage Expenses section. If you have BU Travel Card activity you will also have a View Transactions section (not shown on this QRG)
2	Click + Create New Report box
3	Fill out all required Report Header fields (indicated with a red line on the left side of the form field). Note: the Cost Object field can be over written/the submitter can change the account



Create New Report

* Indicates required field

Report Name *	Report Key	Trip Purpose *
<input type="text"/>	<input type="text"/>	<input type="text" value="Search by Text"/>
Travel Classification *	Start Date *	End Date *
<input type="text"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>
<input type="checkbox"/> Spousal Travel Included?	Cost Object *	Does this report charge a grant/sponsored program? *
	<input type="text" value="Accounts Payable (1060150000)"/>	<input type="text" value="No"/>
Traveler Type *	Destination *	<input type="checkbox"/> Does this trip involve multiple destinations?
<input type="text"/>	<input type="text"/>	
Comment		
<input type="text"/>		

Cancel **Create Report**

4	Click the Create Report button after filling out the Report Header to create the Expense Report
5	If you need to re-access the Report Header after creating your report you can do so by clicking the Report Details button and selecting Report Header from the dropdown menu.

