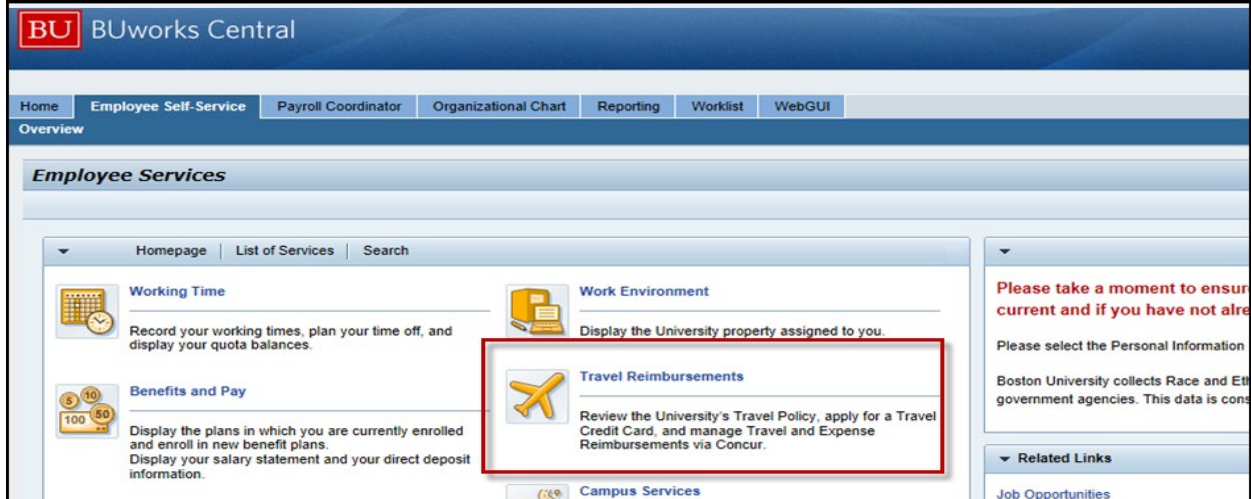


How to start an Expense Report

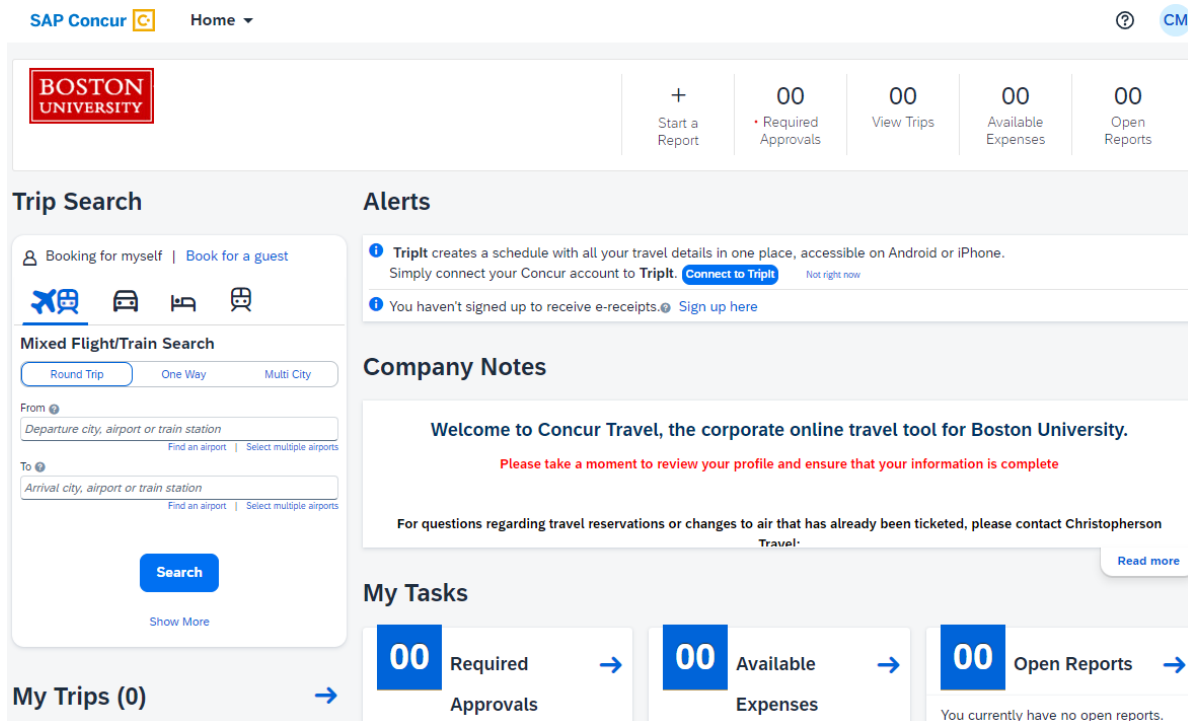
This Quick Reference Guide demonstrates how to start an Expense Report in Concur.



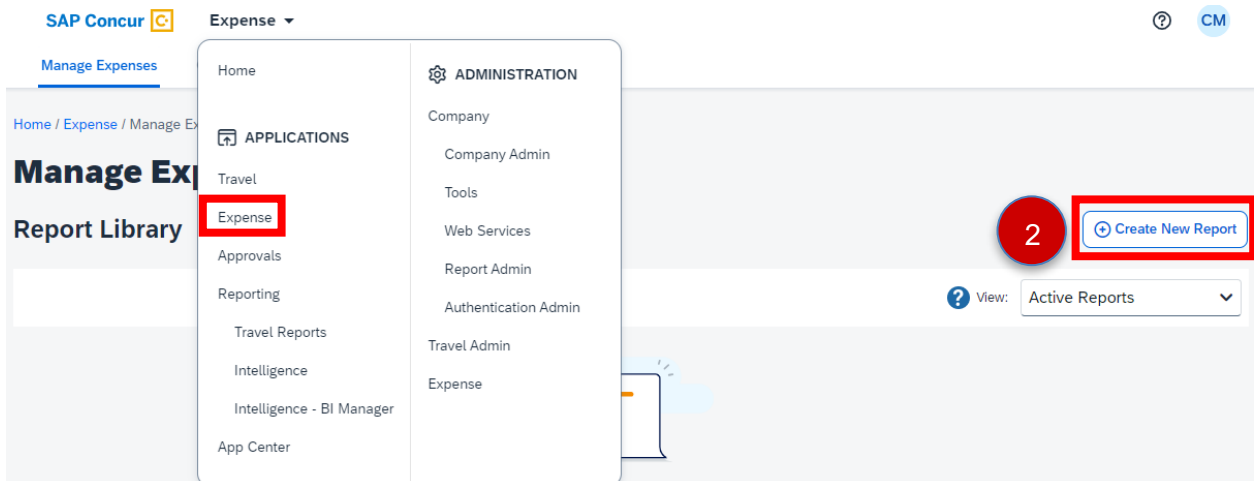
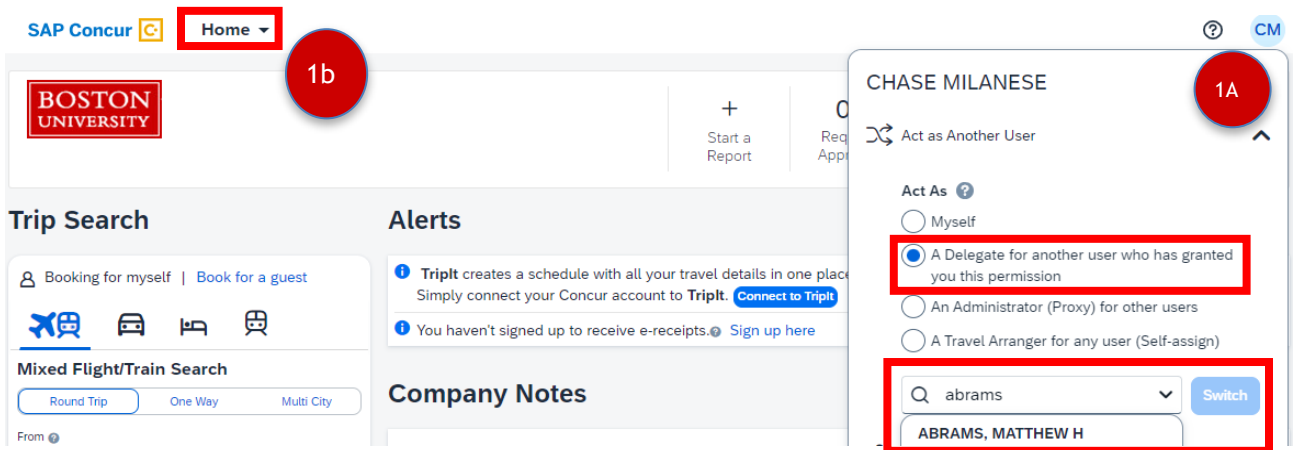
To access **Concur** go to [BUworks Central Portal Web-Site Page](#) and follow the menu path below:

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 click on Profile button located on right hand side of Concur Home tab and select traveler's name from your Administer for another user list and click Apply button. <i>If you are submitting on your own behalf continue to step 1b</i>
1b	Click the Home dropdown and select the Expense tab. If you have BU Travel Card activity you will also see a Available Expenses section (not shown on this Knowledge Article)
2	Click + Create New Report box
3	Fill out all required Report Header fields (indicated with a red asterisk). Note: the Cost Object field can be edited as necessary. Any restricted account starting with 9 should be preceded with two leading zeros (example: 009123456789)



- | | |
|------------|--|
| 4 | Click the Create Report button after filling out the Report Header to create the Expense Report |
| 5/6 | 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 drop down menu. |

You have successfully started a Concur Travel and Expense Report