

**HOW TO CREATE A NON-TRAVEL EXPENSE REPORT IN CONCUR**

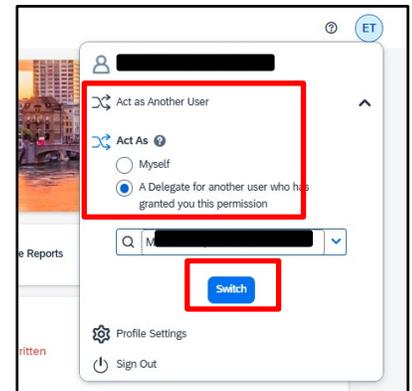
This guide demonstrates how to create and submit a Non-Travel Expense Report in Concur for yourself or on behalf of someone else as an expense delegate.

An Expense Report does not have to be submitted the same day it is created; you can work on the Expense Report over time and submit once all expenses for the reporting period have been added.

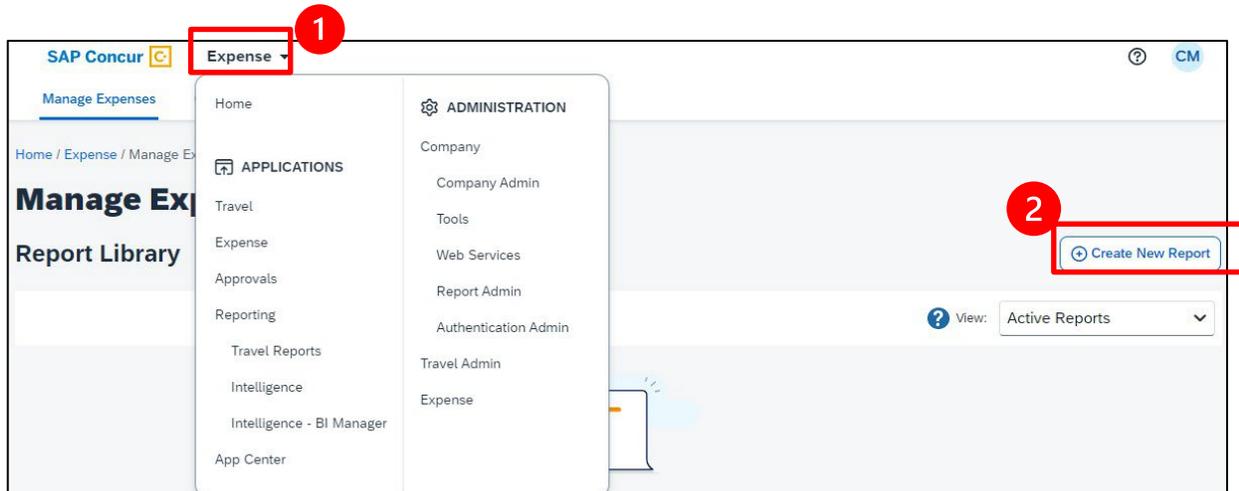
**CREATING EXPENSE REPORT**

Note: To prepare a report on behalf of someone else, complete following steps to assign yourself as an **Expense Delegate**.

- Click the profile icon in the top right corner of the Concur home page and select **“Act As Another User”**
- Select **“A Delegate for another user who has granted you this permission,”** enter the individual’s name, and click **“Switch.”**
- Once you assign yourself as an Expense Delegate, continue to step 1 below and complete the process as you would to create a report for yourself.



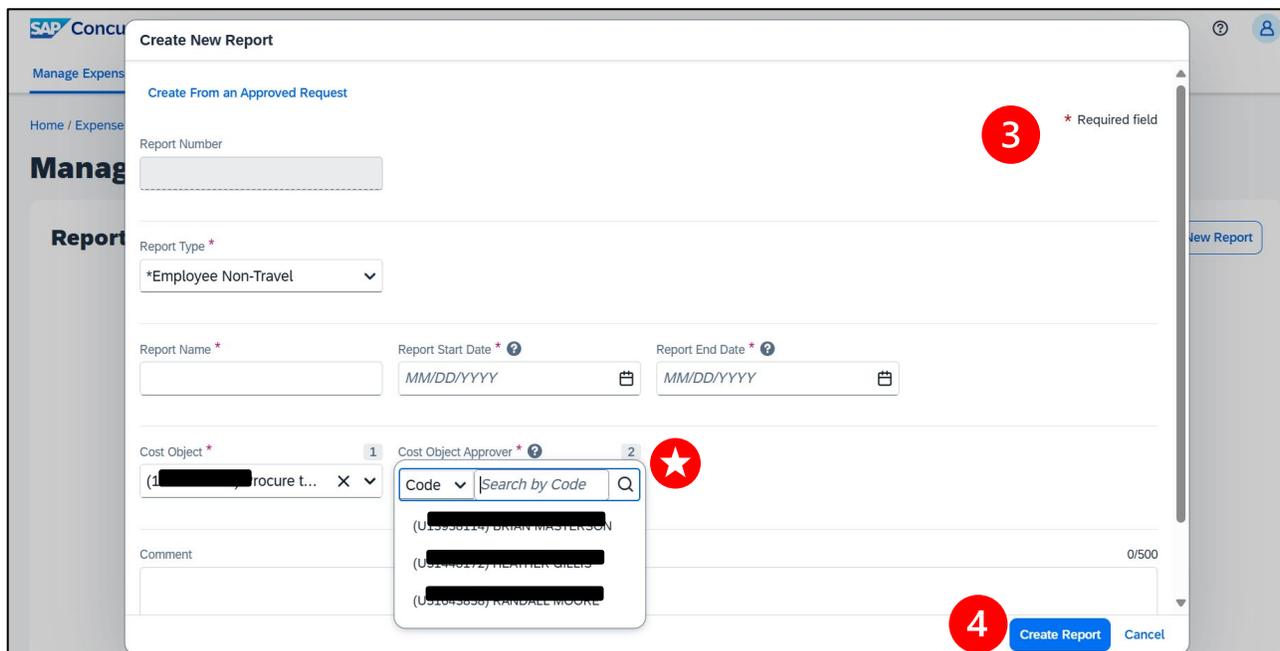
1. Click the **Home** drop-down and select **Expense**.
2. Click **+ Create New Report**



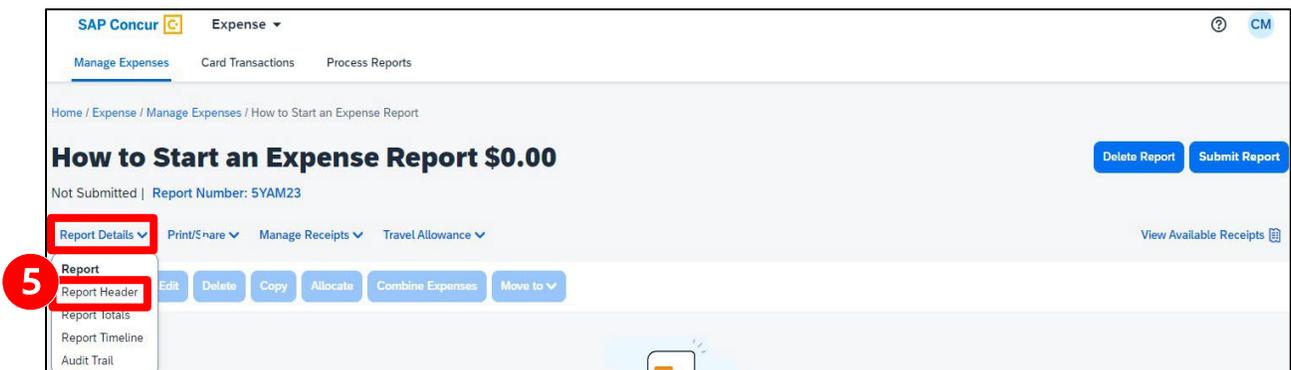
3. Complete all required fields in the report header (indicated with a red asterisk).

- Report Type: **Employee Non-Travel**
- Report Name: Be as detailed as possible to make reports easily identifiable. Do not title your reports with your name or broad terms such as “Conference.”
- Start and End Dates: Per University policy, the Expense Report must be submitted within 30 days of the trip end date.
- Cost Object: Can be edited as needed. Any restricted account starting with a 9 should be preceded with two leading zeros (e.g., 009123456789).
- ★ • **[NEW] Cost Object Approver:** Select the most appropriate financial approver from the drop-down (populated based on the account selected in the Cost Object field.)

4. Click on “**Create Report**” 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, click the “**Report Details**” button and select “**Report Header**” from the drop-down menu.



You have completed the process to create a Non-Travel Expense Report.