HOW TO TRANSFER EXPENSES FROM REPORTS NOT SUBMITTED OR APPROVED PRIOR TO JULY 7, 2025

Notice: From July 14, 2025, Boston University will have a new configuration of SAP Concur. Any reports containing only out-of-pocket expenses that were not submitted and approved in Concur by July 7, 2025, will be returned. The submitter will need to resubmit the expenses after July 14 in the new version of Concur.

Follow the steps below to transfer expenses from existing unsubmitted and/or unapproved expense reports to the new expense report configuration. This method preserves all previously entered line-item details, making it a more efficient alternative to manually recreating reports.

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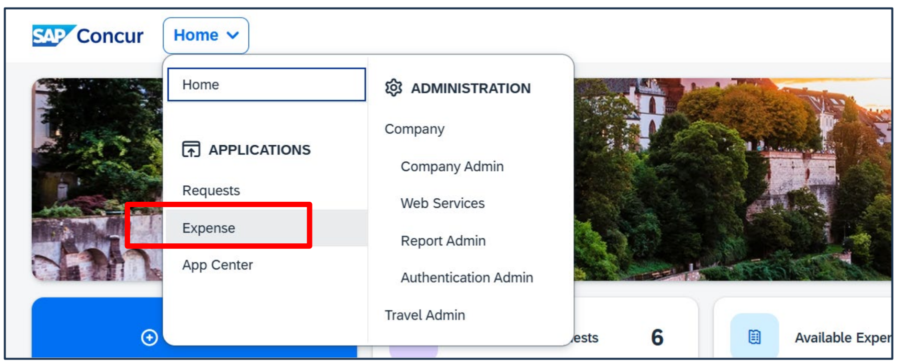
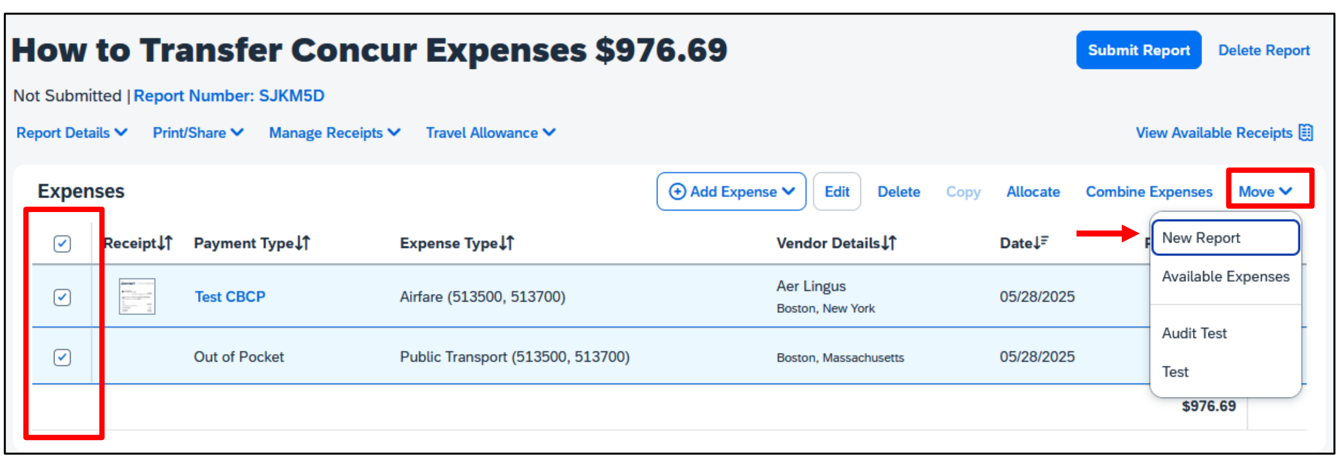
1. Navigate to the "Expense" tab in your Concur profile.



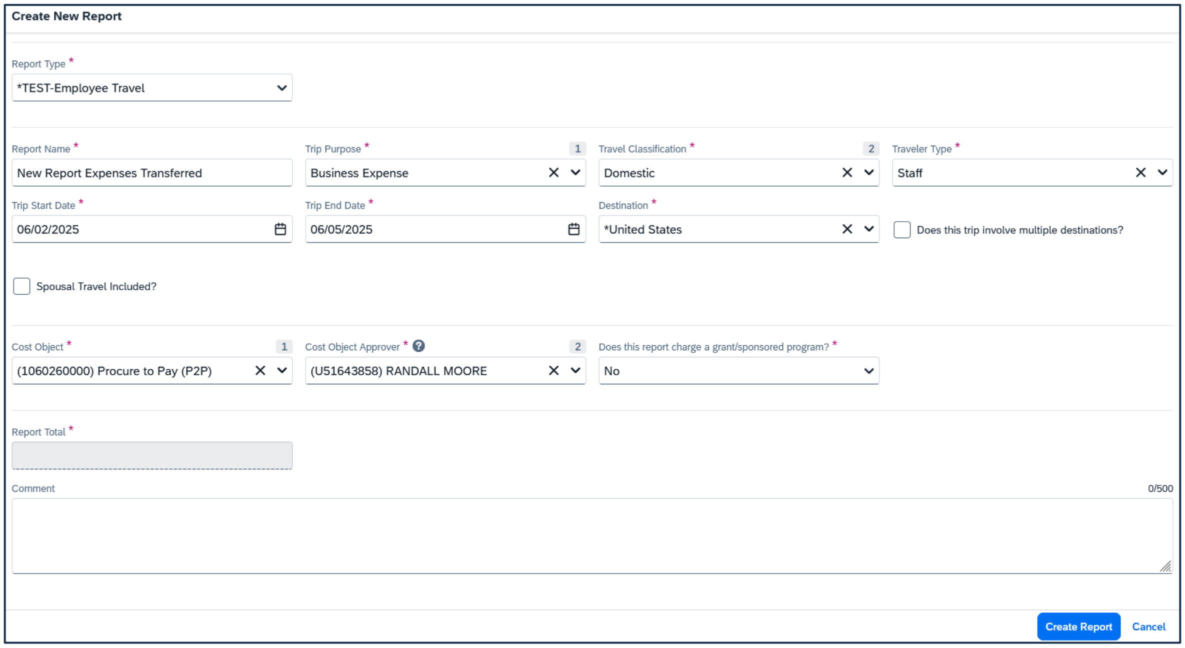
2. Open the report containing the expenses you want to transfer.

3. Select the expenses you wish to move by clicking the check boxes.

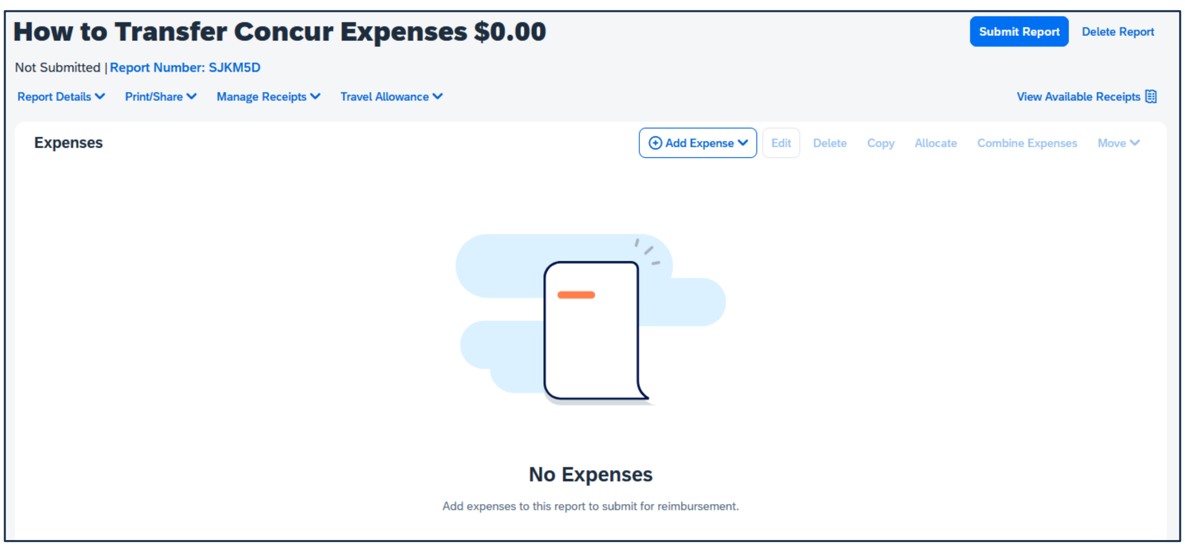
4. Click "**Move"** and select "**New Report**" from the drop-down.



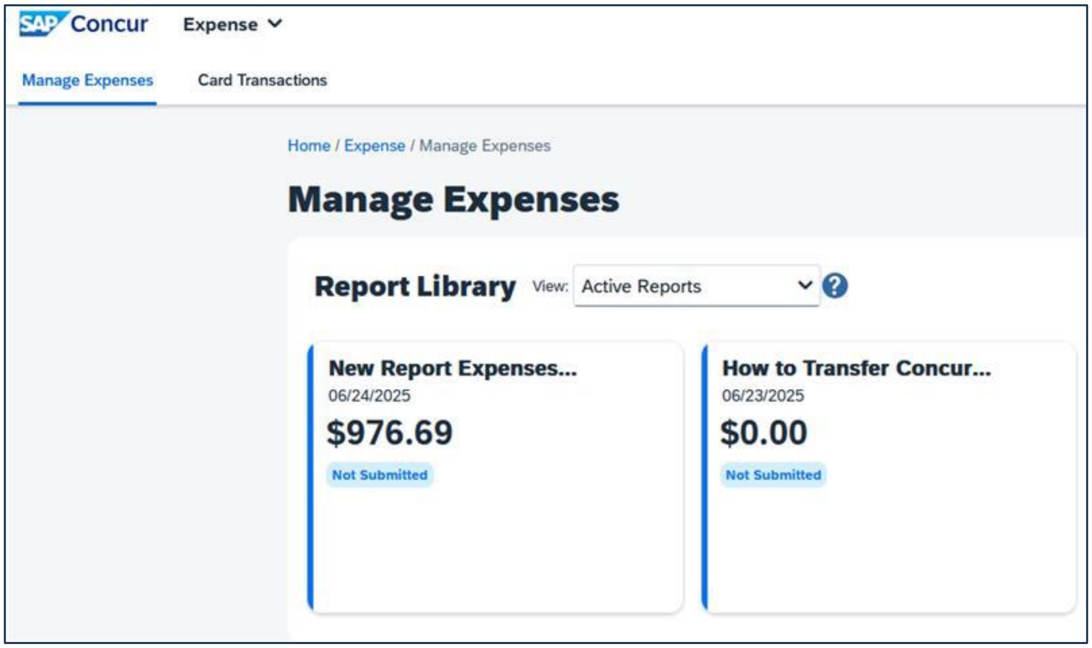
5. Complete the new report header and then click “Create Report.”



6. Once you click “Create Report,” the expenses will be transferred to the new report, and you will see a screen showing that your old report now has no expenses.



7. Your Expense page will display the New Report, which contains the newly transferred expenses, as well as the old report, which no longer has any expenses. Please delete the old report now that the expenses have been successfully transferred.



8. When you click on the New Report to open it, you will see the new expenses listed. You can add additional expenses as needed and submit the report once your trip or event has concluded.