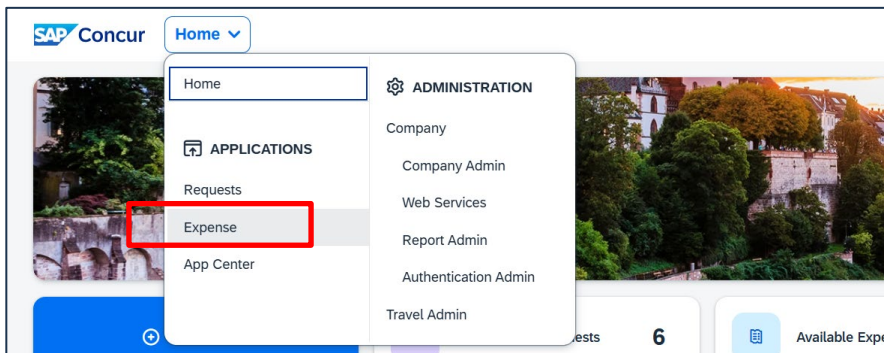


HOW TO TRANSFER EXPENSES FROM REPORTS NOT SUBMITTED OR APPROVED PRIOR TO JULY 7, 2025

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.

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.

How to Transfer Concur Expenses \$976.69

[Submit Report](#)
[Delete Report](#)

Not Submitted | Report Number: SJKM5D

[Report Details](#)
[Print/Share](#)
[Manage Receipts](#)
[Travel Allowance](#)
[View Available Receipts](#)

Expenses						Add Expense Edit Delete Copy Allocate Combine Expenses Move
☒	Receipt	Payment Type	Expense Type	Vendor Details	Date	
☒		Test CBCP	Airfare (513500, 513700)	Aer Lingus Boston, New York	05/28/2025	
☒		Out of Pocket	Public Transport (513500, 513700)	Boston, Massachusetts	05/28/2025	

New Report
Available Expenses
Audit Test
Test

\$976.69

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

Create New Report

Report Type *
*TEST-Employee Travel

Report Name *
New Report Expenses Transferred

Trip Purpose *
Business Expense

Travel Classification *
Domestic

Traveler Type *
Staff

Trip Start Date *
06/02/2025

Trip End Date *
06/05/2025

Destination *
*United States

Does this trip involve multiple destinations?
☐

Spousal Travel Included?
☐

Cost Object *
(1060260000) Procure to Pay (P2P)

Cost Object Approver *
(U51643858) RANDALL MOORE

Does this report charge a grant/sponsored program? *
No

Report Total *

Comment

Create Report Cancel

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.

How to Transfer Concur Expenses \$0.00

Not Submitted | Report Number: SJKM5D

Report Details | Print/Share | Manage Receipts | Travel Allowance

View Available Receipts

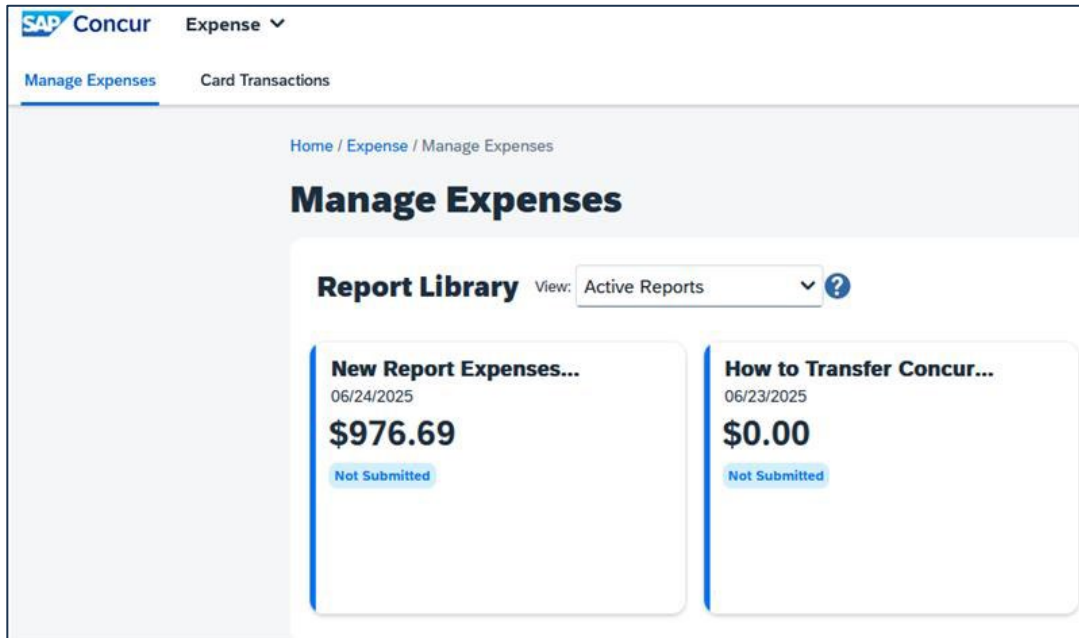
Expenses

Add Expense Edit Delete Copy Allocate Combine Expenses Move

No Expenses

Add expenses to this report to submit for reimbursement.

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.

