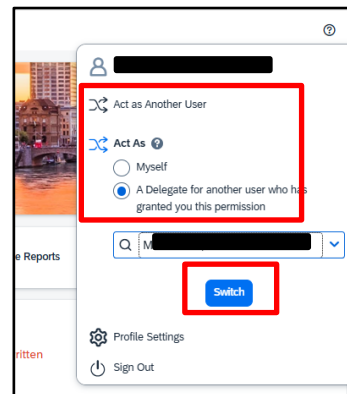


HOW TO CREATE A NON-TRAVEL EXPENSE REPORT

An Expense Report does not have to be submitted the same day it is created. Please create a single Non-Travel Expense Report and submit it once all expenses for the reporting period have been added.

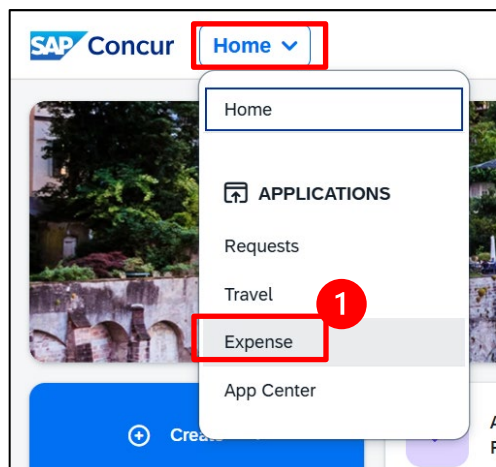
EXPENSE DELEGATES: HOW TO ACT AS ANOTHER EMPLOYEE

- To create a Non-Travel Expense Report for another employee, you must first be assigned as the employee's Expense Delegate in Concur. [Reference: How to Assign Expense Delegates].
- Once assigned, click the profile icon in the top right corner of your Concur home page and choose **Act As Another User**.
- Select **A Delegate for another user who has granted you this permission** and enter the employee's name.
- Click the **Switch** button. Once you have switched into the other employee's profile, continue to step 1 below.



HOW TO CREATE A NON-TRAVEL EXPENSE REPORT

- Click the **Home** drop-down menu and select **Expense**.



- Click **(+) Create New Report**



- Report Type: Employee Non-Travel
- Report Name: Include detail to make reports easily identifiable. Do not title your reports with your name or broad terms such as “Conference.”
- Report Start and End Dates
- 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 (“cost object”) approver from the drop-down (populated based on the account selected in the Cost Object field).

Note: For non-travel reports, Cost Object Approver selection occurs only at the header level. If you allocate to different accounts at the line-item level of a non-travel report and need to include additional approvers (other than the supervisor and Cost Object Approver selected at the header level), the supervisor or Cost Object Approver will be responsible for adding additional approvers.

Create New Report

Create From an Approved Request

Report Number

Report Type *
*Employee Non-Travel

Report Name * Report Start Date * Report End Date *

Cost Object * Cost Object Approver *

Comment

Create Report **Cancel**

- To re-access and/or edit the report header after creating the report, click on **Report Details** and select **Report Header** from the drop-down menu.

SAP Concur Expense

Manage Expenses Card Transactions Process Reports

Home / Expense / Manage Expenses / How to Start an Expense Report

How to Start an Expense Report \$0.00 Delete Report Submit Report

Not Submitted | Report Number: 5YAM23

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Report Edit Delete Copy Allocate Combine Expenses Move to

Report Header
Report Totals
Report Timeline
Audit Trail

- To add expenses to your report, click **(+) Add Expense** and Manually Create an Expense or Select from Available Expenses.

Not Submitted | Report Number: C1N6G4

Report Details Print/Share Manage Receipts Travel Allowance

Expenses

(+) Add Expense Edit Delete

Manually Create Expense
Select from Available Expenses (0)

- To upload a receipt, click on **Manage Receipts** and select **Manage Attachments**. Drag and drop your file or click the button to upload.

Not Submitted | Report Number: US2YP3

Report Details Print/Share **Manage Receipts**

Expenses

Manage Attachments
Missing Receipt Declaration

Attach to Report

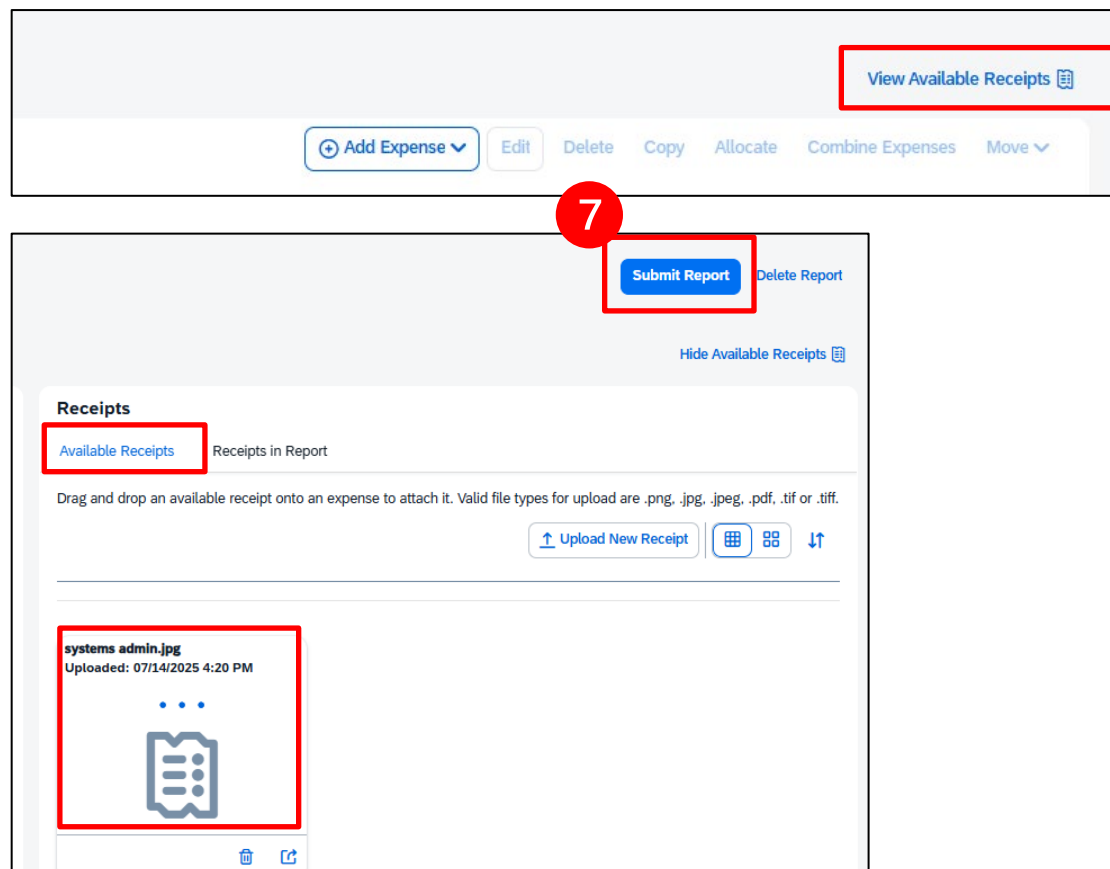
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file.

Upload Report Level Attachment

Not seeing your attachment? Try again in a few minutes.

Close

If you have already uploaded your receipt file using the process outlined in the “How to Upload & Manage Receipts” training guide, click on **View Available Receipts** and select the appropriate receipt image.



7. Click **Submit Report** when there are no additional expenses to be added to the Non-Travel Expense Report.