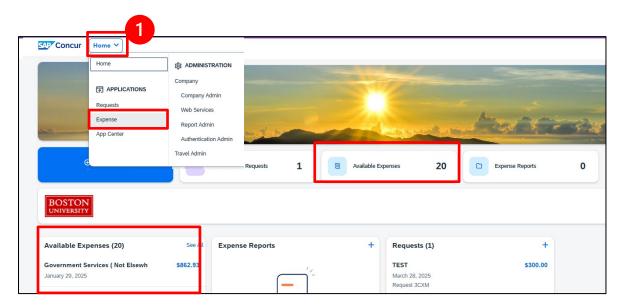
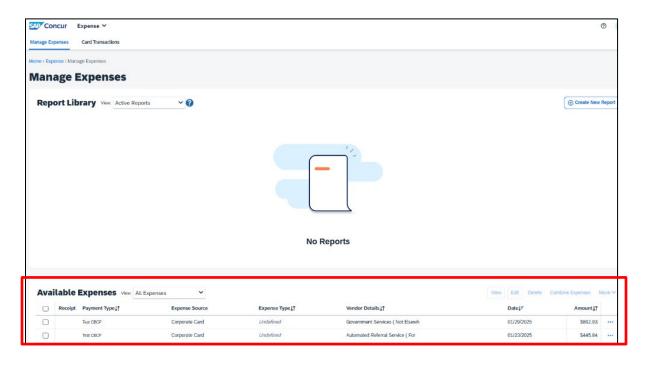


HOW TO ASSIGN CARD CHARGES TO AN EXPENSE REPORT

To assign card transactions to a **new expense report**, follow steps 1 & 2 below.

Access card transactions in Concur: click on the Home drop-down menu and select
 Expense or simply view card transactions by clicking the Available Expenses boxes on the
 Concur home page.



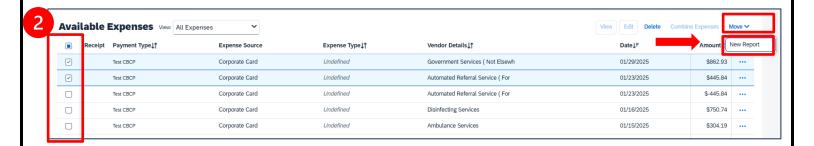


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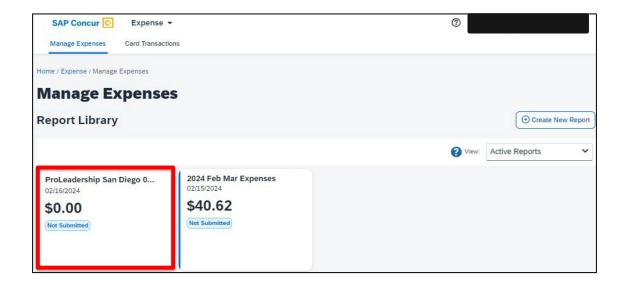
2. Move the transactions into an expense report:

- a. Select the checkbox(es) next to the appropriate transaction(s). To select all transactions, click the checkbox to the left of the word **Receipt**. Note: To view more information about the transaction, click on the Expense.
- b. Once the desired transactions are selected, click on the blue Move button and select New Report. If you want to add the transaction(s) to a report you already have in progress, select the name of that report.



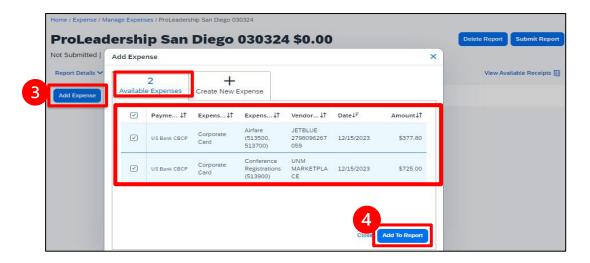
Alternatively, you can add transactions to an **existing report** by first accessing the expense report from your Concur profile. Follow steps below.

1. Click on the desired report from your Report Library.





- 3. Click **Add Expense** and select the Available Expense(s) you would like to add to the report.
- 4. Select **Add to Report**.



The selected charges will now appear in the report you are working on. Complete all required fields (highlighted in red) and make edits as needed. Submit the report once all expenses have been entered.

