

Concur Expense QuickStart Guide for USC



SAP Concur
Technologies
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- Invoice
- Expense
- Travel
- Request
- Risk Messaging
- SAP Concur for Mobile

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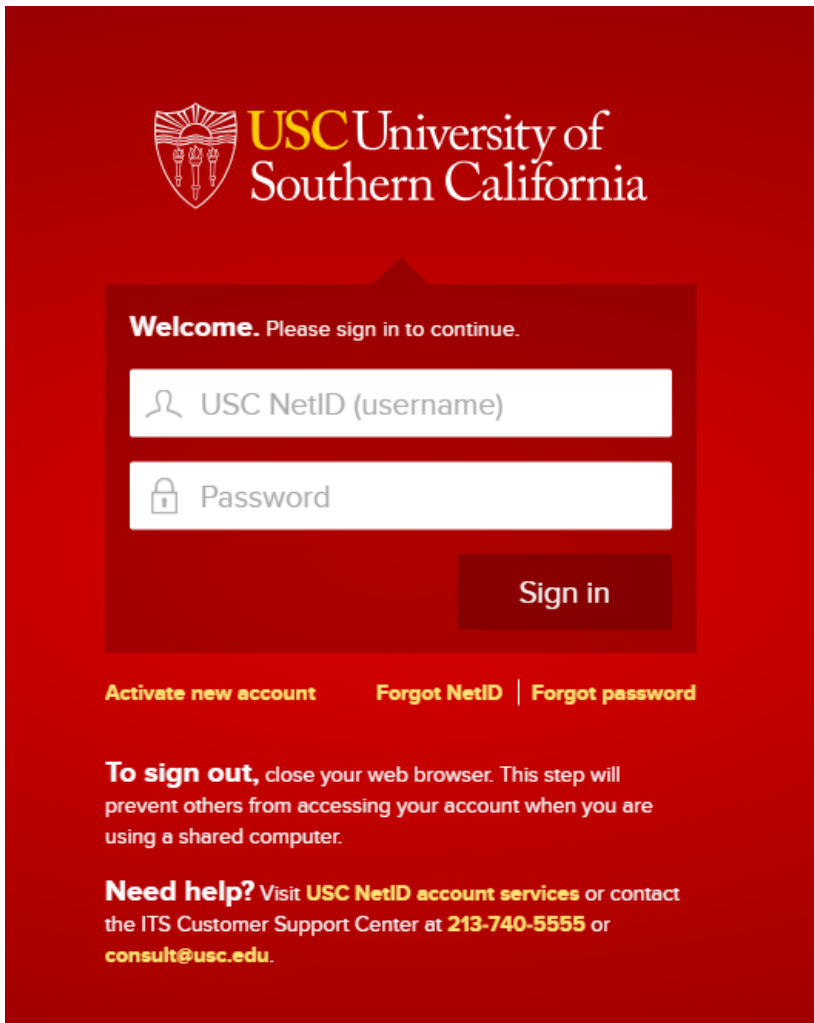
Signing in to SAP Concur

To sign in to SAP Concur, you must have USC NetID access.

1. In the **USC NetID (username)** field, enter your user name.
2. In the **Password** field, enter your password.
3. Click **Sign In**.

NOTES:

- Your password is case sensitive.
- If you are not sure how to log on, visit USC NetID account services or contact the ITS Customer Support Center.

The image shows the USC NetID login page. At the top is the USC University of Southern California logo. Below it is a dark red box with a white border containing the login fields. The text "Welcome. Please sign in to continue." is at the top of this box. There are two input fields: "USC NetID (username)" with a person icon and "Password" with a lock icon. A "Sign in" button is to the right of the password field. Below the login box are three links: "Activate new account", "Forgot NetID", and "Forgot password". At the bottom, there is a "To sign out" instruction and a "Need help?" section with contact information for USC NetID account services and the ITS Customer Support Center.

Welcome. Please sign in to continue.

USC NetID (username)

Password

Sign in

[Activate new account](#) [Forgot NetID](#) | [Forgot password](#)

To sign out, close your web browser. This step will prevent others from accessing your account when you are using a shared computer.

Need help? Visit [USC NetID account services](#) or contact the ITS Customer Support Center at [213-740-5555](tel:213-740-5555) or consult@usc.edu.

Exploring the SAP Concur Home Page

The SAP Concur home page contains the following sections.

NOTE: To return to the SAP Concur home page from any other page, click the SAP Concur logo on the top left of the screen.

You will see the following sections on the SAP Concur home page.

Section	Description
Trip Search	This section provides the tools you need to book a trip with any or all of the following: Flight: Use to book a flight. You can also book hotel and reserve a car at the same time. Car, Hotel, Limo, or Rail: Use to book hotels, reserve rental cars, etc. if not including them while booking a flight (Flight tab).
Alerts	This section displays informational alerts about Travel features.
Company Notes	Content is provided by Travel & Expense Management.
My Trips	This section lists your upcoming trips.
My Tasks	This section lists Required Approvals (for managers), Open Requests , Available Expenses , and Open Reports .

The screenshot displays the SAP Concur home page for a user named William at USC University of Southern California. The page features a top navigation bar with 'Requests', 'Travel', 'Expense', and 'App Center'. Below the navigation bar, there's a header section with the user's name, a 'New' button, and four summary cards: '01 Authorization Requests', '08 Available Expenses', '00 Open Reports', and '00 Cash Advances'. The main content area is divided into several sections: 'TRIP SEARCH' (highlighted with a red box) containing a search form for flights, hotels, and cars; 'ALERTS' (highlighted with a red box) showing a notification about a free Tript Pro subscription; 'COMPANY NOTES' (highlighted with a red box) with a welcome message and a 'Read more' link; 'MY TASKS' (highlighted with a red box) showing '01 Open Requests', '08 Available Expenses', and '00 Open Reports'; and 'MY TRIPS (1)' (highlighted with a red box) showing a list of upcoming trips.

Updating Your Profile

Use the **Profile Options** page to set or change your personal preferences. To avoid re-entering personal and permanent information about yourself (phone number, contacts, credit card information etc.), complete your profile after logging onto SAP Concur for the first time and update it whenever your information changes. Your profile options include:

- Approvers
- Attendees
- E-Receipts
- Expense Delegates
- Expense Preferences such as Email Notifications
- Travel Preferences:
 - Mobile Registration
 - E-receipt Activation

Activating E-Receipts

E-receipts are an electronic version of receipt data that can be sent directly to SAP Concur to replace imaged paper receipts. The availability and content of e-receipts vary depending on the vendor.

You must opt-in from your **Profile** before e-receipts activate in Expense. Some vendors require additional paperwork before they can send e-receipt data. Contact your SAP Concur administrator for more information.

A message will appear on the SAP Concur home page, prompting you to sign up. You can also active e-receipts from your **Profile Options** page.

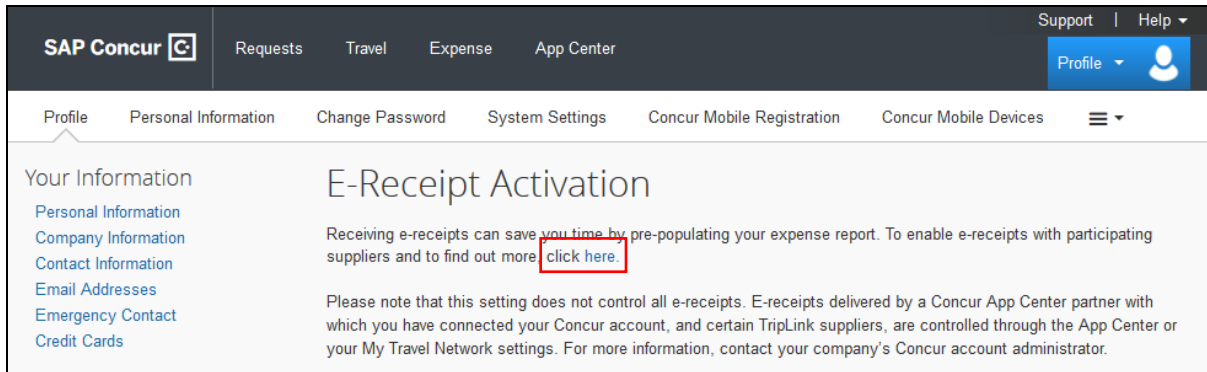
To activate e-receipts

1. Click **Profile**, and then click **Profile Settings**.
2. On the **Profile Options** page, click **E-Receipt Activation**.

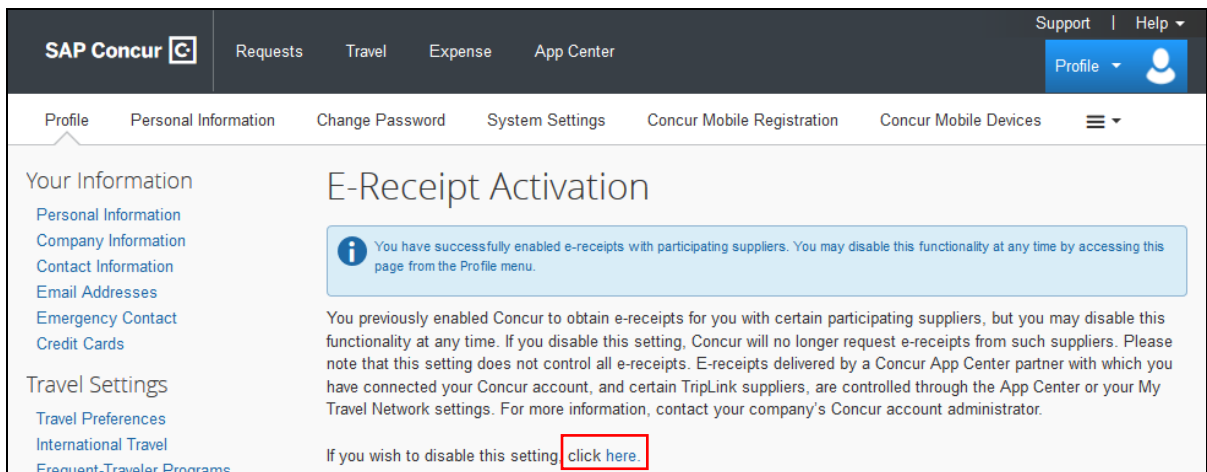
The screenshot displays the SAP Concur user interface. At the top, there's a navigation bar with 'SAP Concur' logo and links for 'Requests', 'Travel', 'Expense', and 'App Center'. On the right, there are links for 'Support' and 'Help', and a 'Profile' dropdown menu. Below the navigation bar, a secondary menu shows 'Profile', 'Personal Information', 'Change Password', 'System Settings', 'Concur Mobile Registration', and 'Concur Mobile Devices'. The main content area is titled 'Profile Options' and includes a sub-header 'Select one of the following to customize your user profile.' Below this, there are several sections: 'Personal Information' (home address, emergency contact), 'Company Information' (company name, business address), 'Credit Card Information' (store credit card info), 'Travel Profile Options' (carrier, hotel, rental car), 'System Settings' (time zone, clock), 'Contact Information' (travel arrangements), 'E-Receipt Activation' (enable e-receipts), and 'Travel Vacation Reassignment' (configure backup travel manager). The 'E-Receipt Activation' section is highlighted with a red rectangular box.

The **E-Receipt Activation and User Agreement** appears.

3. On the **E-Receipt Activation** page, click the **here** link.



4. Read through the **E-Receipt Activation** agreement, and then click **I Agree**.
Receipts are successfully enabled.
5. If you want to disable the E-Receipt Activation setting, on the **E-Receipt Activation** page, click the **here** link.



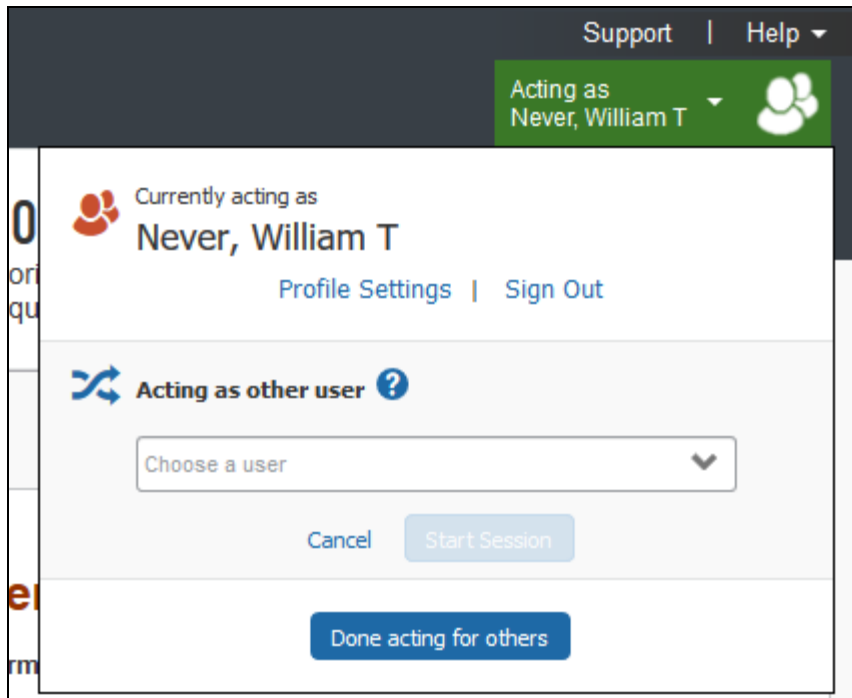
Acting as a Delegate

If you have been assigned to work as a delegate, your delegator will define which tasks you can complete, such as preparing reports, submitting reports, etc.

To work as a delegate

1. Click **Profile > Acting as other user**.
2. Select the appropriate delegator's name from the drop-down.
3. Click **Start Session**.
NOTE: Notice that the **Profile** menu now displays **Acting as** and shows the name you just selected.
4. You are now officially working on behalf of that person. Complete the normal processes of creating reports, printing, etc.
To select a different user, follow the same steps but click a different name.
5. To return to your own tasks, click **Acting as**, and then select **Done acting for others**.

NOTE: Notice that the **Profile** menu now appears.



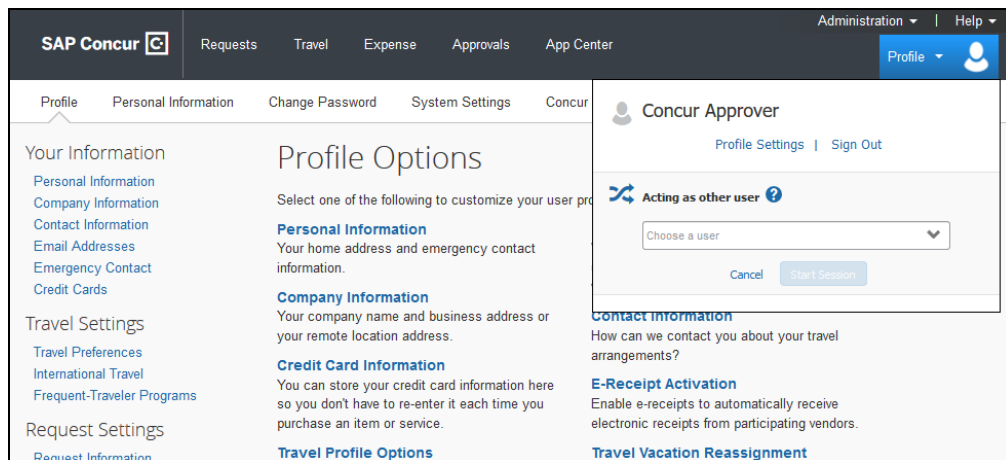
Delegates

If you are acting as an Expense *delegate* for another employee (*delegator*):

- Any changes you make on this page affect only the delegator and do not change your personal information.
- You cannot access all profile options for your delegator, such as bank information.

To access your profile information

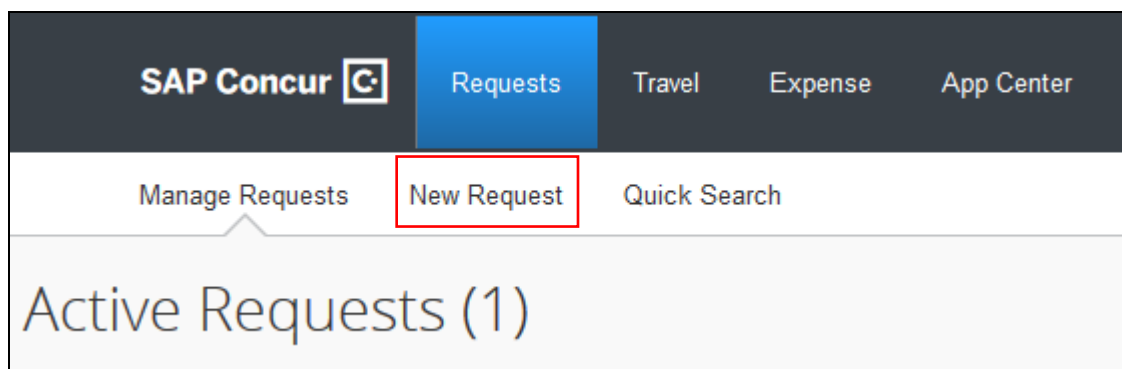
1. Click **Profile > Profile Settings**.
The **Profile Options** page appears.
2. Click the appropriate option from the left-side menu.



Creating a New Request

To create a new request

1. Either:
 - On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Request**.
 - or -
 - From the **Requests** menu, click **New Request**.



2. Fill in all of the required fields under the **Request Header**.
3. If a Cash Advance is required, enter the **Cash Advance Amount** in the field of that name at the bottom of the Request Header page.
4. Click **Save**.
5. Click on the **Expenses** tab.
6. Fill in all of the required fields under the **Expenses** tab.
7. Click **Save** then **Submit Request**.

SAP Concur | Requests | Travel | Expense | App Center | Support | Help

Manage Requests | New Request | Quick Search

Request | Cancel | Save | Print / Email | Delete Request | Submit Request | Status: Not Submitted

Trip Name:
Detailed Business Purpose:

Request Header | Expenses | Approval Flow | Audit Trail

Trip Name: Business Travel Start Date: Business Travel End Date: Trip Purpose:

Destination City: Destination Country: Detailed Business Purpose:

Traveler Type: Trip Type: Will this trip include personal travel?: Personal Travel Dates:

Include Supervisor in Request Approvals?: Comments To/From Approvers:

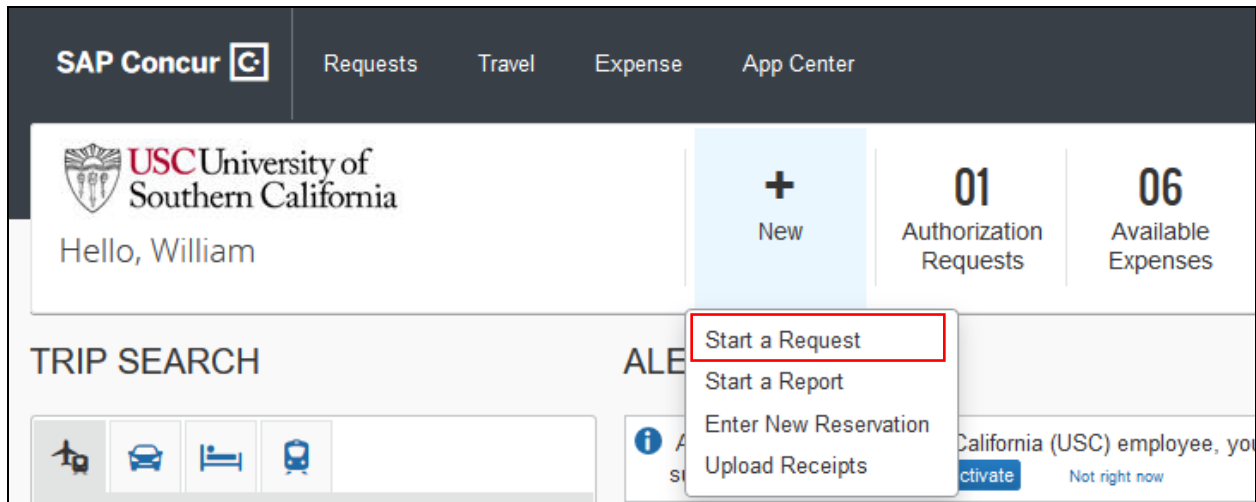
Account Number(Required field): Organization Code:

Guest Traveler Name: Traveler Organization: Will any Guest expenses be pre-paid via USC Travel Agency?:

Creating a New Expense Report

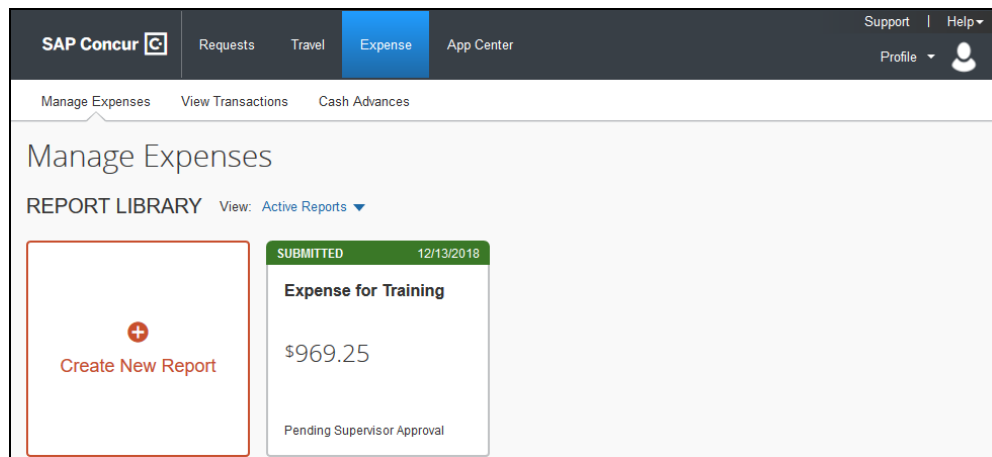
To create a new expense report

1. Either:
 - On the SAP Concur home page, on the Quick Task Bar, place your mouse pointer over **New**, and then click **Start a Report**.



- or -

- From the **Expense** menu, click **Manage Expenses** (on the **Expense** sub-menu), and then click the **Create New Report** tile.



2. Select the type of report:
 - Employee Travel
 - Employee Non-Travel
 - Guest or Student: If funds are owed to the university guest or student

Note: There are several fields common to all report types. They are: **Report Name**, **Expense Purpose**, **Detailed Business Purpose**, **Traveler Type**, **Account Number**, and **Organization Code**. Be sure to fill in each of those fields according to the university's policies.

3. Complete all required fields (marked with red asterisks) and the optional fields.

Create New Report

* Indicates required field

Type of Report *
*Test-Employee Travel

Report Name *
Trip Type *

Expense Purpose *
Detailed Business Purpose *

Traveler Type *
Faculty

Business Travel Start Date *
MM/DD/YYYY

Business Travel End Date *
MM/DD/YYYY

Does this trip include personal travel? *
No

Personal Travel Dates

Account Number *
Search by Text

Organization Code *

Cancel Create Report

4. Click **Create Report**.
5. At this point, you will likely either:
- Add travel card transactions to your expense report
 - Add an out-of-pocket expense to your expense report

Adding Travel Card Transactions to an Expense Report

On the SAP Concur home page, you can view a list of any unassigned credit card transactions in the **Available Expenses** section.

You can add card transactions to an expense report in the following ways:

- From the open expense report
- From the **Available Expenses** section (you might need to scroll down) (**Expense > Manage Expenses** on the sub-menu)

From the Open Expense Report

To add card transactions within the open report

1. Click **Add**.
2. From the **Available Expenses** tab, select the check box(es) for the appropriate expenses.

Add Expense

8 Available Expenses [+ Create New Expense](#)

<input type="checkbox"/>	Payment Type	Expense Type	Vendor Details	Date	Amount
<input type="checkbox"/>	zNotUsed-IBCP	Car Rental	Enterprise	04/12/2019	\$390.65
<input type="checkbox"/>	Training Test Visa	Undefined	Back Nine Grill	01/21/2019	\$35.34
<input type="checkbox"/>	Training Test Visa	Undefined	Belhurst	01/20/2019	\$102.15
<input type="checkbox"/>	Training Test Visa	Hotel/Lodging	Hilton Hotels	01/19/2019	\$645.00
<input type="checkbox"/>	Training Test Visa	Undefined	Boston Airport Parking Inc	01/19/2019	\$80.00
<input type="checkbox"/>	Training Test Visa	Airfare	American Airlines	01/18/2019	\$478.20
<input type="checkbox"/>	Out-of-Pocket	Undefined	PTT	11/04/2018	\$20.54

Close [Add To Report](#)

3. Select each transaction that you want to assign to the current expense report.
4. Click **Add To Report**.



From the Available Expenses section

To assign transactions to a report from the Available Expenses section

1. From the **Available Expenses** section (you might need to scroll down) select a check box next to each appropriate transaction.

TIP: Select the uppermost check box to select all transactions.

2. Click **Move to**.
3. Select the name of the appropriate report or select **New Report**.
 - If you select an existing report, the report opens and the selected transactions are attached to the report.
 - If you select **New Report**, the **Create New Report** page appears. Enter the report information as usual.

AVAILABLE EXPENSES						View: All Expenses ▼	
Delete		Combine Expenses		Move to ▼			
<input checked="" type="checkbox"/>	Receipt	Payment Type		Trip to NYC	Vendor Details	Date ▼	Amount
<input type="checkbox"/>		zNotUsed-IBCP		New Report	Enterprise	04/12/2019	\$390.65
<input type="checkbox"/>		Training Test Visa	Undefined		Back Nine Grill	01/21/2019	\$35.34
<input type="checkbox"/>		Training Test Visa	Undefined		Belhurst	01/20/2019	\$102.15
<input checked="" type="checkbox"/>		Training Test Visa	Hotel/Lodging		Hilton Hotels	01/19/2019	\$645.00
<input type="checkbox"/>		Training Test Visa	Undefined		Boston Airport Parking Inc	01/19/2019	\$80.00
<input type="checkbox"/>		Training Test Visa	Airfare		American Airlines	01/18/2019	\$478.20
<input type="checkbox"/>		Out-of-Pocket	Undefined		PTT	11/04/2018	\$20.54
<input type="checkbox"/>		Out-of-Pocket	Undefined			10/04/2018	CAD 20.54

Adding an Out-of-Pocket Expense to an Expense Report

To add an out-of-pocket expense to a report

1. From the open report, click **Add Expense**, then click the **Create New Expense** tab.
2. Search for or select the appropriate expense type from the list.
The page refreshes, displaying the required and optional fields for the selected expense type.
3. Complete the required and optional fields as directed by USC policies.

Click one of the following:

- **Attach Receipt Image** - To upload and attach receipt images
- **Itemizations tab** - To itemize the expense
- **Save Expense** – To save the out-of-pocket expense
- **Save and Add Another** – To save this expense and add another
- **Cancel** - To exit without saving this expense

New Expense Cancel Save Expense

Details Itemizations Hide Receipt

Allocate * Indicates required field

Expense Type *
Electronic Equipment (peripherals, computer, etc.)

Transaction Date *
MM/DD/YYYY

Trip/Report Purpose *
Professional Developm

Trip/Report Type *
Domestic

Type of Equipment *

City of Purchase *
Vendor

Payment Type *
Out-of-Pocket

Transaction Amount *
Currency *
US, Dollar

Is this a taxable expense? *
Tax amount on receipt *
0.00

Comment

Save Expense Save and Add Another Cancel

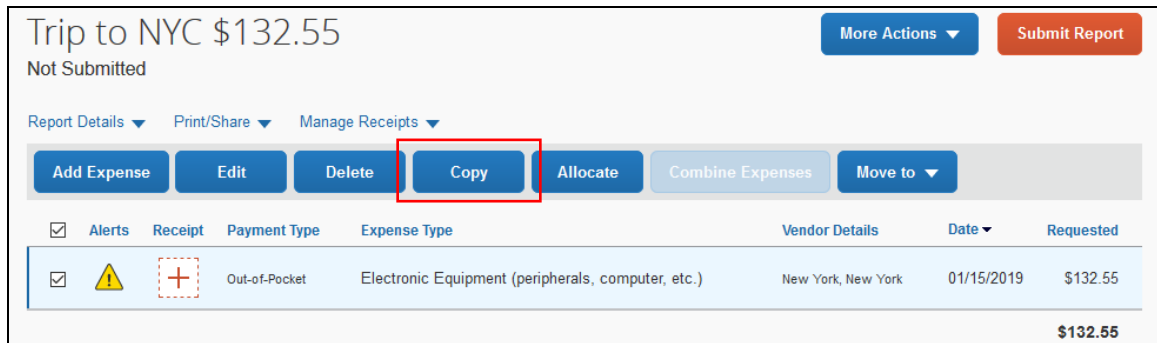
+
Attach Receipt Image

Copying an Expense

You can copy an expense and then update the expense details to quickly enter a new expense. This is especially useful for recurring business expenses.

To copy an expense

1. With the expense report open, select the expense you want to copy.
2. Click **Copy**.



The screenshot shows the SAP Concur interface for an expense report titled "Trip to NYC \$132.55". The status is "Not Submitted". At the top right are buttons for "More Actions" and "Submit Report". Below the title, there are tabs for "Report Details", "Print/Share", and "Manage Receipts". A row of action buttons includes "Add Expense", "Edit", "Delete", "Copy" (highlighted with a red box), "Allocate", "Combine Expenses", and "Move to". Below this is a table with columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains one row with a warning icon, a plus icon, "Out-of-Pocket", "Electronic Equipment (peripherals, computer, etc.)", "New York, New York", "01/15/2019", and "\$132.55". The total amount "\$132.55" is shown at the bottom right.

The new expense is added to the **Expenses** list. Note the following:

- The original expense date is advanced by a day.
- All allocations, attendees, expense-level comments, and value added tax (VAT) details from the original expense are copied to the new expense.
- Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are **not** copied to the new expense.

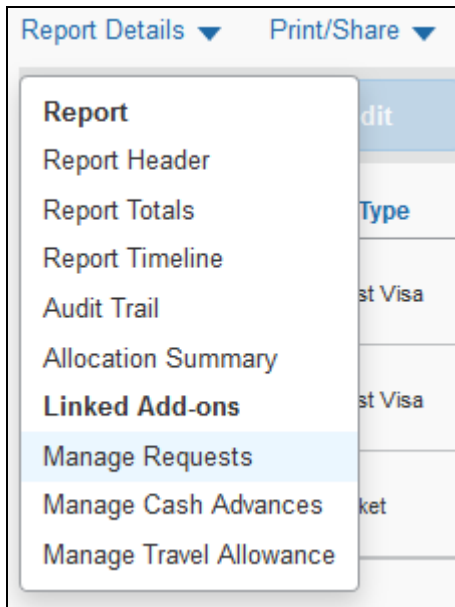
NOTE: This type of information is generally associated with only one expense so it is not copied to the new expense.

- If the **Payment Type** of the original expense is a credit card, then the **Payment Type** of the new expense is editable using the dropdown list.

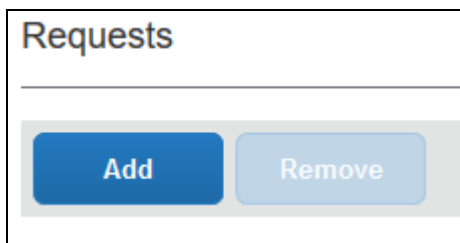
Attaching a Request or Cash Advance to an Expense Report

To attach a request or cash advance to an expense report

1. Open the expense report.
2. Click on **Report Details**.
3. Select **Manage Requests** from the drop-down menu.



4. Click **Add**.



5. Select the appropriate request from the **Available Requests** list.
6. Click **Add to Report**.
7. Click **Close**.

Itemizing Expenses

Use the **Itemizations** tab to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly.

To itemize an expense

1. Create the expense as usual, and then click the **Itemizations** tab (instead of **Save Expense**).
 - The total **Amount**, the amount **Itemized**, and the **Remaining** amount displays.
 - A red exclamation point icon next to the **Remaining** amount, indicating that you need to itemize this expense.

The screenshot shows the 'Itemizations' tab for an expense titled 'Lunch (Meal) \$35.34' dated '01/21/2019' from 'Back Nine Grill' using a 'Corporate Card'. The interface has two tabs: 'Details' and 'Itemizations', with 'Itemizations' being the active tab. Below the tabs is a table with three columns: 'Amount', 'Itemized', and 'Remaining'. The 'Amount' is \$35.34, 'Itemized' is \$0.00, and 'Remaining' is \$35.34 with a red exclamation point icon. Below the table are two buttons: 'Create Itemization' (blue) and 'More Actions' (light blue with a dropdown arrow). At the bottom, it says 'No Itemizations.' and 'Create itemizations for the items on your receipt.'

Amount	Itemized	Remaining
\$35.34	\$0.00	! \$35.34

Create Itemization **More Actions** ▼

No Itemizations.
Create itemizations for the items on your receipt.

2. On the **Itemizations** tab, click **Create Itemization**.
3. Select the **Expense Type** that applies to the first itemization from the dropdown list.

The page refreshes, displaying the required and optional fields for the selected expense type.
4. Complete the fields as directed by USC policies.
5. Click **Save Itemization**.

The newly created itemization appears.
6. For each additional itemization, on the **Itemizations** tab, click **Create Itemization**, select the appropriate expense type and complete the appropriate fields.

NOTE: You can also **Copy** itemizations to save time with similar entries.

Once you have itemized the **Remaining** amount of the charge, an alert displays a green **Success** checkmark.

The screenshot shows the SAP Concur Expense page. At the top, there is a navigation bar with 'SAP Concur' logo and tabs for 'Requests', 'Travel', 'Expense' (selected), and 'App Center'. On the right, there are links for 'Support' and 'Help', and a 'Profile' dropdown. Below the navigation bar, there are three tabs: 'Manage Expenses', 'View Transactions', and 'Cash Advances'. A green success alert box at the top states: 'Success! You have cleared all alerts on this expense.' Below the alert, the main heading is 'Hotel/Lodging \$645.00' with navigation arrows on the left and 'Cancel' and 'Save Expense' buttons on the right. Under the heading, it says '01/19/2019 | Hilton Hotels | Corporate Card'. There are two tabs: 'Details' and 'Itemizations'. The 'Itemizations' tab is active, showing a summary table with three columns: 'Amount', 'Itemized', and 'Remaining'. The values are: Amount \$645.00, Itemized \$645.00, and Remaining \$0.00 (with a green checkmark). Below the summary, there are buttons for 'Create Itemization' and 'More Actions'. At the bottom, there is a table with three columns: 'Date', 'Expense Type', and 'Amount'. It contains two rows of itemized expenses.

Amount	Itemized	Remaining
\$645.00	\$645.00	✓ Remaining \$0.00

Date	Expense Type	Amount
01/18/2019	Hotel/Lodging Tax	\$22.50
01/18/2019	Hotel/Lodging Fees	\$300.00

7. Click **Save Expense**.

Itemizing Nightly Lodging Expenses

A hotel bill typically contains a variety of expenses including room fees, taxes, parking, meals, valet, telephone charges, and personal items. You must itemize these expenses so that they can be reimbursed correctly. Lodging Itemization allows you to quickly itemize recurring room rates and taxes. You can then itemize the remaining charges on your hotel bill, and adjust for any rate changes during your stay

To create a Hotel/Lodging expense

1. With the expense report open, click **Add**, and then select the **Hotel/Lodging** expense type.
The page refreshes, displaying the required and optional fields for the selected expense type.
2. Complete the fields as directed by USC policies.

Alerts: 2

Itemizations are required for this entry. [View](#)

You must attach a receipt image to this expense.

Hotel/Lodging \$645.00

01/19/2019 | Hilton Hotels | Corporate Card

Details | **Itemizations** | [Hide Receipt](#)

Attendees (0) | **Allocate**

* Indicates required field

Expense Type *
Hotel/Lodging

Check-in Date *
01/17/2019

Check-out Date *
01/19/2019

Nights:
2

Transaction Date
01/19/2019

Trip/Report Purpose *
Professional Developm

Trip/Report Type *
Domestic

Traveler/User Type *
Faculty

Vendor *
Hilton Hotels

Lodging Location *
New York, New Yor

Attach Receipt Image

3. On the **Itemizations** tab, click **Create Itemization**.
4. Select the appropriate **Hotel/Lodging** expense type.

Details		Itemizations
Amount	Itemized	Remaining
\$645.00	\$0.00	\$645.00

New Itemization

* Indicates required field

Expense Type *

▼

Save Itemization
Cancel

5. Select whether your hotel room rate was **The Same Every Night**, or **Not the Same**.
6. Enter the **Room Rate (per night)** and **Room Tax (per night)**, as applicable.
Note: You can use the **Additional Taxes** link to enter additional taxes from your hotel bill.
7. Click **Save Itemization**.
8. If there is a remaining amount that needs to be itemized (other charges, for example, for incidentals or room service), the remaining amount is displayed in the **Remaining** field. Continue to itemize the amounts until the balance is \$0.00.

←
→
Hotel/Lodging \$645.00

01/19/2019
|
Hilton Hotels
|
Corporate Card

Details		Itemizations
Amount	Itemized	Remaining
\$645.00	\$645.00	\$0.00

Create Itemization
More Actions ▼

<input type="checkbox"/> Date ▲	Expense Type	Amount
<input type="checkbox"/> 01/17/2019	Hotel/Lodging	\$300.00
<input type="checkbox"/> 01/17/2019	Hotel/Lodging Tax	\$22.50
<input type="checkbox"/> 01/18/2019	Hotel/Lodging	\$300.00
<input type="checkbox"/> 01/18/2019	Hotel/Lodging Tax	\$22.50

9. Click **Save Expense**.

Adding Attendees to a Group Meal / Event

Some expenses, such as business meal expenses, require you to add attendees to the expense.

To add attendees to a group meal

1. From the expense type screen, click **Attendees**.

Group Meals/Entertainment <10 Attendees \$65.00

01/15/2019

Cancel Save Expense

Details Itemizations Hide Receipt

Attendees (0) Allocate * Indicates required field

Expense Type *
Group Meals/Entertainment <10 Attendees

Transaction Date * 01/15/2019 Trip/Report Purpose * Professional Development

Trip/Report Type * Domestic City of Purchase

Vendor Was Alcohol Purchased? * No

Payment Type * Out-of-Pocket

Transaction Amount * 65.00 Currency * US, Dollar

Comment

Save Expense Cancel

Attach Receipt Image

2. In the **Attendees** window, click **Add**.
The **Add Attendees** window appears.

Add Attendees
×

Recent Attendees

New Attendee

Attendee Groups

<input type="checkbox"/>	Attendee Name ▲	Attendee Title	Company	Attendee Type
<input type="checkbox"/>	, Lance			Alumni

[Search All Attendee History](#)

Add to List

You can add attendees in several ways:

- **Recent Attendees** – Select the check box next to the appropriate attendee.
- **New Attendee** – Search for the **Alumni**, **Contractor**, **Donor**, **Faculty**, or **Other**. If you need to create a new attendee, click **Create New Attendee**, complete the required fields, and then click **Create Attendee**.

Note: There are several additional Attendee Types in the New Attendee pane.

- **Attendee Groups** – Select from your **Favorites** (configured in your **Profile** settings).

3. Click **Save**.

Entering Personal Car Mileage

To create a car mileage expense

1. With the expense report open, click **Add Expense**, then **Create New Expense**, and then select **Mileage – Personal Car**.
2. Complete all required and optional fields as directed by USC policies. For a personal car, you are required to enter your start and end points (the **From Location** and **To Location** fields). The **Mileage Calculator** (just below the Details tab) can simplify the process of calculating your exact mileage.

When done, Expense calculates the reimbursement amount based on the miles and USC's reimbursement rate.

3. Click **Save Expense**.

The screenshot shows the 'New Expense' form with the 'Details' tab selected. The form includes fields for Expense Type (Mileage - Personal Car), Transaction Date (01/03/2019), Trip/Report Purpose (Professional Development), Trip/Report Type (Domestic), Traveler/User Type (Faculty), From Location, To Location, Payment Type (Out-of-Pocket), and a Comment field. At the bottom, there are fields for Distance (0), Transaction Amount (0.00), Currency (US, Dollar), and Reimbursement Rates (0 and above – USD 0.58 per mile). The form has buttons for 'Save Expense', 'Save and Add Another', and 'Cancel'.

New Expense Cancel Save Expense Show Receipt

[Mileage Calculator](#) | [Allocate](#)

* Indicates required field

Expense Type * Transaction Date * Trip/Report Purpose *

Trip/Report Type * Traveler/User Type * From Location * To Location *

Payment Type Comment

Distance Transaction Amount Currency Reimbursement Rates: 0 and above – USD 0.58 per mile

Save Expense Save and Add Another Cancel

Allocating Expenses

You can allocate expenses to account numbers or organization codes, which will be charged for those expenses. You can allocate a single expense or multiple expenses.

To allocate your expenses

1. With the expense open, to create or edit a *single* expense, click **Allocate**.

The screenshot shows the 'Group Meals/Entertainment <10 Attendees' expense form. The title bar includes navigation arrows, the expense name, amount (\$65.00), and a trash icon. Below the title bar, the date '01/15/2019' and 'vendor' are displayed. On the right, there are 'Cancel', 'Save Expense', and 'Hide Receipt' buttons. The form has two tabs: 'Details' (selected) and 'Itemizations'. Under the 'Details' tab, there is an 'Attendees (1)' section with an 'Allocate' button highlighted by a red box. Below this, there are fields for 'Expense Type' (Group Meals/Entertainment <10 Attendees), 'Transaction Date' (01/15/2019), 'Trip/Report Purpose' (Professional Developm), 'Trip/Report Type' (Domestic), and 'City of Purchase' (New York, New Yor). A red asterisk indicates required fields.

2. With the report open, to allocate *multiple* expenses, select the appropriate expenses on the left side of the page, and then click **Allocate**.

The screenshot shows the 'Trip to NYC \$842.55' report. The title bar includes the report name, amount (\$842.55), and 'More Actions' and 'Submit Report' buttons. Below the title bar, the status 'Not Submitted' is displayed. The report has three tabs: 'Report Details' (selected), 'Print/Share', and 'Manage Receipts'. Below the tabs, there is an action bar with buttons: 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate' (highlighted with a red box), 'Combine Expenses', and 'Move to'. Below the action bar, there is a table with columns: Alerts, Receipt, Payment Type, Expense Type, Vendor Details, Date, and Requested. The table contains three rows of expense data.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>			Training Test Visa	Hotel/Lodging	Hilton Hotels New York, New York	01/19/2019 \$645.00
<input checked="" type="checkbox"/>			Out-of-Pocket	Electronic Equipment (peripherals, computer, etc.)	New York, New York	01/15/2019 \$132.55
<input checked="" type="checkbox"/>			Out-of-Pocket	Group Meals/Entertainment <10 Attendees	vendor New York, New York	01/15/2019 \$65.00

\$842.55

The **Allocate** window appears. The total expense **Amount**, the amount **Allocated**, and the amount **Remaining** are listed.

The screenshot shows the 'Allocate' window with the following details:

- Header:** Allocate, Expenses: 3 | \$842.55
- Summary:**
 - Amount: \$842.55
 - Allocated \$842.55 (100%)
 - Remaining \$0.00 (0%)
- Edit:** A dropdown menu is set to 'Percent'.
- Buttons:** Add, Edit, Remove, Save as Favorite.
- Table:**

Account Number	Organization Code	Code ▲	Percent %
PRESIDENT'S OFFICE	PRESIDENT'S OFFICE - STAFFING	1101010000-4030301000	100

- From the **Edit** dropdown list, select **Percent** or **Amount**.
- Click **Add**.
- Add as many allocations as necessary. From the **New Allocation** tab, select the correct **Account Number** and **Organization Code** followed by **Add to List**. From the **Favorite Allocations** tab, select the correct Favorite followed by **Replace Allocations**.

You can adjust the amounts and percentages. The total amount must be allocated 100%, otherwise an audit rule is flagged and you will not be able to submit the report.

The screenshot shows the 'Allocate' window with the following details:

- Header:** Allocate, Expenses: 3 | \$842.55
- Summary:**
 - Amount: \$842.55
 - Allocated \$842.55 (100%)
 - Remaining \$0.00 (0%)
- Edit:** A dropdown menu is set to 'Percent'.
- Buttons:** Add, Edit, Remove, Save as Favorite.
- Table:**

<input type="checkbox"/> Account Number	Organization Code	Code ▲	Percent %
<input type="checkbox"/> PRESIDENT'S OFFICE	PRESIDENT'S OFFICE - STAFFING	1101010000-4030301000	0
<input type="checkbox"/> O & M ADMIN	ASSOCIATE VICE PRESIDENT - FMS	1679020000-4090918950	50
<input type="checkbox"/> 1726-VAD PROGRAM (1726703400)	KECK AND NORRIS HOSPITALS	8485017034-2170101000	50

- Click **Save**.

Converting Foreign Currency Transactions

When your travel takes you to different countries, you will need to convert foreign currency transactions to your standard reimbursement currency.

To account for an expense incurred in another currency

1. With the report open, click **Add Expense**, and then **Create New Expense**.
2. Search for or enter an expense type.
3. Enter the appropriate information in the required and optional fields (required fields are indicated with an asterisk).

Note the following:

- Select the "spend" **Currency** from the list to the right of the **Transaction Amount** field. The **Conversion Rate** field appears.
- The **Conversion Rate** is automatically populated according to the **Transaction Date** and **Currency** entries.

Expense calculates the **Amount** in your reimbursement currency.

- Currency can be converted by multiplying by a particular rate or dividing by a different rate. To switch between multiplication of the rate to division of the rate, click **Reverse** next to the **Conversion Rate** field.
4. Complete the remaining fields as appropriate, and then click **Save Expense**.

New Expense

Cancel
Save Expense

Details
Itemizations

Attendees (0) | Allocate

* Indicates required field

Expense Type *
Car Service/Limousine

Transaction Date *
01/04/2019

Trip/Report Purpose *
Professional Developm

Trip/Report Type *
International

Traveler/User Type *
Faculty

Vendor *
Black Cabs

Payment Type *
Out-of-Pocket

Transaction Amount *
15.00

Currency *
UK, Pound Sterling

Conversion Rate *
1 GBP = 1.25861341

Reverse
USD

Amount in USD *
18.88

Comment

Save Expense
Save and Add Another
Cancel

+

Attach Receipt Image

Attaching/Detaching a Receipt using Available Receipts

Available Receipts work with the SAP Concur Imaging Service to provide receipt images that the user can either email or upload images to, and then use to attach images at the line item expense entry level (only). Images in supported format are uploaded using a SAP Concur-verified email address provided by the user during signup, and these images are then available to that user (only) for the purpose of attaching to report expense entries.

To attach a receipt image to an expense entry using Available Receipts

1. Select an entry to open it on the **Details** tab.

The screenshot shows the 'Details' tab of an SAP Concur expense entry. The form is titled 'Allocate' and includes a legend: '* Indicates required field'. The fields are organized as follows:

- Expense Type ***: Dropdown menu with 'Electronic Equipment (peripherals, computer, etc.)' selected.
- Transaction Date ***: Date picker showing '01/15/2019'.
- Trip/Report Purpose ***: Dropdown menu with 'Professional Development' selected.
- Trip/Report Type ***: Dropdown menu with 'Domestic' selected.
- Type of Equipment ***: Dropdown menu with 'Computer' selected.
- City of Purchase ***: Dropdown menu with 'New York, New York' selected.
- Vendor**: Empty text field.
- Payment Type ***: Dropdown menu with 'Out-of-Pocket' selected.
- Transaction Amount ***: Text field with '132.55'.
- Currency ***: Dropdown menu with 'US, Dollar' selected.
- Is this a taxable expense? ***: Dropdown menu with 'Tax amount on receipt' selected.
- Tax amount on receipt ***: Text field with '11.23'.
- Comment**: Large text area for additional notes.

At the bottom of the form are two buttons: 'Save Expense' and 'Cancel'. On the right side of the form, there is a large red rectangular box containing a red plus sign and the text 'Attach Receipt Image'.

2. Click **Attach Receipt Image**.
3. Select the receipt image you want to attach, and then click **Attach**.
4. The receipt image is attached to the expense entry and displays on the right side of the screen.

Note: You can **Detach** or **Append** the image from the receipt pane.

Printing and Submitting an Expense Report

When you complete your expense report, you can print it to save a hard copy for your records.

To preview and print the expense report

1. On the expense report page, click **Print/Share**, and then select **USC-Detailed Report with Summary Data** from the dropdown list. It contains:
 - A report that includes all report-level information as well as a summary.

Trip to NYC \$842.55
Not Submitted

Report Details ▾ [Print/Share ▾](#) [Manage Receipts ▾](#)

[Add Expense](#) *USC-Detailed Report with Summary Data [Allocate](#) [Combine Expenses](#) [Move to ▾](#)

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date ▾	Requested
<input type="checkbox"/>		Training Test Visa	Hotel/Lodging	Hilton Hotels New York, New York	01/19/2019	\$645.00
<input type="checkbox"/>		Out-of-Pocket	Electronic Equipment (peripherals, computer, etc.)	New York, New York	01/15/2019	\$132.55
<input type="checkbox"/>		Out-of-Pocket	Group Meals/Entertainment <10 Attendees	vendor New York, New York	01/15/2019	\$65.00
						\$842.55

2. On the **Detailed Report** screen, review the details, and then click **Print**. You may also **Email** or **Save as PDF** the report.

To submit your expense report

1. On the expense report page, click **Submit Report**.
The User Electronic Agreement window appears.
2. Scroll down, review the terms, then click **Accept & Continue**.
The **Report Totals** window appears.
3. Review the information for accuracy, and then click **Submit Report**.
The **Report Status** window appears.
4. Click **Close**.

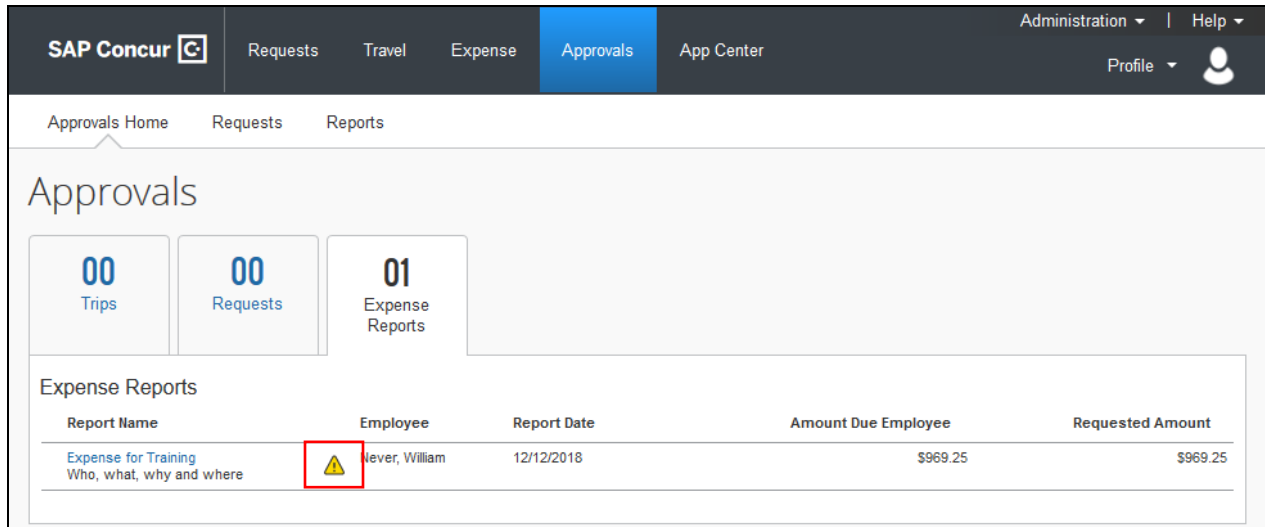
If you cannot successfully submit the report, a message will appear describing the report error or alert. Correct the error, or if you require help to complete the task, contact your SAP Concur administrator.

Reviewing and Approving an Expense Report


As an approver, you will need to review submitted expense reports and approve them for reimbursement. On the SAP Concur home page, in the **My Tasks** section, you can view a list of any report waiting your approval.

To review and approve an expense report

1. On the SAP Concur home page, click on the **Required Approvals** section of **My Tasks**.



The screenshot shows the SAP Concur interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense', 'Approvals' (highlighted), and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, the 'Approvals' section is active, showing a summary of 'Trips' (00), 'Requests' (00), and 'Expense Reports' (01). The 'Expense Reports' section is expanded, displaying a table with the following data:

Report Name	Employee	Report Date	Amount Due Employee	Requested Amount
Expense for Training Who, what, why and where	 leever, William	12/12/2018	\$969.25	\$969.25

The **Approvals** page lists the awaiting reports. Select the report you want to open.

Note: You can quickly view any exceptions in the expense report by hovering your mouse over or clicking on the alert icon.

2. Review the report details, and then click **Approve**.

Adding an Additional Approval Step

As an approver, you can add additional review steps to an expense report. For example, you might need to forward the report to additional approvers if the expense report amount exceeds your approval limit, or if the report contains allocations to an Account Number that is not within your approval authorization.

To approve and forward a report

1. On the SAP Concur home page, click on the **Required Approvals** section of **My Tasks**. The **Approvals** page lists the awaiting reports. Select the report you want to open.
2. Review the report, and then click **Approve & Forward**. Enter the **User-Added Approver**, and add a comment, as needed.
3. Click **Approve & Forward** to approve the expense report and send it to the next approver.

Expense for Training [Never, William]

Send Back to User

Approve

Approve & Forward

Summary

Details ▾

Receipts ▾

Print / Email ▾

Hide Exceptions

Exceptions

Expense Type	Date	Amount	Exception
Hotel/Lodging	12/06/2018	\$845.00	⚠ This itemized entry has sub-entries with one or more exceptions.
Miscellaneous/...	12/06/2018	\$15.00	⚠ The user has selected the Miscellaneous/Other expense type. Please review to ensure a more specific type of expense is not available.

Expenses

View ▾ <<

	Transaction D...	Expense Type	Enter Vendor ...	Additional Info...	City of Purchase	Payment Type
	12/07/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket
	12/06/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket
> ⚠	12/06/2018	Hotel/Lodging	Hilton Hotels		Los Angeles, C...	Out-of-Pocket
	12/06/2018	Mileage - Perso...				Out-of-Pocket
	12/05/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket
	12/04/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket
	12/03/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket

Summary

Report Summary

Report Totals

Amount Due Co...	Amount Due Em...
\$0.00	\$969.25

Returning an Expense Report

As an approver, you will review submitted expense reports and approve them for reimbursement. All of the report's expenses appear in the Expenses list. If the report contains any exceptions, they will display in the Exceptions section of the report.

To return the entire expense report to the employee for correction

1. On the SAP Concur home page, click on the **Required Approvals** section of **My Tasks**. The **Approvals** page lists the awaiting reports. Select the report you want to open.

The screenshot displays the 'Expense for Training' report for user [Never, William]. At the top right are buttons for 'Send Back to User', 'Approve', and 'Approve & Forward'. Below these are tabs for 'Summary', 'Details', 'Receipts', and 'Print / Email', along with a 'Hide Exceptions' link. The 'Exceptions' section is highlighted with a red border and contains two entries:

Expense Type	Date	Amount	Exception
Hotel/Lodging	12/06/2018	\$645.00	⚠ This itemized entry has sub-entries with one or more exceptions.
Miscellaneous/...	12/06/2018	\$15.00	⚠ The user has selected the Miscellaneous/Other expense type. Please review to ensure a more specific type of expense is not available.

Below the exceptions is the 'Expenses' table:

	Transaction D...	Expense Type	Enter Vendor ...	Additional Info...	City of Purchase	Payment Type
	12/07/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket
	12/06/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket
> ⚠	12/06/2018	Hotel/Lodging	Hilton Hotels		Los Angeles, C...	Out-of-Pocket
	12/06/2018	Mileage - Perso...				Out-of-Pocket
	12/05/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket
	12/04/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket
	12/03/2018	Daily Meal Per Di...			Los Angeles, C...	Out-of-Pocket

On the right side, the 'Report Summary' is shown with 'Report Totals':

Amount Due Co...	Amount Due Em...
\$0.00	\$969.25

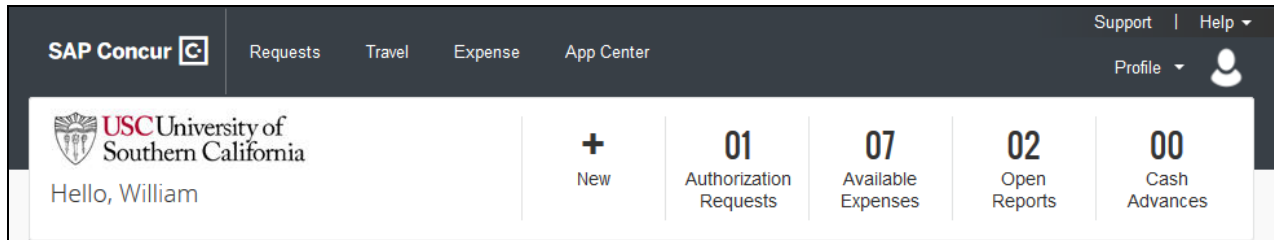
2. Click **Send Back to User**.
The **Send Back Report** window appears.
3. Enter a **Comment** for the employee, explaining why you are returning the report, and then click **OK**.

Correcting and Resubmitting an Expense Report

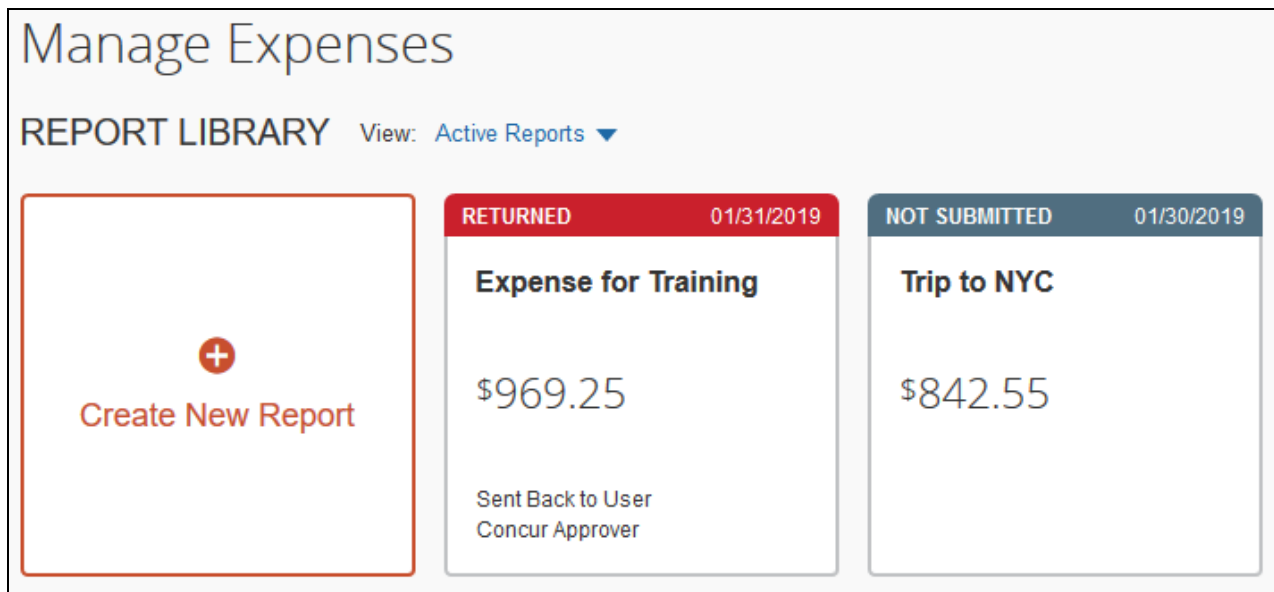
Your Expense approver might send a report back to you if an error is found. The approver will include a comment explaining why the report was returned to you.

To correct and resubmit an expense report

1. To open the report, on the SAP Concur home page, on the Quick Task Bar, click the **Open Reports** task.



In the **Active Reports** section of the page, the report appears with **Returned** on the report tile. The approver's comment appears below the amount.



2. Click the returned report tile to open the report.
3. Make the requested changes, and then click **Submit Report**.