Concur Expense Report

Overview of the Process

The basic steps to complete an expense report are:

- **Create** the report, providing the report-level information (such as the expense report name, purpose of the report, and so on).

- Add the associated out-of-pocket **expenses** and attach the imported credit card **transactions** to the expense report, providing expense detail (such as **attendees**), itemizing expenses (such as hotel charges that are comprised of room rate, tax, parking, and so on), and converting foreign currency transactions.

- Attach receipts for the report and, if necessary, for individual expense entries.

- Review the information for accuracy.

- **Print** the expense report.

- **Submit** the report (and required receipts) for review and approval.