



## International Association of Assessing Officers

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### 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.