Creating an Expense Report for PPE

Objective: In this section we will go over how to use Concur to reimburse a Personal Protective Equipment (PPE) expense.

1. On the Report Header, choose Other Reimbursement for Policy and Other Reimbursement for Trip Type. Fill out the rest of the required forms and click Next.

   ![Create a New Expense Report]

   Note: You can leave the Report/Trip Start and End Date fields blank.

   Note: You do not have to have a Request attached to your expense report in order to proceed when processing PPE reimbursement.

2. When asked if you will be claiming Meals & Incidentals, choose No.

   ![Travel Allowances]

3. For PPE reimbursement, choose the expense type PPE – Safety Eyewear, PPE – Safety Shoes, or PPE – Other. Be sure to complete all required fields marked in red.

4. Be sure to itemize your purchase and attach your receipt by clicking the Itemize and Attach Receipt buttons, respectively.

5. When finished, click Submit Report.