Submitting a Prepared Expense Report

This guide is for travelers who need to submit an expense report prepared by an admin. Admins can only create and prepare expense reports; only the traveler receiving reimbursement can submit the report.

1. Log in to Concur [here](#).

2. Click Expense.

3. Select the Expense Report that you would like to submit
4. Review each expense and the total amount requested and **Click Submit Report**

5. **Read** the *User Electronic Agreement* and **click Accept and Submit**.

**Note:** Accepting the agreement counts as the traveler signature for the expense report.