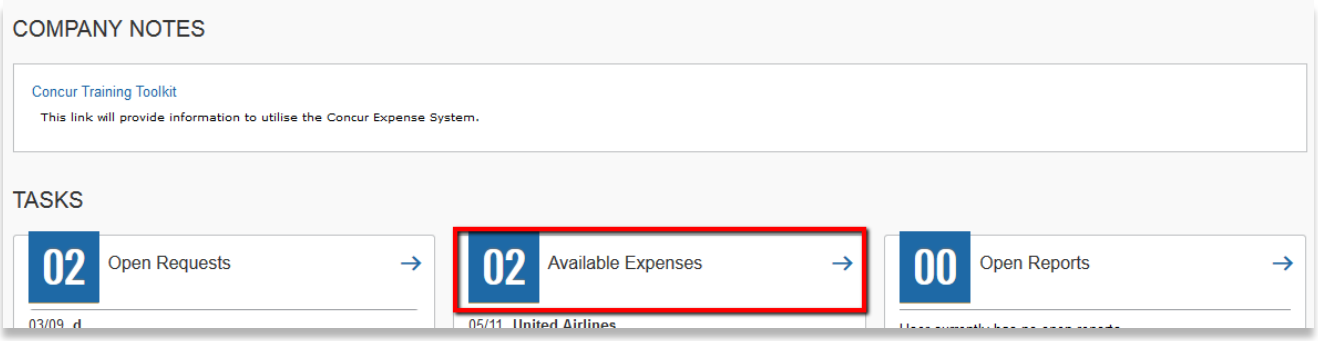
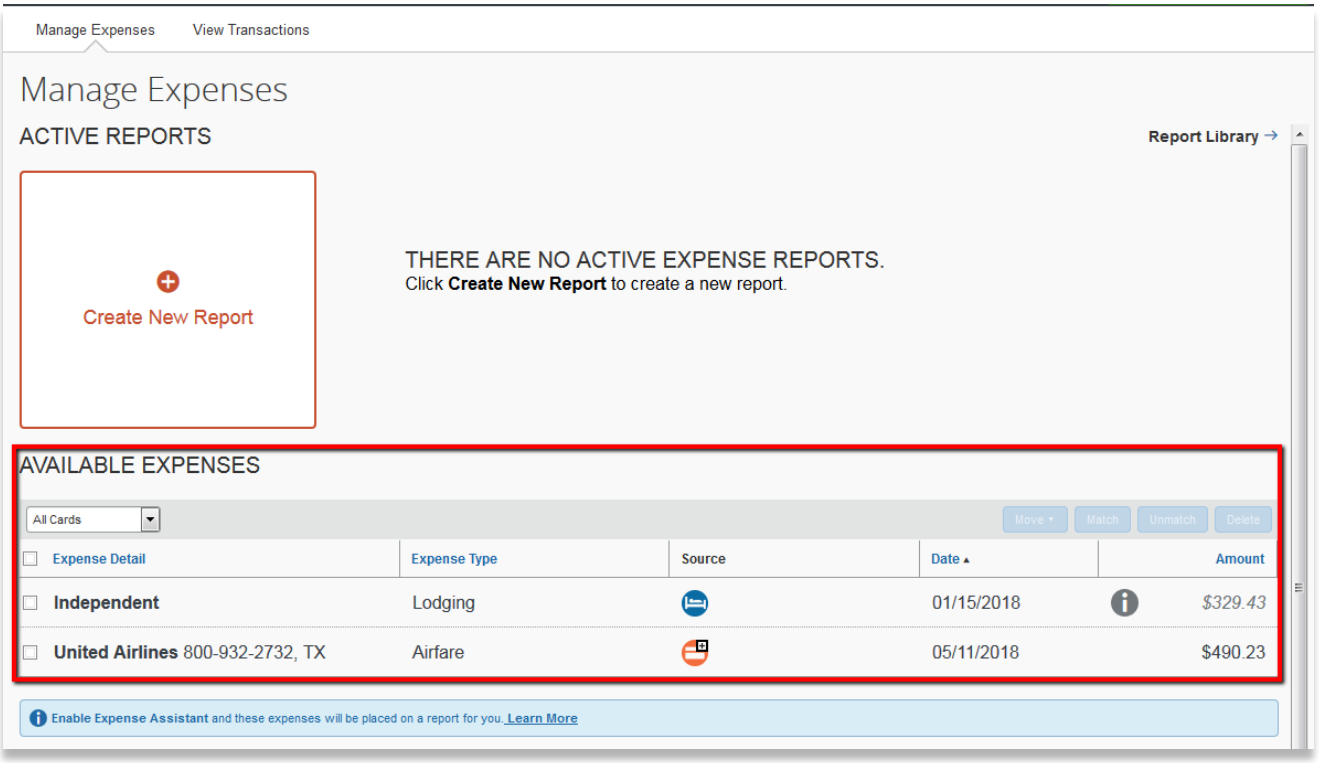
Adding JP Morgan Expenses

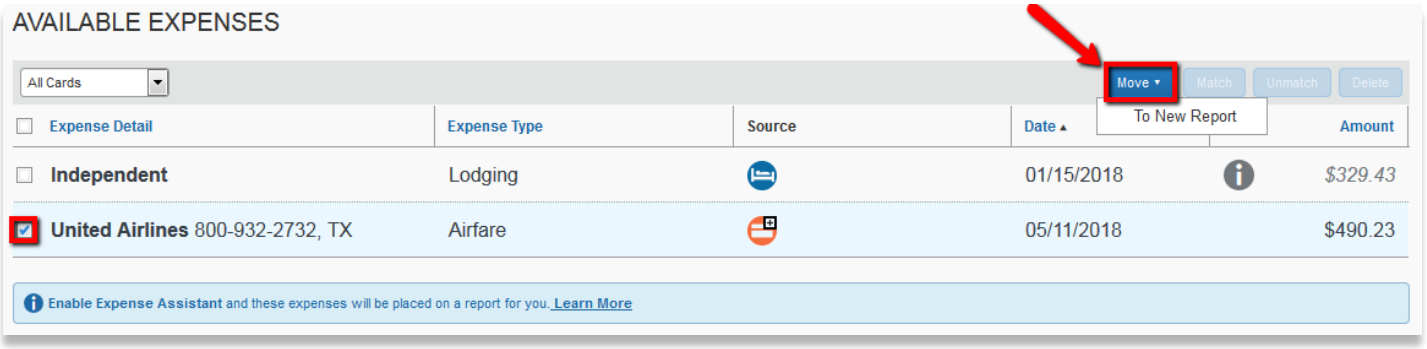
Objective: Explain how to move JP Morgan Expenses into an Expense Report

1. After you make a purchase with your JPMorgan travel card, it will auto feed into Concur within a few days of purchase. Expenses can be found in the *Available Expenses* Task Box on the Concur home page, as well as the *Available Expenses* section of the *Manage Expenses* page.

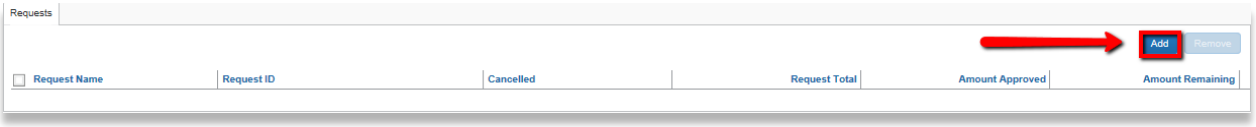




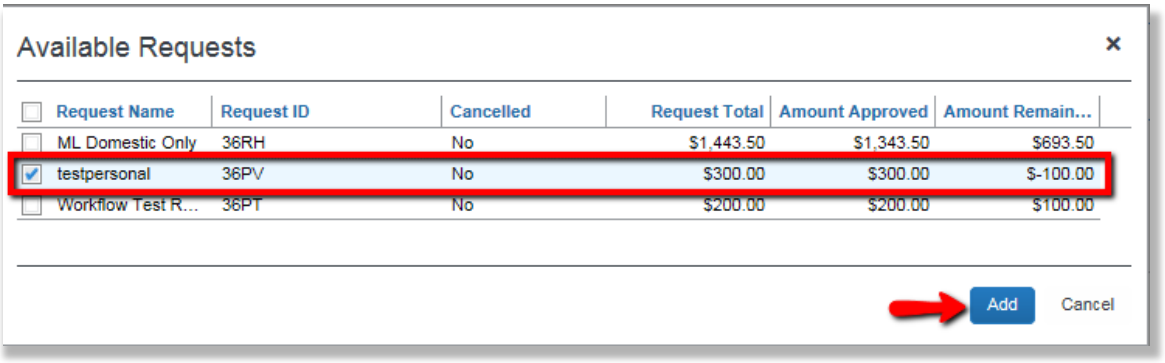
2. To add an expense to a report, **click** on the expense, **go to** the *Move* dropdown and **select** *To New Report*. If you already have an existing report that you want the expense to be a part of, you will have the option to move it to the existing report as well.



3. **Add** a request to your expense report by clicking *Add* in the *Requests* tab.



4. **Find** your submitted request from the list, **select** it and **click** *Add* to add it the expense report. Once it is added, to remove it, **select** it and **click** *Remove*.



5. Once added to a report, **complete** the expense report as normal and **submit**. For further information, **see** the Quick Start Guide on *Creating an Expense Report (Detailed)*.

For Admins:

- Any expense you purchase with the JPMorgan card will be auto fed into your account, not the Sponsor Guest's. You will create a report in your profile for the JPMorgan charges, and the traveler will create a report in their profile for any other expenses.
- When using the travel card for booking Sponsored Guest expenses, be sure to attach the Invitation Letter to the report.
- Make sure expenses for different Guests or trips are separated into separate expense reports.