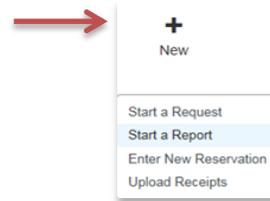


Creating an Expense Report (Overview)

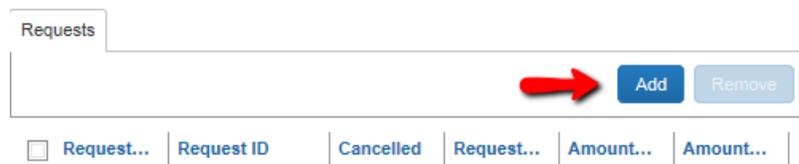
1. **Log in** to Concur using your SLAC credentials.

2. **Select** *Start a Report* from the **+New** dropdown.



3. **Fill out** the fields marked in red on the *Report Header*.

4. **Click** *Add* to link a travel request to this expense report.



5. **Click** *Next* at the bottom right of the screen to continue.

6. Answer *yes* or *no* to the pop up asking if you are claiming *Meals & Incidentals*.

7. Fill out your itinerary information in the *Travel Allowances* window and hit *Save*.



Note: **Enter** your business destination in the *Arrival City* field and be sure to include all business destinations in your itinerary.

8. Go to the *Expenses & Adjustments* tab to check the days when meals were provided, if your trip exceeded 30 days or if lodging is over per diem.

9. **Click** on *Create Expenses* once the *Expenses & Adjustments* section is complete.

10. **Add** expenses for your trip. **Select** the proper expense from the *New Expense* tab and fill out all required fields marked in red. Attach any receipts related to the expense (including proof of payment) and *itemize* and *allocate* expenses as necessary.

11. **Click** *Submit Report* to submit your Travel Expense Report for review.