

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**.



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**.

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**.