

## **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 Report Header						
Policy *Other Reimbursement	Report/Trip Name PPE	Report/Trip Start Date	Report/Trip End Date	Trip Type §? Other Reimbursement ✓		
Business Purpose Foot protection	Comment Safety Shoes					
Project	Activity	WBS	Fund	Org BTS Controllers Office	SLAC	Local Travel?

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*.



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