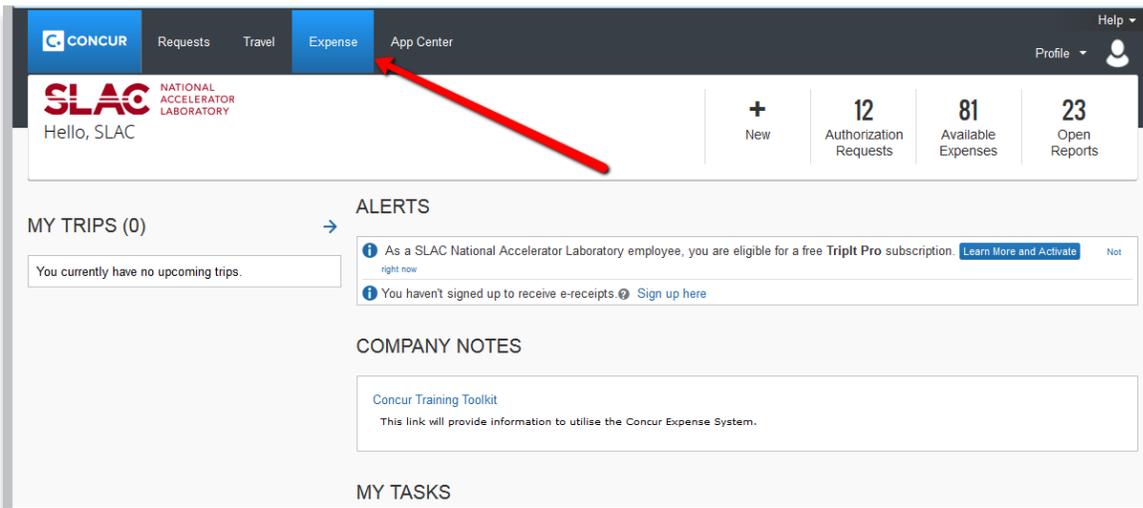


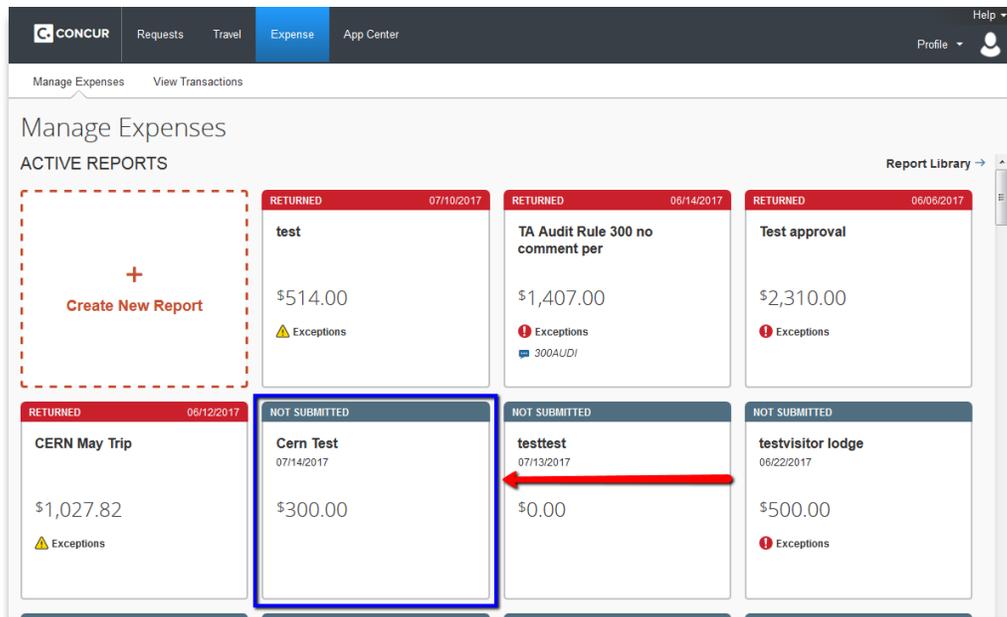
Submitting a Prepared Expense Report

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**

| Date | Expense Type | Amount | Requested |
|------------|------------------------------|----------|-----------|
| 06/29/2017 | CERN - Meals and Incidentals | \$300.00 | \$300.00 |

| TOTAL AMOUNT | TOTAL REQUESTED |
|--------------|-----------------|
| \$300.00 | \$300.00 |

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

Final Review

User Electronic Agreement

By clicking on the 'Accept & Submit' button, I certify that:

1. This is a true and accurate accounting of expenses incurred to accomplish official business for SLAC and there are no expenses claimed as reimbursable which relate to personal or unallowable expenses.
2. All required receipt images have been attached to this report.
3. I have not received, nor will I receive, reimbursement from any other source(s) for the expenses claimed.
4. In the event of overpayment or if payment is received from another source for any portion of the expenses claimed I assume responsibility for repaying SLAC in full for those expenses.

Accept & Submit Cancel



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