

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.

C CONCUR Requests Travel Exper	se App Center				Help 🕶 💄	
SLAC ACCELERATOR ACCELERATOR Hello, SLAC		∳ New	12 Authorization Requests	81 Available Expenses	23 Open Reports	
MY TRIPS (0) → You currently have no upcoming trips.	ALERTS As a SLAC National Accelerator Laboratory employee, you are eligible for a free Tripit Pro subscription. Learn More and Activate Not right row You haven't signed up to receive e-receipts. Sign up here COMPANY NOTES					
	Concur Training Toolkit This link will provide information to utilise the Concur Expen	nse System.				

3. Select the Expense Report that you would like to submit

C. CONCUR Requests Travel	Expense App Center		Help 🗸
			Profile 🝷 🐸
Manage Expenses View Transactions			
Manage Expenses			
ACTIVE REPORTS			Report Library → ▲
·	RETURNED 07/10/2017	RETURNED 06/14/2017	RETURNED 06/06/2017
	test	TA Audit Rule 300 no comment per	Test approval
+ Create New Report	\$514.00	\$1,407.00	\$2,310.00
	A Exceptions	Exceptions 300AUD1	Exceptions
RETURNED 06/12/2017	NOT SUBMITTED	NOT SUBMITTED	NOT SUBMITTED
CERN May Trip	Cern Test 07/14/2017	testtest 07/13/2017	testvisitor lodge 06/22/2017
\$1,027.82	\$300.00	\$0.00	\$500.00
A Exceptions			Exceptions



4. Review each expense and the total amount requested and Click Submit Report

Cern Test					Delete Report Submit Report
Hew Expense Import Expenses Details • Receipts • Print •					
Expenses Investigation Constraint Constr	New Expense Expense Type To create a new expense, click the ap	propriate expense type below or ty	rpe the expense type in the field above. To edit an e	xisting expense, click the expense or	Available Receipts
	Recently Used Expense CERN - Meals and Incidentals All Expense Types	Types Lodging	Training/Registration	Car Rental	Airine Fees
	Of Trip Expenses Of Trip Expenses CERN - Weak and incidentals Laundry (domestic only) Lodging Manual Adjustment	92. Transportation Artare Artare Car Rental Car Rental Fuel	02. Transportation Parking Tax/Car Service/Rideshare/Train Tol 64. Other Internet/Wi-FI Fees		04. Other TrainigRegistration 05. Mileage Personal Car Mileage
TOTAL AMOUNT TOTAL REQUESTED \$300.00 \$300.00					

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



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