

# Adding JP Morgan Expenses

**Objective:** Outline the steps on how to move JP Morgan expenses into an Expense Report

1. After you make a purchase with your JPMorgan travel card, the transaction will automatically appear in Concur within a few days. You can find these expenses in the *Available Expenses* Task Box (Figure 1) on the Concur home page and in the *Available Expenses* section of the Manage Expenses page (Figure 2).

### Company Notes Figure 1

SLAC-Sponsored Travel  
**Travelers must use the SLAC Travel Card (T-Card) & SLAC Travel Booking Channels when booking:**

- Airfare
- Lodging
- Car Rental

[Read more](#)

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### Tasks

01
Open Requests
→

02
Available Expenses
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01
Open Reports
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Manage Expenses
Card Transactions

Home / Expense / Manage Expenses

## Manage Expenses

Create New Report

### Report Library

? View: Active Reports

No Reports

### Available Expenses

View
Edit
Delete
Combine Expenses
Move to

? View: All Expenses

<input type="checkbox"/>	Receipt	Payment Type↑↓	Expense Source	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Amount↓↑	
<input type="checkbox"/>		SLAC JPMC	Corporate Card	Undefined	EGENFEE*212098652124 Bellevue, Washington	02/11/2024	\$6.00	...
<input type="checkbox"/>		SLAC JPMC	Corporate Card	Airfare	SOUTHWES 5262255856689	02/11/2024	\$198.34	...

## Adding JP Morgan Expenses

2. To add an expense to a report, click on the expense, then click on Move dropdown menu and select To New Report. If you have an existing report that you want to add this expense to, you will also have the option to move the expense to that existing report from the same dropdown menu.

**Available Expenses**

View Edit Delete Combine Expenses **Move to** View: All Expenses

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Amount	
<input checked="" type="checkbox"/>	SLAC JPMC	Corporate Card	Undefined	EGENFEE*212098652124 Bellevue, Washington	02/11/2024	\$6.00	...
<input type="checkbox"/>	SLAC JPMC	Corporate Card	Airfare	SOUTHWES 5262255856689	02/11/2024	\$198.34	...

3. On the *Create New Report* screen, click the *Create From an Approved Request* option. This will allow you to link an existing approved travel request to your new expense report.

**Create New Report**

**Create From an Approved Request**

\* Required field

Policy \*  Report/Trip Name \*  Report/Trip Start Date  Report/Trip End Date

Trip Type \*

Report Total  Business Purpose \*  Project \*  Activity

WBS  Fund

Org  Location   Local Travel?

4. Click on *Create From an Approved Request*.

**Create From an Approved Request?**

Creating an expense report from an approved request will discard any information you have already entered in the current window. Are you sure you want to continue?

[Go back](#) [Create From an Approved Request](#)

5. At this point, you should see an 'Available Request' window appear. In this window, locate and select the travel request that corresponds to the travel card expenses you want to include in your expense report. Then click on Create Report.

Request Name	Request ID	Start Date	End Date	Cancelled	Request Total	Approved	Remaining
	7TTF	05/13/2024	05/16/2024	No	\$1,464.50	\$1,464.50	\$1,464.50
	7RKW	05/01/2024	05/03/2024	No	\$2,356.50	\$2,356.50	\$2,356.50
	7TTT	04/15/2024	04/18/2024	Yes	\$1,595.50	\$1,595.50	\$1,595.50
	7JT9	05/15/2023	05/19/2023	No	\$1,858.50	\$1,858.50	\$1,051.93
	7JGV	04/17/2023	04/21/2023	No	\$2,687.50	\$2,687.50	\$1,814.48
	4AJ6	04/22/2019	04/26/2019	No	\$2,796.00	\$2,796.00	\$1,869.73
	3KPQ	06/11/2018	06/15/2018	No	\$1,381.90	\$1,381.90	\$946.92

6. After adding expenses to a report, Concur will display an *Alert* indicating that the report header is missing a trip type. To address this alert, **click** on *View*, which will open the *Report Header* screen.

Alerts: 1

**Report**

✖ The report header is missing data in this required field(s): Trip Type [View](#)

## 2024 Test Meeting \$0.00

Not Submitted | Report Number: PW3SOJ

**REQUEST**

Approved  
\$1,464.50

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

7. Once the *Report Header* screen is open, **choose** the applicable *Trip Type* from the options provided, then click *Save* to confirm your selection.

**Report Header** 2024 Test Meeting | \$0.00

Alerts: 1

✖ The report header is missing data in this required field(s): Trip Type

\* Required field

Policy \*  
\*Pre Approved Trip

Report/Trip Name \*  
2024 Test Meeting

Report/Trip Start Date  
05/13/2024

Report/Trip End Date  
05/16/2024

Trip Type \*  
Domestic

Report Id  
A0E535AC350A4576B299

Report Currency  
US, Dollar

Approval Status  
Not Submitted

Report Total  
0

Personal Expenses  
0

Amount Not Approved  
0

Amount Approved  
0

Amount Company Paid  
0

Amount Due Company  
0

Amount Due Employee  
0

Amount Due Company Card  
0

Total Amount Claimed  
0

Business Purpose \* 130/500  
Attend the annual Accounting Officers Meeting hosted by SNL

Project \* 1  
13161

Activity \* 2  
Y0001

WBS 3  
10.05.03.01.01

Fund 4  
YN0100000

Org  
(10047010) BSD Division Mgmt

Location  
Remote

Local Travel?

Comment 0/500

**Travel Allowance**  
Will you be claiming Meals and/or Lodging?

Cancel Save



Upon successfully selecting the trip type and saving, Concur will confirm that you have resolved the alert.

Home / Expense / Manage Expenses / 2024 Test Meeting

✔ Success! You have cleared all alerts on this report.

**2024 Test Meeting \$0.00**

8. Proceed to complete the expense report as usual and submit it.

### For Administrators

- All purchases made with the JPMorgan card will automatically appear in your account, not the sponsored guest's. This ensures clear separation of expenses. You will be responsible for creating an expense report in your profile for all JPMorgan card charges. The traveler will create a separate report for any expenses not covered by the JPMorgan card.
- If you use the JPMorgan card for sponsored guest expenses, remember to attach a copy of the invitation letter to the expense report.
- Ensure that expenses for different Guests or trips are separated into individual expense reports.