Adding JP Morgan Expenses

Objective: Explain how to move JP Morgan Expenses into an Expense Report

1. After you make a purchase with your JPMorgan travel card, it will auto feed into Concur within a few days of purchase. Expenses can be found in the Available Expenses Task Box on the Concur home page, as well as the Available Expenses section of the Manage Expenses page.
2. To add an expense to a report, **click** on the expense, **go to** the Move dropdown and **select To New Report**. If you already have an existing report that you want the expense to be a part of, you will have the option to move it to the existing report as well.

3. **Add** a request to your expense report by clicking **Add** in the **Requests** tab.

4. **Find** your submitted request from the list, **select** it and **click Add** to add it to the expense report. Once it is added, to remove it, **select** it and **click Remove**.

5. Once added to a report, **complete** the expense report as normal and **submit**. For further information, **see** the Quick Start Guide on [Creating an Expense Report (Detailed)](#).

**For Admins:**
- Any expense you purchase with the JPMorgan card will be auto fed into your account, not the Sponsor Guest's. You will create a report in your profile for the JPMorgan charges, and the traveler will create a report in their profile for any other expenses.
- When using the travel card for booking Sponsored Guest expenses, be sure to attach the Invitation Letter to the report.
- Make sure expenses for different Guests or trips are separated into separate expense reports.