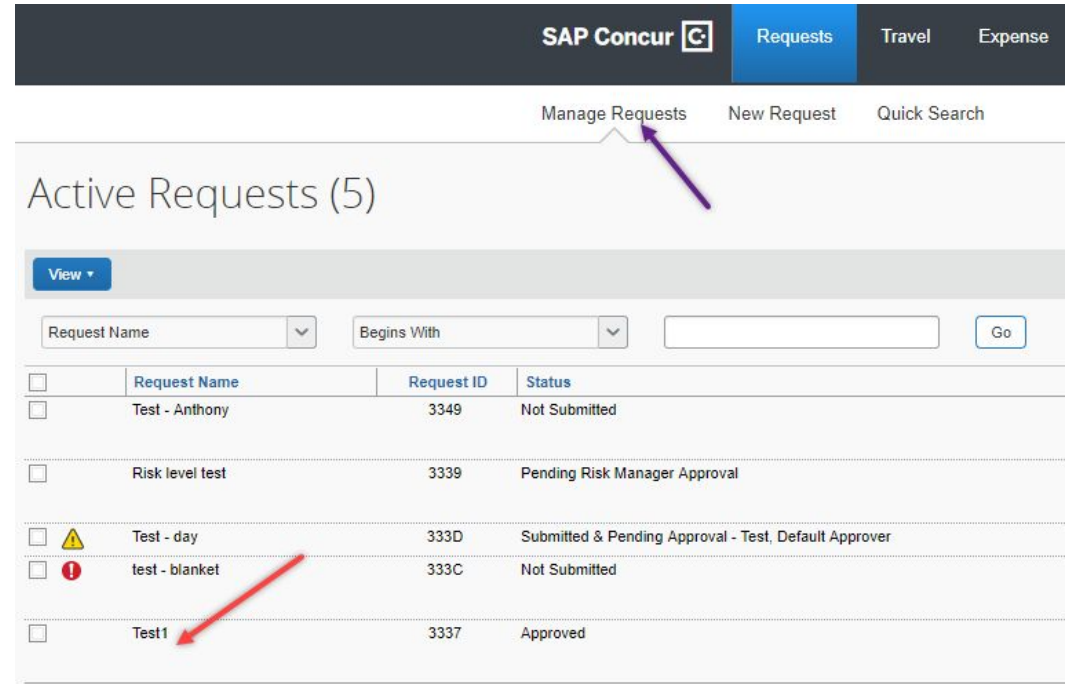


## Creating Expense Report

1. Log into Concur
2. Click **Requests** from the menu on the top.
3. Click **Manage Requests** from pop out menu. This will show all Active Requests.
4. Find the request you need to create an Expense Report and click **Expenses** in the Action column on the far right of the screen.

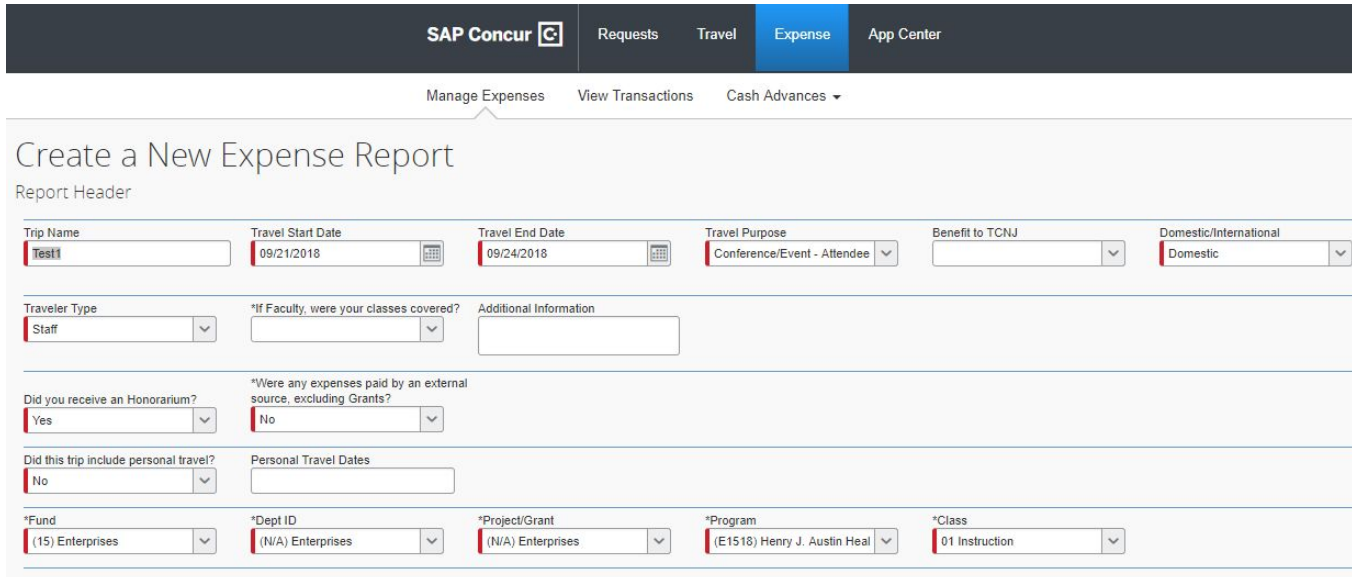
09/21/2018	09/28/2018	\$1,094.72	\$1,094.72	\$1,094.72	<b>Expense</b>
09/24/2018					

Note: Clicking **Expense** or **Create Expense Report** will start an expense report by migrating the Request Header into the Expense Report header. It will also change the section you're working in from Requests to Expense.



The screenshot shows the SAP Concur interface. At the top, there are navigation tabs for 'Requests', 'Travel', and 'Expense'. Below the navigation, there are links for 'Manage Requests', 'New Request', and 'Quick Search'. The main content area is titled 'Active Requests (5)' and contains a table of request entries. A purple arrow points to the 'Manage Requests' link, and a red arrow points to the 'Test1' entry in the table.

Request Name	Begins With	Request ID	Status
<input type="checkbox"/> Test - Anthony		3349	Not Submitted
<input type="checkbox"/> Risk level test		3339	Pending Risk Manager Approval
<input type="checkbox"/> ⚠ Test - day		333D	Submitted & Pending Approval - Test, Default Approver
<input type="checkbox"/> ! test - blanket		333C	Not Submitted
<input type="checkbox"/> Test1		3337	Approved

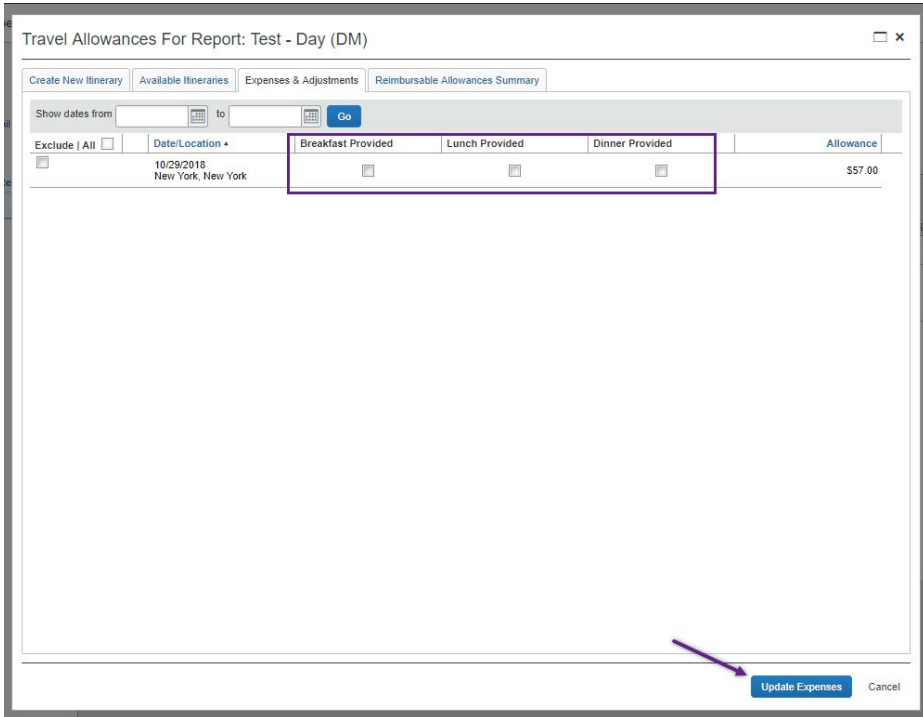


The screenshot shows the 'Create a New Expense Report' form in SAP Concur. The form is titled 'Create a New Expense Report' and has a 'Report Header' section. It contains several fields for entering trip information, including Trip Name, Travel Start Date, Travel End Date, Travel Purpose, Benefit to TCNJ, and Domestic/International status. There are also sections for Traveler Type, Honorarium, Personal Travel, and Fund/Dept/Project/Program/Class information.

Note: You will be required to re-enter your **Travel End Date** & reanswer **Did this trip include personal travel?** on Day Trip expense reports.

5. Click the **Next** button in the bottom right corner.
6. Answer the **Travel Allowance** question in the pop-up window.

7. Enter Itinerary details for your Departure point. Click **Save** then **Next**.
8. Enter Itinerary details for your Arrival point. Click **Save** then **Next**. This will import your Per Diem allowances.
9. Check off any meals that were provided & not out of pocket. Click **Update Expenses**.



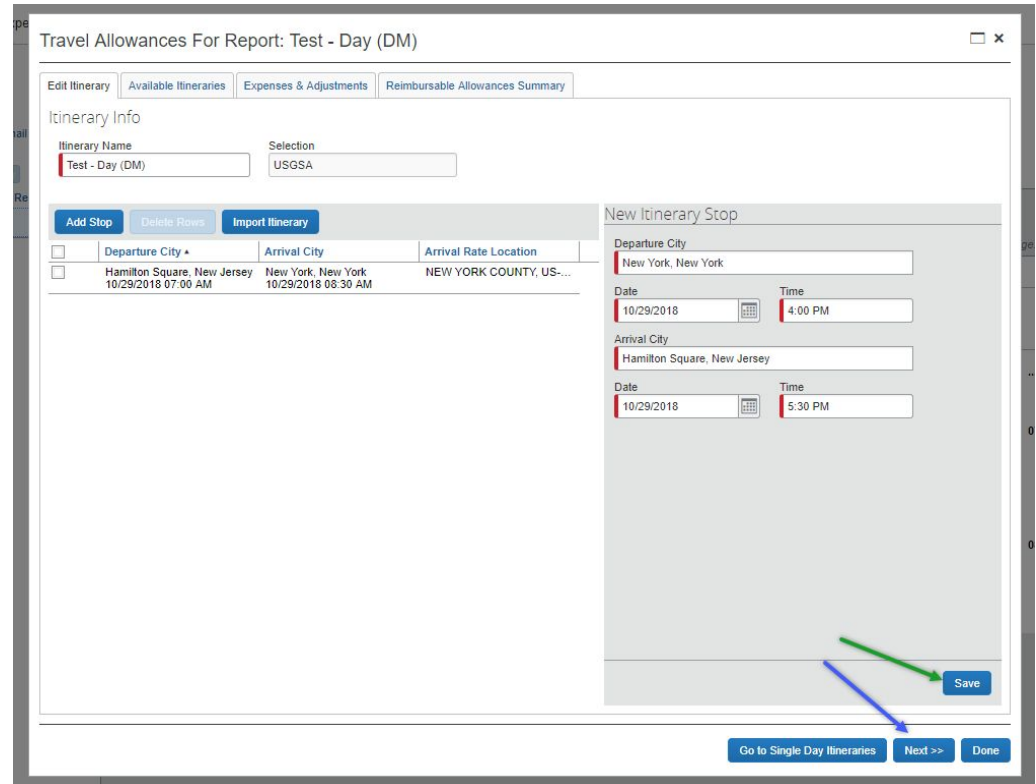
Travel Allowances For Report: Test - Day (DM)

Available Itineraries

Show dates from [ ] to [ ] **Go**

Exclude	Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided	Allowance
<input type="checkbox"/>	10/29/2018 New York, New York	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	\$57.00

**Update Expenses** Cancel



Travel Allowances For Report: Test - Day (DM)

Itinerary Info

Itinerary Name: Test - Day (DM) Selection: USGSA

**Add Stop** **Delete Rows** **Import Itinerary**

Departure City	Arrival City	Arrival Rate Location
Hamilton Square, New Jersey	New York, New York	NEW YORK COUNTY, US...

**New Itinerary Stop**

Departure City: New York, New York

Date: 10/29/2018 Time: 4:00 PM

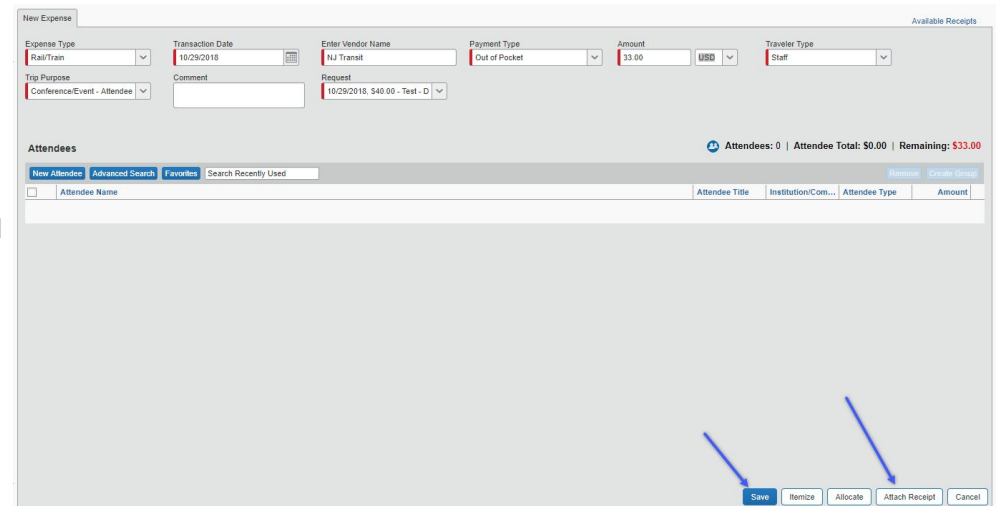
Arrival City: Hamilton Square, New Jersey

Date: 10/29/2018 Time: 5:30 PM

**Save**

**Go to Single Day Itineraries** **Next >>** **Done**

10. Choose the **Expense Type** you would like to enter expenses for.
11. Enter expense details, attach all receipts & Click **Save**. Repeat for all expenses.
12. Click **Submit**.



New Expense

Expense Type: Rail/Train Transaction Date: 10/29/2018 Enter Vendor Name: NJ Transit Payment Type: Out of Pocket Amount: 33.00 USD Traveler Type: Staff

Trip Purpose: Conference/Event - Attendee Comment: Request: 10/29/2018, \$40.00 - Test - D

Attendees: Attendees: 0 | Attendee Total: \$0.00 | Remaining: \$33.00

Attendee Name	Attendee Title	Institution/Com...	Attendee Type	Amount
---------------	----------------	--------------------	---------------	--------

**Save** **Remove** **Allocate** **Attach Receipt** **Cancel**

Note: If your Expense Report is for a Blanket Travel, refer to [Blanket Travel Expense Report](#)  
[TCNJ Travel](#)

## Blanket Travel Expense Report

Enter expenses as you would for a Day-Trip or overnight. However, you will be able to submit more than 1 expense report against the same Blanket Travel Request.