Creating and Completing an Expense Report in Concur

WHERE'S YOUR PAPERWORK?
Creating an Expense Report
Click on Requests

Go ahead, click it 😊
Click on the travel request that you want to be reimbursed for.

ONE DOES NOT SIMPLY WALK INTO MORDOR

THEY GET AN APPROVED TRAVEL REQUEST
Click on Create Expense Report

MAKE IT SO
Now you have an expense report attached to your travel request which has been automatically filled in with all the information you put in your travel request, as if by magic 😊

Magic, do as you will!!!
If you need to be reimbursed for meals you’ll need to fill in the GSA meal rate in the Report Header. Click on Report Details → Report Header → GSA Meal Rate

This is the amount you can be reimbursed for meals per day; it will be different depending on where you’re going. You can find the correct rate here: https://www.gsa.gov/travel/plan-book/per-diem-rates
Completing the Expense Report

YOU CAN DO HARD THINGS!
Click on Add Expense

Click on the 'Add Expense' button.

Yessss, add aallll the expenses. 😊
Choose the expense type

- meals
- gas
- hotel
- flights
- conference fees
Fill in all the fields with a red asterisk; click save expense
Click on Add Receipt to upload your receipt*

*receipts are no longer required for meals less than $75
Click on Submit Report to submit your report for reimbursement

CONGRATULATIONS
YOU DID IT!!
Now you can take a nap 😊