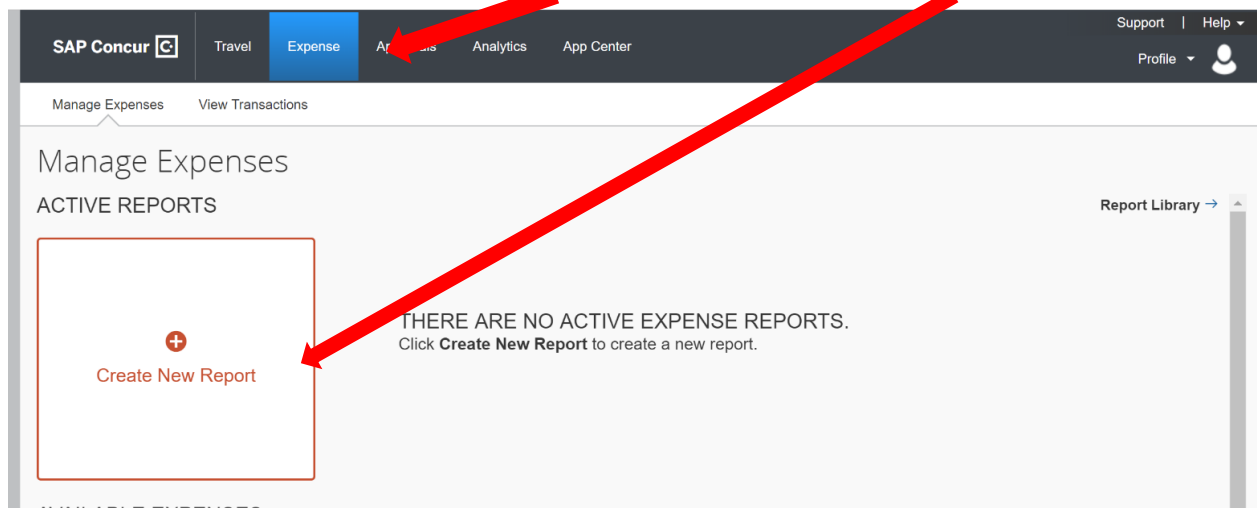


CONCUR Expense Report Instructions

When ready to create your Expense Report in CONCUR:

1. Log in to application and choose “Expense” tab. Then click on “Create New Report”.



2. Your **Report Name** will be “YOUR NAME ER dates of travel”. Example: JOHN SMITH ER 0501-0505
3. The **Report Date** will be the day you create the ER.
4. **Business Purpose**: Insert the purpose used on your TAR
5. Click the “**NEXT**” button in the bottom right corner.

This screenshot shows the 'Create a New Expense Report' form. The form has four input fields: 'Report Name', 'Report Date', 'Business Purpose', and 'Comment'. The 'Report Name' field is highlighted with a red box. A red arrow points from the 'NEXT >>' button in the bottom right corner to the 'Report Name' field.

6. If you do not have any “Available Expenses” to choose from, you will choose “+ New Expense”

The screenshot shows the SAP Concur Expense page. The top navigation bar includes 'SAP Concur', 'Travel', 'Expense' (selected), 'Approvals', 'Analytics', and 'App Center'. On the right, there are links for 'Support' and 'Help', and a user profile icon. Below the navigation bar, there are tabs for 'Manage Expenses' and 'View Transactions'. The main content area has a search bar with 'tes' entered. Below the search bar, there are buttons for '+ New Expense' (highlighted with a red arrow), '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print / Email'. Below these buttons, there is a table with columns 'Date', 'Expense Type', 'Amount', and 'Requested'. The table is currently empty, and a message 'No Expenses Found' is displayed. On the right side of the page, there is a 'Delete Report' button and a 'Submit Report' button.

7. Choose the Expense Type from the list

The screenshot shows the SAP Concur Expense page with the 'New Expense' dialog box open. The dialog box has a title bar 'New Expense' and a close button. Below the title bar, there is a text input field for 'Expense Type'. Below the input field, there is a message: 'To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.' Below the message, there is a list of 'Expense Types' organized into three columns. The first column is titled '01. Travel' and includes 'Air/Rail Fare', 'Car Rental', 'Automobile Expense', 'Local Mileage', 'Business Meals', 'Internet- Overhead', 'Baggage', 'BP ODC', 'BP Travel', and 'Conferences'. The second column is titled '...07. Other' and includes 'IR&D Travel', 'Leases-Automobile', 'Leases-Equipment', 'Leases-Office', 'Legal Expense', 'Licenses and Permits', 'Lodging', 'Maintenance/Service Agreements', 'Management Meetings', 'Non-Capitalized Hardware', 'Non-Capitalized Software', 'Office Supplies', 'Other Direct Costs', 'Other Travel', and 'Outside Services'. The third column is titled '...07. Other' and includes 'Professional Fees', 'Professional Fees-Misc', 'Recruitment/Relocation', 'Repair & Maintenance-Building', 'Repair & Maintenance-Computer', 'Repair & Maintenance-Equipment', 'Repairs & Maintenance-Office', 'Seminar/Training', 'Subscriptions and Dues', 'Supplies', 'Supplies-Marketing', 'Supplies-Office', 'Taxi/Tolls/Parking', 'Tax-Sales', and 'Telephone-General'. A red arrow points to the 'Expense Type' dropdown menu, which is currently open and showing the list of expense types. At the bottom of the page, there is a summary section with 'TOTAL AMOUNT \$0.00' and 'TOTAL REQUESTED \$0.00'.

8. For LODGING:

NOTE: Any boxes that have a **RED** bar to the left – you **MUST** insert data.

The screenshot shows the SAP Concur Expense form. The top navigation bar includes SAP Concur, Travel, Expense, Approvals, Analytics, and App Center. The main header has Manage Expenses and View Transactions. The left sidebar shows a list of expenses with columns for Date, Expense Type, Amount, and Requested. The main content area is titled 'New Expense' and contains several fields: Expense Type (Lodging), Transaction Date (with a calendar icon), Business Purpose, Vendor Description, Payment Type (Cash), Amount, WBS Code, Mapping, and a Comment field. A red arrow points to the Transaction Date field, which has a red bar on its left. Other fields with red bars include Expense Type, Vendor Description, Job Number, and Comment. The form also includes a checkbox for 'Personal Expense (do not reimburse)'. At the bottom, there are buttons for Save, Itemize, Allocate, Attach Receipt, and Cancel. A summary bar at the bottom shows TOTAL AMOUNT \$0.00 and TOTAL REQUESTED \$0.00.

- Expense Type** will automatically populate with the Expense Type you chose from the list
- Transaction Date:** Put the date on the receipt
- Payment Type:** If you paid with CASH or used your PERSONAL CARD – choose **CASH**. If Company Paid choose **COMPANY PAID**, if you used your Company Card you must wait for that transaction to show in your “Available Expenses” list, and it will populate as “TCM Bank Corporate Card”
- Amount:** Put TOTAL amount from Receipt. We previously had a line for each day and separated the tax. As a receipt is required for EVERY entry, I suggest you just put the total amount (tax included) in the Amount box.
- Job Number:** Your Job number is J + the last seven digits of your contract number. If you are not sure of your contract number, email your PM.
- WBS Code:** Once you choose your Job Number, you should only have one option for WBS Code. If unsure, email your PM.
*For SATOPS, Job is “J20F5001”; WBS is the last digits on your timecard (1001, 1002, etc)
- Mapping:** You will choose **BILLABLE**.
- Click “Attach Receipt” in lower right corner and upload your hotel receipt.
- Click “SAVE”.

9. For PER DIEM: You will find it listed under “...07. Other”
 - a. **Transaction Date** – put last day of the trip
 - b. **Vendor Description** – you can put **SELF**
 - c. **Payment Type** – **CASH**.
 - d. **Comment** – please type in the 75% and full day amounts here.
I.E: Travel Days= \$41.25 x 2, Full days = \$55 x 3
10. For POV Mileage:
 - a. Choose “Local Mileage” as your Expense Type
 - b. Click on “Mileage Calculator”

The screenshot shows the SAP Concur Expense form interface. At the top, there is a navigation bar with tabs for Travel, Expense, Approvals, Analytics, and App Center. The Expense tab is selected. Below the navigation bar, there are links for Manage Expenses and View Transactions. The main form area is titled 'New Expense' and contains several input fields for transaction details. A red arrow points from the 'Mileage Calculator' link in the bottom right corner of the form to the 'Expense Type' dropdown menu, which is currently set to 'Local Mileage'.

SAP Concur | Travel | **Expense** | Approvals | Analytics | App Center | Support | Help | Profile |

Manage Expenses | View Transactions | Delete Report

Import Expenses | Details | Receipts | Print / Email | Available

Move | Delete | Copy | View | Amount | Requested

\$23.00 | \$23.00

New Expense

View Reimbursement Rates

Expense Type: Local Mileage | Transaction Date: 05/23/2019 | Business Purpose: test | From Location: 151 Fischer Trace, Newnan, GA 30054 | To Location: Hartsfield-Jackson Atlanta International Airport | Payment Type: Cash

Distance: Amount: 22 | 12.76 | USD | Job Number: | WBS Code: | Mapping: |

[Mileage Calculator](#)

- c. Type in your starting address in “A” and your destination in “B” and then click “Calculate Route” and then click “Add Mileage to Expense”.

Mileage Calculator

☐ Avoid Tolls ☐ Avoid Highways

Waypoints

151 Fischer Trace, Newnan, GA 30265, USA
Hartsfield-Jackson Atlanta International

22.0 MI
☐ Personal

[Calculate Route](#) [Make Round Trip](#)

Directions

Suggested routes:
I-85 N 22.0 mi. About 26 mins
Cannongate Rd and I-85 N 23.7 mi. About 29 mins
I-85 N and GA-166 E 31.3 mi. About 34 mins

151 Fischer Trace, Newnan, GA 30265, USA
22.0 mi. About 26 mins

Step	Instruction	Distance
1.	Head northeast on Fischer Trace toward Fischer Spur	0.3 mi
2.	Turn left onto Fischer Spur	230 ft
3.	Turn right onto Hudgen Rd	0.5 mi
4.	Sharp right onto Palmetto Tyrone Rd	0.3 mi
5.	Turn left onto Cannongate Rd	1.6 mi
6.	Continue onto Canongate Rd	0.2 mi
7.	Turn left onto Collinsworth Rd	75 ft
8.	Turn right onto the Interstate 85 N ramp	0.5 mi
9.	Merge onto I-85 N	11.8 mi

☐ Deduct Commute

TOTAL PERSONAL 0.0 MI **TOTAL BUSINESS 22.0 MI**

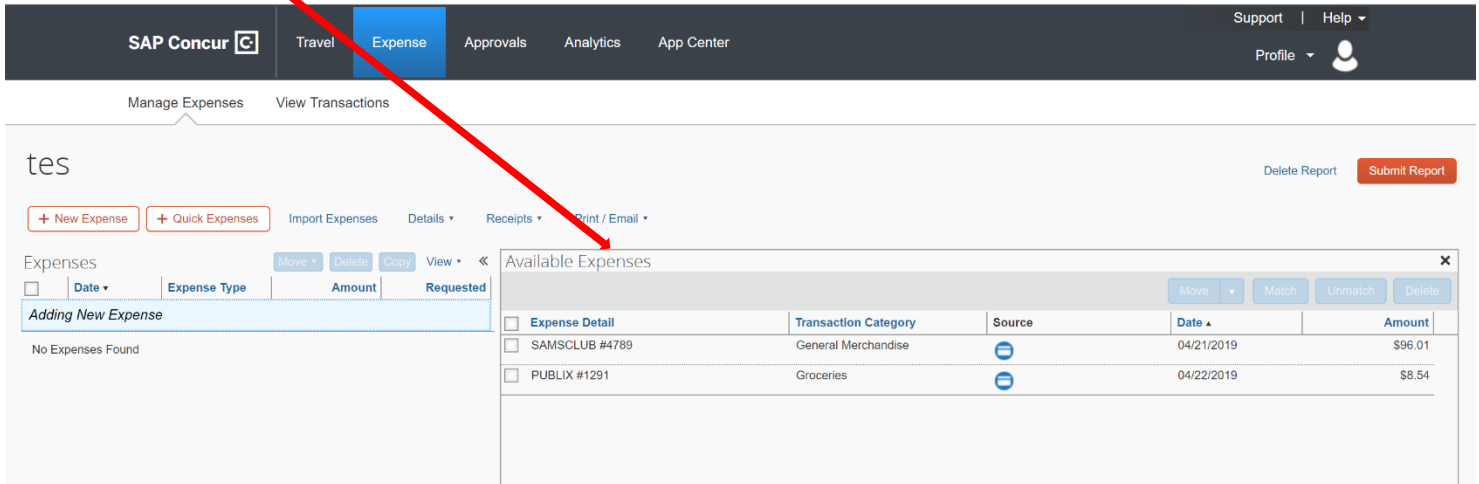
[Add Mileage to Expense](#) [Cancel](#)

Your From Location, To Location, and Distance will auto populate and you will not need to upload any back-up data.

NOTE: IF you cannot access the Mileage Calculator map for any reason (not loading on Base computer, etc.), then you can type in the From and To locations and put in your Distance (Note – it must be a whole number. Decimals won't be accepted). You will also need to upload a screenshot from google maps/map quest as the “receipt”.

General Notes:

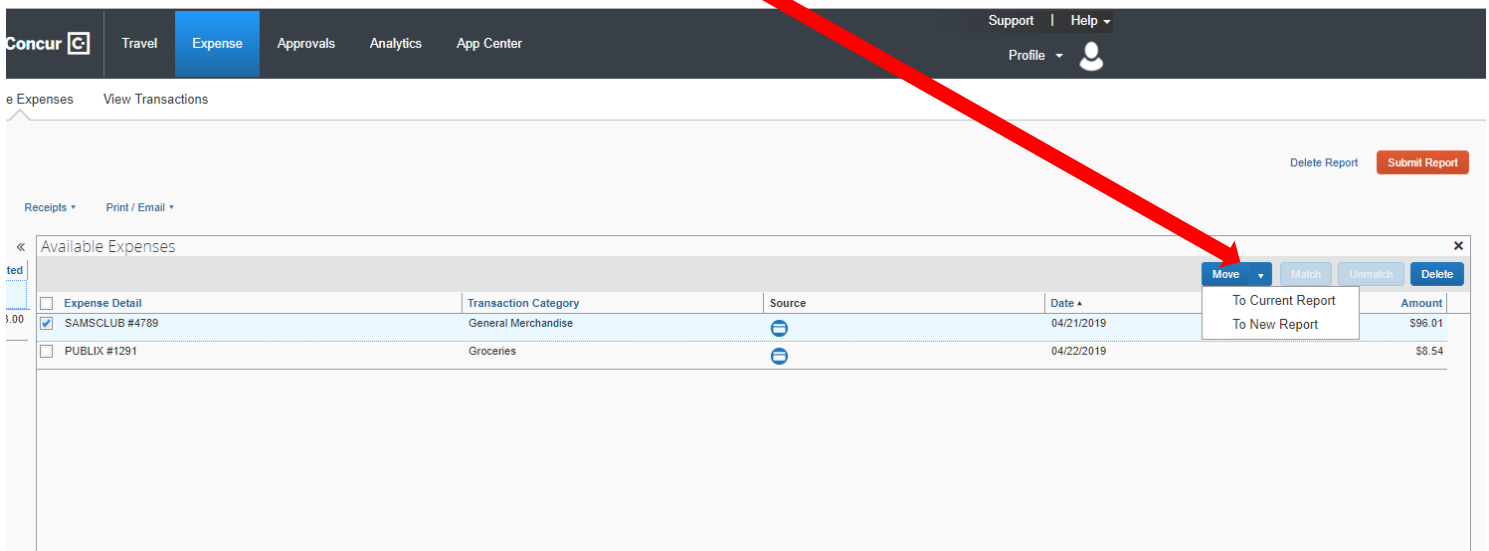
If you have been utilizing your Corporate Travel Card, then the charges will appear in your “Available Expenses”.



The screenshot shows the SAP Concur Expense page. The top navigation bar includes 'SAP Concur', 'Travel', 'Expense' (selected), 'Approvals', 'Analytics', and 'App Center'. On the right, there are links for 'Support' and 'Help', and a user profile icon. Below the navigation bar, there are tabs for 'Manage Expenses' and 'View Transactions'. The main content area is titled 'Available Expenses' and contains a table with the following data:

Expense Detail	Transaction Category	Source	Date	Amount
<input type="checkbox"/> SAMSCLUB #4789	General Merchandise		04/21/2019	\$96.01
<input type="checkbox"/> PUBLIX #1291	Groceries		04/22/2019	\$8.54

You can click on the box to the left of the charge, then go to the “MOVE” button and choose to add that charge “to Current Report” or “to New Report”

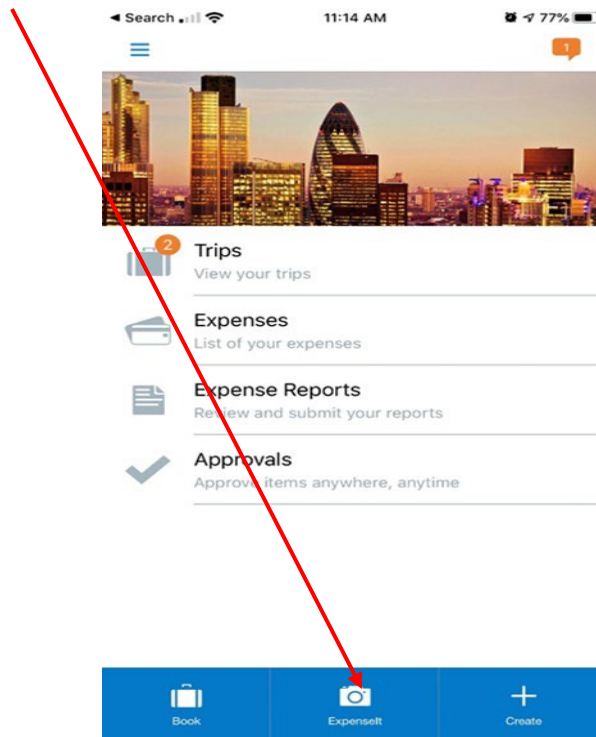


The screenshot shows the SAP Concur Expense page with the 'Available Expenses' table. A red arrow points from the text 'MOVE' to the 'Move' button in the table's action column. The table has the following data:

Expense Detail	Transaction Category	Source	Date	Amount
<input checked="" type="checkbox"/> SAMSCLUB #4789	General Merchandise		04/21/2019	\$96.01
<input type="checkbox"/> PUBLIX #1291	Groceries		04/22/2019	\$8.54

Concur has a phone App that can be downloaded to your smart phone. Log In is the same as the web app.

At the bottom of the main screen there is a blue bar with the following options: Book, Expenselt, Create, Mileage. The Expenselt option allows one to take a picture of a receipt.



Once finalized, it will be accessible in the Concur web app as a receipt and will automatically attach to the line item that matches the total on the receipt.

If you are taking pictures of your receipts utilizing your CONCUR phone app, they will be found under "Receipts", "View Available Receipts". You will be able to choose a receipt from the list to attach to a line item.