

- If you use a Travel and Expense (T&E) Card or need to request reimbursement for an out-of-pocket expense, you will create an expense report in [Concur](#).
- After logging into Concur, select the **Expense** tab along the top of your screen.
- T&E Card charges will appear under Available Expenses.

## Creating an expense report and importing card charges

Click the **Create New Report** button and fill in your expense report header. The ChartField values you enter here will apply to your report, although you can modify the allocations on individual expense lines at any time.

If you have T&E Card charges to import, you can select your card charges from your list of Available Expenses and move them into your expense report.

### AVAILABLE EXPENSES

<input type="checkbox"/> Card Pr...	Expense Detail ▾	Expense Type	Source	Date	Amount
<input checked="" type="checkbox"/>	COOPER S HAWK RESTON RES...	Individual Meals	⊖	07/18/2018	\$36.19
<input checked="" type="checkbox"/>	Enterprise PRINCETON, NJ	Car Rental	⊖	07/18/2018	\$141.00

**Important:** University credit card transactions may take 4-5 business days from the time of purchase to appear in your Concur profile. You should never manually enter a Travel and Expense Card transaction from scratch—this may result in an erroneous reimbursement to you.

- Select an appropriate **Expense Type** for each transaction and **complete any required fields**, which are indicated by a red stripe.
- Use the **Attach Receipt** button to add receipts to transactions of \$50 or more.

## Adding out-of-pocket expenses

Your out-of-pocket expenses can be added to the same expense report as your Travel and Expense Card transactions.

- Click **New Expense** and select an **expense type**.
- Complete any required fields indicated by a **red** strip.
- Use the **Attach Receipt** button to add receipts to transactions of \$50 or more.

## Allocations and splitting charges

- The transactions on your expense report will be allocated to the chartstring in your **report header** by default.
- To change the chartstring on a particular expense line, select the expense (or multiple expenses) and click the **Allocate** button.

A pie chart icon indicates the expense line has been allocated separately from the default ChartFields in your **Report Header**.

## Uploading receipts to Concur

Receipts are required for expenses of \$50 or more.

### Concur mobile app

- Use the Receipts button to take a picture of your receipt. The receipt will be added to your Receipt Store.

### Scanner

- Scan your receipts and save the file(s) to your computer.
- From within an expense report, click **Receipts > Attach Receipt Images**.
- Click **Browse** to locate the file on your computer, then **Upload**.

### Email (note: your email address must be verified in your Concur profile)

- Email your receipt images as attachments to [receipts@concur.com](mailto:receipts@concur.com). The receipts will be added to your Receipt Store.