

## Step 1:

Highlight the transaction(s) listed in "Available Expenses" section.

The screenshot shows the SAP Concur Expense interface. At the top, there is a navigation bar with 'Expense' selected. Below it, the 'Manage Expenses' section is visible, featuring a 'Create New Report' button and a report card for 'CHELF 2019 Training Demo' with a total amount of \$2,019.87 and a status of 'NOT SUBMITTED'. The 'AVAILABLE EXPENSES' section below contains a table with one entry highlighted by a red box:

Expense Detail	Expense Type	Source	Date	Amount
<input checked="" type="checkbox"/> Delta Air Lines SALT LAKE CTY, UT	Airfare		02/05/2021	\$-355.13

## Step 2:

Select "Move" then "To New Report".

This screenshot shows the same 'AVAILABLE EXPENSES' table as in Step 1. The 'Move' button for the selected expense is highlighted with a red box, and its dropdown menu is open, showing the option 'To New Report' selected. The dropdown menu also lists the target report 'CHELF 2019 Training Demo' and the amount '\$-355.13'.

### Step 3:

You can either add an existing Request by clicking on **"Add"** under **"Requests"** or you can fill out the Report Header page. Whichever you select, make sure that under **"Trip Type"** you select, **"Campus – TCard Dept Reconciliation (\$0)"** or **"Hospital – TCard Dept Reconciliation (\$0)"** depending on whether or not the BU = 01 or 02.

Because you are reconciling airfare booked by the onsite agents and/or reconciling TCard transaction(s), the department will not be charged a Concur Expense Report fee.

### Create a New Expense Report

Report Header

\*Report/Trip Name  
\*Report/Trip Business Start Date  
\*Report/Trip Business End Date

\*Trip Type  
\*Report/Trip Purpose  
\*Traveler Type  
Does this reimbursement check need to be held for pickup? [?>](#)

Comments To/From Approver(s)/Processors

AP Vendor Address

\*Org \*Fund \*Activity \*Project \*AU

Request Name Request ID Cancelled Request Total Amount Approved Amount Remaining

### Step 4:

Once the Report Header is filled out, click **"Next >>"** in the top right corner.

### Step 5:

This Concur expense report just needs to be submitted by the traveler or the delegate by clicking **"Submit Report"** in the top right corner.

Manage Expenses View Transactions Processor

CHELF 2019

Import Expenses Details Receipts Print / Email

Expenses    View

Date	Expense Type	Amount	Requested
02/05/2021	Airfare DELTA AIR 0067616064132	\$-355.13	\$-355.13

Adding New Expense

Expense Type

Recently Used Expense Types

Airfare	Hotel	Miscellaneous	Ground Transportation
Personal Car Mileage			

All Expense Types

01. Travel Expenses	...02. Transportation	06. Office Expenses	...08. Fees
Hotel	Parking	Office Supplies	Passports/Visa Fees
Hotel Deposit or First Night Deposit	03. Personal Car Mileage	Shipping/Postage	UTravel Ticket Exchange Fee (\$30)
Incidentals	Moving Mileage	07. Communications	09. Other
02. Transportation	Personal Car Mileage	Mobile/Cellular Phone	Miscellaneous
Airfare	05. Meals other than Per Diem	Telephone/Fax	Personal/Non Reimbursable
Airfare- Employee Guest	Actual Daily Meals	08. Fees	Professional Subscriptions/Dues
Car Rental	Athletics Team Meals	Airline Fees	Recruiting Expenses
Fuel	Group Meals/Entertainment <10	Booking Fees	Seminar Registration/Fees
Ground Transportation	Group Meals/Entertainment 10+ Attendees	Internet/Online Fees	10. Relocation
			Relocation Expenses

TOTAL AMOUNT \$-355.13 TOTAL REQUESTED \$-355.13

\* Remember, all TCard transactions are loaded onto cardholder's **"Available Expense"** section in Concur.