

Adding a Credit Card Transaction from Available Expenses:

- 1. To begin, locate the Request from the Request tab.
- 2. Only recent Requests are displayed automatically in the list. You may need to select View > All Requests to find the Request.

	SAP Concur 🖸	Reque	sts	Travel	Expense		
	Manage Requests	New Requ	quest Process Requests				
Ac	tive Reque	ests ((2)				
Vie	Unsubmitted Requests						
•	Active Requests	Begins With					
	Pending Requests Approved Requests	n 2	Request ID	Status			
1	Cancelled Requests						

3. Click the Expense link in the Action column on the right.

All Re	equests (29)				Delete	Request	Copy Request	Close/Inacti	vate Request
View •									
Request N	lame 🗸	Begins With	~	Go					
	Request Name	Request ID	Status	Request Dates •	Date Submitted	Total	Approved a	Remaining	Action
	CHELF DC Nov. 2019	366C	Approved	11/16/2019	08/20/2019	\$585.63	\$585.62	¢0.00	Expense
				11/00/0010					

- 4. Proceed with creating an expense report. Be sure to include all expenses related to the cancelled trip, including any credit card charges/refunds/credits. <u>Click here</u> for a guide on how to add credit card transactions to an expense report.
- 5. If you don't see the Expense hyperlink, it could mean that the Request has been closed/inactivated. If this is the case, you will need to create a new Request.*
 - o *Note: level 1 approval may be required because the system is configured to require additional approval on short-notice trips.
- 6. If you need to be reimbursed for anything that was not refunded, add the expenses to your expense report and <u>submit this form</u>.

Please note: Fees are charged per expense report. Additional expense report/trip fees will be waived for COVID-19 refunded tickets. Email kevin.ballard@admin.utah.edu after submitting an expense report to obtain a refund, if applicable.