Concur
Travel Expense 5 H S R U W Manual

Procurement Card and Travel Services
650 Clinic Drive Suite 1400|Mobile, Alabama|36688|251.460.6242

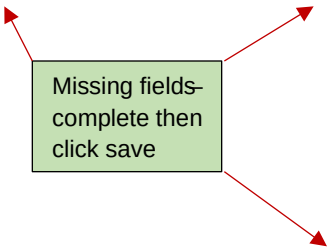
Note: If you are creating an expense report for local mileage please see the “Local Mileage Expense Report” manual.

1. Log into Concur and click Create then select Start a Report

2. Click Create from an Approved Request. You will get a pop up asking if you are sure you want to continue, click “Create From an Approved Request” button.

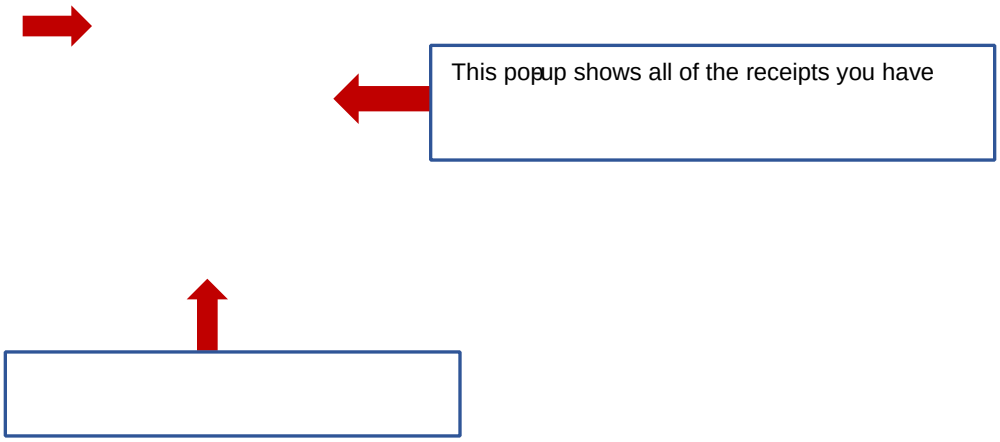
3. Select the appropriate approved request and click Create Report.

4. Once your report has been created you will have Alerts. Click Report Details – Report Header. Complete all missing required fields as indicated by the red highlights then click Save.



8. Complete all the required fields (required fields marked with red asterisks) and attach the receipt. To attach a receipt click Add Receipt.

9. Once you click Add Receipt, you can select a receipt that you have loaded into your Concur account or select Upload New Receipt and upload the receipt from your computer or other location.



10. After you have attached your receipt, you will see your receipt image along with your expense details. If you are finished with this expense click Save Expense upper right or lower left

13. To allocate an expense click the expense you wish to allocate and click the Allocate link directly below the word

Hint:

14. Select whether you wish to allocate by Percent (default) or by Amount then click Add.