How to Create an Expense Report for a Non-Travel Expense Reimbursement

On the Concur homepage, hover your mouse over the **New** button and select **Start a Report**.
In the Report Name field, enter a description to name your report.

*Note- A red line on the left side of a field’s border indicate when a field is required to be completed. If these fields are left blank your request cannot be submitted.
In the Business Purpose field, select **Non-Travel Expense Reimbursement**.
In the **Travel Type** field, select the appropriate type (i.e. if you were in-state when buying the item for which you’re being reimbursed, select In-State).
Business Unit, Department, and Fund fields will auto-populate with information from your user settings. These fields can be edited at this time if needed.
Click the **Next** button.
Click No.
Select the expense type you want to add to this expense report.

For example, if you purchased supplies, click on the Supplies & Materials expense type.
The right side of the page changes to display the information associated with the expense.
Enter the information in the required fields.
Click **Attach Receipt** button.
Click the **Browse** button to upload a receipt that’s been scanned to your computer (A), OR select an image of the receipt if you uploaded it from the Concur mobile app (B).
Once the receipt has been selected, click the **Attach** button.
You will now see a tab for the Receipt Image.

Click the **Save** button.
Your expense is now added to your Report. Repeat the above steps for every expense you need to add to your Report.
Once you’ve added all your expenses, click the **Submit Report** button.