

Important information

- You need to submit **one Expense claim per month** (not for each trip as in the past).
- Credit card feed with all movement are directly going to concur, flight booked through agency will be paid centrally on a BTA card, this flow will be available at the beginning of the following month. So you have to wait with the submission of the expense note until the BTA card feed has been received and please also reconcile the credit card expense lines in Concur with your credit card statement also available at the beginning of following month.
- In the mobile App you can use "ExpenseIt", while taking picture the system will codify amounts supplier and you will have to fill in limited additional info (business purpose and location). These expenses will be classified as "Cash" transactions, when you will send to the expense claim where a credit card movement is available the system will automatically link the two (in the Web version an information message will pop up).
- If you have to expense meals with attendees you have to do it using Expense type "Business Meal (Attendees)" regardless if it is a breakfast a lunch or a dinner

How to expense for Credit Card expenses (Credit card and BTA Amex):

Enter in concur, you will see Available Expenses, it is credit card payments that has been received by Concur for you to use. Basically what is required is to match with a Request and a receipt

SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Centre | Help

Profile |

SIBELCO
Hello, GIUSEPPE

+ New | 00 Required Approvals | 01 Authorisation Requests | 03 Available Expenses | 01 Open Claims | 00 Cash Advances

TRIP SEARCH

Before boarding a flight to the US, you may be requested to switch on your mobile device, e.g. your Smart Phone or iPad. For more details, please read link: <http://www.tsa.gov/press/releases/2014/07/06/enhanced-security-measures-certain-airports-overseas>

Flight Search
Round Trip | One Way | Multi City

From ?
Departure city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

To ?
Arrival city, airport or train station
[Find an airport](#) | [Select multiple airports](#)

Search

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COMPANY NOTES

[Sibelco E-learning](#)
This link will provide information to utilise the Concur Travel & Expense System.

Welcome to American Express Global Business Travel Online!

[Read more](#)

MY TASKS

00 Required Approvals →
Great! You currently have no approvals.

03 Available Expenses →
14/11 Brussels Airlines €280.84
09/11 Fairmont FAIRMONT TOW USD 426.58
06/11 APPSNCBND 007552768 €15.20

01 Open Claims →
12/11 November €551.84

MY TRIPS (1)

26-29 NOV Trip from Milan to Manchester PRIDE
More

Click on “Available expenses”, and you will get to this screen that is showing and expense claim (we want one expense claim per month, you will have to include all payments of one month, so if you booked a flight for next month, the expense need to be inserted in the month of the booking not in the month of the trip)

SAP Concur | Requests | Travel | **Expense** | Approvals | Reporting | App Centre | Profile

Manage Expenses | View Transactions | Cash Advances

Manage Expenses

ACTIVE CLAIMS

Claim Library →

NOT SUBMITTED
November
12/11/2018
€551.84

AVAILABLE EXPENSES

All Cards

<input type="checkbox"/> Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> APPSNCBND5 007552768 BRUXELLES	Train	=	06/11/2018	€ 15.20
<input type="checkbox"/> Fairmont FAIRMONT TOW FAIRMON...	Hotel	=	09/11/2018	USD 426.58
<input type="checkbox"/> Brussels Airlines	Airfare	✈	14/11/2018	€ 280.64

Enable Expense Assistant and these expenses will be placed in a claim for you. [Learn More](#)

AVAILABLE RECEIPTS

I select one expense and in the bottom right there is a tab “move”, you can click there and select to which expense claim you want to send it, for me it is Claim expense named “November”

SAP Concur | Requests | Travel | **Expense** | Approvals | Reporting | App Centre | Profile | Help

Manage Expenses | View Transactions | Cash Advances

Manage Expenses

ACTIVE CLAIMS

Create New Claim

NOT SUBMITTED

November
12/11/2018

€551.84

[Claim Library](#)

AVAILABLE EXPENSES

All Cards

<input type="checkbox"/> Expense Detail	Expense	Source	Date	Amount
<input checked="" type="checkbox"/> APPSNCBND 007552768 BRUXELLES	Train		06/11/2018	€ 15.20
<input type="checkbox"/> Fairmont FAIRMONT TOW FAIRMONT...	Hotel		09/11/2018	USD 426.58
<input type="checkbox"/> Brussels Airlines	Airfare		14/11/2018	€ 280.84

[Move](#) [Match](#) [Unmatch](#)

To New Claim
November

[Enable Expense Assistant and these expenses will be placed in a claim for you. \[Learn More\]\(#\)](#)

AVAILABLE RECEIPTS

S

SAP Concur | Requests | Travel | **Expense** | Approvals | Reporting | App Centre | Profile | Help

Manage Expenses | View Transactions | Cash Advances

November

[Delete Claim](#) [Submit Claim](#)

[+ New Expense](#) [+ Quick Expenses](#) [Import Expenses](#) [Details](#) [Receipts](#) [Post](#)

<input type="checkbox"/> Expense	Date	Expense	Amount	Requested
<input type="checkbox"/> Breakfast	12/11/2018	Autogrill, Milan, IT	€ 10.00	€ 10.00
<input type="checkbox"/> Hotel	09/11/2018	GRUSEPPE, Cairo, EGP	€ 371.77	€ 371.77
<input type="checkbox"/> Dinner	09/11/2018	SIP CAIRO AIRPC	€ 12.03	€ 12.03
<input type="checkbox"/> Dinner	09/11/2018	BELGORANDY	€ 24.05	€ 24.05
<input type="checkbox"/> Hotel	09/11/2018	LINDERHOT	€ 117.39	€ 117.39
<input type="checkbox"/> Train	09/11/2018	APPSNCBND 007	€ 15.20	€ 15.20
<input type="checkbox"/> Train	09/11/2018	APPSNCBND 009	€ 11.00	€ 11.00
<input type="checkbox"/> Breakfast	09/11/2018	SIP CAIRO AIRPC	€ 4.00	€ 4.00

Available Expenses

All Cards

<input type="checkbox"/> Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> Fairmont FAIRMONT TOW FAIRMONT HOTEL	Hotel		09/11/2018	USD 426.58
<input type="checkbox"/> Brussels Airlines	Airfare		14/11/2018	€ 280.84

I have saved the receipt on the mobile with the camera, it is possible to send by e-mail to receipts@concur.com to see it in the available receipt/attachments, it's useful for receipt received by .pdf or for e-receipts.

To do that you have to go in Concur and verify your mail, you will go in Concur in your profile

SAP Concur Requests Travel Expense Approvals Reporting App Centre Help

Profile Personal Information Change Password System Settings Concur Mobile Registration Travel Leave Reassignment

Your Information

- Personal Information
- Company Information
- Contact Information
- Email Addresses
- Emergency Contact
- Credit Cards

Travel Settings

- Travel Preferences
- International Travel
- Frequent-Traveller Programmes
- Assistants/Arrangers

Request Settings

- Request Information
- Request Delegates
- Request Preferences
- Request Approvers
- Favourite Attendees

Expense Settings

- Expense Information
- Expense Delegates
- Expense Preferences
- Expense Approvers
- Company Car
- Favourite Attendees

Other Settings

- E-Receipt Activation
- System Settings
- Concur Connect
- Change Password
- Forgot Concur Mobile PIN
- Travel Leave Reassignment
- Concur Mobile Registration

Reporting Settings

My Profile - Personal Information

Jump To: Personal Information Choose

Disabled fields (gray) cannot be changed. If there are errors in these fields, contact your company's travel administrator.

Fields marked **[Required]** and **[Required**]** (validated and required) must be completed to save your profile.

Important Note
Your Name and Airport Security: Please make certain that the first, middle, and last names shown below are identical to those on the photo identification that you will be presenting at the airport. Due to increased airport security, you may be turned away at the gate if the name on your identification does not match the name on your ticket. Do not save special characters, accents, cedilla (eg ç Ê é - / etc ...) in the name and first name fields, and replace hyphens with spaces (eg, name: JEAN FRANCOIS name: DE BEAR)
[GBT's services use personal information as described in the GBT Global Privacy Statement: http://privacy.amexgbt.com](http://privacy.amexgbt.com)

Title	First Name	Middle Name	Nickname	Last Name	Suffix
<input type="text"/>	<input type="text" value="GIUSEPPE"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="GUASCHI"/>	<input type="text"/>
<input checked="" type="checkbox"/> No Middle Name					

Company Information Go to top

Employee ID	Cost Centre
<input type="text" value="IT_0000289"/>	<input type="text"/>
Manager	Employee Position/Title
<input type="text" value="Marco BERTOMORO"/>	<input type="text" value="Senior finance manag"/>
GBT's Privacy Statement (link above) [Required]	
<input type="text" value="I understand - GBT's services use data as described at"/>	Cost Center [Required]
<input type="text" value="S60506"/>	<input type="text" value="103005"/>
Legal Entity Code [Required]	
<input type="text" value="S60500"/>	
Plant Code	

Work Address Go to top

Company Name	Search for company locations ?
<input type="text" value="SCR-Sibelco NV"/>	<input type="text"/>
Street	

In the tab e-mail address you can verify your email

Mobile Phone Country Mobile Phone

****You must specify either a home phone or a work phone.**

[Save](#)

Email Addresses [Go to top](#)

Please add at least one email address.

- [How do I add an email address?](#)
- [Travel Arrangers / Delegates](#)
- [Why should I verify my email address?](#)
- [How do I verify my email address?](#)

[+ Add an email address](#)

Email Address	Verification Status	Verify	Contact?	Actions
Email 1 giuseppe.guaschi@sibelco.com	Verified	Disable Verification	Yes	Edit

Emergency Contact [Go to top](#)

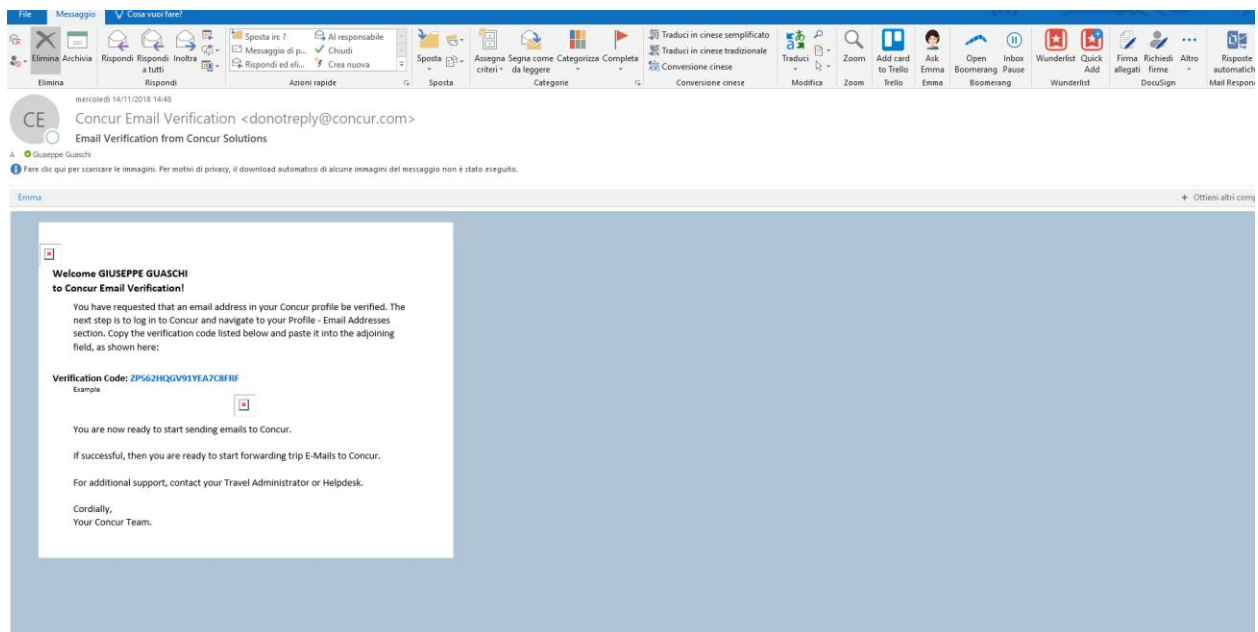
Name Relationship

Street ☒ Address same as employee

City State/Province/Region Postal Code

Country Phone Alternate Phone

[Save](#)



Once verified you can send the picture from the mobile to the mentioned address and you will very shortly see the receipts in the tab Available receipt

SAP Concur

RequestsTravelExpenseApprovalsReportingApp Centre

Help

Profile

Manage ExpensesView TransactionsCash Advances

Manage Expenses

Create New Claim

€567.04

AVAILABLE EXPENSES

All Cards

MoveMatchUnmatch

<input type="checkbox"/> Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> Fairmont FAIRMONT TOW FAIRMONT...	Hotel	=	09/11/2018	USD 426.58
<input type="checkbox"/> Brussels Airlines	Airfare	✈	14/11/2018	€ 280.84

Enable Expense Assistant and these expenses will be placed in a claim for you. [Learn More](#)

AVAILABLE RECEIPTS

Upload New Receipt

Click here or drag & drop files to upload new receipt images.

Delete

HelpYour TicketsChange

New ticket

Click on a link to view a new receipt or to view a receipt that has been added to your account.

2x11 STANDARD TICKET
ANTWERPEN CENTRAAL
BRUSSELS AERPORT ZAVENTEM
Brussels - France 2577001959 2

Buy similar ticket

11-14-2018 8:43:37 AM

You can now go in the expense that need a receipt and attach it

The top screenshot shows the SAP Concur Expense Center interface. The 'Manage Expenses' section displays a list of expenses. A specific expense for Brussels Airlines is highlighted, showing details like 'Airfare', '14/11/2018', and '€ 280.84'. Below this, there's a section for 'AVAILABLE RECEIPTS' showing a list of receipts with details like date, time, and location.

The bottom screenshot shows the same interface with a red circle highlighting the 'Attach Receipt' dialog box. The dialog box prompts the user to 'Click Browse and select a .jpg, .png, .jpeg, .gif, or .tiff file for upload. 5 MB limit per file.' It also provides options to 'Create' or 'Cancel' the receipt, and a section for 'Available Receipts' with a list of receipts.

Another possibility is to use “Expenselt”, it is a functionality you can find in the mobile App into section “preferences” your receipt will be available directly in Concur without need to send them via mail and you can link to an expense claim also in the App.

For Flight, booked through agency the payment is done by Lodge card (centralized lodge card, called BTA Amex), the feed will arrive beginning of the following month and what we will have to do is to link the receipt

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, there's a navigation bar with 'Expense' selected. Below it, the 'Manage Expenses' section is active. On the left, there's a 'Create New Claim' button. To its right, a 'NOT SUBMITTED' claim for November 12/11/2018 is shown with an amount of €567.04. Below this, the 'AVAILABLE EXPENSES' section contains a table with columns: Expense Detail, Expense, Source, Date, and Amount. The table lists two items: 'Fairmont FAIRMONT TOW FAIRMONT...' (Hotel, USD 426.58) and 'Brussels Airlines' (Airfare, € 280.84). The 'Brussels Airlines' row is circled in red. Below the table, there's a message: 'Enable Expense Assistant and these expenses will be placed in a claim for you. Learn More'. At the bottom, the 'AVAILABLE RECEIPTS' section shows an 'Upload New Receipt' button and a preview of a receipt from Brussels Airlines.

Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> Fairmont FAIRMONT TOW FAIRMONT...	Hotel		09/11/2018	USD 426.58
<input type="checkbox"/> Brussels Airlines	Airfare		14/11/2018	€ 280.84

To the feed coming from the BTA Card, just moving both to the expense and the system will recognize they are linked, if not you can use button "manage"

This screenshot is a zoomed-in view of the 'AVAILABLE EXPENSES' table from the previous image. It highlights the 'Brussels Airlines' row, which is circled in red. The table shows the expense details, source, date, and amount. Below the table, the same message about enabling the Expense Assistant is visible.

Expense Detail	Expense	Source	Date	Amount
<input type="checkbox"/> Fairmont FAIRMONT TOW FAIRMONT...	Hotel		09/11/2018	USD 426.58
<input type="checkbox"/> Brussels Airlines	Airfare		14/11/2018	€ 280.84

How to create new expense report:

In order to have a new expense claim from expense menu choose manage expense sub-menu, by click on create new expenses you will see new page in below:

SAP Concur | Requests | Travel | **Expense** | App Center | Help | Profile

Manage Expenses | View Transactions | Cash Advances

Create a New Expense Report

Report Header

Report Name: [] Report Date: 04.03.2019 Meeting ID: [] Comment: []

Logical System (Local): (SAP) SAP Logical system Legal Entity (Local): Legal Entity Plant Code (Local): Plant Code Cost Object ID (Local): Cost Object ID

Requests

Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
--------------	------------	-----------	---------------	-----------------	------------------

Add Remove

Then fill the required information and press “next” in bottom right.

How to copying an expense report:

In case you have specific type of expenses that belong to the same claim expense, you can duplicate the information easily by selecting the expense you want to duplicate and press the bottom “copy”, just keep in mind that Credit card information, e-receipts, mobile entry information, and travel segments (associated with travel itineraries) from the original expense are not copied to the new expense but you can save your time to reinserting expense type, location, date.

It is important to check the date of copied item, here you can see date of the copied item has changed.

+ New Expense + Quick Expenses Import Expenses Details Receipts Print

Expenses

Move Delete Copy View

	Date	Expense	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	10/02/2019	Hotel Barcelo Hotels, Bilbao, SPAIN	€ 120,00	€ 120,00
<input type="checkbox"/>	09/02/2019	Hotel Barcelo Hotels, Bilbao, SPAIN	€ 120,00	€ 120,00
<input type="checkbox"/>	24/01/2019	Train	€ 25,00	€ 25,00

Itemization expenses:

Itemization is useful for multiple purposes expenses, it can be used for “hotel” that may have multiple expenses such as room itself, tax on the room, parking, internet or meals.

The procedure is starting by Selection of an expense you want to itemize:

The screenshot shows the 'Expenses' section of a software interface. At the top, there are buttons: '+ New Expense', '+ Quick Expenses', 'Import Expenses', 'Details', 'Receipts', and 'Print'. Below these is a table with columns: 'Expenses', 'Date', 'Expense Type', 'Amount', and 'Requested'. A green arrow points to the first row of the table, which contains the following data: a checked checkbox, the date '03/07/2019', the expense type 'Hotel' with a sub-entry 'Mercure Hotels, Paris, Paris', an amount of '€ 841.00', and a requested amount of '€ 841.00'. To the right of the table is a detailed view of the selected expense. It has tabs for 'Expense' and 'Nightly Lodging Expenses'. The 'Expense' tab is active, showing fields for 'Expense Type' (set to 'Hotel'), 'Transaction Date' (set to '03/07/2019'), 'Amount' (set to '841.00'), 'Currency' (set to 'EUR'), and 'Receipt Status' (set to 'Receipt').

Press “nightly lodging expense” and fill the required data,

NOTE: additional charges is per night means in case you put number of nights more than one, your additional charges will calculate per each night equal to number of night separately.

In case you have different additional charges per each night you can easily insert 1 as a number of night and add extra charges separately.

NOTE: if you itemize after allocation the allocation will be lost.

The screenshot shows the 'Nightly Lodging Expenses' form. A green arrow points to the 'Nightly Lodging Expenses' tab, which is currently selected. The form has a left sidebar with a 'Requested' amount of '€ 841.00'. The main form area contains the following fields: 'Check-in Date' (with a calendar icon), 'Check-out Date' (set to '03/07/2019' with a calendar icon), and 'Number of Nights'. Below these is a section titled 'Recurring Charges (each night)' with fields for 'Room Rate', 'Room Tax', 'Other Room Tax 1', and 'Other Room Tax 2'. There is also a checkbox labeled 'Room rate and taxes will be shown as separate expenses'. At the bottom is a section titled 'Additional Charges (each night)' with two rows, each containing an 'Expense Type' dropdown (set to 'Choose an expense type') and an 'Amount' field.

I insert data below and going to explain them:

Expenses

Move
Delete
Copy
View

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/07/2019	Hotel Mercure Hotels, Paris, Paris	€ 841.00	€ 841.00

Expense

Nightly Lodging Expenses

Check-in Date

03/04/2019

Check-out Date

03/07/2019

Number of Nights

3

Recurring Charges (each night)

Room Rate

200.00

Room Tax

Other Room Tax 1

Other Room Tax 2

☐ Room rate and taxes will be shown as separate expenses

Additional Charges (each night)

Expense Type

Parking

Amount

20

Expense Type

Choose an expense type

Amount

Interpretation: number of night 3, 200 Euro per night for room, additional expenses for parking 20 Euro per night.

Press “save itemization” you can find it in bottom and right side of the page.

Expenses

Move
Delete
Copy
View

<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/07/2019	Hotel Mercure Hotels, Paris, Paris	€ 841.00	€ 660.00

Adding New Itemization

<input type="checkbox"/>	03/06/2019	Parking	€ 20.00	€ 20.00
<input type="checkbox"/>	03/06/2019	Hotel	€ 200.00	€ 200.00
<input type="checkbox"/>	03/05/2019	Parking	€ 20.00	€ 20.00
<input type="checkbox"/>	03/05/2019	Hotel	€ 200.00	€ 200.00
<input type="checkbox"/>	03/04/2019	Parking	€ 20.00	€ 20.00
<input type="checkbox"/>	03/04/2019	Hotel	€ 200.00	€ 200.00

New Itemization

Expense Type

Choose an expense type

Available Receipts

Total Amount: € 841.00 | Itemized: € 660.00 | Remaining: € 181.00

1

Itemized item: as I put 3 for number of nights, I have 3 repetition of parking and hotel

2

-Total amount of expense is 841 euro
-Itemized amount is 660 euro.
-remaining amount is 181 euro.

3

Here is the solution to cover the remaining amount (181 euro).
Add other expense type that is not repeated all days of the stay

In the picture below you can see I add two dinner in night 5th and 7th which has been done through “expense type” and I reached to total amount of my expense:

Expenses

Date ▾

Expense Type

Amount

Requested

Move ▾

Delete

Copy

View ▾

⏪

New Expense

Expense Type

To create a new expense

✓ Recently Used

Hotel

All Expense Type

01. Travel Expenses

Friends & Family Allo

Hotel

Laundry

02. Transportation

Airfare

Car Rental

Company Car Mileag

03/07/2019

Hotel

Mercre Hotels, Paris, Paris

€ 841.00

€ 841.00

03/04/2019

Hotel

€ 200.00

€ 200.00

03/04/2019

Parking

€ 20.00

€ 20.00

03/05/2019

Hotel

€ 200.00

€ 200.00

03/05/2019

Parking

€ 20.00

€ 20.00

03/05/2019

Dinner

€ 81.00

€ 81.00

03/06/2019

Hotel

€ 200.00

€ 200.00

03/06/2019

Parking

€ 20.00

€ 20.00

03/07/2019

Dinner

€ 100.00

€ 100.00

Here you are done with this expense.

Question: What if I insert number of night equal to one :

View ▾	⏪	Expense	Nightly Lodging Expenses
Requested	€ 841.00	Check-in Date	Check-out Date
		03/05/2019	03/07/2019
		Number of Nights	1
Recurring Charges (each night)			
Room Rate	Room Tax		
200.00			
Other Room Tax 1	Other Room Tax 2		
<input type="checkbox"/> Room rate and taxes will be shown as separate expenses			
Additional Charges (each night)			
Expense Type	Amount		
Parking	20.00		
Expense Type	Amount		
Choose an expense type			

Here you see

Expenses					Move ▾	Delete	Copy	View ▾	⏪
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested					
<input type="checkbox"/>	03/07/2019	Hotel Mercure Hotels, Paris, Paris	€ 841.00	€ 220.00					
Adding New Itemization									
<input type="checkbox"/>	03/05/2019	Hotel	€ 200.00	€ 200.00					
<input type="checkbox"/>	03/05/2019	Parking	€ 20.00	€ 20.00					

For the second day I have only room expense, so easily I select hotel from itemized list and copy it:

Expenses					Move ▾	Delete	Copy	View ▾	⏪
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested					
<input type="checkbox"/>	03/07/2019	Hotel Mercure Hotels, Paris, Paris	€ 841.00	€ 220.00					
<input checked="" type="checkbox"/>	03/05/2019	Hotel	€ 200.00	€ 200.00					
<input type="checkbox"/>	03/05/2019	Parking	€ 20.00	€ 20.00					

Press “copy” and you have for the next day expenses related to hotel room:

Expenses					Move ▾	Delete	Copy	View ▾	⏪
<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested					
<input type="checkbox"/>	03/07/2019	Hotel Mercure Hotels, Paris, Paris	€ 841.00	€ 420.00					
Adding New Itemization									
<input type="checkbox"/>	03/05/2019	Hotel	€ 200.00	€ 200.00					
<input type="checkbox"/>	03/05/2019	Parking	€ 20.00	€ 20.00					
<input type="checkbox"/>	03/06/2019	Hotel	€ 200.00	€ 200.00					

At the end my last expense is related to the last date and lunch only which is inserted through “expense type”:

Expenses

Date ▾

Expense Type

Amount

Requested

Adding New Expense

03/07/2019

Hotel
Mercure Hotels, Paris, Paris

€ 841.00

€ 841.00

03/05/2019

Hotel

€ 200.00

€ 200.00

03/05/2019

Parking

€ 20.00

€ 20.00

03/06/2019

Hotel

€ 200.00

€ 200.00

03/07/2019

Lunch

€ 421.00

€ 421.00

New Expense

Expense T

To create

✓

Rece

Hotel

All Exp

01. Trav

How to add attendees to business meal:

In case you have shared meal expenses with your colleague, you can select “business meal attendees” from expense type:

March

[+ New Expense](#)
[+ Quick Expenses](#)
[Import Expenses](#)
[Details ▼](#)
[Receipts ▼](#)
[Print ▼](#)
[Delete Claim](#)
[Submit Claim](#)
[Hide Exceptions](#)

Exceptions

Expense	Date	Amount	Exception
Airfare	08/03/2019	€ 16.00	Missing required field: City of Purchase.
Business Meal...	12/03/2019	€ 116.00	Action: This expense must include two or more attendees. Please update the entry attendees and click save.
Business Meal...	12/03/2019	€ 116.00	Missing required field: Business Purpose.

Expenses

<input type="checkbox"/>	Date ▼	Expense	Amount	Requested
<input checked="" type="checkbox"/>	12/03/2019	Business Meals (Attendees) HIPPOPOTAMUS, Briançon, FRAI	€ 116.00	€ 116.00
<input type="checkbox"/>	10/03/2019	Taxi Courbevoie, FRANCE	€ 51.00	€ 51.00
<input type="checkbox"/>	10/03/2019	Breakfast Courbevoie, FRANCE	€ 8.70	€ 8.70
TOTAL AMOUNT			€ 1,150.78	TOTAL REQUESTED € 1,150.78

Expense Receipt Image Available Receipts

Expense Type: Business Meals (Attendees) Transaction Date: 12/03/2019 Business Purpose:

Enter Vendor Name: HIPPOPOTAMUS City of Purchase: Briançon, FRANCE Payment Type: Cash

Amount: 116.00 EUR Receipt Status: Receipt Receipt Status: Receipt

Project Code: Comment:

Save Attach Receipt Cancel

Scroll down you will get to attendees add button, press Advanced Search

Expenses

<input type="checkbox"/>	Date ▼	Expense	Amount	Requested
<input checked="" type="checkbox"/>	12/03/2019	Business Meals (Attendees) HIPPOPOTAMUS, Briançon, FRAI	€ 116.00	€ 116.00
<input type="checkbox"/>	10/03/2019	Taxi Courbevoie, FRANCE	€ 51.00	€ 51.00
<input type="checkbox"/>	10/03/2019	Breakfast	€ 8.70	€ 8.70

Expense Receipt Image Available Receipts

Attendees Attendees: 1 | Attendee Total: € 116.00 | Remaining: € 0.00

New Attendee Advanced Search Favourites Search Recently Used Modify ▼

<input type="checkbox"/>	Attendee Name	Attendee Title	Company	Attendee Type	Amount
<input type="checkbox"/>	GUASCHI, GIUSEPPE			Employee	€ 116.00

You will be able to identify different type of attendees, if they are colleague and they are also using Concur select “Employee” all necessary information like cost center are available in the tool

https://eu1.concursolutions.com/Expense/Clerk Expense Centre

Search Attendees

Search Attendees Favourites Recently Used Attendee Groups My Team

Choose an Attendee Type
Employee

Last Name: MAgni First Name: Attendee Title: Company:

Search Results

<input checked="" type="checkbox"/>	Email Address	Attendee Name	Attendee Title	Company	Attendee Type
<input checked="" type="checkbox"/>	Elisabetta.Magn...	MAGNI, ELISABETTA			Employee

Page 1 of 1 | Displaying 1 - 1 of 1

New Attendee Add to Expense Delete Close

And then click in “Add to Expense”.

You can add as many attendees you need and the cost will be divided by the number of attendees. Push button “save” once you’re done with it

Expenses

Date	Expense	Amount	Requested
12/03/2019	Business Meals (Attendees) HIPPOPOTAMUS, Briançon, FRAI	€ 116.00	€ 116.00
10/03/2019	Taxi Courbevoie, FRANCE	€ 51.00	€ 51.00
10/03/2019	Breakfast Courbevoie, FRANCE	€ 8.70	€ 8.70
TOTAL AMOUNT		€ 1,150.78	€ 1,150.78

Action: This expense must include two or more attendees. Please update the entry attendees and click save.
Missing required field: Business Purpose.









Expense Receipt Image Available Receipts

Attendees: 2 | Attendee Total: € 116.00 | Remaining: € 0.00

Attendee Name	Attendee Title	Company	Attendee Type	Amount
MAGNI, ELISABETTA			Employee	€ 58.00
GUASCHI, GIUSEPPE			Employee	€ 58.00

Save Allocate Attach Receipt Cancel

Glossary images in expense list:

	you have included attendees in the Business meal
	you need to attach your receipt
	you have allocation.
	you put comments when you inserted your data.
	payment was through credit card, if you see it in green means payment is through Amex
	Blocking error message, you need to complete or modify something in the expense, top of the page there is explanation of the error for each expense
	credit card payment
	receipt attached