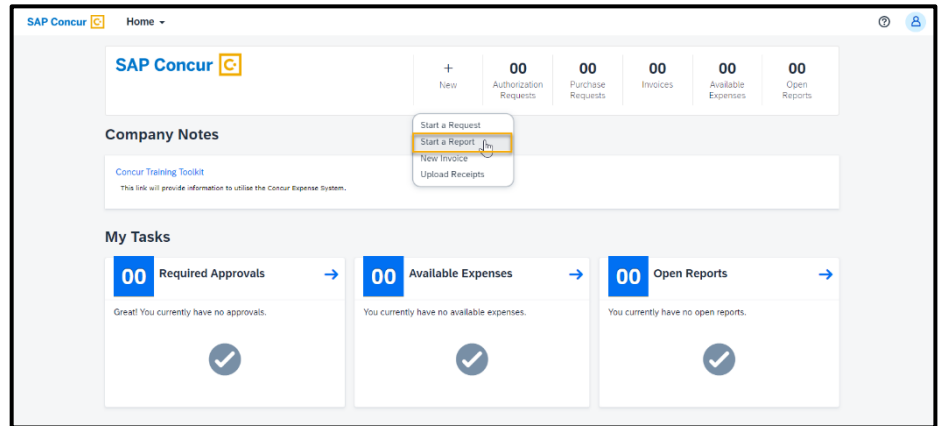


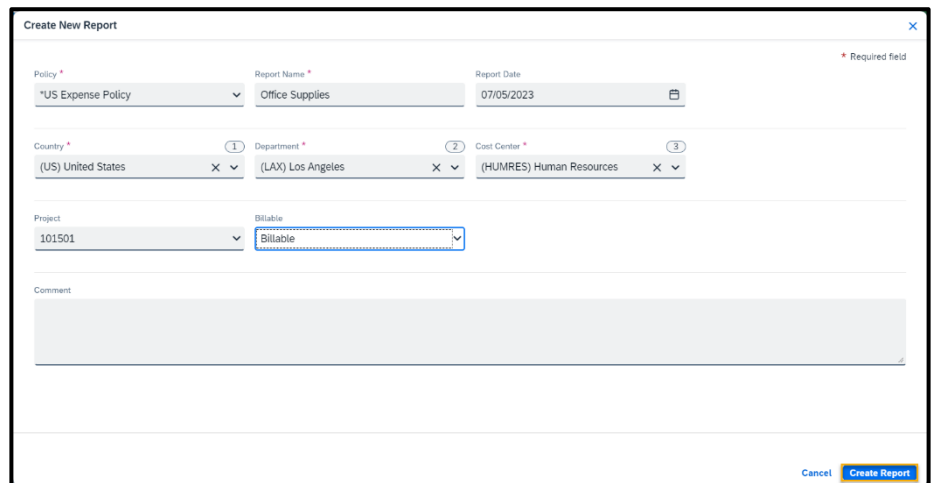
# Creating a New Expense Report

When you need to create an expense report that does not include previous travel bookings, you can start the report either from the **Quick Task** bar or the **Expense** application on the menu. In this example, you will see how to use the Quick Task bar.

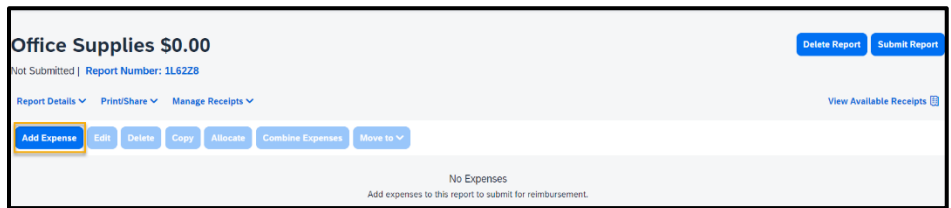
1. From the **SAP Concur** home page, on the **Quick Task** bar, place your mouse pointer over **New**, and then select **Start a Report**.



2. On the **Create New Report** page, complete the required and optional fields as directed by your company (required fields are indicated with a red asterisk), and then select **Create Report**.

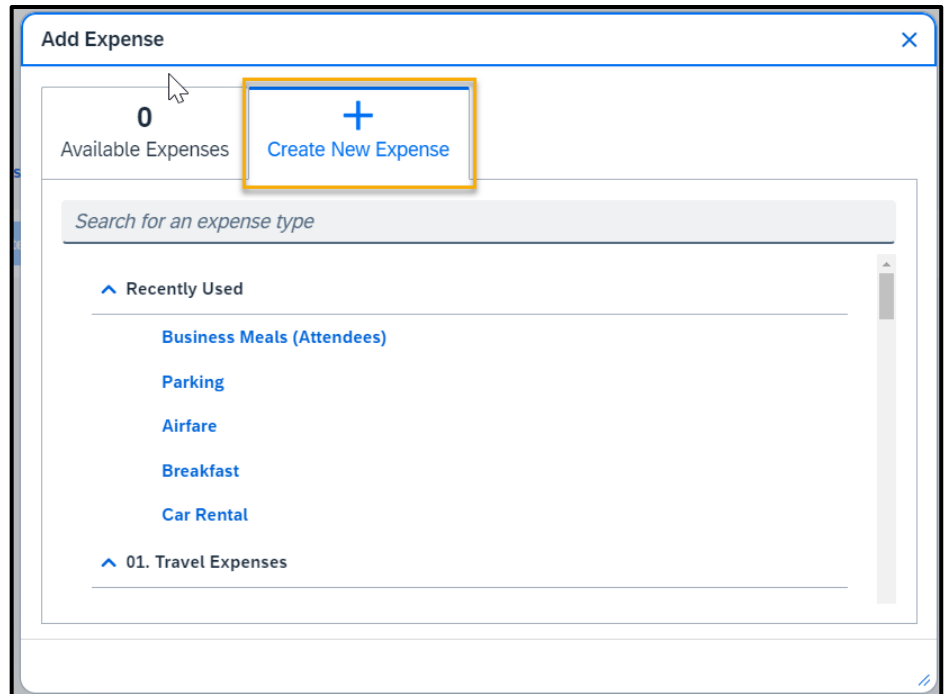
The screenshot shows the 'Create New Report' page. It features several required fields marked with a red asterisk: 'Policy' (set to 'US Expense Policy'), 'Report Name' (set to 'Office Supplies'), 'Report Date' (set to '07/05/2023'), 'Country' (set to '(US) United States'), 'Department' (set to '(LAX) Los Angeles'), and 'Cost Center' (set to '(HUMRES) Human Resources'). There are also optional fields: 'Project' (set to '101501') and 'Billable' (set to 'Billable'). A 'Comment' text area is located below these fields. At the bottom right, there are 'Cancel' and 'Create Report' buttons.

3. In the open report, select **Add Expense** to add credit card transactions or to create out-of-pocket expenses.



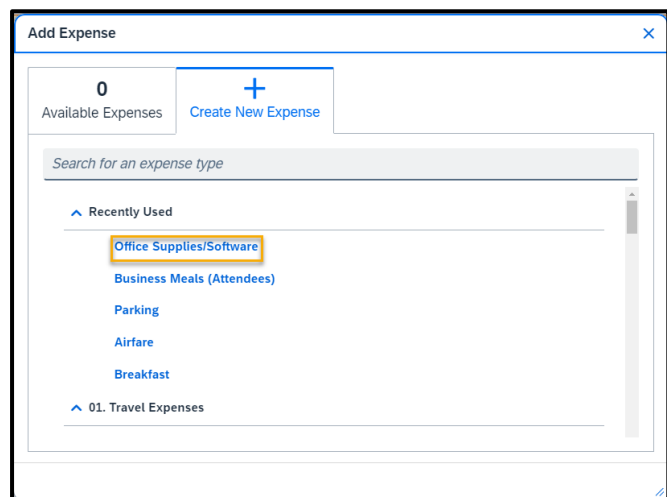
4. On the **Available Expenses** tab, select the expenses that you want to add to the report or select the **Create New Expense** tab to add new expenses.

In this example, you will see how to create a new expense.



5. Select the appropriate expense type.

Your company determines which expense types are available.



The **New Expense** screen is displayed. Your company determines the required fields (marked with a red asterisk), and if you can allocate the expense. On the **Itemizations** tab you can add additional expense types for this transaction.

6. After you are done entering the appropriate fields, select **Save Expense**.

After you enter all of your expenses for this report, attached the required receipts, and added any cash advances that are available, select **Submit Report** for approval.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Cash / Out of Pocket	Office Supplies/Software		06/05/2023	\$40.00
						\$40.00

Last updated: 05 July 2023