How to Expense Team Lunch:

1. Go to concur.cisco.com
2. Click on the "Expense" tab at the top of the page
3. Click "Create a New Report"
4. Put "TCE Co-Op Team Lunch" in for the Report Name and Business Purpose
5. For Business Purpose Category put "Non-Travel: Business Expenses"
6. Leave everything else as is and click "Create Report"
7. Click "Add Expense"
8. Put "Business Meal-Internal" as the expense type
9. On the right-hand side of the screen, click where it says "Upload Receipt Image" to attach your receipt to the expense report
10. Put "TCE Co-Op Team Lunch" as business purpose
11. Enter the Transaction Date, Merchant Name, and City of Purchase from your receipt
12. Input the total amount of money (including sales tax or any fees) from the receipt
    a. If the total amount is greater than or equal to $20.00 then put $20.00 as the amount
        i. If the total amount on your bill was $27.82 you would put $20.00
    b. If the total amount is less than $20.00 then you would put the exact amount from the receipt
        i. If the total amount on your bill was $16.53 you would put $16.53
13. Leave everything else as is on the expense report
14. Click "Save Expense"
15. Then click "Submit Report"
    a. There might be a few dialog boxes that show up when you do this. You can just agree to all of them.
16. When you navigate back to the "Expense" tab you should see that your expense report has been submitted and is pending approval.

    a.