

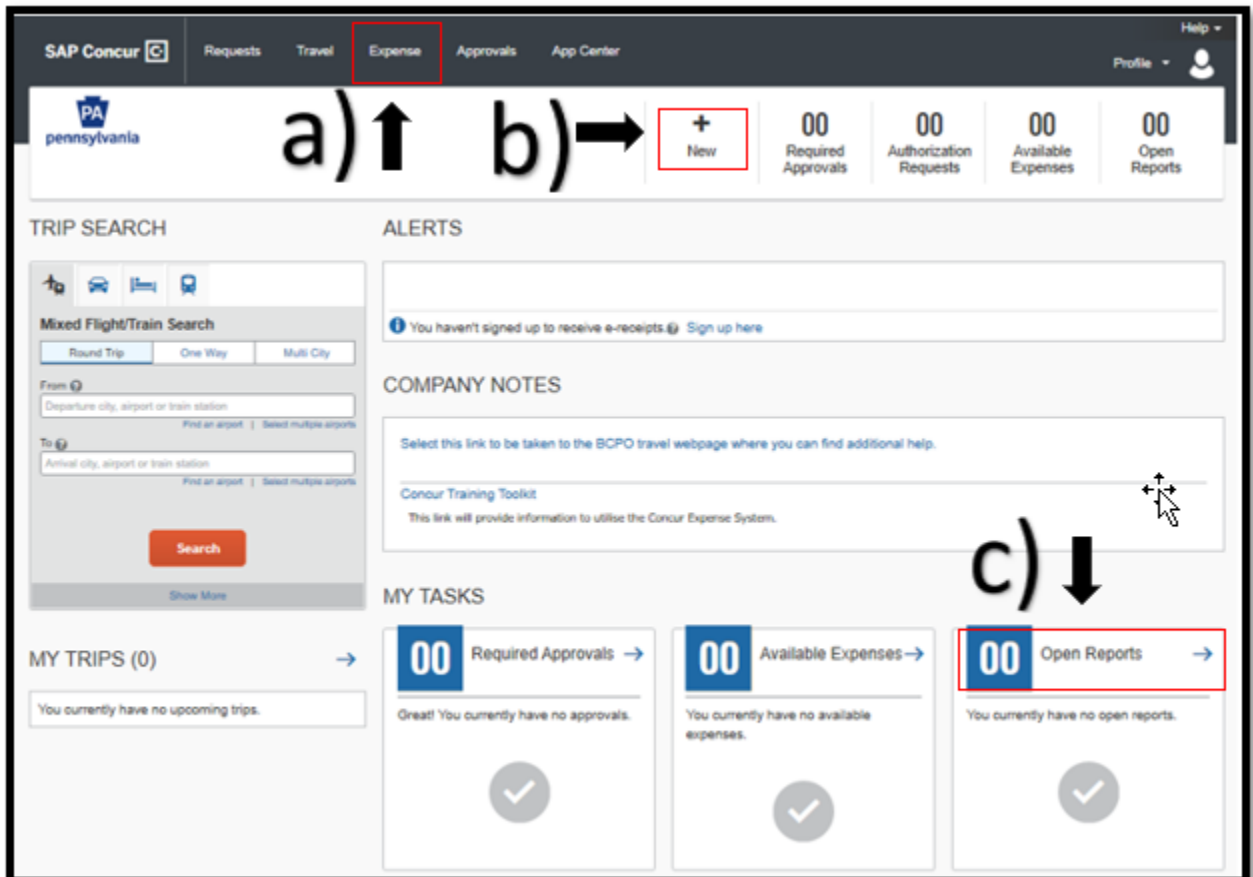
User Guide – Create a New Expense Report for an Overnight Trip

This guide is intended to walk an employee through the basics of how to create a new expense report in SAP Concur. The example in this guide is for an overnight trip with state vehicle mileage, hotel, tolls, and overnight subsistence.

1. Sign into SAP Concur to access your home page. [Reference: SAP Concur User Guide – Signing In]

On the home page, there are a few options available to create a new expense report. You can choose from the following:

- a) Click **Expense** in the top menu bar. When the **Manage Expenses** sub-menu appears, click the **+ Create New Report** tile;
- b) In the **Quick Task** bar, hover your mouse pointer over **+ New** and click Start a Report;
- c) In the **My Tasks** section, click Open Reports and then click the **+ Create New Report** tile.



The screenshot shows the SAP Concur home page interface. The top navigation bar includes 'Requests', 'Travel', 'Expense' (highlighted with a red box), 'Approvals', and 'App Center'. Below the navigation bar is a 'Quick Task' bar with a '+ New' button (highlighted with a red box and labeled 'b)') and four status tiles: 'Required Approvals', 'Authorization Requests', 'Available Expenses', and 'Open Reports'. The main content area is divided into sections: 'TRIP SEARCH' (with a search form), 'ALERTS' (with a notification about e-receipts), 'COMPANY NOTES' (with a link to the BCPO travel webpage), and 'MY TASKS'. The 'MY TASKS' section contains three tiles: 'Required Approvals', 'Available Expenses', and 'Open Reports' (highlighted with a red box and labeled 'c)'). A mouse cursor is shown hovering over the 'Open Reports' tile.

Complete the Report Header

1. After selecting one of the options to create a new report, the **Create New Report** header information window will be displayed. Complete the * required fields and any optional fields as needed. Some fields will be pre-populated with information from your profile and you will not be able to change them.

Create New Report * Indicates required field

Policy: *COPA-US Expense Policy

Reason for Trip *

Trip Start Date * MM/DD/YYYY

Trip End Date * MM/DD/YYYY

Report Key

Report Date

Business Area 1

Fund * 2

Budget Period * 3

Cost Center: 8128601000

Internal Order

WBS

Employee ID

Employee Group

Business Area Description

HR Org Unit

HR Org Unit Description

Employee Subgroup

Personnel Subarea

Employee Expense Grouping

Work Address Street

Work Address City

Work Address Zip

Exception #

Activity Type *

Comment

Claim Travel Allowance
Will you be claiming Overnight Subsistence?

Yes, I want to claim Travel Allowance
 No, I do not want to claim Travel Allowance

2. After completing the header information, select the radio button at the bottom of the page for “Yes, I want to claim Travel Allowance”. Travel Allowance is necessary if your report includes overnight travel expenses.
3. After the radio button is selected, click on the **Next** button to begin creating an itinerary.

Create an Itinerary

In this example, we will complete an expense report for an overnight trip from Philadelphia to Harrisburg and return.

1. On the **Travel Allowances for Report** page, complete the required **New Itinerary Stop** fields. You must enter the city of your hotel in the Arrival City field in order to properly determine the maximum travel allowances for lodging and subsistence.

Travel Allowances For Report: SAP Concur Training

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
SAP Concur Training

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
No Itinerary Rows Found			

New Itinerary Stop

Departure City
Date Time
Arrival City
Date Time

2. Click the **Save** button to add the segment to the table on the Itinerary Info page.
3. Complete the required **New Itinerary Stop** fields for the return trip.

Travel Allowances For Report: SAP Concur Training

1 Edit Itinerary 2 Available Itineraries 3 Expenses & Adjustments

Itinerary Info

Itinerary Name
SAP Concur Training

Add Stop Delete Rows Import Itinerary

<input type="checkbox"/>	Departure City	Arrival City	Arrival Rate Location
<input type="checkbox"/>	Philadelphia, Pennsylvania 10/21/2019 08:00 AM	Harrisburg, Pennsylvania 10/21/2019 08:00 AM	DAUPHIN COUNTY, US-PA, US
<input type="checkbox"/>	Harrisburg, Pennsylvania	Philadelphia, Pennsylvania	

New Itinerary Stop

Departure City
Harrisburg, Pennsylvania
Date Time
Arrival City
Philadelphia, Pennsylvania
Date Time

4. When the trip destinations are complete, click the **Next** button.
5. Review the itinerary that was saved. If complete, select **Next** and a window will open to allow you to report if any meals were provided to you during the trip (i.e. lunch provided at conference). Check all boxes that apply. In this example, no meals were provided.

Travel Allowances For Report: SAP Concur Training

1 Create New Itinerary 2 Available Itineraries 3 Expenses & Adjustments

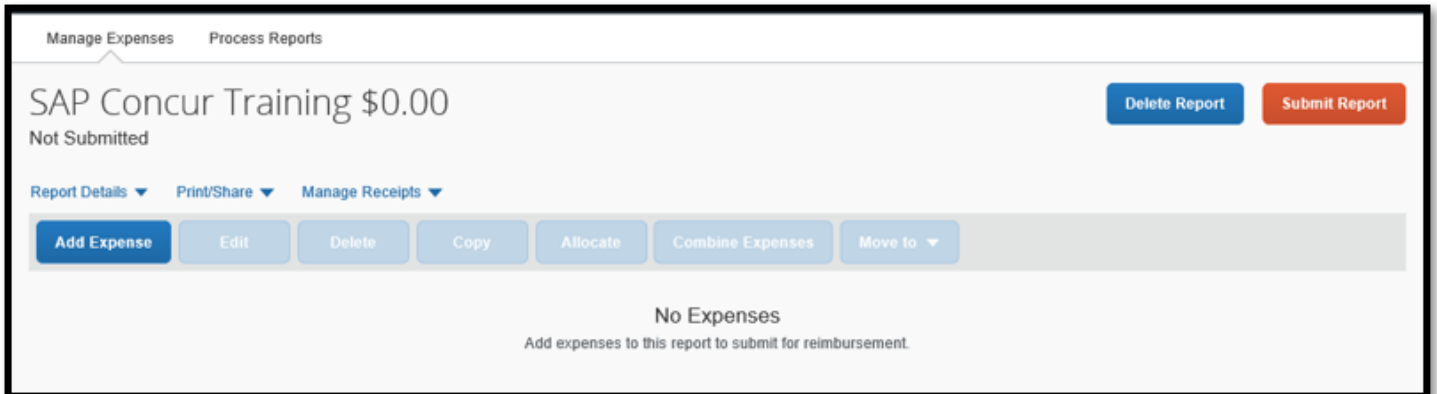
Show dates from 10/21/2019 to 10/22/2019 Go

Date/Location	Breakfast Provided	Lunch Provided	Dinner Provided
10/21/2019 Harrisburg, Pennsylvania	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10/22/2019 Harrisburg, Pennsylvania	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

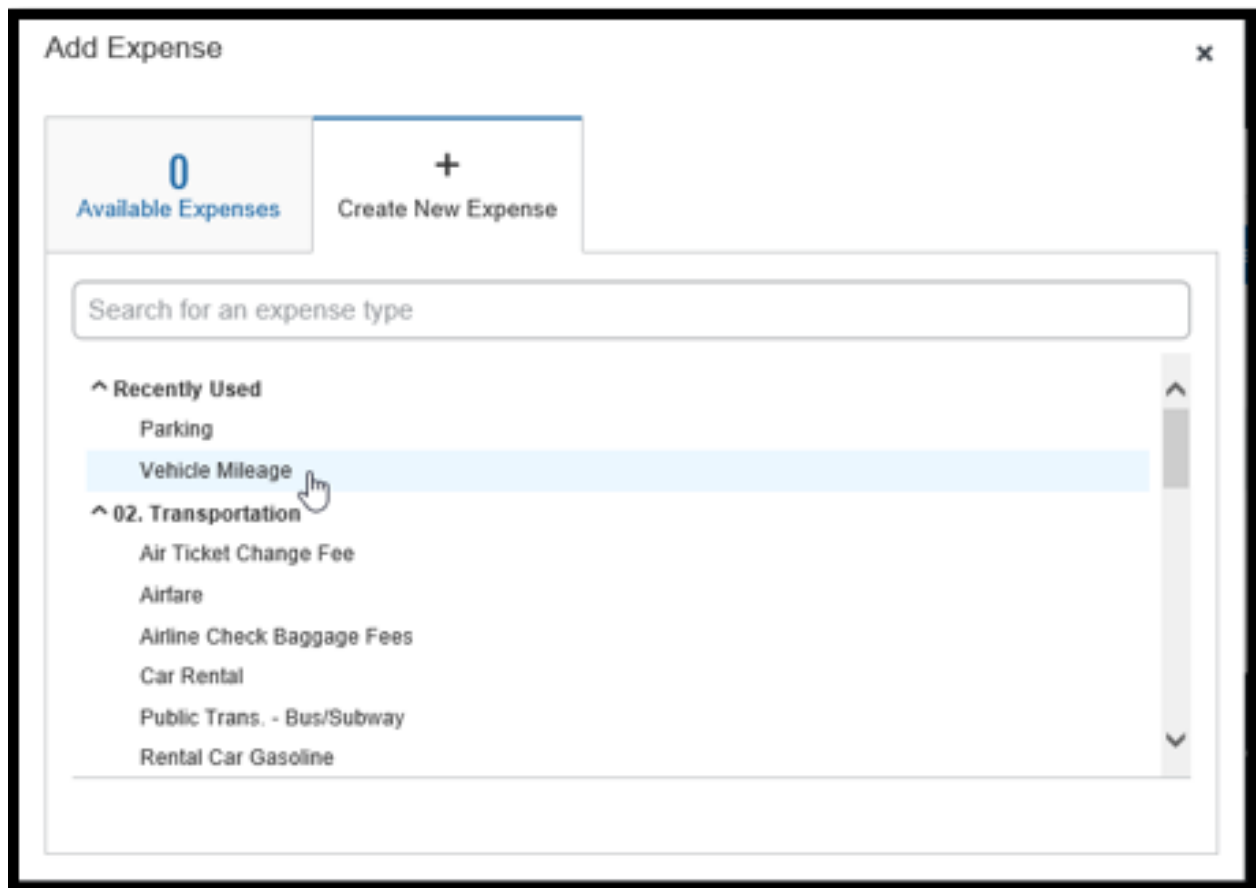
6. click the **Create Expenses** button to start creating expenses.

Add State Vehicle Mileage

1. After completing the report header and itinerary, the main Expense page is displayed with your Reason for Trip as the page title. Click the **Add Expense** button to add a new expense.



2. The **Add Expense** window will be displayed with the **+ Create New Expense** tab selected. Select an expense from the list of available expense types or type the expense type name in the search field. In this example, we will be entering state vehicle mileage. Select the **Vehicle Mileage** expense type from the dropdown list.



- On the **New Expense** page with the **Details** tab selected. Complete the * required fields and any optional fields as needed. In this example, select State Vehicle from the Vehicle ID dropdown list.
- You can enter the number of business miles manually in the **Distance** field or SAP Concur can calculate the miles for you by using the **Mileage Calculator** link. In this example, we will enter the business miles manually.

The screenshot shows the 'New Expense' form in the 'Details' tab. The form is titled 'New Expense' and has a 'Cancel' button and a 'Save Expense' button. The 'Expense Type' is set to 'Vehicle Mileage'. The 'Transaction Date' is '10/21/2019' and the 'Purpose of the Trip' is 'SAP Concur Training'. The 'From Location' is 'Philadelphia' and the 'To Location' is 'Harrisburg'. The 'Payment Type' is 'Paid by Employee'. The 'Comment' field is empty. The 'Vehicle ID' is set to 'State Vehicle'. The 'Distance to Date' field is empty, the 'Distance' is '214', and the 'Number of Passengers' is '0'. The 'Amount' is '0.00', the 'Currency' is 'US, Dollar', and the 'Reimbursement Rates' are '0 and above - USD per mile'. The 'Save Expense' button is highlighted with a red box.

- When complete, select the **Save and Add Another** button.

Add a Hotel Expense

- On the **New Expense** page, type Hotel in the search field or select the drop down and navigate through the list and select the **Hotel room charge** expense type from the list.

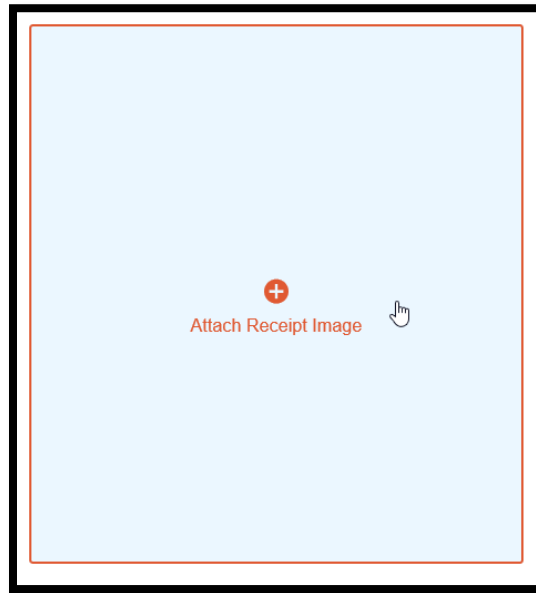
The screenshot shows the 'New Expense' form in the 'Details' tab. The 'Expense Type' dropdown menu is open, displaying a list of expense types. The 'Hotel room charge' option is highlighted. The other options in the list are: Hotel, Overnight Subsistence, Parking, 03. Meals, Incidentals (Hotel - Airline Baggage Tips), Union Lunch > 50mils/multi day/no hotel, and 12. Lodging.

- Complete the * required fields and any optional fields as needed. For the payment type field, select **Paid by Employee** from the dropdown list for the employee to be reimbursed. Select the payment type **Paid by COPA** from the dropdown list if the employee should not be reimbursed.

SAP Concur requires the hotel room charges be itemized requires a receipt be attached. If an attempt is made to save at this time, an alert window will appear and advise what actions are required to resolve.

Attach a Receipt Image to the Hotel Expense

1. On the **New Expense** page, click in the **+ Attach Receipt Image** window to attach a receipt. Note: Receipt images must be of an acceptable file type (.pdf, .png, .jpg, .jpeg, .tif, or .tiff) and must be less than 5 megabytes (MB) in size.



Itemize the Hotel Expense

1. After the image is attached, select the **Itemizations** tab.

A screenshot of the "New Expense" web form. The "Itemizations" tab is selected and highlighted in blue. The form contains various input fields for expense details. On the right side, there is a receipt preview area with a "Detach" button at the bottom. At the bottom of the form, there are buttons for "Save Expense", "Save and Add Another", and "Cancel".

New Expense

Details | **Itemizations** | Cancel | Save Expense | Hide Receipt

Allocate

Expense Type *
Hotel room charge

Check-in Date * 10/21/2019 | Check-out Date * 10/22/2019 | Nights: 1

Transaction Date * 10/22/2019 | Business Purpose: SAP Concur Training

Vendor * Staybridge Suites | City of Purchase * Harrisburg, Pennsylvania

Payment Type * Paid by Employee

Amount * 120.84 | Currency * US, Dollar

Travel Allowance | Business Area: (81) Executive Offices

Fund * (1062200200) Office of the | Budget Period * (2019) FY 2019

Cost Center | Internal Order

WBS

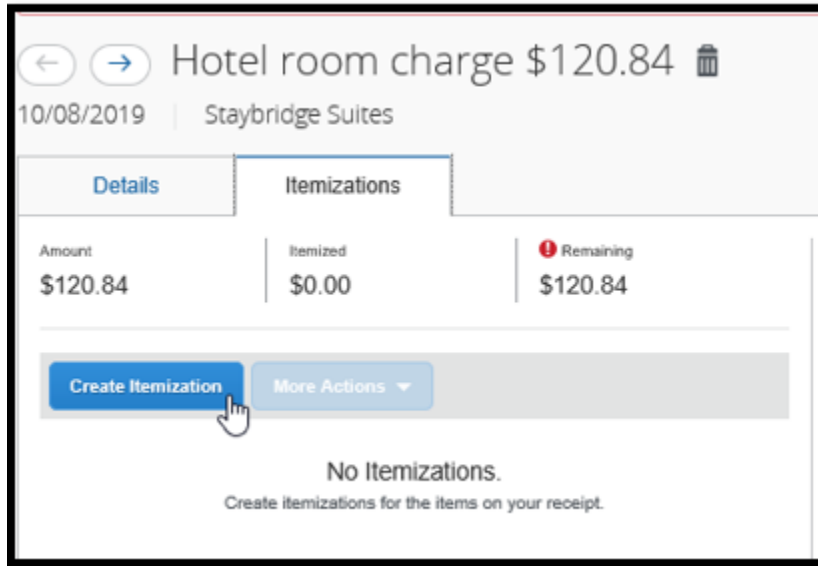
Comment

Save Expense | Save and Add Another | Cancel

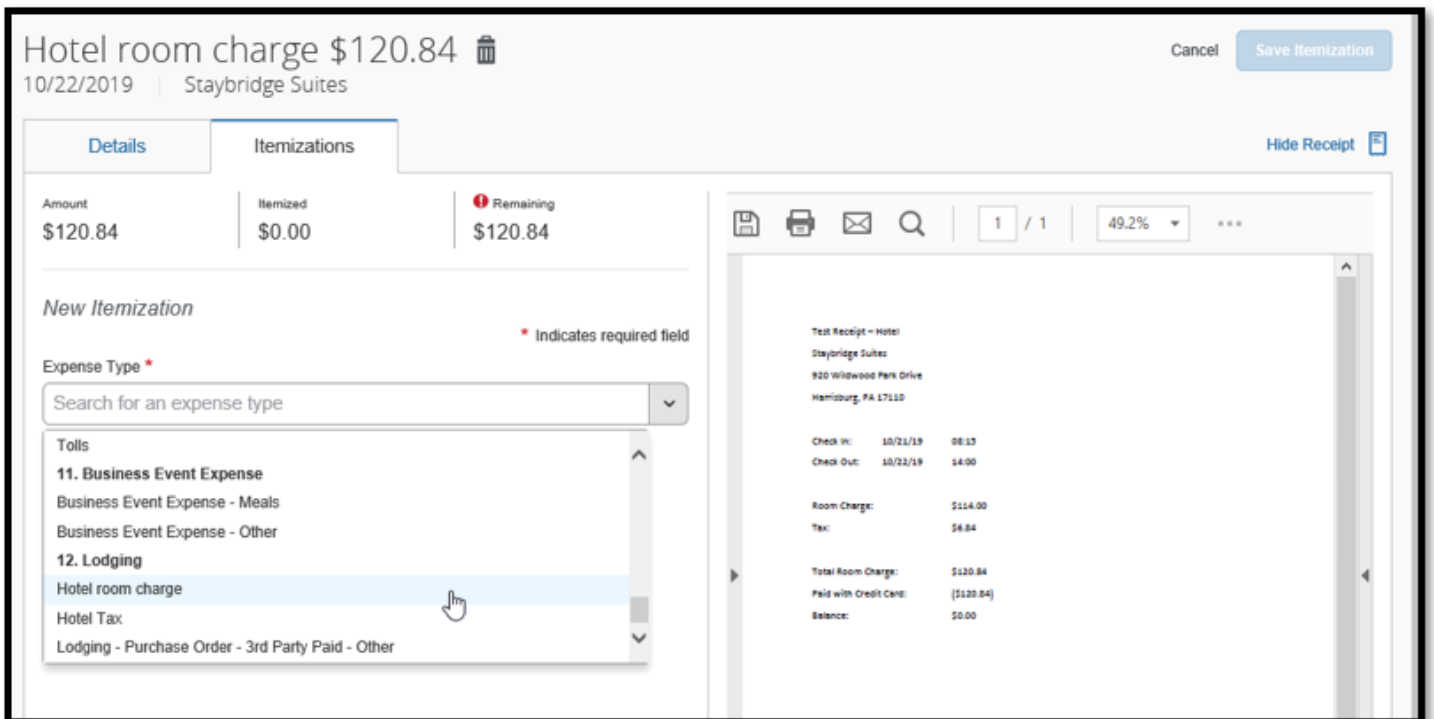
Receipt Preview:
Total Receipt: Hotel
Staybridge Suites
800 Willowood Park Drive
Harrisburg, PA 17110
Check In: 10/21/19 08:15
Check Out: 10/22/19 14:00
Room Charge: \$114.00
Tax: \$4.84
Total Room Charge: \$120.84
Paid with Credit Card: (\$120.84)
Balance: \$0.00

Detach

2. Click the **Create Itemization** button.



3. On the New Itemization page, type **Hotel room charge** in the search field or navigate to the **Hotel room charge** expense type in the dropdown list. Click on the **Hotel room charge** expense type.



4. On the **New Itemization** page for the Hotel room charge:
 - a. If the hotel room charge was for a one-night stay, click the Entry Type dropdown and select **Single Itemization** option from the list.
 - i. Enter the required information in the resulting data fields.
 - b. If the hotel room charge was for multiple nights, click the Entry Type dropdown and select the **Recurring Itemization** option from the list.
 - i. If the room rate and taxes were the same every night, select the **The Same Every Night** tab and then enter the amount for the room rate and the amount(s) for the taxes.
 - ii. If the room rate was not the same every night, select the **Not the Same** tab and enter the different room rates and the room taxes for each date.

Hotel room charge \$120.84

10/22/2019 | Staybridge Suites

Cancel Save Itemization

Amount

\$120.84

Itemized

\$0.00

! Remaining

\$120.84

New Itemization

Expense Type *

Hotel room charge
▼

Entry Type: Recurring Itemization ▼ 10/21/2019 - 10/22/2019 (Nights: 1)

Your hotel room rate was:

The Same Every Night

Not the Same

Room Rate (per night) *	Room Tax (per night)	Tax 2 (per night)	Tax 3 (per night)
114.00	6.84		

(Amounts in USD)

Save Itemization
Cancel

1 / 1
49.2% ▼
...

Test Receipt - Hotel

Staybridge Suites

920 Wildwood Park Drive

Harrisburg, PA 17110

Check In:	10/21/19	08:15
Check Out:	10/22/19	14:00
Room Charge:	\$114.00	
Tax:	\$6.84	
Total Room Charge:	\$120.84	
Paid with Credit Card:	(\$120.84)	
Balance:	\$0.00	

Detach
Append

5. When complete, select the **Save Itemization** button.

On the Itemizations tab, the Amount figure and Itemized figure should be the same and the Remaining figure should equal \$0.00. If not, you will need to correct the itemization.

Hotel room charge \$120.84
10/22/2019 | Staybridge Suites

Cancel **Save Expense** Hide Receipt

Details **Itemizations**

Amount: \$120.84 | Itemized: \$120.84 | Remaining: \$0.00

Create Itemization More Actions

Date	Expense Type	Amount
10/21/2019	Hotel room charge	\$114.00
10/21/2019	Hotel Tax	\$6.84

Receipt Preview:

Text Receipt - Hotel
Staybridge Suites
920 Woodwood Park Drive
Harrisburg, PA 17110

Check In: 10/21/19 08:15
Check Out: 10/22/19 14:00

Room Charge: \$114.00
Tax: \$6.84

Total Room Charge: \$120.84
Paid with Credit Card: (\$120.84)
Balance: \$0.00

Detach Append

6. When finished itemizing the hotel expenses, select the **Save Expense** button.

Add a Turnpike Toll

1. On the main Expense page, select the **Add Expense** button.

SAP Concur Training \$120.84
Not Submitted

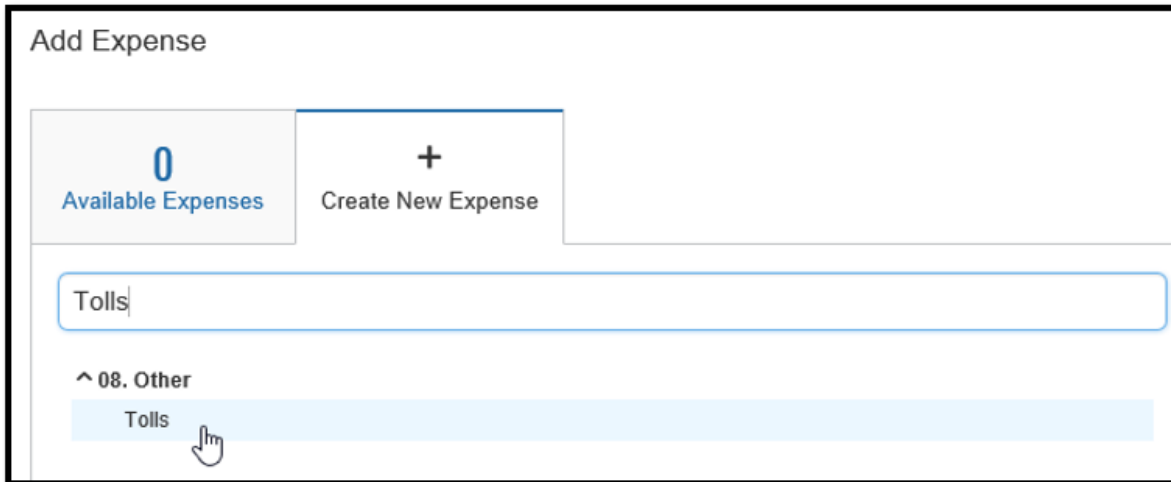
More Actions Submit Report

Report Details Print/Share Manage Receipts

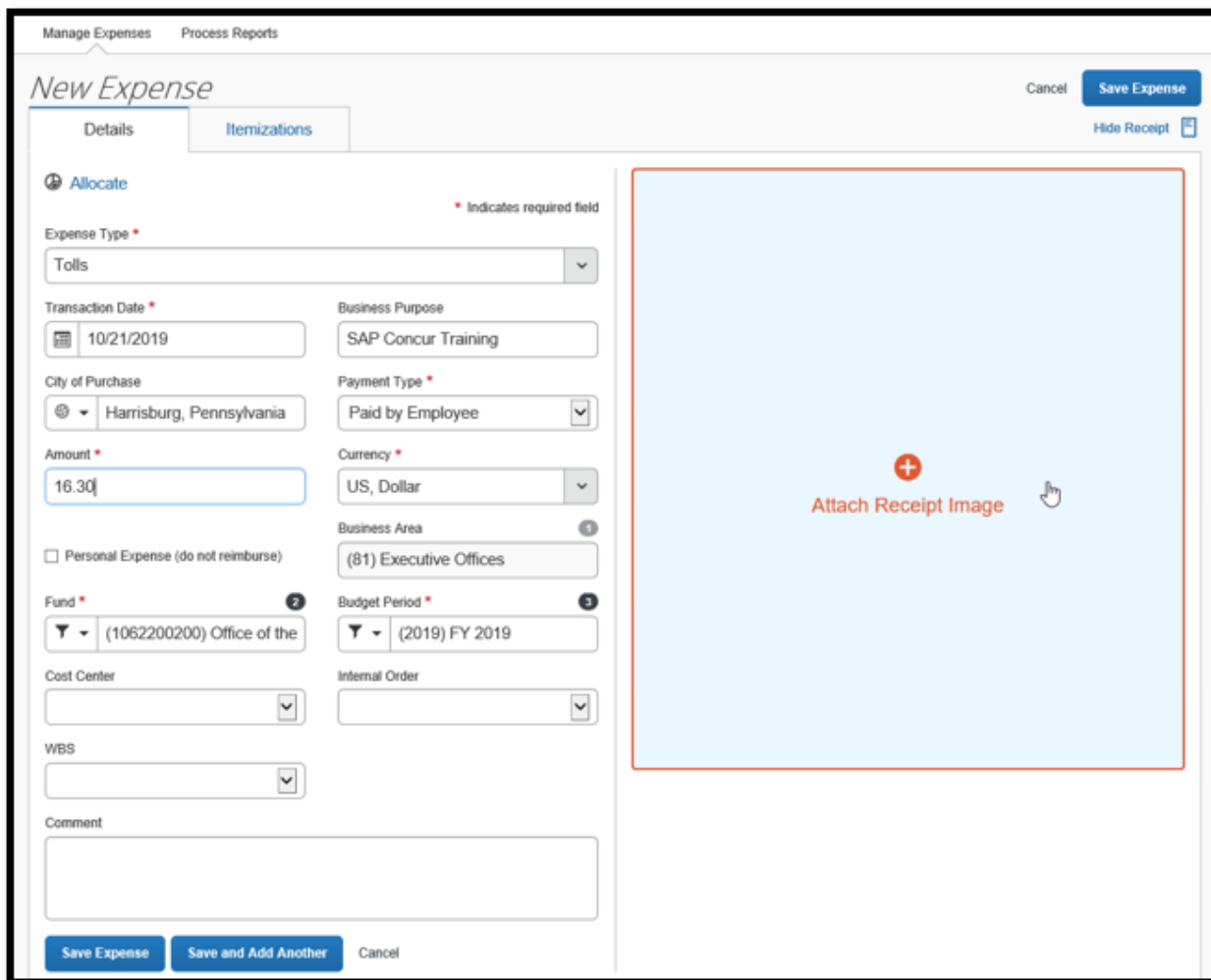
Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Paid by Employee	Hotel room charge	Staybridge Suites Harrisburg, Pennsylvania	10/22/2019	\$120.84 Itemized
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		10/21/2019	\$0.00
						\$120.84

- The **Add Expense** page will be displayed with the **+ Create New Expense** tab selected. Select an expense from the list of available expense types or type the expense type name in the search field. In this example, we will be entering turnpike tolls. Select the **Tolls** expense type from the dropdown list.



- Complete the * required fields and any optional fields as needed. Then select the **+ Attach Receipt Image** window to attach your itemized receipt.



4. When finished with this expense and you are ready to add another expense, select the **Save and Add Another** button.

Manage Expenses Process Reports

New Expense

Cancel **Save Expense**

Details **Itemizations** Hide Receipt

Allocate * Indicates required field

Expense Type *
Tolls

Transaction Date * Business Purpose
10/21/2019 SAP Concur Training

City of Purchase Payment Type *
Harrisburg, Pennsylvania Paid by Employee

Amount * Currency *
16.30 US, Dollar

Personal Expense (do not reimburse)

Business Area 1
(81) Executive Offices

Fund * 2 Budget Period * 3
(1062200200) Office of the (2019) FY 2019

Cost Center Internal Order

WBS

Comment

Save Expense **Save and Add Another** Cancel

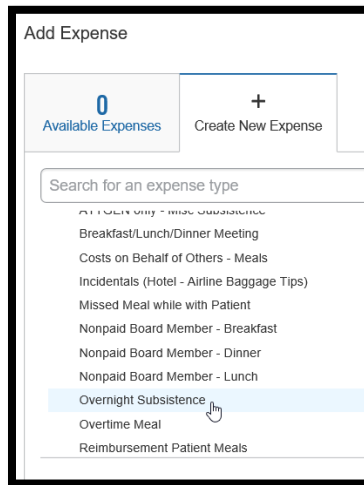
Test Receipt - Tolls
PA Turnpike Commission
Entered: 10/21/19
(Valley Forge)
Exited: 10/21/19
(Harrisburg East)
Toll - EZ PASS: \$8.30

Test Receipt - Tolls
PA Turnpike Commission
Entered: 10/22/19
(Harrisburg East)
Exited: 10/22/19
(Valley Forge)
Toll - EZ PASS: \$8.30

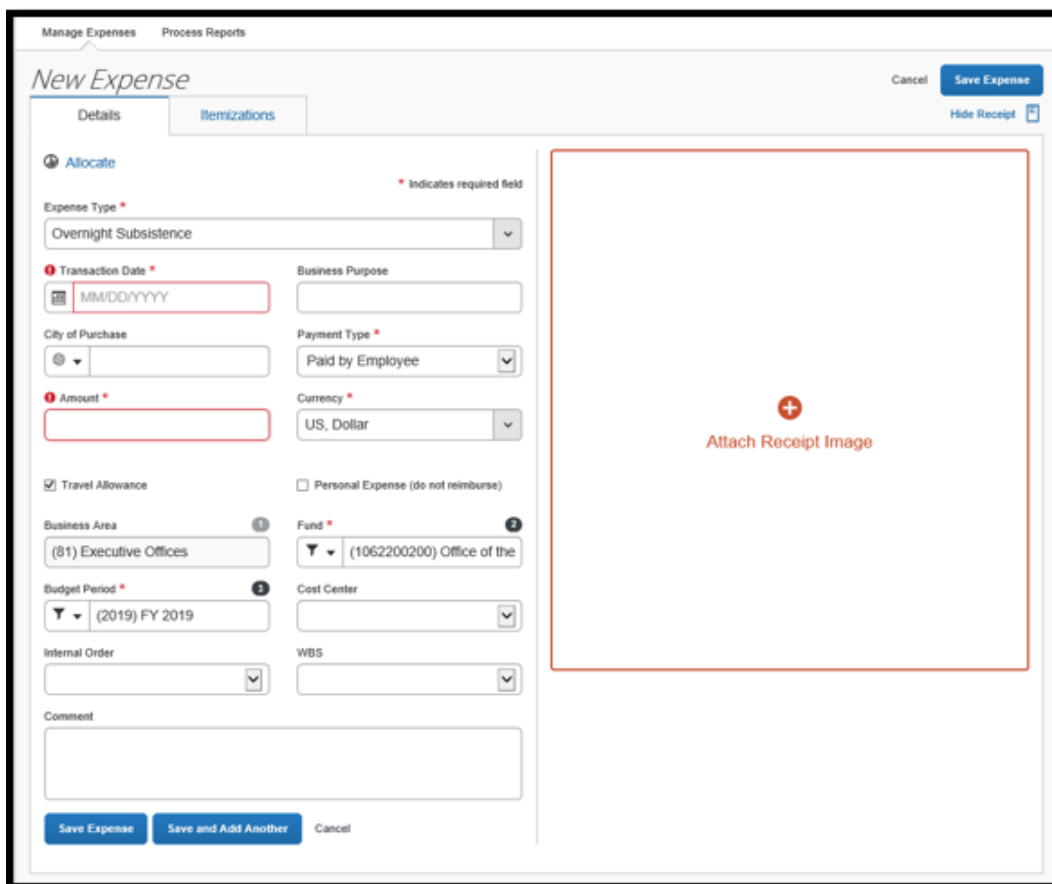
Detach

Add Overnight Subsistence

1. The **Add Expense** page will be displayed with the **+ Create New Expense** tab selected. Select an expense from the list of available expense types or type the expense type name in the search field. In this example, we will be entering overnight subsistence. Select the **Overnight Subsistence** expense type from the dropdown list.



2. Complete the * required fields and any optional fields as needed. Select the **+ Attach Receipt Image** window to attach your itemized meal receipt.

The image shows a "New Expense" form with a "Details" tab selected. The form is titled "New Expense" and has "Manage Expenses" and "Process Reports" links at the top. There are "Cancel" and "Save Expense" buttons at the top right. The form is divided into several sections. The "Expense Type" dropdown is set to "Overnight Subsistence". The "Transaction Date" field is required and contains "MM/DD/YYYY". The "Business Purpose" field is empty. The "City of Purchase" field is required and contains a dropdown arrow. The "Payment Type" dropdown is set to "Paid by Employee". The "Amount" field is required and is empty. The "Currency" dropdown is set to "US, Dollar". There are checkboxes for "Travel Allowance" (checked) and "Personal Expense (do not reimburse)". The "Business Area" dropdown is set to "(81) Executive Offices". The "Fund" dropdown is set to "(1062200200) Office of the". The "Budget Period" dropdown is set to "(2019) FY 2019". The "Cost Center" dropdown is empty. The "Internal Order" dropdown is empty. The "WBS" dropdown is empty. There is a "Comment" text area. At the bottom, there are "Save Expense", "Save and Add Another", and "Cancel" buttons. A large red box highlights the "Attach Receipt Image" button, which is a red circle with a plus sign and the text "Attach Receipt Image".

3. When finished, select the **Save Expense** button.

View, Print, Save, or Email the Expense Report

1. On the main Expense page, click the **Print/Share** dropdown arrow and select the report name.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Paid by Employee	Hotel room charge	Staybridge Suites Harrisburg, Pennsylvania	10/22/2019	\$120.84 Itemized
<input type="checkbox"/>		Paid by Employee	Vehicle Mileage		10/21/2019	\$0.00
<input type="checkbox"/>		Paid by Employee	Tolls	Harrisburg, Pennsylvania	10/21/2019	\$16.30
<input type="checkbox"/>		Paid by Employee	Overnight Subsistence	Harrisburg, Pennsylvania	10/21/2019	\$34.98
						\$172.12

2. Click on the appropriate button to Print, Save as PDF, or Email the report.

***COPA - Detailed Report with Summary Data**

Show Itemizations

Expense Report
Report Name : SAP Concur Training
Report Key : 1670
Report Date : 10/30/2019
Report Start Date : 10/21/2019
*Report End Date : 10/22/2019

Employee Name : Burns, Stephen R.
Employee ID : 00490162
*Business Area Description : Executive Offices
*HR Org Unit : 815800
*HR Org Unit Description : EX Bur of Cmwf Pyrl Ops
*Employee Subgroup : F7
*Personnel Subarea : MA37
*Employee Expense Grouping : 1
*Work Address Street : 555 Walnut St
*Work Address City : Harrisburg
*Work Address Zip : 17101

Close Print Save as PDF Email

Submit the Expense Report

1. When finished entering expenses and attaching receipt images, click the **Submit Report** button to send to the designated travel approver.

The screenshot shows the SAP Concur 'Manage Expenses' interface. At the top, it displays 'SAP Concur Training \$172.12' and 'Not Submitted'. A red 'Submit Report' button is highlighted with a mouse cursor. Below the header, there are tabs for 'Report Details', 'Print/Share', and 'Manage Receipts'. A toolbar contains buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A table lists the expenses:

<input type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>			Paid by Employee	Hotel room charge	Staybridge Suites Harrisburg, Pennsylvania	10/22/2019	\$120.84 Itemized
<input type="checkbox"/>			Paid by Employee	Vehicle Mileage		10/21/2019	\$0.00
<input type="checkbox"/>			Paid by Employee	Tolls	Harrisburg, Pennsylvania	10/21/2019	\$16.30
<input type="checkbox"/>			Paid by Employee	Overnight Subsistence	Harrisburg, Pennsylvania	10/21/2019	\$34.98
							\$172.12

Note: SAP Concur has been configured to the commonwealth travel policy requirements. Alerts may appear that need to be resolved in order to submit the report. When the Alerts are resolved, a window will appear indicating you were successful.

The report now has a green bar indicating the report has been Submitted. The report is finished!

The screenshot shows the SAP Concur 'Manage Expenses' interface. The top navigation bar includes 'SAP Concur', 'Requests', 'Travel', 'Expense' (highlighted), 'Approvals', and 'App Center'. Below the navigation, it displays 'Manage Expenses' and 'REPORT LIBRARY View: Active Reports'. A 'Create New Report' button is visible. A report card is shown with a green 'SUBMITTED' status bar dated 10/15/2019. The report title is 'SAP Concur Training' with a total amount of '\$172.12'. Below the amount, it says 'Submitted & Pending Approval' and 'Approver1 Test User'. At the bottom, it displays 'Displayed reports: 1, Total: 1'.