

Concur Travel Expense Report Manual

Procurement Card and Travel Services

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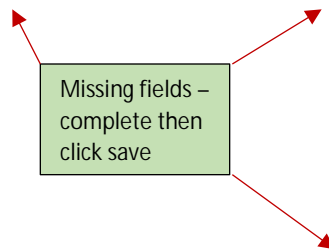
Note: If you are creating an expense report for local mileage please see the “Local Mileage Expense Report” manual.

1. Log into Concur and click Create then select Start a Report.

3. Select the appropriate approved request and click [Create Report](#).



4. Once your report has been created you will have Alerts. Click [Report Details – Report Header](#). Complete all missing required fields as indicated by the red highlights then click [Save](#).



8. Complete all the required fields (*required fields marked with red asterisks*) and attach the receipt. To attach a receipt click **Add Receipt**.



9. Once you click **Add Receipt**, you can select a receipt that On

15. Complete the required fields and click [Save](#) or select from your Favorite Allocations tab (see Saving an Allocation as a Favorite at the bottom of this page).

16. Key the percentage or amount you wish to apply to this funding source.



17. If you need to add more funding sources repeat steps 14-16 for each new funding source.

18. After all funding sources are added click [Save](#). Then click [Save Expense](#). You will see "Allocated" under the Requested amount.



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