








1 Log into Concur and click    




2 Complete all required fields as indicated by the red asterisk next to the field name then click  


3 Click 



4 Select your expected expense and complete the required fields as indicated by the red asterisk next to the field name and click 



5 Once you click  you will see the expected expense added to your request. Follow steps 3 & 4 for each expected expense until you have added all of your expected expenses added to your request.

6 After you have added all of your expected expenses click  .



*NOTE: If you need to allocate any expense to funding sources other than the one you entered on the header (the first screen when you created the request), then follow steps 7-10. The follow fread-12 (ep) 0. \$7 6 1 5 w 27 \$ow) 1 m (h0. \$ ) 5 (eau) 10 he 20 Tf 2 (1)*

---

