## How to start an Expense Report

This Quick Reference Guide demonstrates how to start an Expense Report in Concur.


To access Concur go to BUworks Central Portal Web-Site Page and follow the menu path below:
Menu Path: BUworks Central Portal $\rightarrow$ ESS $\rightarrow$ Travel Reimbursements $\rightarrow$ Manage Business Travel Arrangements and Reimbursements $\rightarrow$

## Concur Travel and Expense Home Page

| SAP Concur C. Home - |  |  |  |  |  | (3) CM |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| BOSTON <br> UNIVERSITY |  | $+$ <br> Start a Report | 00 <br> - Required Approvals | $\begin{gathered} 00 \\ \text { View Trips } \end{gathered}$ | $00$ <br> Available Expenses | $00$ <br> Open Reports |
| Trip Search | Alerts |  |  |  |  |  |
| 8 Booking for myself \| Book for a guest | (- Triplt creates a schedule with all your travel details in one place, accessible on Android or iPhone. Simply connect your Concur account to Triplt. Connect to Tipipt Not right now <br> You haven't signed up to receive e-receipts.(3) Sign up here |  |  |  |  |  |
| Mixed Flight/Train Search | Company Notes |  |  |  |  |  |
| Round Tip One Way Multi City |  |  |  |  |  |  |
| From © | Welcome to Concur Travel, the corporate online travel tool for Boston University. |  |  |  |  |  |
| Departure city, aiport or trin station |  |  |  |  |  |  |
| To © Find an airport \| Select multiple airponts | Please take a moment to review your profile and ensure that your information is complete |  |  |  |  |  |
| Arrival city, aiport or train station |  |  |  |  |  |  |
| Find an a ipoort I Select multiple aiponts | For questions regarding travel reservations or changes to air that has already been ticketed, please contact Christopherson |  |  |  |  |  |
| Search | My Tasks ${ }^{\text {Read more }}$ |  |  |  |  |  |
| Show More |  |  |  |  |  |  |
|  | 00 Required $\rightarrow$ |  | Available | $\rightarrow$ | 00 Op | pen Reports $\rightarrow$ |
| My Trips (0) $\rightarrow$ | Approvals | Expenses |  |  | You currently have no open reports. |  |


| $\mathbf{1 a}$ | If you are submitting a report on the traveler's behalf as an Expense Delegate <br> click on Profile button located on right hand side of Concur Home tab and select traveler's <br> name from your Administer for another user list and click Apply button. <br> If you are submitting on your own behalf continue to step 1b |
| :--- | :--- |
| $\mathbf{1 b}$ | Click the Home dropdown and select the Expense tab. If you have BU Travel Card activity you <br> will also see a Available Expenses section (not shown on this Knowledge Article) |
| $\mathbf{2}$ | Click + Create New Report box |
| $\mathbf{3}$ | Fill out all required Report Header fields (indicated with a red asterisk). Note: the Cost Object <br> field can be edited as necessary. Any restricted account starting with 9 should be preceded with <br> two leading zeros (example: 009123456789) |





| 4 | Click the Create Report button after filling out the Report Header to create the Expense <br> Report |
| :--- | :--- |
| $\mathbf{5 / 6}$ | If you need to re-access the Report Header after creating your report, you can do so by <br> clicking the Report Details button and selecting Report Header from the drop down menu. |

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SAP Concur C. Expense -

5 \(\qquad\)


No Expenses
Add expenses to this report to submit for reimbursement.```

